



# LibreOffice

Community

LibreOffice Documentation Team

## Impress Guide



# 7.2

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### Note

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Other versions of LibreOffice may differ in appearance and functionality.

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## Impress Guide 7.2

# *Preface*

## Who is this user guide for?

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Anyone who wants to quickly acquire knowledge on LibreOffice Impress and is new to presentation software, or may be familiar with another office suite, will find this user guide very useful.

LibreOffice is an open-source office productivity software suite containing capabilities for word processing, spreadsheets, presentations, graphics, databases, and formula editing. LibreOffice Impress is used as a visual aid and is the presentations application for LibreOffice. It is compatible with a wide range of formats like Microsoft PowerPoint (.ppt, .pptx). Presentations can be exported in several file formats, for example, PDF, HTML, and numerous graphic formats.

## What is in this user guide?

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This user guide introduces the main features of Impress, the presentations (slide show) component of LibreOffice. Impress slides can contain text, bulleted and numbered lists, tables, charts, clip art, and other objects. Also, Impress comes with prepackaged styles, slide backgrounds, and templates to help in creating presentations.

## Minimum requirements for using LibreOffice

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For a detailed list of requirements and operating systems supported, see the LibreOffice website, <https://www.libreoffice.org/get-help/system-requirements/>

## How to get LibreOffice

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Versions of LibreOffice for Windows, Linux, and macOS are freely available and can be downloaded from <https://www.libreoffice.org/download>. Linux users will also find LibreOffice included free in many of the latest distributions.

Portable and other versions of LibreOffice are listed on the download page. Linux, Vanilla, and other versions may differ in a few features from the descriptions in this user guide.

## Installing LibreOffice

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Information on installing and setting up LibreOffice on the various supported operating systems is given here: <https://www.libreoffice.org/get-help/install-howto/>

## Setting up and customizing LibreOffice

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To change the default settings (options) in LibreOffice to match the required preferences, go to **Tools > Options** on the Menu bar (**LibreOffice > Preferences** in macOS).

Settings are described in LibreOffice Help and the *Getting Started Guide*. These two sources provide information on how to customize menus, toolbars, and keyboard shortcuts in LibreOffice Impress, add new menus and toolbars, and assign macros to events. Some settings of particular interest to Impress users are also covered in Chapter 11, Setting Up and Customizing Impress.

### Tip

Many settings are intended for power users and programmers. If it is difficult to understand what an option does, LibreOffice recommended leaving the option on its default setting unless instructions in this user guide recommend changing the setting.

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## Extensions and add-ons

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Functionality can be added to LibreOffice with extensions and add-ons. Several extensions are installed with the program and other extensions from the official extensions repository, <https://extensions.libreoffice.org/> or from other sources. See the Getting Started Guide for more information on installing extensions and add-ons.

## Where to get more help

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This user guide and other LibreOffice user guides, the built-in Help system, and user support systems assume that users are familiar with computer and basic functions such as starting a program, opening and saving files.

### Help system

LibreOffice comes with an extensive Help system and this can be used as the first line of support. Windows and Linux users can choose to download and install the offline Help for use when not connected to the Internet. Offline Help is installed with the MacOS version of LibreOffice.

To display the LibreOffice Help, press *F1* or go to **Help > LibreOffice Help** on the Menu bar. If the offline help is not installed on a computer, but connected to the Internet, a dialog opens giving the option to **Read Help Online**. Select this option and the default web browser opens at the LibreOffice online help pages in the LibreOffice website.

The Help menu also includes links to other LibreOffice information and support facilities.

- **What's This?** – for quick tips when a toolbar is visible, place the mouse cursor over any of the tool icons to see a small tooltip box with a brief explanation of the tool function. Also **Extended Tips** can be activated by going to **Tools > Options > LibreOffice > General** on the Menu bar. **Extended Tips** provide a brief description about tools and commands. To display an extended tip, use the keyboard *Shift+F1*, then point to a tool or command.
- **User Guides** – opens the default browser at the Documentation page of the LibreOffice website <https://documentation.libreoffice.org/en/english-documentation/>. This page gives access to the LibreOffice User Guides and other useful information that can be opened in the default browser. Also, the User Guides are available in PDF format as a free download or to buy as printed copies.
- **Show Tip of the Day** – opens a small window with a random tip on how to use LibreOffice.
- **Get Help Online** – opens the default browser at the Ask LibreOffice forum of questions and answers from the LibreOffice community, <https://ask.libreoffice.org/en/questions/>.
- **Send Feedback** – opens the default browser at the Feedback page of the LibreOffice website <https://www.libreoffice.org/get-help/feedback/>. From this page, bugs can be reported, new features suggested and communicated with other users in the LibreOffice community.
- **Restart in Safe Mode** – opens a dialog window giving options to restart LibreOffice and reset the software to its default settings. Restarting in safe mode also provides an opportunity to restore LibreOffice from a backup.
- **Get Involved** – opens the default browser at the Get Involved page of the LibreOffice website, <https://www.libreoffice.org/community/get-involved/>. Choose a topic of interest to help improve the program.
- **Donate to LibreOffice** – opens the default browser at the Donation page of the LibreOffice website, <https://donate.libreoffice.org/> providing an opportunity to make a donation to support LibreOffice.

- **License Information** – outlines the licenses under which LibreOffice is made available.
- **Check for Updates** – opens a dialog and checks the LibreOffice website for updates to version of the software. The dialog provides an opportunity to download and install any updates to LibreOffice.
- **About LibreOffice** – opens a dialog and displays information about the version of LibreOffice and the operating system being used. This information is often requested if the community is asked for help or assistance with the software (on macOS, this option is found under **LibreOffice** on the Menu bar).

## Other free online support

The LibreOffice community not only develops software, but provides free, volunteer-based support. See Table 1 and this web page: <https://www.libreoffice.org/get-help/> For comprehensive online support from the community, look at mailing lists and the Ask LibreOffice website, <https://ask.libreoffice.org/en/questions/>. Other user websites also offer free tips and tutorials.

Table 1: Free support for LibreOffice users

<b>Free LibreOffice support</b>	
FAQs	Answers to frequently asked questions <a href="https://wiki.documentfoundation.org/Faq">https://wiki.documentfoundation.org/Faq</a>
Mailing lists	Free community support is provided by a network of experienced users <a href="https://www.libreoffice.org/get-help/mailling-lists/">https://www.libreoffice.org/get-help/mailling-lists/</a>
Questions & Answers and Knowledge Base	Free community assistance is provided in a Question & Answer formatted web service. Search similar topics or open a new one in <a href="https://ask.libreoffice.org/en/questions">https://ask.libreoffice.org/en/questions</a> . The service is available in several other languages; just replace /en/ with de, es, fr, ja, ko, nl, pt, tr, and many others in the web address above.
Native language support	The LibreOffice website in various languages <a href="https://www.libreoffice.org/community/nlc/">https://www.libreoffice.org/community/nlc/</a> Mailing lists for native languages <a href="https://wiki.documentfoundation.org/Local_Mailing_Lists">https://wiki.documentfoundation.org/Local_Mailing_Lists</a> Information about social networking <a href="https://wiki.documentfoundation.org/Website/Web_Sites_services">https://wiki.documentfoundation.org/Website/Web_Sites_services</a>
Accessibility options	Information about available accessibility options. <a href="https://www.libreoffice.org/get-help/accessibility/">https://www.libreoffice.org/get-help/accessibility/</a>
OpenOffice Forum	Another forum that provides support for LibreOffice, among other open source office suites. <a href="https://forum.openoffice.org/en/forum/">https://forum.openoffice.org/en/forum/</a>

## Paid support and training

Support and training is available through service contracts from a vendor or consulting firm specializing in LibreOffice. For information about certified professional support, see The Document Foundation website: <https://www.documentfoundation.org/gethelp/support/>.

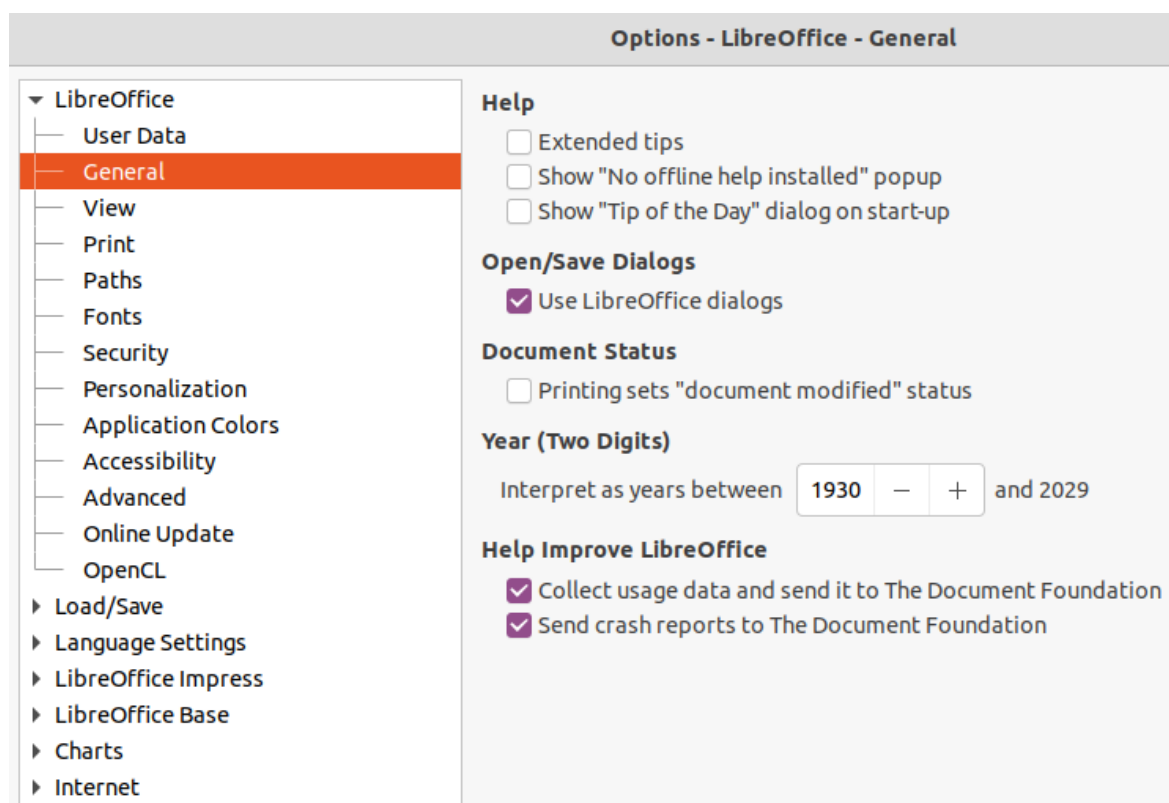


Figure 1: Options LibreOffice General dialog

## What you see may be different

### Illustrations

LibreOffice runs on Windows, Linux, and macOS operating systems, each of which has several versions and can be customized by users (fonts, colors, themes, window managers). The illustrations in this guide were taken from a variety of computers and operating systems. Therefore, some illustrations will not look exactly like what is seen on a computer display.

Also, some of the dialogs may differ because of the settings selected in LibreOffice. Either use dialogs from the computer system (default) or dialogs provided by LibreOffice.

To change to using LibreOffice dialogs:

- 1) On Linux and Windows operating systems, go to **Tools > Options > LibreOffice > General** on the Menu bar to open the dialog for general options.
- 2) On a Mac operating system, go to **LibreOffice > Preferences > General** on the Menu bar to open the dialog for general options.
- 3) Select *Use LibreOffice* dialogs in **Open/Save dialogs** to display the LibreOffice dialogs on a computer display, as shown in Figure 1.
- 4) Click **OK** to save the settings and close the dialog.

### Icons

The LibreOffice community has created icons for several icon sets, including Breeze, Colibre, Elementary, Sifr, and Tango. Each user can select a preferred set. The icons used to illustrate some of the many tools available in LibreOffice may differ from the ones used in this guide. The icons in this user guide have been taken from a LibreOffice installation that has been set to display the Colibre set of icons.



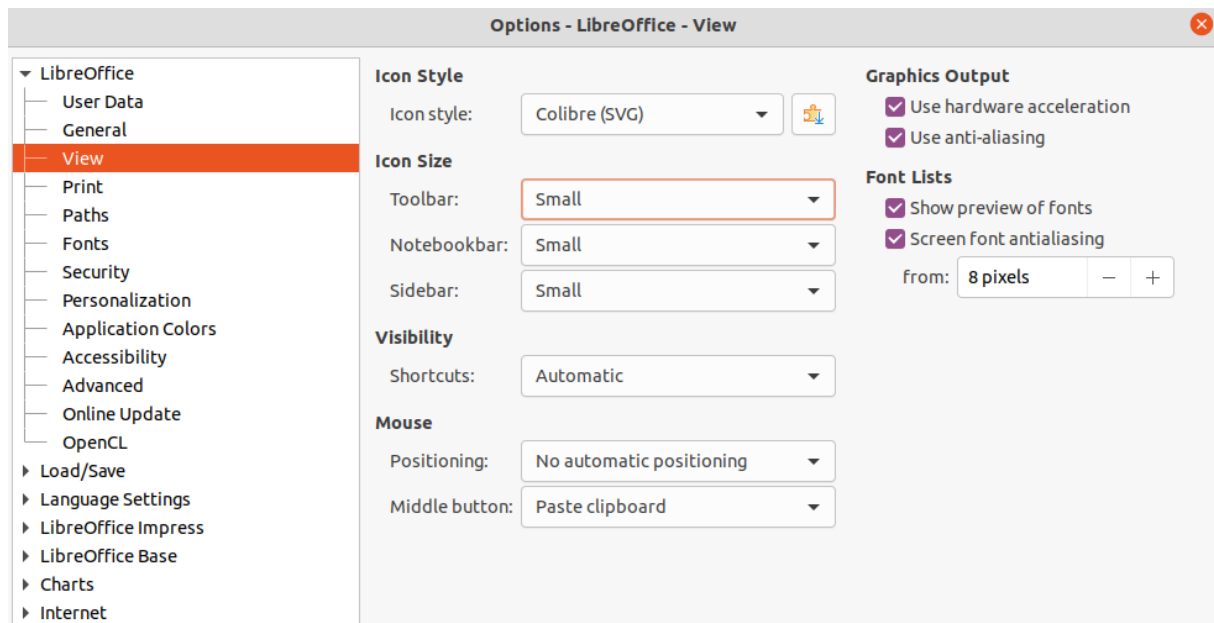


Figure 2: Options LibreOffice View dialog

Change the icon set used in a LibreOffice installation as follows:

- 1) On Linux and Windows operating systems, go to **Tools > Options > LibreOffice > View** on the Menu bar to open the dialog for view options.
- 2) On a Mac operating system, go to **LibreOffice > Preferences > LibreOffice > View** on the Menu bar to open the dialog for view options.
- 3) In **Icon Style** select Colibre (SVG) from the options available in the drop down list as shown in Figure 2.
- 4) In **Icon Size**, select **Small** from the drop down lists for *Toolbar*, *Notebookbar* and *Sidebar*, as shown in Figure 2.
- 5) Click **OK** to save the settings and close the dialog.



### Note

Some Linux operating systems, for example Ubuntu, include LibreOffice as part of the installation and may not include the Colibre icon set. This icon set can be downloaded from the software repository for the Linux operating system being used.

## Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. Table 2 below gives some common substitutions for the instructions in this user guide. For a more detailed list, see the application help.

Table 2: Example of macOS keyboard shortcuts

Windows or Linux	macOS equivalent	Effect
<b>Tools &gt; Options</b> on Menu bar	<b>LibreOffice &gt; Preferences</b> on Menu bar	Access setup options
Right-click	<i>Ctrl</i> +click and/or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> (Control)	⌘ (Command)	Used with other keys

Windows or Linux	macOS equivalent	Effect
F11	⌘+T	Open the Styles deck in the Sidebar

## Who wrote this user guide?

This user guide was written by volunteers from the LibreOffice community. Profits from sales of the printed edition will be used to benefit the community.

## Frequently asked questions

### How is LibreOffice licensed?

LibreOffice is distributed under the Open Source Initiative (OSI) approved Mozilla Public License (MPL). See <https://www.libreoffice.org/about-us/licenses/>

It is based on code from Apache OpenOffice made available under the Apache License 2.0 but also includes software that differs from version to version under a variety of other Open Source licenses. New code is available under LGPL 3.0 and MPL 2.0.

### May I distribute LibreOffice to anyone?

Yes

### May I sell it?

Yes

### May I use it in my business?

Yes.

### How many computers may I install it on?

As many as you like.

### Is LibreOffice available in my language?

LibreOffice has been translated (localized) into over 40 languages, so your language probably is supported. Additionally, there are over 70 spelling, hyphenation, and thesaurus dictionaries available for languages, and dialects that do not have a localized program interface. The dictionaries are available from the LibreOffice website at: [www.libreoffice.org](http://www.libreoffice.org).

### How can you make it for free?

LibreOffice is developed and maintained by volunteers and has the backing of several organizations.

### I am writing a software application. May I use programming code from LibreOffice in my program?

You may, within the parameters set in the MPL and/or LGPL. Read the licenses: <https://www.mozilla.org/MPL/2.0/>.

### Why do I need Java to run LibreOffice? Is it written in Java?

LibreOffice is not written in Java; it is written in the C++ language. Java is one of several languages that can be used to extend the software. The Java JDK/JRE is only required for some features. The most notable one is the HSQLDB relational database engine.

Java is available at no cost. More information and download links to the appropriate edition for your operating system can be found at: <https://java.com/en/download/manual.jsp>



### Note

If the LibreOffice features that require Java are to be used, it is important that the correct 32-bit or 64-bit edition matches the installed version of LibreOffice. For more information, see the *Getting Started Guide*. If Java is not to be used, nearly all of the LibreOffice features can still be used.

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**How can I contribute to LibreOffice?**

You can help with the development and user support of LibreOffice in many ways, and you do not need to be a programmer. To start, check out this webpage:

<https://www.libreoffice.org/community/get-involved/>

**May I distribute the PDF of this user guide, or print and sell copies?**

Yes, as long as requirements are met for one of the licenses in the copyright statement at the beginning of this user guide. There is no need to request special permission.

LibreOffice request that you share with the project some of the profits you make from sales of user guides, in consideration of all the work we have put into producing them.

Donate to LibreOffice: <https://www.libreoffice.org/donate/>

## What is new in LibreOffice 7.2?

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The LibreOffice 7.2 Release Notes are available at this link

<https://wiki.documentfoundation.org/ReleaseNotes/7.2>

Also at this link, the release notes for earlier versions of LibreOffice are located giving more information on the features that are included in LibreOffice.



## Impress Guide 7.2

# *Chapter 1* *Introducing Impress*

*Presentations in LibreOffice*

## What is Impress?

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Impress is the presentation (slide show) program included in LibreOffice. Impress creates presentations in the Open Document Presentation (ODP) format, which can be opened by other presentation software or can be exported in different presentation formats.

Slides can be created 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.

This chapter introduces the Impress user interface. The remaining chapters in this user guide explain all the features available in Impress that can be used to create more sophisticated slide shows.

To use Impress for more than very simple presentations, requires some knowledge of the slide elements. Slides containing text use styles to determine the appearance of that text. Creating drawings in Impress is similar to using the Draw program included in LibreOffice. See the Draw Guide for more details on how to use the drawing tools.

## Starting Impress

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Impress can be started in several ways:

- From the LibreOffice Start Center that opens when LibreOffice is opened and no other LibreOffice module is open.
  - Click on **Impress Presentation** to create a new presentation;
  - Click on **Open File** and navigate to the folder where there is an existing presentation.
- From the system menu using the standard menu from which most applications are started. Details vary with the operating system. See the *Getting Started Guide* for more information, some examples are listed below:
  - Start menu in Windows.
  - Applications menu in Linux with a Gnome desktop.
  - Applications menu in macOS.
- From any open module of LibreOffice, go to **File > New > Presentation** on the Menu bar, or click on **New** on the Standard toolbar and select **Presentation** from the drop-down menu.

### Note

When LibreOffice is installed on a computer, a menu entry for each component is normally added to the system menu. The exact name and location of these menu entries depend on the operating system and graphical user interface.

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### Note

The **New** icon displayed on the Standard toolbar depends on which LibreOffice module is open when creating a new presentation.

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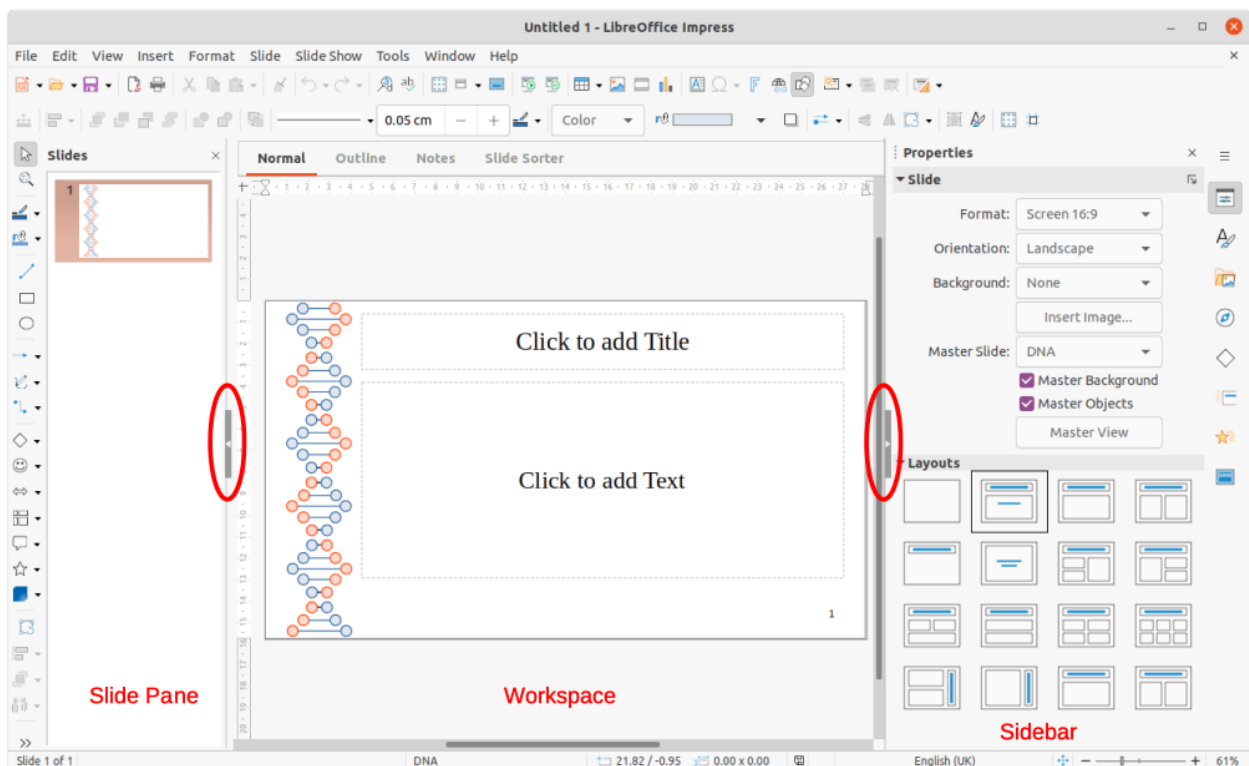


Figure 3: Impress main window

When starting Impress for the first time, the main Impress window (Figure 3) opens, as default, with the Select a Template dialog displayed (Figure 4). Templates included with Impress are designed to fit the two standard sizes of presentation slides: 4:3 and 16:9 ratios. However, templates will adapt to other sizes that are available and can be selected by going to **Slide > Slide Properties > Slide** on the Menu bar or the *Slide* panel in the Properties deck on the Sidebar.

### Tip

To start Impress without the Select a Template dialog (Figure 4) opening, deselect *Show this dialog at startup* in the lower left of the dialog.

In Windows or Linux, go to **Tools > Options > LibreOffice Impress > General** on the Menu bar and deselect *Start with Template Selection* under **New Document**.

In macOS, go to **LibreOffice > Preferences > LibreOffice Impress > General** on the Menu bar and deselect *Start with Template Selection* under **New Document**.

## Main Impress window

The main Impress window (Figure 3) has three main sections: Slide Pane, Workspace, and Sidebar. At the top of the main window is the Menu bar and toolbars. Toolbars can be displayed or hidden during the creation of a presentation.

### Tip

The Slide Pane and/or Sidebar can be closed by clicking the X in the upper right corner of each pane or going to **View > Slide Pane** or **View > Sidebar** on the Menu bar to deselect the pane. To reopen a pane, select **View > Slide Pane** or **View > Sidebar** on the Menu bar.



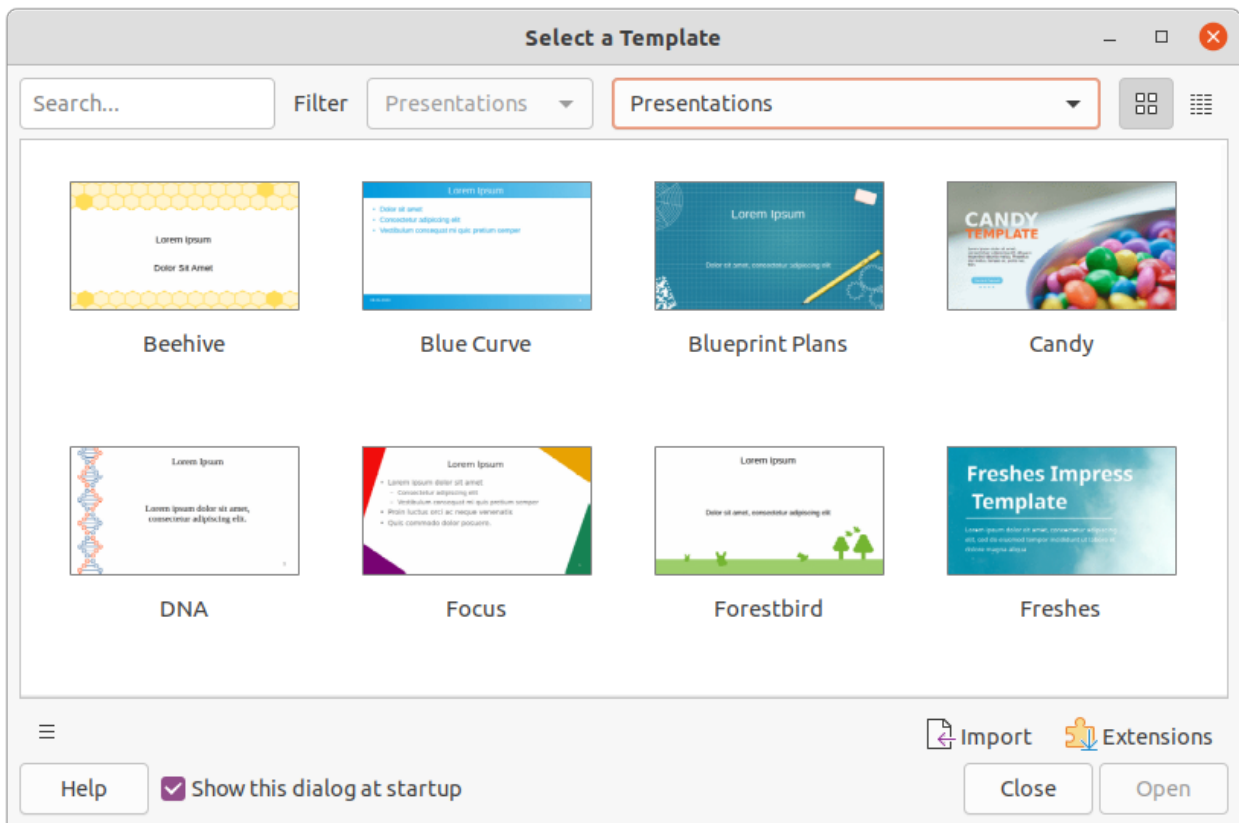


Figure 4: Select a Template dialog



## Tip

To maximize the Workspace area click on the **Hide/Show** marker in the middle of the vertical separator line (highlighted in Figure 3). Using one or both of these markers hides, but does not close, the Slide Pane or Sidebar. To restore a pane, click again on its **Hide/Show** marker.

## Menu bar

The Impress Menu bar, at the top of the main window, provides several menus common to all LibreOffice modules. The commands may differ between the modules for **File**, **Edit**, **View**, **Insert**, **Format**, **Tools**, **Window**, and **Help**. Impress has two extra menus for **Slide** and **Slide Show**. When one of the menus is selected, a submenu drops down to show commands. The Menu bar can be customized and for more information, see the *Getting Started Guide*.

## Workspace

The Workspace (normally the center of the main window) opens in the **Normal** view. It has four standard views selected using tabs: **Normal**, **Outline**, **Notes**, and **Slide Sorter** (Figure 5). For more information on workspace views, see “Workspace views” page 24.

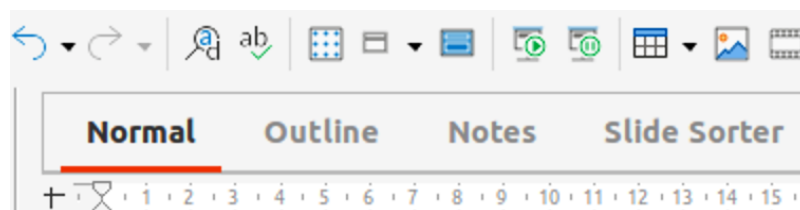


Figure 5: Workspace view tabs

If master slides are being used, then master views become available: **Master Slide**, **Master Notes** and **Master Handout**. There are no tabs for master views and are selected by going to **View** on the Menu bar. For more information on master slides, see Chapter 2, Using Slide Masters, Styles, and Templates.

## Slide Pane

The Slide Pane contains thumbnail images of slides in a presentation in the order in which the slides will be shown. The slide show order can be changed and is described in Chapter 9, Slide Shows & Photo Albums. Clicking on a slide image in the Slide Pane selects it and places the slide in the Workspace where changes are made to the displayed slide.

- To display or close the Slide Pane, go to **View > Slide Pane** on the Menu bar.
- To close the Slide Pane, click on the X in the right top corner of the Slide Pane.
- To display or hide the Slide Pane, use the **Hide/Show** marker on the left of the Workspace (Figure 3 on page 16).



### Note

The Slide Pane is labelled **Slides** in the Impress main window.

Several additional operations can be carried out on one or more slides in the Slide Pane. Also, these additional operations are available from a context menu when right clicking on a slide in the Slide Pane.

- Add new slides to a presentation.
- Hide a slide so that it will not show in a presentation.
- Delete a slide from a presentation.
- Rename a slide.
- Duplicate a slide.
- Move a slide to another position in the slide order by dragging and dropping it to the desired position.

Also the following operations can be carried out, although there are more efficient methods than using the Slide Pane:

- Change the slide transition following the selected slide or after each slide in a group.
- Change the sequence of slides in the presentation.
- Change the slide design.
- Change slide layout for a group of slides simultaneously.

## Sidebar

The Impress Sidebar, normally located on the right side of the Workspace, is similar to the Sidebar in the other LibreOffice modules. It consists of eight decks, as described below. To open a deck, use one of the following methods:

- Click on its icon on the right side of the Sidebar.
- Click on **Sidebar Settings** at the top of the Sidebar and select a deck from the drop-down list.
- Go to **View** on the Menu bar and select the deck required from the submenu.

To display or hide the Sidebar, use one of the following methods:

- Go to **View > Sidebar** on the Menu bar.

- Use the keyboard shortcut *Ctrl+F5*.
- Use the **Hide/Show** marker on the right of the Workspace (Figure 3 on page 16).
- To close the Sidebar, click on the X in the right top corner of the Sidebar.
- To display the Sidebar, click on one of the Sidebar icons to open a deck.

## Properties

The Properties deck has ten panels, allowing the slide layout to be changed and the formatting of any objects on a slide.

- When a slide is selected and appears in the Workspace, the Properties deck opens with the *Slide* and *Layouts* panels available.
- When an object on a slide is selected, the Properties deck has the following panels available: *Character*, *Lists*, *Paragraph*, *Area*, *Shadow*, *Line*, *Position and Size*, *Columns*, *Effect*, and *Image*. Actual panels displayed depends on the type of object selected.

## Styles

On the Styles deck, drawing and presentation styles can be applied to a selected object, new styles created for drawing and presentation, and both types of styles can be modified. When saving changes to a style, the changes are applied to all of the elements formatted with that style in the presentation. For more information on styles, see Chapter 2, Using Slide Masters, Styles, and Templates.

## Gallery

On the Gallery deck, an object can be inserted into a presentation either as a copy or as a link. A copy of an object is independent of the original object. Changes to the original object have no effect on the copy. A link remains dependent on the original object. Changes to the original object are also reflected in the link.

## Navigator

The Navigator deck displays all objects contained in a presentation. It provides a convenient way to move between slides in a presentation or select an object on a slide. It is recommended to give slides and objects in a presentation meaningful names so that they are easily identified when using the Navigator. For more information, see “Navigator” on page 22.

## Shapes

The Shapes deck provides quick selection of most items that are available on the Drawing toolbar: *Lines and Arrows*, *Curves and Polygons*, *Connectors*, *Basic Shapes*, *Symbol Shapes*, *Block Arrows*, *Flowchart*, *Callouts*, *Stars and Banners*, and *3D Objects*.

## Slide transition

The Slide Transition deck provides a selection of slide transitions available in Impress, also controls to adjust transition speed, automatic or manual transition, and how long a selected slide is shown (automatic transition only). For more information on transitions, see Chapter 9, Slide Shows & Photo Albums.

## Animation

The Animation deck provides an easy way to add, change, or remove animations for different elements or objects on a slide and adjust how they appear during a slide show. For more information on transitions, see Chapter 9, Slide Shows & Photo Albums.

## Master slides

Using the Master Slides deck, the slide design can be selected for a presentation. Impress includes several designs of master slides. The default master slide is blank, but the remaining master slides have backgrounds and styled text. For more information on master slides, see Chapter 2, Using Slide Masters, Styles, and Templates.

## Rulers

Rulers are positioned on the upper and left-hand sides of the Workspace. If they are not visible, go to **View > Rulers** in the Menu bar. The rulers show the size of a selected object on the slide using double lines (highlighted in Figure 6). Rulers are also used to manage object handles and guide lines when positioning objects.

To change the measurement units of the rulers, right-click on a ruler and select the measurement unit from the drop-down list, as shown in Figure 7 for the horizontal ruler. The horizontal and vertical rulers can be set to different measurement units.

The page margins in the drawing area are also represented on the rulers. The margins can be changed directly on the rulers by dragging them with the mouse. The margin area is indicated by either a grayed out area on the rulers or borders around the unused area of the ruler. This margin indication depends on computer setup and operating system.

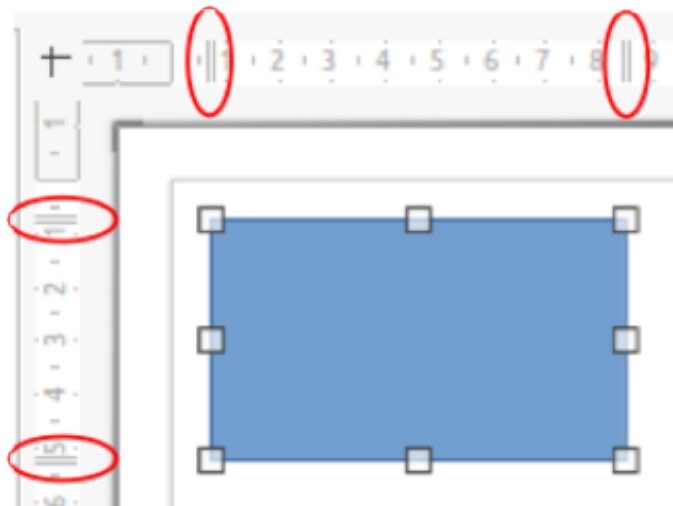


Figure 6: Rulers showing object size

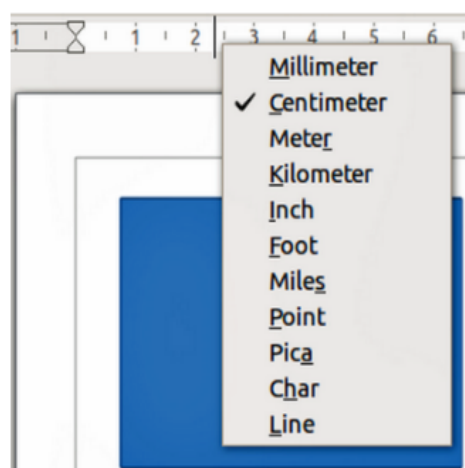


Figure 7: Changing ruler units



Figure 8: Status Bar

### ✓ Note

The sizes are given in the current measurement unit and might not be the same as the ruler units. The measurement unit on the Status bar is defined in **Tools > Options > LibreOffice Impress > General**.

## Status bar

The Status Bar (Figure 8), located at the bottom of the Impress main window, contains information that may be useful when working on a presentation. To hide the Status Bar, go to **View** on the Menu bar and deselect **Status Bar**.

### Slide number

The slide number currently displayed in the Workspace and the total number of slides in the presentation.

### Information area

This changes depending on the object selected on the slide. Examples of the information displayed are shown in Table 3.

Table 3: Examples of information on Status Bar

Example selection	Examples of information shown
Text area	Text Edit: Paragraph x, Row y, Column z
Charts, spreadsheets	Embedded object (OLE) "ObjectName" selected
Graphics	Bitmap with transparency selected

### Master slide

The master slide associated with the slide or notes page currently displayed in the Workspace. Right-click to open a list of available master slides and select one to apply it to the selected slide. Double-click to open the Available Master Slides dialog. For more information, see Chapter 2, Using Slide Masters, Styles and Templates.

### Cursor position/Object size

Shows different information depending on whether objects are selected or not.

- When no object is selected, the position numbers show the current position (X and Y coordinates) of the mouse cursor.
- When an object is selected and being resized with the mouse, the object size numbers show the size of the object (width and height).
- If an object is selected, the position numbers shows X and Y coordinates of the upper-left corner and the object size number pair displays the size of the object. These numbers do not relate to the object itself, but to the selection outline, which is the smallest possible rectangle that can contain the visible part or parts of the object.
- When an object is selected, clicking in either of these areas opens the Position and Size dialog.

### Unsaved changes

Indicates if there are any unsaved changes in the presentation. Clicking this icon saves the document. If the presentation has not been saved before, the Save As dialog opens giving the opportunity to save the presentation.

### Digital signatures

Indicates if your presentation has a digital signature.

### Text language

Indicates the language used for any text on a presentation.

### Fit slide

When this icon is clicked on, the slide in the Workspace zooms to fit in the Workspace.

### Zoom slider

When moved, the slide changes its viewing zoom in the Workspace.

### Zoom percentage

Indicates the zoom level of the slide displayed in the Workspace. Clicking on zoom percentage opens the Zoom & View Layout dialog where the settings for zoom factor and view layout are adjusted.

## Navigator

The Navigator displays all objects contained in a presentation. It provides another convenient way to move around a presentation and find items in it.

To open the Navigator dialog (Figure 9) go to **View > Navigator** on the Menu bar, or use the keyboard shortcut *Ctrl+Shift+F5*. Alternatively, click on **Navigator** in the Sidebar to open the Navigator deck that is similar in appearance and function as the Navigator dialog.

The Navigator is more useful if slides and objects (pictures, spreadsheets, and so on) are given meaningful names, instead of leaving them with default names, such as “Slide 1” and “Shape 1” and so on (as shown in Figure 9). This will allow for a slide or object to be easily located in a presentation.

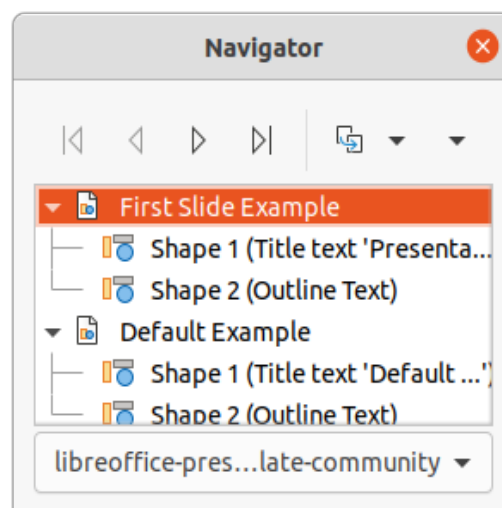


Figure 9: Navigator dialog

## Toolbars

Many toolbars can be used during slide creation. To display or hide the various toolbars in Impress, go to **View > Toolbars** on the Menu bar and select the required toolbar from the drop down menu that appears. For example, the Standard and Drawing toolbars are displayed by default, but the Line and Filling, and Text Formatting toolbars are not shown.



To change the tools available on any toolbar, right-click in an empty area on the toolbar and select **Visible Buttons** from the context menu. The installed tools are indicated by a check mark next to the tool name, or the tool icon is highlighted, depending on the computer operating system. Click on a tool name to hide or show it in the toolbar. For more information, see Chapter 11, Setting Up and Customizing Impress, Appendix B, Toolbars, and the *Getting Started Guide*.

The following toolbars are widely used when creating a presentation:

### Standard

The Standard toolbar (Figure 10) is the same for all LibreOffice modules and is not described in detail in this user guide. By default, it is docked and located just under the Menu bar at the top of the Workspace.

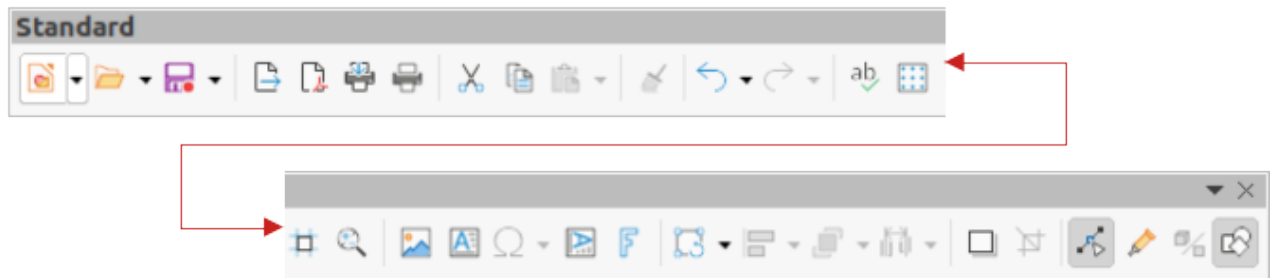


Figure 10: Standard toolbar

### Drawing toolbar

The Drawing toolbar (Figure 11) contains all the necessary functions for drawing various geometric and freehand shapes, and for organizing them in a slide. By default, it is docked and located on the left of the Workspace. More information on the Drawing toolbar can be found in Chapter 5, Managing Graphic Objects.



Figure 11: Drawing toolbar

### Line and Filling toolbar

The Line and Filling toolbar (Figure 12) provides the tools for modifying the properties of an object, for example line color, line style, line width, fill color and style, and other properties of a selected object. If the selected object is a text frame, the Line and Filling toolbar is automatically replaced by the Text Formatting toolbar (Figure 13).

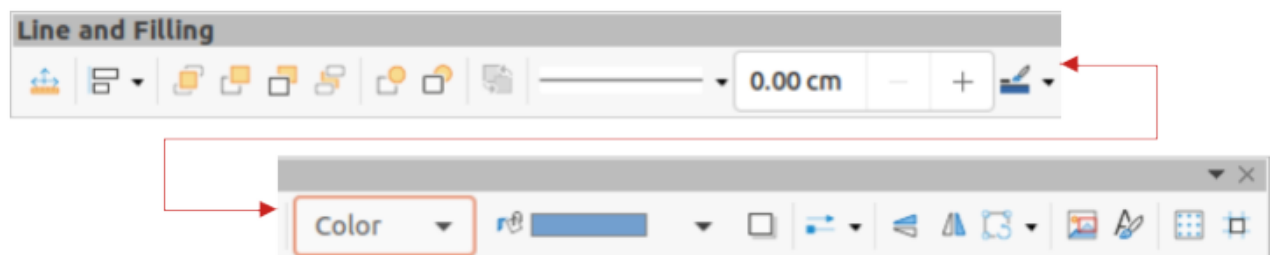


Figure 12: Line and Filling toolbar

### Text Formatting toolbar

The Text Formatting toolbar (Figure 13) is similar to the Formatting toolbar in LibreOffice Writer and only appears when a text object has been selected in a presentation, automatically replacing the Line and Filling toolbar (Figure 12).

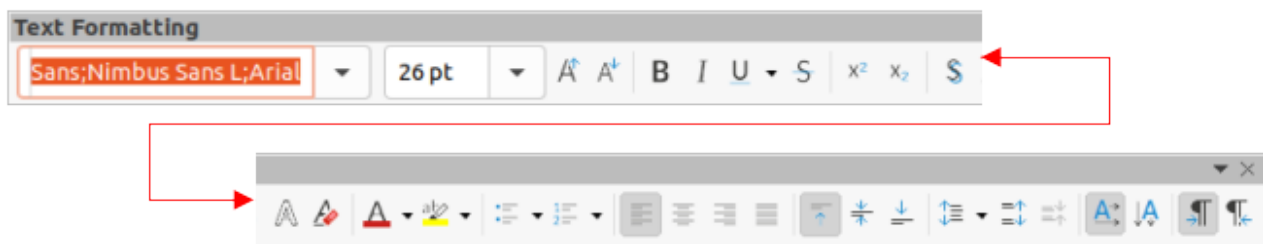


Figure 13: Text Formatting toolbar

## ✓ Note

The appearance of the toolbar icons varies depending on the computer operating system, and the selection of icon size and style in **Tools > Options > LibreOffice > View**. For more information about working with toolbars, see Appendix B, Toolbars and the *Getting Started Guide*.

## Workspace views

The Impress workspace has four standard views selected using tabs: **Normal**, **Outline**, **Notes**, and **Slide Sorter**. These tabs are normally displayed the top of the Workspace. If the tabs are not displayed, then go to **View > Views Tab Bar** on the Menu bar. Each of the workspace views is designed to ease the completion of certain tasks.

Master views only become available in the Workspace when **Master Slide**, **Master Notes** or **Master Handout** are selected. There are no tabs for master views and can only be selected by going to **View** on the Menu bar. For more information on master slides, see Chapter 2, Using Slide Masters, Styles, and Templates.

### Normal view

**Normal** view is the main standard view for creating individual slides in a presentation. In **Normal** view slides are designed, text or graphics added and formatted, and any animation effects added to text or graphics.

To place a slide in **Normal** view of the Workspace, either click on the slide thumbnail in the Slide Pane or click on the slide name in the Navigator.

### Outline view

**Outline** view in the Workspace (Figure 14) contains all of the slides of the presentation in a numbered sequence. It shows topic titles, bulleted lists, and numbered lists for each slide in outline format. Only the text contained in the default text boxes in each slide is shown. If text boxes or graphic objects have been added to the slides, then these objects are not displayed. Slide names are not included.

**Outline** view can be used for the following:

- Making changes in the text of a slide.
- Adding or deleting text in a slide as in **Normal** view.
- Moving a paragraph in a slide up or down by using the movement arrows on the Outline toolbar (Figure 15).
- Changing the outline level of a paragraph in a slide using the left and right arrow buttons on the Outline toolbar.
- Comparing slides with an outline, if an outline has been prepared in advance. If another slide is required, it can be created directly in **Outline** view, or **Normal** view.

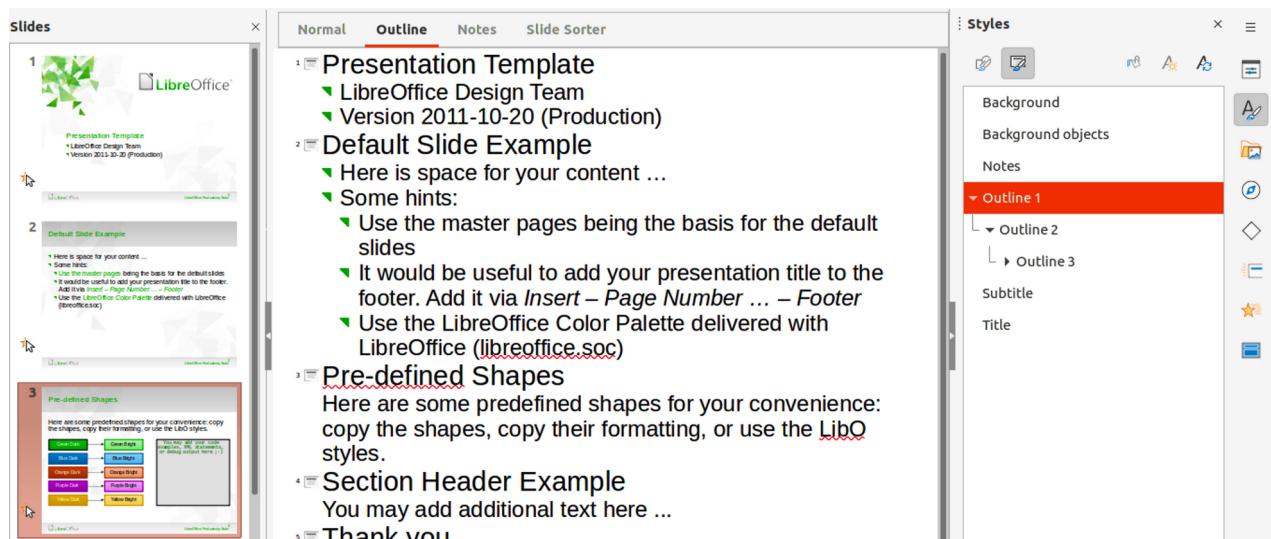


Figure 14: Example Outline view in Workspace



Figure 15: Outline toolbar

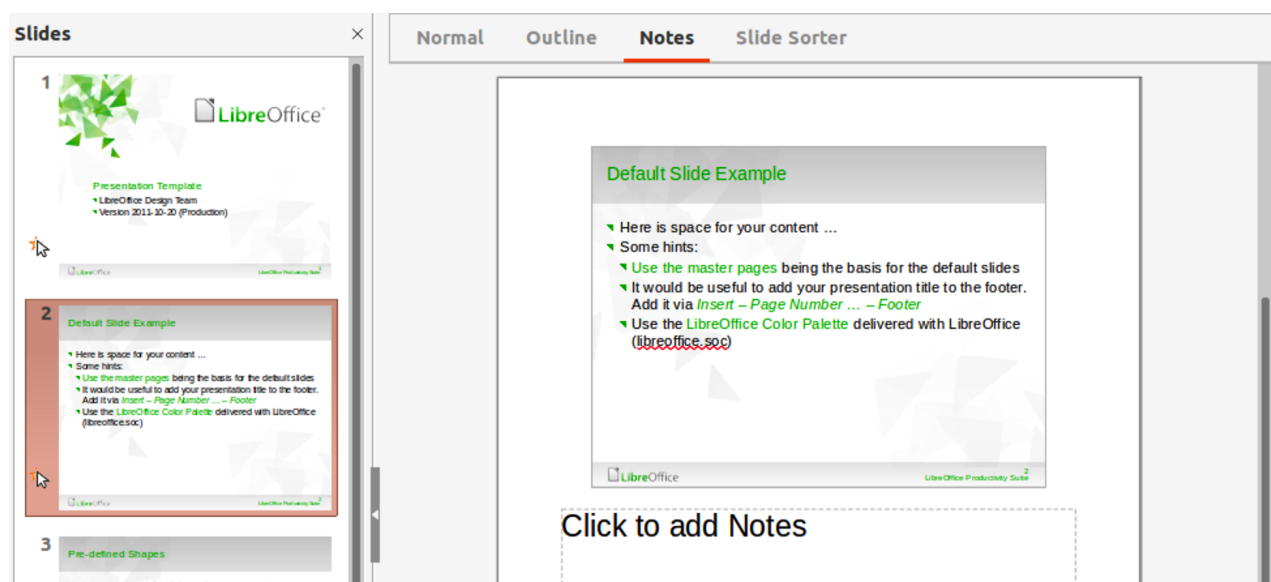


Figure 16: Example Notes view in Workspace

## Notes view

Use **Notes** view in the Workspace (Figure 16) to add notes to a slide. These notes are not seen when the presentation is shown to an audience using an external display connected to a computer.

- 1) Click on **Notes** in the Workspace to open **Notes** view.
- 2) Click a slide in the Slide Pane so that the slide appears in the Workspace.
- 3) In the text box below the slide, click on the words *Click to add notes* and begin typing the required notes for the selected slide.

The *Click to add notes* text box can be resized using the resizing handles which appear when the edge of the notes box is selected. Move or change the size of the box by clicking and dragging on the box border.

When text is inserted in the *Click to add notes* text box, it is automatically formatted using the predefined *Notes* style in **Presentation Styles** in the Styles deck on the Sidebar. The *Notes* style can be formatted to the presentation requirements. For more information, see Chapter 8, Adding and Formatting Slides, and Notes.

## Slide Sorter view

The **Slide Sorter** view in the Workspace (Figure 17) contains all the thumbnails of slides used in a presentation. Use this view to work with one slide or a group of slides.

### Customizing Slide Sorter view

To change the number of slides per row in **Slide Sorter** view:

- 1) Go to **View > Toolbars > Slide View** on the Menu bar to show the Slide View toolbar (Figure 18)
- 2) Adjust the number of slides, up to a maximum of 15, in the *Slides per Row* box.

### Changing slide order

To change the slide order in a presentation of a single slide or a group of slides using **Slide Sorter** view is as follows:

- 1) Select a slide or a group of slides.
- 2) Drag and drop the slide or group of slides at the new position in the presentation.

### Selecting a group of slides

To select a group of slides in **Slide Sorter** view, use one of the following methods:

- **Ctrl** key – click on the first slide and, while holding the **Ctrl** key, select the required slides. The selected slides do not have to be next to each other.
- **Shift** key – click on the first slide, and while pressing the **Shift** key, select the final slide for the group. This selects all of the slides between the first and the last slide selected.
- **Mouse** – position the cursor slightly to one side and outside the first slide, then click and drag the cursor until all slides required for the group are selected.

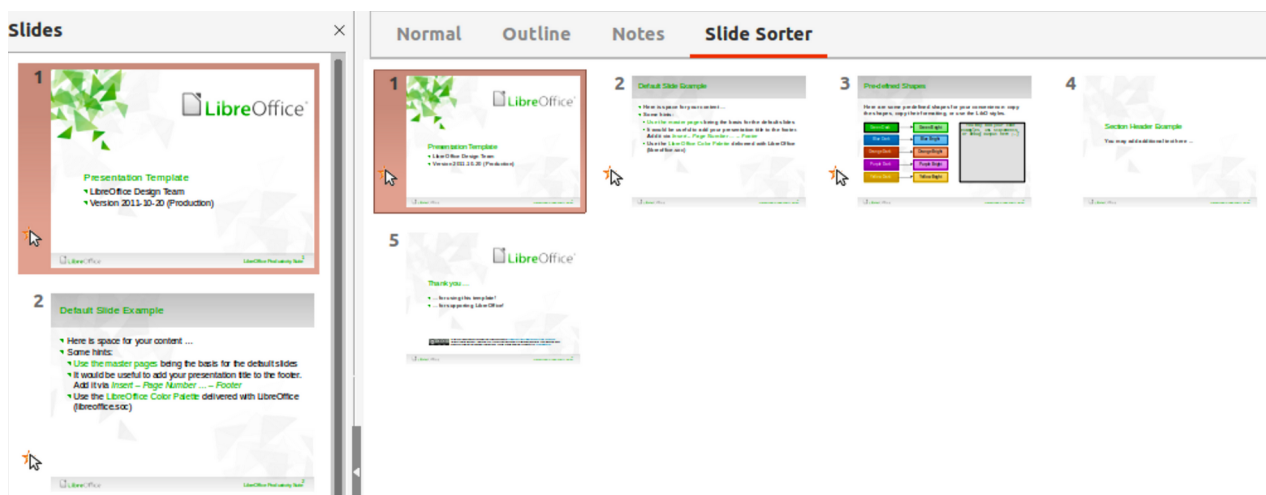


Figure 17: Example Slide Sorter view in Workspace

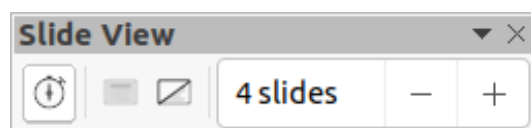


Figure 18: Slide View toolbar

## Working in Slide Sorter view

Working with slides in **Slide Sorter** view is similar to working with slides in the Slide Pane. To make changes, right-click on a slide in **Slide Sorter** view and choose one of the following from the context menu:

- **Cut** – removes the selected slide and saves it to the clipboard.
- **Copy** – copies the selected slide to the clipboard without removing it.
- **Paste** – inserts a slide from the clipboard after the selected slide.
- **New Slide** – adds a new slide after the selected slide.
- **Duplicate Slide** – creates a duplicate of the selected slide and places the new slide immediately after the selected slide.
- **Rename Slide** – renames the selected slide.
- **Hide Slide** – any slides that are hidden are not shown in the presentation.
- **Delete Slide** – deletes the selected slide.
- **Layout** – allows changes to the layout of the selected slide.
- **Move** – allows moving or repositioning of the slide in the presentation order.

## Creating presentations

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By default, Impress opens with the Select a Template dialog displayed (Figure 4 on page 17) where a template can be selected to use in a presentation. To create a new presentation without using a template, click on **Cancel** in the Select a Template dialog and a blank slide appears in the Workspace and Slide Pane.



### Tip

The first thing to do is decide on the purpose of a presentation and plan accordingly. Having an idea of who the audience will be, the structure, the content, and how the presentation will be delivered, will save a lot of time from the start.

---

To prevent the Select a Template dialog from opening when creating a new presentation, go to **Tools > Options > LibreOffice Impress > General** on the Menu bar to open Options LibreOffice Impress General dialog (Figure 19) and deselect the option *Start with New Template Selection*.

For more information on creating presentations, slide show options, and presentation settings, see Chapter 9, Slide Shows & Photo Albums and Chapter 11, Setting Up and Customizing Impress.

## New presentation

When creating a new presentation, Impress shows only one slide in the Slide Pane and Workspace. New or duplicate slides can be added to a presentation as follows.

### Inserting new slide

A new slide is inserted into a presentation using one of the following methods.

- Go to **Slide > New Slide** on the Menu bar.
- Right-click in the Slide Pane and select **New Slide** from the context menu.
- Use the keyboard shortcut *Ctrl+M*.
- Go to **Slide Sorter** view in the Workspace, right-click on a slide and select **New Slide** from the context menu.

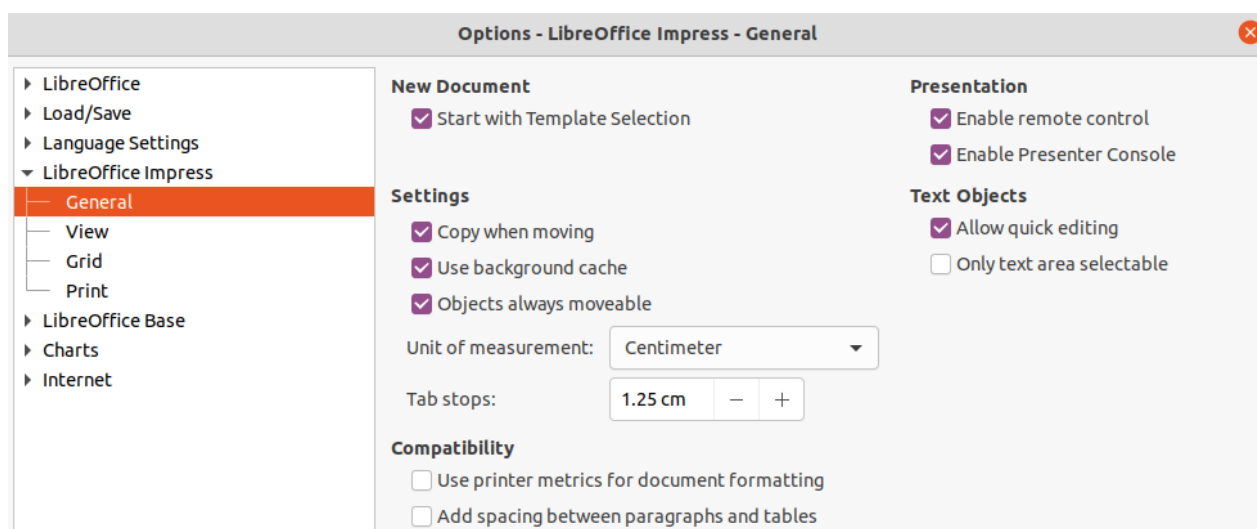


Figure 19: Options LibreOffice Impress General dialog

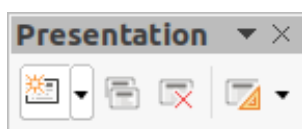


Figure 20:  
Presentation toolbar

- Click on **New Slide** in the Presentation toolbar (Figure 20). If the Presentation toolbar is not visible, go to **View > Toolbars** on the Menu bar and select **Presentation** from the drop-down list.

### Note

A new slide is inserted after the selected slide in the presentation. If a slide is not selected, then the new slide is inserted as the last slide in the presentation.

## Duplicate slide

To duplicate a slide, select the slide for duplication in the Slide Pane and use one of the following methods. A duplicate slide is inserted after the selected slide in the presentation.

- Right-click on a slide in the Slide Pane and select **Duplicate Slide** from the context menu.
- Go to **Slide Sorter** view in the Workspace, right-click on a slide and select **Duplicate Slide** from the context menu.
- Go to **Slide > Duplicate Slide** on the Menu bar.
- Click on **Duplicate Slide** in the Presentation toolbar (Figure 20).

## Slide format

Click on Properties on the Sidebar and open the *Page* panel (Figure 21) to display the format options available for a presentation. The *Page* panel allows for quick formatting of all slides included in a presentation and selecting master slides for a presentation. For more information on formatting slides and using master slides, see Chapter 2, Using Slide Masters, Styles, and Templates and Chapter 8, Adding and Formatting Slides and Notes.



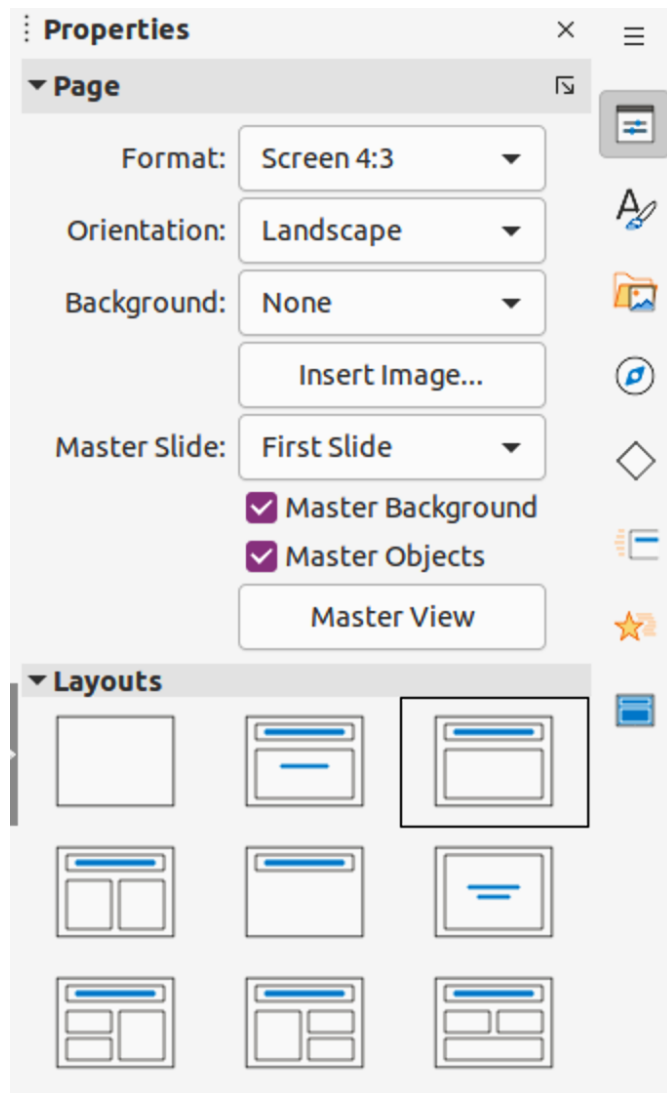


Figure 21: Page and Layouts panels in Properties deck on Sidebar

## Slide layout

By default in Impress, the Title Slide layout is used for the first slide when a new presentation is created. The layouts included in Impress range from a blank slide to a slide with six contents boxes and a title. For more information on slide layouts, see Chapter 8, Adding and Formatting Slides, and Notes.

The first slide in a presentation is normally a title slide. The layouts *Title Slide*, which also contains a section for a subtitle, or *Title Only* are the most suitable layouts for the first slide in a presentation. For the remaining slides, the Title, Contents layout is used.

Impress does not have the functionality to create custom layouts. However, the different elements in a slide layout can be resized and moved. For more information, see “Modifying slide elements” on page 30.

### Tip

To view the names for slide layouts, use the tooltip feature. Position the cursor on an icon in the Layout panel (or on any other tool icon) in the Properties deck on the Sidebar and its name is displayed in a small rectangle.

## Changing slide layout

After selecting a slide in a presentation, change the slide layout using one of the following methods:

- Click on the required layout in Layouts panel of the Properties deck in the Sidebar (Figure 21).
- Go to **Slide > Layout** on the Menu bar and select the required layout from the drop-down list.
- Right-click on a slide in the Slide Pane, select **Layout** from the context menu and select the required layout from the drop-down list.
- Click on **Slide Layout** on the Presentation toolbar (Figure 20 on page 28) and select a layout from the options available.

## Slide contents

Several layouts contain one or more content boxes. Each of these boxes can be configured to contain one of the following elements: slide title, text, table, chart, image or audio/video.

- **Slide title** – click on *Click to add Title* and type a title in the text box. Impress enters text editing mode and the Text Formatting toolbar automatically opens. For more information on formatting text, see Chapter 3, Adding and Formatting Text.
- **Text** – click on *Click to add Text* and type the contents into the text box. Impress enters text editing mode and the Text Formatting toolbar automatically opens. For more information on formatting text, see Chapter 3, Adding and Formatting Text.
- **Table** – go to **Insert > Table** on the Menu bar and the Insert Table dialog opens. Enter the number of columns and rows, then click **OK**. The dialog closes and a table is inserted into the slide. Impress enters text editing mode and the Text Formatting toolbar automatically opens. For more information on using tables, see Chapter 3, Adding and Formatting Text.
- **Chart** – go to **Insert > Chart** on the Menu bar and the Impress default chart is placed in the slide. The *Chart Type* panel opens in the Properties deck on the Sidebar allowing editing of the chart to the presentation requirements. For more information on using charts, see Chapter 7, OLE, Spreadsheets, Charts, and Other Objects.
- **Image** – go to **Insert > Image** on the Menu bar and a file browser opens. Navigate to where the required image is located. Select the file and click on **Open**. The image is placed into the slide and the file browser closes. The Image panel opens in the Properties deck on the Sidebar allowing editing of the image file. For more information on using images, see Chapter 4, Adding and Formatting Images, and Chapter 7, OLE, Spreadsheets, Charts, and Other Objects.
- **Audio or video** – go to **Insert > Audio or Video** on the Menu bar and a file browser opens. Navigate to where the required audio or video file is located. Select the file and click on **Open**. The audio or video file is placed into the slide and the file browser closes. The Media Playback toolbar opens allowing operation of the audio or video file. For more information on using audio and video, see Chapter 7, OLE, Spreadsheets, Charts, and Other Objects.

## Modifying slide elements

When a slide is inserted into a presentation, it contains elements that were included in the selected slide layout. However, it is unlikely that the predefined layouts will suit all requirements for a presentation. Elements required maybe removed or objects inserted such as text and/or graphics.

Although Impress does not have the functionality to create new layouts, it allows for the resizing and moving of the slide elements. It is also possible to add slide elements without being limited to the size and position of content boxes.

### Note

It is recommended that changes to slide elements in the layouts included in Impress are only made using normal view, which is the default. Attempting any changes to a slide element when in master view is possible, but may result in unpredictable results and requires extra care as well as a certain amount of trial and error.

### Moving contents box

- 1) Click on the outer frame so that the selection handles are displayed.
- 2) Place the cursor on the frame so that the cursor changes shape. This is normally a clenched hand, but depends on the computer setup.
- 3) Click and drag the contents box to its new position on the slide, then release the mouse button.

### Resizing contents box

- 1) Click on the outer frame so that the selection handles are displayed.
- 2) Place the cursor on a selection handle the frame so that the cursor changes shape.
- 3) Click and drag the selection handle on the frame to resize the contents box, then release the mouse button.
  - Top and bottom selection handles change the height of a contents box.
  - Left and right selection handles change the width of a contents box.
  - Corner selection handles change width and height of a contents box.

### Removing elements

- 1) Click a contents box or an element to highlight it and the selection handles are displayed.
- 2) Press the *Delete* or *Backspace* key to remove the contents box or element.

### Adding text

There are two ways of adding text to a slide – contents box or text box. For more information on text, see Chapter 3, Adding and Formatting Text.

- **Contents box** – click *Click to add Text* in the contents box and type the text. Outline styles are automatically applied to the text as it is inserted. If required, change the outline level of each paragraph as well as its position within the contents box by using the arrow buttons on the Outline toolbar and Workspace **Outline** view.
- **Text box** – click on **Insert Text Box** on the Standard toolbar or Drawing toolbar to select text mode, then click on the slide. A text box is created and the Text Formatting toolbar automatically opens. Type the text and click outside the text box to end text mode.

### Adding images or objects

To add images or objects to a slide, for example a picture, clipart, drawing, photograph, or spreadsheet, click on **Insert** on the Menu bar and select from the submenu the image or object type required. For more information on adding objects, see the following chapters:

- Chapter 4, Adding and Formatting Images
- Chapter 5, Managing Graphic Objects

- Chapter 6, Formatting Graphic Objects
- Chapter 7, OLE, Spreadsheets, Charts, and Other Objects

## Modifying slide appearance

To change the background and other characteristics of all slides in the presentation, the master slide has to be modified or a different master slide selected. A master slide is a slide with a specified set of characteristics that acts as a template and is used as the starting point for creating other slides. These characteristics include the background, objects in the background, formatting of any text used, and any background graphics.

Impress has included a range of master slides, found in the Master Slide panel on the Properties deck in the Sidebar. Additional master slides can be created or and saved, or added from other sources. See Chapter 2, Using Slide Masters, Styles, and Templates for information on creating and modifying master slides.

For example, to change the background of an individual slide or a master slide:

- 1) Right click on a slide or master slide and select **Properties** from the context menu to open the Slide Setup dialog (Figure 22).
- 2) Select Background and then select the type of background to use from *None*, *Color*, *Gradient*, *Bitmap*, *Pattern* and *Hatch*.
- 3) Make a selection from the various properties that are available for each type of background.
- 4) Click **OK** to apply save the changes and close the dialog.



### Note

Inserting and correctly formatting background is beyond the scope of this chapter. For more information, see Chapter 6, Formatting Graphic Objects.

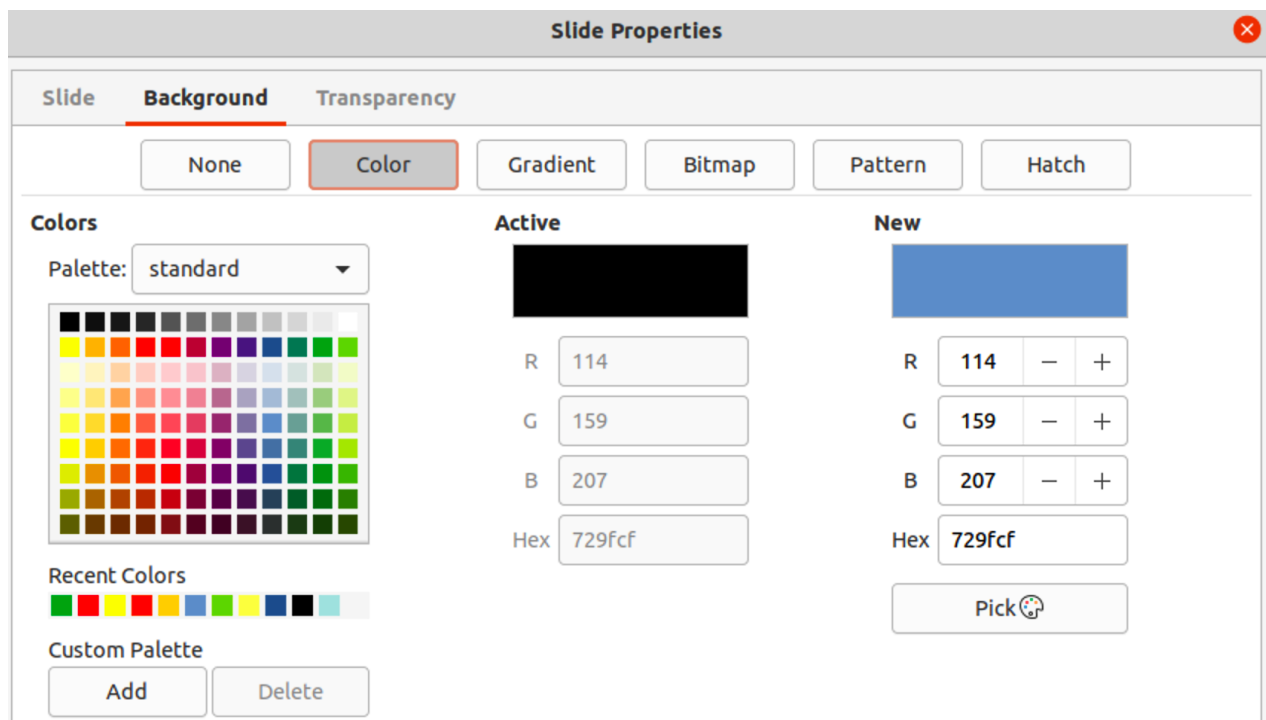


Figure 22: Slide Properties dialog - Background page

## Modifying presentations

By default, a presentation displays all the slides in the same order as they appear in **Slide Sorter** view on the Workspace. It is recommended to review the entire presentation and answer some questions. Run the presentation at least once (see “Running a presentation” on page 34), then answer the following questions. Also there maybe more questions after running a presentation for the first time.

- Are the slides in the correct order? If not, some of the slides have to be moved.
- Is the information well spaced and visible to members of an audience at the back of a large room? The audience may not be able to see information at the bottom of a slide, so redesign the presentation to fit the top three-quarters of a screen.
- Would an additional slide make a particular point clearer? If so, create another slide.
- Are some of the slides unnecessary? Hide or delete the slides not required.
- Would animations help some of the slides? This is considered an advanced technique.
- Should some of the slides have a different slide transition than others? The transition of those slides should be changed.

Once the questions have been answered, make the necessary changes. Making changes can be carried out in **Slide Sorter** view on the Workspace.



### Tip

If one or more slides seem to be unnecessary, hide the slide or slides, and view the slide show a few more times to make sure they are not required. To hide a slide, right-click the slide in the Slide Pane and select **Hide Slide** from the context menu. Do not delete a slide until this is done or the slide may have to be created again.

## Slide order

Change the slide order in a presentation using one of the following methods:

- In **Slide Sorter** view, click on the slide that has to be moved and drag it to its new position in the presentation.
- In the Slide Pane, click on the slide that has to be moved and drag it to its new position in the presentation.

## Animations

If animations are going to be added to slides in a presentation, click on **Animation** on the Sidebar to open the Animation deck giving access to the various animation options as follows:

- Animation category.
- Animation effect.
- How the animation starts.
- Animation direction, duration and delay.
- Automatic preview.

Animation is an advanced technique and is beyond the scope of this chapter. For more information on animation, see Chapter 9, Slide Shows & Photo Albums.

## Slide transitions

To give a presentation a professional look, it is recommended to add transitions between each slide in a presentation. Click on **Slide Transition** on the Sidebar to open the Slide Transition deck giving access to the various transition options as follows:

- Transition type.
- Modify the transition.
- How the slide advances in the presentation.
- Automatic preview

Adding slide transitions is an advanced technique and is beyond the scope of this chapter. For more information on slide transitions, see Chapter 9, Slide Shows & Photo Albums.

## Running a presentation

When a presentation is completed, it is recommended to test run the presentation and make sure that everything is correct. For more information and details about running a presentation, see Chapter 9, Slide Shows & Photo Albums.

- 1) To run a slide show after completing your presentation, use one of the following methods:
  - Go to **Slide Show** on the Menu bar and select **Start from First Slide** from the submenu or use the keyboard shortcut *F5*. The Presenter Console (Figure 23) automatically opens.
  - Go to **Slide Show** on the Menu bar and select **Start from Current Slide** from the submenu or use the keyboard shortcut *Shift + F5*. The Presenter Console automatically opens.

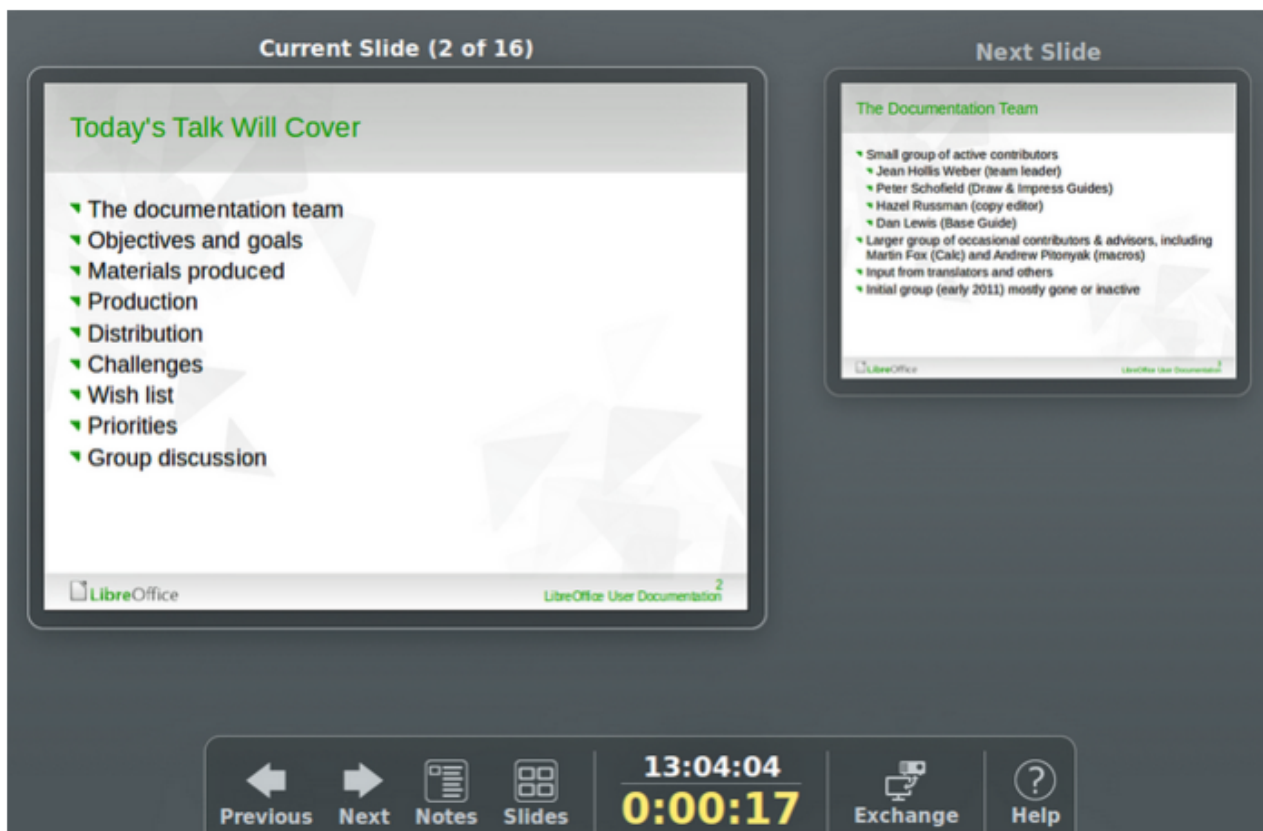


Figure 23: Impress Presenter Console

- 2) If the option *Automatically after X seconds* has been selected, the slide show automatically starts after the selected time has elapsed.
- 3) If the option *On mouse click* has been selected, use one of the following methods to move to the next slide.
  - Click the mouse button to advance to the next slide.
  - Use the arrow keys on the keyboard to go to the next slide or back to the previous one.
  - Press the *Spacebar* on the keyboard to advance to the next slide.
  - Click on the arrows displayed at the bottom of the Presenter Console to move to the next slide or back to the previous one.
- 4) When the slide show has ended or to exit the slide show before it has finished, press the *Esc* key to close the Presenter Console and return to the presentation in Impress.

## Presenter Console

---

The Presenter Console in LibreOffice Impress is also used when an extra display for presentation has been connected a computer providing extra control over slide shows:

- On an external display the audience sees the current slide in the presentation.
- On a computer display, the current slide, the next slide in the presentation, any slide notes, and a presentation timer are displayed.

For more information and details about using the Presenter Console, see Chapter 9 Slide Shows & Photo Albums.



## Impress Guide 7.2

# *Chapter 2* *Master Slides, Styles, and* *Templates*



## Designing a presentation

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In addition to careful planning of the content, as discussed in Chapter 1 Introducing Impress, planning the appearance of the presentation is important. It is best to do this after developing an outline, because the outline determines some of the requirements for the appearance of the slides. For example:

- What color combinations (background and text) will look good and also be easy for an audience to read?
- Would an image help an audience understand the contents better?
- Is there any particular text and image that has to appear on all the slides? For example a company name and logo.
- Would an audience benefit from having the slides numbered so that they can quickly refer to one of them?
- Is a background graphic or gradient required? If so, select something that does not interfere or clash with content such as the colors used in charts.
- Is one or more master slide required?
- Will one slide design suit all of the presentation content?

The appearance of slides can be changed as the presentation is developed, but planning ahead saves time in the long run.

## What are master slides?

---

A master slide is a slide that is used as the starting point for other slides. It is similar to a page style in LibreOffice Writer as it controls the basic formatting of all slides based on it. A presentation can have more than one master slide.



### Note

LibreOffice uses three terms for one concept: master slide, slide master, and master page. All refer to a slide which is used to create other slides. This user guide uses the term master slide, except when describing the user interface.

---

A master slide has a defined set of characteristics, including the background color, graphic, or gradient. It also can include objects (for example, logos, decorative lines) in the background; headers and footers; placement and size of text frames; and text formatting.

All of the characteristics of master slides are controlled by styles. The styles of any new slide created are inherited from the master slide from which it was created. In other words, the styles of the master slide are available and applied to all slides created from that master slide. Changing a style in a master slide results in changes to all the slides based on that master slide. It is, however, possible to modify each individual slide without affecting the master slide.



### Note

It is highly recommended to use the master slides whenever possible. However, there are occasions where manual changes are needed for a particular slide. For example, editing an individual slide to enlarge the chart area when the text and chart layout is used.

---

Master slides have two types of styles associated with them: presentation styles and drawing styles. The presentation styles can be modified, but new presentation styles cannot be created. For drawing styles, the styles can be modified and new drawing styles can be created. For more information, see “Working with styles” on page 56.

## Working with master slides

Impress comes with a collection of master slides. These master slides are shown in the Master Slides deck of the Sidebar (Figure 24). This deck has three panels: *Used in This Presentation*, *Recently Used*, and *Available for Use*. Click the expand marker next to the name of a panel to expand it and show thumbnails of the master slides, or click the collapse marker to collapse the section to hide the thumbnails.

Each of the master slides shown in the *Available for Use* panel is from a template of the same name. These presentation templates are included when LibreOffice is installed on a computer. If templates have been created, or added from other sources, master slides from those templates also appear in this list. See “Working with templates” on page 60 for more information about templates.

If a new presentation is being created without using one of the templates available then a default master slide is available (see Chapter 1, Introducing Impress for more information). This default master slide is a good starting point for creating master slides. An example of the default master slide is shown in Figure 25.

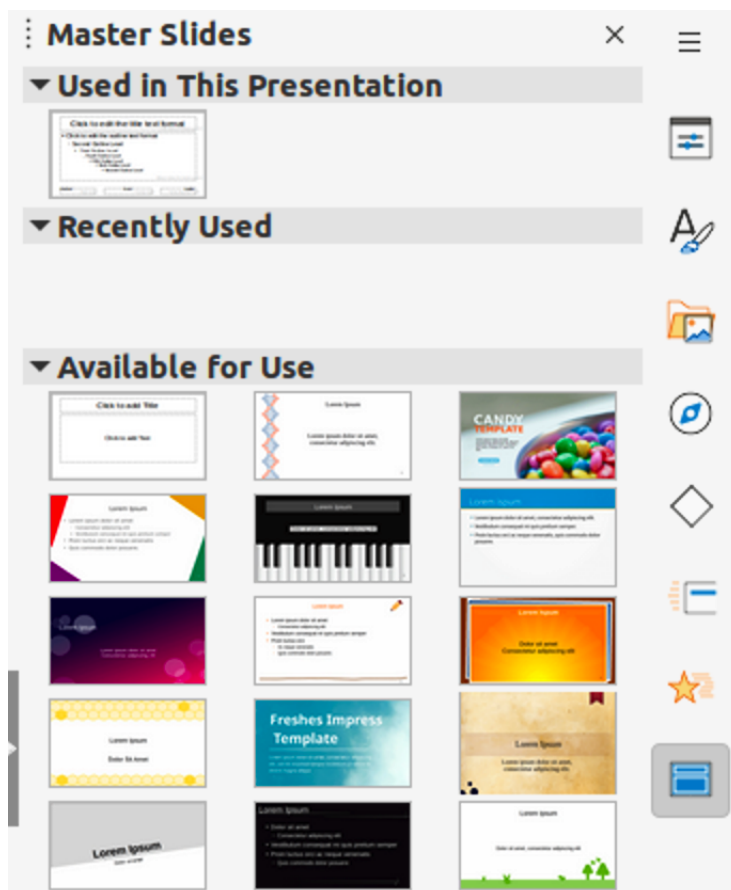


Figure 24: Master Slides deck on Sidebar

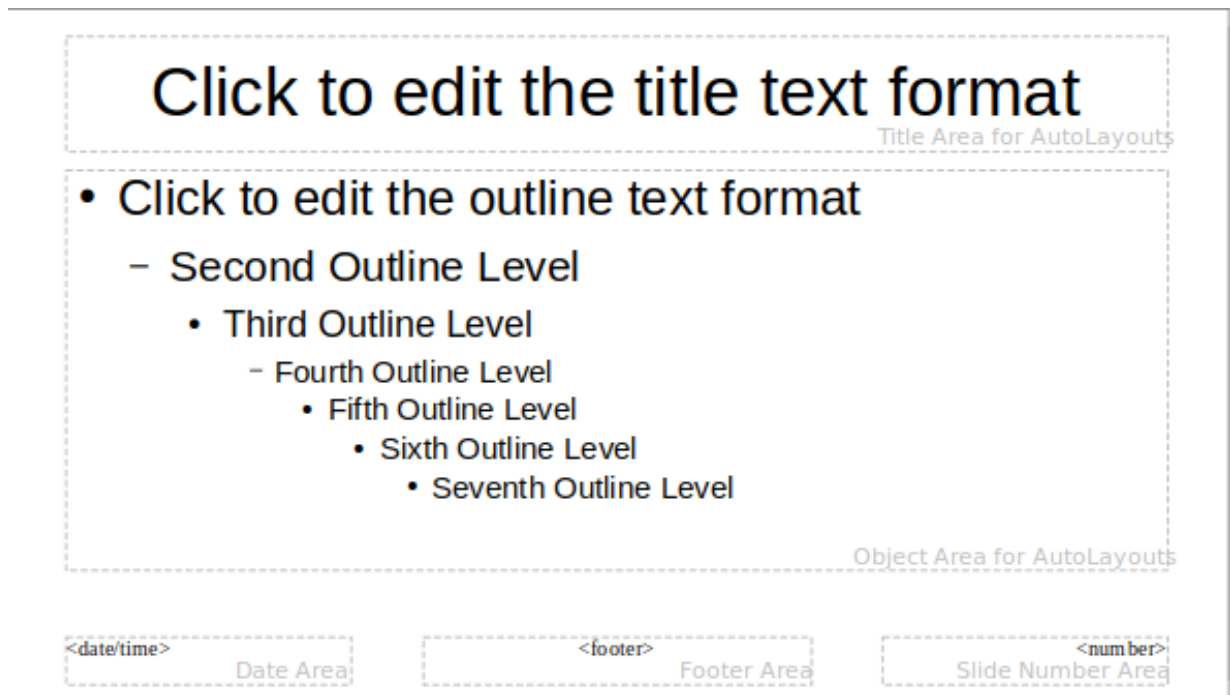


Figure 25: Default master slide

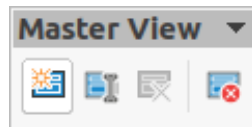


Figure 26: Master View toolbar

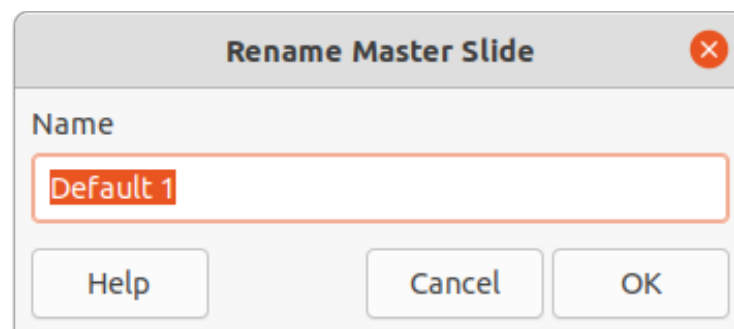


Figure 27: Rename Master dialog

## Creating master slides

Creating a new master slide is carried out when Impress is in **Master View**.

- 1) Go to **View > Master Slide** on the Menu bar to open **Master View** in the Workspace. The Master View toolbar also opens (Figure 26). If the Master View toolbar does not open, go to **View > Toolbars** on the Menu bar and select Master View.
- 2) Create a new master slide using one of the following methods and a new master slide appears in the Slide Pane:
  - Click on **New Master** in the Master View toolbar.
  - Right-click on a master slide in the Slide Pane and select **New Master** from the context menu.
  - Go to **Slide > New Master** on the Menu bar.

- 3) Rename the new master slide using one of the following methods and open the Rename Slide dialog (Figure 27):
  - Click on **Rename Master** in the Master View toolbar.
  - Right-click on the new master slide in the Slide Pane and select **Rename Master** from the context menu.
- 4) Enter a memorable name for the new master slide in the *Name* text box, then click on **OK** to save the changes and close the dialog.
- 5) Make sure the new master slide is selected in the Slide Pane and add all the text, graphics and master elements that required for the new master slide. The chapters in this user guide give more information on adding, editing, formatting and managing the different types of objects on a master slide.
- 6) When finished creating a new master slide, use one of the following methods to return to **Normal View**:
  - Click on **Close Master View** on the Master View toolbar.
  - Go to **View > Normal** on the Menu bar.
- 7) Save the presentation file before continuing.

## Applying master slides

To apply a master slide to all slides or selected slides in a presentation:

- 1) Click on **Master Slides** to open the Master Slides deck on the Sidebar.
- 2) Right-click on the master slide required in the *Used in This Presentation* section in the Master Slides deck on the Sidebar.
- 3) Select **Apply to All Slides** or **Apply to Selected Slides** from the context menu.

## Loading additional master slides

In a presentation, it maybe necessary to mix multiple master slides that belong to different templates (for more information, see “Working with templates” on page 60). For example, use a completely different layout for the first slide of the presentation, or add a slide from a different presentation.

- 1) Select the slide or slides in the Slide Pane where the master slide is to be changed.
- 2) Go to **Slide > Change Slide Master** on the Menu bar to open the Available Master Slides dialog (Figure 28).
- 3) To add master slides, click on **Load** to open the Load Master Slide dialog (Figure 29).
- 4) In the Load Master Slide dialog, select the template category and the template from which to load the master slide
- 5) Click **OK** to close the Load Master Slide dialog and the master slides from the selected template appear in the Available Master Slides dialog.
- 6) Select the master slide required in **Select a Slide Design** box.
- 7) To apply the selected master slide to all slides in a presentation, select the *Exchange background page* check box.
- 8) To apply the slide design to the selected slides only, deselect the *Exchange background page* check box.
- 9) Click **OK** to apply the selection to the slides and close the Available Master Slides dialog.

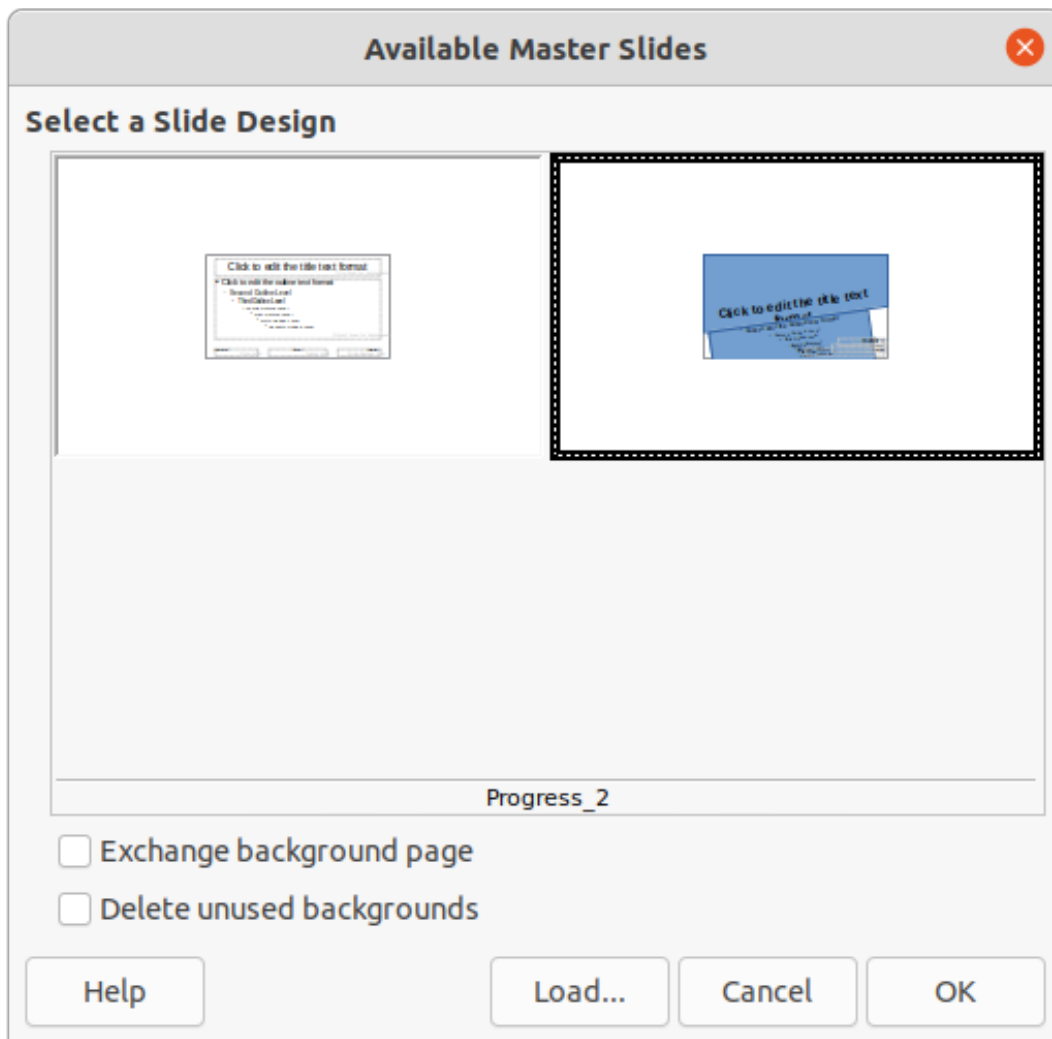


Figure 28: Available Master Slides dialog

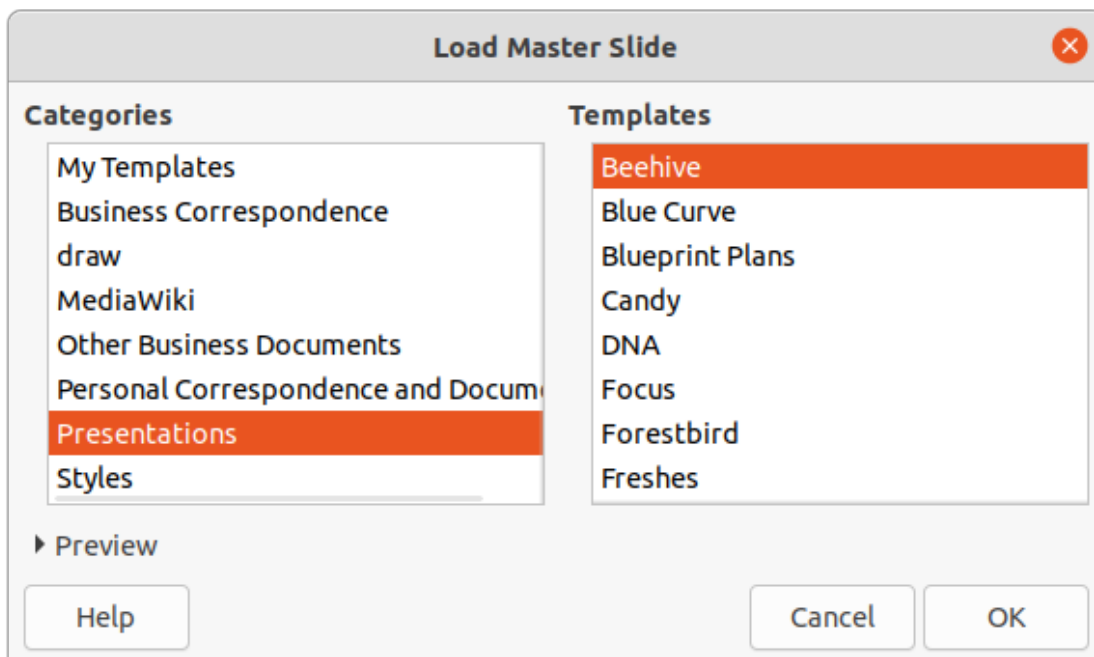


Figure 29: Load Master Slide dialog

## Editing master slides

The following items can be changed on a master slide:

- Background (color, gradient, hatching, or bitmap). For more information, see “Selecting and applying backgrounds” on page 44.
- Background objects (for example, adding a logo or decorative graphics). For more information, see “Adding images” on page 45; Chapter 4, Adding and Formatting Pictures; Chapter 5, Managing Graphic Objects; and Chapter 6, Formatting Graphic Objects.
- Text attributes for the main text area and notes. For more information, see “Adding text and fields” on page 52 and Chapter 3, Adding and Formatting Text.
- Size and placement of default frames for slide titles and content. For more information, see “Default text areas” on page 46.
- Size, placement, and contents of header and footer elements to appear on every slide. For more information, see “Adding text and fields” on page 52 and Chapter 3, Adding and Formatting Text.

Editing a master slide is as follows:

- 1) Select **View > Master Slide** from the Menu bar. This also opens the Master View toolbar.
- 2) Select a master slide for editing in the Slide Pane so that it appears in the Workspace (Figure 30).
- 3) Go to **Slide > Slide Properties** on the Menu bar or right-click in the Workspace and select **Slide Properties** from the context menu to open the Slide Setup dialog (Figure 31).
- 4) Use the various options in the **Slide**, **Background** and **Transparency** pages in the Slide Setup dialog to make changes to the master slide format.
- 5) Click **OK** to save the changes and close the Slide Setup dialog.

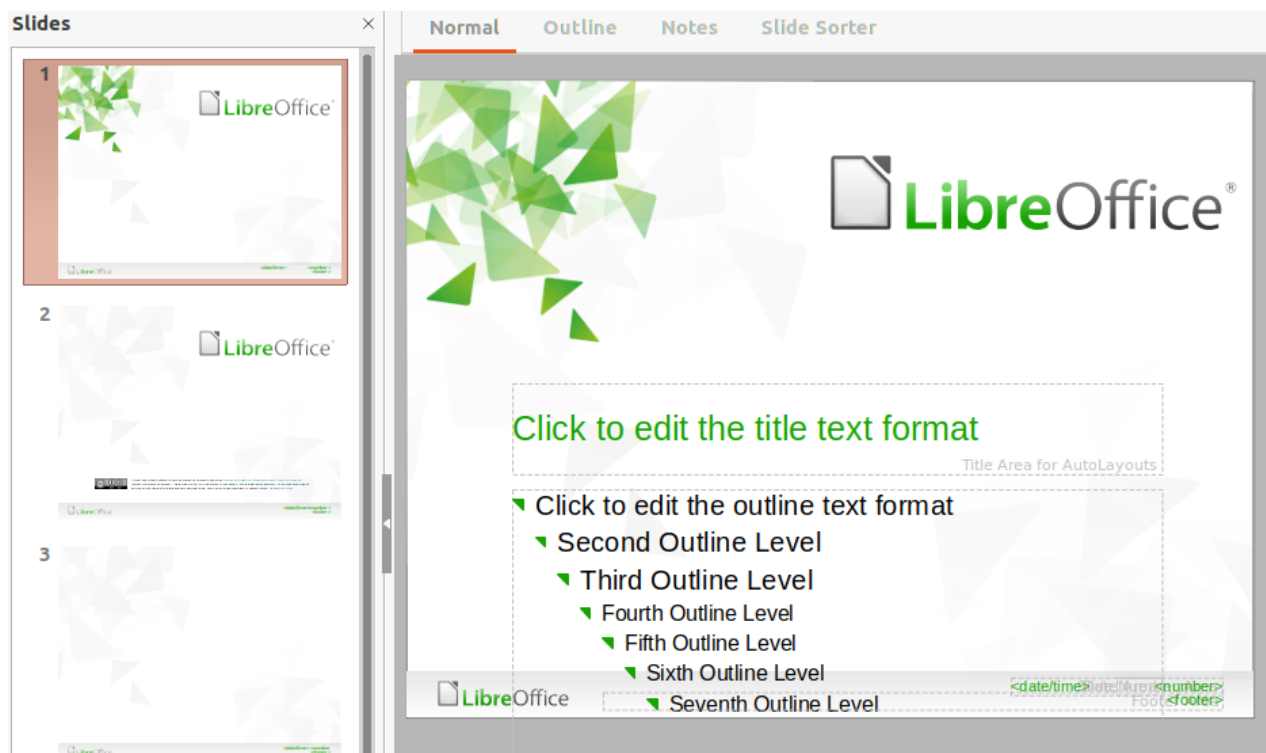


Figure 30: Master slide view

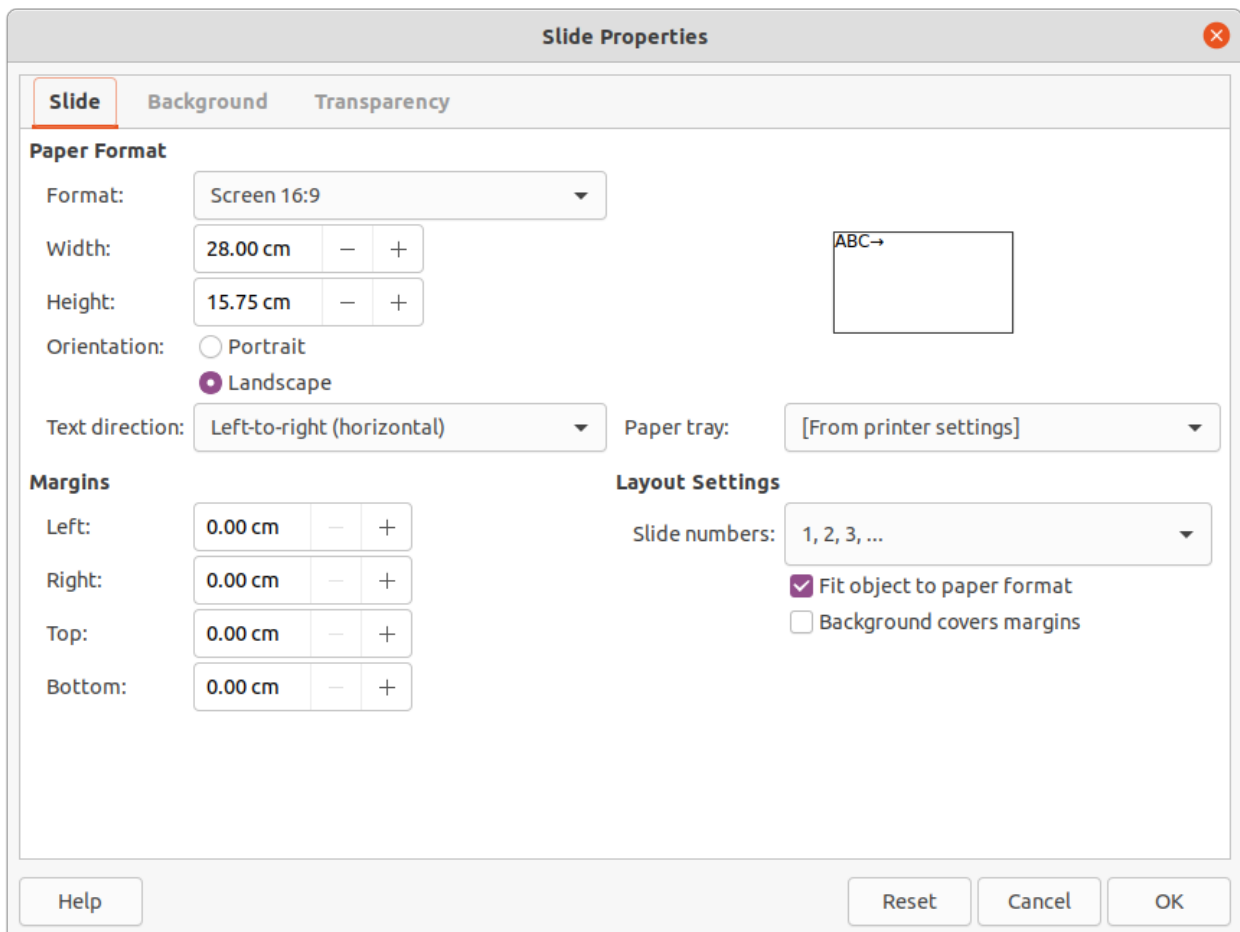


Figure 31: Slide Properties dialog

- 6) Select an object on the master slide, then right-click on the object to open a context menu.
- 7) Select one of the options from the context menu to edit the object. Selecting an option may open another context menu, a dialog, an application or file browser window to make the necessary changes to a selected object.
- 8) Click on **Close Master View** on the Master View toolbar or go to **View > Normal** on the Menu bar to exit from editing master slides.
- 9) Save the presentation file before continuing.

### ✓ Note

Any changes made to a master slide in **Master Slide** view appear on all slides using the same master slide. Always make sure to close **Master Slide** view and return to **Normal** view before working on any of the presentation slides.

Any changes made to any object on a slide in **Normal** view (for example, changes to bullet point style, color of the title area, and so on) will not be overridden by subsequent changes made to the master slide used for that slide. However, where it is desirable to revert the formatting of a manually formatted object on a slide to the style defined in the master slide, select the object on the slide and use one of the following methods to change the formatting:

- Go to **Format > Clear Direct Formatting** on the Menu bar.
- Right-click on an object and select **Clear Direct Formatting** from the context menu.

## ✓ Note

The title and text boxes inherit the properties of a master slide, but if the position of these text boxes in the master slide has changed, the layout may appear corrupted. Some of the layout elements may have to have the horizontal and/or vertical manually repositioned on a slide.

## Selecting and applying backgrounds

Backgrounds can be applied to a number of elements in Impress (for example: slide, default text area, image and so on). The procedure is similar when applying a background to a slide or an object.

### Using slide setup

- 1) Select **View > Master Slide** from the Menu bar. This also opens the Master View toolbar.
- 2) Select a master slide in the Slide Pane so that it appears in the Workspace.
- 3) Go to **Slide > Slide Properties** on the Menu bar or right-click in the Workspace and select **Slide Properties** from the context menu to open the Slide Setup dialog (Figure 32).
- 4) Select the Background tab to open the Background page on the Slide Properties dialog (Figure 32).
- 5) Select the type of background required from *Color*, *Gradient*, *Bitmap*, *Pattern* and *Hatch*. See Chapter 6, Formatting Graphic Objects for more information on how to use the options available for each type of background selected.
- 6) When satisfied with the slide background, click **OK** to save the changes and close the Slide Setup dialog.

### Using background style

- 1) Select **View > Master Slide** from the Menu bar. This also opens the Master View toolbar.
- 2) Select a master slide in the Slide Pane so that it appears in the Workspace.

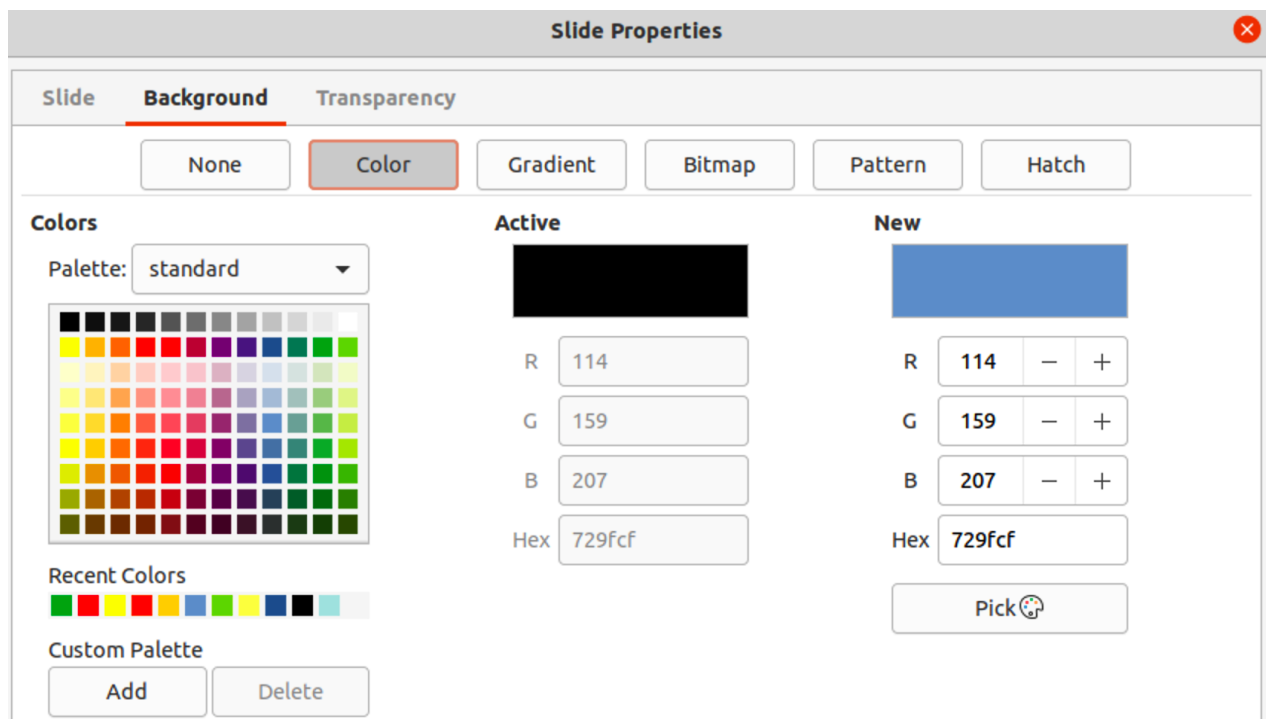


Figure 32: Slide Setup dialog - Background page



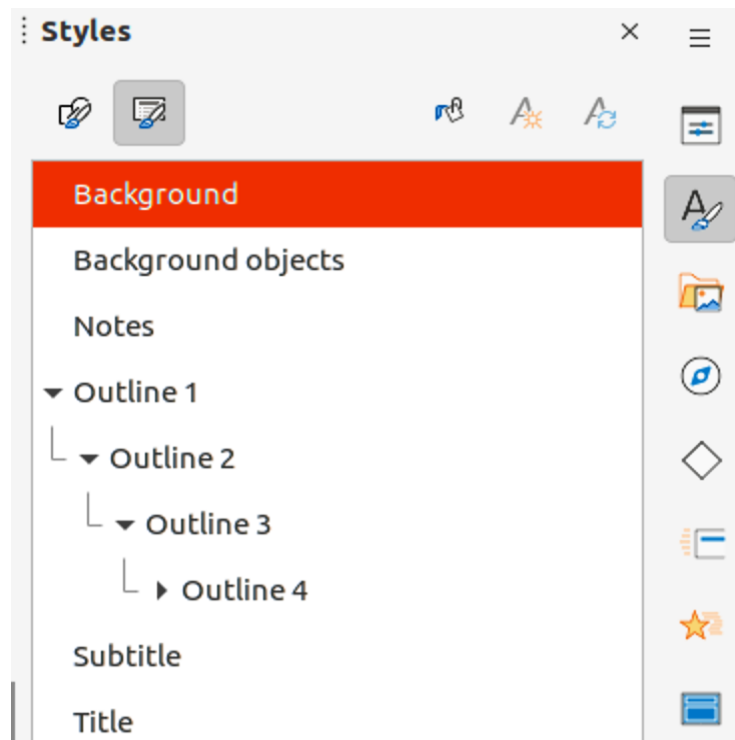


Figure 33: Presentation styles in Styles deck on Sidebar

- 3) Click on **Styles** on the Sidebar to open the Styles deck.
- 4) Click on **Presentation Styles** on the Styles deck to open the **Presentation Styles** list (Figure 33).
- 5) Right-click on **Background** style and select **Modify** from the context menu to open the Background dialog. This dialog only has one tab (**Area**) and offers the same options as the Background page in the Slide Setup dialog.
- 6) Select the type of background required from *Color*, *Gradient*, *Bitmap*, *Pattern* and *Hatch*. See Chapter 6, Formatting Graphic Objects for more information on how to use the options available for each type of background selected.
- 7) When satisfied with the background, click **OK** to save the changes and close the Background dialog.

### Tip

Custom fills can be created for each type of background. See Chapter 6, Formatting Graphic Objects for more information on creating custom fills for each type of background.

## Adding images

When the same image is to appear on every slide of a presentation, the easiest and quickest solution is to use the master slide. This saves time while creating a presentation, allowing modification or repositioning of the image on all slides. If the same image is added to each slide manually, modification and repositioning have to be performed on each individual slide in a presentation. In addition to images, a number of other objects can be added to the background, for example decorative lines, text, and shapes.

LibreOffice supports a large number of image and graphic formats. For more information on working with images, see Chapter 4, Adding and Formatting Pictures; Chapter 5, Managing Graphic Objects; and Chapter 6, Formatting Graphic Objects.

For example, one of the most common actions in preparing a presentation is to add an image to the master slide. To insert an image already available on the computer, follow these steps:

- 1) Select **View > Master Slide** from the Menu bar. This also opens the Master View toolbar.
- 2) Select the master slide where the image is to be added.
- 3) Select **Insert > Image** on the Menu bar to open the file browser.
- 4) Navigate to the directory where the image is located and select it.
- 5) Click **Open** to close the file browser and the image is placed centrally into the master slide.
- 6) If necessary, modify and/or reposition the image on the master slide.
- 7) Right-click on the image and select **Arrange > Send to Back** from the context menu. This moves the image to the background so that any information added to the slide when creating a presentation appears over the background image.



### Note

LibreOffice offers the option to insert an image as a link to the file rather than embedding it in a presentation. This is only useful when a presentation is not intended for distribution onto other computers and it will remain in the same computer and directory structure. For example, it could be created on a notebook computer, which is then used to give the presentation to a group of clients.

However, if the presentation file is to be distributed to other computers, the image must be embedded to avoid the “missing image” syndrome when the presentation is given using a different computer.

## Default text areas

When a master slide is opened for editing, it contains five default text areas, as shown in Figure 25 on page 39.

- Title area for AutoLayouts.
- Object area for AutoLayouts.
- Date area.
- Footer area.
- Slide number area.

## Quick positioning and resizing

Click in any of these areas to display the selection handles around the default text area. Use these selection handles to modify the size and position of a default text area.

- 1) Select the default text area for repositioning so that the selection handles are visible.
- 2) Move the cursor toward the border of the default text area, not on a selection handle, and the cursor changes shape. The cursor shape (normally a clenched hand) is dependent on the computer setup .
- 3) Click and drag the default text area to the desired position, then release the left mouse button.
- 4) Position the cursor over a left or right selection handle.
- 5) Click and drag the left or right selection handle to change the width of the default text area.
- 6) Position the cursor over a top or bottom selection handle.

- 7) Click and drag the top or bottom selection handle to change the height of the default text area.
- 8) Position the cursor over a corner selection handle.
- 9) Click and drag the corner selection handle to change both the height and width of the default text area at the same time.
- 10) Release the mouse button when the default text area is the required width or height.

### ✓ Note

The shape of the cursor usually changes when positioned over a selection handle giving a clear visual indication of how it will affect the shape of the default text area when the selection handle is moved.

### i Tip

Keep the *Shift* key pressed while dragging a selection handle to maintain the ratio between the width and height dimensions of the default text area.

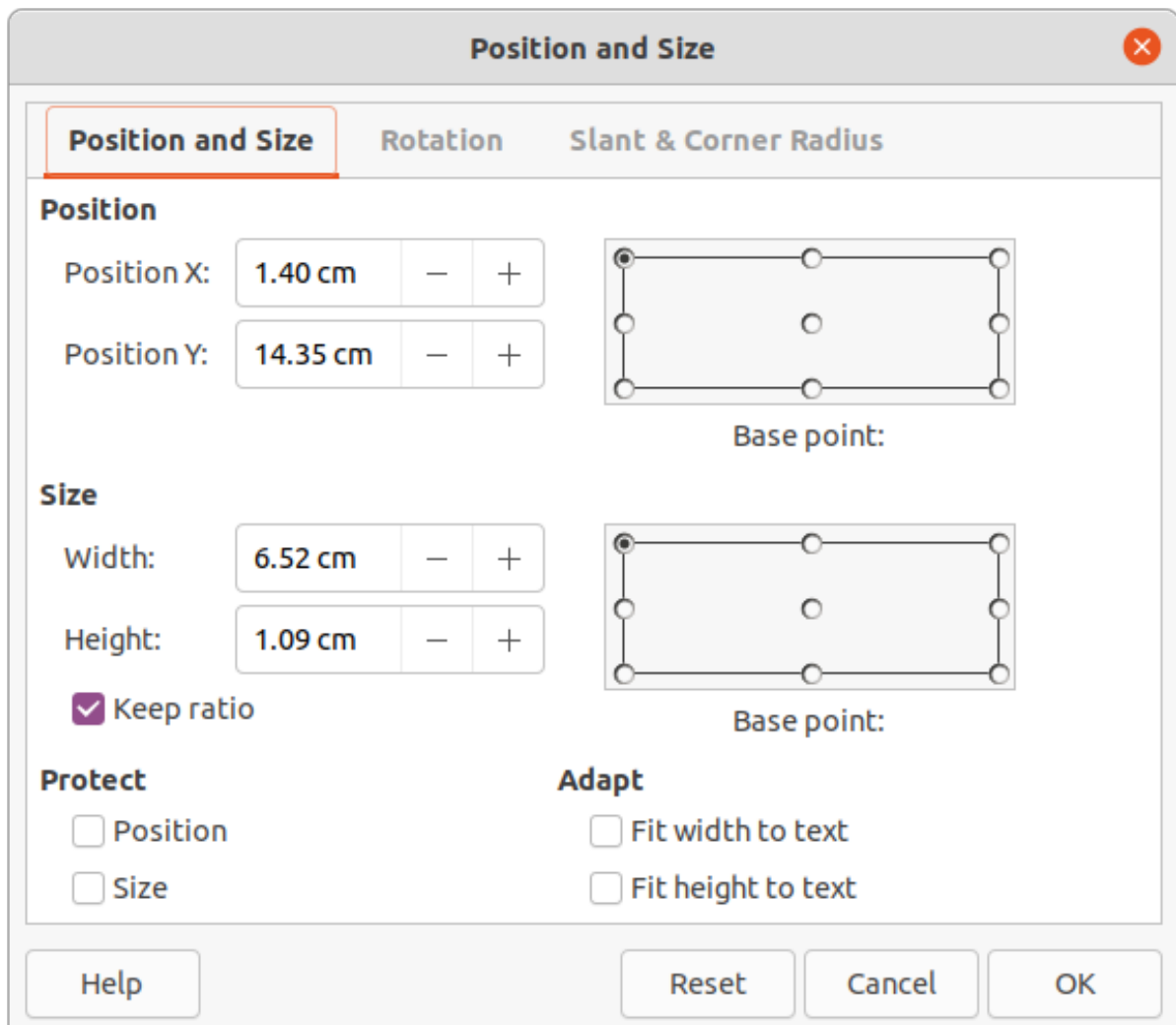


Figure 34: Position and Size dialog

## Controlled positioning and resizing

To accurately control the shape, size and position of a default text area, it is recommended to use the Position and Size dialog or the *Position and Size* panel in the Properties deck on the Sidebar.

- 1) Select the default text area by clicking on its border.
- 2) Use one of the following methods to access the position and size options for a default text area:
  - Go to **Format > Object and Shape > Position and Size** on the Menu bar to open the Position and Size dialog (Figure 34).
  - Use the keyboard shortcut *F4* to open the Position and Size dialog.
  - Right-click on the border of the default text area and select Position and Size from the context menu to open the Position and Size dialog.
  - Click on **Properties** on the Sidebar to open the Properties deck, then open the *Position and Size* panel (Figure 35).

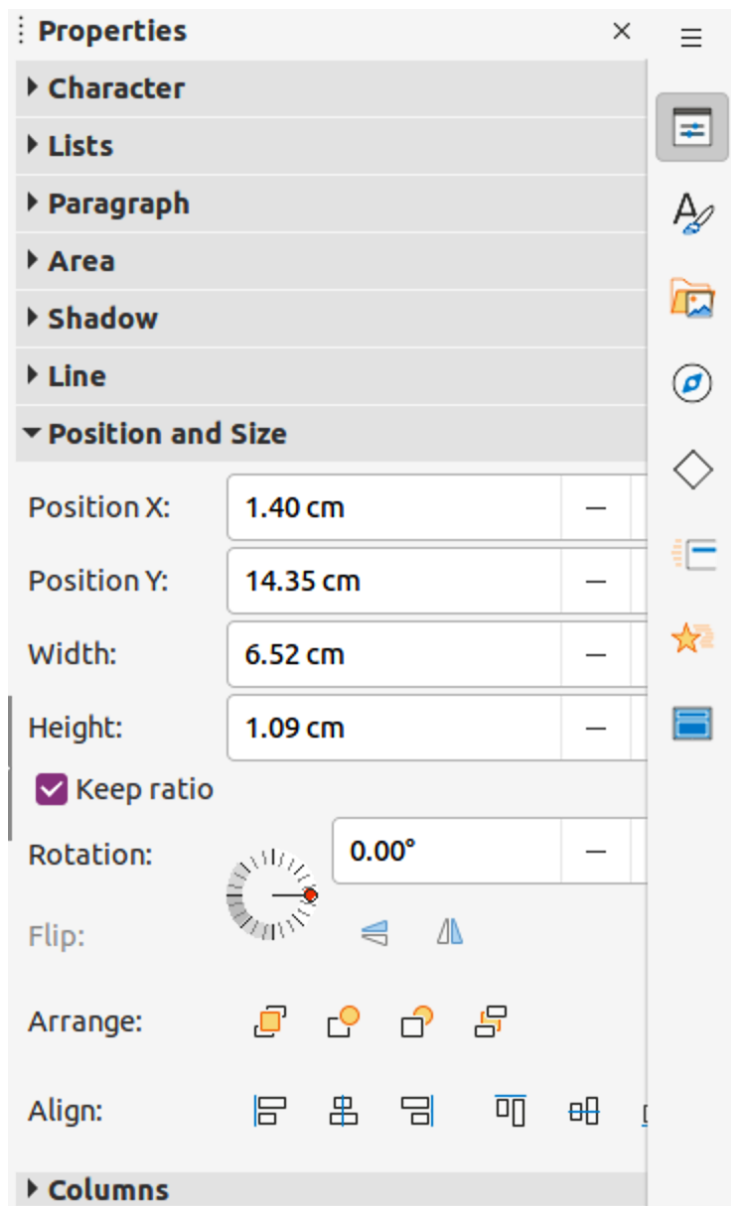


Figure 35: Position and Size panel in Properties deck on Sidebar

The Position and Size options are explained fully in the *Draw Guide*. Only short descriptions of the most important functions are provided as follows:

- Use **Position** to specify the X (horizontal) and Y (vertical) position of the default text area. The values represent the distance of the selected base point and the default position is the top left corner of the slide.
- Use **Size** to specify the width and height of the default text area.
- In the Position and Size dialog only, *Base point* allows selection of a point on the rectangular area that does not move while resizing. The default setting of top left corner means that the position of the top left corner of the area will not change after resizing.
- Use **Rotation** to rotate the default text area. For example, place the footer area on the side by rotating each text area by 90 degrees obtain a more modern layout. In general it is preferable to use only horizontal or vertical orientation for ease of editing, although the program does not impose restrictions on the values that can be used.
- Use **Slant & Corner Radius** to add a corner radius to a text box border only if a visible line style has been selected. The slant options are only available for images or shapes.

## Background

Change the type of area fill used for backgrounds in a default text area using one of the following methods. The options available depend on the type of area fill selected. See Chapter 6, Formatting Graphic Objects for more information on changing backgrounds.

- Go to **Format > Object and Shape > Area** on the Menu bar to open the Area dialog (Figure 36).
- Right-click on the default text area and select **Area** from the context menu to open the Area dialog.
- Click on **Properties** on the Sidebar to open the Properties deck, then open the *Area* panel (Figure 37).

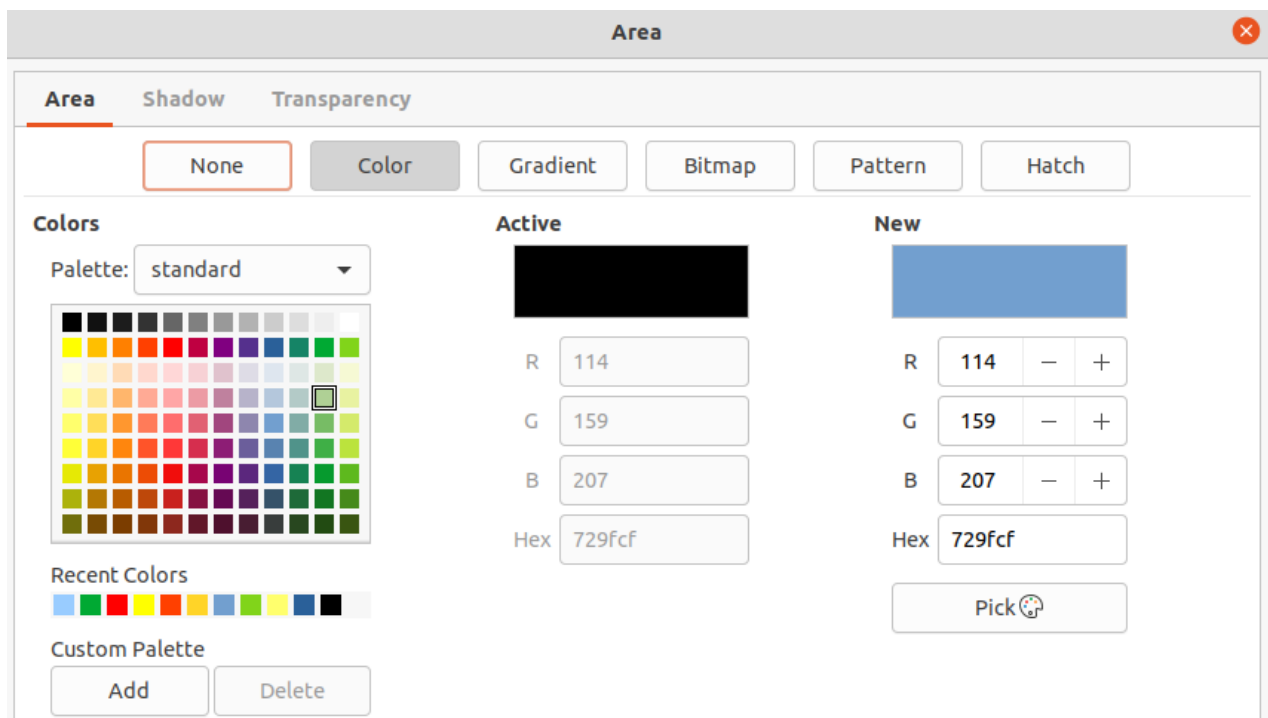


Figure 36: Area dialog

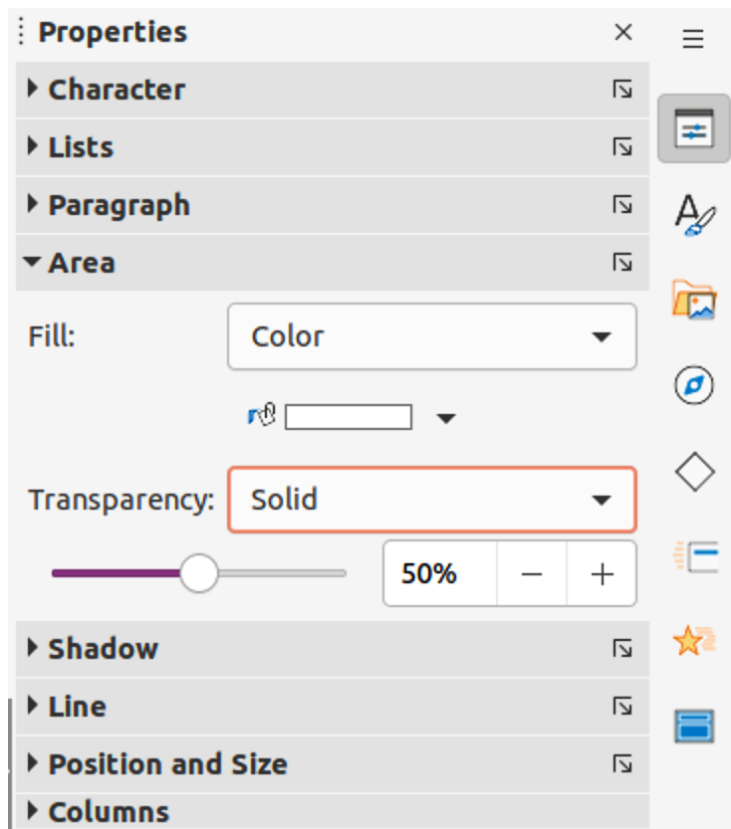


Figure 37: Area panel in Properties deck on Sidebar

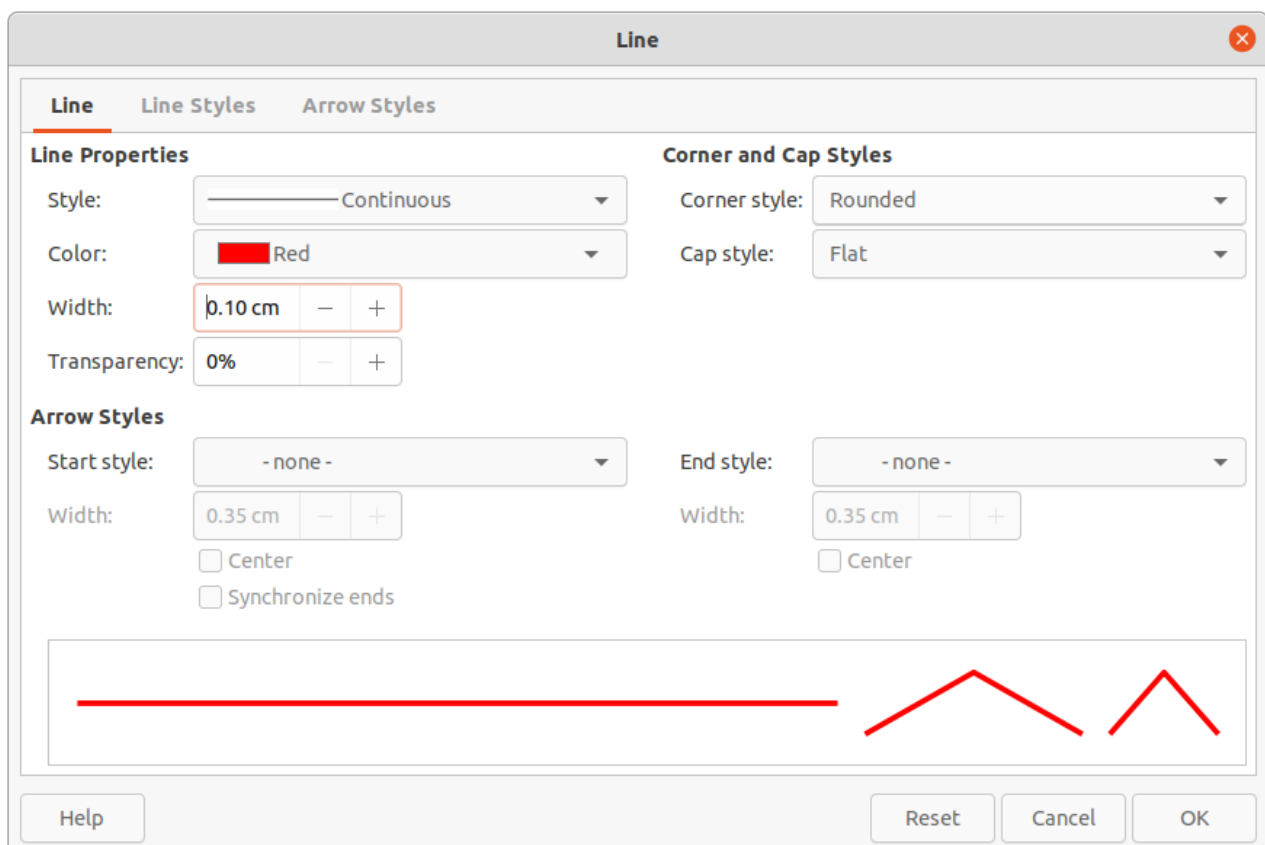


Figure 38: Line dialog

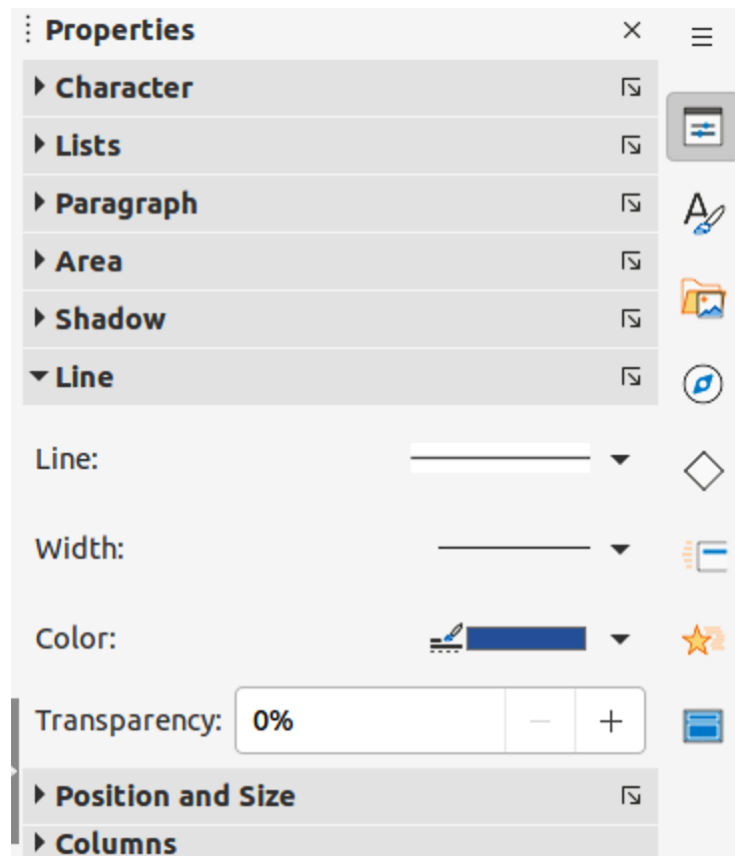


Figure 39: Line panel in Properties deck on Sidebar

## Border

Change the type of line used for borders in a default text area using one of the following methods. The options available in this dialog depend on the type of line selected. See Chapter 6, Formatting Graphic Objects for more information on changing borders.

