

10

Part A: **IMPRESS BEYOND THE BASICS**

Making interactive, non-linear slide shows and enhancing formatting

LEARNING OUTCOMES

In the first *Impress* tutorial you reviewed a sample slide show (*The Tudor Monarchs*). You learned how to create and save a new presentation (the *Screenbeans* slide show). You learned how to prepare an outline, you typed text for each slide, added clip art and set timings. You added an *Animation Effect* to enhance slide transitions, you selected a color scheme and may also have created an optional new background effect. You learned how to change the printer settings to print handouts of your shows with multiple slides on a page, rather than one individual slide per page.

For many classrooms and for most K-12 students, what you, the teacher, have learned in Chapter 9 is just fine; it's essentially 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 *Impress* to computer-savvy students who look for more challenging skills to master, this chapter is 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 that 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, for example, 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 is triggered, with another ending altogether.

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 up next, thus making the presentation interactive and *non-linear*.

A more common application of non-linear *Impress* presentations is when reviewing knowledge—what you might call interactive Drill & Practice. This lesson will teach you how to build a presentation that does just that.

Teachers (and even older students in K-12 classes) can create quizzes using *Impress*. In such slide shows, for a multiple choice question, students are asked a question and then click on what they think is the correct answer. If the answer they give is correct, the show moves to the next question. If the student answers incorrectly, the show steps the student back to re-answer the question. If, on the other hand, the question is of the True/False variety, and the student answers correctly, the show steps the student forward to the next quiz question. If the student answers incorrectly, the next slide explains why the answer is incorrect and only then steps the student forward to the next quiz question.

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

So 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:

- Building interactive, non-linear presentations.
- Creating and using *Master Slides* to add slide controls to a presentation.
- Using Hidden Slides and Animation Schemes.
- Formatting and enhancing graphics.
- Inserting sounds, clip art, movies and *hyperlinks*.

A caveat before you begin:

If you have not completed the Lesson 9 tutorial, 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, at least skim Lesson 9 to make sure you are ready to proceed. Good luck!

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

Creating a Slide Control Template

Slide Controls (otherwise known, in *LibreOffice* speak, as *Interaction...*) are buttons or other interactive objects, such as images or text, that you insert onto a slide or slides to tell *Impress*, by clicking on such buttons, how to advance from the current slide to *any other* slide in the show (Fig. 10.1).

One more thing before you begin

If you did not complete Lesson 1 of these tutorials, you will need to create a new folder to add to the set of folders in the *Work Files for LibreOffice* folder. Inside the *Work Files for LibreOffice* folder you should see three folders named *Base Files*, *Impress Files* and *Miscellaneous Files*. The new folder's name will be *Data Files*. Here are the steps to create this folder:

In the **Work Files for LibreOffice** folder, **right click** in the **white space below** the list of **the existing three folders** then, in the **drop-down menu** (called a context menu) that pops up select **New > Folder**

The system immediately creates a new, *as yet unnamed*, folder.

Type **Data Files** for the new folder's name and hit **Enter** to **fix** the new name

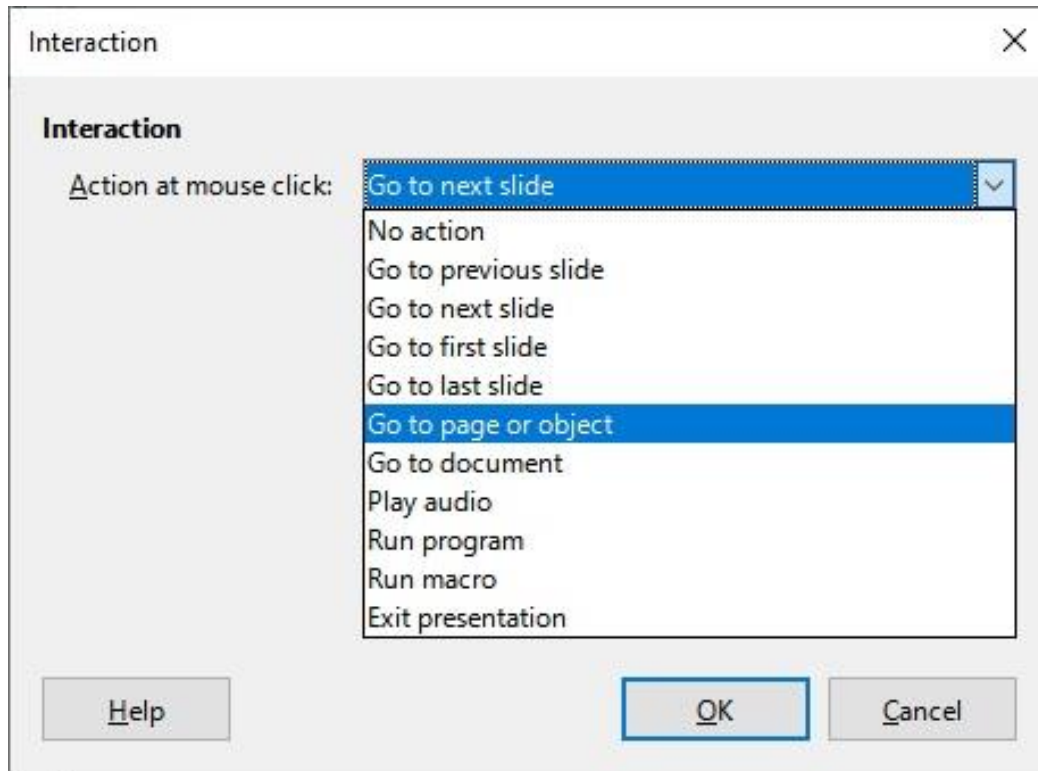


Fig. 10.1 *Impress* Interaction options

The various Interaction options are accessed by *right clicking* on the object (interactive text or image) to be interacted with, which, as you will soon see, brings up a *Context Menu* with *Interaction...* as one of the menu options. You will be learning all about these interaction options. But first you have some basic business to take care of: *Creating Slide Controls*.

Creating a standard set of slide controls is simple enough. The best way to do this is to create a *Master Slide*¹ *Template* which has on it the set of Slide Control buttons that you'll be able to use for any linear or non-linear, interactive presentation that you'll be building, whether now or in the future.

Open a new *LibreOffice* > *Impress* Presentation

If the new presentation opens with a dialog box that invites you to **Select a Template**, click to **remove** the **check mark/tick** lower left in the dialog box next to **Show this dialog at Startup**, then click on **Cancel** to **close** the **Select a Template** dialog box

Now go to **File > Save As...** to bring up the **Save As** dialog box and navigate to your **Work Files for LibreOffice > Data Files > Impress Documents** folder

¹ A **Master Slide** is a slide that is used as the starting point for other slides. It controls the basic formatting of all slides based on it. A slide presentation can have more than one Master Slide. *LibreOffice* uses three terms for the Master Slide concept: slide master, master page, and master slide. All terms refer to a slide which is used to help in the creation of other slides.

Click on the **down arrow** at the end of the **Save as type:** data box (Fig. 10.2) and, in the **menu of file types**, select **ODF Presentation Template**, name the new document **Slide Controls Template** and click on **Save**

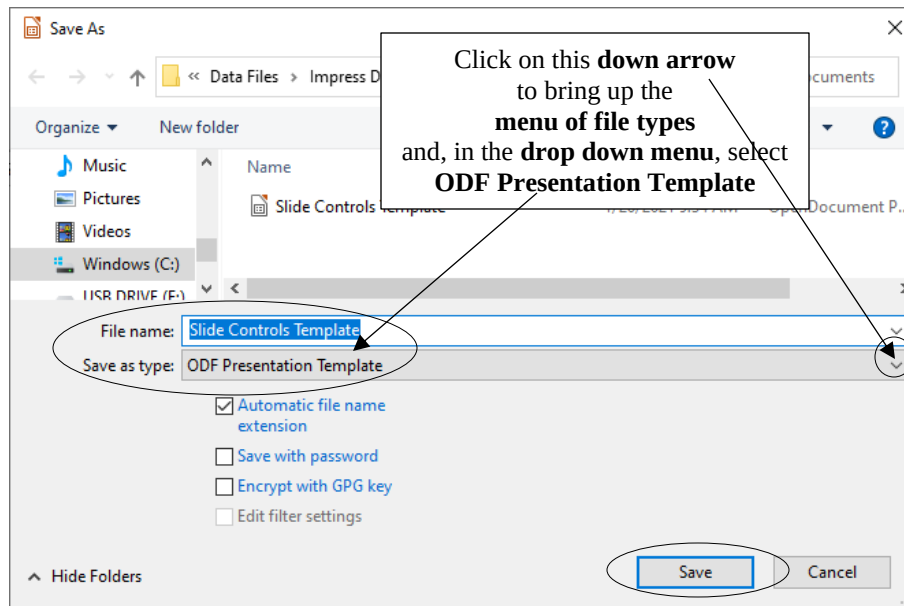


Fig. 10.2 Saving a *Master Slide* Template

By default, the first slide in a presentation has a *Title Slide* layout. It's easy to change it to a *Blank Slide* layout, which is what you need for this exercise.

