

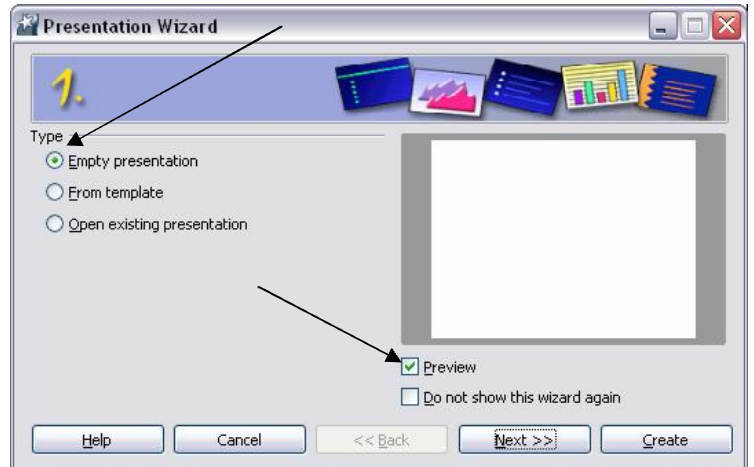
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Opening the Blank Presentation

1. Click START
2. Click PROGRAMS
3. Click STAR OFFICE 8
4. Click STAR OFFICE IMPRESS
5. Select EMPTY PRESENTATION
6. Click NEXT

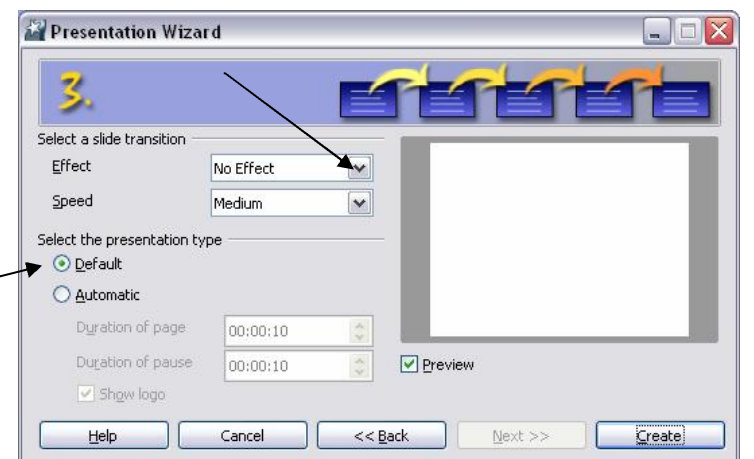
**Place checkmark in preview box*



7. Choose a slide design
8. Click NEXT



9. Choose a Slide Transition
10. Choose a Presentation Type
(default-on mouse click OR automatic)
11. Click CREATE



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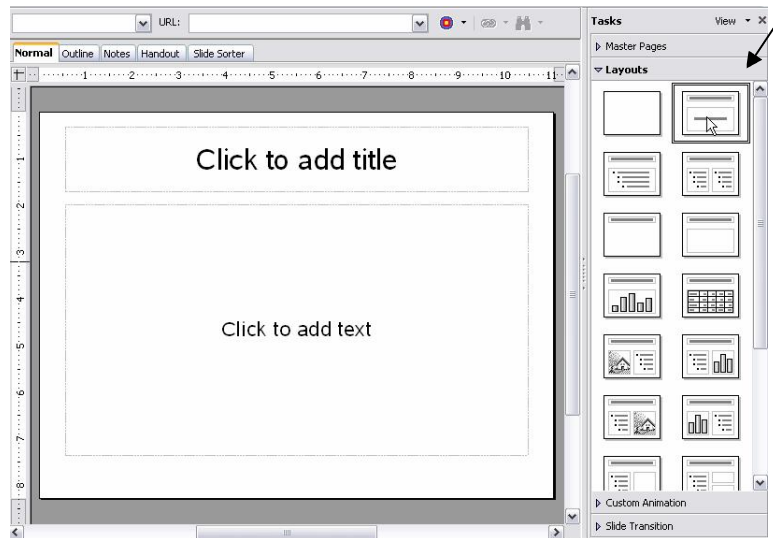
Add Text to a Slide

