

Impress Guide

Chapter 4
***Working with Pictures and
other Graphics***

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Authors

Jean Hollis Weber
Michele Zarri

Feedback

Maintainer: Michele Zarri m.zarri@gmail.com
Please direct any comments or suggestions about this document to:
authors@user-faq.openoffice.org

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Introduction

Many different types of graphics can be placed in presentations. You can import your own graphic files, choose ready-made graphics from the Impress Gallery or create your own graphics using the drawing tools available in Impress.

This chapter describes how to insert a graphic object into a presentation and how to format it. It focuses on the most commonly used graphics and formatting and provides useful tips to obtain a professional looking presentation in a short time.

Impress contains a number of advanced drawing functionalities that are rarely used when creating a presentation and are not fully described in this book. To create more advanced graphic objects, the reader is invited to use OpenOffice.org Draw and then to import the graphic object created there into an Impress slide. See the *Draw Guide* for more details.

Inserting pictures

This section describes several ways to insert a picture from an external source into the presentation. Once the picture has been inserted, it can be formatted extensively as explained later in this chapter.

Inserting a picture from a file

Inserting a graphic from a file is quick and easy. If the layout of the slide already contains a placeholder for a graphic (see Figure 1), double-click anywhere in the graphics frame. This opens a dialog for selecting the file to be inserted. The detailed procedure is given below.



Figure 1: Slide with automatic layout including a placeholder for graphic object

Whether you are using an AutoLayout for the placement of the picture, or you are just inserting a picture, follow these steps:

- 1) Select **Insert > Picture**. (When using an AutoLayout; double-click in the graphics frame instead.)
- 2) In the **Insert Picture** dialog (Figure 2), browse to the directory containing the desired graphic.
- 3) Select the file. OOO recognizes a very large number of image types.
- 4) Click **Open** to place the graphic on the current (selected) slide. The graphic object is now displayed on the slide with green resizing handles around it.

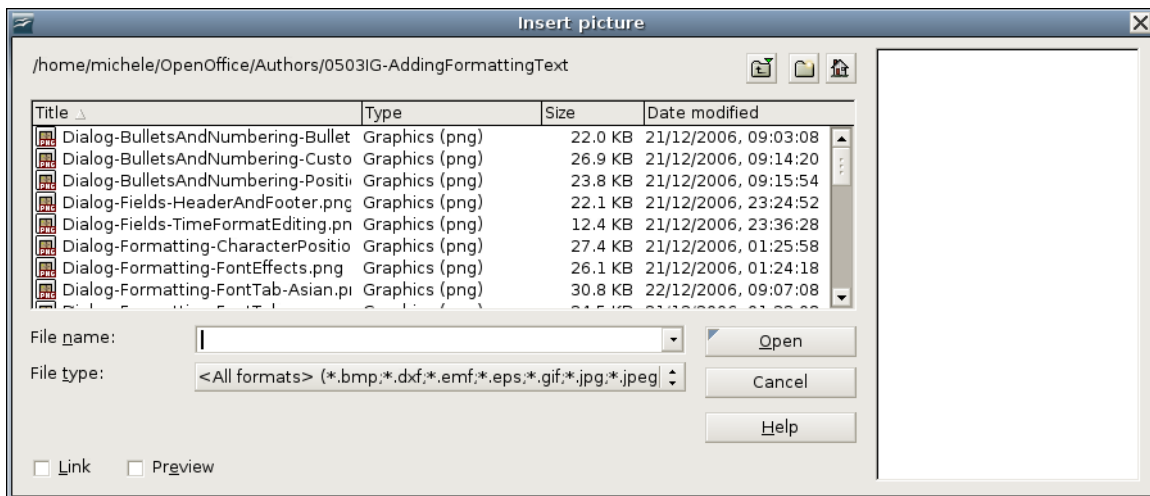


Figure 2: Inserting a graphic object from a file

Notice in the Insert picture dialog (Figure 2) the two checkboxes called **Link** and **Preview**. Their position is determined by the operating system, but they are normally in the bottom part of the dialog.

If **Preview** is checked, and if the selected file is in one of the many formats that OOO recognizes, a thumbnail of the selected image shows in the preview area on the right.