In the **Slides pane at left** (Fig. 10.3), **right click** on the **thumbnail** for **Slide 1** and, in the drop down menu that pops up, select **Layout > Blank Slide**

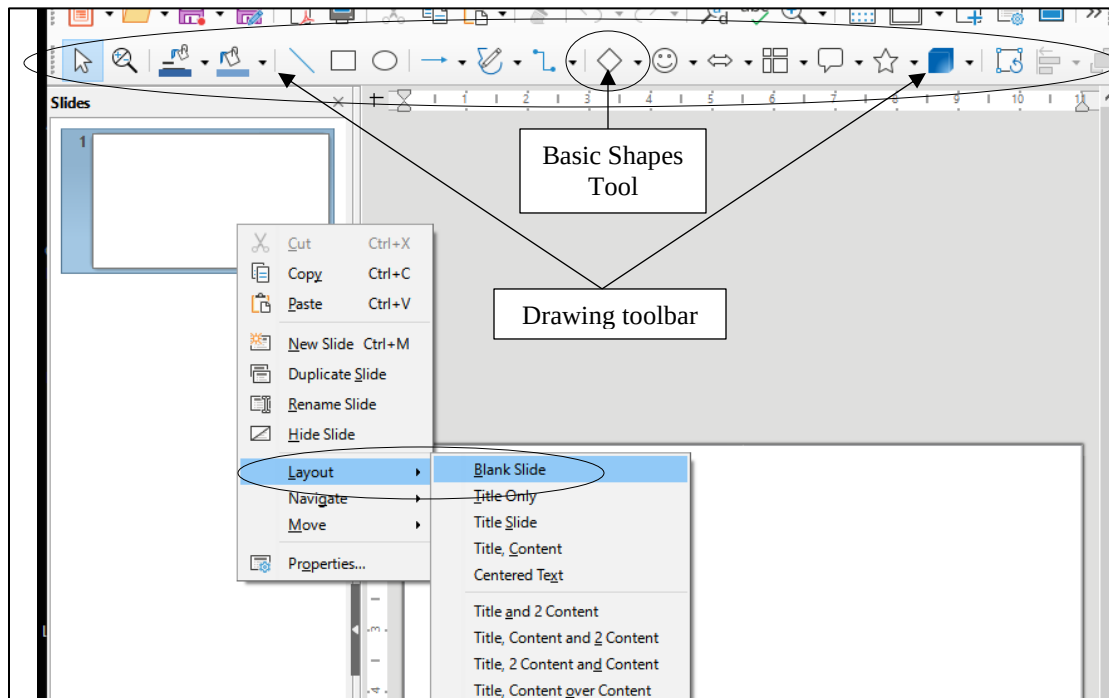


Fig. 10.3 Showing the *Blank Slide* layout and *Drawing toolbar*

You'll use two of the Basic Shapes in the Drawing Toolbar (Fig. 10.3 above) to create a set of *Slide Control* buttons, namely the *Square*, *Rounded Shape*, and the *Isosceles Triangle* shape.

At the end of this exercise you will end up with something like the set of Slide Contra buttons illustrated in Fig. 10.4.

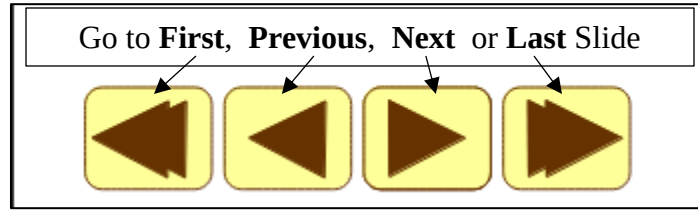


Fig. 10.4 *Slide Controls* for a typical presentation

Note that the *First* and *Last Slide Control* buttons in Fig. 10.4 above are made up of two identical *triangles*, one floating over the other.

To help complete the steps that follow, in the **View** menu select **Rulers** to show the **ruler bars** on the **top** and **to the left** of the Slide (Fig. 10.5)

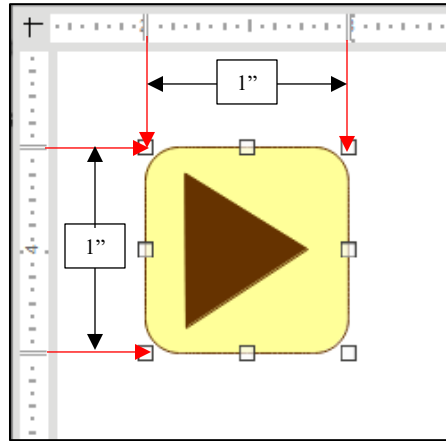


Fig. 10.5a Using the *Ruler Bars* to help create the first of the *Slide Controls*

As illustrated in Fig. 10.5 above, in the **Drawing toolbar > menu of Basic Shapes** (Fig. 10.6), click **once** on the **Square, Rounded** tool and use the **mouse pointer** to **draw a Rounded Square** no more than **1 sq inch in size**

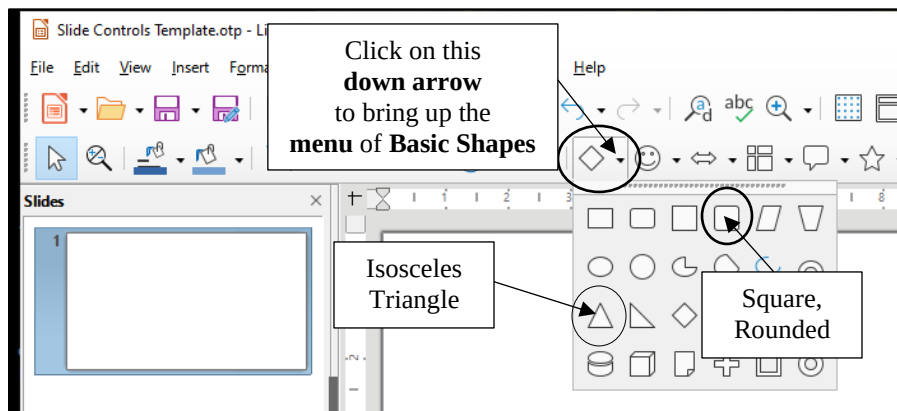


Fig. 10.5b *Rounded Square* and *Isosceles Triangle* tools in the set of Basic Shapes

Now... **right click** on the **Rounded Square** you just drew and in the **context menu** that pops up select **Line...** then, in the **Line dialog box > Line Properties section**, select any **Color** for the **Rounded Square's border** and click **OK** (see again Fig. 10.5 previous page)

Next, in the **Drawing toolbar > Basic Shapes**, click on the **Isosceles Triangle tool** (Fig. 10.5b above) and drag with the pointer to **draw a Triangle inside the Rounded Square** roughly the same size as the triangle shown in Fig. 10.5c, which will be initially pointing up

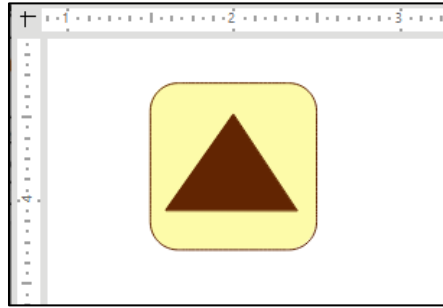


Fig. 10.5c Initial drawing of pointer inside the Isosceles Triangle

Next, **right click** on the **Triangle** you just drew and in the **context menu** that pops up select **Line...** then, in the **Line dialog box > Line Properties section**, select the **same color** you just selected for the **Rounded Square's border** and click on **OK**

Right click again on the **Triangle**, in the **context menu** select **Area...** then in the **Area dialog box** select the **same color** for the **body of the Triangle** as you just selected for the **color of the Triangle's border** and click on **OK** (the end result should look much the same as shown in Fig. 10.5d below)

With the **handles** still showing around the **Triangle shape**, click **once** again on the **Triangle** and notice that the **handles change** to become **orange-colored, circular Rotate handles** (Fig. 10.6) and **drag** on one of the **orange corner** handles to rotate the Triangle shape **90 degrees to the RIGHT**

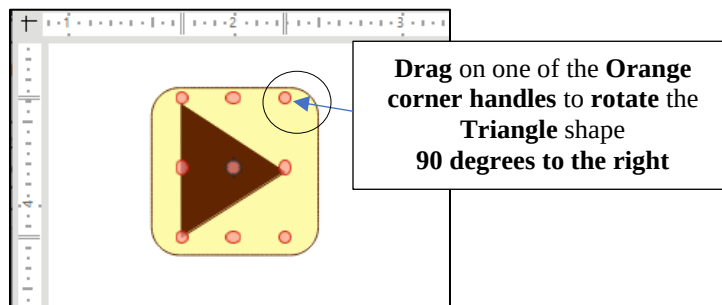


Fig. 10.6 Rotating the *Triangle shape* inside the *Rounded Square shape*

One more step—you need to make the Rounded Square Slide Control *interactive*

Click on the **Triangle shape**, then **hold down** the **Shift key**—and **keep it down** as you **click outside** the **Triangle shape** but **still inside** the **Rounded**

Square shape so as to select both objects **together** (you'll now have just the **one set of handles** (Fig. 10.7)

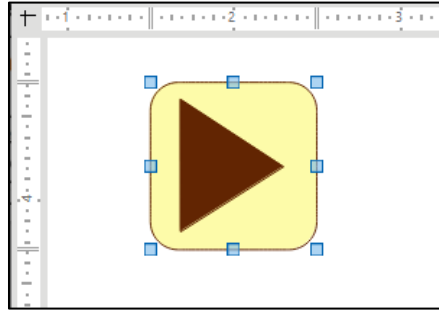


Fig. 10.7 One set of handles around the Slide Control

The *Slide Control* as a whole now has the *handles around it*.

