

# MULTIMEDIA TRAINING KIT

## *Glossary: Introduction to OpenOffice.org Impress*

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<b>Animation</b>	Animation is an OOO Impress feature that can be used to make different elements of slides <i>move</i> during a presentation. You can use animation to get bullet points in a list to fly onto the screen, to have graphics appear as if from a series of dots, etc. You can explore the options by choosing the animation effects button: 
<b>AutoLayout</b>	AutoLayouts are a set of standard slide layouts provided by OOO Impress, for example title slides, slides with graphics and slides with charts.
<b>AutoPilot</b>	The AutoPilot is the dialogue box which appears when you launch OOO Impress. The AutoPilot uses a series of screens to guide you through the process of setting up a new presentation from scratch or opening an existing presentation. It performs the same function as a <i>Wizard</i> in the MS Office suite.
<b>Create</b>	When setting up a presentation from scratch, use the Create button in the dialogue box to create a new presentation.
<b>Default</b>	Default is a term that applies to settings. The default setting is the one that exists if you don't make any adjustments. OOO Impress comes with many default settings – these apply to the size of slides, the font colours, outline level sizes, etc. These settings will determine how your work will appear if you do not adjust anything.
<b>Dialogue box</b>	A dialogue box appears when you issue a command, that OOO Impress needs more detail on, to activate. So if you command OOO Impress to <i>Print</i> , a dialogue box will appear checking which pages to print and what extra information to include. It is engaging in a dialogue with you about how you want the command carried out.
<b>Master slide</b>	A master slide contains the formatting style for the title, bulleted items, and background of all slides in a given presentation.
<b>Navigator</b>	The Navigator is a pop-up box which lists the slides in your presentation, and allows you to navigate your way through your presentation by clicking between them. You call up the Navigator window by clicking on the Navigator button: 
<b>Presentation</b>	A presentation is the name we give to a complete slide show. Just as a word processing file is known as a <i>document</i> , so an OOO Impress file is known as a presentation.

<b>Preview</b>	Use the preview function in OOO Impress to see your work with its animations etc. in a drag-able small window, before deciding to save the changes in your work.
<b>Slide</b>	Presentations are made up of a sequence of slides – rather like pages in a document. Good presentations have ideas carefully grouped into slides so that there is a logic running through the points on the individual slides, as well as through the slides of the entire presentation.
<b>Stylist</b>	The Stylist is a box which contains a list of style choices which you can apply to your work, by highlighting text and clicking on the relevant style. The box can be dragged to any part of the screen and rolled away when not needed. You call up the Stylist window by clicking on the stylist button: 
<b>Template</b>	A template is a "model" slide containing a set of fixed design elements which can be applied to any presentation.
<b>Toolbar</b>	A toolbar is a strip of click-able icons, which launch different tools, adding features and functionality to your slides.
<b>View</b>	OOO Impress provides a range of different ways of viewing your work. You can look at one slide at a time, take an overview of all slides, see individual slides and their accompanying presenter's notes, etc. Each of these ways of looking at your work is known as a different view.