

# Introduction to OpenOffice Impress 2.0

Created for Use on a Windows XP Platform

By Suzanne Krejci-Summer 2005

Companion to PowerPoint 2003 Tutorial by Melanie Cofield

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## Objectives

1. Introduction to OpenOffice
2. Learn to start the OpenOffice Presentation tool a.k.a. Impress and work with layouts, text, and slides.
3. Learn to work with drawing tools, images and templates.
4. Learn to use different views and printing options.
5. Export presentation as a PDF or HTML Webpage.
6. Learn how to design presentations that employ elements of good design presentation.

NOTE-Please refer to the glossary at the end of this document for definitions of new terms.

## What is Open Office?

Open Office is free office software that is developed and maintained by the organization OpenOffice.ORG. The Open Office suite of tools—Writer, Calc, Impress, and Draw— offers comparable capabilities to Microsoft Office’s suite of tools—Word, Excel, and PowerPoint.

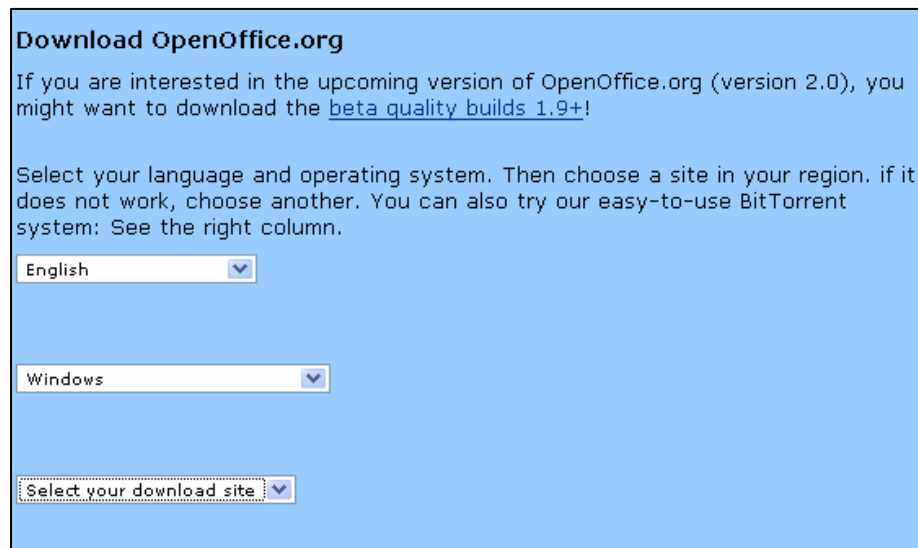
Open Office can be downloaded from the following Web site:

<http://download.openoffice.org/1.1.4/index.html>.

- Choose the language, operating system and download site from the download menu. There are several download sites that are distributed worldwide.

- In the US there are six sites that host stable versions, including Indiana University and ibiblio.org.

- Follow the instructions for downloading and installing Open Office.



**Download OpenOffice.org**

If you are interested in the upcoming version of OpenOffice.org (version 2.0), you might want to download the [beta quality builds 1.9+](#)!

Select your language and operating system. Then choose a site in your region. If it does not work, choose another. You can also try our easy-to-use BitTorrent system: See the right column.

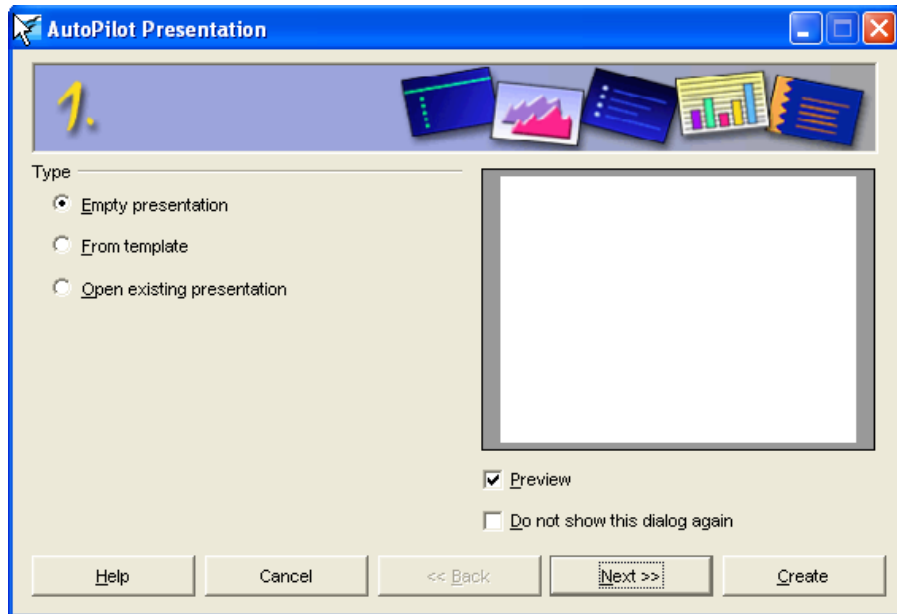
English

Windows

Select your download site

## Starting Open Office Impress

- To start Impress, navigate to the Start Menu and select Programs »» OpenOffice.org 1.9.109 »» Impress.
- The presentation wizard, **Auto Pilot** will open.
- There are three options for creating a presentation:
  - Empty Presentation
  - From template, and
  - Open existing presentation

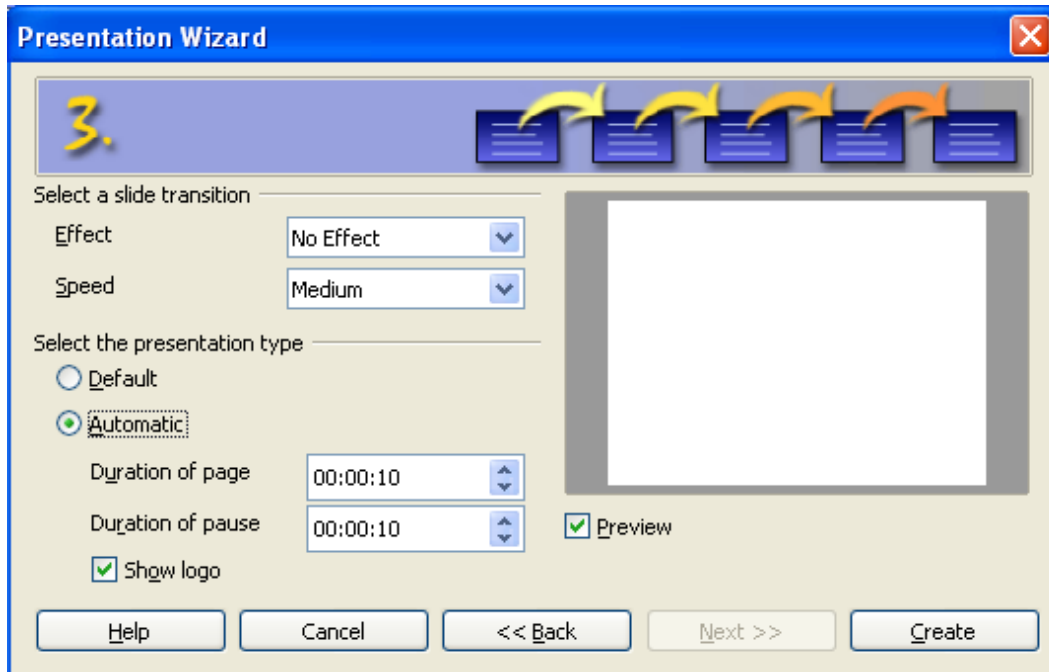


- The **Open existing presentation** option will allow you to navigate to a presentation that is already created, while the **From template** option allows you to choose from existing templates. There are two types of

templates, *Introducing a New Product* or *Recommendation of a Strategy*. These templates choices contain seven different types of slide designs that help you organize information. Once you select a style type, you will be presented with two color schemes. The **Auto Pilot** will also ask general questions, such as company name in order to auto fill some fields.

