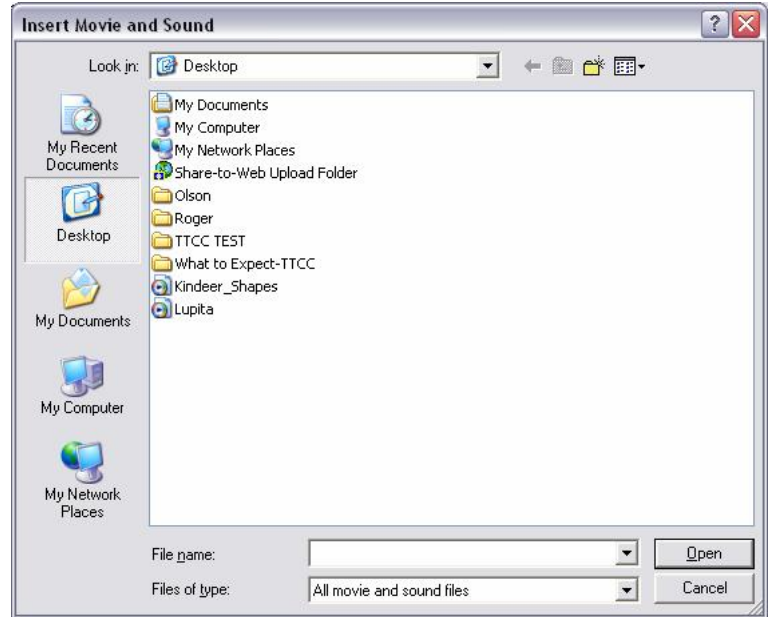


# Beyond the Basics: Multimedia

## Level 2 Star Office Impress 8.3

### Insert Audio

1. Click INSERT
2. Click MOVIE AND SOUND
3. Choose where to look for the file.
4. Click OPEN



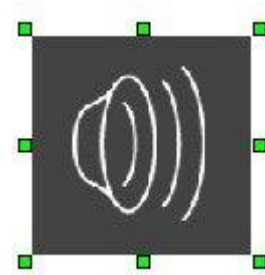
### Resize Audio Button

1. Place mouse over a green square
2. Click and drag to resize button

*\*Note: Dragging one of the corner squares in a corner will maintain dimensions of the button.*

