

# ***Chapter 8***

## ***Adding and Formatting Slides, Notes, and Handouts***

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# Introduction

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This chapter describes how to add new slides to the presentation and how to format them. It also explains how to format both the Notes and Handouts views. Notes are generally used as prompts for the person giving the presentation. Handouts are normally used for providing a printout of the slides to your audience.

Two pop-up menus are quite useful when performing the operations on the slides described in this chapter. One menu (shown in Figure 1) is displayed by right-clicking on a slide in Normal view and then selecting **Slide**. The other menu appears by right-clicking on the slide thumbnail in the Slides pane, as shown in Figure 2.

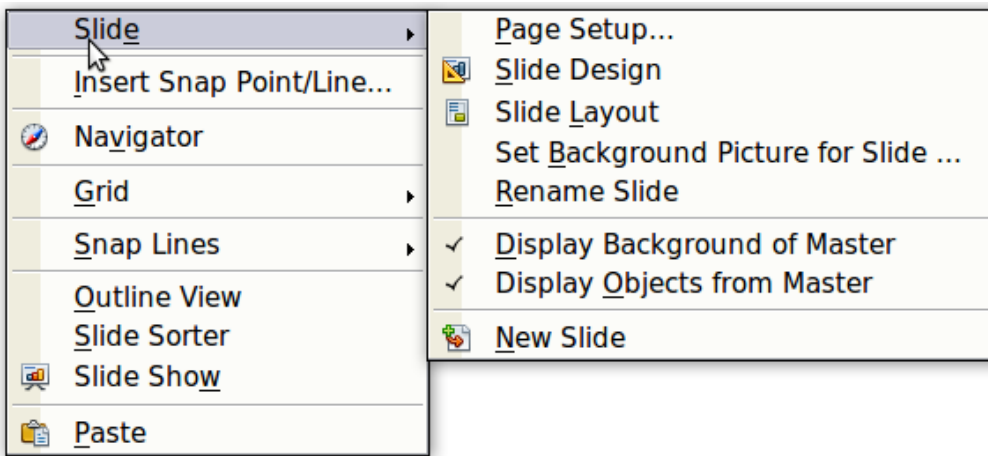


Figure 1: Slide pop-up submenu

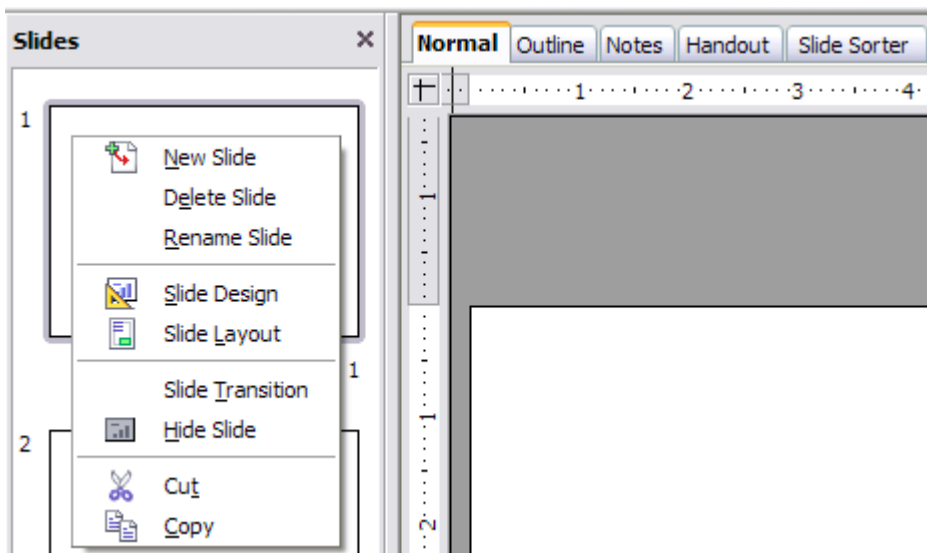


Figure 2: (Left) Pop-up menu on the Slides Pane

# Adding, renaming, and removing slides

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## Adding a new slide

There are several equivalent ways to add a slide to a presentation:

- Select **Insert > Slide** (works in Normal and Outline view).
- Right-click on the Slides pane and select **New Slide** from the pop-up menu (works in Normal, Outline, and Notes view).
- Right-click on the main work area while in Slide Sorter view and select **New Slide** from the pop-up menu.
- On the work area in Normal view, right-click on the active slide and select **Slide > New Slide**.

The new slide is inserted after the current slide or in the position where the mouse was clicked.

If multiple slide masters are used in the presentation, the new slide will apply the master of the previous slide in the sequence.

## Inserting a slide from another presentation

You can insert slides from other presentations in three ways:

- Using **Insert > File**. With this method, you can optionally *link* the slides instead of copying (embedding) them into the presentation.
- Copying and pasting.
- Dragging and dropping, to copy or move slides.

To insert a slide from another presentation:

- 1) In Normal view, select the slide after which you want to insert the new slide, then choose **Insert > File** from the menu bar.
- 2) In the file browser, locate the file containing the slide that you want to insert, and click **Insert**.
- 3) In the Insert Slides/Objects dialog box (Figure 3), click the plus sign next to the icon for the presentation file, and then select the slides that you want to insert.

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### Tip

Figure 3 highlights the importance of giving descriptive names to the slides in the presentation. Refer to “Renaming a slide” on page 8 for the instructions on how to perform this operation.

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- 4) Optionally select the **Link** option.

- 5) Click **OK**. The slides are inserted after the selected slide in the presentation.

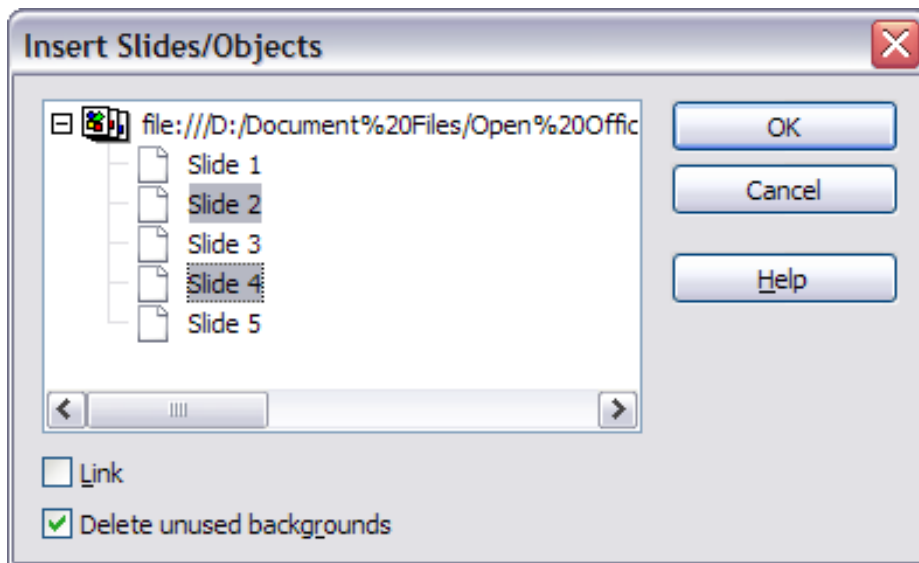


Figure 3: Inserting slides from another presentation

To copy and paste slides between presentations:

- 1) Open the presentations that you want to copy from and paste into.
- 2) In the presentation containing the slides that you want to copy, choose **View > Slide Sorter**.
- 3) Select the slides, and then choose **Edit > Copy**, or click the **Copy** button on the main toolbar, or press *Control+C*.
- 4) Change to the presentation where you want to paste the slides, and then choose **View > Normal**.
- 5) Select the slide that you want the copied slides to follow, and then choose **Edit > Paste**, or click the **Paste** button on the main toolbar, or press *Control+V*.