## Custom or Empty Presentation

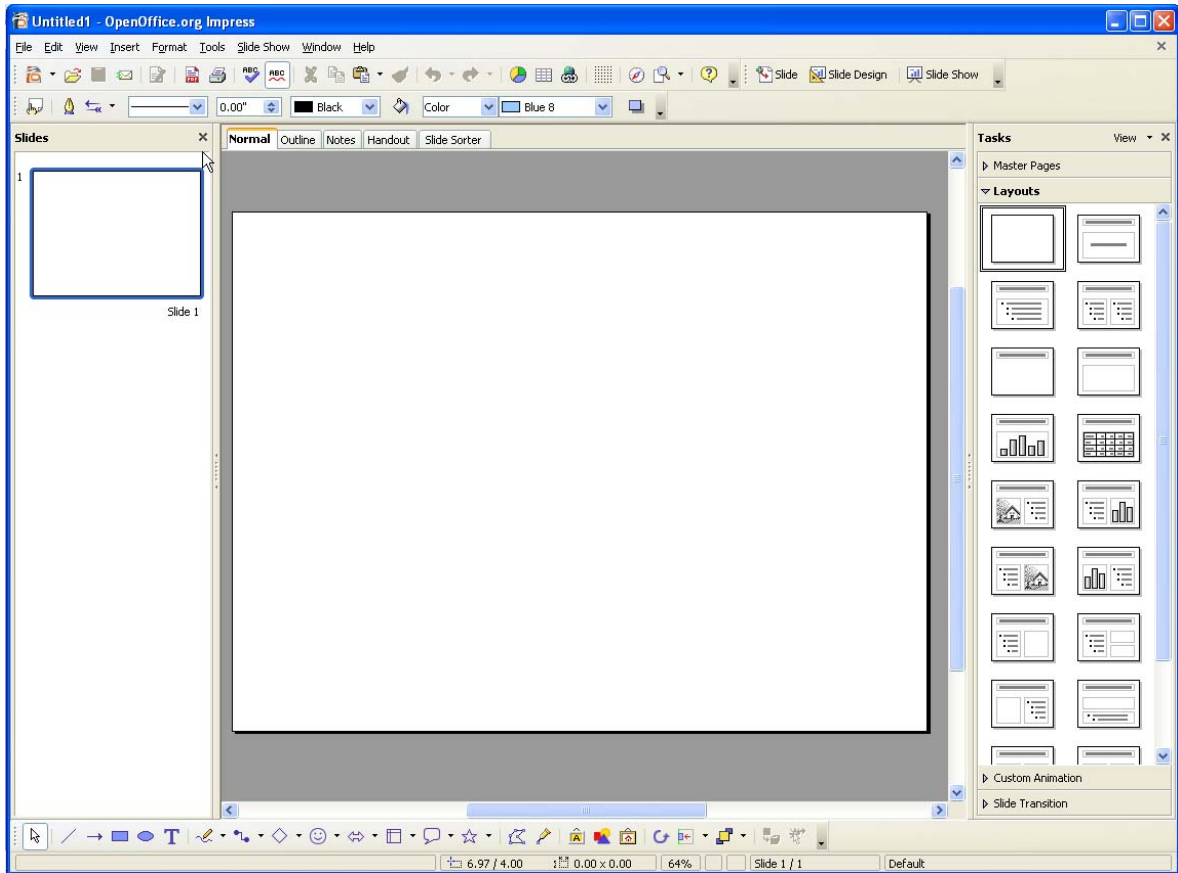
- This tutorial will concentrates on the **Empty Presentation** option.
- At window 1 of the Auto Pilot, select Empty Presentation and click Next.
- At window 2, leave the default settings at <original> and screen as output medium. There are two template designs that you can choose from, however for this tutorial will create a custom background. Click Next.



- Window 3 will give you options for setting transition effects, speed and timing. You can set these options now, however they can be changed at a later time. Click on the *Effect* drop down menu and choose an appropriate transition. The preview window will show how the transition will appear. The speed of the transition can be adjusted under the *Speed* drop down menu.
- **Design Tip**- Choose your transitions and effects judiciously. While they can add to a presentation's appeal, they can also detract from the message that you are presenting. Do not mix too many transitions or effects on one slide. Consider the presentation's audience, tone, and message when choosing transitions. Transitions such as *Venetian Blinds* or *Checkboard* are more playful, while a simple fade-out transition is more serious.
- Select how the presentation will be timed through the *Select presentation type* options. If you choose *Default*, the speed of the slide show will be controlled by the presenter during the presentation.
- To set automatic timings for movement from one slide to the next, choose *Automatic*. Enter the desired timing for each slide after *Duration of page*. The slideshow will loop continuously if *Automatic* is chosen. The automatic settings can always be overridden during the presentation by clicking on the space bar. The pause between the end of the slideshow and the start of the next showing is adjusted through *Duration of pause*.
- Click *Create* to open your new slideshow layout.

## Impress Normal View

- After clicking *Create* in the Auto Pilot, Impress will open a blank presentation in “Normal” view. In normal view, you will see the following:
  - A blank slide in the center of the window.
  - On the left side, a “Slides” pane that displays thumbnail sketches of all the slides in the presentation in sequential order.
  - On the right side, a “Tasks” window that provides cascading menu options for:
    - Master Pages
    - Layouts
    - Custom Animations
    - Slide Transitions