- Go to **Format > Object and Shape > Line** on the Menu bar to open the Line dialog (Figure 38).
- Right-click on the object and select **Line** from the context menu to open the Line dialog.
- Click on **Properties** on the Sidebar to open the Properties deck, then open the *Line* panel (Figure 39).

## Alignment

Change the alignment of default text area in relation to its position on a master slide or the alignment between a default text area and other objects on a master slide using one of the following methods. See Chapter 5, Managing Graphic Objects for more information on changing alignment of default text areas.

- Go to **Format > Align Objects** on the Menu bar and select the type of alignment from the options available in the context menu.
- Right-click on the object and select **Align Objects** from the context menu, then select the type of alignment from the options available in the context menu.
- Click on the triangle ▼ to the right of **Align Objects** on the Line and Filling toolbar and select the type of alignment from the options available.
- Select the required alignment tool in the *Position and Size* panel in the Properties deck on the Sidebar.

## Arrangement

Arrange the position of an object on a slide in relation to other objects on a slide using one of the following methods. See Chapter 5, Managing Graphic Objects for more information on changing position of default text areas in relation to other objects.

- Go to **Format > Arrange** on the Menu bar and select the type of arrangement from the options available in the context menu.
- Right-click on the object and select **Arrange** from the context menu, then select the type of arrangement from the options available in the context menu.
- Click on the required arrangement tool on the left end of the Line and Filling toolbar.
- Select the required arrangement tool in the *Position and Size* panel on the Properties deck on the Sidebar.

## Adding text and fields

Adding text and fields to a master slide allows placing of information that appears on all the slides of a presentation. For example, presentation title, company name and logo, date, and slide number. For more information on adding and formatting text and fields, see Chapter 3, Adding and Formatting Text.

### Text

Text objects can be placed anywhere on the master page and appear on every slide in a presentation. Text objects can also be placed in the footer if the default fields in the footer of a presentation are not going to be used.

- 1) Select **View > Master Slide** from the Menu bar to open the master slide view. This also opens the Master View toolbar.
- 2) Select the master slide so that it appears in the Workspace.
- 3) Switch text editing mode on using one of the following methods. The Text Formatting toolbar (Figure 40) automatically opens replacing the Line and Filling toolbar.
  - Select **Insert Text Box** on the Standard or Drawing toolbar.
  - Go to **Insert > Text Box** on the Menu bar.
  - Use the keyboard shortcut *F2*.
- 4) Click once on the master slide so that a text box is created and there is a flashing cursor inside the text box.
- 5) Type or paste the text into the text object, then format the text. See Chapter 3, Adding and Formatting Text for more information.
- 6) Click outside the text object to close the Text Formatting toolbar and reopen the Line and Filling toolbar.
- 7) Click **Close Master View** on the Master View toolbar or go to **View > Normal** on the Menu bar when adding and formatting text to a master slide is completed.

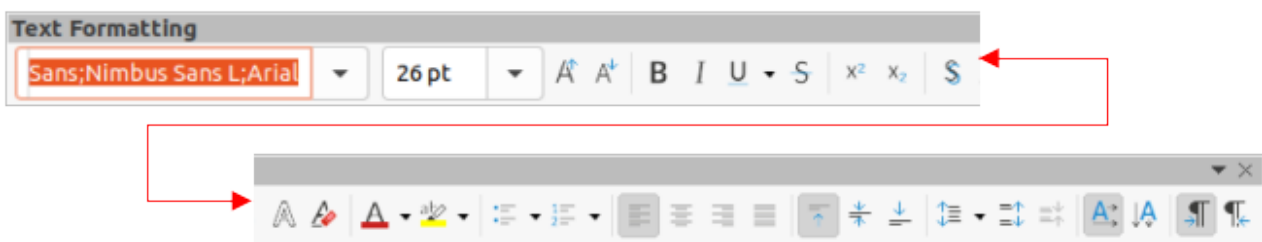


Figure 40: Text Formatting toolbar



### Default footer sections

By default, the footer used in a slide consists of three sections with each section containing a default field as follows:

- **Left section** – date and time, labelled *Date Area*. Field name is `<date/time>`.
- **Center section** – footer text, labelled *Footer Area*. Field name is `<footer>`. This section can be used for the presentation title, file name and so on.
- **Right section** – slide number, labelled *Slide Number Area*. Field name is `<number>`.

### Header and Footer dialog

The default footer fields are set up as follows using the Header and Footer dialog (Figure 41):

- 1) Select **View > Master Slide** from the Menu bar to open the master slide view. This also opens the Master View toolbar.
- 2) Select the master slide so that it appears in the Workspace.
- 3) Go to **Insert > Header and Footer** on the Menu bar to open the Header and Footer dialog.

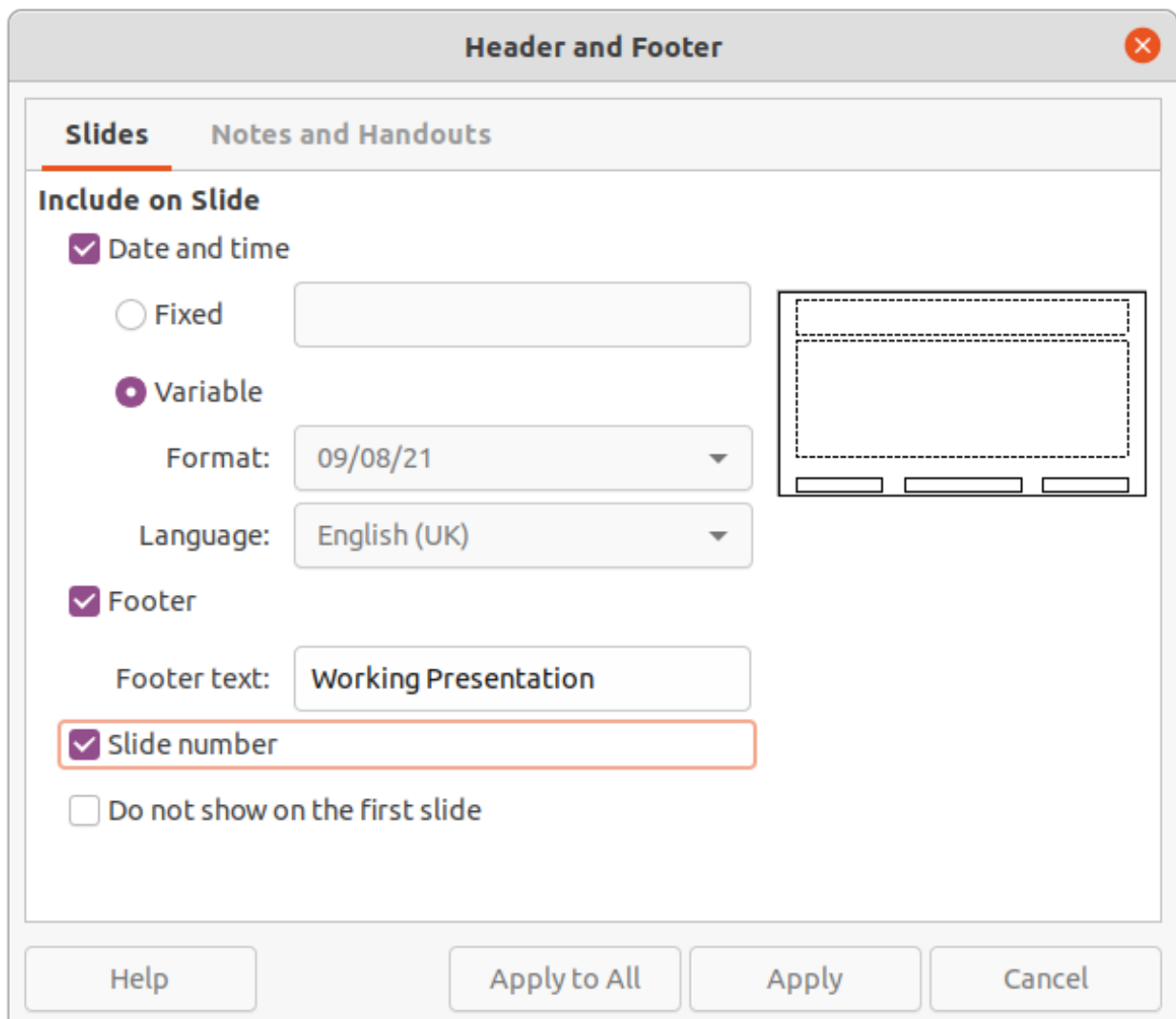


Figure 41: Header and Footer dialog

- 4) Select **Date and Time** for the date and time to appear in the left section of the footer.
  - For a fixed date and time in the left footer section, select *Fixed* and enter the date you want to use in the text box.
  - For a variable date and time in the left footer section, select *Variable*, then select the format and language to use from the *Format* and *Language* drop down lists. Using a variable date and time means that each time the presentation is opened, the date and time are updated.
- 5) To place text in the footer center section, select **Footer** and then type or paste the required text into the *Footer text* box.
- 6) To place the slide number in the right section of the footer, select **Slide number**.
- 7) If the footer is not going to appear on the first slide of a presentation, select **Do not show on the first slide**. The first slide is normally the title slide of a presentation.
- 8) Click **Apply** to save the changes and close the Header and Footer dialog.
- 9) To format the text used for the default footer fields, see Chapter 3, Adding and Formatting Text for more information.
- 10) Click **Close Master View** on the Master View toolbar or go to **View > Normal** on the Menu bar when setting up the default footer fields is completed.

### Note

It is possible to format, resize, and reposition the default sections of a footer. See “Default text areas” on page 46 and Chapter 3, Adding and Formatting Text for more information.

---

### Custom footer sections

The default fields in a footer section can be replaced with text or manual fields as follows:

- 1) Select **View > Master Slide** from the Menu bar to open the master slide view. This also opens the Master View toolbar.
- 2) Select the master slide so that it appears in the Workspace.
- 3) Highlight the default field in the footer section and press the *Delete* or *Backspace* key. A flashing text cursor appears in the footer section and the Text Formatting toolbar automatically opens replacing the Line and Filling toolbar.
- 4) Type in the text or insert a manual field into the footer section. For more information on manual fields, see “Manual fields” below.
- 5) Format the text or manual field placed in the footer section. See Chapter 3, Adding and Formatting Text for more information.
- 6) Click outside the footer section to close the Text Formatting toolbar and reopen the Line and Filling toolbar.
- 7) Click **Close Master View** on the Master View toolbar or go to **View > Normal** on the Menu bar when setting up a custom footer section is completed.

### Manual fields

Manual fields, for example date or slide number, can be added as text objects on a master slide or replace one of the default footer fields. The fields used in Impress are as follows:

- Date (fixed)
- Date (variable) – updates automatically each time the presentation is opened.
- Time (fixed)

- Time (variable) – updates automatically each time the presentation is opened and each time a slide is opened more than once during a presentation.
- Author – first and last names listed in the LibreOffice user data.
- Slide number
- Slide Title
- Slide Count
- File Name

Inserting a field on a master slide is as follows:

- 1) Select **View > Master Slide** from the Menu bar to open the master slide view. This also opens the Master View toolbar.
- 2) Select the master slide so that it appears in the Workspace.
- 3) Click anywhere on the master slide without selecting an object.
- 4) Go to **Insert > Field** on the Menu bar and select the required field from the context menu and, by default, the field is placed in the center of the master slide.
- 5) Reposition the field text box to the desired position on the master slide. See “Default text areas” on page 46 for more information.
- 6) Format the text placed in a field, see Chapter 3 Adding and Formatting Text for more information.
- 7) Click **Close Master View** on the Master View toolbar or go to **View > Normal** on the Menu bar when inserting a field is completed.

Replacing a default footer field on a master slide is as follows:

- 1) Select **View > Master Slide** from the Menu bar to open the master slide view. This also opens the Master View toolbar.
- 2) Select the master slide so that it appears in the Workspace.
- 3) Highlight all of the characters used in the default field being replaced in the footer.
- 4) Go to **Insert > Field** on the Menu bar and select the required field from the context menu.
- 5) Format the text placed in the field, see Chapter 3 Adding and Formatting Text for more information.
- 6) Click **Close Master View** on the Master View toolbar or go to **View > Normal** on the Menu bar when replacing the default footer fields is completed



### Tip

To change the number format (1, 2, 3 or a, b, c or i, ii, iii, and so on) for the slide number, go to **Slide > Slide Properties** on the Menu bar to open the Slide Properties dialog. In **Layout Settings**, select the type of number format to use from the *Slide numbers* drop down list.

To change the author information, go to **Tools > Options > LibreOffice > User Data** on the Menu bar.

## Working with styles

---

A style is a set of formats that can be applied to selected elements such as slides, text, lists, frames, borders, lines and area fills in a presentation to quickly set or change their appearance. Applying a style means applying a group of formats at the same time providing a consistent look to a presentation. For example, to manually change an attribute on the same object type on every slide in a presentation is time consuming and prone to errors. Using styles reduces time and provides greater accuracy.

Impress has two types of styles available for formatting text and graphic objects – presentation styles and drawing styles.

- For information on formatting text, see Chapter 3, Adding and Formatting Text.
- For information on formatting graphic objects, see Chapter 6, Formatting Graphic Objects and the *Draw Guide*.
- More information on styles used in LibreOffice can be found in the *Getting Started Guide*.

### Note

The presence of text and title styles both in the presentation and drawing styles may seem confusing. This apparent duplication is because Impress uses special text boxes (auto layout boxes) when adding structured text to slides where presentation styles apply. The title and other text styles in drawing styles are used on any other text boxes, or text associated with shapes or lines.

---

## Presentation styles

Presentation styles in Impress are used when creating a presentation using one of the Impress slide layouts. These presentation styles are divided into four categories.

- **Background** and **Background objects** – are used to format objects on the default master slide such as icons, decorative lines, and shapes.
- **Notes** – formats the text used in presentation notes.
- **Outline 1** thru **Outline 9** – are used for the different levels of the outline to which they belong. For example, Outline 2 is used for the sub-points of Outline 1, Outline 3 is used for the sub-points of Outline 2 and so on.
- **Subtitle** and **Title** – formats the text used for any titles or subtitles used on slides.

### Note

As with the Heading styles in Writer, the Outline styles in Impress are hierarchically linked. For example, changing an attribute in the Outline 1 style cascades through all the other styles for Outline levels.

---

The default master slide and slide layouts in Impress use auto layout boxes. Presentation styles can only be used within these auto layout boxes. An example of text using these presentation styles is shown in Figure 25 on page 39.

### Note

Any text added to a slide using the text tools available is automatically placed in a standard text box and allocated the Default Drawing Style from Drawing Styles. For more information on formatting text, see Chapter 3, Adding and Formatting Text.

---

Presentation styles cannot be created or deleted, but can be formatted, modified or updated to the presentation requirements. Also, the presentation style used for an object cannot be changed to another presentation style. For example, text with Outline 2 style cannot be changed to Outline 3 style.

### Note

Changing outline levels is done in normal view using the *Tab* key or *Shift+Tab* key combination or the **Promote** and **Demote** tools on the Outline toolbar. See Chapter 3, Adding and Formatting Text for more information.

---

## Drawing styles

Drawing styles in Impress define the characteristics of graphic objects (including text objects) placed on a slide. These styles include attributes for line, area, shadowing, transparency, text, connectors and dimensioning.

For example, when creating organization charts in a presentation, it will probably be required to have all of the objects with a consistent appearance, such as line style, font type, shadow, and so on. The easiest way to achieve this result with the minimum effort is to use a drawing style for the objects and apply it to each object. The major benefit is that if there is a change, say, the background color of objects, all that is required is to modify the style rather than each individual object.

Drawing styles included with Impress cannot be deleted, but can be formatted, modified, and updated. Also new or custom styles can be created, see “Custom styles” on page 59. Any custom style created is only available in the presentation where it was created.

## Accessing styles

Use one of the following methods to access or modify styles available in Impress:

- Use the keyboard shortcut *F11* (Windows and Linux) or *⌘+T* (macOS).
- Go to **Format > Styles** on the Menu bar.
- Click on **Show the Styles Sidebar (F11)** located on the Line and Filling toolbar.
- Click on **Styles** on the Sidebar to open the Styles deck.

## Editing styles

Formatting presentation and drawing styles can be carried out in either **Normal** or **Master Slide** view. Formatting options are available in dialogs for each style or using **Format** in the Menu bar. For more information on formatting text and objects, see Chapter 3, Adding and Formatting Text and Chapter 6, Formatting Graphic Objects.

### Dialog formatting

- 1) Select an object on a slide or master slide and its style is highlighted in the Styles deck on the Sidebar.
- 2) Go to **Format > Styles > Edit Style** on the Menu bar or right-click on the highlighted style in the Styles deck on the Sidebar to open the formatting dialog for the selected style. An example dialog for the Title style is shown in Figure 42.
- 3) Use the various options available in the tabbed pages of the dialog to format the style.
- 4) Click **OK** to save the formatting changes and close the dialog.

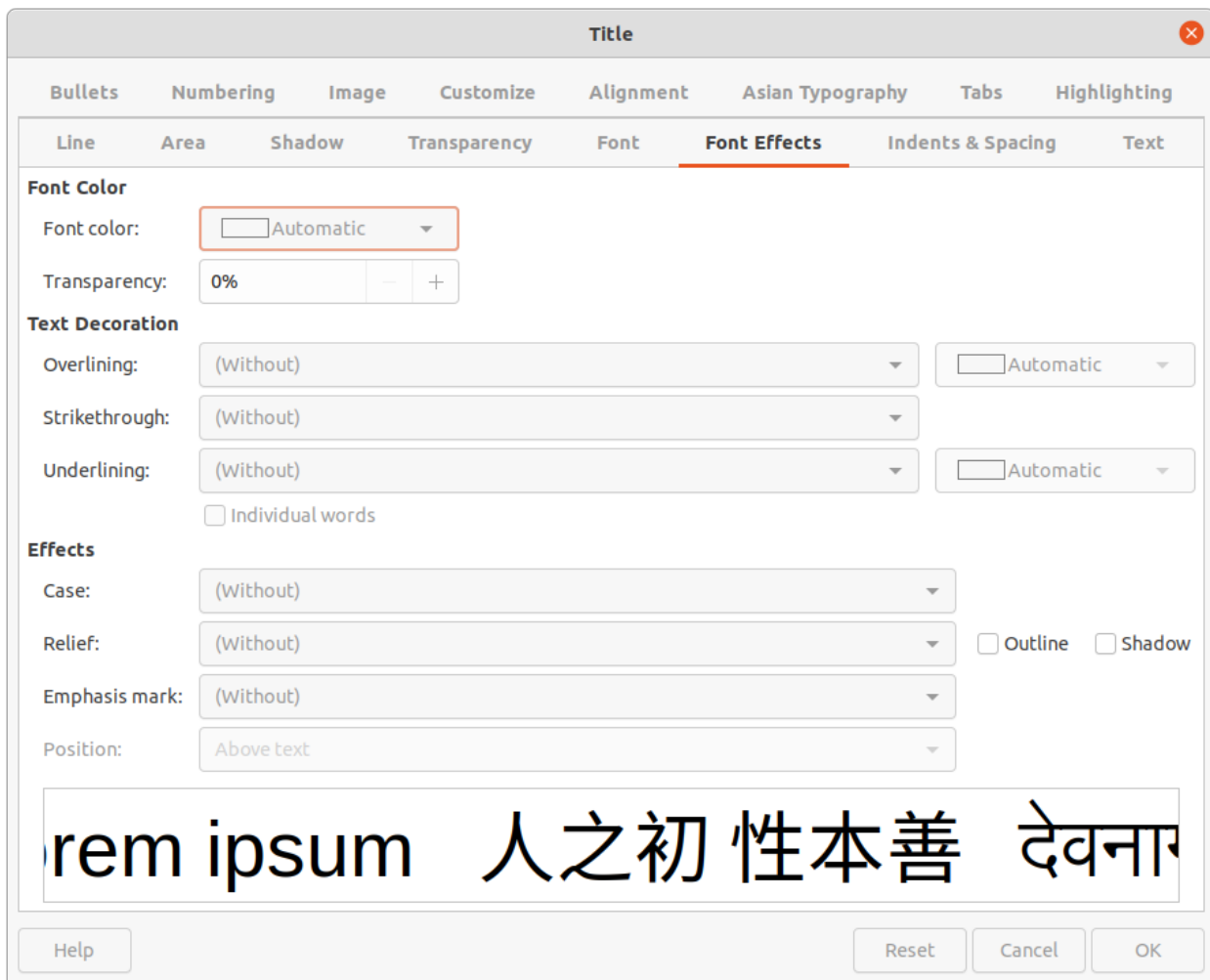


Figure 42: Example dialog for formatting styles

### ✓ Note

Clicking on **Reset** before clicking **OK** removes all formatting changes made in the style formatting dialog.

### Format menu

- 1) Open the Styles deck on the Sidebar. See “Accessing styles” on page 57 for more information.
- 2) Click on **Presentation Styles** or **Drawing Styles** at the top left of the Styles deck and select a style from the displayed list.
- 3) Go to **Format** on the Menu bar to open a submenu with various formatting options available. Depending on the object selected, some formatting options will not be available and are greyed out.
- 4) Select a formatting option from the submenu. Depending on the option selected, another submenu may open giving further formatting options or a formatting dialog opens.

### Modifying

- 1) Open the Styles deck on the Sidebar. See “Accessing styles” on page 57 for more information.
- 2) Click on **Presentation Styles** or **Drawing Styles** at the top left of the Styles deck and select a style from the displayed list.

- 3) Right-click on the style selected and select **Modify** from the context menu to open the formatting dialog for the style selected. An example dialog for the Title style is shown in Figure 58.
- 4) Make the necessary changes to the selected style using the various options available in the dialog that has opened.
- 5) Click **OK** to save the changes and close the dialog.

## Updating

Updating a presentation or drawing style is similar to modifying, but changes to the text or object are made first. Updating styles can only be carried out in **Normal** view.

- 1) Select the text or object on a slide in **Normal** view.
- 2) Use the various tools on the Text Formatting toolbar, Line and Filling toolbar, or the options in **Format** on the Menu bar to format the selected object.
- 3) Open the Styles deck on the Sidebar. See “Accessing styles” on page 57 for more information.
- 4) Click on **Presentation Styles** or **Drawing Styles** at the top left of the Styles deck and select a style from the displayed list. The style used for the selected object will be highlighted.
- 5) Click on **Update Style** at the top right of the Styles deck and the style is updated to include the formatting changes made to the selected object.

## Custom styles

Custom presentation styles cannot be created in Impress, only custom drawing styles can be created. These custom drawing styles are only available for the presentation being created.

- 1) Create or select an object on a slide to create a custom drawing style.

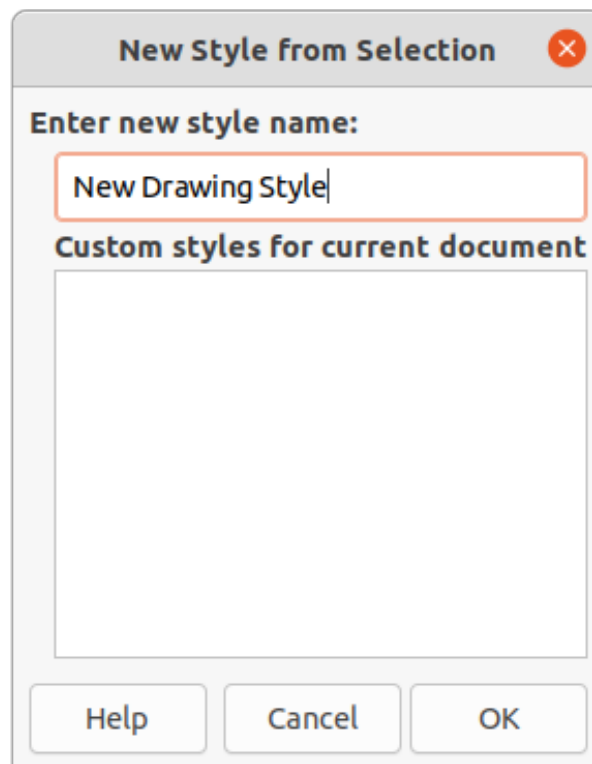


Figure 43: New Style from Selection dialog



- 2) Format the object to the presentation requirements using the various formatting options available in the Text Formatting toolbar, Line and Filling toolbar, or the options in **Format** on the Menu bar.
- 3) Open the Styles deck on the Sidebar. See “Accessing styles” on page 57 for more information.
- 4) Click on **Drawing Styles** at the top left of the Styles deck to open the drawing styles list.
- 5) Click on **New Style from Selection** at the top right of the Styles deck and the New Style from Selection dialog opens (Figure 43).
- 6) Enter a name for the custom drawing style in the **Enter new style name** text box.
- 7) Click **OK** to close the Create Style dialog. The custom drawing style is created and appears in the drawing styles list in the Styles deck on the Sidebar.

## Direct formatting

Direct formatting overrides any formatting applied to an object when a style is used. Direct formatting cannot be removed from an object by applying a style to it. To remove any direct formatting, select the object so that the selection handles are visible, then use one of the following methods to clear any direct formatting:

- Use the keyboard shortcut *Ctrl+Shift+M*.
- Go to **Format > Clear Direct Formatting** in the Menu bar.
- If the object is a text object, highlight all of the text and then click on **Clear Direct Formatting** on the Text Formatting toolbar.
- If the object is a text object, highlight all of the text, right-click on the selected text and select **Clear Direct Formatting** from the context menu.

## Linked styles

Impress styles support linking or inheritance. This allows a style to be linked to another (parent) style so that it inherits all the formatting settings of the parent, creating families of styles.

For example, if there are multiple boxes that differ in color, but are otherwise identically formatted, the best way to proceed is to define a style for the box including borders, area fill, font, and so on. Then create a number of styles that are hierarchically dependent, but differ only in the fill color attribute. For example, if the font size or the thickness of the border needs to be changed, only change the parent style and all the other linked (child) styles change accordingly.

## Assigning styles keyboard shortcuts

LibreOffice provides a set of predefined keyboard shortcuts which allow quick application of styles while working with a presentation. These shortcuts can be redefined or custom shortcuts created. For more information, see Appendix A, Keyboard Shortcuts and the *Getting Started Guide*.

## Working with templates

---

A template is a special type of presentation that used as a basis to create presentations. For example, create a template for business presentations so that any new presentations have the company logo, name and information on the first slide and the remaining slides in the presentation only show the company logo and name.

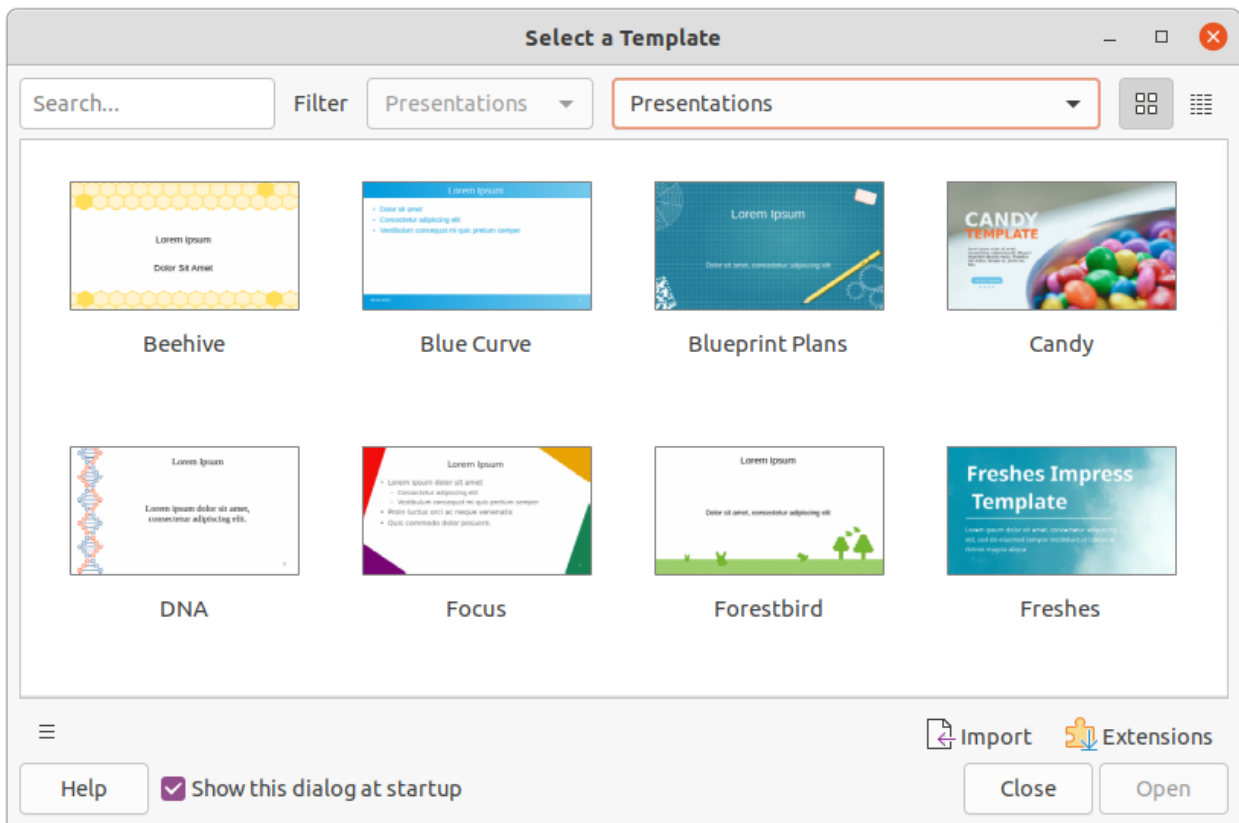


Figure 44: Select a Template dialog

Templates can contain anything that presentations can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization.

All document types created using LibreOffice are based on templates. Specific templates can be created for any document type (text, spreadsheet, drawing, presentation). If a template is not specified when creating a new document, then the default template for that type of document is used. If a default template is not specified, LibreOffice uses the blank template for that type of document that is installed with LibreOffice. This default template can be changed, see “Setting default template” on page 63 for more information.

However, Impress is a little different from other LibreOffice components, in that it starts with the Select a Template dialog (Figure 44), unless this option has been turned off for this dialog in LibreOffice options. When creating a presentation and the template dialog is active, it opens offering several choices for templates as a starting point for a presentation. If this Select a Template dialog is turned off for creating a new presentation, LibreOffice uses the LibreOffice default template for presentations. If a default template has been defined, LibreOffice uses this default template to create a presentation, see “Setting default template” on page 63 for more information.

For more information on templates and how to use them, see the *Getting Started Guide*.

## Templates supplied with LibreOffice

Impress comes with a set of predefined templates. These templates only contain backgrounds and background objects, providing a starting point to create presentations or presentation templates.

Any templates created are located in the My Templates folder after the template has been saved as a presentation template. These templates appear in the LibreOffice startup window and the Select a Template dialog the next time LibreOffice is started.

Use one of the following methods to create a new presentation using a template:

- Click on the small triangle ▼ on the right of **Templates** in LibreOffice start up window and then select **Impress Templates** from the context menu to display the available presentation templates. Select a template and a new presentation opens.
- Go to **File > New > Templates** on the Menu bar to open the Templates dialog (this dialog is similar to the Select a Template dialog). Select *Presentations* from the **Filter** drop-down list to display presentation templates. Select a presentation template and click **OK**. The dialog closes and a new presentation opens.
- Use the keyboard shortcut *Shift+Ctrl+N* to open the Templates dialog (this dialog is similar to the Select a Template dialog). Select *Presentations* from the **Filter** drop-down list to display presentation templates. Select a presentation template and click **OK**. The dialog closes and a new presentation opens.

## Creating templates

Create a template and save it to a template folder as follows:

- 1) Open a presentation or presentation template as a starting point for a new template.
- 2) Add and format the content and styles as required for the new presentation template.
- 3) Go to **File > Templates > Save As Template** on the Menu bar to open the Save as Template dialog (Figure 45).
- 4) Enter a name for the new template in the *Enter Template Name* text box.
- 5) Select a template category for the new template.

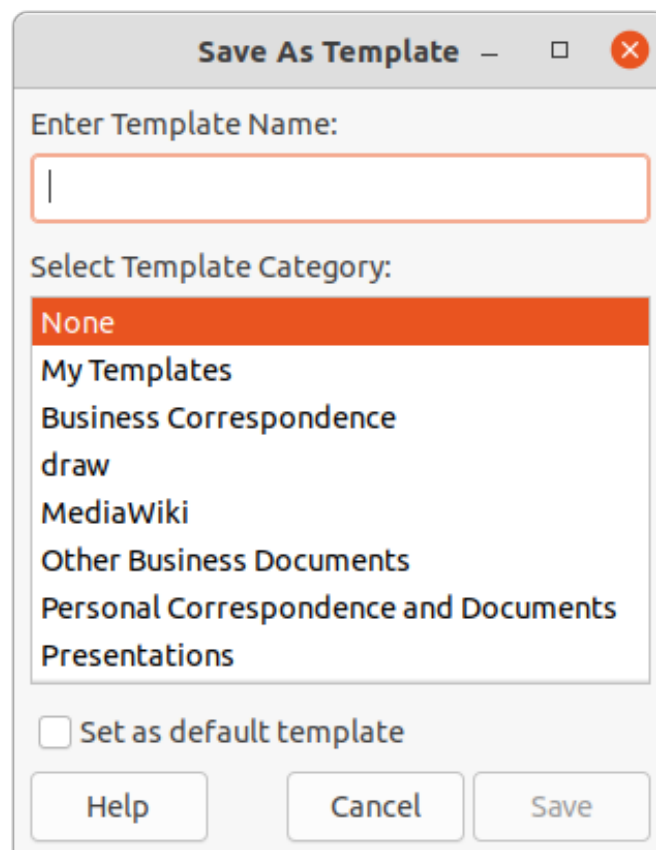


Figure 45: Save As Template dialog

- 6) If required, select the option **Set as default template** to use as the default template the next time LibreOffice is opened and no template is selected. See “Setting default template” below for more information on setting default templates.
- 7) Click on **Save** to save the new template and close the Save as Template dialog. The template will appear in the LibreOffice startup window and the Select a Template dialog the next time LibreOffice is started.

### **Note**

When saving a new template, it is important to save the template in one of the categories given in the Save as Template dialog. This allows LibreOffice to find the new template and use it for creating a new presentation.

---

## Setting default template

If a new presentation is being created and no template is selected, LibreOffice creates the presentation from the default Impress template. This is normally a blank template. However, any presentation template can be set as the default template, even a template that has been created. The template has to be located in a category displayed in the Save as Template dialog so that LibreOffice can find it. The default template can always be reset to the original LibreOffice default template.

### Changing default template

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
- 2) Select the template to use as the default LibreOffice presentation template.
- 3) Right-click on the selected template and select **Set as Default** from the context menu.
- 4) Click on **Open** and a new presentation opens using the new default template and sets the default presentation template in LibreOffice. The next time a new presentation is created and a template is not selected, the presentation is created using the new default presentation template.

### Resetting default template

To reset the default presentation template back to the original LibreOffice default template for presentations:

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
- 2) Select the presentation template that is being used as the default presentation template in the Select a Template dialog.
- 3) Right-click on the template and select **Reset Default** from the context menu.
- 4) Click on **Close** to close the Select a Template dialog. The next time that a new presentation is created and a template is not selected, the presentation is created using the default LibreOffice presentation template.

## Editing templates

Template styles and content can be edited and reapplied to presentations that were created from that template.

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
  - Click on the small triangle ▼ on the right of **Templates** in LibreOffice start up window and select **Impress Templates** from the context menu.
- 2) Right-click on the template to be edited and select **Edit** from the context menu and the template opens in Impress.
- 3) Edit and update the styles, text and/or objects on the selected template.
- 4) Go to **File > Save** on the Menu bar or use the keyboard shortcut **Ctrl+S** to save your changes.
- 5) Close the template or create a presentation using the edited template.

### Note

Any presentation created from the template before editing can be updated to show the changed template settings the next time the presentation is opened after template editing. A confirmation dialog opens asking if the updated styles are to be used or keep the old styles. If keep the old styles is selected, then the presentation continues to use the old styles without any confirmation.

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## Organizing templates

LibreOffice can only use templates that are in LibreOffice template categories (template folders). New LibreOffice template categories can be created and used to organize LibreOffice templates. For example, separate template categories for different projects or clients. Templates can also be imported and exported.

### Tip

The location of folders used LibreOffice template categories varies with computer operating systems. To learn where the template folders are stored on a computer, go to **Tools > Options > LibreOffice > Paths**.

---

## Creating custom categories

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
- 2) Right-click on **Tools** in the bottom left of the Select a Template dialog and select **New Category** from the context menu.
- 3) Enter a category name in *Enter new category name* box that has opened.
- 4) Click **OK** to save the new category and the category appears in the *Filter* drop-down list for categories at the top of the Select a Template dialog.

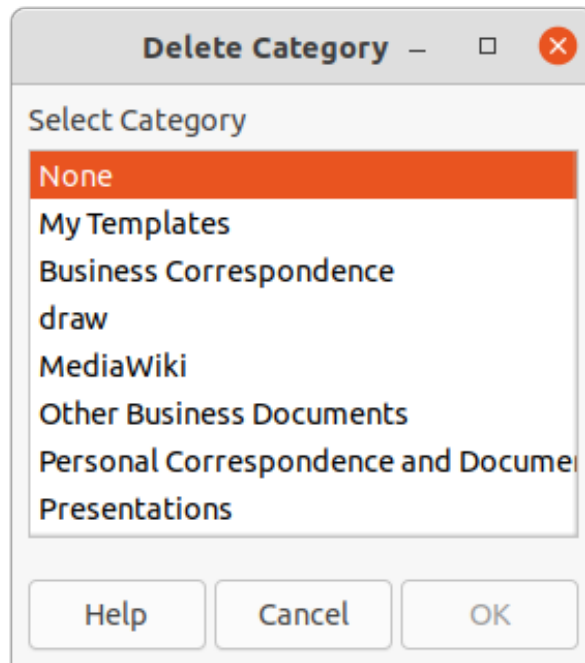


Figure 46: Delete Category dialog

### Deleting custom categories

Template categories supplied with LibreOffice or installed using the Extension Manager cannot be deleted. Only custom categories that have been created in Impress can be deleted.

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
- 2) Right-click on **Tools** in the bottom left of the Select a Template dialog.
- 3) Select **Delete Category** from the context menu to open the Delete Category dialog (Figure 46).
- 4) Select the custom category for deletion.
- 5) Click **OK** to delete the custom category and confirm the deletion.

### Moving templates

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
- 2) Select the template that is going to be moved.
- 3) Click on **Move** at the bottom of the Select a Template dialog to open the Select Category dialog (Figure 47).
- 4) Select a category from the displayed list in *Select from Existing Category*, or select *Create a New Category* and create a new category for the template.
- 5) Click **OK** to move the template to its new category and close the Select Category dialog.

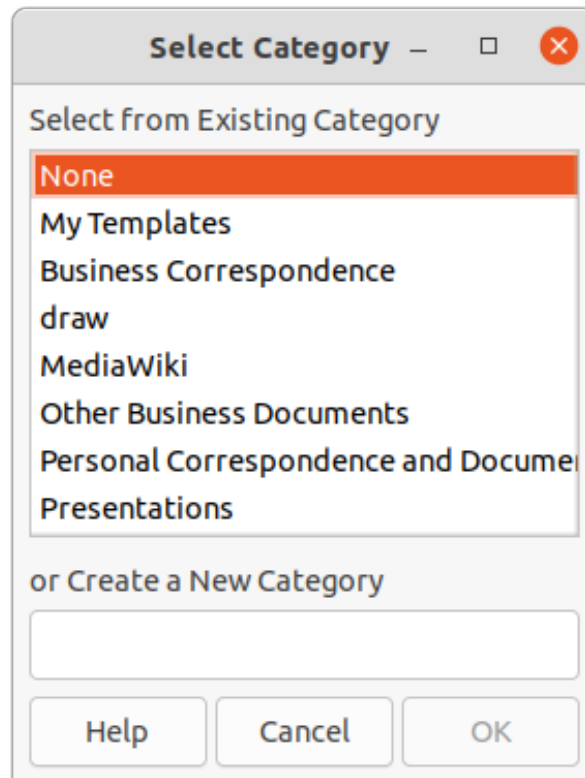


Figure 47: Select Category dialog

### Deleting templates

Templates supplied with LibreOffice or installed using the Extension Manager cannot be deleted. Only templates that have been created in Impress or imported from other sources can be deleted.

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
- 2) Right-click on the template being deleted and select **Delete** from the context menu.
- 3) Click on **Yes** to confirm the deletion.

### Renaming templates

Templates supplied with LibreOffice or installed using the Extension Manager cannot be renamed. Only templates that have been created in Impress or imported from other sources can be renamed.

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
- 2) Right-click on the template being renamed and select **Rename** from the context menu.
- 3) Enter a new template name in the text box that has opened.
- 4) Click on **OK** to save the new template name.

### Importing templates

If a template is in a different location on the computer, then the template must be imported into a LibreOffice category for LibreOffice to recognize the template.

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
- 2) Click on **Import** at the bottom of the Select a Template dialog to open the Select Category dialog.
- 3) Select a category from the displayed list or select *Create a New Category* in the Select Category dialog.
- 4) In the file browser window that opens, navigate to the folder where the template is located on the computer.
- 5) Select the template and click **Open**. The file browser window closes and the template appears in the selected category.

### Exporting templates

- 1) Use one of the following methods to open the Select a Template dialog.
  - Go to **File > New > Templates** on the Menu bar.
  - Go to **File > Templates > Manage Templates** on the Menu bar.
- 2) Select the template for export, then click on **Export** at the bottom of the Select a Template dialog to open a file browser window.
- 3) Navigate to the folder where the template is to be exported to and click on **OK**. The template is exported to the selected location and the file browser window closes.





## Impress Guide 7.2

# *Chapter 3*

## *Adding and Formatting Text*

## Introduction

Any text used in slides is contained in text boxes and this chapter describes the following:

- How to create, modify, use, and delete text boxes.
- How to create, modify and format the various types of text that can be inserted.
- How to insert special forms of text such as ordered (numbered) or unordered (bulleted) lists, tables, fields, and hyperlinks.

## Working with text boxes

Adding text boxes to slides is carried out using one of the following methods:

- Use a predefined Impress layout which includes AutoLayout text boxes.
- Create a text box using the **Insert Text Box** for a horizontally aligned text box on the Standard toolbar (Figure 48) or the Drawing toolbar (Figure 49).
- Create a text box using the **Insert Vertical Text** for a vertically aligned text box on the Standard toolbar or the Drawing toolbar.
- Use the keyboard shortcut **F2** to insert a horizontally aligned text box.

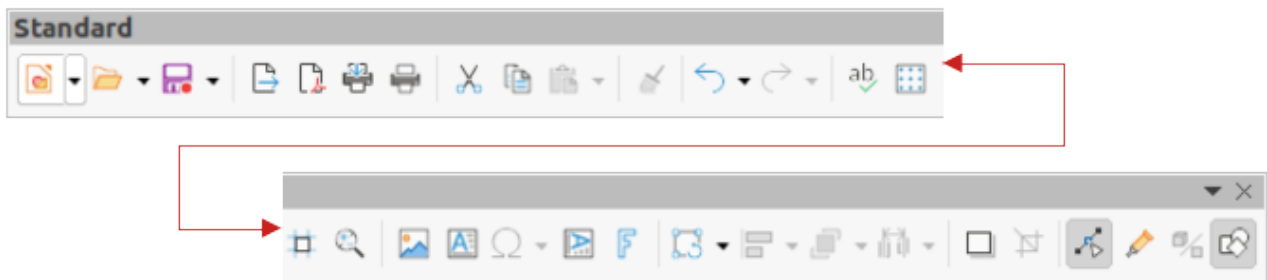


Figure 48: Standard toolbar



Figure 49: Drawing toolbar

### ✓ Note

The **Insert Vertical Text** tool for creating a vertical text box and inserting vertical text is only available when **Asian** and **Complex text layout** (CTL) options are enabled. Go to **Tools > Options > Language Settings > Languages** on the Menu bar to select these options for vertical text.

## AutoLayout text boxes

AutoLayout text boxes are automatically created when one of the slide layouts available is selected in Impress.

- 1) Select a slide layout using one of the following methods:
  - Open the **Layouts** panel in the Properties deck on the Sidebar (Figure 50)
  - Go to **Slide > Layout** on the Menu bar to open a context menu (Figure 51).

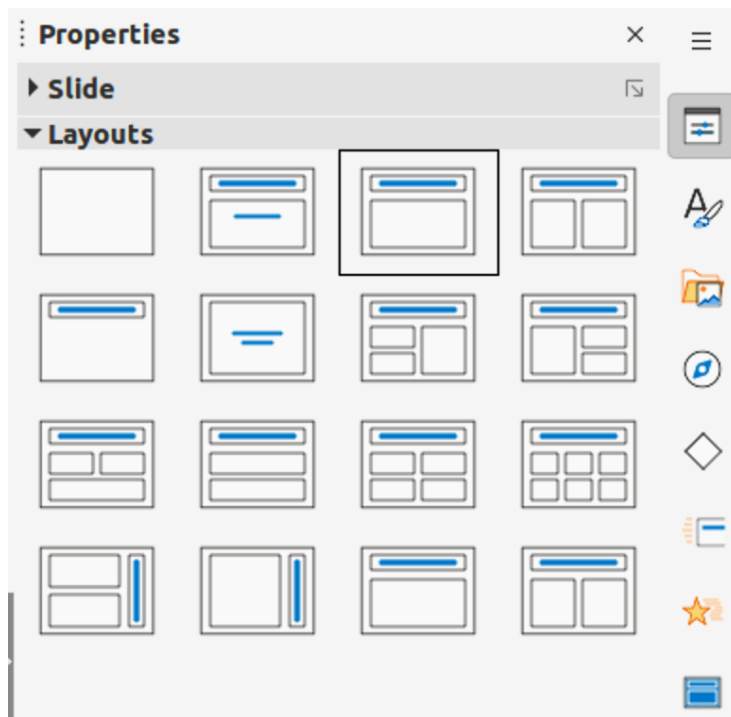


Figure 50: Layouts panel in Properties deck on Sidebar

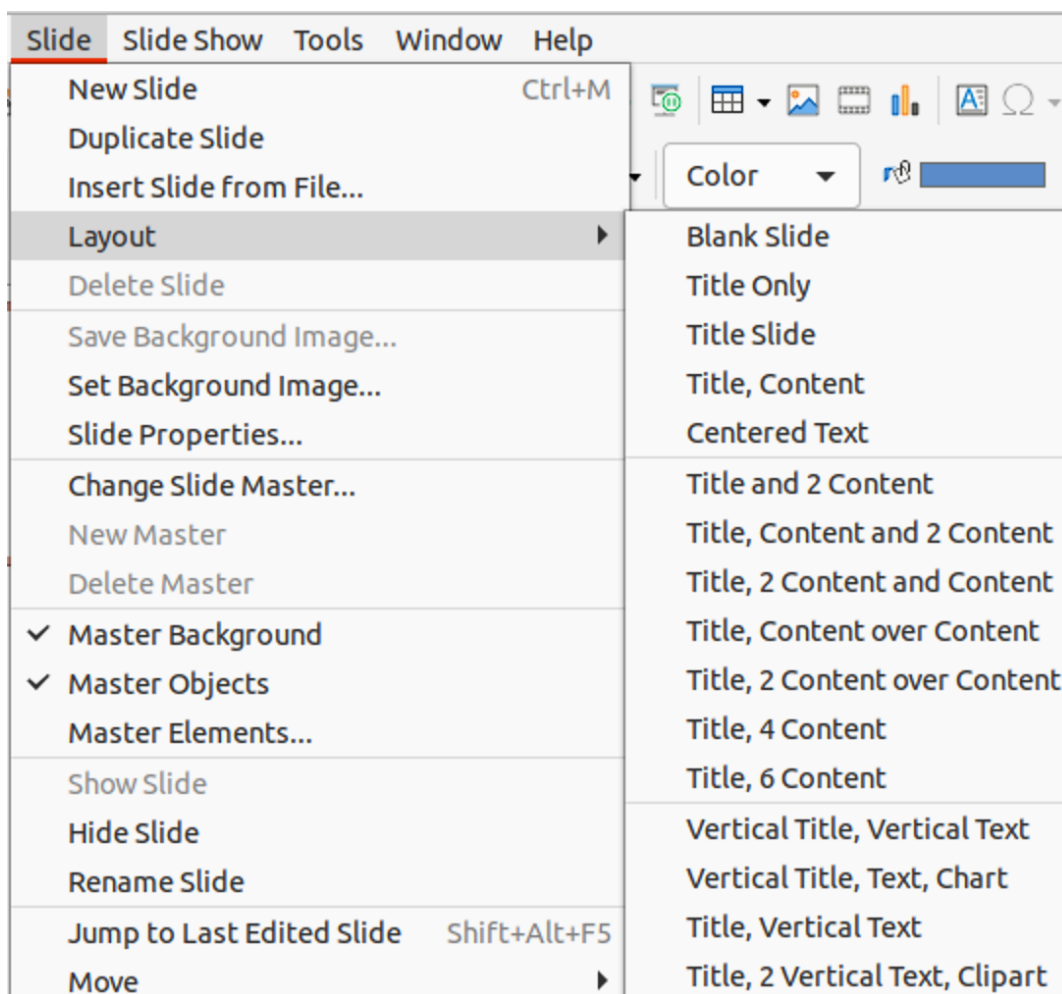


Figure 51: Slide layout options on Menu bar

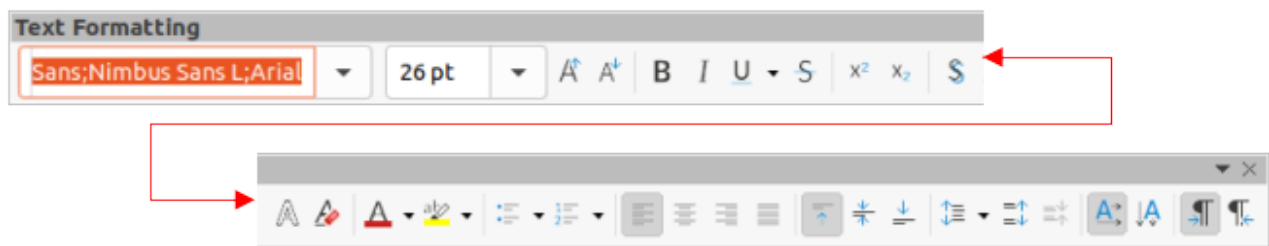


Figure 52: Text Formatting toolbar

- 2) Click on *Click to add Title* or *Click to add Text*. This text automatically disappears and is replaced by a flashing text cursor. The Text Formatting toolbar (Figure 52) automatically opens replacing the Line and Filling toolbar.
- 3) Type or paste text into the AutoLayout text box and, if necessary, format the text to the presentation requirements using the information in this chapter.
- 4) If necessary, copy, resize and/or reposition the AutoLayout text box using the information in this chapter.
- 5) Click outside the AutoLayout text box to deselect it.

### ✓ Note

AutoLayout text boxes can be moved, resized and deleted in the same way as text boxes. See “Moving text boxes with mouse” on page 74, “Text positioning” on page 80, and “Deleting text boxes” on page 82 for more information.

## Creating text boxes

- 1) For horizontal text, click on **Insert Text Box**, or for vertical text, click on **Insert Vertical Text** on the Standard toolbar or the Drawing toolbar. The Text Formatting toolbar automatically opens, replacing the Line and Filling toolbar.
- 2) Create a horizontal text box using one of the following methods:
  - Click on the slide and a text box is automatically created with the text cursor flashing in the text box. The text box increases in width as text is entered in a single line. The text box height does not change. To create multiple lines and increase the height, use the *Enter* key to create new single line paragraphs.
  - Click and drag the cursor on the slide to set the width of the text box. As text is entered, the height of a text box automatically increases as text wraps creating multiple lines in the text box.
- 3) Create a vertical text box using one of the following methods:
  - Click on the slide and a text box is automatically created with the text cursor flashing in the text box. The text box increases in height as text is entered in a single line. The text box width does not change. To create multiple lines and increase the width, use the *Enter* key to create new single line paragraphs.
  - Click and drag the cursor on the slide to set the height of the text box. As text is entered, the width of a text box automatically increases as text wraps creating multiple lines in the text box.
- 4) Type or paste the text into the text box.
- 5) Click outside the text box to deselect it.

## Text box borders

By default, when an AutoLayout text box or a text box is created, the borders of the text box are only displayed when the text box is selected. Use one of the following methods to create a visible border around the text box.

### ✓ Note

When creating a text box border, if the properties of the line style selected are changed, for example, in the Line dialog, then the properties are also changed in the Line and Filling toolbar, and the **Line** panel in the Properties deck on the Sidebar.

### Line and Filling toolbar

- 1) Click on a text box to select it so that the border is displayed indicating that the text box is in edit mode.
- 2) In **Line Style** on the Line and Filling toolbar, select a line style from the drop-down list to use as a text box border. If the Line and Filling toolbar is not visible, go to **View > Toolbars > Line and Filling** on the Menu bar.
- 3) In **Line Width** on the Line and Filling toolbar, enter a width for the line style selected for the text box border.
- 4) In **Line Color** on the Line and Filling toolbar, select a color from one of the available color palettes, or create a custom color.
- 5) Click outside the text box to exit edit mode.

### Line dialog

- 1) Click on a text box to select it so that the border is displayed indicating that the text box is in edit mode.
- 2) Open the Line dialog (Figure 53) using one of the following methods:
  - Right-click on the text box border and select **Line** from the context menu.
  - Go to **Format > Object and Shape > Line** on the Menu bar.
- 3) Click on **Line** to open the **Line** page.
- 4) In **Style**, select a line style from the drop-down list to use as a text box border.

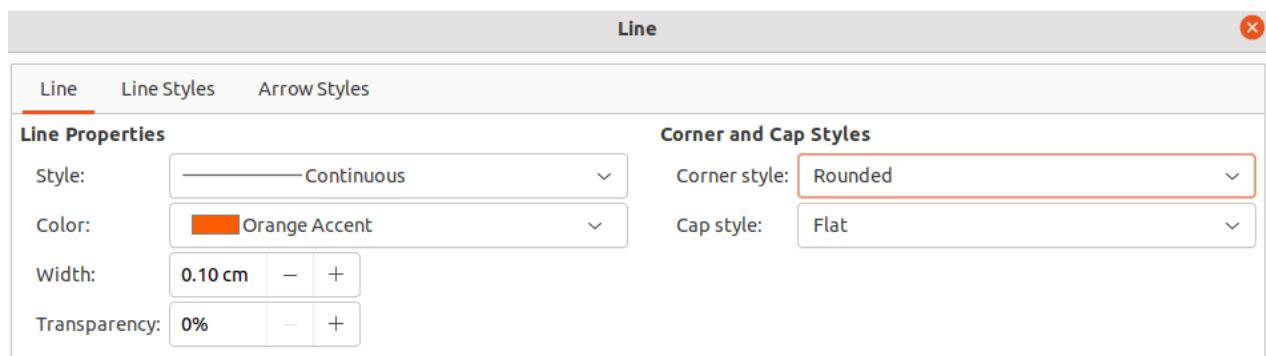


Figure 53: Line dialog - Line page for creating text box border

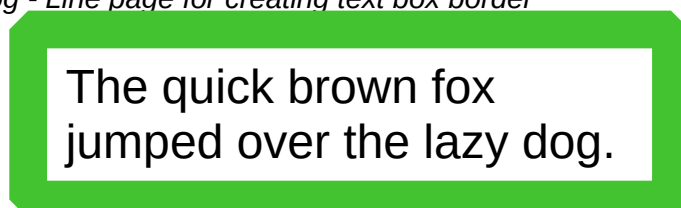


Figure 54: Example of a text box border with bevelled corners

- 5) In *Color*, select a color for the line style from one of the available color palettes, or create a custom color.
- 6) In *Width*, enter a width for the line style selected.
- 7) If necessary, in *Transparency*, enter a percentage value for the line style.
- 8) If necessary, in *Corner Style*, select the type of corner style from the options in the drop-down list.
- 9) Click **OK** to save the changes and close the Line dialog.
- 10) Click outside the text box to exit edit mode.

### ✓ Note

For a corner style to be clearly visible in a text box border, it is recommended to set the line width at a thickness above 0.35cm, as shown by the example in Figure 54.

### Line panel in Sidebar

- 1) Click on a text box to select it so that the border is displayed indicating that the text box is in edit mode.
- 2) Click on **Properties** to open the Properties in the Sidebar, then click on **Line** to open the **Line** panel (Figure 55).
- 3) In *Line*, select a line style from the drop-down list to use as a text box border.
- 4) In *Width*, enter a width for the line style selected.
- 5) In *Color*, select a color for the line style from one of the available color palettes, or create a custom color.
- 6) If necessary, in *Transparency*, enter a percentage value for the line style.
- 7) Click outside the text box to exit edit mode.

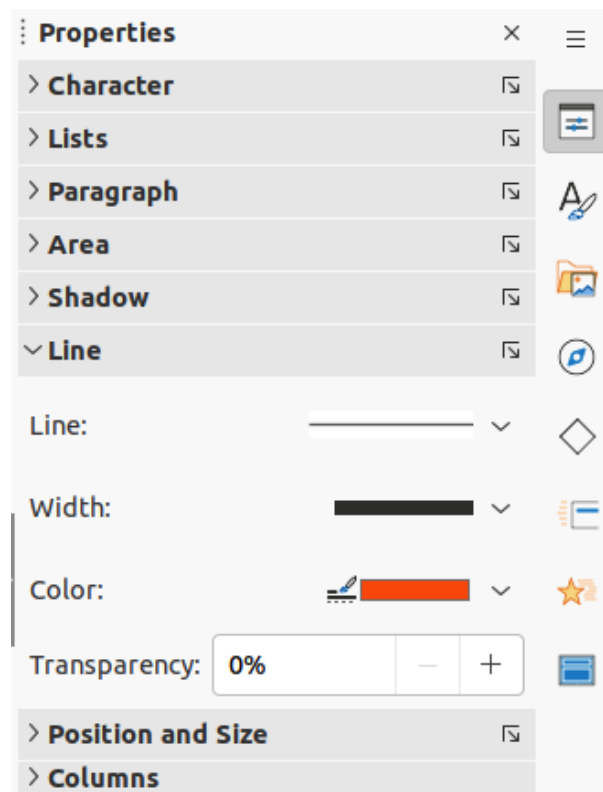


Figure 55: Line panel in Properties deck on Sidebar

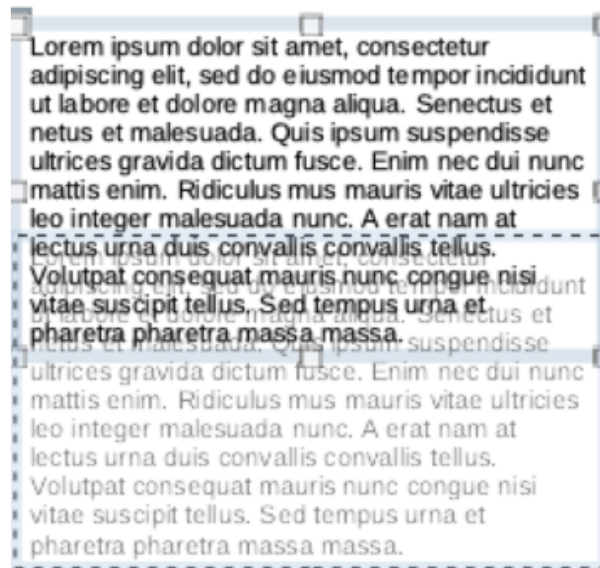


Figure 56: Moving text boxes

## Positioning and resizing text boxes

### Moving text boxes with mouse

- 1) Click in the text box to select it so that the border is displayed indicating that the text box is in edit mode.
- 2) Move the cursor over the border and the cursor changes shape to the move cursor for the computer operating system (for example, a hand).
- 3) Click and drag on the border to move the text box. A dashed outline of the text box shows where the text box will be placed as shown in Figure 56.
- 4) Release the mouse button when the text box is in the required position.
- 5) Click outside the text box to exit edit mode.

### Resizing text boxes with mouse

- 1) Click in the text box to select it so that the selection handles are displayed indicating that the text box is in edit mode.
- 2) Move the cursor over a selection handle and the cursor changes shape indicating the direction the text box will be resized.
- 3) Click and drag on a selection handle to resize the text box. A dashed outline appears indicating the new size of the text box as it is being resized, as shown in Figure 57. The selection handles are used to resize the text box as follows:
  - Corner handles change the width and height of the text box simultaneously.
  - Top and bottom selection handles change the height of the text box.
  - Right and left selection handles change the width of the text box.
- 4) Release the mouse button when the text box is at the required size.
- 5) Click outside the text box to exit edit mode.



#### Note

To maintain the proportions of a text box while resizing, press and hold the *Shift* key, then click and drag a selection handle. Make sure to release the mouse button before releasing the *Shift* key.

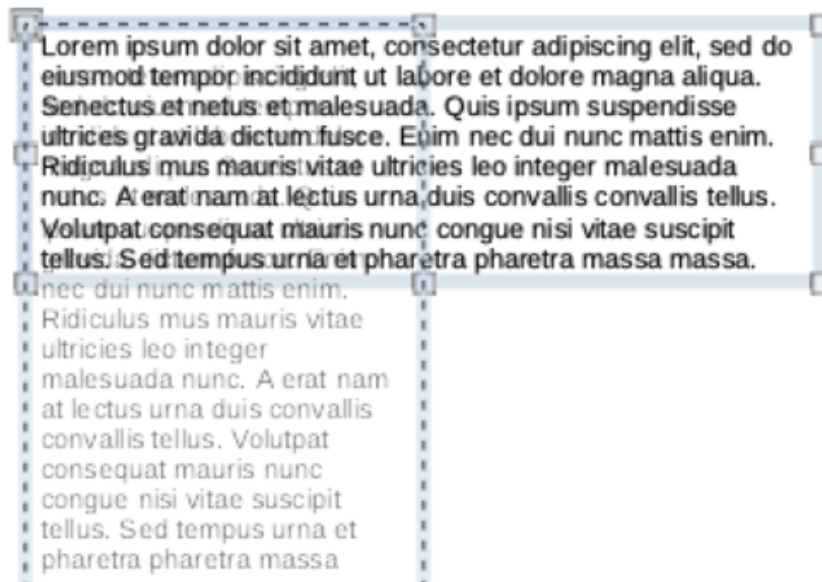


Figure 57: Resizing text boxes

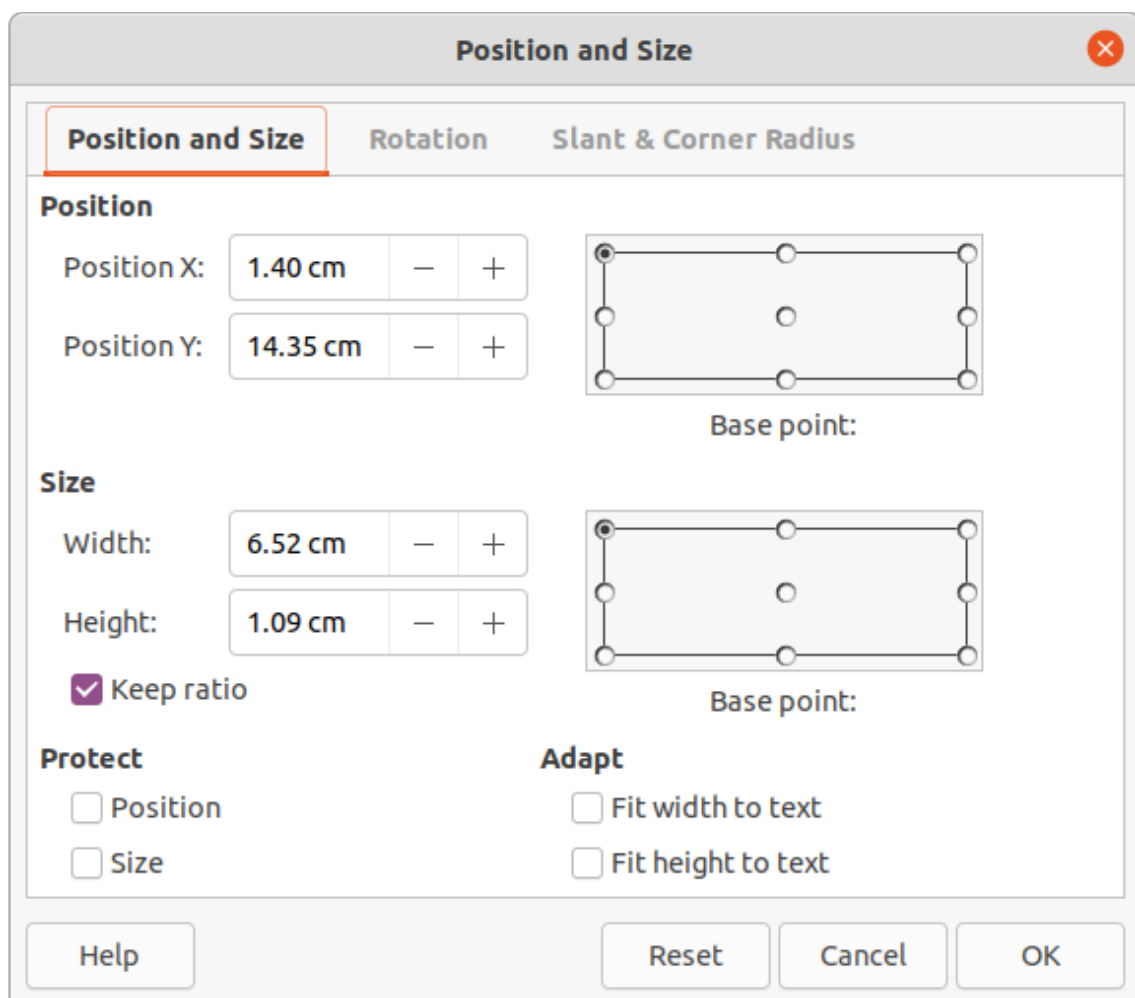


Figure 58: Position and Size dialog

### Position and Size dialog

For more accurate control over the size and position of an AutoLayout text box or text box, it is recommended to use the Position and Size dialog (Figure 58).



- 1) Click in the text box to select it so that the selection handles are displayed indicating that the text box is in edit mode.
- 2) Open the Position and Size dialog using one of the following methods:
  - Go to **Format > Object and Shape > Position and Size** on the Menu bar.
  - Right-click on the text box border and select **Position and Size** from the context menu.
  - Use the keyboard shortcut *F4*.
- 3) Click on **Position and Size** to open the **Position and Size** page.
- 4) Use the various options available on the **Position and Size** page to position the text box.
- 5) Click **OK** to save the changes and close the Position and Size dialog.
- 6) Click outside the text box to exit edit mode.

The options available on the **Position and Size** page are as follows:

- **Position**
  - *Position X* (horizontal) and *Position Y* (vertical) – specify position of the text box. The position values of the text box represent the distance of the *Base point* to the top left corner of the slide.
  - *Base point* – position the text box by selecting one of the nine available positions. By default, the *Base point* is the top left corner of the text box.
- **Size**
  - *Width* and *Height* – specify size of the text box. To maintain the width/height ratio of the text box, select *Keep ratio*. The size values represent the distance of the *Base point* relative to the top left corner of the slide.
  - *Base point* – position the text box by selecting one of the nine available positions. By default, the *Base point* is the top left corner of the text box.
- **Protect** – prevent accidental modification of the position or size of the text box by selecting *Position* and/or *Size* options.
- **Adapt** – allow the text box to adjust its height and/or width as text is entered by selecting *Fit width to text* and/or *Fit height to text*.

### Position and Size on Sidebar

For more accurate control over the size and position of a text box, the **Position and Size** panel in the Properties deck on the Sidebar (Figure 59) can also be used. However, there are fewer options available in the **Position and Size** panel on the Sidebar than in the Position and Size dialog.

- 1) Click in the text box to select it so that the selection handles are displayed indicating that the text box is in edit mode.
- 2) Click on **Properties** on the Sidebar to open the Properties deck, then click on **Position and Size** to open the **Position and Size** panel.
- 3) Specify measurement values in the *Position X* (horizontal) and *Position Y* (vertical) boxes to position of the text box on the slide. The position values of the text box represent the distance between the top left of text box to the top left corner of the slide.
- 4) Specify measurement values in the *Width* and *Height* boxes to adjust the size of the text box. To maintain the width/height ratio of the text box, select *Keep ratio*.
- 5) When satisfied with the changes, click outside the text box to save the changes and exit edit mode.

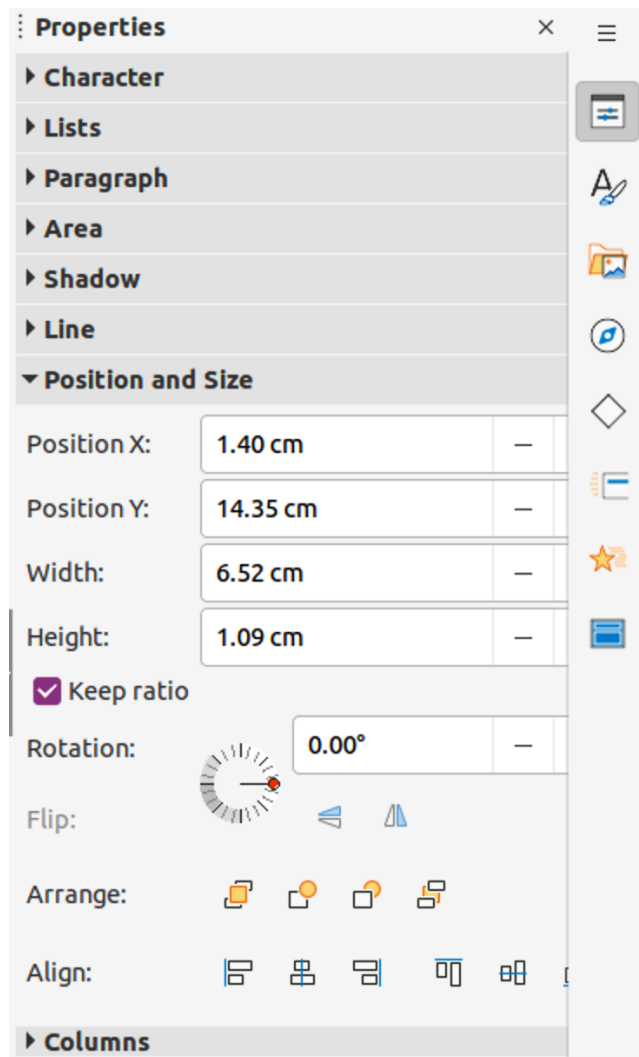


Figure 59: Position and Size panel in Properties on Sidebar

## Rotating text boxes

### Using the mouse

- 1) Click in the text box border to select it so that the selection handles are displayed indicating that the text box is in edit mode.
- 2) Click again on the text box border and the selection handles change shape and color, as shown by the example in Figure 60. A rotation center appears in the center of the text box.
- 3) Move the cursor over a corner selection handle and the cursor changes shape to indicate rotation.
- 4) Click and drag the text to rotate it. A ghosted image of the text box appears as the text box is being rotated.
- 5) Release the mouse button when the text box has reached the desired rotation angle.
- 6) If necessary, click and drag the rotation center to a different position to change the rotation angle. The rotation center can be positioned outside of the text box.
- 7) Click outside the text box to exit edit mode.

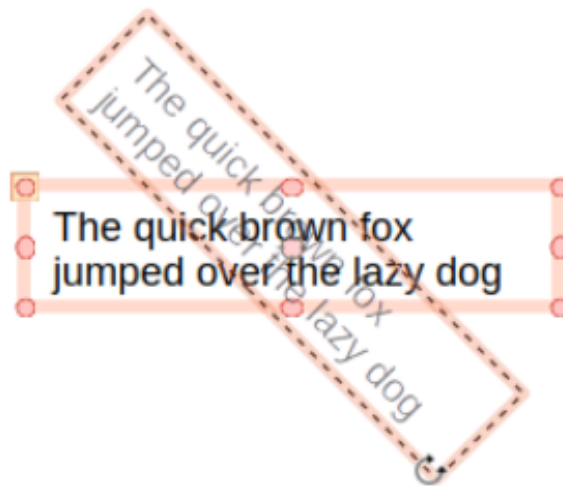


Figure 60: Text box in rotation mode

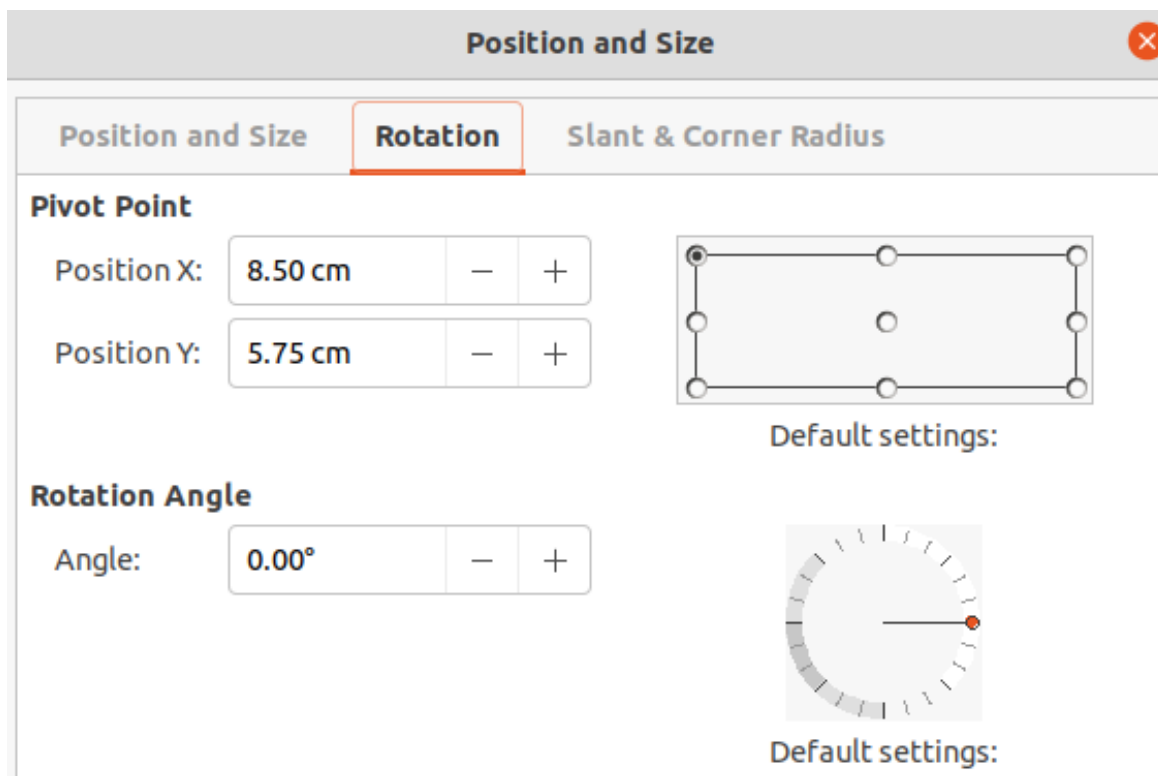


Figure 61: Position and Size dialog - Rotation page

### Position and Size dialog

For more accurate control over the size and position of an AutoLayout text box or text box, it is recommended to use the options available on the **Rotation** page of the Position and Size dialog (Figure 61).

- 1) Click in the text box to select it so that the selection handles are displayed indicating that the text box is in edit mode.
- 2) Open the Position and Size dialog using one of the following methods:
  - Go to **Format > Object and Shape > Position and Size** on the Menu bar.
  - Right-click on the text box border and select **Position and Size** from the context menu.
  - Use the keyboard shortcut *F4*.
- 3) Click on **Rotation** to open the **Rotation** page.

- 4) If necessary, in **Pivot Point**, enter a measurement for *Position X* and *Position Y* to move the position of the pivot point.
- 5) Alternatively, select a pivot point from one of the 9 positions in **Default settings**.
- 6) In **Rotation Angle**, enter the number of degrees for rotation in the *Angle* text box.
- 7) Alternatively, in **Default settings**, click on the rotation angle indicator and drag it to a new angle. The angle of rotation is displayed in the *Angle* text box
- 8) Click **OK** to save the changes and to close the Position and Size dialog.
- 9) Click outside the text box to exit edit mode.

### Position and Size panel on Sidebar

- 1) Click in the text box to select it so that the selection handles are displayed indicating that the text box is in edit mode.
- 2) Click on **Properties** on the Sidebar to open the Properties deck, then click on **Position and Size** to open the **Position and Size** panel (Figure 59 on page 77).
- 3) In *Rotation*, enter the number of degrees for rotation in the text box.
- 4) Alternatively, in *Rotation*, click on the rotation angle indicator and drag it to a new angle. The angle of rotation is displayed in the text box.
- 5) Click outside the text box to exit edit mode.

## Corner radius

The **Corner Radius** option in the **Slant & Corner Radius** page of the Position and Size dialog (Figure 62) is only available when a text box has a border. See “Text box borders” on page 72 for more information on creating text box borders.



### Note

The options **Slant**, **Corner Point 1**, and **Corner Point 2** on the **Slant & Corner Radius** page of the Position and Size dialog are not available for text box borders.

- 1) Click in the text box to select it so that the selection handles are displayed indicating that the text box is in edit mode.
- 2) Make sure that the text box has a visible border.
- 3) Open the Position and Size dialog using one of the following methods:
  - Go to **Format > Object and Shape > Position and Size** on the Menu bar.
  - Right-click on the text box border and select **Position and Size** from the context menu.
  - Use the keyboard shortcut *F4*.
- 4) Click on **Slant & Corner Radius** to open the **Slant & Corner Radius** page.
- 5) In **Corner Radius**, enter a measurement in the *Radius* text box to change the radius of the corners on the text box.
- 6) Click **OK** to save the changes and to close the Position and Size dialog.
- 7) Click outside the text box to exit edit mode.

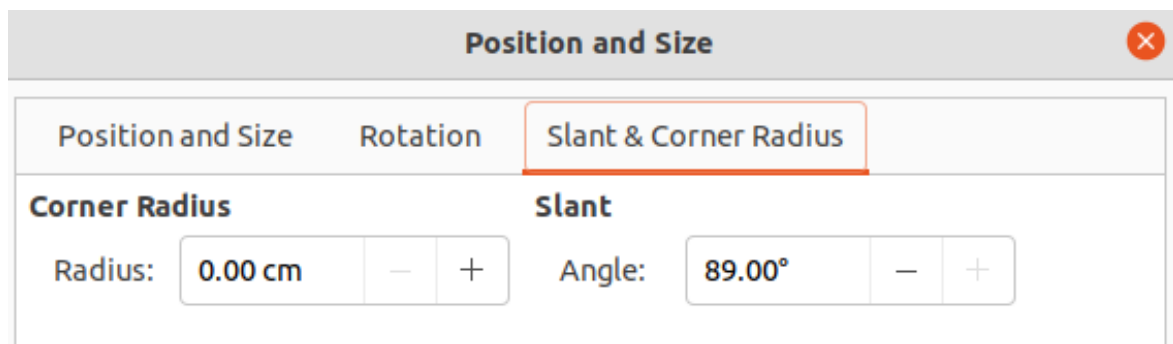


Figure 62: Position and Size dialog - Slant & Corner Radius page

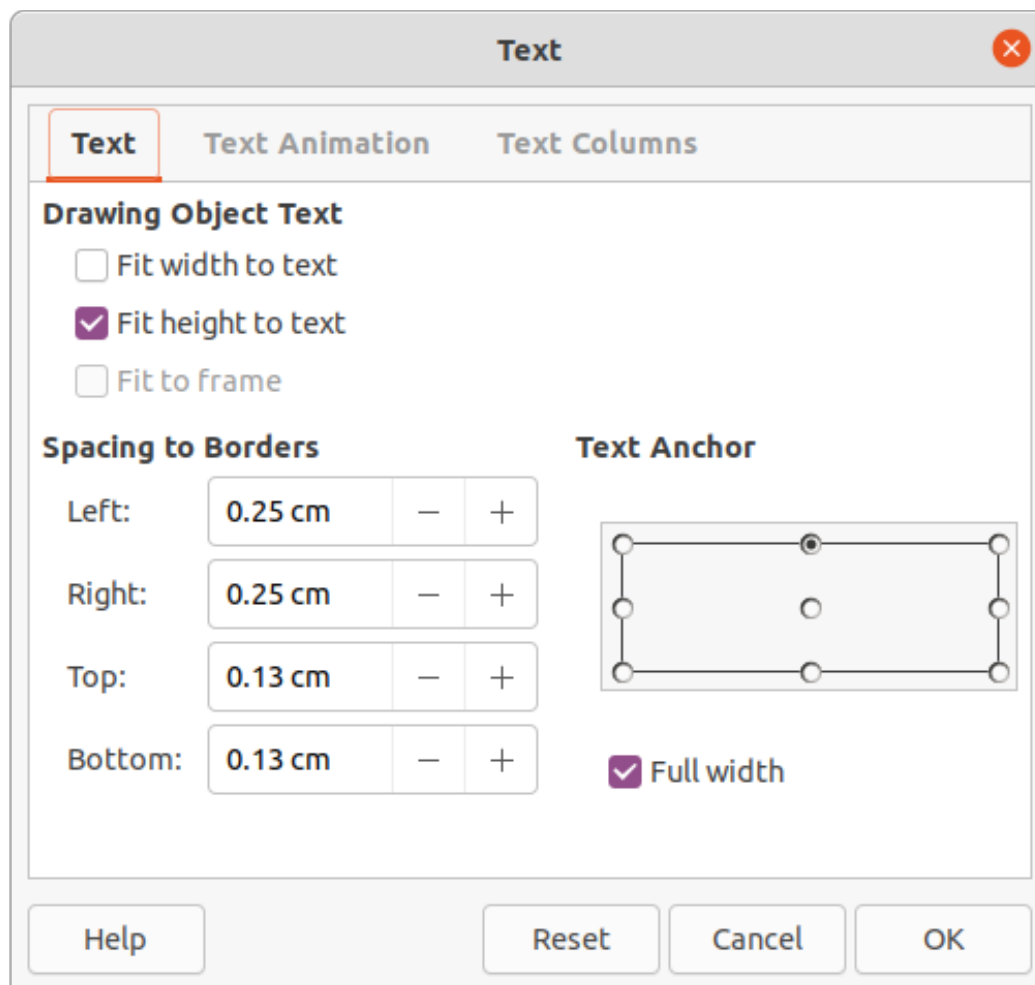


Figure 63: Text dialog - Text page

## Text positioning

Text can be repositioned within an AutoLayout text box or a text box as follows:

- 1) Click in the text box to select it so that the selection handles are displayed indicating that the text box is in edit mode.
- 2) Right-click in the text box and select **Text Attributes** from the context menu to open the Text dialog (Figure 63).
- 3) Use the various options on the **Text** page to position the text within the text box.
- 4) Click **OK** to save the changes and close the dialog.
- 5) Click outside the text box to deselect it.

The options available in the Text dialog are as follows:

- **Drawing Object Text**
  - *Fit width to text* – width of the text box is automatically adjusted to the width of the text.
  - *Fit height to text* – height of the text box is automatically adjusted to the height of the text.
  - *Fit to frame* – the text width and height is adjusted to the width and height of the text box.
- **Spacing to Borders** – creates margins around the text within the text box.
- **Text Anchor** – sets the anchor point for the text within the text box. When the *Full width* option is selected, the text is automatically positioned in the center of the text box.

## Text animation

Text within an AutoLayout text box or a text box can be animated using the options available in the **Text Animation** page in the Text dialog. For more information on the text animation effects, see Chapter 9, Slide Shows.

## Text columns

Text within an AutoLayout text box or a text box can be placed into columns using the options available in the **Text Columns** page in the Text dialog (Figure 64), or the **Columns** panel in Properties deck on the Sidebar (Figure 65).

- 1) Click in the text box to select it so that the selection handles are displayed indicating that the text box is in edit mode.
- 2) Right-click in the text box and select **Text Attributes** from the context menu to open the Text dialog.
- 3) Click on the **Text Columns** tab to open the **Text Columns** page in the Text dialog, or click on **Columns** in Properties on the Sidebar to open the **Columns** panel.
- 4) Set the number of columns required in the *Number of columns* box and the required spacing between the columns in the *Spacing* box. An example of columns in a text box is shown in Figure 66.
- 5) Save the changes and deselect the text box using one of the following methods:
  - On the Text dialog, click **OK** to save the changes and close the dialog, then click outside the text box to deselect it.
  - On the **Columns** panel in the Properties deck on the Sidebar, click outside the text box to deselect it and save the changes.

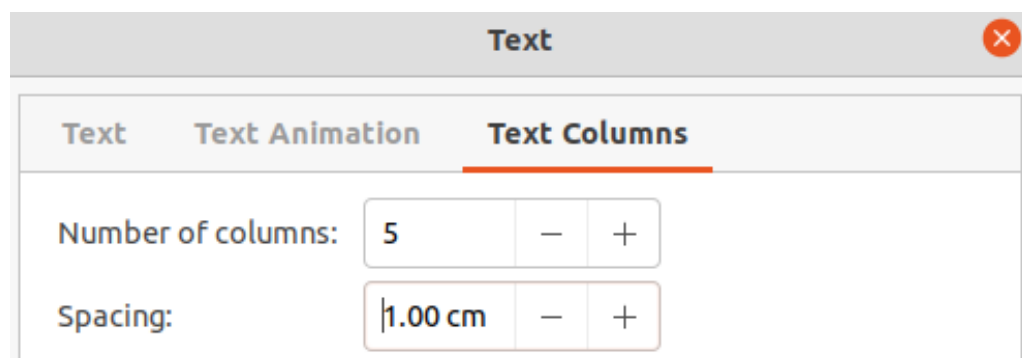


Figure 64: Text dialog - Text Columns page

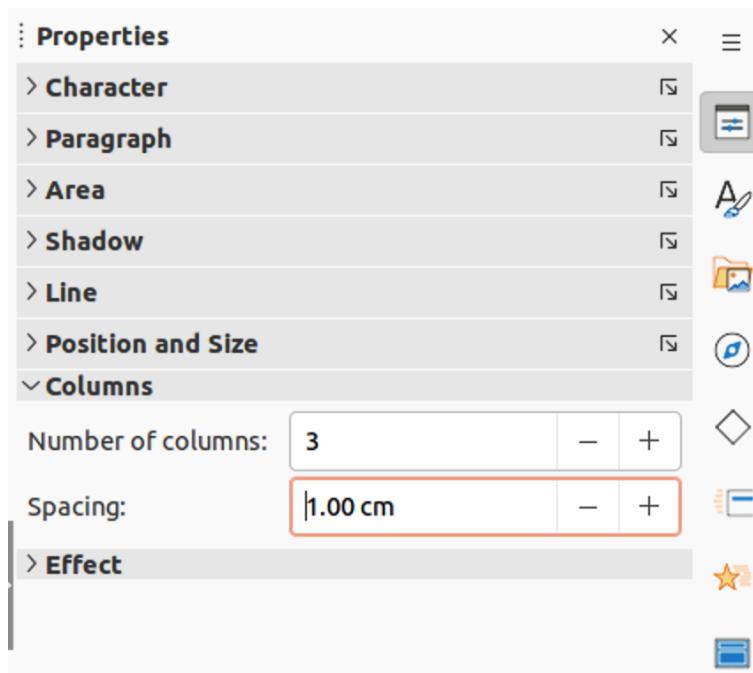


Figure 65: Columns panel in Properties deck on Sidebar

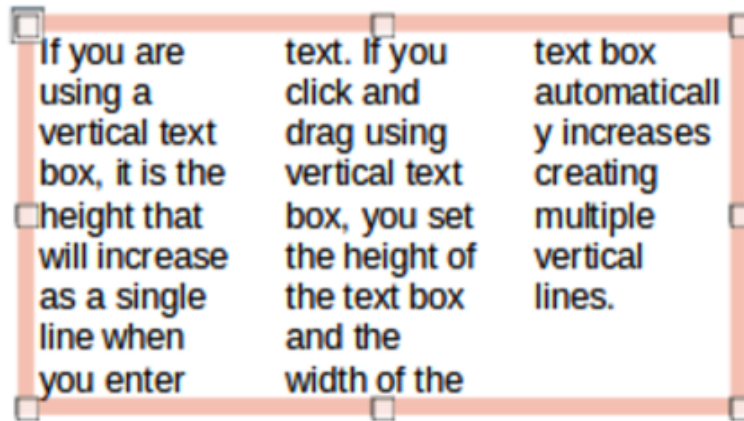


Figure 66: Example of columns in a text box

## Deleting text boxes

- 1) Click in the text box to select it so that the border and selection handles are displayed indicating that the text box is in edit mode.
- 2) Press the *Delete* or *Backspace* key to delete the text box.

### Tip

If there is more than one text box to delete, it is quicker to drag a selection marquee around the text boxes and then press *Delete* or *Backspace*. Take care to avoid selecting and accidentally deleting any text boxes or shapes still required.

## Inserting text

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### Pasting text

Text can be inserted into an AutoLayout or normal text box by copying from another document and pasting into Impress. The text will probably not match the formatting of the surrounding text or that of the other slides in the presentation. This may be what is required on some occasions. It is recommended, for a professional look, to make sure that the presentation style is consistent and does not become a patchwork of different styles, font types, bullet points, and so on.

#### Unformatted text

It is good practice to paste text without formatting and apply the formatting later, reducing the risk of errors in a presentation.

- 1) Highlight and copy the text in another document or slide.
- 2) Create a text box on your slide and make sure the text cursor is flashing in the text box. See “Starting Impress” on page 15 for more information.
- 3) Paste unformatted text at the cursor position in a text box using one of the following methods.
  - Go to **Edit > Paste Special > Paste Unformatted Text** on the Menu bar.
  - Click on the small triangle ▼ to the right of **Paste** on the Standard toolbar and select **Unformatted Text** from the context menu.
  - Use the keyboard shortcut *Ctrl+Shift+V* and select Unformatted text from the Paste Special dialog that opens.
  - Use the keyboard shortcut *Ctrl+Alt+Shift+V* and unformatted text is pasted into a text box.
- 4) Format the text to the presentation requirements using the tools on the Text Formatting toolbar or the options in **Format** on the Menu bar. Alternatively, and for text boxes only, apply a Drawing Style to the text. See Chapter 2, Master Slides, Styles and Templates for more information.

#### Note

A Presentation Style used in AutoLayout text boxes cannot be changed by selecting another Presentation Style. Make sure the AutoLayout text box uses the Presentation Style required. See Chapter 2, Master Slides, Styles and Templates for more information. Outline levels and outline styles are changed using the *Tab* key or *Shift+Tab* key combination.

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#### Formatted text

Pasting formatted text into a text box or AutoLayout text box will overwrite any formatting and replace the text box style.

- 1) Highlight and copy the text in another document or slide.
- 2) Create a text box on your slide and make sure the text cursor is flashing in the text box. See “Starting Impress” on page 15 for more information.
- 3) Paste formatted text into the text box. Text is pasted at the cursor position in the text box and the text formatting of the pasted text overwrites any style formatting of the text box.
  - Go to **Edit > Paste** on the Menu bar.
  - Click on **Paste** on the Standard toolbar.
  - Use the keyboard shortcut *Ctrl+V*.



- 4) If necessary, format the text to the presentation requirements using the various tools on the Text Formatting toolbar or the options available in Format on the Menu bar.
- 5) To clear any formatting of the pasted text and use the text box style, go to **Format > Clear Direct Formatting** on the Menu bar. See Chapter 2, Master Slides, Styles and Templates for more information.

## ✓ Note

Drawing Styles can be created in Impress. These Drawing Styles are only available for the Impress presentation which is being created and saved. Also, templates can be created to include any Drawing Styles created and the template then used to create more presentations.

## Inserting special characters

Special characters can be inserted into text, for example copyright, mathematical, geometric, or monetary symbols.

- 1) Click at the position in the text where the special character is to be inserted.
- 2) Go to **Insert > Special Character** on the Menu bar to open the Special Characters dialog (Figure 67).
- 3) Select the font and character subset from the **Font** and **Subset** drop-down lists.
- 4) Locate and select the special character from the special characters available. The selected special character appears in the preview box and its name is displayed below the preview box.
- 5) Alternatively, select the special character from the display of **Recent Characters** or **Favorite Characters**. The selected special character appears in the preview box and its name is displayed below the preview box.

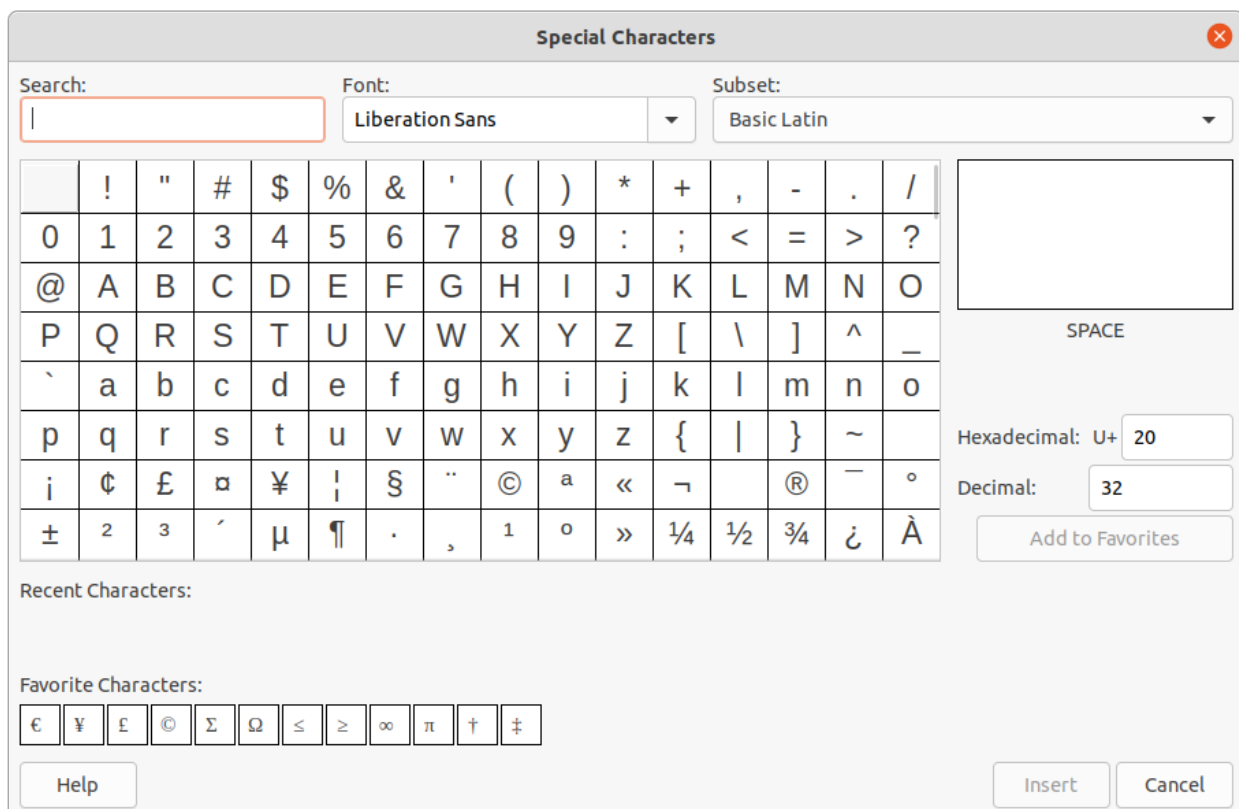


Figure 67: Special Characters dialog

- 6) Click on **Insert** to close the dialog and insert the special character at the cursor position in the text.
- 7) Alternatively, double-click on the selected special character to insert the special character at the cursor position in the text. This also closes the dialog.
- 8) If the special character is frequently used, click on **Add to Favorites** and the special character is added to the display of **Favorite Characters**.

## Inserting formatting marks

Formatting marks are special characters that can be inserted into text to correct the formatting. For example, it may not be desirable for words that are separated by a space or a hyphen to span over two lines. The solution is to insert a non-breaking space or non-breaking hyphen.

- 1) Click at the position where the formatting mark is to be inserted into the text.
- 2) Go to **Insert > Formatting Mark** on the Menu bar to open a submenu (Figure 68).
- 3) Select the formatting mark required and it is inserted into the text at the cursor position.

The formatting marks that are available in Impress are as follows:

- **Non-breaking space** – inserts a space that keeps two adjacent words or characters together on line breaks (keyboard shortcut *Ctrl+Shift+Space*).
- **Non-breaking hyphen** – inserts a hyphen that keeps two adjacent characters together on line breaks (keyboard shortcut *Ctrl+Shift+Hyphen*).
- **Soft hyphen** – inserts an invisible hyphen within a word that will appear and create a line break once it becomes the last character in a line (keyboard shortcut *Ctrl+Hyphen*).
- **Narrow no break space** – inserts a narrow space that keeps two adjacent words or characters together on line breaks. A narrow space has a width that is about 70% of a normal space. It is used to represent the narrow space occurring around punctuation characters and can also be used as a numeric group separator.
- **No-width optional break** – inserts an invisible space within a word that will insert a line break once it becomes the last character in a line (keyboard shortcut *Ctrl+Forward Slash*).
- **Word Joiner** – inserts a special character preventing hyphenation of a word keeping the word together at the end of a line.
- **Left-to-right mark** – inserts a text direction mark that affects the text direction of any text following the mark. Only available when **Complex text layout** (CTL) is enabled.
- **Right-to-left mark** – inserts a text direction mark that affects the text direction of any text following the mark. Only available when **Complex text layout** (CTL) is enabled.

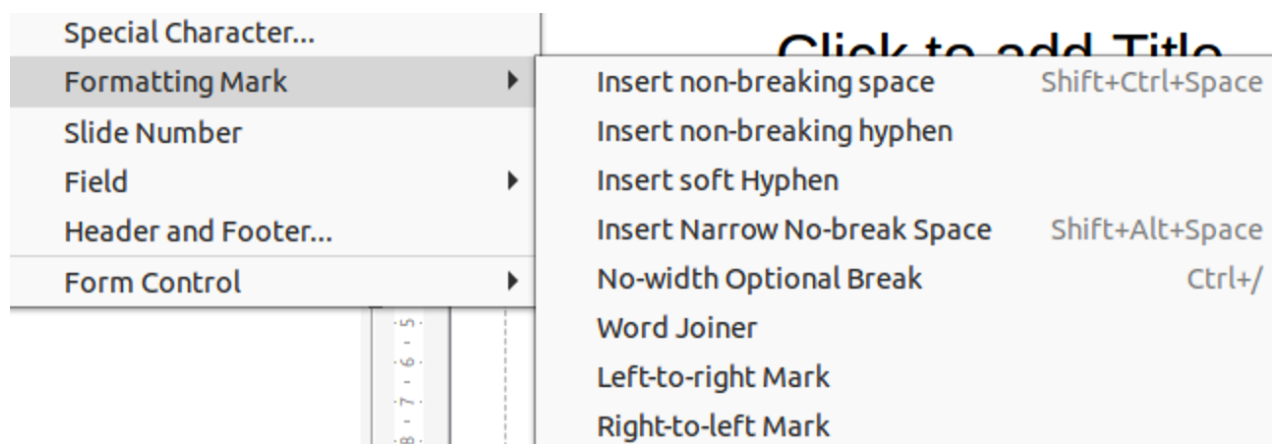


Figure 68: Inserting formatting marks

## Formatting text

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Text formatting can give a presentation a consistent look and a dynamic feel. Understanding of an audience is enhanced by preventing any distracting elements in a presentation. Text formatting can be applied (for example color, alignment, bullet types) to characters, words, sentences, paragraphs, and lists.

### Quick font resizing

To quickly increase or decrease font size of selected text use the tools **Increase Font Size** (*Ctrl+I*) and **Decrease Font Size** (*Ctrl+J*) on the Text Formatting toolbar. The amount by which the font size changes depends on the standard sizes available for the font in use.



#### Note

AutoLayout text boxes automatically adjust font size of any text inserted into the AutoLayout text box. For example, when a long piece of text is inserted into an AutoLayout text box, the font size may decrease in size to fit into the box.

---

### Selecting text

Text must be selected before it can be formatted using one of the following methods. Any formatting changes applies only to the selected text.

- To format all the text in a text box, click once on the border of the text box to display the selection handles. Any formatting changes applies to all text in the text box.
- To format only part of the text, select text using one of the following methods:
  - Click in the text and drag the cursor over the text to highlight the text.
  - Double-click on text to select a complete word or triple click to select a whole paragraph.
  - Click in the text, then press and hold the *Shift* key and use the keyboard arrow keys to select text.

### Using styles

When text is entered, either in an AutoLayout text box or in a text box, it is formatted with a set of predefined attributes known as a style. The style used depends on the type of text box being used. For more information on using, modifying and updating styles, see Chapter 2, Master Slides, Styles and Templates.

Sometimes it is quicker and more efficient to apply manual or direct formatting. However, in situations where the same formatting is required in many different parts of a presentation, the use of styles is recommended. This creates a consistent look to a presentation and reduces the possibility of any errors. Impress has two categories of styles – Presentation Styles and Drawing Styles.

#### Presentation Styles

Presentation styles are used in AutoLayout text boxes, master slide backgrounds, and master slide background objects.

The style applied to the text depends on the type of AutoLayout text box. These styles cannot be deleted, renamed or changed for another presentation style to change the formatting of the text. For example, to change an outline style for another outline style, the outline level has to be changed using the keyboard shortcuts *Tab* or *Shift+Tab*.

Presentation styles can be modified to change the text formatting or updated to change the style after formatting the text.

### Note

Unlike LibreOffice Writer, where it is recommended to use styles whenever possible, manual or direct formatting has to be used more often in LibreOffice Impress. The reason is that Presentation Styles in Impress are restricted. For example, it is not possible to have two different Outline 1 levels using different types of bullet points for the same outline level. Also, the lack of support for character styles forces the use of manual or direct formatting to format sections of text when necessary.

## Drawing Styles

Drawing styles are used for text in text boxes and any graphic object placed on a slide. For information on formatting graphic objects, see Chapter 6, Formatting Graphic Objects.

When text is entered into a text box, the Default Drawing Style is applied to the text. This style can be changed by selecting another style from the text group of Drawing Styles.

These styles cannot be deleted or renamed, but can be modified to change the text formatting or updated to change the style after formatting the text.. Also, custom drawing styles can be created, but are only available for the presentation being created.

## Text formatting

Direct or manual text formatting can be applied directly to characters, words, sentences, and paragraphs. Direct formatting overrides any formatting that has been applied to text when using styles.

- 1) Select the text for formatting. See “Selecting text” on page 86 for more information.
- 2) Format text using one of the following methods. Any formatting applied to text is immediate.
  - Use the formatting tools on the Text Formatting toolbar.
  - Go to Format on the Menu bar. Selecting a formatting option opens a submenu or dialog where further formatting options can be selected to apply to text.
  - Use the options available in the Paragraph and Character dialogs.
  - Use the options available in the Paragraph and Character panels in the Properties deck on the Sidebar.
- 3) Click outside the text box to deselect the text.

## Paragraph dialog

- 1) Select text in a paragraph or the whole paragraph. See “Selecting text” on page 86 for more information
- 2) Use one of the following methods and open the Paragraph dialog (Figure 69). Any formatting applied to a paragraph is immediate.
  - Right click on the selected text and select **Paragraph** from the context menu.
  - Go to **Format > Paragraph** on the Menu bar.
- 3) Use the various options available on the tabbed pages of the Paragraph dialog to format the text.
- 4) Click **OK** to save the changes and close the dialog.
- 5) Click outside the text box to deselect the text.

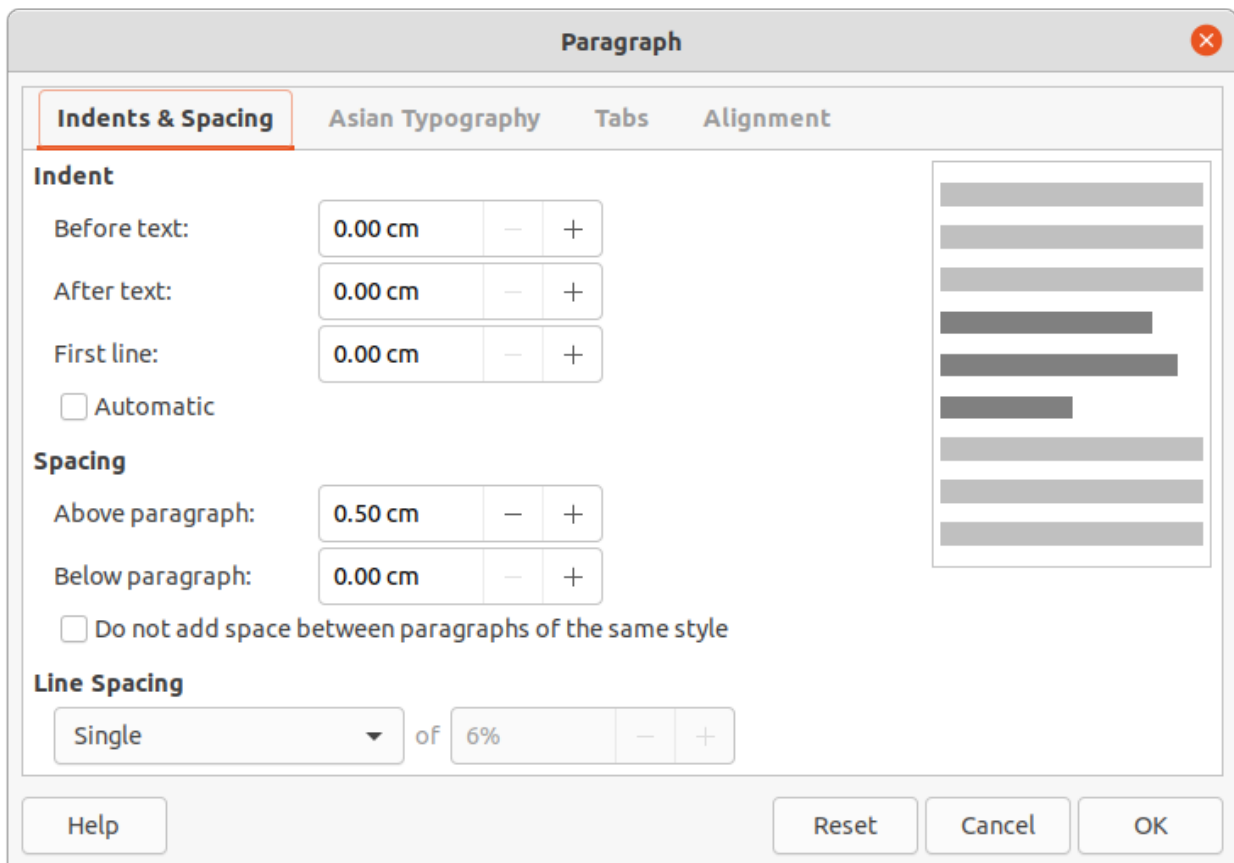


Figure 69: Paragraph dialog - Indents & Spacing page

### Indents and spacing options

The **Indents & Spacing** page in the Paragraph dialog has three main sections as follows:

- **Indent** – specifies the amount of space to leave between the left and the right page margins and the paragraph.
  - *Before text* – enter the amount of space to indent the paragraph from the page margin. If the paragraph is to extend into the page margin, enter a negative number.
  - *After text* – enter the amount of space to indent the paragraph from the page margin. If the paragraph is to extend into the page margin, enter a negative number.
  - *First line* – indents the first line of a paragraph by the amount entered. To create a negative hanging indent, enter a positive value for *Before text* and a negative value for *First line*. To create a positive hanging indent enter a positive value for *Before text* and a larger positive value for *First line*.
  - *Automatic* – when selected, automatically indents a paragraph according to the font size and the line spacing. The setting value for *First line* is ignored.
- **Spacing** – specifies the amount of space to leave between paragraphs.
  - *Above paragraph* – enter the amount of space to leave above a paragraph.
  - *Below paragraph* – enter the amount of space to leave below a paragraph.
  - *Do not add space between paragraphs of the same style* – when selected, only the spacing below a paragraph is applied when the preceding and following paragraphs are of the same paragraph style.
- **Line spacing** – specifies the amount of space to leave between lines of text in a paragraph. The options available from the drop-down list are as follows:

- *Single* – applies single line spacing to a paragraph. This is the default setting.
- *1.15 Lines* – sets the line spacing to 1.15 lines.
- *1.5 Lines* – sets the line spacing to 1.5 lines.
- *Double* – sets the line spacing to two lines.
- *Proportional* – select this option and then enter a percentage value in the box, where 100% corresponds to single line spacing.
- *At Least* – sets the minimum line spacing to the value entered in the box. If different font sizes are used within a paragraph, the line spacing is automatically adjusted to the largest font size. To have identical spacing for all lines, specify a value that corresponds to the largest font size.
- *Leading* – sets the vertical space height that is inserted between two lines.
- *Fixed* – enter a fixed value to be used for line spacing.

### Tip

Setting the line spacing to less than 100% is a good method to place a lot of text into a text box when space is limited. However, care must be taken as too small a value makes the text hard to read.

### Tip

To change the default unit of measurement go to **Tools > Options > LibreOffice Impress > General** on the Menu bar.

## Asian typography options

The **Asian Typography** page (Figure 70) is only available when **Asian** and **Complex Text Layout** (CTL) options are enabled in **Tools > Options > Language Settings > Languages** on the Menu bar. The **Line Change** options are as follows:

- *Apply list of forbidden characters to the beginning and end of lines* – prevents the characters in the list from starting or ending a line. The characters are relocated to either the previous line or the next line. To edit the list of restricted characters that start or end a line, go to **Tools > Options > LibreOffice > Language Settings > Asian Layout** on the Menu bar.
- *Allow hanging punctuation* – prevents commas and periods from breaking the line. Instead, these characters are added to the end of the line, even in the page margin.
- *Apply spacing between Asian and non-Asian text* – inserts a space between Asian and non-Asian characters.

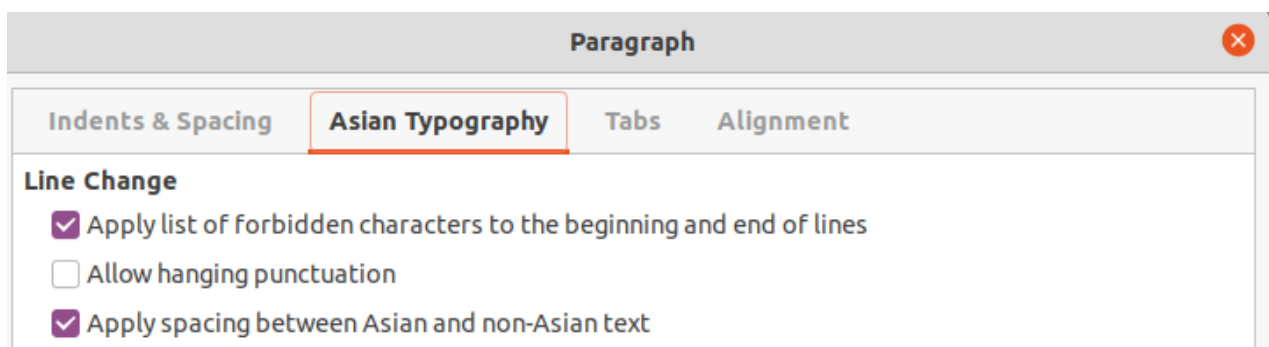


Figure 70: Paragraph dialog - Asian Typography page

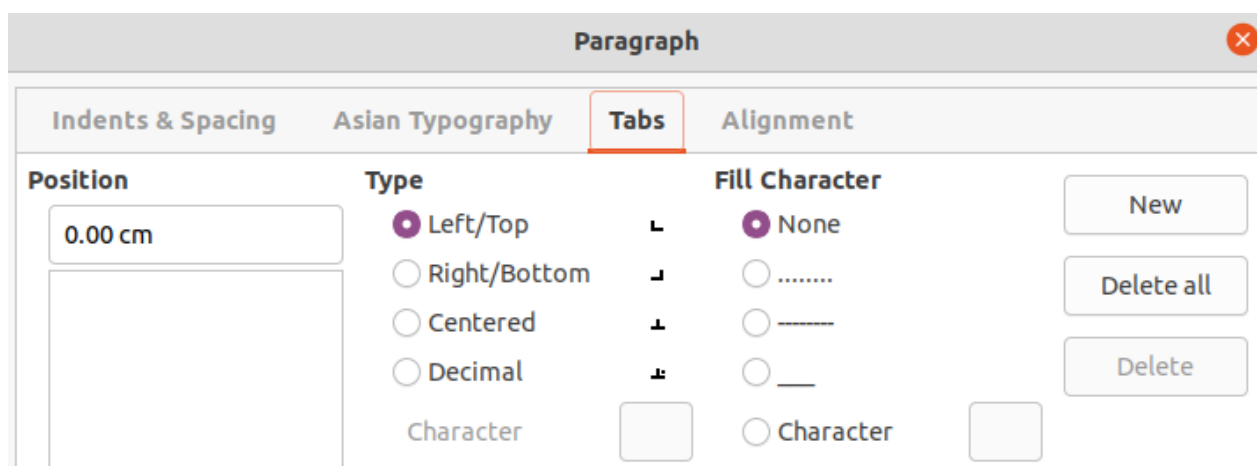


Figure 71: Paragraph dialog - Tabs page

### Tab options

Use the **Tabs** page (Figure 71) to determine the tab stops in an AutoLayout text box or text box:

- **Position** – enter a measurement in the text box to set the position of a tab in a text box. Any tabs already created are listed in the preview box below the measurement setting.
- **Type** – determines the type of tab used.
  - *Left* – aligns the left edge of the text to the tab stop and extends the text to the right. If Asian language support is enabled in LibreOffice Preferences, this tab stop is called *Left/Top*.
  - *Right* – aligns the right edge of the text to the tab stop and extends the text to the left of the tab stop. If Asian language support is enabled in LibreOffice Preferences, this tab stop is called *Right/Bottom*.
  - *Center* – aligns the center of the text to the tab stop.
  - *Decimal* – aligns the decimal point of a number to the center of the tab stop. The numbers to the left of the decimal point are aligned to the left of the tab. The numbers to the right of the decimal point are aligned to the right of the tab.
  - *Character* – enter a character to use as a decimal separator when using decimal tabs.
- **Fill character** – specifies the type of character inserted between the tab insertion point and the tab stop.
  - *None* – no fill characters are inserted between the tab insertion point and the tab stop. It also removes any existing fill characters between the tab insertion point and the tab stop.
  - *Dots.....* – inserts dots between the tab insertion point and the tab stop.
  - *Dashes-----* – inserts dashes between the tab insertion point and the tab stop.
  - *Line\_\_\_\_\_* – draws a line between the tab insertion point and the tab stop.
  - *Character* – specify a character for insertion between the tab insertion point and the tab stop.

### ✓ Note

To create tabs and use the same settings for tabs in more than one text box, it is recommended to modify, update or create a custom drawing style and apply the style to the text. See Chapter 2, Master Slides, Styles and Templates for more information.



## Creating tabs

- 1) Select the text box so that the selection handles and border are displayed.
- 2) Right click on the selected text box and select **Paragraph** from the context menu or go to **Format > Paragraph** on the Menu bar to open the Paragraph dialog.
- 3) Click on **Tabs** to open the **Tabs** page in the Paragraph dialog.
- 4) Enter the position measurement for the tab stop in the **Position** text box.
- 5) Select the type of tab from the options in **Type**.

### Note

If *Decimal* is set as the tab type, the default character used is the character used for decimal points in the computer setup. If required, specify the character to be used as the decimal point in the *Character* box.

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- 6) Select the type of **Fill Character**. The fill character is inserted between the tab insertion point and the tab stop.
- 7) Click on **New** to create the new tab stop in the text box. The new tab stop appears in the **Position** preview box.
- 8) Click **OK** to save the changes and close the dialog.
- 9) To use the new tab stop in more than one text paragraph in a text box or in another text box:
  - Modify or update the presentation or drawing style used for the text.
  - Create a custom drawing style and apply it to the text.

## Editing tabs

- 1) Select the text box so that the selection handles and border are displayed.
- 2) Right-click on the selected text box and select **Paragraph** from the context menu or go to **Format > Paragraph** on the Menu bar to open the Paragraph dialog.
- 3) Click on **Tabs** to open the **Tabs** page in the Paragraph dialog.
- 4) Select a tab for editing in the **Position** preview box.
- 5) Select the **Type** and/or **Fill Character** for the selected tab stop.
- 6) Click **OK** to save the changes and close the dialog.
- 7) If necessary, update the style used for the text.

### Note

To change the tab position, delete the selected tab first, then create a new tab with the necessary changes.

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## Deleting tabs

- 1) Select the text box so that the selection handles and border are displayed.
- 2) Right-click on the selected text box and select **Paragraph** from the context menu or go to **Format > Paragraph** on the Menu bar to open the Paragraph dialog.
- 3) Click on **Tabs** to open the **Tabs** page in the Paragraph dialog.
- 4) Select the tab for deletion in the **Position** preview box.
- 5) Click on **Delete** to delete the selected tab, or click **Delete All** to delete all the tab stops that are set for the selected text box.
- 6) Click **OK** to save the changes and close the dialog.



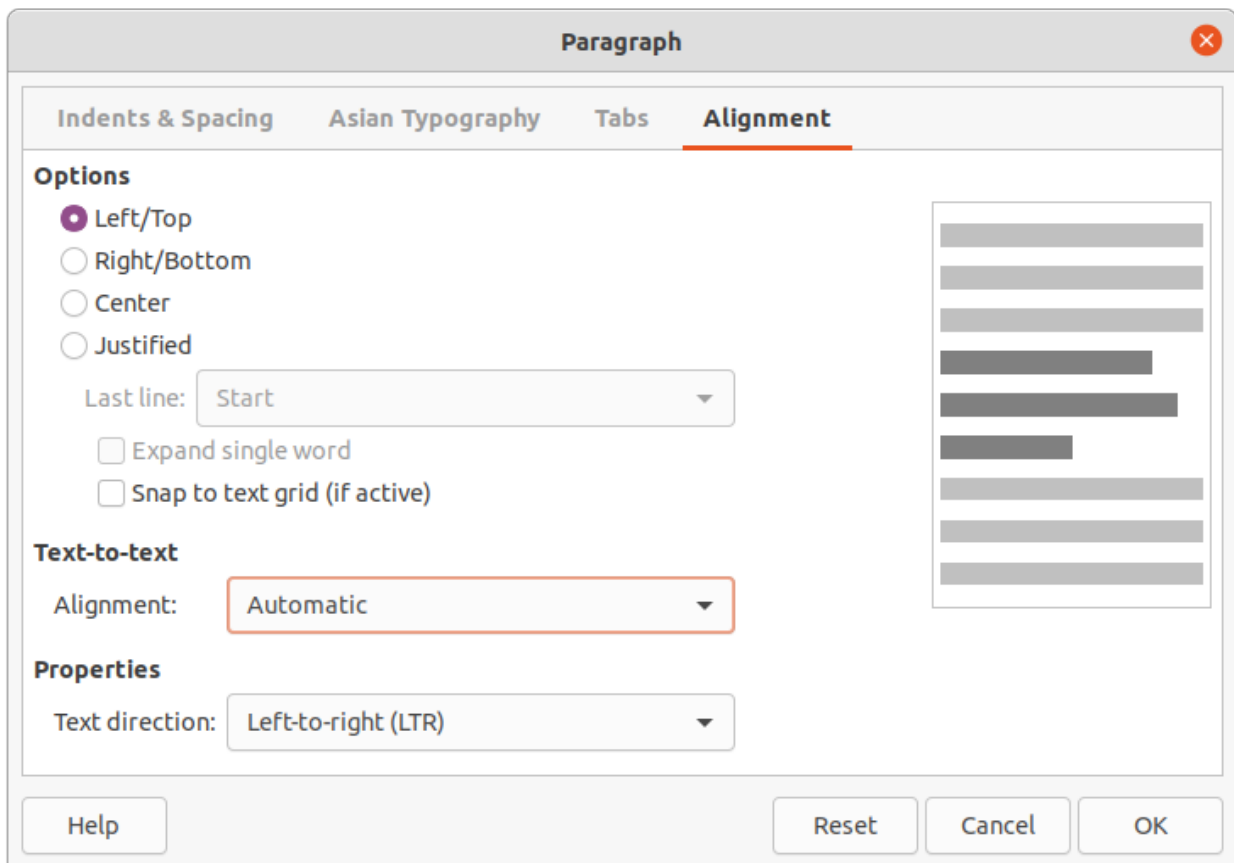


Figure 72: Paragraph dialog - Alignment page

### Alignment options

Use the **Alignment** page (Figure 72) to determine the text alignment in text boxes as follows.

- **Options**
  - *Left* – aligns text to the left margin of the text box. If Asian language support is enabled, this option is named *Left/Top*.
  - *Right* – aligns text to the right margin of the text box. If Asian language support is enabled, this option is named *Right/Bottom*.
  - *Center* – aligns the text to the center of in the text box.
  - *Justified* – aligns the text to the left and to the right margins of the text box.
- **Text-to-text**
  - *Alignment* – provides alignment options for oversized or undersized characters in the text relative to the rest of the text.
- **Properties**
  - *Text direction* – specifies the text direction for text that uses **Complex Text Layout** (CTL) and is only available if complex text layout support is enabled.
- **Preview field** – displays a preview of how the text appears in the text box.

### Sidebar Paragraph panel

An alternative method of formatting paragraphs is to use the Paragraph panel (Figure 73) in the Properties deck on the Sidebar. The formatting options available are limited, but are similar in use to the formatting options available in the various pages of the Paragraph dialog.

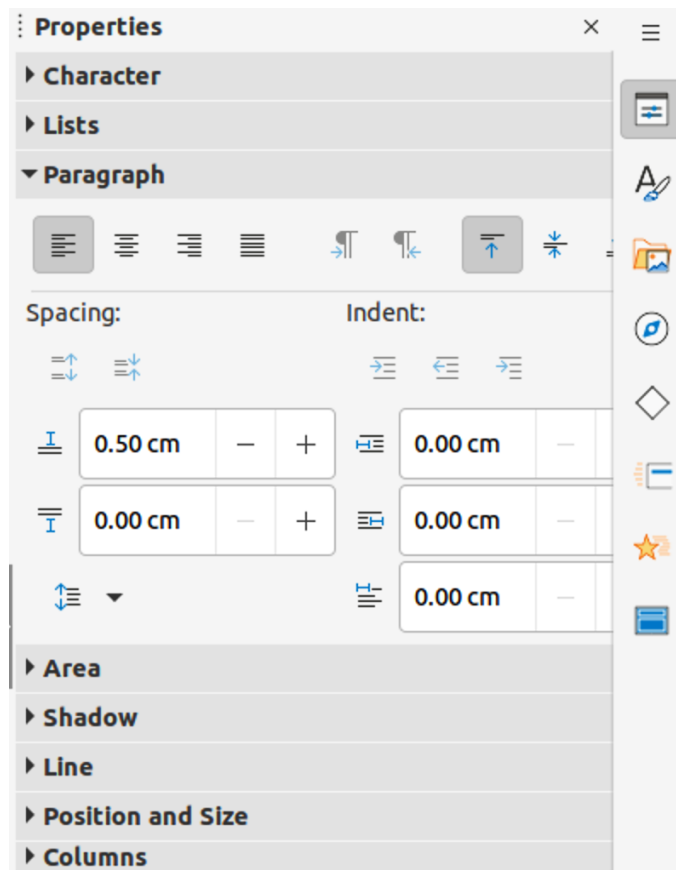


Figure 73: Paragraph panel in Properties deck on Sidebar

- 1) Select the text box so that the selection handles and border are displayed.
- 2) On the Sidebar, click on **Properties** to open the Properties deck.
- 3) Click on **Paragraph** to open the Paragraph panel.
- 4) Format the text using the various tools available in the Paragraph panel. See “Paragraph dialog” on page 87 for more information on formatting options.
- 5) If necessary, click on **More Options** on the right of the title bar to open the Paragraph dialog to format text.

The text formatting options available in the Paragraph panel are as follows:

- **Align Left, Align Center, Align Right, Align Justified** – determines how text is aligned to the text box margins. These tools are also available on the Text Formatting toolbar.
- **Left-To-Right, Right-To-Left** – only available when **Asian** and **Complex Text Layout (CTL)** options have been selected in **Tools > Options > Language Settings > Languages**. These tools are also available on the Text Formatting toolbar.
- **Align Top, Center Vertically, Align Bottom** – aligns text to the top, center or bottom of a text box. This is similar to vertical alignment of data within a table cell. These tools are also available on the Text Formatting toolbar.
- **Increase Paragraph Spacing, Decrease Paragraph Spacing** – increases or decreases the spacing above and below the selected text. These tools are also available on the Text Formatting toolbar.
- **Above Paragraph Spacing, Below Paragraph Spacing** – increases or decreases the spacing either above or below selected text. Enter the amount of spacing required in the text box.

- **Set Line Spacing** – adjusts the spacing between the lines of selected text. Click on the small triangle ▼ to the right of the icon and select the type of line spacing required from the drop-down list. This tool is also available on the Text Formatting toolbar.
- **Increase Indent, Decrease Indent** – each click increases or decreases the indent level of selected text by the default value for Impress. To specify an indent measurement, enter a value in the *Before text*, *After text* or *First line* boxes.
- **Hanging Indent** – sets a different indent for the first line of text to the indent set for a whole paragraph of text as follows:
  - Enter a negative value in the *First line* box to reduce the indent of the first line of text.
  - Enter a positive value in the *First line* box to increase the indent of the first line of text.
  - First click sets a negative hanging indent and a second click sets a positive hanging indent.
  - Only active when a *Before text* indent has been set for the paragraph of text.
  - To remove a hanging indent, set the value in the *First line* box to zero.

## Character formatting

Direct or manual character formatting can be applied directly to individual characters and words. Direct character formatting overrides any formatting that has been applied using direct text formatting and presentation or drawing styles.

- 1) Select the characters for formatting. See “Selecting text” on page 86 for more information.
- 2) Format characters using one of the following methods. Formatting applied to character(s) is immediate.
  - Use various formatting tools on the Text Formatting toolbar.
  - Go to **Format** on the Menu bar. Selecting an option either opens a context menu or a dialog where formatting options can be selected to apply to the selected text.
  - Use the options available in the Character dialog.
  - Use the options available in the Character panel on the Sidebar.
- 3) Click outside the text box to deselect the text.

## Character dialog

- 1) Open the Character dialog (Figure 74) using one of the following methods:
  - Right-click on the selected text box and select **Character** from the context menu.
  - Go to **Format > Character** on the Menu bar.
- 2) Select the characters or words in the text box for formatting.
- 3) Use the various options available on the tabbed pages of the Character dialog to format the selected characters.
- 4) Click **OK** to save the changes and close the dialog.
- 5) Click outside the text box to deselect it.

## Fonts

Use the **Font** page in the Character dialog (Figure 74) to select the font family, typeface or style (*Italic*, **Bold**, and so on), size, and language. A sample of the font is displayed in the preview box in the lower part of the dialog.

If support for **Asian** language and **Complex Text Layout** (CTL) has been enabled in **Tools > Options > Language Settings > Languages**, then formatting options are also available for Asian and CTL fonts in the Character dialog.

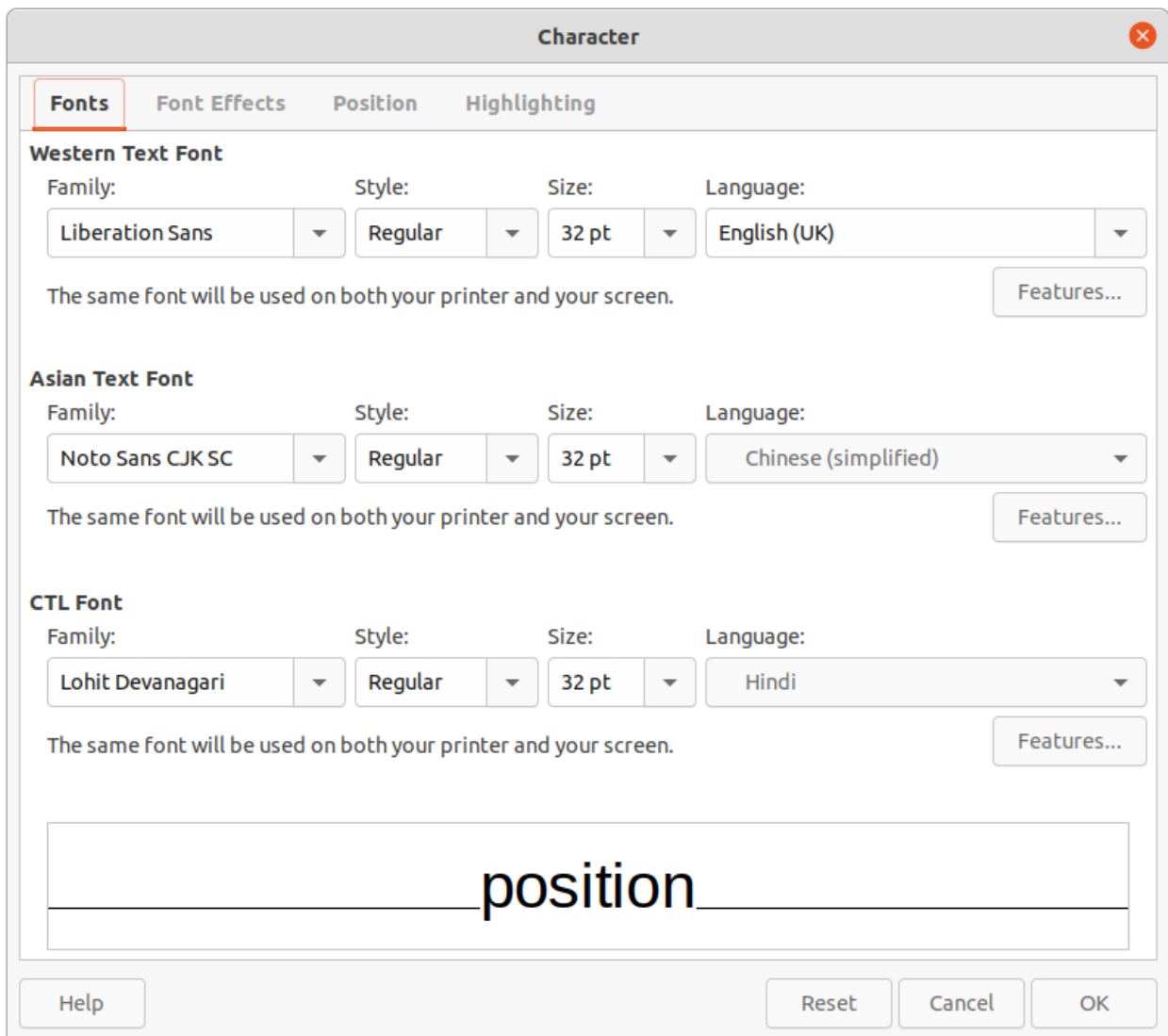


Figure 74: Character dialog - Fonts page

### ✓ Note

The number of typefaces available changes depending on the font family that is selected.

### i Tip

When creating a presentation in multiple languages, use the language setting to create styles that only differ in the language in formatting attributes. This allows spelling checking of all of the presentation contents without affecting appearance.

### Font Effects

The options on the **Font Effects** page (Figure 75) in the Character dialog applies font color, text decoration and effects to the selected text or characters. A sample of the font effect is displayed in the preview box in the lower part of the dialog.

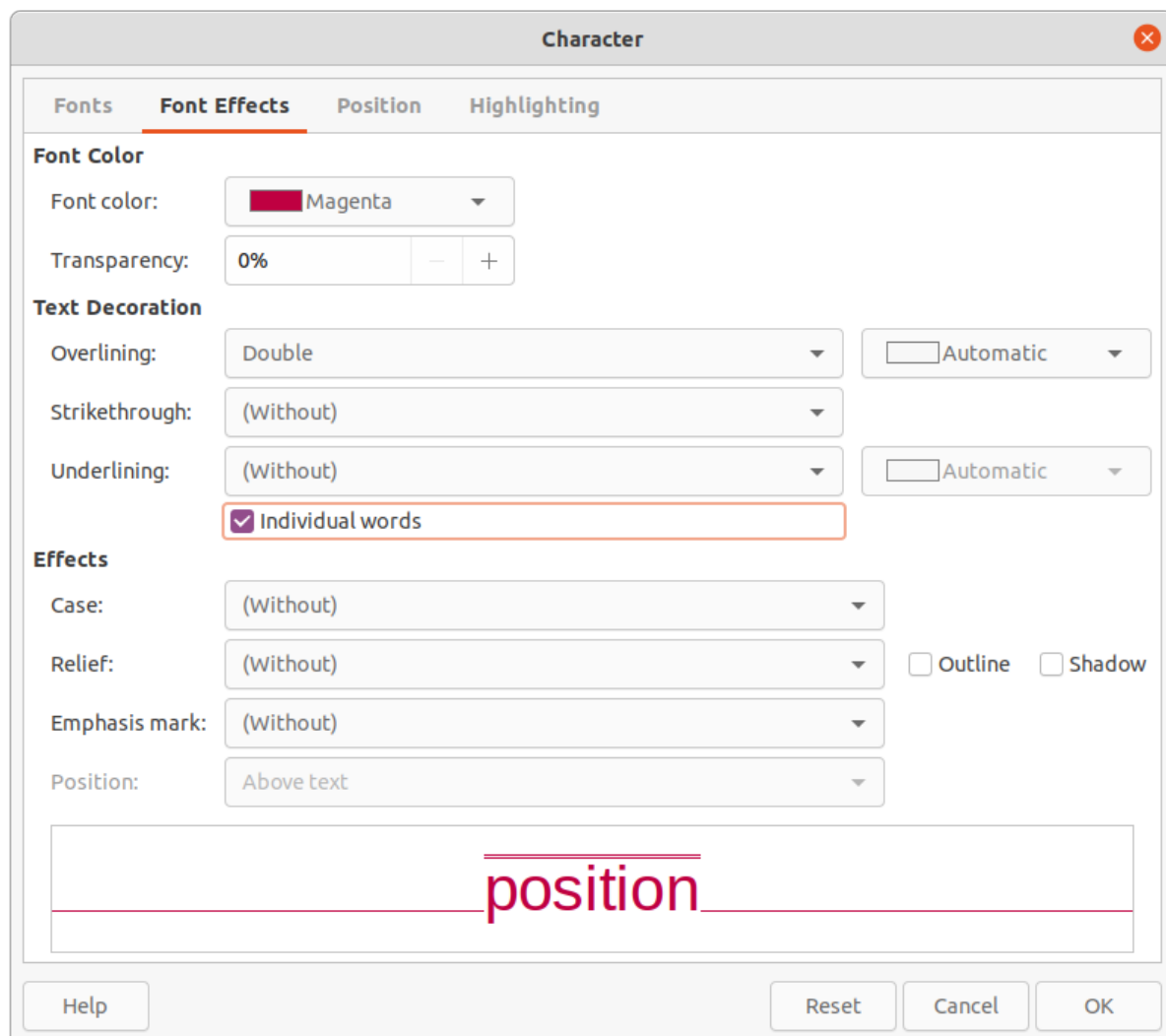


Figure 75: Character dialog - Font Effects page

- **Font Color**
  - *Font color* – sets the color for the selected text. Select a color from one of the available palettes. If *Automatic* is selected, the text color is set to black for light backgrounds and to white for dark backgrounds.
  - *Transparency* – sets the transparency of the selected text. Enter a value in the text box. 100% entirely transparent, 0% no transparency.
- **Text Decoration**
  - *Overlining* – select the overlining style from the drop-down list and the overlining color from one of the available palettes. If *Automatic* is selected, the text color is set to black for light backgrounds and to white for dark backgrounds.
  - *Strikethrough* – select a strikethrough style for the selected text.
  - *Underlining* – select the underlining style from the drop-down list and the underlining color from one of the available palettes. If *Automatic* is selected, the text color is set to black for light backgrounds and to white for dark backgrounds.
  - *Individual words* – when selected, any over lining or underlining is applied to words only and spaces are ignored.
- **Effects**
  - *Case* – select a capitalization effect from the drop-down list.

- *Relief* – select a relief effect for the selected text. Embossed relief makes the characters appear as if they are raised above the page. Engraved relief makes the characters appear as if they are pressed into the page.
- *Emphasis mark* – select a character to display over or below the entire length of the selected text.
- *Position* – specifies where to display the emphasis marks, either above or below the text.

