



Enhancing Presentation

Introduction

We have already learned how to create digital presentations using LibreOffice Impress. We have made slideshows on a variety of topics, adding multiple slides and different multimedia elements to them. We also know how to use various master pages and layouts to effectively present different types of data.

In this chapter, we will learn how to take our Impress presentations to the next level by using some of its more advanced features. We will discover how to:

- Add transition and animation effects to our slides and their content.
- Insert consistent content across all slides, like the date or time.
- Create new slide masters and templates for our presentations.
- Utilize drawing and diagrammatic tools within our slides.
- Customize our slide's page settings.
- Prepare custom slideshows.
- Set specific timings for each slide in our presentation.
- Linking and exporting presentation.

Transition

Slide transitions are the visual effects that occur when one slide moves to the next during a presentation. They add a dynamic element to our slideshow, making the shift between slides more engaging than a simple cut.

We can apply a different transition to each selected slide. Alternatively, we can apply a common transition to all slides in the presentation. A variety of transitions are available to choose from, such as *Wipe*, *Checkers*, *Bar*, *Fade* etc. We can also choose *No Transition* which means the next slide will simply replace the current one without any special effect. Impress allows us to preview the chosen transition effect immediately, helping us decide which one works best.

Now, let us add transition effects to the presentation we created earlier. Follow the steps given below:

- Go to the *File* menu and select *Open*, or simply press *Ctrl + O*. The *Open* dialog box will appear as shown in figure 10.1. Browse and select the presentation file, then click the *Open* button. All of the presentation's slides will appear in the slide pane, ready for us to work on.

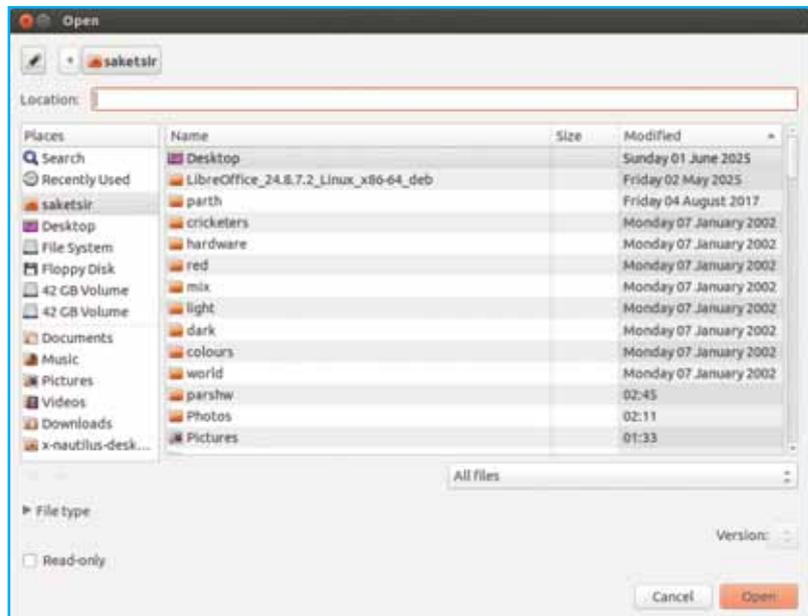


Figure 10.1 : Open Presentation



- To apply a transition effect, simply select the specific slide from the Slide pane that we wish to modify.
- In the Tasks pane, click on the *Slide Transition* section. Options regarding slide transition are displayed as shown in figure 10.2. Under *Apply to selected slides* selection list, choose the transition effect we want. If the *Automatic preview* checkbox is selected, we will see an instant preview of the transition.
- From the *Speed* dropdown menu, select the desired speed: *Slow*, *Medium*, or *Fast*. Optionally, pick a sound from the *Sound* dropdown menu.
- To apply the transition to every slide in our presentation, simply click *Apply to All Slides*. To see the transition in action, click the *Play* button. And to start the slideshow with the selected transitions, click the *Slide Show* button.

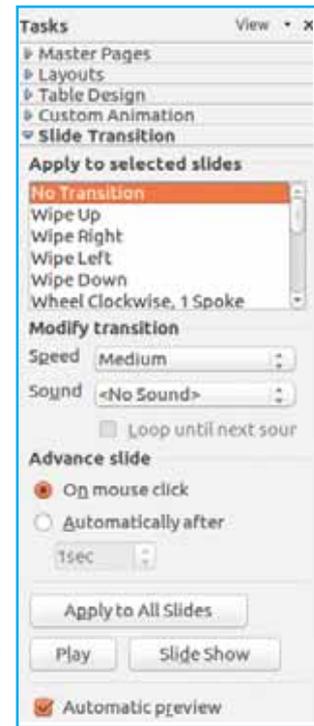


Figure 10.2 : Slide Transition

Custom Animation

As we learned previously, animation brings objects to life through movement. We can apply animation effects to almost any object on our slide, making presentation more engaging for viewers.

Let us add some animation effects to the objects on our slide. Follow the steps given below:

- Open the presentation we made for our school.
- Select a slide and the object we want to animate.
- Click the *Custom Animation* section in the Tasks panes. This will display options for adding animation to our object.
- Click the *Add* button. This will open the *Custom Animation* dialog box as shown in figure 10.3.
- As shown in figure, the *Custom Animation* dialog box has several sections, including:
 - *Entrance*: How an object appears on the slide.
 - *Emphasis*: Effects that draw attention to an object already on the slide.
 - *Exit*: How an object leaves the slide.
 - *Motion Paths*: Defines a path for the object to move along.
 - *Misc Effects*: A category for various other effects.
- Choose an animation effect of our choice. We can repeat this process to add animations to other objects on our slide. After applying animations to several objects on a slide, the *Custom Animation* section in the Slide pane will appear as shown in the figure 10.4.

