

# 9

## **IMPRESS PRESENTATIONS**

### Creating slide shows and related teaching materials

#### **LEARNING OUTCOMES**

This lesson introduces you to those features of *LibreOffice Impress* that are particularly valuable in the teaching and learning environment. You will learn how to use *Impress* to capture your ideas in outline form and convert those ideas into multimedia presentations. You will also learn how to use the application to create your own presentations both from scratch and with the help of one of the *Impress* Wizards.

Most people think of a slide show as a way of presenting a series of still images or photographs using a slide projector. If you think about it, however, a slide does not have to be a still image; using *Impress* it can also be an audio or video clip. For that matter, a slide does not have to be even a picture; it can also be text, an outline of ideas, whatever you want.

*Impress* provides an easy-to-use multimedia presentation production system, which you will no doubt enjoy learning and which you and your students will find useful for individual or group projects of all kinds.

In the various courses that you take as an Education major you learn how to design curricula, with lesson plans and unit plans. You also learn methodologies for effective teaching. The better the teacher you are, the more *Impress* will empower you in your work.

Here, then, are the topics that will be covered in this lesson:

- introductory thoughts about presentations;
- *Impress* at work;
- building the presentation;
- adding bells and whistles to the presentation;
- printing presentation handouts.

#### **A caveat before you begin:**

In the earlier tutorials for *LibreOffice*, the steps to accomplish the tasks assigned have been rather detailed. This time, however, the directions will be less specific, especially in the latter half of the lesson, because *Impress* is a program you can figure out by playing with it. You'll find that you'll soon become confident about how to design and develop high quality multimedia slide presentations. So relax, and have fun!

## BEFORE YOU BEGIN

### Setting up for the tutorial

If you completed Lesson 1 of these tutorials, you may recall that it assumed that you received a copy of the set of *Work Files for LibreOffice* that accompany these tutorials, and it also helped you create a new folder called *Data Files*. If you did not complete Lesson 1, then you must do this now, before proceeding with Lesson 9. If you did complete Lesson 1, then you can skip the rest of this section and proceed directly to the next section (9.1 INTRODUCTORY THOUGHTS ABOUT PRESENTATIONS, on page 281).

The set of *Work Files for LibreOffice* ideally should be stored on a Flash drive (USB drive) in three folders named *Base Files*, *Impress Files*, and *Miscellaneous Files*. You need to create a fourth folder for the *data files* that you will be creating while working your way through the tutorials. This fourth folder will be called *Data Files*.

If you do not have these four folders and files ready, prepare them now before proceeding with this tutorial. Here are the steps to take:

First, **Unzip** the set of **Work Files for LibreOffice** by double clicking on the File name on your computer (your instructor will help you with this if you are working with a class) and **Extract** them onto your flash drive

**Double click** on the **Work Files for LibreOffice** folder to **open** it

Now, inside the *Work Files for LibreOffice* folder you need to create a new, *fourth*, folder called *Data Files*. Here's how you do this.

In the **Work Files for LibreOffice** folder, select **New Folder** (Fig. 9.1).

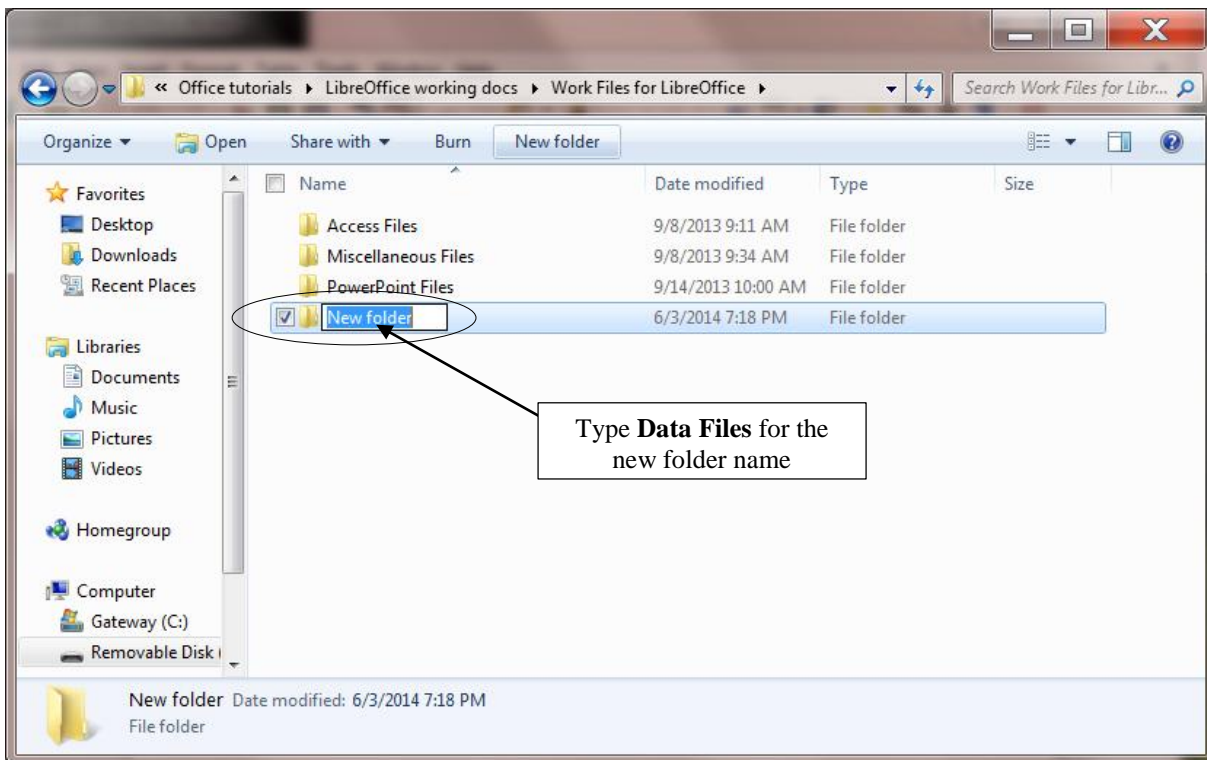


Fig. 9.1 Creating a New Folder

The system will create a new folder for you and then wait for you to give it a name of your choice (Fig. 9.1 above).

Call the new folder **Data Files**

During the course of these tutorials you will be storing many files in this Data Files folder.

## 9.1 INTRODUCTORY THOUGHTS ABOUT PRESENTATIONS

Making a successful—well-designed, content-rich, pedagogically-sound—*Impress* presentation requires forethought and advance preparation. It’s rather like what good cooks or chefs do before starting to cook a delicious dish of food. They read the recipe, make sure they have all the ingredients they need, gather all the ingredients together—the raw food such as vegetables and eggs and milk and wine and spices and other flavoring—what they call the *mise en place*. They make sure they have all the tools they need to do the job.

Good cooks don’t start cooking till they’re good and ready.

In the same way, you have to get your thoughts together, know what you’re going to talk about, and have your audio-visual material gathered together in one place (*mise en place*) so that when you come to create the presentation, it’s a snap.

A good presentation, like a term paper, is usually based on an outline, such as is illustrated in Fig. 9.2.

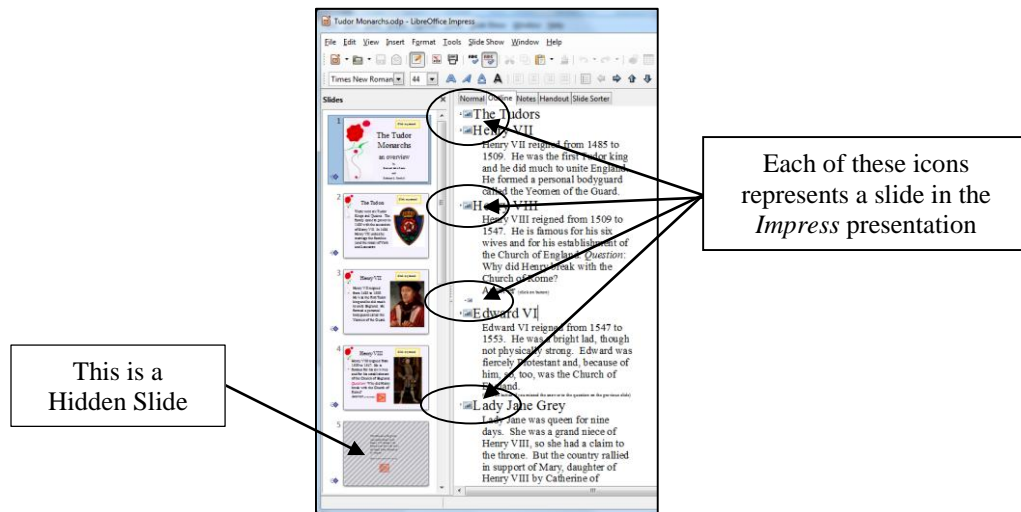


Fig. 9.2 Outline for the Tudor Monarchs presentation

You see on the left an outline of the text for each slide in the Tudor Monarchs presentation. Think of the titles and text for each slide as an outline you would have made for a high school or college paper. Similar, right? This is why the outlining tool is built into *Impress*—to help you plan.

Remember the golden rules of successful design: Rule 1—Plan; Rule 2—Plan; Rule 3—Plan! These golden rules apply whether you are designing a term paper, an audio-visual aid, a class outing, or a class syllabus and schedule.

You might begin with a brainstorming session to help you get an outline. During brainstorming, members of the group would come up with as many ideas as possible related to the topic of the project. Nobody's ideas are rejected in the early stages so as to encourage a fertile flow of useful suggestions.

The result of the brainstorming session might be a somewhat disorganized list of ideas. This list might have been entered directly into the computer during the brainstorming session, or it might have been collected on a blackboard or flip chart. Before changing the list into outline form you would re-organize it so that the ideas flowed naturally and logically from one to the other.

Along the way you might toss out some of the ideas for one reason or another. Eventually you'll have a working list which would end up as an outline, perhaps in a word processor document.

## 9.2 IMPRESS AT WORK

Let's see these ideas and others at work by looking at an example of an Impress presentation.

Turn on your computer, open **LibreOffice** then click on Open File and, in the Open dialog box, navigate to your **USB drive > Work Files for LibreOffice > Impress Files** folder and **double click** to open the **Tudor Monarchs** presentation

Fig. 9.3 shows the Tudor Monarchs presentation in *Normal View* as it appears on your screen right after you open the document.