To move slides between presentations:

- 1) Open the presentations that move slides between. Arrange the windows so both presentations are visible. Choose **View > Slide Sorter** in each window.
- 2) In the presentation containing the slides that you want to move, select the required slides. To **move** the slides, drag and drop them into the other presentation.

---

**Tip** If you hold down the *Control* key while dragging and dropping, the slide gets copied in the target presentation.

---

## Duplicating a slide

Duplicating a slide is a convenient way to add slides, since the new slide will inherit formatting, layout and animations from the selected slide. To duplicate a slide:

- 1) Go to Normal view either by clicking on the tab on the work area or selecting **View > Normal** from the menu bar.
- 2) Make sure that the slide to be duplicated is on the work area.
- 3) Select **Insert > Duplicate Slide** from the menu bar.

The duplicated slide is inserted after the original slide and is displayed in the work area.

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### Tip

Duplicating a slide is a good way to prevent having slides with too much information crowded on them. Try duplicating the “busy” slide and split the points over two or more slides. All the formatting, backgrounds, and so on will be preserved.

---

## Renaming a slide

To rename a slide, do one of the following:

- Right-click on the slide thumbnail in the Slides pane or in the main area when in Slide Sorter view and select **Rename Slide** from the pop-up menu.
- In Normal view, right-click on the slide in the work area, then select **Slide > Rename Slide** from the pop-up menu.

In the Rename Slide dialog box, type a new name for the slide and then click **OK**.

## Expanding a slide

Sometimes you will have a slide with too many sub-points to fit in the space available. Instead of reducing the font size or using other methods to squeeze more text into the space, it is usually better to subdivide the contents of the slide into two or more slides.

As mentioned in the Tip above, you can duplicate the slide and manually split the points. Another way is to “expand” the contents of the slide. To do this:

- 1) [optional] Duplicate the slide (in case it is needed later).
- 2) Choose **Insert > Expand Slide** from the menu bar. Impress creates a new slide for each highest level of the outline. The outline text becomes the title of the new slide. Outline points



below the top level on the original slide are moved up one level on the new slide.

- 3) If required, repeat steps 2 and 3 on any slide where level 2 entries of the outline exist, to expand those as well.

Figure 4 shows a slide with an outline consisting of three high level points and two second-level points under bullet point 2. The **Expand** command has generated three slides, each having as title the first level outline and (if present) the second level points in the text area.

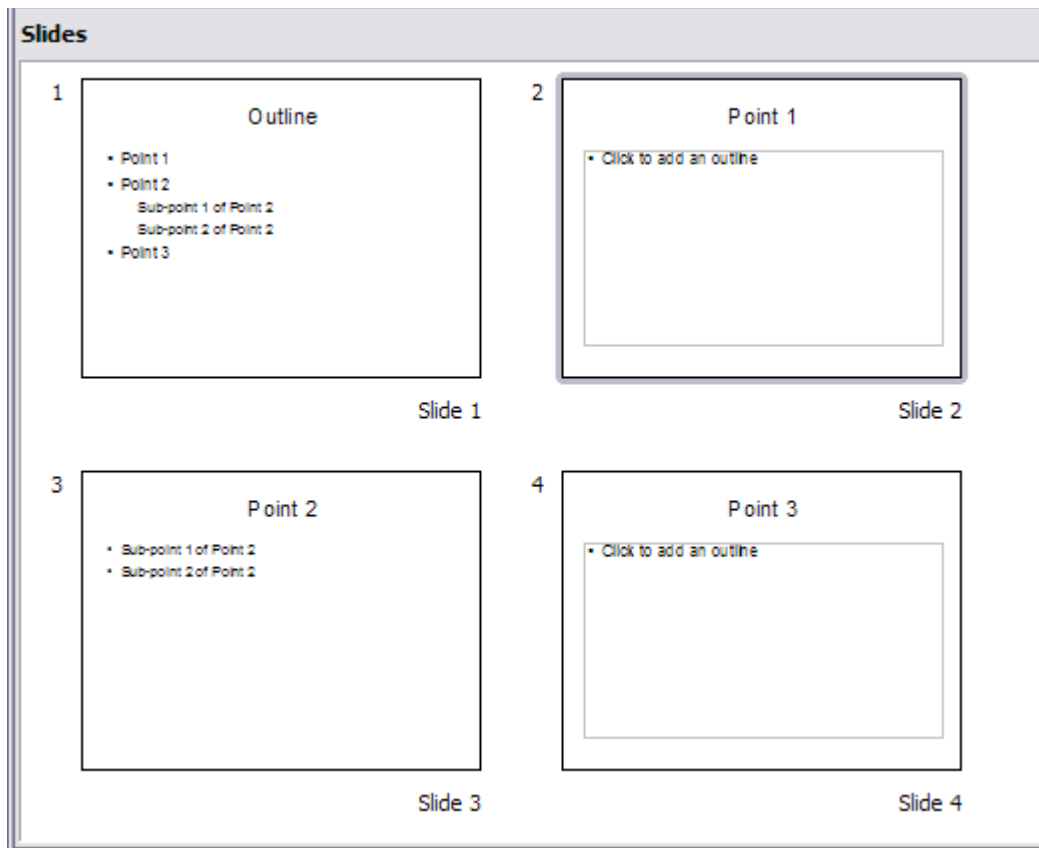


Figure 4: Slide 1 is expanded in slides 2, 3 and 4

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**Caution** For the Expand command to work, ensure that the slide layout contains only one text AutoLayout box. If the layout of the slide is not suitable for expansion, the menu item is grayed out.



## Creating a summary slide

It is also possible to “reverse” the Expand operation to create summaries. The Summary command is useful to create an agenda for the presentation.

- 1) Select the slide that will be the first one to appear in the summary. Do this by clicking on it in the Slides Pane or in Slide Sorter view.
- 2) Select **Insert > Summary Slide**. Impress creates a new slide at the end of the presentation where all the titles of the slides from the following one to the last slide are written as bullet points in the body of the slide.
- 3) Move this slide to wherever you want it to appear in the presentation.

## Deleting a slide

To delete a slide, use the most convenient among these methods:

- In Normal, Outline or Slide Sorter view, select a slide and then click **Edit > Delete Slide** or press the *Delete* key.
- In the Slides Pane (not available in Slide Sorter view) select the slide to be deleted and right-click it and select **Delete Slide** from the pop-up menu, otherwise just select the slide and then press the *Delete* key.
- In Normal view, right-click on the work area, then select **Slide > Delete Slide** from the pop-up menu.

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### Tip

When working in the Slide sorter view (**View > Slide sorter**) it is possible to delete multiple slides simultaneously by selecting them with the mouse and pressing the *Delete* key.

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## Creating slides from an outline

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When planning a presentation it is may be useful to develop an outline using OOo Writer. Once the outline is ready, you will probably want to create one or more separate slides for each of the top level outline elements. You can do this in several ways:

- Sending the outline from Writer to Impress (creates a new presentation)
- Sending an autoabstract from Writer to Impress (creates a new presentation)
- Copying and pasting the outline from Writer to Impress