## Position

The options on the **Position** page (Figure 76) allows positioning, scaling and spacing of selected text to be set.

- **Position** – sets the subscript or superscript options for a character.
  - *Normal* – removes superscript or subscript formatting.
  - *Superscript* – reduces the font size of the selected text and raises the text above the baseline.
  - *Subscript* – reduces the font size of the selected text and lowers the text below the baseline.
  - *Raise/lower by* – enter the amount to raise or to lower the selected text in relation to the baseline. 100% is equal to the height of the font.
  - *Relative font size* – enter the amount to reduce the font size of the selected text.
  - *Automatic* – sets the amount by which the selected text is automatically raised or lowered in relation to the baseline.
- **Scaling**
  - *Scale width* – enter a percentage of the font width to horizontally stretch or compress the selected text.
- **Spacing** – specifies the spacing between individual characters.
  - *Character spacing* – specifies the spacing between the characters of the selected text. Enter the amount to expand or condense the text in the text box. To increase spacing, set a positive value; to reduce spacing, set a negative value.
  - *Pair kerning* – automatically adjusts the character spacing for specific letter combinations. Kerning is only available for certain font types and requires printer support for this option. Spacing between characters is also known as kerning.

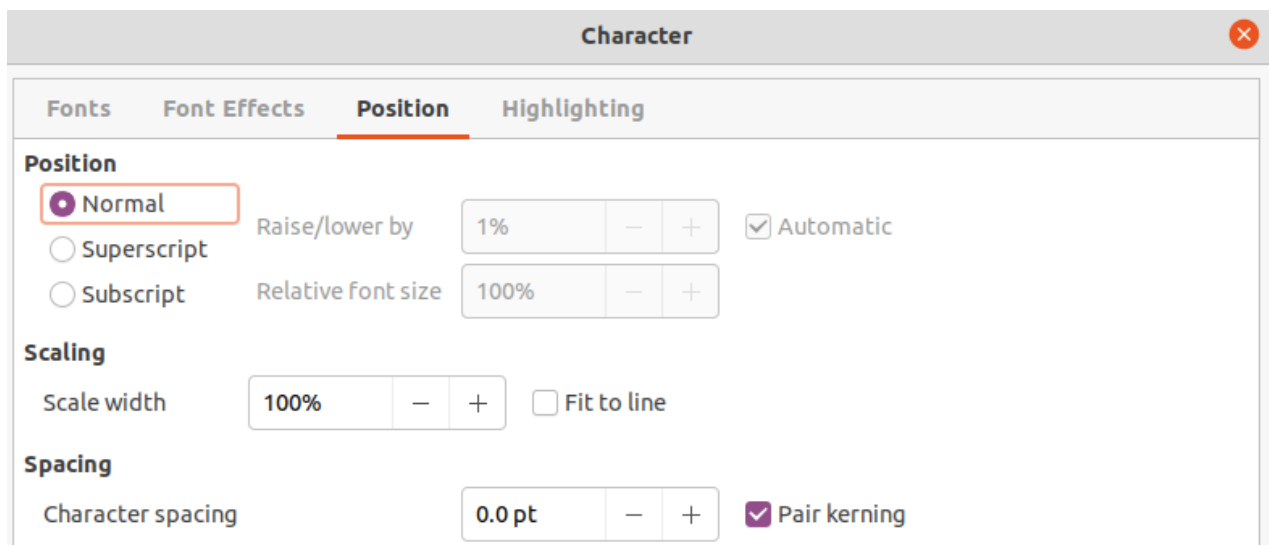


Figure 76: Character dialog - Position page

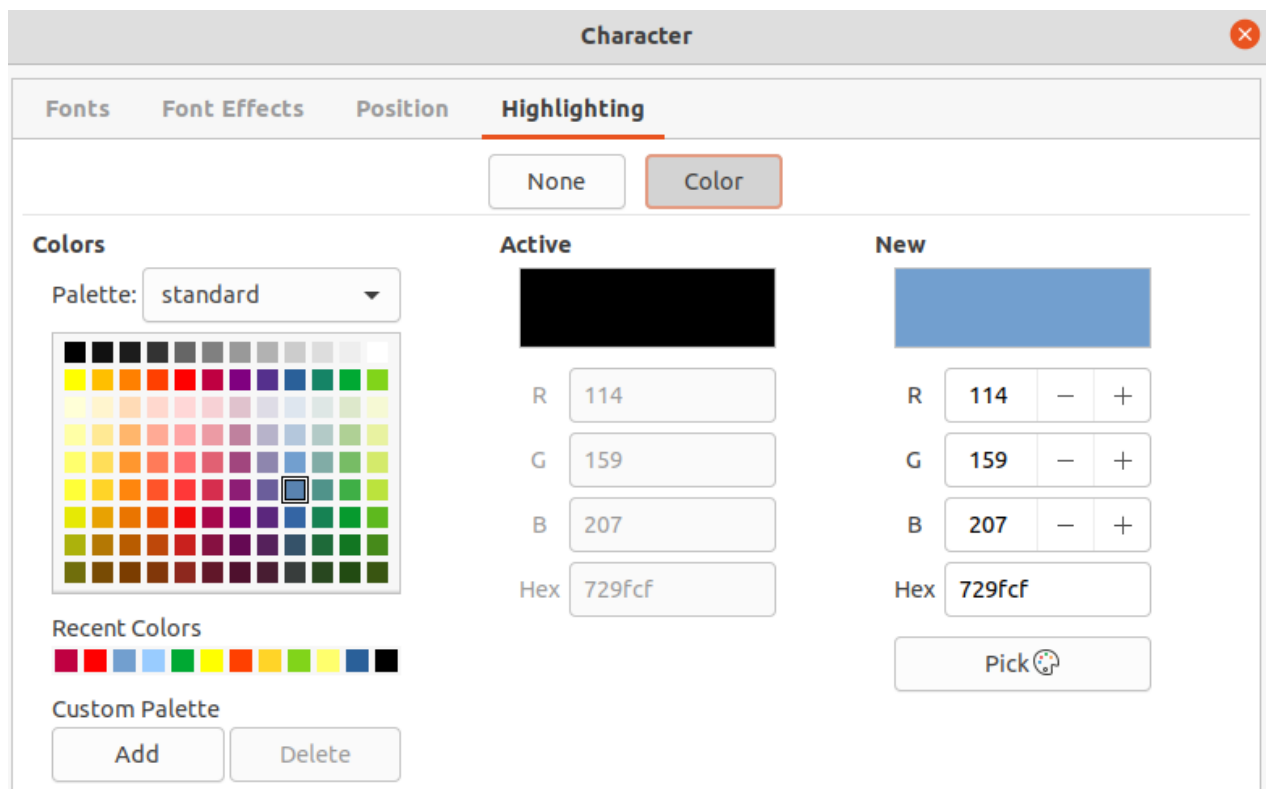


Figure 77: Character dialog - Highlighting page

## Highlighting

The **Highlighting** page (Figure 77) provides options to highlight text so that the characters are a different color to the rest of the text in the text box.

- **Colors** – select a highlight color from one of the available palettes.
- **Active** – shows the present color of the text and the Red, Green and Blue (RGB) settings for the present color.
- **New** – shows the highlight color of the text that has been selected in **Colors** and the Red, Green and Blue (RGB) settings for the new color. The color can also be selected by changing the values in the RGB boxes or using the Pick a Color dialog after clicking on **Pick**.

## Sidebar Character panel

An alternative method of formatting text is to use the **Character** panel (Figure 78) in the Properties deck on the Sidebar. The formatting options available in the **Character** panel are limited, but are similar in use to the formatting options available in the various pages of the Character dialog.

- 1) Select a text box so that the selection handles and border are displayed.
- 2) On the Sidebar, click on **Properties** to open the Properties deck.
- 3) Click on **Character** to open the **Character** panel.
- 4) Format the text using the various tools available in the **Character** panel. See “Character dialog” on page 94 for more information on formatting options.
- 5) If necessary, click on **More Options** on the right of the title bar to open the Character dialog to format text.

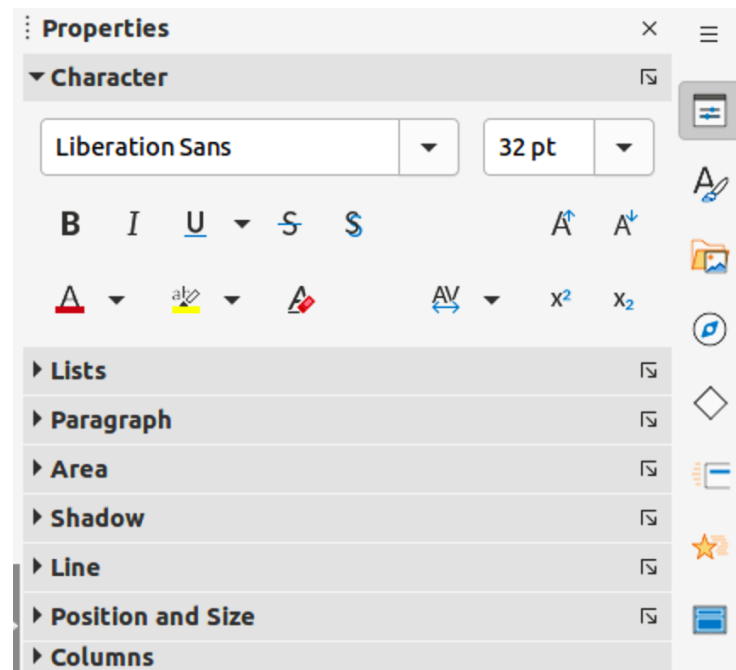


Figure 78: Character panel in Properties deck on Sidebar

The text formatting options available in the **Character** panel in the Properties deck on the Sidebar are as follows:

- **Font Name** and **Font Size** – select the font family and size that from the drop-down lists. These tools are also available on the Text Formatting toolbar.
- **Bold** and **Italic** – applies a **bold** or *italic* typeface to the selected text. These tools are also available on the Text Formatting toolbar.
- **Underline** – underlines the selected text. Click on the small triangle ▼ to the right and select the type of underlining from the drop-down list. Click **More Options** at the bottom of this drop-down list to open the Character dialog.
- **Strikethrough** – draws a line through the selected text. This tool is also available on the Text Formatting toolbar.
- **Shadow** – adds a shadow to the selected text. This tool is also available on the Text Formatting toolbar.
- **Increase Font Size** and **Decrease Font Size** – each click increases or reduces the size of the selected characters by the same amount. Actual size depends on the computer setup. These tools are also available on the Text Formatting toolbar.
- **Font Color** and **Highlight Color** – click on the small triangle ▼ to the right of these icons and select a color from the available palettes. These tools are also available on the Text Formatting toolbar.
- **Clear Direct Formatting** – removes any direct formatting and formatting by character styles from the selected text. Direct formatting is formatting that applied without using styles, for example, setting bold typeface by clicking on **Bold**. This tool is also available on the Text Formatting toolbar.
- **Set Character Spacing** – click on the small triangle ▼ to the right of this tool and select the type of spacing between characters. Spacing between characters is also known as kerning. A custom value for character spacing can also be set.
- **Superscript** – reduces the font size of the selected text and raises the text above the baseline. This tool is also available on the Text Formatting toolbar.



- **Subscript** – reduces the font size of the selected text and lowers the text below the baseline. This tool is also available on the Text Formatting toolbar.

## Creating lists

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The procedure to create an unordered (bulleted) or ordered (numbered) list varies depending on the type of text box used. The tools to manage and format a list are the same.

### AutoLayout text boxes

In AutoLayout text boxes and by default, the outline styles available are unordered lists. An example of these outline styles is shown in Figure 79. These outline styles are presentation styles and cannot be deleted, but can be modified or updated to the presentation requirements. See Chapter 2, Master Slides, Styles and Templates for more information on styles.

By default, the list created in an AutoLayout text box is an unordered list. To customize the list appearance or to change from unordered to ordered or ordered to unordered, see “Formatting lists” on page 103 for more information.

- 1) Create a new presentation and go to **View > Normal** on the Menu bar.
- 2) Select a layout for the slide using one of the following methods:
  - Right-click in a blank area on the slide and select a layout type from the context menu that opens.
  - Go to **Slide > Layout** on the Menu bar and select a layout from the drop-down list.
  - Select a layout from the layouts displayed in the **Layouts** panel in the Properties deck on the Sidebar.
- 3) Click on the text *Click to add Text* and start typing the first list item.
- 4) When the first list point is finished, click on *Enter* to create a new list point.
- 5) Use the keyboard combination *Shift+Enter* to start a new line without creating a new list point. This new line has the same indentation as the text in the list point.

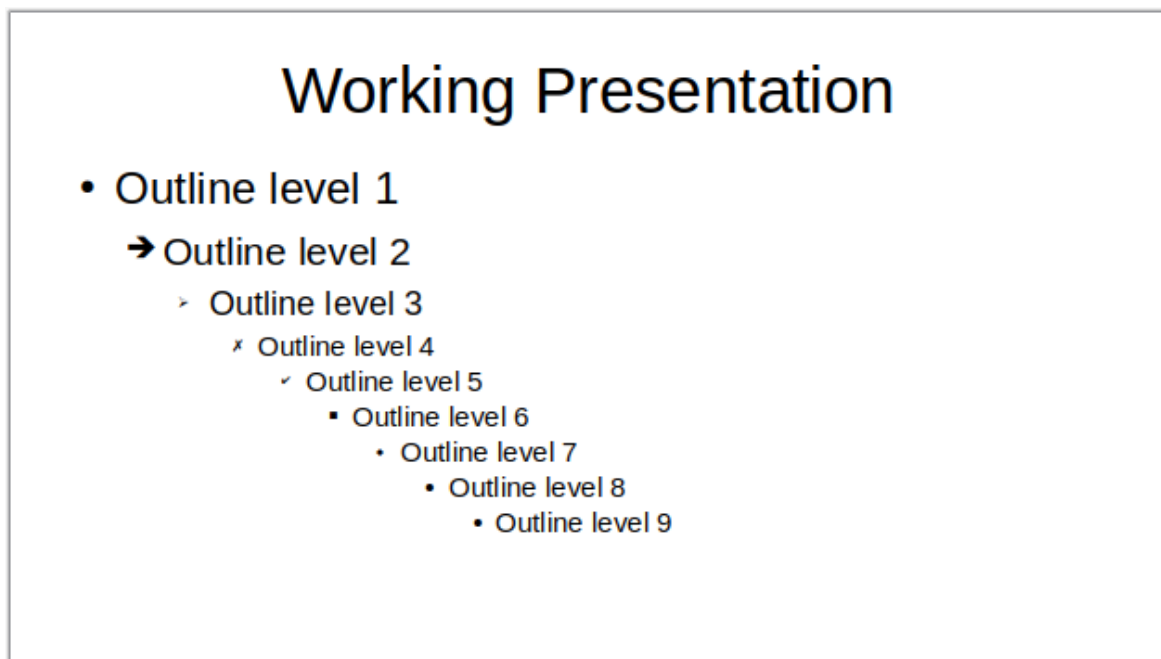


Figure 79: Example of outline unordered list



Figure 80: Outline toolbar

- 6) To demote the outline level of a list point, use one of the following methods:
  - Click on the *Tab* key.
  - Use the keyboard shortcut *Shift+Alt+Right Arrow*.
  - Click on **Demote** on the Outline toolbar (Figure 80).
  - Click on **Demote** on the **Lists** panel in the Properties deck on the Sidebar.
  - Go to **Format > Lists** on the Menu bar and select **Demote** from the submenu.
- 7) To promote the outline level of a list point, use one of the following methods:
  - Use the keyboard shortcut *Shift+Tab*.
  - Use the keyboard shortcut *Shift+Alt+Left Arrow*.
  - Click on **Promote** on the Outline toolbar.
  - Click on **Promote** on the **Lists** panel in the Properties deck on the Sidebar.
  - Go to **Format > Lists** on the Menu bar and select **Promote** from the submenu.
- 8) To move a list point lower in the list order without changing the outline level, use one of the following methods:
  - Click on **Move Down** on the Outline toolbar.
  - Click on **Move Down** on the **Lists** panel in the Properties deck on the Sidebar.
  - Go to **Format > Lists** on the Menu bar and select **Move Down** from the submenu.
  - Use the keyboard shortcut *Shift+Alt+Down Arrow*.
- 9) To move a list point higher in the list order without changing the outline level, use one of the following methods:
  - Click on **Move Up** on the Outline toolbar.
  - Click on **Move Up** on the **Lists** panel in the Properties deck on the Sidebar.
  - Go to **Format > Lists** on the Menu bar and select **Move Up** from the submenu.
  - Use the keyboard shortcut *Shift+Alt+Up Arrow*.
- 10) To change the type and appearance of a list, see “Formatting lists” on page 103 for more information.

### ✓ Note

Do not try to change the outline style of a list point by selecting the list point and then selecting another outline style. In Impress it is not possible to change presentation styles used for outline levels in this way.

### ✓ Note

In AutoLayout text boxes, promoting or demoting an item in a list changes the presentation style to match the outline level. For example, second outline level corresponds to Outline 2 style, third outline level to Outline 3 style, and so on. This change of outline level may change the formatting of the list point (for example font size, bullet type, and so on).

## Text boxes

- 1) Create a text box on a slide and make sure the cursor is flashing in the text box. See “Starting Impress” on page 15 on how to create a text box.
- 2) Create a list using one of the following methods:
  - Click on **Toggle Unordered List** or **Toggle Ordered List** in the Text Formatting toolbar.
  - Click on **Toggle Unordered List** or **Toggle Ordered List** in the **Lists** panel in the Properties deck on the Sidebar.
  - Go to **Format > Lists** on the Menu bar and select **Unordered List** or **Ordered List** from the submenu.
- 3) When the first list point is finished, click on *Enter* to create a new list point.
- 4) Use the keyboard combination *Shift+Enter* to start a new line without creating a new list point. This new line has the same indentation as the text in the list point.
- 5) To increase the indent level of a list point, use one of the following methods:
  - Click on the *Tab* key.
  - Use the keyboard shortcut *Shift+Alt+Right Arrow*.
  - Click on **Demote** on the Outline toolbar.
  - Click on **Demote** on the **Lists** panel in the Properties deck on the Sidebar.
  - Go to **Format > Lists** on the Menu bar and select **Demote** from the submenu.
- 6) To decrease the indent level of a list point, use one of the following methods:
  - Use the keyboard shortcut *Shift+Tab*.
  - Use the keyboard shortcut *Shift+Alt+Left Arrow*.
  - Click on **Promote** on the Outline toolbar.
  - Click on **Promote** on the **Lists** panel in the Properties deck on the Sidebar.
  - Go to **Format > Lists** on the Menu bar and select **Promote** from the submenu.
- 7) To move a list point lower in the list order without changing the indent level, use one of the following methods:
  - Click on **Move Down** on the Outline toolbar.
  - Click on **Move Down** on the **Lists** panel in the Properties deck on the Sidebar.
  - Go to **Format > Lists** on the Menu bar and select **Move Down** from the submenu.
  - Use the keyboard shortcut *Shift+Alt+Down Arrow*.
- 8) To move a list point higher in the list order without changing the indent level, use one of the following methods:
  - Click on **Move Up** on the Outline toolbar.
  - Click on **Move Up** on the **Lists** panel in the Properties deck on the Sidebar.
  - Go to **Format > Lists** on the Menu bar and select **Move Up** from the submenu.
  - Use the keyboard shortcut *Shift+Alt+Up Arrow*.
- 9) To change the type and appearance of a list, see “Formatting lists” below for more information.

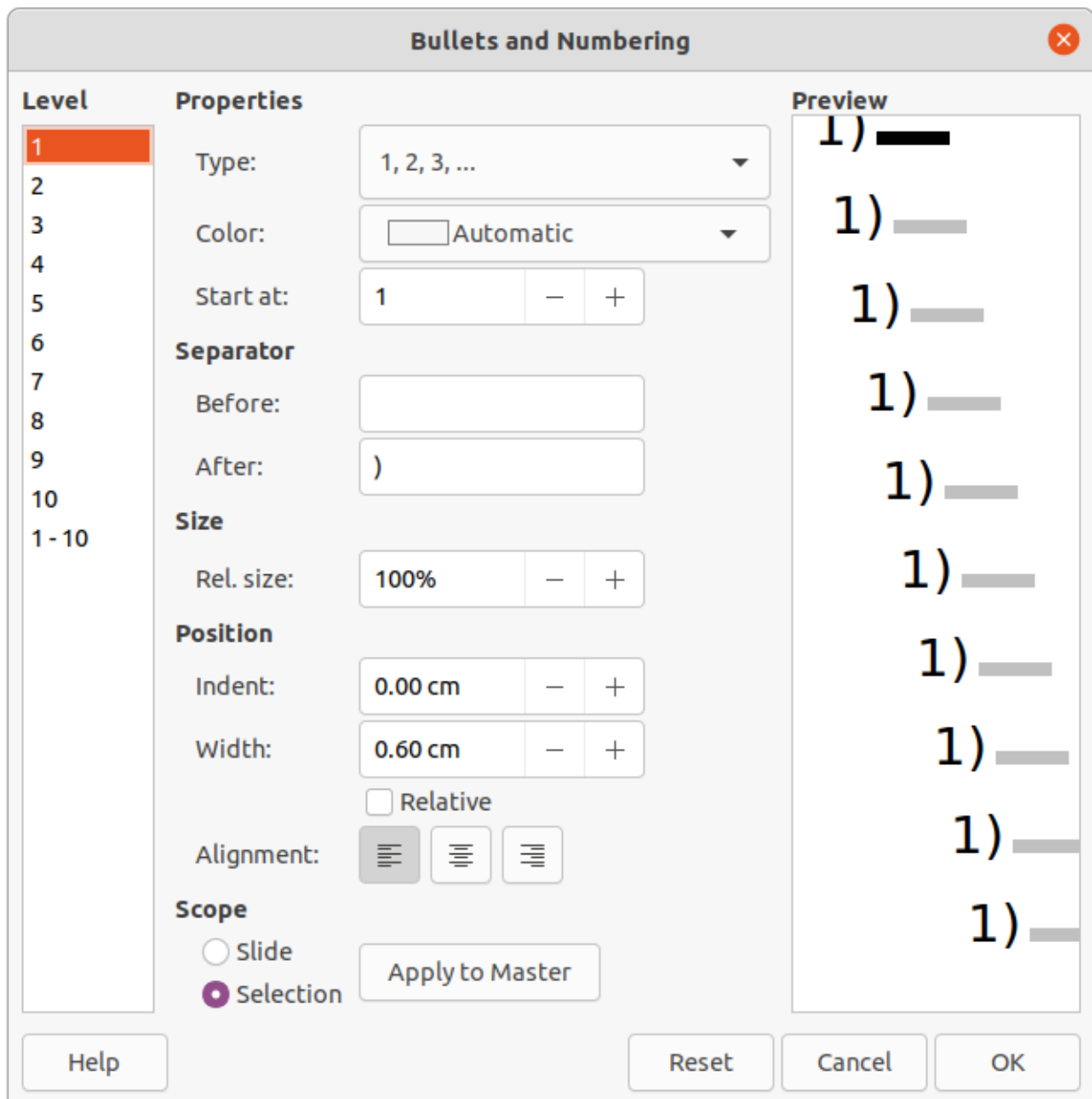


Figure 81: Bullets and Numbering dialog

## Formatting lists

Format the appearance of a list using the following methods:

- Change the list type, properties, size, position, and scope for the entire list or for a single list point using the Bullets and Numbering dialog (Figure 81).
- Change the list type, promote or demote a list point, or move a list point up or down in the list order using the **Lists** panel in the Properties deck on the Sidebar (Figure 82).
- Promote or demote a list point, or move a list point up or down in the list order using the Outline toolbar.
- Change the list type using the tools on the Text Formatting toolbar.
- Format the text used in the list. See “Formatting text” on page 86 for more information.

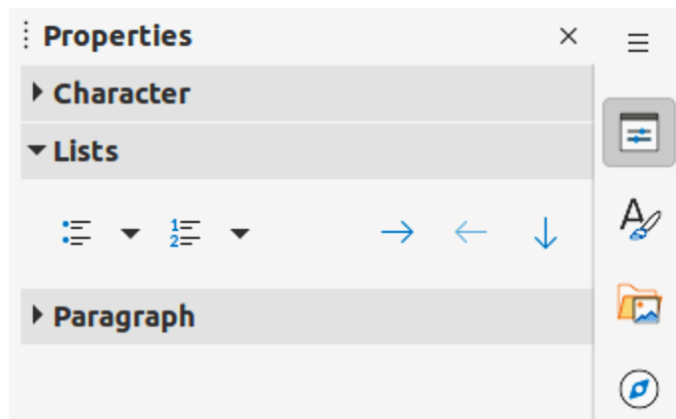


Figure 82: Lists panel in Properties deck on Sidebar

The Bullets and Numbering dialog provides better control of how a list will look on a slide.

- **Level** – select the level(s) to define the formatting. The selected level(s) is highlighted in the preview.
- **Properties**
  - *Type* – select the numbering style for the list indicator from the options in the drop-down list. When *Graphics* is selected as *Type*, select an image from a file or the Gallery.
  - *Color* – select a color for the list indicator from the available color palettes.
  - *Start at* – enter a starting number for the selected level. Default is 1.
- **Separator**
  - *Before* – enter a character or text to display in front of the number in the list. For example, to create a list that uses the style "[a", enter "[" in this box.
  - *After* – enter a character or text to display behind the number in the list. For example, to create a list that uses the style "1.)", enter ".)" in this box.
- **Size**
  - *Rel. Size* – enter a percentage amount to resize the list indicator in relation to the font height of the current list.
  - *Width* – only available when *Graphics* is selected as *Type*. Enter a width for the graphic.
  - *Height* – only available when *Graphics* is selected as *Type*. Enter a height for the graphic.
  - *Keep ratio* – only available when *Graphics* is selected as *Type*. Maintains the size proportions of the graphic.
- **Position**
  - *Indent* – set the indent measurement for the list point(s).
  - *Width* – set the indent measurement of the text from the list indicator. For example, this makes sure there is enough room for the list indicator when large numbers used.
  - *Relative* – select this option to measure the indent value relative to the previous level and not from the margin.
  - *Alignment* – sets the paragraph alignment for the list indicator.
- **Scope**
  - *Slide* – applies the changes to the slide.
  - *Selection* – applies the changes only to the selected text.

- *Apply to Master* – applies the changes to the master slide being used.

### Bullets and Numbering dialog

The Bullets and Numbering dialog can be opened using one of the following methods after selecting text or a text box:

- Go to **Format > Bullets and Numbering** on the Menu bar.
- Right-click on the selected text and select **Bullets and Numbering** from the context menu.
- Click on **More Options** on the right side of **Lists** panel in the Properties deck on the Sidebar.
- Click on **More Bullets** or **More Numbering** after clicking on the small triangle ▼ on the right of **Toggle Unordered List** or **Toggle Ordered List** on the **Lists** panel in the Properties deck on the Sidebar.
- Click on **More Bullets** or **More Numbering** after clicking on the small triangle ▼ on the right of **Toggle Unordered List** or **Toggle Ordered List** on the Text Formatting toolbar.

### Sidebar Lists section

Text or a text box must be selected for the options in the **Lists** panel in the Properties deck on the Sidebar to become available.

- **Toggle Unordered List** – this tool is also available on the Text Formatting toolbar and is accessed using one of the following methods:
  - After selecting text, click on **Toggle Unordered List** to create a bulleted list. Click again to revert back to normal text.
  - Click on the small triangle ▼ on the right to open a selection of bulleted list types (Figure 83).
  - Click on **More Bullets** to open the Bullets and Numbering dialog.

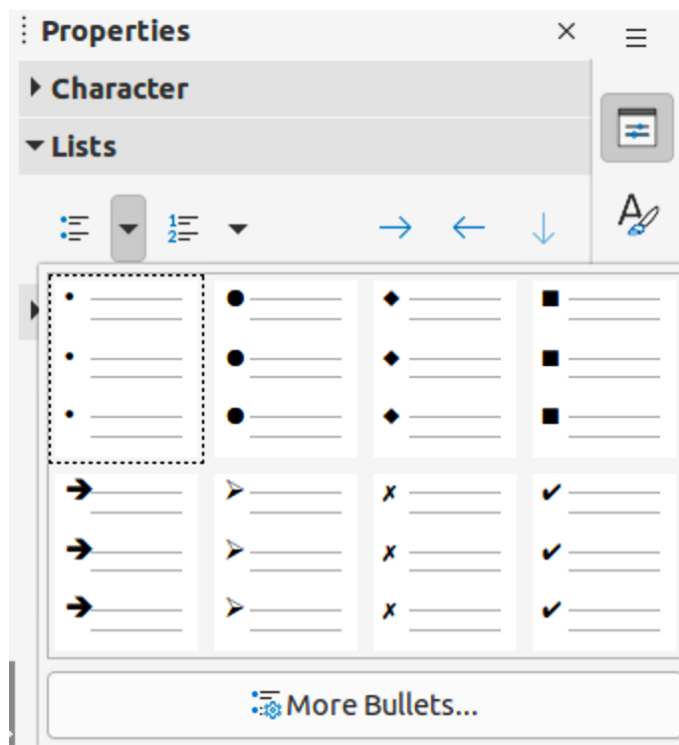


Figure 83: More bullet types

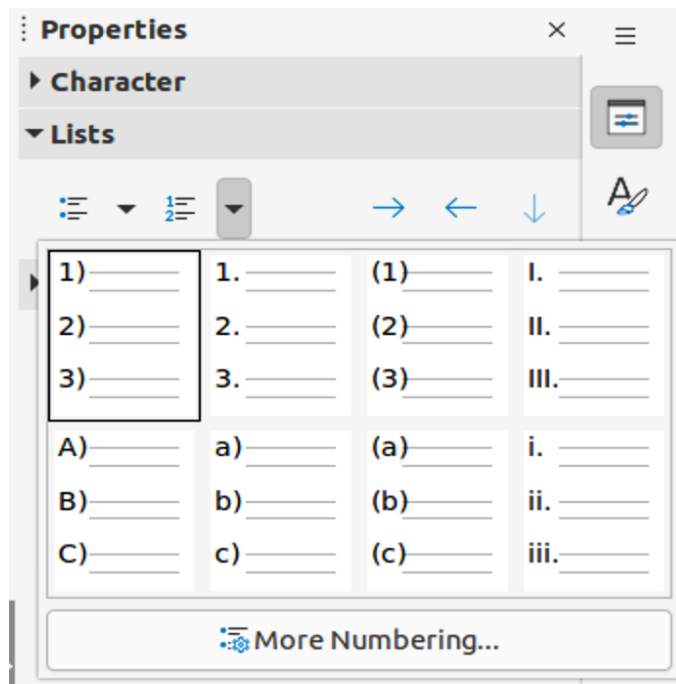


Figure 84: More numbering types

- **Toggle Ordered List** – this tool is also available on the Text Formatting toolbar and is accessed using one of the following methods:
  - After selecting text, click on **Toggle Ordered List** create a numbered list. Click again to revert back to normal text.
  - Click on the small triangle ▼ on the right to open a selection of numbered list types (Figure 84).
  - Click on **More Numbering** to open the Bullets and Numbering dialog.
- **Demote** – this tool is also available on the Outline toolbar. Click on this tool to increase the indent level of a list point.
- **Promote** – this tool is also available on the Outline toolbar. Click on this tool to decrease the indent level of a list point.
- **Move Down** – this tool is also available on the Outline toolbar. Click on this tool move a list point lower in the list order without changing the indent level.
- **Move Up** – this tool is also available on the Outline toolbar. Click on this tool move a list point higher in the list order without changing the indent level.
- **More Options** – click on this icon in the **Lists** panel title bar to open the Bullets and Numbering dialog for access to a more detailed selection of options for formatting lists.

## Using tables

Tables are a powerful mechanism to convey structured information quickly when used in a presentation. Tables can be created directly in a presentation, eliminating the need to embed a Calc spreadsheet or a Writer text table. However, in some circumstances, it makes sense to embed a table into a presentation, especially when greater functionality is required in the table. The tables provided by Impress do have limited functionality.

Several predefined table designs are available in the **Table Design** panel in the Properties deck on the Sidebar (Figure 85). The **Table Design** panel is only available when a table is selected in a slide.

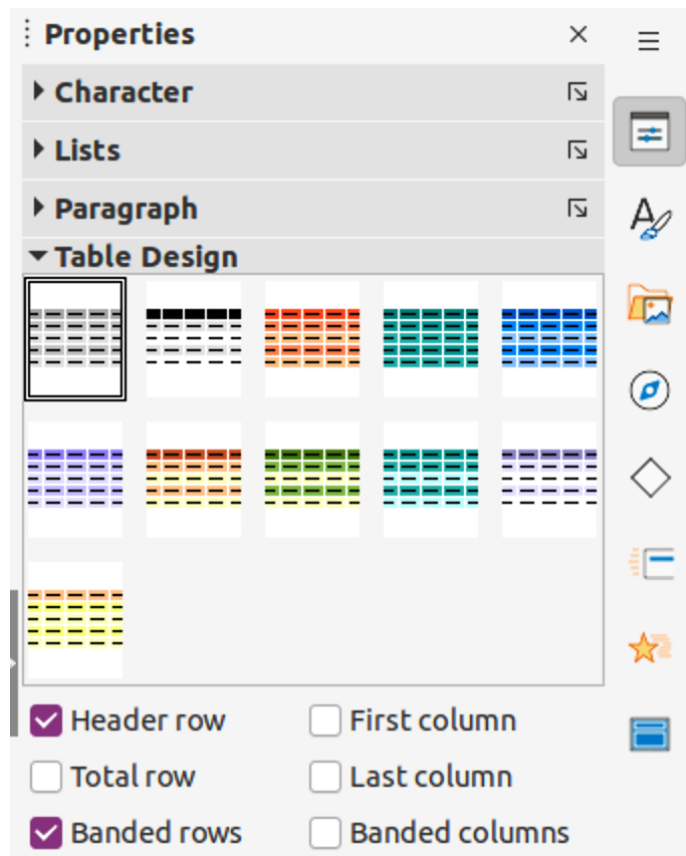


Figure 85: Table Design panel in Properties deck on Sidebar

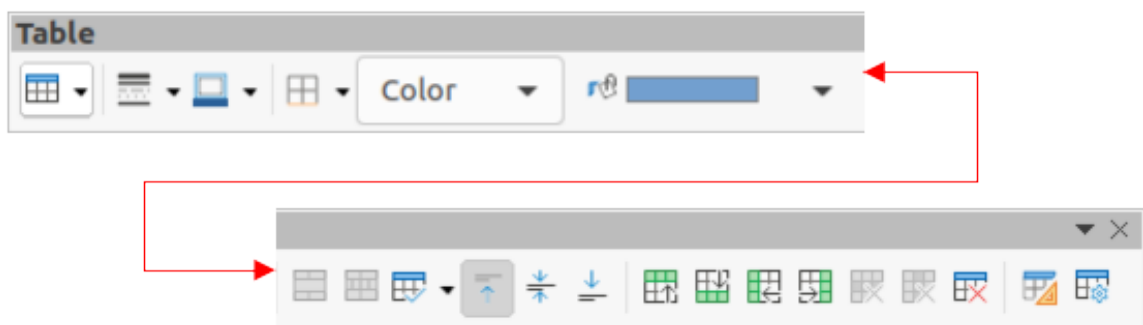


Figure 86: Table toolbar

When working with tables in Impress, the Table toolbar (Figure 86) automatically opens, providing tools for creating and formatting a table.

## Inserting tables

When inserting a table into a slide, it is useful to know the number of rows and columns required as well as an approximate idea of how the table will look. The table can then be formatted after creation should it be necessary.

### ✓ Note

When a table is inserted into a slide, the table is created inside a text box at the center of the slide with the default style and settings already applied. The text box is the same size as the rows and columns of the table. Currently the default settings are hard coded into LibreOffice. A table can be formatted to the presentation requirements using the tools and options available.



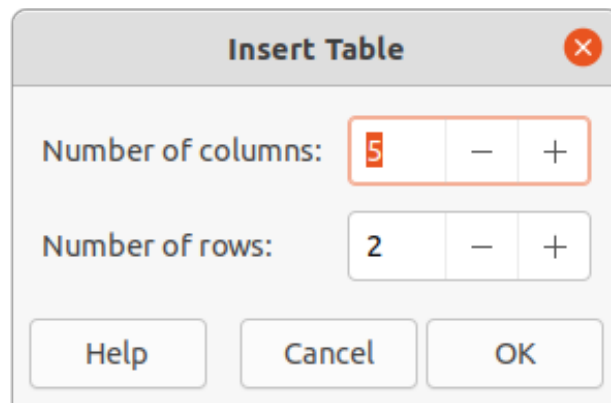


Figure 87: Insert Table dialog

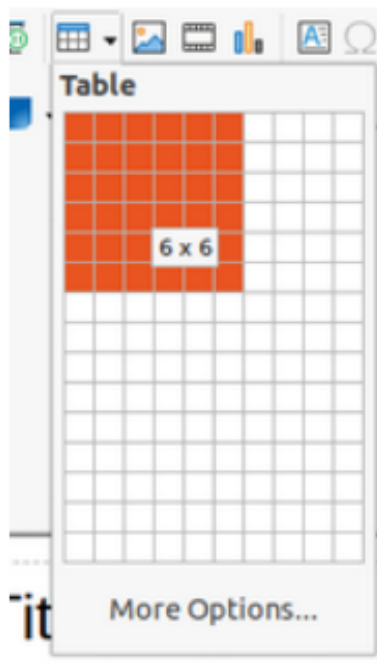


Figure 88: Table graphic

### Insert Table dialog

- 1) Select the slide which will contain the table and, if necessary, modify the slide layout to create space for the table.
- 2) Go to **Insert > Table** on the Menu bar to open the Insert Table dialog (Figure 87).
- 3) Specify the *Number of columns* and *Number of rows* in the text boxes.
- 4) Click **OK** to insert the table in the slide and close the dialog.

### Table graphic

- 1) Select the slide which will contain the table and, if necessary, modify the slide layout to create space for the table.
- 2) Click on **Table** on the Standard toolbar or the Table toolbar to open the Table graphic (Figure 88).
- 3) Drag the cursor across and down in the table graphic to create the required number of rows and columns.
- 4) Release the mouse button to insert the table in the slide and close the Table graphic.
- 5) Alternatively, click on **More Options** in the Table graphic to open the Insert Table dialog and create the rows and columns required.

## Formatting tables

### Sidebar Table Design panel

- 1) Insert a table into a slide or select a table in a slide.
- 2) Click on **Table Design** in the Properties deck on the Sidebar to open the Table Design panel and display the available designs.
- 3) Select a design for the table and the types of rows and columns from the available options.

The following options for rows and columns are available in the **Table Design** panel:

- **Header row** – selected by default. In a table, the first row is normally a header row and is displayed with a different background from the rest of the table.
- **Total row** – if selected, it changes the background of the last row to make it stand out from the other rows.
- **Banded rows** – selected by default. Alternate rows have different backgrounds making it easier to read data entered into the rows. An example of banded rows is shown in Figure 89.
- **First column** – when selected, highlights the first column of the table using a darker background.
- **Last column** – when selected, highlights the last column of the table using a darker background.
- **Banded columns** – when selected, alternate columns are highlighted with dark and light colors. An example of banded columns is shown in Figure 89.

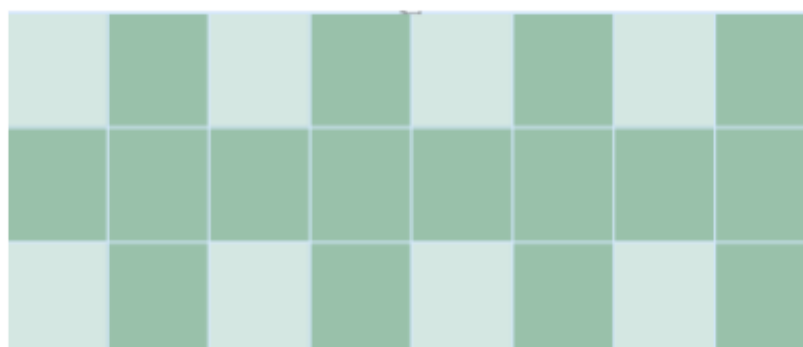


Figure 89: Example table with banded rows and columns

### Table toolbar

When a table is selected, the Table toolbar is displayed. If the Table toolbar is not displayed when a table is selected, go to **View > Toolbars > Table** on the Menu bar. The Table toolbar contains the majority of the tools required to format a table.

- **Table** – inserts a new table in the selected slide.
- **Border Style** – opens a drop-down selection of available border styles. Select cells in a table, then apply a border style. If the required border style is not available, use the **Borders** page in the Table Properties dialog.
- **Border Color** – select a color from the available color palettes for the borders that are used for selected cells. If the required border color is not available, use the **Borders** page in the Table Properties dialog.
- **Borders** – opens a drop-down menu where a predefined border configuration can be selected for cells. If the required border pattern is not available, use the Borders page in the Table Properties dialog.

- **Area Style/Filling** – opens a drop-down menu to apply an area style fill to selected cells: *None, Color, Gradient, Hatching, Bitmap* or *Pattern*. Depending on area style selected, the second drop-down list shows the available fillings for the each area style selected. Refer to Chapter 6, Formatting Graphic Objects for more information.
- **Merge Cells** – merges the selected cells into one cell. The contents of merged cells are also merged. Alternatively, right-click on selected cells and select **Merge Cells** from the context menu, or go to **Format > Table > Merge Cells** on the Menu bar.
- **Split Cells** – splits a selected cell into multiple cells either horizontally, in equal proportions, or vertically. Make sure that the cursor is positioned in the cell for splitting, then click on **Split Cells** to open the Split Cells dialog (Figure 90).

Alternatively, right-click on the selected cell and select **Split Cells** from the context menu, or go to **Format > Table > Split Cells** on the Menu bar.

In the Split Cells dialog, select the number of cells required when splitting a cell and whether to split the cell *Horizontally* or *Vertically*. When splitting horizontally, the selected cells can be split using *Into equal proportions* to create cells of equal size. The contents of the split cell are kept in the original cell (left or top cell).

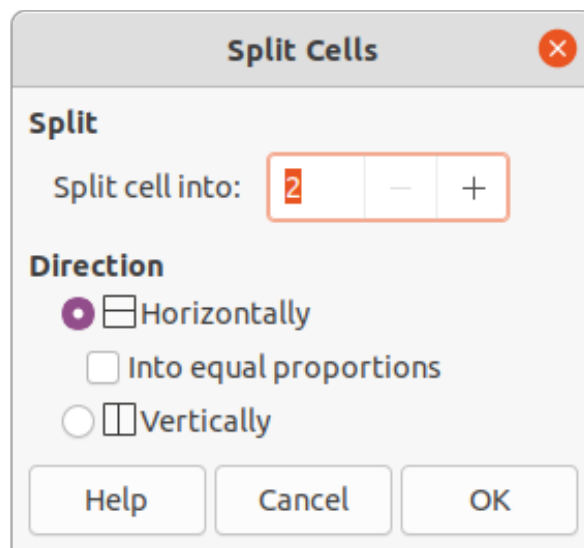


Figure 90: Split Cells dialog

- **Optimize** – evenly distributes the selected rows and columns in a table either horizontally or vertically. Selecting **Optimize** opens the Optimize toolbar (Figure 91) and contains the following tools. Alternatively, right-click in selected cells and select from the context menu the appropriate **Optimize** tool.
  - *Minimal Column Width* – defines the minimal column width for selected columns and depends on the shortest entry within a column.
  - *Minimal Row Height* – determines the minimal row height for selected rows and depends on the font size of the smallest character in the row.
  - *Optimal Column Width* – defines the optimal column width for selected columns and depends on the longest entry within a column.
  - *Optimal Row Height* – determines the optimal row height for selected rows and depends on the font size of the largest character in the row.

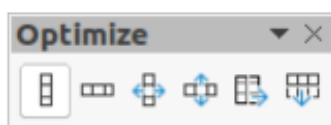


Figure 91: Optimize toolbar

- *Distribute Columns Evenly* – adjusts the width of the selected columns to match the width of the widest column in the selection. The total width of the table cannot exceed the width of the page.
- *Distribute Rows Equally* – adjusts the height of the selected rows to match the height of the tallest row in the selection.
- **Align Top, Center Vertically, Align Bottom** – selects vertical alignment of text in selected cells.

Alternatively, right-click in selected cells and select **Align** from the context menu or go to **Format > Align Text** on the Menu bar, then select the required alignment.

- **Insert Row Above, Insert Row Below, Insert Column Before, Insert Column After** – select a row or column then click on one of these tool to insert a row or column.

Alternatively, right-click in a selected cell and select **Insert** from the context menu, then select one of the insert options from the second context menu.

Alternatively, go to **Format > Table > Insert Rows** or **Insert Columns** on the Menu bar to open the Insert Row dialog (Figure 92) or Insert Column dialog (Figure 93). Select number of rows or columns and the insertion position then click **OK** to insert.

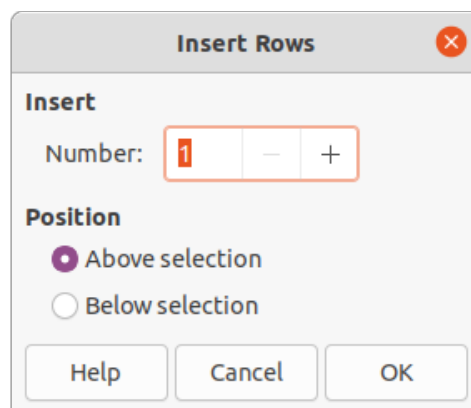


Figure 92: Insert Rows dialog

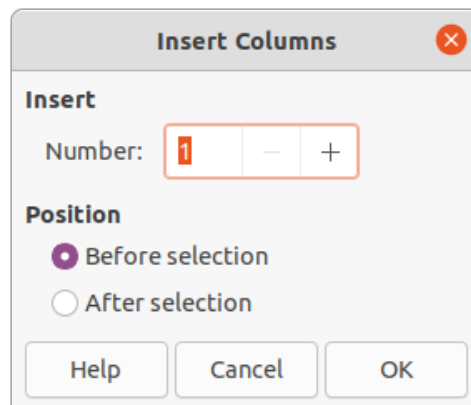


Figure 93: Insert Columns dialog

- **Delete Row, Delete Column, Delete Table** – after selecting a cell, clicking on these tools deletes a single row, a single column, or the complete table. To delete more than one row or column, highlight cells across the number of rows or columns as required, then click on **Delete Row** or **Delete Column**.

Alternatively, right-click in the selected cells and select **Delete > Delete Row, Delete Column, or Delete Table** from the context menu.

Alternatively, after selecting a cell, go to **Format > Table** on the Menu bar and select **Delete Row, Delete Column, or Delete Table** from the submenu.

- **Select Table, Select Column, Select Rows** – these tools select a complete table, or columns/rows where cells are selected.

By default these tools are not displayed on the Table toolbar. To display these tools, right-click in a blank area on the toolbar and select **Visible Buttons** from the context menu. Click on the tool required from the **Visible Buttons** list to add it to the toolbar.

- **Table Design** – click on this tool to open the **Table Design** panel in the Properties deck on the Sidebar. See “Sidebar Table Design panel” on page 109 for more information.
- **Table Properties** – click on this tool to open the Table Properties dialog.

### Table Properties dialog

The Table Properties dialog (Figure 94) has five tabbed pages that provide formatting options for **Font**, **Font Effects**, **Borders**, **Background**, and **Shadow**. The Table Properties dialog is opened using one of the following methods:

- Right-click in a table and select **Table Properties** from the context menu.
- Go to **Format > Table > Properties** on the Menu bar.
- Click on **Table Properties** in the Table toolbar.

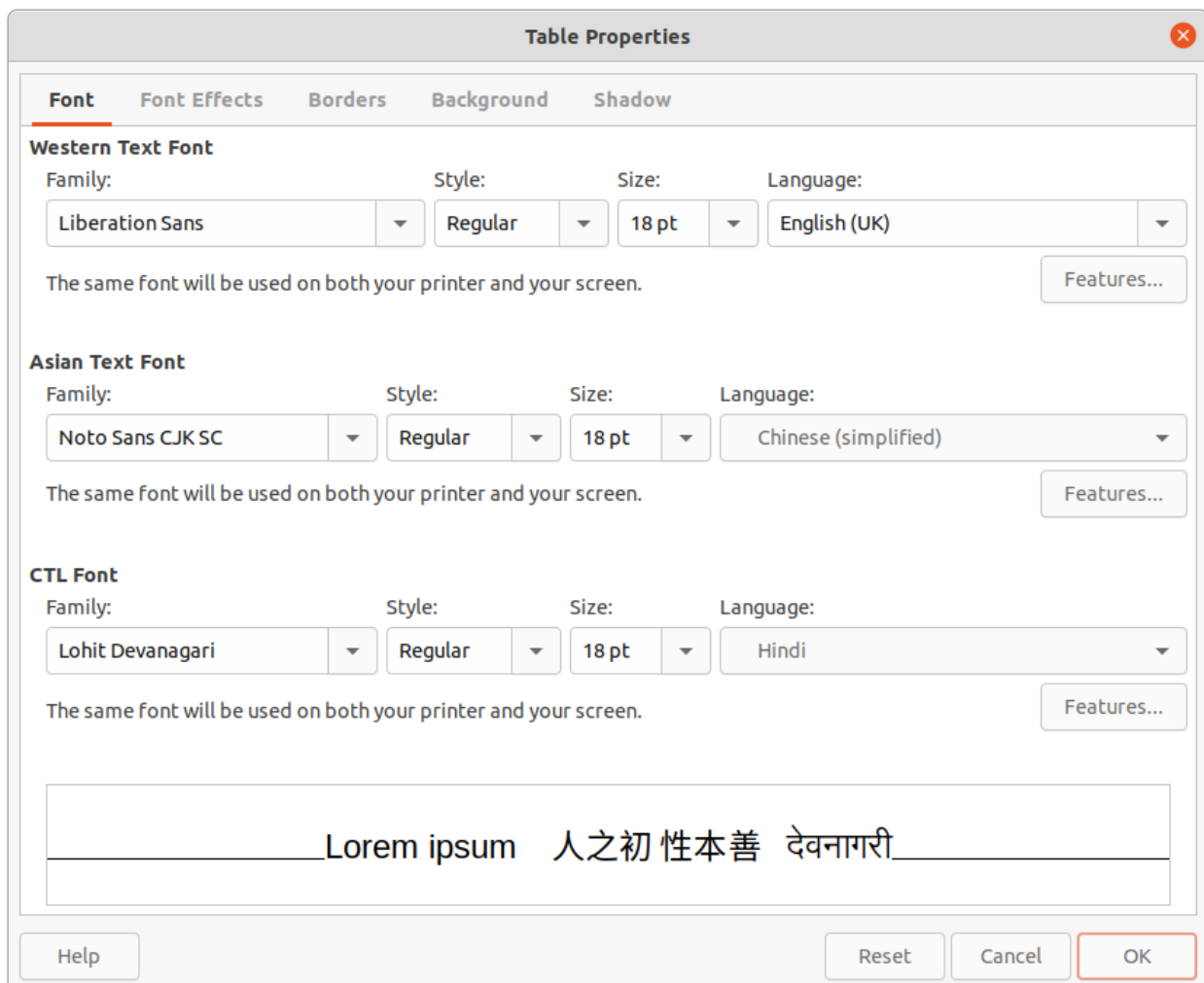


Figure 94: Table Properties dialog - Font page

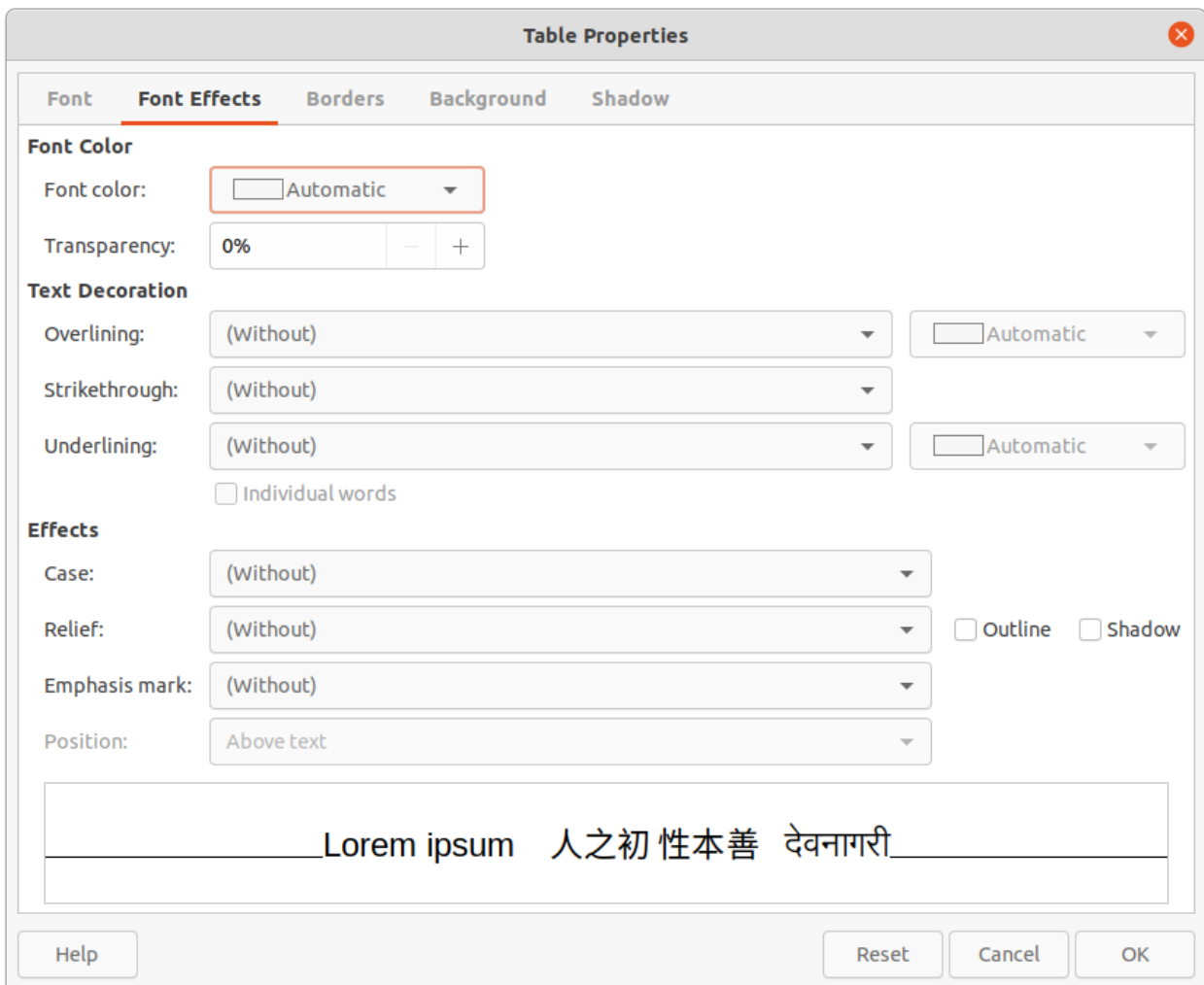


Figure 95: Table Properties dialog - Font Effects page

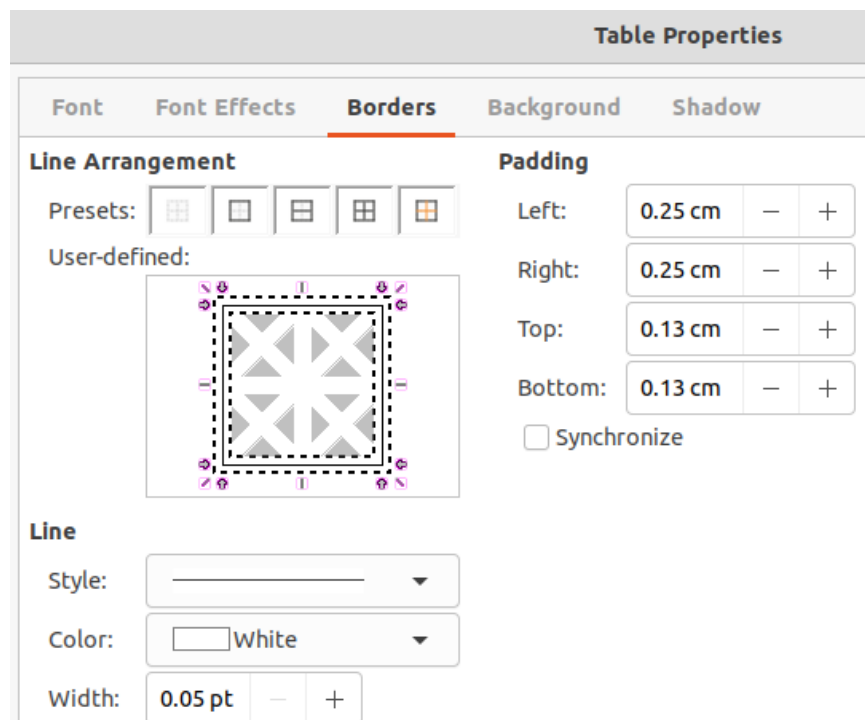


Figure 96: Table Properties dialog - Borders page

The formatting options available on each dialog page are as follows:

- **Font** (Figure 94) – select *Family*, *Typeface* or *Style* (Italic, Bold, etc.), *Size* and *Language* for text in the table. A sample of the font selected is displayed in the preview box. See “Fonts” on page 94 for more information.
- **Font Effects** (Figure 95) – select the required Font Color, Text Decoration and Effects for the text in the table. A sample of the font effects applied to the text is displayed in the preview box. See “Font Effects” on page 95 for more information.
- **Borders** (Figure 96) – select a border configuration from the options available in *Line Arrangement*, *Line*, and *Padding*. Refer to Chapter 6, Formatting Graphic Objects for more information.
- **Background** (Figure 97) – select a background (area fill) from *None*, *Color*, *Gradient*, *Hatching*, *Bitmap* or *Pattern*. The options available change to match the background selected. This page provides the same functions as **Area Style/Filling** on the Table toolbar. Refer to Chapter 6, Formatting Graphic Objects for more information.
- **Shadow** (Figure 98) – shadows can be added to a table. The option Use shadow must be selected before the other options can set. Refer to Chapter 6, Formatting Graphic Objects for more information.

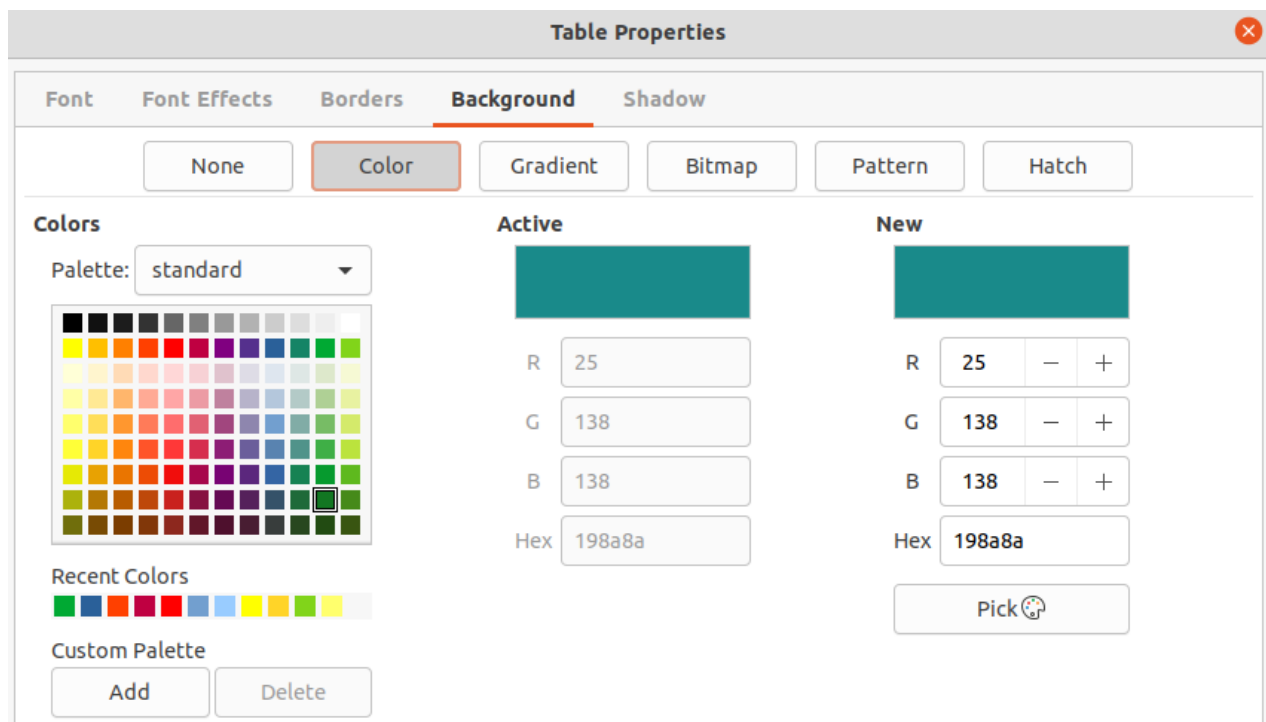


Figure 97: Table Properties dialog - Background page

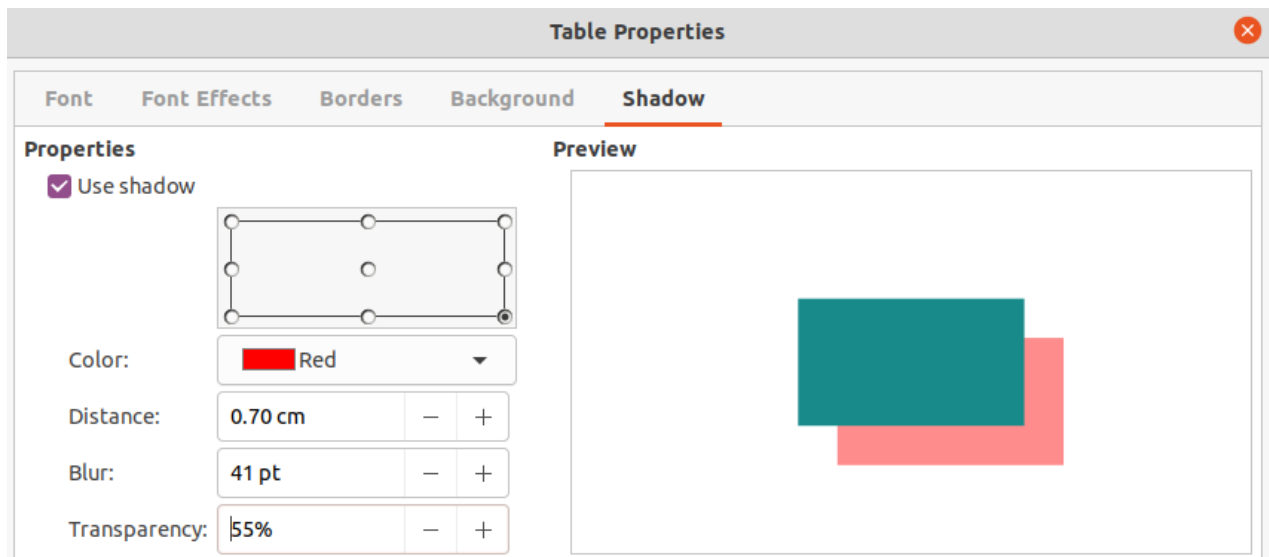


Figure 98: Table Properties dialog - Shadow page

## Position and size

Tables are placed into text boxes when created and are treated just like any other graphic object in an Impress presentation. However, only the Position and Size dialog (Figure 58 on page 75) can be used for tables. See “Position and Size dialog” on page 75 for more information.

Open the Position and Size dialog using one of the following methods after selecting the table:

- Right-click on the table and select **Position and Size** from the context menu.
- Go to **Format > Object and Shape > Position and Size** on the Menu bar.
- Use the keyboard shortcut *F4*.

The position of the table text box can also be changed by clicking on the border and dragging to move the table text box to a new position. Also, the table text box size can be changed by clicking and dragging on the selection handles. See “Starting Impress” on page 15 for more information.

## ✓ Note

When the size of a text box containing a table is changed, the table also increases or decreases in size to keep the text box filled with the table.

## Using fields

Fields allow the automatic insertion of text into a slide. Fields are commonly used when creating templates and slide masters. For more information, see Chapter 2, Slide Masters, Styles, and Templates.

## Inserting fields

- 1) Select the slide so that it appears in the Workspace.
- 2) Go to **Insert > Field** on the Menu bar and select the type of field from the options in the submenu. The field is placed centrally on the selected slide in a text box.
- 3) If necessary, position and resize the field text box. See “Starting Impress” on page 15 for more information.
- 4) If necessary, format the text used for the field information. See “Formatting text” on page 86 for more information.



## Field types

The types of field available are as follows:

- **Date (fixed)** – inserts the current date into a slide as a fixed field. The date is not automatically updated. Available date formats depends on the language setting in **Tools > Options > Language Settings > Language**. Right-click on the date field and select the required date format from the context menu.
- **Date (variable)** – inserts the current date into a slide as a variable field. The date is automatically updated each time the file is opened. Available date formats depends on the language setting in **Tools > Options > Language Settings > Language**. Right-click on the date field and select the required date format from the context menu.
- **Time (fixed)** – inserts the current time into a slide as a fixed field. The time is not automatically updated. Available time formats depends on the language setting in **Tools > Options > Language Settings > Language**. Right-click on the time field and select the required time format from the context menu.
- **Time (variable)** – inserts the current time into a slide as a variable field. The time is automatically updated each time the file is opened. Available time formats depends on the language setting in **Tools > Options > Language Settings > Language**. Right-click on the time field and select the required time format from the context menu.
- **Author** – inserts the first and last names of the author of the presentation. This information is taken from values entered in the LibreOffice user data. To modify this information go to **Tools > Options > LibreOffice > User Data**.
- **Slide Number** – inserts the slide number into the current slide. Alternatively, go to **Format > Slide Number** on the Menu bar. To add a slide number to every slide, go to **View > Master Slide** on the Menu bar and insert the slide number field on the master slide.
- **Slide Title** – inserts the slide title. The default slide name is Slide # if the slide has not been renamed.
- **Slide Count** – inserts the total number of slides in the presentation.
- **File Name** – inserts the name of the file used for the presentation. The file name only appears after the file has been saved.

## Using hyperlinks

When inserting text that can be used as a hyperlink, such as a website address or URL, Impress formats it automatically, creating a hyperlink, and applying color and underlining. If default settings are not being used in Impress, then the hyperlink has to be inserted manually.

### Tip

To prevent automatically turning website addresses or URLs into hyperlinks, go to **Tools > AutoCorrect Options > Options** and deselect **URL Recognition**.

### Tip

To change the color of hyperlinks, go to **Tools > Options > LibreOffice > Application Colors**, scroll to *Unvisited links* and/or *Visited links*. Select the checkboxes, then select new colors from the color palettes for the links and click **OK**. Note that this color change changes the color for all hyperlinks across all components of LibreOffice.

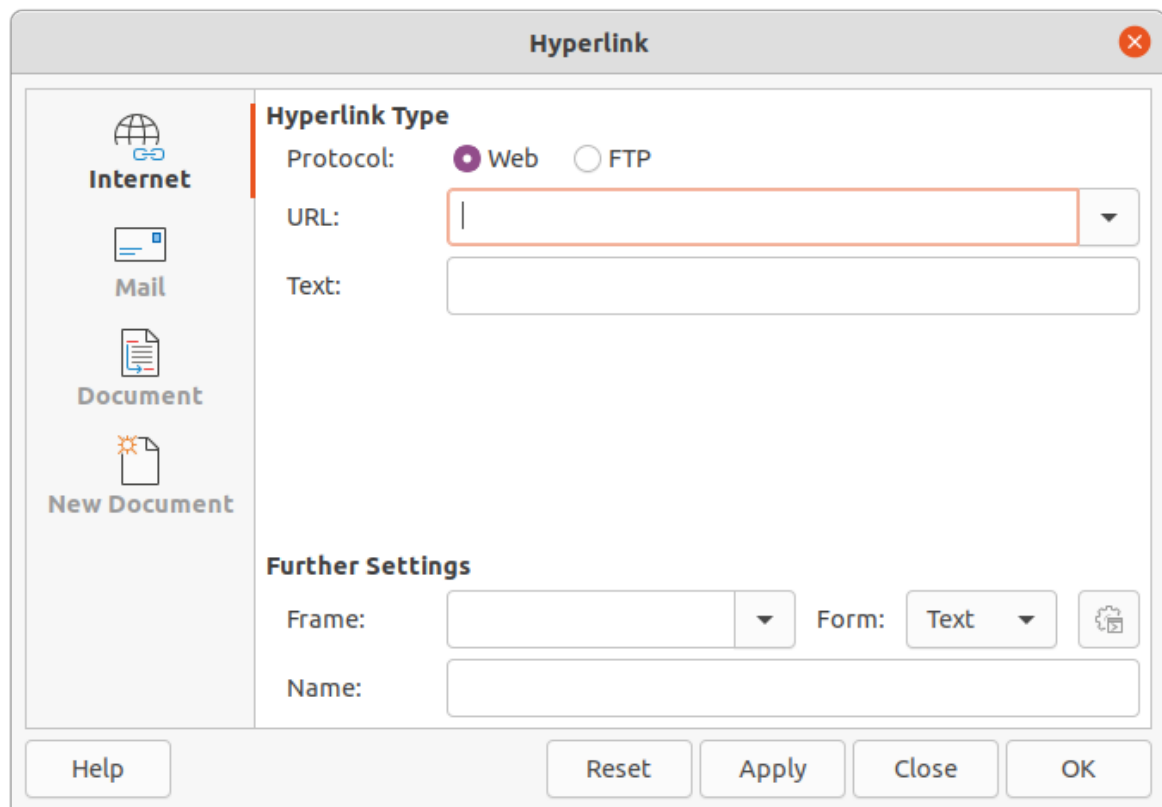


Figure 99: Hyperlink dialog - Internet page

## Inserting hyperlinks

- 1) Select the slide where the hyperlink is going to be inserted.
- 2) Go to **Insert > Hyperlinks** on the Menu bar or use the keyboard shortcut *Ctrl+K* to open the Hyperlink dialog (Figure 99).
- 3) On the left hand side, select the type of hyperlink for insertion.  
The top right part of the dialog changes depending on the hyperlink type. A full description of all options, and their interactions, is beyond the scope of this chapter. A summary of the most common choices used in a presentation is given below.
- 4) Create the hyperlink using the Hyperlink dialog, then click **Apply** to insert the hyperlink into the slide. The hyperlink is inserted into a text box.
- 5) Click **Close** or **OK** to close the dialog.

## Hyperlink types

- **Internet** (Figure 99) – select either Web or FTP protocol. Enter the required web address in the **URL** text box and a name for the hyperlink in the **Text** text box.
- **Mail** (Figure 100) – enter email details in **Recipient** and the subject of the link in **Subject**.
- **Document** (Figure 101) – creates a hyperlink to another document or to another place in a document, commonly referred to as a bookmark. Enter the details in the *Path* text box, or click on **Open File** to open a file browser. Leave this blank if the link is to a target in the same presentation.

Optionally, specify a target, for example a specific slide. Click on **Target in Document** to open a dialog where a target can be selected. If the name of the target is known, type it into the *Target* text box.

**Hyperlink**

**Mail**

Recipient:  ▼ 🗄️

Subject:

**Further Settings**

Frame:  ▼ Form: Text ▼ ⚙️

Text:

Name:

Help Reset Apply Close OK

Figure 100: Hyperlink dialog - Mail page

**Hyperlink**

**Document**

Path:  ▼ 📁

**Target in Document**

Target:  📏

URL:

**Further Settings**

Frame:  ▼ Form: Text ▼ ⚙️

Text:

Name:

Help Reset Apply Close OK

Figure 101: Hyperlink dialog - Document page

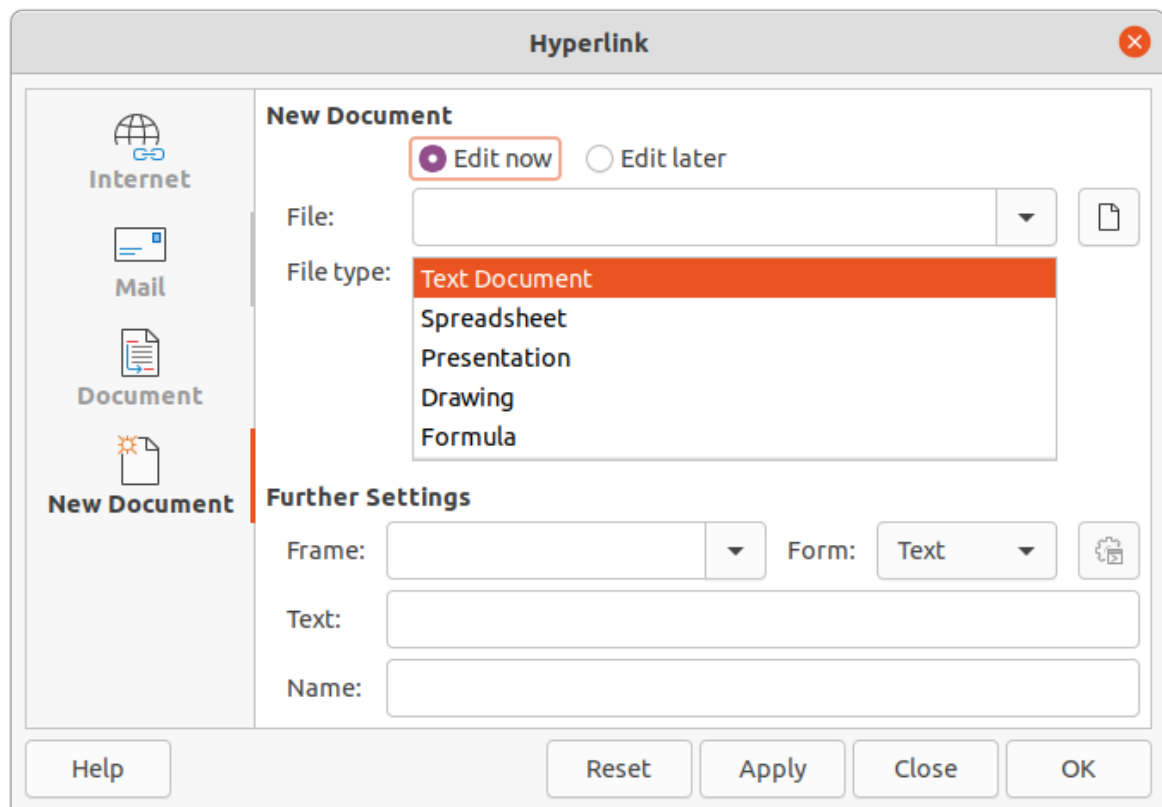


Figure 102: Hyperlink dialog – New Document page

- **New Document** (Figure 102) – creates a hyperlink to a new document. Select **Edit now** to edit the newly created document immediately or **Edit later** to only create the hyperlink. Choose the type of document to create from the **File type** drop-down list. Click on **Select path** to open a file browser so that a directory is selected for the new document.
- **Further Settings** – this section in the Hyperlink dialog is common to all the hyperlink types, although some choices are more relevant to some types of links.
  - *Frame* – set the value to determine how the hyperlink opens. This applies to documents that open in a web browser.
  - *Form* – specifies if the link is to be presented as text or as a button.
  - *Text* – specifies the text that will be visible to the user.
  - *Name* – applicable to HTML documents. It specifies text that will be added as a NAME attribute in the HTML code behind the hyperlink.

## Formatting hyperlinks

A hyperlink is inserted in the center of the current slide. To edit the text, the size of a hyperlink text box, or to reposition the hyperlink on the slide:

- 1) Select the hyperlink by dragging a selection across the text to display the text box border and selection handles. DO NOT click on the hyperlink because this will open the hyperlink.
- 2) Right-click on the selected hyperlink and select the type of formatting required from the options available in the context menu.
- 3) To reposition hyperlink, click and drag on the border to move the hyperlink on the slide.
- 4) Select **Position and Size** from the context menu or press the *F4* key to open the Position and Size dialog where options can be selected to move the hyperlink or resize the text box. See “Starting Impress” on page 15 for more information.



## Impress Guide 7.2

# *Chapter 4* *Adding and Formatting Images*

## Introduction

Images are often used in presentations as they can convey a large amount of information more quickly than the written word. Images, such as a company logo for example, can give a presentation a more professional look. Also, an Impress presentation can consist of only images, such as a slideshow of holiday snapshots to share with friends.

## Inserting images

This section describes several ways to insert an image from an external source into the presentation. Once the image has been inserted, it can be formatted extensively.

### Image files

#### Inserting image files

Inserting an image from a file is easy and the image can be formatted after it has been placed on the slide.

- 1) Insert a new slide into the presentation or select a slide in the presentation. See Chapter 1, Introducing Impress for more information.
- 2) If necessary, select a layout for the slide. See Chapter 1, Introducing Impress for more information.
- 3) Go to **Insert > Image** on the Menu bar and the Insert Image file browser opens (Figure 103).
- 4) Navigate to the directory containing the required image and select the file. LibreOffice recognizes a large number of image formats.

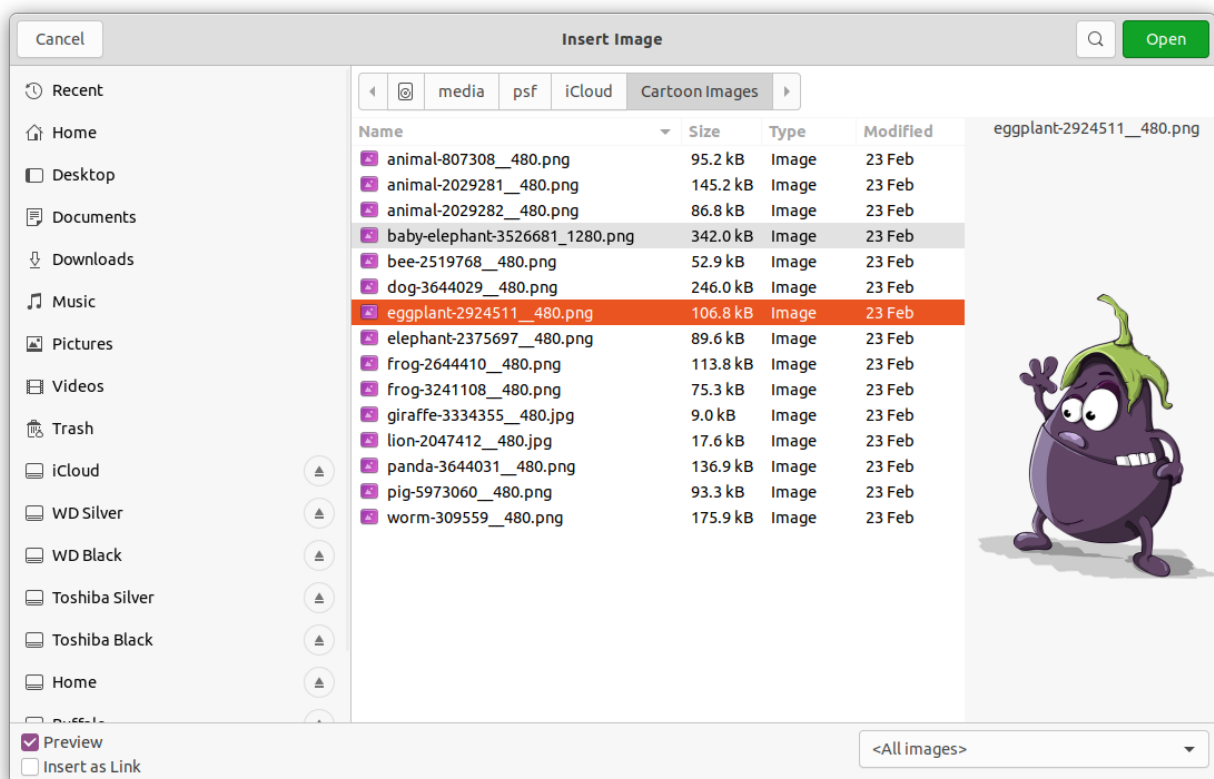


Figure 103: Insert Image file browser

- 5) If necessary, select **Preview** and a thumbnail of the selected file is displayed in the preview pane on the right of the file browser.
- 6) Click on **Open** to place the image in the center of the selected slide and close the file browser window. The image is displayed with selection handles around the image border.
- 7) Format the image to the presentation requirements. See “Formatting images” on page 126 for more information.

### Linking image files

To insert a linked image, click on **Insert as Link** in the Insert Image file browser. The selected image file is then inserted as a link to a file rather than embedding the image file into a presentation. However, it is preferable to embed images so that a presentation can be copied and used on other computers. Sometimes, it makes sense to link an image file rather than embed it and the reasons for linking could be as follows:

- When an image file is large, linking rather than embedding dramatically reduces the file size of the presentation.
- When the same image file is used in many presentations. For example, when using the same background image for all the presentations created.
- When the linked file is only available when the presentation is opened. For example, if the presentation is a slide show of holiday photographs.

### Inserting scanned images

Inserting an image from a scanner is normally a simple process if the following points are valid for the computer being used:

- Scanner software driver has been installed on the computer.
- Scanner is supported by the SANE system and the computer operating system is Linux or other UNIX operating system.
- Scanner is TWAIN compatible and the computer is operating Windows or macOS.
- Scanner is configured on a computer with LibreOffice software installed.

The following scanning procedure is only an example to demonstrate how to insert an image from a scanner. The actual procedure used depends on computer operating system, the type of scanner being used, and the scanner driver software installed.

- 1) Prepare the image for the scanner and make sure that the scanner is switched on.
- 2) If the scanner and scanning software has not been used before, go to **Insert > Media > Scan > Select Source** on the Menu bar to open a scanner dialog.
- 3) If the scanner and scanning software is already installed on the computer, then go to **Insert > Media > Scan > Request** on the Menu bar to open a scanner dialog.
- 4) If there is more than one scanner connected to a computer, select the scanner from the **Select Source** or **Device Used** drop-down list.
- 5) If available, click **Create Preview** or **Preview** to create a preview scan of the image and place it in the preview area.
- 6) If necessary crop the scanned image to what is required and make any necessary scanning adjustments.
- 7) Click **Scan** and the image is scanned. Impress then places the scanned image in the center of the selected slide.
- 8) Format the image to the presentation requirements. See “Formatting images” on page 126 for more information.

## Inserting Gallery images

The Gallery deck on the Sidebar contains a collection of images that can be used in a presentation. Images can also be added to the Gallery, making it an essential tool for creating presentations quickly and with a consistent look. The Gallery is available in all LibreOffice components. For more information on the Gallery, see the *Getting Started Guide*.

- 1) Open the Gallery deck in the Sidebar (Figure 104) using one of the following methods:
  - Go to **Insert > Media > Gallery** on the Menu bar.
  - Click on **Gallery** in the Sidebar.
- 2) Select a theme from the available themes and the images for that theme are displayed.
- 3) Scroll through the available images and select the required image.
- 4) Click on the image and drag it onto the slide. Release the mouse button and the image is inserted centrally into the slide.
- 5) Format the image to the presentation requirements. See “Formatting images” on page 126 for more information.

## Gallery themes

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### Default themes

Images in the Gallery are grouped by themes, such as *Arrows*, *Bullets*, *Diagrams* and so on, and these default themes are listed alphabetically in the box at the top of the Gallery deck on the Sidebar (Figure 104). Click on a theme to see its images displayed in the Gallery deck.

The default themes in the Gallery are read-only. No images or graphics can be added to or deleted from these themes. The default themes are easily identified by right-clicking on a theme name and the only available option in the context menu is **Properties**.

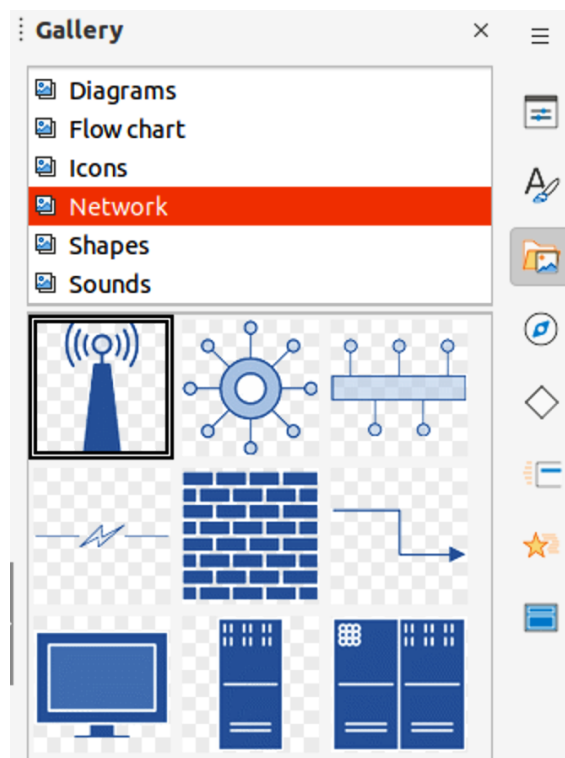


Figure 104: Gallery deck on Sidebar



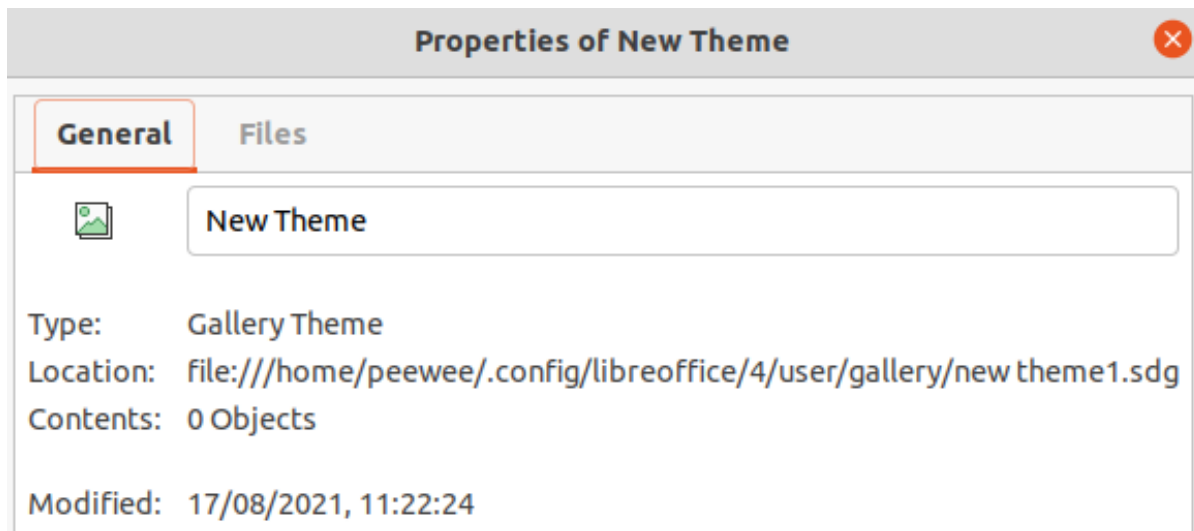


Figure 105: Properties of New Theme dialog – General page

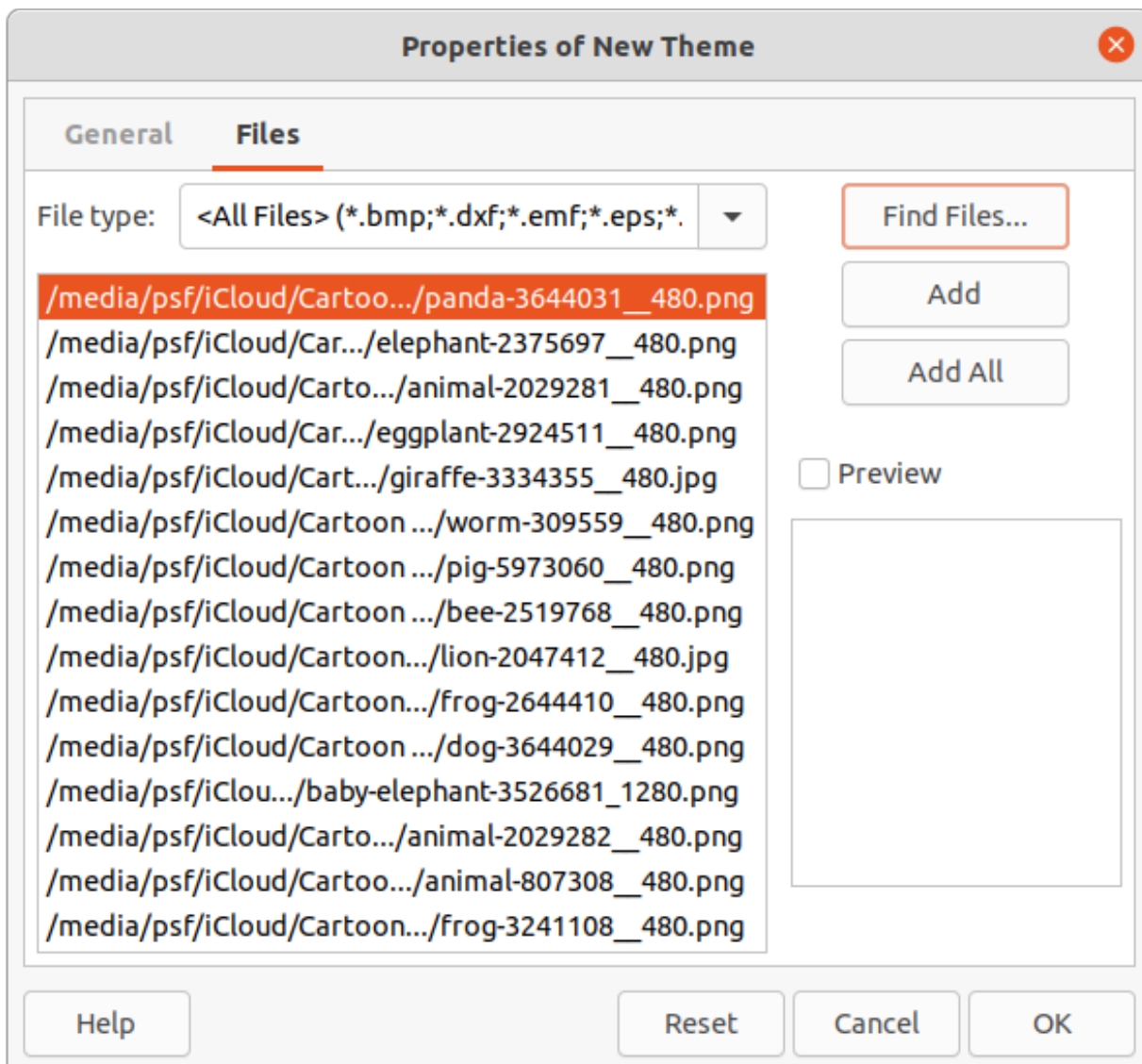


Figure 106: Properties of New Theme dialog - Files page

## Custom themes

When custom themes have been created, they are the only themes where images can be added. Custom themes are listed alphabetically, along with the default themes, in the box at the top of the Gallery deck on the Sidebar. Custom themes are easily identified by right-clicking on a theme name and the options available in the context menu are **Delete**, **Rename** and **Properties**.

### Creating themes

- 1) Open the Gallery deck in the Sidebar using one of the following methods:
  - Go to **Insert > Media > Gallery** on the Menu bar.
  - Click on **Gallery** in the Sidebar.
- 2) Click **New** at the bottom of the Gallery deck and the Properties of New Theme dialog opens (Figure 105).
- 3) Click on **General** and type a name for the new theme in the text box.
- 4) Click **OK** to save the new theme and close the dialog. The new theme is displayed in the list of themes in the Gallery.



#### Note

The name of the Properties of New Theme dialog changes to show the name of the newly created custom theme in the Gallery deck.

### Adding theme images

- 1) Right-click on a custom theme name in the theme list on the Gallery deck and select **Properties** from the context menu to open the Properties of New Theme dialog.
- 2) Click on **Files** (Figure 106) to open the **Files** page, then click on **Find Files** to open a Select Path dialog.
- 3) Navigate to the folder that contains the images required and select the folder.
- 4) Click **OK** to close the Select Path dialog. The files contained in the folder appear in the Properties of New Theme dialog.
- 5) If necessary, select **Preview** and any image selected appears in the preview box.
- 6) Select the files required for the custom theme and click on **Add**. The added files disappear from the file list and the images appear in the custom theme on the Gallery deck.
- 7) To add all the files in the list, then click **Add All**. All the files disappear from the list and the images appear in the custom them on the Gallery deck.
- 8) Click **OK** and close the Properties of New Theme dialog.

### Deleting theme images

Custom themes are the only themes where images can be deleted.

- 1) Open the Gallery deck and select a new theme that has been created.
- 2) Right-click on the image being deleted and select **Delete** from the context menu.
- 3) Click **Yes** in the confirmation message to delete the image.



#### Note

Images in custom themes are linked files and are deleted from the Gallery only. The original image files are not deleted.

## Updating themes

All images in the Gallery are linked files. It is recommended that any custom themes are updated on a regular basis to make sure that all the files are still available.

- 1) Open the Gallery deck and select a new theme that has been created.
- 2) Right-click on the name of a custom theme that contains at least one image.
- 3) Select **Update** from the context menu and the links to all the image files are updated

## Formatting images

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### Moving images

For more information on moving images, see Chapter 6, Formatting Graphic Objects.

- 1) Click on an image to select it and display the selection handles.
- 2) Move the cursor over the image until it changes shape. The cursor shape depends on the computer operating system, for example a clenched hand.
- 3) Click and drag the picture to the desired position, then release the mouse button.

### Resizing images

For more information on resizing images, see Chapter 6, Formatting Graphic Objects.

- 1) Click on an image to select it and display the selection handles.
- 2) Position the cursor over one of the selection handles. The cursor changes shape giving a graphical representation of the direction of the resizing.
- 3) Click and drag the selection handle to resize the image, then release the mouse button.



#### Note

The corner selection handles resize both the width and the height of the graphic object simultaneously. The top and bottom selection handles resize the image height. The left and right selection handles resize the image width.



#### Note

To retain the original proportions of the graphic as a selection handle is dragged, *Shift+Click* on a selection handle and then drag. Make sure to release the mouse button before releasing the *Shift* key.



#### Tip

Re-sizing a bitmapped (raster) image affects the image resolution causing some degree of blurring. It is recommended to use a specialized graphics program to correctly scale the picture to the desired size before inserting it into a presentation. LibreOffice recommends Gimp (<https://www.gimp.org>).

## Rotating, slanting or skewing images

For more information on rotating, slanting or skewing images and objects, see Chapter 6, Formatting Graphic Objects.

- 1) Click on an image to select it and display the selection handles.

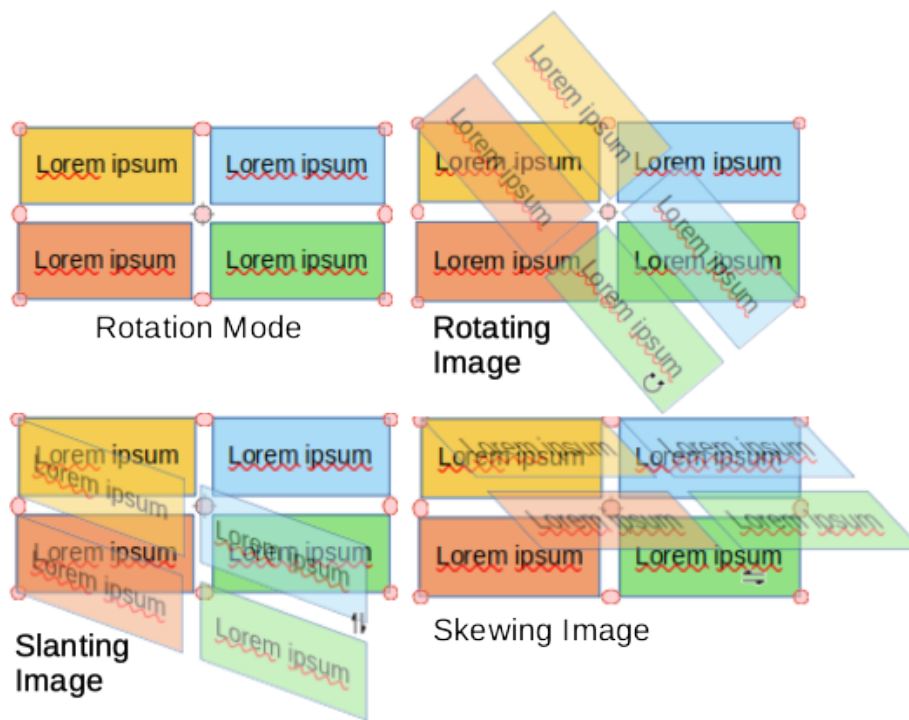


Figure 107: Examples of rotating, slanting and skewing images

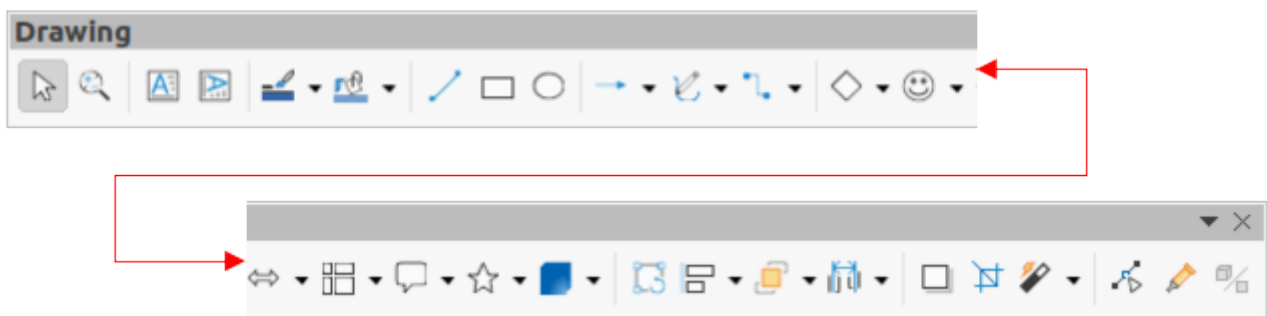


Figure 108: Drawing toolbar

- 2) Switch on rotation mode (Figure 107) using one of the following methods. The color and shape of the selection handles changes depending on the computer operating system and setup.
  - Click on **Rotate** on the Drawing toolbar (Figure 108).
  - Click again on a selection handle.
- 3) The central selection handle is the normal rotation point for the selected image. If required, click and drag this rotation point to another position (even outside of the image) to change how the selected image is rotated.
- 4) Click and drag a selection handle in the direction to rotate, slant or skew the image as follows. A ghost image appears while dragging the cursor.
  - Corner selection handles rotate the image.
  - Left and right selection handles slant the image.
  - Top and bottom selection handles skew the image.
- 5) Release the mouse button when the required rotation, slanting or skewing is reached.



#### Note

To restrict the rotation angles to multiples of 15 degrees, *Shift+Click* on a selection handle and then drag to rotate, slant or skew. Make sure to release the mouse button before releasing the *Shift* key.

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## Using Image Filters

### Image Filter toolbar

When an image is selected, the Image toolbar (Figure 109) and the Image Filter toolbar (Figure 110) become available to format an image.

- 1) Select an image on a slide.
- 2) Go to **View > Toolbars > Image** on the Menu bar to open the Image toolbar. The Image toolbar only opens when an image is selected.
- 3) Click on **Filter** to open the Image Filter toolbar. The Image Filter toolbar only opens when an image is selected.
- 4) Select the required filter and it is applied immediately to the image. See “Image filters” below for more information on filters.
- 5) Alternatively, go to **Format > Image > Filter** on the Menu bar and select a filter from the submenu. This applies the image filter at the filter default settings.
- 6) Click outside the image to deselect it and save the presentation.

### Image filters

The effect each image filter has on an image is described below. The best way to judge if a filter works is to try it. See the *Draw Guide* for more information on image filters and examples of the filter effects.

- **Invert** – inverts or reverses the color values of a color image (similar to a color negative), or the brightness values of a grayscale image. Apply the filter again to revert to the original graphic.
- **Smooth** – softens or blurs the image by applying a low pass filter reducing the contrast between neighboring pixels and produces a slight lack of sharpness. Selecting this filter opens the Smooth dialog to set and use the smooth radius parameter.
- **Sharpen** – sharpens the image by applying a high pass filter, increasing the contrast between neighboring pixels emphasizing the difference in brightness. This will accentuate the outlines and the effect will be strengthened if the filter is applied several times.

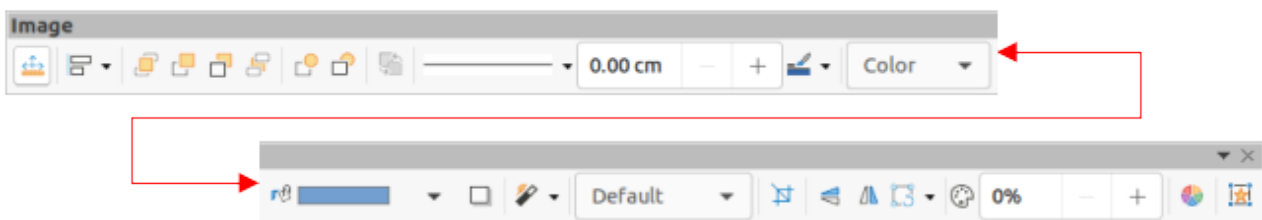


Figure 109: Image toolbar



Figure 110: Image Filter toolbar

- **Remove Noise** – removes noise by applying a median filter comparing every pixel with its neighbor. It then replaces any pixel with extreme values that deviate in color by a large amount from the mean value with a pixel that has a mean color value. The amount of image information does not increase because there are fewer contrast changes, but this filter creates an image that looks smoother.
- **Solarization** – solarization is a phenomenon in photography where an image recorded on a negative or on a photographic print is wholly or partially reversed in tone. Dark areas appear light or light areas appear dark. Solarization was originally a photochemical effect used during photographic film development and is now used in the digital world of computing to create a change or reversal of color. Selecting this image filter opens the Solarization dialog, where the *Threshold* value for solarization can be defined. Entering a threshold value above 70% reverses the color values. Selecting the *Invert* option causes all the colors to be inverted.
- **Aging** – aging creates a look that resembles photographs developed in the early days of photography. All pixels are set to their gray values and then the green and blue color channels are reduced by the amount specified in *Aging* degree in the Aging dialog. Red color channel is not changed. Selecting this image filter opens the Aging dialog, where the Aging degree can be defined and creates an old look to an image.
- **Posterize** – posterizing reduces the number of colors in an image making it look flatter. When used on a photograph, posterizing can make the photograph look like a painting. Selecting this image filter opens the Posterize dialog, where the number of poster colors can be defined to produce the required effect.
- **Pop Art** – select this image filter to change the colors of an image to a pop-art format.
- **Charcoal Sketch** – selecting this image filter displays an image as a charcoal sketch. The contours of the image are drawn in black and the original colors are suppressed.
- **Relief** – this image filter calculates the edges of an image in relief as if the image is illuminated by a light source. Selecting this image filter opens the Emboss dialog where the position of the Light source can be selected producing shadows that differ in direction and magnitude.
- **Mosaic** – this image filter joins groups of pixels and converts them into a rectangular tile in a single color creating an image that appears to be a mosaic. The larger the individual rectangles created, the fewer details the mosaic graphic has. Selecting this image filter opens the Mosaic dialog, where the number of pixels used can be set to create the *Width* and *Height* of each tile created. Selecting *Enhanced* edges enhances the edges of each tile to create a sharper definition.

## Changing image mode

The **Image Mode** drop-down list on the Image toolbar provides options to change the color or image mode of a selected image. The options for image mode are as follows and an example of using Image Mode is shown in Figure 111.

- **Default** – image color is not changed.
- **Grayscale** – the image is shown in grayscale. A color image becomes monochrome in grayscale. Color sliders can be used to apply a uniform color to the monochrome graphic object.
- **Black and White** – the image is shown in black and white. All brightness values below 50% appear black, all brightness values over 50% appear white.
- **Watermark** – in an image, the brightness is raised and the contrast reduced to allow the image to be used in the background as a watermark.





Original



Grayscale



Black/White



Watermark

Figure 111: Example of image modes



Original



25% Red



25% Green



25% Blue



25% Brightness 50% Contrast Gamma Level 5

Figure 112: Example of adjusting color level

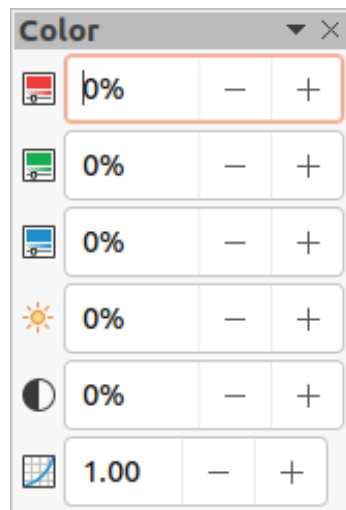


Figure 113: Color toolbar

## Color adjustment

The Color toolbar is used to adjust individual colors within the whole of the image (red, green, blue), as well as the brightness, contrast, and gamma of the image. Increasing the gamma value of an image makes it more suitable to be used as a background or watermark as the image has less interference with a dark text. An example of changing the percentage and levels for color, brightness, contrast, and gamma of an image is shown in Figure 112.

After selecting an image, open the Color toolbar (Figure 113) using one of the following methods:

- Click on **Color** in the Image toolbar.
- Go to **Format > Image > Color** on the Menu bar.

## Replacing colors and transparent areas

The Color Replacer dialog (Figure 114) only allows a color to be replaced or changed in embedded images for another color or a color set as transparent. The embedded image must be a bitmap (for example BMP, GIF, JPG, or PNG) or a metafile (for example WMF).

Up to four colors can be replaced at once. Color Replacer only works on the same color in the entire image. Individual areas in an image cannot be selected for color replacement.

The colors available in the **Replace with...** drop-down lists are all contained in color palettes that are part of the installation of LibreOffice. If any custom colors have been created, then these colors are available in the custom palette. For more information on creating custom colors, see the *Draw Guide*.

### ✓ Note

The Color Replacer can only be used on embedded images. If the Color Replacer is used on a linked image, the following error message appears “This image is linked to a document. Do you want to unlink the image in order to edit it?”

## Replacing colors

- 1) Select an embedded image to start using the Color Replacer.
- 2) Go to **Tools > Color Replacer** on the Menu bar to open the Color Replacer dialog.
- 3) Click on **Pipette** at the top of the Color Replacer dialog to activate the color selection mode.



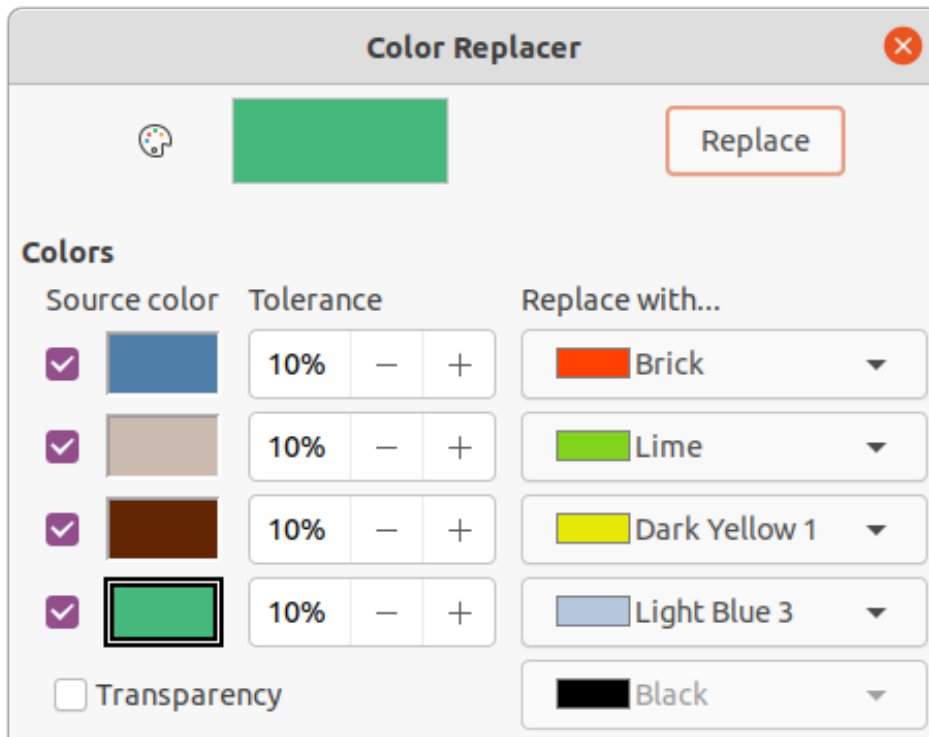


Figure 114: Color Replacer dialog

- 4) Move the cursor over the color being replaced in the selected image and click on the color. A check box is now marked and the selected color appears in *Source color*.
- 5) If necessary, select another three colors in the selected image. A maximum of four colors can be selected.
- 6) Enter the amount of tolerance required for replacing the color in the *Tolerance* box. The default selection is 10% tolerance.
- 7) Select a color from the color palettes available in the *Replace with...* drop-down list for each color selected. *Transparent* is the default selection.
- 8) After selecting up to four colors for replacement, click **Replace** to replace the colors in the selected image. An example of replacing colors is shown in Figure 115.
- 9) There is no preview of the effect. If the result is not what is required, select **Edit > Undo** in the Menu bar and repeat the color replacement.

### ✓ Note

If the **Replace** button does not become active when replacing colors, then the file format of the image is not compatible with LibreOffice Impress.

### ✓ Note

Using **Color Replacer** replaces all occurrences of the *Source color* in the selected image.

### ✓ Note

The default selection of *Transparent* in *Replace with...* removes the selected color from the image and creates transparent areas in the image.



Figure 115: Example of color replacing

### Replacing transparent areas

- 1) Select an embedded image to start using the Color Replacer.
- 2) Go to **Tools > Color Replacer** on the Menu bar to open the Color Replacer dialog.
- 3) Select *Transparency* in the Color Replacer dialog.
- 4) Select a color from the available color palettes in the drop-down list next to *Transparency*.
- 5) Click **Replace** to replace the transparent areas with the selected color.
- 6) There is no preview of the effect. If the result is not what is required, select **Edit > Undo** in the Menu bar and repeat the transparency replacement.

### Tolerance parameter

The *Tolerance* parameter is used to set how much of the source color in an embedded image is replaced by another color.

- Replacing colors that are similar to the color being replaced, enter a low value for the tolerance parameter.
- Replacing a wider range of colors, enter a higher value for the tolerance parameter.

### Image transparency

Specifies the transparency in an image. A percentage value of 0% is a fully opaque image and a percentage value of 100% is a fully transparent image. As with the gamma value of an image, increasing the transparency makes the image blend more smoothly into the background making any overlay text easier to read.

Click on **Transparency** on the Image toolbar and change the percentage value in the text box to adjust the image transparency. An example of adjusting the transparency percentage is shown in Figure 116.

### Adjusting shadow settings

Select an image, then click on **Shadow** on the Image toolbar to apply a shadow to the image. The shadow applied uses the settings from the **Shadow** page of the Area dialog (Figure 117). If a shadow is already applied to the image, clicking on **Shadow** removes the shadow from the image.



Figure 116: Example of changing transparency percentage

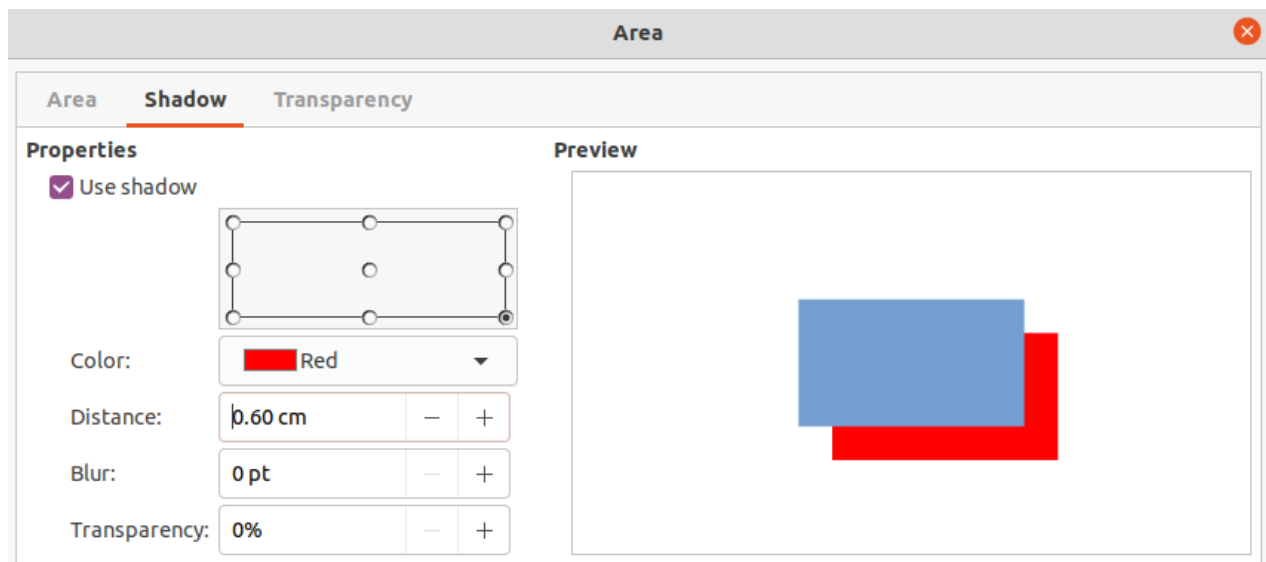


Figure 117: Area dialog - Shadow page

The preview box in the dialog shows how the shadow looks when the settings are adjusted and applied as follows:

- 1) Go to **Format > Object and Shape > Area** on the Menu bar to open the Area dialog.
- 2) Click on **Shadow** to open the **Shadow** page.
- 3) Select the option *Use shadow* in **Properties**.
- 4) Select the shadow position from one of nine positions for casting the shadow from the image.
- 5) Select a shadow color from the available color palettes in the *Color* drop-down list.
- 6) Enter a distance for the shadow to be offset from the image in the *Distance* box.
- 7) Enter a value in the *Blur* box to create a softer look for the shadow. The higher the setting, the softer the shadow appears. Value of 0 (minimum), the shadow is sharp. The value of 150 (maximum), the shadow is at its softest.

- 8) Enter a percentage in the *Transparency* box. The value of 0% (minimum), the shadow is opaque. The value of 100% (maximum), the shadow is transparent.

## Cropping images

In Impress, images can be cropped using a mouse or a dialog. Mouse cropping is easier, but dialog cropping provides more precise control.

### Mouse cropping

- 1) Select an image and use one of the following methods to put the image into cropping mode and crop marks appear around the image (Figure 118):
  - Click **Crop Image** on the Image toolbar.
  - Go to **Format > Image > Crop** on the Menu bar.
  - Right click on the image and select **Crop** from the context menu.
- 2) Place the cursor over any of the crop marks and the cursor changes shape. Click and drag the crop mark to crop the image.
  - Corner crop marks change width and height of an image.
  - Left and right crop marks change the width of an image.
  - Top and bottom crop marks change the height of an image.
- 3) Click outside the image to deactivate cropping mode.

#### ✓ Note

Press and hold the *Shift* key, then click and drag a crop mark to proportionally reduce width and height of the image at the same time. Release the mouse button before releasing the *Shift* key.



Figure 118: Image cropping marks

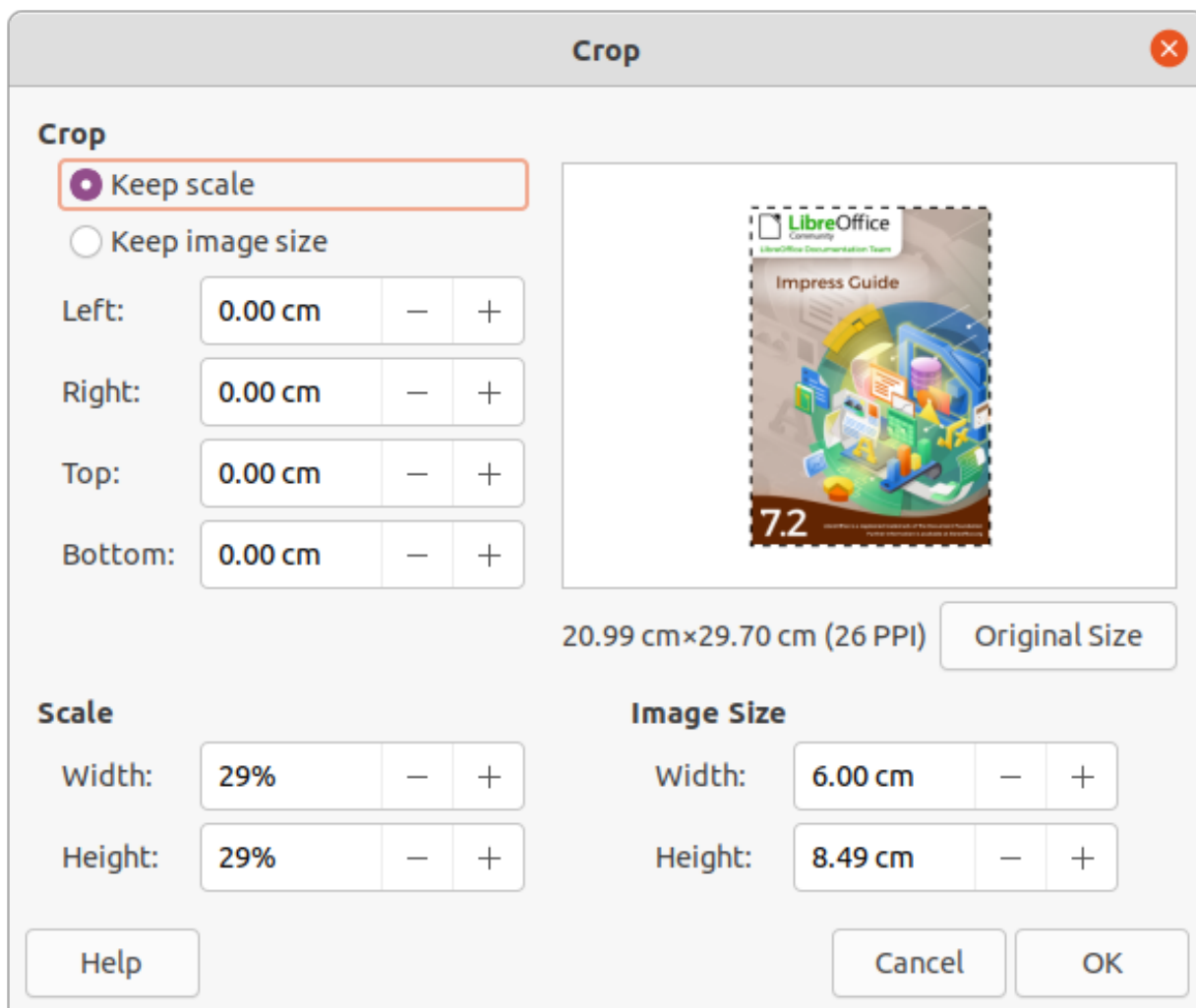


Figure 119: Crop dialog

eOffice®

Figure 120: Example of cropping with Keep scale

eOffice®

Figure 121: Example of cropping with Keep image size

### Dialog cropping

- 1) Select an image and go to **Format > Image > Crop Dialog** on the Menu bar to open the Crop dialog (Figure 119).
- 2) Crop the image using the options given in the Crop dialog. A preview of the selected image and cropping results appear in the dialog.
- 3) Click **OK** to save the changes and close the dialog.

The Crop dialog has the following options:

- **Crop** – adjusts the crop size and type of cropping for an image.
  - *Keep scale* – maintains the original scale of the image when cropped. The size of the image changes to the cropped size (Figure 120).
  - *Keep image size* – maintains the original size of the image when cropped. The scale of the image changes (Figure 121). To reduce the scale of the graphic, select this option and enter negative values in the cropping boxes. To increase the scale of the graphic, enter positive values in the cropping boxes.
  - *Left* – if *Keep scale* is selected, enter a positive amount to trim the left edge of the image, or a negative amount to add white space to the left of the image. If *Keep image size* is selected, enter a positive amount to increase the horizontal scale of the image, or a negative amount to decrease the horizontal scale of the image.
  - *Right* – if *Keep scale* is selected, enter a positive amount to trim the right edge of the image, or a negative amount to add white space to the right of the image. If *Keep image size* is selected, enter a positive amount to increase the horizontal scale of the image, or a negative amount to decrease the horizontal scale of the image.
  - *Top* – if *Keep scale* is selected, enter a positive amount to trim the top of the image, or a negative amount to add white space above the image. If *Keep image size* is selected, enter a positive amount to increase the vertical scale of the image, or a negative amount to decrease the vertical scale of the image.
  - *Bottom* – if *Keep scale* is selected, enter a positive amount to trim the bottom of the image, or a negative amount to add white space below the image. If *Keep image size* is selected, enter a positive amount to increase the vertical scale of the image, or a negative amount to decrease the vertical scale of the image.
- **Scale** – changes the scale of the selected image.
  - *Width* – enter the width for the selected image as a percentage.
  - *Height* – enter the height of the selected image as a percentage.
- **Image Size** – changes the size of the selected image.
  - *Width* – enter a width for the selected image.
  - *Height* – enter a height for the selected image.
- **Original Size** – returns the selected image to its original size.

## Deleting images

Click on an image to display the selection handles and press the *Delete* or *Backspace* key.

## Creating image maps

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An image map defines areas of the image (called hotspots) associated with a URL (a web address or a file on the computer). Hotspots are the graphic equivalent of text hyperlinks. In Impress, clicking on a hotspot opens the linked page in the appropriate program (for example, default browser for HTML pages; LibreOffice Writer for ODT files; PDF viewer for PDF files).

Hotspots can be created in various shapes, such as rectangles, ellipses, and polygons, and several hotspots can be included in the same image. When clicking on a hotspot, the URL opens in a browser window or frame that has been specified. Also, text can be specified to appear when the cursor hovers over a hotspot.

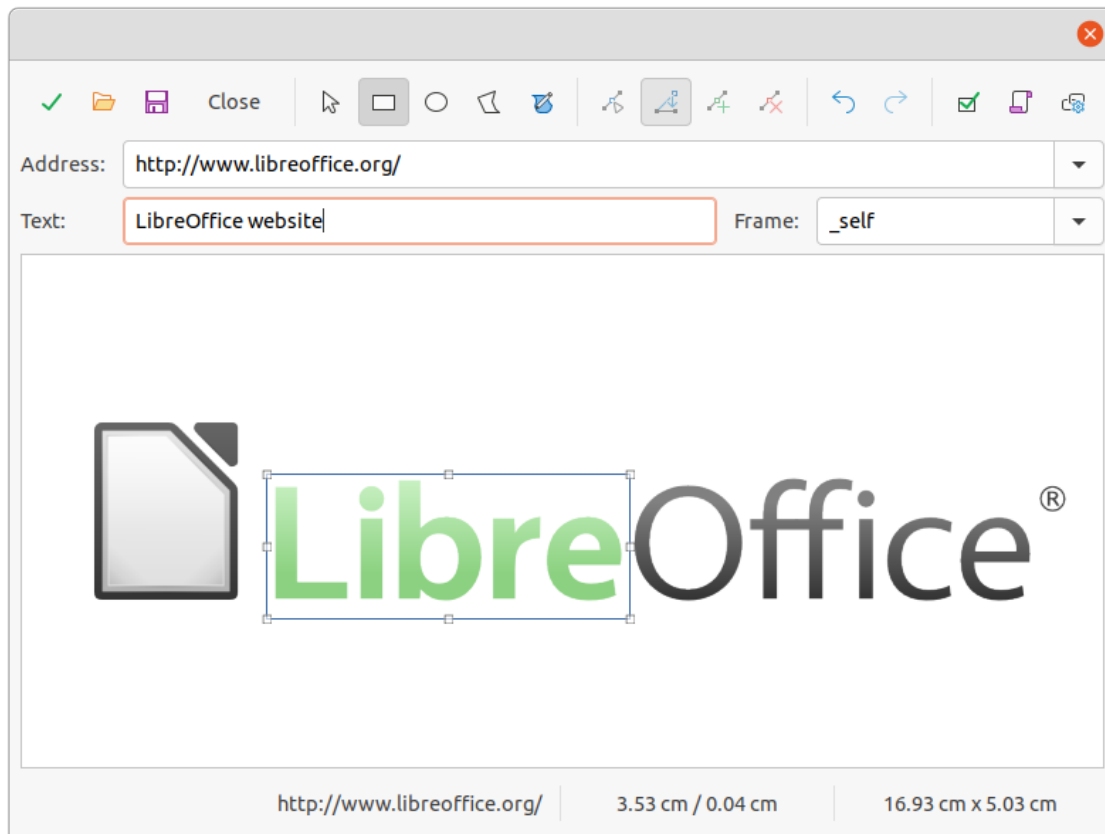


Figure 122: ImageMap dialog

Use the ImageMap dialog (Figure 122) to create or edit a hotspot:

- 1) Select an image on a slide and go to **Tools > ImageMap** on the Menu bar and the ImageMap dialog opens. The main part of the dialog shows the selected image where hotspots will be defined.
- 2) Use the tools at the top of the dialog and the fields to define hotspots and their links.
- 3) Click on **Apply** to apply the settings.
- 4) When finished, click on **Save** to save the image map to a file and open a file browser.
- 5) Navigate to the folder where the image map is going to be saved and enter a name for the image map.
- 6) Click on **Save** and the file browser closes.
- 7) Click on **Close** to close the ImageMap dialog.

The tools available in the ImageMap dialog are as follows:

- **Apply** – applies any changes made.
- **Open** – opens a file browser window for navigating to a folder where an image map has been saved.
- **Save** – opens a file browser window for navigating to a folder where the image map is to be saved.
- **Close** – closes the Image Map dialog. A confirmation window opens asking for confirmation of what happens to any changes that have been made.
- **Select** – used to select a hotspot that has been created on an image.
- **Rectangle, Ellipse, Polygon** and **FreeForm Polygon** – drawing tools for hotspot shapes. These tools work in exactly the same way as the corresponding tools in the Drawing toolbar. For more information see Chapter 5, Managing Graphic Objects.



- **Edit Points, Move Points, Insert Points, Delete Points** – advanced editing tools to manipulate the shape of a polygon hotspot. Select **Edit Points** first to activate the other points tools.
- **Undo** – undoes any action taken.
- **Redo** – redos any action that has been undone.
- **Active** – toggles the status of the hotspot activating a selected hotspot or deactivating it if active.
- **Macro** – associates a macro with the hotspot instead of a hyperlink.
- **Properties** – sets the hyperlink properties and adds the **Name** attribute to the hyperlink.
- **Address** – enter the URL address that points to a hyperlink, or to an anchor in a document (for example a specific slide number). Using an anchor in a document, write the address in this format: `file:///<path>/document_name#anchor_name`.
- **Text** – enter the text that is displayed when the cursor is moved over the hotspot.
- **Frame** – where the target of the hyperlink opens.
  - `_blank` – opens in a new browser window.
  - `_self` – default selection and opens in the current window.
  - `_top` – file opens in the topmost frame in the hierarchy.
  - `_parent` – file opens in the parent frame of the current frame. If there is no parent frame, the current frame is used.



#### Tip

The value `_self` for the target frame works on the vast majority of occasions. It is not recommended to use the other values, if available, unless absolutely necessary.





**LibreOffice**



## Impress Guide 7.2

# *Chapter 5*

## *Managing Graphic Objects*

## Introduction

This chapter describes how to manage graphic objects and in particular how to rotate, distort, arrange, and position them on the slide. This chapter focuses on the shapes that can be created with the available tools in Impress. However, some of the techniques described in this chapter are also applicable to images imported into slides.

## Drawing toolbar

The Drawing toolbar (Figure 123) contains the majority of the tools normally used to create graphic objects. If this toolbar is not visible, select **View > Toolbars > Drawing** from the Menu bar. By default, the Drawing toolbar is docked vertically at the left side of the Impress window.

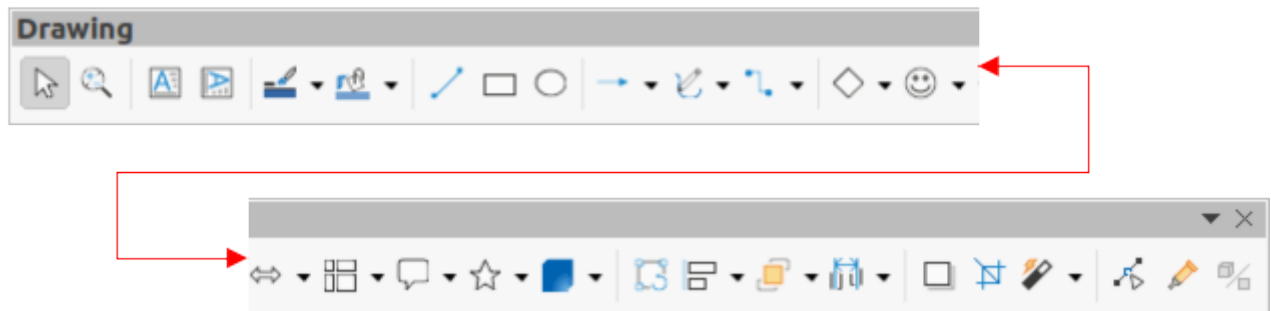


Figure 123: Drawing toolbar

### ✓ Note

The Drawing toolbar shown in Figure 123 may differ between different operating systems and computer setup. Also, the Drawing toolbar displayed depends on how many drawing tools have been placed on the toolbar. Right-click in an empty area of the Drawing toolbar, then select **Visible Buttons** from the context menu to display the available tools. Using this context menu tools can be installed and removed to and from the toolbar. See Appendix B, Toolbars for more information.

## Drawing tools

From left to right, the drawing tools shown in Figure 123 are as follows:

- **Select** – selects objects. To select a group of objects, click above the top left object, then drag the cursor below the bottom right object of the intended selection while keeping the mouse button pressed. A rectangle identifying the selection area is displayed. Also, several objects can be selected by holding down the *Shift* key while selecting the individual objects.
- **Zoom & Pan** – used to zoom out and pan the selected slide in the Workspace. Hold down the *Ctrl* key and select the tool to zoom out and reduce the screen display of a slide in LibreOffice. The current zoom factor is displayed as a percentage value on the Status bar. Hold down the *Shift* key and select the tool to move the displayed slide without changing the zoom percentage.
- **Insert Text Box** – creates a text box with text aligned horizontally. See Chapter 3, Adding and Formatting Text for more information on working with text.
- **Insert Vertical Text** – creates a text box with text aligned vertically. This tool is available only when Asian language support has been enabled in **Tools > Options > Language Settings > Languages**. See Chapter 3, Adding and Formatting Text for more information on working with text.

- **Line Color** – click on the triangle ▼ next to **Line Color** to open a color palette and select a color for the line. More colors are available by selecting a different color palette from the drop-down list at the top of the color palette.
- **Fill Color** – click on the triangle ▼ next to **Fill Color** to open a color palette and select a color for the area fill. More colors are available by selecting a different color palette from the drop-down list at the top of the color palette.
- **Insert Line** – draws a straight line from the point where the cursor is dragged to the point where the mouse button is released. Press the *Shift* key to restrict the angle of the line to multiples of 45°. Press the *Alt* key to draw a line from its center. Release the mouse button before releasing the *Shift* or *Alt* keys.
- **Rectangle** – draws a rectangle when the cursor is dragged from the top left to the bottom right corner. Press the *Shift* key to draw a square. Press the *Alt* key to draw a shape from its center. Press the *Shift* + *Alt* keys to draw a square from the center. Release the mouse button before releasing the *Shift* or *Alt* keys.
- **Ellipse** – draws an ellipse. Press the *Shift* key to draw a circle. Press the *Alt* key to draw a shape from its center. Press the *Shift* + *Alt* keys to draw a circle from the center. Release the mouse button before releasing the *Shift* or *Alt* keys.
- **Line and Arrows** – draws a straight line ending with an arrowhead. The arrowhead is placed at the end of the line where the mouse button is released. Click the triangle ▼ next to **Line and Arrows** to show the available tools (Figure 124). The *Shift* and *Alt* keys have the same effect as the **Line** tool. Actual icon shown on the toolbar depends on the tool that had previously been selected.



Figure 124: Lines and Arrows sub-toolbar

- **Curves and Polygons** – draws a shape depending on the option that has been selected. Click the triangle ▼ next to **Curves and Polygons** to show the available tools (Figure 125). Actual icon shown on the toolbar depends on the tool that had previously been selected.

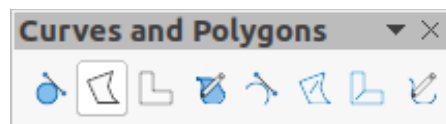


Figure 125: Curves and Polygons sub-toolbar

- **Connectors** – draws a connector line between two figures. Click the triangle ▼ next to **Connectors** to show the available tools (Figure 126). Actual icon shown on the toolbar depends on the tool that had previously been selected. For more information see “Connectors and glue points” on page 169.



Figure 126: Connectors sub-toolbar

- **Basic Shapes** – click the triangle ▼ next to **Basic Shapes** to open a toolbar showing the available tools (Figure 127). The *Shift* and *Alt* keys have the same effect as the **Rectangle** tool. Actual icon shown on the toolbar depends on the tool that had previously been selected.

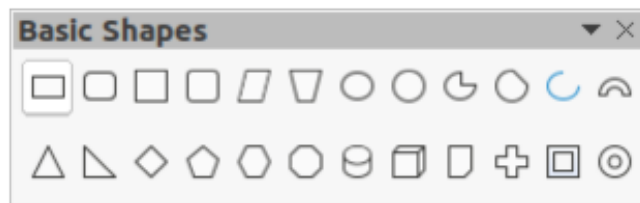


Figure 127: Basic Shapes sub-toolbar

- **Symbol Shapes** – click the triangle ▼ next to **Symbol Shapes** to open a toolbar showing the available tools (Figure 128). The *Shift* and *Alt* keys have the same effect as the **Rectangle** tool. Actual icon shown on the toolbar depends on the tool that had previously been selected.

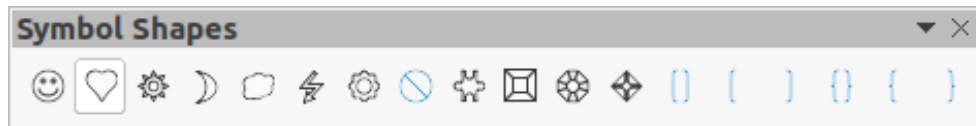


Figure 128: Symbol Shapes sub-toolbar

- **Block Arrows** – click the triangle ▼ next to **Block Arrows** to open a toolbar showing the available tools (Figure 129). The *Shift* and *Alt* keys have the same effect as the **Rectangle** tool. Actual icon shown on the toolbar depends on the tool that had previously been selected.



Figure 129: Block Arrows sub-toolbar

- **Flowchart** – click the triangle ▼ next to **Flowchart** to open a toolbar showing the available tools (Figure 130). The *Shift* and *Alt* keys have the same effect as the **Rectangle** tool. Actual icon shown on the toolbar will depend on the tool that had previously been selected.

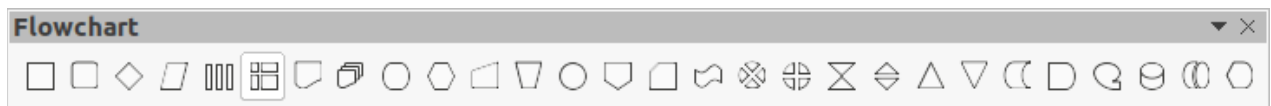


Figure 130: Flowchart sub-toolbar

- **Callouts** – click the triangle ▼ next to **Callouts** to open a toolbar showing the available tools (Figure 131). The *Shift* and *Alt* keys have the same effect as the **Rectangle** tool. Actual icon shown on the toolbar depends on the tool that had previously been selected.



Figure 131: Callouts sub-toolbar

- **Stars and Banners** – click the triangle ▼ next to **Stars and Banners** to open a toolbar showing the available tools (Figure 132). The *Shift* and *Alt* keys have the same effect as the **Rectangle** tool. Actual icon shown on the toolbar depends on the tool that had previously been selected.