Right click on the selected **Slide Control** and, towards the bottom of the **context menu** that pops up, click on **Interaction...** to bring up the **Interaction dialog box** (Fig. 10.8)

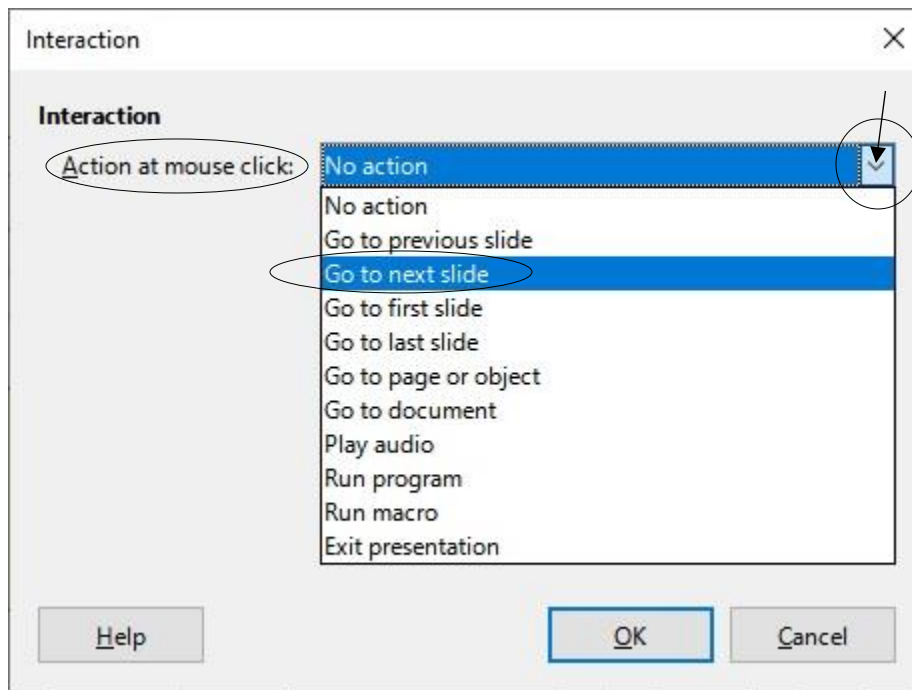


Fig. 10.8 The *Interaction* dialog box

In the **Action at mouse click:** data entry box (Fig. 10.8 above), click on the **down arrow** at the **end of the box** to bring up the **menu of possible actions** that will take place when the **Slide Control** is **clicked on**

In the **drop down menu** select **Go to next slide** and click on **OK**

The *Slide Control* button you have created is now ready for use.

So, you would follow the same set of steps to create any other Slide Control buttons, including the *three Slide Control buttons* needed for the exercises that follow. If you feel up to it, go ahead

and create the complete set of *four Slide Controls* illustrated in Fig. 10.4 on page 357 above. However, for the sake of this exercise—and maybe your sanity!!—and also for the sake of uniformity in the exercises that follow, the author has created the set of four *Slide Control buttons* and saved them as a *Master Slide* named *Slide Controls Template* in the *Work Files for LibreOffice > Impress Files* folder. You will use these *Slide Controls* (copy and paste) for the exercises that follow.

Save (Ctrl+s) your Slide Controls Template and Close it (Ctrl+w)

Adding Slide Controls to an existing presentation

You are going to work with a version of the Screenbeans presentation you developed in Lesson 9 (if you completed that lesson) and which, for the sake of uniformity in the exercises that follow, has been re-created for this tutorial.

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

You are now going to make changes to the *Problems and Solutions* presentation. But before you start work, it'll be a good idea to save this version in your *Data Files* folder, thus preserving the original in the *Work Files for LibreOffice > Impress files* folder.

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

You are 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 *first slide* in the show. Every other slide will have *all four of the Slide Controls*. Fig. 10.9 shows you how the *Title Slide* will look after you have added the two *Slide Controls*.

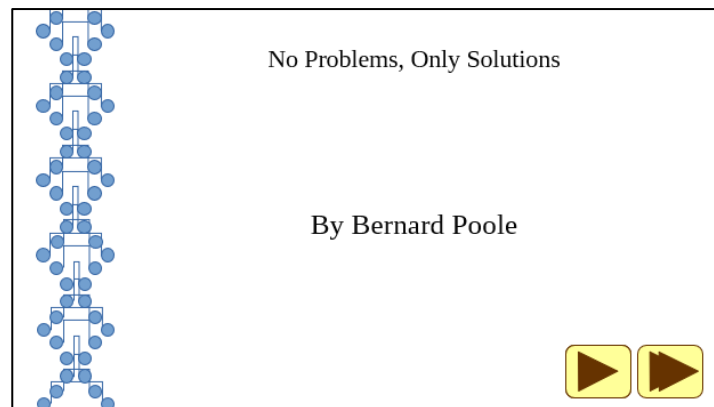


Fig. 10.9 The *Slide Controls* on the *Title Slide*

First you need to open the Master Slide called *Slide Controls Template* saved in your *Work Files for LibreOffice > Data Files > Impress Documents* folder.

Go to **File > Open...**, navigate to your **Work Files for LibreOffice > Data Files > Impress Documents** folder, then **double click** on the file **Slide Controls Template** to open it

Now **drag** with the mouse to select just the **two rightmost** of the four Slide Controls, then hit **Ctrl-c** to **copy** those **two Slide Controls** to the clipboard

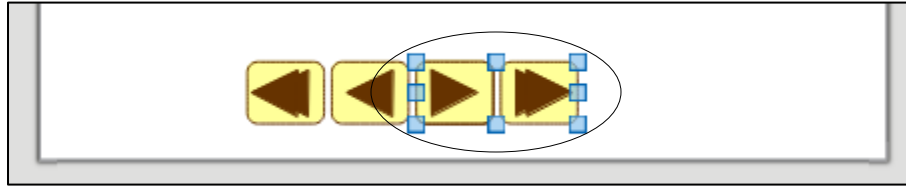


Fig. 10.10 Selecting and copying the two *rightmost* Slide Controls

Use the **Window** menu if necessary to **switch back** to the **Problems and Solutions presentation**, which should already be open in **Normal View** on your screen and showing the **Title Slide**

Now hit **Ctrl-v** to **paste** the **two Slide Controls** from the **clipboard** onto the **Title Slide**, then use the **arrow keys** on the keyboard to slide the **Slide Controls** into position in the **lower right hand corner** of the **Title Slide** (see Fig. 10.9 on the previous page) then hit **Ctrl+s** to save the change you just made

You now have two professional-looking *Slide Controls* on the *Problems and Solutions* Title Slide (Fig. 10.9 on the previous page).

Next you are going to put *all four* of the *Slide Controls* on the next seven slides. Let's take care of *Slide 2* first, then it will be a snap to copy the *Slide Controls* to the other six slides. Fig. 10.11 shows you how *Slide 2* will look when you have completed this exercise.

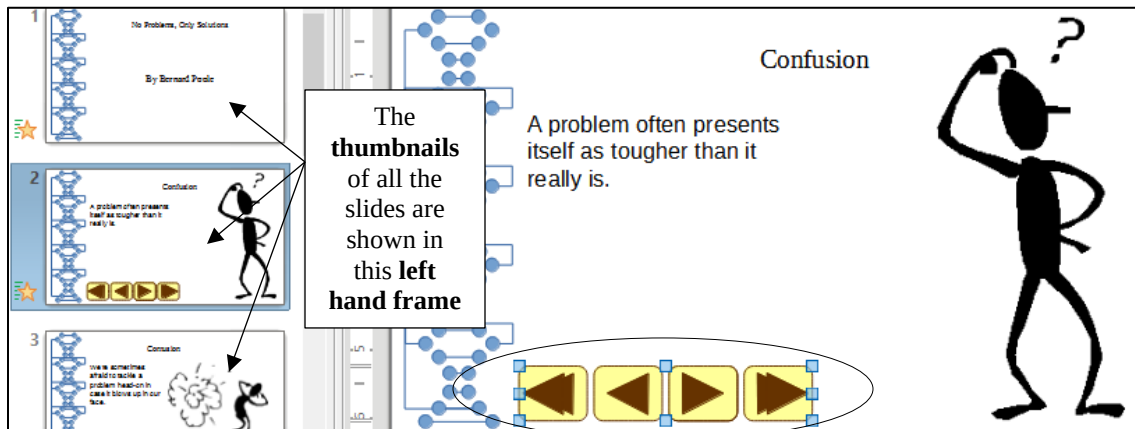


Fig. 10.11 Position of the *Slide Controls* in the *lower left-hand side* of *Slide 2*

You still have the *Problems and Solutions* presentation in *Normal View* as the *current window* on your screen.

Use the **Window** menu if necessary to **switch back** to the **Slide Controls Template** and **drag** to select **all four** of the **Slide Controls** (they'll have the **blue handles** around them) and **copy** all four Slide Controls (**Ctrl+c**) to the clipboard

Now, in the **left hand frame**, click on **Slide 2** to make it the **selected Slide in Normal View** (Fig. 10.11 above)

Paste the **four Slide Control buttons** onto **Slide 2**, then use the **arrow keys** on the keyboard to slide the **set of Slide Controls** into position in the **lower left hand corner** of **Slide 2** (just to the **immediate right** of the **DNA design**—see Fig. 10.11 on the previous page)

Keep the **blue handles** around the **set of Slide Controls** after you **Paste** and **position** them onto **Slide 2** and once again **Save (Ctrl+s)** the **Problems and Solutions presentation**

Copying the Slide Controls to slides 3-9

The *set of four Slide Controls* are still on the clipboard and you can now *Paste* them (*Ctrl+v*) into the *same position* on each of the next six slides.

