

LibreOffice
The Document Foundation

Impress Guide

Chapter 11

Setting Up and Customizing Impress

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Acknowledgments

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Note for Mac users

Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer setup	Open a context menu
<i>Ctrl (Control)</i>	⌘ (<i>Command</i>)	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Open the Navigator
<i>F11</i>	⌘+T	Open the Styles and Formatting window

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LibreOffice options

This section covers some of the settings that apply to all the components of LibreOffice and are of interest to users of Impress. Other general options are discussed in *Getting Started Guide Chapter 2 Setting Up LibreOffice*.

- 1) Go to **Tools > Options (LibreOffice > Preferences** on a Mac) on the menu bar to open the Options dialog. The list on the left-hand side of the Options dialog varies depending on which component of LibreOffice is open. The illustrations in this chapter show the list as it appears when Impress is open.
- 2) Click the expansion marker (+ or triangle) by **LibreOffice** on the left-hand side. A list of subsections drops down.

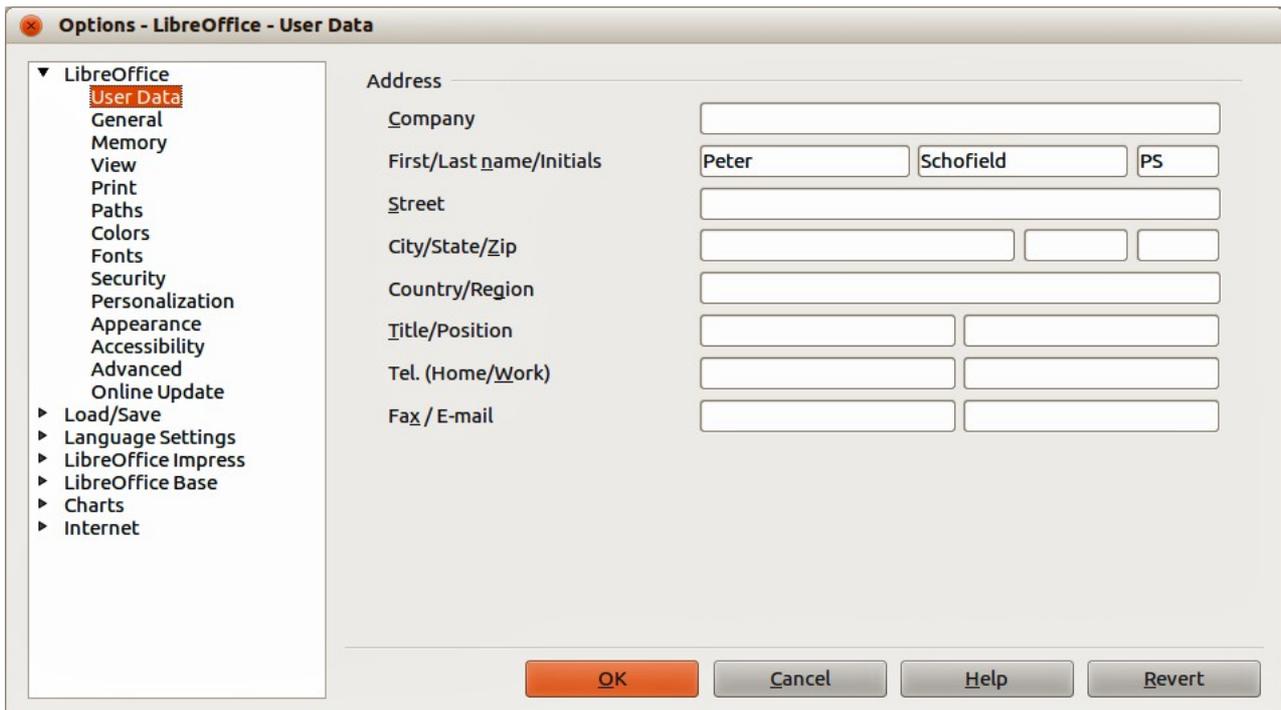


Figure 1: Options – LibreOffice – User Data dialog

Note

The **Revert** button has the same effect on all pages of the Options dialog. It resets the options to the values that were in place when you opened LibreOffice.

User Data options

Impress uses the first and last name stored in the User Data to fill in the *Created by* and *Modified by* fields in document properties, the optional *Author* field used in the footer of a presentation, and the name associated with comments. If you want your name to appear, then do the following:

- 1) In the Options dialog, click **LibreOffice > User Data** (Figure 1).
- 2) Fill in the **Address** form with your details and/or delete any existing incorrect information.

Print options

In the Options dialog, click **LibreOffice > Print** (Figure 2) to set the print options that suit your default printer and your most common printing method.

You can change these settings at any time, either through the Options dialog or during the printing process. See *Chapter 10 Printing, E-mailing, Exporting, and Saving Slide Shows* in this guide for more information about the printing options available.

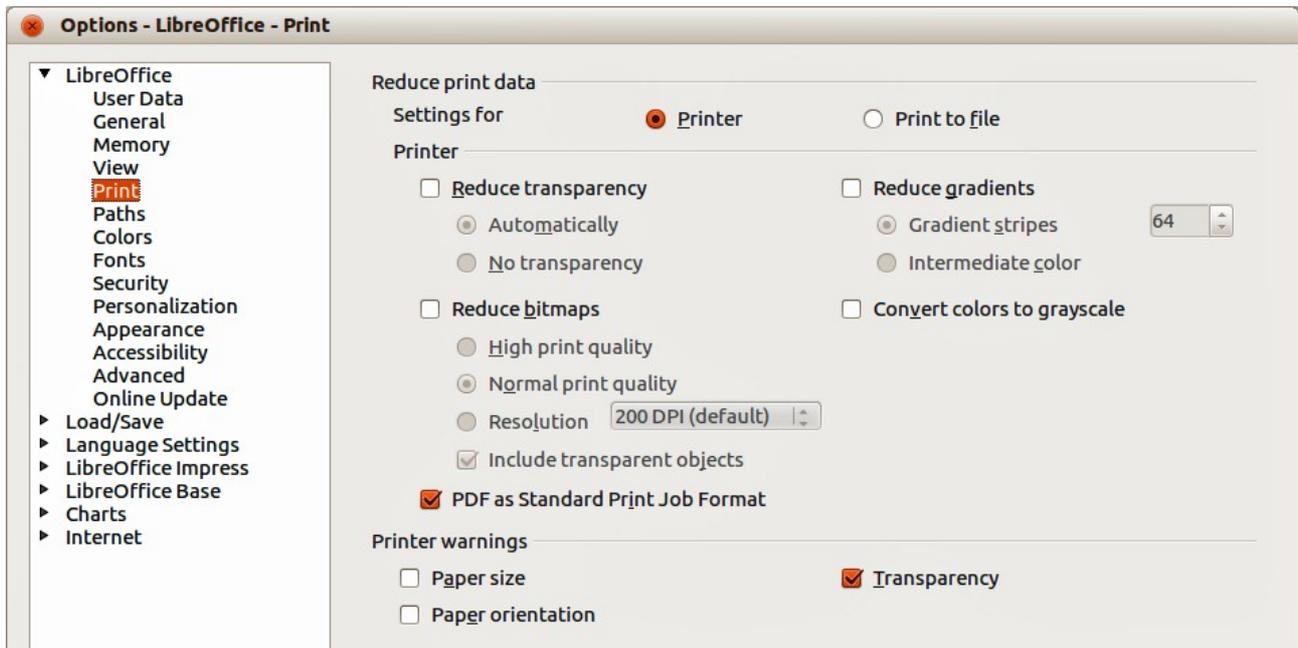


Figure 2: Options – LibreOffice – Print dialog

Color options

In the Options dialog, click **LibreOffice > Colors** to specify colors used in LibreOffice documents. You can select a color from a color table, edit an existing color, or define new colors. These colors are stored in your color selection palette and are then available in all components of LibreOffice.