Figure 132: Stars and Banners sub-toolbar

- **3D-Objects** – click the triangle ▼ next to **3D-Objects** to open a toolbar showing the available tools (Figure 133). The *Shift* and *Alt* keys have the same effect as the **Rectangle** tool. Actual icon shown on the toolbar depends on the tool that had previously been selected. For more information on 3D objects, see “Working with 3D objects” on page 174.



Figure 133: 3D-Objects sub-toolbar

- **Rotate** – select an object then click on this tool to switch the object in rotation mode. The selection handles change color and pivot point appears in the center of the object.
- **Align Objects** – click the triangle ▼ next to **Align Objects** to open the available alignment tools (Figure 134) for two or more objects: See “Aligning objects” on page 162 for more information.
  - *Left, Centered, Right* – determines the horizontal alignment of selected objects.
  - *Top, Center, Bottom* – determines the vertical alignment of selected objects.

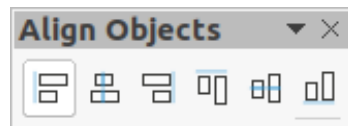


Figure 134: Align Objects sub-toolbar

- **Arrange** – changes the stack level of an object. Click the triangle ▼ next to **Arrange** to open the available arrange tools (Figure 135) for a selected object. See “Arranging objects” on page 168 for more information.
  - *Bring to front* – the selected object is moved in front of all other objects.
  - *Bring forward* – the selected object is moved one level up in the stack.
  - *Send backwards* – the selected object is moved one level down in the stack.
  - *Send to back* – the selected object is moved behind all other objects.
  - *In front of object* – moves the first selected object in front of the second selected object.
  - *Behind object* – moves the first selected object behind the second selected object.
  - *Reverse* – swaps the stacking order of two selected objects.

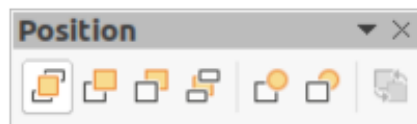


Figure 135: Position sub-toolbar (Arrange)

- **Distribute Selection** – changes the distribution between objects by using the horizontal and vertical spacing between objects (Figure 136). A minimum of three objects have to be selected for this tool to be active.



Figure 136: Distribute Selection sub-toolbar

- **Shadow** – applies a shadow to a selected object using the shadow settings from the Area dialog.
- **Crop Image** – this tool only becomes active when an image is selected that can be cropped.
- **Filter** – this tool only becomes active when an image is selected and opens the available filter options (Figure 137) for application to an image. For more information on image filters, see the *Draw Guide*.
  - *Invert* – inverts the color values of a color image, or the brightness values of a grayscale image. Apply the filter again to reverse the effect.
  - *Smooth* – softens or blurs the image by applying a low pass filter.
  - *Sharpen* – sharpens the image by applying a high pass filter.
  - *Remove Noise* – removes noise by applying a median filter.
  - *Solarization* – opens a dialog for defining solarization. Solarization refers to an effect that looks like what can happen when there is too much light during photo development.
  - *Aging* – all pixels are set to their gray values. The green and blue color channels are then reduced by the amount you specify. The red color channel is not changed.
  - *Posterize* – opens a dialog to determine the number of poster colors. This effect is based on the reduction of the number of colors. It makes photos look like paintings.
  - *Pop Art* – converts an image to a pop-art format.
  - *Charcoal Sketch* – displays the image as a charcoal sketch. The contours of the image are drawn in black, and the original colors are suppressed.
  - *Relief* – displays a dialog for creating reliefs. You can choose the position of the imaginary light source that determines the type of shadow created, and how the graphic image looks in relief.
  - *Mosaic* – joins small groups of pixels into rectangular areas of the same color. The larger the individual rectangles are, the fewer details the graphic image has.

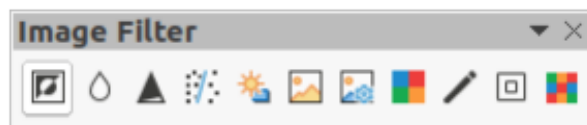


Figure 137: Image Filter toolbar

- **Points** – select this tool and then select an object to edit the individual points in the object. The object must be converted to a curve or polygon first before editing the object points. Clicking on the keyboard shortcut *F8* also selects this tool.
- **Show Glue Points Functions** – opens the Glue Points toolbar (Figure 138) for editing the glue points of a graphic object. Glue points are the positions where connector lines terminate or start. See “Glue points” on page 172 for more information.

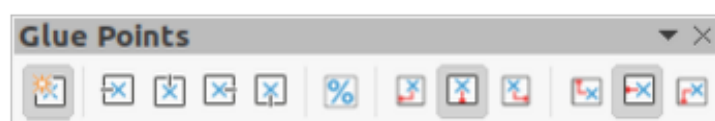


Figure 138: Glue Points toolbar

- **Toggle Extrusion** – switches 3D effects on or off for the selected object. Clicking on this tool also opens the 3D-Settings toolbar (Figure 139). See “Working with 3D objects” on page 174 for more information.

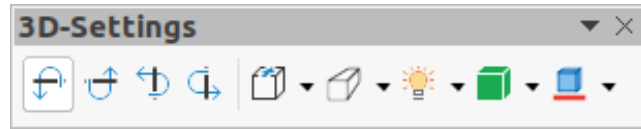


Figure 139: 3D-Settings toolbar

## Creating lines and shapes

This section is an introduction to creating lines and shapes. For more information on working with lines and shapes, see the *Draw Guide*.

### Drawing regular shapes

Regular shapes that are available on the Drawing toolbar are as follows:

Rectangle	Symbol Shapes	Callouts
Ellipse	Block Arrows	Stars and Banners
Basic Shapes	Flowchart	3D Objects

Some icons for regular shapes have a triangle ▼ next to the icon that gives access to several different types of regular shapes. Also, the icons for some of the regular shapes displayed on the Drawing toolbar show the last tool used for each of these regular shapes.

Drawing a regular shape is as follows:

- 1) Select the required tool from the Drawing toolbar or from a sub-toolbar after selecting the triangle ▼ next to the icon.
- 2) Place the cursor on the slide, then click and drag the mouse to define an enclosing rectangle.
- 3) Release the mouse button and the selected shape is drawn on the slide.
- 4) Press and hold the *Shift* key when creating a shape to maintain equal height and width. For example, using **Rectangle** or **Ellipse** to draw a square or a circle. Release the mouse button before releasing the *Shift* key.
- 5) Press and hold the *Alt* key to draw a shape from its center. Release the mouse button before releasing the *Alt* key.
- 6) Press and hold the *Shift* and *Alt* keys when creating a shape to maintain equal height and width and draw the shape from the center. For example, when using **Rectangle** or **Ellipse** tool to draw a square or a circle. Release the mouse button before releasing the *Shift* and *Alt* keys.
- 7) Press and hold the *Ctrl* key when creating a shape to snap the top left corner of the shape selection box to the nearest grid point.

#### ✓ Note

If the *Snap to Grid* option in **Tools > Options > LibreOffice Impress > Grid** has been selected, pressing and holding the *Ctrl* key prevents the top left corner of the shape selection box snapping to the nearest grid point.



## Regular shape adjustment

When creating shapes that are included in Impress, one or more dots maybe displayed in a different color to the selection handles. These dots perform a different function according to the shape they are applied to and are listed below.

### Basic Shapes

The **Basic Shapes** with shape adjustment dots are as follows:

- **Rectangle, Rounded** – use the dot to change the radius of the curve used for corners on a rounded rectangle or square.
- **Square, Rounded** – use the dot to change the radius of the curve used for corners on a rounded rectangle or square.
- **Parallelogram** – use the dot to change the internal angles between the sides.
- **Trapezoid** – use the dot to change the internal angles between the sides.
- **Circle Pie** – use the dots to change the size of the filled sector.
- **Block Arc** – use the dot to change both internal diameter and size of the filled area.
- **Isosceles Triangle** – use the dot to modify the shape and type of the triangle.
- **Hexagon** – use the dot to change the internal angles between the sides.
- **Octagon** – use the dot to change the internal angles between the sides.
- **Cylinder** – use the dot to change the perspective.
- **Cube** – use the dot to change the perspective.
- **Folded Corner** – use the dot to change the size of the folded corner.
- **Cross** – use the dot to change the thickness of the four arms of the cross.
- **Frame** – use the dot to change the thickness of the frame.
- **Ring** – use the dot to change the internal diameter of the ring.

### Symbol Shapes

The **Symbol Shapes** with shape adjustment dots are as follows:

- **Smiley Face** – use the dot to change the smile on the face.
- **Sun** – use the dot to change the shape of the symbol.
- **Moon** – use the dot to change the shape of the symbol.
- **Prohibited** – use the dot to change the thickness of the ring and the diagonal bar.
- **Square Bevel** – use the dot to change the thickness of the bevel.
- **Octagon Bevel** – use the dot to change the thickness of the bevel.
- **Diamond Bevel** – use the dot to change the thickness of the bevel.
- **Double Bracket** – use the dot to change the curvature of the bracket.
- **Left Bracket** – use the dot to change the curvature of the bracket.
- **Right Bracket** – use the dot to change the curvature of the bracket.
- **Double Brace** – use the dot to change the curvature of the bracket.
- **Left Brace** – use the dots to change the curvature of the brace and the position of the point.
- **Right Brace** – use the dots to change the curvature of the brace and the position of the point.



## Block Arrows

The **Block Arrows** with shape adjustment dots are as follows:

- **Right Arrow** – use the dot to change the shape and thickness of the arrow.
- **Left Arrow** – use the dot to change the shape and thickness of the arrow.
- **Down Arrow** – use the dot to change the shape and thickness of the arrow.
- **Up Arrow** – use the dot to change the shape and thickness of the arrow.
- **Left and Right Arrow** – use the dot to change the shape and thickness of the arrow.
- **Up and Down Arrow** – use the dot to change the shape and thickness of the arrow.
- **Circular Arrow** – use the dot to change the shape and thickness of the arrow.
- **4-way Arrow** – use the dots to change the shape and thickness of the arrow.
- **Chevron** – use the dot to change the angle between the sides and the shape.
- **Pentagon** – use the dot to change the angle between the sides and the shape.
- **Striped Right Arrow** – use the dot to change the shape and thickness of the arrow.
- **Up, Right and Down Arrow** – use the dots to change the shape and thickness of the arrow.
- **Notched Right Arrow** – use the dot to change the shape and thickness of the arrow.
- **Up and Right Arrow** – use the dots to change the shape and thickness of the arrow.
- **Right Arrow Callout** – use the dots to change the shape and thickness of the callout.
- **Left Arrow Callout** – use the dots to change the shape and thickness of the callout.
- **Down Arrow Callout** – use the dots to change the shape and thickness of the callout.
- **Up Arrow Callout** – use the dots to change the shape and thickness of the callout.
- **Left and Right Arrow Callout** – use the dots to change the shape and thickness of the callout.
- **Up and Down Arrow Callout** – use the dots to change the shape and thickness of the callout.
- **4-way Arrow Callout** – use the dots to change the shape and thickness of the callout.
- **Up and Right Arrow Callout** – use the dots to change the shape and thickness of the callout.

## Callouts

All **Callouts** use shape adjustment dots to change the length, position and angle of the pointer.

## Stars and Banners

The **Stars and Banners** with shape adjustment dots are as follows:

- **4-Point Star** – use the dot to change the thickness and shape of the star points.
- **8-Point Star** – use the dot to change the thickness and shape of the star points.
- **24-Point Star** – use the dot to change the thickness and shape of the star points.
- **Vertical Scroll** – use the dot to change the width and shape of the scroll.
- **Horizontal Scroll** – use the dot to change the width and shape of the scroll.
- **Doorplate** – use the dot to change the inward curvature of the corners.

## Drawing curves, polygons and freeform lines

Curves, polygons and lines on the Drawing toolbar have a triangle ▼ next to the icon. Clicking on this triangle ▼ opens a sub-toolbar giving access to several different types of curves, polygons and lines. The icons on the Drawing toolbar show the last tool used for each of these curves, polygons and lines. If a filled curve, filled polygon, or filled freeform line was selected, Impress draws the line connecting the last point to the start point and fills the inside area with the default fill color.

### Curves

- 1) Click the triangle ▼ next to **Curves and Polygons** on the Drawing toolbar to open the Curves and Polygons sub-toolbar.
- 2) Select either **Curve** or **Curve Filled**.
- 3) Place the cursor on the slide, then click and drag to create the starting point of a curve.
- 4) Release the mouse button and drag the cursor to draw a curve on the slide, bending the line into a curve.
- 5) Click to set the end point of the curve and fix the curve on the slide.
- 6) Drag the cursor to continue drawing a straight line. Each mouse click sets a corner point and allows drawing of another straight line from the corner point.
- 7) Double-click to end the drawing of your curve.
- 8) If **Curve Filled** was selected, Impress automatically fills the curve with the default fill color.



#### Note

Holding down the *Shift* key when drawing lines with the curve or polygon tools restricts the angles between lines to 45 or 90 degrees.

### Polygons and Polygons 45°

- 1) Click the triangle ▼ next to **Curves and Polygons** on the Drawing toolbar to open the Curves and Polygons sub-toolbar.
- 2) Select either **Polygon**, **Polygon Filled**, **Polygon (45°)** or **Polygon Filled (45°)**.
- 3) Place the cursor on the slide, then click and drag to draw the first line from the start point. Release the mouse button and a line between the first and second points is drawn.
- 4) Move the cursor to draw the next line. Each mouse click sets a corner point and allows drawing of another line.
- 5) Double-click to end the drawing of a polygon.
- 6) If **Polygon Filled** or **Polygon Filled (45°)** was selected, Impress automatically fills the polygon with the default fill color.



#### Note

If **Polygon (45°)** or **Polygon Filled (45°)** were selected, the movement of the cursor and the angles between lines is restricted to increments of 45°.

### Freeform lines

Using **Freeform Line** or **Freeform Line Filled** tools is similar to drawing with a pencil on paper.

- 1) Click the triangle ▼ next to **Curves and Polygons** on the Drawing toolbar to open the Curves and Polygons sub-toolbar.
- 2) Select either **Freeform Line** or **Freeform Line Filled**.

- 3) Click and drag the cursor to the line shape required.
- 4) When finished drawing a freeform line, release the mouse button and the drawing is completed.
- 5) If **Freeform Line Filled** was selected, Impress automatically fills the drawing between the start and end points with the default fill color.

## Drawing lines and arrows

### Straight lines

A straight line is the simplest element or object in Impress to create.

- 1) Use one of the following methods to draw a line:
  - Click **Insert Line** in the Drawing toolbar.
  - Click the triangle ▼ on the right of **Lines and Arrows** on the Drawing toolbar and select **Insert Line** from the Lines and Arrows sub-toolbar.
- 2) Click at the start position for the line and drag the cursor.
- 3) Release the mouse button at the end position of the line. A selection handle appears at each end of the line. The selection handle at the starting point of the line is slightly larger than the end selection handle, as shown in Figure 140.
- 4) Keep the *Ctrl* key pressed while drawing a line to enable the end of the line to snap to the nearest grid point.
- 5) Keep the *Shift* key pressed while drawing a line to restrict the drawing angle of a line to multiple of 45 degrees.
- 6) Keep the *Alt* key pressed while drawing a line to cause the line to extend outwards symmetrically in both directions from the start point. This draws lines by starting from the middle of the line.



### Note

If the *Snap to Grid* option in **Tools > Options > LibreOffice Impress > Grid** has been selected, pressing and holding the *Ctrl* key prevents the line or arrow snapping to the nearest grid point.

### Arrows

Arrows are drawn like lines and are classified as a subgroup of lines, that is lines with arrowheads. Hovering the cursor over each type of arrow that is available shows the type of endings each tool will draw.

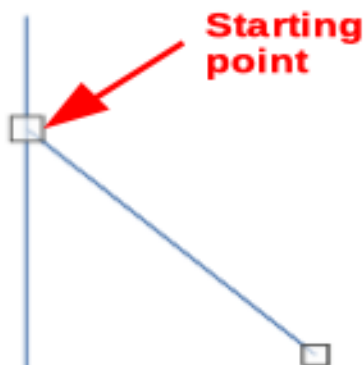


Figure 140: Line starting point

- 1) Click the triangle ▼ on the right of **Lines and Arrows** on the Drawing toolbar and select the type of arrow from the Lines and Arrows sub-toolbar.
- 2) Click at the starting position for drawing the arrow, then drag the cursor. The arrowhead(s) is drawn at the end of the line when the mouse button is released.
- 3) Keep the *Ctrl* key pressed while drawing an arrow to enable the end of the arrow to snap to the nearest grid point.
- 4) Keep the *Shift* key pressed while drawing an arrow to restrict the drawing angle of an arrow to multiple of 45 degrees.
- 5) Keep the *Alt* key pressed while drawing an arrow to cause the arrow to extend outwards symmetrically in both directions from the start point. This draws arrows by starting from the middle of the arrow.

## Grouping objects

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Grouping of objects is similar to putting objects into a container. Objects within a group are moved together as one object and any changes made are applied globally to the objects within the group. A group can always be undone and the objects that make up the group can always be manipulated separately.

This section gives only a brief introduction to grouping of objects. An example of grouping two objects together is shown in Figure 141. For more information on working with grouped objects, see the Draw Guide.

### Temporary grouping

Temporary grouping is when several objects are selected. Any changes to the objects are applied to all of the objects within the temporary group. For example, a temporary group of objects can be rotated in its entirety.

A temporary group is created using one of the following methods:

- Hold down the *Shift* key whilst clicking multiple objects on a slide.
- Click and drag the cursor to create a marquee around multiple objects. Release the mouse button and all the objects within the marquee are selected.

To cancel a temporary grouping of objects, simply click outside of the selection handles displayed around the objects.

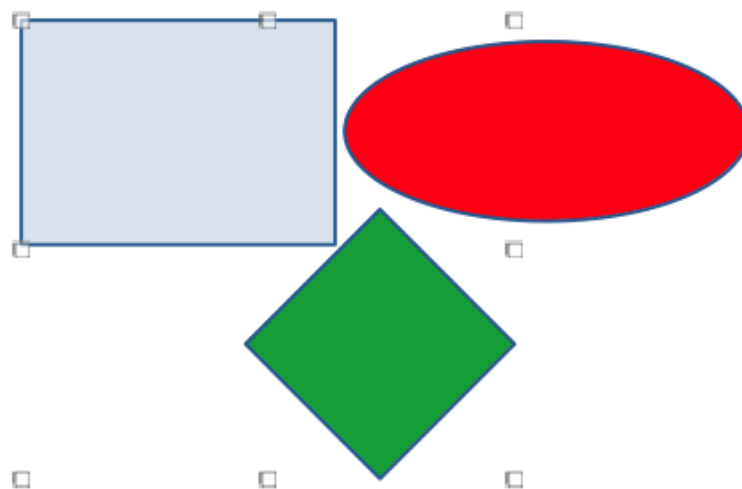


Figure 141: Example of grouping objects

## Grouping

To group objects together permanently:

- 1) Objects are grouped together using one of the following methods:
  - Hold down the *Shift* key whilst clicking multiple objects on a slide.
  - Click and drag the cursor to create a marquee around multiple objects. Release the mouse button and all the objects within the marquee are selected.
  - To select all the objects on the slide, go to **Edit > Select All** on the Menu bar or use the keyboard shortcut *Ctrl+A*.
- 2) With selection handles displayed, use one of the following methods to create a group of selected objects:
  - Go to **Format > Group > Group** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+Shift+G*.
  - Right-click on an object within the selected group and select **Group** from the context menu.

## Editing or formatting groups

- 1) Click on an object in the group to select the group. Any editing or formatting can then be carried out on all the objects within the group or on individual objects within the group.
- 2) To edit an individual object within a group, enter the group using one of the following methods:
  - Use the keyboard shortcut *F3*.
  - Go to **Format > Group > Enter Group** on the Menu bar.
  - Right-click and select **Enter Group** from the context menu.
- 3) Select individual objects within the group for editing or formatting. An example of editing individual objects in a group is shown in Figure 142.
- 4) When editing or formatting is completed, use one of the following methods to exit the group and the whole group then becomes selected:
  - Use the keyboard shortcut *Ctrl+F3*.
  - Go to **Format > Group > Exit Group** on the Menu bar.
  - Right-click and select **Exit Group** from the context menu.

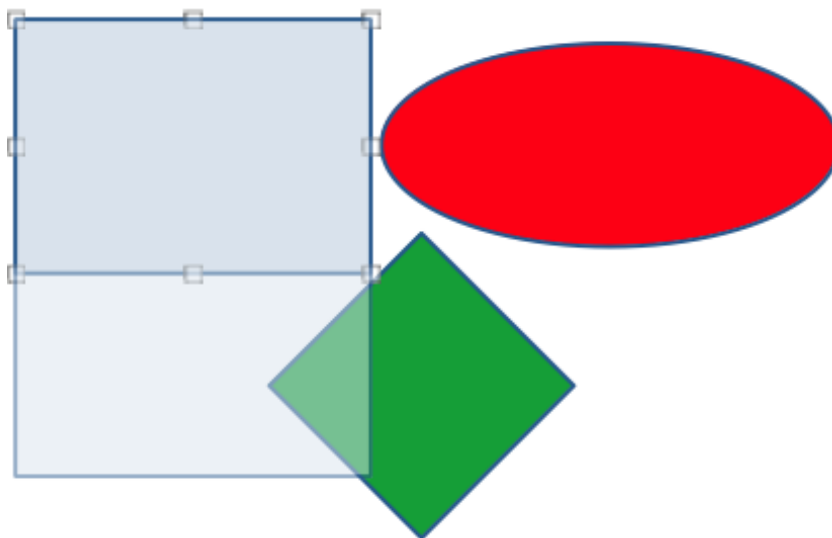


Figure 142: Example of editing inside a group

## Ungrouping

- 1) Click on any one of the objects in the group to select the group.
- 2) With selection handles displayed, use one of the following methods to ungroup a group of objects:
  - Go to **Format > Group > Ungroup** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+Alt+Shift+G*.
  - Right-click on the group and select **Ungroup** from the context menu.



### Tip

If group and ungroup commands are regularly used, or any other command, commands can be added to a toolbar so that they are readily available. See Chapter 11, Setting Up and Customizing Impress and the *Getting Started Guide* for more information on customizing the user interface.

## Positioning and resizing graphic objects

### Using a mouse

#### Positioning

For quick positioning of an object on a slide, use the mouse as follows:

- 1) Click on an object or a group of objects to display the selection handles.
- 2) Move the cursor over a selected graphic object until the cursor changes shape. The cursor shape depends on the computer setup and the computer operating system.
- 3) Click and drag the object to the desired position. During movement, a ghost image of the object appears to help with repositioning (Figure 143).
- 4) Release the mouse button when the object is in the desired position.



### Note

The arrow keys can also be used to quickly move a selected object or group to a new position.

#### Resizing

For quick positioning of an object on a slide, use the mouse as follow:

- 1) Click on an object or a group of objects to display the selection handles.

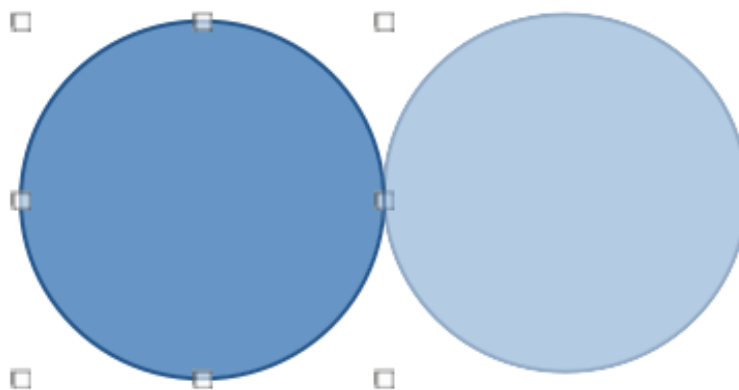


Figure 143: Example of moving objects

- 2) Move the cursor over a selection handle.
- 3) Click and drag the selection handle to resize the graphic object. During resizing, a ghost image of the object appears to help with resizing (Figure 144).
- 4) To maintain the width to height ratio, hold down the *Shift* key before clicking and dragging on a selection handle. Remember to release the mouse button before releasing the *Shift* key.
- 5) Release the mouse button when the object is at the desired size.

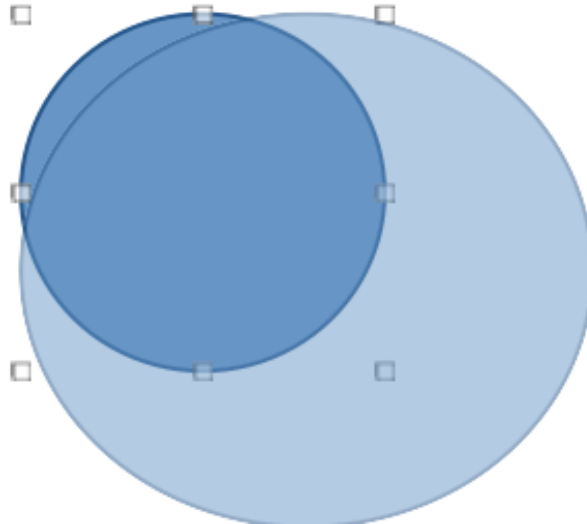


Figure 144: Example of resizing objects

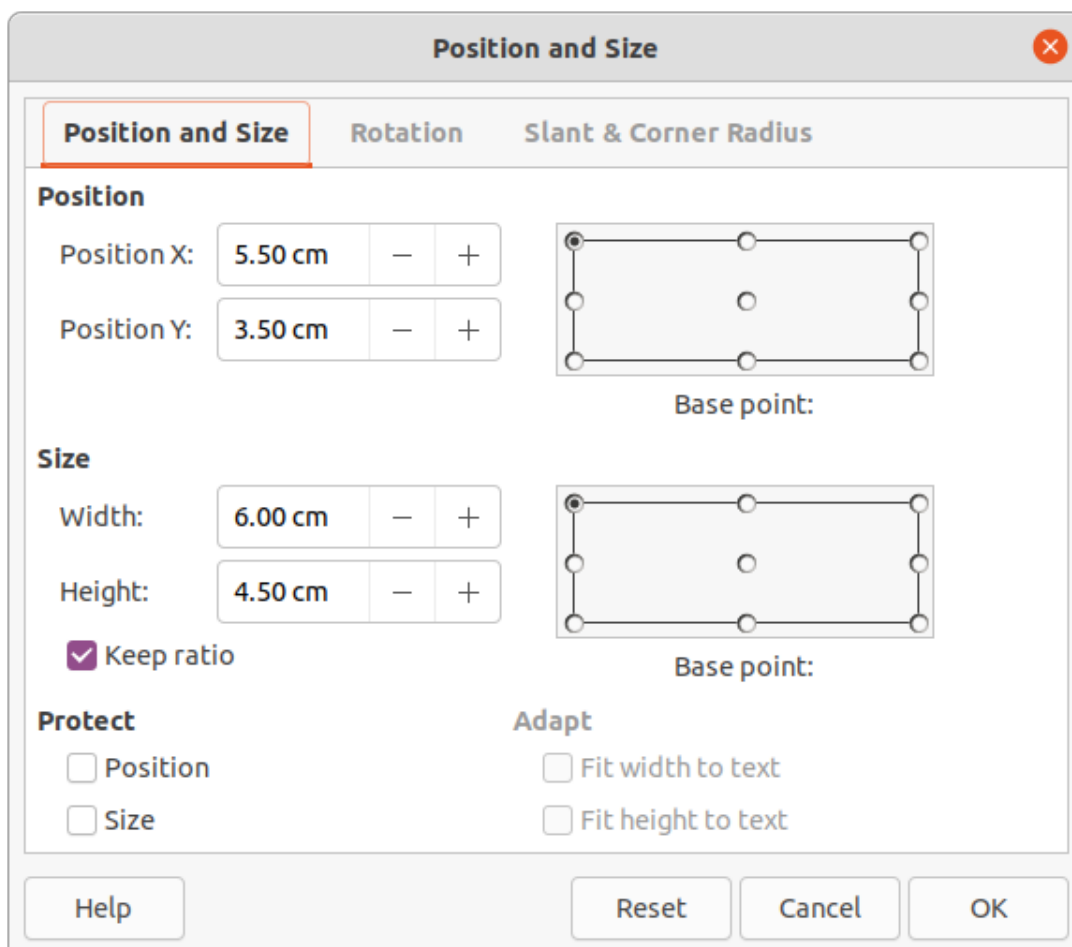


Figure 145: Position and Size dialog - Position and Size page

## Position and Size dialog

### Positioning

For a more accurate placement of a graphic object on a slide, use the Position and Size dialog (Figure 145) as follows:

- 1) Select an object to display the selection handles, then open the Position and Size dialog using one of the following methods:
  - Use the keyboard shortcut *F4*.
  - Go to **Format > Object and Shape > Position and Size** on the Menu bar.
  - Right-click on the selected object and select **Position and Size** from the context menu.
  - Click on **More Options** on the right of the title bar for the **Position and Size** panel in the Properties deck on the Sidebar.
- 2) Click on the **Position and Size** tab to open the **Position and Size** page.
- 3) In the **Position** section, specify *Position X* (horizontal) and *Position Y* (vertical) position of the object. The values represent the distance from the *Base point* selected on the right hand side of the dialog. The default selection for *Base point* is relative to the top left corner of the slide.
- 4) If necessary, in the **Protect** section of the dialog, select the *Position* option to prevent the object from being repositioned.
- 5) Click **OK** to save the changes and to close the dialog.



### Note

The units of measurement used in this dialog and other Impress dialogs are set in **Tools > Options > LibreOffice Impress > General**.

### Resizing

- 1) Select an object to display the selection handles, then open the Position and Size dialog using one of the following methods:
  - Use the keyboard shortcut *F4*.
  - Go to **Format > Object and Shape > Position and Size** on the Menu bar.
  - Right-click on the selected object and select **Position and Size** from the context menu.
  - Click on **More Options** on the right of the title bar for the **Position and Size** panel in the Properties deck on the Sidebar.
- 2) Click on the **Position and Size** tab to open the **Position and Size** page.
- 3) In **Size**, select a *Base point* that to use as an anchor when resizing the object. The default selection of top left corner means that the top left corner of the object will not change position when resizing.
- 4) To maintain the proportions between width and height, in the **Size** section select the *Keep ratio* option before changing the *Width* or *Height*. When *Keep ratio* is selected, changes to one dimension results in an automatic change to the other dimension maintaining the ratio between object width and height.
- 5) In the **Size** section, specify the *Width* and *Height* of the object.
- 6) If necessary, in the **Protect** section of the dialog, select the *Size* option to prevent the object from being resized.
- 7) Click **OK** to save the changes and to close the dialog.



## Sidebar Position and Size panel

### Positioning

Use the **Position and Size** panel in the Properties deck on the Sidebar (Figure 146) to position a graphic object as follows:

- 1) Select an object to display the selection handles.
- 2) Click on **Properties** in the Sidebar to open the Properties deck.
- 3) Click on **Position and Size** to open the panel.
- 4) Specify *Position X* (horizontal) and *Position Y* (vertical) position of the object. The values represent the distance from the *Base point* that has been selected in the Position and Size dialog.
- 5) Press the *Enter* key to make the changes.

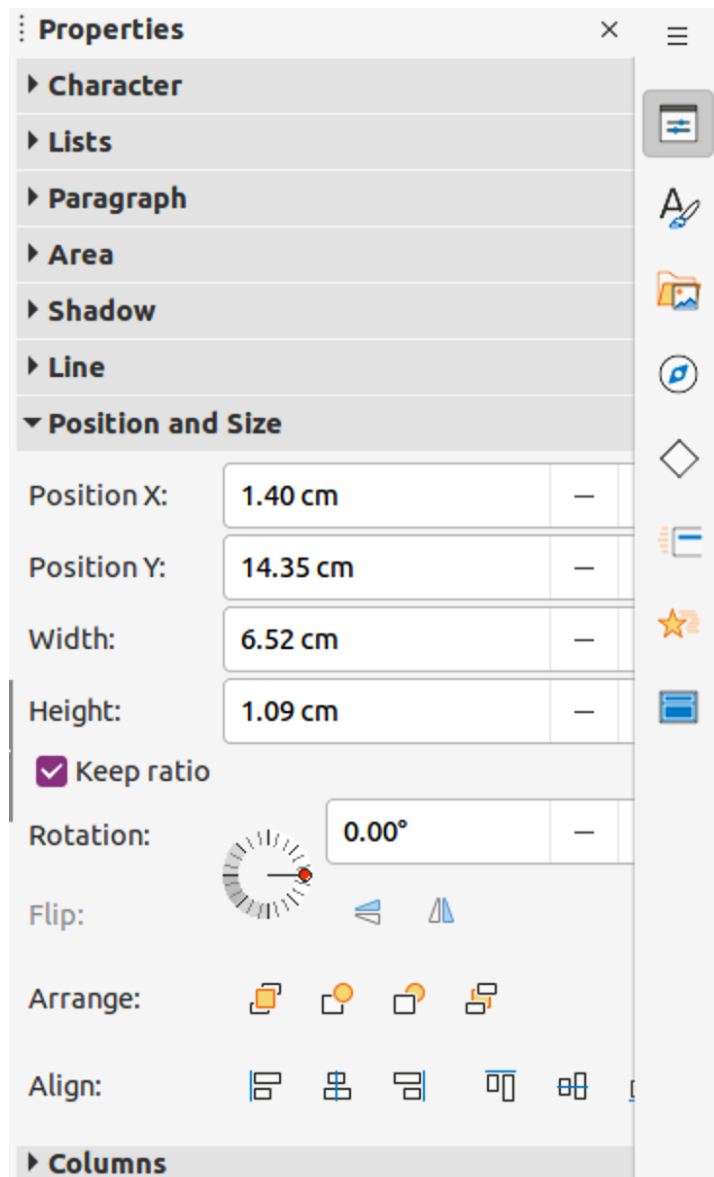


Figure 146: Position and Size panel in Properties deck on Sidebar

## Resizing

Use the **Position and Size** panel in the Properties deck on the Sidebar to resize an object as follows:

- 1) Select an object to display the selection handles.
- 2) Click on **Properties** in the Sidebar to open the Properties deck.
- 3) Click on **Position and Size** to open the panel.
- 4) To maintain the proportions between width and height, select the *Keep ratio* option before changing the *Width* or *Height*. When *Keep ratio* is selected, changes to one dimension results in an automatic change to the other maintaining the ratio between object width and height.
- 5) Press the *Enter* key to make the changes.

## Applying special effects

---

As well as the basic actions of moving and resizing an object, a number of special effects can also be applied to objects in Impress. This section describes how to rotate, flip, and distort an object.

### Rotating graphic objects

#### Mouse rotation

- 1) Select an object to display the selection handles.
- 2) On the Line and Filling toolbar, click on the triangle ▼ next to **Transformations** then click on **Rotate** on the Transformations sub-toolbar. The selection handles change shape and color as shown in Figure 147. A pivot point indicating the rotation center also appears in the center of the object.
- 3) Move the mouse over one of the corner handles and the mouse cursor changes shape indicating the movement direction.
- 4) Click on a corner selection handle and move in the direction required to rotate the object. Only the corner selection handles are active for rotation.
- 5) When satisfied with the rotation, release the mouse button.
- 6) To change the rotation center of the object, click and drag the pivot point to the desired position before rotating. The pivot point can be moved to any position on the slide, even outside of the object boundaries.
- 7) To restrict the rotation angles to multiples of 15 degrees, press and hold the *Shift* key while rotating the object. This is useful for rotating pictures through a right angle, for example from portrait to landscape. Remember to release the *Shift* key before releasing the mouse button.

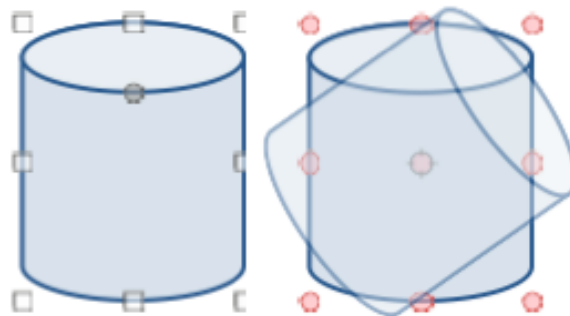


Figure 147: Example of rotating objects

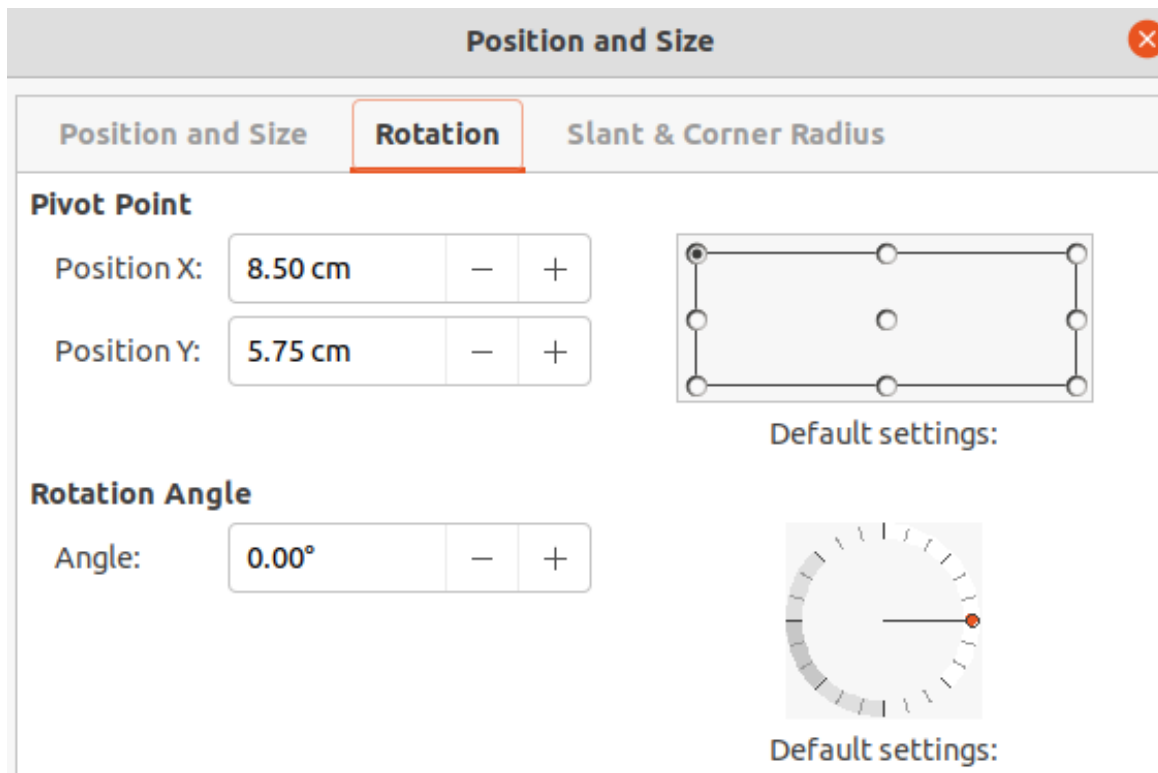


Figure 148: Position and Size dialog - Rotation page

### Position and Size dialog rotation

Instead of rotating an object manually, use the **Rotation** page of the Position and Size dialog (Figure 148) to accurately rotate an object.

- 1) Select an object to display the selection handles, then open the Position and Size dialog using one of the following methods:
  - Use the keyboard shortcut *F4*.
  - Go to **Format > Object and Shape > Position and Size** on the Menu bar.
  - Right-click on the selected object and select **Position and Size** from the context menu.
  - Click on **More Options** on the right of the title bar for the **Position and Size** panel in the Properties deck on the Sidebar.
- 2) Click on the **Rotation** tab to open the **Rotation** page.
- 3) If necessary, in **Pivot Point** enter a measurement for *Position X* and *Position Y* to move the position of the pivot point. The default position of the pivot point is the center of the object. Alternatively, select a pivot point from one of the 9 positions in *Default settings*.
- 4) In **Rotation Angle**, enter the degree amount for rotation in the *Angle* text box. Alternatively, in *Default settings*, click on the rotation angle indicator and drag it to a new angle. The angle of rotation is displayed in the *Angle* text box.
- 5) Click **OK** to save the changes and to close the dialog.

### Sidebar rotation

Use the **Position and Size** panel in the Properties deck on the Sidebar to rotate an object as follows:

- 1) Select an object to display the selection handles.
- 2) Click on **Properties** in the Sidebar to open the Properties deck.

- 3) Click on **Position and Size** to open the panel.
- 4) In *Rotation*, enter the degree amount for rotation in the text box or click on the rotation angle indicator and drag it to a new angle. The angle of rotation is displayed in the *Rotation* text box.
- 5) Press the *Enter* key to make the changes.

## Flipping objects

### Quick flipping

- 1) Click on an object to display the selection handles.
- 2) Quickly flip a selected object so it faces the other direction using one of the following methods:
  - Right-click on the selected object and select **Flip > Vertically** or **Horizontally** from the context menu.
  - Click on **Vertically** or **Horizontally** flip tool on the Standard toolbar.
  - Go to **Format > Flip > Vertically** or **Horizontally** on the Menu bar.
  - Click on *Flip Vertically* or *Flip Horizontally* in the **Position and Size** panel on the Properties deck of the Sidebar.

### Flip tool

To change the position and angle that an object flips over, the **Flip** tool on the Transformations toolbar (Figure 149) is used as shown by the example in Figure 150.

- 1) Click on an object to display the selection handles.
- 2) Go to **View > Toolbars > Transformations** to open the Transformations toolbar.
- 3) Click on **Flip** on the Transformations toolbar and a symmetry axis appears as a dashed line through the center of the object. The object is flipped about this axis of symmetry.
- 4) Click and drag the symmetry axis to a new position, or position the cursor in one of the circles at each end of the symmetry axis and drag with the cursor to change the angle.
- 5) Place the cursor over one of the selection handles for the object.

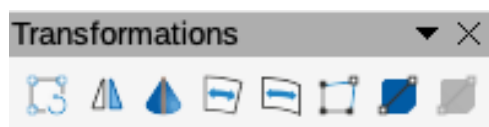


Figure 149: Transformations toolbar

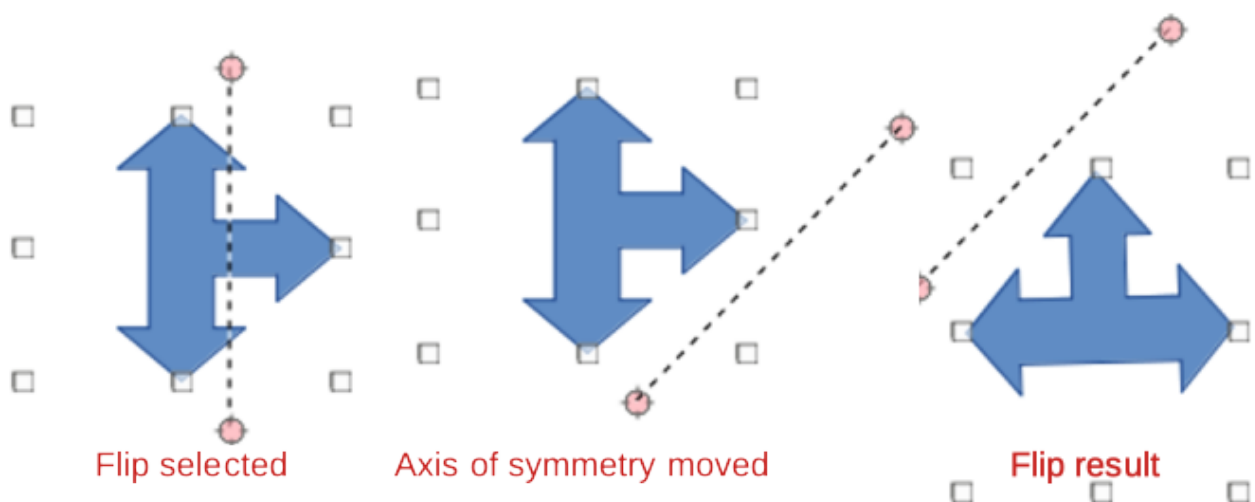


Figure 150: Example of using the Flip tool

- 6) Click and drag the cursor across the symmetry axis to flip the object. The new position of the object is shown faintly until the mouse is released.
- 7) Release the mouse button and the object appears flipped over. Angle and position of the flip depends on the angle and position of the symmetry axis.

### Note

Press and hold the *Shift* key while moving the symmetry axis to rotate it in 45-degree increments.

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## Mirror copies

Impress does not include a mirror command. However, mirroring an object can be emulated by flipping the object:

- 1) Select the object to make a mirror copy and copy the object to the clipboard.
- 2) Flip the object using one of the methods in “Quick flipping” on page 159, then move the flipped object to one side.
- 3) Click in an empty area of the slide to deselect the object.
- 4) Paste the copied object from the clipboard into the slide.
- 5) Select both objects, then right-click and select **Alignment** from the context menu.
- 6) Select the type of alignment required. **Top**, **Center**, or **Bottom** if a horizontal mirror copy is being created. **Left**, **Centered**, or **Right** if a vertical mirror copy is being created.

## Distorting images

Three tools on the Transformations toolbar allow an object to be distorted.

- **Distort** – distorts an object in perspective.
- **Set to circle (slant)** and **Set in Circle (perspective)** – both create a pseudo 3D effect.

### Note

When using these tools, an object has to be converted to a curve before distorting. Converting an object into a curve cannot be reversed and can only be undone by using the **Undo** function.

---

## Distort tool

Examples of distorting an object with the **Distort** tool are shown in Figure 151.

- 1) Select an object and click on **Distort** on the Transformations toolbar.
- 2) Click **Yes** to convert the object to a curve. If the object is already a curve, this dialog does not appear.
- 3) Click and drag a corner selection handle to distort the object using the opposite corner selection handle as an anchor point for the distortion.
- 4) Click and drag the vertical selection handles to distort the object using the opposite vertical side as an anchor point for the distortion.
- 5) Click and drag the horizontal selection handles to distort the object using the opposite horizontal side as an anchor point for the distortion.

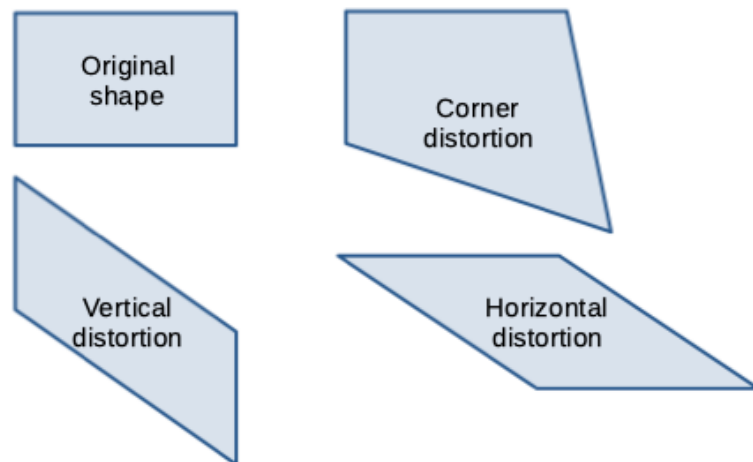


Figure 151: Examples of object distortion

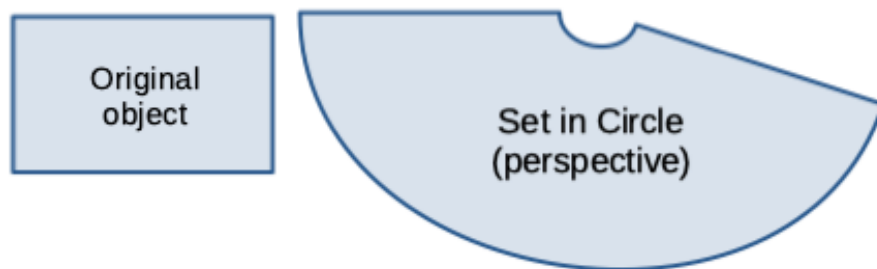


Figure 152: Example of using Set in Circle (perspective) distortion



Figure 153: Example of using Set to circle (slant) distortion

### **Set in Circle (perspective) tool**

Examples of distorting an object with the **Set in Circle (perspective)** tool are shown in Figure 152.

- 1) Select an object and click on the **Set in Circle (perspective)** in the Transformations toolbar.
- 2) Click **Yes** to convert the object to a curve. If the object is already a curve, this dialog does not appear.
- 3) Click and drag one of the selection handles to give a pseudo 3D perspective using the opposite side as an anchor point. A ghosted image appears as the object is distorted to give an indication of how the resulting object will look.

### **Set to circle (slant) tool**

Examples of distorting an object with the **Set to circle (slant)** tool are shown in Figure 153.

- 1) Select an object and click on the **Set to circle (slant)** in the Transformations toolbar.
- 2) Click **Yes** to convert the object to a curve. If the object is already a curve, this dialog does not appear.
- 3) Click and drag one of the selection handles to give a pseudo 3D perspective using the opposite side as an anchor point. A ghosted image appears as the object is distorted to give an indication of how the resulting object will look.

## Aligning objects

---

Use the alignment tools in LibreOffice to adjust the relative position of an object compared to another object. These alignment tools are only active if two or more objects are selected. The alignment options are as follows:

- **Left, Centered, Right** – determines the horizontal alignment of selected objects.
- **Top, Center, Bottom** – determines the vertical alignment of selected objects.

Select the objects for alignment and use one of the following methods to access the align options:

- Click on the triangle ▼ next to **Align Objects** on the Line and Filling toolbar. Select an alignment option from the tools available. The **Align Objects** icon shown on the Line and Filling toolbar depends on the last tool used.
- Go to **View > Toolbars > Align Objects** on the Menu bar to open the Align Objects toolbar. Select an alignment option from the tools available.
- Right-click on the group of selected objects and select **Align Objects** and then one of the alignment options from the context menu.

## Using grid or snap functions

---

In Impress, objects can be positioned accurately and consistently using grid points, snap points and lines, object frames, individual points on objects, or page edges. This function is known as Snap. It allows positioning of an object in exactly the same place on multiple slides.

It is easier to use snap functions at the highest practical zoom value for a presentation. Two different snap functions can be used at the same time. For example, snapping to a guide line and the slide edge. It is recommended to activate only those snap functions that are really required.

## Configuring grid and snap

To configure the grid and snap in a presentation, go to **Tools > Options > LibreOffice Impress > Grid** on the Menu bar to display the Grid dialog (Figure 154).

- **Grid** – specifies the settings for the grid used in Impress. This grid helps to determine the exact position of objects. Also, this grid can be set in line with the snap grid. If the snap grid is activated, to move or create individual objects without snapping to the grid, keep the *Shift* key pressed to deactivate this function for as long as necessary.
  - *Snap to grid* – specifies whether to move frames, drawing elements, and controls only between grid points. To change the status of *Snap to grid* only for the current action, drag an object while holding down the *Ctrl* key.
  - *Visible grid* – specifies whether to display the grid.
- **Resolution**
  - *Horizontal* – defines the unit of measure for the spacing between grid points on the X-axis.
  - *Vertical* – defines the grid points spacing in the desired unit of measurement on the Y-axis.
- **Subdivision**
  - *Horizontal* – specify the number of intermediate spaces between grid points on the X-axis.

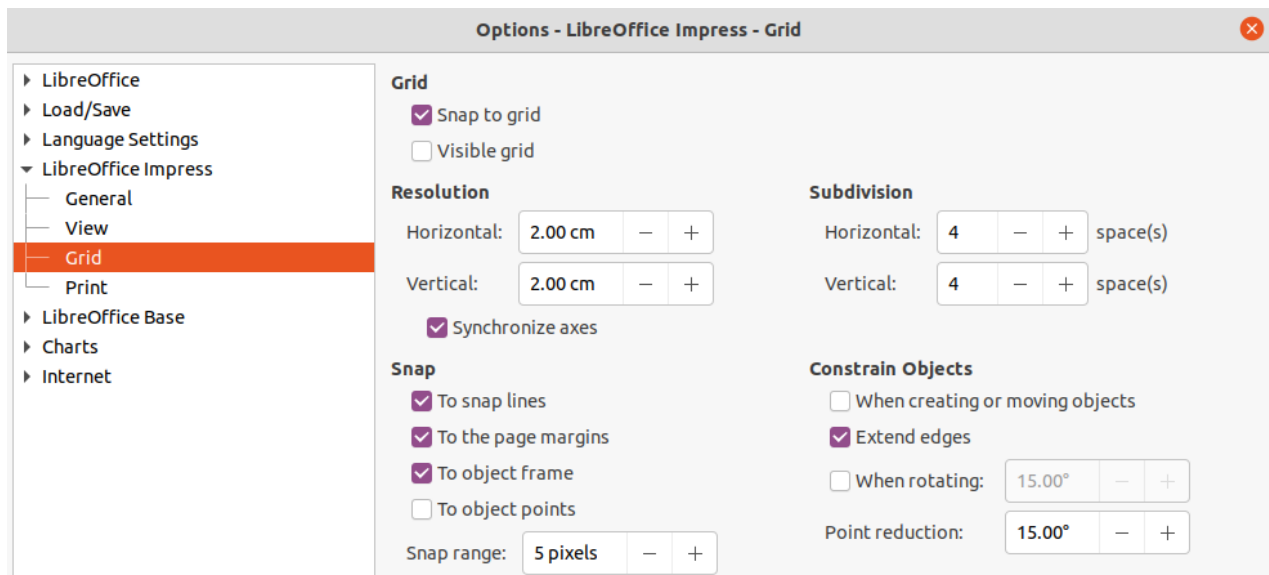


Figure 154: Options LibreOffice Impress Grid dialog



Figure 155: Options toolbar

- *Vertical* – specify the number of intermediate spaces between grid points on the Y-axis.
- *Synchronize axes* – specifies whether to change the current grid settings symmetrically. The resolution and subdivision for the X and Y axes remain the same.
- **Snap**
  - *To snap lines* – snaps the edge of a dragged object to the nearest snap line when the mouse button is released. Also, this setting can be defined by using **Snap to Snap Guides** on the Options toolbar (Figure 155).
  - *To the page margins* – specifies whether to align the contour of the graphic object to the nearest page margin. The cursor or a contour line of the object must be in the snap range. In a presentation, this function can also be accessed with **Snap to page Margins** in the Options toolbar.
  - *To object frame* – specifies whether to align the contour of the object to the border of the nearest object. The cursor or a contour line of the object must be in the snap range. In a presentation, this function can also be accessed with **Snap to Object Border** in the Options toolbar.
  - *To object points* – specifies whether to align the contour of the object to the points of the nearest object. This only applies if the cursor or a contour line of the object is in the snap range. In a presentation, this function can also be accessed with **Snap to Object Points** in the Options toolbar.
  - *Snap range* – defines the snap distance between the cursor and the object contour. Snaps to a snap point if the cursor is closer than the distance selected.
- **Constrain Objects**
  - *When creating or moving objects* – specifies that objects are restricted vertically, horizontally or diagonally (45°) when creating or moving them. This setting can be temporarily deactivated by pressing and holding the *Shift* key.



- *Extend edges* – specifies that a square is created based on the longer side of a rectangle when the *Shift* key is pressed before releasing the mouse button. This also applies to an ellipse (a circle will be created based on the longest diameter of the ellipse). When *Extend edges* is not selected, a square or a circle is created based on the shorter side or diameter.
- *When rotating* – specifies that objects can only be rotated within the rotation angle that is selected. To rotate an object outside the defined angle, press the *Shift* key when rotating. Release the *Shift* key when the desired rotation angle is reached.
- *Point reduction* – defines the angle for point reduction. When working with polygons, this is useful in reducing the editing points.

The grid and snap functions can also be displayed and switched on or off using one of the following methods:

- Go to **Tools > Options > LibreOffice Impress > Grid** on the Menu bar to display the Grid dialog.
- Right-clicking on a slide and using the options in the context menu.
- Using the tools in the Options toolbar.

## Snap to grid

### Using Snap to Grid

Use the **Snap to Grid** function to move an object exactly onto a grid point in a slide. This function can be switched on and off using one of the following methods:

- Go to **View > Snap Guides > Snap to Grid** on the Menu bar.
- Right-click on a slide and selecting **Snap Guides > Snap to Grid** from the context menu.
- Click on **Snap to Grid** on the Options toolbar.

### Displaying grid

To display or turn off the grid in a presentation using one of the following methods:

- Go to **View > Grid and Helplines > Display Grid** on the Menu bar.
- Click on **Display Grid** on the Options toolbar.
- Right-click on a slide and select **Grid and Helplines > Display Grid** from the context menu.
- Select *Visible grid* option in **Tools > Options > LibreOffice Impress > Grid**.

### Changing color of grid points

By default and depending on the display and computer setup, the grid points are gray and are not always easy to see. To change the color of the grid points, go to **Tools > Options > LibreOffice > Application Colors** to open the Options LibreOffice Application Colors dialog (Figure 156). In the *Drawing/Presentation* section, select a more suitable color for the grid from the drop-down list to make the grid points more prominent against the color scheme being used.

## Snap points and lines

Unlike the grid, snap lines and snap points are inserted when positioning an object to a specific position on a slide. Snap lines can either be horizontal or vertical and appear as dashed lines. Snap points appear as small crosses with dashed lines. Snap points and snap lines do not appear in printed output.

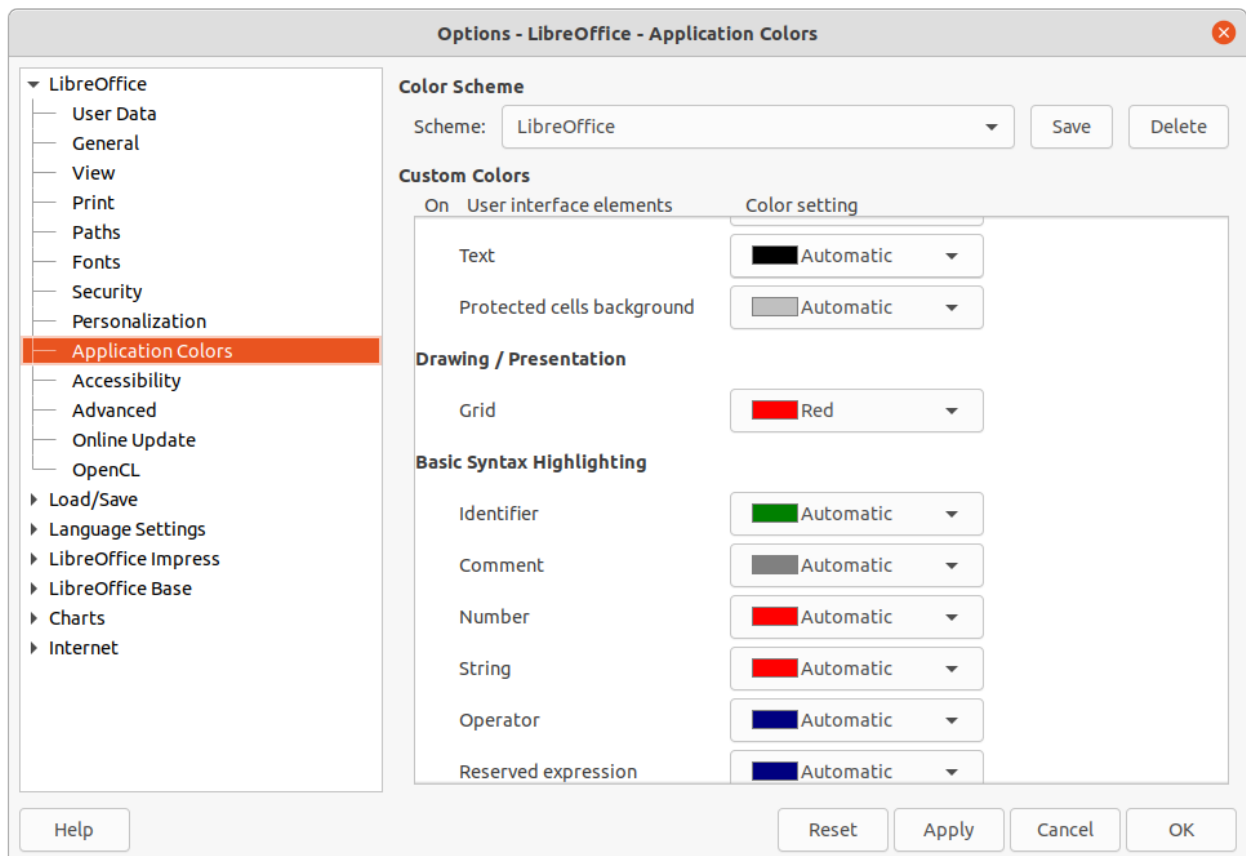


Figure 156: Options LibreOffice Application Colors dialog

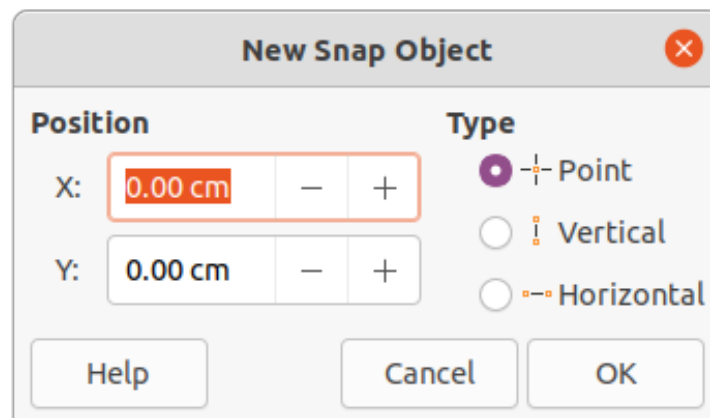


Figure 157: New Snap Object dialog

### Inserting snap points and lines

To insert a snap point or line use one of the following methods to open the New Snap Object dialog (Figure 157):

- Go to **Insert > Snap Guide** on the Menu bar.
- Right-click in an empty space on a slide and select Insert Snap Guide from the context menu.

The options available in the New Snap Object dialog are as follows:

- **Position** – sets the position of a selected snap point or line relative to the top left corner of the page.

- *X* – enter the amount of space required between the snap point or line and the left edge of the page.
- *Y* – enter the amount of space required between the snap point or line and the top edge of the page.
- **Type** – specifies the type of snap object required.
  - *Point* – inserts a snap point. Both *X* and *Y* text boxes are active.
  - *Vertical* – inserts a vertical snap line. Only *X* text box is active.
  - *Horizontal* – inserts a horizontal snap line. Only *Y* text box is active.

### **Tip**

When positioning snap lines, it is useful to display the rulers by selecting **View > Rulers** on the Menu bar. Click on the horizontal or vertical ruler and drag a snap line onto the slide.

### Displaying snap points and lines

Display or turn off snap points and lines in a presentation using one of the following methods:

- Go to **View > Snap Guides > Display Snap Guides** on the Menu bar.
- Click on **Display Snap Guides** on the Options toolbar.
- Right-click on a slide and select **Snap Guides > Display Snap Guides** from the context menu.

### Editing snap points

- 1) Right-click on a snap point and select **Edit Snap Point** from the context menu to open the Edit Snap Point dialog (Figure 158).
- 2) Enter new *X* and *Y* coordinate settings for the snap point and click **OK**. Alternatively, drag the snap point to a new position on the slide.

### Editing snap lines

- 1) Right-click on a snap line and select **Edit Snap Line** from the context menu to open the Edit Snap Line dialog (Figure 159).
- 2) Enter a new *X* coordinate setting for vertical snap lines or a new *Y* coordinate setting for horizontal snap lines and click **OK**. Alternatively, drag a snap line to a new position on the slide.

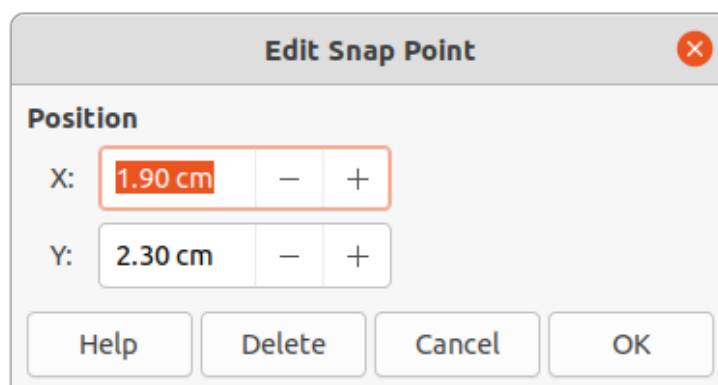


Figure 158: Edit Snap Point dialog

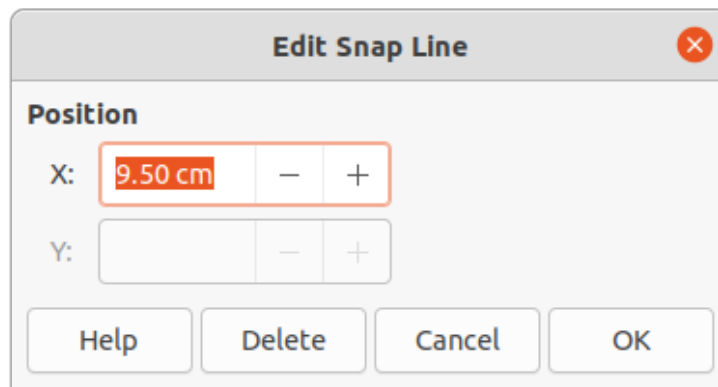


Figure 159: Edit Snap Line dialog

### Deleting snap points and lines

- 1) Right-click on a snap point or line.
- 2) Select **Delete Snap Point** or **Delete Snap Line** from the context menu.

### ✓ Note

Clicking on **Delete** in the Edit Snap Point or Edit Snap Line dialog also deletes a snap point or snap line.

### Configuring snap range

To configure the snap range of when an object snaps to a position.

- 1) Go to **Tools > Options > LibreOffice Impress > Grid** on the Menu bar to open the Options LibreOffice Impress Grid dialog.
- 2) Enter the number of pixels to set the proximity of when the object snaps into position in the *Snap range* text box. The default setting is 5 pixels.
- 3) Click **OK** to set the new snap range and close the dialog.

## Using Helplines

Helplines are a function in Impress to help position objects and can be displayed while an object is being moved. They extend from the edges of the object to the rulers at the top and left side of a workspace and do not have a snap function (Figure 160).

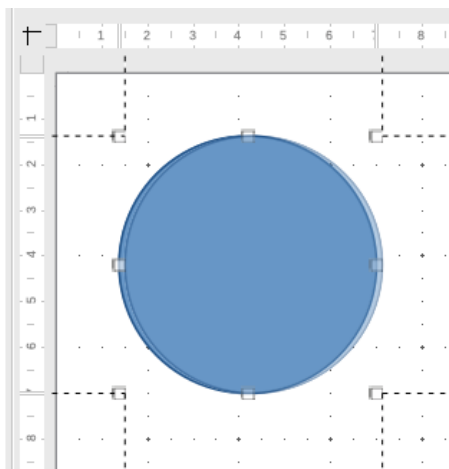


Figure 160: Example of using helplines

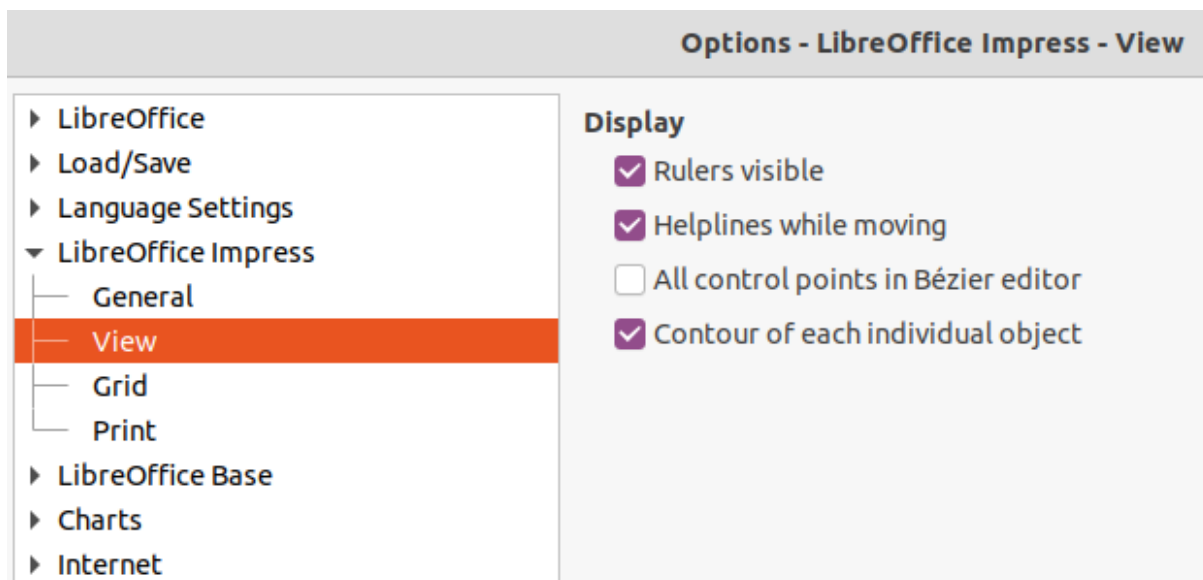


Figure 161: Options LibreOffice Impress View dialog

Use one of the following methods to display helplines while moving an object:

- Go to **Tools > Options > LibreOffice Impress > View** to open the Options LibreOffice Impress View dialog (Figure 161) on the Menu bar and select *Helplines while moving*.
- Click on **Helplines While Moving** on the Options toolbar.
- Right-click in an empty area on a slide and select **Grid and Helplines > Helplines While Moving** from the context menu.

## Arranging objects

Impress organizes objects in a stack so that the objects on the top level of the stack cover the objects on lower levels, if any overlapping occurs. The stack level of each object can be changed by arranging shapes on a slide. Select an object or objects and use one of the following methods to change the stack level:

- Click on the required arrange tool on the Line and Filling toolbar.
- Right-click on selected objects and select **Arrange**, then select the required arrange option from the context menu.
- Go to **Format > Arrange** on the Menu bar and select an option from the submenu.

The options available for arranging the object stack level on a slide are as follow:

- **Bring to Front** (*Ctrl+Shift++*) – the selected object is moved in front of all other objects.
- **Bring Forward** (*Ctrl++*) – the selected object is moved one level up in the stack.
- **Send Backward** (*Ctrl+-*) – the selected object is moved one level down in the stack.
- **Send to Back** (*Ctrl+Shift+-*) – the selected object is moved behind all other objects.
- **In Front of Object** – moves the first selected object in front of the second selected object. Select the first object, then click on the second object and the objects swap position.
- **Behind Object** – moves the first selected object behind the second selected object. Select the first object, then click on the second object and the objects swap position.
- **Reverse** – swaps the stacking order of two selected objects.

## Connectors and glue points

Connectors are lines that can be anchored to glue points and by default are positioned on the border of an object. When an object with a connector attached is moved or resized, the connector automatically adjusts to the change. When creating a flowchart, organization chart, schematics, or diagrams, it is highly recommended to use connectors instead of simple lines.

### Connectors

When a connector is drawn or selected, Impress displays selection handles that are different to the selection handles for normal lines. The termination points of a connector are round at each end of a connector. The square selection handles on a connector line are used to change the routing of a connector where applicable.

Impress offers a wide variety of predefined connectors, which differ in the termination shape (none, arrow, circle) and in the way the connector is drawn (straight, line, curved). A full list of available connector types is shown below. The connector types that are installed on the Connectors sub-toolbar (Figure 162) are normally indicated by a check mark or highlighting, depending on the computer operating system and setup.

#### Available connector types

- |  |   |
|--|---|
| 1) Connector Ends with Arrow             | 15) Curved Connector Starts with Arrow    |
| 2) Straight Connector Ends with Arrow    | 16) Line Connector Starts with Arrow      |
| 3) Curved Connector Ends with Arrow      | 17) Connector Ends with Circle            |
| 4) Line Connector Ends with Arrow        | 18) Straight Connector Ends with Circle   |
| 5) Connector                             | 19) Line Connector Ends with Circle       |
| 6) Straight Connector                    | 20) Curved Connector Ends with Circle     |
| 7) Curved Connector                      | 21) Connector Starts with Circle          |
| 8) Line Connector                        | 22) Straight Connector Starts with Circle |
| 9) Connector with Arrows                 | 23) Line Connector Starts with Circle     |
| 10) Straight Connector with Arrows       | 24) Curved Connector Starts with Circle   |
| 11) Curved Connector with Arrows         | 25) Connector with Circles                |
| 12) Line Connector with Arrows           | 26) Straight Connector with Circles       |
| 13) Connector Starts with Arrow          | 27) Line Connector with Circles           |
| 14) Straight Connector Starts with Arrow | 28) Curved Connector with Circles         |



Figure 162: Connectors sub-toolbar

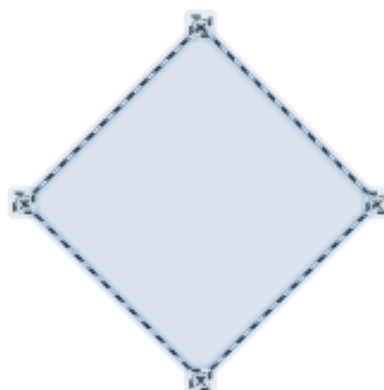


Figure 163: Example of connector glue points

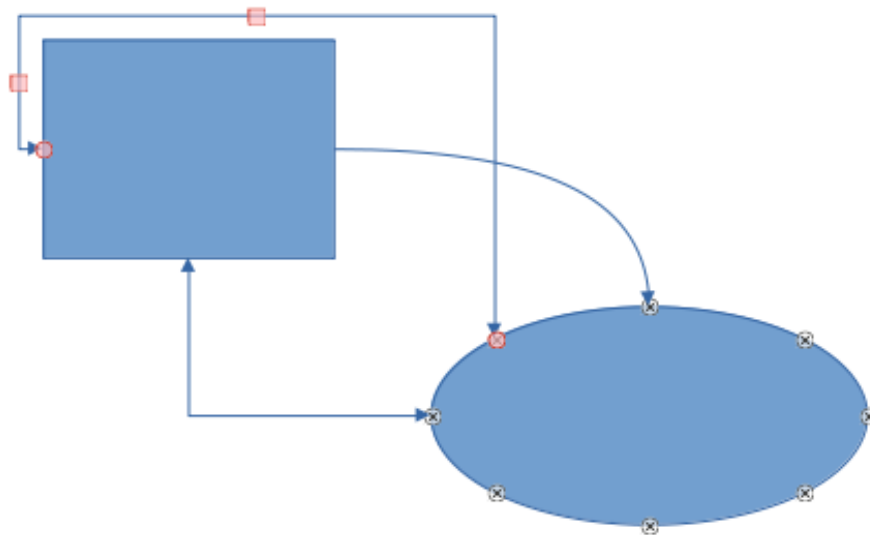


Figure 164: Example of connectors between objects

### Drawing connectors

- 1) Click on the triangle ▼ next to **Connectors** on the Drawing toolbar to open the Connectors sub-toolbar (Figure 162). The **Connectors** icon shown on the Drawing toolbar depends on the last connector that had been previously used.
- 2) Select the type of connector required from the Connectors sub-toolbar.
- 3) Move the mouse cursor over one of the objects to be connected and small crosses appear around the object edges, normally in the same position as selection handles. These crosses are the glue points to which a connector can be attached, as shown by the example in Figure 163.
- 4) Click on the required glue point to attach one end of the connector, then hold the mouse button down and drag the connector to another object.
- 5) When the cursor is over the glue point of the target object release the mouse button and the connector is drawn.
- 6) The selection handles that appear on the connector are used to adjust the path of the connector so that the connector can be adjusted not to cover another object in its path, as shown by the example in Figure 164.

### Connector types

The full range of predefined connectors can be accessed by clicking on the triangle ▼ on the title bar of the Connectors sub-toolbar and selecting **Visible Buttons**. Connectors fall into four type groups as follows:

- **Standard** – connector name starts with *Connector*. Line segments run vertically and horizontally creating a connector with one or more 90-degree angle bends.
- **Line** – connector name starts with *Line*. Consists of a line segment with two smaller segments at the ends and creates a connector that bends near a glue point. To adjust the length of the line segment between a bend point and a glue point, click the connector and drag the bend point.
- **Straight** – connector name starts with *Straight*. Consists of a single line and draws a straight line connector.
- **Curved** – connector name starts with *Curved*. Based on Bézier curves and curves around objects, creating a curved line connector.

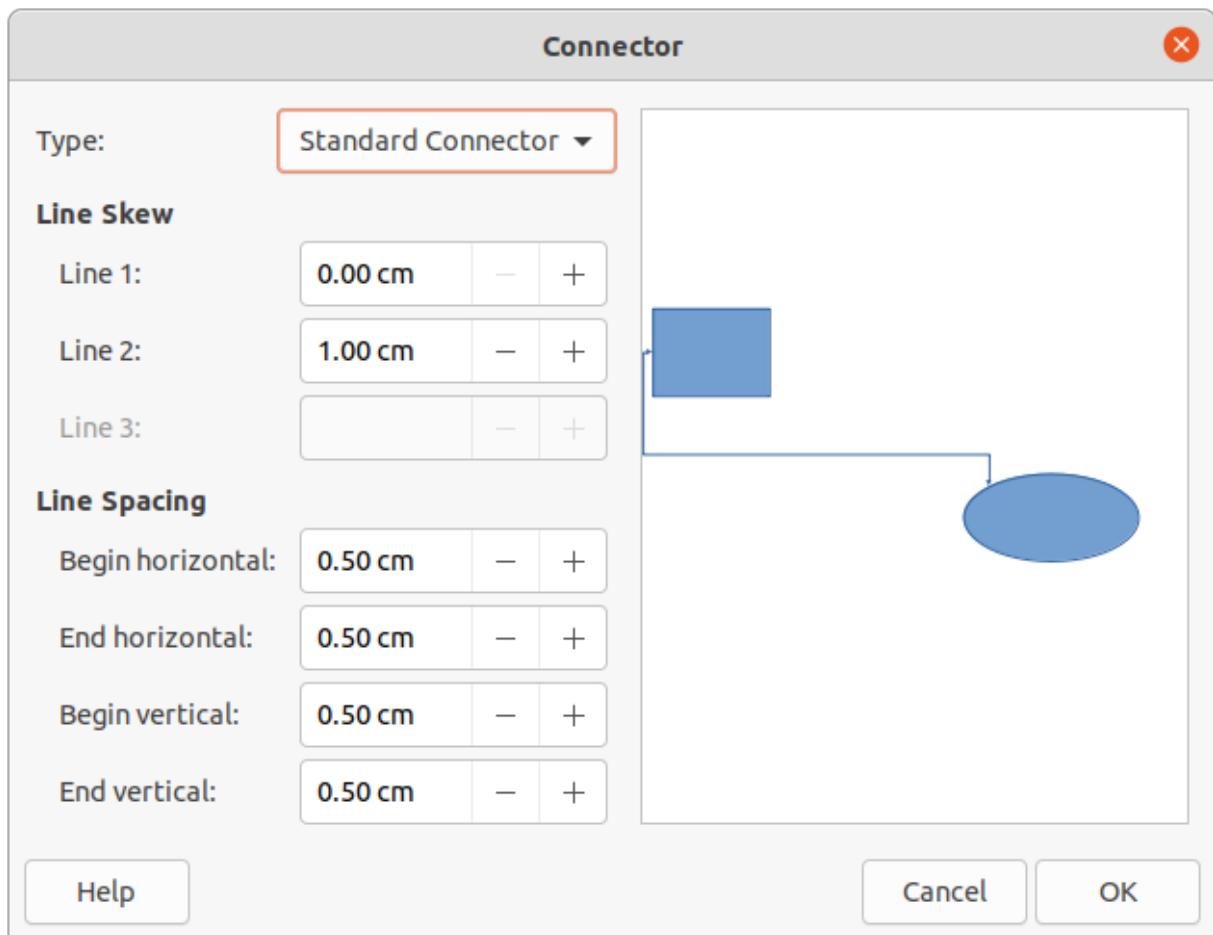


Figure 165: Connector dialog

### Formatting connectors

To detach or reposition a connector, click on a round selection handle at either end of the connector and drag to a different location, as shown in Figure 164.

To change the connector route between objects avoiding any objects on the route, click on a square control handle on the connector line and drag it to a new position, as shown in Figure 164,

To change a connector type, right-click on the connector and select **Connector** from the context menu to open the Connector dialog (Figure 165). Use this dialog to select a connector type and change the connector properties.

- **Line skew** – defines the skew of the line and the dialog preview displays the result.
- **Line spacing** – sets the spacing for the connectors.
  - *Begin horizontal* – amount of horizontal space required at the beginning of the connector.
  - *Begin vertical* – amount of vertical space required at the beginning of the connector.
  - *End horizontal* – amount of horizontal space required at the end of the connector.
  - *End vertical* – amount of vertical space required at the end of the connector.
- **Preview window** – a left click zooms in on the preview and a right-click zooms out.



### Note



The ends of the connector cannot be swapped, that is start point cannot become the end point and the end point cannot become the start point. To swap the ends of a connector, a new connector has to be created in the opposite direction.

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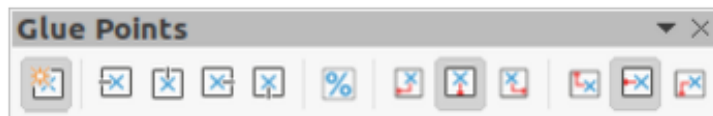


Figure 166: Glue Points toolbar

## Glue points

Glue points are not the same as the selection handles of an object. The selection handles are for moving or changing the shape of an object. Glue points are used to fix or glue a connector to an object so that when the object moves, the connector stays fixed to that object.

All objects have glue points, which are not normally displayed and only become visible when **Connectors** on the Drawing toolbar is selected. Note that the **Connectors** icon changes shape depending on the last connector tool used.

To insert, customize or delete glue points on an object, open the Glue Points toolbar (Figure 166) using one of the following methods:

- Go to **View > Toolbars > Gluepoints** on the Menu bar.
- Go to **Edit > Glue Points** on the Menu bar.
- Click on **Show Glue Point Functions** on the Drawing toolbar.

### Glue point types

When the Glue Points toolbar opens, only the six tools on the left of the toolbar are active. The remaining six tools on the right of the toolbar only become active when **Glue Point Relative** is deselected.

The six tools on the left of the Glue Points toolbar are as follows:

- **Insert Glue Point** – inserts a glue point when clicking twice on an object. See “Inserting glue points” on page 173 for more information.
- **Exit Direction Left** – connector attaches to the left edge of the selected glue point.
- **Exit Direction Top** – connector attaches to the top edge of the selected glue point.
- **Exit Direction Right** – connector attaches to the right edge of the selected glue point.
- **Exit Direction Bottom** – connector attaches to the bottom edge of the selected glue point.
- **Glue Point Relative** – maintains the relative position of a selected glue point to an object when that object is resized. This tool is selected by default when the Glue Point toolbar opens.

The six tools on the right of the Glue Points toolbar only become active when **Glue Point Relative** is deselected.

- **Glue Point Horizontal Left** – when applied to a glue point in an object and the object is resized, the horizontal position of the glue point remains fixed at the same distance from the left edge of the object. The vertical position of the glue point changes with the resizing of the object.
- **Glue Point Horizontal Center** – when applied to a glue point in an object and the object is resized, the horizontal position of the glue point remains fixed at the same distance from the horizontal center of the object. The vertical position of the glue point changes with the resizing of the object.

- **Glue Point Horizontal Right** – when applied to a glue point in an object and the object is resized, the horizontal position of the glue point remains fixed at the same distance from the right edge of the object. The vertical position of the glue point changes with the resizing of the object.
- **Glue Point Vertical Top** – when applied to a glue point in an object and the object is resized, the vertical position of the glue point remains fixed at the same distance from the top edge of the object. The horizontal position of the glue point changes with the resizing of the object.
- **Glue Point Vertical Center** – when applied to a glue point in an object and the object is resized, the vertical position of the glue point remains fixed at the same distance from the vertical center of the object. The horizontal position of the glue point changes with the resizing of the object.
- **Glue Point Vertical Bottom** – when applied to a glue point in an object and the object is resized, the vertical position of the glue point remains fixed at the same distance from the bottom edge of the object. The horizontal position of the glue point changes with the resizing of the object.

### Note

Glue points inserted into an object can only have one horizontal position and one vertical position. Only one horizontal position and/or one vertical position can be selected on the Glue Points toolbar and used to customize a glue point.

### Inserting glue points

By default, most objects normally have four glue points. Insert additional glue points into an object as follows:

- 1) Make sure no objects are selected and use one of the following methods to open the Glue Points toolbar:
  - Go to **View > Toolbars > Gluepoints** on the Menu bar.
  - Go to **Edit > Glue Points** on the Menu bar.
  - Click on **Show Glue Point Functions** on the Drawing toolbar.
- 2) Select the object, then click on **Insert Glue Point** on the Glue Points toolbar. Alternatively, right-click on a glue point previously inserted and select **Insert Glue Point** from the context menu.
- 3) Move the cursor to a position where the glue point is to be inserted into an object and click to insert the glue point.
- 4) To insert more glue points, move the cursor to a new position and click to insert another glue point.
- 5) With the glue point selected, select the type of glue point required from the options on the Glue Points toolbar.
- 6) To move a glue point to another position, click on the glue point and drag it to its new position.
- 7) When inserting glue points is complete, make sure **Insert Glue Point** on the Glue Points toolbar is deselected.

### Tip

When inserting, moving or customizing glue points, it is recommended to use the zoom function to make it easier to work with glue points. Also, glue points snap to the grid making it easier to position a glue point.

## Note

Only glue points that have been inserted to an object can be customized or deleted.  
The default glue points included with an object cannot be customized or deleted.

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### Customizing glue point exit direction

- 1) Make sure no objects are selected and use one of the following methods to open the Glue Points toolbar:
  - Go to **View > Toolbars > Gluepoints** on the Menu bar.
  - Go to **Edit > Glue Points** on the Menu bar.
  - Click on **Show Glue Point Functions** on the Drawing toolbar.
- 2) Double-click on a glue point that has been inserted to select the glue point for customization.
- 3) Select an exit direction for the connector from the options available on the Glue Points toolbar, or right-click on the glue point and select the exit direction from the context menu.
- 4) When customizing exit direction is complete, make sure **Insert Glue Point** on the Glue Points toolbar is deselected.

### Customizing glue point position

- 1) Make sure no objects are selected and use one of the following methods to open the Glue Points toolbar:
  - Go to **View > Toolbars > Gluepoints** on the Menu bar.
  - Go to **Edit > Glue Points** on the Menu bar.
  - Click on **Show Glue Point Functions** on the Drawing toolbar.
- 2) Double-click on a glue point that has been inserted to select the glue point for customization.
- 3) Click on **Glue Point Relative** on the Glue Points toolbar to deselect this tool, or right-click on the glue point and deselect **Glue Point Relative** from the context menu.
- 4) Select the horizontal and vertical positioning tools required for the glue point. Only one horizontal positioning tool and one vertical positioning tool can be used on a glue point at any one time.
- 5) When customizing glue point position is complete, make sure **Insert Glue Point** on the Glue Points toolbar is deselected.

### Deleting glue points

- 1) Make sure no objects are selected and use one of the following methods to open the Glue Points toolbar:
  - Go to **View > Toolbars > Gluepoints** on the Menu bar.
  - Go to **Edit > Glue Points** on the Menu bar.
  - Click on **Show Glue Point Functions** on the Drawing toolbar.
- 2) Select the glue point that has been previously inserted.
- 3) Press the *Delete* key, or *Backspace* key, or go to **Edit > Cut** on the Menu bar.

## Working with 3D objects

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Although Impress offers advanced functions to manipulate 3D objects, this guide describes only the 3D settings applicable to an object. For additional information on how to use advanced 3D effects such as geometry and shading, refer to the *Draw Guide*.

3D objects can be created in Impress in any of the following ways:

- Click on the triangle ▼ next to **3D Objects** on the Drawing toolbar and select a 3D object from the drop-down list. After selection, draw a 3D object in exactly the same way as any other object. The icon shown on the Drawing toolbar depends on the 3D object that had been previously selected and used.
- Go to **View > Toolbars > 3D-Objects** on the Menu bar to open the 3D-Objects toolbar (Figure 167). This toolbar is the same as the 3D-Objects sub-toolbar that is available on the Drawing toolbar.

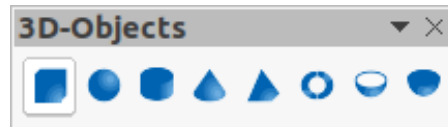


Figure 167: 3D Objects toolbar

- Right-click on an object already drawn on a slide and select **Convert > To 3D** or **To 3D Rotation Object** from the context menu. **To 3D** adds thickness to the object to create a 3D object. **To 3D Rotation Object** creates a 3D object by rotating the object around an axis.
- Select an object and click on **Toggle Extrusion** on the Drawing toolbar to apply a basic 3D effect and open the 3D-Settings toolbar (Figure 168). Select one of the options on the 3D-Settings toolbar to apply a different 3D effect. The options available on the 3D-Settings toolbar are as follows:
  - **Toggle Extrusion** – adds thickness to an object and activates the 3D properties.
  - **Tilt Down** – tilts the object downwards around a horizontal axis.
  - **Tilt Up** – tilts the object up around a horizontal axis.
  - **Tilt Left** – tilts the object left around a vertical axis.
  - **Tilt Right** – tilts the object right around a vertical axis.
  - **Depth** – determines the thickness of the shape. An extended toolbar opens where some default values are given. If none of the values are satisfactory, select *Custom* and then enter the desired thickness.
  - **Direction** – clicking on the triangle ▼ next to **Direction** opens a sub-toolbar to select the direction of the perspective as well as the type (parallel or perspective).
  - **Lighting** – clicking on the triangle ▼ next to **Lighting** opens a sub-toolbar to specify the direction and intensity of light.
  - **Surface** – clicking on the triangle ▼ next to **Surface** opens a sub-toolbar to specify the type of surface from *Wire Frame* (useful when manipulating the object), *Matt*, *Plastic*, or *Metal*.
  - **3D Color** – clicking on the triangle ▼ next to the icon opens a color palette letting you select a color for the object thickness.
  - **3D Color** – clicking on the triangle ▼ next to **3D Color** opens a color palette to select a color for object thickness when an object is extruded to 3D.



Figure 168: 3D-Settings toolbar

### ✓ Note

Most of the Fontwork shapes (see “Fontwork” on page 179) have 3D properties and can be manipulated with the 3D-Settings toolbar.

## Converting objects

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Objects are converted into different types using one of the following methods:

- Right-click on the object and select **Convert** from the context menu, then select a conversion option from the context menu.
- Select an object and go to **Format > Convert** on the Menu bar and select a conversion option from the context menu.

The conversion options are as follows:

- **To Curve** – converts the selected object to a Bézier curve. Click on **Points** on the Drawing toolbar to edit the points after conversion to a Bézier curve.
- **To Polygon** – converts the selected object to a polygon. Click on **Points** on the Drawing toolbar to edit the object after conversion to a polygon. A polygon always consists of straight segments.
- **To Contour** – for basic shapes and is equivalent to converting to polygon. For more complex shapes (or for text objects) this conversion creates a group of polygons that can be manipulated by entering the group.
- **To 3D** – converts the selected object to a 3D object.
- **To 3D Rotation Object** – creates a three-dimensional shape by rotating the selected object around its vertical axis.
- **To Bitmap** – converts the selected object to a bitmap.
- **To Metafile** – converts the selected object to Windows Metafile Format (WMF), containing both bitmap and vector graphic data.



### Note

In most cases the conversion to a different type does not immediately produce visible results.

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### Tip

**To Curve**, **To Polygon**, **To 3D**, and **To 3D Rotation Object** can be added to the Drawing toolbar as additional tools by right-clicking in an empty area on the toolbar and selecting **Visible Buttons**. See Appendix B, Toolbars for more information.

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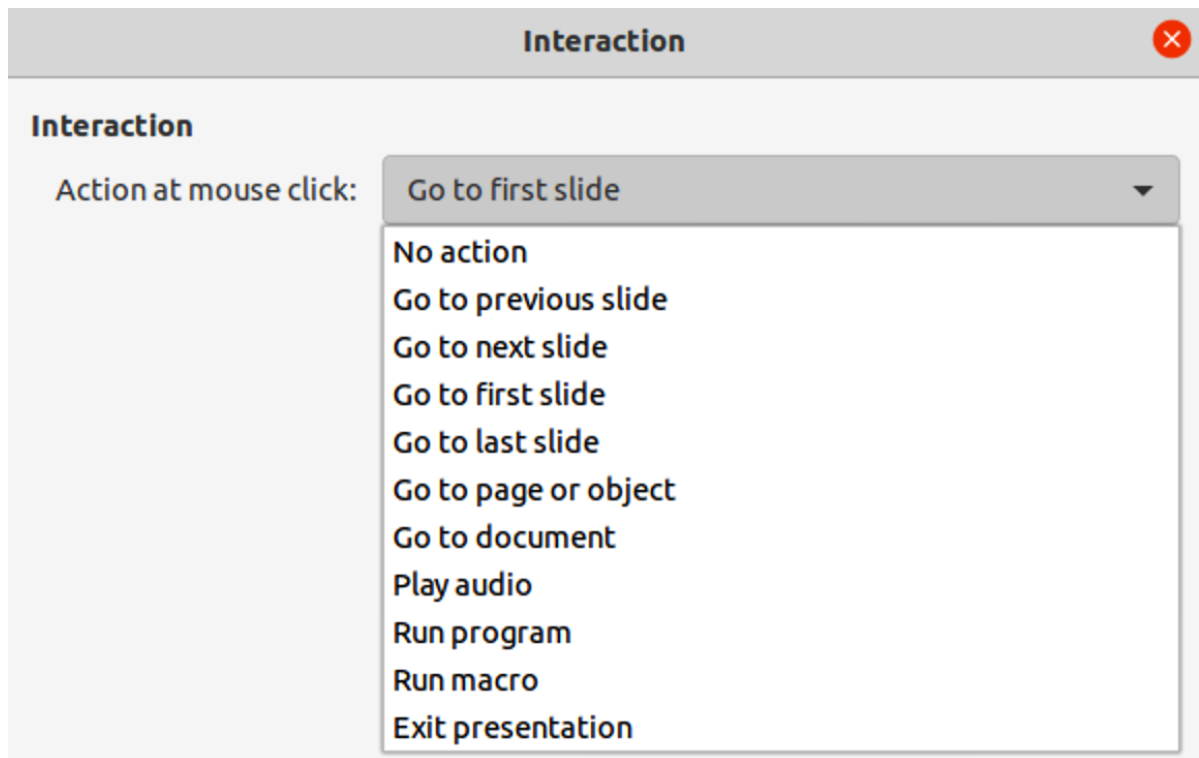


Figure 169: Interaction dialog

## Interaction with objects

Associating an object to an action that is performed when the object is clicked is called an interaction.

- 1) Select an object for interaction and open the Interaction dialog (Figure 169) using one of the following methods:
  - Click on **Interaction** on the Line and Filling toolbar.
  - Right-click on the object and select **Interaction** from the context menu.
  - Go to **Format > Interaction** on the Menu bar.
- 2) Select the interaction from the available options in *Action at mouse click* and any parameters (if applicable) that maybe available. The Interaction dialog changes depending on the type of interaction selected. The interactions and parameters are explained in Table 4.
- 3) Click **OK** to save the changes and close the dialog.
- 4) To remove an interaction from an object follow Steps 1 and 2 and then select **No action** as the interaction type at Step 3.

Table 4: Interaction types and parameters

Interaction	Parameters
No action	No parameters.
Go to previous slide	No parameters.
Go to next slide	No parameters.
Go to first slide	No parameters.
Go to last slide	No parameters.

<b>Interaction</b>	<b>Parameters</b>
Go to page or object	Specify the target from the list in the <i>Target</i> box. Search for a specific target in the <i>Slide/Object</i> box at the bottom of the screen.
Go to document	Select the document in the <b>Document</b> box. Use <b>Browse</b> to open a file browser. If the document to be opened is in ODP format, the target list is populated allowing selection of the specific target.
Play sound	Select the file containing the sound to be played. Use <b>Browse</b> to open a file browser.
Run program	Select the program to execute. Use <b>Browse</b> to open a file browser.
Run macro	Select a macro that runs during the presentation. Use <b>Browse</b> to open the Macro Selector dialog.
Exit presentation	When the mouse is clicked over the object, the presentation terminates.



Figure 170: Fontwork Gallery dialog





Figure 171: Example of creating Fontwork

## Fontwork

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With Fontwork, graphical text art objects can be created to make a presentation more attractive. There are many different settings for text art objects (line, area, position, size, and more) giving a large selection of effects. For more information about Fontwork, see the *Getting Started Guide*.

Fontwork is also available with the Writer, Calc, and Draw modules of LibreOffice, but there are small differences in the way that each module displays it.

### Creating Fontwork

- 1) Click on **Fontwork** on the Standard toolbar or go to **Insert > Fontwork** on the Menu bar to open the Fontwork Gallery dialog (Figure 170).
- 2) Select a Fontwork style from the dialog and click **OK**. The selected Fontwork appears centrally on the slide and the dialog closes.
- 3) Double-click on the Fontwork text graphic to switch on editing mode.
- 4) Type in the required text to replace the default text in the Fontwork graphic and the text appears over the default text as shown by the example in Figure 171.
- 5) Press the *Esc* key or click outside the Fontwork graphic and the text replaces default text.

### Fontwork toolbar

The Fontwork toolbar (Figure 172) becomes visible and active when a Fontwork object is selected. If the toolbar is not visible, go to **View > Toolbars > Fontwork** on the Menu bar. The Fontwork toolbar contains the following tools:

- **Insert Fontwork Text** – opens the Fontwork Gallery dialog.
- **Fontwork Shape** – changes the shape of the selected object. Clicking on the triangle ▼ next to **Fontwork Shape** opens the Fontwork Shape sub-toolbar (Figure 173) allowing selection of different Fontwork shapes.



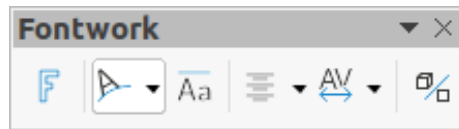


Figure 172: Fontwork toolbar



Figure 173: Fontwork Shape sub-toolbar

- **Fontwork Same Letter Heights** – changes the height of characters in the selected Fontwork object. Toggles between normal height where the characters have different heights to where all characters have the same height.
- **Fontwork Alignment** – specifies the text alignment within the frame. Options available are *Left Align*, *Center*, *Right Align*, *Word Justify*, and *Stretch Justify*. The effects of the text alignment can only be seen if the text spans over two or more lines. In the *Stretch Justify* mode, all lines are filled completely.
- **Fontwork Character Spacing** – selects the spacing between characters and whether kerning pairs are used. Options available are *Very Tight*, *Tight*, *Normal*, *Loose*, *Very Loose* and *Custom Spacing*. For *Custom Spacing*, input a percentage value: 100% is normal character spacing, less than 100% character spacing is tighter, and more than 100% character spacing is looser.
- **Toggle Extrusion** – converts the Fontwork object into a 3D shape using extrusion. See the *Draw Guide* for more information.

## Modifying Fontwork

It is possible to treat Fontwork text as an object and apply all the formatting that has been described in this chapter. Assign line properties only to Fontwork which does not have a 3D effect, otherwise the changes will not be visible. Also, modify some of the Fontwork shapes just as the angles of trapezoid and parallelogram basic shapes are modified by moving the dot that is displayed along with the selection handles.

## Animations

Animated slide transitions can be added between slides to give presentations a more professional look when changing to the next slide (see Chapter 9, Slide Shows for more information on transitions). However, Impress also allows animations to be added onto the slides to create more interest in a presentation.

An animation consists of a sequence of images or objects called frames that are displayed in succession when the animation runs. Each frame may contain one or more objects. For example, make bullet points appear one by one; make pictures, shapes or other objects appear singly or as a group onto a slide. Animations can be controlled using the keyboard, mouse click, or automatically in a timed sequence.

### Note

Anything that can be placed onto a slide is an object. For example, an object can be an image, clip art drawing, text, and so on.

## Tip

Animations can look great in a presentation, but overuse of animations can make a good presentation into a poor presentation. Always use discretion when adding animations to a presentation.

## Creating an animation

- 1) Select an object on a slide and open the Animation deck on the Sidebar (Figure 174) using one of the following methods:
  - Click on **Animation** on the Sidebar.
  - Right-click on a selected object and select **Animation** from the context menu.
  - Go to **View > Animation** on the Menu bar.
- 2) Click on **Add Effect** tool to add the selected object into the *Animation* preview box.
- 3) Select a category type from the options available in the **Category** drop-down list.

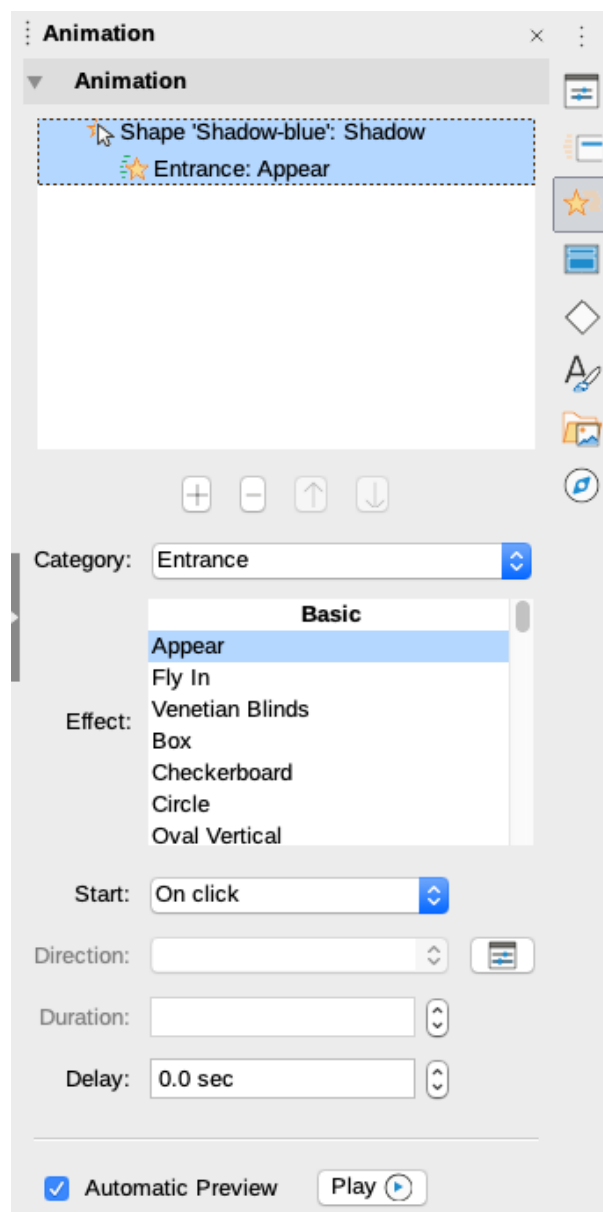


Figure 174: Animation deck on Sidebar

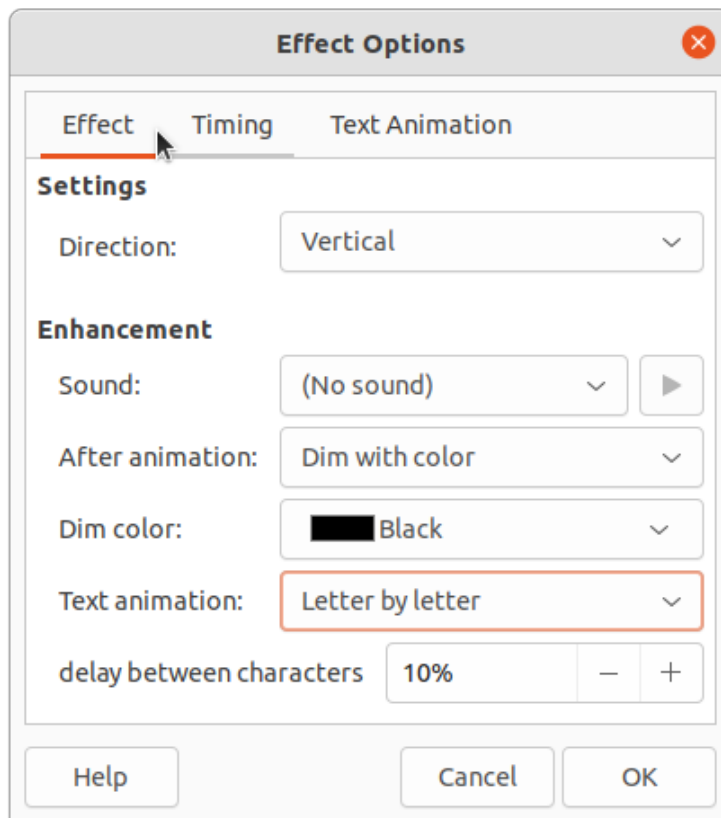


Figure 175: Effect Options dialog - Effect page

- 4) Select an animation effect from the options available in the **Effects** list.
- 5) Select how the animation starts from the options available in the **Start** drop-down list.
- 6) Select how the animation appears from the options in the **Direction** drop-list. Available options are specific to the effect selected in the **Effects** list.
- 7) Enter a time in seconds for how long the animation lasts in the **Duration** box.
- 8) Enter a timing delay in seconds for when the animated object appears in the presentation in the **Delay** box.
- 9) If necessary, click on **Options** to open the Effect Options dialog (Figure 175) to set any effect options required for the animation, then click **OK** to close the Effect Options dialog.
- 10) If necessary, change the order of when the selected object appears in the animation using **Move Up** or **Move Down** tools below the *Animation* preview box.
- 11) Click on **Play** to preview the animation effect.
- 12) If necessary, select **Automatic Preview** so that each time the animation is changed, there is a preview of the effect.
- 13) When satisfied, run the slide show to check the presentation.

## Animation tools and options

The available tools and options on the Animation deck on the Sidebar allows control over animation applied to an object on a slide.

- **Add Effect** – adds a selected object to the Animation preview box and add animation effects to the object.
- **Remove Effect** – removes a selected object and its animated effects from the *Animation* preview box.

- **Move Up** – moves the selected object and its animation effect up the order of animation effects that have been applied to an object.
- **Move Down** – moves the selected animation effect down the order of animation effects that have been applied to an object.
- **Category** – select a category from the options available in the drop-down list.
- **Effect** – select an animation effect from the options available in the list.
- **Start** – select from the drop-down list how an animation effect starts when running an animation:
  - *On click* – the animation stops at this effect until the next mouse click.
  - *With previous* – the animation runs immediately.
  - *After previous* – the animation runs as soon as the previous animation ends.
- **Direction** – select from the drop-down list how an animation effect appears on the slide. The options available depend on the animation effect selected.
- **Options** – opens the Effect Options dialog for adjusting and applying options to the animation effect and timing.
- **Duration** – select the duration, in seconds, of the selected animation effect.
- **Delay** – select the delay, in seconds, of when the animation effect starts.
- **Automatic Preview** – select this option to automatically preview an animation effect when it is applied to an object.
- **Play** – test run the animation.

## Effect Options dialog

### Effect page

The **Effect** page (Figure 175) contains options that match the animation effect selected:

- **Settings**
  - *Direction* – specify the direction of the animation effect from the options available in the drop-down list.
- **Enhancement**
  - *Sound* – select a sound from the drop-down list that plays when the animation effect is run.
  - *After animation* – select from the drop-down list what happens after an animation effect ends.
    - Don't dim – no after-effect runs.
    - Dim with color – after the animation a dim color fills the shape.
    - Hide after animation – hides the shape after the animation ends.
    - Hide on next animation – hides the shape on the next animation.
  - *Dim color* – select a dim color from the available color palettes.
  - *Text animation* – select the animation mode for the text in an object:
    - All at once – animates the text all at once.
    - Word by word – animates the text word by word.
    - Letter by letter – animates the text letter by letter.
  - *Delay between characters* – specifies the percentage of delay between animations of words or letters.

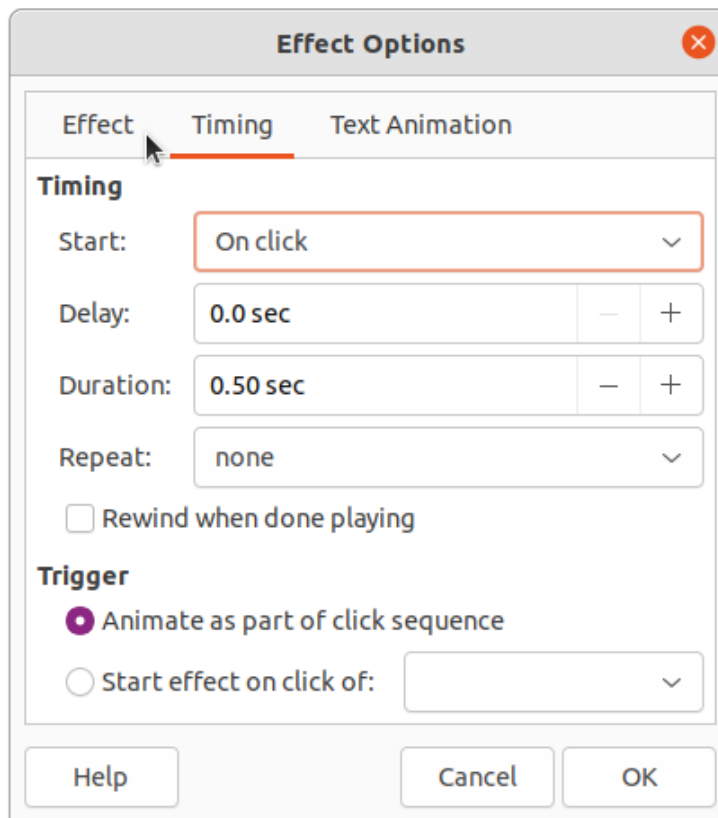


Figure 176: Effect Options dialog - Timing page

### Timing page

The **Timing** page on the Effect Options dialog (Figure 176) contains the following options:

- **Timing**
  - *Start* – displays the start property of the selected animation effect.
    - On click – the animation stops at this effect until the next mouse click.
    - With previous – the animation runs immediately.
    - After previous – the animation runs as soon as the previous animation ends.
  - *Delay* – specifies a delay in seconds before the effect starts.
  - *Duration* – specifies the duration in seconds of the effect.
  - *Repeat* – specifies whether and how to repeat the current effect. Enter the number of repeats, or select from the list:
    - none – the effect is not repeated.
    - Until next click – the animation is repeated until the next mouse click.
    - Until end of slide – the animation repeats as long as the slide is displayed.
  - *Rewind when done playing* – specifies whether to let the animated object returns to its starting state after the animation ends.
- **Trigger**
  - *Animate as part of click sequence* – specifies whether to let the animation start in the normal click sequence.
  - *Start effect on click of* – specifies whether to let the animation start when a specified shape is clicked. Select the shape by its name from the drop-down list.

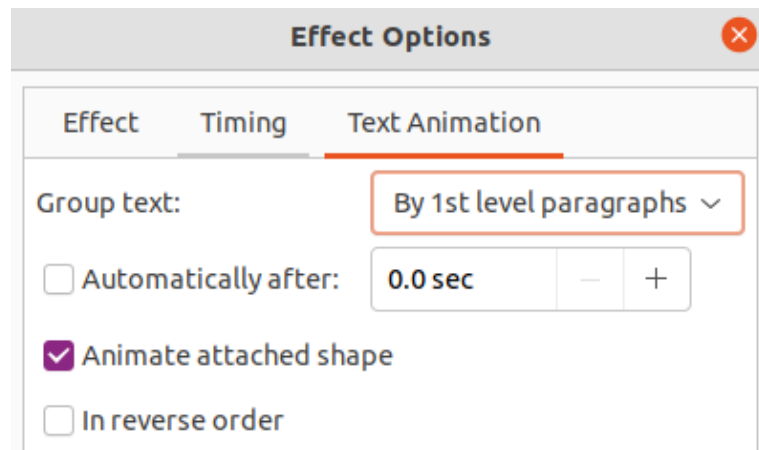


Figure 177: Effect Options dialog - Text Animation page

### Text Animation page

The Text Animation page on the Effect Options dialog (Figure 177) contains the following options and only appears when text is selected for animation:

- **Group text** – specifies how the text is animated as follows:
  - *As one object* – the whole text object is animated.
  - *All paragraphs at once* – all text paragraphs are animated.
  - *By XX level paragraphs* – text for the outline level selected is animated. The options available depends on how many outline levels there are in the animated text.
- **Automatically after** – specifies a delay in seconds before the text animation effect starts.
- **Animate attached shape** – animates an object that contains text.
- **In reverse order** – text paragraphs are animated in reverse order.

### Animated images

Animation of drawing objects, text objects, and graphic objects (images) on slides can make a presentation more interesting. LibreOffice Impress provides a simple animation editor where animation images (frames) can be created by assembling objects from a slide. The animation effect is achieved by rotating through static frames that are created.

### Creating animated image

The following is an example of how to create an animated image.

- 1) Select an object or group of objects for inclusion in an animation and go to **Insert > Media > Animated Image** to open the Animation dialog (Figure 178).
- 2) Add an object or objects using one of the following methods:
  - Click on **Apply Object** to add a single object or a group of objects to the current animation frame.
  - Click on **Apply Objects Individually** to create a separate animation frame for each of the selected objects.
- 3) In **Animation Group**, select *Bitmap object*.
- 4) Enter the frame (image) number in the **Image Number** box to setup the image.
- 5) In **Duration** specify the duration time in seconds for displaying a frame.
- 6) Specify the number of times a frame is displayed in the animation sequence in **Loop Count**. This is called looping.

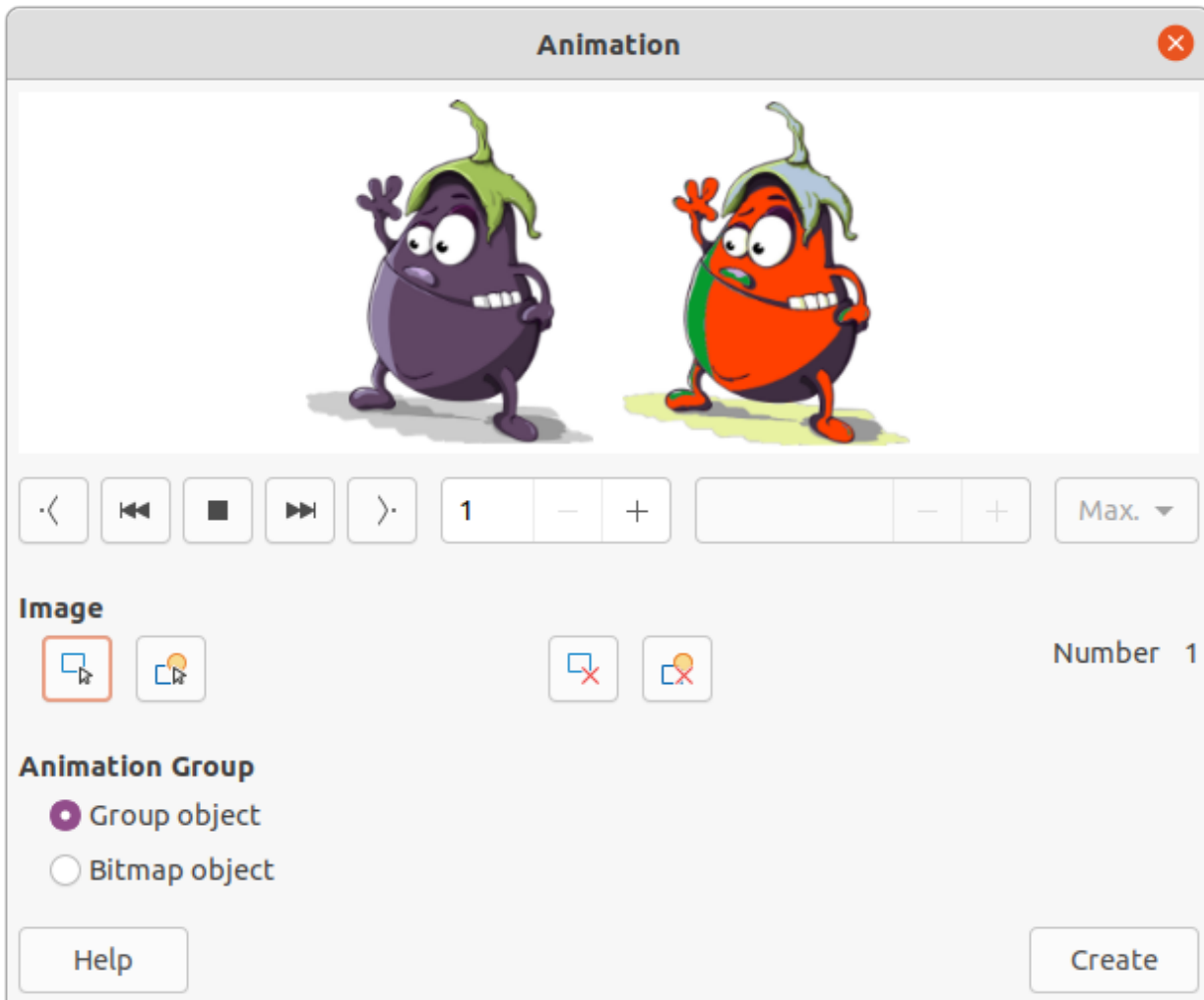


Figure 178: Animation dialog

- 7) Repeat Steps 4 thru 6 for each image or object used for the animated image.
- 8) Click on **Create** and the animated image appears centrally on the slide.

### ✓ Note

If the image to be copied consists of several objects, each object can be treated as a separate frame. In this case, click on **Apply Objects Individually**. Remember that each object is centered in the animation.

### Animation dialog controls

- **First Image** – jumps to the first image in the animation sequence.
- **Backwards** – plays the animation backwards.
- **Stop** – stops playing the animation.
- **Play** – plays the animation.
- **Last Image** – jumps to the last image in the animation sequence.
- **Image Number** – indicates the position of the current image in the animation sequence. To view another image, enter its number or click the up and down arrows.
- **Duration** – enter the number of seconds to display the current image. This option is only available if *Bitmap object* is selected in **Animation group**.

- **Loop Count** – sets the number of times that animation will play. If the animation is to play continuously, select **Max**. This option is only available if *Bitmap object* is selected in **Animation group**.
- **Apply Object** – adds selected object or objects as a single image.
- **Apply Objects Individually** – adds an image for each selected object. If a grouped object is selected, an image is created for each object in the group.



#### Note

An animation, such as an animated GIF, can be selected. Click **Apply Objects Individually** to open it for editing. When finished editing the animation, click **Create** to insert a new animation into a slide.

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- **Delete Current Image** – deletes the current image from the animation sequence.
- **Delete All Images** – deletes all images in the animation.
- **Number** – total number of images in the animation.
- **Group object** – assembles images into a single object so that they can be moved as a group. Individual objects can still be edited by double-clicking the group in the slide.
- **Bitmap object** – combines images into a single image.
- **Create** – inserts the animation into the current slide.





## Impress Guide 7.2

# *Chapter 6* *Formatting Graphic Objects*

## Introduction

The format of each graphic object, in addition to its size, rotation, and position on the slide, is determined by a number of attributes that define the line, text, and area fill of each object. These attributes (among others) also contribute to a graphics style. Although this chapter discusses mainly the manual formatting of objects, it concludes by showing how to create, apply, modify, and delete graphics styles.

### ✓ Note

When hovering the cursor over an icon or tool on a toolbar or in the Sidebar, pop-up text indicates the purpose of the icon or tool.

## Line formatting

In LibreOffice the term line indicates both a freestanding segment (line), the outer edge of a shape (border), or an arrow. In most cases, the properties of the line that can be modified are style (solid, dashed, invisible, and so on), width, color, and type of arrowhead.

### ✓ Note

When adding color to a line or arrow, refer to “Color fills” on page 200 on how to change color, create custom colors, modify colors, or delete colors.

## Line and Filling toolbar

Format a line using the Line and Filling toolbar (Figure 179) as follows:

- 1) Make sure a line is selected on a slide.
- 2) Select a line style from the **Line Style** drop-down list.
- 3) Either type the line width in the **Line Width** text box, or use the up and down arrows to change the line width.
- 4) Click on the triangle ▼ to the right of **Line Color** and select a color from one of the color palettes that are available.
- 5) If necessary, select from the **Arrow Style** drop-down list the type of arrowhead for each end of the line and change the line into an arrow. The left drop-down list adds an arrow head to the beginning of the line. The right drop-down list adds an arrow head to the end of the line.
- 6) If necessary, click on **Shadow** to add a shadow to the line. The shadow applied uses the settings set in the Line dialog (Figure 184 on page 193).
- 7) Deselect the line to save the changes to the line.

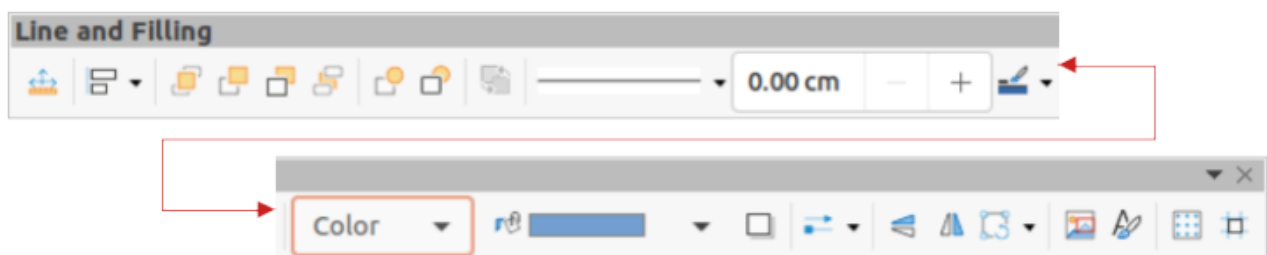


Figure 179: Line and Filling toolbar

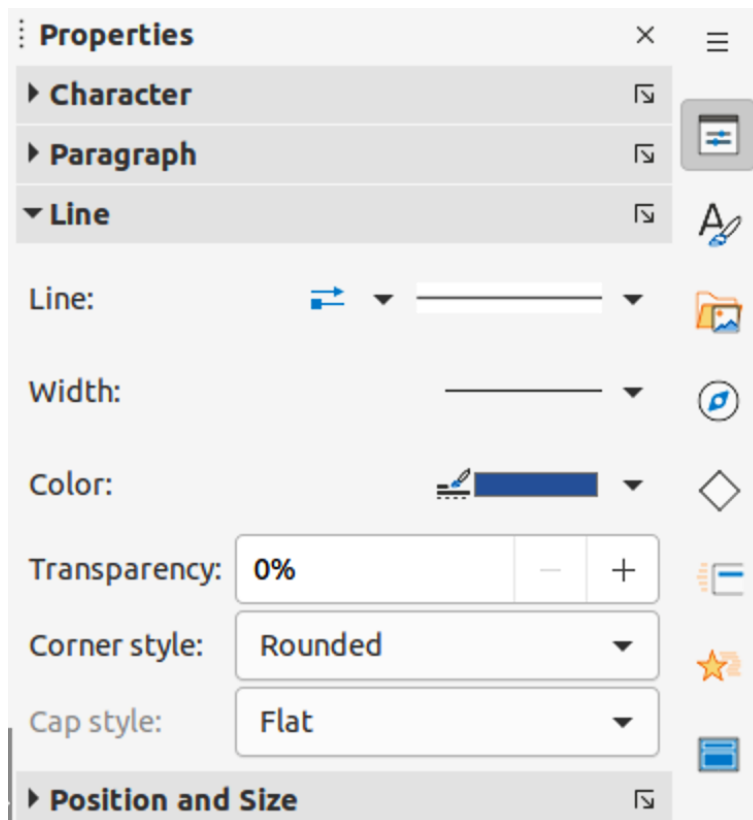


Figure 180: Line panel in Properties deck on Sidebar

## Sidebar

To format a line using the **Line** panel in the Properties deck on the Sidebar (Figure 180):

- 1) Make sure a line is selected on a slide.
- 2) Click on **Properties** on the Sidebar to open the Properties deck.
- 3) Click on **Line** to open the **Line** panel.
- 4) In *Line* when an arrow is being created, select from the **Arrow Style** drop-down list the type of arrowhead for each end of the line and change the line into an arrow. The left drop-down list adds an arrow head to the beginning of the line. The right drop-down list adds an arrow head to the end of the line.
- 5) In *Line*, select from the **Line Style** drop-down list the type of line from the options available.
- 6) In *Width*, select a line width from the options in **Select the width of the line** drop-down list or enter a width in the **Custom Line Width** text box.
- 7) In *Color*, select a line color from one of the color palettes that are available in the **Line Color** drop-down list.
- 8) In *Transparency*, move the slider or enter a percentage in the text box to set the shadow transparency.
- 9) In *Corner style*, select a corner style from the options available in the drop-down list.
- 10) In *Cap style*, select the style of the line end caps from the drop-down list. The cap style is added to dashes also if dashes have been used in the line style.
- 11) Deselect the line to save the changes to the line.
- 12) If necessary, click on **More Options** on the right of the title bar and open the Line dialog for more control over formatting lines.

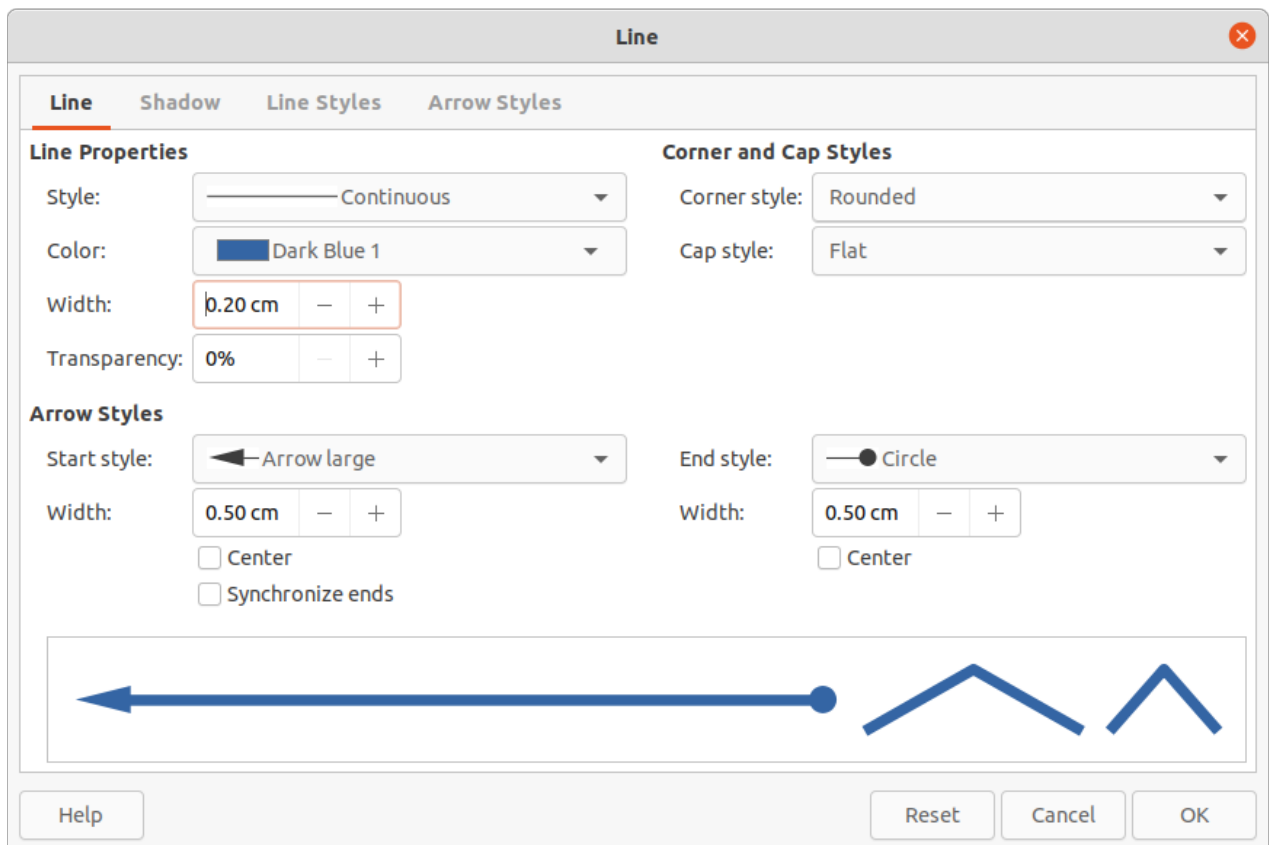


Figure 181: Line dialog - Line page

## Line dialog

To fully change the appearance of a line, then the Line dialog is used. The line dialog consists of four pages: **Line**, **Shadow**, **Line Styles** and **Arrow Styles**, which are explained in the following sections.

- 1) Make sure a line is selected on a slide.
- 2) Open the Line dialog (Figure 181) using one of the following methods:
  - Go to **Format > Object and Shape > Line** on the Menu bar.
  - Right-click on the line and select **Line** from the context menu.
  - Click on **More Options** on the right of the **Line** title bar.
- 3) When all changes have been made to the selected line, click **OK** to close the dialog and save the changes. The preview box at the bottom of the dialog shows the effect of any changes made to a line.

## Line page

The **Line** page in the Line dialog (Figure 181) is where the basic parameters of a line are selected and are as follows:

- **Line Properties** – this section is used to set the following parameters:
  - **Style** – select a line style from the *Style* drop-down list.
  - **Color** – select a predefined color from the available color palettes. To create a custom color, see to “Color fills” on page 200 for more information.
  - **Width** – specifies the thickness of the line
  - **Transparency** – sets the transparency percentage of a line. Figure 182 is an example of effect of different transparency percentages to lines when placed over an object.

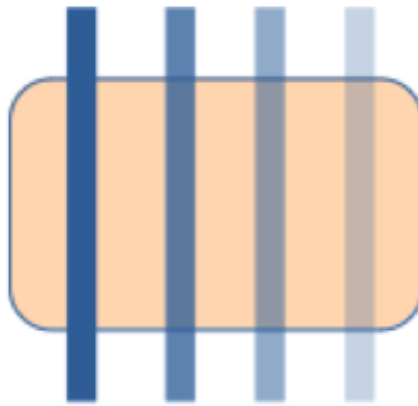


Figure 182: Example of line transparency (0%, 25%, 50%, 75% left to right)



Figure 183: Example of default (top) and center (bottom) arrow heads

- **Arrow Styles** – this section is only applicable to individual lines and is not used for lines that form the borders of an object.
  - *Start Style* – select the arrow style for the start of a line from the drop-down list.
  - *Width* – specifies the thickness of the start arrow ending.
  - *End Style* – select the arrow style for the end of a line from the drop-down list.
  - *Width* – specifies the thickness of the end arrow ending.
  - *Center* – moves the center of the arrow endings to the end point of the line. Figure 183 is an example of the effects of selecting this option.
  - *Synchronize ends* – makes the two line ends identical.
- **Corner and Cap Styles** – determines how the connection between two segments of a line looks. To appreciate the difference between corner and cap styles, choose a thick line style and observe how the preview changes as each option is selected.
  - *Corner style* – select the shape used at the corners of the line from the drop-down list. For a small angle between lines, a mitered shape is replaced with a beveled shape.
  - *Cap style* – select the style of the line end caps from the drop-down list. The caps are added to inner dashes as well.

## Line shadows

The Shadow page (Figure 184) of the Line dialog provides options to add and format a line shadow. The shadow settings in this dialog are the same as the shadow settings in the Area dialog (Figure 203 on page 214). However, shadow settings in the Line dialog can have different values than the shadow settings in the Area dialog. For more information on shadow settings, see “Working with shadows” on page 213.

To quickly apply a shadow to a line, click on **Shadow** on the Line and Filling toolbar. Using the **Shadow** tool creates a shadow using the settings from the **Shadow** page in the Line dialog.

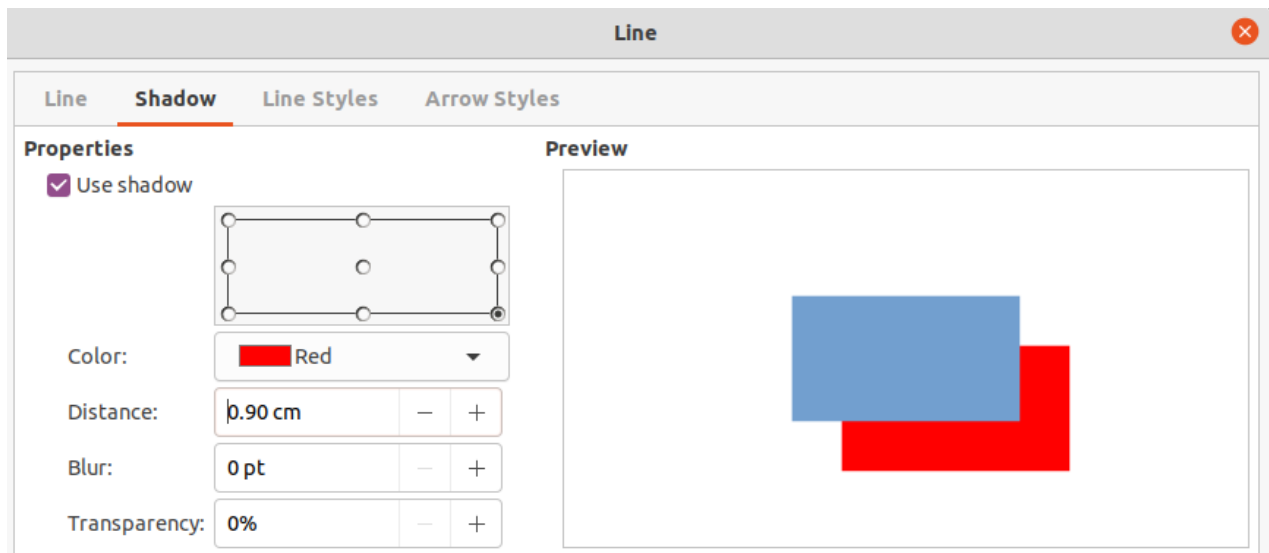


Figure 184: Line dialog - Shadow page

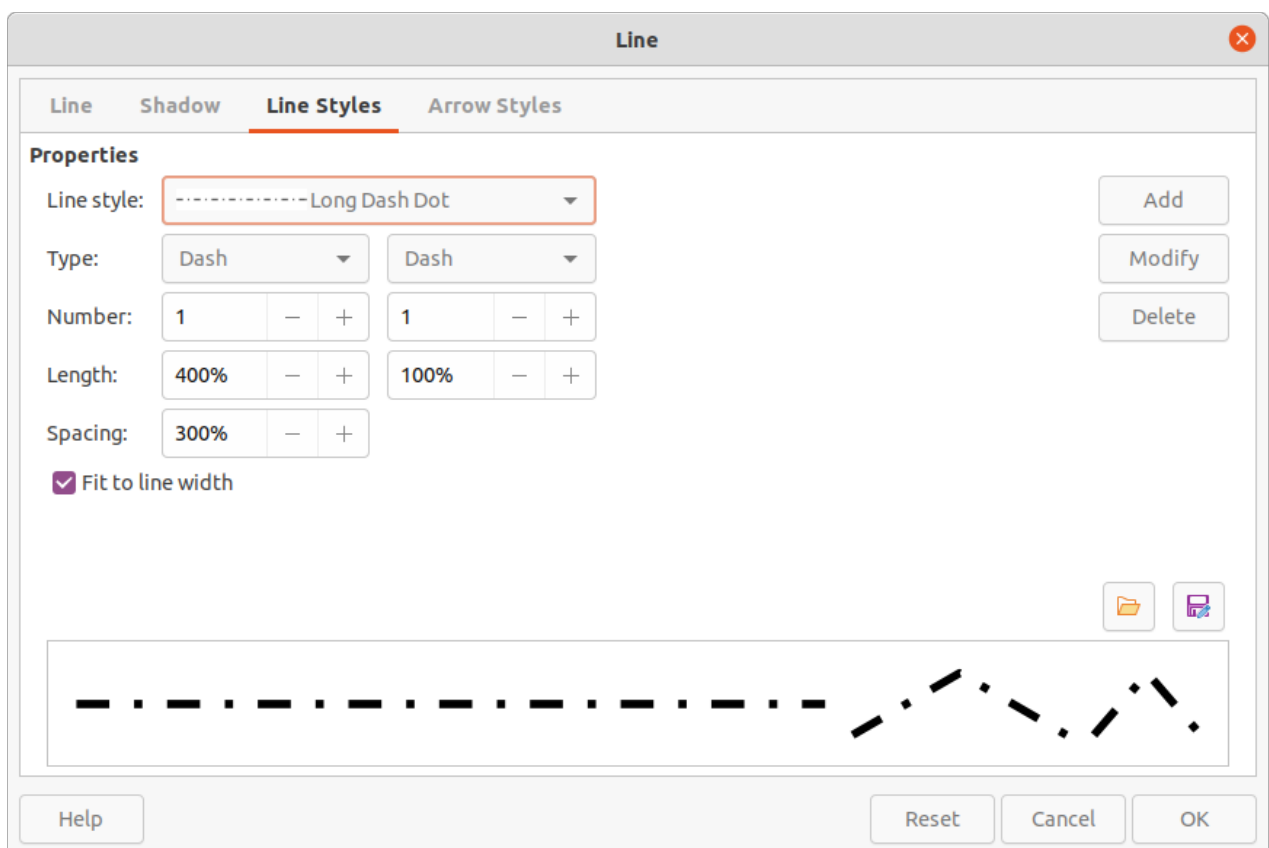


Figure 185: Line dialog - Line Styles page

## Line styles

Line styles are useful in a drawing when adding several lines of similar types. This reduces the need to format individual lines. LibreOffice provides standard line styles that can be used in a drawing. Also, line styles can be created, saved, and deleted.

