

# Step 8

**Libre/OfficeImpress Presentation**

**Mac OS X**

Sept -18  
Liljedalsdata.se

# Beginning

Oprating system 10.13.6

You must know Step 1, 2.

Libre Impress Presentation is a program for presentation and very simular to microsoft Power Point.

If you are going to make a speach Impress is perfect for showing text and pictures to support your speach. Then you often connect a computer to something which give a big picture.

If you want to present a product on screen you can make the program to perform a slide show with automatic change of picture

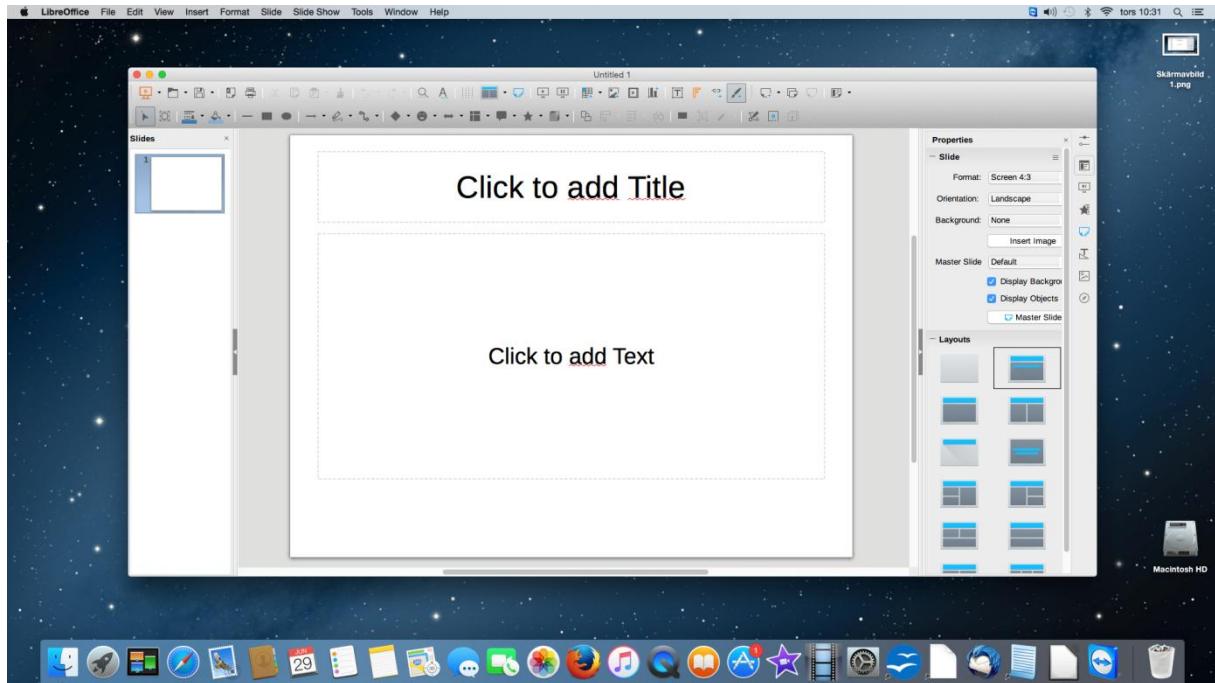
Handeling pictures are in windows courses Step 13 and 14.

Create folder \Document\Impress and save your presentation as howe computers work when you need a break. Whole presentaion is saved as one file.

## How computers work

Suppose you are going to make a speach about function of computers and you want to support your speach by a number of pictures.

Start Impress.



Check View/Slide pane, View/ Side bar and View/toolbar/Drawing are marked. Take away these marks if you want to work only with one picture.

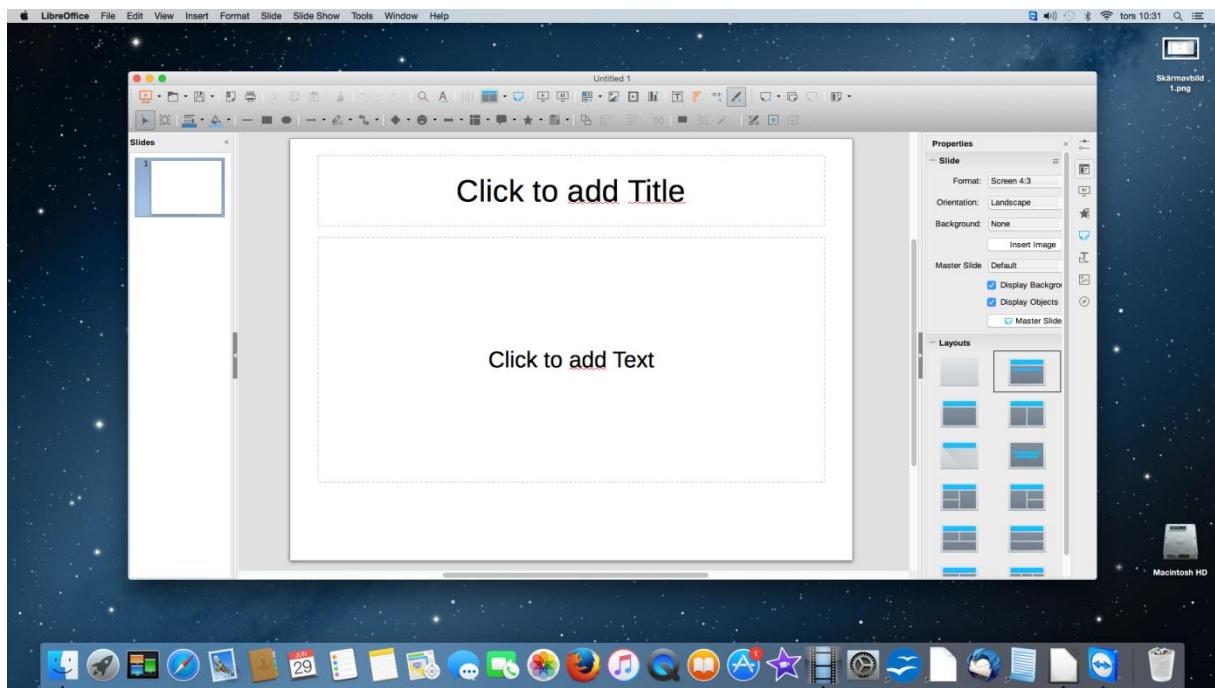
If you do nothing you will work with Landscape or laying A4.

