Impress

➢ Introduction of Presentation:

In openoffice impress, a presentation is a visual and interactive display of information, typically used for conveying ideas, data, or messages to an audience. Impress is a presentation software application that is part of the openoffice suite. Here's what a presentation in impress typically consists of:

1. Slides: A presentation is composed of multiple slides, each representing a single screen or page. Slides serve as the canvas for your content, and you can add text, images, charts, diagrams, and multimedia elements to them.
2. Content: You can add various types of content to each slide, including titles, subtitles, bullet points, and more. This content is used to convey your message and engage your audience.
3. Design: Impress offers customization options for slide design. You can change the background, apply different fonts and styles, and adjust colors to match your branding or the theme of your presentation.
4. Transitions: You can add slide transitions to create visual effects when moving from one slide to the next. These effects can make your presentation smoother and more engaging.
5. Animations: Impress allows you to apply animations to individual elements on slides. These animations can be used to control how text or objects appear on the slide, adding a dynamic element to your presentation.
6. Speaker Notes: Impress provides a space for speaker notes, which are not visible to the audience during the presentation but can be helpful for the presenter to remember key points, explanations, or additional details.
7. Presenter View: When giving a presentation, impress offers a presenter view that shows you the current slide, your speaker notes, and a timer, while the audience sees only the slide being presented.
8. Export Options: You can export your presentation to various formats, such as PDF or Microsoft PowerPoint, to share it with others who may not have impress installed.

Presentations created in OpenOffice Impress are often used in a variety of settings, including business meetings, educational lectures, conferences, and more. It provides tools and features to help you create visually appealing and

informative presentations to effectively communicate your ideas and information to your audience.

➢ Create Presentation:

1. Open OPenOffice Impress: click on file in the top menu. Select new and then presentation.
2. Choose a presentation template: OpenOffice impress offers several built-in templates. You can choose one that suits your presentation style, or you can start with a blank slide.
3. Add slides: By default, impress starts with a title slide. You can add more slides by going to the "Slide" menu and selecting "New Slide" or by using the "Insert" button on the toolbar.
4. Edit Slides: Click on a slide in the slide sorter on the left to select it. Add text, images, charts or any other content by clicking in the slide and typing or inserting elements.
5. Customize slide layout: You can change the layout of a slide sorter and selecting slide layout. Choose a layout that suites your content.
6. Format and Design: Customize your presentation's design by going to the format menu. You can change background colors, fonts, and apply styles to your slides.
7. Add Transitions and animations: To make your presentation more engaging, you can add slide transitions and animations. Use the slide transition and custom animation options under the slide show menu.
8. Save your presentation: Go to the file menu and choose save or save as to save your presentation to your computer.
9. Export or present: To export your presentation to various formats(e.g., PDF, PowerPoint), use the file menu and select export or export as PDF. To present your slide show button on the toolbar, or press F5 on your keyboard.

➢ Working with the objects:

It allows you to add, manipulate, and customize various elements within your slides to enhance your presentations. Objects can include text boxes, shapes, images, charts, and more. Here's how to work with objects in openoffice impress:

1. Adding Objects: To add an object to a slide, click on the "Insert" menu. Choose the type of object you want to add, such as text box, images or shapes. Click and drag on the slide to draw or place the object.
2. Selecting Objects: To select an object click on it. A bounding box with handles will appear around the selected object. You can select multiple objects by holding down the shift key and clicking and dragging to create a selection box around them.
3. Moving Objects: To move an object, click and drag it to the desired location on the slide.
4. Resizing Objects: To resize an objects, click and drag one of the handles on its bounding box. You can maintain the object's aspect ratio by holding down the shift key while resizing.
5. Rotating Objects: To rotate an object, select it, and then click and drag the green rotation handle located at the top of the bounding box.
6. Editing Text in Text Boxes: Double-click on a text box to enter text and edit its contents. You can also format the text using the formatting options in the toolbar.
7. Formatting Objects: Right-click on an object and choose format to access formatting options specific to that object type. This allows you to change colors, borders, transparency, and more.
8. Layering Objects: To change the stacking order of objects, right-click on an object and select arrange. You can bring objects forward or send them backward in the layering order.
9. Grouping and Ungrouping Objects: You can group multiple objects together to treat them as a single unit. To do this, select the objects, right-click, and choose group. You can ungroup them later if needed.

➢ **Enhancing Presentation using multimedia.**

Enhancing your presentation using multimedia elements in OpenOffice Impress can make your slides more engaging and dynamic. Multimedia elements include images, videos, audio, and animations. Here's how you can enhance your presentation using multimedia in OpenOffice Impress:
1. Inserting Images: Click on the "Insert" menu and select "Image" to add pictures to your slides. Browse your computer to locate the

image file you want to insert and click "Open."Resize and position the image as needed on the slide.

2. Adding Videos: To add a video, go to the "Insert" menu and select "Movie and Sound."Choose "Movie from File" to insert a video file from your computer. Position and resize the video on the slide. You can also set video playback options, such as autoplay and looping, in the "Properties" dialog.