### To Move Button To New Location

1. Place mouse in center of button until you see two intersecting arrows.
2. Click and drag to new location



# Beyond the Basics: Multimedia

## Level 2 Star Office Impress 8.3

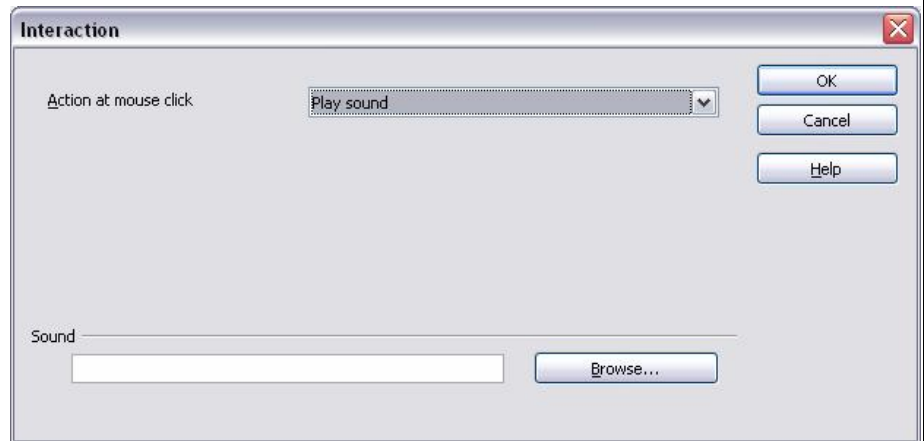
### Add Sound to Clipart

1. Click on Gallery icon in draw toolbar.
2. Drag clipart from Gallery onto slide



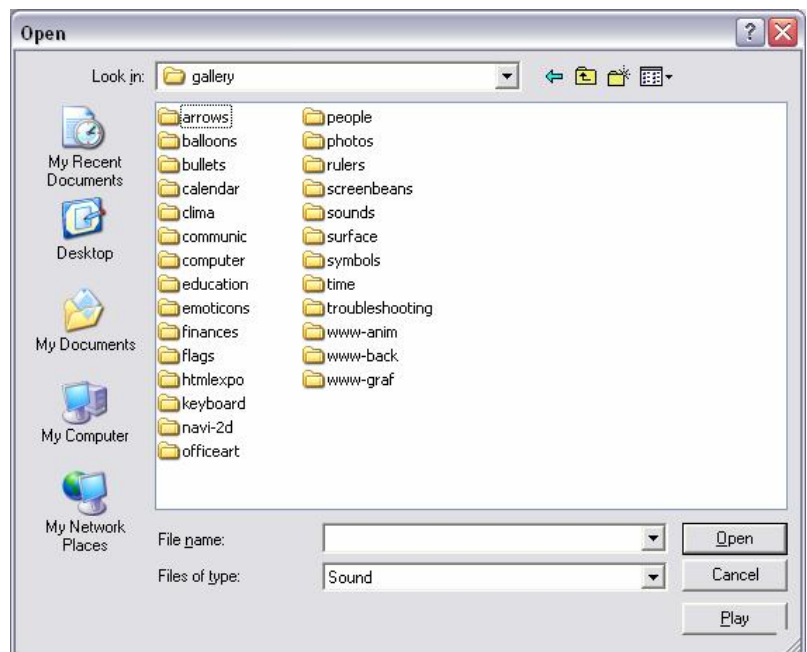
### Add Sound to Clipart

3. Right click on the image.
4. Left click on INTERACTION
5. Choose PLAY SOUND at Action at mouse click
6. Click BROWSE



7. Open the SOUNDS folder
8. Select a sound
9. Click OPEN

*Note: There is a PLAY button at the bottom to preview sounds.*



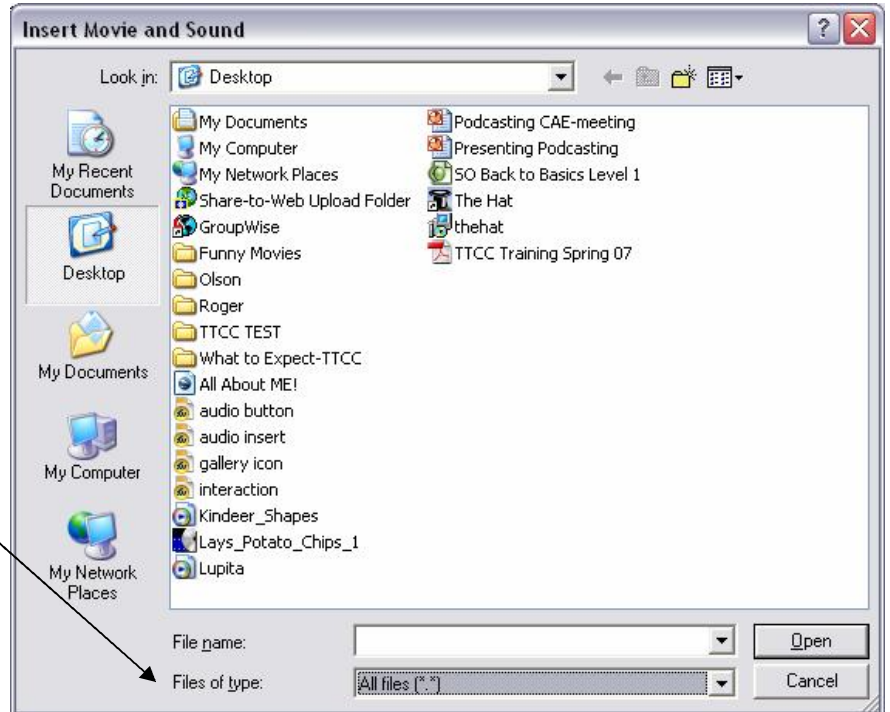
# Beyond the Basics: Multimedia

## Level 2 Star Office Impress 8.3

### Insert Video

1. Click INSERT
2. Click MOVIE AND SOUND
3. Locate your video
4. Click OPEN

*Note: You may need to change the Files of Type: to ALL FILES to locate your video.*



