

# MULTIMEDIA TRAINING KIT

## INTRODUCTION TO OPENOFFICE.ORG IMPRESS HANDOUT

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for the Association for Progressive Communications (APC)

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### ***About this document***

These materials are part of the Multimedia Training Kit (MMTK). The MMTK provides an integrated set of multimedia training materials and resources to support community media, community multimedia centres, telecentres, and other initiatives using information and communications technologies (ICTs) to empower communities and support development work.

### ***Copyright information***

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## Introduction

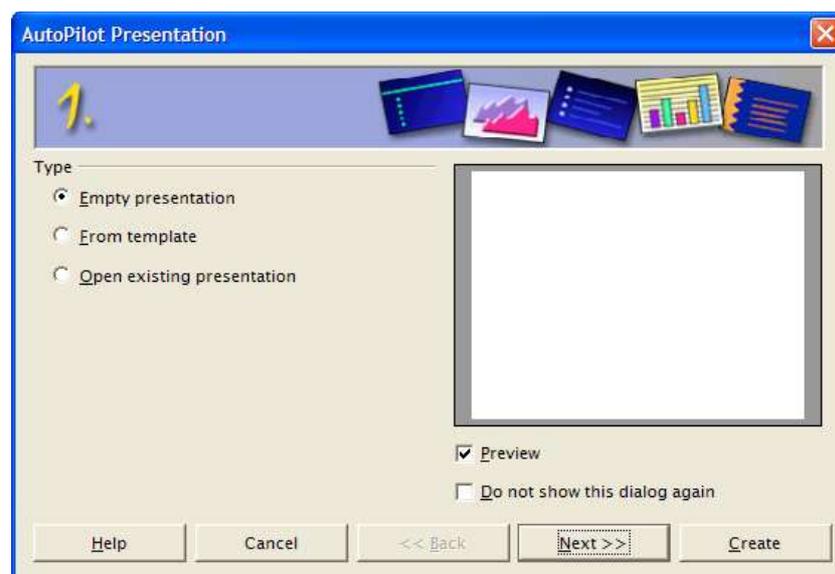
In this unit you will learn how to develop slide presentations with OpenOffice.org Impress, the slide presentation component of the OpenOffice.org suite of office productivity tools. We will approach the task by breaking it down into the following sections:

- Getting started
- Adding, editing and changing text and objects
- Working with templates and master slides
- Preparing for your presentation

## Getting started

### Creating a presentation

When you launch OOo Impress, the **AutoPilot Presentation** dialogue box appears with a choice of options:

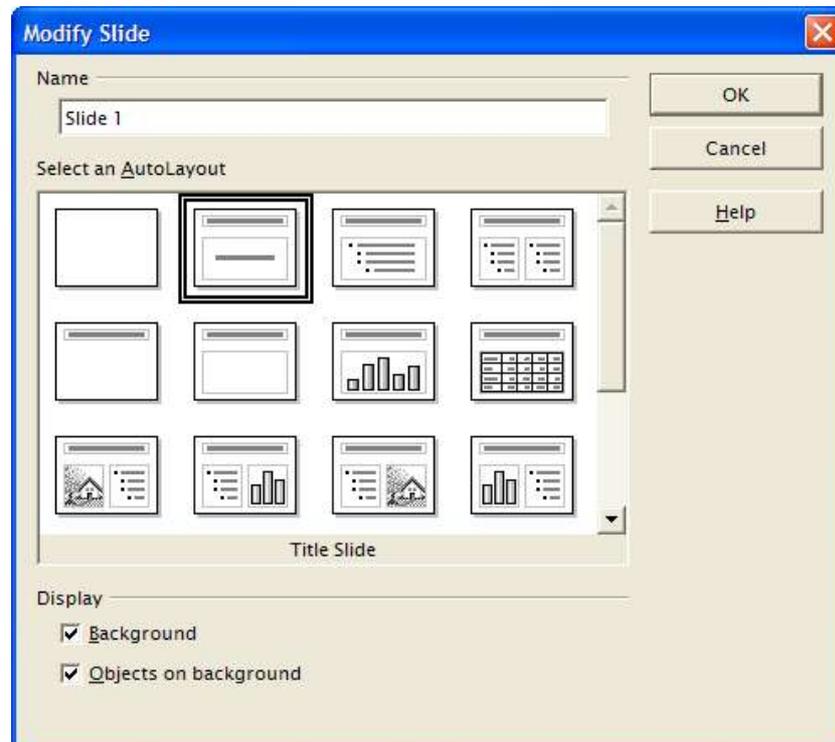


Choose **Empty presentation** to create a new slide show from scratch.