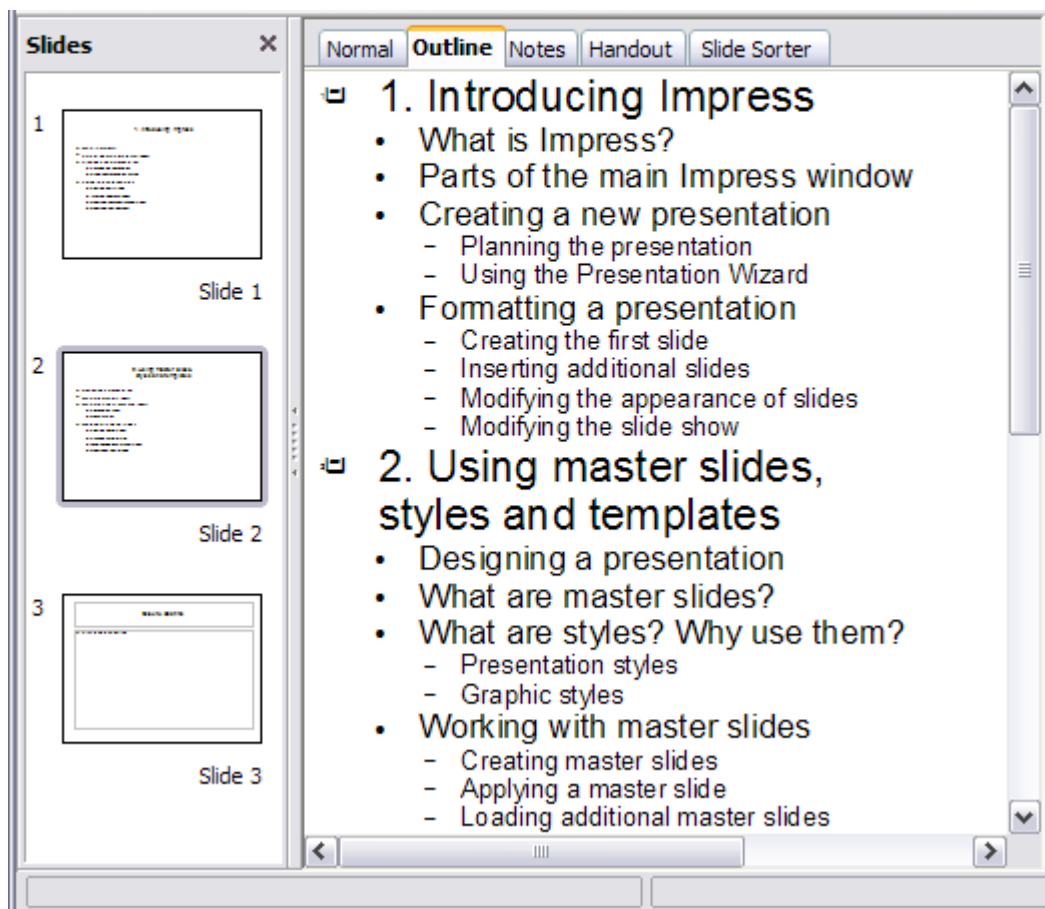
## Sending an outline from Writer to Impress

If a text document in Writer contains headings formatted with the default Heading paragraph styles, you can choose **File > Send > Outline to Presentation** to create a new presentation containing the headings as an outline.

The new presentation opens in Outline view, as shown in Figure 5.

Click on the **Normal** tab to populate the slides in the Slides pane.

As shown in Figure 6, some outline levels may have too many points to fit on one slide. You can expand those slides as described in “Expanding a slide” on page 8, or duplicate the slides and manually change their contents, as described in “Duplicating a slide” on page 8.



*Figure 5: Outline created from a Writer document*

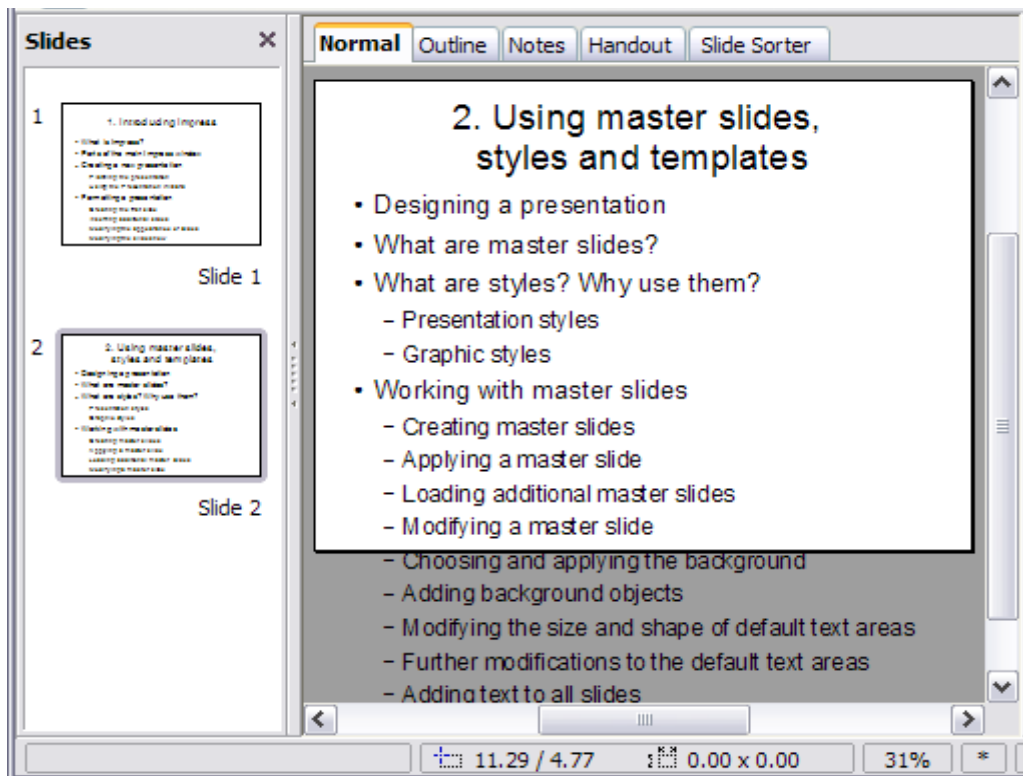


Figure 6: Slides created from an outline may have too many points to fit the space

## Sending an AutoAbstract from Writer to Impress

To send an AutoAbstract from Writer to Impress, the text must contain headings formatted with the default Heading paragraph styles. Use the AutoAbstract feature to copy the headings and a number of subsequent paragraphs to a new presentation. You can specify the number of outline levels as well as the number of paragraphs displayed.

- 1) Choose **File > Send > AutoAbstract to Presentation**.
- 2) On the Create AutoAbstract dialog box (Figure 7), choose the number of outline levels to be copied to the presentation. For example, if you choose 4 levels, all paragraphs formatted with Heading 1 to Heading 4 are included, along with the number of paragraphs specified in **Subpoints per level**.
- 3) The new presentation opens in Outline view. Click on the *Normal* tab to populate the slides in the Slides pane.
- 4) If an outline has too many points to fit on one slide, see “Expanding a slide” on page 8 or duplicate the slides and manually change their contents as described in “Duplicating a slide” on page 8.

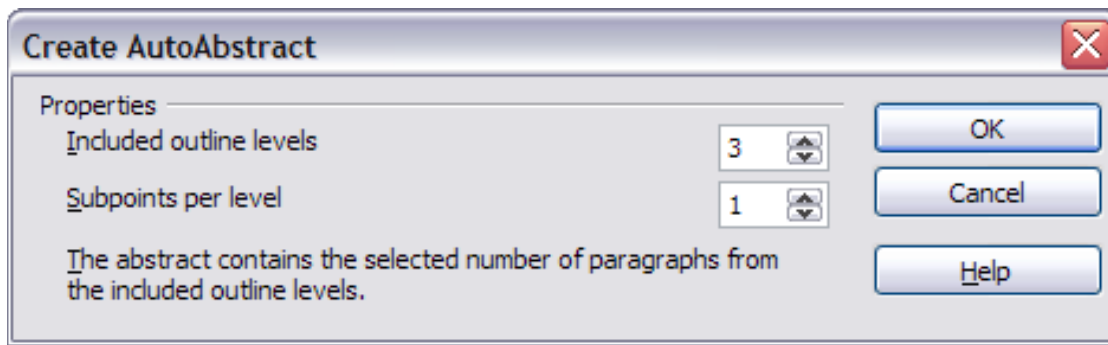



Figure 7: Choosing outline levels for an autoabstract

## Copying and pasting an outline

Use this method to add slides from an outline to an existing presentation.