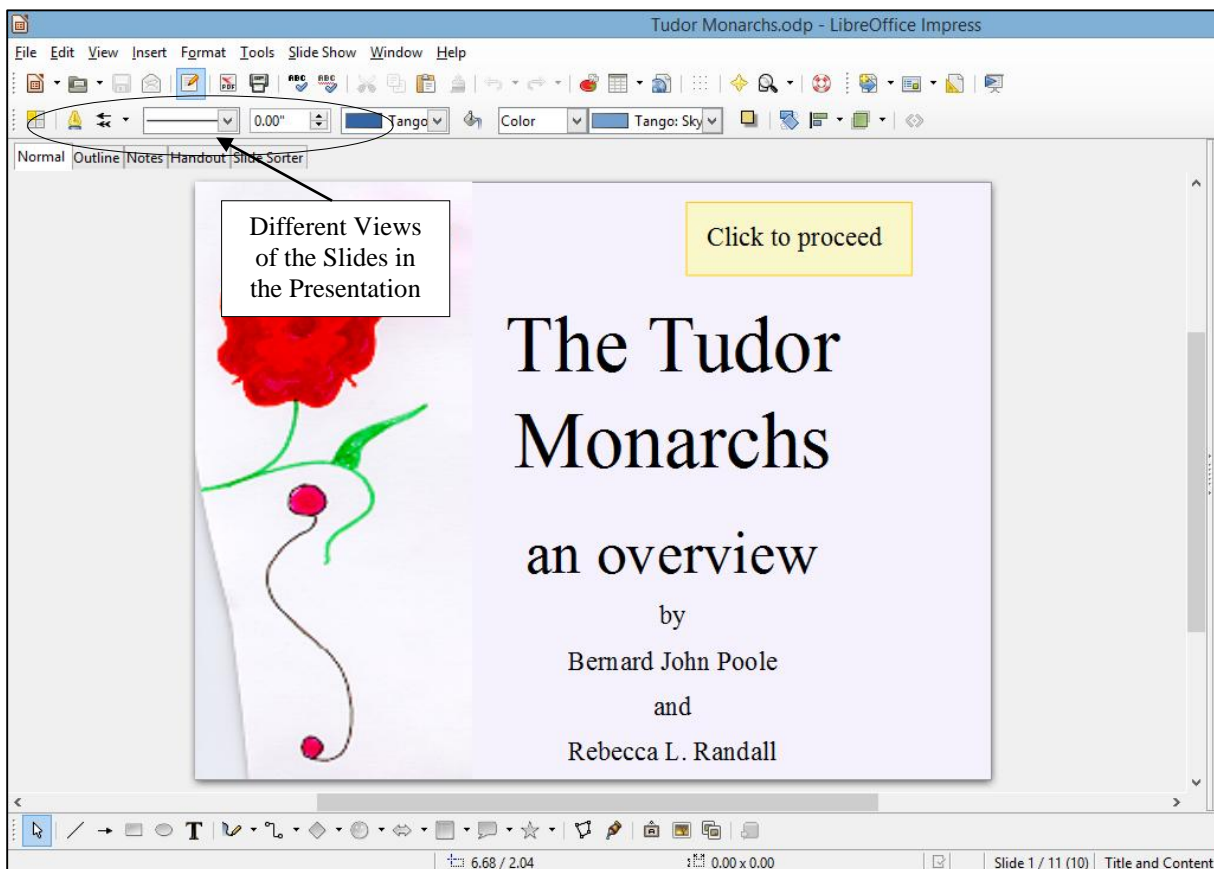


Fig. 9.3 The Tudor Monarchs presentation

Take a look at the Slide View tools in the upper left corner of the *Impress* window (Fig. 9.3 above).

You'll use these tools a lot while you're developing your slides, so let's take a closer look at them right away and find out what each of them is about (Fig. 9.4).

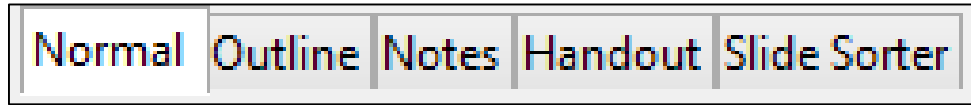


Fig. 9.4 The Slide View tools

### Different ways to view the slides in your presentation

#### Normal view

This is the view you see illustrated in Fig. 9.2 on the previous page. It is the one you'll use most of the time while you're actually putting information on each slide. In this view, there is the left hand frame where you see thumbnails of all your slides in a scroll box. In the center of the window you have the slide you are actually working on—the active slide. Then, over in the right hand frame you have the Properties Pane (not shown in Fig. 9.2 above), where you'll find more tools to help you to develop your presentation.

#### Outline View

The Outline View lets you see just the *text* on each slide. If you want, you can use the outline tool to map out/plan the content of your show before you “pretty up” the show with graphics and colors and backgrounds and so forth.

#### Notes View

The Notes View is especially useful if you want to amplify the content of each slide, either for your own use as the presenter, or for your students or for whoever is in your audience who would like more information than is on each actual slide. In the Notes View you are presented with a smaller version of each slide, one by one, with ample space for extra notes pertaining to the content of each slide, as illustrated in Fig. 9.5.

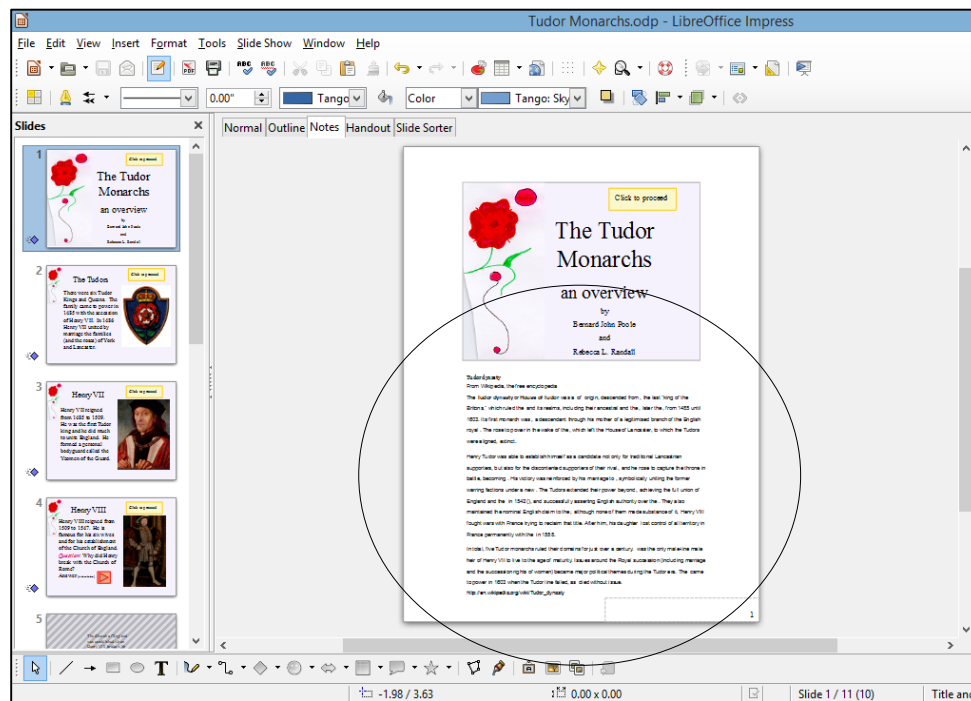


Fig. 9.5 The Impress Notes View showing the supplementary notes for Slide One

### Handout View

Anyone who gives a presentation is, in a way, a teacher, and the people listening to him or her are, in a way, students, hoping to learn something they didn't know before. One of the problems with being a student is that it's difficult to grasp right away what the teacher is trying to get across. Good teachers/presenters give their audience the opportunity to take away at least a summary of what they have had to say. Hence handouts; and *LibreOffice* makes handouts a snap.

Fig. 9.6 illustrates the *Impress* Handout View.

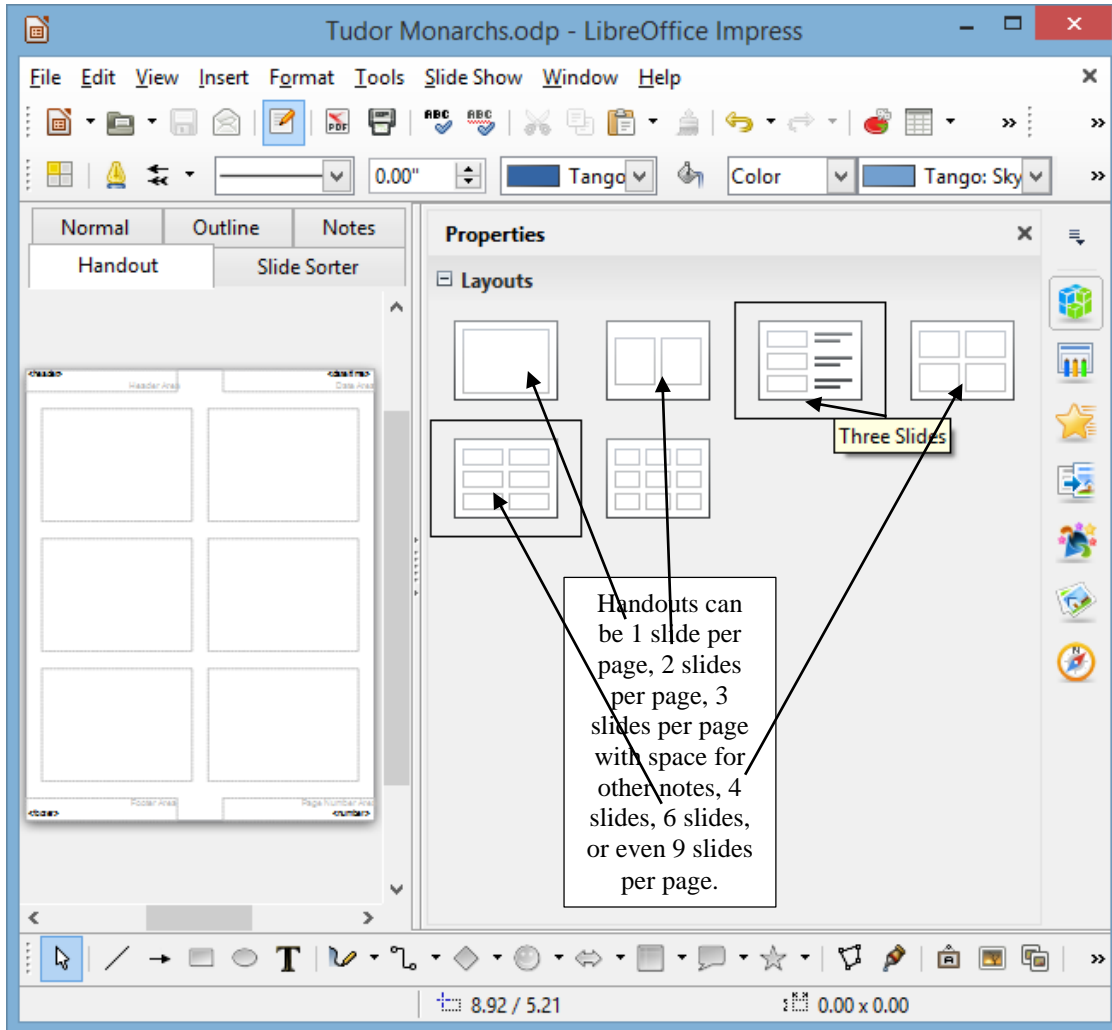


Fig. 9.6 The *Impress* Handout View

The best presentations are NOT slide intensive! In other words, if you are teaching for 40 to 50 minutes, you shouldn't need more than half a dozen slides—ten max. A good golden rule is based on Miller's Magical number (pertaining to short term memory). People can hold on to no more than about  $7 \pm 2$  items—ideas, numbers, whatever—in short term memory before those items are very quickly gone! But reinforcing those ideas, numbers, or whatever with some kind of follow up or repetition significantly helps retention.

Handouts are one way to serve that purpose, and the *Impress* Handout View makes it easy to format and print (or e-share through email, Facebook, and the myriad other online social media) the *Impress* presentation that you have so carefully designed and produced.

### Slide Sorter view

This is the view you see illustrated in Fig. 9.7 on the next page, and it is the one you'll find most useful when you want to get an overview of your show while you're working on it, since you'll be able to see most all your slides laid out for you on one screen or page.