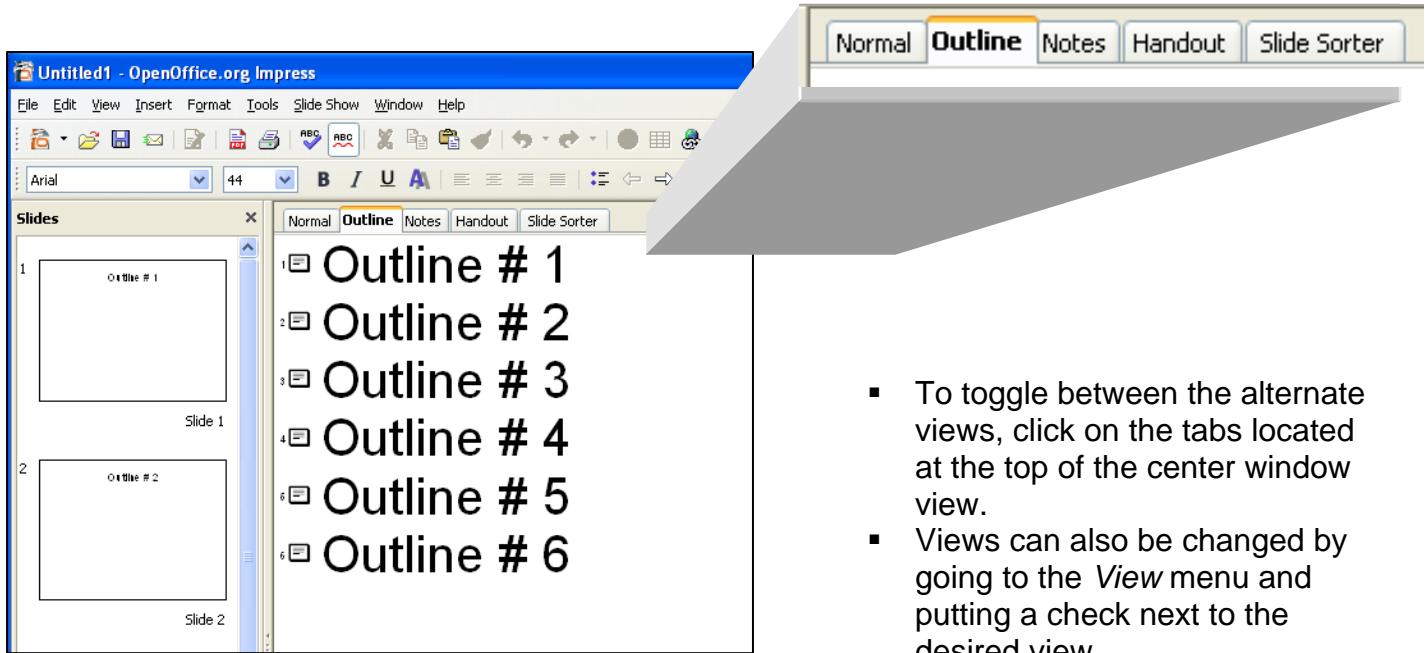
Thumbnail Slides Pane

Working Slide Window

Layouts  
Transitions  
Animations

## Alternate Views

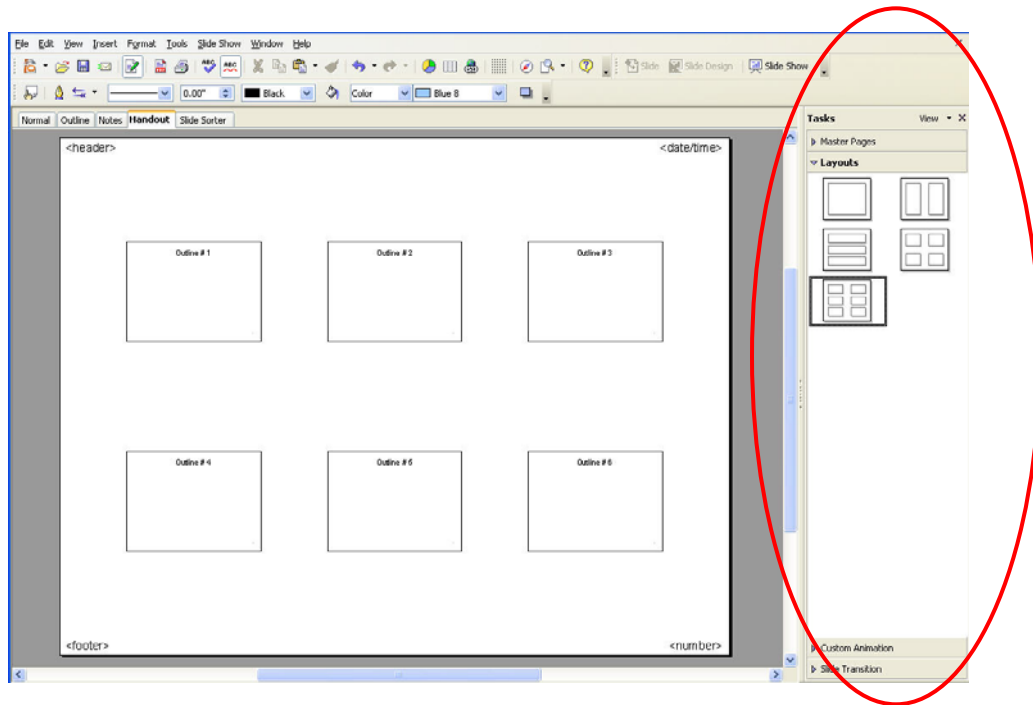
- In addition to “Normal” there are several other views available for previewing your presentation.



- To toggle between the alternate views, click on the tabs located at the top of the center window view.
- Views can also be changed by going to the *View* menu and putting a check next to the desired view.

- **Normal View**-This view is where you will create and edit your presentation.
- **Outline View**- This view shows the titles of all the slides in an outline form. You can change or add titles by clicking to the left of the outline bullet.
- **Notes View**- This view allows you to add notes about slides. The notes will not show in the presentation, but will print on the handouts.
  - To add notes to your presentation:
    - Click on the Notes tab.
    - You will see a frame at the bottom of the window labeled "Click to add notes."
    - Click once in this window and add text.
- **Handout View**-This view allows you to create handouts for your presentation. You can create handouts with 1 to 6 slides per page.
  - To choose your handout design:
    - Click on the Handouts tab.

- On the right-hand side of the window there will be five different handout designs that you can choose from.
- Choose your desired handout layout.



- **Slide Sorter View**-This view allows you to preview your presentation slides as thumbnails. You can insert, delete, copy and move your slides around in this view.

➤ To manipulate your slides in "Slide Sorter" view:

- Go to View->Slide Sorter.
- To rearrange slides, click on the slide you wish to move, hold down the mouse button, and move the object to a new location in the presentation (between slides, at the beginning or at the end). Lift up on the mouse button when you are satisfied with the new location. A vertical line between the slides indicates the position to which you are moving the slide.
- To return to Normal view, go to View-> Normal.

## Layouts, Text and Slides



This section describes how to apply a layout; insert, format, and delete text; and insert and delete slides.

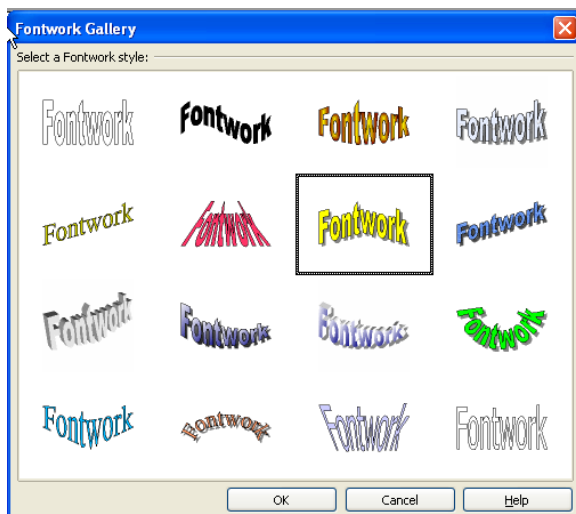
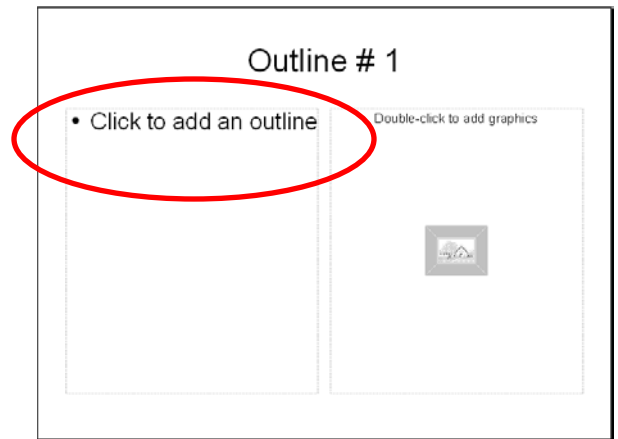
### To apply a layout to your new slide:

- Scroll through the available layouts in the “Layouts” task pane on the right side of the Impress window.
- Click on the layout you would like to apply to your slides.
- NOTE: You may change the layout of all or some of your slides at any point while working on your presentation.
  - To apply a layout to only certain slides—highlight the slides you would like to change in the left slide pane by holding down the control key and clicking on the desired slides. Choose a layout from the “Layouts” panel.
  - To select all slides—click in the left slides pane, and hold down the control key and “A”. This function will select all slides; then choose the desired layout.



### To insert and format text in a slide:

- If you have selected a layout with a text book included, click on the text that says “Click to add an outline,” and begin typing your text. The layout will automatically format your text.
- You can add additional text boxes by clicking on the text box icon  located on the bottom tool bar. Place the cursor inside the presentation and create a rectangle text box. Click inside the box and begin typing your text.
- You can add artistic text by clicking on the *Fontwork* icon.  This option is similar to Microsoft’s WordArt.



- The Fontwork Gallery will open. Click on you preferred text format and click OK.
- The font art will be inserted into your presentation with the word “Fontwork” spelled out. Double click on the text and a small, editable version of the word “Fontwork” will appear in front of the larger word. Type your text over the small, editable text.





- You may use the formatting toolbar at the top of the Impress window to apply various formats to selected text. You may notice this toolbar is similar to the ones used in Microsoft products.
- When you are finished entering text, click outside the placeholder on some “empty space.”

#### To delete text:

- **Option #1:** Highlight the text you want to delete by dragging the cursor over the letters, and press the delete key.
- **Option #2:** Click on the selection rectangle around the text so that its border changes from hatch marks to dots, and then press the delete key

#### To insert a new slide:

- **Option #1:** Go to Insert-> Slide. A blank slide will appear in the workspace, positioned after the selected slide or slide you were viewing.
- **Option #2:** Click on the "Slide" button on the formatting toolbar at the top of the Impress window.
- **Option #3:** On the Slides pane (on the left), position your cursor to the point in the presentation where you would like the new slide to appear (i.e. between slides, at the beginning of the presentation, or at the end of the presentation). Right click, and choose “New slide.”

#### To delete a slide:

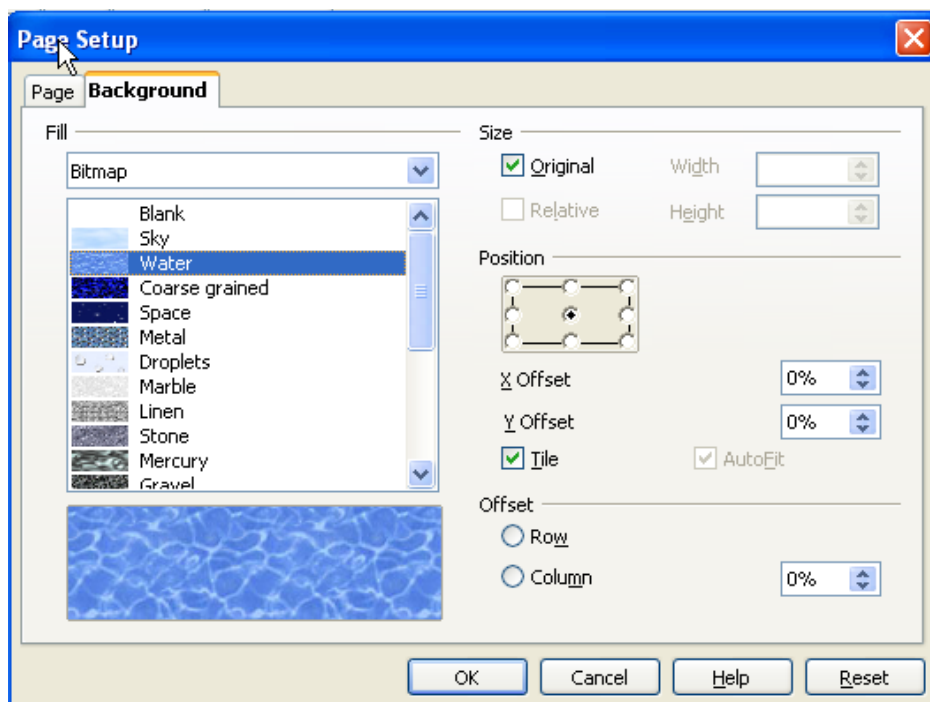
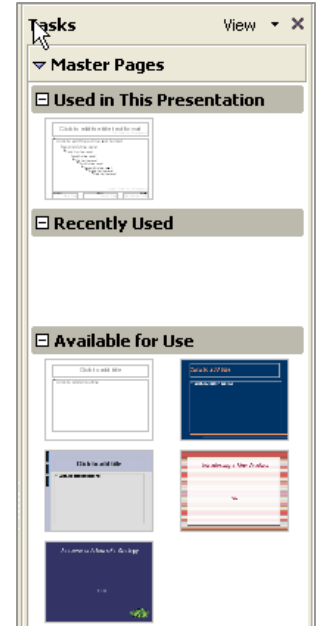
- **Option #1:** Go to Edit->Delete Slide. The current slide will disappear from the workspace.
- **Option #2:** On the Slides pane (off to the left), click on the slide you would like to delete, and then hit the <Delete> key.

## Design Templates and Images

This section describes how to use Design Templates to change the appearance of your slides. It also describes how to insert and manipulate images on your slide.

### Design Templates

- Click on the small arrow to the left of “Master Pages” in the “Task” pane. This action will expand that menu and you will be able to see another menu named “Available for Use.” This menu contains the design templates supplied by Impress. Click on the desired template, and it will be applied to all the slides in your presentation.
- Note-If the “Task” pane is not open, it can be viewed by going to View and clicking on Task Pane.
- *Design Tip-Create Your Own Background*  
You can create your own background. First-click on the blank presentation in the “Available for Use” menu. This will apply a blank, white background to all slides.
- Go to Format->Page. Choose the Background tab from the Page window. Under Fill, click on the drop down menu to reveal your choices. The background choices include Color, Gradient, Hatching and Bitmap. Review the different options to find one that you like. The Bitmap option provides graphic images. Once one background is selected, click on OK and the image will be applied to all slides.