In the **left hand frame**, click on the thumbnail for **Slide 3** to make it the **selected Slide in Normal View** and hit **Ctrl+v** to **paste** the **four Slide Control buttons** onto **Slide 3**

Notice that the set of *Slide Controls* appears in the *exact same position* as on *Slide 2* both on the *Normal View* of *Slide 3* AND on the *thumbnail* for *Slide 3*! (Fig. 10.12).

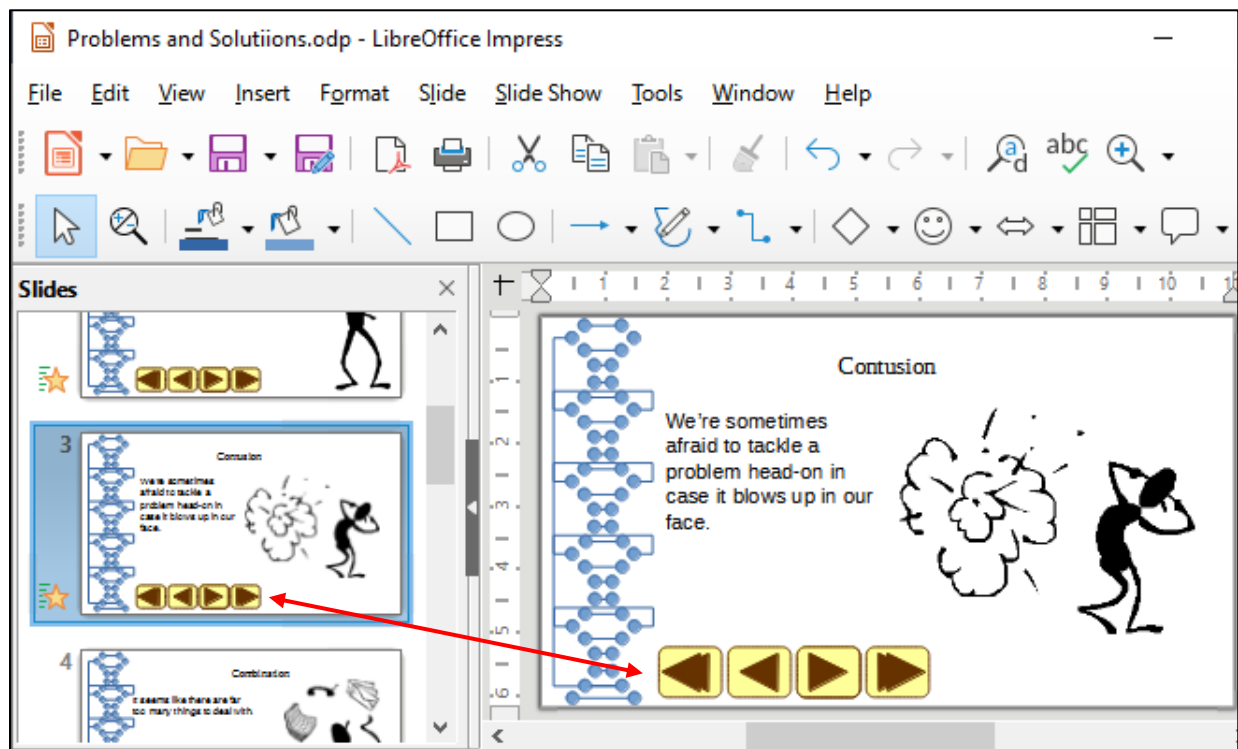


Fig. 10.12 The *Slide Controls* show on Slide 3 both in *Normal View* and *Thumbnail View*

Perfect.

In the **left hand frame**, click on the thumbnail for **Slide 4** to make it the **selected Slide in Normal View** and hit **Ctrl+v** to **paste** the **four Slide Control buttons** onto **Slide 4**

Voilà! You get the idea.

Go ahead now and do the same with **Slides 5 thru 9**, then **Save the Problems and Solutions presentation**

Go the the **View menu > Slide Sorter View** to see how **Slides 1-9** should look at this point in the exercise (Fig. 10.13)

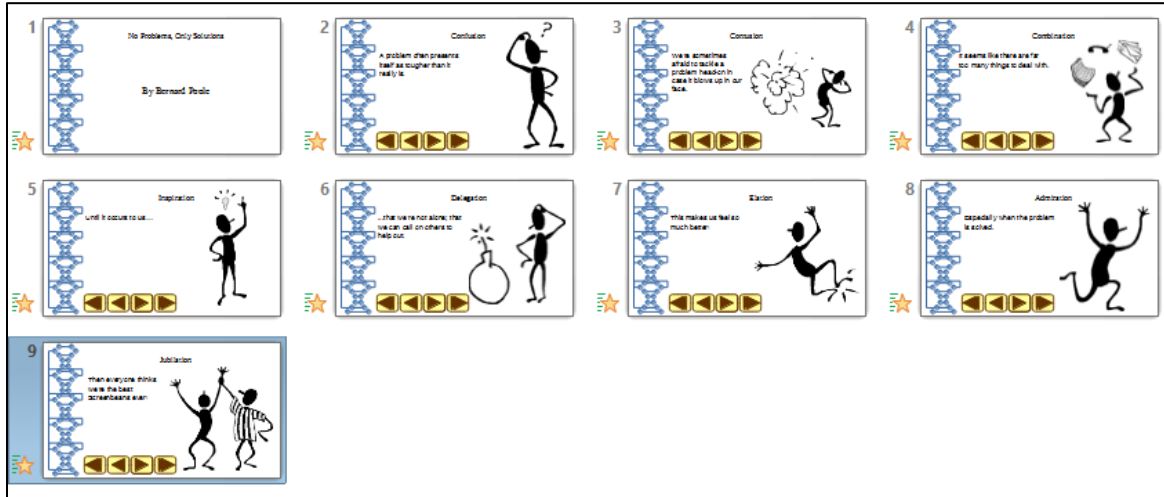


Fig. 10.13 Slides 1-9 now have the *Slide Controls*

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 Corporation).

Adding a new slide to a presentation is easy.

First, make sure you are still in the **Slide Sorter View**

You want the Acknowledgements Slide to be the *last slide* in the show.

In the **Slide Sorter View**, **right click after the thumbnail for Slide 9** and, in the pop-up **Context menu** select **New Slide** (or hit **Ctrl+m**) (Fig. 10.14)

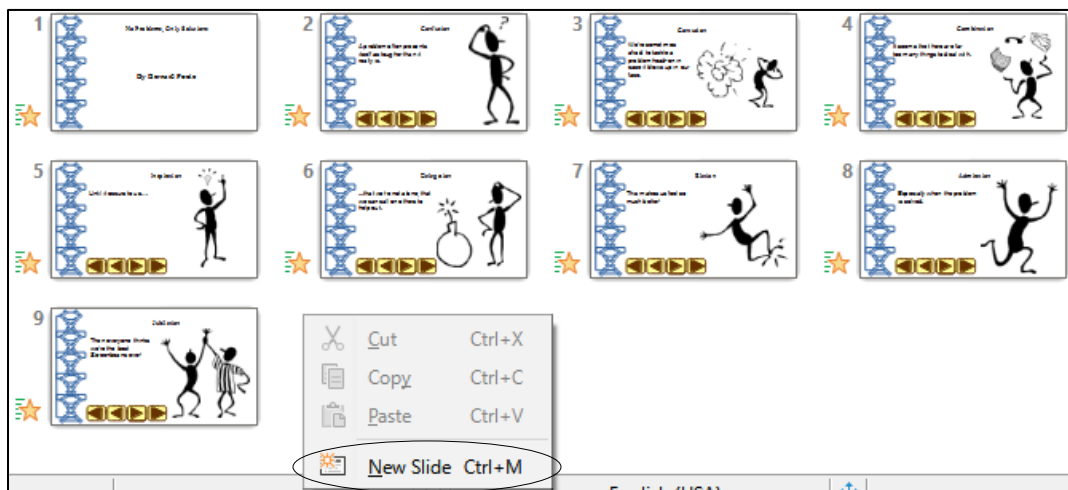


Fig. 10.14 Adding a *New Slide* to a presentation

Now you must decide on the *layout* for the new *Slide 10*.