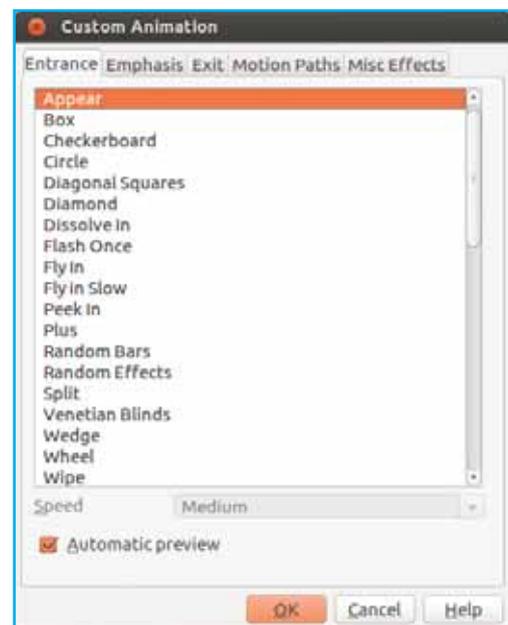


Figure 10.3 : Custom Animation Dialog Box

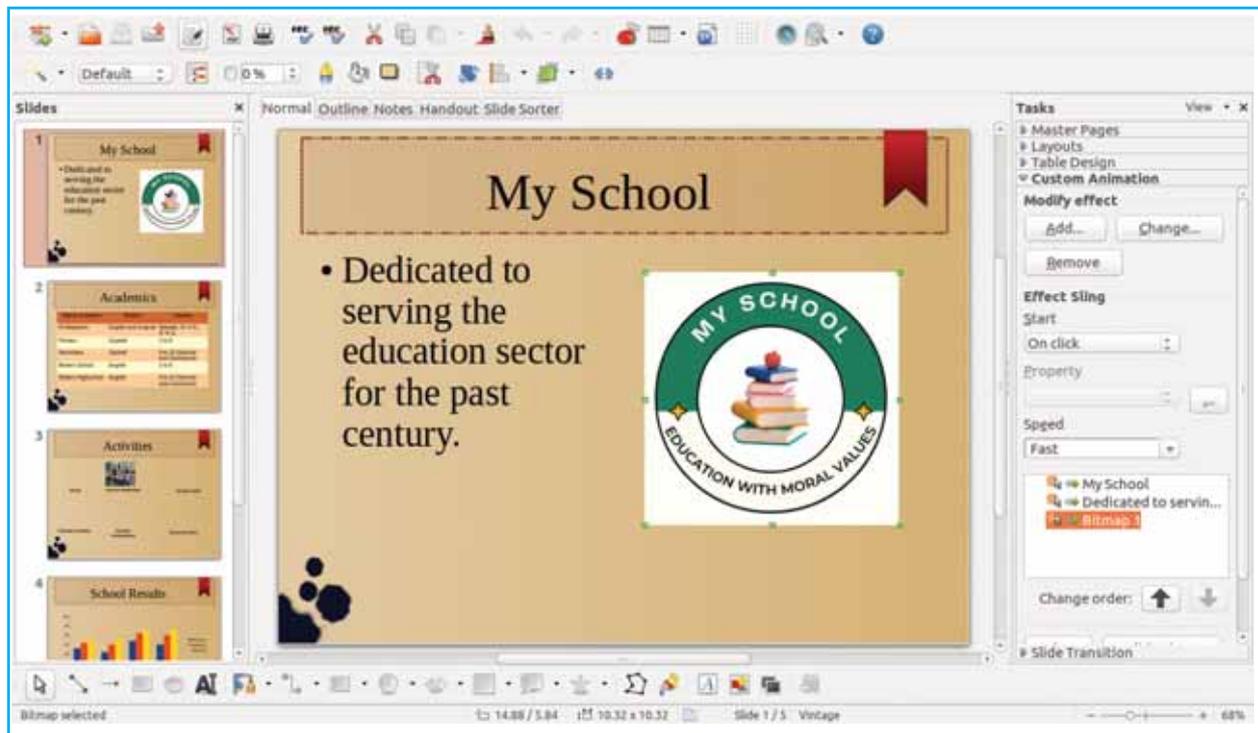


Figure 10.4 : Custom Animation Effect Applied to Slide Objects

Let us explore each control in the *Custom Animation* section of the **Tasks** pane.

Add: We can use this button to open the *Custom Animation* dialog box, allowing us to select animation effects for objects on our slide.

Change: We can use this button to change an animation we have already applied.

Remove: We can remove animation using this button.

Start: It offers options like *On Click*, *With Previous*, and *After Previous*. We can choose how our object animates: either by clicking the mouse, simultaneously with the previous animation, or immediately following the previous animation.

Speed: We can choose the animation speed for our object from options like *Very Slow*, *Slow*, *Medium*, *Fast*, and *Very Fast*.

Change order: We can change the order in which animations appear by clicking the up and down arrow buttons.

Adding Content to All Slides

We might want to display consistent information on every slide, such as the date, slide number, or our school's name. The most effective way to add content to all slides in a LibreOffice Impress presentation is by using Master Slides. A Master Slide (also called a Slide Master) acts as a template for our presentation. Any content, formatting, or design elements we place on a Master Slide will automatically appear on all slides that use that specific master.

Follow the steps to insert content to all the slides:

- Click on *View* in the menu bar and select *Master* → *Slide Master*. This will open the *Master View* as shown in figure 10.5, where we will see our current master slide in the left-hand pane. The main workspace will display the selected master slide.

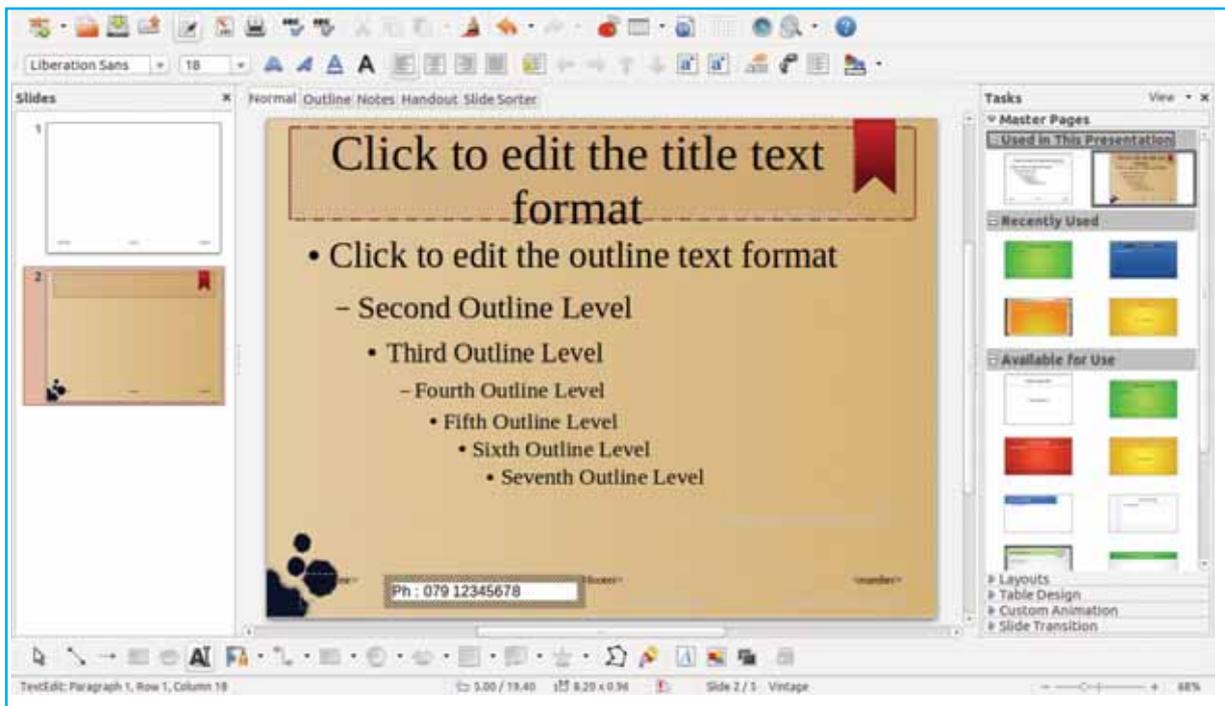


Figure 10.5 : Adding Content to All the Slides Using Master Slide

- In the main workspace, use the text box tool to draw a text box and type a phone number of our school. We can also add lines, shapes, or other graphic elements from the Drawing toolbar.
- Go to *View* menu and select *Header and Footer*. A dialog box will be opened as shown in figure 10.6. Select checkboxes for *Date and Time* and *Slide number*. Click *Apply to All* button.

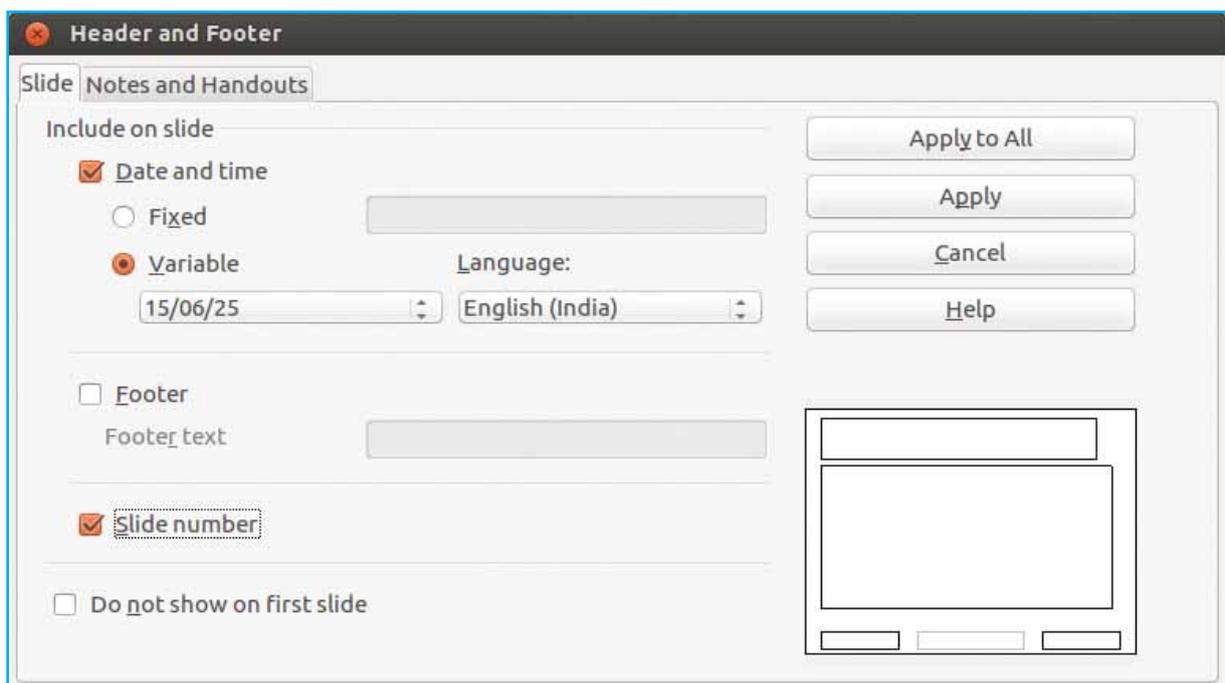


Figure 10.6 : Adding Date and Slide Number Using Header and Footer

- Select *Normal* view in *View* menu. All changes we make to the Master Slide will automatically appear on every slide in our presentation.