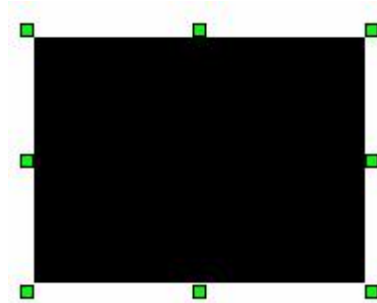
### Resize Video

1. Place mouse over a green square
2. Click and drag to resize button

*\*Note: Enlarging a video will make it pixilated. (blurry video)*

### To Move Button To New Location

1. Place mouse in center of button until you see two intersecting arrows.
2. Click and drag to new location



### To Play Video

1. Click SLIDE SHOW
2. Click SLIDE SHOW again

*Note: Video will play automatically when slide show played.*



# Beyond the Basics: Multimedia

## Level 2 Star Office Impress 8.3

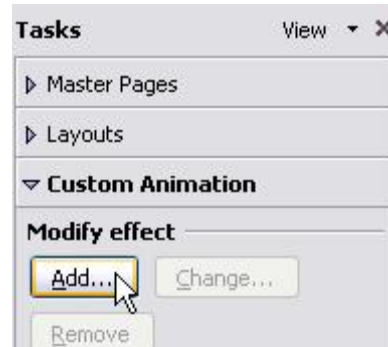
### Animate an Object

1. Click on Gallery icon in draw toolbar.
2. Drag clipart from Gallery onto slide



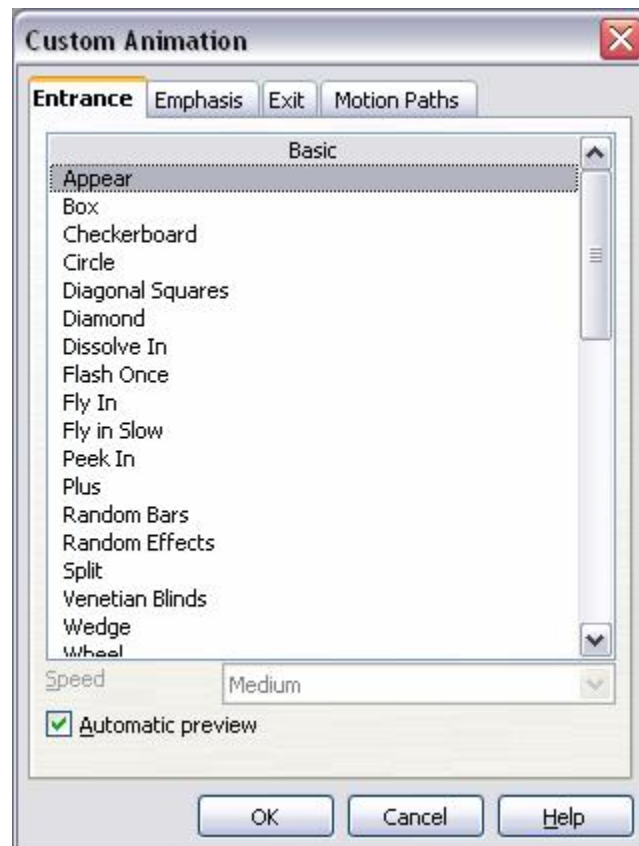
### Animate an Object

1. Choose CUSTOM ANIMATION in task window on the right side of the screen.
2. Click ADD



3. Choose an Entrance, Emphasis, Exit, and Motion Path .
4. Choose the Speed of the animation.
5. Click OK

*Note: Select the Automatic Preview box to preview the animation.*



# Beyond the Basics: Multimedia

## Level 2 Star Office Impress 8.3

### Adjust Object Animation

1. In the Task Window on the right side of the screen Click on object to select.
2. Choose how to Start the animation, Direction, and Speed