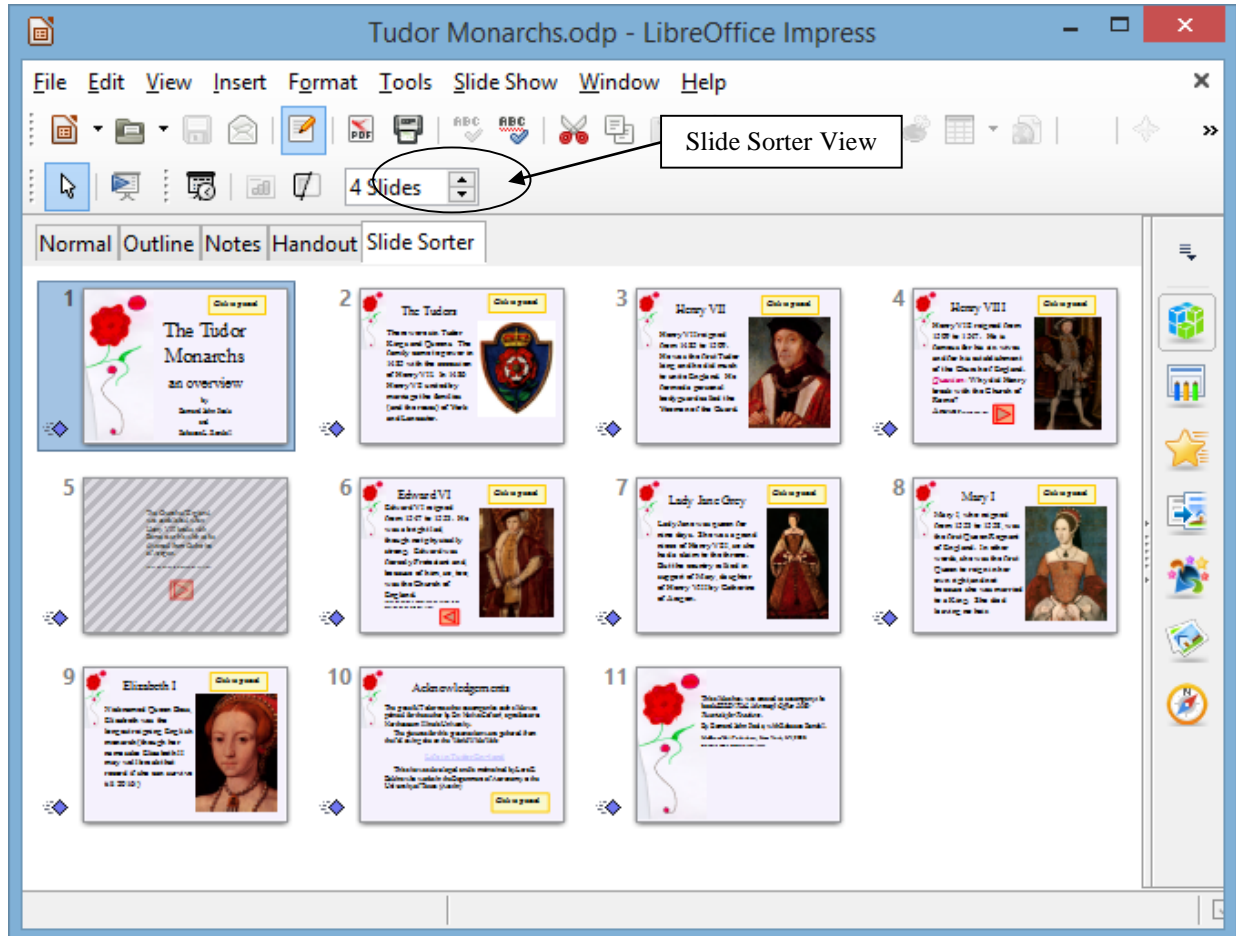


Fig. 9.7 The Slide Sorter View of the Presentation

You also can easily move your slides around, using the mouse to slide them into place, changing the order to suit your purposes. This is why it's called the Slide Sorter view.

You'll find yourself using these tools frequently to switch from one view to another as you are developing your *Impress* presentations. Let's further check out the Slide Sorter view now.

Click on the **Slide Sorter tool** in the **Slide Views toolbar** (Fig. 9.7 above)

Take a look at the Slide Sorter View window that is presented to you now (more or less the same as Fig. 9.7 above, though your screen may be a different width, so the slides may be arranged differently across the page).

The presentation you are looking at demonstrates some of the basic features of *Impress*. By the end of this lesson you will be able to build your own presentations along the same lines. It's time you worked your way through the *Impress* presentation about the Tudor Kings and Queens of England.

Click on the **Normal View** in the **Slide Views tools** and, in the **Presentation toolbar**, click on the icon to **Start from first slide** (Fig. 9.8)

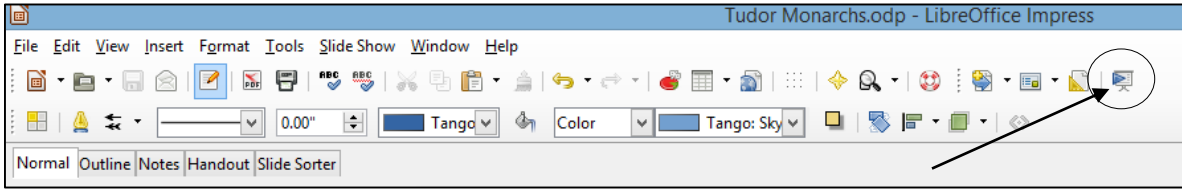


Fig. 9.8 Start from First Slide icon in the Presentation toolbar

### Features to look out for in the demonstration presentation

While you click your way through the Tudor Monarchs presentation, look out for the following *Impress* features that have been used in the creation of the Tudor Monarchs slide show.

#### *Transition effects and animations*

The transition effects from one slide to another and the text animations (which determine how the text will arrive on each slide) have been set at *random* for the demonstration. This is to give you some idea of the variety of transitions and animations you can use in *Impress*.

But this is not necessarily a good thing to do. Normally you would *not* want to use many, if any, different transitions and animations since it might distract from the impact you are trying to make. A good designer homes in on a style that he or she likes best for a particular theme and tends to stay with it for all the slides in the show.

#### *Inserting clip art, pictures and other media*

*LibreOffice* offers a database of *clip art* and *other media* on a wide range of topics. This online database is available to all the software in the *LibreOffice* suite.

Fig. 9.9 illustrates the Gallery from which you can select clip art and other media (such as *photos*, *movie clips*, *sound files*, and so forth) to insert onto your slides.

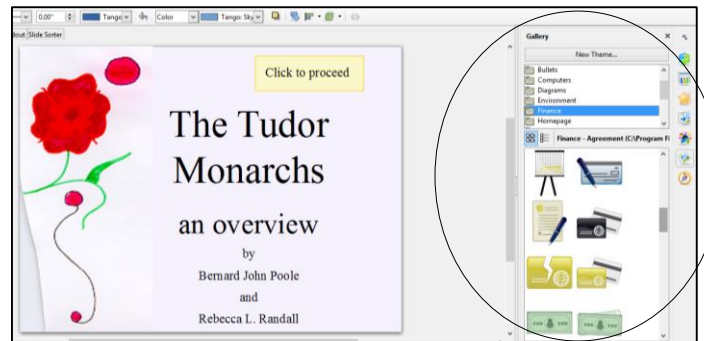


Fig. 9.9 Ribbon for inserting images, illustrations, and other media

You can download clip art, photographs, sound files, video clips and other media from a file you have saved on disk, or from collections available free of charge on the Web. Or you can bring onto a slide all kinds of charts and tables from other *LibreOffice* programs such as *Writer* or *Calc*.

You can also scan pictures directly onto a slide. So, if you have a scanner connected to your computer, you're in business.

If you're looking for multimedia material to accompany your slides, the Web is the place to go. Companies, universities, schools, and individuals, especially teachers, are creating and making available excellent multimedia materials. These materials are available, mostly free of charge, from websites such as *flickr.com*, *youtube.com*, and so forth.



*Impress* makes it easy to incorporate such material into presentations, with or without accompanying text.

Remember though: YOU **MUST** ALWAYS GIVE CREDIT FOR ANYTHING YOU ACCESS ONLINE.

### *Buttons, Slide Controls and Hidden Slides*

Notice the use of *buttons* to allow the user to control movement through the slides, thus making slideshows both interactive and non-linear—in other words, the user has control over the sequencing of the slides.

For example, in the Tudor Monarchs slide show there is a *Hidden Slide* (slide #5) which is only able to be seen if, on slide #4, you click on the orange button to see the answer to the question posed there. Let's check this out.

If you are actually viewing the slide show, hit the **Esc**(ape) key on the keyboard to **exit** the slide show then, in the **Slides menu** on the **left** of the *Impress* window, click on **Slide #4** to make it the **active slide**

In the **Slide Show menu** click on **Start from current Slide**

Slide #4 is showing on your full screen as an active slide in the show.

Now, read the text on the slide, but **DON'T** click on the **orange button** towards the bottom of the slide to find out the answer to the question as to why Henry VIII broke away from the Church of Rome; instead click on the **yellow button** at the top of the slide to **proceed** to the next slide

So, you can create interesting *interactive* learning materials using *Impress*. Lesson 10 will help you learn more about interactive presentations such as this. Your students, too, will have a lot of fun using *Impress* to develop projects of all kinds for every subject under the sun.

Let's continue checking out the remaining *Impress* features.

### *Timing and other considerations*

Fig. 9.9 shows the Slide Sorter View of the presentation. Fig. 9.10 also highlights the type of transition you can choose, how fast you want the transition to occur, whether you want a sound to accompany the transition from slide to slide, and so forth.

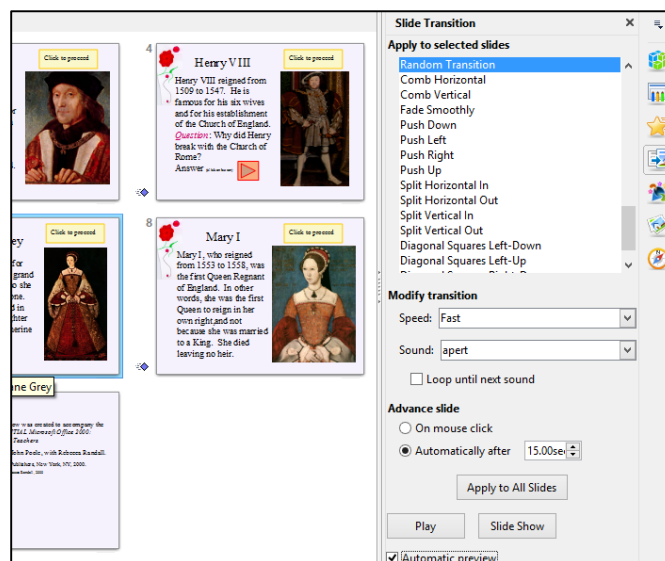


Fig. 9.10 The Slide Sorter View showing the Slide Transition settings

Notice, in the *Slide Transition pane* on the right hand side of the Slide Sorter window, that the transition (*Random Transition*) is set to *Fast*, with an accompanying sound called *Apert*. Each slide will advance automatically after *15 seconds*, unless the user clicks the mouse on the “Click to proceed” button on each slide, in which case the slide will advance right away.

15 seconds should be more than enough time for anyone to read and absorb the data on slides such as those in the Tudor Monarchs presentation. So you might think 15 seconds is too long to hold the user’s attention. Won’t they get antsy waiting for the next slide?

Well, as you see, there is a button which the user can click on to control when to proceed to the next slide. The speed at which our minds absorb data varies enormously from person to person. Thus, by allowing a generous amount of time, along with user control, you’re allowing each individual user the freedom to proceed at his or her own pace.

You always should design teaching materials and lessons in such a way as to address *individual* student needs. The timing features of *Impress* allow for this.