In Side bar/Properties you may change from Landscape to Portrait.

In Side bar you may change picture with top bottom.

Your screen now will look like this:

## Picture 1



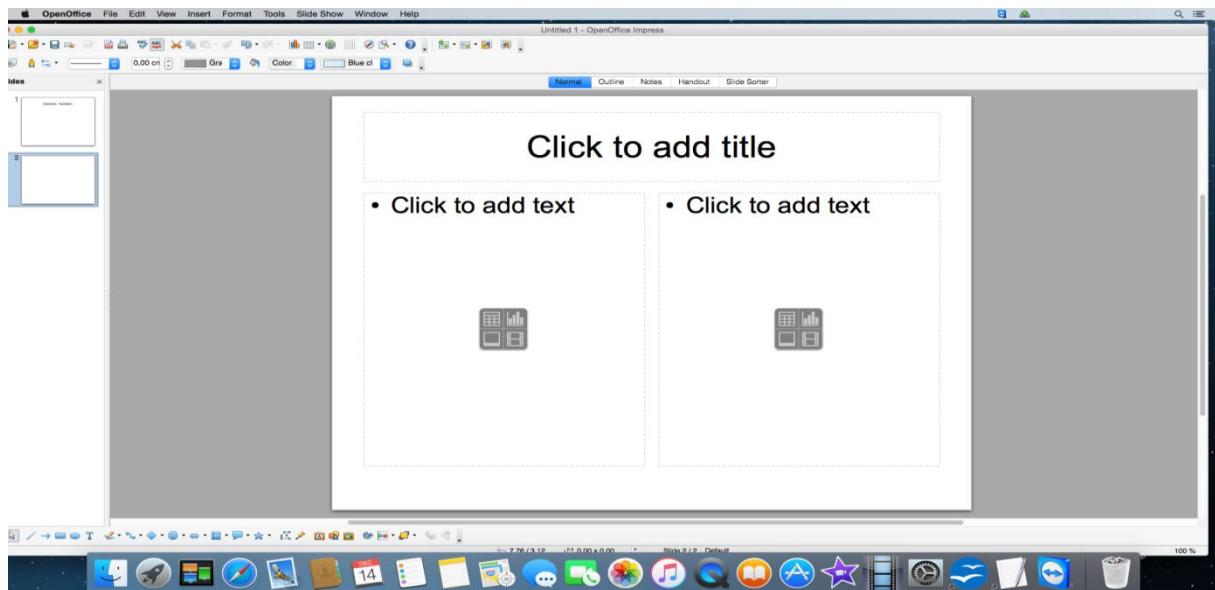
Click in frame for head line.

Write your head line: How computers work.

Click Slide/New slide.

Your picture is saved to the left and a new appears on screen.

## Picture 2



Click Slide bar/Properties: head line and two columns.

Click in left frame Click to add text.

Write: a computer may look in different ways

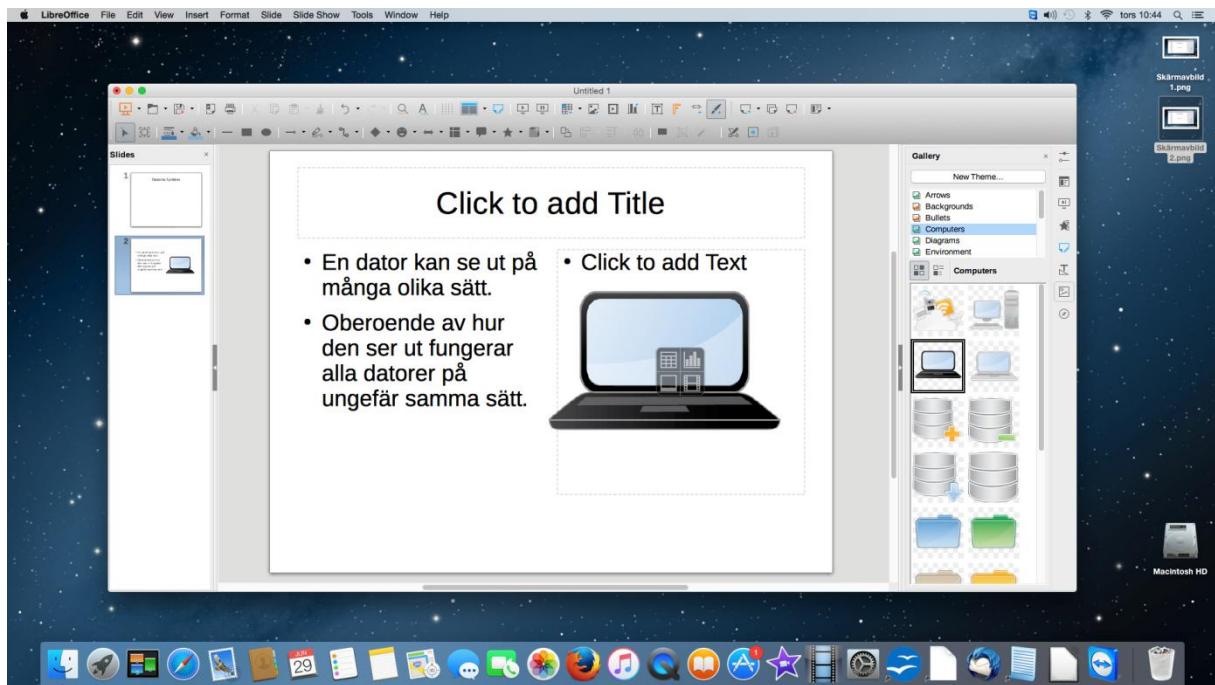
Press <Enter>.