You can also define colors within Impress by going to **Format > Area** on the menu bar, or through the Line and Filling toolbar, but those colors will not be available to other components of LibreOffice.

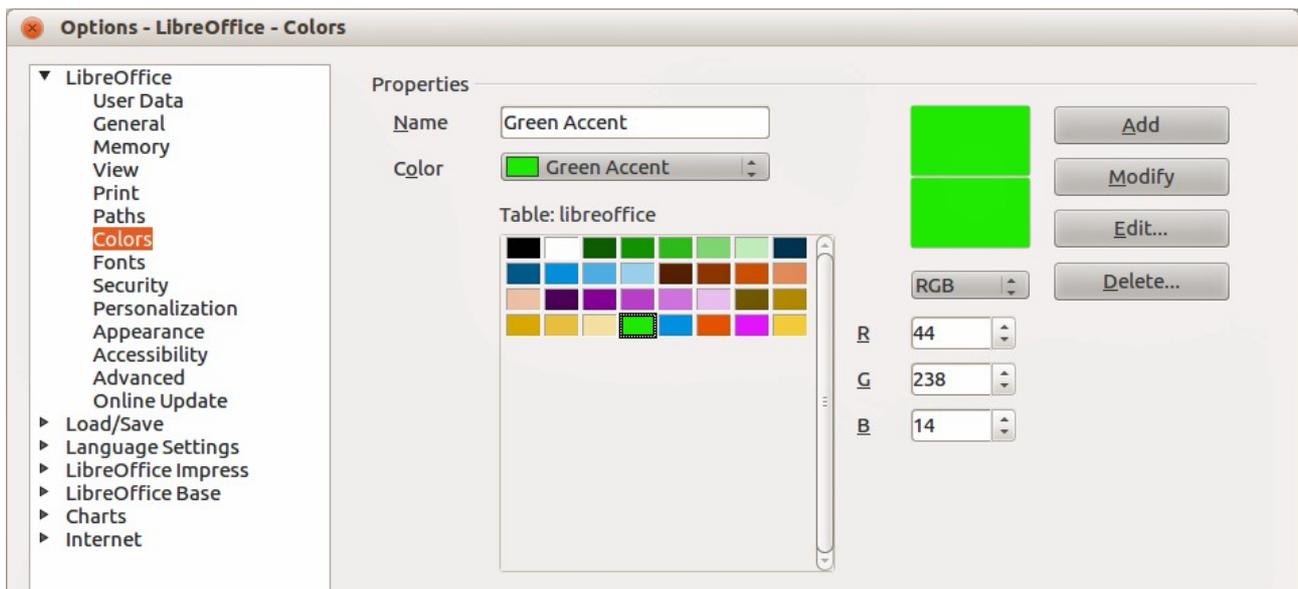


Figure 3. Options – LibreOffice – Colors dialog

Appearance options

In the Options dialog, click **LibreOffice > Appearance** to specify which items are visible and the colors used to display various elements of the user interface.

The only option specific to Impress (and Draw) is the color of the grid points. Scroll down in the page until you find **Drawing/Presentation**. To change the default color for grid points, click the down-arrow by the color and select a new color from the pop-up dialog.

If you wish to save your color changes as a color scheme, click **Save**, type a name in the **Save scheme** dialog, then click **OK**.

