LibreOffice®

LibreOffice Documentation Team

Impress Guide



26.2

LibreOffice is a registered trademark of The Document Foundation

Further Information is available at libreoffice.org

Copyright

This document is Copyright © 2026 by the LibreOffice Documentation Team. Contributors are listed below. This document may be distributed and/or modified under the terms of either the GNU General Public License (https://www.gnu.org/licenses/gpl.html), version 3 or later, or the Creative Commons Attribution License (https://creativecommons.org/licenses/by/4.0/), version 4.0 or later. All trademarks within this guide belong to their legitimate owners.

Contributors

Contributors for this edition:

Peter Schofield

Contributors for previous editions:

Claire Wood
Dimona Delvere
Felipe Viggiano
Gary Schnabl
Hazel Russman
Jean Hollis Weber
Kees Kriek
Linda Worthington
Low Song Chuan
Michele Zarri
Peter Hillier-Brook
Peter Schofield
Rachel Kartch
Regina Henschel
Samantha Hamilton
T. Elliot Turner
Vasudev Narayanan

Feedback

Please direct any comments or suggestions about this document to the Documentation Team Forum at https://community.documentfoundation.org/c/documentation/loguides/ (registration is required) or send an email to: loguides@community.documentfoundation.org.

Note

Everything sent to a forum, including email addresses and any other personal information that is written in the message, is publicly archived and cannot be deleted. Emails sent to the forum are moderated.

Publication date and software version

Published August 2026. Based on LibreOffice 26,2 Community.
Other versions of LibreOffice may differ in appearance and functionality.

Contents

Copyright....2
Contributors....2
Feedback....2
Publication date and software version....2
Preface....11
What is LibreOffice?....12
What is in this user guide for?....12
Minimum requirements for LibreOffice....12
How to get LibreOffice....12
Computers and laptops....12
Tablets, iPads and Chromebooks....13
Installing LibreOffice....13
Setting up and customizing LibreOffice....13
Extensions and add-ons....13
Where to get more help....13
Help system....13
Other free online support....15
Paid support and training....15
What you see may be different....15
Illustrations....15
Icons....16
Using LibreOffice on macOS....17
Who wrote this user guide?....17
Frequently asked questions....18
What is new in LibreOffice 26,2?....19
Chapter 1, Introducing Impress....21
Introduction....22
Opening Impress....22
Impress main window....24
Menu bar....24
Workspace....24
Slides pane....24
Sidebar....25
Rulers....28
Status bar....28
Navigator....30
Toolbars....31
Workspace views....32
Normal view....32
Outline view....32
Notes view....34
Slide Sorter view....35
Creating presentations....36
New presentation....37
Slide format....37
Slide layout....37
Modifying presentations....42
Running a presentation....43
Single displays....43
Multiple displays....44
Chapter 2, Slide Masters and Slide Templates....45
Designing presentations....46
Master Slides....46
What are master slides?....46
Working with master slides....46
Creating master slides....47
Applying master slides....49
Loading additional master slides....49
Editing master slides....50

Selecting and applying backgrounds....53
Adding images....54
Default text areas....55
Adding text and fields....60
Working with styles....64
Presentation styles....64
Drawing styles....65
Accessing styles....65
Editing styles....65
Custom styles....68
Direct formatting....69
Assigning styles keyboard shortcuts....69
Linked styles....69
Working with templates....69
Presentation templates....70
Creating templates....70
Setting default template....71
Editing templates....72
Organizing templates....73
Chapter 3, Adding and Formatting Text....77
Introduction....78
Working with text boxes....78
AutoLayout text boxes....79
Creating text boxes....80
Text box borders....81
Moving and resizing text boxes....82
Rotating text boxes....86
Corner radius....88
Text positioning....88
Text animation....89
Text columns....89
Deleting text boxes....92
Text glow effect....92
Inserting text....93
Pasting text....93
Inserting special characters....94
Inserting formatting marks....95
Formatting text....96
Quick font resizing....96
Selecting text....96
Using styles....97
Text formatting....97
Character formatting....99
Creating lists....101
AutoLayout text boxes....101
Creating lists....101
Formatting lists....103
Text callouts....105
Creating text callouts....105
Editing text callouts....106
Tables....107
Inserting tables....108
Formatting tables....110
Using fields....117
Inserting fields....117
Field types....117
Using hyperlinks....118
Inserting hyperlinks....118
Hyperlink types....119
Formatting hyperlinks....121
Chapter 4, Adding and Formatting Images....123
Introduction....124

Images....124
Inserting images....124
Linking image files....124
Inserting Gallery images....126
Gallery themes....126
Default themes....126
Custom themes....126
Formatting images....128
Moving images....128
Resizing images....128
Rotating, slanting or skewing images....129
Using Image Filters....130
Changing image mode....133
Color adjustment....133
Replacing colors and transparent areas....133
Image transparency....135
Adjusting shadow settings....136
Cropping images....136
Deleting images....139
Creating image maps....139
ImageMap Editor tools....140
Chapter 5, Managing Graphic Objects....143
Introduction....144
Drawing toolbar....144
Creating lines and shapes....151
Drawing regular shapes....151
Regular shape adjustment....151
Drawing curves, polygons and freeform lines....153
Drawing lines and arrows....154
Grouping objects....155
Temporary grouping....156
Permanent grouping....156
Editing or formatting groups....156
Ungrouping....157
Positioning and resizing graphic objects....158
Using the cursor....158
Position and Size dialog....159
Sidebar Position and Size panel....160
Applying special effects....161
Rotating graphic objects....161
Flipping objects....163
Distorting images....165
Aligning objects....167
Using grid or snap functions....167
Configuring grid and snap....168
Snap to grid....169
Snap points and lines....170
Using Helplines....172
Arranging objects....173
Connectors and gluepoints....174
Connectors....174
Gluepoints....177
Working with 3D objects....180
Converting objects....182
Interaction with objects....182
Fontwork....184
Creating Fontwork....185
Fontwork toolbar....185
Modifying Fontwork....187
Animations....187
Creating animations....187
Animation tools and options....189

Effect Options dialog....189
Animated images....192
Chapter 6, Formatting Graphic Objects....195
Introduction....196
Working with lines....196
Line and Filling toolbar....196
Sidebar....196
Line dialog....198
Line properties....198
Line shadows....201
Line styles....201
Arrow styles....202
Using area fills....204
Area fill types....204
Line and Filling toolbar....205
Sidebar....206
Area dialog....206
Working with area fill types....207
Color fills....207
Gradient fills....210
Image fills....214
Pattern fills....217
Hatch fills....219
Background image fills....221
Working with shadows....222
Area dialog....224
Sidebar....224
Line and Filling toolbar....224
Working with transparencies....224
Using Area dialog....224
Using Area panel on Sidebar....225
Text in objects....226
Adding text....226
Formatting text in objects....227
Text animation....228
Text columns....229
Object glow effect....229
Formatting connectors....231
Working with drawing styles....231
Linked drawing styles....232
Default drawing style....233
Creating drawing styles....233
Modifying drawing styles....234
Updating drawing styles....234
Applying drawing styles....234
Deleting drawing styles....235
Chapter 7, OLE, Spreadsheets, Charts, and Other Objects....236
OLE Objects....237
Inserting new OLE objects....237
Inserting OLE objects from files....237
Editing OLE objects....239
Resizing and moving OLE objects....239
Spreadsheets....239
Editing spreadsheets....240
Formatting spreadsheets....249
Charts....251
Inserting charts....253
Selecting chart types....254
Formatting charts....255
Audio and video....257
Inserting audio or video....257
Media playback....257

Formulas....258
Drawings, text files, HTML files and other objects....259
Chapter 8, Adding and Formatting Slides, Notes, Comments, and Handouts....261
Working with slides....262
Inserting new slides....262
Inserting slides from a file....263
Copying and pasting between presentations....264
Dragging and dropping between presentations....264
Duplicating slides....265
Renaming slides....265
Expanding slides....266
Creating summary slides....266
Deleting slides....267
Creating slides from an outline....267
Using Writer document....267
Using AutoAbstract....268
Copying and pasting an outline....269
Formatting slides....269
Slide setup....269
Selecting master slides....271
Changing master slides....271
Changing slide background....272
Choosing slide layout....274
Presentation notes....275
Adding notes....275
Adding text....276
Formatting notes....277
Headers and Footers....279
Printing notes....280
Exporting notes as PDF....282
Printing handouts....283
Inserting comments....285
Chapter 9, Slide Shows and Photo Albums....287
Creating slide shows....288
Basic settings....288
Slide show options....288
Hiding slides....291
Custom slide show....292
Slide transitions....295
Adding transitions....295
Transition options....295
Removing transitions....296
Playing music....296
Animations....297
Applying animations....297
Changing animation....298
Removing animation....298
Additional animation options....299
Animation example....302
Using interactions....303
Slide shows....304
Running slide shows....304
Context menu navigation and options....304
Automatic slide show repeat....305
Slide show timing....305
Presenter Console....306
Photo albums....308
Creating photo album....308
Editing photo albums....309
Chapter 10, Saving Slide Shows, Printing, Emailing, Exporting, and Redaction....313
Saving slide shows....314

ODP file format....314
Other presentation formats....315
Printing....316
Default printer....316
Quick printing....316
Controlling printing....317
Windows or Linux printing....318
macOS printing....320
Printing examples....327
Printing slides....328
Brochure printing....329
Emailing....330
Exporting....331
Quick PDF export....331
PDF export....331
Export in other formats....332
Redaction....332
Redaction tools....332
Presentation redaction....333
Automatic redaction....333
Chapter 11, Setting Up and Customizing Impress....335
Introduction....336
LibreOffice options....336
User data information....336
View options....337
Print options....338
Appearance options....340
Impress options....341
Accessing Impress options....341
General options....341
View options....343
Grid options....343
Print options....345
Customizing user interface....346
Adding extensions....346
Chapter 12, User Interface Variants....347
Introduction....348
Selecting user interface variants....348
Standard Toolbar....349
Tabbed....349
Permanent tabs....350
Additional tabs....351
Single Toolbar....352
Sidebar....353
Tabbed Compact....353
Groupedbar Compact....354
Contextual Single....354
Appendix A, Keyboard Shortcuts....355
Introduction....356
General function key and keyboard shortcuts....356
Opening menus and menu items....356
Accessing Menu bar commands....356
Accessing toolbar commands....357
Controlling dialogs....357
Impress keyboard shortcuts....357
Functions....357
Slide shows....358
Impress shortcuts....359
Editing text....360
Slide sorter and slide pane....361
Main menu bar keyboard shortcuts....362

LibreOffice menu....362
File menu....362
Edit menu....363
View menu....363
Insert menu....363
Format menu....364
Slide menu....365
Slide Show menu....366
Tools menu....366
Windows menu....366
Help menu....366
Toolbar function key and keyboard shortcuts....366
Comment toolbar....367
Drawing toolbar....367
Edit Points toolbar....367
Find toolbar....367
Form Design toolbar....367
Image toolbar....368
Insert toolbar....368
Line and Filling toolbar....368
Outline toolbar....369
Slide Sorter....369
Standard toolbar....369
Standard (Single Mode)....370
Standard (Viewing Mode) toolbar....370
Text toolbar....371
Text Formatting toolbar....371
Zoom toolbar....371
Appendix B, Toolbars....373
Introduction....374
Using toolbars....374
Displaying toolbars....374
Closing toolbars....374
Moving toolbars....374
Locking and unlocking toolbars....376
Editing toolbars....377
Customizing toolbars....377
Toolbars....377
3D-Objects....378
3D-Settings....378
Align Objects....378
Comments....379
Distribute Selection....379
Drawing....380
Edit Points....381
Find....381
Fontwork....381
Gluepoints....382
Image....382
Insert....383
Legacy Circles and Ovals....383
Legacy Rectangles....383
Line and Filling....383
Master View....384
Media Playback....384
Options....385
Outline....385
Presentation....385
Redaction....385
Slide View....386
Standard....386
Standard (Single Mode)....386

Standard (Viewing Mode)....387
Table....387
Text....388
Text Formatting....388
Transformations....388
Zoom....389
Subtoolbars....389
3D-Objects....389
Align Objects....389
Basic Shapes....390
Block Arrows....390
Callouts....391
Color....391
Connectors....392
Curves and Polygons....392
Distribute Selection....392
Flowchart....393
Fontwork Shape....393
Image Filter....393
Lines and Arrows....394
Optimize....395
Position....395
Stars and Banners....395
Symbol Shapes....395

LibreOffice

Impress Guide 26,2

Preface

Creating slide shows and presentations

What is LibreOffice?

LibreOffice (LO) is a freely available, fully-featured, open-source office productivity suite compatible with other major office suites and available on various platforms. The native file format is the Open Document Format (ODF). LO can also open and save documents in numerous other formats, including those used by Microsoft Office versions. For further information, refer to the *Getting Started Guide*.

What is in this user guide for?

The Impress user guide introduces the main features of Impress, the presentations (slide shows) LO module. Slides created in Impress 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 LO users create presentations.

Minimum requirements for LibreOffice

LibreOffice 26,2 requires one of the following operating systems:

Linux x64 (deb) and Linux x64 (rpm)
Mac OS X (Aarch64/Apple Silicon)
macOS x86_64 (10.14 Mojave or higher)
Windows x86_64 (Windows 7 or newer required)

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

Computers and laptops

Versions of LibreOffice for Windows, macOS, and Linux are freely available and can be downloaded from the LibreOffice website at https://www.libreoffice.org/download.

LibreOffice is available for Windows in the Microsoft Store and for macOS in the Apple App Store at a low and attractive price. These versions are free software being open source, but the small charge covers the cost of placing LibreOffice in app stores. The profits from sale of LibreOffice are invested to support development of the LibreOffice project.

For Linux users LibreOffice is included free with many of the latest distributions, for example Ubuntu. Linux versions of LibreOffice may differ in some features from the descriptions used in this user guide.

Notes

When using the English version of LibreOffice, download and use the US English version. Do not use the British or any other English version. This is to retain language consistency within the LO user guides.

If the computer operating system is Linux, it is recommended not to use the LO version that is included with the Linux distribution. The Linux versions of LibreOffice may have differences in functionality and appearance.

Tablets, iPads and Chromebooks

To use LibreOffice on tablets, iPads, or Chromebooks, a LibreOffice based app has to be downloaded and installed. The app is called **Collabora Office**, which uses the same technology as LibreOffice and is very similar in operation to LibreOffice. For more information, go to the Collabora Office website at https://www.collaboraoffice.com.

Installing LibreOffice

Information on installing LO on supported operating systems can be found at this web page: https://www.libreoffice.org/get-help/install-howto/. If LO is acquired through official app stores, follow the installation instructions provided by the store.

Setting up and customizing LibreOffice

After installation, change the default settings (options) in LibreOffice to suit working requirements and preferences. Go to **Tools > Options** on the Menu bar (mac OS **LibreOffice > Preferences**) and change the settings as required.

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 Impress, add new menus and toolbars, and assign macros to events.

Tip

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

Extensions and add-ons

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 various other sources. See the *Getting Started Guide* for more information on installing extensions and add-ons.

Where to get more help

This user guide, the Help system, and user support systems assumes users are familiar with computers and basic functions such as starting applications, opening and saving files.

Help system

LibreOffice comes with an extensive Help system and is 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 includes links to other LibreOffice information and support facilities. The Help menu also includes links to other LibreOffice information and support resources.

What's This?
For quick tips when a toolbar is visible, place the cursor over a tool icon to see a small tooltip box with a brief explanation of the tool function. For a more detailed explanation, select **Help > What's This?**

Also *Extended Tips* can be activated by going to **Tools > Options > LibreOffice > General > Help** (macOS **LibreOffice > Preferences > LibreOffice > General > Help**) on the Menu bar and selecting the option *Extended Tips*. Extended tips provide a brief description about tools and commands. To display an extended tip, use the keyboard *Shift+F1*, then move the cursor onto 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 web page gives access to LibreOffice User Guides and other useful information that can be opened in a default browser. Also, LibreOffice 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.

Search Commands
Opens a window where typing a few letters, or the name of a Menu bar command, for example, quickly finds where the command is located. Clicking on a command in the resulting list may open a relevant dialog or have other effects.

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 web 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 (in 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 the 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

Free LibreOffice support	
FAQs	Answers to frequently asked questions https://wiki.documentfoundation.org/Faq.
Mailing lists	Free community support is provided by a network of experienced users https://www.libreoffice.org/get-help/mailing-lists/.
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 https://ask.libreoffice.org/en/questions. 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 https://www.libreoffice.org/community/nlc/. Mailing lists for native languages https://wiki.documentfoundation.org/Local_Mailing_Lists. Information about social networking https://wiki.documentfoundation.org/Website/Web_Sites_services.
Accessibility options	Information about available accessibility options. https://www.libreoffice.org/get-help/accessibility/.
OpenOffice Forum	Another forum that provides support for LibreOffice, among other open source office suites https://forum.openoffice.org/en/forum/.

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/.

For schools, educational and research institutions, and large organizations, see https://www.libreoffice.org/download/libreoffice-in-business/.

What you see may be different

Illustrations

LibreOffice can be used on computers with Windows, Linux, and macOS operating systems. Each operating system can be customized by users (fonts, colors, themes, window managers). The illustrations in this user guide were taken from a variety of computers and operating systems. Therefore, some illustrations may not look exactly the same as displayed on a computer monitor. Also, some of the dialogs may differ because of the settings selected by a LibreOffice user. Either use dialogs from the computer system (default) or dialogs provided by LibreOffice.

1) Go to **Tools > Options > LibreOffice > General** (macOS **LibreOffice > Preferences > LibreOffice > General**) on the Menu bar to open the dialog page for general options (Figure 1).

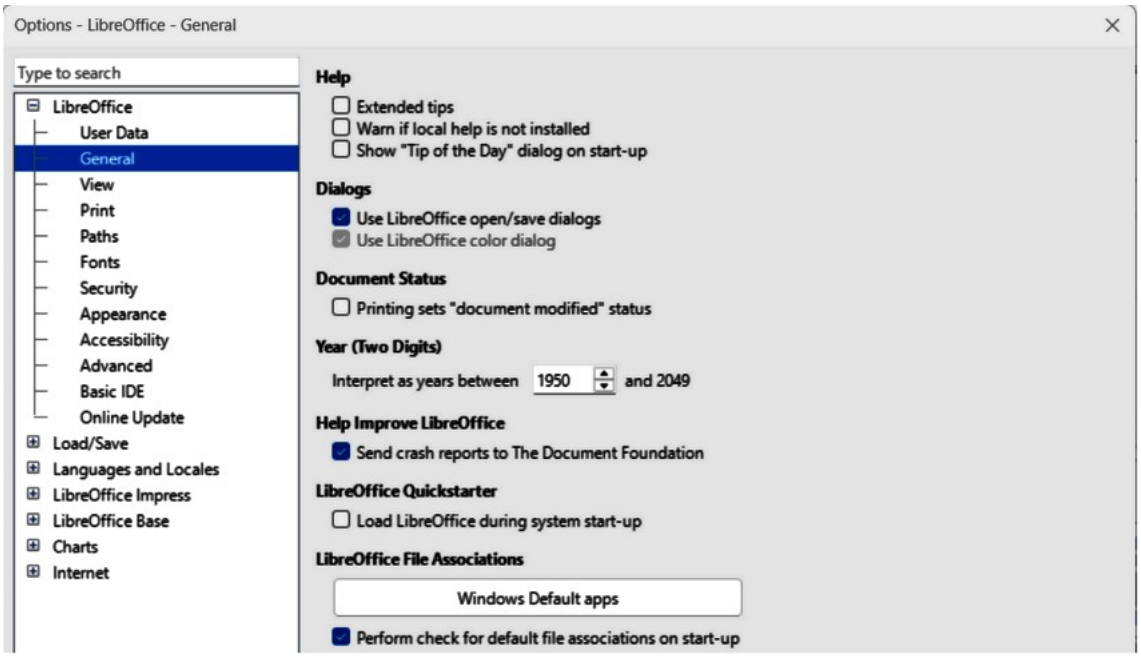


Figure 1: Options LibreOffice dialog — General page

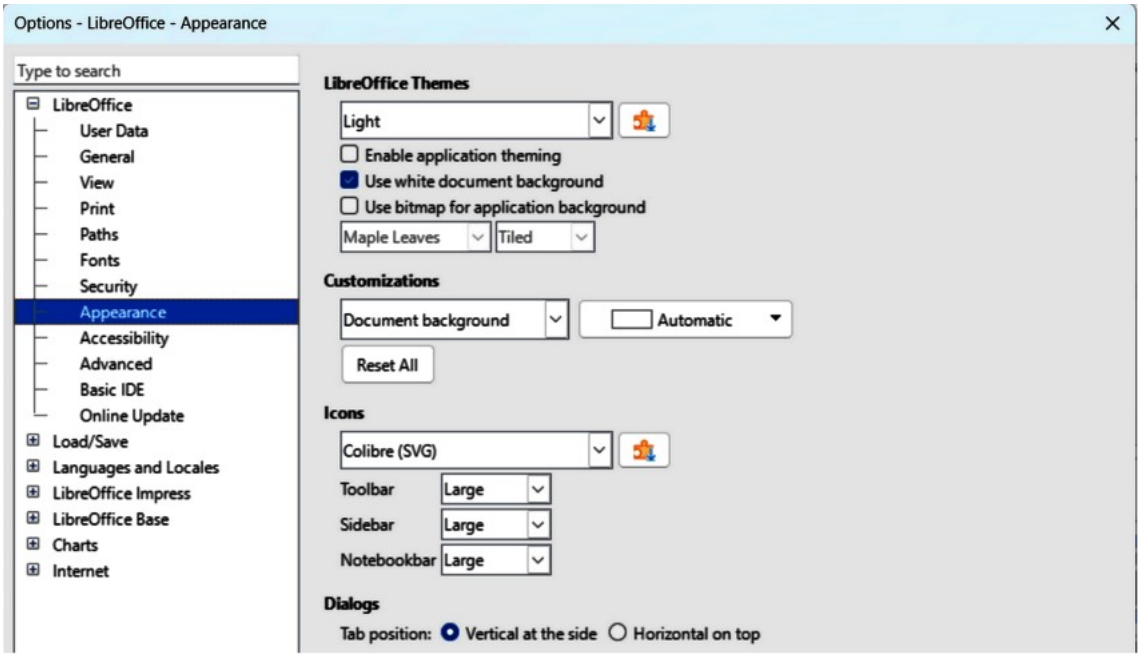


Figure 2: Options LibreOffice dialog — Appearance page

2) Select the option *Use LibreOffice dialogs* in **Open/Save dialogs** to display the LibreOffice dialogs on a computer display.

3) Click **OK** to save the settings and close the dialog.

Icons

The LO community has created several sets of icon, for example Breeze, Colibre, and Sifr. LO users can select a preferred set of fonts to use. Icons used to illustrate tools available in LO may differ from ones used in this user guide. The icons used in this user guide have been taken from a LibreOffice installation using the Colibre icon set.

1) On Linux and Windows operating systems, go to **Tools > Options > LibreOffice > Appearance** (macOS **LibreOffice > Preferences > LibreOffice > View**) on the Menu bar to open the dialog page for view options (Figure 2).
2) In **Icons**, select a font from the options available in the drop-down list.
3) In **Icons**, select the required size from the drop-down lists for *Toolbar*, *Notebookbar* and *Sidebar*.
4) Click **OK** to save the settings and close the dialog.

Notes

Some Linux operating systems, for example Ubuntu, include LibreOffice as part of the installation and may not include the required icon set. Icon sets are downloaded from the software repository for the Linux operating system being used.

Some icon sets are now available only as extensions. Go to https://extensions.libreoffice.org/?Tags%5B%5D=49 or search for a specific icon set. For example, People Gallery https://extensions.libreoffice.org/en/extensions/show/people-gallery.

Using LibreOffice on macOS

Some keystrokes and menu items are different on computers operating macOS from computers using Windows and Linux operating systems. Table 2 gives some common substitutions used in this user guide. For more information on keyboard shortcuts, see **LibreOffice Help** and *Appendix A, Keyboard Shortcuts* in this user guide.

Table 2: Example of macOS keyboard shortcuts

Windows or Linux	***macOS equivalent***	***Effect***
Tools > Options	**LibreOffice > Preferences**	Access to setup options
Right-click	*Ctrl*+click and/or right-click depending on computer setup	Opens a context menu
Ctrl or *Control*	⌘ and/or *Cmd* or *Command*, depending on keyboard	Used with other keys
Alt	⌥ and/or *Alt* or *Option* depending on keyboard	Used with other keys
F11	⌘+*T*	Open the Styles deck in the Sidebar

Who wrote this user guide?

This user guide was written by volunteers from the LO community. Profits from sales of the printed edition are 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 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.

Can LibreOffice be distributed to anyone?
Yes.

Can LibreOffice be sold?
Yes.

Can LibreOffice be used in a business?
Yes.

How many computers can LibreOffice be installed on?
As many as required.

Is LibreOffice available in different languages?
Yes. LibreOffice has been translated and localized into over 120 languages, so a required language is probably supported. In addition, over 100 spelling, hyphenation, and thesaurus dictionaries are available for languages and dialects that do not have a localized program interface. Dictionaries are available at the LibreOffice website: https://www.libreoffice.org/.

How can LibreOffice be freely available?
LibreOffice is developed and maintained by volunteers and has the backing of several organizations. LibreOffice also relies upon donations from its users. To make a donation, go to the following web page: https://www.libreoffice.org/donate/.

Can the programming code from LibreOffice be used when developing software?
Yes, but follow the parameters set in the MPL and/or LGPL. Read the licenses: https://www.mozilla.org/MPL/2.0/.

Why is Java required to run LibreOffice and is it written in Java?
LibreOffice is not written in Java, but 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 an operating system can be found at: https://java.com/en/download/manual.jsp.

Note

If LibreOffice features requiring Java are to be used, it is important that the correct 32-bit or 64-bit edition matches the installed version of LibreOffice. If Java is not to be used, nearly all of the LibreOffice features can still be used.

How can users contribute to LibreOffice?
Users can help with the development and user support of LibreOffice in many ways, and there is no need to be a programmer. To start, check out this webpage: https://www.libreoffice.org/community/get-involved/. An interactive web page that guides users in contributing with their best skills available at https://whatcanidoforlibreoffice.org.

Can a PDF copy of this user guide be distributed, or printed and copies sold?
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 requests that users share with the LibreOffice project some of the profits made from sales of user guides, in consideration of all the work that LibreOffice volunteers have put into producing user guides.

What is new in LibreOffice 26,2?

The LibreOffice 26,2 Release Notes are available at this link https://wiki.documentfoundation.org/ReleaseNotes/26.2. Also available at this link are release notes for earlier versions of LibreOffice giving more information on the LibreOffice features.

LibreOffice

Impress Guide 26,2

Chapter 1,
Introducing Impress

Creating slide shows and presentations

Introduction

Impress is the presentation module included with LibreOffice (LO) for creating presentations in the Open Document Presentation (ODP) format. Impress allows the inclusion of various elements such as charts, drawing objects, text, multimedia, and more, making presentations visually appealing and engaging. ODP presentations can be opened by other presentation software like Microsoft PowerPoint and exported in different formats, such as PPT.

Presentation slides can incorporate various techniques, including animation and slide transitions, enhancing the professionalism and interest of the presentation for the audience.

Several design and creation views are available in Impress, including the **Slide Sorter**, which provides an overview of slides in thumbnail format, and the **Notes** page, which displays both the slide and the notes for distribution. Additionally, the **Presenter Console** is useful for rehearsing presentations and presenting them to audiences.

While using graphics in presentations requires some knowledge of drawing, it is recommended to refer to the *Draw Guide* for detailed instructions on creating graphics, including 3D animation.

Notes

When LibreOffice is installed on a computer, a menu entry for each module is added to the system menu. The name and location of these menu entries depends on the operating system and graphical user interface in use.

The **New** icon displayed depends on the LibreOffice module currently open when creating a new document, presentation, spreadsheet, or drawing.

Opening Impress

By default, when no other LibreOffice module is open, the **LibreOffice Start Center** opens with the following options:

- Click on **Impress Presentation** to create a new presentation.
- Click on **Open File** and navigate to the folder containing a presentation.
- Click on **Remote Files** and navigate to a server and folder containing presentations.

Alternatively, access LibreOffice from the computer system menu. The specific menu options may vary depending on the operating system being used. For further details and examples, refer to the *Getting Started Guide*.

- In Windows, use the **Start** menu.
- In Linux with a Gnome desktop, use the **Applications** menu.
- In macOS, use the **Applications** menu.

When a LibreOffice module is open, access the presentation creation options using the menu bar or the Standard toolbar.

- On the Menu bar, go to **File > New > Presentation**.
- Click on the triangle ▼ next to **New** on the Standard toolbar and select **Presentation** from the drop-down menu.

When starting Impress, the main Impress window (Figure 3) and Select a Template dialog (Figure 4) open. Templates included with Impress are designed for the two standard sizes of presentation slides: 4:3 and 16:9 ratios. Templates adapt to other available sizes. Go to **Slide > Slide Properties > Paper Format** on the Menu bar, or *Format* in the **Slide** panel in the Properties deck on the Sidebar to select slide size.

To start Impress without the Select a Template dialog opening, deselect the option **Show this dialog at startup** at the lower left of the dialog. Alternatively, go to **Tools > Options > LibreOffice Impress > General** (macOS **LibreOffice > Preferences > LibreOffice Impress > General**) on the Menu bar and deselect the option **New Document** > *Start with Template Selection*.

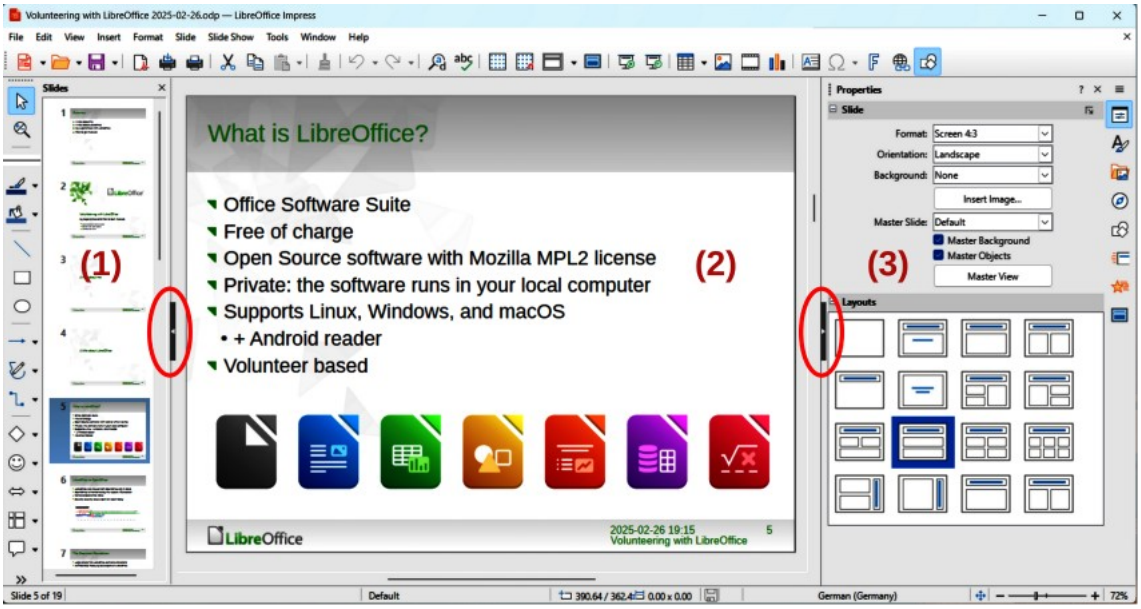


Figure 3: Example of Impress main window

(1) Slides pane (2) Workspace (3) Sidebar

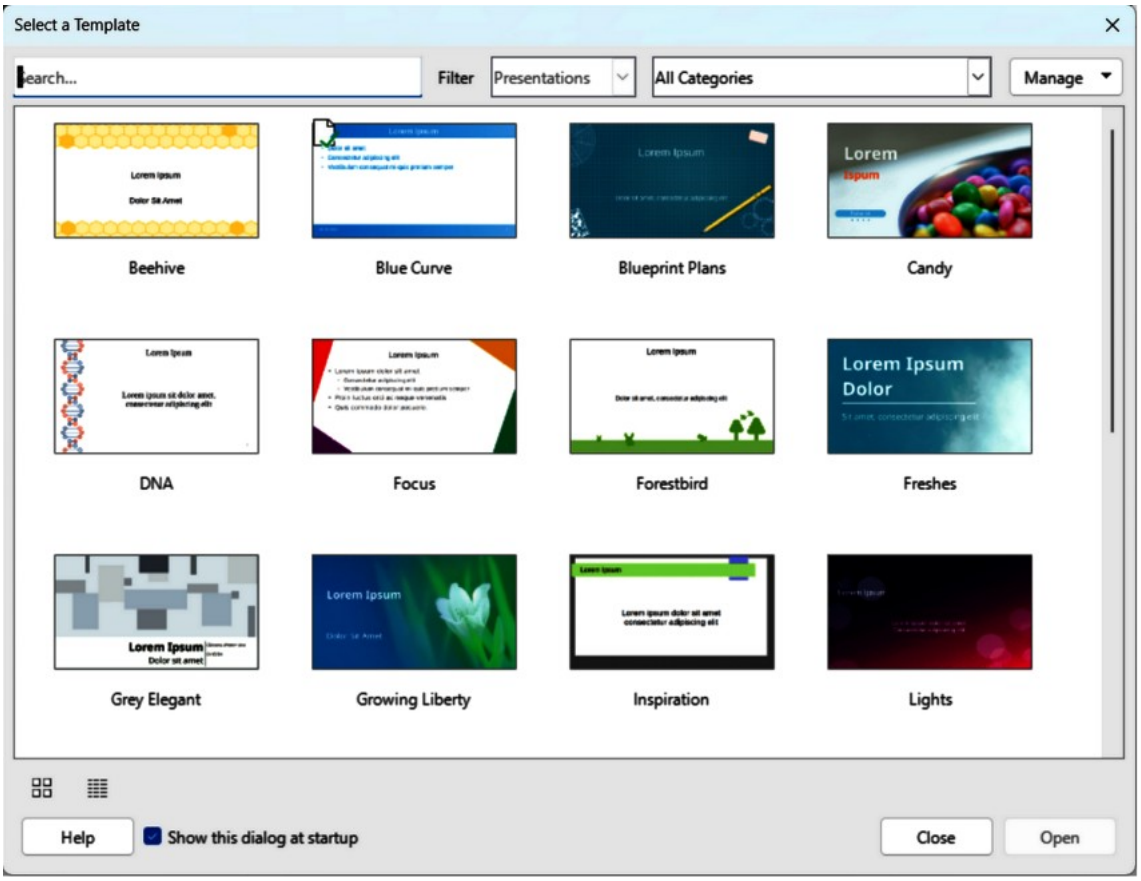


Figure 4: Select a Template dialog

The Slides pane and/or Sidebar (Figure 3) can be closed by clicking the **X** in the upper right corner of each pane. Alternatively, go to **View > Slide Pane** or **View > Sidebar** on the Menu bar to deselect. To reopen a pane, select **View > Slide Pane** or **View > Sidebar** on the Menu bar.

To maximize the Workspace area click on the **Hide/Show** marker in the middle of the vertical separator line (highlighted in Figure 3). Clicking on the **Hide/Show** marker hides the Slides pane or Sidebar, but does not close the Slides pane or Sidebar. To restore the Slides pane or Sidebar, click again on its **Hide/Show** marker.

Impress main window

The Impress main window (Figure 3) has three main sections: Slides pane, Workspace, and Sidebar. Located 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.

Menu bar

The Menu bar, situated at the top of the main window, provides a comprehensive set of menus that are common to all LibreOffice modules. However, the commands may differ between each LibreOffice module for **File**, **Edit**, **View**, **Insert**, **Format**, **Tools**, **Window**, and **Help**. The Impress module has two extra menus for **Slide** and **Slide Show**. When a menu is selected, a submenu may open to show the available commands. The Menu bar can be customized and for more information, see the *Getting Started Guide*.

Workspace

By default, the Workspace opens in **Normal** view which is normally positioned at the top of the main window. The Workspace has four standard views: **Normal**; **Outline**; **Notes**; **Slide Sorter**. Each view is opened by clicking on its tab at the top of the Workspace (Figure 5). For more information on workspace views, see “Workspace views” page 32.

If master slides are used, the master views become available: **Master Slide**; **Master Notes**; **Master Handout**. Unlike the standard views, master views do not use tabs. The master views 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*.

Slides pane

The Slides pane displays thumbnail images of slides in the order that they appear in a presentation. Clicking on a slide in the Slides pane selects it and places the slide in the Workspace where changes can be made. Slide order in a presentation can be altered, see *Chapter 9, Slide Shows & Photo Albums* for more information.

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

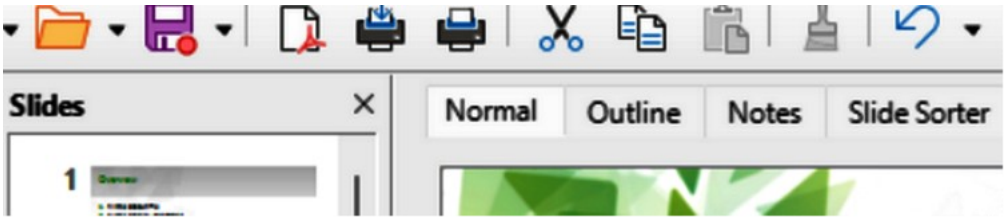


Figure 5: Example of Workspace view tabs

Several additional operations can be performed on one or more slides in the Slides pane. These additional operations are available in a context menu that is displayed when right-clicking on a slide in the Slides pane.

- Add new slides to a presentation.
- Duplicate a slide.
- Rename a slide.
- Hide a slide so that it will not show in a presentation.
- Delete a slide from a presentation.
- Move slides in the slide order by dragging and dropping it to the desired position.
- Change the layout for a slide, or a group of slides.
- Navigate to select slides in the presentation.
- Move a slide to another position in the slide sequence.
- Change slide properties by opening the Slide Properties dialog.
- Change slide properties by right-clicking on a slide and selecting **Slide Properties** from the drop-down menu.
- Change the master slide of a slide by right-clicking on a slide and selecting **Change Slide Master** from the drop-down menu.

Sidebar

The Impress Sidebar (Figure 7) is normally located on the right side of the Workspace and is similar to the Sidebar in other LibreOffice modules. The Sidebar consists of several decks providing options to change slide layout to match a presentation requirements.

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* (macOS ⌘+*F5*).
- Use the **Hide/Show** marker on the right of the Workspace (Figure 3 on page 23).
- To hide 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.

To open the Sidebar deck, use one of the following methods:

- Click on the icon for the Sidebar deck displayed on the right side of the Sidebar.
- Click on **Sidebar Settings** at the top right of the Sidebar and select a deck from the drop-down list.
- Use one of the available keyboard shortcuts for Sidebar decks. These keyboard shortcuts are displayed when the cursor is hovered over an icon.

Note

Actual decks and panels displayed in the Sidebar depends on the object type that is selected on a slide.

Properties

The Properties deck in the Impress sidebar has two panels (Figure 7). These panels are used to change slide properties and slide layout to the presentation requirements.

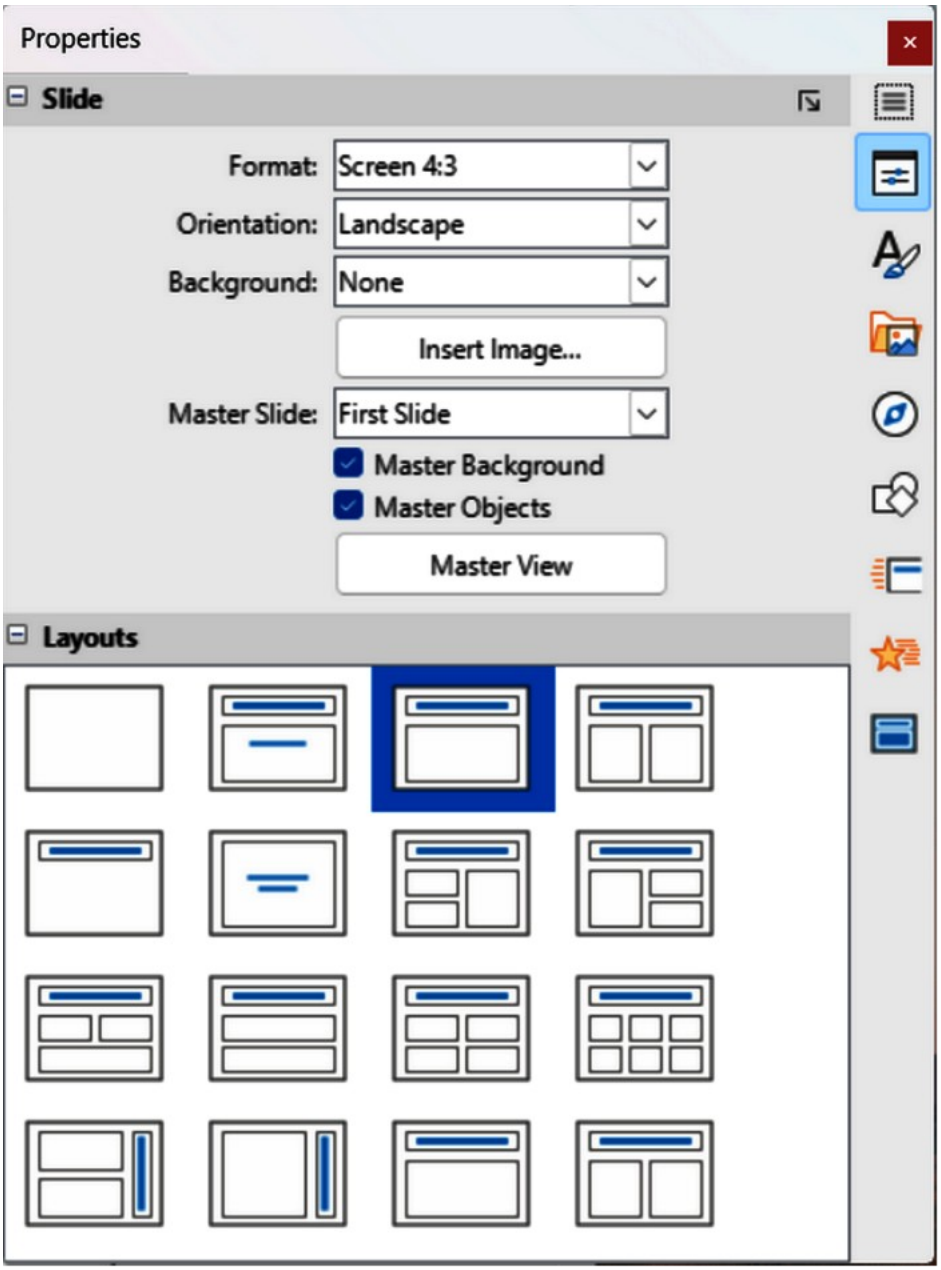


Figure 6: Sidebar Properties deck — Slide and Layouts panels

Styles

The Styles deck is used for the following tasks:

- Application of drawing and presentation styles to a selected object.
- Creating new styles for drawing and presentation objects
- Modifying drawing and presentation styles to presentation requirements.

When saving changes to a style, changes are applied to all elements formatted with that style in a presentation. For more information on styles, see *Chapter 2, Using Slide Masters, Styles, and Templates*.

Gallery

The Gallery deck has objects that can be inserted into a presentation either as a copy or link.

- A copied 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 linked object.

Navigator

The Navigator deck displays all objects contained in a presentation allowing navigation between slides in a presentation, or selection of objects on a slide. It is recommended to give meaningful names to slides and objects in a presentation for easy identification when using the Navigator. For more information, see “Navigator” on page 30.

Shapes

The Shapes deck contains panels that allows quick selection of basic shapes that are available on the Drawing toolbar.

Lines and Arrows	Symbol Shapes	Stars and Banners
Curves and Polygons	Block Arrows	3-D Objects
Connectors	Flowchart	
Shapes	Callouts	

Slide Transition

The Slide Transition deck provides a selection of slide transitions for use in presentations. There are 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 is used to add, change, or remove animations for different elements or objects on a slide and adjust how objects appear during a slide show. For more information on animation, see *Chapter 9, Slide Shows & Photo Albums*.

Master Slides

The Master Slides deck provides access to slide designs for presentations, including several designs for master slides. The default master slide is blank, but the remaining master slides feature backgrounds and styled text. For more information on master slides, see *Chapter 2, Using Slide Masters, Styles, and Templates*.

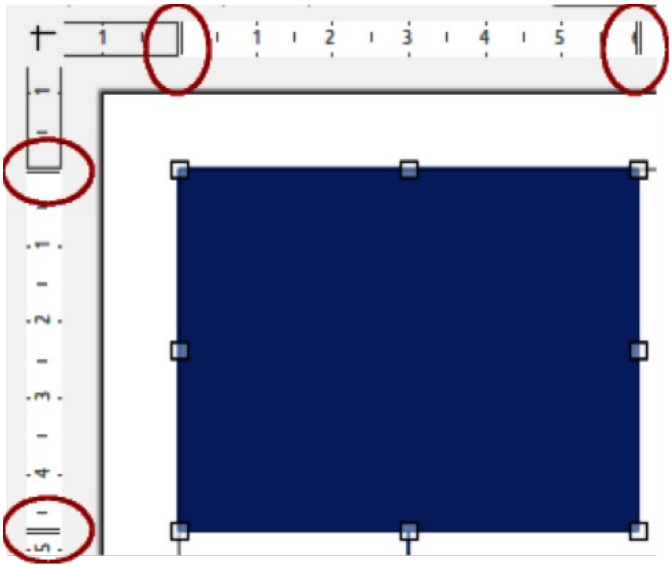


Figure 7: Example of object size indicators

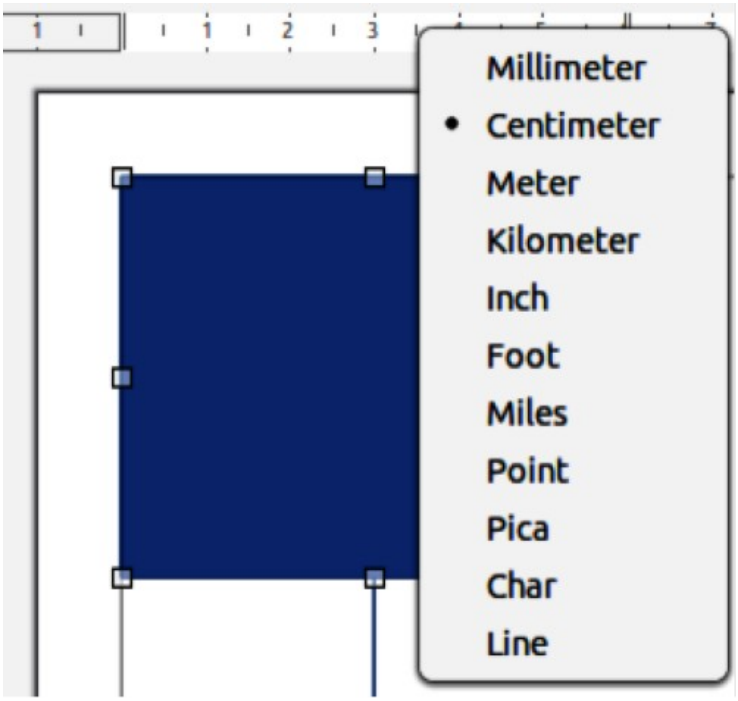


Figure 8: Example of changing ruler measurement units

Rulers

Rulers are positioned on the upper and left-hand sides of the Workspace. If the rulers are not visible, go to **View > Rulers** on the Menu bar. Rulers display the size of a selected object on a slide using double lines (highlighted in Figure 7). Rulers are also used to manage object handles and guide lines during object positioning.

Note

The current measurement unit dimensions may not correspond to the ruler units. Status Bar measurement units are defined in **Tools > Options > LibreOffice Impress > General** (macOS **LibreOffice > Preferences > LibreOffice Impress > General**).

To change the measurement units, right-click on a ruler and select the required measurement unit from the drop-down list, as shown in Figure 8 for the horizontal ruler. Note that horizontal and vertical rulers can be set to different measurement units.

Page margins in the drawing area are also represented on the rulers. Margins can be adjusted directly on the rulers by dragging them with the cursor. The margin area is indicated on the rulers or borders around the unused area of the ruler. This margin indication depends on computer setup and operating system, but is normally located in the top left corner of the Workspace.

Status bar

The Status Bar (Figure 9), located at the bottom of the Impress main window provides information for managing a presentation that is open. To hide the Status Bar, go to **View** on the Menu bar and deselect **Status Bar**.

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

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



Figure 9: Impress Status Bar

(1) Slide number
(2) Information area
(3) Master slide
(4) Cursor position
(5) Object size
(6) Unsaved changes
(7) Text language
(8) Fit slide
(9) Zoom slider
(10) Zoom percentage

Table 3: Example 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 is accessed by right-clicking on the page. This opens a list of available master slides, allowing selection of a master slide to apply to the selected slide. Alternatively, double-clicking on the page opens the Available Master Slides dialog, which provides more information on master slides. For more information, refer to *Chapter 2, Using Slide Masters, Styles, and Templates*.

Cursor position/Object size
The displayed information depends on whether objects are selected or not. When an object is selected, clicking in either of these areas opens the Position and Size dialog.

– When no object is selected, the position numbers show the current position (X and Y coordinates) of the cursor.

– When an object is selected and resized using the cursor, the object size numbers show the size of the object (width and height).

– If an object is selected, the position numbers show X and Y coordinates of the object 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 an object.

Unsaved changes
Indicates if there are any unsaved changes in the presentation. Clicking on the 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 the 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 providing a convenient way of navigating within a presentation and locating objects in the presentation.

- To open the Navigator dialog (Figure 10) go to **View > Navigator** on the Menu bar (*Ctrl+Shift+F5*, macOS ⌘+*Shift+F5*).
- Alternatively, click on **Navigator** in the Sidebar (*Ctrl+Alt+4*, macOS ⌘+⌥+*4*) to open the Navigator deck. This Sidebar deck is similar in appearance and function as the Navigator dialog.

Functionality of the Navigator is more useful if meaningful names are applied to slides and objects (images, spreadsheets, and so on) instead of leaving them with default names (for example “Slide 1” and “Shape 1” and so on as shown in Figure 10). Using meaningful names makes slides or objects easily identified and located in a presentation.

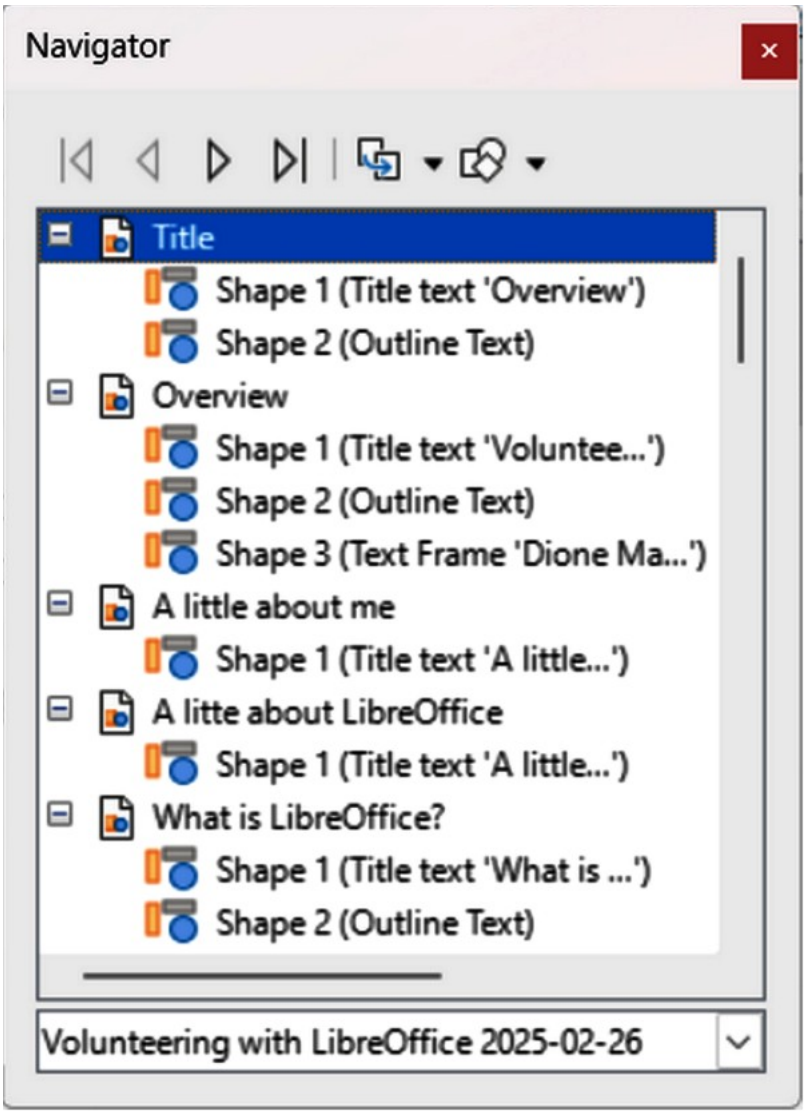


Figure 10: Navigator dialog

Toolbars

Toolbars provide a range of functionalities to create slides for presentations. To display or hide various toolbars in Impress, go to **View > Toolbars** on the Menu bar and select the required toolbar from the submenu that opens. For example, Standard and Drawing toolbars are displayed by default, but Line and Filling, and Text Formatting toolbars are not normally displayed and have to be selected.

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. 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. Select 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*; *Getting Started Guide*.

Note

Toolbar icons displayed depend on the icon style selected and the computer operating system. Select the icon size and style in **Tools > Options > LibreOffice > View** (macOS **LibreOffice > Preferences > Options > LibreOffice > View**). For more information, see Appendix B, Toolbars and *Getting Started Guide*.

Standard toolbar

The Standard toolbar (Figure 11) is similar for all LibreOffice modules and is not described in detail in this user guide. By default, it is docked and positioned below the Menu bar at the top of the Workspace.

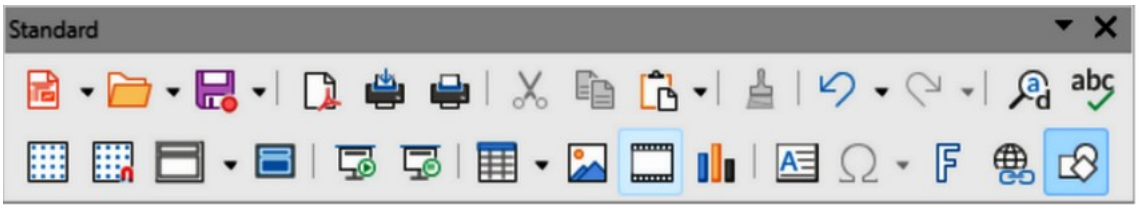


Figure 11: Standard toolbar

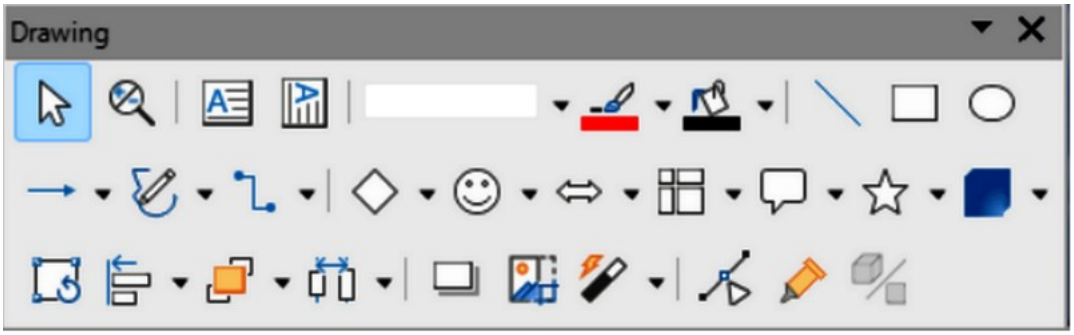


Figure 12: Drawing toolbar



Figure 13: Line and Filling toolbar

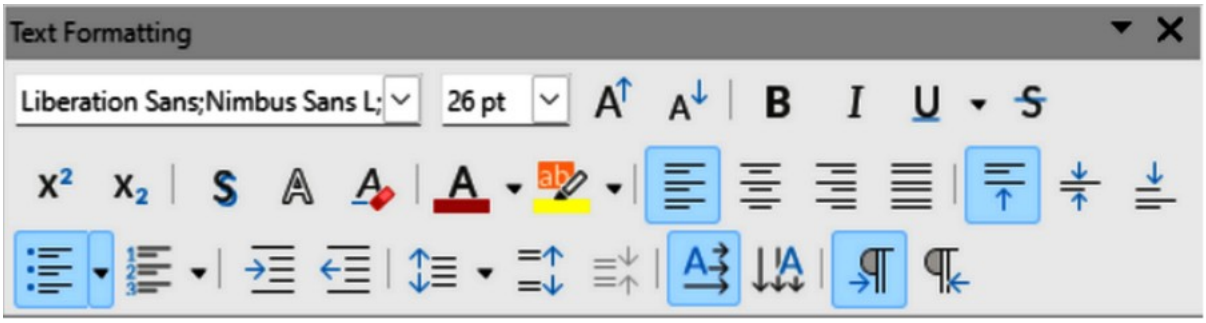


Figure 14: Text Formatting toolbar

Drawing toolbar
The Drawing toolbar (Figure 12) provides all essential functions for drawing various geometric and freehand shapes, as well as formatting objects in a slide. By default, the Drawing toolbar is docked and positioned on the left of the Workspace. For more information on drawing tools, see *Chapter 5, Managing Graphic Objects*.

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

Text Formatting toolbar
The Text Formatting toolbar (Figure 14) 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.

Workspace views

The Impress Workspace has four standard views: **Normal**, **Outline**, **Notes**, and **Slide Sorter**. Each Workspace view is designed to make it easier to complete specific tasks.

The different views can be selected using one of the following methods:

- Click on a tab at the top of the Workspace (Figure 6 on page 26). If tabs are not displayed, then go to **View > Views Tab Bar** on the Menu bar.
- Go to **View** on the Menu bar and select a Workspace view from options in the submenu.

Additionally, the Impress Workspace also has three master views available for creating master slides in a presentation. These master views have no tabs and are opened by selecting the required option in **View** on the Menu bar. The available options are **Master Slide**, **Master Notes**, and **Master Handout**. For more information on master slides, see *Chapter 2, Using Slide Masters, Styles, and Templates*.

Normal view

Normal view (Figure 15) is the main standard view for creating individual slides in a presentation. In **Normal** view slides are designed with text, graphics, and any animation effects added and formatted. Placing a slide in **Normal** view of the Workspace, click on the slide thumbnail in the Slides pane, or click on the slide name in the Navigator dialog or Navigator deck in the Sidebar.

Outline view

Outline view in the Workspace (Figure 16) displays all presentation slides in a sequential list. It displays topic titles, bulleted lists, and numbered lists for each slide in outline format. Only text contained in the default text boxes in each slide is displayed. If text boxes or graphic objects have been added to the slides, then these objects are not displayed.

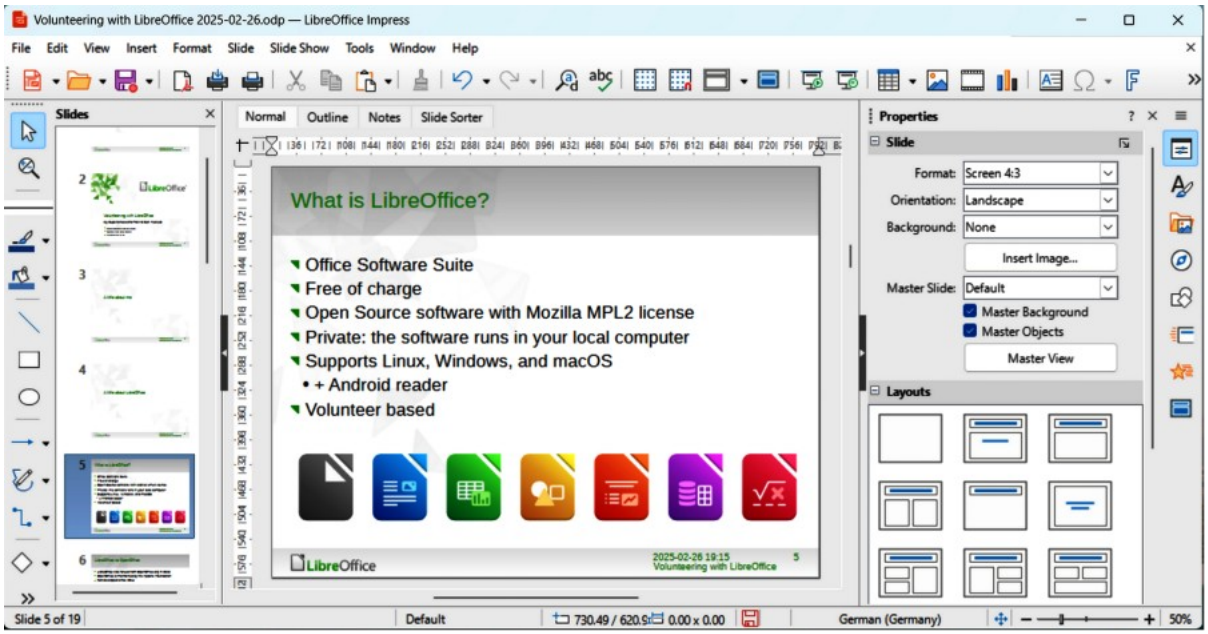


Figure 15: Example of Workspace Normal View

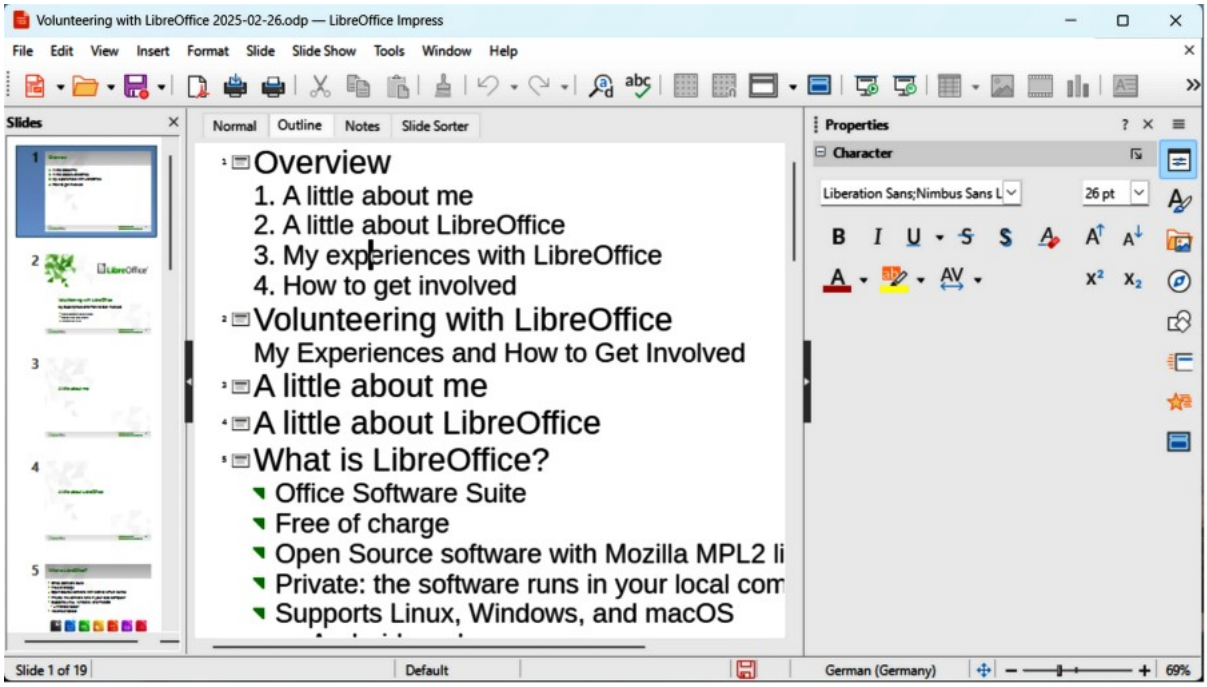


Figure 16: Example of Workspace Outline view

Slide names are not included the **Outline** view, which is 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 up or down by using the movement arrows on the Outline toolbar (Figure 17).
- Changing 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**, or **Normal** view.



Figure 17: Outline toolbar

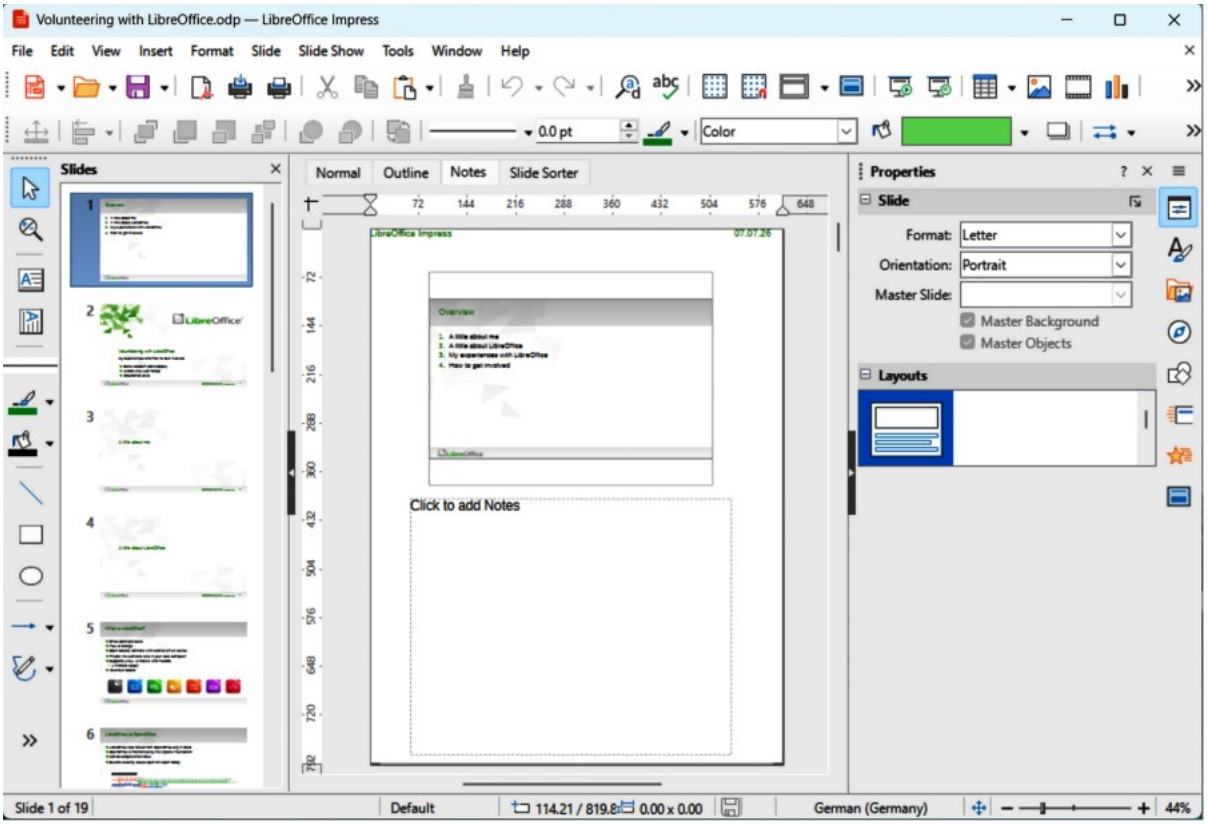


Figure 18: Example of Workspace Notes view

Notes view

Use **Notes** view in the Workspace (Figure 18) to add notes to a slide. During a presentation the Notes view is not displayed to an audience on the external display being used for the presentation.

1) Click on **Notes** in the Workspace to open **Notes** view.
2) Select a slide in the Slides pane so that the slide appears in the Workspace.
3) In the text box below the displayed slide, click on the words *Click to add notes* and enter 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 border of the box is selected. To move or change the size of the box, click on a selection handle on the box border and drag it to resize the box.

- Add or delete text in a slide as in **Normal** view.
- Move a paragraph up or down using the arrows on the Outline toolbar (Figure 17).
- Change paragraph outline level in a slide using the left and right arrows on Outline toolbar.
- Compare slides with an outline, if an outline has been prepared. If another slide is required, it can be created directly in **Outline**, or **Normal** view.

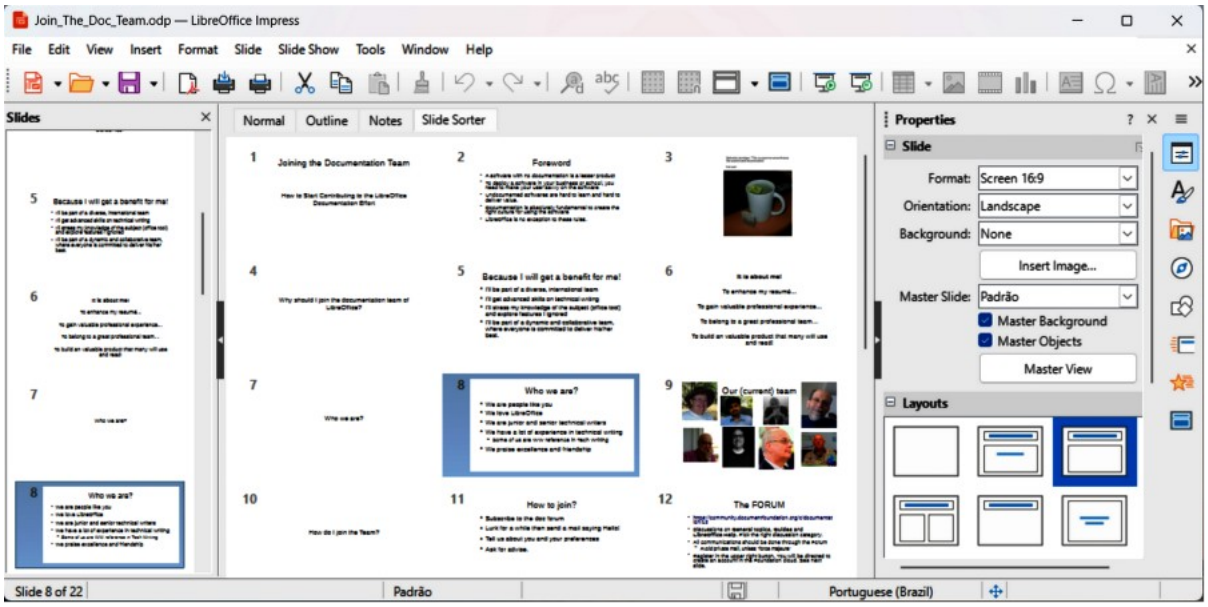


Figure 19: Example of Slide Sorter view



Figure 20: Slide View toolbar

Slide Sorter view

The **Slide Sorter** view in the Workspace (Figure 19) contains thumbnails of each slide used in a presentation. Use **Slide Sorter** view to work with one slide or a group of slides.

Customizing Slide Sorter view

1) Go to **View > Toolbars > Slide View** on the Menu bar to open the Slide View toolbar (Figure 20).
2) Adjust the number of slides in the *Slides per Row* box, up to a maximum of 15.

Changing slide order

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

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

- *Ctrl* key (macOS ⌘) — 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.
- Click and drag — position the cursor slightly to one side and outside the first slide, then click and drag the cursor until all of the slides required for the group are selected.

Working in Slide Sorter view

Working with slides in **Slide Sorter** view is similar to working with slides in the Slides pane. To make changes, right-click on a slide in **Slide Sorter** view and select one of the following commands from the context menu, as shown in Table 4:

Table 4: Slide Sorter commands

Command	Action
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

By default, Impress opens with the Select a Template dialog (Figure 4 on page 23) displayed to select a template for a presentation. To create a presentation without a template, click on **Cancel** in the Select a Template dialog and a blank slide opens in the Workspace and Slides pane.

To prevent the Select a Template dialog from opening by default, go to **Tools > Options > LibreOffice Impress > General** (macOS **LibreOffice > Preferences > LibreOffice Impress > General**) on the Menu bar to open Options LibreOffice Impress General dialog (Figure 21) and deselect the option *Start with Template Selection*.

For more information on creating presentations, slide shows, and presentation settings, refer to *Chapter 9, Slide Shows & Photo Albums* and *Chapter 11, Setting Up and Customizing Impress*.

Tip

Decide on the presentation purpose and plan accordingly. Having ideas of audience type, structure, content, and presentation saves time when creating presentations.

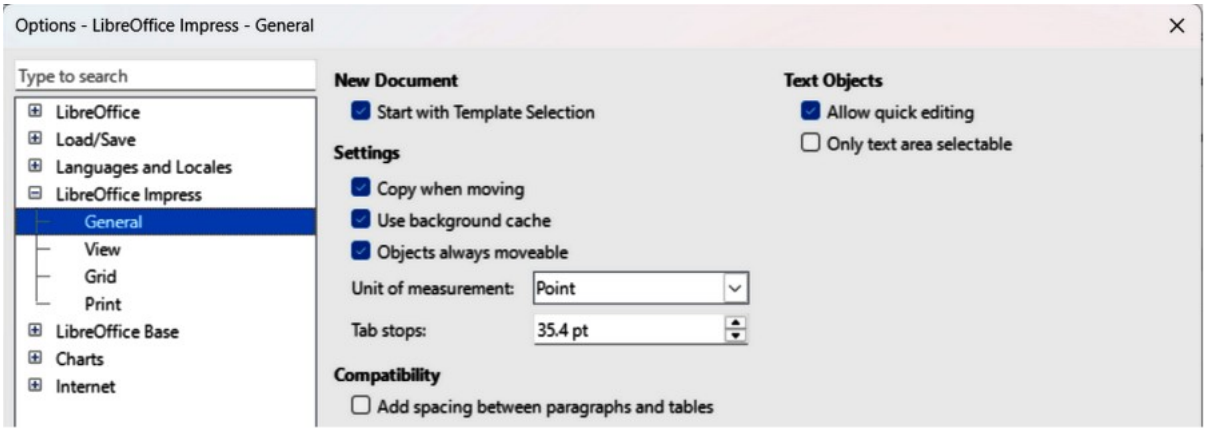


Figure 21: Options LibreOffice Impress dialog — General page



Figure 22: Presentation toolbar

New presentation

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 Slides pane and select **New Slide** from the context menu.
- Use the keyboard shortcut *Ctrl+M* (macOS ⌘+*M*).
- Go to **Slide Sorter** view in the Workspace, right-click on a slide and select **New Slide** from the context menu.
- Click on **New Slide** in the Presentation toolbar (Figure 22). If the Presentation toolbar is not visible, go to **View > Toolbars** on the Menu bar and select **Presentation** from the submenu.

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.

Duplicating slides

To duplicate a slide, select a slide for duplication in the Slides 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 Slides 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** on the Presentation toolbar.

Slide format

Click on **Properties** on the Sidebar to open the Properties deck, then open the **Slide** panel (Figure 6 on page 26) to display the format options available for a presentation. The **Slide** panel allows for formatting of all slides included in a presentation and selecting master slides for a presentation. For more information, see *Chapter 2, Using Slide Masters, Styles, and Templates* and *Chapter 8, Adding and Formatting Slides and Notes*.

Slide layout

By default, *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, select the most suitable layout to use for slide contents.

It is important to note that Impress does not provide the capability to create custom layouts. However, different elements in a slide layout can be resized and moved, see “Modifying slide elements” on page 39.

Selecting slide layouts

The available layouts are shown in the **Layouts** panel on the Properties deck in the Sidebar. Select a slide, then select the slide layout using one of the following methods:

- Go to the Properties deck on the Sidebar to open the **Layouts** panel (Figure 6 on page 26).
- Click on **Slide Layout** in the Presentation toolbar and open a pop-up dialog displaying the slide layouts available.
- Click on **Slide > Layout** on the Menu bar to open a submenu displaying the layouts available.
- Right-click on the selected slide and select **Layouts** to open a context menu displaying the layouts available.

Note

The icons that appear in the center of content boxes allow for the insertion of tables, charts, images, audio, or video into a content box, if required.

Changing slide layout

After selecting a slide in a presentation, change the slide layout using as follows:

1) Select a slide in the presentation.
2) Select a new layout for the slide using one of the methods available in “Selecting slide layouts” on page 38.

Slide contents

Several layouts can contain one or more content boxes, as shown by the example in Figure 23. After selecting a content box, it can be configured to contain the following elements:

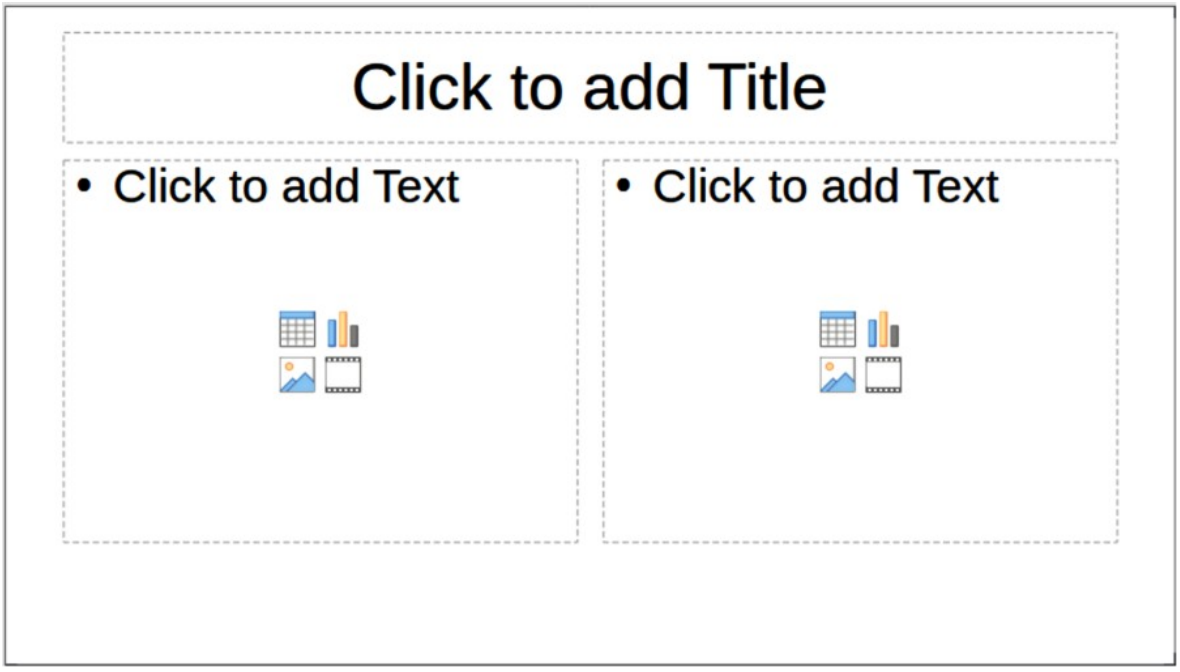


Figure 23: Example of slide content boxes

Slide title
Click on *Click to add Title* and type a title in the text box. Impress changes to 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 changes to text editing mode and the Text Formatting toolbar automatically opens. For more information on formatting text, see *Chapter 3, Adding and Formatting Text*.

Table
Click on **Insert Table** in the center of a content box to open the Insert Table dialog. Enter the number of columns and rows required, then click **OK**. The dialog closes and a table is inserted into the content box. For more information on inserting tables, see *Chapter 3, Adding and Formatting Text*.

Chart
Click on **Insert Chart** in the center of the content box and the default Impress chart is placed in the content box. 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
Click on **Insert Image** in the center of the content box and a file browser opens. Navigate to the location of the required image. then select the file and click on **Open**. The image is placed into the content box 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
Click on **Insert > Audio or Video** in the center of a content box and a file browser opens. Navigate to the location of an audio or video file, then select the file and click on **Open**. The audio or video file is placed into a slide and the file browser closes. The Media Playback toolbar opens allowing operation of the audio or video file. For more information, see *Chapter 7, OLE, Spreadsheets, Charts, and Other Objects*.

Note

Text and graphic elements can be adjusted and formatted when creating a presentation. However, altering slide layout containing contents can have a significant effect. If the layout is changed after contents have been added, the contents are not lost, but may require reformatting.

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 suit all requirements for a presentation. Elements may need to be removed or objects inserted, for example, text or graphics.

Impress does not have the functionality to create new layouts, but it does allow 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.

When a slide is inserted into a presentation, it contains elements that were included in the selected slide layout. However, predefined layouts may not meet all of the presentation requirements. Elements may have to be removed or objects inserted, such as text and/or graphics.

Note

It is recommended that changes to slide elements in the layouts included in Impress are carried out using **Normal** view. While it is possible to make changes to a slide element when in the **Master Slide** view, the changes may affect other slides that use the same master slide. This 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 of the contents box 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 and operating system.
3) Click and drag the contents box to its new position on the slide, then release.

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 using one of the following options, then release.
   - 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 *Delete* (macOS *Ctrl+D*), 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 switching to **Outline** view and using the arrow buttons on the Outline toolbar.

Text box
Click on **Insert Text Box** on the Standard 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 photograph, clipart, drawing, photograph, spreadsheet, click on **Insert** on the Menu bar and select the required option from the drop-down menu. 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 a presentation, the master slide has to be modified, or a different master slide selected.

A master slide has a specified set of characteristics that serves as a template and is used as a starting point for creating other slides. These characteristics include slide background, objects in the background, formatting of any text used, and any background graphics.

Impress has a range of master slides, which are accessible in the Master Slides deck on the Sidebar. Additional master slides can be created and/or 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, follow these steps:

1) Right click on a slide or master slide and select **Slide Properties** from the context menu to open the Page Properties dialog (Figure 24).
2) Select **Background** and then select the type of background to use from *None*, *Color*, *Gradient*, *Image*, *Pattern*, and *Hatch*.
3) Make a selection from the various properties available for each type of background.
4) Click **OK** to apply save the changes and close the dialog.

Note

Inserting and formatting background is not covered in this chapter. For more information, see *Chapter 6, Formatting Graphic Objects*.

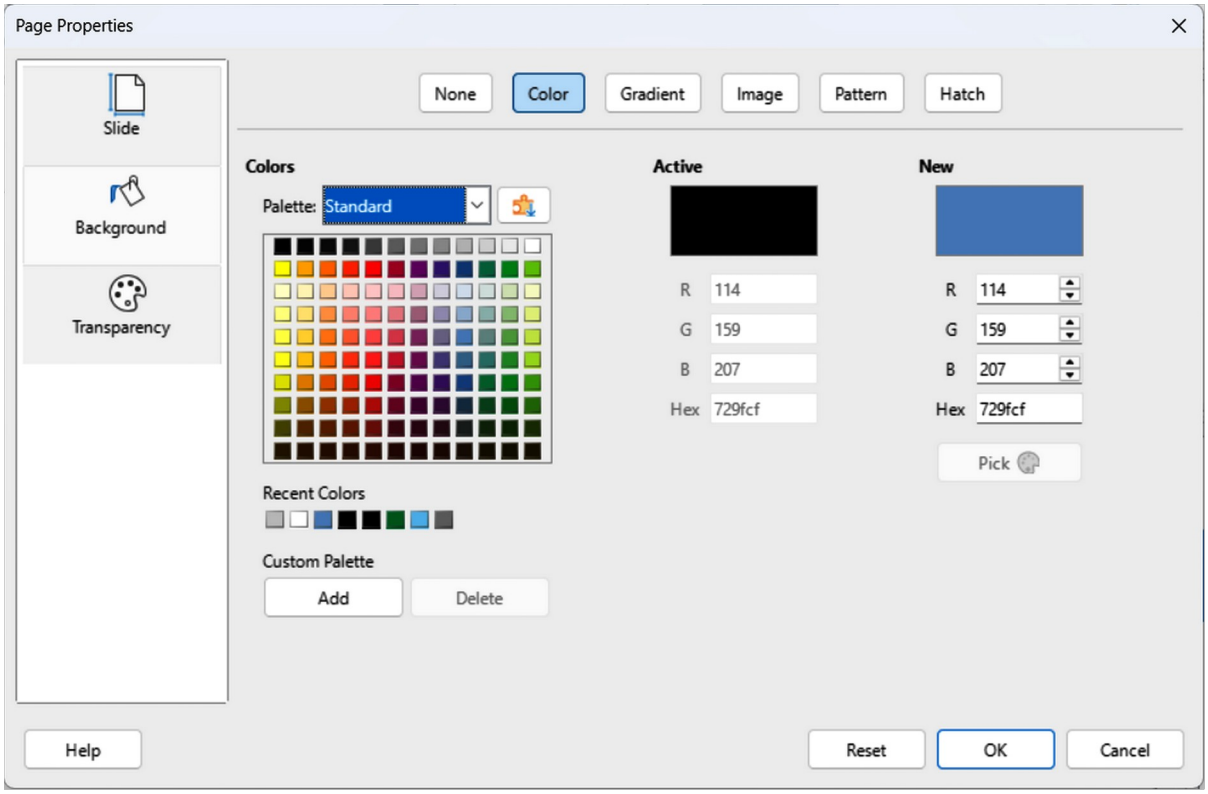


Figure 24: Page Properties dialog — Background Color page

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 before finally creating and saving the presentation. Run the presentation at least once (see “Running a presentation” on page 43), then respond to 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, position of some of slides has to be changed.
- Is the information well spaced and visible to all members of an audience in a large room?
- 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 are not necessary, hide the slide or slides, then view the slide show again to make sure the slides are not required. To hide a slide, right-click the slide in the Slides 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 a slide that is being moved and drag it to a new position in the presentation.
- In the Slides pane, click on the slide that is being moved and drag it to a 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 to provide access to the following animation options:

Effect — *Category; Effect; Start; Direction; Duration; 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 make a presentation more professional, 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 (Figure: 25) giving access to the various transition options as follows:

Modify Transition — *Variant; Duration; Sound*
Advance Slide — *On mouse click; After*
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*.

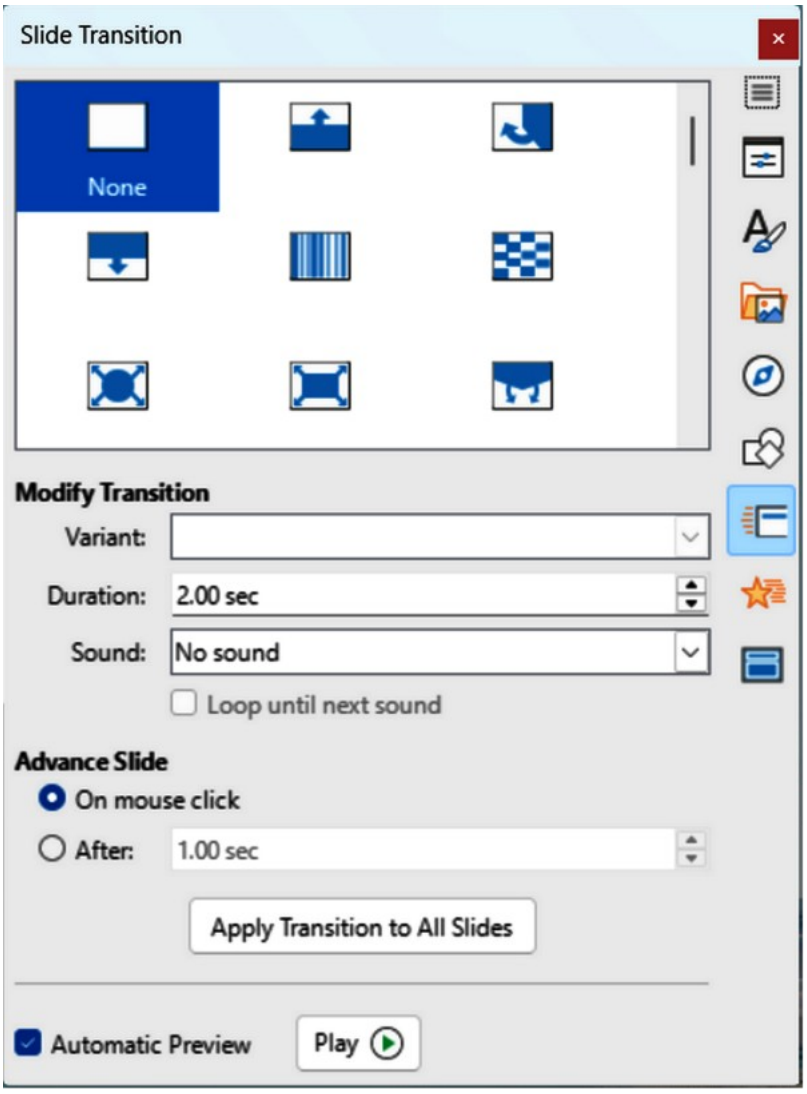


Figure 25: Sidebar — Slide Transition deck

Running a presentation

When a presentation is completed, it is recommended to run the presentation and make sure that everything is correct before showing the presentation to an audience.

For displaying a presentation to an audience, Impress has a Presenter Console available. However, multiple displays must be connected to the computer for the Presenter Console to function. For more information and details about running a presentation and showing it to an audience, see *Chapter 9, Slide Shows & Photo Albums*.

Single displays

1) Start the slide using 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*.
   - Go to **Slide Show** on the Menu bar and select **Start from Current Slide** from the submenu or use the keyboard shortcut *Shift+F5*.
2) To display each slide in the presentation during the slide show, use one of the following methods:

– Press the spacebar to advance to the next slide in the presentation.

– Press the arrow keys to show the next or previous slide in the presentation.

– If *Change slide by clicking on background* has been selected in **Slide Show Settings**, position the cursor on the slide and click to move to the next slide.

3) When the slide show has ended or to exit the slide show before it has finished, press the *Esc* key to close the slide show and return to Impress.

Multiple displays

When multiple displays are connected to a computer, the Presenter Console (Figure: 26) becomes available providing extra control over a presentation as follows:

- On multiple displays, the audience sees the current slide in the presentation.
- The current slide, next slide in the presentation, slide notes, and a presentation timer are displayed on the computer display providing control of how the slide show is presented to the audience.
- Starting a slide show using **Presenter Console** and multiple displays is similar to running a slide show on a single display. For more information and details about using the Presenter Console, see *Chapter 9 Slide Shows & Photo Album*.

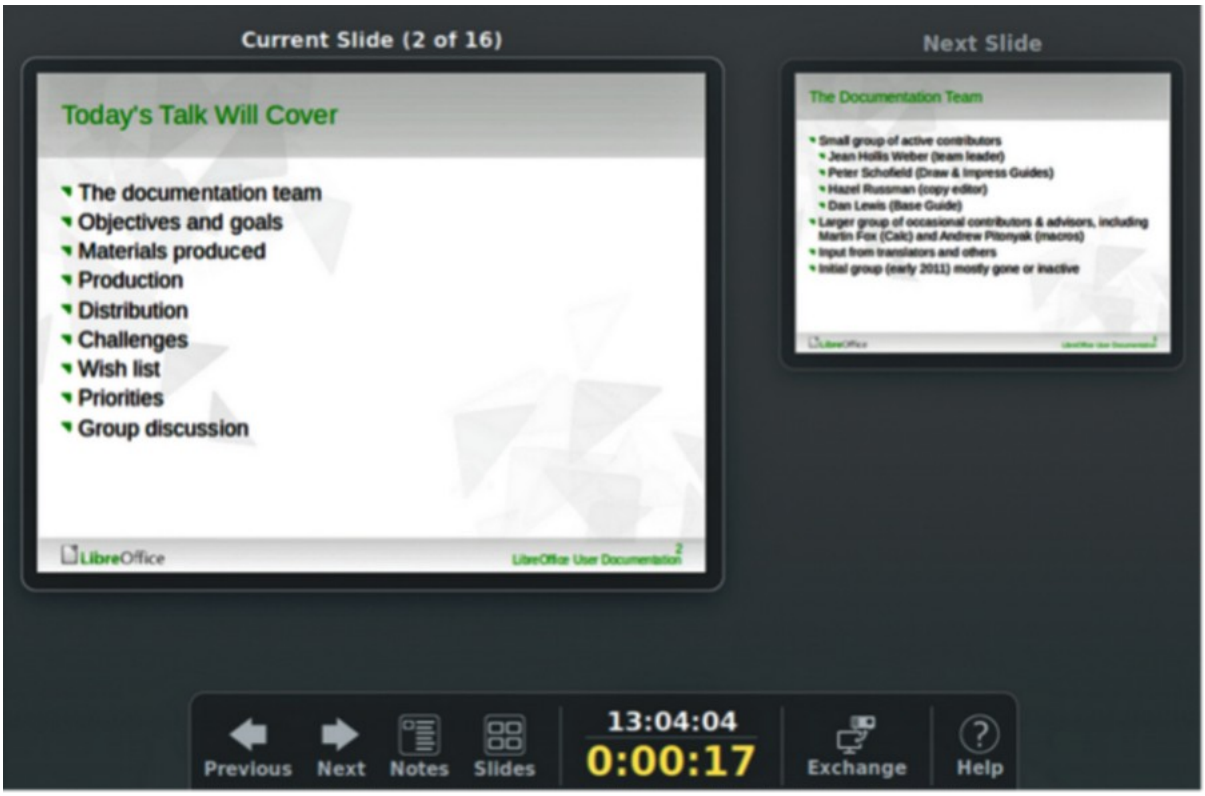


Figure 26: Presenter Console — Current Slide

LibreOffice

Impress Guide 26,2

Chapter 2,
Slide Masters and Slide Templates

Designing presentations

The design and planning of a presentation is necessary to create an interesting presentation. While slide appearance can be changed as the presentation is developed, planning ahead saves time. Before creating a presentation, it is recommended to create an outline to determine the requirements for slide design, as follows:

- Color combinations for background and text to enhance readability and visual appeal.
- Would an image help an audience understand the contents better?
- Is there text and images that have to appear on all the slides? For example company name and logo.
- Would audiences benefit from having the slides numbered providing quick reference to slides?
- Are background graphics or gradients required? Select options that do not distract from the slide content, such as colors used in charts.
- How many master slides are required?
- Will one slide design be sufficient for all presentation content?

Master Slides

What are master slides?

Master slides are the foundation or starting point for creating slides. Master slides are similar to page styles in Writer and control the basic formatting of slides based on a master slide. More than one master slide can be used in a presentation.

Master slides have a defined set of characteristics or attributes that are automatically applied to slides being created for a presentation, which may include, for example, background color, graphics, or gradients. Also, objects, such as logos, decorative lines, headers and footers, text frames, and text formatting can all be included on a master slide.

All characteristics of master slides are controlled by styles. When a new slide is added to a presentation, its styles are automatically inherited from the master slide in use. Changing a style in a master slide results in changes to all slides based on that master slide. However, it is possible to modify each individual slide without affecting the master slide.

Master slides use two types of styles: presentation styles and drawing styles. Presentation styles can be modified, but new presentation styles CANNOT be created. Drawing styles can be modified and new drawing styles can be created. For more information, see “Working with styles” on page 64.

Note

It is recommended to use master slides. However, manual changes are required occasionally. For example, editing a slide to enlarge the chart area when text and chart layout is used.

Working with master slides

Impress includes several master slides, which are displayed in the Sidebar Master Slides deck (Figure 27). The Master Slides deck has three panels: **Used in This Presentation**, **Recently Used**, and **Available for Use**. Click the expand marker next to a panel name to show master slide thumbnails, or click the collapse marker to collapse a panel and hide thumbnails.

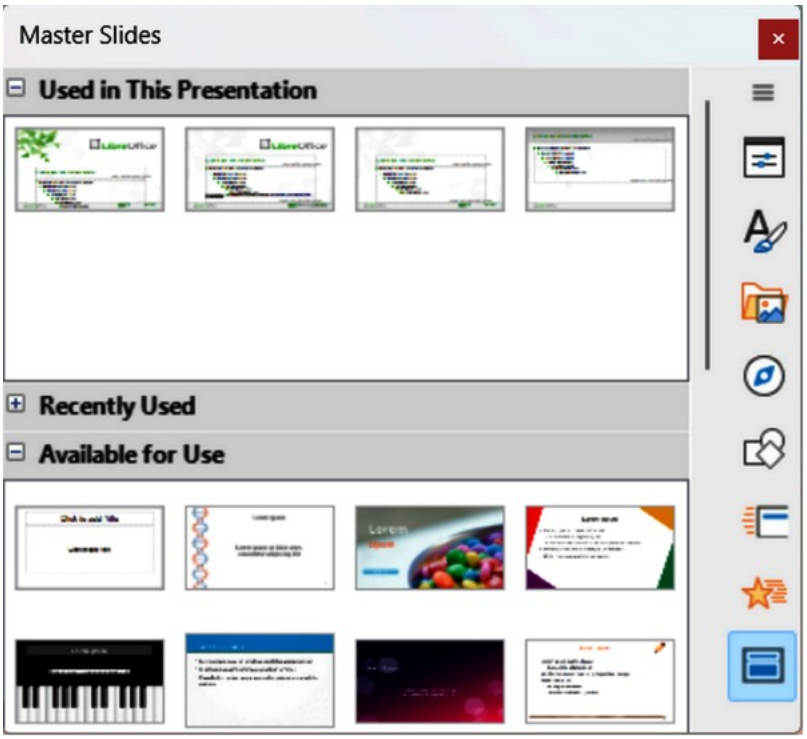


Figure 27: Sidebar Master Slides deck

Used in This Presentation
Displays the master slides of a presentation template used in the current presentation.

Recently Used
Displays the master slides from presentation templates recently used in the current presentation.

Available for Use
Displays the master slides from the default presentation templates installed with LibreOffice, or installed from other sources. For example, the presentation templates available on the LibreOffice website at https://www.libreoffice.org/discover/templates-and-extensions/. For more information on presentation templates, see “Working with templates” on page 69.

If a new presentation is being created without using a template, then a default template and default master slide are available (see *Chapter 1, Introducing Impress* for more information). The Impress default template and default master slide are a good starting point for creating presentations. An example of the default master slide is shown in Figure 28.

Creating master slides

1) Go to **View > Master Slide** on the Menu bar to open **Master View** in the Workspace. The Master View toolbar also opens (Figure 28). 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 Slides pane:
   – Click on **New Master** in the Master View toolbar.
   – Right-click on a master slide in the **Slides** pane and select **New Master** from the context menu.
   – Go to **Slide > New Master** on the Menu bar.

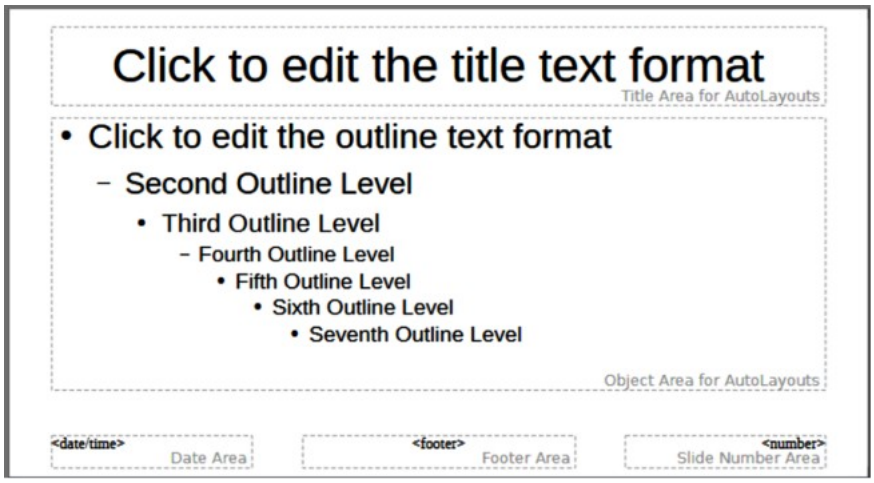


Figure 28: Example of a default Master Slide



Figure 29: Master View toolbar

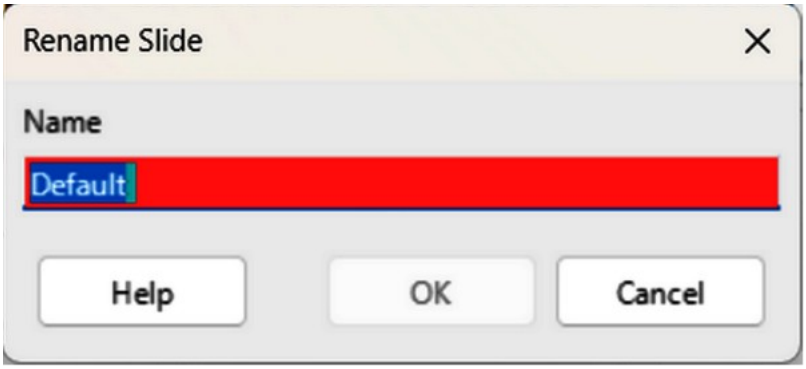


Figure 30: Rename Slide dialog

3) Rename the new master slide using one of the following methods to open the Rename Slide dialog (Figure 30):
   - Click on **Rename Master** in the Master View toolbar.
   - Right-click on the new master slide in the **Slides** 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 **Slides** pane and add all the required text, graphics and master elements for the new master slide. The chapters in this user guide provide 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) If required, select the slides where a master slide is going to be applied.
2) Click on **Master Slides** to open the Master Slides deck on the Sidebar (Figure: 27 on page 47).
3) Right-click on the required master slide in the **Used in This Presentation** panel in the Master Slides deck on the Sidebar.
4) Select **Apply to All Slides** or **Apply to Selected Slides** from the context menu.

Loading additional master slides

In presentations, it maybe necessary to combine multiple master slides used in different templates (for more information, see “Working with templates” on page 69). For example, use a different layout for the first slide in a presentation, or add a slide from a different presentation.

1) Select the slide or slides in the **Slides** pane for changing the master slide.
2) Go to **Slide > Change Slide Master** on the Menu bar to open the Available Master Slides dialog (Figure 31).
3) To add master slides, click on **Load** to open the Load Master Slide dialog (Figure 32).
4) In **Categories**, select the template category for master slides.
5) In **Templates**, select the template to use as a master slide for the selected slides.

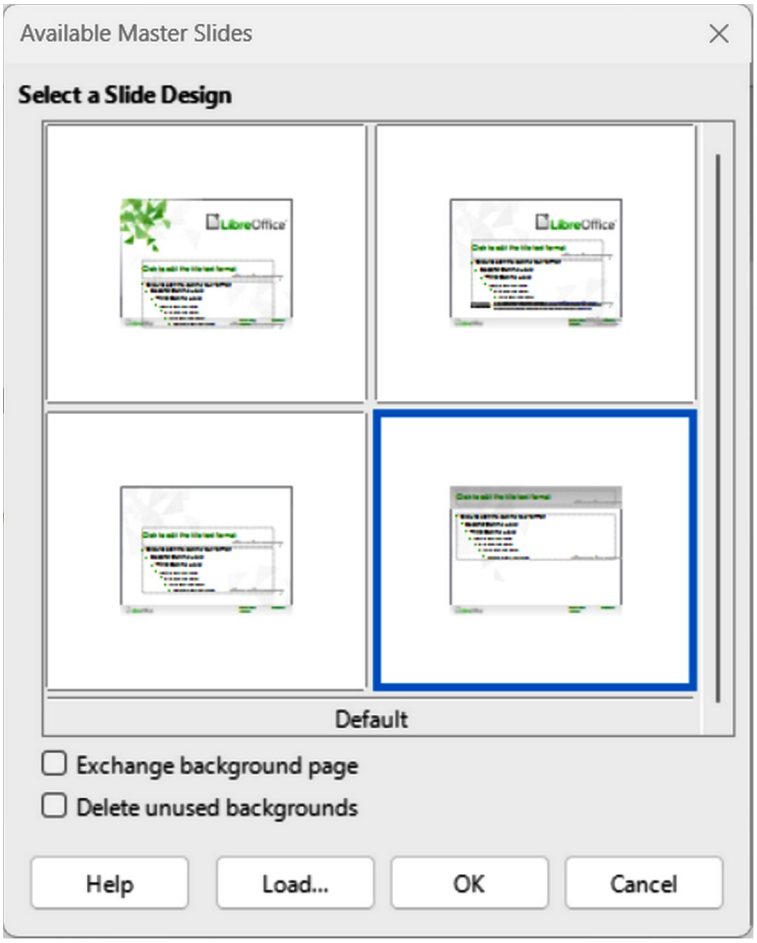


Figure 31: Available Master Slides dialog

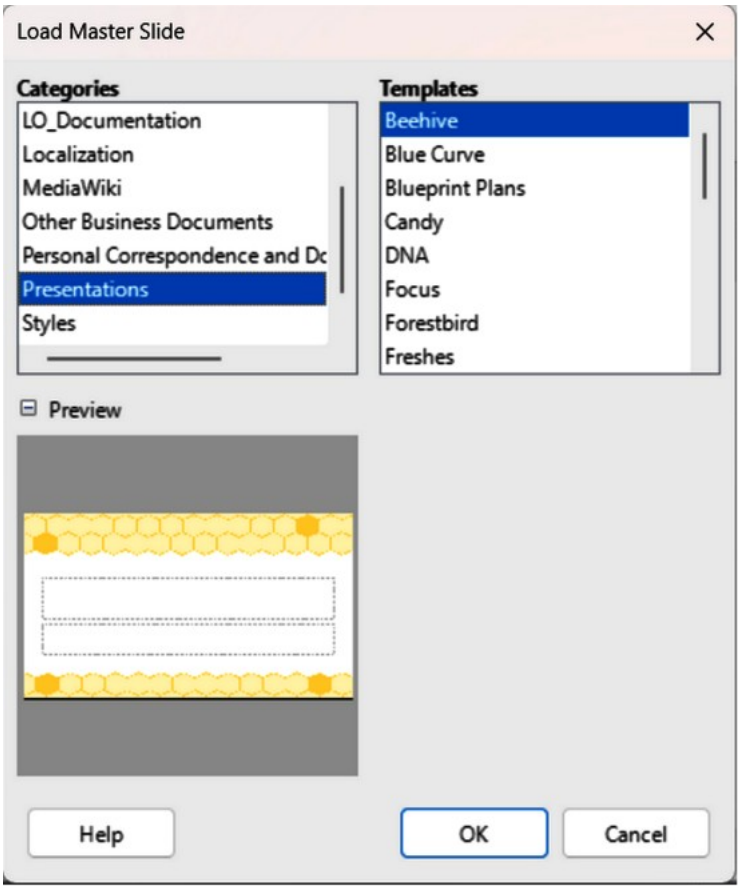


Figure 32: Load Master Slide dialog

6) Click **OK** to close the Load Master Slide dialog and the master slides from the selected template appear in the Available Master Slides dialog.
7) In the Available Master Slides dialog, select the master slide required from the options available in the **Select a Slide Design** box.
8) To apply the selected master slide to all slides in a presentation, select **Exchange background page**.
9) To apply the slide design to selected slides only, deselect **Exchange background page**.
10) Click **OK** to apply the selected master slide and close the Available Master Slides dialog.

Editing master slides

The following items can be selected, applied and formatted on a master slide:

- Background (color, gradient, hatching, or bitmap) — for more information, see “Selecting and applying backgrounds” on page 53.
- Background objects (for example, a logo or decorative graphics) — for more information, see “Adding images” on page 54; *Chapter 4, Adding and Formatting Pictures*; *Chapter 5, Managing Graphic Objects*; and *Chapter 6, Formatting Graphic Objects*.
- Size and placement of default frames for slide titles and content — for more information, see “Adding text and fields” on page 60.
- Text attributes for the main text area and notes — for more information, see “Adding text and fields” on page 60 and *Chapter 3, Adding and Formatting Text*.

- Size, placement, and contents of header and footer elements to appear on every slide — for more information, for more information, see “Adding text and fields” on page 60 and *Chapter 3, Adding and Formatting Text*.

Editing

1) Select **View > Master Slide** on the Menu bar to open the **Master Slide** view (Figure 33). The Master View toolbar (Figure 29 on page 48) also opens when the Master Slide view opens.
2) Select a master slide for editing in the **Slides** 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 Properties dialog (Figure 34).
4) Use the various options in the **Slide**, **Background**, and **Transparency** pages in the Slide Properties dialog to make changes to the master slide format.

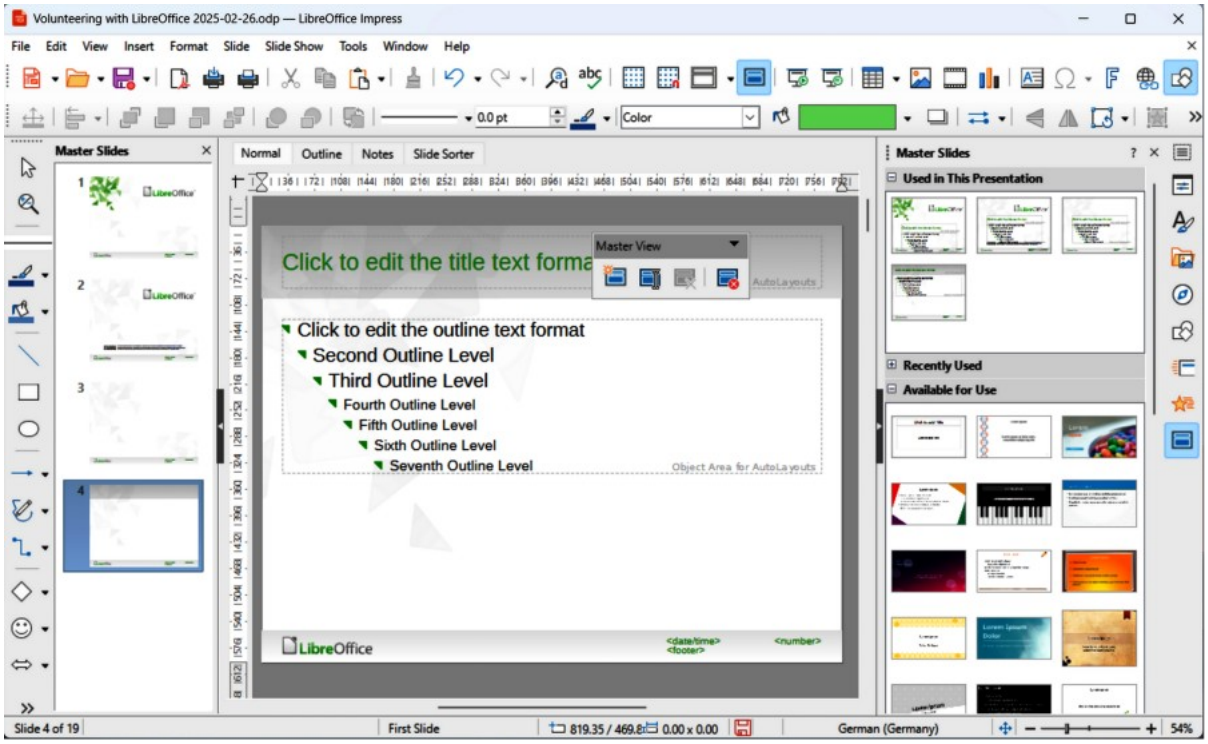


Figure 33: Example of Master Slide Vliew



Figure 34: Page Properties dialog — Slide page

5) Click **OK** to save the changes and close the 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 a context menu, dialog, application, or file browser window to carry out the necessary changes on the 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

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.

Direct formatting

Any changes made directly or manually to any object on a slide in **Normal** view (for example, changes to bullet point style, color of the title area, and so on) are not overridden by subsequent changes made to the master slide used for that slide. If required, remove formatting of a directly formatted object to the style defined in the master slide, select a slide object and use one of the following 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 properties of a master slide. If the position of these text boxes in the master slide has changed, the layout may appear corrupted. Some layout elements may have to be horizontally and/or vertically repositioned on a slide.

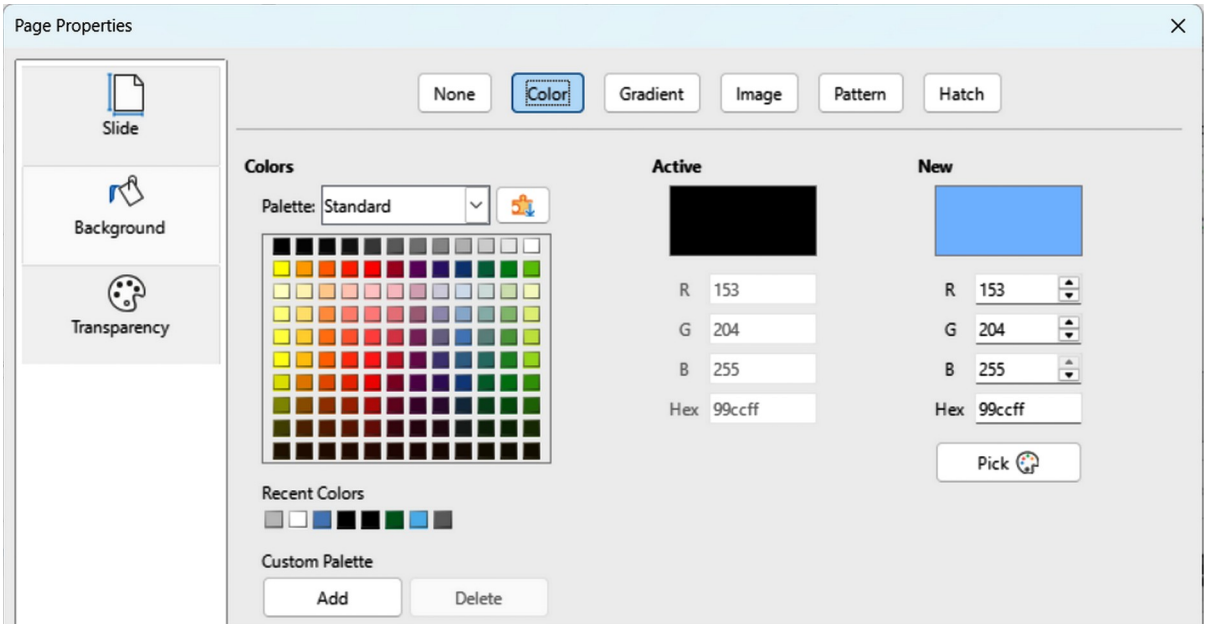


Figure 35: Slide Properties dialog — Background Color page

Selecting and applying backgrounds

Selecting and applying backgrounds can be applied to a number of elements in Impress. The following procedures are used when applying a background to master slides, slides, objects, default text areas, images and so on.

Using slide properties

1) Select **View > Master Slide** on the Menu bar. This also opens the Master View toolbar.
2) Select a master slide in the **Slides** 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 Properties dialog.
4) Click on the **Background** tab to open the **Background** page on the Slide Properties dialog (Figure 35).
5) Select the type of background required by clicking one of the following tabs: *Color*, *Gradient*, *Image*, *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 Properties dialog.

