

BVCC General Meeting

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Using LibreOffice "Impress" for Presentations

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What is LibreOffice?

- **A completely free alternative to MS Office:**
Writer, Calc, Impress, Draw, ...
 - Open-Source software. Successor to OpenOffice.org (which was a successor to Star Office)
 - Reasonable (not 100%) support for MS Office file types and others
- **Download from <https://www.libreoffice.org> ****
 - Available for Linux, Windows, macOS
 - Collabora offers a version for Android and iOS

****These presentation slides will be posted on the BVCC website**

Impress

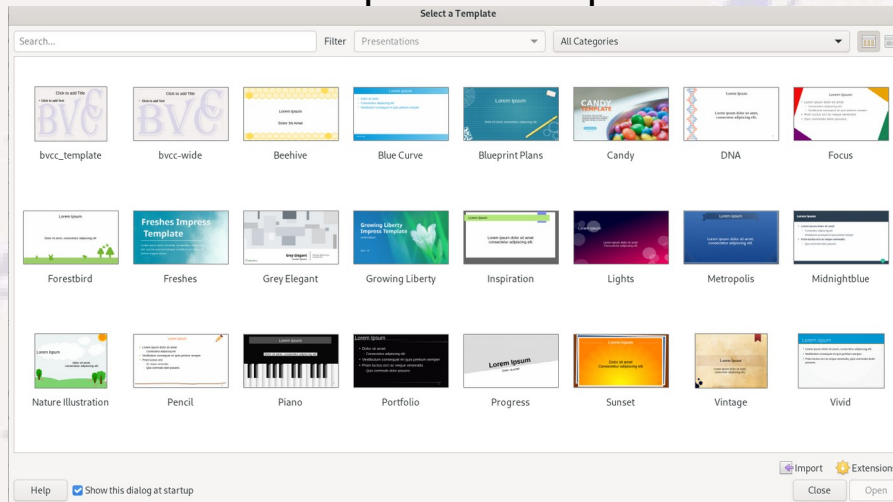
- **A Presentation Manager**
 - LibreOffice counterpart to MS Office PowerPoint
 - Creates a presentation "slide show" for digital projection or printed handouts
 - Before PowerPoint, presentation slides were typically photographic slides, handcrafted by artisans days in advance and expensive to produce; or a cheaper alternative of 8.5"x11" hand-drawn or xeroxed transparencies displayed using an overhead projector (which did allow hand modifications with markers during a presentation)
 - PowerPoint and later Presentation Managers allowed less-skilled people to produce professional-looking presentation slides

The advantage of Presentation Managers isn't just the elimination of the expense of photographic slides. For someone like myself who by nature either does things at the last minute, or is constantly making revisions to a presentation at the last minute, a Presentation Manager is the only way to go. Having to rely on a third party with multi-day turnaround to make last-minute slide revisions is a poor match for that kind of personality.

Beginning a New Presentation

- **Start Impress**
- **Select a presentation template or a "blank" template**
 - **Template** – one or more master slides with coordinated color scheme or artwork as base for building presentation slides
 - Each master slide has pre-defined layout, but layout may be changed
 - Master slide also has default dimensions and ratio (4:3, 16:9, etc) and background, but that can be changed (Slide → Slide Properties...)
 - Selecting "Close" without selecting template gives "blank" template

