

Multimedia

Beyond the Basics OPEN Office Impress 2.2

In this course you will learn about

- Install Open Office Impress (<http://download.openoffice.org>)
- Inserting audio and video
- Adding sound to clipart
- Animating an object
- Transitioning between slides
- Applying slide designs
- Creating a non-linear slideshow
- Looping a slideshow
- Merging multiple slideshows

Quick Tips

Edit>Undo to correct mistakes.

Hover your mouse over icons to see their function.

Hold the ctrl key to while clicking to select multiple items.

To modify a document while retaining the original document, click File>Save As. Save the modified document with a new name. To change the location of a document, you may also choose File>Save As.

As of May, 2007, videos will not run in a StarOffice slide show.

Videos will run in Open Office in the following formats:

Video *must* be saved in one of these formats:

MPEG = mpeg, mpe, mpg

QuickTime = mp4, m4v, sdv, 3g2, 3gp2, 3gp, 3gpp

If you need to reformat a file,
try www.zamzar.com

Undocking a Toolbar: To undock a toolbar, click in the top right-hand corner of the toolbar and drag it out of the docked area. You will see an outline of a square as you drag it.

Beyond the Basics: Multimedia

Level 2 OPEN Office Impress 2.2

Three things to do first...

Install OpenOffice

Go to

<http://download.openoffice.org>



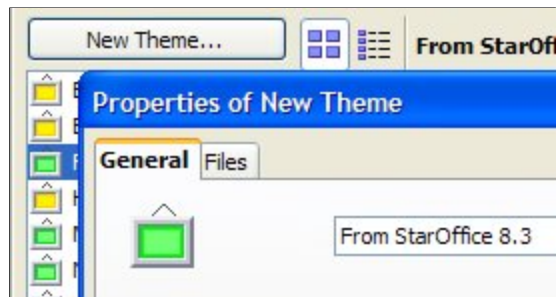
Add more clipart to the Gallery

Open the Gallery.
Click New Theme.
Select the Files tab.
Select Find Files.

Navigate to

`(C:\Program Files\Sun\StarOffice 8\share\gallery)`

Select Add All.



(For training...)

Create a slideshow

Make a 5 or more slide show with text. (Only add text. We're learning the 'fluff' in this handout.)

Ideas for a topic:

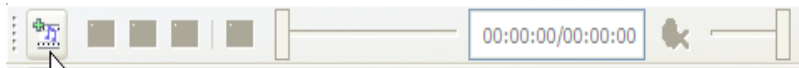
- First day activity
- What to expect this year
- School, team or class procedures

NOW LET'S PLAY!

Insert Audio

1. Go to View>Toolbars>Media Playback.
2. Click the MOVIE AND SOUND button that's on the Media Playback toolbar.
3. Navigate to your music file.
4. Click OPEN

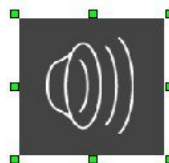
NOTE: To play an entire song over multiple slides, click the play button that's on the Media Playback toolbar then run your sildeshow.



Once you select music and you select the music icon, your MediaPlayer toolbar will look like this:



Music Icon:



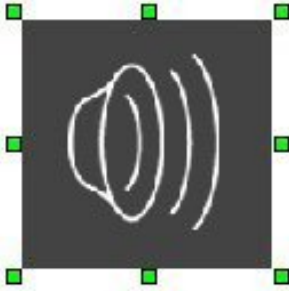
Beyond the Basics: Multimedia

Level 2 OPEN Office Impress 2.2

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.*



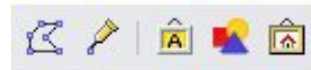
To Move Button To New Location

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

NOTE: You can move the icon off the slide's viewing area.