## To insert a picture into your presentation:

- If you have already saved the picture, and you would like to insert, go to Insert->Picture->From File and navigate to your picture file. Select your file, and click "Insert". Your picture will appear on the current slide.
- Images can also be pasted into your Impress presentation. If you have an image within another source, copy the image in the original source. Go to Edit->Paste and paste the art work into your presentation.

## To change the shape of a picture:

- Move your cursor over the picture and click once to select it. You will see a number of small green squares appear along the edge of the picture. These squares are called "sizing handles."
- Click on one of the sizing handles that appears on a side of the picture; hold the mouse button down; drag the handle to change the shape of the picture. Your pointer will be a double-sided arrow when you are directly over a sizing handle. Be aware that you are distorting the picture by stretching or squishing it. Release the mouse button when you have achieved the desired shape.



## To change the size of a picture:

- Move your cursor over the picture and click once. You will see the sizing handles described above.
- Click your cursor on one of the sizing handles that appears on the corner of the picture; hold the mouse button down; drag the picture to make it smaller or larger. Using these corner handles maintains the original proportions of the image (it does not stretch or squish). Release the mouse button when you have achieved the desired size.



## To move a picture:

- **Option #1:** Using the mouse:
  - Move your cursor over the picture until the cursor looks like a cross.
  - Click the mouse button, hold the button down, and drag the picture to change its location.
  - Release the mouse button when you are satisfied with the location of the image.



- **Option #2:** Using the direction arrow keys:
  - Move your cursor over the picture.
  - Click the mouse button once.
  - Use the direction keys to move the picture vertically, horizontally, right, and left. This option works well when you need to adjust the position very precisely, or just a tiny bit.

## Drawing Tools

This section is an introduction to tools on the Drawing toolbars. The drawing tools allow you to create your own visual effects within Impress. The toolbars are located on both the top and the bottom of the Impress screen.

To view the Drawing toolbar, go to View->Toolbars->Drawing. Click on Drawing so that a check mark appears beside it on the menu.

**The following is an explanation of basic tools on the BOTTOM Impress toolbar, from left to right.**



- **Select:** this button looks like the cursor arrow. Click this button to then select and move objects on your slide.
- **Line** and **Arrow:** these tools allow you to insert lines or arrows by clicking the tool, then clicking and dragging in your slide.
- **Rectangle** and **Oval:** these tools allow you to insert rectangles or ovals by clicking the tool, then clicking and dragging in your slide.
- **Text Box:** clicking this tool and then clicking in your slide inserts a box in which you can type an unlimited amount of text. This box is mentioned in the “Layouts” section of this tutorial. The box expands to accommodate what you type. Hitting the <enter> key on the keyboard takes you to the next line of text. You can move a text box by clicking on the border (your cursor should be a 4points arrow) and dragging it to the desired position. You can also resize a text box using the sizing handles, the same way you resize an image.
- **Curve:** this tool allows you to create free-drawn lines or curved vector-based objects. Note the drop down arrow on the right of the graphic that gives additional options.
- **Connectors-**this tool allows you to connect graphics to create flow charts or diagrams.

- **Basic Shapes**- this tool gives you the option to insert pre-designed shapes such as diamonds, pentagons and cylinders. Note the drop down arrow on the right of the graphic that gives additional options.
- **Symbol Shapes**- this tool gives the option to insert pre-designed fun shapes such as hearts or happy faces. Note the drop down arrow on the right of the graphic that gives additional options.
- **Block Arrows**-this tool allows you to insert block shaped arrows. Note the drop down arrow on the right of the graphic that gives additional options.
- **Flowcharts**-this tool allows you to insert flowchart shapes. Note the drop down arrow on the right of the graphic that gives additional options.
- **Callouts**-this tool allows you to insert callouts. Note the drop down arrow on the right of the graphic that gives additional options.
- **Stars**-this tool allows you to insert different star shapes. Note the drop down arrow on the right of the graphic that gives additional options.
- **Points**-this tool allows you to change the size of points on a vector-created image. Click on the image and then click on a handle box. Drag the handle box to a different location to edit the vector-based image.
- **Glue Points**-this tool displays the points on a custom-drawn object. Click once on the object to select, then click on the glue point icon to display points on the object. The glue points can then be selected and moved to alter the image.
- **Fontwork Gallery**- this tool gives you some dramatic, pre-designed styles for formatting your text.
- **Insert Picture**-this tool allows you to insert pictures from file.
- **Gallery**-this tool opens a gallery of images, sounds, bullets, web page icons, and rule dividers that can be inserted into a presentation for sound and graphic appeal.
- **Rotate**-this tool allows you to rotate an object by clicking on the object. When a circle handle appears, click on the circle and rotate the object by moving the mouse.
- **Alignment**-this tool allows you to change the alignment of objects. Note the drop down arrow on the right of the graphic that gives additional options.
- **Arrange**-this tool allows you to change the layering of objects. Objects can be moved backwards or brought forward. Note the drop down arrow on the right of the graphic that gives additional options.

- **Interaction**-this tool allows you to add interactive effects at the click of a mouse.
- **Drop Menu**-the final tool allows you to choose from additional tools that can be displayed on the bottom toolbar.

The following is an explanation of basic tools on the TOP Impress toolbar, from left to right.



- **Line**-this tool allows you to change the width and style of lines. It can also be accessed by right-mouse clicking on an object.
- **Arrow Style**-this tool allows you to change the direction and arrow head by clicking on a line or arrow that has been added to the presentation. It can also be accessed by right-mouse clicking on an object.
- **Line Style**-this tool allows you to adjust the line format.
- **Line Width**-this tool adjust the line width of objects.
- **Line Color**-this tool allows you to change the line color of objects.
- **Area**-this tool opens a window that gives you many options for changing the fill, color, gradient, and texture of a shape object.
- **Area Style/Filling**-this tool is a two part tool. Select an option from the first window, such as gradient. Review the many choices for gradient in the second window and click on one to choose it.
- **Shadow tool**-this tool applies a shadow.

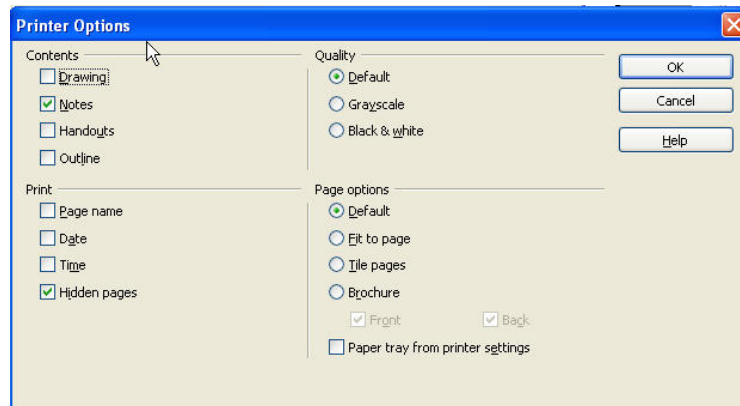
Custom backgrounds, objects, lines and arrows can be created with the toolbars to make visually diverse presentation like the one below.