Creating New Slide Master

Creating a new Slide Master in LibreOffice Impress allows us to design a unique layout and style that we can then apply to specific slides in our presentation. This is incredibly useful for maintaining different themes or sections within a single presentation.

Follow the steps to create a new Slide Master for presentation:

- Select *View* → *Master Slide*. This will open the Master View, where we will see thumbnails of existing master slides on the left pane.
- Right-click on any empty space in left pane and from the context menu, select *New Master*.

Right-click on the new master slide thumbnail and select *Rename Master...* *Rename slide* dialog box will appear as shown in figure 10.7. Enter 'My Master Page' as a name for new master. Click 'OK'.

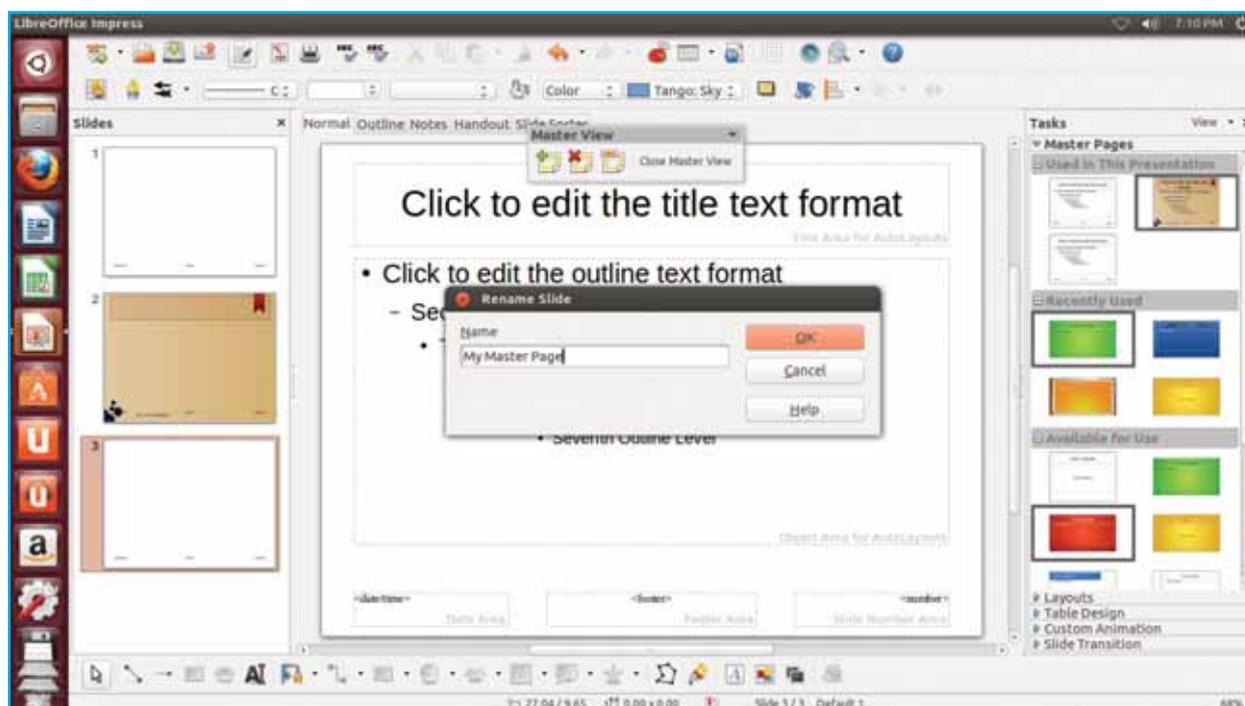


Figure 10.7 : Adding and Renaming New Master Page

- Once new Master Slide is selected, we can begin customizing it. Feel free to add or modify the placeholders to suit the layout needs. We can also personalize the background by right-clicking on an empty area of the master slide, selecting *Slide* → *Page Setup...*, and then navigating to the 'Background' tab. Here, we can choose from various options like a colour, gradient, image, pattern, or hatching to set the desired background. Figure 10.8 shows the options available in *Background* tab of *Page Setup* dialog box.



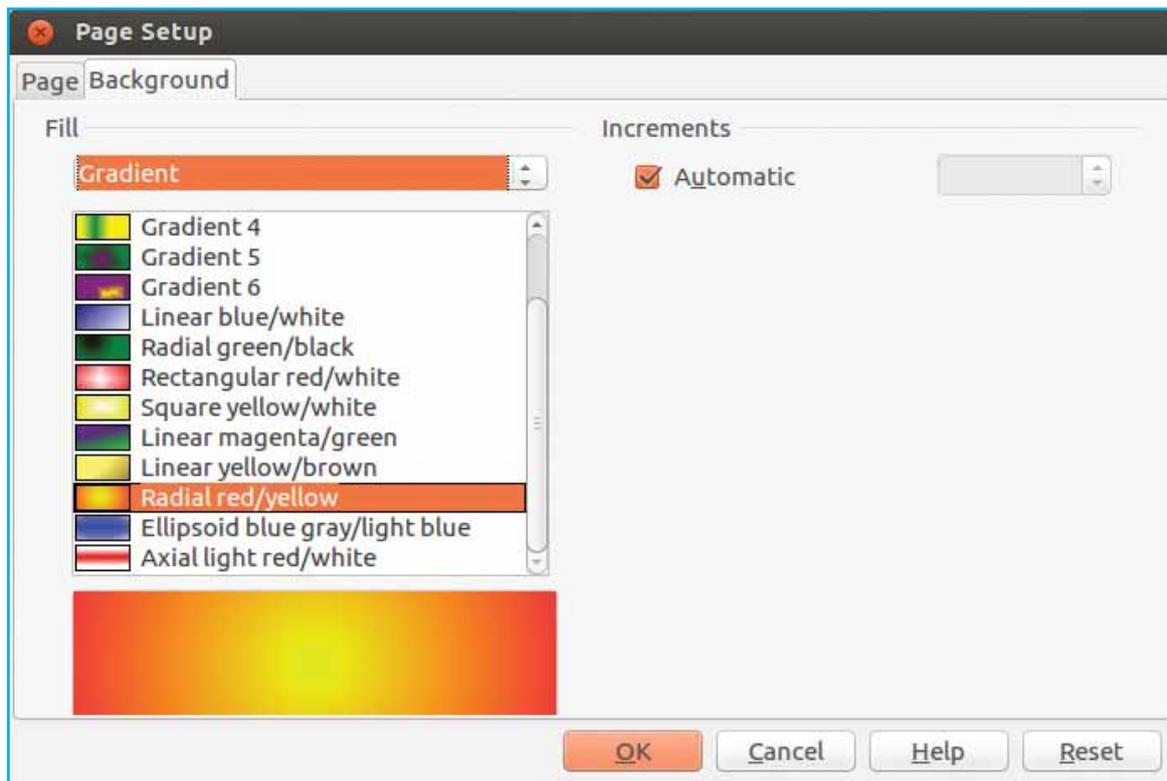


Figure 10.8 : Applying Background to New Slide Master

- Click the *Close Master View* button on the Master View toolbar or go to *View → Normal*.
- In *Normal View*, we can easily apply our newly created master slide to an existing slide by selecting it from the *Master Slide* section within the Tasks pane.

Drawing and Diagrammatic Tools

Impress provides a diverse set of drawing tools to graphically enhance our slides. We will find these tools located in the *Drawing* toolbar, typically positioned at the bottom of the Impress interface, allowing us to easily insert various drawing objects into our presentation. If the Drawing toolbar is not visible, we can enable it by navigating to *View → Toolbars*, then selecting *Drawing*. Figure 10.9 shows the *Drawing* toolbar.