Note

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

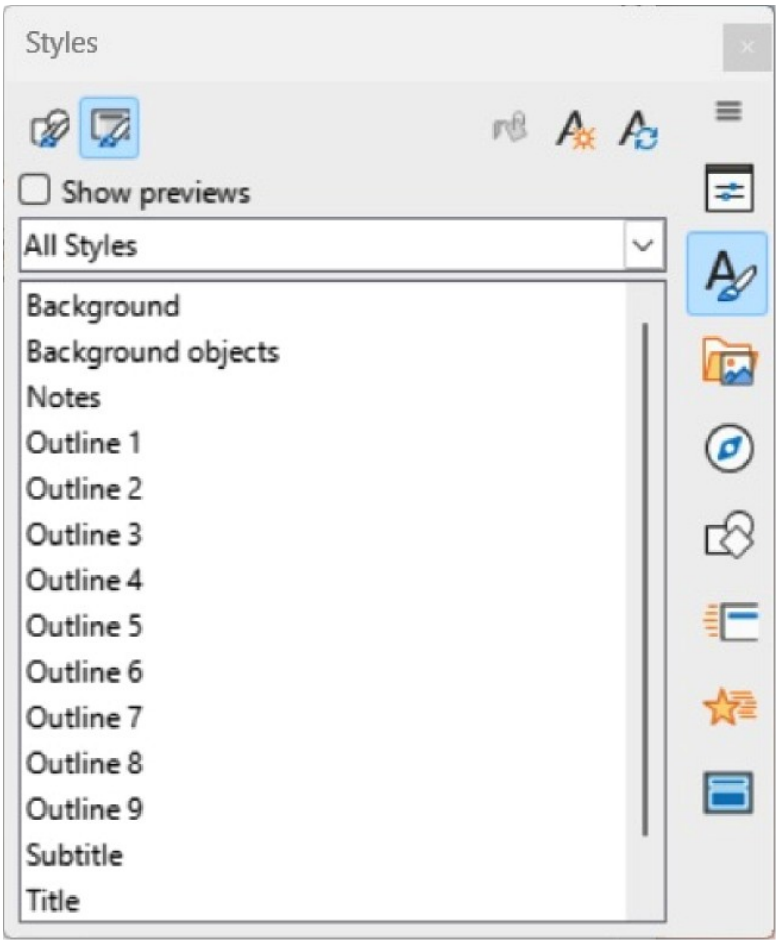


Figure 36: Sidebar Styles — Presentation Styles

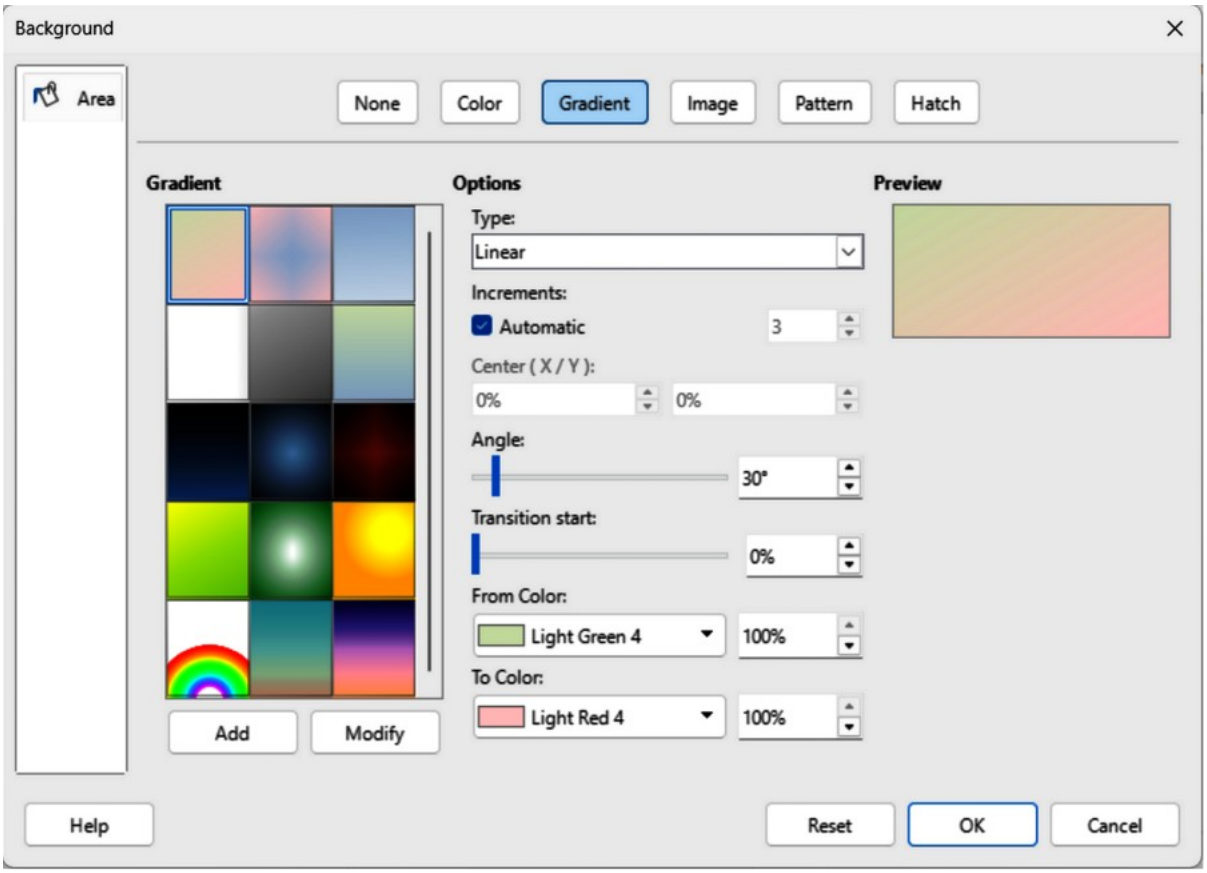


Figure 37: Background dialog — Area Gradient page

Using background style

1) Select **View > Master Slide** on the Menu bar. This also opens the Master View toolbar.
2) Select a master slide in the **Slides** pane so that it appears in the Workspace.
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 36).
5) Right-click on the **Background** style and select **Edit Style** from the context menu to open the **Background** dialog (Figure 37) providing several options to format a slide background.
6) 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 appears on every slide of a presentation, for example a company logo, the recommended solution is to use a master slide. Using master slides saves time when creating presentations allowing modification or repositioning of an image on all slides.

If the same image is added to each slide manually, modification and positioning has to be carried out on each individual slide in a presentation. Manual formatting of individual slides can create errors. Other objects can also be added to the background, for example decorative lines, text, shapes, and company logos.

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 when creating 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** on the Menu bar. Master Slide view also opens the Master View toolbar (Figure 29 on page 48).
2) Select the master slide where the image is going 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 on the master slide.
6) Modify and/or position 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 a slide then appears over the background image.

Note

LibreOffice can insert an image as a link to a file rather than embedding. Linking files is used when a presentation is not intended for distribution to other computers and remains in the same directory structure. If a presentation file is to be distributed to other computers, it is recommended to embed the image avoiding the “missing image” syndrome when the presentation is used on a different computer.

Default text areas

When a master slide is opened for editing, it contains five default text areas, as shown in Figure 28 on page 48.

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

Note

When a cursor is positioned over a selection handle, a visual indication is displayed of how the text area shape is affected when a selection handle is moved. Keep the *Shift* key pressed when moving a selection handle to maintain the width and height dimension ratio of a text area.

Quick positioning and resizing

Click in an area to display the selection handles around the text area. Use the selection handles to modify the size and position of a text area.

1) Select a text area so that the selection handles are visible.

2) Position the cursor on the border of a text area, not on a selection handle, and the cursor changes shape. Normally this is a clenched hand, but the shape is dependent on the computer setup and operating system.

3) Click and drag the text area to the required position.

4) Position the cursor on the left or right selection handle and the cursor changes shape.

5) Click and drag the left or right selection handle to change the width of the text area.

6) Position the cursor on the top or bottom selection handle and cursor changes shape.

7) Click and drag top or bottom selection handle to change height of default text area.

8) Position the cursor on a corner selection handle and the cursor changes shape.

9) Click and drag the corner selection handle to change both the height and width of the default text area at the same time.

Controlled positioning and resizing

To accurately control the shape, size and position of a 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 text area by clicking on its border.

2) Use one of the following methods to access position and size options for a text area:

   – Go to Fo**rmat > Text Box and Shape > Position and Size** on the Menu bar to open the Position and Size dialog (Figure 38).

   – Use the keyboard shortcut *F4* to open the Position and Size dialog.

   – Right-click on the border of the 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 39).

Only short descriptions of the most important functions are provided below. For more information on Position and Size options see the *Draw Guide*.

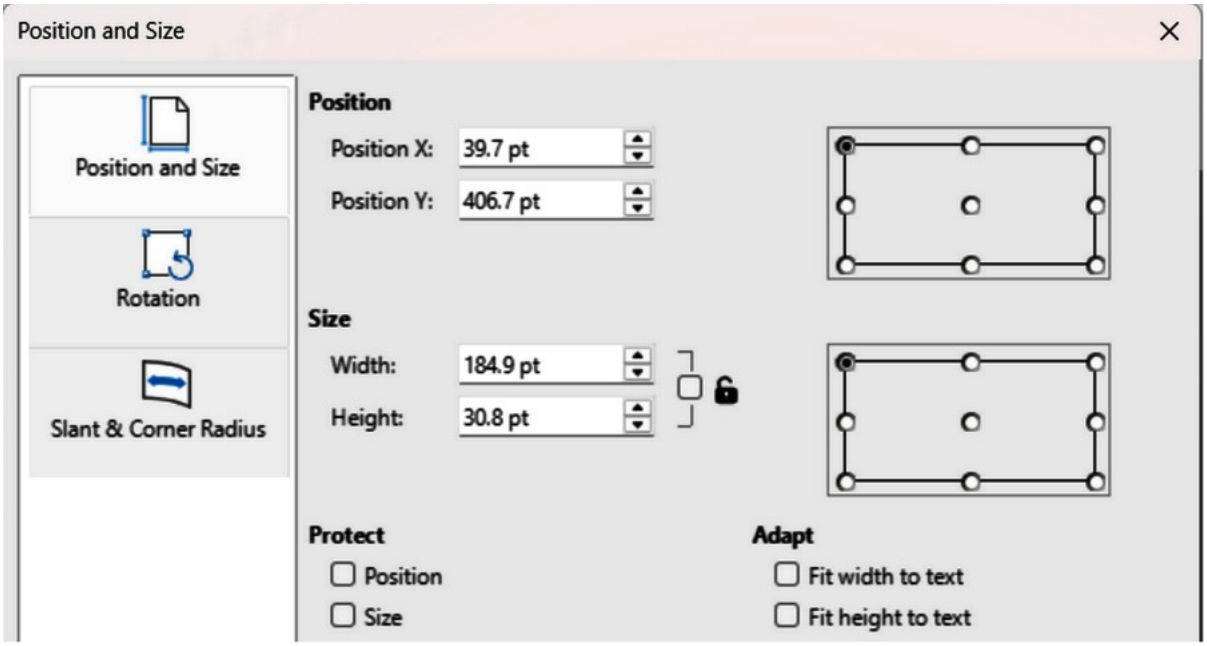


Figure 38: Position and Size dialog

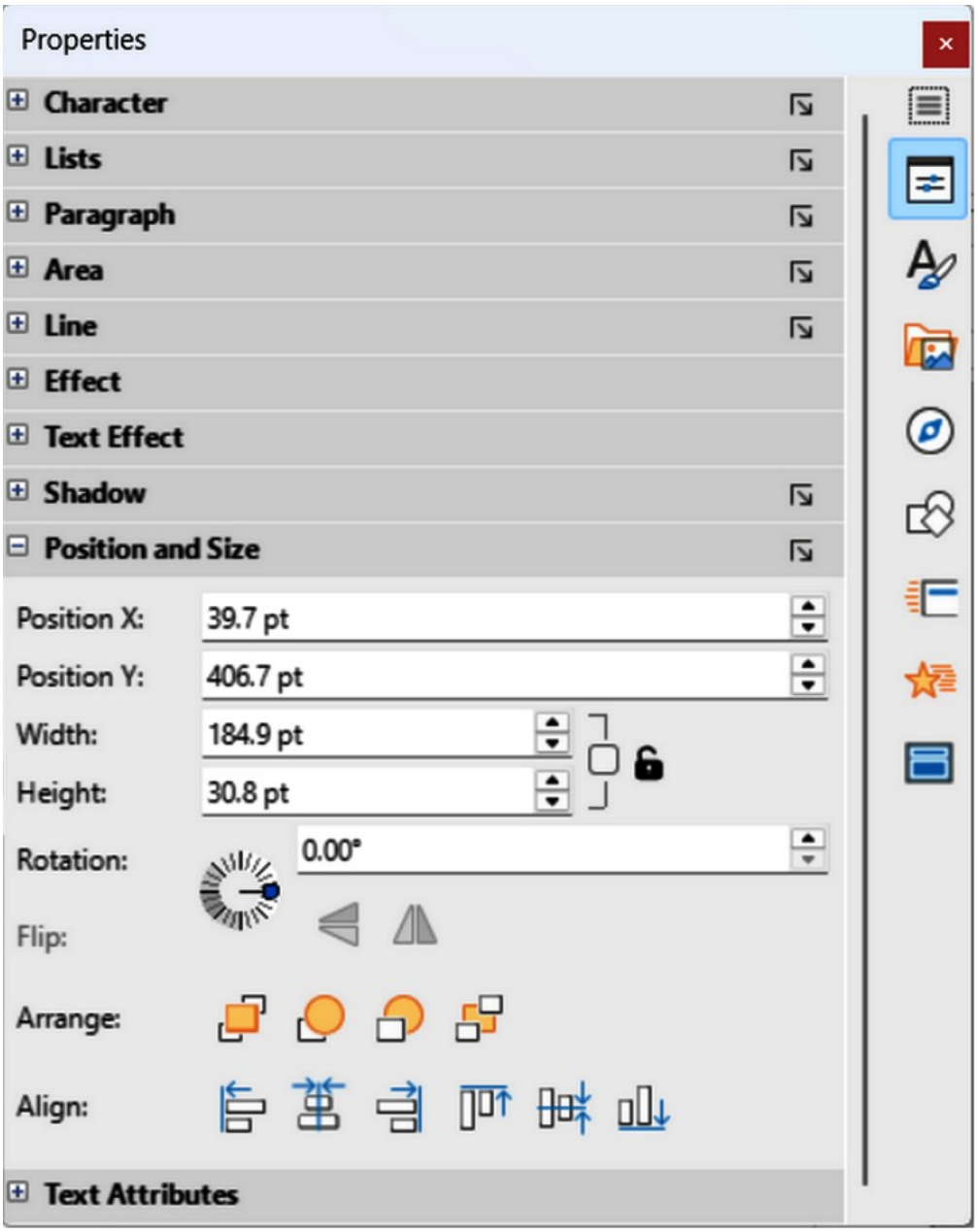


Figure 39: Sidebar Properties deck — Position and Size panel

Position
Specifies the X (horizontal) and Y (vertical) position of the text area. Values represent the distance of a selected base point from the default position at the top left corner of the slide.

Base point
Available in the Position and Size dialog only. Allows selection of a point on the rectangular area surrounding an object and is used when repositioning an object. The default setting for the *Base point* is the top left corner means that the top left corner of the object is used to reposition the rectangular area.

Size
Specifies the width and height of the text area.

Base point
Available in the Position and Size dialog only. Allows point selection of a rectangular text area that does not move while resizing. Default setting of top left corner means that the top left corner position of the text area does not change during resizing.

Rotation
Rotates the text area. For example, after positioning a footer text area at the slide side then rotate footer text area by 90 degrees to create a more modern slide layout.

Slant & Corner Radius
Adds a corner radius to a text box border. Corner radius is only visible if a visible line style is selected. Slant options only available for images or shapes, not text boxes.

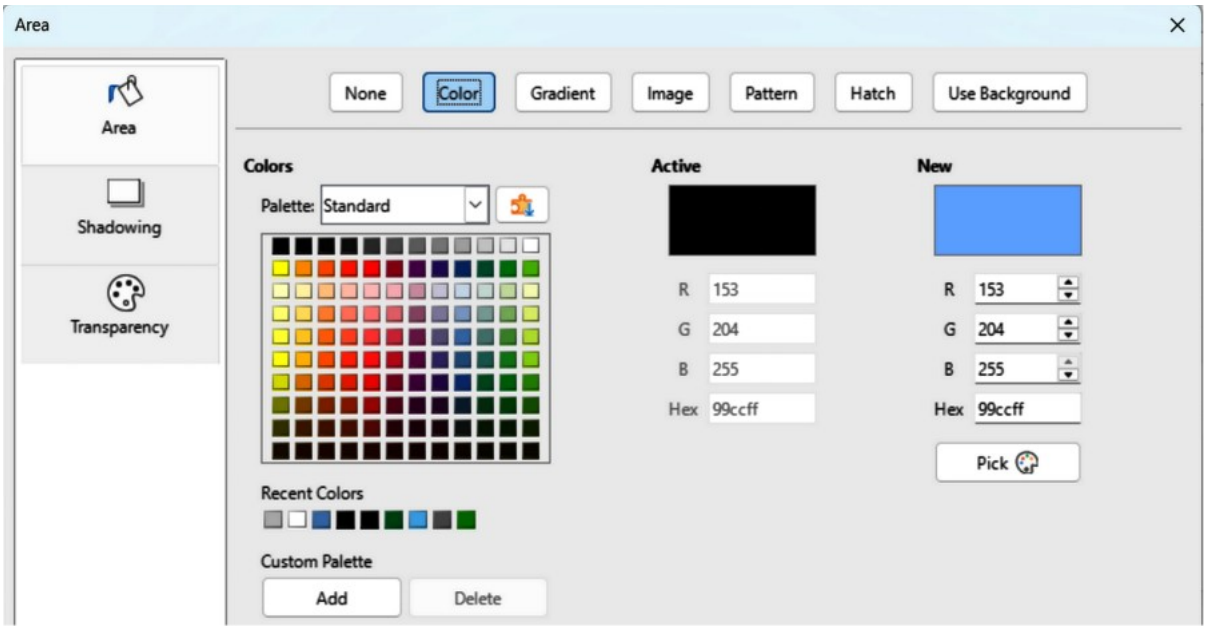


Figure 40: Area dialog — Area Color page

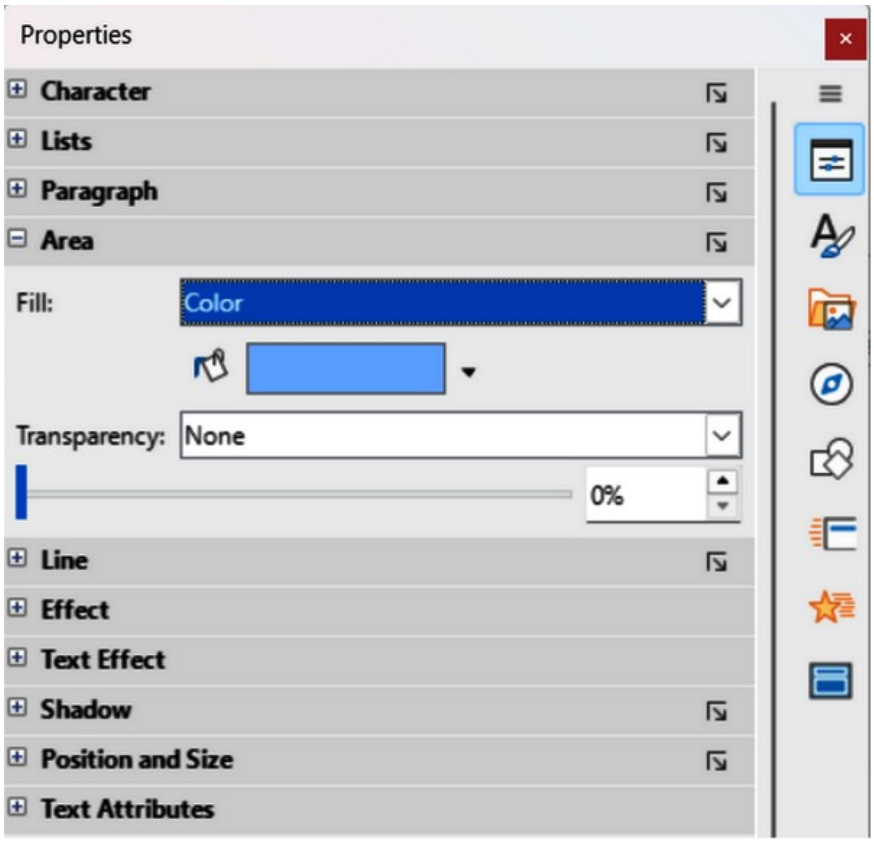


Figure 41: Sidebar Properties deck — Area panel

Background

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

- Go to **Format > Text Box and Shape > Area** on the Menu bar to open the Area dialog (Figure 40).
- Right-click on the 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 41).

Border

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

- Go to **Format > Text Box and Shape > Line** on the Menu bar to open the Line dialog (Figure 42).
- 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 43).

Alignment

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

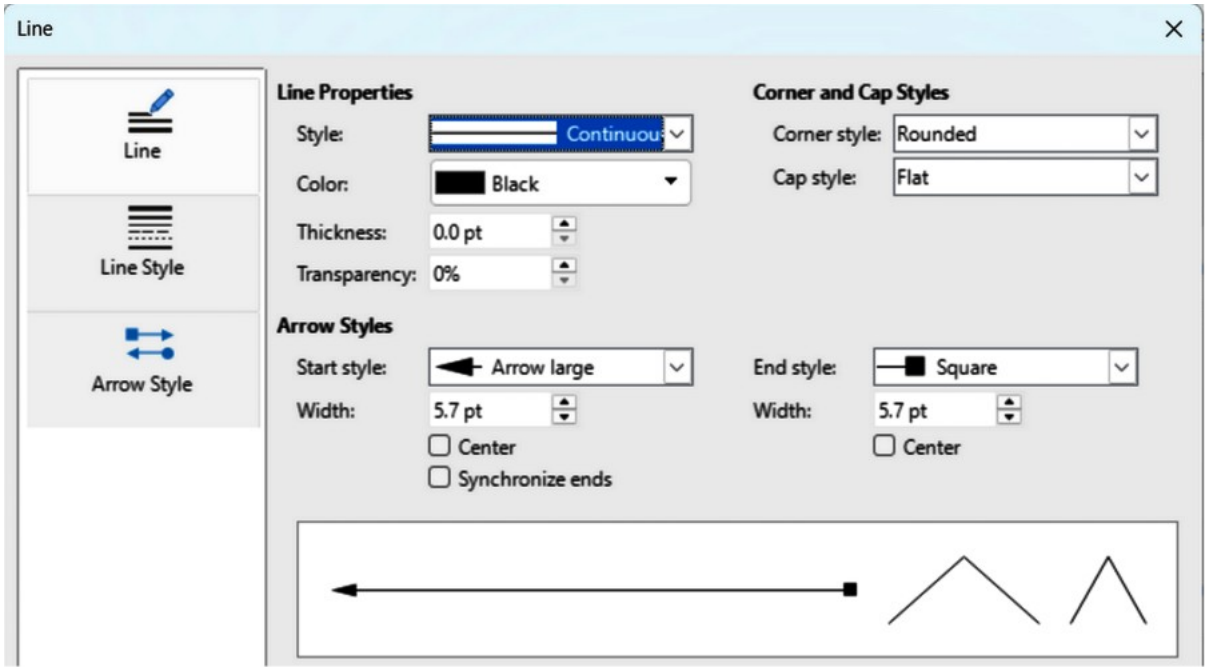


Figure 42: Line dialog — Line page

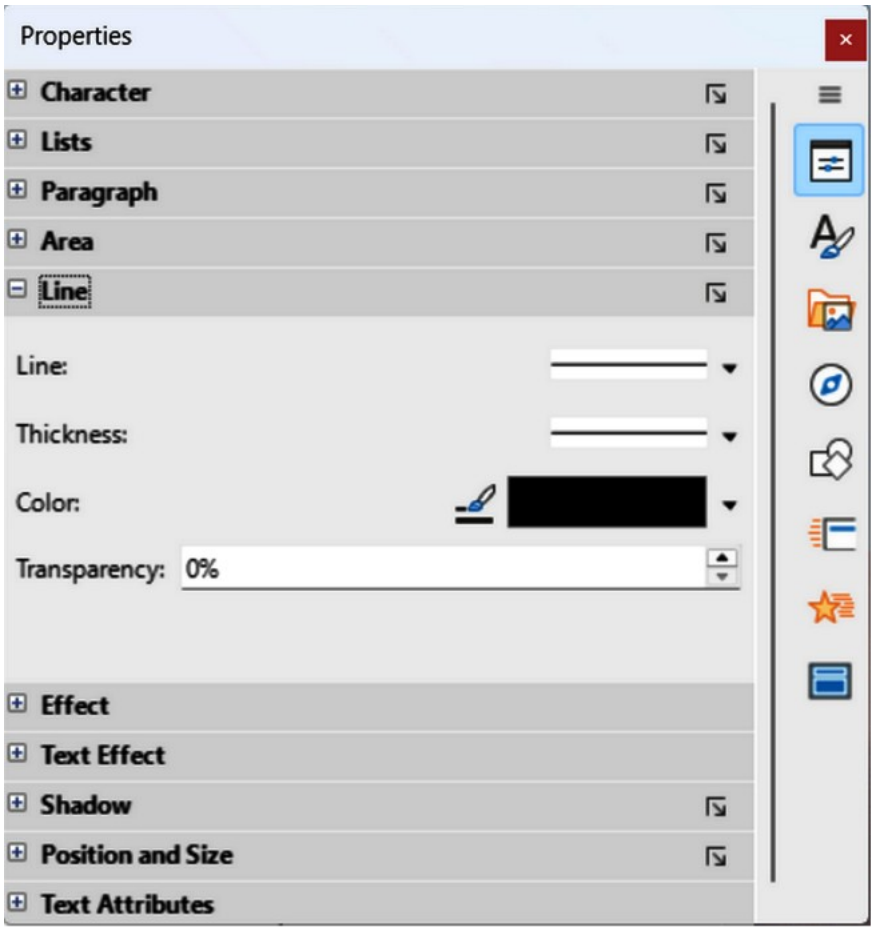


Figure 43: Sidebar Properties deck — Line panel

- 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 will be displayed on all slides in 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*.

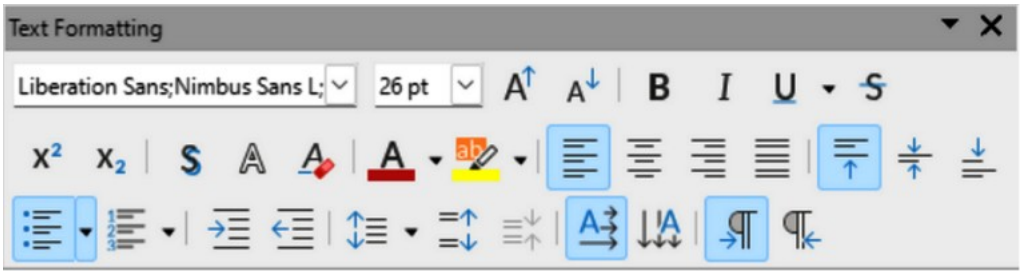


Figure 44: Text Formatting toolbar

Text

Text objects can be placed anywhere on the master slide and will 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** on 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 44) 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.

Fields

Fields, for example author, slide title, or slide number, can be added as text objects to a slide or master slide, or replace a footer field. For more information on fields, see *Chapter 3, Adding and Formatting Text*.

Default footer sections

By default, a slide has three footer sections with each section containing a default field as follows:

Left section
Date and time, labelled `Date Area` and the field name is `<date/time>`.

Centre section
Footer text, labelled `Footer Area` and field name is `<footer>`. This section is used for the presentation title, file name and so on.

Right section
Slide number, labelled `Slide Number Area` and field name is `<number>`.

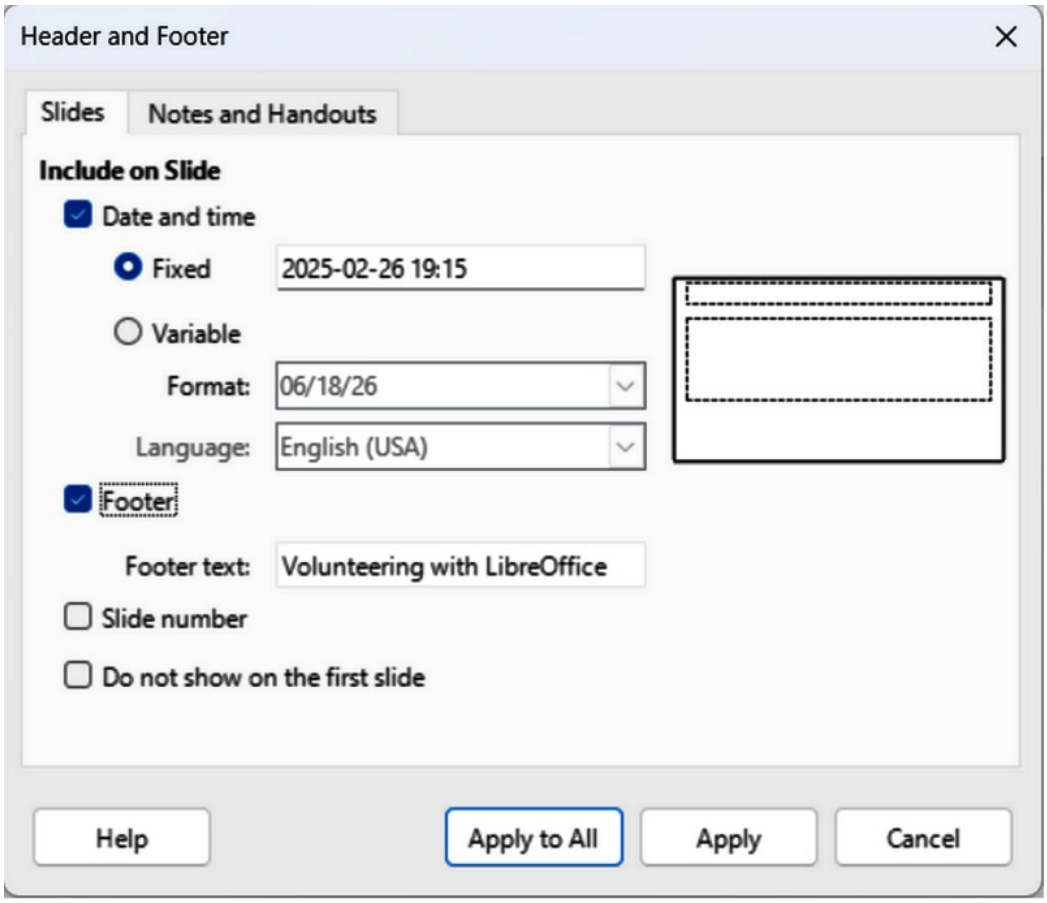


Figure 45: Header and Footer dialog — Slides page

Note

Headers are not used in Impress slides. Footers are inserted using **Normal** view. Any editing and repositioning of footers is carried out using **Master Slide** view

Inserting and formatting footers

The default footer fields are set up using the Header and Footer dialog (Figure 45). The following procedure is an example for creating footer fields:

1) Select a slide and go to **Insert > Header and Footer** on the Menu bar to open the Header and Footer dialog.
2) 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 to use in the text box.
   – For a variable date and time in the left footer section, select *Variable*, then the required format and language from the *Format* and *Language* drop down lists.

Note

Using a variable date and time means that each time the presentation is opened, the date and time are updated.

3) To place text in the footer centre section, select **Footer** and then type or paste the required text into the Footer text box.
4) To place the slide number in the right section of the footer, select **Slide number**.

5) 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.

6) Click **Apply** to save the changes and close the Header and Footer dialog.

7) To format the text used for the footer fields, see *Chapter 3, Adding and Formatting Text* for more information.

8) Click **Close Master View** on the Master View toolbar or go to **View > Normal** on the Menu bar when setting up the footer fields is completed.

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** on 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.

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.

Note

It is possible to format, resize, and reposition footer sections. See “Default text areas” on page 55 and *Chapter 3, Adding and Formatting Text* for more information.

Inserting fields

1) Select **View > Master Slide** on 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. By default, the field is placed in the centre of the master slide.

5) Reposition the field text box to the desired position on the master slide. See “Default text areas” on page 55 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 default fields

1) Select **View > Master Slide** on the Menu bar to open the master slide view.

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

Working with styles

Presentation styles are a set of formats that are applied to selected elements in a presentation, such as slides, text, lists, frames, borders, lines and area fills. Applying a style means applying a group of formats 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*.
- For more information on styles used in LibreOffice refer to the *Getting Started Guide*.

Note

Text and title styles in **Presentation Styles** and **Drawing Styles** may seem confusing. However, this duplication is required because Impress uses **Presentation Styles** in the auto-layout text boxes when adding outline text to slides in a presentation. The title and other text styles available in **Drawing Styles** are used in normal text boxes without outline format, or for text associated with shapes or lines.

Presentation styles

Presentation Styles in Impress are used when creating a presentation using one of the Impress layouts and auto-layout text boxes are divided into four categories.

Background and Background objects
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
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.

Default master slide and slide layouts in Impress use auto layout boxes. Only **Presentation Styles** are used in the auto layout boxes. An example of text using **Presentation Styles** is shown in Figure 28 on page 48.

Presentation Styles cannot be created or deleted, but can be formatted, modified or updated to the presentation requirements. Also, **Presentation Styles** used for objects cannot be changed to another presentation style. For example, text using **Outline 2** style cannot be changed to **Outline 3** style.

> **Note**
>
> Normal view is used for changing outline levels using the *Tab* key or *Shift+Tab* key combination, or **Promote** and **Demote** tools in the Outline toolbar. See *Chapter 3, Adding and Formatting Text* for more information.

Drawing styles

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

For example, when creating organization charts in a presentation, create objects with a consistent appearance, such as line style, font type, shadow, and so on. The most efficient way to achieve this is to use a drawing style for the objects and apply the drawing style to each object. The benefit is that if there is a change to the background color of objects for example, 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. New or custom **Drawing Styles** can be created, see “Custom styles” on page 68. A custom style is only available in the presentation where it was created.

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

Accessing styles

Use one of the following methods to access styles available in Impress.

- Use the keyboard shortcut *F11* (macOS ⌘+*T*) and open the Styles deck on the Sidebar.
- Go to **Format > Styles** on the Menu bar and select an option from the submenu that opens.
- Click on **Styles** on the Line and Filling toolbar to open the Styles deck on the Sidebar.
- Click on **Styles** on the Sidebar to open the Styles deck.

Editing styles

Formatting **Presentation Styles** and **Drawing Styles** is carried out in **Normal** or **Master Slide** view. Formatting options are available in dialogs for each style or using **Format** on 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.

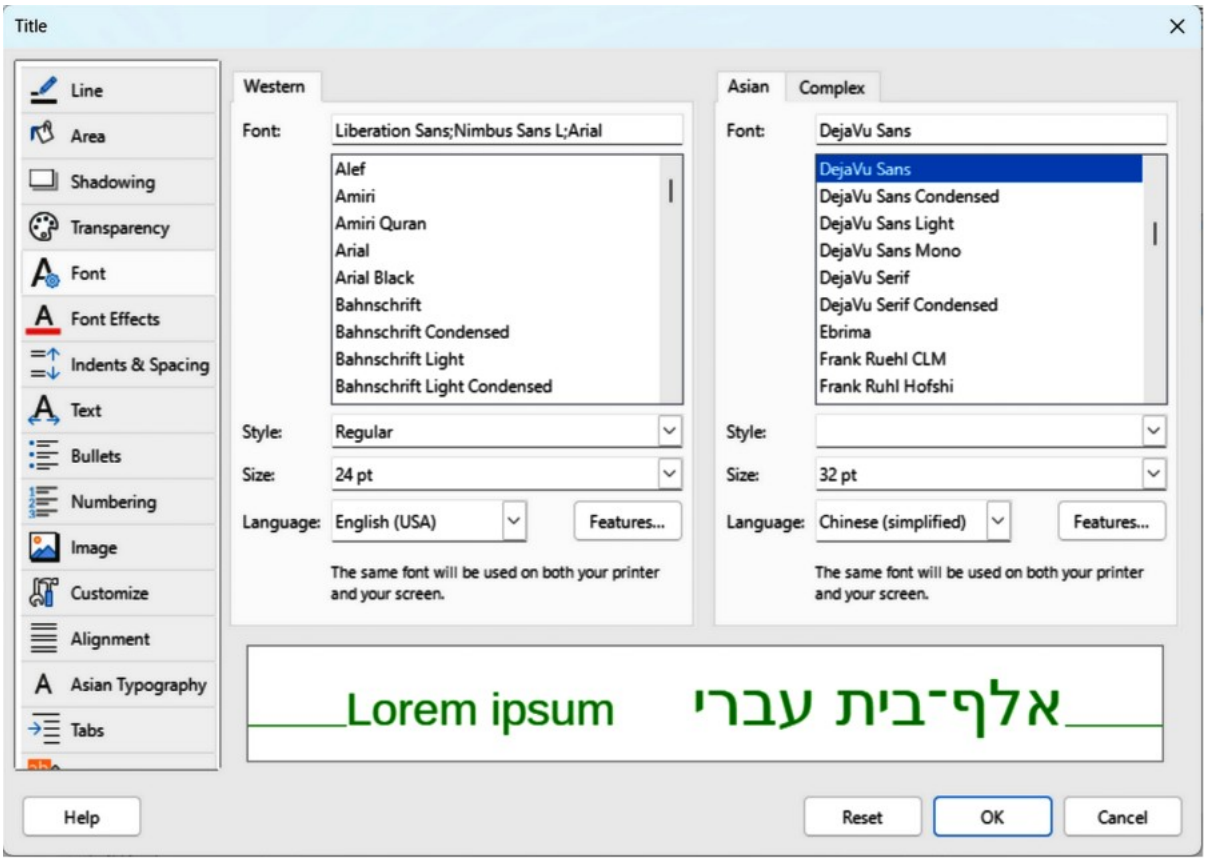


Figure 46: Title dialog — Font page

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 (Figure 46).
3) Select the required style option to open a dialog page providing options to format a style.
4) Select the required formatting options, then click **OK** to save the changes and close the dialog.

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 65 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 (Figure 47). Depending on 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.

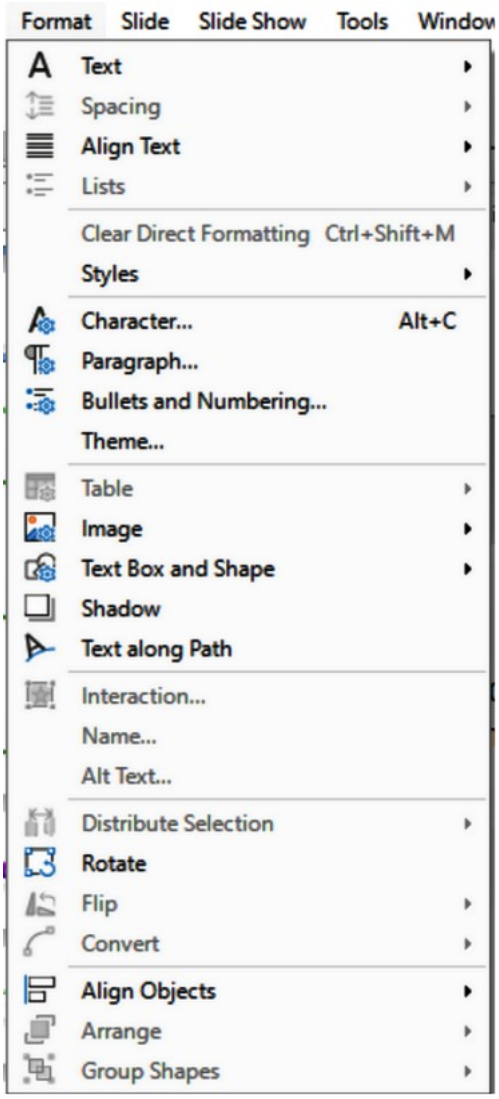


Figure 47: Example Main menu — Format options

Sidebar and main menu

1) Open the Styles deck on the Sidebar. See “Accessing styles” on page 65 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 formatting the Title style is shown in Figure 46.
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 styles

Updating **Presentation** or **Drawing Styles** is similar to modifying, but changes to the text or object are carried out 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 65 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 is already 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 drawing styles can be created, but custom presentation styles cannot be created. When a custom drawing style is created, it is only available for the presentation being created.

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

2) Format the object to the presentation requirements using the formatting options available in the Text Formatting toolbar, Line and Filling toolbar, or options in **Format** on the Menu bar.

3) Open the Styles deck on the Sidebar. See “Accessing styles” on page 65 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 48).

6) Enter a name for the custom drawing style in the **Enter new style name** text box.

7) Click **OK** to close the New Style from Selection dialog. The custom drawing style created appears in the **Drawing Styles** list in the Styles deck on the Sidebar.

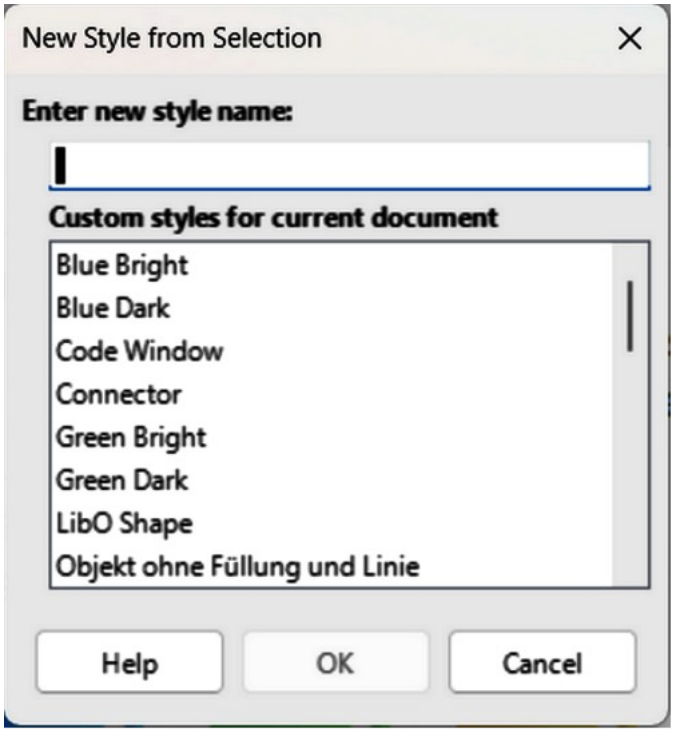


Figure 48: New Style from Selection dialog

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 and use one of the following methods to clear any direct formatting:

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

Assigning styles keyboard shortcuts

LibreOffice provides a set of predefined keyboard shortcuts allowing 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*.

Linked styles

Impress styles support linking or inheritance allowing styles to be linked to a parent style to inherit all formatting settings of the parent creating style families. For example, multiple boxes identically formatted, but only differ in color, define a style for the box including borders, area fill, font, and so on. Then create a number of hierarchically dependent styles, but differ only in the fill color attribute. For example, if the font size needs to be changed, only change the parent style and the linked (child) styles automatically change.

Working with templates

A template is a starting point for creating presentations. For example, create a template for business presentations to create new presentations with company logo, name and information on the first slide and the remaining presentation slides only show the company logo and name. For more information on templates and how to use them, see the *Getting Started Guide*.

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, 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. The default templates are installed with LibreOffice and can be altered to match the presentation requirements, see “Setting default template” on page 71 for more information.

Impress normally starts with the Select a Template dialog (Figure 49). If one of the following options has been deselected, the Select A Template does not open when Impress is opened:

- *Start with Template Selection* in the Options LibreOffice dialog.
- *Show this dialog at startup* in the Template dialog.

When creating a presentation and the template dialog is active, several templates are available as a starting point for a presentation. If Select a Template dialog is deselected for new presentations, LibreOffice uses the LibreOffice default template for presentations. For more information on the presentation default template, see “Setting default template” on page 71.

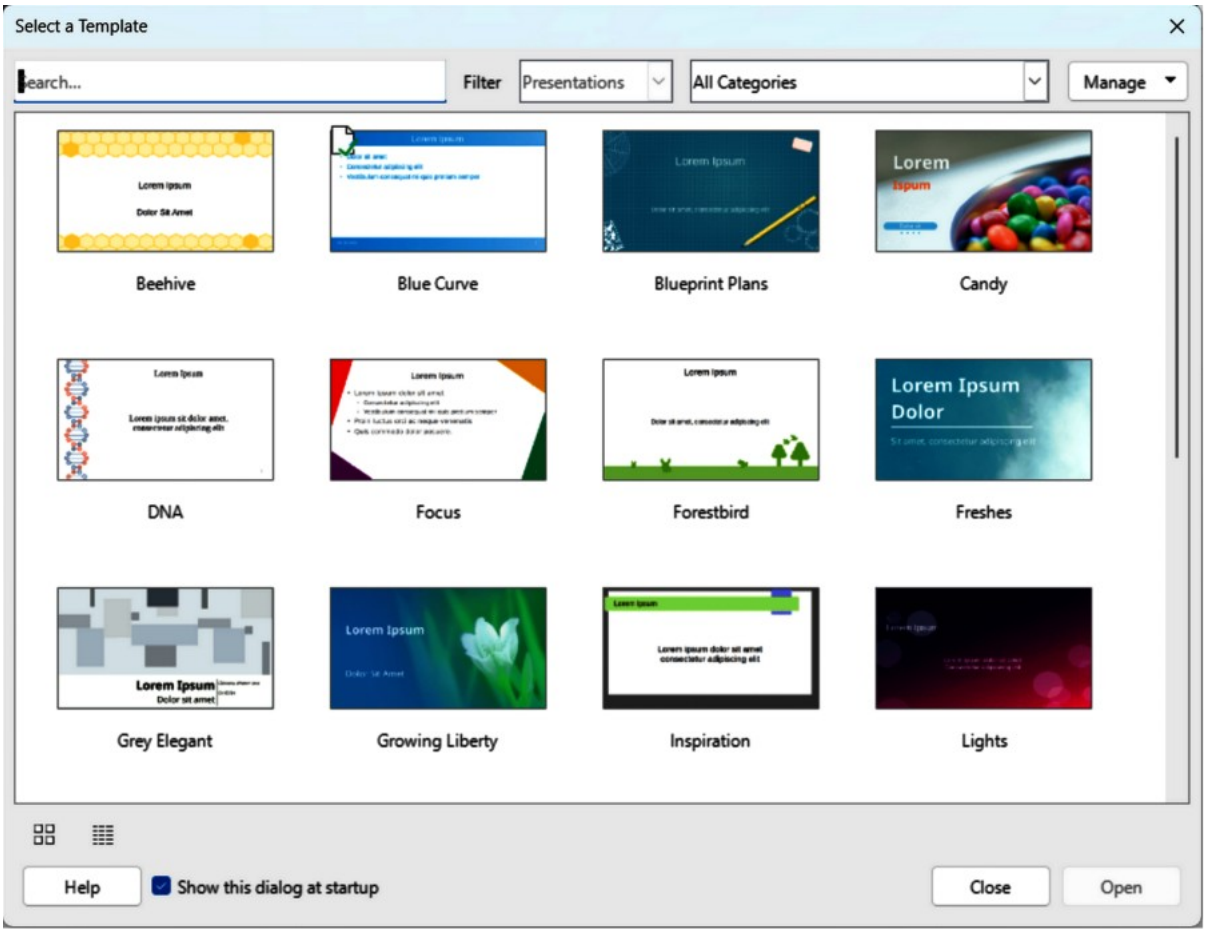


Figure 49: Select a Template dialog

Presentation templates

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

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. After selecting a template, a new presentation opens and the template dialog closes.

- Click on **Templates** in LibreOffice start up window and then select *Presentation* from the **Filter** drop-down list to display all the available presentation templates.
- 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 all the available presentation templates.
- Use the keyboard shortcut *Ctrl+Shift+N* (macOS ⌘+*Shift+N*) to open the Templates dialog (this dialog is similar to the Select a Template dialog). Select *Presentations* from the first **Filter** drop-down list to display all the presentation templates.
- If required, select a template category from the second **Filter** drop-down list to only display the available templates in the selected category.

Creating templates

1) Open a presentation or presentation template as a starting point for a new template.

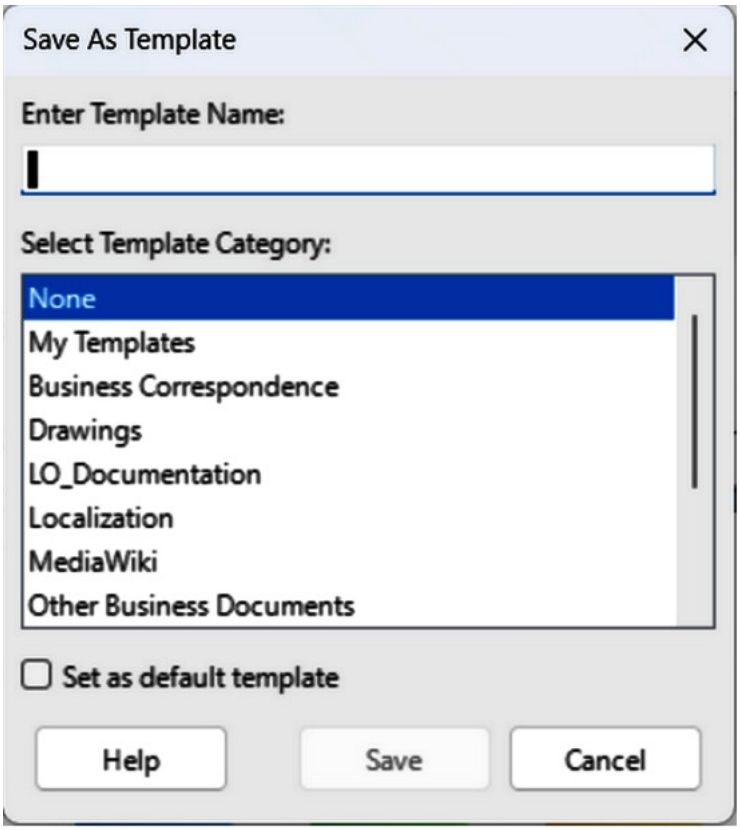


Figure 50: Save As Template dialog

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 50).
4) Enter a name for the new template in the **Enter Template Name** text box.
5) Select a template category for the new template from the **Select Template Category** list.
6) If required, select the option **Set as default template** to use as the default template when Impress is opened and no template is selected.
7) Click on **Save** to save the new template and close the Save as Template dialog. The template appears in the LibreOffice startup window and the Select a Template dialog the next time LibreOffice started is opened.

Note

When saving new templates, it is important to save the template in a category given in the Save as Template dialog. This allows LibreOffice to find the new template and use it for creating new presentations.

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. 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) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog. The Templates dialog is similar to the Select a Template dialog (Figure 49 on page 70).
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.

Note

The new default template is indicated in the Templates dialog. The icon indicating the default template depends on computer setup and computer operating system.

Resetting default template

1) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog.
2) Select the presentation template that is indicated 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 Templates dialog. The next time that a new presentation is created and a template is not selected, the presentation is created using the original default LibreOffice presentation template.

Editing templates

1) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog.
2) Right-click on the template to be edited and select **Edit** from the context menu and the template opens in Impress in read only mode.
3) Click on **Edit Document** at the top of the Workspace to start editing the template.
4) Make the necessary formatting changes to the styles, text and/or objects on the selected template.
5) Go to **File > Save** on the Menu bar or use the keyboard shortcut *Ctrl+S* (macOS ⌘+*S*) to save the changes.
6) Close the template or create a presentation using the edited template.

Notes

Any presentation created from the template before editing can be updated to show the changed template settings the next time the presentation is opened. 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.

When editing templates, it is recommended NOT to edit and save templates supplied and installed with LibreOffice. Editing and saving these LibreOffice templates may cause problems with presentations that already use one of these templates.

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** (macOS **LibreOffice > Preferences > LibreOffice > Paths**).

Creating custom categories

1) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog.
2) Click on **Manage** at the top right of the Template dialog and select **New Category** from the context menu.
3) Enter a category name in *Enter new category name* box in the New Category dialog that opens.
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.

Deleting custom categories

1) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog.
2) Select the custom category for deletion from the drop-down list of categories at the top of the Templates dialog.
3) Click on **Manage** at the top right of the Template dialog and select **Delete Category** from the context menu.
4) Click **Yes** to confirm the deletion of the custom category.

Note

Template categories supplied with LibreOffice or installed using the Extension Manager cannot be deleted. Only custom template categories can be deleted.

Moving templates

1) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog.
2) Right-click on the template that is going to be moved and select **Move** from the context menu.
3) In the Select Category dialog (Figure 51), select a category from the displayed list of categories, or select **Create a New Category** to create a new category for the template.
4) Click **OK** to move the template to its new category and close the Select Category dialog.

Note

Only custom templates can be moved between template categories. Templates supplied with LibreOffice or installed using the Extension Manager cannot be moved.

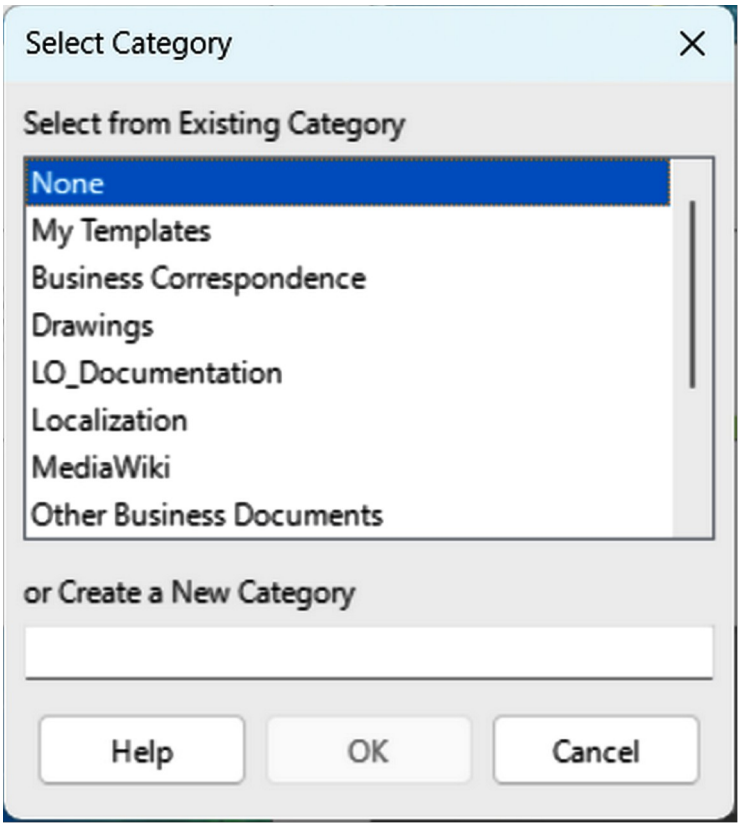


Figure 51: Select Category dialog

Deleting templates

1) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog.
2) Right-click on the template being deleted and select **Delete** from the context menu.
3) Click on **Yes** to confirm the deletion.

Note

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.

Renaming templates

1) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog.
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, then click on **OK** to save the new template name.

Note

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.

Importing templates

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

1) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog.
2) Click on **Manage** at the top right of the Template dialog and select **Import** from the context menu 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 (Figure 51).
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) Go to **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar to open the Templates dialog.
2) Right-click on the template being exported and select **Export** from the context menu.
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.

LibreOffice

Impress Guide 26,2

Chapter 3,
Adding and Formatting Text

Introduction

This chapter provides information on creating, modifying, using, and deleting text boxes in Impress presentations. Additionally, it covers the creation, modification, and formatting of various text types that can be inserted into slides. Finally, it demonstrates how to insert ordered (numbered) or unordered (bulleted) lists, tables, fields, hyperlinks, and text columns.

Working with text boxes

Text boxes can be added to slides using one of the following methods:

- Use a predefined Impress layout that includes AutoLayout text boxes, see "AutoLayout text boxes" on page 79 for more information.
- Create a text box using **Insert Text Box** for a horizontally aligned text box on the Standard toolbar (Figure 52) or the Drawing toolbar (Figure 53).
- Create a text box using **Insert Vertical Text** for a vertically aligned text box on the Standard toolbar or the Drawing toolbar.
- Use the keyboard shortcut *F2* to create text boxes for horizontal text.

Notes

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

AutoLayout text boxes are only available when an Impress slide layout is selected from the **Layout** panel on the Sidebar Properties deck.

AutoLayout text boxes can be moved, resized and deleted in the same way as text boxes. See “Moving and resizing text boxes” on page 82, “Text positioning” on page 88, and “Deleting text boxes” on page 92 for more information.

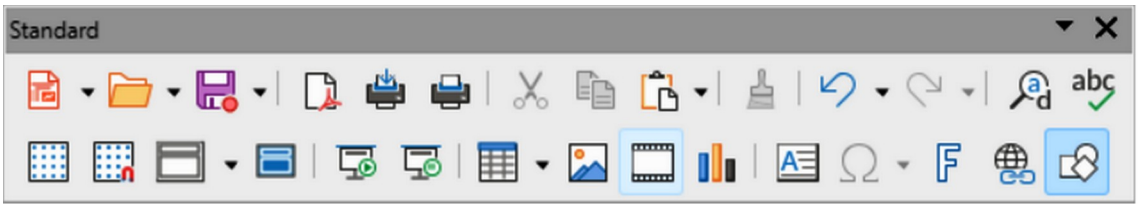


Figure 52: Standard toolbar



Figure 53: Drawing toolbar

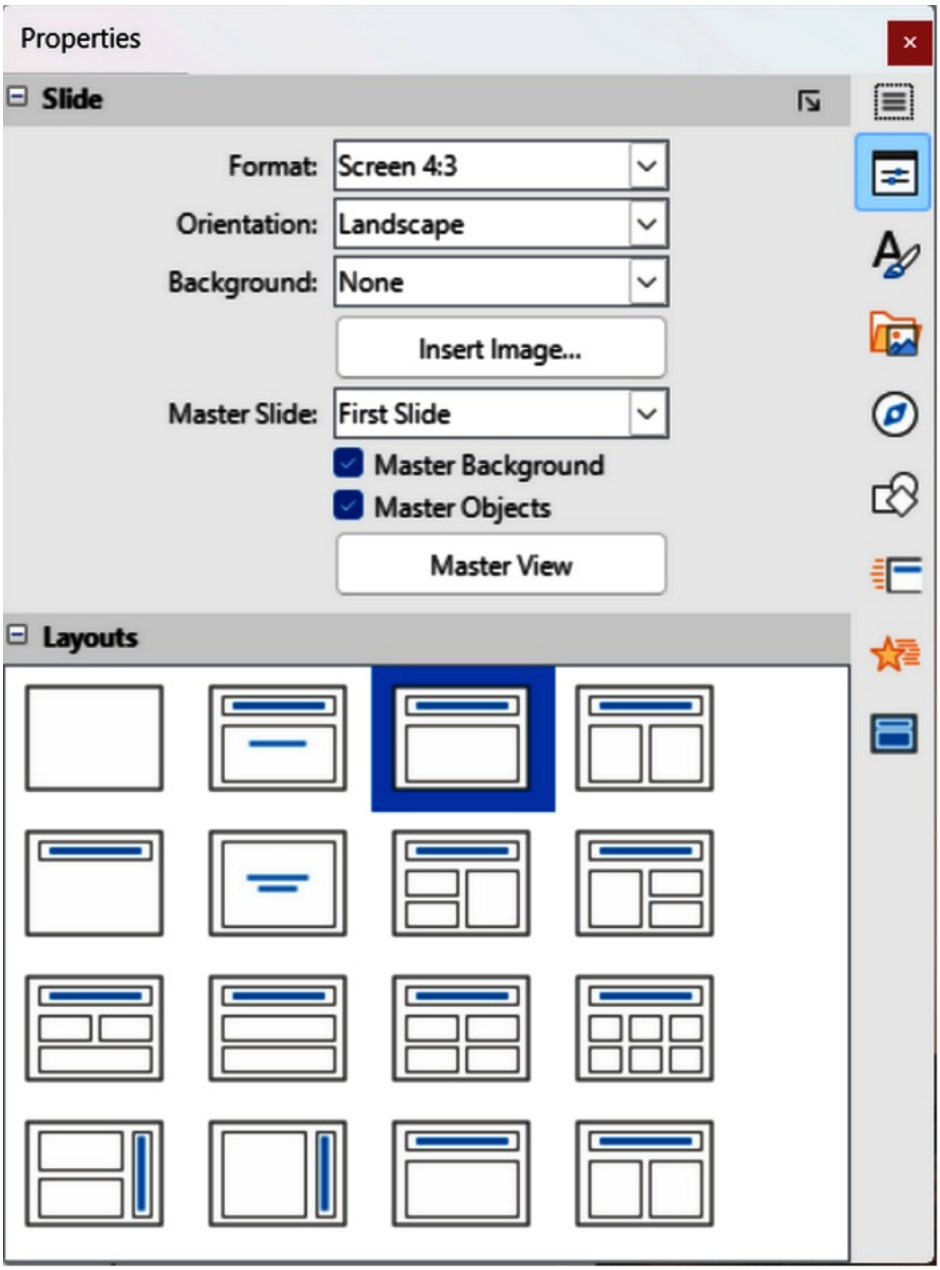


Figure 54: Sidebar Properties deck — Slide and Layouts panels

AutoLayout text boxes

AutoLayout text boxes are automatically inserted when an Impress slide layout is selected.

1) Make sure **Normal** view is selected in the Workspace and select a slide layout using one of the following methods:
   - Open the **Layouts** panel in the Properties deck on the Sidebar (Figure 54)
   - Go to **Slide > Layout** on the Menu bar opens a submenu listing available slide layouts.
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 55) 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.

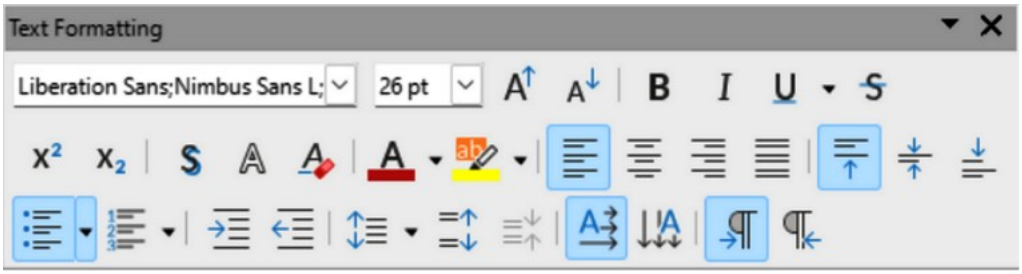


Figure 55: Text Formatting toolbar

4) If required, copy, resize, and/or reposition the AutoLayout text box.
5) Click outside the AutoLayout text box to deselect it.

Creating text boxes

Note

If the **Insert Text Box**, or **Insert Vertical Text** tools are not visible on the Standard toolbar, open **Visible Buttons** on the toolbar and select the text box tools from the drop-down list to add the tools to the toolbars.

Horizontal text box

A horizontal text box is created as follows:

1) Click on **Insert Text Box** on the Standard or Drawing toolbar. The Text Formatting toolbar (Figure 55) automatically opens replacing the Line and Filling toolbar.
2) Click in the slide and a text box is automatically created with the text cursor flashing in a text box.
   – The text box increases in width as text is entered in a single line and the text box height does not change.
   – To create multiple lines and increase text box height, use the *Enter* key to create new single line paragraphs within the text box.
3) To create a multiple line horizontal text box, click and drag the cursor on the slide to set the width of the text box. As text is entered, the text box height automatically increases as text wraps to create multiple line paragraphs in the text box.
4) Type or paste the text into the text box.
5) Click outside the text box to deselect it.

Vertical text box

1) Click on **Insert Vertical Text** on the Standard or Drawing toolbar. The Text Formatting toolbar (Figure 55) automatically opens replacing the Line and Filling toolbar.
2) Click in the slide and a text box is automatically created with the text cursor flashing in a vertical text box.
   – The text box height increases as text is entered in a single line and the text box width does not change.
   – To create multiple lines and increase the text box width, use the *Enter* key to create new single line vertical paragraphs within the text box.
3) To create a multiple line vertical text box, click and drag the cursor on the slide to set the height of the text box. As text is entered, the text box width automatically increases as text wraps creating multiple line vertical paragraphs 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 visible when a text box is selected. Use one of the following methods to create a visible border around the text box.

> **Note**
>
> If the properties of the line style used for the text box selected are changed using the Line dialog, then the line style 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 the text box and the border is displayed indicating that the text box is in edit mode.

2) Using **Line Style** on the Line and Filling toolbar (Figure 56), select an option 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. A border is displayed indicating the text box is in edit mode.

2) Open the Line dialog (Figure 57) using one of the following methods:

   – Right-click on the text box border and select **Line** from the context menu.

   – Go to **Format > Text Box and Shape > Line** on the Menu bar.

   – Click on **Line** to open the Line page.

3) In *Style*, select a line style from the drop-down list to use as a text box border.

4) In *Color*, select a color for the line style from one of the available color palettes, or create a custom color.

5) In *Thickness*, enter a width for the line style selected.



Figure 56: Line and Filling toolbar

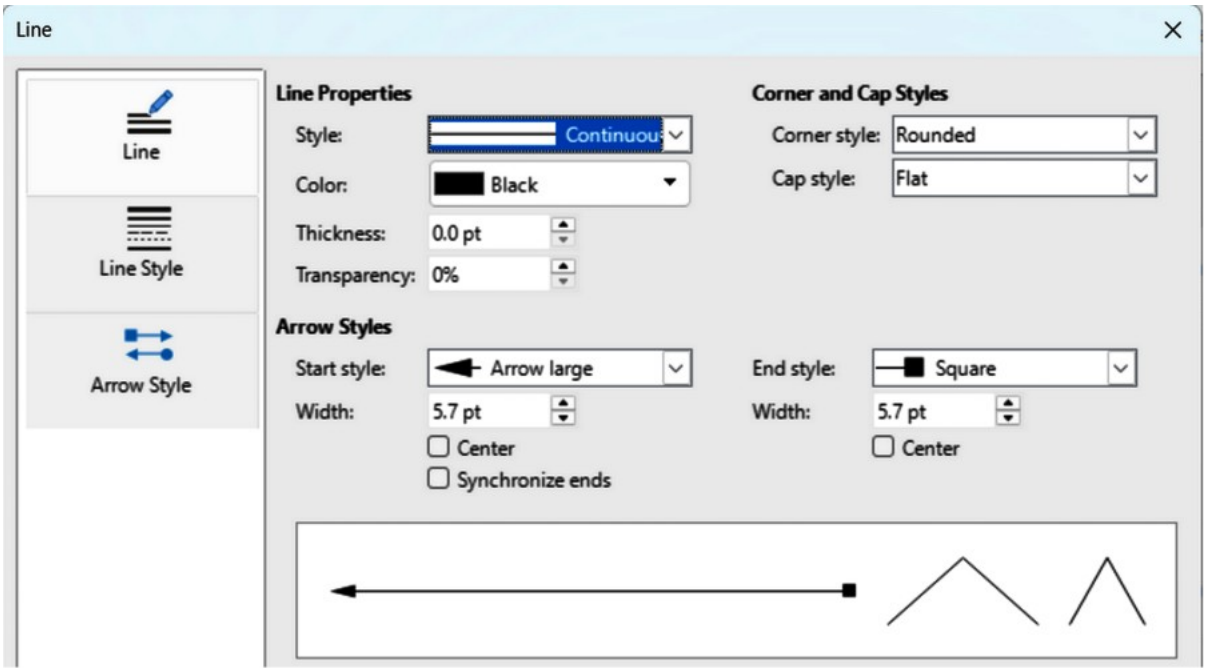


Figure 57: Line dialog — Line page

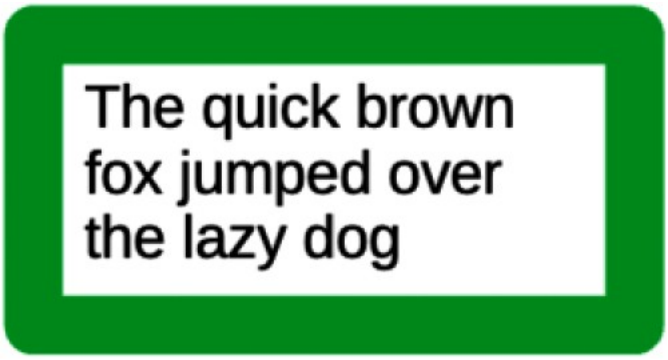


Figure 58: Example of using corner styles

6) If necessary, in *Transparency*, enter a percentage value for the line style.
7) If necessary, in *Corner Style*, select the type of corner style from the options in the drop-down list.
8) Click **OK** to save the changes and close the Line dialog.
9) 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 0.35cm, as shown by the example in Figure 58.

Moving and resizing text boxes

Moving text box with cursor

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).

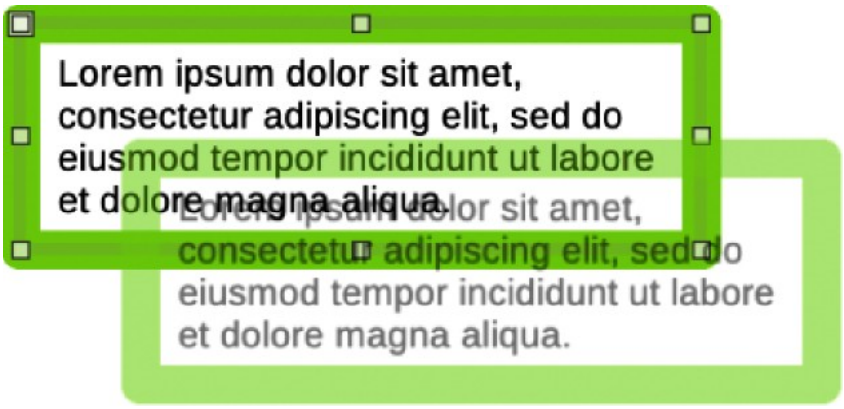


Figure 59: Example of moving text boxes

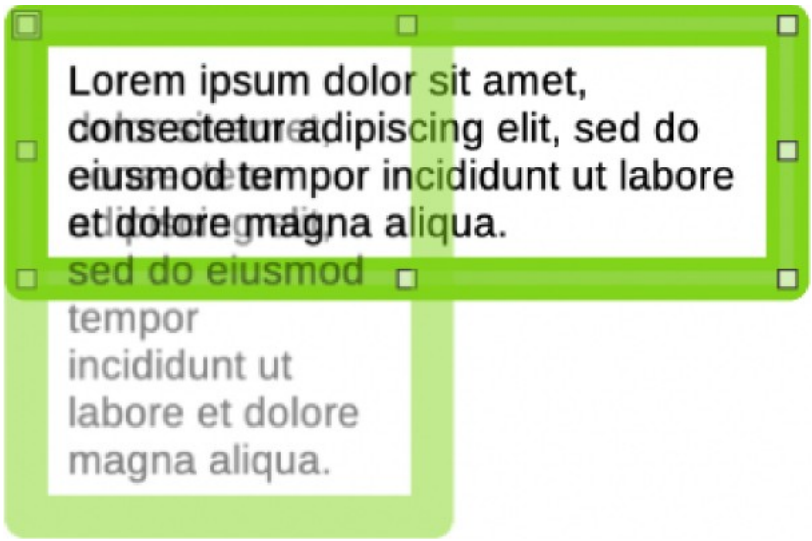


Figure 60: Example of resizing text boxes

3) Click on the border and drag it to move the text box. A dashed outline of the text box shows where the text box will be placed as shown in Figure 59.

4) Release the cursor when the text box is in the required position.

5) Click outside the text box to exit edit mode.

Resizing text box with cursor

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 on a selection handle and drag it 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 60. 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 cursor 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 on a selection handle and drag it. Make sure to release the cursor before releasing the *Shift* key.

Position and Size dialog

For more accurate control over the size and position of a text box, or AutoLayout text box, it is recommended to use 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 > Text Box 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.

Position and Size options

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

Position

Position X
Specify the horizontal position of a text box. The position values of a text box represent the distance of the *Base point* to the top left corner of the slide.

Position Y
Specify the vertical position of a text box. The position values of a text box represent the distance of the *Base point* to the top left corner of the slide.

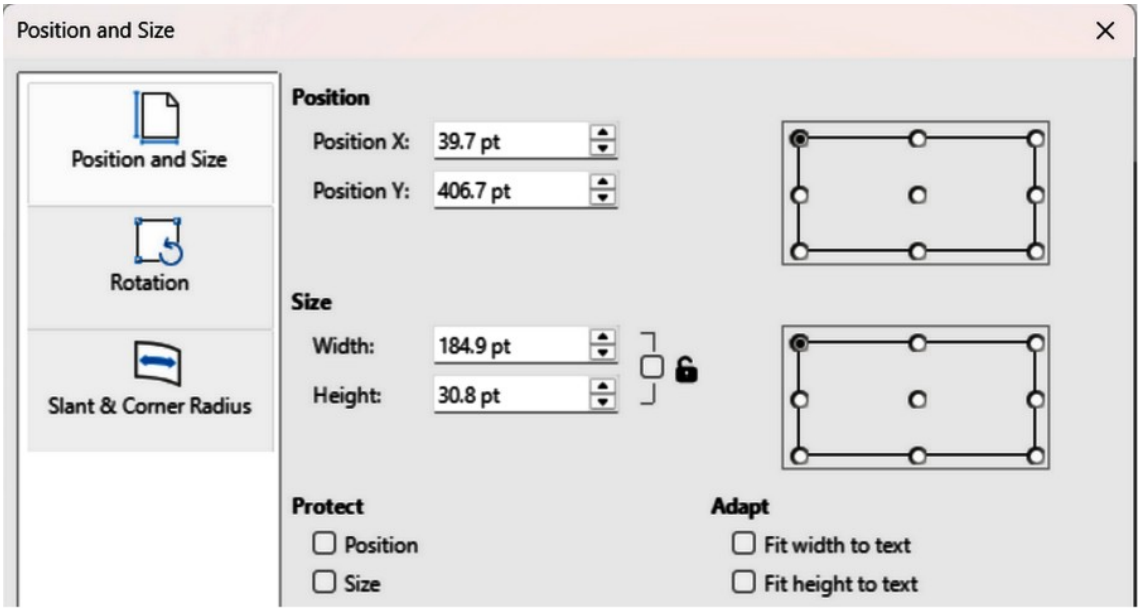


Figure 61: Position and Size dialog — Position and Size page

Base point
Position a text box by selecting one of the nine available positions. By default, the *Base point* is the top left corner of a text box.

Size

Width
Specify the width of a text box. The size values represent the distance of the *Base point* relative to the top left corner of a slide.

Height
The height of a text box cannot be changed using the Position and Size dialog.

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

Protects the position or size of the text box by selecting *Position* and/or *Size* options.

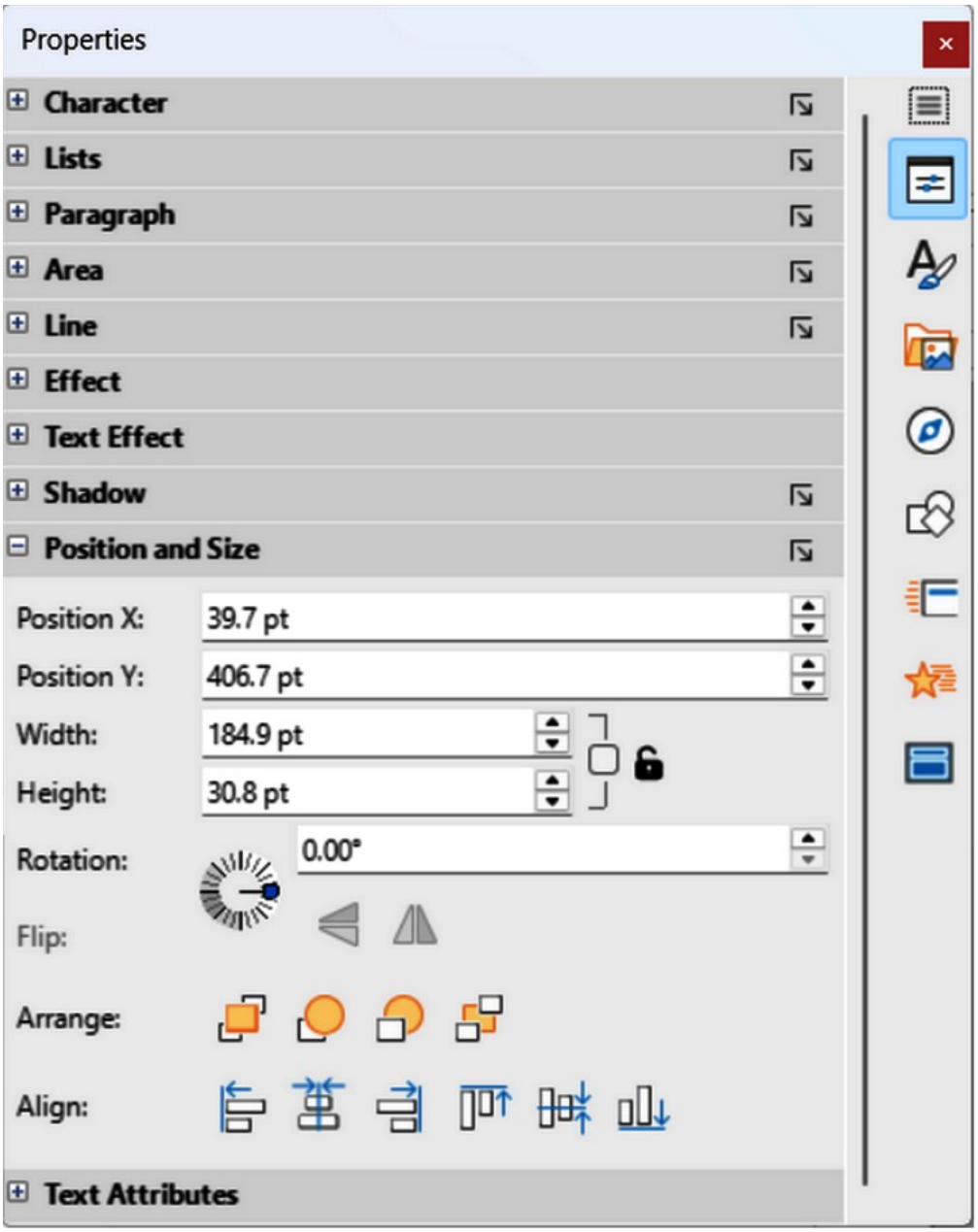


Figure 62: Sidebar Properties — Position and Size panel

Adapt
Allow the text box to automatically 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 precise control over the size and position of a text box, the **Position and Size** panel in the Properties deck on the Sidebar (Figure 62) can also be used. However, there are fewer options available in the **Position and Size** panel on the Sidebar than what is available 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 the 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.

Rotating text boxes

Using the cursor

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 63. A rotation centre appears in the centre of the text box.
3) Move the cursor over a corner selection handle and the cursor changes shape to indicate rotation.



Figure 63: Example of rotating text boxes

4) Click on a corner selection handle and drag it to rotate the text box. A ghosted image of the text box appears as the text box is being rotated.

5) Release the cursor when the text box has reached the desired rotation angle.

6) If necessary, click and drag the rotation centre to a different position to change the rotation angle. The rotation centre can be positioned outside of the text box.

7) Click outside the text box to exit edit mode.

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 64).

1) Click in the text box to select it and 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 > Text Box and Shape > Position and Size** on the Menu bar.

   – Right-click on 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 required, in **Pivot Point** enter a measurement for *Position X* and/or *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, click on the rotation angle indicator in *Default settings* 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.

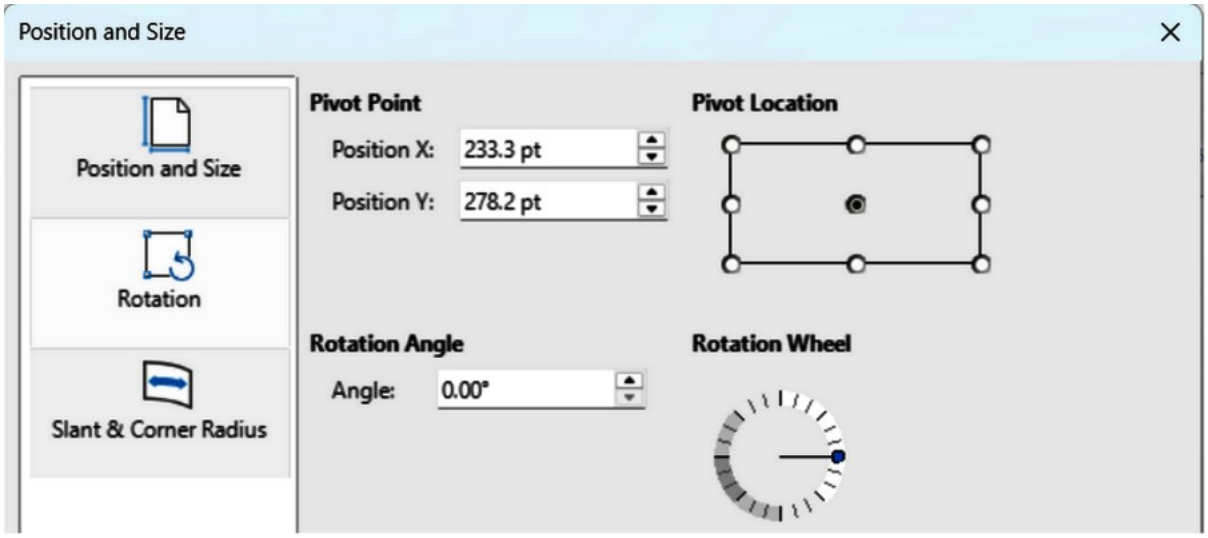


Figure 64: Position and Size dialog — Rotation page

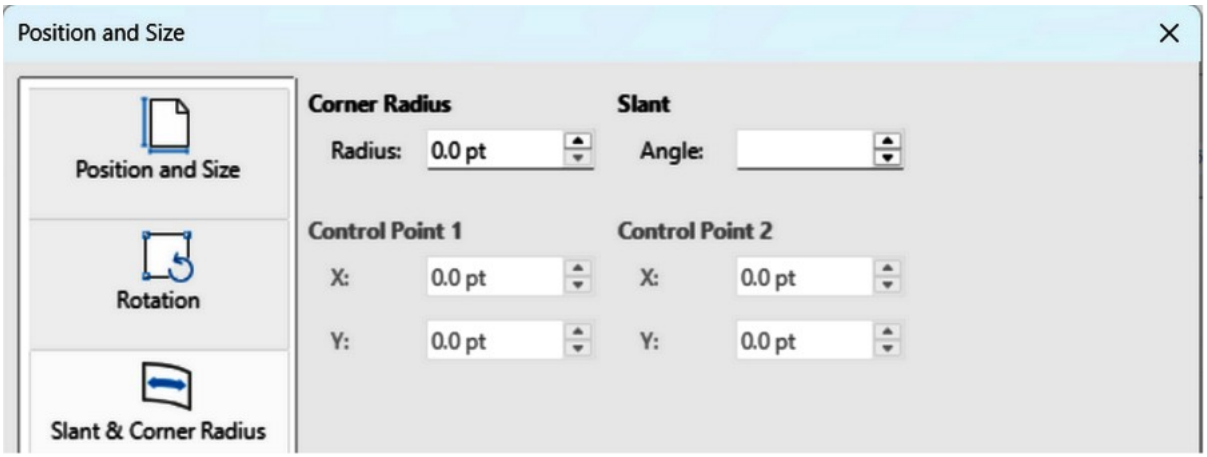


Figure 65: Position and Size dialog — Slant & Corner Radius page

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 62 on page 85).
3) In *Rotation*, enter the number of degrees for rotation in the text box.
4) Alternatively, click on the rotation angle indicator in *Rotation* 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 65) is only available when a text box has a border. See “Text box borders” on page 81 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 > Text Box and Shape > Position and Size** on the Menu bar.
   – Right-click on the text box border and select **Position and Size** from 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.

Text positioning

1) Click in a text box to select it so that the selection handles are displayed indicating that the text box is in edit mode.

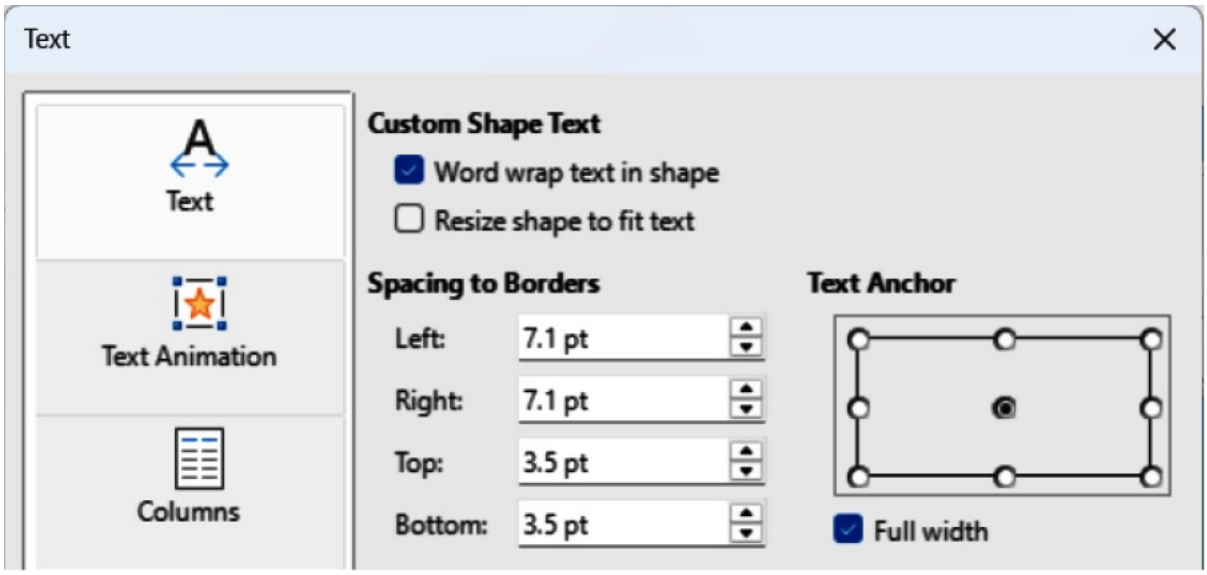


Figure 66: Text dialog — Text page

2) Right-click in the text box and select **Text Attributes** from the context menu to open the Text dialog (Figure 66).
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
Text width and height are adjusted to match 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 centre 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 (Figure 67). For more information on creating text animation and using 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 68), or the **Columns** panel in Properties deck on the Sidebar (Figure 69).

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.

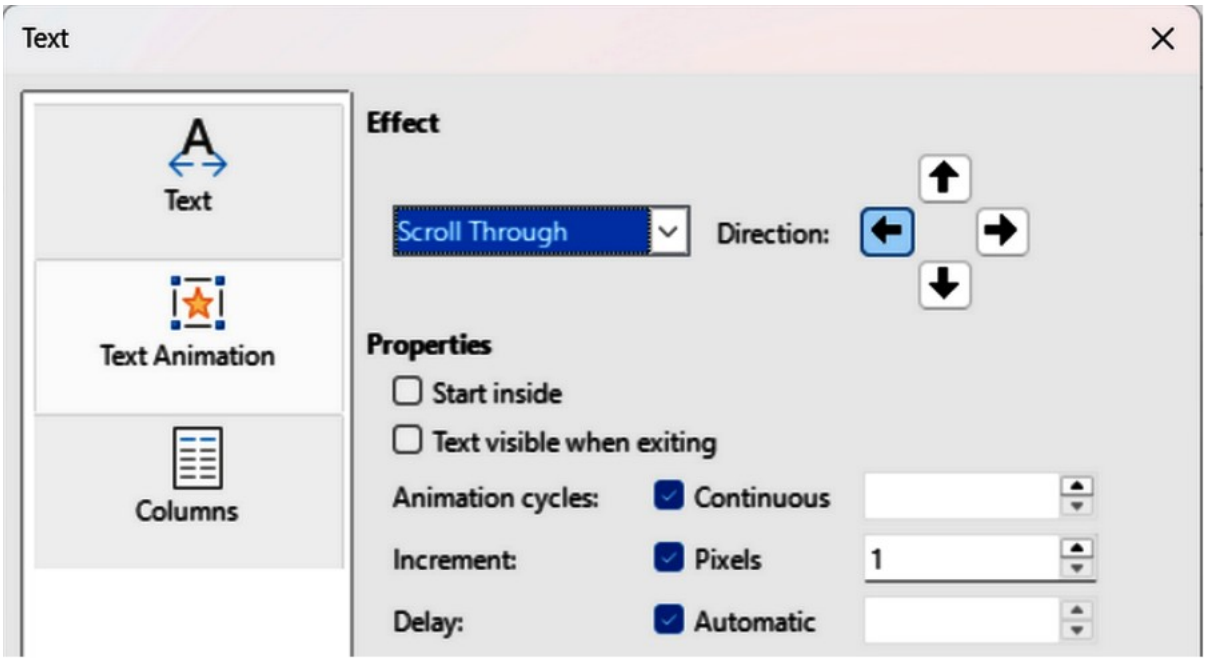


Figure 67: Text dialog — Text Animation page

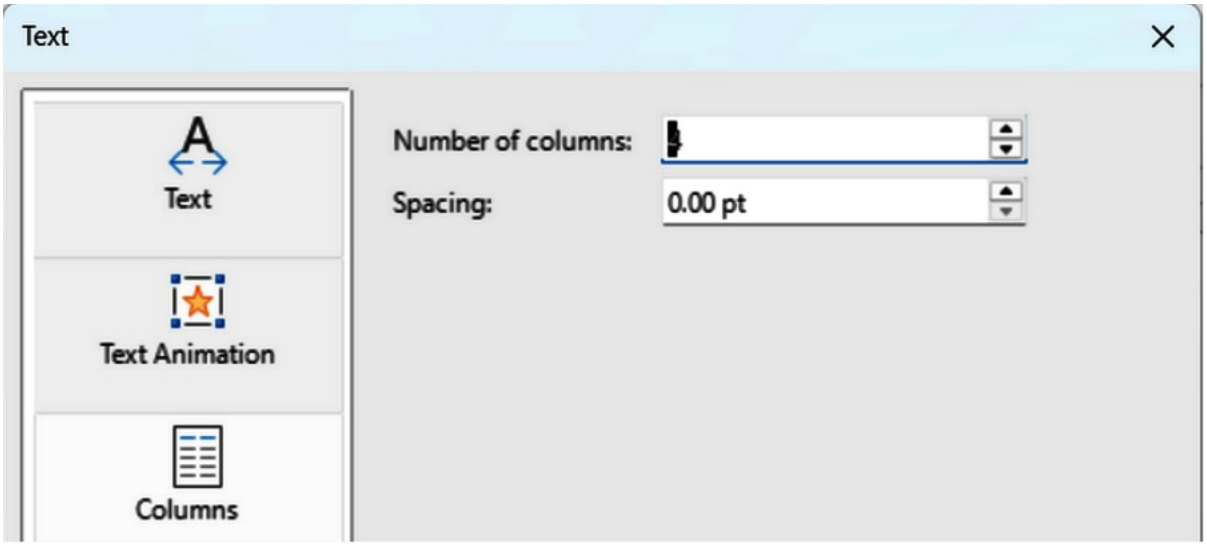


Figure 68: Text dialog — Columns page

2) Right-click in the text box and select **Text Attributes** from the context menu to open the Text dialog.
3) Click on **Text Columns** to open the **Text Columns** page in the Text dialog, or click on **Columns** in the Properties deck 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 70.
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 **Text Attributes** panel in the Properties deck on the Sidebar, click outside the text box to deselect it and save the changes.

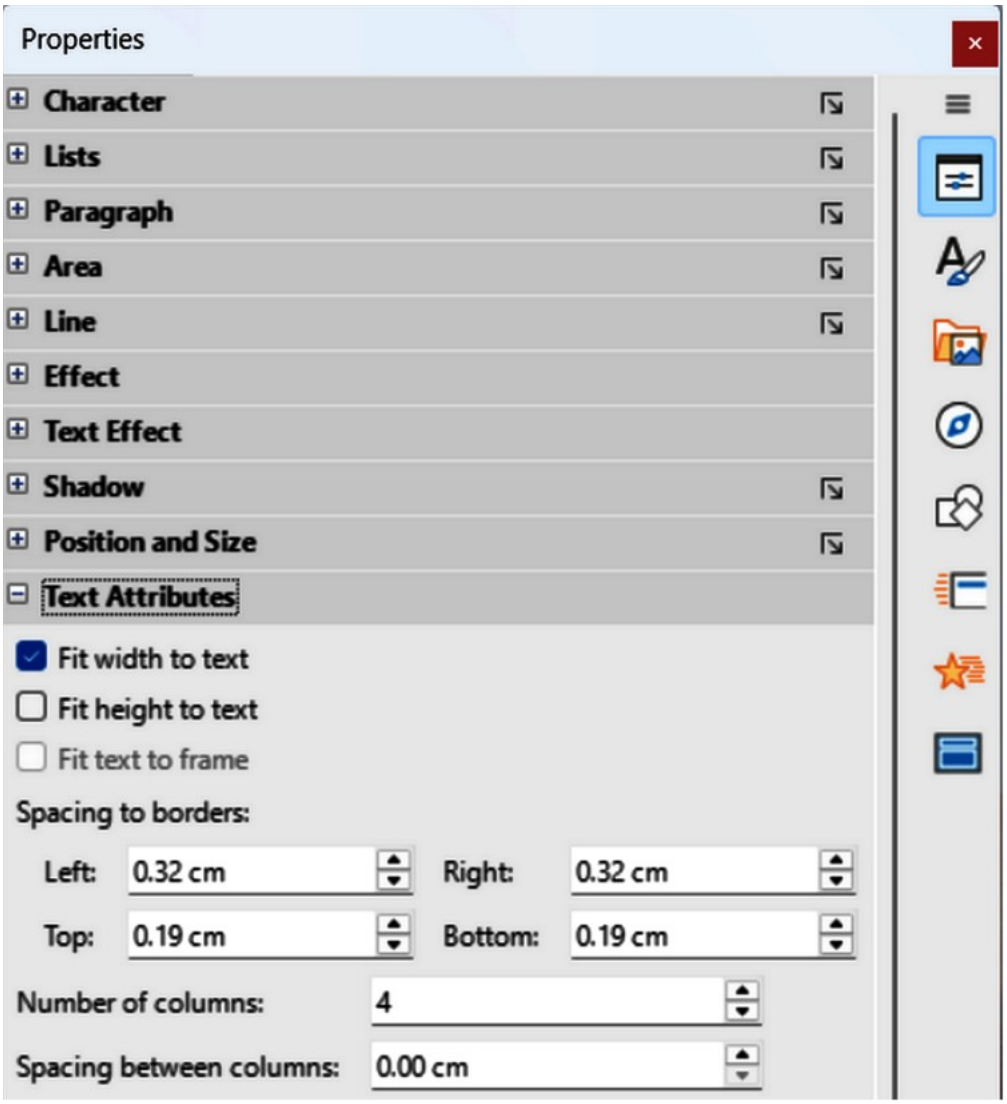


Figure 69: Sidebar Properties deck — Text Attributes

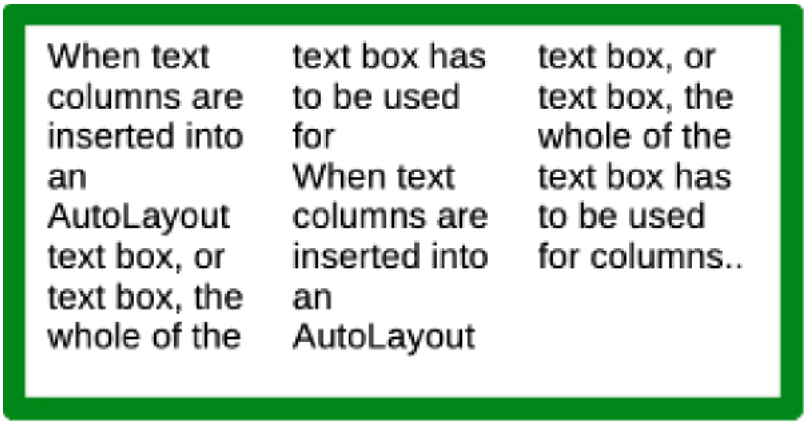


Figure 70: Example of text box columns

Note

When text columns are inserted into an AutoLayout text box, or text box, the whole of the text box has to be used for columns. A mixture of text columns and plain text cannot be used together in an AutoLayout text box, or 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.

Text glow effect

A text glow effect can be only added to text that is already in a text box and is positioned on a slide when creating a presentation. See Figure 71 for an example of using the text glow effect.

Notes

Text glow effect cannot be added to text that is inside a graphic object. See *Chapter 5, Managing Graphic Objects* for information on using glow effect for objects.

Step 6 is not required if the color of the text is visible without the background effect of the color in a graphic object.



Figure 71: Example of text glow effect

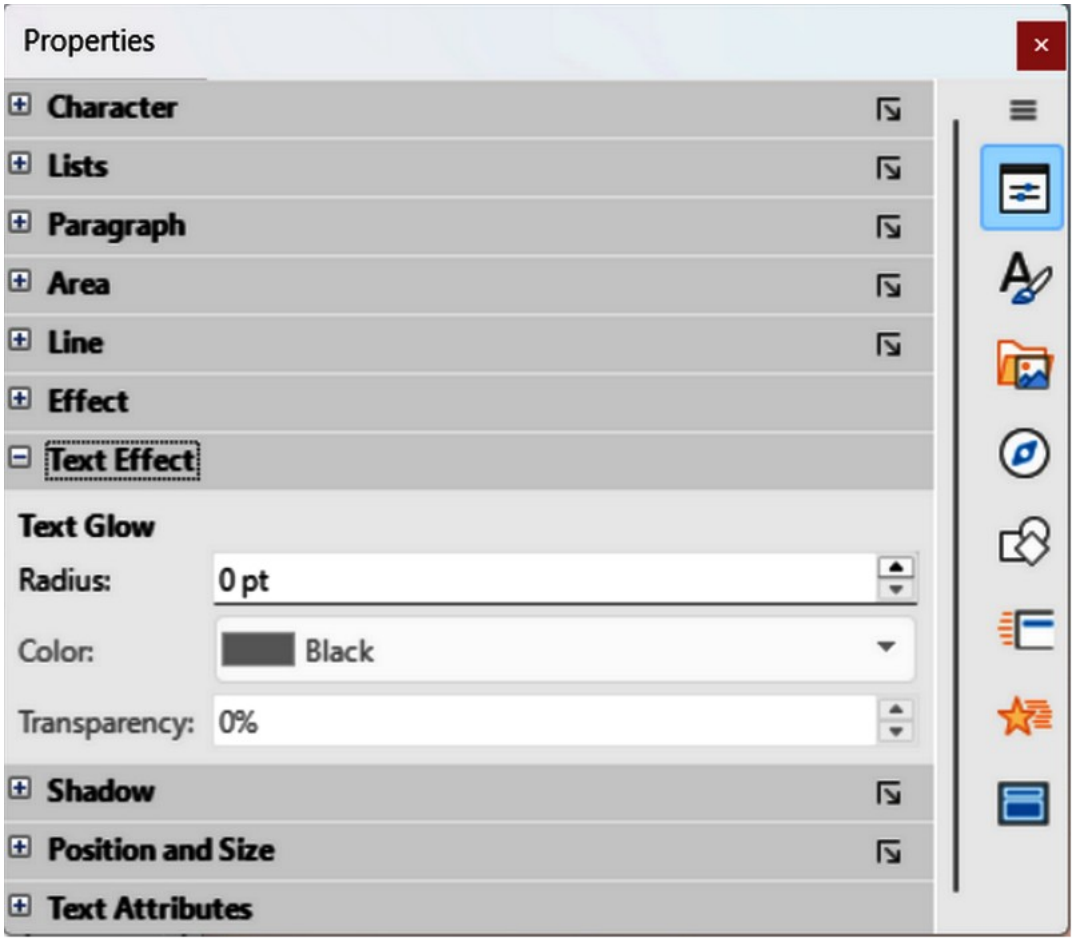


Figure 72: Sidebar Properties — Text Effect panel

1) Create a text box on a slide and create the required text.
2) Make sure the text box is selected and open the **Text Effect** panel in the Properties deck on the Sidebar (Figure 72).
3) In **Radius**, enter a measurement value for the text glow effect radius.
4) In **Color**, select a color for the text glow effect from the drop-down list.
5) In **Transparency**, if required, enter a percentage value for the text glow effect.
6) If required, select the text box and move the text box onto a graphic object to display the text glow effect, as shown by the example in Figure 71.

Inserting text

Pasting text

Text can be inserted into an AutoLayout text box, or text box, by copying text from another document then pasting into a text box. However, copied text may not match the formatting of the surrounding text or other slides in the presentation. It is recommended 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.

Note

Presentation Styles 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.

Tip

It is advisable to paste text into a text box using the menu option **Edit > Paste Special > Paste Unformatted Text**, then apply the correct formatting later. This reduces the risk of creating formatting errors in a presentation.

Unformatted text

1) In another document or slide, highlight and copy the text.
2) Create a text box on a slide and make sure the text cursor is flashing in the text box. See “Working with text boxes” on page 78 for more information.
3) Paste unformatted text at the text cursor position in a selected text box using one of the following methods.
   - Go to **Edit > Paste Special > Paste Unformatted Text** on the Menu bar.
   - Click on the 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* (macOS ⌘+*Shift+V*) and select *Paste unformatted text* from the Paste Special dialog that opens.
   - Use the keyboard shortcut *Ctrl+Alt+Shift+V* (macOS ⌥+⌘+*Shift+V*) and unformatted text is pasted directly into the text box.
4) Format the pasted text to the presentation requirements using the tools on the Text Formatting toolbar, or the options in **Format** on the Menu bar. Alternatively, for text boxes only, apply a **Drawing Style** to the text.

Formatted text

Pasting formatted text into a text box, or AutoLayout text box, overwrites any formatting and replaces the text box style.

1) Highlight and copy the text in another document or slide.
2) Create a text box on a slide and make sure the text cursor is flashing in the text box. See “Working with text boxes” on page 78 for more information.
3) Paste formatted text into the text box using one of the following methods. Text is pasted at the cursor position in the text box and the text format 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* (macOS ⌘+*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

Custom **Drawing Styles** can be created in Impress and are only available for the Impress presentation being created. However, custom **Drawing Styles** can be used in a template allowing them to be used in presentations that use the same presentation template.

Inserting special characters

Special characters can be inserted into text, for example mathematical, geometric, monetary symbols and so on.

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 73).
3) Select the font and character subset from the **Font** and **Character block** 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**.
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 it at the cursor position in the text. This also closes the dialog.

Tip

If a special character is frequently used, click on **Add to Favorites** and the special character is added to the display of **Favorite Characters**.

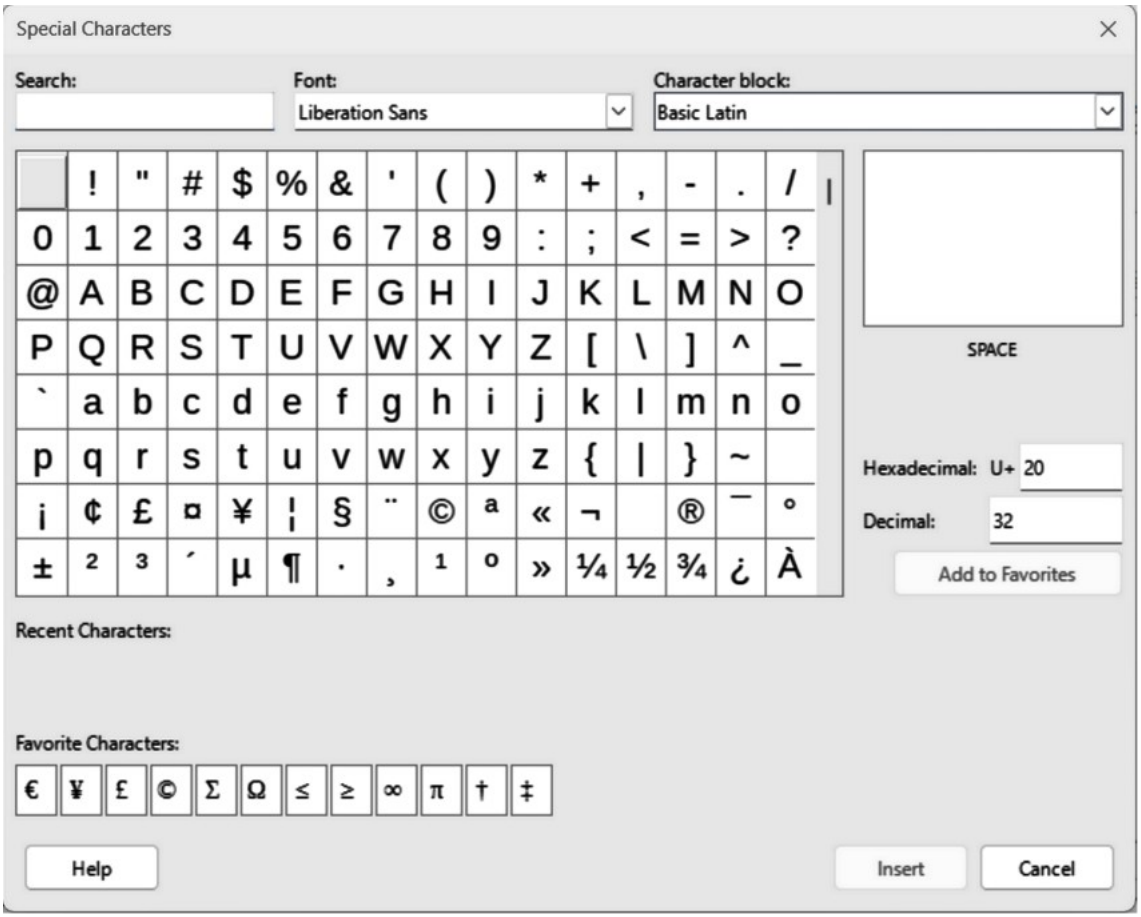


Figure 73: Special Characters dialog

Inserting formatting marks

Formatting marks are special characters that can be inserted into text. For example, it may not be desirable for words that are separated by a space or 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.
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:

No-break Space
Inserts a space that keeps two adjacent words or characters together on line breaks. Keyboard shortcut *Ctrl+Shift+Space* (macOS ⌘+*Shift+Space*).

Non-breaking Hyphen
Inserts a hyphen that keeps two adjacent characters together on line breaks.

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.

Narrow No-break Space
Inserts a narrow space to keep 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. Keyboard shortcut *Alt+Shift+Space* (macOS ⌥+*Shift+Space*).

Zero-width Space
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+/* (macOS ⌘+/).

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 in **Tools > Options > Language Settings > Languages** (macOS **LibreOffice > Preferences > Language Settings > Languages**).

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 in **Tools > Options > Language Settings > Languages** (macOS **LibreOffice > Preferences > Language Settings > Languages**).

Formatting text

Text formatting creates a presentation with a consistent and professional look without any distracting elements. 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.

Text formatting tools are available on the Text Formatting toolbar and drop-down menus in **Format** on the Menu bar. For more information on text formatting, see the *Writer Guide*.

Quick font resizing

After selecting text, the font size can be quickly increased or decreased using the tools **Increase Font Size** (*Ctrl+]*) (macOS ⌘+*]*) and **Decrease Font Size** (*Ctrl+[*) (macOS ⌘+*[*) 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

When text is inserted into AutoLayout text boxes, the font size is automatically adjusted to fit the text to the size of a AutoLayout text box. For example, when a long piece of text is inserted into an AutoLayout text box, the font size decreases to fit the text into a AutoLayout text box.

Selecting text

Text must be selected before it can be formatted using one of the following methods. Formatting changes only apply 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 a 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, press and hold the *Shift* key, then use arrow keys to select text.

Using styles

When text is entered into a text box or AutoLayout text box 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, it is recommended to use styles in situations where the same formatting is required several times in a presentation. This creates consistency to a presentation reducing any possibility of introducing errors. Impress has two style categories – **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.
- **Presentation Styles** cannot be deleted, renamed, or replaced by 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

In contrast to Writer, where the use of styles is recommended whenever feasible, manual or direct formatting is more frequently required in Impress. This is because presentation styles in Impress are limited. For instance, it is not possible to have two distinct Outline 1 levels using different types of bullet points for the same outline level. Additionally, the absence of support for character styles necessitates the manual or direct formatting of text sections 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 drawing style.

Drawing Styles that are part of the LibreOffice installation cannot be deleted or renamed, but can be modified to change the text formatting, or updated to match the text formatting. Custom **Drawing Styles** can be created, but are only available for the presentation being created. However, when creating a presentation template, custom **Drawing Styles** used in a template are available for any presentation that uses the same template.

Text formatting

Direct 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.

1) 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 and select a formatting option from the drop-down menu. Selecting a formatting option opens either a context menu, or dialog, providing further formatting options.

– 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.

2) 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 96 for more information.

2) Use one of the following methods and open the Paragraph dialog (Figure 74). 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.

Note

For information on the various formatting options available for text in the pages of the Paragraph dialog, refer to the *Writer Guide*.

Sidebar Paragraph panel

An alternative method of formatting paragraphs is to use the **Paragraph** panel (Figure 75) in the Properties deck on the Sidebar. The formatting options are limited, but are similar in use to the formatting options available the Paragraph dialog. Any formatting applied to a paragraph using the Sidebar is immediate.

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.

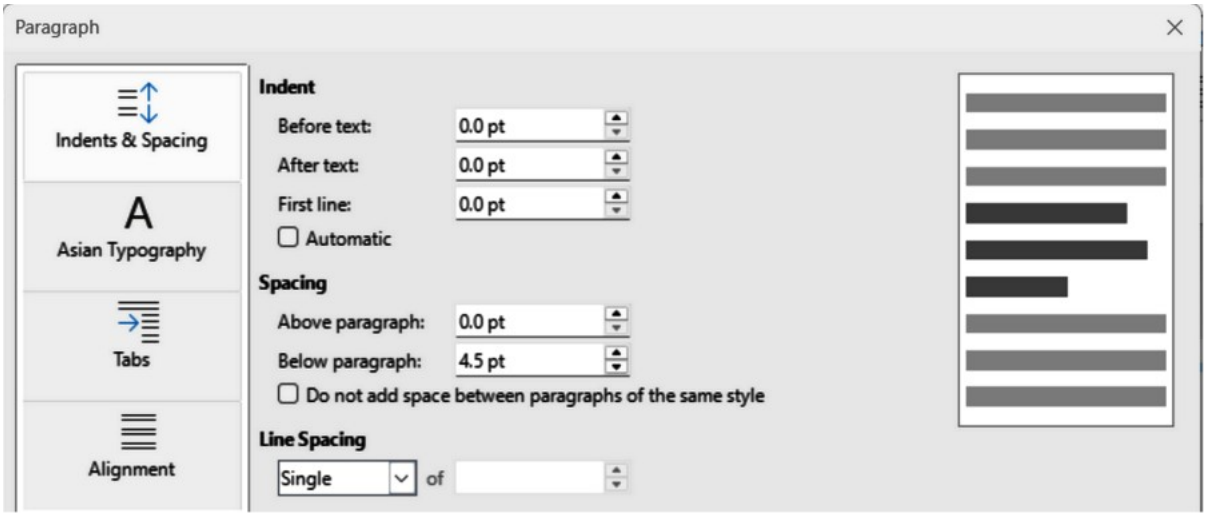


Figure 74: Paragraph dialog — Indents & Spacing page

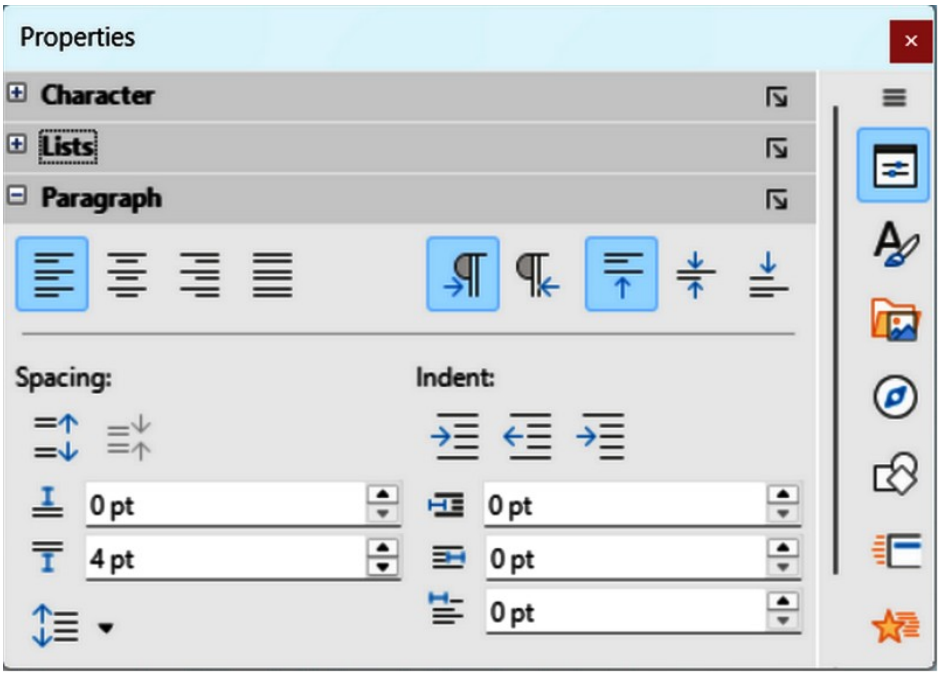


Figure 75: Sidebar Properties deck — Paragraph panel

3) Click on **Paragraph** to open the **Paragraph** panel.
4) Format the text using the various tools available in the **Paragraph** panel.
5) If necessary, click on **More Options** on the right of the title bar to open the Paragraph dialog to format text.

Note

For information on the various formatting options available for text in the Paragraph panel on the Sidebar, refer to the *Writer Guide*.

Character formatting

Direct formatting

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

1) Select the characters or words for formatting. See “Selecting text” on page 96 for more information.
2) Format characters using one of the following methods.
   – Various formatting tools on the Text Formatting toolbar.
   – Go to **Format** on the Menu bar. Selecting a formatting option opens either a context menu or dialog where further formatting options are selected.
   – Use the options available in the Character dialog. Clicking **OK** on the dialog applies the formatting changes.
   – Use the options available in the **Character** panel in the Properties deck on the Sidebar. Formatting applied to character(s) is immediate.
3) Click outside the text box to deselect the text.

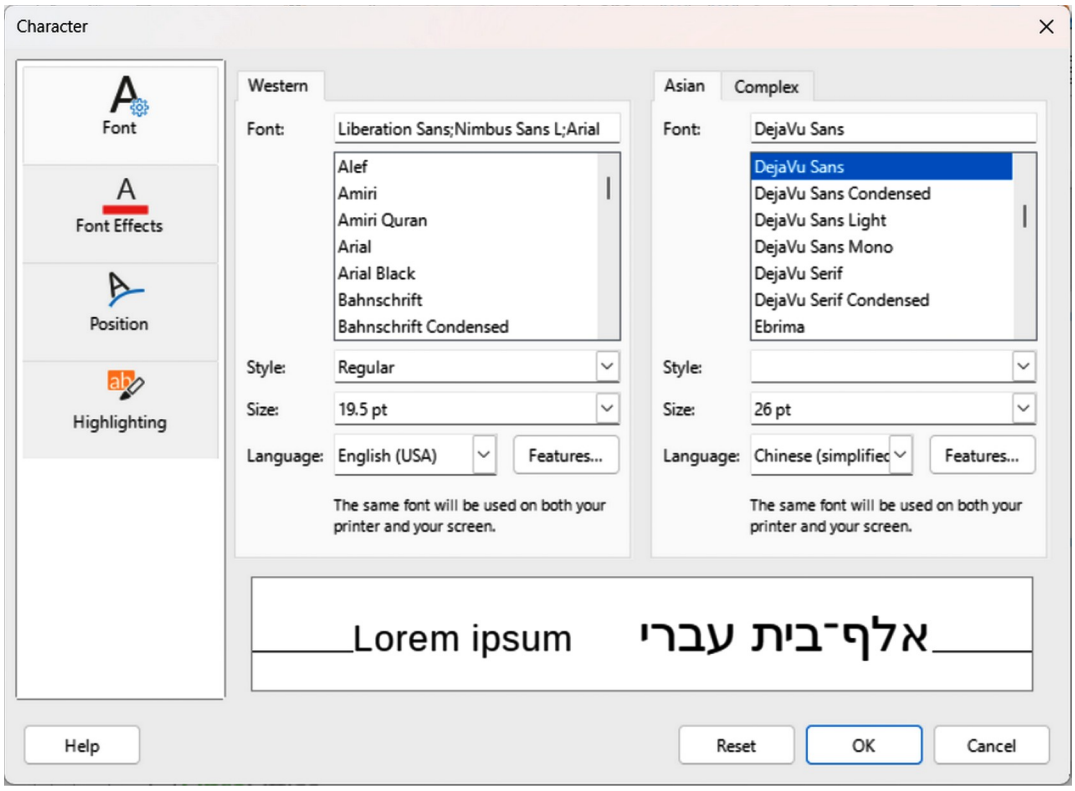


Figure 76: Character dialog — Fonts page

Character dialog

1) Select the characters or words in the text box for formatting. See “Selecting text” on page 96 for more information.
2) Open the Character dialog (Figure 76) 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.
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.

