

Bonus Chapter 3

Setting Up Impress

In This Chapter

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You can set several options that affect how Impress works. Setting these options to suit your needs makes your life easier. In fact, you may need to change these settings from time to time or for a specific presentation.

Setting Impress Options

To start setting options for Impress, choose Tools⇨Options and double-click Presentations. You can set General, View, Grid, and Print options. (We explain the Print options in Chapter 17.)

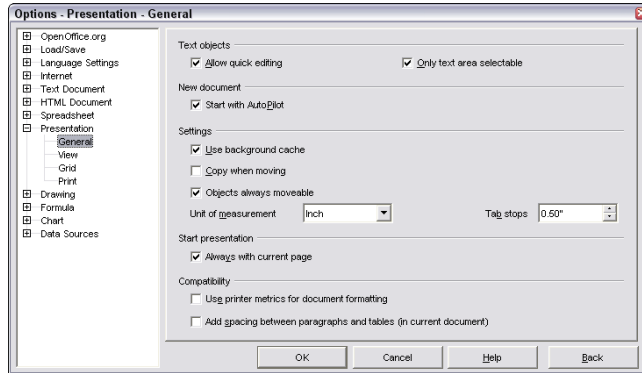
General options

To set general options for Impress, click the General subitem of the Presentation item to display the screen that is shown in Figure 1.

You can set the following options:

- ✓ **Allow quick editing:** When you click a text placeholder, Impress immediately goes into text edit mode. If you deselect this check box, you must double-click to select text or place the text cursor. For example, a single click selects only the placeholder so that you can move or resize it.
- ✓ **Start with AutoPilot:** Automatically opens AutoPilot when you choose File⇨New⇨Presentation. We describe the AutoPilot in Chapter 13. If you deselect this check box, OpenOffice.org simply starts a new blank presentation using the default template.

Figure 1:
The General
options for
presentations.



- ✔ **Use background cache:** Speeds the display of objects.
- ✔ **Copy when moving:** Creates a copy of an object if you press Ctrl as you drag, rotate or resize. This is not selected by default.
- ✔ **Object always moveable**
- ✔ **Unit of measurement:** Sets the unit of measurement. Affects the rulers and dimension lines.
- ✔ **Tab stops:** Sets the spacing between tab stops on the ruler.
- ✔ **Always with current page:** Starts a slide show in Slide Show view from the currently displayed slide. If you deselect this check box, Impress goes to the first slide when you switch to Slide Show view.
- ✔ **Use printer metrics for document formatting:** Prints and displays your presentation according to the settings (metrics) for your specific printer. This setting is off by default, so Impress displays and prints using a layout that is independent of your printer. This setting only applies to the current document.
- ✔ **Add spacing between paragraphs and tables:** Adds the bottom spacing on one paragraph to the top spacing of the next paragraph to calculate the total spacing. This setting, which is off by default, matches how Microsoft PowerPoint calculates spacing between paragraphs. Applies only to the current document.

View options

View options determine how your presentations look while you are working on them. These options don't affect the results in Slide Show view.

The alternative display section enables you to display a placeholder for images, contours for closed shapes (no fill), placeholders for text (not showing the text), and thin lines for all lines and curves (regardless of thickness). The alternative display uses fewer of your computer's resources when you have a complex presentation and slides display slowly.

You can also set the following:

- ✔ **Rulers visible:** Turns the display of the rulers on and off. You can also choose **View⇨Rulers**.
- ✔ **Guides when moving:** Displays guide lines when you move objects so that you can align objects. This feature is off by default.
- ✔ **All control points in Bezier editor:** Displays control points in all Bezier curves when you edit one curve. This feature is off by default so that you only see control points in the selected curve.
- ✔ **Contour of each individual object:** Displays each selected object when you select more than one object and drag these objects to move them. If this check box is deselected, OpenOffice.org displays just a bounding area as you drag, so it's hard to see where the individual objects that you selected will end up.

Grid and snap settings

You can turn on a grid and snap objects to the grid to help arrange your objects on the slide. Use these settings to gain precision in your slide layout. You can also set the grid and snap by using the following commands:

- ✔ **View⇨Grid⇨Visible Grid:** Displays the grid — a faint, rectangular pattern of dots.
- ✔ **View⇨Grid⇨Snap to Grid:** Snaps objects to the grid when you draw or move them.
- ✔ **View⇨Snap Lines⇨Snap Lines Visible:** Enables *snap lines* (guides that you can use to lay out a slide). Snap lines don't show in Slide Show view, and they don't print. To place a snap line, drag from the horizontal or vertical ruler onto a slide. You can create several lines to create a framework for placing objects. To remove a snap line, drag back to the ruler.
- ✔ **View⇨Snap Lines⇨Snap to Snap Lines:** Snaps objects to snap lines when you draw or move them.



If the Snap to Grid feature is active but you want to deactivate it temporarily, press **Ctrl** as you draw or drag an object.

However, the Grid subitem of the Presentation item, shown in Figure 2, offers more control over your grid and snap settings, as follows:

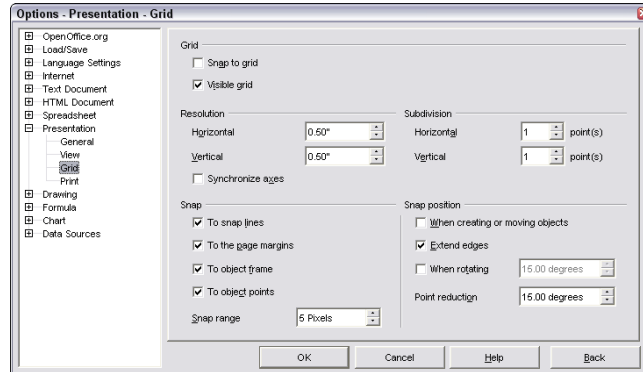


Figure 2:
The Grid
features in
the Options
dialog box.

- ✔ **Snap to grid:** Snaps objects to the grid when you draw or drag them.
- ✔ **Visible grid:** Makes the grid visible (barely).
- ✔ **Resolution:** Sets the horizontal and vertical spacing of the grid.
- ✔ **Subdivision:** Sets the number of points within the grid spacing. These points create a subresolution to the grid.
- ✔ The Snap panel offers the following options:
 - **To snap lines:** Snaps objects to snap lines that you add.
 - **To the page margins:** Snaps objects to the edge of the slide.
 - **To object frame:** Snaps objects to the border of other objects. The border is the rectangular area that bounds the object. You can see the border when you select it, because the handles are on the border.
 - **To object points:** Snaps objects to points on other objects.
- ✔ The Snap position panel offers the following options:
 - **When creating or moving objects:** Restricts objects to 45-degree increments (vertical, horizontal, or diagonal) when you draw or move them.
 - **Extend edges:** When you press Shift to create a circle or square, this option sizes the circle or square according to the longer side that you drag. If this check box is not selected, OpenOffice.org sizes the circle or square according to the shorter side.

- **When rotating:** Constrains rotation to the degree increment that you enter in the text box.
- **Point reduction:** Sets the angle for the number of editing points on polygons.

Click OK when you are done.

Customizing the Interface

You can configure the menus, toolbars, and keyboard shortcuts. The procedure is the same for all OpenOffice.org applications. However, you typically use an application for a while before figuring out how you want to customize it. Therefore, you usually configure separately for each application.

As with the other applications, you can record macros in Impress. However, you cannot generally record macros that work in Slide Show view. Most macros for Slide Show view would need to be written by programming them from scratch, which is beyond the scope of this book.

