

ADDING AND FORMATTING PICTURES

Impress



LibreOffice

Inserting and formatting pictures

Introduction

Images are often used in presentations as they can convey a large amount of information more quickly than the written word. You can also give a more professional look to your presentation by adding a company logo. Also, you may want to use Impress to create a presentation consisting only of images, such as a slideshow of holiday snapshots to share with friends.

This chapter describes how to insert and format images.

Inserting images

This section describes several ways to insert an image from an external source into the presentation. Once the image has been inserted, it can be formatted extensively.

Inserting an image from a file

Inserting an image from a file is quick and easy. First choose a slide layout, as described in *Chapter 1 Introducing Impress*. Most layouts include a set of icons for inserting objects, but you can insert an image into any slide.

Whether you are using an AutoLayout for the placement of the image, or you are just inserting an image, follow these steps:

- 1) Go to **Insert > Image > From file** on the menu bar or, if you have inserted a slide, click on the **Insert Image** icon (Figure 67) and the Insert Image dialog opens (Figure 68).
- 2) Navigate to the directory containing the desired image and select the file. LibreOffice recognizes a large number of image types. If the **Preview** option is selected, a thumbnail of the selected file will be displayed in the preview pane on the right.

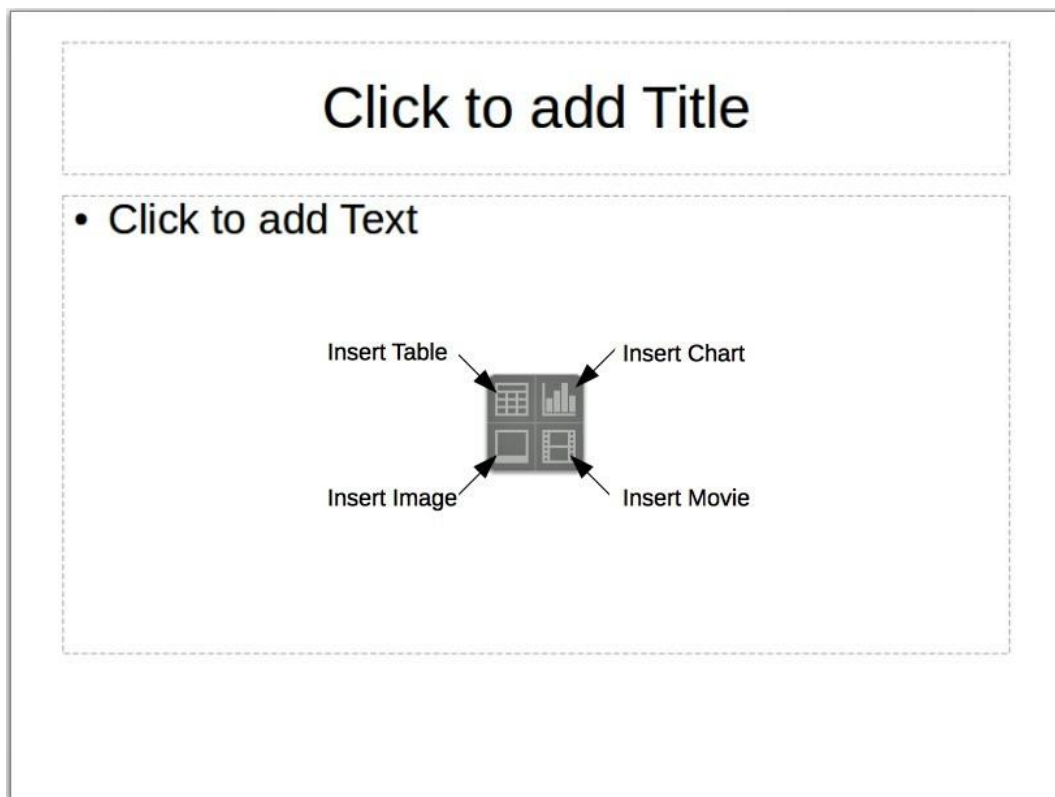


Figure 67: Slide showing the placeholder for inserting objects

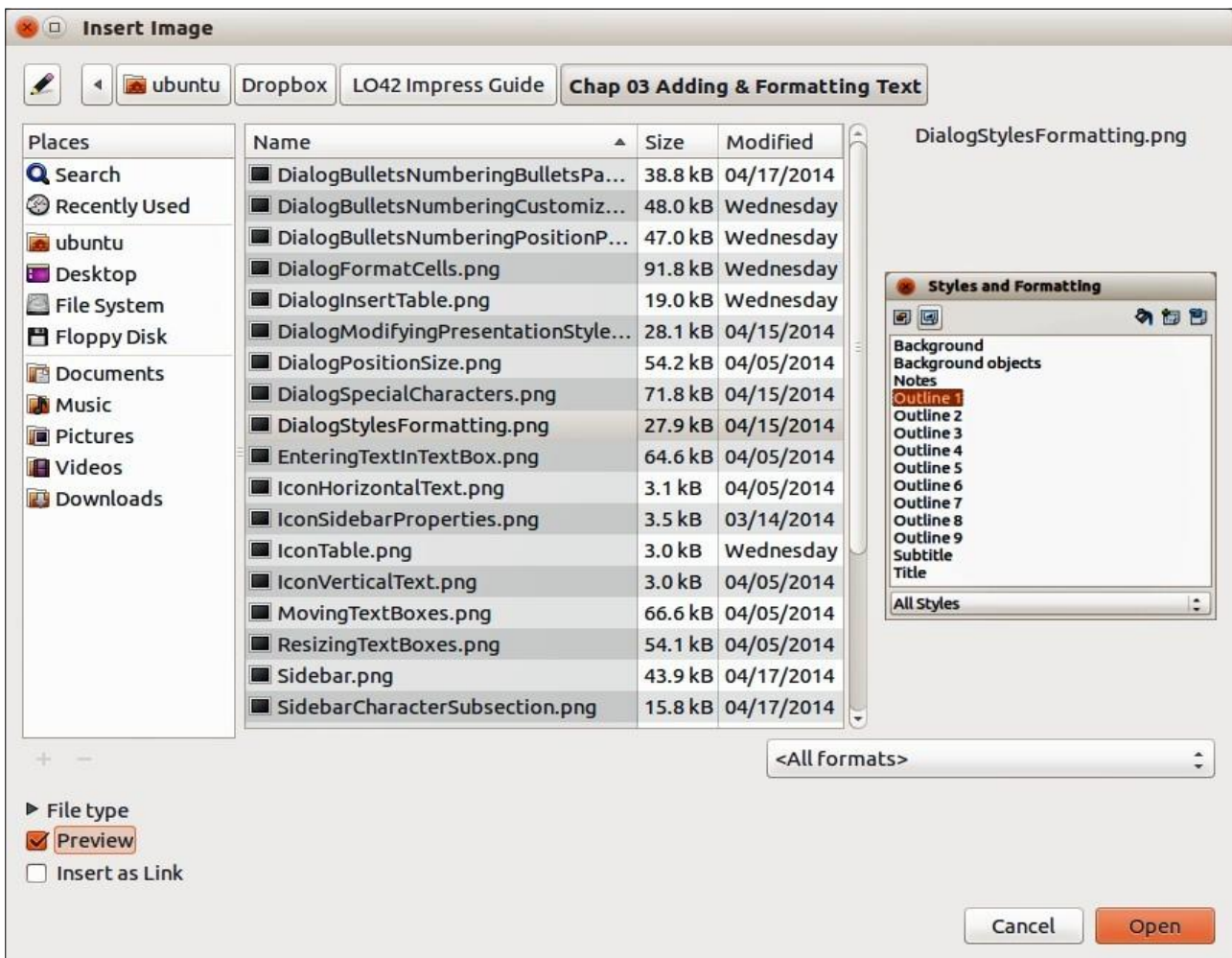


Figure 68: Insert Image dialog

- Click **Open** to place the image on the current slide and it is displayed on the slidewith selection handles displayed around the image border.

Note

The Insert Image dialog has two options: **Link** and **Preview**. The position of these options is determined by the operating system, but they are normally in the bottom- left part of the dialog.

Select the **Link** option to insert the image as a link to a file rather than embedding the file itself. In general it is preferable to embed images so that the presentation can be copied for use on other computers. On some occasions, however, it makes sense to link the image rather than embed it. These include:

- When the image file is quite large and linking rather than embedding will dramatically reduce the size of the presentation file.
- When the same image file is used in many presentations. For example, when using the same background image for all the presentations created.
- When the linked file will be available when loading the presentation. For example, if the presentation is a slide show of holiday photographs.

