



## Module 5: Presentations with StarOffice™ 6.0 Impress

Users can take advantage of StarOffice™ Impress templates to create professional-looking presentations that can communicate ideas in small or large groups. A supplemental style guide gives tips on how the use of color, fonts, and text can be used to produce effective presentations. Presentations, when supported by visual materials, enhance an audience's ability to focus, recall key points of a lecture, and understand topic to a deeper level.

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## Learning Outcomes

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Upon completion of this module, you should be able to:

- Create a StarOffice™ Impress presentation, either blank or templated, via the AutoPilot Presentation Wizard
- Save a presentation, in different file formats
- Be able to use Drawing view, Outline view, Slide view, Notes view, and Handout view
- Format and arrange slides in a presentation
- Modify Slide Layout
- Print a presentation
- Import image objects into a presentation
- Run and show a presentation
- Export a presentation to various file formats

**Presentations, when supported by visual materials, enhance an audience's ability to focus, recall key points of a lecture, and understand topic to a deeper level.**



### **PRACTICE**

- **Practice exercises are included at the end of key sections to reinforce the concepts and to provide hands-on practice.**
- **Practice exercises require no more than 2-4 minutes.**

## Overview of StarOffice™ 6.0 Impress

Presentations and slide shows are effective tools for educational communication. With StarOffice™ Impress, you can create presentations that can present class work for back to school night, research projects, etc. Impress provides various tools to create attractive and functional presentations from scratch or based off existing templates.

### Using the AutoPilot - Overview

The **AutoPilot Presentation** automatically guides you through each step of the process to create and customize a presentation.

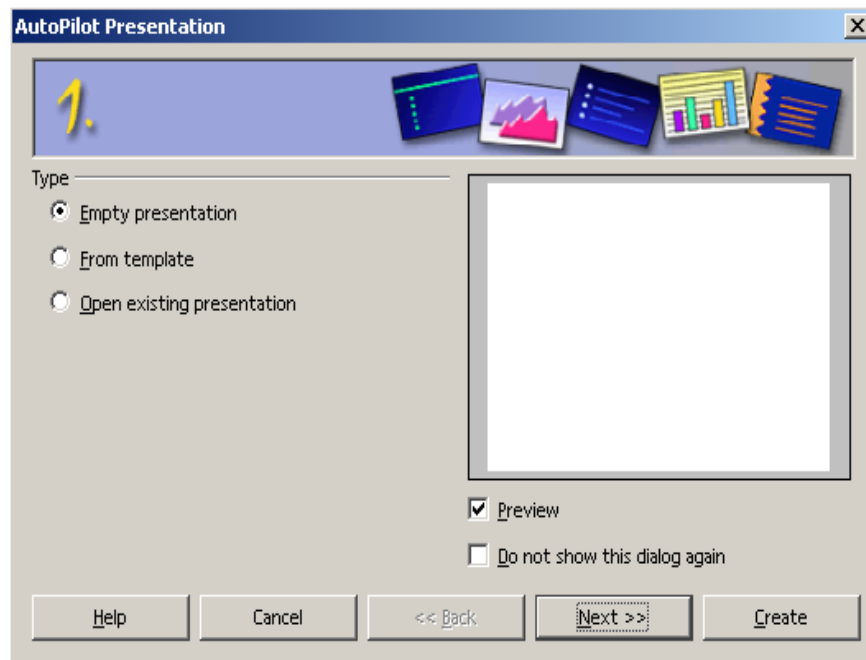


Figure 5.1

The first screen presents the following three choices to specify the presentation type and/or select a template (Figure 5.1).

- **Empty presentation**  
This will create a presentation containing a blank slide without any styles.
- **From template**  
This allows you to choose and customize a predesigned template for your presentation, which will be applied to the slides by default.
- **Open existing presentation**  
This will prompt you to open a previously saved presentation.



AutoPilot starts automatically if you open a new presentation with **File > New**. You can deactivate this option on the first page of the AutoPilot by marking the **Do not show this dialog again** check box. You can also deactivate this function from **Tools > Options > Presentation > General**, and uncheck the **Start with AutoPilot** check box.

## Creating a Presentation

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You are first going to create a presentation from a template and then an empty presentation. Both types of presentations have their advantages. A **presentation from template** does a lot of the work for you, providing you with a visual theme and organizing both the slides in your presentation and the information presented in each slide. However, an **empty presentation** gives you more control to customize the presentation.

