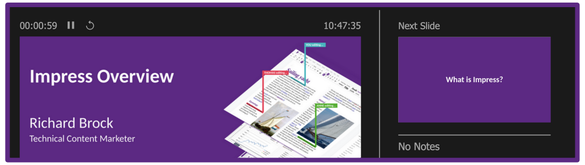
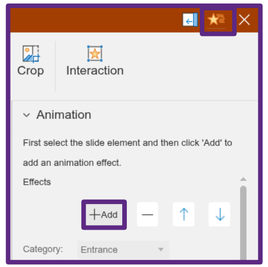
Presenter Console

Enjoy controlled multiple-screen support, enabling presenters to view their speaker notes, presentation controls, and current slide while the audience sees only the presentation itself. The console displays upcoming slides, the elapsed time and navigation controls for complete management. The presenter can toggle between a thumbnail grid of all their slides too, so can more easily jump directly to a slide for discussion.



Adding Animation

Bring slides to life with custom animations, applying dynamic effects to individual slide objects. Select the **Animation Side Panel** icon. Select any object and click the **+Add** button to choose from various effect categories including entrance, emphasis, and exit animations. Objects can move along motion paths, either predefined or customised using the **Options** button.



Master Slides

These ensure consistent formatting across your entire presentation deck and for your entire organisation. Select **View tab > Master View** to start defining the main attributes. Adjust the fonts here for each main style such as title text and outline level across all slides. **Slide Properties** controls the page format and background, such as corporate colours or logos. Adding a Header and Footer enables you to add messaging to entire slide decks. Ensure you click **Close Master View** to return to normal editing.

Snap to Grid

Along with **Show Grid** found under the **View tab** this helps you to effortlessly format slides and design visually appealing presentations. These tools ensure precise positioning of slide elements, guaranteeing a polished end result. With **Snap to Grid** and the Ruler bar, positioning and aligning content is no longer down to guess work. The grid system provides guidelines that objects automatically snap to, while alignment tools help distribute and align multiple elements perfectly.

Impress Keyboard Shortcuts

General Keyboard Shortcuts	
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C, Ctrl + Insert
Paste without formating	Ctrl + Shift + V
Paste special	Ctrl + Alt + Shift + V
Print (or download PDF)	Shift + P
Display shortcuts help	Ctrl + Shift + ?
Focus to menu	Alt + Shift + F1
Focus to document	ESC
Focus to comment	Alt + C

Text Formatting	
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Double Underline	Ctrl + D
Strikethrough	Ctrl + Alt + 5
Superscript	Ctrl + Shift + P
Subscript	Ctrl + Shift + B
Remove direct formatting	Ctrl + M
Select all	Ctrl + A

Shortcut Keys for Slides	
Escape current mode ie switch from edit mode to object selection mode, from object selection mode to view mode.	Esc
Select objects in the order in which they were created.	Tab
Select objects in the reverse order in which they were created.	Shift + Tab
Move to the next text object on the slide.	Ctrl + Enter
Select all in a slide.	Ctrl + A

Paragraph Formatting	
Align Center	Ctrl + E
Align Left	Ctrl + L
Align Right	Ctrl + R
Justify	Ctrl + J
Demote list item (the list item has to be selected)	Tab
Promote list item (the list item has to be selected)	Shift + Tab

Presenter Console Shortcuts	
Next slide or effect.	Left click, Right/Down Arrow, Space, Page Down, Enter
Previous slide or effect.	Left/Up Arrow, Page Up, Backspace
Use mouse as pen.	P
Erase all ink on slide.	E
First slide.	Home
Last slide.	End
Previous slide (no effects).	Alt + Page Up
Next slide (no effects).	Alt + Page Down
Blank/Unblank screen.	B or .
White/Unwhite screen.	W or ,
End slide show.	Esc
Go to slide number.	# then Enter
Grow/Shrink notes font.	G, S
Scroll notes up/down.	A, Z
Move caret in notes view.	H, L
Show the Presenter Console.	Ctrl + 1
Show the Presenter Notes.	Ctrl + 2
Show the Slide Overview.	Ctrl + 3
Switch monitors.	Command + 4
Turn off pointer	Command + A