Inserting an image from a scanner

Inserting an image from a scanner is normally a simple process if one or more than one of the following are valid.

- The scanner software driver has been installed on the computer.
- The scanner is supported by the SANE system if the computer operating system is Linux or other UNIX-like operating system.
- The scanner is TWAIN compatible and the computer is operating Windows or Mac OS.
- The scanner is configured on the computer with LibreOffice software installed.

The following scanning procedure is only an example to demonstrate how to insert an image from a scanner. The actual procedure you use on your computer will depend on the operating system, the type of scanner being used and the scanner driver software installed.

- 1) Prepare the image for the scanner and make sure that the scanner is switched on.
- 2) Go to **Insert > Image > Scan > Select Source** on the main menu bar to open the Scanner dialog (Figure 69). If you have previously used your scanner, then go to **Insert > Image > Scan > Request** on the main menu bar to open the Scanner dialog.
- 3) If you have more than one scanner connected, select the scanner from the *Select Source* or *Device Used* drop-down list.
- 4) If available, click **Create Preview** or **Preview** to carry out a preview scan of the image and place it in the preview area.
- 5) If necessary crop the scanned image to what you require and make any necessary scanning adjustments.
- 6) Click **Scan** and, when the image has been scanned, Impress places it into the selected slide. At this point it can be edited as any other image using the available Impress tools.

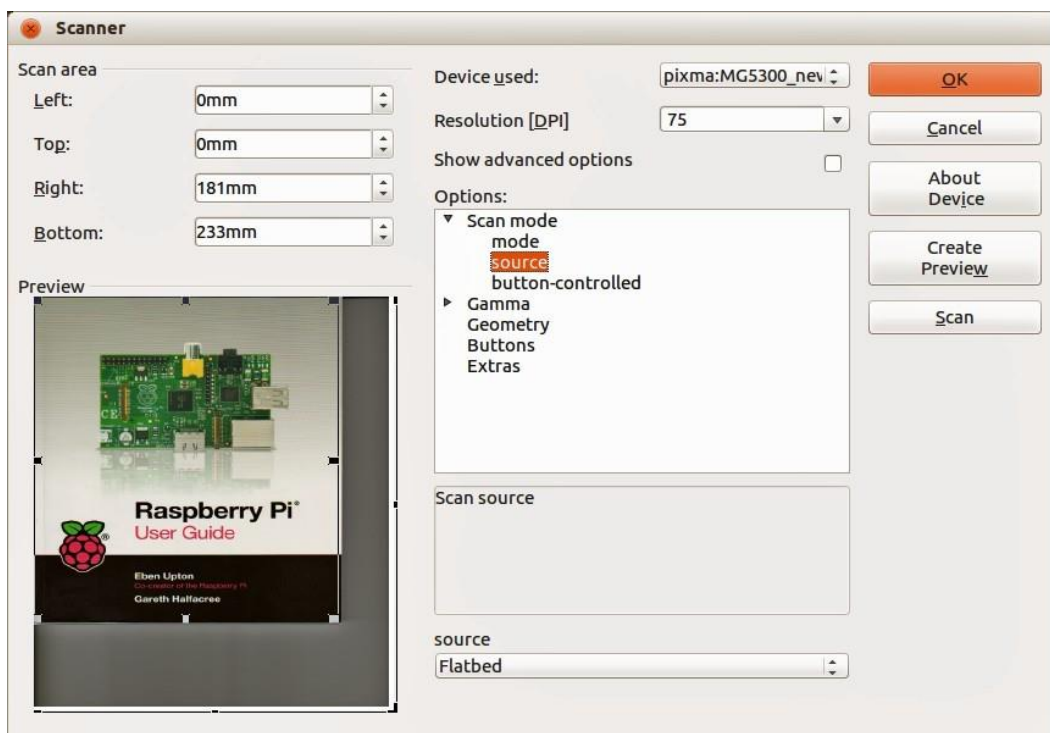



Figure 69: Example of a Scanner dialog

Inserting an image from the Gallery

The Gallery contains a collection of images that you can use in a presentation. You can also add your own images to the Gallery, making it an essential tool for creating presentations quickly and with a consistent look. The Gallery is available in all components of LibreOffice. For an introduction to the Gallery, see the *Getting Started Guide Chapter 11 Graphics, the Gallery, and Fontwork*.