- 1) Create a new slide and choose the “Title, Text” layout (see “Choosing a slide layout from the list” on page 16).
- 2) Paste in the text area the outline created with Writer. Do not worry if the text does not fit the space on the slide.
- 3) When pasting, the hierarchical structure of the outline may be lost. If necessary, use the **Demote** button  on the Text Formatting toolbar to recreate it so that the outline points are at the correct hierarchical level.



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### Tip

It may be useful to open the Style and Formatting window at the Presentation styles page to track the outline level of each item.

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If some outline levels have too many points to fit on one slide, see “Duplicating a slide” or “Expanding a slide” on page 8.

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## Modifying slides

Use slide masters to avoid manually changing the formatting of individual slides. Multiple slide masters can be used in a single presentation to avoid modifying slide backgrounds or other features. See Chapter 2 (Slide Masters, Styles, and Templates) for details about using slide masters.

## Formatting the slide or page area

The Page Setup dialog box (Figure 8) can be used to set up the page layout for different views in Impress such as Notes or Handouts (see pages 20 and 25).

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**Note**

Any changes to the page format (size, margins, orientation, and so on) apply to *all* slides in the presentation. You cannot define more than one page style in Impress, as you can in Writer or Calc. You can change the background of individual slides, as described on page 15.

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To start, click the *Normal* tab in the main work area or select **View > Normal** in the menu bar. Select **Format > Page** from the menu bar, or right-click and choose **Page Setup** to open the Page Setup dialog box shown in Figure 8. The *Page* tab has three sections: *Paper format*, *Margins*, and *Layout settings*. Settings on this tab affect all slides in the presentation.

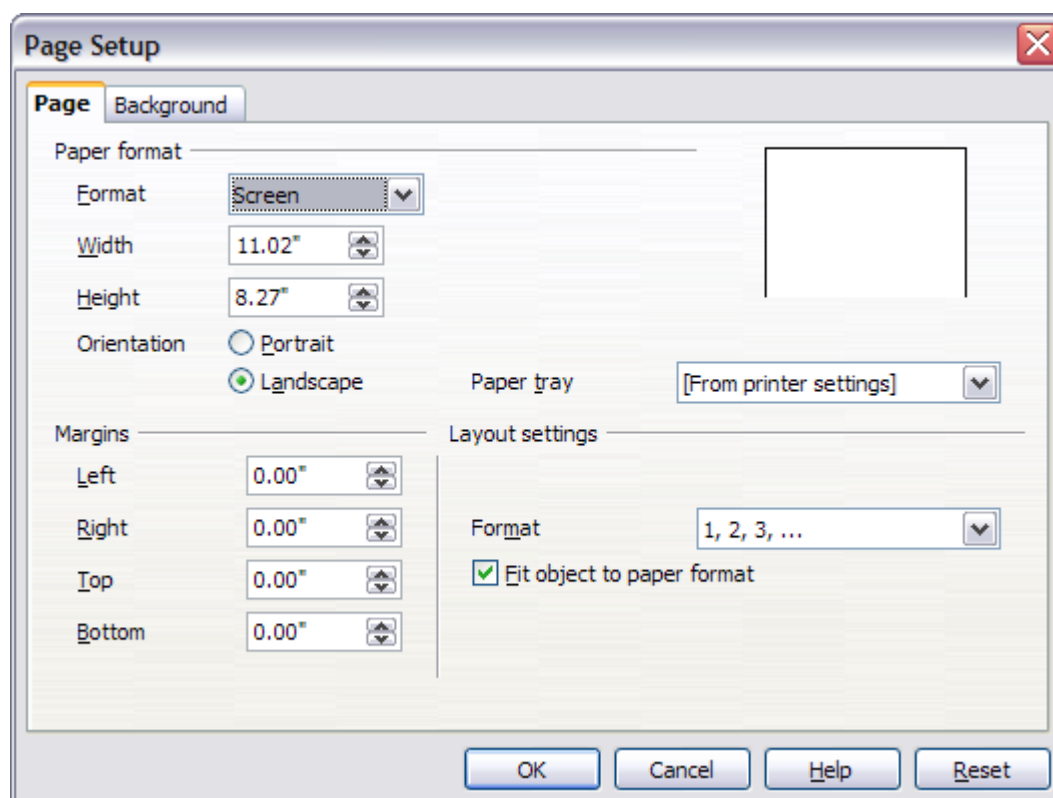


Figure 8: The Page Setup dialog box

In the *Paper format* section, select the preferred **Paper format** from the drop-down list. The dimensions change automatically when a standard format is selected. The list contains selections for displaying the slides as well as printing them on paper.

The default values for the *Screen* settings are optimized for screen presentation (4:3 ratio). If your computer uses a wide-screen monitor, you may wish to take advantage of that by selecting the *User* format and editing the Width and Height manually.

In the *Margins* section, change the spacing between the edges of the page and the contents of the slide.

In the *Layout settings* section, select the page number format in the Format drop-down list. To allow resizing the slide objects and fonts to fit the paper, select the **Fit object to paper format** checkbox.

## Printing slides

You can also select the orientation of the slide or paper (Portrait or Landscape) and the paper tray to be used. Note that in Impress you cannot specify different trays for different pages (slides), as you can in Writer; however, you can specify different trays for printing slides, notes, and handouts. This is useful if, for example, you want to print slides on transparencies and handouts on ordinary paper. For more about printing presentations, see Chapter 10.

## Choosing a slide master from the list

In the Task Pane, select the *Master Pages* tab.

To apply one of the slide masters to *all slides* in your presentation, click on it in the list.

To apply a different slide master to one or more *selected slides*:

- 1) In the Slide Pane or the Slide Sorter view, select the slides you want to change.
- 2) In the Task Pane, right-click on the slide master you want to apply to the selected slides, and click **Apply to Selected Slides** on the pop-up menu.

Chapter 2 (Slide Masters, Styles, and Templates) discusses slide masters (also called “master slides” and “master pages”) in detail.

## Changing the background of a slide

This section describes how to modify the background of a single slide.

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**Tip**

For easy maintenance it is recommended that slide masters are used to modify the slides background by creating additional slide masters as required.

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**Note**

Applying a background to individual slides is no different from filling the area of a shape. See Chapter 6 (Formatting Graphic Objects) for detailed instructions.

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To change the background for a slide:

- 1) Switch to Normal view by clicking the tab in the main work area or select **View > Normal**.
- 2) Select the slide you want to change.
- 3) Select **Format > Page** from the menu bar, or right-click and choose **Slide > Page Setup** to open the Page Setup dialog box. Choose the *Background* tab.
- 4) Follow the instructions in “Formatting areas” in Chapter 6.
- 5) Click **OK** to save the changes. A pop-up message asks if you want to change the background on all slides. To change only the selected slide, click **No**. If you press **Yes**, Impress will apply the new background to all the slides used in the presentation.

## Choosing a slide layout from the list

After creating a new slide, decide what this slide will contain and what layout is most suitable for the purpose. Impress offers various types of predefined layouts that can be applied to a slide; these layouts are shown in Figure 9.

To apply a layout to a slide:

- 1) In the Task pane, select the *Layouts* tab. If the Task pane is not visible, select first **View > Task Pane**.
- 2) Hover the mouse cursor over the layout thumbnail to get a tooltip with a summary of the contents included in the layout.
- 3) Click on the selected layout to apply it to the slide.