Independent of design all computers work in similar ways.

Click bottom for Insert Image in right frame. Close window showing harddisc with <Cancel> and click Top bottom/Gallery in side bar.

Now you get possibility to choose a picture in window to the right. Gallery is store of pictures which may be added to Impress-documents.

Mark Computers as searching word.



Now you get some pictures on a computer to choose between.

Click twice on a suitable picture and drag it to its place.

Now you have possibility to change text and picture to get a proper page.

As you see to the left help text will not be seen in the ready picture.

Notice picture of computer is in a frame. If you move cursor over frame a hand is shown and now you can drag picture to a new place by the hand.

By pressing <Delete> you can delete a marked picture.

You can change size when cursor is an arrow.

You can change with when cursor is in the middle of a short side.

You can change height when cursor is in the middle of a long side.

In a corner cursor is a double arrow then you can change size but keep proportions.

Change picture til it is proper.

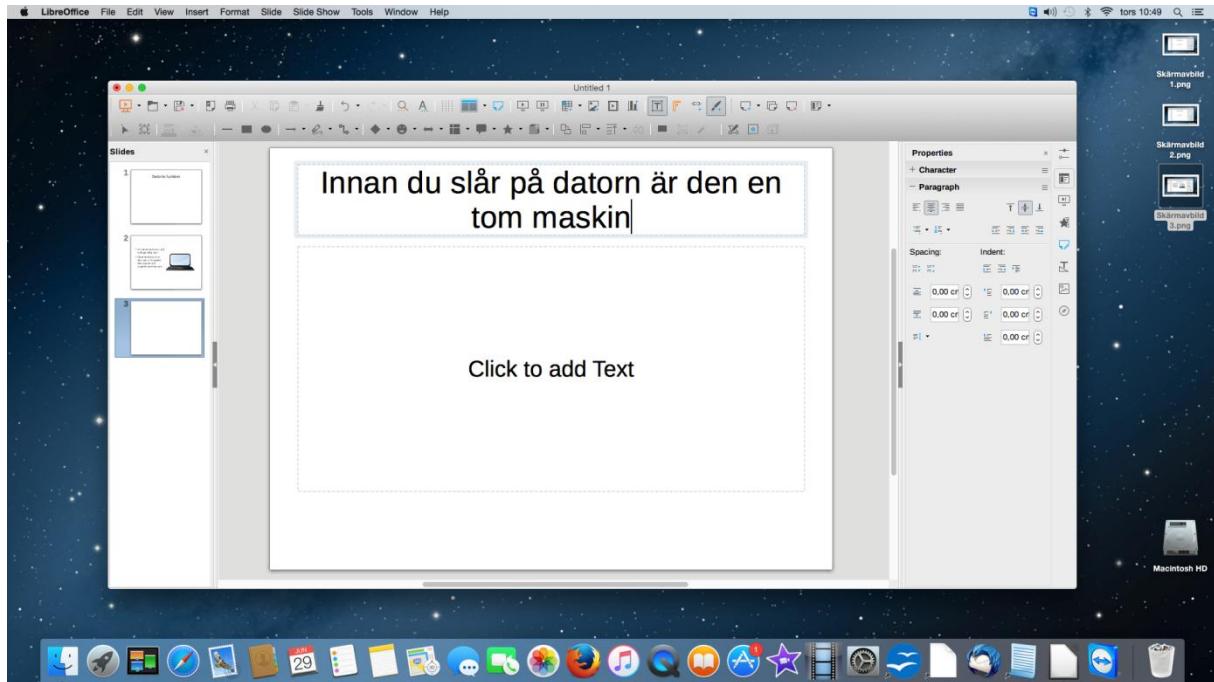
Click Slide/New slide on top of screen when you are satisfied.

## Picture 3

Click bottom on top of side bar/properties and choose only headline.

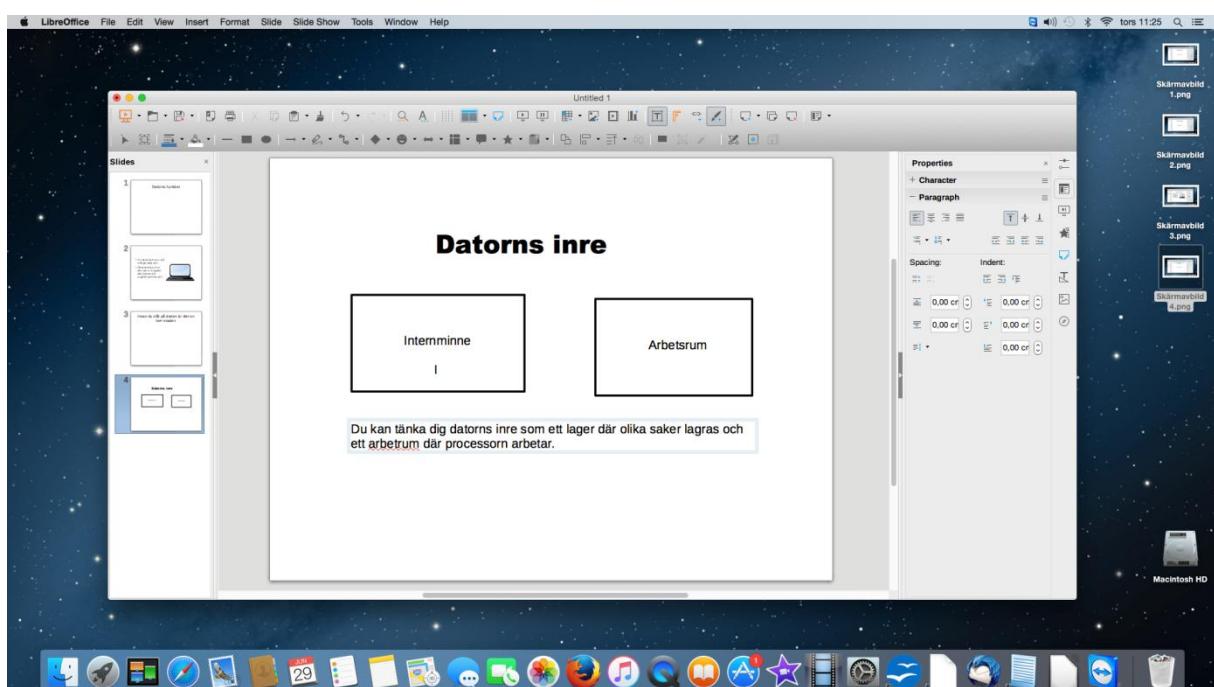
Click in cursor in headline frame.

