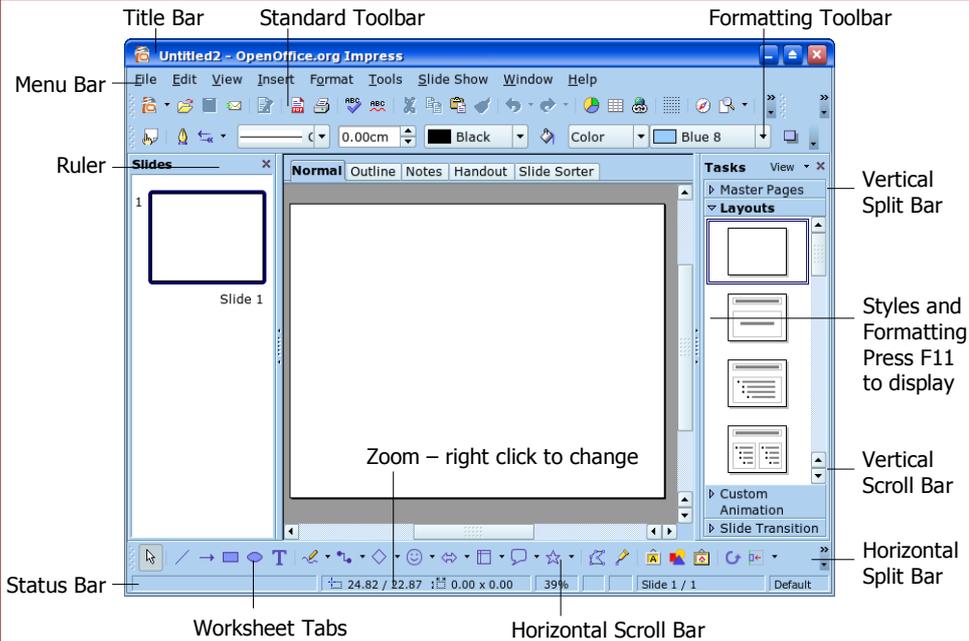


The OpenOffice.org 2.0 Impress Screen



Shortcuts

General

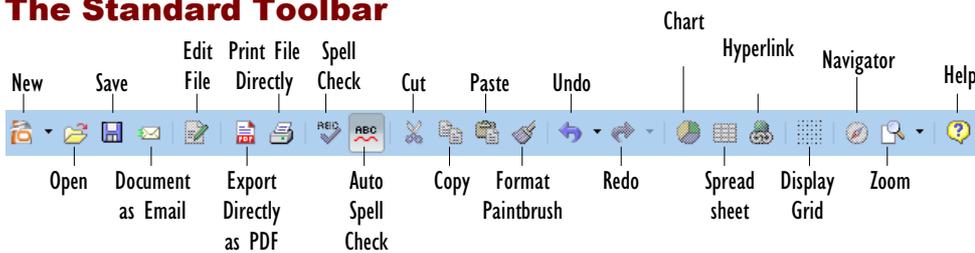
Open a Presentation	<Ctrl>+<O>
Save a Presentation	<Ctrl>+<S>
Print a Presentation	<Ctrl>+<P>
Close a Presentation	<Ctrl>+<W>
Undo	<Ctrl>+<Z>
Redo or Repeat	<Ctrl>+<Y>
New Slide	<Ctrl>+M
Help	<F1>
Switch Between Applications	<Alt>+<Tab>

Navigation – Go To:

The Previous Slide	<Page Up>
The Next Slide	<Page Down>
The First Slide	<Ctrl>+<Home>
The Last Slide	<Ctrl>+<End>