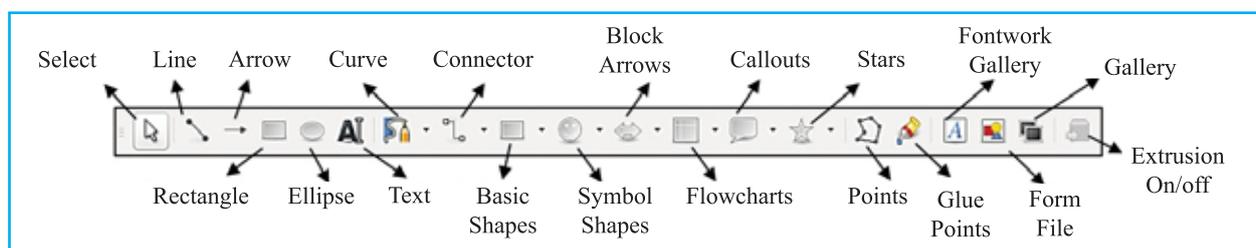


Figure 10.9 : Drawing Toolbar

Let us discuss drawing tools, one by one.

Select: This tool selects one or more objects on our slide. When an object is selected, it will display selection handles (usually small blue squares) around its perimeter. These handles indicate that the object is active and ready for manipulation. We can drag the selection handles to change size of an object. To move an object, simply drag the mouse pointer over it.

Line: The *Line* tool draws a straight line. We can click and drag from starting point to the end point. We may hold Shift key to draw perfectly horizontal, vertical, or 45-degree angled lines.

Arrow: This tool draws a line with an arrowhead on one end. We typically use arrow lines to point at something or to illustrate a flow.

Rectangle: The *Rectangle* tool lets us draw both rectangles and squares. Simply click and drag to create a rectangle. To draw a perfect square, hold down the Shift key while you drag.

Ellipse: The *Ellipse* tool draws both ellipses and circles. To create an ellipse, just click and drag. If we want a perfect circle, hold down the Shift key while you drag.

Text: This tool creates a rectangular area for typing and formatting text. Just click and drag to set the text box size, then start typing.

Curve: The *Curve* tool lets you draw freehand curves. Simply click and drag; the curve will follow the mouse's movement, creating a continuous line. See figure 10.10 (a).

Connectors: These tools are essential for creating diagrams like flowcharts and organization charts. They automatically stick to objects and adjust when objects are moved. See figure 10.10 (b).

Basic Shapes: This sub-menu typically contains a variety of common shapes such as *Triangle*, *Trapezoid*, *Parallelogram*, *Pentagon*, *Hexagon*, *Octagon*, *Cross*, *Heart*, *Sun*, *Moon* etc. See figure 10.10 (c).

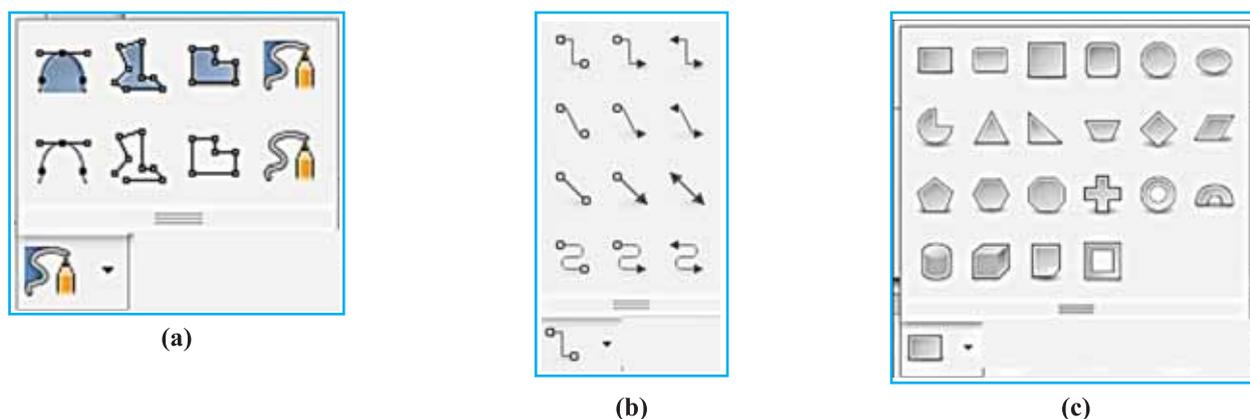


Figure 10.10 : Sub-menus of Curve, Connector and Basic Shapes

Symbol Shapes: Here is a collection of more specialized symbols, including the *Smiley Face*, *No Entry Sign*, *Cloud*, *Lightning Bolt* etc. See figure 10.11 (a).

Block Arrows: This sub-menu contains pre-defined arrow shapes with filled areas such as *Right Arrow*, *Left Arrow*, *Up Arrow*, *Down Arrow*, *Four-pointed Arrow*, *U-turn Arrow* etc. See figure 10.11 (b).

Flowcharts: This menu offers common flowchart shapes, including the *Process (rectangle)*, *Decision (diamond)*, *Start/End (rounded rectangle/oval)*, *Data (parallelogram)*, and *Connector (circle)*. See figure 10.11 (c).

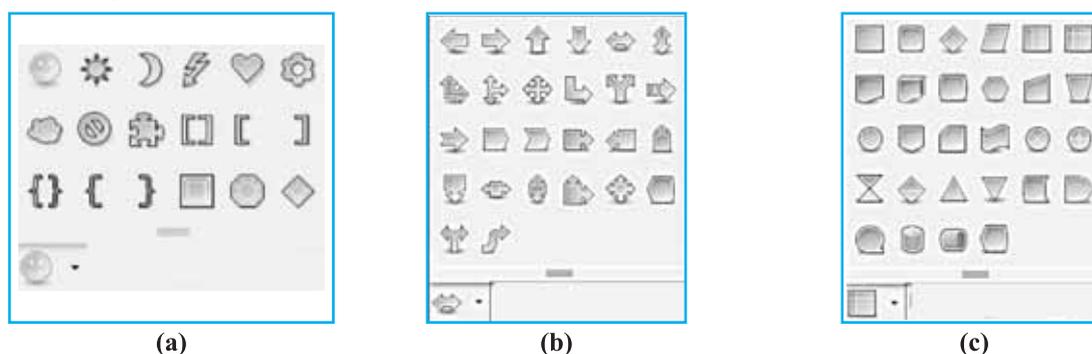


Figure 10.11 : Sub-menus of Symbol Shapes, Block Arrows and Flowcharts



Callouts: Callouts are essentially speech and thought bubbles. This submenu includes options like *Rectangular Callout*, *Rounded Rectangular Callout*, *Round Callout*, *Cloud Callout*, and *Line Callout*. They are perfect for adding commentary or dialogue to our drawings. See figure 10.12 (a).

Stars: This menu offers various star and banner shapes, including the *4-point Star*, *5-point Star*, *Exploding Star*, *Ribbon Banner*, and *Scroll*. These are great for adding decorative flair or highlighting information. See figure 10.12 (b).

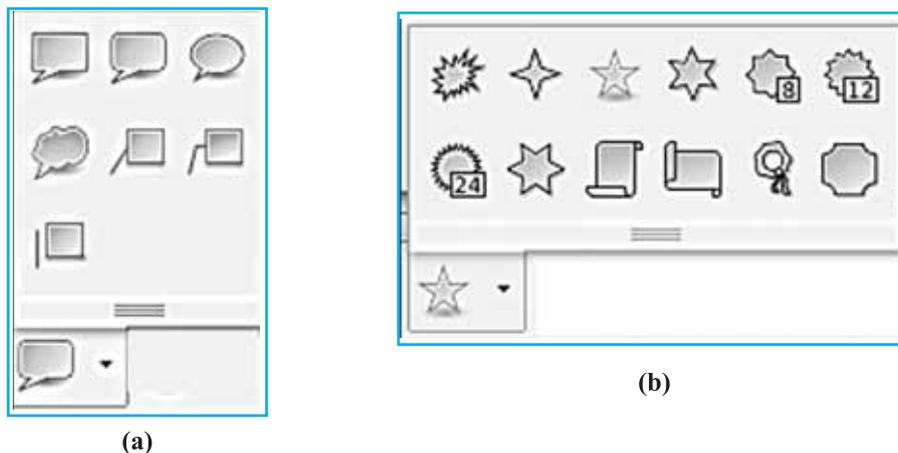


Figure 10.12 : Sub-menus of Callout and Stars

Points: This tool opens a submenu allowing you to add or remove points on an existing line or shape. We can then drag these points to modify the line or shape.

Glue Points: We can define glue points on our objects. These points allow connectors to attach precisely, ensuring consistent diagramming.