1. Click the T in the Draw Toolbar
**located at the bottom of the screen*
2. Click and drag to draw a text box on your slide
3. Type your text



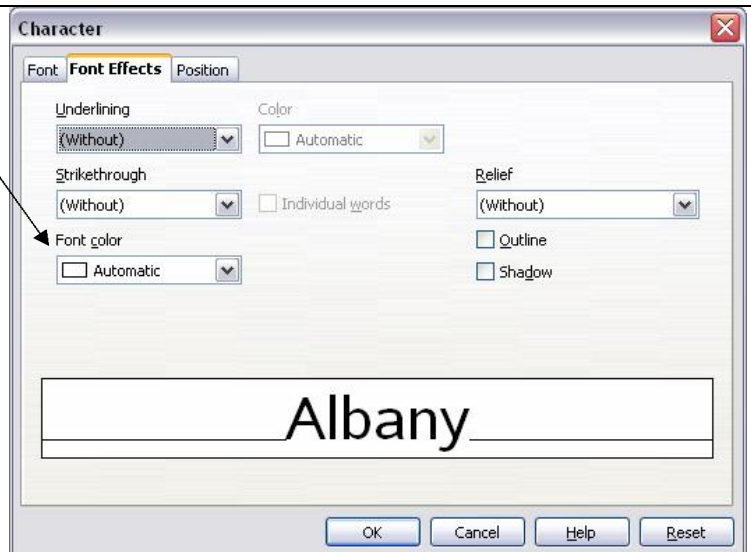
OR

1. Choose a layout from the right column
2. Click on a text box
3. Type your text



Change Color of Text

1. Highlight the text you want changed
2. Click FORMAT
3. Click CHARACTER
4. Choose the FONT EFFECTS tab
5. Choose the font color
6. Click OK

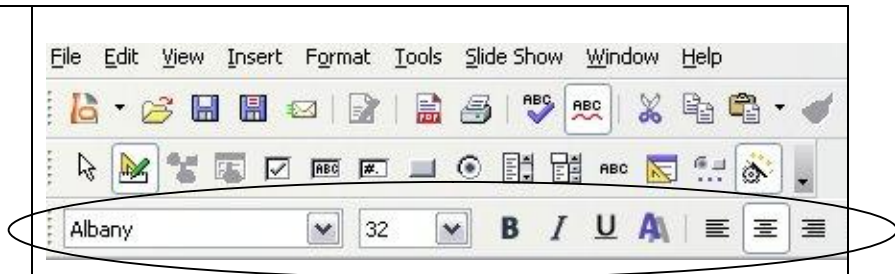


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Format Text

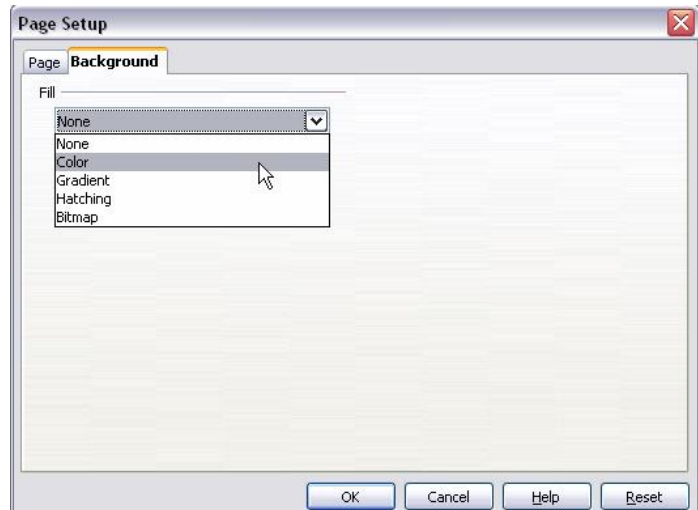
1. Highlight text you wish to change.
**Your format toolbar will now appear*
2. Choose your font
3. Choose your size
4. Choose to Bold, Italicize, Underline, or Shadow text



