



NeoOffice/J Step Sheet

Impress Presentation Software



Introduction

Welcome to Impress—NeoOffice's slide show program. This easy-to-learn program, which features user-friendly functions and standard toolbars and menus, allows users to create a wide variety of slide layouts for visually attractive presentations.

With Impress, users can create slides that contain many different elements, including: text, bulleted and numbered lists, tables, charts, clip art, and a wide array of graphic objects. It also comes with spell check, a thesaurus, pre-set text styles, attractive background styles, and a handy help menu.

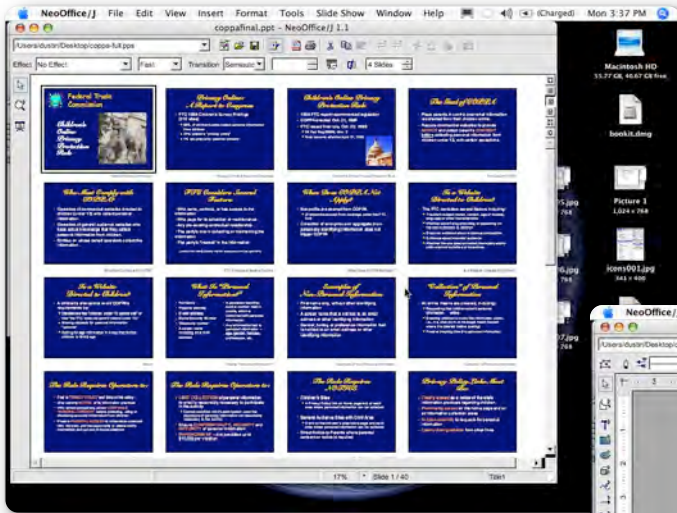
This manual gives users the ability to create professional presentations in a short period of time. It features instructions, screen shots, and helpful hints that guide users through the Impress environment while designing presentations.



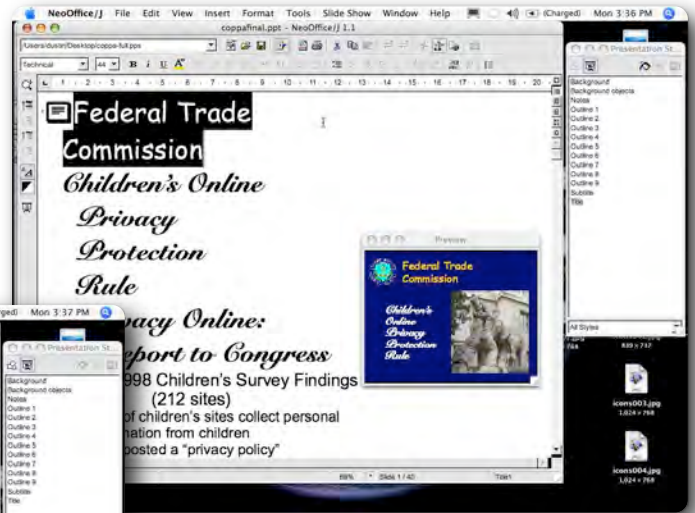
Creating A New Presentation Using AutoPilot