### Getting Started

1. If StarOffice™ is not launched, select **StarOffice > Presentation** from your Solaris CDE Front Panel or your Windows Start Menu.

OR

2. To open a new StarOffice™ Impress presentation file from within any StarOffice™ document, from the Menu bar choose **File > New > Presentation**.

3. The AutoPilot Presentation will automatically appear.

### Presentation from Template

1. **Screen 1:** In the AutoPilot Presentation dialog box, choose: **From template**

2. **Screen 1 (cont.):** A **Presentations** menu appears once you check the **From template** option.

- Select a template category.
- Select **Preview** to see a sample.
- Click **Next>>** to continue.

3. **Screen 2:** Select a slide design from the **Presentation Backgrounds** dropdown menu in the upper left. Preview the backgrounds and data organization for samples.

- Check **Preview** to see samples.
- Check the **Screen** option underneath **Select an output medium**.

**Presentation from Template allows you to customize a predesigned template for your presentation.**

- When finished, click the **Next>>** button.
4. **Screen 3:** Select a slide transition. This will change the way that one slide moves into the next.
    - From **Effect**, choose the desired effect from the dropdown menu.
    - From **Speed**, choose Slow, Medium or Fast for the speed between slides.
    - Under **Select the presentation type**, keep the **Default** option selected to create a presentation that is manually controlled (by mouse or keyboard).
    - When finished, click the **Create** button to customize your presentation.
  5. **Screen 4:** Define the basic ideas of your presentation in the dialog boxes. This information will automatically be entered into your slides.
    - Company Name
    - Subject of Presentation
    - Further Ideas, etc.
    - Click **Next>>** to continue.
  6. **Screen 5:** Preformatted pages are automatically created for your selected template. These are displayed in the left window as shown in Figure 5.2.

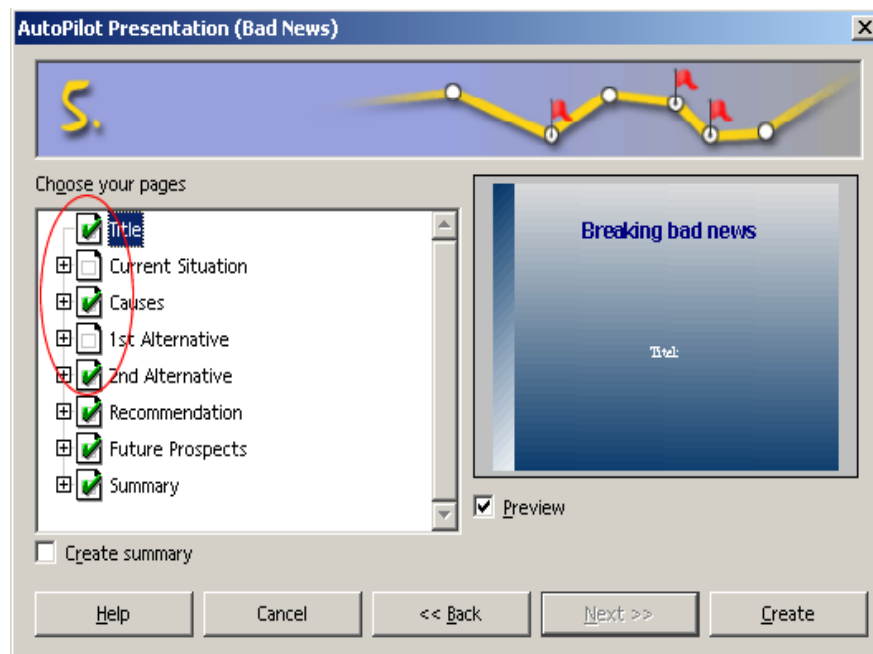


Figure 5.2

- Browse and preview the available pages.
- Select those that apply to your presentation by checking the small page icon next to each page.

- When finished, click the **Create** button to customize your presentation.