Still in the **Slide Sorter View**, **right click** on **Slide 10** then, in the **context menu** click on **Layout** to bring up the menu of **different slide layouts** and click on the **Title, Content slide layout** (Fig. 10.15) to make it the selected layout for Slide 10

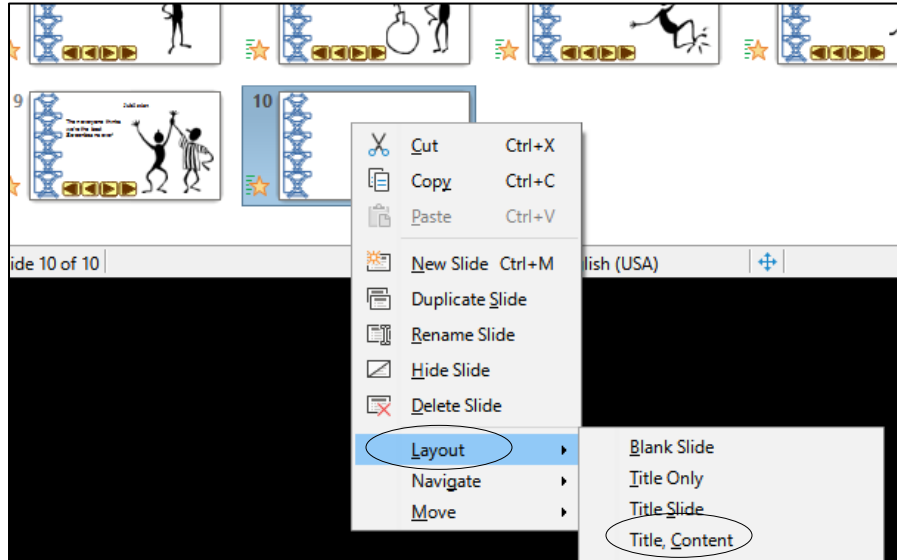


Fig. 10.15 Selecting the *Title, Content* slide layout

On *Slide 10* you need only the *first two* of the *Slide Control* buttons (the *First* and *Previous* Slide Control buttons). It's easiest to *copy* them from the set of buttons on *Slide 9* and then *paste* them onto *Slide 10*.

Go to **View > Normal** and, in the **Slides pane at left**, click on **Slide 9** to **open** it in **Normal View**

On **Slide 9**, position the **mouse pointer** just **above** and **outside the upper left edge** of the **first Slide Control button** and **drag down and to the right** to select just the **two leftmost buttons** (Fig. 10.16)

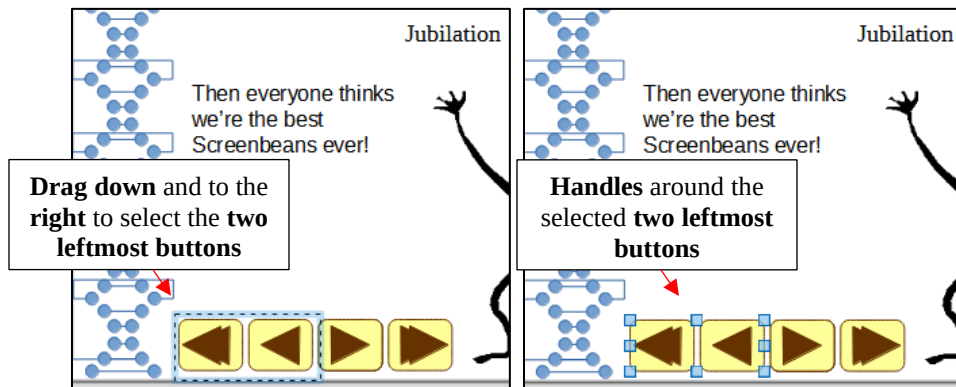


Fig. 10.16 Selecting the *two leftmost Slide Control buttons*

When you have the **handles** around **these two buttons**, Hit **Ctrl+c** to **copy** them to the **clipboard**

Now, in the **Slides pane at left**, click on **Slide 10** to **open** it in **Normal View** and press **Ctrl+v** to **paste** these **two Slide Control buttons** onto **Slide 10**, then hit **Ctrl+s** to **save** your work

As with the other slides, the *Slide Control buttons* will appear on the lower left of *Slide 10* without the need for further adjustments to their position on the slide (Fig. 10.17).

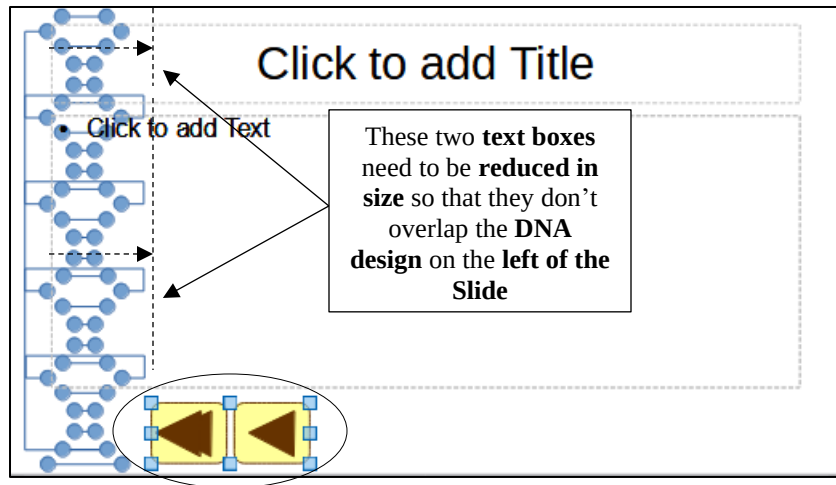
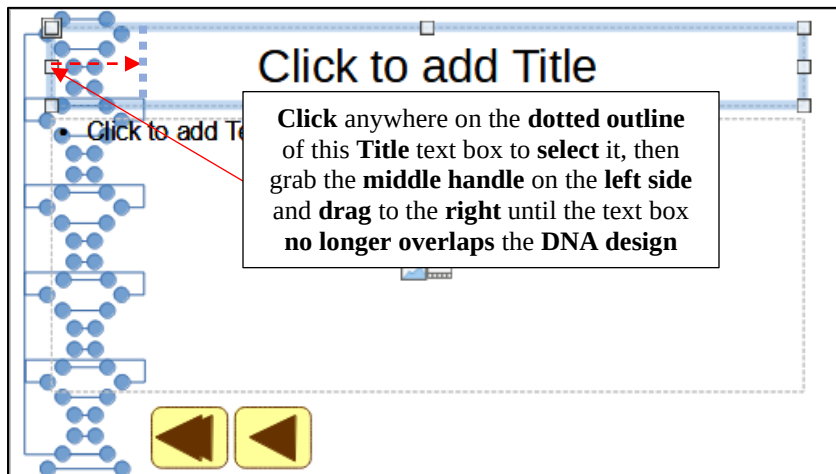


Fig. 10.17 The *Slide Control buttons* on Slide 10

You need to make a couple of adjustments to the text boxes on Slide 10, which at the moment overlap the DNA design on the left of the slide (Fig. 10.17 above).

Click anywhere on the **dotted outline** of the “**Click to add Title**” textbox to **select** it, then **grab** the **middle handle on the left edge of the Title Text Box** and **drag** to the **right** to reduce the size of the box till it is **inside** the **DNA Design** (Fig. 10.18a)



Figs 10.18a Adjusting the size of the *Title* text box on Slide 10

Now do the same with the “**Click to add text**” box below it (Fig. 10.18b)

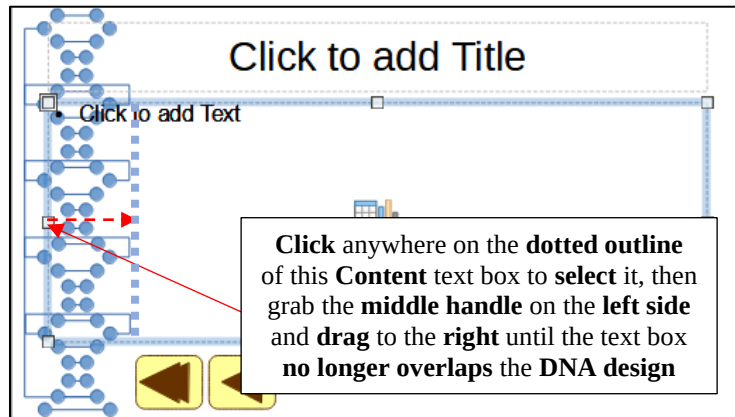


Fig 10.18b Adjusting the size of the *Content* text box on Slide 10

Like anything in life that you are learning for the first time, it seems tricky at first (remember when you first learned how to ride a bike?), but quickly becomes second nature. The text boxes on Slide 10 should now look much like those illustrated in Fig. 10.18c.



Fig 10.18c The *Content* text boxes on *Slide 10* after adjustment

Now all you have to do is type the text in the Title and Content boxes on Slide 10.

Click where you see “**Click to add Title**” and, in the **Title box**, type **Acknowledgements**

In the **second (Content) text box**, click where you see **Click to add text**, right click and, in the **context menu** that pops up, select **Edit Style...**

In the **Outline 1 dialog box** that pops up (Fig. 10.19), click on the **Font tab** and in the **Size:** box change the **Font size to 22pt** and click on **OK**

