

OpenOffice.org 2.2 Impress  
Training Manual  
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# Impress, an introduction

Impress is a presentation program that comes together with the OpenOffice suite. With the OpenOffice Presentation program people can create and demo the slides in various ways where they can include text, tables, graphics, clip art, charts and so on .

Different features could easily be used in OpenOffice Impress program such as spell checking function, thesaurus, different text styles and attractive background styles.

## Getting started with Impress

So lets start with the Impress on how to create a slide to present the matter to the audience.

To start presentation slide, you need to think first for which purpose you are intending to create the slide and what you exactly want to present. If you are well acquainted with the idea of it right now you can start Impress program as follows:

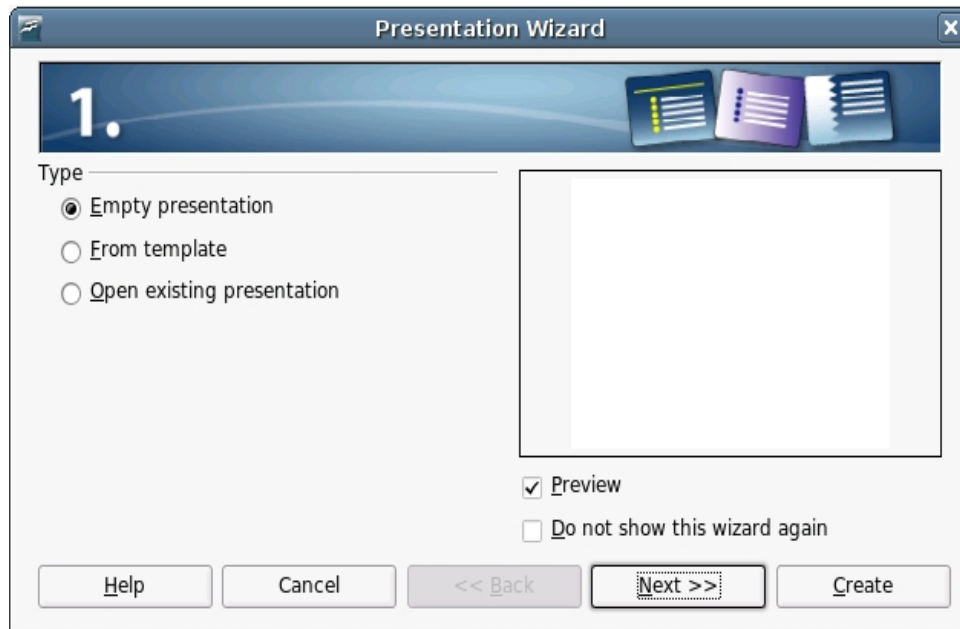
Go to "**Office**" --> section of your system and click on "**OpenOffice Impress**" icon.

Now you will be presented the wizard as shown below in Pic.1..

Choose presentation type where you can choose one option from the three and for previewing them you can simply mark the "**Preview**" button in the right.

Click "**Next>>**" button or "**Create**" tab to skip the different wizards and go directly to the main window of *Impress*.

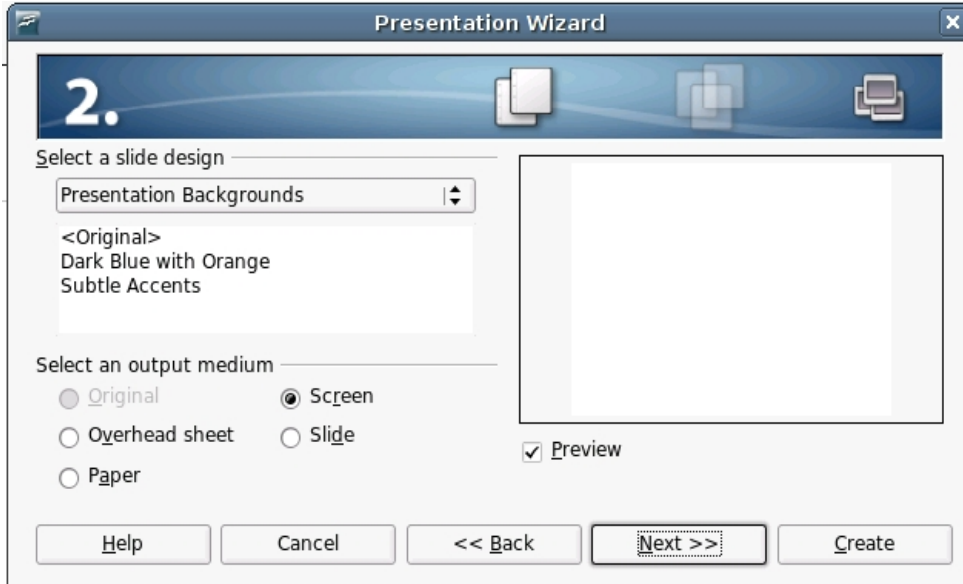
If you wish this setup wizard not to be displayed next time you open the program you can mark the "**Do not show this wizard again**" button in the lower right part.