The Fundamentals

The Standard Toolbar



- **To Create a New Presentation:** Click the **New** button, or press <Ctrl>+<N>, or select **File** → **New** from the menu.
- **To Create a New Presentation from a Template:** Select **File** → **New** from the menu, choose "Template", and go through the Presentation Wizard.
- **To Open a Presentation:** Click the **Open** button, or select **File** → **Open** from the menu, or press <Ctrl>+<O>.
- **To Save a Presentation:** Click the **Save** button, or select **File** → **Save** from the menu, or press <Ctrl>+<S>.
- **To Save a Presentation with a Different Name:** Select **File** → **Save As** from the menu, and enter a different name for the presentation.
- **To Print a Presentation:** Click the **Print File Directly** button, or select **File** → **Print** from the menu, or press <Ctrl>+<P>.
- **To Insert a Slide:** Click the **Slide** button on the Presentation toolbar and select the layout you want from the Tasks pane.
- **To Switch Views:** Click one of the View tabs at the top of the screen. (See the back side for more information about Views.)
- **To View or Hide a Toolbar:** Select **View** → **Toolbar** from the menu and select the toolbar you want to view or hide.
- **To get Help:** Click the **Help** button, select **Help** → **OpenOffice.org Help** from the menu, or press <F1>.
- **To Cut or Copy:** Select the text and click the **Cut** button or **Copy** button on the Standard toolbar, or press <Ctrl>+<X> (cut) or <Ctrl>+<C> (copy).
- **To Paste:** Move to where you want to paste the text and click the **Paste** button on the Standard toolbar, or press <Ctrl>+<V>.
- **To Undo:** Click the **Undo** on the Standard toolbar, or press <Ctrl>+<Z>.
- **To Correct a Spelling Error:** Right click the error to bring up a suggestion menu.
- **To Promote a Paragraph:** Select the paragraph(s) in Outline view and press <Shift>+<Tab>.
- **To Demote a Paragraph:** Select the paragraph(s) in Outline view and press the <Tab> key.
- **To Present a Slide Show:** Click the **Slide Show** button on the Presentation toolbar, or press **F5**.

Slide Show Delivery

(These shortcut keystrokes only work in Slide Show View.)

End Slide Show	<Esc>
Display Specific Slide	<Slide #>+<Enter>
Toggle Screen Black	
Toggle Screen White	<W>

Editing

Undo	<Ctrl>+<Z>
Cut	<Ctrl>+<X>
Copy	<Ctrl>+<C>
Paste	<Ctrl>+<V>
Find and Replace	<Ctrl>+<F>
Select All	<Ctrl>+<A>

Formatting

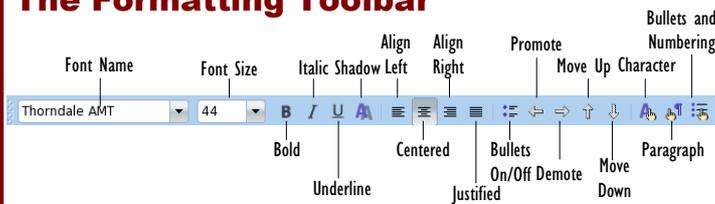
Bold	<Ctrl>+
Italics	<Ctrl>+<I>
Underline	<Ctrl>+<U>

This quick reference card is based on O'Reilly's "Impress 2003 Personal Trainer Free Quick Reference Card". By comparing this card with that one, users new to OpenOffice.org can quickly see the similarities and differences between the two programs.

You can learn more about O'Reilly's computer training materials at www.oreilly.com. O'Reilly's free quick reference cards (as well as our own) are freely available from www.tryanotherangle.org.

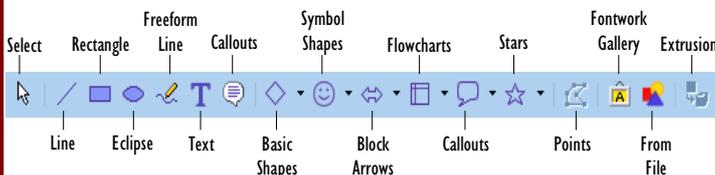
Formatting

The Formatting Toolbar



- To Format Selected Text:** Change the style by clicking the **Bold** button, **Italic** button, or **Underline** button on the Formatting toolbar. Change the font size by selecting one from the **Font Name** list on the Formatting toolbar. Change the font size by selecting a size from the **Font Size** list.
- To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter** button on the Standard toolbar and drag the Format Painter across the text where you want to apply the formatting.
- To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Centre**, **Align Right** or **Justify**) on the Formatting toolbar.
- To Apply a Layout:** Click Layouts in the Task list on the right of the screen and select the layout you want to use.
- To Edit the Slide Master (All Formatting Elements in a Presentation at Once):** Select **View** → **Master** → **Slide Master** from the menu.
- To Change the Slide Background:** Select **Format** → **Page** from the menu, click on the **Background** tab, select a color, gradient, hatching or bitmap from the drop-down list, and click OK.

