

# 10 **IMPRESS BEYOND THE BASICS**

## Making interactive, non-linear slide shows and enhancing formatting

### LEARNING OUTCOMES

In the first *Impress* tutorial you learned how to create and save a new presentation (the Screenbeans slide show). You saw a sample slide show (The Tudor Monarchs). You learned how to prepare an outline, you typed text for each slide, added clip art, and set timings. You added an effect to enhance the slide transition, you selected a color scheme, and may have even created a new background effect. You changed the printer settings so that you can print out handouts rather than just individual slides of your shows.

For many classrooms and for most K-12 students, what you learned in chapter 9 is just fine; it's all you need to know. But, if you're ready to take the next step and learn some more advanced skills with *Impress*, or if you teach computer-savvy students who want more challenging skills to master, this chapter's for you.

Most *Impress* presentations you see in school or at work are what are called *linear* presentations. That is, each slide is designed to proceed one slide right after another. The first slide transitions to the second, which transitions to the third, and so forth. For many educational tasks, this is fine.

But, what if...

What if you want your students to create an interactive story, where, for example, younger kids could read on Slide One a story about a dragon, then choose, on Slide Two, any one of three possible places that the dragon could go? By clicking on the word "desert," the show would move to a slide describing what happens to the dragon in the desert. If the student clicks on the word "forest," a different slide sequence appears with another ending. The learner thus participates, not by simply clicking on slide after slide in one, *linear* direction, but by making choices that affect what slide comes next, thus making the presentation interactive and *non-linear*.

A more common application of non-linear *Impress* presentations is when reviewing knowledge—for what you might call interactive Drill & Practice. This lesson will teach you how to do that. Teachers (and even older students) can create quizzes using *Impress*. In these slide shows, students are asked questions and then click on what they think is the answer. If the answer is correct, the show moves to the next question. If the student answers incorrectly, the show moves the student back to re-answer the question or, if the question is of the True/False variety, explains why the answer was incorrect before moving them on to the next step in the show.

The movement from one slide to another is not one-way, not linear, but rather non-linear, the pathway through the show determined by the student's interaction with it.

In this tutorial you will be introduced to the basics of non-linear interactive *Impress* slide shows, along with some more advanced formatting and impact-enhancing tools. Amongst the skills you will learn are:

- Creating and using Master Pages to add slide controls to presentations
- Using hidden slides
- Formatting and enhancing graphics
- Inserting sounds, clip art, movies, and hyperlinks

**A caveat before you begin:**

If you have not completed the tutorial in Chapter 9 but feel fairly comfortable with the basics of *Impress*, feel free to tackle this chapter. If you are not sure you know the basics of *Impress*, however, skim Chapter 9 to make sure you're ready to proceed. Good luck!

## 10.1 CREATING A MASTER PAGE TO ADD SLIDE CONTROLS TO AN EXISTING PRESENTATION

### Creating Slide Controls

Slide Controls (otherwise known, in *LibreOffice* speak, as *Interaction...*) are buttons or objects that you insert onto a slide or slides to tell *Impress*, by clicking on them, to advance from one slide to the next slide, or to the previous slide, or to the first slide, and so on (Fig. 10.1).

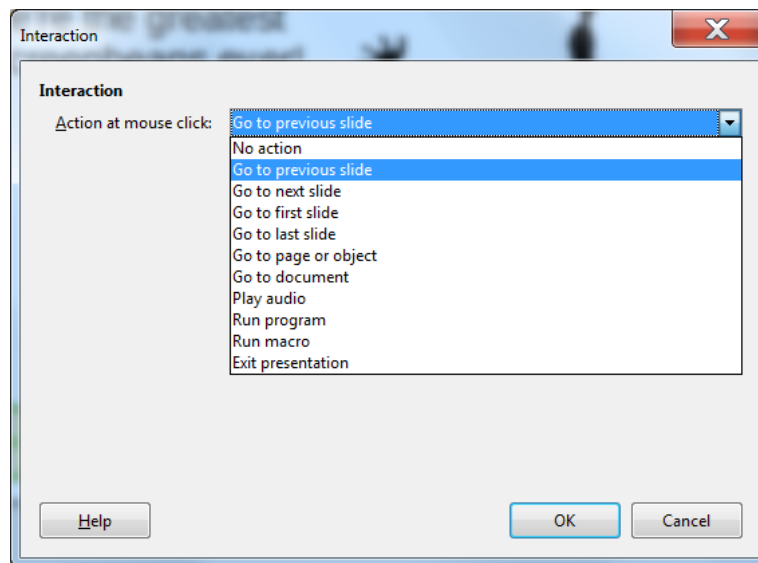


Fig. 10.1 Interaction options

You'll be learning all about these Interaction options in a bit. Meanwhile you have some business to take care of.

Creating a standard set of Slide Controls is simple enough. The best way to do this is to create a *Master Page Template* which has on it the set of Slide Control buttons that you'll be able to use for any presentation that you'll be building, whether now or in the future. Follow these directions carefully.

**Open a new LibreOffice Impress Presentation document, and go to File > Save As... (Fig. 10.2)**

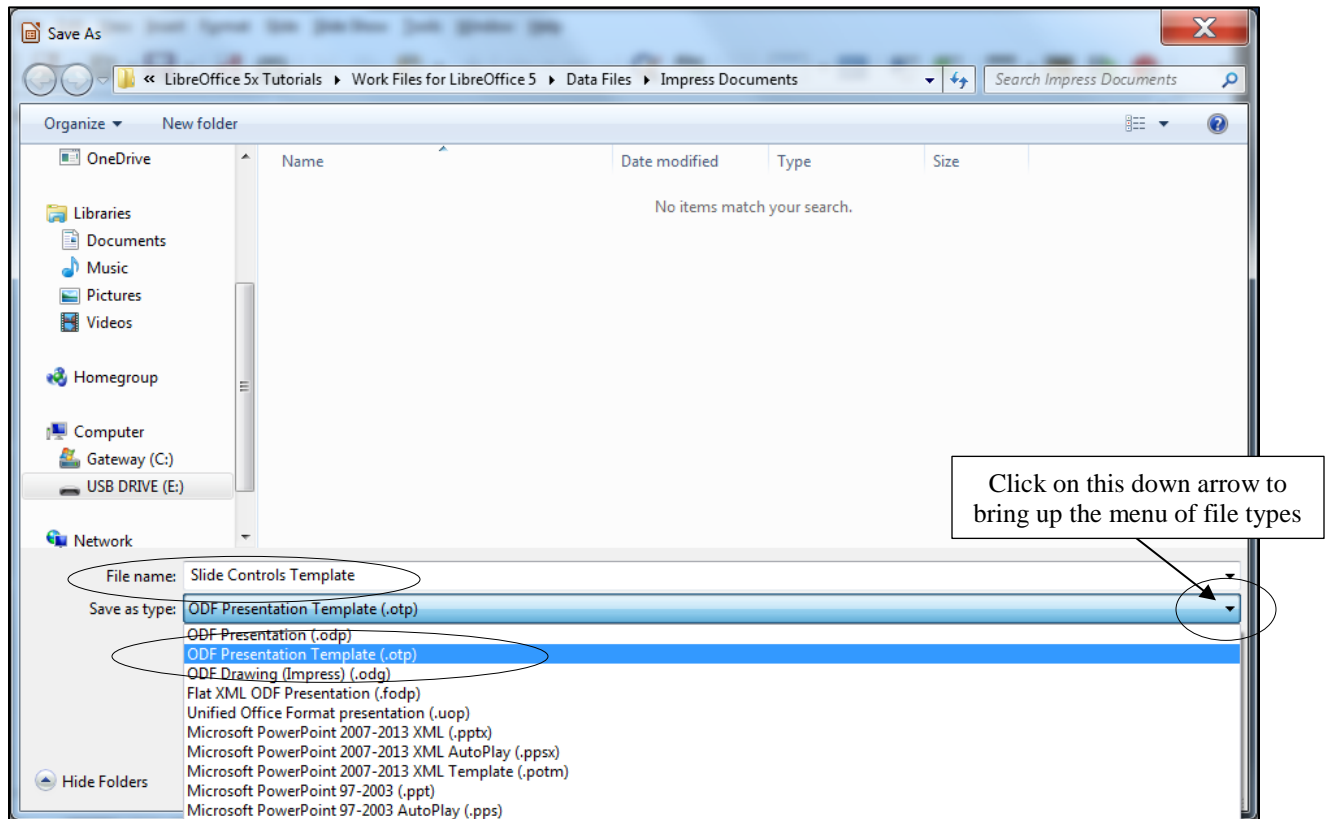


Fig. 10.2 Saving a Master Page Template

In the **Save As** dialog box, navigate to your **USB drive > Work Files for LibreOffice 5 > Data Files > Impress Documents**

Click on the **down arrow** at the end of the **Save as type:** data entry box (Fig. 10.2 above) and, in the **menu of file types** that drops down, select **ODF Presentation Template (.otp)**

Name the new document **Slide Controls Template** and click on **Save**

In the new *Impress* presentation document you want to start with a *Blank Slide* layout. To view the various slide layouts available in LibreOffice *Impress*, you need to have them show on the right side of the *Impress* window. You also need to have access to the Drawing toolbar.

In the **View menu** select **Slide Layout** then, in the **View menu > Toolbars** select **Drawing**

The Drawing toolbar will show at the top of the Impress window immediately under the Standard toolbar (Fig. 10.3).

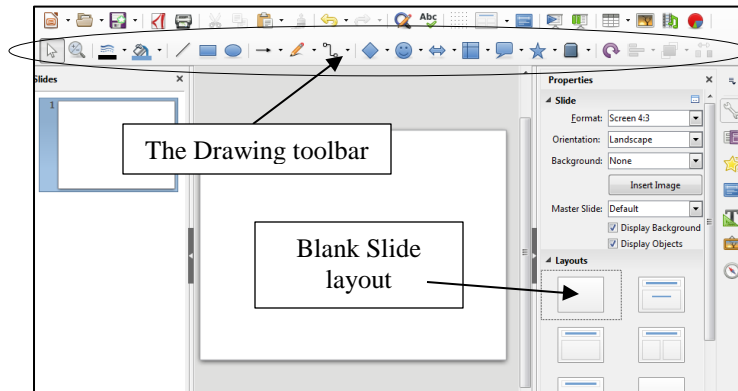


Fig. 10.3 Selecting the Blank Slide layout

In the menu of **Layout templates** in the **Properties pane** on the **right** of the **Impress window**, select the **Blank Slide layout** (Fig. 10.3 above)

Now you'll use two of the *Basic Shapes* in the Drawing Toolbar (Fig. 10.3 above) to create a set of Slide Control buttons. You'll end up with something like the set of Slide Control buttons illustrated in Fig. 10.4.

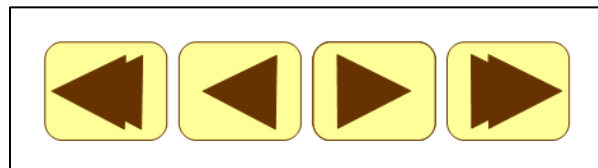


Fig. 10.4 Different Slide Control styles for a typical presentation

It'll be easiest to do this with the *Impress* window at 100%.

Make sure the Zoom tool at the bottom right corner of the window is set at 100% (Fig. 10.5)

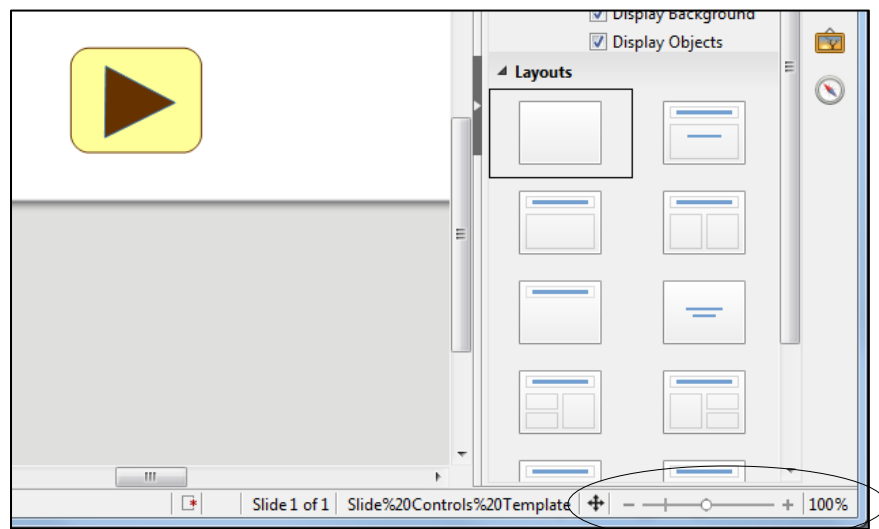


Fig. 10.5 Set the Zoom tool at 100%

Now, in the **drawing toolbar's** set of **Basic Shapes**, click **once** on the **Rectangle, Rounded** tool and **slide the mouse pointer**—which changes into a **plus sign (+)**—onto the slide (Fig. 10.6)

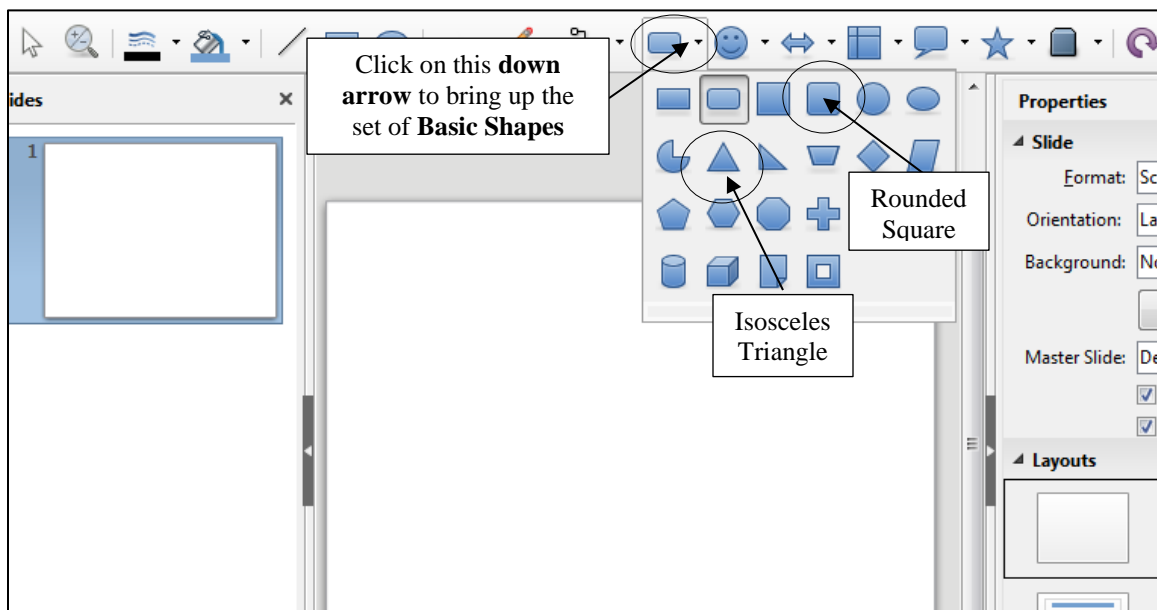


Fig. 10.6 Rounded Square and Isosceles Triangle tools in the set of Basic Shapes

Fig. 10.7 shows how the Slide Control button will look when you're done with this step.



Fig. 10.7 Finished Slide Control button

**Drag** with the pointer to draw a **Rounded Square** about **1" square** near the **bottom center** of the blank slide (Fig. 10.8)

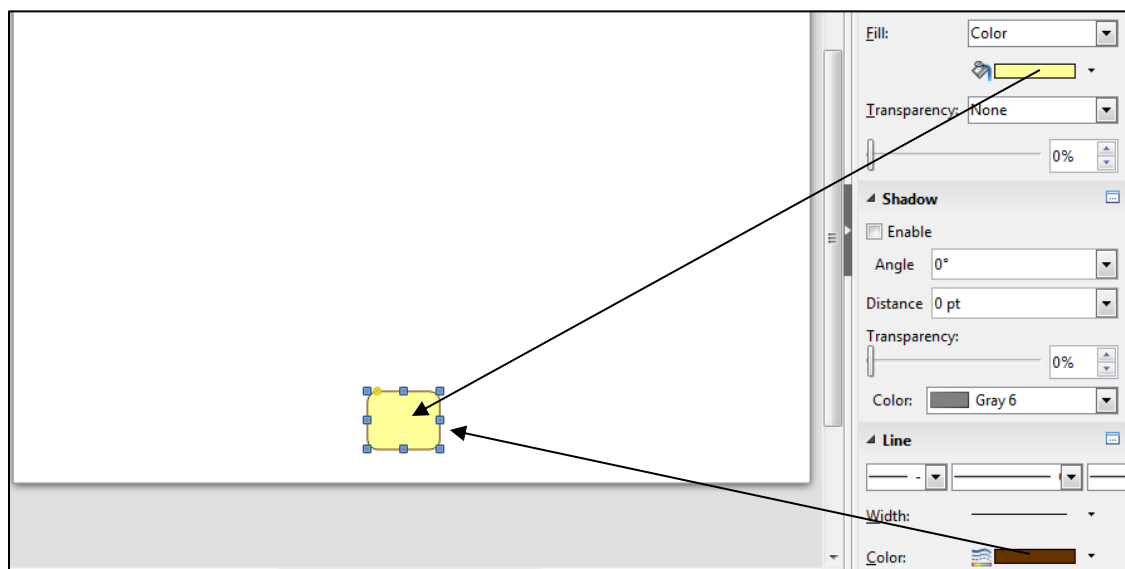


Fig. 10.8 Rounded Square Slide Control

Now select any **Color** to **Fill** the **Area** of the **Rounded Square**, then select some contrasting **Color** for the **Border (Line)** (see Fig. 10.8 above)

Click anywhere **off** the **Rounded Square** to **deselect** it

Next, in the drawing tools set of **Basic Shapes**, click on the **Isosceles Triangle** tool (Fig. 10.6 on previous page) and **drag** with the pointer to draw a **small triangle** inside the **Rounded Square**

Use the **Rotate** tool to **rotate** the **triangle to the right 90 degrees** to the **right** (Fig. 10.9)

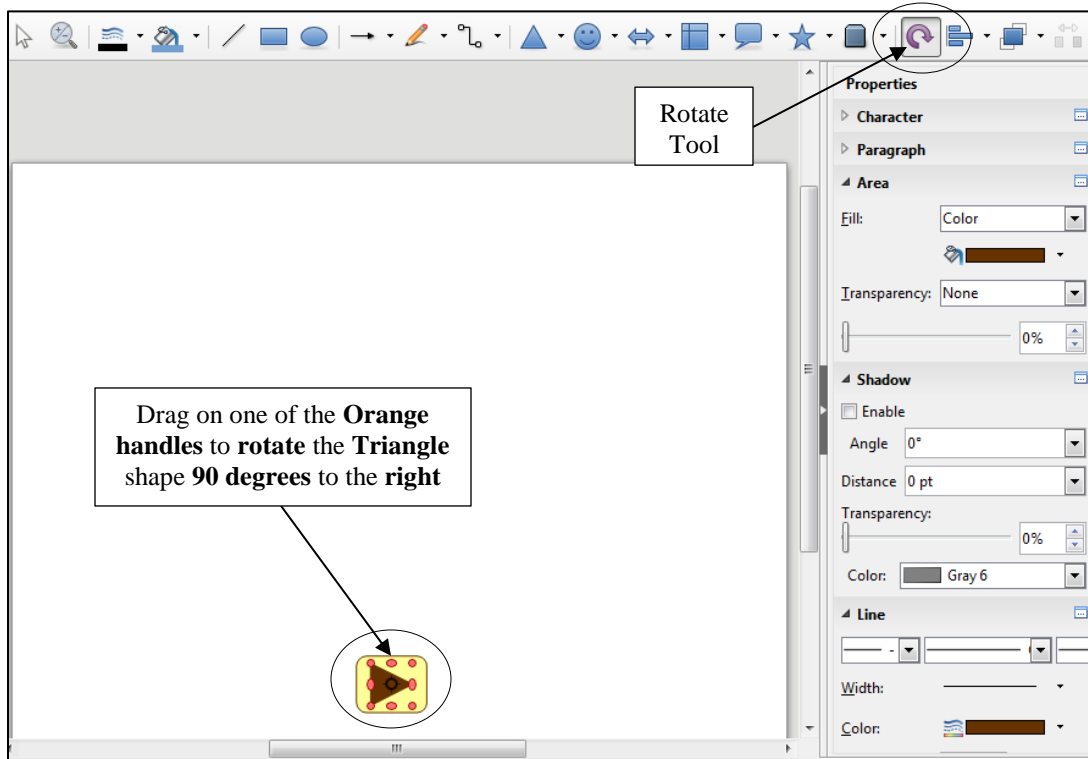


Fig. 10.9 The Triangle shape inside the Rounded Square shape

Do you get the idea? If so, you now know how to create any buttons you want. Feel free to go ahead and complete the set of Slide Controls illustrated in Fig. 10.4 on page 296 above. But for the sake of this exercise (and maybe your sanity!), the author has completed the two sets of four buttons and saved them in the *Impress Documents* folder as a *Master Page Template* so that you can use them for the exercises that follow.