*Pic. 1, First wizard that comes when you try to open the Impress*

In the second step, you will have options to choose the slide design that includes presentation style or the presentation background as displayed in the picture below (Pic. 2).

Choose accordingly to your preference and again click the "**Next>>**" button in the right lower region.

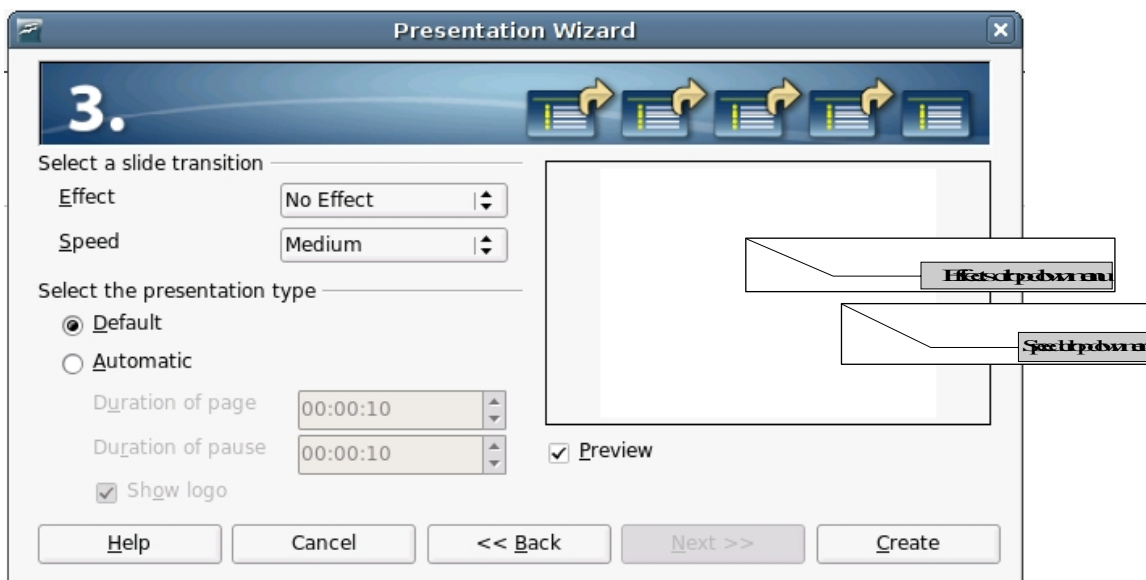


*Pic. 2, Second wizard giving you some options to set*

It's now the turn to reach an interesting place where you can choose for various styles of effects and speed that you want to see set them. You can set them while previewing if you have marked the **"Preview"** button.

Set speed as per the readability of the text or the presentation you prefer to display to the audience and in this wizard you can set the duration of the page to be made visible as well.

Now, Click on **"Create"** button to reach the impress presentation window.

