Creating Slide Shows with LibreOffice

Creating slide shows using **LibreOffice Presentation** can result in very basic visuals with a few words on each slide, or complex presentations that include animated text and graphics and links to external documents, sounds, and videos. In this tutorial we will work from the simple to more complex presentations.

Getting Started

✔ Open *LibreOffice* and select the **Impress Presentations** option to open a new document.

> **NOTE**: After using LibreOffice, thumbnails of recently opened documents will appear on the opening display.
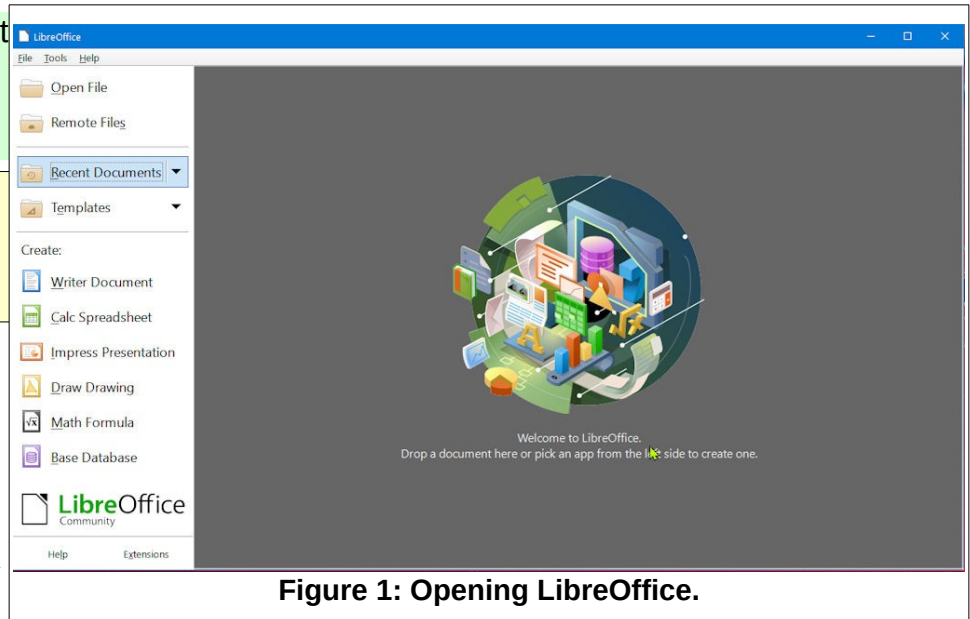

Figure 1: Opening LibreOffice.

The first time a new Presentation is opened, the ***Select a Template*** dialog box will probably appear. Since in this tutorial we will not start with a Template, the ***Show this dialog at startup*** option can be toggled off.

When a new LibreOffice document is opened, it always has the default name ***Untitled***. It is always a good idea to select ***File Save As***, select or create the desired folder, and then give the new document a name. Unless you take control of your file locations and file names, you may have trouble locating files later.

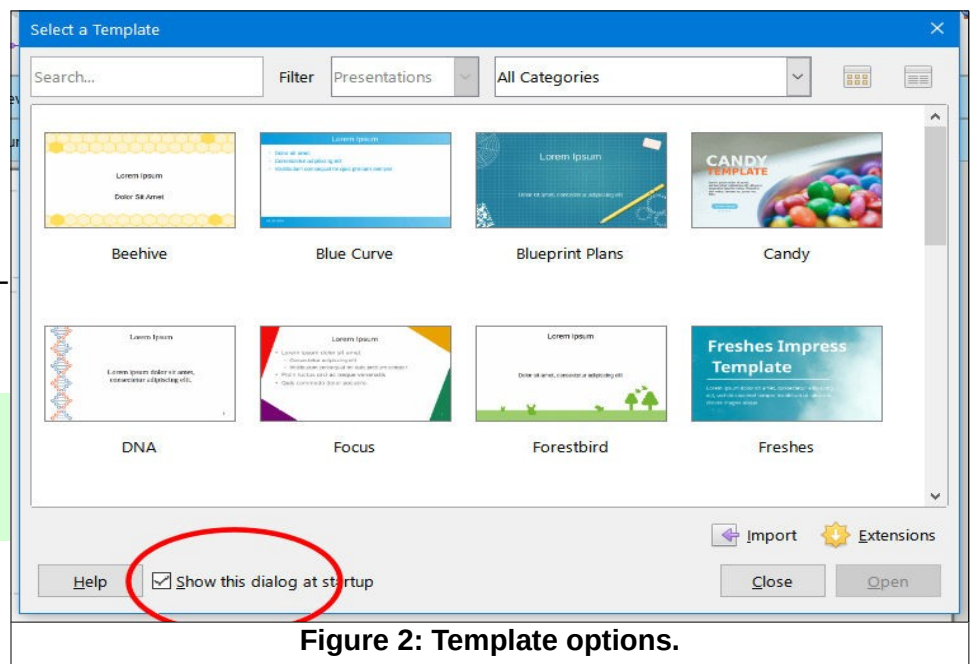✔ Select **File, Save As**, locate or create the desired folder, and enter a **name** for the slide show.

Figure 2: Template options.

Adding a Slide

Figure 3 shows a new slide show document has been opened.

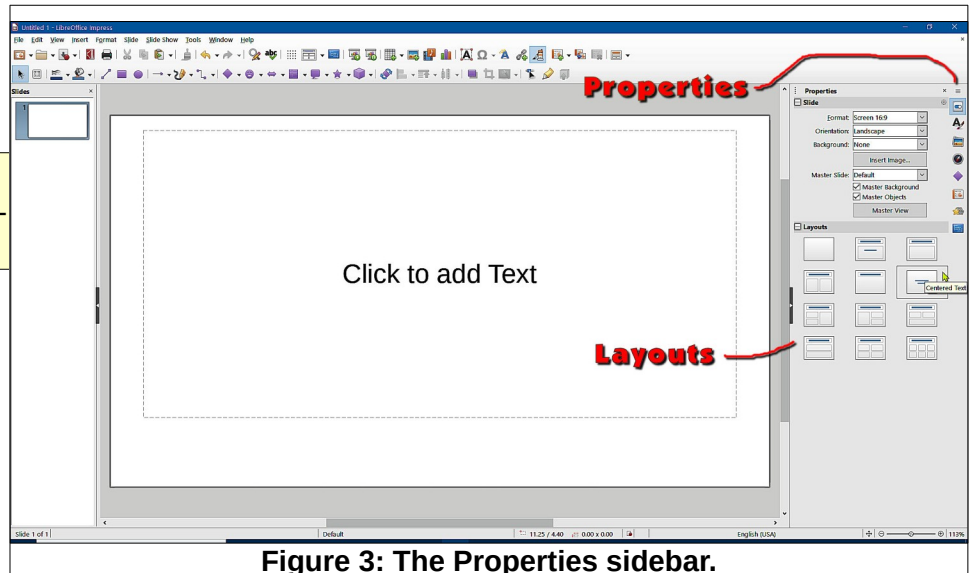If the **Sidebar** is not on your display, from the **Menu Bar** select **View, Sidebar**.