Fontwork Gallery: The *Fontwork Gallery* lets us create artistic text effects. Simply click the icon, pick a style from the gallery, and then edit the text by double clicking it. Figure 10.13 shows the *Fontwork Gallery*.

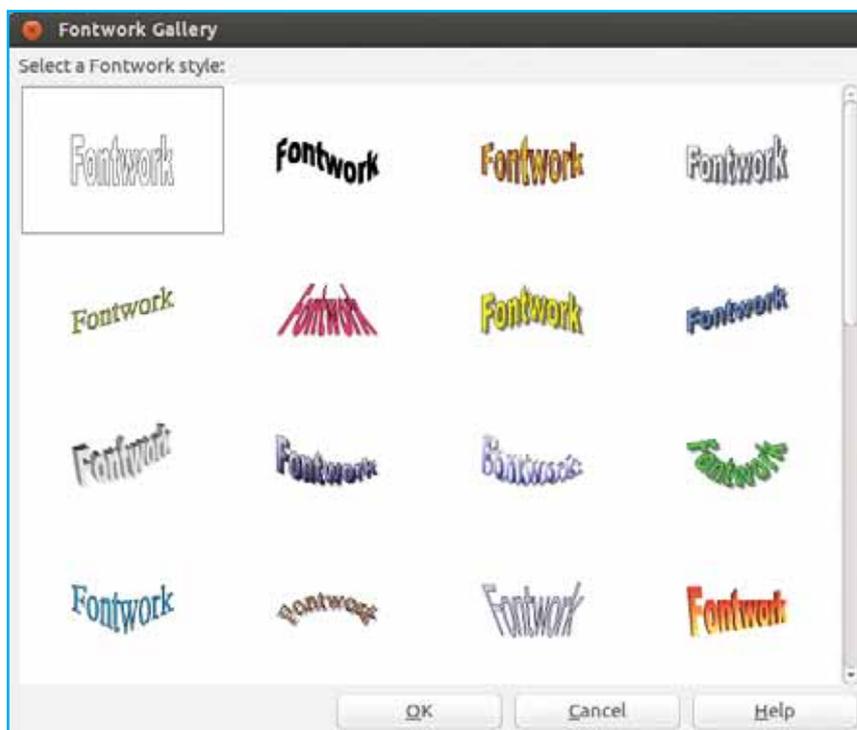


Figure 10.13 : Fontwork Gallery



From File: Clicking this tool opens the *Picture* dialog box, where we can select an image to insert into our slide. We have already covered how to insert images into slides in the previous chapter.

Gallery: The *Gallery* is a collection of reusable media objects organized into themes such as backgrounds, bullets, sounds etc. Figure 10.14 shows the options available in *Gallery*.

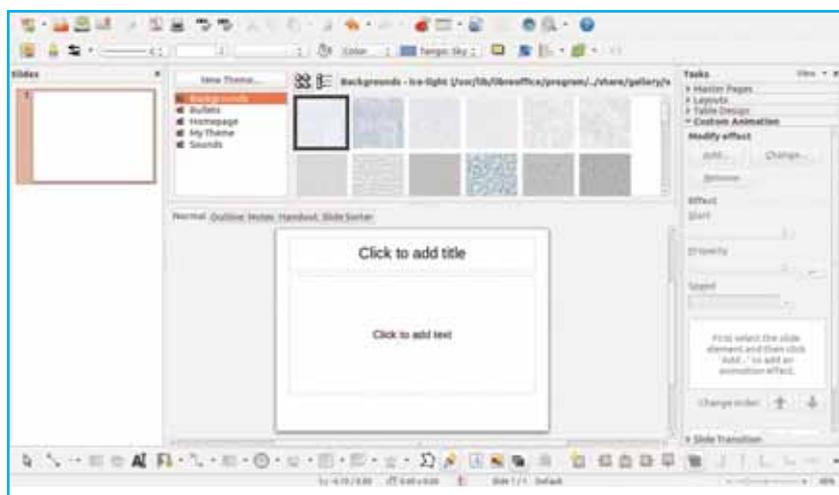


Figure 10.14 Gallery

Extrusion On/Off: This tool allows us to quickly transform a flat, 2D drawing object into a 3D object by giving it depth. This process is called 'extrusion'. Clicking this tool opens a group of tools that let us add or remove extrusion from the selected object.

Page setting

In LibreOffice Impress, *Page Setup* option gives us control over the fundamental characteristics of our slides. These settings dictate how our presentation looks both on screen and when printed, making them essential for defining the overall appearance and feel of our entire presentation.

We can find *Page Setup* dialog box by clicking on *Page* option in *Format* menu. This will open a dialog box shown in figure 10.15 with two tabs, each controlling different aspects of our slides.

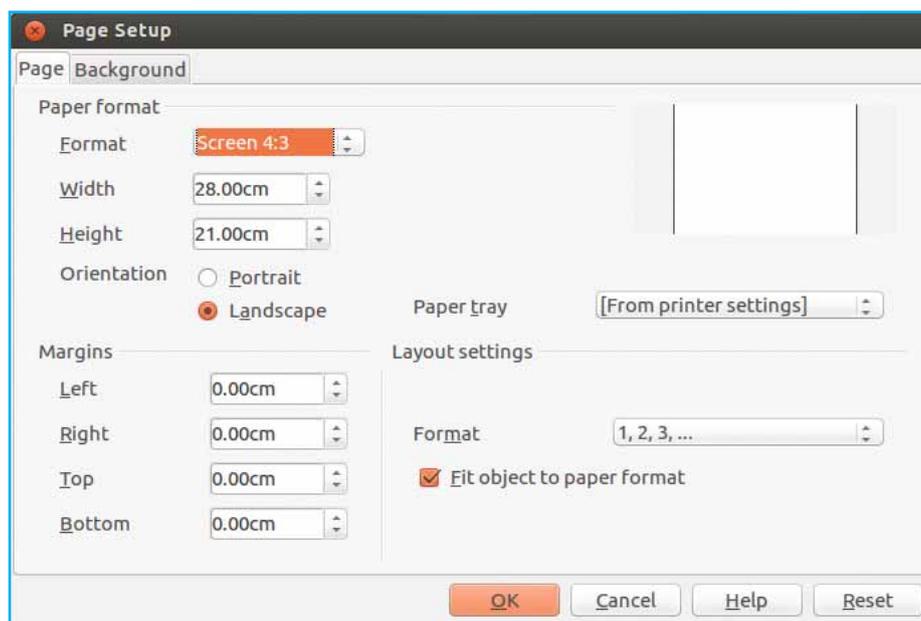


Figure 10.15 : Page Setup Dialog Box



Let us understand the options in both the tabs.

Page Tab

This tab provides options to customize the slide's dimensions, orientation, and margins as shown in figure 10.16.

Format: Here, we can define our slide's dimensions. We have the flexibility to select from standard paper sizes (like A4) or input our own custom width and height. This ensures our slides look correct on various screens and print accurately on different paper sizes.

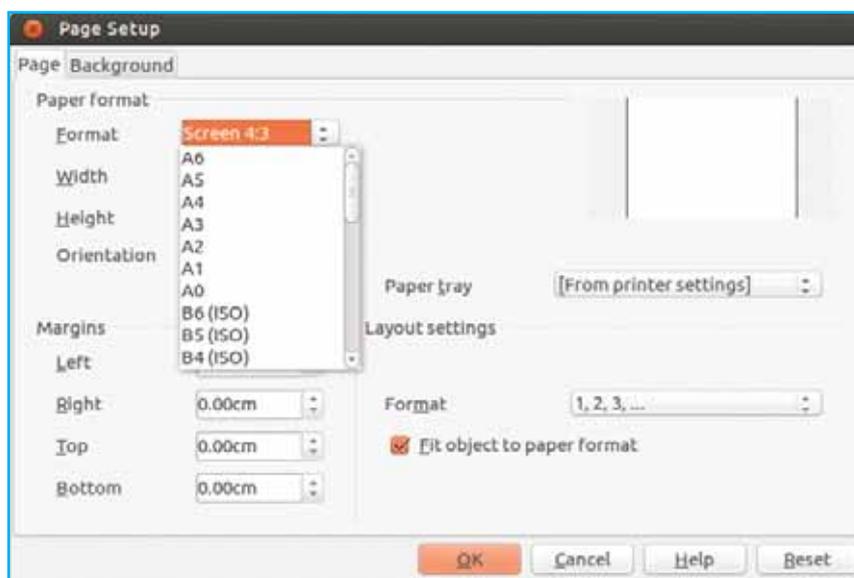


Figure 10.16 : Selecting Dimensions of a Slide

Orientation: We can choose between *Portrait* (taller than wide) or *Landscape* (wider than tall) orientation. Landscape is the default and most common choice for presentations, though Portrait may be better for certain design needs.