The **Line Styles** page in the Line dialog (Figure 185) provides the options to use predefined line styles and to create or change line styles. An example of the line style selected or created is displayed at the bottom of the **Line Styles** page.

## Creating line styles

- 1) Create a line in a drawing.
- 2) Open the Line dialog using one of the following methods:
  - Go to **Format > Object and Shape > Line** on the Menu bar.
  - Right-click on the line and select **Line** from the context menu.
- 3) Click on **Line Styles** to open the **Line Styles** page.
- 4) Select from the *Line style* drop-down menu a predefined line style that is similar to the line style being created.
- 5) Click **Add** and type a name for the new line style in the Name dialog that opens, then click **OK** to close the dialog. The name of the new style appears in the *Line style* box.
- 6) In the *Type* drop-down lists, select **Dots** or **Dash**. For lines with only dots or dashes, select the same in both *Type* boxes.
- 7) In *Number*, specify the number of dots or dashes required. For different sized groups of dots or dashes, set a different quantity number in each *Number* box.
- 8) In *Length*, specify the length percentage for dashes. *Length* is not available if **Dots** has been selected for *Type*.
- 9) In *Spacing*, set a spacing percentage between the dots and/or dashes.
- 10) If necessary, select *Fit to line width* so that the new style fits the width of the selected line.
- 11) The new line style created is available only in the current document. To use the new line style in other documents, click on **Save Line Styles** and type a unique filename in the Save as dialog that opens. Saved line styles have the file extension of .sod.
- 12) To use a previously created line style, click on **Load Line Styles**, then select a style from the list of saved styles and click on **Open** to load the style into the document.
- 13) If necessary, click on **Modify** to change the name of the style and follow Steps 4 thru 11 to create and use a new line style.
- 14) Click **OK** to save any changes and close the Line dialog.

### Note

When creating a line style, it is recommended to use a unique name for the line style. This prevents one of the predefined line styles in LibreOffice from being overwritten and causing formatting problems in other documents that use the predefined line styles.

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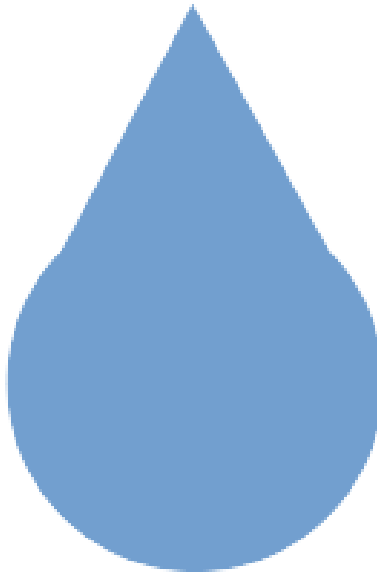
## Deleting line styles

- 1) Open the Line dialog and click on **Line Styles** to open the **Line Styles** page.
- 2) Select the line style for deletion from the *Line style* drop-down list.
- 3) Click on **Delete**, then confirm the deletion by clicking on **Yes** in the confirmation dialog that opens.
- 4) Click **OK** to save any changes and close the Line dialog.

### Note

When deleting line styles, make sure that the line style is not used in another document. It is recommended to only delete line styles that have been created and not to delete one of the LibreOffice predefined line styles. This prevents any formatting problems in other documents where the line style has been used.

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*Figure 186: Example of a shape being used for a arrowhead*

## Arrow styles

### Creating arrow styles

Any shape can be used as an arrowhead, but the shape must be convertible to a curve. A curve is something drawn without lifting a pencil. For example, a star can be converted to a curve, but a smiley face cannot.

- 1) Select a shape, or create a shape that can be converted to a curve for use as a new arrowhead. The part of the shape that is going to be point of the arrowhead must face upward. An example of a new arrowhead is shown in Figure 186.
- 2) If necessary, select the shape, right-click and select **Convert > To Curve** from the context menu. If the shape is already a curve, **To Curve** will not be available.
- 3) Make sure the arrowhead shape is selected.
- 4) Open the Line dialog and click on **Arrow Styles** to open the **Arrow Styles** page (Figure 187).
- 5) Click on **Add**, type a name for the new arrow style in the dialog that opens, then click **OK**. The new arrowhead style appears on the **Arrow Styles** page and at the bottom of the *Arrow style* drop-down list.
- 6) The new arrow style created is available only in the current document. To use the created arrow style in other documents, click on **Save arrow styles** and type a unique filename in the dialog that opens. Saved arrow styles have the file extension of **.soe**.
- 7) To use a previously saved arrow styles, click on **Load arrow styles** to open a file browser and select the style from the saved list of styles. Click **Open** to load the style into a document.
- 8) If necessary, make changes to the arrow style and click on **Modify**, then enter a name in the dialog to change the name of the arrow style.
- 9) Click **OK** to save any changes and close the Line dialog.



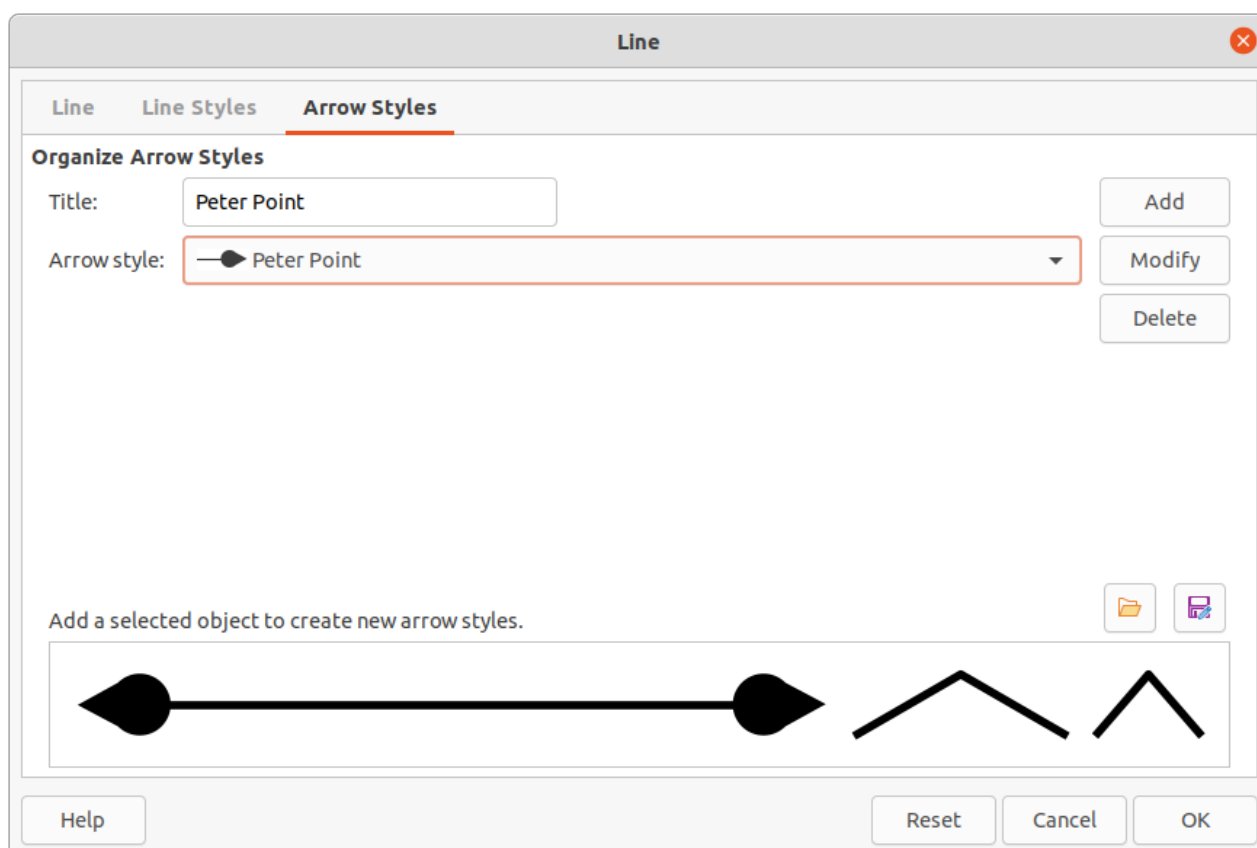


Figure 187: Line dialog - Arrow Styles page

### Deleting arrow styles

- 1) Open the Line dialog using one of the following methods:
  - Go to **Format > Object and Shape > Line** on the Menu bar.
  - Right-click on the line and select **Line** from the context menu.
- 2) Click on **Arrow Styles** to open the **Arrow Styles** page.
- 3) Select the arrow style for deletion from the *Arrow style* drop-down list.
- 4) Click on **Delete**, then confirm the deletion by clicking on **Yes** in the confirmation dialog that opens.
- 5) Click **OK** to save any changes and close the Line dialog.

### ✓ Note

When deleting arrow styles, make sure that the arrow style is not used in another document. It is recommended to only delete arrow styles that have been created and not to delete one of the LibreOffice predefined arrow styles. This prevents any formatting problems in other documents where the arrow style has been used.

## Area fill formatting

Area fill refers to the inside of an object that has an unbroken border, for example a rectangle, circle, star, pentagon and so on. An area fill can be a uniform color, gradient, hatching pattern, or bitmap, as shown by the examples in Figure 188. An area fill can also be made partly or wholly transparent and throw a shadow. For more information on area fills, see “Working with area fills” on page 200.

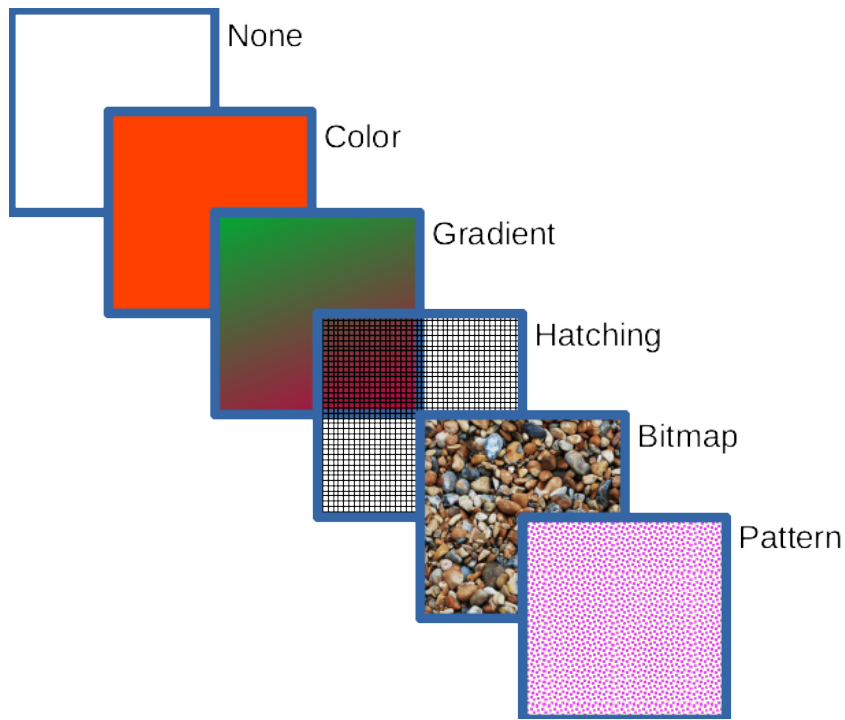


Figure 188: Examples of area fill types

## Line and Filling toolbar

Tools on the Line and Filling toolbar provide a wide number of default fillings available to quickly format graphic objects. If this toolbar is not showing, go to **View > Toolbars > Line and Filling** on the Menu bar.

- 1) Select an object so that the selection handles are displayed.
- 2) From the **Area Style/Filling** drop-down list on the Line and Filling toolbar, select the type of fill required.
  - **None** – select this option if an area fill for an object is not required.

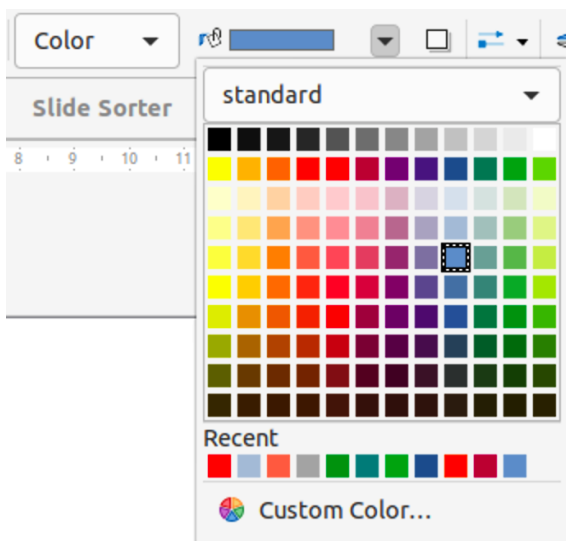


Figure 189: Color area fills

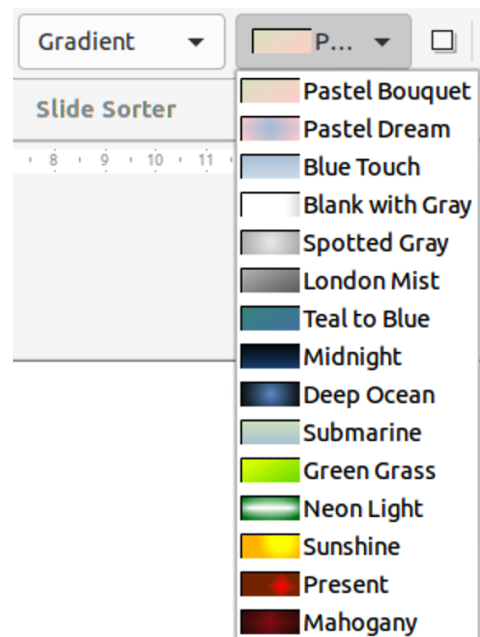


Figure 190: Gradient area fills

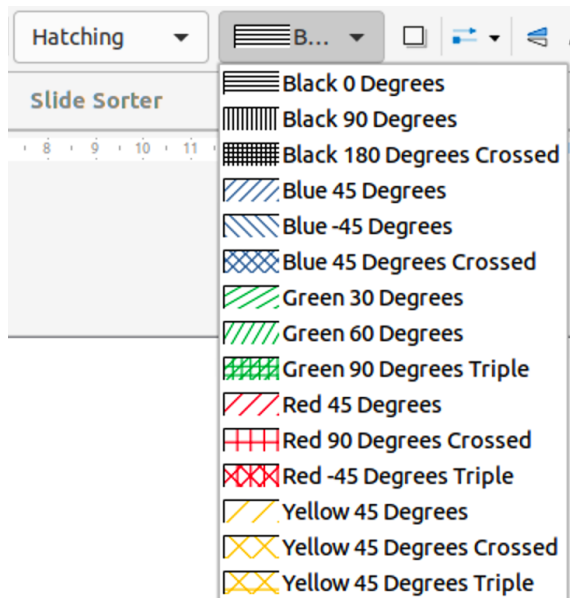


Figure 191: Hatching area fills

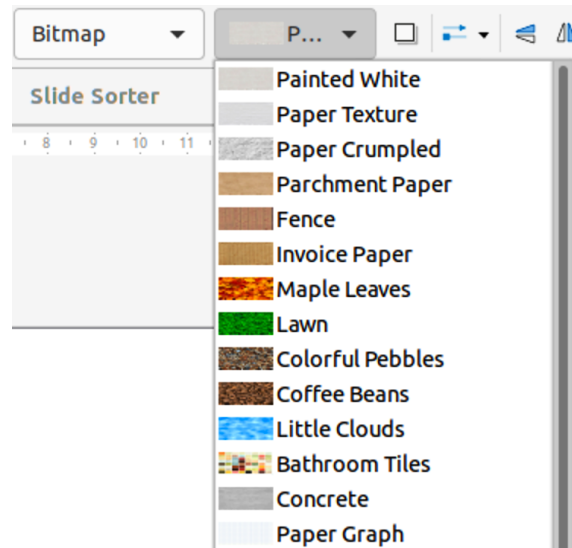


Figure 192: Bitmap area fills

- **Color** (Figure 189) – select a color palette from the available options in the drop-down list, then select a color by clicking on the color.
- **Gradient** (Figure 190) – select the required gradient from the drop-down list.
- **Hatching** (Figure 191) – select the required hatching from the drop-down list.
- **Bitmap** (Figure 192) – select the required bitmap from the drop-down list.
- **Pattern** (Figure 193) – select the required pattern from the *Pattern* drop-down list in *Fill* on the **Area** panel in the Properties deck on the Sidebar.

3) Deselect the object to save any changes.

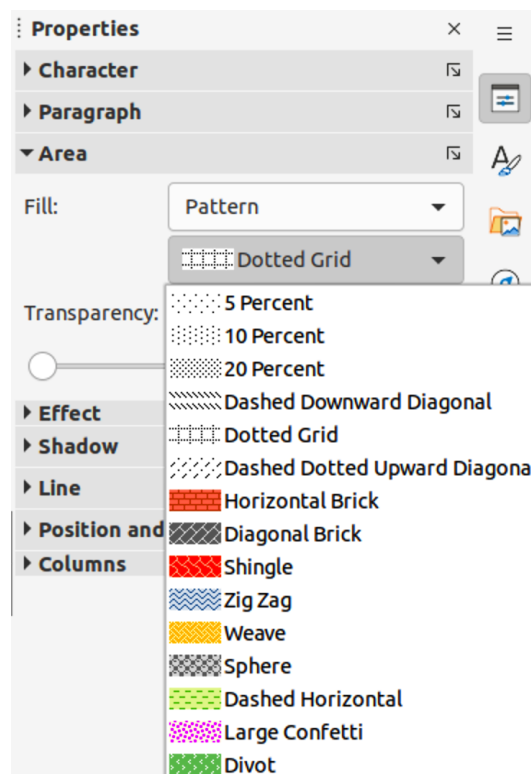


Figure 193: Area panel in Properties deck on Sidebar

## Sidebar

- 1) Select an object for editing.
- 2) Click on **Properties** on the Sidebar to open the Properties deck, then click on **Area** to open the **Area** panel (Figure 193).
- 3) Use the various options in the *Fill* and *Transparency* drop-down lists to format the fill and transparency of an object. For more information on area fills, see “Working with area fills” on page 200.
- 4) Deselect the object to save any changes.
- 5) If necessary, click on **More Options** on the right of the **Area** title bar to open the Area dialog giving more control over the appearance of the object fill.

## Area dialog

Use the Area dialog (Figure 194) to change existing area fills with greater control or create an area fill.

- 1) Select an object for editing.
- 2) Open the Area dialog using one of the following methods:
  - Go to **Format > Object and Shape > Area** on the Menu bar.
  - Right-click on the object and select **Area** from the context menu.
  - Click on **More Options** on the right of the Area panel title on the Sidebar.
- 3) Click on **Area** to open the **Area** page.
- 4) Select the type of area fill from the options available: *None*, *Color*, *Gradient*, *Bitmap*, *Pattern*, or *Hatch*. For more information on area fills, see “Working with area fills” below.
- 5) Select the style of area fill from the options that become available. The number of available options depends on the type of area fill selected.
- 6) Click **OK** to close the Area dialog and save the changes.

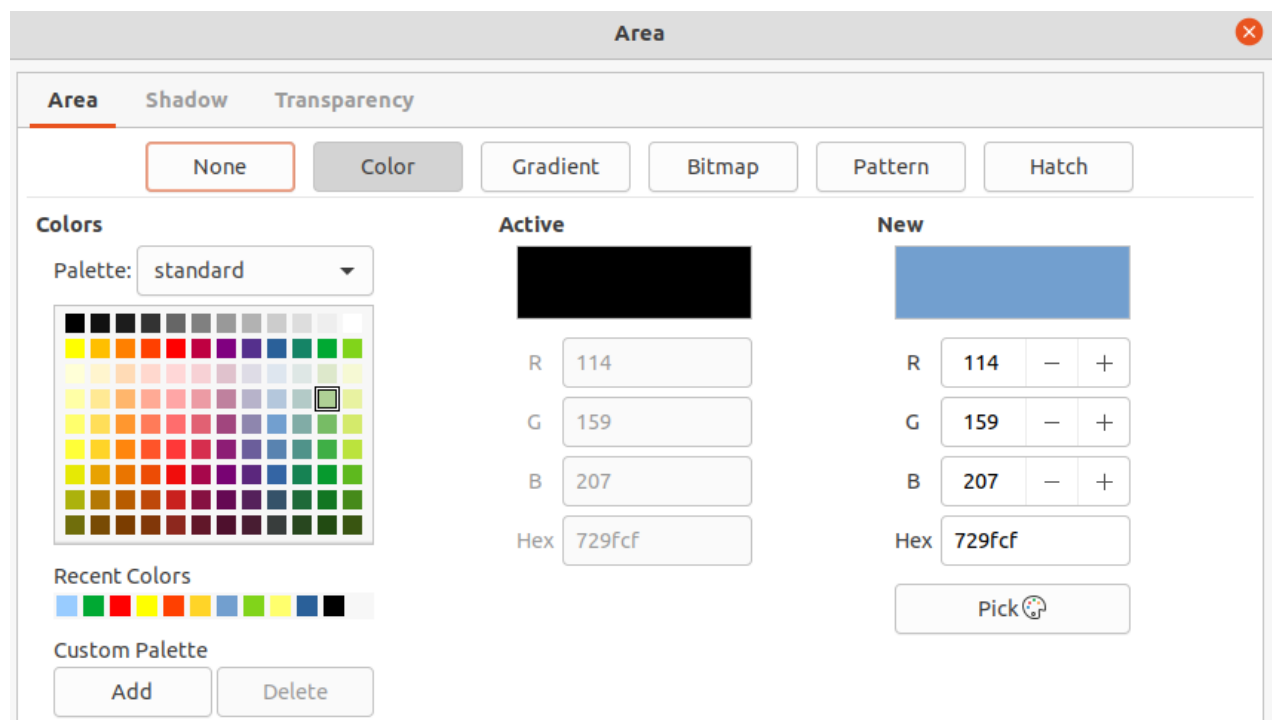


Figure 194: Area dialog - Area Color page

## ✓ Note

If an area fill for an object is not required, select *None* from the options available after opening the **Area** page in the Area dialog.

## Working with area fills

Although the characteristics of an existing area fill can be changed and then modified by clicking the **Modify** button, it is recommended that only custom area fills are modified rather than modifying the predefined area fills supplied with LibreOffice. Predefined area fills may be reset when LibreOffice is updated

### Color fills

#### Using color

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Color** to open the options available for a color fill (Figure 194).

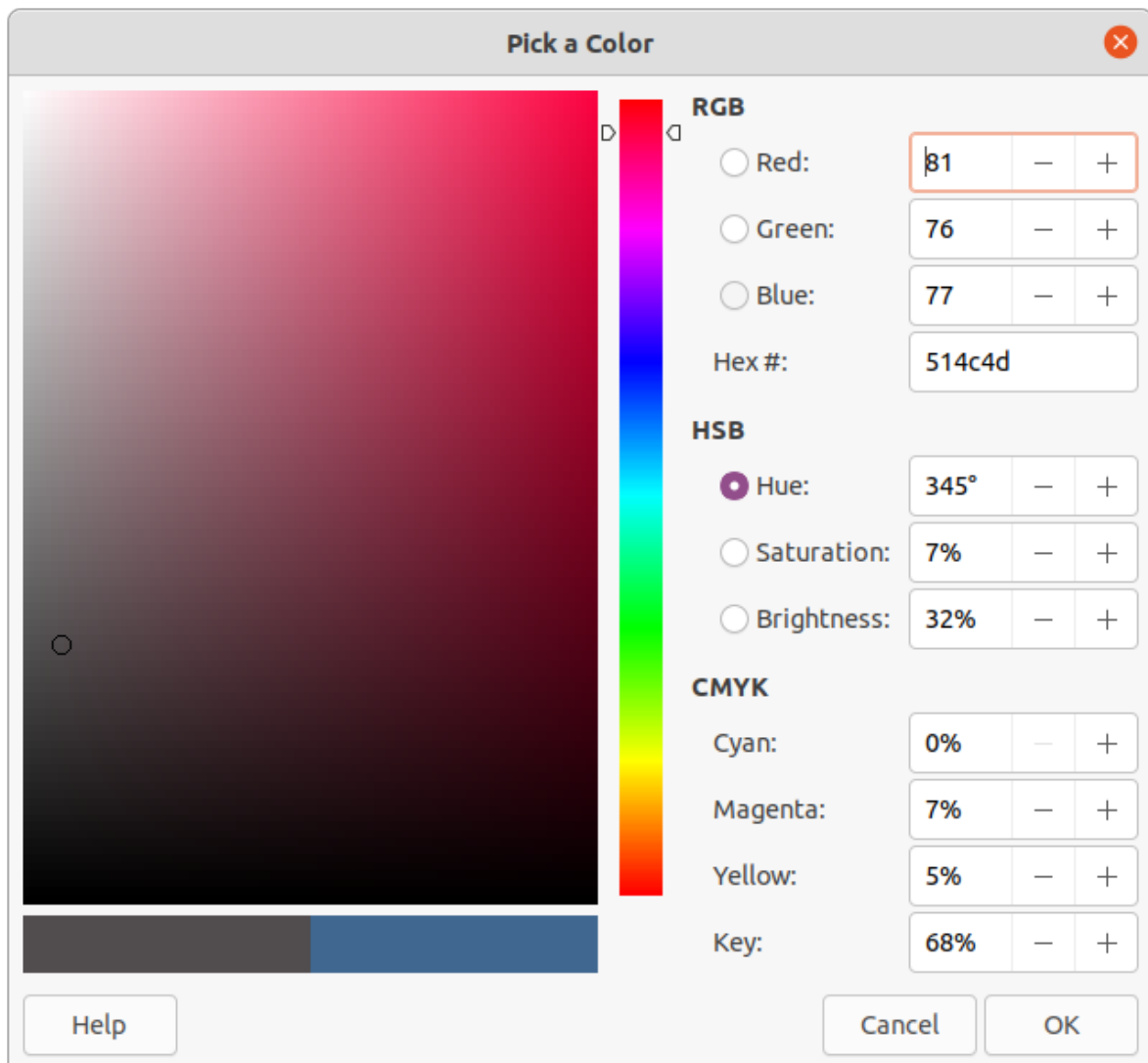


Figure 195: Pick a Color dialog

- 3) In *Palette*, select the required color palette from the drop-down list and the required color from the available colors shown. All color fills available are solid colors.
  - **Active** – shows the present color fill of a selected object. After selecting a new color, a preview of the selected color appears in **New**.
  - Alternatively, enter the *RGB* or *Hex* values of a color in the appropriate text box.
  - Alternatively, click on **Pick** to open the Pick a Color dialog (Figure 195). Select a color from the color box or enter the RGB, Hex, HSB or CMYK values for the color required.
  - If a color has been used before, then select the required color from those available in *Recent Colors*.
- 4) Click **OK** to close the dialog and save the changes. The area fill appears in the selected object.

### Creating custom colors with Area dialog

Custom colors can be created either as a combination of the three primary colors using RGB notation of Red (R), Green (G), and Blue (B) or using CMYK percentages of Cyan (C), Magenta (M), Yellow (Y), and Black (K).

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Color** to open the options available for a color fill.
- 3) Specify the Red (R), Green (G), and Blue (B) values on a 0 to 255 scale to create a new color.
- 4) Click on **Add** in *Custom Palette* and enter a name for the color in the Name dialog that opens.
- 5) Click **OK** to close the Name dialog and the color is added to the Custom palette.
- 6) Click **OK** to save the changes and close the Area dialog. The new color appears as a fill in the selected object.

### Creating colors with Pick a Color dialog

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Color** to open the options available for a color fill.
- 3) Click on **Pick** to open the Pick a Color dialog (Figure 195).
- 4) Create a new color using one of the following methods. A preview of the color created is shown in the colored box below the original color on the left side of the dialog.
  - Select a color range from the colored bar, then, using the mouse, move the target in the colored box until the cursor is on the color required.
  - Enter values for *Red* (R), *Green* (G), and *Blue* (B) in the **RGB** text boxes.
  - Enter values for *Cyan* (C), *Magenta* (M), *Yellow* (Y), and *Key* (K) (black) in the **CMYK** text boxes.
  - Enter values for *Hue* (H), *Saturation* (S), and *Brightness* (B) in the **HSB** text boxes. HSB values do not change the color, but how a color looks.
  - If known, enter the *Hex#* number in the text box. For example, Hex numbers are normally used when a specific color has been created for a company logo or company name.
- 5) Click **OK** to close the Pick a Color dialog.
- 6) Click on **Add** in *Custom Palette* and enter a name for the color in the Name dialog that opens.

- 7) Click **OK** to close the Name dialog and the color is added to the Custom palette.
- 8) Click **OK** to save the changes and close the Area dialog. The new color appears as a fill in the selected object.

### ✓ Note

Changing one set of color values also changes the other sets of color values.

### Deleting custom colors

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Color** to open the options available for a color fill.
- 3) Select **Custom** from the *Palette* drop-down list in **Colors**.
- 4) Select the color for deletion from those displayed and click on **Delete**. There is no confirmation given when deleting a color.
- 5) Click **OK** to save the changes and close the Area dialog.

### ✓ Note

Only colors that have been created and placed in the custom palette can be deleted. Colors from any of the other color palettes available in LibreOffice cannot be deleted.

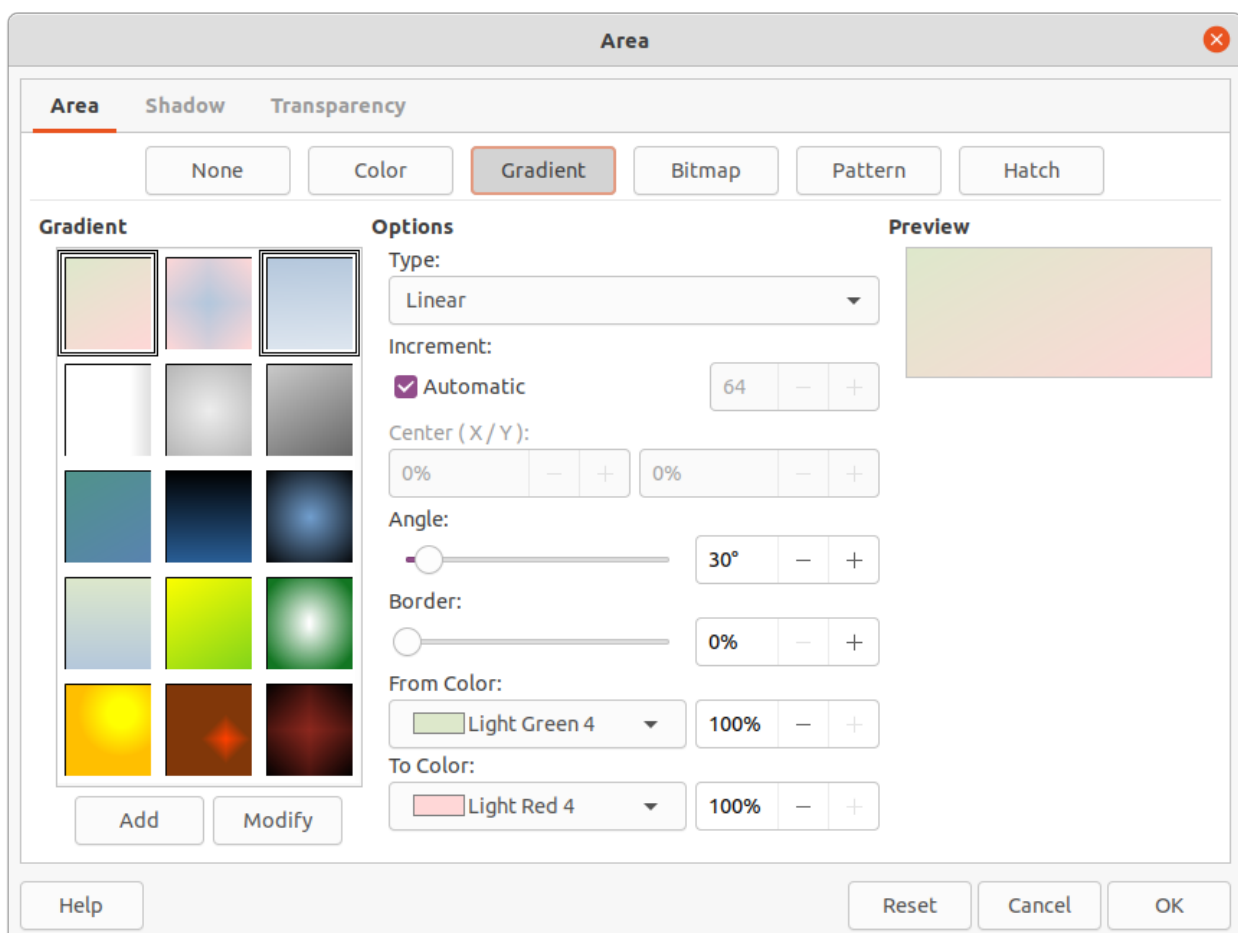


Figure 196: Area dialog - Area Gradient page

## Gradient fills

### Using gradients

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** (Figure 196) to open the options available for a gradient fill.
- 3) In **Gradient**, select the required gradient from the list of available gradients and it appears in **Preview**.
- 4) To override the default gradient transition of a selection, deselect *Automatic* in **Options** and then enter the values for *Type*, *Increment*, *Angle*, *Border*, *From Color*, and *To Color* in the available boxes.
- 5) Click **OK** to close the dialog and save the changes. The area fill appears in the selected object.

### Creating custom gradients

Gradients can be modified or custom gradient can be created. Several types of gradients are predefined in LibreOffice and changing the *From Color* and *To Color* settings could be sufficient to obtain a satisfactory result.

- 1) Select the object where a custom gradient is going to be used.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** to open the options available for a gradient fill.
- 3) Select one of the predefined gradients shown in the **Gradient** box and the gradient appears in **Preview**.
- 4) In **Options**, select a gradient type from the *Type* drop-down list: *Linear*, *Axial*, *Radial*, *Ellipsoid*, or *Square*. Each gradient type changes the gradient displayed in **Preview**.
- 5) Adjust the settings in **Options** as necessary. The options used to create a gradient are summarized in Table 5. Depending on the gradient type selected, some options will not be available.
- 6) Click on **Add** and enter a name for the gradient in the Name dialog that opens.
- 7) Click **OK** to close the Name dialog and the gradient is added to the end of the gradients displayed in the **Gradient** box.
- 8) Click **OK** to close the Area dialog and save the changes.



#### Note

It is recommended to only modify, rename or delete gradients that have been created. These custom gradients are always positioned at the bottom of the gradients displayed in the **Gradient** box. Modifying, renaming or deleting gradients that are installed with LibreOffice may cause problems in documents that use one of these gradients.

Table 5: Gradient options

Gradient property	Description
Linear gradient	The color transitions from the starting color to the end color in a straight line.
Axial gradient	The color transitions from the starting color to the end color from the object center to the object edges in two opposite directions.



<b>Gradient property</b>	<b>Description</b>
Radial gradient	The color transitions from the starting color to the end color in a circular pattern.
Ellipsoid gradient	The color transitions from the starting color to the end color in an elliptical pattern.
Quadratic gradient	The color transitions from the starting color to the end color from the object edges to the object center in four directions.
Square gradient	The color transitions from the starting color to the end color from the object edges to the object center in a square pattern.
Increment	Enter the number of steps for blending the two colors of the gradient. By default this is set to <i>Automatic</i> .
Center X	For <i>Radial</i> , <i>Ellipsoid</i> , <i>Square</i> and <i>Rectangular</i> gradients, modify these values to set the horizontal offset of the gradient center.
Center Y	For <i>Radial</i> , <i>Ellipsoid</i> , <i>Square</i> and <i>Rectangular</i> gradients, modify these values to set the vertical offset of the gradient center.
Angle	For all gradient types, modifies the angle of the gradient axis.
Border	Increase this value to make the gradient start further away from the border of the shape.
From Color	The start color for the gradient. In the edit box enter the intensity of the color: 0% corresponds to black, 100% to the full color.
To Color	The end color for the gradient. In the edit box enter the intensity of the color: 0% corresponds to black, 100% to the full color.

### Modifying gradients

- 1) Select the object where the gradient is going to be modified.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** to open the options available for a gradient fill.
- 3) Select one of the predefined gradients shown in the **Gradient** box and the gradient appears in **Preview**.
- 4) Select a gradient previously created and added to the gradients displayed in the **Gradient** dialog.
- 5) Enter the new values for the gradient options that need to be changed. See Table 5 for more information on gradient options. Depending on the type of gradient selected, some options may not be available.
- 6) Click **Modify** to save the changes. There is no confirmation given when modifying a gradient.
- 7) Click **OK** to close the Area dialog and save the changes.

### Renaming gradients

- 1) Select the object where the gradient is going to be renamed.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** to open the options available for a gradient fill.
- 3) Right-click on the gradient and select **Rename** from the context menu.
- 4) Enter a name for the gradient in the Name dialog that opens.
- 5) Click **OK** save the change and close the Name dialog.

- 6) Click OK to save the changes and close the Area dialog.

### Deleting gradients

- 1) Select the object where the gradient is going to be renamed.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** to open the options available for a gradient fill.
- 3) Select a gradient that has been created and added to the gradients displayed in the **Gradient** box.
- 4) Right-click on the gradient and select **Delete** from the pop-up menu. Click on **Yes** to confirm the deletion.
- 5) Click **OK** to save the changes and close the Area dialog.

### Advanced gradient controls

- 1) Select an object that contains a gradient as a fill.
- 2) Open the Area dialog and click on **Area**, then click on **Gradient** to open the **Gradient** page.
- 3) Go to **View > Toolbars > Transformations** on the Menu bar or click on **Transformations** on the Line and Filling toolbar to open the Transformations toolbar (Figure 197).
- 4) Click **Interactive gradient tool** in the Transformations toolbar. This displays a dashed line connecting two colored squares. The colors show the *From Color* and *To Color* that are used for the selected gradient (Figure 198).
- 5) Select the type of gradient required for the object from the *Type* drop-down list in **Options** on the **Gradient** page in the Area dialog. The gradient properties are adjusted depending on the gradient type selected and these properties are explained below.
  - **Linear gradients** – move the *From Color* square to change where the gradient starts (border value). Move the *To Color* square to change the orientation (angle value).
  - **Axial gradients** – move the *To Color* square to change both the angle and border properties of the gradient. Only the *To Color* square can be moved.



Figure 197: Transformations toolbar

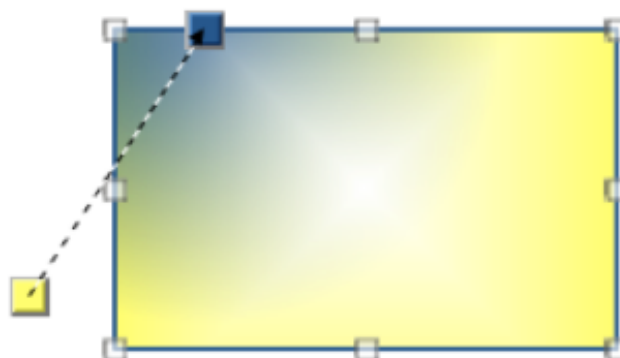


Figure 198: Example of using Interactive Gradient tool

- **Radial gradients** – move the *From Color* square to modify the border property to set the width of the gradient circle. Move the *To Color* square to change the point where the gradient ends (*Center X* and *Center Y* values).
- **Ellipsoid gradients** – move the *From Color* square to modify the border property to set the size of the gradient ellipsoid. Move the *To Color* square to change the angle of the ellipsoid axis and the axis itself.
- **Quadratic gradients** – move the *From Color* square to modify the border to set the size of the gradient square or rectangle and the angle of the gradient shape. Move the *To Color* square to change the center of the gradient.
- **Square gradients** – move the *From Color* square to modify the border to set the size of the gradient square or rectangle and the angle of the gradient shape. Move the *To Color* square to change the center of the gradient.

6) Click **OK** to save the changes and close the Area dialog.

### ✓ Note

Moving the squares creates different effects depending on the type of gradient. For example, for a linear gradient, the start and end squares of the gradient are always situated either side of the center point of the object.

## Bitmap fills

### Using bitmaps

1) Select an object for editing.

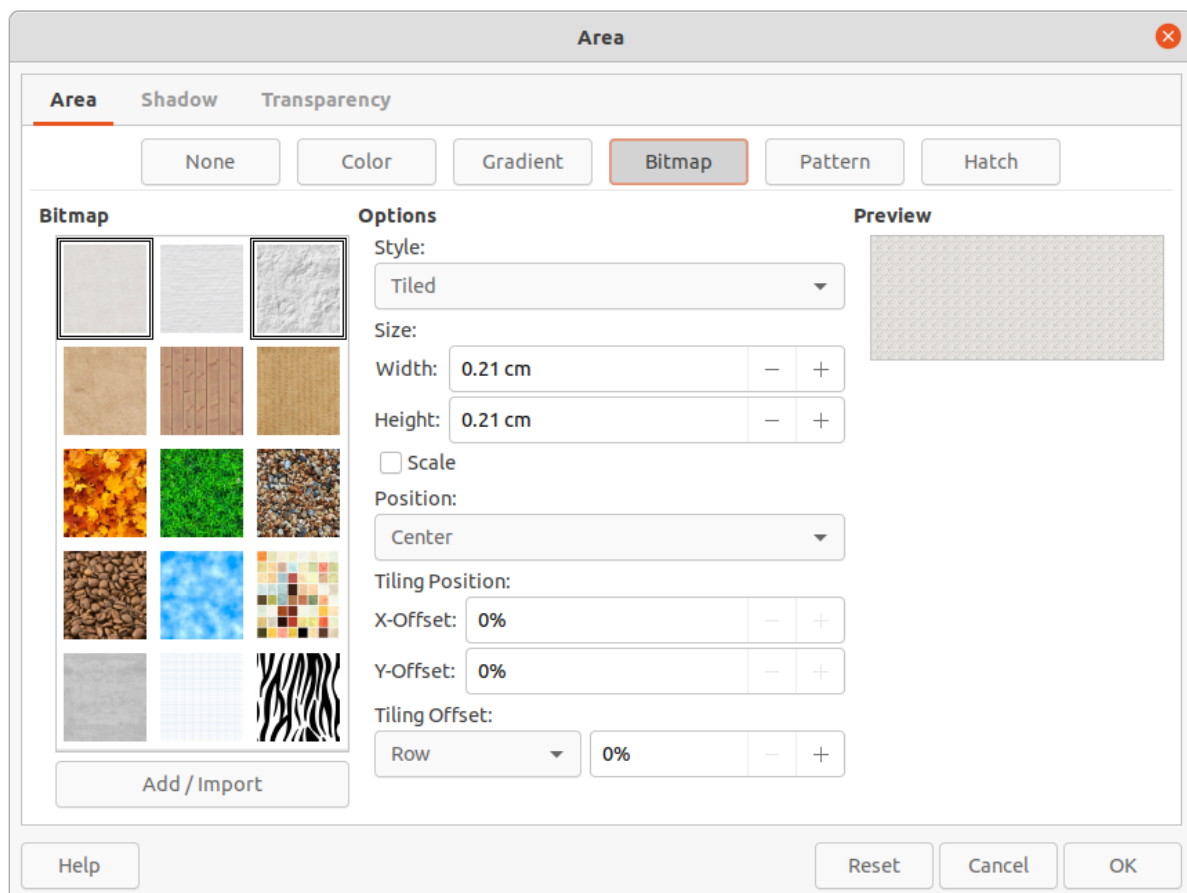


Figure 199: Area dialog - Area Bitmap page

- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** (Figure 199) to open the options available for a bitmap fill.
- 3) In **Bitmap**, select the required bitmap from the list of available bitmaps and it appears in **Preview**. Alternatively, click on **Add/Import** to open a file browser window, then select a file to use as a bitmap fill.
- 4) To override the settings for the selected bitmap, in **Options**, enter values for *Style*, *Size*, *Position*, *Tiling Position*, and *Tiling Offset*. See Table 6 for information on **Options**.
- 5) Click **OK** to close the dialog and save the changes. The area fill appears in the selected object.

Table 6: Bitmap options

<b>Option</b>	<b>Purpose</b>
Style – Custom position/size	When selected, the position of the bitmap in the object and the size of the bitmap can be determined.
Style – Tiled	When selected, the bitmap is tiled to fill the area. The size of the bitmap used for the tiling is determined by the <i>Size</i> settings
Style – Stretched	When selected, a bitmap is stretched to fill object area.
Size – Width	Sets the width of the bitmap. For example, 100% means that the bitmap original width is resized to occupy the whole fill area width, 50% means that the bitmap width is half that of the fill area.
Size – Height	Sets the height of the bitmap. For example, 100% means that the bitmap original height is resized to occupy the whole fill area height, 50% means that the bitmap height is half that of the fill area.
Size – Scale	When selected, bitmap size is given as a percentage for <i>Width</i> and <i>Height</i> . When deselected, the actual size of the bitmap is given for <i>Width</i> and <i>Height</i> .
Position	When selected, the anchoring point of the bitmap is determined. Default position is <i>Center</i> .
Tiling Position – X offset	When <i>Tile</i> is selected, sets the offset for the bitmap width in percentage values. 50% offset means that Impress places the middle part of the bitmap at the anchor point and starts tiling from there.
Tiling Position – Y offset	When <i>Tile</i> is selected, sets the offset for the bitmap height in percentage values. 50% offset means that Impress places the middle part of the bitmap at the anchor point and starts tiling from there.
Tiling Offset – Row	When <i>Tile</i> is selected, offsets the rows of tiled bitmaps by the entered percentage value so that each row is offset from the previous row.
Tiling Offset – Column	When <i>Tile</i> is selected, offsets the columns of tiled bitmaps by the entered percentage value so that each column is offset from the previous column.

### Editing bitmaps

- 1) Select an object for editing that contains a bitmap as a fill, or insert a bitmap into a selected object

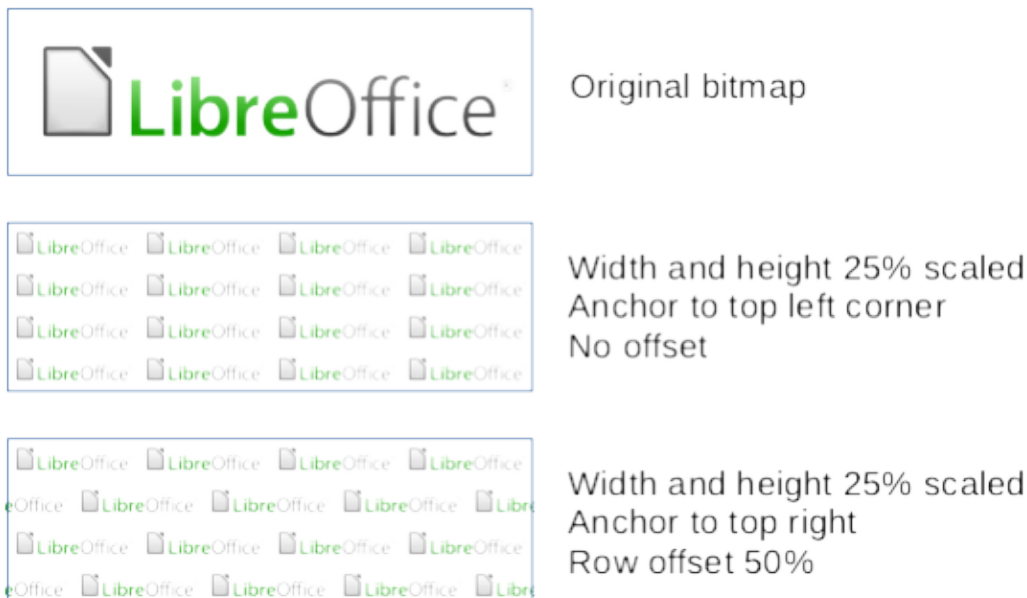


Figure 200: Example of using bitmap fills

- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** to open the options available for a bitmap fill.
- 3) Select a bitmap from the options available in **Bitmap** to use and edit as a fill. Note that any imported bitmaps are also available.
- 4) In **Options**, select the properties for *Style*, *Size*, *Position*, *Tiling Position* and *Tiling Offset*. See Table 6 for more information on bitmap properties. The best way to understand bitmap properties is to use them. Figure 200 shows examples of using bitmap fills.
- 5) Click **OK** to save the changes and close the Area dialog.

### Importing bitmaps

- 1) Select an object to import a bitmap into the object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** to open the options available for a bitmap fill.
- 3) Click on **Add/Import** and a file browser window opens.
- 4) Navigate to the directory containing the bitmap file, then select it and click **Open**.
- 5) Enter a name for the new bitmap in the Name dialog that opens, then click **OK** to close the Name dialog. The imported bitmap appears at the bottom of the **Bitmap** preview box.
- 6) Select the imported bitmap in the **Bitmap** preview box.
- 7) Click **OK** to import the bitmap into the selected object and close the Area dialog.

### Renaming bitmaps

- 1) Select an object that uses a bitmap.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** to open the options available for a bitmap fill.
- 3) Right-click on the bitmap selected for renaming and select **Rename** from the context menu.
- 4) Enter a new name for the bitmap in the Name dialog that opens.
- 5) Click **OK** save the change and close the Name dialog.
- 6) Click **OK** to save the changes and close the Area dialog.

## ✓ Note

It is recommended to only rename or delete bitmaps that have been created or imported. Renaming or deleting bitmaps that are installed with LibreOffice may cause problems in documents that use one of these bitmaps.

### Deleting bitmaps

- 1) Select an object that contains the bitmap being deleted.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** to open the options available for a bitmap fill.
- 3) Right-click on the bitmap that is going to be deleted in the Bitmap preview box.
- 4) Select **Delete** from the context menu and click on **Yes** to confirm the deletion.
- 5) Click OK to save the changes and close the Area dialog.

### Pattern fills

#### Using patterns

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** (Figure 201) to open the options available for a pattern fill.
- 3) In Pattern, select a pattern from the available patterns and it appears in **Preview**.

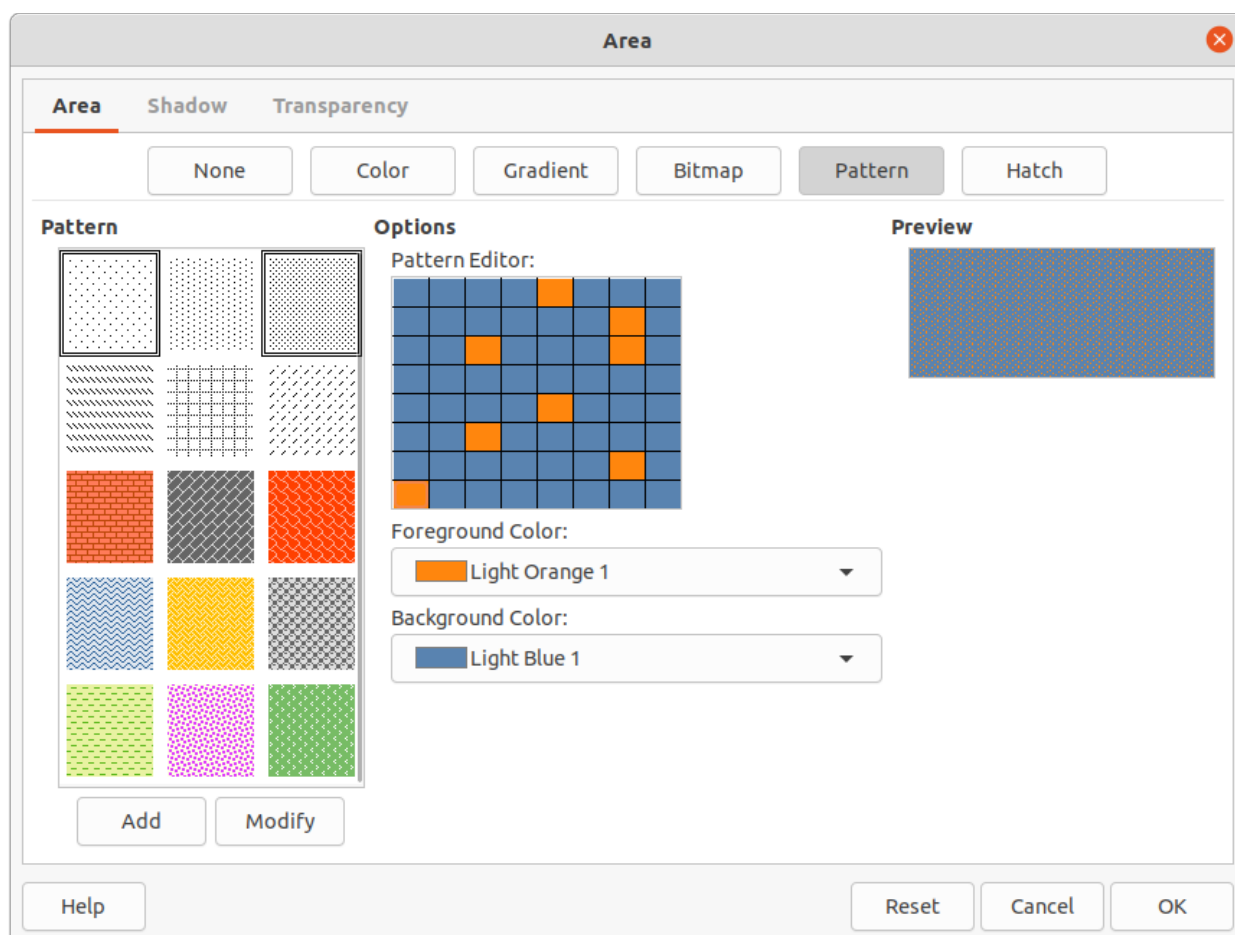


Figure 201: Area dialog - Area Pattern page

- 4) Click **OK** to save the changes and close the Area dialog. The pattern area fill appears in the selected object.

### Creating patterns

- 1) Select an object that contains a pattern as a fill or insert a pattern into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** to open the options available for a pattern fill.
- 3) If necessary, select a pattern from the options available in the **Pattern** preview box. Note that any imported patterns are also available. The selected pattern appears in *Pattern Editor*.
- 4) In **Options**, select a color from the available color palettes for the *Foreground Color* and *Background Color*.
- 5) In *Pattern Editor*, start creating the pattern by clicking in the squares (pixels) to change color. Each click in a square swaps the color from *Background Color* to *Foreground Color* or *Foreground Color* to *Background Color*. Check the pattern being created to see if the desired effect is being achieved.
- 6) Click on **Add** to open a Name dialog.
- 7) Enter a name for the new pattern, then click **OK** to close the Name dialog. The new pattern appears at the bottom of the **Pattern** preview box.
- 8) Click **OK** to save the changes and close the Area dialog.



#### Note

It is recommended to only modify, rename or delete patterns that have been created. Modifying, renaming or deleting patterns that were installed with LibreOffice may cause problems in documents that use one of these patterns.

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### Modifying patterns

- 1) Select an object that contains a pattern or insert a pattern into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** to open the options available for a pattern fill.
- 3) If necessary, select a pattern from the options available in the **Pattern** preview box. Note that any imported patterns are also available. The selected pattern appears in *Pattern Editor*.
- 4) Enter new colors for the *Foreground Color* and *Background Color* from the available color palettes.
- 5) In *Pattern Editor*, start modifying the pattern by clicking in the squares (pixels) to change color. Each click in a square swaps the color from *Background Color* to *Foreground Color* or *Foreground Color* to *Background Color*. Check the pattern being created to see if the desired effect is being achieved.
- 6) Click on **Modify** to save the pattern changes. There is no confirmation given when modifying a pattern fill.
- 7) Click **OK** to close the Area dialog and save the changes.

### Renaming patterns

- 1) Select an object that contains a pattern, or insert a pattern into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** to open the options available for a pattern fill. The selected pattern appears in *Pattern Editor*.



- 3) Right-click on the pattern for renaming in the **Preview** box and select **Rename** from the context menu.
- 4) Enter a name for the pattern in the Name dialog that opens.
- 5) Click **OK** save the renaming and close the Name box.
- 6) Click **OK** to save the changes and close the Area dialog.

### Deleting patterns

- 1) Select an object that contains a pattern, or insert a pattern into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** to open the options available for a pattern fill. The selected pattern appears in *Pattern Editor*.
- 3) Right-click on the pattern for deletion in the **Preview** box and select **Delete** from the context menu.
- 4) Click on **Yes** to confirm the deletion.
- 5) Click **OK** to save the changes and close the Area dialog.

## Hatch fills

### Using hatch fills

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill (Figure 202).

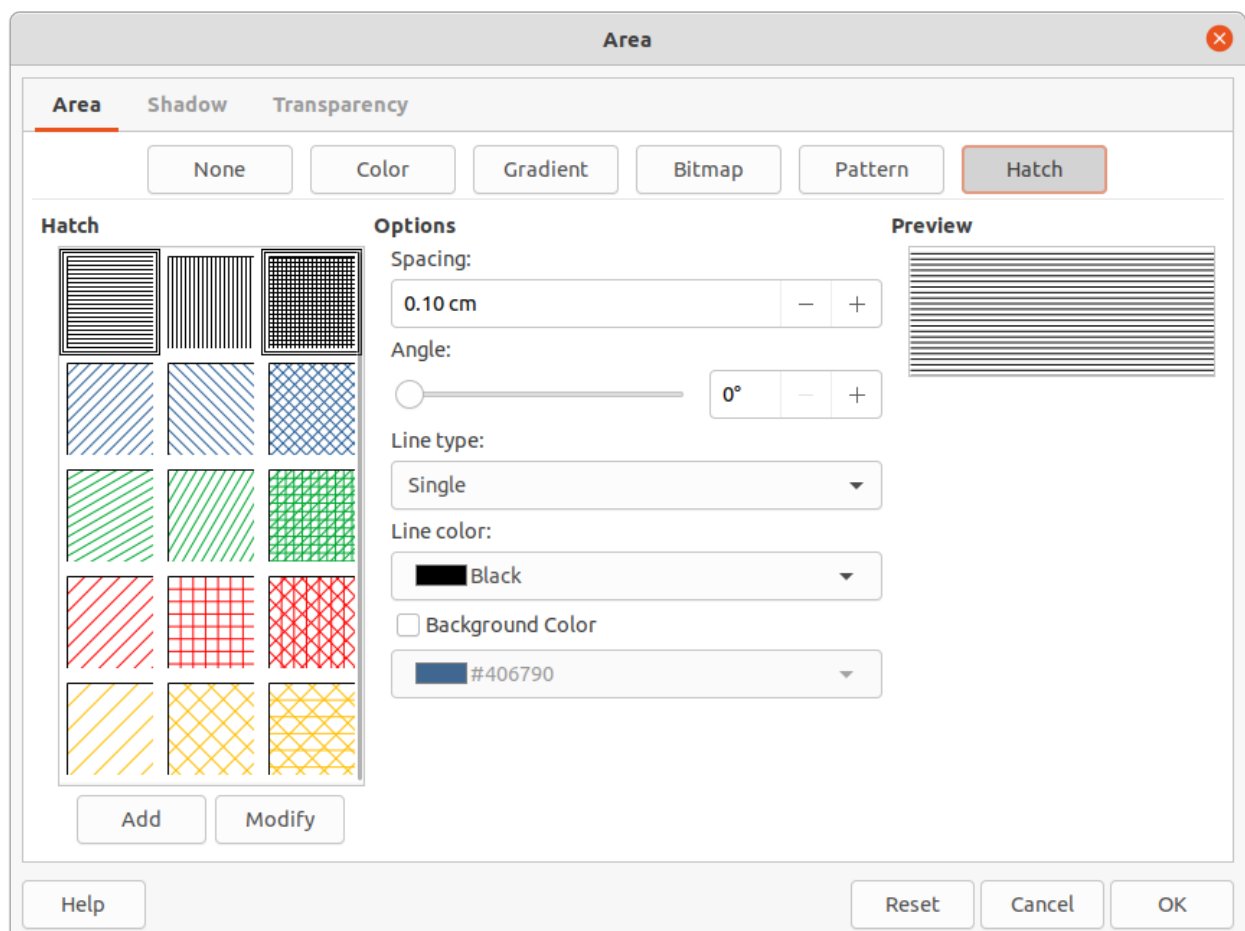


Figure 202: Area dialog - Area Hatch page



- 3) Select a hatch from the options shown in the **Hatch** box and the selected hatch appears in the **Preview** box.
- 4) If necessary, to override the **Options** settings for the selected hatch fill, enter a new values for *Spacing*, *Angle*, *Line type*, *Line color*, and *Background Color*.
- 5) Click **OK** to save the changes and close the Area dialog. The hatch fill appears in the selected object.

### Creating hatch fills

When creating new hatch fills or modifying an existing hatch fill, use the options available on the Area Hatch page in the Area dialog. See Table 7 for an explanation of the options available for a hatch fill.

It is recommended to create a new hatch fill rather than modify an existing hatch fill.

- 1) Select an object that contains a hatch fill, or insert a hatch fill into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill.
- 3) As a starting point, select a hatch fill similar to the one being created. The selected hatch fill appears in the **Preview** box.
- 4) Change the values of the option settings for the hatch fill. The hatch fill displayed in the **Preview** box changes to reflect the changes in option values.
- 5) Click on **Add** to open the Name dialog and enter a name for the new hatch fill.
- 6) Click **OK** to close the Name dialog. The new hatch fill appears at the bottom of the hatch fills displayed in the **Hatch** box.
- 7) Click **OK** to close the Area dialog and save the changes. The new hatch fill appears in the selected object.

Table 7: Hatch fill options

Hatch option	Meaning
Spacing	Determines the spacing between two lines of the hatching fill. As the value is changed the <b>Preview</b> is updated.
Angle	Determines the angle used for the hatch lines. Either use the slider or enter a value in the box to change the angle.
Line type	Set single, double or triple line for the style of the hatching fill.
Line color	Select a color of the lines that form the hatching fill from the drop-down list of available color palettes
Background color	Select a color for the background color behind the hatching lines from the drop-down list of available color palettes



#### Note

It is recommended to only modify, rename or delete hatch fills that have been created. Modifying, renaming or deleting hatch fills that were installed with LibreOffice may cause problems in documents that use one of these hatch fills.

### Modifying hatch fills

- 1) Select the object that contains the hatch fill that is to be modified.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill.

- 3) Enter new values for the option settings of the hatch fill. The hatch fill displayed in the **Preview** box changes to reflect the changes in option values. See Table 7 for information on hatch options.
- 4) Click **Modify** to save the changes. There is no confirmation given when modifying a hatch fill.
- 5) Click **OK** to save the changes and close the Area dialog.

### Renaming hatch fills

- 1) Select the object that contains the hatch fill that is to be renamed.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill.
- 3) Right-click on the hatch fill displayed in the **Hatch** box and select **Rename** from the context menu.
- 4) Enter a name for the hatch fill in the Name dialog that opens.
- 5) Click **OK** to save the renaming and close the Name dialog.
- 6) Click **OK** to save the changes and close the Area dialog.

### Deleting hatch fills

- 1) Select the object that contains the hatch fill that is to be deleted.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill.
- 3) Right-click on the hatch fill displayed in the **Hatch** box and select **Delete** from the context menu.
- 4) Click on **Yes** to confirm the deletion.
- 5) Click **OK** to save the changes and close the Area dialog.

## Working with shadows

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Shadows can be applied to objects such as lines, shapes and text. The options available for shadows are as follows:

- **Position** – select one of nine points determining the direction in which the shadow is cast.
- **Distance** or **Angle** – determines the offset distance between the object and the shadow.
- **Color** – sets the color used for the shadow.
- **Blur** – sets how much the edges of a shadow are blurred or softened.
- **Transparency** – determines the amount of transparency for the shadow: 0% opaque shadow, 100% transparent shadow.

### Area dialog

- 1) Select an object where a shadow is going to be applied.
- 2) Open the Area dialog and click on **Shadow** to open the **Shadow** page (Figure 203).
- 3) Select *Use shadow* in **Properties** and the shadow options become active.
- 4) Select from one of nine points the direction in which the shadow is going to be cast in relation to the object.
- 5) In *Color*, select the color palette from the drop-down list of available palettes and then select the color required for the shadow.

- 6) In *Distance*, enter a distance to set spacing between the object and the shadow.
- 7) In *Blur*, enter a value to soften the edges of the shadow.
- 8) In *Transparency*, enter the percentage in the text box for the shadow transparency.
- 9) Click **OK** to close the Area dialog and save the changes.

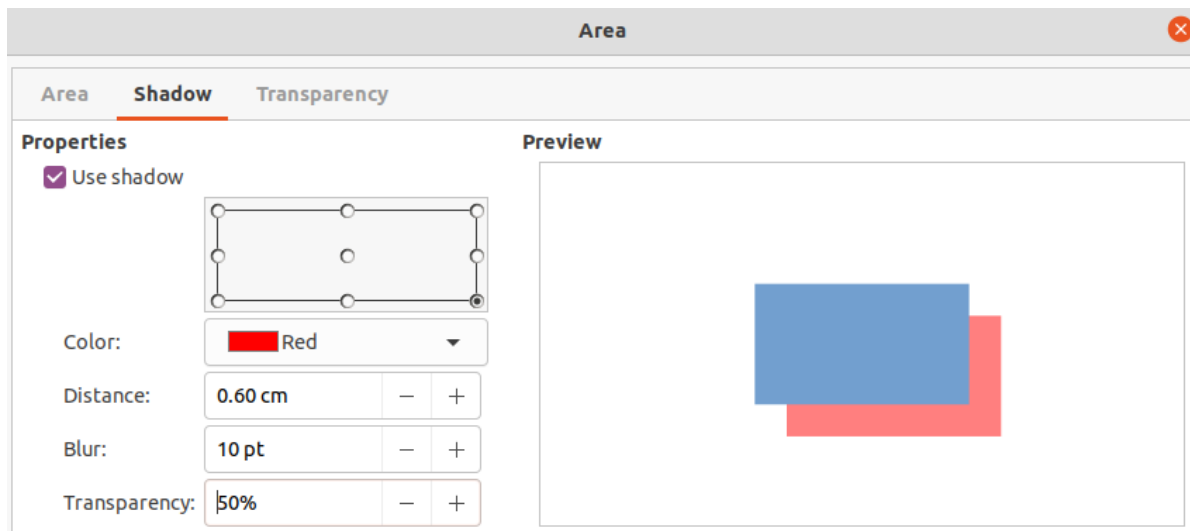


Figure 203: Area dialog - Shadow page

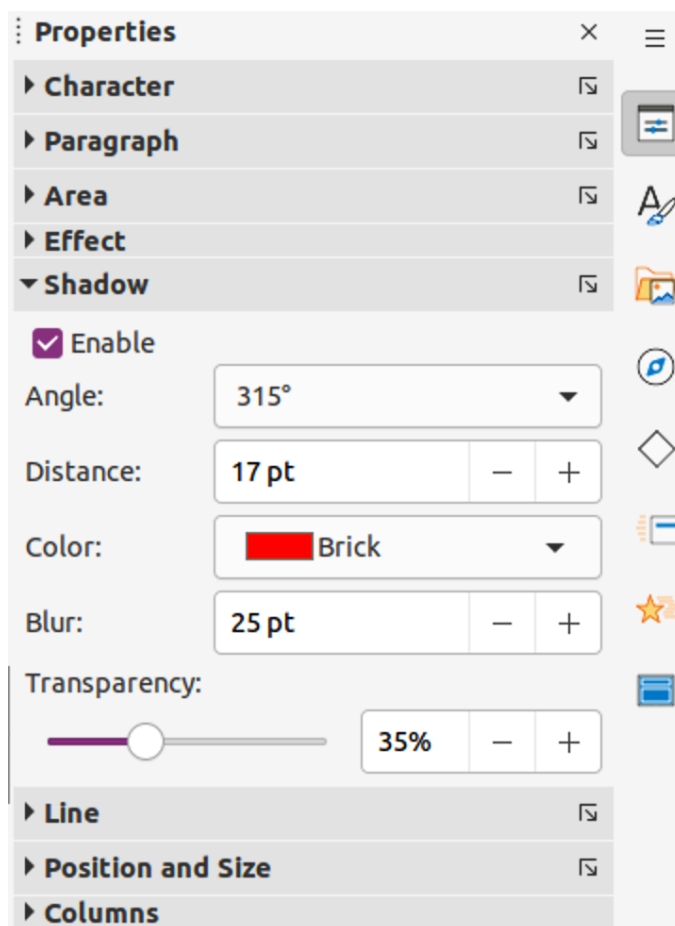


Figure 204: Shadow panel in Properties deck on Sidebar

## Sidebar

- 1) Select an object where a shadow is going to be applied.
- 2) Click on **Properties** to open the Properties deck on the Sidebar.
- 3) Click on **Shadow** to open the **Shadow** panel (Figure 204) in the Properties deck
- 4) Select *Enable* and the shadow options become active
- 5) In *Angle*, select from one of the options available from the drop-down list to set the direction of where the shadow is going to be cast in relation to the object.
- 6) In *Color*, select the color palette from the drop-down list of available palettes and then select the color required for the shadow.
- 7) In *Distance*, enter a distance to set spacing between the object and the shadow.
- 8) In *Blur*, enter a value to soften the edges of the shadow.
- 9) In *Transparency*, move the slider or enter a percentage in the text box to set the shadow transparency.
- 10) Deselect the object to save the changes made.

## Line and Filling toolbar

- 1) Select an object where a shadow is going to be applied.
- 2) Click on **Shadow** on the Line and Filling toolbar. A shadow is created using the settings from the **Shadow** page in the Area dialog.
- 3) Deselect the object to save the changes made.

## Working with transparencies

Transparencies can be applied to objects and to any shadow that has been applied to an object. In Impress two types of transparencies can be applied to an object – uniform transparency and gradient transparency. For more information on gradient transparencies, including an example of combining a color gradient with a gradient transparency, see “Gradient fills” on page 203.

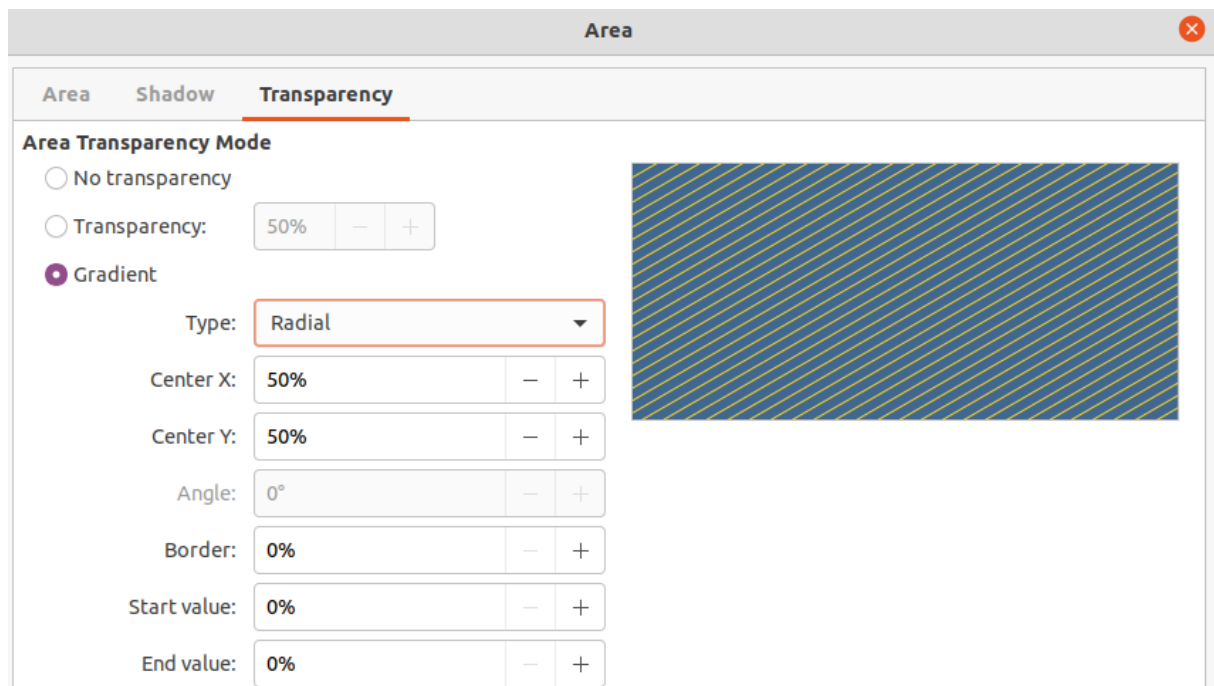


Figure 205: Area dialog - Transparency page

- 1) Select an object where a transparency is going to be applied.
- 2) Open the Area dialog and click on **Transparency** to open the **Transparency** page (Figure 205).
- 3) To create a uniform transparency, select *Transparency* and enter a percentage in the text box.
- 4) To create a gradient transparency so that the area becomes gradually transparent, select *Gradient* and select the type of gradient transparency from the *Type* drop-down list: **Linear**, **Axial**, **Radial**, **Ellipsoid**, **Quadratic** or **Square**.
- 5) If a gradient transparency has been selected, set the parameters for the type of the gradient transparency that has been selected. Refer to Table 8 for a description of the properties. The available parameters depends on the type of gradient transparency.
- 6) Click **OK** to close the Area dialog and save the changes.

Table 8: Gradient transparency options

<b>Gradient transparency options</b>	<b>Meaning</b>
Center X	Used for <b>Radial</b> , <b>Ellipsoid</b> , <b>Quadratic</b> and <b>Square</b> gradients. The values to set the horizontal offset of the gradient center.
Center Y	Used for <b>Radial</b> , <b>Ellipsoid</b> , <b>Quadratic</b> and <b>Square</b> gradients. The values to set the vertical offset of the gradient center.
Angle	Used for <b>Linear</b> , <b>Axial</b> , <b>Ellipsoid</b> , <b>Quadratic</b> and <b>Square</b> gradients. Specifies the angle of the gradient axis.
Border	Increase this value to make the gradient start further away from the border of the object.
Start value	Value for the starting transparency gradient. 0% is fully opaque, 100% means fully transparent.
End value	Value for the ending transparency gradient. 0% is fully opaque, 100% means fully transparent.

## Text in objects

By default, an object is not dynamic when it is created and does not behave like a text box. If the text exceeds the object borders, then the text has to be reduced in font size, or the object size increased to accommodate the text.

### Adding text

- 1) Select the object where text is to be added.
- 2) Put the selected object into text mode using one of the following methods. The cursor becomes a flashing text cursor centrally inside the object indicating text mode is active. The Text Formatting toolbar automatically opens replacing the Line and Filling toolbar.
  - Double-click on the object.
  - Click on **Insert Text Box** on the Standard or Drawing toolbar.
  - Use the keyboard shortcut *F2*.
  - Go to **Insert > Text Box** on the Menu bar.

## ✓ Note

If double-clicking does not work, go to **View > Toolbars** on the Menu bar to open the Options toolbar, then select **Double-click to edit Text**.

- 3) Type the required text. The text is centrally aligned horizontal and vertically within the boundaries of the object.
- 4) Alternatively, copy and paste text into the selected object. It is recommended to paste text into an object as unformatted text and then format the text to the presentation requirements.
- 5) When finished, click outside of the object or press *Esc* to cancel text mode. The Line and Filling toolbar automatically opens replacing the Text Formatting toolbar.

## ✓ Note

If vertical text is required in an object, enter horizontal text into the object as above, then rotate the object 90 degrees. The text inside the object rotates with the object to create vertical text.

## Formatting text in objects

This section only covers formatting of how the text appears inside an object. For more information on formatting the text attributes, see Chapter 3, Adding and Formatting Text.

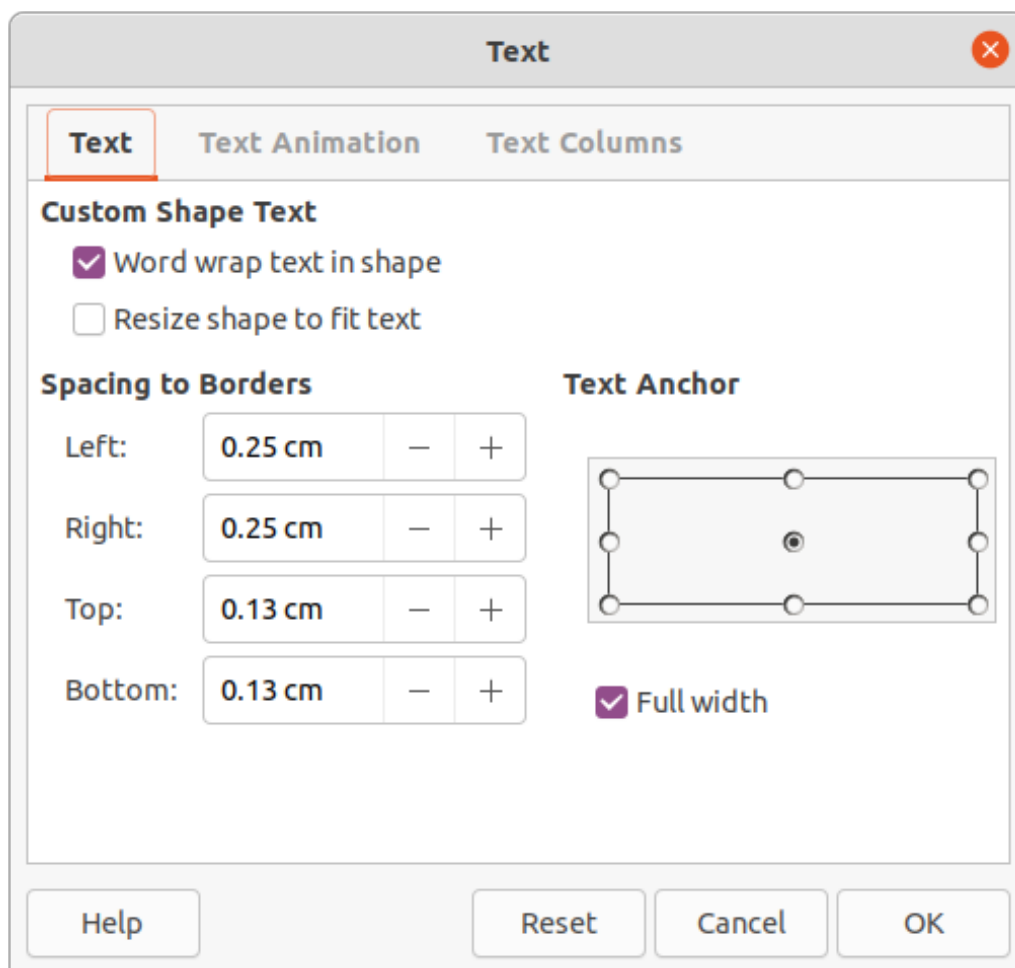


Figure 206: Text dialog

- 1) Select the object which contains text and use one of the following methods to open the Text dialog (Figure 206):
  - Go to **Format > Object and Shape > Text Attributes** on the Menu bar.
  - Right-click on the text inside the object and select **Text Attributes** from the context menu.
- 2) Click on **Text** to open the **Text** page.
- 3) Format and edit the text within an object using the available options. The options are described in Table 9.
- 4) Click **OK** to close the Text dialog and save the changes to the text.
- 5) To format the text attributes (for example paragraph alignment or font type) use the tools available on the Text Formatting toolbar, or go to **Format > Text** on the Menu bar and use the options available in the drop-down menu. See Chapter 3, Adding and Formatting Text for more information on formatting text attributes.

Table 9: Object text formatting options

Text options	Meaning
Word wrap text in shape	Starts a new line automatically when the border of the object is reached.
Resize shape to fit text	Expands an object when the text inserted in the object is too large.
Spacing to borders	Specify the amount of space between the borders of the object and the text.
Text anchor	Used to anchor the text to a particular point within the object.
Full width	Anchors the text in the center of the object and uses the full width of the object before wrapping text.

## Text animation

Text can be animated when it has been placed into an object and is a separate animation from object animation. For information on object animation, see Chapter 5, Managing Graphic Objects.

- 1) Select the object which contains text.
- 2) Open the Text dialog and click on **Text Animation** to open the **Text Animation** page (Figure 207).
- 3) Select the type of animation required from the **Effect** drop-down list as follows:
  - *No animation* – default setting.
  - *Blink* – the text blinks on the screen.
  - *Scroll through* – the text moves into the object and then out following the selected direction.
  - *Scroll back and forth* – the text moves first in the selected direction, but bounces back at the object border.
  - *Scroll in* – the text scrolls in towards the given direction starting from the edge of the object and stops in the center.
- 4) Set the *Direction* of the animation using one of the four arrows to set the scroll direction for the text.

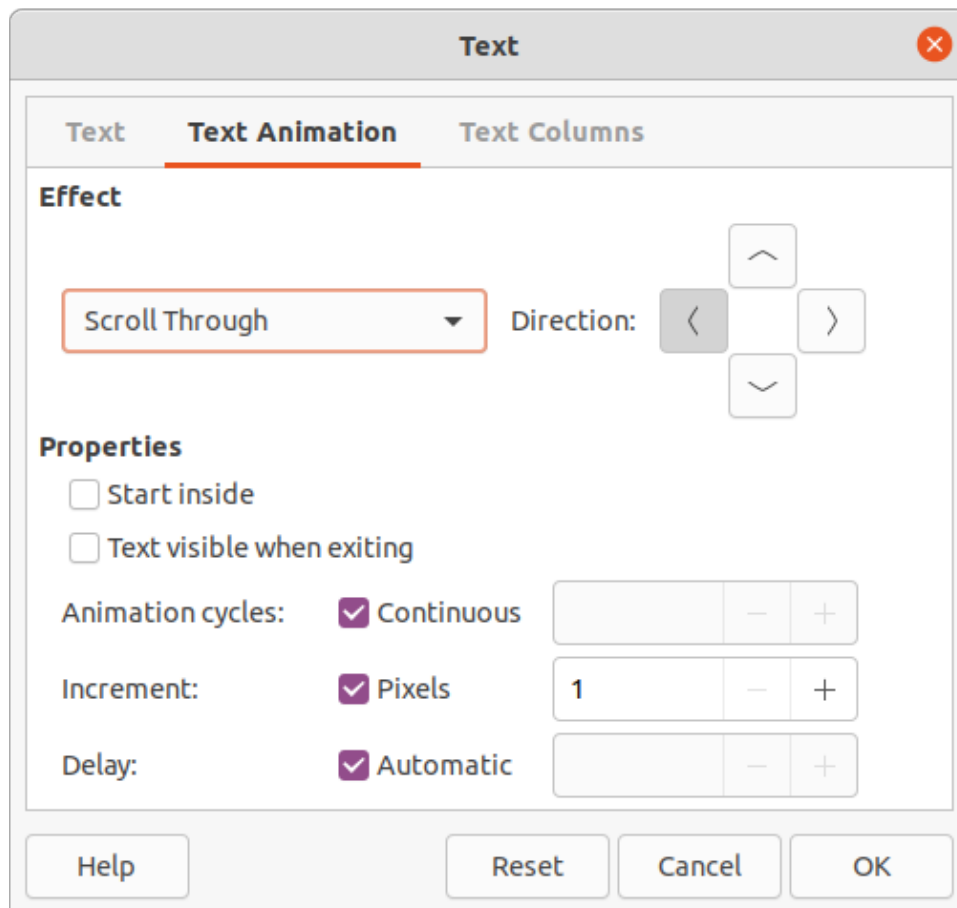


Figure 207: Text dialog - Text Animation page

- 5) Set the **Properties** for the animation using the following options:
  - *Start inside* – animation starts from inside the object.
  - *Text visible when editing* – select to see the text while editing.
  - *Animation cycles* – select *Continuous* and the text animates continuously or set a specific number of cycles for the animation.
  - *Increment* – sets the amount the animation moves in *Pixels* when selected or a specific distance when *Pixels* is deselected. The units of measurement depends on the settings in **Tools > Options > LibreOffice Impress > General**.
  - *Delay* – starts the animation when *Automatically* is selected or after a specific length of time when *Automatically* is deselected.
- 6) Click **OK** to close the Text dialog and save the animation effect.

## Text columns

Only text added to objects can be placed into columns as follows:

- 1) Select the object which contains text.
- 2) Open the Text dialog and click on **Text Columns** to open the **Text Columns** page (Figure 208).
- 3) Enter the number of columns required in the *Number of columns* box.
- 4) Enter the spacing required between each column in the *Spacing* box. The units of measurement depends on the settings in **Tools > Options > LibreOffice Impress > General**.
- 5) Click **OK** to close the Text dialog and save the changes.



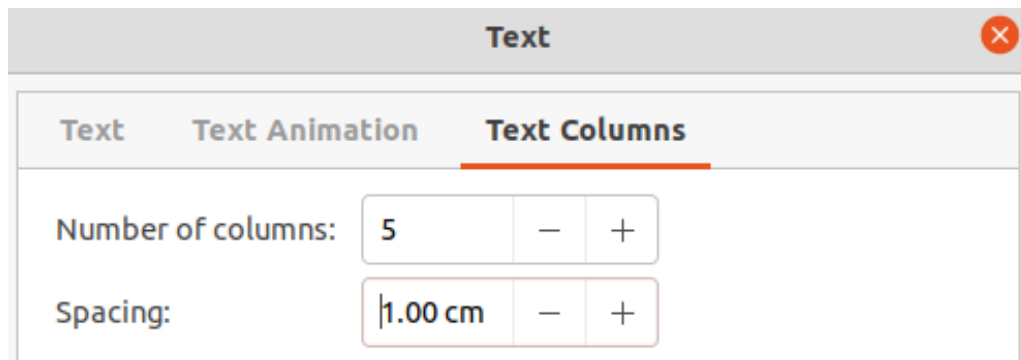


Figure 208: Text dialog - Text Columns page

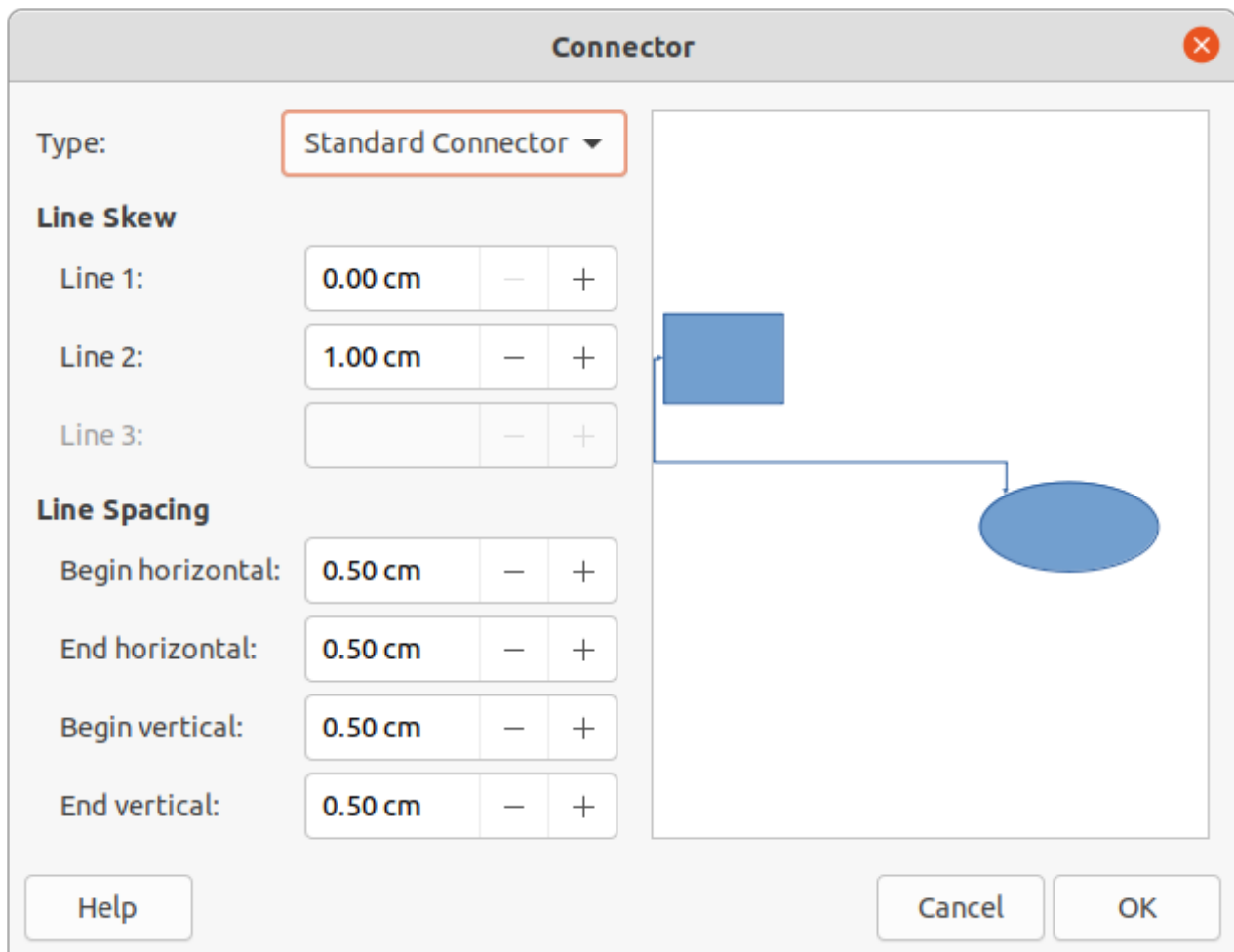


Figure 209: Connector dialog

## Formatting connectors

Connectors are lines that join two objects and always start from or finish at a glue point on an object. See Chapter 5, Managing Graphic Objects for a description and use of the connectors.

- 1) Right-click on a connector and select **Connector** from the context menu to open the Connector dialog (Figure 209). The Connector dialog displays a preview of a connector as changes are made.
- 2) Select the type of connector from the *Type* drop-down list.
- 3) Set the **Line skew** for the connector. **Line skew** is used to set the distance between connectors where multiple connectors overlap.

- 4) Set the **Line spacing** for the connector. **Line spacing** is used to set the horizontal and vertical space between the connector and the object at each end of the connector.
- 5) Click **OK** to close the Connector dialog and save the changes.

## Working with image styles

---

To achieve style consistency in slides, or a presentation, or to apply the same formatting to a large number of objects, it is recommended to use image styles. In Impress, image styles are called drawing styles.

Drawing styles are similar to paragraph styles that are used for text. A drawing style groups all formatting properties applicable to an object and associates this properties group with a name. This allows the properties group to be used for other objects. If a drawing style is modified (for example, changing area color), the changes are automatically applied to all objects that use the same drawing style.

If Impress is used frequently, a library of well defined drawing styles is an invaluable tool for speeding up the process of formatting objects to any requirements that have to be followed (for example, company colors or fonts).

For more information on drawing (image) styles in Impress, see Chapter 2, Slide Masters, Styles, and Templates.

### Linked drawing styles

Drawing styles support inheritance which allows a style to be linked to another (parent) style so that it inherits all the formatting settings of the parent. This inheritance creates families of styles.

For example, if multiple boxes are required that only differ in color, but are otherwise identically formatted, it is recommended to define a style for the box including borders, area fill, font, and so on as the parent style. A number of drawing styles are then created that are hierarchically dependent to the parent style, but differing only in the fill color attribute. These styles are also known as child styles. If it is necessary to change the font size or border thickness, the parent style is changed and all the child styles change accordingly.

### Default drawing style

In Impress, the drawing styles are located in the Styles deck on the Sidebar (Figure 210). Click on **Drawing Style** to open the drawing styles that are available in the presentation. The **Default Drawing Style** cannot be deleted and is automatically applied to any graphic object created on a slide. This style is the starting point for creating new drawing styles.

#### Note

The Default Drawing Style can be modified. However, a modified Default Drawing Style only applies to the presentation where the style was modified.

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## Creating drawing styles

### New style from Sidebar

- 1) Select an object or create a new object.
- 2) Open the Styles deck on the Sidebar using one of the following methods:
  - Click on **Styles** at the side of the Sidebar.
  - Click on **Show the Styles Sidebar** on the Line and Filling toolbar.
  - Use the keyboard shortcut *F11*.

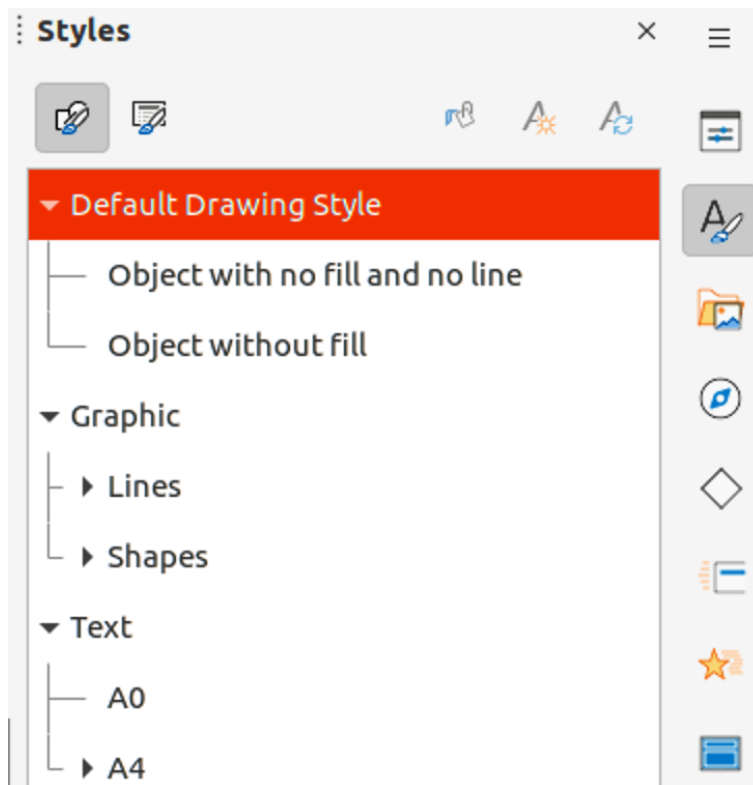


Figure 210: Drawing styles in Styles deck on Sidebar

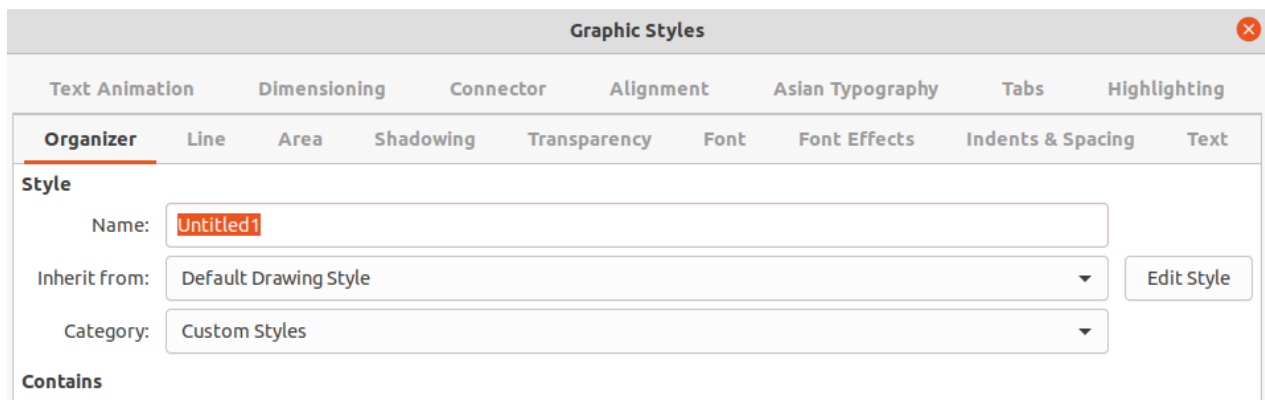


Figure 211: Graphic Styles dialog - Organizer page

- 3) Click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 4) Right-click on a drawing style that is selected in the list and select **New** from the context menu to open the Graphic Styles dialog (Figure 211).
- 5) Click on **Organizer** to open the **Organizer** page.
- 6) Enter a name for the new drawing style in the *Name* text box.
- 7) In *Inherit from* text box, select **None** from the drop-down list if the new drawing style is NOT going to be linked. When the object was created, it was allocated the Default Drawing Style and this new drawing style linked by default to the Default Drawing Style.
- 8) Use the various pages in the Graphic Styles dialog to format the new style.
  - **Font, Font Effects, Indents & Spacing, Alignment, Tabs, Highlighting** and **Asian Typography** – provides options for formatting any text inserted into a graphic object.
  - **Dimensioning** – provides options for formatting of dimension lines.

- **Text, Text Animation, Connector, Line, Area, Shadowing, and Transparency** – provides options for formatting of graphic objects.
- Click **OK** to close the Graphics Styles dialog and save the new drawing style.

### **Note**

Any new drawing style created is automatically placed in the **Custom Styles** category.

---

### **New style from selected object**

- 1) Select an object to use for creating a new drawing style.
- 2) Carry out any formatting changes to the object using the various dialogs and menu options available in Impress.
- 3) Open the Styles deck on the Sidebar and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 4) Click on **New Style from Selection** on the right of the Styles deck title bar to open the New Style from Selection dialog (Figure 212).
- 5) Enter a name for the new drawing style in the **Enter new style name** text box. A list is displayed of existing custom styles of that are available.
- 6) Click **OK** to save the new drawing style and close the New Style from Selection dialog.

### **Modifying drawing styles**

- 1) Open the Styles deck on the Sidebar and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 2) Right-click on the style that is to be modified and select **Modify** from the context menu to open the Graphic Styles dialog.

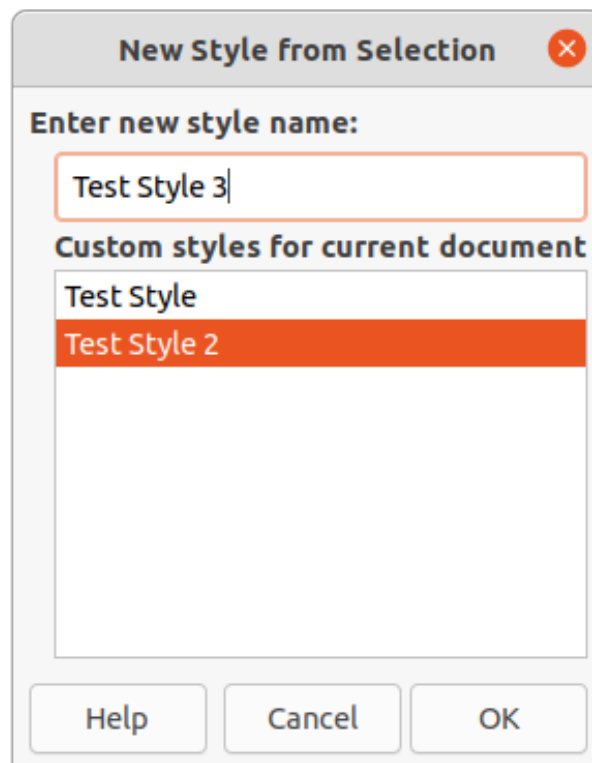


Figure 212: New Style from Selection dialog

- 3) Carry out any formatting changes to the drawing style using the options in the various pages of the Graphic Styles dialog.
- 4) Click **OK** to save the changes and close the Graphic Styles dialog..

## Updating drawing styles

- 1) Select an object or create a new object.
- 2) Carry out any formatting changes to the object using the various dialogs and menu options available in Impress.
- 3) Open the Styles deck on the Sidebar and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 4) Click on **Update Style** on the right of the Styles deck title bar to update the style. There is no confirmation that the style has been updated.

## Applying drawing styles

- 1) Open the Styles deck on the Sidebar and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 2) Select an object in the presentation to apply a drawing style.
- 3) Double-click on the drawing style name and apply the drawing style to the selected object.

## Deleting drawing styles

The predefined drawing styles in Impress cannot be deleted, even if the predefined drawing style is not in use. Only custom (user defined) styles can be deleted.

- 1) Open the Styles deck on the Sidebar and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 2) Right-click on a custom drawing style and click **Delete** on the context menu.
- 3) Click **Yes** to confirm the deletion of the custom drawing style.

### Note

Before deleting a custom drawing style, make sure the style is not in use in the presentation.

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## Impress Guide 7.2

# *Chapter 7*

## *OLE, Spreadsheets, Charts, and Other Objects*

## OLE objects

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Object Linking and Embedding (OLE) is a software technology that allows linking and embedding of the following types of files into an Impress presentation.

- LibreOffice spreadsheets
- LibreOffice charts
- LibreOffice drawings
- LibreOffice formulas
- LibreOffice text

The major benefit of using OLE objects is that it provides a quick and easy method of editing an object using tools from the software that created the object. These file types can all be created using LibreOffice and OLE objects can be created from new or from an existing file.

### Inserting new OLE objects

When inserting a new OLE object, it is only available in the presentation it is being inserted into and the OLE object can only be edited using Impress.

- 1) Select the slide in a presentation to insert an OLE object.
- 2) Go to **Insert > Object > OLE Object** on the Menu bar to open the Insert OLE Object dialog (Figure 213).
- 3) Select **Create new** and then select the type of OLE object in **Object Type**.
- 4) Click **OK** and a new OLE object is inserted in the center of the slide in edit mode. The toolbars displayed change providing the necessary tools to create a new OLE object.

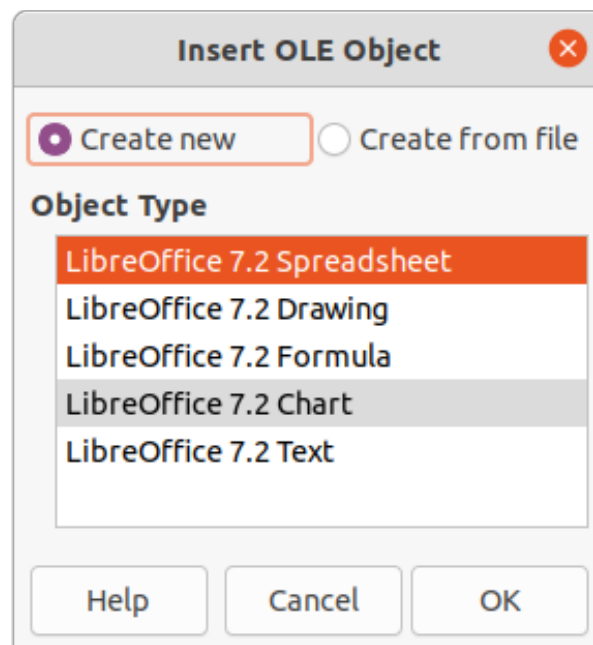


Figure 213: Insert OLE Object dialog for new objects

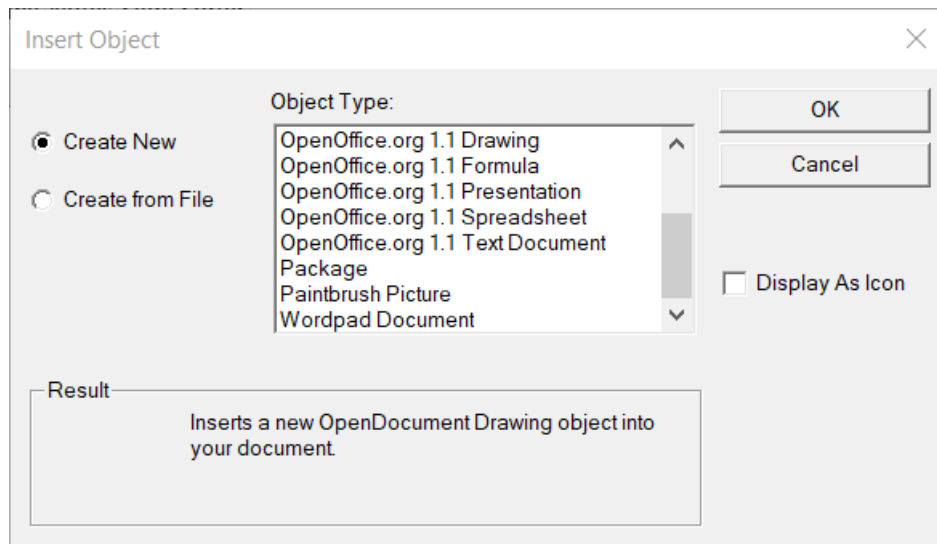


Figure 214: Insert OLE Object dialog for Windows Further Objects

### ✓ Note

For computers using the Windows operating system, an additional option of **Further objects** is available in the **Object Type** list. Clicking on **Further objects** opens an Insert Object dialog (Figure 214) allowing an OLE object using other software that is compatible with OLE and LibreOffice to be inserted. This option is available for new OLE objects and OLE objects from a file.

## Inserting OLE objects from files

- 1) Select the slide in a presentation to insert an OLE object.
- 2) Go to **Insert > Object > OLE Object** on the Menu bar to open the Insert OLE Object dialog.
- 3) Select **Create from file** and the dialog changes to a file search dialog (Figure 215).

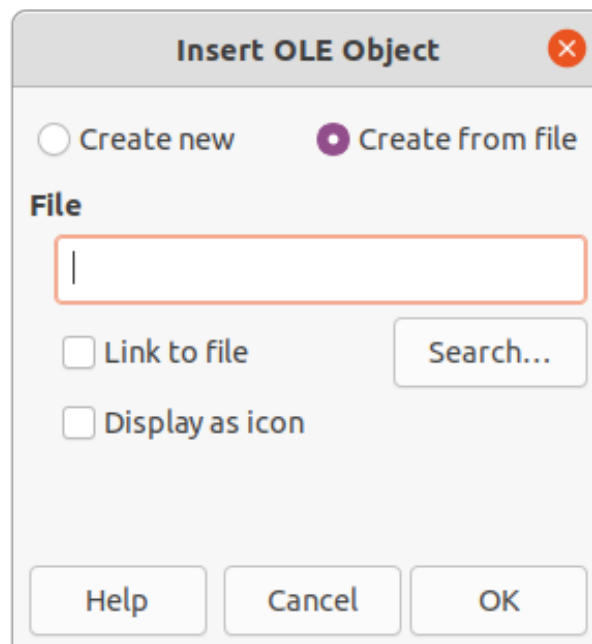


Figure 215: Insert OLE Object dialog when inserting from a file



- 4) Click on Search and a file browser window opens.
- 5) Navigate to where the file is located.
- 6) Select the file required and click Open. The filename appears in the **File** text box.
- 7) Insert the OLE object into the center of the slide in edit mode using one of the following methods:
  - Click **OK** to insert the file as an OLE object.
  - Select **Link to file**, then click **OK** to insert the OLE object with a link to the original file.
  - Select **Display as icon**, then click **OK** to insert the OLE object as an icon. When the icon is clicked on, the OLE object opens in a new window.

### Note

By default, when inserting a file into a slide as an OLE object, any changes made to the original file after insertion do not affect the copy of the file inserted into a presentation. Also, changes to the file copy in a presentation do not change the original file. If any changes made to the file, either in the original or in the presentation, are to appear in both versions the original file has to be linked with the presentation when the file is inserted.

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## Editing OLE objects

- 1) Double-click on the OLE object to open it in edit mode. The toolbars in Impress change to provide the necessary tools for editing the OLE object.
- 2) When editing the OLE object is complete, click anywhere outside the OLE object to exit editing.
- 3) Save the presentation. Any changes made to the OLE object are also saved.

## Resizing and moving OLE objects

Resizing and moving OLE objects is exactly the same as resizing and moving graphic objects in Impress. For more information, see Chapter 5, Managing Graphic Objects.

### Note

When resizing or moving a spreadsheet in slides, ignore any horizontal and vertical scroll bars, and the first row and first column. The first row and first column are easily recognizable because of their light background color. They are only used for spreadsheet editing purposes and are not included in the spreadsheet that appears as an OLE object on the slide.

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### Note

Do not double click on an OLE spreadsheet object when moving or resizing. Double clicking opens the OLE object editing mode for spreadsheets.

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## Spreadsheets

To include a spreadsheet in an Impress presentation, either insert an existing spreadsheet file or insert a new spreadsheet as an OLE object. For more information on spreadsheets, see the *Calc Guide* and the *Getting Started Guide*.

Embedding a spreadsheet into Impress includes most of the functionality of a Calc spreadsheet. Impress is capable of using Calc functions to carry out calculations and data analysis. However, if complex data or formulas are going to be used, it is recommended to perform those operations in a separate Calc spreadsheet first, then embed the spreadsheet into Impress with the results.

It is tempting to use spreadsheets in Impress for creating tables or presenting data in a tabular format. However, inserting a table into Impress is often more suitable and faster, depending on the complexity of the data. See Chapter 3, Adding and Formatting Text for more information on inserting and formatting tables.

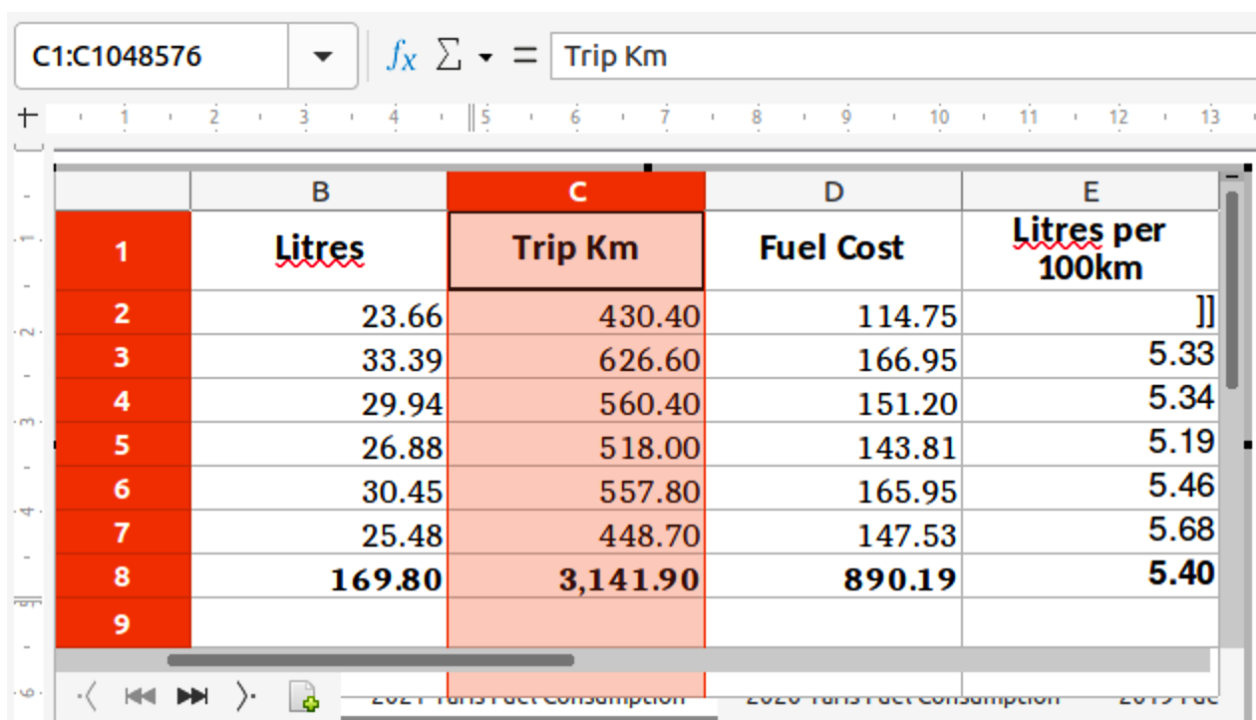
### ✓ Note

The entire spreadsheet is inserted into a slide as an OLE object. If the spreadsheet contains more than one sheet and the one required is not visible, double-click the spreadsheet and then select a different sheet from the sheet tab row at the bottom. See “Editing OLE objects” on page 228 for more information on editing a spreadsheet as an OLE object.

## Editing spreadsheets

When a spreadsheet is inserted into a slide, it is in edit mode ready for inserting or modifying data or modifying the format (Figure 216). The following also happens to provide tools and functions for spreadsheets:

- The Calc formula toolbar replaces the Line and Filling bar, as shown in Figure 216, with the following tools:
  - **Name Box** – this gives the active cell reference or the name of a selected range of cells.
  - **Function Wizard**
  - **Select Function**
  - **Formula**.



	B	C	D	E
1	<u>Litres</u>	<u>Trip Km</u>	<u>Fuel Cost</u>	<u>Litres per 100km</u>
2	23.66	430.40	114.75	]]
3	33.39	626.60	166.95	5.33
4	29.94	560.40	151.20	5.34
5	26.88	518.00	143.81	5.19
6	30.45	557.80	165.95	5.46
7	25.48	448.70	147.53	5.68
8	169.80	3,141.90	890.19	5.40
9				

Figure 216: Example spreadsheet in Impress

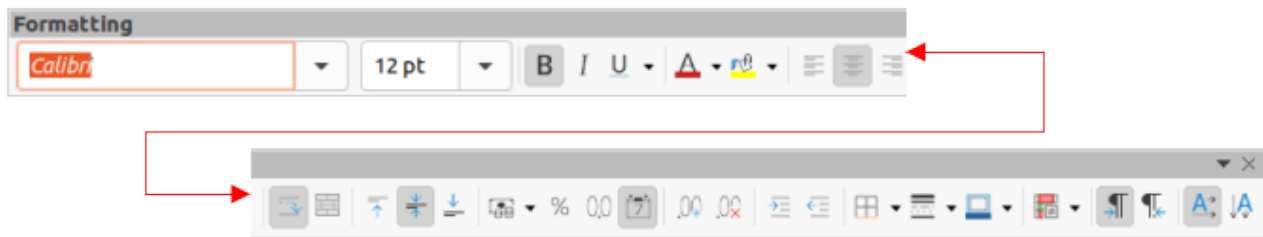


Figure 217: Formatting toolbar for spreadsheets

- **Input Line** – this is an edit box for entering data or reviewing the displayed contents of the active cell. If necessary, click on the small triangle ▼ on the right to expand the edit box and provide space for long functions requiring multiple lines.
- The Formatting toolbar (Figure 217) for spreadsheets opens providing tools required for basic formatting of a spreadsheet.
- The Menu bar changes to provide spreadsheet formatting options.

### Cell navigation

By default, when an embedded spreadsheet is opened, the active cell is A1. To move around the spreadsheet to select a cell to make it active, use one of the following methods:

- Keyboard arrow keys.
- Position the cursor in a cell and click.
- Press the *Enter* key to move one cell down and *Shift+Enter* combination to move one cell up.
- Press the *Tab* key to move one cell to the right and *Shift+Tab* combination to move one cell to the left.



#### Note

Other keyboard shortcuts are available to navigate around a spreadsheet. Refer to *Getting Started Guide* for more information.

### Entering data

Data input into a cell can only be done when a cell is active. An active cell is easily identified by a thickened and bolder border. The cell reference for the active cell is displayed in the **Name Box** at the left hand end of the Calc editing toolbar.

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Select a cell to make it active and start typing in the cell or in the **Input Line**. The data input displayed in the **Input Line** makes the data entry easier to read.
- 3) Use the various tools and options on the Menu bar to enter data, formula, function, text, or date into a cell.
- 4) To confirm data input into a cell use one of the following methods:
  - Select a different cell with the cursor.
  - Press the *Enter* key, or the *Shift+Enter* key combination.
  - Press the *Tab* key, or *Shift+Tab* key combination.
- 5) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.



#### Tip

Sometimes it is useful to treat numbers as text (for example, telephone numbers). To prevent Impress from removing the leading zeros or right aligning numbers in a cell, type a single quotation mark (') before entering a number as text.

---

### Merging cells

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Highlight the required number of cells to be merged.
- 3) If there is no data in the cells being merged, use one of the following methods to merge cells:
  - Go to **Format > Merge Cells > Merge and Center Cells** on the Menu bar.
  - Go to **Format > Merge Cells > Merge Cells** on the Menu bar.
  - Right-click on the selected cells and select **Merge Cells** from the context menu.
- 4) If the selected cells for merging contain data, the Merge Cells dialog (Figure 218) automatically opens. Merge the selected cells as follows:
  - a) Use one of the methods in Step 3 to merge cells and open the Merge Cells dialog.
  - b) Select an option in the Merge Cells dialog.
  - c) Click **OK** to merge the cells and close the Merge Cells dialog.
- 5) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Splitting cells

Only multiple cells that have been merged can be split into separate cells.

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Select a cell that was merged from multiple cells.
- 3) Split the merged cell into separate cells using one of the following methods:
  - Go to **Format > Merge Cells > Split Cells** on the Menu bar.
  - Right-click on the cell and select **Split Cells** from the context menu.

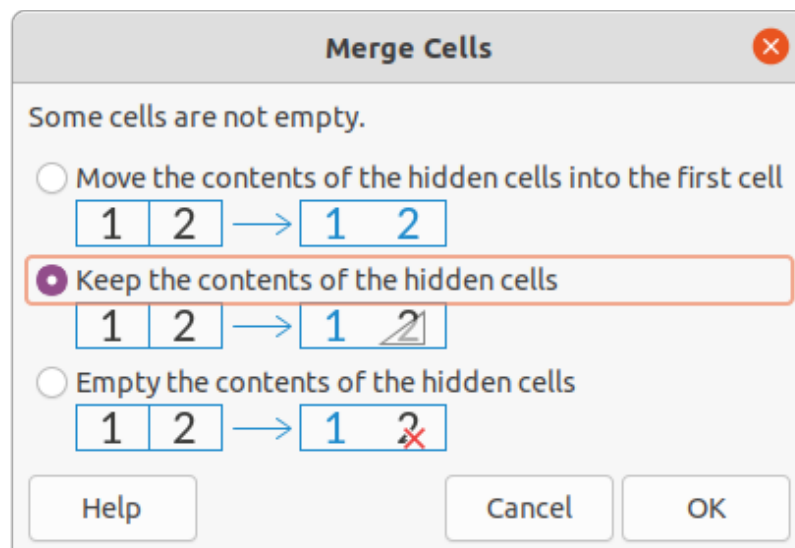


Figure 218: Merge Cells dialog

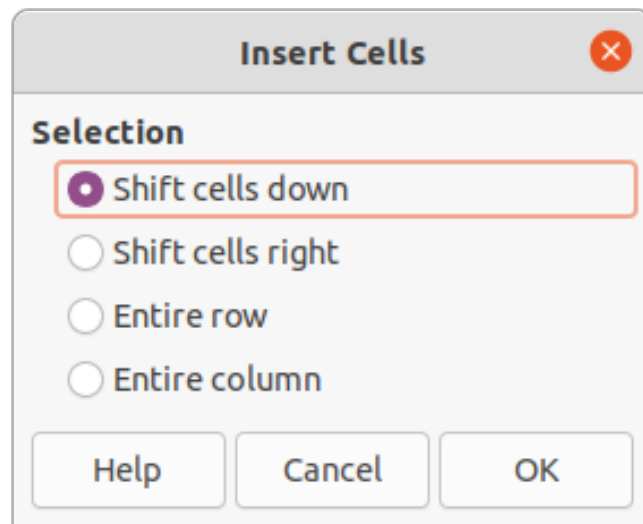


Figure 219: Insert Cells dialog

- 4) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Inserting cells

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Select the same number of cells on the embedded spreadsheet as are going to be inserted.
- 3) Insert cells using one of the following methods. Inserting cells opens the Insert Cells dialog (Figure 219).
  - Go to **Sheet > Insert Cells** on the Menu bar.
  - Right-click on the selected cells and select **Insert** from the context menu.
- 4) Select an insert option, then click **OK** to insert the cells and close the Insert Cells dialog.
- 5) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Inserting rows

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Select the same number of rows on the embedded spreadsheet as are going to be inserted.
- 3) Insert rows using one of the following methods:
  - Go to **Sheet > Insert Rows > Rows Above** or **Sheet > Insert Rows > Rows Below** on the Menu bar.
  - Right-click on the selected rows and select **Insert Rows Above** or **Insert Rows Below** from the context menu.
  - Open the Insert Cells dialog, as in “Inserting cells” above, and select **Entire row** to insert rows above the selected rows.
- 4) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Inserting columns

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Select the same number of columns on the embedded spreadsheet as are going to be inserted.

- 3) Insert columns using one of the following methods:
  - Go to **Sheet > Insert Columns > Columns Before** or **Sheet > Insert Columns > Columns After** on the Menu bar.
  - Right-click on the selected columns and select **Insert Columns Before** or **Insert Columns After** from the context menu.
  - Open the Insert Cells dialog, as in “Inserting cells” above, and select **Entire column** to insert columns to the left of the selected columns.
- 4) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Deleting cells

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Select the cells for deletion on the embedded spreadsheet.
- 3) Delete the selected cells using one of the following methods. Deleting cells opens the Delete Cells dialog (Figure 220).
  - Go to **Sheet > Delete Cells** on the Menu bar.
  - Right-click on the selected cells and select **Delete** from the context menu.
- 4) Select a delete option, then click **OK** to delete the cells and close the dialog.
- 5) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Deleting rows

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Select the rows for deletion on the embedded spreadsheet.
- 3) Delete the selected rows using one of the following methods:
  - Go to **Sheet > Delete Rows** on the Menu bar.
  - Right-click on the selected rows and select **Delete Rows** from the context menu.
  - Open the Delete Cells dialog, as in “Deleting cells” above, and select **Delete entire row(s)**.
- 4) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Deleting columns

- 1) Double-click on the embedded spreadsheet to open in edit mode.

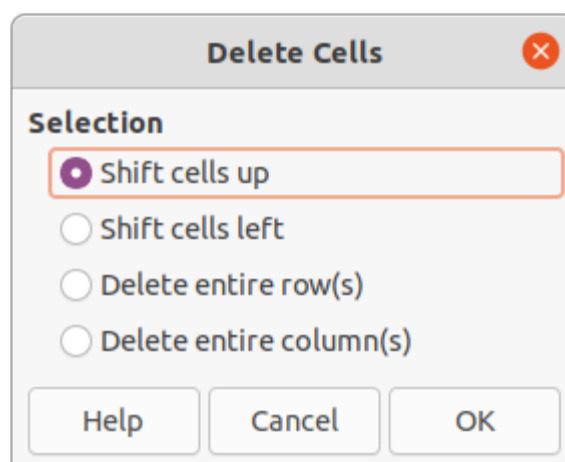


Figure 220: Delete Cells dialog

- 2) Select the columns for deletion on the embedded spreadsheet.
- 3) Delete the selected columns using one of the following methods:
  - Go to **Sheet > Delete Columns** on the Menu bar.
  - Right-click on the selected columns and select **Delete Columns** from the context menu.
  - Open the Delete Cells dialog, as in “Deleting cells” above, and select **Delete entire column(s)**.
- 4) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Quickly inserting sheets

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Click on the plus sign to the left of the sheet names and a new sheet is added to the spreadsheet after the last sheet in the spreadsheet.
- 3) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.



#### Note

If there are multiple sheets in an embedded spreadsheet, only the active sheet is shown on the slide after exiting edit mode.

Figure 221: Insert Sheet dialog

### Insert Sheet dialog

For more control over inserting sheets into an embedded spreadsheet, it is recommended to use the Insert Sheet dialog (Figure 221) as follows:

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Open the Insert Sheet dialog using one of the following methods:
  - Right-click on the sheet names and select **Insert Sheet** from the context menu.
  - Go to **Sheet > Insert Sheet** on the Menu bar.
- 3) In **Position** select one of the following options:
  - *Before current sheet* – inserts sheets before the active sheet in the spreadsheet.
  - *After current sheet* – inserts sheets after the active sheet in the spreadsheet.
- 4) In **Sheet** select *New sheet* and the *No. of sheets* required.
- 5) In the *Name* text box, enter a name for the new sheet. This option is not available if inserting multiple sheets.
- 6) Click **OK** to insert the sheet and close the Insert Sheet dialog.
- 7) When finished editing an embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Insert sheet from file

When inserting a sheet from a file, the Insert Sheet dialog has to be used.

- 1) Double-click on the embedded spreadsheet to open in edit mode.
- 2) Open the Insert Sheet dialog using one of the following methods:
  - Right-click on the sheet names and select **Insert Sheet** from the context menu.
  - Go to **Sheet > Insert Sheet** on the Menu bar.
- 3) In **Position** select one of the following options:
  - *Before current sheet* – inserts sheets before the active sheet in the spreadsheet.
  - *After current sheet* – inserts sheets after the active sheet in the spreadsheet.
- 4) In **Sheet**, select *From file* and click on **Browse** to open an Insert browser window.
- 5) Navigate to the file location and select the file.
- 6) Click on **Open** and the sheet names contained in the file appear in the preview box.
- 7) If necessary, click on **Link** to create a link to the original file.
- 8) Select the sheet required for insertion in the preview box.
- 9) Click **OK** to insert the selected sheet into the embedded spreadsheet and close the Insert Sheet dialog.
- 10) When finished editing an embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Renaming sheets

- 1) Double-click on the embedded spreadsheet to open it in edit mode.
- 2) Select the sheet for renaming to make it active.
- 3) Right-click on the sheet tab and select **Rename Sheet** from the context menu, or go to **Sheet > Rename Sheet** on the Menu bar.
- 4) Enter a new name for the sheet in the Rename Sheet dialog that opens.
- 5) Click **OK** to save the name change and close the Rename Sheet dialog.



- 6) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Moving or copying sheets

- 1) Double-click on the embedded spreadsheet to open it in edit mode.
- 2) Select the sheet for moving or copying to make it active.
- 3) Right-click on the sheet tab and select **Move or Copy Sheet** from the context menu, or go to **Sheet > Move or Copy Sheet** on the Menu bar to open the Move/Copy Sheet dialog (Figure 222).
- 4) Move or copy a sheet to another position within the embedded spreadsheet in the same presentation as follows:
  - a) In **Action**, select the *Move* option or *Copy* option.
  - b) In **Location**, select a destination from the options in the *To document* drop-down list. In Impress, the presentation is named as *Untitled 1 (current document)*.
  - c) In *Insert before*, select the position within the spreadsheet from the available list.
  - d) If necessary, enter a new name for the sheet in the **New name** text box.
  - e) Click **OK** to move or copy the sheet and close the Move/Copy sheet dialog.

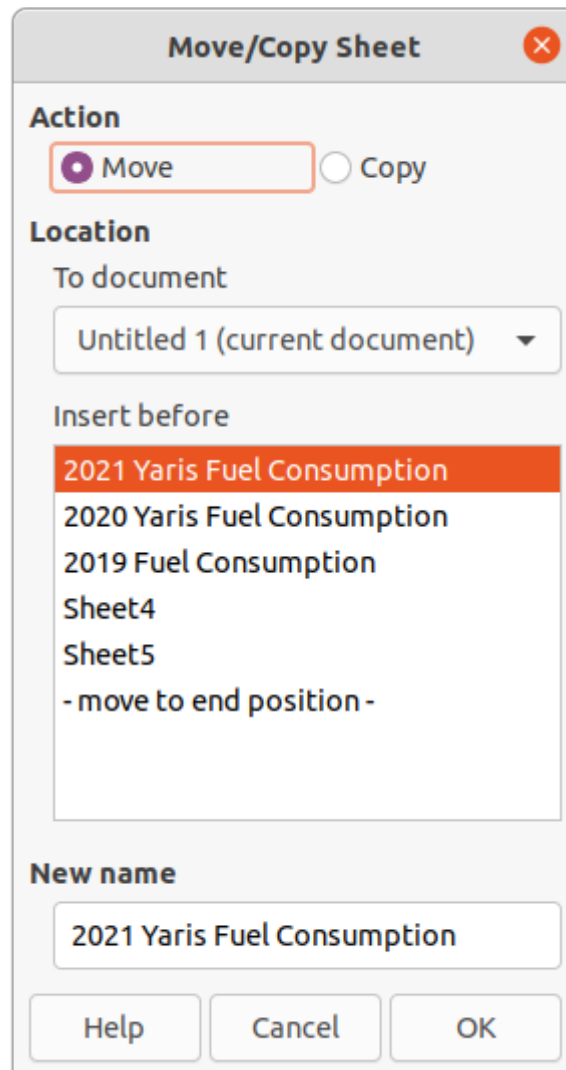


Figure 222: Move/Copy Sheet dialog

## Note

To move or copy a sheet from an embedded spreadsheet in an Impress presentation into another document, then the target document must be a Calc spreadsheet or a document that contains an embedded Calc spreadsheet.

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- 5) Move or copy a sheet to another document containing a spreadsheet is as follows:
  - a) Make sure the spreadsheet in the target document is selected.
  - b) In **Action**, select the *Move* option or *Copy* option.
  - c) In **Location**, select a destination from the options in the *To document* drop-down list. In Impress, the presentation is named as *Untitled 1* (current document). If the document is a Calc spreadsheet, the filename of the Calc spreadsheet is displayed.
  - d) In *Insert before*, select the position within the spreadsheet from the available list.
  - e) If necessary, enter a new name for the sheet in the **New name** text box.
  - f) Click **OK** to move or copy the sheet and close the Move/Copy sheet dialog.
- 6) To move the sheet within the embedded spreadsheet using a mouse, click on the sheet tab and drag the selected sheet to a new position.
- 7) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Deleting sheets

- 1) Double-click on the embedded spreadsheet to open it in edit mode.
- 2) Select the sheet for deletion to make it active.
- 3) Right-click on the sheet tab and select **Delete Sheet** from the context menu, or go to **Sheet > Delete Sheet** on the Menu bar.
- 4) Click **Yes** to confirm the deletion of the sheet.
- 5) When finished editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Formatting spreadsheets

For presentation purposes, it may be necessary to change the formatting of a spreadsheet to match the style used in the presentation.

When working on an embedded spreadsheet, any styles created in Calc are also available for use. However, if styles are going to be used, it is recommended to create specific styles for embedded spreadsheets. Calc styles maybe unsuitable when working in Impress.

### Cell data formatting

- 1) Select a cell or a range of cells in an embedded spreadsheet using one of the following methods:
  - Click in a cell to select it.
  - To select the whole sheet, click on the blank cell at the top left corner between the row and column headers.
  - To select the whole sheet, use the keyboard shortcut *Ctrl+A*.
  - To select a column, click on the column header at the top of the spreadsheet.
  - To select a row, click on the row header on the left hand side of the spreadsheet.

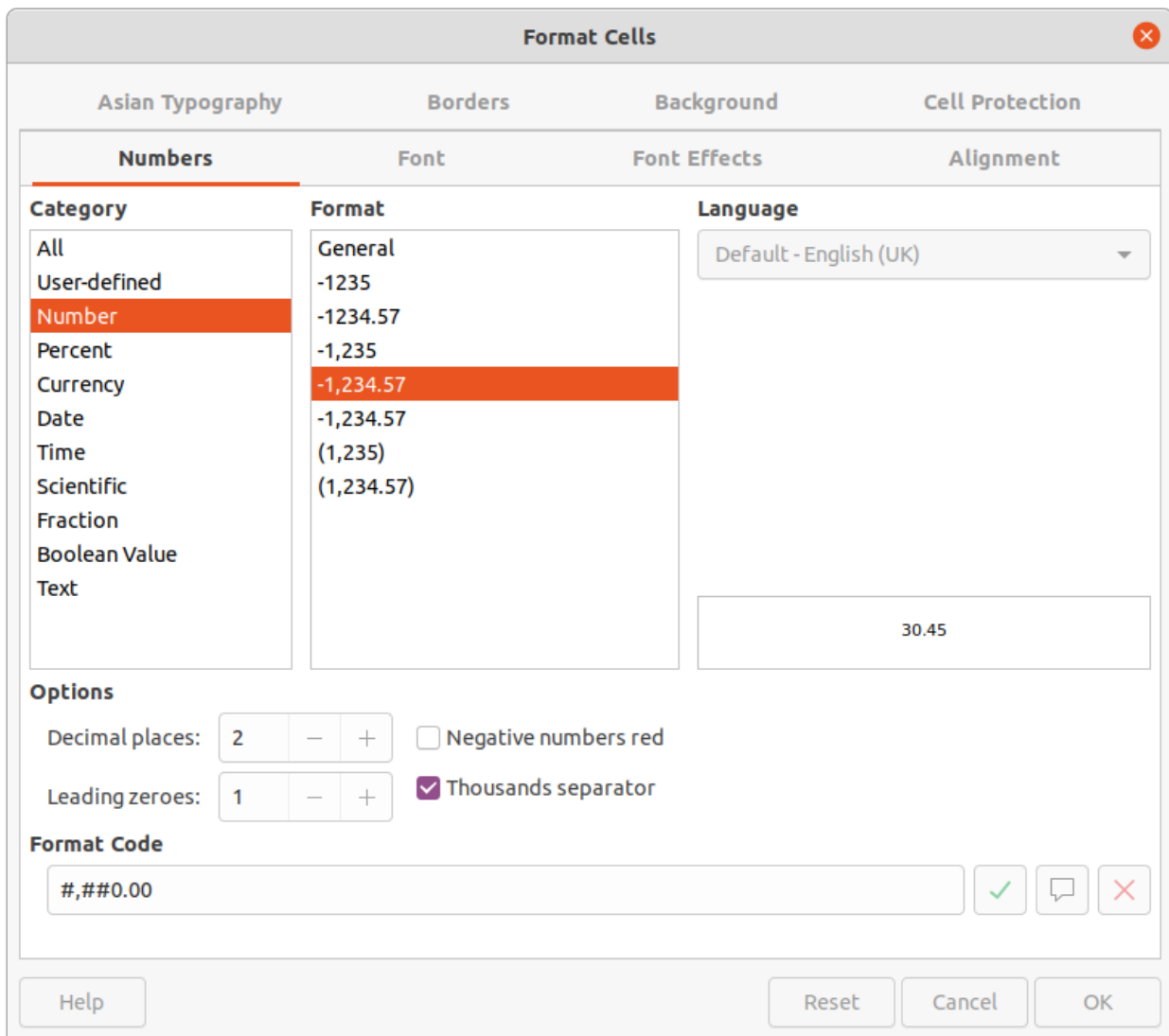


Figure 223: Format Cells dialog - Numbers page

- 2) Open the Format Cells dialog (Figure 223) using one of the following methods:
  - Right-click on a cell and select **Format Cells** from the context menu.
  - Go to **Format > Cells** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+1*.
- 3) Use the various pages in the Format Cells dialog to format the cell data so that it matches the style of the presentation.
- 4) Click **OK** to close the Format Cells dialog and save the formatting changes.
- 5) When finished formatting the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Row formatting

- 1) Select a row by clicking in the row header.
- 2) Adjust the row height using one of the following methods:
  - Right-click in the row header and select **Row Height** from the context menu to open the Row Height dialog and set the row height in the **Height** text box.
  - Right-click in the row header and select **Row Height** from the context menu to open the Row Height dialog and select **Default value** for row height.

- Right-click in the row header and select **Optimal Height** from the context menu to open the Optimal Height dialog. Enter an optimal height in the **Add** text box or select **Default value**. The optimal row height depends on the font size of the largest character in a row.
  - Hover the cursor over the bottom border in the row header until it changes shape, then click and drag the border to increase or decrease the row height.
- 3) When finished formatting the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Column formatting

- 1) Select a column by clicking in the column header.
- 2) Adjust the column width using one of the following methods:
  - Right-click in the column header and select **Column Width** from the context menu to open the Column Width dialog and set the column width in the **Width** text box.
  - Right-click in the column header and select **Column Width** from the context menu to open the Column Width dialog and select the **Default value** for column width.
  - Right-click in the column header and select **Optimal Width** from the context menu to open the Optimal Column Width dialog. Enter an optimal width in the **Add** text box or select the **Default value**. The optimal column width depends on the longest entry within a column.
  - Hover the cursor over the left or right border in the column header until it changes shape, then click and drag the border to increase or decrease the column width.
- 3) When finished formatting the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

### Using formatting styles

When using styles in an embedded spreadsheet and the spreadsheet is in edit mode, Impress displays the available styles for a spreadsheet in the Styles deck on the Sidebar (Figure 224). Styles used in an embedded spreadsheet are similar to paragraph styles used in LibreOffice Writer.