Figure 3: The Properties sidebar.

✔ The upper right corner of the **Sidebar** has a **Sidebar Settings** option. Select this and then select the **Properties** option.

Figure 3 shows the different slide layout options.

✔ Observe the different slide layout options in the **Properties Sidebar**, and then select the **Blank Slide** layout option.

Figure 4 shows that the Slide Properties **Format** has been set to **Screen 16:9**, the **Orientation** to **Landscape**, and the **Background** to **None**. Before you start adding slides to the show, it's a good idea to decide the appearance for the slides. It is possible to change to slide properties for each slide as you go, but if you want your slides to all have the same **Background**, you can set the Background for the first slide and duplicate that slide for the others in the show.
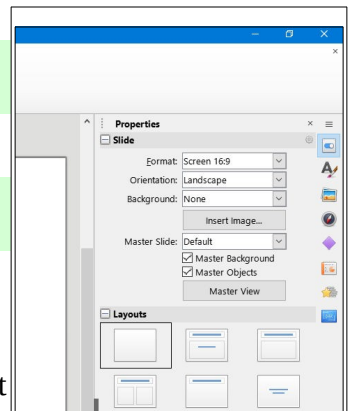
Figure 4: Selecting a slide layout.

In this example we will set the first slide background to use a blue color, and then duplicate that slide several times.

✔ In the **Properties** dialog box, set the **Color** to **Blue**.

This example uses a background **Color**, but the background can also be a **Gradient, Hatching, Bitmap**, or **Pattern** fill.
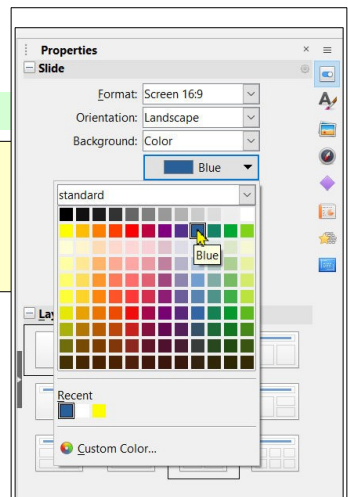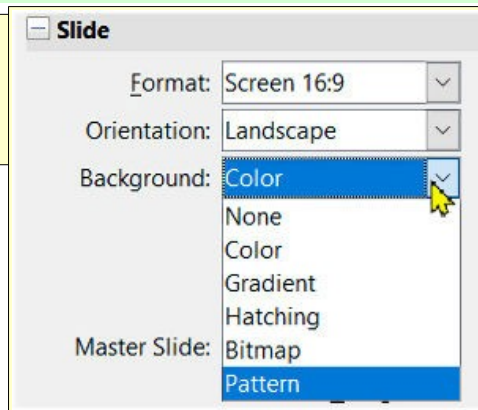
Next, the slide will be duplicated several times.

Figure 5: Selecting the Blue background color.

Figure 6 shows that the first slide has been duplicated 4 times (for a total of 5 slides), and that all slides have the same **Background** color.

✔ Select the **Duplicate Slide** tool for as many slides you would like to have in your program. (The example has 5 slides.)

Remember that the **Properties** for a slide can be changed at any time by **right clicking** on a slide and selecting **Slide Properties** from the context menu.
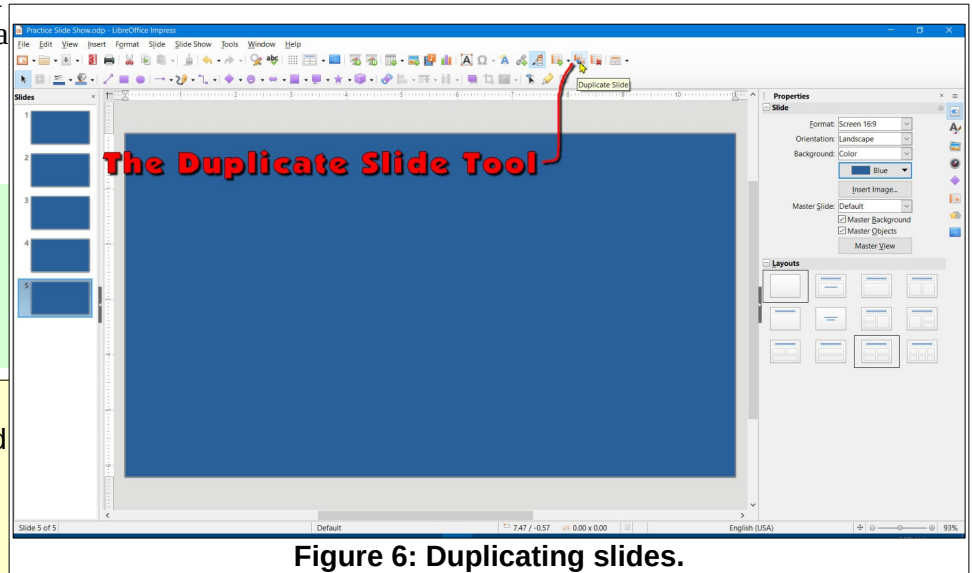

Figure 6: Duplicating slides.

Adding Text

Next, some text will be added to the first slide.

✔ Select **Slide 1** from the list of slides on the left side of the display.

✔ In the **Properties Sidebar**, select the **Centered Text layout** option.

✔ Enter some text.

✔ Select the text box **border**.

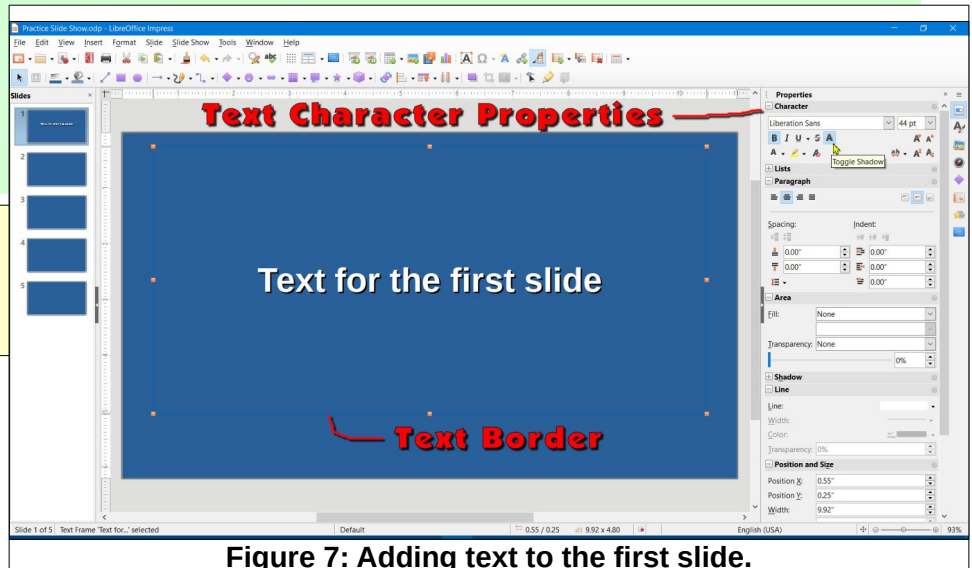When the text box border is selected, the **Text Character Properties** will be applied to all text in the box.