Write : Before you start the computer it is an empty machine.



Click Slide/New slide and choose empty page as layout of next picture.

## Picture 4



Click T-bottom in first row of bottoms.

Place cross where you want Text box upper left corner and drag diagonal in a rectangle where you can write headline

Cursor is now in left corner of textbox.

Write Inside computer as in picture

Mark text by dragging over it or click in beginning and press Shift when clicking at end.

Change text to Arial 36

Mark textbox by clicking when cursor is a hand.

Drag textbox when cursor is a hand

You can even use arrows on keyboard

Click mark away when you are satisfied

## Rectangles

Click bottom rectangle in second row of bottoms

Drag diagonal in left rectangle and click mark away.

Do in the same way with the right rectangle

Click on line to mark a rectangle

You can drag rectangle to another place by using the hand.

You can delete mark by clicking outside rectangle.

By pressing <Delete> on keyboard you can delete a marked rectangle

You can change length of a rectangle by dragging short side. You can change width by dragging a long side.

When cursor is a double arrow in a corner you can change size and keep proportions.

You can change colour on a marked rectangle by clicking fourth bottom in second row of bottoms

You can change type, colour and width of a line in side bar

Now change rectangles until everything is proper

## **Text in rectangles**

Create text Inside memory by clicking T-bottom and writeing Inside memory.

Mark Inside memory

Click for a textbox for this word by clicking when a hand is in mark. Easiest way is using arrows on keyboard.

Write Working room in right box

Make sure cursor is in text

You may take away mark by clicking outside textbox

By pressing delete on keyboard you can delete a marked text

You can change size on textbox when cursor is an arrow

When cursor is in a corner and is a doublearrow you can change size on textbox

Change until you are satisfied

## **Text below rectangles**

You also have to create a textbox for text below rectangles.

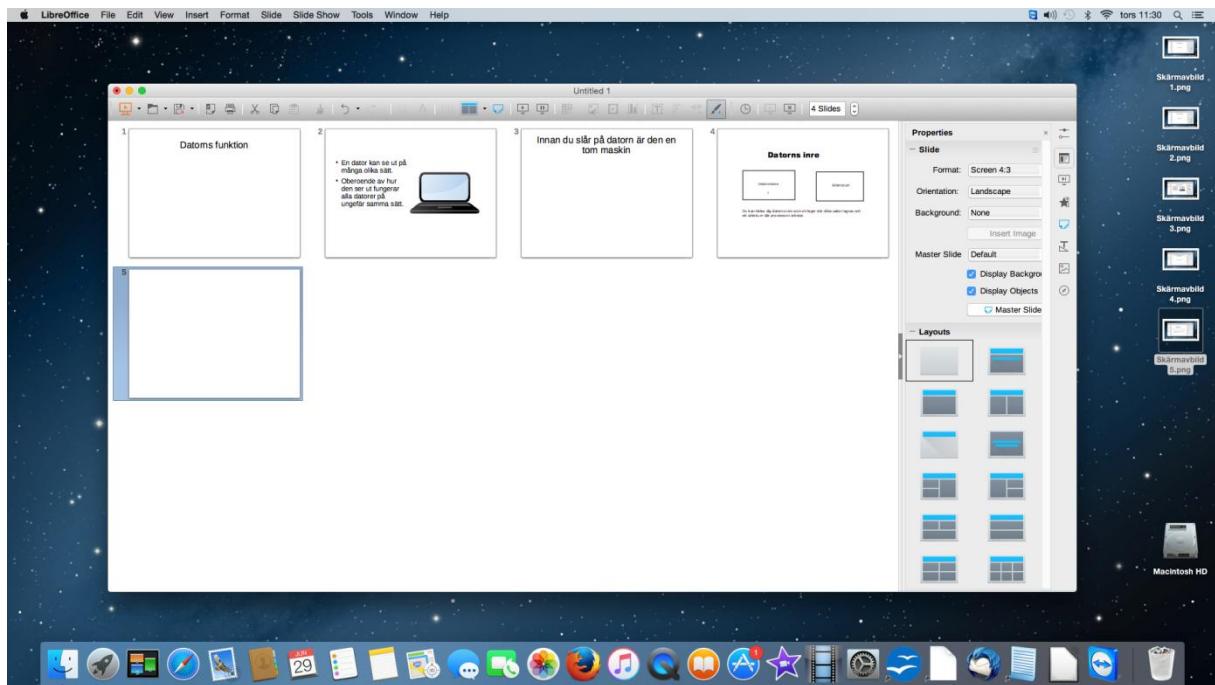
Width in textbox is changing after number of rows.

Click T-bottom, draw diagonal in textbox and write text: You can think of Inside memory as a store where different things are stored and Working room where the processor works.

As you see text remains inside frame by itself.