 **PRACTICE**

- **Experiment with creating a presentation from a Template. Do not spend too much time on this option.**

## Empty Presentation

1. Create a new presentation document:  
**File > New > Presentation**
2. **Screen 1:** Choose **Empty Presentation**, and click the **Next>>** button.
3. **Screen 2:** Select a slide design from the **Presentation Backgrounds** dropdown menu in the upper left. Preview the backgrounds and data organization for samples.
  - Check **Preview** to see samples.
  - Check the **Screen** option underneath **Select an output medium**.
  - When finished, click the **Next>>** button.
4. **Screen 3:** Select a slide transition. This will change the way that one slide moves into the next.
  - From **Effect**, choose the desired effect from the dropdown menu.
  - From **Speed**, choose Slow, Medium or Fast for the transition speed between slides.
  - Under **Select the presentation type**, keep the **Default** option selected to create a presentation that is manually controlled (by mouse or keyboard).
  - When finished, click the **Create** button to customize your presentation.

**An Empty Presentation will create a presentation containing a blank slide without any styles.**

 **TIP**

The **Automatic** option enables you to set a time interval for the slides to transition on their own. *(The Automatic feature is especially useful for an “open house” or back-to-school night.)*

5. At this point, keep your document open to customize your presentation.

## Customizing a Presentation

The following steps apply to either type of presentation, Empty or Template.

### Adding a Slide

When you create a new presentation, you should see a floating box like the one shown in Figure 5.3.

1. To insert a new slide, click **Insert Slide**.

If this box does not appear on your screen or if you do not desire to have this window open, you can insert a new slide by choosing **Insert > Slide** from the Menu bar.

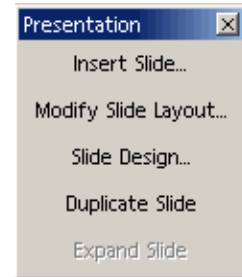


Figure 5.3

2. When you add a slide, you are automatically prompted to establish the slide layout. The AutoLayout box will appear as shown in Figure 5.4.

3. Name your slide, and choose from the list of **AutoLayouts** to arrange a slide's content area.

4. Move your mouse over each graphical representation to see a yellow box explaining each slide's content(s) layouts, e.g. Title Slide, Text, Clipart, Spreadsheet.

5. Once you add a slide, simply click a labeled area to add titles, text, clipart, etc.

6. To use the Clipart layout to add images, double click and then navigate your file hierarchy to locate your desired image.

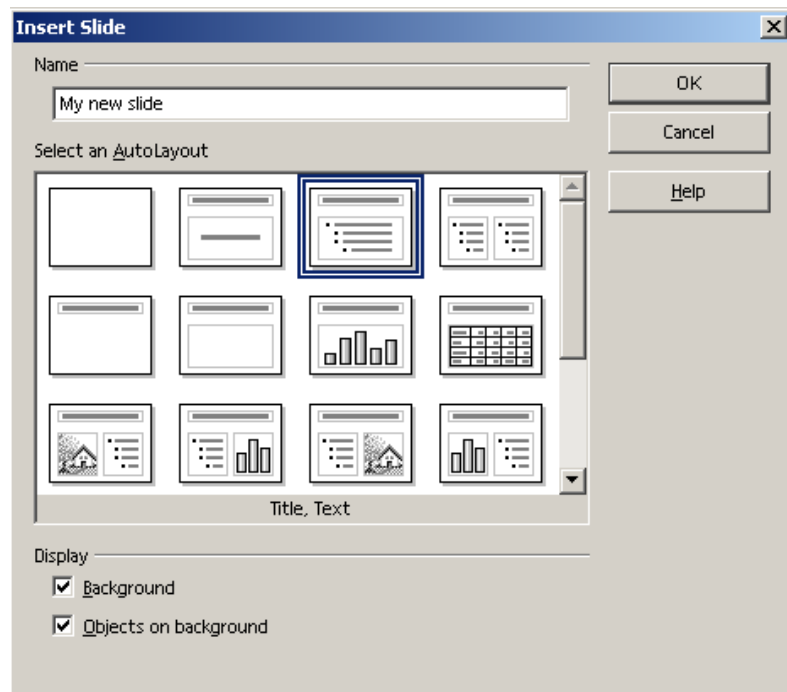


Figure 5.4



### TIP

Make sure that both the **Background** and **Objects on Background** boxes are checked underneath **Display** to ensure your visual template is on each slide.

## Modifying Layout

1. To change the layout, return to the **AutoLayout** box then do one of the following:
  - Choose **Format > Modify Layout** from the Menu bar.
  - Right-click the slide and choose **Slide > Modify Slide** from the menu that appears.

