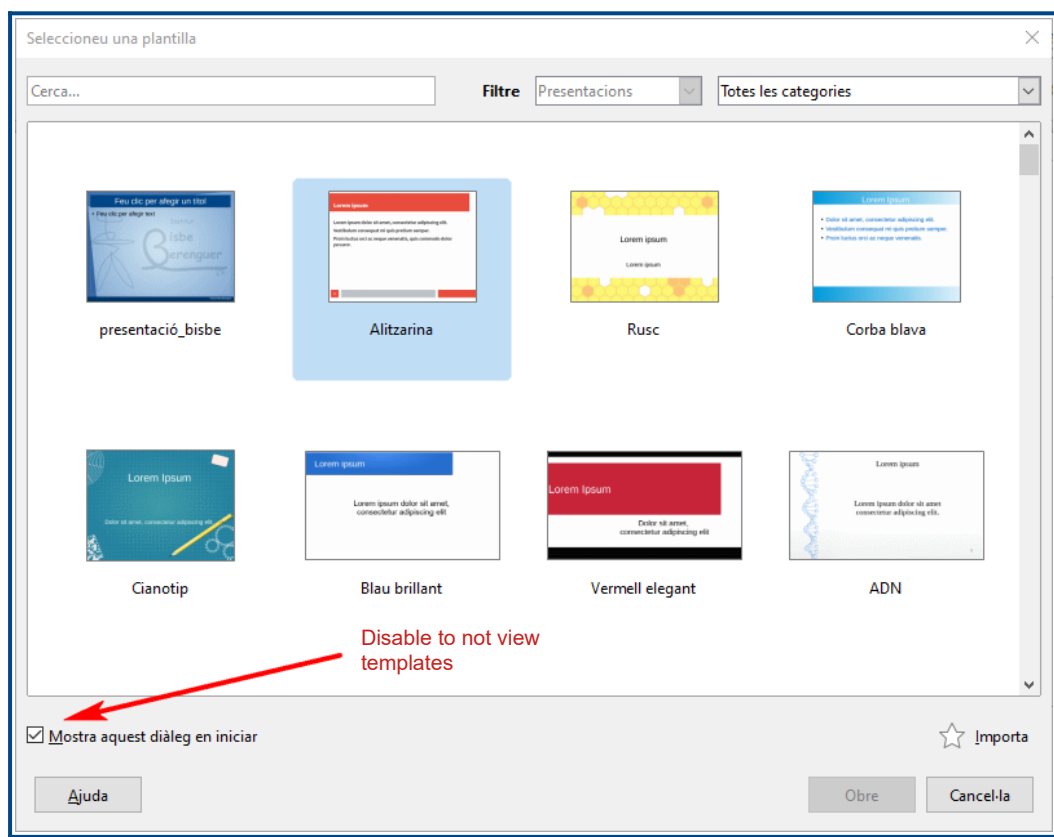# CREATE A NEW PRESENTATION

Before doing anything, first read and learn...

Impress is the program offered by the LibreOffice platform to generate presentations, it is the free version of the well-known Power Point payment program. Impress is a fast, versatile and powerful tool for creating multimedia presentations with text, images, sound... and effects like animations, transitions, etc.

Running **Impress** by default opens a window with two options:

1) «**Open**»: You may choose a default presentation template or model from the ones proposed by the program..
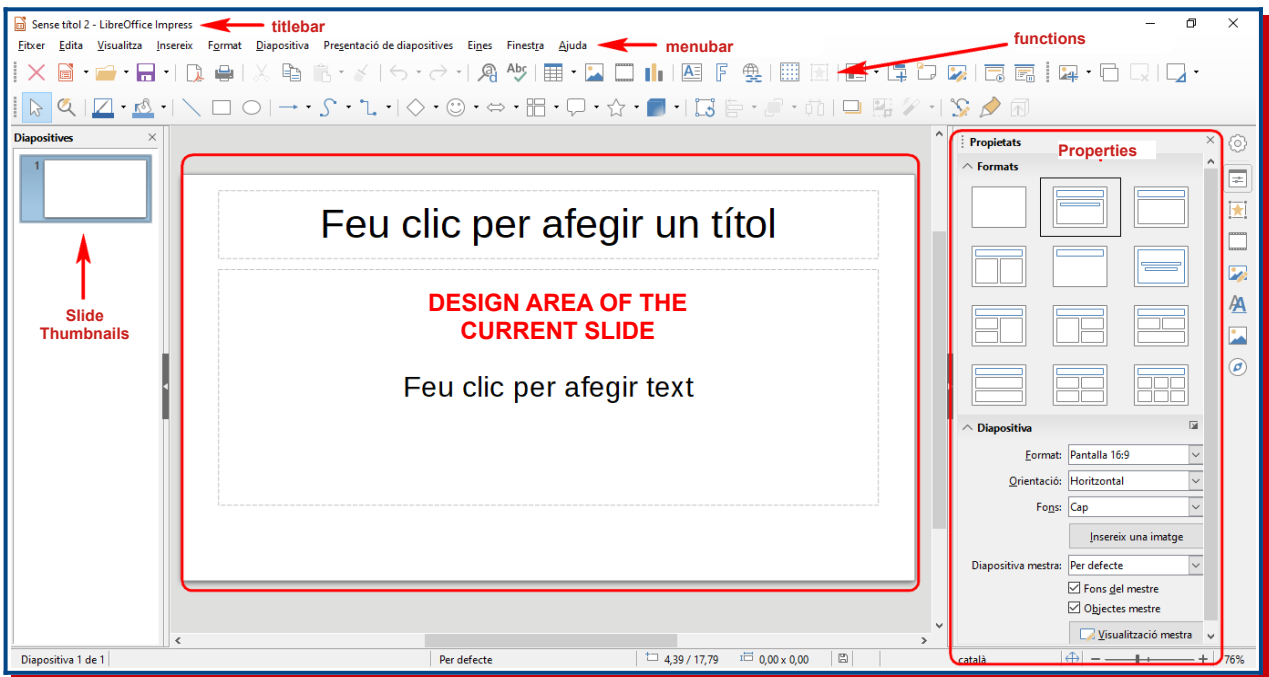
2) «**Cancel**»: Start with a blank presentation.

If the "Show this dialog at startup" box is disabled when the program is run a new blank or unformatted presentation is directly opened. If you want to see the different templates again you need to go to the **File │Planters │Page Management** menu**.**

Once we've entered to the program we'll find that the screen is composed of:
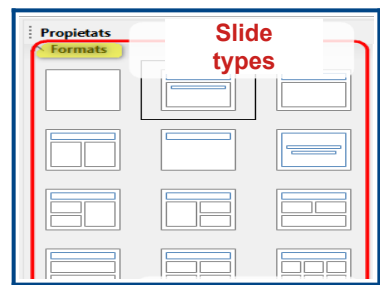
- **Titlebar:** Name of the file you are working with.

- **Menubar:** There are the options of the different drop-down menus that allow you to perform all possible actions.

- **Functions:** Icons performing a specific action. It is possible to customize the icons in this area so that each user can have the icons they use most frequently.

- **Slide thumbnails:** Allows you to scroll between the different slides containing a presentation. To see them you need to enable «**View │Slides pane**».

- **Design Area:** this is the space where to add the different elements containing each slide (text, images, objects...)..

- **Properties:** Menu with different options to format the presentation or to configure the items in it.

The space on the right allows us to choose the different properties of the presentation.
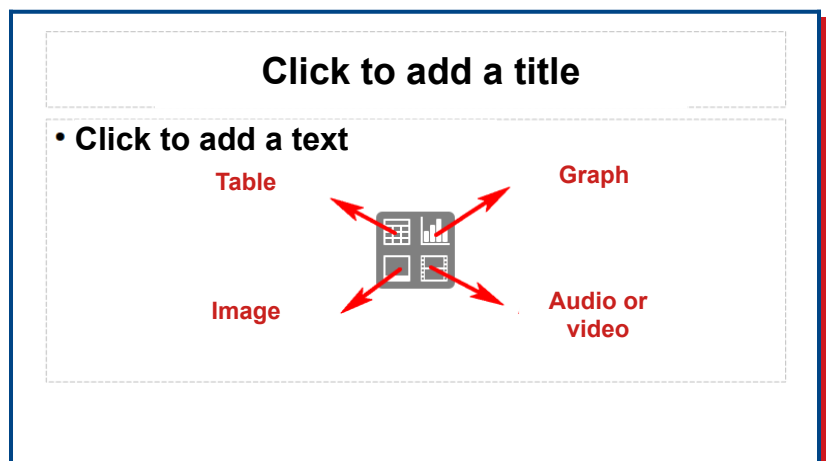
- **Formats**: Each slide must be configured depending on what it should contain. The content can be text, an image, a table, a graph, an audio or a video.