Click Slide/New slide

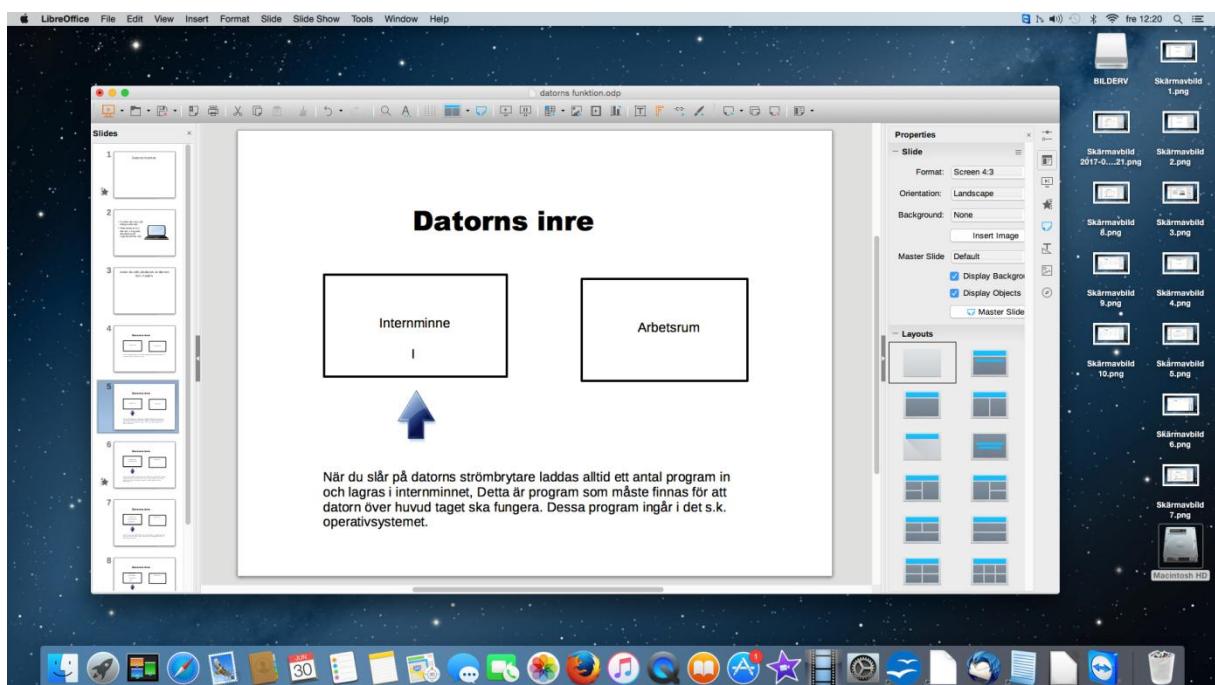
Click View/slide sorter.



Now you shall copy your fourth picture to picture 5. Do this by marking picture 4, click right and copy. Click on picture 5 click right and choose past.

Click twice on picture 5

## Picture 5



Change picture.

Click in cursor in text. Click twice when hand is shown so you get green squares showing textbox. Delete text by pressing delete on keyboard

Click in cursor in text below rectangles

Drag text down when cursor is a hand

You even can use arrow bottoms

Choose Gallery in side bar

Choose a suitable arrow and drag it to the rectangles

Decide thickness of arrow when cursor is right arrow

Decide length of arrow by dragging down

As usual you can move arrow by arrow keys

You can change colour on a marked arrow by colours in Slide bar

You can move many parts of figure at the same time

If you for instance want to move both rectangles with text and the arrow you press arrowbottom. Select to the left down the screen, drag diagonal in a rectangle around the part you like to move and drag the rectangle to a new place.

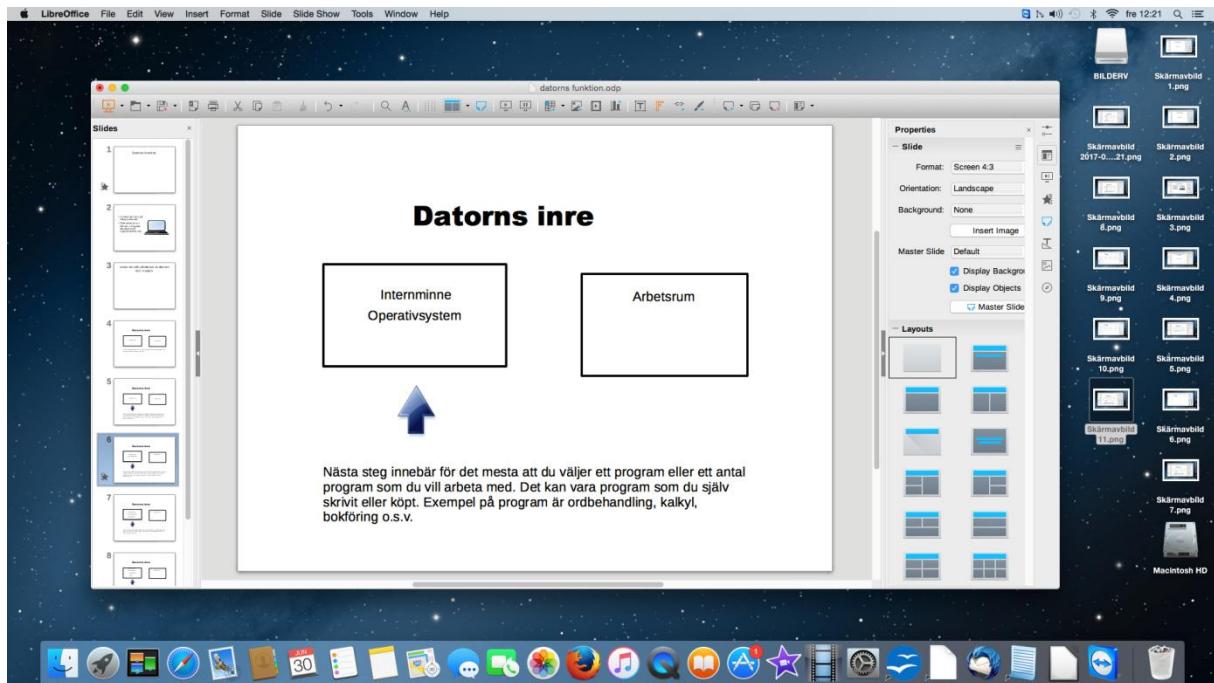
Click in cursor in text and change it: When turn the switch on a number of programs are downloaded and stored in inside memory. These programs have to be there to get the computer to work. These programs are part of operating system