- 1) Go to **Tools > Gallery** on the main menu bar or click the **Gallery** icon  on the Drawing toolbar to open the Gallery dialog (Figure 70). The Gallery displays the available themes with images that are available for each theme.
- 2) Select a theme from the left pane and then scroll through the right pane to find a suitable image.
- 3) Click on the image and drag it onto the workspace.
- 4) Release the mouse button and the image will be placed into your slide. If necessary, resize the image as described in “Resizing images” on page 96.

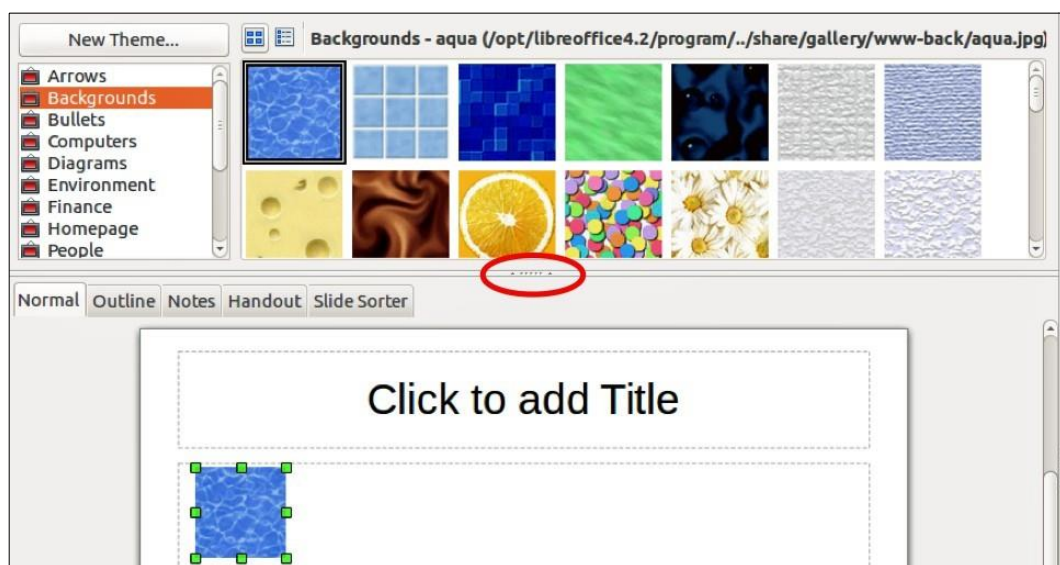


Figure 70: Inserting an image from the Gallery

Positioning the Gallery

To expand the Gallery, position the cursor over the line that divides it from the top of the workspace. When the cursor changes shape, click and drag downward. The workspace will resize in response.

By default, the Gallery is docked above the Impress workspace. To undock it, hold down the **Ctrl** key and double-click on the upper part of the Gallery next to the View icons. Double-click in the same area again to dock it in its default position at the top of the workspace.

When the Gallery is docked, to hide it and view the full Impress workspace, click the **Hide/Show** button in the middle of the thin bar separating the Gallery from the workspace (highlighted in Figure 70). The **Hide/Show** button lets you keep the Gallery open for quick access while you create your slide show, yet out of the way when you are no longer using the Gallery.

Managing Gallery themes

Graphics in the Gallery are grouped by themes, such as Arrows, Backgrounds, Bullets, and so on. The left pane of the gallery window lists the available themes. Click on a theme to see its images displayed in the right pane of the Gallery dialog.

The default themes are read-only; no images or graphics can be added to or deleted from these themes. The default themes are easily recognizable by right-clicking on each category and the only available option in the pop-up menu is **Properties**.

In a default installation of LibreOffice, any themes that you create are the only themes that are customizable and allow you add or delete your own images. You can also create new theme categories where you can add or delete your own images, as explained below.

Creating new themes

To add a new theme to the list of themes in the Gallery:

- 1) Open the Gallery.
- 2) Click **New Theme** above the list of themes and the Properties of New Theme dialog opens (Figure 71).
- 3) Click the **General** tab and type a name for the new theme in the text box.
- 4) Click the **Files** tab and follow the procedure in “Adding images to your themes” below.
- 5) Click **OK** and the new theme will now be displayed in the list of themes in the Gallery.