### Close the Slide Controls Template file

### Adding slide controls to an existing presentation

For the sake of uniformity, you are going to work with a version of the *Screenbeans* presentation you will have developed in Lesson 9 (if you completed that lesson) and which has been recreated especially for this tutorial.

In the *LibreOffice* top level menu click on **Open File**

Navigate on your **USB drive** to the **Work Files for LibreOffice 5 > Impress Files** folder, then **double click** on the file **Problems and Solutions** to open it

You'll be making changes to the Problems and Solutions presentation. But before you start work, it'll be a good idea to save this original version in your Data Files folder, thus preserving the original version in the Work Files for LibreOffice 5.

Go to **File > Save As...**, navigate on your **USB drive** to the **Work Files for LibreOffice 5 > Data Files > Impress Documents** folder, then click on **Save**

You're going to put Slide Controls on each of the slides in the *Problems and Solutions* presentation. The Title Slide will have *two Slide Controls*—one to go to the next slide and another to go to the last slide. The last slide will also have *two Slide Controls*—one to go to the previous slide and another to go to the start of the slide show. Every other slide will have all *four of the Slide Controls*.

Fig. 10.10 shows you how the Title Slide will look after you've added the Slide Controls.

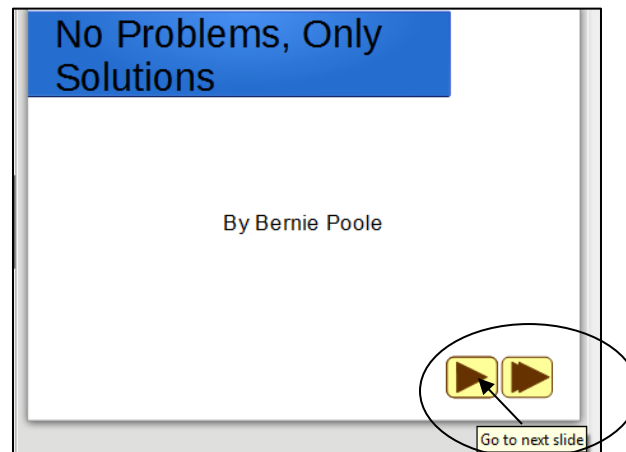


Fig. 10.10 The Slide Controls on the Title Slide

The Slide Controls you need are in the Slide Controls Template, so you need to open that file first.

Navigate on your USB drive to the **Work Files for LibreOffice 5 > Impress Files** folder, then **double click** on **Slide Controls Template** to open it

For the Problems and Solutions Title Slide you want just the last two of the Slide Controls—to go to the next slide and to go to the last slide (Fig. 10.11).

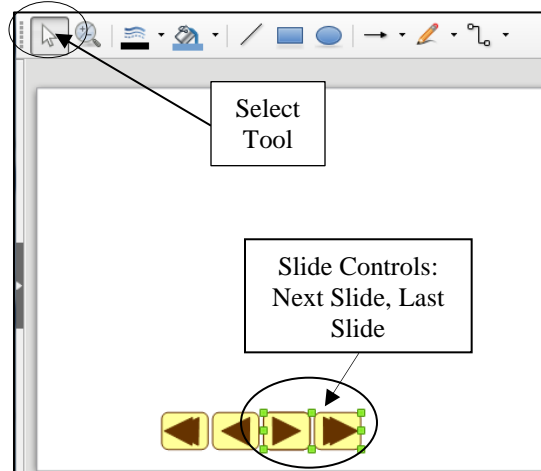


Fig. 10.11 Selecting and copying the Slide Controls

In the **View** menu select **Normal View** then, in the **Drawing toolbar**, click on the **Select tool** (Fig. 10.11 previous page)

Now **drag with the mouse** to select just the **two rightmost** of the four Slide Controls (the two **on the right**—see Fig. 10.11 previous page), then hit **Ctrl+c** to **copy** those **two Slide Controls** to the **clipboard**

**Switch back** to the **Problems and Solutions** presentation, which is already open on your screen, and hit **Ctrl+v** to **paste** the **Slide Controls** from the **clipboard** onto the **Title Slide**, then use the **arrow keys** on the keyboard (or drag them with the mouse) to **slide** the **Slide Controls** into position in the **lower right hand corner** of the **Title Slide** (see Fig. 10.10 on the previous page)

If you'd like the slide controls to be larger or smaller, you can adjust the size any time you want by clicking on them and dragging on the *handles*.

If the **Slide Controls** looks too large or too small to you, go ahead now and grab one of the **handles** and **adjust the size** to your satisfaction, then click off the controls to deselect them

**Save** the presentation when you're satisfied everything looks OK on this Title Slide

You now have two professional-looking Slide Controls on the *Problems and Solutions* Title Slide. We'll test them shortly. First, though, you're going to put *all four* of the Slide Control tools on the next *seven* slides.

Switch back to the **Slide Controls Template**

As you did before, click on the **Select tool** in the **Drawing toolbar** and **drag around all four** of the **Slide Control buttons** to put the **green handles** around them, **right click** on the selected buttons and, in the **context menu** that pops up, select **Copy**

Then **right click** on the **selected Slide Controls** and, in the **context menu** that pops up, select **copy** to copy the **Slide Controls** to the **clipboard**

In the **View** menu select **Normal View**, and hit **Ctrl+v** to **paste** the **four Slide Controls** from the **clipboard** onto **Slide 2**

**Don't click on the Slide Controls**—you want the **small green handles** to stay around them; now use the **arrow keys** on the keyboard to **slide** the **Controls** into position, this time in the **lower left hand corner** of **Slide 2** (Fig. 10.12)

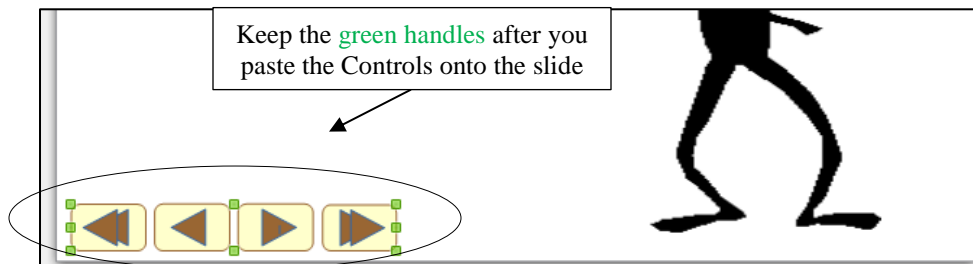


Fig. 10.12 Position the Slide Controls in the lower left hand corner of Slide 2



## Copying the Slide Controls to the other slides

Next, you're going to put the four Slide Controls on each of the next seven slides (Slides 3-9). You already have the Slide Controls on the clipboard, so all you have to do is paste them as a group, slide after slide.

In the **Slides** pane on the **left side** of the window, click on **Slide 3** to bring it up in **Normal View**, and press **Ctrl+v** to **paste** the buttons onto the **third slide** and use the **arrow keys** on the keyboard to slide them into place **lower left** on the slide as you just did for Slide 2

Now go to each of the next **six (6) slides** (Slides 4-9) in the presentation and do the same

Slide 10 needs only the first two of the Slide Control buttons, to go to the previous slide and to go to the first slide.

Switch back to the **Slide Controls Template**

As you did before, click on the **Select tool** in the **Drawing toolbar** and **drag around** the **two leftmost** of the **Slide Control buttons** to put the **green handles** around them, **right click** on the selected buttons and, in the **context menu** that pops up, select **Copy**

In the **Slides** pane on the **left side** of the window, click on **Slide 10** to bring it up in **Normal View**, and press **Ctrl+v** to **paste** the buttons onto **Slide 10**, then use the **arrow keys** on the keyboard to slide them into place **lower left** on the slide

Better **Save** your work to this point, then **switch** back to **Slide Sorter View** to see how everything looks—should be much like Fig. 10.13

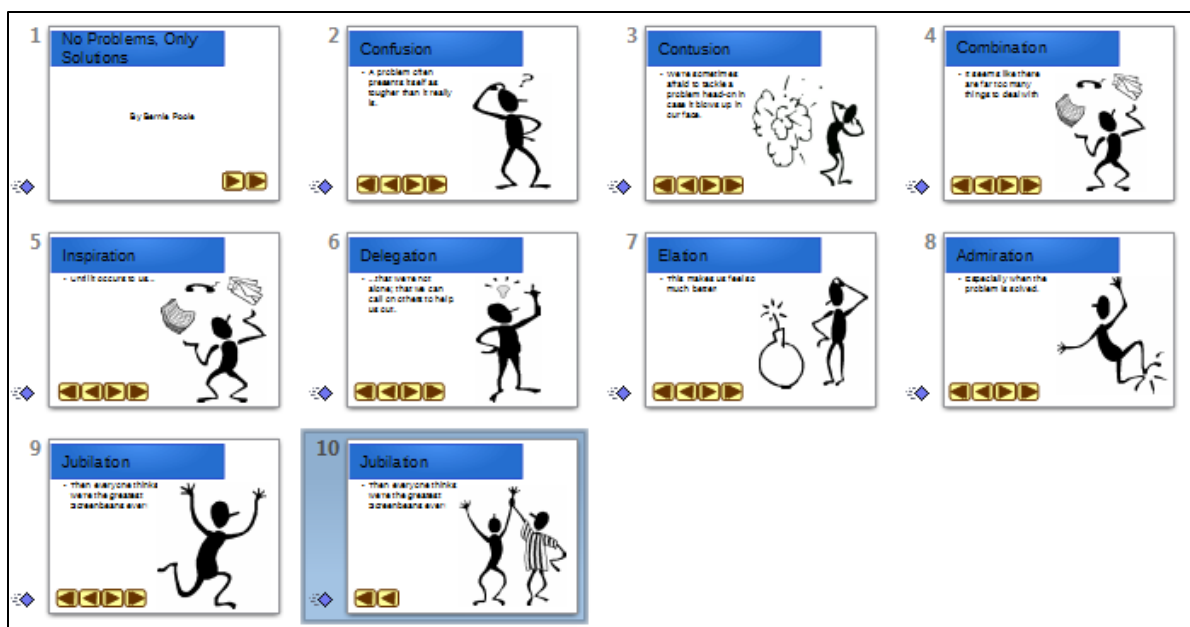


Fig. 10.13 All the slides now have the Slide Controls

### Adding an Acknowledgements Slide

The Problems and Solutions presentation is missing one final slide—the Acknowledgements Slide, which should accompany any presentation where you use information or audio-visual material that is not your own (in the case of the Problems and Solutions presentation, the Screenbeans images must be credited to Microsoft). Adding a new slide to a presentation is easy.

First, select **View menu > Slide Sorter** to switch to the **Slide Sorter view**

You want the **Acknowledgements Slide** to be the **last slide** in the show, so, in the **Slide Sorter View**, **right click** immediately **after** the **thumbnail** for **slide 10** and from the pop up **context menu** select **New Page** (new slide)

The layout for the new slide, as you can see, is the same as the layout for the previous 8 slides, namely a Two Content layout. But for the Acknowledgements Slide it will be best if it is a Title, Content slide layout (Fig. 10.14).

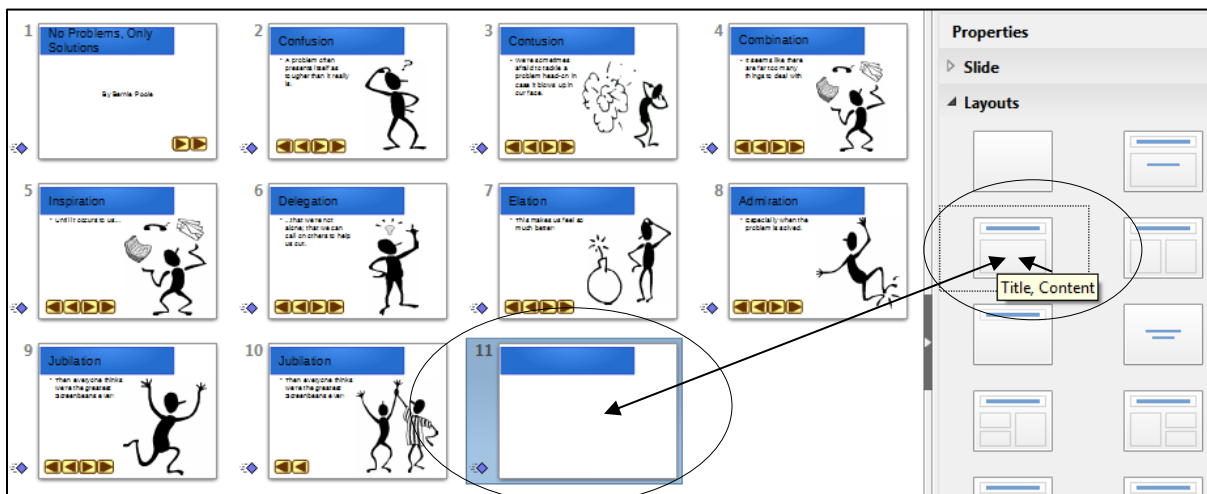


Fig. 10.14 Selecting the Title, Content slide layout

Your next task is to put the two Slide Control buttons for First Slide and Previous Slide on Slide 11, now the last slide in the show.

In the **Slide Sorter View**, make sure the new **Slide 11** is selected then, in the **View menu**, select **Slide Layout** to bring up the menu of **Slide Layouts** (Fig. 10.14) and, in the **Layout menu**, select the **Title, Content** slide layout

Switch back to the **Slide Controls Template**

As you did before, click on the **Select tool** in the **Drawing toolbar** and **drag** to select **all four** of the **Slide Control buttons** to put the **green handles** around them, **right click** on the selected buttons and, in the **context menu** that pops up, select **Copy**

Switch again back to the **Problems and Solutions** slide show and **double click** on **Slide 11** to bring it up in **Normal View**

Press **Ctrl+v** to **paste** the **four Slide Control buttons** onto **Slide 11**, then use the **arrow keys** on the keyboard to slide them into place **lower left** on the slide

You only need the *first two* of the Slide Control buttons (the First and Previous Slide buttons), so you're going to delete the rightmost two buttons (the Next and Last Slide buttons)

Click on the **Select tool** in the **Drawing toolbar** and **drag** to select the **two rightmost** of the **Slide Control buttons** to put the **green handles** around them, then hit the **Del(ete)** key

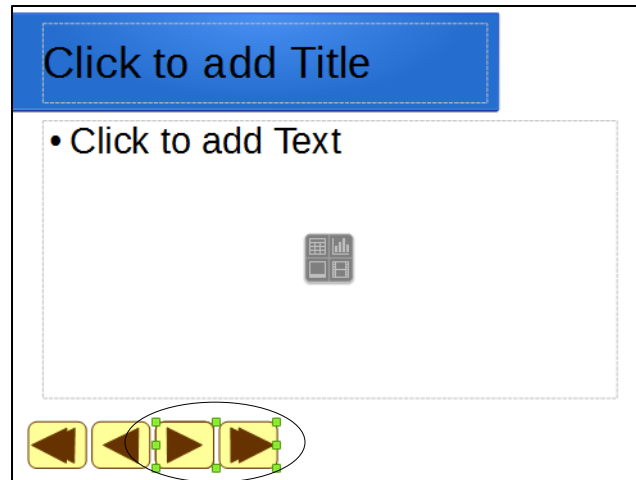


Fig. 10.14 Selecting just the two rightmost Slide Controls

Now all you need to do is type the text onto this Acknowledgements Slide.