Note

For information on the various formatting options available for characters in the pages of the Character dialog, refer to the *Writer Guide*.

Sidebar Character panel

An alternative method of formatting characters is to use the **Character** panel (Figure 77) in the Properties deck on the Sidebar. Formatting options available in the **Character** panel are limited, but similar in use to the formatting options available in the various pages of the Character dialog.

1) Select the characters or words in the text box for formatting. See “Selecting text” on page 96 for more information.
2) On the Sidebar, click on Properties to open the Properties deck.
3) Click on Character to open the Character panel.

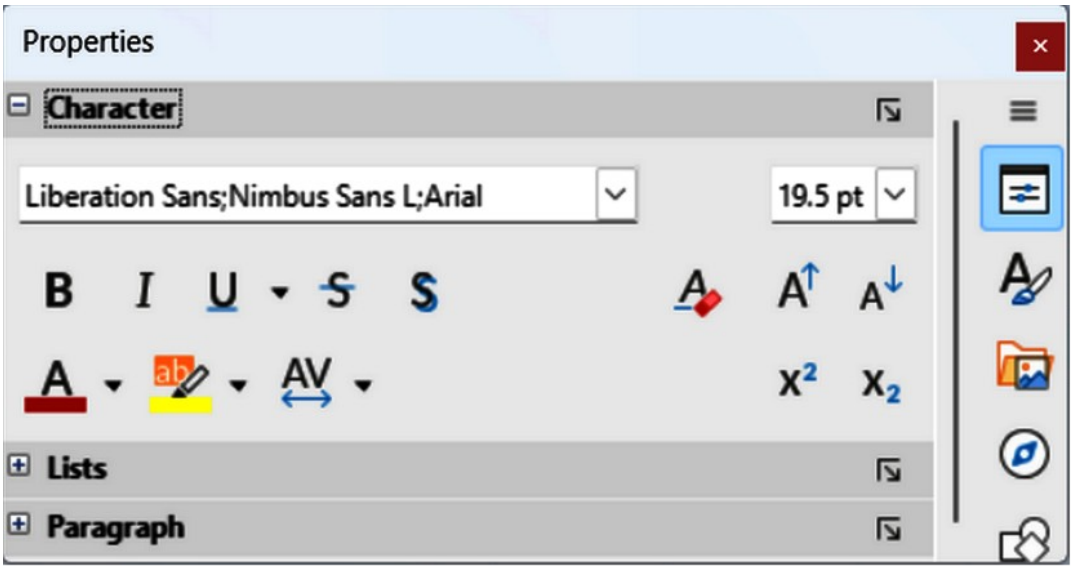


Figure 77: Sidebar Properties deck — Character panel

4) Format the text using the various tools available in the Character panel.
5) If necessary, click on **More Options** on the right of the title bar to open the Character dialog to format text.

Note

For information on the various formatting options available for characters in the pages of the Character panel on the Sidebar, refer to the *Writer Guide*.

Creating lists

The procedure for creating unordered (bulleted) or ordered (numbered) lists differs depending on the type of text box used. However, the tools for managing and formatting a list are the same. Creating unordered or ordered lists in Impress is similar to Writer. For more information on unordered or ordered lists, see the *Writer Guide*. For more information on creating text boxes, see “Working with text boxes” on page 78.

AutoLayout text boxes

In AutoLayout text boxes and, by default, the outline styles are unordered lists. An example of outline styles is shown in Figure 78. 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.

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. Each outline level may change formatting of a list point.

Creating lists

Creating lists in AutoLayout text boxes, or text boxes uses a similar procedure. To customize the list appearance being created, or to change from unordered to ordered or ordered to unordered, see “Formatting lists” on page 103 for more information.

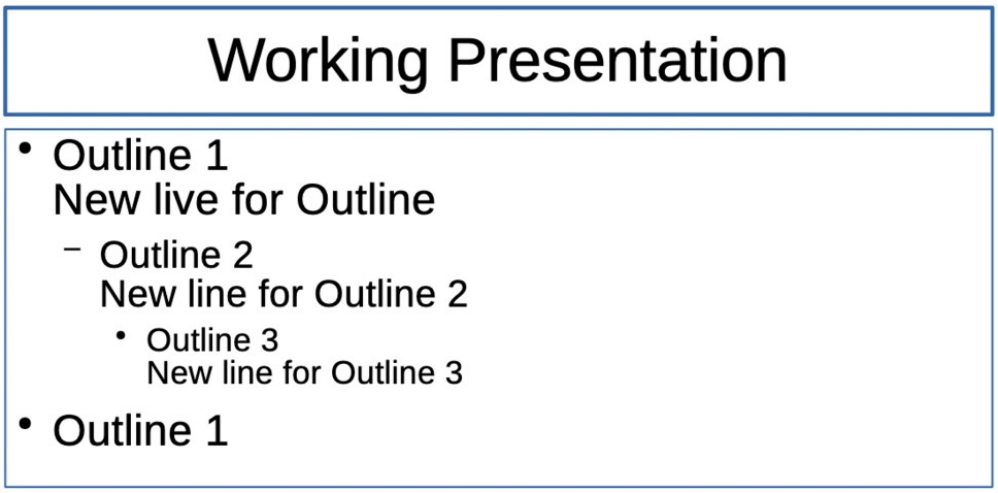


Figure 78: Example of outline styles in unordered list

1) Create a new presentation and make sure **Normal** view is selected in the Workspace.
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 create a new line without creating a new list point. This new line has the same indentation as the text in the list point.
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 *Alt+Shift+Right Arrow* (macOS ⌥+*Shift+Right Arrow*).
   – Click on **Demote** on the Outline toolbar (Figure 79).
   – Click on **Demote** on the **Lists** panel in the Properties deck on the Sidebar (Figure 80).
   – 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 *Alt+Shift+Left Arrow* (macOS ⌥+*Shift+Left Arrow*).
   – Click on **Promote** on the Outline toolbar (Figure 79).
   – Click on **Promote** on the **Lists** panel in the Properties deck on the Sidebar (Figure 80).
   – 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 (Figure 79).



Figure 79: Outline toolbar



Figure 80: Sidebar Properties deck — Lists panel

– Click on **Move Down** on the **Lists** panel in the Properties deck on the Sidebar (Figure 80).

– Go to **Format > Lists** on the Menu bar and select **Move Down** from the submenu.

– Use the keyboard shortcut *Alt+Shift+Down Arrow* (macOS ⌥+*Shift+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 (Figure 79).

– Click on **Move Up** on the **Lists** panel in the Properties deck on the Sidebar (Figure 80).

– Go to **Format > Lists** on the Menu bar and select **Move Up** from the submenu.

– Use the keyboard shortcut *Alt+Shift+Up Arrow* (macOS ⌥+*Shift+Up Arrow*).

10) To change the type and appearance of a list, see “Formatting lists” on page 103 for more information.

Note

Do not 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 in outline levels.

Formatting lists

- 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). Right-click on a list item and select **Bullets and Numbering** from the context menu to open the Bullets and Numbering dialog.
- 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.
- Promote or demote a list point, or move a list point up or down in the list order using the Outline toolbar (Figure 79 on page 103).
- Change the list type using the tools on the Text Formatting toolbar.

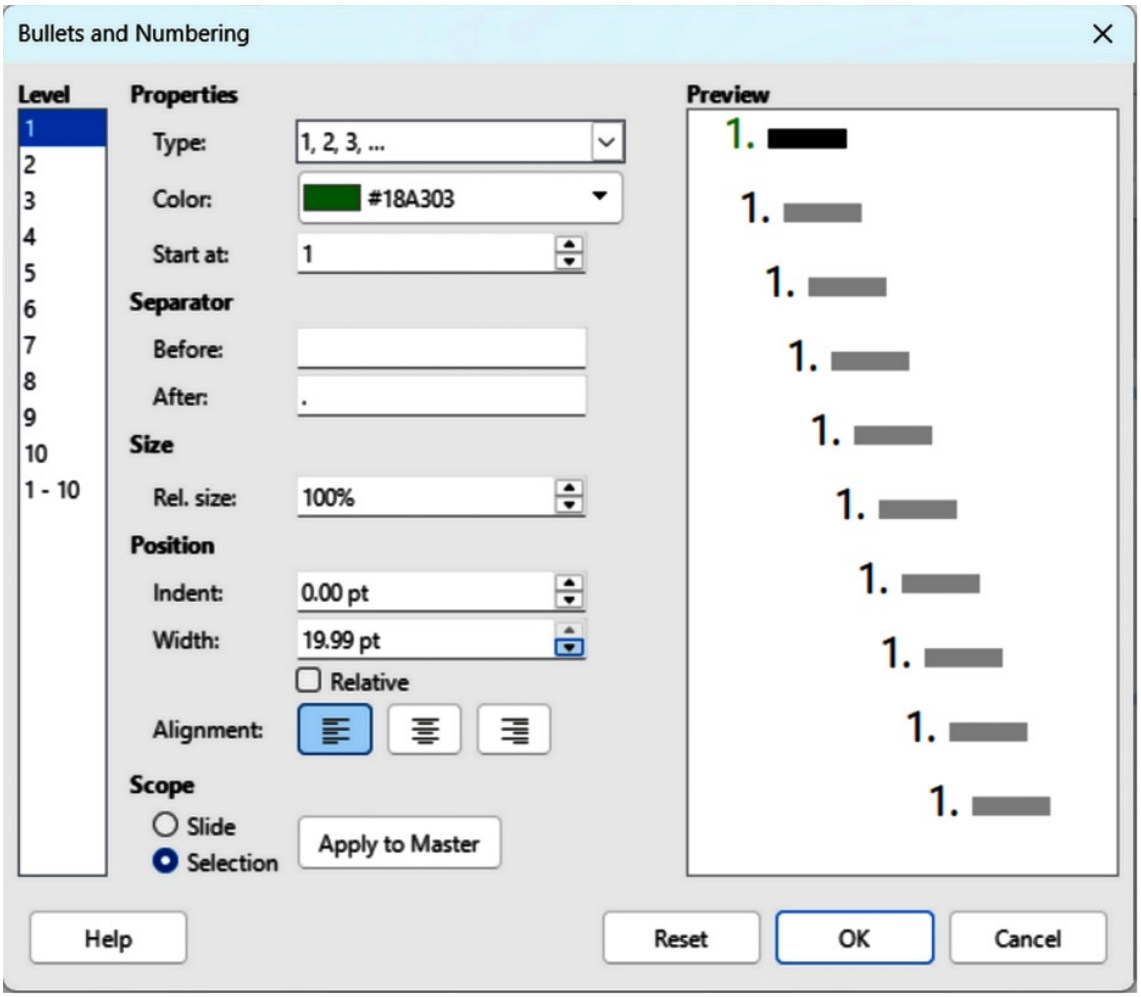


Figure 81: Bullets and Numbering dialog

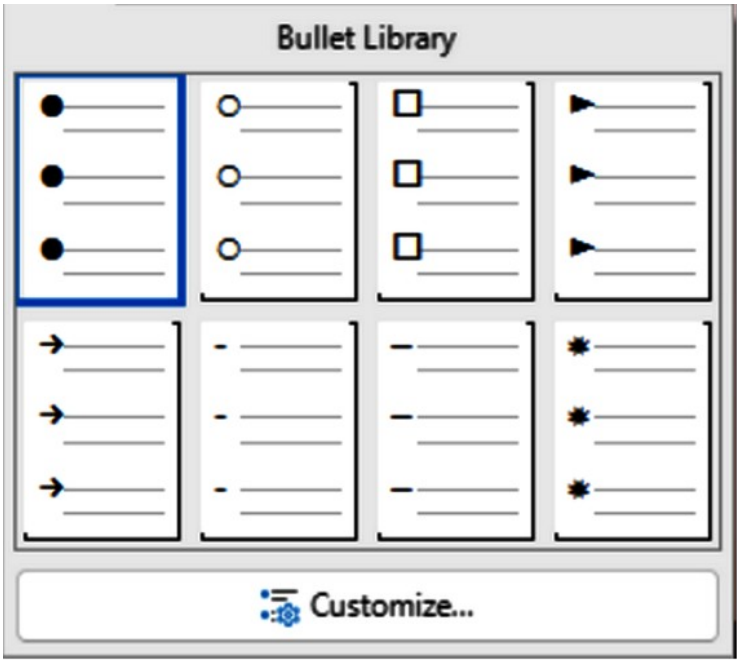


Figure 82: Bullet Library dialog

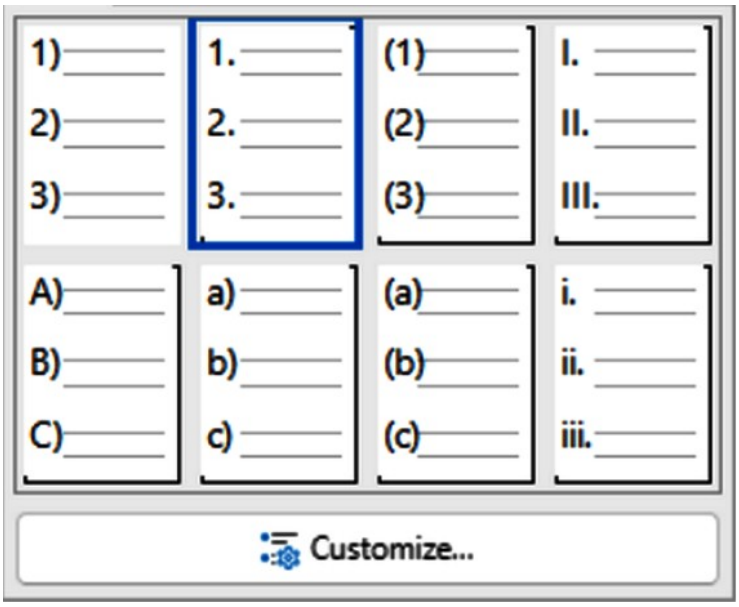


Figure 83: Numbers Library dialog

- Click on **Customize** after clicking on the triangle ▼ on the right of **Toggle Unordered List** or **Toggle Ordered List** on the Text Formatting toolbar, or in the **Lists** panel in the Properties deck on the Sidebar. This opens the Bullet Library dialog (Figure 82) and Numbers Library dialog (Figure 83).

Note

For more information on the options available in the Bullets and Numbering dialog for unordered or ordered lists, see the *Writer Guide*.

Text callouts

A text callout is a short line of text connected by a line to indicate a feature of an illustration or drawing. Two types of text callouts are available — **Callouts** for horizontal text and **Vertical Callouts** for vertical text (Figure 84).

The text callouts are a legacy from earlier versions of LibreOffice and are available on the Text toolbar (Figure 85). These tools can also be installed on other toolbars by customizing a toolbar, for example Standard or Line toolbar. For more information on customizing toolbars, see *Appendix B, Toolbars* or the *Getting Started Guide*.

Note

More callout shapes can be found by selecting **Callout Shapes** on the Drawing toolbar, or the **Callouts** panel in the Shapes deck on the Sidebar. These callouts have the same purpose as text callouts, but have different options available.

Creating text callouts

1) Click on **Callouts** for horizontal text, or **Vertical Callouts** for vertical text on the Text toolbar.
2) Click in the slide and drag the cursor to create the callout.
3) Double click in the callout box to enter text mode.

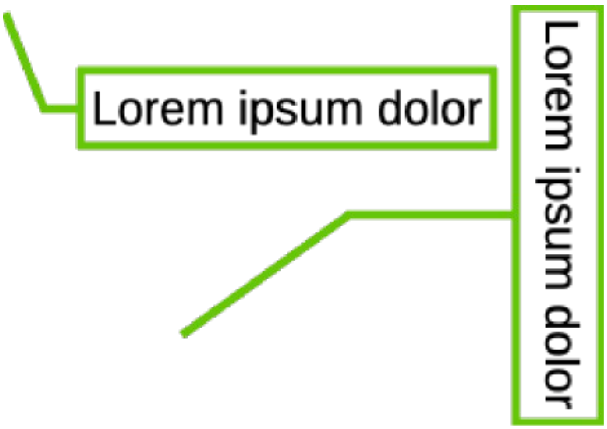


Figure 84: Examples of text callouts

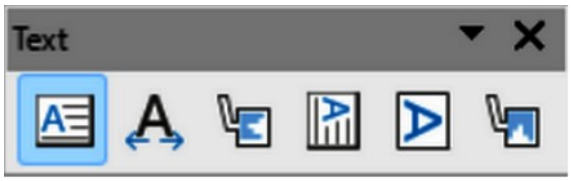


Figure 85: Text toolbar

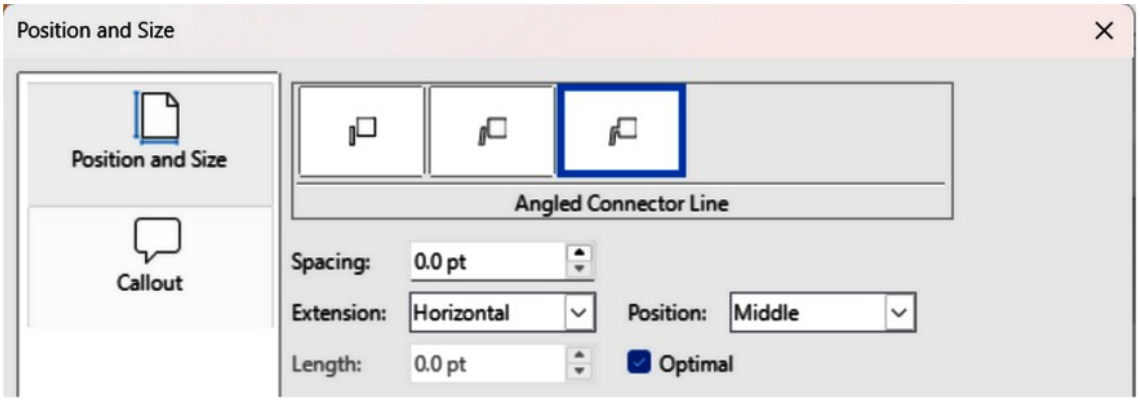


Figure 86: Position and Size dialog — Callout page

4) Type the required text, then click in a blank space in the slide. The callout box adjusts its size horizontally and/or vertically to fit the text within the callout box.
5) Select the callout and click on the selection handle at the end of the connector line, then drag the end of the connector line to the required position.
6) With the callout still selected, click on the callout box and drag it to the required position.
7) Click in a blank space in the slide to deselect the text callout and save the changes.

Note

The **Callout** page in the Position and Size dialog (Figure 86) is **ONLY** available when a text callout has been selected. It is not available for **Callout Shapes** available on the Drawing toolbar, or in the **Callouts** panel in the Shapes deck on the Sidebar.

Editing text callouts

1) Double click in the callout box to enter text mode and, if required, edit and format the text.
2) Click in a blank space in the slide to save the changes to the text.
3) Select the text callout so that the selection handles are displayed.

4) Right click on the selected text callout and select an option from the context menu to change the attributes for position, size, line, and area of the text callout. For more information, see *Chapter 3, Working with Objects*, and *Chapter 4, Changing Object Attributes*.
5) Click on the selection handle at the end of the connector line and drag it to change the position of the line end or the length of the connector line.
6) Select the text callout and open the Position and Size dialog (Figure 86) using one of the following methods:
   – Right-click on selected callout and select **Position and Size** from the context menu.
   – Go to **Format > Position and Size** on the Menu bar.
   – Use the keyboard shortcut *F4*.
7) Click on the **Callout** tab to open the formatting options available for text callouts.
8) Select the style of text callout from **Straight Line**, **Angled Line**, or **Angled Connector Line**.
9) In **Spacing**, enter the amount of space required between the end of the callout line and the callout box.
10) In **Extension**, select from the drop-down list how the callout line from extends the callout box.
11) If *Optimal*, *From top*, or *From left* option is selected in **Extension**, in the **By** text box enter a distance value. This creates a space between the start point of the connector line and the callout box.
12) If *Horizontal*, or *Vertical* option is selected in **Extension**, in the **Position** text box select *Top*, *Middle*, or *Bottom* to position the start point of the connector line on the callout box.
13) In **Length**, enter the length of the callout line segment that extends from the callout box to the angle point of the connector line.
14) In **Optimal**, select this option to display the angle point in a connector line at an optimal distance from the callout box.
15) Click in a blank space on the slide to deselect the text callout and save the changes.

Tables

Tables are an effective way to convey structured information in presentations. Tables can be directly created within a presentation, eliminating the need to embed a Calc spreadsheet or a Writer text table. However, Impress tables do have limited functionality when compared to a Calc spreadsheet, or a Writer text table.

Several predefined table designs are available in the **Table Design** panel, located in the Properties deck on the Sidebar (Figure 87). The **Table Design** panel is only available when a table is selected in a slide. Additionally, when working with tables in Impress, the Table toolbar (Figure 88) automatically opens providing tools for creating and formatting a table.

Note

When a table is inserted into a slide, the table is created inside a text box at the centre 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. The default table style and settings are hard coded into LibreOffice. The table is then formatted to the presentation requirements using the tools and options available.

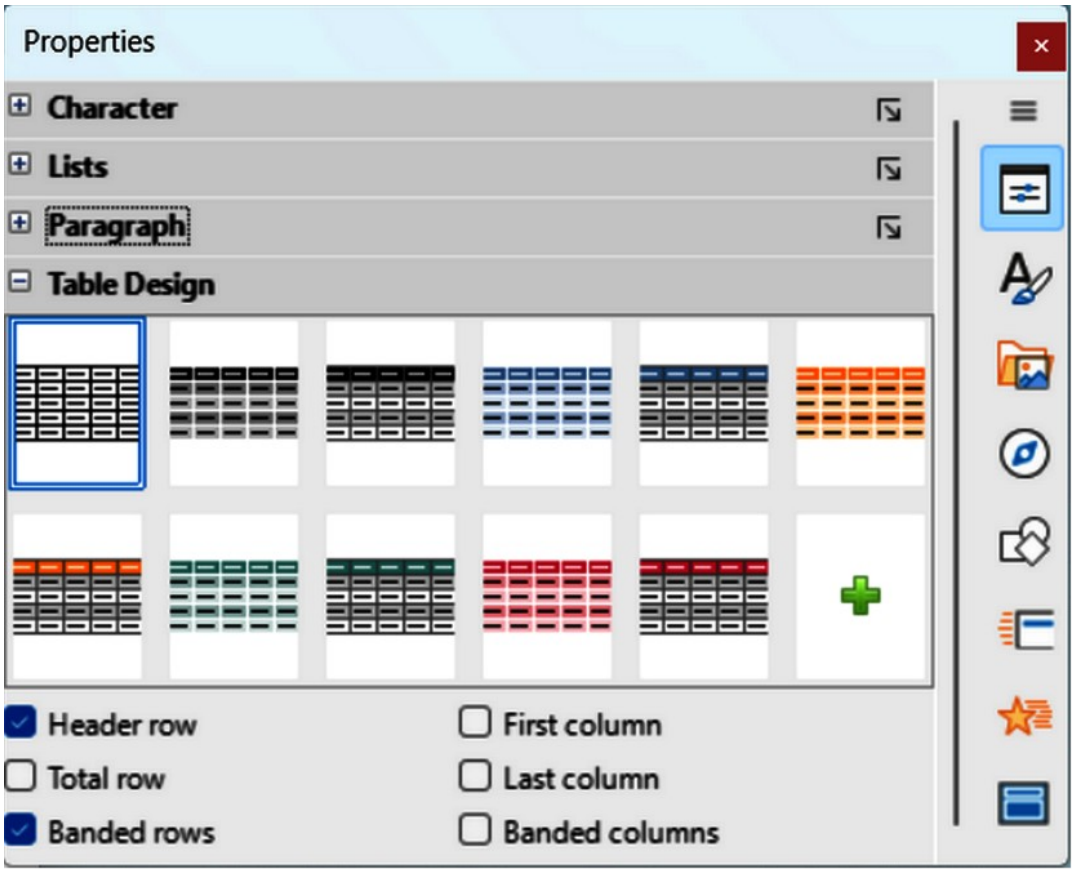


Figure 87: Sidebar Properties deck — Table Design panel

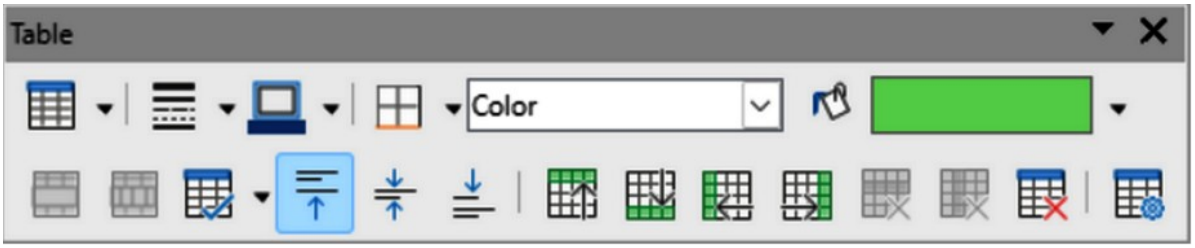


Figure 88: Table toolbar

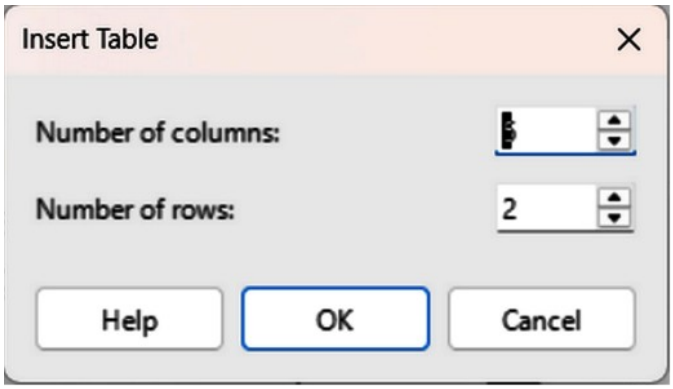


Figure 89: Insert Table dialog

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 if necessary after being inserted onto a slide.

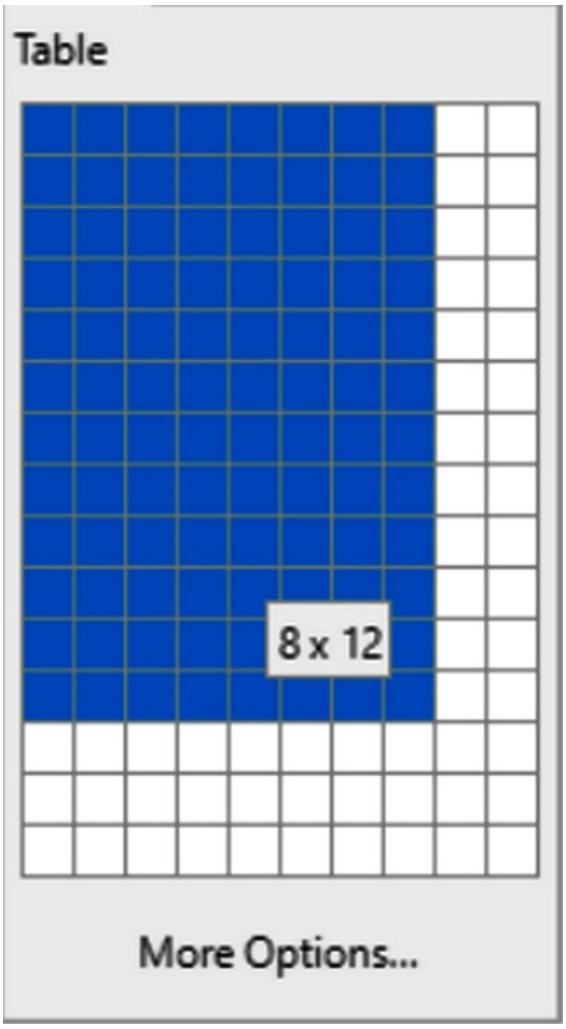


Figure 90: Example Insert Table graphic

Insert Table dialog

1) Select a slide and, if necessary, format 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 89).
3) Specify the **Number of columns** and **Number of rows** in the text boxes.
4) Click **OK** to insert the table in the centre of the slide and close the dialog.

Table graphic

1) Select a slide and, if necessary, format the slide layout to create space for the table.
2) Click on **Table** on the Standard or Table toolbar to open the Table graphic (Figure 90).
3) Click and drag the cursor across and down in the table graphic to create the required number of rows and columns.
4) Release the cursor to insert the table in the centre of the slide and close the Table graphic.
5) Alternatively, click on **More Options** in the Table graphic to open the Insert Table dialog (Figure 89) 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 (Figure 87 on page 108) and display the available designs.
3) Select a design for the table and the types of rows and columns from the available options.

Note

The **Table Design** panel in the Properties deck on the Sidebar only becomes available when a table is selected on a slide.

Table Design options

Header row
By default, the first row of a table is normally a header row and is displayed with a different background color from the rest of the table.

Total row
If selected, it changes the background of the last row to make it visually prominent.

Banded rows
By default, alternate rows are distinguished by different background colors, enhancing readability of data entered in the rows. Banded rows are shown in Figure 91.

First column
Selecting this option highlights the first column of the table with a darker background.

Last column
Selecting this option highlights the last column of the table with a darker background.

Banded columns
Selecting this option alternates columns with alternating dark and light backgrounds, further enhancing readability. Banded columns are shown in Figure 91.

Table toolbar

When a table is selected, the Table toolbar (Figure 89 on page 108) automatically opens. If the Table toolbar does not open when a table is selected, go to **View > Toolbars > Table** on the Menu bar. The Table toolbar provides essential formatting tools for tables.

Table
Inserts a new table in the selected slide.

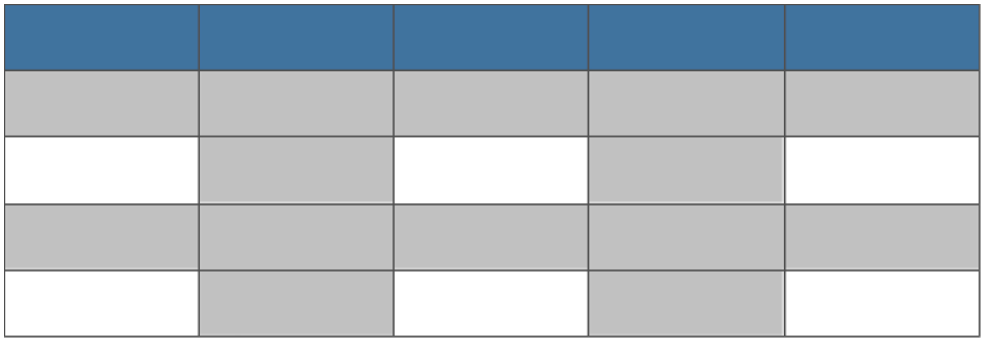


Figure 91: Example of a banded table

Border Style
Opens a drop-down selection of 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 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*, *Pattern*, or *Use Slide Background*. Depending on area style selected, a second drop-down list may open showing 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 92). 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).

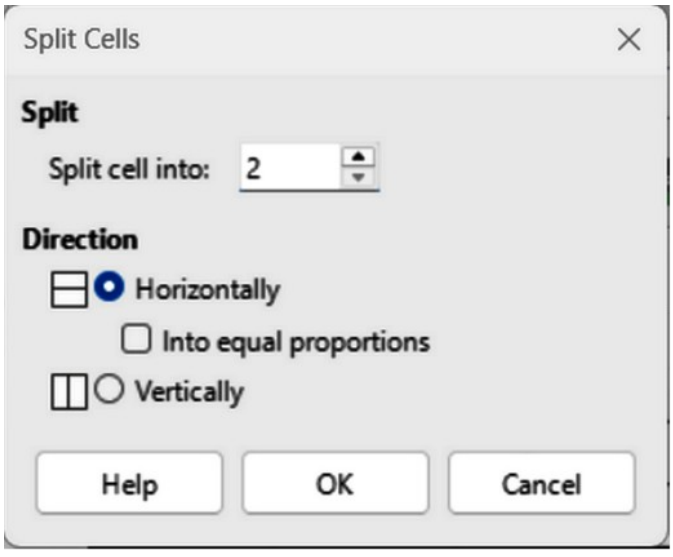


Figure 92: Split Cells dialog

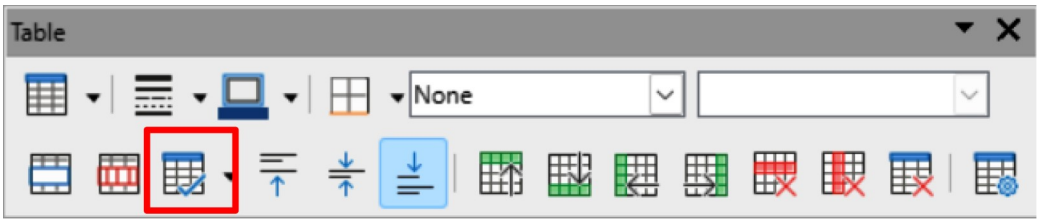


Figure 93: Table toolbar — Optimize tool highlighted

Optimize
Evenly distributes the selected rows and columns in a table either horizontally or vertically. Select **Optimize** on the Table toolbar (Figure 93) and use one of the following tools. Alternatively, right-click a selected cell and select the required **Optimize** tool from the context menu.

Minimal Row Height
Adjust the row height for selected row(s) so that the tallest content in each selected row fits exactly.

Optimal Row Height
Set row height for selected table rows so that each row has the same height as the row with the tallest content.

Distribute Rows Equally
Adjust the height of the selected rows to match the height of the tallest row in the selection.

Minimal Column Width
Adjust the column width for the selected columns so that the longest paragraph in each column can fit exactly on a single line, without increasing the table width.

Optimal Column Width
Adjust column width for selected columns to fit the column's content, without changing the width of the table or the unselected columns.

Distribute Columns Evenly
Adjust the width of selected table columns so that each column has the same width. The table width and unselected columns remain unchanged.

Align Top, Centre 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, 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 sub-context menu.

Alternatively, go to **Format > Table > Insert Rows** or **Insert Columns** on the Menu bar to open the Insert Rows dialog (Figure 94) or Insert Columns dialog (Figure 95). Select number of rows or columns and the insertion position then click **OK** to insert.

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.

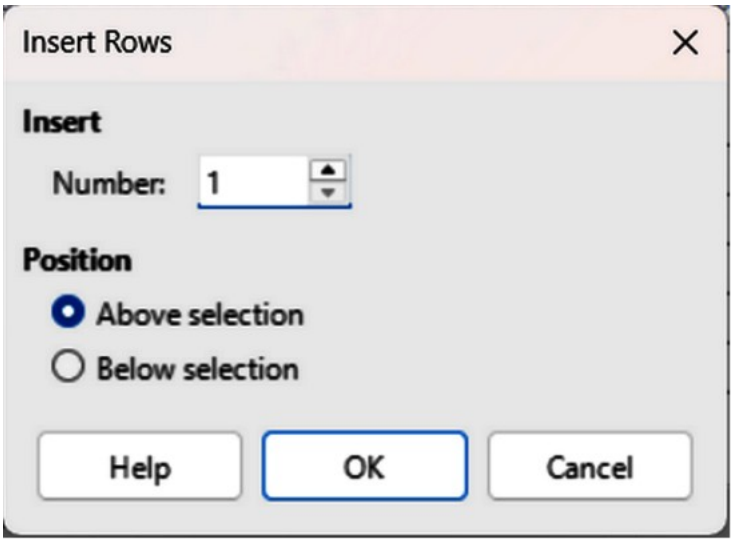


Figure 94: Insert Rows dialog

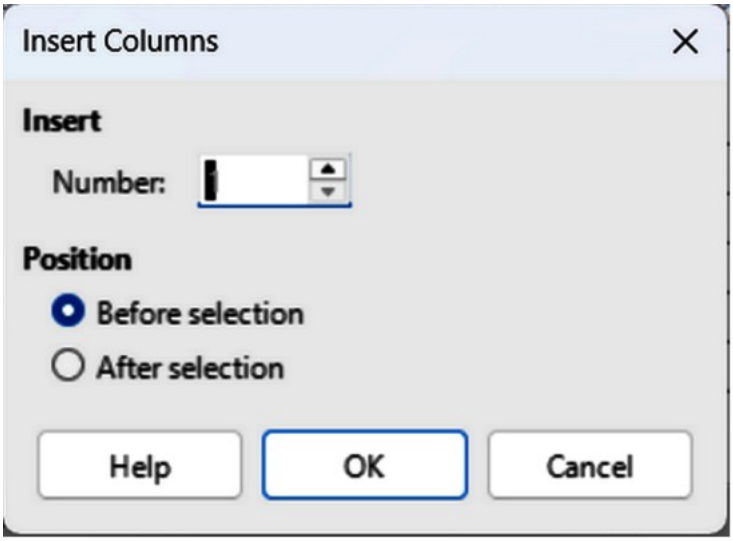


Figure 95: Insert Columns dialog

Select Table, Select Column, Select Rows
These tools select a table, columns, or rows when 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 110 for more information.

Table Properties
Click on this tool to open the Table Properties dialog (Figure 96).

Table Properties dialog

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.

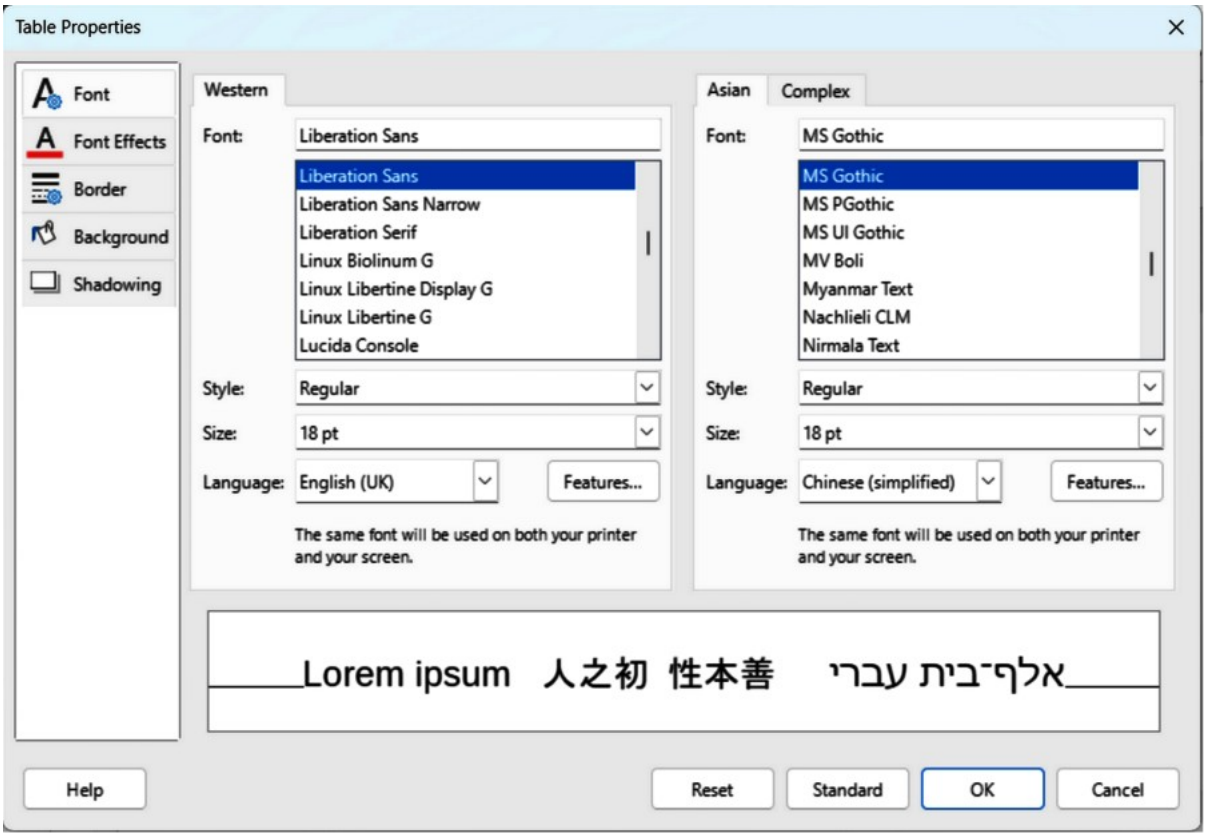


Figure 96: Table Properties dialog — Font page

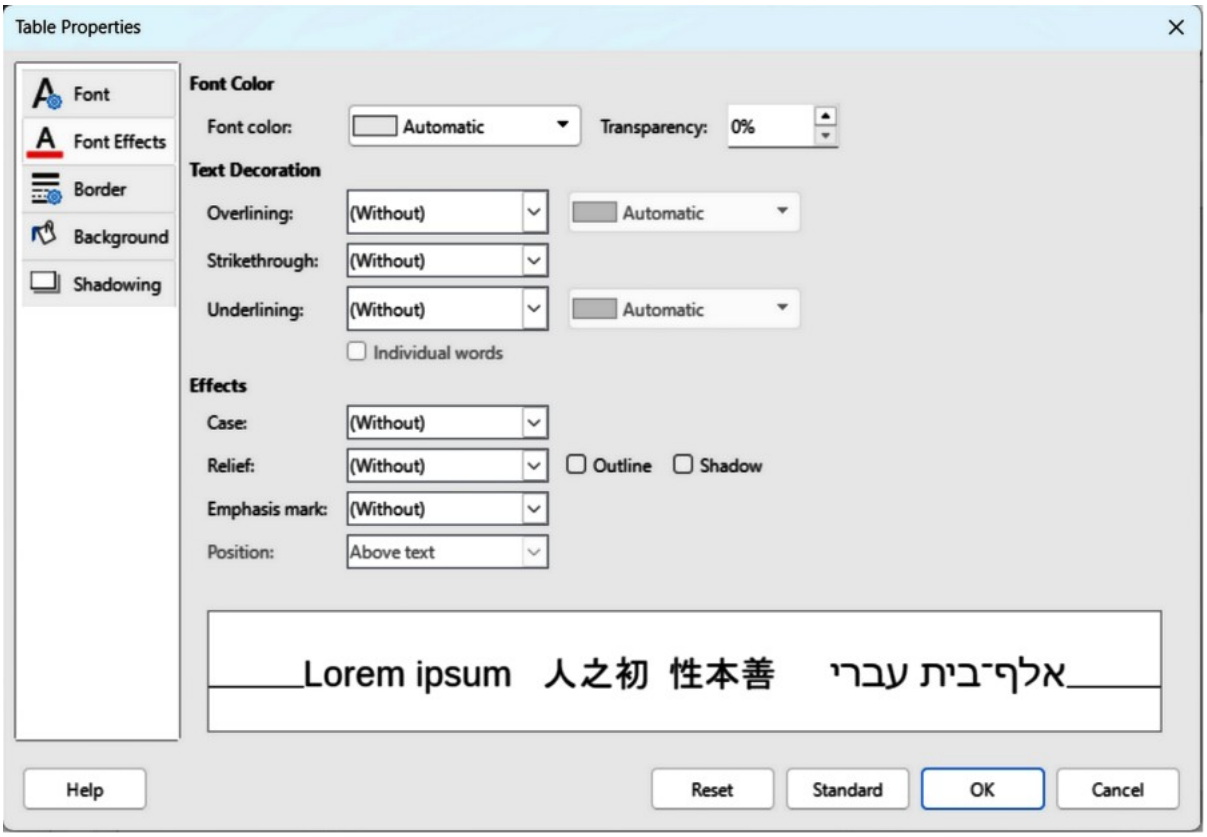


Figure 97: Table Properties dialog — Font Effects page

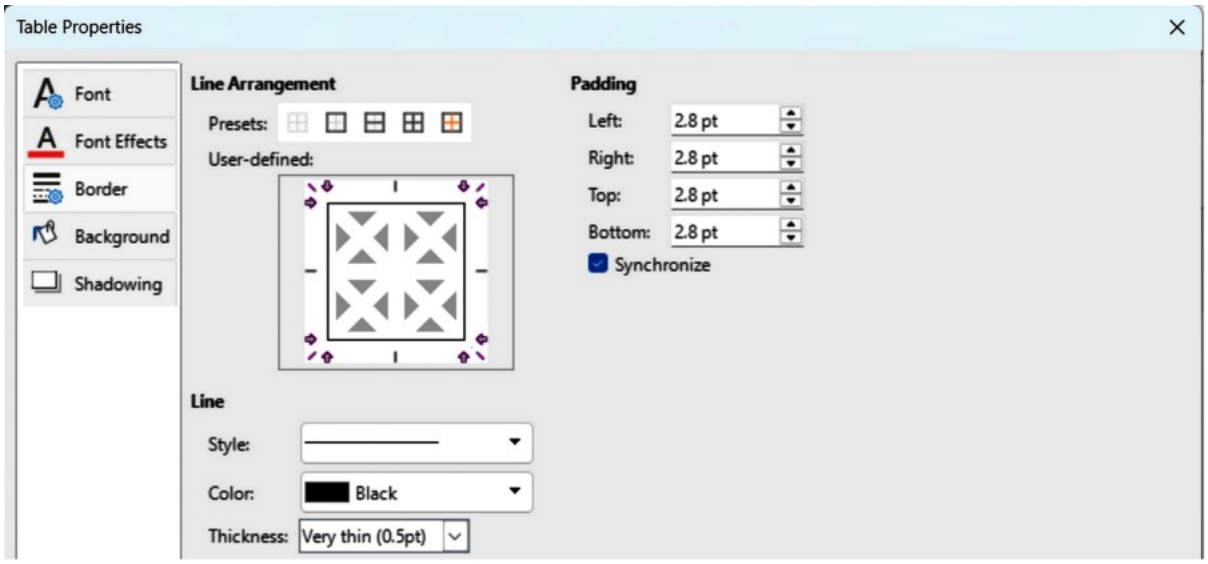


Figure 98: Table Properties dialog — Border page

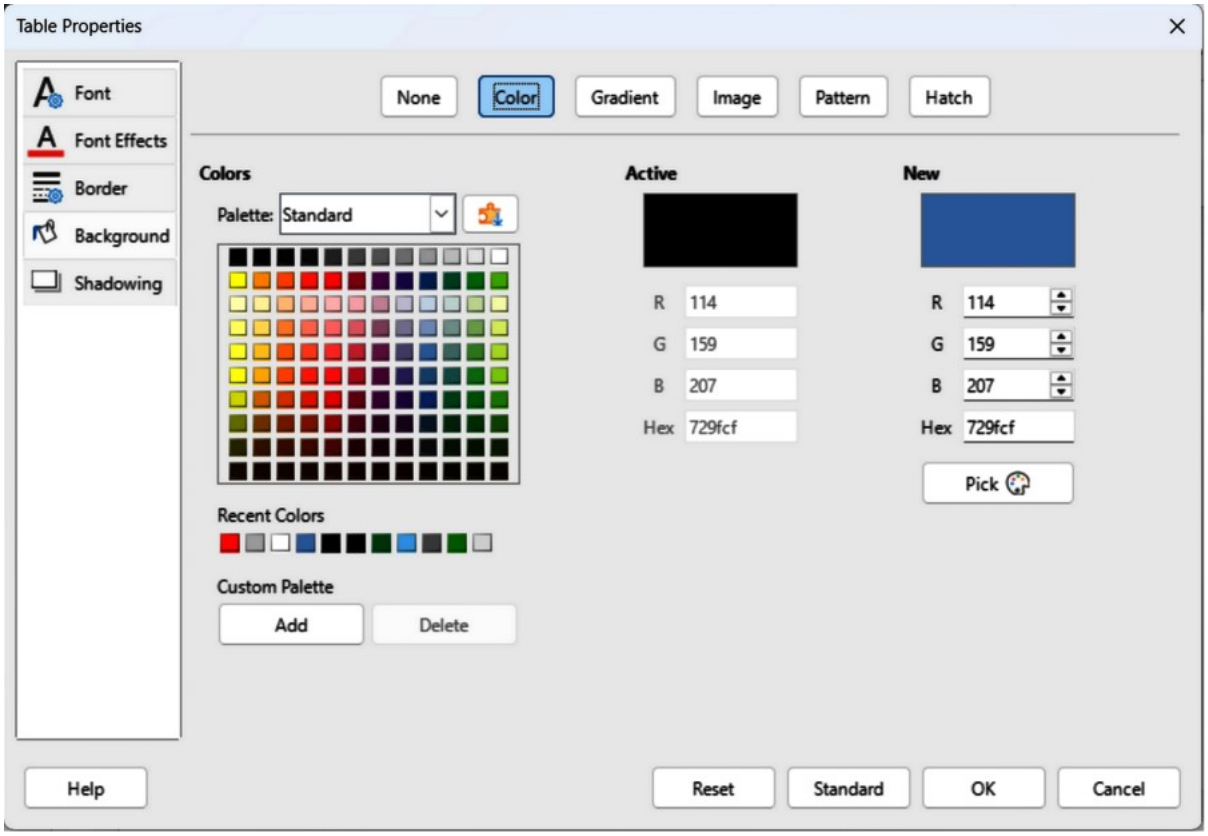


Figure 99: Table Properties dialog — Background Color page

The Table Properties dialog has five tabbed pages that provide formatting options and the formatting options available on each dialog page are as follows:

Font

In Figure 96, select the font from **Western**, **Asian** or **Complex**, and then select the *Family*, *Typeface* or *Style* (*Italic*, **Bold**, and so on), *Size* and *Language* for text in the selected table. A sample of the font selected is displayed in the preview box.

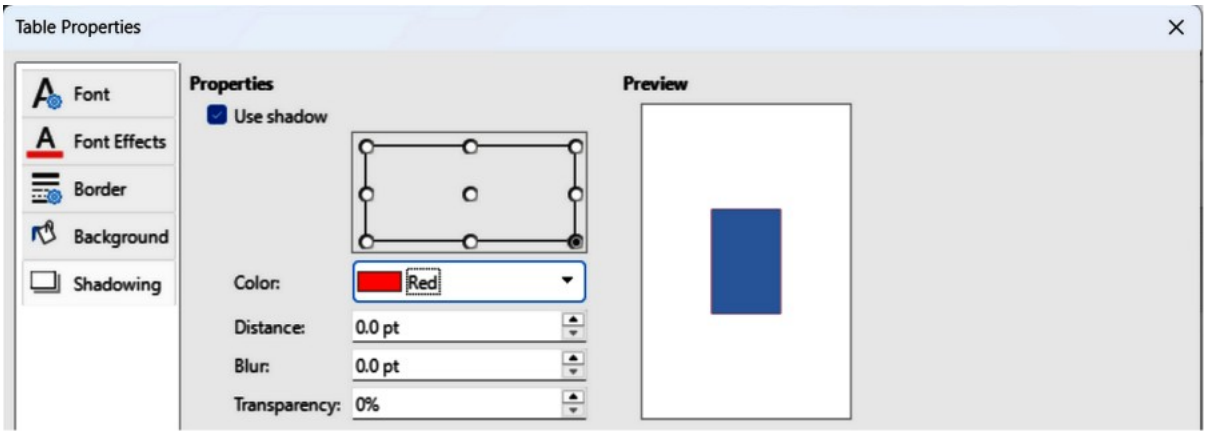


Figure 100: Table Properties dialog — Shadowing page

Font Effects
In Figure 97, select the font effect from **Font Color**, **Text Decoration** and **Effects,** then the required effects for the text in the selected table. A sample of the font effects applied to the text is displayed in the preview box.

Borders
In Figure 98, select a border configuration from the options available in **Line Arrangement**, **Line**, and **Padding**. Refer to *Chapter 6, Formatting Graphic Objects* for more information on borders.

Background
In Figure 99, select a background (area fill) from **None**, **Color**, **Gradient**, **Image**, **Pattern**, or. 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 on adding backgrounds.

Shadowing
In Figure 100, select the properties for the shadow being 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 on using shadowing.

Position and size

Tables are placed into text boxes when created and are treated just like any other graphic object in an Impress presentation. Only the Position and Size dialog can be used for tables. See “Position and Size dialog” on page 87 for more information. Select the table, then open the Position and Size dialog using one of the following methods:

- Right-click on the table and select **Position and Size** from the context menu.
- Go to **Format > Text Box 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. The table text box size can be changed by clicking and dragging on the selection handles. See “Working with text boxes” on page 78 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 automatic insertion of text into a slide. Fields are 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 “Working with text boxes” on page 78 for more information.
4) If necessary, format the text used for the field information. See “Formatting text” on page 96 for more information.

Field types

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** (macOS **LibreOffice > Preferences > LibreOffice > 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** (macOS **LibreOffice > Preferences > LibreOffice > 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** (macOS **LibreOffice > Preferences > LibreOffice > 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** (macOS **LibreOffice > Preferences > LibreOffice > 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** (macOS **LibreOffice > Preferences > 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, applying color, and underlining. If default settings are not being used in Impress, then the hyperlink has to be inserted manually.

Tips

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

To change color of hyperlinks, go to **Tools > Options > LibreOffice > Application Colors** (macOS **LibreOffice > Preferences > 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 LibreOffice modules.

Note

The top right part of the dialog changes depending on the hyperlink type. A comprehensive description of all options, and their interactions, is beyond the scope of this chapter. The most common presentation choices are shown below.

Inserting hyperlinks

1) Select the slide where the hyperlink is going to be inserted.

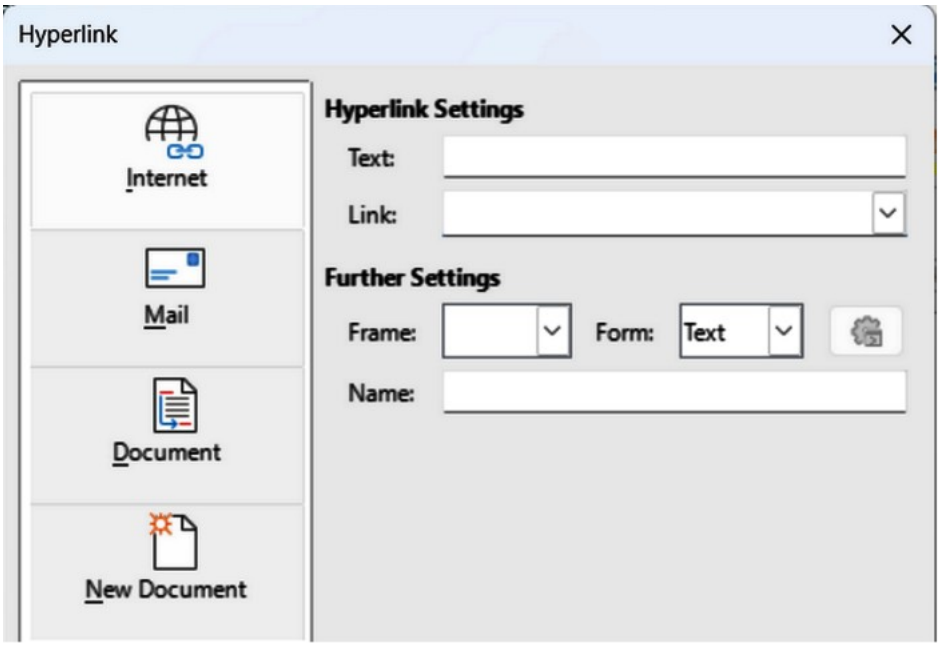


Figure 101: Hyperlink dialog — Internet page

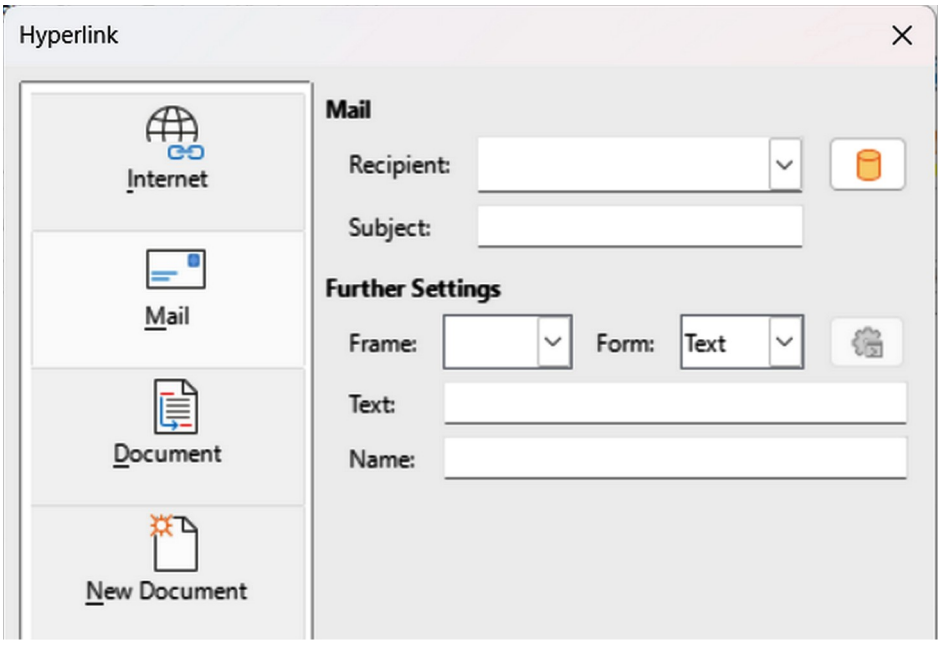


Figure 102: Hyperlink dialog — Mail page

2) Go to **Insert > Hyperlinks** on the Menu bar or use the keyboard shortcut *Ctrl+K* (macOS ⌘+*K*) to open the Hyperlink dialog (Figure 101).

3) On the left hand side, select the type of hyperlink for insertion.

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
In Figure 101, 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
In Figure 102, enter email details in *Recipient* and the subject of the link in *Subject*.

Document
In Figure 103, a hyperlink is created 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.

New Document
In Figure 104, a hyperlink is created 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.

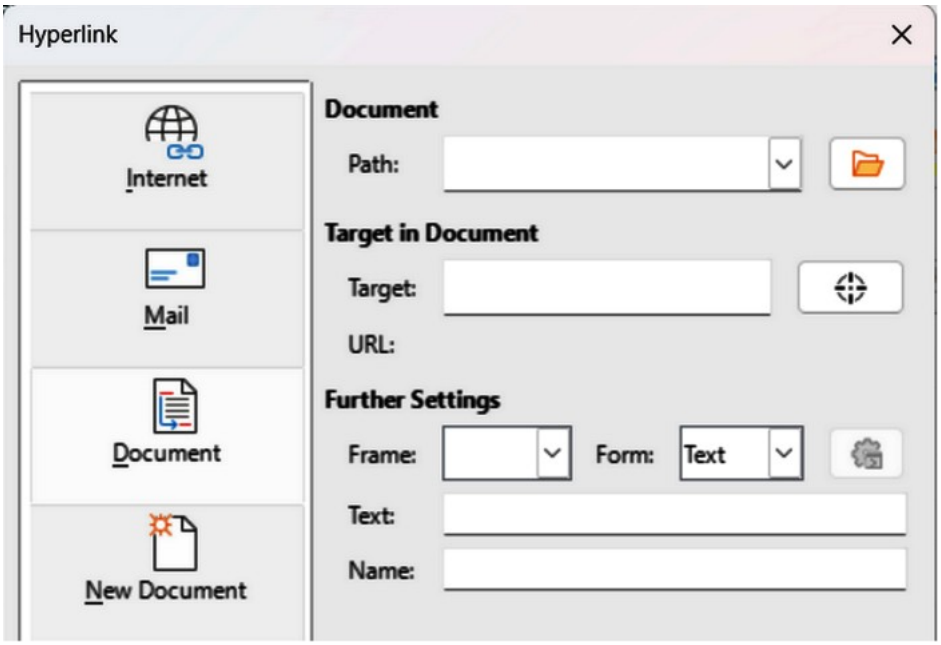


Figure 103: Hyperlink dialog — Document page

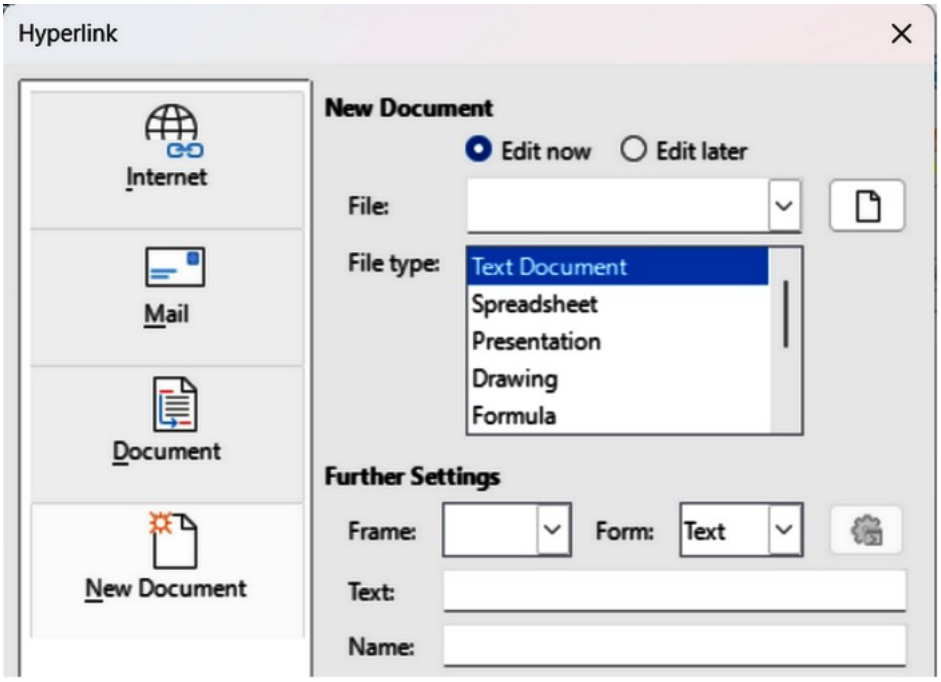


Figure 104: Hyperlink dialog — New Document page

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.

Note

DO NOT click directly on the hyperlink text. Clicking hyperlink text opens the hyperlink.

Formatting hyperlinks

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

1) Click and drag a selection marquee over the hyperlink text to display a text box border and selection handles.
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 text 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. Options can be selected to move the hyperlink or resize the text box. See “Working with text boxes” on page 78 for more information

LibreOffice

Impress Guide 26,2

Chapter 4,
Adding and Formatting Images

Introduction

Images are normally used in presentations to convey information as support for the written word. For instance, images, for example a company logo, can give a presentation a more professional look. An Impress presentation can also consist of images only, for example a slideshow of holiday snapshots to share with friends and family.

Images

Inserting images

1) Create a new slide for a presentation, or select a slide in a presentation. See Chapter 1, Introducing Impress for more information.
2) 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 105).
4) Navigate to the file directory containing the required image and select the file. LibreOffice is compatible with a large number of image formats.
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 centre 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 128 for more information.

Linking image files

To insert linked images, select **Link** in the Insert Image file browser. A selected image file is then inserted as a link to a file rather than embedding the image file into a presentation. This reduces file size of a presentation, but ALL files used must remain on the same computer.

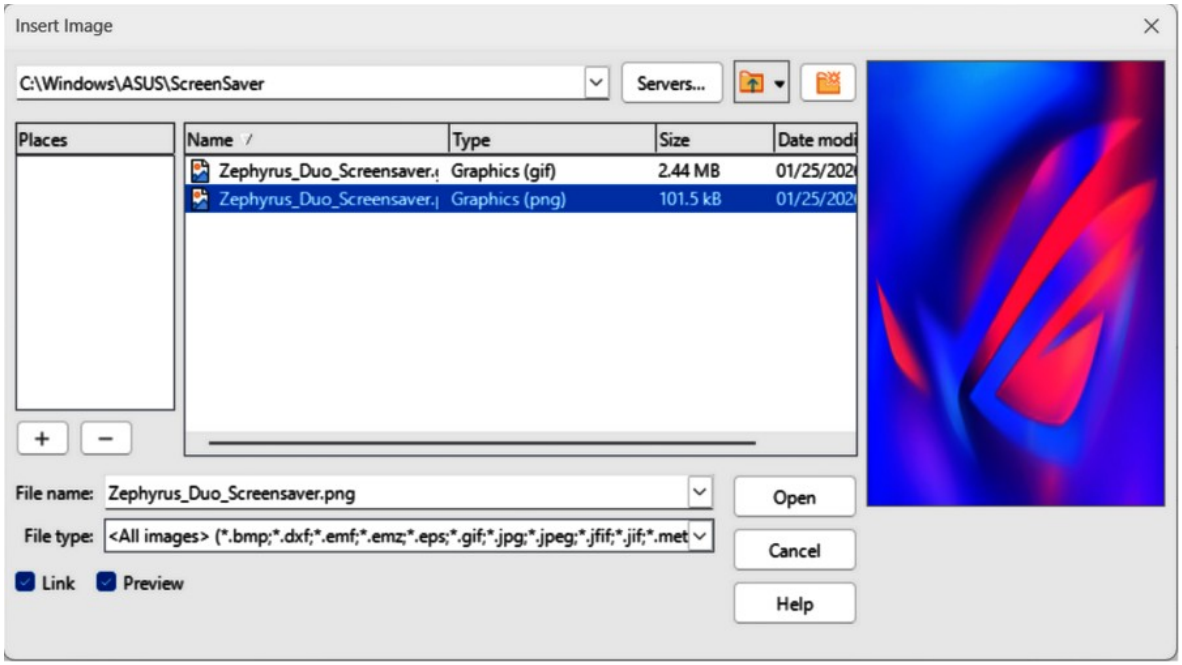


Figure 105: Example of Insert Image file browser

It is preferable to embed images so that a presentation can be copied and used on other computers. Reasons for linking an image file rather than embedding an image file could be as follows:

- When an image file is large, linking reduces the file size of a presentation.
- Avoiding the duplication of files when the same image file is used in multiple presentations, such as using a background image for all presentations.
- Ensuring that the linked file is only accessible when the presentation is opened. For example, if the presentation is a slide show of holiday photographs.

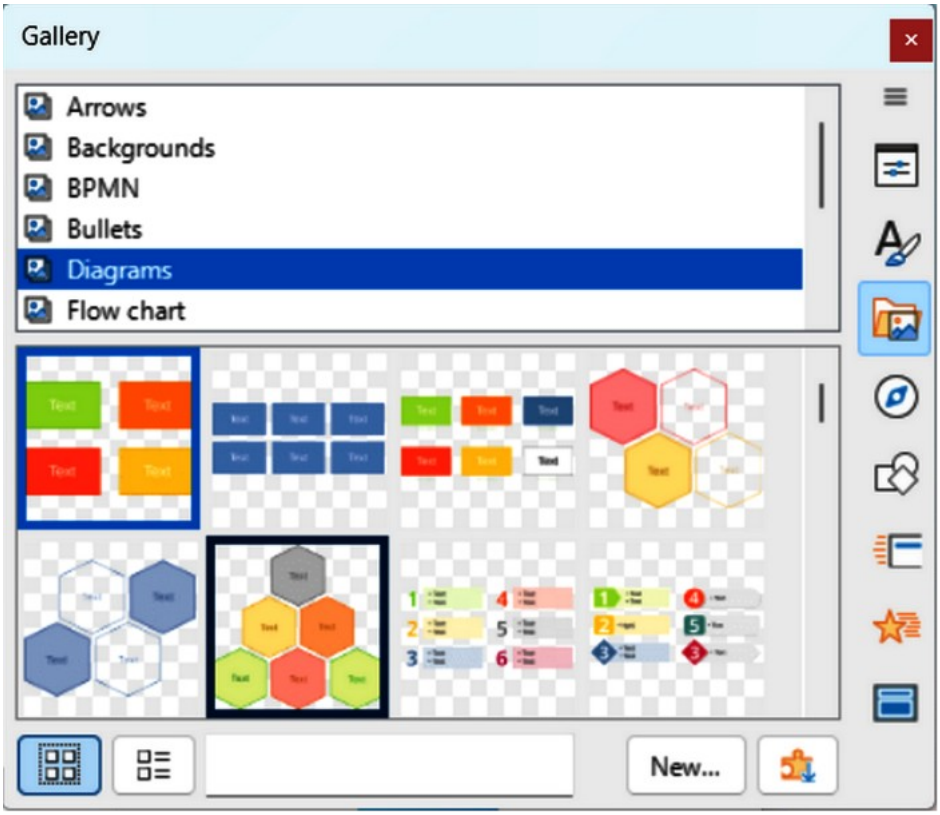


Figure 106: Gallery deck on Sidebar

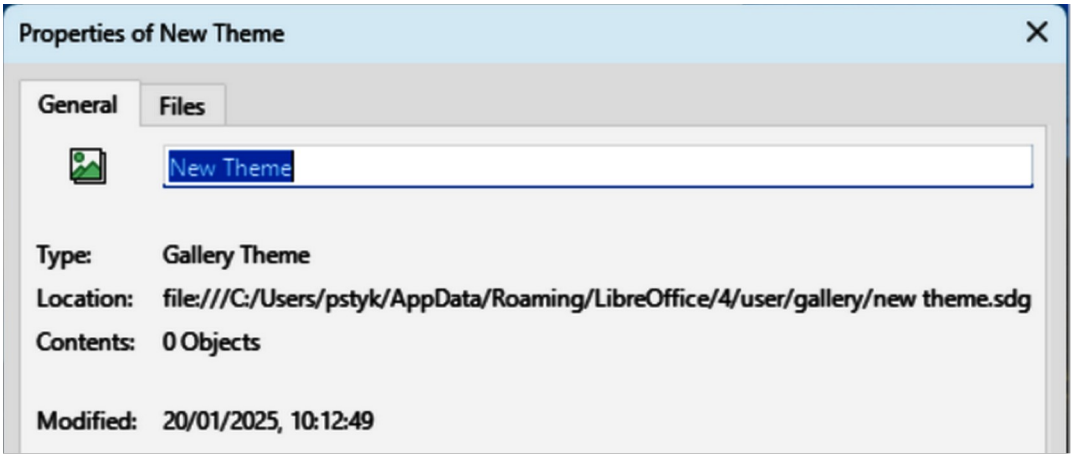


Figure 107: Properties of New Theme dialog — General page

Inserting Gallery images

The Gallery deck on the Sidebar (Figure 106) contains a collection of images for use in a presentation. Images can be added to the Gallery, allowing presentations to be quickly created. The Gallery deck is available for all LibreOffice modules.

1) To open the Gallery deck in the Sidebar go to **Insert > Media > Gallery** on the Menu bar, or 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 and drag the image onto the slide and the image is inserted centrally into the slide.
5) Format the image to the presentation requirements. See “Formatting images” on page 128 for more information.

Gallery themes

Default themes

Gallery images are grouped in themes, such as *Arrows*, *BPMN*, *Bullets*, *Diagrams* and so on. These default themes are listed alphabetically at the top of the Gallery deck on the Sidebar. Click on a theme to see its images displayed in the Gallery deck.

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

Custom themes

Custom themes are Gallery themes that allow images to be added. Custom themes are listed alphabetically with the list of default themes at the top of the Gallery deck on the Sidebar. Custom themes are 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 107).
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.

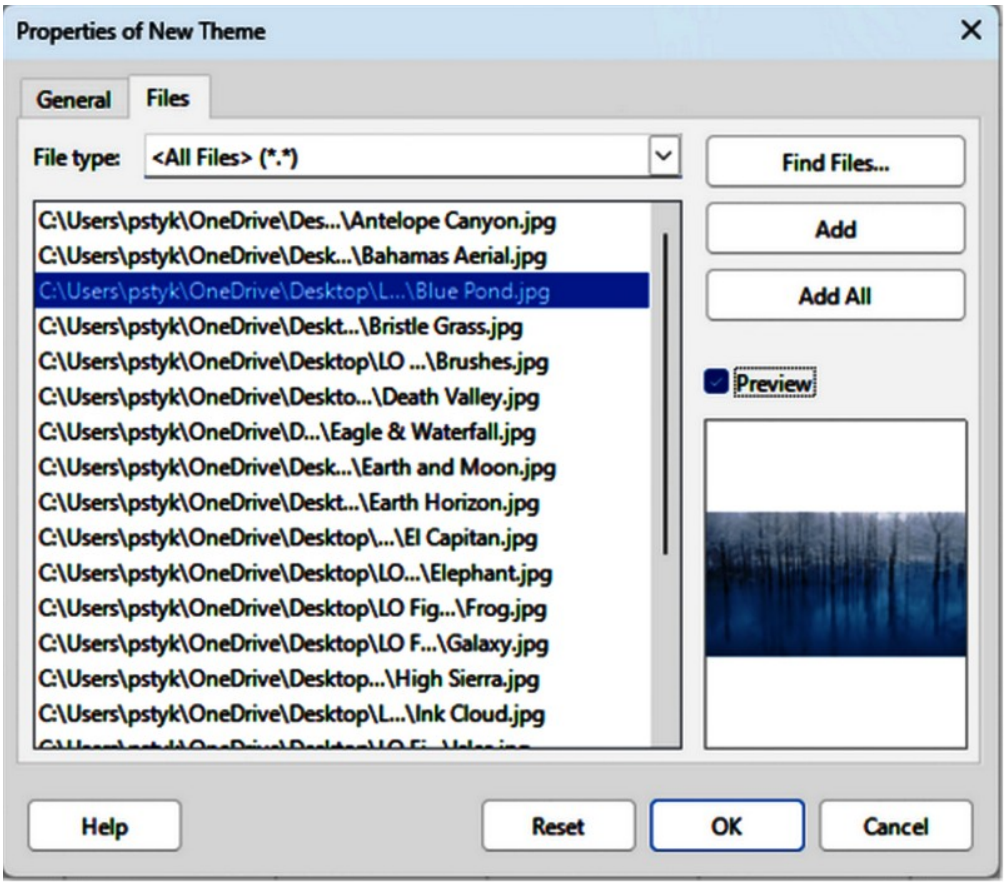


Figure 108: Properties of New Theme dialog — Files page

2) Click on **Files** to open the **Files** page (Figure 108), 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 a 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 theme on the Gallery deck.
8) Click **OK** and close the Properties of New Theme dialog.

Deleting theme images

Only images added to a custom theme can be deleted from the Gallery.

1) Open the Gallery deck and select a custom theme.
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 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

Moving images

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 image to the desired position, then release the image when it is in the required position.

Resizing images

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, as follows:
   - Corner selection handles resize both the width and the height of the graphic object simultaneously.
   - Top and bottom selection handles resize the image height.
   - Left and right selection handles resize the image width.
3) Click and drag the selection handle to resize the image, then release the image when it is at the required size.

Notes

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

To retain the original proportions of the graphic, hold down the *Shift* key, then click on and drag a selection handle. Make sure to release the *Shift* key before releasing the cursor.

To restrict the rotation angles to multiples of 15 degrees, click on a selection handle, hold down the *Shift* key, then drag to rotate, slant or skew. Make sure to release the *Shift* key before releasing the cursor.

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).

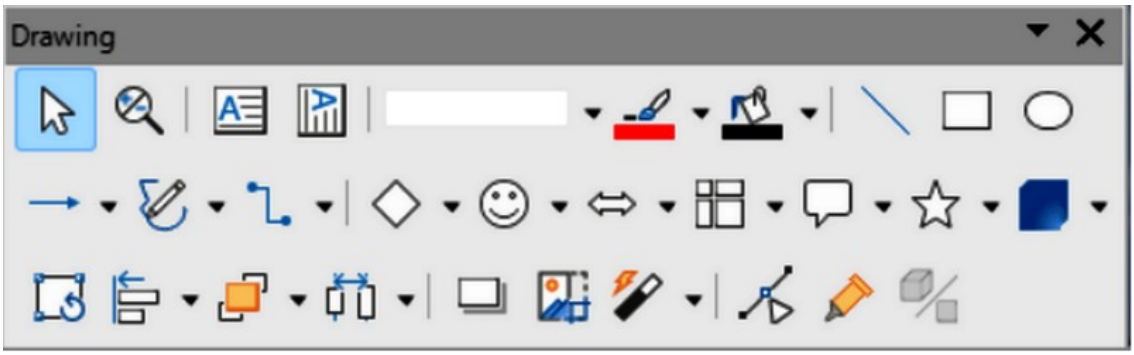


Figure 109: Drawing toolbar

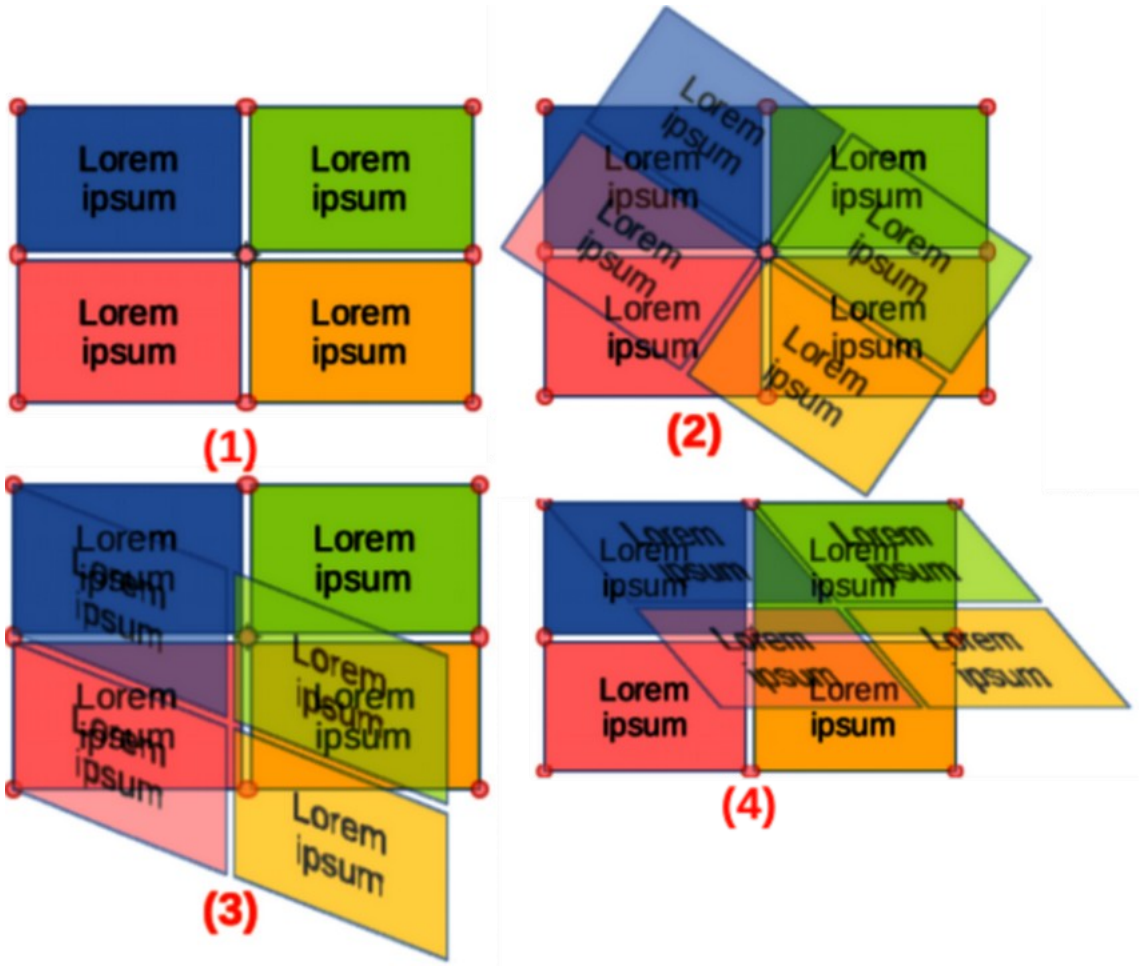


Figure 110: Example of rotating, slanting and skewing images

(1) Rotation mode (2) Rotating image (3) Slanting image (4) Skewing image

Rotating, slanting or skewing images

1) Click on an image to select it and display the selection handles.
2) Select rotation mode 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 109).
   - Click again on a selection handle.

3) By default, the selection handle in the center of an object is the normal rotation point for the selected image. If required, click and drag this central rotation point to another position (even outside of the image) to change how the selected image is rotated.

4) Select rotation mode (as shown in Figure 110) using one of the selection handles.
   - Corner selection handles rotate the image.
   - Left and right selection handles slant the image.
   - Top and bottom selection handles skew the image.

5) Click, hold and drag a selection handle to rotate, slant or skew the image. A ghost image appears while dragging the cursor.

6) Release the selection handle when the required rotation, slant or skew is reached.

Using Image Filters

Image Filter toolbar

When an image is selected, the Image toolbar (Figure 111) and the Image Filter sub-toolbar (Figure 112) 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** on the Image toolbar to open the Image Filter toolbar. The Image Filter toolbar only opens when an image is selected.

4) Select the required filter and, if necessary, adjust the filter to the required setting. The filter is applied immediately to the image.

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.

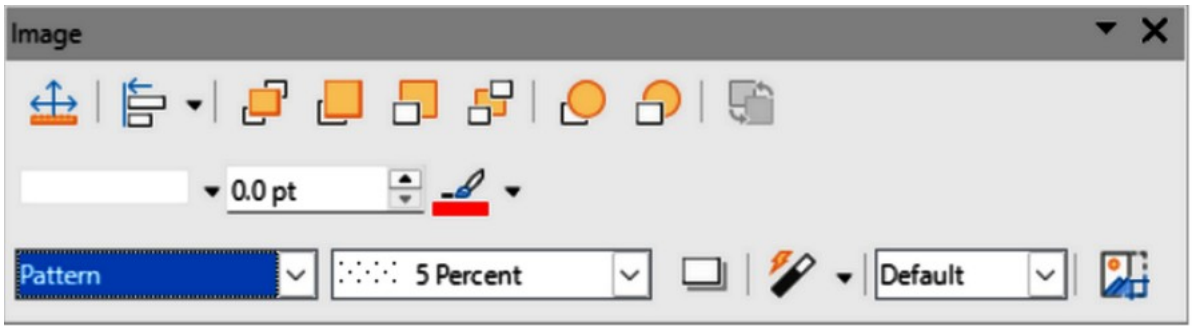


Figure 111: Image toolbar

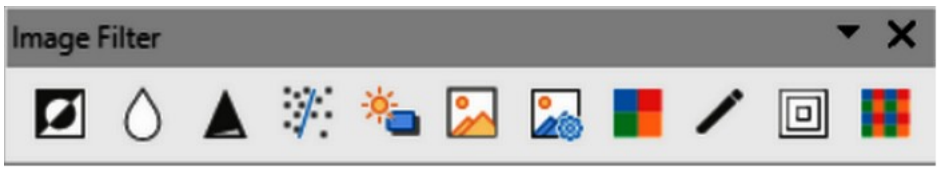


Figure 112: Image Filter subtoolbar

Invert
Inverts or reverses the color values of a color image (similar to a color negative), or the brightness values of a grayscale image. Applying the filter again reverts to 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 accentuates the outlines and the effect is strengthened if the filter is applied several times.

Remove Noise
Removes noise by applying a median filter comparing every pixel with its neighbor creating an image that looks smoother. It 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.

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 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. 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 creating 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 position of a 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.

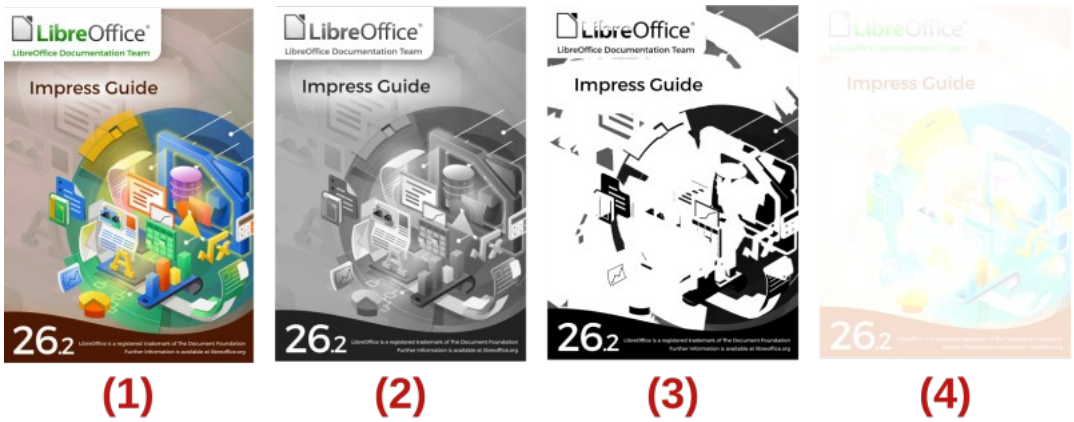


Figure 113: Examples of using image mode

(1) Original (2) Grayscale (3) Black/White (4) Watermark



Figure 114: Examples of adjusting color levels

(1) Original
(2) 25% Red
(3) 25% Green
(4) 25% Blue
(5) 25% Brightness
(6) 50% Contrast
(7) Gamma Level 5

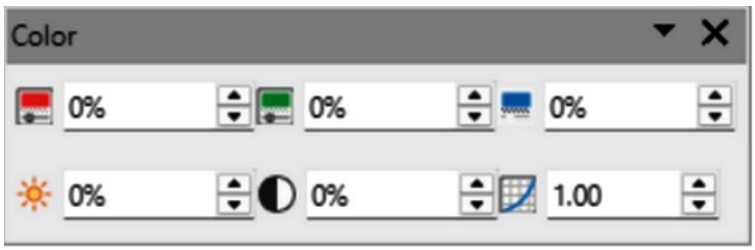


Figure 115: Color sub-toolbar

Changing image mode

Options available in the Image Mode drop-down list on the Image toolbar allow the color or image mode of a selected image to be changed. The options for image mode are as follows and an example of using Image Mode is shown in Figure 113.

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.

Color adjustment

The Color sub-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 for use as a background or watermark as the image has less interference with a dark text. Examples of changing the percentage and levels for color, brightness, contrast, and gamma of an image are shown in Figure 114.

After selecting an image, open the Color sub-toolbar (Figure 115) using one of the following methods to change the values for color adjustment:

- 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 116) allows color to be replaced or changed in embedded images for another color or sets a color to 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 one color in the entire image. Individual areas of color in an image cannot be selected for color replacement.

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

- 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?*.
- If the **Replace** button does not become active when replacing colors, then the image file format is not the correct type for Impress.
- Using **Color Replacer** replaces all occurrences of the *Source* color in the image.
- The default selection of *Transparent* in *Replace with* removes the selected color from the selected image creating transparent areas.

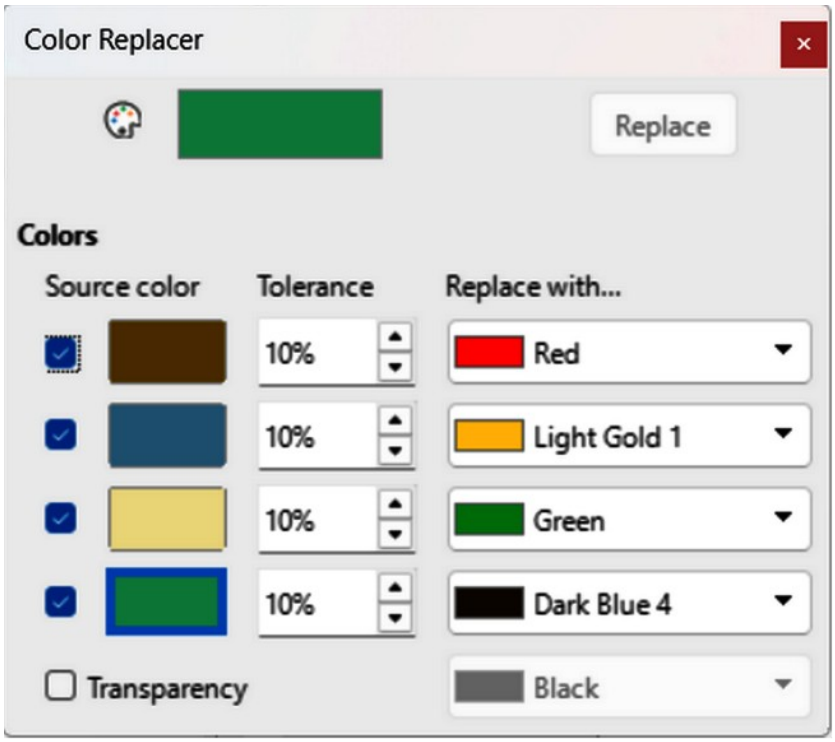


Figure 116: Color Replacer dialog



Figure 117: Example of replacing colors

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 color selection mode.
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 required, 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 117.
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.

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 level of transparency in an image. A value of 0% indicates complete opacity, while a value of 100% signifies complete transparency. As with the gamma value of an image, increasing transparency level enhances a smooth integration into the background, making any overlay text easier to read.



Figure 118: Example of changing image transparency

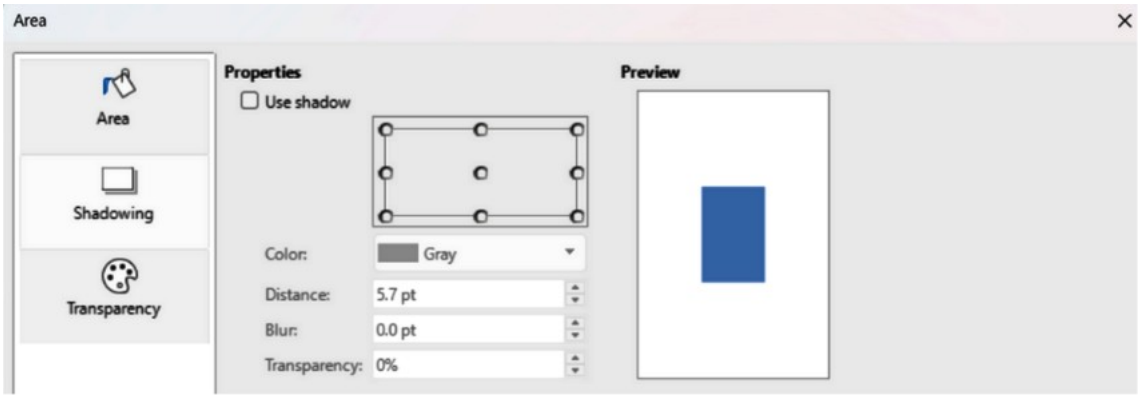


Figure 119: Area dialog — Shadowing page

To adjust the image transparency, click on **Transparency** on the Image toolbar. Change the percentage value displayed in the text box to the required transparency level. Figure 118 displays an image where the transparency percentage has been adjusted to 50%.

Note

After changing shadow settings in the Area dialog, these shadow settings are applied to an image each time **Shadow** on the Image toolbar is used to apply a shadow.

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 **Shadowing** page of the Area dialog (Figure 119). If a shadow is already applied to the image, clicking on **Shadow** removes the shadow from the image. The preview box on the **Shadow** page shows how a shadow looks when the settings are adjusted and applied as follows:

1) Go to **Format > Text Box and Shape > Area** on the Menu bar to open the Area dialog.
2) Click on **Shadowing** 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.
9) Click on **OK** to close the Area dialog and save the changes to the shadow setting.

Cropping images

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



Figure 120: Example of image crop marks

Quick 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 120):
   - 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 using one of the following options:
   - 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 cursor before releasing the *Shift* key.

Dialog cropping

1) Select an image and go to **Format > Image > Crop Dialog** on the Menu bar to open the Crop dialog (Figure 121).

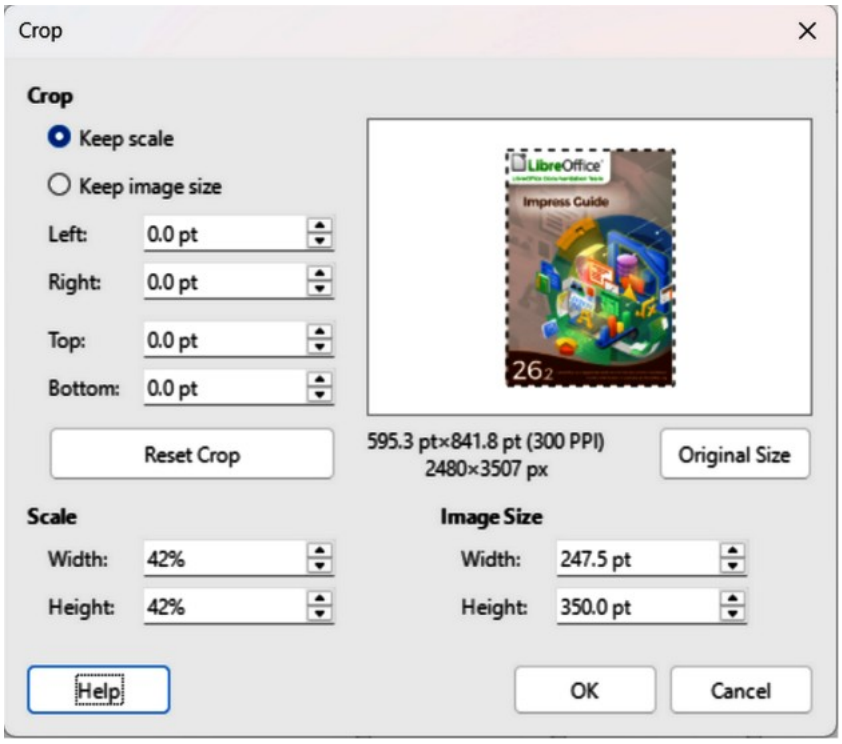


Figure 121: Crop dialog

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) To return to the original size of the image and cancel the cropping, click on **Original Size**.

4) Click **OK** to save the changes and close the dialog.

Cropping 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 122).

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.



Figure 122: Example of Keep scale cropping



Figure 123: Example of Keep image style cropping

Keep image size
Maintains the original size of the image when cropped. The scale of the image changes (Figure 123). 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.

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

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).

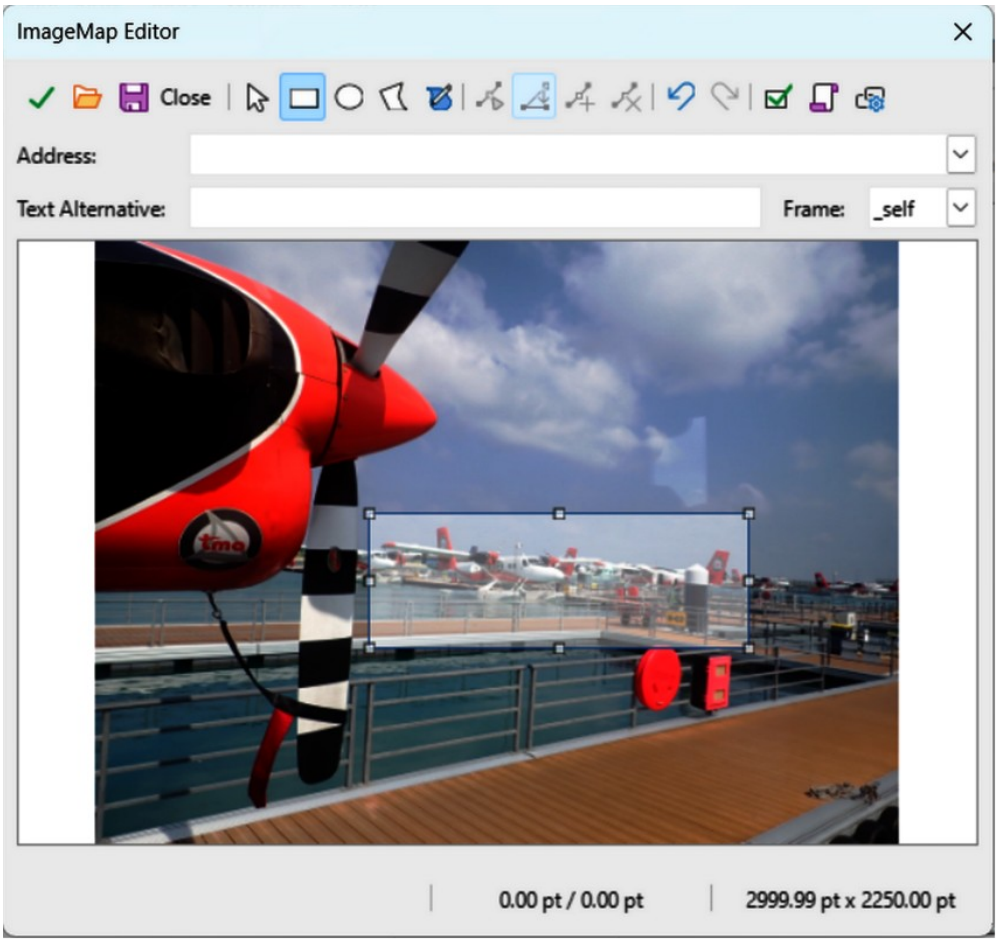


Figure 124: ImageMap Editor dialog

Hotspots can be created in various shapes, including rectangles, ellipses, and polygons. Also, 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.

1) Select an image on a slide and go to **Tools > ImageMap** on the Menu bar and the ImageMap dialog opens (Figure 124). 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.

ImageMap Editor tools

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
Reverses any previous action taken.

Redo
Carries out any action that has been previously 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 26,2

Chapter 5,
Managing Graphic Objects

Introduction

This chapter provides a guide for managing graphic objects on a slide using the available tools in Impress. It covers various techniques, including rotation, distortion, arrangement, and positioning.

Drawing toolbar

The Drawing toolbar (Figure 125) provides the majority of the tools required for creating graphic objects. If the Drawing 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.

> **Note**
>
> The Drawing toolbar may have a different appearance between computer operating systems and setup. Also, the Drawing toolbar displayed depends on how many drawing tools are installed on the toolbar. To modify the toolbar, right-click in an empty area of the Drawing toolbar, then select **Visible Buttons** from the context menu to display, install and remove available tools. See *Appendix B, Toolbars* and the *Getting Started Guide* for more information on customizing toolbars in Impress.

From left to right, the drawing tools on the Drawing toolbar could be as follows:

Select
To select a group of objects, position the cursor above the top left object, then click, hold and drag the cursor below the bottom right object of the intended selection. A rectangle identifying the selection area is displayed (also known as a marquee). Several objects also can be selected by holding down the *Shift* key while selecting the individual objects.

Zoom & Pan
To zoom out and pan the selected slide in the Workspace. Hold down the *Ctrl* key (macOS ⌘) 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. To move the displayed slide without changing the zoom percentage, press and hold the *Shift* key while selecting the zoom tool.

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** (macOS **LibreOffice > Preferences > Language Settings > Languages**). See *Chapter 3, Adding and Formatting Text* for more information on working with text.

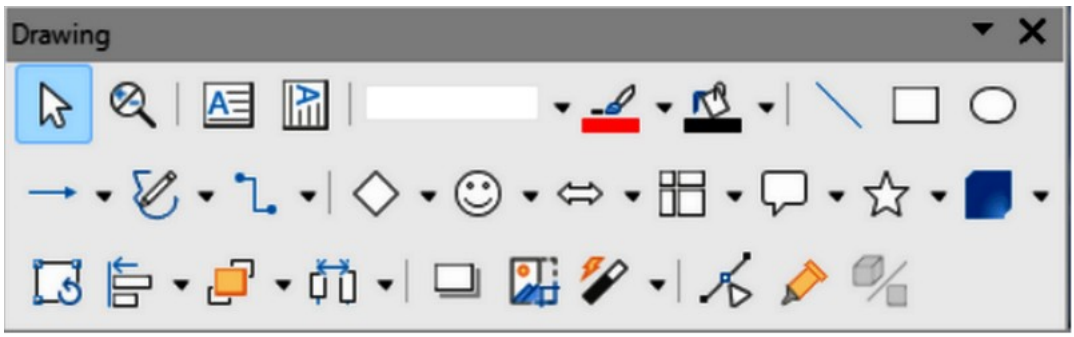


Figure 125: Drawing toolbar

Line Syle
Click on the triangle ▼ next to **Line Style** to select the type of line required from the options available in the drop-down list.

Line Color
Click on the triangle ▼ next to **Line Color** to open a color palette and select a color for the line. Additional 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. Additional 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 position where the cursor is and dragged to the point where the cursor is released. Pressing the *Shift* key restricts the angle of the line to multiples of 45°. Pressing the *Alt* key (macOS ⌥) draws a line from its center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys.

Rectangle
Draws a rectangle when the cursor is dragged from the top left to the bottom right corner. Pressing the *Shift* key draws a square. Pressing the *Alt* key (macOS ⌥) draws a shape from its center. Press the *Shift*+*Alt* keys (macOS ⌥+*Shift*) draws a square from the center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys.

Ellipse
Draws an ellipse. Pressing the *Shift* key draws a circle. Pressing the *Alt* key (macOS ⌥) draws a shape from its center. Pressing the *Shift*+*Alt* keys (macOS ⌥+*Shift*) draws a circle from the center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys.

Line and Arrows
Draws a straight line with an arrowhead. The arrowhead is positioned at the end of the line where the cursor is released. Click the triangle ▼ next to **Line and Arrows** to display the available options for lines and arrows (Figure 126). The *Shift* and *Alt* (macOS ⌥) keys have the same effect as the **Insert Line** tool. Actual icon displayed depends on the tool previously selected.

Curves and Polygons
Based on the selected option, the shape is drawn. Click the triangle ▼ next to **Curves and Polygons** to display the available options for curves and polygons (Figure 127). Actual icon displayed depends on the tool previously selected.



Figure 126: Lines and Arrows subtoolbar



Figure 127: Curves and Polygons subtoolbar



Figure 128: Connectors subtoolbar

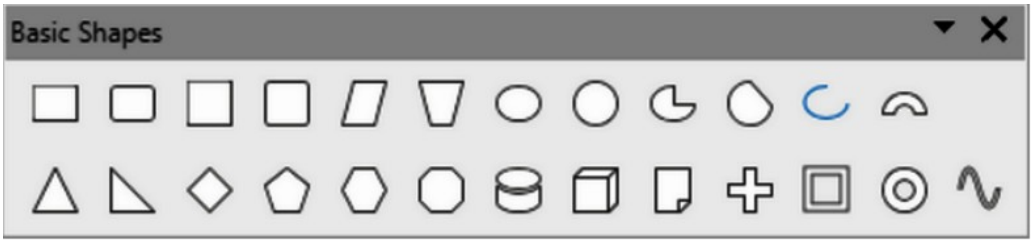


Figure 129: Basic Shapes subtoolbar



Figure 130: Symbol Shapes subtoolbar

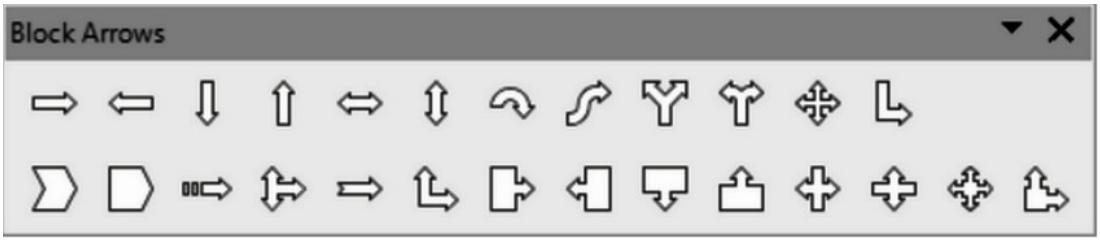


Figure 131: Block Arrows subtoolbar

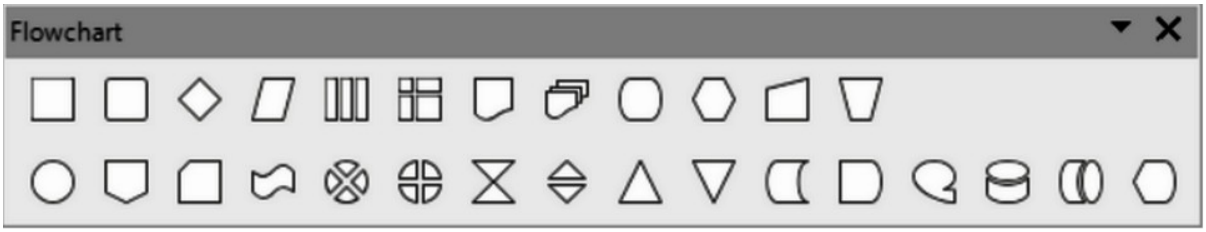


Figure 132: Flowchart subtoolbar



Figure 133: Callouts subtoolbar



Figure 134: Stars and Banners subtoolbar

Connectors
Draws a connector line between two figures. Click the triangle ▼ next to **Connectors** to display available options for connectors (Figure 128). Actual icon displayed depends on tool previously selected. For more information see “Connectors and gluepoints” on page 174.

Basic Shapes
Click the triangle ▼ next to **Basic Shapes** to display the available options for basic shapes (Figure 129). Pressing the *Alt* key (macOS ⌥) draws a shape from its center. Pressing the *Shift*+*Alt* keys (macOS ⌥+*Shift*) draws a shape from the center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys. Actual icon displayed depends on the tool previously selected.

Symbol Shapes
Click the triangle ▼ next to **Symbol Shapes** to display the available options for symbol shapes (Figure 130). Pressing the *Alt* key (macOS ⌥) draws a symbol shape from its center. Pressing the *Shift*+*Alt* keys (macOS ⌥+*Shift*) draws a symbol shape from the center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys. Actual icon displayed depends on the tool previously selected.

Block Arrows
Click the triangle ▼ next to **Block Arrows** to display the available options for block arrows (Figure 131). Pressing the *Alt* key (macOS ⌥) draws a block arrow from its center. Pressing the *Shift*+*Alt* keys (macOS ⌥+*Shift*) draws a block arrow from the center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys. Actual icon displayed depends on the tool previously selected.

Flowchart
Click the triangle ▼ next to **Flowchart** to display the available options for flowchart shapes (Figure 132). Pressing the *Alt* key (macOS ⌥) draws a flowchart shape from its center. Pressing the *Shift*+*Alt* keys (macOS ⌥+*Shift*) draws a flowchart shape from the center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys. Actual icon displayed depends on the tool previously selected.

Callout Shapes
Click the triangle ▼ next to **Callout Shapes** to display the available options for callouts (Figure 133). Pressing the *Alt* key (macOS ⌥) draws a callout shape from its center. Pressing the *Shift*+*Alt* keys (macOS ⌥+*Shift*) draws a callout shape from the center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys. Actual icon displayed depends on the tool previously selected.

Stars and Banners
Click the triangle ▼ next to **Stars and Banners** to display the available options for stars and banners (Figure 134). Pressing the *Alt* key (macOS ⌥) draws a star or banner shape from its center. Pressing the *Shift*+*Alt* keys (macOS ⌥+*Shift*) draws a callout shape from the center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys. Actual icon displayed depends on the tool previously selected.

3D-Objects
Click the triangle ▼ next to **3D-Objects** to display the available options for 3D objects (Figure 135). Pressing the *Alt* key (macOS ⌥) draws a 3D object from its center. Pressing the *Shift*+*Alt* keys (macOS ⌥+*Shift*) draws a 3D object from the center. Release the cursor before releasing the *Shift* or *Alt* (macOS ⌥) keys. Actual icon displayed depends on the tool previously selected. Alternatively, go to **View > Toolbars > 3D-Objects** on the Menu bar to open the 3D-Objects toolbar. For more information on 3D objects, see “Working with 3D objects” on page 180.



Figure 135: 3D-Objects subtoolbar

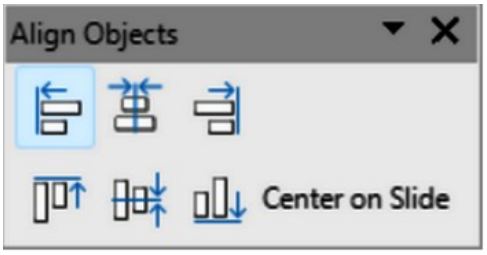


Figure 136: Align Objects subtoolbar



Figure 137: Position subtoolbar

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 display the available options for alignment tools (Figure 136) for two or more objects. Alternatively, go to **View > Toolbars > Align Objects** on the Menu bar to open the Align Objects toolbar. See “Aligning objects” on page 167 for more information.

Left, Centered, Right
Determines the horizontal alignment of selected objects.

Top, Center, Bottom
Determines the vertical alignment of selected objects.

Arrange
Changes the stack level of an object. Click the triangle ▼ next to **Arrange** to display the available options to arrange the position of selected objects. Alternatively, select the required positioning tool on the Standard toolbar, or the Position toolbar (Figure 137). See “Arranging objects” on page 173 for more information.

Bring to front
Selected object is moved in front of all other objects.

Bring forward
Selected object is moved one level up in the stack.

Send backwards
Selected object is moved one level down in the stack.

Send to back
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.

Distribute Selection
Changes the distribution between objects by using the horizontal and vertical spacing between objects. Click the triangle ▼ next to **Select at least three objects to distribute** to display the available distribution tools (Figure 138). Alternatively, go to **View > Toolbars > Distribute Selection** on the Menu bar to open the Distribute Selection toolbar. A minimum of three objects have to be selected for the distribution tools to be active.

Horizontally Left
Distributes selected objects to make object left edges evenly spaced from one another.

Horizontally Centre
Distributes selected objects to make object horizontal centers evenly spaced from one another.

Horizontally Spacing
Distributes selected objects horizontally to evenly space objects from one another.

Horizontally Right
Distributes selected objects to make the object right edges from one another.

Vertically Top
Distributes selected objects to evenly space object top edges from one another.

Vertically Centre
Distributes selected objects to evenly space object vertical centers from one another.

Vertically Spacing
Distributes selected objects vertically to evenly space objects from one another.

Vertically Bottom
Distributes the selected objects to evenly space object bottom edges from one another.

Shadow
Applies a shadow to a selected object using shadow settings from the Area or Line dialog.

Crop Image
This tool only becomes active when an image is selected and can be cropped.



Figure 138: Distribute Selection subtoolbar

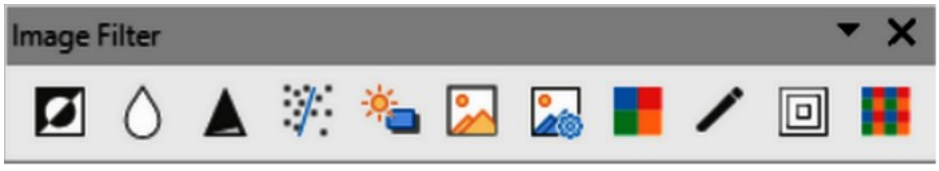


Figure 139: Image Filter subtoolbar

Filter
This tool only becomes active when an image is selected, opening the available filter options on the Image Filter subtoolbar (Figure 139) 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. Select the position of the imaginary light source that determines 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.

Toggle Point Edit Mode
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 Gluepoints Functions
Opens the Gluepoints toolbar (Figure 140) for editing the gluepoints of a graphic object. Gluepoints are positions where connector lines terminate or start. See “Gluepoints” on page 177 for more information.

Toggle Extrusion
Click on this tool to convert a two-dimensional (2-D) object to a 3-D object.

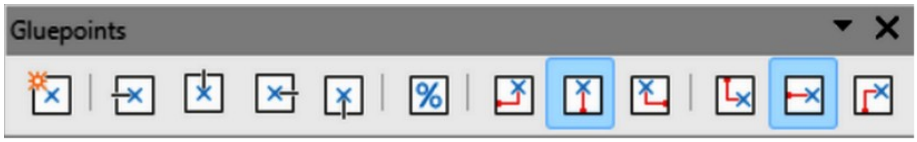


Figure 140: Gluepoints toolbar

Creating lines and shapes

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

Drawing regular shapes

Some icons for regular shapes feature a triangle ▼ symbol next to the icon, indicating access to several different regular shapes. Also, for some regular shapes displayed on the Drawing toolbar (Figure 125 on page 144), the icon displayed indicates last tool used for each of the regular shapes:

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

Note

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

Regular shape adjustment

When creating shapes included with Impress, one or more dots maybe displayed in a different color to the selection handles. These dots perform a different adjustment depending on the shape and are listed below.

Basic Shapes

Refer to Figure 129 on page 146 for basic shapes.

Basic shape	***Shape adjustment function***
Rectangle, Rounded	Changes the radius of the curve used for corners on a rounded rectangle or square.
Square, Rounded	Changes the radius of the curve used for corners on a rounded rectangle or square.
Parallelogram	Changes the internal angles between the sides.
Trapezoid	Changes the internal angles between the sides.

Basic shape	Shape adjustment function
Circle Pie	Changes the size of the filled sector.
Block Arc	Changes both internal diameter and size of the filled area.
Isosceles Triangle	Changes the shape and type of the triangle.
Hexagon	Changes the internal angles between the sides.
Octagon	Changes the internal angles between the sides.
Cylinder	Changes the perspective.
Cube	Changes the perspective.
Folded Corner	Changes the size of the folded corner.
Cross	Changes the thickness of the four arms of the cross.
Frame	Changes the thickness of the frame.
Ring	Changes the internal diameter of the ring.

Symbol Shapes

Refer to Figure 130 on page 146 for symbol shapes.

Symbol shape	Shape adjustment function
Smiley Face	Changes the smile on the face.
Sun	Changes the shape of the symbol.
Moon	Changes the shape of the symbol.
Prohibited	Changes the thickness of the ring and the diagonal bar.
Square Bevel	Changes the thickness of the bevel.
Octagon Bevel	Changes the thickness of the bevel.
Diamond Bevel	Changes the thickness of the bevel.
Double Bracket	Changes the curvature of the bracket.
Left Bracket	Changes the curvature of the bracket.
Right Bracket	Changes the curvature of the bracket.
Double Brace	Changes the curvature of the bracket.
Left Brace	Changes the curvature of the brace and the position of the point.
Right Brace	Changes the curvature of the brace and the position of the point.

Block Arrows

Refer to Figure 131 on page 146 for block arrows.

Block arrows	Shape adjustment function
Right Arrow	Changes the shape and thickness of the arrow.
Left Arrow	Changes the shape and thickness of the arrow.
Down Arrow	Changes the shape and thickness of the arrow.
Up Arrow	Changes the shape and thickness of the arrow.
Left and Right Arrow	Changes the shape and thickness of the arrow.
Up and Down Arrow	Changes the shape and thickness of the arrow.

Block arrows	*Shape adjustment function*
Circular Arrow	Changes the shape and thickness of the arrow.
4-way Arrow	Changes the shape and thickness of the arrow.
Chevron	Changes the angle between the sides and the shape.
Pentagon	Changes the angle between the sides and the shape.
Striped Right Arrow	Changes the shape and thickness of the arrow.
Up, Right and Down Arrow	Changes the shape and thickness of the arrow.
Notched Right Arrow	Changes the shape and thickness of the arrow.
Up and Right Arrow	Changes the shape and thickness of the arrow.
Right Arrow Callout	Changes the shape and thickness of the callout.
Left Arrow Callout	Changes the shape and thickness of the callout.
Down Arrow Callout	Changes the shape and thickness of the callout.
Up Arrow Callout	Changes the shape and thickness of the callout.
Left and Right Arrow Callout	Changes the shape and thickness of the callout.
Up and Down Arrow Callout	Changes the shape and thickness of the callout.
4-way Arrow Callout	Changes the shape and thickness of the callout.
Up and Right Arrow Callout	Changes the shape and thickness of the callout.

