

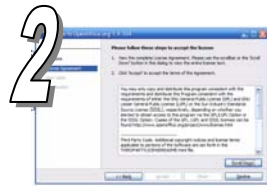
Using OpenOffice.org Impress to create PowerPoint presentations

First run after installation

Start OpenOffice.org Impress from the Start Menu



1 Click Next



2 You will need to scroll down to the end of the licence agreement before you can click Accept

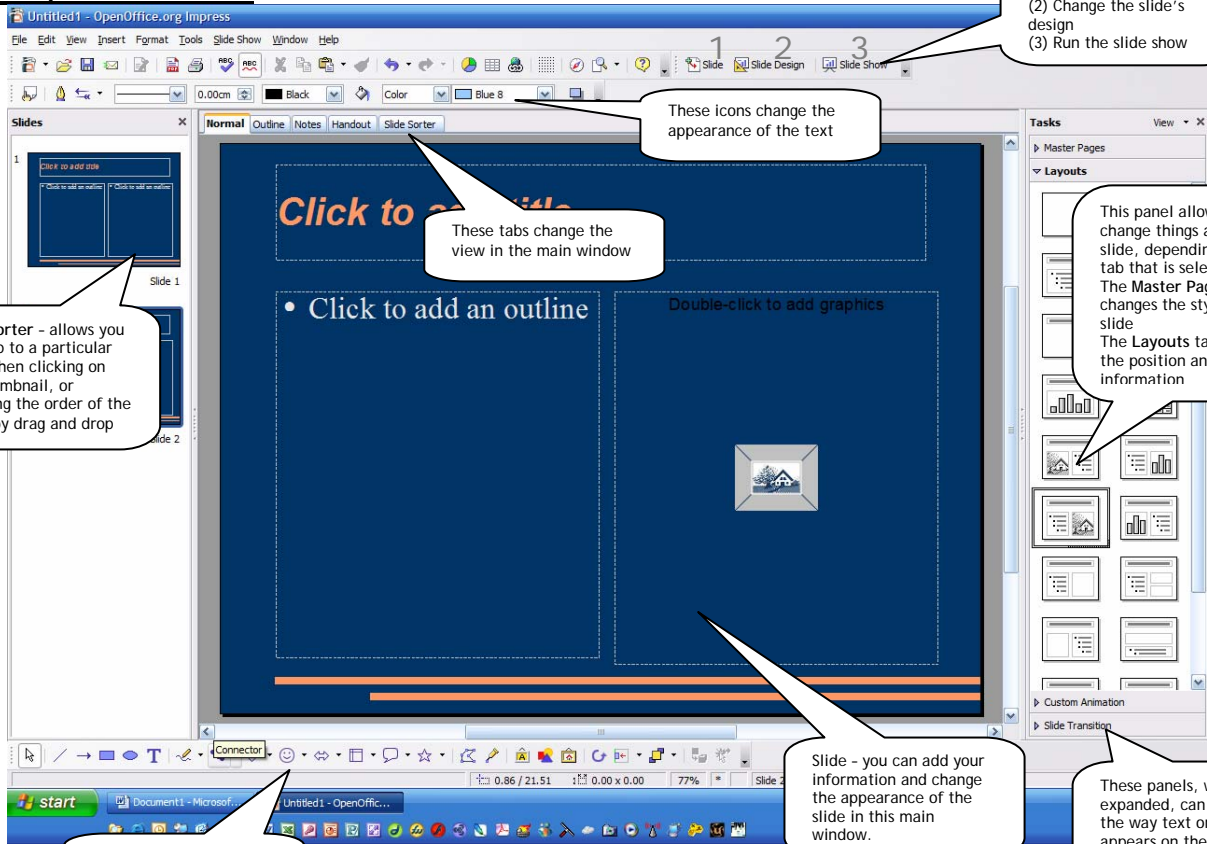


3 Fill in your details and then click Next



4 You can choose not to register, and then click Finish

The Impress Window



Slide sorter - allows you to jump to a particular slide when clicking on its thumbnail, or changing the order of the slides by drag and drop