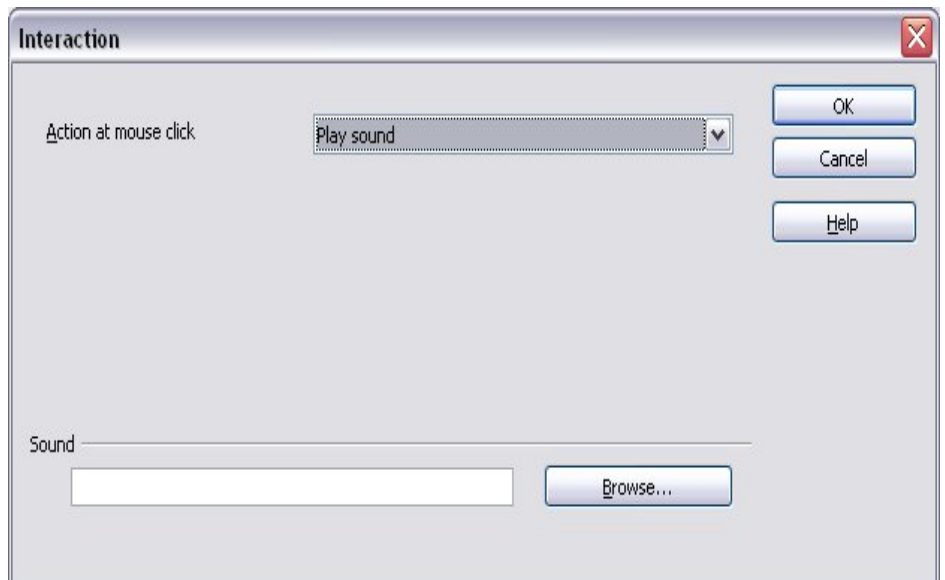
Add Sound to Clipart

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

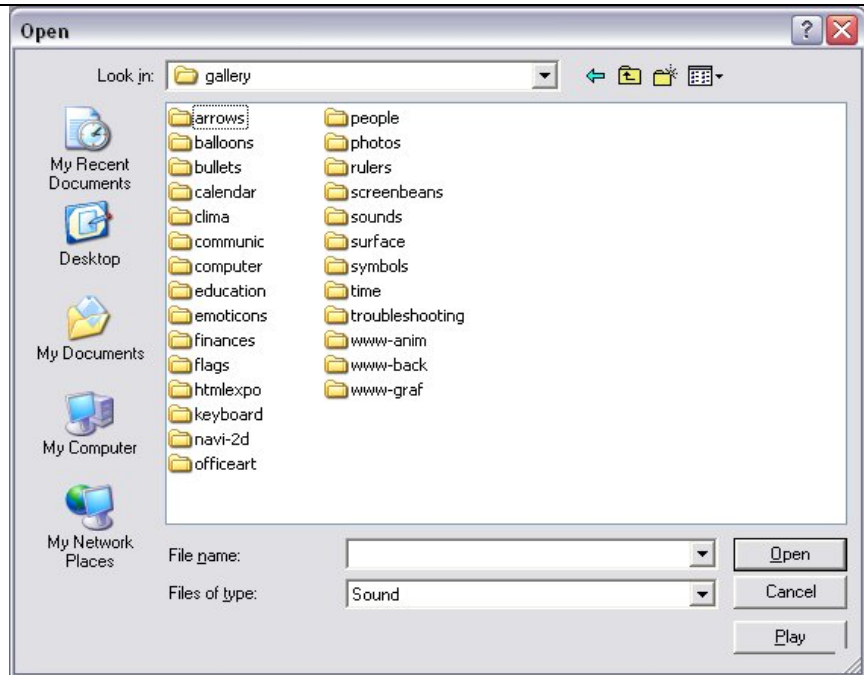


Beyond the Basics: Multimedia

Level 2 OPEN Office Impress 2.2

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

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



Insert Video

1. Click INSERT>Object>Video.
2. Locate your video
3. Click OPEN

REMINDER!!!