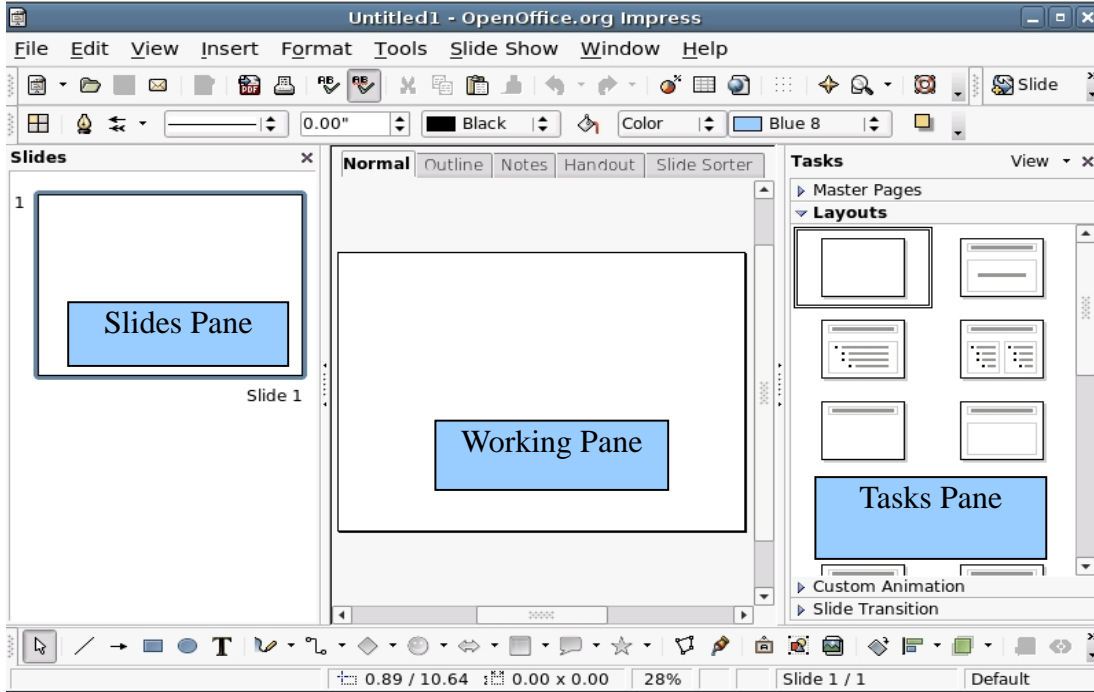


*Pic. 3, Final wizard to reach impress window*

Now you are in the main window of OpenOffice Impress where you can use set various features that comes with OpenOffice Impress. You can now create different slides with your preferences and requirements.

## Familiarizing with the main window of OpenOffice.org Impress

Now you are in the main window of OpenOffice Impress where you can see three different left, middle and right panes with different views and features.

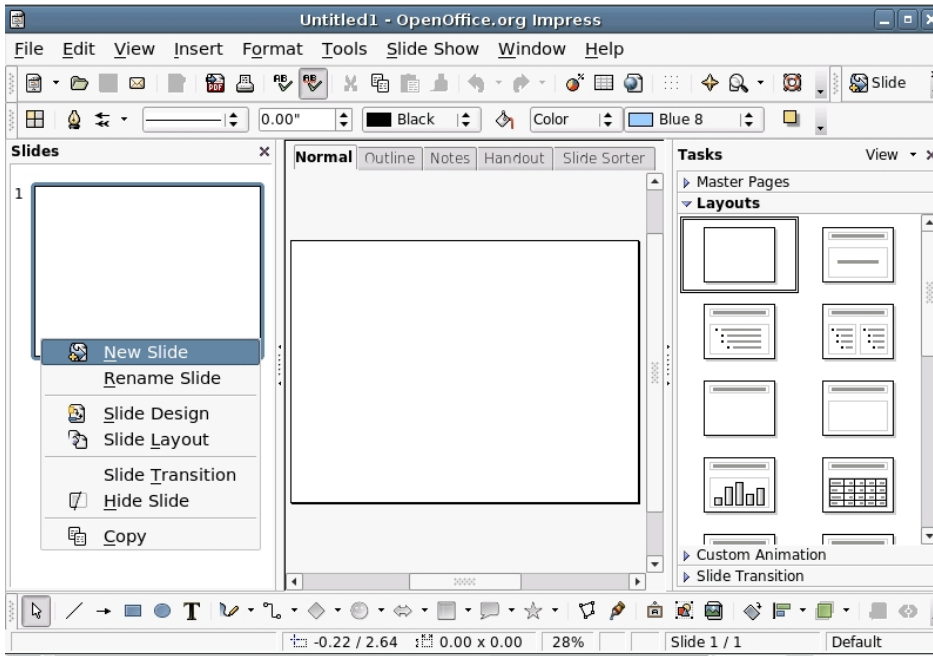


*Pic 4, Three pane in the Impress including slides pane in the left, working pane in the middle and tasks pane in the right*

Usually, in the left pane you will find the slides field where the added new slides are sorted below the previous one.

To create the new slide, you simply provide the right click on the existing slide and then you will be provided the options to do many things .

Now, click on the "New slide" to add it after your first slide. From this location you can do various works such as create, delete, rename the slide and moreover changing layouts, designs, hiding the slide, and cut, paste functions which you can see in the picture below.



**Pic 5, In the left pane you can create new slide, rename it and do some other jobs Working with the middle pane or working pane**