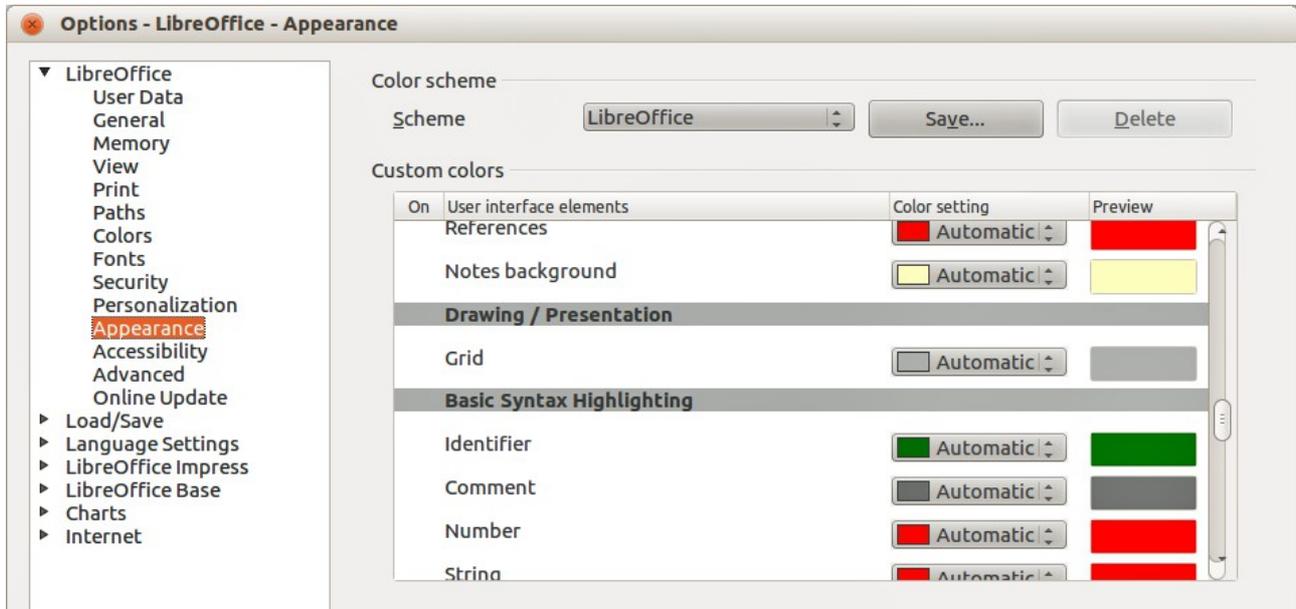


Figure 4. Options – LibreOffice – Appearance dialog

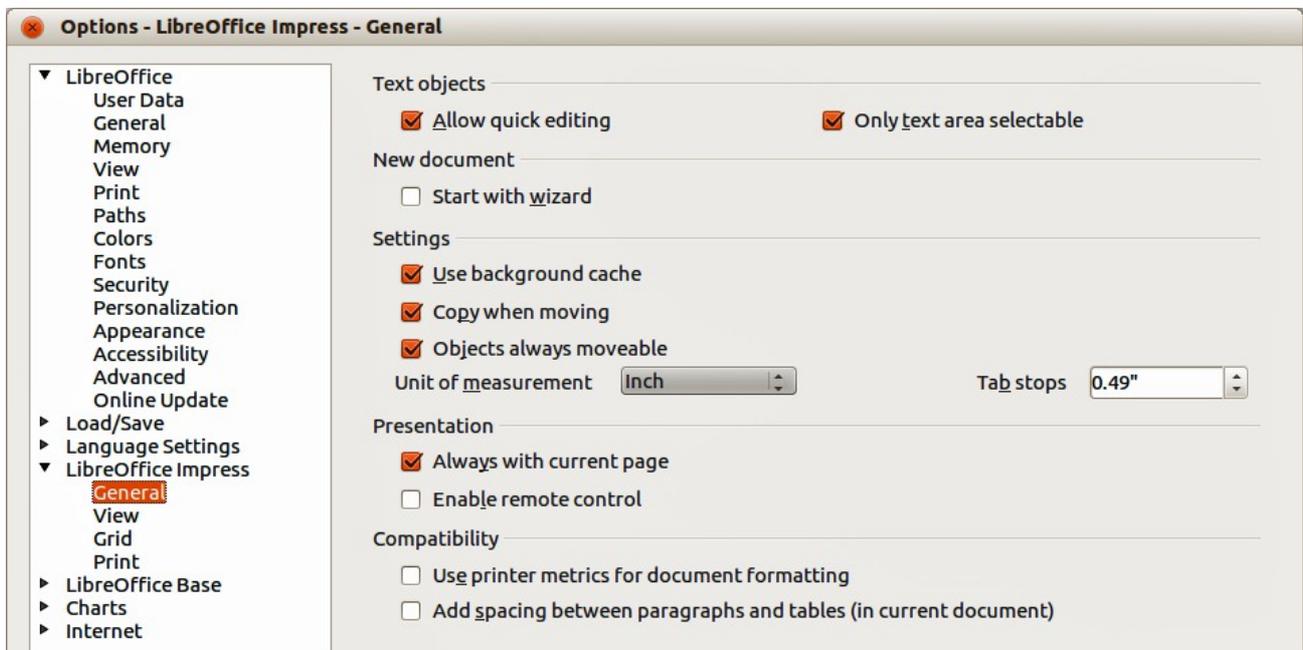


Figure 5: Options – LibreOffice Impress – General dialog

Compatibility

The settings in this area are valid for the current document only.

- **Use printer metrics for document formatting** – specifies that printer metrics are applied for printing and also for formatting the display on the screen. If this option is not selected, a printer independent layout will be used for screen display and printing. If you set this option for the current document and then save the document, for example, in an older binary format, this option will not be saved. If you later open the file from the older format, this option will be set by default.
- **Add spacing between paragraphs in the current document** – specifies that Impress calculates the paragraph spacing exactly like Microsoft PowerPoint. Microsoft PowerPoint adds the bottom spacing of a paragraph to the top spacing of the next paragraph to calculate the total spacing between both paragraphs. Impress utilizes only the larger of the two spacings.

View options

In the Options dialog, click on **LibreOffice Impress > View** (Figure 7) to specify the available display modes. By selecting an alternative display, you can speed up the screen display while editing your presentation.

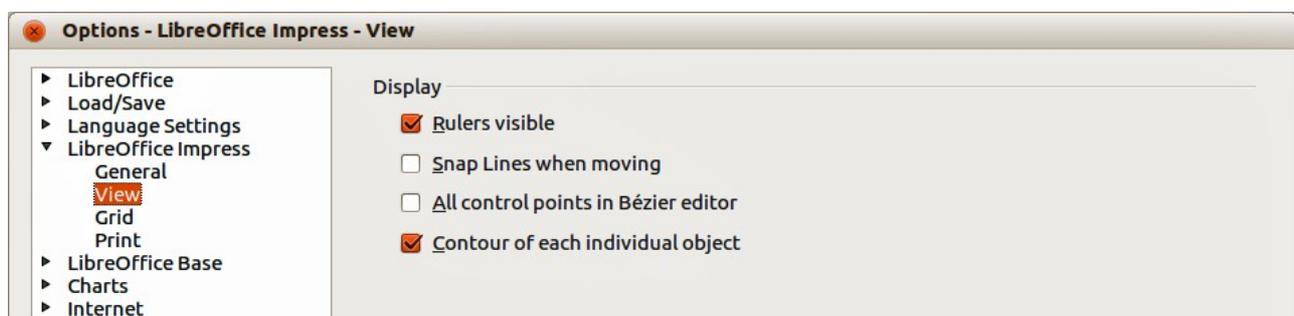


Figure 7: Options – LibreOffice Impress – View dialog

- **Rulers visible** – specifies whether to display the rulers at the top and to the left of the work area.
- **Snap Lines when moving** – specifies whether to display guides when moving an object. Impress creates dotted guides that extend beyond the box containing the selected object and which cover the entire work area, helping you position the object. You also can use this function using the **Helplines While Moving** icon  on the Options toolbar (Figure 6) if a presentation is open.
- **All control points in Bézier editor** – displays the control points of all Bézier points if you have previously selected a Bézier curve. If this option is not selected, only the control points of the selected Bézier points will be visible.
- **Contour of each individual object** – Impress displays the contour line of each individual object when moving this object. This option enables you to see if single objects conflict with other objects in the target position. If you do not select this option, Impress displays only a square contour that includes all selected objects.

Grid options

In the Options dialog, click **LibreOffice Impress > Grid** (Figure 8) to specify the grid settings for Impress. Using a grid helps you determine the exact position of your objects. You can also set this grid to line up with the snap grid.

If you have activated the snap grid, but wish to move or create individual objects without snap positions, keep the *Shift* key pressed to deactivate this function for as long as needed.

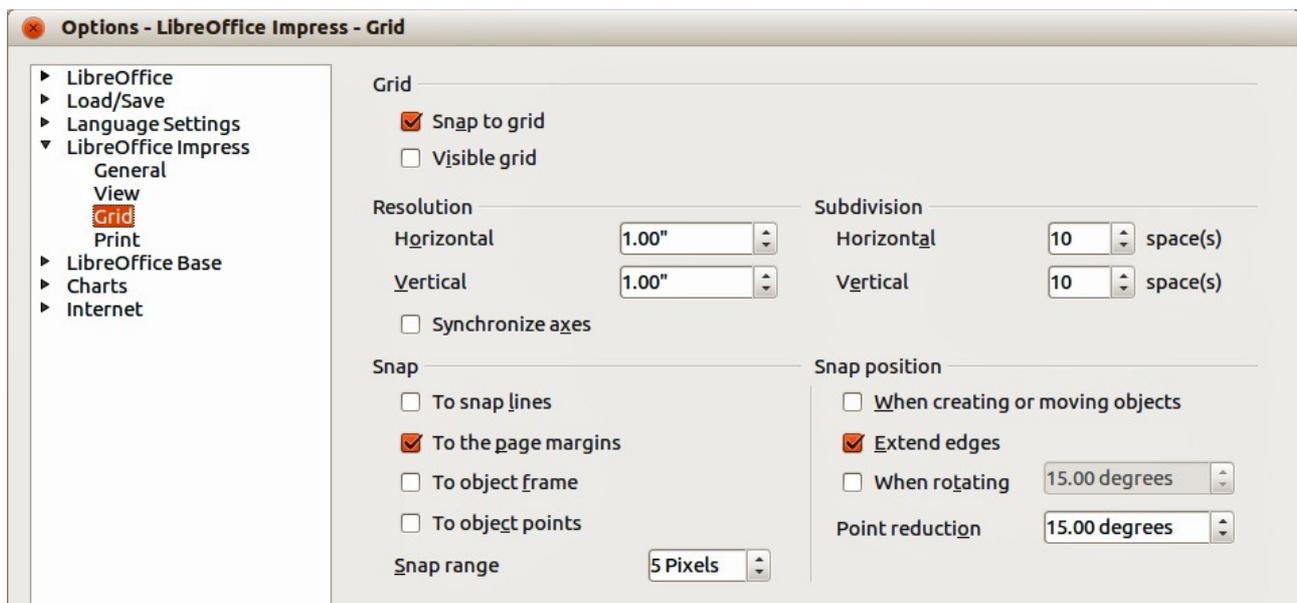


Figure 8: Options – LibreOffice Impress – Grid dialog

Grid

- **Snap to grid** – activates the snap function. If this option is selected, but you want to move or create individual objects without snapping to the grid, press the *Shift* key to deactivate **Snap to grid** whilst moving the individual object. You can also use the **Snap to Grid** icon  on the Options toolbar (Figure 6).
- **Visible grid**: displays grid points on the screen. These points will not display or print as part of a presentation.