Margins: We can set the top, bottom, left, and right margins of our slides. These margins create the printable area, ensuring our content is not cut off at the edges.

Background Tab

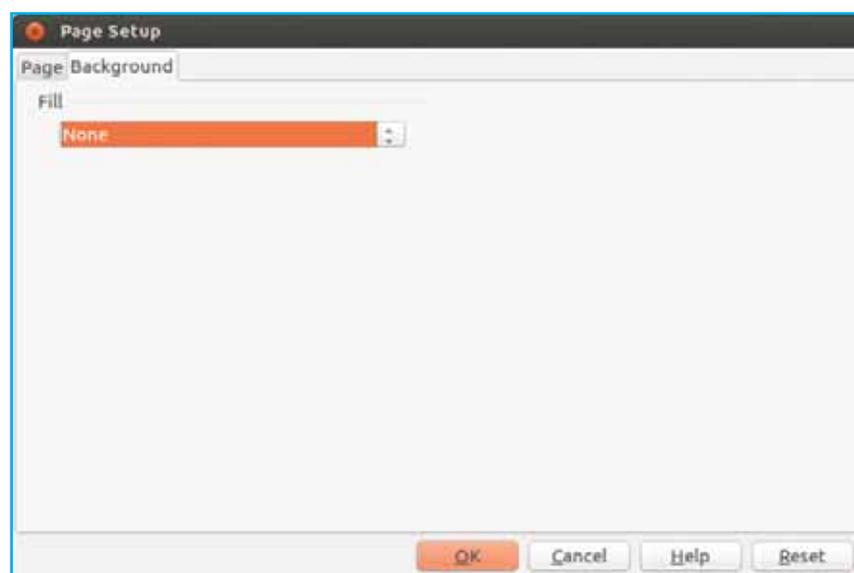


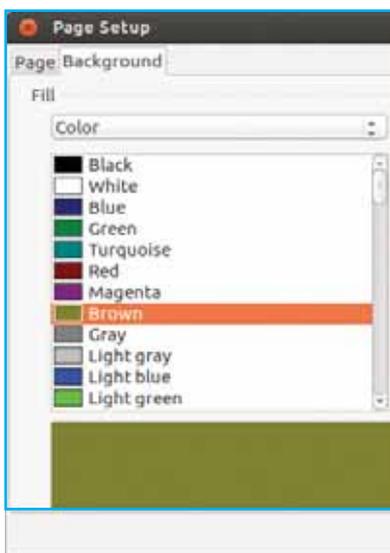
Figure 10.17 : Background tab in Page Setup Dialog Box

Here, we can customize slide's background. We have several options :

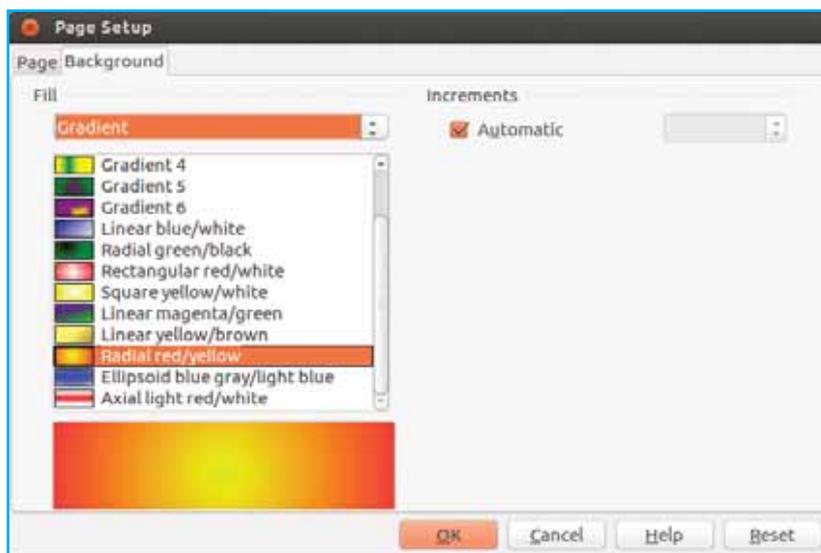
None: This option removes the slide's background entirely. See figure 10.17.

Color: We can choose a solid colour for our slide background. See figure 10.18 (a).

Gradient: We can use this option to apply a gradient of two or more colours. See figure 10.18 (b).



(a)

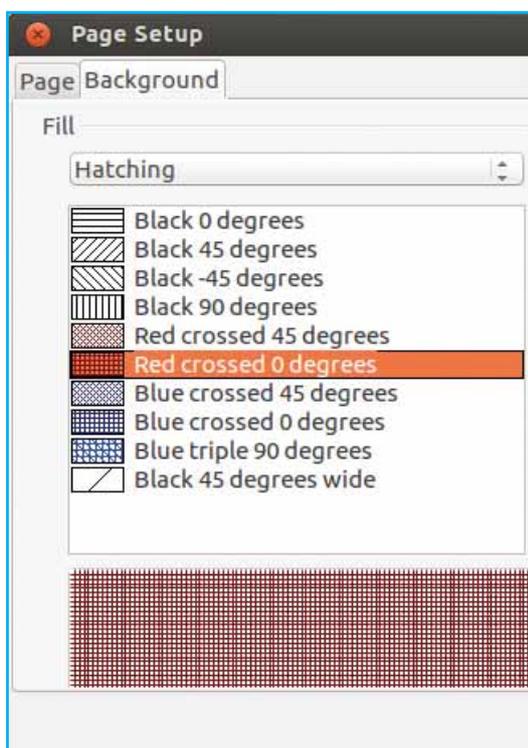


(b)

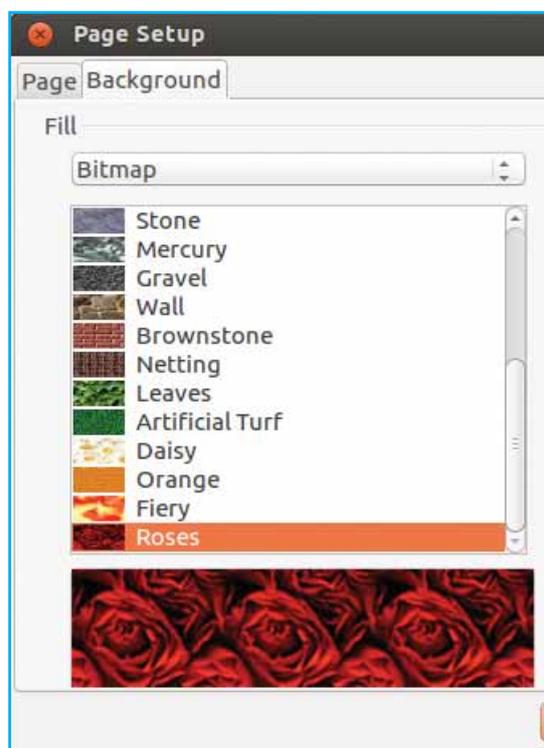
Figure 10.18 : Colour and Gradient Options for Background

Hatching: This option provides a patterned background with lines (hatching), and we can also set a background colour for the hatching. See figure 10.19 (a).

Bitmap: This will use an image as slide background. See figure 10.19 (b).



(a)



(b)

Figure 10.19 : Hatching and Bitmap Options for Background

Custom Show

The *Custom Show* option in Impress lets us tailor our presentation for different audiences or situations without needing to create entirely new files.

Sometimes, we do not need to show every slide in our presentation. Rather than duplicating our entire file and deleting slides, we can use custom shows. Think of a custom show as a pre-defined selection of our original slides, arranged in a specific order, all within the same presentation file.



Figure 10.20 : Custom Slide Shows Dialog Box

To create custom slide show, simply click on the *Slide show* menu, then select the *Custom Show* option. This will bring up the *Custom Slide Shows* dialog box as shown in figure 10.20.

To create a new custom slide show, simply click the *New* button. This will open the *Define Custom Slide Show* dialog box as shown in figure 10.21, where we can give our custom show a name.