In Figure 7, the font size was increased to **44pt**, the color was set to **White**, and the **Bold** and **Toggle Shadow** options were toggled **ON**.

Figure 7: Adding text to the first slide.

At this point you can click on the text and use the standard text selection options for editing text.

➢ **Single click** at a point in the text to position the text cursor.

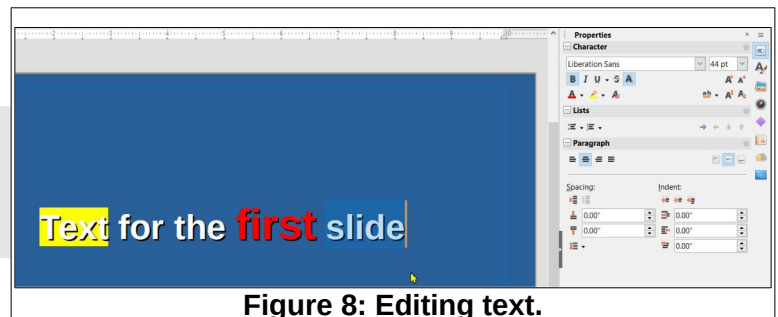➢ Use the **cursor control arrow keys** to move the text cursor.

Figure 8: Editing text.

> ➤ **_Double click_** on a word to select that word.
> ➤ **_Triple click_** to select an entire paragraph.
> ➤ Press **_Ctrl+A_** to select all text in a text box.
> ➤ **_Shift click_** to select everything from the current text cursor position to the next point selected.

The **_Sidebar_** is **_context sensitive_**. As soon as you enter text, the **_Properties Sidebar_** will provide character (or text) formatting options. If you click outside the text box, the **_Slide Properties_** options will return. If you click on the text box **_border_**, **_Text Box_** properties will appear in the **_Sidebar_**.
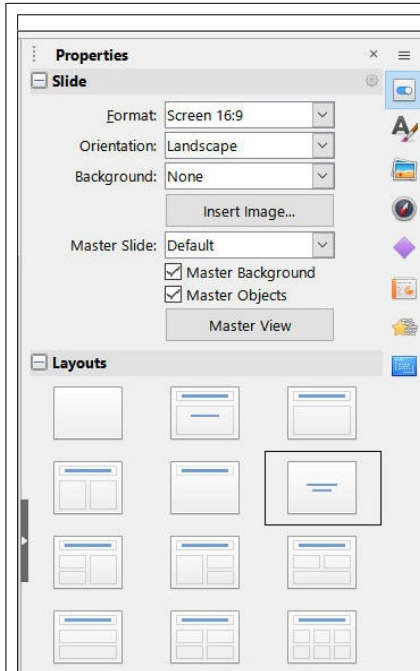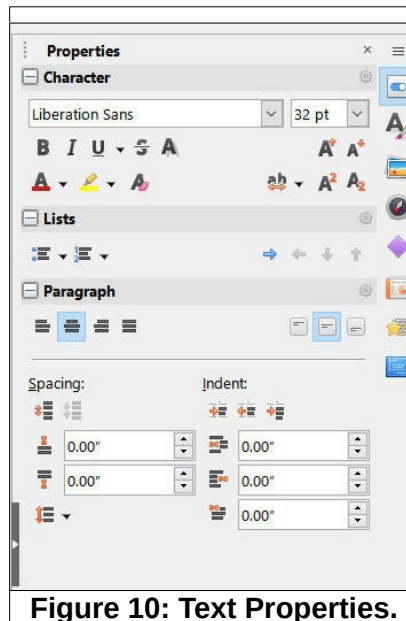
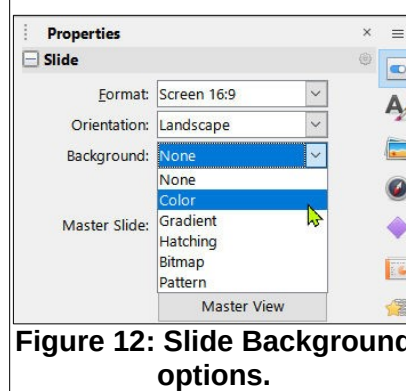**Figure 9: Slide Properties.**

Figure 10: Text Properties.

Figure 11: Text Box Properties.

Figure 12: Slide Background options.
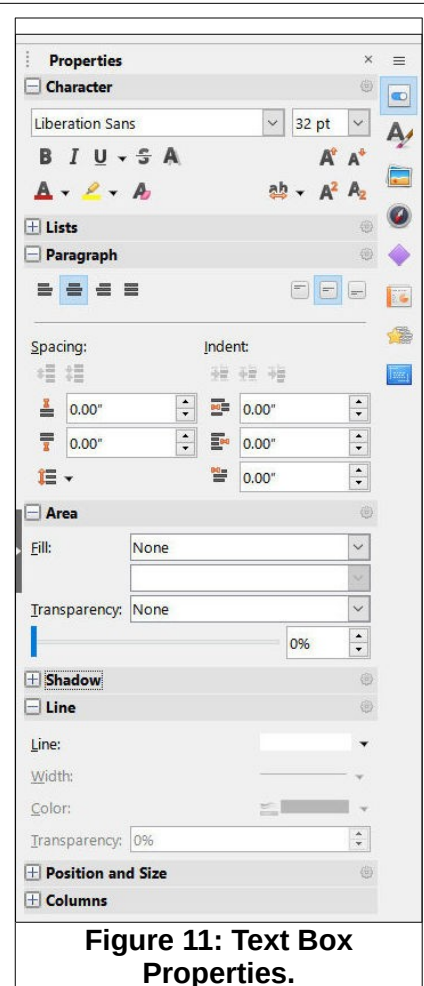
The **_Slide Properties_** options provide for setting the **_Format, Orientation_**, and **_Background_**. Background options include **_None, Color, Gradient, Hatching, Bitmap_**, and **_Color_** (see Figure 12.).

Next, Slide 2 will be modified to use the **_Title Slide_** Layout.

✔ Select **Slide 2** and then *double click* on the **Title Slide** layout option.

✔ Enter text in the text boxes as desired.

Figure 13 shows text added to the *Title Slide* layout. Text was added to the lower text box using a *left aligned ordered list*. Later in this tutorial, you will see how text can be *animated*.