  - Blank Slide.

  - Title Slide.

  - Title and content slides.

  - Title Slide and 2 contents.

The information is perfectly aligned and distributed if it is defined the amount of content the slide has.
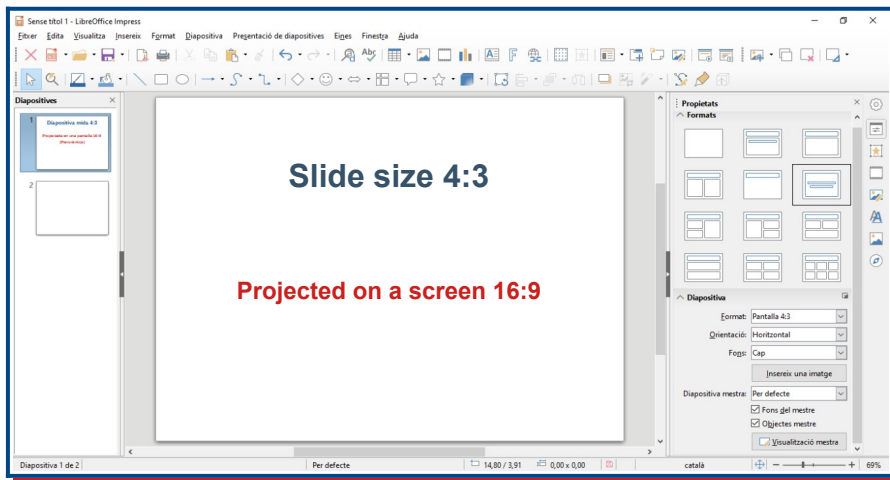
There are 5 different types of content:

1) Text.

2) Table.

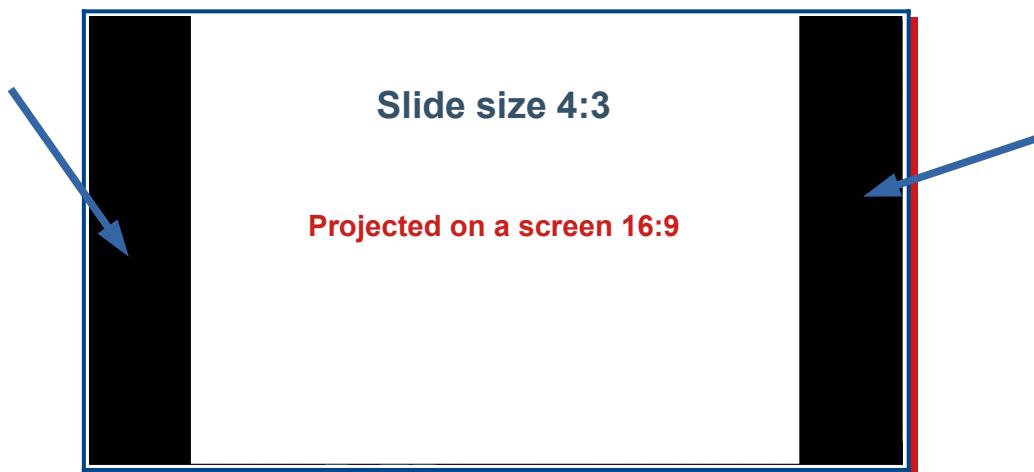3) Image.

4) Graph.