Select the **Link** checkbox to insert the picture as a link to the file rather than embedding the file itself. In general it is preferable to embed images so that the presentation can be copied to other computers, however on some occasions it makes sense to link the image rather than embed it:

- When the image file is quite large (linking rather than embedding will dramatically reduce the size of the presentation file)
- When the same image file is used in many presentations (for example when using the same background image for all the presentations created)
- When the linked file will be available when loading the presentation (for example if the presentation is a slide show of holidays pictures)

Using a scanner

Importing an image from a scanner is normally fairly straightforward. Make sure that the scanner supports the SANE system and is already configured on the machine on which OOO is running. In case more than one scanner or equivalent device are present, select the source from **Insert > Picture > Scan > Select Source**.

To insert an image from the scanner:

- 1) Prepare the image in the scanner and make sure that the scanner is ready.
- 2) Select **Insert > Picture > Scan > Request**.
- 3) The rest of the procedure depends on the scanner driver and interface. You will normally be required to specify the resolution, a scan window and other parameters.
- 4) When the image is ready, Impress places it in the slide. At this point it can be edited as a normal image.

Inserting a picture from the Gallery

The Gallery contains a collection of images that you can use in a presentation. You can also add your own images to the Gallery, making it an essential tool for creating presentations quickly and with a consistent look. The Gallery is available in all components of OpenOffice.org. For an introduction to the Gallery, see Chapter 14, “Working with the Gallery” in the *Getting Started* guide.

Select **Tools > Gallery** or click the Gallery icon  on the Drawing toolbar.

By default, the Gallery (shown in Figure 3) is docked above the Impress workspace. To expand the Gallery, position the pointer over the line that divides it from the top of the workspace. When the pointer changes to parallel lines with arrows, click and drag downward. The workspace will resize in response.

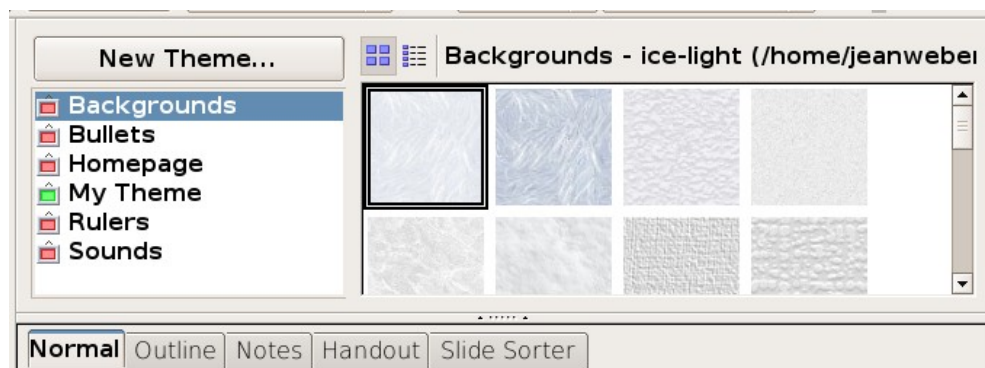


Figure 3: The Gallery – needs labels, including Hide/Show button, others

To expand the Gallery without affecting the Impress workspace, undock it so it floats over the workspace. To do so, hold down the *Control* key and double-click on the upper part of the Gallery next to the View icons (see Figure 3). Double-click in the same area to dock it again (restore it to its position over the workspace).

When the Gallery is docked, to hide it and view the full Impress workspace, click the **Hide/Show** button in the middle of the thin bar separating the Gallery from the workspace (see Figure 3). The **Hide/Show** button lets you keep the Gallery open for quick access while you create your slide show, yet out of the way when you need it to be. Additional information on the use of the Gallery can be found in “Managing the Gallery themes” on page 13.

Formatting pictures

This section discusses the formatting of images inserted with one of the methods explained in “Inserting pictures” on page 1. The graphic objects in this section may be referred to as pictures, images or graphics.

Moving graphic objects

- 1) Click the graphic object, if necessary, to show the green resizing handles.
- 2) Move the pointer over the graphic object until the pointer changes shape. On most operating systems, the cursor associated with moving objects is a four headed arrow, but it may also be a hand or some other symbol.
- 3) Click and drag the graphic object to the desired position.
- 4) Release the mouse button.

For a more accurate placement of the graphic object, use the Position and Size dialog shown in Figure 4. To open this dialog, first select the graphic object by clicking on it; when the resizing green handles are displayed, either press *F4* or select **Format > Position and Size** from the menu bar.