*Acknowledgements: Always give credit where credit is due*

The last slide in any presentation, just as the last item in a term paper or the credits that run at the end of a movie, should usually be your list of sources cited or used—your Acknowledgements slide (Fig. 9.11).

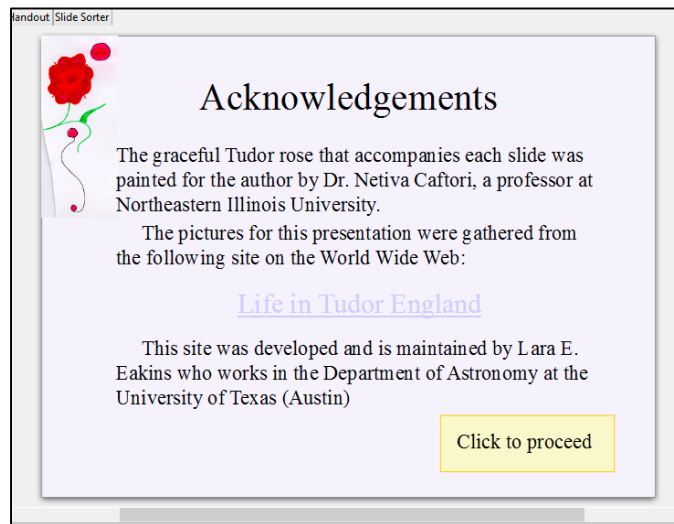


Fig. 9.11 The first Acknowledgements slide

So... If you haven't already done so, in the **Presentation toolbar**, click on the icon to **Start from first slide** (Fig. 9.8 at the bottom of page 286)

Click your way through the presentation now (click on the **Buttons** on each slide to proceed to the next slide)

The slides have been timed to allow the user (right now, that’s you) to easily view and read what is on each slide without feeling rushed. If you want the slides to proceed at a faster pace, simply click on the *Click to proceed* button on each slide.

When you have finished reviewing the **Tudor Monarchs** slide show, **exit** the show by **hitting** the **Esc**(ape) button in the **top left** corner of the keyboard

So much for an overview of *Impress*. No doubt you are anxious to start creating your own presentation. The next section will help you do just that.

Close the **Tudor Monarchs** presentation when you are ready to continue

## 9.3 BUILDING A NEW PRESENTATION

### Preparation of the outline

You are going to prepare a simple outline, which will give you the experience to prepare your own outlines when you develop your own *Impress* presentations.

It's tempting to just barrel along into a new document or database, whether in *Writer*, *Impress*, or *Base*, like someone tempting fate at Niagara Falls! But you should resist doing so at all costs because you'll save yourself no end of time in the long run if you *carefully plan* what you want to do. You really have to think ahead if you want to get where you want to go. Otherwise, there's no telling where you'll end up!

So whenever you're preparing a new *Impress* presentation, take your time. Think about it; gather your data; brainstorm, with yourself at least, and with friends if necessary. Don't just blunder along, OK? So let's begin.

From the **File** menu select **New**, then **open** a new *Impress* presentation

Go to **File > Save As**, navigate (Browse) on your Computer to your **USB drive (Removable disk) > Work Files for LibreOffice > Data Files** folder and **Create** a new folder called **Impress Documents**

**Open** the **Impress Documents** folder, name the new presentation **Screenbeans**, and click on **Save**

When you first open a new, blank presentation in *Impress*, the program presents you with the *Normal View* (Fig. 9.12).

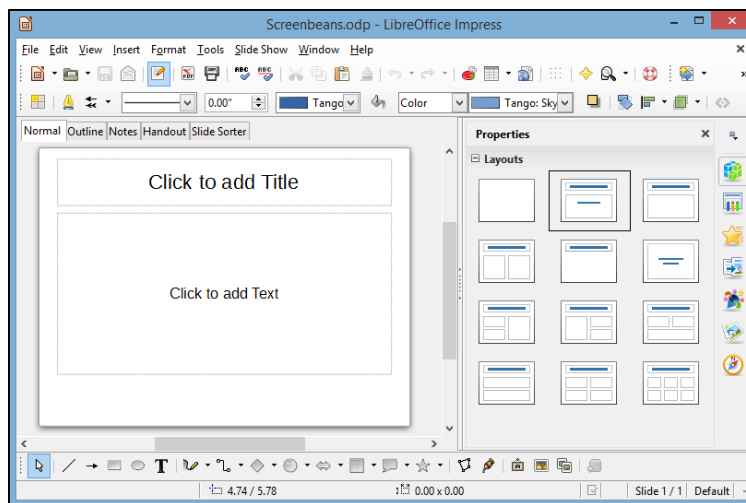


Fig. 9.12 New Presentation window in *Normal View*

The first slide, by default, is in the *Title Slide layout*. This is because you would normally want to start out a presentation with a slide that displays the title of your show, along with sub titles such as your name and so forth. You don't *have* to use this slide layout, of course. *Impress* provides a set of *slide layout templates* from which you can choose when you are working on a slide, including one layout which is blank. The *Blank Slide* template allows you to create slides from scratch, entirely of your own design.

Let's take a look at these different Slide Layouts now (Fig. 9.13).

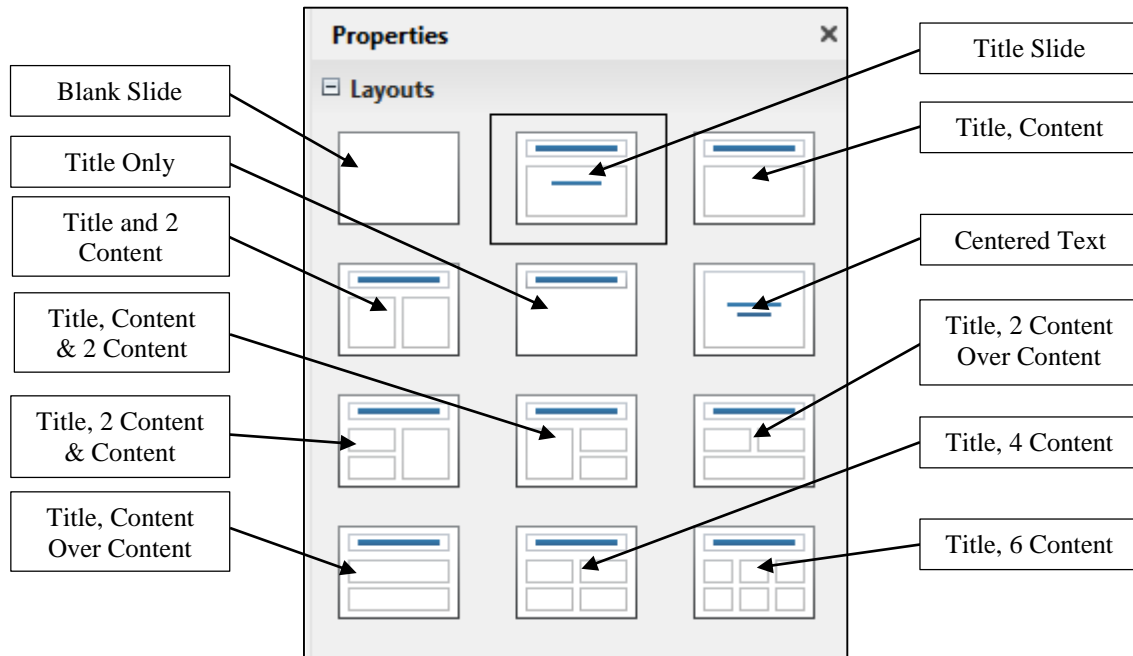


Fig. 9.13 Slide Layouts

Click on each of the layouts to check them out, then click on the **Title layout** last when you are ready to proceed with the lesson

### Typing the outline entries

The *Normal View* is fine when you have your presentation built, bar the shouting, and you want to be able to check out and edit individual slides that you have already created. But when you are at the planning stages and you want to create an outline of the *text* you want to include on each slide, it is best to use the *Outline View*. *Impress* provides a lot of help such as this while you're developing your presentation.

Let's switch to the *Outline View* now.

In the **View Ribbon > Presentation Views Group** click on the **Outline View** tab (Fig. 9.14)

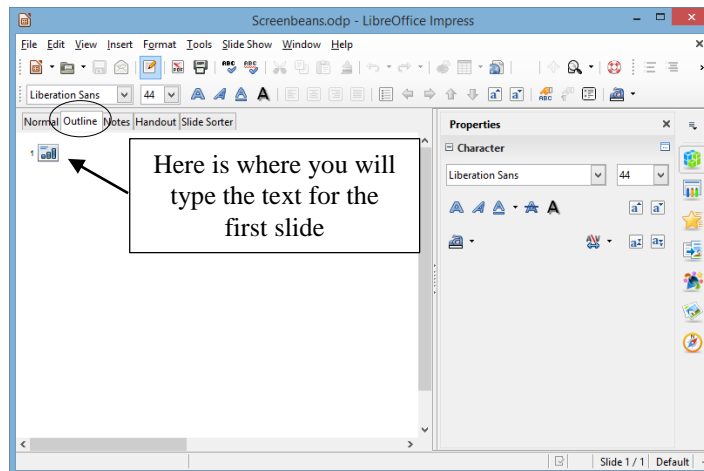


Fig. 9.14 The screen at the start of a new blank presentation

As you type the text for each slide, the text will be entered onto the slide itself with no extra effort on your part, thanks to *Impress*'s slide layout features. You'll see how this works when you switch back to Normal View after you have typed in the outline that you see illustrated in Fig. 9.15. Don't start typing text just yet, though. Refer to the outline as you work your way through the directions that follow.

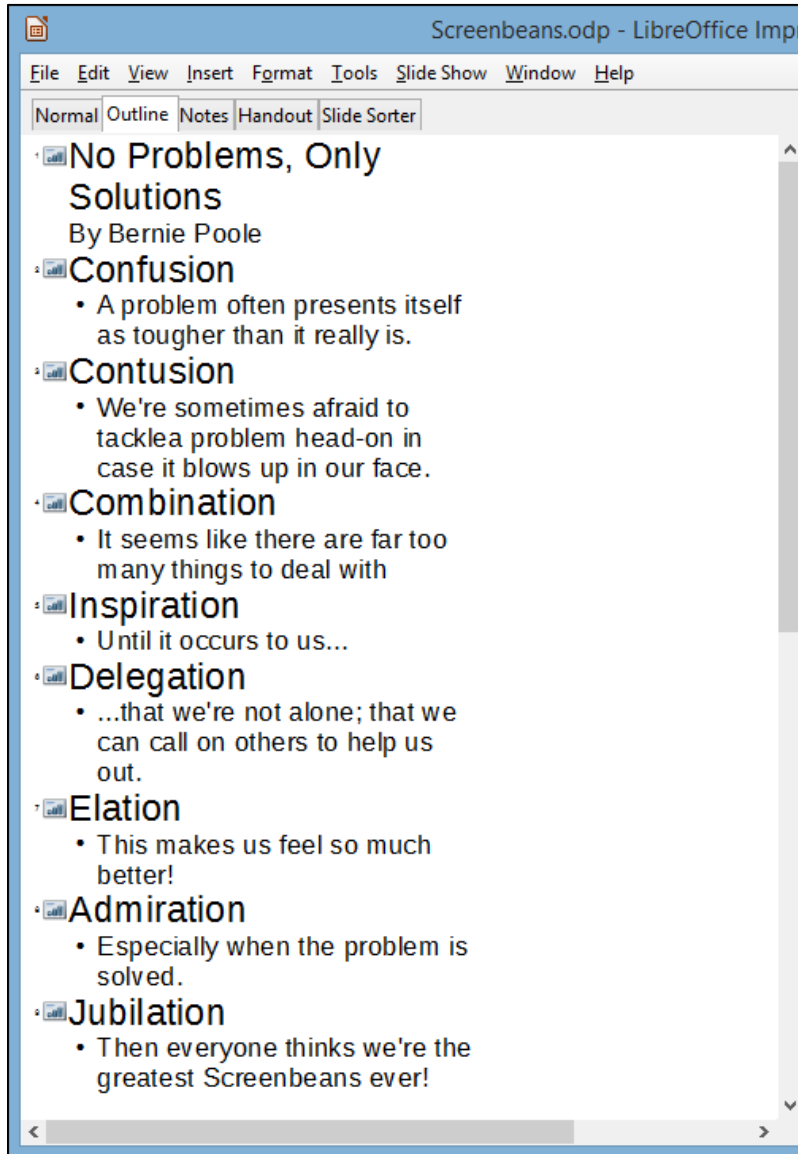


Fig. 9.15 The outline for the Screenbeans presentation

On the left side of the window, next to the icon for the first slide, type the title **No Problems, Only Solutions** (see Fig. 9.15 above) then hit **Enter** on the keyboard

*Impress* now goes to a new slide because it assumes that you have finished adding text to the first slide. But you need to add a sub-title on the Title slide. To do this, you must *Demote* the next set of text (*By [author's name]*) so that it stays on the same slide (which means you must *decrease its level on the slide*). You'll see how it works as you follow along in these directions.