Click Slide/New slide

Click View/ Slide sorter and copy picture 5 to picture 6 in the same way as earlier

Click twice on picture 6

# Bild 6



Mark textbox Inside memory

Move text up

Write Operating system and move text if necessary by marking and clicking for textbox

Move operating system until you are satisfied

Click in cursor in text and change: Next step is mostly you choose a program or a number of programs you want to work with. It may be programs you have written by yourself or bought. Programs or applications are f.ex. wordprocessor, calculation or bookkeeping

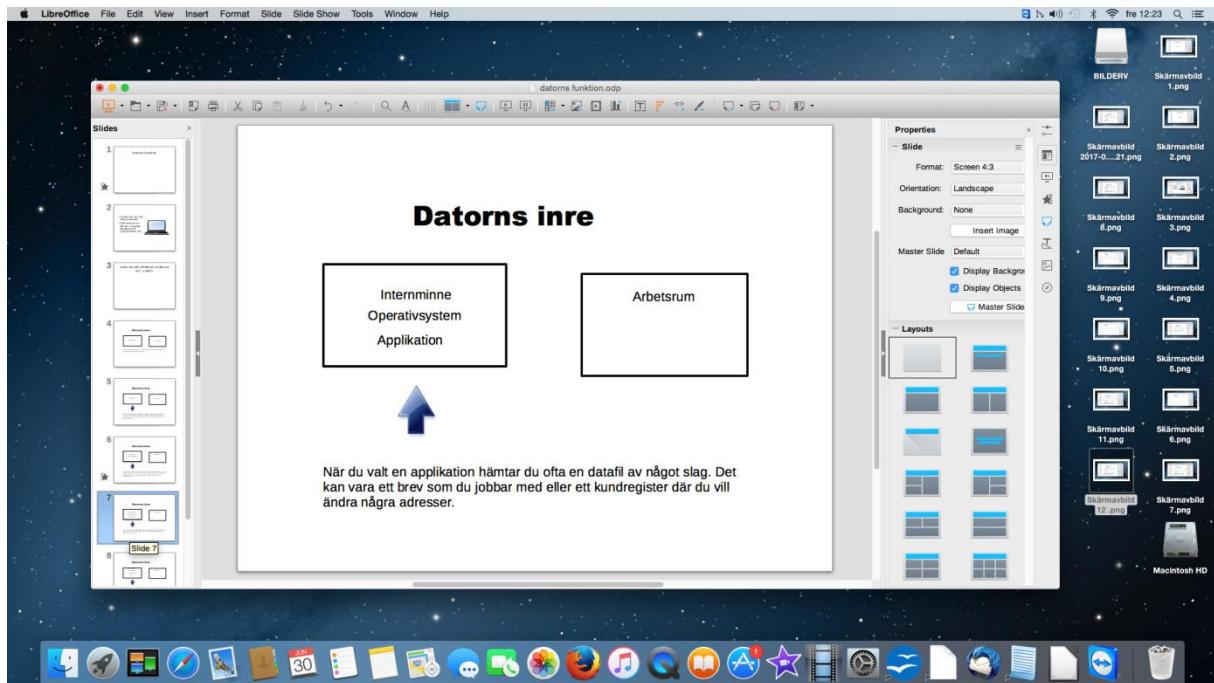
Click Slide/New slide

Click View/Slide sorter

Copy picture 6 to picture 7 as earlier

Click twice on picture 7

# Picture 7



Create textbox for Inside memory and move text up

Create textbox for Operating system and move text up

Create text Application and a textbox if needed

Click in cursor in text and change it: When you have choosen an application you often pick up a datafile. It may be a letter you are working with or a register where you want to change some addresses.