Choose **Create** to start work on the new presentation.

*There are more options for the creation of a new slide show that you can explore in the 2<sup>d</sup> and 3<sup>d</sup> screens of the **AutoPilot**. We will look at these later in the unit.*

You need to decide which kind of slide to begin your new presentation with. OOo Impress offers you the following **AutoLayout** options.



Choose an AutoLayout and click on the **OK** button.

Your new slide clearly indicates the spaces for adding content. Simply point and click to add text to your slide.

## **Saving your work**

Choose **File > Save** to save this presentation with a file name on your computer.

Use the **Save As** dialogue box to:

- Choose a folder to save your work in
- Give the file a name
- Select a file type from the drop-down list (the default type is the OpenOffice.org Impress presentation format)

## **Closing the file**

Choose **File > Close** to close the file.

If you do not have any other files open, this action will also exit OOo Impress.

## Opening an existing file

Launch OOO Impress.

This time choose **Open existing presentation** from the choices in the AutoPilot dialogue box.

The name of the presentation file you created earlier will appear in a list.

Highlight the correct file name and click on the **Create** button.

The presentation will open.

## Views

OOO Impress offers you the following options on the right-hand side of the screen for viewing your slide show:



**Drawing view** – for editing the text and graphical elements of a single slide

**Outline view** - for editing text within a structured (levelled) view of all your content

**Slides view** - for getting an overview of all slides in the presentation

**Notes view** - for adding presenter's notes to each slide

**Handouts view** - for arranging slide content for printing into handouts

**Start slide show** - view your slides as a presentation using the full-screen

Once a presentation includes a number of slides, it becomes easier to work with them by finding the most appropriate view of the presentation for the work you are doing.

Choosing a different **View** for your work will make your slides *look* different, but doesn't actually have any effect on the slide or its content. You are just taking a different perspective on the slide – seeing it from a different angle. Some views allow you to see more, and others less.

The **Drawing View** is much the same as the view that your audience will have of the slides when you do the presentation.

The **Slides View** allows you to see all your slides at once – very useful for re-ordering, duplicating etc.

The **Notes View** allows you to see both the slide content and any accompanying notes which are for the presenter's eyes only.

The **Outline View** displays the content of your whole presentation in a single page, enabling you to reorder slides and edit slide titles and headings without having to move through the slides one-by-one.

## Adding new slides

In Drawing or Notes view use the fly-out **Presentation menu** to insert new slides, modify slide design and layout, and copy existing slides. (If this menu does not appear automatically on your screen, choose **View > Toolbars > Presentation**).



**Insert Slide...** will add a new slide *after* the slide currently in view

**Modify Slide Layout...** gives you the AutoLayout screen to choose a different layout to apply to the slide

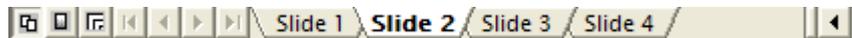
**Slide Design...** gives you a selection of any pre-defined slide designs to choose from

**Duplicate Slide** creates an exact copy of the slide in view

**Expand slide** creates a new slide from every top-level outline (bullet) point in the selected slide. The outline text becomes the title of the new slide.