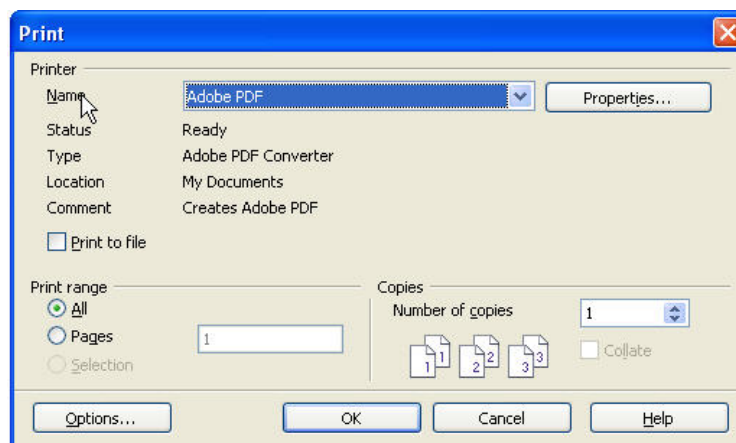
## Printing

This section describes how to print different versions of your Impress presentation. Preview your presentation before printing to insure that the design, layout, and notes are as you like them.

- **To print the actual-size Impress presentation:**
  - Go to File->Print.
- **To print notes, handouts, or outlines:**
  - Go to File->Print. Click on the Options button in the bottom left side of the window.
  - The Printer Options window will open. Under the Content section, click on the desired format that you would like to print.
  - Click Ok and then Ok again.



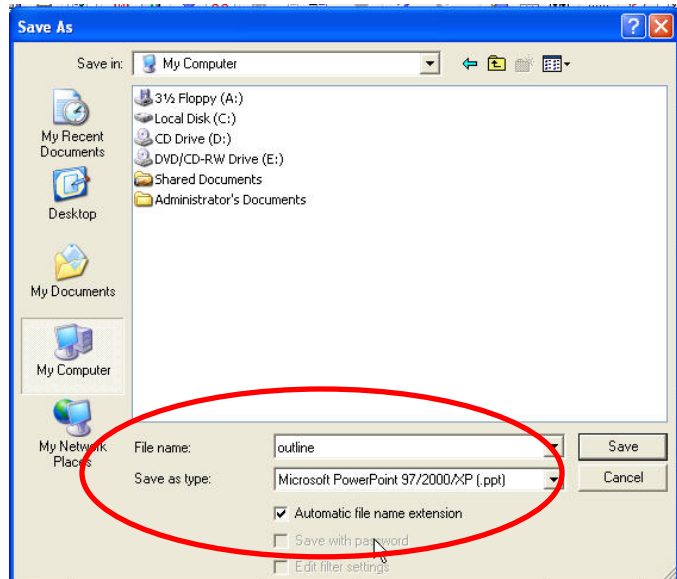
- **To print your presentation to a PDF file:**
  - Go to File->Print. Click on the drop-down menu besides Name and change the printer to Adobe PDF. Click OK.
  - You will be prompted to enter a location to save your PDF file. Choose the location and click Save.
  - NOTE-You can also export your presentation as a PDF file. See the Export section below.



## Saving Your Presentation as a PowerPoint File

Impress allows you to save your document as a PowerPoint (.ppt) file.

- Go to File->Save As...
- In the Save As window, navigate to Save as type:
- Click on the drop-down menu and choose the option: Microsoft PowerPoint 97/2000/XP.ppt
- Name your file and choose the save destination.
- Click on Save



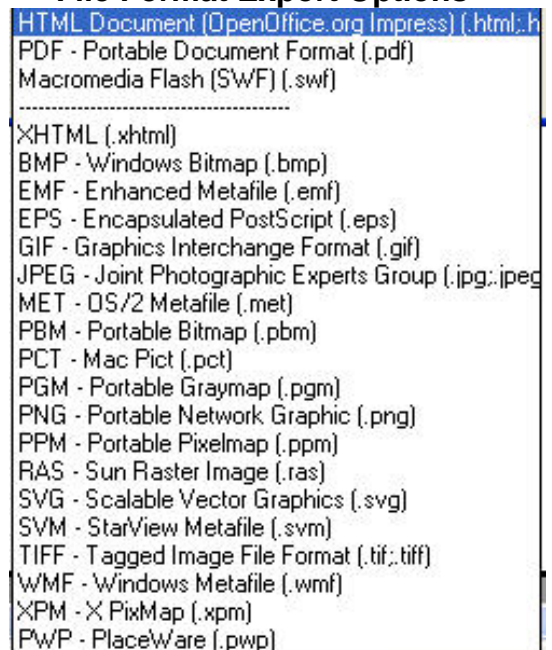
Your file can now be opened by Microsoft's PowerPoint software.

## Exporting Your Presentation into Alternate File Formats

Impress will allow you to export your presentation into many different file formats.

- Go to File->Export
- In the Export window, navigate to File format:
- Click on the drop-down menu and choose from the many options.
- Name your file and choose the save destination.
- Click on Save

### File Format Export Options



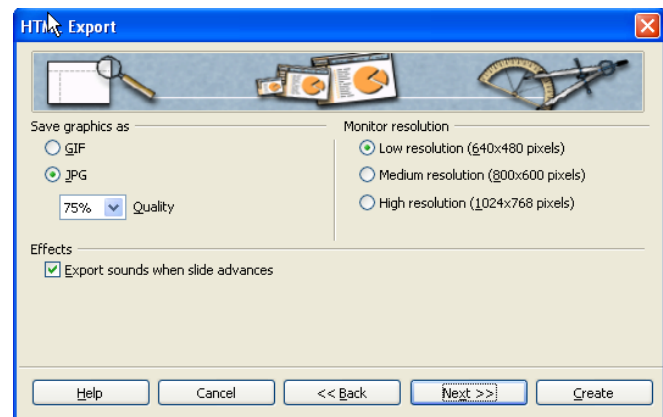
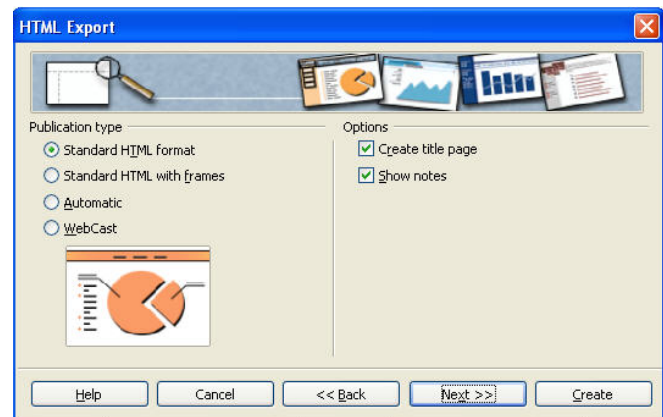
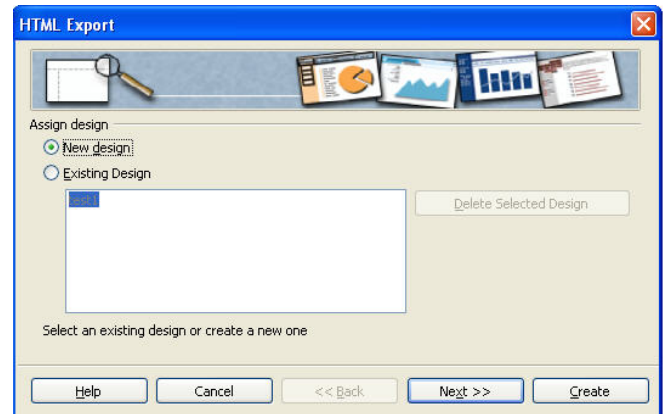
## Displaying Your Presentation on the World Wide Web

This section describes how to make your presentation viewable on the World Wide Web.