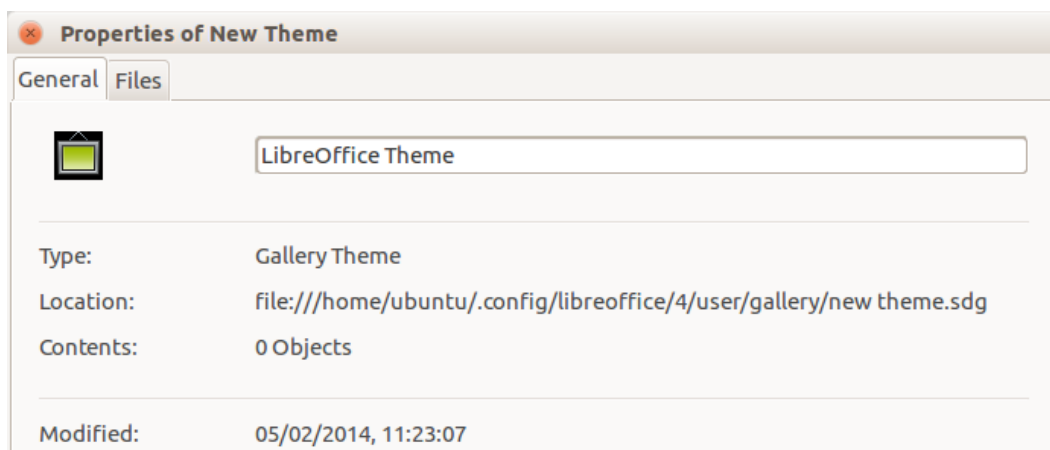


Figure 71: Creating a new theme

Note

If you wish, you can rename a new theme by right-clicking on the theme name and selecting **Rename** from the context menu.

Adding images to your themes

You can only add images to themes that you have created.

- 1) Right-click on a theme name that you created in the list of themes and select **Properties** from the context menu to open the Properties of New Theme dialog.
- 2) Click on the **Files** tab (Figure 72).
- 3) Click **Find Files** to open the **Select Path** dialog.
- 4) Browse to the folder that contains the images you want to use.