NeoOffice/J Impress Features

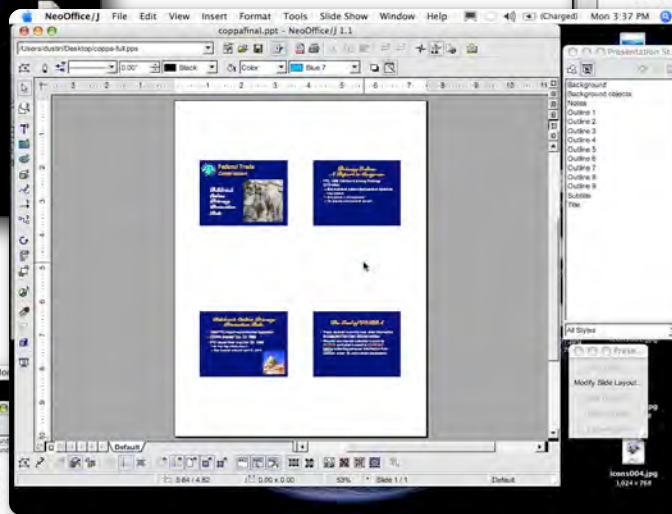
Five Views of NeoOffice/J Impress



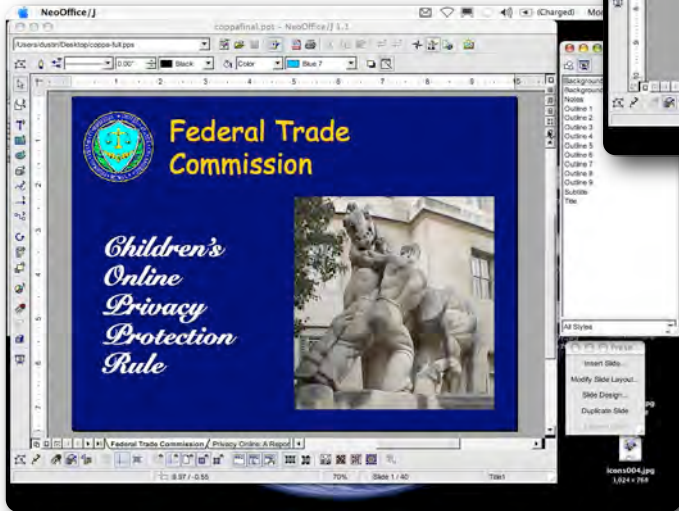
Slide View



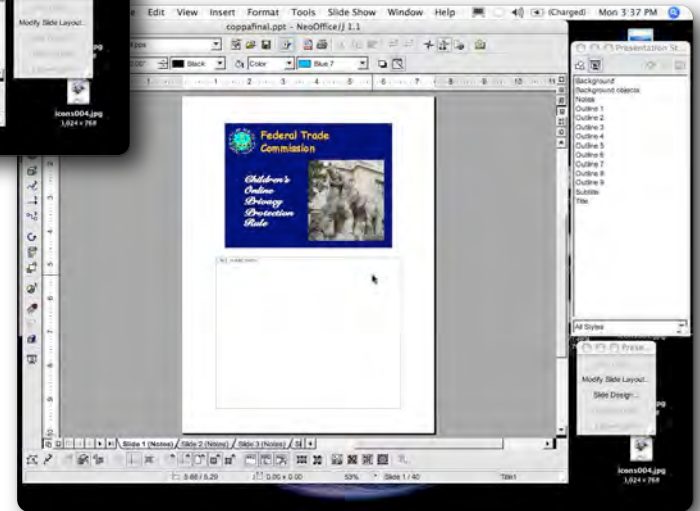
Outline view



Handout View



Drawing View



Notes View

NeoOffice/J Impress Features

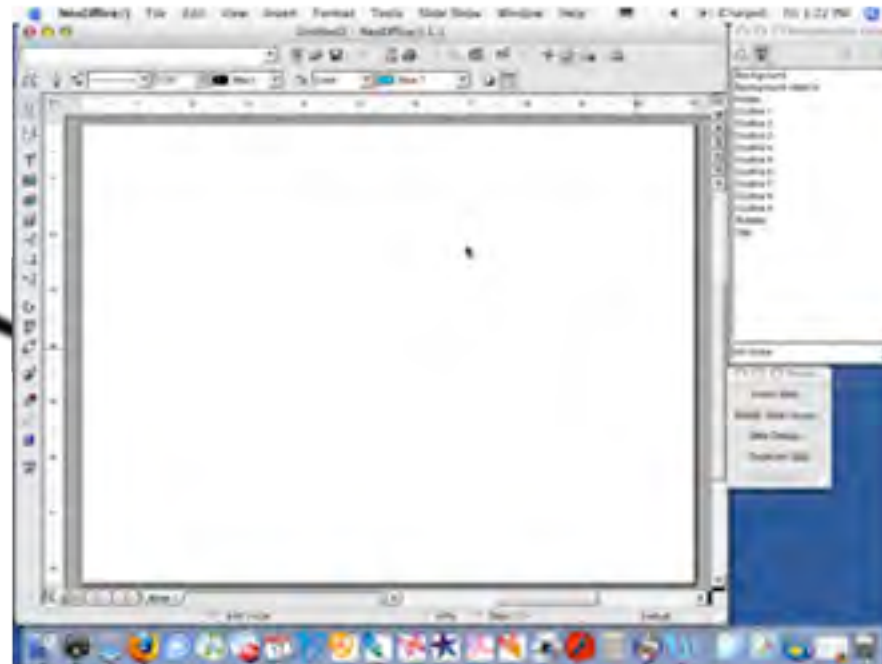
Five Views of NeoOffice/J Impress

1. Outline View - A text view of your slide presentation. Can reorder slides and edit slide titles and headings.
2. Handout View - Will let you view what a handout would look like. Also allows you to scale several slides to fit on a page.
3. Notes View - Allows you to add notes to your slides. Notes are hidden from the viewer during the presentation.
4. Slide View - Displays a miniature version of your slide show.
5. Drawing View - This view allows you to add shapes, text, edit text, etc. to your slide show presentation.

NeoOffice/J Impress Features

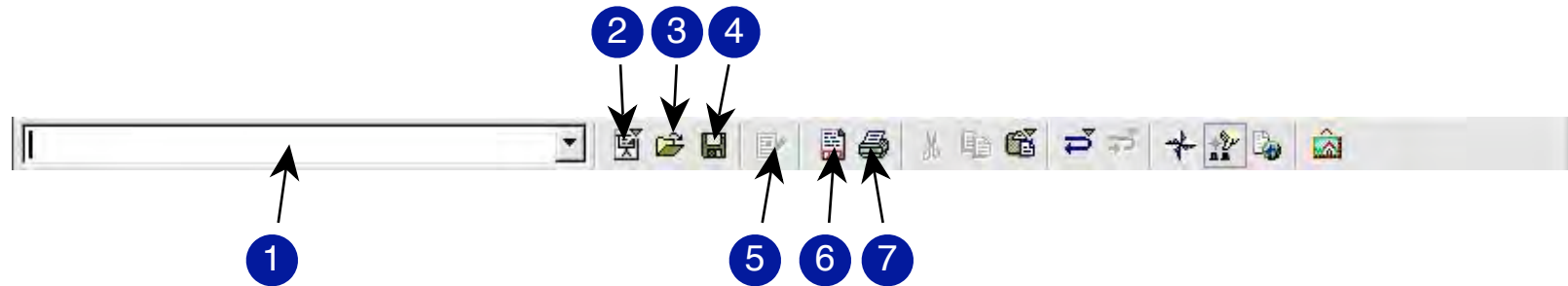


NeoOffice Impress lets you create professional slide shows that can include charts, drawing objects, text, multimedia and a variety of other items. If you want, you can even import and modify Microsoft PowerPoint presentations.



NeoOffice/J Impress Features

Function Bar



1. **Load Url** - Loads a document specified by an entered URL. Recommended use of this is only if you know the exact path to your file that you want opened.
2. **New File** - Creates a new NeoOffice/J document. A single click on this icon creates a document of the same type as the last one created. If a document of a different type is desired, the user would click and hold on the icon until the New Document menu appears (See Figure 1, Page 4).