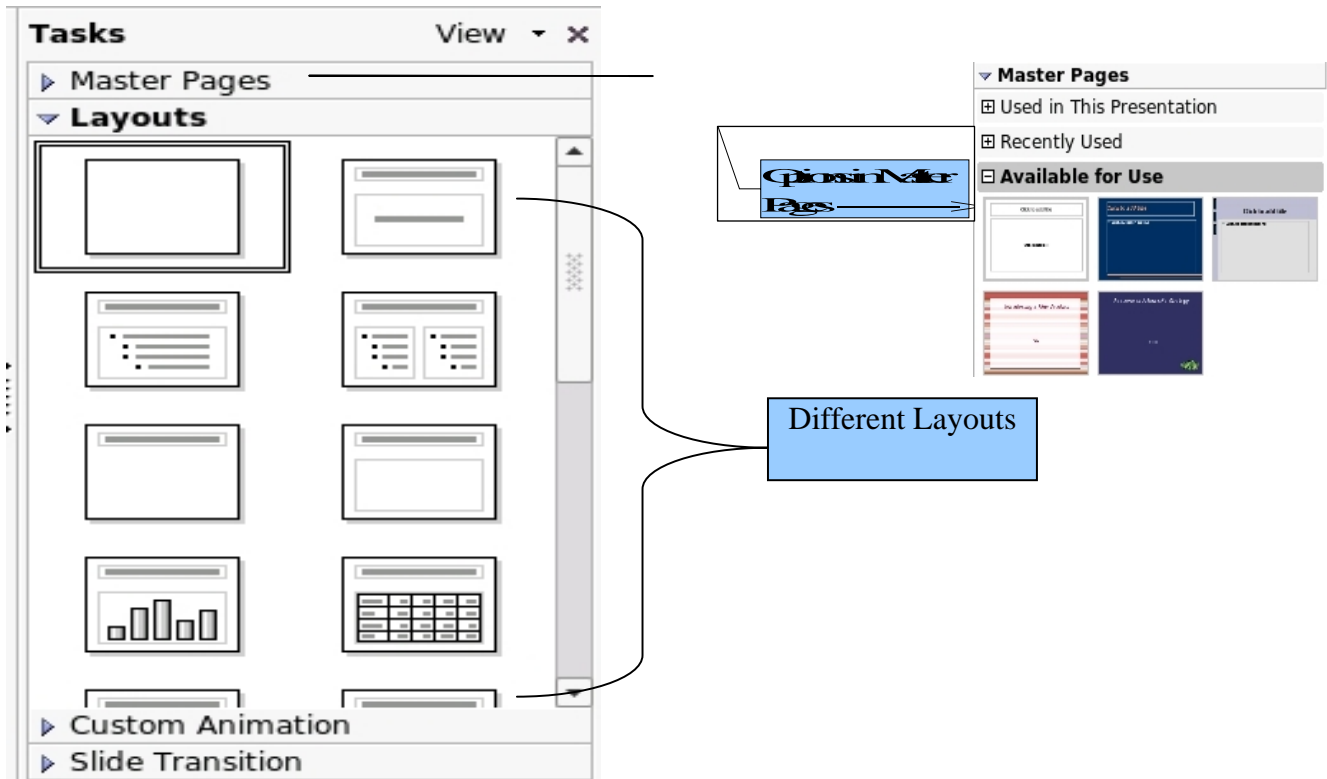
This is the most important area while working with the Impress since from this region you put your informations via text or in the other ways like with the picture or graphics and so on. In this area you can see there are four tabs allowing you to sort slides, letting you have different views normal, outline, handout. User can set different title of slides using outline menu and can also delete text including slide itself.



**Pic 6, Outline tab for the viewing and editing purpose in the middle pane**

**Working with the Task Pane**

Next, in the right side you will see the task pane as shown in the picture below. From this task pane a user can choose different settings to be taken out for designing a slide. Different layouts may be chosen as per user's choice.



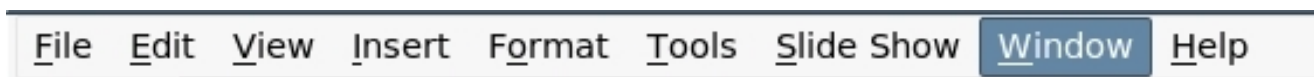
*Pic 7, Picture showing up the different layouts and master slides could be chosen as per preference.*

**Note:** To choose the Master slide to be continue with in the whole presentation, please provide double click in the specific slide in the preferred slide in "task pane" or follow the path **View --> Slide Master** .

Now, I will take you through the menus in the top window to provide you with general ideas on uses and content of menus and submenu for your convenience.

**Note:** Only most using and important part are described here. So, if you need more ideas on each entity, please follow the help or user guide of OpenOffice Impress in the "Help" menu.