Use the *Position* section of the dialog to specify the X (horizontal) and Y (vertical) position of the graphic object. The values represent the distance of the base point (selected on the right hand side of the dialog) relative to the top left corner of the slide.

To prevent accidental modification of the position of the graphic object, select the **Position** checkbox in the bottom left part of the dialog.

The unit of measurement for this and the other dialogs in this section is set in **Tools > Options > OpenOffice.org Impress > General**.

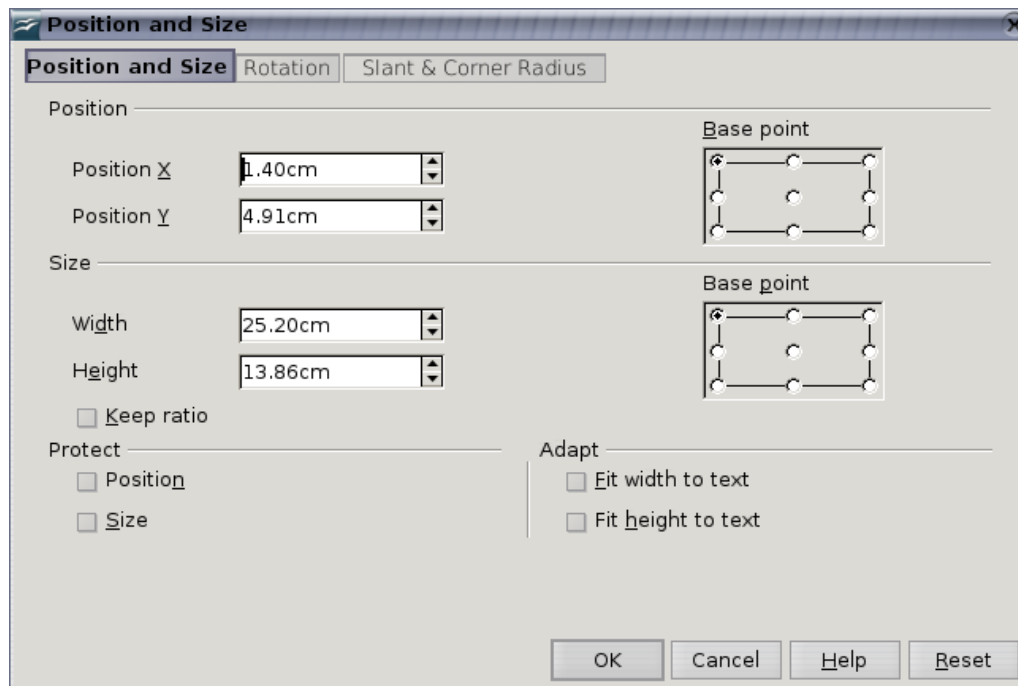


Figure 4: Fine adjustment of position and size of the graphic object

Resizing graphic objects

- 1) Click the graphic object, if necessary, to show the green resizing handles.
- 2) Position the pointer over one of the green resizing handles. The pointer changes shape giving a graphical representation of the direction of the resizing.
- 3) Click and drag to resize the graphic object.
- 4) Release the mouse button when satisfied with the new size.

The corner handles resize both the width and the height of the graphic object simultaneously, while the other four handles only resize one dimension at a time.


Tip To retain the original proportions of the graphic, *Shift+click* one of the corner handles, then drag. Be sure to release the mouse button **before** releasing the *Shift* key.

For more accurate resizing of the graphic object, use the Position and Size dialog (Figure 4). Select as the base point the part of the graphic object that you would like to anchor to the page. The default setting (top left corner) means that the when resizing the area, the position of the top left corner of the area will not change. Now modify either the *Width* value or the *Height* value of the object. To maintain the proportions between width and height, select the **Keep ratio** checkbox before modifying any value. Notice that when the checkbox is selected both dimensions change simultaneously.

To prevent accidental modifications of the size, make sure that the **Size** checkbox is selected in the *Protect* section in the bottom left part of the dialog.

Rotating graphic objects

As for the position and the size, rotation of an object can be done manually or using a dedicated dialog. To rotate a graphic manually, do as follows:

- 1) Select the graphic object if necessary so that the green handles around it show.
- 2) Click the **Rotate** button  on the Drawing toolbar. This toolbar is usually located at the bottom the screen, but it can be undocked and used as a floating toolbar. If the toolbar is not showing, select **View > Toolbars > Drawing**. The Drawing toolbar is discussed in detail in Chapter xx.

