How to Insert Notes In an Impress Presentation
Overview

This document will describe how to insert notes into an Impress presentation.

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Feedback

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Acknowledgments

Modifications and updates

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<tr>
<td>0.1</td>
<td>[061405]</td>
<td>First release version.</td>
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Inserting notes in an Impress presentation

1. If you have not already done so, start OpenOffice and load your Impress presentation.

2. From the View menu select Notes Page.

You now have a screen that looks similar to the one above. Selecting a slide from the Slides sidebar will show that slide and its note page.

3. To add a note, left click on the text “Click to add notes”. This will clear the previous text and provide you with a cursor indicating that you may now add your note. Once a note has been added you may click anywhere within the note area to modify the text. To add notes to an additional slide, select the slide from the Slides sidebar and follow the same steps.

If you are planning on printing the presentation then don't forget to select Notes in the print options window!
How to Insert Notes in an Impress Presentation

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