Adding an Image

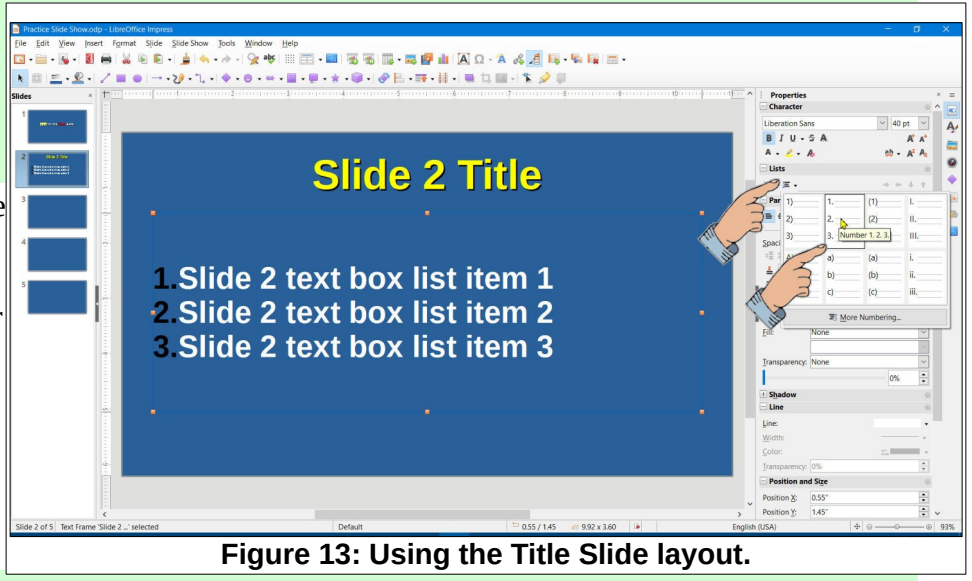Next, a graphic will be inserted into a slide.

Figure 13: Using the Title Slide layout.

✔ Select **Slide 3** and then *double click* on the **Title Only** layout option.

✔ Edit the title text box.

✔ Click away from the text box to deselect it.

✔ Select the **Insert Image** tool, and then select an image of your choice.

When an image is selected, the *Sidebar* will provide a number of ways to modify the image properties.

In Figure 14 the *Line* option was used to add a white colored *border* around the image. The *Position and Size* options were used to place the image in the location shown. The *Shadow* option was enabled.
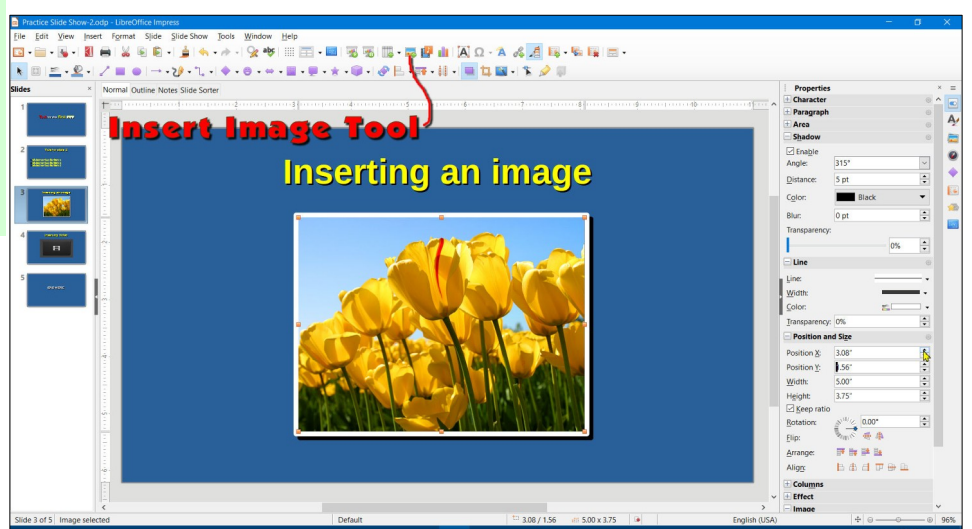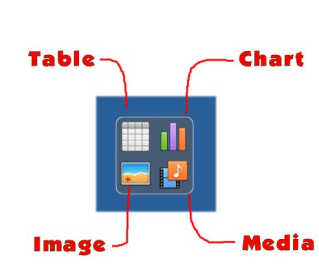

Figure 14: Inserting an image.

If you hover on the different slide layouts, you can see that some layouts provide for adding text, and other layouts provide for adding text and content. Figure 15 shows the *Title and Content* layout. There are 4 insert options in this and other layouts; *Table, Chart, Image*, and *Media*.
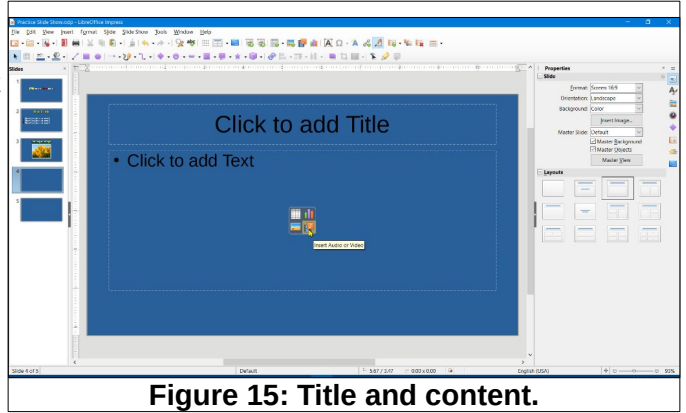

Figure 15: Title and content.

If you select the *Media* option, you will have a long list of media file options available. One video file format that I wish was included is mp4. However, there are other video formats available.

Insert Media

✔ Select *Slide 4* in the list, then select the **Title, Content** layout.

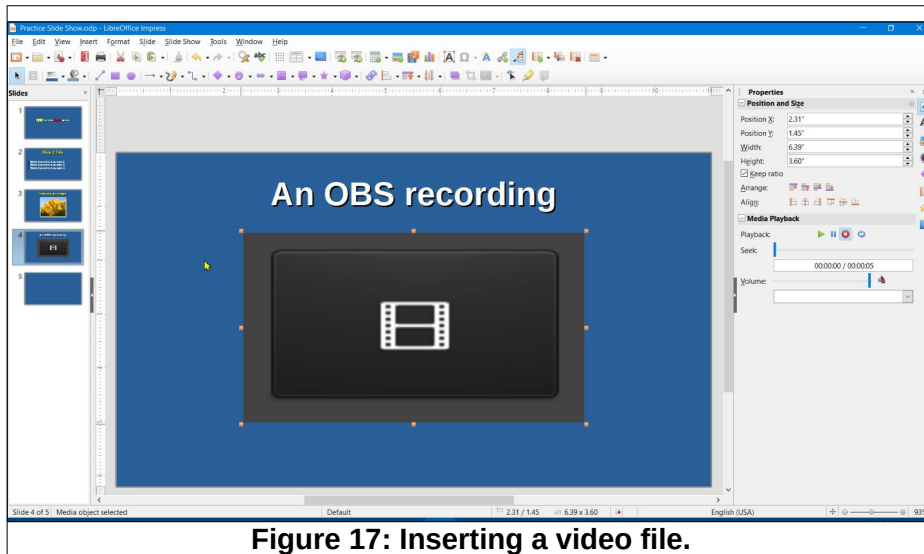✔ Select **Insert Audio or Video**, then select a video file of your choice.