- 1) Select the data in a cell or cells in the embedded spreadsheet.
- 2) Click on **Styles** to open the Styles deck in the Sidebar.

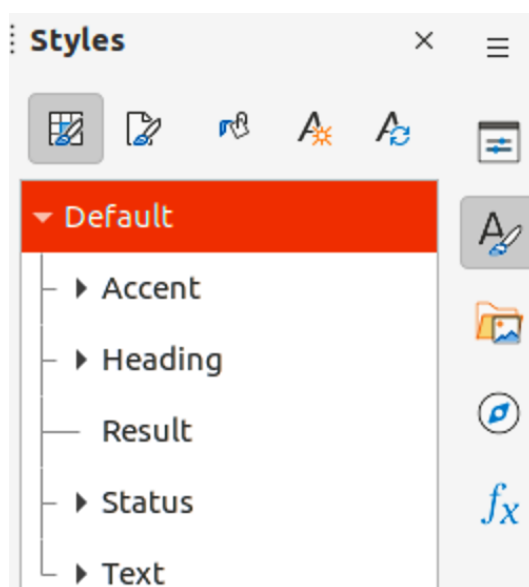


Figure 224: Calc Styles deck in Sidebar

- 3) Double-click on a style to apply that style to the cell data.
- 4) When finished formatting the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

## Charts

A chart is a graphical interpretation of information that is contained in a spreadsheet. For more information about charts and the use of charts, see the *Calc Guide*.

### Inserting charts

- 1) Select a slide to insert a chart.
- 2) Use one of the following methods to insert a chart:
  - Go to **Insert > Object > OLE Object** on the Menu bar to insert a chart as an OLE object.
  - Go to **Insert > Chart** on the Menu bar and an example chart (Figure 225) is inserted at the center of the selected slide in editing mode.
  - Click on **Chart** on the Standard toolbar and an example chart is inserted in the center of the slide in editing mode.
- 3) If necessary, click outside the chart area to cancel editing mode.



#### Note

When an embedded chart is in editing mode, the Formatting toolbar (Figure 226) for charts automatically opens replacing the Line and Filling and Standard toolbars.

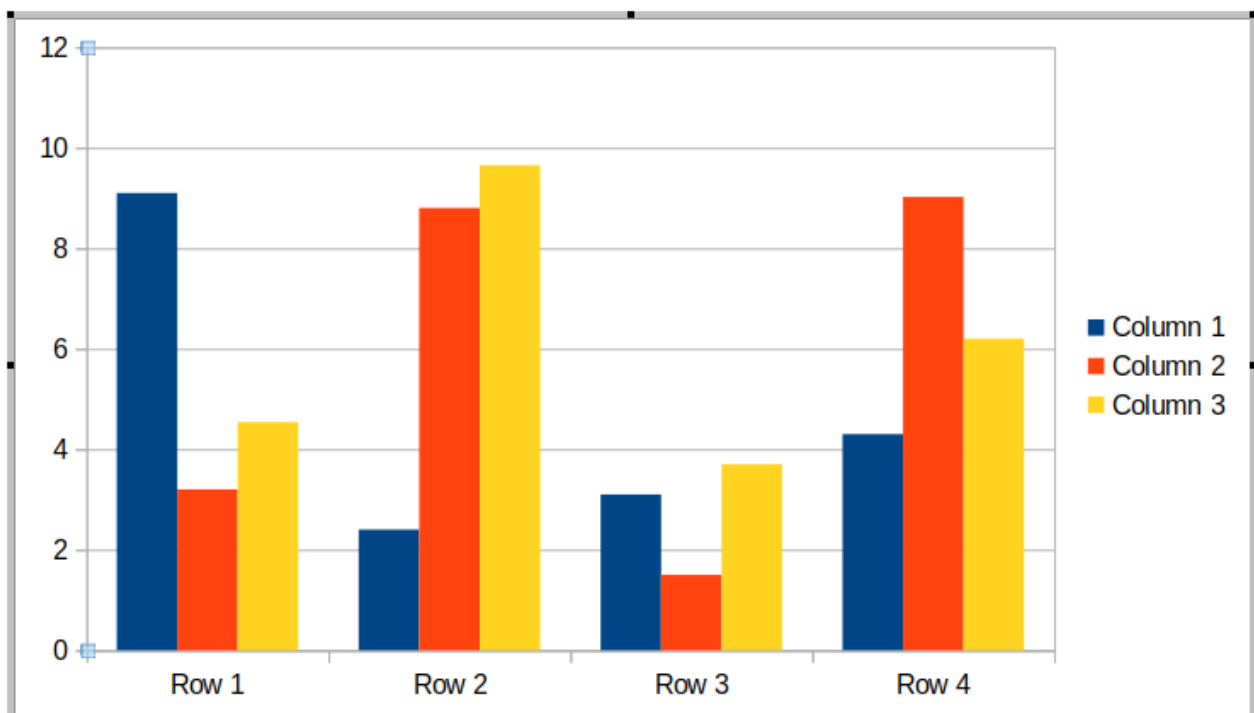


Figure 225: Example chart in editing mode



Figure 226: Formatting toolbar for charts

## Selecting chart types

Data can be presented using a variety of different chart types. Impress contains several examples of chart types that will help to convey information to an audience. Select a chart type using the Chart Type dialog or the **Chart Type** panel in the Properties deck on the Sidebar.

### Chart types

The following summary of available chart types to help selection of a chart type suitable for the data being used to create the chart. Column, bar, pie and area charts are available as 2D or 3D types. For more information on charts, see the *Calc Guide*.

- **Column** – often used to display data that shows trends over time. This chart is the default chart type used when a chart is inserted into a slide. It is recommended to use column charts where there is a relatively small number of data points. If the data is a large time series, it is recommended to use a line chart.
- **Bar** – give an immediate visual impact for data comparison where time is not important, for example comparing the popularity of products in a marketplace.
- **Pie** – give a comparison of proportions. For example, when comparing what different departments spent on different items or what different departments actually spent overall. They work best with a small range of values, for example six or less. Using larger range of values, the visual impact of a pie chart begins to fade.
- **Area** – are versions of line or column charts. They are useful when emphasis of volume change is required. Area charts have a greater visual impact than a line chart, but the type of data used does make a difference to the visual impact.
- **Line** – are time series with progression. Ideal for raw data and useful for charts with data showing trends or changes over time where an emphasis in continuity is required. On line charts, the X-axis is ideal for representing time series data. 3D lines confuse the viewer, so just using a thicker line gives a better visual impact.
- **XY (Scatter)** – are typically used for showing and comparing numeric values, like scientific, statistical, and engineering data. It combines x and y values into single data points and shows them in irregular intervals, or clusters. The X-axis usually plots the independent variable or control parameter (often a time series).
- **Bubble** – are used to represent three variables. Two variables identify the position of the center of a bubble on a Cartesian graph, while the third variable indicates the radius of the bubble.
- **Net** – are similar to polar or radar graphs and are useful for comparing data not in time series, but show different circumstances, such as variables in a scientific experiment. The poles of the net chart are the Y-axes of other charts. Generally, between three and eight axes are best; any more and this type of chart becomes confusing.
- **Stock** – are specialized column graphs specifically used for stocks and shares. choose traditional lines, candlestick, and two-column charts. The data required for these charts is specialized with a series for opening price, closing price, and high and low prices. The X-axis represents a time series.
- **Column and line** – are a combination of two other chart types. It is useful for combining two distinct, but related data series, for example sales over time (column) and the profit margin trends (line).

### Chart Type dialog

- 1) Make sure the chart is selected and is in editing mode. The chart has a border and selection handles when in editing mode.

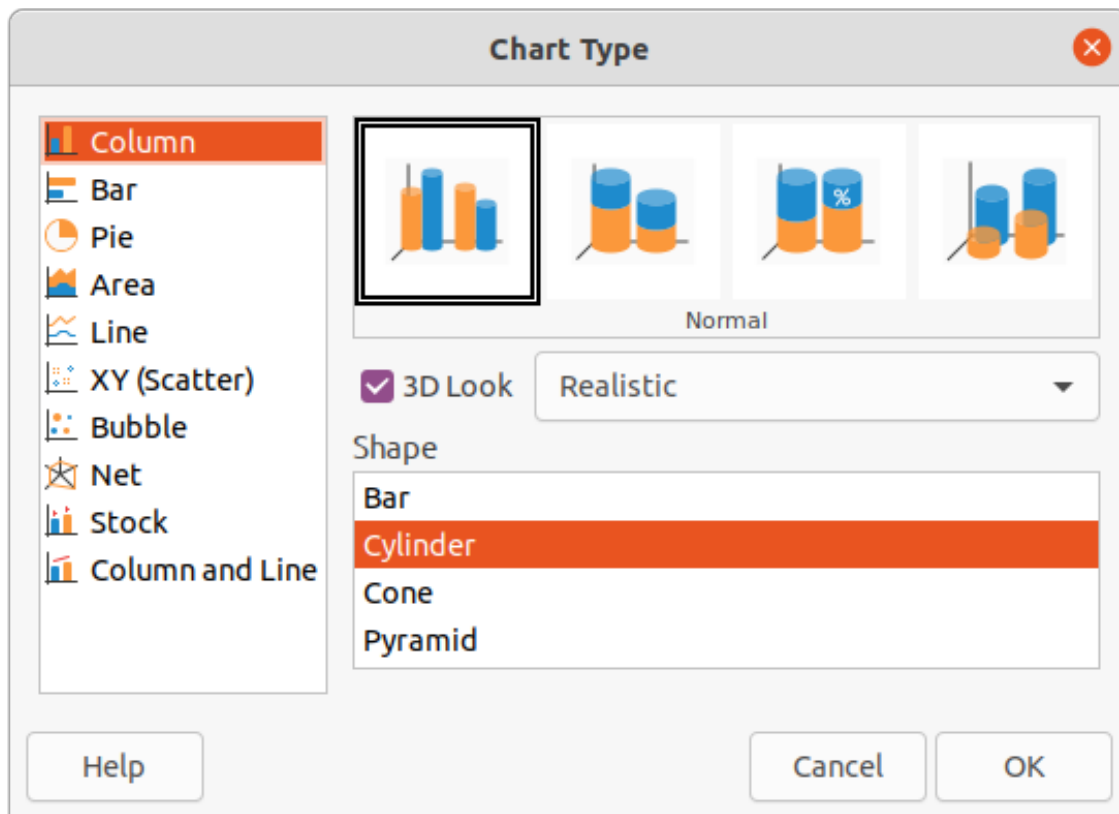


Figure 227: Chart Type dialog

- 2) Open the Chart Type dialog (Figure 227) using one of the following methods:
  - Click on **Chart Type** on the Formatting toolbar.
  - Go to **Format > Chart Type** on the Menu bar.
  - Right-click on the chart and select **Chart Type** from the context menu.
- 3) Select a chart type from the left-hand preview box and the chart examples on the right change. Also, the available options for chart types change to match the chart type.
- 4) Select a chart example from the right-hand preview box.
- 5) Select the options required for the chart type selected.
- 6) Click **OK** to close the Chart Type dialog and return to the edit window.
- 7) Continue to format the chart, add data to the chart, or click outside the chart to return to normal view.

### Sidebar Chart Type

- 1) Make sure the chart is selected and is in editing mode. The chart has a border and selection handles when in editing mode.
- 2) Click on **Properties** on the Sidebar to open the Properties deck.
- 3) Click on the Chart Type title bar to open the **Chart Type** panel (Figure 228).
- 4) Select the chart type from the *Chart Type* drop-down list.
- 5) Select a chart example from the preview box.
- 6) Select the chart elements required for the chart type from the **Elements** panel on the Sidebar (Figure 229).
- 7) Continue to format the chart, add data to the chart, or click outside the chart to return to normal view.

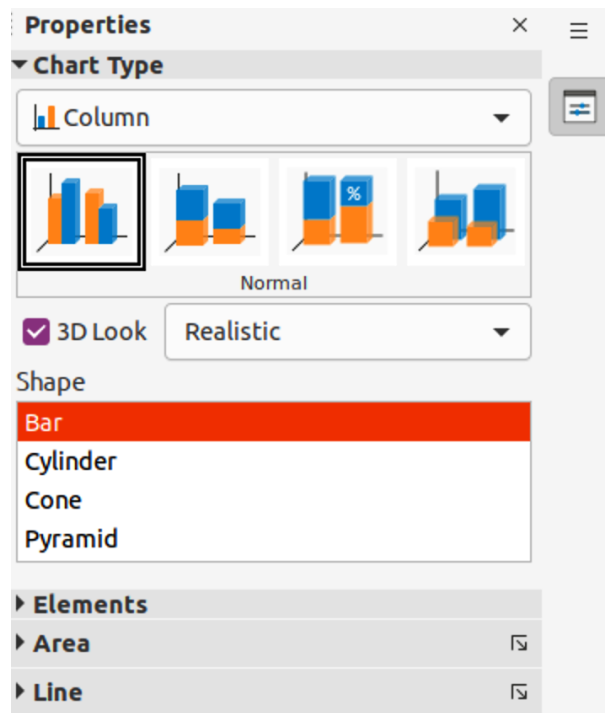


Figure 228: Chart Type panel in Properties deck on Sidebar

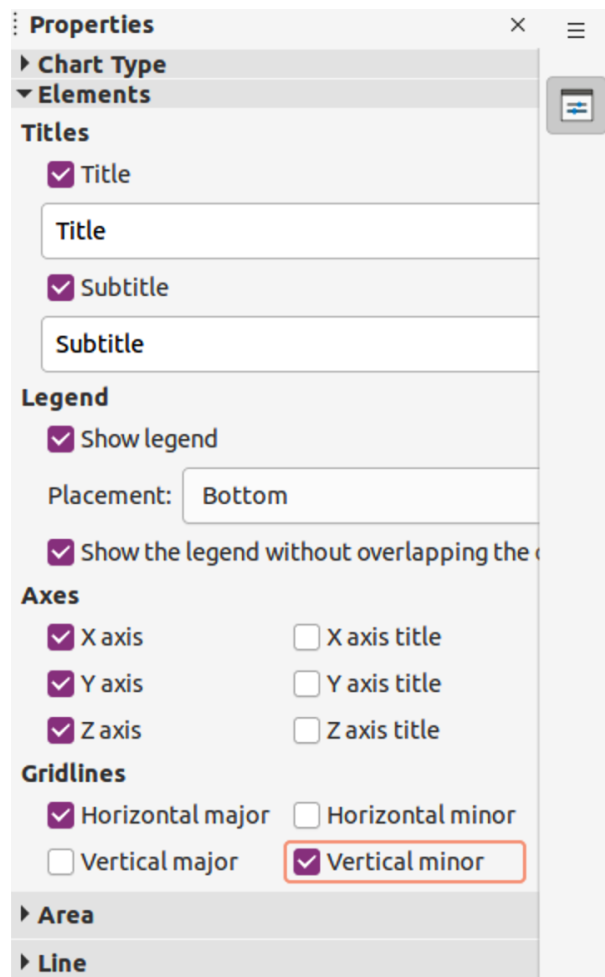


Figure 229: Elements panel in Properties deck on Sidebar



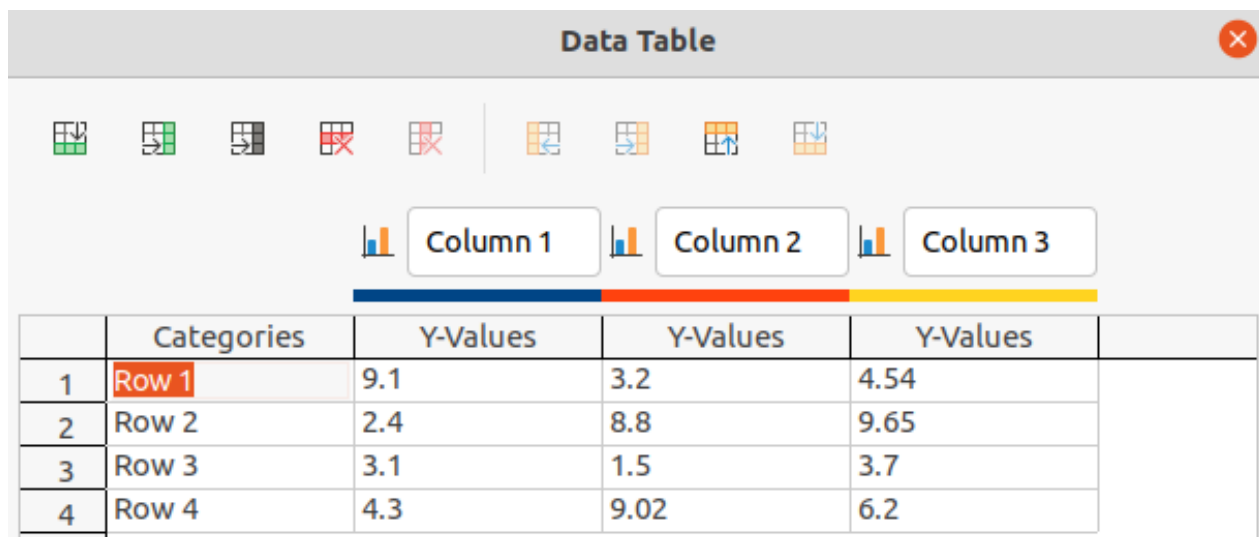


Figure 230: Data Table dialog

## Formatting charts

### Entering chart data

- 1) Make sure the chart is selected and is in editing mode. The chart has a border and selection handles when in editing mode.
- 2) Open the Data Table dialog (Figure 230) using one of the following methods:
  - Click on **Data Table** on the Formatting toolbar for charts.
  - Go to **View > Data Table** on the Menu bar.
  - Right-click on the chart and select **Data Table** from the context menu.
- 3) Type or paste information into the cells to enter data into the Data Table dialog.
- 4) Use the tools in the top of the Data Table dialog to insert, delete or reposition rows or columns.
- 5) Click on **Close** to save the changes and close the Data Table dialog.
- 6) Click outside the chart to return to normal view.

### Note

To insert, delete or reposition a column, use the tools **Insert Series**, **Delete Series**, **Move Series Left**, and **Move Series Right** in the Data Table dialog.

### Adding or removing chart elements

- 1) Make sure the chart is selected and is in editing mode. The chart has a border and selection handles when in editing mode.
- 2) Add an element to the chart using one of the following methods:
  - Go to **Insert** on the Menu bar and select an element from the submenu.
  - Right-click directly on the chart and select an element from the context menu.
  - Right-click directly on the chart wall and select an element from the context menu
  - Open the **Elements** panel in the Properties deck on the Sidebar (Figure 231) and select an element from the options available.

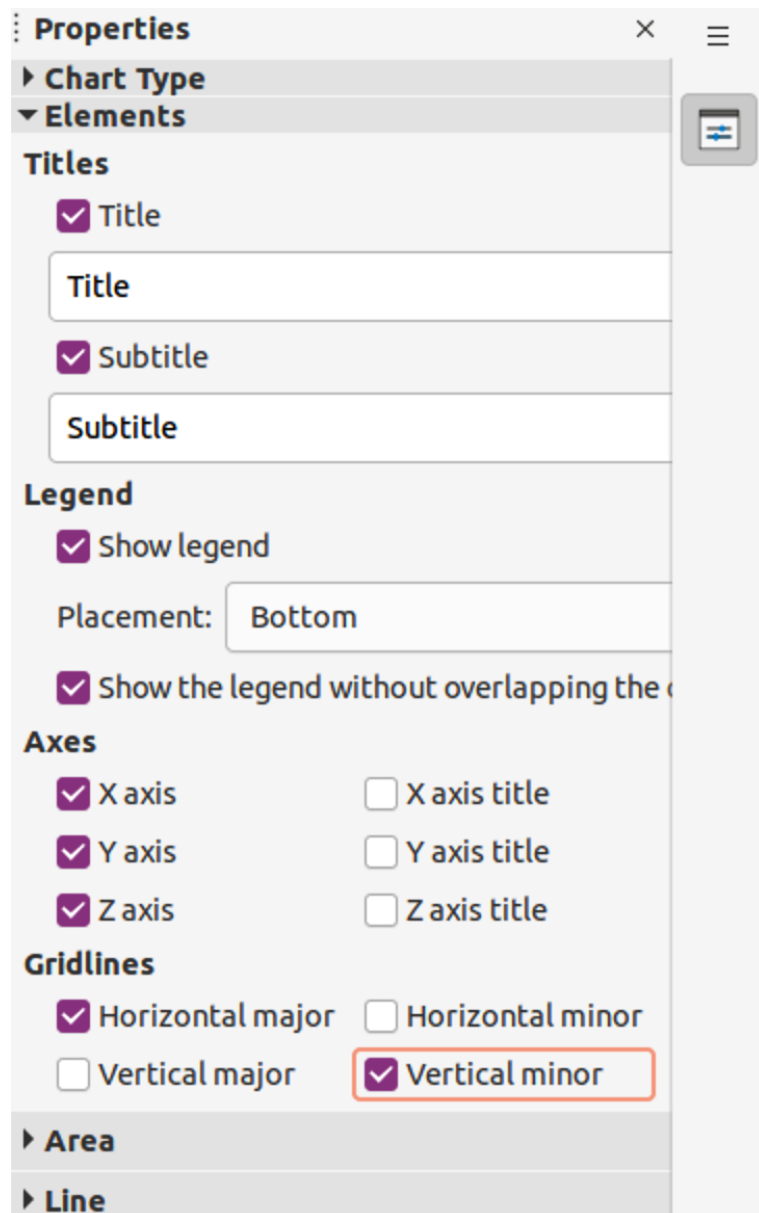


Figure 231: Elements panel in Properties deck on Sidebar

### ✓ Note

The method selected to add an element changes the type of element that can be added to the chart. Also, when adding some elements to the chart, a dialog may open with more options to select for the element being added.

- 3) Remove an element from a chart using one of the following methods:
  - Right-click on the chart element and select the delete option from the context menu. The type of element selected for removal changes the delete options in the context menu.
  - Select a chart element and press the *Delete* or *Backspace* key to remove the element from the chart.
  - Open the **Elements** panel in the Properties deck on the Sidebar and deselect the element.
- 4) Click outside the chart to return to normal view.

## Chart and chart elements formatting

For more information on formatting a chart, chart elements, and the formatting options available, see the *Calc Guide*.

- 1) Make sure the chart is selected and is in editing mode. The chart has a border and selection handles when in editing mode.
- 2) Format an element on the chart using one of the following methods:
  - Go to **Format** on the Menu bar and select an element for formatting.
  - Right-click on an element and select **Format XXXX** from the context menu. The format options available depend on which chart element has been selected. For example, select the chart wall and the format option is called **Format Chart Wall**.
  - Use the various tools on the Formatting toolbar for charts to format a chart element.
- 3) Select an element and open a formatting dialog specific for the element selected.
- 4) Use the various options in the formatting dialog to format the element.

## Resizing and moving charts

A chart and its chart elements can be resized and moved just like other objects on a slide. For more information on resizing and moving a chart, see Chapter 5, Managing Graphic Objects and the *Calc Guide*.

## Audio and video

### Inserting audio or video

#### Using a file browser

- 1) Go to **Insert > Audio or Video** on the Menu bar and a file browser for Insert Audio or Video opens (Figure 232).

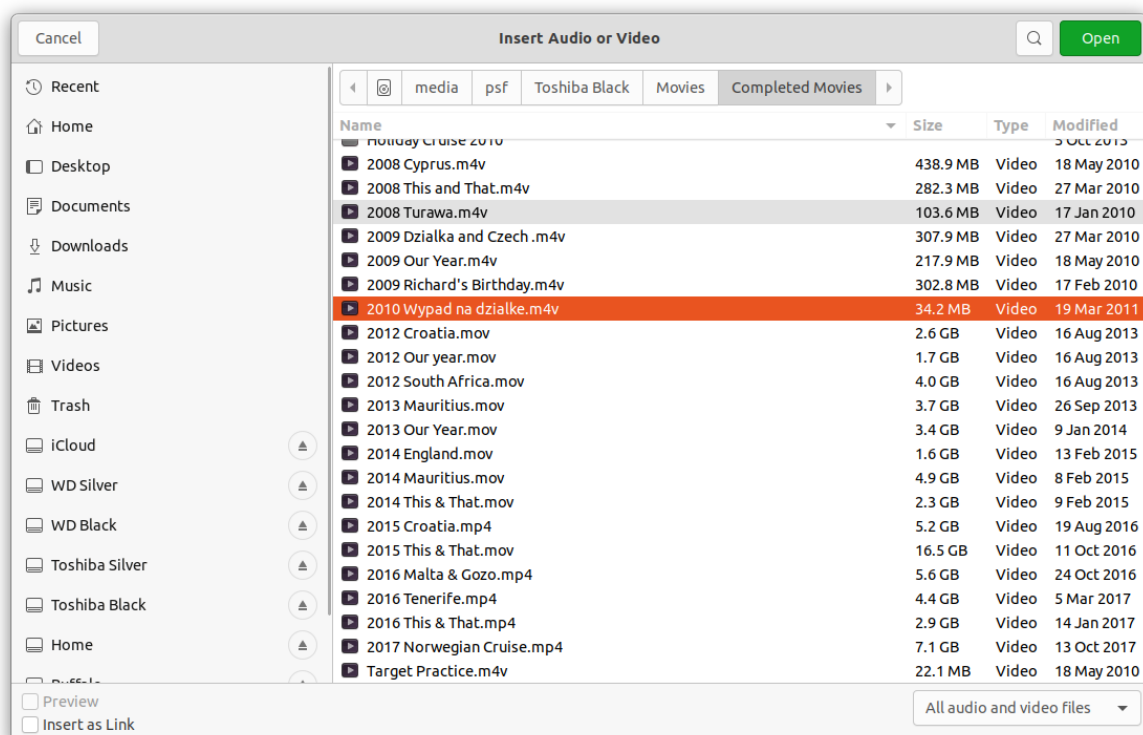


Figure 232: Example of Insert Audio or Video file browser

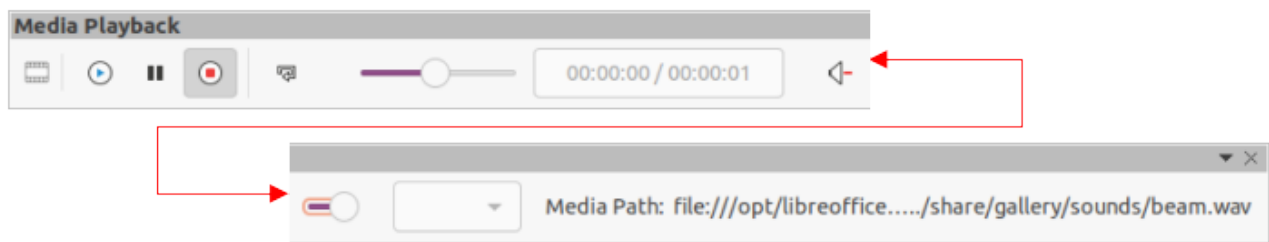


Figure 233: Media Playback toolbar

- 2) Navigate to the folder where the audio or video file is located. Only the audio and video files that are compatible with Impress will be highlighted in the file browser.
- 3) Select a compatible audio or video file and click **Open** to embed the file in the center of the slide. The Media Playback toolbar (Figure 233) automatically opens.
- 4) Reposition and/or resize the audio or video file. See Chapter 5, Managing Graphic Objects for more information.

### Using the Gallery

- 1) If the Gallery deck is not already open, use one of the following methods to open the Gallery deck:
  - Go to **View > Sidebar** on the Menu bar to open the Sidebar and select **Gallery** from the options available.
  - Use the keyboard shortcut **Ctrl+F5** to open the Sidebar and select **Gallery** from the options available.
  - Go to **View > Gallery** on the Menu bar.
- 2) Browse to a theme containing media files, for example **Sounds**.
- 3) Click on the audio or video option required and drag it onto the slide. The Media Playback toolbar automatically opens.
- 4) Reposition and/or resize the audio or video file. See Chapter 5, Managing Graphic Objects for more information.

### Media playback

The Media Playback toolbar automatically opens when an audio or video file is selected. The Media Playback toolbar contains the following tools from left to right:

- **Insert Audio or Video** – opens the Insert Audio or Video file browser where a media file is selected for insertion into a slide.
- **Play** – plays the media playback.
- **Pause** – pauses the playing of the media.
- **Stop** – stops the playing of media.
- **Repeat** – if selected, repeats the playing of the media until the tool is deselected.
- **Position** – selects the position of where to start playing from within the media file.
- **Mute** – suppresses the volume of a media file.
- **Volume** – adjusts the volume of the media file.
- **Media Path** – indicates where the media file is stored on a computer

## Formulas

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Go to **Insert > Object > Formula Object** on the Menu bar to create a formula in a slide. A formula can also be inserted as an OLE object; see “Introduction” on page 189 for more information.

When editing a formula, the Math menu becomes available allowing the creation or editing of a formula. For more information on how to create formulas, see the *Math Guide* or the *Getting Started Guide*.

When creating formulas, care should be taken with font sizes to make sure formulas are similar in size to the font used in the presentation. To change font attributes of a formula, go to **Format > Font Size** on the Menu bar. To change font type, go to **Format > Fonts** on the Menu bar.



### Note

Unlike formulas in Writer, a formula in Impress is treated as an object and is not automatically aligned with the rest of the objects on the slide. The formula can be moved around like other objects in Impress, but cannot be resized.

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## Drawings, text files, HTML files and other objects

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Drawings, text files, HTML files and other objects can be inserted into an Impress presentation, but only objects that are compatible with Impress can be inserted. Go to **Insert > File** on the Menu bar to open a file selection dialog. Only files compatible with Impress are available for selection. Drawings, text files, HTML files and other objects can also be inserted as OLE objects; see “Introduction” on page 189 for more information.



# *Chapter 8*

## *Adding and Formatting Slides, Notes, Comments, and Handouts*

## Working with slides

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### Inserting new slides

A new slide is inserted into a presentation after the selected slide that is displayed in the Workspace. If slide masters have been used in the presentation, the inserted slide uses the master slide of the selected slide displayed in the Workspace.

- 1) Open the presentation where new slides are going to be added, or create a new presentation.
- 2) Make sure **Normal** view is selected in the Workspace.
- 3) Select the slide in the presentation where a new slide is to be inserted after the selected slide, then use one of the following methods to insert a new slide:
  - Go to **Slide > New Slide** on the Menu bar.
  - Right-click on the selected slide in the Slides pane and select **New Slide** from the context menu.
  - Right-click on the selected slide in the Slide Sorter view and select **New Slide** from the context menu.
  - Use the keyboard shortcut *Ctrl+M*.
- 4) To insert a new slide at the end of a presentation make sure there are no slides selected in the Slides pane, then use one of the following methods:
  - Go to **Slide > New Slide** on the Menu bar.
  - Right-click in an empty area in the Slides pane and select **New Slide** from the context menu.

### Inserting slides from a file

- 1) Open the presentation where new slides are going to be added, or create a new presentation.
- 2) Make sure **Normal** view is selected in the Workspace.
- 3) Select the slide in the presentation where a new slide is to be inserted after the selected slide. Alternatively, to insert a slide at the end of the presentation, make sure that there are no slides selected in the Slides pane.
- 4) Go to **Slide > Insert Slide from File** on the Menu bar to open the Insert File dialog (Figure 234).
- 5) Navigate to the presentation file where the slide is located and click on **Open** to open the Insert Slides/Objects dialog (Figure 235).
- 6) Click on the small triangle next to the filename to expand the list of slides.
- 7) Select the slides required for insertion into the presentation.
- 8) If required, select the **Link** option to embed the slide as an OLE object.
- 9) Click **OK** to insert the slide into the presentation and close the dialog.



#### Note

When inserting a slide from a file, a slide can be optionally linked instead of copying. This embeds the slide into a presentation using OLE. See Chapter 7, OLE, Spreadsheets, Charts, and Other Objects for more information about OLE.

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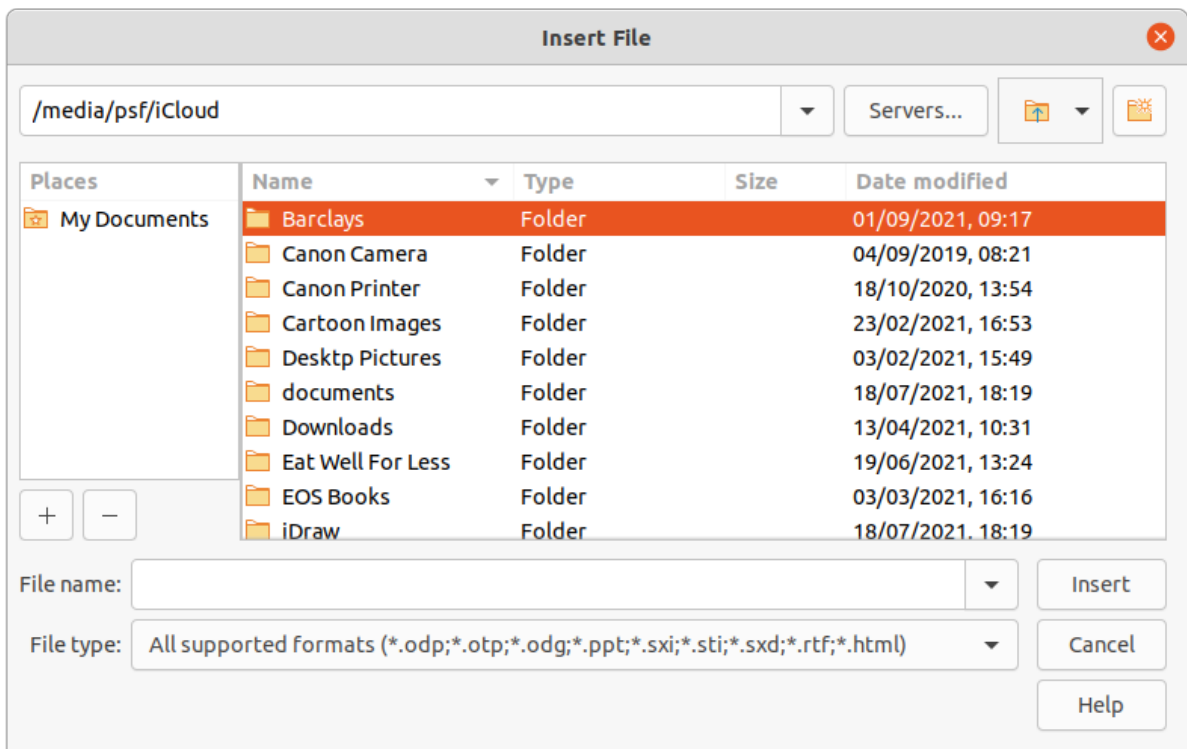


Figure 234: Insert File dialog

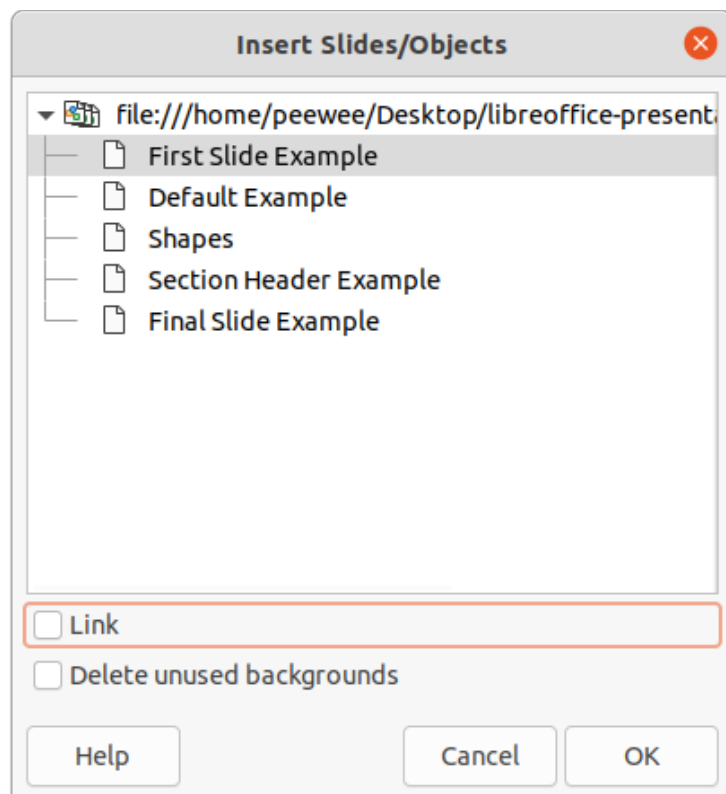


Figure 235: Insert Slides/Objects dialog

### **i Tip**

Figure 235 shows the importance of giving descriptive names to slides in a presentation. Refer to “Renaming slides” on page 253 for more information.



## Copying and pasting between presentations

- 1) Open the presentation that contains the required slide(s) for copying.
- 2) Make sure that the **Slide Sorter** view is open in the Workspace to easily locate the slide(s) for copying.
- 3) Select the required slide(s) and copy using one of the following methods:
  - Go to **Edit > Copy** on the Menu bar.
  - Right-click and select **Copy** from the context menu.
  - Click on **Copy** in the Standard toolbar.
  - Use the keyboard shortcut *Ctrl+C*.
- 4) Open the presentation where the copied slide(s) is going to be pasted into.
- 5) Make sure that **Slide Sorter** view is open in the Workspace.
- 6) Select the slide at the point where the copied slide(s) are going to be pasted. Alternatively, to paste a slide at the end of the presentation, make sure that there are no slides selected in the Slides pane.
- 7) Paste the copied slide(s) into the presentation using one of the following methods:
  - Go to **Edit > Paste** on the Menu bar.
  - Right-click and select **Paste** from the context menu.
  - Click on **Paste** in the Standard toolbar.
  - Use the keyboard shortcut *Ctrl+V*.

## Dragging and dropping between presentations

- 1) Open both presentations where slides are going to be moved or copied between.
- 2) Make sure that both presentations are open in **Slide Sorter** view in the Workspace.
- 3) In the target presentation, select the slide at the point where the copied slides are going to be inserted. Alternatively, to insert slides at the end of the target presentation, make sure that there are no slides selected in the Slides pane.
- 4) In the source presentation, select the required slides that are being moved or copied.
- 5) To move the slides, click on the selected slides then drag and drop the selected slides into the target presentation.
- 6) To copy the slides, click on the selected slides and hold down the *Ctrl* key while dragging and dropping the slides into the target presentation.

## Duplicating slides

Duplicating a slide is an easy method of adding slides to a presentation if the new slides are to inherit formatting, layout, and animations from a selected slide.

- 1) Open **Normal** or **Slide Sorter** views in the Workspace.
- 2) Select the slides for duplication in the **Slide Sorter** view or the Slides pane.
- 3) Go to **Slide > Duplicate Slide** on the Menu bar, or right click on the selected slides and select **Duplicate Slide** on the context menu. The duplicated slides are inserted into the presentation after the selected slides.

## Tip

Duplicating a slide is a good way of preventing slides from being shown with too much information, which can make it difficult for an audience to understand. If a slide becomes crowded with information, try duplicating the slide and splitting the information points over two or more slides. All the formatting, backgrounds, and so on are preserved in each duplicated slide.

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## Renaming slides

- 1) Open **Normal** or **Slide Sorter** views in the Workspace.
- 2) Select a slide and open the Rename Slide dialog using one of the following methods:
  - Go to **Slide > Rename Slide** on the Menu bar.
  - Right-click on the selected slide in the Slides pane and select **Rename Slide** from the context menu.
  - Right-click on the selected slide in the **Slide Sorter** view and select **Rename Slide** from the context menu.
- 3) In the Rename Slide dialog, type a new name for the slide in the **Name** text box.
- 4) Click **OK** to save the change and close the Rename Slide dialog.

## Expanding slides

Occasionally there may be a slide with too many points to fit in the space available. Instead of reducing the font size or using other methods to squeeze more text onto the slide, it is better to subdivide the contents of the slide into two or more slides.

- 1) Select the slide for expansion in the Slides pane.
- 2) Go to **Slide > Expand Slide** on the Menu bar. This creates new slides from the first outline level on the original slide. The first outline level becomes the title of each new slide. Outline levels below each first level on the original slide are moved up one outline level in the new slides. An example of expanded slides is shown in Figure 236.
- 3) If necessary, rearrange the new slides in the presentation order.

## Creating summary slides

Summary slides are useful for creating an agenda for a presentation.

- 1) Select the slide that will be the first slide to appear in the summary.
- 2) Go to **Slide > Summary Slide** on the Menu bar to create a summary slide at the end of the presentation. Bullet points are created using the titles of the slides in the presentation. An example summary slide is shown in Figure 237.
- 3) If necessary, move the summary slide to the position where it is to appear in the presentation.

## Deleting slides

Select a slide or slides in the Slides pane, **Normal** view, or **Slide Sorter** view in the Workspace, then use one of the following methods to delete slides:

- Go to **Slide > Delete Slide** on the Menu bar.
- Right-click on a selected slide and select **Delete Slide** from the context menu.
- Press the *Delete* or *Backspace* key.

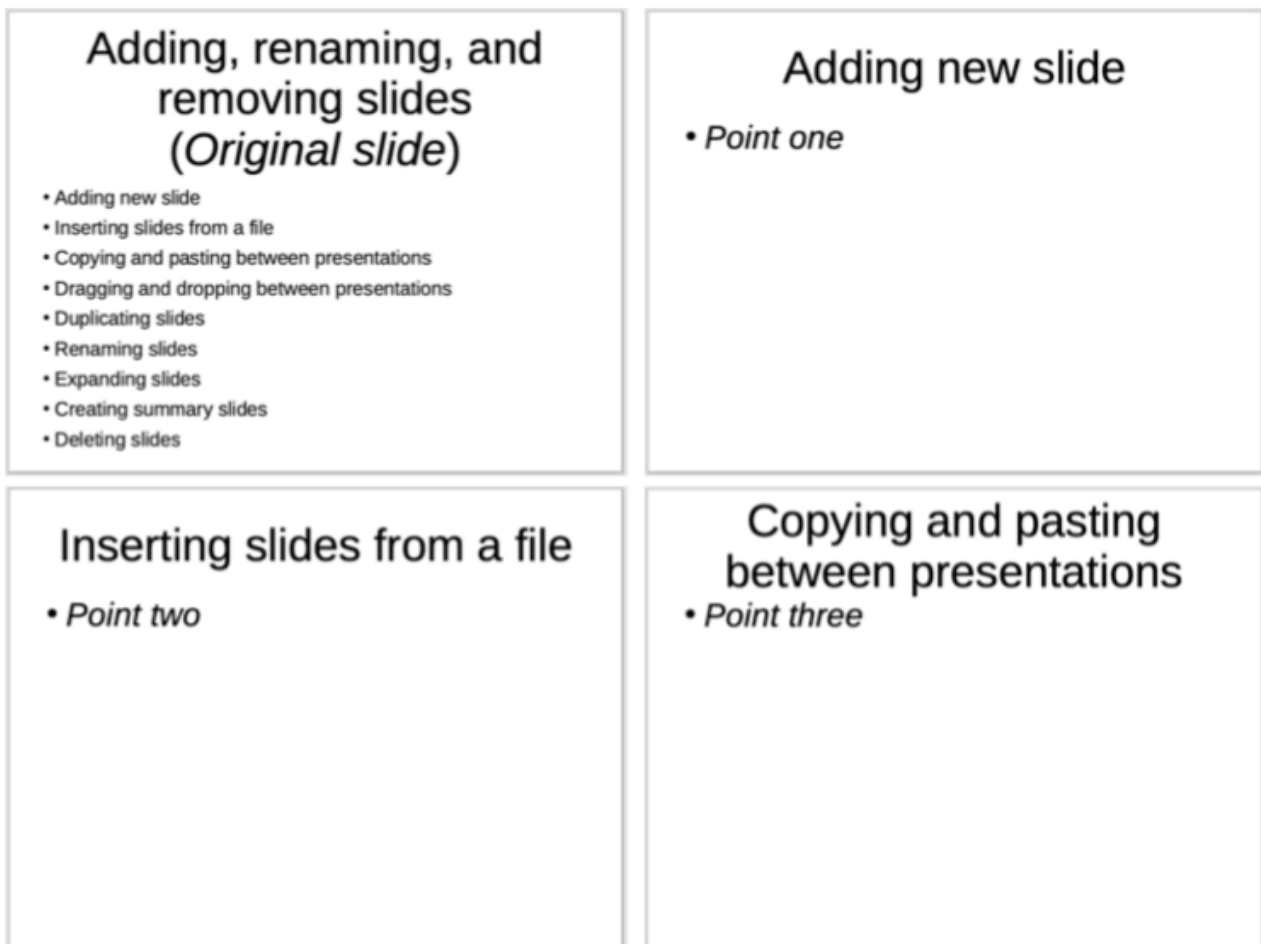


Figure 236: Example of expanding slides

## Presentation summary slide

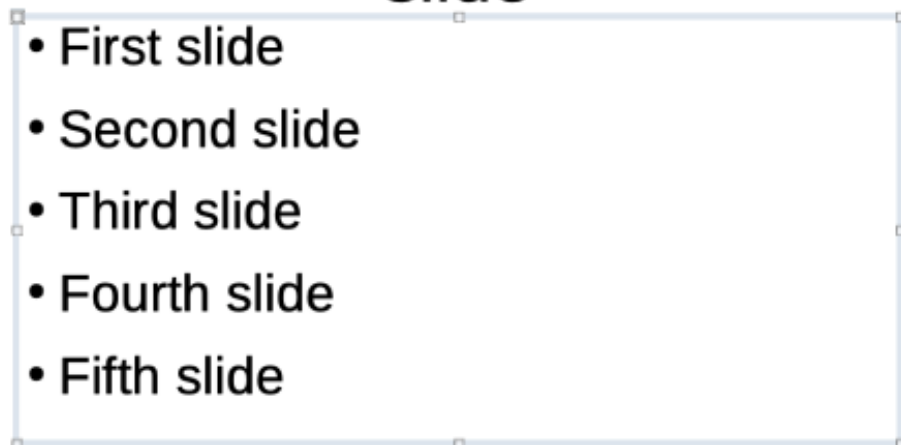


Figure 237: Example of a summary slide

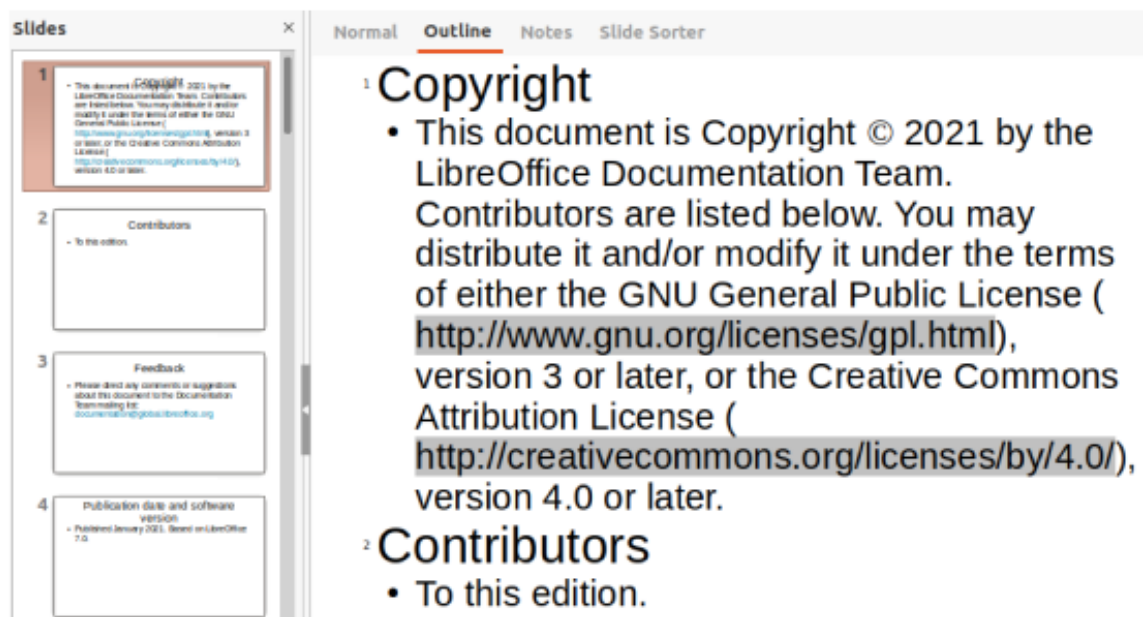


Figure 238: Example of outline from a Writer document

## Creating slides from an outline

When planning a presentation it may be useful to develop an outline from a LibreOffice Writer file. Once the outline is created, one or more separate slides can be created for each of the top level outline elements.

### Using a Writer document

The Writer document must contain headings formatted using heading paragraph styles.

- 1) Open the file in Writer that is going to be used as a base to create a presentation outline.
- 2) Go to **File > Send > Outline to Presentation** on the Writer Menu bar. A new presentation is created and opens in Impress Outline view and the heading paragraph styles are converted into the outline styles used in Impress. An example outline from a Writer document is shown in Figure 238
- 3) If necessary, duplicate or expand slides and manually change slide contents to create a simpler presentation for better understanding by an audience. For more information, see “Duplicating slides” on page 6 and “Expanding slides” on page 7.

### Using AutoAbstract

To create a presentation using AutoAbstract and send content from Writer to Impress, the text must contain headings formatted with the heading paragraph styles. When using AutoAbstract to copy the headings and subsequent paragraphs to a new presentation, specify the number of outline levels as well as the number of paragraphs to be displayed.

- 1) Open the file in Writer that is going to be used as a base to create a presentation outline.
- 2) Go to **File > Send > AutoAbstract to Presentation** on the Writer Menu bar to open the Create AutoAbstract dialog (Figure 239).
- 3) Select the number of outline levels to be created in the presentation in the **Include outline levels** box. For example, if three levels are selected, all headings formatted with Heading 1 to 3 styles are included.
- 4) Select the number of paragraphs for each outline level to be created in the presentation in the **Paragraphs per level** box.

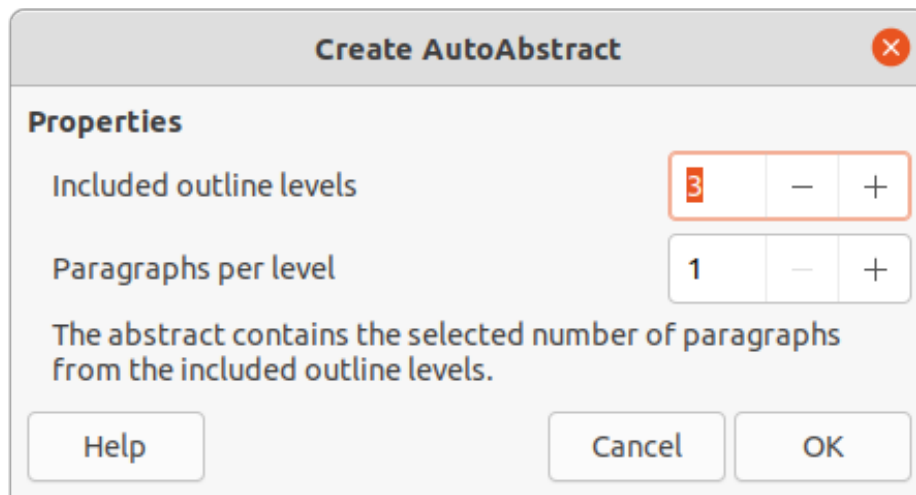


Figure 239: Create AutoAbstract dialog



Figure 240: Outline toolbar

- 5) Click **OK** to close the Create AutoAbstract dialog and create an outline in a new Impress presentation.
- 6) Some outline levels may have too many points to fit on one slide. If necessary, duplicate or expand slides and manually change slide contents to create a simpler presentation that an audience will understand better. For more information, see “Duplicating slides” on page 252 and “Expanding slides” on page 253.
- 7) When the presentation is created, some hierarchical structure of the outline may be lost. If necessary, use **Promote** or **Demote** tools on the Outline toolbar (Figure 240) to move the outline points to the correct level.

## Copying and pasting an outline

- 1) Open the file in Writer containing the outline that is going to be used as a presentation outline.
- 2) Highlight the outline and select **Edit > Copy** on the Menu bar, or right click on the selected outline and select **Copy** from the context menu.
- 3) Create a new presentation in Impress or create a new slide in an existing presentation.
- 4) Select the required layout for the slides. For more information, see Chapter 1, Introducing Impress.
- 5) Paste the copied outline into the text area of the slide. Do not worry if the text does not fit the space on the slide.
- 6) If the slide contains too much text, duplicate or expand slides and manually change slide contents to create a simpler presentation that an audience can better understand. For more information, see “Duplicating slides” on page 252 and “Expanding slides” on page 253.
- 7) When the presentation is created, some hierarchical structure of the outline may be lost. If necessary, use **Promote** or **Demote** tools on the Outline toolbar to move the outline points to the correct level.

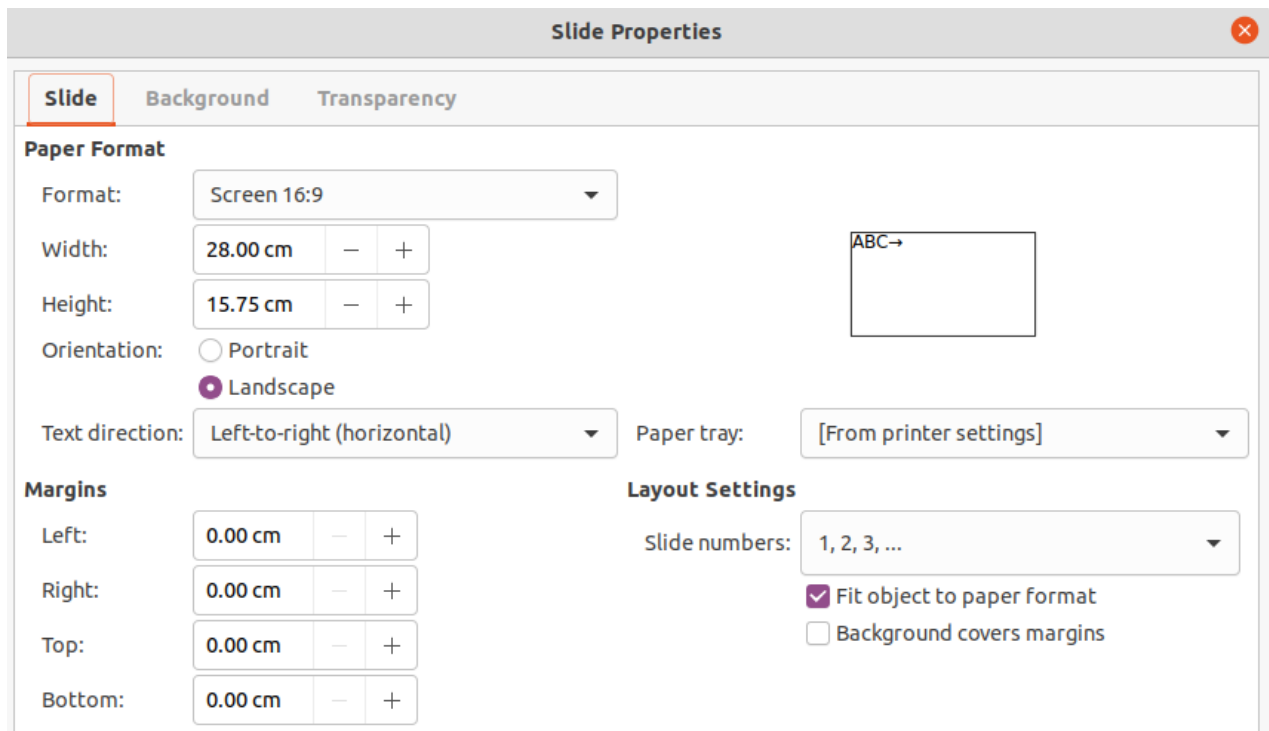


Figure 241: Slide Properties dialog - Slide page

## Formatting slides

Use master slides in a presentation to create a professional look and avoid manually modifying the formatting of each individual slide. Multiple master slides can be used in a single presentation to provide the same look to groups of slides or individual slides. See Chapter 2, Master Slides, Styles, and Templates for more information about using master slides.

### Slide setup

#### Slide Setup dialog

- 1) Make sure that **Normal** view is selected in the Workspace.
- 2) Open the Slide Properties dialog (Figure 241) using one of the following methods:
  - Go to **Slide > Slide Properties** on the Menu bar.
  - Right-click in an empty area on the slide and select **Slide Properties** from the context menu.
- 3) Use the various options available in the **Slide**, **Background**, and **Transparency** pages in the Slide Setup dialog to setup the slide. See Chapter 2, Master Slides, Styles and Templates for more information on the various options available in the Slide Properties dialog.
- 4) Click **OK** to save the changes and close the Slide Setup dialog.

#### Sidebar Slide section

Options selected in the **Slide** panel (Figure 242) in the Properties deck on the Sidebar are applied immediately to the slide.

- 1) Make sure that **Normal** view is selected in the Workspace.
- 2) Click on **Properties** in the Sidebar to open the Properties deck.
- 3) Click on **Slide** to open the **Slide** panel in the Properties deck.

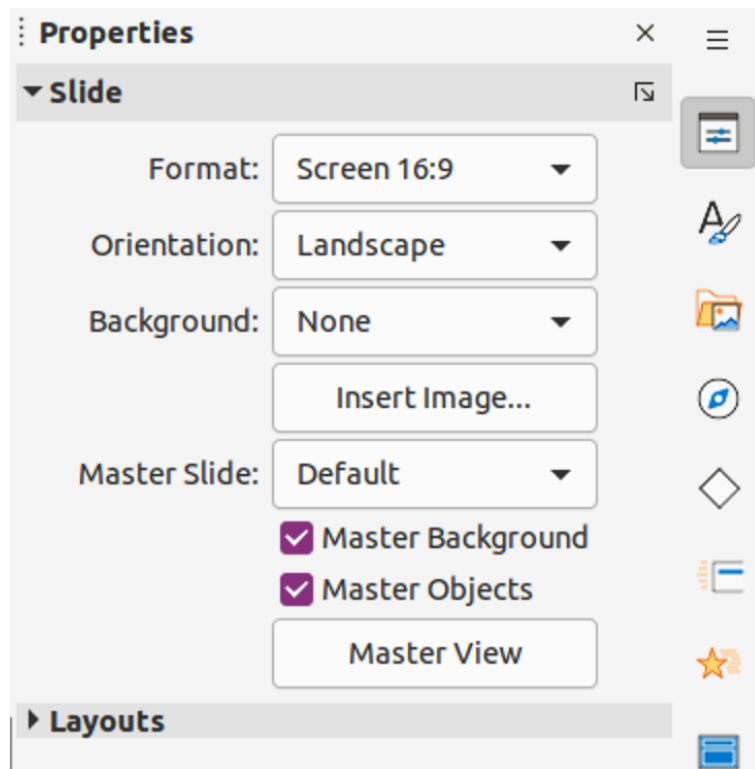


Figure 242: Slide panel in Properties deck on sidebar

- 4) Select the slide size to use from the predefined sizes in the *Format* drop-down list.
- 5) Select the slide orientation to use from the *Orientation* drop-down list.
- 6) Select the slide background to use from the *Background* drop-down list. The background type selected changes the options available. For more information on slide backgrounds, see Chapter 2, Master Slides, Styles and Templates.
- 7) If necessary, select the master slide to use from the *Master Slide* drop-down list.
- 8) If necessary, select to use or deselect not to use *Master Background* or *Master Objects* on the slide. Only available if a master slide has been used for the slide.
- 9) If necessary, click on *Master View* to check on how the master slide selected looks and if it matches the presentation requirements.

## Selecting master slides

A master slide can be applied to all the slides in a presentation or only to selected slides in a presentation. This allows the use of more than one master slide in a presentation. For more information on master slides, see Chapter 2, Master Slides, Styles and Templates.

- 1) Make sure that **Normal** view is selected in the Workspace.
- 2) In the Sidebar, click on **Master Slides** to open the Master Slides deck (Figure 243) and display the master slides available for use.
- 3) Select a master slide from the options available in the sections for **Used in This Presentation**, **Recently Used**, or **Available for Use**.
- 4) Apply the selected master slide to slides using one of the following methods:
  - For all slides in the presentation, right-click on the selected master slide and select **Apply to All Slides** from the context menu.
  - For selected slides only, right-click on the selected master slide and select **Apply to Selected Slides** from the context menu.



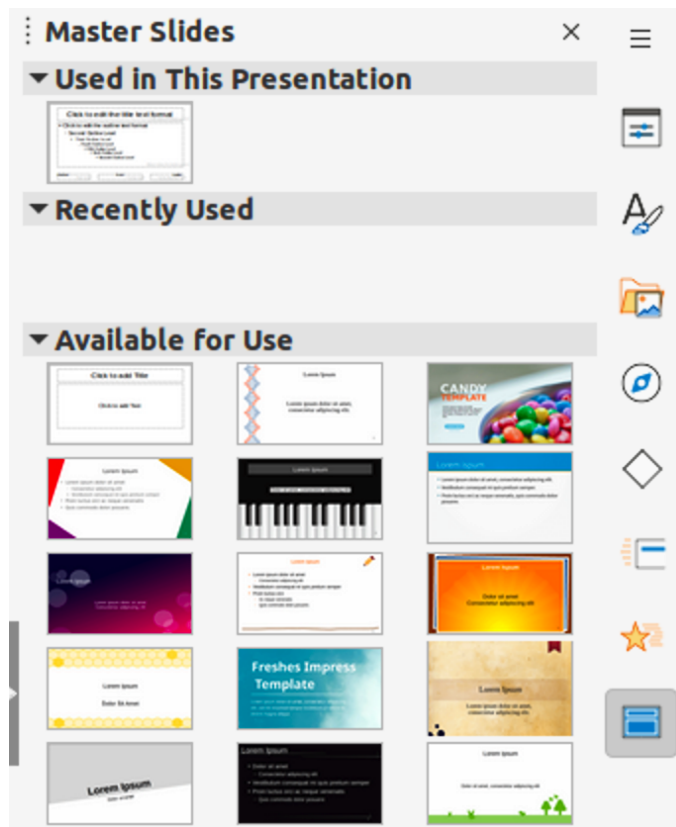


Figure 243: Master Slides deck on Sidebar

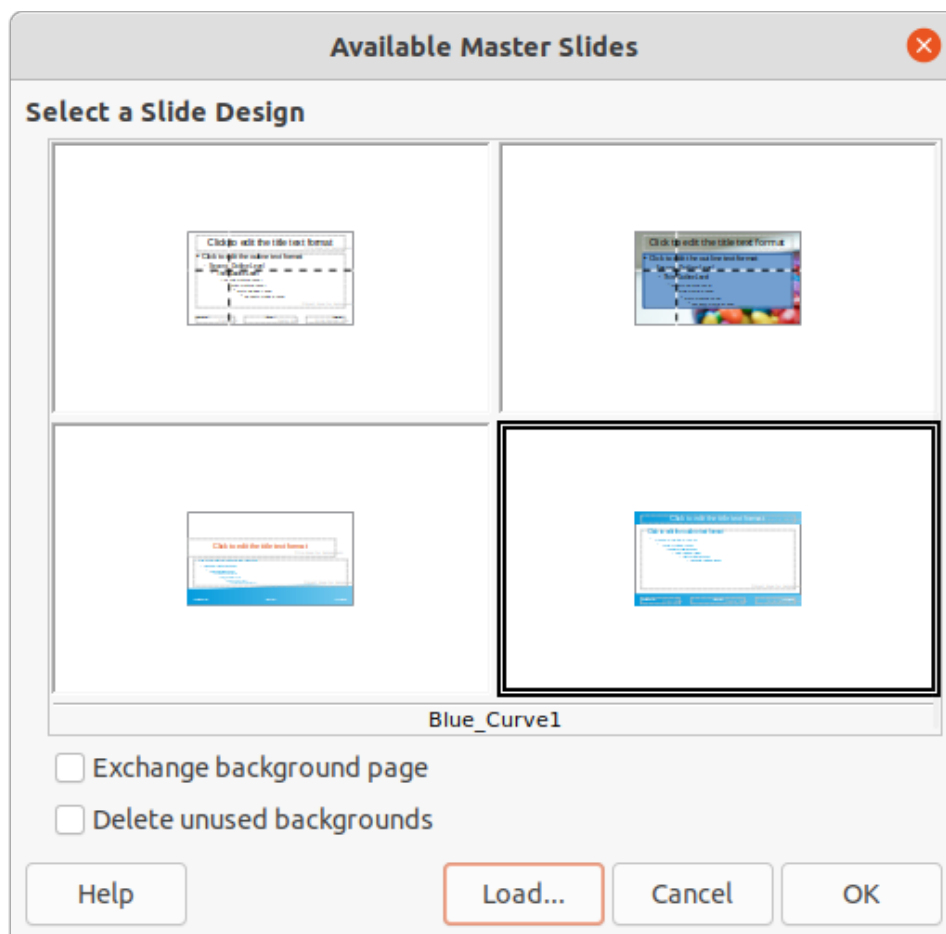


Figure 244: Available Master Slides dialog



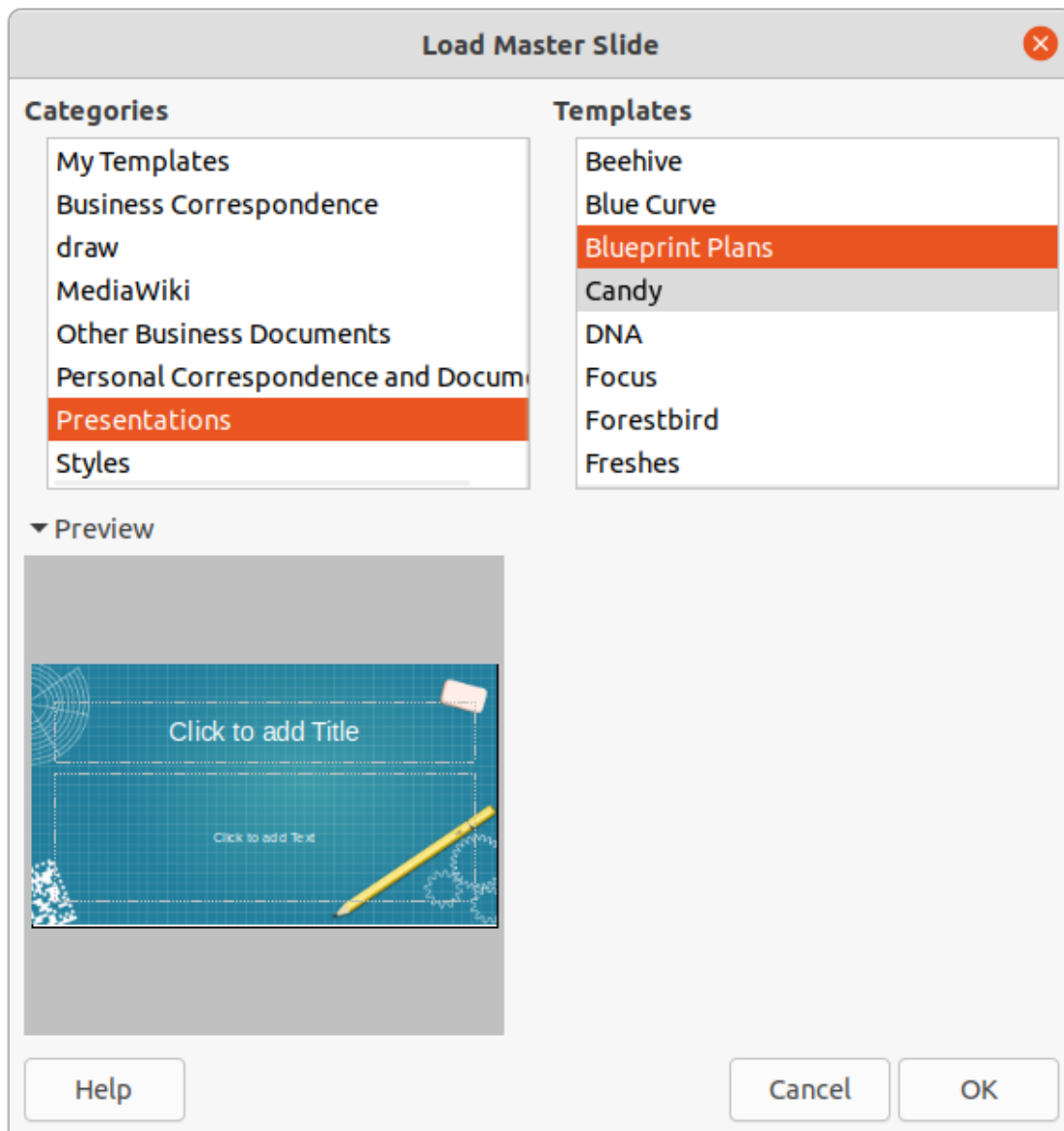


Figure 245: Load Master Slide dialog

## Changing master slides

- 1) Make sure that **Normal** view is selected in the Workspace.
- 2) Select the slide in the **Slides** pane so that it appears in the Workspace.
- 3) Right-click in a blank area on the slide in the Workspace and select **Change Slide Master** in the context menu to open the Available Master Slides dialog (Figure 244).
- 4) Navigate the master slides displayed in the **Select a Slide Design** preview box to locate the required master slide. If the required master slide is not displayed, then click on **Load** to open the Load Master Slide dialog (Figure 245).
  - a) Select the category of master slide required in the **Categories** list.
  - b) Select the template required in the **Templates** list and a preview of the template appears in the **Preview** box.
  - c) Click **OK** to close the Load Master Slide dialog and the master slide templates appear in the **Select a Slide Design** preview box in the Available Master Slides dialog.

- 5) Select the required master slide from the master slides displayed and click **OK**. The slide changes to show the new master slide and the Available Master Slides dialog closes.

## Changing slide background

- 1) Make sure that **Normal** view is selected in the Workspace.
- 2) Select a slide in the presentation.
- 3) Open the Slide Properties dialog using one of the following methods:
  - Go to **Slide > Slide Properties** on the Menu bar.
  - Right-click in an empty area on the slide and select **Slide Properties** from the context menu.
- 4) Click on **Background** to open the **Background** page (Figure 246) and select the type of background required. For more information on background types, see Chapter 2, Master Slides, Styles, and Templates, and Chapter 6, Formatting Graphic Objects.
- 5) Select from the various options offered by the different background types the background effect for the selected slide.
- 6) Click **OK** to save the changes to the background and close the Slide Properties dialog.

### ✓ Note

Only the background for one slide in a presentation can be changed at a time. To change the background on more than one slide at a time, master slides have to be used. For more information on slide backgrounds, see Chapter 2, Master Slides, Styles and Templates.

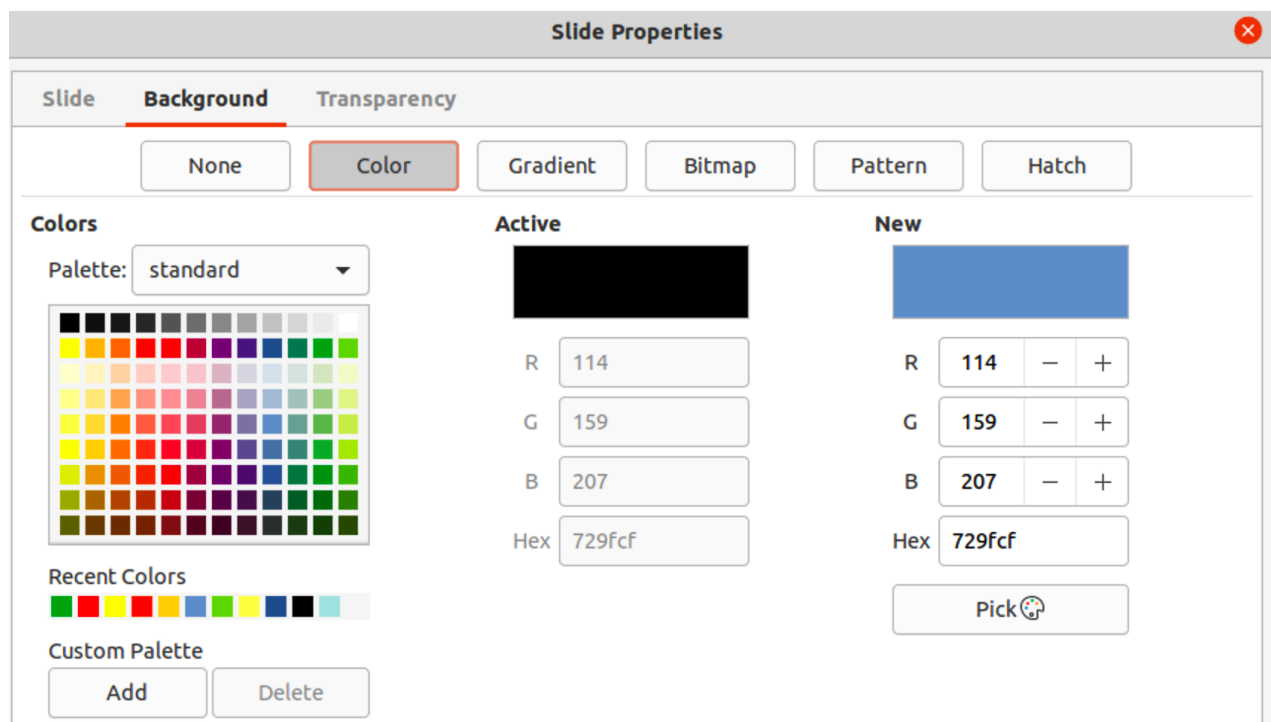


Figure 246: Slide Properties dialog - Background page

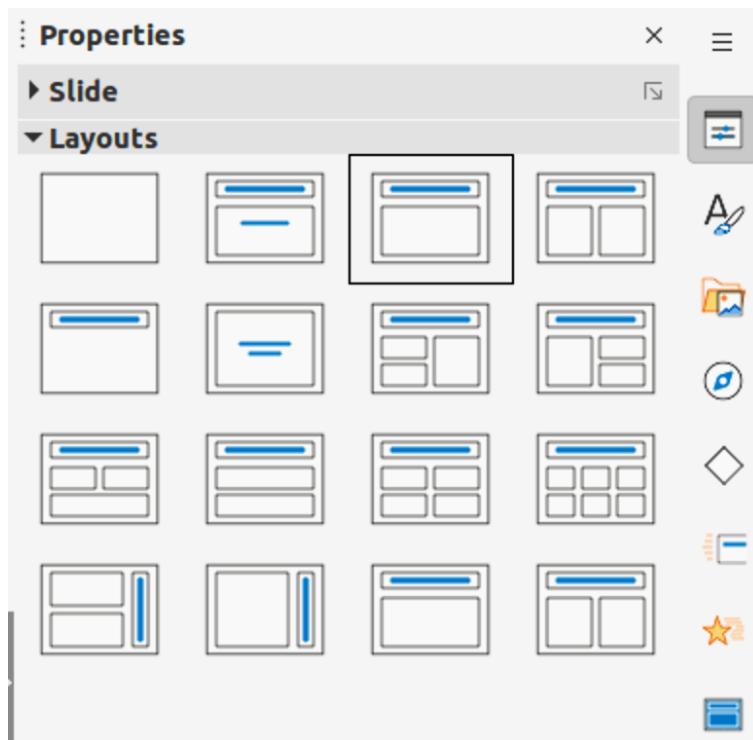


Figure 247: Layouts panel in Properties deck on sidebar

## Choosing slide layout

After creating a new slide, a layout is then selected to suit the slide contents and the presentation requirements. Impress comes with predefined layouts that can be applied as a starting point for a slide and Figure 247 shows the predefined layouts that are available. If the layouts available in Impress do not fit the presentation requirements, layout elements can be rearranged, duplicated, resized, or deleted as necessary.

### ✓ Note

If the layout is changed on a slide that already contains text and objects, Impress does not delete these elements, but repositions the elements according to the selected layout. This may result in some elements overlapping or being out of position.

### ✓ Note

Custom defined layouts cannot be created and saved in Impress for use on several slides. It is recommended to create a master slide or template that uses a custom layout and can be used on several slides. For more information on master slides and templates, see Chapter 2, Master Slides, Styles, and Templates.

- 1) Make sure that **Normal** or **Slide Sorter** view is selected in the Workspace.
- 2) Select a slide in the presentation.
- 3) Change the slide layout using one of the following methods:
  - Select a layout in the **Layouts** panel in the Properties deck on the Sidebar.
  - Go to **Slide > Layout** in the Menu bar and select a layout from the options in the submenu.
  - Right-click on the slide in the **Slides** pane and select **Layout** from the context menu, then select a layout from the options in the context menu.

- Right-click on the slide in **Slide Sorter** view in the Workspace and select **Layout** from the context menu, then select a layout from the options in the context menu.
  - Right-click in an empty area on the slide in **Normal** view in the Workspace and select **Layout** from the context menu, then select a layout from the options in the context menu.
- 4) When the slide layout has changed, make the necessary formatting, resizing, and repositioning adjustments to the elements on the slide. For more information on adjustments of slide elements, refer to the other chapters in this guide.

### Note

Hovering the cursor over a layout in the **Layouts** panel in the Properties deck on the Sidebar displays the layout type. These layout types match the layout list that is displayed in a context menu or submenu.

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## Presentation notes

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Notes provide a convenient way to create reminders or add extra information to slides in a presentation. Notes are not displayed during a presentation. However, using dual displays, notes can be displayed on a second display as a presentation cue.

### Note

When using a second display, it is recommended to use the Presenter Console. The Presenter Console allows the display on a second screen of presentation notes, the next slide, and other useful information while a slide is shown on the display that the audience sees. For more information on the Presenter Console, see Chapter 1, *Introducing Impress* and Chapter 9, *Slide Shows & Photo Albums*.

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## Adding notes

- 1) Select a slide to add notes to and open the Notes view (Figure 248) using one of the following methods:
  - Click on **Notes** at the top of the Workspace.
  - Go to **View > Notes** on the Menu bar.
  - Click on **Display Views** and select **Notes** in **Edit Modes** on the Standard toolbar.
- 2) Click on **Click to add notes** below the slide then type or paste text or graphics as required into the notes box.
- 3) To add notes to another slide, repeat Steps 1 and 2.
- 4) When adding notes, is complete, return to **Normal** view in the Workspace.

### Note

The notes text box and slide image can be moved and resized on the Notes page. Also, more text boxes can be added to the Notes page. Refer to the other chapters in this guide for more information.

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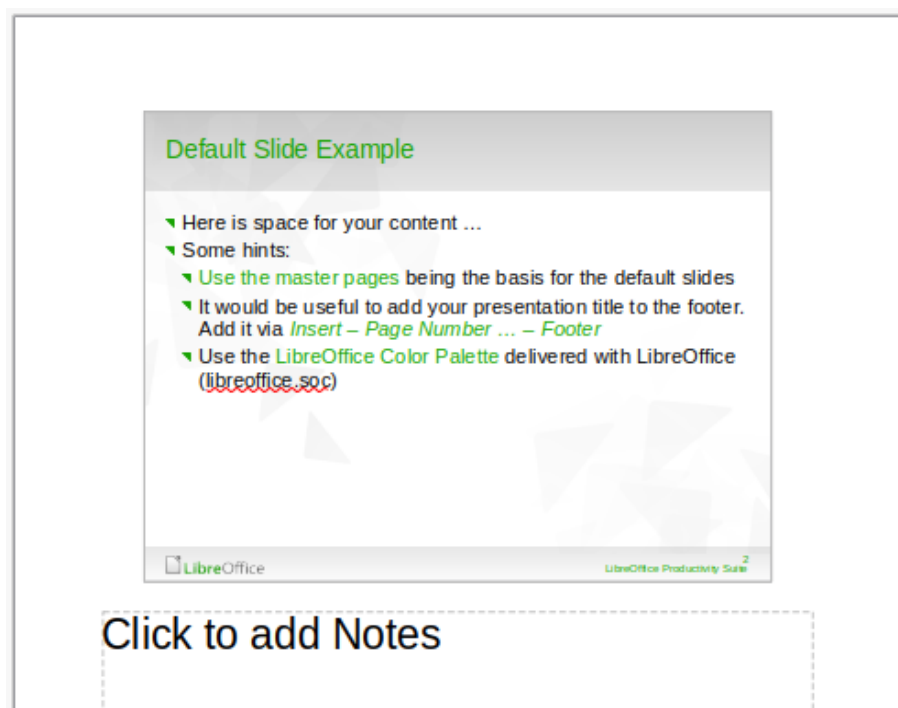


Figure 248: Notes view in Workspace

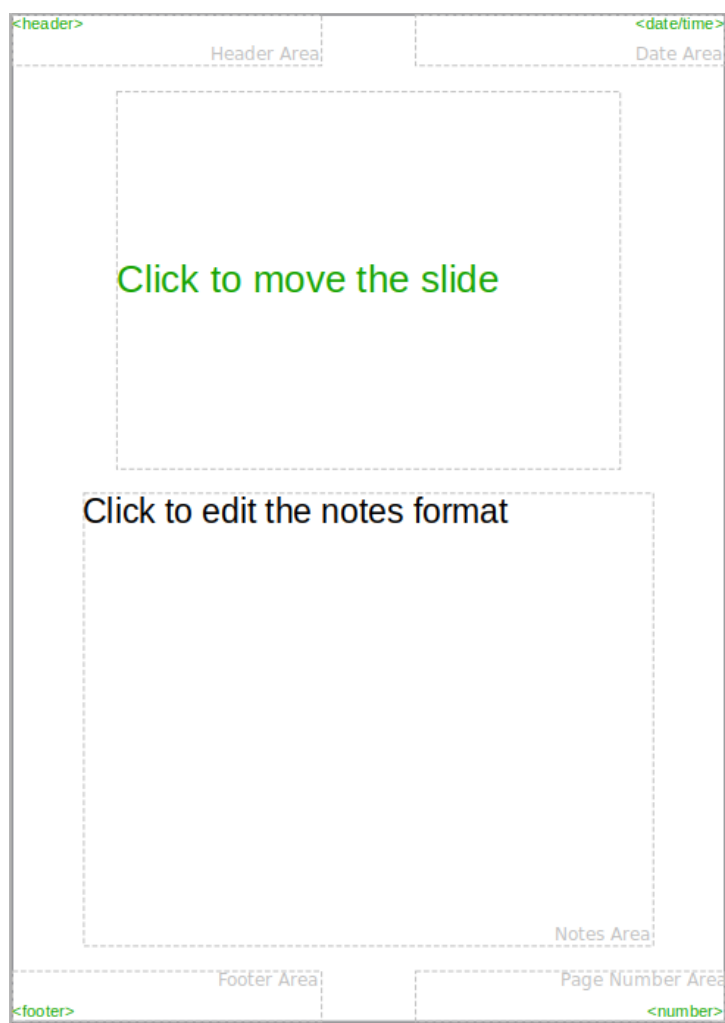


Figure 249: Master Notes view in Workspace

## Formatting notes

It is recommended to use **Master Notes** to format the appearance of notes, rather than formatting notes individually for each slide.

- 1) Select a slide that has notes added.
- 2) Open **Master Notes** view (Figure 249) using one of the following methods:
  - Go to **View > Master Notes** on the Menu bar.
  - Click on **Master** on the Standard toolbar, then click on **Notes** at the top of the Workspace.
  - Click on **Display Views** and select **Master Notes** in **Master Modes** on the Standard toolbar.
- 3) Open the Slide Properties dialog for master notes (Figure 250) using one of the following methods:
  - Go to **Slide > Slide Properties** on the Menu bar.
  - Right-click in an empty area on the master note and select **Slide Properties** from the context menu.
- 4) Use the various options available in the Slide Properties dialog to setup the master note. See Chapter 2, Master Slides, Styles and Templates for more information on the various options available in the Slide Properties dialog.
- 5) Click **OK** save the formatting changes and close the Slide Properties dialog.

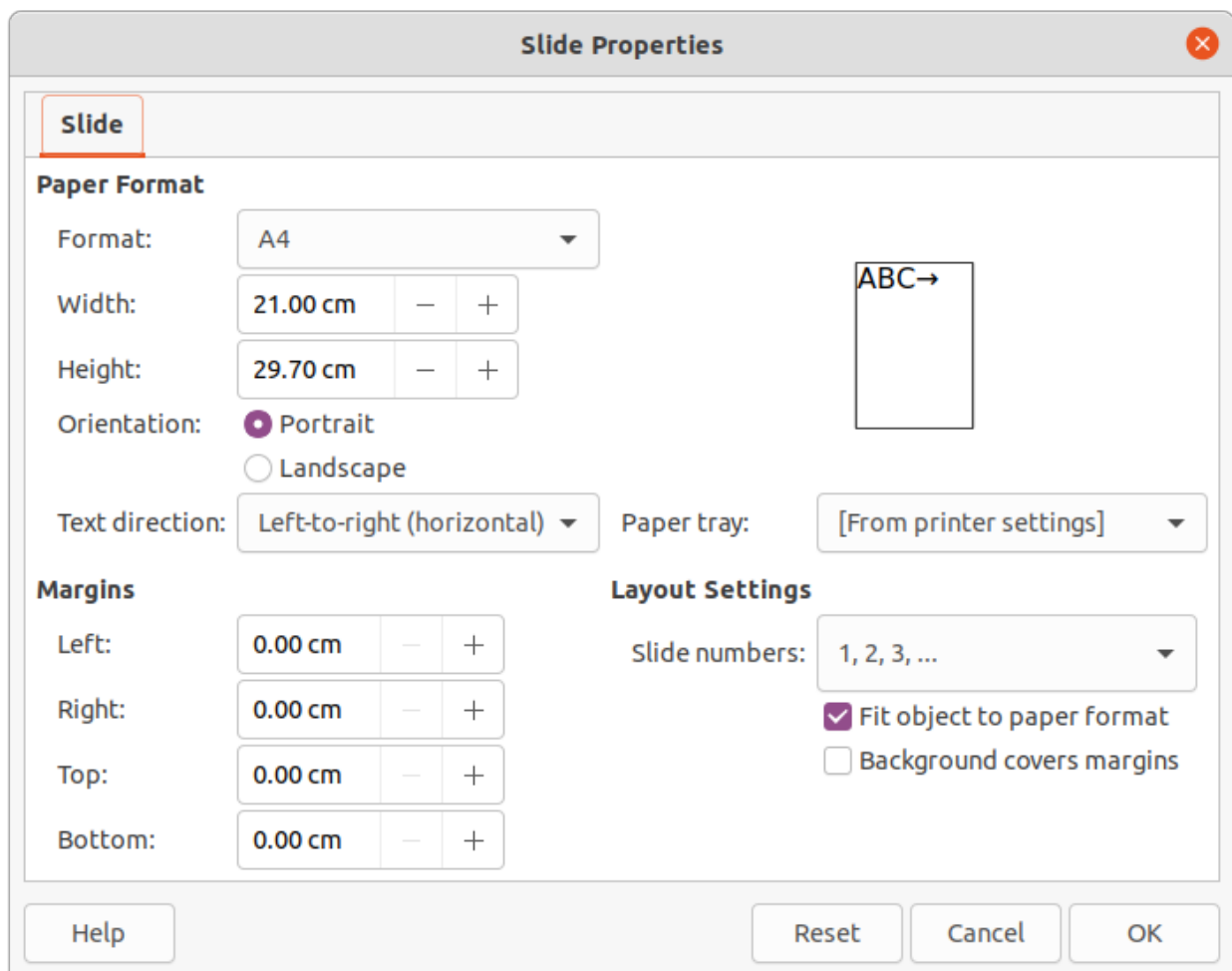


Figure 250: Slide Properties dialog in Notes view

## Adding text

When text is inserted in the Notes text box, it is automatically formatted using the predefined Notes style that is in **Presentation Styles** in the Styles deck on the Sidebar. The Notes style cannot be deleted, but can be modified to match the presentation requirements.

Text boxes can also be added to the notes page and then modified to suit the presentation requirements. Also, text styles for any text in a text box can be created to suit the text requirements. Any text styles created are placed in the **Custom** category. These custom styles can be deleted when there is no further requirement for the custom style.

For more information on creating styles, adding text, and formatting text, see Chapter 2, Slide Masters, Styles and Templates, or Chapter 3, Adding and Formatting Text.

- 1) Click on **Styles** in the Sidebar to open the Styles deck.
- 2) Click on **Presentation Styles** at the top of the Styles deck to open **Presentation Styles**.
- 3) Right click on **Notes** presentation style and select **Modify** from the context menu. This opens the Notes dialog (Figure 251).
- 4) Use the various pages and options in the Notes dialog to modify the **Notes** presentation style to the presentation requirements.
- 5) Click OK to save the changes and close the Notes dialog.

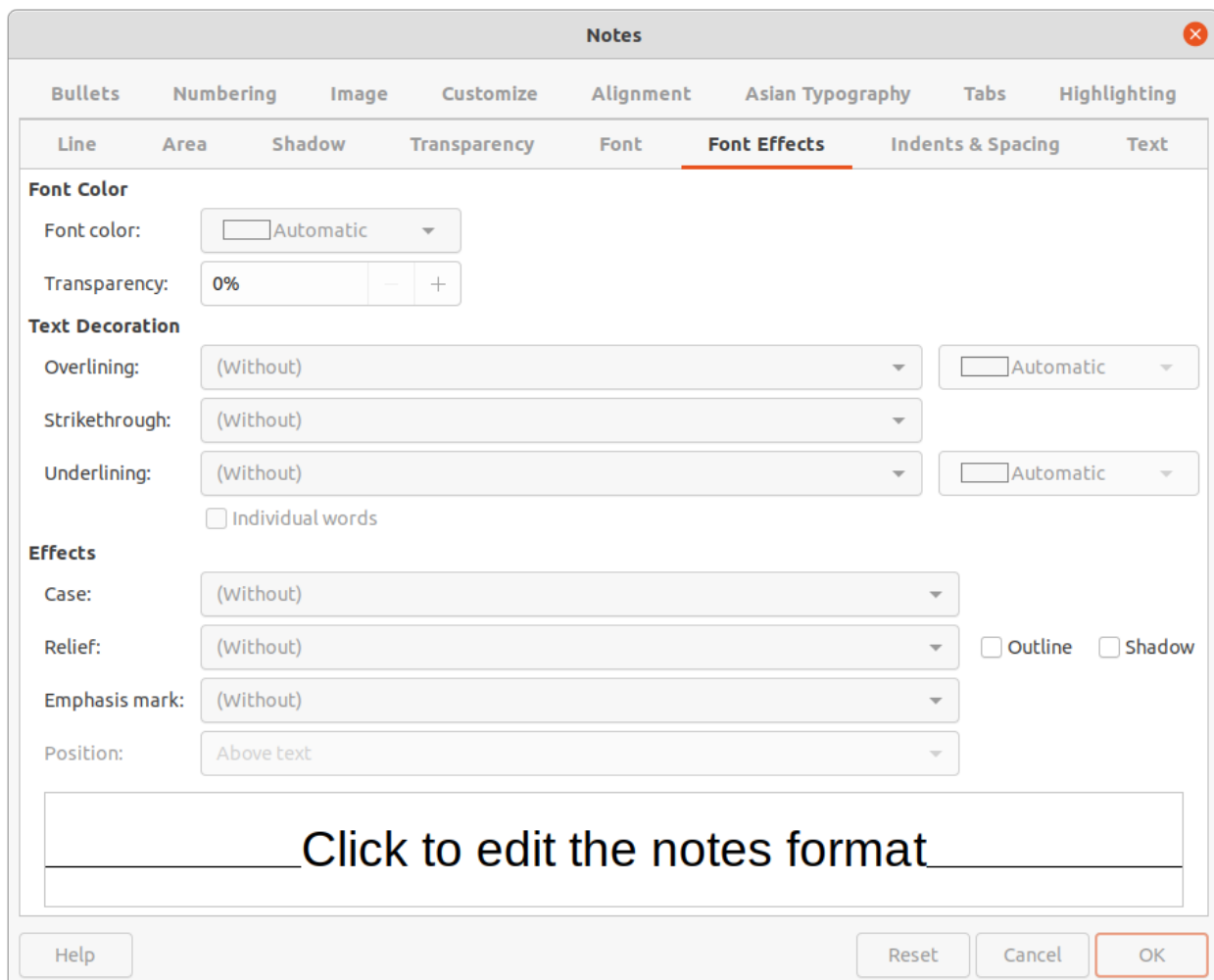


Figure 251: Notes dialog

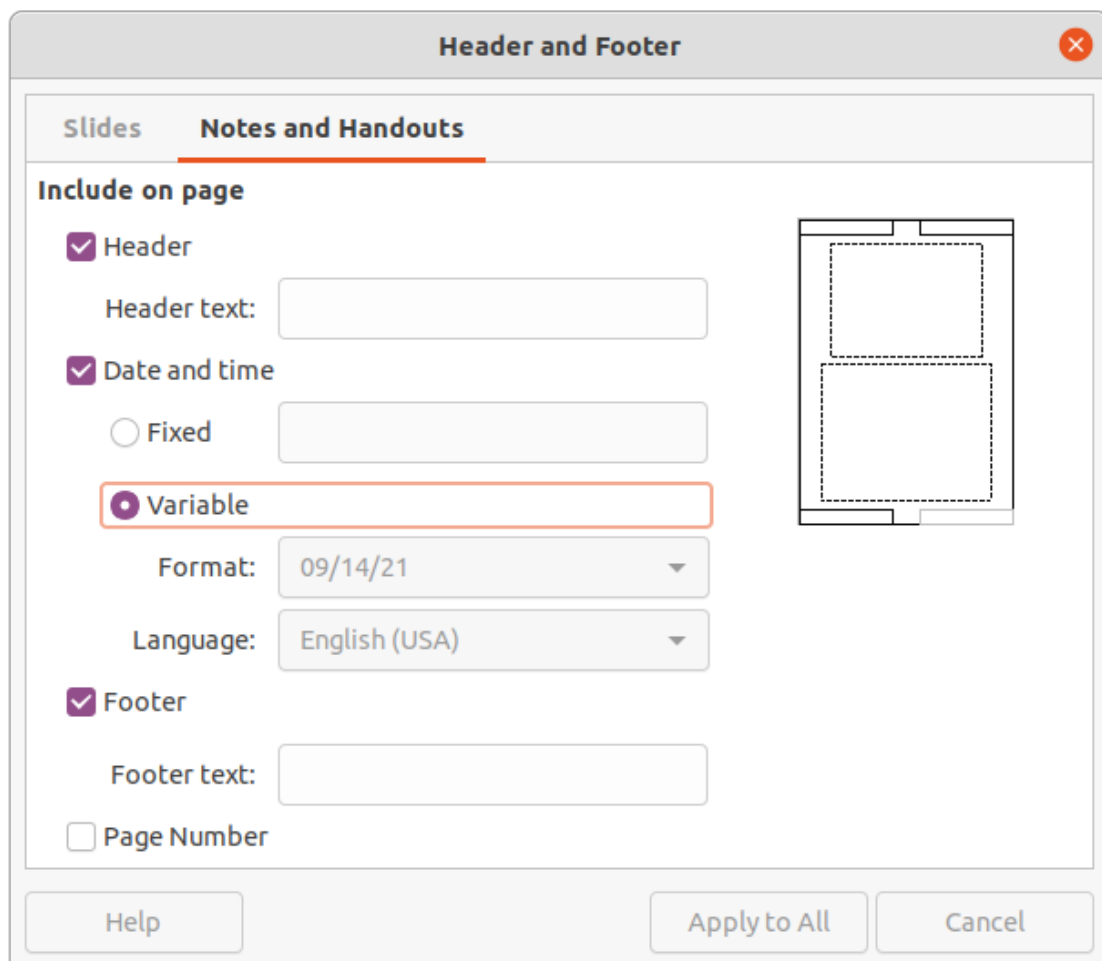


Figure 252: Header and Footer dialog - Notes and Handouts page

## Headers and Footers

In Notes, information can be entered into the header and footer areas on the notes page. The header and footer areas are similar to the header and footer areas used in the master slides. The header and footer areas are Header text; Date and time – fixed or variable; Footer text; Page number.

- 1) Select a slide that has notes added and open the **Notes** view. See “Adding notes” on page 263.
- 2) Open Master Notes view. See “Formatting notes” on page 265.
- 3) Go to **Insert > Header and Footer** on the Menu bar to open the Header and Footer dialog (Figure 252).
- 4) Click on **Notes and Handouts** to open the **Notes and Handouts** page.
- 5) To add header text to the notes page, select **Header** and enter the text for the header in the *Header text* text box.
- 6) To add the date and time to the notes page, select **Date and time** and enter a fixed or variable date and time as follows:
  - If the date and time is fixed, select **Fixed** and enter the date and time required in the *Fixed* text box.
  - If the date and time is variable, select **Variable**, then select the date and time format from the *Format* drop-down list and select the language used from the *Language* drop-down list. The language selected affects the available date and time formats.



- 7) To add footer text to the notes page, select **Footer** and enter the text for the footer in the *Footer text* text box.
- 8) To add page numbers to the notes page, select **Page Number** so that the page number appears on each notes page in a presentation.
- 9) Click on **Apply to All** to save the changes and close the Header and Footer dialog.

## Printing notes

Printing presentation notes allows the notes pages to be used as handouts to the audience of a presentation. For more information on printing slides and notes, see Chapter 10, Printing, E-mailing, Exporting, and Saving Slide Shows.

- 1) Select a slide that has notes added.
- 2) Open the **Notes** view. See “Adding notes” on page 263.
- 3) Go to **File > Print** on the Menu bar, or use the keyboard shortcut *Ctrl+P* to open the Print dialog (Figure 253).
- 4) Select **LibreOffice Impress** to open the options for printing notes.
- 5) In **Type**, select *Notes* from the drop-down list.
- 6) Select all other required options for printing, for example number of copies required and number of pages.
- 7) Click **OK** to print and close the Print dialog.

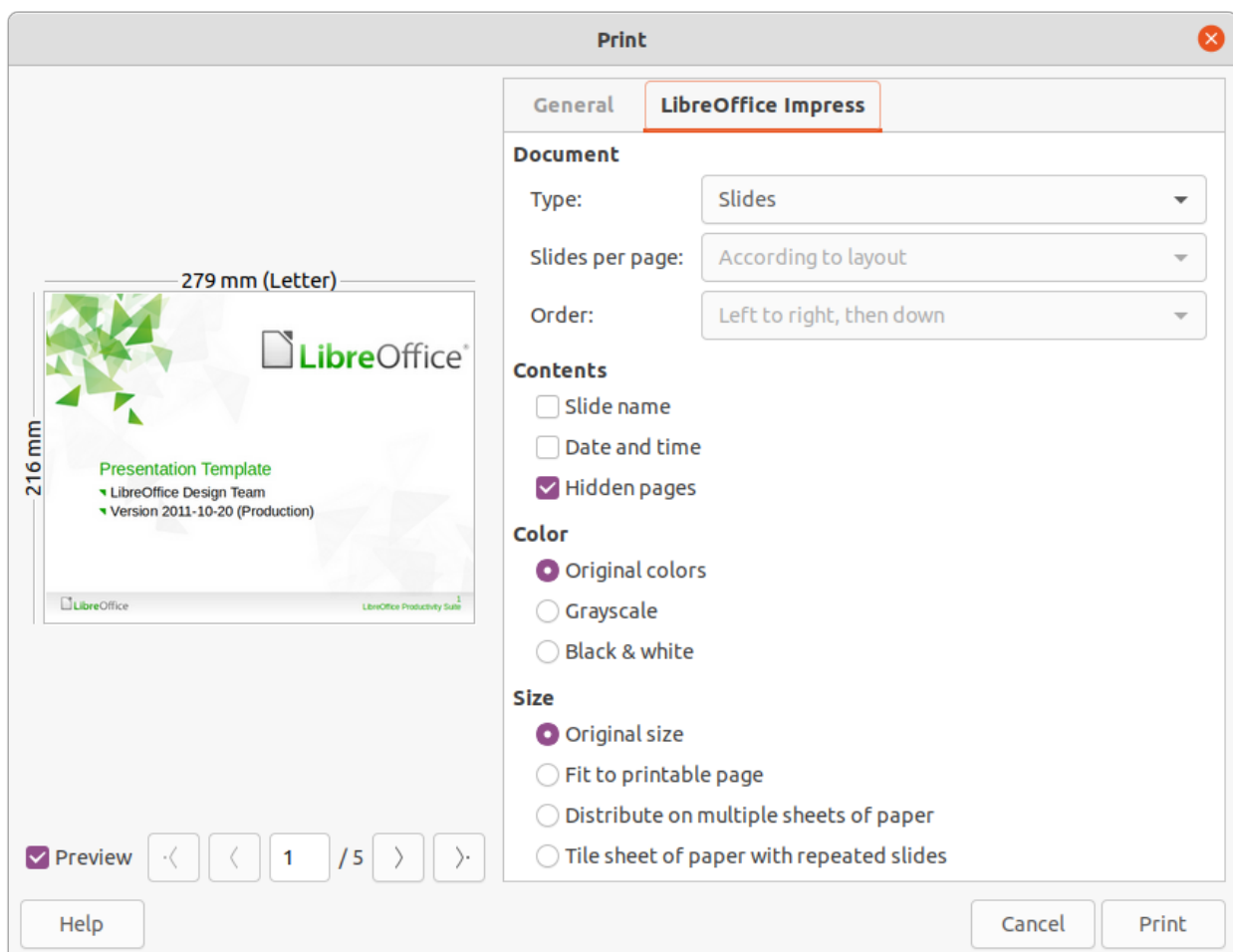


Figure 253: Print dialog - LibreOffice Impress page

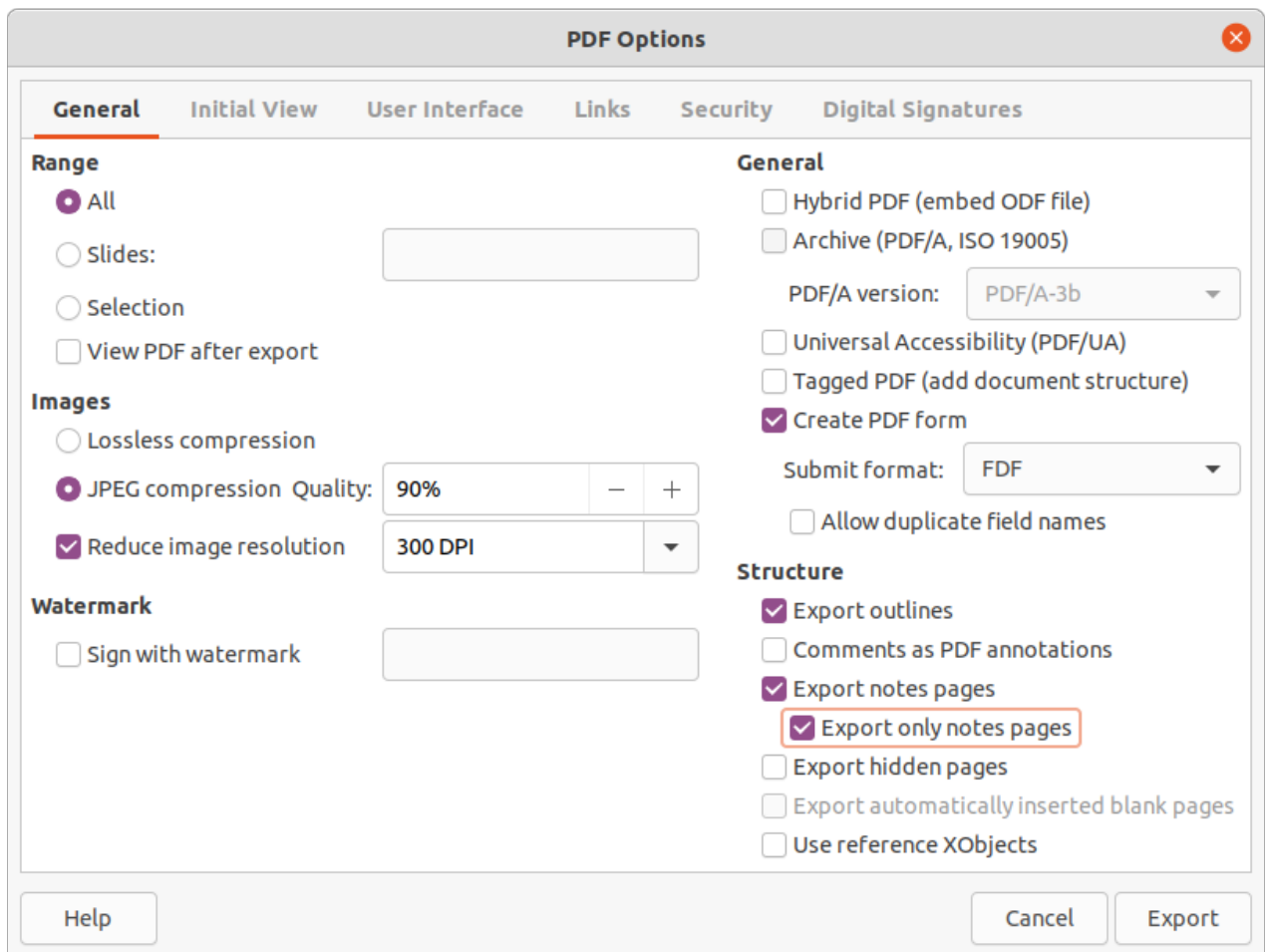


Figure 254: PDF Options dialog

## Exporting notes as PDF

- 1) Select a slide that has notes added.
- 2) Open the **Notes** view. See “Adding notes” on page 263.
- 3) Go to **File > Export As > Export as PDF** on the Menu bar to open the PDF Options dialog (Figure 254).
- 4) On the **General** page, select the option **Export notes pages**.
- 5) If necessary, select **Export only notes pages** to create a PDF file for the presentation notes only.
- 6) If required, select the other pages in the PDF Options dialog and select the necessary options to create a PDF file.
- 7) Click on **Export** to open a file browser window.
- 8) Navigate to the folder where the PDF file is to be saved.
- 9) Enter a filename, click on **Save** to save the file in the designated folder and close the file browser window and PDF Options dialog.

### Note

The PDF contains separate pages for the slides and the notes. For example, if the presentation has 10 slides, the PDF contains 20 pages consisting of 10 pages of individual slides followed by 10 pages of notes formatted for the paper size selected.

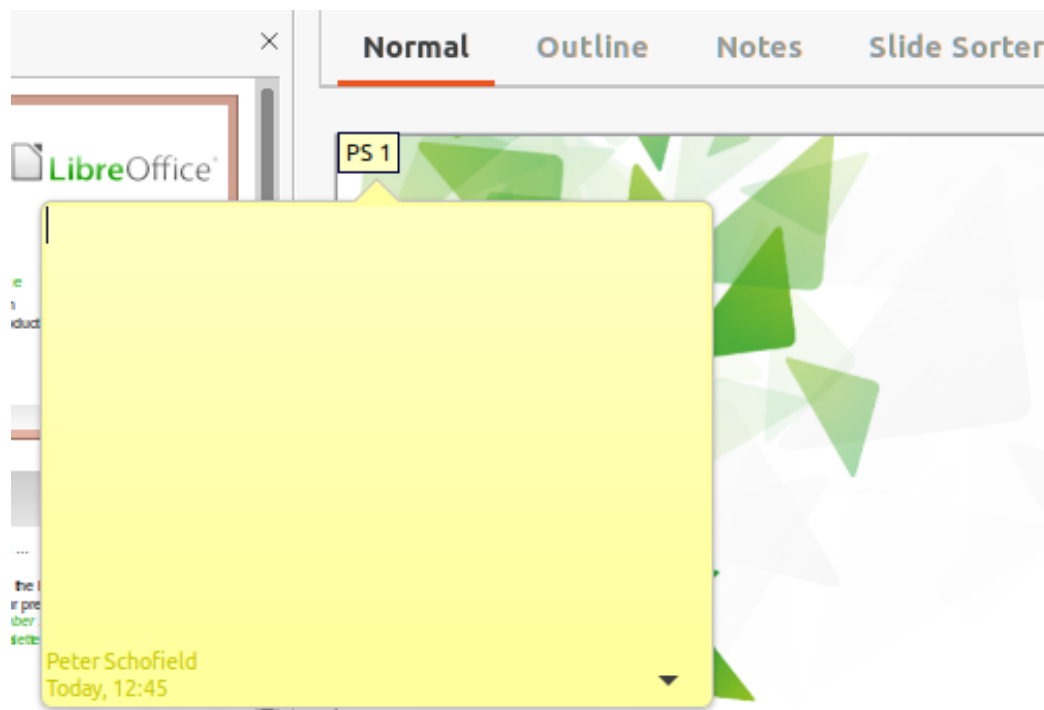


Figure 255: Inserting comments

## Inserting comments

- 1) Select **Tools > Options > LibreOffice > User Data** to configure the name and initials that appear in a comment. This is necessary so that user initials appear in comments and identify the comment author.
- 2) In **Normal View**, go to **Insert > Comment** on the Menu bar or use the keyboard shortcut **Ctrl+Alt+C** to insert a comment (Figure 255).
  - A small comment marker containing the user initials creating the comment appears in the upper left-hand corner of the slide along with a larger comment box. Impress automatically adds the user name and current date at the bottom of the comment box.
  - If more than one user edits the document, each user is automatically allocated a different background color.
- 3) Type or paste the text into the comment box.
- 4) If necessary, move the small comment marker anywhere to a different position on the slide. This is normally on or near an object being referred to in the comment.
- 5) To show or hide the comment markers, go to **View > Comments** on the Menu bar.

## Printing handouts

Handouts are used to distribute a copy of the presentation slides to each member of an audience. Handouts are only available in **View > Master Handout** on the Menu bar and are printed using the printing options in Impress.



### Note

The printing of handouts depends on the printer, computer operating system, and computer setup. The following printing procedure for handouts is only an example of how to print handouts.

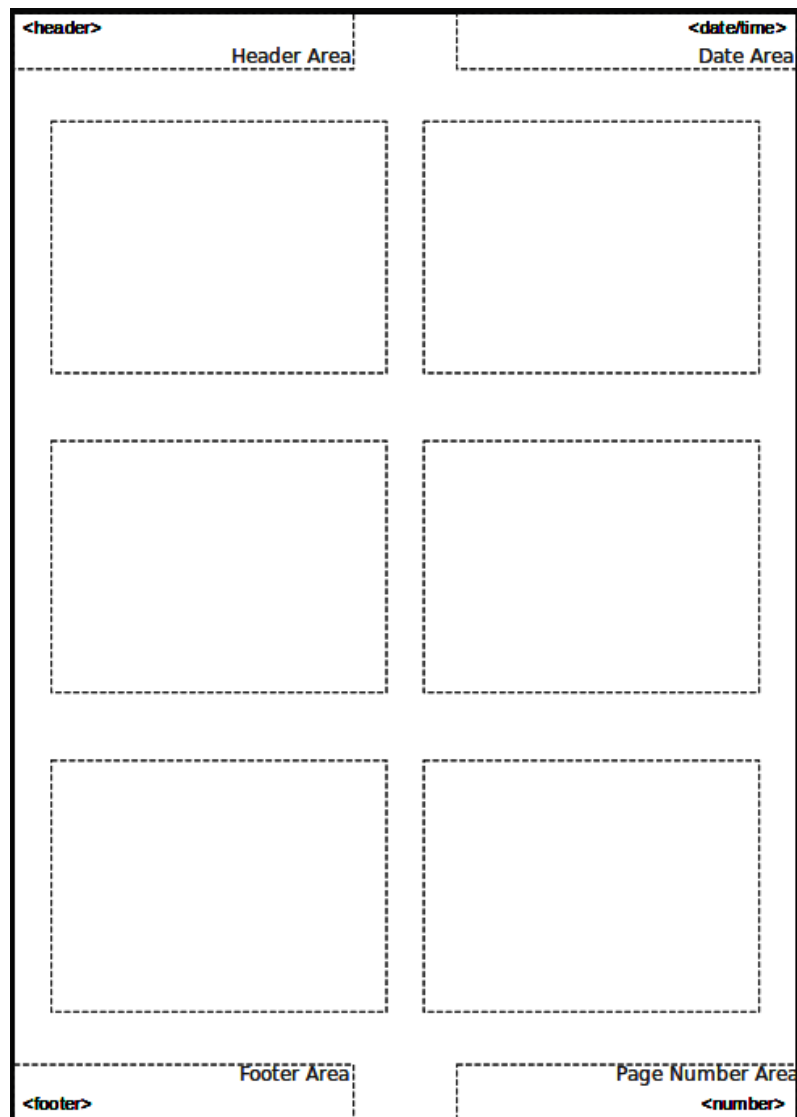


Figure 256: Example handout

- 1) Go to **View > Master Handout** on the Menu bar to set up the layout of slides for printing handouts. An example handout is displayed in the Workspace (Figure 256).
- 2) Go to **Insert > Header and Footer** on the Menu bar to open the Header and Footer dialog.
- 3) Click on **Notes and Handouts** to open the **Notes and Handouts** page.
- 4) Select the required header and footer options from the default options. See “Headers and Footers” on page 267 for more information.
- 5) Click on **Apply to All** to save the options for the handouts and close the Header and Footer dialog.
- 6) Go to **File > Print** on the Menu bar, or use the keyboard shortcut *Ctrl+P* to open the Print dialog.
- 7) Click on **LibreOffice Impress** to open the page for handout printing options.
- 8) In **Document**, select the required options from the drop-down lists as follows:
  - *Type*: – select Handouts from the drop down list.
  - *Slides per page*: – select how many slides are printed on a sheet of paper.
  - *Order*: – select the order in which the slides are printed on a sheet of paper.

- 9) In **Contents**, select *Slide name*, *Date and time*, or *Hidden pages* if one or all of these options are to be printed on the handouts.
- 10) In **Color**, select one option on how the handouts are printed.
- 11) In **Size**, select one option on how the handouts are printed.
- 12) Click on **Print** to print the handouts and close the Print dialog.



## Impress Guide 7.2

# *Chapter 9* *Slide Shows and Photo Albums*

## Introduction

LibreOffice Impress provides the tools to organize and display a slide show, including:

- Which slides to show and in what sequence.
- Whether to run the show automatically or manually.
- Transitions between slides.
- Animations on individual slides.
- Interactions: what happens when clicking on a button or link.
- A presenter console.

## Creating slide shows

### Basic settings

Most tasks associated with putting together a slide show are best done in **Slide Sorter** view where all of the slides in the presentation appear in the Workspace.

- 1) Open the Slide Sorter view (Figure 257) using one of the following methods:
  - Go to **View > Slide Sorter** on the Menu bar.
  - Click on **Slide Sorter** at the top of the Workspace.
- 2) Go to **Slide Show > Slide Show Settings** on the Menu bar to open the Slide Show Settings dialog (Figure 258).
- 3) Select the options required for the slide show.
- 4) Click **OK** to save the changes and close the Slide Show Settings dialog.

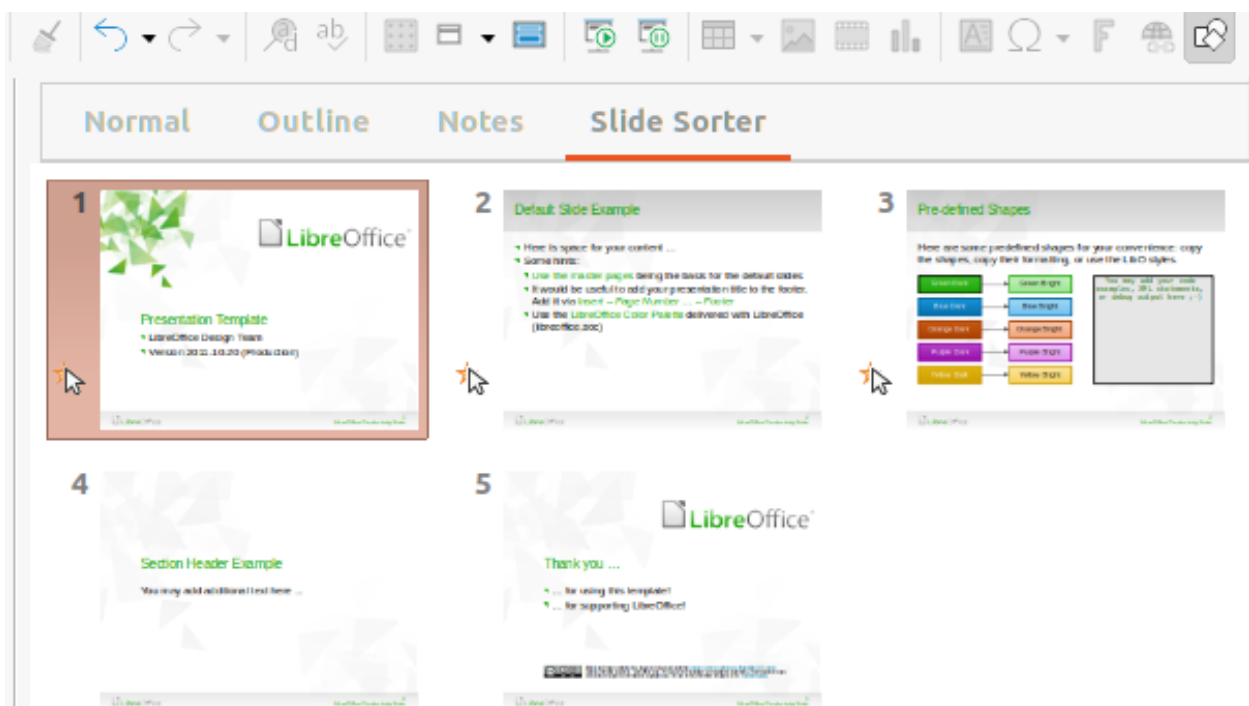


Figure 257: Slide Sorter view

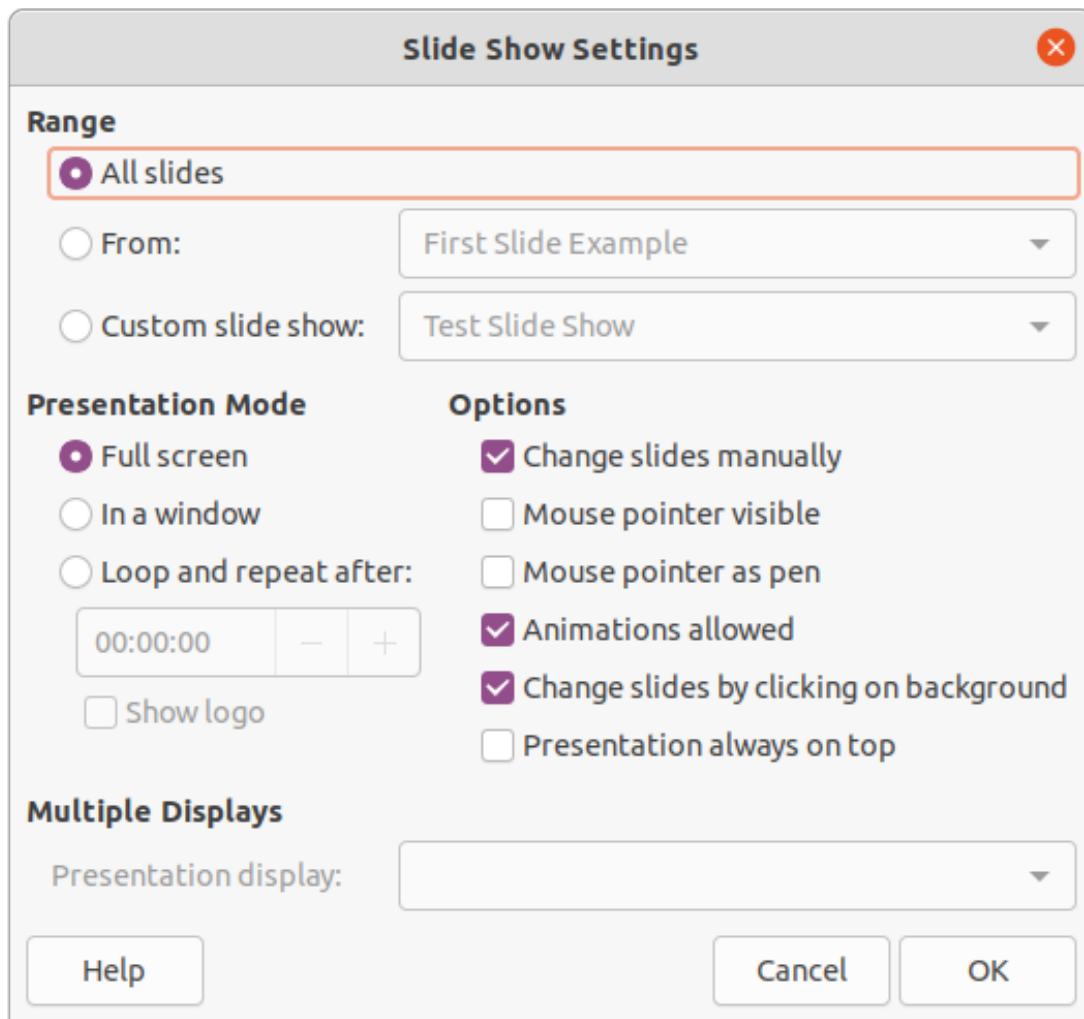


Figure 258: Slide Show Settings dialog

## Slide Show options

- **Range** – select which slides to include in the slide show.
  - *All slides* – includes all slides except for those slides marked Hidden (see “Hiding slides” on page 276). Slides are shown in the sequence they occur in the file. To change the sequence, either rearrange the slides in **Slide Sorter** view or select the custom slide show option.
  - *From* – starts the show at the slide selected from the drop-down list. For example, there maybe several slides at the beginning that describe the company, but when presenting this slide show to work colleagues, this introduction could be skipped.
  - *Custom slide show* – shows the slides in a different sequence from the sequence previously setup. This setting is not available until a custom slide show has been setup (see “Custom slide show” on page 277). Many different custom shows can be setup as required from one set of slides and they appear in the drop-down list for this option.
- **Presentation Mode** – select how the slides are displayed.
  - *Full screen* – shows the slides full screen without the LibreOffice program controls visible and exits the show after the last slide.
  - *In a window* – runs the slide show in the Impress window and exits the show after the last slide.



- *Loop and repeat after* – restarts the slide show after the last slide has displayed and after the specified time delay. A pause slide is displayed between the last slide and the start slide. Press the *Esc* key at any time to stop the show. If zero is entered as time delay, the show restarts immediately without showing a pause slide.
- *Show logo* – shows the LibreOffice logo on the pause slide when *Loop and repeat after* option is selected.
- **Options** – determine how the slide show runs as a presentation.
  - *Change slides manually* – prevents slides from changing automatically even if an automatic transition has been set up.
  - *Mouse pointer visible* – shows the mouse pointer during a slide show. If a laser pointer or other device is being used to highlight items of interest during the show, this can be useful.
  - *Mouse pointer as pen* – enables writing or drawing on slides during the presentation. Anything written with the pen is not saved when exiting the slide show. The color of the pen cannot be changed.
  - *Animations allowed* – displays all frames of animated GIF files during the slide show. If this option is not selected, only the first frame of an animated GIF file is displayed. This has nothing to do with the slide animations described in “Animations” on page 282.
  - *Change slides by clicking on background* – advances to the next slide when the slide background is clicked. Also, pressing the spacebar advances to the next slide.
  - *Presentation always on top* – prevents any other program window from appearing on top of the presentation.
- **Multiple Displays** – determines how the slide show is displayed.
  - *Presentation display* – select from the drop-down list which display to use for full screen slide show mode. Only available if the computer being used for the slide show is connected to more than one display monitor.

### ✓ Note

The multiple displays setting is not an option saved with the presentation file, but is instead saved as a local setting in the user configuration for the computer. This means that if the presentation is opened on a different computer, the local settings for that computer are applied.

## Hiding slides

Some slides may not be required in a particular slide show. Either hide some of the slides or set up a custom slide show to suit the requirements. For example, there maybe draft slides that are not shown until they are finished, or there maybe some slides that contain information that is not to be shown to an audience.

### Hiding slides

- 1) In the **Slides** pane, or **Slide Sorter** view in the Workspace, select the slides that are to be hidden.

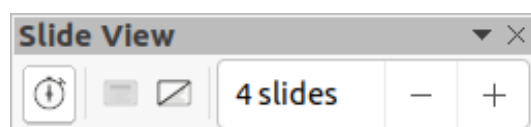


Figure 259: Slide View toolbar



Figure 260: Slide 2 hidden

- 2) Hide selected slides using one of the following methods:
  - Click on **Hide Slide** in the Slide View toolbar (Figure 259).
  - Right-click on the selected slide and select **Hide Slide** from the context menu.
  - Go to **Slide > Hide Slide** on the Menu bar.

The selected slide is now displayed greyed out to indicate that it is hidden (Figure 260). The slide is not deleted and remains in the presentation file.

### Showing hidden slides

- 1) In the **Slides** pane, or **Slide Sorter** view, select the hidden slides.
- 2) Show the selected slides using one of the following methods. **Show Slide** is only active when there hidden slides are selected in a presentation.
  - Click on **Show Slide** in the Slide View toolbar.
  - Right-click on the selected slide and select **Show Slide** from the context menu.
  - Go to **Slide > Show Slide** on the Menu bar.

### Custom slide show

To show the slides in a different order, rearrange the slides in the **Slides** pane or **Slide Sorter** view in the Workspace, or create a custom slide show. In a custom slide show, select which slides to include as well as the order in which they are shown.

#### Creating custom slide show

- 1) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog (Figure 261).
- 2) Click on **New** to open the Define Custom Slide Show dialog (Figure 262).
- 3) Type a name for the new custom slide show in the **Name** text box.
- 4) In the **Existing slides** box, select the slides to include in the show.

#### Note

Several slides can be selected at the same time. Hold down the *Shift* key and click the first and last slide in to select a group of slides. Hold down the *Ctrl* key and click on individual slides to select them.

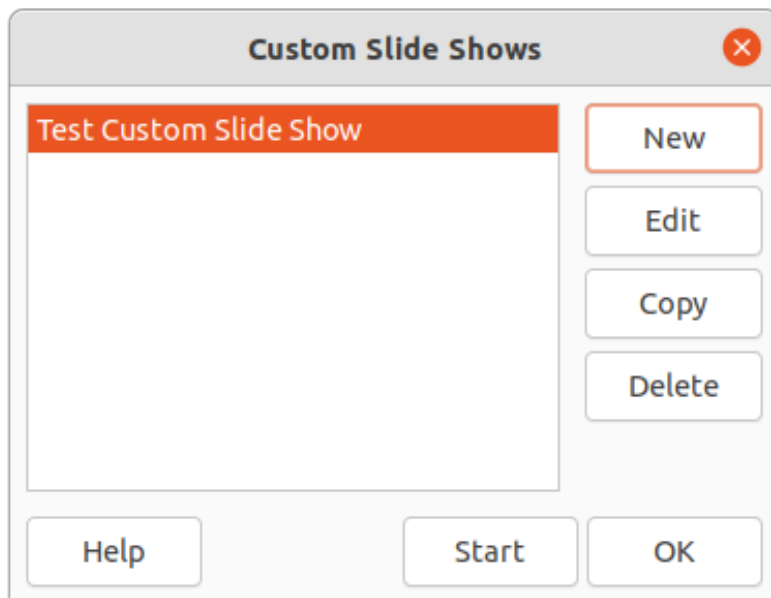


Figure 261: Custom Slide Shows dialog

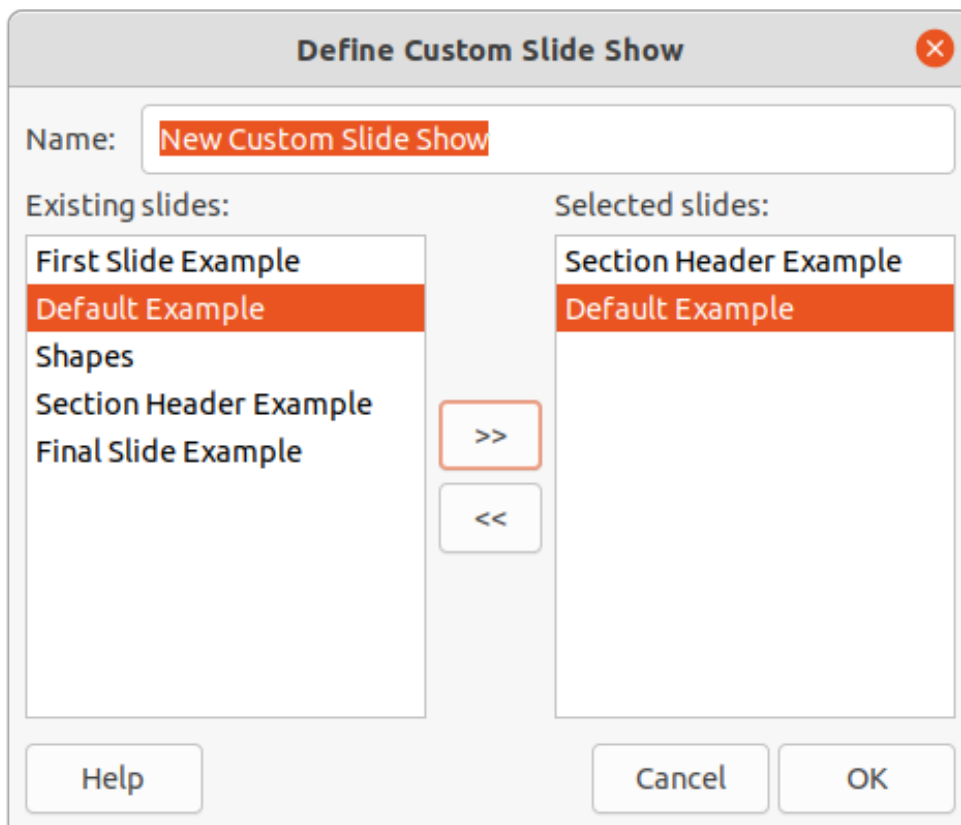


Figure 262: Define Custom Slide Shows dialog

- 5) Click on >> to include the slides in the **Selected slides** box.
- 6) If required, rearrange the slide order in the **Selected slides** box. Click on a slide name and drag it to a new position in the list.
- 7) Click **OK** to close the Define Custom Slide Shows dialog.
- 8) Click on **Start** to test the custom slide show as a presentation.
- 9) Click **OK** to save the custom slide show and close the Custom Slide Shows dialog.

### Using custom slide show

- 1) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog.
- 2) Select the required custom slide show and click on **Start** to run the selected custom slide show.
- 3) When the presentation is over, click **OK** to close the Custom Slide Shows dialog.

### Editing custom slide show

- 1) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog.
- 2) Select the name of the custom slide show for editing.
- 3) Click on **Edit** and the Define Custom Slide Show dialog opens.
- 4) Add slides, remove slides, change the slide order, or change the name of the custom slide show in the Define Custom Slide Show dialog.
- 5) Click **OK** to save the custom slide show and close the Custom Slide Shows dialog.
- 6) Click **OK** to close the Custom Slide Shows dialog.

### Copying custom slide show

- 1) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog.
- 2) Select the name of the custom slide show for copying and click on **Copy**. The name of the selected custom slide show is repeated with **(Copy 1)** added to the name.
- 3) Select the name of the copied custom slide show and click on **Edit** and the Define Custom Slide Show dialog opens.
- 4) Change the name of the copied custom slide show in the Define Custom Slide Show dialog.
- 5) Click **OK** to save the copied custom slide show and close the Define Custom Show dialog.
- 6) Click **OK** to close the Custom Slide Shows dialog.

### Deleting custom slide show

- 1) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog.
- 2) Select the name of the custom slide show for deletion and click on **Delete**. Deletion is immediate and no confirmation message appears.
- 3) Click **OK** to close the Custom Slide Shows dialog.

## Slide transitions

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Slide transitions are effects and/or sounds that take place between slides when slides are changed in a slide show. Transitions add a professional look to a slide show, smoothing the change over between slides.

### Adding transitions

- 1) Click on **Slide Transition** in the Sidebar to open the Slide Transition deck (Figure 263).
- 2) Open the presentation file to add slide transitions.
- 3) In the **Slides** pane or **Slide Sorter** view, select the slide to apply a slide transition.

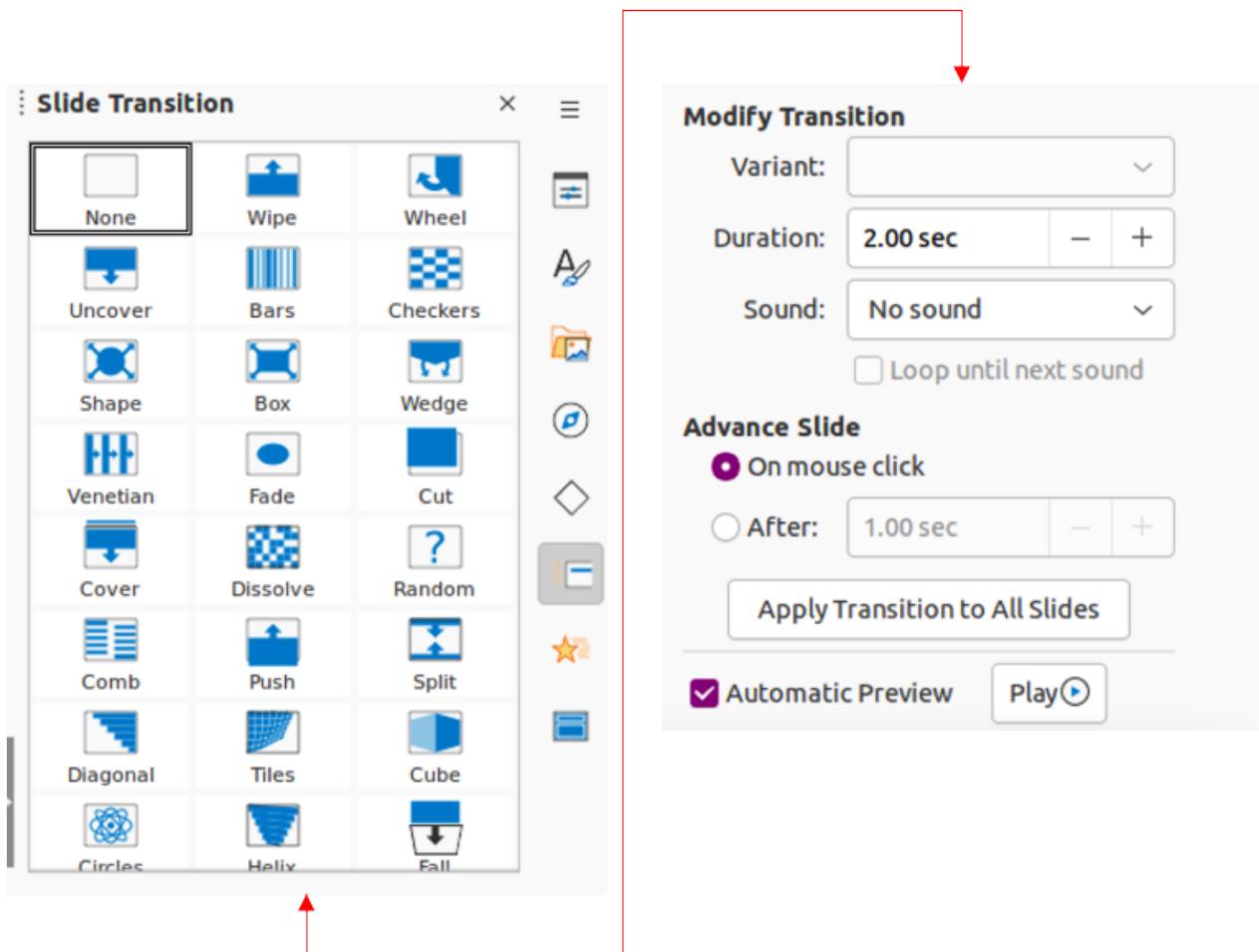


Figure 263: Slide Transition deck on Sidebar

- 4) Click on the required transition from the displayed list to apply it to the selected slide.
- 5) In **Modify Transition**, select from the available options as follows:
  - *Variant* – select an option from the drop-down list. The available options change according to the transition that has been selected.
  - *Duration* – enter a time for how long the transition lasts.
  - *Sound* – select a sound from the drop-down list that is played when the transition activates. If a sound is selected, the *Loop until next sound* option becomes active. Select this option to play the sound repeatedly until another sound starts. If there are no subsequent sounds in a slide show, the selected sound plays continuously for the remainder of the show. Sounds can be played when *None* is selected for the transition effect.
- 6) In **Advance Slide**, select one of the two following options on how the slides change in a presentation. Only one option can be selected as follows:
  - *On mouse click* – each time the mouse is clicked, the presentation advances to the next slide.
  - *Automatically after* – enter a time in the box to elapse before the next slide in the presentation advances automatically into view.
- 7) If required and to apply the same transition to all slides in the presentation, click on *Apply Transition to All Slides* option in **Advance Slide**.
- 8) To check how the transition looks, click on *Play* option in **Advance Slide**.
- 9) Alternatively, to automatically preview how the transition looks when it is applied to a slide, select *Automatic Preview* option in **Advance Slide**.