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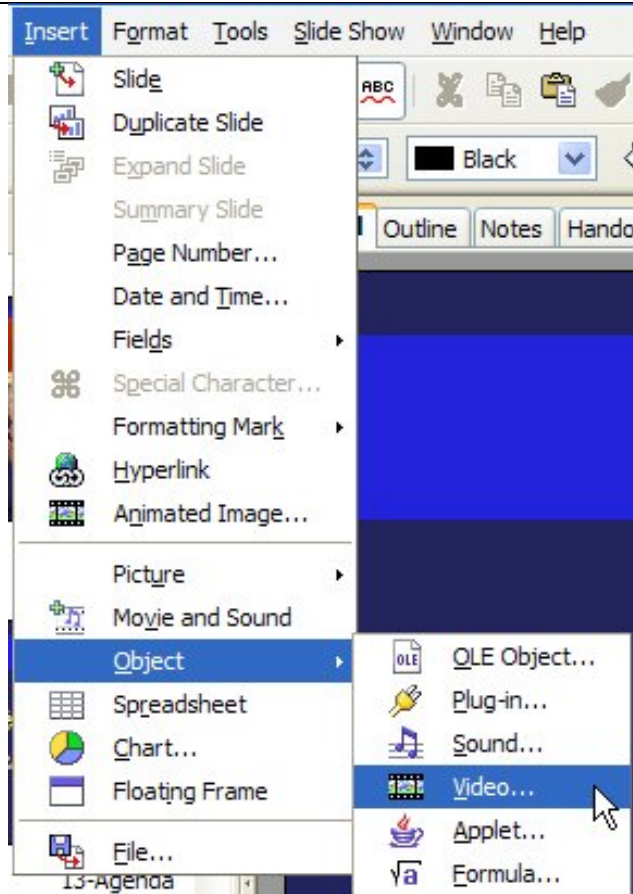
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Beyond the Basics: Multimedia

Level 2 OPEN Office Impress 2.2

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



If you don't see the handles, click on the edge of the video box. You sometimes have to try repeatedly before they appear..

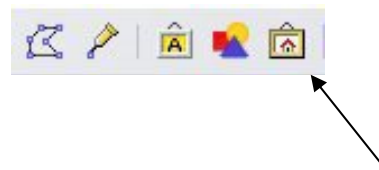
To Play Video

1. Click SLIDE SHOW
 2. Click SLIDE SHOW again
- Note: Video will play automatically when slide show played.*



Animate an Object

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



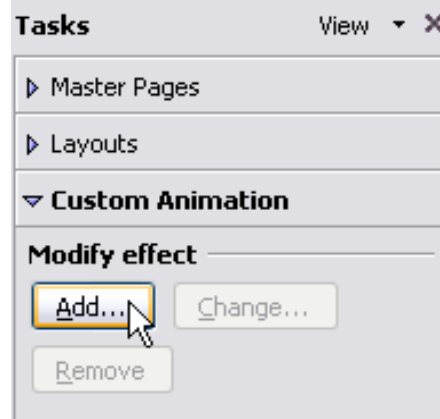
(See screen shot below.)