Figure 17: Inserting a video file.

Figure 16: Media file format options.

Figure 17 shows a video file inserted using the *Title, Content* layout. When the slide show runs, the video will start to play when that slide appears. The size of the media box can be adjusted. Also, if you click inside the video box while the video is on the display, your system might automatically open the video file in the default media player.

✔ Select *Slide 5* in the list, then select the **Centered Text** layout.

✔ Add the text **END SHOW** to the slide.

Slide Show Settings

✔ From the *Menu Bar*, select **Slide Show, Slide Show Settings**.

➢ The Slide Show Settings dialog box allows you to show Full Screen or in a Window.

➢ You can have the mouse pointer visible or not.

➢ You can use the mouse pointer as a pen to draw on the screen.

➢ You can set the show to automatically loop and repeat the show.

➢ If you have multiple displays you can set one display for presentation and one for your notes and control functions.
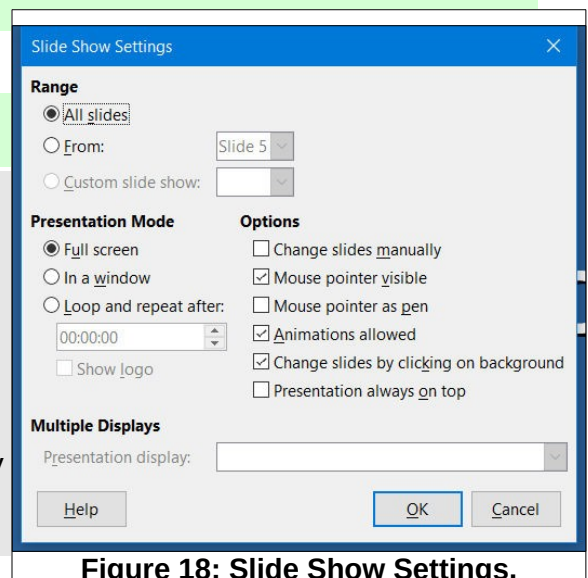

Figure 18: Slide Show Settings.

Playing the Slide Show

Now it's time to play the slide show.

✔ From the *Menu Bar*, select **Slide Show, Start from First Slide**.

> **NOTE**: Pressing function key **F5** will also start the show from the first slide. Pressing the **Esc** key will stop the show.

Advancing the Show

When you play the show, there are several options for advancing to the next slide

> ➢ Press the *left mouse button*
> ➢ Press the *Enter* key
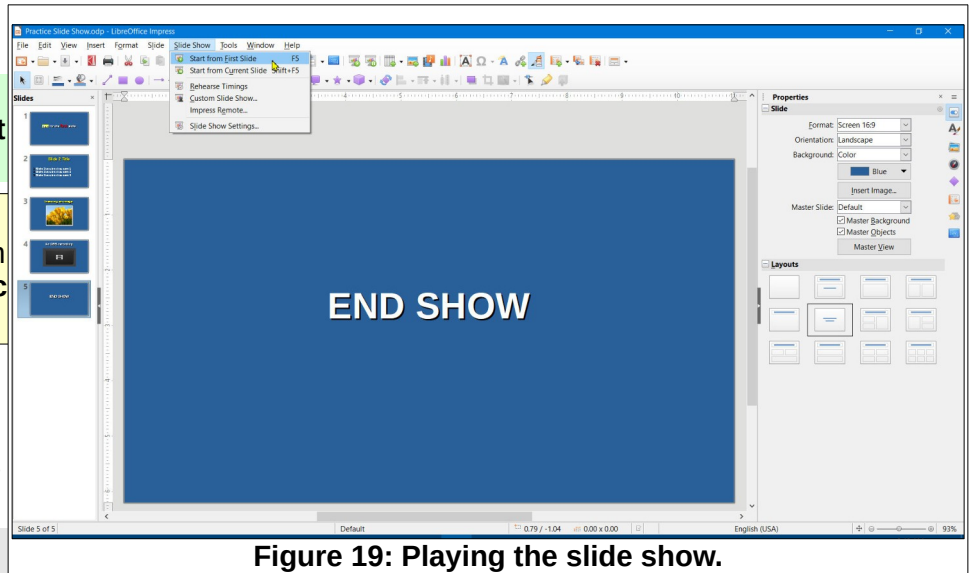> ➢ Press the *down* or *right arrow keys*
> ➢ Press the *Spacebar*

> Note that pressing the *up* or *left arrow keys* will go to the *previous* slide.

Figure 19: Playing the slide show.

Changing slide transitions

The default setting for advancing to the next slide is no transition (called cut in some applications). However, there are a number of transitions that can be applied.

✔ Select *Slide 2* in the list. Then select the **Transition Properties** in the *Sidebar*.

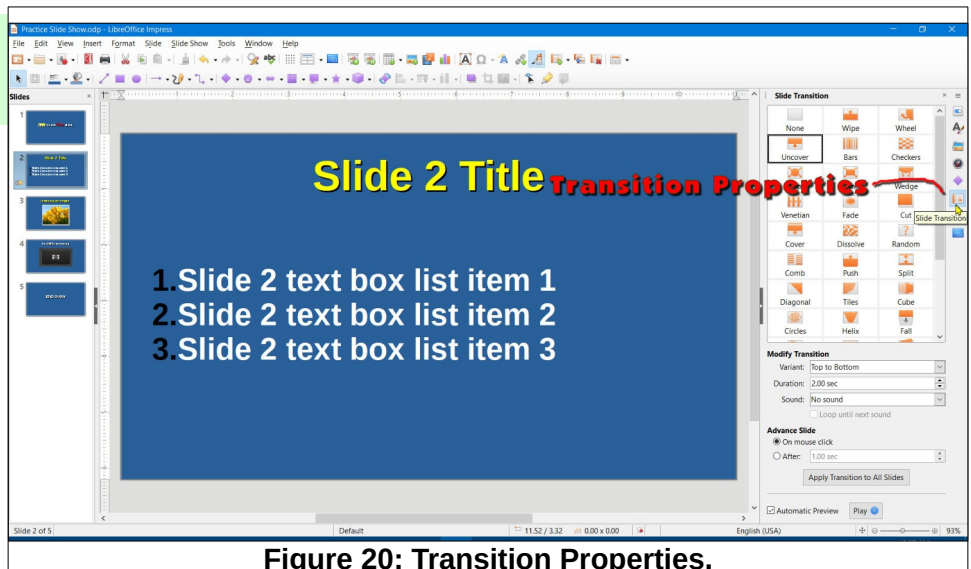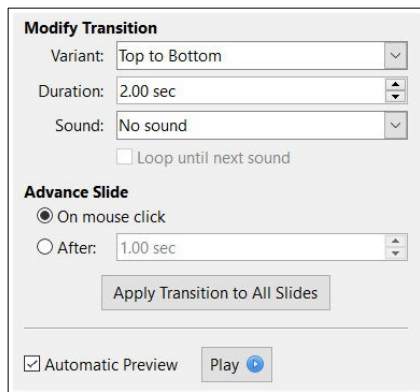This opens a large collection of transitions to choose from.