## Tip

A single type of transition can be applied to all the slides in the slide show or a different transition to individual slides in the slide show. While using many different transitions may be fun to do, it may not give the slide show a professional appearance.

---

## Removing transitions

- 1) Click on **Slide Transition** in the Sidebar to open the Slide Transition deck.
- 2) In the **Slides** pane or **Slide Sorter** view, select the slide or slides to remove the slide transition.
- 3) Select *None* at the top of the available transitions in the Slide Transition deck.



## Note

Slides with transitions are indicated by a star in the bottom left corner of the slide when viewed in the **Slides** pane or the **Slide Sorter** view.

---

## Playing music

Music can be played during a slide show instead of a sound as a transition effect. When using music in a slide show, make sure any musical copyright or licensing for the music is not being infringed.

- 1) Click on **Slide Transition** in the Sidebar to open the Slide Transition deck.
- 2) Open the presentation file to add slide transitions.
- 3) In the **Slides** pane or **Slide Sorter** view, select the slide where music is going to be added as part of the slide transition.
- 4) In **Modify Transition**, select *Other sound* from the *Sound* drop-down list.
- 5) In the file browser window that opens, navigate to where the music file is located and select the music file required.
- 6) Click on **Play** to check if the music file is suitable.
- 7) If the music is suitable, click **Open** to add the music to the selected slide and close the file browser window.
- 8) To play a music file continuously in the slide show, select *Loop until next sound* in **Modify Transition**. The music file restarts once it is finished until the next music file that is inserted in the slide show.



## Note

Do not select the *Apply Transition to All Slides* option because the selected music file will restart as each slide opens in the presentation.

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## Note

The music file is linked to a slide show rather than embedded. If the slide show is going to be displayed on a different computer, the music file must be available on the computer where the slide show is going to be displayed and the link to the music file must be established before starting the slide show.

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## Animations

Slide animations are similar to transitions, but are applied to individual elements in a single slide, such as title, chart, shape, or individual bullet point. Animations can make a presentation more lively and memorable. However, as with transitions, heavy use of animations can be fun, but distracting and even annoying for an audience expecting a professional presentation.

Animations are best applied using **Normal** view to make it easier to select individual objects on a single slide.

### Note

At present it is not possible to apply animations to elements in master slides. This means that to display the items in a text box one by one and use the same animation on more than one slide, the effects have to be applied to each slide. Alternatively, copy the animated element from one slide to another.

## Applying animation

On a slide, an element such as a graphic or an entire text box has selection handles around it when selected. If a portion of the text in a text box is selected, selection handles may not be displayed.

The following procedure is an example of applying an animation to an object. The options available for an animation depend on the *Category*, *Effect* and slide element that have been selected to create an animation.

- 1) Go to **View > Normal** on the Menu bar to open **Normal** view in the Workspace.
- 2) Select a slide in the **Slides** pane so that it appears in **Normal** view.
- 3) On the Sidebar, select **Animation** to open the Animation deck (Figure 264).

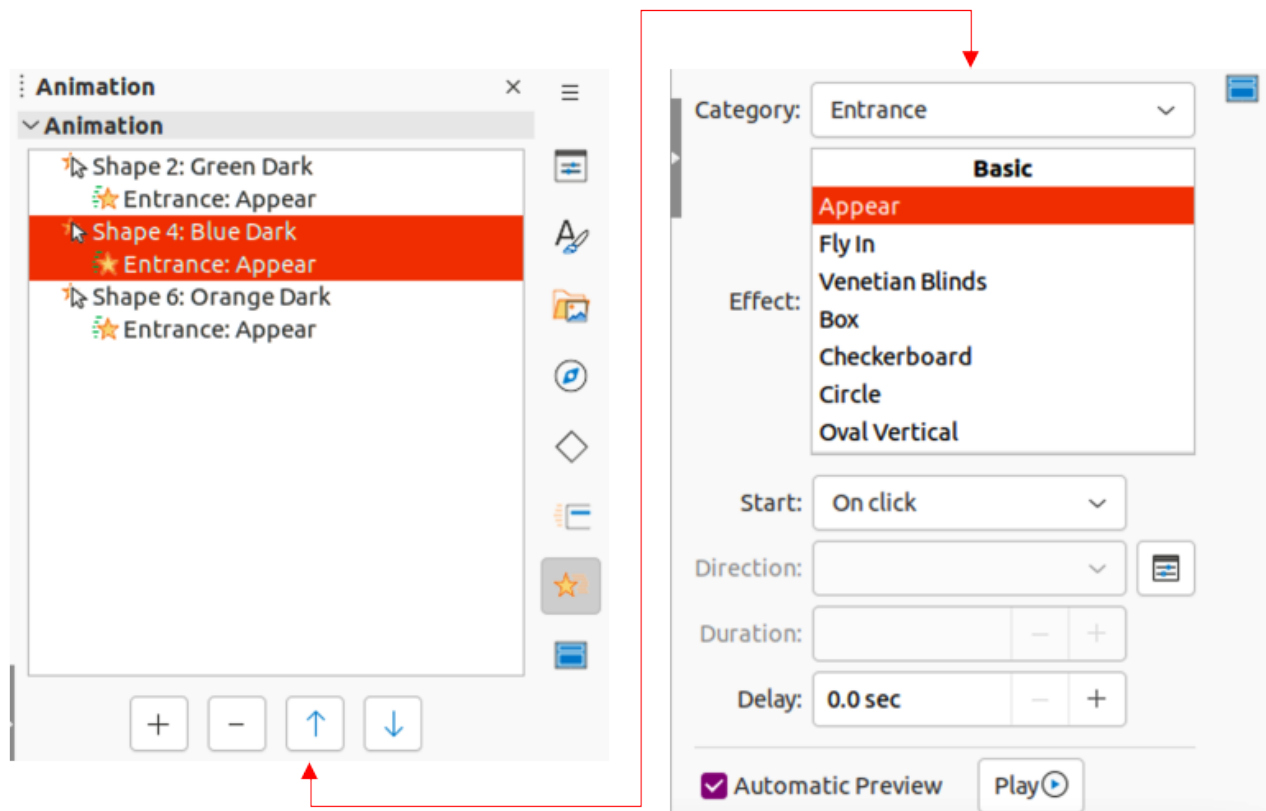


Figure 264: Animation deck on Sidebar



- 4) Select a slide element that is going to be animated on the slide that is displayed in **Normal** view.
- 5) Click on **Add Effect** (+ plus sign) to open the animation options and add the slide element into the **Animation** box.
- 6) In **Category**, select a category from the options in the drop-down list.
- 7) In **Effect**, select an animation effect from the available options in the Effect list.
- 8) In **Start**, select how the animation starts from the options in the drop-down list.
- 9) In **Direction**, select the direction of the animation from the drop-down list.
- 10) In **Duration**, enter a time for the duration of the animation in the box.
- 11) In **Delay**, enter a time for the delay before the animation starts in the box.
- 12) If more animation options are required, see “Additional animation options” on page 283 for more information.
- 13) If required, select **Automatic Preview** so to automatically check how the animation looks when it is applied to a slide element.
- 14) Click on **Play** to check how the animation looks when applied to a slide element.

## Changing animation

- 1) Go to **View > Normal** on the Menu bar to open **Normal** view in the Workspace.
- 2) On the Sidebar, select **Animation** to open the Animation deck.
- 3) Select a slide in the **Slides** pane so that it appears in **Normal** view.
- 4) Select the slide element in the **Animation** box that has the animation effect that is going to be changed.
- 5) Use the procedure in “Applying animation” on page 282 to select a new animation effect for the selected element.
- 6) Click on **Play** to check how the animation looks when applied to a slide element.

## Removing animation

- 1) Go to **View > Normal** on the Menu bar to open **Normal** view in the Workspace.
- 2) On the Sidebar, select **Animation** to open the Animation deck.
- 3) Select the slide and the animated element being removed.
- 4) Click on **Remove Effect** to remove the animation from the selected element.

## Additional animation options

Some animations have additional options that can be set or changed. Available options are dependent on the animation selected.

- 1) Go to **View > Normal** on the Menu bar to open **Normal** view in the Workspace.
- 2) On the Sidebar, select **Animation** to open the Animation deck.
- 3) Select the slide and element to apply additional animation options.
- 4) Click on **Options** to the right of the **Direction** drop-down list and open the Effect Options dialog (Figure 265).
- 5) Select the options required for the animation effect. For more information on effect options, see “Effect options”, “Timing options” and “Text animation options” below.
- 6) Click **OK** to save the changes and close the Effect Options dialog.



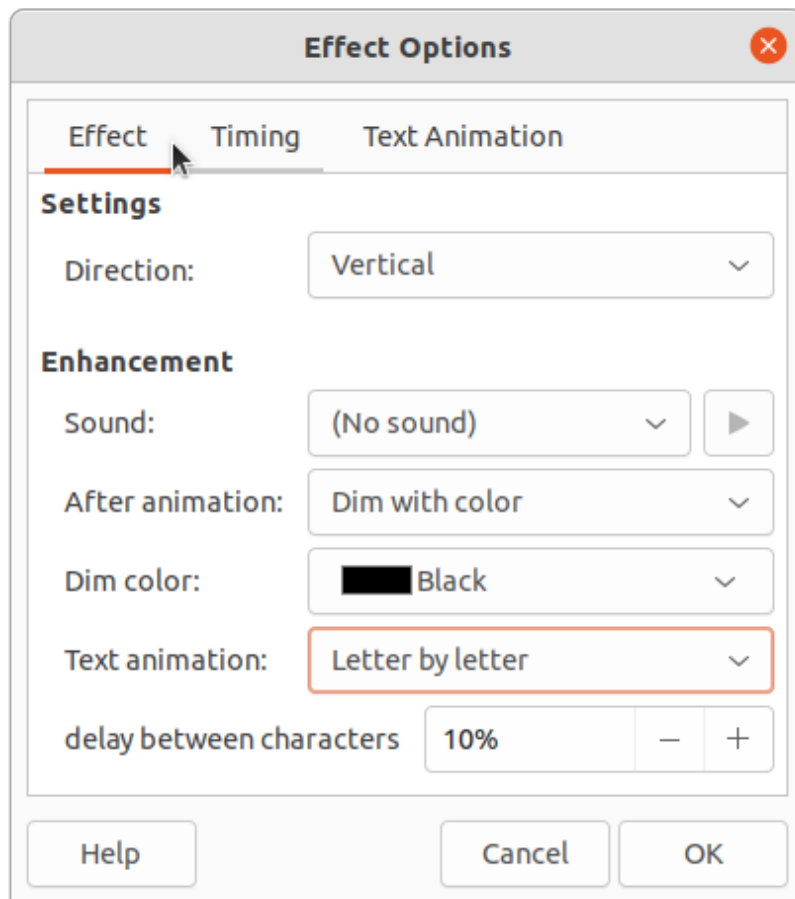


Figure 265: Effect Options dialog - Effect page

### Effect options

Specifies the settings and enhancements for the selected animation using the following options on the Effect page in the Effect options dialog (Figure 265).

- **Direction** – specifies the direction for the effect.
- **Sound** – select a sound from the drop-down list or select one of the special entries as follows:
  - *(No sound)* – no sound is played during animation of the effect.
  - *(Stop previous sound)* – the sound of the previous effect is stopped as soon as the current effect runs.
  - *Other sound* – displays a file open dialog to select a sound or music file.
- **After animation** – select what happens after animation.
  - *Don't dim* – no after-effect runs.
  - *Dim with color* – after the animation a dim color fills the shape.
  - *Hide after animation* – hides the shape after the animation ends.
  - *Hide on next animation* – hides the shape on the next animation.
- **Dim color** – select the dim color. Only available if Dim with color has been selected.
- **Text animation** – select the animation mode for the text of the current shape:
  - *All at once* – animates the text all at once.
  - *Word by word* – animates the text word by word.
  - *Letter by letter* – animates the text letter by letter.

- **Delay between characters** – specifies the percentage of delay between animations if *Word by word* or *Letter by letter* has been selected for **Text animation**.

### Timing options

Specifies the timing for the selected animation using the following options on the Timing page of the Effects Options dialog (Figure 266).

- **Start** – displays the start property of the selected animation effect.
  - *On click* – the animation stops at this effect until the next mouse click.
  - *With previous* – the animation runs immediately.
  - *After previous* – the animation runs as soon as the previous animation ends.
- **Delay** – specifies an additional delay in seconds until the effect starts.
- **Speed** – specifies the duration of the effect in seconds.
- **Repeat** – specifies when and how to repeat the current effect. Enter the number of repeats, or select from the list:
  - *none* – the effect is not repeated.
  - *Until next click* – the animation is repeated until the next mouse click.
  - *Until end of slide* – the animation repeats as long as the slide is displayed.
- **Rewind when done playing** – the animated shape returns to its starting state after the animation ends.

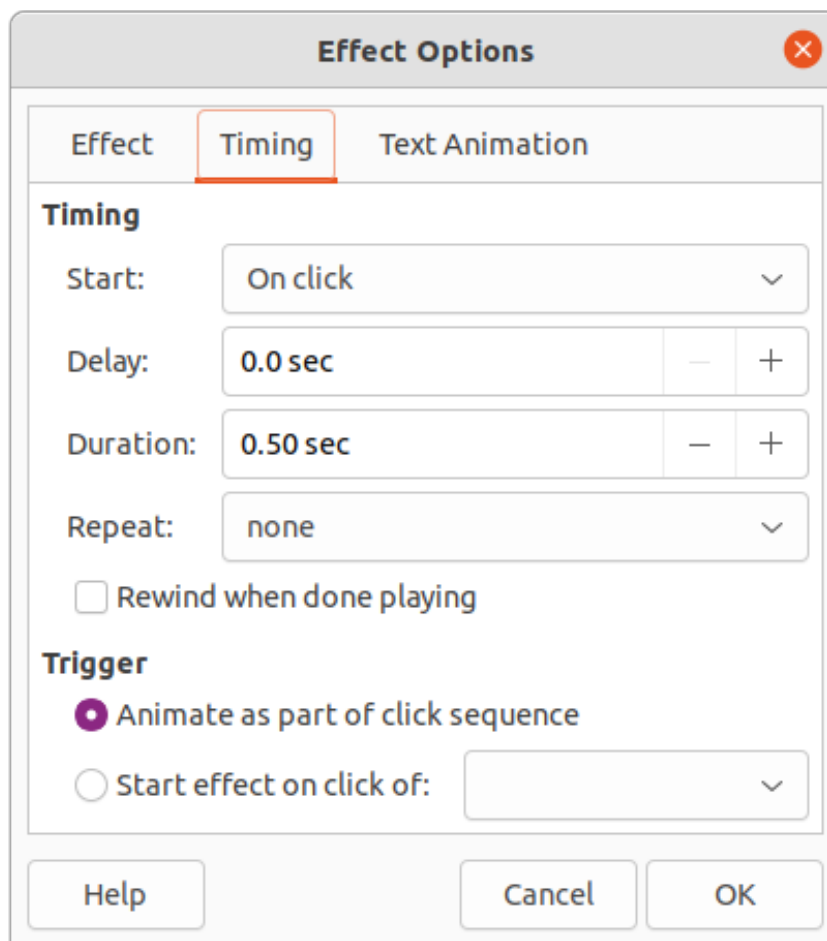


Figure 266: Effect Options dialog - Timing page

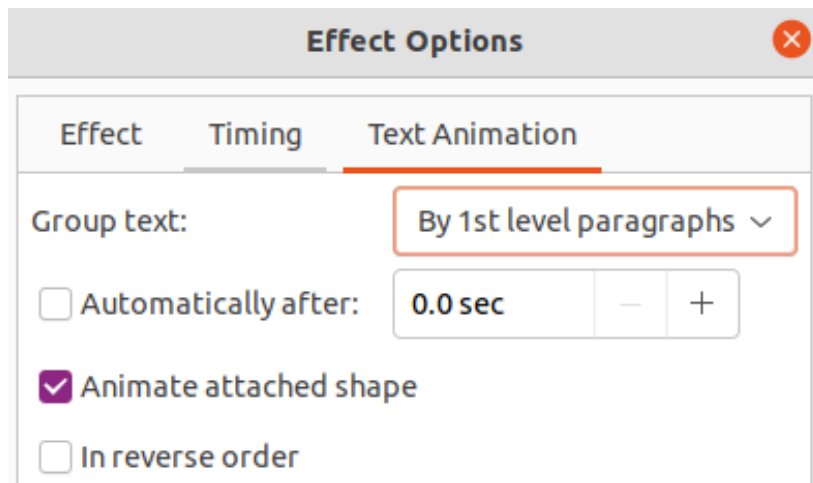


Figure 267: Effect Options dialog - Text Animation page

- **Animate as part of click sequence** – allows the animation start in a normal click sequence.
- **Start effect on click of** – allows the animation start when a specified shape is clicked. Select the shape by its name from the drop-down list.

### Text animation options

Specifies the text animation settings for the selected animation using the following options on the Text Animation page of the Effects Options dialog (Figure 267).

- **Group text** – specifies how multiple paragraphs are animated:
  - *As one object* – all paragraphs are animated as one object.
  - *All paragraphs at once* – all paragraphs are animated at once, but paragraphs can have different effects.
  - *By 1st level paragraphs* – the first level paragraphs, including sub-level paragraphs, are animated one after another.
- **Automatically after** – if By 1st level paragraphs is selected for Group text, the paragraphs are animated one after the other. Enter an additional delay in seconds to animate subsequent paragraphs.
- **Animate attached shape** – deselect this box to animate only the text, not the shape.
- **In reverse order** – animates the paragraphs in reverse order.

### Animation example

Creating animations on a slide takes practice to achieve the animation effect required. The following steps explain how to setup the animation shown in Figure 268 as a simple example of multiple animations that can be created. The example slide is taken from a LibreOffice presentation. It would be very easy to create a similar slide and recreate this example.

- 1) Go to **View > Normal** on the Menu bar to open **Normal** view in the Workspace.
- 2) Select a slide for animation.
- 3) On the Sidebar, select **Animation** to open the Animation deck.
- 4) Select the elements on the slide, then click on **Add Effect** (+ plus sign) to open the animation options on the Animation deck. The selected elements appear in the box on the Animation deck.

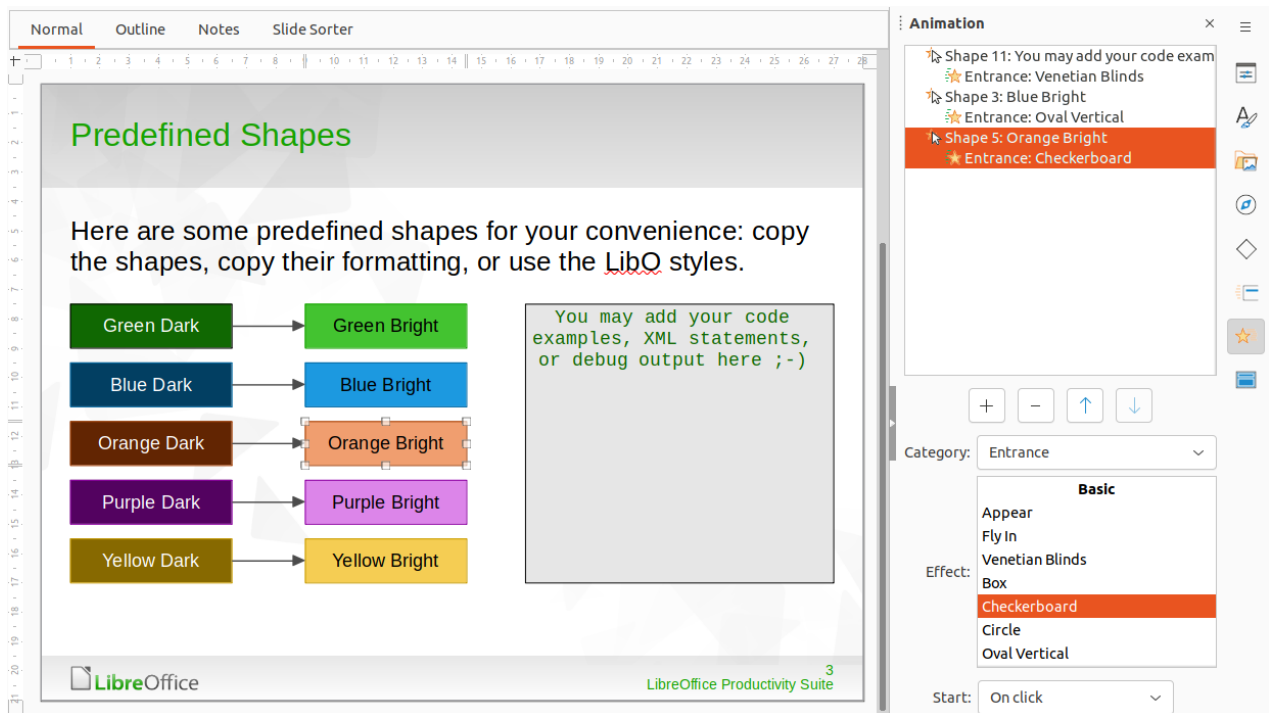


Figure 268: Animation example

- 5) Select the first element (Shape 11) and select **Entrance** from the *Category* drop-down list and select the following options for the animation:
  - *Effect* – Venetian Blinds
  - *Start* – On click
  - *Direction* – Vertical
  - *Duration* – 0.50 sec
- 6) Select the second element (Shape 3) and select **Motion Paths** from the *Category* drop-down list and select the following options for the animation:
  - *Effect* – 5 Point Star
  - *Start* – After previous
  - *Duration* – 10.00 sec
- 7) Go to **Slide Show > Rehearse Timings** on the Menu bar and check the animation of these two objects.

## Using interactions

Interactions are where objects on a slide are used to create an event when clicked on with the mouse cursor. These objects with interactions can be buttons, images, or text objects.

- 1) Go to **View > Normal** on the Menu bar to open **Normal** view in the Workspace.
- 2) Select a slide to add an interaction to an object on the slide.
- 3) Select the object, then use one of the following methods to open the Interaction dialog (Figure 269).
  - Right-click on the object and select **Interaction** from the context menu.
  - Go to **Format > Interaction** on the Menu bar.

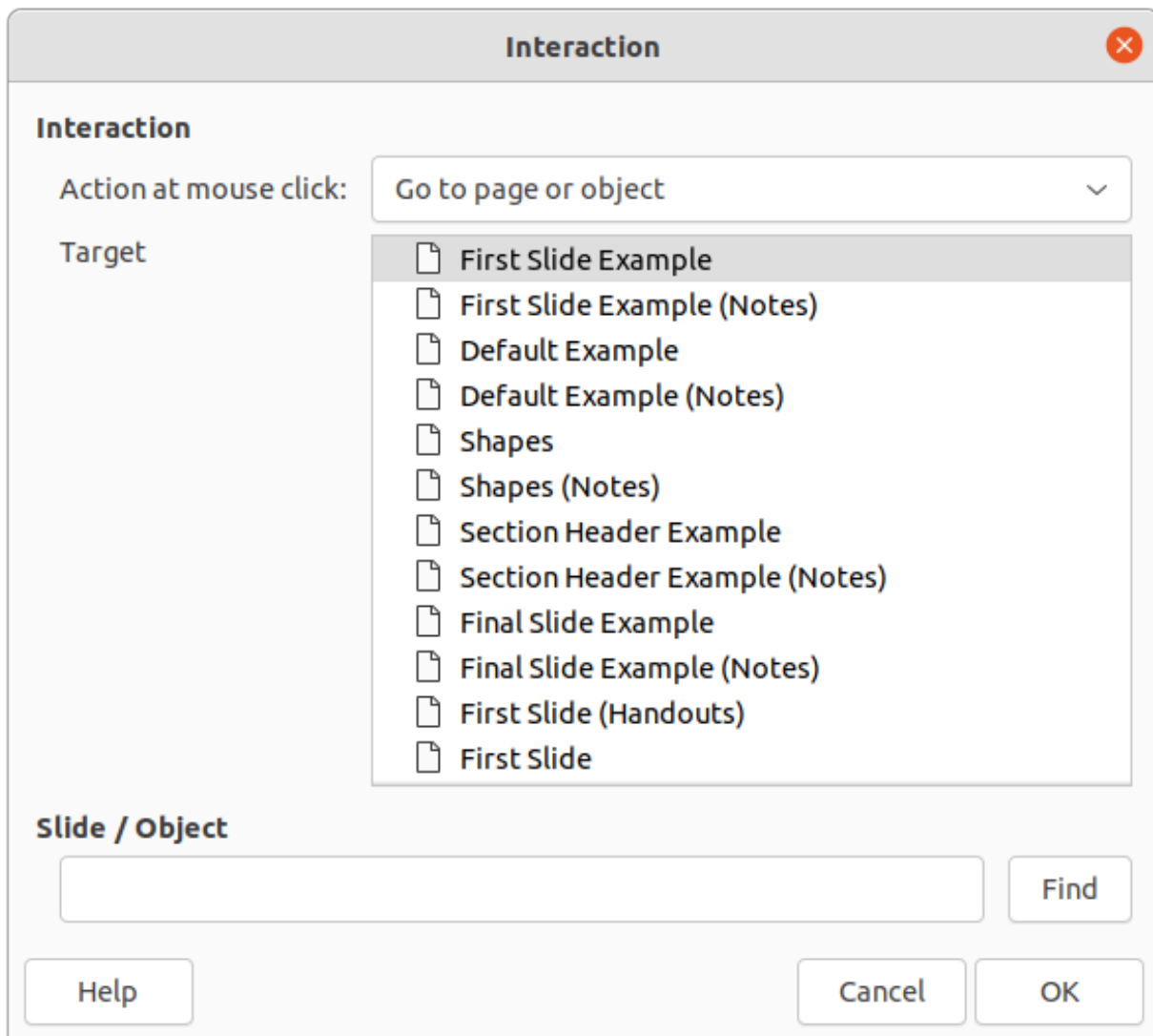


Figure 269: Interaction dialog

- 4) Select an interaction from the *Action at mouse click* drop-down list. The options available for further selection and to setup the interaction depend on the type of interaction that has been selected.
- 5) Click **OK** to save the changes and close the Interaction dialog.

## Slide shows

### Running a slide show

- 1) Open a presentation and start the slide show using one of the following methods:
  - Use the keyboard shortcut *F5* to start from the first slide or *Shift+F5* to start from the current slide.
  - Go to **Slide Show > Start from First Slide** or **Start from Current Slide** on the Menu bar.
  - Click on **Start from First Slide** on the Slide Sorter toolbar.
- 2) If the slide transition is set to *Automatically after x sec*, the slide show starts and runs after the set time has elapsed.

- 3) If the slide transition is set to *On mouse click*, use one of the following methods to advance the slides:
  - Click the left mouse button.
  - Press the down arrow key.
  - Press the right arrow key.
  - Press the page down key.
  - Press the spacebar.
- 4) To navigate backwards through a slide show one slide at a time, use one of the following methods:
  - Press the up arrow key.
  - Press the left arrow key.
  - Press the page up key.
- 5) Right-click on a slide during a slide show to open a context menu with more navigation options. For more information on these navigation options, see “Context menu navigation and options” below.
- 6) When the last slide has displayed, the message *Click to exit presentation* is displayed on screen. Press the *Esc* key or click the mouse button to exit the slide show.
- 7) To exit the slide show and return to the Impress workspace at any time, press the *Esc* key during the slide show.

### Note

During the slide show, any animations on a slide are run in the configured order as the slide is displayed.

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## Context menu navigation and options

If the slide show consists of more than one slide, right-clicking on the screen opens a context menu displaying navigation options as follows:

- **Next** – moves to the next slide in the slide show.
- **Previous** – moves to the previous slide in the slide show.
- **Go to Slide** – displays a sub-context menu allowing selection and navigation to any slide in the slide show. The list of slides shows the need to name slides in a slide show rather than using the default slide names of Slide 1, Slide 2, and so on. Naming slides makes it easier to identify the required slide.
- **Mouse Pointer as Pen** – allows the cursor to be used as a pen and draw on a slide to emphasize or explain a point.
- **Pen Width** – opens a sub-context menu providing options to set the width of any lines drawn on a slide when using the cursor as a pen.
- **Change Pen Color** – opens a dialog allowing changes to the line color when using the cursor as a pen.
- **Erase all ink on Slide** – deletes all lines drawn after using the cursor as a pen.
- **Screen** – opens a sub-context menu with a black or white color choice. This is useful if the slide show is going to be paused for a break or to demonstrate something else.
- **End Show** – ends the presentation and returns to the Impress workspace. This is the same effect as pressing the *Esc* key.

## Automatic slide show repeat

- 1) Go to **Slide Show > Slide Show Settings** on the Menu bar to open the Slide Show Settings dialog.
- 2) In **Presentation Mode**, select the option *Loop and repeat after* and insert a time delay in the box for when the slide show is to start again.
- 3) If necessary, select **Show logo** if the LibreOffice logo is to be displayed during the pause between slide shows.
- 4) Click **OK** to save the settings and close the Slide Show Settings dialog.

## Slide show timing

### Default timing

- 1) Click on **Slide Transition** in the Sidebar to open the Slide Transition deck.
- 2) Select *None* in **Slide Transition** as the transition effect.
- 3) Select the option *After* in **Advance Slide** and set a time in the box.
- 4) Click on *Apply Transition to All Slides* in **Advance Slide** to set the default timing for the slide show.
- 5) Go to **Slide Show > Start from First Slide** on the Menu bar to check how the presentation runs.
- 6) If necessary, adjust the default timing until the slide show runs as required.

### Variable timing

- 1) Select **Slide Show > Rehearse Timings** on the Menu bar. The slide show starts in fullscreen mode and a timer appears in the lower left corner of the display.
- 2) When advancing to the next slide, click on the timer to set the time duration for the displayed slide and advance to the next slide. To keep the default time duration for a slide, click the slide and not the timer.
- 3) Continue until the time duration is set for all slides in the slide show. Impress records the time duration set for each slide.
- 4) To exit from rehearsal timing of the slide show, press the *Esc* key, or click on the slide.

## Presenter Console

Normally, LibreOffice Impress already includes the Presenter Console when LibreOffice is installed on a computer. If the Presenter Console is not included, the extension can be downloaded from the LibreOffice website and installed on a computer. For more information, see Chapter 11, Setting up and Customizing Impress.

The Presenter Console (Figures 270, 271, and 272) provides extra control over slide shows when using dual displays, such as a laptop for control and a large display or projector for an audience. The view on the laptop display includes the current slide that can be seen by the audience, the next slide in the presentation, any slide notes, and a presentation timer.



### Note

The Presenter Console only works with operating systems that support two displays. When two displays are being used, one display can be a laptop.

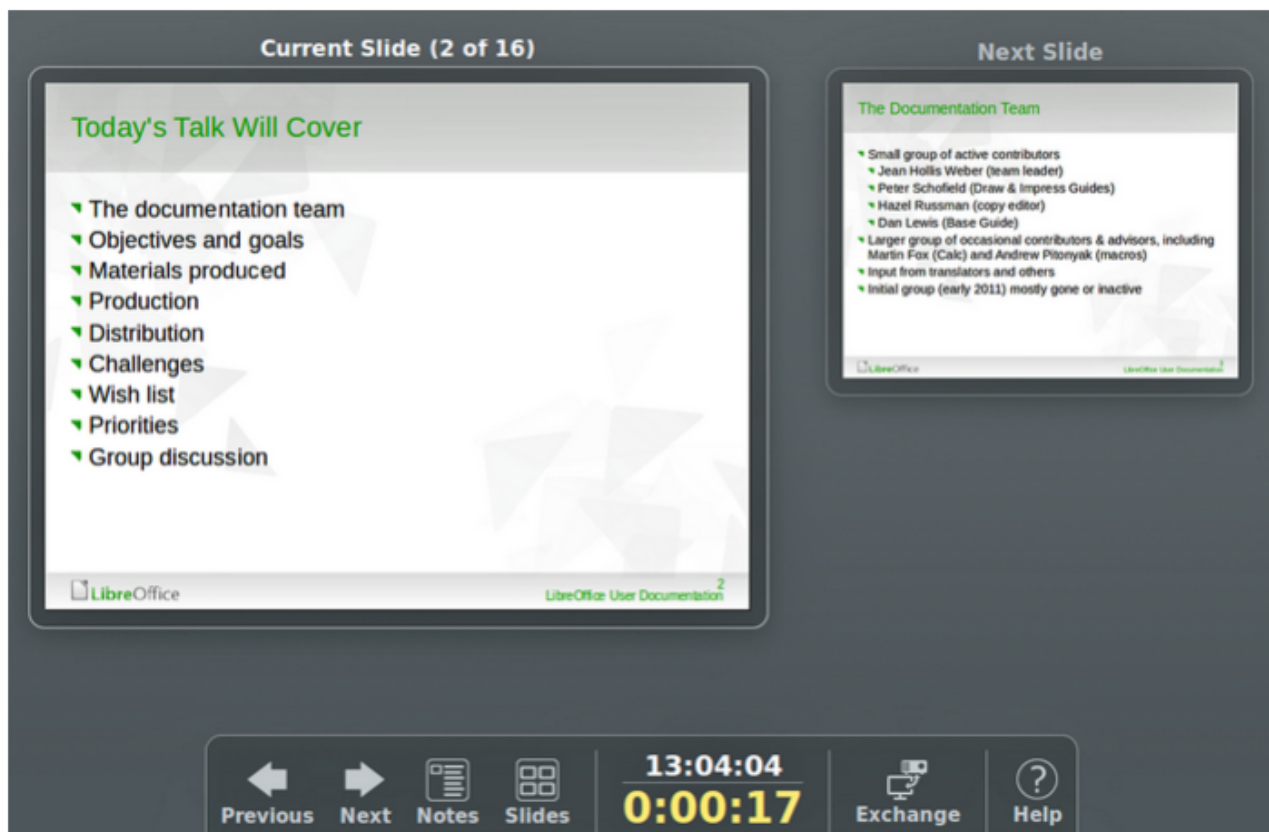


Figure 270: Presenter Console - default view

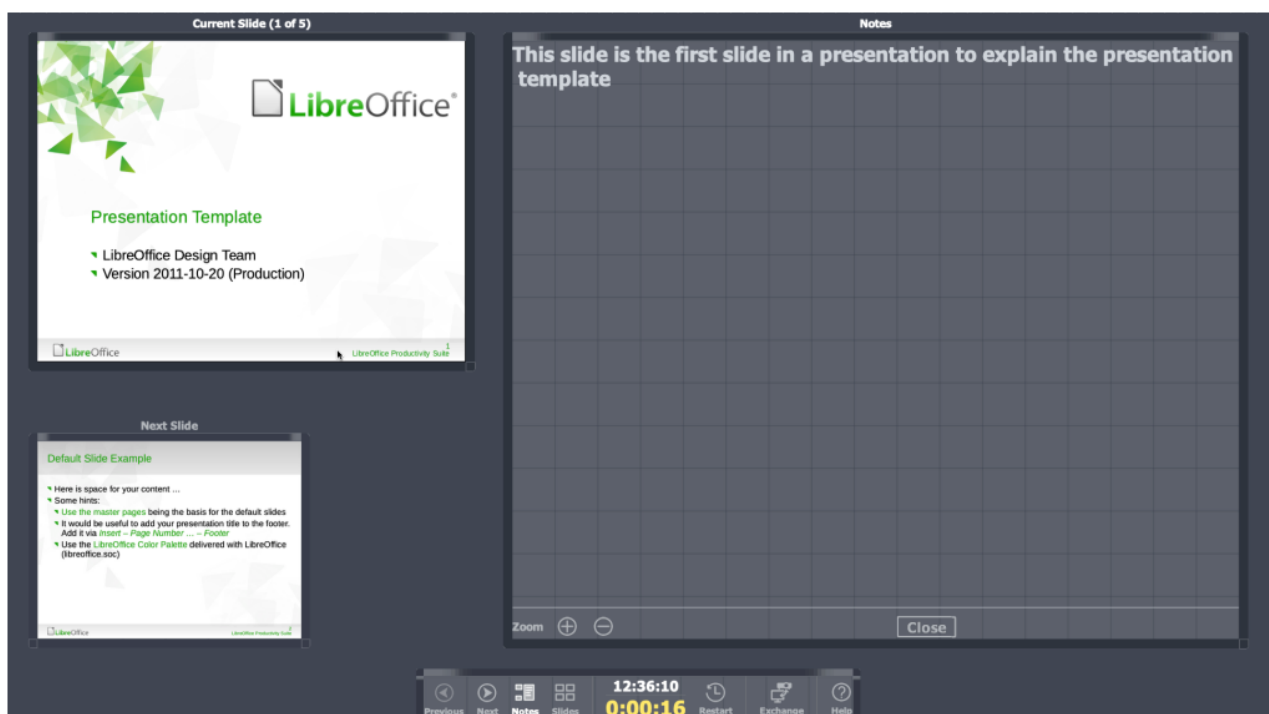


Figure 271: Presenter Console - Notes view



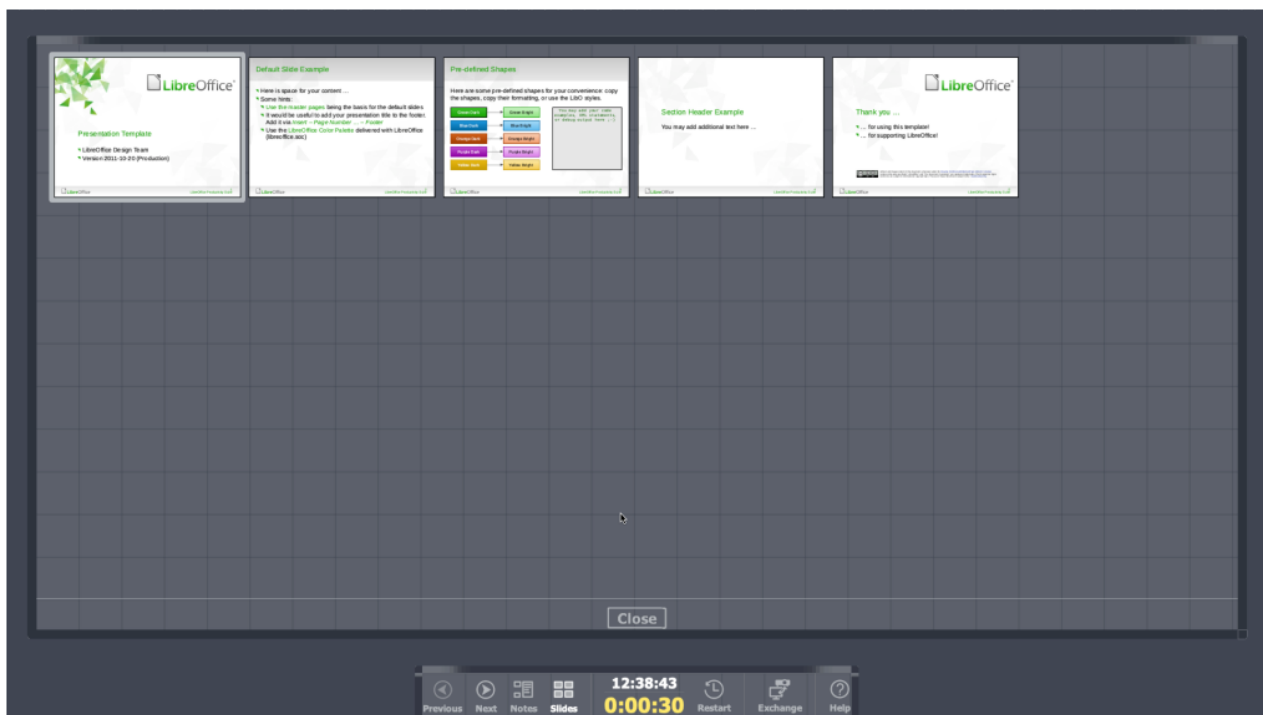


Figure 272: Presenter Console - Slides view

The Presenter Console provides the following views when making a presentation:

- **Default view** – displays the current slide, including any effects and the next slide in the presentation (Figure 270). Click on the **Previous** and **Next** arrows to navigate through a presentation.
- **Notes view** – click on **Notes** to switch to display any notes that accompany each slide in the presentation (Figure 271). Click on **Notes** again to return to the default view.
- **Slides view** – click on **Slides** to switch to display the slide thumbnails that are being used for the presentation (Figure 272). Click on **Slides** again to return to the default view.
- **Exchange** – click on this icon to switch the Presentation Console between displays.

## Photo albums

Impress can create a photo album from a set of images, usually with one photo per slide. This photo album can be a slide show or multimedia show with graphics, images, or photographs.

- 1) Create a new presentation or open an existing presentation.
- 2) Select the slide that is going to precede the photo album. In a new presentation, this is the first slide.
- 3) Go to **Insert > Media > Photo Album** on the Menu bar to open the Create Photo Album dialog (Figure 273).
- 4) Click on Add to open a file browser.
- 5) Navigate to the folder where the photographs are located.
- 6) Select the photographs and click on **Open**. This closes the file browser and the selected files appear in the Create Photo Album dialog.
- 7) Select the number of images per slide in the *Slide layout*: drop-down list.
- 8) If required, select *Add caption to each slide* inserting a text box on each slide allowing a caption to be added to the photographs.

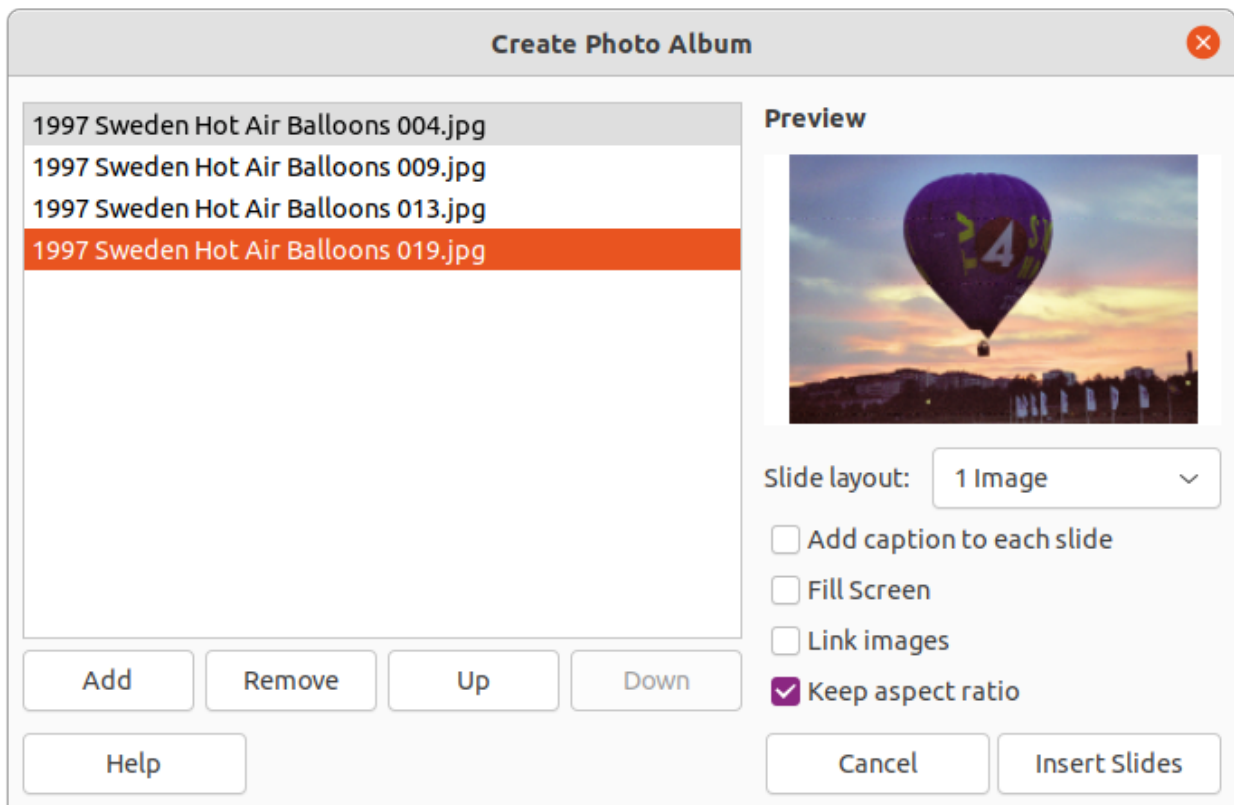


Figure 273: Create Photo Album dialog

- 9) If required and there is only one image per slide, select *Fill Screen* for each photograph to fill the entire slide.
- 10) Create the required sequence of photographs by moving the files up or down in the list of selected files.
- 11) When the sequence is ready, click **Insert Slides** to create the number of slides required for the photo album. Impress creates a presentation with as many slides that are required to contain the photographs. The sequence of slides can be changed if necessary.
- 12) If required, copy and paste photographs between slides.
- 13) If required, setup the photo album and run it as a slide show. See “Creating slide shows” on page 274 and “Slide shows” on page 288.



## Impress Guide 7.2

# *Chapter 10*

## *Saving Slide Shows, Printing, Emailing, and Exporting*

## Saving slide shows

Slide shows created in Impress are, by default, saved in the Open Document Presentation (ODP) format. However, Impress can open and save a slide show in other widely used and recognized presentation formats.

### New slide show

- 1) Create a new slide show. For more information, see Chapter 1, Introducing Impress and Chapter 9, Slide Shows and Photo Albums.
- 2) Save the new slide show using one of the following methods to open a file browser window (Figure 274).
  - Click on **Save** on the Standard toolbar.
  - Go to **File > Save** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+S*.
- 3) Navigate to the folder where the slide show is to be saved.
- 4) Enter a filename in the **Name** text box.
- 5) Select a file format from the drop-down list at the bottom of the file browser window. By default, the file format is ODF Presentation (.odp).
- 6) Click on **Save** to save the slide show and close the file browser window.

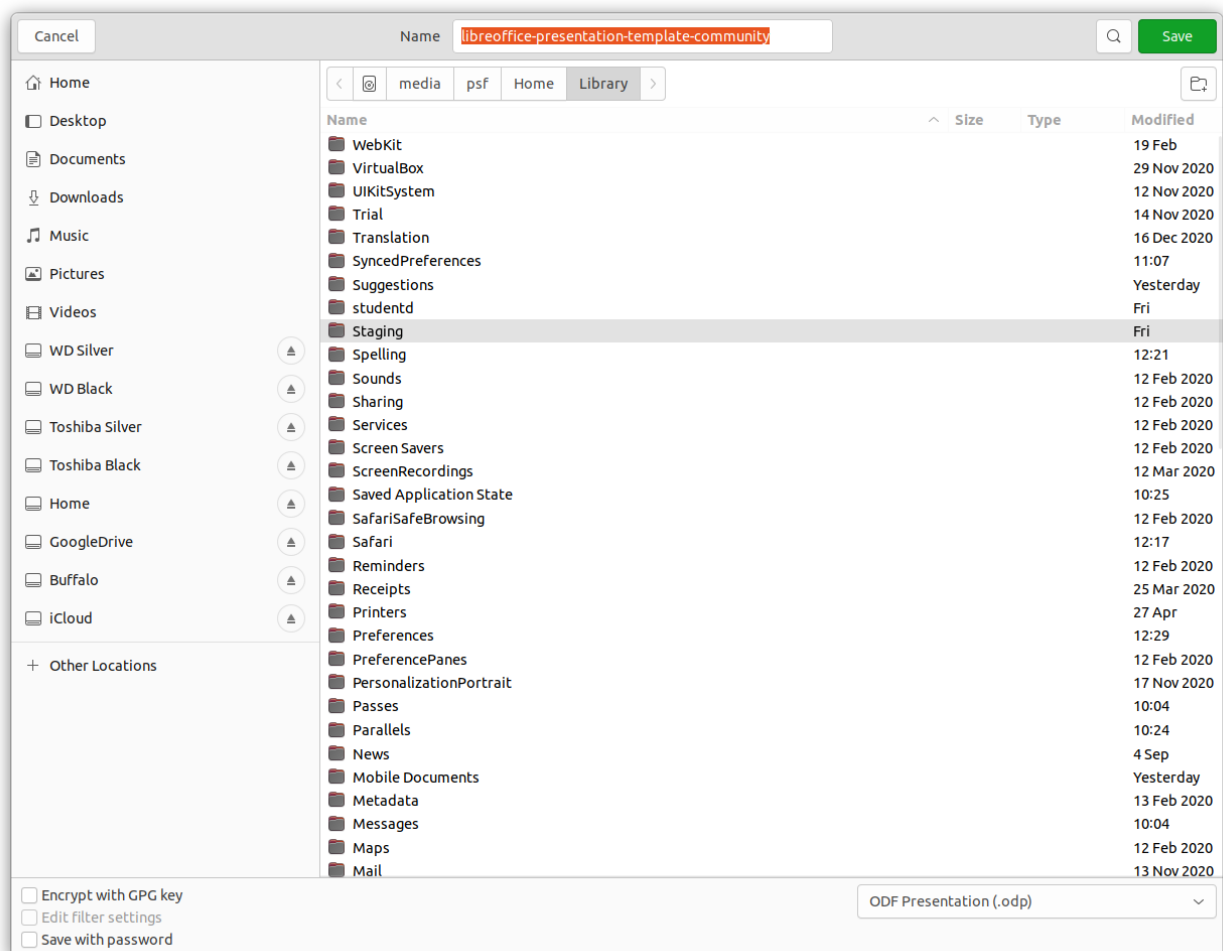


Figure 274: File browser for saving new slide show

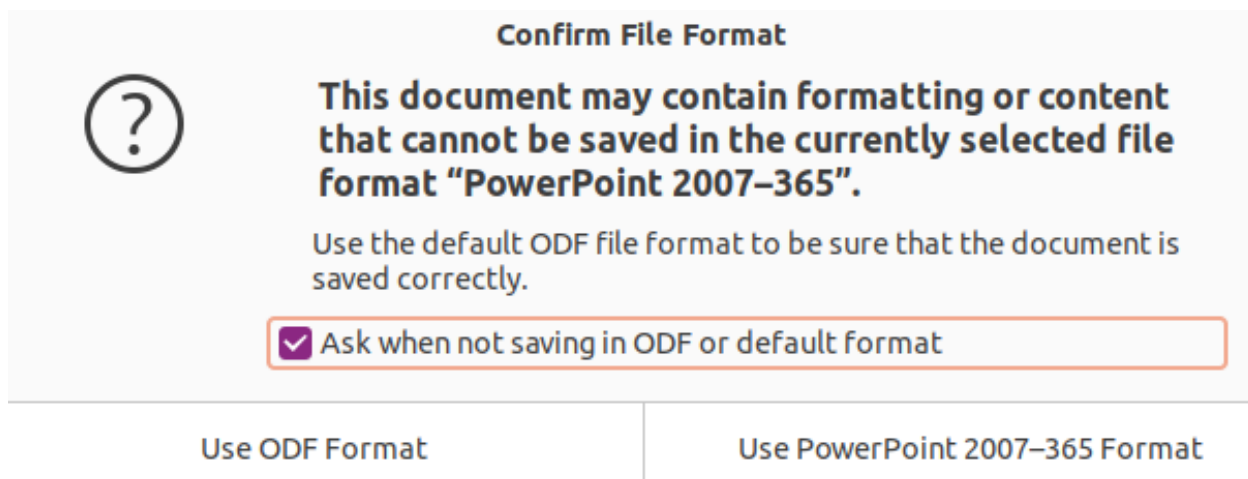


Figure 275: Confirm File Format dialog

### ✓ Note

If the slide show is not being saved in the ODP presentation format, a Confirm File Format dialog (Figure 275) opens asking confirmation of the file format selected.

## ODP format

- 1) Open a slide show in Impress and make all the required changes. Impress opens slide shows that have been saved in a presentation format that Impress recognizes.
- 2) Save the slide show in ODP format using one of the following methods:
  - Click on **Save** on the Standard toolbar.
  - Go to **File > Save** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+S*.

## Other presentation formats

- 1) Open a slide show in Impress and make all the required changes. Impress opens slide shows that have been saved in a presentation format that Impress recognizes.
- 2) Save the slide show in a presentation format that Impress recognizes, use one of the following methods:
  - Click the small triangle ▼ to the right of **Save** on the Standard toolbar and select **Save As** from the drop-down menu.
  - Go to **File > Save As** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+Shift+S*.
- 3) In the file browser window that opens, navigate to the folder where the slide show is to be saved.
- 4) Enter a filename in the *Name* text box.
- 5) Select a presentation file format from the drop-down list at the bottom of the file browser window. By default, the file format is ODF Presentation (.odp).
- 6) Click on **Save** to save the slide show and close the file browser window.

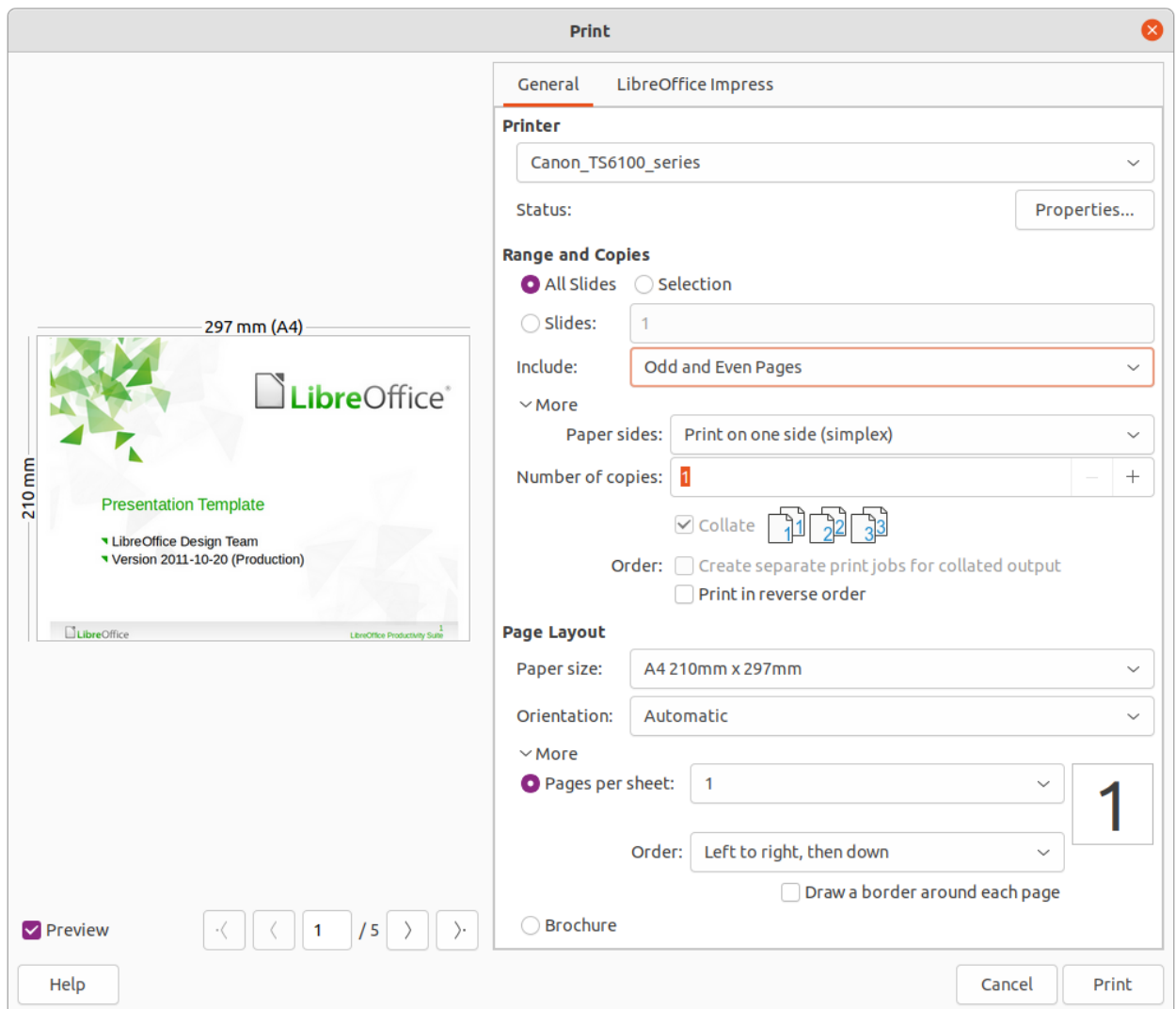


Figure 276: Print dialog - General page

## Printing

Impress provides many options for printing slides or a complete presentation. For example multiple slides on one page, single slide per page, slides with notes, as an outline, with date and time, with page name, and so on. For more information on printing LibreOffice documents, see the *Getting Started Guide*.

Any printing options selected in Impress using the General page (Figure 276) and LibreOffice Impress page (Figure 277) in the Print dialog only apply to the printing of the current document. To specify default printing settings for Impress, go to **Tools > Options > LibreOffice > Print** and **Tools > Options > LibreOffice Impress > Print**.

### Note

Any print options selected with the Print dialog when printing from Impress overrides the default printer settings that have been set using **Tools > Options > LibreOffice > Print** and **Tools > Options > LibreOffice Impress > Print**.

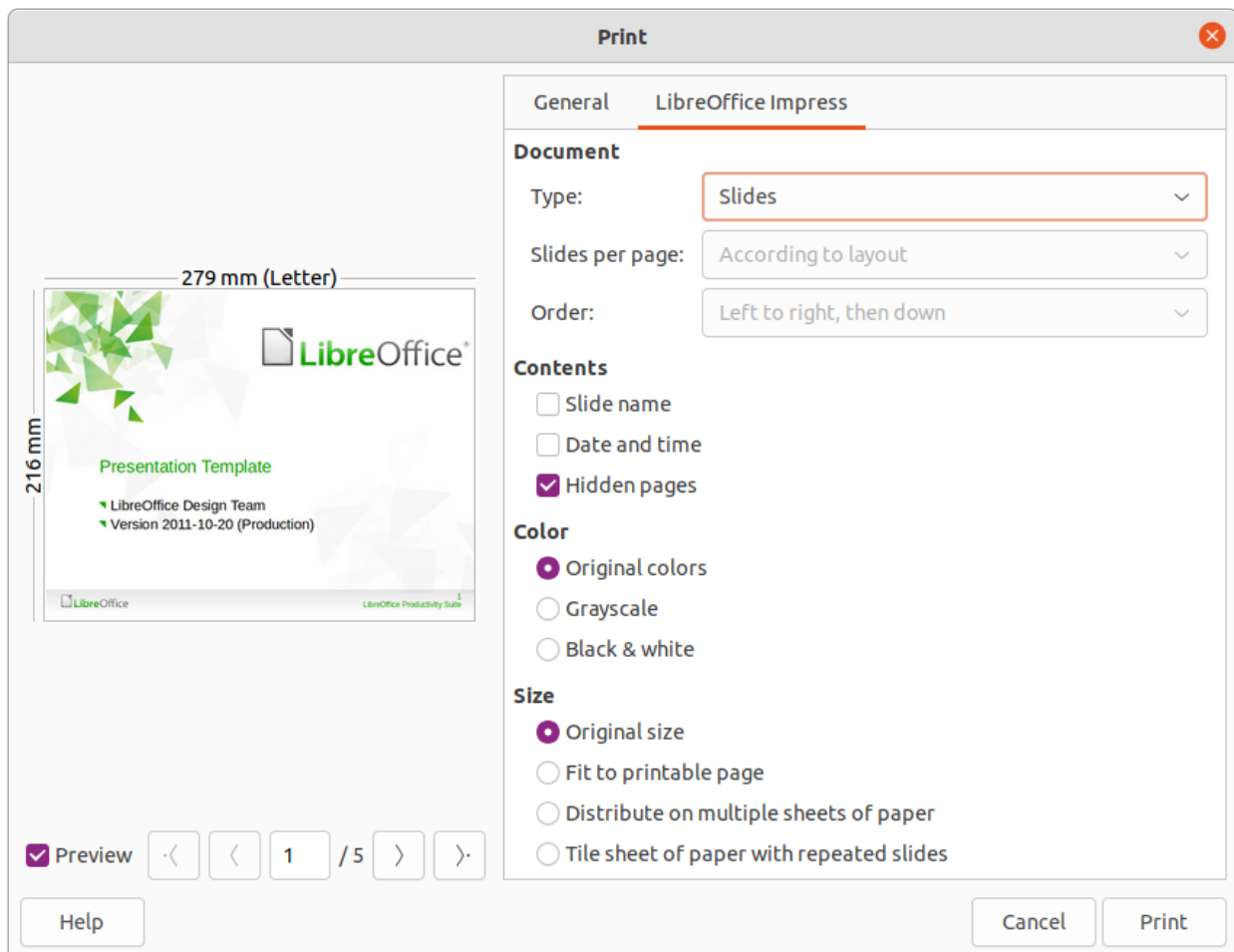


Figure 277: Print dialog - LibreOffice Impress page

## Printing slides

The following printing procedure is an example only. Actual printing procedure does depend on computer operating system and how the computer has been setup.

- 1) Open the Print dialog using one of the following methods:
  - Go to **File > Print** on the Menu bar.
  - Use the keyboard shortcut **Ctrl+P**.
  - Click on **Print** on the Standard toolbar.
- 2) Click on **General** to open the page for general print options and, if necessary, select a printer from the **Printer** drop-down list of printers available.
- 3) If necessary, in **Printer** click on *Properties* to display a properties dialog for the selected printer and select the options required. Click **OK** to save the Properties selection and close the dialog. Actual printer properties available depend on the printer selected and computer operating system being used. An example of a printer properties dialog is shown in Figure 278.
- 4) In **Range and Copies**, select which slides to print, odd or even pages, the paper sides to print on (simplex or duplex), number of copies, collate multiple copies, and the print order.
- 5) In **Page Layout**, select the paper size, orientation, pages per sheet, and, if necessary, brochure printing.

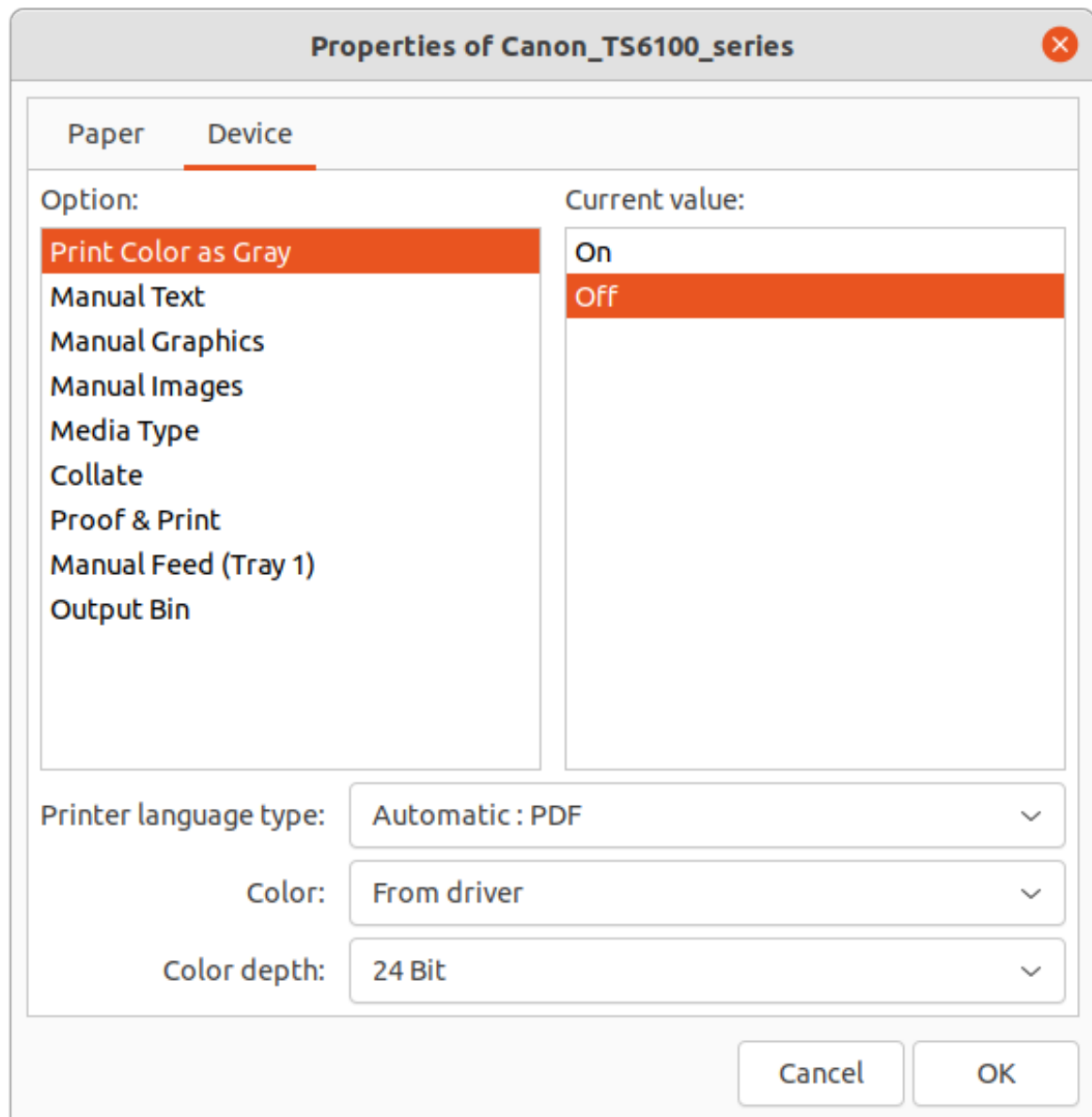


Figure 278: Example dialog for printer properties

- 6) Click on **LibreOffice Impress** to open the page for LibreOffice Impress print options.
- 7) In **Document**, select the document type, slides per page and the printing order from the drop-down lists
- 8) In **Contents**, select whether to print slide name, date and time, or hidden pages.
- 9) In **Color**, select the type of color to print.
- 10) In **Size**, select the printed size, to fit on a printable page, to distribute on multiple sheets of paper, or tile sheet of paper with repeated slides.
- 11) Click **OK** to print the slides and close the Print dialog.

## Brochure printing

Slides can be printed so that, when printed, the slides are in the correct order to form a booklet or brochure.

The printer procedures below are only examples. Actual printing procedure depends on the computer operating system and type of printer being used. It is best to experiment to find the correct method for brochure printing.



### Single sided printing

The following procedure is an example of how to create a brochure or booklet using a printer that is only capable of printing single sided.

- 1) Open the Print dialog using one of the following methods:
  - Go to **File > Print** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+P*.
  - Click on **Print** on the Standard toolbar.
- 2) Click on **General** to open the page for general print options and, if necessary, select a printer from the **Printer** drop-down list of printers available.
- 3) Click on **Properties** to open the printer properties dialog for the printer being used and check the printer is set to the same page orientation as specified for the page setup for the slides. Usually page orientation does not matter, but it is important for brochures.
- 4) Click **OK** to close the properties dialog and return to the Print dialog.
- 5) In **Range and Copies**, select *All Slides*. A minimum of four slides is required to create a brochure.
- 6) In **Range and Copies**, select the *Number of copies* required to match the required number of brochures.
- 7) In **Layout**, select *Brochure*.
- 8) In **Range and Copies**, select *Even slides* option in *Include*.
- 9) Click **OK** to print the even slides in the presentation.
- 10) Take the printed slides out of the printer and put them back into the printer in the correct orientation to print on the other side of the paper. It maybe necessary to experiment and find out what the correct arrangement is for the printer being used.
- 11) In **Range and Copies**, select *Odd slides* option in *Include*.
- 12) In **Range and Copies**, select the same *Number of copies* used for printing the even slides.
- 13) Click **OK** to print the odd slides in the presentation and close the Print dialog.
- 14) Assemble the brochures and bind them, if necessary.

### Double sided or duplex printing

Printing a brochure on a printer that is capable of double sided or duplex printing makes the task of creating brochures a lot simpler.

- 1) Open the Print dialog using one of the following methods:
  - Go to **File > Print** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+P*.
  - Click on **Print** on the Standard toolbar.
- 2) Click on **General** to open the page for general print options and, if necessary, select a printer from the **Printer** drop-down list of printers available.
- 3) Click on **Properties** to open the printer properties dialog for the printer being used and check the printer is set to the same page orientation as specified for the page setup for the slides. Usually page orientation does not matter, but it is important for brochures.
- 4) Click **OK** to close the properties dialog and return to the Print dialog.
- 5) In **Range and Copies**, select *All Slides*. A minimum of four slides is required to create a brochure.

- 6) In **Range and Copies**, select *Print on both sides (duplex long edge)* or *Print on both sides (duplex short edge)* option. Normally, long edge binding is used for portrait printing and short edge binding is used for landscape printing.
- 7) In **Range and Copies**, select the *Number of copies* required to match the required number of brochures.
- 8) In **Range and Copies**, select the *Collate* option. This option is only active when printing multiple copies of the same document.
- 9) In **Layout**, select *Brochure*.
- 10) Click **OK** to close to the Print dialog and print the required number of pages for the brochures.
- 11) If necessary, bind the brochures to match either long edge or short edge binding.

## Emailing

LibreOffice provides two methods of emailing an Impress slide show as an attachment in ODP format or PDF format directly from the Impress module. For more information on emailing LibreOffice documents, see the Getting Started Guide.

### ODP format

- 1) Make sure the presentation file is open in Impress.
- 2) Go to **File > Send > Email Document** on the Menu bar and the default email program opens with the presentation file already attached to the email.
- 3) Enter the name of the recipient, subject line, and message then send the email.

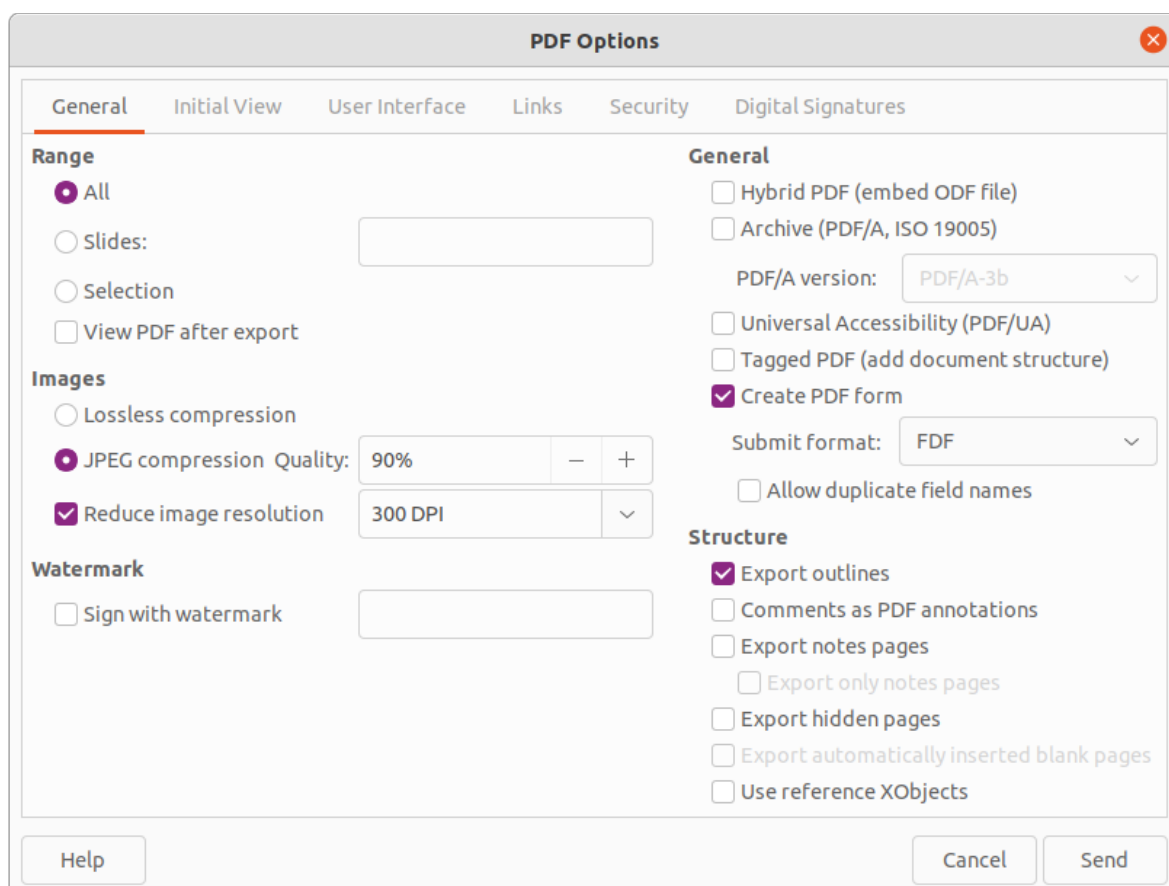


Figure 279: PDF Options dialog

## PDF format

- 1) Make sure the presentation file is open in Impress.
- 2) Go to **Format > Send > Email as PDF** on the Menu bar and the PDF Options dialog (Figure 279) opens.
- 3) If necessary, select the required PDF options to create a PDF version of the slide show. Normally, the default options already selected are sufficient to create a PDF file that the email recipient will be able to open.
- 4) Click on **Send** to close the PDF Options dialog and the default email program opens with the PDF file already attached to the email.
- 5) Enter the name of the recipient, subject line, and message then send the email.

## Exporting

---

Impress can export slide shows in the PDF format as well as other file formats. The PDF format is a standard file format for file viewing and is ideal for sending the file to someone who can only view a slide show file using a PDF viewer.

For more information on exporting LibreOffice documents, see the *Getting Started Guide*.

### Quick PDF export

- 1) Make sure the slide show file is open in Impress.
- 2) Use one of the following methods to export the file as a PDF file and open a file browser window.
  - Click on **Export Directly as PDF** on the Standard toolbar.
  - Go to **File > Export As > Export Directly as PDF** on the Menu bar.
- 3) In the file browser window, navigate to the folder where the PDF file is to be saved.
- 4) In the *Name* text box, enter a filename for the PDF file or use the filename that is displayed in this text box. The file format is fixed as PDF and cannot be changed.
- 5) Click on **Save** to save the slide show file as a PDF file and close the file browser window.

### PDF export

For more control over the content and quality of a PDF file, it is recommended to use the PDF Options dialog. For more information on the options available when exporting a slide show as a PDF file, see the *Getting Started Guide*.

- 1) Make sure the slide show file is open in Impress.
- 2) Go to **File > Export as PDF** on the Menu bar to open the PDF Options dialog.
- 3) Using the various pages in the PDF Options dialog, select the options required for the PDF file. For more information, see the *Getting Started Guide*.
- 4) Click on **Export** to open a file browser window.
- 5) In the file browser window, navigate to the folder where the PDF file is to be saved.
- 6) In the *Name* text box, enter a filename for the PDF file or use the filename that is displayed in this text box. The file format is fixed as PDF and cannot be changed.
- 7) Click on **Export** to save and export the file to the selected location.

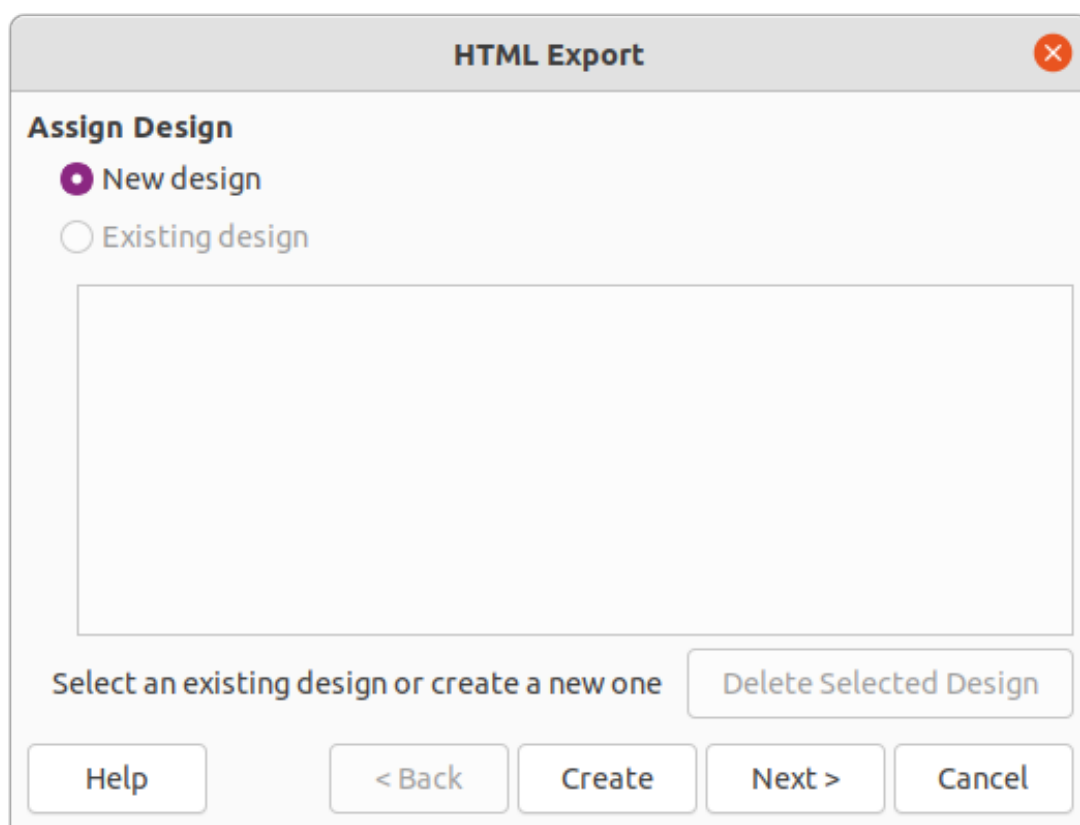


Figure 280: HTML Export dialog – Assign Design page

## Web pages (HTML) export

Slide shows can be exported as a series of web pages (HTML format) that can be viewed in any browser.



### Note

Exporting slide shows as web pages (HTML) does not retain any animation effects or slide transitions.

- 1) Make sure the slide show file is open in Impress.
- 2) Create a folder to contain the HTML pages that are generated and select the folder as the destination for the HTML pages.
- 3) Go to **File > Export** on the menu bar to open a file browser window and navigate to where the HTML version of the slide show is going to be saved.
- 4) Enter a name for the HTML file in the *Name* text box at the top of the file browser window.
- 5) At the bottom of the file browser window, select *HTML Document (Impress) (.html; .htm)* format from the drop-down list.
- 6) Click on **Save** and the HTML Export dialog opens at the **Assign Design** page (Figure 280).
- 7) Select a design for all of the HTML pages, either from an existing design or by creating a new design. If there is no previously saved design available, the *Existing Design* option is not available.

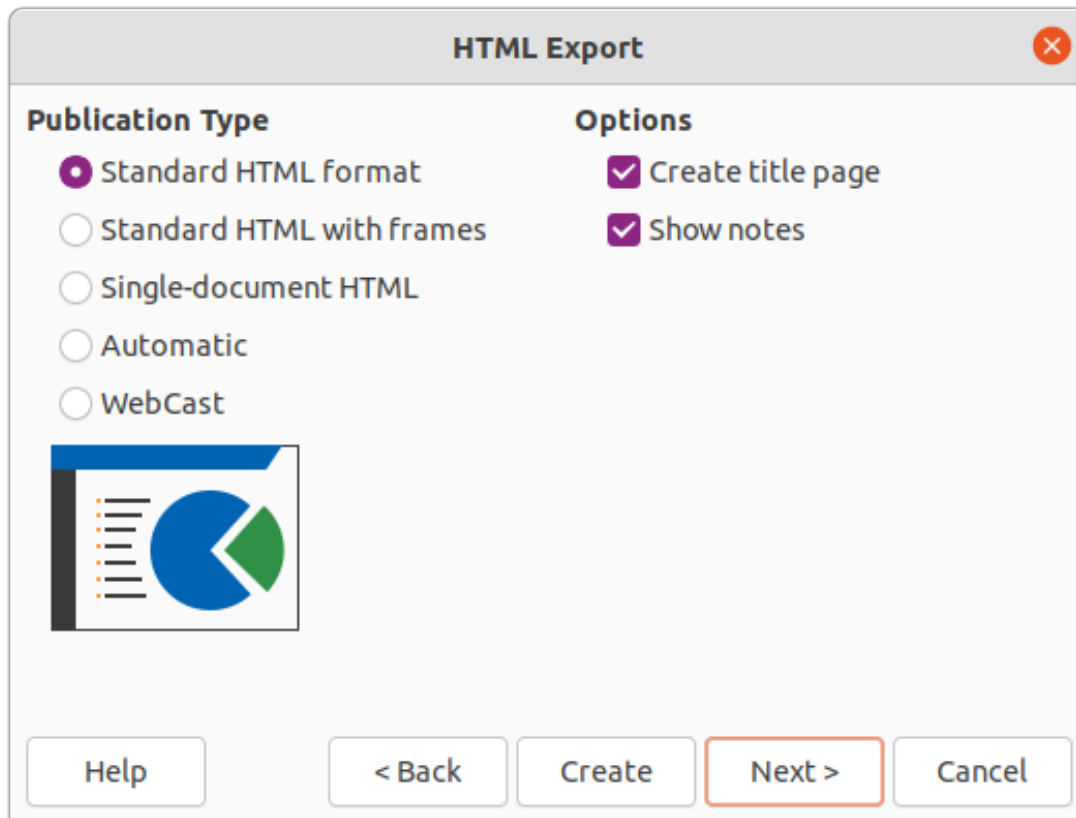
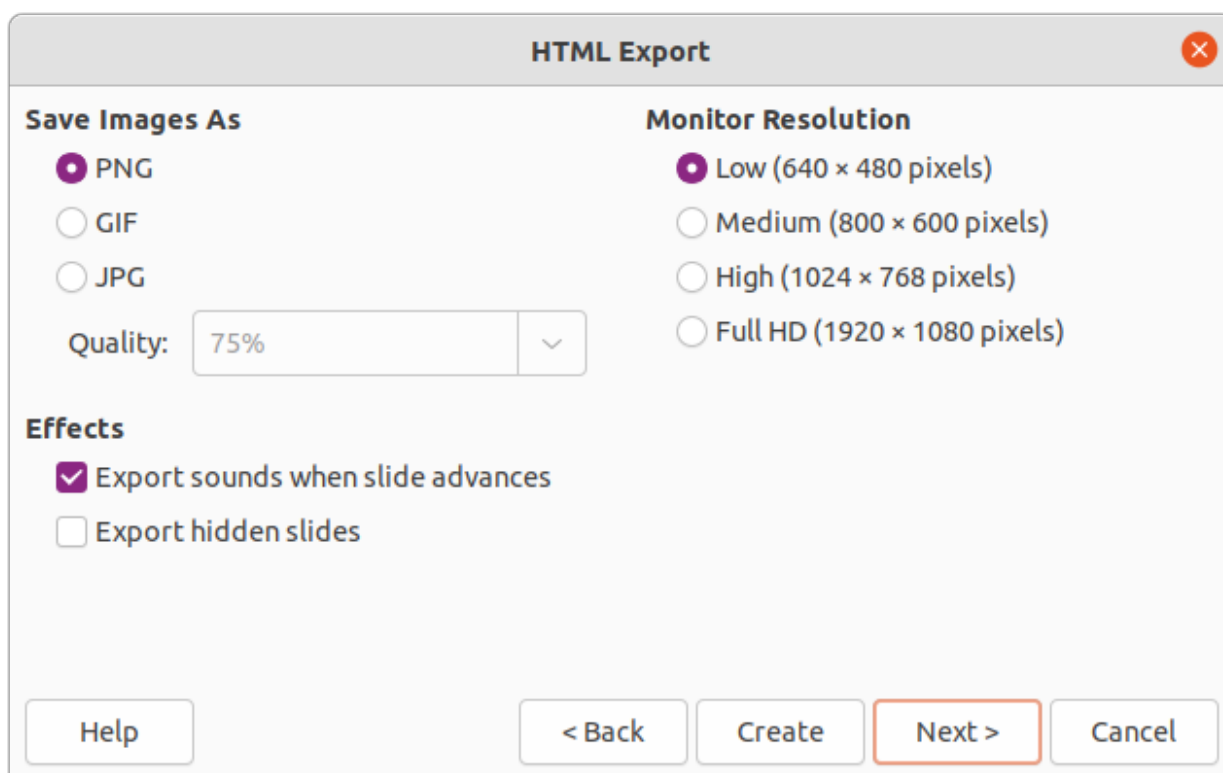


Figure 281: HTML Export dialog - Publication Type page

- 8) Click on **Next** to select the publication type to use for creating the web pages, as shown in Figure 281. The available options change depending on publication type selected.
  - **Standard HTML format** – one page for each slide with navigation links to move from slide to slide.
  - **Standard HTML with frames** – one page with a navigation bar on the left-hand side and uses slide title as navigation links. Click on links to display pages in right-hand side.
  - **Single-document HTML** – creates one HTML document from the slide show.
  - **Automatic** – one page for each slide with each page set with the refresh meta tag so a browser automatically cycles from one page to the next.
  - **WebCast** – generates an ASP or Perl application to display the slides. Currently, LibreOffice has no direct support for PHP.
- 9) Click on **Next>** to select the format for saving images (PNG, GIF or JPG) and the monitor resolution used, as shown in Figure 282. When selecting a monitor resolution, consider what type of display users may have. For example, if a high resolution is selected, then a user with a medium-resolution display has to scroll sideways to see the entire slide.
- 10) Click on **Next>** and enter the details for a title page (Figure 283), such as name of the author, e-mail address and home page, along with any additional information that maybe required. This page does not display if the *Create title page* option was not selected when selecting **Publication Type**.
- 11) Click on **Next>** to select the style of navigation buttons to use when moving from one page to another (Figure 284). If buttons are not being used, make sure *Text only* is selected.



**HTML Export**

**Save Images As**

☒ PNG

☐ GIF

☐ JPG

Quality:

**Monitor Resolution**

☒ Low (640 × 480 pixels)

☐ Medium (800 × 600 pixels)

☐ High (1024 × 768 pixels)

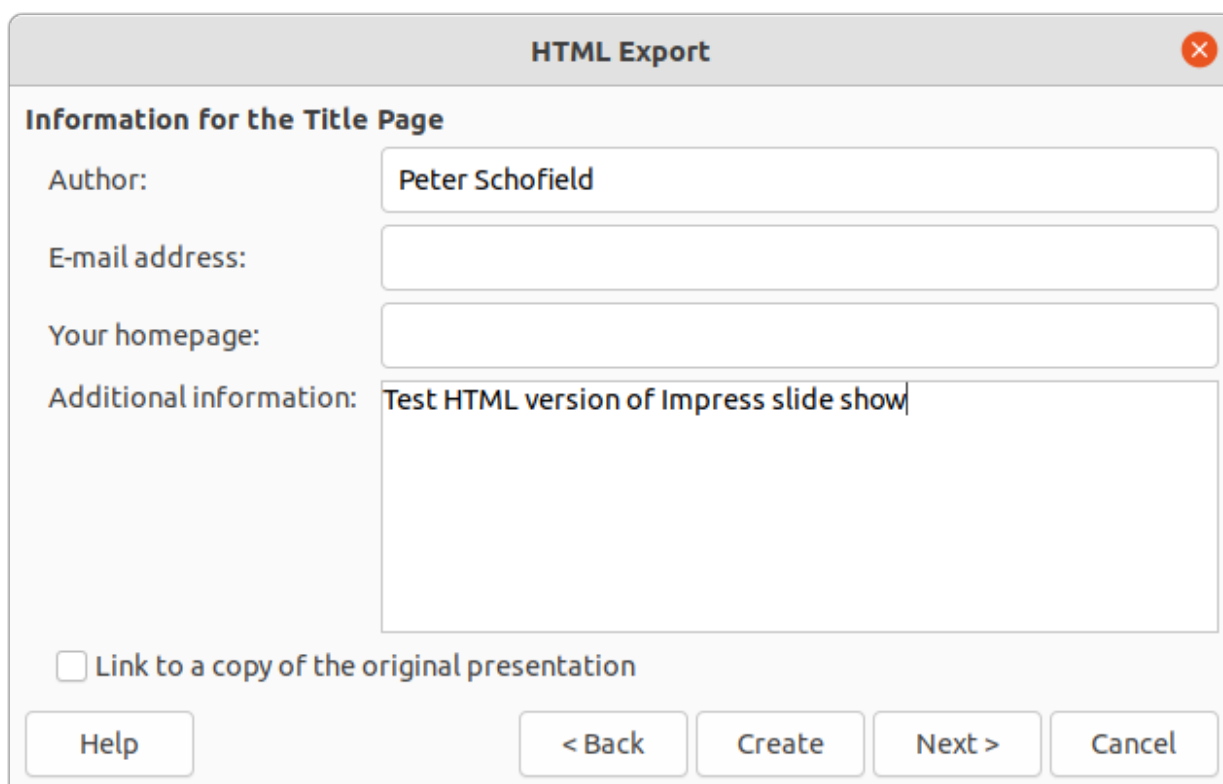
☐ Full HD (1920 × 1080 pixels)

**Effects**

☒ Export sounds when slide advances

☐ Export hidden slides

Figure 282: HTML Export dialog - Save Images As page



**HTML Export**

**Information for the Title Page**

Author:

E-mail address:

Your homepage:

Additional information:

☐ Link to a copy of the original presentation

Figure 283: HTML Export dialog - Title page

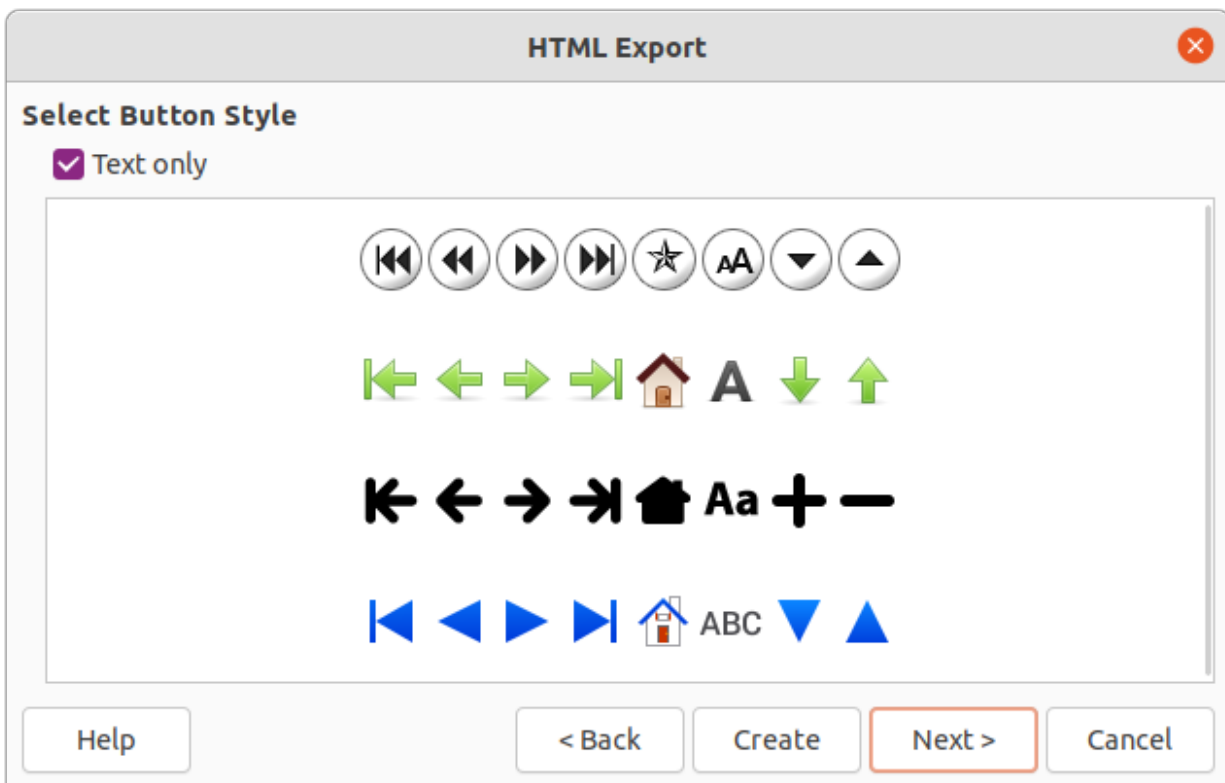


Figure 284: HTML Export dialog - Select Button Style page

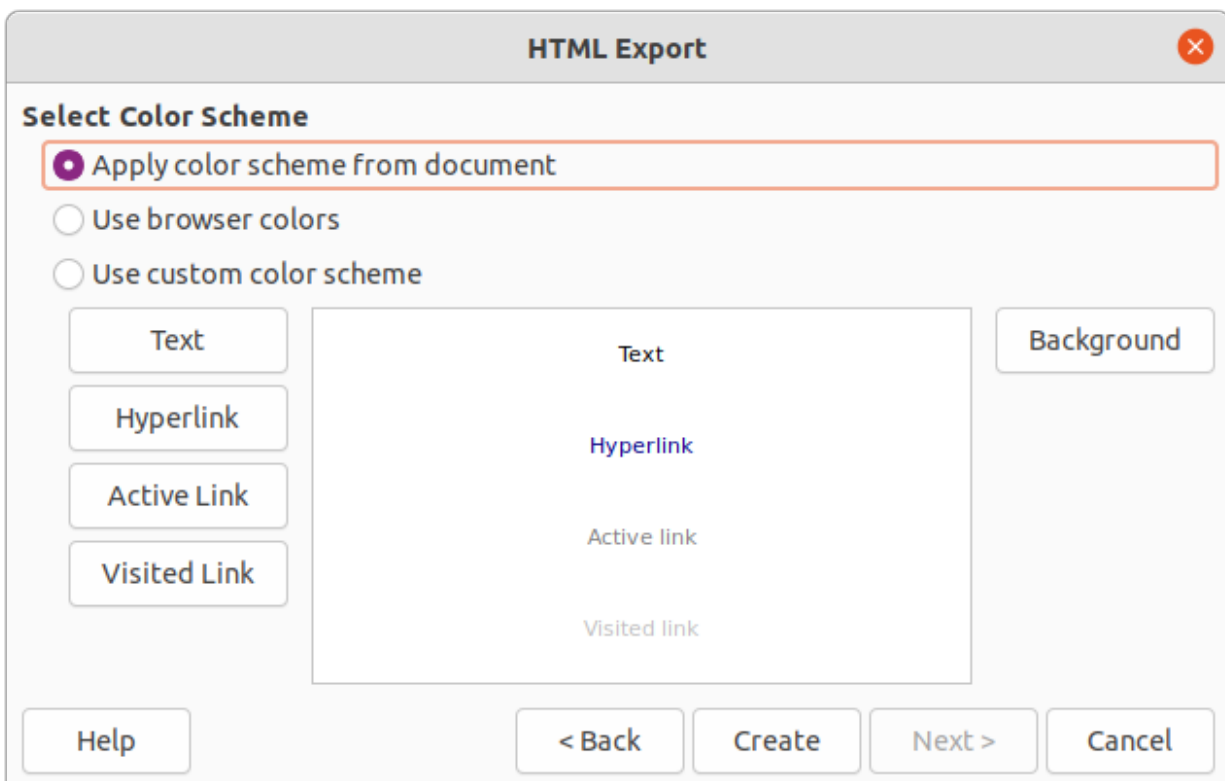


Figure 285: HTML Export dialog - Select Color Scheme page

- 12) Click on **Next>** to select the color scheme for the web pages (Figure 285). Available schemes include the existing scheme for the presentation, one based upon browser colors, and a user-defined scheme. A new scheme can be saved so that it appears on the first page of the HTML export wizard.
- 13) Click on **Create** to generate the HTML files. If this is a new design, a dialog opens to save the design for future use.

## Export in other formats

- 1) Make sure the slide show file is open in Impress.
- 2) Go to **File > Export** on the menu bar to open a file browser window and navigate to where the HTML version of the slide show is going to be saved.
- 3) Enter a name for the exported file in the *Name* text box at the top of the file browser window.
- 4) At the bottom of the file browser window, select the required format from the drop-down list.
- 5) Click on **Save** to export the file to the selected location. Depending on the format selected, an options dialog may open allowing further options to be selected for the file format selected.
- 6) Click on **OK** to save the exported file and close the options dialog. For more information on exporting files, see the *Getting Started Guide*.





## Impress Guide 7.2

# *Chapter 11* *Setting Up and Customizing* *Impress*

## Introduction

This chapter covers some of the settings in LibreOffice that apply when using Impress, but may also apply to all the other modules in LibreOffice. The illustrations in this chapter have been taken from LibreOffice Impress. For more information on setting up and customizing all the modules in LibreOffice, see the *Getting Started Guide*.

## LibreOffice options

### ✓ Note

**Revert** has the same effect on all pages in the Options LibreOffice dialog. It resets the options to the values that were in place when LibreOffice was opened.

## User Data options

Impress uses the first and last name stored in **User Data** for document properties, optional author field used in slides, and the name associated with any comments that have been made.

- 1) Go to **Tools > Options** on the Menu bar to open the Options LibreOffice dialog (Figure 286). The list on the left-hand side varies depending on which component of LibreOffice is open.
- 2) Click the expansion marker next to LibreOffice on the left-hand side and select **User Data** to open the user data options page for LibreOffice. Enter or edit details that are to be used for document properties.
- 3) Click **OK** to save the changes and close the Options LibreOffice dialog.

The screenshot shows the 'Options - LibreOffice - User Data' dialog. On the left, a tree view lists various options, with 'User Data' selected under the 'LibreOffice' category. The main panel is titled 'Address' and contains several text input fields: 'Company' (The Document Foundation), 'First/last name/initials' (Peter Schofield PS), 'Street', 'City/state/zip', 'Country/region', 'Title/position' (Technical Writer LO Documentation Team), 'Telephone (home/work)', and 'Fax/email'. Below these fields, there are two checked checkboxes: 'Use data for document properties' and 'When encrypting documents, always encrypt to self'. Under the 'Cryptography' section, there are two dropdown menus for 'OpenPGP signing key' and 'OpenPGP encryption key', both set to 'No key'. At the bottom of the dialog, there are five buttons: 'Help', 'Reset', 'Apply', 'Cancel', and 'OK'.

Figure 286: Options LibreOffice dialog - User Data page

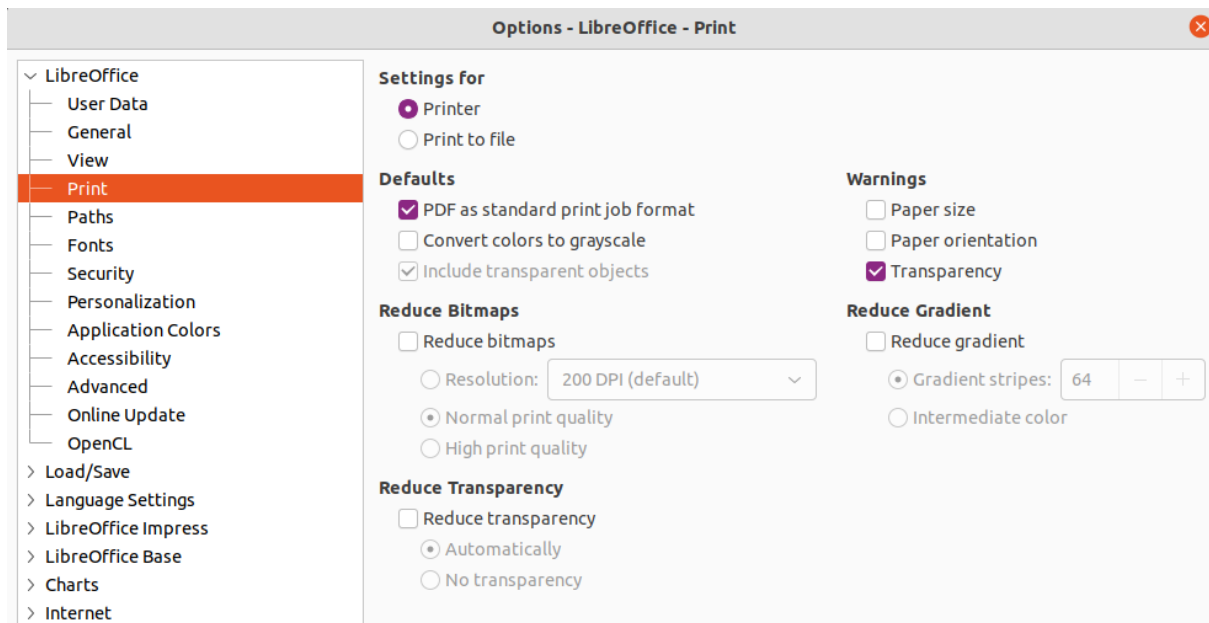


Figure 287: Options LibreOffice dialog - Print page

## Print options

Print options can be selected and changed using the **Print** page of the Options LibreOffice dialog or during the printing process. Available print options shown in the print dialog do depend on operating system, computer setup, and the type of printer being used. An example of print options available are shown in Figure 287. See Chapter 10, Saving Slide Shows, Printing, Emailing, and Exporting for more information about the printing of slide shows.

- 1) Go to **Tools > Options** on the Menu bar to open the Options LibreOffice dialog.
- 2) Click the expansion marker next to LibreOffice on the left-hand side to open a list of subsections and select **Print** to open the printing options page for LibreOffice (Figure 287).
- 3) Select the print settings that suit the selected printer and the most common printing method.
- 4) Click **OK** to save the changes and close the Options LibreOffice dialog.

The amount of data sent to the printer can be reduced. This increases the print speed because the print files are smaller. It also makes it easier for printers with a smaller memory to print. However, reducing print data can result in slightly lower print quality.

- **Settings for** – specifies whether the print settings apply to the printer or to a file.
  - *Printer* – define options for reducing data while printing directly to a printer.
  - *Print to file* – define options for reducing data while printing to a file.
- **Defaults**
  - *PDF as standard print job format* – specifies the use of PDF format when sending a file to the printer.
  - *Convert colors to grayscale* – specifies that all colors are printed only as grayscale.
  - *Include transparent objects* – when selected, any reduction in print quality also applies to the transparent areas of objects.
- **Reduce bitmaps** – specifies that bitmaps are printed with reduced quality. The resolution can only be reduced and not increased.
  - *Resolution* – specifies the maximum print quality in dpi.

- *Normal print quality* – corresponds to a resolution of 200dpi.
- *High print quality* – corresponds to a resolution of 300dpi.
- **Reduce transparency** – if selected, any transparent objects are printed as normal, depending on the selection of the two following options.
  - *Automatically* – specifies that any transparencies are only printed if the transparent areas covers less than a quarter of the entire page.
  - *No transparency* – when selected, transparencies are not printed.

### **Note**

Transparencies cannot be sent directly to a printer. The document areas where transparencies are visible must always be calculated as bitmaps and sent to the printer. Depending on the size of the bitmaps and the print resolution, a large amount of data may result.

- **Warnings** – defines which warnings appear before any printing starts.
  - *Paper size* – select this option if a certain paper size is required for printing a document. If the paper size required is not available in the current printer, a warning is displayed.
  - *Paper orientation* – select this option if a specific page orientation is required for a document. If the format is not available, a warning is displayed.
  - *Transparency* – select this option if a warning is required when transparencies are contained in the document. A dialog appears allowing selection if the transparency is to be printed.
- **Reduce gradient** – if selected, gradients are printed with reduced quality.
  - *Gradient stripes* – specifies the maximum number of gradient stripes for printing.
  - *Intermediate color* – specifies that gradients are only printed in a single intermediate color.

## View options

View options (Figure 288) control how the user interface for LibreOffice appears when creating slide shows. For more information on customizing the user interface, see the Getting Started Guide.

- **Icon style** – specifies the icon style for icons in toolbars and dialogs.
- **Icon size** – sets the icon size to *Automatic*, *Small*, *Large* or *Extra Large*.
  - *Toolbar* – specifies the display size of toolbar icons.
  - *Notebookbar* – specifies the display size of notebook bar icons.
  - *Sidebar* – specifies the display size of sidebar icons.
- **Visibility** - select from *Automatic*, *Hide*, or *Show*. *Automatic* displays icons according to system settings and themes.
  - *Shortcuts* – displays keyboard shortcuts next to the corresponding menu items.

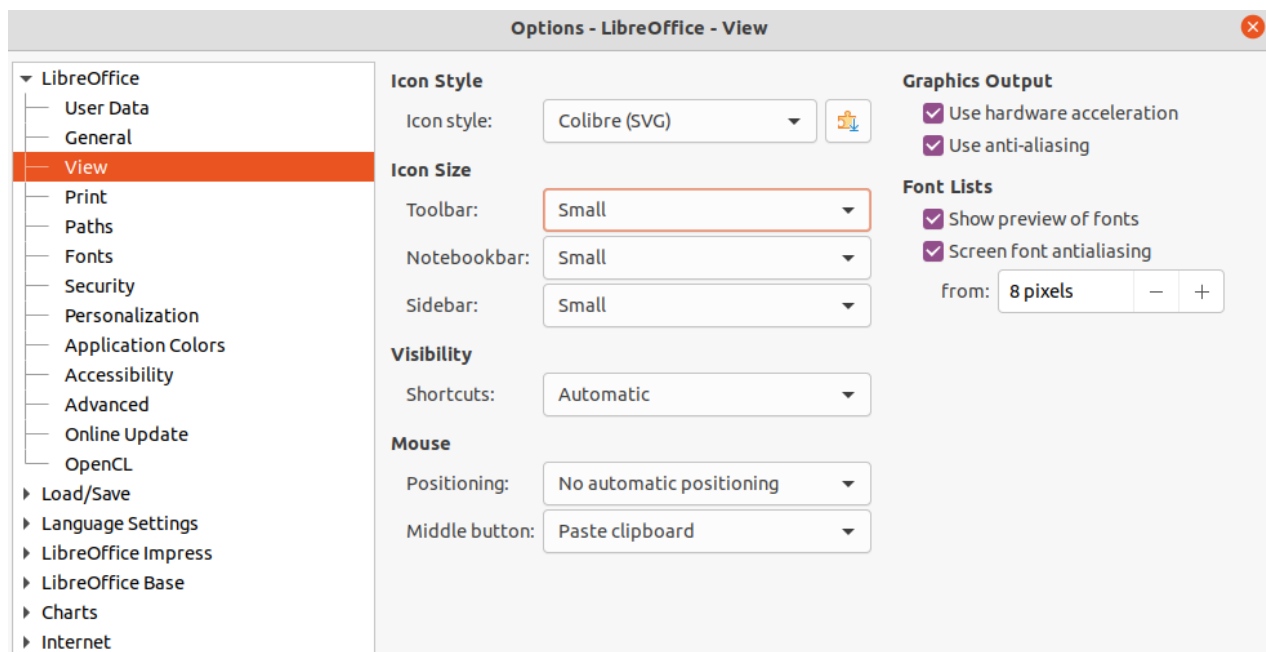


Figure 288: Options LibreOffice dialog - View page

- **Mouse** – defines how the cursor is positioned and the action of the middle button, if used.
  - *Positioning* – specifies if and how the cursor is positioned in newly opened dialogs.
  - *Middle button* – defines the function of the middle mouse button. First function is for automatic scrolling dragging while pressing the middle mouse button shifts the view. The second function is to insert clipboard contents at the cursor position by pressing the middle mouse button.
- **Graphics Output** – defines how graphics are displayed.
  - *Use hardware acceleration* – directly accesses hardware features of the graphical display adapter to improve the screen display. The support for hardware acceleration is not available for all operating systems and platform distributions of LibreOffice.
  - *Use anti-aliasing* – when supported, enables and disables anti-aliasing of graphics. With anti-aliasing enabled, the display of most graphical objects looks smoother and with less artifacts.
- **Font Lists** – defines how the fonts are displayed.
  - *Show preview of fonts* – displays how a selected font will appear on the user interface.
  - *Screen font antialiasing* – when selected, the display of fonts looks smoother and with less artifacts.
  - *from:* – sets the minimum size of a font being used before *Screen font antialiasing* is applied to smooth the font.

## Application Color options

Application colors specify which color is used to display various elements of the user interface in LibreOffice. The only option specific to Impress is the color of the grid points.

- 1) Go to **Tools > Options** on the Menu bar to open the Options LibreOffice dialog.
- 2) Click the expansion marker next to **LibreOffice** on the left-hand side to open a list of sections and select **Application Colors** to open the color options page for the colors used in LibreOffice (Figure 289).

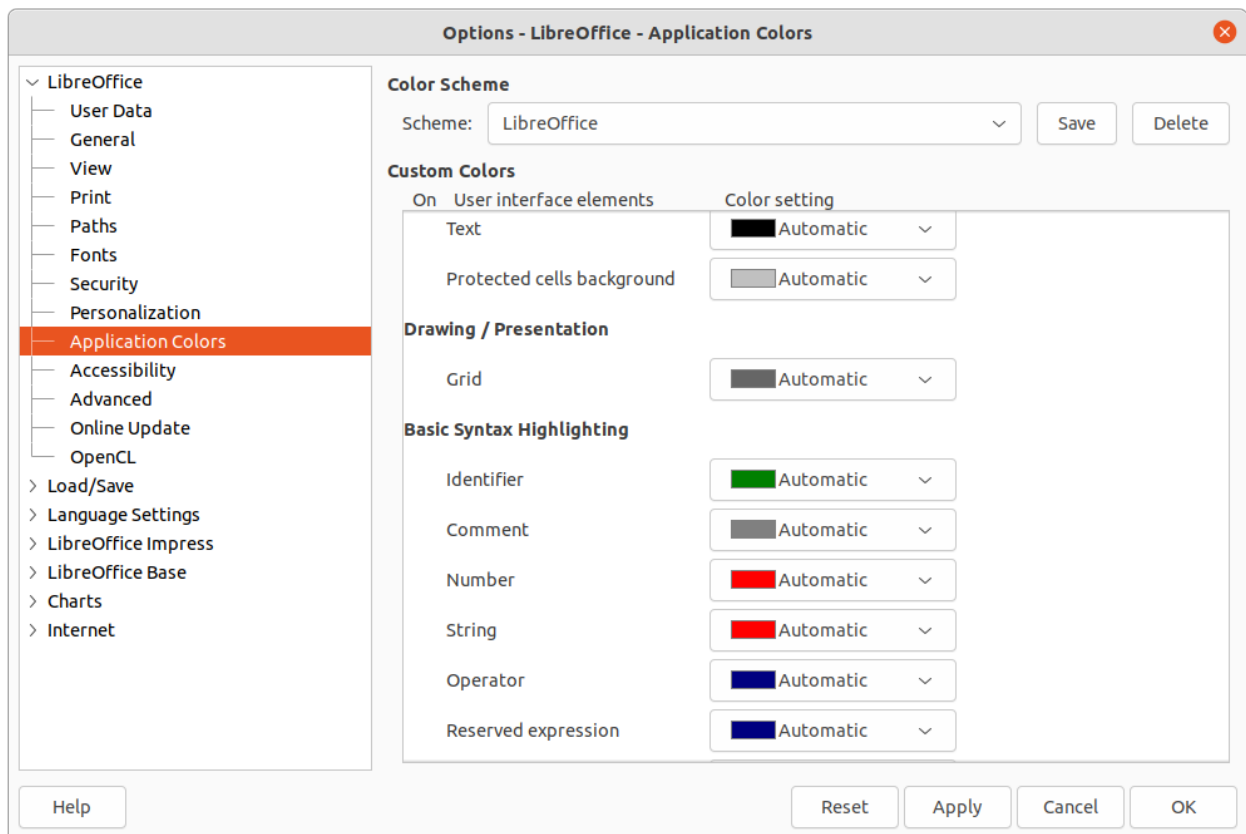


Figure 289: Options LibreOffice dialog - Application Colors page

- 3) In **Custom Colors**, scroll down to *Drawing/Presentation*.
- 4) Select from the list of color palettes a color to use for the *Grid*.
- 5) Click **OK** to save the changes and close the Options LibreOffice dialog.

### ✓ Note

To save the color changes as a color scheme, click on **Save** and type a name in the dialog that opens, then click **OK**.

## Impress options

In the Options LibreOffice dialog, click the expansion marker on the left-hand side of **LibreOffice Impress** to open a list of sections available for Impress.

### General options

Select **LibreOffice Impress > General** to specify the general options for slide shows (Figure 290).

- **New document**
  - *Start with Template Selection* – if selected, the Select a Template dialog opens when creating a new presentation.

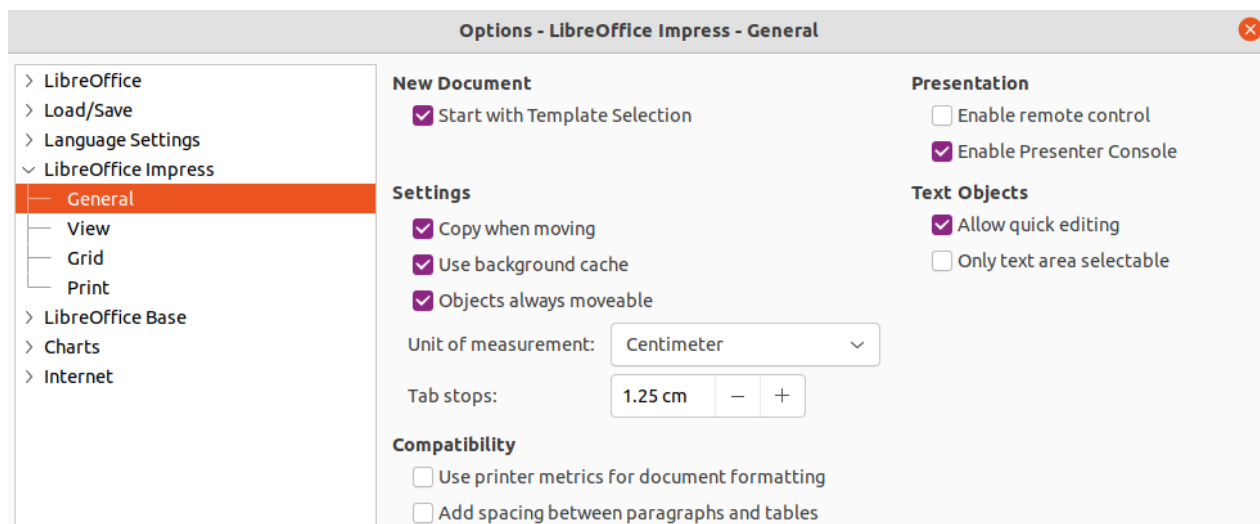


Figure 290: Options LibreOffice Impress dialog - General page



Figure 291: Options toolbar

- **Text objects**

- *Allow quick editing* – if selected, text can be edited immediately after clicking a text object. If deselected, double-click to edit text. This mode can be activated by clicking on **Allow Quick Editing** in the Options toolbar (Figure 291).
- *Only text area selectable* – specifies whether to select a text frame by clicking the text. In the area of the text frame that is not filled with text, an object behind the text frame can be selected. This mode can be activated by clicking on **Select Text Area Only** in the Options toolbar.

- **Settings**

- *Copy when moving* – if selected, a copy is created when an object is moved while holding down the *Ctrl* key. The same applies for rotating and resizing an object. The original object remains in its current position and size.
- *Use background cache* – specifies whether to use the cache for displaying objects on the master slide. This speeds up the display. Deselect this option to display contents being changed on the master slide.
- *Objects always moveable* – when selected, it allows moving an object with **Rotate** enabled. If this option is not selected, **Rotate** can only be used to rotate an object.
- *Unit of measurement* – determines the unit of measurement used in Impress.
- *Tab stops* – defines the spacing between tab stops.

- **Presentation**

- *Enable Presenter Console* – when selected, the Presenter Console opens for presentations when using multiple displays.

- **Compatibility** – these settings are valid for the current presentation only.

- *Add spacing between paragraphs and tables* – specifies that Impress calculates the paragraph spacing. Similar to Microsoft PowerPoint which adds the bottom spacing of a paragraph to the top spacing of the next paragraph to calculate the total spacing between both paragraphs. Impress utilizes only the larger of the two spacings.

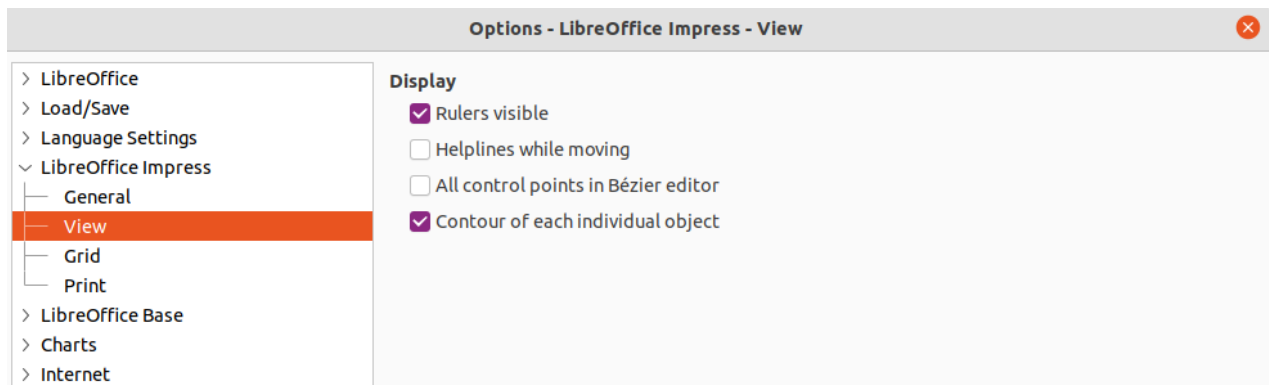


Figure 292: Options LibreOffice Impress dialog - View page

- *Use printer metrics for document formatting* – specifies that printer metrics are applied for printing and also for formatting the display on the screen. If this option is not selected, a printer independent layout is used for screen display and printing. If this option is set for the current document and the document is saved, for example, in an older binary format, this option is not saved. If the file is then opened from the older format, this option is set by default.

## View options

Select **LibreOffice Impress > View** (Figure 292) to specify the **Display** options for the available display modes.

- *Rulers visible* – when selected, displays the rulers at the top and to the left of the work area.
- *Helplines while moving* – when selected, displays guides when moving an object. Impress creates dotted guides that extend beyond the box containing the selected object and covering the entire Workspace to help in positioning of an object. This mode can also be activated by clicking on **Helplines While Moving** in the Options toolbar.
- *All control points in Bézier editor* – displays the control points of all Bézier points if a Bézier curve is selected. If this option is not selected, only the control points of the selected Bézier points are visible.
- *Contour of each individual object* – Impress displays the contour line of each individual object when moving an object. When an objects is being moved, this option shows if there is any conflict with other objects in the target position. If this option is not selected, Impress displays only a square contour that includes all selected objects.

## Grid options

Select **LibreOffice Impress > Grid** (Figure 293) to specify the grid settings for Impress. Using a grid helps in determining the exact position of objects. The grid can also be set to line up with the snap grid.

- **Grid**
  - *Snap to grid* – activates the snap function. If this option is selected and want to move or create individual objects without snapping to the grid. This setting can be temporarily deactivated by pressing the *Shift* key to deactivate *Snap to grid* whilst moving the individual object. This mode can also be activated by clicking on **Snap to Grid** on the Options toolbar.
  - *Visible grid* – displays grid points on the screen. These points will not display or print as part of a presentation.



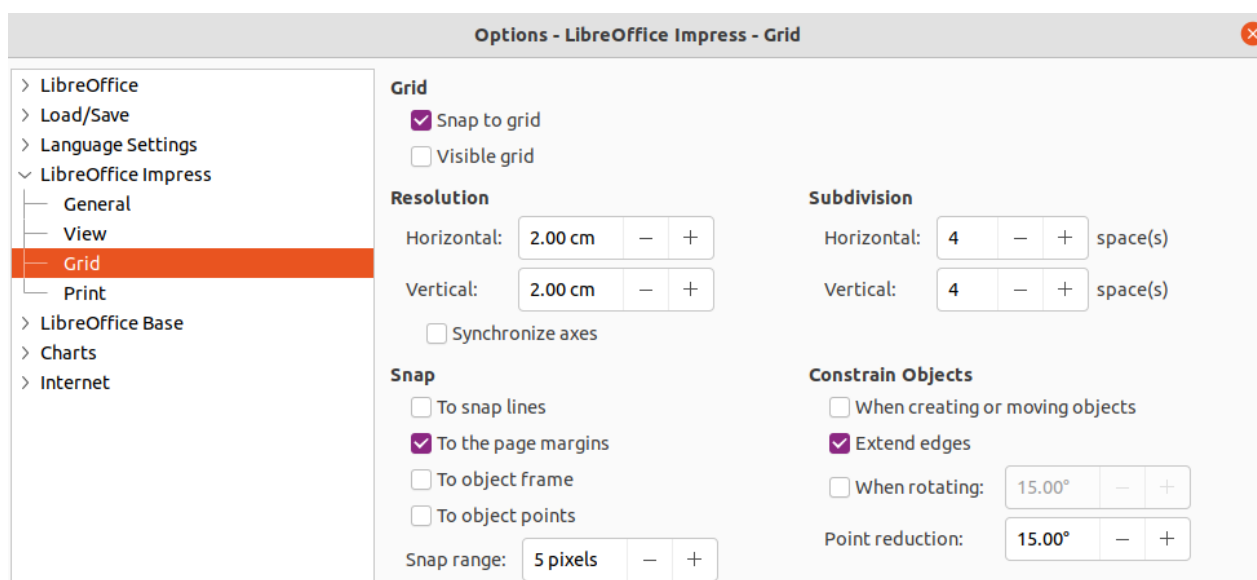


Figure 293: Options LibreOffice Impress dialog - Grid page

- **Resolution**

- *Horizontal* – defines the measurement unit for the spacing between grid points on the X-axis.
- *Vertical* – defines the measurement unit for the spacing between grid points on the Y-axis.
- *Synchronize axes* – when selected, the measurement and spacing settings for X- and Y-axes are synchronized for **Resolution** and **Subdivision**.

- **Subdivision**

- *Horizontal* – specify the number of intermediate spaces between grid points on the X-axis.
- *Vertical* – specify the number of intermediate spaces between grid points on the Y-axis.

- **Snap**

- *To snap lines* – snaps the edge of an object being dragged to the nearest snap line when the mouse button is released. This mode can also be activated by clicking on **Snap to Snap Lines** on the Options toolbar.
- *To the page margins* – specifies whether to align the contour of the graphic object to the nearest page margin. The cursor or a contour line of the graphics object must be in the snap range. This mode can also be activated by clicking on **Snap to Page Margins** on the Options toolbar.
- *To object frame* – specifies whether to align the contour of the graphic object to the border of the nearest graphic object. The cursor or a contour line of the graphics object must be in the snap range. This mode can also be activated by clicking on **Snap to Object Border** on the Options toolbar.
- *To object points* – specifies whether to align the contour of the graphic object to the points of the nearest graphic object. This only applies if the cursor or a contour line of the graphics object is in the snap range. This mode can also be activated by clicking on **Snap to Object Points** on the Options toolbar.
- *Snap range* – defines the snap distance between the cursor and the object contour. If the cursor is nearer than the distance specified, the cursor snaps to a snap point.

- **Constrain Objects**

- *When creating or moving objects* – specifies that graphic objects are restricted vertically, horizontally or diagonally (45°) when creating or moving them. This setting can be temporarily deactivated by pressing and holding the *Shift* key.
- *Extend edges* – specifies that a square is created based on the longer side of a rectangle when the *Shift* key is pressed before releasing the mouse button. This also applies to an ellipse where a circle is created based on the longest diameter of the ellipse. When this option is NOT selected, a square or a circle is created based on the shorter side or diameter.
- *When rotating* – specifies that graphic objects can only be rotated within the rotation angle that is selected. If an object is to be rotated outside the defined angle, press and hold the *Shift* key when rotating. Release the *Shift* key when the desired rotation angle is reached.
- *Point reduction* – defines the angle for point reduction. When working with polygons, this is useful to reduce editing points.

## Print options

Select **LibreOffice Impress > Print** (Figure 294) to specify print settings for a presentation. See Chapter 10 Saving Slide Shows, Printing, E-mailing, and Exporting for more information about printing and the options available.

- **Page Options**

- *Default* – pages are printed at the default setting for printing.
- *Fit to page* – a slide is resized to fit the printed page, while maintaining the relative positions of the objects on the slide.
- *Tile pages* – specifies that pages are printed in tiled format. If the pages or slides are smaller than the paper, several pages or slides are printed on one page of paper.
- *Brochure* – elect this option to print the document in brochure format. Select *Front* to print from the front to the back of a brochure. Select *Back* to print from the back to the front of a brochure.
- *Paper tray from printer settings* – when selected, the paper tray used is defined in the printer setup.

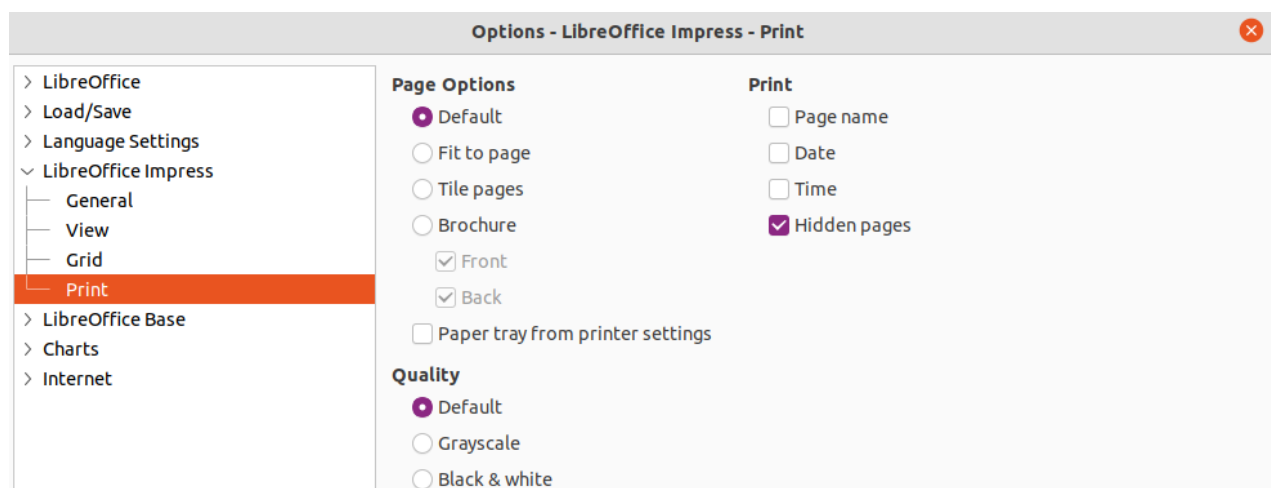


Figure 294: Options LibreOffice Impress dialog - Print page

- **Print**

- *Page name* – when selected, the page name is printed.
- *Date* – when selected, the current date is printed.

- *Time* – when selected, the current time is printed.
  - *Hidden pages* – when selected, any hidden pages in the slide show are printed.
- **Quality**
  - *Default* – when selected, the slides are printed in color.
  - *Grayscale* – when selected, the slides are printed as grayscale.
  - *Black & white* – when selected, the slides are printed in black and white.

## Customizing user interface

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Impress menus, toolbars, and keyboard shortcuts can be customized by adding, deleting, or modifying items in the menus, toolbars, and keyboard shortcuts that are used when creating slides and slide shows. For more information on customizing the user interface, see the *Getting Started Guide*.

## Adding extensions

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An extension is a package that can be installed into LibreOffice Impress to add a new function.

Although individual extensions can be found in different places, the official LibreOffice extension repository is at <https://extensions.libreoffice.org/>. Some extensions are free of charge, while some are available for a fee. Check the descriptions to see what licenses and fees apply to each extension. For more information on extensions, see the *Getting Started Guide*.



## Impress Guide 7.2

# *Chapter 12*

## *User Interface Variants*

## Introduction

By default, commands and tools used in LibreOffice Impress are grouped in a user interface consisting of cascading menus and toolbars. The functions and use of these cascading menus and toolbars are described in previous chapters of this user guide.

This chapter describes the user interface variants that are available for LibreOffice Impress. A user then has the option to select the user interface that suits their requirements and methods of creating presentations in LibreOffice Impress.

## Selecting user interface

To select a user interface variant or switch between the user interface variants:

- 1) Go to **View > User Interface** on the Menu bar to open the Select Your Preferred User Interface dialog (Figure 295).
- 2) In **UI variants**, select one of the variants. An example of the selected variant is shown in the **Preview** box, along with a short description.
- 3) Click on **Apply to Impress** to apply the variant selection to LibreOffice Impress only, or click on **Apply to All** to apply the user interface variant to all the LibreOffice modules. The LibreOffice window changes to match the selected variant.
- 4) Click **Close** to close the dialog.



### Note

If the option **Enable experimental features** has been selected in the **Tools > Options > Advanced** dialog, several more variants appear in UI variants. Being experimental, these variants are not described in this user guide.

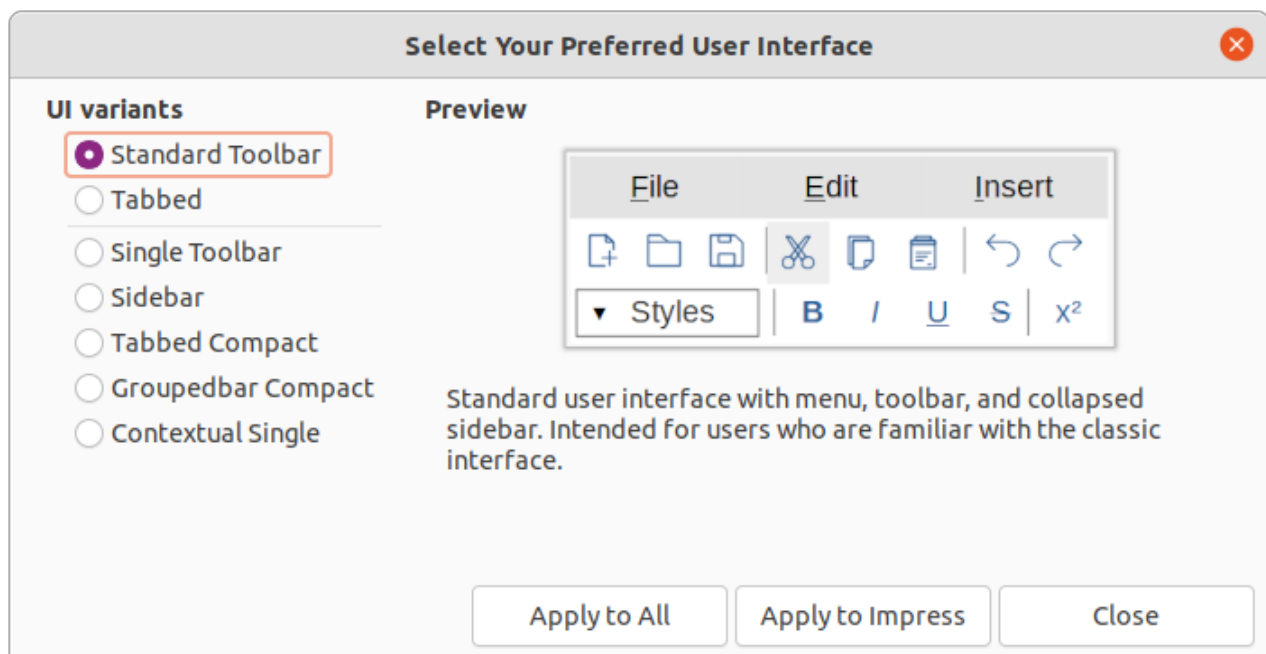


Figure 295: Select Your Preferred User Interface Variant dialog

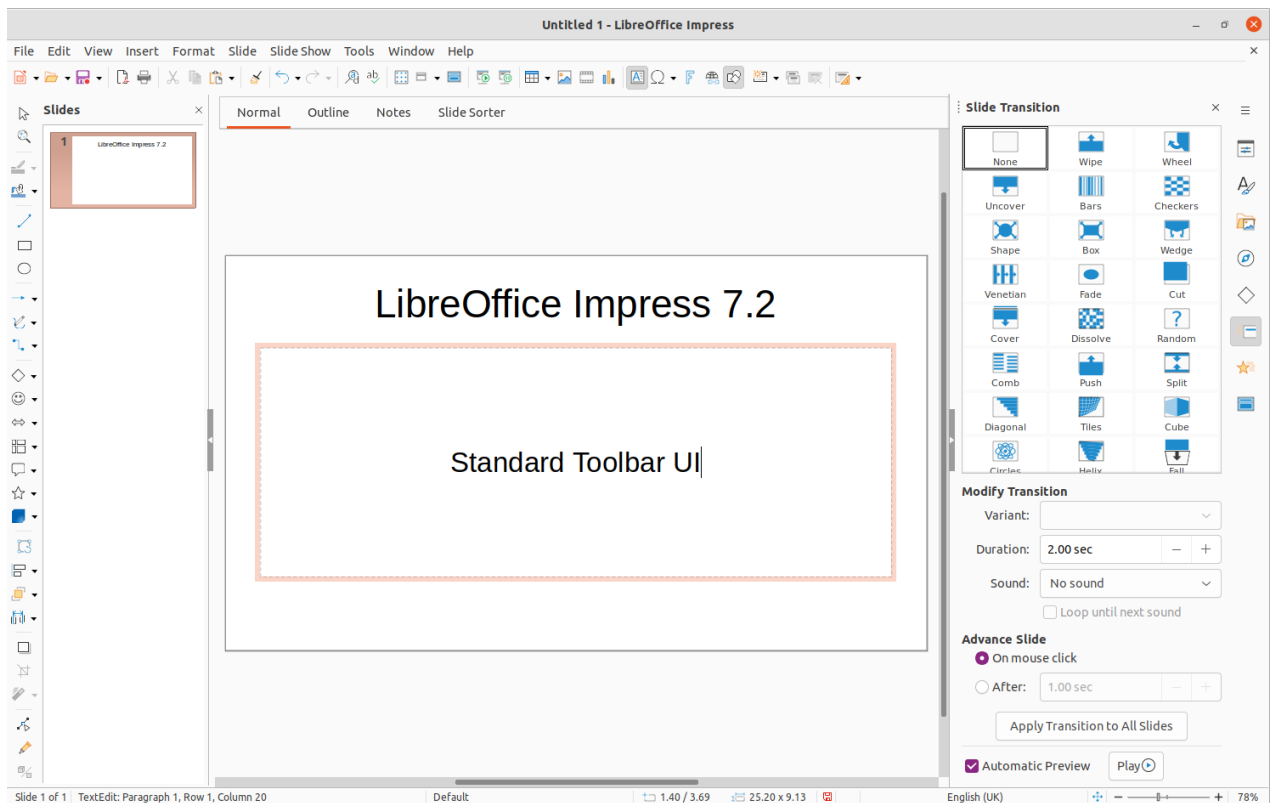


Figure 296: Standard Toolbar user interface in LibreOffice Impress

## Standard Toolbar user interface

The Standard Toolbar user interface is the default view when LibreOffice is installed and the Workspace opened for the first time. Figure 296 shows an example of the default Workspace view in LibreOffice Impress consisting of the following:

- Menu bar at the top of the Workspace.
- Standard toolbar positioned below the Menu bar.
- Drawing toolbar positioned vertically on the left of the Workspace.
- Sidebar on the right of the Workspace.

For more information on the Impress Workspace, see Chapter 1, Introducing Impress.

## Tabbed user interface

The Tabbed user interface provides a familiar interface for users coming from proprietary office suites, for example, Microsoft Office. Every tab within this user interface consists of a set of tools grouped by context. The context changes automatically depending on the LibreOffice module and the object selected.

If the tool icons on a tab page do not fit into the width of the Impress window, a double chevron >> appears at the right end of the row. Click the double chevron >> to display more commands.

On Windows and Linux operating systems, the Menu bar can be hidden or displayed by clicking on **Menubar** at the left end of the Tab bar.