Examples of Templates

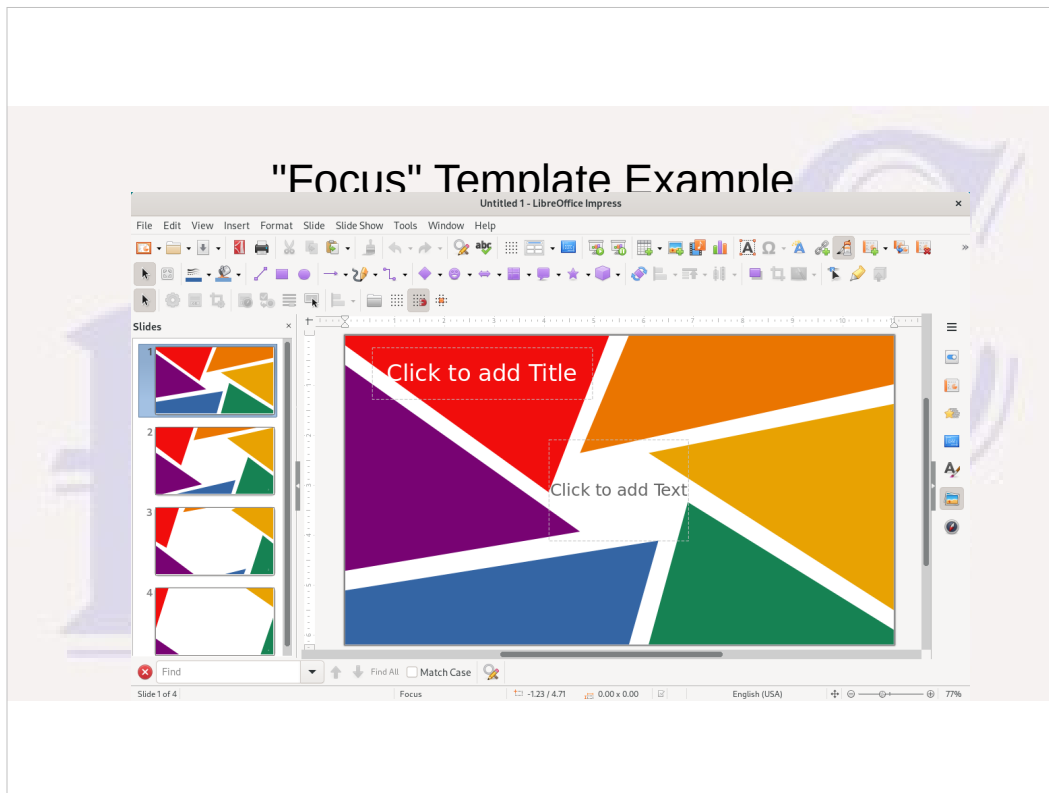


Thoughts on Choosing Templates

- **Choose a template that doesn't distract from the ideas presented**
- **Artwork with large contrast differences may make it difficult to read overlapping text**
- **Solid darker backgrounds and significant artwork on every slide makes printed copies of presentation for handouts more expensive to print in both ink and time**
- **Support for creating your own solid or pattern backgrounds and backgrounds with gradient between two colors**
- **Support for background Bitmap image created by image editors like GIMP.**

Thoughts on Choosing Templates

- **Default templates a major difference between PowerPoint and Impress**
 - Impress: 23 default templates (but extensions can be installed)
 - PowerPoint: 100's of templates and examples & search tools
 - Saves much time to settle on a few you like and stick to those
- **It is possible to insert master slides from different templates into the same presentation**
- **16:9 ratio slides probably a better fit than 4:3 for today's monitors, but may want to experiment with a specific digital projector, and the number of slides that can be printed per page for handouts may be a consideration.**

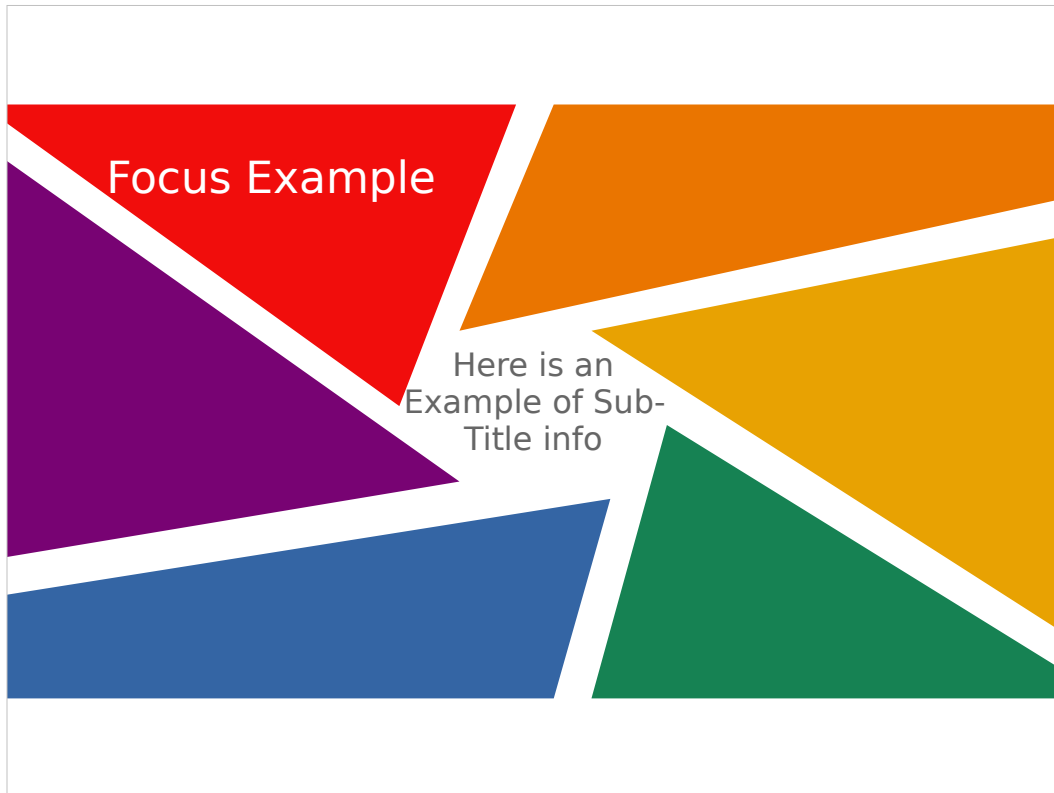


Shown with default User-Interface.