Callout Shapes

Refer to Figure 133 on page 146 for callout shapes. Callout shapes use shape adjustment dots to change the length, position and angle of the pointer.

Stars and Banners

Refer to Figure 135 on page 148 for stars and banners.

Stars and banners	*Shape adjustment function*
4-Point Star	Changes the thickness and shape of the star points.
8-Point Star	Changes the thickness and shape of the star points.
24-Point Star	Changes the thickness and shape of the star points.
Vertical Scroll	Changes the width and shape of the scroll.
Horizontal Scroll	Changes the width and shape of the scroll.
Doorplate	Changes the inward curvature of the corners.

Drawing curves, polygons and freeform lines

Curves, polygons and lines on the Drawing toolbar (Figure 125 on page 144) have a triangle ▼ next to the icon. Clicking on this triangle ▼ opens a subtoolbar giving access to several different types of curves, polygons and lines. The icons on the Drawing toolbar display the last tool used for each of these curves, polygons and lines.

If a filled curve, polygon, or freeform line is selected, Impress draws a connecting line between the last point and the start point. The inside area is then filled with the default fill color.

Notes

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

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°.

Curves

1) Click the triangle ▼ next to **Curves and Polygons** on the Drawing toolbar (Figure 125 on page 144) to open the Curves and Polygons subtoolbar (Figure 127 on page 145).
2) Select either **Curve** or **Curve Filled**.
3) Position the cursor on the slide, then click and drag to create the starting point of a curve.
4) Release 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 click sets a corner point and allows drawing of another straight line from the corner point.
7) Double-click to end the drawing of the curve. If **Curve Filled** was selected, Impress automatically fills the curve with the default fill color.

Polygons and Polygons 45°

1) Click the triangle ▼ next to **Curves and Polygons** on the Drawing toolbar (Figure 125 on page 144) to open the Curves and Polygons subtoolbar (Figure 127 on page 145).
2) Select either **Polygon**, **Polygon Filled**, **Polygon (45°)** or **Polygon Filled (45°)**.
3) Position the cursor on the slide, then click and drag to draw the first line from the start point. Release the cursor and a line between the first and second points is drawn.
4) Move the cursor to draw the next line. Each click sets a corner point and allows drawing of another line.
5) Double-click to end the drawing of a polygon. If **Polygon Filled** or **Polygon Filled (45°)** was selected, Impress automatically fills the polygon with the default fill color.

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 (Figure 125 on page 144) to open the Curves and Polygons subtoolbar (Figure 127 on page 145).
2) Select either **Freeform Line** or **Freeform Line Filled**.
3) Click and drag the cursor to draw the line shape required.
4) When drawing a freeform line is finished, release the cursor and to complete the drawing. 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 object to create in Impress.

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 (Figure 125 on page 144) and select **Insert Line** from the Lines and Arrows subtoolbar (Figure 126 on page 145).

2) Click and drag the cursor from the start position for the line, then release the cursor at the end position of the line.

3) Keep the *Ctrl* key (macOS ⌘) pressed while drawing a line to enable the end of the line to snap to the nearest grid point.

4) Keep the *Shift* key pressed while drawing a line to restrict the drawing angle of a line to multiple of 45 degrees.

5) Keep the *Alt* key (macOS ⌥) pressed to draw the line extending outwards symmetrically in both directions from the start point.

Notes

A selection handle appears at each end of the line. The selection handle at the starting point of the line is larger than the selection handle at the end point.

If the *Snap to Grid* option in **Tools > Options > LibreOffice Impress > Grid** (macOS **LibreOffice > Preferences > LibreOffice Impress > Grid**) has been selected, pressing and holding the *Ctrl* key (macOS ⌘) whilst drawing a line or arrow has the opposite effect of preventing the line or arrow snapping to the nearest grid point.

Arrows

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

1) Click the triangle ▼ on the right of **Lines and Arrows** on the Drawing toolbar (Figure 125 on page 144) and select the type of arrow from the Lines and Arrows subtoolbar (Figure 126 on page 145).

2) Click and drag the cursor at the starting position for drawing the arrow, then release the cursor at the end position of the arrow. The arrowhead(s) is drawn at the end of the line when the cursor is released.

3) Keep the *Ctrl* key (macOS ⌘) 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 (macOS ⌥) pressed to draw an arrow extending outwards symmetrically in both directions from the start point.

Grouping objects

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

Object grouping is similar to putting objects into a container. Objects within a group are treated as a single object and any changes made are applied to all the objects within the group. A group can always be undone and the objects within a group can always be manipulated separately.

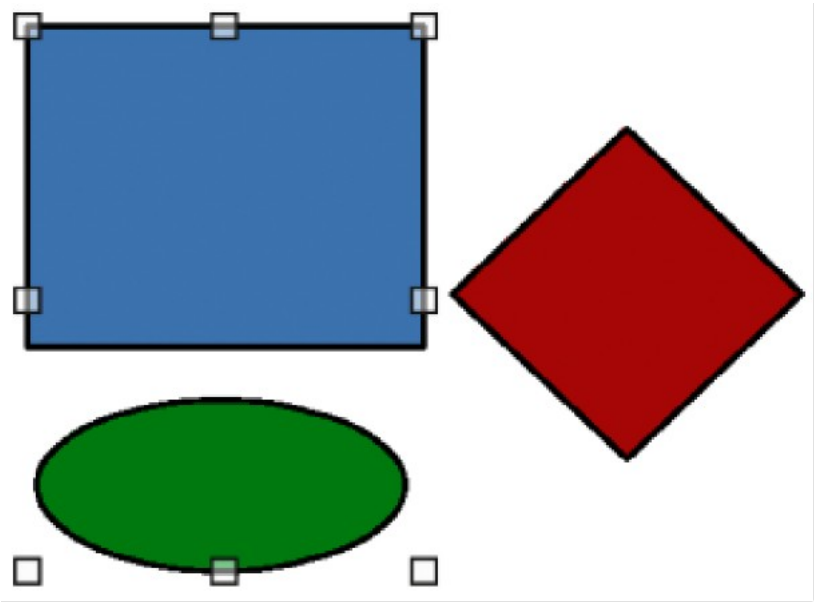


Figure 141: Example of grouping objects

Temporary grouping

Temporary grouping is when several objects are selected together. Any changes to the objects are applied to all 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 cursor and all the objects within the marquee are selected.
- To cancel a temporary grouping of objects, click outside of the selection box that is displayed around the objects.

Permanent grouping

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 creating a marquee around multiple objects. Release the cursor and all 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* (macOS ⌘+*A*).
2) With selection box displayed around the objects, 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* (macOS ⌘+*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 is be carried out on all 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) After entering a group, 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* (macOS ⌘+*F3*).
   - Go to **Format > Group > Exit Group** on the Menu bar.
   - Right-click and select **Exit Group** from the context menu.

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* (macOS ⌘+⌥+*Shift+G*).
   - Right-click on the group and select **Ungroup** from the context menu.

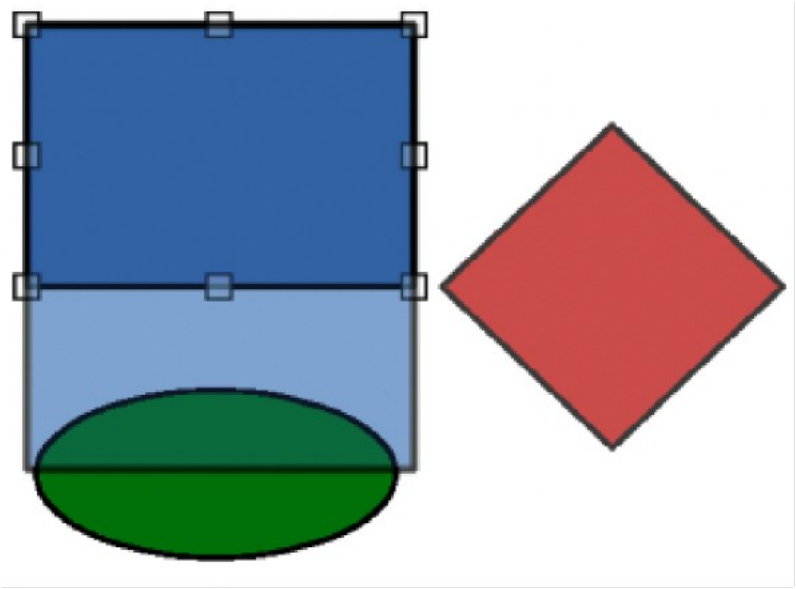


Figure 142: Example of editing inside a group

Tip

If group and ungroup commands are frequently used, or any other command, commands can be added to a toolbar ready for future use. See Chapter 11, Setting Up and Customizing Impress; Appendix B, Toolbars; and the *Getting Started Guide* for more information on customizing the user interface.

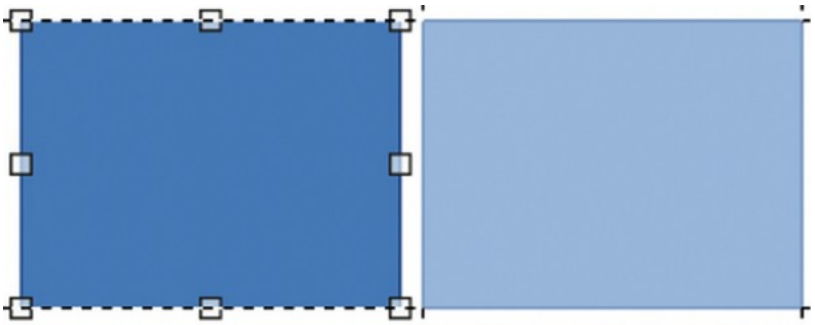


Figure 143: Example of positioning objects

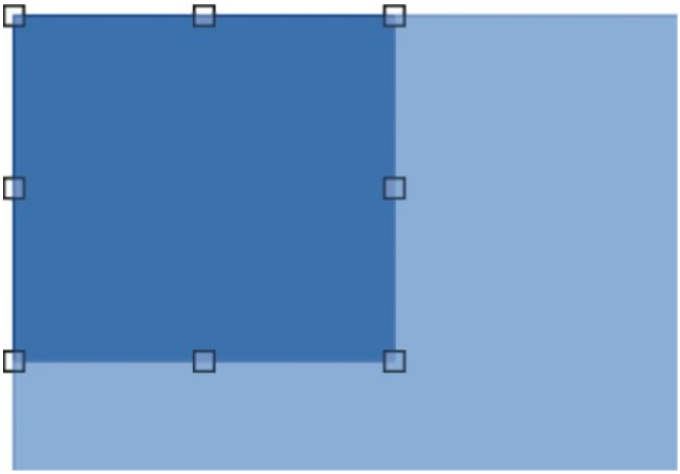


Figure 144: Example of resizing objects

Positioning and resizing graphic objects

Using the cursor

Positioning

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 required position. During object movement, a ghost image of the object appears to help with repositioning as shown in Figure 143.
4) Release the cursor when the object is in the required position.

Note

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

Resizing

1) Click on an object or a group of objects to display the selection handles.
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, as shown in Figure 144.

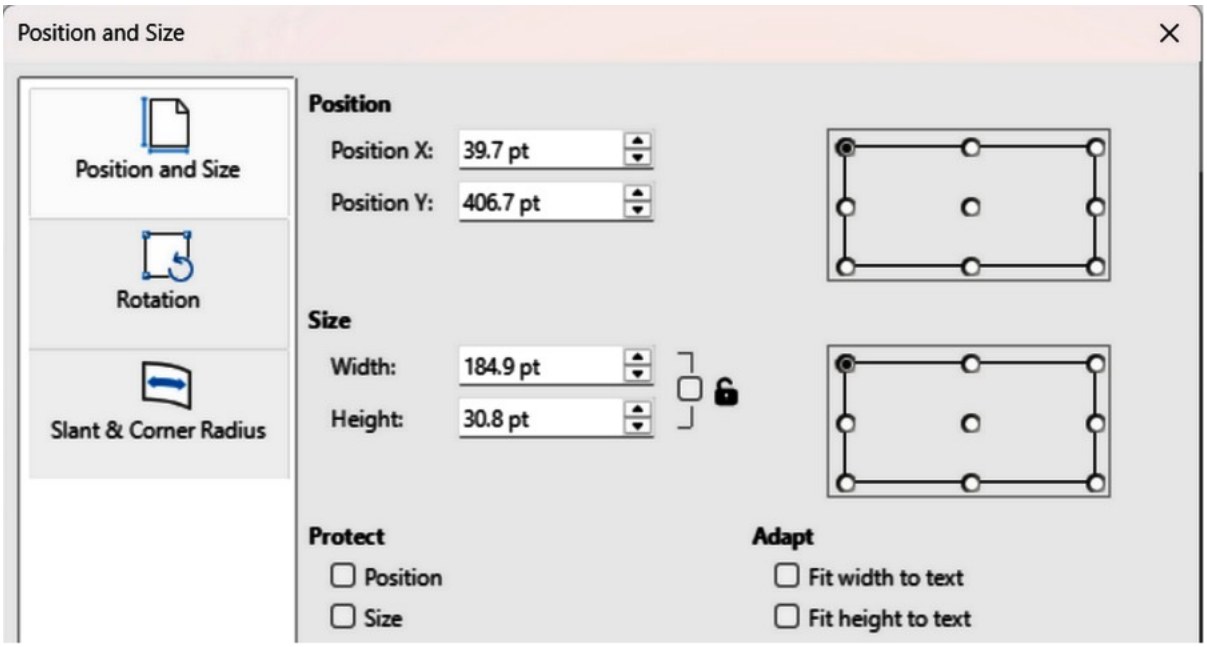


Figure 145: Position and Size dialog — Position and Size page

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 cursor before releasing the *Shift* key.

5) Release the hold when the object is at the required size.

Position and Size dialog

For accurate positioning and resizing of a graphic object on a slide, the Position and Size dialog (Figure 145) is used.

Positioning

1) Select an object to display the selection handles and open the Position and Size dialog using one of the following methods:
   - Use the keyboard shortcut *F4*.
   - Go to **Format > Text Box and Shape > Position and Size** on the Menu bar.
   - Right-click on the selected object and select **Position and Size.**
   - 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 selected *Base point*. The default selection for *Base point* is the top left corner of a slide.

> **Note**
>
> The units of measurement used in this dialog and other Impress dialogs are selected in **Tools > Options > LibreOffice Impress > General** (macOS **LibreOffice > Preferences > LibreOffice Impress > General**).

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.

Resizing

1) Select an object to display the selection handles and open the Position and Size dialog using one of the following methods:
   - Use the keyboard shortcut *F4*.
   - Go to **Format > Text Box 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* to use as an anchor when resizing the object. The default selection of top left corner indicates that the top left corner of the object does not change position when resizing.
4) To maintain the proportions between width and height, select the *Keep ratio* option in the **Size** section before changing the *Width* or *Height*. With *Keep ratio* selected, changing the value of one dimension automatically changes the other dimension maintaining the ratio between object width and height.
5) To specify the object width or height independently, deselect *Keep ratio* and enter a value for the *Width* and/or *Height* in the **Size** section to change the object width or height.
6) If required, select the *Size* option in the **Protect** section of the dialog to prevent the object from being resized.
7) Click **OK** to save the changes and to close the dialog.

Sidebar Position and Size panel

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

Positioning

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 **Position and Size** panel.
4) Specify *Position X* (horizontal) and *Position Y* (vertical) position of the object. The values represent the distance from the selected *Base point*. The default selection for *Base point* is the top left corner of a slide.
5) Press the *Enter* key to make the changes.

Resizing

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 **Position and Size** panel.
4) To maintain the proportions between width and height, select the *Keep ratio* option before changing the *Width* or *Height*. With *Keep ratio* selected, changing the value of one dimension automatically changes the other dimension maintaining the ratio between object width and height.

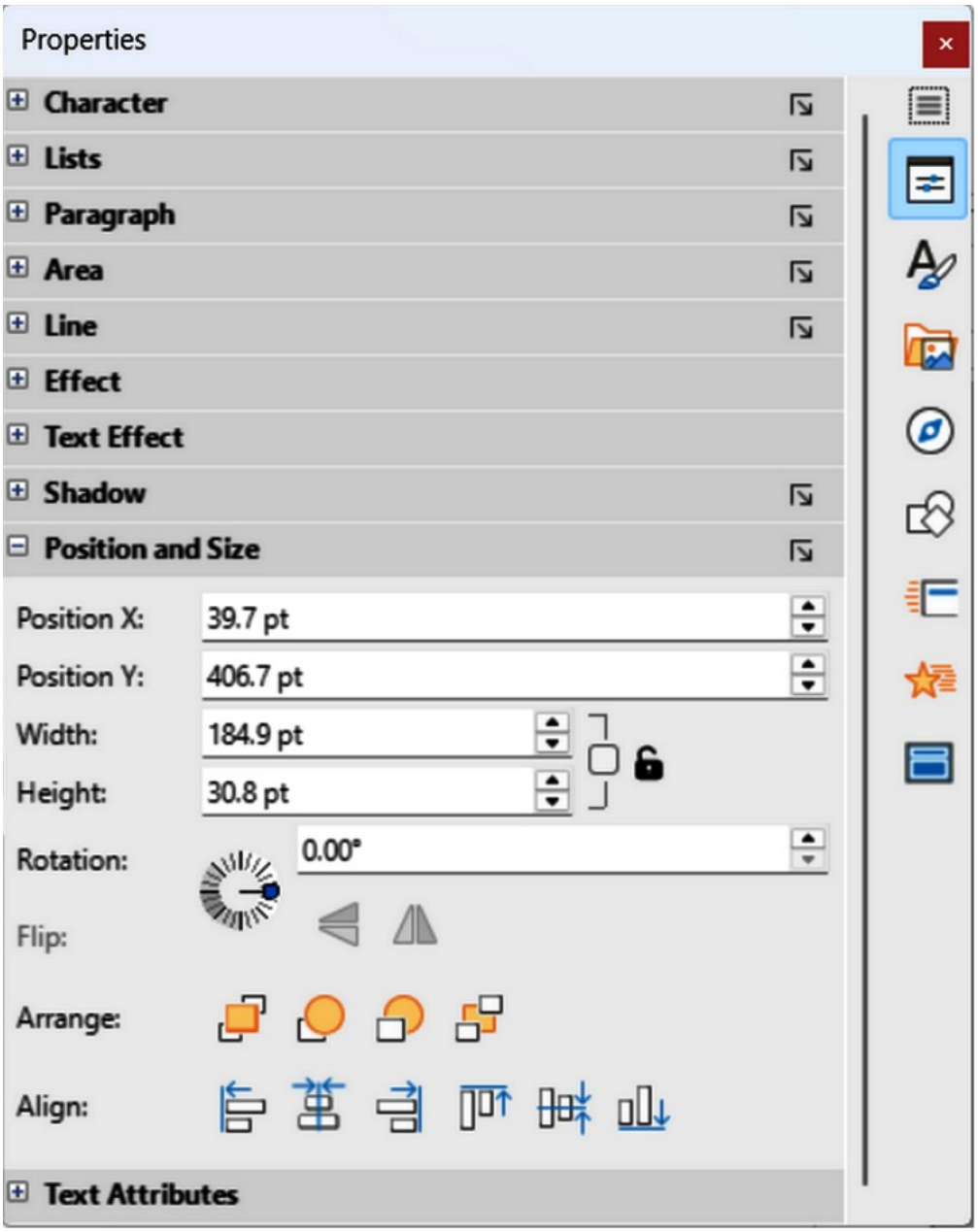


Figure 146: Sidebar Properties deck — Position and Size panel

5) To specify the object width or height independently, make sure *Keep ratio* is deselected and enter a value for the *Width* and/or *Height* of the object.

6) Press the *Enter* key to make the changes.

Applying special effects

Rotating graphic objects

Quick rotation

1) Select an object to display the selection handles.

2) Click on the triangle ▼ next to **Transformations** on the Line and Filling toolbar, to open the Transformations toolbar (Figure 147).



Figure 147: Transformations toolbar

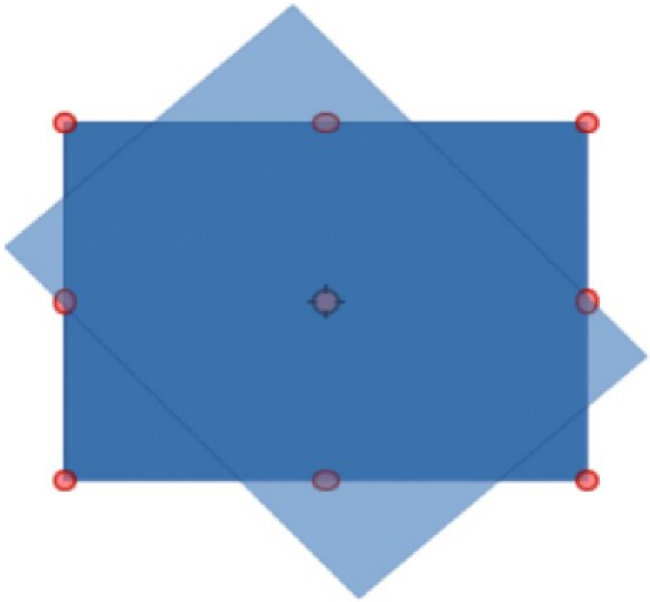


Figure 148: Example of rotating objects

3) Click on **Rotate** on the Transformations toolbar and the selection handles change shape and color, as shown by the example in Figure 148. A pivot point indicating the rotation center appears in the center of the object.
4) Move the cursor over one of the corner handles and the cursor changes shape indicating the movement direction.
5) 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.
6) When the required degree of rotation is reached, release the cursor.
7) To change the rotation center of the object, click and drag the pivot point to the required position before rotating. The pivot point can be moved to any position on the slide, even outside of the object boundaries.
8) 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 objects through a right angle, for example from portrait to landscape. Remember, release the *Shift* key before releasing the cursor.

Position and Size dialog rotation

Instead of rotating an object manually, use the **Rotation** page of the Position and Size dialog (Figure 149) 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 > Text Box and Shape > Position and Size** on the Menu bar.

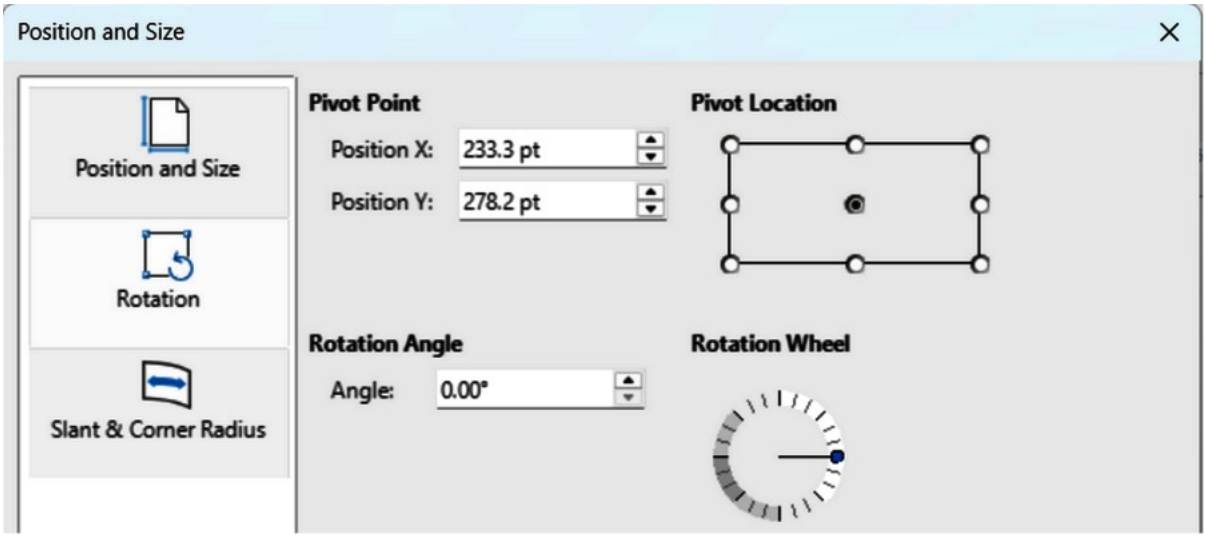


Figure 149: Position and Size dialog — Rotation page

– 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 required, 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 (Figure 146 on page 161) 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 **Position and Size** 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) Select 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.

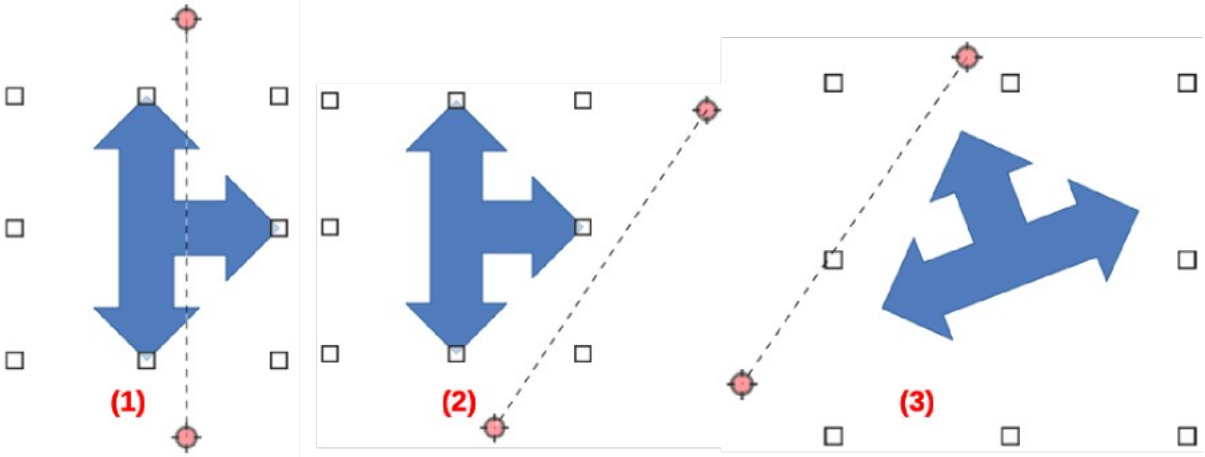


Figure 150: Example of using Flip tool

- 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 in the Properties deck of the Sidebar(Figure 146 on page 161).

Flip tool

To change the position and angle an object flips over, the **Flip** tool on the Transformations toolbar (Figure 147 on page 162) 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 (Item (1) in Figure 150). 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 it to change the angle (Item (2) in Figure 150).
5) Place the cursor over one of the selection handles for the object.
6) Click and drag the cursor across the symmetry axis to flip the object. The new position of the object is shown faintly while dragging the object.
7) If required, press and hold the *Shift* key to rotate the symmetry axis in 45º degree increments.
8) Release the cursor and the object appears flipped over. Angle and position of the flip depends on the angle and position of the symmetry axis (Item (3) in Figure 150).

Mirror copies

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

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 163, 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 onto 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

The following three tools on the Transformations toolbar (Figure 147 on page 162) allow an object to be distorted.

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

Note

Before distorting an object, the object has to be converted to a curve. Converting to a curve cannot be reversed and is only undone by using the **Undo** function.

Distort

Examples of corner, vertical, and horizontal distortion of an object using 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 option is not available.

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: Example of object distortion

(1) Original shape
(2) Corner distortion
(3) Vertical distortion
(4) Horizontal distortion

Set in Circle (perspective) tool

Example of distorting an object using the **Set in Circle (perspective)** tool is shown in Figure 152.

1) Select an object and click on **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 option is not available.
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

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

1) Select an object and click on **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 option is not available.

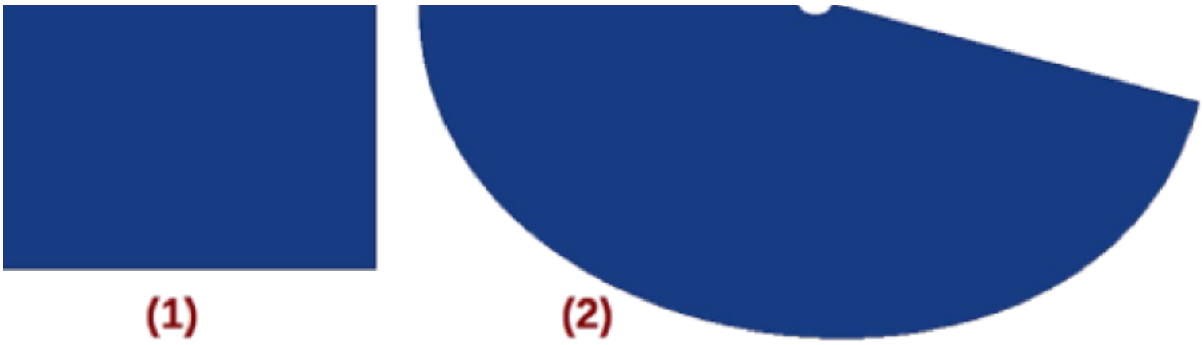


Figure 152: Example of perspective distortion

(1) Original shape (2) Set in Circle (perspective) distortion

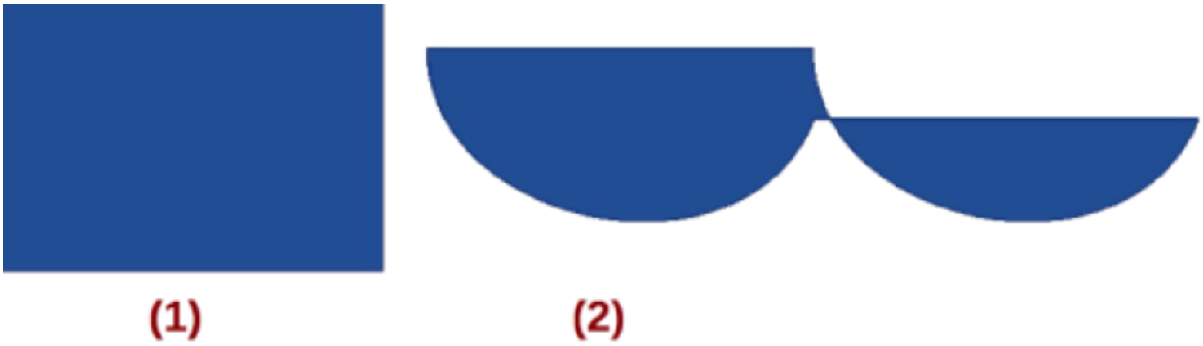


Figure 153: Example of slant distortion

(1) Original shape (2) Set in Circle (slant) distortion

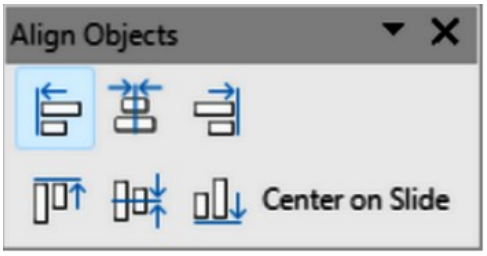


Figure 154: Align Objects subtoolbar

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. Alignment tools are only active if two or more objects are selected and are as follows:

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

Select two or more objects for alignment and use one of the following methods to access the alignment options:

- Click on the triangle ▼ next to **Align Objects** on the Drawing or Line and Filling toolbar to open the Align Objects subtoolbar (Figure 154). Select an alignment option from the tools available. The icon for **Align Objects** displayed on the Drawing or 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** and 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 only activate snap functions that are required.

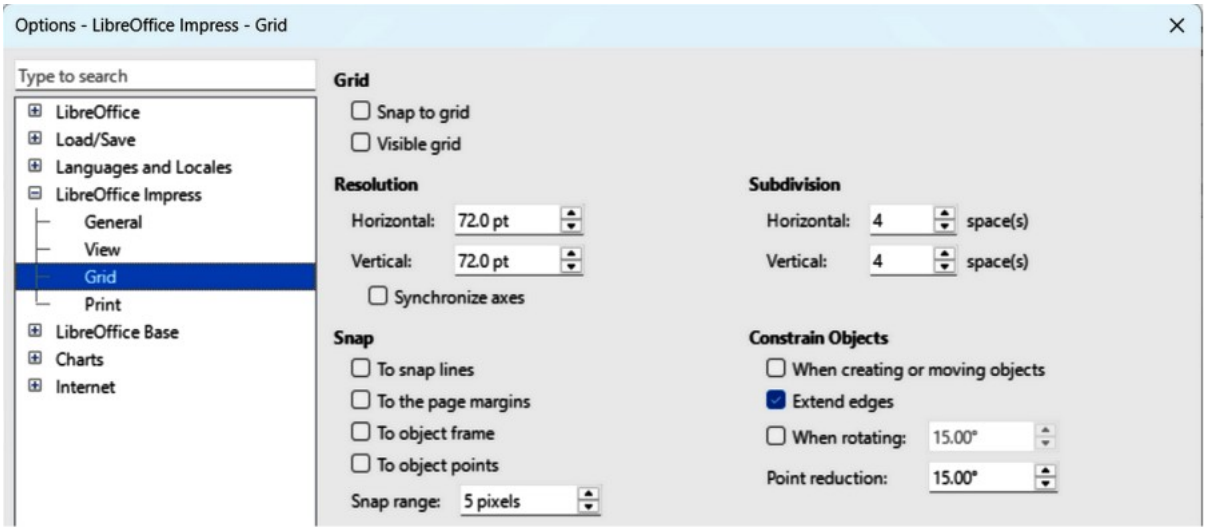


Figure 155: Options LibreOffice Impress dialog — Grid page



Figure 156: Options toolbar

Configuring grid and snap

To configure grid and snap in a presentation, go to **Tools > Options > LibreOffice Impress > Grid** (macOS **LibreOffice > Preferences > LibreOffice Impress > Grid**) on the Menu bar to display the Grid dialog (Figure 155). 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** (macOS **LibreOffice > Preferences > 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 (Figure 156).

Grid
Specifies the settings for the grid used in Impress. The grid helps to determine the exact position of objects. Also, the grid can be set to match 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 how frames, drawing elements, and controls are moved 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 (macOS ⌘).

Visible grid
Specifies how the grid is displayed.

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.

Vertical
Specify the number of intermediate spaces between grid points on the Y-axis.

Synchronize axes
Specifies how the current grid settings are changed 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 cursor is released. Also, this setting can be defined by using **Snap to Snap Guides** on the Options toolbar.

To the page margins
Specifies contour alignment of a 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 contour alignment of a graphic 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 contour alignment of a graphic 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 cursor. This also applies to an ellipse creating a circle based on the longest diameter of the ellipse. When *Extend edges* is not selected, a square or 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.

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 select **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** (macOS **LibreOffice > Preferences > LibreOffice Impress > Grid**).

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.

Note

When positioning and editing snap points and lines, the rulers must be displayed. Go to **View > Rulers** on the Menu bar to display the horizontal and vertical rulers.

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 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.

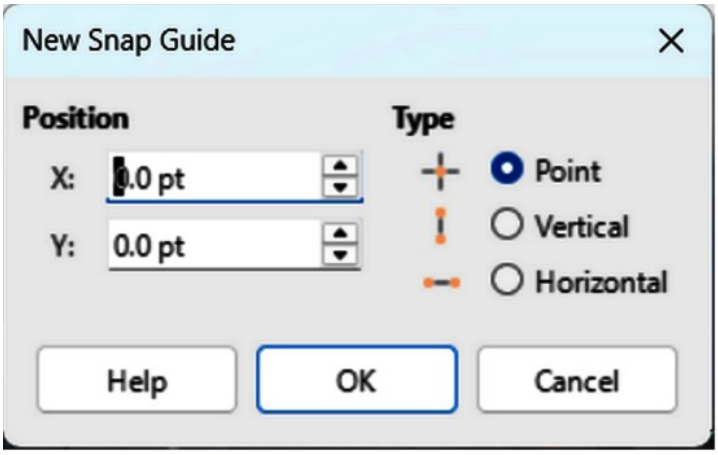


Figure 157: New Snap Guide dialog

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, 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**.
3) Alternatively, click on the snap point and drag it to a new position on the slide.

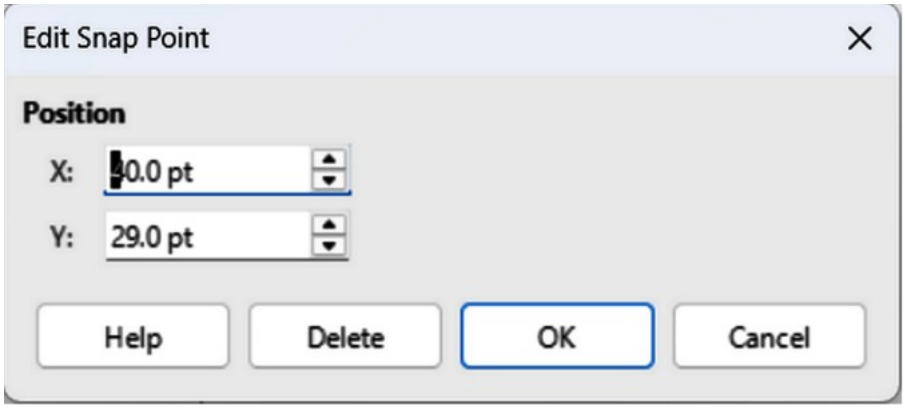


Figure 158: Edit Snap Point dialog

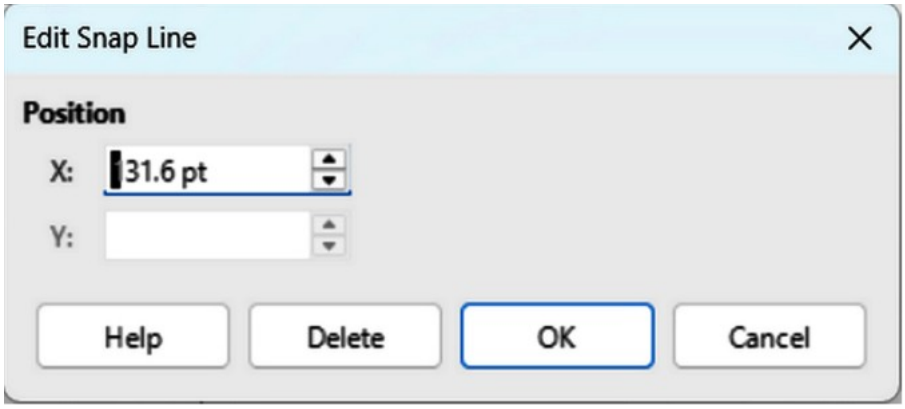


Figure 159: Edit Snap Line dialog

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**.
3) Alternatively, click on a snap line and drag it to a new position on the slide.

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.
3) Alternatively, click on **Delete** in the Edit Snap Point dialog or Edit Snap Line dialog.

Configuring snap range

The default snap range of when an object snaps to a snap point or line can be configured as follows:

1) Go to **Tools > Options > LibreOffice Impress > Grid** (macOS **LibreOffice > Preferences > 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 used to position objects and display while an object is being moved. The helplines 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. An example of using help lines is shown in Figure 160. Use one of the following methods to display helplines while moving an object:

- Go to **Tools > Options > LibreOffice Impress > View** (macOS **LibreOffice > Preferences > LibreOffice Impress > View**) to open the Options LibreOffice View dialog (Figure 161) on the Menu bar and select *Helplines while moving*.

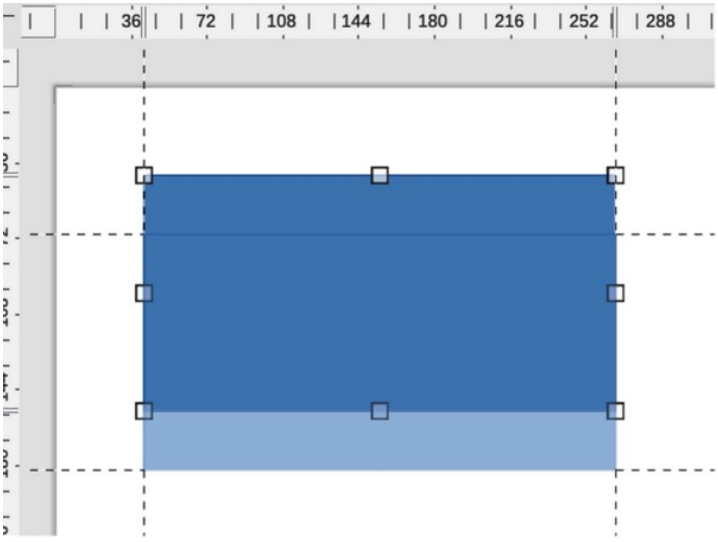


Figure 160: Example of using helplines

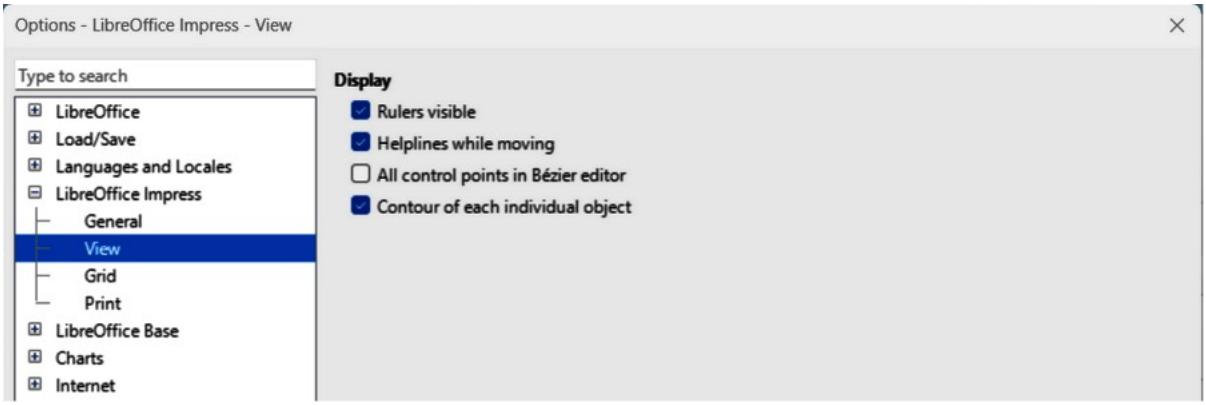


Figure 161: Options LibreOffice Impress dialog — View page

- Click on **Helplines While Moving** on the Options toolbar (Figure 156 on page 168).
- 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 for each object is 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.
- Click on the triangle ▼ next to Arrange on the Drawing toolbar and select the required arrange tool for the Position subtoolbar (Figure 162).
- Right-click on selected objects and select **Arrange** from the context menu, then select the required arrange option from the sub-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 follows:

Bring to Front
Object is moved in front of all other objects. Keyboard shortcut *Ctrl*+*Shift*++ (macOS ⌘+*Shift*++).

Bring Forward
Object is moved one level up in the stack. Keyboard shortcut *Ctrl*++ (macOS ⌘++).

Send Backward
Object is moved one level down in the stack. Keyboard shortcut *Ctrl*+– (macOS ⌘+–).

Send to Back
Object is moved behind all other objects. Keyboard shortcut *Ctrl*+*Shift*+– (macOS ⌘+*Shift*+–).



Figure 162: Position subtoolbar

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.

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 gluepoints

Connectors are lines that, by default, anchor or glue to gluepoints on an object border. When an object with a connector attached is moved or resized, the connector automatically adjusts to match the move or reshaping. When creating a flowchart, organization chart, schematics, or diagrams, it is highly recommended to use connectors instead of lines.

Connectors

When a connector is drawn or selected, Impress displays selection handles that are different from the selection handles for 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 several predefined connectors, which differ in the termination shape (none, arrow, circle) and in the way the connector is created (straight, line, curved). There is a default set of connector types installed on the Connectors subtoolbar (Figure 163) and these are indicated by a check mark or highlighting, depending on the computer operating system and setup.

The predefined connectors can be accessed by clicking on the triangle ▼ on the title bar of the Connectors subtoolbar and selecting **Visible Buttons** from the context menu. For more information on installing connectors onto the Connectors subtoolbar, see *Appendix B, Toolbars*.



Figure 163: Connectors subtoolbar

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

Connector types

Standard
Standard connector types include the name **Connector**. Line segments run vertically and horizontally creating a connector with one or more 90-degree angle bends.

Line
Line connector types include the name **Line Connector**. Consists of a line segment with two smaller segments at the ends and creates a connector that bends near a gluepoint. To adjust the length of the line segment between a bend point and a gluepoint, click the connector and drag the bend point.

Straight
Straight connector types include the name **Straight Connector**. Consists of a single line and draws a straight line connector.

Curved
Curved connector types include the name **Curved Connector**. Curved connectors are based on Bézier curves and curve around objects creating a curved line connector.

Drawing connectors

1) Click on the triangle ▼ next to **Connectors** on the Drawing toolbar to open the Connectors subtoolbar.
2) Select the type of connector required from the Connectors subtoolbar (Figure 163).
3) Move the cursor over one of the objects to be connected and small crosses appear around the object edges, normally in the same position as the object selection handles. These crosses are gluepoints to which a connector attaches, as shown in Figure 164.
4) Click on the selected gluepoint to attach one end of the connector.
5) Click on and drag the other connector end to another object. When the cursor is over the gluepoint on the target object, release the cursor and the connector is drawn.

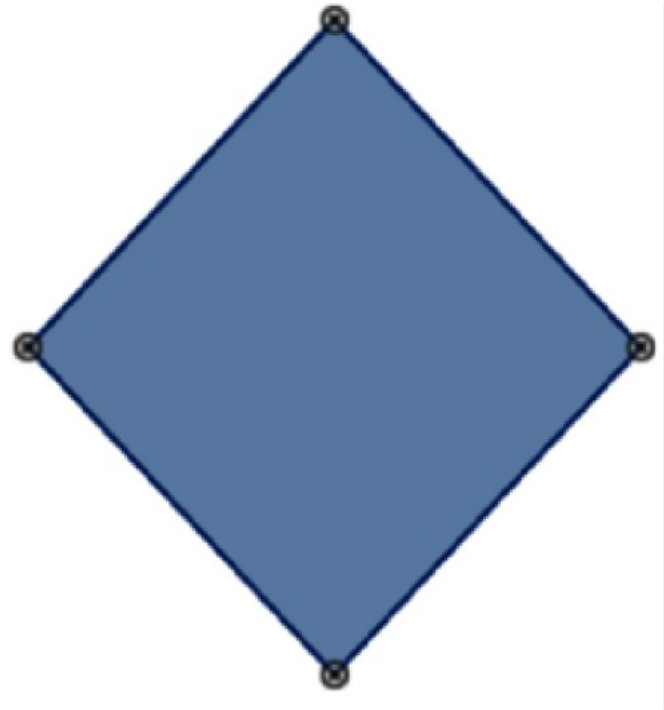


Figure 164: Example of connector gluepoints

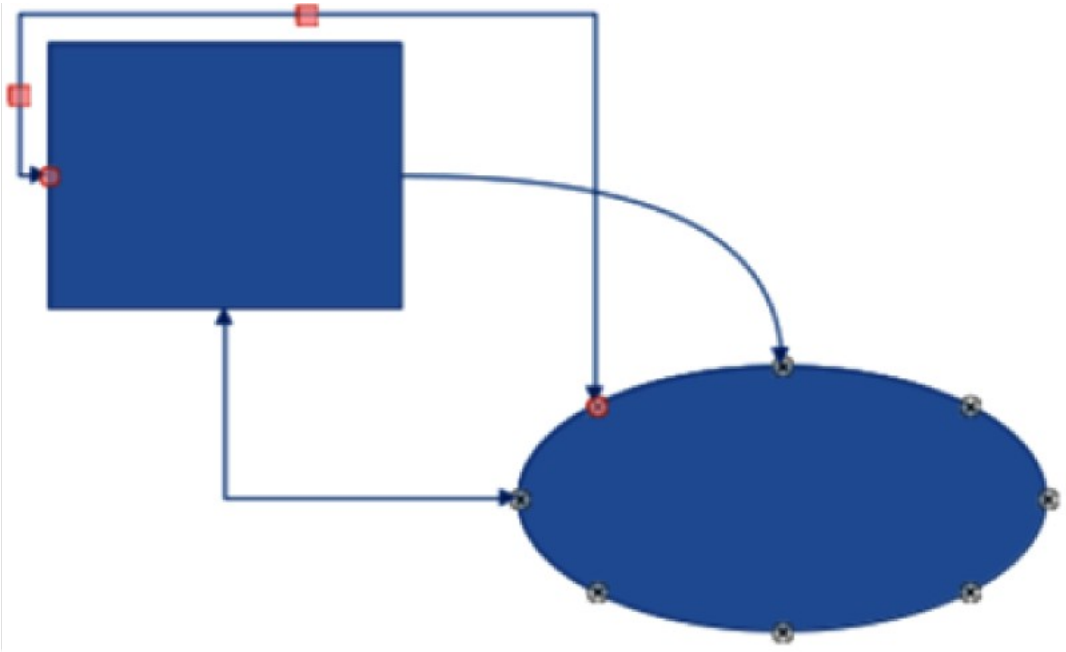


Figure 165: Example of connectors between objects

6) The square selection handles that appear on a connector are used to adjust the connector path. Click on a square selection handle and drag it to adjust the connector path so that it does not to cover another object in its path, as shown by the example in Figure 165.

Note

Ends of a connector cannot be swapped, because the start point cannot become the end point and the end point cannot become the start point. To reverse the ends of a connector, a new connector has to be created in the opposite direction.

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 165.
- 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 165.
- To change a connector type, right-click on the connector and select **Connector** from the context menu to open the Connector dialog (Figure 166).

Use this dialog to select a connector type and change the connector properties using the following options.

Type
Select the connector type from the drop-down list.

Line skew
Defines the skew of the selected connector 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.

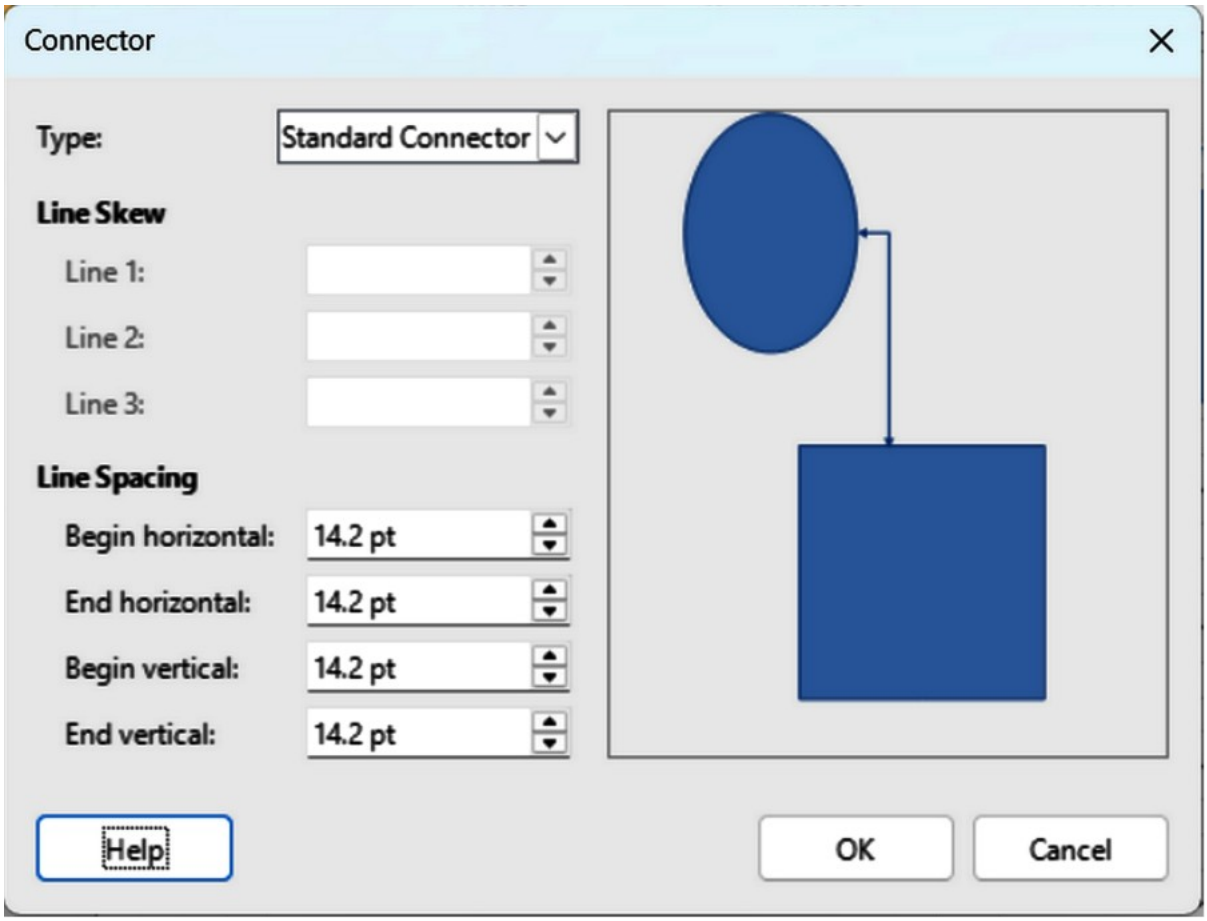


Figure 166: Connector dialog

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.

Gluepoints

Gluepoints are not the same as the selection handles of an object. The selection handles are for moving or changing the shape of an object. gluepoints 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 gluepoints, which are not normally displayed and only become visible when **Connectors** on the Drawing toolbar is selected.

To insert, customize or delete gluepoints on an object, open the Gluepoints toolbar (Figure 167) using one of the following methods:

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

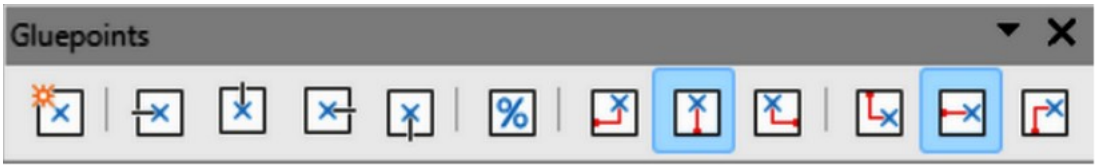


Figure 167: Gluepoints toolbar

Gluepoint types

When the Gluepoints 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 **Gluepoint Relative** is deselected.

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

Insert Gluepoint
Inserts a gluepoint when clicking twice on an object. See “Inserting gluepoints” on page 179 for more information.

Exit Direction Left
Connector attaches to the left edge of the selected gluepoint.

Exit Direction Top
Connector attaches to the top edge of the selected gluepoint.

Exit Direction Right
Connector attaches to the right edge of the selected gluepoint.

Exit Direction Bottom
Connector attaches to the bottom edge of the selected gluepoint.

Gluepoint Relative
Maintains the relative position of a selected gluepoint to an object when that object is resized. This tool is selected by default when the Gluepoint toolbar opens.

The six tools on the right of the Gluepoints toolbar only become active when **Gluepoint Relative** is deselected.

Gluepoint Horizontal Left
When applied to a gluepoint in an object and the object is resized, the horizontal position of the gluepoint remains fixed at the same distance from the left edge of the object. The vertical position of the gluepoint changes with the resizing of the object.

Gluepoint Horizontal Center
When applied to a gluepoint in an object and the object is resized, the horizontal position of the gluepoint remains fixed at the same distance from the horizontal center of the object. The vertical position of the gluepoint changes with the resizing of the object.

Gluepoint Horizontal Right
When applied to a gluepoint in an object and the object is resized, the horizontal position of the gluepoint remains fixed at the same distance from the right edge of the object. The vertical position of the gluepoint changes with the resizing of the object.

Gluepoint Vertical Top
When applied to a gluepoint in an object and the object is resized, the vertical position of the gluepoint remains fixed at the same distance from the top edge of the object. The horizontal position of the gluepoint changes with the resizing of the object.

Gluepoint Vertical Center
When applied to a gluepoint in an object and the object is resized, the vertical position of the gluepoint remains fixed at the same distance from the vertical center of the object. The horizontal position of the gluepoint changes with the resizing of the object.

Gluepoint Vertical Bottom
When applied to a gluepoint in an object and the object is resized, the vertical position of the gluepoint remains fixed at the same distance from the bottom edge of the object. The horizontal position of the gluepoint changes with the resizing of the object.

Note

Gluepoints 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 Gluepoints toolbar and used to customize a gluepoint.

Inserting gluepoints

By default, most objects normally have four gluepoints. Insert additional gluepoints as follows:

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

Tip

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

Note

Only gluepoints that have been inserted onto an object can be customized or deleted. Default gluepoints included with an object cannot be customized or deleted.

Customizing gluepoint exit direction

1) Make sure no objects are selected and use one of the following methods to open the Gluepoints toolbar:
   - Go to **View > Toolbars > Gluepoints** on the Menu bar.
   - Go to **Edit > Gluepoints** on the Menu bar.
   - Click on **Show Gluepoint Functions** on the Drawing toolbar.

2) Double-click on a gluepoint that has been inserted to select a gluepoint for customization.

3) Select an exit direction for the connector from the options available on the Gluepoints toolbar, or right-click on the gluepoint and select the exit direction from the context menu.

4) When customizing exit direction is complete, make sure **Insert Gluepoint** on the gluepoints toolbar is deselected.

Customizing gluepoint position

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

Deleting gluepoints

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

Working with 3D objects

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 using one the following methods:

- 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 168). This toolbar is the same as the 3D-Objects subtoolbar that is available on the Drawing 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.



Figure 168: 3D-Objects toolbar



Figure 169: 3D-Settings toolbar

- 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 169). 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 subtoolbar 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 subtoolbar to specify the direction and intensity of light.

Surface
Clicking on the triangle ▼ next to **Surface** opens a subtoolbar to specify the type of surface from *Wire Frame* (useful when formatting an object), *Matt*, *Plastic*, or *Metal*.

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.

Note

Most of the Fontwork shapes (see “Fontwork” on page 184) have 3D properties and can be formatted with the 3D-Settings toolbar.

Converting objects

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 submenu.

The options for converting objects to another type 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
Equivalent to converting basic shapes to polygons. For complex shapes (or for text objects) this conversion creates a group of polygons that can be formatted by entering the group.

To 3–D
Converts the selected object to a 3D object.

To 3–D 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.

Notes

Sometimes the conversion to a different type of object does not immediately produce visible results.

To Curve, **To Polygon**, **To 3–D**, and **To 3–D Rotation Object** are additional tools that can be added to the Drawing toolbar. See Appendix B, Toolbars for information.

Interaction with objects

Interaction is when an action is associated to an object and is carried out when that object is selected.

1) Select an object for interaction and open the Interaction dialog (Figure 170) 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.

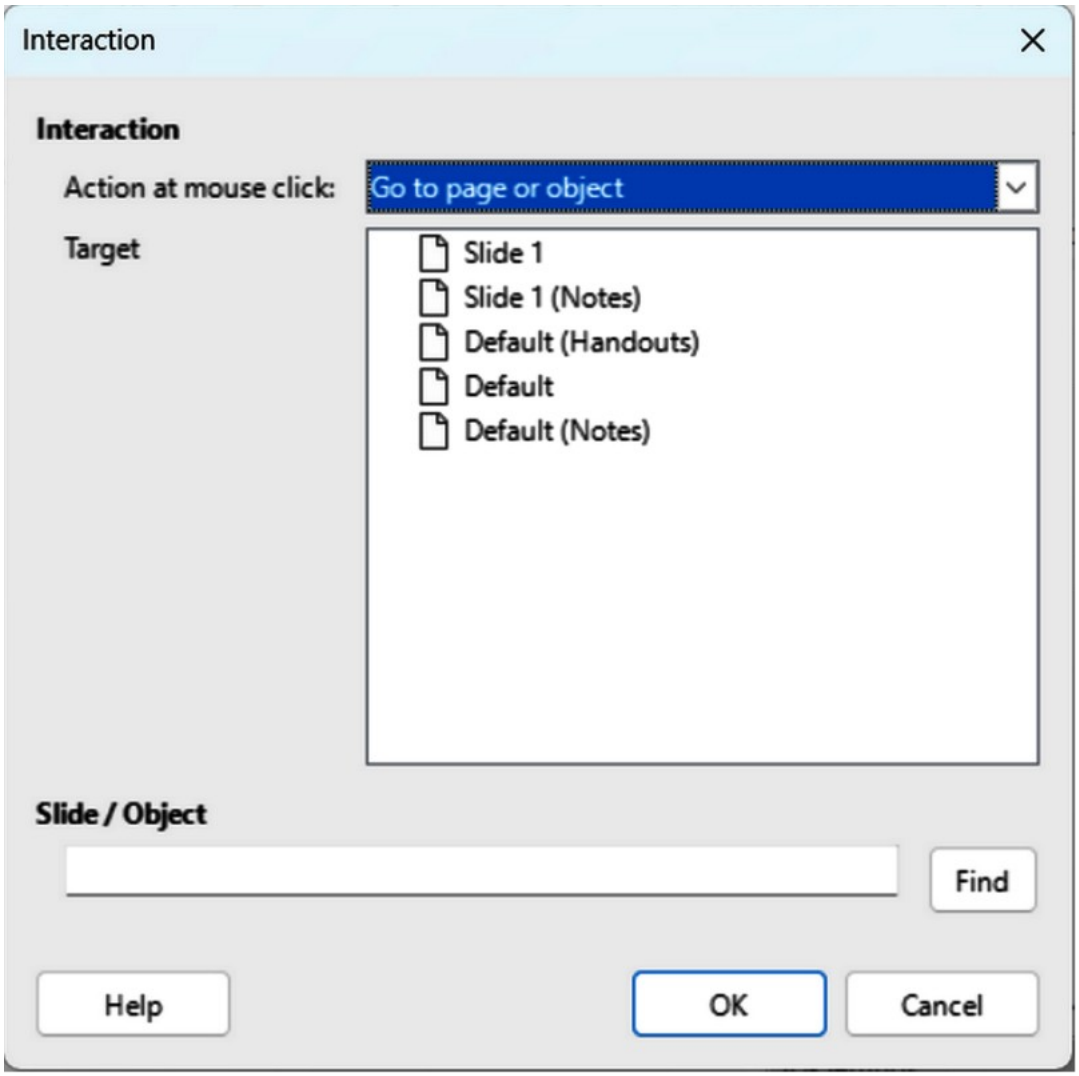


Figure 170: Interaction dialog

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, see Table 5.

3) Click **OK** to save the changes and close the dialog.

4) To remove an interaction from an object, repeat the procedure and select **No action** as the interaction type at Step 2.

Table 5: 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.
Go to page or object	Specify the target from the list in the Target box. Search for a specific target in the Slide/Object box at the bottom of the screen.

Interaction	*Parameters*
Go to document	Select the document in the Document box. Use Browse 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 Browse to open a file browser.
Run program	Select the program to execute. Use Browse to open a file browser.
Run macro	Select a macro that runs during the presentation. Use Browse to open the Macro Selector dialog.
Exit presentation	When the cursor is clicked over the object, the presentation terminates.

Fontwork

Using Fontwork, graphical text art objects are created to make a presentation more attractive. There are many different settings for text art objects (line, area, position, size, and so on) giving a large selection of effects. Fontwork is also available in LibreOffice Writer, Calc, and Draw modules, but there are small differences in the way that each module displays Fontwork. For more information about Fontwork, see the *Getting Started Guide*.

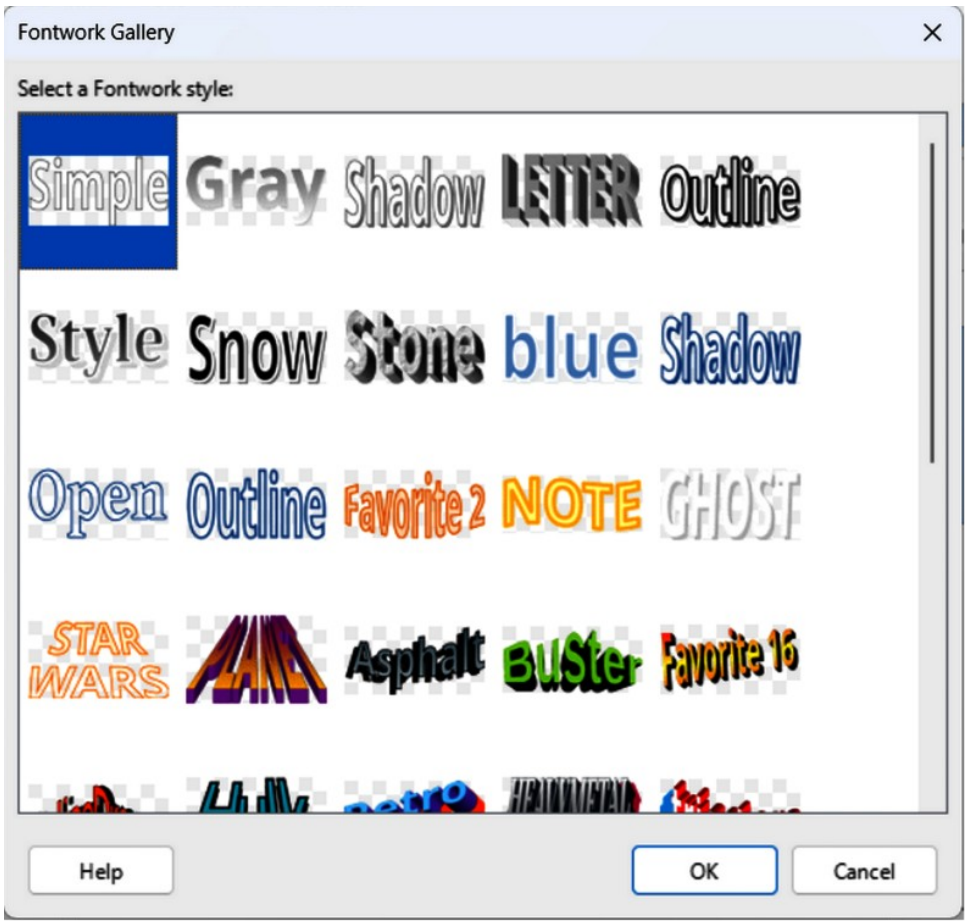


Figure 171: Fontwork Gallery dialog



Figure 172: Example of creating Fontwork object



Figure 173: Fontwork toolbar

Creating Fontwork

1) Go to **Insert > Fontwork** on the Menu bar to open the Fontwork Gallery dialog (Figure 171).
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 172.
5) Press the *Esc* key, or click outside the Fontwork graphic, and the inserted text replaces default text.

Fontwork toolbar

The Fontwork toolbar (Figure 173) 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. Also, the **Fontwork** panel opens in the Properties deck on the Sidebar (Figure 174) and contains the same tools as the Fontwork toolbar.

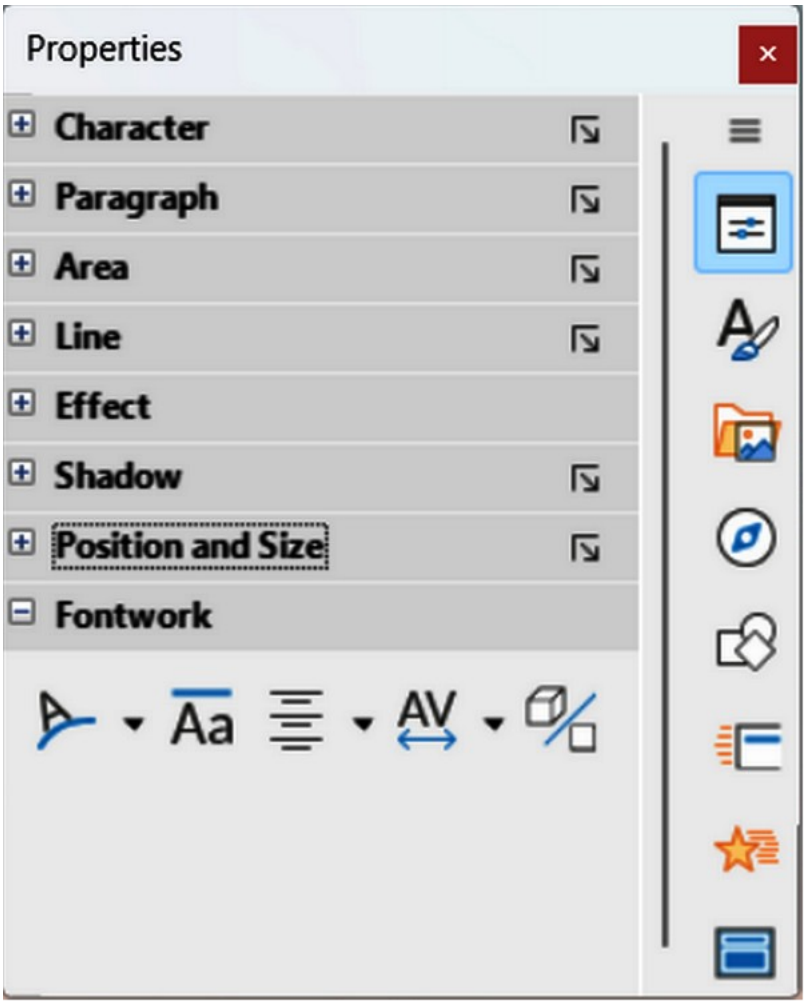


Figure 174: Sidebar Properties deck — Fontwork panel



Figure 175: Fontwork Shape subtoolbar

Insert Fontwork Text
Opens the Fontwork Gallery dialog.

Fontwork Shape
Changes the shape of a selected object. Clicking on the triangle ▼ next to Fontwork Shape opens the Fontwork Shape subtoolbar (Figure 175) allowing selection of a Fontwork shape.

Fontwork Same Letter Heights
Changes the height of characters in a selected Fontwork object. Toggles between normal height where the characters have different heights to characters with 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 text alignment can only be seen if the text spans over two or more lines. Using 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 a 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 that has no 3D effect applied, otherwise the changes are not visible. Also, modify some Fontwork shapes by moving the dot that is displayed when selection handles are displayed. This is similar to modification of the angles of trapezoid and parallelogram basic shapes.

Animations

Animated slide transitions can be incorporated between slides, enhancing the professional appearance of presentations as slides transition to the slide. For more information, refer to *Chapter 9, Slide Shows*. Additionally, Impress enables animations to be added to slides during creation, potentially capturing the attention and interest of an audience.

Animation comprises a series of images or objects, known as frames, displayed in succession when the animation plays. Each frame may contain one or more objects. For example, bullet points appearing sequentially; pictures, shapes, or other objects appearing individually or in groups on a slide. Animations are controlled using a keyboard, a click, or a timed sequence.

Note

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

Tip

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

Creating animations

1) Select an object on a slide and open the Animation deck on the Sidebar (Figure 176) 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** to add the selected object into the Animation preview box.

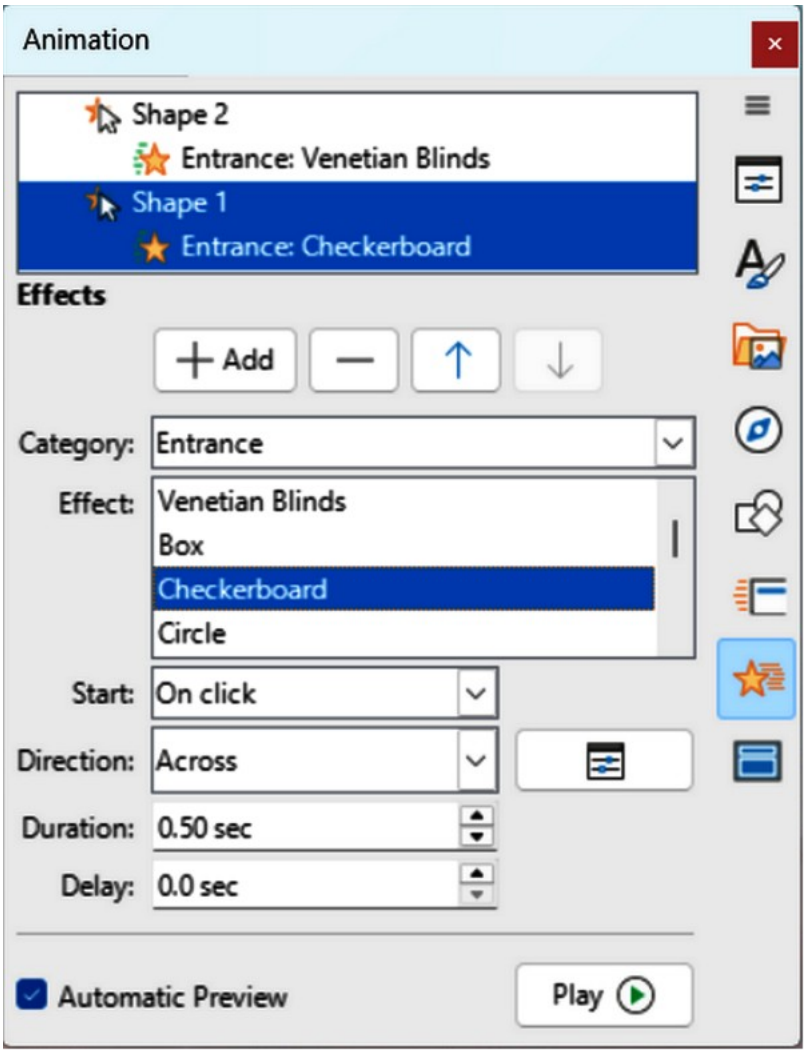


Figure 176: Sidebar Animation deck

3) Select a category type from the options available in the **Category** drop-down list.
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 available 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 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** 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 provide control over how an animation is 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
Animation stops at this effect until the next click.

With previous
Animation runs immediately.

After previous
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 177) provides options to match the animation effect selected:

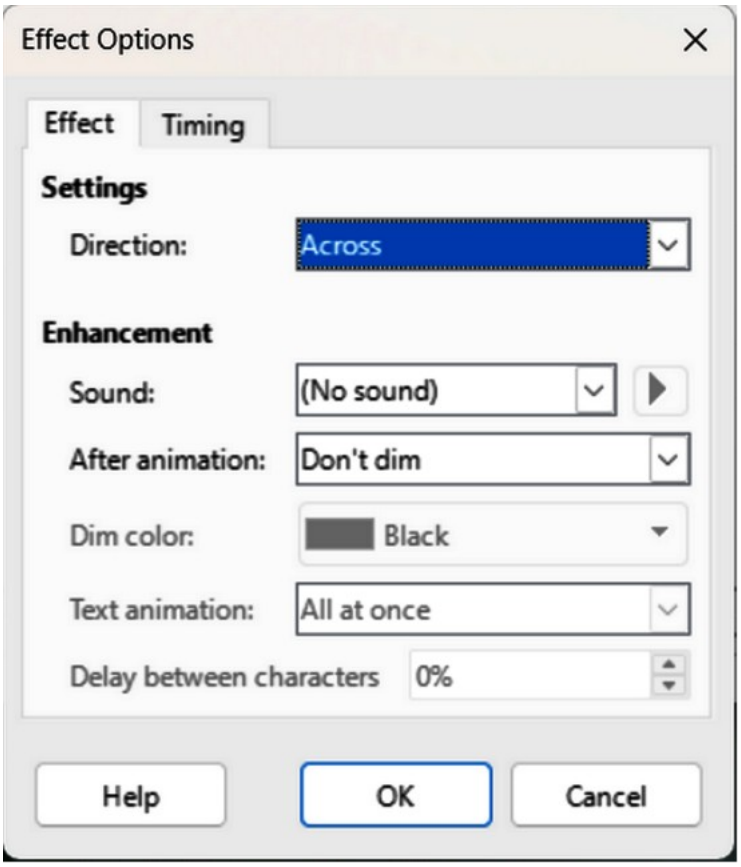


Figure 177: Effect Options dialog — Effect page

Settings

Direction
Specify the direction of the animation effect from 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.

Timing page

The **Timing** page on the Effect Options dialog (Figure 178) contains the following options:

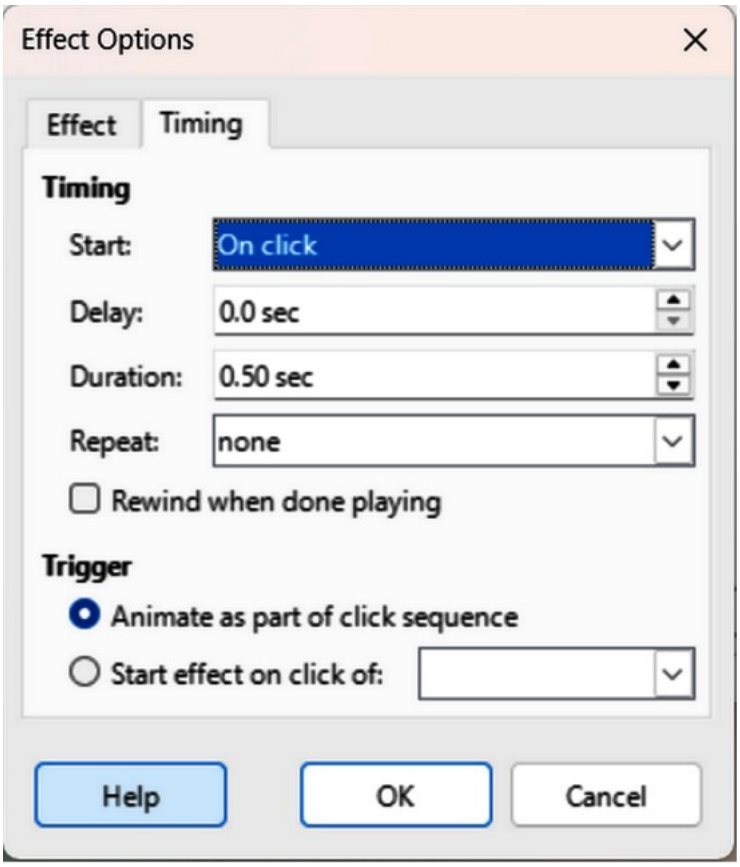


Figure 178: Effect Options dialog — Timing page

Timing

Start
Displays the start property of the selected animation effect.
On click — animation stops at this effect until the next click.
With previous — animation runs immediately.
After previous — 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 – effect is not repeated.
Until next click – animation is repeated until the next click.
Until end of slide – 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.

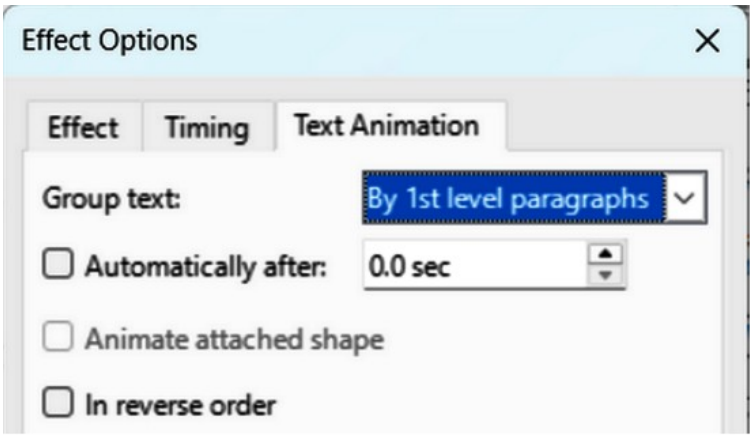


Figure 179: Effect Options dialog — Text Animation page

Text Animation page

The **Text Animation** page on the Effect Options dialog (Figure 179) contains the following options:

Group text
Specifies how the text is animated.

As one object
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 objects, text objects, and graphic objects (images) can make a presentation more interesting. Impress has a simple animation editor for creating animation images (frames) by assembling objects from a slide. The animation effect is achieved by rotating through static frames that are created. 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 180).
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.

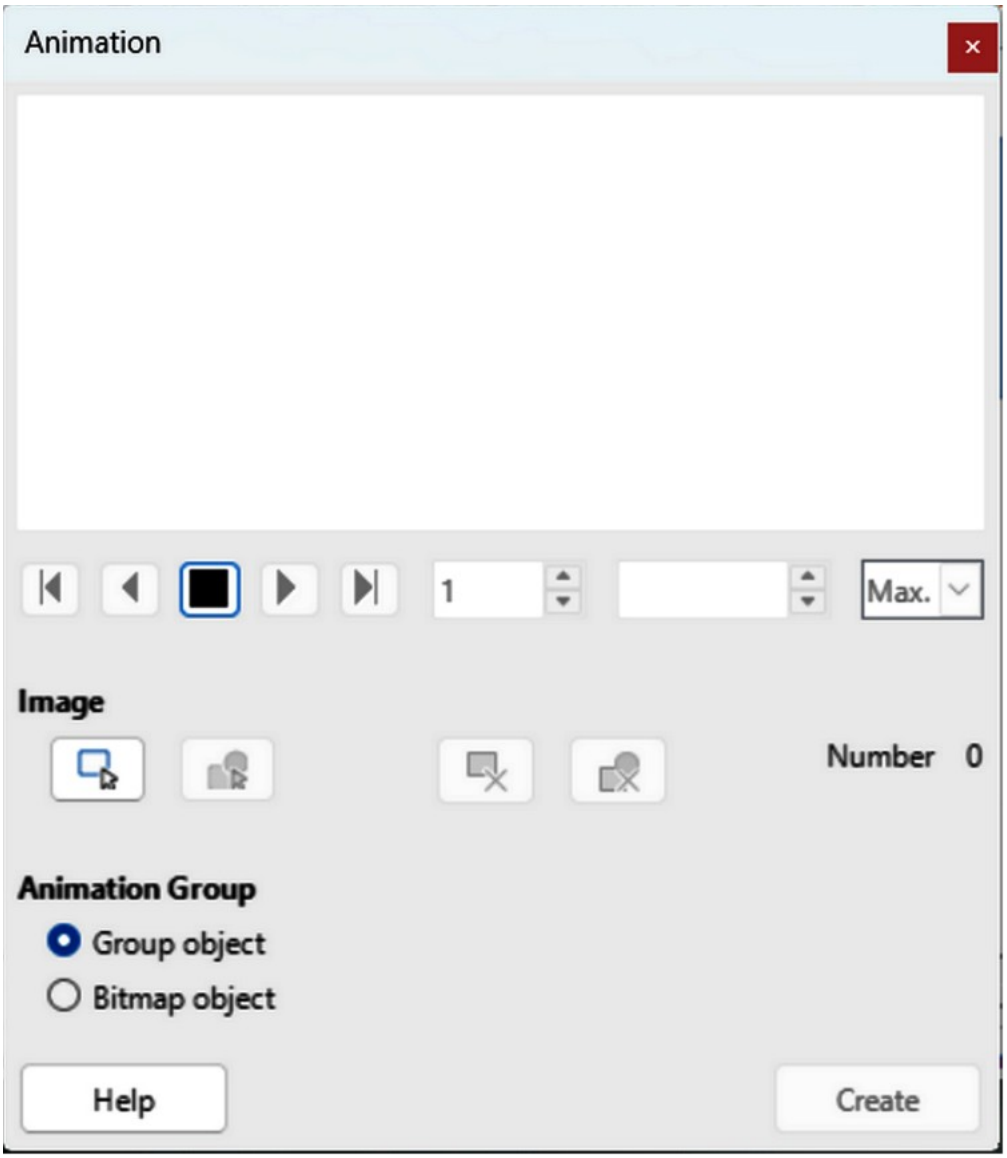


Figure 180: Animation dialog

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.
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 a copied image consists of several objects, each object is treated as a separate frame. 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.

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.

LibreOffice

Impress Guide 26,2

Chapter 6,
Formatting Graphic Objects

Introduction

A graphic object format encompasses object size, rotation, and position on the slide. Additionally, it includes attributes that define the line, text, and area fill of an object. A graphics style can be created by combining these attributes from the graphic object format. This chapter explains manual object formatting and concludes by providing instructions on creating, applying, modifying, and deleting graphics styles.

Working with lines

In LibreOffice the term “line” indicates both a freestanding segment (line), outer edge of a shape (border), or an arrow. The line properties 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 207 on how to change color, create custom colors, modify colors, or delete colors.

Line and Filling toolbar

Use the tools available on the Line and Filling toolbar (Figure 181) to format a line 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 required, select from the **Arrow Style** drop-down list the type of arrowhead for each end of the line to change the line into an arrow. The left drop-down list adds an arrowhead to the start of a line and the right drop-down list adds an arrowhead to the end of a 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 (for more information, see “Line dialog” on page 198).
7) Deselect the line to save the changes.

Sidebar

Use the **Line** panel in the Properties deck on the Sidebar (Figure 182) to format a line as follows:

1) Make sure a line is selected on a slide.



Figure 181: Line and Filling toolbar

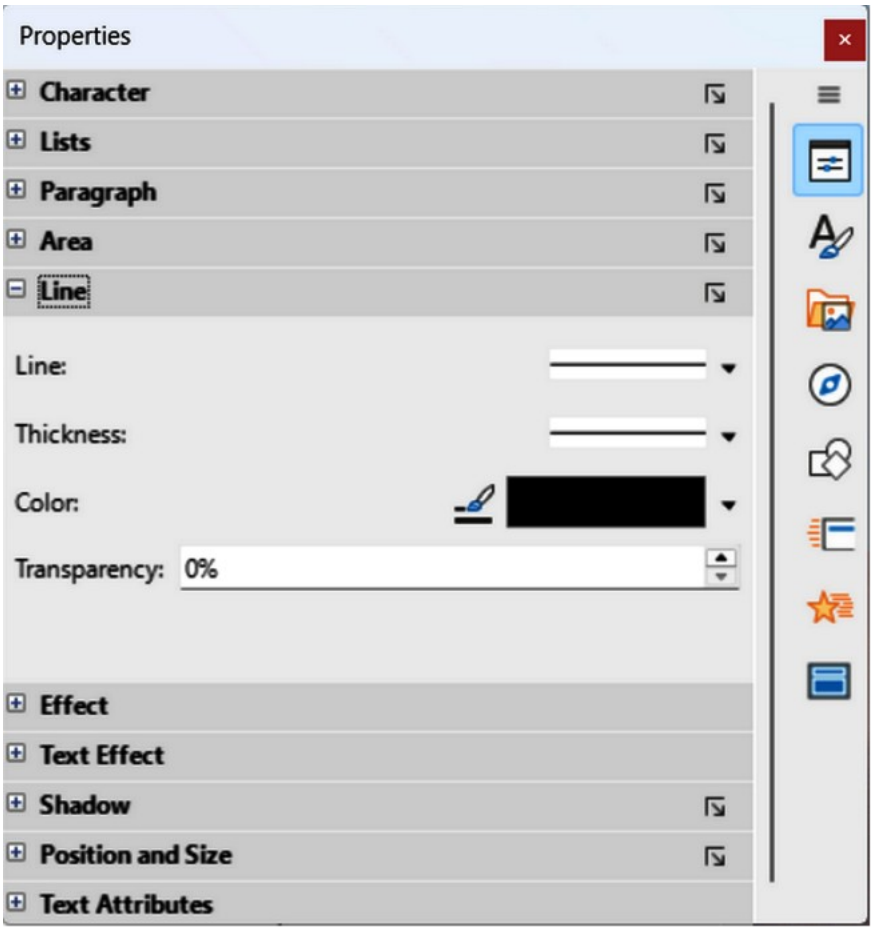


Figure 182: Sidebar Properties deck — Line panel

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 creating an arrow, 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 arrowhead to the start of a line and the right drop-down list adds an arrowhead to the end of a 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 also added to dashes if dashes have been used in the line style.
11) Deselect the line to save the changes.
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 (see “Line dialog” for more information).

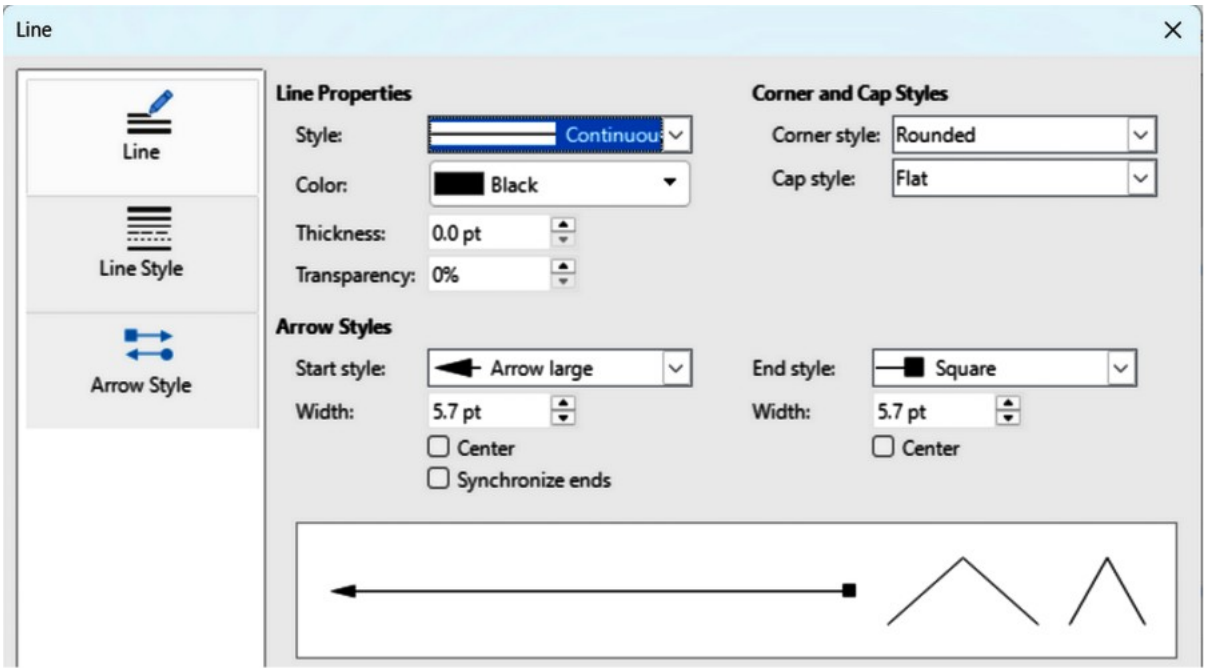


Figure 183: Line dialog — Line page

Line dialog

To fully change the appearance of a line, the Line dialog (Figure 183) is used and consists of four pages: **Line**, **Shadow**, **Line Styles** and **Arrow Styles**.

1) Make sure a line is selected on a slide.
2) Open the Line dialog using one of the following methods:
   - Go to **Format > Text Box 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** panel title bar in the Properties deck on the Sidebar.
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 properties

The **Line** page in the Line dialog is where the basic parameters of a line are selected and are as follows:

Line Properties

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 207 for more information.

Width
Specifies thickness of a line.

Transparency
Sets the transparency percentage of a line. Figure 184 is an example of the effect different transparency percentages have when lines placed over an object.

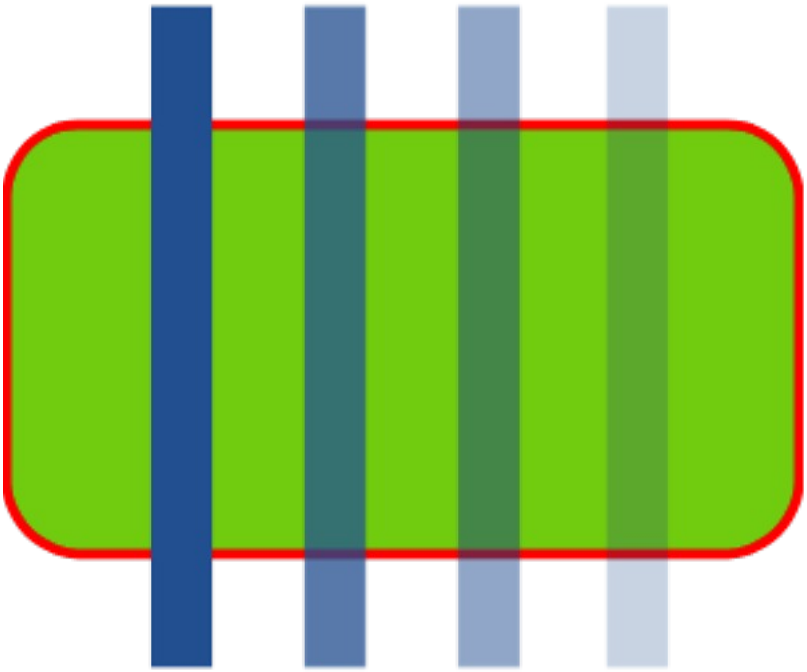


Figure 184: Example of line transparency (0%; 25%; 50%; 75% left to right)



Figure 185: Example of arrow centers (default top; center bottom)

Arrow Styles

Only applicable to individual lines and is not used for lines that form borders of an object.

Start Style
Select an arrow style for the start of a line from the drop-down list.

Width
Specifies the thickness of the start arrowhead.

End Style
Select the arrow style for the end of a line from the drop-down list.

Width
Specifies the thickness of the end arrowhead.

Center
Moves the center of the arrowheads to the end point of the line. Figure 185 is an example of the effects when this option is selected.

Synchronize ends
Makes the two arrowheads 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.

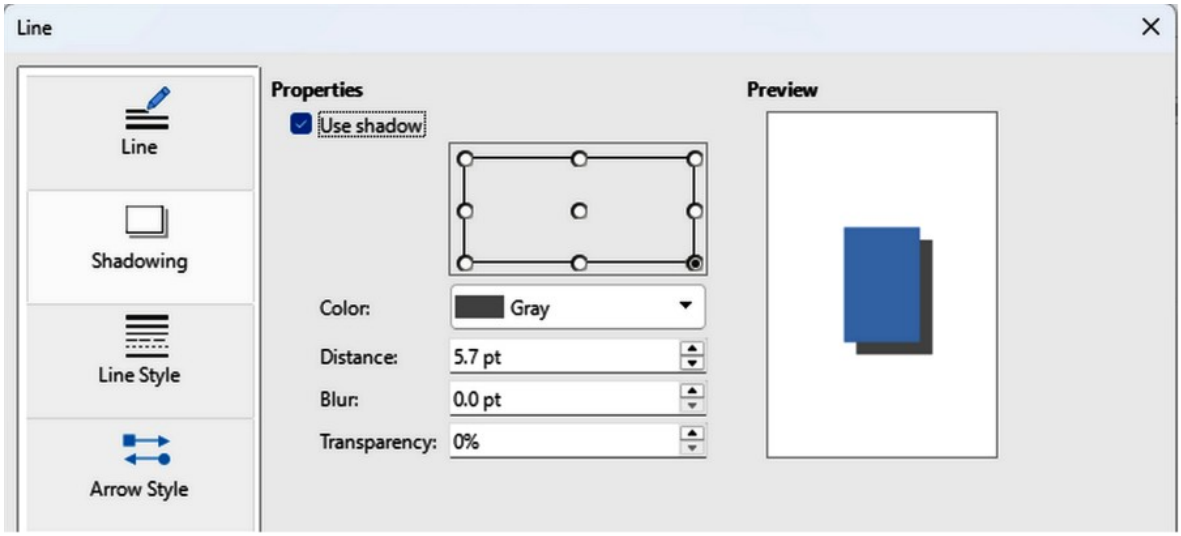


Figure 186: Line dialog — Shadow page

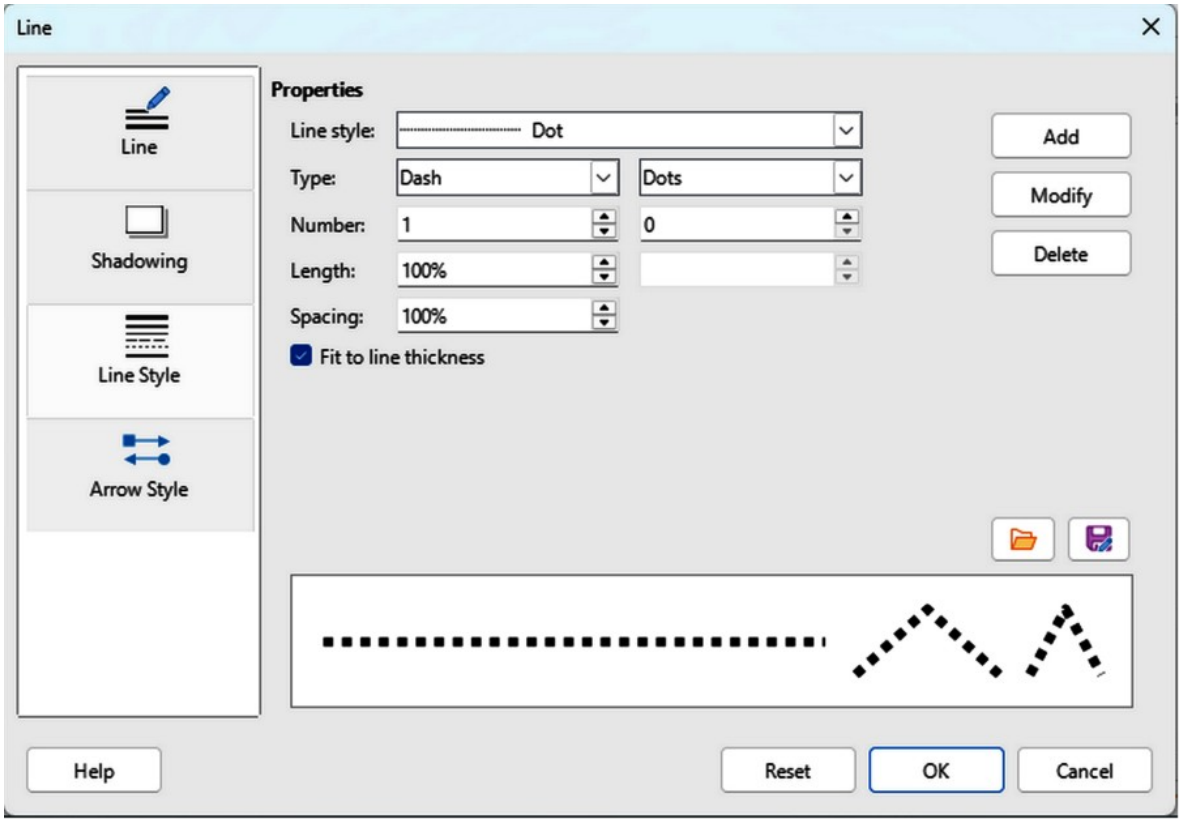


Figure 187: Line dialog — Line Styles page

Line shadows

To quickly apply a shadow to a line, click on **Shadow** on the Line and Filling toolbar. This creates a shadow using the settings from the **Shadow** page in the Line dialog.

The **Shadow** page of the Line dialog (Figure 186) provides options for adding and formatting a line shadow. The shadow settings in this dialog are the same as the shadow settings used for object areas. However, shadow settings for a line can be different from the shadow settings used for object areas. For more information on shadow settings, see “Working with shadows” on page 222.

Line styles

Line styles are used in a drawing when adding several lines of similar types reducing the need to format individual lines and LibreOffice provides line styles for line formatting. Also, line styles can be created, saved, and deleted.

The **Line Styles** page in the Line dialog (Figure 187) provides options for 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 on a slide.
2) Open the Line dialog using one of the following methods:
   - Go to **Format > Text Box and Shape > Line** on the Menu bar.
   - Right-click on the line and select **Line** from the context menu.
   - Click on **Line Styles** to open the Line Styles page.
3) Select from the *Line* style drop-down menu a predefined line style that is similar to the line style being created.
4) 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.
5) In the *Type* drop-down lists, select **Dots** or **Dash**. For lines with only dots or dashes, select the same type in both *Type* boxes.
6) 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.
7) In *Length*, specify the length percentage for dashes. *Length* is not available if **Dots** has been selected for *Type*.
8) In *Spacing*, set a spacing percentage between the dots and/or dashes.
9) If necessary, select *Fit to line width* so that the new style fits the width of the selected line.
10) 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.
11) 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.
12) 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.
13) Click **OK** to save any changes and close the Line dialog.

Note

When creating line styles, it is recommended to use a unique name for the line style. This prevents any predefined line styles in LibreOffice from being overwritten causing formatting problems in other documents using predefined line styles.

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.
4) Click **OK** to save any changes and close the Line dialog.

Note

When deleting line styles, make sure the line style is not used in another document. It is recommended to only delete line styles that have been created. DO NOT delete a LibreOffice predefined line style. This prevents any formatting problems in other documents where line styles have been used.

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.

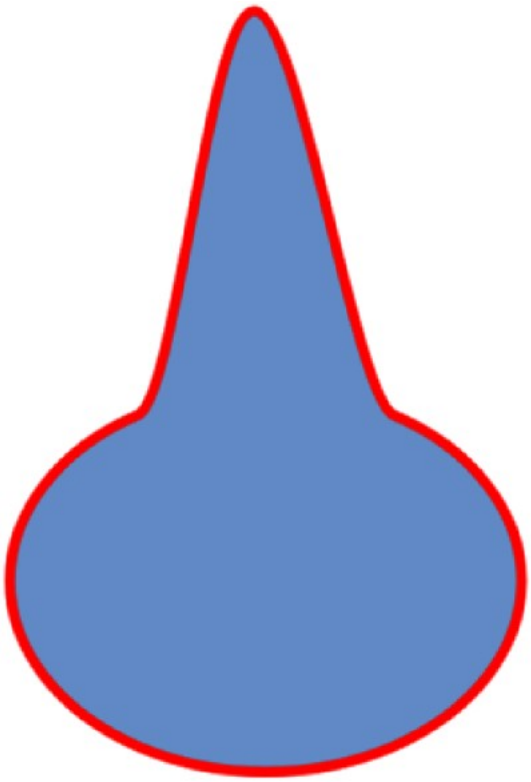


Figure 188: Example arrowhead

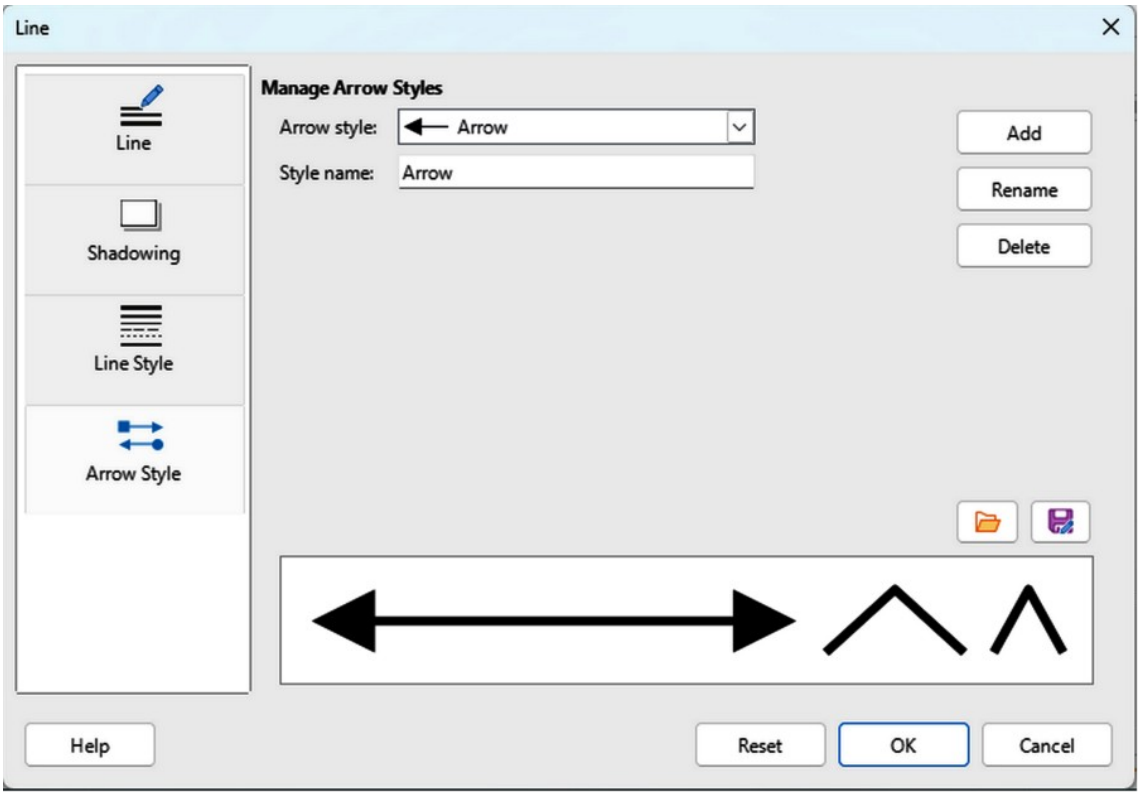


Figure 189: Line dialog — Arrow Styles page

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 188.
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 189).
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.

Deleting arrow styles

1) Open the Line dialog using one of the following methods:
   - Go to **Format > Text Box 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 the arrow style is not used in another document. It is recommended to only delete arrow styles that have been created. DO NOT delete a LibreOffice predefined arrow styles. This prevents any formatting problems in other documents where the arrow style has been used.

Using area fills

Area fill refers to the inside of an object that has an unbroken border, for example a rectangle, circle, star, pentagon and so on. Area fills can consist of a color, gradient, hatching, pattern, bitmap, image, or pattern, as shown by the examples in Figure 190. Area fills can also be made partly or wholly transparent and throw a shadow.

Note

Although the characteristics of an existing area fill can be changed and then modified by clicking on **Modify**, it is recommended that only custom area fills are modified rather than modifying a LibreOffice predefined area fill. Predefined area fills may be reset when LibreOffice is updated.

Area fill types

The area fill types that are available for use with objects are as follows. To create custom area fill types, see “Working with area fill types” on page 207 for more information.

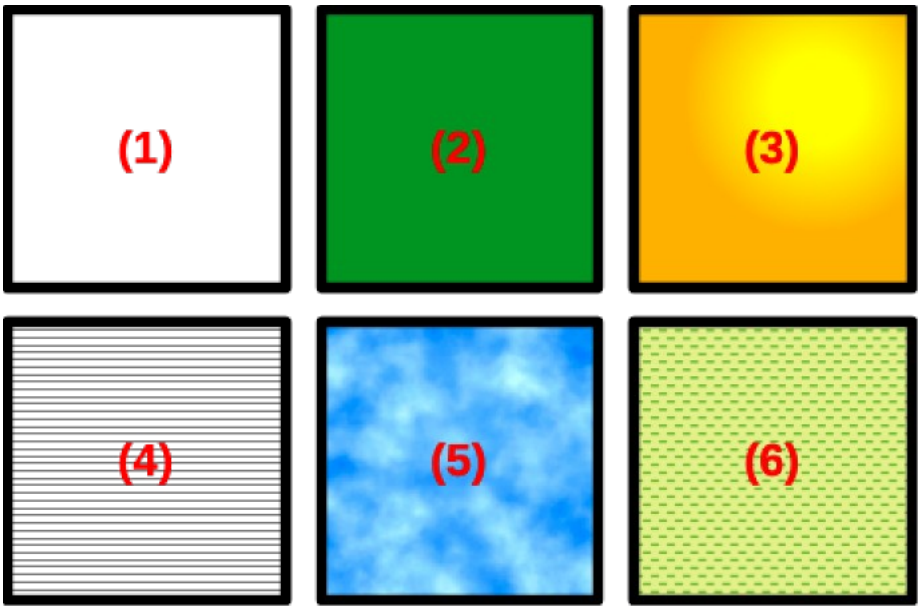


Figure 190: Example of area fill types

(1) None
(2) Color
(3) Gradient
(4) Image
(5) Pattern
(6) Hatch

None
Select if an area fill for an object is not required.

Color
Select a color palette from the available palettes, then select a color in the palette by clicking on the color.

Gradient
Select the required gradient from the available options.

Image
Select the required image from the available options.

Pattern
Select the required pattern from the available options.

Hatch
Select the required hatching from the available options.

Use Background
Select this option to use one object to create a hole through several objects placed in a stack on a slide and show the slide background as an area fill. See "Background image fills" on page 221 for more information on using a background image as an area fill.

Line and Filling toolbar

The Line and Filling toolbar provides several tools to quickly format an object area fill. If this toolbar is not displayed, go to **View > Toolbars > Line and Filling** on the Menu bar.

1) Select an object so that the selection handles are displayed.
2) Click on **Area Style/Filling** on the Line and Filling toolbar (Figure 181 on page 196), select the type of fill required from the drop-down list. For more information on area fills, see “Area fill types” on page 204 and “Working with area fill types” on page 207.
3) Deselect the object to save any changes.

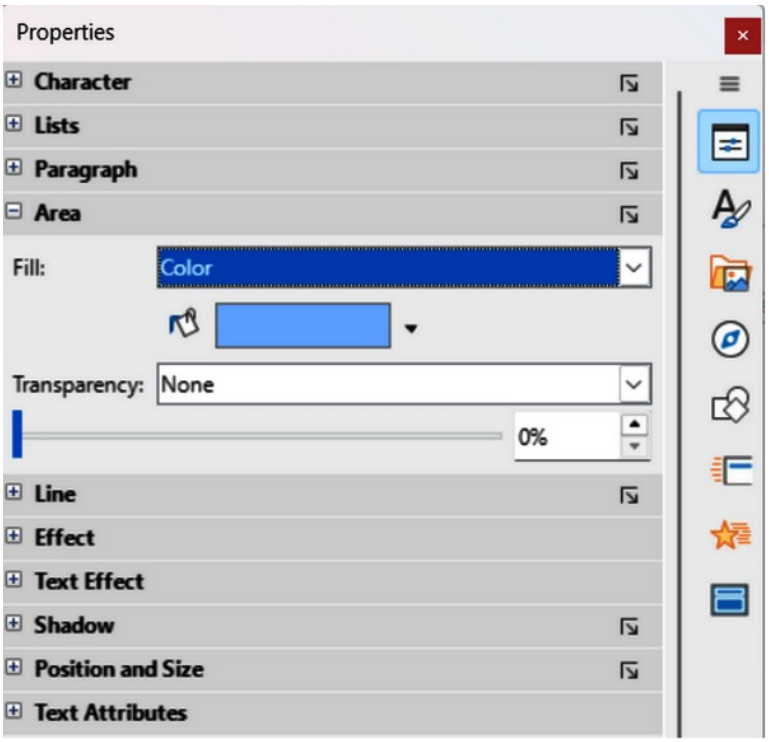


Figure 191: Sidebar Properties deck — Area panel

Sidebar

The options available in the **Area** panel in the Properties deck on the Sidebar provide a number of default fillings available with restricted options to quickly format the area fill of objects.

1) Select an object so that the selection handles are displayed.
2) Click on **Properties** on the Sidebar to open the Properties deck, then click on **Area** to open the **Area** panel (Figure 191).
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 “Area fill types” on page 204 and “Working with area fill types” on page 207.
4) Deselect the object to save any changes.
5) If necessary, click on **More Options** on the right of the **Area** panel title bar to open the Area dialog giving more control over the appearance of the object fill.

Area dialog

Use the Area dialog (Figure 192) to edit area fills, or create an area fill.

1) Select an object so that the selection handles are displayed.
2) Open the Area dialog using one of the following methods:
   – Go to **Format > Text Box 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 area fill from the options available. The number of available options depends on the type of area fill selected. For more information on area fills, see “Area fill types” on page 204 and “Working with area fill types” on page 207.
5) Click **OK** to close the Area dialog and save the changes.

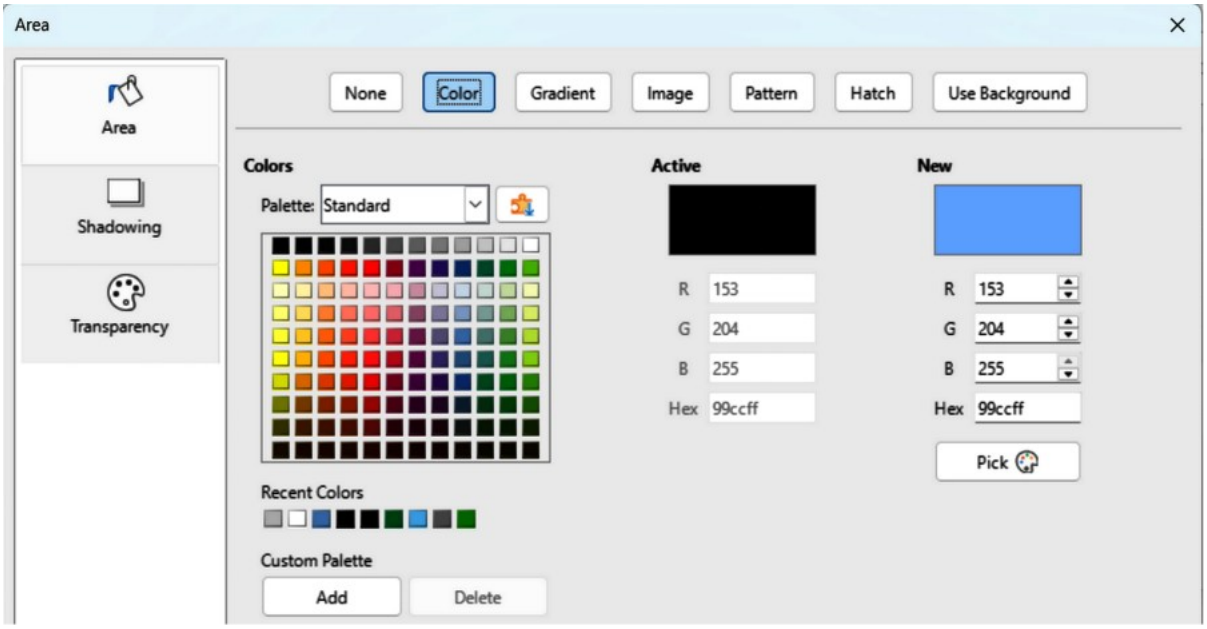


Figure 192: Area dialog — Area Color page

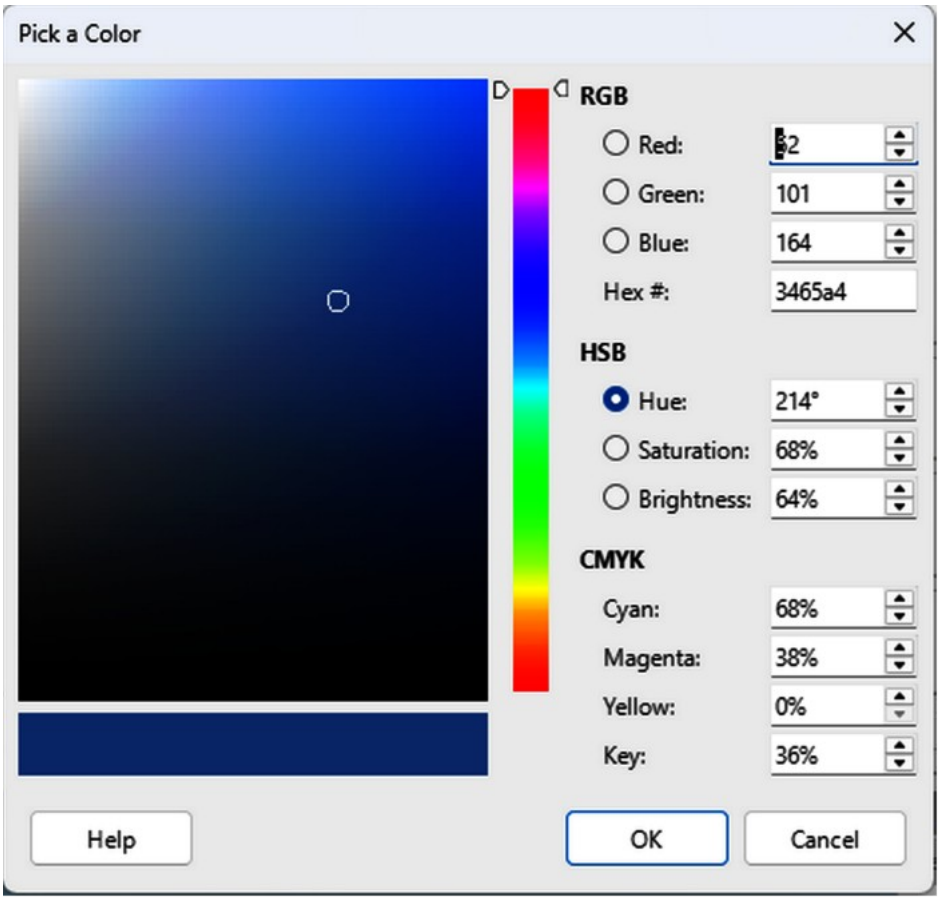


Figure 193: Pick a Color dialog

Working with area fill types

Color fills

Adding color

1) Select an object so that the selection handles are displayed.
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 192).
3) In *Palette*, select the required color palette from the drop-down list and the required color from the available colors. 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 193). Select a color from the color box or enter the RGB, Hex, HSB or CMYK values.
   - If a color has been used before, select the required color from *Recent Colors*.
4) Click **OK** to close the dialog and save the changes. The color area fill appears in the selected object.