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### Note

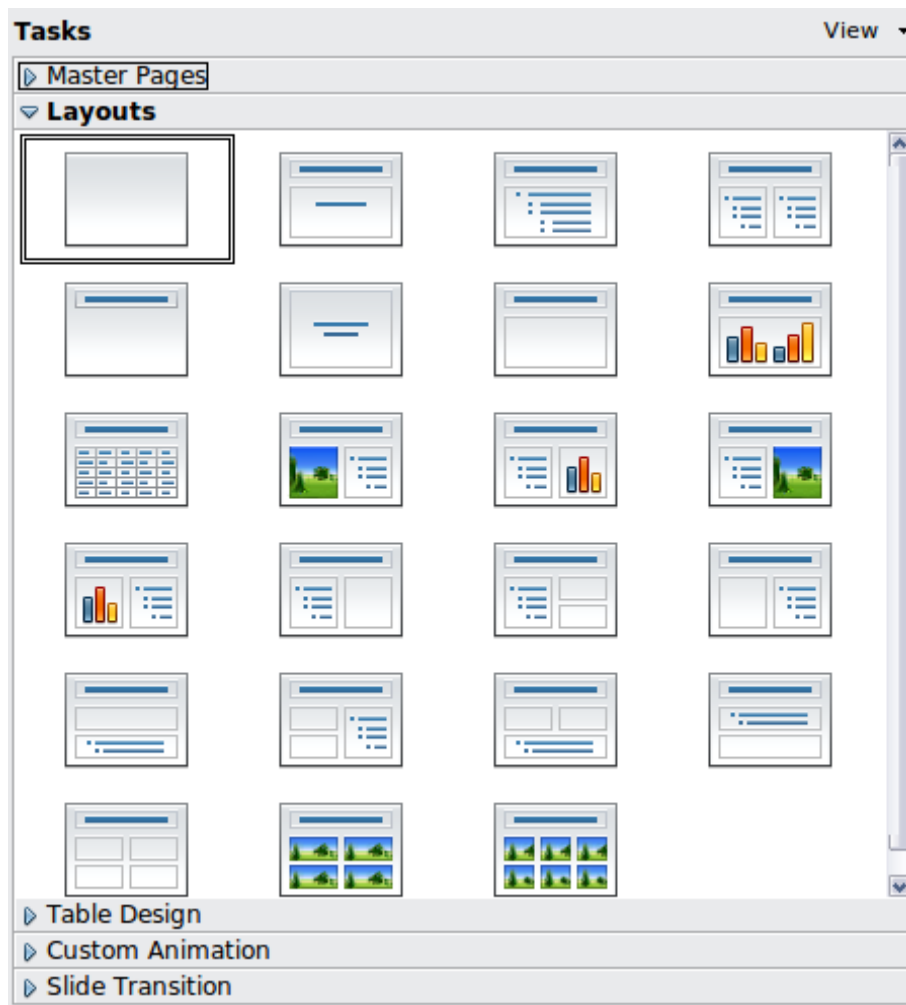
If the layout is changed when the slide already contains contents, Impress will not delete the contents but just reposition it according to the chosen layout. This may result in slide elements to overlap.

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If these layouts do not fit the presentation style, the elements can be rearranged on an individual slide and duplicated as often as needed by copying to another presentation or saving it as a template.

All the techniques in Chapter 3 (Adding and Formatting Text) for working with text boxes can be applied to the Title and AutoLayout text elements of the slide, while the placeholder for images can be moved and resized as discussed in Chapter 4 (Adding and Formatting Pictures). Chapter 7 describes how to include and modify spreadsheets, charts, and other objects.





*Figure 9: Automatic layouts for slides*

## Adding comments

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When creating a presentation in a collaborative environment, it is often useful to add comments to the presentation for the benefit of the other people working on it.

To add a comment, switch to Normal view and select the slide where you want the comment to appear. Select **Insert > Comment** from the main menu to display the comment box of Figure 10 in the top left corner of the slide. Once you are finished typing your comment you can close the comment box by clicking anywhere outside the comment box.

Each comment is color coded and marked with the initials of the author as well as a sequential number and is shown in the top left corner of the slide in Normal view. Clicking on a comment box displays the full text of the comment. The size of the comments box is fixed and scroll bars when needed.



*Figure 10: Comments text box in action*

## **Editing, deleting and replying to comments**

You can only edit the comments if you created them. You can reply to a comment created by a different person by selecting the **Reply** from the comments menu described below.

A limited set of options is available for formatting the comment text; these can be accessed by right-clicking on the comment box. Use the pop-up menu to apply one or more font attributes (bold, italic, underline, strikethrough) and to paste the contents of the clipboard.

When a comment box is open, you can click on the small triangle pointing down in the lower right part of the comments box to display the comments menu shown in Figure 11. Use this menu to delete the current comment, delete all the comments from the author of the selected comment, or delete all the comments in the presentation. If the comment you opened was created by a different author the menu also displays the option to reply to the comment.

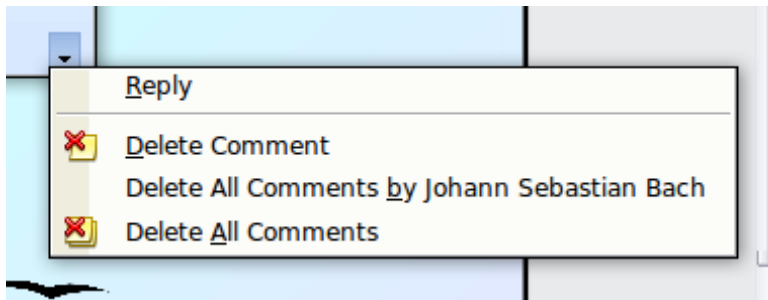


Figure 11: Comments menu

## Adding and formatting notes

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Notes view provides a convenient way to create reminders or add extra information to the slides in the presentation. Notes are not displayed during a slide show, so with the dual monitor support feature, you can use notes as a presentation cue. You can also print the notes pages and use them as handouts.

### Note

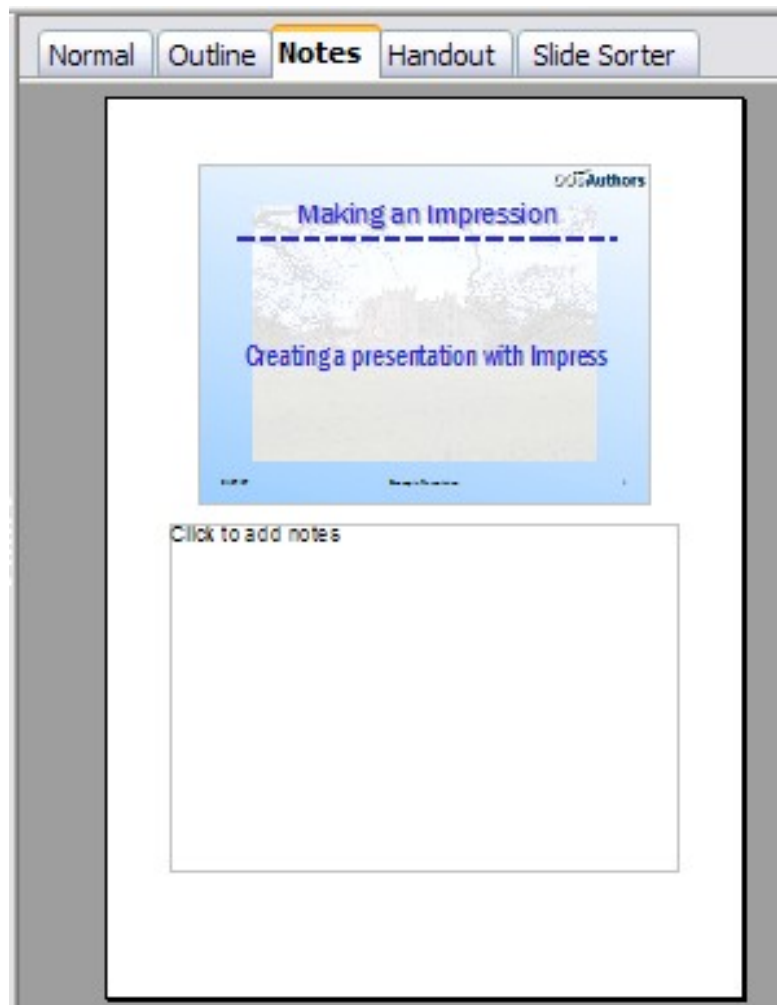
If you regularly give presentations in public using a projector, you may want to consider installing the Sun Presenter Console, an extension that allows you to display on your screen the slide notes, the next slide and other useful information while only the slide is shown through the projector. The extension can be downloaded from <http://extensions.services.openoffice.org/en/project/presenter-screen>

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## Adding notes to a slide

To add notes to a slide:

- 1) In the Slides pane, select the slide to which you want to add notes.
- 2) Switch to Notes view by clicking the tab in the main work area or select **View > Notes**.