Animate an Object

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

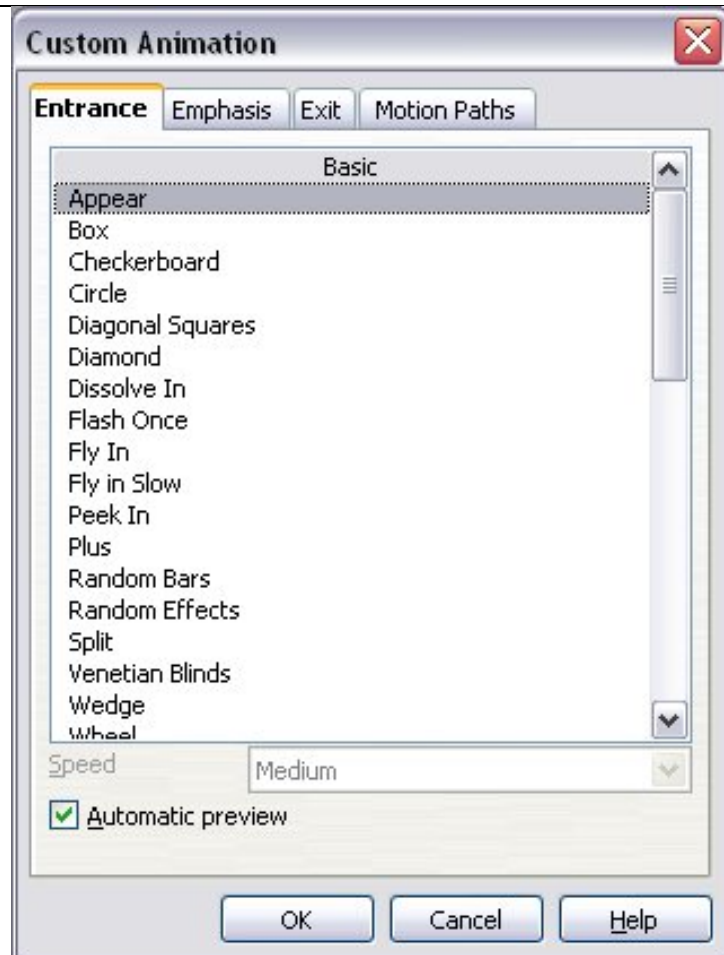
Beyond the Basics: Multimedia

Level 2 OPEN Office Impress 2.2



3. Choose an Entrance, Emphasis, Exit, and Motion Paths.
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 OPEN Office Impress 2.2

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

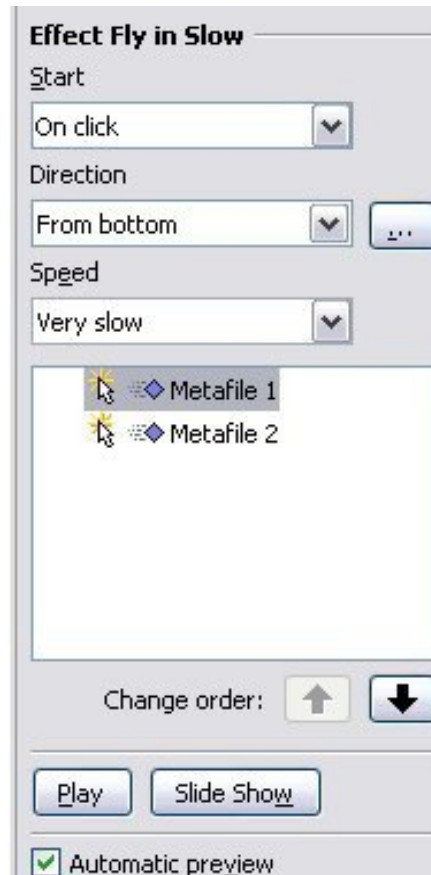
Adjust the Order of Animations

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 OPEN Office Impress 2.2

Apply a Slide Design to all Slides

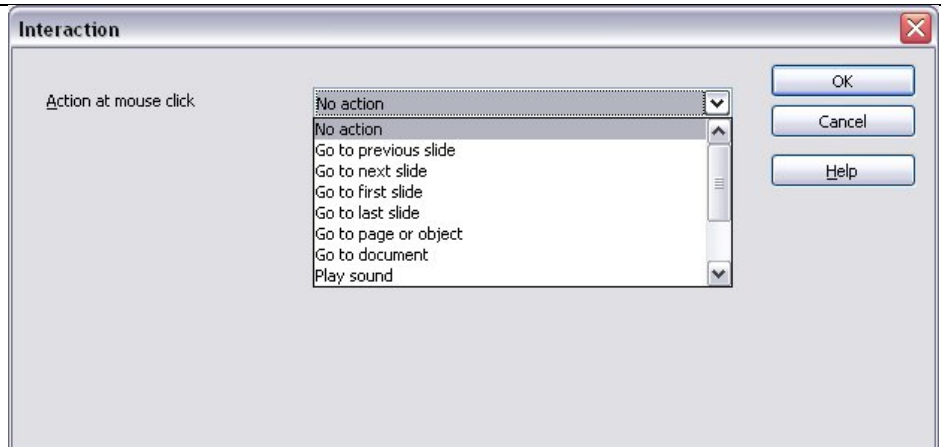
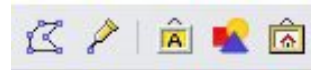
1. Click on MASTER PAGES in right column
2. Select a slide design



There are two different ways to create a non-linear presentation. See below.

Non-linear Presentations (1)

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



Non-linear Presentations (2)

Utilize the Navigator button that's on the Standard Toolbar.



To rename slides...