Click where you see “**Click to add Title**” and, in the **Title box**, type **Acknowledgements**, then click in the **Click to add Text** box and, by way of Acknowledgements, type just the **first TWO bulleted items** you see in Fig. 10.15

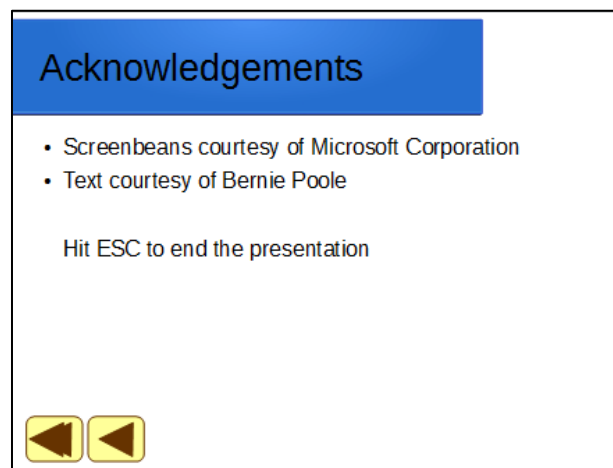


Fig. 10.15 Final version of the Acknowledgements Slide

After you type the line: **Text Courtesy of Bernie Poole**, hit **Enter**, then hit the **backspace** key to **delete** the **bullet**, press **Enter** again, hit **backspace** to **Del(ete)** the **bullet**, then type the last line: **Hit Esc(ape) to end the presentation** (Fig. 10.15 above)

Finally, **drag across the three lines of text** (the two bulleted items and the last item) to **highlight** them, **right click** on the **highlighted text** and, in the **context menu** that pops up, select **Edit Style...**

In the **dialog box** that comes up on the screen, click on the **Font tab** and in the **Size** menu select the **Font Size of 28**

Hit **Ctrl+s** to **save** this (almost final) version of the **Problems and Solutions** presentation

Better **Save** your work to this point, then go to **View > Slide Sorter View** to see how everything looks (should be much like Fig. 10.16)

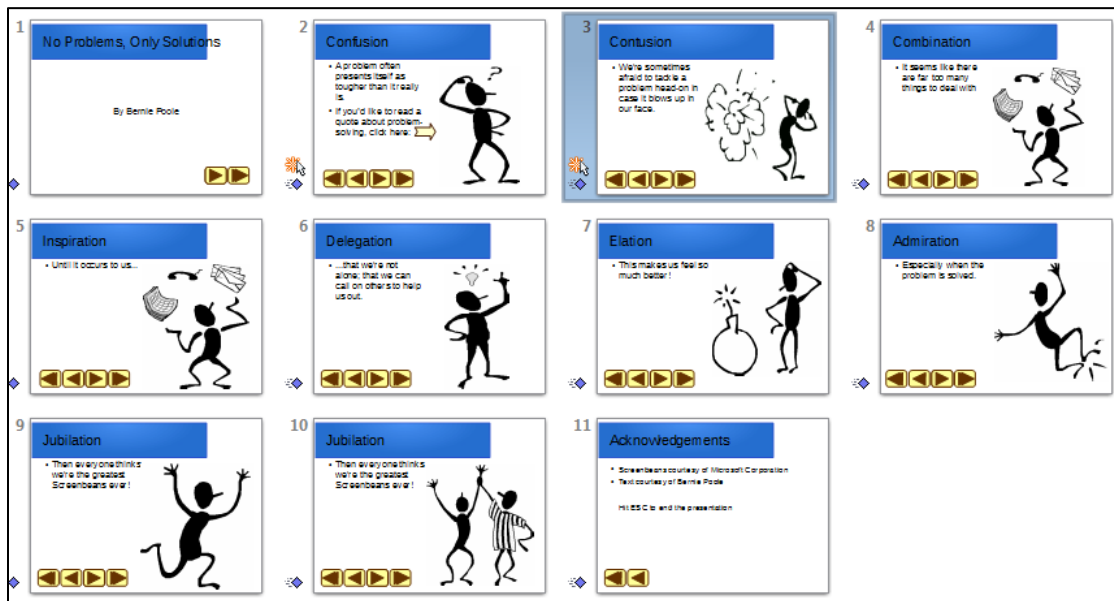


Fig. 10.16 Current look of the Problems and Solutions show

Your show is almost ready, but first you have to learn about hidden slides.

## 10.2 USING HIDDEN SLIDES

Hidden Slides are slides that will be bypassed, unseen by the user as he or she clicks through a presentation, *unless* the user clicks on a *Slide Control* that specifically sends them to the Hidden Slide. Best way to understand this is to create a hidden slide for yourself.

Here are the steps to create a Slide Control on one slide which will take the user to a specific Hidden Slide in the Screenbeans slide show.

In the **Slide Sorter View**, **double click** on **Slide 2** (the **Confusion** Slide) to open it in **Normal View**

Click to position the cursor **right at the end of the text** that you typed in the slide's **text placeholder** (after the words **...tougher than it really is.**)

Hit **Enter** to go to a new line, then type **If you'd like to read a quote about problem-solving, click here:**

Go back to **Slide Sorter View** (**View > Slide Sorter**), **right click** on **Slide 2** and, in the **context menu**, select **New Page** to insert a **new slide** (which will now become the new **Slide 3**)

Immediately, *Impress* inserts a new empty slide right after the second slide in the show and you now have 12 slides in the show.

Now, you want this to be a **Title Slide layout**, so, still in the **Slide Sorter View**, **right click** on the **new Slide 3** and, in the **context menu**, select **Slide Layout** and, in the **menu of slide layouts**, click on the **Title Slide layout**

You want this new slide to be a Hidden Slide.

**Right click** on the **new Slide 3** and, in the **context menu**, select **Hide Slide** (Fig. 10.17)

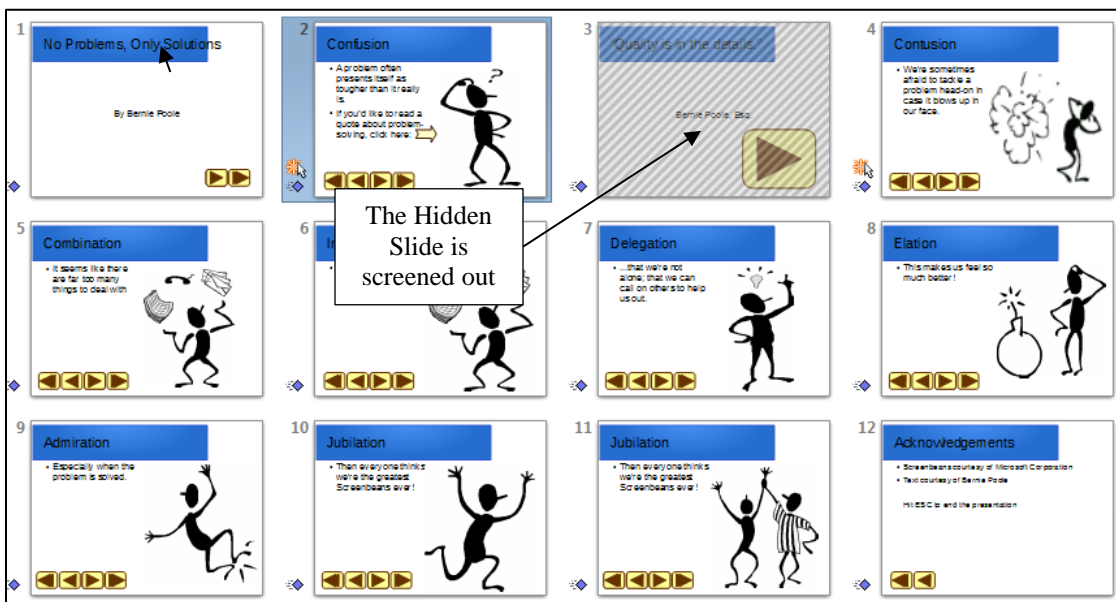


Fig. 10.17 The Hide Slide icon in the Slide View toolbar

Notice that now, in the Slide Sorter View, Slide 3 is screened out, which indicates that this is a Hidden Slide (Fig. 10.17).

**Double click** on **Slide 3** to open it in **Normal View**, then click in the **Title placeholder** on the new slide (where it says **Click to add Title**), and type the following quotation (including the quotes): **“Quality is in the details.”**

**Drag** across the quote to highlight it, **right click** on the **highlighted text** and, in the **context menu** that pops up, select **Edit Style...**

In the **dialog box** that comes up on the screen, click on the **Font tab** and in the **Size** menu select the **Font Size** of **48**

Click in the **subtitle placeholder** on the new slide (where it says to **Click to add text**) and type the following: **Bernie Poole, Esq.**

The Hidden Slide with the quote is now complete. But it's hidden, so you have to give *Impress* (and the user) a way to find it by creating a new *Slide Control* that links to it.

Go to **View > Slide Sorter**, **double click** on **Slide 2** (the **Confusion** Slide) to make it the active slide in **Normal View**

In the **Drawing toolbar** click on the **Block Arrows** icon and, in the **Block Arrows** menu, select the **Notched Right Arrow** shape (Fig. 10.18)

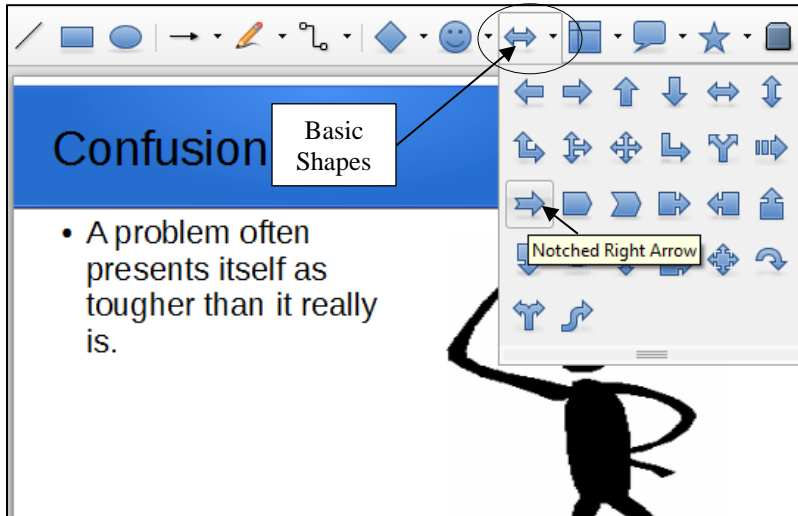


Fig. 10.18 Notched Right Arrow basic shape

Notice that the arrow pointer changes to a **cross hair** (+).

Without clicking the mouse button, roll the **mouse cursor** up over the slide and position the cross hair **after the colon** at the end of "**If you'd like to read a quote about problem-solving, click here:** " (Fig. 10.19), then hold down the **left mouse button** and drag to create the **Slide Control** button that you are going to use to link to **Slide 3—the hidden slide**

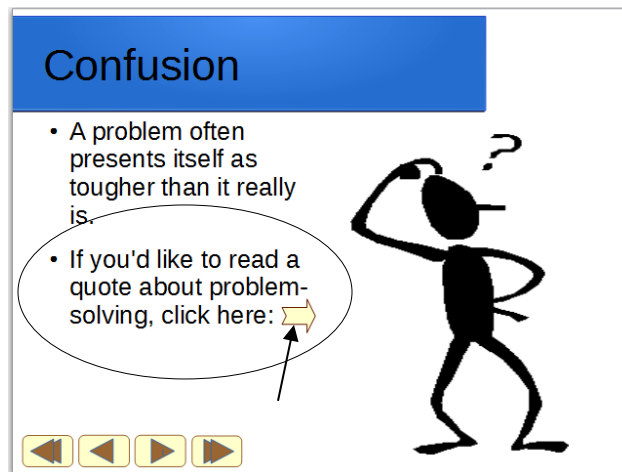


Fig. 10.19 Placement of the Slide Control linking to the hidden slide (Slide 3)

Let go of the mouse button when you're done—you can adjust the **size** and **position** of the button if you want by clicking on it and then dragging on the **handles** around the button

While you have the button selected, **right click** on it and select **Edit Style...** from the **context menu**, click on the **Area tab** and select an **Area (Fill) color** of your choice, then click on the **Line tab** and select a **Line color** of your choice, then click on **OK**

Now **right click** on the **new button** and, in the **context menu** that pops up, select **Interaction...**

In the **Interaction dialog box**, click on the **down arrow** at the end of the **Action at mouse click:** data box and, in the **drop down menu**, select **Go to page or object**, then, in the **list of slides** that is displayed, click to select **Slide 3**, then click on **OK** (Fig. 10.20)

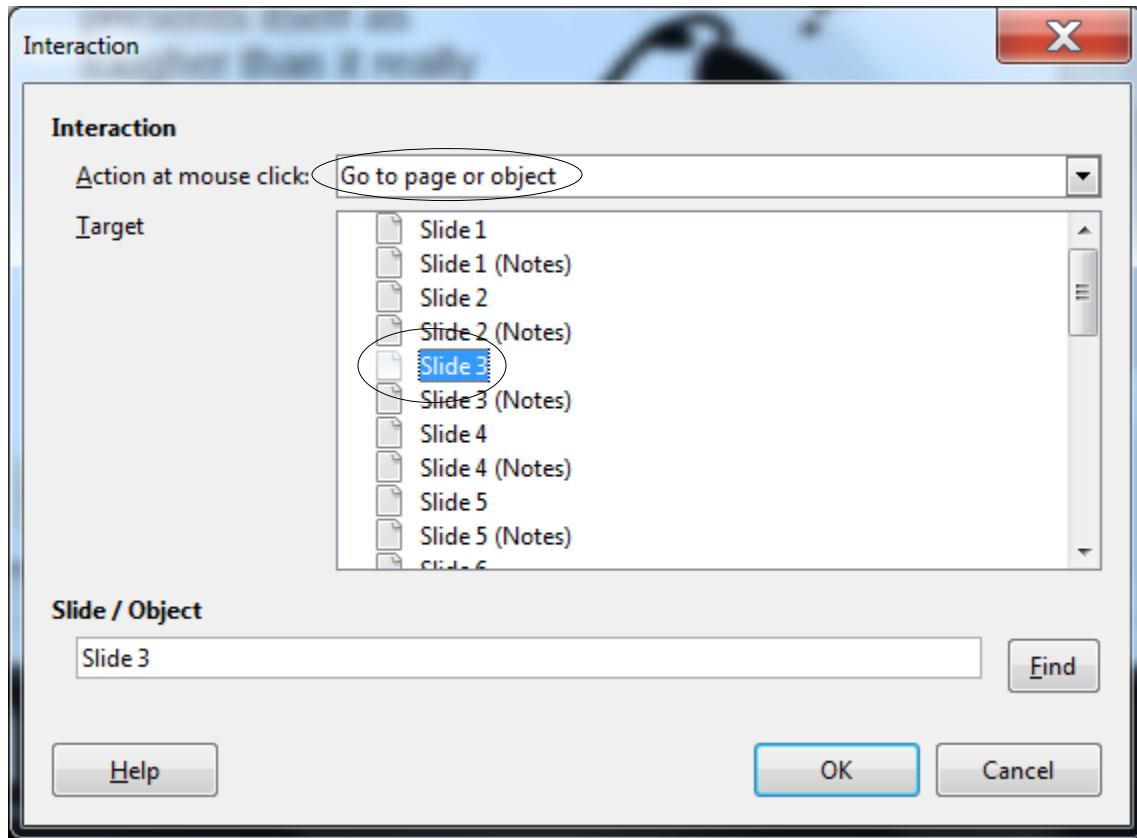


Fig. 10.20 Linking the new Slide Control to the hidden slide

This new Slide Control provides a link from Slide 2 to the hidden Slide 3. When you run the show shortly and get to Slide 2, if you click on this Slide Control, you will go to Slide 3. But if you do *not* click on this Slide Control, Slide 3 will be bypassed because it is a hidden slide.

You have to do one more thing to complete the content on the hidden slide (Slide 3). You need to put a Slide Control on Slide 3 to go to the next slide (Slide 4). Can you remember how to do it yourself? If so, go ahead; but if you need help, here are the steps to follow:

Go to **View > Slide Sorter** and **double click** on **Slide 2** to bring up the slide in **Normal View**, then, in the **Drawing toolbar**, click on the **Select tool** and drag to select the **third** of the **four Slide Controls** (the Slide Control to go to the



**next slide), right click** on it, then, in the **context menu** that pops up, select **Copy**

Go to **View > Slide Sorter** and **double click** on **Slide 3** to bring up the slide in **Normal View**, and press **Ctrl+v** to **paste** the **Slide Control** onto the **hidden slide**

*While the button is still selected*, use the **arrow keys** to move it over and down to the **lower right corner** of the slide, then **drag** on the **green handles** to make the Slide Control **at least twice its size** (big as you want as long as it doesn't cover "Bernie Poole, Esq."—Fig. 10.21)

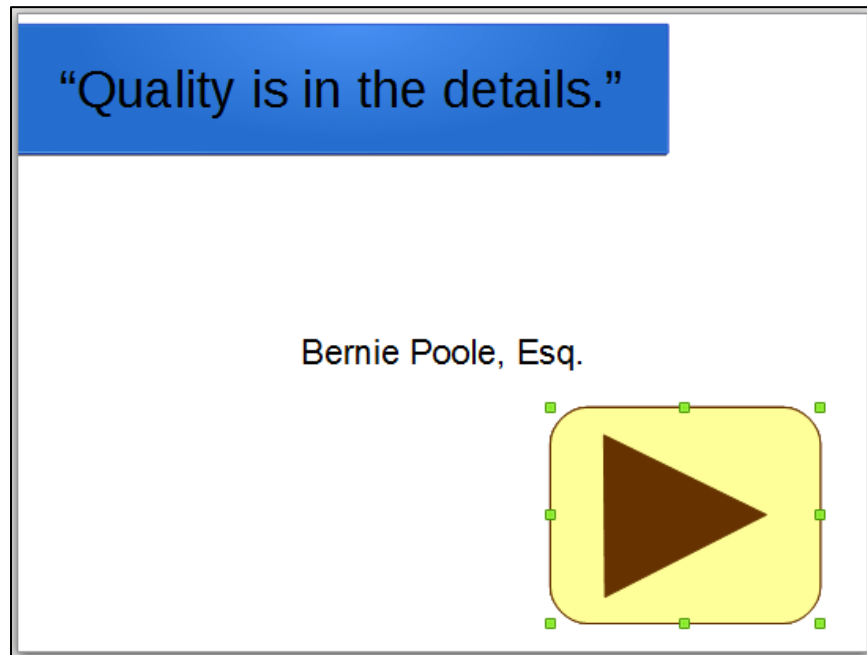


Fig. 10.21 The repositioned and resized Slide Control on the Hidden Slide

In the **Interaction dialog box**, click on the **down arrow** at the end of the **Action at mouse click:** data box and, in the **drop down menu**, select **Go to page or object**, then, in the **list of slides** that is displayed, click to select **Slide 4**, then click on **OK**

**Save** all the good work you've done so far, then **Run the Problems and Solutions slide show** from the **start (Slide Show menu > Start from first slide)**, trying out every slide, including the Slide Controls that you just created for the Hidden Slide

### 10.3 ANIMATION SCHEMES

*Impress Animation* is a way of bringing objects, such as text and pictures, to life on the screen, controlling and sequencing how text and other slide objects emerge onto the screen during a presentation—sliding in from the right or left, or fading in, and so forth. Let's try some of the *Impress Animations* now, using the Screenbean figures as our models.



The Screenbean figure must be **selected** in order to apply animations and other effects to it, so, go to **View > Slide Sorter** and **double click** on **Slide 2** (the slide with the **Confused Screenbean**) to bring up the slide in **Normal View**, and click to **select** the **Screenbean figure** (green handles surround it)

**Right click** on the **Confused Screenbean figure** and, in the **View** menu select **Custom Animation**

This brings up the Custom Animation pane on the right side of the *Impress* window (Fig. 10.22).