Note

The color notations are linked and changing the value in one set, automatically changes the values in the other sets.

Creating custom colors with Area dialog

Custom colors can be created by changing the values of the following:

RGB notation — Red (R), Green (G), and Blue (B)
Hex # number — Hue (H), Saturation (S), and Brightness (B) values
CMYK percentages — Cyan (C), Magenta (M), Yellow (Y), and Black (K)

1) Select an object so that the selection handles are displayed.
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 values for either RGB, Hex #, HSB, or CMYK.
4) Click on **Add** in *Custom Palette* and enter a name 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 so that the selection handles are displayed.
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 193).
4) Create a new color using one of the following methods. A preview of the color created is shown in the colored box on the left side of the original color.
   - Select a color range from the colored bar, then, using the cursor, move the target in the colored box until the cursor is on the color required.
   - Enter the color values in the **RGB** text boxes.
   - 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 example a logo.
   - Enter the color values in the **HSB** text boxes. HSB values do not change the color, but how a color looks.
   - Enter the color percentages in the **CMYK** text boxes.
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.

Deleting custom colors

1) Select an object for editing and open the Area dialog.
2) 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 in the custom palette can be deleted. LibreOffice color palettes cannot be deleted.

Adding color palettes

Color palettes that are compatible with LibreOffice can be added using **Extensions: Color Palettes** as follows:

1) Select an object for editing and open the Area dialog.

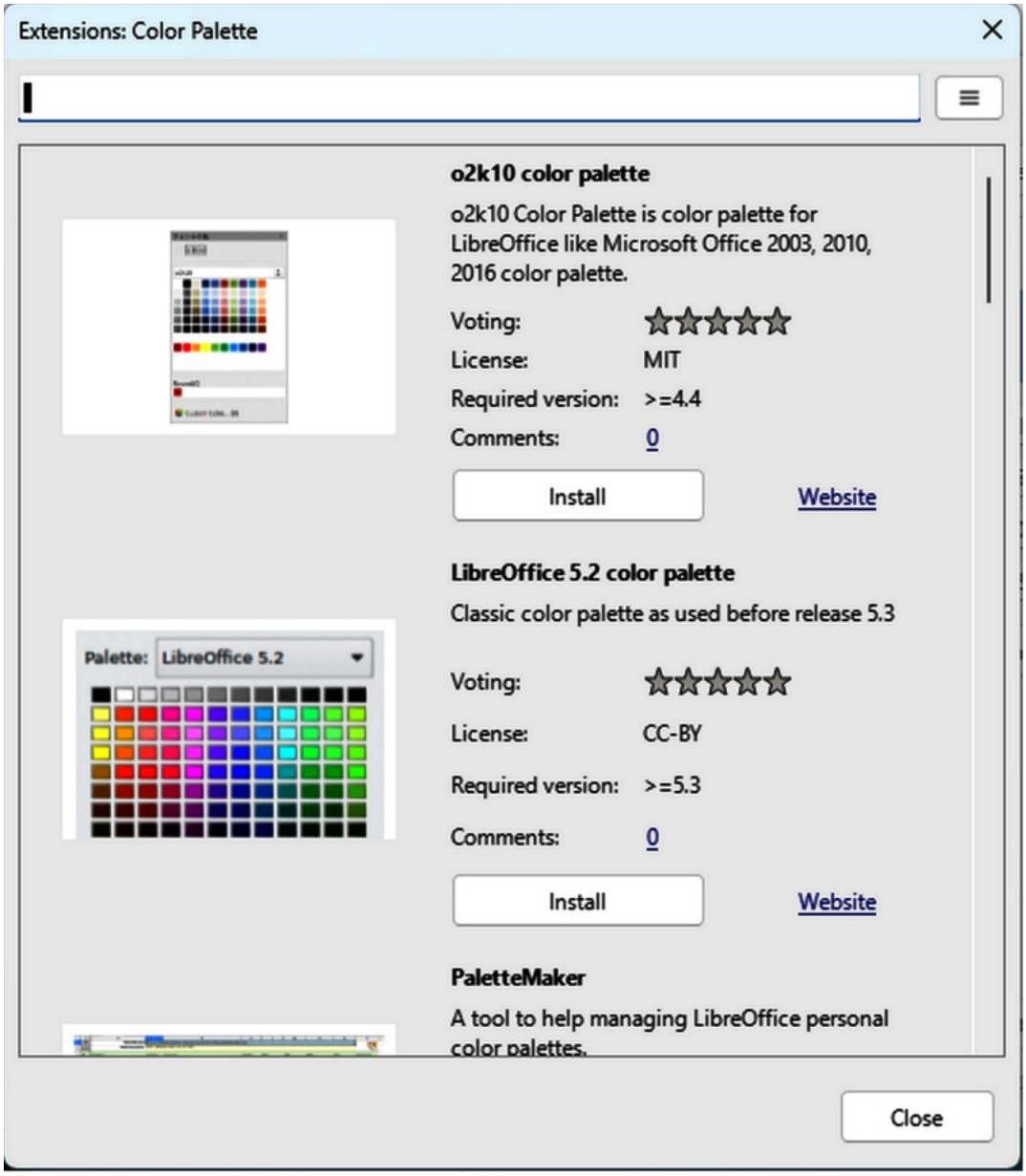


Figure 194: Extensions Color Palette dialog

2) Click on **Area** to open the **Area** page, then click on *Color* to open the options available for a color fill.

3) In **Colors**, click on **Add color palettes via extension** to open the Extensions: Color Palette dialog (Figure 194).

4) Select a color palette from the list of available color palette extensions and click on **Install** to install the extension into LibreOffice.

5) Click on **Close** to close the Extensions: Color Palette dialog and the color palette appears in the *Palette* drop-down list ready for use.

Gradient fills

Adding gradients

1) Select an object for editing and open the Area dialog.

2) Click on **Area** to open the **Area** page, then click on *Gradient* (Figure 195) 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 gradient area fill appears in the selected object.

Creating custom gradients

Gradients can be modified or created. Several types of gradients are predefined in LibreOffice. Changing the *From Color* and *To Color* settings could be sufficient to create a satisfactory result.

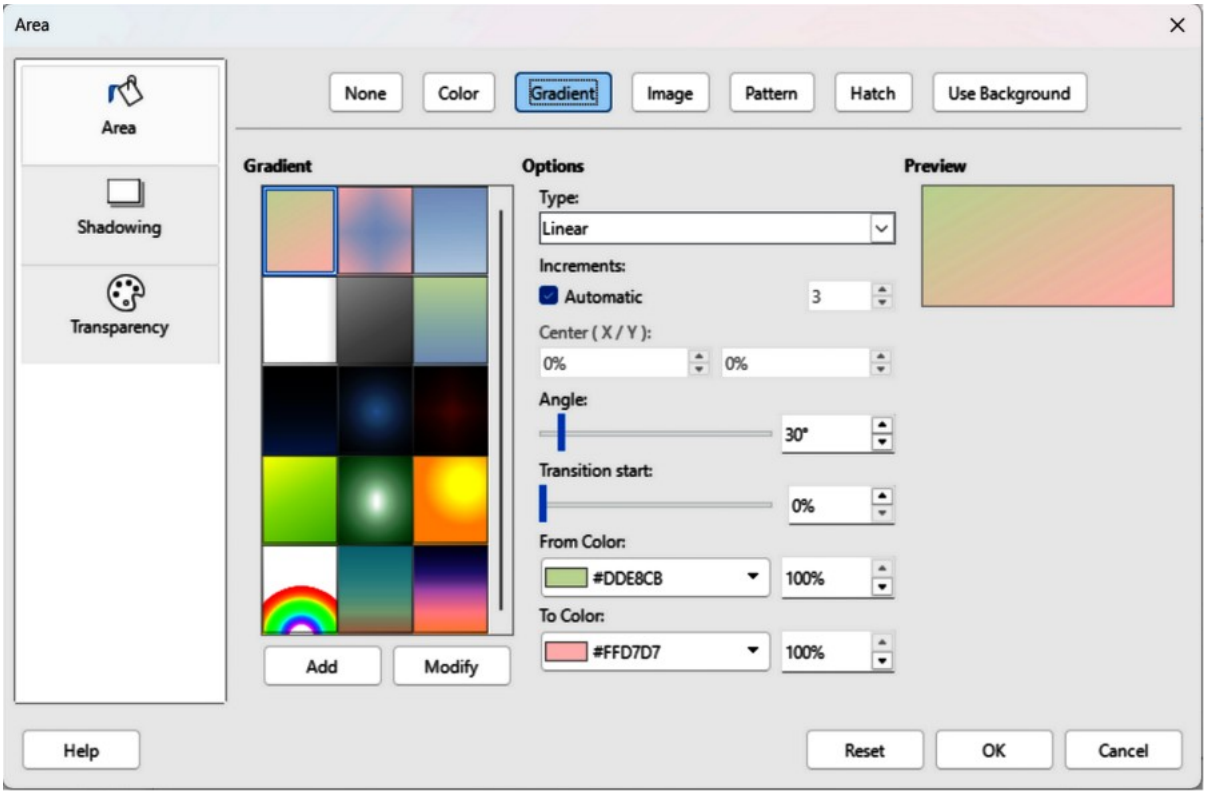


Figure 195: Area dialog — Gradient page

Note

It is recommended to only modify, rename or delete gradients that have been created. Custom gradients are always positioned at the bottom of the displayed gradients. Modifying, renaming or deleting gradients that are installed with LibreOffice may cause problems in documents that use one of these gradients.

1) Select an object for editing and open the Area dialog.
2) Click on **Area** to open the **Area** page, then click on *Gradient* to open the options available for a gradient fill.
3) In **Gradient**, select one of the predefined gradient from the list of available gradients and it 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. See Table 6 for information for options used for gradients. 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 at the end of the gradients displayed in **Gradient**.
8) Click **OK** to close the Area dialog and save the changes.

Table 6: Gradient options

Gradient property	***Description***
Linear gradient	Color transitions from the starting color to the end color in a straight line.
Axial gradient	Color transitions from the starting color to the end color from the object center to the object edges in two opposite directions.
Radial gradient	Color transitions from the starting color to the end color in a circular pattern.
Ellipsoid gradient	Color transitions from the starting color to the end color in an elliptical pattern.
Quadratic gradient	Color transitions from the starting color to the end color from the object edges to the object center in four directions.
Square gradient	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 required for blending two colors in a gradient. By default this is set to *Automatic*.
Center X	For *Radial*, *Ellipsoid*, *Square*, and *Rectangular* gradients, modify values to set the horizontal offset of the gradient center.
Center Y	For *Radial*, *Ellipsoid*, *Square*, and *Rectangular* gradients, modify values to set the vertical offset of the gradient center.
Angle	For all gradient types, modifies the angle of the gradient axis.
Border	Increase value to make the gradient start further away from the border of the shape.
From Color	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	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 for editing where the gradient is going to be modified and open the Area dialog.
2) 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 previously created and added to the gradients displayed in **Gradient**.
4) Enter new values for the gradient options that are being changed. See Table 6 for more information on gradient options. Depending on the type of gradient selected, some options may not be available.
5) Click **Modify** to save the changes. There is no confirmation given when modifying a gradient.
6) Click **OK** to close the Area dialog and save the changes.

Renaming gradients

1) Select the object for editing where the gradient is going to be modified and open the Area dialog.
2) 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 that is going to be renamed and select **Rename** from the context menu.
4) Enter a name for the gradient in the Name dialog that opens.
5) Click **OK** to save the name change and close the Name dialog.
6) Click **OK** to save the changes and close the Area dialog.

Deleting gradients

1) Select the object for editing where the gradient is going to be modified and open the Area dialog.
2) 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 **Gradient**.
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 the object for editing where the gradient is going to be modified and open the Area dialog.
2) Click on **Area** to open the **Area** page, then click on *Gradient* to open the options available for a gradient fill.

Note

Moving the *From Color* and *To Color* 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.



Figure 196: Transformations toolbar

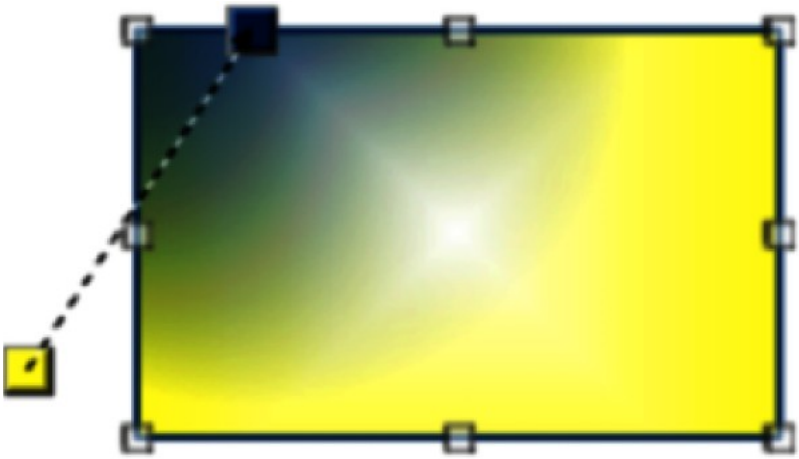


Figure 197: Example of using interactive gradients

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 196).
4) Click on **Interactive gradient** in the Transformations toolbar. This displays a dashed line connecting two colored squares. The colors are the *From Color* and *To Color* that have been used for the selected gradient (Figure 197).
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.
6) Click **OK** to save the changes and close the Area dialog.

The gradient properties are adjusted depending on the gradient type selected and these properties are explained below.

Linear
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
Move the *To Color* square to change both the angle and border properties of the gradient. Only the *To Color* square can be moved.

Radial
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
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
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
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.

Image fills

Note

Image fills in the Area dialog are called bitmap fills in the Line and Filling toolbar, and the **Area** panel in the Properties deck on the Sidebar. Using the Line and Filling toolbar, or the **Area** panel for bitmap area fills, is similar to using image area fills in the Area dialog, but drop-down lists are used with a restricted selection of options.

Adding image fills

1) Select the object for editing where the gradient is going to be modified and open the Area dialog.
2) Click on **Area** to open the **Area** page, then click on *Image* to open the options available for an image fill (Figure 198).
3) In **Image**, select the required image from the list of available images and it appears in **Preview**.
4) Alternatively, click on **Add/Import** to open a file browser window, then select an image file to use as an image fill.
5) To override settings for the selected image, in **Options**, enter values for *Style*, *Size*, *Position*, *Tiling Position*, and *Tiling Offset*. See Table 7 for information on image options.
6) Click **OK** to close the dialog and save the changes. The image area fill appears in the selected object.

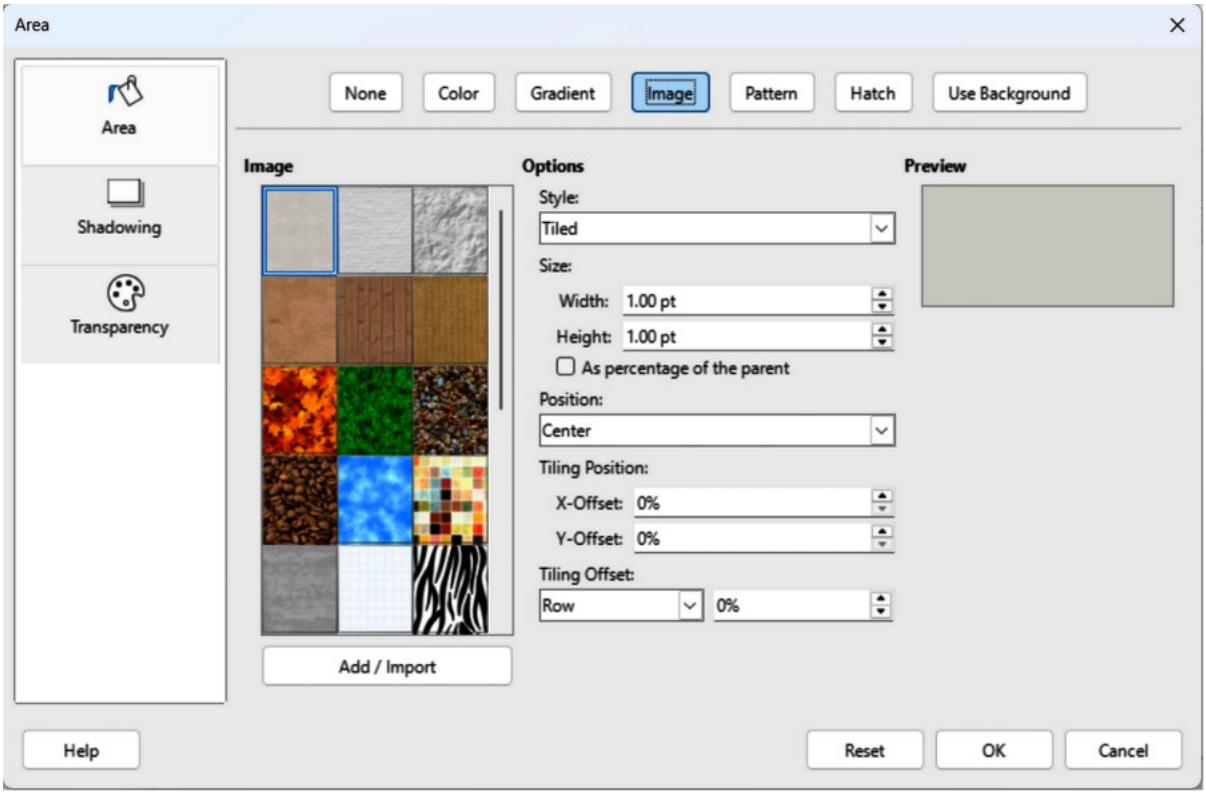


Figure 198: Area dialog — Image page

Table 7: Image options

Option	***Purpose***
Style – Custom position/size	When selected, the position of the image in the object and the size of the image can be determined.
Style – Tiled	When selected, the image is tiled to fill the area. The size of the image used for the tiling is determined by the *Size* settings
Style – Stretched	When selected, an image is stretched to fill object area.
Size – Width	Sets the width of the image. For example, 100% means that the image original width is resized to occupy the whole fill area width, 50% means that the image width is half that of the fill area.
Size – Height	Sets the height of the image. For example, 100% means that the image original height is resized to occupy the whole fill area height, 50% means that the image height is half that of the fill area.
Size – Scale	When selected, image size is given as a percentage for *Width* and *Height*. When deselected, the actual size of the image is given for *Width* and *Height*.
Position	When selected, the anchoring point of the image is determined. Default position is *Center*.
Tiling Position – X offset	When *Tile* is selected, sets the offset for the image width in percentage values. 50% offset means that Impress places the middle part of the image at the anchor point and starts tiling from there.
Tiling Position – Y offset	When *Tile* is selected, sets the offset for the image height in percentage values. 50% offset means that Impress places the middle part of the image at the anchor point and starts tiling from there.
Tiling Offset – Row	When *Tile* is selected, offsets the rows of tiled images by the entered percentage value so that each row is offset from the previous row.
Tiling Offset – Column	When *Tile* is selected, offsets the columns of tiled images by the entered percentage value so that each column is offset from the previous column.

Editing images

1) Select an object for editing where the image is going to be modified and open the Area dialog.
2) Click on **Area** to open the **Area** page, then click on *Image* to open the options available for an image fill.
3) Select an image from the options available in **Image** to use and edit as a fill. Note that any imported images are also available.
4) In **Options**, select the properties for *Style*, *Size*, *Position*, *Tiling Position*, and *Tiling Offset*. See Table 7 for more information on image properties. The best way to understand image properties is to use them. Figure 199 shows examples of using image fills.
5) Click **OK** to save the changes and close the Area dialog.

Importing images

1) Select an object to import an image file into.



Figure 199: Example of using image fills

(1) Original image
(2) Width and height 25% scaled. Anchor top left corner. No offset.
(3) Width and height 25% scaled. Anchor top right. Row offset 50%.

2) Open the Area dialog and click on **Area** to open the **Area** page, then click on *Image* to open the options available for an image fill.
3) Click on **Add/Import** and a file browser window opens.
4) Navigate to the directory containing the image file, then select it and click **Open**.
5) Enter a name for the new image in the Name dialog that opens, then click **OK** to close the Name dialog. The imported image appears at the bottom of the **Image** preview box.
6) Select the imported image in the **Image** preview box.
7) Click **OK** to import the image into the selected object and close the Area dialog.

Renaming images

1) Select an object to import an image file into.
2) Open the Area dialog and click on **Area** to open the **Area** page, then click on *Image* to open the options available for an image fill.
3) Right-click on the image selected for renaming and select **Rename** from the context menu.
4) Enter a new name for the image 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 images

1) Select an object to import an image file into.

2) Open the Area dialog and click on **Area** to open the **Area** page, then click on *Image* to open the options available for an image fill.

3) Right-click on the image that is going to be deleted in the **Image** 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.

Note

It is recommended to only rename or delete images that have been created or imported. Renaming or deleting images that are installed with LibreOffice may cause problems in documents that uses one of these images.

Pattern fills

Using pattern fills

1) Select an object for editing and open the Area dialog.

2) Click **on** Area to open the **Area** page, then click on *Pattern* to open the options available for a pattern fill (Figure 200).

3) In **Pattern**, select a pattern from the displayed options and it appears in **Preview**.

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) Click on **Area** to open the **Area** page, then click on *Pattern* to open the options available for a pattern fill.

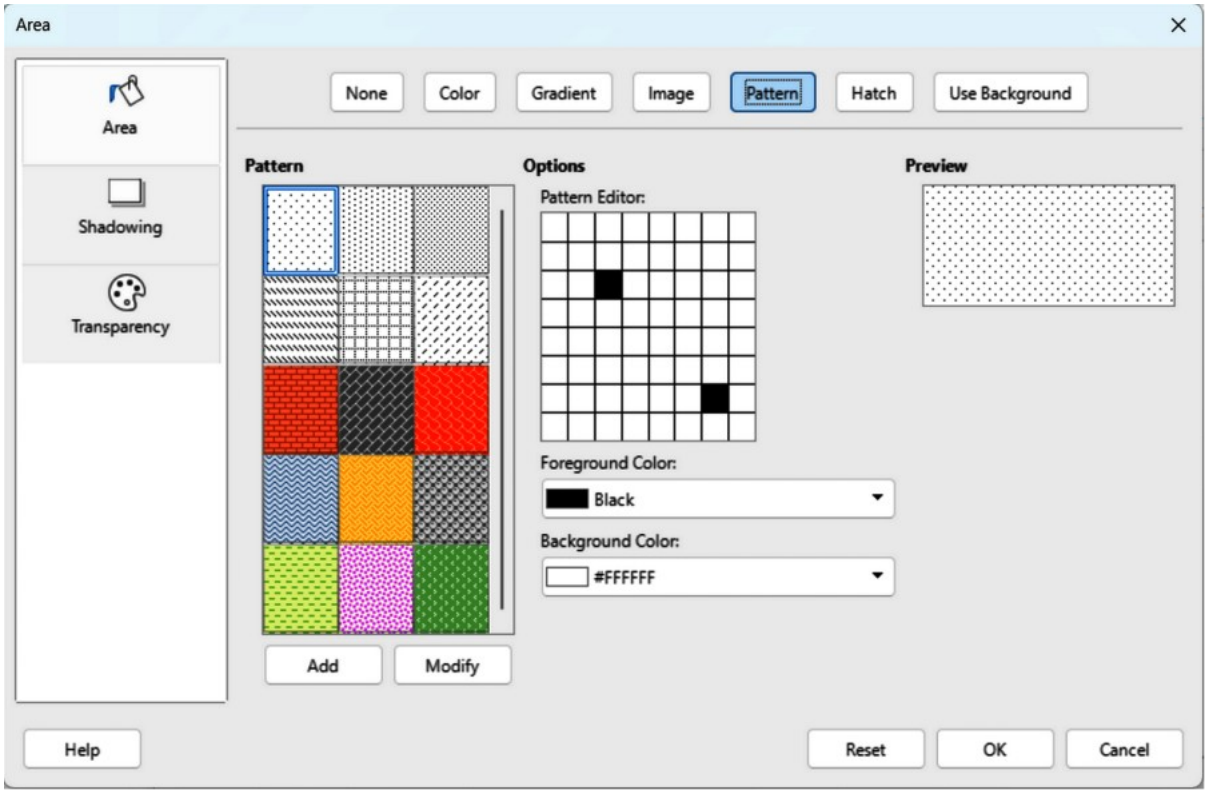


Figure 200: Area dialog — Pattern page

3) If necessary, select a pattern from the options displayed in **Pattern**. Note that any custom or imported patterns are also available. The selected pattern appears in *Pattern Editor*.
4) 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*.
6) Check the pattern being created in *Pattern Editor* and **Preview** to see if the desired effect is being achieved.
7) Click on **Add** to open a Name dialog.
8) Enter a name for the new pattern, then click **OK** to close the Name dialog. The new pattern appears at the bottom of the displayed patterns in **Pattern**.
9) Click **OK** to save the changes and close the Area dialog.

Modifying patterns

1) Select an object that contains a pattern as a fill, or insert a pattern into the selected object.
2) 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 displayed in **Pattern**. Note that any custom or imported patterns are also available. The selected pattern appears in *Pattern Editor*.
4) Enter new colors for *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 between *Background Color* and *Foreground Color*.
6) Check the pattern being created in *Pattern Editor* and **Preview** to see if the desired effect is being achieved.
7) Click on **Modify** to save the pattern changes. There is no confirmation given when modifying a pattern fill.
8) Click **OK** to close the Area dialog and save the changes.

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.

Renaming patterns

1) Select an object that contains a pattern as a fill, or insert a pattern into the selected object.
2) Click on **Area** to open the **Area** page, then click on *Pattern* to open the options available for a pattern fill.
3) In **Pattern**, right-click on the pattern that is displayed in the selected object, then 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 as a fill, or insert a pattern into the selected object.
2) Click on **Area** to open the **Area** page, then click on *Pattern* to open the options available for a pattern fill.
3) In **Pattern**, right-click on the pattern that is displayed in the selected object, then 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 and open the Area dialog.
2) Click on Area to open the Area page, then click on Hatch to open the options available for a hatch fill (Figure 201).
3) In **Hatch**, select a hatch from the displayed options and it appears in **Preview**.
4) Click **OK** to save the changes and close the Area dialog. The hatch area 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 **Hatch** page in the Area dialog.

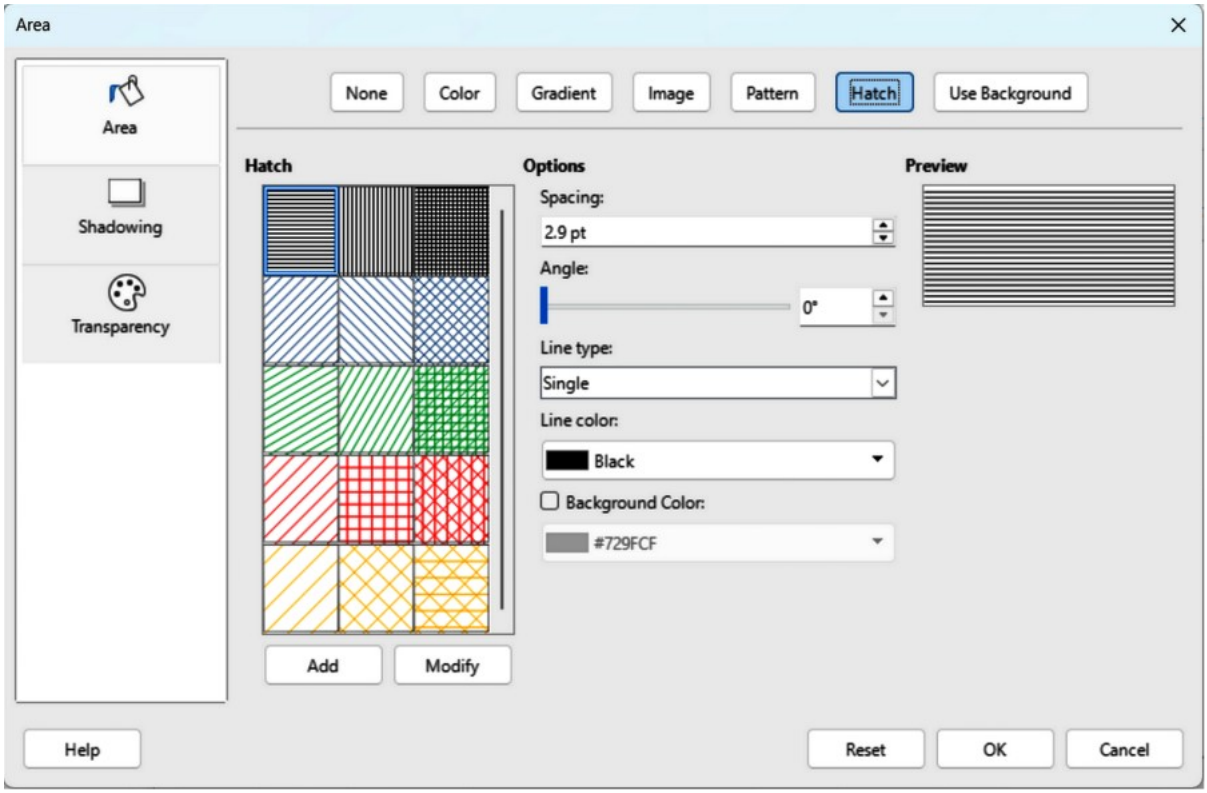


Figure 201: Area dialog — Hatch page

Note

It is recommended to create new hatch fills rather than modify existing hatch fills.

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 **Preview**.
4) Change the values of the option settings for the hatch fill. The hatch fill displayed in **Preview** changes to reflect the changes in option values. See Table 8 for information on hatch options.
5) Click on **Add** to open a 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 **Hatch**.
7) Click **OK** to close the Area dialog and save the changes. The new hatch fill appears in the selected object.

Table 8: Hatch options

Hatch option	***Meaning***
Spacing	Determines the spacing between two lines of the hatching fill. As the value is changed the **Preview** 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.

Modifying hatch fills

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) In **Hatch**, select the hatch that is displayed in the selected object. The selected hatch appears in **Preview**.
4) Enter new values for the option settings of the hatch fill. The hatch fill displayed in **Preview** changes to reflect the changes in option values. See Table 8 for information on hatch options.
5) Click **Modify** to save the changes. There is no confirmation given when modifying a hatch fill.
6) Click **OK** to save the changes and close the Area dialog.

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.

Renaming hatch fills

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) In **Hatch**, right-click on the hatch that is displayed in the selected object, then select **Rename** from the context menu.
4) Enter a name for the hatch 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 hatch fills

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) In **Hatch**, right-click on the hatch that is displayed in the selected object, then select **Delete** from the context menu.
4) Click on **Yes** to confirm the deletion, then click **OK** to save the changes and close the Area dialog.

Background image fills

Background image fills are used to allow an object create windows on a slide and display any background image that has been placed on the slide. Figure 202 shows an example of an ellipse, the topmost object, being used as a window through the underlying pentagon and rectangle objects, and showing a portion of the background image.

Note

There are no options available for using a background image fill. When a background image fill is applied to an object, the whole of the object area is used for the area fill.

1) Select a slide in a presentation that uses a background image.
2) Insert several objects onto the slide and position the objects into a stack.
3) Add an object that is going to be used as window onto the object stack as the topmost object and make sure it is selected.
4) Change the fill of the selected object to a background image fill using one of the following methods:
   - Open the Area dialog and select **Use Background** from the options available on the Area page.
   - On the Line and Filling toolbar, select **Use Slide Background** from the options available in the **Area/Style Filling** drop-down menu.
   - In the **Area** panel in the Properties deck on the Sidebar, select **Use Slide Background** from the options available in the *Fill* drop-down list.
5) Deselect the object and the background image appears in the object creating a window.



Figure 202: Example of using background image

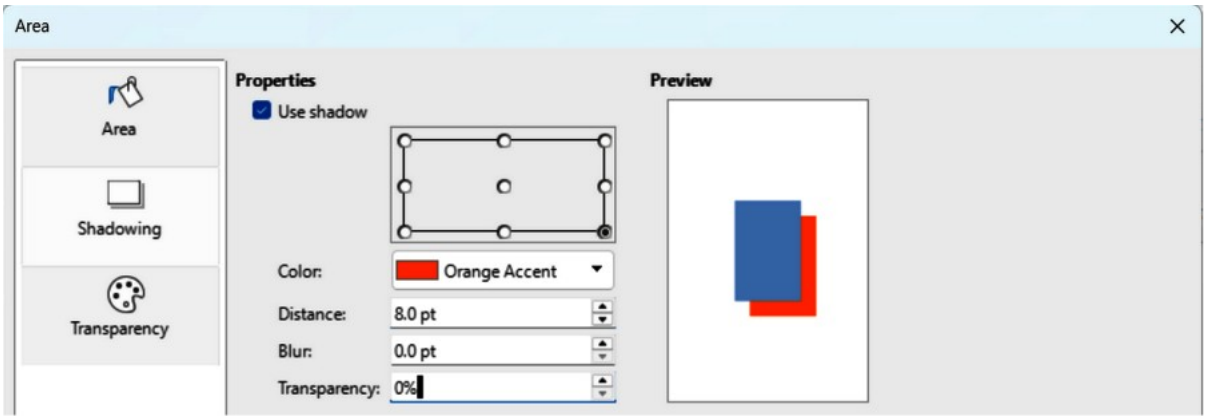


Figure 203: Area dialog — Shadowing page

Working with shadows

Shadows can be applied to objects such as lines, shapes and text. The options available for shadows are as follows:

Use shadow
This option must be selected to use a shadow with an object. Only available in the **Shadow** page of the Area dialog (Figure 203).

Enable
This option must be selected to use a shadow with an object. Only available in the **Shadow** panel in the Properties deck on the Sidebar (Figure 204).

Position grid
Select one of nine points determining the direction in which the shadow is cast from the object. Only available in the **Shadow** page of the Area dialog (Figure 203).

Angle
Determines the angle in which the shadow is cast from the object. Only available in the **Shadow** panel in the Properties deck on the Sidebar (Figure 204).

Color
Sets the color used for the shadow.

Distance
Determines the offset distance between the object and 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.

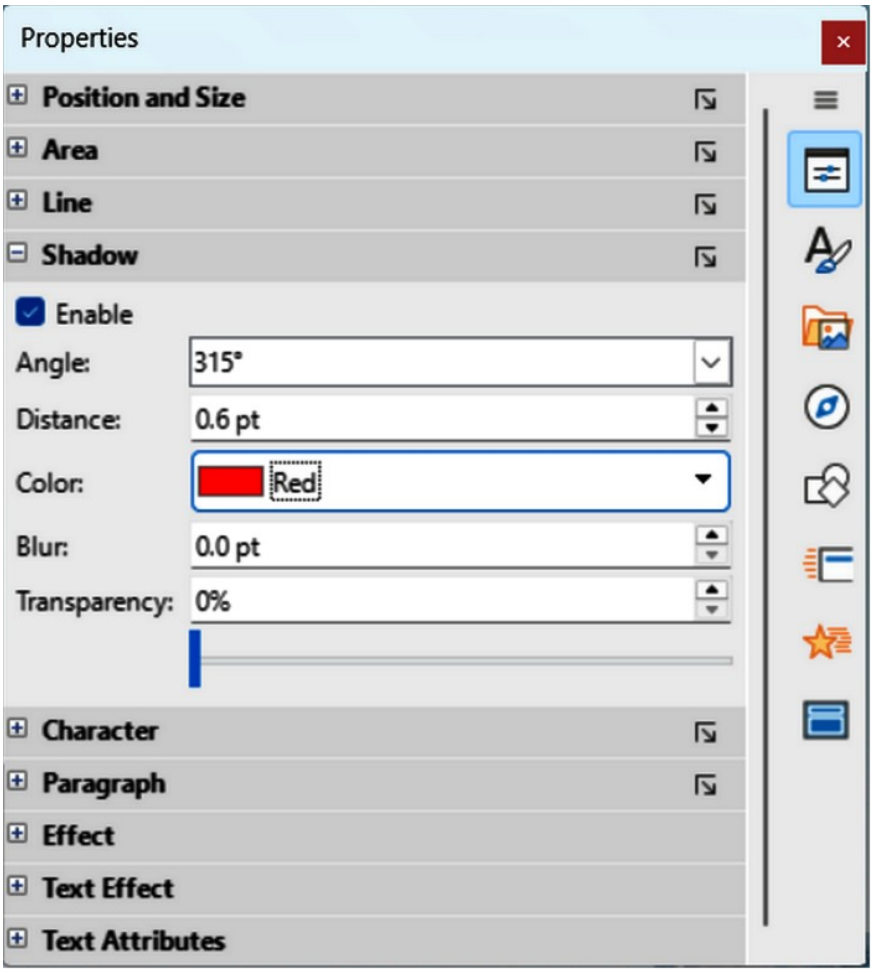


Figure 204: Sidebar Properties deck — Shadow panel

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 in the position grid 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, 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.

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 in the Properties deck (Figure 204).
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 *Distance*, enter a distance to set spacing between the object and the shadow.
7) In *Color*, select the color palette from the drop-down list of available palettes and then select the color required for 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 210.

Using Area dialog

1) Select an object where a transparency is going to be applied.

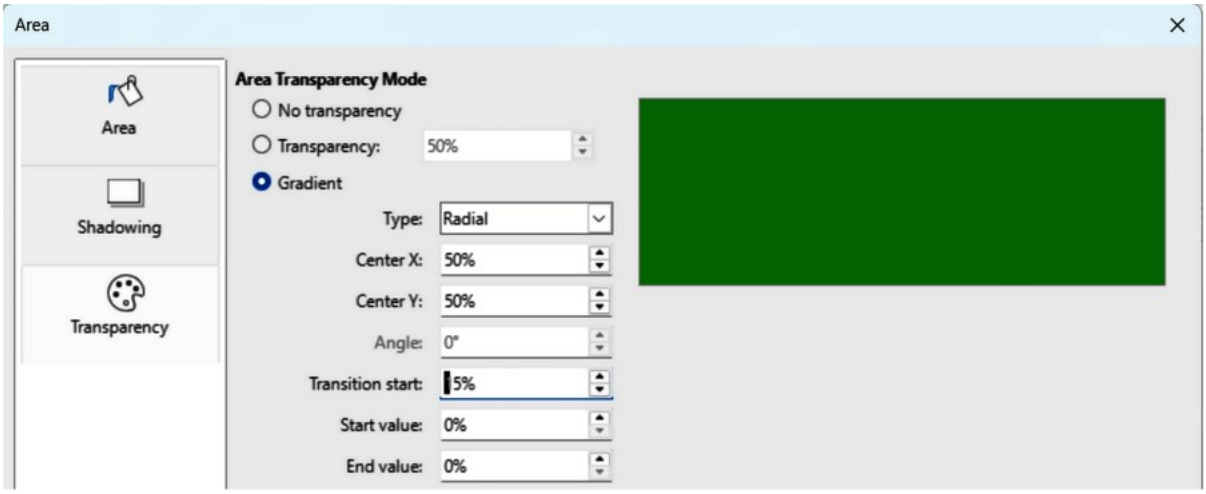


Figure 205: Area dialog — Transparency page

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. The available options depends on the type of gradient transparency. Refer to Table 9 for a description of the properties.

6) Click **OK** to close the Area dialog and save the changes.

Table 9: Gradient transparency options

Gradient transparency options	***Meaning***
Center X	Used for **Radial**, **Ellipsoid**, **Quadratic** and **Square** gradients. The values to set the horizontal offset of the gradient center.
Center Y	Used for **Radial**, **Ellipsoid**, **Quadratic** and **Square** gradients. The values to set the vertical offset of the gradient center.
Angle	Used for **Linear**, **Axial**, **Ellipsoid**, **Quadratic** and **Square** 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.

Using Area panel on Sidebar

1) Select an object where a transparency is going to be applied.

2) Open the **Area** panel in the Properties deck on the Sidebar (Figure 191 on page 205).

3) Click in the *Transparency* option box and open a list of available types of transparencies.

4) Select a transparency type from the available options in the drop-down list: **Solid**, **Linear**, **Axial**, **Radial**, **Ellipsoid**, **Quadratic** or **Square**. The selection of a transparency type changes the available options to match the selected transparency type.
   - Select **Solid** to create a uniform transparency and use the slider or text box to change the transparency percentage.
   - Select from **Linear**, **Axial**, **Radial**, **Ellipsoid**, **Quadratic** or **Square** to create a gradient transparency so that the area fill becomes gradually transparent.
   - If a gradient transparency has been selected, the available options change to match the type of the gradient transparency. Refer to Table 9 for gradient transparency options.
5) Click outside of the object to deselect it and save the changes.

Text in objects

Note

By default, an object is not dynamic when created and does not behave the same way as 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 text cursor and flashes inside the object indicating that text mode is active. The Text Formatting toolbar automatically opens replacing the Line and Filling toolbar.
   - Double-click on the object.
   - Use the keyboard shortcut *F2*.
   - Go to **Insert > Text Box** on the Menu bar.
   - Click on **Insert Text Box** on the Standard or Drawing toolbar to insert horizontal text.
   - Click on **Insert Vertical Text** on Standard or Drawing toolbar to insert vertical text.

Notes

If double-clicking on an object does not work, go to **View > Toolbars** on the Menu bar to open the Options toolbar and select **Double-click to edit Text**.

Vertical text is only available if Asian and/or Complex text layout have been selected in **Tools > Options > Language Settings > Languages** (macOS **LibreOffice > Preferences > Language Settings > Languages**).

3) Type the required text. Horizontal text is centrally aligned horizontally and vertically within the boundaries of the object. Vertical text is aligned centrally on the left side 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 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.

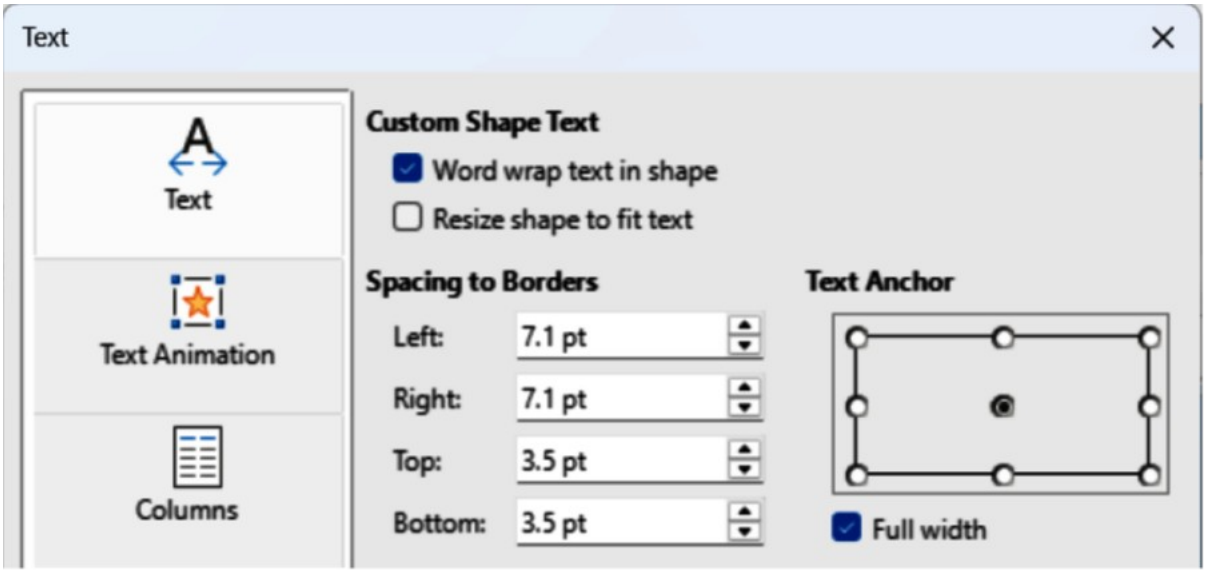


Figure 206: Text dialog — Text page

Formatting text in objects

This section only covers formatting of how text appears inside an object. For more information on formatting text attributes, see *Chapter 3, Adding and Formatting Text*.

1) Select an object which contains text and use one of the following methods to open the Text dialog (Figure 206):
   - Go to **Format > Text Box and Shape > Text Attributes** on the Menu bar.
   - Right-click on 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 and one of the following methods. See *Chapter 3, Adding and Formatting Text* for more information on formatting text attributes. The text formatting options for objects are described in Table 10.
   - Use the tools available on the Text Formatting toolbar.
   - Go to **Format > Text** on the Menu bar and use the options available in the drop-down menu.
4) Click **OK** to close the Text dialog and save the changes to the text.

Table 10: Text formatting options for objects

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.

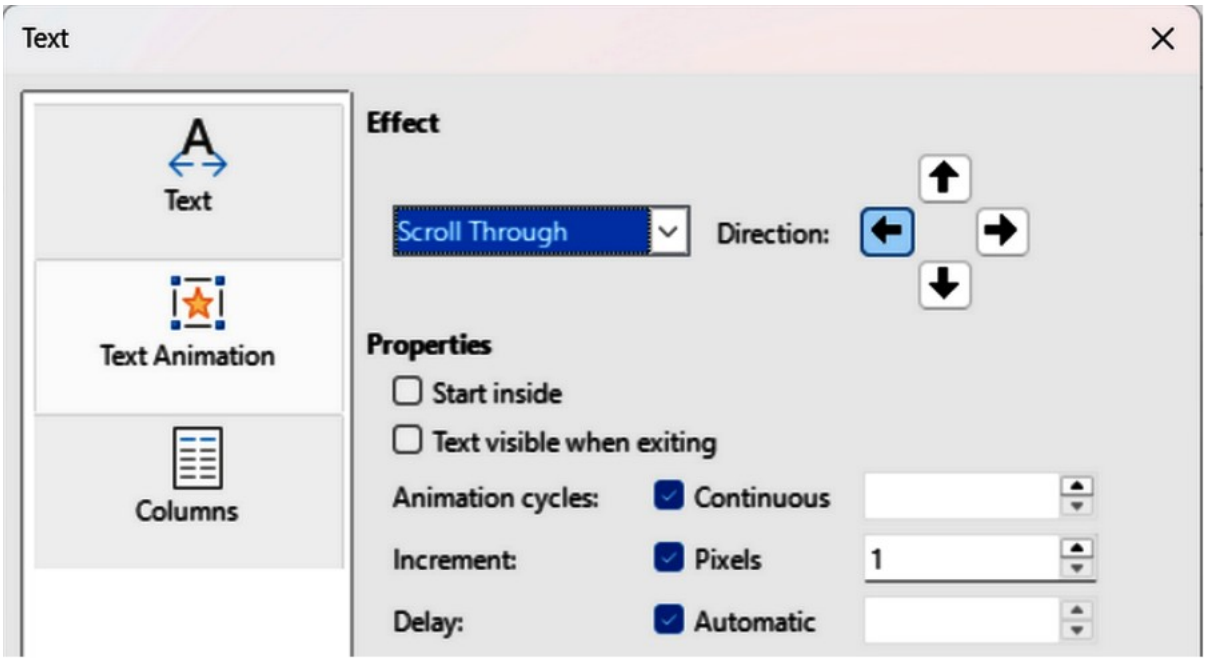


Figure 207: Text dialog — Text Animation page

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 an object which contains text.
2) Open Text dialog and click on **Text Animation** to open **Text Animation** page (Figure 207).
3) Select the type of animation required from the **Effect** drop-down list as follows:
   - **No Effect** — default setting.
   - **Blink** — text blinks on the screen.
   - **Scroll Through** — text moves into an object and then out following the selected direction.
   - **Scroll Back and Forth** — text moves first in the selected direction, but bounces back at the object border.
   - **Scroll In** — text scrolls in toward the given direction starting from the edge of the object and stops in the center.
4) In **Effect**, select the *Direction* of the animation using one of the four arrows to set the scroll direction for the text.
5) In **Properties**, select one the following options for the animation:
   - *Start inside* — animation starts from inside the object.
   - *Text visible when exiting* – select to see the text when it exits from the animation.
   - *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** (macOS **LibreOffice > Preferences > LibreOffice Impress > General**).

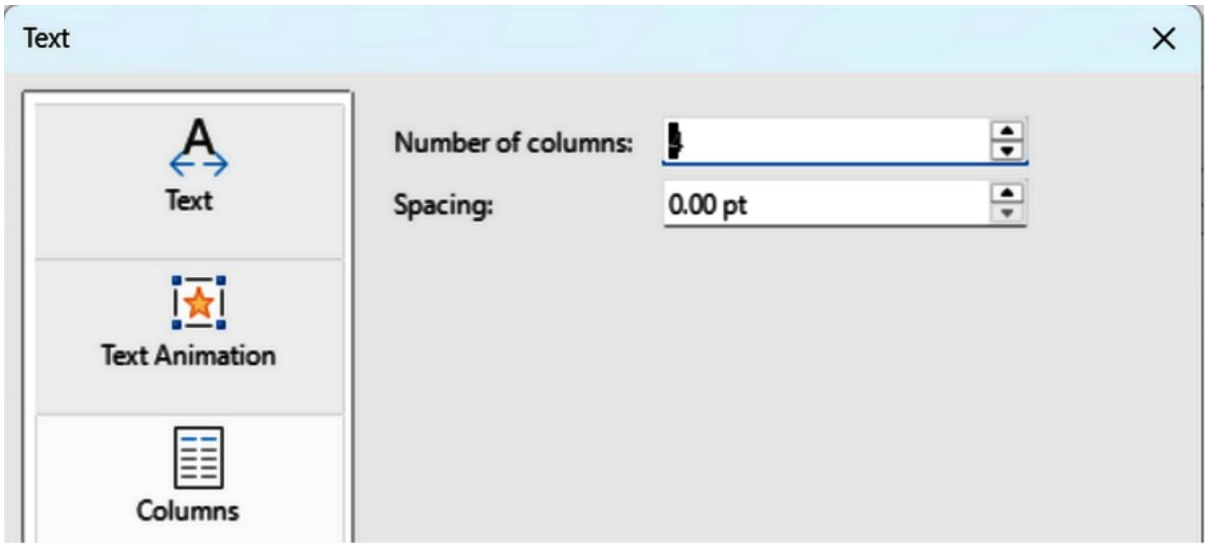


Figure 208: Text dialog — Columns page

– *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

When text columns are added to an object, the inside of an object is fully used to format the text into the number of columns that have been created.

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** text box.
4) Enter the spacing required between each column in the **Spacing** text box. The units of measurement depends on the settings in **Tools > Options > LibreOffice Impress > General** (macOS **LibreOffice > Preferences > LibreOffice Impress > General**).
5) Click **OK** to close the Text dialog and save the changes.

Object glow effect

Objects inserted into a slide can be given a glow effect, as shown by the example of a smiley face in Figure 209.

1) Create an object on a slide and select the object.
2) Open the **Effects** panel in the Properties deck on the Sidebar (Figure 210).
3) In **Glow** *Radius*, enter a measurement value for the glow radius.
4) In **Glow** *Color*, select a glow color from the drop-down list.
5) In **Glow** *Transparency*, if required, enter a percentage value for the glow effect.
6) In **Soft Edge** *Radius*, if required, enter a measurement value for the sift edge radius.



Figure 209: Example of object glow effect

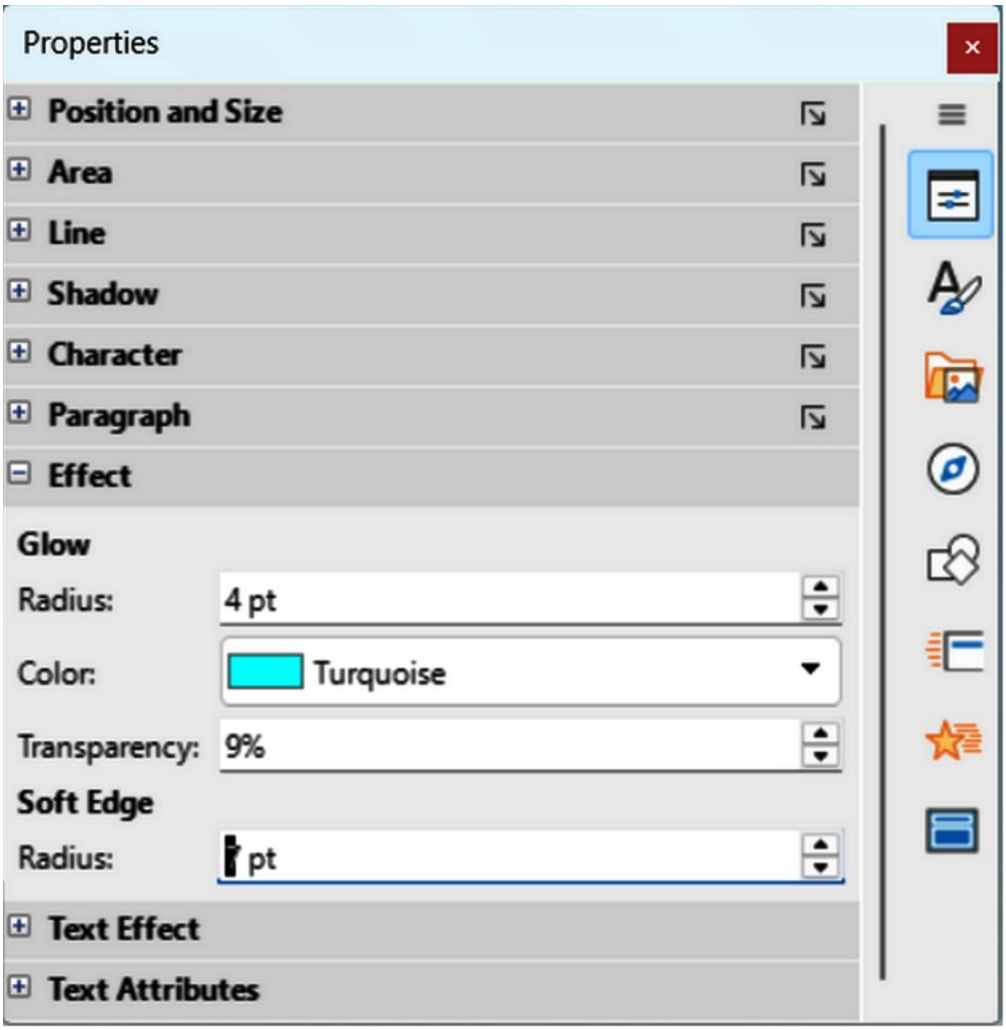


Figure 210: Sidebar Properties deck — Effect panel

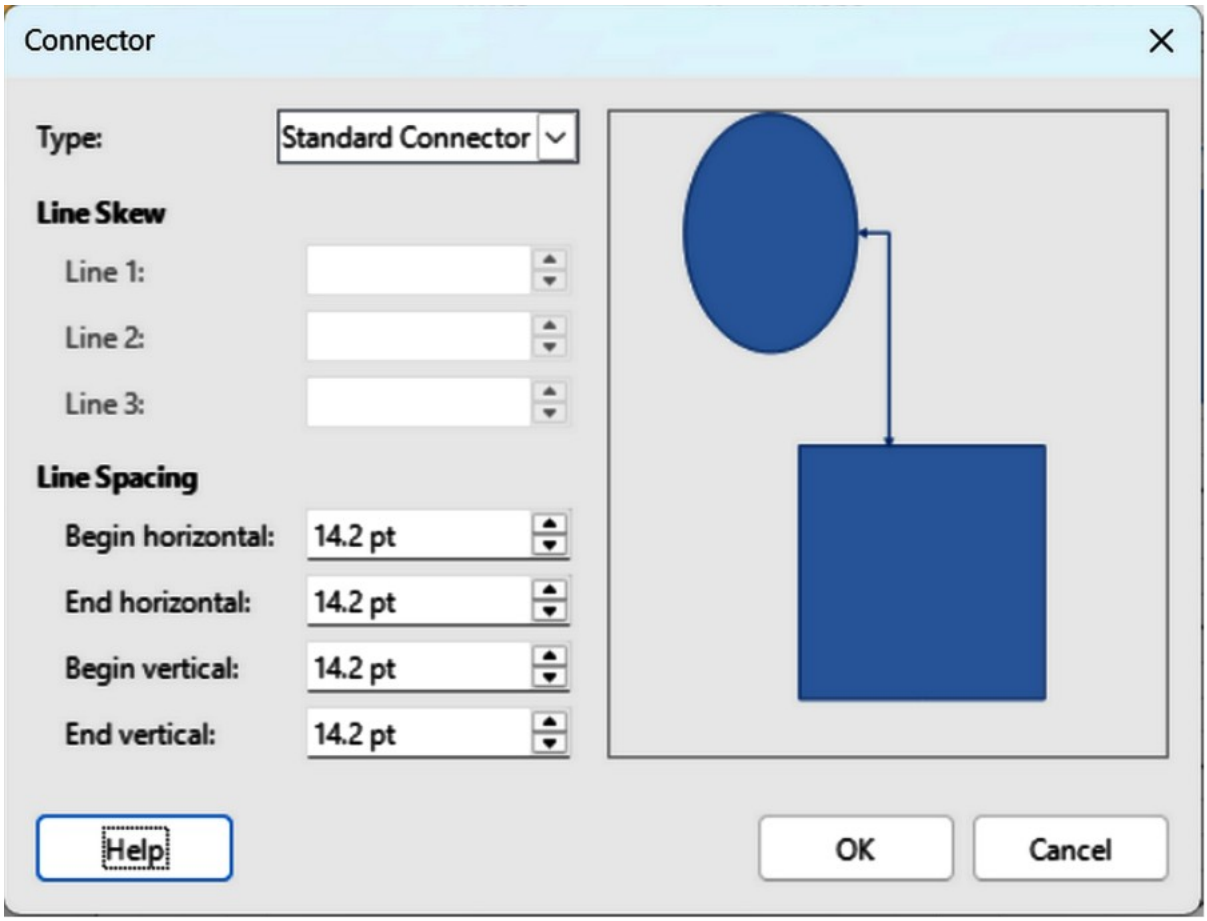


Figure 211: Connector dialog

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 211). The Connector dialog displays a preview of the selected 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 drawing styles

To achieve consistency for slides in a presentation, it is recommended to use styles when applying the same formatting to objects. In Impress, the styles used for objects are called drawing styles.

Drawing styles are similar to paragraph styles used for text. A drawing style groups all formatting properties applicable to an object and associates these properties to a drawing style name. This allows a drawing style 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. This can speed up up the process of formatting objects to presentation requirements that have to be followed (for example, company colors or fonts).

For more information on drawing styles in Impress, see *Chapter 2, Slide Masters, Styles, and Templates*.

Linked drawing styles

Drawing styles support inheritance allowing a style (child) to be linked to another style (parent) inheriting all formatting settings of the parent style. This linking of styles is called hierarchical and creates style families.

For example, if multiple boxes are required differing only in area color, but otherwise identically formatted, it is recommended to define a style for the box. This can include borders, area fill, font, and so on as the parent drawing style. Several drawing styles can be created which are hierarchically dependent on the parent style, but differ only in the area color attribute. These drawing styles are 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.

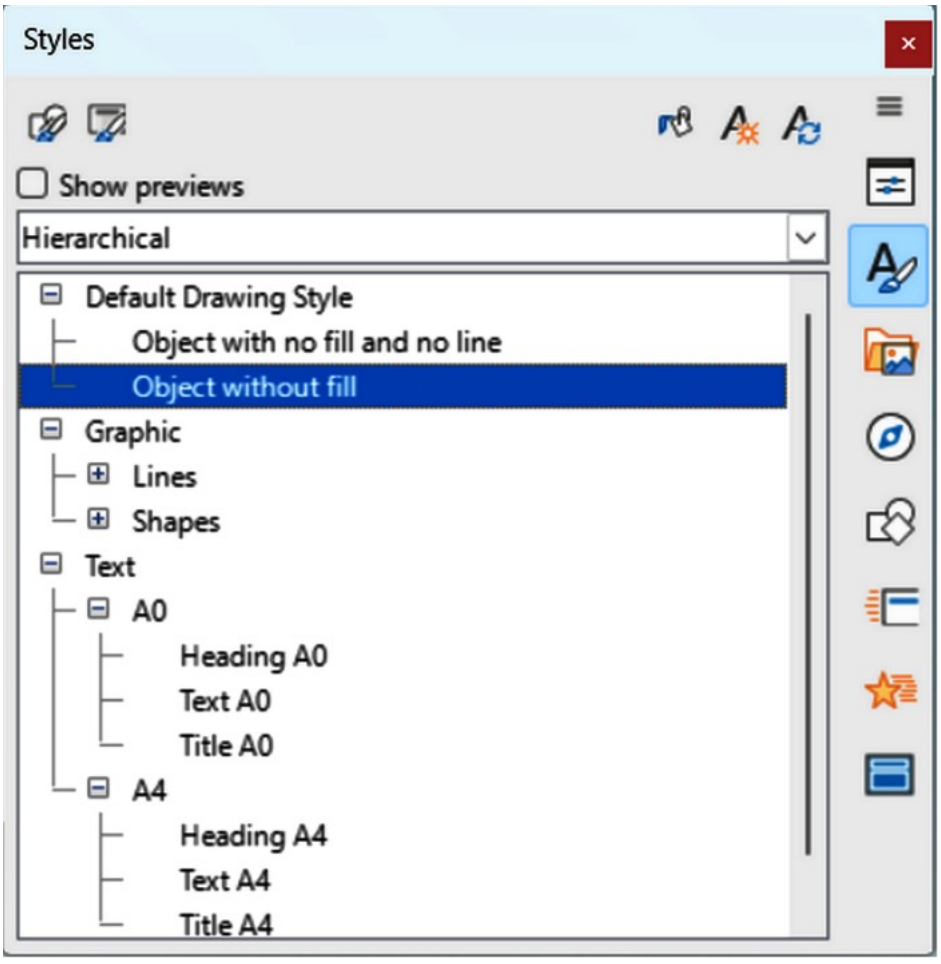


Figure 212: Sidebar Styles deck — Drawing Styles panel

Default drawing style

In Impress, the drawing styles are located in the Styles deck on the Sidebar (Figure 212). Click on **Drawing Styles** 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, but only applies to the presentation where the **Default Drawing Style** was modified.

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* (macOS ⌘+*T*).
3) Click on **Drawing Styles** in 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 213).
5) Click on **General** to open the **General** page.

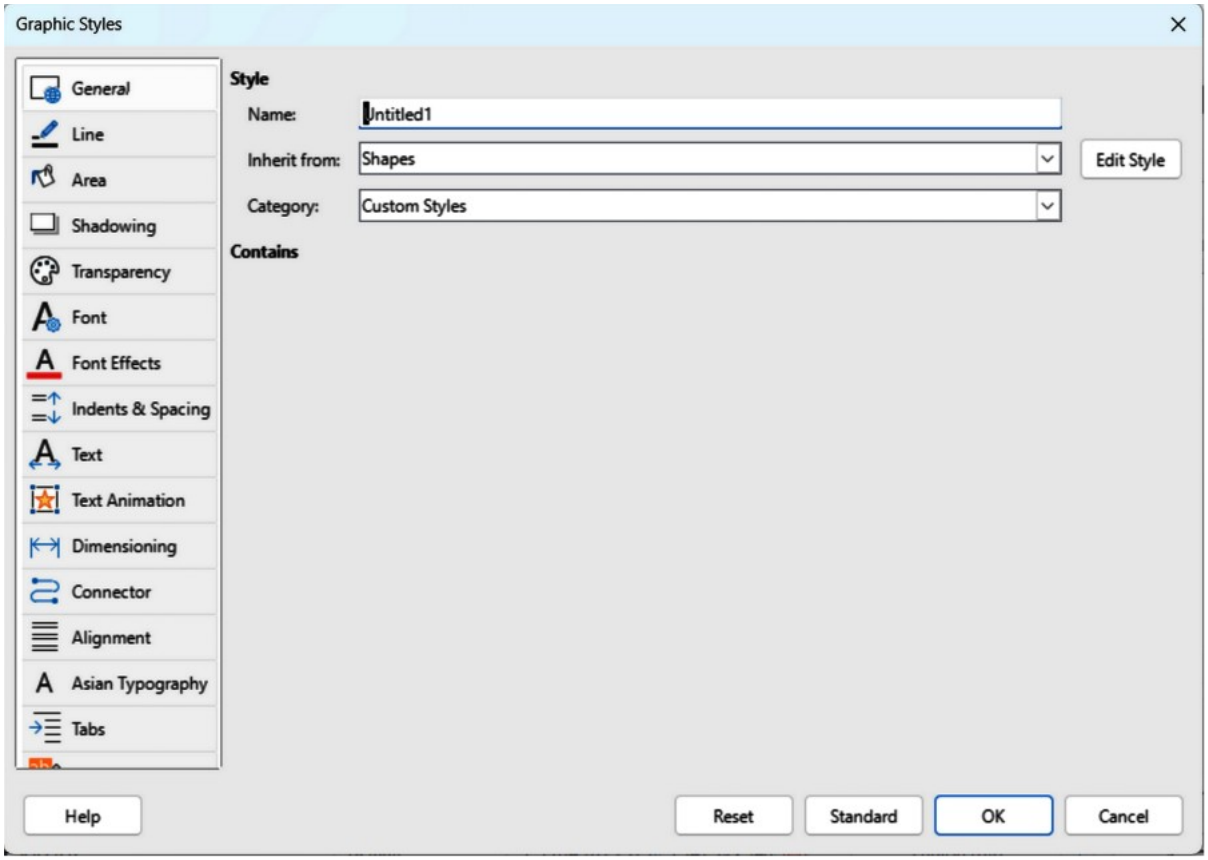


Figure 213: Graphic Styles dialog — General page

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. This prevents the new drawing style from being linked to the **Default Drawing Style** that was applied to the new object when it was created.

8) Use the various pages in the Graphic Styles dialog to format the new style, as follows:

   – **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 dimension lines formatting.

   – **Text, Text Animation, Connector, Line, Area, Shadowing**, and **Transparency** — provides options for graphic object formatting.

9) Click **OK** to close the Graphics Styles dialog and save the new drawing style. New drawing styles are automatically placed in **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.

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.

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.

Notes

Before deleting a custom drawing style, make sure the style is not in use in the presentation.

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.

Deleting 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 a custom drawing style and click **Delete** on the context menu.

3) Click **Yes** to confirm the deletion of the custom drawing style.

LibreOffice

Impress Guide 26,2

Chapter 7,
OLE, Spreadsheets, Charts, and Other Objects

OLE Objects

Object Linking and Embedding (OLE) is software technology that allows linking and embedding of various file types into an Impress presentation, as follows:

LibreOffice spreadsheets
LibreOffice charts
LibreOffice drawings
LibreOffice formulas
LibreOffice text

The major benefit of using OLE objects is to provide a quick and easy method of editing an object using tools from the software that created the object. These file types are created using LibreOffice and OLE objects can be created from new or from an existing file.

Inserting new OLE objects

4) Select the slide in a presentation where the OLE object is going to be inserted.
5) Go to **Insert > OLE Object > OLE Object** on the Menu bar to open the Insert OLE Object dialog (Figure 214).
6) Select **Create new** and then select the type of OLE object in **Object Type**.
7) Click **OK** and a new OLE object is inserted in the center of the slide in edit mode. The toolbars change to display the necessary tools for creating a new OLE object.

Inserting OLE objects from files

1) Select the slide in a presentation where the OLE object is going to be inserted.
2) Go to **Insert > OLE Object > OLE Object** on the Menu bar to open the Insert OLE Object dialog (Figure 215).
3) Select **Create from file**, then click on **Search** and a file browser window opens.

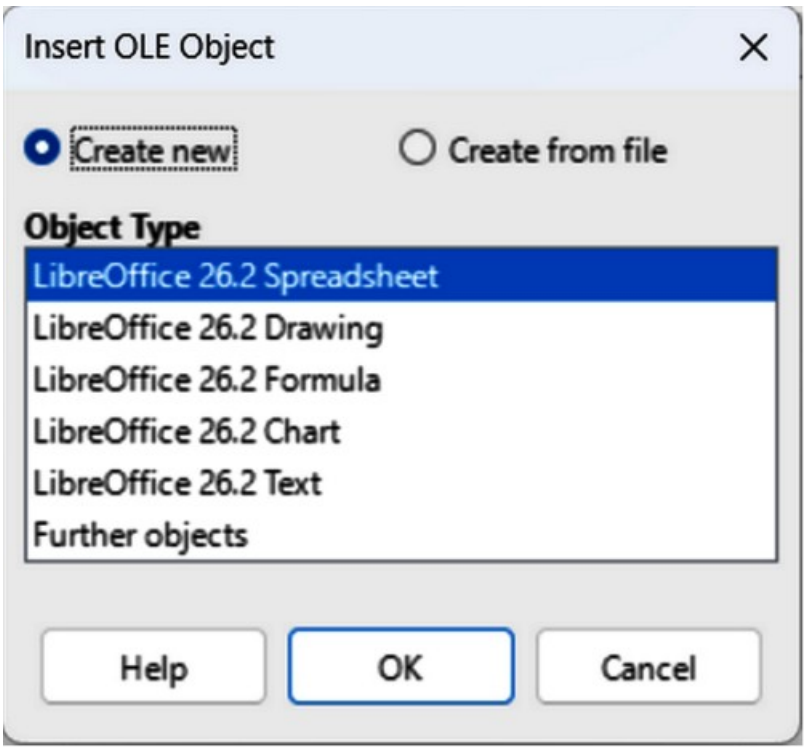


Figure 214: Insert OLE Object dialog — Create new page

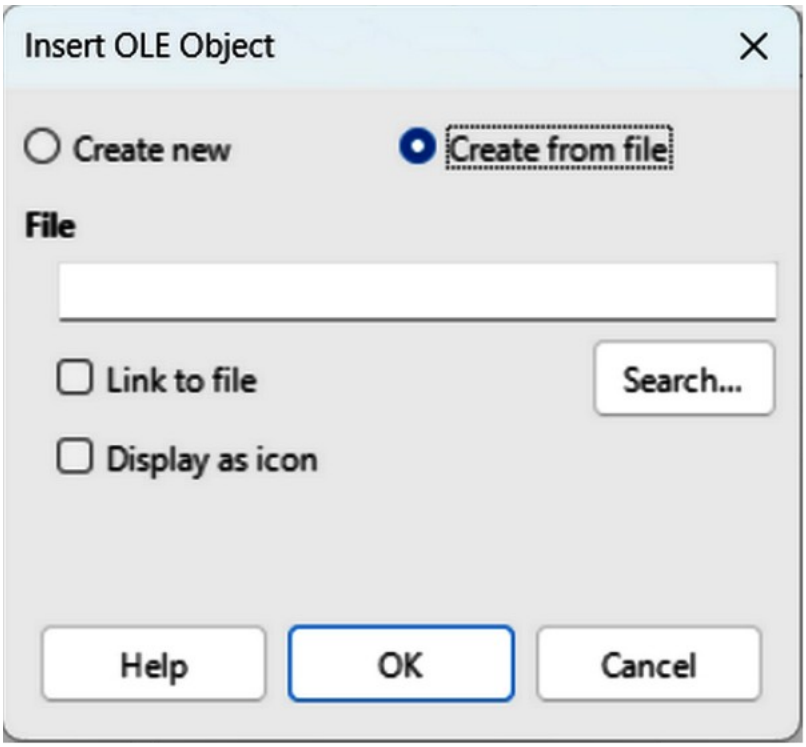


Figure 215: Insert OLE Object dialog — Create from file page

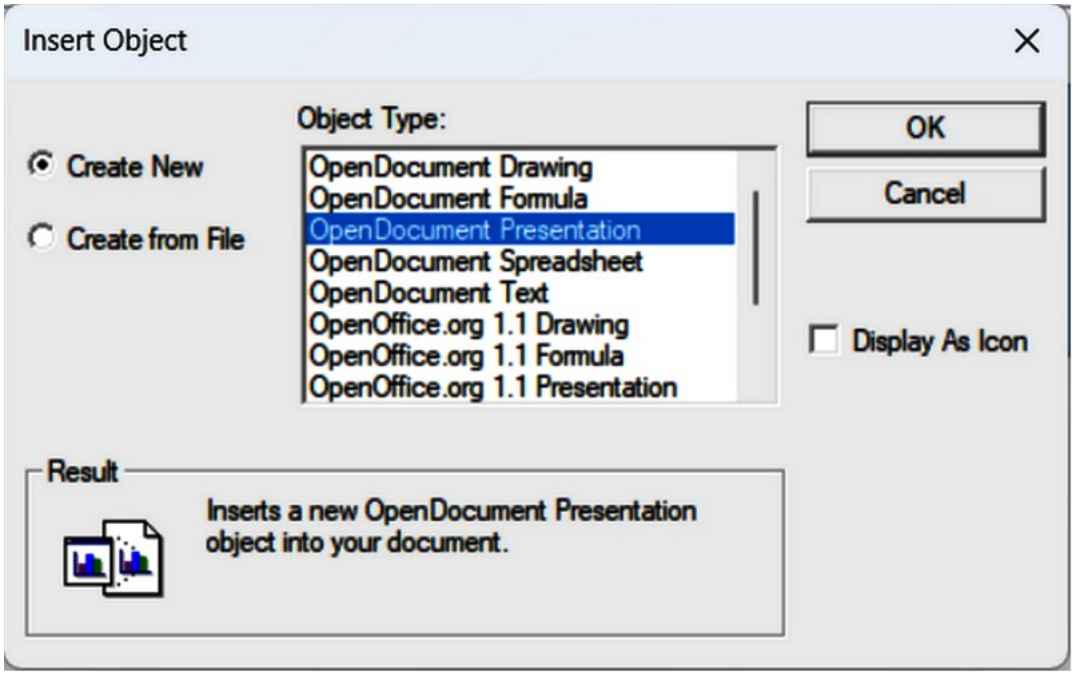


Figure 216: Insert OLE Object dialog — Create New Further Objects page

4) Navigate to where the file is located, then select the file required and click **Open**. The filename appears in the **File** text box in the Insert OLE Object dialog.
5) 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 into using 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.

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 an 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.

Notes

When inserting a new OLE object, it is only available in the presentation it has been inserted into. Inserted OLE objects can only be edited using Impress.

By default, when inserting a file into a slide as an OLE object, any changes made to the original file do not affect the copy of the file inserted into a presentation. Also, changes to the OLE object 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 be visible in both versions, the original file has to be linked with the presentation when the file is inserted as an OLE object.

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 the Insert Object dialog (Figure 216), which allows the insertion of an OLE object compatible with both OLE and LibreOffice. This option is available for new OLE objects and OLE objects from a file.

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.

Spreadsheets

To incorporate spreadsheets into 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, such as enabling calculations and data analysis. However, if complex data or formulas are 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.

Notes

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 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.

Do not double click on an OLE spreadsheet object when moving or resizing. Double clicking opens the OLE object editing mode for spreadsheets.

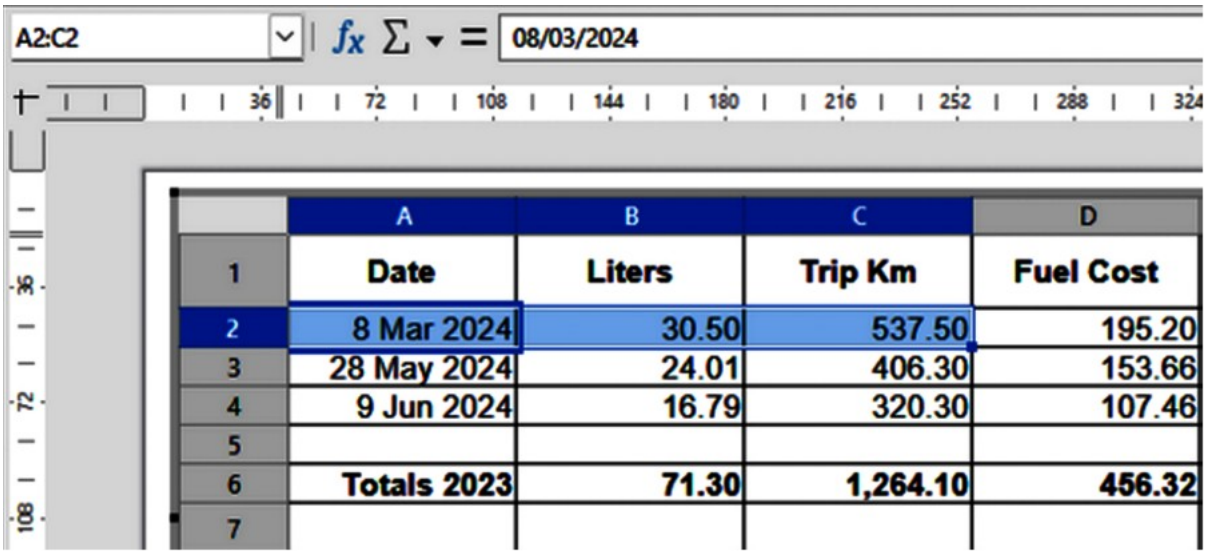


Figure 217: Example of OLE spreadsheet editing in Impress

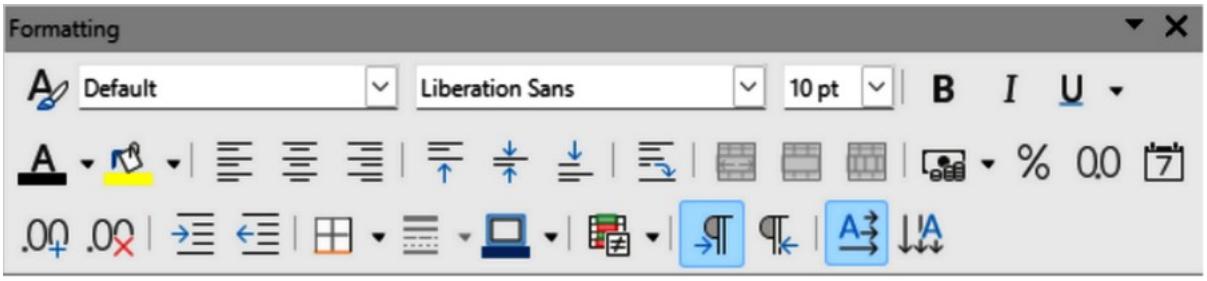


Figure 218: Formatting toolbar

While spreadsheets can be used in Impress for creating tables or presenting data in a tabular format, inserting a table into Impress is often more suitable and quicker, depending on the complexity of the data. See Chapter 3, Adding and Formatting Text for more information on inserting and formatting tables.

When embedding a spreadsheet, the entire spreadsheet is inserted into a slide as an OLE object. If the spreadsheet contains multiple sheets and the sheet required is not visible, simply double-click the spreadsheet and select a different sheet from the sheet tab row.

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 217). The following also happens to provide tools and functions for spreadsheets:

- The Formatting toolbar for spreadsheets (Figure 218) opens replacing the Line and Filling toolbar and the following tools become available at the top of the OLE spreadsheet for basic formatting:
  - **Name Box** — shows the active cell reference or the name of a selected range of cells.
  - **Function Wizard**; **Select Function**; **Formula**.
  - **Input Line** — edit box for entering data or reviewing displayed contents of an active cell. If necessary, click on the triangle ▼ on the right of the cell to expand the edit box. This provides space for functions that require multiple lines.
- The Menu bar also changes providing formatting options used for editing spreadsheets.

Cell navigation

When an embedded spreadsheet is opened, the default active cell is A1. To move in a spreadsheet, select a cell to activate the cell using 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 in a spreadsheet. Refer to *Getting Started Guide* or the *Calc Guide* for more information.

Entering data

Data input into a cell can only be carried out 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 editing mode.
2) Select a cell to make it active and start typing in the cell, or in the **Input Line**. Entering data into 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 editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit mode and save the changes.

Tip

When entering numbers as text, for example telephone numbers. Impress automatically removes any leading zeros from the number. To prevent Impress from removing leading zeros, or right aligning numbers in a cell, type a single quotation mark before entering a number as text, for example ‘1234.

Merging cells

1) Double-click on the embedded spreadsheet to open editing mode.
2) Highlight the required number of cells to be merged.
3) If no data in the cells is being merged, use one of the following methods to merge cells:
   - Go to **Format > Merge and Unmerge Cells > Merge and Center Cells** on the Menu bar.
   - Go to **Format > Merge and Unmerge Cells > Merge Cells** on the Menu bar.
   - Right-click on the selected cells and select **Merge Cells** from the context menu.

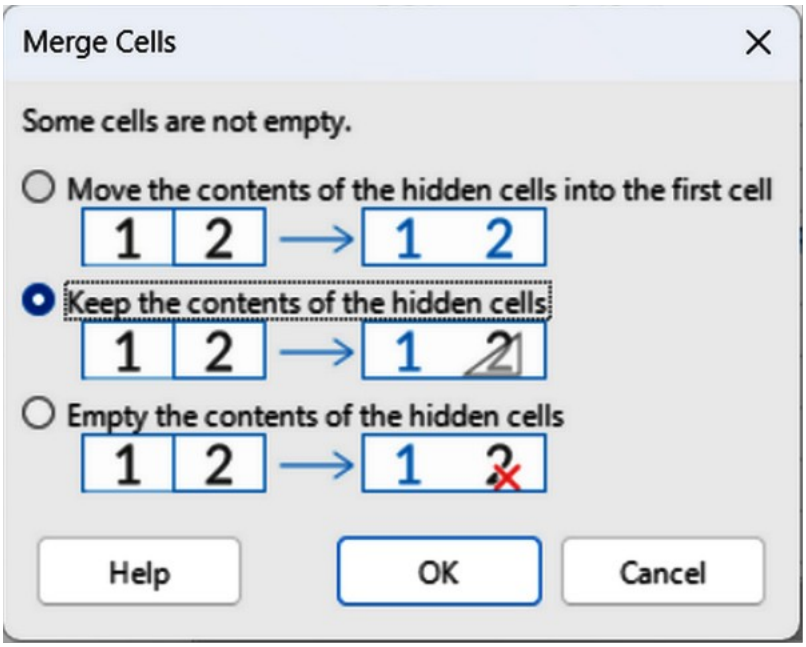


Figure 219: Merge Cells dialog

4) If the selected cells for merging contain data, the Merge Cells dialog (Figure 219) 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 editing an embedded spreadsheet has been completed, click anywhere outside the border to exit edit mode and save the changes.

Splitting merged cells

Only multiple cells that have been merged can be split, or unmerged, into separate cells.

1) Double-click on the embedded spreadsheet to open editing mode.
2) Select a cell that was formed from merging from multiple cells.
3) Split the merged cell into separate cells using one of the following methods:
   – Go to **Format > Merge and Unmerge Cells > Unmerge Cells** on the Menu bar.
   – Right-click on the cell and select **Unmerge Cells** from the context menu.
4) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Inserting cells

1) Double-click on the embedded spreadsheet to open editing mode.
2) Select the same number of cells on the embedded spreadsheet going to be inserted.
3) Insert cells using one of the following methods. Inserting cells opens the Insert Cells dialog (Figure 220).
   – Go to **Sheet > Insert Cells** on the Menu bar.
   – Right-click on the selected cells and select **Insert** from the context menu.
   – Use the keyboard shortcut *Ctrl*++ (macOS ⌘++).

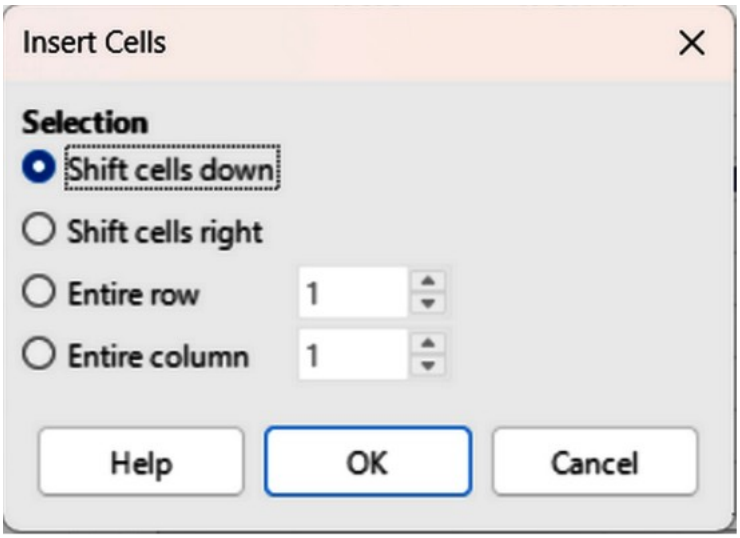


Figure 220: Insert Cells dialog

4) Select an insert option for cells, then click **OK** to insert the cells and close the Insert Cells dialog.

5) When editing an embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Inserting rows

1) Double-click on the embedded spreadsheet to open editing mode.

2) Select the same number of rows on the embedded spreadsheet that 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 row header for the selected rows and select **Insert Rows Above** or **Insert Rows Below** from the context menu.

   – Open the Insert Cells dialog (Figure 220) and select **Entire row** to insert rows above the selected rows.

4) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Inserting columns

1) Double-click on the embedded spreadsheet to open editing mode.

2) Select the same number of columns on the embedded spreadsheet that 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 column header for the selected columns and select **Insert Columns Before** or **Insert Columns After** from the context menu.

   – Open the Insert Cells dialog (Figure 220) and select **Entire column** to insert columns to the left of the selected columns.

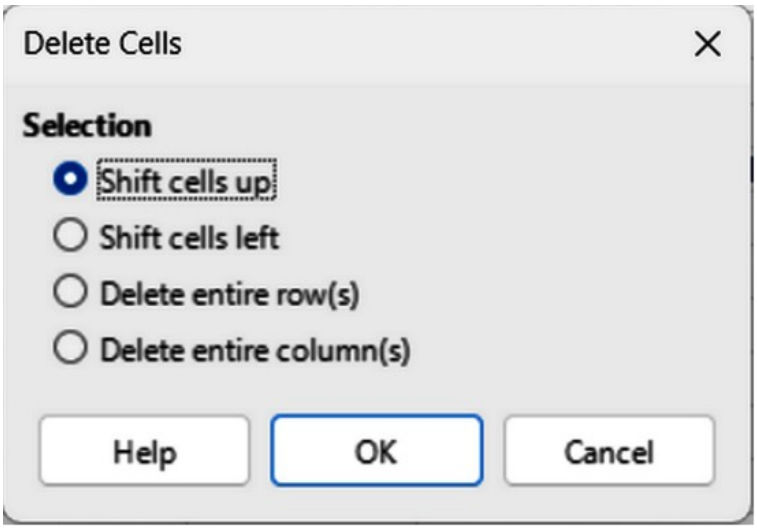


Figure 221: Delete Cells dialog

4) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Deleting cells

1) Double-click on the embedded spreadsheet to open editing mode.
2) Select the cells on the embedded spreadsheet that are going to be deleted.
3) Delete the selected cells using one of the following methods. Deleting cells opens the Delete Cells dialog (Figure 221).
   - Go to **Sheet > Delete Cells** on the Menu bar.
   - Right-click on the selected cells and select **Delete** from the context menu.
   - Use the keyboard shortcut *Ctrl*+- (macOS ⌘+-).
4) Select a delete option in the Delete Cells dialog, then click **OK** to delete the cells and close the dialog.
5) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Deleting rows

1) Double-click on the embedded spreadsheet to open editing 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 in the row header for the selected rows and select **Delete Rows** from the context menu.
   - Open the Delete Cells dialog (Figure 221) and select **Delete entire row(s)**.
4) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Deleting columns

1) Double-click on the embedded spreadsheet to open editing mode.
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 in the column header for the selected columns and select **Delete Columns** from the context menu.
   - Open the Delete Cells dialog (Figure 221) and select **Delete entire column(s)**.
4) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Quickly inserting sheets

1) Double-click on the embedded spreadsheet to open editing mode.
2) Quickly insert a sheet using one of the following methods:
   - 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.
   - Go to **Sheet > Insert Sheet at End** on the Menu bar and enter a name for the sheet in the Append Sheet dialog (Figure 222) that opens, then click **OK**. A new sheet is added to the spreadsheet after the last sheet in the spreadsheet.
3) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing 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.

Inserting sheets

For more control over inserting sheets into an embedded spreadsheet, use the Insert Sheet dialog (Figure 223) as follows:

1) Double-click on the embedded spreadsheet to open editing 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.

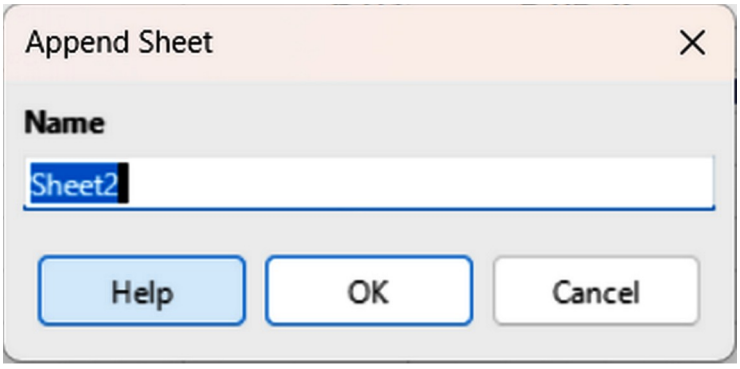


Figure 222: Append Sheet dialog

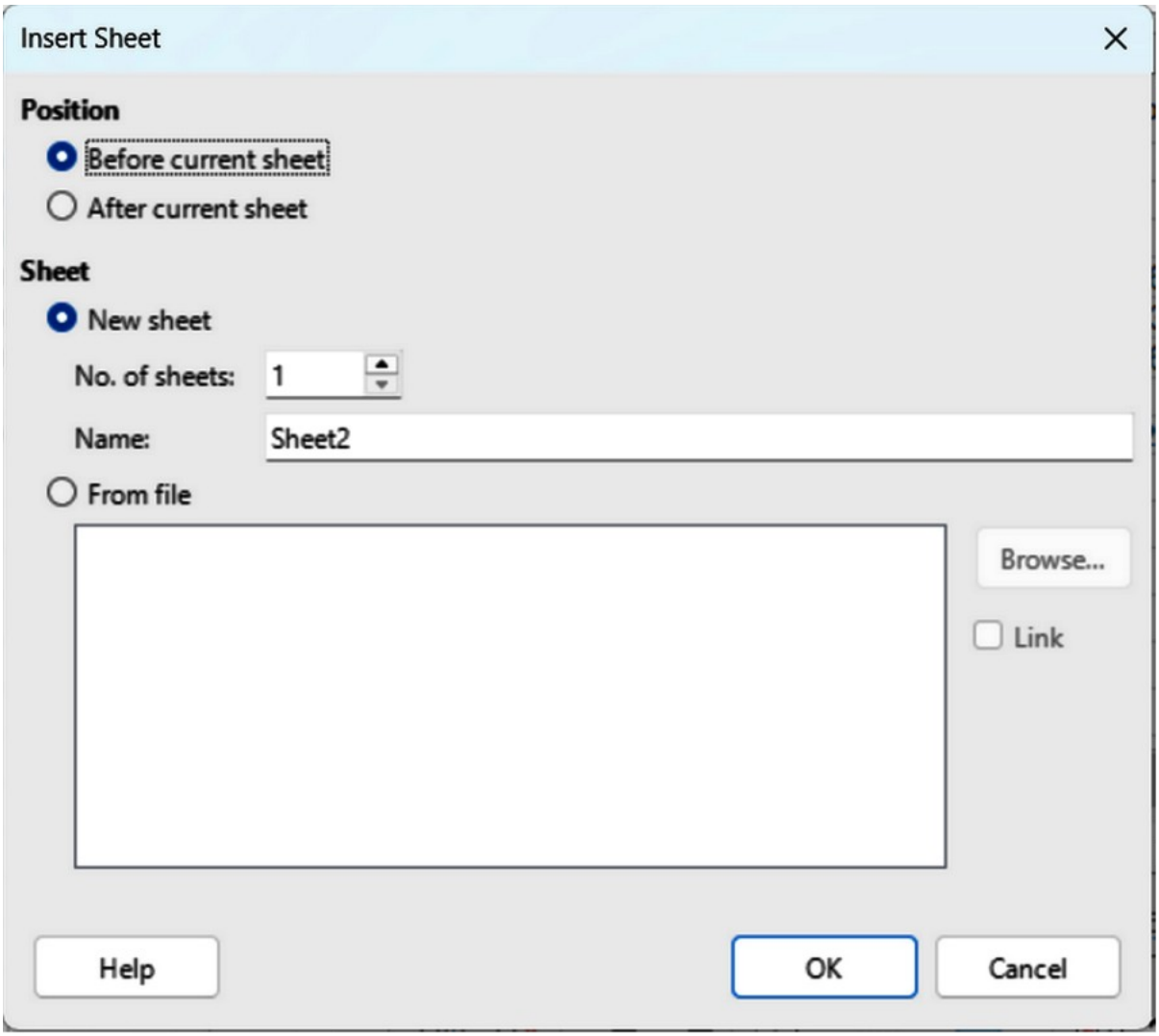


Figure 223: Insert Sheet dialog

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 editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Insert sheet from file

When inserting a sheet from a file, the Insert Sheet dialog (Figure 223) has to be used.

1) Double-click on the embedded spreadsheet to open editing 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 required, 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 editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Renaming sheets

1) Double-click on the embedded spreadsheet to open editing 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 (Figure 224) that opens.
5) Click **OK** to save the name change and close the Rename Sheet dialog.
6) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Moving or copying sheets

1) Double-click on the embedded spreadsheet to open editing 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 225).
4) Move or copy a sheet to another position within the embedded spreadsheet in the same presentation as follows:
   a) In **Action**, select *Move* 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 on **Move** to move the sheet, or **Copy** to copy the sheet and close the Move/Copy sheet dialog.

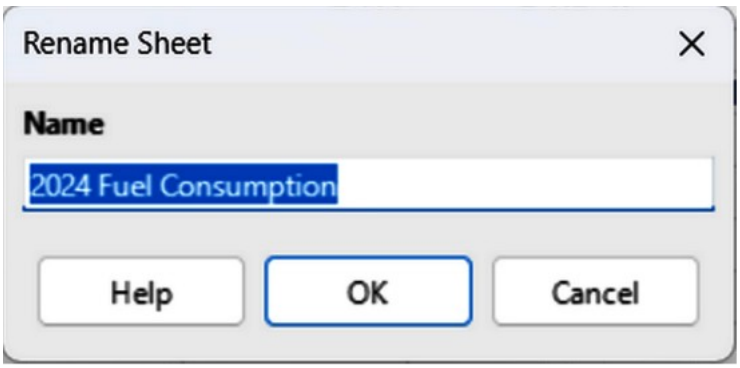


Figure 224: Rename Sheet dialog

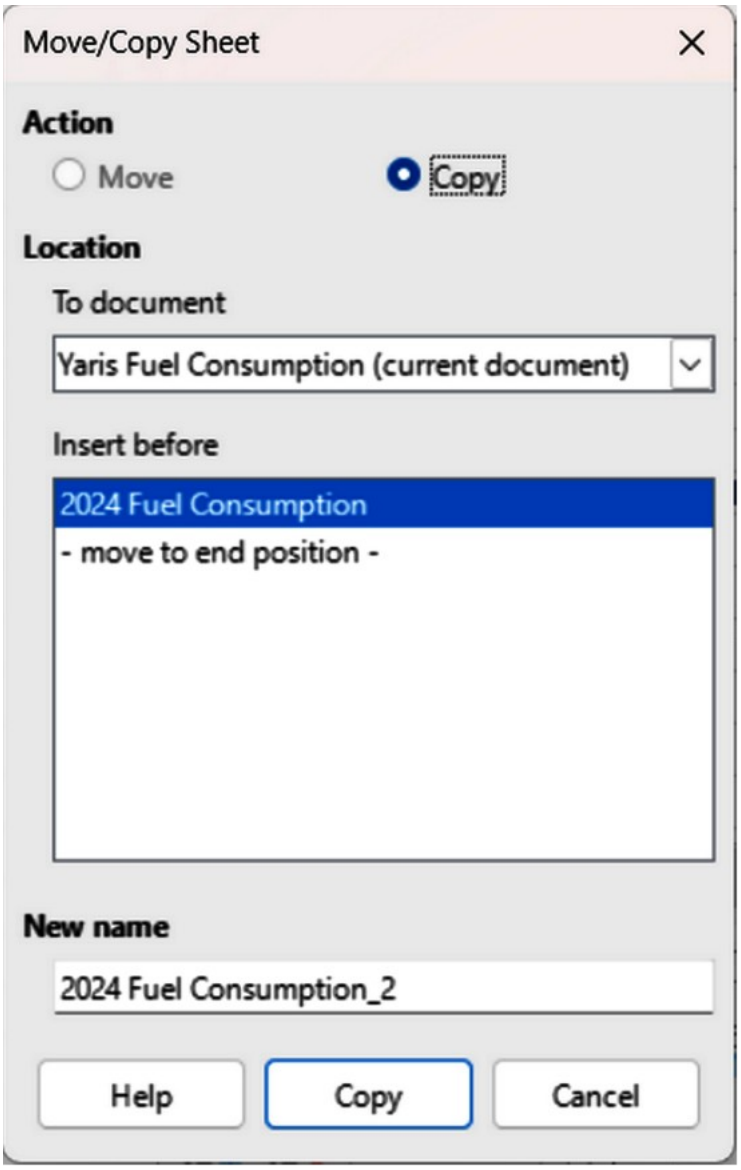


Figure 225: Move/Copy Sheet dialog

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 **Move** 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 LO 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 on **Move** to move the sheet, or **Copy** to copy the sheet and close the Move/Copy sheet dialog.
6) To move the sheet within the embedded spreadsheet using the cursor, click on the sheet tab and drag the selected sheet to a new position.
7) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

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 can contain an embedded spreadsheet.

Deleting sheets

1) Double-click on the embedded spreadsheet to open editing 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 editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing 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.

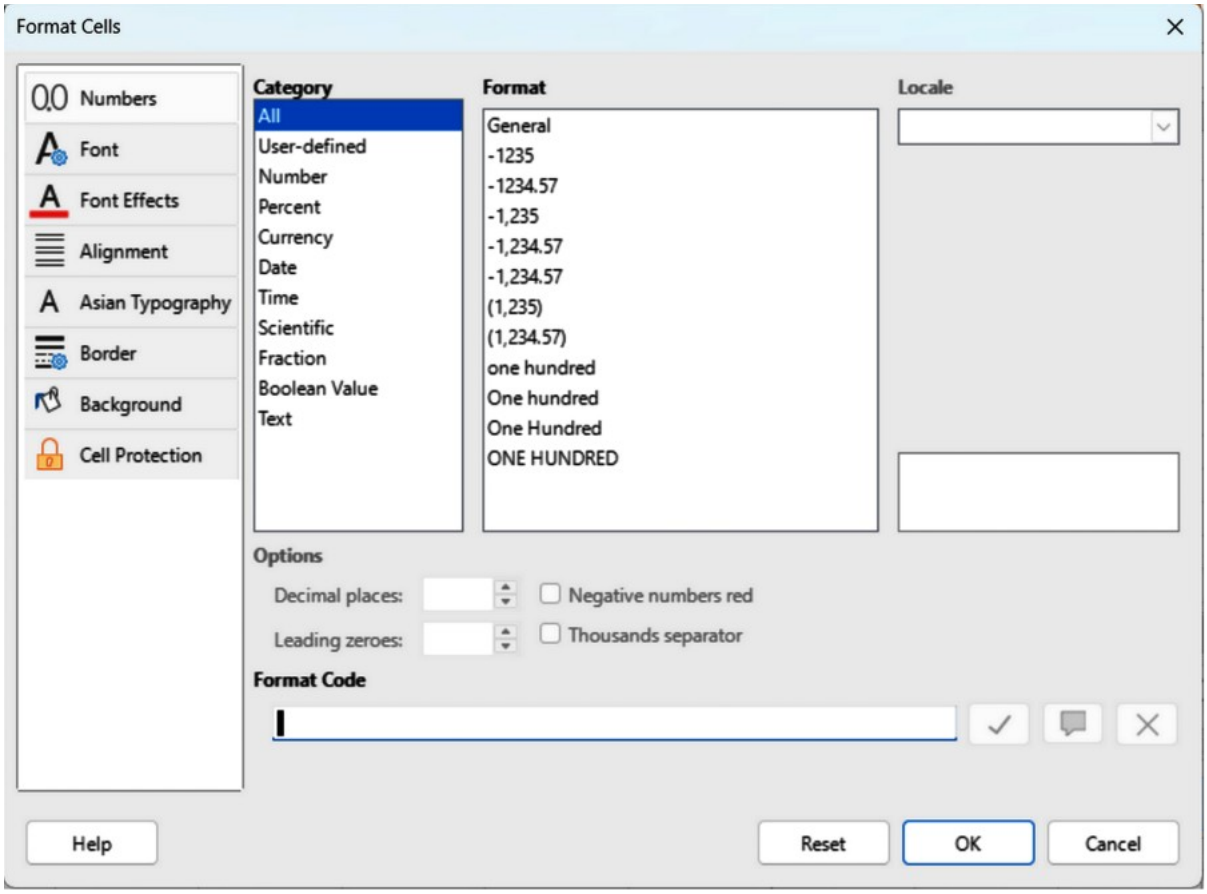


Figure 226: Format Cells dialog

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* (macOS ⌘+*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.
2) Open the Format Cells dialog (Figure 226) 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* (macOS ⌘+*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 editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing 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, then enter the required 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, then 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 (Figure-227). 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.
   - Move the cursor over the bottom border in the row header until the cursor changes shape, then click and drag the border to increase or decrease the row height.
3) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.



Figure 227: Optimal Row Height dialog

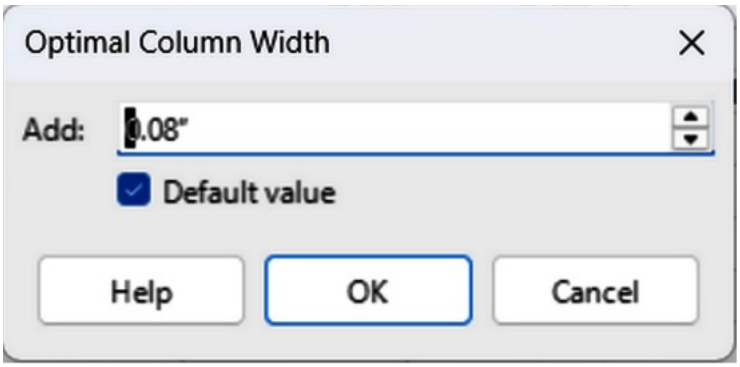


Figure 228: Optimal Column Width dialog

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, then enter the required 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, then 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 (Figure 228). Enter an optimal width in the **Add** text box, or select **Default value**. The optimal column width depends on the longest entry within a column.
   - Move the cursor over the left or right border in the column header until the cursor changes shape, then click and drag the border to increase or decrease the column width.
3) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing 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 **Cell Styles** panel in the Styles deck on the Sidebar (Figure 229). Styles used in an embedded spreadsheet are similar to LibreOffice paragraph styles.

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, then click on **Cell Styles** to open the Calc styles panel.
3) Double-click on a style to apply that style to the cell data.
4) When editing the embedded spreadsheet is complete, click anywhere outside the border to exit edit editing mode and save the changes.

Charts

A chart is a graphical interpretation of information that is contained in a spreadsheet. The following information only provides basic information on charts. For more information about creating charts and the use of charts, see the *Calc Guide*.

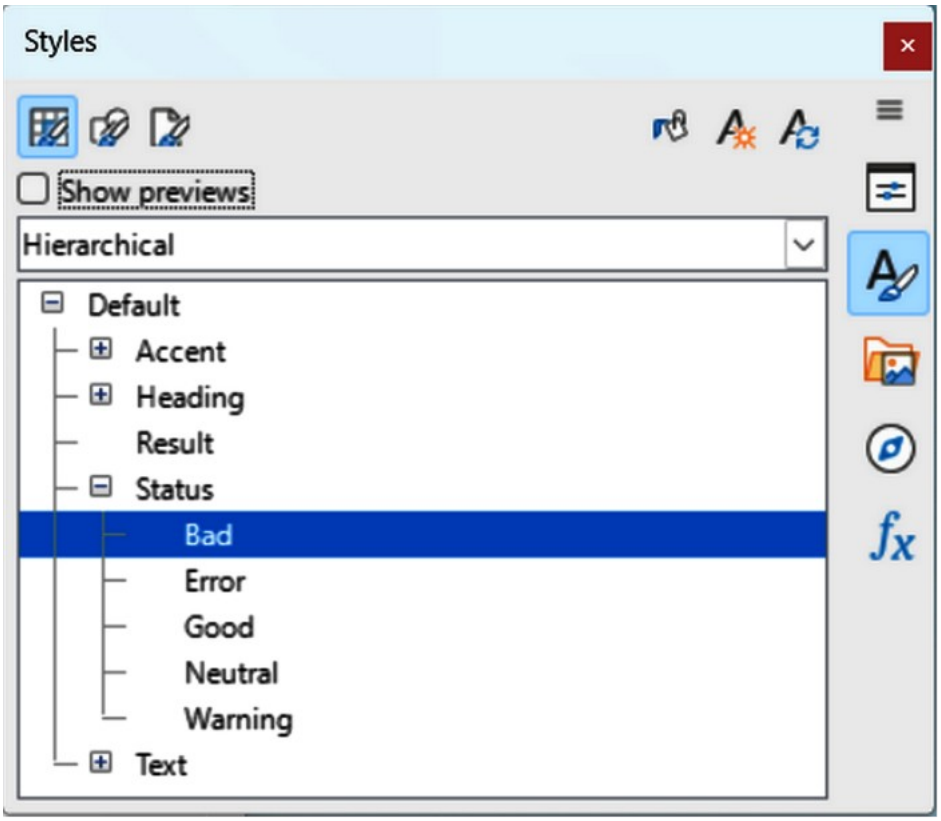


Figure 229: Sidebar Styles deck — Cell Styles panel

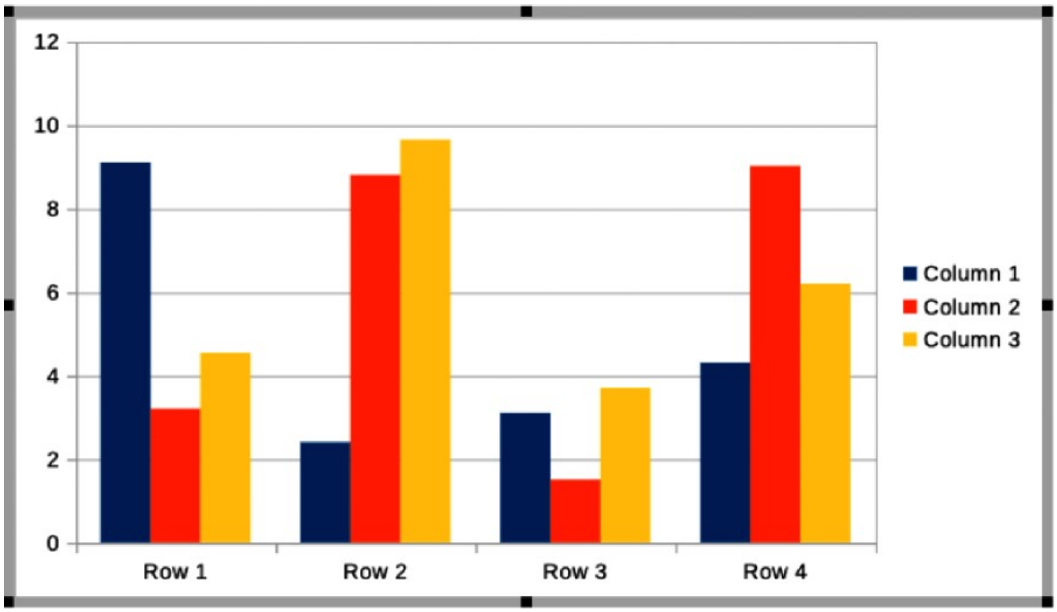


Figure 230: Example chart in editing mode



Figure 231: Chart Formatting toolbar

Inserting charts

1) Select a slide to insert a chart.
2) Use one of the following methods to insert a chart:
   - Go to **Insert > Chart** on the Menu bar and an example chart (Figure 230) is inserted at the center of the selected slide in editing mode.
   - Click on **Insert Chart** on the Standard toolbar and an example chart is inserted in the center of the slide in editing mode.
   - Go to **Insert > Object > OLE Object** on the Menu bar to insert a chart as an OLE object.
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 231) for charts and a Standard toolbar for charts (Figure 232) automatically open replacing the Line and Filling, and Standard toolbars.



Figure 232: Standard toolbar editing charts

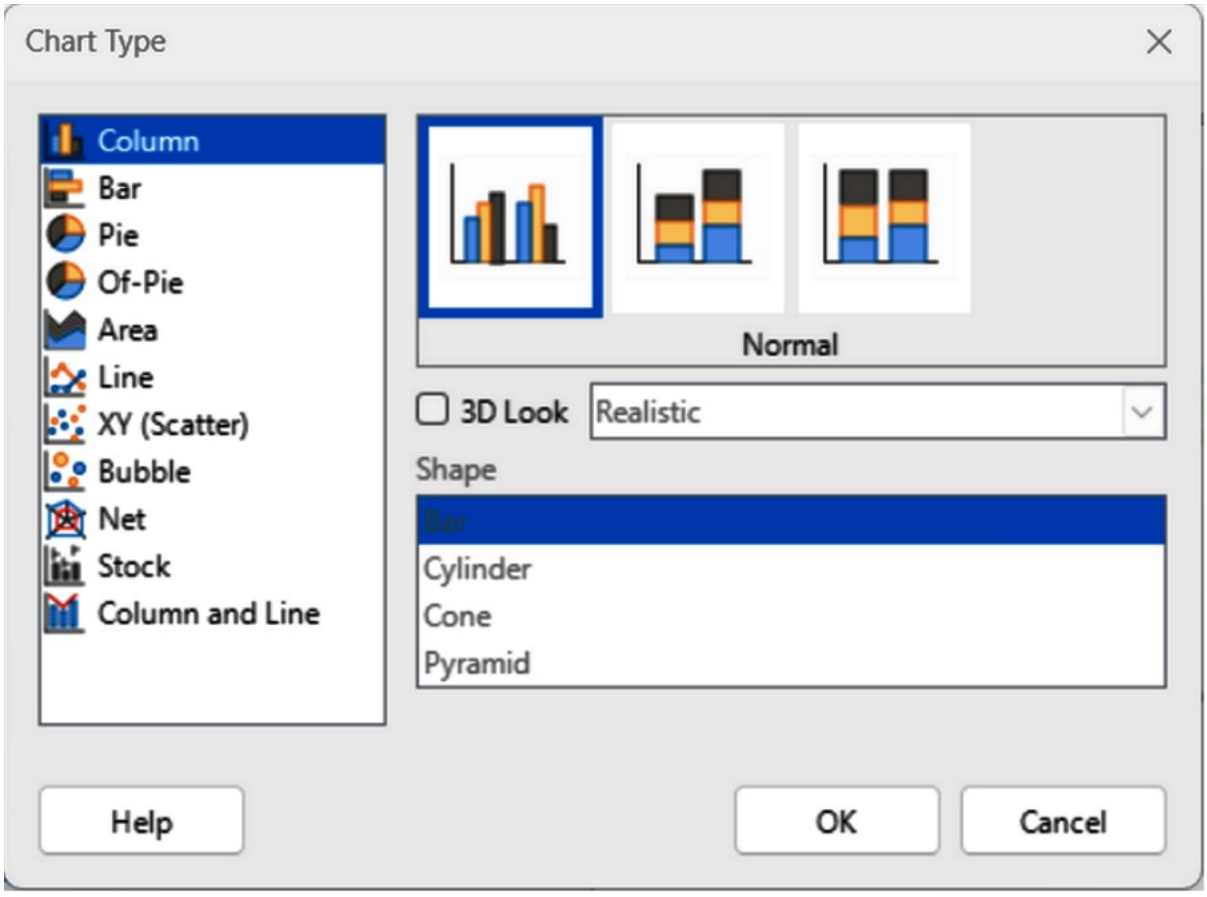


Figure 233: Chart Type dialog

Selecting chart types

Data can be presented using a variety of different chart types. Impress contains several examples of chart types that will convey information to an audience. Select a chart type using the Chart Type dialog (Figure 233).

1) Make sure the chart is selected and in editing mode. The chart has a border and selection handles when in editing mode.
2) Open the Chart Type dialog 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. The available options for chart types change to match the selected 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.

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
Used to display data that shows trends over time and is the default chart type used when a chart is inserted into a slide. Use column charts with a relatively small number of data points. Use line charts when there is data is a large time series.

Bar
Gives immediate visual impact for data comparison where time is not important, for example comparing the popularity of products in a marketplace.

Pie
Gives a comparison of proportions. For example, when comparing what departments spent on items or what departments actually spent overall. They work best with a small range of values, for example six or less. Using larger range of values, reduces the visual impact of a pie chart.

Area
Versions of line or column charts. 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 visual impact.

Line
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. In line charts, the X-axis is ideal for representing time series data.

XY (Scatter)
Typically used for showing and comparing numeric values, like scientific, statistical, and engineering data. Combines X and Y values into single data points and displays them in irregular intervals, or clusters. The X-axis usually plots the independent variable or control parameter (often a time series).

Bubble
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
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 ideal; any more and this type of chart becomes confusing.

Stock
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
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).

Formatting charts

Entering chart data

1) Make sure the chart is selected and in editing mode. The chart has a border and selection handles when in editing mode.
2) Open the Data Table dialog (Figure 234) 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) When formatting the chart is complete and all the data has been added to the chart, click outside the chart to deselect editing and return to normal view.

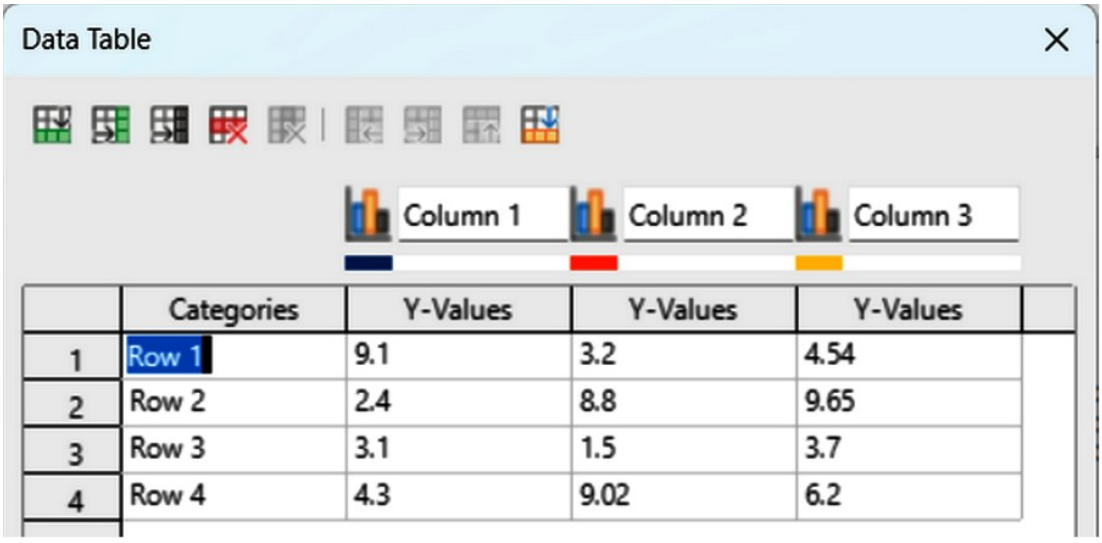


Figure 234: Data Table dialog

Notes

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.