### Getting acquainted with the different menu sections of Impress



*Pic 8, Different menu entity within the window of Impress in the top bar.*

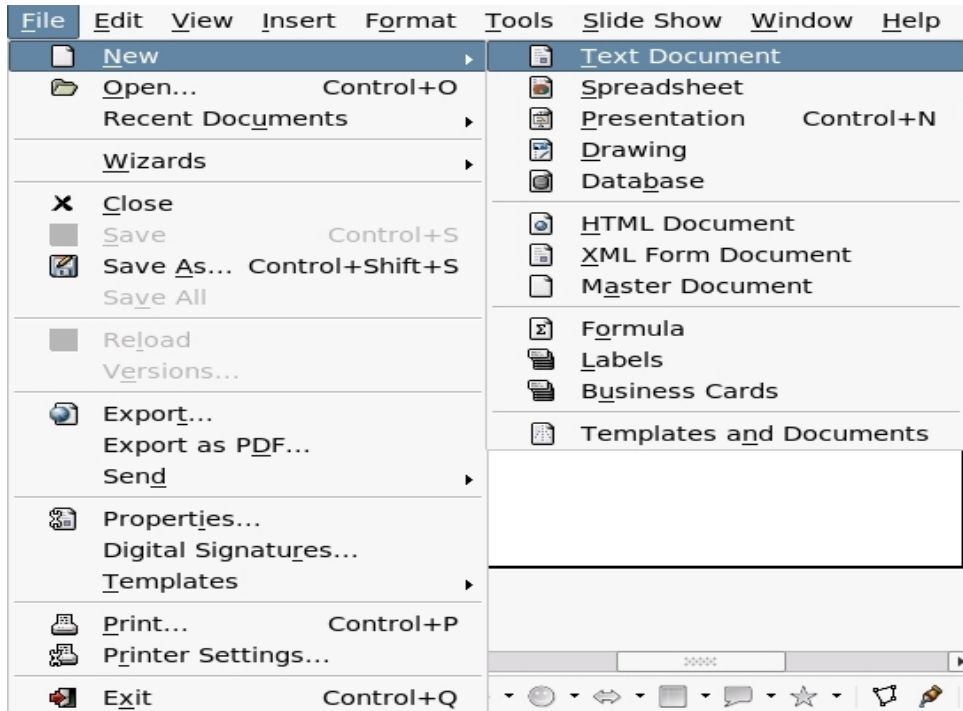
#### File Menu

From the file menu, a user can open the different files in the system, create new text, spreadsheet, presentation, drawing, database documents and so on.

They can use "**Wizard**" menu to have various formats of OpenOffice content useful for their official purpose. Exporting

presentation in PDF to Printing functions are accessible through the "**File**" menu.

**Note:** Please do not forget to save the documents time to time while creating. To save the documents please press the "**Save**" button in the "**File**" menu when you start creating a new documents or use "**Save As...**" button to save documents in the desired format and location.



*Pic. 9, Displaying the content that are in the "File" menu*

### **Edit Menu**

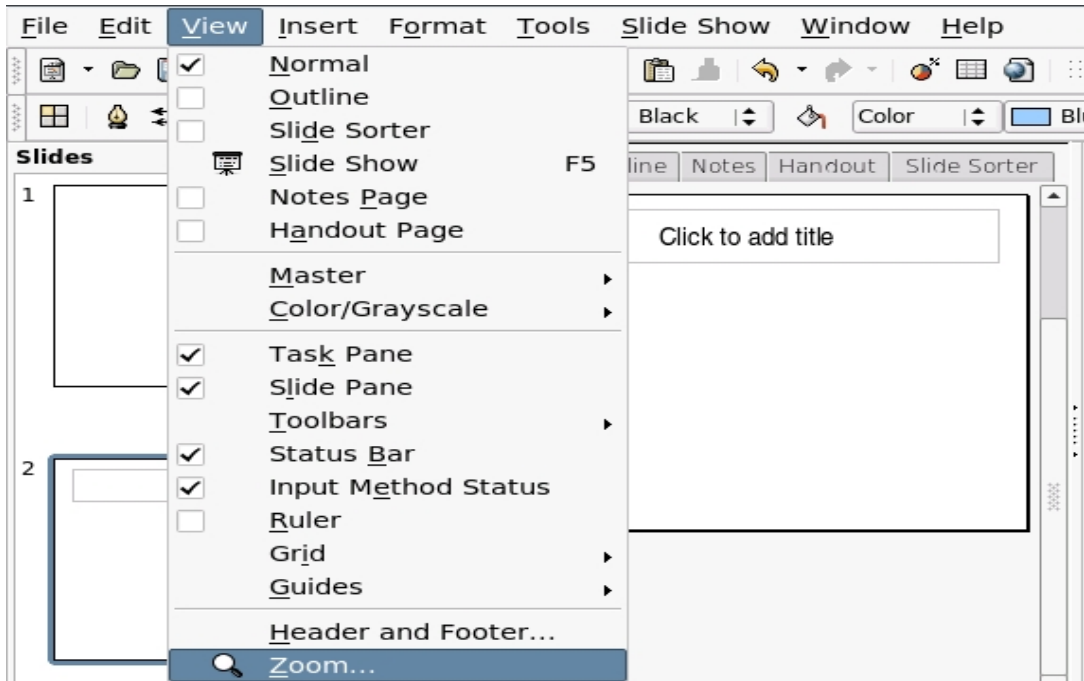
Various editing jobs such as Copy, Paste, Find and Replace, Delete etc are done from the "Edit" menu.