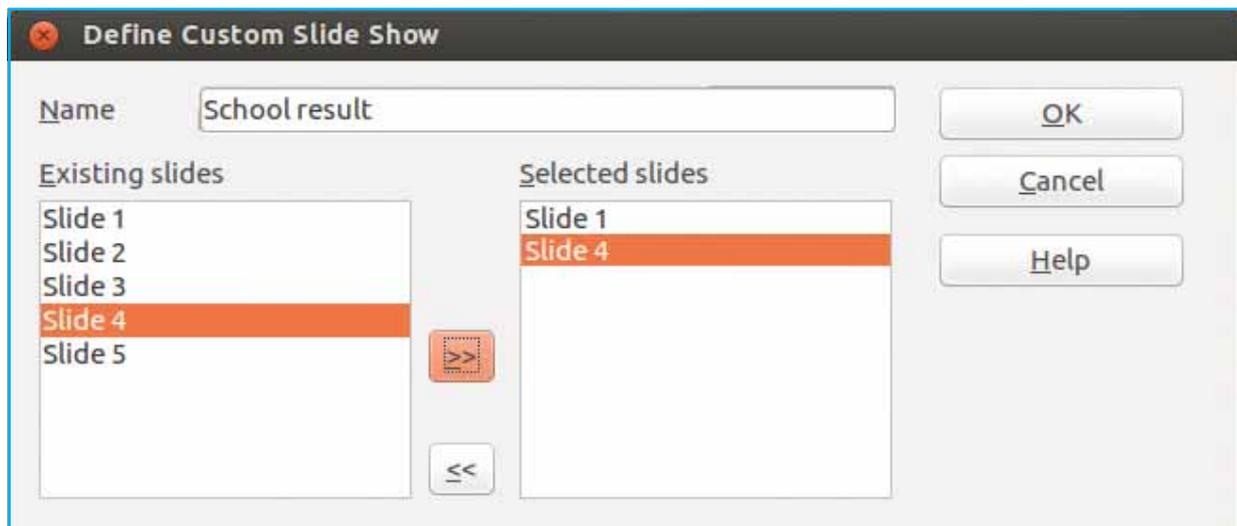


Figure 10.21 : Defining Custom Slide Show

We will see a list of all our presentation's slides in the *Existing slides* section. Use the >> button to add slides from this list to our 'Selected slides' list. If we change our mind, the << button will remove a selected slide. Once we are happy with our custom show's slide selection, click *OK*.

In the *Custom Slide Shows* dialog box, we can click *Edit* button to modify an existing custom show, or click *Delete* button to remove one entirely. To begin the custom slide show, simply click *Start*.

Rehearse Timings

The *Rehearse Timings* option in Impress is a great feature that helps us practice our presentation and fine-tune our delivery time. It allows us to run through our slides just like a real presentation, while Impress automatically records how long we spend on each one.



Go to the *Slide Show* menu and select *Rehearse Timings*. Our presentation will begin in full-screen mode, and a timer will appear. Advance through your slides just as we would during a live presentation. Impress will automatically record how much time we spend on each slide. Once we reach the end, a message will pop up asking if we want to save the new slide timings. Click *Yes*. Now, when we play our slideshow, the slides will automatically advance based on the timings we just recorded.

Linking a Presentation

If we have multiple presentations on the same topic, we can use the *Hyperlink* feature in Impress to link them. This feature also allows us to connect to other types of files, websites or email addresses.

Here is how to create a hyperlink:

1. Open the presentation and select the text or object we want to turn into a link.
2. Go to the *Insert* menu and choose *Hyperlink*. A dialog box will open as shown in figure 10.22.

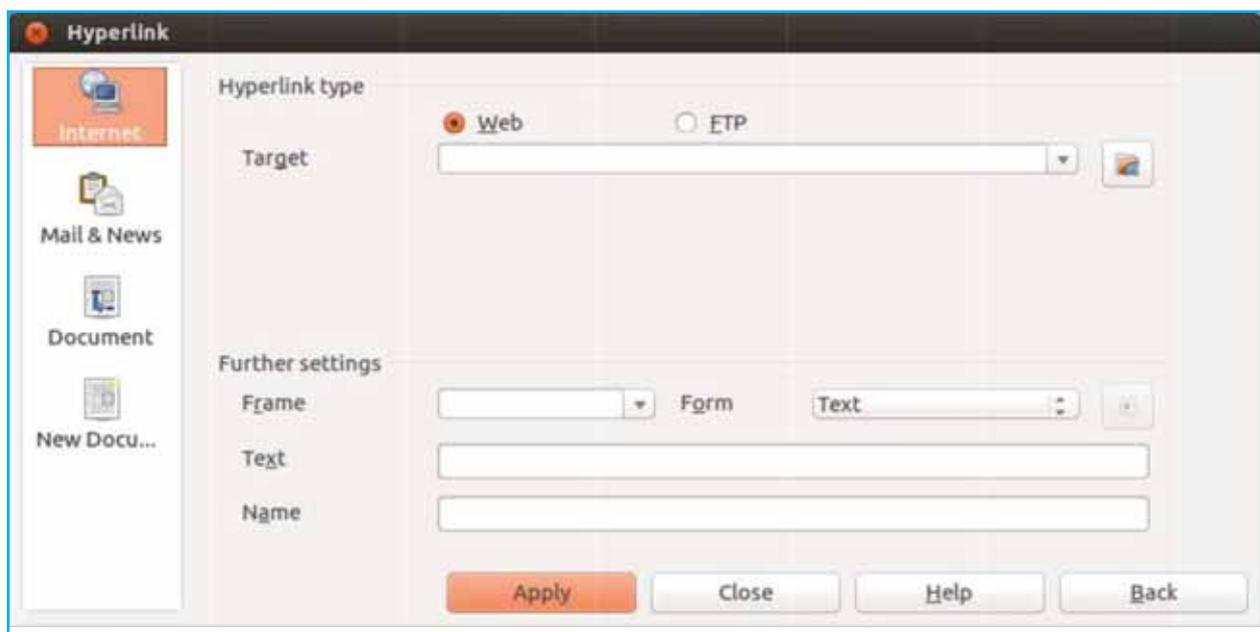


Figure 10.22 : Hyperlink

3. In this box, we can choose what we want to link to:
 - o **Internet:** Link to a website.
 - o **Mail:** Link to an email address.
 - o **Document:** Link to a file on our computer, such as another presentation.
 - o **New Document:** Create a link to a new document.
4. After we have selected the document, click *Save* to create the link.

This makes it easy to navigate between related presentations and other resources.

Exporting a Presentation

Sometimes, we may want the presentation in different formats. To save our presentation in a different format, we can use the *File* → *Export* command. This lets us convert the slides into various file types like PDF, JPEG or GIF.

Here are the steps to follow:

1. Open the presentation you want to export.
2. Go to the *File* menu and select *Export*. Export dialog box will open as shown in figure 10.23.