*Figure 12: The work area in Notes view*

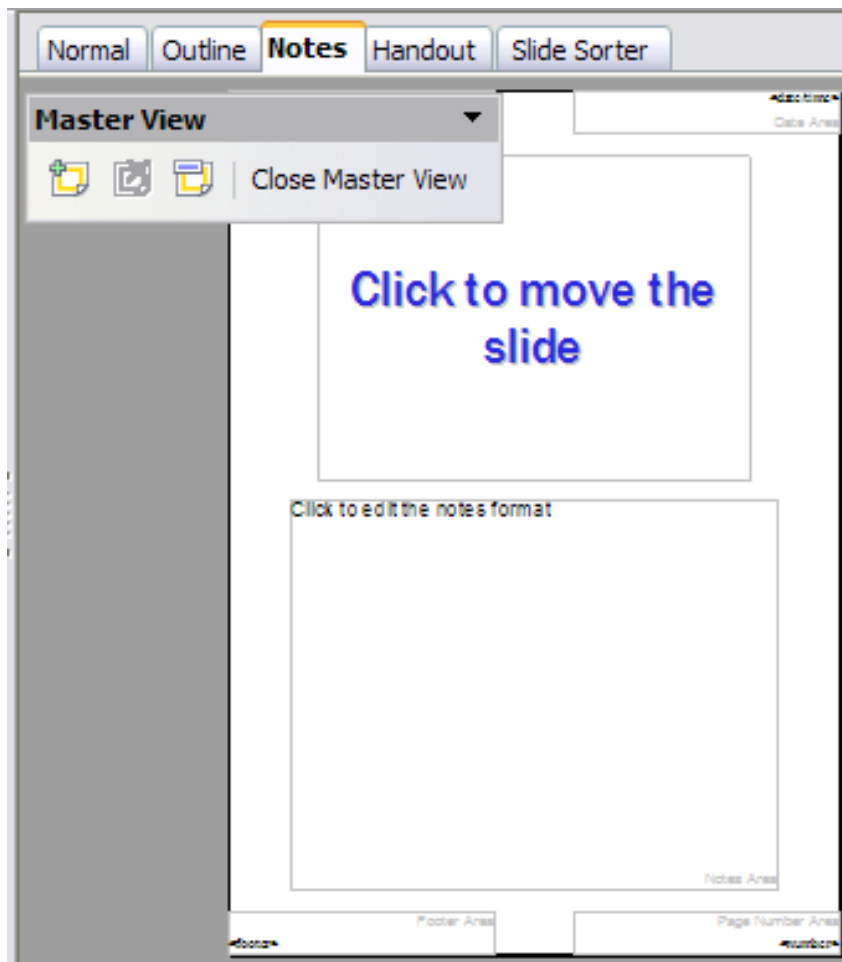
- 3) Click in the text box showing “Click to add notes” and type or paste text or graphics as needed.
- 4) To add notes to another slide, select it in the Slides pane. The Notes view changes to show the selected slide.
- 5) When done entering notes, return to Normal view.

## **Formatting notes**

It is highly recommended to use the Notes Master and the Notes Presentation style to format the appearance of notes, rather than formatting them for each slide individually.

All the formatting guidelines given in this section can be applied to either the Notes Master or to the Notes Presentation style.

To open the Notes Master, choose **View > Master > Notes Master** from the menu bar.



*Figure 13: Notes Master View*

## **Formatting the Notes page**

To format the Notes page:

- 1) Switch to Notes view by clicking the tab in the main work area or select **View > Notes** .
- 2) Select **Format > Page** from the menu bar, or right-click and choose **Page Setup** to open the Page Setup dialog box, shown in Figure 14.
- 3) Set the desired parameters. The Page Setup dialog box for notes is the same as the dialog box for slides. Refer to “Formatting the slide or page area” on page 13 for a description of this dialog box. The only difference is that by default the Notes page orientation is set to portrait and the format is A4.
- 4) Click **OK** to close the dialog box.

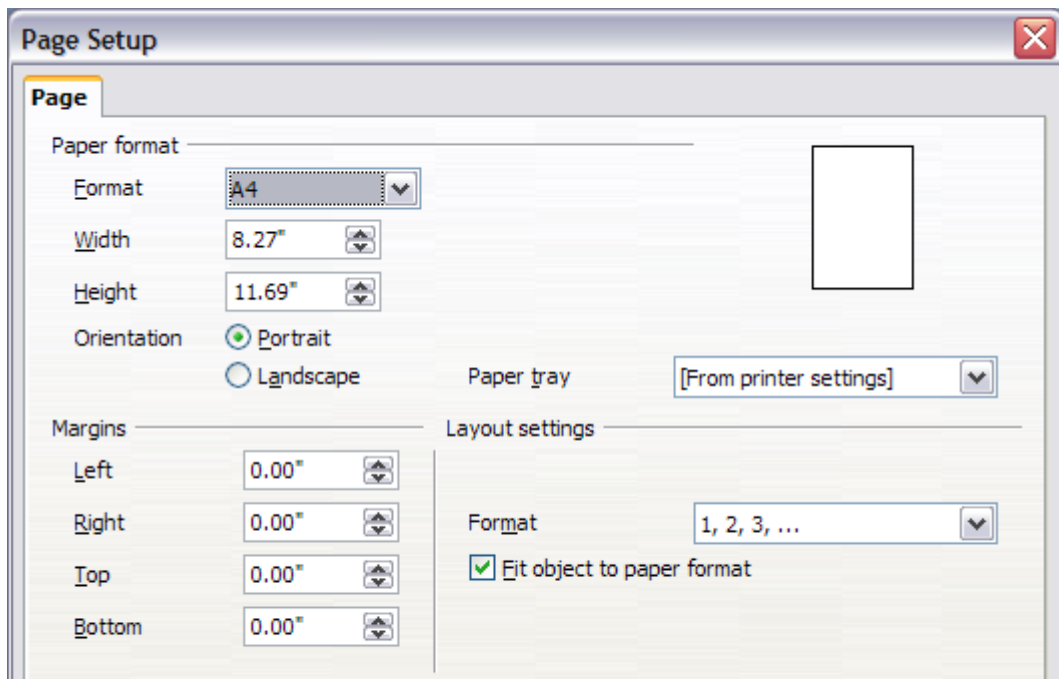


Figure 14: The Page Setup dialog box for notes

### **Setting automatic layout options**

In Notes view, Impress creates four areas input information about the presentation:

- Header area
- Date and Time area
- Footer area
- Slide number area

To customize these fields, proceed as follows:

- 1) Switch to Notes view from the corresponding tab in the work area or by selecting **View > Notes** from the main menu, or open the Notes Master (**View > Master > Notes Master**).
- 2) Choose **Insert > Date and Time** for the Date and time. Choose between **Fixed** (enter in the edit box the date and time that should be displayed) or **Variable** (the date and time of the slide creation will be inserted in the notes pages). Use the two drop-down menus to select the format of the date and the language.
- 3) Choose **Insert > Page Number** from the main menu to display the Header and Footer dialog box. Select the *Notes and Handouts* tab (Figure 15).
- 4) Select the checkboxes to activate the corresponding areas. For the Header and Footer, type the text in the edit fields.

If the Page number checkbox is activated, to format the type of numbering refer to “Formatting the Notes page” on page 21).

- 5) Click the **Apply to All** button to save these settings and close the dialog box.