3. **Open File** - Open or Imports a file. You can use this to open a previous NeoOffice/J document or a PowerPoint presentation.
4. **Save File** - Saves the current document
5. **Edit File** - Edit file is only available on documents that are read-only. The Edit File Mode allows you to activate the edit mode. You get a copy of the presentation to work on which you can then save under a different name.
6. **Export as PDF** - Saves the current file to a PDF format. PDF can be read by any computer that has the Adobe Acrobat Reader installed.
7. **Print File Directly** - Click the Print icon to print the active document with the current print settings.

NeoOffice/J Impress Features

Function Bar



1. **Cut** - Removes and copies the selection to the clipboard.
2. **Copy** - Copies the selection to the clipboard.
3. **Paste** - Inserts the contents of the clipboard at the location of the cursor, and replaces any selected text or objects. Long-click to select the format.
4. **Undo** - Reverses the last command in NeoOffice/J.
5. **Redo** - Reverses the last action undone using the Undo Button.
6. **Navigator** - Opens the navigator panel so that you can jump from page to page or slide to slide (See Figure 2, Page 4).
7. **Stylist** - Allows you to show or hide the Stylist panel . Which lets you apply styles to text (See Figure 3, Page 4).
8. **Hyperlink Dialog** - creates or edits hyperlinks in your document (See Figure 4, Page 4).
9. **Gallery** - Opens the gallery of clip art and 3D symbols (See Figure 5, Page 5).