## Arranging Slides

1. Arrange the content elements of each individual slide by clicking and dragging an object to the desired position on the screen.
2. There are two simple ways to change the slide order. Use one of the following:
  - Each slide is represented by a “tab” located at the bottom of the screen as shown in Figure 5.5. To move a slide, click the tab and drag it horizontally to a new position.



Figure 5.5

- Use the **Slides View (View > Master View > Slides View)** to arrange slides by clicking and dragging. This feature is covered in Using Various Views, p11.

## ADVANCED: Master Slides

StarOffice™ Impress creates a consistent appearance for the presentations. Master slides contain information that will appear on all slides.

Formatting the master helps unify the entire presentation and make easy changes to a presentation without having to modify every slide.

To modify the **Master Slides**:

1. Choose **View > Master** from the Menu bar.
2. Move your mouse over the **Master** option to see the context menu which offers following four Master Slides to edit as outlined on the next page.

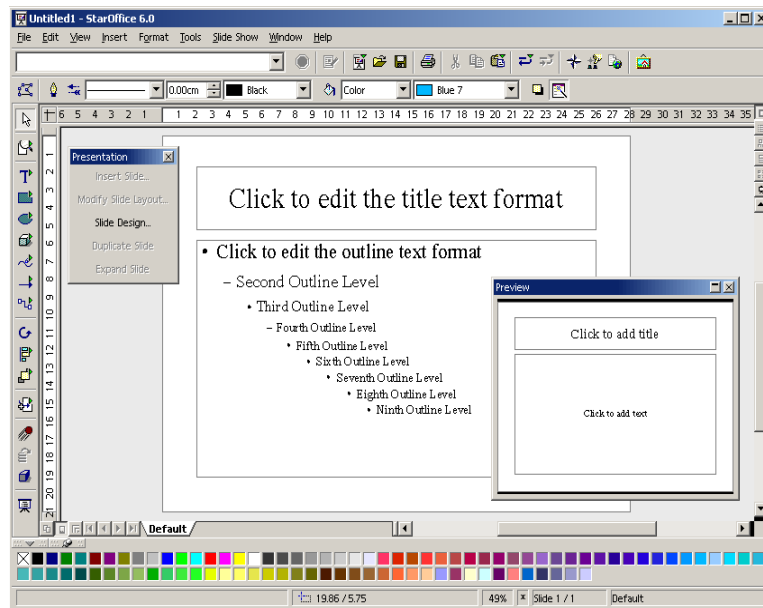


Figure 5.6

### Drawing

The Drawing master contains the layout for all slides in the presentation, as shown in Figure 5.6.

- The format of the **presentation title**, **bulleted-list text**, and the **placement of objects** are determined by the settings in this Drawing master.

#### Title

The Title master is similar to the Drawing master but applies only to the formatting of each slide's title.

#### Notes

The Notes master is used to modify the format of the speaker notes. In addition, you use the Notes master to insert all text and images for all the notes.

#### Handout

The Handout master is used to modify the layout of the printed handouts and to change the position of the slides in the handouts.

### Returning to Slides

1. To exit the Master slide view and return to your presentation, choose **View > Slide** from the Menu bar.



## PRACTICE

- Practice adding a slide and then modifying layout of objects by clicking and dragging.
- Optional: If time permits, work with modifying the Master Slides.

## Using Various Views

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StarOffice™ Impress offers four views to help you organize content and customize presentations.

- **Drawing**
- **Outline**
- **Slides View**
- **Notes**
- **Handout**

The following is an overview of the views.

1. Explore after reading each explanation.
2. To change views, choose from the Menu bar:  
**View > Master View**

### Drawing View

**Drawing view** is displayed by default when you create a presentation. You insert slides and objects, such as graphics, animations, and charts. In addition, you can modify existing slides. This is essentially the “working” view.

### Outline View

**Outline view** is helpful to develop and organize the content of a presentation. You can also use this view to create the framework and to rearrange the structure of your presentation.

- The title of each slide is arranged with the slide's text in sequential order down the page in Outline view. This is a convenient way to view the entirety of your presentation's content and allows you to change any title or content area.
1. To add a new slide in Outline view:
    - Click on an existing slide.

- Press the **Enter** key.
2. A new slide will be added directly after the current slide.
  3. Arrange the slides' order by clicking on one of the slide icons on the left side of the page and dragging it to the desired position.