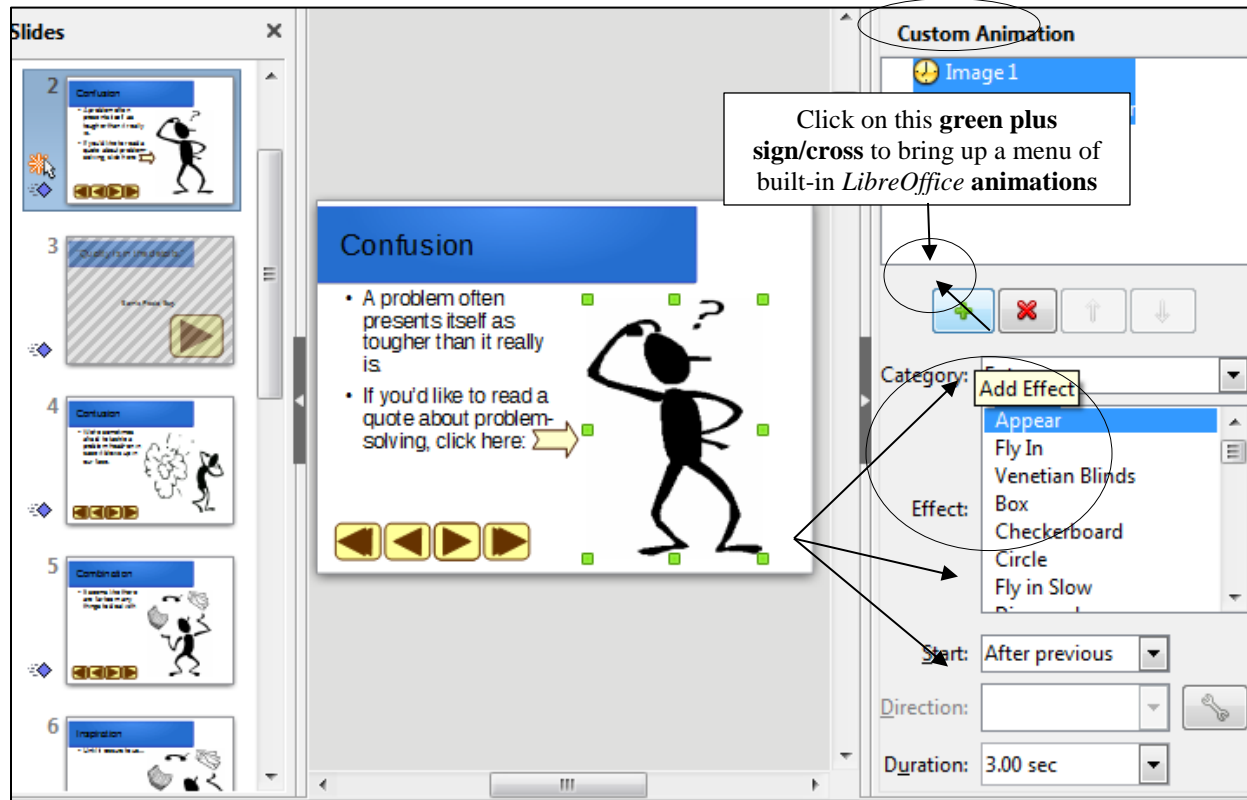


Fig. 10.22 The Custom Animation pane

Click on the **green plus sign/cross** to bring up a **menu of built-in LibreOffice animations** (Fig. 10.22)

For the Screenbean figure on **Slide 2**, in the **menu of built-in LibreOffice Effects** select the **first option: Appear** then, in the **Start** entry box, select **After Previous**, and in the **Duration** entry box select **3 seconds** (Fig. 10.22)

To check out the animation, go to the **Slide Show menu > Start from current Slide** and watch as *Impress* gives you a demo of the effect

Notice that the Screenbean figurine finally appears after the text with a delay of 3 seconds.

Go to **View > Slide Sorter** and **double click** on **Slide 4** to bring up the slide in **Normal View** and take a few minutes to preview a few other **Animation Effects** to get a feel for what is available

When you are done experimenting on Slide 4, work your way from **Slide 4 to Slide 10** and, for each Screenbean figure, select any one of the **Effects** you like, then in the **Start** section select the option to **Start > After Previous**, and select a **Duration** of anywhere from **1 to 3 seconds**

After selecting animations for all the Screenbean figures, **Save** the presentation, then go to the **Slide Show** menu > **Start from current Slide** and check out the **Problems and Solutions** presentation once again

Pretty cool. So *Impress* makes it easy for you to experiment with different schemes, try them out, remove them if you don't like them, and start over—all part of the design process.

You can change any sequence, and you can also sequence the items to come onto the screen all at once, and so forth. There will be occasions when you will want to alter the sequence because, for example, you may decide that you want to talk about one topic ahead of another. Also, you may want the presentation to be presented as a running display in a conference room or in the lobby of a building.

You also can determine the time you want each item to stay on the screen before the next animation is to come up. To do this, you would use the Slide Show > Rehearse Timings tools. It is beyond the scope of this tutorial to dwell further on this topic, but you should find the time to play around with the tools available to you so that you can become an expert in the use of this excellent teaching tool.

Bear in mind that it's not a good idea to apply Animation Schemes everywhere, on all the slides. Animations are best used sparingly, to highlight specific ideas, or to spice things up in a presentation. But too much spice can overwhelm a presentation and take away from its enjoyment or effectiveness.

In the **File** menu select **Close** to close the **Problems and Solutions** presentation

## 10.4 INTERACTIVE *IMPRESS* AT WORK

Let's start by looking at an example of an interactive *Impress* presentation.

In the **File** menu select **Open File** and navigate (Browse) on your computer to your **USB drive > Work Files for LibreOffice 5 > Impress Files** folder, then **double click** to open the **Mammal Test** presentation

You're going to examine the *Mammal Test* interactive presentation which has been prepared for you and which will demonstrate the various features of what makes a presentation interactive and non-linear.

In the **Slide Show** menu select **Start from first Slide** to view the presentation

Follow the directions to move through the slides—be sure to **click on the answers** when indicated

**Answer at least one question *incorrectly*** so you can see how the presentation takes you back to re-answer a question should you get it wrong

Make sure your speakers are turned up so you can hear the **sound**, and notice the **clip art** and **animations** that are added to this show

## Features to look for in the demonstration presentation

### *General layout of an interactive presentation used for assessing knowledge*

Think of a test in your classroom. You start with a title on your test, so the students know what subject matter the test is on and who wrote it. Then you have an introduction, which might further define the subject matter for the test. Alternatively, if used as a review, the introduction might summarize the concept being tested.

A good interactive slide show thus begins with a *title* and an *introduction Slide* (Fig. 10.21).

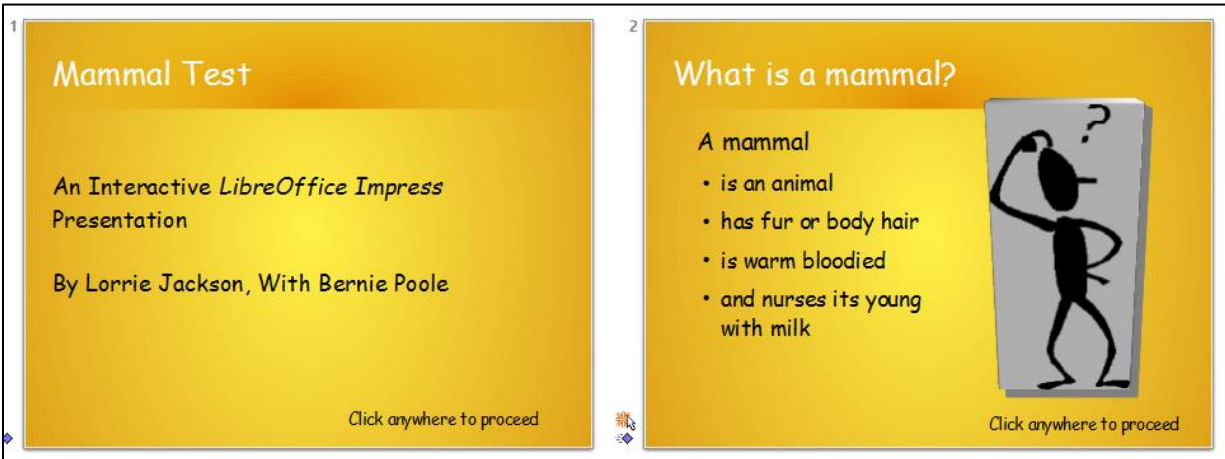


Fig. 10.21 Title and Introduction Slides

You then move to the set of directions which tell the user how to complete the test. The test questions follow right on after the directions.

An effective interactive slide show should have a *Directions Slide* because a good teacher never assumes that all the students know how to take a particular test. After the directions come the *question slides*, which contain the questions themselves and the options for answers (Fig. 10.22).

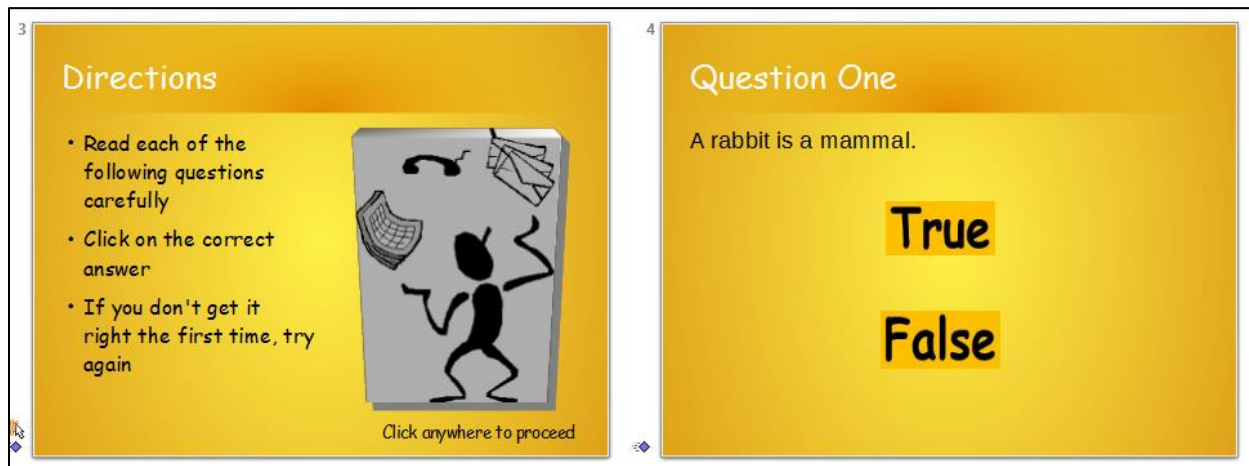


Fig. 10.22 Directions and Question One Slide

An interactive *Impress* presentation has the same elements as any *Impress* presentation, with one significant difference: it has *question slides* and *feedback slides*. In your class, you grade papers and return them, giving the students feedback on their answers.

So, in the Mammal Test slide show, we have *feedback* slides that tell the user "You're Right" or "Sorry. Try Again." (Fig. 10.23).

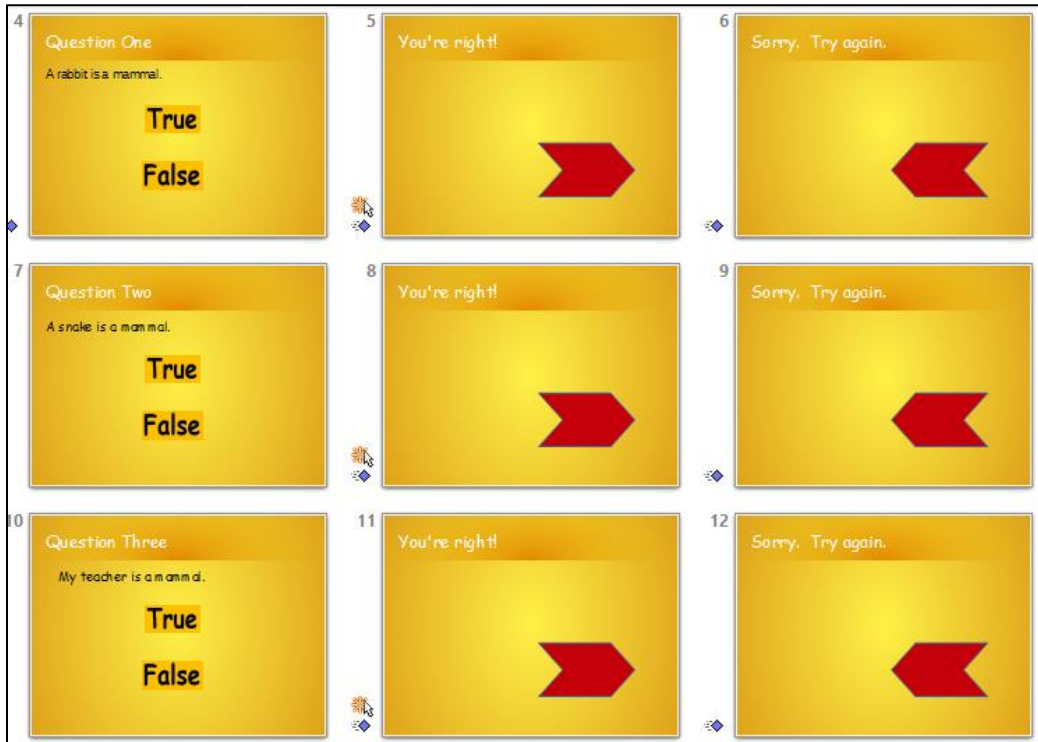


Fig. 10.23 Question and Feedback Slides

Lastly, in an interactive *Impress* presentation it's appropriate to have a *Concluding Slide* which tells the students they're done, followed by an *Acknowledgements Slide* (Fig. 10.26).

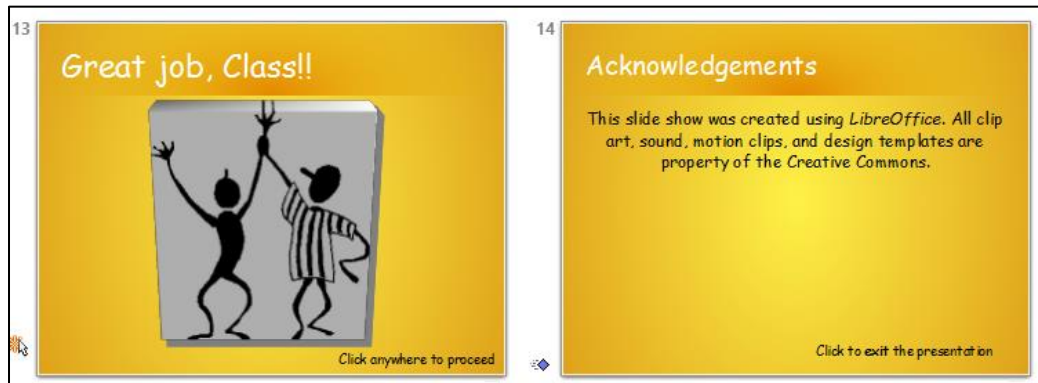


Fig. 10.24 Ending and Acknowledgment Slides

In this way, you set good precedent for citing sources, and you also clue your audience to the fact that it's over! We'll talk more about the layout of an interactive *Impress* slide show as you begin creating your own.

### Slide Controls and Hyperlinks

In order to move outside the linear box of traditional *Impress* presentations, we've used *Slide Controls* and *Hyperlinks*. Slide Controls, as you know, are the buttons that control the user's progress as they work through the presentation. In the case of the Mammal Test presentation, they let you either move on to the next question or re-answer the previous one. Slide Controls were

discussed in Section 10.1 of this chapter, but we'll pay special attention to them in the subsequent activities.

An *Impress* hyperlink takes you directly from one place to another: if you are on the Web, the hyperlinks take you from one Web site to another, or from a website to your email program. If you are in an *Impress* presentation, the hyperlink might take you from a slide to your E-mail program, or from one slide in your presentation to another, or from a slide in your *Impress* presentation to, say, a page on the Web.

Notice the transitions and animations in the Mammal Test presentation. The presentation has a simple, clean style—no excessive bells and whistles; just enough to keep the students' attention. In Lesson 9 and earlier in this lesson, you practiced using different effects for *Slide Transitions* and you were introduced to *Animations*.

These are certainly valuable tools that engage your viewers and help to keep their interest. But everything has a time and a place, and in a testing situation, too many bells and whistles may, indeed, be an unwanted distraction.

So much for an overview of using an interactive *Impress* presentation. It's time to create your own interactive quiz.

One final word before you begin: if you are a practicing teacher using this tutorial, and you consider yourself an experienced user of the computer, why don't you use an existing quiz of your own, or even create one from scratch, a quiz based on your grade level or subject matter using the upcoming steps as your guide? Experienced computer-using teachers should have little trouble doing this. But if you're even the least bit unsure about how an interactive show works, stick with the mock test below for your first try. Then practice it later with your own curriculum!

Click **ESC** to **exit** the slide show, then **close (File > Close)** the **Mammal Test** presentation when you are ready to continue with the tutorial

## 10.5 BUILDING AN INTERACTIVE, NON-LINEAR PRESENTATION

You are going to use *Impress* to prepare a Class Test about the U.S. states and capitals, which will give you the experience to prepare more detailed interactive tests on your own.

The *LibreOffice* introductory window should still be open on your screen, so go to **Create > Impress Presentation** to start a new slide show

You should always immediately save a new document; this allows you to give the document a name, as well as the opportunity to save it in a location you want on your disk drive (so that can more easily find it again later!).

Go to **File > Save As**, navigate to your **USB Drive > Work Files for LibreOffice 5 > Data Files > Impress Documents** folder

Name new presentation **States and Capitals Quiz**, and click on **Save**

It is usually a good idea to create the text outline for your slides before you select a template for your design theme, slide transitions, animations and so forth. This is because different templates have different slide layouts (bigger title boxes, less room for bulleted lists, and so on). So you will want to get a feel for what will be the text on each slide, before you proceed with design considerations.

This brings to mind a good rule of thumb when creating anything that is designed to provide information for the purpose of effective communication: *Substance Before Style!* Or, to put it another way, *Content Counts!* Keep this in mind when developing any *Impress* presentation.

Let's get to work.

### **Title Slide, Intro Slide and Directions Slide**

Fig. 10.25a-c illustrates the content you will be entering for the first three slides. Follow the directions on the next page to complete this first part of the exercise.