NeoOffice/J Impress Features

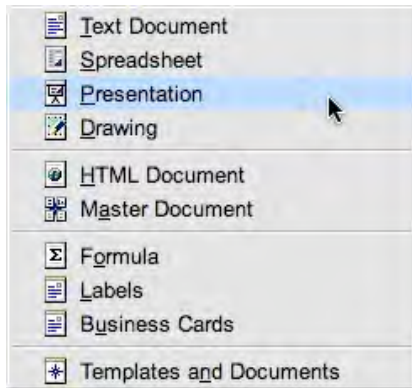


Figure 1



Figure 2

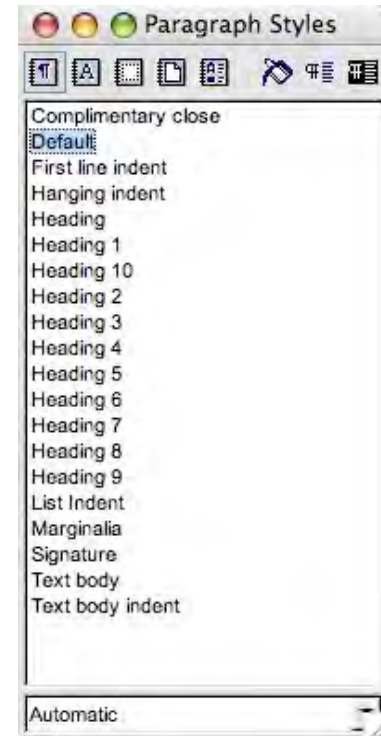


Figure 3

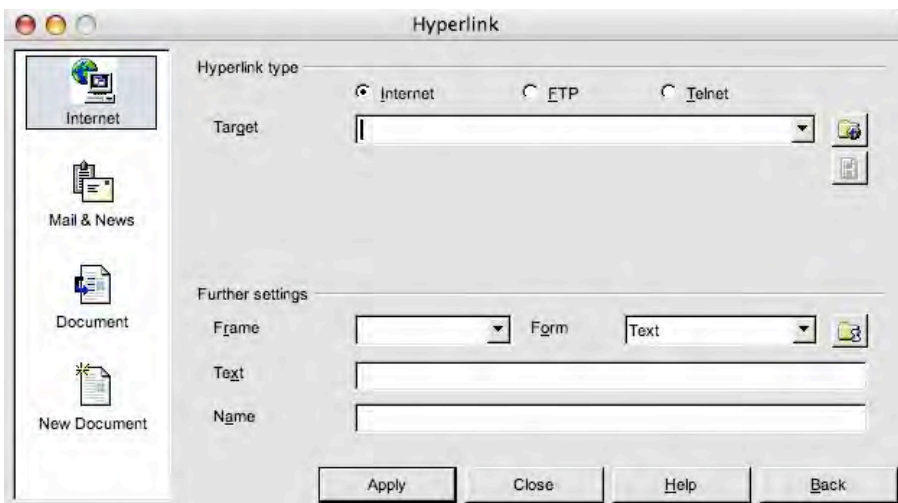


Figure 4

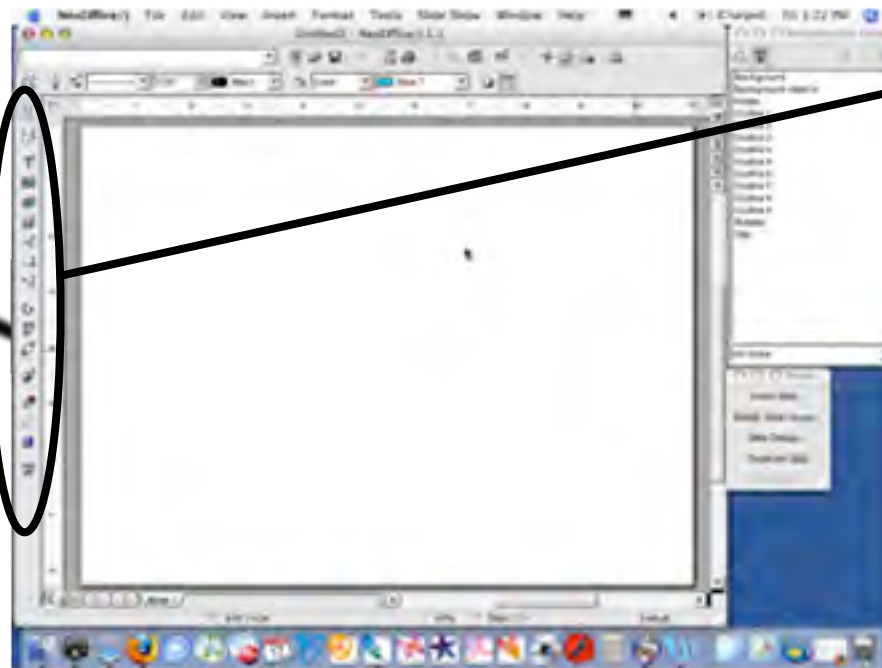


Figure 5

NeoOffice/J Impress Features

Main Toolbar

Drawing, Notes, and Handout views



NeoOffice/J Impress Features

Main Toolbar

Drawing, Notes, and Handout View



The **Main Toolbar** is located at the left edge of the program window and is dockable. This toolbar contains frequently used editing tools. Toolbar icons with a small green arrow indicate a floating toolbar. Long-click the icon to open a floating toolbar that contains additional commands.

Small Green Arrow

NeoOffice/J Impress Features

Main Toolbar

Drawing, Notes, and Handout views



1. Select - Selects objects in the current document (See Page 8 for notes on using Select Tool).
2. Zoom - Reduces or enlarges the screen display of the current document. Long-Click to display the floating toolbar.
3. Text - Long-click to open the Text floating toolbar, where you can add and place text anywhere on your document.
4. Rectangles - Long-click to display Rectangles toolbar, where you can add rectangular shapes to your slide.
5. Rectangles - Long-click to display Ellipses toolbar, where you can add elliptical shapes to your slide.
6. 3D Objects - Long-click to open the 3D Objects toolbar, where you can add 3D Shapes to the current slide.
7. Curves - Long-click to open the Curves toolbar contains icons for drawing lines.
8. Lines and Arrows - Long-click to open Lines and Arrows toolbar, where you can add straight, arrow and dimension lines.