5) Audio or video

- **Slide**: The format of the slides must be chosen. The most important is the size it should have. When starting a new presentation you must bear in mind which format you want to project. For example, most television screens are 16:9 in format, whereas high school cannons project 4:3. The amount of content the slide has makes the information perfectly aligned and distributed.
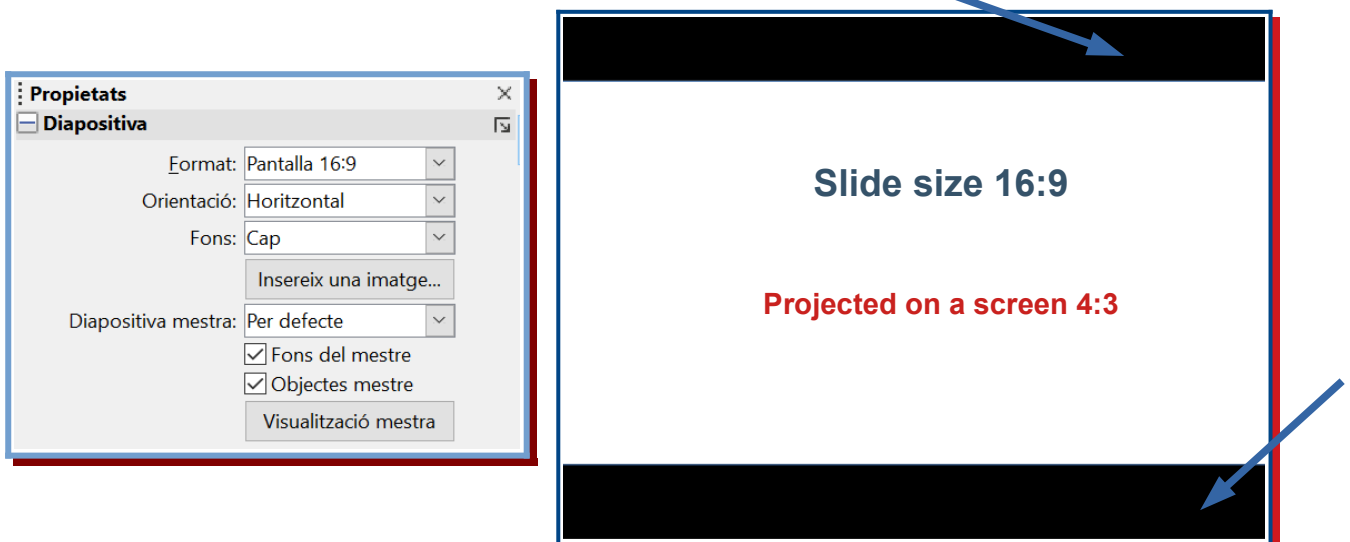
The wrong choice of the format may cause the image to be deformed or generate spaces in black.

For example, this 4:3-sized slide when projected on a 16:9-sized screen generates two black stripes on the sides.

And if we do the opposite: we create 16:9-sized slides and projected on a 4:3-sized screen, a space will be lost that will be black on top and bottom of the screen.

For the background of the slide, you can choose between:

- Colour
- Gradient
- Shading
- Bitmap
- Pattern

In the last two, you can choose a background from the available ones or upload an image from the computer to be the background of the slide.

Now is your turn...

Create a new Impress presentation with thre 16:9 size slides with the following content:
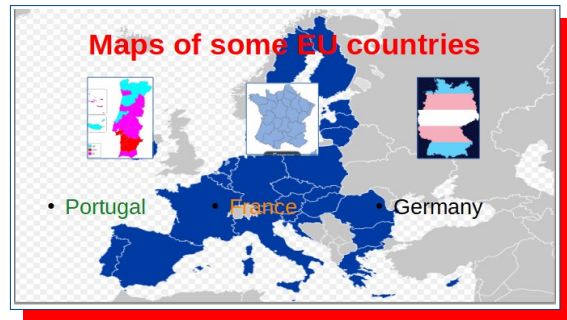

The features are:

- Slide 1:
    - Format «Title».
    - Background «Color»

- Slide 2:
    - Format «4 contents»
    - Background «Gradient»

- Slide 3:
  - Format «6 contents»
  - Background «Bitmap»
  - The images of three countries of the EU maps must be searched on the Internet.

Remember that when you finish the activity you must save the file as <mark>activity_01.odp</mark>