Resolution

- **Horizontal** – defines the unit of measure for the spacing between grid points on the X-axis.
- **Vertical** – defines the grid points spacing in the desired unit of measurement on the Y-axis.
- **Synchronize axes** – specifies whether to change the current grid settings symmetrically. The resolution and subdivision for the X and Y axes remain the same.

Subdivision

- **Horizontal** – specify the number of intermediate spaces between grid points on the X-axis.
- **Vertical** – specify the number of intermediate spaces between grid points on the Y-axis.

Snap

- **To snap lines** – snaps the edge of an object being dragged to the nearest snap line when you release the mouse. You can also define this setting by using the **Snap to Snap Lines** icon  on the Options toolbar (Figure 6).
- **To the page margins** – specifies whether to align the contour of the graphic object to the nearest page margin. The cursor or a contour line of the graphics object must be in the snap range. In a presentation, this function can also be accessed with the **Snap to Page Margins** icon  on the Options toolbar.

- **To object frame** – specifies whether to align the contour of the graphic object to the border of the nearest graphic object. The cursor or a contour line of the graphics object must be in the snap range. In a presentation, this function can also be accessed with the **Snap to Object Border** icon  on the Options toolbar.
- **To object points** – specifies whether to align the contour of the graphic object to the points of the nearest graphic object. This only applies if the cursor or a contour line of the graphics object is in the snap range. In a presentation, this function can also be accessed with the **Snap to Object Points** icon  on the Options toolbar.
- **Snap range** – defines the snap distance between the mouse pointer and the object contour. LibreOffice Impress snaps to a snap point if the mouse cursor is nearer than the distance specified.

Snap position

- **When creating or moving objects** – specifies that graphic objects are restricted vertically, horizontally or diagonally (45°) when creating or moving them. You can temporarily deactivate this setting by pressing the *Shift* key.
- **Extend edges** – specifies that a square is created based on the longer side of a rectangle when the *Shift* key is pressed before you release the mouse button. This also applies to an ellipse (a circle will be created based on the longest diameter of the ellipse). When this option is not selected, a square or a circle will be created based on the shorter side or diameter.
- **When rotating** – specifies that graphic objects can only be rotated within the rotation angle that you selected. If you want to rotate an object outside the defined angle, press the *Shift* key when rotating. Release the key when the desired rotation angle is reached.
- **Point reduction** – defines the angle for point reduction. When working with polygons, you might find it useful to reduce their editing points.

Print options

In the Options dialog, click on **LibreOffice Impress > Print** (Error: Reference source not found) to specify print settings for a presentation. See *Chapter 10 Printing, E-mailing, Exporting, and Saving Slide Shows* for more information about the options available.

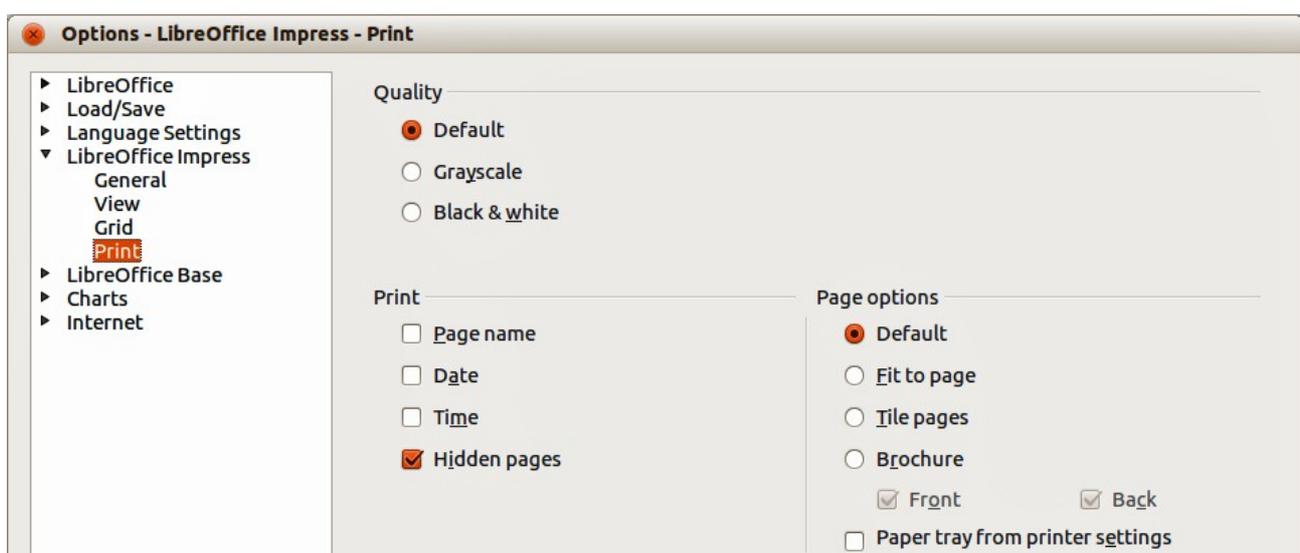


Figure 9: Options – LibreOffice Impress – Print dialog

Quality

- **Default** – specifies that you want to print in original colors.
- **Grayscale** – specifies that you want to print colors as grayscale.
- **Black & white** – specifies that you want to print the document in black and white.

Print

- **Page name** – specifies whether to print the page name.
- **Date** – specifies whether to print the current date.
- **Time** – specifies whether to print the current time.
- **Hidden pages** – specifies whether to print the pages that are currently hidden from the presentation.

Page options

- **Default** – specifies that you do not want to further scale pages when printing.
- **Fit to page** – specifies whether to scale down objects that are beyond the margins of the current printer so that they fit on the paper in the printer.
- **Tile pages** – specifies that pages are to be printed in tiled format. If the pages or slides are smaller than the paper, several pages or slides will be printed on one page of paper.
- **Brochure** – select this option to print the document in brochure format. You can also decide if you want to print the front, the back or both sides of the brochure.
- **Front** – select this option to print the front of a brochure.
- **Back** – select this option to print the back of a brochure.
- **Paper tray from printer settings** – determines that the paper tray to be used is the one defined in the printer setup.

Customizing the user interface

Menu font

If you want to change the menu font from that supplied by LibreOffice to the system font for your operating system:

- 1) Go to **Tools > Options > LibreOffice > View** on the menu bar.
- 2) Select **Use system font for user interface** and click **OK**.

Menu content

You can customize the menus in Impress by adding and rearranging items on the menu bar, adding items to menus, and other changes.

- 1) Go to **View > Toolbars > Customize** or **Tools > Customize** on the menu bar to open the Customize dialog (Figure 10).
- 2) Make sure the **Menus** page is open.
- 3) In the **Save In** drop-down list, select whether to save this customized menu in LibreOffice Impress or for a presentation.
- 4) In the section **LibreOffice Impress Menus**, select from the **Menu** drop-down list the menu that you want to customize.

- 5) To customize the selected menu, click on the **Menu** or **Modify** buttons. You can also add commands to a menu by clicking on the **Add** button. These actions are described in the following sections. Use the up and down arrows next to the **Entries** list to move the selected menu item to a different position.
- 6) When you have finished making all your changes, click **OK** to save them.