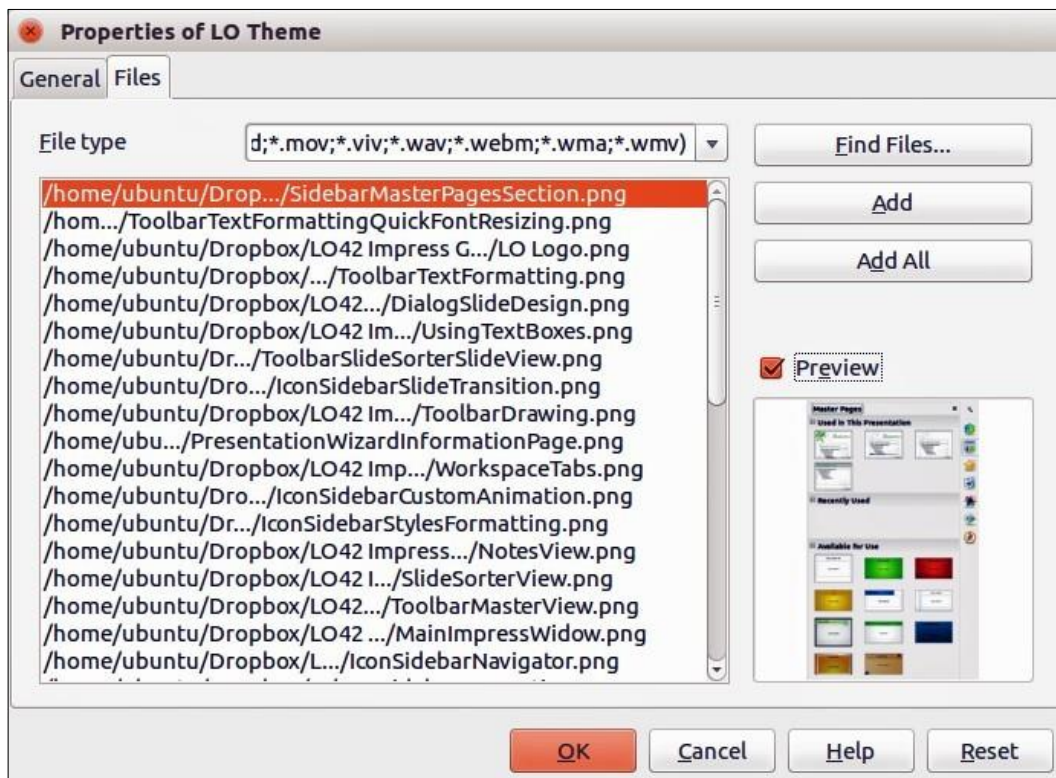


Figure 72: Properties of My Theme dialog – Files page

- 5) Click **OK** to select the files contained in the folder and the **Select Path** dialog closes. The list of files contained in the folder now appear in the Properties of New Theme dialog.
- 6) Select the files you want to use in your new theme and click **Add**. The added files will disappear from the file list and the images will appear in the Gallery.
- 7) If you want to add all the files in the list, then click **Add All**. All the files will disappear from the list and the images will appear in the Gallery.
- 8) Click **OK** when finished and the Properties of New Theme dialog will close.

Deleting images from the Gallery

You can only delete images from themes that you have created.

- 1) Open the Gallery and select a theme that you created.
- 2) Right-click on the image in the Gallery window.
- 3) Select **Delete** from the context menu.
- 4) A confirmation message appears, asking if you want to delete this object. Click **Yes**.

Note

Images 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. You may wish to update a theme occasionally, to make sure that all the files are still there.

- 1) Open the Gallery.
- 2) Right-click on the theme where you added at least one file.
- 3) Select **Update** from the context menu.

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 four headed arrow or a hand.
- 3) Click and drag the picture to the desired position.
- 4) Release the mouse button.

For a more accurate placement of images, use the Position and Size dialog described in *Chapter 6 Formatting Graphic Objects*.

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.
- 3) Click and drag to resize the image.
- 4) Release the mouse button when satisfied with the new size.

For more accurate resizing of an image, use the Position and Size dialog described in *Chapter 6 Formatting Graphic Objects*.

Note

The corner selection handles resize both the width and the height of the graphic object simultaneously, while the other four selection handles only resize one dimension at a time.

Tip

To retain the original proportions of the graphic, *Shift+click* one of the corner selection handles and then drag. Make sure to release the mouse button **before** releasing the *Shift* key.


Tip

Be aware that re-sizing a bit-mapped (raster) image will adversely affect the resolution causing some degree of blurring. It is better to use a specialized graphics program to correctly scale the picture to the desired size before inserting it into your presentation. LibreOffice recommends you use a tool such as Gimp (<http://www.gimp.org/>).

Rotating images

As with the position of the image on the page, rotation of an image can be done manually or using a dedicated dialog. The Rotation dialog is described in *Chapter 6 Formatting Graphic Objects*.

Manually rotate an image as follows:

- 1) Select the image to display the selection handles.
- 2) Click the **Rotate** icon  on the Line and Filling toolbar or click again on the selected image and the selection handles change shape and color (Figure 73). The color change depends on the computer operating system and how your computer has been setup.

Creating an Image Map

Creating an image map

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. Clicking on a hotspot causes Impress to open the linked page in the appropriate program (for example, default browser for HTML pages; LibreOffice Writer for .ODT files; PDF viewer for PDF files).

You can create hotspots of various shapes, such as rectangles, ellipses, and polygons. You can also include several hotspots in the same image. When you click on a hotspot, the URL opens in a browser window or frame that you have specified. You can also specify the text that appears when your mouse cursor hovers over the hotspot.