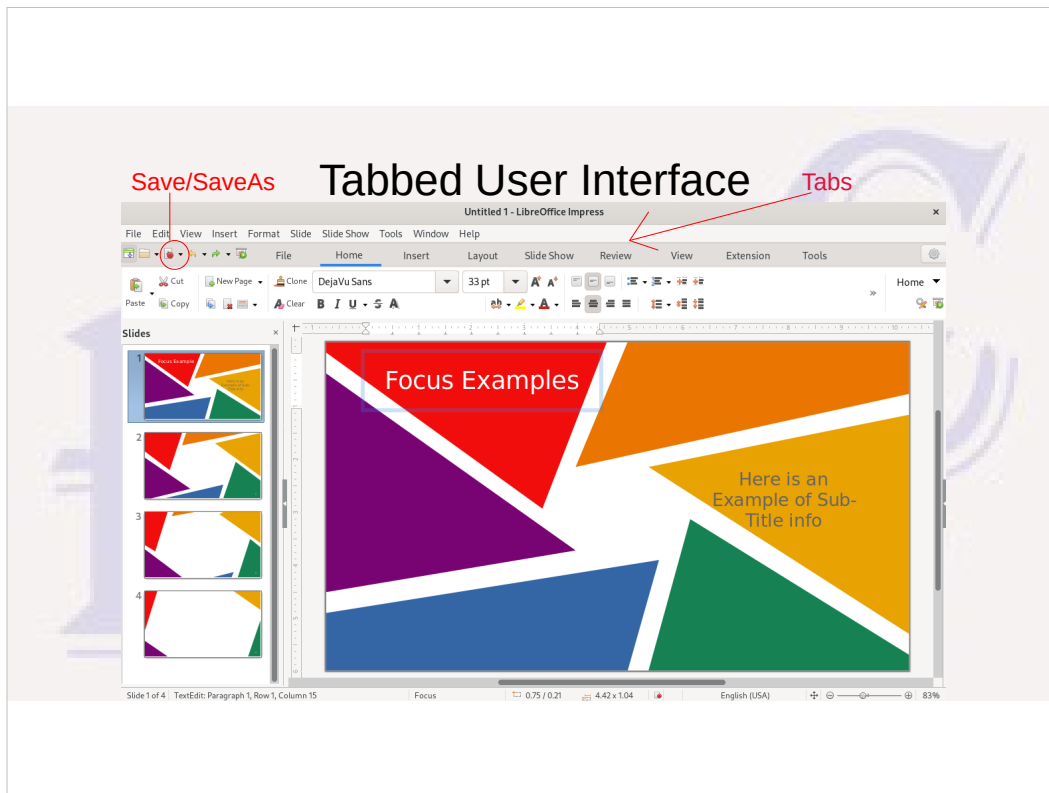
A Template has one or more Master Slides (4 here) with different content areas (layout). Typically 1st is for presentation title and others for internal content. Here the ones with greater white space would likely be used for slides needing more content space.

Can click on specific content area to add content.

Some contain both text icon and square to select "image, table, etc", but can always insert such specialized content with "Insert" menu option as well.



This is appearance after entering "Title" text and "Sub-Title" text. Notice text color is pre-set to make it visible and Title is larger (but if text area is selected and moved so that some letters are over white background, those letters won't be visible) Once you start adding presentation content, do a "Save As" to save the presentation. Would also suggest possible change of User Interface from "Standard Toolbar" to "Tabbed" ("View"→ "User Interface...") and "Apply to Impress"