Fig. 9.16 illustrates the *Demote* tool that you use to further indent the level of *By [author's name]* on the slide. Either side of the Demote tool are the Promote, Move up, and Move down tools.

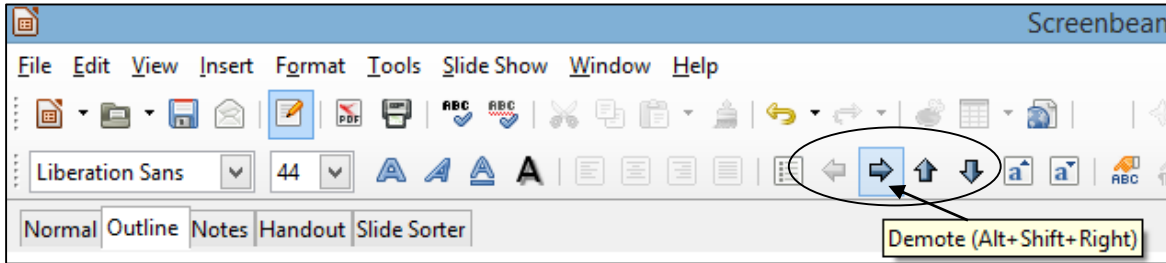


Fig. 9.16 The Demote tool

Click on the **Demote** tool now, then type **By [your name]**—type *your own name*, of course—not “your name” or “Bernie Poole!!”—and hit the **Enter** key

So now your outline entry for the first slide will look something like this (Fig. 9.17).

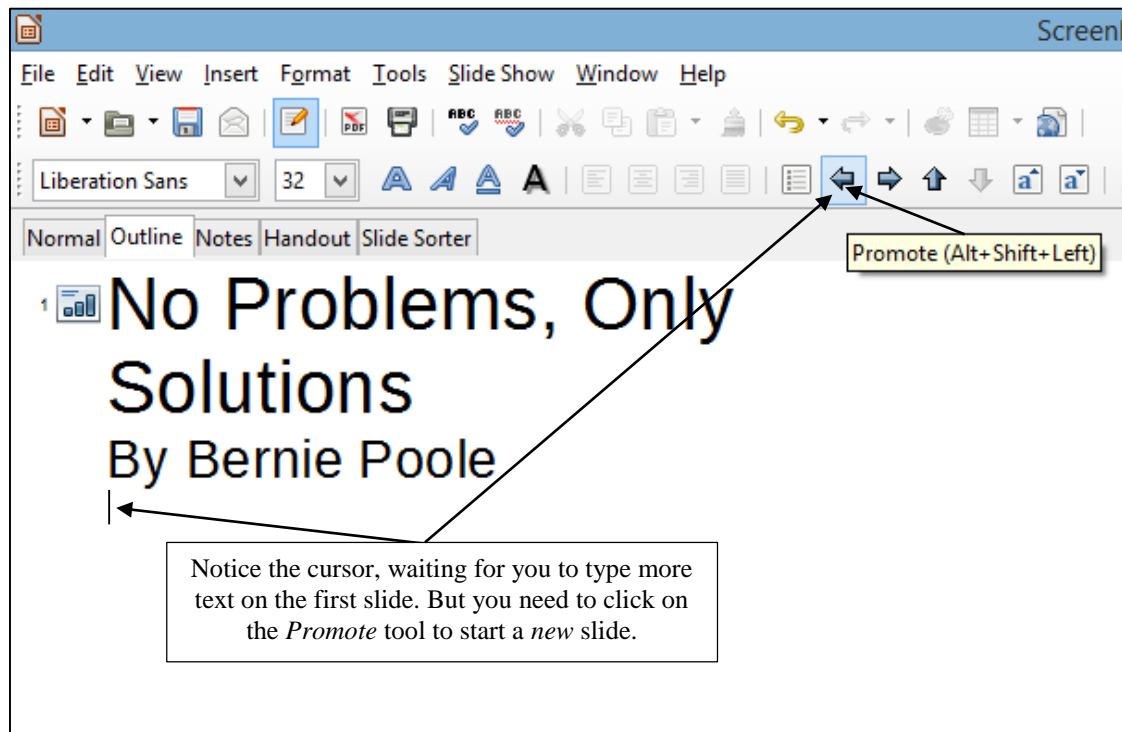


Fig. 9.17 The outline entry for the first slide

That’s all you need by way of text on the first slide. Now you need to set up for a new slide. To do that in the outline, you must use the *Promote* tool in the Text Formatting toolbar, which *raises* the level back to the top level of a New Slide. The Promote tool is to the left of the Demote tool (Fig. 9.16 above).

Click on the **Promote** tool and notice how the icon for a new slide (Slide #2) pops up, with the cursor waiting for you to type in the text for this second slide

Now you are ready to type in the entries for the second and remaining slides. The content for all the slides is illustrated in Fig. 9.15 on page 291.

Return your attention to the **left hand frame** of the *Impress* window so you can continue with **Slide 2** of the **Outline**

Type **Confusion** for the second slide title, and hit **Enter**

Now you need to switch levels as you did for slide #1 between the Title entry and the Author's name entry.

### Switching levels

Let's review the steps. Switching levels means moving up or down in the hierarchy of entries on a slide by increasing (demoting) or decreasing (promoting) the indent of the text on each slide.

If you look at the text for the second slide (Fig. 9.15 on page 291), the word *Confusion* (the Title of the slide) is at the top level. Then what immediately follows (*A problem often presents itself...*, etc) is indented—it's lower level text (demoted). When you switch to the next level *down*, the text is automatically indented to the *right*, that is to say the level (in *Impress* speak) is *further indented* from the 1<sup>st</sup> level to the 2<sup>nd</sup>—or demoted.

So, to summarize, moving the text to the *LEFT promotes* the list level in an outline. Moving the text to the *RIGHT demotes* the list level in an outline. For the remaining slides you have to enter text not only for the Title of each slide, but also for the sub-text. This sub-text will be at a *demoted* list level compared to the Title.

#### *Demoting to a lower List Level*

As we already observed when you were working on Slide #1, to change levels in an outline, *Impress* provides list level control tools (Figs. 9.16 and 9.17 on page 292).

Go back and **take a look at Figs. 9.16 and 9.17** now before proceeding, then click on the **Demote** tool for the text you are going to type into the outline for slide #2

Look at your outline now and notice that the next entry you type will be indented and bulleted.

Type the **lower level text** for the second slide (*A problem often presents itself...*, etc.) from the illustration in Fig. 9.15 on page 291, then hit **Enter**

#### *Promoting to a higher List Level*

That is all you need by way of text for the second slide. As you can see, you must Promote to a higher level for the new slide 3. To do this you use the Slide Level tools once more.

Click on the **Promote** tool to **start a new slide** for the next text you are going to type into the outline

As you see, this begins a new slide (Slide #3). You should be starting to get the hang of this.

So go ahead and complete the rest of the outline (using Fig. 9.15 above on page 291), **demoting** and **promoting** the text levels as you go along

After you have typed the **Title** and **text** entries for **slide #9**, be sure to navigate, if necessary, to your **USB/flash drive > Work Files for LibreOffice > Data Files > Impress Documents folder** and **Save** this **Screenbeans Impress** slide show

Click on the Slide Sorter tab to switch now to the Slide Sorter view (Fig. 9.18).

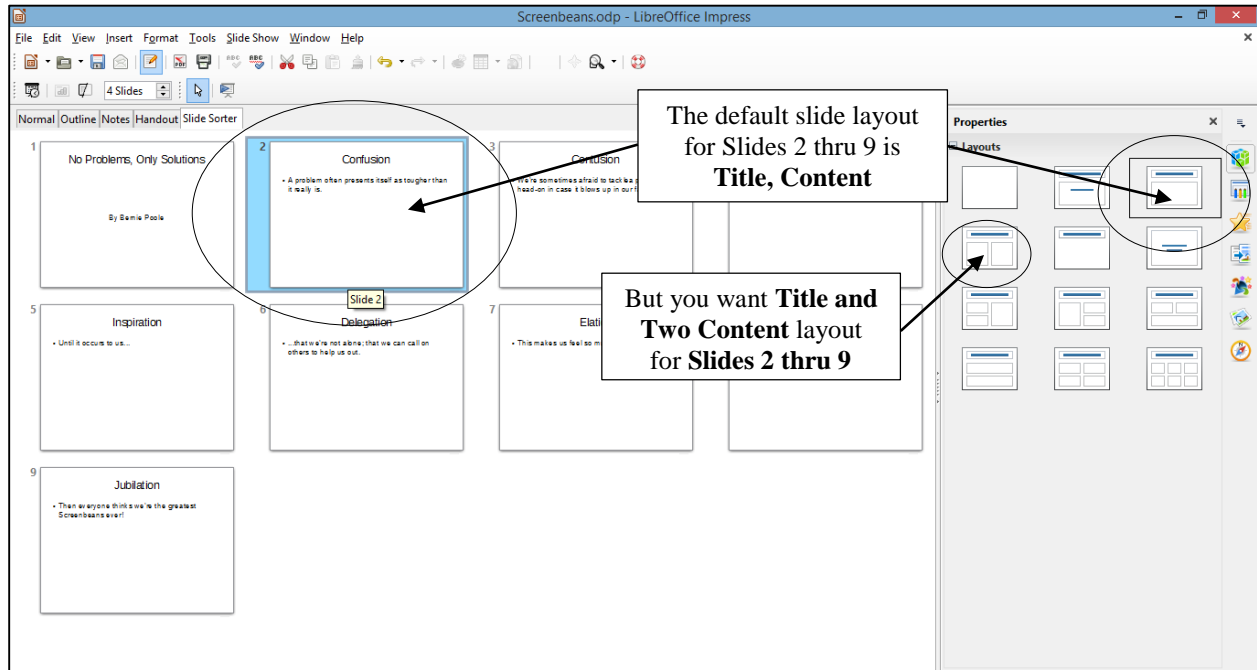


Fig. 9.18 The Slide Sorter view, showing the layout for Slide #2

In Fig. 9.18 above, notice that *Impress* automatically selected *Title and Content* layout for all the slides after the Title slide. But the layout you need for slides 2 thru 9 is Title and 2 Content. Let's fix this first.