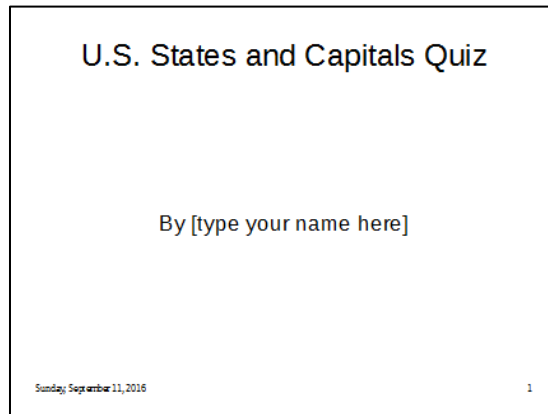


Fig. 10.25a Content for Slide 1

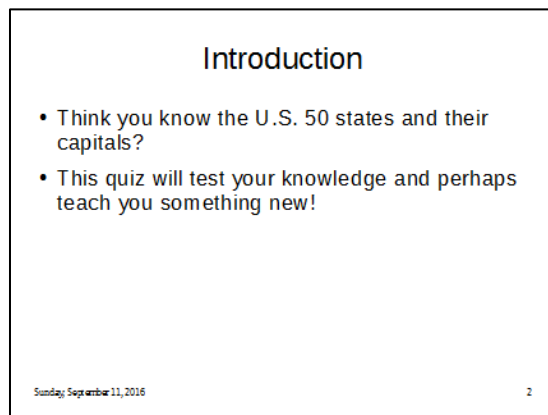


Fig. 10.25b Content for Slide 2

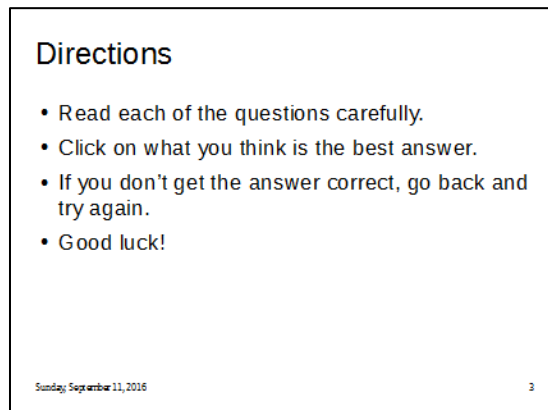


Fig. 10.25c Content for Slide 3

In Lesson 9 you learned how to plan a presentation by entering an outline of the text in the Outline View of a slide. For this presentation, however, you'll enter the text directly onto each slide using the *Normal View*.

Entering data directly onto slides can be tricky because you have to be careful how you use the *Enter* and *Tab* keys, so follow the directions carefully.

The default layout for the first slide in any new *Impress* show is always a Title Slide (Fig. 10.26).

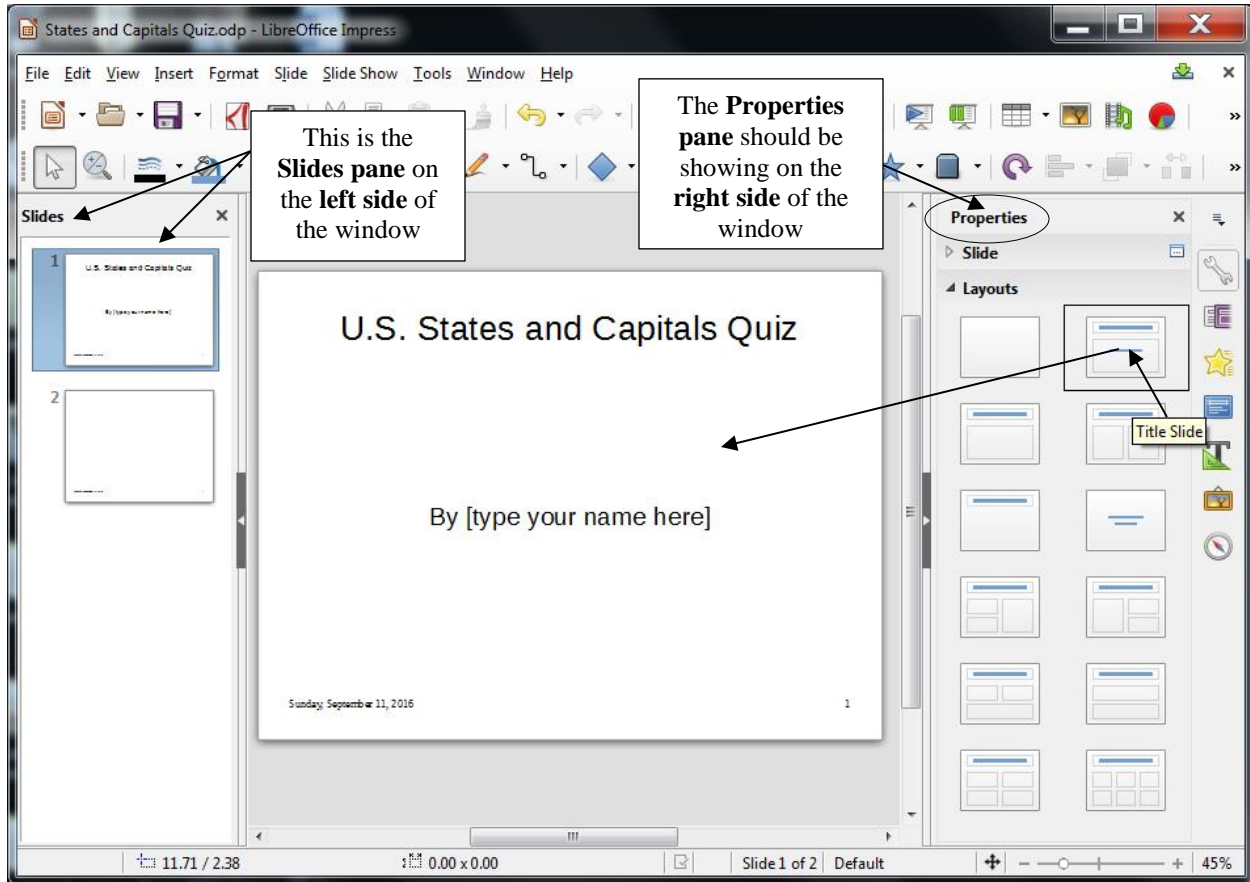


Fig. 10.26 The Title Slide layout

In the **View** menu select **Normal**.

Notice that the Normal View of a slide includes a *Slides pane* on the *left side* of the window in which you'll see a *thumbnail* of each of the slides, starting with the Title Slide (Fig. 10.26). On the *right side* of the window you should see the *Properties pane* with thumbnails of the different layouts you can use for the slides (Fig. 26 above).

If you do not see the Properties pane, here's what you need to do.

In the **View** menu select **Slide Layout** (the Slide Layout thumbprints are included in the Properties pane)

For the first Title slide, in **Normal View**, click inside the **Title box** and type **U.S. States and Capitals Quiz**, then hit **Ctrl+Enter** to move the **cursor** down to the **sub-title** box, type **By \_\_\_\_\_** (type your name in the blank) and hit the **Enter** key



The sub-title *By* \_\_\_\_\_ (your name) should now be in the sub-title box of your first slide.

In the **Insert** menu select **Page Number...** to bring up the **Header and Footer** dialog box (Fig. 10.27)

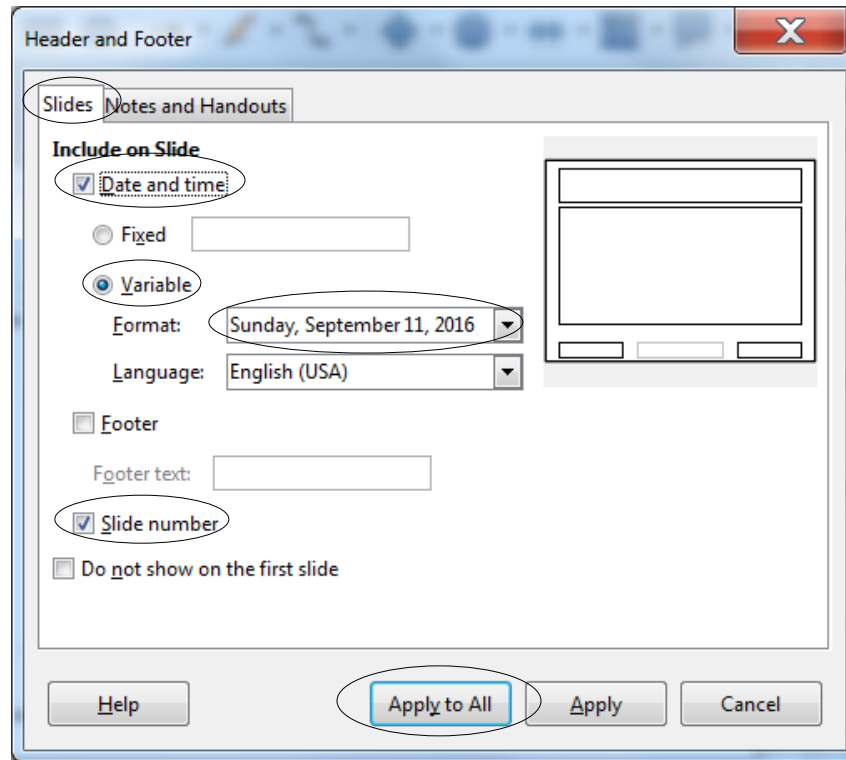


Fig. 10.27 The Header and Footer dialog box

In the **Header and Footer** dialog box make sure the **Slides** tab is selected, then click to put a **check mark/tick** next to **Date and Time**, click on the **radio button** next to **Variable** and, in the drop down menu of **date/time** formats, select the format indicated in Fig. 10.27 on the previous page

Put a **check mark/tick** next to **Slide number**, then click on **Apply to All**

In the **Slides** pane on the **left** (Fig. 10.26 on the previous page), **right click** on **Slide 1** and, in the **context menu**, select **New Page** to start a **new slide**

The default Slide Layout for the first slide in a presentation is *Title* slide layout, but you want a *Title, Content* slide layout for Slide 2.

You want the **Title, Content** layout for Slide 2 and subsequent slides, so, in the **menu of Slide Layouts** in the **Properties** pane, click on the **thumbnail** for **Title, Content** layout

### Get to know the Keyboard Shortcuts

*Ctrl+Enter* is a keyboard shortcut that moves the cursor to the next text box on a slide. You hit *Enter* only when you want to advance to the next line *inside* the text box where you're typing text.

As you type on the slide, the *Properties* pane shows various *formatting* tools, such as left, center and right alignment for text (Fig. 10. 28 on the next page). Refer to these when necessary as you go along.



Refer back to Fig. 10.25b and 10.25c on page 316 above as you type the information for the **next 2 slides**, then **Save** your work

### Question and Feedback slides

Next you are going to type the five Question and Feedback slides—Slides 4-8 (Fig. 10.28).

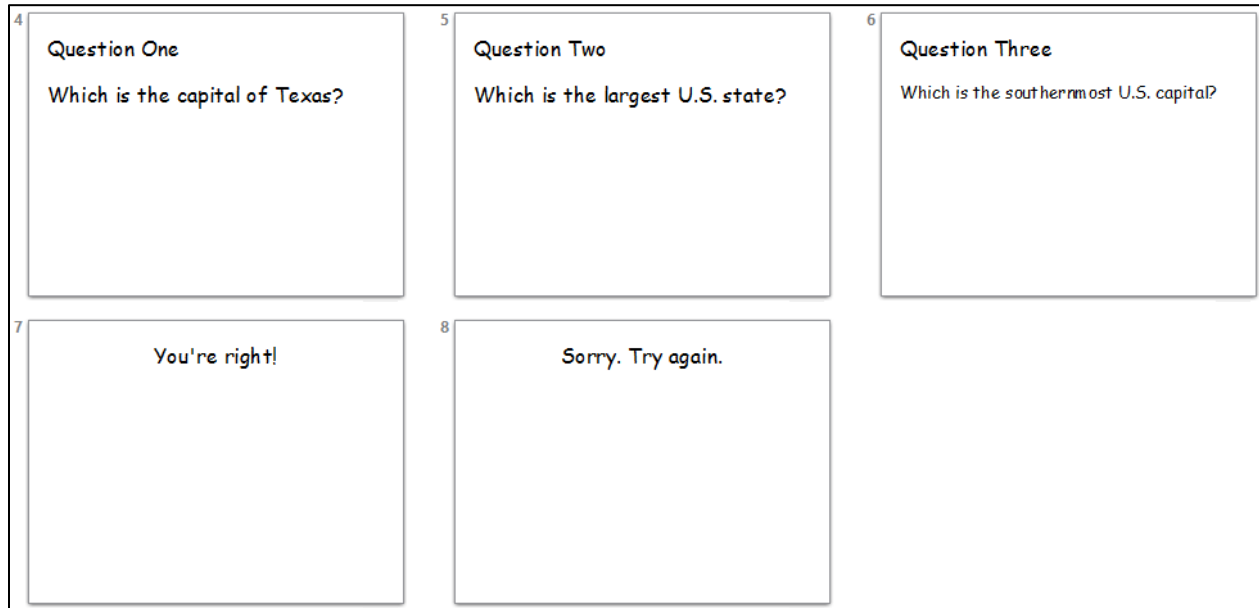


Fig. 10.28 Content for Slides 4-8

If you already have completed the introductory *Impress* tutorial (Lesson 9), you should be able to carry out the following tasks without step-by-step help. However, in case you need guidance, here are the directions for the first test question slide.

Stay with the *LibreOffice* default font (Liberation Sans), and the default font sizes, too. After you've typed up the text for the slides, feel free to change the font to one of your personal preference, but only do that after you've typed the text for all the slides. You may notice that the author's preference is for **Comic Sans MS**, which appears to work best for *text objects*. More on that anon when you come to deal with the sets of Answers for each of the Questions.

Here are the directions for Slide 4.

In the **Slides pane** on the **left** of the window, **right click** on the **thumbnail** for **Slide 3** and from the context menu select **New Page**

Next click in the **Title box** for the new **Slide 4**, in the **Properties pane** click on the **Left alignment** icon, and type the title **Question One**, then hit **Ctrl+Enter** to skip to the **text box** below the Title box

Before you start typing the first question (*Which is the capital of Texas?*), hit the Backspace key to **remove the Bullet** at the beginning of the line, then type the question: **Which is the capital of Texas?**

Repeat these same directions to complete the entries now for **Slides 5 and 6**, then **Save** your work.

Now that the Titles and Questions are on the question slides, you next need to create, and type the content for, the two feedback slides: *You're Right!* (Slide 7) and *Sorry. Try Again* (Slide 8)—see Fig. 10.28 above.

In the **Slides pane** on the **left** of the window, **right click** on the **thumbnail** for **Slide 6** and from the **context menu** select **New Page** to start a **New Slide (Slide 7)**

You need to change the *layout* of the feedback slides, because all you need on them for now is a *Title box*. Fortunately, *Impress* has a layout called *Title Only*.

In the **Slide Layout menu** on the **right side** of the window, select the layout for **Title Only**

Now go ahead and, in the **Title box** for **Slide 7**, type **You're Right!**

Create a **new Slide 8**, which will again have a **Title Only** layout, and, in the **Title box** for **Slide 8**, type **Sorry. Try again.**

### Use Copy & Paste to save time

Next, you must place a copy of these two feedback slides after each of the other question slides. Copy & Paste is the easiest way to do this.

In the **Slides pane** on the **left** of the window, click on **Slide 7**, hold down the **Shift key** and at the same time click on **Slide 8** to **select both slides at once**, then hit **Ctrl+c** on the keyboard to **copy** these two slides to the **clipboard**

Now, with **Slides 7 and 8** on the **clipboard**, **right click** between **Slides 4 and 5** and in the **context menu** select **paste**

The two answer slides **are now repeated between slides 4 and 5**; so what was originally Slide 5—**Question Two**—will be bumped to **Slide 7** (Fig. 10.29)

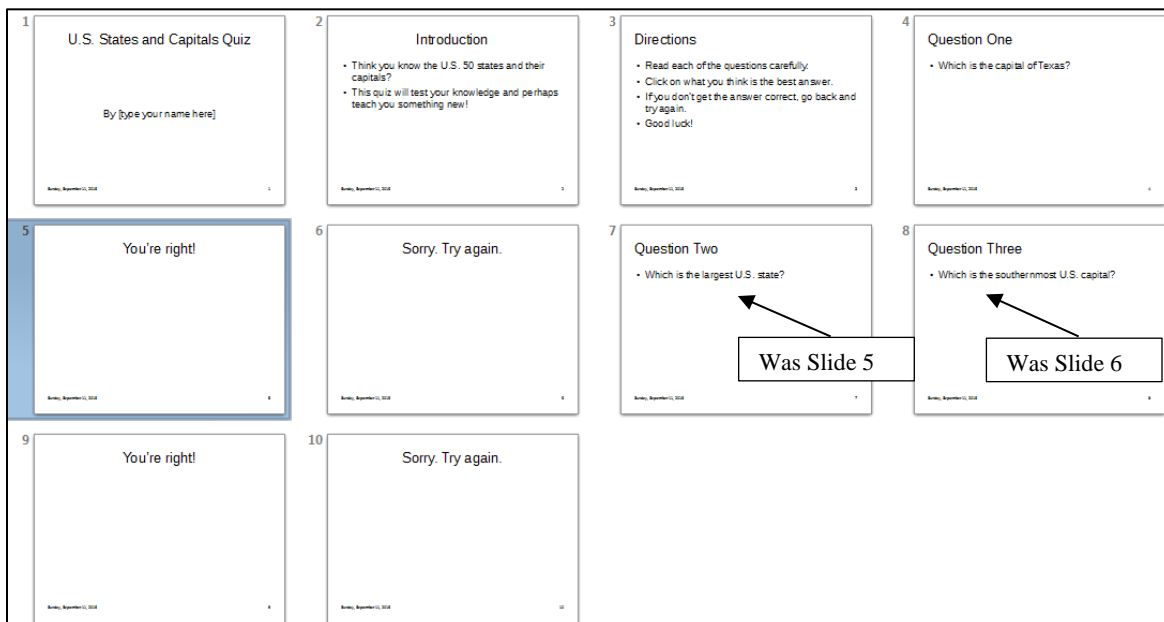


Fig. 10.29 Adding the Answer slides between each of the Question slides

Now do the same thing to **Paste** the Answer slides right after what will now be **Slide 7** (between Slides 7 and 8), then **Save** your work once more

The States and Capitals Quiz *Impress* now has 12 slides—the three introductory slides and the nine question and answer slides. For any *Impress* show, it is important to have a slide that signals the end of the main body of content (such as the end of testing in the case of our show). *Impress* presentations that end abruptly can be disconcerting to a viewer. Also, it is important to give credit where credit is due. So, at the conclusion to most any slide show you should include an Acknowledgements Slide. These are your next two tasks.