9. Connectors - Long-click to open the Connectors toolbar, where you can add connectors to objects in the slide.
10. Rotate - This tool is used to rotate the object.
11. Alignment - Opens the Alignment toolbar, which you can modify the alignment of an object. Only shown when an object is selected.
12. Arrange - Changes the stacking order of a selected object.
13. Insert - Long-click to open the Insert toolbar, where you can insert spreadsheets, charts, images, etc.
14. Effects - Specifies the properties of a 3D object or converts a 2D object to 3D.
15. Interaction - Defines how the selected object behaves when you click on it during a slide show.
16. 3D Effects - Specifies the properties of a 3D object or converts a 2D object to 3D.
17. Slide Show - Starts your slide show, beginning with the first slide.

NeoOffice/J Impress Features

Main Toolbar Drawing, Notes, and Handout views



Zoom Toolbar



Text Toolbar



Rectangle Toolbar



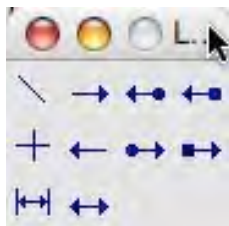
Ellipse Toolbar



3D Object Toolbar



Curves Toolbar



Lines and Arrows
Toolbar



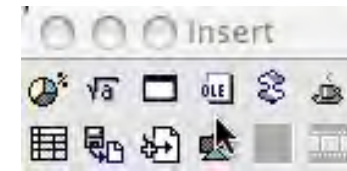
Connectors Toolbar



Alignment Toolbar



Arrangement
Toolbar



Insert Toolbar

Notes on Using Selecting Tool

1. To select more than one object, hold down shift while you click.
2. To select an object that is behind another object, hold Option, and then click the object. To select the next underlying object in the stacking, hold Option, and then click again. To return to the previously selected object, hold down Shift + Option, and then Click,