Note The icons representing the functions in the toolbars are different depending on the operating system used and on whether Oo has been customized for the Linux distribution in use or not. When in doubt, hover the mouse over the icons and wait for the tooltip to appear showing the name of the button.

- 3) Eight red handles replace the green square handles, as shown in Figure 5. Move the mouse over one of the corner handles and the mouse cursor shape will change. Click the mouse and move in the direction in which you want to rotate the graphic object.
- 4) When satisfied release the mouse button.

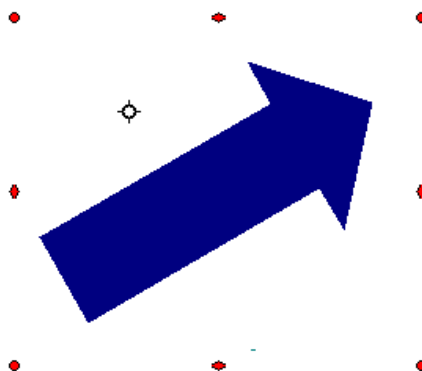


Figure 5: Shape showing the red rotating handles. Only the corner ones are active.

At step 2 a black crosshair with a circle appears in the middle of the picture: this represents the pivot point for the rotation. Normally the center of the picture will be just fine, but on some occasions you may wish to rotate around a corner or even around a point outside the picture; to do that, click on the crosshair and drag it to the desired position.

To restrict the rotation angles to multiples of 15 degrees, press the *Shift* key while rotating the graphic. This is very handy to rotate pictures of right angles, for example from portrait to landscape or vice versa.

Instead of rotating a graphic object manually, you can use the **Rotation** dialog shown in Figure 6. To display this dialog, select the graphic object so that the green resizing handles are shown, then press *F4* or select **Format > Position and Size** and select the **Rotation** tab.