## Moving between slides

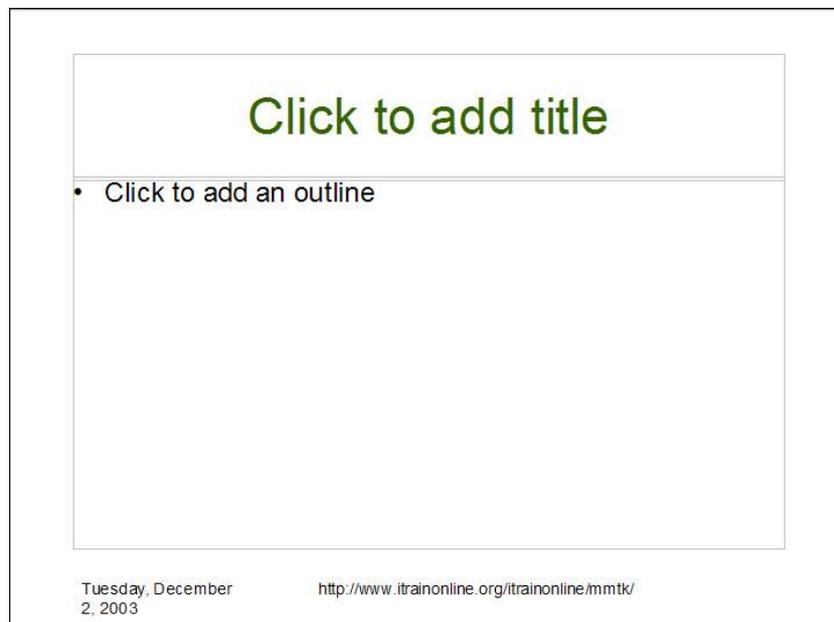
To move between slides click on the slide tabs at the bottom of the screen:



## Adding, editing and changing text and objects

### Text

Adding content to the text and graphics areas of slides is a point and click operation. Single click, and start typing to add content to the **text area**.

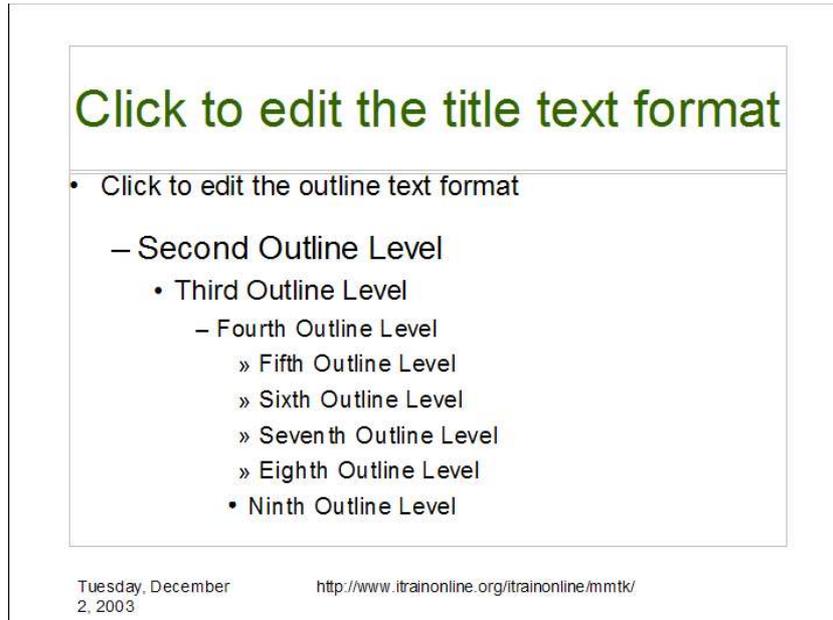


Laying out ideas on a slide for presentation to a group of people is a skill which requires you to understand more than just the technical operations of the software you are using. If the slides are going to really *work* at *supporting* the more detailed (and perhaps complex) information that the presenter is dealing with, they need to be clear, direct and easy to take in.

## Bulleted lists

*Bulleted lists* of ideas have become the style of choice for arranging ideas in text on a slide. OOO Impress calls these lists *outlines* as they allow you to structure your ideas into a hierarchical form. Not only does the list distil complex concepts into more digestible *items*, it also allows you to take ideas through levels of detail, so that a main item in the list, can itself be broken down into a more detailed list of items. Getting to grips with writing an outline, or bulleted list is a central part of writing successful slide presentations.

Using different levels within a bulleted list can really help you to structure the ideas you are presenting.



OOO Impress starts all bulleted lists at the highest level by default.