## Slides View

**Slides view** displays the slides in a matrix as thumbnails. This is a graphical representation of the Outline view.

This view presents an easy format to insert, copy, rearrange, and delete slides.

You can also change the slide transition for each slide using the custom toolbar at the top of the screen, shown in Figure 5.7.

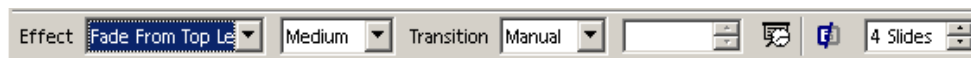


Figure 5.7

Select a slide or series of slides prior to applying formatting.


## Notes View

**Notes view** is used to add speaker notes and other “behind the scenes” information. These notes will not display as a part of your presentation to the audience.

Its interface is similar to that of the Drawing view, allowing you to associate separate notes and images to each individual slide.

## Handout View

To print more than one slide on a page, you utilize the **Handout view**. Note that you can print only groups of consecutive slides on one page. You can also modify the position and size of slides on a printed handout page using Handout view.

 **PRACTICE**

- **Experiment with the different views as you create your presentation.**
- **Add, delete and arrange slides.**
- **Determine which ones make it easiest for you to customize your presentation.**

## Adding Elements to Your Slides

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There are a few ways to put graphics in your presentation. You can import image objects created and exported in StarOffice™ Draw, from the Gallery, the Web, or from another document. Also, StarOffice™ Impress includes drawing tools that allow you to create new image objects directly in your presentation. (*Module 2 presents how to insert images from the Gallery or from a file, and Module 4 shows how to create images from scratch.*)

### Importing Image Objects

1. Navigate to the slide into which you want to insert your image
2. Choose **Insert > Graphics** from the Menu bar.
3. Choose the graphic you wish to insert, and click the **Open** button.

OR

1. Insert a new slide.
2. Choose an AutoLayout that includes a placeholder for Clipart.
3. Click on the **Clipart** graphic to import an object. (See p7 of this module for reference.)

You can move, scale, rotate, and format your image using the mouse and the tools in the Main toolbar, which operate just as they do in StarOffice™ Draw. (See Module 4 for a refresher of these tools, if necessary.)

**The most important part of a presentation is its graphics.**

**A presentation is a means of effectively communicating an idea, and graphical representations of information are almost always a good idea.**



### PRACTICE

- **Practice adding an image, clipart, or an item created in Draw into a slide.**
- **Optional: Experiment with the drawing tools on the Main toolbar to create a graphic directly in your presentation.**

## Showing a Presentation

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### Running a Presentation

By default, the presentation runs in the standard full-screen mode. After the last slide in the presentation is displayed, a black screen appears to indicate the end of the presentation.

To view the completed slide show presentation, do one of the following:

1. From the Menu bar, choose:  
**Slide Show > Slide Show**
2. To advance manually one slide at a time, click the mouse or press the **spacebar**, the **Enter** key, or right arrow key on your keyboard. (The left arrow will step you through the slides in reverse order.)

OR

1. Click the **Slide Show** icon (Figure 5.8), located at the bottom of the Main toolbar.
2. Use the same options shown above for advancing through the slides if you do not have your presentation set to run itself.



Figure 5.8

### Closing a Presentation

To close the presentation and return to the StarOffice™ Impress interface:

1. Press the **Esc** key.
2. This will return you to your working mode.



Before running your presentation, you can preview each slide by opening the **Preview** box. This box usually opens by default in most of the views, but if it does not appear, open it by choosing **View > Preview** from the Menu bar.

- With this box open, you can make corrections to your slides and view the effect in the presentation simultaneously.

## Printing a Presentation

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1. Select **File > Print** from the Menu bar.
2. This will open the Print dialog box.
3. Click the **Options** button to open the **Printer Options** box shown in Figure 5.9.