Create **two new slides** (Slide 13 and Slide 14); **Slide 13** will be **Title Only** layout and **Slide 14** will be **Title, Content** layout

Type the content for **Slides 13 and 14** as illustrated in Fig. 10.30, then **Save** your work again

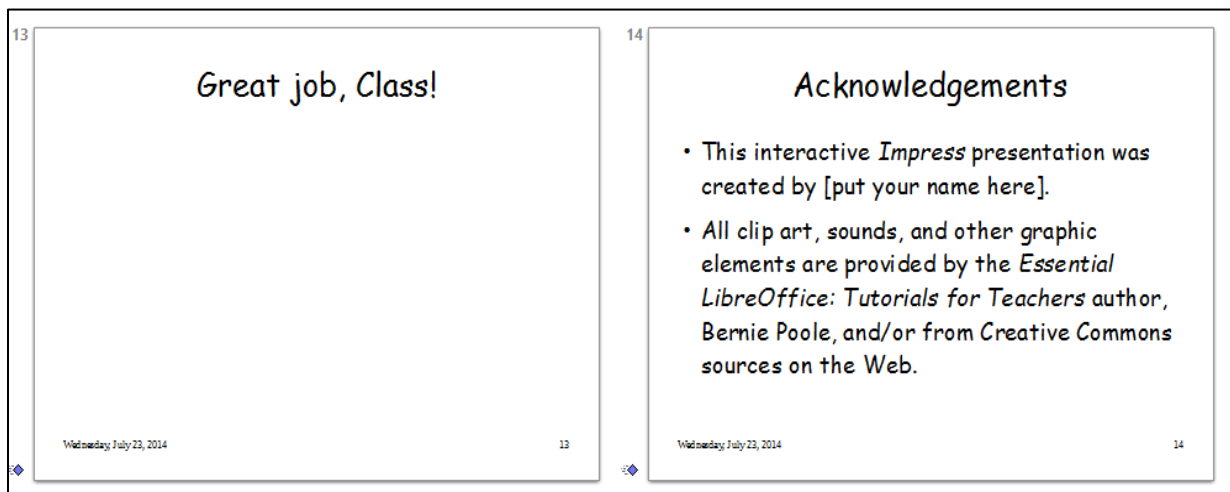


Fig. 10.30 End of Test and Acknowledgement Slides

It might be a good idea to take a break at this point in the tutorial. But if you feel up to it, feel free to proceed directly to the next section, Section 10.6 on the next page.

**TIME FOR A BREAK?**  
**FEEL FREE TO TAKE ONE...**  
**THIS MIGHT BE ENOUGH FOR ONE DAY!**

## 10.6 MAKING THE PRESENTATION INTERACTIVE

You are now going to tackle the two trickiest steps in this lesson. They are:

1. Creating four hyperlinking Slide Controls on each of the three *Question slides* which the user will click on to indicate his or her answer to the question.
2. Creating a Slide Control on each of the six *Feedback slides* that will hyperlink to the appropriate Question slide.

### Creating Text Objects for the Slide Controls on the Question slides

A Text Object is text that has been converted into a *LibreOffice* Object so that it can be used as a hyperlink and can also be animated, just the same as any image.

Let's do the first Question slide together (Slide 4), and then you'll know what to do for the other two question slides (Slides 7 and 10).

Go to **View > Slide Sorter** and **double click** on **Slide 4 (Question One)** to **open** it in **Normal View**

In the **Drawing toolbar** at the top of the window (right under the Standard toolbar), click on the **Rectangle tool** to select it, then draw a **rectangle** about  $\frac{1}{2}$ " below the Question and about 3" wide, and more or less **centered** on the slide (Fig. 10.31)

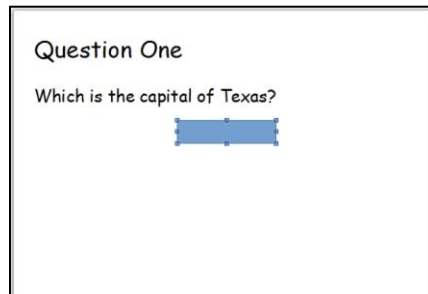


Fig. 10.31 Draw a rectangle about  $\frac{1}{2}$ " down from the Question

With the **rectangle** still **selected**, hit **Ctrl+c** to copy it, then hit **Ctrl-v** to paste the copy back onto the slide (for reasons best known to itself, *LibreOffice* pastes the copy directly on top of the original, so you're not aware of anything having been done—but believe me, the copy is there!)

With the handles still showing around the rectangle shape, use the **arrow keys** to slide the copy down below the original, so that now you have **two identical rectangles** on the slide (Fig. 10.32)

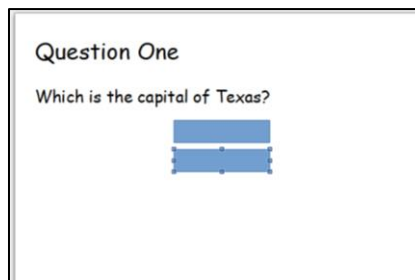


Fig. 10.32 The two identical rectangles on Slide 4

Now hold down the **Shift key** while you click on the first rectangle so that now both shapes are selected, hit **Ctrl+c** to copy them, then hit **Ctrl-v** to paste the copies back onto the slide

Once again, use the **arrow keys** to slide the copies down below the originals, so that now you have **four identical rectangles** on the slide (Fig. 10.33)

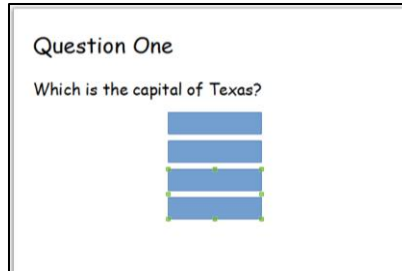


Fig. 10.33 The four rectangles ready for processing into Text Objects

At this stage it will be a considerable time saver if you copy the four rectangle shapes and paste them onto the other two Question slides—Slide 7 and Slide 10.

Hold down the **Shift key** while you click on **each** of the **rectangle shapes** so that now **all four** shapes are selected and hit **Ctrl+c** to copy them

Go to **View > Slide Sorter** and **double click** on **Slide 7** to bring up the slide in **Normal View**, then **paste** the **four rectangle shapes** directly onto the slide

Switch to **Slide 10** and do the same, then **Save** your work

Now for the conversion of the Rectangles into Text objects. We'll do this together for Slide 4, then you can follow the same steps yourself to convert the rectangles on Slide 7 and Slide 10.

1. Go to **View > Slide Sorter** and **double click** on **Slide 4** to bring up the slide in **Normal View**, then **double click** on the **first rectangle** and type the **first Answer: Houston**
2. **Double click** on **Houston** to **highlight** it and, in the **Properties pane > Character** toolbar (Fig. 10.34), **increase the Font Size to 28 pt** and change the **font** to **Comic Sans MS** or any other font you like

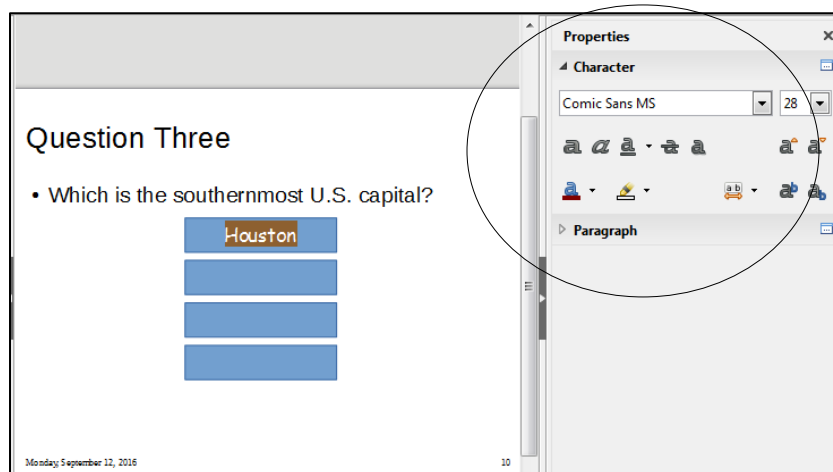


Fig. 10.34 Character tools in the Properties pane

3. Next, **double click** on the **second rectangle** and type the **second Answer: Dallas**, then **double click** on **Dallas** to **highlight** it and, in the **Properties pane > Character toolbar**, **increase the Font Size to 28 pt**
4. Next, **double click** on the **third rectangle** and type the **third Answer: San Antonio**, then **triple click** on **San Antonio** (it's two words) to **highlight** it and, in the **Properties pane > Character toolbar**, **increase the Font Size to 28 pt**
5. Finally, **double click** on the **fourth rectangle** and type the **fourth Answer: Austin**, then **Double click** on **Austin** to **highlight** it and, in the **Properties pane > Character toolbar**, **increase the Font Size to 28 pt**

Better **Save** your work again and now follow the same five (5) steps above to enter the **Answers for Slides 7 and 10**

The answers for Slide 7 are as follows:

- California
- Alaska
- Texas
- Rhode Island

The answers for Slide 10 are as follows:

- Hawaii
- Florida
- California
- Mississippi

Over to you. Don't forget to save your work when you're done.

### Hyperlinking the Text Objects to the appropriate Feedback Slides

Now you must revisit each of the four *Answers* on the three Question slides to tell *Impress* which slide the Answer should *hyperlink* to after it is clicked. This is where it gets tricky. If the answer the student chooses for each question is *correct*, the hyperlink must send him or her to the *You're Right!* Slide, and move on to the next question; otherwise it must send him or her to the *Sorry. Try again.* Slide, and return him or her back to the original question to try again.

If you've never done anything like this before, the best way to understand is to *do* it.

Go to **View > Slide Sorter** and **double click** on **Slide 4** to open it in **Normal View**, then **right click** on the **Houston** button and, in the **Context menu**, select **Interaction...** to bring up the *Interaction* dialog box (Fig. 10.35).

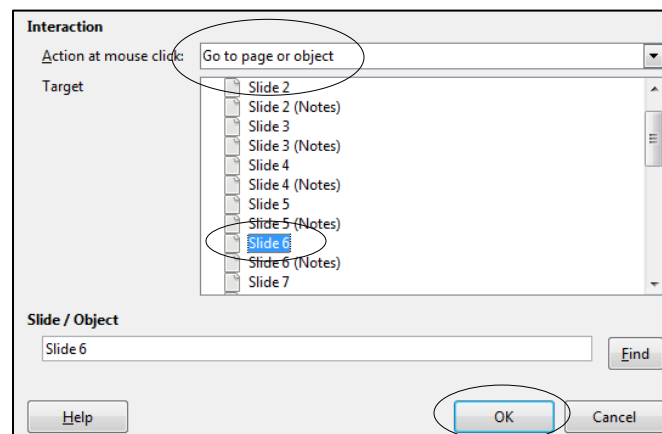


Fig. 10.35 The Interaction dialog box

In the **Action at mouse click** entry box, click on the **down arrow** to bring up the **menu of options** and select the option to **Go to page or object**

Click on **Slide 6** and click **OK**

Why Slide 6? Because Houston, the answer we just converted into a hyperlink, is not the capital of Texas. So we want the student to be presented with the feedback slide that says the answer is *wrong*.

Repeat these steps for the answers **Dallas** and **San Antonio** (also wrong answers)

Now, highlight **Austin** (the correct answer)

Since Austin is in fact the capital of Texas, we want to link that answer to the feedback slide (Slide 5) that indicates that the correct answer has been selected.

**Right click** on the **Austin** button and, in the **context menu**, select **Interaction...**, then in the **Action at mouse click** entry box, click on the **down arrow** to bring up the **menu of options** and select the option to **Go to page or object**, and finally click on **Slide 6** and click **OK**

*Adding a Slide Control button to each of the Answer slides*

Now you need to put the correct Slide Control button on each of the Question One Answer slides (Slides 5 and 6).

Go to **View > Slide Sorter** and **double click** on **Slide 5** to bring up the slide in **Normal View** then, in the **Drawing** toolbar, click on the **Block Arrows** icon to bring up the **set of Block Arrow shapes** (Fig. 10.36)

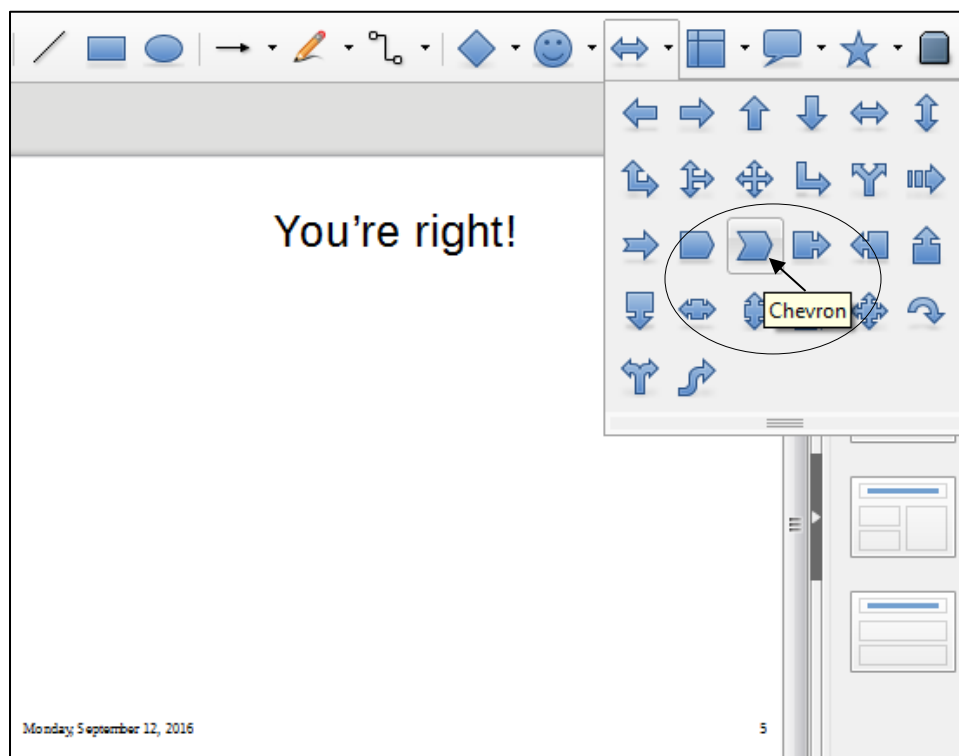


Fig. 10.36 The Chevron shape in the set of Block Arrows shapes

Click to select the **Chevron shape**, then draw a nice big **Chevron shape** towards the **lower right side** of the slide (Fig. 10. 37)

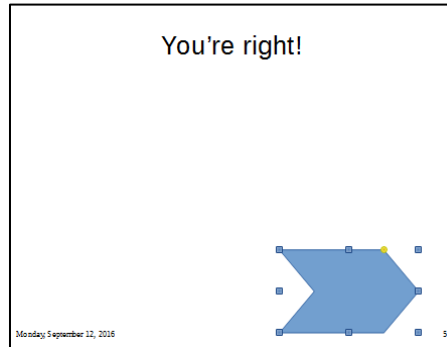


Fig. 10.37 The Slide Control on Slide 5

Right click on the **Chevron shape** and, in the **context menu**, select **Area...** (Fig. 10. 38)

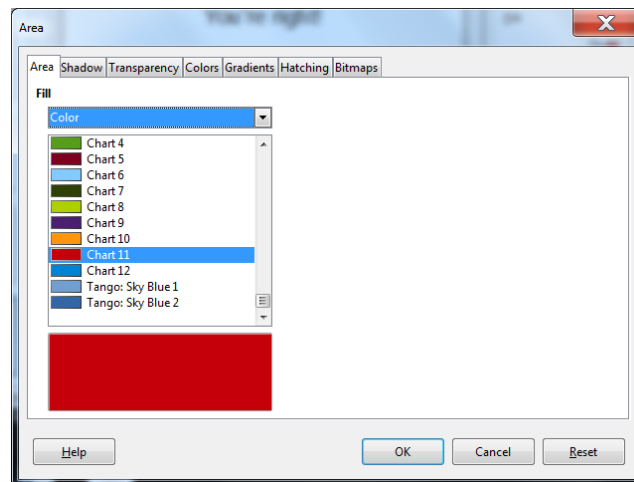


Fig. 10.38 Choosing a Color for the Slide Control

Click on the **Area tab** and, in the drop down **menu of colors**, select any color you like for the Chevron-shaped **Slide Control**

Next you need to put a chevron-shaped button on the Wrong answer slide (Slide 6). Easiest way to do this is to copy and paste the button you just created for Slide 5.

On **Slide 5**, click on the **Slide Control** to select it and hit **Ctrl+c** to copy it, switch to **Slide 6** and hit **Ctrl+v** to paste the button onto **Slide 6**

You want this Wrong answer button to point *back* to Question One, so you need to flip it horizontally.

Right click on the **Slide Control** and, in the **context menu**, select **Flip > Horizontally**, then **Save** your work before you proceed

Now you need to select the correct hyperlink for these two new buttons. A hyperlink is a tool for linking to another place in the same document (in our case to another slide in the same slide show) or to an entirely different document. For the button on the correct answer slide (Slide 5) you want



to send the student on to the next question (Question Two), which is Slide 7; but for the button on the wrong answer slide (Slide 6) you want to send the user back to Question One (Slide 4).

Go to **View > Slide Sorter** and **double click** on **Slide 5** to bring up the slide in **Normal View**, **right click** on the **Chevron shaped Slide Control** and, in the context menu, select **Interaction...** and hyperlink (click on **Go to page or object**) to **Slide 7**

Go to **View > Slide Sorter** and **double click** on **Slide 6** to bring up the slide in **Normal View**, **right click** on the **Chevron shaped Slide Control** and, in the context menu, select **Interaction...** and hyperlink (click on **Go to page or object**) to **Slide 4**

Time to make sure each answer on the *Question One* slide, and each button on the Answer slides is correctly *hyperlinked* by testing each of them in turn.

Go to **View > Slide Sorter** and **double click** on **Slide 4** to bring up the slide in **Normal View**, then in the **Slide Show** menu select **Start from current Slide**

Click on each of the **possible answers** one-by-one, make sure they send you to the **correct Answer slide**, then make sure the **chevron-shaped Slide Control** on each of the answer slides sends the user forward or back to the **correct question**

Everything AOK? If not, fix any errors—hopefully there won't be any, but you never know. Breathe a sigh of relief if all went according to plan.

Now, follow the same series of steps (if you need help, the directions start on Page 325 above--*Adding a Slide Control button to each of the Answer slides*) to **add the Slide Controls** with **hyperlinks** for **Slides 7 thru 9** (the **second question**, where the correct answer is **Alaska**), and **Slides 10 thru 12** (the **third question**, where the correct answer is **Hawaii**)

**Adding Slide Controls to the remaining slides (Slides 1 thru 3 and Slides 13 and 14)**

You're going to need Slide Controls on Slides 1 thru 3, and also on Slides 13 and 14. You should be good at this now, but just in case here are the steps you need to take.

In **Slide Sorter View**, **double click** on **Slide 1** to open it in **Normal View**, then, in the **Drawing toolbar > Block Arrows** icon, click on the **Chevron shape** and draw a **small Chevron** in the **lower right corner** of the **Slide window** (Fig. 10.39)

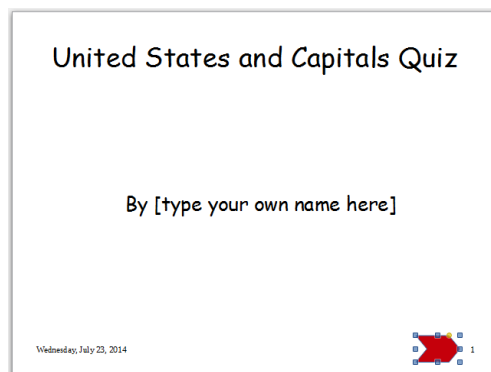


Fig. 10.39 Slide Control to go the Next Slide

**Right click** on the button, then, in the **context menu**, select **Interaction...** and select the **Action at mouse click** option to **Go to next slide**

While you're at it, hit **Ctrl+c** to **copy** the **Slide Control** to the **clipboard**

That's all you need on the first slide. But you need the **same** button on Slides 2, 3, 13, and 14. Fortunately, you have it copied to the clipboard, so...