3. Incorporating Audio: To include audio, again, go to the "Insert" menu and select "Movie and Sound."Choose "Sound from File" to insert an audio file. This can be background music or narration. Adjust the audio playback settings, such as looping or hiding the audio icon during the presentation.

4. Using Animations: Apply animations to objects (text, images, shapes, etc.) on your slides to add motion and visual interest. Select an object, right-click, and choose "Custom Animation."In the Custom Animation pane, you can add entrance, exit, and emphasis animations to your objects. Set animation properties like duration, delay, and order.

5. Transitions: Add slide transitions to create visual effects between slides. Go to the "Slide Transition" tab in the "Slide Properties" pane. Select a transition effect and set its speed and direction.

6. Hyperlinks: Create hyperlinks to external websites, other slides within your presentation, or specific files. Select the text or object you want to turn into a hyperlink, right-click, and choose "Hyperlink."Choose the type of hyperlink you want to create and specify the destination.

7. Interactive Buttons: Insert interactive buttons that can trigger actions like moving to the next slide or opening a specific slide. Go to the "Insert" menu and select "Button."Customize the button's appearance and assign the action it should perform.

8. Speaker Notes with Multimedia: If you have audio or video elements, you can add speaker notes with cues for when to play them during the presentation.

9. Testing and Rehearsing: Before your actual presentation, rehearse your multimedia elements to ensure they work as intended.

10. Exporting and Sharing: When sharing your presentation, make sure to include any multimedia files or ensure they are accessible from the location where you will present.

By effectively integrating multimedia elements into your OpenOffice Impress presentation, you can create a more engaging and informative experience for your audience, making your message more memorable and impactful.

➢ Pack & Go wizard:

The "Pack and Go" wizard in OpenOffice Impress is a feature that allows you to package your presentation and its associated files (such as images, audio, and videos) into a single folder or ZIP archive. This is particularly useful when you need to share your presentation with others or move it to a different computer, ensuring that all the linked files remain intact and accessible. Here's how to use the "Pack and Go" wizard:

1. Open Your Presentation: Start by opening the presentation you want to package and share in OpenOffice Impress.
2. Access the Pack and Go Wizard: Go to the "File" menu. Select "Pack and Go," and then choose "Pack and Go Wizard."
3. Choose a Destination: In the "Pack and Go Wizard" dialog box, you'll be prompted to select a destination for your packaged presentation. You can choose to create a folder or a ZIP archive. Click "Browse" to specify the location where you want to save the packaged files.
4. Select What to Include: In the wizard, you can choose what elements you want to include in the packaged presentation. Options typically include the presentation file itself, linked images, audio, and video files. You can also specify whether to copy fonts used in the presentation.
5. Adjust Options: Depending on your needs, you may need to adjust options related to file names, compression, and additional files. Review the available options and make selections that fit your requirements.
6. Packaging Process: Once you've configured your preferences, click "OK" or "Next" in the wizard. OpenOffice Impress will then gather the selected files and package them into the destination folder or ZIP archive.

7. Completion: The "Pack and Go Wizard" will confirm when the packaging process is complete. You can click "Finish" to exit the wizard.
8. Share or Transfer: Now, you can share the packaged presentation with others or move it to a different computer. When others open the packaged presentation, all the linked files and resources will be readily available, ensuring that your presentation displays correctly.

   The "Pack and Go" wizard simplifies the process of bundling your OpenOffice Impress presentation along with its associated files, making it easy to share and transport your work without worrying about missing files or broken links.

➢ Pen In Impress:

In OpenOffice Impress, the "Pen" tool is a feature that allows you to draw or write freehand on your presentation slides during a slideshow. This can be particularly useful for highlighting key points, annotating diagrams or images, or adding emphasis to specific areas of your slides while presenting. Here's how to use the Pen tool:

1. Start a Slideshow: Open your presentation in OpenOffice Impress. Click on the "Slide Show" menu and select "Slide Show" to begin presenting your slides.
2. Access the Pen Tool: While in slideshow mode, move your cursor to the top of the screen to reveal the toolbar. Click on the "Pen" icon or the "Pointer Options" dropdown menu, and then select "Pen."
3. Use the Pen Tool: Once you've activated the Pen tool, you'll see a virtual pen or marker on the screen. Click and drag with your mouse or use a touch screen stylus or digital pen if available. You can draw or write directly on the slide as if you were using a physical pen on a whiteboard or touch screen.
4. Change Pen Color and Thickness: While using the Pen tool, you can usually change the color and thickness of the virtual pen strokes. Look for options in the toolbar or settings that allow you to customize the pen's appearance.
5. Exit Pen Mode: To stop using the Pen tool, simply switch back to the regular pointer mode by clicking on the "Pointer" icon or selecting "Pointer" from the "Pointer Options" dropdown menu.

6. Save or Discard Pen Annotations: OpenOffice Impress typically doesn't save pen annotations on the slide itself; they are temporary and meant for live presentations. If you wish to keep the annotated version, you'll need to capture screenshots or make manual copies of the slides after the presentation.

The Pen tool in OpenOffice Impress provides a convenient way to interact with your audience, emphasize key points, and add a personal touch to your presentations during a live slideshow. It's a useful feature for presenters who want to engage with their content in real-time.