

# Open Office Impress Training

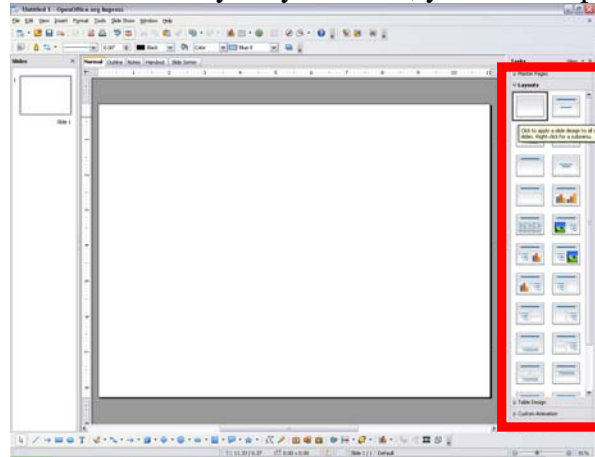
After opening Open Office Impress you can either choose to start from a blank presentation, start from a template, or open an existing presentation. We will be starting from a blank presentation.

1)Click “Create” to begin

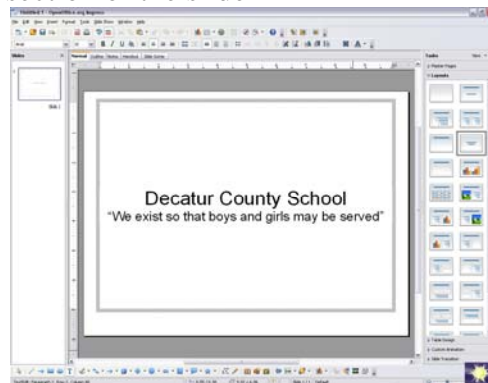
You will begin with a blank slide. Click in the large white area to make the slide active

2)To choose a layout, click one of the options on the right side of the window

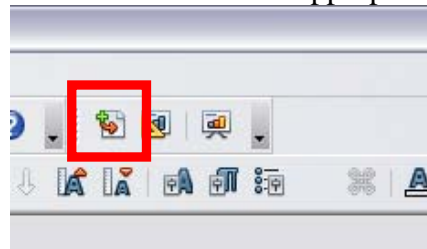
\*Note that if you do not like the layout you chose, you can simply click another one.



3)Once you have chosen the layout you like for your first slide, Click “Click to add text” and then type the content for that section of the slide



4)To insert a new slide click Insert->Slide or click the appropriate button on the toolbar



5) There are a couple of ways to insert pictures.

a) To insert a picture from a file click Insert->Picture->From File...

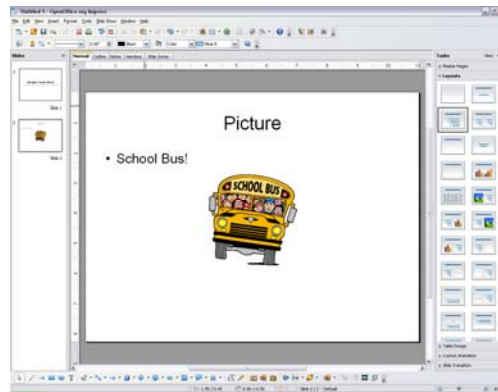
Browse for the picture you wish to insert

b) Right click on a picture (such as on a webpage) then click copy

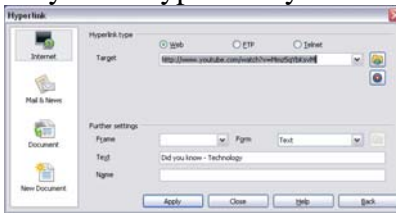
Right click on your slide click paste (this will insert the picture)



6) To resize the picture without distorting it, hold down Shift on the keyboard while resizing the picture