NOTE: before you begin, you must create a folder entitled "public\_html" in your directory on the iSchool server. If you have not already done this, consult the iSchool tutorial "How-to Publish Web Pages" or contact a "purpleshirt" for help.

- To convert your presentation to a web page:

- Go to File->Export
- In the Export window, navigate to File format and choose HTML Document.
- Name your file and choose the save destination.
- When you click on Save, the HTML Export wizard will open.
- In the first window, choose from a new or existing design. Click Next.
- The next window will ask you to choose publication type.
- Choose Standard HTML format.
- You can choose to show notes that accompany your presentation slides, or you can turn this function of.
- Click Next.
- On the next window, choose how graphics will be exported. Either JPEG or GIF is acceptable.
- Adjust graphic quality. The higher the graphic quality, the larger the file size. 75% is a good, basic quality.



➤ Choose monitor resolution. If you are not sure on the size of the monitor that will display your presentation, choose the lowest possible resolution.

➤ If your presentation has sound effects, turn on Export sounds when slide advances.

➤ Click Next

➤ On the next window, enter information for your web page's title page information.

➤ Enter your name, email address, homepage URL, and any other notes.

➤ If you would like to have a link within your web page to the original presentation, put a check next to this option.

➤ Click Next

➤ The next window will prompt you to select the button style for navigating through your presentation when it is on the web.

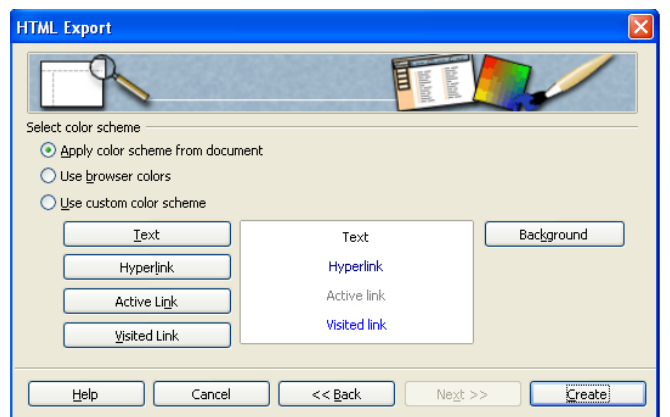
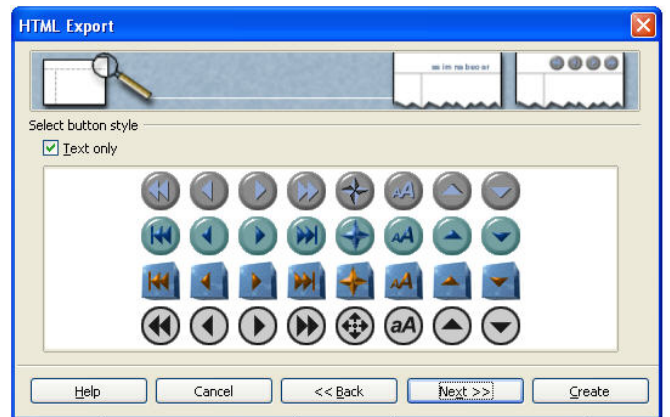
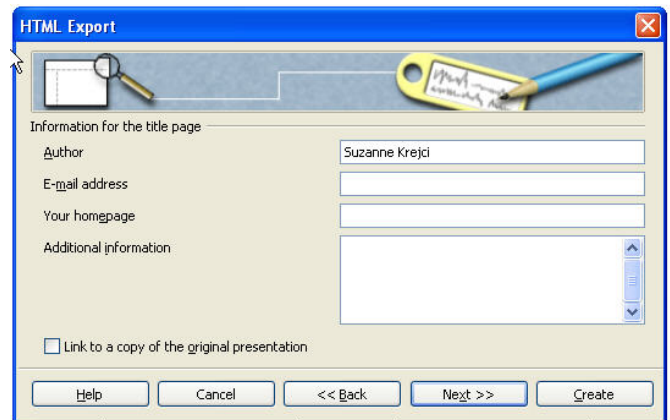
➤ If you choose text only, your web page will display the following navigation choices:

[First page](#) [Back](#) [Continue](#) [Last page](#) [Overview](#) [Graphics](#)

➤ Select button style and Click Next.

➤ The final window will ask you to choose the color scheme for your presentation on the web.

➤ Select Apply color scheme from document and click on Create.



## **To upload your presentation to the iSchool server:**

### **Step 1:**

Start a FTP (File Transfer Protocol) program. FTP programs are generally available from the Start menu. If you need help doing this, consult the iSchool tutorials on SSH or Fugu.

### **Step 2:**

Log on to your FTP program.

### **Step 3:**

Locate your web page presentation and any files associated with it.

### **Step 4:**

Select ALL the files and folders associated with your presentation. Drag them to the public\_html folder displayed in the FTP session.

## **To verify that your presentation is displaying correctly:**

### **Step 1:**

Open a Web browser (Firefox or Mozilla)

### **Step 2:**

In the address bar, enter the following:

[`http://www.ischool.utexas.edu/~\(your user id\)/\(your presentation name\)`](http://www.ischool.utexas.edu/~(your user id)/(your presentation name))

Be sure that you have included the correct extension in your filename.

- Presentation saved as Web Page: .htm or .html extension
- Presentation saved as Single File Web Page: .mht or .mhtml extension
- Presentation saved as Presentation: .ppt extension

### **Step 3:**

Your web page should appear. If not, verify that you have entered the correct address in the address bar.

**NOTE: Your published presentation may look slightly different viewed in different browsers. Also note that security settings in the browser of a particular computer may require extra steps to view your presentation.**

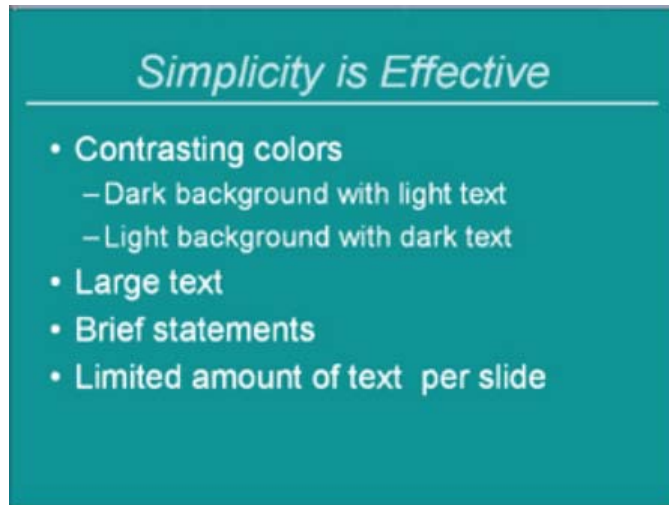
## *Design Tip-Elements of a Good Presentation*