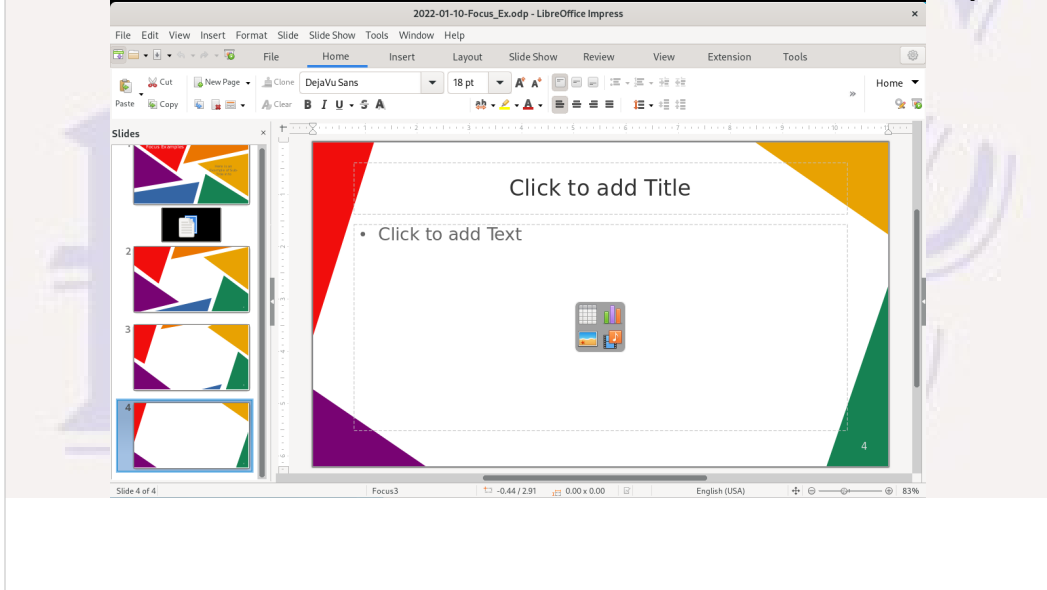


Like MS Office, selecting one of the tabs displays a ribbon of tab-specific icons that may be selected. At the extreme left of the "tabs" line is an icon to remove/restore the top menu line (which contains under "View" the only way to change the user interface)

A little ways in from the left is the Save/Save-As icon, which will also contain a red dot if the presentation has been changed since the last save.

When this screen image was taken, the sub-menu text box had been manually moved to the right of the white center to show that the text color was fixed by the underlying Master Page, not auto-determined by the color behind the text.

Dragging & Dropping Slide to New Place (2nd)



I want my 2nd and subsequent slides to follow pattern of model-slide 4. Select that slide in left navigation and drag it between 1st two slides.

The default layout is a slide title and a large content area which can contain text, a chart, table, image, or A/V link. The "dot" in front of text shows it will default to bullet points.

When typing points, "Enter" will advance to next point, "SHIFT-Enter" will force new line within current point.

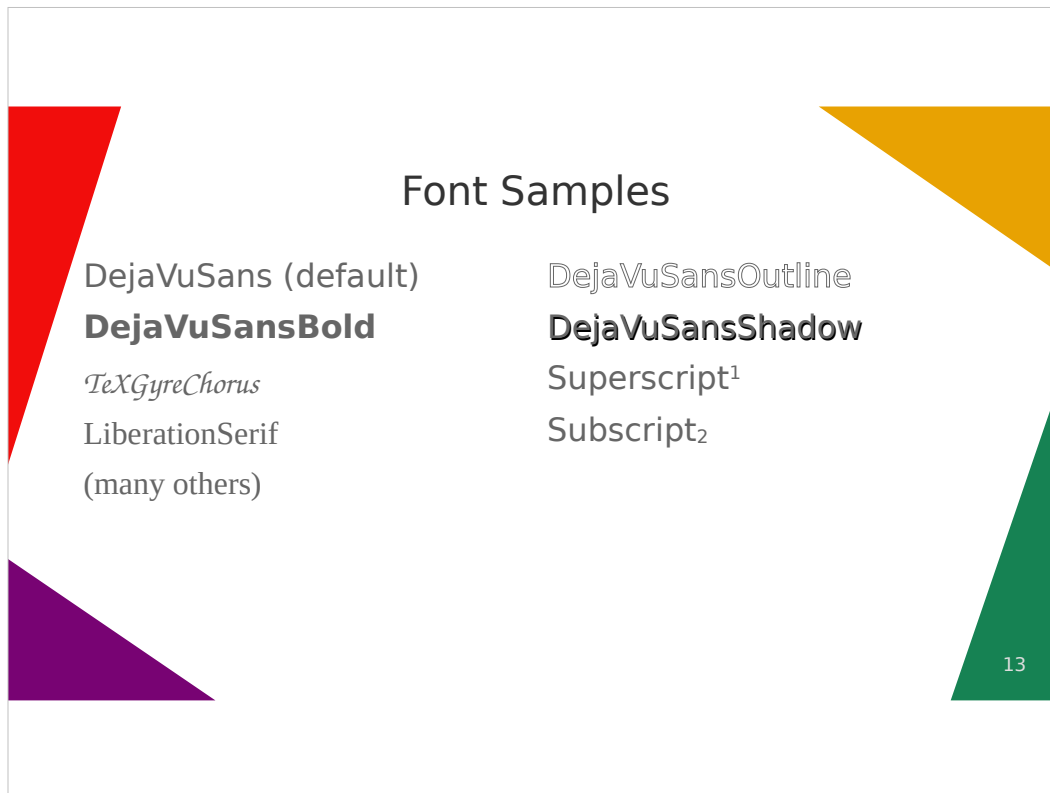
Tab right or left at beginning a point to change to different point level. Points will start off at default font-size, sub-points at reduced font size. If too many points to fit inside text window, font-size is reduced to fit. If too many points on one slide, text will be too small for audience to read!