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 for the element being added.

Adding or removing chart elements

1) Make sure the chart is selected and 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.
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. Type of element selected changes delete options in the context menu.
   - Select a chart element and press the *Delete* or *Backspace* key to remove the element from the chart.
4) When formatting the chart is complete and all the data has been added to the chart, click outside the chart to return to deselect editing and 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 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 option available depends on which chart element has been selected. For example, if the chart wall is selected, the format option is called **Format Wall** and the Chart Wall dialog opens displaying the available options.
   - 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.
5) When formatting the chart is complete and all the data has been added to the chart, click outside the chart to return to deselect editing and return to normal view.

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*.

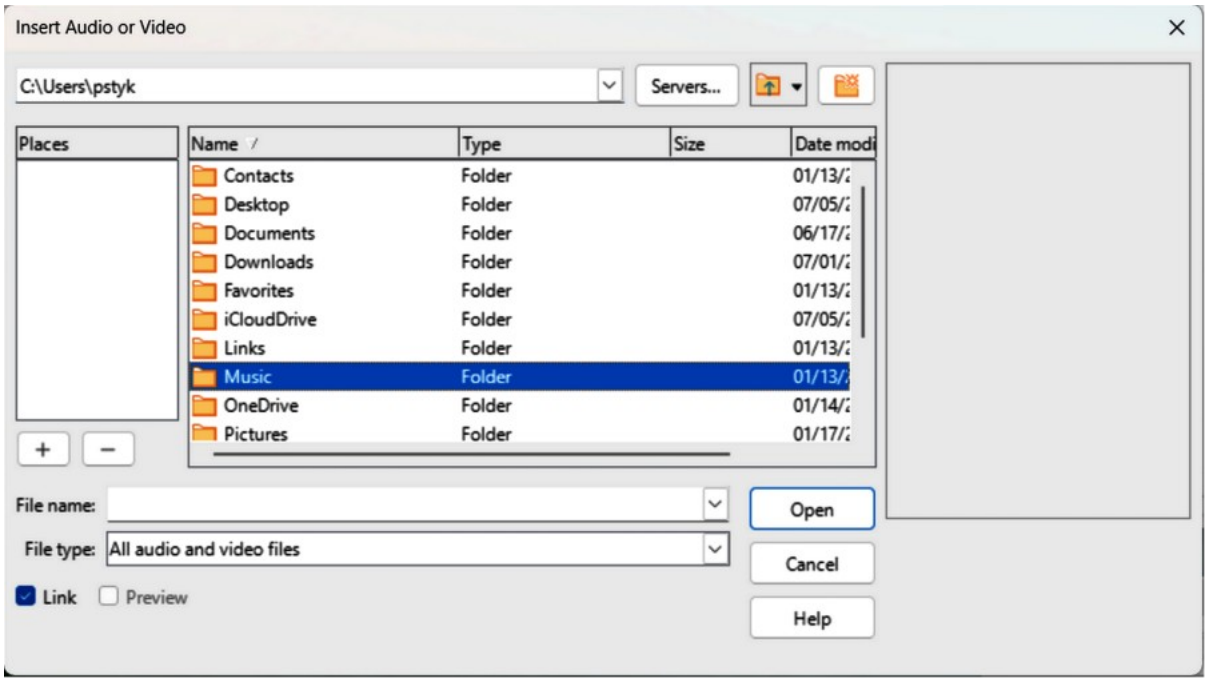


Figure 235: Insert Audio or Video dialog

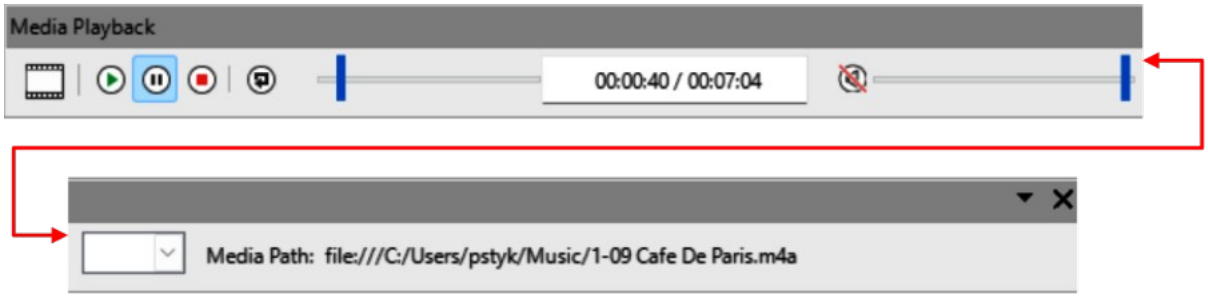


Figure 236: Media Playback toolbar

Audio and video

Inserting audio or video

1) Go to **Insert > Audio or Video** on the Menu bar and a file browser for Insert Audio or Video opens (Figure 236).
2) Navigate to the folder where the audio or video file is located. Only audio and video files that are compatible with Impress are available 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 237) and the **Media Playback** panel in the Properties deck on the Sidebar (Figure 238) automatically open.
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 (Figure 237) and **Media Playback** panel in the Sidebar Properties deck (Figure 238) automatically open when an audio or video file is selected providing tools to control the playback of a media file.

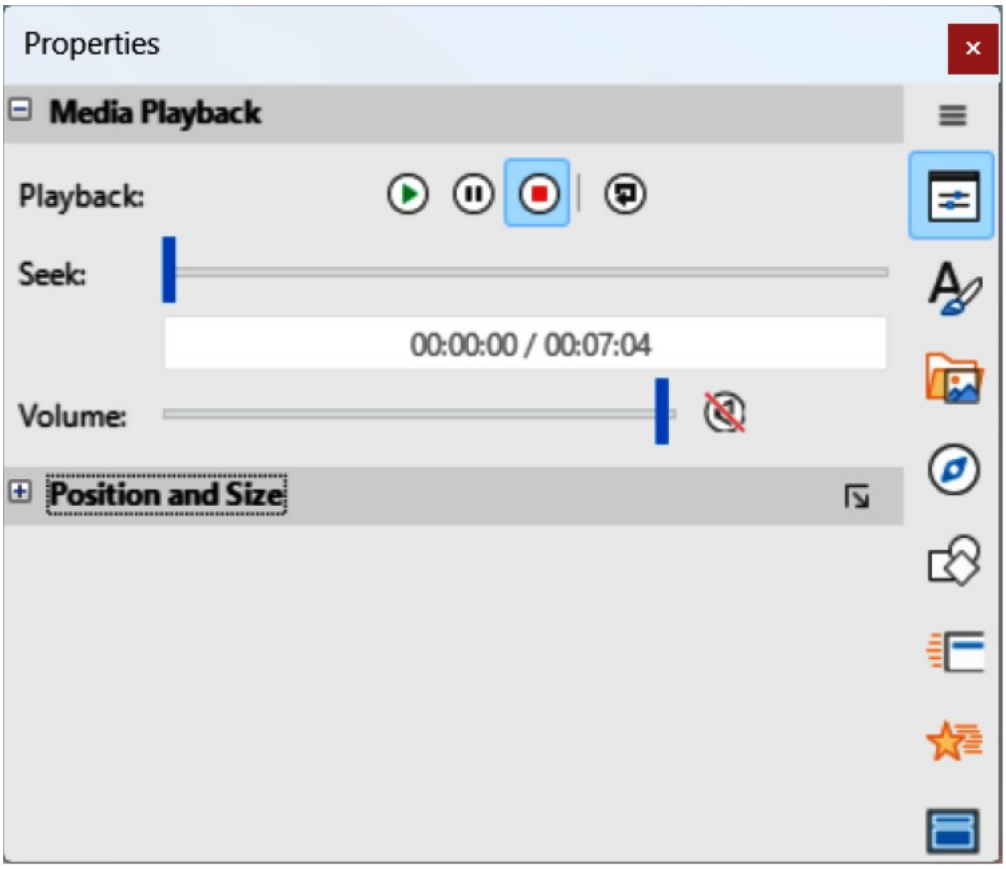


Figure 237: Sidebar Properties deck — Media Playback panel



Figure 238: Tools toolbar

Formulas

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.

Formulas are inserted onto a slide as an OLE object. For more information on how to create and edit formulas, see the *Math Guide* or the *Getting Started Guide*.

Go to **Insert > OLE Object > Formula Object** on the Menu bar to create a formula in a slide and the following happens:

- The Menu bar changes to provide tools for editing and formatting a formula.
- The Tools toolbar (Figure) opens providing tools to help create and edit a formula.
- The Elements deck in the Sidebar (Figure 239) opens allowing selection of element categories from the drop-down list and formula elements from the available options.

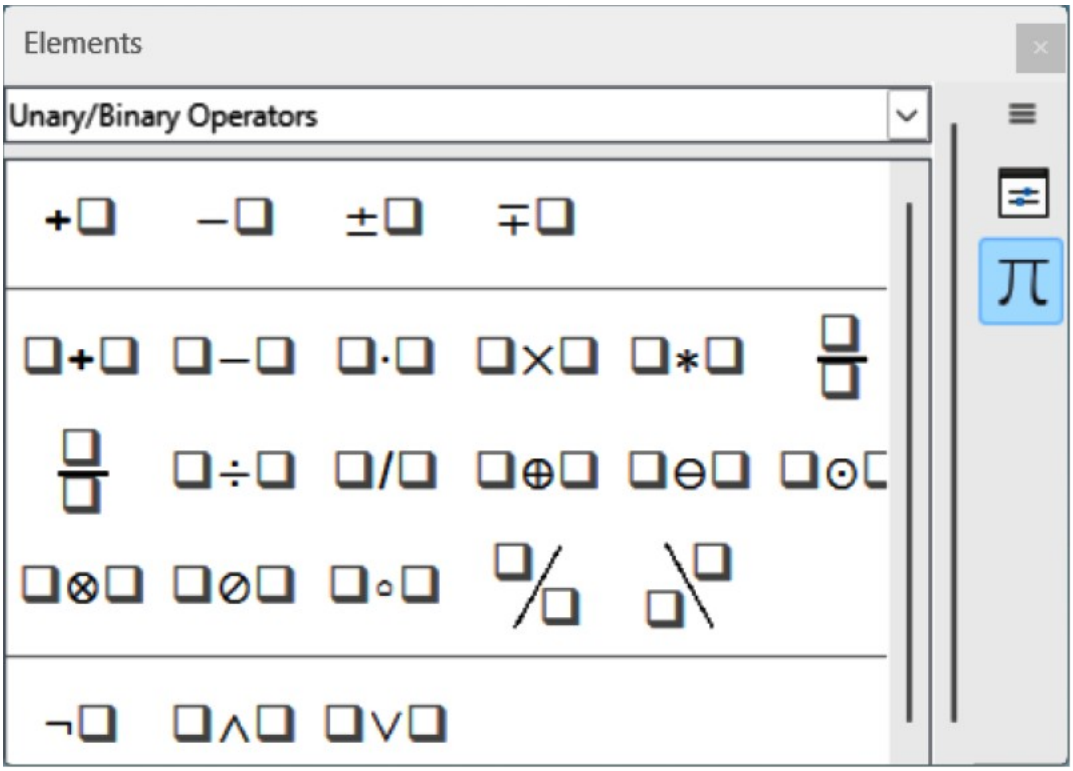


Figure 239: Elements deck in Sidebar

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.

Drawings, text files, HTML files and other objects

Drawings, text files, HTML files and other objects that are compatible with Impress can be inserted into an Impress presentation.

- Go to **Insert > File** on the Menu bar to open a file selection dialog. Only files compatible with Impress are available for selection and insertion as OLE Objects.
- Copy and insert as an OLE objects compatible drawings, text files, HTML files, or object.

LibreOffice

Impress Guide 26,2

Chapter 8,
Adding and Formatting Slides, Notes, Comments, and Handouts

Working with slides

Inserting new slides

A new slide is inserted into a presentation after the slide that is displayed in the Workspace. If slide masters are used in the presentation, the inserted slide uses the master slide of the selected slide displayed in the Workspace.

1) Open an existing presentation, 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 going 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* (macOS ^+*M*).

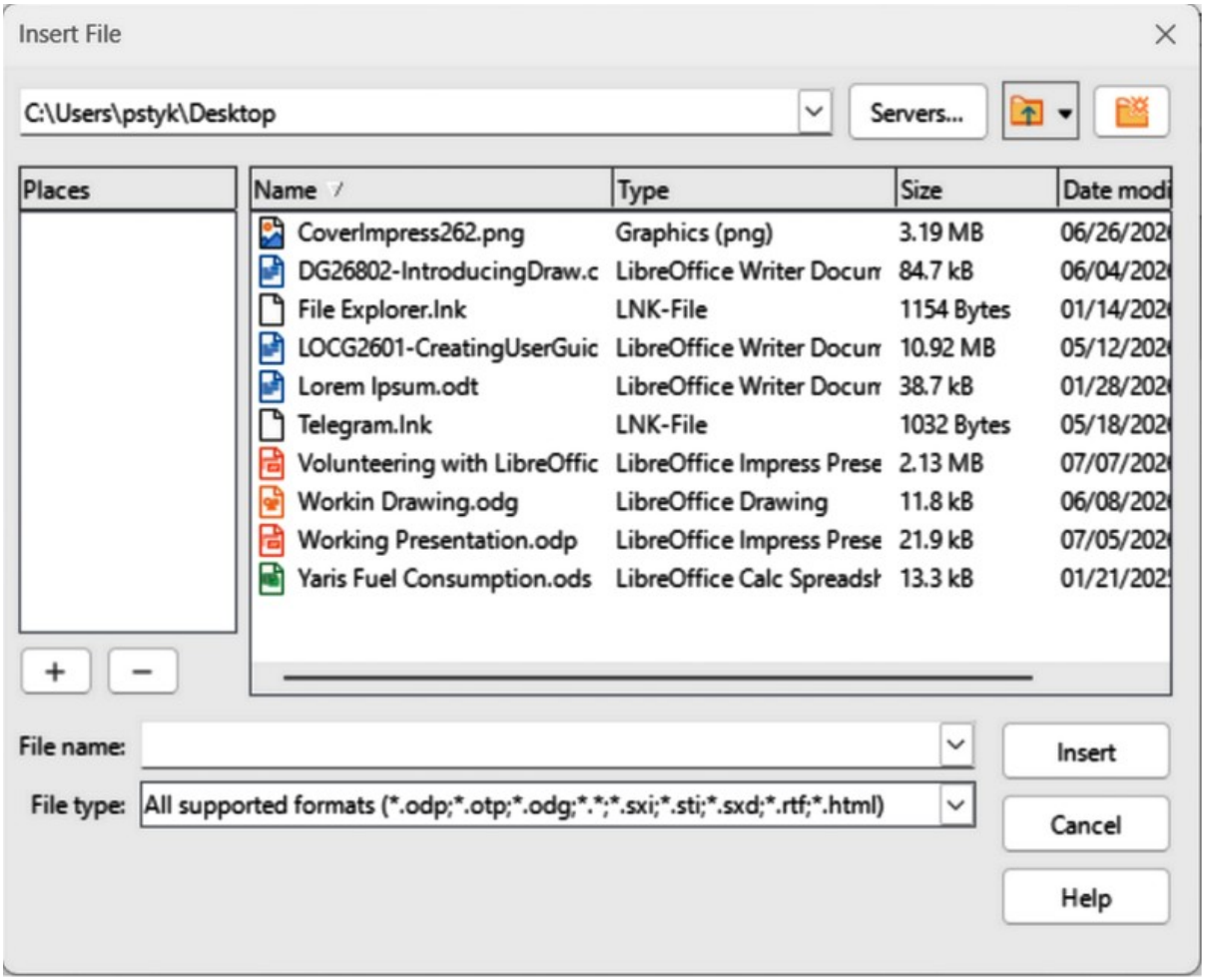


Figure 240: Insert File dialog

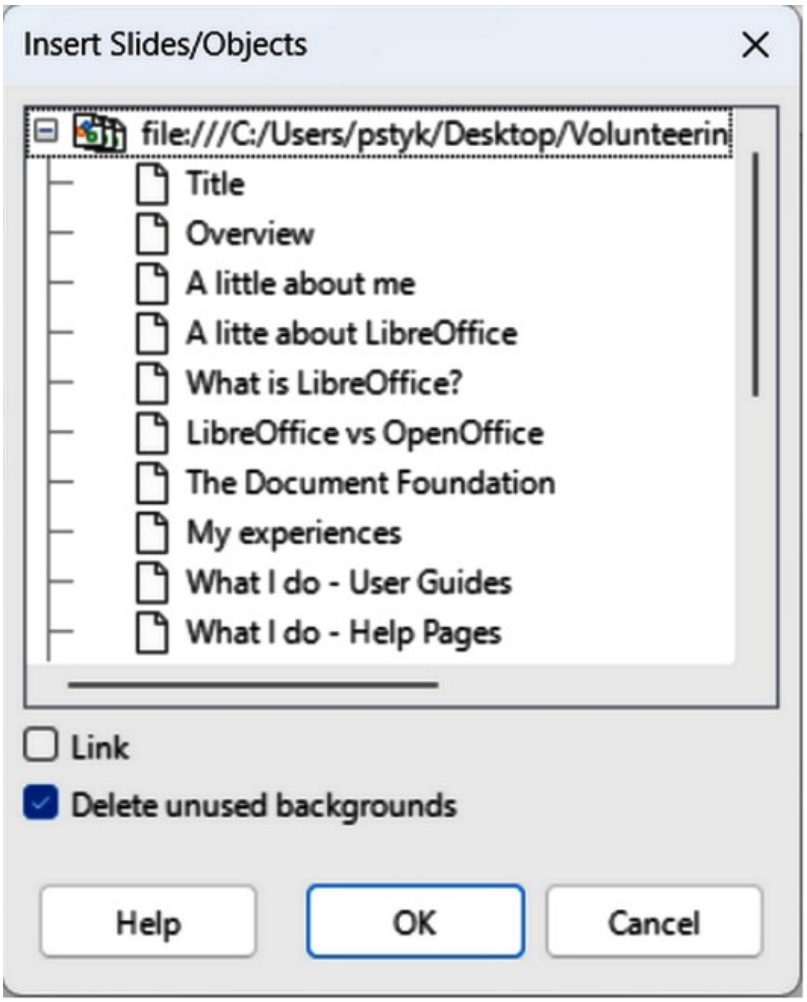


Figure 241: Insert Slides/Objects dialog

4) To insert a new slide at the end of a presentation make sure 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

Note

When inserting a slide from a file, a slide can also be linked which embeds the slide into a presentation.

1) Open an existing presentation or create a new presentation in Impress.
2) Make sure **Normal** view is selected in the Workspace and select the position where the slides are going to be inserted into the presentation. See "Inserting new slides" for inserting slides into a presentation.
3) Go to **Slide > Insert Slide from File** on the Menu bar to open the Insert File dialog (Figure 240).
4) Navigate to where the required slide(s) is located and select the file.
5) Click on **Open** to open the Insert Slides/Objects dialog (Figure 241).

6) Click on the triangle ▶ next to the filename in the Insert Slides/Objects dialog to expand the list of slides.
7) Select the slides required for insertion into the presentation.
8) If required, select **Link** to embed the slide as an OLE object.
9) If required, select **Delete unused backgrounds** to remove any unreferenced background slides and presentation layouts from the presentation.
10) Click **OK** to insert the slides into the presentation and close the dialog.

Tip

Figure 241 shows the importance of descriptive names for slides and objects in a presentation for identification purposes. Refer to “Renaming slides” on page 265 for more information.

Copying and pasting between presentations

1) Open the source presentation that contains the required slide(s) for copying.
2) Make sure **Slide Sorter** view is open in the Workspace to locate the slide(s) for copying.
3) Select the required slides and copy using one of the following methods:
   – Go to **Edit > Copy** on the Menu bar.
   – Right-click on a slide and select **Copy** from the context menu.
   – Click on **Copy** in the Standard toolbar.
   – Use the keyboard shortcut *Ctrl+C* (macOS ⌘+*C*).
4) Open the target presentation where the copied slides are going to be pasted.
5) Make sure **Slide Sorter** view is open in the Workspace.
6) Select the slide at the point where the copied slides are going to be pasted.
7) Alternatively, to paste slides at the end of the presentation, make sure no slides are selected.
8) Paste the copied slides into the target 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* (macOS ⌘+*V*).

Dragging and dropping between presentations

1) Open both presentations being used to move or copy slides between presentations.
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.
4) Alternatively, to insert slides at the end of the target presentation, make sure that there are no slides selected.
5) In the source presentation, select the required slides being moved or copied.
6) To move the slides, click on the selected slides, then drag and drop the selected slides into the target presentation.

7) To copy the slides, click on the selected slides and hold down the *Ctrl* key (macOS ⌘), then drag and drop the slides into the target presentation.

Duplicating slides

Duplicating a slide is an easy method of adding slides to a presentation if new slides are to inherit formatting, layout, and animations from a selected slide.

1) Open **Normal** or **Slide Sorter** view 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** from the context menu. The duplicated slides are inserted into the presentation after the selected slides.

Tip

Duplicating slides help prevent 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, duplicating a slide and splitting the information points over two or more slides is recommended. All formatting, backgrounds, and so on are retained for each duplicated slide.

Renaming slides

1) Open **Normal** or **Slide Sorter** view 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 renamed slide and close the Rename Slide dialog.

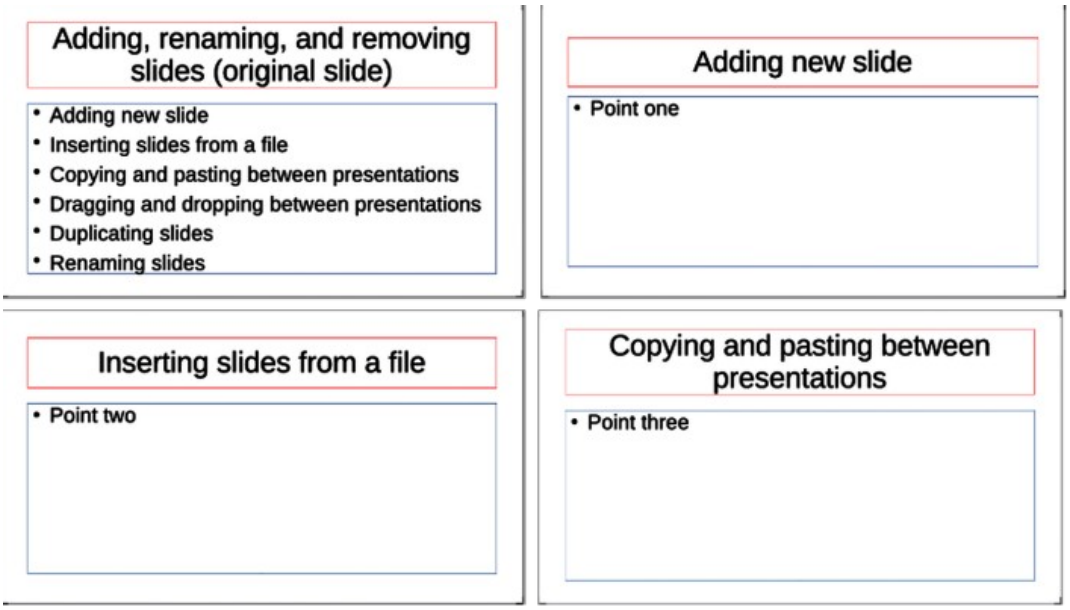


Figure 242: Example of expanding a slide

Expanding slides

Occasionally, a slide may have too many points to fit on a slide making the slide difficult to read and understand. Instead of reducing the font size, or using other methods to increase the amount of text on a slide, it is recommended to divide the slide contents into two or more slides, as shown by the example in Figure 242.

1) Select a slide that contains an outline for expansion in the **Slides** pane.
2) Go to **Slide > Expand Slide** on the Menu bar to create new slides from the first outline level on the original slide.
3) If necessary, rearrange the presentation order for the newly created slides.

Note

The first outline level on the selected slide becomes the title of each new slide created. Outline levels below each first level on the original slide are moved up one outline level in the new slides.

Creating summary slides

A summary slide is a new slide that is added to a presentation and contains an unordered list from the titles of the slides of the selected slides in a presentation. Normally, a summary slide is inserted as the last slide in a presentation and used as an agenda for presentations. An example of a presentation summary slide is shown in Figure 243.

1) Select the slide that contains an outline and is the first slide 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.
3) If necessary, move the summary slide to the required position in a presentation.

Note

When expanding a slide, or creating a summary slide, any selected slides MUST contain an outline.

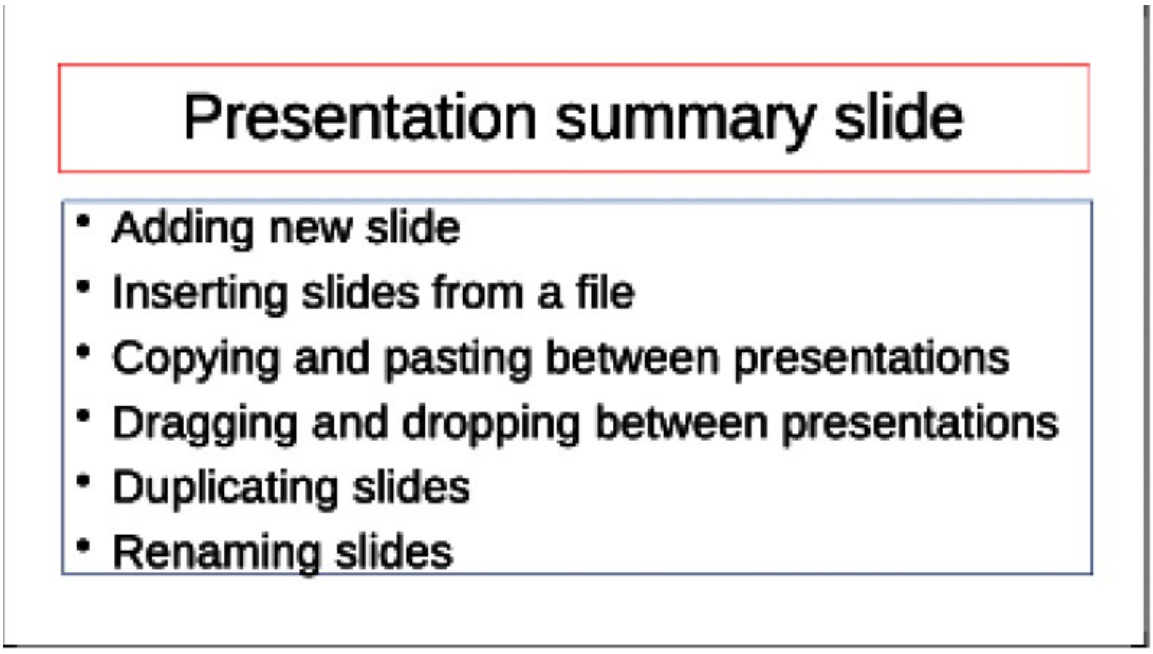


Figure 243: Example of creating presentation summary slide

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 selected slides and select **Delete Slide** from the context menu.
- Press the *Delete* or *Backspace* key.

Creating slides from an outline

When planning a presentation it is recommended to develop an outline from a Writer file. Once the outline is created, one or more separate slides can be created from each of the top level outline elements.

Using Writer document

Note

To create a presentation from 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 basis 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. Heading paragraph styles are converted into the Impress outline styles. An example outline from a Writer document is shown in Figure 244.
3) If necessary, duplicate, or expand slides, and manually change slide contents to create a presentation. For more information, see “Duplicating slides” on page 265 and “Expanding slides” on page 266.

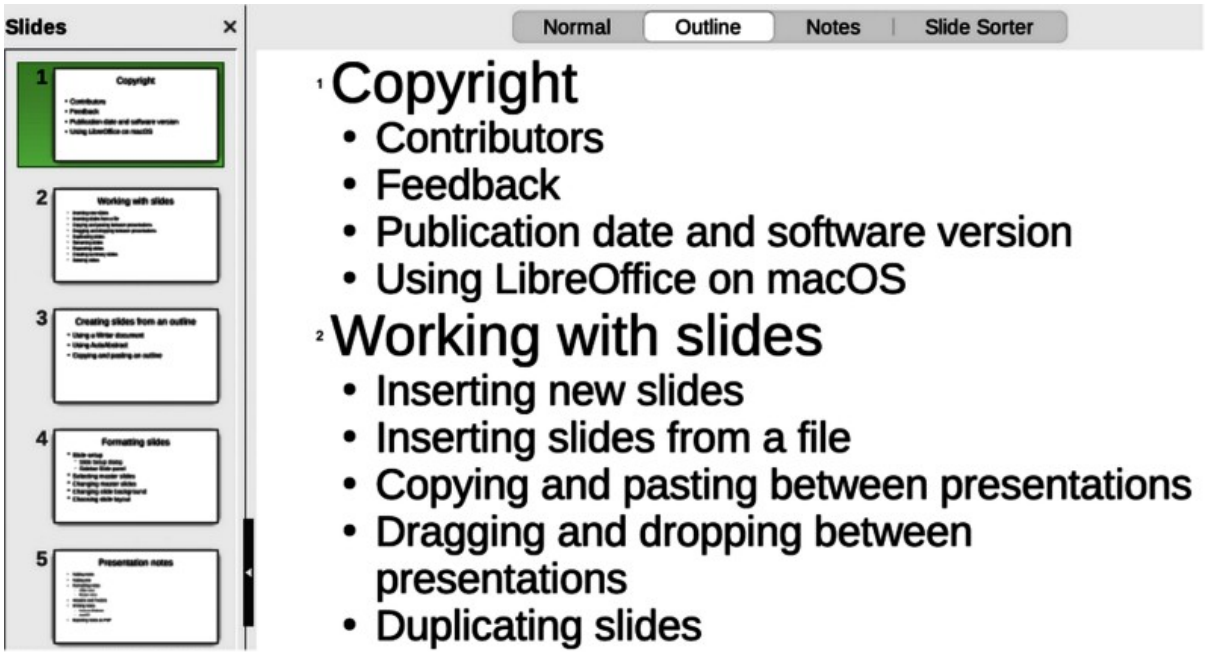


Figure 244: Example creating outline from LO Writer document

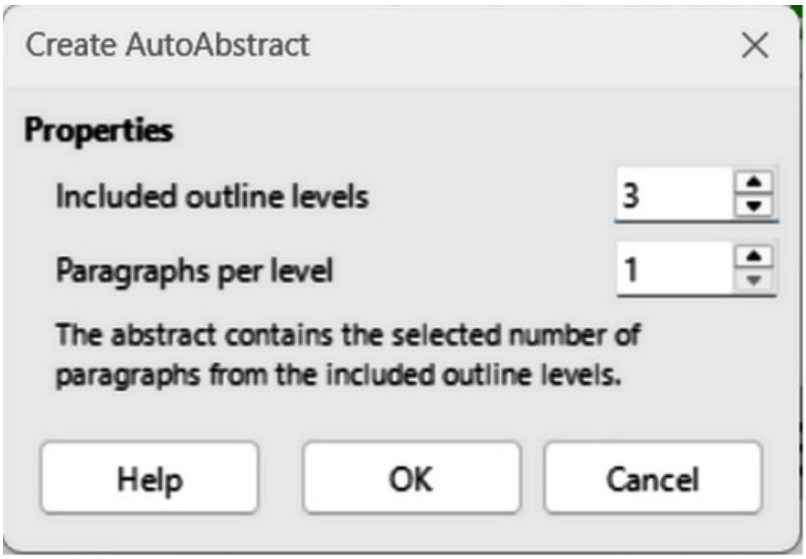


Figure 245: Create AutoAbstract dialog



Figure 246: Outline toolbar

Using AutoAbstract

Note

To create a presentation using AutoAbstract and send content from Writer to Impress, the text must contain headings formatted with the 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 > AutoAbstract to Presentation** on the Writer Menu bar to open the Create AutoAbstract dialog (Figure 245).
3) Select the number of outline levels for the presentation in the *Included outline levels* box. For example, if three levels are selected, all headings formatted with Heading 1 to 3 styles are included as outline levels 1 to 3. An example outline from a Writer document is shown in Figure 244.
4) Select the number of paragraphs for each outline level for in the presentation in the *Paragraphs per level* box. For example, if three paragraphs are selected, each outline level will contain three paragraphs.
5) Click **OK** to close the Create AutoAbstract dialog and an outline is created 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. For more information, see “Duplicating slides” on page 265 and “Expanding slides” on page 266.
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 246) to move the outline points to the correct level.

Copying and pasting an outline

1) Open the file in Writer that contains an outline to use as a basis for creating 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 for better audience understanding. For more information, see “Duplicating slides” on page 265 and “Expanding slides” on page 266.
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 246) to move the outline points to the correct level.

Formatting slides

Using master slides in a presentation creates a professional look and avoids manual 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 **Normal** view is selected in the Workspace.
2) Open the Page Properties dialog (Figure 247) 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** dialog pages 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.

5) Sidebar Slide panel

6) Any options selected in the Slide panel (Figure 248) in the Properties deck on the Sidebar are applied immediately to the slide.

1) Make sure **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.
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.

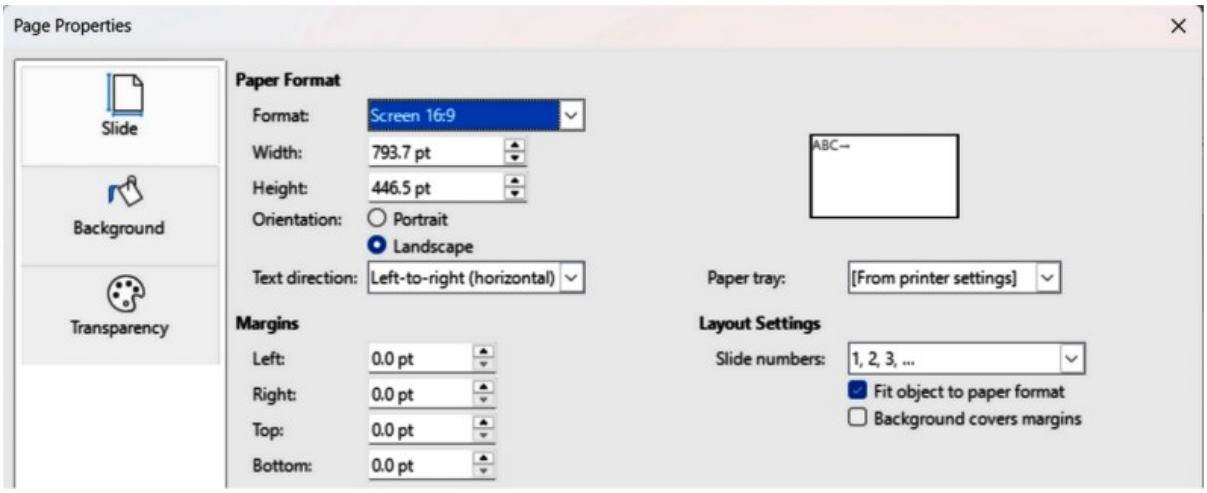


Figure 247: Page Properties dialog — Slide page

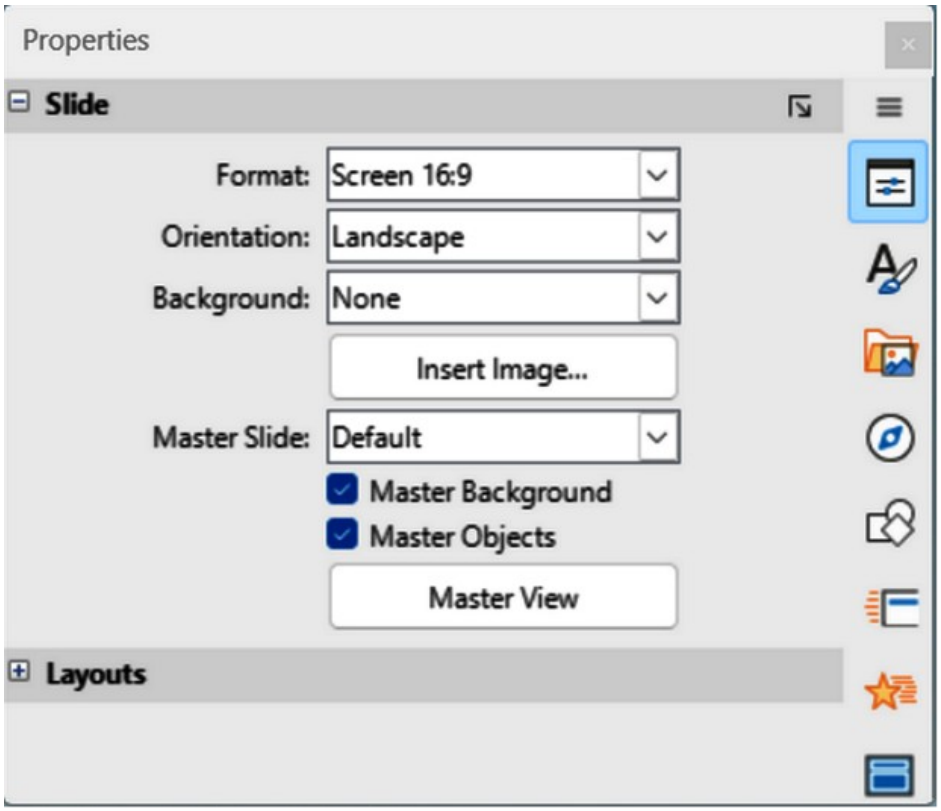


Figure 248: Sidebar Properties deck — Slide panel

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.

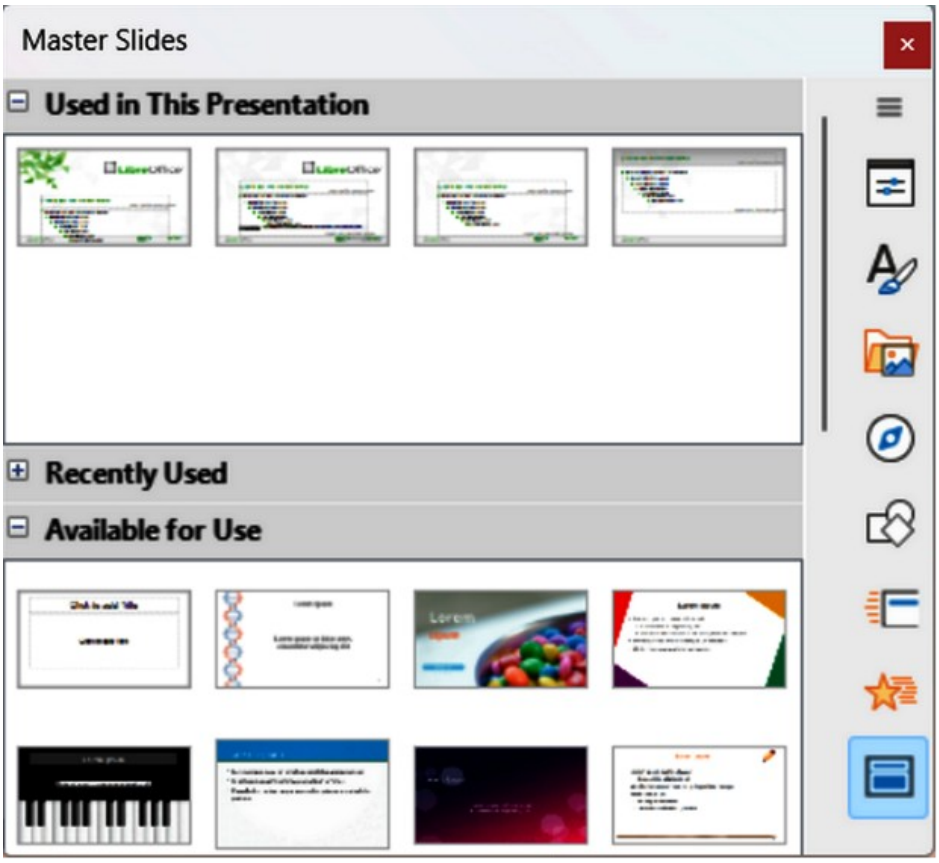


Figure 249: Sidebar Master Slides deck

Selecting master slides

A master slide can be applied to all the slides in a presentation, or only to selected slides allowing more than one master slide to be used in a presentation. For more information on master slides, see *Chapter 2, Master Slides, Styles and Templates*.

1) Make sure **Normal** view is selected in the Workspace.
2) In the Sidebar, click on **Master Slides** to open the Master Slides deck (Figure 249) and display the master slides available for use.
3) Select a master slide from the options available in the panels 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.

Changing master slides

1) Make sure **Normal** view is selected in the Workspace.
2) Select a slide in the **Slides** panel 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** from the context menu to open the Available Master Slides dialog (Figure 250).

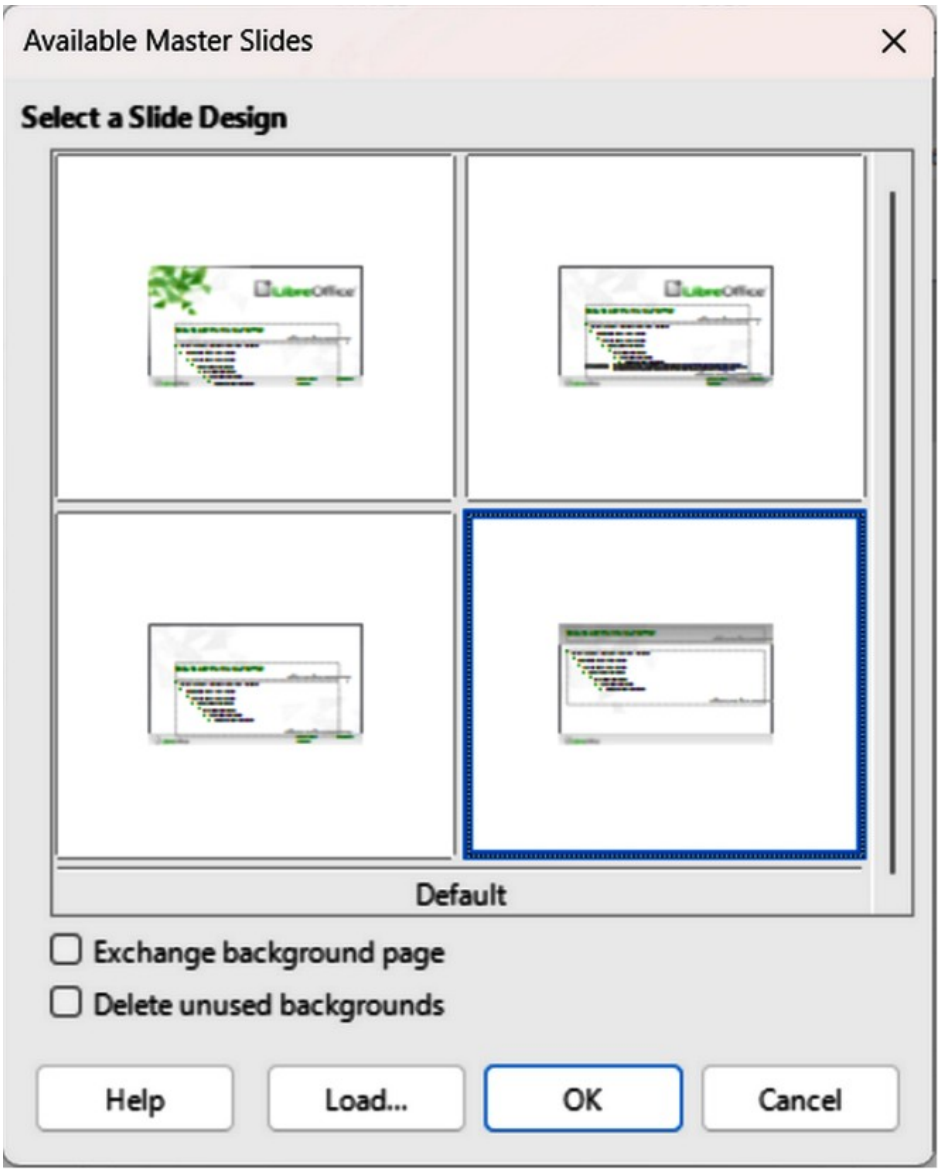


Figure 250: Available Master slides dialog

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 251).

   g) Select the category of master slide required from the **Categories** list.

   h) Select the template required from the Templates list and a preview of the template appears in the **Preview** box.

   i) 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 **Normal** view is selected in the Workspace.

2) Select a slide in the presentation.

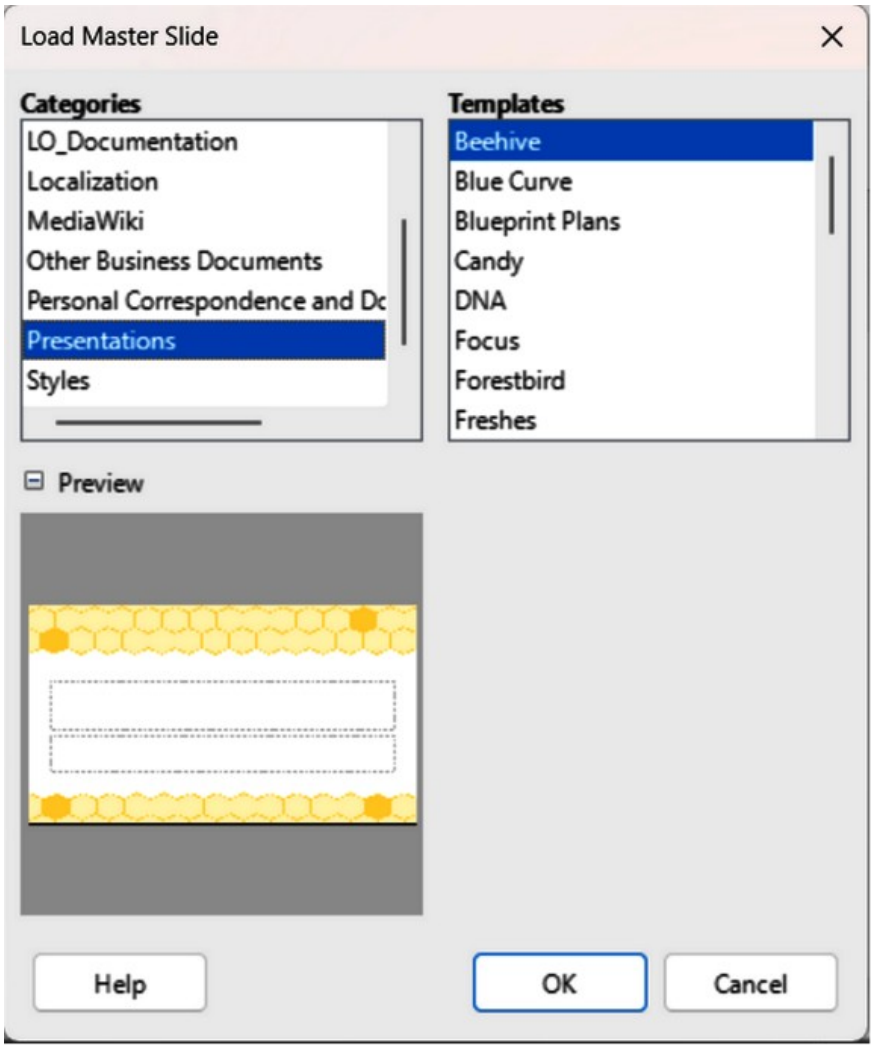


Figure 251: Load Master Slide dialog

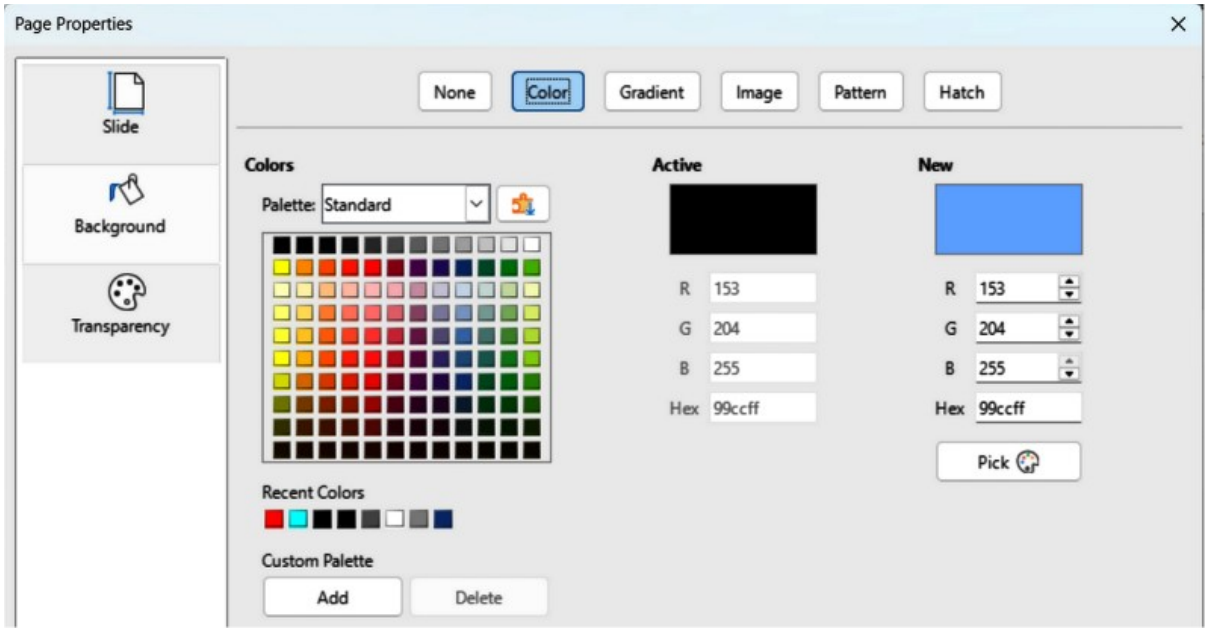


Figure 252: Slide Properties dialog — Background Color page

Note

Only one slide background in a presentation is changed at a time. To change the background on multiple slides, master slides have to be used. For more information, see *Chapter 2, Master Slides, Styles and Templates*.

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 252) 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 for each background type to create a background for a slide.
6) Click **OK** to save the changes to the background and close the Slide Properties dialog.

Choosing slide layout

After creating a new slide, a layout is selected to suit the slide contents and presentation requirements. Impress has predefined layouts that are applied as a starting point for a slide and Figure 253 shows the predefined layouts that are available. If the layouts available in Impress do meet the presentation requirements, layout elements can be rearranged, duplicated, resized, or deleted as necessary.

1) Make sure **Normal** or **Slide Sorter** view is selected in the Workspace.
2) Select a slide in the presentation.

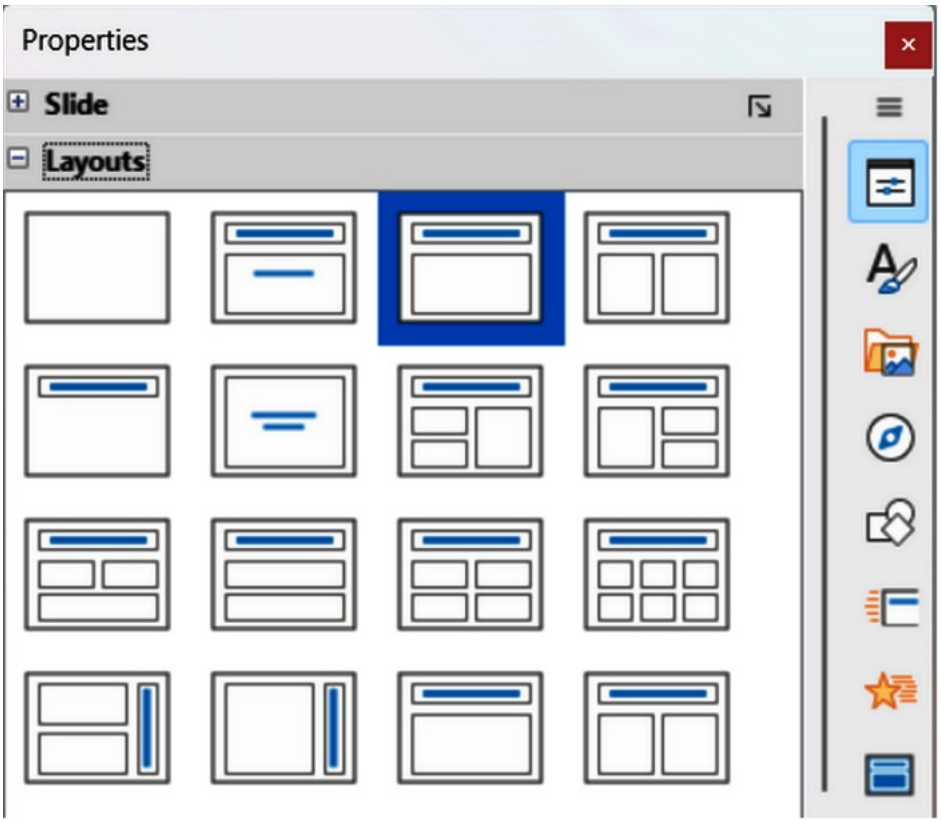


Figure 253: Sidebar Properties deck — Layouts panel

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** on the Menu bar and select a layout from the options in 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 submenu.
   - 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 submenu.
4) When a slide layout has changed, make any necessary formatting, resizing, and repositioning adjustments to the elements on a slide. For more information on adjustments of slide elements, refer to the other chapters in this guide.

Notes

If the layout is changed on a slide already containing 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.

Custom defined layouts for slides cannot be created and saved in Impress. A master slide or template that uses a custom layout can be used on several slides. For more information on master slides and templates, see *Chapter 2, Master Slides, Styles, and Templates*.

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.

Presentation notes

Notes provide a method for creating reminders, or adding extra information to slides in a presentation. Notes are not displayed on the main presentation display during a presentation. When using dual displays, notes are displayed on the second display being used by the presenter as a presentation cue.

Notes

When using a second display, it is recommended to use the Presenter Console. The Presenter Console uses second monitor for displaying presentation notes, next slide, and other useful information while a slide is displayed to the audience on the main display. For more information on the Presenter Console, see *Chapter 1, Introducing Impress* and *Chapter 9, Slide Shows & Photo Albums*.

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.

Adding notes

1) Select a slide to add notes to and open the **Notes** view (Figure 254) using one of the following methods:
   - Click on **Notes** at the top of the Workspace.
   - Go to **View > Notes** on the Menu bar.

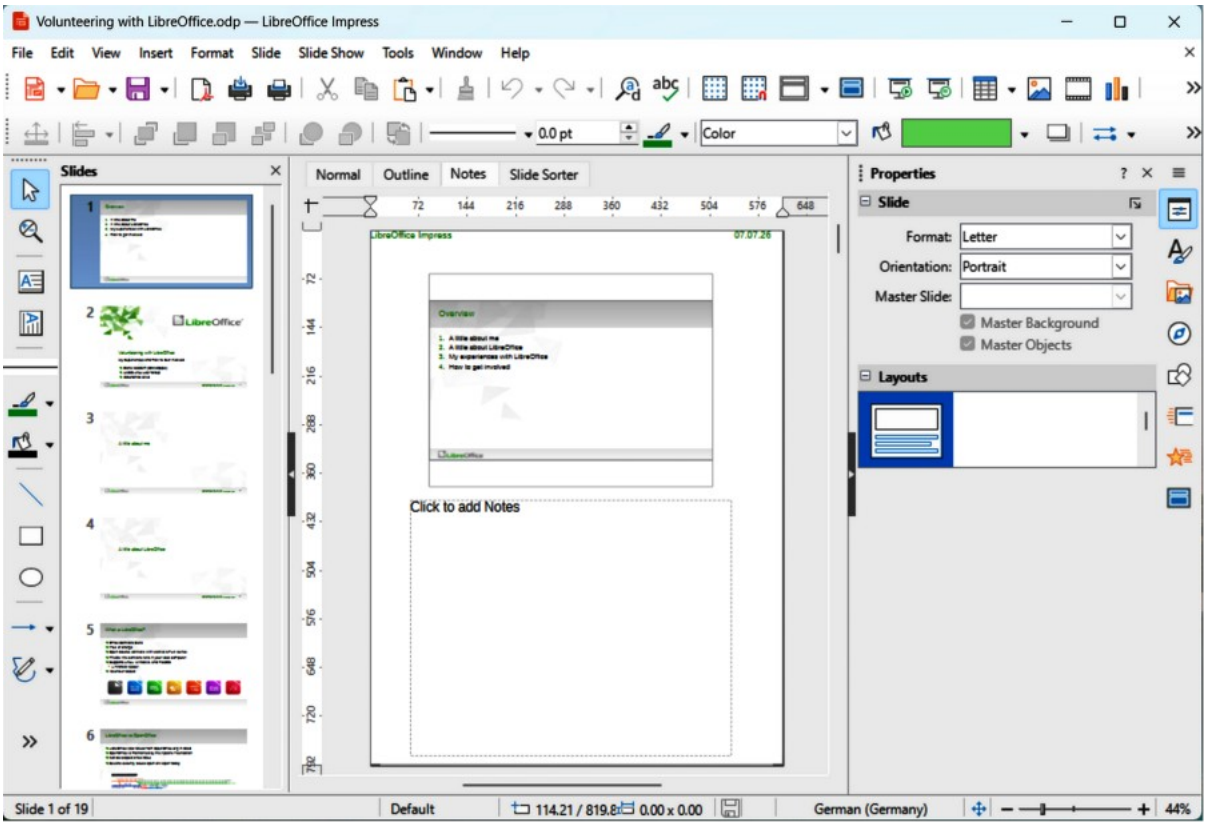


Figure 254: Example of Workspace Notes view

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.

Adding text

When text is inserted in the Notes text box, it is automatically formatted using the predefined *Notes* style in the **Presentation Styles** panel in the Styles deck on the Sidebar. The *Notes* style cannot be deleted, but can be formatted to match the presentation requirements.

Text boxes can also be added to the notes page and formatted to presentation requirements. Also, custom text styles in text boxes can be created to match presentation requirements. Any custom text styles created are placed in the **Custom** category. These custom text styles can be deleted when there is no further requirement for the 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** on 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** and select **Modify** to open the Notes dialog (Figure 255).

4) Use the various pages and options in the Notes dialog to modify the Notes style to presentation requirements.

5) Click **OK** to save the changes and close the Notes dialog.

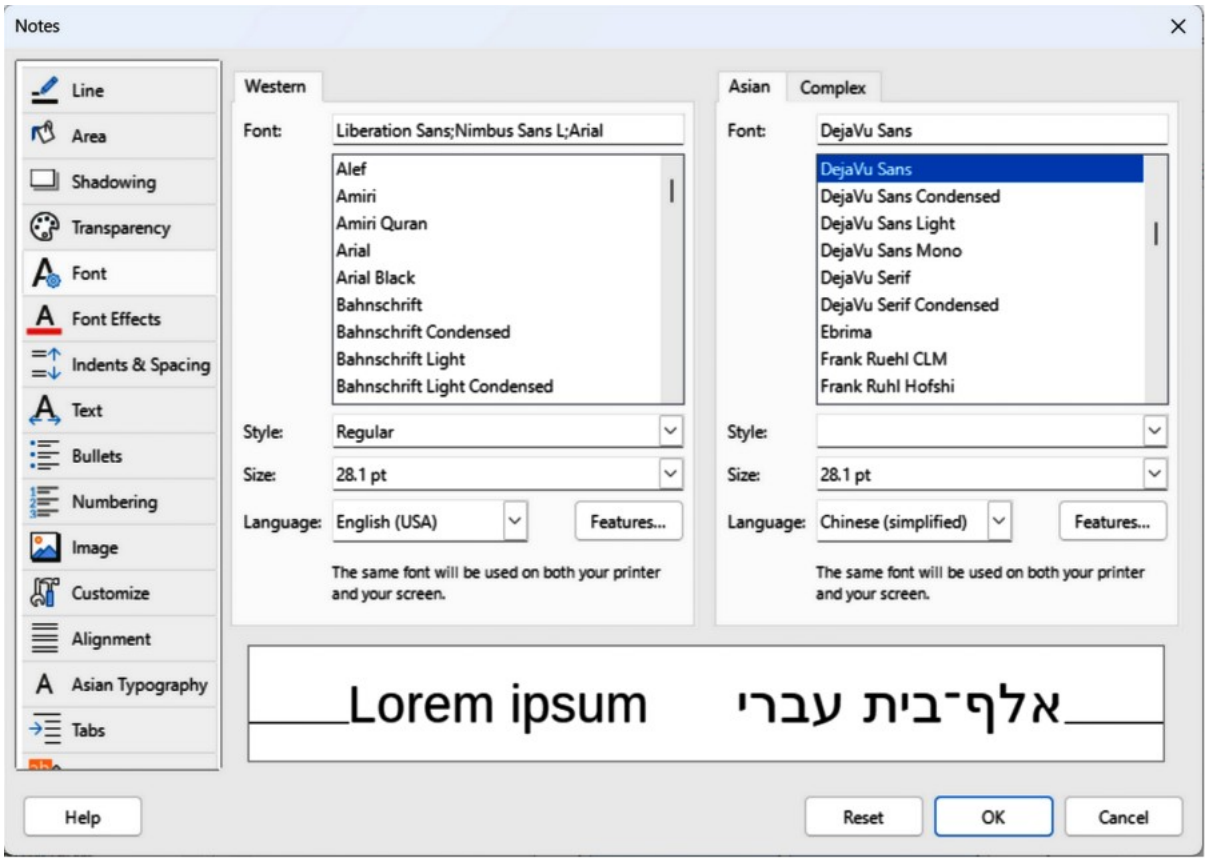


Figure 255: Notes dialog — Font page

Formatting notes

Slide notes

1) Select a slide to add notes to and open the **Notes** view using one of the following methods:
   - Click on **Notes** at the top of the Workspace.
   - Go to **View > Notes** on the Menu bar.
2) Click on **Click to add notes** below the slide then type or paste text or graphics as required into the notes box.
3) Format the text to the presentation requirements. For more information on creating styles, adding text, and formatting text, see “Adding text” on page 276, *Chapter 2, Slide Masters, Styles and Templates*, or *Chapter 3, Adding and Formatting Text*.
4) Format any objects or images that have been placed in the slide notes. For more information on formatting objects, see the other chapters in this user guide.
5) When formatting is complete, go to **View > Normal** on the Menu bar and close **Notes** view.

Master notes

The slide layout for notes in a presentation is formatted using **Master Notes**. For more information on formatting master slides, see *Chapter 2, Slide Masters, Styles and Templates*.

1) Select a slide that has notes added.
2) Open **Master Notes** view (Figure 256), go to **View > Master Notes** on the Menu bar.

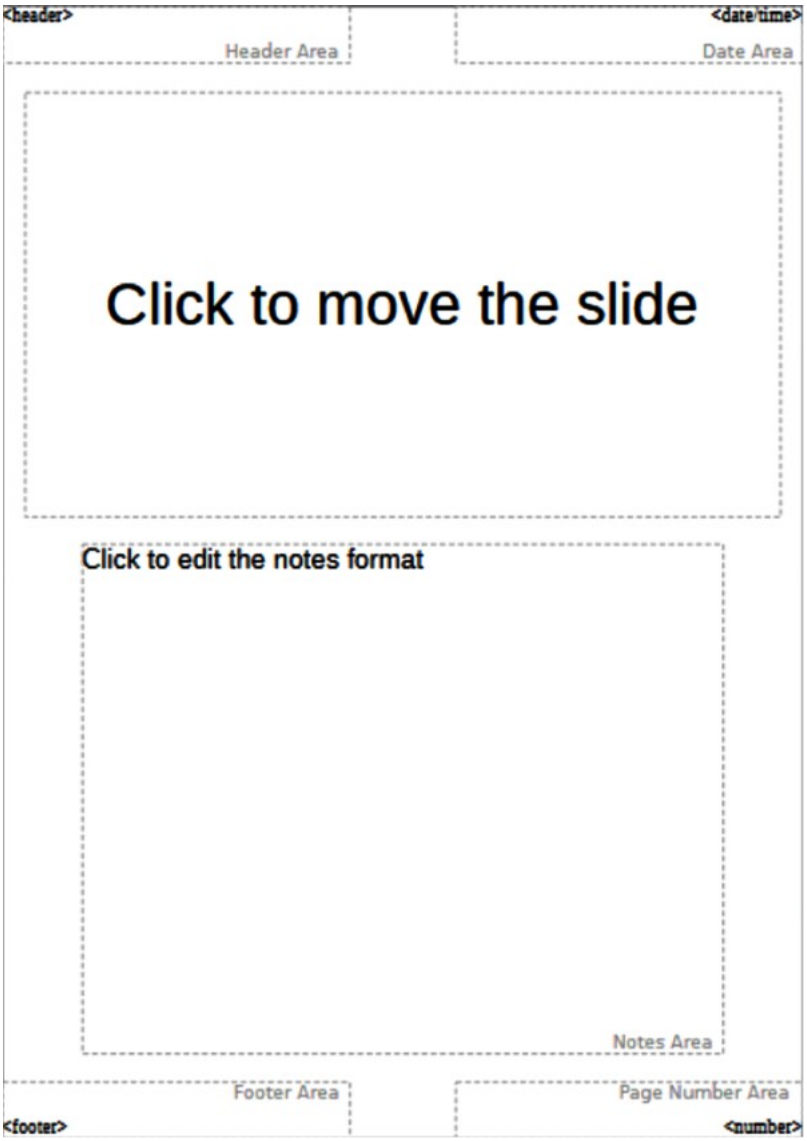


Figure 256: Master Notes view

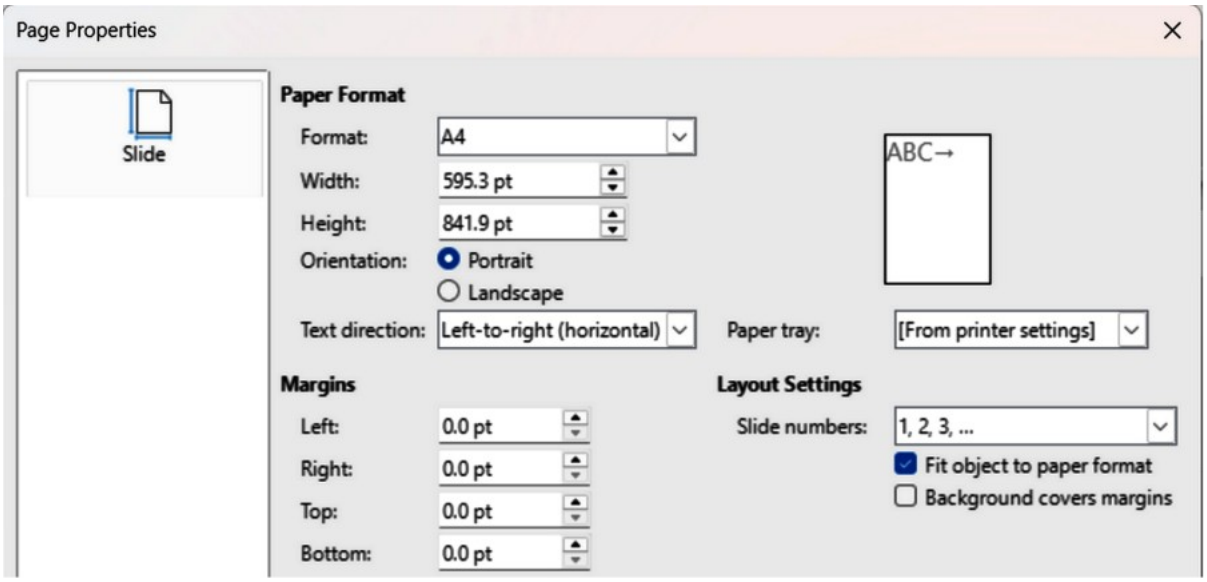


Figure 257: Slide Properties dialog — Master View page

3) Open the Slide Properties dialog for master notes (Figure 257) using one of the following methods:
   - Go to **Slide > Slide Properties** on the Menu bar.
   - Right-click in an empty area and select **Slide Properties** from the context menu.
4) Use the options available in the Slide Properties dialog to format the presentation slide layout.
5) When formatting is complete, go to **View > Normal** on the Menu bar and close Master Notes view.

Headers and Footers

Headers and footers for slide notes page are created and formatted using master slides. The header and footer areas are as follows:

Header text
Date and time – fixed or variable
Footer text
Page number

1) Select a slide that has notes added.
2) Go to **View > Master Notes** on the Menu bar to open **Master Notes** view.
3) Go to **Insert > Header and Footer** on the Menu bar to open the Header and Footer dialog (Figure 258).
4) Click on **Notes and Handouts** to open the **Notes and Handouts** page.

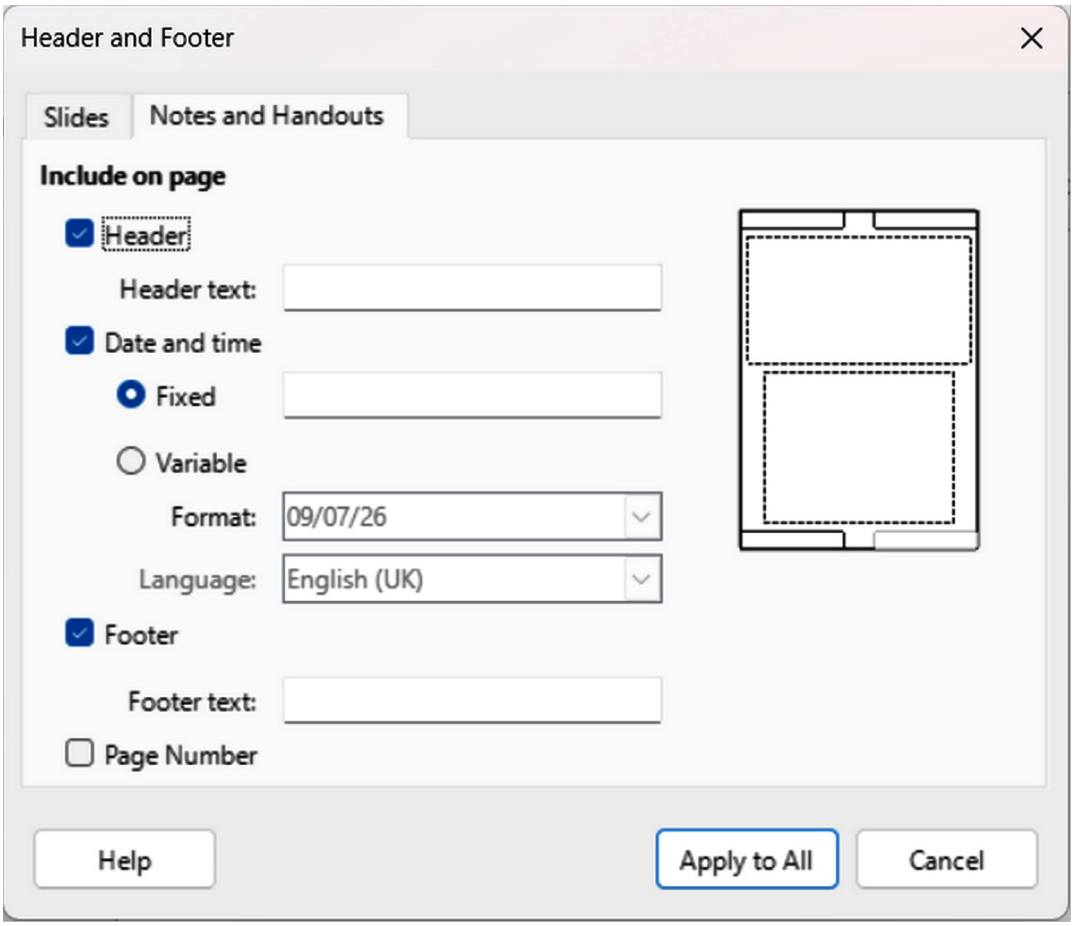


Figure 258: Header and Footer dialog — Notes and Handouts page

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

For more information on printing slides and notes, see *Chapter 10, Printing, E-mailing, Exporting, and Saving Slide Shows*.

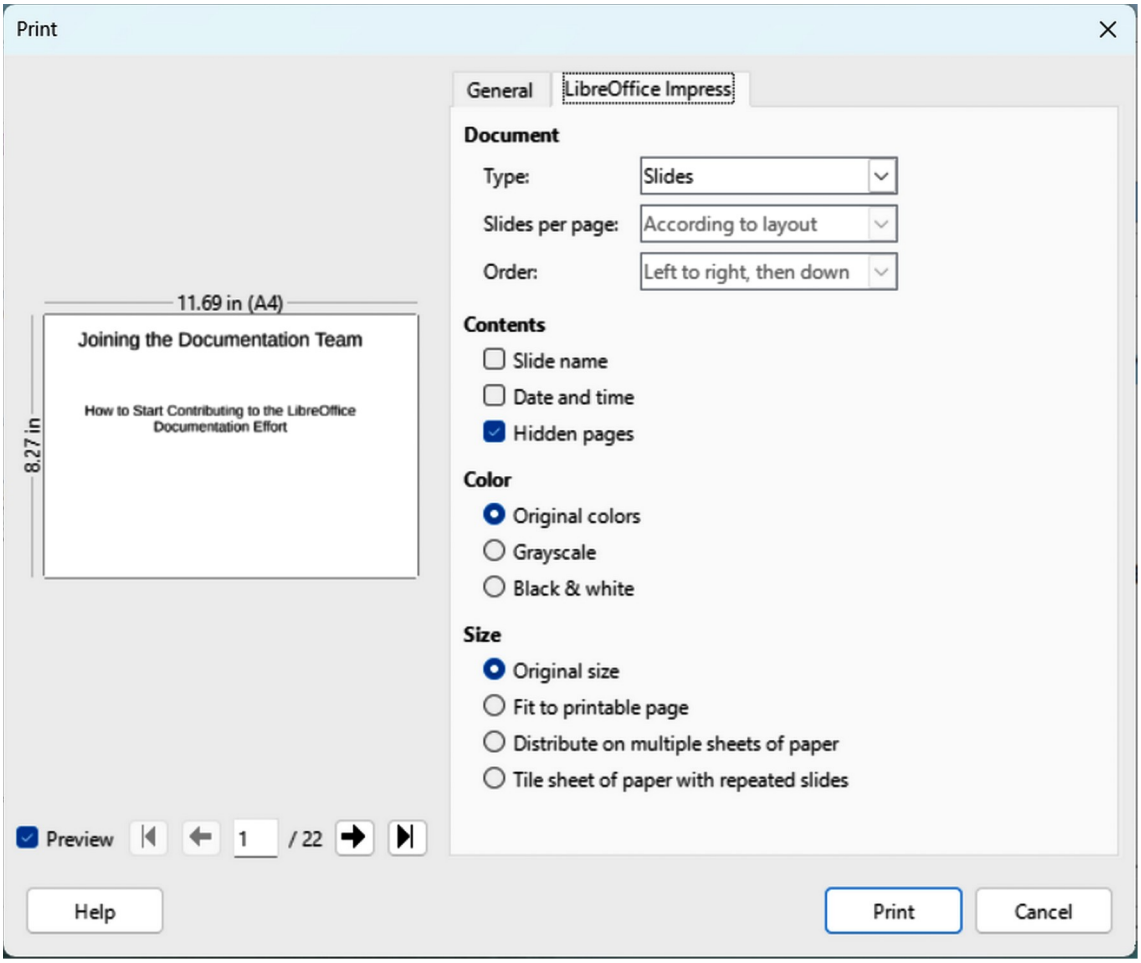


Figure 259: Print dialog — LibreOffice Impress Notes — Windows

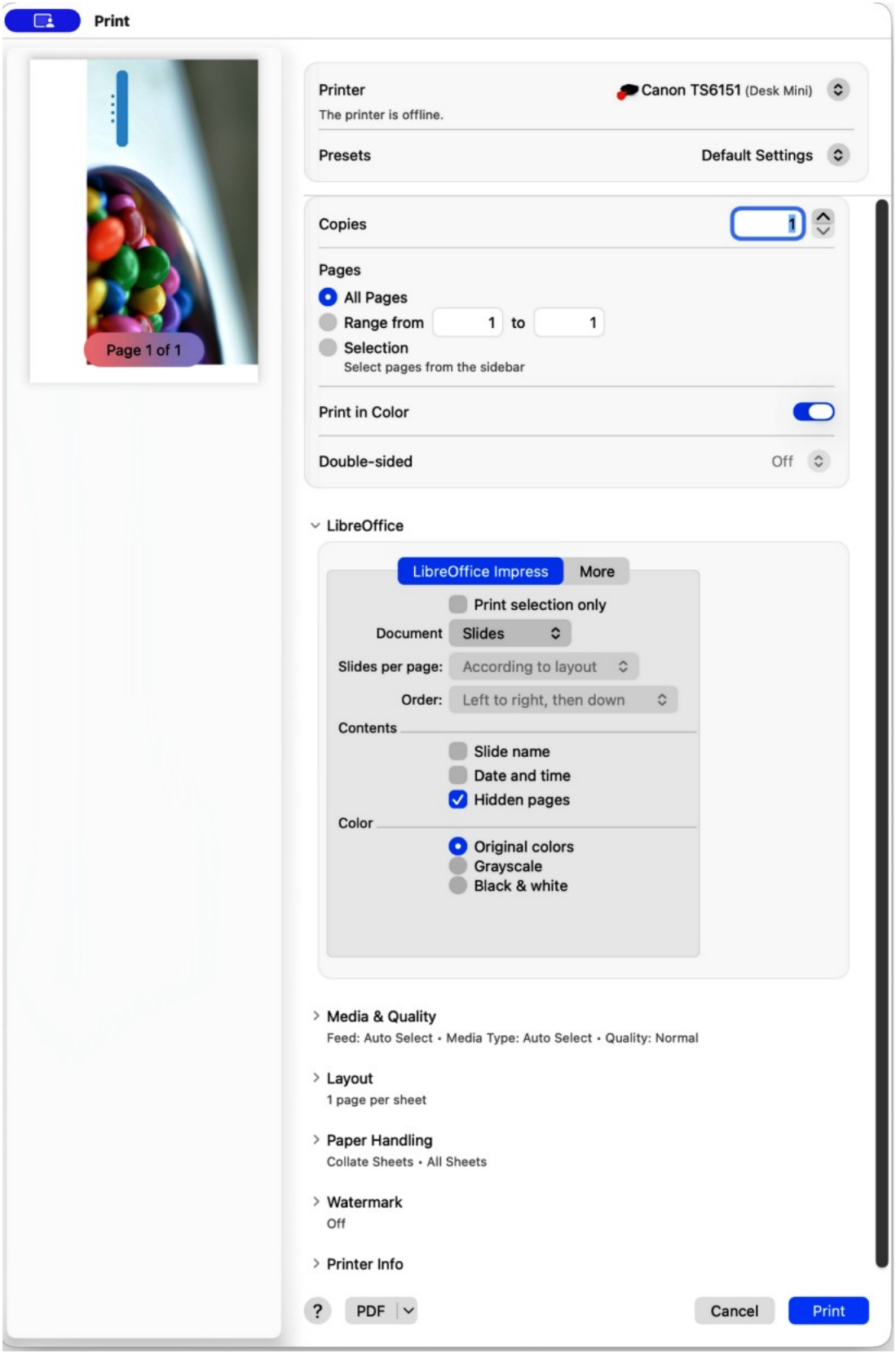


Figure 260: Print dialog — LibreOffice Impress Notes — macOS

Note

Printing procedures are examples only. Actual printing procedure does depend on computer setup, operating system and the type of printer.

Linux or Windows

1) Select a slide that has notes added and open the Notes view. See “Adding notes” on page 275.
2) Go to **File > Print** on the Menu bar, or use the keyboard shortcut *Ctrl+P* to open the Print dialog (Figure 259).
3) Select **LibreOffice Impress** to open the **LibreOffice Impress** page and access the options for printing notes.
4) In **Document**, select **Notes** from the *Type* drop-down list.
5) In **Contents**, **Color**, and **Size**, select any additional options that are required, for example *Slide name*, *Original colors*, *Fit to printable page*.
6) Click **OK** to print and close the Print dialog.

macOS

1) Select a slide that has notes added and open the Notes view. See “Adding notes” on page 275.
2) Go to **File > Print** on the Menu bar, or use the keyboard shortcut ⌘+*P* to open the Print dialog (Figure 260).
3) In **LibreOffice**, select **LibreOffice Impress** then select the following options:
   – In *Document*, select **Notes** from the available options.
   – In *Contents*, select the required information from the available options
   – In *Color*, select the printing color from the available options.
4) Click on **More** and make sure that **Original size** and **All slides** are selected.
5) Click **OK** to print and close the Print dialog.

Exporting notes as PDF

The PDF contains separate pages for the slides and the notes. For example, if a presentation has 10 slides, the PDF file contains 20 pages consisting of 10 pages of individual slides followed by 10 pages of notes. All pages are formatted for the paper size selected.

The following PDF export is an example only. Actual export procedure does depend on computer setup, operating system and the type of printer connected to the computer.

1) Select a slide that has notes added and open the Notes view. See “Adding notes” on page 275.
2) Go to **File > Export As > Export as PDF** on the Menu bar to open the PDF Options dialog (Figure 261).
3) Click on **General** to open the **General** page.
4) In **Structure**, select the option *Export notes pages*.
5) If required, select *Export only notes pages* to create a PDF file that only contains the presentation notes.
6) If required, open the remaining pages in the PDF Options dialog and select any required options to create a PDF file.

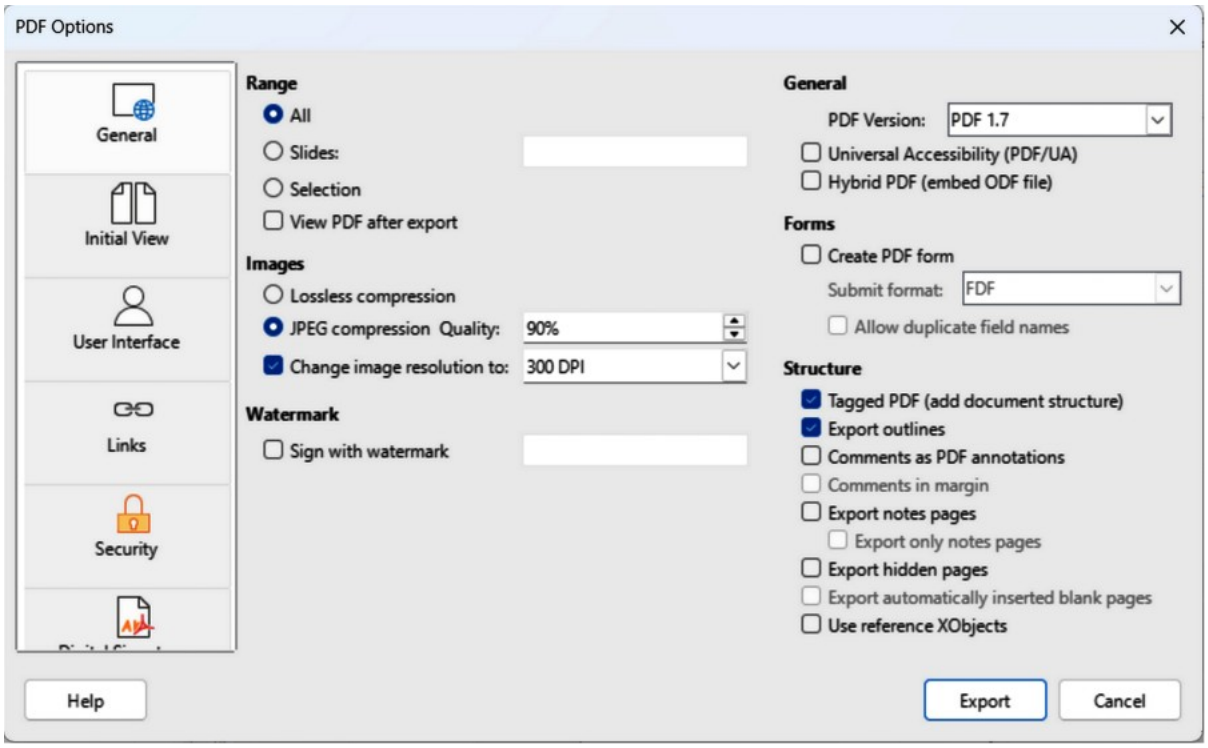


Figure 261: PDF Options dialog — General page

7) Click on **Export** to open a file browser window and navigate to the folder where the PDF file is to be saved.

8) Enter a filename, then click on **Export** or **Save** to save the file in the designated folder closing the file browser window and PDF Options dialog.

Printing handouts

Handouts are used to distribute a copy of the presentation slides and are printed using the printing options available in Impress. Figure 262 shows an example of a slide handout ready for printing.

Note

Handout printing depends on the computer operating system, computer setup, and the type of printer. The following printing procedure for handouts is only an example of how to print handouts.

1) If required, create headers and footers for the handouts as follows:

   a) Go to **Insert > Header and Footer** on the Menu bar to open the Header and Footer dialog.

   b) Click on **Notes and Handouts** to open the **Notes and Handouts** page.

   c) Select the required header and footer options from the default options. See “Headers and Footers” on page 279 for more information.

   d) Click on **Apply to All** to save the options for the handouts and close the Header and Footer dialog.

2) Go to **File > Print** on the Menu bar, or use the keyboard shortcut *Ctrl+P* (macOS ⌘+*P*) to open the Print dialog.

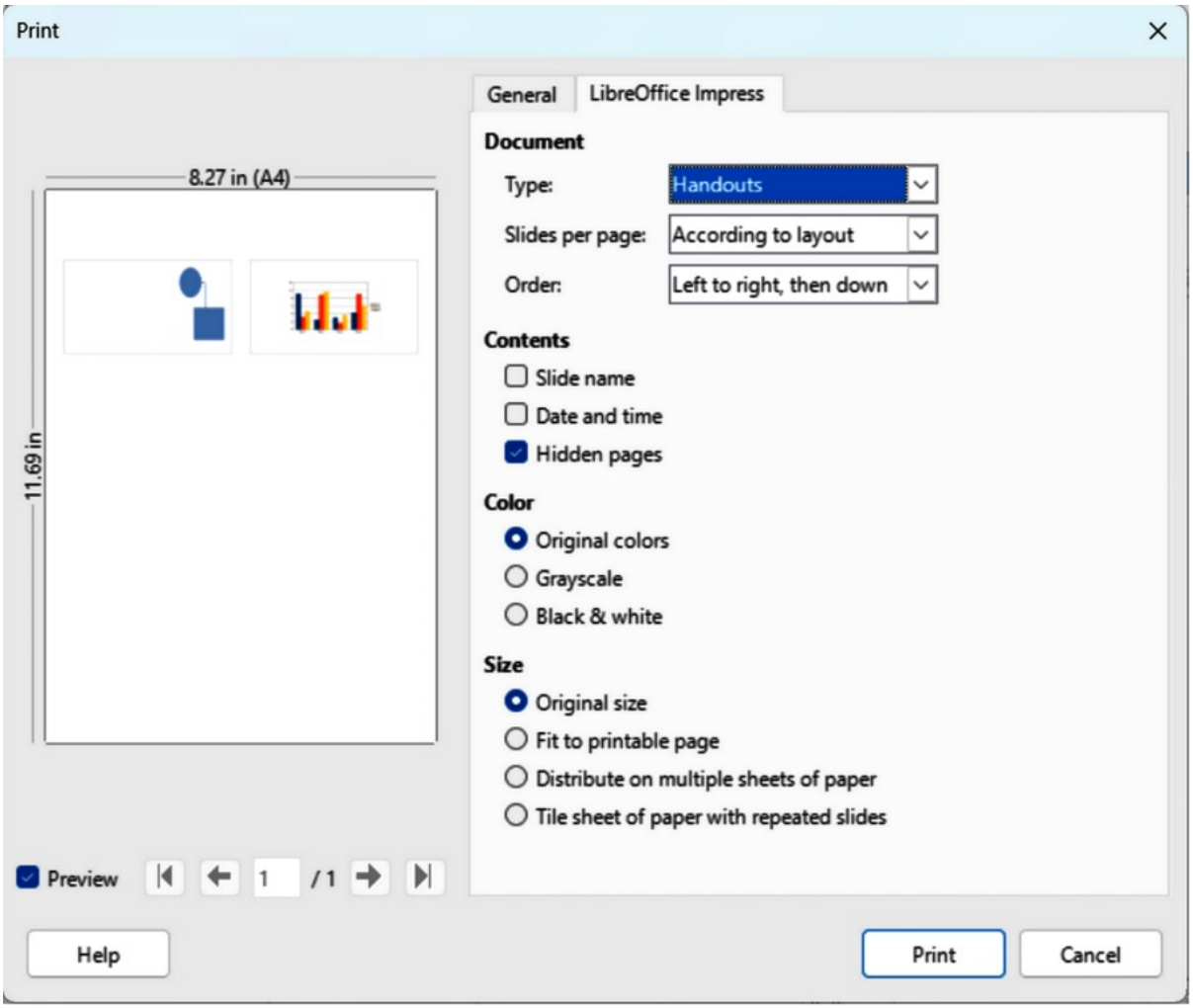


Figure 262: Print dialog — LibreOffice Impress — Handouts page

3) For Linux or Windows, click on **LibreOffice Impress** to open the page for handout printing and select the printing options from the **Document** 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.
4) For macOS, make sure **LibreOffice** is selected and select the printing options from the **LibreOffice Impress** drop–down lists as follows:
   - *Document:* — 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.
5) 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.
6) In **Color**, select one option on how the handouts are printed.
7) In **Size**, select one option on how the handouts are printed.
8) Click on **Print** to print the handouts and close the Print dialog.

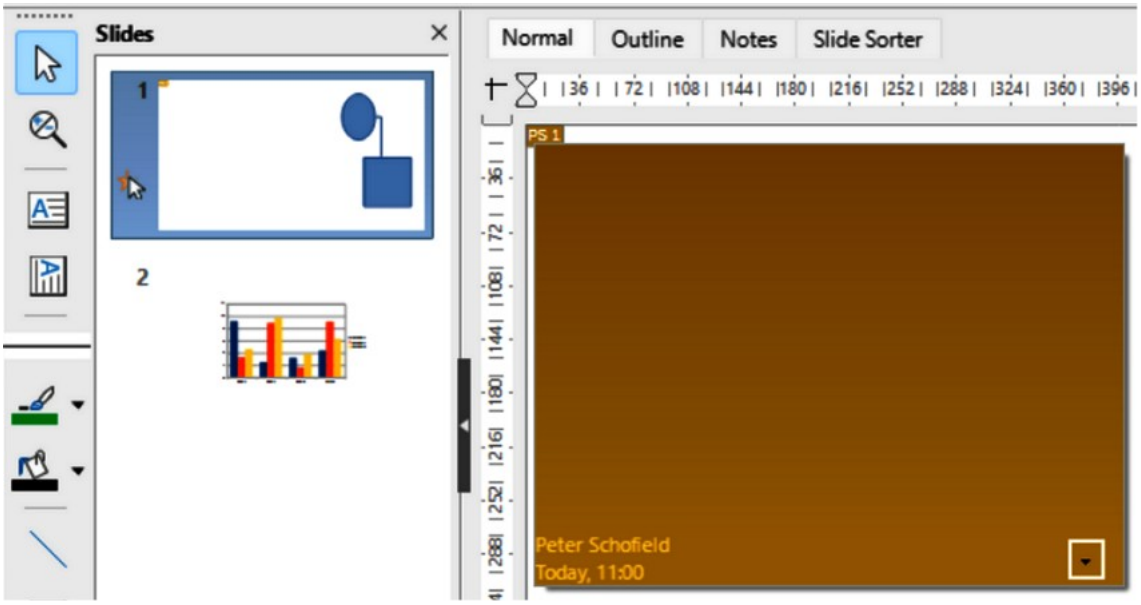


Figure 263: Example of inserting comments

Inserting comments

Note

Comments inserted by different authors are automatically allocated different colors. Go to **Tools > Options > LibreOffice > User Data** (macOS **LibreOffice> Preferences > LibreOffice > User Data**) to configure the name and initials that appear in a comment. This is necessary for user initials appear in comments and identify the comment creator.

Comments are inserted into a presentation providing information about a slide or presentation at the cursor position.

1) In **Normal** view, go to **Insert > Comment** on the Menu bar, or use the keyboard shortcut *Ctrl+Alt+C* (macOS ⌥+⌘+*C*) to insert a comment (Figure 263).
   - A small comment marker containing the initials of the comment creator appears in the upper left corner of a 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.
2) Type or paste the text into the comment box.
3) If necessary, move the small comment marker to a different position on the slide. This is normally on or near an object being referred to in the comment.
4) To show or hide the comment markers, go to **View > Comments** on the Menu bar.

LibreOffice

Impress Guide 26,2

Chapter 9,
Slide Shows and Photo Albums

Creating slide shows

LibreOffice Impress provides tools to organize and display a slide show, including:

Selecting slides to show in the required sequence.
Run the show automatically or manually.
Transitions between slides.
Animations on individual slides.
Interactions when clicking on a button or link.
Presenter console.

Basic settings

Most tasks associated in creating a slide show are carried out in the **Slide Sorter** view where all slides in the presentation are displayed in the Workspace.

1) Open the **Slide Sorter** view (Figure 264) using one of the following methods:
   – Go to **View > Slide Sorter** on the Menu bar.
   – Click on the **Slide Sorter** tab 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 265).
3) Select the options required for the slide show.
4) Click **OK** to save the changes and close the Slide Show Settings dialog.

Slide show options

Range
Select which slides to include in the slide show.

All slides
Includes all slides, except for slides marked Hidden (see “Hiding slides” on page 291). Slides are shown in 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.

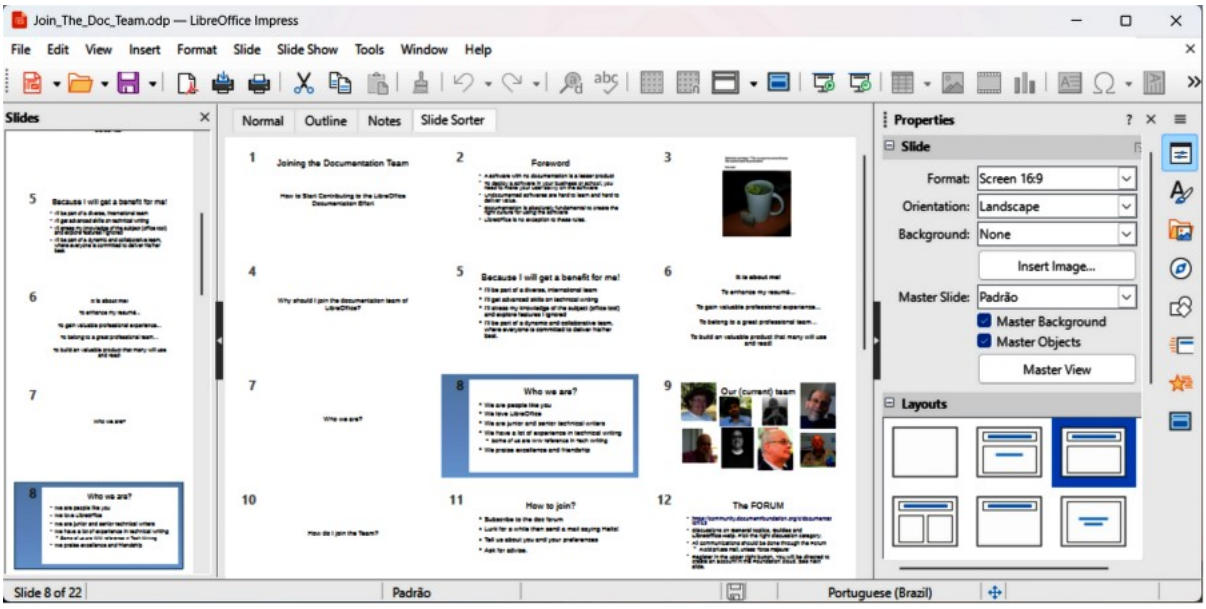


Figure 264: Example of Slide Sorter view in Workspace

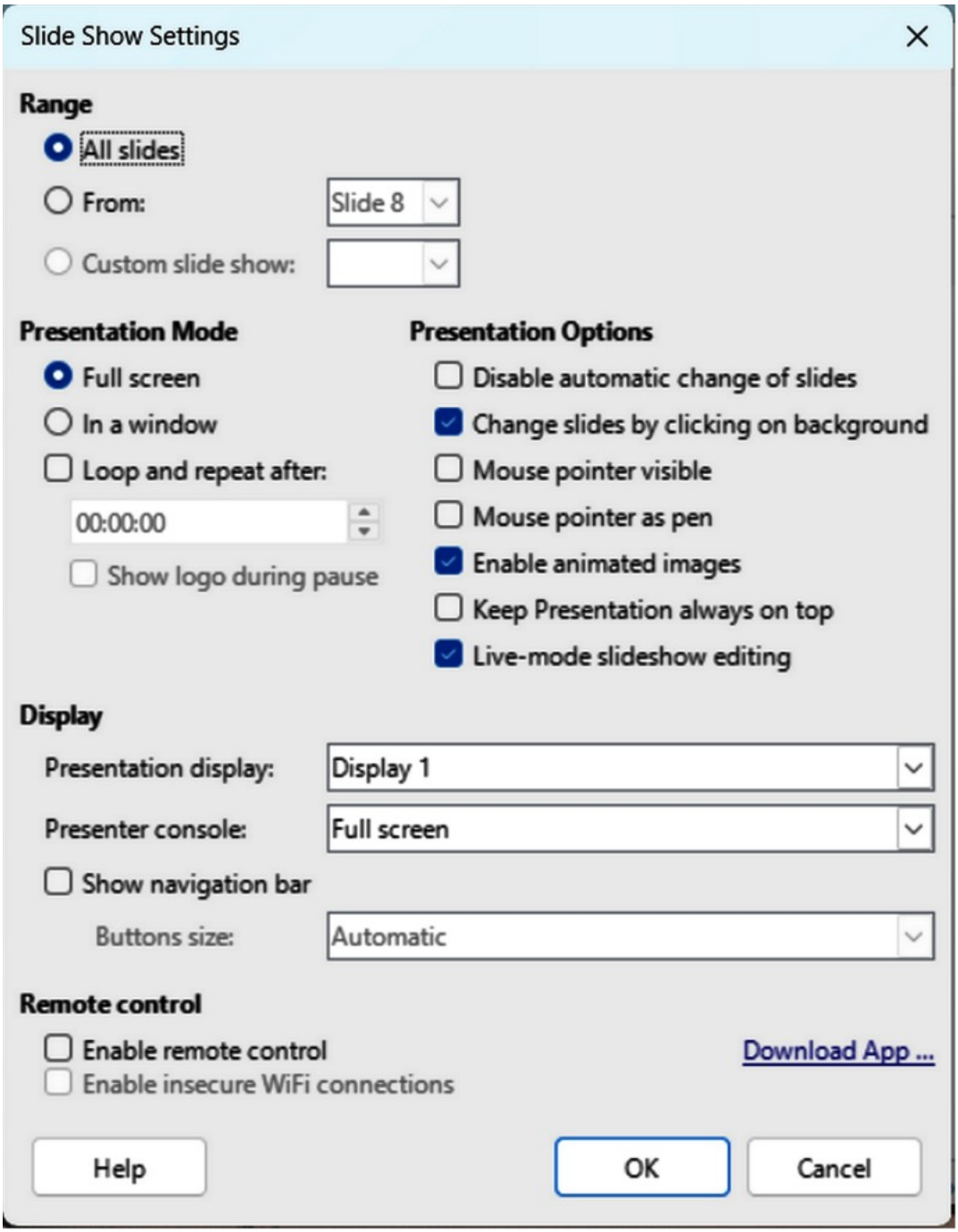


Figure 265: Slide Show Settings dialog

From
Starts the show at the slide selected from the drop-down list. For example, there may be several slides at the beginning describing the company, but when presenting this slide show to work colleagues, this introduction could be skipped.

Custom slide show
Displays 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 292). 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 which slides to include in a slide show.

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 a specified time delay. Setting this option allows a slide show to automatically run continuously. 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.

Note

Before selecting the option *Loop and repeat after*, make sure that the option *After* is selected and an interval time setting has been entered. The option *After* is in **Advance slide** options in the Slide Transitions deck on the Sidebar. If no interval time is set for *After*, then the option *Loop and repeat after* will not function.

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 297.

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

Multiple Displays setting is not saved with a presentation file. It is saved as a local setting in the computer user configuration. This means that if a presentation is opened using another computer, the local settings for that computer are applied.

Hiding slides

Some slides may not be required in a slide show. The solution is to hide slides or create a custom slide show to suit presentation requirements. For example, draft slides are not shown, or there may be slides containing sensitive 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 for hiding.
2) Hide the selected slides using one of the following methods. Hidden slides are displayed greyed out indicating that it is hidden as shown in Figure 266. Hidden slides are not deleted and remain in the presentation file.
   - Click on **Hide Slide** in the Slide View toolbar (Figure 267).
   - Right-click on the selected slide and select **Hide Slide** from the context menu.
   - Go to **Slide > Hide Slide** on the Menu bar.

Showing hidden slides

1) In the **Slides** pane, or **Slide Sorter** view, select the hidden slides.

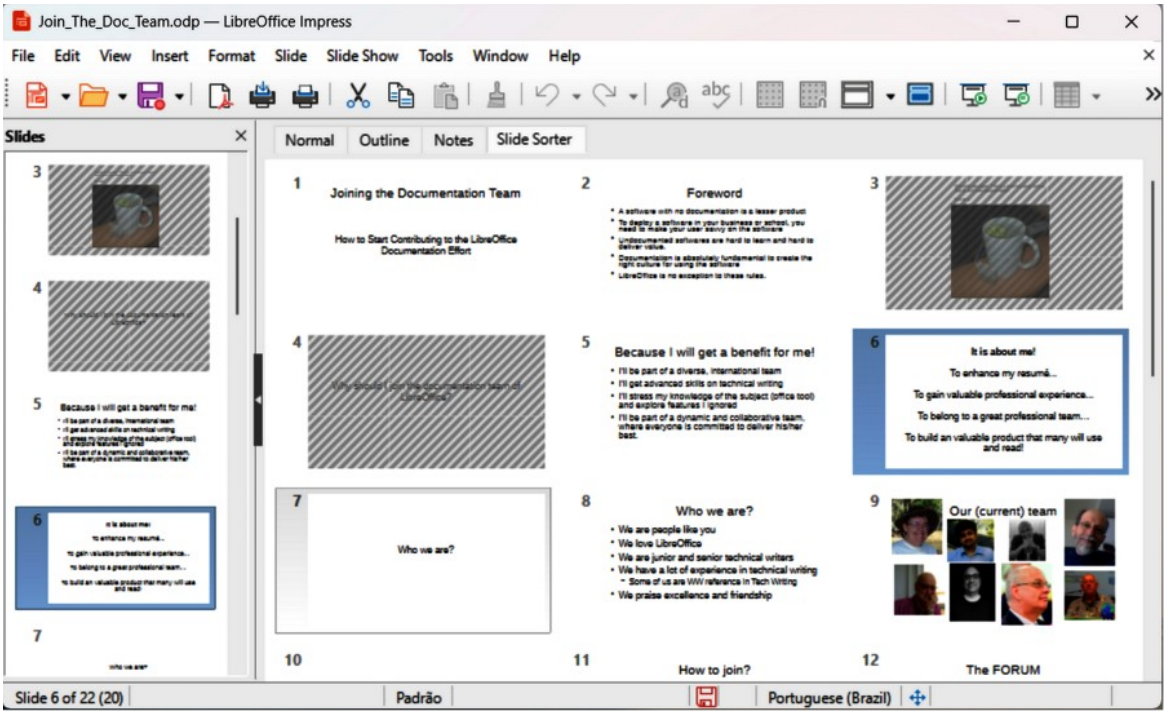


Figure 266: Example of hiding slides in Slide Sorter view



Figure 267: Slide View toolbar

2) Show the selected slides using one of the following methods. **Show Slide** is only active when there hidden slides 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.

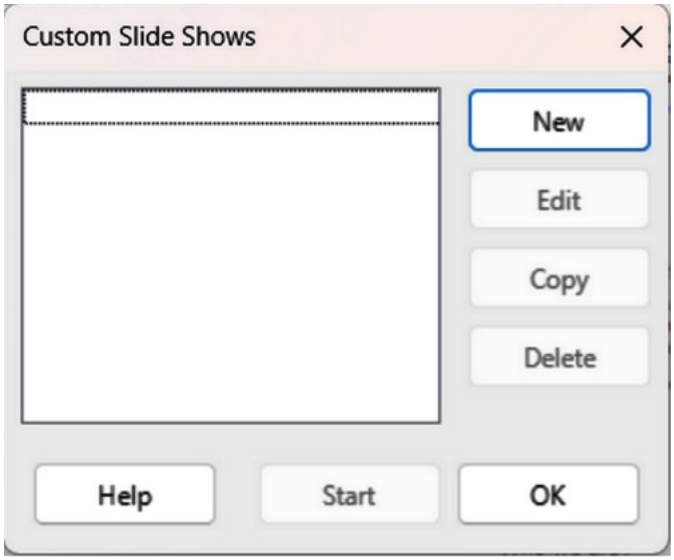


Figure 268: Custom Slide Shows dialog

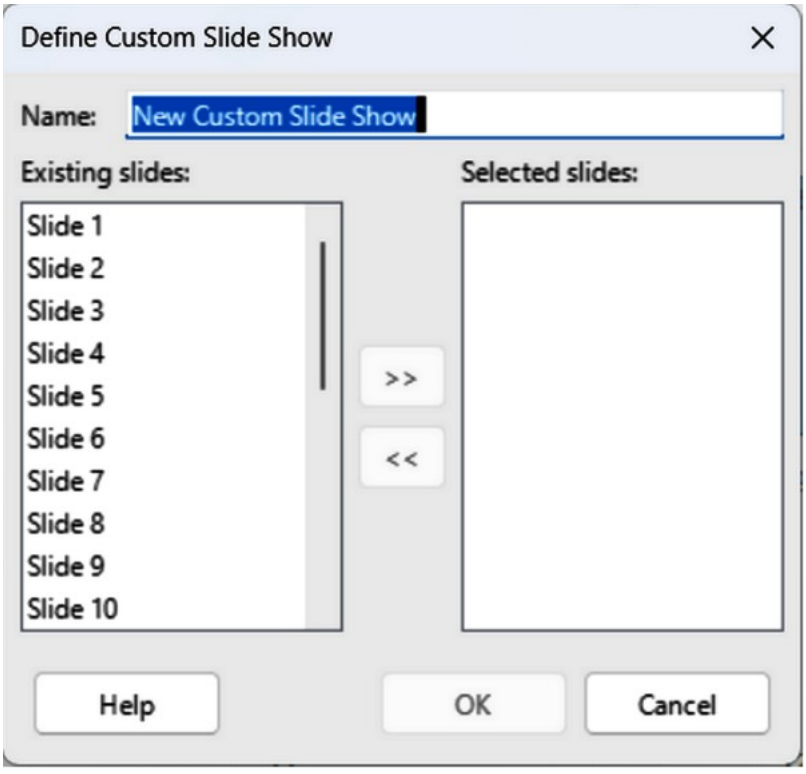


Figure 269: Define Custom Slide Show dialog

Creating custom slide show

1) Select which slides are to be included in the custom slide show and select the order in which the slides are to be shown.
2) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog (Figure 268).
3) Click on **New** to open the Define Custom Slide Show dialog (Figure 269).
4) Enter a name for the new custom slide show in the **Name** text box.
5) In **Existing slides**, select the slides using one of the following methods:
   - Click on an individual slide to select it.
   - Hold down the *Shift* key and click the first and last slide to create a consecutive group of slides.
   - Hold down the *Ctrl* key (macOS ⌘) and click on individual slides to create a group of slides.
6) Click on **>>** to include the slides in the **Selected slides** box.
7) If required, rearrange the slide order in the **Selected slides** box by clicking on a slide name and dragging it to a new position in the list.
8) Click **OK** to close the Define Custom Slide Shows dialog.
9) Click on **Start** in the Custom Slide Shows dialog to test the custom slide show as a presentation.
10) 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 has ended, 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 or remove slides, change 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 on **Start** in the Custom Slide Shows dialog to test the edited custom slide show as a presentation.
7) 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 required custom slide show 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 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.

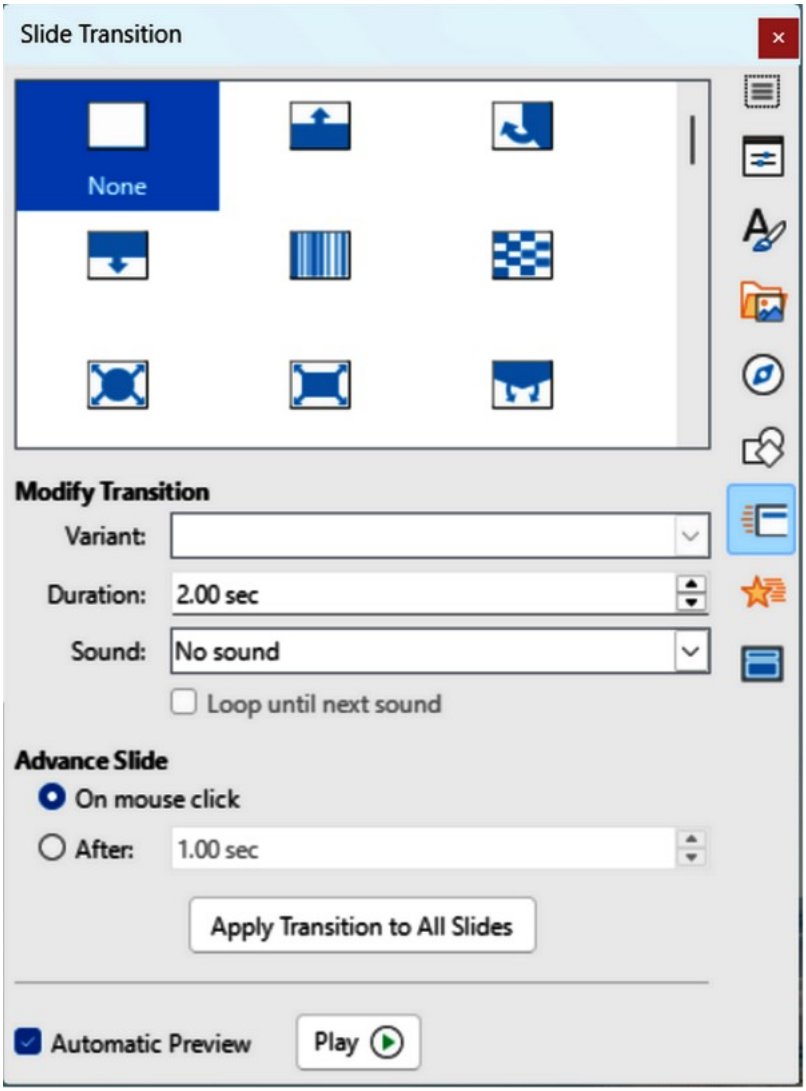


Figure 270: Sidebar Slide Transition deck

Slide transitions

Slide transitions are effects and/or sounds placed between slides as slides change in a slide show. Transitions add a professional touch to slide shows, smoothing transition between slides.

Adding transitions

1) Click on **Slide Transition** in the Sidebar to open the Slide Transition deck (Figure 270).
2) Open a presentation file to add slide transitions.
3) In the **Slides** pane, or **Slide Sorter** view, select the slide to apply a slide transition.
4) Click on the required transition from the displayed list in **Slide Transition** to apply it to the selected slide.
5) In **Modify Transition**, select from the drop-down list one of the available options. The available options change to match the selected transition.
6) In **Advance Slide**, select the slides change in a presentation. Only one option can be selected.
7) 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* in **Advance Slide**.
9) Alternatively, to automatically preview how the transition looks when it is applied to a slide, select *Automatic Preview* in **Advance Slide**.

Note

A time must be entered in *After* to automatically open the next slide and allow the option *Loop and repeat after* to function when it is required for a presentation to automatically run continuously.

Tip

A single type of transition can be applied to all the slides in a presentation, or a different transition to individual slides in the presentation. While using many different transitions may look good, it may make the presentation look unprofessional.

Transition options

Slide Transition
Displays the available transitions for a slide show.

Modify Transition

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 takes.

Sound
Select a sound from the drop-down list that is played when a transition activates. If a sound is selected, *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.

Advance Slide

On mouse click
Each time the mouse is clicked, the presentation advances to the next slide.

After
Enter a time in the box to elapse before the next slide in the presentation advances automatically into view.

Automatic Preview
When selected, transition options automatically display when selected.

Removing transitions

Note

Slides with transitions are indicated by a star in the bottom left corner of the slide when viewed in the **Slides** pane or **Slide Sorter** view.

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.

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 a 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 is inserted in the slide show.

Notes

It is recommended not to select *Apply Transition to All Slides.* This prevents the selected music file restarting as each slide opens in the presentation.

A music file is linked to a slide show, not embedded. If a slide show is going to be displayed on different computers, a music file must be available on the computer displaying the slide show and the link to the music file must be established before starting the slide show.

Animations

Slide animations are similar to transitions, but applied to individual elements in a single slide, such as title, chart, shape, or individual bullet points. Animations can make a presentation interesting and memorable. However, heavy use of animations can be fun, but distracting and even annoying for an audience expecting a professional presentation.

Applying animations

Animations are applied using **Normal** view making it easier to select individual objects on a single slide.

On a slide, an element such as a graphic or a text box has selection handles when selected. If a portion of the text in a text box is selected, selection handles do not display.

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 for creating an animation.