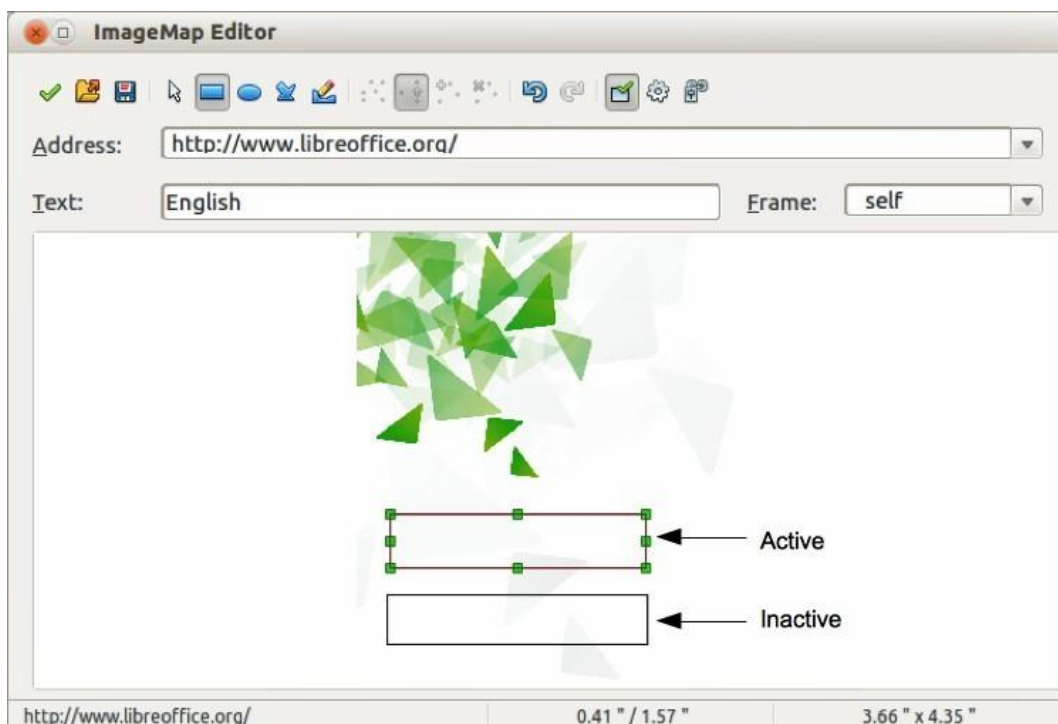




Figure 81: Image Map Editor dialog for creating hotspots

To use the image map tool to create or edit a hotspot:

- 1) Select the picture on a slide where hotspots are going to be defined.
- 2) Go to **Edit > ImageMap** on the main menu bar and the ImageMap Editor dialog opens (Figure 81). The main part of the dialog shows the image on which the hotspots will be defined.
- 3) Active hotspots are indicated by a colored border, while inactive hotspots are indicated by a black or grayed out border.
- 4) Use the tools at the top of the dialog and the fields to define hotspots and their links.
- 5) Click the **Apply** icon  to apply the settings.
- 6) When done, click the **Save** icon  to save the image map to a file, then close the dialog.

The top part of the dialog, from left to right, contains the following tools:

- **Apply** icon – click this icon to apply any changes made.
- **Open**, **Save**, and **Select** icons.
- **Rectangle**, **Ellipse**, **Polygon** and **FreeForm Polygon** icons – drawing toolshottspot shapes. These tools work in exactly the same way as the corresponding tools in the Drawing toolbar (see *Chapter 5 Managing Graphic Objects*).
- **Edit**, **Move**, **Insert**, **Delete Points** icons – advanced editing tools to manipulate the shape of a polygon hotspot. Select **Edit Points** tool to activate the other tools.
- **Active** icon – toggles the status of the hotspot activating a selected hotspot or deactivating it if active.
- **Undo** and **Redo** icons.
- **Macro** icon – associates a macro with the hotspot instead of a hyperlink.
- **Properties** icon – sets the hyperlink properties and adds the Name attribute to the hyperlink.

Below the toolbar are fields which specify the properties of a hotspot:

- **Address** – the URLaddress that points to a hyperlink. You can also point to an anchor in a document such as a specific slide number; to do this, write the address in this format:
`file:/// <path> /document_name#anchor_name`
- **Text** – enter the text that will be displayed when the mouse is moved over the hotspot.
- **Frame** – where the target of the hyperlink will open: `_blank` (opens in a new browser window), `_self` (default selection and opens in an active browser window), `_top` or `_parent`.

Tip

The value `_self` for the target frame will work on the vast majority of the occasions. It is not recommended to use the other values unless absolutely necessary.

Source: - Ref 8. Libre Office Impress Guide Version 4.2

<https://documentation.libreoffice.org/assets/Uploads/Documentation/en/IG4.2/IG42ImpressGuide.pdf>