Multiple Points

- Point 1
 - Sub point 1 a
 - Sub point 1 b
- Point 2
- Point 3
- Point 4
- Point 5
- Point 6
- Point 7 . After typing this line, font size was auto-reduced

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The pre-defined text box was set up so that all but a small part of the bottom corners fall outside the dark colored areas. If grey text were to fall within those areas, it would be unreadable.



Can click on a different layout (right on Layout ribbon) to change the slide layout (changed here to title + 2 side by side content sections)

Default for text is list points, but can toggle on/off on Home ribbon.

Available fonts are managed by Operating System.

LibreOffice comes with a set. Extensions possible from other sources. If MS Office installed on same system, might (not sure) be able to see MS Office fonts as well in LibreOffice.

Character attributes can be changed by selecting characters, right-click, select "character" and setting desired font, color, other attributes. Some attributes can also be changed from the Home ribbon. Usually let font sizes be chosen by Impress.

Styles

- Text uses "Styles" similar to Writer & MS Word
 - But not nearly as flexible or useful in "Impress"
 - Assigned style is fixed by text usage context: Title, Subtitle, Notes, Outline1 - Outline 9 (list levels)
 - Style definitions are associated with a specific Master Page, not with the entire document.
 - Primarily used when defining a Master Page to make font color appropriate for Slide color supplied in Master Page
 - Customization required on individual slides is done by "direct formatting", not by modifying styles

Abby – Image & Video



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Can either click on the Insert Image icon in the empty contents box, use Insert Image in the Insert Ribbon, or use Image... submenu option in Insert Menu.

If the image is a high-resolution camera image, probably want to right-click on the image and select "Compress" to reduce the resolution to reduce the storage space required for the presentation.

Can change the size of the image by dragging the corners and then move the image manually if needed. Can also drag from center of a side of the image, but this will distort the image by changing either the height or width, but not both.

Images can be inserted on top of text or other content, but you may have to manually position things so they don't interfere with each other.

.mp4 .mov video doesn't work in LO on Windows 10

Manually Position Text and Other Items

You can

manually position

Text boxes to your hearts content
and even rotate them

You can also use drawing tools to make
shapes and lines, although that can get
rather tedious.



Note View

- Select Notes display under "View" to edit notes
 - Associated with slide - will not display as part of slide, but may be printed with or included in PDF version of the slide show.
 - If have a monitor plus digital projector, may be seen by presenter on monitor when slide is projected as aid to discussing slide material
 - Can also be used as means to give some of the presenter's description of the slide for those only able to view the PDF version of the slide show

Slide Sorter View

- Select from "View" menu or "View" tab ribbon
- Provides thumbnail view of all slides
 - Makes it easy to move slides around - drag & drop
 - Can select and delete unneeded slides (like unused Master Slides)

2022-01-10-Focus_Ex.odp - LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help

File Home Insert Layout Slide Show Review View Extension Tools

Cut New Page Clone DejaVu Sans Paste Copy Clear B I U S A

4 slides - +

1 Focus Examples

2 Multiple Points

- Point 1
- Point 2
- Point 3
- Point 4
- Point 5
- Point 6
- Point 7 - After typing this line, font size was auto-reduced

3 Font Samples

DejaVuSans (default) **DejaVuSansBold**

DejaVuSansOblique **DejaVuSansOblique**

LiberaSerif **LiberaSerif**

(any colors) **(any colors)**

Subscript

4 Styles

- Text uses "Style" similar to Writer & MS Word
- But not every font feature is available
- Assigned style is fixed for text objects content: Title, Subtitle, Text, Section, Chapter, etc.
- Style definitions are associated with a specific Master Page, not with the entire document.
- Primarily used when defining a Master Page to make font color consistent for slide color applied in Master Page
- Customization required on individual slides is done by "Text Formatting" not by modifying styles

5 Abby - Image & Video

6 Manually Position Text and Other Items

You can manually position text and other items on the slide. You can also use drawing tools to make shapes and lines, although that can get a bit tedious.