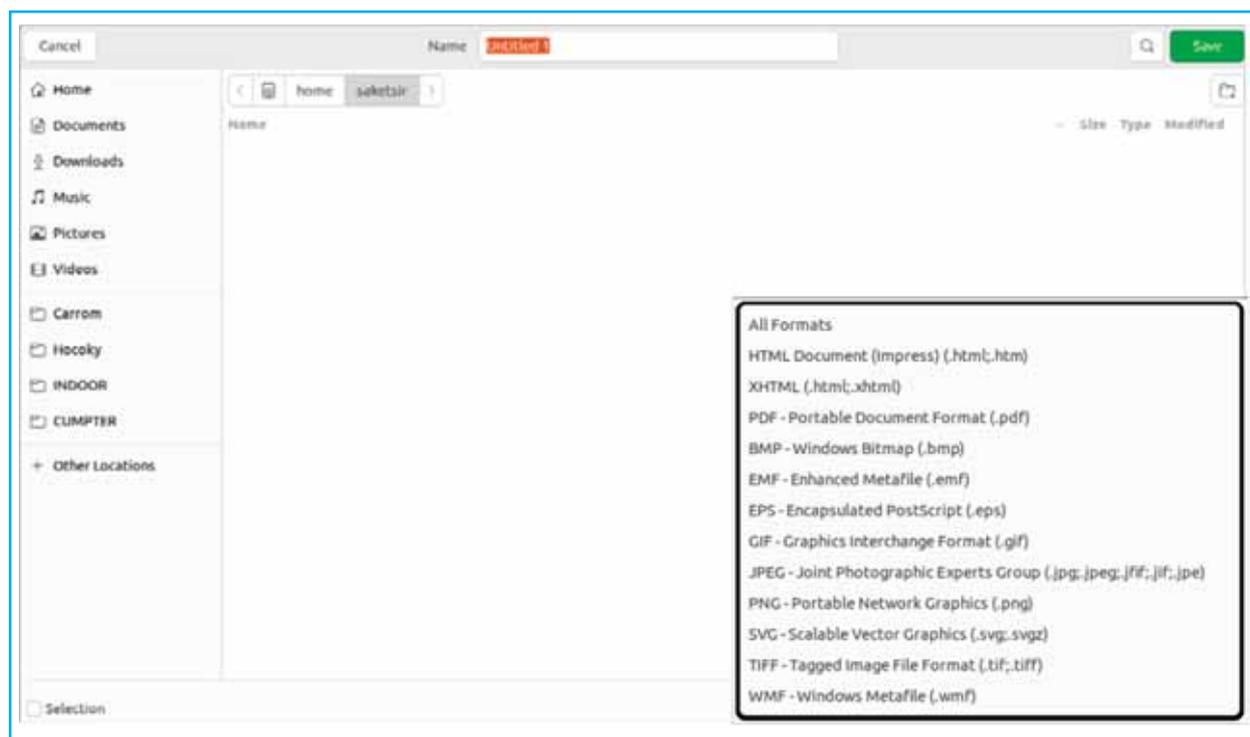


Figure 10.23 : Exporting a Presentation

3. In the *Export* dialog box find the 'Save as type' dropdown menu.
4. From the menu, choose the format. We have a wide range of options, including *PDF*, *HTML*, *BMP*, *GIF* and *JPEG*.
5. Click *Save*. Our presentation will now be exported in the format we selected.

Selecting Template to create a Presentation

Using a pre-made template is a great way to start a new presentation. Templates provide a ready-made structure and design, saving the time and effort.

Here is how to create a new presentation from a template:

1. Open the *File* menu and navigate to the *New* submenu.
2. Select the *Template* option. This will open the *Template Manager* dialog box as shown in figure 10.24.



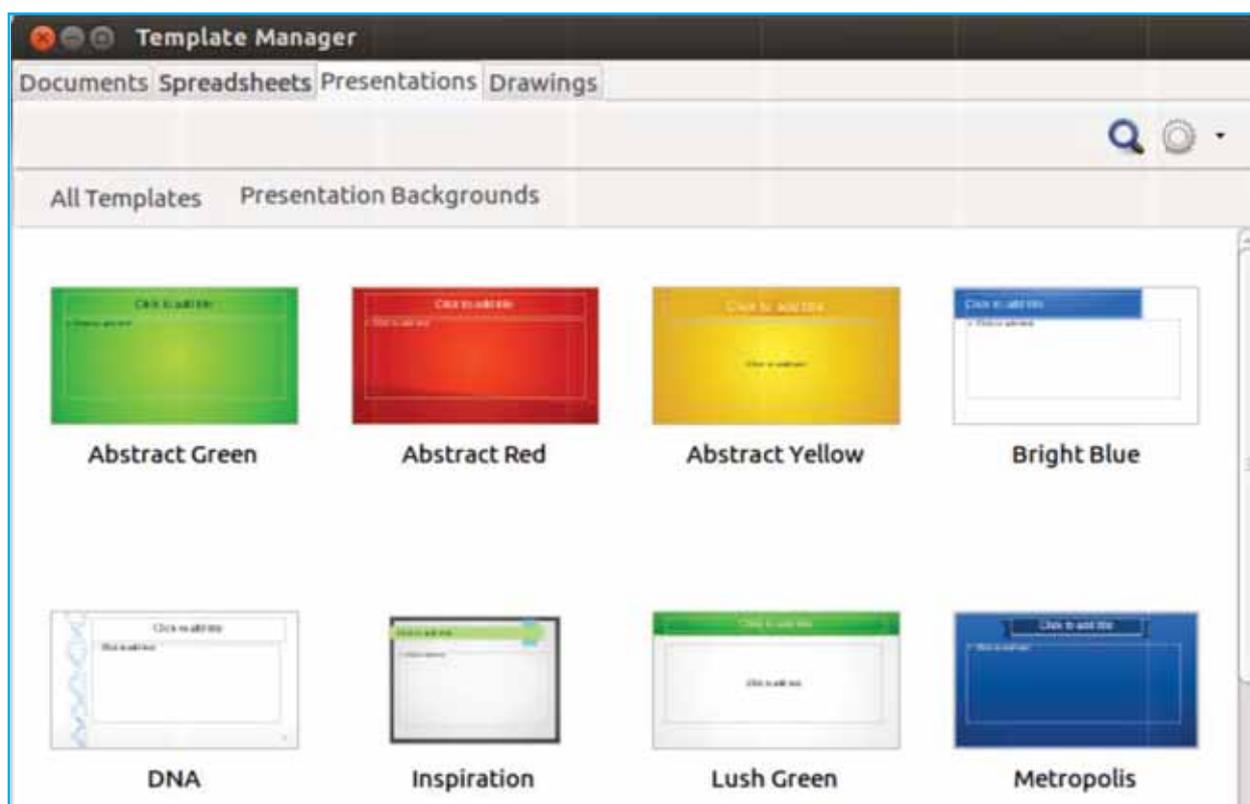


Figure 10.24 : Selecting Template

3. Choose the template you want to use, then click *Open*.

Your new presentation will now open with the design and structure of the template you selected.

Guidelines for a Good Presentation

Delivering a great presentation can be challenging, but with the right preparation, we can deliver a clear, engaging, and impactful message.

- **Know the audience:** Before creating our slides, understand who we are speaking to. Tailor your message, examples and depth of information to their needs.
- **Create a clear narrative:** Have a clear beginning, middle and end to guide the audience.
- **Keep it simple:** Focus on a few core messages. Don't try to cram too much information into one presentation, as it can overwhelm the audience.
- **Minimal text:** Use bullet points sparingly and keep them short. Slides should support our message, not be a replacement for it.
- **Use high-quality visuals:** Incorporate professional, high-resolution images, charts and graphs. Visuals are often more powerful than text.
- **Maintain consistent design:** Use a consistent color scheme, font and layout throughout the presentation for a polished and professional look.
- **Choose a readable font:** Select a simple, clean font and ensure it is large enough to be easily read from the back of the room.

By focusing on these key areas we will be well on our way to giving a memorable and effective presentation.

Summary

We learned some advanced LibreOffice Impress features to help you create more dynamic slideshows. We explored applying transition effects to animate how slides appear, and custom animation effects to bring individual objects on your slides to life. We have used slide master to add consistent content across all slides and even created our own custom Slide Master with personalized elements. We have learned to insert drawings using the various tools in the *Drawing* toolbar. We also explored *Page Setup* to customize the look of our slide settings. We have successfully created *Custom Slide Shows* using a selection of slides from our presentations. We also learned how to set precise timings for each slide using the *Rehearse Timings* feature, how to link a presentation and how to export a presentation in various formats.

EXERCISE

1. How do we open a saved presentation in Impress?
2. How do we apply slide transitions to a presentation?
3. Write steps to add custom animations to objects on a slide.
4. What sections are included in the '*Custom Animation*' dialog box?
5. How do we insert page numbers on every slide in a presentation?
6. What advantages does creating a custom slide master offer?
7. List the tools available in Impress's '*Drawing*' toolbar.
8. What settings can be adjusted in the '*Page*' and '*Background*' sections of '*Page Setup*'?
9. How would we describe a custom show in presentations?
10. How do we set automatic slide timings for a whole presentation?
11. **State whether true or false.**
 - (1) We cannot create a new slide master in Impress.
 - (2) '*Rehearse Timings*' option is available in '*Tasks Pane*'.
 - (3) Slide transitions can be set to '*Slow*', '*Medium*', or '*Fast*' speeds.
 - (4) The '*Add*' button in '*Custom Animation*' applies an animation effect to a selected object.
 - (5) The '*Header and Footer*' dialog box includes options for Date and Time.
12. **Fill-in the blanks.**
 - (1) _____ provides an artistic text effect.
 - (2) _____ provides a template for our presentation.
 - (3) _____ is a visual effect that appears when one slide moves to next.
 - (4) Custom Animation feature is used to give _____ effects to any object on slide.
 - (5) _____ decides timings for each slide in presentation.

6. Design a new slide master with your preferred options.
7. Draw something similar to the image below using the drawing toolbar in our slide.