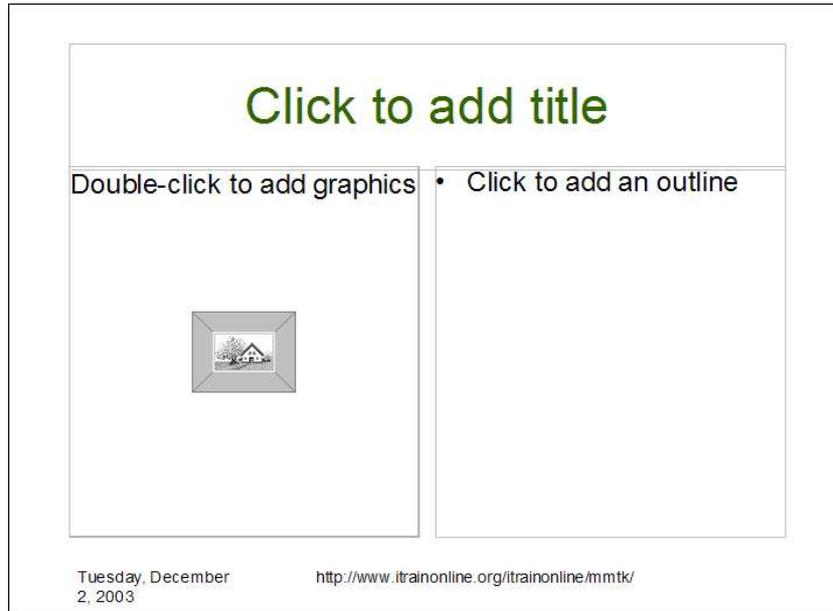
To change the level of an item in a bulleted list before or during typing it, use the arrow keys on the formatting tool bar:



## Graphics

If you want to include graphics in a slide, choose a slide AutoLayout which includes a **graphics area**.

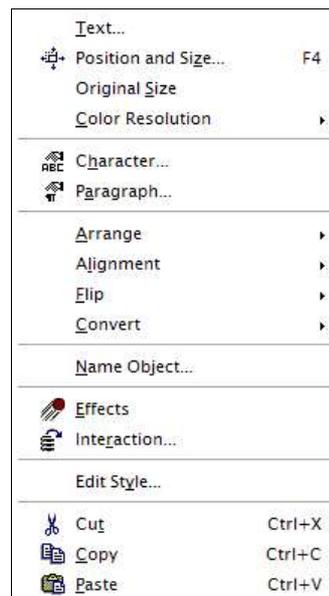
To add graphics, double click on the graphics area in the slide.



Choose your graphics file using the dialogue box which appears.

You can manipulate the image in a number of ways:

**Right click** on the graphic to bring up a context sensitive menu which allows you to change the size and layout of the graphic:

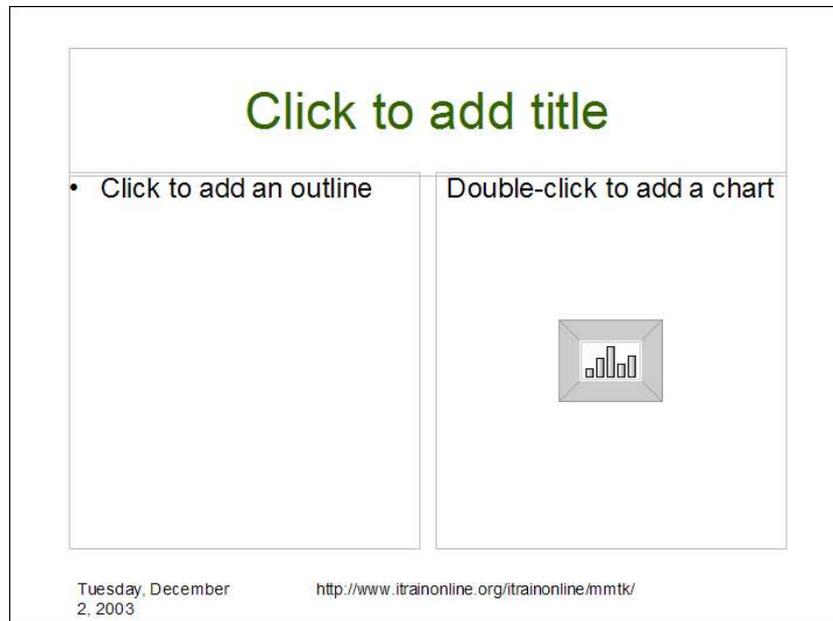


Use the **graphics tool bar** for more advanced functions such as changing the brightness and contrast of the image.