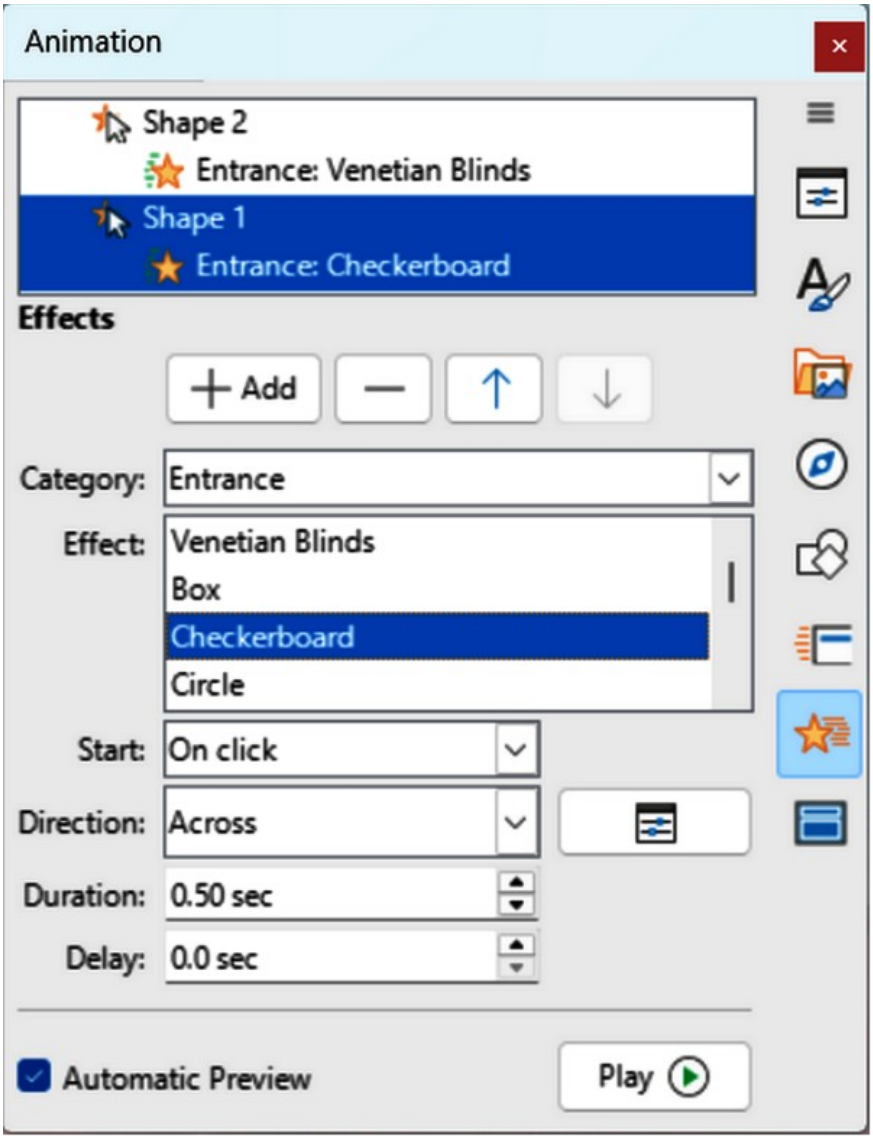


Figure 271: Sidebar Animation deck

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.

1) Open the **Normal** view using one of the following methods:
   – Go to **View > Normal** on the Menu bar.
   – Click on the **Normal** tab at the top of the Workspace.
2) Select a slide in the **Slides** pane so that it appears in **Normal** view on the Workspace.
3) On the Sidebar, select **Animation** to open the Animation deck (Figure 271).
4) On the selected slide, select a slide element that is going to be animated.
5) In **Effects**, click on *+Add* to open the animation options and add the slide element into the **Animation** box, then create the animation as follows:
   a) In *Category*, select a category from the options in the drop-down list.
   b) In *Effect*, select an animation effect from the available options in the *Effect* drop-down list.
   c) In *Start*, select how the animation starts from the available options in the drop-down list.
   d) In *Direction*, select the direction of the animation from the available options in the drop-down list.
   e) In *Duration*, enter a time for the duration of the animation in the box.
   f) In *Delay*, enter a time for the delay before the animation starts in the box.
6) If more animation options are required, see “Additional animation options” on page 299 for more information.
7) If required, select **Automatic Preview** to automatically check how the animation looks when it is applied to a slide element.
8) Click on **Play** to check how the animation looks when applied to a slide element.

Changing animation

1) Open the **Normal** view using one of the following methods:
   – Go to **View > Normal** on the Menu bar.
   – Click on the **Normal** tab at the top of the Workspace.
2) On the Sidebar, select **Animation** to open the Animation deck (Figure 271).
3) Select a slide that has animated elements in the **Slides** pane so that it appears in **Normal** view.
4) In the **Animation** box, select the slide element using the animation effect that is to be changed.
5) Use the procedure in “Applying animations” on page 297 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) Open the **Normal** view using one of the following methods:

– Go to **View > Normal** on the Menu bar.
– Click on the **Normal** tab at the top of the Workspace.

2) On the Sidebar, select **Animation** to open the Animation deck (Figure 271).
3) Select the slide that uses the animated element that is going to be removed.
4) In **Effects**, 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) Open the **Normal** view using one of the following methods:
   – Go to **View > Normal** on the Menu bar.
   – Click on the **Normal** tab at the top of the Workspace.
2) On the Sidebar, select **Animation** to open the Animation deck (Figure 271).
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.
5) Select the options required for the animation effect from the options available on each page of the Effect Options dialog.
6) Click OK to save the changes and close the Effect Options dialog.

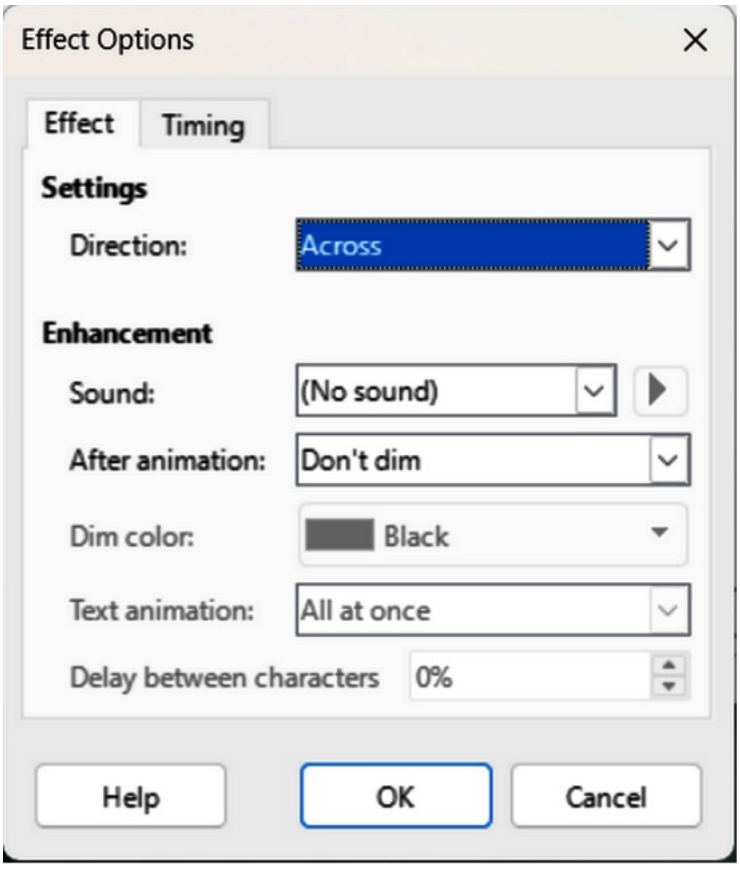


Figure 272: Effect Options dialog — Effect page

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 272).

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)
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 273).

Start
Displays the start property of the selected animation effect.

On click
Animation stops at this effect until the next mouse click.

With previous
Animation runs immediately.

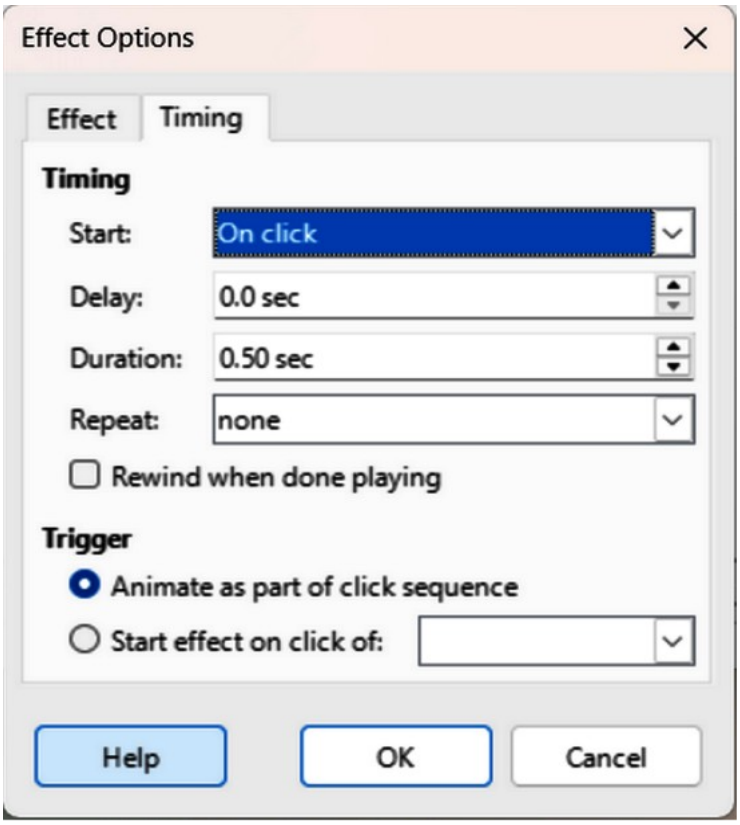


Figure 273: Effect Options dialog — Timing page

After previous
Animation runs as soon as the previous animation ends.

Delay
Specifies an additional delay in seconds until the effect starts.

Duration
Specifies the duration of the effect in seconds.

Repeat
Specifies when and how to repeat the current effect. In the drop-down list, select one of the following options:

none
Animation effect is not repeated.

2, 3, 4, 5, 10
Select how many times the animation effect is repeated.

Until next click
Animation effect is repeated until the next mouse click.

Until end of slide
Animation effect repeats as long as the slide is displayed.

Rewind when done playing
Animated shape returns to its starting state after the animation ends.

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.

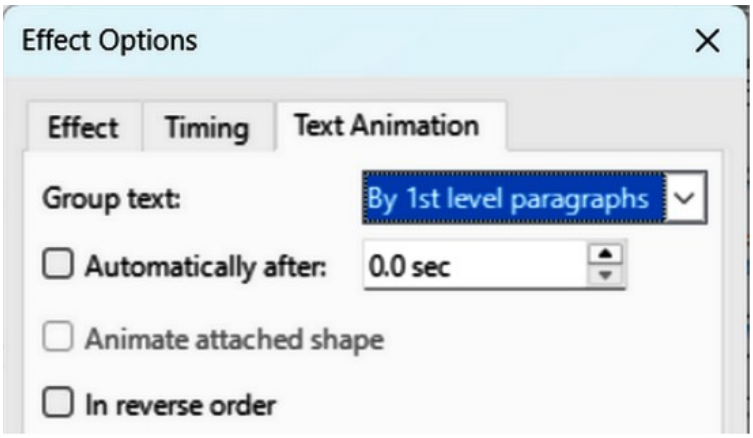


Figure 274: Effect Options dialog — Text Animation page

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 274).

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
First level paragraphs, including sub-level paragraphs, are animated one after another.

Automatically after
If *By 1st level paragraphs* is selected in **Group text**, the paragraphs are animated one after the other, then 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 explains how to setup the simple example animation using multiple animations.

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** to open the animation options on the Animation deck. The selected elements appear in the box on the Animation deck.
5) Select the first element (Shape 1) 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
Delay — 3.0 sec

6) Select the second element (Shape 3) and select **Entrance** from the *Category* drop-down list and select the following options for the animation:

   Effect — Appear
   Start — After previous
   Delay — 3.00 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 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.

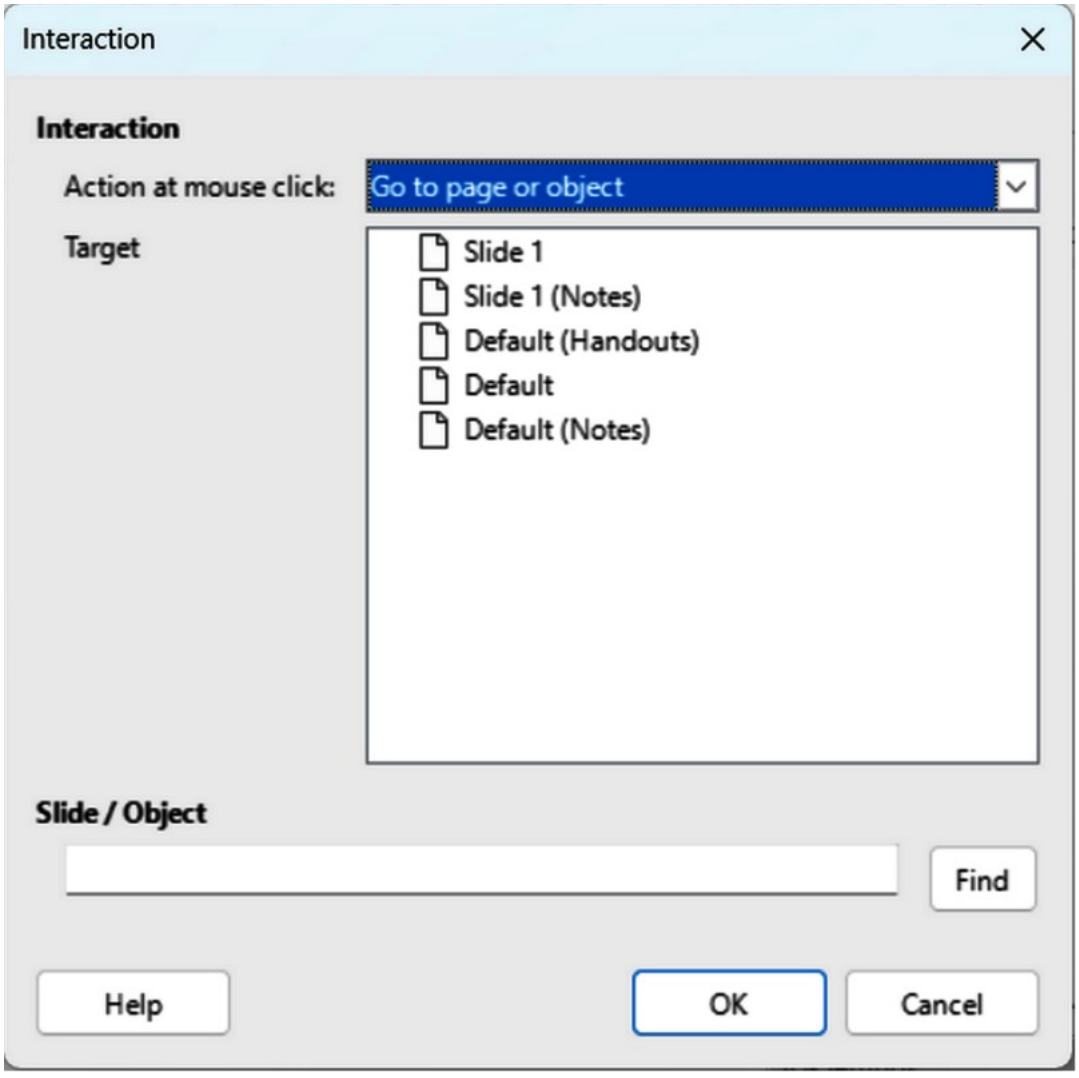


Figure 275: Interaction dialog

3) Select the object, then right-click on the object and select **Interaction** from the context menu, or go to **Format > Interaction** on the Menu bar. to open the Interaction dialog (Figure 275).

4) Select an interaction from the *Action at mouse click* drop-down list. The options available for further selection and interaction setup 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 slide shows

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 Menu bar.
   - Click on **Start from First Slide** on the Slide Sorter toolbar.
2) If slide transition is set to *Automatically after x sec*, the slide show starts and runs after the set time has elapsed.
3) If 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 slides during a slide show to open a context menu with navigation options.
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.

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 necessity 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 a 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 the option **Mouse Pointer as Pen** is selected.

Change Pen Color
Opens a dialog allowing changes to the line color when the option **Mouse Pointer as Pen** is selected.

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) Select a slide in **Normal** and open the Slide Transition deck in the Sidebar.
2) In the Advance Slide panel, make sure the option *After* is selected and a time setting is entered in the box before the next slide is advanced. For more information on transitions, see “Slide transitions” on page 295.
3) Go to **Slide Show > Slide Show Settings** on the Menu bar to open the Slide Show Settings dialog (Figure 265 on page 289).
4) In **Presentation Mode**, select the option *Loop and repeat after* and insert a time delay in the box before the slide show is displayed again.
5) If required, select *Show logo* if a company logo is to be displayed during the pause between slide shows.
6) Click **OK** to save the settings and close the Slide Show Settings dialog.

Slide show timing

Default timing

1) Click on **Slide Transition** icon 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 enter 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.
3) If required, to keep the default time duration for a slide, click on the slide and not the timer.
4) Continue until the time duration is set for all slides in the slide show. Impress records the time duration set for each slide.
5) To exit from rehearsal timing of the slide show, press the *Esc* key, or click on the slide.

Presenter Console

Impress includes a **Presenter Console** as part of the LibreOffice installation only works with operating systems that support two displays. 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** provides extra control over slide shows when using dual displays, for example a laptop for control and a large display or projector for an audience. The view on the control 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. The Presenter Console provides the following views when making a presentation:

Default or Current Slide view
Displays the current slide, including any effects and the next slide in the presentation (Figure 276). Click on the **Previous**, or **Next** arrows to navigate a presentation.

Notes view
Click on **Notes** to switch to display any notes that accompany each slide in the presentation (Figure 277). Click on **Notes** again to return to **Default or Current Slide** view.

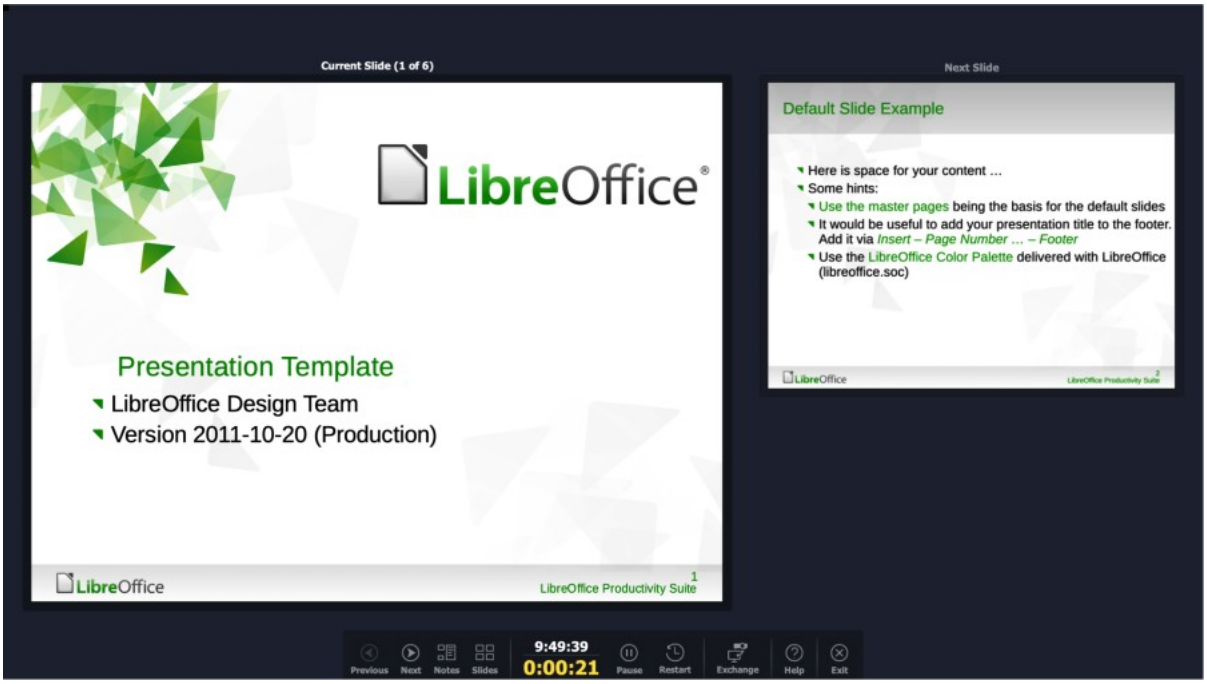


Figure 276: Presenter Console — Default or Current Slide view

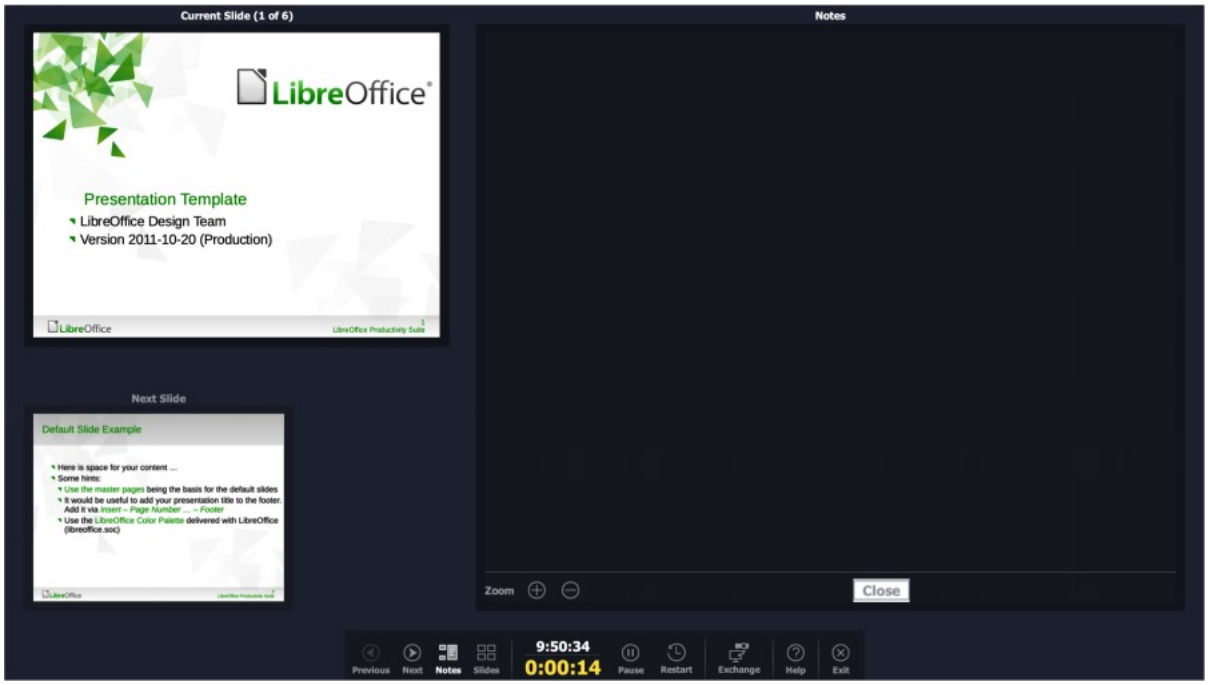


Figure 277: Presenter Console — Notes view

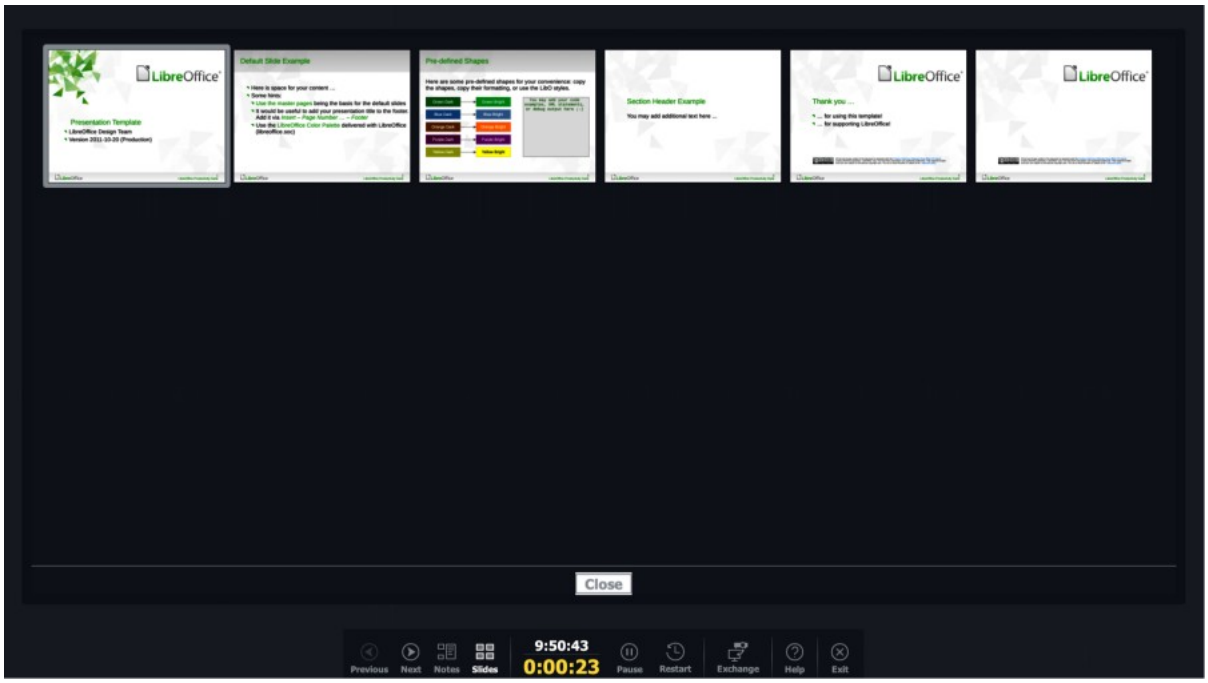


Figure 278: Presenter Console — Slides view

Slides view
Click on **Slides** to switch to display the slide thumbnails that are being used for the presentation (Figure 278). Click on **Slides** again to return to **Default or Current Slide** view.

Exchange
Click on this icon to switch the Presentation Console between displays.

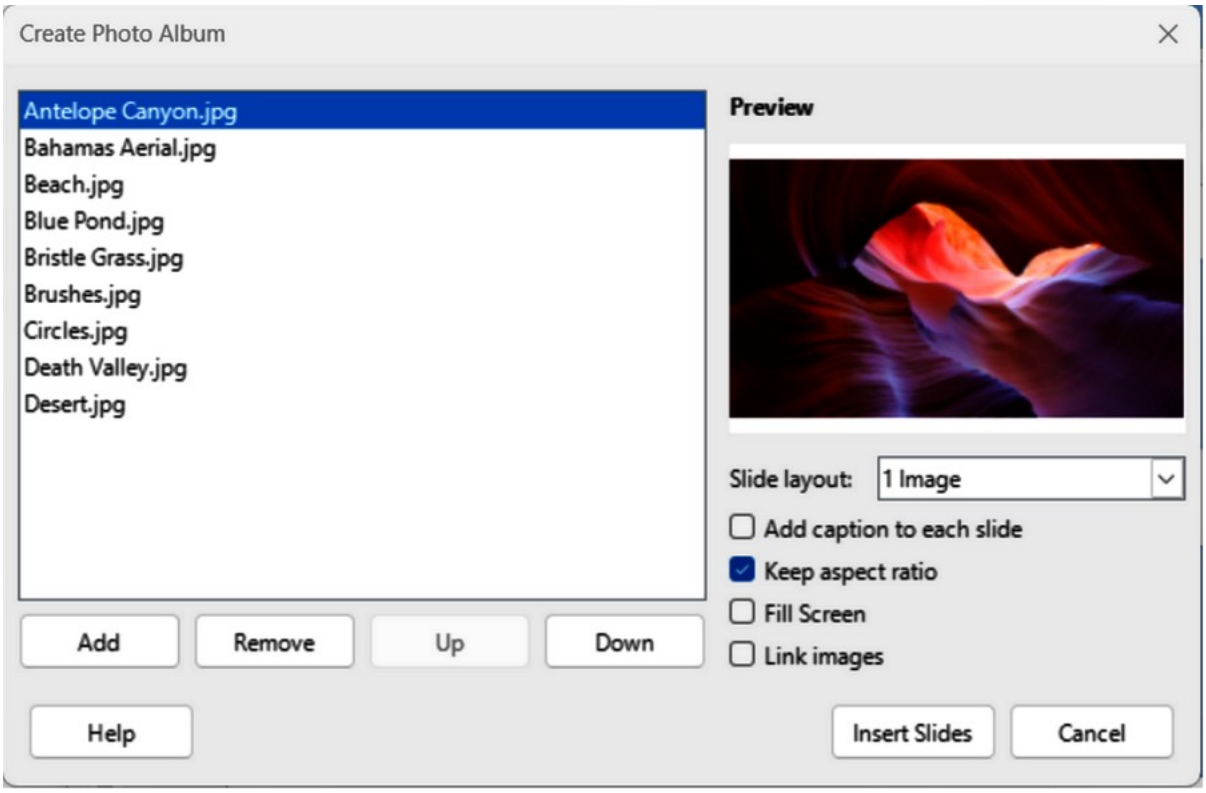


Figure 279: Create Photo Album dialog

Photo albums

Use Impress to create a photo album from images, ranging from one to four images on each slide. Photo albums can be a slide show with graphics, images, or photographs.

Creating photo album

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 279).
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, as shown by the example in Figure 280.
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.

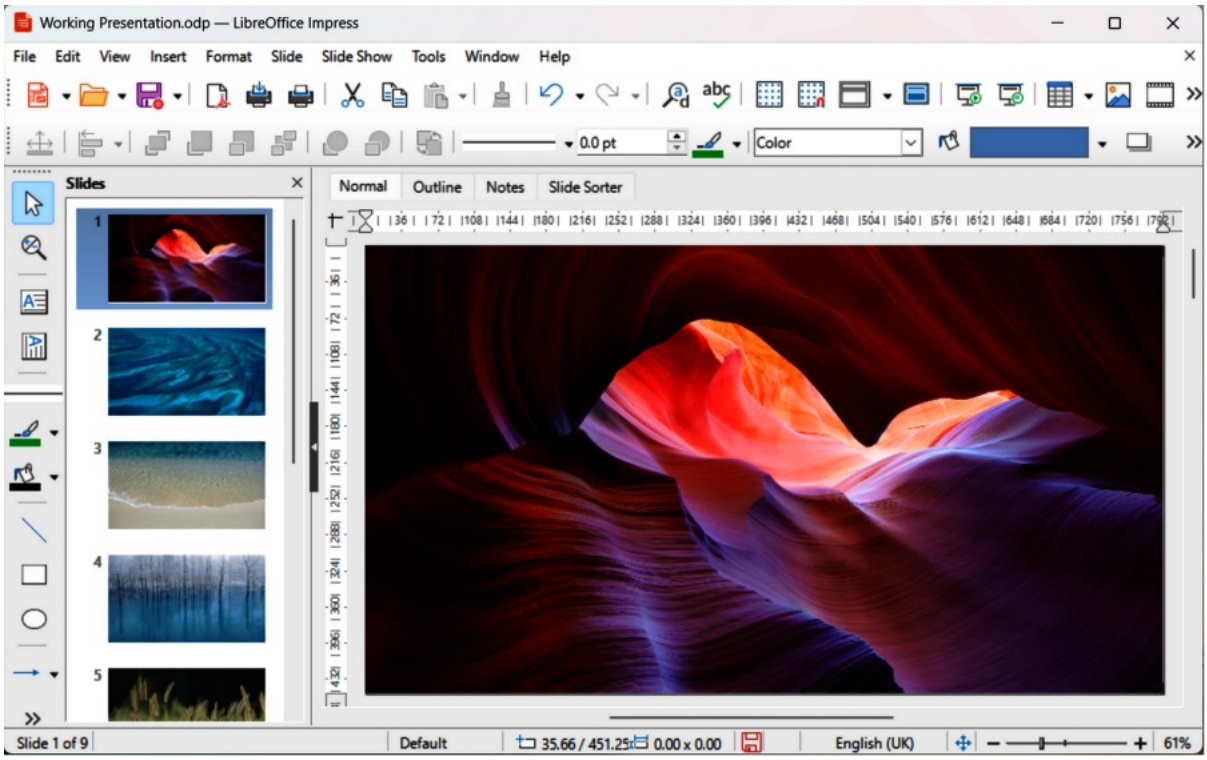


Figure 280: Example slide in a Photo Album

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, move photographs between slides and create frames for photographs. For more information, see “Editing photo albums”.

13) If required, run the photo album as a slide show. See “Creating slide shows” on page 288 and “Slide shows” on page 304.

Editing photo albums

When a photo album is created, full images of photographs are placed within the boundaries of the slides created for the photo album. Each photograph in the photo album can be edited just like any other object that can be placed on a slide. For more information on formatting photographs, see the following chapters of this user guide:

Chapter 4, Adding and Formatting Images
Chapter 5, Managing Graphic Objects
Chapter 6, Formatting Graphic Objects

To enhance the photo album, frames can be added to each photograph in the photo album and photographs enhanced using options available on the Sidebar. Experiment with different levels for the following options to create the right effect for each photograph in the photo album.

1) Select a slide in the photo album to open the **Image**, **Line** and **Effect** panels in the Properties deck on the Sidebar.

2) In the **Image** panel (Figure 281), adjust the following options, as required, to enhance the photograph.

   a) *Color mode* — select the color mode from the options in the drop-down list.

   b) *Brightness* — select the brightness level as a percentage.

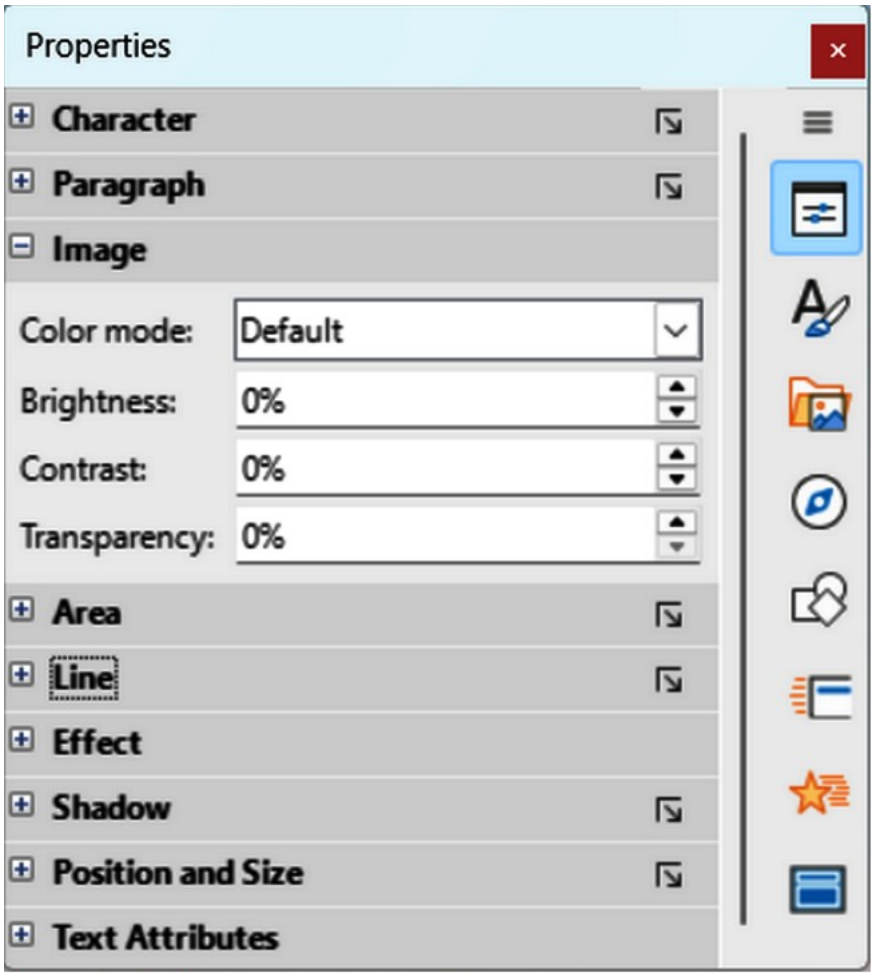


Figure 281: Sidebar Properties deck — Image panel

c) *Contrast* — select the contrast level as a percentage.

d) *Transparency* — select the transparency level as a percentage.

3) In the **Line** panel (Figure 282), select the following options, as required, to create a frame around the photograph.

a) *Line* — select the line style from the drop-down list.

b) *Width* — select the line width from the drop-down list or enter a line width in the Custom Line Width box.

c) *Color* — select a color from the available color palettes, or create a custom color for the line frame.

d) *Transparency* — select the transparency level as a percentage for the line frame.

4) In the **Effect** panel (Figure 283), select the following options, as required, to create a soft frame around the photograph.

a) *Glow Radius* — adjust the radius value to apply a soft frame around the outside of the photograph.

b) *Glow Color* — select a color for the soft frame from the available color palettes.

c) *Glow Transparency* — enter a transparency value to adjust the transparency of the soft frame.

d) *Soft Edge Radius* — adjust the radius value to reduce the internal width of the soft frame and make the photograph look smaller.

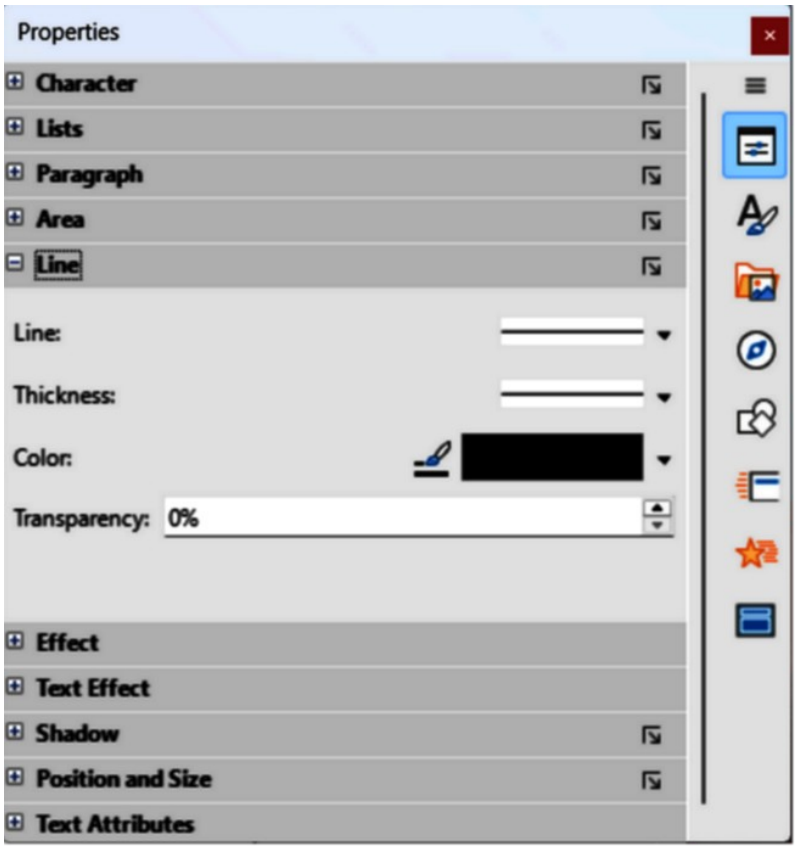


Figure 282: Sidebar Properties deck — Line panel

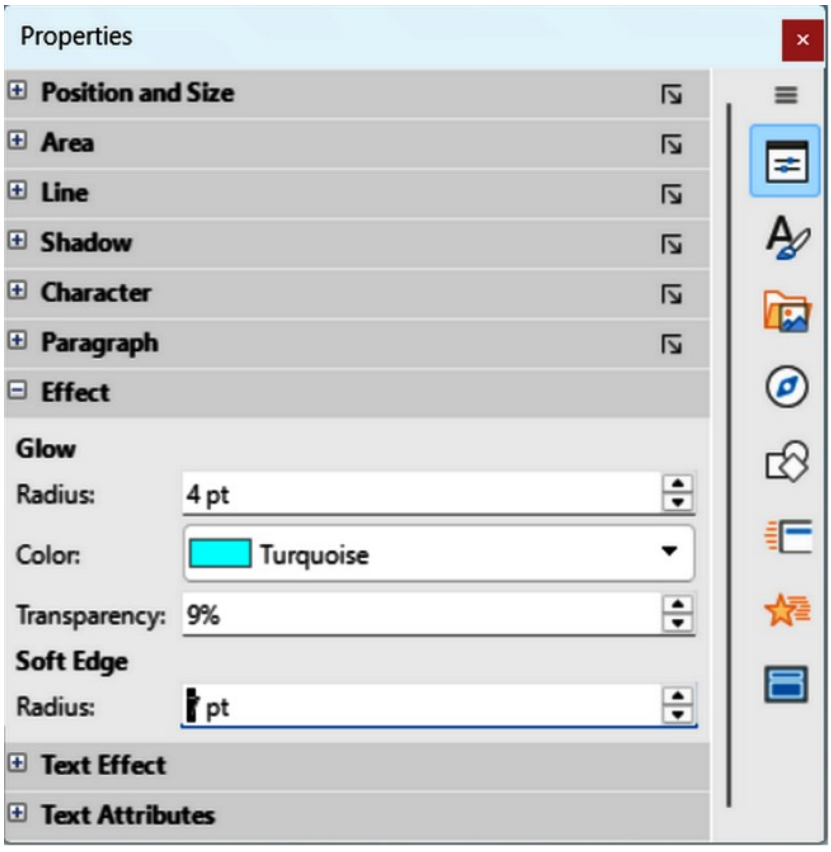


Figure 283: Sidebar Properties deck — Effect panel

LibreOffice

Impress Guide 26,2

Chapter 10,
Saving Slide Shows, Printing, Emailing, Exporting, and Redaction

Saving slide shows

Slide shows (presentations) created in Impress are, by default, saved in the Open Document Presentation (ODP) format. Impress can also open and save slide shows in other presentation formats, see “Other presentation formats” on page 315 for more information.

ODP file format

1) Create a slide show. For more information on creating slide shows, refer to the chapters in this user guide.
2) Save the slide show using one of the following methods to open the Save as dialog (Figure 284).
   - Click on **Save** on the Standard toolbar (Figure 285).
   - Go to **File > Save** on the Menu bar.
   - Use the keyboard shortcut *Ctrl+S* (macOS ⌘+*S*).
3) Navigate to the folder where the slide show is to be saved.
4) Enter a filename in the *File name:* text box.
5) Select the default `ODF Presentation (.odp)` from the *File type:* drop-down list.
6) Click on **Save** to save the slide show and close the file browser window.

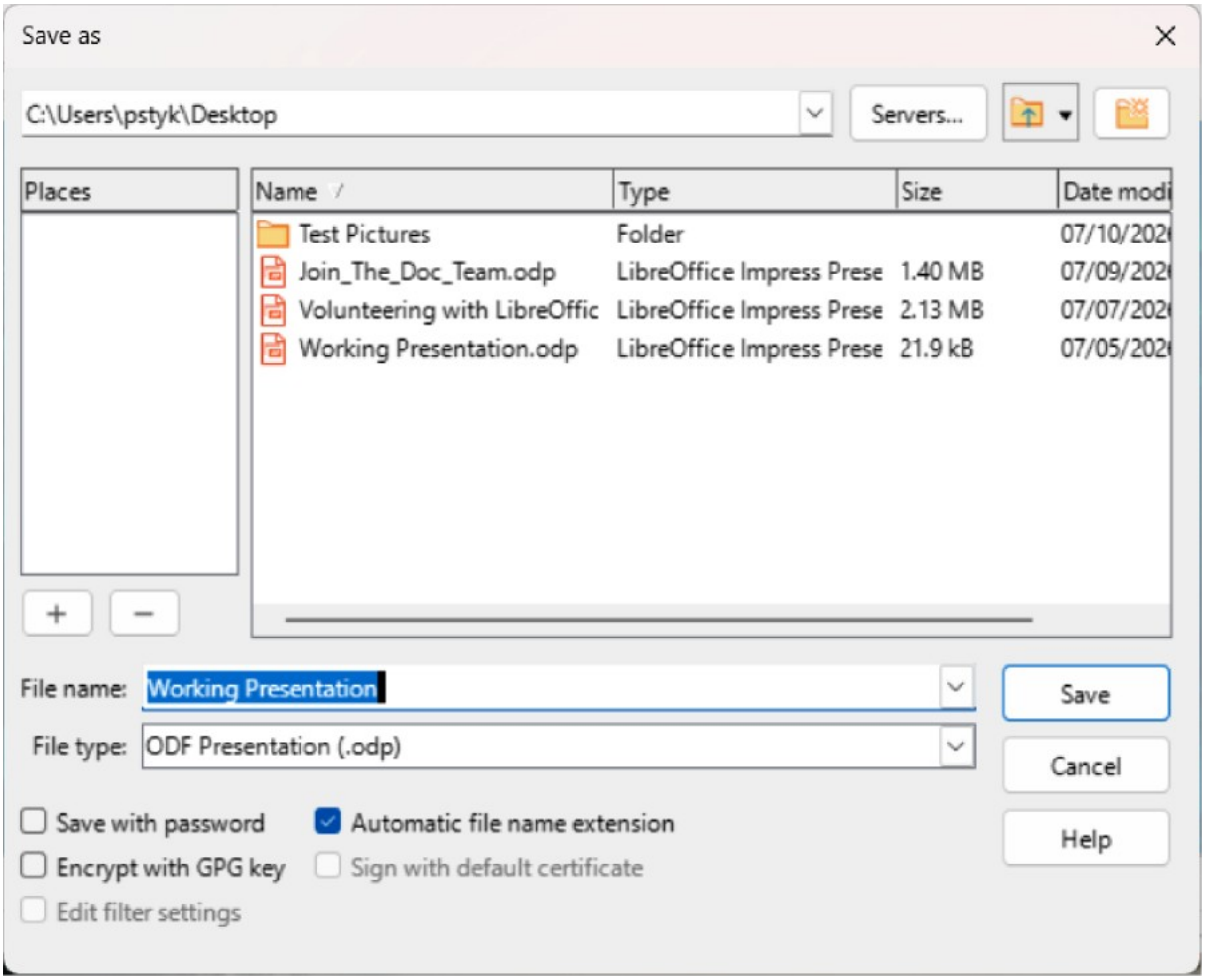


Figure 284: Save as dialog

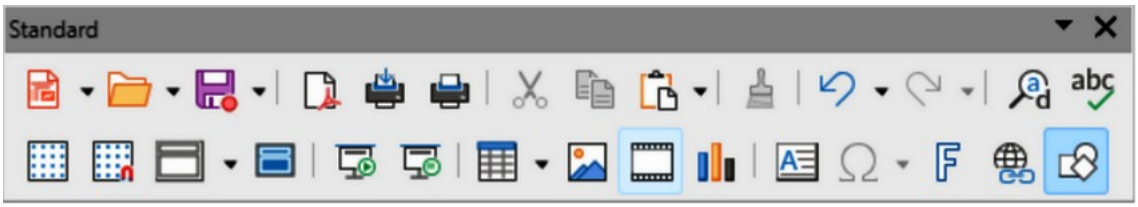


Figure 285: Standard toolbar

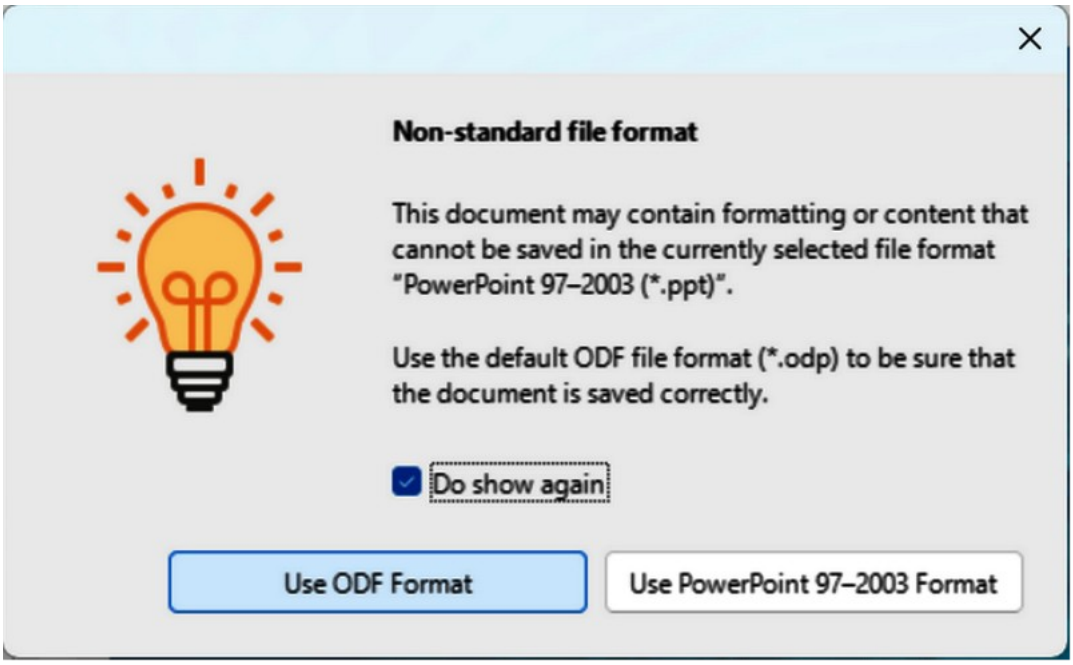


Figure 286: Non-standard file format dialog

Note

If the slide show is not being saved in the ODP presentation format, a Non-standard file format Format dialog (Figure 286) opens to confirm file format selected.

Other presentation formats

1) Create a slide show. For more information on creating slide shows, refer to the chapters in this user guide.
2) Save a slide show in a presentation format that Impress recognizes using one of the following methods to open the Save as dialog.
   - Click the downward pointing 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* (macOS ⌘+*Shift*+*S*).
3) Navigate to the folder where the slide show is to be saved.
4) Enter a filename in the *File name:* text box.
5) Select the required presentation format from options in the *File type:* drop-down list.
6) Click on **Save** to save the slide show and close the file browser window.

Printing

Note

The following printing procedures given are examples only. Printing procedures depend on computer operating system and setup, and type of printer being used.

Default printer

1) Go to **File > Printer Settings** on the Menu bar to open the Printer Setup dialog (Figure 287) to specify the default printer.
2) Select the required default printer from the printers listed in the *Name:* drop-down list.
3) Click on *Properties* to open a printer properties dialog for the selected printer and select the required options available in the dialog. Available options depend on the type of printer and the computer operating system being used.
4) Click **OK** to save the selected options and close the printer properties dialog.
5) Click **OK** to save the default printer selection and close the Printer Setup dialog.

Quick printing

To quickly print a document or presentation, click on **Print Directly** on the Standard toolbar to send the document file to the default printer defined for the computer. If **Print Directly** is not visible on the Standard toolbar, it is added as follows:

1) Right-click in an empty area on the Standard toolbar and select **Visible Buttons** from the context menu.
2) Select **Print Directly** from the list of available tools and the **Print Directly** tool is added to the Standard toolbar.

Note

Print Directly can be changed to use the printer defined for the document instead of the default printer defined for the computer. Go to **Tools > Options > Load/Save > General** (macOS **LibreOffice > Preferences > Load/Save > General**) on the Menu bar and select the option *Load printer settings with the document*.

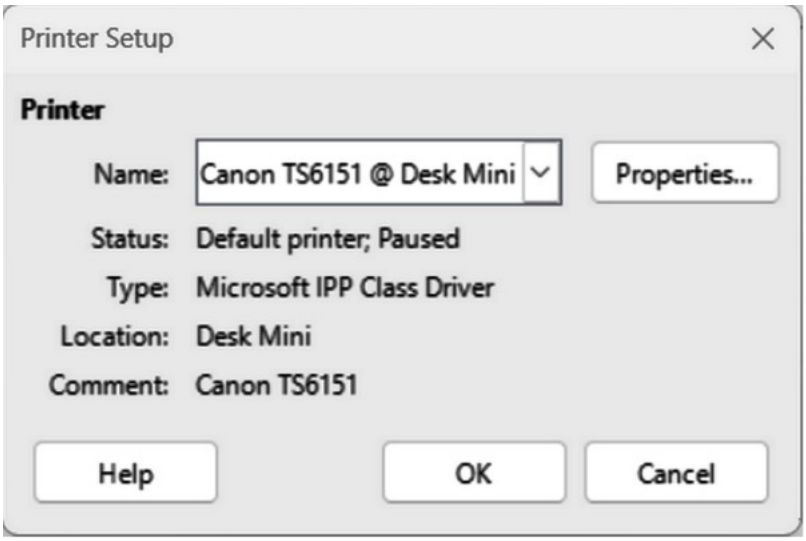


Figure 287: Printer Setup dialog

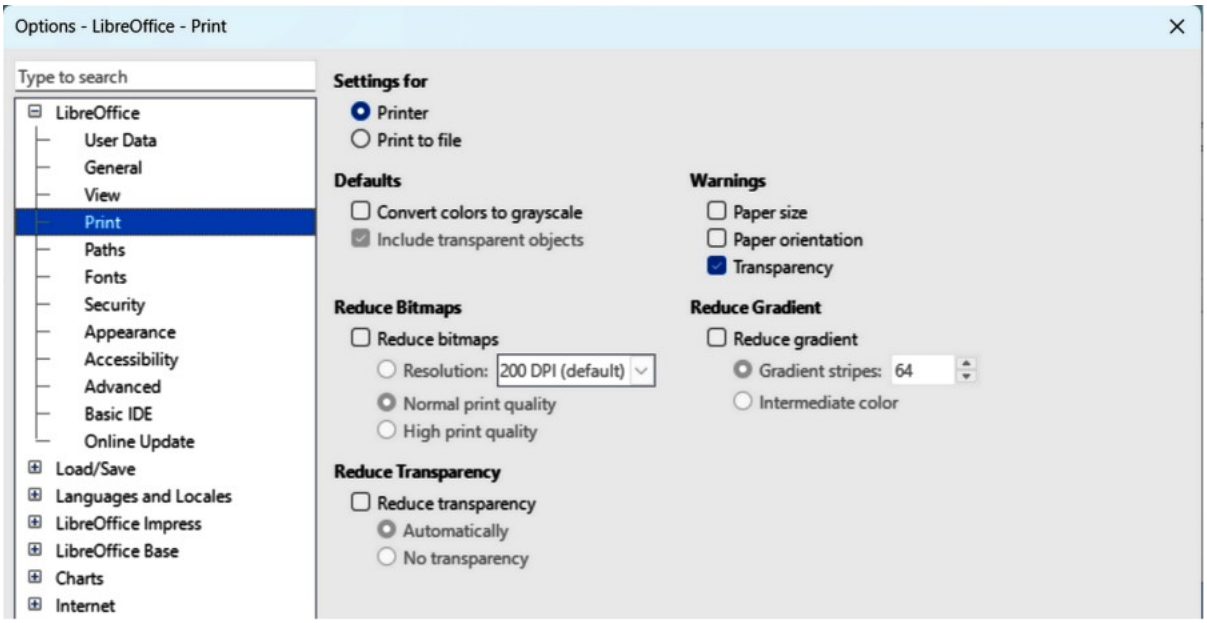


Figure 288: Options LibreOffice Print dialog

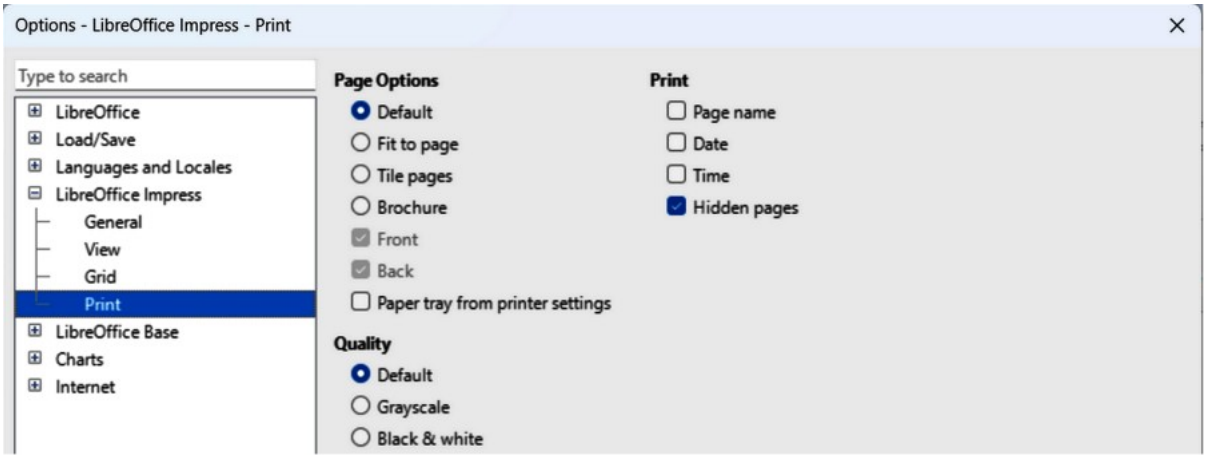


Figure 289: Options LibreOffice Impress Print dialog

Controlling printing

To specify the default print settings for all LibreOffice modules, go to **Tools > Options > LibreOffice > Print** (macOS **LibreOffice > Preferences > LibreOffice > Print**) to open the Options LibreOffice Print dialog (Figure 288).

To specify the default print settings only for LibreOffice Impress, go to **Tools > Options > LibreOffice Impress > Print** (macOS **LibreOffice > Preferences > LibreOffice Impress > Print**) to open the Options LibreOffice Impress Print dialog (Figure 289).

Notes

Due to different computer operating systems, computer setup, and printer types, the Impress print dialog that opens may differ from the print dialogs displayed in this chapter.

Any print options selected in the Impress print dialog only applies to the printing of the current Impress document that is open in Impress.

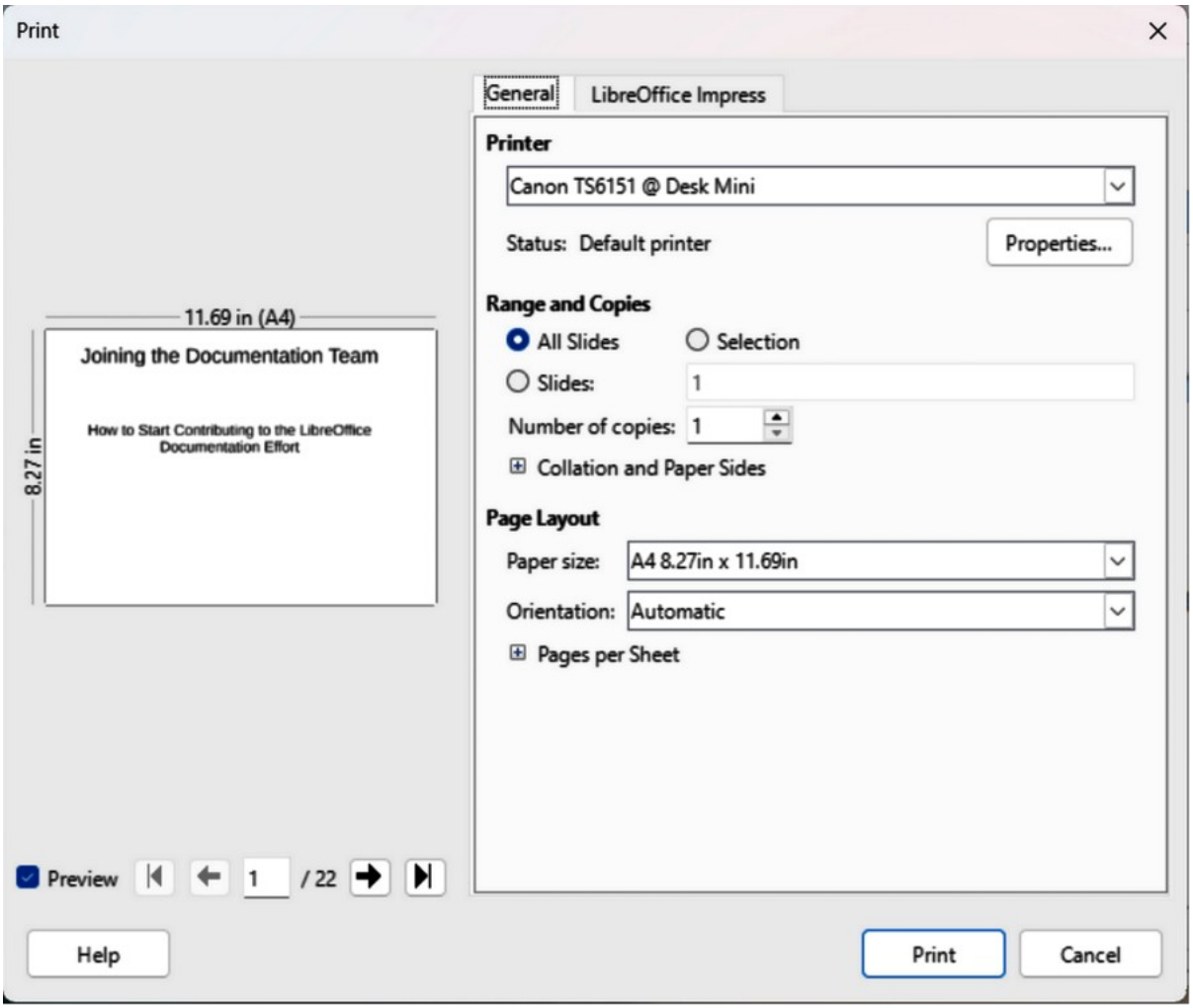


Figure 290: Print dialog — General — Windows/Linux

Windows or Linux printing

To open the print dialog for printing using a Windows or Linux operating system, use 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.

General options

The following general options are an example of what may be available on the **General** page of the Print dialog (Figure 290).

Printer
Select the printer to use from the printers available in the drop-down list.

Properties
Click on this option to open the properties dialog for the printer being used. The options available in this dialog depends on the type of printer connected to the computer and the computer operating system being used.

Range and Copies

All Slides
Prints all the slides in the presentation.

Selection
Prints the slides selected in Impress.

Slides
Select the page number(s) to print. For multiple pages, use the format 1, 3, 7 or 1 – 5, 7, 9 for page number selection.

Number of copies
Enter number of printed copies required for the document.

Include
Select from the drop-down list *Odd and Even Pages*, *Odd Pages*, or *Even Pages*.

Paper sides
Select from the drop-down list *Print on one side (simplex)*, *Print on both sides (duplex long edge)*, or *Print on both sides (duplex short edge)*.

Order > Collate
Collates multiple printed copies into separate documents.

Order
Select from *Create separate print jobs for collated output* (only available when more than one copy is being printed) or *Print in reverse order*.

Page Layout

Paper size
Select the paper size to use from drop-down list.

Orientation
Select from the drop-down list *Automatic*, *Portrait*, or *Landscape*.

Pages per sheet
Select from the drop-down list how many pages are printed on one sheet of paper.

Order
Select from the drop-down list the printing order of multiple pages on one sheet of paper.

Draw a border around each page
When multiple slides are printed on one sheet of paper, a border is drawn around each slide.

Brochure
Prints the document so the pages can be folded into a brochure or booklet.

LibreOffice Impress options

The following options are available on the LibreOffice Impress page of the Print dialog (Figure 291) where settings are defined specific to the current document type:

Contents
When selected prints *Slide name*, *Date and time* on the slides and any *Hidden* slides in the presentation.

Color
Prints the presentation in *Original colors*, *Grayscale*, or *Black & white*.

Size

Original size
Prints the slide using its original size.

Fit to printable page
Presentation size is changed so that it fits on the paper size used for printing.

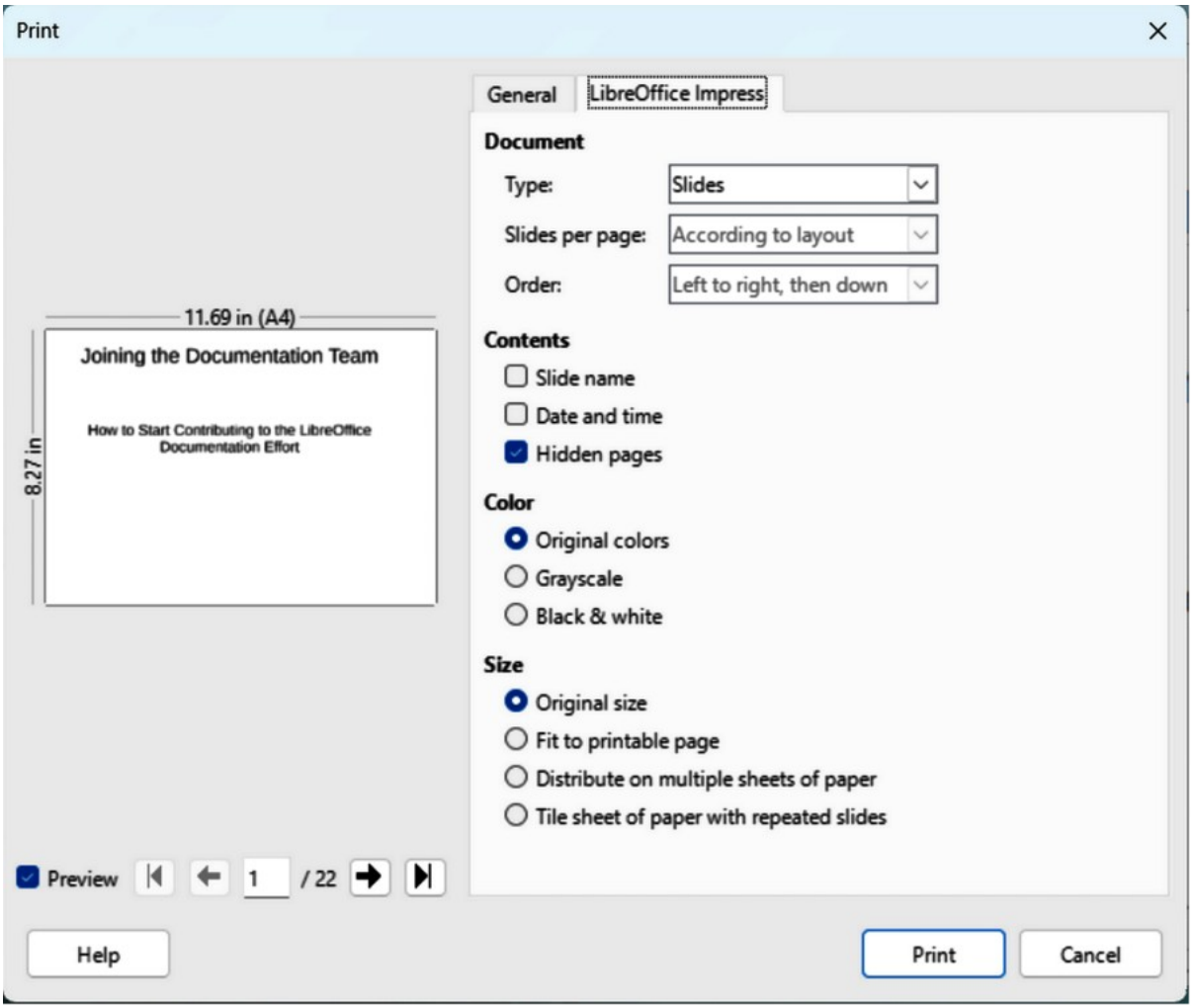


Figure 291: Print dialog — LibreOffice Impress — Windows/Linux

Distribute on multiple sheets of paper
Used if the slides are too large for the paper size being used.

Tile sheet of paper with repeated slides
Used to print several slides of a presentation on a sheet of paper.

macOS printing

LibreOffice Impress options

By default, when the Print dialog opens, some LibreOffice Impress printing options are already selected, as shown in Figure 292.

Printer
Select the printer to be used from the drop-down list. If the default printer is being used, then this printer will already be selected.

Presets
Select from the drop-down list a printing preset. The presets available depend on the type of printer connected to the computer. This also includes any custom presets that have been created.

Copies
Enter the number of copies to be printed.

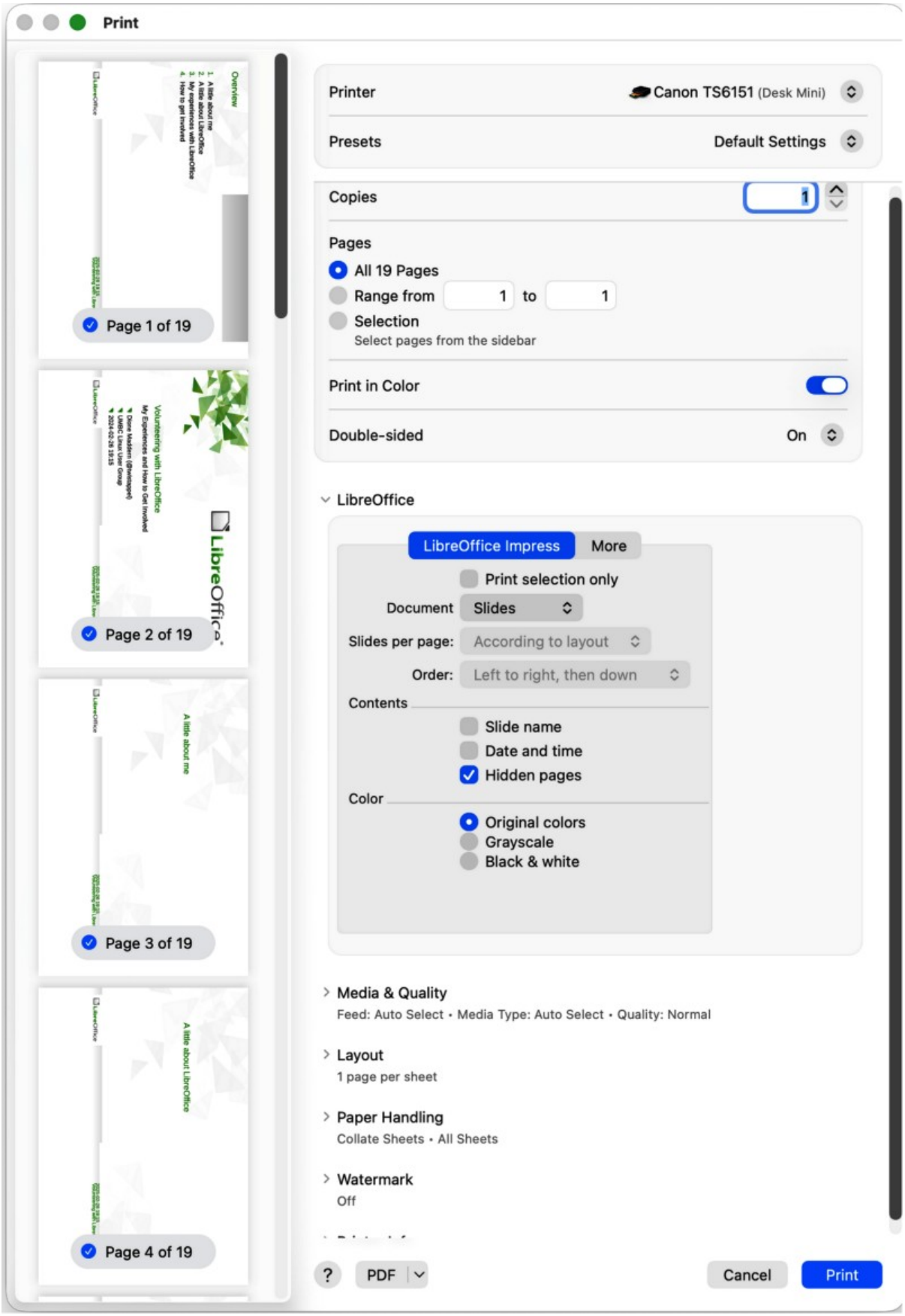


Figure 292: Print dialog — LibreOffice Impress — macOS

Black & White
Select this option to print the presentation without color. *Black & White* converts all colors into the two values of black and white.

Two-Sided
Select this option to print the presentation on both sides of a page. This option is only available if the printer is capable of double-sided printing.

Pages

All
Prints all the pages in the document.

From: to:
Enter a range of page number(s) to print. For example — *From: 1 to: 6*.

Print selection only
Only selected slides are printed when this option is selected.

Document
Select the type of document to print from the drop-down list: *Slides*; *Handouts*; *Notes*; *Outline*.

Slides per page
Only available when *Handouts* is selected as the document type. Select from the drop-down list either *According to layout*, or the number of slides per page.

Order
Only available when *Handouts* is selected as the document type. Select from the drop-down list either *Left to right, then down*, or *Top to bottom, then right*.

Contents
When selected prints *Slide name*, *Date and time* on the slides and any *Hidden* pages in the presentation.

Color
Prints the presentation in *Original colors*, *Grayscale*, or *Black & white*.

LibreOffice More options

To access more printing options not displayed, click on **More** to open the second page of LibreOffice Impress options, as shown by the example in Figure 293.

Size

Original size
Prints the slides using the original size.

Fit to printable page
Slide size is changed so that it fits on the paper size used for printing.

Distribute on multiple sheets of paper
Used if the slides are too large for the paper size being used.

Tile sheet of paper with repeated slides
Used to print multiple copies of a slide on a page.

Brochure
When selected, prints the document so the pages can be folded into a brochure or booklet.

Include
Select which pages to print from the drop-down list: *All pages*; *Front sides/right pages*; *Back sides/left pages*. Only available when **Brochure** is selected.

Use only paper tray from printer preferences
When selected, the printer tray selected on the printer overrides the selected tray in the printer properties on the computer.

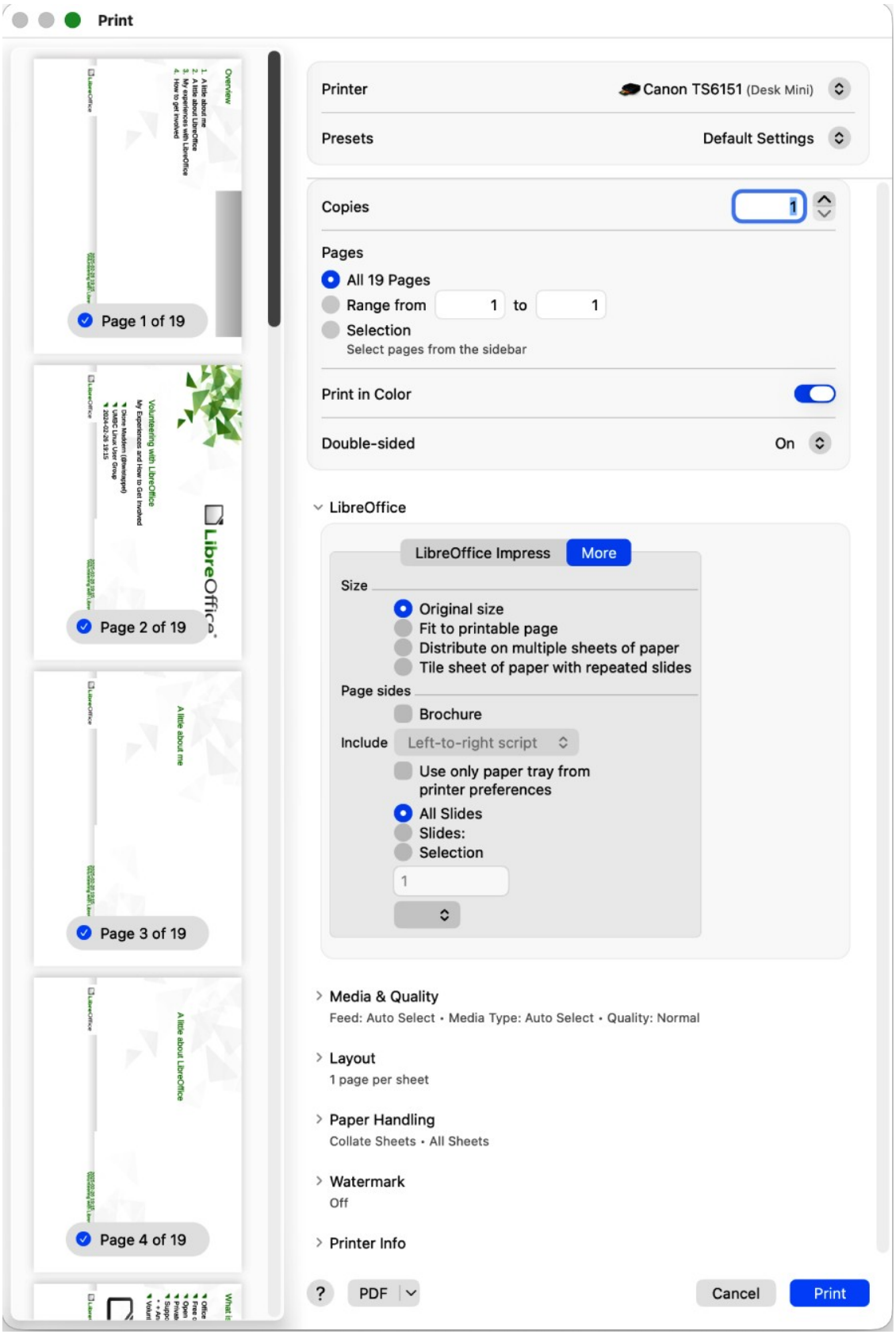


Figure 293: Print dialog — LibreOffice Impress — More — macOS

All Slides
All slides in the slide show are printed.

Slides
Enter the slide number(s) in the text box that are to be printed. For multiple slides, use the format 1, 3, 7 or 1 – 5, 7, 9 for slide number selection.

Selection
Prints the slides selected in LibreOffice Impress in the Slides pane.

Media & Quality printing macOS

Select **Media & Quality** from the drop-down list to open more options for general printing (Figure 294).

Media & Quality

Feed from
Select from the drop-down list the paper tray to use if the printer has more than one paper tray.



Figure 294: Print dialog — LibreOffice Impress — Media & Quality — macOS

Media Type
Select from the drop-down list the paper type that has been loaded into the paper tray being used, for example *Envelope*, *Photo*, *Plain Paper*.

Quality
Select the level of printing quality required.

Layout
Select **Layout** from the drop-down list to open more options for general printing (Figure 295).

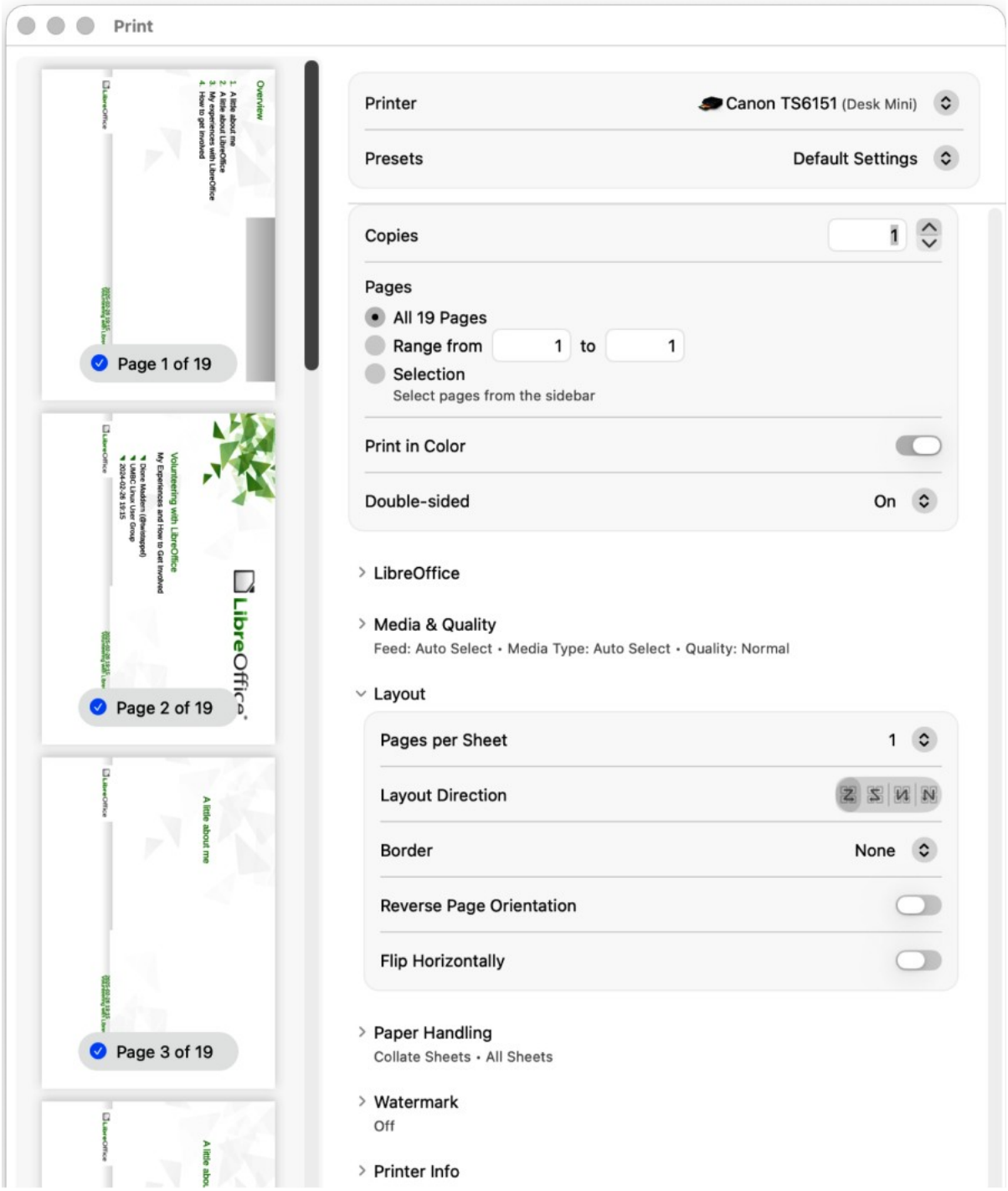


Figure 295: Print dialog — LibreOffice Impress — Layout — macOS

Pages per sheet
Select from the drop-down list how many slides are printed on one sheet of paper.

Layout Direction
Select the printing order of multiple slides on one sheet of paper.

Border
When multiple slides are printed on one sheet of paper, a border is drawn around each slide.

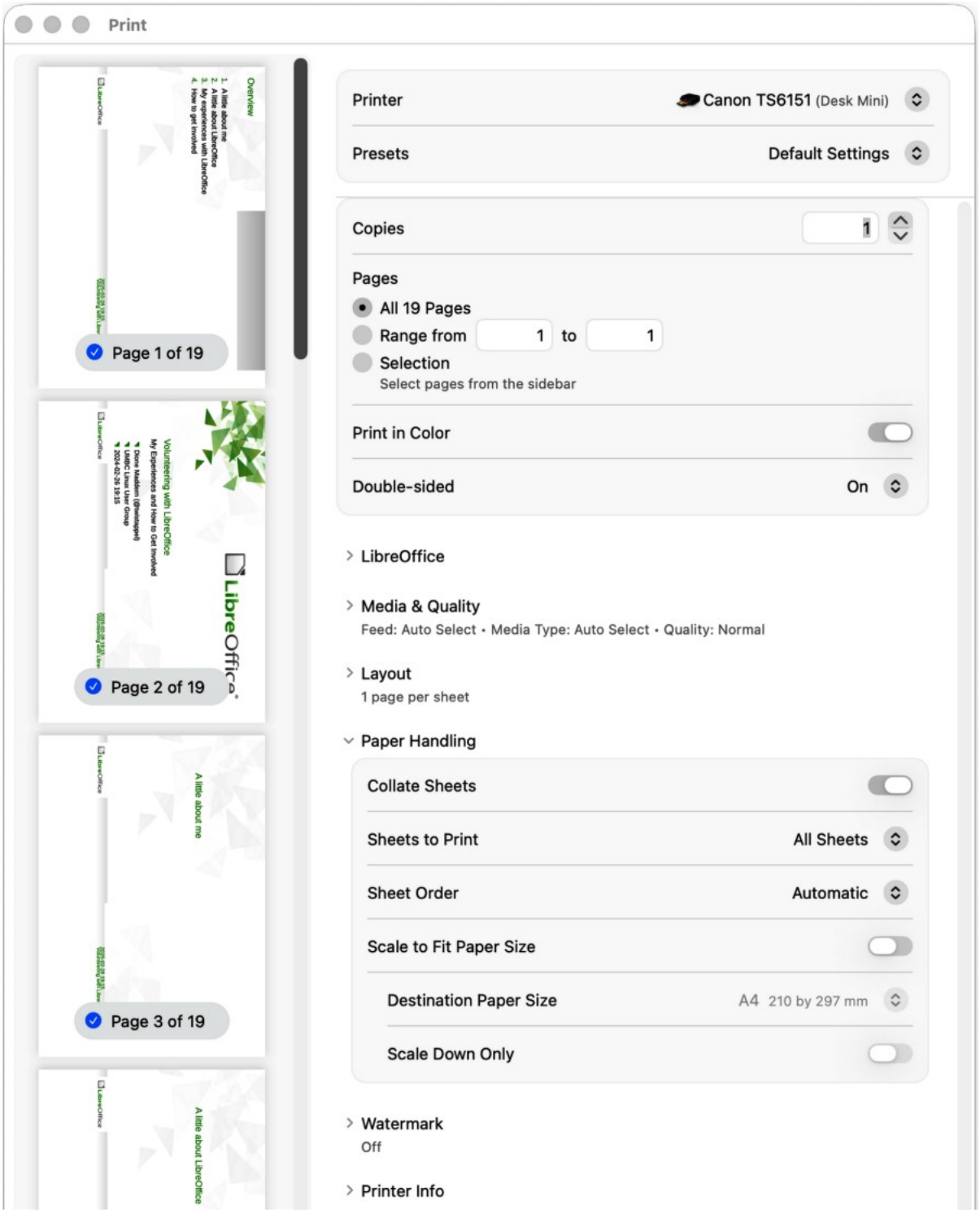


Figure 296: Print dialog — LibreOffice Impress — Paper Handling — macOS

Two-Sided
Select from the drop-down list how a multi-page document is going to be bound: *Off*; *Long-Edge binding*; *Short-Edge binding*, *Booklet.*

Reverse page orientation
If LibreOffice prints the slides in the wrong order, select this option and print the document again.

Flip horizontally
If LibreOffice prints the pages in the wrong orientation, select this option and print the document again.

Select **Paper Handling** from the drop-down list to open more options for general printing (Figure 296).

Paper Handling

Collate pages
When selected collates multiple printed copies into separate documents.

Pages to Print
Select which slides in the presentation to print from the drop-down list: *All pages*; *Odd only*; *Even only*.

Page Order
Select the page printing order from the drop-down list: *Automatic*; *Normal*; *Reverse*.

Scale to fit paper size
Adjusts the printed slide to fit the paper size.

Destination Paper Size
Select a paper size from the options in the drop-down list. Only available if *Scale to fit paper size* has been selected.

Scale Down Only
When selected, a page is scaled down to fit the paper size available.

Create a **Watermark** before printing a presentation using the following options (Figure 297).

Apply Watermark
Click on the select to activate watermark printing.

Text box
Enter the required text for the watermark into the text box.

Justification
Select the text justification for the watermark from the options available below the text box: *Left, Center, Right, Justified*.

Position
Select a position for the watermark text on slides from the options available below the text box: *Top, Diagonal, Bottom, Left, Right*.

Printing examples

The following printing procedures are examples only. Actual printing procedure depends on computer operating system, computer setup, and the printer being used. For more information on printing, see the *Writer Guide*.



Figure 297: Print dialog — LibreOffice Impress — Watermark — macOS

Printing slides

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* (macOS ⌘+*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. Available printer properties depend on the printer selected and computer operating system being used.

4) If necessary, click **OK** to save the printer properties selection and close the printer properties dialog.
5) 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.
6) In **Page Layout**, select the paper size, orientation, pages per sheet, and, if necessary, brochure printing.
7) Click on **LibreOffice Impress** to open the page for LibreOffice Impress print options.
8) In **Document**, select the document type, slides per page and the printing order from the drop-down lists.
9) In **Contents**, select whether to print slide name, date and time, and/or hidden pages.
10) In **Color**, select the type of color to print.
11) 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.
12) Click **OK** to print the slides and close the Print dialog.

Brochure printing

When brochure printing, slides are printed so that they are in the correct order to form a booklet or brochure. The printer procedures below are only examples. Actual brochure 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 creating 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* (macOS ⌘+*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 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 required.

Double sided or duplex printing

Printing a brochure on a printer that is capable of double sided, or duplex printing, makes the creation of brochures 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* (macOS ⌘+*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 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 required, bind the brochures to match either long edge or short edge binding.

Emailing

LibreOffice provides two methods of emailing a slide show directly from the Impress module as an attachment in ODP format or PDF format. For more information on emailing LibreOffice documents, see the *Getting Started Guide*.

Note

A default email program must be available for the emailing facility in Impress to work correctly.

Exporting

Impress can export presentations in PDF format as well as other file formats. PDF format is a standard file format for file viewing and is recommended when sending a presentation to someone who can only view a presentation file using a PDF viewer. For more information on exporting LibreOffice documents, see the *Getting Started Guide*.

Quick PDF export

1) Make sure the presentation 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 presentation file is open in Impress.
2) Go to **File > Export as > Export as PDF** on the Menu bar to open the PDF Options dialog (Figure 298).

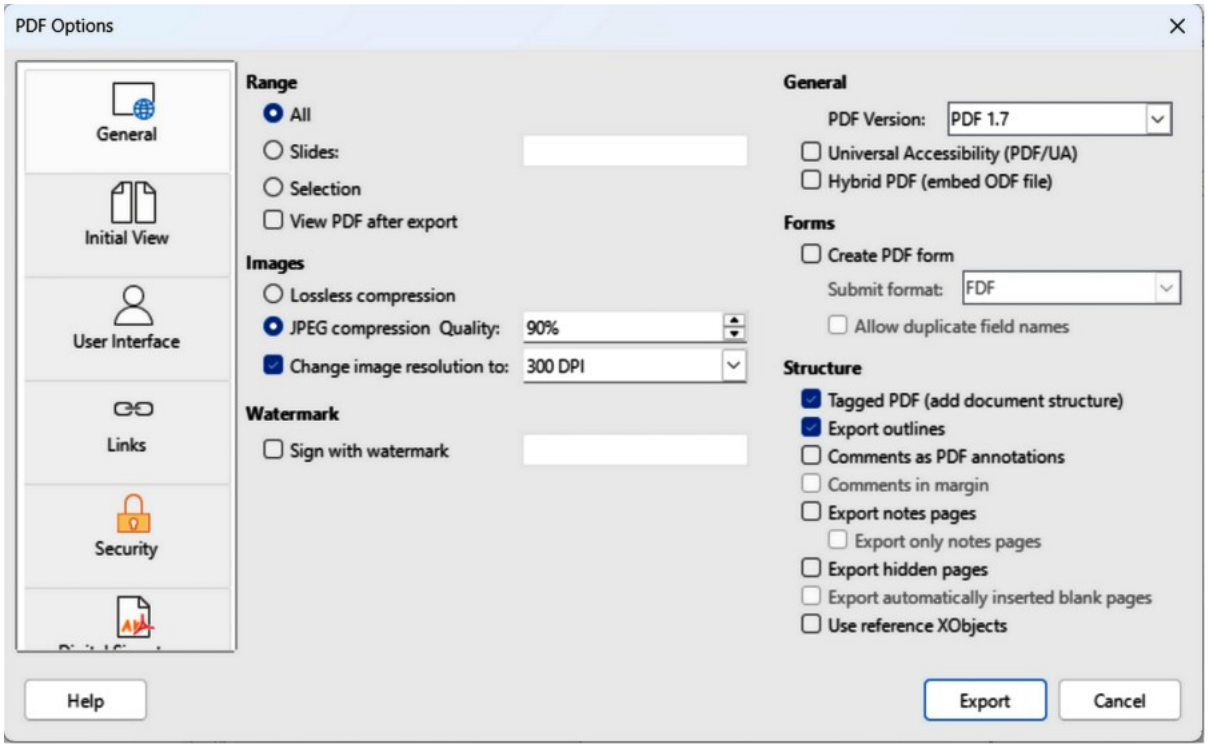


Figure 298: PDF Options dialog — General page

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.

Export in other formats

1) Make sure the presentation 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 presentation file is going to be saved.

3) Enter a name for the exported file in the *File name* text box.

4) In the *Save as type* box, select the required format from the available options in the drop-down list.

5) Click on **Save** to export the file to the selected location. Depending on 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*.

Redaction

Presentations can be redacted to remove or hide any sensitive information allowing for selective disclosure of information. When a presentation is redacted, it is exported as a new PDF file with all the redacted portions removed and replaced by redaction blocks of pixels. A redacted document is exported in PDF format for publication, or sharing.

Note

When a redacted document is exported as a new PDF file, any redacted portions are removed from the new document and replaced by redaction blocks of pixels. This prevents any attempt to restore, or copy the original redacted contents.

Redaction tools

The tools available on the Redaction toolbar (Figure 299) are as follows:

Rectangle Redaction
Used to mark the content for redaction by drawing transparent rectangles covering the content. Use the handles to resize the redaction rectangle.

Freeform Redaction
Allows the user to mark the content for redaction by drawing free-form lines, or polygons covering the content.



Figure 299: Redaction toolbar

Redacted Export (Black)
Converts the semi-transparent redaction shape to opaque black and exports as pixels in the PDF file.

Redacted Export (White)
Converts the semi-transparent redaction shapes to opaque white shapes and exports as pixels in the PDF file.

Export Preview PDF
Makes a copy of the presentation as a PDF file to preview the redaction areas before making a redacted PDF file of the presentation.

Presentation redaction

A copy of the presentation is automatically transferred to LibreOffice Draw for redaction to be carried out. For more information on redaction, see the *Draw Guide* and *Getting Started Guide*.

1) Open the presentation to be redacted, then go to **Tools > Redact** on the Menu bar and the following happens:
   - The document is copied, prepared and transferred to LibreOffice Draw as an untitled file.
   - LibreOffice Draw opens with the untitled document displayed.
   - The Redaction toolbar automatically opens. If the Redaction toolbar is not displayed, go to **View > Toolbars** on the Menu bar in LibreOffice Draw and select **Redaction**.
2) Click on **Rectangle Redaction** or **Freeform Redaction** in the Redaction toolbar.
3) Draw the required shapes to redact the sensitive areas in the document. The redaction shape is gray allowing the sensitive areas in the document to be visible before they are redacted.
4) Click on **Export Preview PDF** in the Redaction toolbar to create a preview copy of the PDF file to review the redaction areas before the redaction is finalized.
5) If required, delete the preview PDF copy after reviewing the redaction areas in the file.
6) Click on **Redacted Export (White)**, or **Redacted Export (Black)** in the Redaction toolbar to export the presentation file as a redacted PDF file.
7) Navigate to the folder in the file browser window that opens where the redact PDF file is going to be saved and enter a name for the file.
8) Click on **Save** to create the redacted PDF file. The gray redaction shapes are converted to white, or black shapes and the document is exported as a PDF

Automatic redaction

Automatic redaction is used to define words and patterns that are automatically marked for redaction. Automatic redaction is useful for documents that have multiple occurrences of names and other personal information (for example credit cards, phone numbers, and so on). Manually redacting this type information in a document would require significant effort, but automatic redaction makes redaction of a document easier and more efficient. For more information on automatic redaction, see the *Draw Guide* and *Getting Started Guide.*

LibreOffice

Impress Guide 26,2

Chapter 11,
Setting Up and Customizing Impress

Introduction

This chapter provides information on LibreOffice settings that apply when using Impress, but may also apply to all the other LibreOffice modules. The illustrations in this chapter have been taken from Impress. For more information on setting up and customizing all LibreOffice modules, see the *Getting Started Guide*.

LibreOffice options

Note

Revert has the same effect on all options in the pages of the Options LibreOffice and Options LibreOffice Impress dialogs. Using **Revert** resets the options to values that were in place when LibreOffice was opened.

User data information

Impress uses the first name, last name and initials of a user that is entered into **User Data** for the document properties, optional author field used in slides, and identification of any comments inserted into the file.

1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) on the Menu bar to open the Options LibreOffice dialog (Figure 300). The list on the left-hand side of the dialog changes to match the LibreOffice module that 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.
3) Enter or edit details in **Address** and **Cryptography** sections. These details are used for the document properties in a LibreOffice file.
4) Click **OK** to save the changes and close the Options LibreOffice dialog.

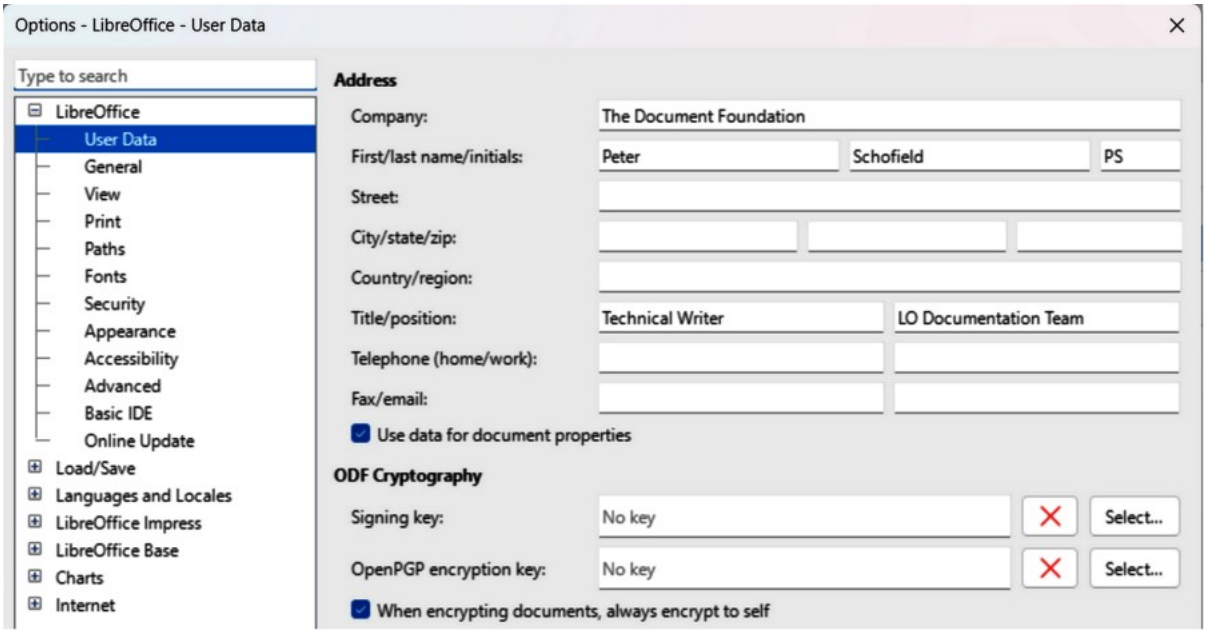


Figure 300: Options LibreOffice dialog — User Data page

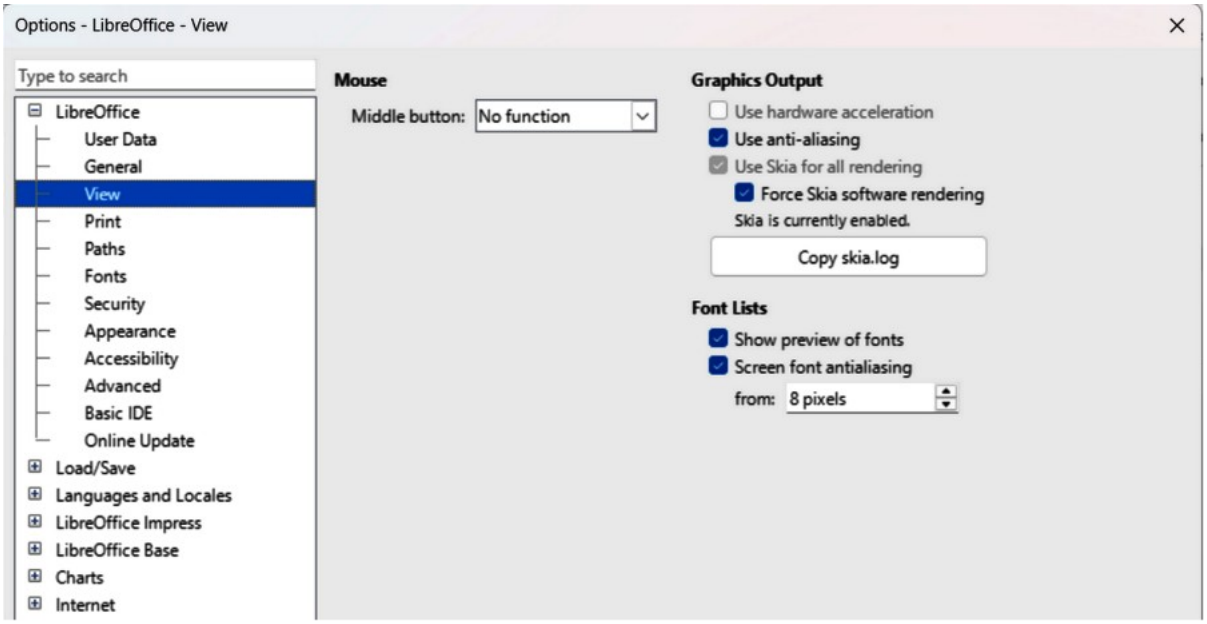


Figure 301: Options LibreOffice dialog — View page

View options

1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) on the Menu bar to open the Options LibreOffice dialog. The list on the left-hand side of the dialog changes to match the LibreOffice module that is open.
2) Click the expansion marker next to **LibreOffice** on the left-hand side and select **View** to open the **View** options page for LibreOffice (Figure 301).
3) Enter or edit details for how the LibreOffice interface appears on a computer display.
4) Click **OK** to save the changes and close the Options LibreOffice dialog.

The **View** options control how the LibreOffice user interface appears when LibreOffice is opened. For more information on customizing the user interface, see the *Getting Started Guide*.

Appearance

Mode
Select how LibreOffice is displayed from the drop-down list: *System*, *Light*, *Dark*. A change in appearance is only available if the computer operating system supports a change of appearance.

Icon Theme
Specifies the icon style used for icons in toolbars and dialogs.

Icon size

Toolbar
Sets the icon size used for toolbar tools: *Automatic*, *Small*, *Large, Extra Large*.

Notebookbar
Specifies the display size of notebook bar icons: *Automatic*, *Small*, *Large.*

Sidebar
Specifies the display size of sidebar icons: *Automatic*, *Small*, *Large.*

Mouse

Middle button
Defines the function of the middle mouse button, if available.

Automatic scrolling
Dragging the cursor while pressing the middle mouse button scrolls the view of the displayed file.

Paste clipboard
Inserts the clipboard contents at the cursor position when the middle mouse button is pressed.

Graphics Output

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.

Use Skia for all rendering
When supported, *Skia* is used for rendering graphical objects in LibreOffice.

Font Lists

Show preview of fonts
Displays how a selected font appears 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.

Print options

Print options are selected and changed in 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 302. For more information about the printing of slide shows, see *Chapter 10, Saving Slide Shows, Printing, Emailing, and Exporting*.

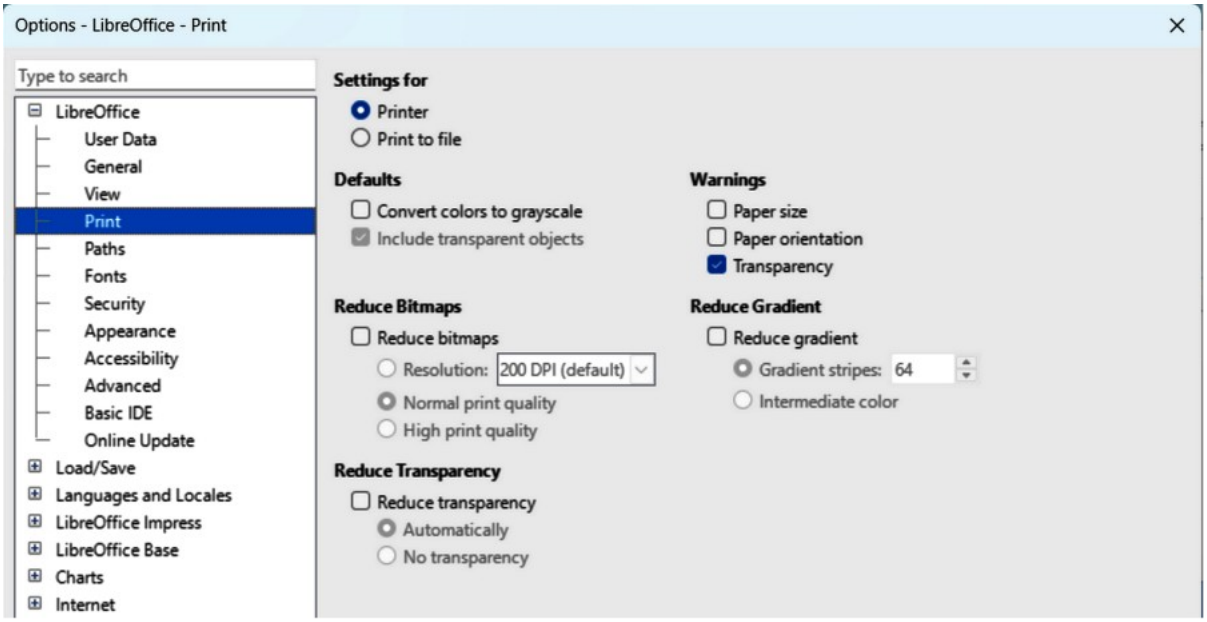


Figure 302: Options LibreOffice dialog — Print page

1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) on the Menu bar to open the Options LibreOffice dialog.
2) Click the expansion marker next to LibreOffice on the left-hand side and select **Print** to open the **Print** options page for LibreOffice.
3) Select the print settings for the selected printer and the required printing method.
4) Click **OK** to save the changes and close the Options LibreOffice dialog.

Using print options it is possible to reduce amount of data sent to the printer which results in printing speed increasing with smaller sized print files. It is also easier for printers with a smaller memory to print large files. However, reducing print data can result in slightly lower print quality.

Settings for

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

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 printing of bitmaps with reduced quality. The dots per inch (DPI) used for printing resolution can only be reduced and not increased.

Resolution
Specifies the maximum print quality available in DPI.

Normal print quality
Corresponds to a resolution of 200 DPI.

High print quality
Corresponds to a resolution of 300 DPI.

Reduce Transparency
If selected, any transparent objects are printed as normal, depending on the selection of the two following options.

Automatically
Specifies transparencies are only printed if the transparent areas cover less than 25% of the entire page.1

No transparency
When selected, transparencies are not printed.

Note

Transparencies cannot be sent directly to a printer. Document areas where transparencies are visible are calculated as bitmaps and sent to the printer. Depending on bitmap size and 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.

Appearance options

The appearance options specify the colors is used to display various elements of the user interface in LibreOffice. Option specific for LibreOffice Impress is the color of the grid points.

1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) 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 the **Appearance** page for LibreOffice (Figure 303).
3) In **LibreOffice Themes**, select the LibreOffice theme from the options available in the drop-down list.
4) If required, create and save a new color scheme for LibreOffice for future use. The new color scheme becomes available for selection in **LibreOffice Themes**.
5) Alternatively, click on **Add more themes** to open the Extensions Color Themes dialog, then select a color scheme from the available extensions and install the extension. For more information on installing extensions, see the *Getting Started Guide*.
6) Click **OK** to save the changes and close the Options LibreOffice dialog.

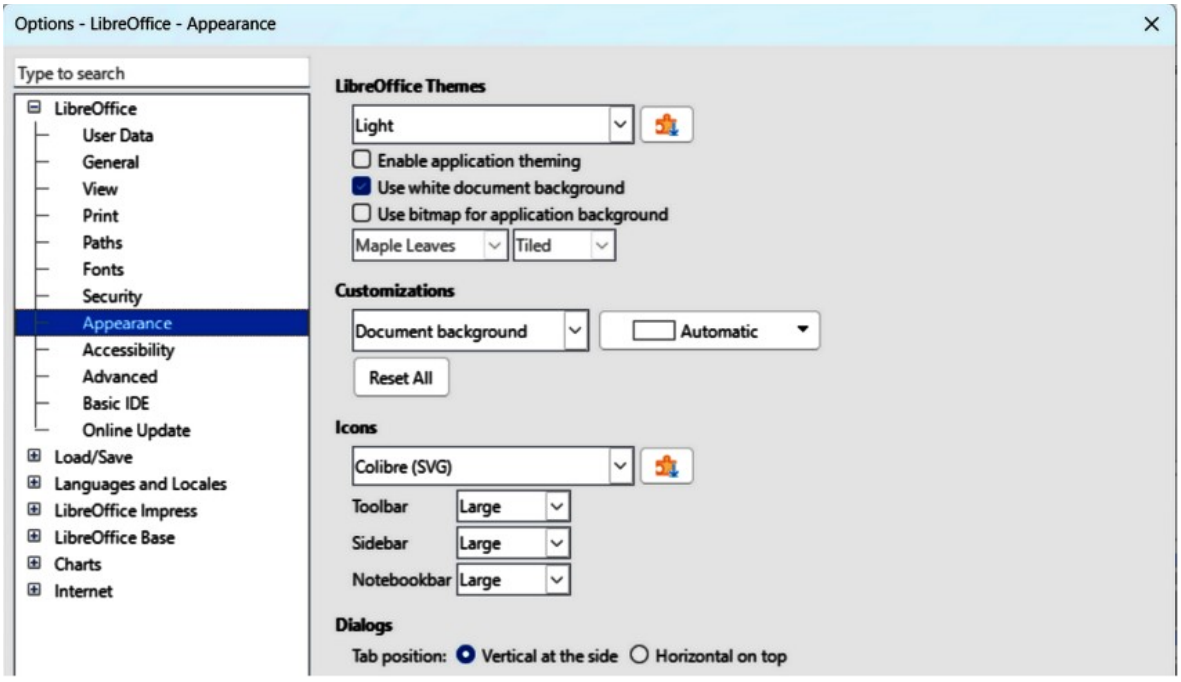


Figure 303: Options LibreOffice — Appearance page

Note

To save any color changes as a color scheme, click on **Save** and type a name in the dialog that opens, then click **OK**.

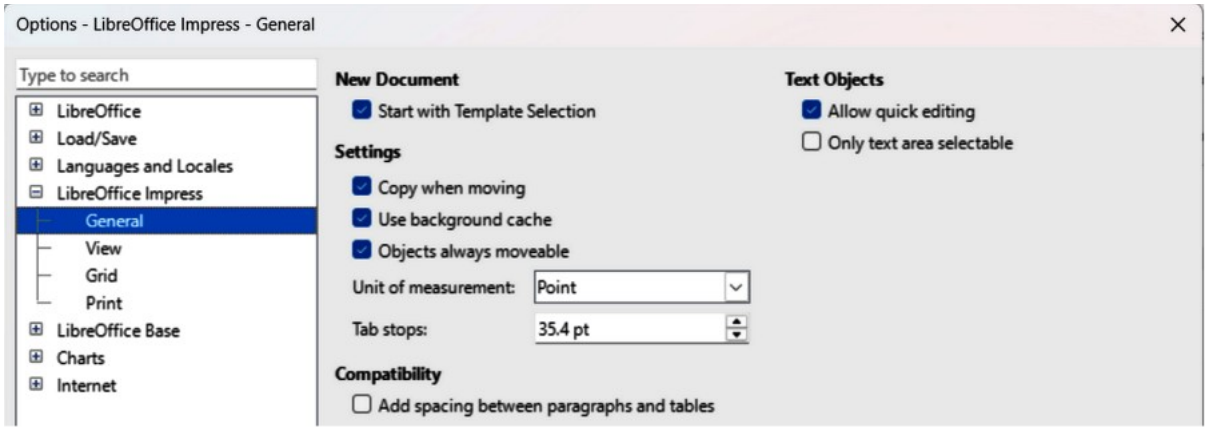


Figure 304: Options LibreOffice Impress dialog — General page

Impress options

Accessing Impress options

1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) 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 (Figure 304).
3) Select an option section from the list of sections that are available, then select from the required options from the options available.
4) Click **OK** to save the changes and close the Options LibreOffice dialog.

General options

Select **LibreOffice Impress > General** to specify the **General** options:

New document

Start with Template Selection
If selected, the Select a Template dialog opens when creating a new presentation.

Settings

Copy when moving
If selected, a copy is created when an object is moved while holding down the `Ctrl` key (macOS ⌘). 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 in rotation mode. If this option is not selected, the rotation mode can only be used for rotating an object.

Unit of measurement
Determines the unit of measurement used in LibreOffice Impress.

Tab stops
Defines the spacing between tab stops.

Compatibility
Compatibility settings are only valid for the presentation that is open.

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. Selection of this option is not saved when the file closes. If a file is opened using the older format, this option is set by default.

Add spacing between paragraphs and tables
Specifies that LibreOffice Impress calculates the paragraph spacing. Selection adds bottom spacing of a paragraph to the top spacing of the next paragraph when calculating the total spacing between both paragraphs. LibreOffice Impress utilizes only the larger of the two spacings. This is similar to the option available in Microsoft PowerPoint

Presentation
Enable remote control
When selected, allows a remote control to be used for presentations.

Enable Presenter Console
When selected, the **Presenter Console** opens for presentations when using multiple displays.

Text objects
Allow quick editing
If selected, text is edited immediately after clicking a text object. If deselected, double click is used to edit text. This mode is also activated by clicking on **Allow Quick Editing** in the Options toolbar (Figure 305).

Only text area selectable
Specifies text frame selection by clicking the text. Any area in a text frame not containing text, any object behind the text frame can be selected. This mode can be activated by clicking on **Select Text Area Only** in the Options toolbar.



Figure 305: Options toolbar

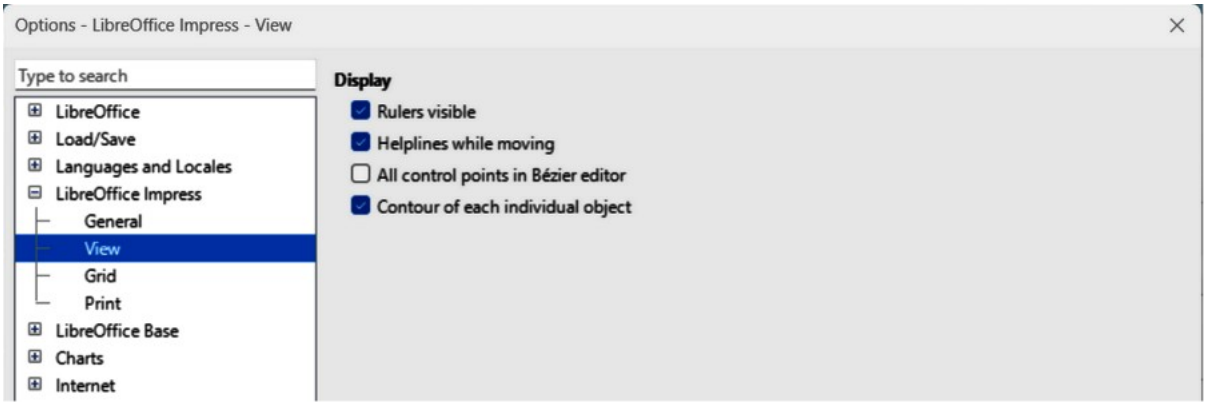


Figure 306: Option LibreOffice Impress dialog — View page

View options

Select **LibreOffice Impress > View** (Figure 306) to specify **View** options for available display modes.

Display

Rulers visible
When selected, rulers are displayed at the top and left of the work area.

Helplines while moving
When selected, displays guides when moving an object. LibreOffice Impress creates dotted guides that extend beyond the box containing the selected object and covering the entire Workspace. These guides help in positioning an object. This mode can also be activated by clicking on **Helplines While Moving** on the Options toolbar.

All control points in Bézier editor
Displays the control points for 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 307) to specify the grid settings for LibreOffice Impress. Using a grid helps in determining the exact position of objects. The grid can also be aligned with the snap grid.

Grid

Snap to grid
Activates the snap function and objects snap to the grid when being moved or created. To move individual objects without snapping to the grid, this option can be temporarily deactivated by pressing the *Shift* key while moving the individual object. *Snap to grid* can also be activated by clicking on **Snap to Grid** on the Options toolbar.