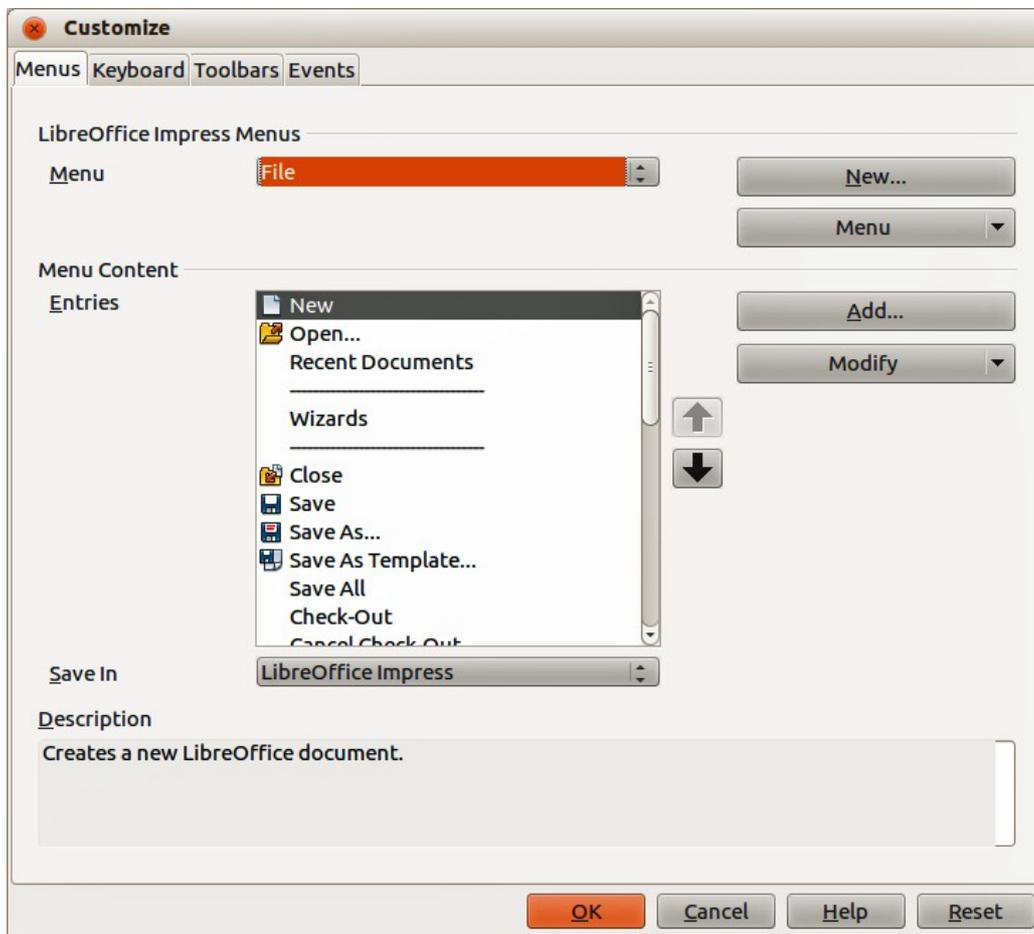


Figure 10. Customize dialog – Menus page

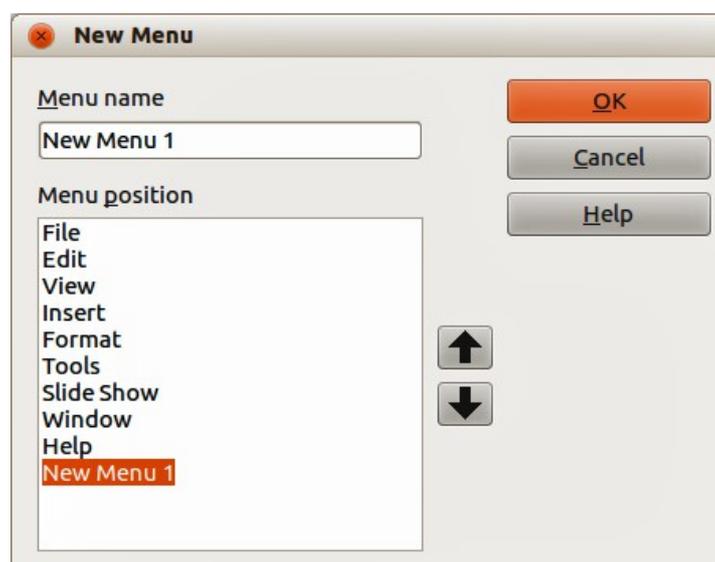


Figure 11: New Menu dialog

Creating new menus

To create a new menu:

- 1) On the **Menus** page of the Customize dialog, click **New** to open the New Menu dialog (Figure 11).
- 2) Type a name for your new menu in the **Menu name** box.
- 3) Use the up and down arrow buttons to move the new menu into the required position on the menu bar.
- 4) Click **OK** to save. The new menu now appears on the list of menus in the Customize dialog. It will appear on the menu bar itself after you save your customizations.
- 5) After creating a new menu, you need to add some commands to it, as described in “Adding menu commands” on page 15.

Modifying existing menus

To modify an existing menu:

- 1) On the **Menus** page of the Customize dialog and select the menu you want to modify from the *Menu* drop down list.
- 2) Click **Menu** to open a list of modifications: **Move**, **Rename**, **Delete**. Only **Move** is available in the list. **Rename** and **Delete** are not available for the default menus within LibreOffice.
- 3) To move a menu (for example *File*), select **Menu > Move** to open the Move Menu dialog (Figure 12).
- 4) Use the up and down arrow buttons to move the menu into the required position.
- 5) To move submenus (for example *File | Send*), select the main menu (File) in the Menu list and then, in the Menu Content section of the Customize dialog (Figure 10), select the submenu *Send* in the **Entries** list and use the arrow keys to move it up or down in the sequence.
- 6) Click **OK** to save your changes and close the dialog.

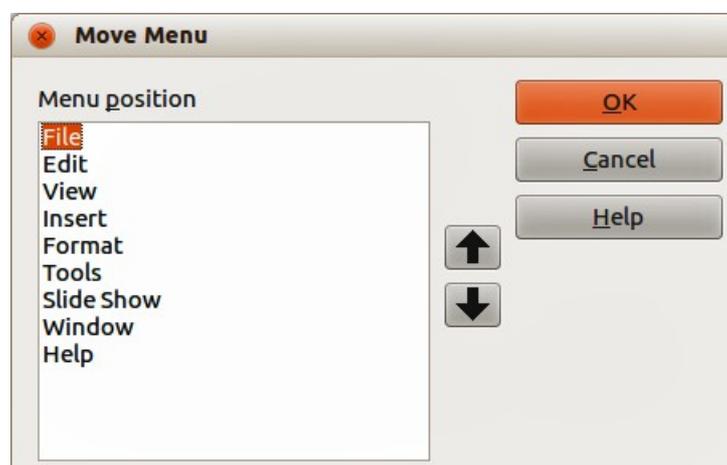


Figure 12: Move Menu dialog

Creating keyboard shortcuts

In addition to renaming a menu, you can specify a keyboard shortcut that allows you to select a menu command when you press *Alt* key plus an underlined letter in a menu command.

- 1) Select a menu or menu entry.
- 2) Click **Modify** in the Customize dialog (Figure 10) and select **Rename**.
- 3) Add a tilde (~) in front of the letter that you want to use as an accelerator. For example, to select the Save All command by pressing *Alt+V*, enter **Sa~ve All**.

Note

Be careful when creating new keyboard shortcuts. In the example above, if the File menu is not already open, then pressing *Alt+V* opens the View menu. If another menu is open, *Alt+V* might activate some other command.

Adding menu commands

You can add commands to menus and to menus you have created.

- 1) On the **Menus** page of the Customize dialog (Figure 10), select the menu in the Menu list and click **Add**.