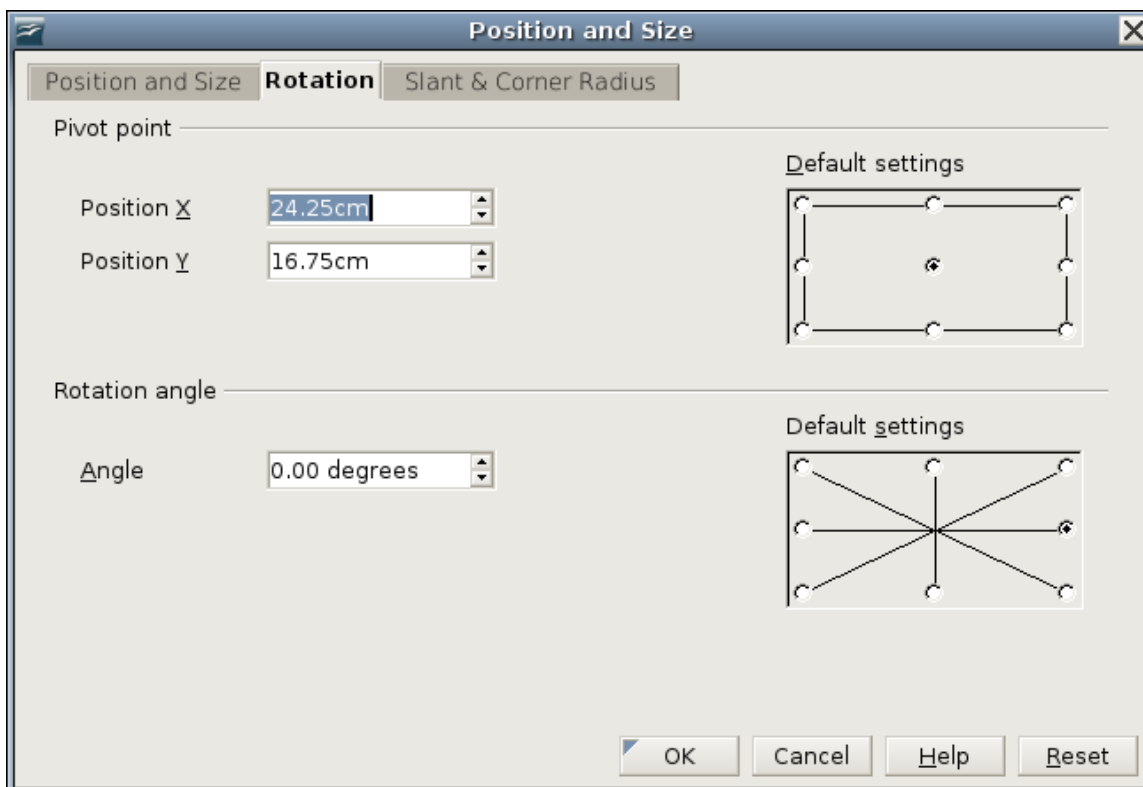


Figure 6: The Rotation page of the Position and Size dialog

In the top part of the dialog, select the position of the pivot point relative to the top left corner of the page. The default position of the pivot point is the center of the figure.

In the lower part of the dialog select the angle by which to rotate the graphic object. On the right hand side 8 default rotation values are easily configurable by selecting the desired button.

Formatting using the picture toolbar

When a picture is selected, the Picture toolbar (Figure 7) becomes available. This toolbar provides a number of formatting options which are described in this section. If the picture toolbar does not show when an image is selected, display it by selecting **View > Toolbars > Picture** from the menu bar.



Figure 7: The Picture toolbar

Applying filters

Use the left-most icon on the toolbar to apply various filters to the selected picture. The best way to judge if a filter works for your picture is to try it. To apply a filter:

- 1) Select the image so that the green handles around it show.


- 2) Click on the magic wand icon  in the Picture toolbar. The toolbar will expand to show the icons in Figure 8.



Figure 8: The graphic filters available in Impress

- 3) Select the filter to apply. To show the name of the filter, hover the mouse over the icon and wait for the tooltip to appear.

If not satisfied with the effect obtained, before doing anything else select **Edit > Undo: Bitmap Graphic Filter** from the menu bar or press *Control+Z*.

Table 1 describes briefly each of the available graphic filters and their effects. See the *Draw Guide* for examples of the effects.

Table 1: Graphic filters and their effects

Icon	Name	Effect
	Invert	Inverts the color values of a color image, or the brightness values of a grayscale image.
	Smooth	Softens the contrast of an image.
	Sharpen	Increases the contrast of an image.
	Remove noise	Removes single pixels from an image.
	Solarization	Mimics the effects of too much light in a picture. A further dialog opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog will open to adjust the aging level.
	Posterize	Makes a picture appear like a painting by reducing the number of colors used.
	Pop Art	Modifies the picture dramatically.
	Charcoal	Displays the image as a charcoal sketch.
	Relief	A dialog is displayed to adjust the light source that on turn will create the shadow and hence the relief effect.
	Mosaic	Joins groups of pixels into a single area of one color.

Changing the Graphics mode

Use the next box in the Picture toolbar to change the mode of the image. Choose between:

- **Default:** no changes to the graphic object.
- **Grayscale:** the image is converted to scales of gray.
- **Black/White:** each pixel of the image is converted to black or white depending on the brightness value.
- **Watermark:** adjusts the brightness of the image making it suitable to be used as a watermark. For more information on creating watermarks, refer to Chapter 2.

Adjusting the graphics color

Clicking the color adjustment button  of the Picture toolbar opens the color adjustment dialog, shown in Figure 9.

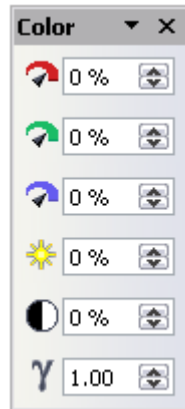
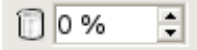


Figure 9: The color adjustment dialog

Use this dialog to modify the individual color components of the image (red, green, blue) as well as the brightness, contrast, and gamma of the image.

Setting the object transparency

Modify the percentage value in the Transparency box  on the Picture toolbar to make the image more transparent. Note that this is different from the transparency settings for a line or a shape.

Adjusting the line, area and shadow settings

These settings are not very commonly used for images with the exception of the shadow setting that applies a shadow to the image.

Cropping graphics


To start cropping a picture, select the Crop icon  from the Picture toolbar (Figure 7).