In the **Slide Sorter** view, click on the **thumbnail for Slide #2** (Fig. 9.18 above), then hold down the **Shift key** and **keep it down** while you click on **Slide #9**

Slides 2 thru 9 should all now be highlighted.

With **Slides 2 thru 9** selected, in the set of **layout templates** in the **Properties** frame on the **right** of the screen, locate and **click** on the layout for a **Title and 2 Content** slide (Fig. 9.19)

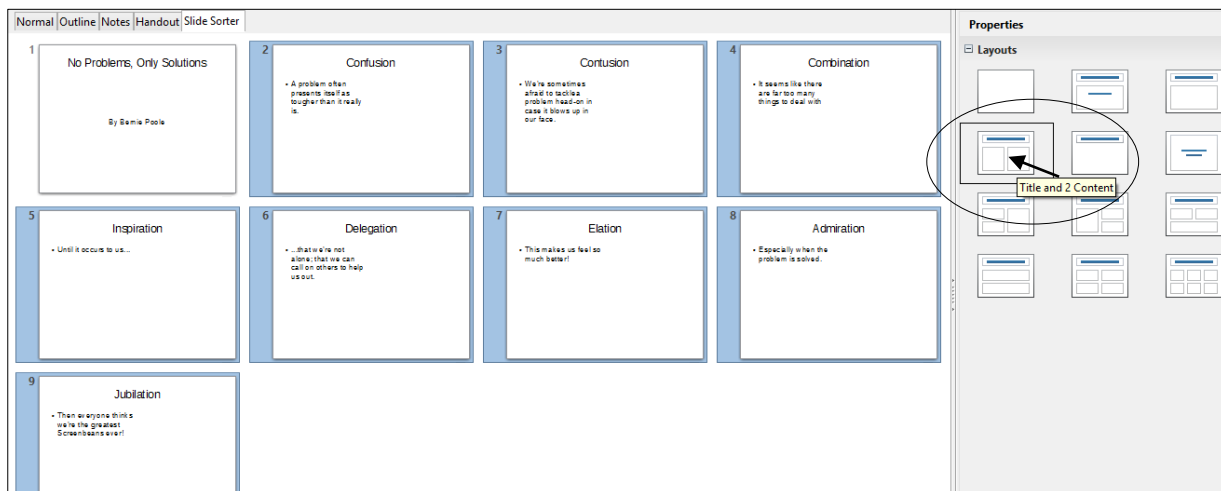


Fig. 9.19 Selecting the Title and 2 Content slide layout for slides 2 thru 9



Notice that you can see a thumbnail of each of slides 2-9 with, on the left hand side, the text you typed in, and, on the right, an empty space for further slide content, which can be more text, or a table from a *Base* database, or images, or a chart imported from a *Calc* spreadsheet, or even a movie clip.

Time to **Save** your work (**Ctrl+s**)

Notice, too, how easy it is to check out how your work is progressing on the presentation as a whole by using the *Slide Sorter* view.

Still in the **Slide Sorter** view, click once on **Slide #2** and then click on the **Normal** tab to go back to **Normal View** (Fig. 9.20)

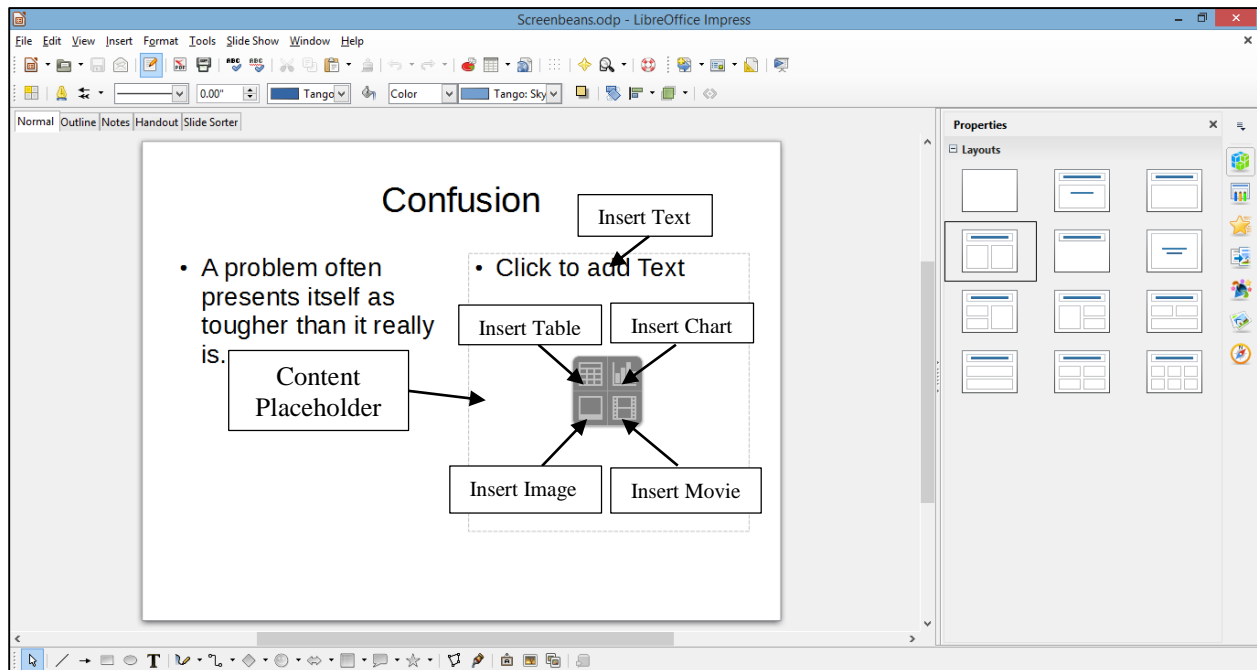


Fig. 9.20 The Normal View for Slide #2 with the five Content options annotated

In Normal View you see the slide as it will show in a presentation. All you have to do now is add more text, or any one of several different types of media in the *Content Placeholder* box on the right hand side of the slide (Fig. 9.20 above).

For this first *Impress* presentation we'll keep it simple, adding just an image to each of the last eight slides. In Lesson 10 you'll have the opportunity to practice adding a table from a *Base* database, a chart from a *Calc* spreadsheet, and a movie, too.

### Adding pictures to the slides

For Slides #2 through #9 you are going to insert a Screenbean<sup>1</sup> graphic in the *Content Placeholder*.

On the **right hand side** of **slide #2**, click on the **Insert Image** tool (the **lower left** of the four Insert object icons)—Fig. 9.20 above

<sup>1</sup> Screenbeans are cartoon characters created by Microsoft, Inc.

This brings up the Insert Image dialog box (Fig. 9.21).

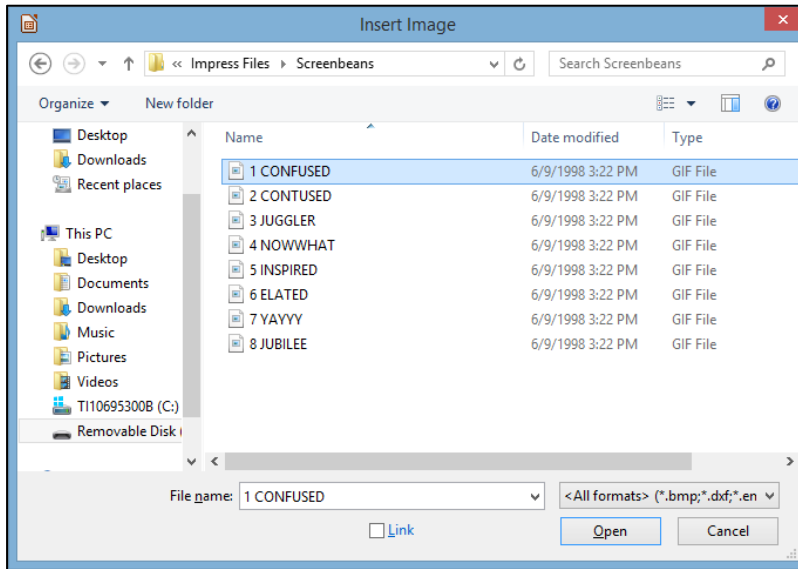


Fig. 9.21 The Insert Image dialog box

The set of Screenbean pictures that you are going to use for this presentation are from Microsoft's clip art gallery, and they may not be available on your computer since you may not be working online. So, for the sake of this exercise, a folder containing eight Screenbean clip art drawings has been prepared for you (Fig. 9.20 above). You'll find it on your USB drive, inside the *Work Files for LibreOffice* folder.

Navigate on your **USB drive** to your **Work Files for LibreOffice > Impress Files > Screenbeans** folder

In the Screenbeans folder there are the 8 pictures you need for the next 8 slides in the presentation. Fig. 9.22 lists the pictures in the order in which you should use them in the slides.

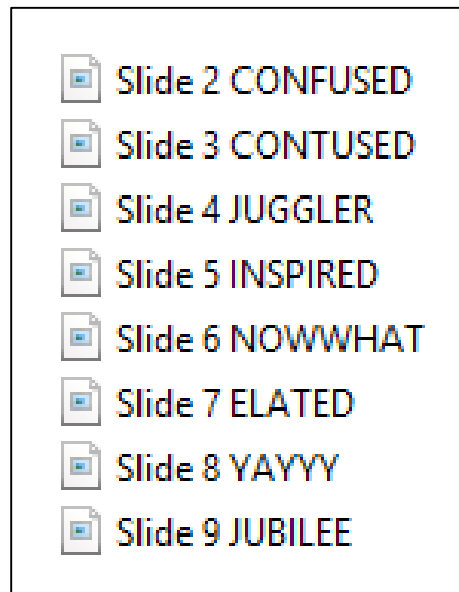


Fig. 9.22 The sequence you will use for the Screenbean pictures in the presentation

In the **Screenbeans** folder, **double click** on the **Confused** file (“Confused” with an “f”, not “Contused” with a “t”!)

*Impress* inserts the Screenbean figurine on Slide #2 inside the right side placeholder, with handles around it so that you can re-size it, if necessary, to fit the space provided for it on the slide.

Check to make sure the art is **correctly positioned** on the **right side** of the slide (it should look something like Fig. 9.23), then click anywhere **off the image** in order to set it in place (though you can click back on it anytime to change the image’s size and position)

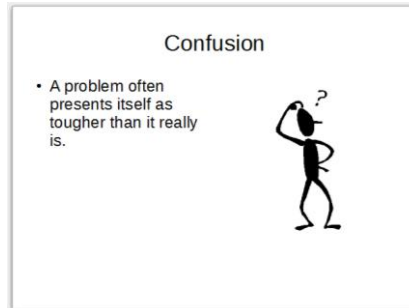


Fig. 9.23 Slide #2 with the image in place

Repeat this exercise for the next **seven** slides, working from the **Slide Sorter View**, **double clicking** on each slide in turn to bring up the **Normal View** for that slide, then loading the **Screenbean images** one by one in the order they are listed in Fig. 9.22 on the previous page

When you are done with slide #9, **Save** your work to this point, then click on the **Slide Sorter tab**

Your *Impress* presentation should now resemble Fig. 9.24.