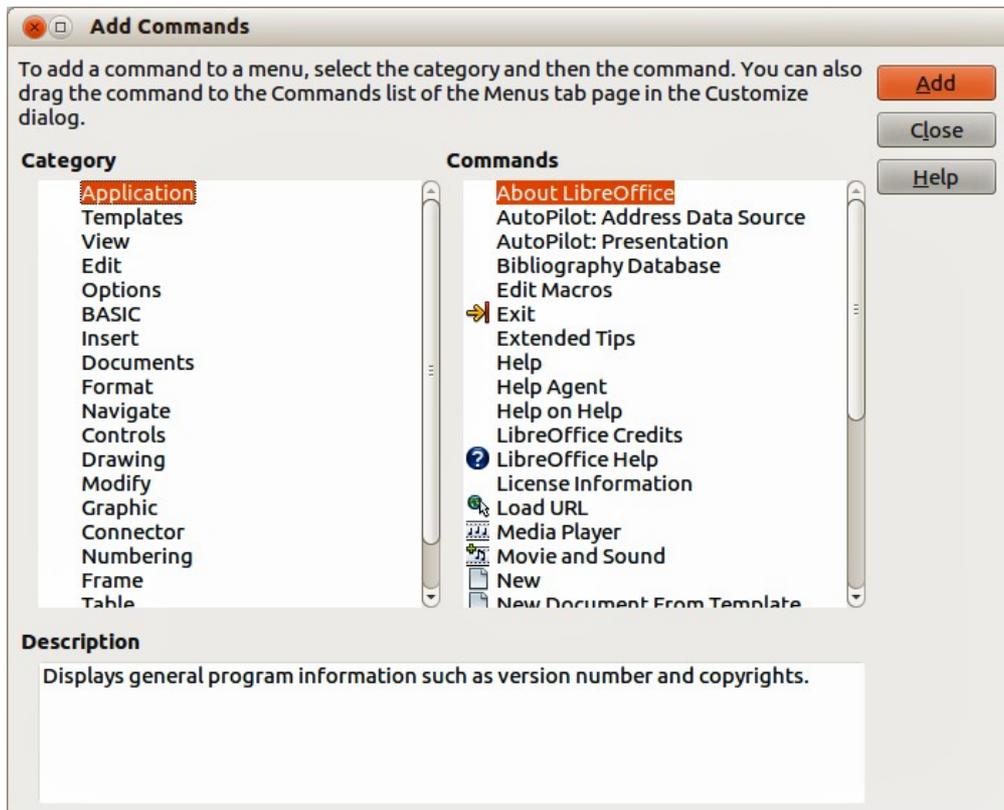


Figure 13: Add Commands dialog

- 2) In the Add Commands dialog (Figure 13), select a category and then the command, and click **Add**. The dialog remains open, so you can select additional commands.
- 3) When you have finished adding commands, click **Close**.
- 4) In the Customize dialog, use the up and down arrow buttons to arrange the commands in your preferred sequence.
- 5) Click **OK** to save your changes and close the dialog.

Modifying menu entries

In addition to changing the sequence of entries on a menu or submenu, you can add submenus, rename or delete the entries, and add group separators.

- 1) On the **Menus** page of the Customize dialog (Figure 10), select the menu in the Menu list you want to modify.
- 2) Select an entry in the **Entries** list under Menu Content.
- 3) Click the **Modify** button and choose the required action from the drop-down list of actions. Most of the actions are self-explanatory. **Begin a group** adds a separator line after the highlighted entry.

Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible, and locking the position of a docked toolbar, as described in *Getting Started Guide Chapter 1, Introducing LibreOffice*. This section describes how to create new toolbars and add other icons (commands) to the list of those available on a toolbar.

Customize toolbars

- 1) Go to **View > Toolbars > Customize** or **Tools > Customize** on the menu bar, or right-click in an empty area on the toolbar and select **Customize Toolbar** from the context menu, to open the **Customize** dialog (Figure 14).

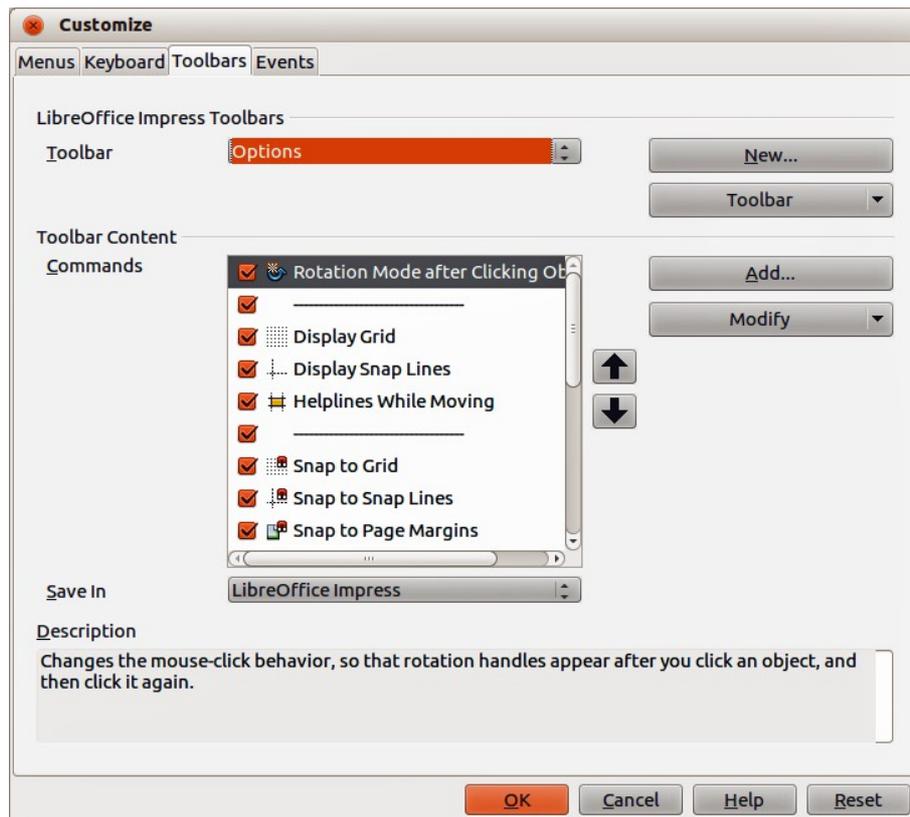


Figure 14. Customize dialog – Toolbars page

- 2) Make sure the **Toolbars** page is open.
- 3) In the **Save In** drop-down list, select whether to save this customized toolbar for Impress or for a selected presentation.
- 4) In the **LibreOffice Impress Toolbars** section, select from the *Toolbar* drop-down list the toolbar that you want to customize.
- 5) Click **Toolbar** on the right to display a drop-down list of options for customizing the toolbar.
- 6) Select the option you want to use from the context menu. **Icons Only** is the default setting for toolbars.
- 7) To display or hide commands, select or deselect the checkboxes in *Commands* in the **Toolbar Content** section.
- 8) To change the position of commands on a toolbar, select a command and click the up and down arrows to the right of the list.
- 9) When you have finished customizing a toolbar, click **OK** to save your changes and close the dialog.

Creating new toolbars

To create a new toolbar:

- 1) Go to **View > Toolbars > Customize** or **Tools > Customize** on the menu bar, or right-click in an empty area on the toolbar and select **Customize Toolbar** from the context menu, to open the **Customize** dialog (Figure 14).
- 2) Make sure the **Toolbars** page is open.
- 3) Click **New** to open the **Name** dialog (Figure 15).
- 4) Type a name for the new toolbar and select from the **Save In** drop-down list where to save this new menu for Impress or for a selected document.