Change the Background

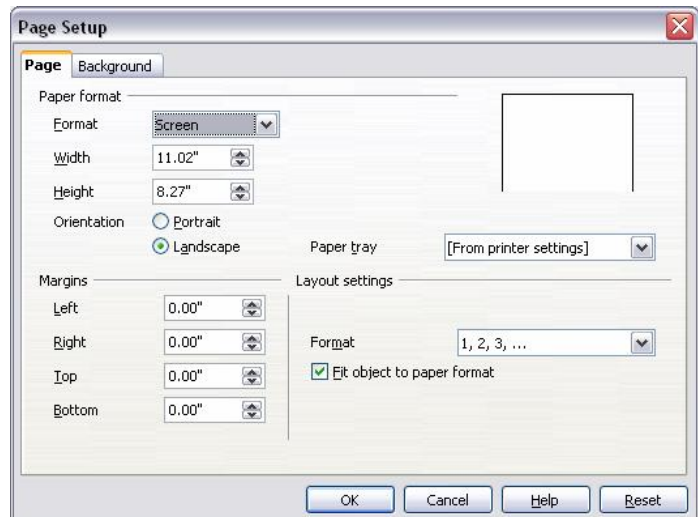
1. Click FORMAT in top toolbar
2. Click PAGE
3. Choose BACKGROUND tab
4. Choose COLOR
5. Click on color of choice
6. Click OK
7. Choose whether to apply to all slides or not

**You can also choose Gradient, Hatching, or Bitmap (an image) for a background*



Change the Size and Orientation of Slides

1. Click FORMAT in top toolbar
2. Click PAGE
3. Choose the PAGE tab
4. Change the Width and Height
5. Change the orientation from Portrait to Landscape

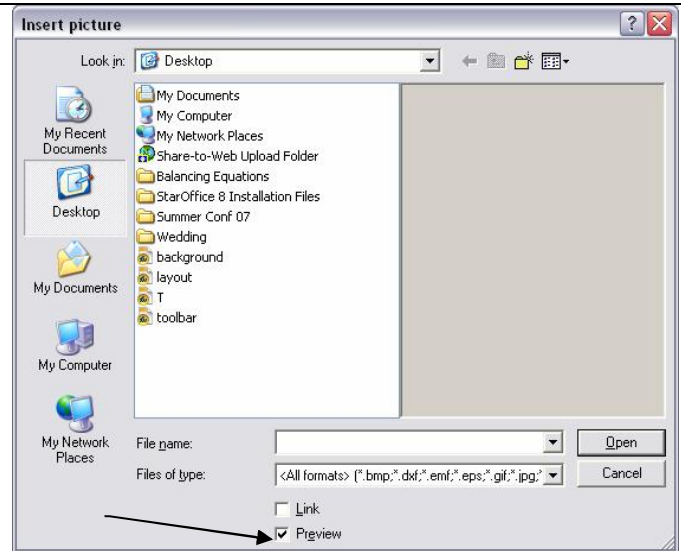


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Insert Graphics From File

1. Click INSERT
 2. Click PICTURE
 3. Click FROM FILE
 4. Choose where to look for the file.
 5. Click OPEN
- *Click the Preview box to see images.*