7 Note View

- Select Notes display under "View" to edit notes
- Associated with slides - will not display as part of slide but they are printed with it in included in PDF versions of the slide show
- If have a monitor plus digital projector, may be seen by projector as monitor when slide is projected as not to distract the monitor
- Can also be used as means to give content of the presentation description of the slide for those only able to view the PDF versions of the slide show

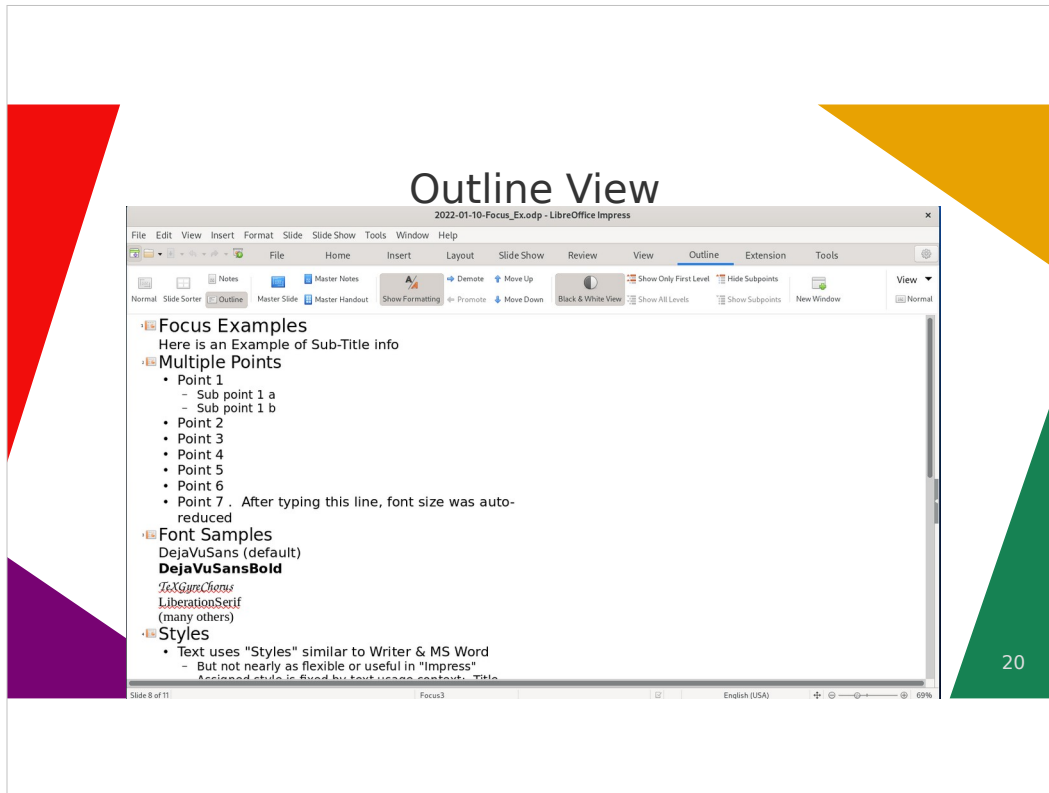
8 Slide Sorter View

- Available from "View" menu or from "View" ribbon

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Slide 8 of 10 Focus3 English (USA)



Another alternative "View" of presentation

Can be used as a quick way to review all the presentation points and sub-points.

Can also be a quick way to enter multiple slide titles and points and sub-points. then go back into "Normal" slide view and possibly split one slide with too much text into multiple slides, add images, etc.

Special Effects

- Change pattern & duration of slide transition - Slide Show → Slide Transition
- Major points can appear one by one or be emphasized with each mouse click - select point text, click on "Custom Animation" (gold star on right Sidebar), select Add, Category (Entrance, Emphasis,...) and Effect
- Use sparingly - over-use is distracting

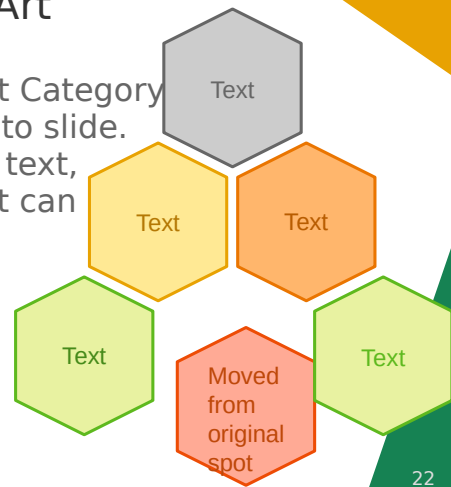
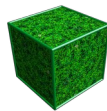
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The rules for what is acceptable in an ad are of course different than in a presentation intended to convey information to an interested audience.