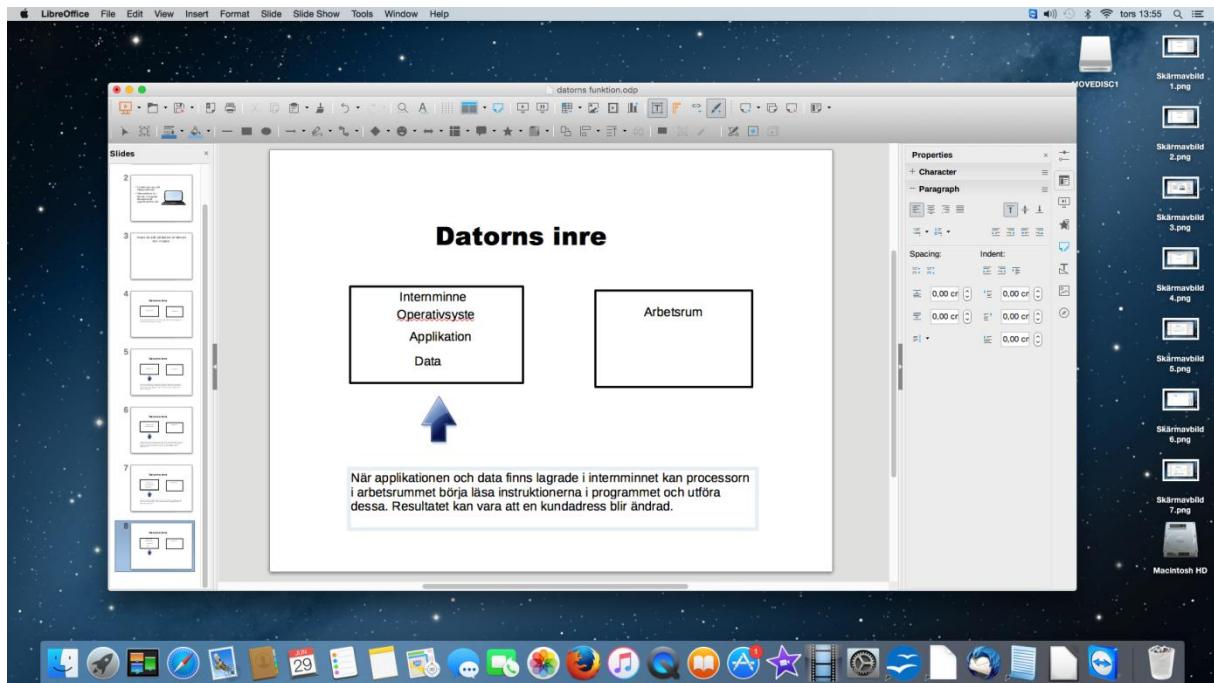
Click Slide/New slide

Click View/ Slide sorter.

Copy picture 7 to picture 8 as earlier.

Click twice on picture 8.

# Picture 8



Click T bottom and place corsour after Application.

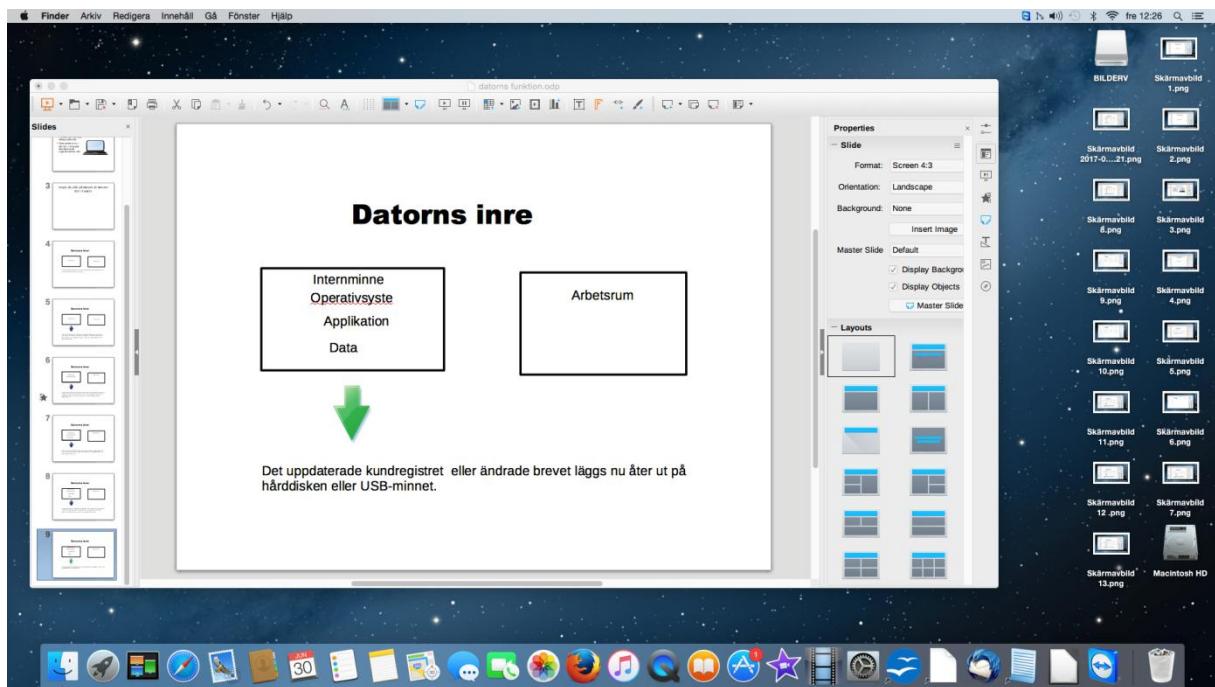
Press <Enter> and write data.

Click in cursor in lower text and change it: When application and data are in inside memory the prossesor in working room can read instructions in program and perform these. Result may be an adress to a costumer is changed.

Click View/Slide Sorter and copy picture 8 to picture 9 as before.

Click twice on picture 9.

# Picture 9



Change picture 9 like this:

Delete up arrow.

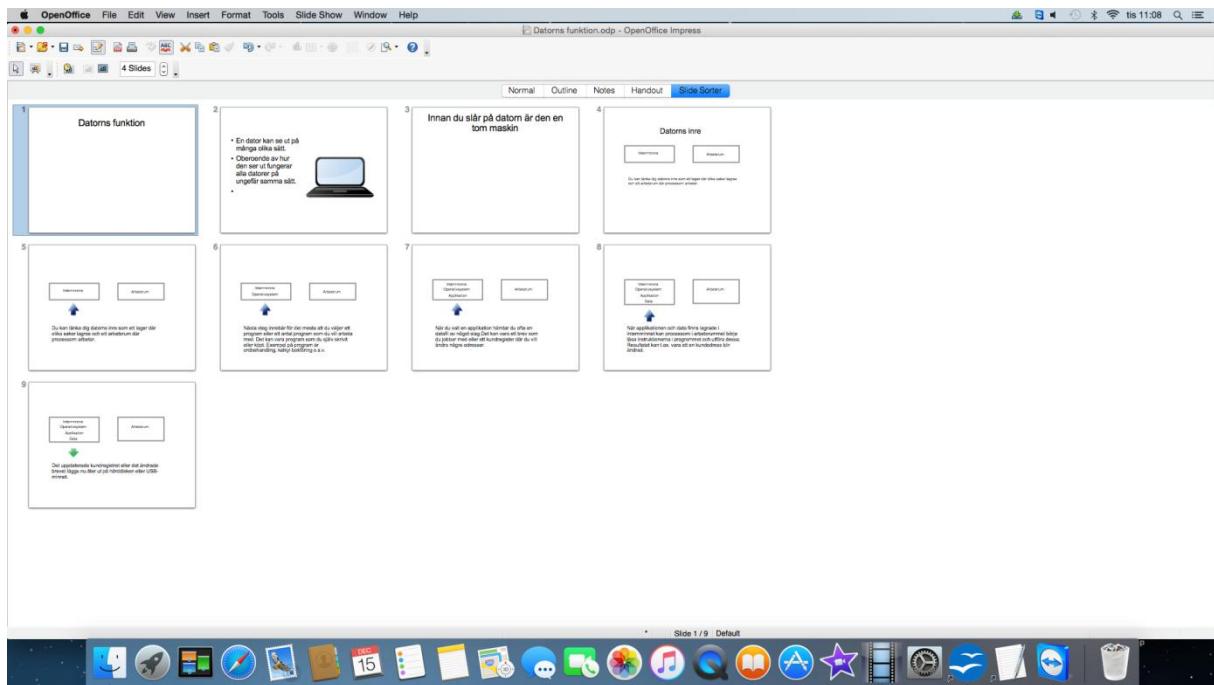
Fetch a down arrow in Side bar/Gallery.