## Charts and graphs

To add a chart or graph to a slide, you need to select an AutoLayout from the AutoPilot dialogue box which includes a **chart area**.



Double click on this area to begin working on your chart. There are 3 areas to edit:

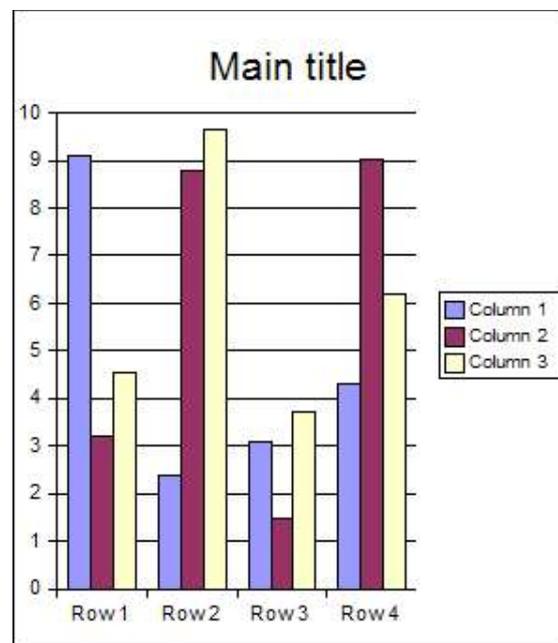
- The main title – simply click and edit the text
- The data series – double click to work through the tabs of the dialogue box
- The legend – double click to work through the tabs of the dialogue box

To work on the figures in the chart:

- Click once to edit the chart area
- Choose **Chart Data** from the right-click menu

The table which appears is much like any spreadsheet and allows you to add and edit figures.

When you have completed your data-entry and have clicked to close the window, you are prompted to agree to apply the changes you have made.



Choose **yes** to see the data changes incorporated into the chart.

# Templates and master slides

## Templates

A template is a "model" slide containing a set of fixed design elements which can be applied to any presentation. For example, your organization may create a template which includes the organization's logo and web address, and which uses particular colours and fonts. Each time a staff member needs to develop a slide presentation they can take the standard template as their starting point.

Using templates as a starting point for slide presentations enables us to create a feeling of continuity within and between slide presentations. By basing all the slides in a presentation on the same template OOO Impress also saves us having to add in those elements afresh with each new slide.

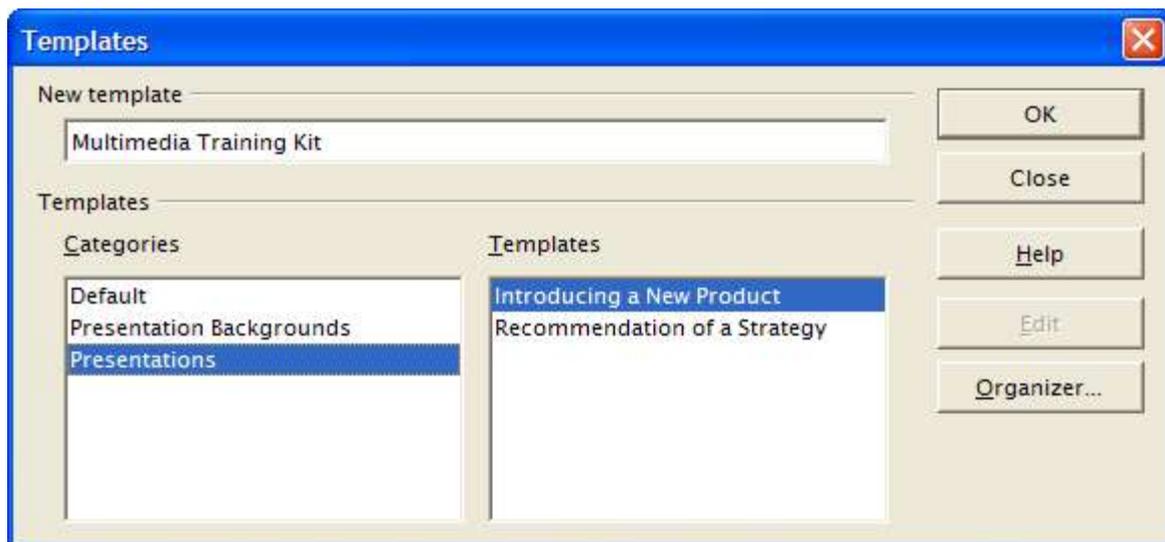
If you indicate at the outset that you want the slides to be based on a given template, each new slide will include the relevant design features of that template.