In **Slide Sorter View**, **double click** on **Slide 2** and **paste** the Slide Control on the slide

Do the same for **Slides 3, 13 and 14**

On Slides 2, 3, and 14 you need a second Control button to *Go to previous slide*.

In **Slide Sorter View**, **double click** on **Slide 2** again, **right click** on the **Slide Control** in the **lower right corner**, **copy** it, then **paste** it (**Ctrl+v**)

**Right click** on the **Slide Control** again, and, in the **context menu** select the option to **Flip > Horizontally**, then use the **arrow keys** on the keyboard to slide this second Slide Control **to the left** (Fig. 10. 40)

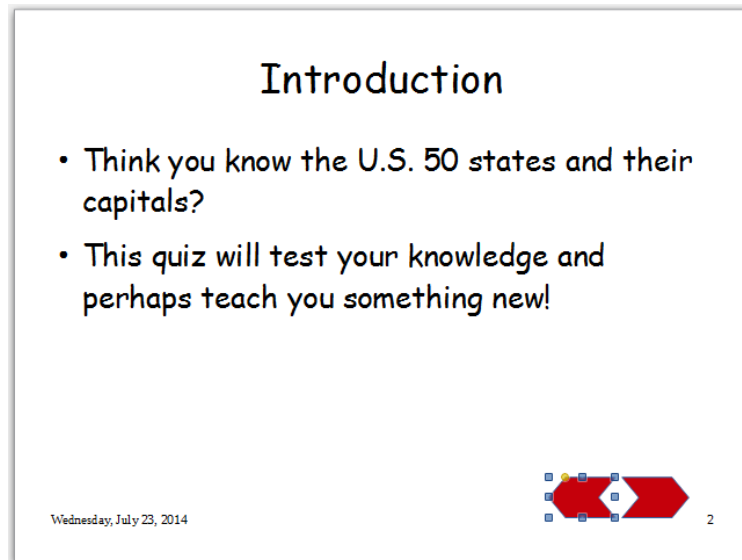


Fig. 10.40 The second Slide Control button in position on Slide 2

**Right click** on this second **Slide Control**, **copy** it, then **paste** it (**Ctrl+v**) onto **Slides 3 and 14**

Your patience is appreciated. Hey, for some people, this is their idea of fun! I hope you feel the same. One last task at this stage of the Tutorial. The last slide, Slide 14, has a Slide Control to go to the next slide, but there is no next slide. So you have to change the Action on mouse click to Exit Presentation.

In **Slide Sorter View**, **double click** on **Slide 14** if it is not already in **Normal View**, **right click** on the **rightmost Slide Control** in the **lower right corner**, select **Interaction...** from the pop up context menu, and change the **Action on mouse click** option to **Exit presentation**

**Save** your work before you proceed (and maybe take a break...)

### Making the Text Object backgrounds invisible

On Slides 4, 7, and 10, those Blue rectangles behind the multiple choice answers are unnecessary. It's easy enough to get rid of them at this stage, though they were necessary while you were developing the Text Objects and hyperlinking them. Let's make them invisible now.

In **Slide Sorter View**, **double click** on **Slide 4** and **right click** anywhere on the **first blue rectangle**, then, in the context menu, select **Line...** to bring up the **Line dialog box** (Fig. 10.41)

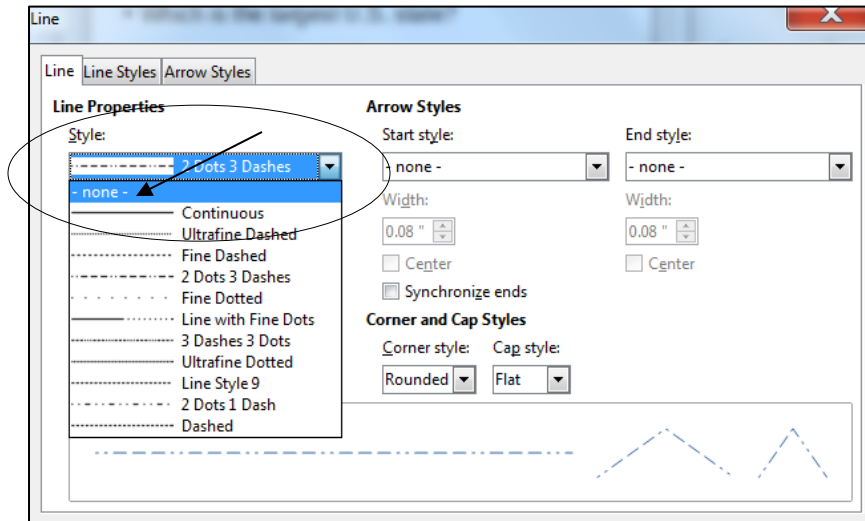


Fig. 10.41 The Line dialog box

In the **Style drop down menu**, select **– none –** to **remove** the border around the rectangle shape, then click on **OK** and, still on **Slide 4**, **right click** anywhere on the **first blue rectangle**, then, in the **context menu**, select **Area...** to bring up the **Area dialog box** (Fig. 10.42)

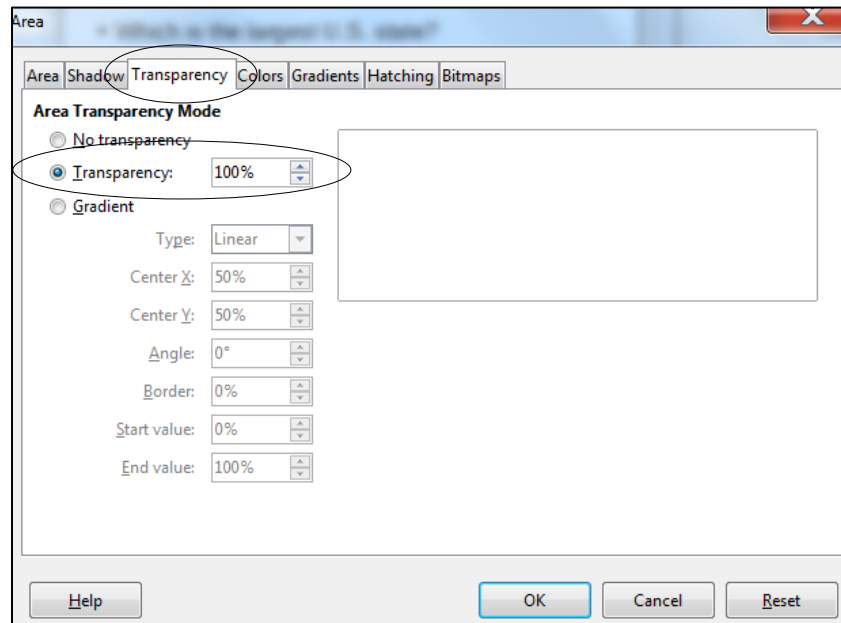


Fig. 10.42 The Area dialog box

In the **Area dialog box**, click on the **Transparency tab**, then in the **Transparency mode** section make sure the **radio button** next to **Transparency** is checked, and set the **Transparency percentage** to **100%**, then click on **OK**

Houston appears as plain text, but it's actually a Text Object which holds a hyperlink (Fig. 10.43)

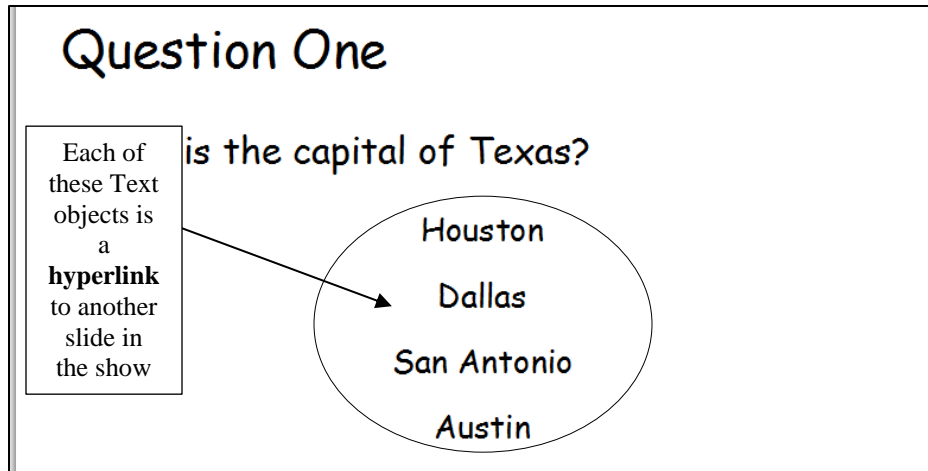


Fig. 10.43 Text Objects with invisible backgrounds

Now do the same thing to the **other 11 Text Object multiple choice answers** on **Slides 4, 7, and 10**, then **Save** your work when you're done

### Forcing the user to click on a Slide Control to advance to another slide

For the feedback slides such as the one illustrated in Fig. 10.30 above, we must make sure that the user can only proceed from one slide to another by clicking a Slide Control. As it is, when the user clicks the mouse anywhere on the slide, the show will advance to the next slide whether it's supposed to go there or not.

So here's how you give the user no option but to click on a Slide Control in order to proceed.

Go to **View > Slide Sorter View**, hit **Ctrl+a** to select all the slides, then in the **Slide Show** menu select **Slide Show Settings...** to bring up the **Slide Show Settings dialog box** (Fig. 10.44)

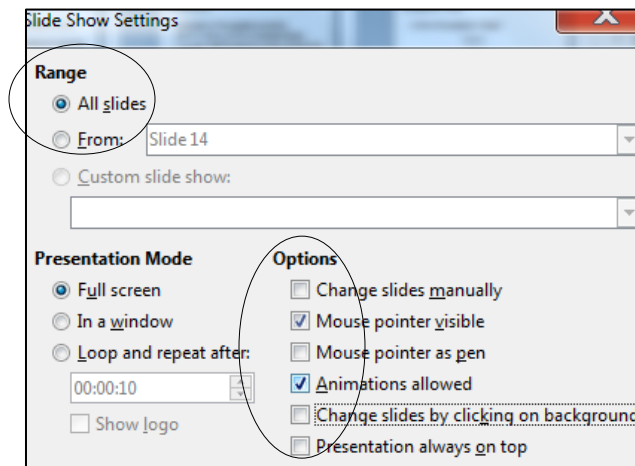


Fig. 10.44 The Slide Show Settings dialog box

Click to select the **Radio button** next to **Range > All slides** and in the **Options section** make sure you only have **check marks** next to **Mouse pointer visible** and **Animations allowed**—**NOTHING** else should be checked!

Especially make sure there is **NO check mark/tick** next to **Change slides by clicking on background**

**Save** your work again

## 10.7 FORMATTING YOUR PRESENTATION

If you have followed this chapter step-by-step, you've just now finished testing your slide show. You've covered all the nuts and bolts of the show. Now it is time to improve the appearance of the show and make your U.S. States and Capitals quiz a bit more attractive.

### Selecting a Master Page

*LibreOffice* makes it easy to select a background, font type and style, and color scheme for your presentation. All these features are combined into what *Impress* calls a Master Page.

Earlier we mentioned that you could start your new presentation by picking the Master Page before even typing in the text. Well, as we already discussed, sometimes it is best to wait to select a Master Page until you have an idea of where text should be on the slides and how much text is on each slide. Some Master Pages, for example, have graphics that take more space on the slide than others and might make it hard to read your text.

In the **Slide Sorter View**, hit **Ctrl+a** to **select all** the slides, then click on the **Master Pages icon** on the **right edge** of the *Impress* window (Fig. 10.45)

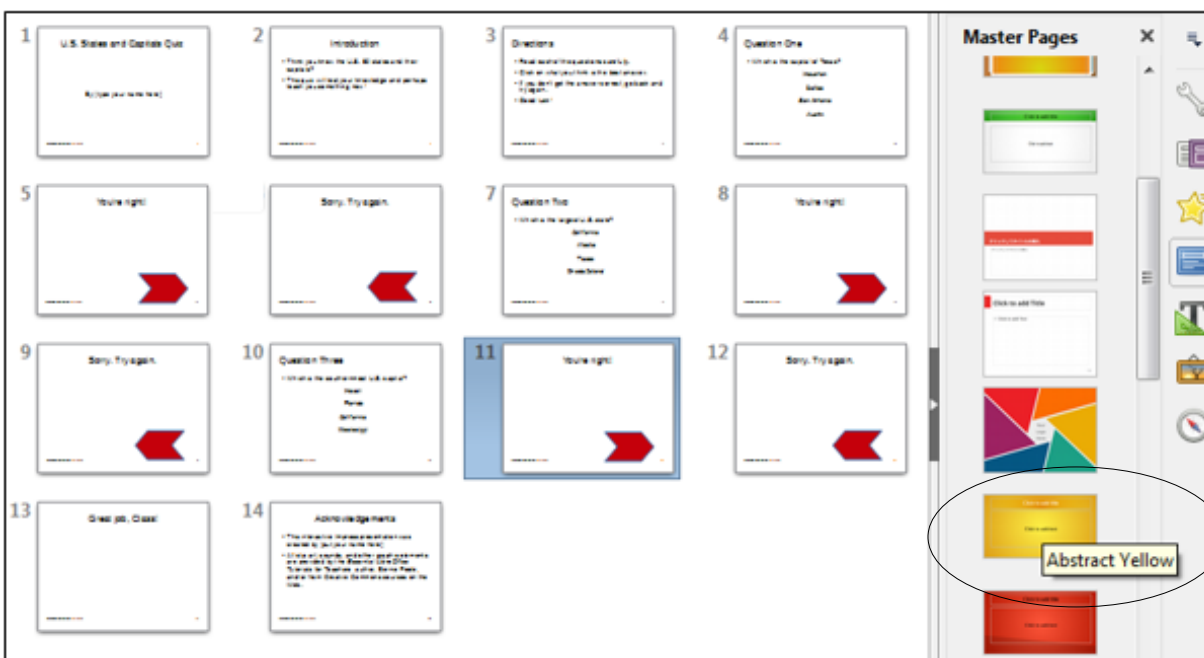


Fig. 10.45 The Master Pages icon

Click on any of the **Master Page icons** in the menu and wait as *Impress* **propagates** the design to **all the slides** in the **Slide Sorter View**

**Preview** several of the available **Master Pages** before deciding which one you'd like to use

The Master Page chosen for the demonstration show, which is used in the illustrations below, is called *AbstractYellow* and has the advantage of needing little or no adjustments to be made to the slides after the Master Page is applied. But feel free to use whichever of the Master Pages you want for your presentation.<sup>1</sup> You can always change it later.

Indeed, you can change everything and anything once you have the text for each slide in place. You can change the text, too. With *Impress* (or computer apps in general) nothing is chiseled in stone until you say so! And even then, you can still change your mind.

What you need, above all, when working with a computer app such as *Impress* is PATIENCE. If you're always in a hurry, you'd better be either *very talented* or *lucky* to do good work. But if you're patient, *Impress* will help you to do the best job you're capable of doing, that's for sure.

When you've decided which **Master Page** you want, **Save** the presentation

### **Tips on color choices for printing**

Lesson 9 covered the topic of printing *Impress* presentations, but this is a good time to mention editing your background for how it will appear on paper. Many of the Master Pages are attractive to look at; however, when you print handouts or slides in black ink, the dark backgrounds make some text hard to read. So, if you plan to print out your show, choose a lighter background for all the slides. Then, when you are ready to print, in the *Print Settings* section, click on the *Color button* and, in the *Color* options, select *Grayscale*. This reduces the background to more or less plain white with black text, making it easier to read than color. It will also save a lot of money on the ink cartridges for the printer!

### **Creating customized, self-designed Master Page Templates**

For most users, the Master Pages provided by *Impress* are more than sufficient to meet their design needs. Other Master Pages can be accessed online. But if you prefer to create your own background, or wish to create a *standard Master Page* for your school or class, you can save whatever you create as a Master Page Template—a subject we already discussed earlier in the tutorial.

## **10.8 INSERTING CLIP ART AND OTHER CONTENT**

*Impress* has simplified the process of inserting pictures, clip art, tables, Fontwork graphics, sound and movie clips, and charts. You learned about this in Lesson 9, but it will be good to review what you learned. You'll also learn in this section how to insert a clickable e-mail address.

### **Inserting Clip Art**

Go to **View > Slide Sorter** and **double click** on **Slide 2 (Introduction)** to bring up the slide in **Normal View**

---

<sup>1</sup> *LibreOffice* maintains a website where you can access, as well as contribute your own, [Master Page Templates](#).



Next, in the **View menu** select **Slide Layout** and, in the **Slide Layout** menu (left of the *Impress* window), click to select the **Title and Two Content** layout. Slide two should now have the bulleted text on the left, with a box on the right for different types of content, including text and so forth (Fig. 10.46).

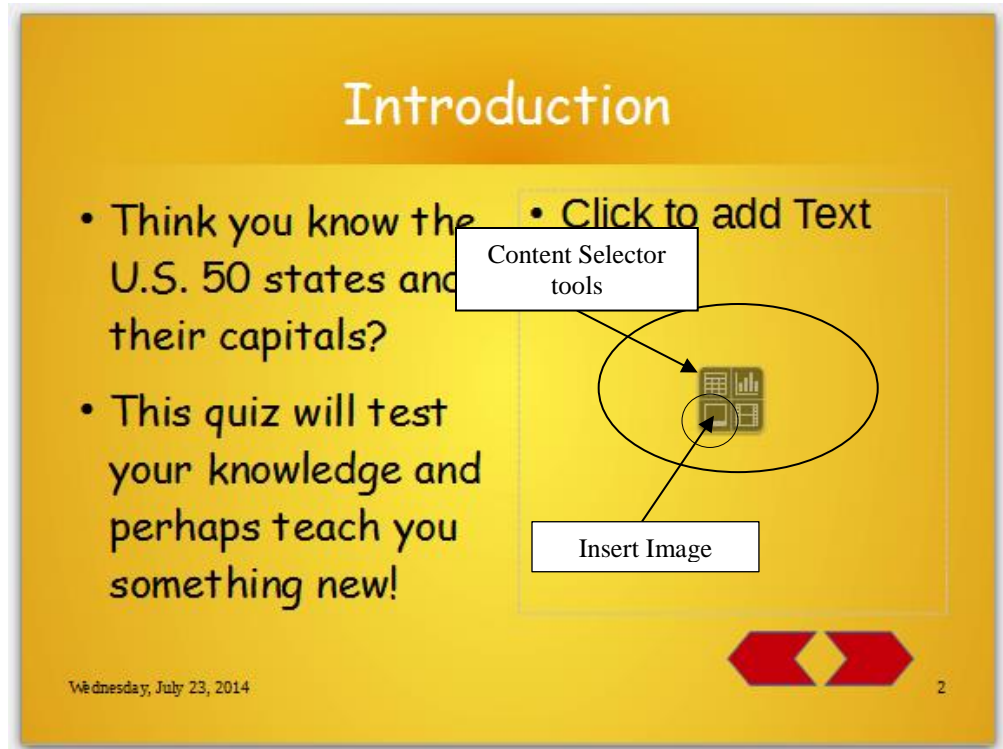


Fig. 10.46 Slide Two: Two Content slide layout

Click on the **lower left** Content Selector tool (the **Insert Image** tool—Fig. 10.46 above)

When you click on the *Insert Image* tool, the *Insert Image* dialog box will pop up on the screen.