Likewise, there are few other options like navigator to reach directly in next slide, image map features etc.

### **View Menu**

View menu is much important in the Impress since this menu allow you to make various tabs, graphics, functions visible or invisible in the main window.

You can choose either of Normal, Outline, Notes, Handout, Slide Sorter and Slide Show options from the upper part of the drop down menu which could be seen when you click on the "**View**" menu in the top bar. General ideas on these options have already been discussed previously in the "**Working with middle pane**" chapter.

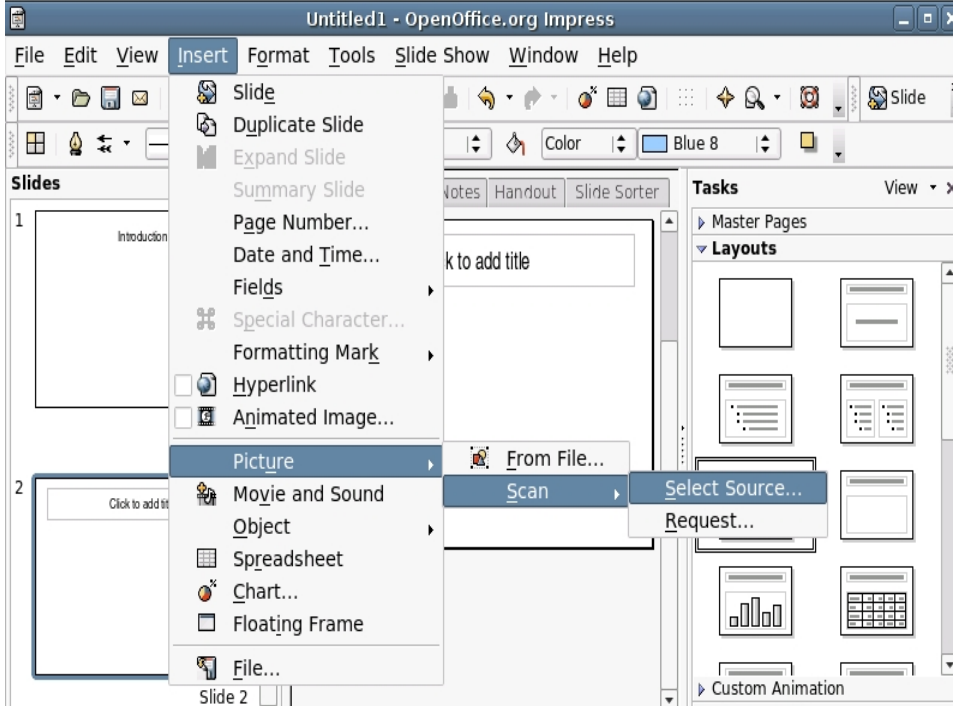


*Pic. 10, Submenu of View menu in the picture*

### **Insert Menu**

If a user would require to insert some sort of files, pictures, and other objects while preparing a presentation it is simply done with the "**Insert**" menu. Besides, one can add new slides, as well. Inserting page number, date and time, hyperlink and animated pictures and sound clips are also done from this menu.

For better understanding please have a look in the picture below.



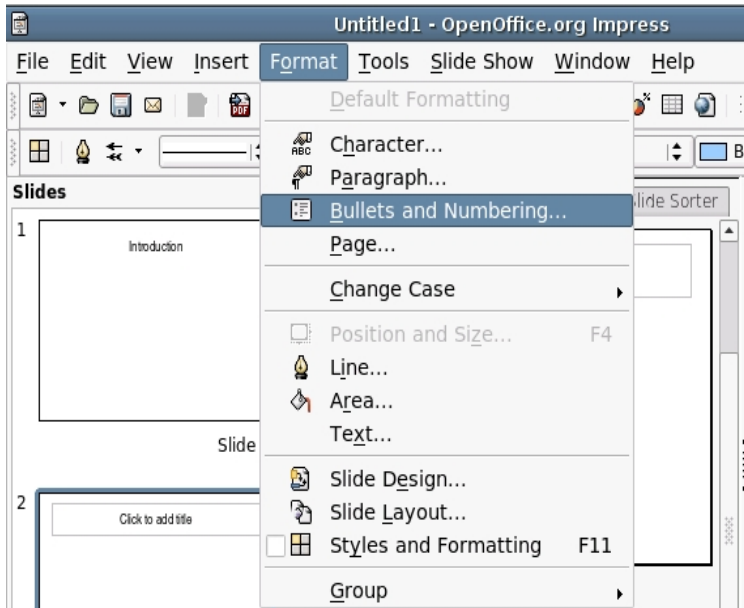
*Pic. 11, Picture spreading ideas on submenu and their functions in the Insert menu*

### **Format Menu**

In the format menu, there are various options related to formatting of characters, texts, slide layouts, styles, slide design and line formatting etc.