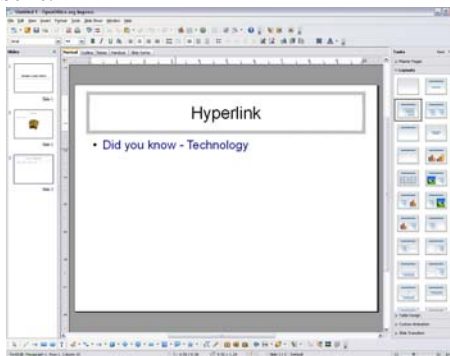


- 7) To insert a hyper link visit the page that you wish to link to and copy the address  
 Click Insert->Hyperlink  
 Right-click and paste in the Target box the link you copied above  
 In the box next to where it says Text type what you want the link to say

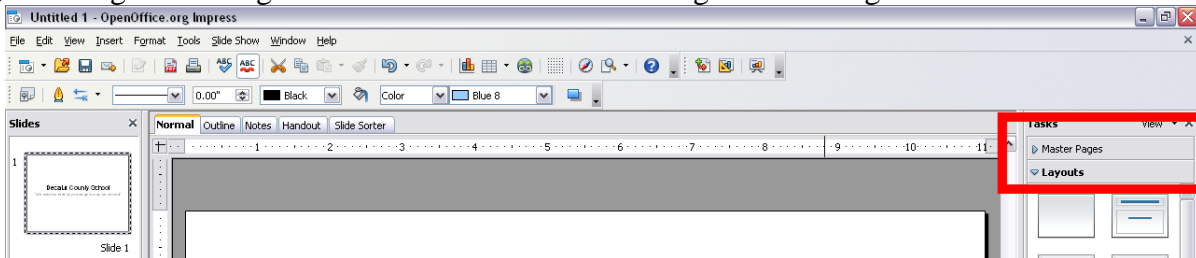


Click “Apply”  
 Click “Close”

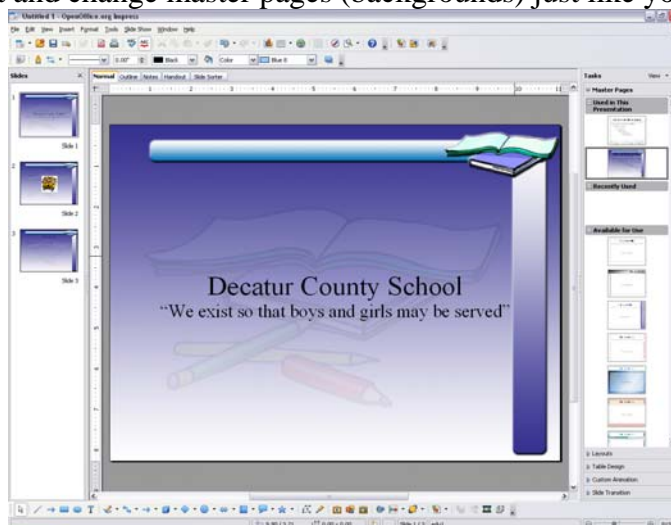
During your presentation you will be able to click the link to visit the webpage you linked to. You can also click it now to test it.



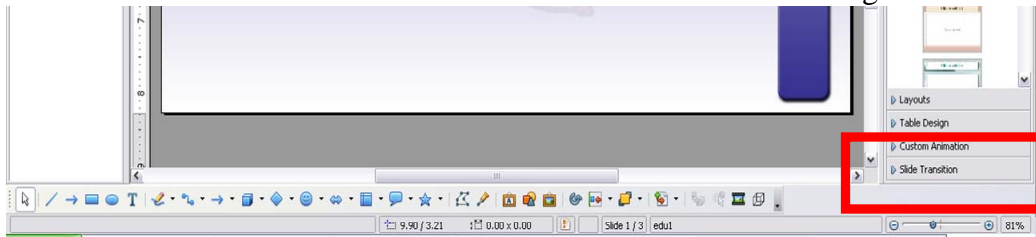
- 8) To change the background of a slide click “Master Pages” on the right side