On your **USB drive**, navigate to the **Work Files for LibreOffice 5 > Miscellaneous Files > Practice** folder, **double-click** on the **US States** image, and watch it upload to the slide (Fig. 10.47)



Fig. 10.47 Clip art accessed from the web and inserted onto a slide

Sometimes you will need to resize your clip art if it appears too small or too large to fit into your presentation. This is easy enough to do.

If necessary, click **once** on the clip art to select it, then click on a **corner handle** and drag **diagonally** left, right, up, or down to enlarge or shrink the image

When everything looks good on the slide, **Save** the presentation

### Inserting other pictures or pictures of your own

#### *A word about Copyright*

The simple rule (law) about Copyright © is this: *If you can see it, it's copyrighted.*

In other words, if you didn't create it yourself, and you see it out there for the taking, you should get permission from the author of the work if you intend to use it, especially if you intend to use it for *profit*.

Like everything in the law, however, it's open to interpretation. So, if teachers want to use an image they've found 'out there' to give added meaning or emphasis to something they're trying to help their students learn, they are not *obliged* to seek permission from the owner of the art because there is no question that they are using the image for profit (though the owner would undoubtedly be delighted to know their work was being used in this way).

Once you are comfortable locating and placing clip art into your show, try finding pictures and other graphics online. It is simple to insert onto a slide a digital picture that you've saved on your computer.

Let's try this now. If you have a digital picture of your own that you'd like to use for this exercise, feel free to do so. If you do not have a picture of your own, you can use a picture of the author which is saved in the *Work Files for LibreOffice 5*.

Go to **View > Slide Sorter** and **double click** on **Slide 1 (Title slide)** to bring up the slide in **Normal View**

In the menu of **Slide Layouts** on the **right** of the window, click on the **Title and Two Content** slide layout then, in the Content Selector tools, click on the **Insert Image** tool once again

Now navigate, on your **USB drive**, to the **Work Files for LibreOffice 5 > Miscellaneous Files > Practice** folder, and **double click** on **Prof Poole**

The picture will quickly appear on the slide, with the handles around it so that you can move it to wherever you want on the slide and resize it to fit the space where you want it to go (Fig. 10.48).

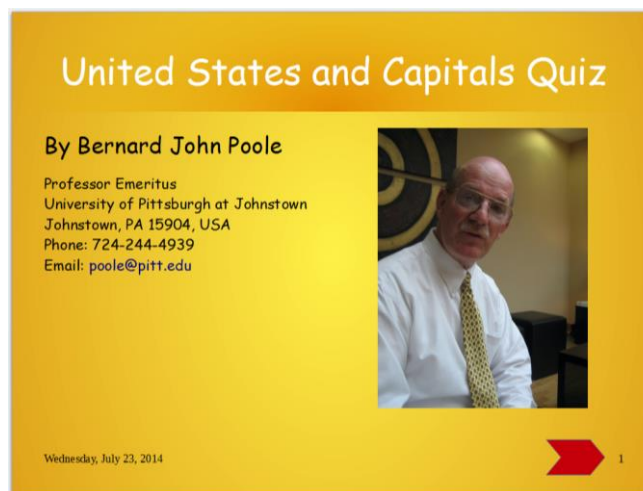


Fig. 10.48 The Title Slide with the picture of the author and his credentials inserted onto it



## Inserting sound

First, make sure you have your computer **Speakers** turned on (not muted) so that you can hear the sounds you are about to try out

### *Inserting a positive feedback slide*

In the U.S. States and Capitals show, we want to give our students a reward for getting each answer correct. So, we're going to insert applause onto every *You're Right!* slide.

Go to **View > Slide Sorter** and **double click** on **Slide 5** (the first **You're Right!** slide) to open it in **Normal View**, then click on the **Slide Transition** icon on the **right edge** of the **Impress window** to bring up the **Slide Transition pane** (Fig. 10.49)

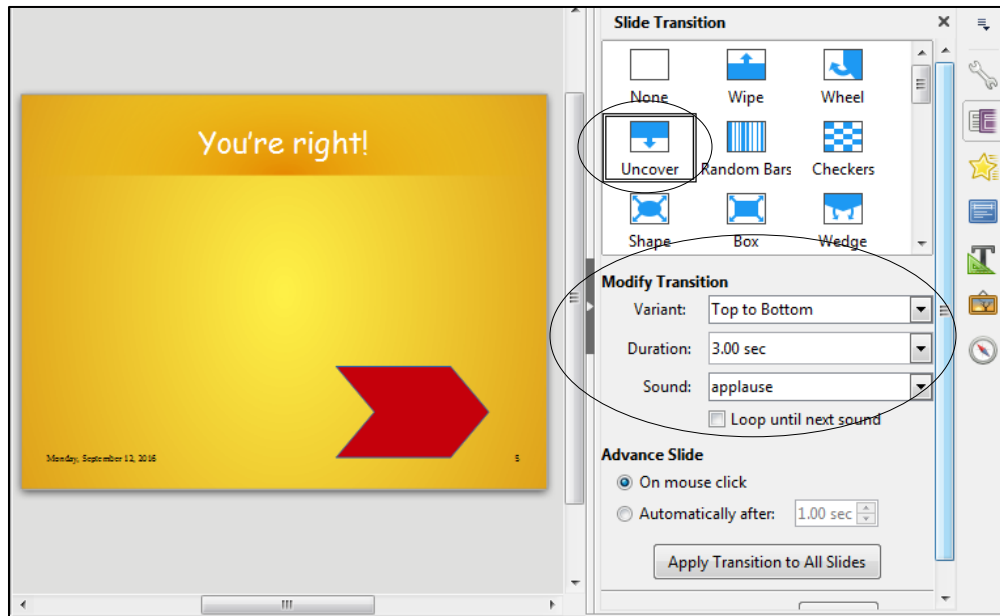


Fig. 10.49 The Slide Transition pane

In the **Slide Transition dialog**, select the **Uncover Transition Variant** (Top to Bottom), set the **Duration:** at **3.00 seconds**, and in the **Sound:** menu select **Applause**

Now scroll to **Slides 8 and 11** and repeat the above steps (**inserting** the **Applause** sound with the same Duration and Transition Variant)

You should now have applause on each of your positive feedback slides.

**Save** the presentation with your new positive feedback sound effects

A caveat (warning) about sound. Like any bell or whistle, it's easy to get carried away with sounds. Stay focused on the purpose of your show and your audience's needs. A kindergarten class will welcomes lots of sounds, and the whackier the sound the better. For a presentation to the Board of Education, however, a more professional approach may be required!

### *Inserting a negative feedback sound*

Now you need to insert a sound on each of the *Sorry. Try again.* slides (Slides 6, 9, and 12). To vary things a bit, we'll use an image to go with each sound.

The images have been saved for you and you'll find them on your USB drive in the *Work Files for LibreOffice 5*.

Go to **View > Slide Sorter** and **double click** on **Slide 6** (the first **Sorry. Try again.** slide) to open the slide in **Normal View**, then click on **Insert menu > Image**

In the **Insert Image dialog box**, navigate to your **USB drive > Work Files for LibreOffice 5 > Miscellaneous Files > Practice** folder and **double click** on the file called **Falling Downstairs** to **Insert** it onto **Slide 6**

Grab any of the **handles** around the **image** and **size it** as large as you want **without covering other data** on the slide, **then slide** the **image** anywhere **off to the left of the Slide Control** (Fig. 10.50)



Fig. 10.50 Sized image on left of Slide Control button

Now for the animation and sound to go with the picture.

Click on the **Falling Downstairs image** and, in the **Sidebar Settings** on the **right edge** of the window, again click on the **Slide Transition icon** (Fig. 10.51)

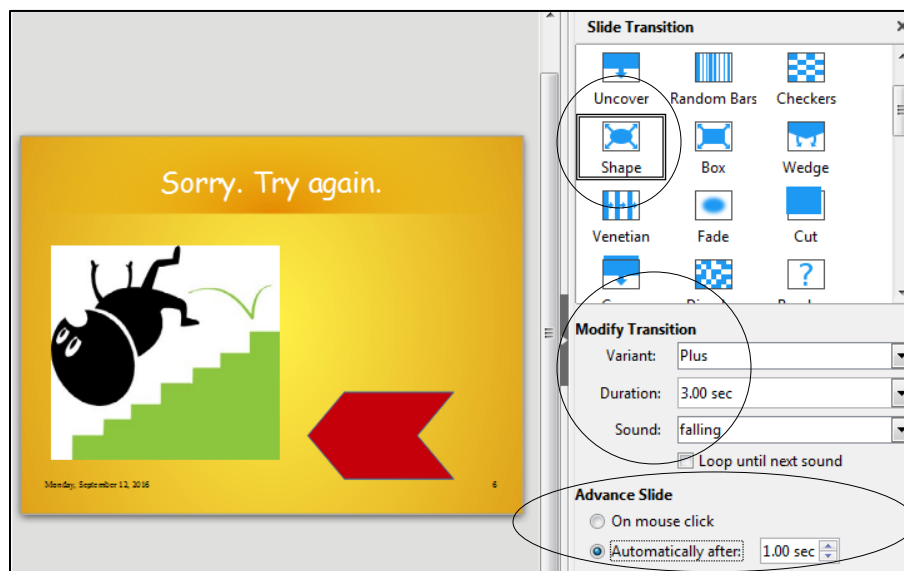


Fig. 10.51 Slide Transition tools in the Sidebar Settings

For the **Transition**: select **Shape**; for the **Effect**: select **Plus**, for the **Duration**: select **3.00 seconds**, and for the **Sound**: select **falling** (Fig. 10.51 above)

Do the same thing for **Slide 9** and **Slide 12** except for **Slide 9** use the image called **Bomb**; and for **Slide 12** use the image called **Explosion** (you'll find the images in the **Miscellaneous Files > Practice folder**), and select your own choice of **Transition**, **Effect**, **Duration** and **Sound**

**Save** your work again when you've completed this exercise

### Inserting Videos or Animations

Inserting movies (or video) is just as easy as inserting clip art or sounds. Whether it's an animated clip or a short video clip, the steps are the same.

Open **Slide 13 (Great Job, Class!)** in **Normal View**

You could go to the web to search for video and clip art examples to use on the slide, but for convenience sake you will find the animated image you need in the *Work Files for LibreOffice 5*.

In the **Insert menu > Image... dialog box** navigate to your **USB drive > Work Files for LibreOffice 5 > Miscellaneous Files > Practice** folder and **double click** on the file called **Excited Man** to **Insert** it onto **Slide 13**

Feel free to **grab the image** and **move it** to wherever on the slide looks good to you—and **grab the handles** to **resize** the image (the larger the better as long as it fits on the slide without covering any other data)

When you are done, your slide will look something like that illustrated in Fig. 10.52.



Fig. 10.52 Final look of the Conclusion Slide

How about some sound with that?

For the **Duration**: select **3.0 seconds**, select **romans** for the **Sound**, click to put a **check mark/tick** next to **Loop until next sound** and for the **Advance timing** click in the **Radio button** next to **Automaticlly after:** and set the time to **10.0 seconds**

**Save** the presentation before moving on to the last task

You should test the work you've done to this point to make sure it works the way you want it to.

Go to **Slide Show menu > Start from first Slide** and answer each question **incorrectly** first, then watch as the **Text Object hyperlink** takes you to the **Wrong Answer** feedback slide

Test all the **Text Object answers** to make sure the hyperlinks you put on them work appropriately; also test to make sure that when you click anywhere on the slide, **other than on the Slide Control**, the show doesn't go anywhere

Check everything carefully—do the sounds work? and the animations? and so forth? Be careful and self-critical—you want to do the best job you can

Give yourself a round of applause if everything worked correctly. If, on the other hand, a hyperlink or Slide Control doesn't work, don't panic. You can remove a Slide Control by simply right clicking on it and selecting Cut from the context menu. Then follow the steps above again carefully, and you should be able to straighten things out.

Keep in mind, as always, that moderation with content such as clip art, sounds, and movies is key. Your topic (the *Function*), not the style (the *Form*) of your show, must always be the main focus.

## 10.9 SOME FINAL THOUGHTS ABOUT PRESENTATIONS

Think you're ready to make some engaging and relevant interactive *Impress* shows? Before you jump in, consider the following suggestions.

It's inevitable: *Impress* is so easy to use and fun to play with that every beginning user from ages 6 to 96 wants to use all the tricks and tools available. Yet, always remember the golden rule: Substance before Style. Garbage, no matter how colorfully arrayed and beautifully orchestrated, is still garbage.

Keep your focus on the content, then use only those tools that are appropriate for your audience and task. Got a group of sleepy students that don't seem thrilled about photosynthesis? Sure, throw in lots of sound and moving text. But for test-taking and concept review, make the presentation simple, clean, and succinct.

Next, remember the three secrets to creating an *Impress* presentation: plan, plan, and plan? This is even more vital in the interactive show, when one bookmark linking the wrong answer (My teacher is NOT a mammal.) could have unexpected consequences. Some of us learn better when we can visualize our task, so you may want to sketch out your ideas on paper or on a *Writer* document until you feel comfortable with this new testing method.

Lastly, just because you've created your presentation doesn't mean you've finished. After planning a presentation and creating the show, you need to spend time practicing using it. Take the test yourself. Dummy-proof your show as much as your grade-level dictates (more Slide Control on the introductory slides for example for younger children). The beauty of all digital content such as an *Impress* presentation is that it is easy to fix problems you may find, easy to update, easy to improve, easy to maintain. So take the trouble to fine-tune your work when you see that it needs further work.

## LOOKING BACK

You've viewed and created your own interactive *Impress* presentation. You've mastered hyperlinks and Slide Control as a way to break free of the traditional linear nature of *Impress* shows. You've

changed the design and inserted content into your presentation. Finally, you've learned some tips on how to keep the focus on what the students need to learn, not on how pretty the presentation is.

Creating an interactive Impress presentation can be time-consuming and, for that reason, should be used only occasionally. But, learning how to create such shows is not difficult, and numbers of teachers are now using this strategy not just to make reviewing material more fun, but also as a student activity.

Students in grades 5 and up at least can be taught how to create interactive *Impress* presentations in a fairly short amount of time. One Language Arts teacher in middle school has her students create interactive novels using this strategy. The middle school students write stories that have several options for plot, then have younger students read and play around with the stories. For example, a dragon may have three caves he can go inside. Click on one cave, and the dragon meets up with a knight with sword in hand. Click on another cave, and the dragon meets his long lost mother.

Because hyperlinks do not have to be linked to text but can be linked to clip art or pictures, interactive *Impress* shows can be used with grades preK-2 with ease. The title of a slide might be "What color is the ball?" An image of a red ball is on the slide, along with four squares, each containing a different color. If the student clicks on the red square, the square's hyperlink takes her to a slide with the word Red on it and the red square. Depending on the students' computer skills, teachers can project such a show for the whole class to walk through together, put the show on one computer in the classroom, or place the show on lab computers for whole class instruction. As you consider how to apply interactive shows in your classroom, make sure you take into account when and how each student will access the show, and weigh time considerations against learning benefit. These shows can be a great motivator during the winter doldrums or following a particularly intense unit. Use them occasionally and perhaps have your students create some. You'll be surprised at how much fun they have and how much learning takes place.

## LOOKING FORWARD

ESSENTIAL *LibreOffice* has introduced you to many of the fundamental features of the *Impress* integrated software package. But there are many more advanced features for you to learn. Your challenge now is to capitalize on your hard work in two ways.

1. Use the *Office* programs as much as possible in order to consolidate your skills and sharpen them to the point where they become second nature.
2. Extend your knowledge by studying the software beyond what you know. Step out on the path that leads to your becoming a power user of productivity software such as this. Get hold of the *LibreOffice* reference manual. Discover what else the software can do to improve the quality of your work and make you more productive. Knowledge is power. You will be surprised to discover what else *LibreOffice* in particular, and the computer in general, can do for you.

## SKILL CONSOLIDATION

1. Prepare an interactive presentation that introduces yourself to your class at the start of a new school year. Have five silly questions about your education, hobbies, family, etc. Students will enjoy learning about you and will have a great introduction into your class. Use any graphics

and sounds you like. Be sure to have a Title Slide, an Intro Slide, and an Acknowledgements Slide.

2. Prepare an interactive presentation that reviews a basic concept that must be memorized in your class (times tables, grammar rules, Spanish vocabulary, periodic table). Have five questions related to the topic. Depending on your class, have the presentation on a classroom computer, E-mail it to your students to study with from home, or run it in the computer lab. Use any graphics and sounds you like. Be sure to have a Title Slide, an Intro Slide, and an Acknowledgements Slide.
3. Modify the steps in this chapter and teach your students how to make an interactive *Impress* presentation. Have them create a quiz on a hobby or sport of their choosing. This not only teaches them advanced computer skills, but it helps them synthesize and organize information. The hyperlink and Slide Control steps require clear organization skills and logical thinking, great practice for real classroom learning. Use any graphics and sounds you like. Be sure to have a Title Slide, an Intro Slide, and an Acknowledgements Slide.
4. Prepare a presentation that works like an Internet scavenger hunt. Choose your own topic (say, Dinosaurs). Come up with five questions related to the topic. On each of the five Question slides, make each question a hyperlink to a Web site with the answer on it. Then have four possible answers to each question, only one of which is correct. Follow the steps in this chapter to make the presentation interactive. For each question you will need two hidden slides with the answer, one Correct and the other Incorrect. After the Title Slide, you will have an Introductory Slide which explains to the student how to proceed with the exercise. Thus, your *Impress* will have 18 slides in all—a Title Slide, an Introductory Slide, 15 Question and Answer slides, and an Acknowledgements Slide. Students will have to search the linked sites for the information, requiring more sophisticated thinking skills than simply memorizing facts. As in the lesson (US States and Capitals), when the student clicks on an answer, the slide sends them to a hidden slide which indicates whether the answer is right or wrong. If the answer is wrong, a button on that slide sends the student back to the question slide. If the answer is correct, a button sends the student to the next Question slide in the presentation. Use any graphics and sounds you like.