Figure 10: The options available when cropping a picture

The Crop dialog (Figure 10) has the following options:

- **Keep scale / Keep image size** buttons: when *Keep scale* is selected (default), cropping the image does not alter the scale of the graphic. When *Keep image size* is selected, cropping produce enlargement (for positive cropping values), shrinking (for negative cropping values), or distortion of the image so that the image size remains constant.
- **Left, Right, Top, and Bottom**: the function of these boxes changes according to the choice made between *Keep scale* and *Keep image size*. In both cases, when a value is entered in one of these boxes, the image is cropped by that amount. For example, a value of 3cm in the Left box will cut 3cm from the left side of the picture.

When *Keep scale* is selected, the size of the image also changes, so in this example the width will be reduced by 3 cm. If *Keep image size* is selected instead, the remaining part of the image is enlarged (positive values for cropping) or shrunk (negative values for cropping) so that the width and height of the image remains unchanged.

Note that the *Width* and *Height* fields change as you enter the values when in this mode. Use the thumbnail next to these fields to determine the correct amount by which to crop.

- **Scale Width and Height**: specify in percentages the scaling of the graphic object. The size of the image changes accordingly.
- **Image size**: specify the size of the image in your preferred unit of measurement. The image enlarges or shrinks accordingly.
- **Original size**: when clicked, restores the original image size.

Deleting graphic objects

- 1) Click the graphic object, if necessary, to show the green resizing handles.
- 2) Press **Delete**.

Creating an image map

An image map defines areas of the image (called *hotspots*) with a URI (a web address or a file on the computer). Hotspots are the graphic equivalent of text hyperlinks. Clicking on a hotspot causes Impress to open the linked page in the appropriate program (for example, the default browser for an HTML page; OOo Writer for a .ODT file; a PDF viewer for a PDF file). You can create hotspots of various shapes, and include several hotspots in the same image. See the *Draw Guide* for more details on the creation and use of imagemaps.

To use the image map tool:

- 1) Select the picture where the hotspots will be defined.
- 2) Choose **Edit > ImageMap** from the menu bar. The ImageMap Editor dialog (Figure 11) opens.
- 3) Use the tools and fields in the dialog to define the hotspots and links necessary.

4) Click the **Apply** icon  to apply the settings.


5) When done, click the **Save** icon  to save the imagemap to a file, then click the **X** in the upper right corner to close the dialog.



Figure 11: The dialog to create image maps. The last 'o' of the word Authors is set as an active hotspot

The top part of the dialog contains the following tools:

- **Apply** button: click this button to apply the changes.
- **Load, Save, and Select** icons.
- Tools for drawing a hotspot shape: these tools work in exactly the same way as the corresponding tools in the Drawing toolbar.
- **Edit, Move, Insert, Delete Points**: advanced editing tools to manipulate the shape of a polygon hotspot. Select the Edit Points tool to activate the other tools.
- **Active** icon: activates the selected hotspot or deactivates it.
- **Macro**: associates a macro with the hotspot instead of just following the hyperlink.
- **Properties**: sets the hyperlink properties and adds the Name attribute to the hyperlink.

Below the toolbar, specify for the selected hotspot:

- **Address**: the address pointed by the hyperlink. You can also point to an anchor in a document such as a specific slide number; to do this, write the address in this format:
file:/// <path> /document_name#anchor_name

- **Text:** enter the text that will be displayed when the mouse is moved over the hotspot.
- **Frame:** where the target of the hyperlink will open: pick among `_blank` (opens in a new browser window), `_self` (opens in the active browser window), `_top` or `_parent`.

Tip The value `_self` for the target frame will work just fine in the vast majority of the occasions. It is therefore not recommended to use the other values unless absolutely necessary.

The main part of the dialog shows the image on which the hotspots will be defined and the hotspot itself. Note that an active hotspot is indicated by a white shading, while an inactive hotspot is identified by a red border but no shading.

Managing the Gallery themes

Graphics in the Gallery are grouped by themes, such as Bullets, Rulers, and 3D Effects. The box on the left of the gallery window lists the available themes. Click on a theme to see its graphics displayed in the Gallery window (see Figure 3).

The default themes are locked; no items can be added or deleted from these themes. The locked themes are easily recognizable by right-clicking on them; the only available option in the pop-up menu is **Properties**.

In a default installation, only the *My themes* theme is customizable, although new themes can be added as explained in “Adding a new theme to the Gallery” on page 14.