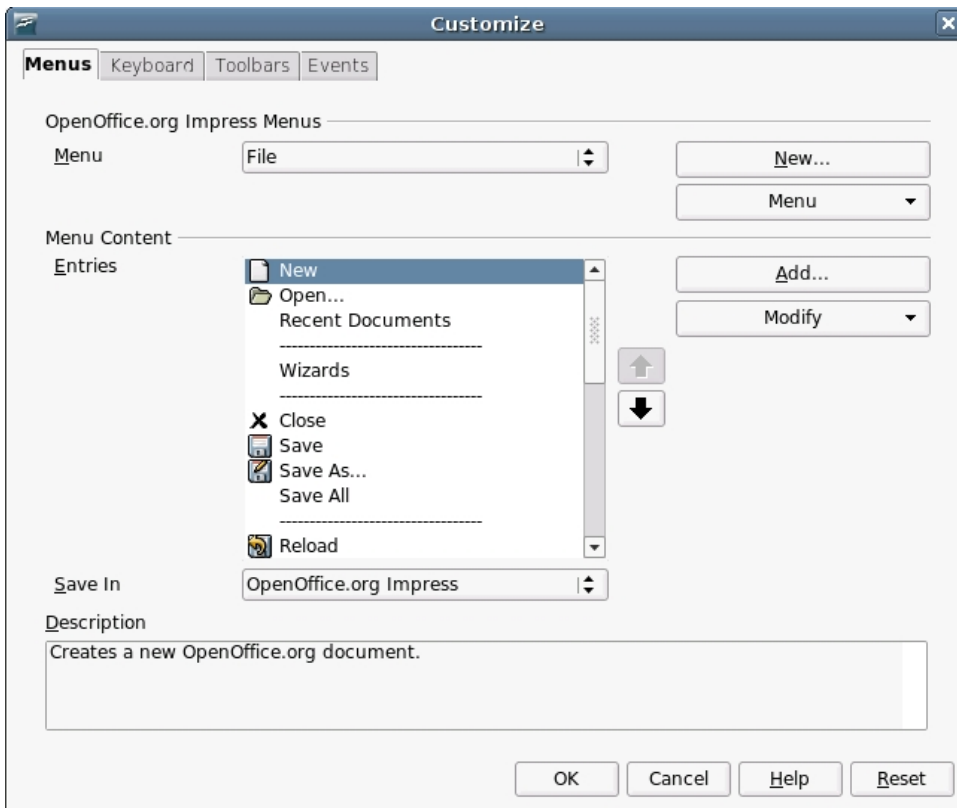
Page and background formatting could also be done from this menu. To do so please click on **Format --> Page...**

Now, you can set the page formatting to be used.



*Pic. 12, Showing Bullets and Numbering along with character, paragraph, page formatting option*