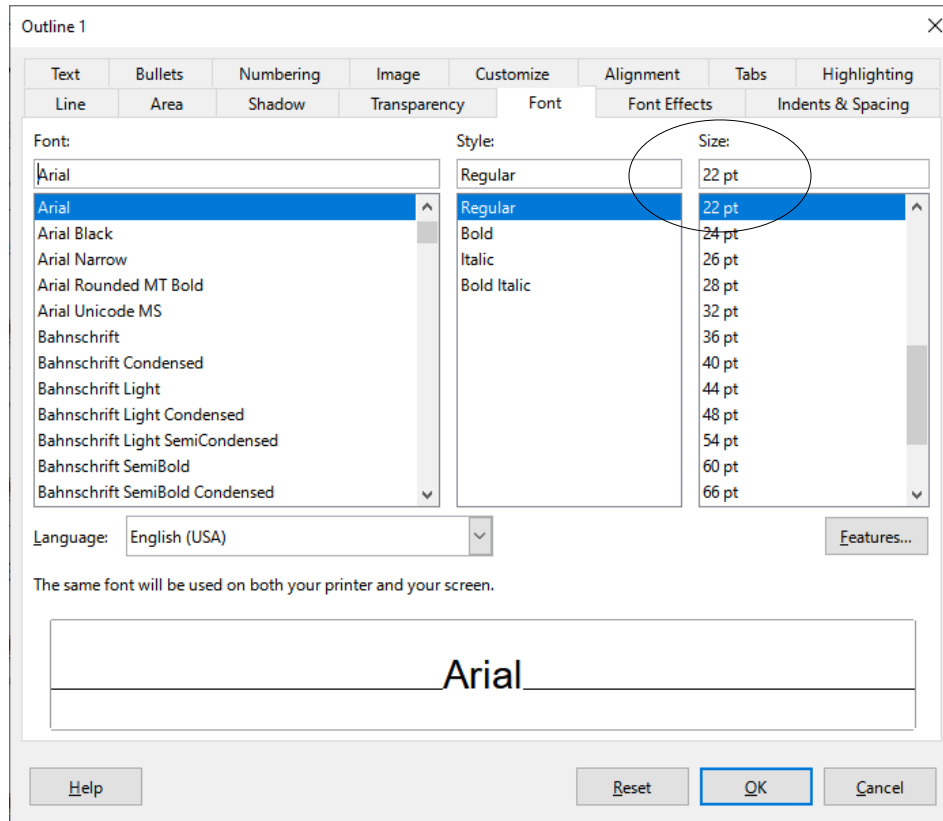


Fig. 10.20 Changing the font size of text

Now **type the rest of the information** on the **Acknowledgements slide** as illustrated in Fig.10.20

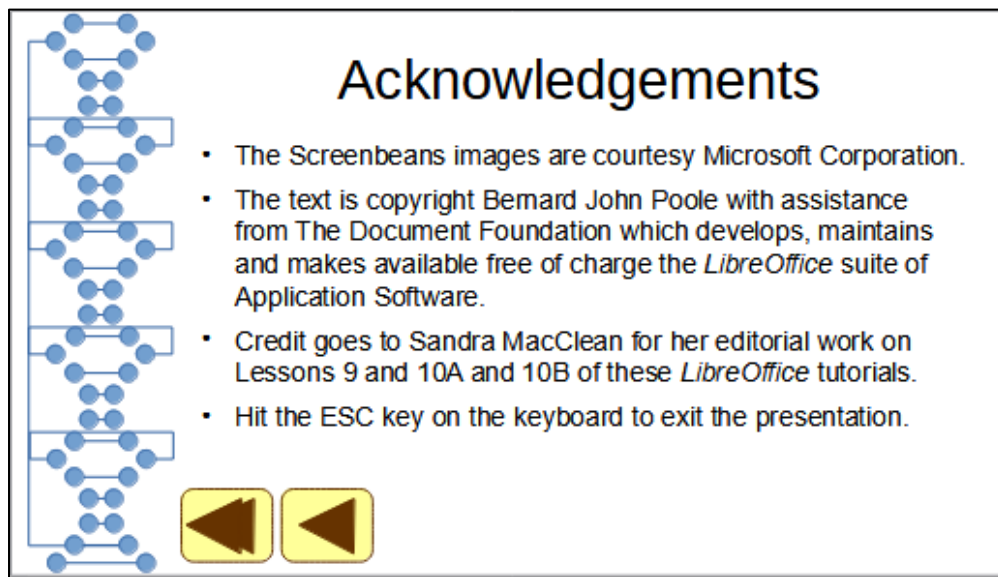


Fig. 10.20 The content filled out on the *Acknowledgements* slide

Save your work to this point (**Ctrl+s**) then go to **View > Slide Sorter View** to see how everything looks--should be much like Fig. 10.21



Fig. 10.21 Current “look” of the Problems and Solutions show

Your interactive show is almost ready, but first you must 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 the presentation, *unless* the user clicks on a *Slide Control* that specifically sends him or her 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 *Problems and Solutions* slide show.

With the **Problems and Solutions** presentation still in the **Slide Sorter View** (Fig. 10.21 above), **double click** on **Slide 2** (the **Confusion Slide**) to **open** in it in **Normal View**

In the **Content text box** on **Slide 2** (“A problem often presents itself as tougher than it really is.”), **double click** to **position the cursor after the period** at the **end of the text**, then hit **Enter** on the keyboard to go to a **new line**

On the new line type:

If you’d like to read a quote about problem-solving, click here:

If any part of the **Screenbean figurine** is **overlapping** the text you just typed, use the mouse to **drag the figurine over to the right** till it’s out of the way

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

Impress inserts a new empty slide right after Slide 2. You now have 11 slides in the show. This new slide needs to have a *Title Slide Layout*.

Still in the **Slide Sorter View**, right click on the thumbnail for **Slide 3** and in the **Context menu** select **Layout > Title Slide** (Fig. 10.22)

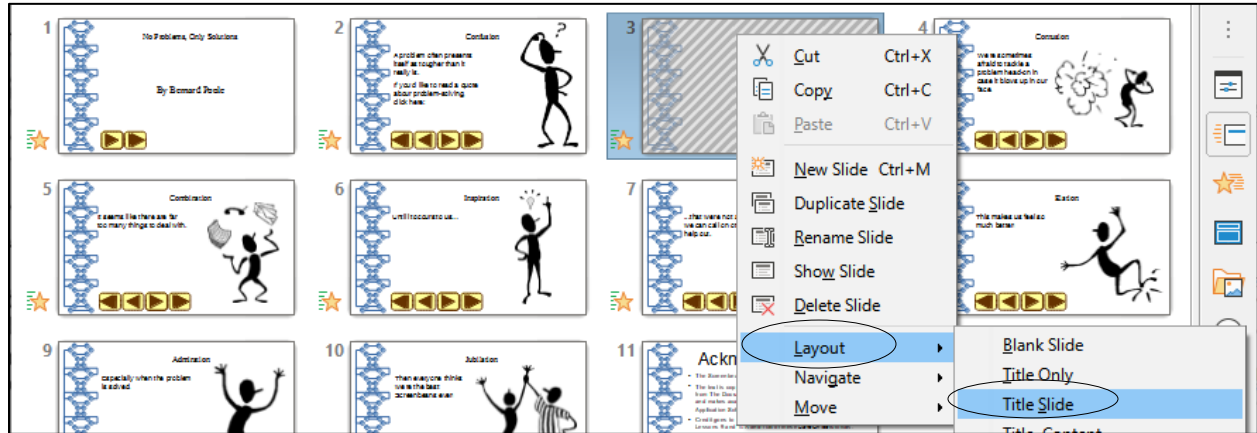


Fig. 10.22 Choosing the *layout* for new *Hidden Slide*

You also want this new slide to be a *Hidden Slide*.

Right click on the thumbnail for **Slide 3** and, in the **Context menu**, select **Hide Slide** (Fig. 10.23)

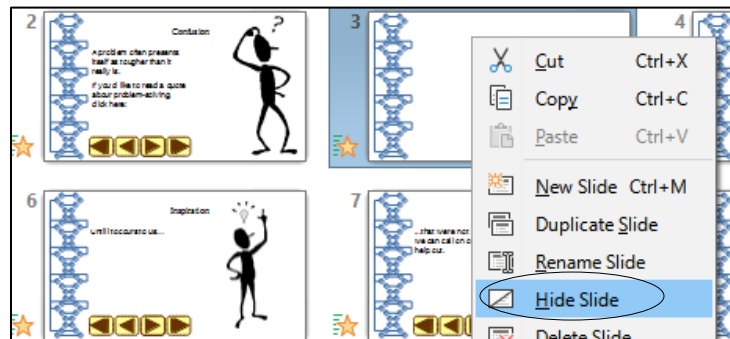


Fig. 10.23 Creating a *Hidden Slide*

Notice that now, in the *Slide Sorter View*, Slide 3 is “screened out,” which indicates that it is a *Hidden Slide* (Fig. 10.24).

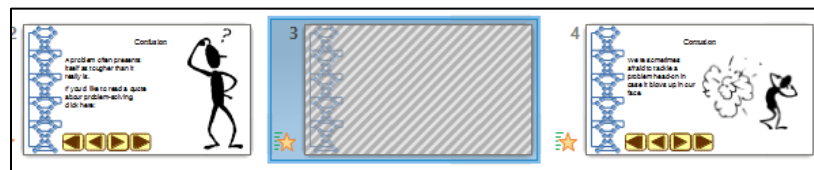


Fig. 10.24 Slide 3, the *Hidden Slide*, is screened out

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

Triple click on 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 pops up on the screen (refer to Figure 10.20 on page 367), click on the **Font tab**, in the **Size box** select the **Font Size of 48 pt**, and hit **OK**

Now, as you did before for the Acknowledgements slide, in the **Title text box** click on the **blue border** to put the **handles** around it, then **grab the middle handle** at the **left edge** of the **text box** and **drag to the right** to bring the **left edge of the text box** just **inside the DNA design** (Fig. 10.25)

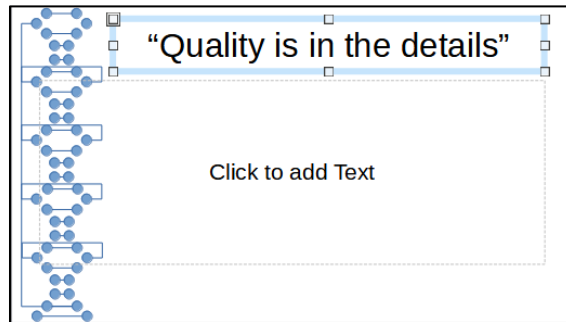


Fig. 10.25 Adjusting the alignment of the Title text box

Do the same to adjust the alignment of the **Subtitle text box**, then click in the text box and type the subtitle: **Bernard J. Poole, Esq.** and save your work