### Adjust the Order of Animations

1. Click on the animation to select
2. Click the up or down arrow beside CHANGE ORDER

### To Preview Animation

1. Click on the animation to select
2. Click PLAY in task bar on the right
3. To view slide show click SLIDE SHOW



### Slide Transitions

1. Select the slide on left side of screen
2. Click SLIDE TRANSITION on right side of screen
3. Choose a transition
4. Select the Speed and Sound
5. Choose how to Advance the Slide
  - On mouse click
  - Automatically after \_\_\_ seconds
6. Choose to Apply to All Slides

*Note: If Apply to All Slides is not selected, the transition will apply only to the slide selected on the left side of the screen.*



# Beyond the Basics: Multimedia

Level 2 Star Office Impress 8.3

## Apply a Slide Design to all Slides

1. Click on MASTER PAGES in right column
2. Select a slide design



## Non-linear Presentations

1. Click on Gallery icon in draw toolbar.
2. Drag clipart from Gallery onto slide



3. Right click on clipart on slide
4. Left click on INTERACTION
5. Choose an ACTION AT MOUSE CLICK
6. Click OK



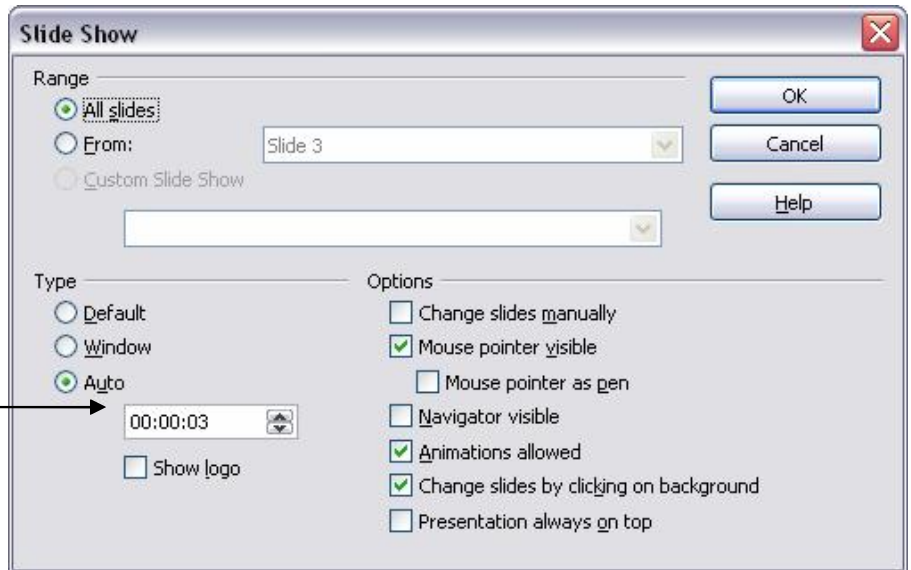
# Beyond the Basics: Multimedia

## Level 2 Star Office Impress 8.3

### To Loop A Presentation

1. Click SLIDE SHOW
2. Click SLIDE SHOW SETTINGS
3. Choose Auto
4. Set timing to 0
5. Click OK

*Note: The amount of time you set in Auto is the amount of delay before the show begins to loop.*



### Merge Multiple Presentations

1. Click INSERT
2. Click FILE
3. Locate the slideshow you wish to merge
4. Click INSERT
5. Take checkmark out of Delete unused Backgrounds to keep the backgrounds of the two separate shows.
6. Click OK