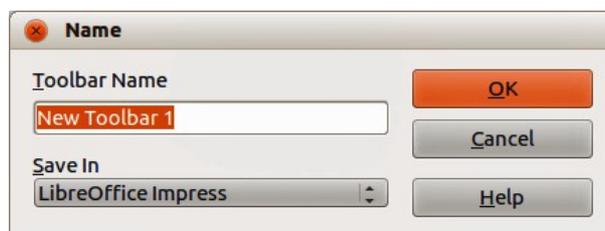


Figure 15: Name dialog for new toolbars

- 5) Click **OK** and the new toolbar now appears on the list of toolbars in the **Customize** dialog. After creating a new toolbar, you have to add some commands to it, as described below.

Adding toolbar commands

To add commands to a new toolbar or to customize an existing toolbar:

- 1) Go to **View > Toolbars > Customize** or **Tools > Customize** on the menu bar, or right-click in an empty area on the toolbar and select **Customize Toolbar** from the context menu, to open the **Customize** dialog.
- 2) Make sure the **Toolbars** page is open (Figure 14).
- 3) Select the toolbar from the **Toolbar** drop down list.
- 4) Click **Add** to open the **Add Commands** dialog (Figure 13 on page 15) and is the same dialog used for adding commands to menus (“Adding menu commands” on page 15).
- 5) Select a **Category** and then a **Command** from the relevant list.
- 6) Click **Add**. The **Add Commands** dialog remains open, so you can select additional commands.
- 7) When you have finished adding commands, click **Close**. If you insert an item which does not have an associated icon, the toolbar will display the full name of the item; see “Choosing icons for toolbar commands” below on how to choose an icon for a toolbar command.
- 8) On the **Customize** dialog, use the up and down arrow buttons to arrange the commands in your preferred sequence.
- 9) When you have finished making changes, click **OK** to save and close the dialog.

Choosing icons for toolbar commands

Toolbars usually have icons and not words to indicate commands, but not all commands have associated icons.

- 1) Select the command and click **Modify** and select **Change icon** on the context menu to open the **Change Icon** dialog (Figure 16).
- 2) Scroll through the available icons and select the one you want to use.
- 3) Click **OK** to assign it to the command.

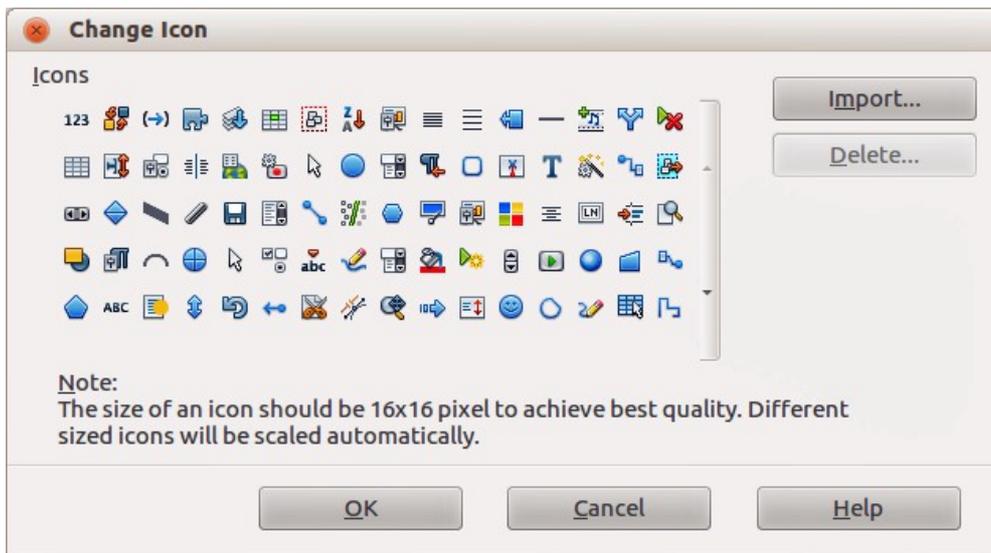


Figure 16: Change Icon dialog

Note

To use a custom icon, create it in a graphics program and then import it into LibreOffice by clicking **Import** on the Change Icon dialog. Custom icons must be 16×16 or 26×26 pixels in size and cannot contain more than 256 colors.

Customizing keyboard shortcuts

The *Appendix* to this guide lists the default keyboard shortcuts supplied with Impress. You can change these defaults or add new shortcuts. You can assign shortcuts to standard Impress functions or your own macros and save them for use with Impress only or with the LibreOffice suite.

Caution



Be careful when reassigning predefined shortcut keys used in your operating system or LibreOffice. Many key assignments are universally understood shortcuts, such as *F1* for Help, and are always expected to provide certain results. Although you can easily reset the shortcut key assignments to LibreOffice defaults, changing some common shortcut keys can cause confusion, frustration and possible data loss or corruption, especially if other users share your computer.

Example shortcut key

For example, suppose you wish to assign a shortcut key to easily insert a duplicate slide in your presentation. You could assign the *Insert* key as a logical shortcut for this purpose, as described below.

- 1) Go to **View > Toolbars > Customize** or **Tools > Customize** on the menu bar, or go to on the menu bar, or right-click in an empty area on the toolbar and select Customize Toolbar from the context menu to open the Customize dialog.
- 2) Make sure the **Keyboard** page is open (Figure 17).
- 3) As the shortcut key assignment is only relevant with Impress and not LibreOffice, select **Impress** in the upper right corner of the dialog.
- 4) Select **Insert** in the **Category** list and **Duplicate Slide** in the **Function** list.
- 5) Select the shortcut key **Insert** in the **Shortcut keys** list and click **Modify**.
- 6) Click **OK** to accept the change. Now the *Insert* key will insert a duplicate slide immediately after the currently selected slide.