Decide broad by dragging a side arrow to the right.

Change text:

The updated register of costumer or changed letter is now saved to harddisc or USB memory.

Click Slide/ New slide and View/Slide sorter.



Click File/Save and save your presentation as Function of computer in \Document\Impress.

Now you can print your pages as usual by File/Print.

## Show your presentation and change pictures manual

### Preparation

Click View/Slide transition.

Check On mouse click is marked.

Click Apply to all transition slides.

Click View/ Slide sorter to see all pictures.

Click first picture.

### Show

Click Slide show/Start from first slide

First picture is now shown on screen.

Change picture with <Enter> or <Arrow right>

Finish slide show with <Esc>.

# Show a presentation and change picture automatic

## Preparation

Click View /Slide transition.

Mark new picture automatic after 5 sek.

Click Apply transition to all slides.

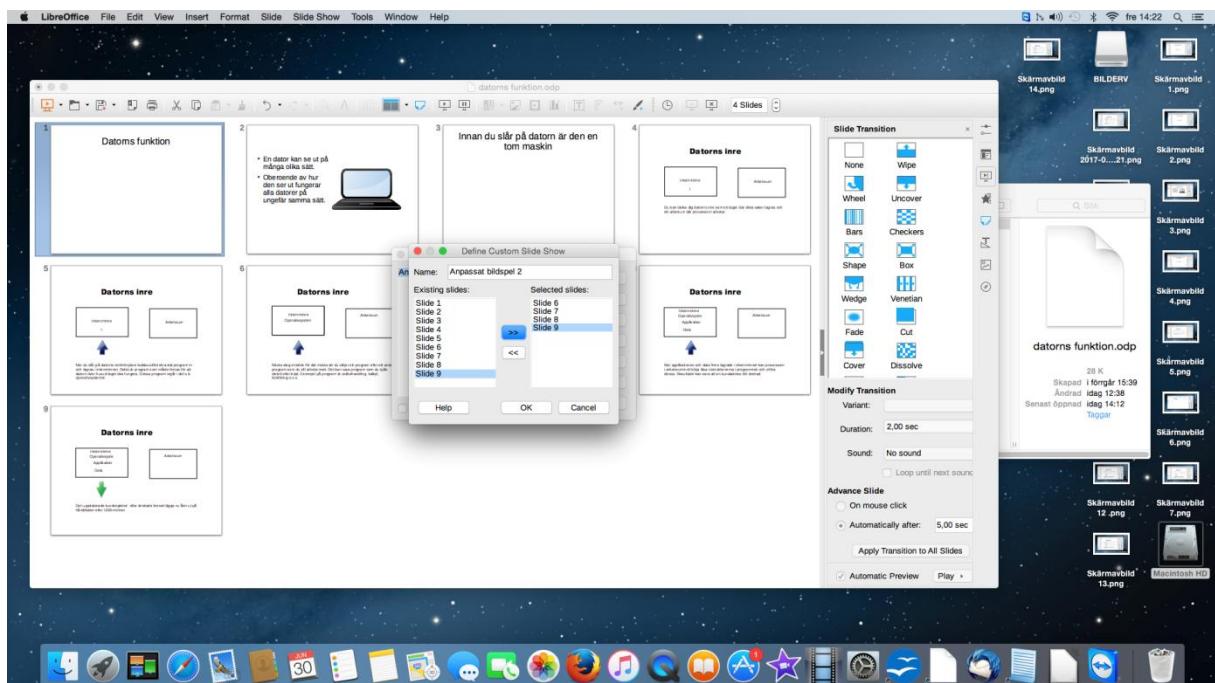
Click Slide show/Start from first slide.

# Create and show adapted slide shows

If you have created a slide show you maybe want to do a shorter version with a selection of pictures.

Click Slide show/Custom Slide show.

Click New.



Suppose you only want to show picture 1, 2 and 9 sometimes and that you call this Adapted slide show 1.

Write name in field Name

Mark one picture after another and copy to the right with bottom double arrow.

Clicka OK.

Clicka Slide show/Custom slide show.

Clicka New

Suppose you want to show picture 6, 7, 8 and 9 and you name this Adated slide show 2.

Write name in field Name

Mark one picture after another and copy to the right.

Click OK.

## Show

Clicka Slide show/Custom slide show.

Mark Adated slide show 1.

Make sure Use Custom slide show is marked.

Clicka Start

Check pictures 1, 2 and 9 are shown.

Finish by <Esc>

Click Slide show/Custom slide show.

Mark Adapted slide show 2.

Check Use Custom slide show is marked.

Click Start

Check pictures 6, 7, 8 och 9 visas.

Finish by <Esc>.

## Background forms and coloured text

Choose Masterpage in Side bar.

Click twice on first picture.

Here are forms if you will change your pictures.

If you scroll over forms you can test.

If you click a form you choose it.

Check all pictures carefully before you save your changes.

You can return to usual design with upper picture.

