



# Tutorials For OpenOffice

## Convert PowerPoint To Impress Presentation

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### Introduction

This tutorial converts Microsoft PowerPoint Presentations to Sun Office or OpenOffice Impress Presentations.

When opening a PowerPoint presentation using OpenOffice, the slide transition settings do not always convert and are not applied. You will need to manually set the transition settings using Open Office Impress (Presentation).

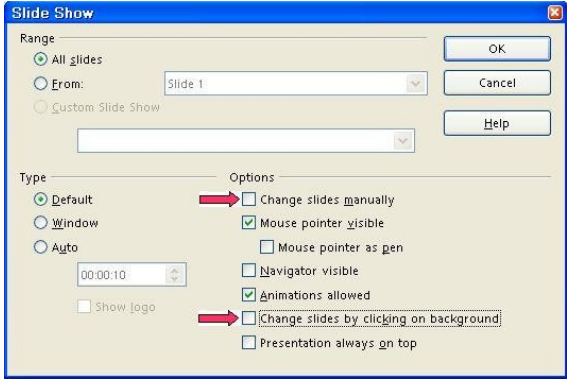
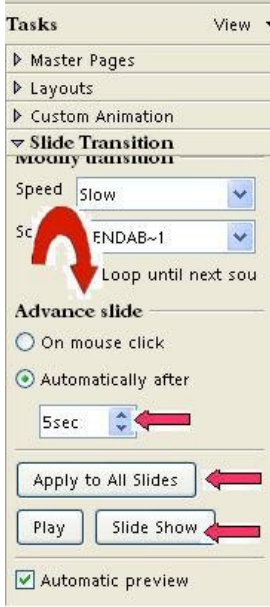
Once you have set the transitions, you can save in MS PowerPoint format and the transitions will work for both PowerPoint and Open Office Presentations.


### Different Ways To Use This Tutorial

1. The quickest way to use this Step-By-Step tutorial is just to read it online.
2. Print this tutorial.
  - (a) Read a step.
  - (b) Do a step.
  - (c) See what happens on the computer screen.
3. If you already have a PowerPoint file, use that file with this tutorial. If you do not have a PowerPoint file, use the "Sample Presentation" file.

### Convert PowerPoint to Impress Presentation

Activity	Explanation
1. Open a PowerPoint file in Impress OR open the Sample Presentation file. Click <b>File – Open</b> and choose the file	You should now be seeing the first slide of the presentation.

Activity	Explanation
you want to open.	
2. Click <b>Slide Show - Slide Show Settings</b>	“Slide Show” window appears.
3. Under Options, ensure that “Change slides manually” and “Change Slides by Clicking on background” are NOT checked. Click <b>OK</b> .	
4. Click <b>Slide 1</b> tab	<p>The first slide appears on the computer screen.</p> <p>If using a projector, the first slide is seen</p>
5. Click <b>Slide Show</b> Under <b>Tasks</b> , click <b>Slide Transition</b> if it is not already available.	“Slide Transition” window opens.
6. In the <b>Advance slide</b> box, click <b>Automatically after</b> . select how long this slide appears before the next slide will appear.	<p>The Duration box is below the "Automatically after" button.</p>  <p>00:00:05 means 5 seconds.</p>

Activity	Explanation
	02:00:00 means 2 hours.  Do this by clicking on the Duration box. Highlight the "sec" and type 00:00:05 OR Click on the  at the edge of the Duration box to enter a time.
7. Click the <b>Apply To All Slides</b> button.	
8. Click <b>File &gt; Save As</b> . In the Save in: " pull-down menu box, click <b>My Documents</b> (if it is not already selected). In the Save as type:" pull-down menu box, click <b>OpenDocument Presentation (.odp)</b> (if it is not already selected).	
9. In the <b>File name:</b> box, type <b>Cats</b> .	
10. Click <b>Save</b> .	" Cats" is saved. The file, "Cats" is still on the screen.
11. Click <b>File &gt; Close</b> .	The file, " Cats", is no longer on the screen.

**Note**

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to [tutorialsforopenoffice@yahoo.com](mailto:tutorialsforopenoffice@yahoo.com)

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