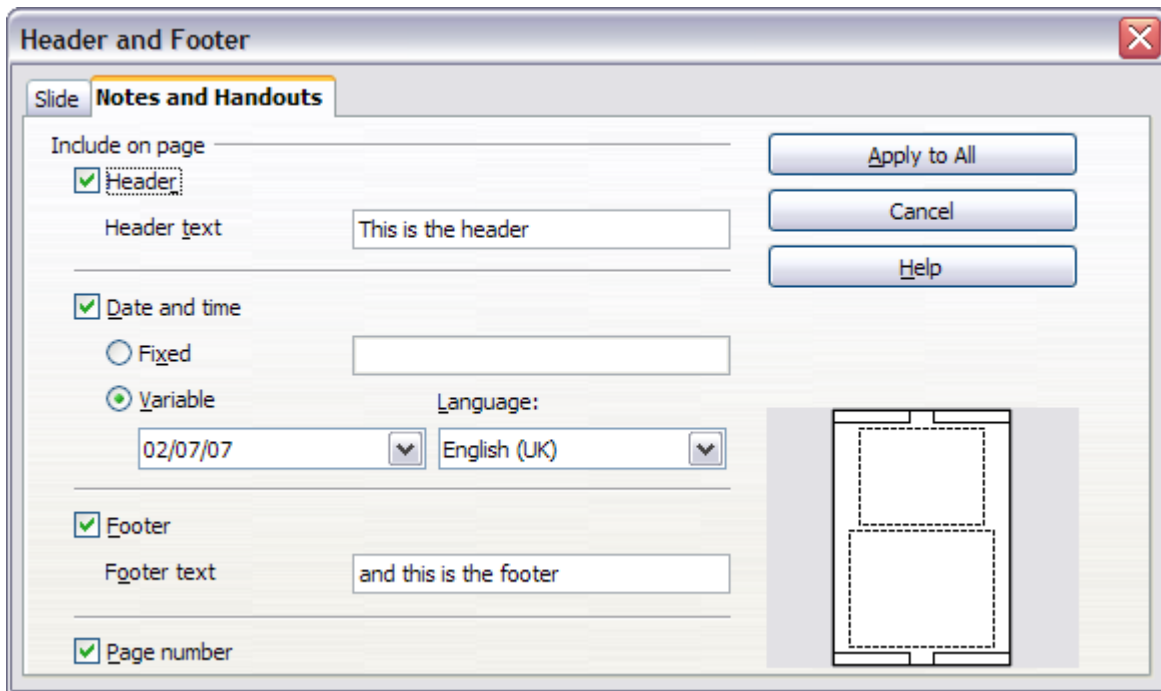


Figure 15: The dialog box to set up header and footer for notes

## **Text formatting**

When text is inserted in the Notes text box, it is automatically formatted using the predefined Notes style that you can find in the Presentation styles. The best way to format the notes text is therefore to modify this style to suit your needs. Refer to Chapter 2 (Slide Masters, Styles, and Templates) to learn how to work with styles.

If manual formatting is required, for example to highlight a particular section of the notes, the guidelines given in Chapter 3 (Adding and Formatting Text) apply.

## **Advanced Notes formatting**

You can make other changes to the Notes pages. For example, you can:

- Move the text box and the slide image around the page
- Resize the slide image and text box (only from the Slide Master view).
- Add other text boxes to the page.

## Printing notes

- 1) Choose **File > Print** from the menu bar.
- 2) In the *Print content* section of the Print dialog box, make sure that **Notes** is selected.

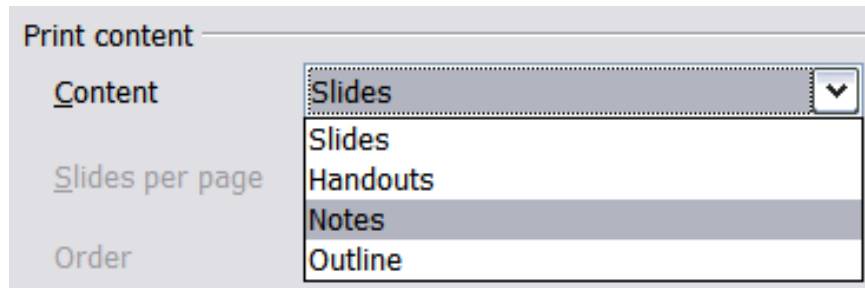


Figure 16: Select Notes for printing

- 3) Make any other needed changes and then click **OK** to print.
- For more about printing slides, notes, and handouts, see Chapter 10.

## Exporting notes to PDF

- 1) Choose **File > Export as PDF** from the menu bar.
- 2) In the PDF Options dialog box, choose the *General* tab.
- 3) Under *General*, make sure that **Export comments** is checked, and then click **OK**. This option does in fact export the Notes pages, *not* the comments entered for individual slides.
- 4) In the Export dialog box, give the file and name, select the folder in which to save it, and click **Export**.



Figure 17: Exporting Notes to PDF

The Notes pages follow the presentation in the PDF (that is, if your presentation has 10 slides, the PDF contains 20 pages: 10 pages of individual slides, followed by 10 pages with notes formatted for paper).



If you want only the Notes pages, you will need to use some other program to remove the unwanted pages of slides from the PDF.

## Creating handouts

A handout is a special view of the presentation suitable to be printed and distributed to the audience. Each handout page contains from one to nine thumbnails of the slides so that the audience can follow what is presented as well as use it as reference. This section explains how to customize the handout page. An example is shown in Figure 18.

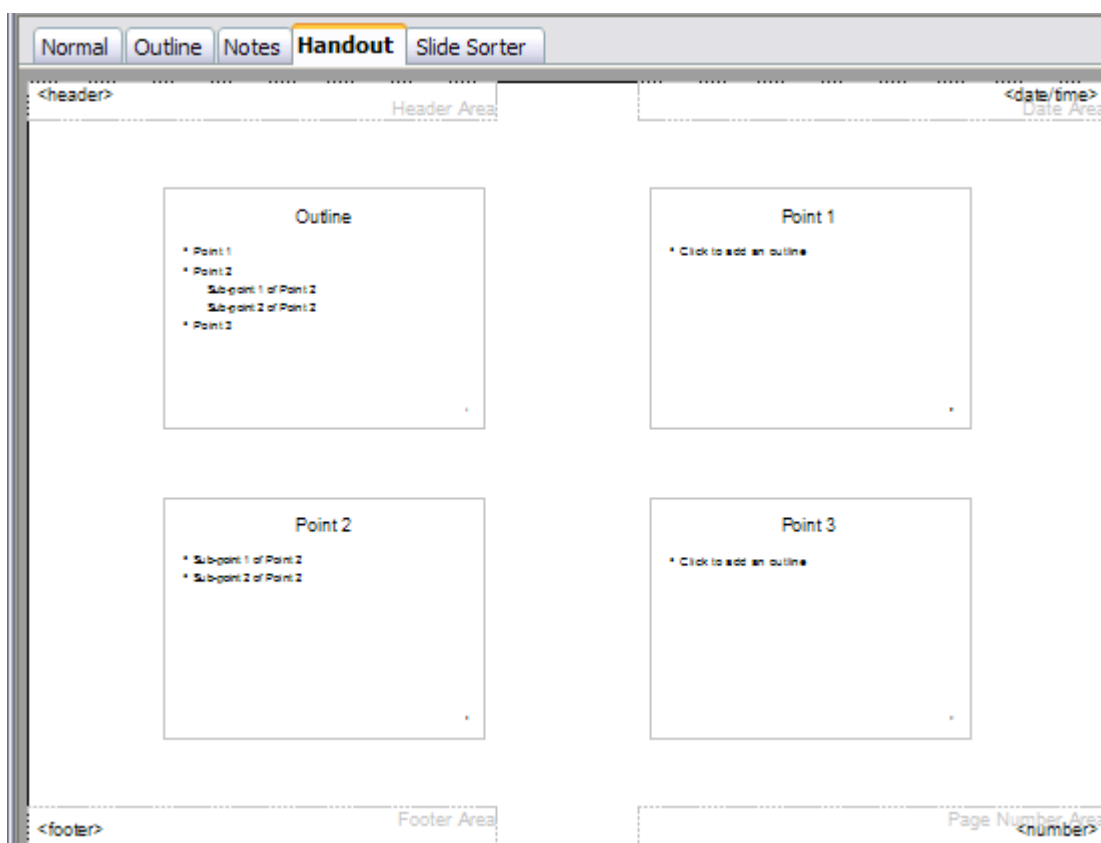


Figure 18: Example of handout with four slide thumbnails

Note that the Handout view consists of only one page regardless of the number of slides in the presentation or the number of pages of slides that will be printed.