Impress Keyboard Shortcuts

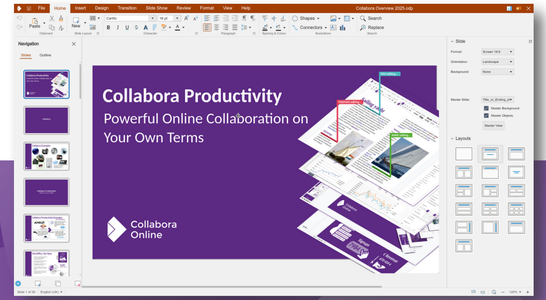
Selection and Navigation in a Textbox	
Select All	Ctrl + A
Move the cursor left	Arrow Left
Move the selection left	Shift + Arrow Left
To the beginning of a word	Ctrl + Arrow Left
Select word by word left	Ctrl + Shift + Arrow Left
Move the cursor right	Arrow Right
Move the selection right	Shift + Arrow Right
Go to start of the next word	Ctrl + Arrow Right
Select word by word right	Ctrl + Shift + Arrow Right
Move the cursor up a line	Arrow Up
Select lines upwards	Shift + Arrow Up
Move the cursor to the start of the previous paragraph	Ctrl + Arrow Up
Select everything to the start of the paragraph	Ctrl + Shift + Arrow Up
Move the cursor down	Arrow Down
Select lines downwards	Shift + Down
Move the cursor to the start of the next paragraph	Ctrl + Arrow Down
Select everything to the end of the paragraph	Ctrl + Shift + Arrow Down
Go to the start of a line	Home
Go and select to the beginning of a line	Shift + Home
Go to the start of a document	Ctrl + Home
Go and select text to the beginning of the document	Ctrl + Shift + Home
Go to the end of the line	End
Go and select to the end of a line	Shift + End
Go to the end of the document	Ctrl + End
Go and select text to the end of the document	Ctrl + Shift + End

Selection and Navigation in a Textbox cont...	
Move the view up one page	Page Up
Switch cursor between text and header	Ctrl + Page Up
Extend the selection up one page	Shift + Page Up
Move the view down one page	Page Down
Switch cursor between text and footer	Ctrl + Page Down
Extend the selection down one page	Shift + Page Down
Delete to the beginning of the word	Ctrl + Backspace
Delete to the end of the word	Ctrl + Delete
Delete to the beginning of the sentence	Ctrl + Shift + Backspace
Delete to the end of the sentence	Ctrl + Shift + Del

Navigating in the Slide Sorter	
Focus to the first/last slide.	Home/End
Focus to the next/previous slide.	Left/Right Arrow or Page Up/Down
Move selected slides down.	Option + Shift + Page Down
Move selected slides up.	Option + Shift + page Up
Move selected slides to the end of the list.	Option + Shift + End
Move selected slides to the start of the list.	Option + Shift + Home
Change to normal mode or adds a new slide in Slide Pane.	Enter

QUICK START

Impress



Collabora Online

www.collaboraonline.com/tutorials

Welcome to **Impress**

Slick, professionally delivered presentations are exactly what **Collabora Online Impress** is designed for. From their initial inception, through the team-based collaborative editing process and the final 4K big-screen event, **Impress** delivers the creative tools you need to clearly communicate your message.

The powerful editing tools of Impress enable you to unleash your creative powers, supporting everything from 4K screens for crystal-clear visuals, to interactive elements that transform static slides into engaging experiences. It's packed with the features you need to speed up your presentation creation including master slides, custom timings, transitions, and templates.

If you already have a library of presentations there's good news, **Impress** is highly compatible with other leading presentation formats, so you can import your existing files without a worry. Collabora Online **Impress** works with all good modern browsers, it's also cross platform and offers mobile apps for iOS, Android and ChromeOS. Whether you're presenting in a classroom or a boardroom, **Impress** has your back. To help you start creating professional presentations, we've outlined the key features and the tools you need.

File Formats

Import and export the most widely used formats such as modern .pptx, older .ppt and open .odp formats.

Text Controls

Find easy access to the standard cut, copy and paste controls at the start of the Home bar. The paintbrush enables you to clone formatting and the "A" icon clears any existing formatting. Adjust text styles with basic font and size controls alongside bold, italic, underline and colour. Use the highlight tool to apply a background colour to text.

Navigation Panel

For presentation creation you'll spend a lot of time using the **Navigation Panel**, from general navigating of slides to creating new ones and reordering existing ones, the **Navigation Panel** offers simple control over your slides. Right-click on a slide for options to create, move, duplicate, hide and rename slides.

Text Formatting

Take control of your text with alignment options (left, centre, right and justify) alongside list formatting with bullets and numbering. These tools help structure content clearly and maintain consistent formatting across slides.

Comment

Collaborative comments can be left on any element. Right-click and select **Insert Comment**. Use @user to loop in colleagues to get their attention. A profile icon indicates a comment has been left and its contents will pop up when you move the cursor over it.