You can select and change master pages (backgrounds) just like you did Layouts

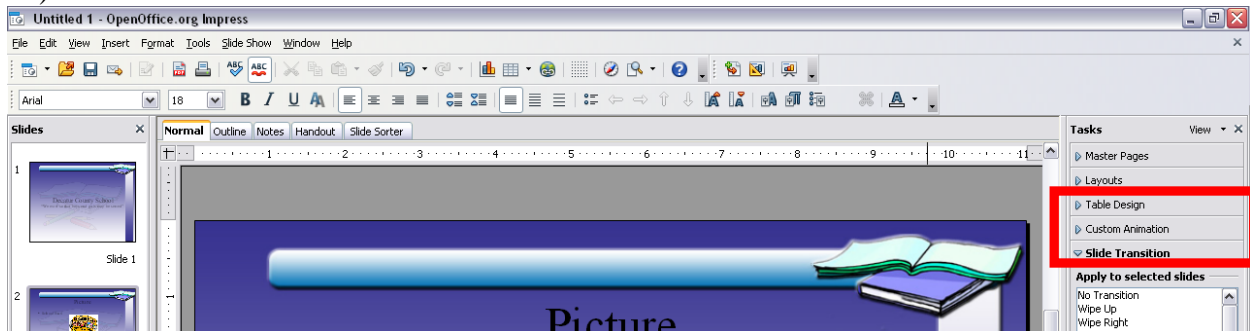


9)To add transitions between slides click Slide Transition and the bottom right of the window



From here you can choose and preview all of your options. Once you find the one you like click “Apply to All Slides”. This will be the transition between each slide in your presentation

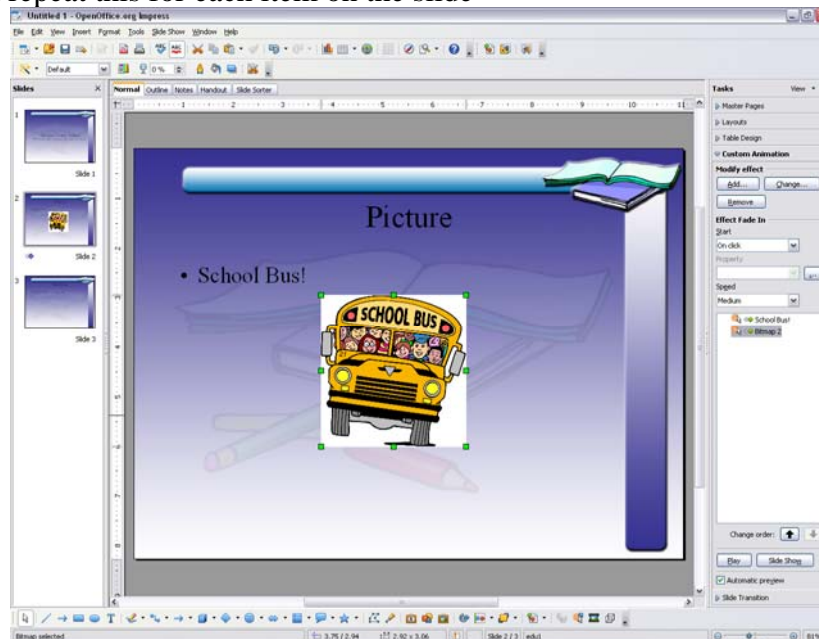
10)To add transitions between content on a slide click Custom Animation



Select the item you would like to add a transition to  
Click “Add...”

Select the transition you like and click “Ok”

You can repeat this for each item on the slide



11)To view your presentation click on your first slide (on the left hand side)  
Click Slide Show->Slide Show (or press F5 on your keyboard)

**\*\*\*Please remember to save early and save often\*\*\***