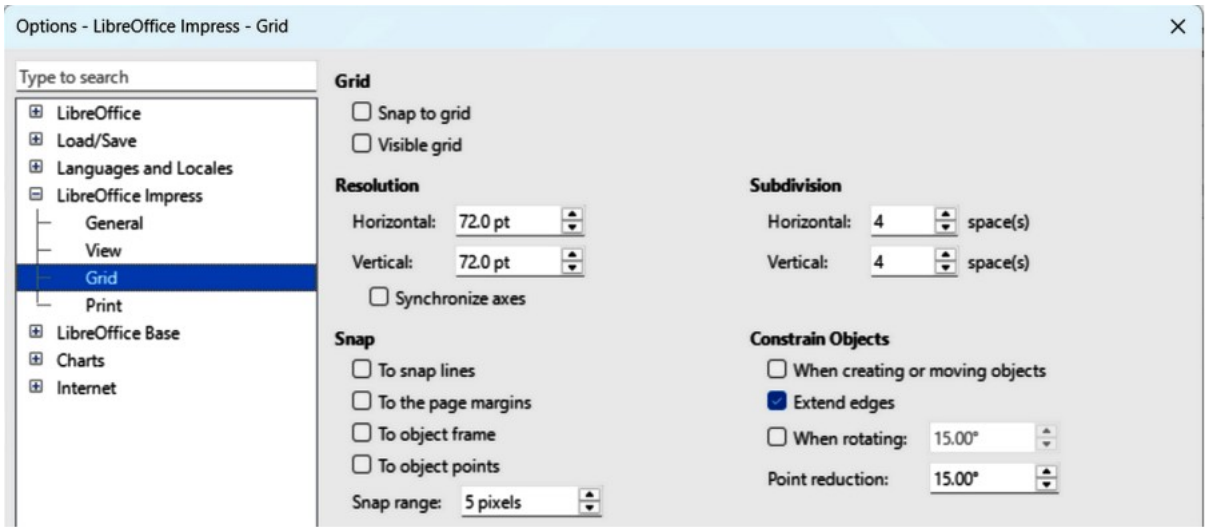


Figure 307: Options LibreOffice Impress dialog — Grid page

Visible grid
Displays grid points on the screen. Grid points do not display when a slide or presentation is displayed or printed.

Resolution

Horizontal
Defines the spacing measurement unit between grid points on the X-axis.

Vertical
Defines the spacing measurement unit 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 spaces between grid points on the X-axis.

Vertical
Specify the number of spaces between grid points on the Y-axis.

Snap

To snap lines
Snaps the object edge when being dragged to the nearest snap line when released. This mode can also be activated by clicking on **Snap to Snap Lines** on the Options toolbar.

To the page margins
Specifies how the contour of a graphic object aligns to the nearest page margin. The cursor or a contour line of a graphics object must be in snap range. This mode can also be activated by clicking on **Snap to Page Margins** on the Options toolbar.

To object frame
Specifies how the contour of a graphic object aligns to the border of the nearest graphic object. The cursor or a contour line of a graphics object must be in snap range. This mode can also be activated by clicking on **Snap to Object Border** on the Options toolbar.

To object points
Specifies how the contour of a graphic object aligns to the points of the nearest graphic object. This only applies if the cursor or a contour line of a graphics object is in 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 being created or moved. 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 cursor. 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 when using 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 308) 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 slides are printed in tiled format. If the slides are smaller than the paper size, several slides are printed on one page of paper.

Brochure
Select 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.

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.

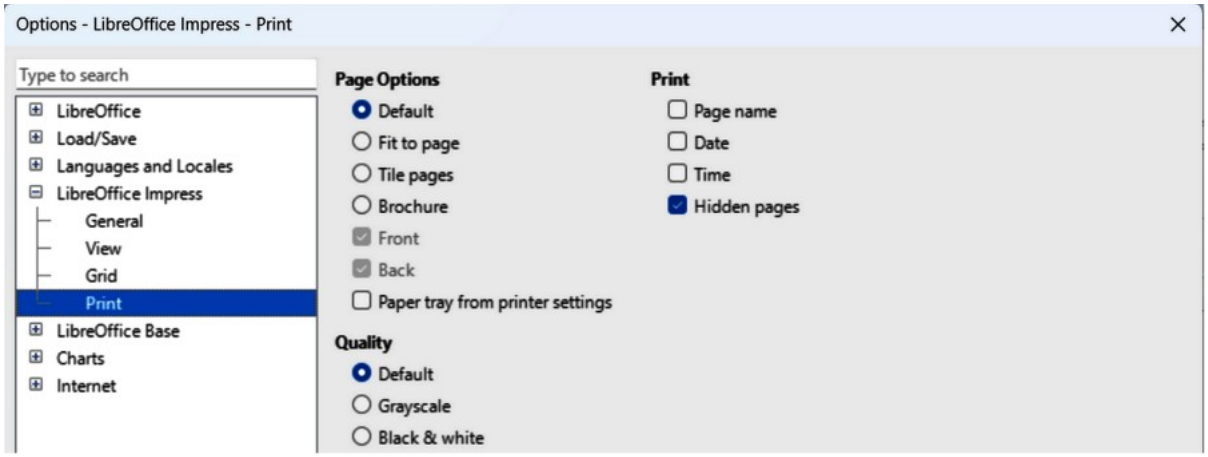


Figure 308: Options LibreOffice Impress dialog — Print page

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

Menus, toolbars, and keyboard shortcuts in Impress are customized by adding, deleting, or modifying items in the menus, toolbars, and keyboard shortcuts when used to create slides and slide shows. For more information on customizing the user interface, see *Chapter 12, User Interface Variants*, *Appendix A Keyboard Shortcuts*, *Appendix B Toolbars*, and the *Getting Started Guide*.

Adding extensions

Extensions are packages installed into Impress to add new functions. 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*.

LibreOffice

Impress Guide 26,2

Chapter 12,
User Interface Variants

Introduction

By default, commands and tools used in 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 Impress. A user then has the option to select which user interface that suits their requirements and methods of creating presentations using Impress.

Note

When changing the user interface, the variant can be applied only to Impress, or applied to all LibreOffice modules.

Selecting user interface variants

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 309).
2) In **UI variants**, select the required variant. An example of the selected user interface is shown in the **Preview** box with a short description.

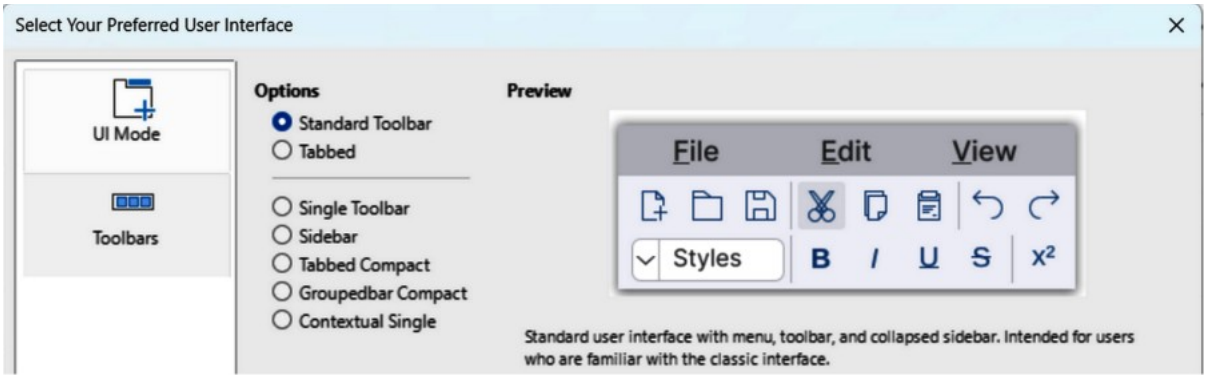


Figure 309: Select Your Preferred User Interface dialog

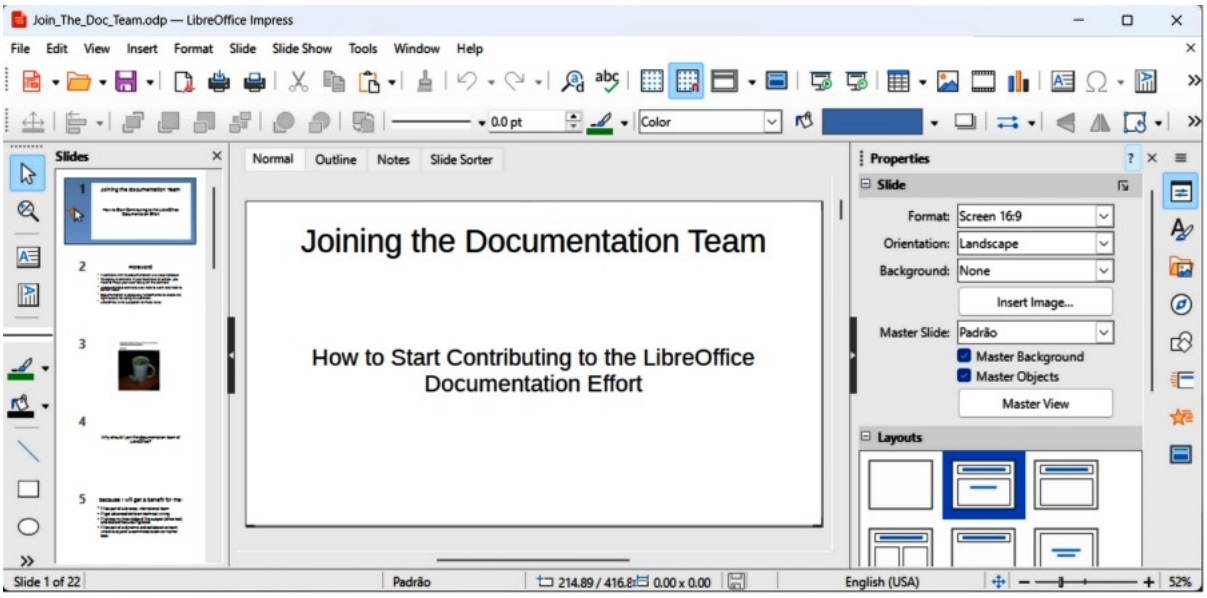


Figure 310: Standard Toolbar User Interface

3) Click on **Apply to Impress** to immediately apply the selected user interface to Impress only, or click on **Apply to All** to immediately apply the selected user interface to all LibreOffice modules. The LibreOffice window changes to match the selected user interface.

4) Click on **Close** to close the dialog.

Note

If **Enable experimental features** has been selected in the To**ols > Options > Advanced** (macOS **LibreOffice > Preferences > LibreOffice > Advanced**), several more variants appear under **UI variants**. Being experimental, these user interfaces are not described in this chapter.

Standard Toolbar

The **Standard Toolbar** user interface is the default view when LibreOffice is installed and Impress is opened for the first time. For more information on the Impress Workspace, see Chapter 1, Introducing Impress. Figure 310 shows an example of the default **Workspace** view in Impress consisting of the following:

- Menu bar at the top of the Workspace.
- Standard, and Line and Filling toolbars positioned below the Menu bar.
- Drawing toolbar positioned vertically on the left side of the Workspace.
- Sidebar on the right of the Workspace.

Tabbed

The **Tabbed** user interface provides a user interface that is similar to other office software applications, for example Microsoft Office. The tabs in 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. Figure 311 shows an example of the default **Workspace** view using the **Tabbed** user interface in Impress.

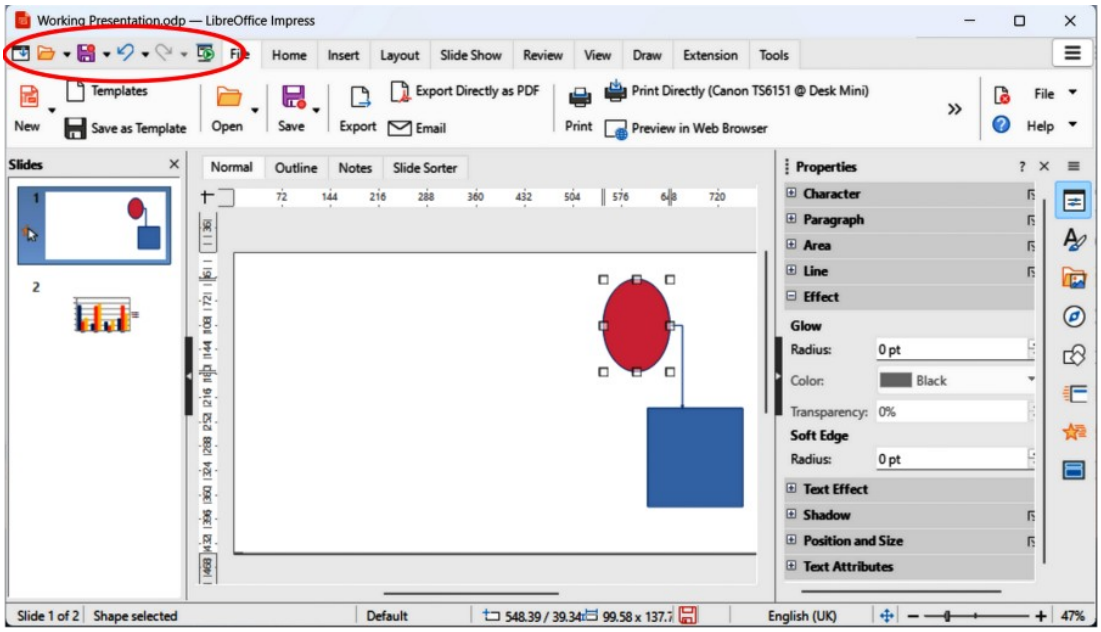


Figure 311: Tabbed User Interface

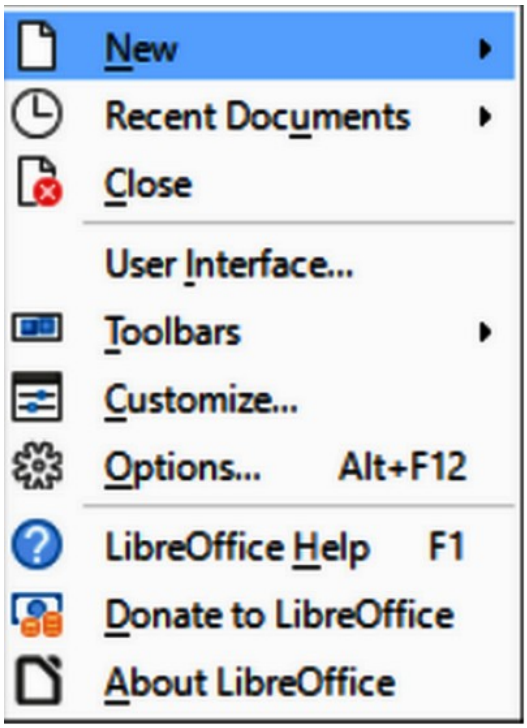


Figure 312: User Interface Quick Menu

It includes Menu bar, Tab bar, and tool icons grouped in context for use in Impress. 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 tab row. Click on this double chevron **>>** to display more available options for the **Tabbed** user interface.

At the left end of the Tab bar, an Icon bar (highlighted in Figure 311) is available giving access to some commonly used tools — **Menubar**; **Open**; **Save**; **Undo**; **Redo**; **Start from First Slide**. In 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.

At the top of the Workspace and on the right side, click on the 3 horizontal lines (≡) to access commonly used commands and links, as shown by the example in Figure 312. Some commands have submenus with more commands and this is indicated by a triangle ►, or a single chevron >, on the right of a command.

Note

When using the **Tabbed** user interface, Impress toolbars are no longer visible. If required, it is possible to open toolbars by going to **View > Toolbars** on the Menu bar, or select **Toolbars** on the quick menu.

Permanent tabs

File tab

The **File** tab provides commands to create new documents; open, save, print, and close documents; manage templates; export to PDF and EPUB; display document properties; add a digital signature; and sign an existing PDF. The **File** tab has two menus: **File** and **Help**.

- **File** menu contains the same commands as the tools available on the tab.
- **Help** menu provides links to a variety of resources.

Home tab

The **Home** tab provides tools to cut, copy, paste, and format text; insert common items (for example images, tables, charts); apply, update, and edit drawing styles; and so on. Click on **Home** at the right end of the **Home** tab bar to open a drop-down menu with additional tools not available on the **Home** tab bar.

Insert tab

The **Insert** tab provides tools to insert many commonly used items. Click on **Insert** at the right end of the **Insert** tab bar to open a drop-down menu listing some of the tools displayed on the **Insert** tab bar.

Layout tab

The **Layout** tab provides tools to insert many commonly used items. Click on **Layout** at the right end of the **Layout** tab bar to open a drop-down menu listing some of the tools displayed on the **Layout** tab bar.

Slide Show tab

The **Slide Show** tab provides tools for creating slide shows. Click on **Slide Show** at the right end of the **Slide Show** tab bar to open a drop-down menu listing some of the tools displayed on the **Slide Show** tab bar.

Review tab

The **Review** tab provides tools for reviewing slide shows. Click on **Review** at the right end of the **Review** tab bar to open a drop-down menu with additional text editing tools. Some of the text tools only appear if the text options *Asian* or *Complex Text Layout* are selected in LibreOffice options. To access these text options, go to **Tools > Options > Advanced** (macOS **LibreOffice > Preferences > LibreOffice > Advanced**).

View tab

The **View** tab provides tools for controlling how slides are displayed. Click on **View** at the right end of the **View** tab bar to open a drop-down menu providing additional tools for displaying slides on a screen.

Extension tab

The **Extension** tab is a fixed tab containing only the **Extension Manager** tool. When selected, this tool opens the Extension Manager dialog allowing for installation and deletion of extensions that are compatible with LibreOffice.

Tools tab

The **Tools** tab provides tools for working with and editing slides. For example macros, color replacer, media player, and so on. Click on **Tools** at the right end of the **Tools** tab bar to open a drop-down menu listing some of the tools displayed on the **Tools** tab bar.

Additional tabs

The following additional tabs only open in the Tabbed user interface between the **View** and **Extension** tabs when a compatible object is selected.

Draw tab

The **Draw** tab only becomes available when a compatible drawing object is selected in a slide. It provides tools for editing, transforming, grouping, aligning, and distributing draw objects. Click on **Draw** at the right end of the **Draw** tab bar to open a drop-down menu with some of the same tools to edit, transform and convert drawing objects.

Image tab

The **Image** tab only becomes available when a compatible 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. Click on **Image** at the right end of the **Image** tab bar to open a drop-down menu listing some of the tools displayed on the **Image** tab bar.

Object tab

The **Object** tab only becomes available when a compatible object is selected in a slide, for example a chart. It provides tools to position, resize, select colors, and so on for the selected compatible object. Click on **Object** at the right end of the **Object** tab bar to open a drop-down menu with two extra tools to name and describe the object.

Table tab

The **Table** tab only becomes available when a compatible table is selected in a slide. It provides tools to position, resize, select colors, and so on for the selected table. Click on **Table** at the right end of the **Table** tab bar to open a drop-down menu provides extra tools for editing a table.

Media tab

The **Media** tab only becomes available when a media object is selected in a slide. It provides tools for positioning and running an audio or video file. Click on **Media** at the right end of the **Media** tab bar to open a drop-down menu provides extra tools for editing a media object.

Single Toolbar

When selected, the **Single Toolbar** user interface (Figure 313) only shows the Menu bar and the Standard (Single Mode) toolbar. However, toolbars can be added to the user interface 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* and the *Getting Started Guide*.

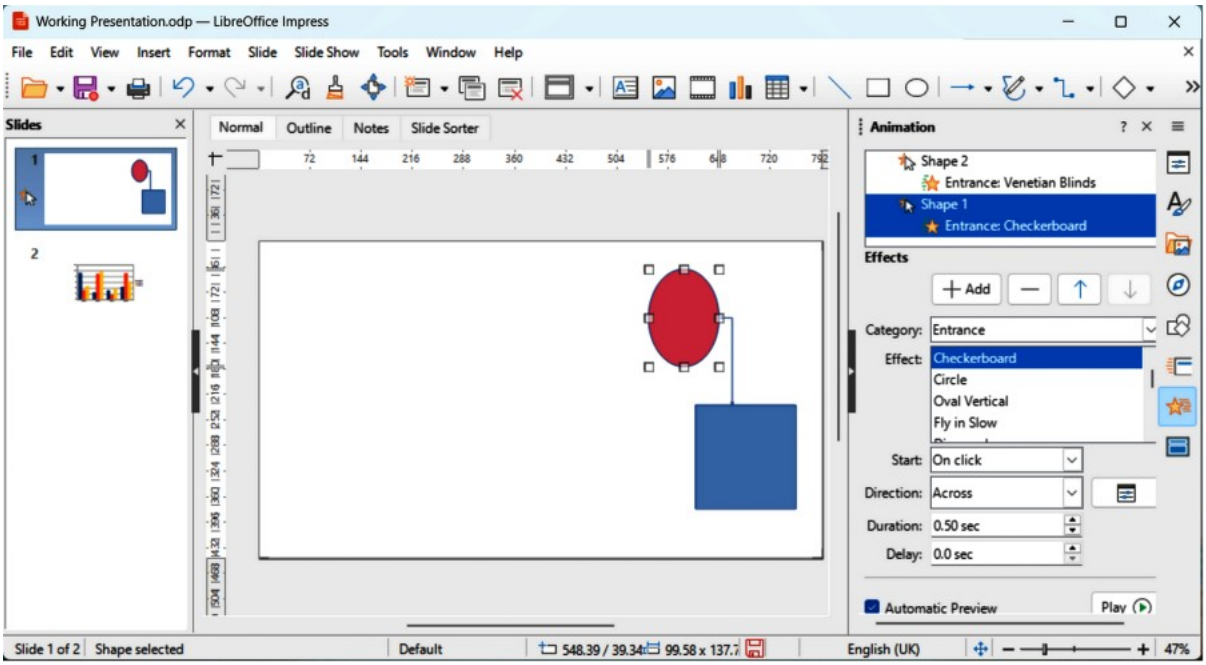


Figure 313: Single Toolbar User Interface

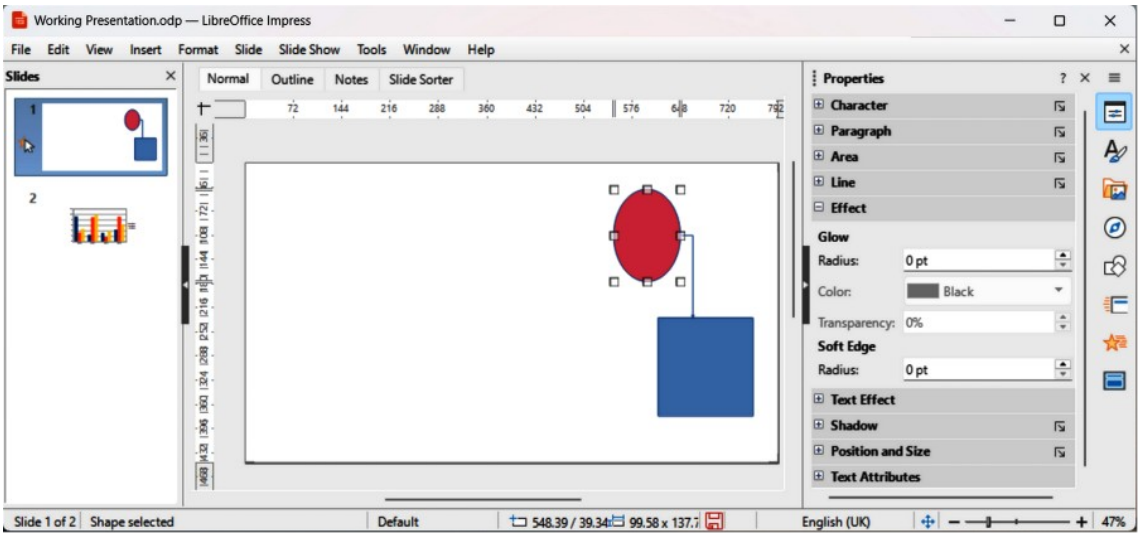


Figure 314: Sidebar User Interface

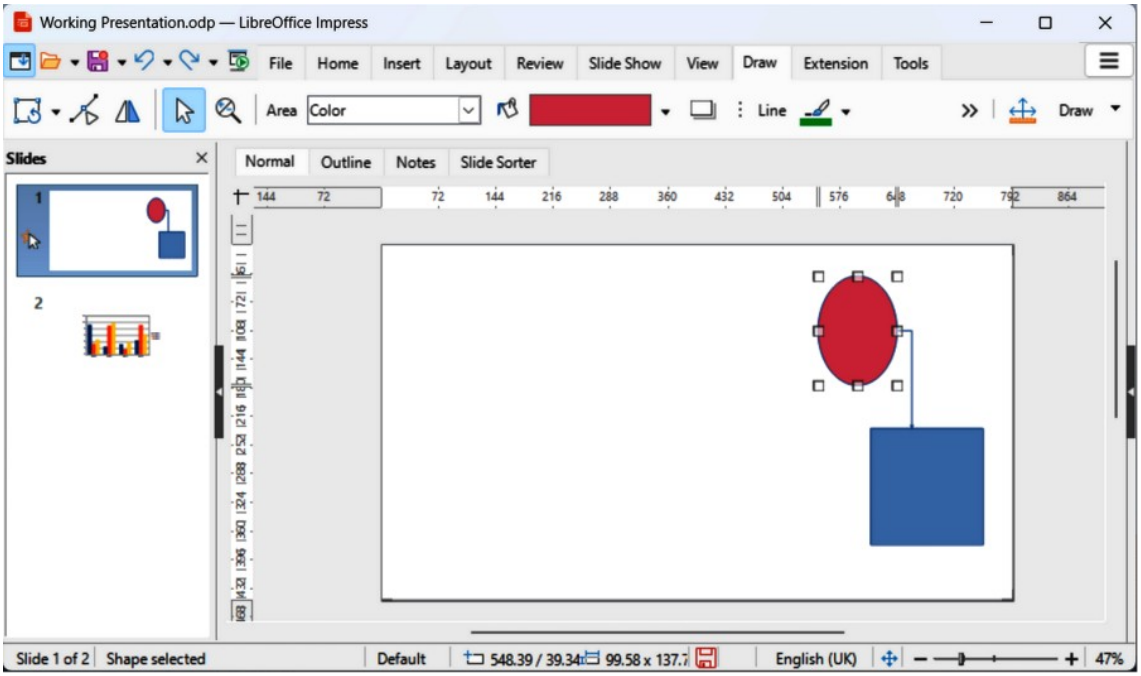


Figure 315: Tabbed Compact User Interface

Sidebar

When selected, the **Sidebar** user interface (Figure 314) shows the Menu bar with no toolbars. However, toolbars can be added to the user interface 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

The **Tabbed Compact** user interface (Figure 315) uses 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. 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” on page 349 for more information.

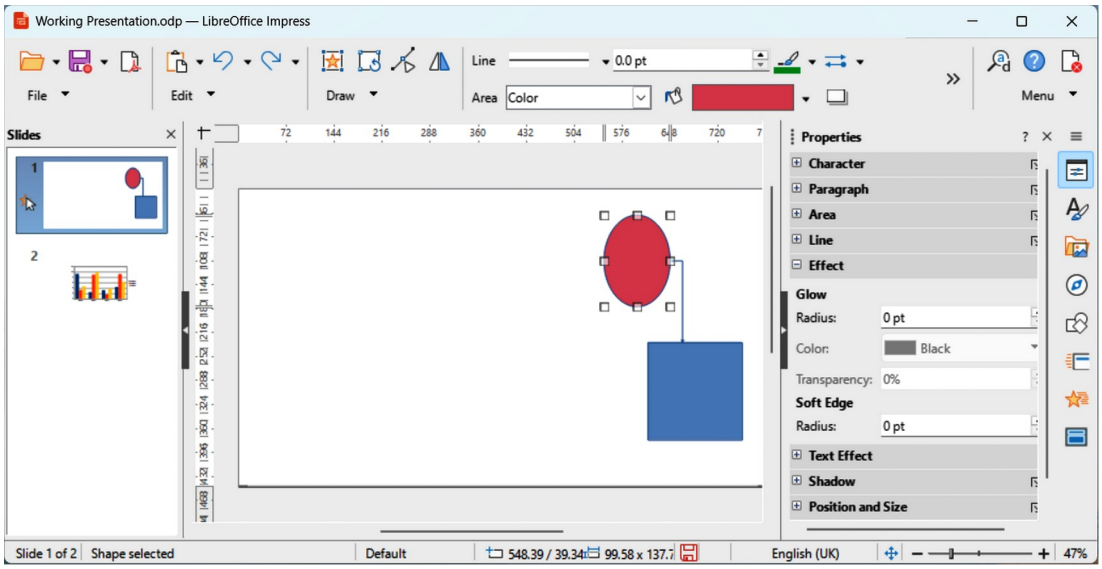


Figure 316: Groupedbar Compact User Interface

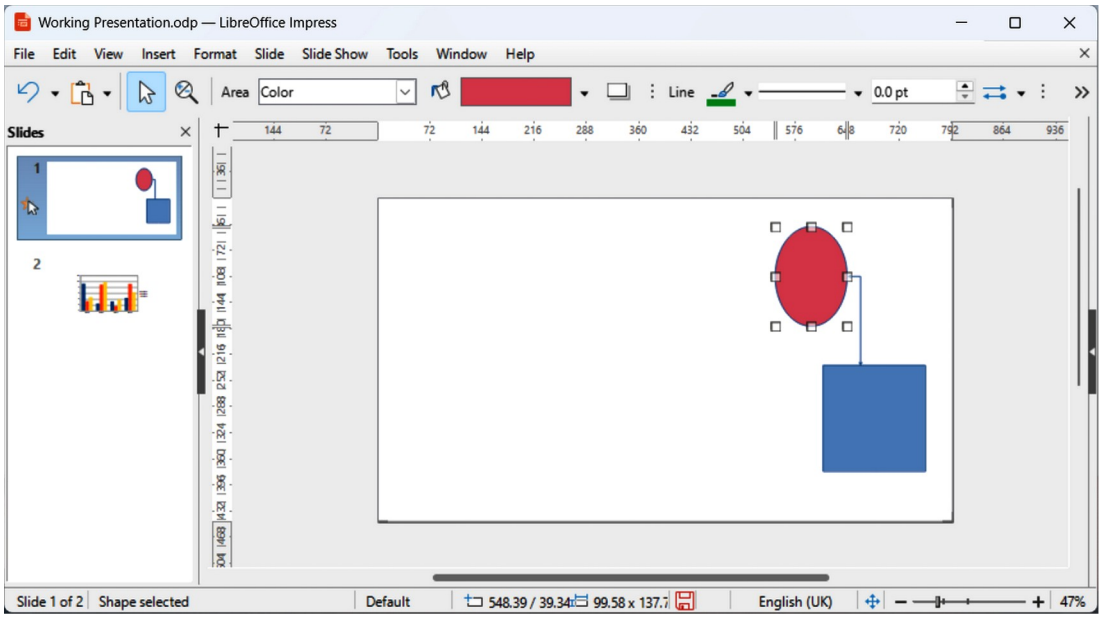


Figure 317: Contextual Single User Interface

Groupedbar Compact

The **Groupedbar Compact** user interface (Figure 316) 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. If necessary, clicking on the double chevron **>>** displays more tools for editing an object.

The Menu on the right of the **Groupedbar Compact** interface provides extra tools for working with LibreOffice Impress, including methods to change the user interface and access toolbars.

Contextual Single

The **Contextual Single** user interface (Figure 317) displays a single toolbar to suit object type that has been selected. If necessary, clicking on a double chevron **>>** displays more tools for editing an object.

LibreOffice

Impress Guide 26,2

Appendix A,
Keyboard Shortcuts

Introduction

LibreOffice can be used without using a pointing device, for example mouse, trackpad, or trackball. For example, tasks as varied and complex as docking and undocking toolbars and windows, or changing size or position of objects can be carried out using keyboard shortcuts. LibreOffice has an extensive set of keyboard shortcuts with each LibreOffice module having keyboard shortcuts specific to that module.

For help with LibreOffice keyboard shortcuts, or using LibreOffice with a keyboard only, search the LibreOffice Help using the “shortcut” and/or “accessibility” as keywords.

Custom keyboard shortcuts can also be created in LibreOffice. For example, create keyboard shortcuts for standard LibreOffice functions or macros, then save the keyboard shortcut for future use. To create custom keyboard shortcuts, see the *Getting Started Guide* for more information.

Some keystrokes and menu items are different in macOS from keystrokes used in Windows or Linux operating systems. This due to the way the different operating systems work and the different types of keyboards used. Also, labelling on keyboards may vary depending on the age of a computer and style of keyboard being used.

Note

A blank cell in any of the following tables indicates that a keyboard shortcut is not available for the computer operating system being used.

General function key and keyboard shortcuts

Opening menus and menu items

Action or command	***Windows/ Linux***	***macOS***
Close an open menu.	*Esc*	*Esc*
Press the *F6* key repeatedly to forward cycle the focus through the following objects: - Menu bar (Windows and Linux operating systems only). - Each toolbar from top to bottom and from left to right. - Each free window from left to right.	*F6*	*F6*
Press the *Shift+F6* key combination repeatedly to backward cycle the focus in the opposite direction.	*Shift+F6*	*Shift+F6*
Cycles the focus back to the presentation.	*Ctrl+F6*	*⌘+F6*
Switches the access on or off for the Menu bar.	*F10*	

Accessing Menu bar commands

- Press *F6* to select the first item (File) on the Menu bar.
- Press the right arrow to select the next menu to the right.
- Press the left arrow to select the previous menu to the left.
- Press the *Home* and *End* keys to select the first or last item on the Menu bar.
- Press the down arrow to open a selected menu. Each press on the down or up arrow moves the selection through the menu commands.
- Press the right arrow to open any submenus on the selected menu. Submenus are indicated by a triangle ► or chevron **>** next to the menu item.

- Press *Enter* to execute the selected menu command.

Accessing toolbar commands

- Press F6 repeatedly until the first tool on a toolbar is selected.
- Use the right and left arrows to select a tool on a horizontal toolbar.
- Use the up and down arrows to select a tool on a vertical toolbar.
- Press the *Home* key to select the first tool on a toolbar.
- Press the *End* key to select the last tool on a toolbar.
- Press the *Enter* key to activate the selected tool.
- Press the right arrow to open any sub-toolbar on a selected toolbar. Sub-toolbars are indicated by a triangle ▼ next to the tool.
- Press *Ctrl+Enter* to insert a selected draw object. The draw object is placed in the center of the drawing, with a predefined size.

Controlling dialogs

When a dialog is open, one element (for example a button or option field) indicates an element is selected either by highlighting, check mark, or dotted box around a field or button name.

Selected element	***Action or command***
Enter	Activates the selected option. When no option is selected, pressing *Enter* is the equivalent of selecting **OK**.
Esc	Closes a dialog without saving any changes made while the dialog was open. Pressing *Esc* is also the equivalent of selecting **Cancel**.
Up/Down arrow keys	Moves focus up and down a list. Increases or decreases the value of a variable. Moves focus vertically within a section of dialog.
Left/Right arrow keys	Moves focus horizontally in a dialog.
Tab	Moves the focus to the next element in a dialog.
Shift+Tab	Moves the focus to the previous element in a dialog.
Alt+Down Arrow	Displays options available in a drop-down list.
Spacebar	Checks or selects an empty checkbox. Clears or deselects a checked checkbox.

Impress keyboard shortcuts

Functions

Action or command	***Windows/ Linux***	***macOS***
Switch to text edit mode and open Text Formatting toolbar.	*F2*	*F2*
Enter and edit a group of objects.	*F3*	*F3*
Exit a group of objects.	*Ctrl+F3*	*⌘+F3*
Open the Duplicate dialog of a selected object.	*Shift+F3*	*Shift+F3*

Action or command	Windows/ Linux	macOS
Open the Position and Size dialog of a selected object.	F4	F4
Open **Notes** view and display the first slide.	Alt+Shift+ F5	⌥+Shift+F5
Open the Navigator dialog.	Ctrl+Shift+F5	⌘+Shift+F5
Start the spelling checker.	F7	F7
Switch on or off the automatic spell checking.	Shift+F7	Shift+F7
Open the Thesaurus dialog for the language being used. Impress has to be in text editing mode to access the thesaurus.	Ctrl+F7	⌘+F7
Open the Edit Points toolbar.	F8	F8
Fit text to frame of a selected object.	Ctrl+Shift+F8	⌘+Shift+F8
Open the Styles deck on the Sidebar.	F11	⌘+T

Slide shows

Action or command	Windows/ Linux	macOS
Start a slide show.	F5	F5
Start a slide show at the slide that was displayed when the slide show stopped.	Shift+F5	Shift+F5
Show the next slide, or play the next slide animation effect.	Left click	Left click
Show the next slide, or play the next animation effect on a slide.	Right Arrow	Right Arrow
Show the next slide, or plays the next animation effect on a slide.	Page Down	⌥+Fn+Down Arrow
Show the next slide, or plays the next animation effect on a slide.	Spacebar	Spacebar
Show the next slide, or plays the next animation effect on a slide.	Enter	Enter
Show the previous slide, or plays the previous animation effect on a slide.	Right click	Right click
Show the previous slide, or plays the previous animation effect on a slide.	Left Arrow	Left Arrow
Show the previous slide, or plays the previous animation effect on a slide.	Up Arrow	Up Arrow
Show the previous slide, or plays the previous animation effect on a slide.	Page Up	⌥+Fn+Up Arrow
Show the previous slide, or plays the previous animation effect on a slide.	Backspace	Backspace
Go to first slide in the slide show.	Home	Fn+Left Arrow
Go to the last slide in the slide show.	End	Fn+Right Arrow
Go to the previous slide without playing any animation effects.	Alt+Page Up	⌥+Fn+Up Arrow

Action or command	Windows/ Linux	macOS
Go to next slide without playing any animation effects.	Alt+Page Down	⌥+Fn+Down Arrow
Show black screen until next key or mouse wheel event.	B or . (period)	B or . (period)
Stop and close the slide show.	Esc or – (minus)	Esc or – (minus)
Type the number of a slide and press Enter to show the slide.	[Number] Enter	[Number] Enter

Impress shortcuts

Action or command	Windows/ Linux	macOS
Zoom in.	Plus (+)	Plus (+)
Zoom out.	Minus (-)	Minus (-)
Fit the slide to fill the Workspace view.	Times (×) on number pad	Times (*) on number pad
Zoom in on the selected object.	Divide (/) on number pad	Divide (/) on number pad
Group selected objects.	Ctrl+Shift+G	⌘+Shift+G
Ungroup selected group.	Shift+Ctrl+ Alt+G	⌘+Shift+⌥+G
Enter a group to edit individual objects in the group. Click outside the group to return to normal view.	Ctrl+click	⌘+click
Combine selected objects.	Ctrl+Shift+G	⌘+Shift+G
Split a selected object that has been combined from a group of two or more objects.	Ctrl+Shift+ Alt+K	⌘+⌥+Shift+K
Bring to front.	Ctrl++	⌘++
Bring forward.	Ctrl +Shift++	⌘+Shift++
Send backward.	Ctrl+-	⌘+-
Send to back.	Ctrl+Shift +-	⌘+Shift+-
Move a selected object in the direction of the arrow.	Arrow	Arrow
Move a slide within the Workspace when no objects are selected.	Ctrl+Arrow	⌘+Arrow
Constrain movement of a selected object horizontally or vertically when dragged.	Shift and drag	Shift and drag
Resize an object to maintain the proportions of the object. Hold down Shift, then click on a selection handle and drag.	Shift and drag	Shift and drag
Create a copy of the object Hold down the Ctrl (⌘) key, then click and drag a selected object.	Ctrl+Click and drag	⌘+Click and drag
Draw or resize an object from the centre of the object. Hold down the Alt (⌥) key.	Alt+Click and drag	⌥+Click and drag

Action or command	Windows/ Linux	macOS
Select an object that is behind the currently selected object.	Alt+Click	⌥+Click
Select an object that is in front of the currently selected object.	Alt+Shift+ Click	⌥+Shift+ Click
Select several adjacent objects or characters. Click at the start of a selection and hold down Shift key while moving to the end of the selection.	Shift+Click	Shift+Click
Select object in the order in which the objects were created.	Tab	Tab
Select object in the reverse order in which the objects were created.	Shift+Tab	Shift+Tab
Exit current mode.	Esc	Esc
Switch to the previous slide. No function on the first slide.	Page Up	⌥+Fn+Up Arrow
Switch to the previous slide. No function on the first slide.	Page Down	⌥+Fn+Down Arrow
Activate a place-holder object in a new presentation. Only if the frame is selected.	Enter	Enter
Insert a new slide after the current slide if there are no text objects on the slide, or the last text object is reached. The new slide uses the same layout as the current slide.	Ctrl+Enter	⌘+Enter

Editing text

Action or command	Windows/ Linux	macOS
Insert a custom hyphen in text at the cursor position. Also known as a soft hyphen.	Ctrl+-	⌘+-
Insert a non-breaking hyphen in text at the cursor position. Also known as a hard hyphen.	Ctrl+ Shift+-	⌘+Shift+-
Insert a non-breaking space. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.	Ctrl+Shift+ Space	⌘+Shift+ Space
Insert a line break without paragraph change.	Shift+Enter	Shift+Enter
Move the cursor one character to the left.	Left Arrow	Left Arrow
Move the cursor one character to the left and select the character.	Shift+Left Arrow	Shift+Left Arrow
Move the cursor to the start of the previous word.	Ctrl+Left Arrow	⌥+Left Arrow
Move the cursor to the left and select the word on the left.	Ctrl+Shift+Le ft Arrow	⌥+Shift+ Left Arrow
Move the cursor one character to the right.	Right Arrow	Right Arrow
Move the cursor one character to the right and select the character.	Shift+Right Arrow	Shift+Right Arrow
Move the cursor to the beginning of the next word.	Ctrl+Right Arrow	⌥+Right Arrow

Action or command	Windows/ Linux	macOS
Move the cursor to the right and select the word on the right.	Ctrl+Shift+ Right Arrow	⌥+Shift+Right Arrow
Move the cursor up one line.	Up Arrow	Up Arrow
Move the cursor up one line in the text and select the lines of text.	Shift+Up Arrow	Shift+Up Arrow
Move the cursor to the beginning of the paragraph.	Ctrl+Up Arrow	⌥+Up Arrow
Move the cursor to the beginning of the paragraph selecting the paragraph text from the cursor position to the beginning of the paragraph.	Ctrl+Shift+Up Arrow	⌥+Shift+Up Arrow
Move the cursor down one line.	Down Arrow	Down Arrow
Move the cursor down one line in the text and select the lines of text.	Shift+Down Arrow	Shift+Down Arrow
Move the cursor to the end of the paragraph.	Ctrl+Down Arrow	⌘+Down Arrow
Move the cursor to the end of the paragraph selecting the text in the paragraph from the cursor position to the end of the paragraph.	Ctrl+Shift+Down Arrow	⌥+Shift+ Down Arrow
Move the cursor to the beginning of the line.	Home	
Move the cursor to the beginning of the line and select the text from the cursor position.	Shift+Home	
Move the cursor to the beginning of the text block on the slide.	Ctrl+Home	
Move the cursor to the end of the line.	End	
Move the cursor to the end of the line and select the text from the cursor position.	Shift+End	
Moves the cursor to the end of the text block on the slide.	Ctrl+End	
Delete text from the cursor position to the end of the word.	Ctrl+Del	
Delete text from the cursor position to the end of the sentence.	Ctrl+Shift+Del	
Delete text from the cursor position to the beginning of the word.	Ctrl+ Backspace	⌘+ Backspace
Delete text from the cursor position to the beginning of the sentence.	Ctrl+Shift+ Backspace	⌘+Shift+ Backspace

Slide sorter and slide pane

Action or command	Windows/ Linux	macOS
Set focus to the first slide.	Home	
Set focus to the last slide.	End	
Set focus to the previous slide.	Left Arrow	Left Arrow
Set focus to the next slide.	Right Arrow	Right Arrow
Move selected slides down one position in **Slide Sorter** view. When multiple slides are selected, the slides are moved together with the last selected slide in the list.	Ctrl+Shift+Down Arrow	⌘+Shift+ Down Arrow

Action or command	Windows/ Linux	macOS
Move selected slides up one position in **Slide Sorter** view. When multiple slides selected, the slides are moved together with the first selected slide in the list.	Ctrl+Shift+Up Arrow	⌘+Shift+Up Arrow
Move selected slides to end of **Slide Sorter** list.	Ctrl+Shift+End	
Move selected slides to start of **Slide Sorter** list.	Ctrl+Shift+Home	
Change to **Normal** view with the active slide when in **Slide Sorter** view. Add a new slide when in **Slides** pane.	Enter	Enter

Main menu bar keyboard shortcuts

- The main menu bar is positioned at the top of the LibreOffice main window and has several keyboard shortcuts available in each of the menus listed.
- The menus listed below are not in alphabetical order, but are listed in the same order as displayed on the main menu bar in the LibreOffice main window.

LibreOffice menu

Note

The LibreOffice menu is only available when LibreOffice is installed on computers using macOS.

Action or command	Menu item	macOS
Quit or exit LibreOffice. Make sure files are saved before closing LibreOffice.	Quit LibreOffice	⌘+Q
Hide LibreOffice. Hiding does not close LibreOffice.	Hide LibreOffice	⌘+H
Open the LibreOffice Options dialog.	Preferences	⌘+,

File menu

Action or command	Menu item	Windows/ Linux	macOS
Create a new presentation	New > Presentation	Ctrl+N	⌘+N
Open the Templates dialog	New > Templates	Shift+ Ctrl+N	⌘+Shift+N
Open a file browser to navigate to a folder, then select a document.	Open	Ctrl+O	⌘+O
Save the open document.	Save	Ctrl+S	⌘+S
Open the Save as file browser and save the open document as a new document.	Save As	Ctrl+ Shift+S	⌘+Shift+S
Open the Print dialog and select how the document is printed	Print	Ctrl+P	⌘+P
Close the open file and quit LibreOffice	Exit LibreOffice	Ctrl+Q	⌘+Q

Edit menu

Action or command	*Menu item*	*Windows/Linux*	*macOS*
Undo the previous editing action.	Undo	*Ctrl+Z*	*⌘+Z*
Reverse the action of the last **Undo** command.	Redo	*Ctrl+Y*	*⌘+Y*
Delete the selected object and places it on the clipboard.	Cut	*Ctrl+X*	*⌘+X*
Copy the selected object to the clipboard.	Copy	*Ctrl+C*	*⌘+C*
Place the object on the clipboard into the document.	Paste	*Ctrl+V*	*⌘+V*
Paste copied text at the cursor position without any formatting.	Paste Special > Paste Unformatted Text	*Ctrl+Shift+Alt+V*	*⌘+⌥+Shift+V*
Open the Paste Special dialog to paste the contents of the clipboard at the cursor position in a format that is specified.	Paste Special > Paste Special	*Ctrl+Shift+V*	*⌘+Shift+V*
Select all objects on a slide.	Select All	*Ctrl+A*	*⌘+A*
Open the Find toolbar	Find	*Ctrl+F*	*⌘+F*
Open the Find and Replace dialog	Find and Replace	*Ctrl+H*	*⌥+⌘+F*
Opens the Edit Points toolbar if there is an object on the slide that uses editable points, for example a freeform line.	Points	*F8*	*F8*
Switch on or off the Impress edit mode. When switched off, a slide show is displayed in read only mode.	Edit Mode	*Ctrl+Shift+M*	*⌘+Shift+M*

View menu

Action or command	*Menu item*	*Windows/ Linux*	*macOS*
Display or hide the rulers in the main drawing workspace.	Rulers	*Ctrl+Shift+R*	*⌘+Shift+R*
Open or close the Sidebar.	Sidebar	*Ctrl+F5*	
Open or close the Styles deck on the Sidebar.	Styles	*F11*	*⌘+T*
Open the Navigator dialog.	Navigator	*Ctrl+Shift+F5*	*⌘+Shift+F5*

Insert menu

Action or command	*Menu item*	*Windows/ Linux*	*macOS*
Select text edit mode and open Text Formatting toolbar.	Text Box	*F2*	

Action or command	Menu item	Windows/ Linux	macOS
Insert a new comment onto the selected page.	Comment	Ctrl+Alt+C	⌘+⌥+C
Open the Hyperlink dialog.	Hyperlink	Ctrl+K	⌘+K
Insert a non-breaking space at the cursor position.	Formatting Mark > Insert non-breaking space	Ctrl+Shift+Space	⌘+Shift+Space
Insert a narrow non-breaking space at the cursor position.	Formatting Mark > Insert Narrow No-break Space	Alt+Shift+Space	⌥+Shift+Space
Insert a narrow no-width optional break at the cursor position.	Formatting Mark > No-width Optional Break	Ctrl+/	⌘+/

Format menu

Action or command	Menu item	Windows/Linux	macOS
Apply **Bold** format to selected text.	Text > Bold	Ctrl+B	⌘+B
Apply *Italic* format to selected text.	Text > Italic	Ctrl+I	⌘+I
Apply superscript format to selected text.	Text > Superscript	Ctrl+Shift+P	⌘+⌥+C
Apply subscript format to selected text.	Text > Subscript	Ctrl+Shift+B	⌘+Shift+B
Increase the point size of selected text.	Text > Increase Size	Ctrl+]	⌘+]
Decrease the point size of selected text.	Text > Decrease Size	Ctrl+[	⌘+[
Set the line spacing in a paragraph to a single line.	Spacing > Line Spacing 1	Ctrl+1	⌘+1
Set the line spacing in a paragraph to one and half lines.	Spacing > Line Spacing 5	Ctrl+5	⌘+5
Set the line spacing in a paragraph to two lines.	Spacing > Line Spacing 2	Ctrl+2	⌘+2
Set the paragraph alignment to left aligned.	Align > Left	Ctrl+L	⌘+L
Set the paragraph alignment to center aligned.	Align > Center	Ctrl+E	⌘+E
Set the paragraph alignment to right aligned.	Align > Right	Ctrl+R	⌘+R
Set the paragraph alignment to justified.	Align > Justified	Ctrl+J	⌘+J
Demote a point to the next level when in Outline view.	Lists > Demote	Shift+Alt+Right Arrow	
Promote a point to the next level when in Outline view.	Lists > Promote	Shift+Alt+Left Arrow	

Action or command	Menu item	Windows/Linux	macOS
Move a point down the order when in Outline view.	Lists > Move Down	Shift+Alt+ Down Arrow	⌥+Shift+ Down Arrow
Move a point up the order when in Outline view.	Lists > Move Up	Shift+Alt+ Up Arrow	⌥+Shift+Up Arrow
Remove direct formatting from the selection. Direct formatting is formatting that is applied without using styles.	Clear Direct Formatting	Shift+ Ctrl+M	^+Shift+M
Open or close the Styles deck on the Sidebar.	Styles > Manage Styles	F11	⌘+T
Open the Position and Size dialog of a selected object.	Object and Shape > Position and Size	F4	F4
Move a selected object to the front of other objects.	Arrange > Bring to Front	Ctrl+ Shift++	⌘+Shift++
Move a selected object in front of the forward object.	Arrange > Bring Forward	Ctrl++	⌘++
Move a selected object behind the backward object.	Arrange > Send Backward	Ctrl+-	⌘+-
Move a selected object to the back of other objects.	Arrange > Send to Back	Ctrl+ Shift+-	⌘+Shift+-
Group selected objects.	Group > Group	Ctrl+ Shift+G	⌘+Shift+G
Ungroup selected group.	Group > Ungroup	Ctrl+Alt+ Shift+G	⌘+⌥+ Shift+G
Enter and edit a group of objects.	Group > Enter Group	F3	F3

Slide menu

Action or command	Menu item	Windows/ Linux	macOS
Insert a new slide into the slide show.	New Slide	Ctrl+M	^+M
Open the last slide edited in the document.	Jump to Last Edited Slide	Alt+Shift +F5	⌥+Shift+F5
Move the selected slide to the beginning of the slide show.	Move > Slide to Start	Ctrl+Shift +Home	
Move the selected slide above the previous slide. No function on the first slide.	Move > Slide Up	Ctrl+Shift +Up	⌘+Shift+Up Arrow
Move the selected slide below the next slide. No function on the last slide.	Move > Slide Down	Ctrl+Shift +Down	⌘+Shift+ Down Arrow
Move the selected slide to the end of the slide show.	Move > Slide to End	Ctrl+Shift +End	
Switch to the previous slide. No function on the first slide.	Navigate > To Previous Slide	Page Up	Up Arrow

Action or command	Menu item	Windows/ Linux	macOS
Switch to the next slide. No function on the last slide.	Navigate > To Next Slide	Page Down	Down Arrow

Slide Show menu

Action or command	Menu item	Windows/ Linux	macOS
Start a slide show from the first slide.	Start from First Slide	F5	F5
Start a slide show at the slide at the position when the slide show was stopped.	Start from Current Slide	Shift+F5	Shift+F5

Tools menu

Action or command	Menu item	Windows/ Linux	macOS
Start spelling checker.	Spelling	F7	⌘+Shift+;
Switch on or off the automatic spell checking.	Automatic Spell Checking	Shift+F7	Shift+F7
Open the Thesaurus dialog for the language being used. Impress has to be in text editing mode to access the thesaurus.	Thesaurus	Ctrl+F7	⌘+F7
Open the Extension Manager dialog.	Extension Manager	Ctrl+Alt+E	⌘+⌥+E
Open the Options LibreOffice dialog.	Options	Alt+F12	⌘+,

Windows menu

Action or command	Menu item	Windows/ Linux	macOS
Closes the active window. If there is only one window, Impress closes.	Closes Window	Ctrl+W	⌘+W

Help menu

Action or command	Menu item	Windows/ Linux	macOS
Open the browser application at the LibreOffice Help pages.	LibreOffice Help	F1	F1

Toolbar function key and keyboard shortcuts

- Impress provides several toolbars for the creation and editing of presentations. Some of the tools on Impress toolbars can be activated using a function key, or keyboard shortcut.
- The Impress toolbars are listed in the same order displayed in the context menu that opens when **View > Toolbars** is selected on the Main Menu bar.

- The Impress toolbars listed below are included in the default set of toolbars that are available when LibreOffice is installed on a computer.

Comment toolbar

Action or command	Menu item	Windows/ Linux	macOS
Insert a comment into a slide.	Comment	Ctrl+Alt+C	⌘+⌥+C
Open the previous slide in a presentation to access the slide comments.	Previous Comment	Ctrl+Alt+Pgup	⌘+⌥+⬆
Open the next slide in a presentation to access the slide comments.	Next Comment	Ctrl+Alt+ Pgdown	⌘+⌥+⬇

Drawing toolbar

Action or command	Menu item	Windows/ Linux	macOS
Switch to text edit mode and opens the Text Formatting toolbar.	Insert Text Box	F2	F2
Open the Position and Size dialog of a selected object.	Position and Size	F4	F4
Open the Edit Points toolbar if there is an object on the slide that uses editable points, for example a freeform line.	Points	F8	F8

Edit Points toolbar

Action or command	Menu item	Windows/ Linux	macOS
Open the Edit Points toolbar. Only available if there is an object on the drawing that uses editable points, for example a freeform line.	Toggle Edit Point Mode	F8	F8

Find toolbar

Action or command	Menu item	Windows/ Linux	macOS
Open the Find and Replace dialog to find and replace all instances of text in a drawing.	Find and Replace	Ctrl+H	⌘+⌥+H

Form Design toolbar

Action or command	Menu item	Windows/ Linux	macOS
Open the Position and Size dialog of a selected object.	Position and Size	F4	F4
Move a selected object to the front of all other objects.	Bring to Front	Ctrl+ Shift++	⌘+Shift++
Move a selected object to the back of all other objects.	Send to Back	Ctrl+ Shift+-	⌘+Shift+-

Action or command	Menu item	Windows/ Linux	macOS
Group selected objects.	Group	Ctrl+ Shift+G	⌘+Shift+G
Ungroup a selected group.	Ungroup	Ctrl+Alt+ Shift+G	⌘+⌥+Shift +G
Enter a group of objects for editing.	Enter Group	F3	F3
Exit a group of objects.	Exit Group	Ctrl+F3	⌘+F3

Image toolbar

Action or command	Menu item	Windows/ Linux	macOS
Move a selected object to the front of all other objects.	Bring to Front	Ctrl+ Shift++	⌘+Shift++
Move a selected object in front of an object.	Bring Forward	Ctrl++	⌘++
Move a selected object behind an object.	Send Backward	Ctrl+-	⌘+-
Move a selected object to the back of all other objects.	Send to Back	Ctrl+ Shift+-	⌘+Shift+-

Insert toolbar

Action or command	Menu item	Windows/ Linux	macOS
Insert a new slide (page) into a presentation.	New Page	Ctrl+M	^+M
Insert a formula object into a document.	Formula Object	Alt+Shift+E	⌥+Shift +E

Line and Filling toolbar

Action or command	Menu item	Windows/ Linux	macOS
Open the Position and Size dialog for a selected object.	Position and Size	F4	F4
Move a selected object to the front of all other objects.	Bring to Front	Ctrl+ Shift++	⌘+Shift++
Move a selected object in front of an object.	Bring Forward	Ctrl++	⌘++
Move a selected object behind an object.	Send Backward	Ctrl+-	⌘+-
Move a selected object to the back of all other objects.	Send to Back	Ctrl+ Shift+-	⌘+Shift+-
Open the Sidebar Styles deck.	Styles	F11	⌘+T

Outline toolbar

Action or command	*Menu item*	*Windows/ Linux*	*macOS*
Demote a point to the next level when Outline view.	Demote	*Shift+Alt+ Right Arrow*	
Promote a point to the next level when in Outline view.	Promote	*Shift+Alt+ Left Arrow*	
Move a point down the order when in Outline view.	Move Down	*Shift+Alt+ Down Arrow*	*⌥+Shift +Down Arrow*
Move a point up the order when in Outline view.	Move Up	*Shift+Alt+ Up Arrow*	*⌥+Shift+Up Arrow*

Slide Sorter

Action or command	*Menu item*	*Windows/ Linux*	*macOS*
Starts a slide show from the first slide.	Start from First Slide	*F5*	*F5*

Standard toolbar

Action or command	*Menu item*	*Windows/ Linux*	*macOS*
Open a new presentation.	New	*Ctrl+N*	*⌘+N*
Open the Templates dialog allowing creation of new presentation using a template.	Templates	*Ctrl+ Shift+N*	*⌘+Shift+N*
Open the Open file browser and navigate to a folder to select a presentation.	Open	*Ctrl+O*	*⌘+O*
Save the open presentation.	Save	*Ctrl+S*	*⌘+S*
Open the Save as file browser to save a presentation as a new presentation.	Save As	*Ctrl+ Shift+S*	*⌘+Shift+S*
Switch on edit mode when a presentation is in read only mode.	Edit Mode	*Ctrl+ Shift+M*	*⌘+Shift+M*
Open the Print dialog to select how a presentation is printed.	Print	*Ctrl+P*	*⌘+P*
Delete a selected object and place the object on the clipboard.	Cut	*Ctrl+X*	*⌘+X*
Copy a selected object to the clipboard.	Copy	*Ctrl+C*	*⌘+C*
Paste an object on the clipboard into a presentation.	Paste	*Ctrl+V*	*⌘+V*
Remove any direct formatting that has been applied without using styles.	Clear	*Ctrl+M*	*^+M*
Undo the previous editing action.	Undo	*Ctrl+Z*	*⌘+Z*
Reverse the action of the last **Undo** command.	Redo	*Ctrl+Y*	*⌘+Y*
Open the Find and Replace dialog.	Find and Replace	Ctrl+H	⌘+⌥+F

Action or command	Menu item	Windows/ Linux	macOS
Start the spelling checker. Only available in text editing mode.	Spelling	F7	F7
Switch on or off automatic spell checking. Only available in text editing mode.	Auto Spellcheck	Shift+F7	Shift+F7
Start from First Slide	Start from First Slide	F5	F5
Start a slide show at the slide where the slide show was previously stopped.	Start from Current Slide	Shift+F5	Shift+F5
Switch to text edit mode and open the Text Formatting toolbar.	Insert Text Box	F2	F2
Open the Hyperlink dialog.	Insert Hyperlink	Ctrl+K	⌘+K

Standard (Single Mode)

Action or command	Menu item	Windows/ Linux	macOS
Open a new presentation.	New	Ctrl+N	⌘+N
Open the Open file browser and navigate to a folder to select a presentation.	Open	Ctrl+O	⌘+O
Save the open presentation.	Save	Ctrl+S	⌘+S
Open the Print dialog to select how a presentation is printed.	Print	Ctrl+P	⌘+P
Undo the previous editing action.	Undo	Ctrl+Z	⌘+Z
Reverse the action of the last **Undo** command.	Redo	Ctrl+Y	⌘+Y
Switch to text edit mode and open the Text Formatting toolbar.	Insert Text Box	F2	F2
Open the Position and Size dialog for a selected object.	Position and Size	F4	F4
Group selected objects.	Group	Ctrl+ Shift+G	⌘+Shift+G
Ungroup selected group into separate objects.	Ungroup	Ctrl+Alt+ Shift+G	⌘+⌥+ Shift+G
Enter and edit a group of objects.	Enter Group	F3	F3
Exit a group of objects.	Exit Group	Ctrl+F3	⌘+F3
Start a slide show from the first slide.	Start from First Slide	F5	F5
Start a slide show at the slide where the slide show was previously stopped at.	Start from Current Slide	Shift+F5	Shift+F5

Standard (Viewing Mode) toolbar

Action or command	Menu item	Windows/ Linux	macOS
Open the Save as file browser to save the open document as a new document.	Save As	Ctrl+ Shift+S	⌘+Shift+S

Action or command	Menu item	Windows/ Linux	macOS
Switch on edit mode when a document is read only.	Edit Mode	Ctrl+ Shift+M	⌘+Shift+M
Open the Print dialog to select how a document is printed.	Print	Ctrl+P	⌘+P
Copy a selected object to the clipboard.	Copy	Ctrl+C	⌘+C
Open the Find and Replace dialog. Find and replace all instances of text in a drawing using the Find and Replace dialog.	Find and Replace	Ctrl+H	⌘+⌥+F

Text toolbar

Action or command	Menu item	Windows/ Linux	macOS
Insert a text box, open text edit mode and the Text Formatting toolbar.	Insert Text Box	F2	F2

Text Formatting toolbar

Action or command	Menu item	Windows/ Linux	macOS
Increase point size of selected text.	Increase	Ctrl+]	⌘+]
Decrease point size of selected text.	Decrease	Ctrl+[	⌘+[
Apply **Bold** format to selected text.	Bold	Ctrl+B	⌘+B
Apply *Italic* format to selected text.	Italic	Ctrl+I	⌘+I
Reduce font size of the selected text and raise the text above the baseline.	Superscript	Ctrl+ Shift+P	⌘+Shift+P
Reduce font size of the selected text and lower the text below the baseline.	Subscript	Ctrl+ Shift+B	⌘+Shift+B
Remove any direct formatting applied without using styles.	Clear	Ctrl+M	^+M
Set paragraph alignment to left aligned.	Left	Ctrl+L	⌘+L
Set paragraph alignment to center aligned.	Center	Ctrl+E	⌘+E
Set paragraph alignment to right aligned.	Right	Ctrl+R	⌘+R
Set paragraph alignment to justified.	Justified	Ctrl+J	⌘+J
Select all text in a text box.	Select All	Ctrl+A	⌘+A

Zoom toolbar

Action or command	Menu item	Windows/ Linux	macOS
Click to increase the slide size on screen.	Zoom In	Ctrl+Shift+Page Up	⌘+Shift+▲
Click to decrease the slide size on screen.	Zoom Out	Ctrl+Shift+Page Down	⌘+Shift+▼

LibreOffice

Impress Guide 26,2

Appendix B,
Toolbars

Introduction

In Impress several toolbars are available for creating a presentation. Each toolbar has a default set of tools and an option to add additional tools to a toolbar.

Notes

The icons displayed on the Impress toolbars illustrated in this appendix may differ from what is displayed on a computer screen. Toolbar icons depend on the computer operating system being used and how LibreOffice has been configured. For more information on customizing LibreOffice and toolbars, see the *Getting Started Guide*.

Some toolbars when selected do not display until an object of the correct type is selected in a presentation. For example, the Image toolbar only displays when an image, or graphic, using an image file format is selected.

Using toolbars

Displaying toolbars

Two methods of opening toolbars in Impress are used, as follows:

1) Go to **View > Toolbars** on the Menu bar. A submenu opens with an alphabetical list of toolbars available for creating presentations in Impress.
2) Click on a toolbar name to display it and make it active. Active toolbars are indicated by highlighting or a check mark next to the toolbar name, depending on computer setup.

Note

When selecting tools on a toolbar, a subtoolbar may open providing more tools to edit an object. For example, clicking on **Color** in the Image toolbar opens the Color subtoolbar to adjust the color settings of an image.

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 in a blank area 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.

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 cursor over the small vertical handle at the left end or top of the toolbar (highlighted in Figure 318). The cursor changes shape to the moving cursor used for the computer system and setup.
2) Click 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.

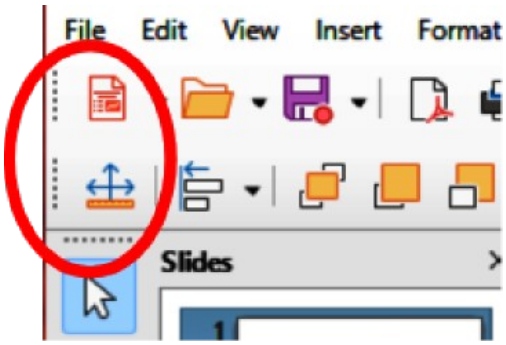


Figure 318: Toolbar moving handles

3) Release the cursor when the required position is reached.

Note

If the toolbar moving handles are not visible at the left end or top 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. See “Locking and unlocking toolbars” on page 376 for more information.

Floating toolbars

1) To move a floating toolbar, click on its title bar and drag it to a new floating location.
2) Release the toolbar when it is in the required position.

Note

Floating toolbars does not have to be placed on the Impress main window to function.

Floating Subtoolbars

Some tools on a toolbar have a triangle ▼ to the right of the tool indicating that more tools are available on a subtoolbar, for example **Basic Shapes** on the Drawing toolbar. Subtoolbars can be turned into floating Subtoolbars and moved into a new position as follows:

1) Move the cursor over the horizontal handle at the top of the subtoolbar (Figure 319). The cursor changes to the moving cursor used for the computer system and setup.
2) Click and drag the subtoolbar to a new location to create a floating subtoolbar.
3) Release the subtoolbar when it is in the required position is reached.
4) To close the floating subtoolbar use one of the following methods:
   – Right-click on the triangle ▼ in the subtoolbar title bar and select **Close Toolbar** from the context menu.
   – Click on the **X** at the right end of the subtoolbar title bar.

Docking toolbars

To dock a floating toolbar, use one of the following methods:

- Click on the title bar and drag it to a docking position on the main window. When a toolbar reaches a docking position, a hashed border appears at the docked position. Release the toolbar and it is docked into position.

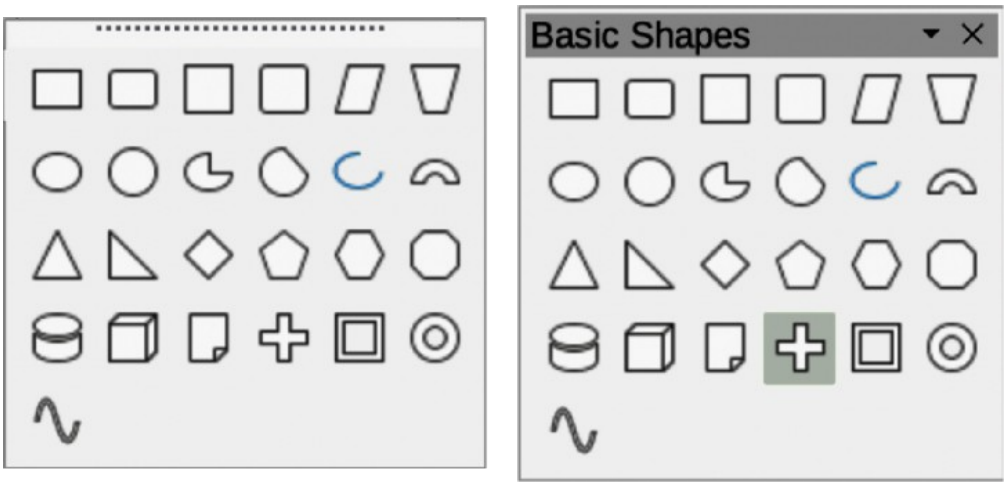


Figure 319: Creating floating toolbars

- 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 and unlocking toolbars

Docked toolbars

When a toolbar has been docked into position on the Impress main window, the toolbar can 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** from the context menu. A check mark appears against this option indicating the toolbar is now locked. The small vertical or horizontal bar disappears from the top or left end of the toolbar indicating that the toolbar is 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 top or left end of a toolbar indicating that the toolbar is unlocked. This bar is also is used to move a toolbar.

Notes

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.

Using the **Lock Toolbars** option affects ALL toolbars and Subtoolbars available in all LibreOffice modules.

Locking and unlocking toolbars and Subtoolbars

To prevent toolbars and Subtoolbars from becoming floating toolbars or Subtoolbars, they can be locked. Also, locked toolbars and Subtoolbars can be unlocked using the same method below. The **Lock Toolbars** option is a lock/unlock switch.

1) Save the presentation that is open in Impress, then go to **View > Toolbars** on the Menu bar and select **Lock Toolbars** from the submenu.
2) Select **Restart Now** in the Restart LibreOffice dialog that opens to activate the **Lock Toolbars** option.

3) To unlock toolbars or Subtoolbars to create floating toolbars or Subtoolbars, repeat Steps 1 and 2.

Editing toolbars

When LibreOffice is installed on a computer, a set of toolbars suitable for each LibreOffice component is also installed. Each toolbar has a default set of visible tools. Tools can be added or deleted, and toolbars can be customized.

Adding tools

1) Right-click in a blank area on a toolbar, or click on the 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 in the same position as the tool appears in the **Visible Buttons** list. That is, the top tool in the **Visible Buttons** list appears at the left end or top of the toolbar and the bottom tool appears at the right end or bottom of the toolbar. Tool positions on a toolbar cannot be changed.

Deleting tools

1) Right-click in a blank area on a toolbar, or click on the 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

- The number of tools visible on a toolbar depend on the computer setup that is being used to create a presentation.
- The tools displayed on the toolbars in this chapter are EXAMPLES only.
- 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.
- On some toolbars, tool icons may have a triangle ▼ to the right of the icon. Click on this triangle to open a list of options, or subtoolbar.

- Some tools also have the option of using a keyboard shortcut instead of clicking on the tool. Keyboard shortcuts are displayed on the right of the tool icon. For a full list of keyboard shortcuts that are available in Impress, see *Appendix A, Keyboard Shortcuts*.
- The numbered legend for the available tools in a toolbar indicate the position of the tool in a toolbar. For example, (1) indicates that the tool is positioned at the left end of the toolbar.

3D-Objects

The 3D-Objects toolbar (Figure 320) provides for creating 3D objects in a slide. Go to **View > Toolbars > 3D-Objects** on the Menu bar. Alternatively, click on the triangle ▼ next to **3D-Objects on** the Drawing toolbar to open a subtoolbar for access to the same 3D tools.



Figure 320: 3D-Objects toolbar

(1) Cube	(3) Cylinder	(5) Pyramid	(7) Shell
(2) Sphere	(4) Cone	(6) Torus	(8) Half Sphere

3D-Settings

The 3D-Settings toolbar (Figure 321) and these tools are only active when an object has been converted to 3D using the tool **Toggle Extrusion** and the converted object is selected.



Figure 321: 3D-Settings toolbar

(1) Toggle Extrusion	(4) Tilt Left	(7) Direction	(10) 3D Color
(2) Tilt Down	(5) Tilt Right	(8) Lighting	
(3) Tilt Up	(6) Depth	(9) Surface	

For the following tools on the 3D-Settings toolbar click on the triangle ▼ on the right of the icon for 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** (macOS **LibreOffice > Preferences > 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 322) provides tools for aligning several objects in a slide to improve the visual impact of objects on a slide.



Figure 322: Align Objects toolbar

The tools available on the Align Objects toolbar provide the following options:

Left
Aligns the left edges of selected objects. If only one object is selected in Draw or Impress, the left edge of the object is aligned to the left page margin.

Centered
Horizontally centers selected objects. If only one object is selected in Draw or Impress, the center of the object is aligned to the horizontal center of the page.

Right
Aligns the right edges of selected objects. If only one object is selected in Impress or Draw, the right edge of the object is aligned to the right page margin.

Top
Vertically aligns top edges of the selected objects. If only one object is selected in Draw or Impress, the top edge of the object is aligned to the upper page margin.

Center
Vertically centers selected objects. If only one object is selected in Draw or Impress, the center of the object is aligned to the vertical center of the page.

Bottom
Vertically aligns the bottom edges of selected objects. If only one object is selected in Draw or Impress, the bottom edge of the object is aligned to the lower page margin.

Center on Slide
Aligns slides using the center of a slide as the alignment point.

Comments

The Comments toolbar (Figure 323) provides tools for adding, deletion, and navigation of comments in a presentation. When adding comments to a presentation, it is recommended a user to add their name and initials in **Tools > Options > LibreOffice > User Data** (macOS **LibreOffice > Preferences > LibreOffice > User Data**).



Figure 323: Comments toolbar

(1) Comment
(2) Previous Comment
(3) Next Comment
(4) Delete Comment
(5) Delete All Comments

Distribute Selection

The Distribute Selection toolbar (Figure 324) is used to distribute three or more objects evenly along the horizontal or vertical axis. Also, the spacing between objects can be evenly distributed.



Figure 324: Distribute Selection toolbar

The tools available on the Distribute Selection toolbar provide the following options:

Distribute Horizontally Left
Distributes the selected objects, so that the left edges of the objects are evenly spaced from one another.

Distribute Horizontally Center
Distributes the selected objects, so that the horizontal centers of the objects are evenly spaced from one another.

Distribute Horizontally Spacing
Distributes the selected objects horizontally, so that the objects are evenly spaced from one another.

Distribute Horizontally Right
Distributes the selected objects, so that the right edges of the objects are evenly spaced from one another.

Distribute Vertically Top
Distributes the selected objects, so that the top edges of the objects are evenly spaced from one another.

Distribute Vertically Center
Distributes the selected objects, so that the vertical centers of the objects are evenly spaced from one another.

Distribute Vertically Spacing
Distributes the selected objects vertically, so that the objects are evenly spaced from one another.

Distribute Vertically Bottom
Distributes the selected objects, so that the bottom edges of the objects are evenly spaced from one another.

Drawing

The Drawing toolbar (Figure 325) provides the tools used to create graphic objects on slides in a presentation. By default, this toolbar is docked on the left side of the Workspace.

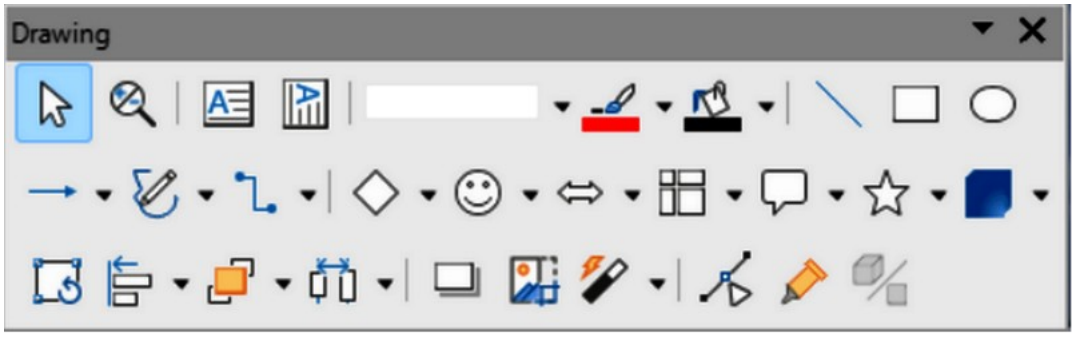


Figure 325: Drawing toolbar

(1) Select
(2) Zoom & Pan
(3) Zoom
(4) Text Box
(5) Vertical Text
(6) Insert Fontwork
(7) Line Style
(8) Line Color
(9) Fill Color
(10) Line
(11) Rectangle
(12) Ellipse
(13) Line Ends with Arrow
(14) Lines and Arrows
(15) Curves and Polygons
(16) Connectors

(17) Basic Shapes
(18) Symbol Shapes
(19) Arrow Shapes
(20) Flowchart Shapes
(21) Callouts Shapes
(22) Star Shapes
(23) 3D Objects
(24) Position and Size
(25) Rotate
(26) Flip
(27) Align Objects
(28) Arrange
(29) Distribution
(30) Shadow
(31) Crop Image
(32) Filter
(33) Toggle Edit Point Mode
(34) Gluepoints
(35) To Curve
(36) To Polygon
(37) To 3D
(38) T0 3D Rotation Object
(39) Toggle Extrusion
(40) Insert
(41) Controls

Some tool shapes on the Drawing toolbar change indicating the tool has been previously used.

- Where available, click on the triangle ▼ to the right of a tool icon to open a pop-up toolbar, then select the required shape to add to a drawing. For more information on Subtoolbars, see “Subtoolbars” on page 389.
- To create a floating subtoolbar, click on the handle (Figure 319 on page 376) at the top of the pop-up toolbar and drag to an empty area on the main window.

Edit Points

The Edit Points toolbar (Figure 326) provides tools for editing the points of a curve or polygon, or an object that has been converted to a curve or polygon. The toolbar only becomes active when an object is selected. Click on **Edit Points** on the Drawing or Standard toolbar, or use the keyboard shortcut *F8* to open the toolbar.



Figure 326: Edit Points toolbar

(1) Move Points
(2) Insert Points
(3) Delete Points
(4) Convert to Curve
(5) Close Bezier
(6) Split Curve
(7) Corner Point
(8) Smooth Transition
(9) Symmetric Transition
(10) Eliminate Points

Find

The Find toolbar (Figure 327) opens by default and is docked in the bottom left corner of the Impress main window above the Status bar. This toolbar can be undocked from its default position and made into a floating toolbar.



Figure 327: Find toolbar

(1) Close Find Bar
(2) Find Values
(3) Find Previous
(4) Find Next
(5) Find All
(6) Match Case
(7) Match Diacritics
(8) Find and Replace
(9) Search Results Message

Fontwork

The Fontwork toolbar (Figure 328) is used to create graphical text objects in a slide and provide the tools for editing a graphical text object. This toolbar only becomes active when a Fontwork graphical text object has been selected on a slide.



Figure 328: Fontwork toolbar

(1) Insert Fontwork
(2) Fontwork Shape
(3) Fontwork Same Letter Heights
(4) Fontwork Alignment
(5) Fontwork Character Spacing
(6) Toggle Extrusion

Some tools on the Fontwork toolbar have a triangle ▼ to the right of the tool. Click on this triangle to open a pop-up toolbar, or drop-down option list.

Fontwork Shape
Select the required shape for a 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.

Gluepoints

The Gluepoints toolbar (Figure 329) provides tools to insert a gluepoint or modify the properties of a gluepoint. A gluepoint is where a connector is attached or glued to an object.

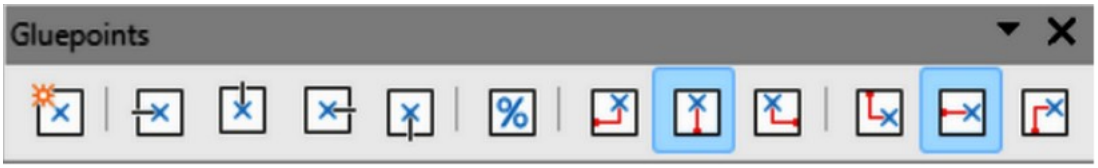


Figure 329: Gluepoints toolbar

(1) Insert Gluepoint
(2) Exit Direction Left
(3) Exit Direction Top
(4) Exit Direction Right
(5) Exit Direction Bottom
(6) Gluepoint Relative
(7) Gluepoint Horizontal Left
(8) Gluepoint Horizontal Center
(9) Gluepoint Horizontal Right
(10) Gluepoint Vertical Top
(11) Gluepoint Vertical Center
(12) Gluepoint Vertical Bottom

Image

The Image toolbar (Figure 330) 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.

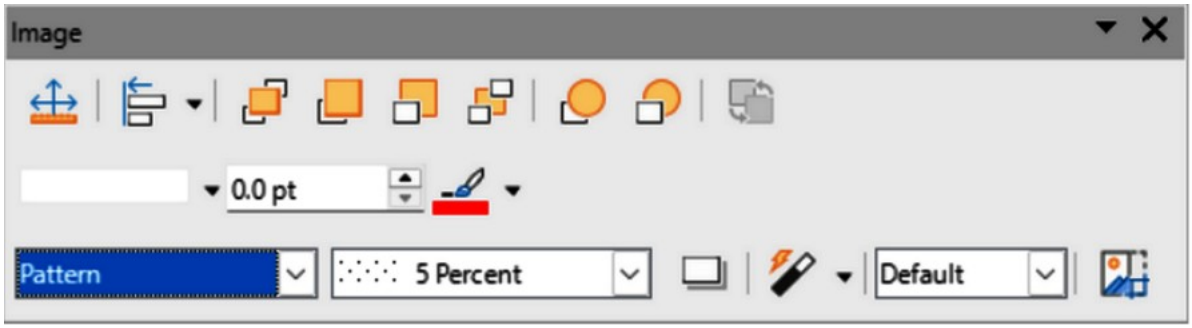


Figure 330: Image toolbar

(1) Position and Size
(2) Align Objects
(3) Left
(4) Centered
(5) Right
(6) Top
(7) Middle
(8) Bottom
(9) Center on Slide
(10) Arrange
(11) Bring to Front
(12) Forward One

(13) Backward One
(14) Send to Back
(15) In Front of Object
(16) Behind Object
(17) Reverse
(18) Line Style
(19) Line Thickness
(20) Line Color
(21) Area Style/Filling
(22) Fill Color
(23) Shadow
(24) Filter
(25) Image Mode
(26) Crop
(27) Vertically
(28) Horizontally
(29) Transformations
(30) Transparency
(31) Color
(32) Line
(33) Area
(34) Animation
(35) Interaction

Insert

The Insert toolbar (Figure 331) provides tools to insert different types of objects into a slide.

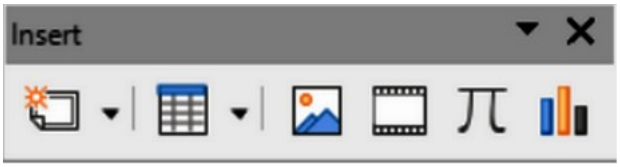


Figure 331: Insert toolbar

(1) New Page
(2) Insert Page from File
(3) Table
(4) Image
(5) Media
(6) Formula Object
(7) Chart
(8) Insert OLE Object

Legacy Circles and Ovals

The Legacy Circles and Ovals toolbar (Figure 332) provides tools to insert different types of circles and ovals into a drawing.



Figure 332: Legacy Circles and Ovals toolbar

(1) Ellipse
(2) Circle
(3) Ellipse Pie
(4) Circle Pie
(5) Ellipse Segment
(6) Circle Segment
(7) Ellipse, Unfilled
(8) Circle, Unfilled
(9) Ellipse Pie, Unfilled
(10) Circle Pie, Unfilled
(11) Ellipse Segment, Unfilled
(12) Circle Segment, Unfilled
(13) Arc
(14) Circle Arc

Legacy Rectangles

The Legacy Rectangles toolbar (Figure 333) provides tools to insert different types of rectangles and squares into a slide.



Figure 333: Legacy Rectangles toolbar

(1) Rectangle
(2) Square
(3) Rectangle, Rounded
(4) Rounded Square
(5) Rectangle, Unfilled
(6) Square, Unfilled
(7) Rounded Rectangle, Unfilled
(8) Rounded Square, Unfilled

Line and Filling

The Line and Filling toolbar (Figure 334) provides tools and drop-down lists for editing lines, arrows, and object borders. Tool availability depends on the type of object selected for editing.

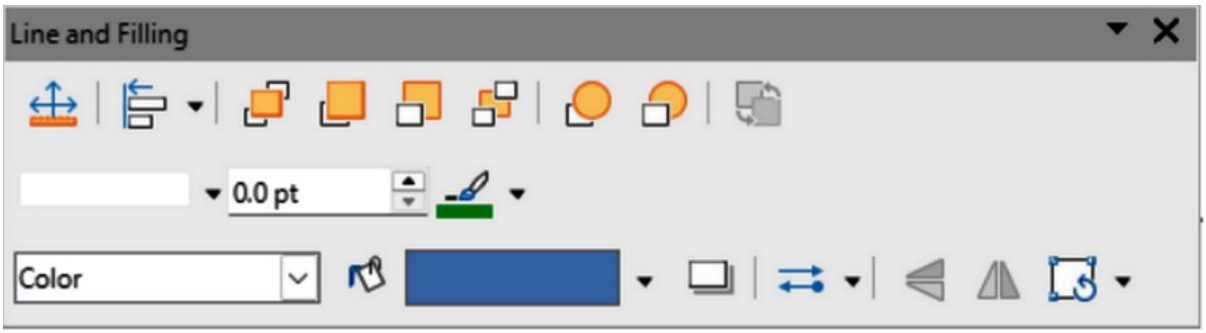


Figure 334: Line and Filling toolbar

(1) Position and Size
(2) Align Objects
(3) Left
(4) Centered
(5) Right
(6) Top
(7) Center
(8) Bottom
(9) Center on Slide
(10) Arrange
(11) Bring to Front
(12) Forward One
(13) Backward One
(14) Send to Back
(15) In Front of Object
(16) Behind Object
(17) Reverse
(18) Line Style
(19) Line Thickness
(20) Line Color
(21) Area Style/Filling
(22) Fill Color
(23) Shadow
(24) Arrow Style
(25) Vertically
(26) Horizontally
(27) Transformations
(28) Line
(29) Area
(30) 3D Effects
(31) Image Map
(32) Animation
(33) Interaction
(34) Styles
(35) Grid
(36) Snap to Grid
(37) Helplines While Moving

Master View

The Master View toolbar (Figure 335) 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.



Figure 335: Master View toolbar

(1) New Master
(2) Rename Master
(3) Delete Master
(4) Close Master View

Media Playback

The Media Playback toolbar (Figure 336) 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.

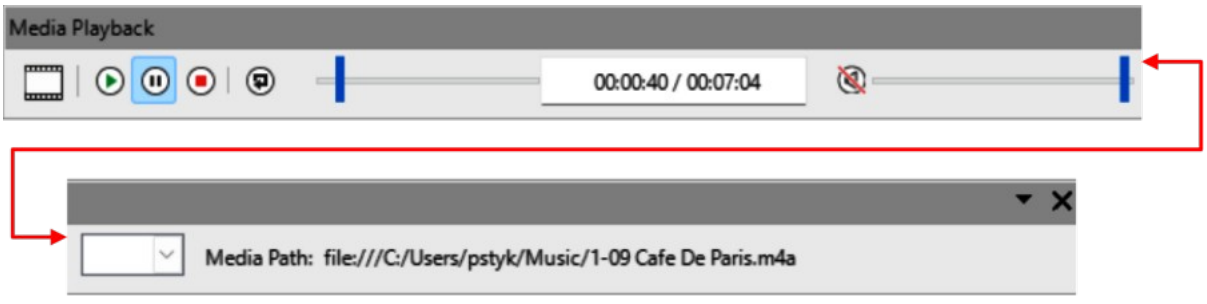


Figure 336: Media Playback toolbar

(1) Insert Audio or Video
(2) Play
(3) Pause
(4) Stop
(5) Repeat
(6) Position
(7) Mute
(8) Volume
(9) View

Options

The Options toolbar (Figure 337) provides tools for editing various settings for newly created presentations, for example how objects snap to the grid when being moved or resized.



Figure 337: Options toolbar

(1) Rotation Mode After Clicking Object
(2) Grid
(3) Display Snap Guides
(4) Helplines While Moving
(5) Snap to Grid
(6) Snap to Snap Guides
(7) Snap to Page Margins
(8) Snap to Object Borders
(9) Snap to Object Points
(10) Allow Quick Editing
(11) Select Text Area Only
(12) Double-click to edit Text
(13) Modify Object with Attributes
(14) Exit All Groups

Outline

The Outline toolbar (Figure 338) provides tools for working with outlines.



Figure 338: Outline toolbar

(1) Demote
(2) Promote
(3) Move Down
(4) Move Up
(5) Show Formatting
(6) Black & White View
(7) Show Only First Level
(8) Show All Levels
(9) Hide Subpoints
(10) Show Subpoints

Presentation

The Presentation toolbar (Figure 339) provides tools for working with presentations.



Figure 339: Presentation toolbar

(1) New Slide
(2) Du[plicate Slide
(3)
(4) Rename Slide
(5) Delete Slide
(6) Slide Layout
(7) Change Slide Master
(8) Expand Slide
(9) Go to First Slide
(10) Go to Previous Slide
(11) Go to Next Slide
(12) Go to Last Slide
(13) Move Slide to Start
(14) Move Slide Down
(15) Move Slide to End

Redaction

The Redaction toolbar (Figure 340) is used to block portions of a drawing when protecting sensitive information. Redaction helps enterprises and organizations to comply with regulations on confidentiality or privacy. When a redacted drawing is exported, any redacted portions are removed from the drawing and replaced by redaction blocks of pixels. This prevents any attempt in restoring or copying the original contents. A redacted drawing is often exported as PDF for publication or sharing.



Figure 340: Redaction toolbar

(1) Rectangle
(2) Freeform
(3) Redacted Export (White)
(4) Redacted Export (Black)
(5) PDF

Slide View

The Slide View toolbar (Figure 341) 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.



Figure 341: Slide View toolbar

(1) Rehearse Timings
(2) Show Slide
(3) Hide Slide
(4) Slides per Row

Standard

The Standard toolbar (Figure 342) is common to all LibreOffice modules and provides tools for creating and editing documents using LibreOffice. The Standard toolbar differs between different LibreOffice modules allowing different tool sets used in creating the different types of documents.

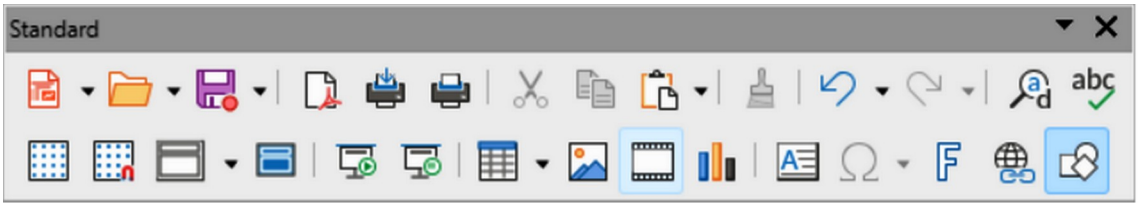


Figure 342: Standard toolbar

(1) Load URL
(2) New
(3) Templates
(4) Open
(5) Open Remote
(6) Save
(7) Save As
(8) Email
(9) Edit Mode
(10) Export Directly as PDF
(11) Print Directly
(12) Print
(13) Cut
(14) Copy
(15) Paste
(16) Clone
(17) Clear
(18) Undo
(19) Redo
(20) Find and Replace
(21) Spelling
(22) Auto Spellcheck
(23) Zoom & Pan
(24) Zoom
(25) Grid
(26) Snap to Grid
(27) Helplines While Moving
(28) Display Views
(29) Views Tab Bar
(30) Format Slide
(31) Master Slide
(32) Start from First Slide
(33) Start from Current Slide
(34) Table
(35) Image
(36) Media
(37) Chart
(38) Text Box
(39) Symbol
(40) Vertical Text
(41) Insert Fontwork
(42) Hyperlink
(43) Draw Functions
(44) Interaction
(45) LibreOffice Help
(46) What's This?

Standard (Single Mode)

The Standard (Single Mode) toolbar (Figure 344) 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.

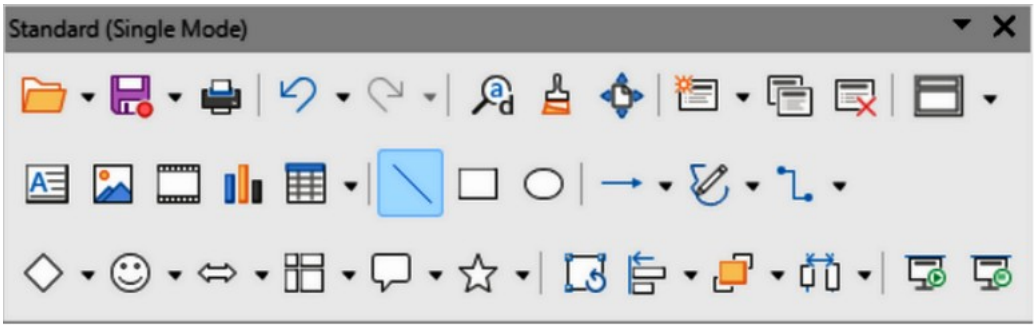


Figure 343: Standard (Single Mode) toolbar

(1) New
(2) Open
(3) Save
(4) Export Directly as PDF
(5) Print
(6) Print Preview in Web Browser
(7) Undo
(8) Redo
(9) Find and Replace
(10) Clone Formatting
(11) Spelling
(12) Entire Page
(13) New Slide
(14) Duplicate Slide
(15) Rename Slide
(16) Delete Slide
(17) Slide Layout
(18) Display Views
(19) Text Box
(20) Vertical Text
(21) Image
(22) Media
(23) Insert Chart
(24) Table
(25) Insert Fontwork
(26) Line
(27) Rectangle
(28) Ellipse
(29) Lines and Arrows
(30) Curves and Polygons
(31) Connectors
(32) Basic Shapes
(33) Symbol Shapes
(34) Block Arrows
(35) Flowchart
(36) Callouts
(37) Stars and Banners
(38) 3D Objects
(39) Position and Size
(40) Rotate
(41) Flip
(42) Align Objects
(43) Arrange
(44) Distribution
(45) Group
(46) Ungroup
(47) Enter Group
(48) Exit Group
(49) Select
(50) Entire Page
(51) Zoom & Pan
(52) Zoom
(53) Start from First Slide
(54) Start from Current Slide

Standard (Viewing Mode)

The Standard (Viewing Mode) toolbar (Figure 344) provides tools to save, edit and distribute a document.



Figure 344: Standard (Viewing Mode) toolbar

(1) Save As
(2) Edit Mode
(3) Read Only Mode
(4) Email
(5) Export Directly as PDF
(6) EPUB
(7) Print Directly
(8) Print
(9) Copy
(10) Find and Replace
(11) Zoom
(12) Start from First Slide

Table

The Table toolbar (Figure 345) provides tools and options to edit and format a table placed on a slide. This toolbar only becomes active when a table is selected.

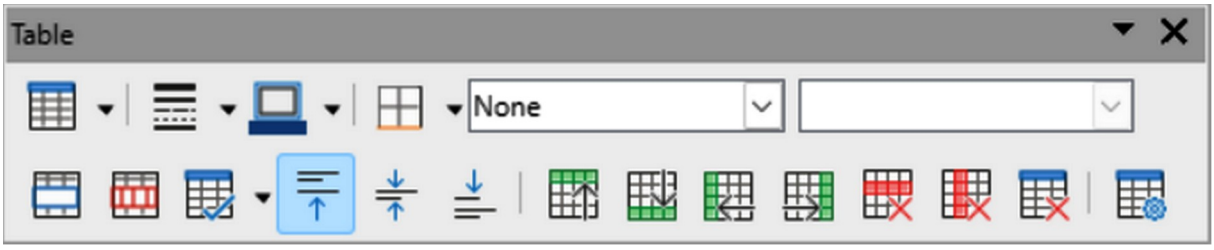


Figure 345: Table toolbar

(1) Table
(2) Border Style
(3) Border Color
(4) Borders (Shift to

overwrite)
(5) Area Style/Filling
(6) Fill Color
(7) Merge Cells
(8) Split Cells
(9) Optimize
(10) Top
(11) Vertically
(12) Bottom
(13) Insert Row Above
(14) Insert Row Below
(15) Insert Column Before
(16) Insert Column After
(17) Delete Row
(18) Delete Column
(19) Delete Table
(20) Select Table
(21) Select Column
(22) Select Row
(23) Table Properties

Text

The Text toolbar (Figure 346) provides tools to insert text boxes and callouts into a slide.



Figure 346: Text toolbar

(1) Insert Text Box
(2) Fit Text in Text Box Size
(3) Callouts
(4) Vertical Text
(5) Fit Vertical Text to Frame
(6) Vertical Callouts

Text Formatting

The Text Formatting toolbar (Figure 347) 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.

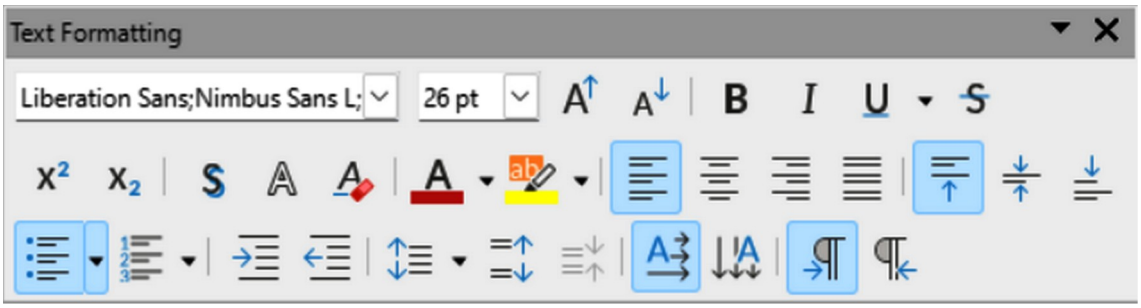


Figure 347: Text Formatting toolbar

(1) Font Name
(2) Font Size
(3) Increase
(4) Decrease
(5) Bold
(6) Italic
(7) Underline
(8) Double Underline
(9) Strikethrough
(10) Overline
(11) Superscript
(12) Subscript
(13) Shadow
(14) Outline Font Effects
(15) Clear
(16) lowercase
(17) UPPERCASE
(18) Small capitals
(19) Font Color
(20) Character Highlighting Color
(21) Left
(22) Center
(23) Right
(24) Justified
(25) Top
(26) Center
(27) Bottom
(28) Set Line Spacing
(29) Unordered List
(30) Ordered List
(31) Outline Format
(32) Increase
(33) Decrease
(34) Line Spacing
(35) Character Spacing
(36) Increase
(37) Decrease
(38) Text direction from left to right
(39) Text direction from top to bottom
(40) Left-To-Right
(41) Right-To-Left
(42) Select All
(43) Character
(44) Paragraph

Transformations

The Transformations toolbar (Figure 348) provides tools to modify the shape, orientation, or fill of selected objects.



Figure 348: Transformations toolbar

(1) Rotate
(2) Flip
(3) In 3D Rotation Object
(4) Set in Circle (perspective)
(5) Set to circle (slant)
(6) Distort
(7) Transparency
(8) Gradient

Zoom

The Zoom toolbar (Figure 350) provides tools to reduce or enlarge the screen display of the current presentation.

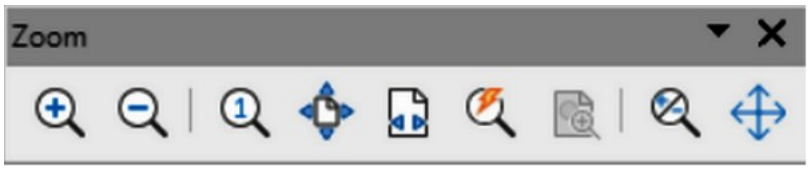


Figure 349: Zoom toolbar

(1) Zoom In
(2) Zoom Out
(3) 100%
(4) Zoom Previous
(5) Zoom Next
(6) Entire Page
(7) Page Width
(8) Optimal View
(9) Object Zoom
(10) Zoom & Pan
(11) Shift

Subtoolbars

3D-Objects

Click on the triangle ▼ to the right of **3D-Objects** on the Drawing toolbar to open the 3D-Objects subtoolbar (Figure 351), then select a 3D object to add to a drawing. The 3D-Objects subtoolbar is identical to the 3D-Objects toolbar available at **View > Toolbars** on the Menu bar.



Figure 350: 3D-Objects subtoolbar

(1) Cube
(2) Sphere
(3) Cylinder
(4) Cone
(5) Pyramid
(6) Torus
(7) Shell
(8) Half Sphere

Align Objects

Click on the triangle ▼ to the right of **Align Objects** on the Drawing toolbar to open the Align Objects subtoolbar (Figure 352), then select an object alignment from the available options.

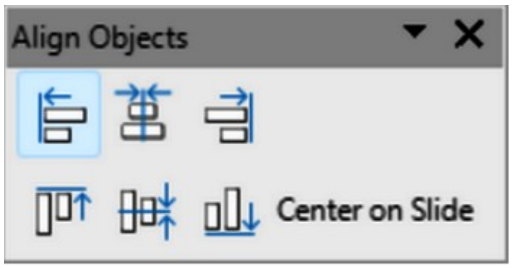


Figure 351: Align Objects subtoolbar

(1) Left
(2) Centered
(3) Right
(4) Top
(5) Center
(6) Bottom

Basic Shapes

Click on the triangle ▼ to the right of **Basic Shapes** on the Drawing toolbar to open the Basic Shapes subtoolbar (Figure 353), then select a basic shape to add to a drawing.

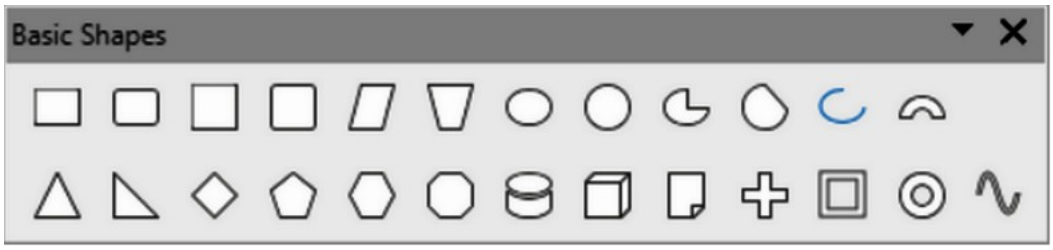


Figure 352: Basic Shapes subtoolbar

(1) Rectangle
(2) Rectangle, Rounded
(3) Square
(4) Square, Rounded
(5) Parallelogram
(6) Trapezoid
(7) Ellipse
(8) Circle
(9) Circle Pie
(10) Circle Segment
(11) Arc
(12) Block Arc
(13) Isosceles Triangle
(14) Right Triangle
(15) Diamond
(16) Regular Pentagon
(17) Hexagon
(18) Octagon
(19) Cylinder
(20) Cube
(21) Folded Corner
(22) Cross
(23) Frame
(24) Ring

Block Arrows

Click on the triangle ▼ to the right of **Block Arrows** on the Drawing toolbar to open the Block Arrows subtoolbar (Figure 354), then select a block arrow to add to a drawing.

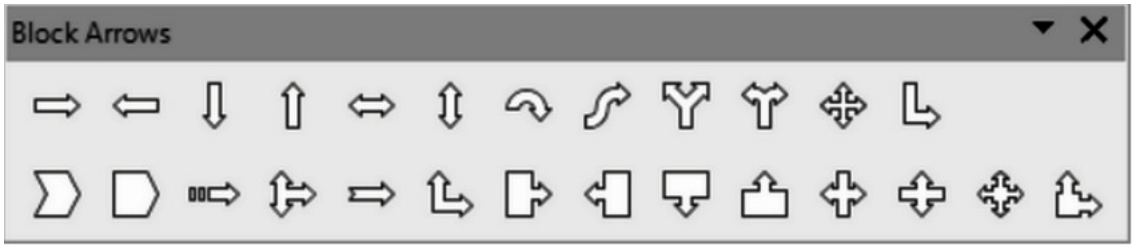


Figure 353: Block Arrows subtoolbar

(1) Right Arrow
(2) Left Arrow
(3) Down Arrow
(4) Up Arrow
(5) Left and Right Arrow
(6) Up and Down Arrow
(7) Circular Arrow
(8) S-shaped Arrow
(9) Split Arrow
(10) Right or Left Arrow
(11) 4-way Arrow
(12) Corner Right Arrow
(13) Chevron
(14) Pentagon
(15) Striped Right Arrow
(16) Up, right and Down Arrow
(17) Notched Right Arrow
(18) Up and Right Arrow
(19) Right Arrow Callout
(20) Left Arrow Callout
(21) Down Arrow Callout
(22) Up Arrow Callout
(23) Left and Right Arrow Callout
(24) Up and Down Arrow Callout
(25) 4-way Arrow Callout
(26) Up and Right Arrow Callout

Callouts

Click on the triangle ▼ to the right of **Callouts** on the Drawing toolbar to open the Callouts sub-toolbar (Figure 355), then select a callout to add to a drawing.



Figure 354: Callouts subtoolbar

(1) Rectangular Callout
(2) Rounded Rectangular Callout
(3) Round Callout
(4) Cloud
(5) Line Callout 1
(6) Line Callout 2
(7) Line Callout 3

Color

The Color subtoolbar (Figure 356) provides tools to edit color properties of a selected object. After selecting an image or graphic to open the Image toolbar, click on **Color** on the Image toolbar.

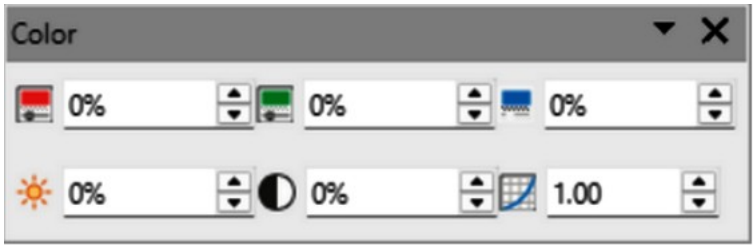


Figure 355: Color subtoolbar

The tools available on the Color subtoolbar are as follows:

Red
Specifies the proportion of red RGB color components for the selected graphic object. Values from -100% (no red) to +100% (full red) are possible.

Green
Specifies the proportion of green RGB color components for the selected graphic object. Values from -100% (no green) to +100% (full green) are possible.

Blue
Specifies the proportion of blue RGB color components for the selected graphic. Values from -100% (no blue) to +100% (full blue) are possible.

Brightness
Specifies the brightness for the selected graphic object. Values from -100% (only black) to +100% (only white) are possible.

Contrast
Specifies the contrast for viewing the selected graphic image. Values from -100% (no contrast at all) to +100% (full contrast) are possible.

Gamma
Specifies the gamma value for the view of the selected object, which affects the brightness of the mid-tone values. Values from 0.10 (minimum Gamma) to 10 (maximum Gamma) are possible.

Connectors

Click on the triangle ▼ to the right of **Connectors** on the Drawing toolbar to open the Connectors sub-toolbar (Figure 357), then select a connector to add to a drawing.



Figure 356: Connectors subtoolbar

(1) Connector Ends with Arrow
(2) Straight Connector Ends with Arrow
(3) Curved Connector Ends with Arrow
(4) Line Connector Ends with Arrow
(5) Connector
(6) Straight Connector
(7) Curved Connector
(8) Line Connector
(9) Connector Starts with Arrow
(10) Straight Connector starts with Arrow
(11) Curved Connector Starts with Arrow
(12) Line Connector Starts Arrow
(13) Connector Ends with Circle
(14) Straight Connector Ends with Circle
(15) Curved Connector Ends with Circle
(16) Line Connector Ends with Circle
(17) Connector Starts with Circle
(18) Straight Connector starts with Circle
(19) Curved Connector Starts with Circle
(20) Line Connector Starts with Circle
(21) Connector with Circles
(22) Straight Connector with Circle
(23) Curved Connector with Circle
(24) Line Connector with Circle

Curves and Polygons

Click on the triangle ▼ to the right of **Curves and Polygons** on the Drawing toolbar to open the Curves and Polygons subtoolbar (Figure 358), then select a curve or polygon to add to a drawing.



Figure 357: Curves and Polygons subtoolbar

(1) Curve, Filled
(2) Polygon, Filled
(3) Polygon (45°), Filled
(4) Freeform Line, Filled
(5) Curve
(6) Polygon
(7) Polygon (45°)
(8) Freeform Line

Distribute Selection

Click on the triangle ▼ to the right of **Select at least three objects to distribute** on the Drawing toolbar to open the Distribute Selection subtoolbar (Figure 359), then select the type of distribution required between the selected objects.



Figure 358: Distribute Selection subtoolbar

(1) Distribute Horizontally Left
(2) Distribute Horizontally Center
(3) Distribute Horizontally Spacing
(4) Distribute Horizontally Right
(5) Distribute Vertically Top
(6) Distribute Vertically Center
(7) Distribute Vertically Spacing
(8) Distribute Vertically Bottom

Flowchart

Click on the triangle ▼ to the right of **Flowchart** on the Drawing toolbar to open the Flowchart subtoolbar (Figure 360), then select a flowchart shape to add to a drawing.

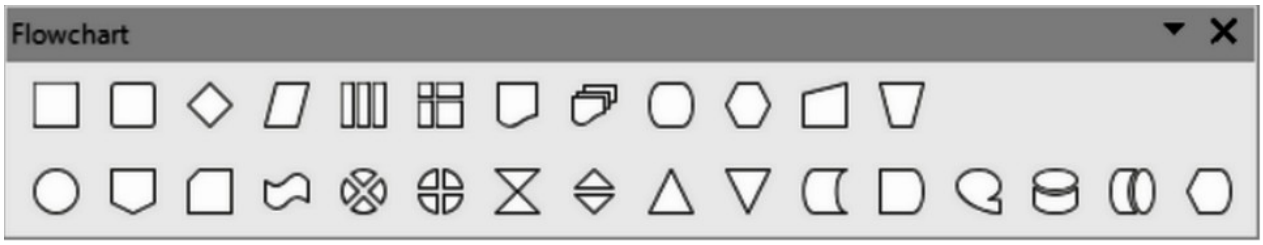


Figure 359: Flowchart subtoolbar

(1) Flowchart: Process
(2) Flowchart: Alternate Process
(3) Flowchart: Decision
(4) Flowchart: Data
(5) Flowchart: Predefined Process
(6) Flowchart: Internal Storage
(7) Flowchart: Document
(8) Flowchart: Multidocument
(9) Flowchart: Terminator
(10) Flowchart: Preparation
(11) Flowchart: Manual Input
(12) Flowchart: Manual Operation
(13) Flowchart: Connector
(14) Flowchart: Off-page Connector
(15) Flowchart: Card
(16) Flowchart: Punched Tape
(17) Flowchart: Summing Junction
(18) Flowchart: Or
(19) Flowchart: Collate
(20) Flowchart: Sort
(21) Flowchart: Extract
(22) Flowchart: Merge
(23) Flowchart: Stored Data
(24) Flowchart: Delay
(25) Flowchart: Sequential Access
(26) Flowchart: Magnetic Disc
(27) Flowchart: Direct Access Storage
(28) Flowchart: Display

Fontwork Shape

Clicking on the triangle ▼ to the right of **Fontwork Shape** on the Fontwork toolbar opens the Fontwork Shape subtoolbar (Figure 361). Select the required shape to change how a Fontwork text shape appears on a slide.



Figure 360: Fontwork Shape subtoolbar

(1) Plain Text
(2) Wave
(3) Inflate
(4) Stop
(5) Curve Up
(6) Curve Down
(7) Triangle Up
(8) Triangle Down
(9) Fade Right
(10) Fade Left
(11) Fade Up
(12) Fade Down
(13) Slant Up
(14) Slant Down
(15) Fade Up and Right
(16) Fade Up and Left
(17) Chevron Up
(18) Chevron Down
(19) Arch Up (Curve)
(20) Arch Down (Curve)
(21) Arch Left (Curve)
(22) Arch Right (Curve)
(23) Circle (Curve)
(24) Open Circle (Curve)
(25) Arch Up (Pour)
(26) Arch Down (Pour)
(27) Arch Left (Pour)
(28) Arch Right (Pour)
(29) Circle (Pour)
(30) Open Circle (Pour)

Image Filter

Clicking on the triangle ▼ to the right of **Filter** on the Image toolbar opens the Image Filter sub-toolbar (Figure 362). Select the required filter to change the image display.

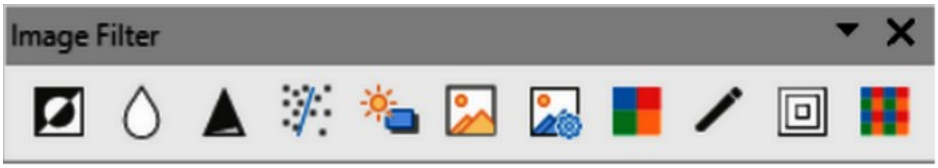


Figure 361: Image Filter subtoolbar

The image filters available on the Image Filter subtoolbar are as follows, from left to right:

Invert
Inverts the color values of a color image, or the brightness values of a greyscale image. Apply the filter again to revert 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 dialogue box for defining solarization. Solarization refers to an effect that looks like what can happen when there is too much light during photo development. The colors become partly inverted.

Aging
All pixels are set to their gray values, and then the green and blue color channels are reduced by the amount specified. The red color channel is not changed.

Posterize
Opens a dialogue box 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 dialogue box for creating reliefs. Selecting the position of the imaginary light source 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.

Lines and Arrows

Click on the triangle ▼ to the right of **Lines and Arrows** on the Drawing toolbar to open the Lines and Arrows subtoolbar (Figure 363), then select a line or arrow to add to a drawing.



Figure 362: Lines and Arrows subtoolbar

(1) Line Ends with Arrow (2) Line with Circle/Arrow (3) Line with Square/Arrow

(4) Line with Arrows
(5) Line Starts with Arrow
(6) Line with Arrow/Circle
(7) Line with Arrow/Square
(8) Insert Line
(9) Dimension Line
(10) Line (45°)

Optimize

Click on the triangle ▼ to the right of **Optimize** on the Table toolbar to open the Optimize subtoolbar (Figure 363) to evenly distribute selected rows and columns in a table either horizontally or vertically.



Figure 363: Optimize subtoolbar

(1) Minimal Column Width
(2) Minimal Row Height
(3) Optimal Column Width
(4) Optimal Row Height
(5) Distribute Columns Evenly
(6) Distribute Rows Evenly

Position

Click on the triangle ▼ to the right of **Arrange** on the Standard toolbar to open the Position subtoolbar (Figure 364), then select the position of a selected object in a drawing. These tools are also available on the Drawing toolbar.



Figure 364: Position subtoolbar

(1) Bring to Front
(2) Bring Forward
(3) Send Backward
(4) Send to Back
(5) In Front of Object
(6) Behind Object
(7) Reverse

Stars and Banners

Click on the triangle ▼ to the right of **Stars and Banners** on the Drawing toolbar to open the Stars and Banners subtoolbar (Figure 365), then select a star or arrow to add to a drawing.



Figure 365: Stars and Banners subtoolbar

(1) 4-Point Star
(2) 5-Point Star
(3) 6-Point Star
(4) 8-Point Star
(5) 12-Point Star
(6) 24-Point Star
(7) Explosion
(8) Vertical Scroll
(9) Horizontal Scroll
(10) Signet
(11) Doorplate
(12) 6-Point Star, Concave

Symbol Shapes

Click on the triangle ▼ to the right of **Symbol Shapes** on the Drawing toolbar to open the Symbol Shapes subtoolbar (Figure 366), then select a symbol shape to add to a drawing.



Figure 366: Symbol Shapes subtoolbar

(1) Smiley Face
(2) Heart
(3) Sun
(4) Moon
(5) Cloud
(6) Lightning Bolt
(7) Flower
(8) Prohibited
(9) Puzzle
(10)
(11) Square Bevel
(12) Octagon Bevel
(13) Diamond Bevel
(14) Double Bracket
(15) Left Bracket
(16) Right Bracket
(17) Double Brace
(18) Left Brace
(19) Right Brace

LibreOffice®

LibreOffice Documentation Team



26.2

Fantastic Community - Fun Project - Free Office Suite