Interaction

Presentations don't have to be linear. Set custom actions with **Interactions**, attaching them to any on-screen elements, enabling you to trigger events such as sounds, videos, macros or programs. Depending on audience feedback you can jump to other slides for more Q&A interaction or skip sections depending on interest. Add an interaction by selecting a slide element and then **Layout tab > Interaction**.

Slide Transitions

Create smooth, professional looking transitions between slides during your presentations, add classic wipes, fades or more creative mosaic and venetian blind effects. Select the **Transition tab** to apply transitions. Set custom timings for automatic progression or use manual controls for presenter-paced timings.

Images

Drop images into your presentation using the **Insert Image** button on the **Home tab**, choose to use files stored in the cloud or on your local machine. Use the tools under the **Picture tab** to edit, align, crop and group your images.

Shapes and Text Boxes

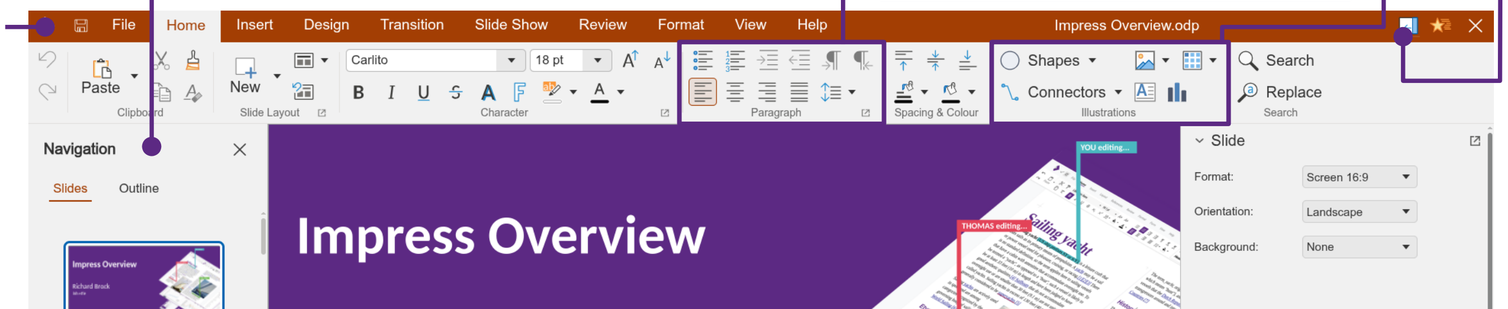
If the standard Layout options don't offer a suitable design use text boxes, including vertical text boxes for adding stand-alone text elements. Draw emphasis to on-screen elements with the provided **Shapes** selection and to add flow-chart style diagrams, make full use of the **Connectors** which add that professional touch with clear visual relationships between elements.

The Notebookbar

The main **Impress** interface is organised around the familiar feeling tabbed menu. This provides single-click access to all the most common features you need and it's worthwhile taking the time to familiarise yourself with the sections it offers.

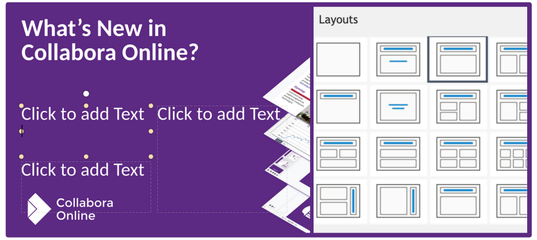
Easy Access

Jump to any menu quickly by pressing the Alt + Shift key and then the easy-to-read pop-up shortcut key!



Layouts

Found in the **Side Panel** you can apply a variety of helpful pre-defined slide layouts to the currently selected slide. 16 base design are available – from blank or title slides, to multi-panel and vertically designed ones. Layouts are applied adaptively to the current slide; if it's a blank slide a new layout is applied, if there is existing content it'll be adapted around the layout you've chosen. Layouts are stored separately from Master slides which the user can define.



Side Panel

Located on the right side of the workspace, provides context-sensitive access to a wide range of settings for the currently selected object. Use the quick-access icons at the top-right of Impress to jump to slide Layout, Animation and Master pages controls.

Speaker Notes

Give yourself or colleagues a little guidance while presenting with private Speaker Notes attached to individual slides. Easily add notes to slides selecting the **View tab > Notes View**. During presentations use the Presenter Console to view your speaker notes on-screen while the audience sees only the slides.

Presentation

At its most basic, click the **Slide Show tab** to open the options for sharing your presentation. Use the left-mouse button, spacebar or right-arrow key to proceed forward through your slides and backspace or left-arrow key to go back and the Escape key to exit the presentation.

Present in Window opens a pop-up window with your presentation inside, perfect for screen sharing during video calls, whilst still being able to access other windows and browser tabs as you present.