Drawing and Graphics

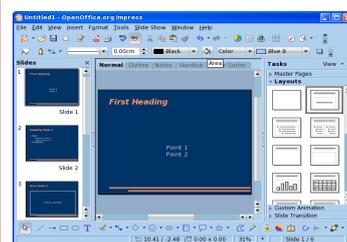


- To Insert a Clip Art Graphic:** Click the **Gallery** button on the Standard toolbar, or select **Tools** → **Gallery** from the menu. Additional clip art can be downloaded from www.openclipart.org, and added with the **New Theme** button.
- To Insert a Picture:** Click the **From File** button, or select **Insert** → **Picture** → **From File** from the menu.
- To Draw an Object:** Click the type of object you want to draw on the **Drawing toolbar**. Draw the shape by clicking on the document and dragging until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape.
- To Add a Text Box:** Click the **Text** button on the Drawing toolbar and draw the text box by clicking on the document and dragging until the box is the correct size. Once the box is drawn, start typing.
- To Move an Object:** Click and drag the object with the mouse.
- To Resize an Object:** Click the object to select it and drag the object's sizing handles until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to resize the object proportionally.
- Give your presentations a more modern look by downloading the Modern Impress Templates extension from <http://extensions.services.openoffice.org/project/modern-impress-templates>

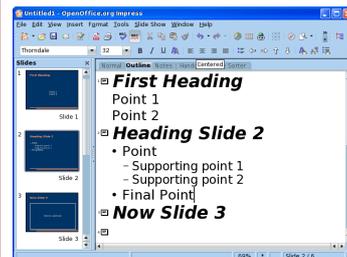
Delivery, Transitions & Animation

- To Use the Mouse Pointer as a Pen During the Presentation:** Click **Slide Show** → **Slide Show Settings** on the menu, tick **Mouse Pointer as Pen** and click OK.
- To Add Slide Transitions:** Switch to **Slide Sorter** view and select the slide(s) where you want to add a transition. To select multiple slides, hold down the **<Ctrl>** key as you click each slide. Click Slide Transition on the Task list at the right of the screen and select the transition effect and settings you want to use.
- To Add/Rehearse Slide Timings (Create a Self-Running Presentation):** Select **Slide Show** → **Rehearse Timings** from the menu. Display each slide for whatever duration you want, then advance to the next slide. Impress will record how long each slide is presented.

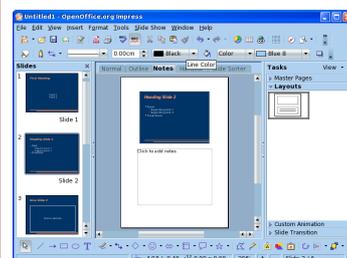
Views



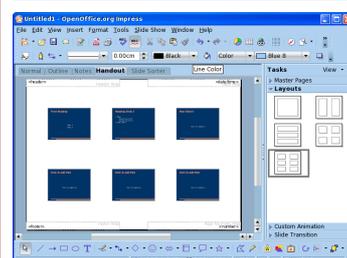
Normal View includes an overview of your slides, the current slide, and a Tasks pane containing your master pages, layouts, custom animations and slide transitions. You will spend most of your time here.



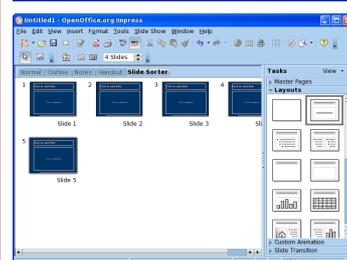
Outline View includes an overview and outline view of your slides. It focuses on the content of your presentation rather than its appearance. Use it when you want to develop your presentation and add large amounts of text.



Notes View includes an overview and notes view of your slides, as well as the Tasks pane. Use this view when you want to write a script to accompany each slide. This script can be printed as speakers' notes.



Handout View includes a view of a single page of your handout, and the Tasks pane so you can choose the number of slides to print per page. Use this view to create notes to hand out to your audience.



Slide Sorter View displays all the slides in your presentation as *thumbnails* (itty-bitty pictures). Use Slide Sorter View when you want to rearrange the slides in your presentation and add transition effects between them.

Slide Show View displays your presentation as an electronic slide show. Use Slide Show View when you want to deliver your presentation.