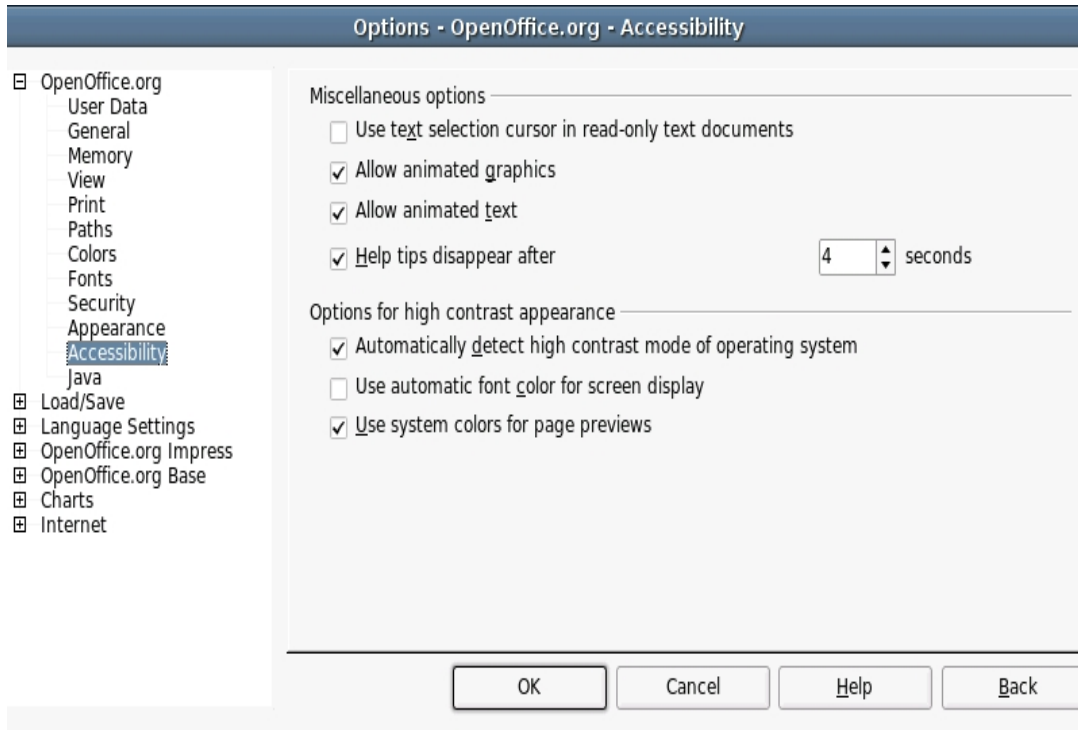
## Tools Menu



There are various important functions in the "Tools" menu including the spellchecking and autocorrect functionality. Various options on spellchecking could be set by following **Tools --> Spellcheck**. *Pic. 13, Different options are being seen*

*in the Customize window in the "Tools" menu*

Likewise, Options menu in the drop down menu of "**Tools**" contains various options to set Language, OpenOffice.org, Chart, Internet and so on.

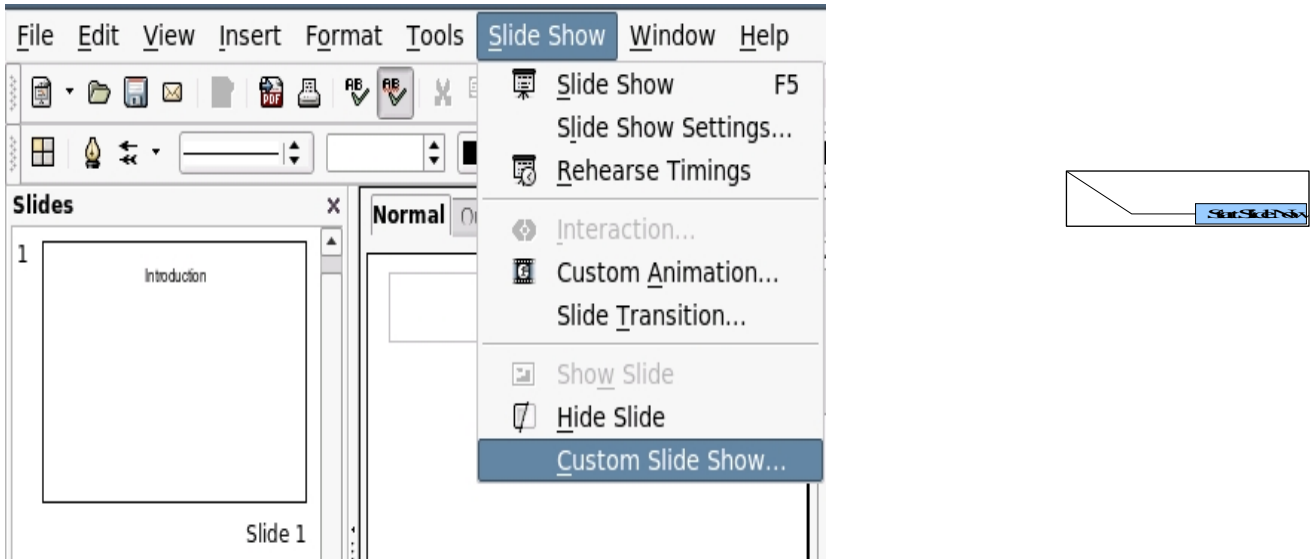


*Pic. 14, Next important menu in the "Tools" menu with the various options*

### **Slide Show Menu**

You might have been struck how the prepared presentation could be start or the from where I have to start it. If so, yes you are in the right place to know the idea on it. If you have prepared your presentation slides then you can check it by going on **Slide Show** --> **Slide Show** or pressing **F5** key before showing it to your audience.

From this menu you can also set the slides transitions and animations as well.



*Pic. 15, Slide Show menu with its submenu*

**Window Menu**

If you want to start working with new window or close the current window you are working on, you can go to the "Window" menu.

**Help Menu**

This is the the important entity of Impress where you can get help if you still think you are suffering from the problems on using impress or OpenOffice.



*Pic. 16, OpenOffice and Tip help could be taken from this menu*

**What's This?** options in the "Help" menu lets you get the information on various entities in the window while moving mouse over the icons out there.

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