Figure 20: Transition Properties.

The lower area of the *Sidebar* has options for modifying transitions or for advancing the slide. There is also an option for applying the selected transition to all slides. You can have fun exploring the various options. However, too many different transitions in a show can annoy your audience.

Using Animations

✔ Select **Slide 2** in the list. Then select the **Animation Properties** in the **Sidebar**.
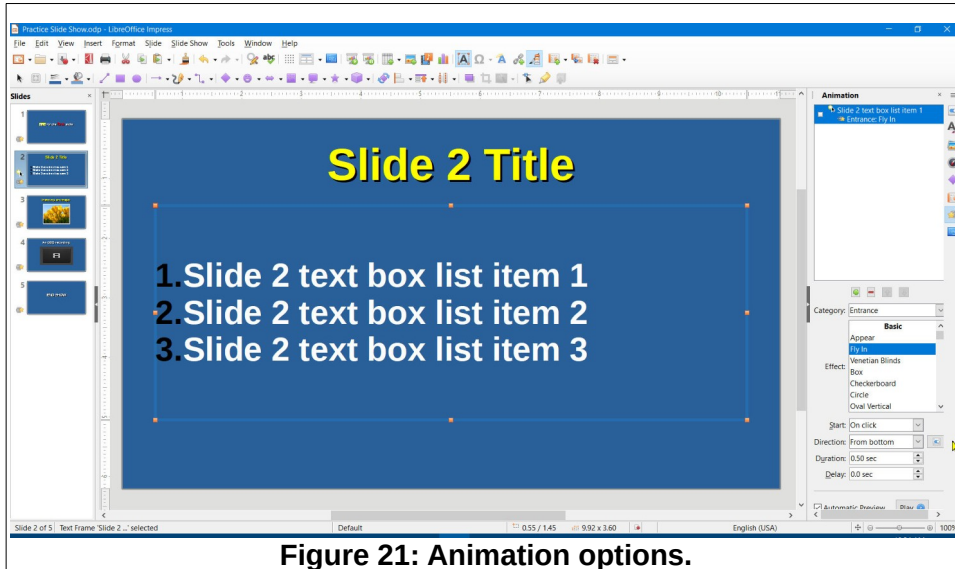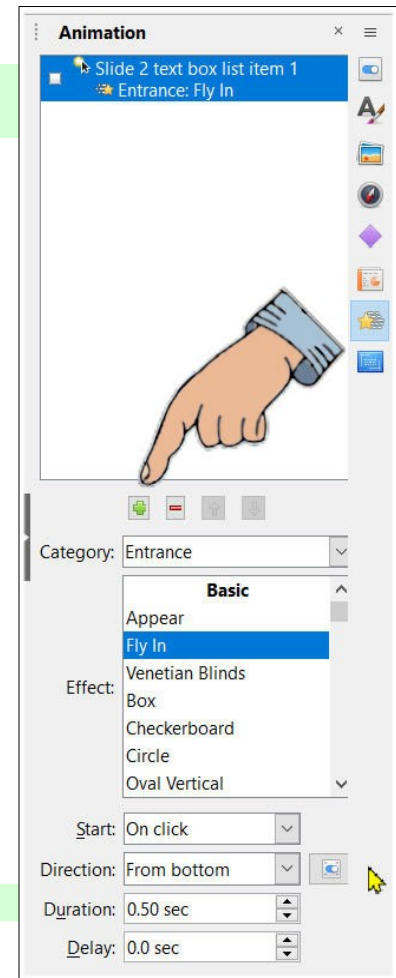

Figure 21: Animation options.

Figure 21 shows the **Animation Sidebar**. The graphic inset next to Figure 21 shows that the **text box** was selected, then the **+** tool was selected to add the animation for the text box. **Fly In** was selected to happen **On click** and the **Direction** was set to **From bottom**. Observe all of the options.

✔ Experiment with adding an animation to your slide.

The next trick is to animate one line of text at a time. Figure 22 shows that each line of text was selected and added separately. Then a line of text was selected in the animation sidebar, and the **Effects Options** tool was selected.
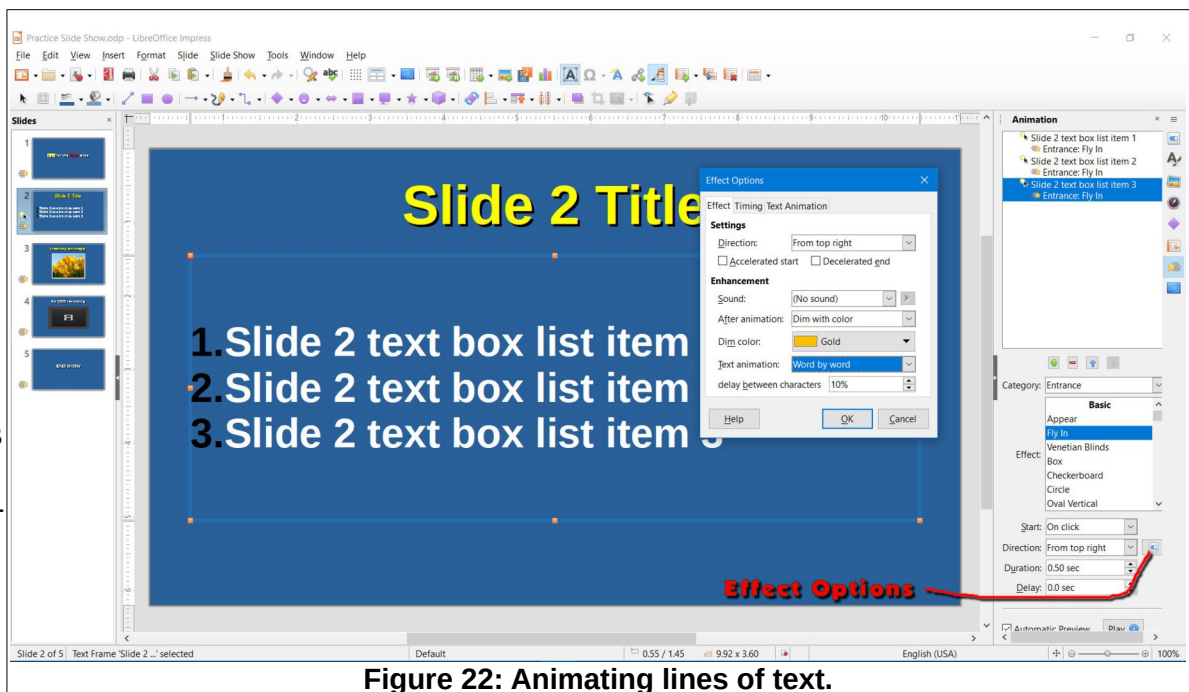

Figure 22: Animating lines of text.