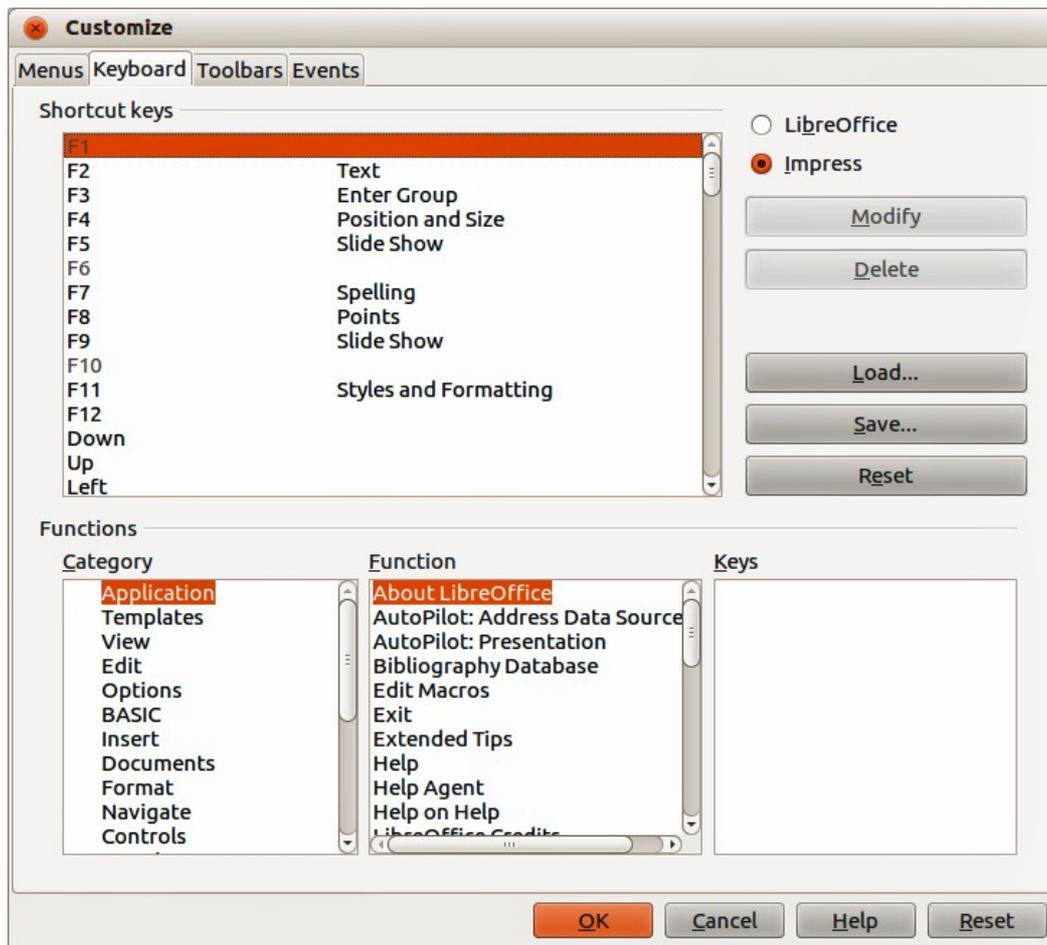


Figure 17: Customize dialog – Keyboard page

Note

All existing shortcut keys for the currently selected *Function* are listed in the *Keys* selection box. Since there was no currently assigned shortcut for the **Insert > Duplicate Slide** function the *Keys* list was empty. If it had not been, and you wished to reassign a shortcut key combination that was already in use, you would first have to **Delete** the existing key.

Shortcut keys not available for reassignment are greyed out in the listing on the Customize dialog, for example *F1* and *F10*.

Saving changes

Changes to the shortcut key assignments (and other configurations) can be saved in a keyboard configuration file for use at a later time. This allows you to create and apply different configurations as the need arises.

- 1) After making your keyboard shortcut assignments, click **Save** in the Customize dialog.
- 2) In the Save Keyboard Configuration dialog that opens, select *All files* from the **Save as Type** list.
- 3) Enter a name for the keyboard configuration file in the **File name** box, or select an existing file from the list. If you need to, browse to find a file from another location.
- 4) Click **Save**. A confirmation dialog will appear if you are about to overwrite an existing file; otherwise there will be no feedback and the file will be saved.

Loading saved keyboard configurations

To load a saved keyboard configuration file and replace your existing configuration, click **Load** in the Customize dialog and then select the configuration file from the Load Keyboard Configuration dialog.

Resetting shortcut keys

To reset all of the keyboard shortcuts to their default values, click **Reset** in the Customize dialog. Use this feature with care as no confirmation dialog will be displayed and the defaults will be set without any further notice or user input.

Running macros from key combinations

You can also define shortcut key combinations that will run macros. These shortcut keys are strictly user-defined and no macro shortcut keys are supplied with LibreOffice. For information on macros, see the *Getting Started Guide, Chapter 13 Getting started with macros*.

Adding functions with extensions

An extension is a package that can be installed into LibreOffice to add a new function.

Although individual extensions can be found in different places, the official LibreOffice extension repository is at <http://extensions.libreoffice.org/>. Some extensions are free of charge; others are available for a fee. Check the descriptions to see what licenses and fees apply to the ones that interest you.

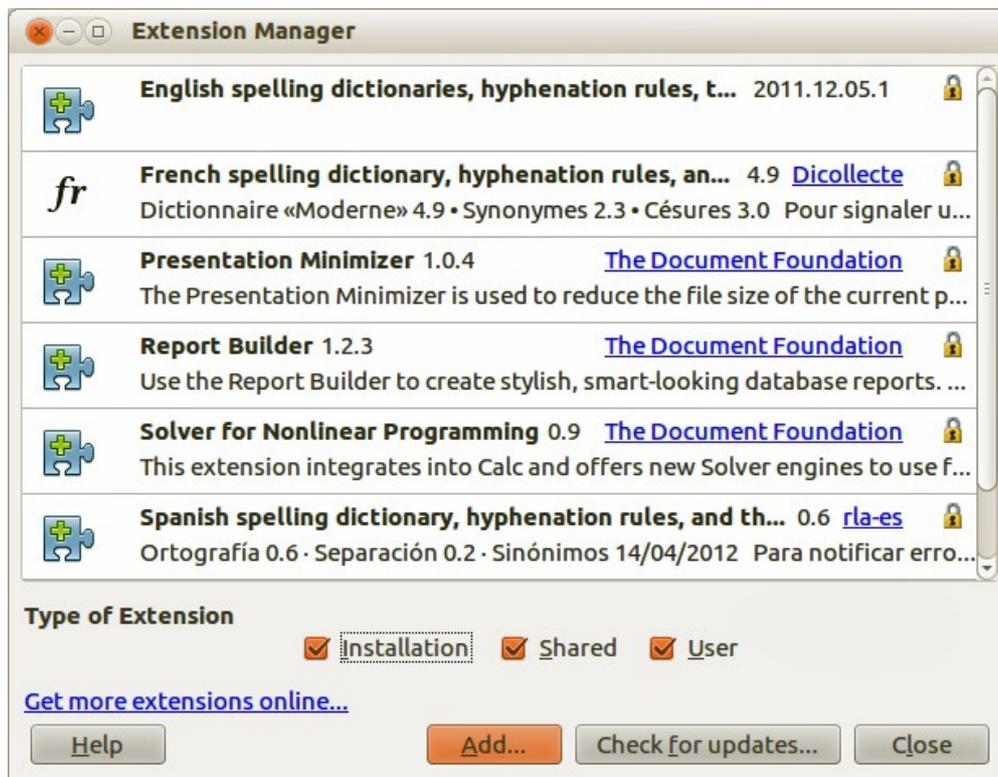


Figure 18: Extension Manager dialog

Installing extensions

To install an extension, follow these steps:

- 1) Download the extension and save it anywhere on your computer.
- 2) In LibreOffice, go to **Tools > Extension Manager** on the menu bar to open the Extension Manager dialog (Figure 18).
- 3) Click **Add** and a file browser window opens. Find and select the extension you want to install and click **Open**. The extension begins installing. You may be asked to accept a license agreement.
- 4) When the installation is complete, the extension is listed in the Extension Manager dialog.

Tip

To get extensions that are listed in the repository, you can open the Extension Manager and click the **Get more extensions online** link.

Note

To install a *shared* extension, you need write access to the LibreOffice installation directory.

Using extensions

This section describes some of the more important and popular extensions to Impress. In each case, you need to first install the extension as described in the previous section.

Presenter Console

This is bundled with most installations of LibreOffice and provides extra control over slide shows (presentations). For example, the Presenter Console has the ability to see the next slide in the presentation, slide notes, and a presentation timer, while the audience only sees the slide currently being displayed. The Presenter Console displays the elements in three easily changeable views:

- First view displays the current slide, including the effects, and the next slide.
- Second view shows notes for the speaker in large, clear, and scalable type, plus the current and next slide.
- Third view is a slide sorter view with the slide thumbnails.

The Presenter Console is only available for use if you have a second display connected to your computer. See *Chapter 9, Slide Shows* for more information about using the Presenter Console.

Note

The Presenter Console works only on an operating system that supports multiple displays and only when two displays are connected (one may be the laptop built-in display).

Professional Template Pack II

Provides more than 120 templates for Writer, Calc, and Impress. Available in several languages. After you have installed this extension, you will find the templates in the Template Manager, reached from **File > New > Templates** on the menu bar.

Presentation Minimizer

Reduces the file size of the current presentation. Images are compressed and data that is no longer needed is removed. Can also optimize the image quality size. Presentations designed for screen or projector do not require the same high quality as presentations designed for print.