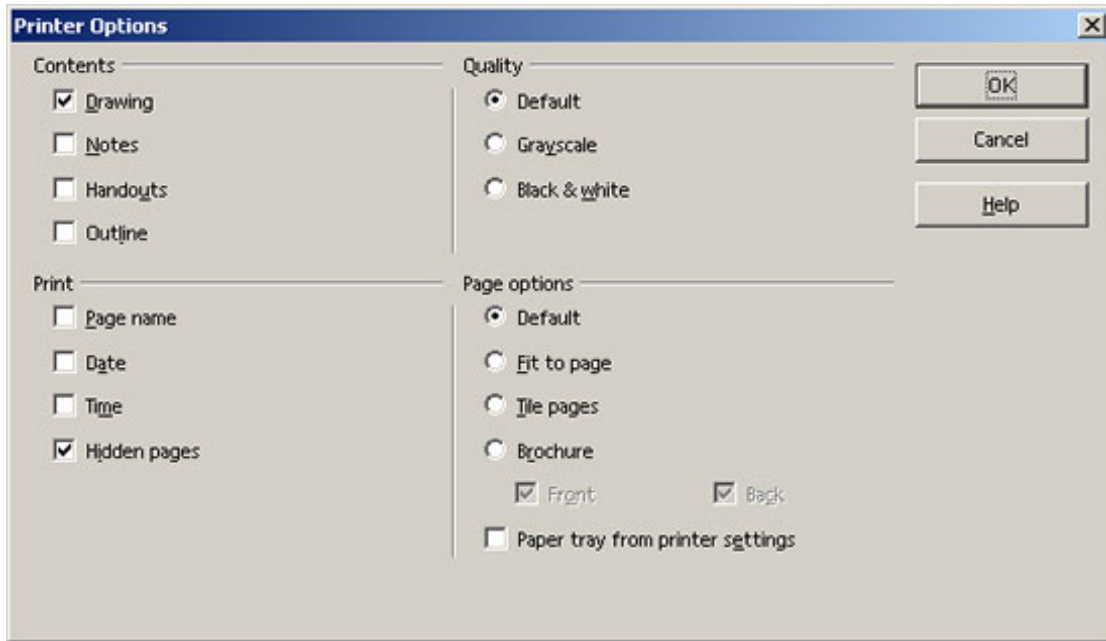


Figure 5.9

4. Select the options you wish to apply to your print job.
  - Under **Contents**, you can change the view you want to print out.
  - **Drawing** prints out the presentation as it appears in drawing mode.
  - **Notes** will print the speaker notes that you have prepared for each slide.
  - **Handouts**, as mentioned before, allows you to print more than one slide per page, and “Outline will print the condensed outline of your presentation.
  - Below that, you can choose to print identifying information on each slide under **Print**. Make sure the **Default** options are selected on the two lists at the left, and click the “OK” button.
5. Click the **OK** button in the Print dialog box to print your presentation.

## Importing & Exporting

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### File Formats

StarOffice™ Impress also allows you to import a variety of different files to include in your presentation or as a template.

1. Select **File > Open** from the Menu bar.
2. In the **Open** dialog box, pull down the **Files of Type** pulldown menu as shown in Figure 5.10.
3. Choose a type of document for import or to use as a template.

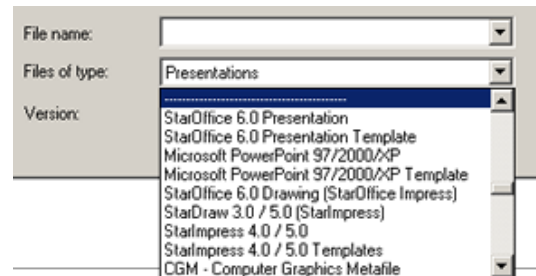


Figure 5.10

- You are able to import any type of StarOffice™ document, such as a Draw or Writer file.
- You are also able to import a presentation from Microsoft PowerPoint and any other type of document from the Microsoft Office Suite.

### Saving as HTML

To display your presentation in a Web browser, save it as an HTML Web page.

1. From the Menu bar, choose: **File > Export**.
2. In the **Export** dialog box, the pulldown menu at the bottom labeled **Save as Type** should say “**Web Page**.” If it doesn't, pull down the menu, and select the Web Page option.
3. Click the **Save** button to save your presentation as an HTML-based Web page.

### Saving as Other Formats

You can save your presentation in multiple formats under **File > Save As**.

1. When the **Save As** dialog box appears, pull down the **Save as Type** box, similar to the process described above for opening different file formats, including Microsoft PowerPoint or earlier versions of StarOffice™ Impress.

## Create Your Own

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The **Open Gateways Curriculum for Teachers** Web site provides opportunity to reinforce the material delivered in this Module. Download the "Create Your Own" document from: [www.sun.com/aboutsun/comm\\_invest/ogp/training/](http://www.sun.com/aboutsun/comm_invest/ogp/training/)