RIGHT click on a slide. Select Rename Slide.

Important! Keep the name short and do not use spaces.

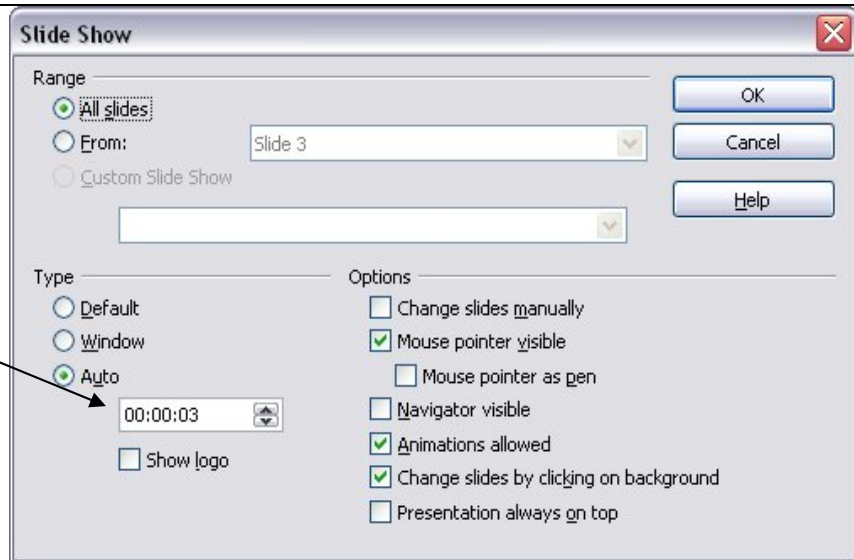
Beyond the Basics: Multimedia

Level 2 OPEN Office Impress 2.2

To Loop A Presentation

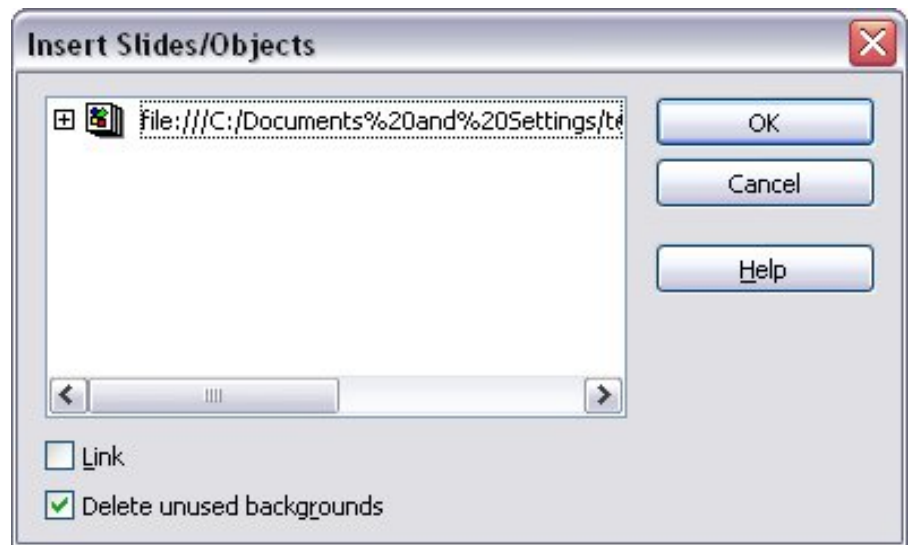
1. Click SLIDE SHOW
2. Click SLIDE SHOW SETTINGS
3. Choose Auto
4. Set timing to 0
5. Click OK

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



For more practice &/or information, log into www.learning.com (EasyTech). Use your Novell Client username with the password of 1234 (unless you've changed it.)

Go to Curriculum.

Select a grade level at the bottom of the window. (If you need easy info, select an early grade. If you want more advanced info, select an older grade level.)

Then select Presentation Software lessons.

Thank you for coming!

Please go to <http://www.surveymonkey.com/s.aspx?sm=Ga133yStS50fFGgIdS51cQ%3d%3d> to take a short survey (evaluation) of this class. *Thank you again!*