Adding graphics to the Gallery

You can add new graphic files to existing themes which you created or that can be edited. There are several ways to add a file to an existing theme.

Method 1 (selecting a file):

- 1) Right-click on the theme name in the list of themes and choose **Properties** from the pop-up menu.
- 2) Click the **Files** tab, if necessary.
- 3) Click **Add**.
- 4) Select a file and click **Open**. The file is added to the theme.

Method 2 (drag and drop):

- 1) Open the document containing a graphic you want to add to the Gallery, and display the Gallery theme you want to add the graphic to.
- 2) Click on the image with the left mouse button and, holding the button pressed, drag the image into the document.
- 3) Release the mouse button.

Figure 12 shows an example of an image dragged from the Gallery.

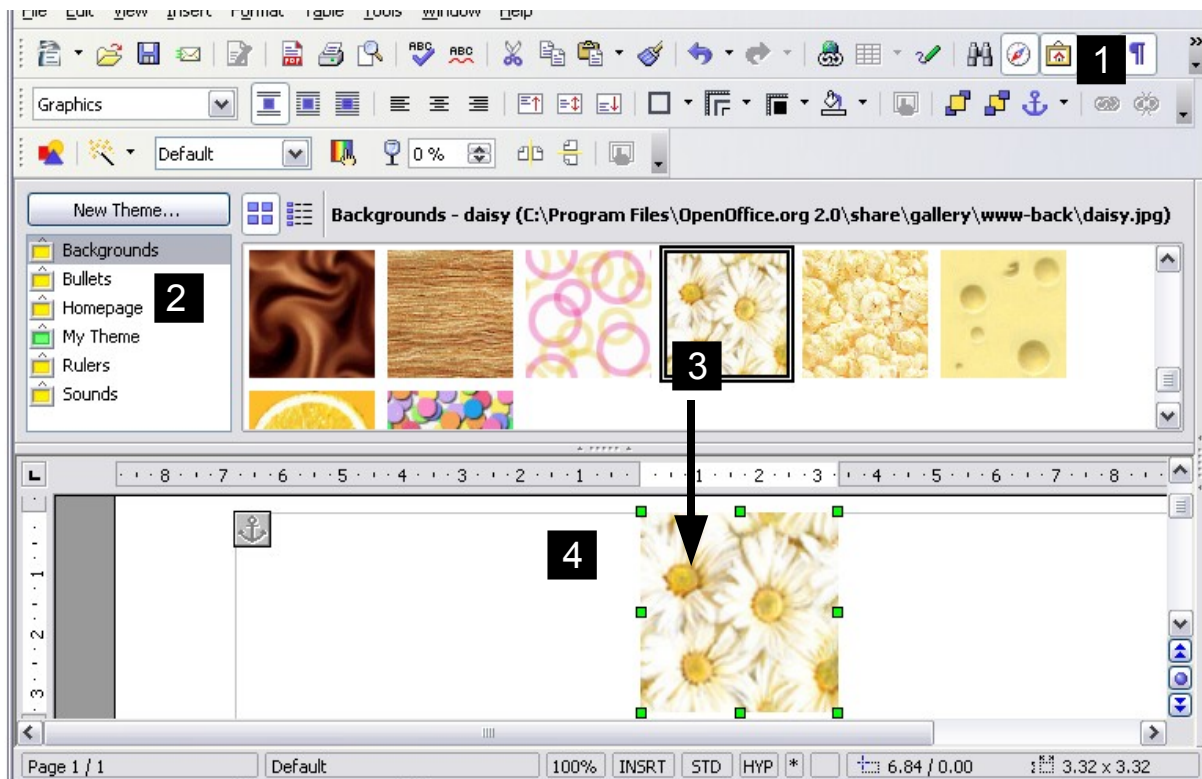


Figure 12. Inserting an image from the Gallery

Deleting graphics from the Gallery

To delete a graphic from a theme:

- 1) Right-click on the graphic in the Gallery window.
- 2) Choose **Delete** from the pop-up menu. A message appears, asking if you want to delete this object.
- 3) Click **Yes**. The graphic is deleted from the theme.

Note The graphic is deleted from the Gallery only. The original graphic file is not deleted.

All the images in a gallery are actually linked files. From time to time it is beneficial to update the gallery theme to make sure that all the files are still there. To do so, right-click on the theme where you added at least one file and then select **Update** from the pop-up menu.