*By Melanie Cofield*

Making a good presentation can be easy if you include the following elements:

### **Element 1:**

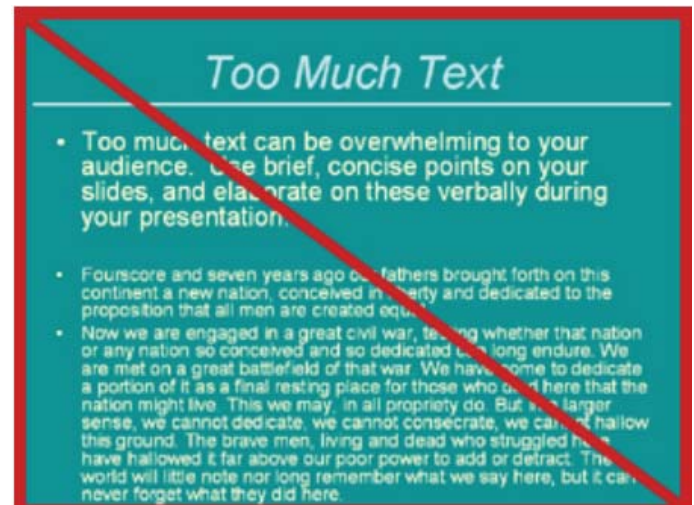
Simple slides, with no more than one concept per page, and no more than 25-30 words per page.



*Simplicity is Effective*

- Contrasting colors
  - Dark background with light text
  - Light background with dark text
- Large text
- Brief statements
- Limited amount of text per slide

**Good**



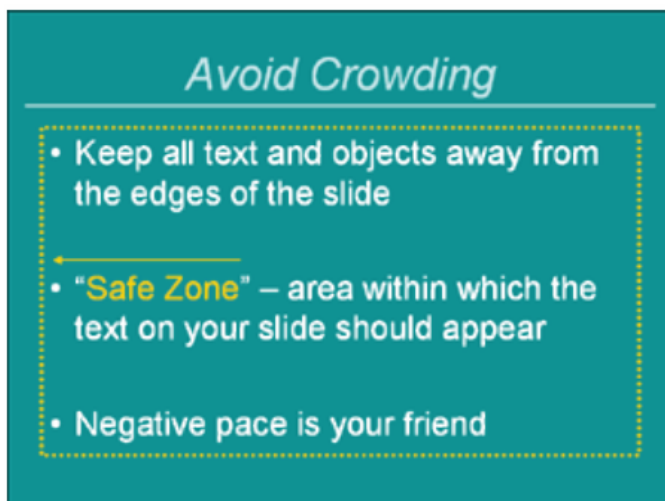
*Too Much Text*

- Too much text can be overwhelming to your audience. Use brief, concise points on your slides, and elaborate on these verbally during your presentation.
- Fourscore and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal.
- Now we are engaged in a great civil war, testing whether that nation or any nation so conceived and so dedicated can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of it as a final resting place for those who died here that the nation might live. This we may, in all propriety do. But in a larger sense, we cannot dedicate, we cannot consecrate, we cannot hallow this ground. The brave men, living and dead who struggled here, have hallowed it far above our poor power to add or detract. The world will little note nor long remember what we say here, but it can never forget what they did here.

**Not as Good**

### **Element 2:**

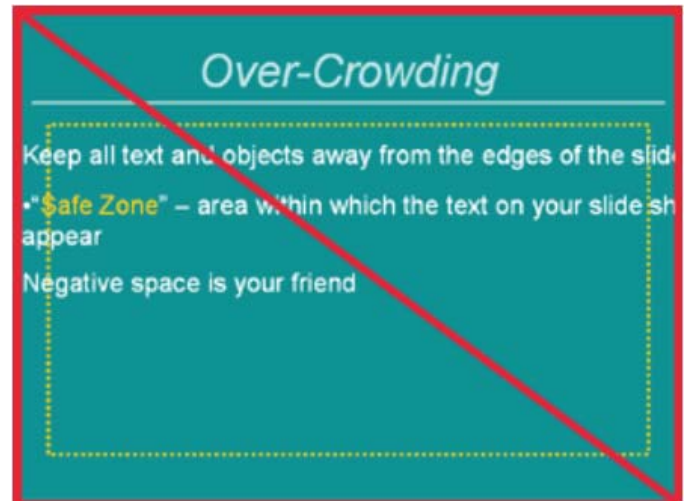
Text and images kept within a reasonable distance from the edges of the slide. This prevents the slide from looking over-crowded.



*Avoid Crowding*

- Keep all text and objects away from the edges of the slide
- **Safe Zone** – area within which the text on your slide should appear
- Negative space is your friend

**Good**



*Over-Crowding*

Keep all text and objects away from the edges of the slide

- **Safe Zone** – area within which the text on your slide should appear

Negative space is your friend

**Not as Good**

### Element 3:

Slides that are easy to read. Avoid flashy color schemes, fonts, and animation. These features should complement a presentation, and not be the presentation itself.

*Easy to Read*

- Dark background with light font
- Light background with dark font
- Avoid flashy color schemes
- Uniformity and logic in use of color scheme and fonts

**Good**

*Hard to Read*

- Dark background with dark font
- Light background with light font
- Flashy color schemes
- Color scheme and/or font are too varied

**Not as Good**

### Element 4:

A speaker who uses the slides as prompts and not as a script to be read aloud. Sometimes audiences find it distracting to try to read and listen at the same time.

## Glossary

**Presentation:** The primary type of file Impress is used to create. Presentations typically have the file extension .ppt (PowerPoint files); however, you can also save Impress presentations as Adobe Acrobat documents with the file extension .pdf. Finally, you can save your presentation as a web page, with the file extension .html or .htm.

**Slides:** Individual parts of a presentation. Slides are similar to the individual pages in a print document, and can contain text, graphics, and animation.

**Layout:** The specific arrangement of text and images on a slide. Layouts can be very simple, consisting of simple titles and text, or they can be more complex and include elaborate colors and images. You can also include animation, sounds, and other multimedia objects in your layout.

**View:** OpenOffice Impress has three main views: normal view, slide sorter view, and slide show view. Normal view is the main editing view. Slide sorter view is an exclusive view of your slides in thumbnail form, helpful for rearranging the order of your slides. Slide show view takes up the full computer screen, like an actual slide show presentation. In this full-screen view, you see your presentation the way your audience will.

**Design Template:** The specific “look” of a slide or group of slides. A design template can be very basic - with black text on a white background - or it can be very colorful and complex. Typically, Impress presentations have the same design template for all slides, although it is possible to select a different design template for each slide.

**Slide Show:** The way a presentation appears when you are presenting it. When you display your slides in a slide show, the slides typically take up the whole screen, and they appear in sequence.

**Placeholder:** Boxes with dotted or hatch-marked outlines that appear when you create a new slide. These boxes act as “placeholders” for objects such as the slide title, text, clip art, charts, and tables. Placeholders are sometimes called “text boxes.”

**Sizing handles:** Small circles that appear along the edges of the selection rectangle around an object on your slide. You drag a sizing handle to change the shape or size of an object. To maintain the proportions of an object while resizing, simply drag a corner handle.