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

Go to **View > Slide Sorter**, click on **Slide 2** (the Confusion Slide) to make it the **active slide** in **Normal View**, then in the **Drawing toolbar** (Fig. 10 26) click on the **small down arrow** next to the **Block Arrows icon** and in the **palette of shapes** that pops up click on the **Notched Right Arrow shape**

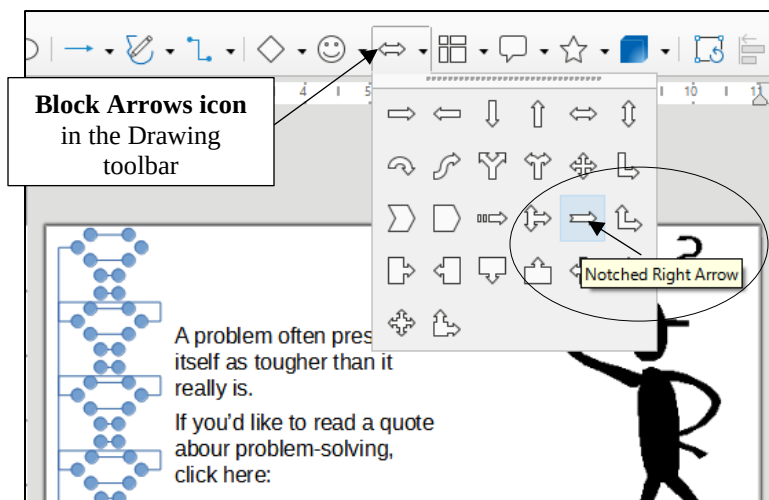


Fig.10.26 The *Notched Right Arrow Shape* in the set of *Block Arrows*

The mouse cursor changes to a crosshair.

Without clicking the mouse button, roll the mouse down over **Slide 2** and **position the crosshair after the colon at the end of the text: “If you’d like to read a quote about problem-solving, click here:”** then **hold down the left mouse button** and **drag to the right** to create the **Slide Control button** that you are going to use **to link to Slide 3—the Hidden Slide** (Fig. 10.27)

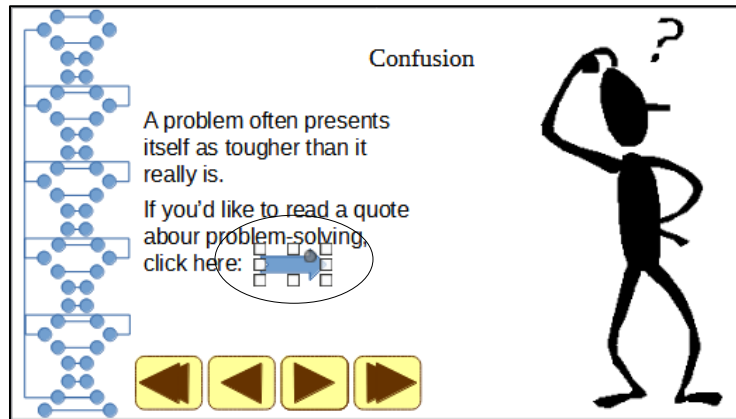


Fig.10.27 Placement of the *Slide Control* that will link to the *Hidden Slide 3*

Adjust the **size of the new Slide Control** by **dragging** on the **handles** that surround it and, if necessary, use the **arrow keys on the keyboard** to **nudge the Slide Control** into position as illustrated in Fig. 10.27 above

While you have the **new Slide Control selected**, in the **Drawing toolbar** click on the **Fill Color tool** (Fig. 10.28) and select an **Fill (Area) color** of your choice, but **different than the other Slide Control buttons on the slide**, then click on the **Line Color tool** (Fig. 10.28) and select the **same Line (Border) color** as the **color you chose for the body of the button**, then click on **OK**

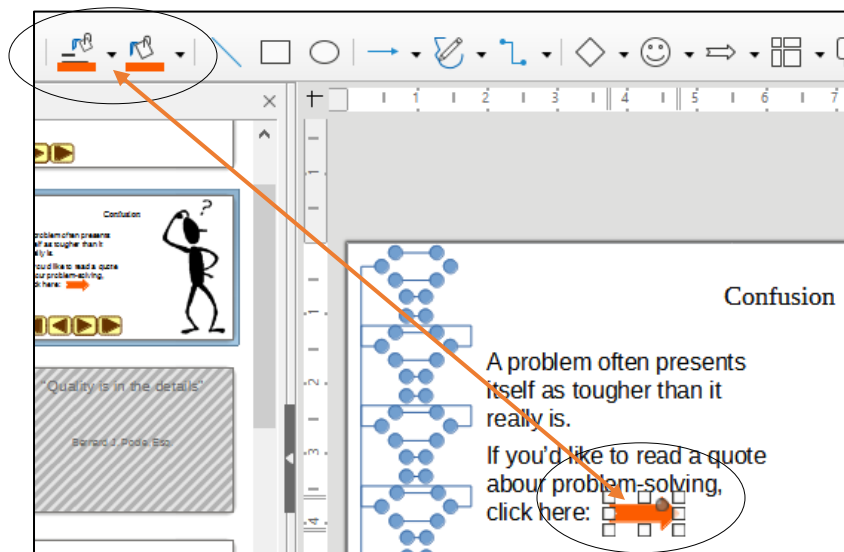


Fig. 10.28 The *Fill Color* and *Area Color* tools in the *Drawing toolbar*

Now, still in **Normal View**, **right click** on the **new Slide Control button** and, in the **context menu**, **towards the bottom** of the menu, select **Interaction...**

In the **Interaction dialog box** (Fig. 10.29) 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**

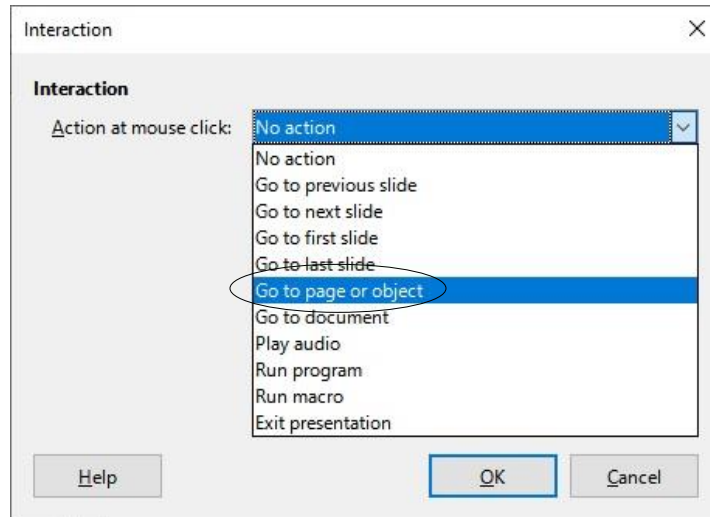


Fig. 10.29 *Go to page or object* in the *Interaction dialog box*

In the **list of slides that is next displayed** (Fig. 10.30), scroll and click to select **Slide 3** as the target then click **OK** and **Save** your work

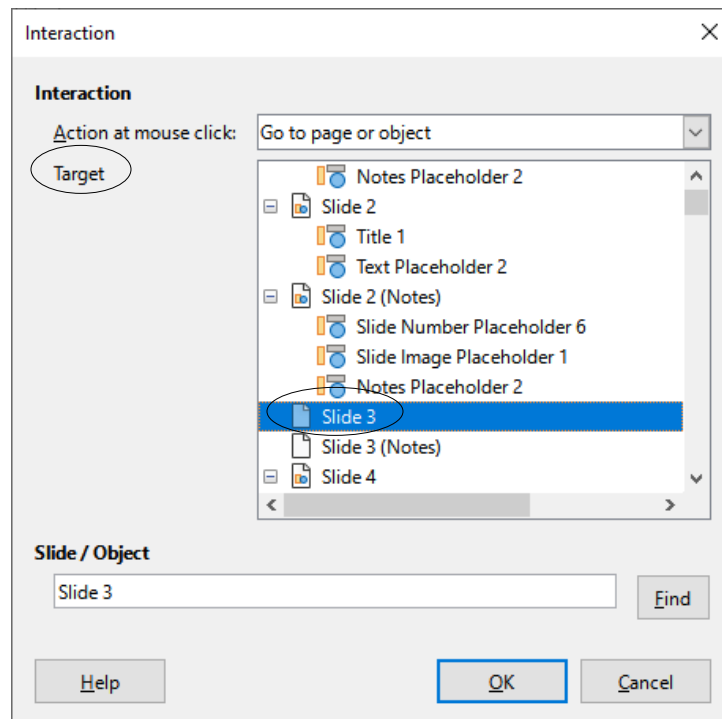


Fig. 10.30 *Linking the new slide control to the Hidden Slide*

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 **orange Slide Control** you will go to Slide 3. But if you do *not* click on this **orange Slide Control** Slide 3—the *Hidden slide*—will be by-passed

But before then you must 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 this yourself? If so, go ahead; but if you need help, here are the steps:

Slide 2 should still be in **Normal View**, so **right click** on the **third** of the **four Slide Controls**—the **Slide Control** that goes to the **Next Slide** (Fig. 10.31)—then, in the **context menu** select **Copy**

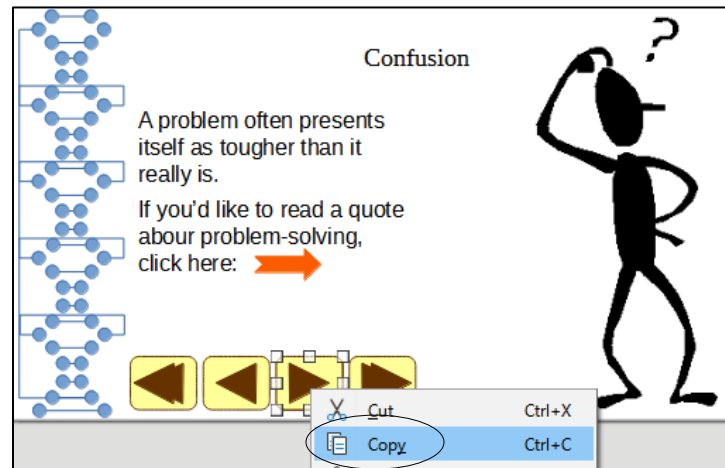


Fig. 10.31 Selecting and copying the *Slide Control* that goes to the *Next Slide*

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

With the **Slide Control** on **Slide 3** still **selected**, use the **arrow keys** (or **drag with the mouse**) to **move** the **Slide Control** over to the **lower right corner** of the slide, then **drag on the handles** to **make the Slide Control** as **big as you want** as long as it **does NOT** cover “Bernard J. Poole, Esq.” (Fig. 10.32)

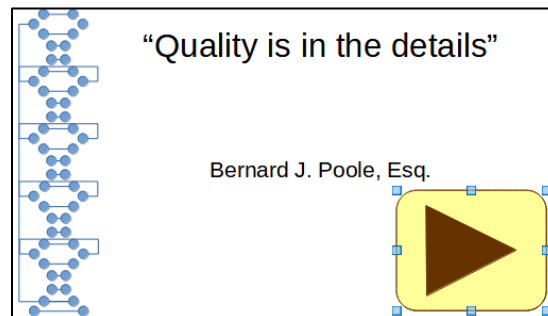


Fig. 10.32 The repositioned and resized *Slide Control* on the *Hidden Slide*

The *Slide Control* button will direct the user to the *next slide* (Slide 4).

Save all the work you've done so far, then **Run** the **Problems and Solutions** slide show from the **Start** (Slide Show menu > **Start from First Slide**), **testing** every slide, including the **Slide Controls** on each slide

10.3 ANIMATION SCHEMES

Impress Animation is a way of bringing objects, such as text and images 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, top or bottom, or fading in and so forth. Let's try some of the *Impress Animations* now, using the Screenbean figures as our models.

An object, such as a Screenbean figure, must be selected in order to apply an Animation or other effect to it.

Go to **View > Slide Sorter**, **double click** on **Slide 2** (the slide with the Confused Screenbean) to **open** it in **Normal View**, and **click** to select the **Screenbean figure (handles will surround it)**

If the **Sidebar settings pane** is not showing on the **right side** of the window, go to **View menu > Sidebar** to bring up the **Sidebar settings pane** (Fig. 10.33)

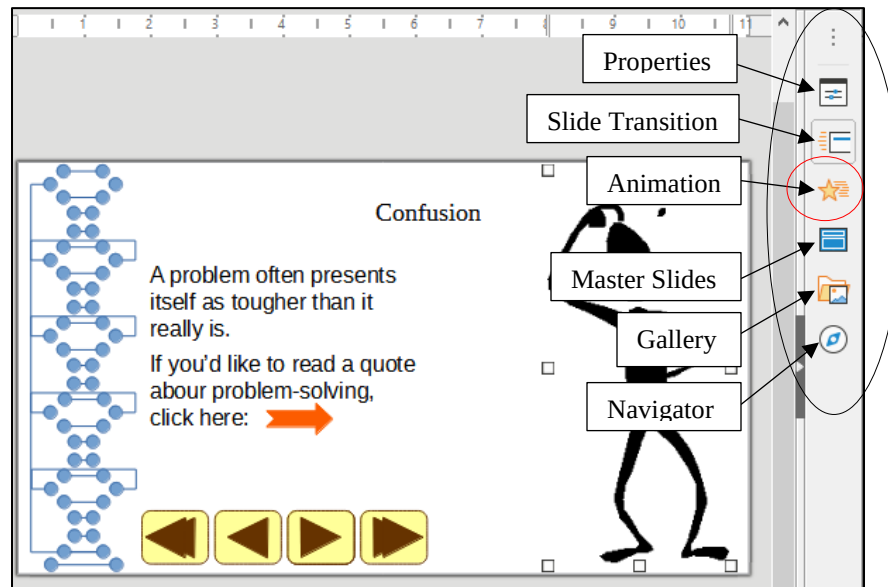


Fig. 10.33 Showing the tools in the *Sidebar Settings* pane

In the *Sidebar Settings* (Fig. 10.33 above), click to select the *Animation tool*. This brings up the *Animations pane* on the *right hand side* of the *Impress* window (Fig. 10.34 on the next page).

In the **Animation pane** click on the **“+” sign** to **Add** an **Effect** and bring up a **menu of built-in LibreOffice animations** (see Fig. 10.34 below)

As you apply the *Animation Effects* listed below, check your entries against those shown in Fig. 10.34 on the next page.

- leave the **Category (Entrance)** as is
- for the **Effect** select the **second option: Fly in**
- In the **Start** data entry box select **After Previous**
- For the **Direction** select **From right**
- **Leave** the **Duration** and **Delay** entries **as is**

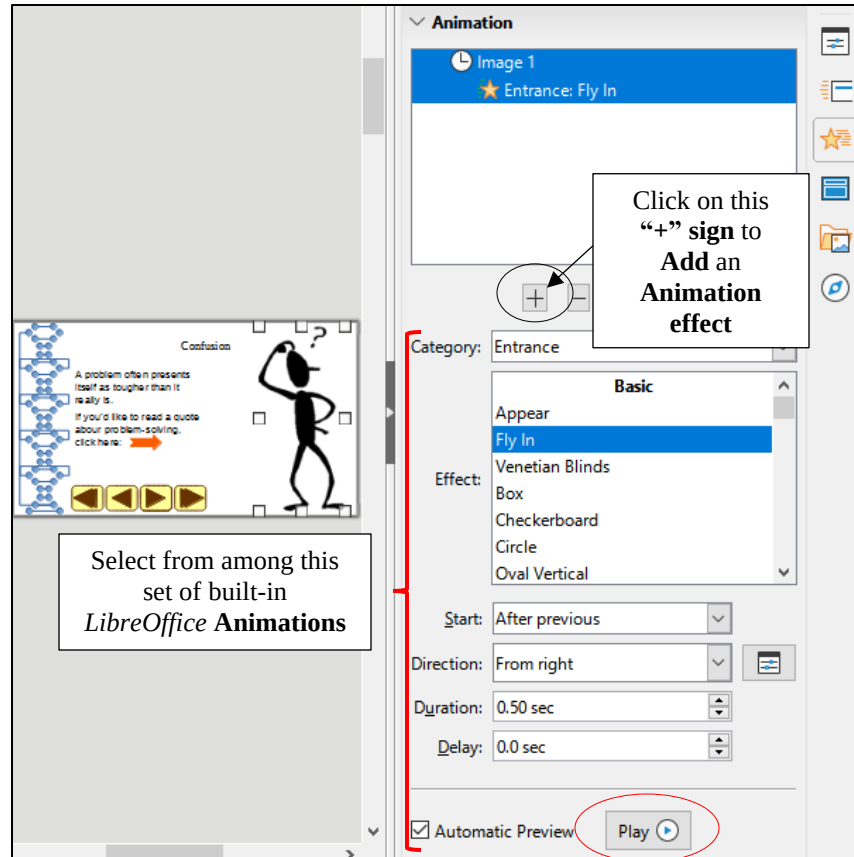


Fig. 10.34 The *Animation* pane for customizing animations

To check out the *Animation Effects*, click on the **Play button** (Fig. 10.34 above) and watch as *Impress* gives you a demonstration of the **Animation Effect** you have just created

Perhaps needless to say, you can change any of the Animation Effects whenever you want.

After selecting **Animation Effects** for all the **Screenbean figurines**, **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 do not like them, and start over—all part of the iterative design process. You can change any sequence, and you can also sequence the objects (text/images) 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 ahead of an upcoming speaker's presentation, or in the lobby of a building where students or conference participants gather or pass through.

You probably noticed (Fig. 10.34 above) that you can also 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 go to *Slide Show > Rehearse Timings* tools.

It is beyond the scope of these ESSENTIALS Tutorials to dwell further on this topic, but you should find the time to play around with the available tools so that you can become an expert in the use of LibreOffice *Impress*—an excellent teaching tool.

Bear in mind, too, that it is not necessarily a good idea to apply *Animation Schemes* everywhere on slides. Animations are best used sparingly, to highlight or draw attention to specific ideas, or to spice things up in a presentation. But, as with food on your plate, too much spice can overwhelm things and take away from its enjoyment or effectiveness.

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

Time to take a break

Feel free to step away from the keyboard

Relax for a while; have a cup of tea

The next section will get down to the nuts and bolts of building your own interactive, non-linear presentation