These tabs change the view in the main window

These icons change the appearance of the text

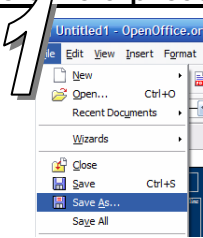
Click these buttons to
 (1) Add a slide
 (2) Change the slide's design
 (3) Run the slide show

This panel allows you to change things about the slide, depending on the tab that is selected. The Master Pages tab changes the style of the slide. The Layouts tab changes the position and type of information

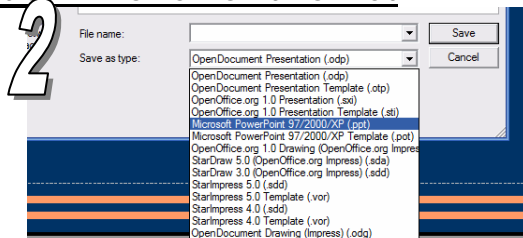
Slide - you can add your information and change the appearance of the slide in this main window.

These panels, when expanded, can change the way text or graphics appears on the screen, or how one slide moves onto the next

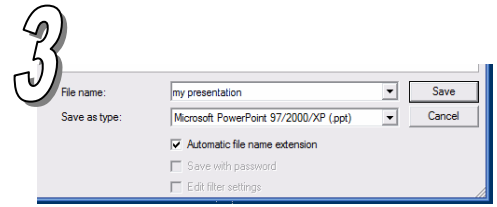
To save a presentation in PowerPoint Format



1 Choose File → Save As... from the menu

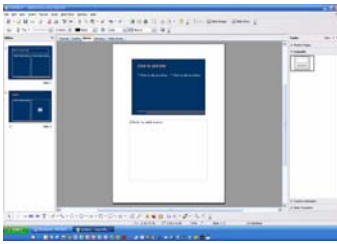


2 Choose Microsoft PowerPoint 97/2000/XP (.ppt) from the Save as type drop down list, not the template! (.pot)



3 Type in a file name, and click Save

Notes Page



Click on the Notes tab above the main slide window to view the notes page. Each page shows one slide, with an area underneath to type in any notes about the page.

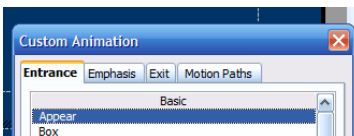
Custom Animation



Click on the *Custom Animation* tab in the right hand pane to add movement to your slides.

You will need to click on an element (e.g. block of text or image) of the slide to attach animation to it.

Click "Add" in the right hand pane. A menu will appear with a list of animations. Each one can be previewed before selecting.



The tabs across the top of the window allow you to select animations for different scenarios:

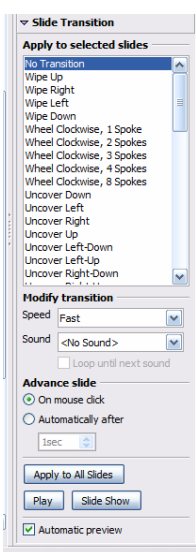
Entrance: for when you want an element to appear on the screen, which was not previously visible

Emphasis: for when you want to animate an element which was already on the screen and will not vanish afterwards

Exit: for when you want an element to disappear from the screen

Motion Paths: for moving an element around the screen to a different position

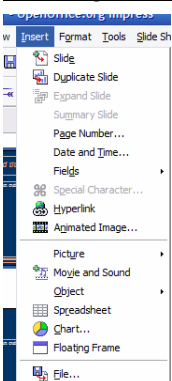
Slide Transition



This right hand task pane can be selected by clicking on the "Slide Transition" panel header.

- From this pane you can select how one slide transitions into another from the list. This can be previewed before selecting by ensuring the *Automatic preview* check box is ticked.
- The default setting is to wait until the user clicks the mouse to advance to the next slide, although you can set it to automatically advance by clicking the "*Automatically after*" radio button in the "*Advance slide*" section, then choosing how long the slide should be displayed for before advancing.
- By clicking the "*Apply to All Slides*" button, you can copy these settings to every slide in the presentation to save time.

Adding images, movies and sounds



Click on the *Insert* Menu, and choose Picture → From File to insert a picture that is already saved on the computer.

Click on the *Insert* Menu and choose Movie and Sound to insert a movie or sound file onto the slide.