### To use a template for a new presentation

- Choose **New > Presentation** to launch the AutoPilot.
- Select **From Template** under **Type**.
- Select the template you want to use from the list.
- Click on the **Create** button.

### To create a template from an existing presentation:

- Open the presentation in OOO Impress.
- Choose **File > Templates > Save**.
- Give the template a name.
- If it is not already highlighted, click on **Presentations** in the list of categories to highlight it.
- Click on the **OK** button.



## Master slides

A master slide contains the default text formatting style for the title, bulleted items, and the background design of all slides in the current slide presentation.

- If you want to make changes to the design of a single slide, make them in standard **Drawing view**.
- If you want to apply changes to every slide in a presentation (for example, changing the font colour or adding a footer with your organization's web address to each slide), instead of making the change one slide at a time, make the change on the **master slide** and it will be reflected on every slide in the presentation.

### To edit the master slide

- Choose **View > Master**
- Choose the type of master view you wish to edit: **Drawing, Title, Notes** or **Handout**.

The master slide displays the layout and design elements of your presentation, not its content.

- Make any changes you require to the master slide; these will be reflected on all the slides in your presentation.
- When you have made the changes, switch back to the contents of your presentation by choosing **View > Slide**.

## Preparing for your presentation

Having developed the slides for your presentation, you can turn your attention to preparing the delivery of the slide show.

You need to think about:

- What your presentation will look like on screen
- The broader detail you will talk about, as outlined in the bullet points in each slide
- The handouts that you will distribute amongst the audience

## Slide show effects – animation and transition

A slide show is about conveying your ideas to an audience in the most effective way you can. OOo Impress offers you various options for displaying the content on each slide during your presentation.

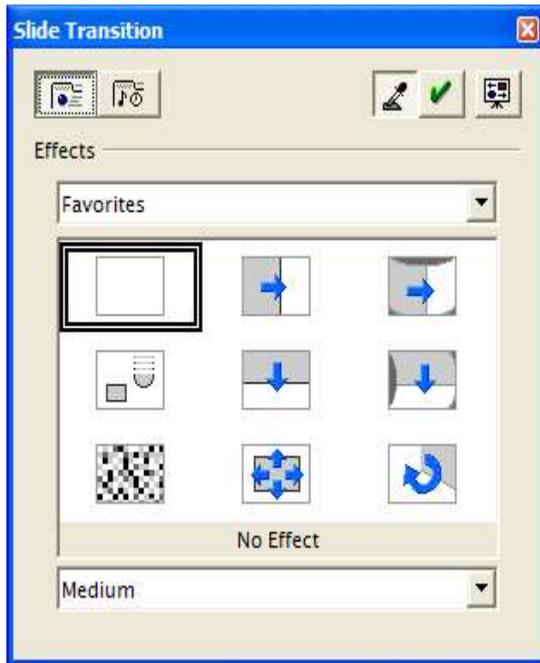
You can for instance **animate** the **transition** from one slide to the next.

Similarly you can **animate** the appearance of individual items of content on the slides.

Animation options range from having a slide, or each item in an outline flying onto the screen, to swirling onto the screen, or emerging from a series of dots.

Deciding which animation effect to use starts with exploring the options available.

Choose **Slide Show > Slide Transition**



Choose a category of effect from a drop-down list.