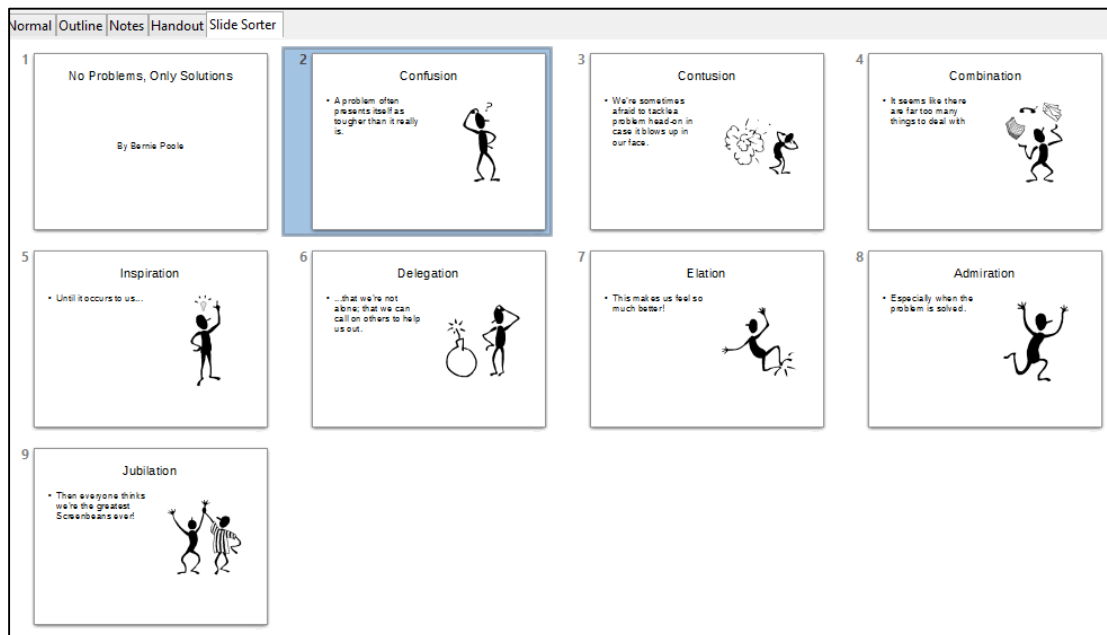


Fig. 9.24 Screenbeans slide show after inserting all the Screenbeans images

## 9.4 ADDING BELLS AND WHISTLES TO THE PRESENTATION

### Resizing the Screenbeans on each of the slides

The Screenbean images on each of the slides are smaller than they need to be. If necessary you could also *crop* an image to select out just the part of the image you want to use. To do this you would *right click* on the image and, in the context menu that pops up, select the Crop option. You don't need to do that here, but you could if you wanted to.

In the **Slide Sorter View**, **double click** on **Slide #2**, then click on the **Screenbean image** to bring up the small **green handles** around it (Fig. 9.24 below); then grab any one of the **handles** to **stretch the image** so that it is **as large as possible** in the space on the **right side** of the slide; just **be careful not to distort** the image or to **overflow the borders of the slide**, or to drag the top of the image **higher than the top line of sub-text** (Fig. 9.25 below)

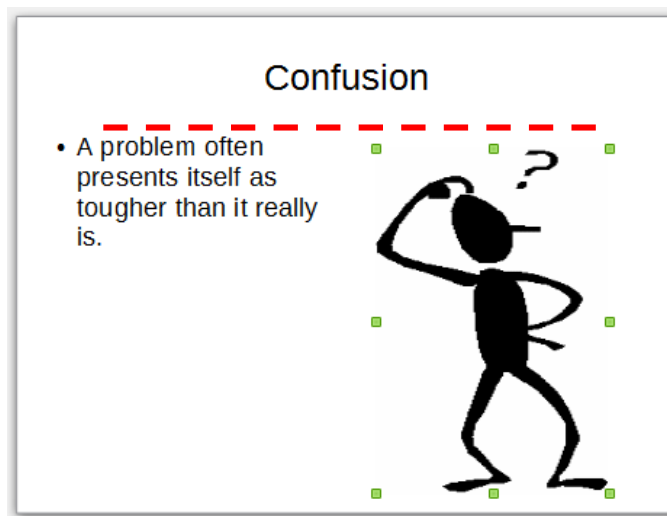


Fig. 9.25 Stretch the Screenbean using the corner handles

Now do the same with the **Screenbean images** on the **other 7 slides**—to end up with something like Fig. 9.26—then **Save** your work once more

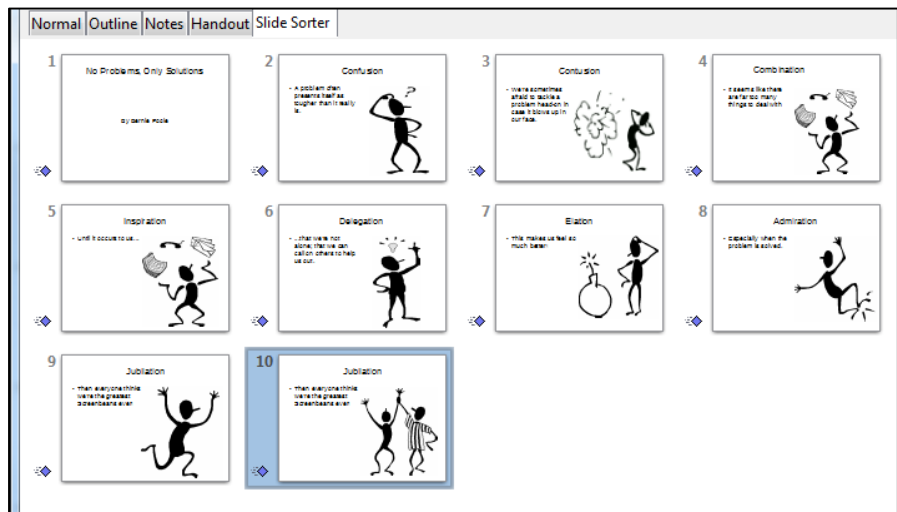


Fig. 9.26 Screenbeans show after resizing the images

## Adding Transitions, Speed and Sound effects, and Timings

This task should best be done—and easiest to do—while you are in the Slide Sorter View.

If necessary, click on the **Slide Sorter View** again

For this exercise, you are going to add the same Timing, Sound effect, and Slide Transition to all the slides, though you could, if you wanted, use different timings, sound effects, and transitions for each individual slide. You'll practice doing this in Lesson 10.

### Slide Transitions

In the **Edit** menu, click on **Select All** (or press **Ctrl+a** on the keyboard), then click on the **Slide Transition** button (Fig. 9.27)

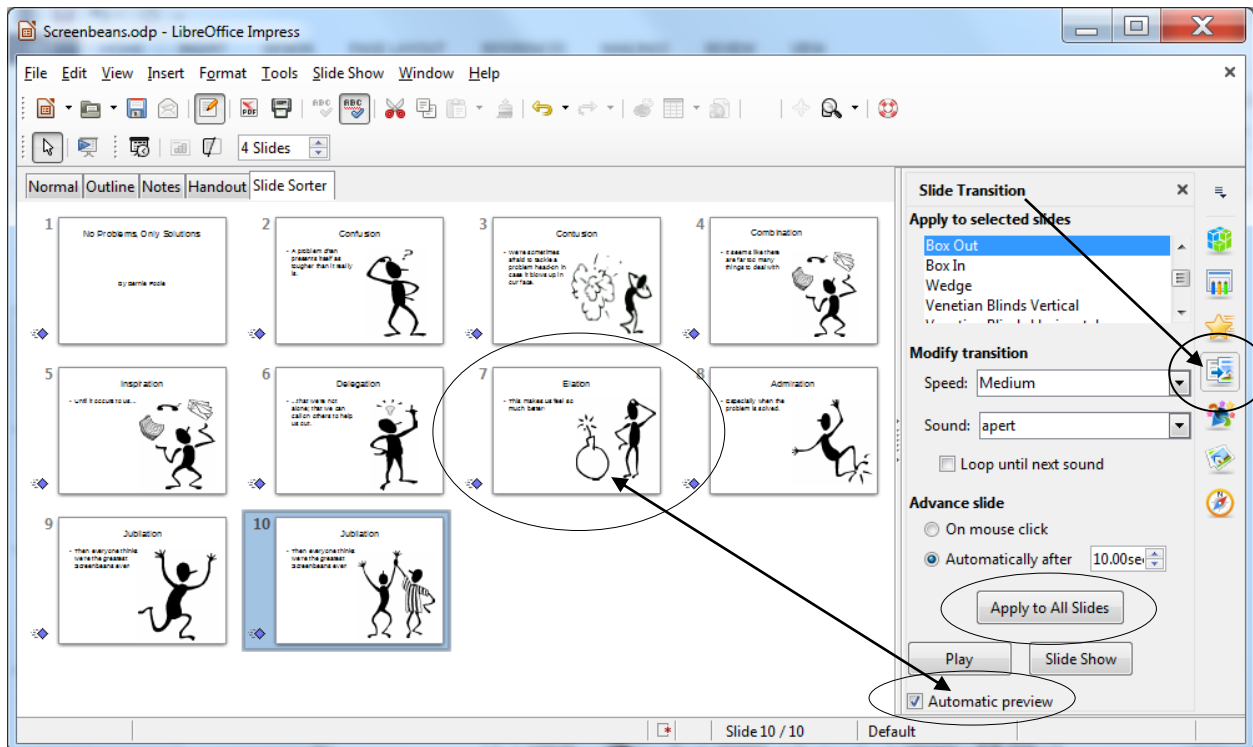


Fig. 9.27 The Slide Transition button

This Slide Transition button brings up, on the right side of the *Impress* window, the Slide Transition pane (Fig. 9.27 above).

To get a **Live Preview** of any of the transitions, make sure you check the box next to Automatic preview at the bottom of the Slide Transition pane (see Fig. 9.27 above)

Click on any **Transition** in the menu and watch the effect of the slide transition in the selected slide in the **Slide Sorter view**

Try several of them to get a feel for how they work, then select the one you most like

### *Speed and Sound effects*

The Transition can be timed to happen at any one of three speeds: Fast, Medium, or Slow. We'll go with Medium speed, but feel free to choose whichever speed appeals to you. We're going to use the *Apert* sound effect, but again feel free to choose any sound effect that appeals to you.

In the **Modify Transition** section, select one of the three **speeds**, then select any one of the **sound effects**

### *Setting Timings for the slides*

This will allow the user to advance to the next slide either manually (by clicking the mouse) or automatically (after 10 seconds is our choice).

In the **Modify Transition** section, click in the **check box** next to **Automatically after:** and increase the **Advance slide** time to **10 (ten)** seconds

You are applying these Timing and Transition effects to *All* the slides. But you should bear in mind that you could have different effects for each slide if you wanted, simply by going from slide to slide, setting the options, and not applying them to All Slides.

This is only a good idea if you are designing a slide show where your goal is to impress your audience (a) with your *Impress* skills, or (b) with your artistic/creative nature, or (c) you actually want to distract your audience from the flow of your presentation, or (d) you just have no idea what you're doing!

So, unless you know what you're doing, and for the sake of this exercise, let's apply these settings to All Slides.

Click on the button to **Apply to All Slides** (see Fig. 9.27 previous page), then **Save** the slide show (**Ctrl+s**)

Now would be a good time to check out the presentation, so click on the **Slide Show button** and sit back and enjoy what you've made of the show to this point (each slide will hold on screen for 10 seconds, which is ample time to read what's on the slide, but if you want to move the show along, just click the **left mouse button** or tap on your touch pad at any time)

### **Choosing a Master Page**

*Impress* gives you all kinds of assistance in the design of your slides. So far we've used the basic set of *Slide Layouts*, which are OK when it comes to the general layout of each slide in your show.