The **Effects Options** dialog box provides a number of ways to treat an animation object. Figure 22 shows the options used for the selected animation object (one line of text). The line of text will be displayed **Word by word**, coming in from the **top right**, and the **color** dimmed to **gold** after the animation.

Dimming each line of text after an animation can help focus audience attention on the point being covered.
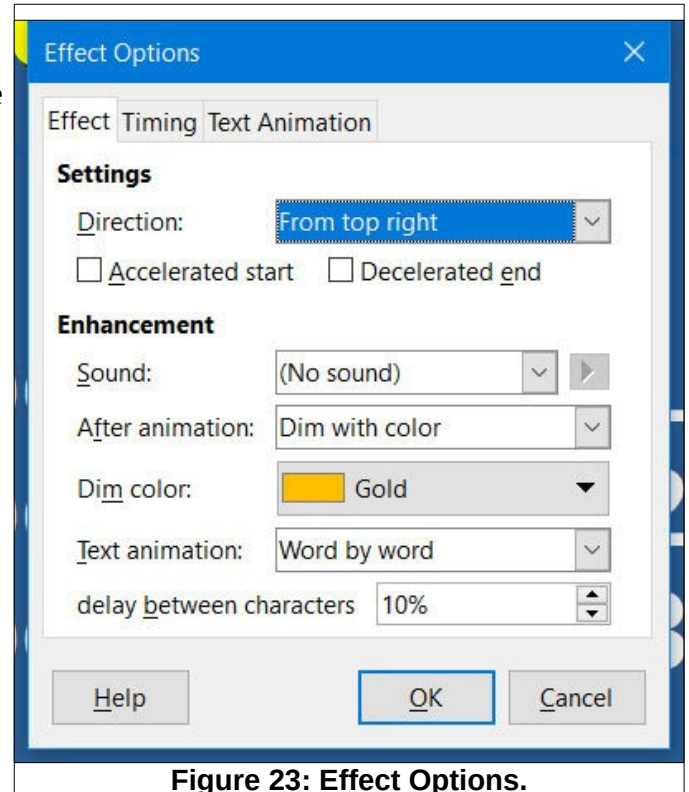
Figure 23: Effect Options.

The Slide Sorter View

Figure 24 shows the Slide Sorter view.

✔ From the **Menu Bar**, select **View, Slide Sorter**.

The Slide Sorter view shows thumbnails of all the slides in the program.

> You can rearrange the slide order by dragging a slide from one location to another in the Slide Sorter view.

If you **double click** on a slide the system will return to the **Normal** view where you can edit the slide.
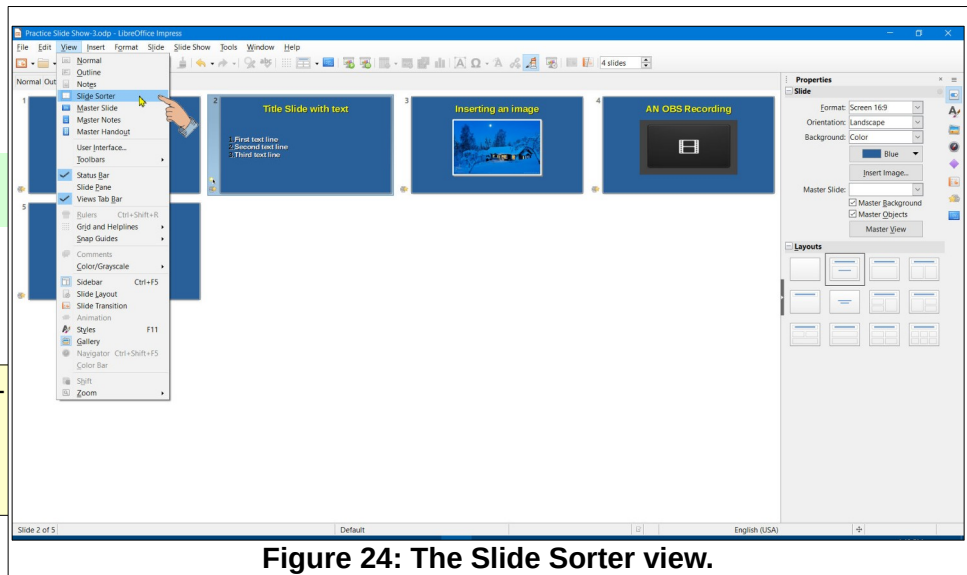

Figure 24: The Slide Sorter view.

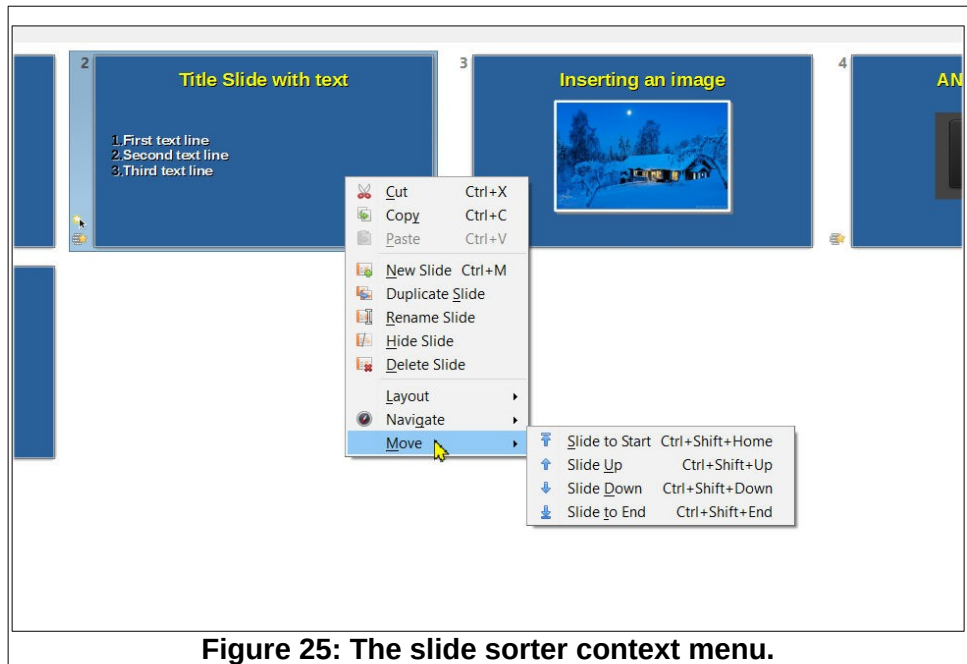If you **right click** on a slide a **context menu** will open that provides a number of options.