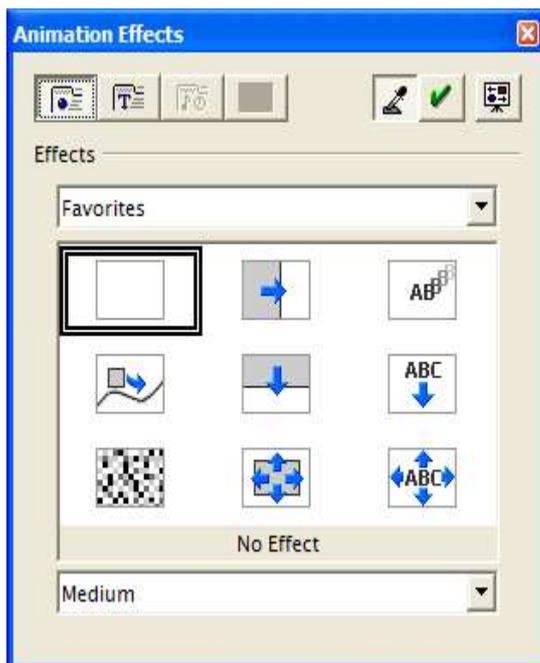
Pick an effect.

Open the preview window by clicking on the preview button : 

Click on the **assign** button ; the preview screen will show you how the animation looks with your slide.

Animating items within a slide follows the same logic:

Choose **Slide Show > Effects**



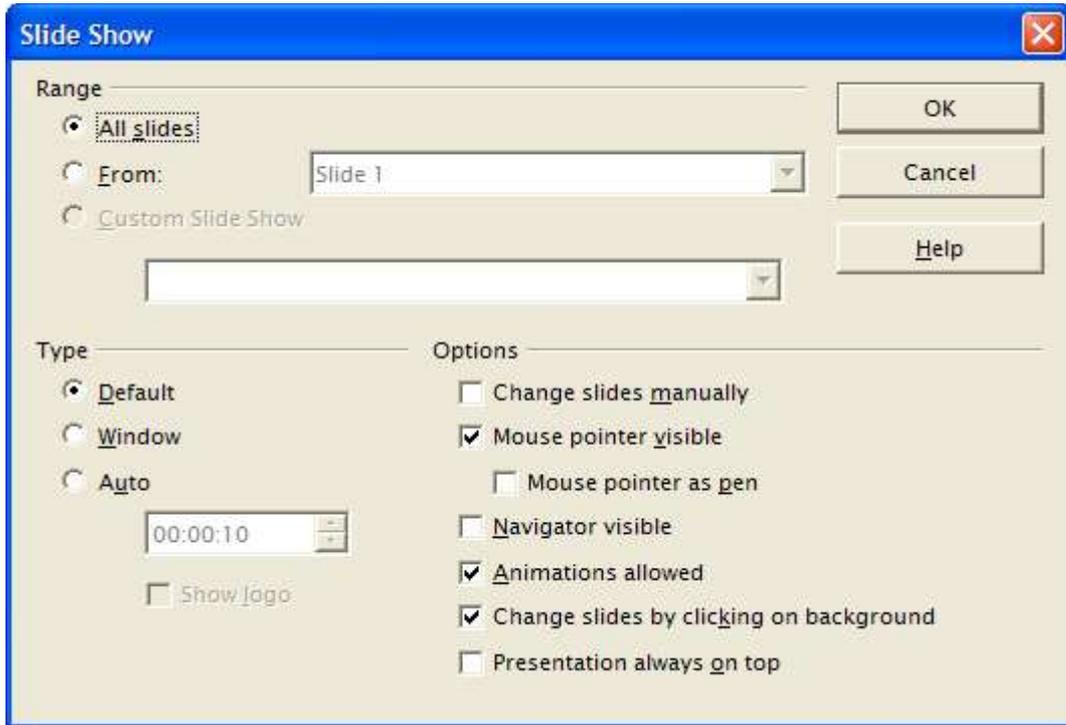
In this instance there are more options for the way that text is handled, also the order in which different elements of the slide are animated.