Adding a new theme to the Gallery

- 1) Click the **New Theme** button above the list of themes (see Figure 3).
- 2) Click the **General** tab and type a name for the new theme.
- 3) Click the **Files** tab (Figure 13).

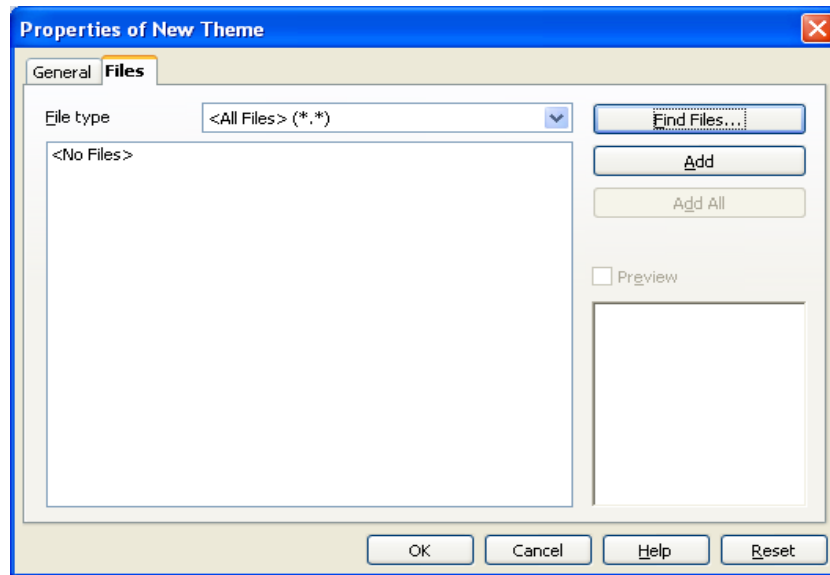


Figure 13. Setting up a new theme in the Gallery

- 4) Click **Find Files**. The Select Path dialog opens. Browse to the folder that contains the files for the new theme and click **OK**.

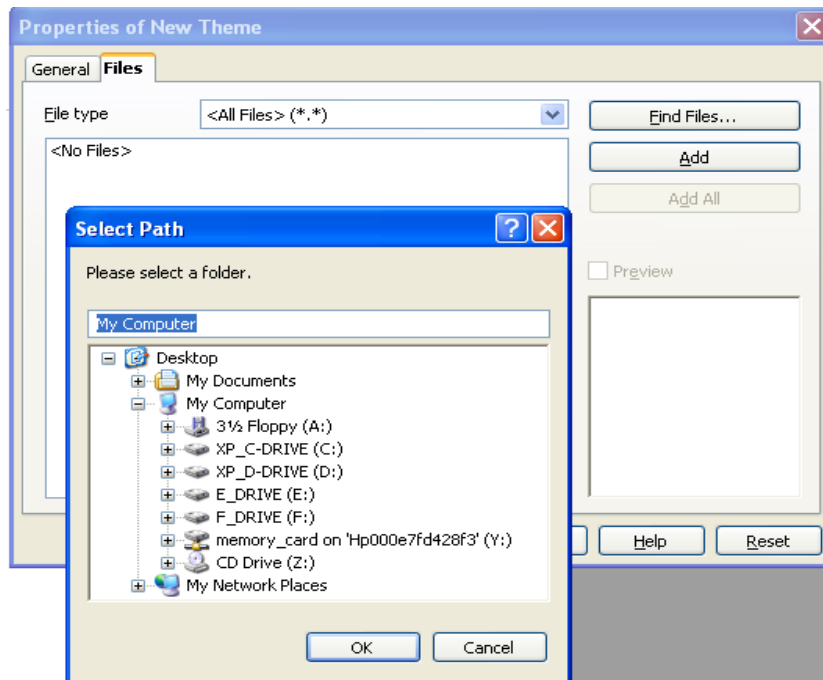


Figure 14. Choosing files to add to the new theme

- 5) Back on the Files tab, use *File Type* and/or select a file from the list displayed, to choose to add a file or all files. (See Figure 13.)
- 6) Click **OK** when finished.

Note The files do not show in the large box under the **File Type** box; and under the **General** tab, the **Contents** will display as “0 Objects,” but the chosen files will be inserted into the new theme. Remember, you can always add or delete graphic files later.