Figure 25: The slide sorter context menu.

The Slide Outline View

✔ From the *Menu Bar*, select **View, Outline**.

The slide *Outline* view shows a list of the contents of the slides. In the Outline view you can edit the text contents and/or properties.
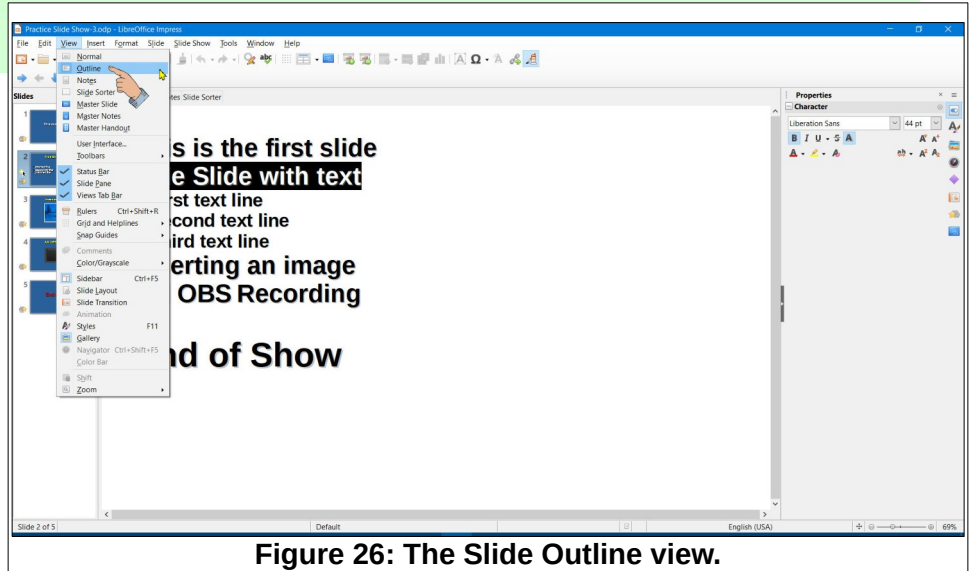

Figure 26: The Slide Outline view.

The Slide Notes View.

The slide *Notes* view provides a text box where you can add a script to go along with the slide. These notes do not appear on the slide itself. If you are using a second monitor (or a laptop with a projector), the slide can appear on one monitor and the notes can appear on the second monitor.

NOTE: the upper left corner of the slide display area has tabs for selecting the *Normal, Outline, Notes,* and *Sorter* Workspaces.
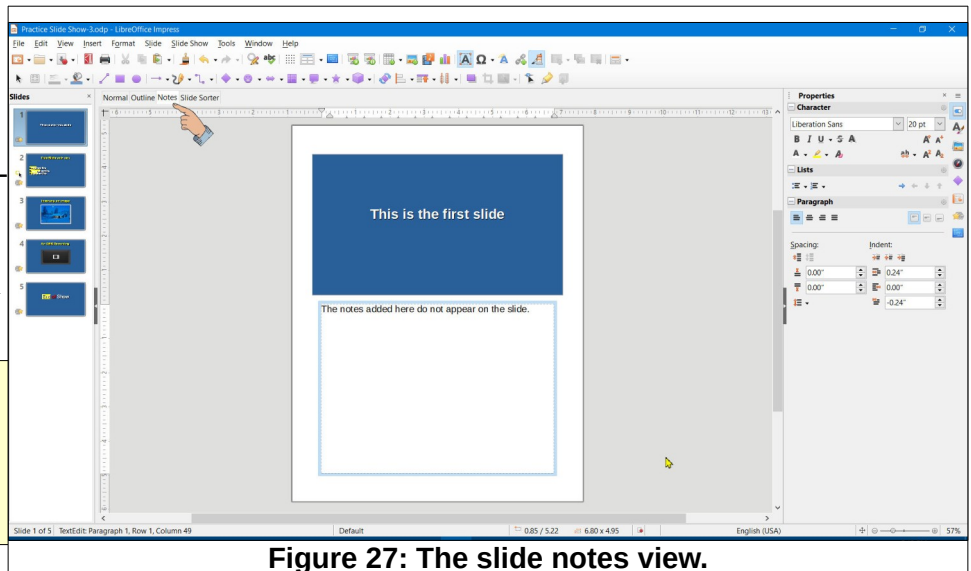

Figure 27: The slide notes view.

What If

What if you accidentally did something with the mouse and your slide view looks like Figure 28.
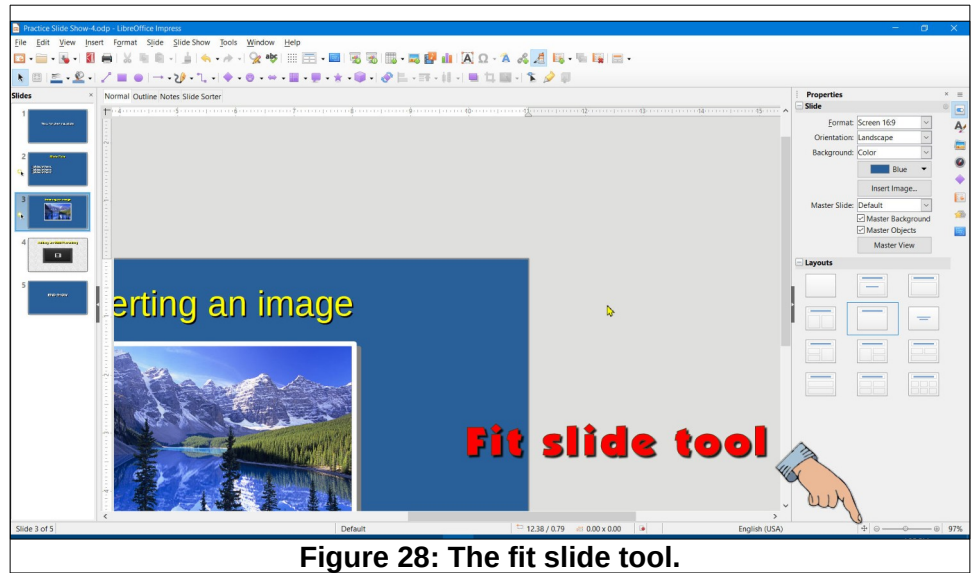
Simply select the *fit slide* tool and all will be well.

Figure 28: The fit slide tool.

This version was edited August 17, 2023