How to Insert a New Slide in Impress

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Overview

This document will discuss how to add a new slide to an Impress presentation.

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Thanks to the open source community for its many contributions.

Modifications and updates

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Inserting a new slide in Impress

There are several methods for inserting a new slide in an Impress presentation.

1. Select the slide you wish your new slide to come after by left clicking on it from the Slide sidebar.

   **Note:** The Slide sidebar is located on the left hand side of the window by default.

2. Select the layout you desire from the layout sidebar.

   **Note:** The Layout sidebar is located on the right side of the window by default.

3. Use one of the following methods to insert your slide.
   1. Use the Insert menu: **Insert->Slide**
   2. **Right click** on the slide in the Slide sidebar and select New Slide from the pop up menu.
   3. **Right click** on the document and select **Slide->New Slide**

A new slide with the selected layout will be inserted into your presentation.
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