Ads do their best to attract a disinterested or even hostile audience to pay any attention at all; and many pharmaceutical ads do their best to distract you from required citing of unpleasant side effects by using distracting visual effects and unrelated images to convey impressions of "joy" and "happiness" while describing debilitating and possibly fatal side effects!

Gallery Art

- "Insert" tab, "Gallery", select Category specific item, drag & drop onto slide. Some items designed to add text, or even consist of pieces that can be moved and separately positioned



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This is another area where PowerPoint probably has more built-in support. Suspect a search will find additional Internet sources for artwork that can be used with LibreOffice Impress – just requires more work.

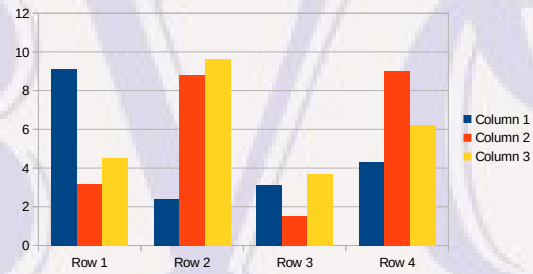
Including Slides From another Presentation

- **Open both the From and To presentation**
- **Select one or more slides in the left navigation window of the From presentation, right-click and "Copy"**
- **Select the To presentation window, position the cursor where the slides are wanted in the left navigation window of the To presentation, right-click and "Paste"**
- **If the pasted slides use Master Page(s) not originally in the To presentation, this adds those master pages. This is one way to use Master Pages from two different templates in the same presentation.**

Adding Simple Tables and Charts

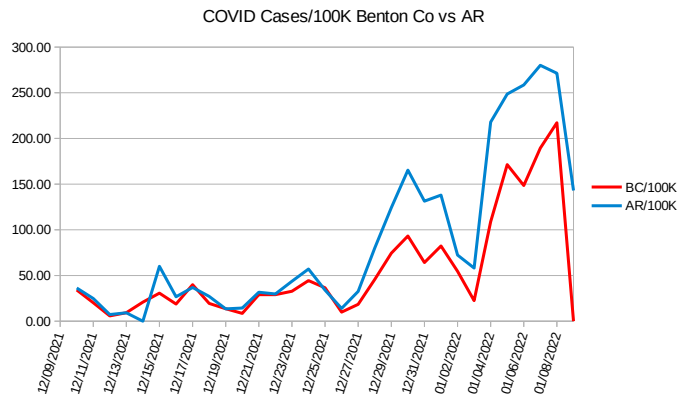
Specify number of columns	and rows.	Manually enter data
1	2	3

Right click on chart to get table into which values can be entered and change chart attribute



Adding More Complex Graph From Calc

- Right Click on graph in a Calc spreadsheet and paste into slide page:



Giving Slide Show

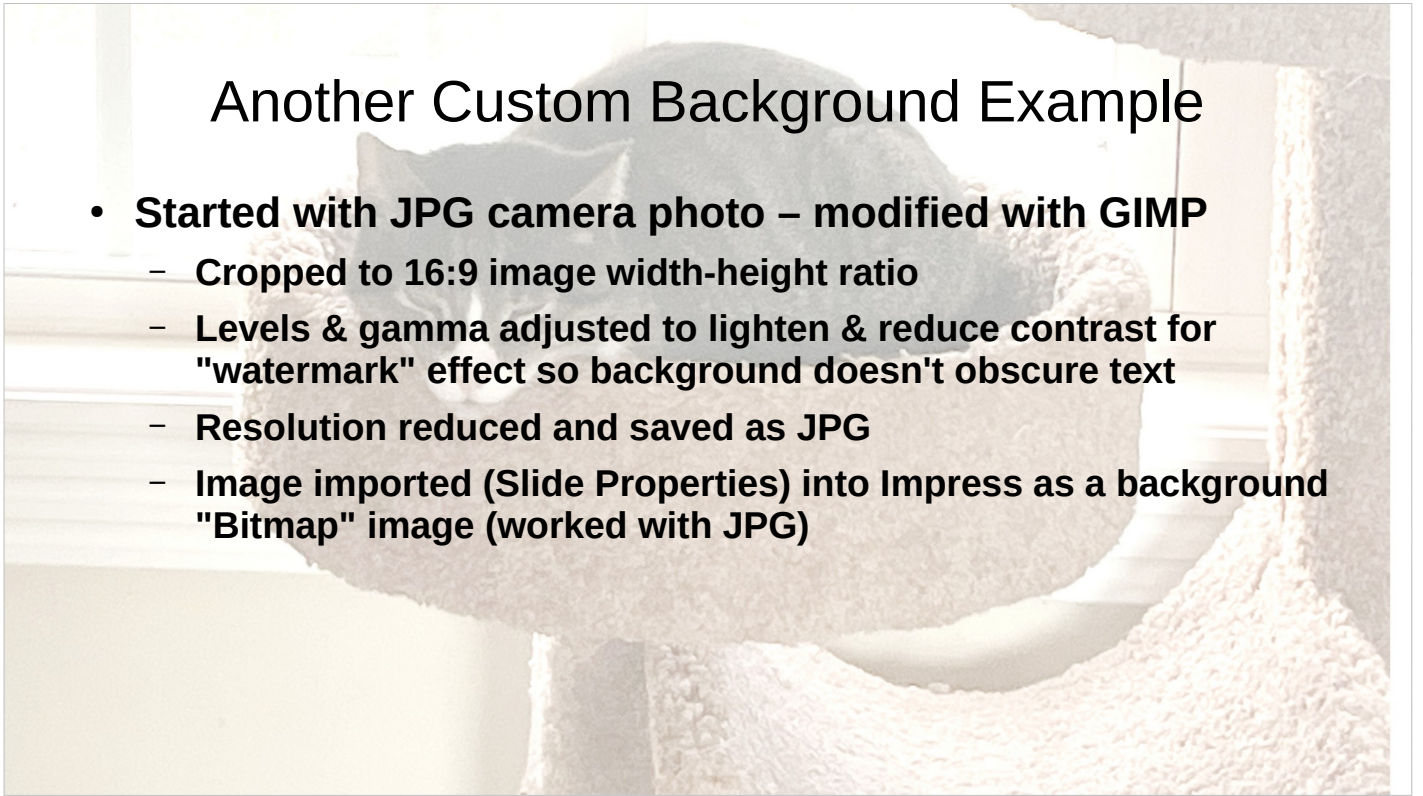
- **"Slide Show" tab**
 - **Slide show settings: Full-screen vs window, Display 1, 2, auto**
 - **Start-From-First vs Start-From-Current**
 - **Next/Prev slide (PgUp/PgDown, Up/Down arrow, mouse scroll, left click; ESC to exit Slide Show**
 - **If full-screen and two monitors, takes over both monitors: slide show on one, presenter screen with current & next slide & notes on 2nd screen**
 - **Some issues with Zoom and Impress not always sharing monitors gracefully**

Generate PDF of Presentation

- **If want a printed version, suggest instead generate PDF version and later print from that after seeing exactly how the entire presentation will look**
 - "File" menu → "Export..." → "Export as PDF..." to give options
 - Under "General" PDF Options, leave all items under "Structure" unchecked to just get PDF pages that are the slide images. Check both "Export notes pages" and "Export only notes pages" for each PDF page to include a slightly-reduced slide image plus the notes for that slide. Checking just "Export notes" will give a PDF with all slide images followed by all slides plus notes.
 - If you have a utility that will re-arrange PDF pages and most slides do not have notes, you can merge pages from the two PDF versions so that only non-blank note sections are included in the final PDF document

Another Custom Background Example

- **Started with JPG camera photo – modified with GIMP**
 - **Cropped to 16:9 image width-height ratio**
 - **Levels & gamma adjusted to lighten & reduce contrast for "watermark" effect so background doesn't obscure text**
 - **Resolution reduced and saved as JPG**
 - **Image imported (Slide Properties) into Impress as a background "Bitmap" image (worked with JPG)**



Compatibility Issues with PowerPoint

- Presenting an Impress Document using PowerPoint mostly works, but should be avoided without previewing and editing first
 - Text content transfers pretty consistently but
 - Point bullets and indentation may be off
 - May be some differences in fonts used for text
 - Manually positioned text may be positioned incorrectly
 - Manually positioned images may be positioned differently
 - Background images added to a slide rather than to a Master Page are ignored
 - Embedded Calc graphs may be displayed differently (Excel vs Calc issues) – e.g. Date axis labels display as the internal numeric ordinal used for the date, not formatted as date.
 - Some other features could have issues
 - In an "emergency" would be better than no slides at all, but fewer "surprises" if presentation given with the same version of the same application used to create it
- Similar caveats for using Impress to display a document created with PowerPoint

These compatibility issues were seen displaying this document using PowerPoint. Most could be cleaned up by re-editing any problem slides in PowerPoint and then saving the document as a PowerPoint document. (PPTX)

Resolving the issues with a CALC graph probably would require porting the ODS worksheet to EXCEL, correcting the graph formatting issues there, and then copy/paste of the revised graph from EXCEL to the PowerPoint slide..

Some PowerPoint features cannot be represented in an Impress ODP file, and some Impress features cannot be represented in a PPTX file. I would trust PowerPoint to do a better job of converting from/to an ODP file than Impress working with proprietary-format PPTX files.

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QUESTIONS?