On the right of the Tab bar, a Quick menu (≡) (Figure 297) is available giving access to some commonly used commands and links. Some of the Quick menu items have submenus, indicated by a small triangle ► on the right. The Quick menu is the same for all tabs.

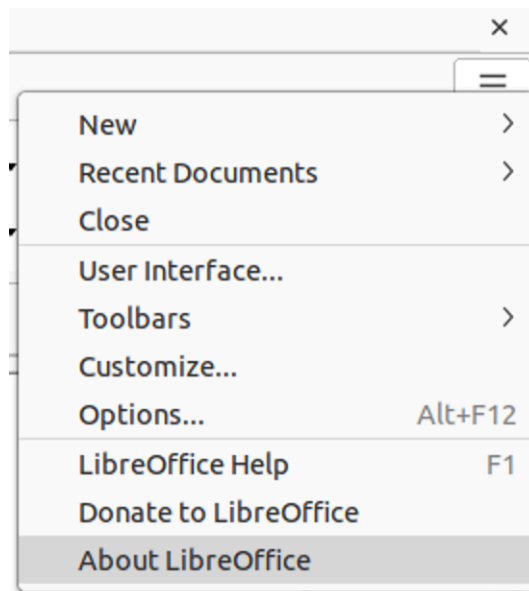


Figure 297: Quick menu options

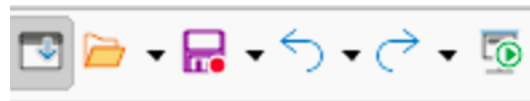


Figure 298: Icon bar

On the left of the Tab bar, an Icon bar (Figure 298) is available giving access to some commonly used tools – **Menubar**; **Open (Ctrl+O)**; **Save (Ctrl+S)**; **Undo (Ctrl+Z)**; **Redo (Ctrl+Y)**; **Start from First Slide (F5)**.

The Tabbed user interface can be customized as follows:

- 1) Click on **Quick** menu and select **Customize** from the submenu to open the Customize dialog.
- 2) Click on **Notebookbar** to open the **Notebookbar** page in the Customize dialog.
- 3) Select or deselect the various tools in **Assigned Commands**.
- 4) Click OK to save the changes and close the Customize dialog.

For more information on the customization of LibreOffice, see the *Getting Started Guide* and the *Writer Guide*.

### ✓ Note

When using the Tabbed user interface, the Impress toolbars are no longer visible. If necessary, it is possible to open toolbars by going to **View > Toolbars** on the Menu bar or **Quick menu > Toolbars**.

## Fixed tabs

### File tab

The **File** tab (Figure 299) is a fixed tab providing a default set of tools, for example, to create new documents; open, save, print, and close documents; manage templates and so on. The **File** tab has a **File** menu (Figure 300) and a **Help** menu (Figure 301) providing links to a variety of resources and containing the same tools as the tools available on the tab.

#### File tab tools from left to right

- |   |                           |
|---|---------------------------|
| 1) New  | 3) Save as Template       |
| 2) Open Templates Manager ( <i>Shift+Ctrl+N</i> ) | 4) Open ( <i>Ctrl+O</i> ) |

- |                            |  |
|----------------------------|--|
| 5) Recent Documents        | 12) Attach to Email                              |
| 6) Open Remote File        | 13) Print ( <i>Ctrl+P</i> )                      |
| 7) Save ( <i>Ctrl+S</i> )  | 14) Print Directly                               |
| 8) Save As                 | 15) Toggle Print Preview ( <i>Shift+Ctrl+O</i> ) |
| 9) Save Remote File        | 16) Properties                                   |
| 10) Export                 | 17) Digital Signatures                           |
| 11) Export Directly as PDF | 18) Sign Existing PDF                            |

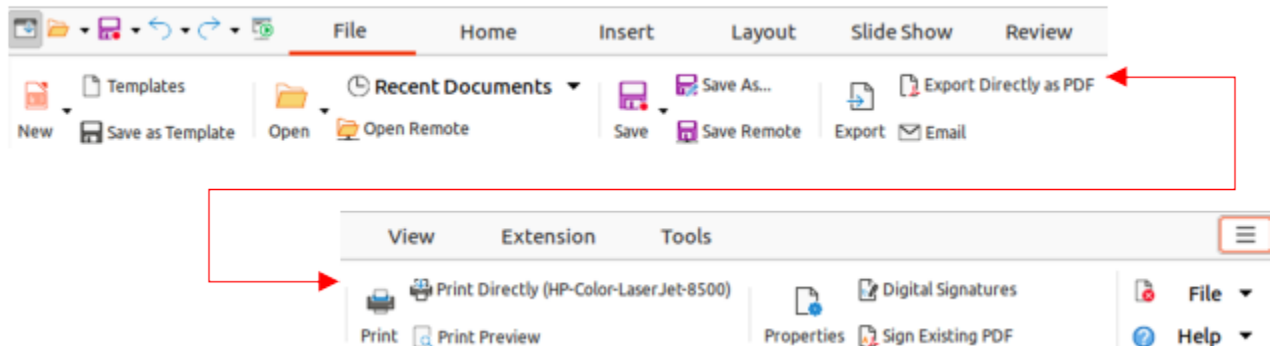


Figure 299: Tabbed user interface - File tab

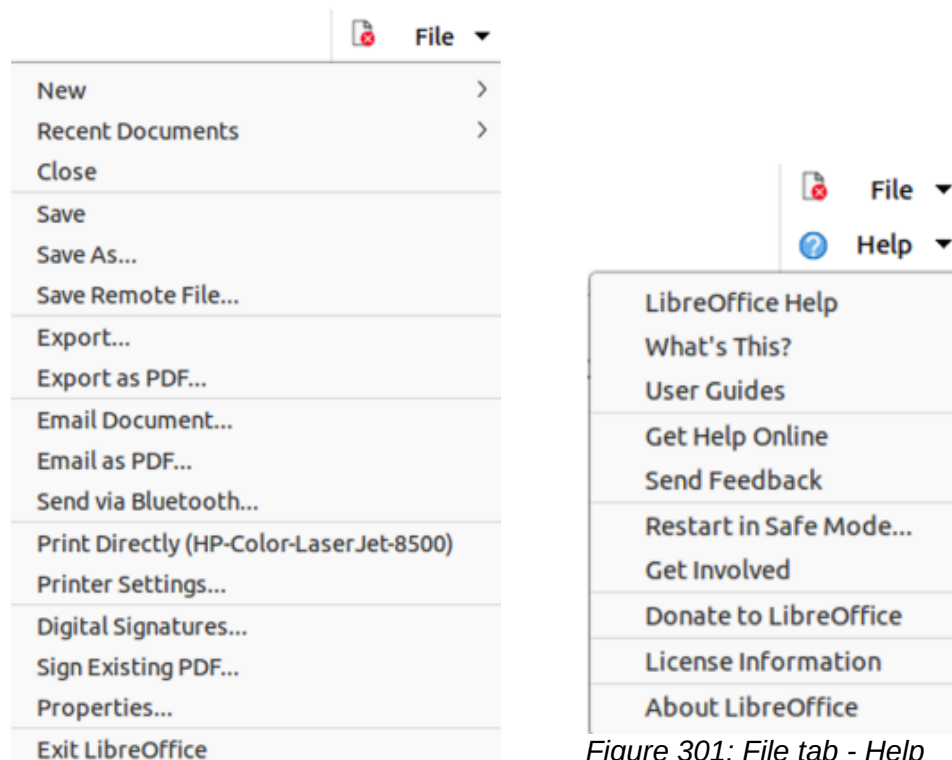


Figure 300: File tab - File menu

Figure 301: File tab - Help menu

## Home tab

The **Home** tab (Figure 302) is a fixed tab providing a default set of tools, for example, to cut, copy, paste, and format text; insert common items; and so on. The **Home** menu (Figure 303) at the right end of the **Home** tab bar provides additional tools that are not on the tab.

### Home tab tools from left to right

- |                               |  |
|-------------------------------|--|
| 1) Paste ( <i>Ctrl+V</i> )    | 7) Slide Layout  |
| 2) Cut ( <i>Ctrl+X</i> )      | 8) Clone Formatting (double click for multi-selection) |
| 3) Copy ( <i>Ctrl+C</i> )     | 9) Clear Direct Formatting ( <i>Shift+Ctrl+M</i> )     |
| 4) New Page ( <i>Ctrl+M</i> ) | 10) Font Name  |
| 5) Duplicate Page             | 11) Bold ( <i>Ctrl+B</i> )                             |
| 6) Delete Page                |  |



- 12) Italic (*Ctrl+I*)
- 13) Underline (*Ctrl+U*)
- 14) Strikethrough
- 15) Toggle Shadow
- 16) Font Size
- 17) Set Character Spacing
- 18) Character Highlighting Color
- 19) Increase Font Size (*Ctrl+]*)
- 20) Decrease Font Size (*Ctrl+[*)
- 21) Font Color
- 22) Align Top
- 23) Align Left (*Ctrl+L*)
- 24) Center Vertically
- 25) Align Center (*Ctrl+E*)
- 26) Align Bottom
- 27) Align Right (*Ctrl+R*)
- 28) Toggle Unordered List
- 29) Justified (*Ctrl+J*)
- 30) Toggle Ordered List
- 31) Set Line Spacing

- 32) Increase Indent
- 33) Increase Paragraph Spacing
- 34) Decrease Indent
- 35) Decrease Paragraph Spacing
- 36) Left-To-Right
- 37) Right-To-Left
- 38) Insert Text Box (*F2*)
- 39) Insert Vertical Text
- 40) Insert Line
- 41) Rectangle
- 42) Curves and Polygons
- 43) Basic Shapes
- 44) Connectors
- 45) Flowchart
- 46) Line Color
- 47) Fill Color
- 48) Start from First Slide (*F5*)
- 49) Start from Current Slide (*Shift+F5*)
- 50) Find and Replace (*Ctrl+H*)
- 51) Start from First Slide (*F5*)

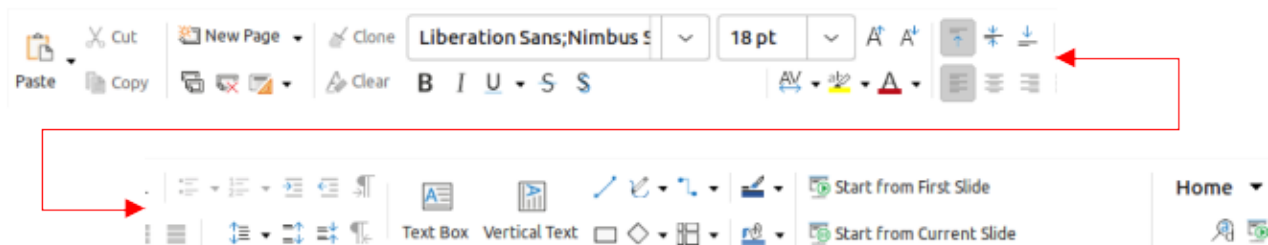


Figure 302: Tabbed user interface - Home tab

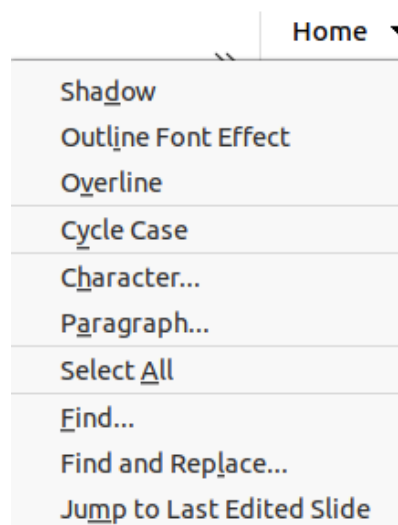


Figure 303: Home tab - Home menu

## Insert tab

The **Insert** tab (Figure 304) is a fixed tab providing a default set of tools to insert many commonly used items. The **Insert** menu (Figure 305) at the right end of the **Insert** tab bar provides some of the same tools.

### Insert tab tools from left to right

- 1) New Page (*Ctrl+M*)
- 2) Duplicate Page
- 3) Insert Page from File
- 4) Table

- |  |   |
|--|---|
| 5) Insert Chart                        | 22) Callouts                                    |
| 6) OLE Object                          | 23) Lines and Arrows                            |
| 7) Insert Image                        | 24) Curves and Polygons                         |
| 8) Open Clip Art and Media Gallery     | 25) Basic Shapes                                |
| 9) Photo Album                         | 26) Stars and Banners                           |
| 10) Insert Audio or Video              | 27) Symbol Shapes                               |
| 11) Insert Hyperlink ( <i>Ctrl+K</i> ) | 28) Callouts                                    |
| 12) Insert Fontwork Text               | 29) Block Arrows                                |
| 13) Insert Snap Guide                  | 30) Flowchart                                   |
| 14) Field                              | 31) Connectors                                  |
| 15) Insert Text Box ( <i>F2</i> )      | 32) 3D Objects                                  |
| 16) Insert Vertical Text               | 33) Insert Special Characters                   |
| 17) Insert Line                        | 34) Insert Formula Object ( <i>Ctrl+Alt+=</i> ) |
| 18) Rectangle                          | 35) Insert Emoji                                |
| 19) Polygon                            | 36) Insert Image                                |
| 20) Ellipse                            | 37) Insert Text Box ( <i>F2</i> )               |
| 21) Curve                              | 38) New Page ( <i>Ctrl+M</i> )                  |

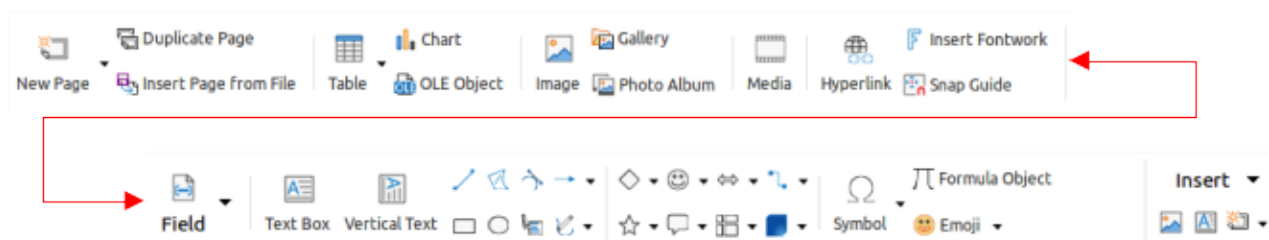


Figure 304: Tabbed user interface - Insert tab

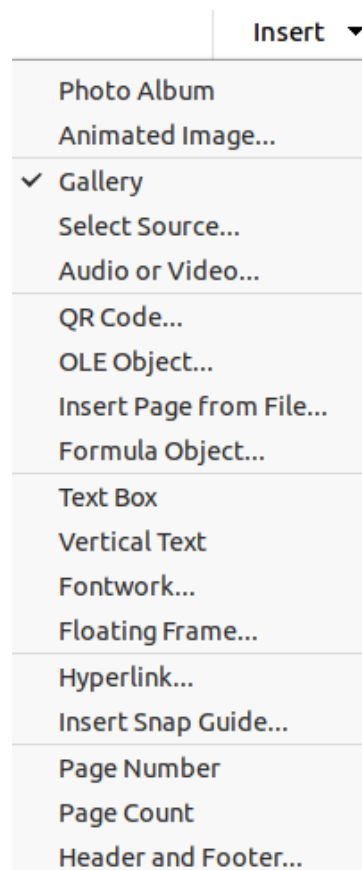


Figure 305: Insert tab - Insert menu

## Layout tab

The **Layout** tab (Figure 306) is a fixed tab providing a default set of tools to create a slide layout. The **Layout** menu (Figure 307) at the right end of the **Layout** tab bar provides some of the same tools.

### Layout tab tools from left to right

- |                               |  |
|-------------------------------|--|
| 1) Page Properties            | 11) Page Up ( <i>Shift+Ctrl+Up</i> )     |
| 2) Header and Footer          | 12) Page Down ( <i>Shift+Ctrl+Down</i> ) |
| 3) Set Background Image       | 13) Change Slide Master                  |
| 4) Save Background Image      | 14) Master Background                    |
| 5) New Page ( <i>Ctrl+M</i> ) | 15) Master Objects                       |
| 6) Duplicate Page             | 16) Rotate                               |
| 7) Delete Page                | 17) Align Objects                        |
| 8) Rename Page                | 18) Arrange                              |
| 9) Hide Slide                 | 19) Slide Layout                         |
| 10) Show Slide                |  |

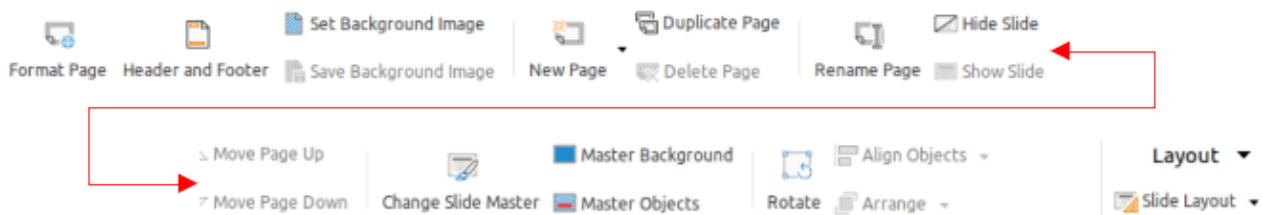


Figure 306: Tabbed user interface - Layout tab

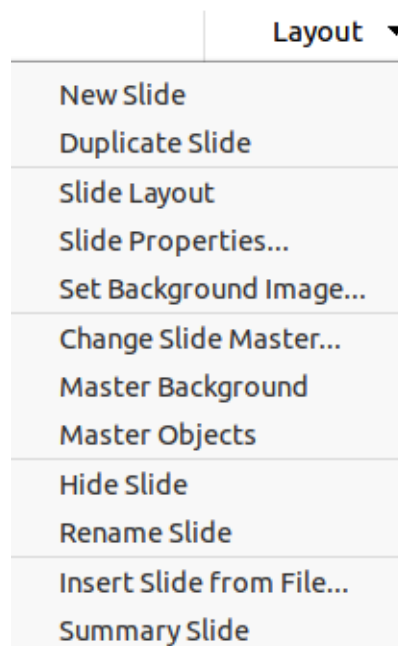


Figure 307: Layout tab – Layout menu

## Slide Show tab

The **Slide Show** tab (Figure 308) is a fixed tab providing a default set of tools for creating a slide show. The **Slide Show** menu (Figure 309) at the right end of the **Slide Show** tab bar provides some of the same tools.

### Slide Show tab tools from left to right

- |   |                        |
|---|------------------------|
| 1) Start from First Slide ( <i>F5</i> )         | 4) Custom Slide Show   |
| 2) Start from Current Slide ( <i>Shift+F5</i> ) | 5) Slide Show Settings |
| 3) Rehearse Timings                             | 6) Slide Transition    |

- |                          |                                 |
|--------------------------|---------------------------------|
| 7) Animation             | 10) Grayscale                   |
| 8) Minimize Presentation | 11) Start from First Slide (F5) |
| 9) Color                 |                                 |

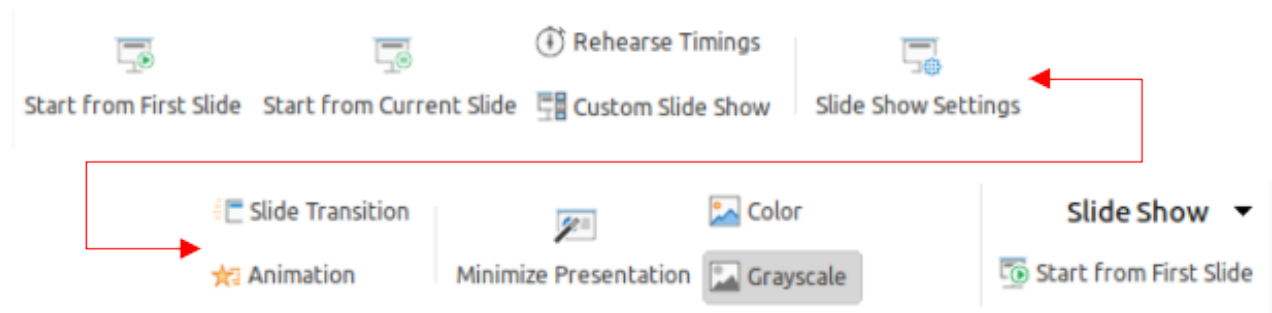


Figure 308: Tabbed user interface - Slide Show tab

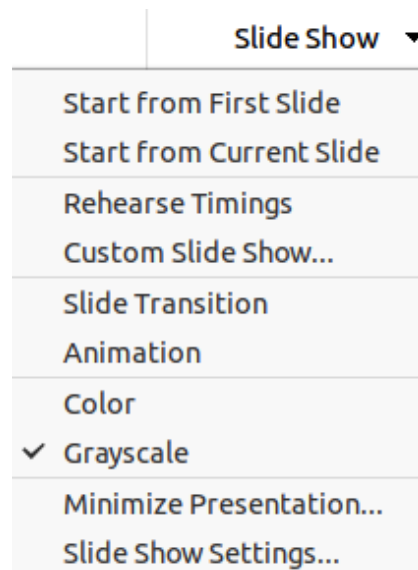


Figure 309: Slide Show tab - Slide Show menu

## Review tab

The **Review** tab (Figure 310) is a fixed tab providing a default set of tools for reviewing a slide show. The **Review** menu (Figure 311) provides additional text editing tools. Some of these tools appear only if **Asian** or **Complex Text Layout** are selected in **Tools > Options > Language Settings > Languages**.

### Review tab tools from left to right

- |   |                                     |
|---|-------------------------------------|
| 1) Spelling (F7)                              | 8) Delete Comment                   |
| 2) Thesaurus (Ctrl+F7)                        | 9) Delete All Comments              |
| 3) Toggle Automatic Spell Checking (Shift+F7) | 10) Comments                        |
| 4) Hyphenation                                | 11) Redact Document                 |
| 5) Comment (Ctrl+Alt+C)                       | 12) Toggle Edit Mode (Shift+Ctrl+M) |
| 6) Next Comment (Ctrl+Alt+Page Down)          | 13) Comment (Ctrl+Alt+C)            |
| 7) Previous Comment (Ctrl+Alt+Page Up)        |                                     |

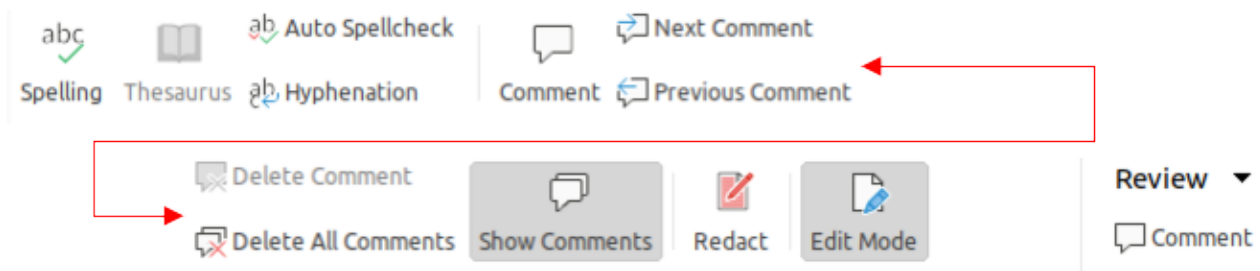


Figure 310: Tabbed user interface - Review tab

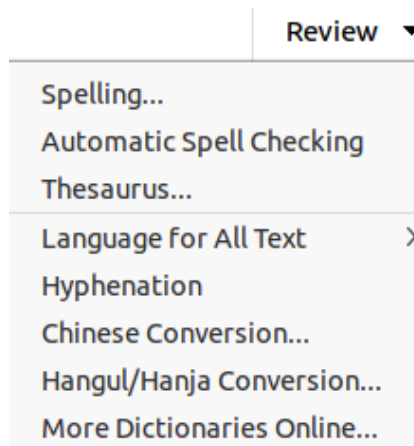


Figure 311: Review tab - Review menu

## View tab

The **View** tab (Figure 312) is a fixed tab providing a default set of tools to control the display of slides on a screen. The **View** menu (Figure 313) provides additional tools relating to the display of slides on a screen.

### Top row, left to right

- |   |                                     |
|---|-------------------------------------|
| 1) Normal   | 10) Entire Page                     |
| 2) Slide Sorter   | 11) Zoom Next                       |
| 3) Notes  | 12) Page Width                      |
| 4) Outline  | 13) Sidebar ( <i>Ctrl+F5</i> )      |
| 5) Master Slide   | 14) Rulers ( <i>Shift+Ctrl+F5</i> ) |
| 6) Master Notes   | 15) Display Grid                    |
| 7) Master Handout   | 16) Menubar                         |
| 8) Zoom & Pan ( <i>Ctrl</i> to Zoom Out, <i>Shift</i> to Pan) | 17) Toggle View Bars Visibility     |
| 9) Zoom Previous  |                                     |

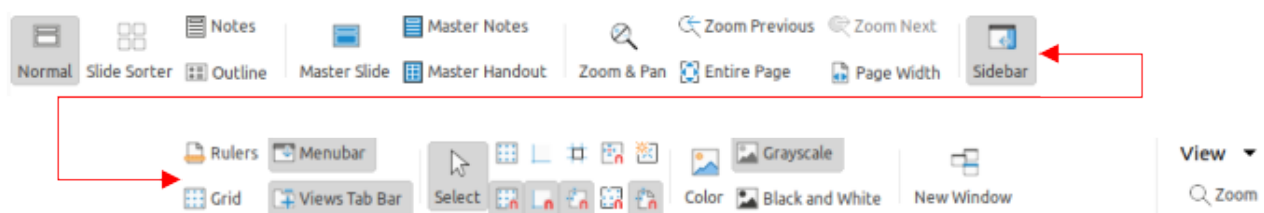


Figure 312: Tabbed user interface - View tab

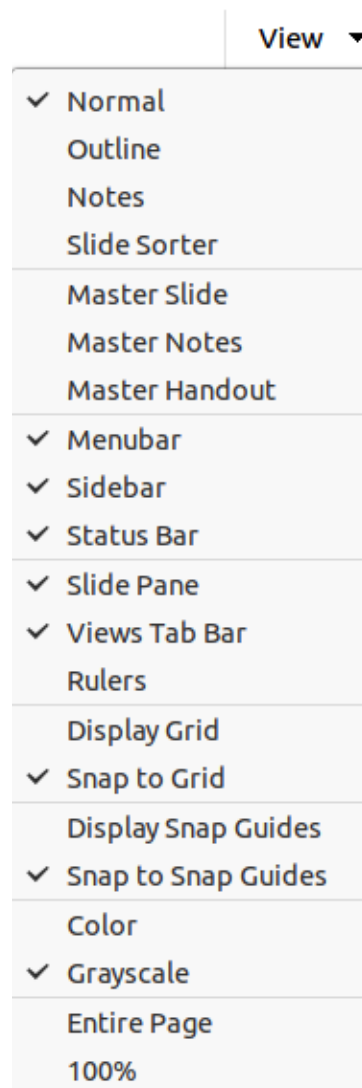


Figure 313: View tab - View menu

### Extension tab

The **Extension** tab (Figure 314) is a fixed tab containing only the tool to access the Extension Manager allowing the installation of extensions that are compatible for use in LibreOffice.

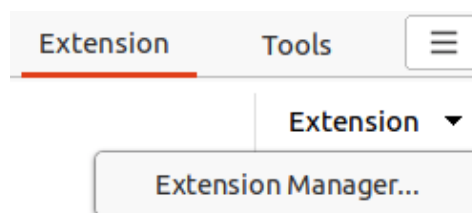


Figure 314: Tabbed user interface - Extension tab

### Tools tab

The **Tools** tab (Figure 315) is a fixed tab providing a default set of tools for working with, for example, macros; color replacer; media player; and so on. The **Tools** menu (Figure 316) provides some of the same tools, plus extra tools for organizing, for example, macros and dialogs; image map; data sources; and so on.

### Tools tab tools from left to right

- |                                |                                |
|--------------------------------|--------------------------------|
| 1) Run Macro                   | 18) Currency Field             |
| 2) Basic ( <i>Alt+F11</i> )    | 19) Date Field                 |
| 3) Edit Macros                 | 20) Pattern Field              |
| 4) Minimize Presentation       | 21) Time Field                 |
| 5) Color Replacer              | 22) Push Button                |
| 6) Media Player                | 23) File Selection             |
| 7) Design Mode                 | 24) Image Button               |
| 8) Toggle Form Control Wizards | 25) Navigation Bar             |
| 9) Group Box                   | 26) Image Control              |
| 10) Label                      | 27) Table Control              |
| 11) Option Button              | 28) Form Properties            |
| 12) Text Box                   | 29) Form Navigator             |
| 13) List Box                   | 30) Activation Order           |
| 14) Check Box                  | 31) Open in Design Mode        |
| 15) Combo Box                  | 32) Control Properties         |
| 16) Numerical Field            | 33) Automatic Control Focus    |
| 17) Formatted Field            | 34) Options ( <i>Alt+F12</i> ) |

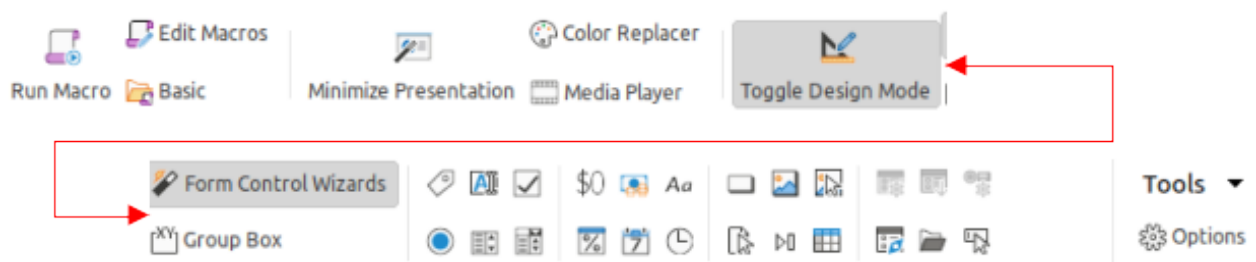


Figure 315: Tabbed user interface - Tools tab

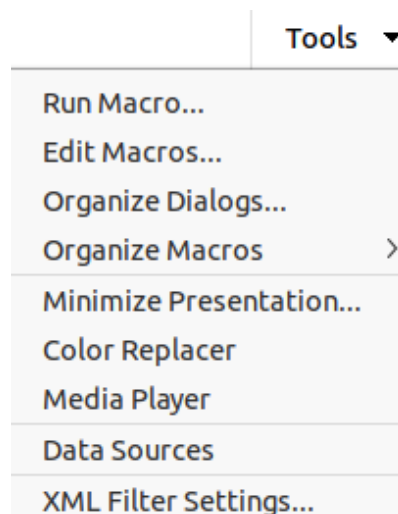


Figure 316: Tools tab - Tools menu

## Additional tabs

Additional tabs appear between the **View** and **Extension** tabs when an object in Impress is selected.

### Draw tab

The **Draw** tab (Figure 317) becomes available when a drawing object is selected in a slide. It provides tools for editing, transforming, grouping, aligning, and distributing draw objects. The **Draw** tab menu (Figure 318) provides some of the tools required for editing, transforming and converting drawing objects.

## Draw tab tools from left to right

- 1) Interaction
- 2) Transformations
  - Rotate
  - Set to Circle (Slant)
  - Flip
  - Distort
  - In 3D Rotation Object
  - Interactive transparency tool
  - Set in Circle (perspective)
- 3) Rotate
- 4) Flip Vertically
- 5) Flip Horizontally
- 6) Distort
- 7) Set to circle (slant)
- 8) Line Style
- 9) Area
- 10) Area Style/Filling
- 11) Line Color
- 12) Arrow Style
- 13) Shadow
- 14) To Curve
- 15) Left
- 16) Top
- 17) Centered
- 18) Center
- 19) Right
- 20) Bottom
- 21) Bring to Front (*Shift+Ctrl++*)
- 22) Send to Back (*Shift+Ctrl+-*)
- 23) Bring Forward (*Ctrl++*)
- 24) Send Backward (*Ctrl+-*)
- 25) Points (*F8*)
- 26) Convert to Curve
- 27) Symmetric Transition
- 28) Close Bézier
- 29) Eliminate Points
- 30) Move Points
- 31) Split Curve
- 32) Insert Points
- 33) Corner Point
- 34) Delete Points
- 35) Smooth Transition
- 36) Show Glue Points Functions
- 37) Combine (*Shift+Ctrl+K*)
- 38) Merge
- 39) Split (*Shift+Ctrl+Alt+K*)
- 40) Subtract
- 41) Select at least three objects to distribute
- 42) Intersect
- 43) Group (*Shift+Ctrl+G*)
- 44) Enter Group (*F3*)
- 45) Exit Group (*Ctrl+F3*)
- 46) Toggle Extrusion
- 47) Depth
- 48) Direction
- 49) 3D Color
- 50) Surface
- 51) Insert Fontwork Text
- 52) Fontwork Shape
- 53) Fontwork Alignment
- 54) Fontwork Same Letter Heights
- 55) Fontwork Character Spacing
- 56) Area
- 57) Line
- 58) Position and Size (*F4*)

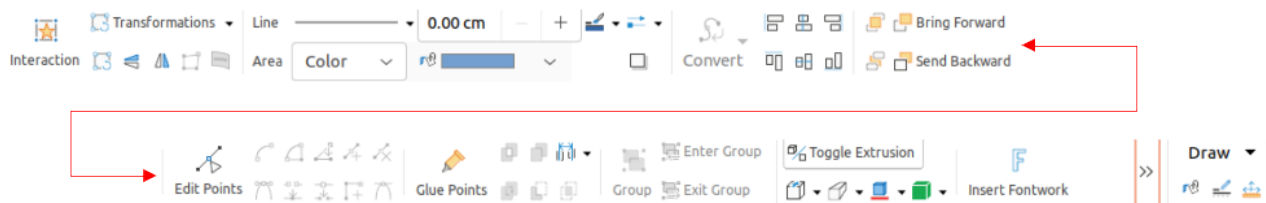


Figure 317: Tabbed user interface - Draw tab



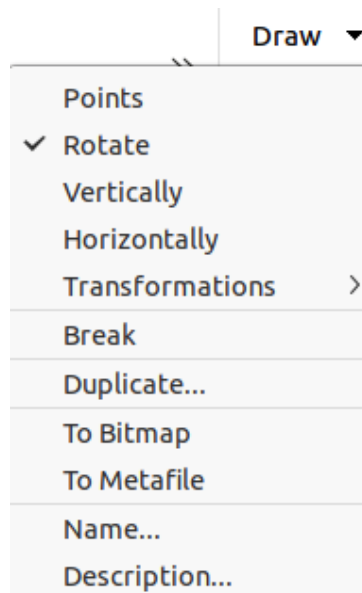


Figure 318: Draw tab - Draw menu

## Image tab

The **Image** tab (Figure 319) becomes available when an image is selected in a slide, for example a photograph. It provides tools for working with images, such as cropping, borders, area styles, colors, and so on. The **Image** tab menu (Figure 320) provides links to dialogs for working with images.

### Image tab tools from left to right

- |                        |  |
|------------------------|--|
| 1) Interaction         | 20) Centered                               |
| 2) Compress            | 21) Center                                 |
| 3) Rotate              | 22) Right                                  |
| 4) Crop Image          | 23) Bottom                                 |
| 5) Flip Vertically     | 24) Bring to Front ( <i>Shift+Ctrl++</i> ) |
| 6) Flip Horizontally   | 25) Send to Back ( <i>Shift+Ctrl+-</i> )   |
| 7) Replace             | 26) Bring Forward ( <i>Ctrl++</i> )        |
| 8) Save                | 27) Send Backward ( <i>Ctrl+-</i> )        |
| 9) Line                | 28) Filter                                 |
| 10) Area               | 29) Brightness                             |
| 11) Line Style         | 30) Contrast                               |
| 12) Area Style/Filling | 31) Transparency                           |
| 13) Line Width         | 32) Gamma                                  |
| 14) Line Color         | 33) Image Mode                             |
| 15) Arrow Style        | 34) Color                                  |
| 16) Shadow             | 35) Area                                   |
| 17) To Curve           | 36) Line                                   |
| 18) Left               | 37) Position and Size ( <i>F4</i> )        |
| 19) Top                |  |

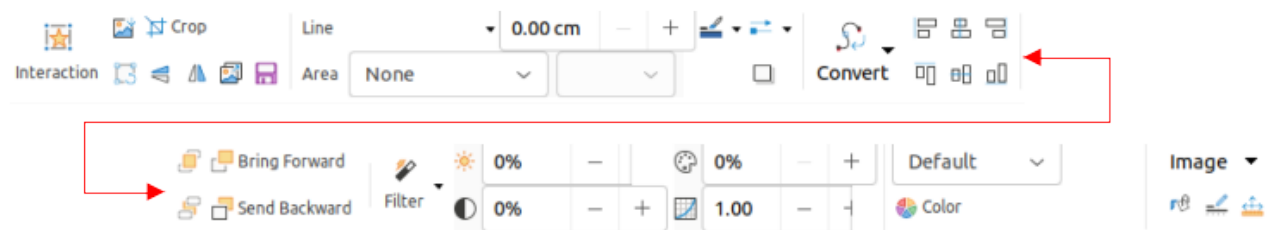


Figure 319: Tabbed user interface - Image tab

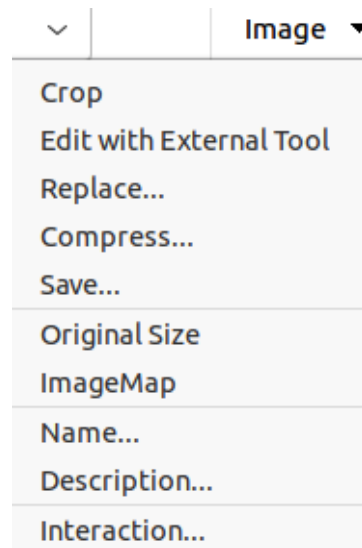


Figure 320: Image tab - Image menu

### Object tab

The **Object** tab (Figure 321) becomes available when an object, such as a chart, is selected. It provides tools to position, resize, choose colors, and so on for the selected object. The **Object** tab menu (Figure 322) provides extra tools matching the type of object selected.

#### Object tab tools from left to right

- |                           |  |
|---------------------------|--|
| 1) Interaction            | 15) To Curve                               |
| 2) Transformations        | 16) Left                                   |
| 3) Rotate Flip Vertically | 17) Top                                    |
| 4) Flip Horizontally      | 18) Centered                               |
| 5) Distort                | 19) Center                                 |
| 6) Set to circle (slant)  | 20) Right                                  |
| 7) Line                   | 21) Bottom                                 |
| 8) Area                   | 22) Bring to Front ( <i>Shift+Ctrl++</i> ) |
| 9) Line Style             | 23) Send to Back ( <i>Shift+Ctrl+-</i> )   |
| 10) Area Style/Filling    | 24) Bring Forward ( <i>Ctrl++</i> )        |
| 11) Line Width            | 25) Send Backward ( <i>Ctrl+-</i> )        |
| 12) Line Color            | 26) Area                                   |
| 13) Arrow Style           | 27) Line                                   |
| 14) Shadow                | 28) Position and Size ( <i>F4</i> )        |

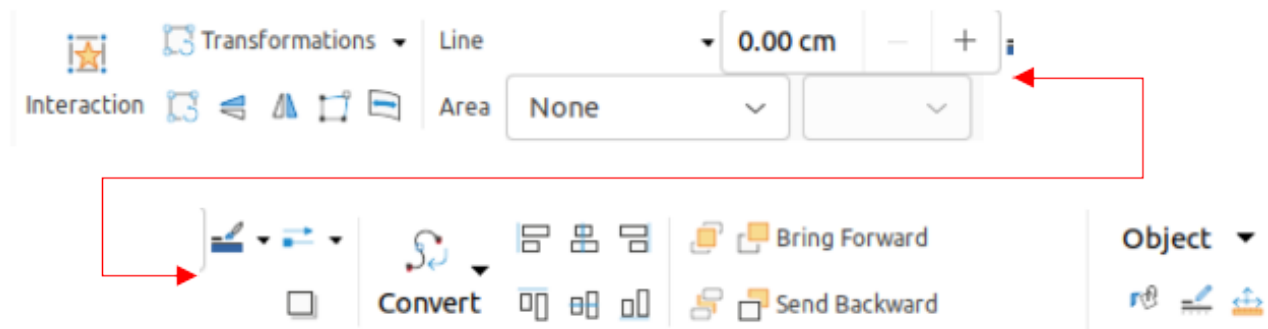


Figure 321: Tabbed user interface - Object tab

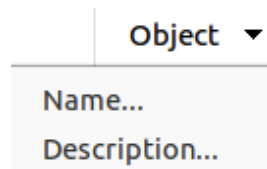


Figure 322: Object tab - Object menu

## Table tab

The **Table** tab (Figure 323) becomes available when a table is selected in a slide. It provides tools to format a table to the presentation requirements. The **Table** tab menu (Figure 324) includes extra tools for editing a table.

### Table tab tools from left to right

- |  |                                    |
|--|------------------------------------|
| 1) Interaction                           | 16) Split Cells                    |
| 2) Insert Column Before                  | 17) Select Table                   |
| 3) Insert Row Above                      | 18) Select Column                  |
| 4) Insert Column After                   | 19) Select Row                     |
| 5) Insert Row Below                      | 20) Optimize                       |
| 6) Delete Column                         | 21) Align Top                      |
| 7) Delete Row                            | 22) Align Left ( <i>Ctrl+L</i> )   |
| 8) Insert Line                           | 23) Center Vertically              |
| 9) Area                                  | 24) Align Center ( <i>Ctrl+E</i> ) |
| 10) Borders ( <i>Shift</i> to overwrite) | 25) Align Bottom                   |
| 11) Border Style                         | 26) Align Right ( <i>Ctrl+R</i> )  |
| 12) Area Style/Filling                   | 27) Right-toLeft                   |
| 13) Border Color                         | 28) Justified ( <i>Ctrl+J</i> )    |
| 14) Fill Color                           | 29) Table Design                   |
| 15) Merge Cells                          | 30) Table Properties               |

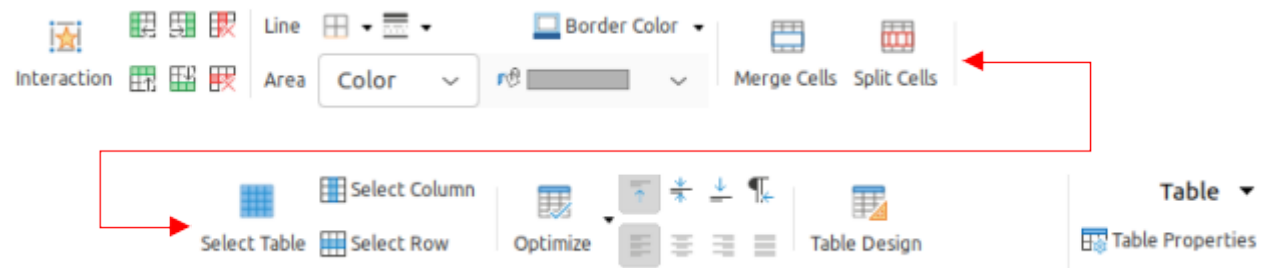


Figure 323: Tabbed user interface - Table tab

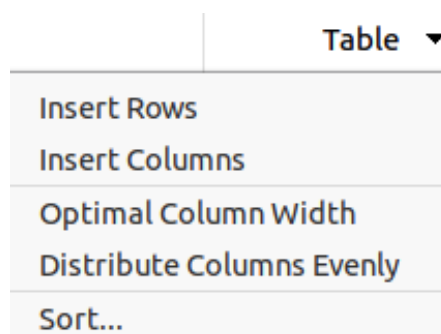


Figure 324: Table tab - Table menu

## Media tab

The **Media** tab (Figure 325) only becomes available when a media object is selected in a slide. It provides tools for positioning and running an audio or video file. The **Media** tab menu (Figure 326) includes extra tools for editing a media object.

### Media tab tools from left to right

- |  |                                     |
|--|-------------------------------------|
| 1) Name                                    | 12) Bring Forward ( <i>Ctrl++</i> ) |
| 2) Media Player                            | 13) Send Backward ( <i>Ctrl+-</i> ) |
| 3) Rotate                                  | 14) Play                            |
| 4) Left                                    | 15) Pause                           |
| 5) Top                                     | 16) Stop                            |
| 6) Centered                                | 17) Repeat                          |
| 7) Center                                  | 18) Media Player                    |
| 8) Right                                   | 19) Area                            |
| 9) Bottom                                  | 20) Line                            |
| 10) Bring to Front ( <i>Shift+Ctrl++</i> ) | 21) Position and Size ( <i>F4</i> ) |
| 11) Send to Back ( <i>Shift+Ctrl+-</i> )   |                                     |

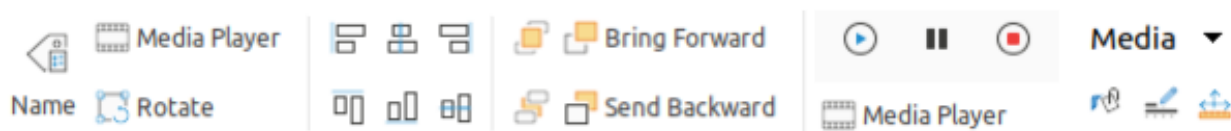


Figure 325: Tabbed user interface - Media tab

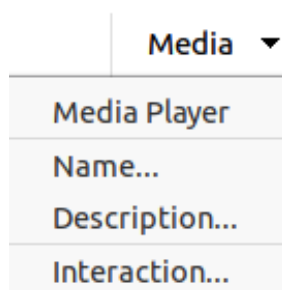


Figure 326: Media tab - Media menu

## Single Toolbar & Sidebar user interfaces

When selected, the **Single Toolbar** and **Sidebar** user interfaces only show the Menu bar with no toolbars. However, toolbars can be added to either of these user interfaces by going to **View > Toolbars** on the Menu bar and selecting the required toolbar from the options available. For more information on toolbars, see Appendix B, Toolbars in this guide and the *Getting Started Guide*.

## Tabbed Compact user interface

The **Tabbed Compact** user interface has the same tabs as the **Tabbed** user interface, but the tools on each tab are arranged as a single row of tools. Some of these tools have drop-down menus with extra options. Figure 327 shows an example of the **File** tab in the **Tabbed Compact** user interface.

The tab menu on the right of the **Tabbed Compact** user interface provides the same options as the tab menus in the **Tabbed** user interface, see “Tabbed user interface” on page 321 for more information.

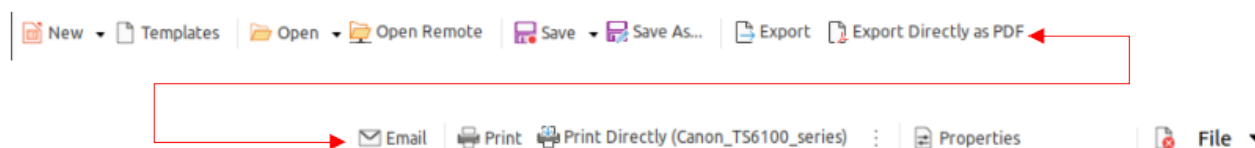


Figure 327: Example of Tabbed Compact user interface showing File tab

## Groupedbar Compact user interface

The **Groupedbar Compact** user interface is divided into groups that contain commands organized as sets of tools and menus. The tools and menus that are available change to suit the type of object selected. Clicking on the double chevron >> displays more tools for editing an object. Figure 328 shows an example of **Groupedbar Compact** user interface when a basic shape object is selected.

The **Groupedbar Compact** menu (Figure 329) on the right-hand end of this interface provides extra tools for working with LibreOffice Impress, including convenient ways to change the user interface and access toolbars.

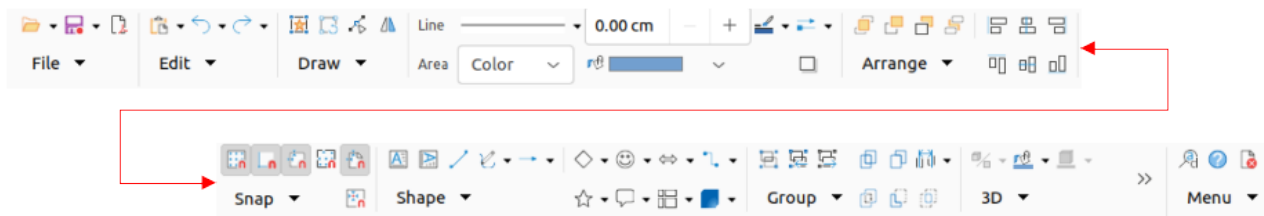


Figure 328: Example of Groupedbar Compact user interface with an object selected

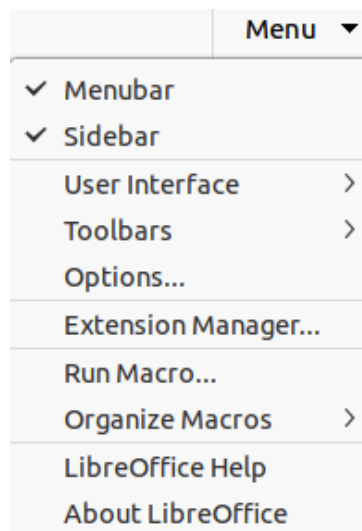


Figure 329: Menu for Groupedbar Compact UI

## Contextual Single user interface

The **Contextual Single** user interface displays a single toolbar to suit the type of object that has been selected. Clicking on the double chevron >> displays more tools for editing an object. Figure 330 shows an example of a **Contextual Single** user interface when a basic shape object is selected.

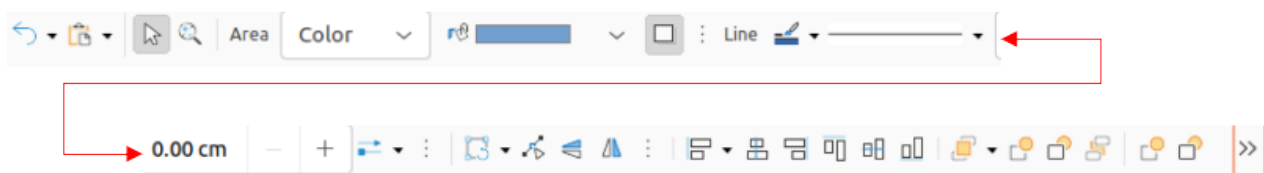


Figure 330: Example of Contextual Single user interface with a basic shape selected



## Impress Guide 7.2

# *Appendix A*

## *Keyboard Shortcuts*

## Introduction

LibreOffice can be used without requiring a pointing device, such as a mouse or trackball, by using the keyboard shortcuts that are available in Impress. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with using keyboard shortcuts. Although LibreOffice has an extensive set of keyboard shortcuts, each LibreOffice module has keyboard shortcuts that are specific to that module.

For help with LibreOffice keyboard shortcuts, or using LibreOffice with a keyboard only, search the LibreOffice Help using the “shortcut” or “accessibility” keywords.

In addition to using keyboard shortcuts that are listed in this appendix, keyboard shortcuts can also be defined. Assign keyboard shortcuts to standard Impress functions or macros and save them for use with Impress only, or with the other modules in LibreOffice. To customize keyboard shortcuts, see the *Getting Started Guide* for more information.

## Impress keyboard shortcuts



### Note

Some keyboard shortcuts are not available for computers using macOS. This is indicated in the following tables by a blank cell.

### Impress functions

<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
<i>F3</i>	<i>F3</i>	Enter and edit a group of objects.
<i>Ctrl + F3</i>	⌘ + <i>F3</i>	Exit a group of objects.
<i>Shift + F3</i>	<i>Shift + F3</i>	Opens the Duplicate dialog of a selected object.
<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
<i>Alt + Shift + F5</i>	<i>Alt + Shift + F5</i>	Opens <b>Notes</b> view and displays the first slide in the slide show.
<i>Ctrl + Shift+F5</i>	⌘ + <i>Shift + F5</i>	Opens the <b>Navigator</b> .
<i>F7</i>	<i>F7</i>	Start spelling checker.
<i>Shift + F7</i>	<i>Shift + F7</i>	Switches on or off the automatic spell checking.
<i>Ctrl + F7</i>	⌘ + <i>F7</i>	Opens the Thesaurus dialog for the language being used. Impress has to be in text editing mode to access the thesaurus.
<i>F8</i>	<i>F8</i>	When selected, opens the Edit Points toolbar.
<i>Ctrl + Shift + F8</i>	⌘ + <i>Shift + F8</i>	Fit text to frame of a selected object.
<i>F11</i>	⌘ + <i>T</i>	Open the Styles deck on the Sidebar.

## Slide shows

<b>Windows Linux macOS</b>	<b>Effect</b>
<i>F5</i>	Starts a slide show.
<i>Shift + F5</i>	Starts a slide show at the slide where the slide show was previously stopped at.
<i>Left click Right Arrow Page Down Spacebar Page down Enter N</i>	Shows the next slide, or plays the next animation effect on a slide.
<i>Right click Left Arrow Up Arrow Page Up Backspace P</i>	Shows the previous slide, or plays the previous animation effect on a slide.
<i>Home</i>	Go to first slide in the slide show.
<i>End</i>	Go to the last slide in the slide show.
<i>Alt + Page Up</i>	Go to the previous slide without playing any animation effects.
<i>Alt + Page Down</i>	Go to next slide without playing any animation effects.
<i>B or . (period)</i>	Show black screen until next key or mouse wheel event.
<i>Esc or – (minus)</i>	Stop and close the slide show.
<i>[Number] Enter</i>	Type the number of a slide and press <i>Enter</i> to show the slide.
<i>G</i>	Increases size of the font used in Notes
<i>S</i>	Decreases size of the font used in Notes
<i>A</i>	Scroll up Notes
<i>Z</i>	Scroll down Notes
<i>H</i>	Move caret in Notes view backward
<i>L</i>	Move caret in Notes view forward
<i>Ctrl+1</i>	Show the Presenter Console
<i>Ctrl+2</i>	Show the Presentation Notes
<i>Ctrl+3</i>	Show the Slides Overview

## Impress shortcuts

<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
<i>Plus (+)</i>		Zoom in.



<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
<i>Minus (-)</i>		Zoom out.
<i>Times (×) on number pad</i>		Fits the slide to fill the Workspace view.
<i>Divide (÷) on number pad</i>		Zooms in on the selected object.
<i>Ctrl + Shift + G</i>	<i>⌘ + Shift + G</i>	Group selected objects.
<i>Shift + Ctrl + Alt + G</i>	<i>⌘ + Shift + Option + G</i>	Ungroup selected group.
<i>Ctrl + click</i>	<i>⌘ + click</i>	Enter a group to edit individual objects in the group. Click outside the group to return to normal view.
<i>Ctrl + Shift + G</i>	<i>⌘ + Shift + G</i>	Combine selected objects.
<i>Ctrl + Shift + Alt + K</i>	<i>⌘ + Shift + Option + K</i>	Split a selected object that has been combined from a group of two or more objects.
<i>Ctrl + +</i>	<i>⌘ + +</i>	Bring to front.
<i>Ctrl + Shift + +</i>	<i>⌘ + Shift + +</i>	Bring forward.
<i>Ctrl + -</i>	<i>⌘ + -</i>	Send backward.
<i>Ctrl + Shift + -</i>	<i>⌘ + Shift + -</i>	Send to back.
<i>Arrow</i>	<i>Arrow</i>	Moves a selected object in the direction of the Arrow. Also moves a slide within the Workspace when no objects are selected.
<i>Shift + Click and drag</i>	<i>Shift + Click and drag</i>	Hold down <i>Shift</i> then click and drag when resizing an object to maintain the proportions of the object.
<i>Shift + Click and drag</i>	<i>Shift + Click and drag</i>	Constrains movement of a selected object horizontally or vertically when dragged.
<i>Ctrl + Click and drag</i>	<i>⌘ + Click and drag</i>	Hold down the <i>Ctrl</i> (⌘) key, then click and drag a selected object to create a copy of the object.
<i>Alt + Click and drag</i>	<i>Option + Click and drag</i>	Hold down the <i>Alt</i> ( <i>Option</i> ) key and draw or resize an object from the centre of the object.
<i>Alt + Click</i>	<i>Option + Click</i>	Select an object that is behind the currently selected object.
<i>Alt+ Shift + Click</i>	<i>Option + Shift + Click</i>	Select an object that is in front of the currently selected object.
<i>Shift + Click</i>	<i>Shift + Click</i>	Selects several adjacent objects or characters. Click at the start of a selection, move to the end of the selection, and then hold down <i>Shift</i> while you click.
<i>Tab</i>	<i>Tab</i>	Select objects in the order in which they were created.
<i>Shift + Tab</i>	<i>Shift + Tab</i>	Select objects in the reverse order in which they were created.
<i>Esc</i>	<i>Esc</i>	Exit current mode.

<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
<i>Page Up</i>		Switch to the previous slide. No function on the first slide.
<i>Page Down</i>		Switch to the next slide. No function on the last slide.
<i>Enter</i>	<i>Enter</i>	Activate a place-holder object in a new presentation (only if the frame is selected).
<i>Ctrl + Enter</i>	$\mathbb{H} + \text{Enter}$	<p>AutoLayouts in Impress use placeholders for slide titles, text, and objects.</p> <p>To select a placeholder, press <i>Ctrl + Enter</i> (<math>\mathbb{H} + \text{Enter}</math>). To move to the next placeholder, press <i>Ctrl + Enter</i> (<math>\mathbb{H} + \text{Enter}</math>) again.</p> <p>If you press <i>Ctrl + Enter</i> (<math>\mathbb{H} + \text{Enter}</math>) after you reach the last placeholder in a slide, a new slide is inserted after the current slide using the same layout.</p>

## Editing text

<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
<i>Ctrl + -</i>	$\mathbb{H} + -$	Inserts a custom hyphen in text at the cursor position. Also known as a soft hyphen.
<i>Ctrl + Shift + -</i>	$\mathbb{H} + \text{Shift} + -$	Inserts a non-breaking hyphen in text at the cursor position. Also known as a hard hyphen.
<i>Ctrl + Shift + Space</i>	$\mathbb{H} + \text{Shift} + \text{Space}$	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
<i>Shift + Enter</i>	<i>Shift + Enter</i>	Line break without paragraph change.
<i>Left Arrow</i>	<i>Left Arrow</i>	Moves the cursor one character to the left.
<i>Shift + Left Arrow</i>	<i>Shift + Left Arrow</i>	Moves the cursor one character to the left and selects the character.
<i>Ctrl + Left Arrow</i>	<i>Option + Left Arrow</i>	Moves the cursor to the beginning of the previous word.
<i>Ctrl + Shift + Left Arrow</i>	<i>Option + Shift + Left Arrow</i>	Moves the cursor to the left and selects the word on the left.
<i>Right Arrow</i>	<i>Right Arrow</i>	Moves the cursor one character to the right.
<i>Shift + Right Arrow</i>	<i>Shift + Right Arrow</i>	Moves the cursor one character to the right and selects the character.
<i>Ctrl + Right Arrow</i>	<i>Option + Right Arrow</i>	Moves the cursor to the beginning of the next word.
<i>Ctrl + Shift + Right Arrow</i>	<i>Option + Shift + Right Arrow</i>	Moves the cursor to the right and selects the word on the right.
<i>Up Arrow</i>	<i>Up Arrow</i>	Moves the cursor up one line.

<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
<i>Shift + Up Arrow</i>	<i>Shift + Up Arrow</i>	Moves the cursor up one line in the text and selects the lines of text.
<i>Ctrl + Up Arrow</i>	<i>Option + Up Arrow</i>	Moves the cursor to the beginning of the paragraph.
<i>Ctrl + Shift + Up Arrow</i>	<i>Option + Shift + Up Arrow</i>	Moves the cursor to the beginning of the paragraph. Selects the text in the paragraph from the cursor position to the beginning of the paragraph.
<i>Down Arrow</i>	<i>Down Arrow</i>	Moves the cursor down one line.
<i>Shift + Down Arrow</i>	<i>Shift + Down Arrow</i>	Moves the cursor down one line in the text and selects the lines of text.
<i>Ctrl + Down Arrow</i>	<i>⌘ + Down Arrow</i>	Moves the cursor to the end of the paragraph.
<i>Ctrl + Shift + Down Arrow</i>	<i>Opt + Shift + Down Arrow</i>	Moves the cursor to the end of the paragraph. Selects the text in the paragraph from the cursor position to the end of the paragraph.
<i>Home</i>		Moves the cursor to the beginning of the line.
<i>Shift + Home</i>		Moves the cursor to the beginning of the line and selects the text from the cursor position.
<i>Ctrl + Home</i>		Moves the cursor to the beginning of the text block on the slide.
<i>End</i>		Moves the cursor to the end of the line.
<i>Shift + End</i>		Moves the cursor to the end of the line and selects the text from the cursor position.
<i>Ctrl + End</i>		Moves the cursor to the end of the text block on the slide.
<i>Ctrl + Del</i>		Delete the text from the cursor position to the end of the word.
<i>Ctrl + Shift + Del</i>		Delete the text from the cursor position to the end of the sentence.
<i>Ctrl + Backspace</i>	<i>⌘ + Backspace</i>	Delete the text from the cursor position to the beginning of the word.
<i>Ctrl + Shift + Backspace</i>	<i>⌘ + Shift + Backspace</i>	Delete the text from the cursor position to the beginning of the sentence.

## Slide Sorter and Slide Pane

<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
<i>Home</i>	<i>Home</i>	Set the focus to the first slide.
<i>End</i>	<i>End</i>	Set the focus to the last slide.
<i>Left Arrow</i>	<i>Left Arrow</i>	Set the focus to the previous slide.

<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
<i>Right Arrow</i>	<i>Right Arrow</i>	Set the focus to the next slide.
<i>Ctrl + Shift + Down Arrow</i>	<i>Option + Shift + Down Arrow</i>	Move selected slides down one position in <b>Slide Sorter</b> view. With multiple slides selected, the slides are moved together with the last selected slide in the list.
<i>Ctrl + Shift + Up Arrow</i>	<i>Option + Shift + Down Arrow</i>	Move selected slides up one position in <b>Slide Sorter</b> view. With multiple slides selected, the slides are moved together with the first selected slide in the list.
<i>Ctrl + Shift + End</i>	<i>⌘ + Shift + Down Arrow</i>	Move selected slides to end of <b>Slide Sorter</b> list.
<i>Ctrl + Shift + Home</i>	<i>⌘ + Shift + Up Arrow</i>	Move selected slides to start of <b>Slide Sorter</b> list.
<i>Enter</i>	<i>Enter</i>	Change to <b>Normal</b> view with the active slide when in <b>Slide Sorter</b> view. Add a new slide when in Slide Pane.

## Menu keyboard shortcuts

The keyboard shortcuts listed in the following tables are available in each menu category on the Menu bar. The tables give the menu item or sub-item, operating system validity, and the effect or purpose of the shortcut.



### Note

The menus listed below are in the same order as displayed on the Menu bar from left to right.

## File menu

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Open	<i>Ctrl + O</i>	<i>⌘ + O</i>	Opens the Open file browser so you can navigate to a folder and select a document.
Save	<i>Ctrl + S</i>	<i>⌘ + S</i>	Saves the open document.
Save As	<i>Ctrl + Shift + S</i>	<i>⌘ + Shift + S</i>	Opens the Save as file browser to save the open document as a new document.
Print	<i>Ctrl + P</i>	<i>⌘ + P</i>	Opens the Print dialog to select how the document is printed

## Edit Menu

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Undo	<i>Ctrl + Z</i>	<i>⌘ + Z</i>	Undoes the previous editing action.

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Redo	<i>Ctrl + Y</i>	<i>⌘ + Y</i>	Reverses the action of the last <b>Undo</b> command.
Cut	<i>Ctrl + X</i>	<i>⌘ + X</i>	Deletes the selected object and places it on the clipboard.
Copy	<i>Ctrl + C</i>	<i>⌘ + C</i>	Copies the selected object to the clipboard.
Paste	<i>Ctrl + V</i>	<i>⌘ + V</i>	Places the object on the clipboard into the document.
Paste Special > Paste Unformatted Text	<i>Ctrl + Shift + Alt + V</i>	<i>⌘ + Shift + Option + V</i>	Paste copied text at the cursor position without any formatting.
Paste Special > Paste Special	<i>Ctrl + Shift + V</i>	<i>⌘ + Shift + V</i>	Pastes the contents of the clipboard at the cursor position in a format that is specified using the Paste Special dialog.
Select All	<i>Ctrl + A</i>	<i>⌘ + A</i>	Selects all objects on a slide.
Points	<i>F8</i>	<i>F8</i>	Opens the Edit Points toolbar if there is an object on the slide that uses editable points, for example a freeform line.
Edit Mode	<i>Ctrl + Shift + M</i>	<i>⌘ + Shift + M</i>	Switches on or off the Impress edit mode. When switched off, a slide show is displayed in read only mode.

## View menu

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Rulers	<i>Ctrl + Shift + R</i>	<i>⌘ + Shift + R</i>	Switches the rulers off and on in the Workspace.
Sidebar	<i>Ctrl + F5</i>	<i>⌘ + F5</i>	Opens or closes the Sidebar.
Styles	<i>F11</i>	<i>⌘ + T</i>	Opens or closes the <b>Styles</b> deck on the Sidebar.
Navigator	<i>Ctrl + Shift+F5</i>	<i>⌘ + Shift + F5</i>	Opens the <b>Navigator</b> .

## Insert menu

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Text Box	<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
Hyperlink	<i>Ctrl + K</i>	<i>⌘ + K</i>	Opens the Hyperlink dialog.
Comment	<i>Ctrl + Alt + C</i>	<i>⌘ + Option + C</i>	Inserts a new comment box onto the selected slide.

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Formatting Mark > Insert non-breaking space	<i>Ctrl + Shift + Space</i>	<i>⌘ + Shift + Space</i>	Inserts a non-breaking space at the cursor position.
Formatting Mark > Insert Narrow No-break Space	<i>Ctrl + Shift+F5</i>	<i>⌘ + Shift + F5</i>	Inserts a no-breaking space at the cursor position.
Formatting Mark > No-width Optional Break	<i>Ctrl + /</i>	<i>⌘ + /</i>	Inserts a no-width no optional break at the cursor position.

## Format menu

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Text > Bold	<i>Ctrl + B</i>	<i>⌘ + B</i>	Applies <b>Bold</b> format to selected text.
Text > Italic	<i>Ctrl + I</i>	<i>⌘ + I</i>	Applies <i>Italic</i> format to selected text.
Text > Superscript	<i>Ctrl + Shift + P</i>	<i>⌘ + Option + C</i>	Applies superscript format to selected text.
Text > Subscript	<i>Ctrl + Shift + B</i>	<i>⌘ + Shift + B</i>	Applies subscript format to selected text.
Text > Increase Size	<i>Ctrl + ]</i>	<i>⌘ + ]</i>	Increases the point size of selected text.
Text > Decrease Size	<i>Ctrl + [</i>	<i>⌘ + [</i>	Decreases the point size of selected text.
Spacing > Line Spacing 1	<i>Ctrl + 1</i>	<i>⌘ + 1</i>	Sets the line spacing in a paragraph to a single line.
Spacing Line Spacing 5	<i>Ctrl + 5</i>	<i>⌘ + 5</i>	Sets the line spacing in a paragraph to one and half lines.
Spacing > Line Spacing 2	<i>Ctrl + 2</i>	<i>⌘ + 2</i>	Sets the line spacing in a paragraph to two lines.
Align > Left	<i>Ctrl + L</i>	<i>⌘ + L</i>	Sets the paragraph alignment to left aligned.
Align > Center	<i>Ctrl + E</i>	<i>⌘ + E</i>	Sets the paragraph alignment to center aligned.
Align > Right	<i>Ctrl + R</i>	<i>⌘ + R</i>	Sets the paragraph alignment to right aligned.
Align > Justified	<i>Ctrl + J</i>	<i>⌘ + J</i>	Sets the paragraph alignment to justified.

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Lists > Demote	<i>Shift + Alt + Right Arrow</i>		Demotes a point to the next level when <b>Outline</b> view.
Lists > Promote	<i>Shift + Alt + Left Arrow</i>		Promotes a point to the next level when in <b>Outline</b> view.
Lists > Move Down	<i>Shift + Alt + Down Arrow</i>	<i>Shift + Option + Down Arrow</i>	Moves a point down the order when in <b>Outline</b> view.
Lists > Move Up	<i>Shift + Alt + Up Arrow</i>	<i>Shift + Option + Up Arrow</i>	Moves a point up the order when in <b>Outline</b> view.
Styles > Manage Styles	<i>F11</i>	<i>⌘ + T</i>	Opens or closes the Styles deck on the Sidebar.
Object and Shape > Position and Size	<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Arrange > Bring to Front	<i>Ctrl + Shift + +</i>	<i>⌘ + Shift + +</i>	Moves a selected object to the front of other objects.
Arrange > Bring Forward	<i>Ctrl + +</i>	<i>⌘ + +</i>	Moves a selected object in front of the forward object.
Arrange > Send Backward	<i>Ctrl + -</i>	<i>⌘ + -</i>	Moves a selected object behind the backward object.
Arrange > Send to Back	<i>Ctrl + Shift + -</i>	<i>⌘ + Shift + -</i>	Moves a selected object to the back of other objects.
Group > Group	<i>Ctrl + Shift + G</i>	<i>⌘ + Shift + G</i>	Group selected objects.
Group > Ungroup	<i>Ctrl + Alt + Shift + G</i>	<i>⌘ + Option + Shift + G</i>	Ungroup selected group.
Group > Enter Group	<i>F3</i>	<i>F3</i>	Enter and edit a group of objects.
Group > Exit Group	<i>Ctrl + F3</i>	<i>⌘ + F3</i>	Exit a group of objects.

## Slide menu

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
New Slide	<i>Ctrl + M</i>	<i>Ctrl + M</i>	Inserts a new slide into the slide show.
Jump to Last Edited Slide	<i>Alt + Shift + F5</i>	<i>Option + Shift + F5</i>	Opens the last slide edited in the document.
Move > Slide to Start	<i>Ctrl + Shift + Home</i>		Moves the selected slide to the beginning of the slide show.
Move > Slide Up	<i>Ctrl + Shift + Up</i>	<i>⌘ + Shift + Up Arrow</i>	Moves the selected slide above the previous slide. No function on the first slide.

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Move > Slide Down	<i>Ctrl + Shift + Down</i>	<i>⌘ + Shift + Down Arrow</i>	Moves the selected slide below the next slide. No function on the last slide.
Move > Slide to End	<i>Ctrl + Shift + End</i>		Moves the selected slide to the end of the slide show.
Navigate > To Previous Slide	<i>Page Up</i>		Switch to the previous slide. No function on the first slide.
Navigate > To Next Slide	<i>Page Down</i>		Switch to the next slide. No function on the last slide.

## Slide Show menu

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show from the first slide.
Start from Current Slide	<i>Shift + F5</i>	<i>Shift + F5</i>	Starts a slide show at the slide where the slide show was previously stopped at.

## Tools menu

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Spelling	<i>F7</i>	<i>F7</i>	Start spelling checker.
Automatic Spell Checking	<i>Shift + F7</i>	<i>Shift + F7</i>	Switches on or off the automatic spell checking.
Thesaurus	<i>Ctrl + F7</i>	<i>⌘ + F7</i>	Opens the Thesaurus dialog for the language being used. Impress has to be in text editing mode to access the thesaurus.
Extension Manager	<i>Ctrl + Alt + E</i>	<i>⌘ + Alt + E</i>	Opens the Extension Manager dialog.
Options	<i>Alt + F12</i>		Opens the Options LibreOffice dialog.

## Windows menu

<b>Menu item or sub-item</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Closes Window	<i>Ctrl + W</i>	<i>⌘ + W</i>	Closes the active window. If there is only one window, LibreOffice Impress closes.



## Help menu

<i>Menu item or sub-item</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
LibreOffice Help	<i>F1</i>	<i>F1</i>	Opens the browser application at the LibreOffice Help pages.

## Toolbar keyboard shortcuts

Impress provides several toolbars to help in creating slides and slide shows. Some of the tools on these Impress toolbars can be activated using a keyboard shortcut.



### Note

The toolbars are listed in the same order that is displayed in the context menu that opens when clicking on **View > Toolbars** on the Menu bar.

## Drawing

<i>Tool name</i>	<i>Windows Linux macOS</i>	<i>Effect</i>
Insert Text Box	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
Position and Size	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Points	<i>F8</i>	Opens the Edit Points toolbar if there is an object on the slide that uses editable points, for example a freeform line.
Context Menu	<i>Shift+F10</i>	Opens the context menu for the selected object.

## Form Design

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Position and Size	<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Bring to Front	<i>Ctrl + Shift + +</i>	<i>⌘ + Shift + +</i>	Moves a selected object to the front of other objects.
Send to Back	<i>Ctrl + Shift + -</i>	<i>⌘ + Shift + -</i>	Moves a selected object to the back of other objects.
Group	<i>Ctrl + Shift + G</i>	<i>⌘ + Shift + G</i>	Group selected objects.
Ungroup	<i>Ctrl + Alt + Shift + G</i>	<i>⌘ + Option + Shift + G</i>	Ungroup selected group.
Enter Group	<i>F3</i>	<i>F3</i>	Enter and edit a group of objects.
Exit Group	<i>Ctrl + F3</i>	<i>⌘ + F3</i>	Exit a group of objects.

## Image

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Bring to Front	<i>Ctrl + Shift + +</i>	<i>⌘ + Shift + +</i>	Moves a selected object to the front of other objects.
Bring Forward	<i>Ctrl + +</i>	<i>⌘ + +</i>	Moves a selected object in front of the forward object.
Send Backward	<i>Ctrl + -</i>	<i>⌘ + -</i>	Moves a selected object behind the backward object.
Send to Back	<i>Ctrl + Shift + -</i>	<i>⌘ + Shift + -</i>	Moves a selected object to the back of other objects.

## Line and Filling

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Position and Size	<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Bring to Front	<i>Ctrl + Shift + +</i>	<i>⌘ + Shift + +</i>	Moves a selected object to the front of other objects.
Bring Forward	<i>Ctrl + +</i>	<i>⌘ + +</i>	Moves a selected object in front of the forward object.
Send Backward	<i>Ctrl + -</i>	<i>⌘ + -</i>	Moves a selected object behind the backward object.
Send to Back	<i>Ctrl + Shift + -</i>	<i>⌘ + Shift + -</i>	Moves a selected object to the back of other objects.
Show the Styles Sidebar	<i>F11</i>	<i>⌘ + T</i>	Opens the Styles deck on the Sidebar.

## Outline

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Demote	<i>Shift + Alt + Right Arrow</i>		Demotes a point to the next level when <b>Outline</b> view.
Promote	<i>Shift + Alt + Left Arrow</i>		Promotes a point to the next level when in <b>Outline</b> view.
Move Down	<i>Shift + Alt + Down Arrow</i>	<i>Shift + Option + Down Arrow</i>	Moves a point down the order when in <b>Outline</b> view.
Move Up	<i>Shift + Alt + Up Arrow</i>	<i>Shift + Option + Up Arrow</i>	Moves a point up the order when in <b>Outline</b> view.

## Slide Sorter

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show from the first slide

## Standard

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
New	<i>Ctrl + N</i>	<i>⌘ + N</i>	Opens a new presentation document.
Templates	<i>Ctrl + Shift + N</i>	<i>⌘ + Shift + N</i>	Opens the Templates dialog to create a new document using a template.
Open	<i>Ctrl + O</i>	<i>⌘ + O</i>	Opens the Open file browser so you can navigate to a folder and select a document.
Save	<i>Ctrl + S</i>	<i>⌘ + S</i>	Saves the open document.
Save As	<i>Ctrl + Shift + S</i>	<i>⌘ + Shift + S</i>	Opens the Save as file browser so you can save the open document as a new document.
Edit Mode	<i>Ctrl + Shift + M</i>	<i>⌘ + Shift + M</i>	Switches on edit mode when a document is in read only mode.
Print	<i>Ctrl + P</i>	<i>⌘ + P</i>	Opens the Print dialog to select how the document is printed.
Cut	<i>Ctrl + X</i>	<i>⌘ + X</i>	Deletes the selected object and places it on the clipboard.
Copy	<i>Ctrl + C</i>	<i>⌘ + C</i>	Copies the selected object to the clipboard.
Paste	<i>Ctrl + V</i>	<i>⌘ + V</i>	Places the object on the clipboard into the document.
Clear Direct Formatting	<i>Ctrl + Shift + M</i>	<i>⌘ + Shift + M</i>	Removes direct formatting that has been applied without using styles.
Undo	<i>Ctrl + Z</i>	<i>⌘ + Z</i>	Undoes the previous editing action.
Redo	<i>Ctrl + Y</i>	<i>⌘ + Y</i>	Reverses the action of the last <b>Undo</b> command.
Find and Replace	<i>Ctrl + H</i>	<i>⌘ + Option + F</i>	Opens the Find and Replace dialog.
Spelling	<i>F7</i>	<i>F7</i>	Starts the spelling checker.
Toggle Automatic Spell	<i>Shift + F7</i>	<i>Shift + F7</i>	Switches on or off the automatic spell checking.
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show.

<i><b>Tool name</b></i>	<i><b>Windows Linux</b></i>	<i><b>macOS</b></i>	<i><b>Effect</b></i>
Start from Current Slide	<i>Shift + F5</i>	<i>Shift + F5</i>	Starts a slide show at the slide where the slide show was previously stopped at.
Insert Text Box	<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
Insert Hyperlink	<i>Ctrl + K</i>	<i>⌘ + K</i>	Opens the Hyperlink dialog.

## Standard (Single Mode)

<i><b>Tool name</b></i>	<i><b>Windows Linux</b></i>	<i><b>macOS</b></i>	<i><b>Effect</b></i>
New	<i>Ctrl + N</i>	<i>⌘ + N</i>	Opens a new presentation document.
Open	<i>Ctrl + O</i>	<i>⌘ + O</i>	Opens the <b>Open</b> file browser for navigation to a folder and select a document.
Save	<i>Ctrl + S</i>	<i>⌘ + S</i>	Saves the open document.
Print	<i>Ctrl + P</i>	<i>⌘ + P</i>	Opens the Print dialog to select how the document is printed
Undo	<i>Ctrl + Z</i>	<i>⌘ + Z</i>	Undoes the previous editing action.
Redo	<i>Ctrl + Y</i>	<i>⌘ + Y</i>	Reverses the action of the last <b>Undo</b> command.
Insert Text Box	<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
Position and Size	<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Group	<i>Ctrl + Shift + G</i>	<i>⌘ + Shift + G</i>	Group selected objects.
Ungroup	<i>Ctrl + Alt + Shift + G</i>	<i>⌘ + Option + Shift + G</i>	Ungroup selected group.
Enter Group	<i>F3</i>	<i>F3</i>	Enter and edit a group of objects.
Exit Group	<i>Ctrl + F3</i>	<i>⌘ + F3</i>	Exit a group of objects.
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show from the first slide.
Start from Current Slide	<i>Shift + F5</i>	<i>Shift + F5</i>	Starts a slide show at the slide where the slide show was previously stopped at.

## Standard (Viewing Mode)

<i><b>Tool name</b></i>	<i><b>Windows Linux</b></i>	<i><b>macOS</b></i>	<i><b>Effect</b></i>
Save As	<i>Ctrl + Shift + S</i>	<i>⌘ + Shift + S</i>	Opens the Save as file browser to save the open document as a new document.

<b>Tool name</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Edit Mode	<i>Ctrl + Shift + M</i>	<i>⌘ + Shift + M</i>	Switches on edit mode when a document is in read only mode.
Print	<i>Ctrl + P</i>	<i>⌘ + P</i>	Opens the Print dialog to select how the document is printed.
Copy	<i>Ctrl + C</i>	<i>⌘ + C</i>	Copies the selected object to the clipboard.
Find and Replace	<i>Ctrl + H</i>	<i>⌘ + Option + F</i>	Opens the Find and Replace dialog.
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show from the first slide.

## Text

<b>Tool name</b>	<b>Windows Linux</b>	<b>macOS</b>	<b>Effect</b>
Insert Text Box	<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.



## Impress Guide 7.2

# *Appendix B*

## *Toolbars*

## Introduction

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In Impress there are several toolbars available to help in creating a presentation. Each toolbar has a default set of tools and the option to add additional tools to a toolbar.



### Note

The icons displayed in the Impress toolbars may differ from what is displayed on a screen. Toolbar icons depend on the computer system being used and how a LibreOffice has been setup. For more information on customizing LibreOffice and the toolbars, see the *Getting Started Guide*.

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## Using toolbars

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### Displaying toolbars

To display and make a toolbar active go to **View > Toolbars** on the Menu bar. A submenu opens with an alphabetical list of toolbars available for creating presentations in LibreOffice Impress. Click on a toolbar name to make it active. Depending on the computer setup and operating system, active toolbars are indicated by a check mark or highlighting next to the name.

#### Impress toolbars available

- |                              |                             |
|------------------------------|-----------------------------|
| 1) 3D-Objects                | 18) Line and Filling        |
| 2) 3D-Settings               | 19) Master View             |
| 3) Align Objects             | 20) Media Playback          |
| 4) Comments                  | 21) Options                 |
| 5) Distribute Selection      | 22) Outline                 |
| 6) Drawing                   | 23) Presentation            |
| 7) Edit Points               | 24) Slide Sorter            |
| 8) Find                      | 25) Slide View              |
| 9) Fontwork                  | 26) Standard                |
| 10) Form Controls            | 27) Standard (Single Mode)  |
| 11) Form Design              | 28) Standard (Viewing Mode) |
| 12) Form Navigation          | 29) Table                   |
| 13) Gluepoints               | 30) Text                    |
| 14) Image                    | 31) Text Formatting         |
| 15) Insert                   | 32) Transformations         |
| 16) Legacy Circles and Ovals | 33) TSCP Classification     |
| 17) Legacy Rectangles        | 34) Zoom                    |



### Note

Some toolbars, although selected in **View > Toolbars** on the Menu bar, will not display until an object of the correct type is selected in the presentation. For example, the Image toolbar only displays when an image is selected.

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### Closing toolbars

To close a toolbar, use one of the following methods:

- Go to **View > Toolbars** on the Menu bar and deselect the toolbar.
- Right-click on an icon on a toolbar and select **Close Toolbar** from the context menu.
- Click on the **X** in the right corner of the title bar of a floating toolbar.



Figure 331: Toolbar handles

## Moving toolbars

### Docked toolbars

By default, some toolbars are docked into position in the Impress main window. For example, the Standard toolbar is docked at the top of the main window. Docked toolbars can be undocked and moved to a new docked position on the main window or left as a floating toolbar.

- 1) Move the mouse cursor over the small vertical handle at the left end of the toolbar, as shown in Figure 331. The cursor changes to the moving cursor used for the computer system and setup.
- 2) Click and hold down the mouse button and drag the toolbar to a new location. This can be a new docked position or a floating toolbar. A hashed border appears around the toolbar indicating the toolbar position as it is dragged.
- 3) Release the mouse button when the required position is reached.

### ✓ Note

If the small vertical bar is not visible at the left end of a docked toolbar, then the toolbar is locked into position. A docked toolbar must be unlocked before it can be moved to a new position in the Impress main window.

### Floating toolbars

To move a floating toolbar, click on its title bar and drag it to a new floating location. Release the mouse button when the toolbar is in the required position. A floating toolbar does not have to be positioned on the Impress main window for it to function.

### Floating sub-toolbars

Some tools on a toolbar have a small triangle ▼ to the right of the tool indicating that more tools are available on a sub-toolbar, for example **Basic Shapes** on the Drawing toolbar. Sub-toolbars can be turned into floating toolbars and moved into a new position as follows:

- 1) Move the mouse cursor over the horizontal handle at the top of the toolbar, as shown in Figure 332. The cursor changes to the moving cursor used for the computer system and setup.

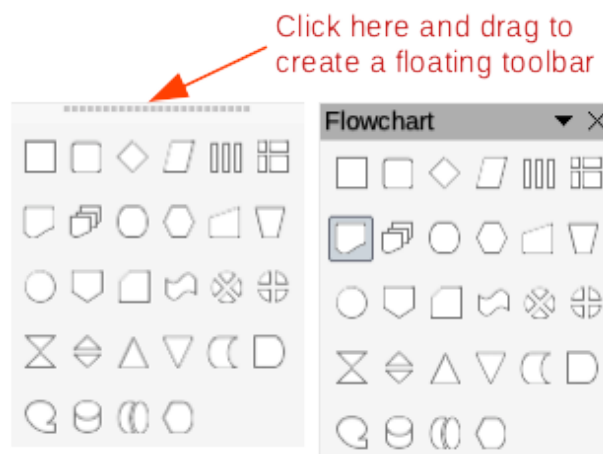


Figure 332: Creating floating sub-toolbar



- 2) Click and hold down the mouse button and drag the toolbar to a new location to create a floating sub-toolbar.
- 3) Release the mouse button when the required position is reached.
- 4) To close the floating sub-toolbar, right-click on the small triangle ▼ in the sub-toolbar title bar and select **Close Toolbar** from the context menu.

## Docking toolbars

To dock a floating toolbar, use one of the following methods:

- Click on the title bar and drag it to the top, bottom, left side, or right side of the main window. When the toolbar reaches a docking position, a hashed border appears at the docked position. Release the mouse button and the toolbar is docked.
- Right-click on the toolbar and select **Dock Toolbar** from the context menu. The toolbar moves into a docked position. If the position is not suitable, move the toolbar to a new docked position.
- To dock all floating toolbars that are active, right-click on the toolbar and select **Dock All Toolbars** from the context menu.

## Locking toolbars

### Docked toolbars

When a toolbar has been docked into position on the Impress main window, the toolbar can also be locked into position preventing the toolbar from becoming a floating toolbar.

- To lock a toolbar into a docked position, right-click in a blank area on the toolbar and select **Lock Toolbar Position** in the context menu. A check mark appears against this option indicating the toolbar is now locked.
- To unlock a toolbar, right-click in a blank area on the toolbar and click on **Lock Toolbar Position** in the context menu. The check mark next to this option disappears indicating the toolbar is now unlocked. A small vertical or horizontal bar appears at the left end or top of the toolbar indicating that the toolbar is unlocked. This bar is also used to move the toolbar.



### Note

Some toolbars cannot be docked or locked into position. This is indicated by the options **Dock Toolbar** and/or **Lock Toolbar Position** being grayed out, making the options unavailable.

### Locking sub-toolbars

To prevent sub-toolbars from becoming floating sub-toolbars, sub-toolbars have to be locked as follows:

- 1) Save any presentation that is open in Impress.
- 2) Go to **View > Toolbars** on the Menu bar and select **Lock Toolbars** from the context menu.
- 3) Select **Restart Now** in the Restart LibreOffice dialog that opens to activate the **Lock Toolbars** option.
- 4) To unlock sub-toolbars so they can become floating sub-toolbars, repeat Steps 1 thru 3. The **Lock Toolbars** option is an on/off switch.

## Note

Using **Lock Toolbars** option affects all sub-toolbars available in LibreOffice modules.

---

## Editing toolbars

When LibreOffice is installed on a computer, a default set of toolbars suitable for each LibreOffice module are also installed. Each toolbar also has a default set of tools to provide the necessary tools for creating LibreOffice documents.

### Adding tools

- 1) Right-click in a blank area on a toolbar, or click on the small triangle ▼ on the right of the toolbar title bar.
- 2) Select **Visible Buttons** from the context menu to display a list of available tools.
- 3) Click on the tool required and the tool appears in the toolbar. The list of available tools closes automatically. If there is a highlight or check mark next to the tool, then that tool is already installed on the toolbar.

## Note

When adding tools using **Visible Buttons**, the tool is added to the toolbar at the same position as the tool appears in the **Visible Buttons** list. That is, the top tool appears at the left end of the toolbar and the bottom tool appears at the right end of the toolbar. Tool positions cannot be changed using **Visible Buttons**.

---

### Deleting tools

- 1) Right-click in a blank area on a toolbar, or click on the small triangle ▼ on the right of the toolbar title bar.
- 2) Select **Visible Buttons** from the context menu to display a list of available tools.
- 3) Click on the tool no longer required and the tool is removed from the toolbar. The highlight or check mark next to the tool is also removed. The list of available tools closes automatically.

### Customizing toolbars

Extra tools and commands that are not available in **Visible Buttons** can be added to a toolbar using customization. Customization also allows the creation of new toolbars if a specific set of tools are required for a specific task. For information on customizing toolbars, see the *Getting Started Guide*.

## Toolbars

---

## Note

The available tools listed for each toolbar below are all available for installation on a toolbar when **Visible Buttons** is opened in the context menu for each toolbar. The tools already installed on a toolbar are indicated in **Visible Buttons** either by the tool icon being highlighted or by a check mark. This install indication depends on computer setup and computer operating system being used.

---

## Note

On some toolbars, the icons have a small triangle ▼ to the right of an icon. Click on this triangle to open further options that are available for use.

---

## ✓ Note

Some of the tools in the toolbars also have the option of using a keyboard shortcut instead of clicking on the tool. For a full list of keyboard shortcuts that are available in Impress, see Appendix A, Keyboard Shortcuts.

## 3D-Objects

The 3D-Objects toolbar (Figure 333) provides tools to create 3D objects in a slide. It is activated by going to **View > Toolbars > 3D-Objects** on the Menu bar. Alternatively, click on the small triangle ▼ next to the **3D-Objects** icon displayed on the Drawing toolbar to open a submenu giving access to the available 3D objects.

### Available tools from left to right

- |             |                |
|-------------|----------------|
| 1) Cube     | 5) Pyramid     |
| 2) Sphere   | 6) Torus       |
| 3) Cylinder | 7) Shell       |
| 4) Cone     | 8) Half Sphere |



Figure 333: 3D-Objects toolbar

## 3D-Settings

The 3D-Settings toolbar (Figure 334) and its tools only become active when an object has been converted to 3D using the tool **Toggle Extrusion** and the converted object is selected.

### Available tools from left to right

- |                     |              |
|---------------------|--------------|
| 1) Toggle Extrusion | 6) Depth     |
| 2) Tilt Down        | 7) Direction |
| 3) Tilt Up          | 8) Lighting  |
| 4) Tilt Left        | 9) Surface   |
| 5) Tilt Right       | 10) 3D Color |

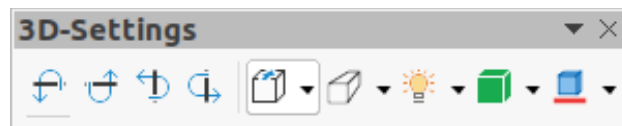


Figure 334: 3D-Settings toolbar

The following tools on the 3D-Settings toolbar have a small triangle ▼ on the right of the icon. Click on this triangle to open a drop-down menu giving access to various options as follows:

- **Depth** – 3D extrusion depth – *0cm; 1cm; 2.5cm; 5cm; 10cm; Infinity; Custom*. The measurement unit depends on the ruler settings in **Tools > Options > LibreOffice Impress > General**.
- **Direction** – 3D extrusion direction and type – *Parallel; Perspective*.
- **Lighting** – lighting direction and lighting level of 3D extrusion – *Bright; Normal; Dim*.
- **Surface** – surface type of 3D extrusion – *Wire Frame; Matt; Plastic; Metal*.
- **3D Color** – color of 3D extrusion. Select a color from one of the available color palettes.

## Align Objects

The Align Objects toolbar (Figure 335) provides tools for aligning several objects in a slide to improve the visual impact of objects on a slide.

#### Available tools from left to right

- |             |           |
|-------------|-----------|
| 1) Left     | 4) Top    |
| 2) Centered | 5) Center |
| 3) Right    | 6) Bottom |



Figure 335: Align Objects toolbar

## Comments

The Comments toolbar (Figure 336) provides tools for adding, deletion, and navigation of comments in a presentation. To use comments, it is recommended to add the name and initials of all users in **Tools > Options > LibreOffice > User Data** so that comments can be easily identified.

#### Available tools from left to right

- |  |                        |
|--|------------------------|
| 1) Comment ( <i>Ctrl+Alt+C</i> )             | 4) Delete Comment      |
| 2) Previous Comment ( <i>Ctrl+Alt+PgUp</i> ) | 5) Delete All Comments |
| 3) Next Comment ( <i>Ctrl+Alt+PgDown</i> )   |                        |

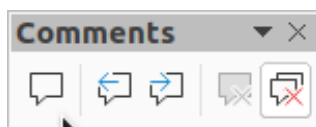


Figure 336: Comments toolbar

## Distribute Selection

The Distribute Selection toolbar (Figure 337) provides tools to distribute three or more selected objects evenly along the horizontal axis or vertical axis. Also, the spacing between objects can be evenly distributed.

#### Available tools from left to right

- |                         |                       |
|-------------------------|-----------------------|
| 1) Horizontally Left    | 5) Vertically Top     |
| 2) Horizontally Center  | 6) Vertically Center  |
| 3) Horizontally Spacing | 7) Vertically Spacing |
| 4) Horizontally Right   | 8) Vertically Bottom  |

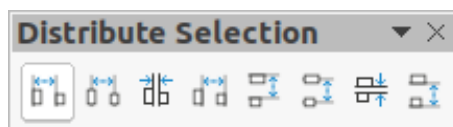


Figure 337: Distribute Selection toolbar

## Drawing

The Drawing toolbar (Figure 338) provides the tools used to create graphic objects on slides in a presentation.

#### Available tools from left to right

- |                           |                    |
|---------------------------|--------------------|
| 1) Select                 | 6) Insert Fontwork |
| 2) Zoom & Pan             | 7) Line Color      |
| 3) Zoom                   | 8) Fill Color      |
| 4) Text Box ( <i>F2</i> ) | 9) Line            |
| 5) Vertical Text          | 10) Rectangle      |

- |  |  |
|--|--|
| 11) Ellipse  | 26) Align Objects  |
| 12) Line Ends with Arrow                               | 27) Arrange  |
| 13) Lines and Arrows                                   | 28) Select at least three objects to distribute<br>(Distribution in visible Buttons) |
| 14) Curves and Polygons                                | 29) Shadow   |
| 15) Connectors   | 30) Crop Image (Crop in Visible Buttons)   |
| 16) Basic Shapes                                       | 31) Filter   |
| 17) Symbol Shapes                                      | 32) Points <i>F8</i> (Edit Points ( <i>F8</i> ) in Visible Buttons)                  |
| 18) Block Arrows (Arrow Shapes in Visible Buttons))    | 33) Show Glue Points Function (Glue Points in Visible Buttons)                       |
| 19) Flowchart (Flowchart Shapes in Visible Buttons)    | 34) To Curve   |
| 20) Callouts (Callout Shapes in Visible Buttons)       | 35) To Polygon   |
| 21) Stars and Banners (Star Shapes in Visible Buttons) | 36) To 3D  |
| 22) 3D Objects   | 37) T0 3D Rotation Object  |
| 23) Position and Size ( <i>F4</i> )                    | 38) Toggle Extrusion   |
| 24) Rotate   | 39) Insert   |
| 25) Flip   | 40) Controls   |

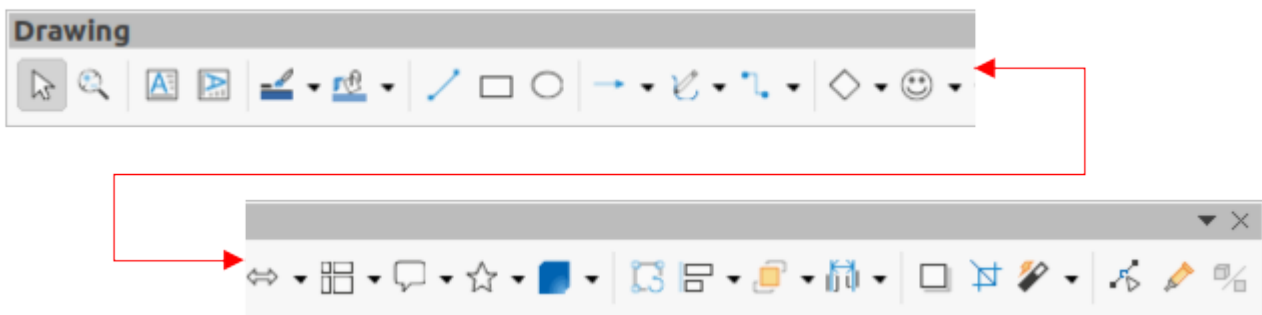


Figure 338: Drawing toolbar

Some tool shapes on the Drawing toolbar change depending on the last tool that was previously selected and used.

- Click on the small triangle ▼ to the right of a tool to open a sub-toolbar. Select the required shape to add to a drawing.
- To create a sub-toolbar, click and drag at the top of the pop-up toolbar to an empty area on the main window. The sub-toolbars for each object type and the various shapes available are shown Figures 339 to 348.



Figure 339: Lines and Arrows sub-toolbar

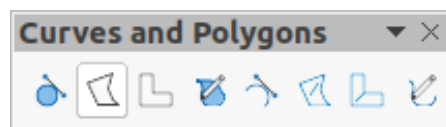


Figure 340: Curves and Polygons sub-toolbar



Figure 341: Connectors sub-toolbar

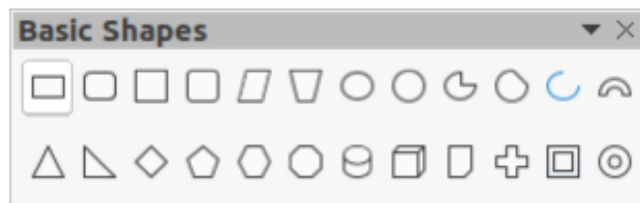


Figure 342: Basic Shapes sub-toolbar



Figure 343: Symbol Shapes sub-toolbar



Figure 344: Block Arrows sub-toolbar

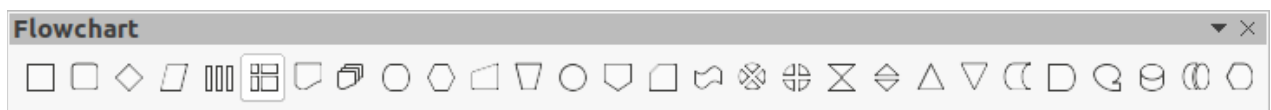


Figure 345: Flowchart sub-toolbar



Figure 346: Callouts sub-toolbar



Figure 347: Stars and Banners sub-toolbar



Figure 348: 3D-Objects sub-toolbar

## Edit Points

The Edit Points toolbar (Figure 349) provides tools for editing the points of a curve or an object that has been converted to a curve. The toolbar only becomes active when an object is selected and one of the following methods is used to open the toolbar:

- Click on **Edit Points** on the Drawing or Standard toolbar.
- Use the keyboard shortcut **F8**.

### Available tools from left to right

- |                     |                          |
|---------------------|--------------------------|
| 1) Edit Points (F8) | 7) Split Curve           |
| 2) Move Points      | 8) Corner Point          |
| 3) Insert Points    | 9) Smooth Transition     |
| 4) Delete Points    | 10) Symmetric Transition |
| 5) Convert to Curve | 11) Eliminate Points     |
| 6) Close Bezier     |                          |



Figure 349: Edit Points toolbar

## Find

The Find toolbar (Figure 350) opens by default in the bottom left corner of the Impress main window. This toolbar is normally docked at the bottom left of the Impress main window above the Status bar. However, it can be undocked and made into a floating toolbar.

### Available tools from left to right

- |                   |                                       |
|-------------------|---------------------------------------|
| 1) Close Find Bar | 5) Find All                           |
| 2) Find Text      | 6) Match Case                         |
| 3) Find Previous  | 7) Find and Replace ( <i>Ctrl+H</i> ) |
| 4) Find Next      |                                       |



Figure 350: Find toolbar

## Fontwork

The Fontwork toolbar (Figure 351) is used to create graphical text objects in a drawing and provide the tools for editing the graphical text object. This toolbar only becomes active when a Fontwork graphical text object in the presentation has been selected.

### Available tools from left to right

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1) Insert Fontwork Text         | 4) Fontwork Alignment         |
| 2) Fontwork Shape               | 5) Fontwork Character Spacing |
| 3) Fontwork Same Letter Heights | 6) Toggle Extrusion           |

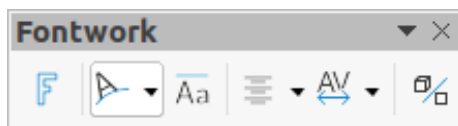


Figure 351: Fontwork toolbar

Some tools on the Fontwork toolbar have a small triangle ▼ to the right of the tool. Click on the triangle to open a pop-up toolbar or drop-down option list.

- **Fontwork Shape** – select the required shape for the Fontwork graphical text object from the options available.
- **Fontwork Alignment** – select the paragraph alignment from the options available.
- **Fontwork Character Spacing** – select the required character spacing from the options available.

## Form Controls

The Form Controls toolbar (Figure 352) provides the tools required to create an interactive form. This allows controls to be added to a form in a text, drawing, spreadsheet, presentation, or HTML document (for example a button that opens another presentation or slide).

### Available tools from left to right

- |                                |                       |
|--------------------------------|-----------------------|
| 1) Select                      | 4) Form Design        |
| 2) Design Mode                 | 5) Control Properties |
| 3) Toggle Form Control Wizards | 6) Form Properties    |

- |                     |                    |
|---------------------|--------------------|
| 7) Label            | 18) Group Box      |
| 8) Text Box         | 19) Time Field     |
| 9) Check Box        | 20) Currency Field |
| 10) Option Button   | 21) Pattern Field  |
| 11) List Box        | 22) Table Control  |
| 12) Combo Box       | 23) Navigation Bar |
| 13) Push Button     | 24) Image Control  |
| 14) Image Button    | 25) File Selection |
| 15) Formatted Field | 26) Spin Button    |
| 16) Date Field      | 27) Scrollbar      |
| 17) Numerical Field |                    |

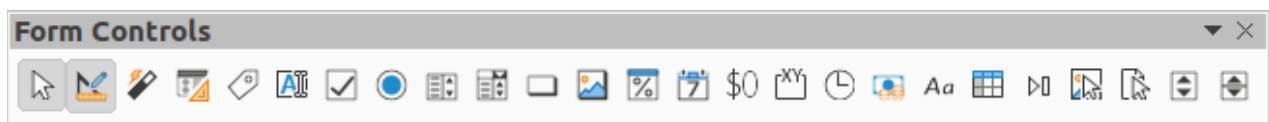


Figure 352: Form Controls toolbar

## Form Design

The Form Design toolbar (Figure 353) opens a form in **Design Mode** so that it can be edited. Controls of the form cannot be activated or its contents edited when in **Design Mode**. However, the position and size of the controls can be changed, other properties edited, and added or deleted controls in **Design Mode**.

### Available tools from left to right

- |   |   |
|---|---|
| 1) Select                                 | 11) Group ( <i>Ctrl+Shift+G</i> )       |
| 2) Control Properties                     | 12) Ungroup ( <i>Ctrl+Alt+Shift+G</i> ) |
| 3) Form Properties                        | 13) Enter Group ( <i>F3</i> )           |
| 4) Position and Size ( <i>F4</i> )        | 14) Exit Group ( <i>Ctrl+F3</i> )       |
| 5) Form Navigator                         | 15) Align Objects                       |
| 6) Activation Order                       | 16) Open in Design Mode                 |
| 7) Add Field                              | 17) Display Grid                        |
| 8) Automatic Control Focus                | 18) Snap to Grid                        |
| 9) Bring to Front ( <i>Ctrl+Shift++</i> ) | 19) Helplines While Moving              |
| 10) Send to Back ( <i>Ctrl+Shift+-</i> )  |   |

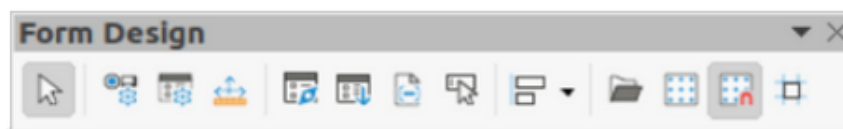


Figure 353: Form Design toolbar

## Form Navigation

The Form Navigation toolbar (Figure 354) provides tools to edit a database table or control the data view. The toolbar is normally displayed at the bottom of a document that contains fields that are linked to a database. This toolbar is only active when forms are connected to a database; an inactive toolbar is shown in Figure 354.

The Form Navigation toolbar also allows movement within records as well as inserting and deleting records. If data is saved in a form, the changes are transferred to the database. This toolbar also provides tools providing sort, filter, and search functions for data records.

### Available tools from left to right

- |                         |                    |
|-------------------------|--------------------|
| 1) Find Record          | 6) First Record    |
| 2) Record               | 7) Previous Record |
| 3) Absolute Record      | 8) Next Record     |
| 4) Text -> Record       | 9) Last Record     |
| 5) Total No. of Records | 10) New Record     |



- |                      |                          |
|----------------------|--------------------------|
| 11) Save Record      | 18) Sort Descending      |
| 12) Undo: Data entry | 19) AutoFilter           |
| 13) Delete Record    | 20) Apply Filter         |
| 14) Refresh          | 21) Form-Based Filters   |
| 15) Refresh Control  | 22) Reset Filter/Sort    |
| 16) Sort             | 23) Data source as Table |
| 17) Sort Ascending   |                          |



Figure 354: Form Navigation toolbar

## Glue Points

The Glue Points toolbar (Figure 355) provides tools to insert a glue point or modify the properties of a glue point. A glue point is a point where a connector is attached to an object. By default, LibreOffice automatically places a glue point at the center of each side of the bounding rectangle for every object created.

### Available tools from left to right

- |                          |                                 |
|--------------------------|---------------------------------|
| 1) Insert Glue Point     | 7) Glue Point Horizontal Left   |
| 2) Exit Direction Left   | 8) Glue Point Horizontal Center |
| 3) Exit Direction Top    | 9) Glue Point Horizontal Right  |
| 4) Exit Direction Right  | 10) Glue Point Vertical Top     |
| 5) Exit Direction Bottom | 11) Glue Point Vertical Center  |
| 6) Glue Point Relative   | 12) Glue Point Vertical Bottom  |



Figure 355: Glue Points toolbar

## Image

The Image toolbar (Figure 356) provides tools to edit, modify, align, reposition and resize images. The toolbar only becomes active and available when an image is selected in a presentation. The Image toolbar automatically replaces the Line and Filling toolbar when it becomes active.

### Available tools from left to right

- |                                   |                        |
|-----------------------------------|------------------------|
| 1) Position and Size (F4)         | 18) Line Width         |
| 2) Align Objects                  | 19) Line Color         |
| 3) Left                           | 20) Area Style/Filling |
| 4) Centered                       | 21) Fill Color         |
| 5) Right                          | 22) Shadow             |
| 6) Top                            | 23) Filter             |
| 7) Center                         | 24) Image Mode         |
| 8) Bottom                         | 25) Crop               |
| 9) Arrange                        | 26) Vertically         |
| 10) Bring to Front (Ctrl+Shift++) | 27) Horizontally       |
| 11) Bring Forward (Ctrl++)        | 28) Transformations    |
| 12) Send Backward (Ctrl+-)        | 29) Transparency       |
| 13) Send to Back (Ctrl+Shift+-)   | 30) Color              |
| 14) In Front of Object            | 31) Line               |
| 15) Behind Object                 | 32) Area               |
| 16) Reverse                       | 33) Animation          |
| 17) Line Style                    | 34) Interaction        |

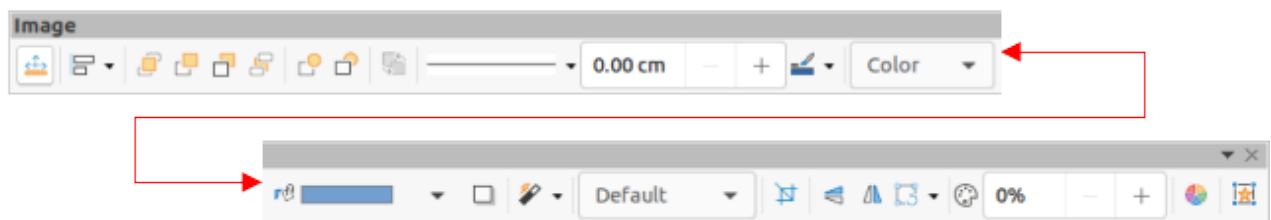


Figure 356: Image toolbar

## Insert

The Insert toolbar (Figure 357) provides tools to insert different types of objects into a drawing.

### Available tools from left to right

- |                               |   |
|-------------------------------|---|
| 1) New Page ( <i>Ctrl+M</i> ) | 6) Insert Audio or Video (Media in Visible Buttons) |
| 2) Floating Frame             | 7) Formula Object ( <i>Ctrl+Alt+=</i> )             |
| 3) Insert Page from File      | 8) Chart  |
| 4) Table                      | 9) OLE Object                                       |
| 5) Image                      |   |

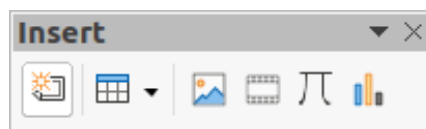


Figure 357: Insert toolbar

## Legacy Circles and Ovals

The Legacy Circles and Ovals toolbar (Figure 358) provides tools to insert different types of circles and ovals into a drawing.

### Available tools from left to right

- |                      |                               |
|----------------------|-------------------------------|
| 1) Insert Ellipse    | 8) Circle, Unfilled           |
| 2) Circle            | 9) Ellipse Pie, Unfilled      |
| 3) Ellipse Pie       | 10) Circle Pie, Unfilled      |
| 4) Circle Pie        | 11) Ellipse Segment, Unfilled |
| 5) Ellipse Segment   | 12) Circle Segment, Unfilled  |
| 6) Circle Segment    | 13) Arc                       |
| 7) Ellipse, Unfilled | 14) Circle Arc                |

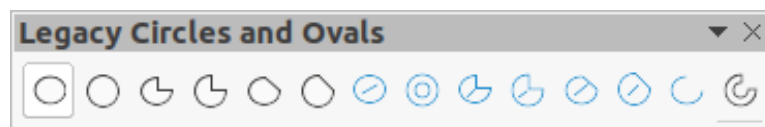


Figure 358: Legacy Circles and Ovals toolbar

## Legacy Rectangles

The Legacy Rectangles toolbar (Figure 359) provides tools to insert different types of rectangles and squares into a drawing.

### Available tools from left to right

- |                       |                                |
|-----------------------|--------------------------------|
| 1) Insert Rectangle   | 5) Rectangle, Unfilled         |
| 2) Square             | 6) Square, Unfilled            |
| 3) Rectangle, Rounded | 7) Rounded Rectangle, Unfilled |
| 4) Rounded Square     | 8) Rounded Square, Unfilled    |

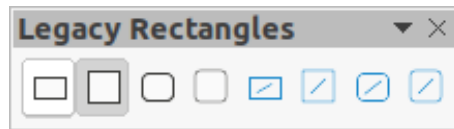


Figure 359: Legacy Rectangles toolbar

## Line and Filling

The Line and Filling toolbar (Figure 360) provides tools and drop-down lists for editing lines, arrows, and object borders. The tools available vary depending on the type of object selected for editing.

### Available tools from left to right

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1) Position and Size (F4)         | 19) Line Color                    |
| 2) Align Objects                  | 20) Area Style/Filling            |
| 3) Left                           | 21) Fill Color                    |
| 4) Centered                       | 22) Shadow                        |
| 5) Right                          | 23) Arrow Style                   |
| 6) Top                            | 24) Vertically                    |
| 7) Center                         | 25) Horizontally                  |
| 8) Bottom                         | 26) Transformations               |
| 9) Arrange                        | 27) Line                          |
| 10) Bring to Front (Ctrl+Shift++) | 28) Area                          |
| 11) Bring Forward (Ctrl++)        | 29) 3D Effects                    |
| 12) Send Backward (Ctrl+-)        | 30) Image Map                     |
| 13) Send to Back (Ctrl+Shift+-)   | 31) Animation                     |
| 14) In Front of Object            | 32) Interaction                   |
| 15) Behind Object                 | 33) Show the Styles Sidebar (F11) |
| 16) Reverse                       | 34) Display Grid                  |
| 17) Line Style                    | 35) Helplines While Moving        |
| 18) Line Width                    |                                   |

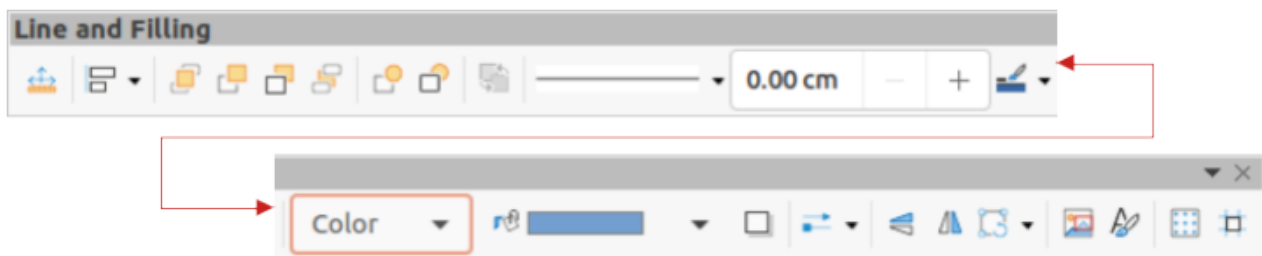


Figure 360: Line and Filling toolbar

## Master View

The Master View toolbar (Figure 361) provides tools to create a new master slide, rename a master slide, delete a master slide, and close master view. This toolbar is only active when Impress is in master view.

### Available tools from left to right

- |                  |                      |
|------------------|----------------------|
| 1) New Master    | 3) Delete Master     |
| 2) Rename Master | 4) Close Master View |

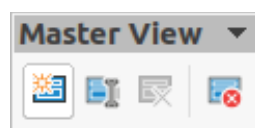


Figure 361: Master View toolbar

## Media Playback

The Media Playback toolbar (Figure 362) provides the tools required to insert, view, play, and listen to audio and video files. The toolbar only becomes active when an audio or video file is selected. Impress supports many different media formats depending on the computer operating system being used.

### Available tools from left to right

- |                          |             |
|--------------------------|-------------|
| 1) Insert Audio or Video | 6) Position |
| 2) Play                  | 7) Mute     |
| 3) Pause                 | 8) Volume   |
| 4) Stop                  | 9) View     |
| 5) Repeat                |             |

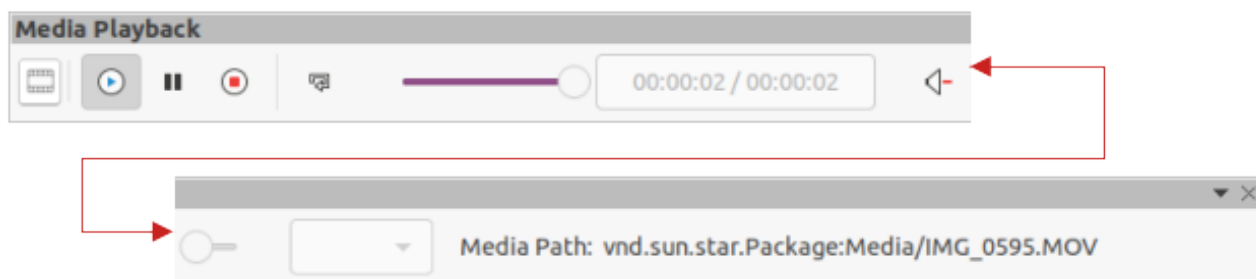


Figure 362: Media Playback toolbar

## Options

The Options toolbar (Figure 363) provides tools for editing various settings for newly created presentations, for example how objects snap to the grid when being moved or resized.

### Available tools from left to right

- |  |                                   |
|--|-----------------------------------|
| 1) Rotation Mode after Clicking Object | 8) Snap to Object Borders         |
| 2) Display Grid                        | 9) Snap to Object Points          |
| 3) Display Snap Guides                 | 10) Allow Quick Editing           |
| 4) Helplines While Moving              | 11) Select Text Area Only         |
| 5) Snap to Grid                        | 12) Double-click to edit Text     |
| 6) Snap to Snap Guides                 | 13) Modify Object with Attributes |
| 7) Snap to Page Margins                | 14) Exit All Groups               |



Figure 363: Options toolbar

## Outline

The Outline toolbar (Figure 364) provides tools for working with outlines.

### Available tools from left to right

- |                               |                          |
|-------------------------------|--------------------------|
| 1) Demote (Alt+Shift+Right)   | 6) Black & White View    |
| 2) Promote (Alt+Shift+Left)   | 7) Show Only First Level |
| 3) Move Down (Alt+Shift+Down) | 8) Show All Levels       |
| 4) Move Up (Alt+Shift+Up)     | 9) Hide Subpoints        |
| 5) Show Formatting            | 10) Show Subpoints       |

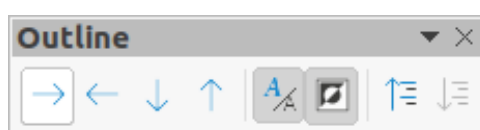


Figure 364: Outline toolbar

## Presentation

The Presentation toolbar (Figure 365) provides tools for working with presentations.

### Available tools from left to right

- |                        |                         |
|------------------------|-------------------------|
| 1) New Slide           | 9) Go to Previous Slide |
| 2) Duplicate Slide     | 10) Go to Next Slide    |
| 3) Rename Slide        | 11) Go to Last Slide    |
| 4) Delete Slide        | 12) Move Slide to Start |
| 5) Slide Layout        | 13) Move Slide Up       |
| 6) Change Slide Master | 14) Move Slide Down     |
| 7) Expand Slide        | 15) Move Slide to End   |
| 8) Go to First Slide   |                         |

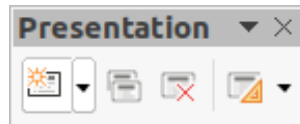


Figure 365:  
Presentation toolbar

## Slide Sorter

The Slide Sorter toolbar (Figure 366) allows selection of slides in the current presentation and start a presentation from the first slide.

### Available tools from left to right

- |           |                                |
|-----------|--------------------------------|
| 1) Select | 2) Start from First Slide (F5) |
|-----------|--------------------------------|

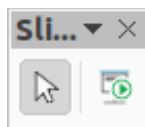


Figure 366: Slide  
Sorter toolbar

## Slide View

The Slide View toolbar (Figure 367) opens with the Slide Sorter view and provides tools to rehearse timings of a slide show; hide and show slides, and change the number of slides displayed in **Slide Sorter** view.

### Available tools from left to right

- |                     |                   |
|---------------------|-------------------|
| 1) Rehearse Timings | 3) Hide Slide     |
| 2) Show Slide       | 4) Slides per Row |

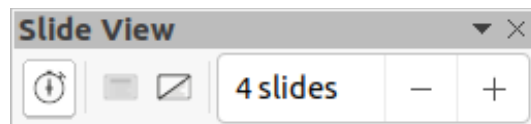


Figure 367: Slide View toolbar

## Standard

The Standard toolbar (Figure 368) is common to all LibreOffice modules and provides tools for creating and editing documents using LibreOffice. The Standard toolbar differs between different LO modules to allow for different toolsets used in creating the different types of documents.

### Available tools from left to right

- |                 |                             |
|-----------------|-----------------------------|
| 1) Load URL     | 3) Templates (Ctrl+Shift+N) |
| 2) New (Ctrl+N) | 4) Open (Ctrl+O)            |

- |   |   |
|---|---|
| 5) Open Remote                                  | 28) Views Tab Bar   |
| 6) Save ( <i>Ctrl+S</i> )                       | 29) Format Slide  |
| 7) Save As ( <i>Ctrl+Shift+S</i> )              | 30) Master Slide  |
| 8) Email  | 31) Start from First Slide ( <i>F5</i> )                              |
| 9) Edit Mode ( <i>Ctrl+Shift+M</i> )            | 32) Start from Current Slide ( <i>Shift+F5</i> )                      |
| 10) Export Directly as PDF                      | 33) Table   |
| 11) Print Directly                              | 34) Insert Image (Image in Visible Buttons)                           |
| 12) Print ( <i>Ctrl+P</i> )                     | 35) Insert Audio or Video (Media in visible Buttons)                  |
| 13) Cut ( <i>Ctrl+X</i> )                       | 36) Insert Chart (Chart in Visible Buttons)                           |
| 14) Copy ( <i>Ctrl+C</i> )                      | 37) Text Box ( <i>F2</i> )  |
| 15) Paste ( <i>Ctrl+V</i> )                     | 38) Insert Special Characters (Symbol in Visible Buttons)             |
| 16) Clone Formatting (Clone in Visible Buttons) | 39) Vertical Text   |
| 17) Clear ( <i>Ctrl+Shift+M</i> )               | 40) Insert Fontwork Text  |
| 18) Undo ( <i>Ctrl+Z</i> )                      | 41) Insert Hyperlink ( <i>Ctrl+K</i> ) (Hyperlink in Visible Buttons) |
| 19) Redo ( <i>Ctrl+Y</i> )                      | 42) Show Draw Functions (Draw Functions in Visible Buttons)           |
| 20) Find and Replace ( <i>Ctrl+H</i> )          | 43) Interaction   |
| 21) Spelling ( <i>F7</i> )                      | 44) LibreOffice Help  |
| 22) Auto Spellcheck ( <i>Shift+F7</i> )         | 45) What's That   |
| 23) Zoom & Pan                                  |   |
| 24) Zoom  |   |
| 25) Display Grid (Grid in Visible Buttons)      |   |
| 26) Helplines While Moving                      |   |
| 27) Display Views                               |   |

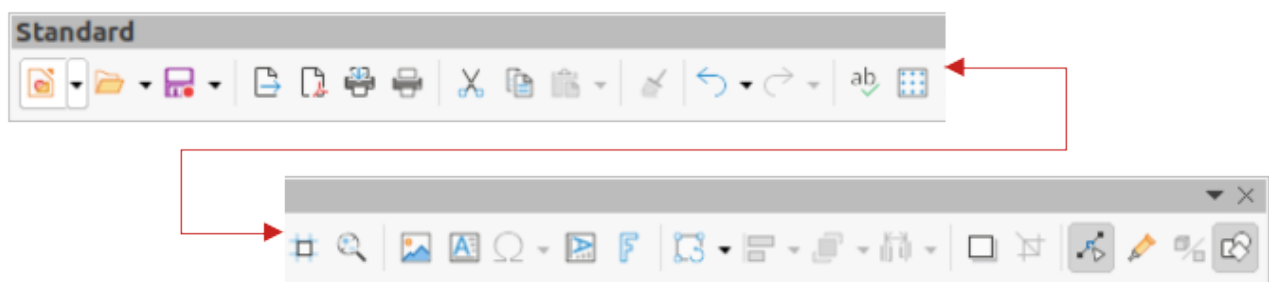


Figure 368: Standard toolbar

## Standard (Single Mode)

The Standard (Single Mode) toolbar (Figure 369) can be used instead of the Standard toolbar if necessary. The Standard (Single Mode) toolbar is normally used when the user interface is switched to single mode. For more information on selecting and using user interface variants, see Chapter 12, User Interface Variants.

### Available tools from left to right

- |   |  |
|---|--|
| 1) New ( <i>Ctrl+N</i> )                        | 17) Slide Layout                                     |
| 2) Open ( <i>Ctrl+O</i> )                       | 18) Display Views                                    |
| 3) Save ( <i>Ctrl+S</i> )                       | 19) Text Box ( <i>F2</i> )                           |
| 4) Export Directly as PDF                       | 20) Vertical Text                                    |
| 5) Print ( <i>Ctrl+P</i> )                      | 21) Insert Image (Image in Visible Buttons)          |
| 6) Print Preview ( <i>Ctrl+Shift+O</i> )        | 22) Insert Audio or Video (Media in visible Buttons) |
| 7) Undo ( <i>Ctrl+Z</i> )                       | 23) Insert Chart (Chart in Visible Buttons)          |
| 8) Redo ( <i>Ctrl+Y</i> )                       | 24) Table  |
| 9) Find and Replace ( <i>Ctrl+H</i> )           | 25) Insert Fontwork                                  |
| 10) Clone Formatting (Clone in Visible Buttons) | 26) Insert Line (Line in visible Buttons)            |
| 11) Spelling                                    | 27) Rectangle  |
| 12) Entire Page                                 | 28) Ellipse  |
| 13) New Slide                                   | 29) Lines and Arrows                                 |
| 14) Duplicate Slide                             | 30) Curves and Polygons                              |
| 15) Rename Slide                                | 31) Connectors                                       |
| 16) Delete Slide                                |  |

- |  |   |
|--|---|
| 32) Basic Shapes                                       | 43) Arrange   |
| 33) Symbol Shapes                                      | 44) Select at least three objects to distribute (Distribution in Visible Buttons) |
| 34) Block Arrows (Arrow Shapes in Visible Buttons)     | 45) Group ( <i>Ctrl+Shift+G</i> )   |
| 35) Flowchart (Flowchart Shapes in Visible Buttons)    | 46) Ungroup ( <i>Ctrl+Alt+Shift+G</i> )   |
| 36) Callouts (Callout Shapes in Visible Buttons)       | 47) Enter Group ( <i>F3</i> )   |
| 37) Stars and Banners (Star Shapes in Visible Buttons) | 48) Exit Group ( <i>Ctrl+F3</i> )   |
| 38) 3D Objects   | 49) Select  |
| 39) Position and Size ( <i>F4</i> )                    | 50) Entire Page   |
| 40) Rotate   | 51) Zoom & Pan  |
| 41) Flip   | 52) Zoom  |
| 42) Align Objects                                      | 53) Start from First Slide ( <i>F5</i> )  |
|  | 54) Start from Current Slide ( <i>Shift+F5</i> )                                  |

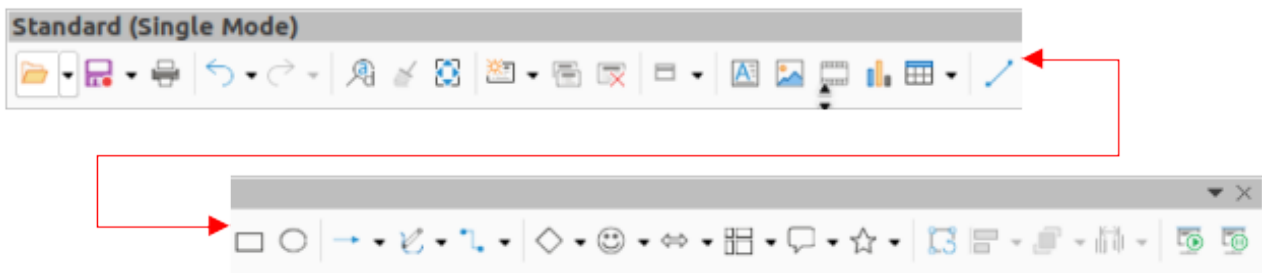


Figure 369: Standard (Single Mode) toolbar

## Standard (Viewing Mode)

The Standard (Viewing Mode) toolbar (Figure 370) provides tools to save, edit and distribute a document.

### Available tools from left to right

- |   |  |
|---|--|
| 1) Save As ( <i>Ctrl+Shift+S</i> )            | 7) Print Directly                        |
| 2) Edit Mode ( <i>Ctrl+Shift+M</i> )          | 8) Print ( <i>Ctrl+P</i> )               |
| 3) Read Only Mode                             | 9) Copy ( <i>Ctrl+C</i> )                |
| 4) Attach to Email (Email in Visible Buttons) | 10) Find and Replace ( <i>Ctrl+H</i> )   |
| 5) Export Directly as PDF                     | 11) Zoom                                 |
| 6) EPUB                                       | 12) Start from First Slide ( <i>F5</i> ) |

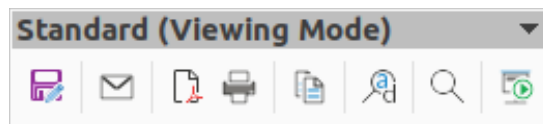


Figure 370: Standard (Viewing Mode) toolbar

## Table

The Table toolbar (Figure 371) provides tools and options to edit and format a table placed on a slide. This toolbar only becomes active when a table is selected.

### Available tools from left to right

- |                                 |   |
|---------------------------------|---|
| 1) Table                        | 9) Optimize                                       |
| 2) Border Style                 | 10) Align Top (Top in Visible Buttons)            |
| 3) Border Color                 | 11) Center Vertically (Center in Visible Buttons) |
| 4) Borders (Shift to overwrite) | 12) Align Bottom (Bottom in Visible Buttons)      |
| 5) Area Style/Filling           | 13) Insert Row Above                              |
| 6) Fill Color                   | 14) Insert Row Below                              |
| 7) Merge Cells                  | 15) Insert Column Before                          |
| 8) Split Cells                  | 16) Insert Column After                           |

- |                   |                      |
|-------------------|----------------------|
| 17) Delete Row    | 21) Select Column    |
| 18) Delete Column | 22) Select Row       |
| 19) Delete Table  | 23) Table Design     |
| 20) Select Table  | 24) Table Properties |

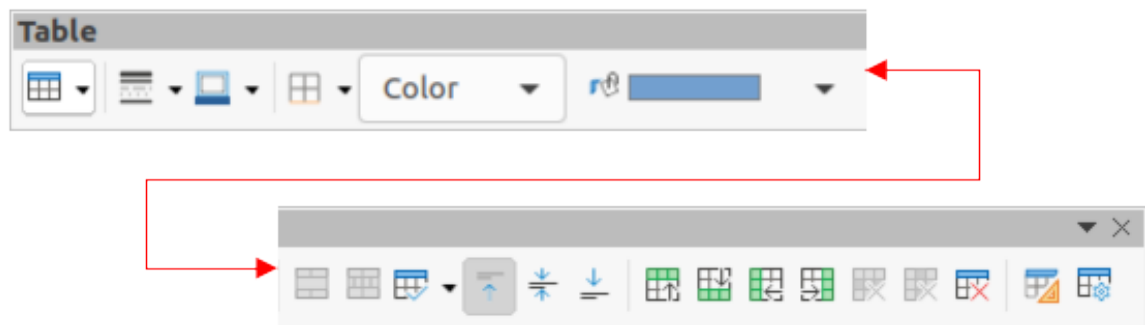


Figure 371: Table toolbar

## Text

The Text toolbar (Figure 372) provides tools to insert text boxes and callouts into a slide



Figure 372: Text toolbar

### Available tools from left to right

- |   |  |
|---|--|
| 1) Insert Text Box (F2) (Text Box in Visible Buttons) | 4) Insert Vertical Text (Vertical Text in Visible Buttons) |
| 2) Fit Text in Textbox Size                           | 5) Fit Vertical Text to Frame                              |
| 3) Callouts   | 6) Vertical Callouts                                       |

## Text Formatting

The Text Formatting toolbar (Figure 373) provides tools for formatting text and alignment commands. This toolbar becomes active when text in a text box or graphic object has been selected and it automatically replaces the Line and Filling toolbar.

### Available tools from left to right

- |  |   |
|--|---|
| 1) Font Name   | 17) UPPERCASE   |
| 2) Font Size   | 18) SMALL CAPITALS  |
| 3) Increase Font Size (Ctrl+] (Increase in Visible Buttons)                  | 19) Font Color  |
| 4) Decrease Font Size (Ctrl+[) (Decrease in Visible Buttons)                 | 20) Character Highlighting Color                              |
| 5) Bold (Ctrl+B)   | 21) Toggle Unordered List (Unordered List in Visible Buttons) |
| 6) Italic (Ctrl+I)   | 22) Toggle Ordered List (Ordered List in Visible Buttons)     |
| 7) Underline (Ctrl+U)  | 23) Outline Format  |
| 8) Double Underline  | 24) Align Left (Ctrl+L) (Left in Visible Buttons)             |
| 9) Strikethrough   | 25) Align Center (Ctrl+E) (Center in Visible Buttons)         |
| 10) Overline   | 26) Align Right (Ctrl+R) (Right in Visible Buttons)           |
| 11) Superscript (Ctrl+Shift+P)   | 27) Justified (Ctrl+J)  |
| 12) Subscript (Ctrl+Shift+B)   | 28) Align Top (Top in Visible Buttons)                        |
| 13) Toggle Shadow (Shadow in Visible Buttons)                                | 29) Center Vertically (Center in Visible Buttons)             |
| 14) Apply outline attribute to font (Outline Font Effect in Visible Buttons) | 30) Align Bottom (Bottom in Visible Buttons)                  |
| 15) Clear Direct Formatting (Ctrl+Shift+M) (Clear in Visible Buttons)        | 31) Set Line Spacing (Line Spacing in Visible Buttons)        |
| 16) lowercase  | 32) Character Spacing   |



- |  |                         |
|--|-------------------------|
| 33) Increase Paragraph Spacing (Increase in Visible Buttons) | 37) Left-To-Right       |
| 34) Decrease Paragraph Spacing (Decrease in Visible Buttons) | 38) Right-To-Left       |
| 35) Text direction from left to right                        | 39) Select All (Ctrl+A) |
| 36) Text direction from top to bottom                        | 40) Character           |
|  | 41) Paragraph           |

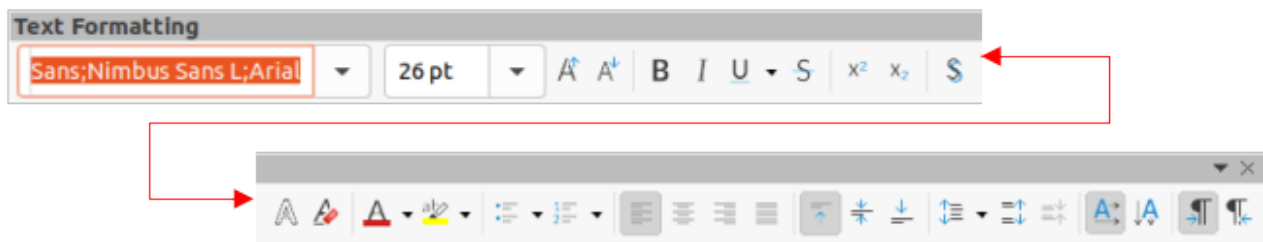


Figure 373: Text Formatting toolbar

## Transformations

The Transformations toolbar (Figure 374) provides tools to modify the shape, orientation, or fill of selected objects.

### Available tools from left to right

- |                                |   |
|--------------------------------|---|
| 1) Rotate                      | 6) Distort  |
| 2) Flip                        | 7) Interactive transparency tool (Transparency tool in Visible Buttons) |
| 3) In 3D Rotation Object       | 8) Interactive gradient tool (Gradient tool in Visible Buttons)         |
| 4) Set in Circle (perspective) |   |
| 5) Set to circle (slant)       |   |



Figure 374: Transformations toolbar

## TSCP Classification

The TSCP Classification toolbar (Figure 375) provides tools to help in selecting the security of a document. LibreOffice adds custom fields in the document properties (**File > Properties > Custom Properties**) to store the classification policy as document metadata. TSCP stands for Transglobal Secure Collaboration Participation.

### Available tools from left to right

- |  |                                   |
|--|-----------------------------------|
| 1) Apply document classification (Level) | 2) Manage Document Classification |
|--|-----------------------------------|



Figure 375: TSCP Classification toolbar

## Zoom

The Zoom toolbar (Figure 376) provides tools to reduce or enlarge the screen display of the current presentation.

### Available tools from left to right

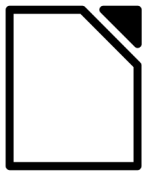
- |                  |  |
|------------------|--|
| 1) Zoom In       | 5) Zoom Next                                 |
| 2) Zoom Out      | 6) Entire Page                               |
| 3) 100%          | 7) Page Width                                |
| 4) Zoom Previous | 8) Optimal View (Optimal in Visible Buttons) |

- 9) Object Zoom
- 10) Zoom & Pan

- 11) Shift



*Figure 376: Zoom toolbar*



# Impress Guide

## Working With Presentations

### About this book:

This book is for beginners to advanced users and covers the main features of Impress, the presentations component of LibreOffice. Using Impress, slides containing text, unordered and ordered lists, tables, charts, clip art, and other objects can be created. Impress comes with predefined text styles and slide backgrounds, but text styles and slide backgrounds can be created to match the presentation requirements.

Impress is fully integrated into LibreOffice simplifying the exchanging of text, graphics and data with Writer, Calc, and Draw.

### About the authors:

This book was written by volunteers from the LibreOffice community. Profits from the sales of the printed edition are used to benefit the community.

A PDF version of this book can be downloaded free from:

<https://documentation.libreoffice.org/en/>

### About LibreOffice:

LibreOffice is the free, libre, and open source personal productivity suite from The Documentation Foundation. It runs on Windows, macOS, and GNU/Linux. Support and documentation is free from a large, dedicated community of users, contributors, and developers.

Get involved as a volunteer and work in many areas: development, quality assurance, documentation, translation, user support, and more.

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