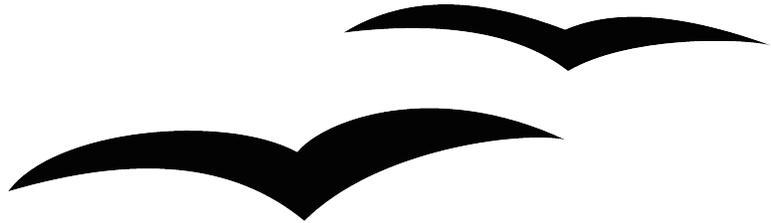


# *How To Create a New Impress Document Using a Template*



[How To Create a New Impress Document Using a Template]

[0.3]

First edition: [2005-06-07]

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## Overview

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Creating a sharp looking Impress Presentation isn't as hard as it looks. Whether you do it from scratch or use an existing template, OpenOffice does a lot of the layout work for you so you can focus on the content.

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### Feedback

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### Acknowledgments

The open source community for its contributions to everything.

### Modifications and updates

<i>Version</i>	<i>Date</i>	<i>Description of Change</i>
[0.1]	[06-07-2005]	Initial edition issued for comment
[0.2]	[06-08-2005]	Format revision, removed conventions subsection as it didn't fit the style guide. Added title footers.
[0.3]	[06-08-2005]	Fixed typos and clarity issues.

## Creating a New Impress Document Using a Template

A template is easily the simplest way of creating a new presentation. All of your slide formatting is completed using a template customized for that presentation type.

1. If you have not already started OpenOffice then do so now.

Now select New from the File menu. A sub menu will display showing the different types of OpenOffice documents. Select Presentation from the sub menu.

You will now have the Presentation Wizard dialog. This wizard will guide you through the process of creating a new Impress presentation.



To create an Impress document using a template, click on the radio button next to From template.

You are now provided with a drop down list / box list combination. The drop down list contains categories of templates. Selecting a category from this list will display that categories available templates in the list box immediately below it.



Select the template you wish to use from the bottom list.

Other options on this window are the Preview and Do not show this wizard again check boxes. Having Preview selected will show you a running preview of your presentation as you progress through the wizard. Do not show this wizard again will disable the wizard from running for future presentations. If you select this option and later wish to use the wizard you can easily launch the wizard through

**File-> Wizards->Presentation.**

Once you have chosen your template then click on the Next >> button at the bottom of the window.

If at any time you decide that you want to change a setting on a previous window you can click on the << Back button to the left of the Next >> button. If you no longer wish to create this presentation or wish to start over then click the Cancel button. To skip the rest of the wizard and just accept the program defaults click on the Create button.

2. The next window that is displayed is step two in the wizard. It will allow you to customize your presentation's appearance and output format. Selecting an output medium will adjust the documents display effects and size to suit the type of format you wish to eventually release your presentation in.



If you intend on displaying the slides in a slide show select Slide. For overhead projector sheets select Overhead sheet. To optimize for paper handouts select Paper. Original will keep the template's display properties at default. Screen will optimize the slides for design view of the presentation.

Once you have selected your slide design and output medium click on the Next >> button.

3. The next window presents you with the slide transition effects, slide transition speed, and slide show settings. These settings change the behavior of your presentation when viewed as a slide show.

The first drop down list will allow you to select the slide transition effects. Selecting one will display the effect in the preview window on the right (assuming the Preview option is selected). Selecting No Effect will transition the slides without a transition effect. Speed will allow you to change how long it takes the effect to complete the

transition.

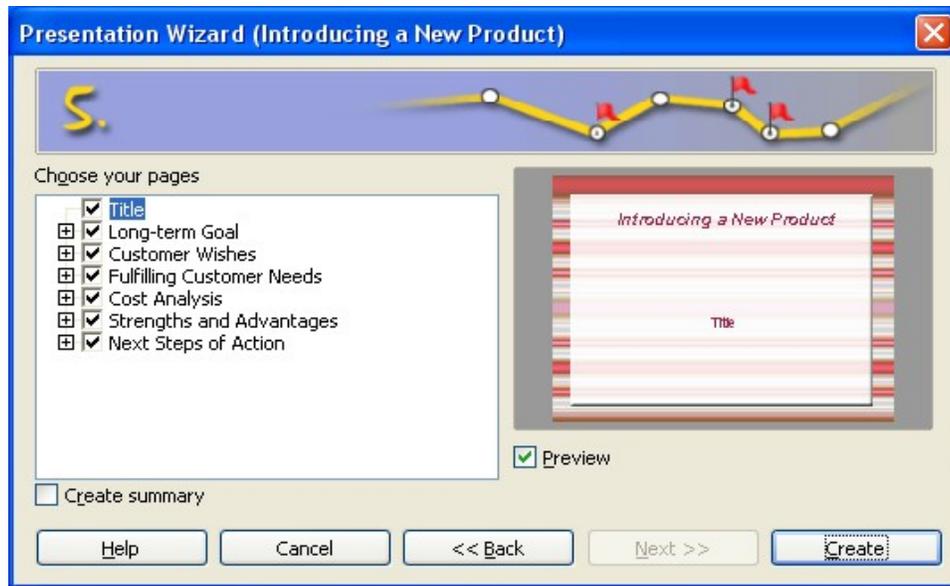


Underneath the slide transition effects and speed options we have the transition and slide persistency options. These options effect the duration that any slide is displayed on the screen during a slide show, and how long of a pause is permitted once the slide show has completed.

Once you have selected the transition options you prefer click on the Next >> button.

4. Step 4 will generally require you to describe your project in further detail so OpenOffice.org can format your slides for you. Depending on the template used the information you are required to enter may be different. Fill out the applicable fields and click Next >> to continue.
5. The next and last step of the wizard is the page selection window. Simply review and check the check box for each slide you would like OpenOffice to include in your new presentation. Clicking on the plus sign next to each check box will show you the fields that will be created for you.

The Create summary check box at the bottom is an option to create a summary slide. If you do not wish to have a summary slide created then leave the box unchecked.



Once you have reviewed the pages and removed any pages you do not want, click Create to complete the wizard.

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