For the rest this dialogue box works as the one above. Use the **assign** button to add the animation and the **preview** button to see how the animation works with your content.

## Presenting your slide show

Delivering the slide show can be as simple as clicking on the **Slide Show** icon  and then just manually making your way through the presentation by clicking from one slide to the next. If you have animated your slides to display one bullet point at a time, then clicking will take you from one bullet point to the next.

This is the **default** way that OOO Impress will handle your slide show, but there are of course other options. Choose **Slide Show > Slide Show Settings** to see these.



### **Automating your slide show**

OOO Impress can automatically move from one slide to the next (no need for the presenter to click through). This requires that you rehearse and record the timings of the slide show in advance, so that you can set the time that each slide should be displayed for.

To rehearse and record the timings of the presentation:

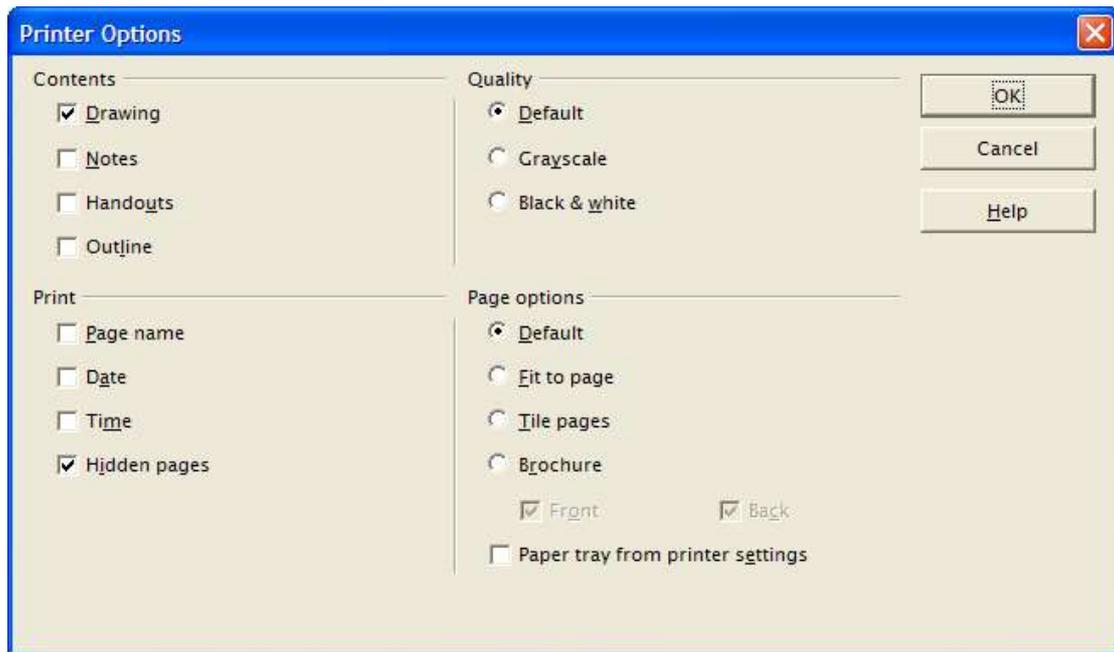
- Choose the **Slide View** for working with your presentation 
- Start the slide show by clicking on the **Rehearse Timings** icon 
- Notice how a timer has appeared in the bottom left-hand corner of the screen.
- As you go through your presentation, click on the timer when you want to move to the next slide.
- When you have completed the presentation, the timings for each slide are displayed in the **Object Toolbar**, where they can also be edited.
- To run the slide show automatically with these timings, return to the **Slide show settings** dialogue box above and choose **Auto** from the **Type** section.
- The slide show will start and move through each slide according to the timings that you recorded.

### **Printing**

You can print out your OOO Impress presentation in a number of different formats: just the slides, the slides with notes, etc. To select the format

- Choose **File > Print**

- Click on the **Options** button.



**Drawing** prints out each slide on a separate full page.

**Notes** prints each slide and any accompanying notes on a separate page.

**Handouts** prints a number of slides together on a page (use **Handouts View** to control the appearance of the printed handouts).

**Outline** prints the Outline view of your presentation.