## Changing the layout

When creating handouts, first decide how many slide thumbnails you want printed on each handout page.

- 1) Select the Handout view either by clicking on the tab in the work area or by selecting **View > Handout Page** from the menu bar.

- 2) If the Task pane is not visible, select **View > Task Pane** from the menu bar.

---

**Tip**

As for any other toolbar, you can undock the Task pane by holding down the *Control* key and double-clicking on an empty part of the pane.

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- 3) In the Task pane select the *Layouts* tab, which looks like Figure 19 in Handout view.

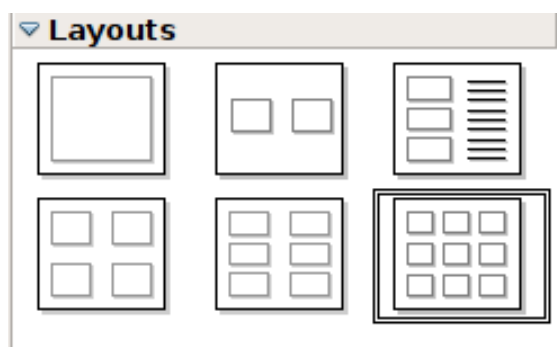


Figure 19: Layouts for handouts

- 4) Choose the preferred layout. The main work area changes to reflect the choice.

## Formatting handouts

You can format several aspects of the handout, from the page style to the elements that appear on the page. You cannot format individual handout pages; any changes apply to all handouts in the presentation file.

### Formatting the page

To format the handout pages:

- 1) Be sure you are in Handouts view. Click the Handouts tab in the work area or select **View > Handout Page** from the menu bar.
- 2) Select **Format > Page** from the main menu, or right-click on the handout and select **Slide > Page Setup** from the pop-up menu.
- 3) On the Page Setup dialog box (Figure 14 on page 22), set the paper size, orientation (portrait or landscape), margins, and other parameters. Click **OK**.

## Setting automatic layout options

In Handout view, as in Notes view, Impress creates four areas where you can put information about the presentation:

- Header area
- Date and Time area
- Footer area
- Slide number area

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### Note

The information in these areas does not show in Handout view, but it does appear correctly on the printed handouts.

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The way to access and customize these areas is the same as for the Notes and uses the same dialog box. Refer to “Setting automatic layout options” on page 22 for information.

## Moving thumbnails and adding graphics

You can move (but not resize) the slide thumbnails and add lines, boxes, and other graphic elements to the handouts. See Chapter 5 (Managing Graphic Objects) for instructions on using the graphics tools.

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### Tip

After designing a handout, you may wish to save it in a template so you can reuse it whenever you want. See “Working with templates” in Chapter 2 (Slide Masters, Styles, and Templates) for instructions on saving templates and starting a new presentation from a template.

---

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### Caution



If you click on one of the other handout layouts and then return to the one you have reformatted, the slide thumbnails return to their original positions, although any lines or other graphics you have added remain where you put them. You will need to move the thumbnails back to where you want them.

---

## Printing handouts

- 1) Choose **File > Print** from the menu bar.
- 2) In the *Print content* section of the Print dialog box, make sure that **Handouts** is selected.

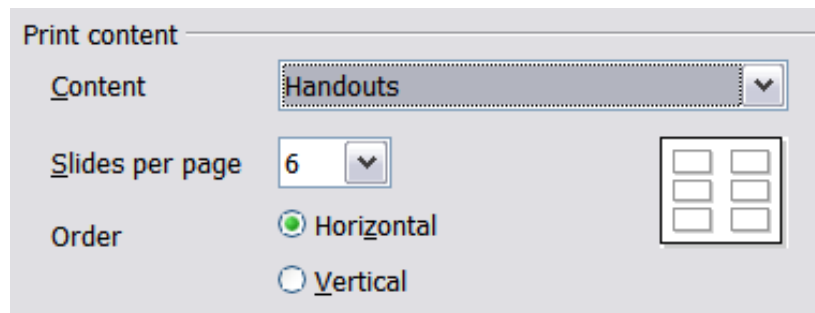


Figure 20: Select Handouts for printing

- 3) You can select which slides to include in the handouts. In the *Print range* section (Figure 21), select **Pages** and specify the slide numbers to be included. Any numbers entered here correspond to *slides*, not pieces of paper.

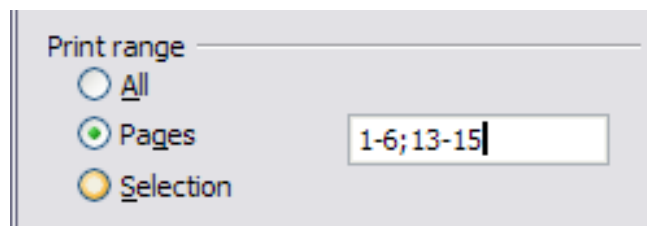


Figure 21: Choose which slides to print

For more about printing slides, notes, and handouts, see Chapter 10.

### **Exporting handouts to PDF**

At present there is no way to export handouts to PDF; if you try, you get the slides (one per page) instead. However, you can print to a PostScript file (if you have a suitable printer driver installed) and then use another program (such as Ghostscript or Adobe Distiller) to create a PDF from the PostScript file.

To create a PostScript file follow the steps below:

- 1) Choose **File > Print**.
- 2) Under the Printer section, select the PostScript printer (such as Adobe PDF) from your printer list.
- 3) Check the properties for the file and switch off **Rely on system fonts only; do not use document fonts**.
- 4) Select the **Print to file** checkbox.
- 5) Click **OK**.

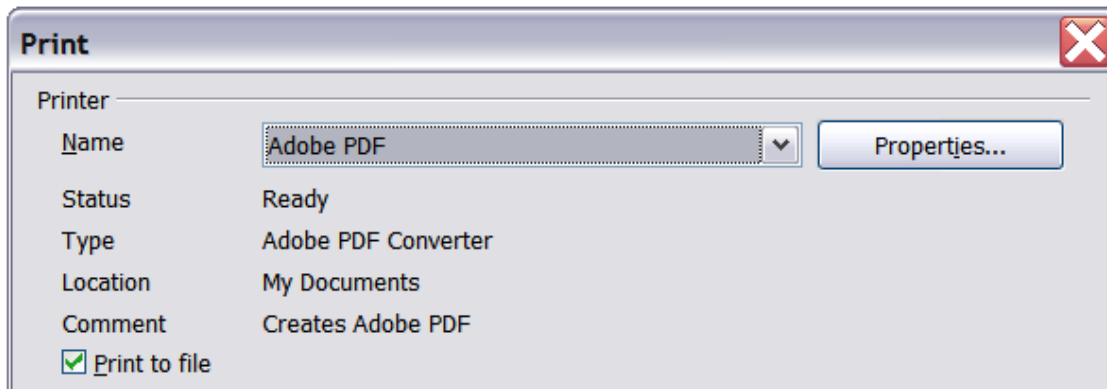


Figure 22: Printing to a PostScript file

- 6) You may see the following message regarding transparencies. Confirm either **Yes** or **No** for whether transparencies should be reduced. The file will then be created and given an extension of *.ps*.