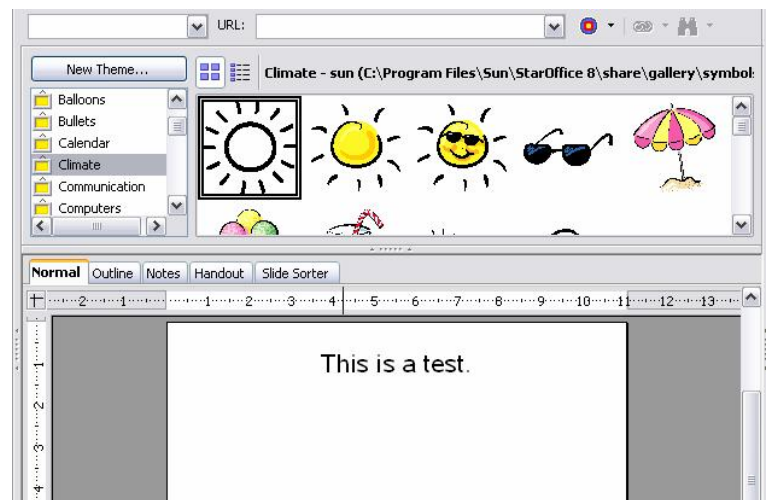


Insert Graphics from Gallery

1. Choose to view Drawing Toolbar
- *View > Toolbars > Drawing*
**This opens at the bottom of the window.*
2. Click the Gallery icon
- *Looks like a picture frame*



3. Choose from a list of themes
 4. Right click on the graphic of choice
 5. Click INSERT
 6. Choose COPY
- OR**
7. Click and drag the graphic onto the slide



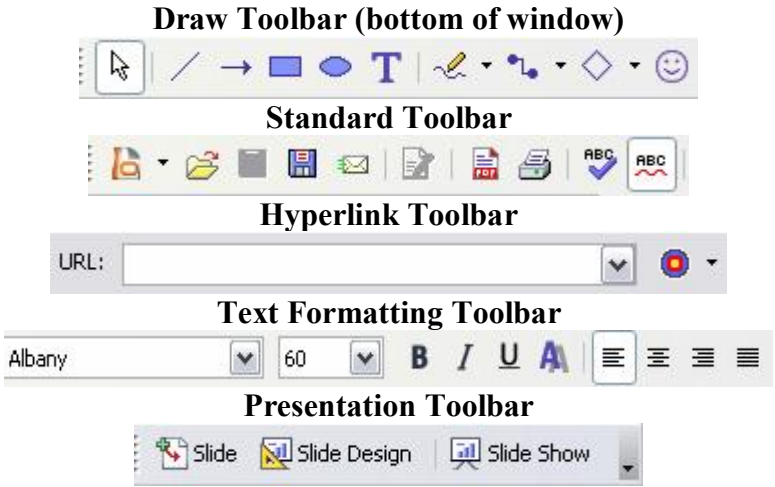
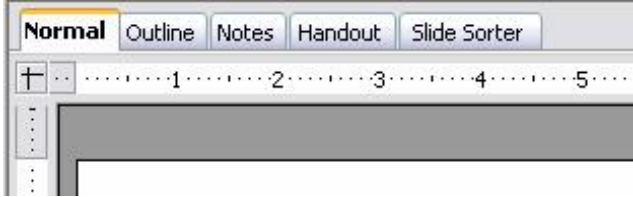