The *Slide Layouts* help you throw together so-called "quick-and-dirty" *Impress* presentations, where you've planned what you want to "show and tell," but you haven't given much thought to how you want your show to look.

The easiest way to make your slides more interesting is to use one of the *Master Pages* that come with *Impress*, or those you create yourself. You can select from a set of pre-formatted slide *Master Pages* involving graphics, colors, and animations.

Let's check out some of these Master Pages now.

Stay in the **Slide Sorter** view, with **all the slides selected (Ctrl+a)**, then click on the **Master Pages icon** in the **column of icons** on the **right edge** of the *Impress* window (Fig. 9.28 next page)

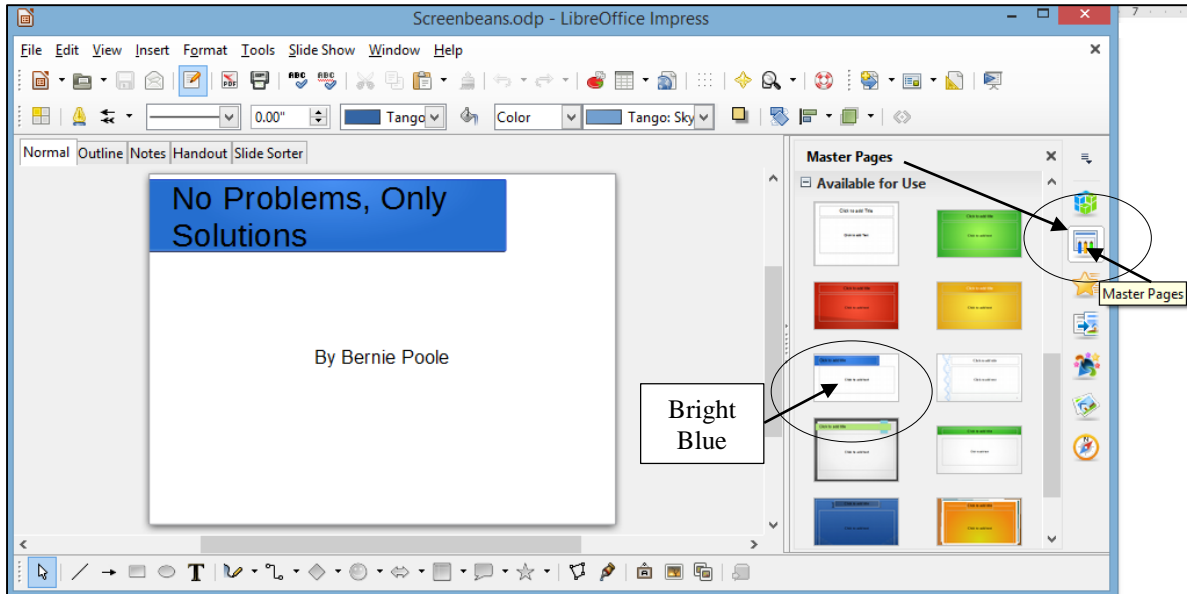


Fig. 9.28 The *Impress* Master Pages icon

Click on the various **Master Pages designs** to check them out

As you click on each one, wait while *Impress* updates each slide with the Master Page design. As you'll quickly see, the best Master Pages for the Screenbeans slide show are those that have a predominantly white background because the Screenbean images are themselves black on a white background. So the best Master Page is probably the one called *Bright Blue*.

For the sake of the exercises that follow, then, click to **select the Bright Blue** Master Page design, then **Save** this final version of the Screenbeans presentation

*Impress* quickly applies the selected design template to all the slides in your show.

Go to the **Slide Show** menu > **Start from first Slide** (Fig. 9.29) and take a few minutes to check out the show from start to finish

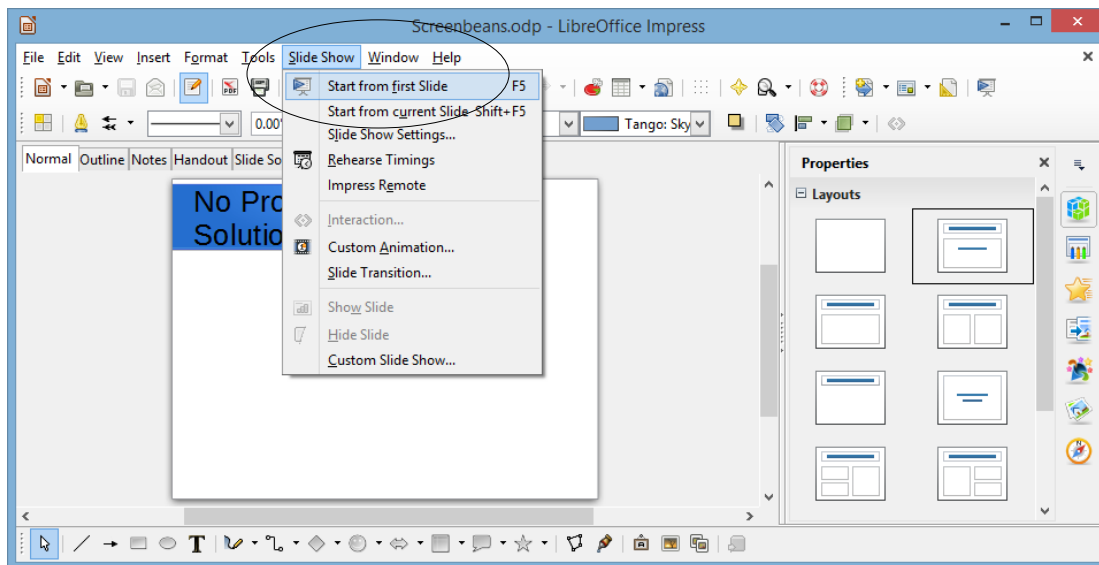


Fig. 9.29 Checking out the presentation

## 9.5 PRINTING PRESENTATION HANDOUTS

A nice feature of *Impress* is its ability to provide you with hard copy versions of the slides and/or of the outline text of a presentation. This is useful for the preparation of handouts for an audience such as a class or other lecture environment. Here are the steps to do this.

From the **File** menu choose **Print** (Fig. 9.30)

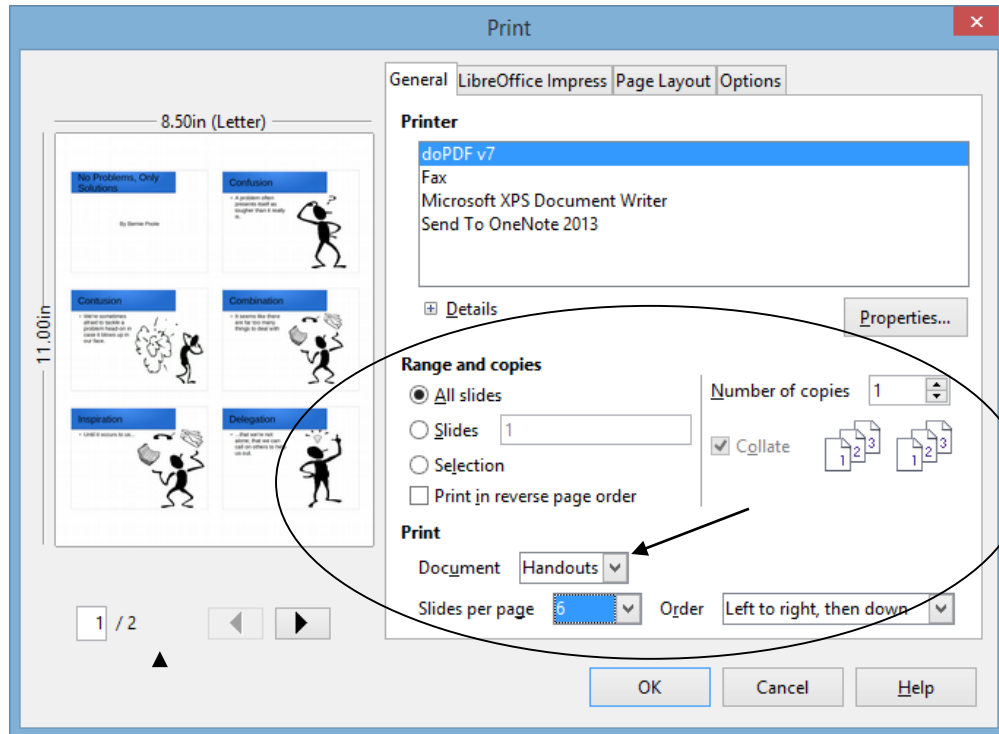


Fig. 9.30 Selecting the Handouts option for printing

**All slides** should be selected for the **Range and copies** section, and, in the **Print** section, click on the **down arrow** in the Document data entry box and, in the menu of options, select **Handouts** (see Fig. 9.30 above) and notice that the slides will be printed **six-by-six per page, left to right, then down**

Click on **OK** to print a copy of the presentation

In the handout options, you can choose two, four, six, or nine slides per page, and you can display the slides in order either horizontally or vertically. This handout can then be distributed to an audience or a class for note-taking, review or reinforcement.

**Save** this final version of the **Screenbeans** show then, before you finish, go ahead and make a **backup copy** of your **Screenbeans** presentation

## LOOKING BACK

Lesson 9 has been devoted to the *Impress* program that is designed to help in the preparation of presentation materials of all kinds. It is not only a very useful tool, but it is also enjoyable to work with. Outlines and slide shows will add polish to the lessons or presentations you will prepare for your students and other groups during the course of your career.



For example, a math or chemistry teacher might intersperse her lessons with professional-looking formula charts or chemical structures. Any teacher could make an impressive graphic introduction to a class. An administrator could do the same for her school, the presentation to be viewed in the office by visitors.

But *Impress* is still more valuable as a tool for learning in the hands of your students. They will soon learn the necessary skills to use the program with flare as they create presentations of their own. As their teacher, you'll guide them in the direction of learning projects of all kinds related to the curriculum K-12. In the context of *Impress*, students will discover knowledge and construct their own mental database of information that will stand them in good stead in their future lives.

## LOOKING FORWARD

*Impress* is a useful teaching tool, providing added value for both the teacher and the students. A carefully prepared and well-designed presentation, appropriately used during the course of a class, helps the teacher stay focused and on track. A presentation that is rich in multimedia gives the teacher the opportunity to spice up presentations in various ways that promote added interest and engagement for students. *Impress* also can be used to *create* as well as *enable* powerful learning environments.

Lesson 10 will show you how to create interactive presentations in which the user learns while responding to the material that is being presented, thus encouraging engagement, which promotes learning. More powerful yet, *Impress* may be best used in the discovery mode of learning, where the students create presentations that involve research in the pursuit of knowledge, incorporating multimedia—still images, video, and sound, along with text—in the construction of a personal understanding of the subject matter being learned.

A thoughtful teacher will encourage her students to work together on such projects and present their work to the class, thus applying the adage that the best way to learn is to teach.

As the saying goes: "I hear and I forget, I see and I remember, I do and I understand."

## SKILL CONSOLIDATION

1. Prepare a presentation on the subject of the American colonies. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
2. Prepare a presentation on the subject of US Presidents (or any subject of your choice that you might use with a K-12 age group appropriate to your major). Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
3. Prepare a presentation on the subject of the American movie scene. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
4. Prepare a presentation in a style of your own choosing with at least three levels on the subject of contemporary music. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
5. Create a slide show with yourself as the subject—you the person, you the teacher. Use graphics drawn from any source you like. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.

6. Create a slide show on the subject of pets. Use graphics from clip art or created in a Drawing or Painting environment. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
7. Create a slide show on the subject of geometric shapes. Use graphics drawn from clip art or created in a Drawing or Painting environment. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.