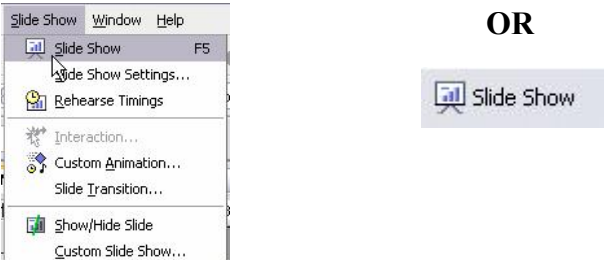
To Turn Gallery Off

1. Click the Gallery icon in the Drawing Toolbar again.



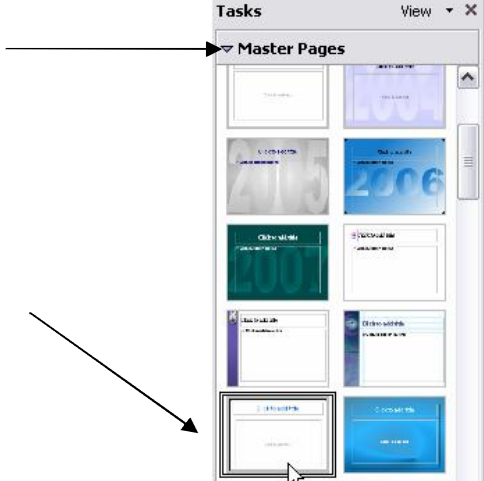
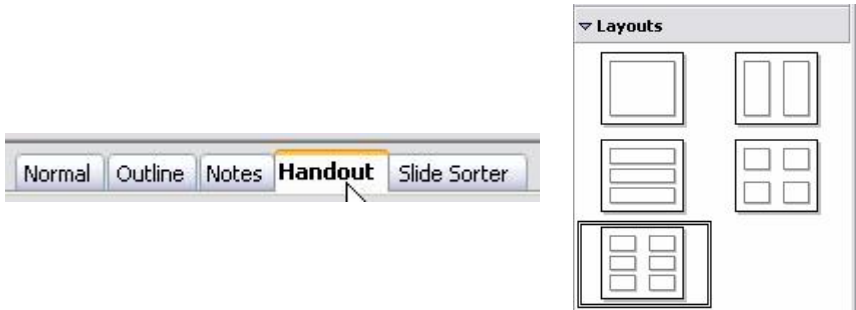
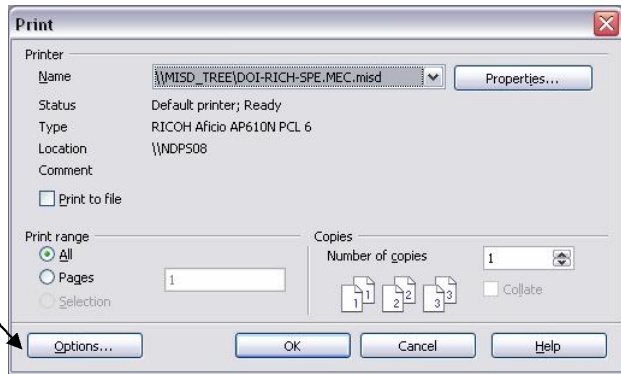

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<p><u>View Different Toolbars</u></p> <ol style="list-style-type: none">1. Click VIEW2. Click TOOLBARS <p><i>*There are many toolbars to choose from. These are some of the most commonly used.</i></p> <p><i>*To activate the Text Formatting Toolbar, first click on the text.</i></p>	 <p>Draw Toolbar (bottom of window)</p> <p>Standard Toolbar</p> <p>Hyperlink Toolbar</p> <p>Text Formatting Toolbar</p> <p>Presentation Toolbar</p>
<p><u>Views</u></p> <ol style="list-style-type: none">1. Tabs located at the top of the slide allow different views of a presentation. <ul style="list-style-type: none">* Normal View* Outline View* Notes View* Handout View* Slide Sorter	
<p><u>Insert a New Slide</u></p> <ol style="list-style-type: none">1. Click INSERT2. Choose SLIDE <p><i>*Move between slides using the Slides Preview bar on the left side of the screen.</i></p>	
<p><u>View Slideshow</u></p> <ol style="list-style-type: none">1. Click SLIDE SHOW2. Choose SLIDE SHOW <p><i>*Or click the Slide Show button in the Presentation toolbar.</i></p>	 <p>OR</p>

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<p><u>Printing Slide Handouts</u></p> <p><i>* To see the border of each slide you will need to either add a background color to each slide or do the following:</i></p> <ol style="list-style-type: none"> 1. Create a slideshow 2. Click MASTER PAGES 3. Choose the slide with the black border 	
<ol style="list-style-type: none"> 4. Click the Handout tab 5. Choose the Layout in the right column 	
<ol style="list-style-type: none"> 6. Click FILE 7. Click PRINT 8. Click OPTIONS button 	
<ol style="list-style-type: none"> 4. Check HANDOUTS 5. Check DEFAULT <p><i>*This will print multiple slides on one page.</i></p>	

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Choose where to save the file here.

Saving A Document

1. Click FILE
2. Click SAVE AS
3. Choose where to save your file
Example: Desktop or My Documents
4. Type the **File Name**
5. Click SAVE

Note:

- FILE>SAVE
- FILE>SAVE AS

SAVE allows you to update a file with changes.

SAVE AS allows you to keep the original file, and create a 2nd file with changes. It also allows you keep the original and save a 2nd copy in a different location.

