

How to insert multimedia in Libreoffice Impress



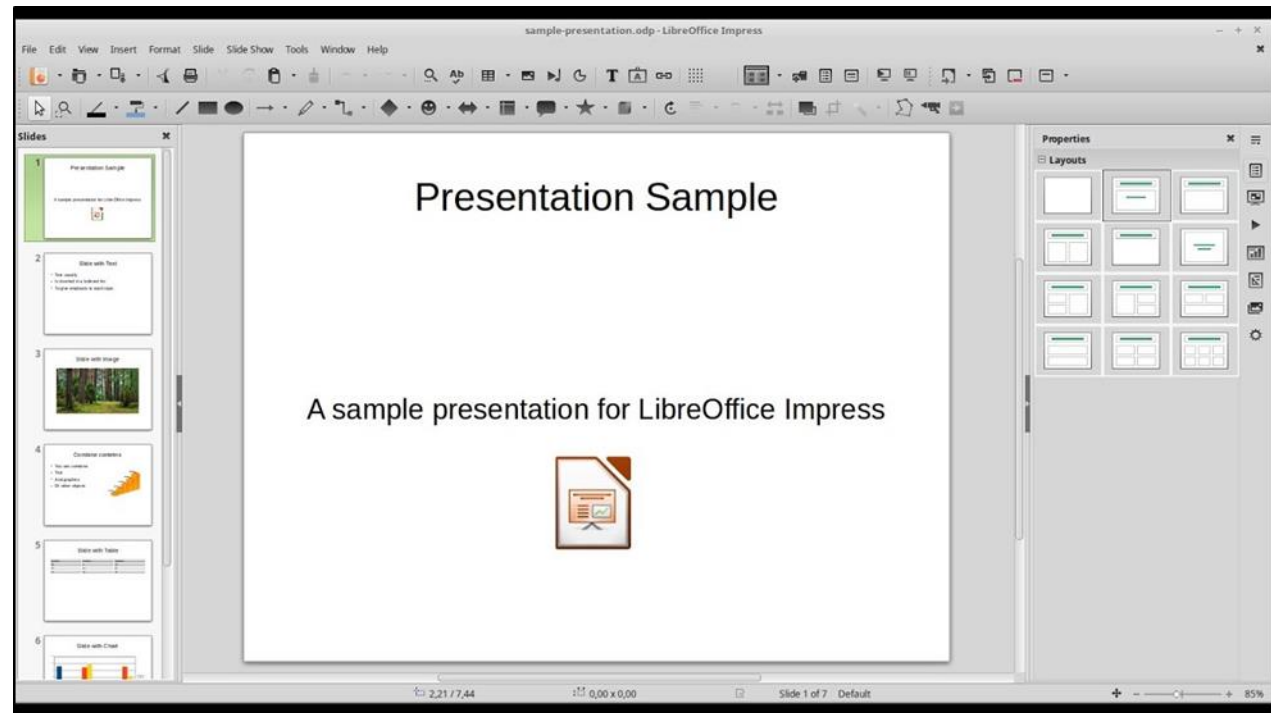
Libreoffice Impress



Impress is the presentation (slide show) program included in LibreOffice. Impress creates presentations in the Open Document Presentation (ODP) format, which can be opened by other presentation software or can be exported in different presentation formats.

Multimedia insertion in Libreoffice Impress

LibreOffice Impress can import media files such as movies and audio of various types. All standard audio and video formats are supported (mp3, wma, wmv, mp4, mpeg).




Import media file

To import an audio or video file from your computer, use one of the following methods:

- In an autolayout content text box, click the Insert Audio or Video icon.



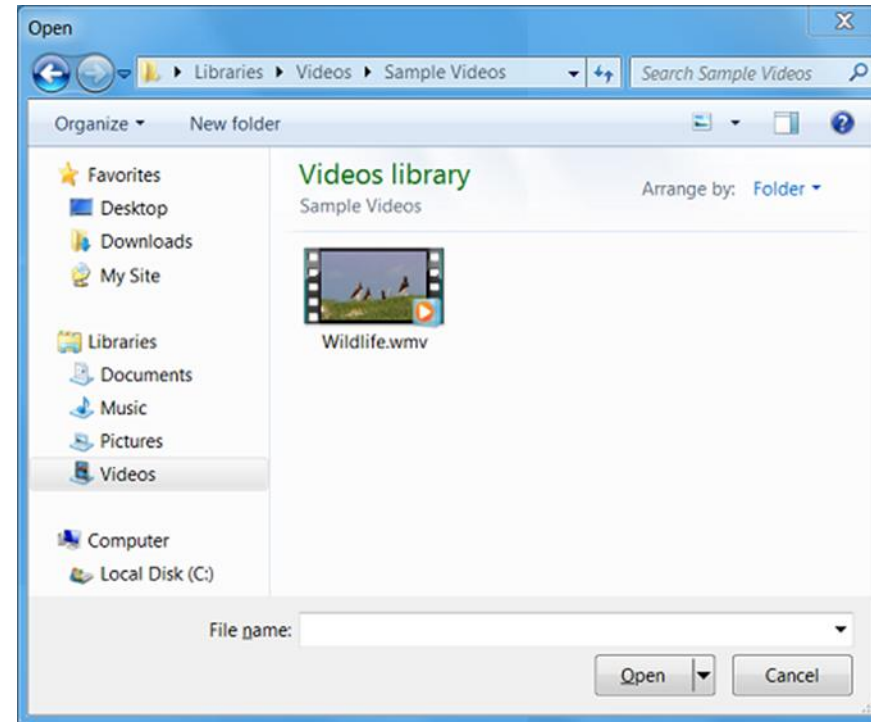
- On any slide use the Audio or Video button  from the Basic toolbar.
- Or, select the Insert > Audio or Video command from the main menu.





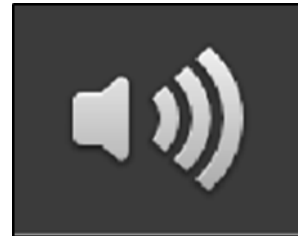
Import media file

When the file explorer window appears, select the media file you want to import and click the Open button to place the object on the slide.



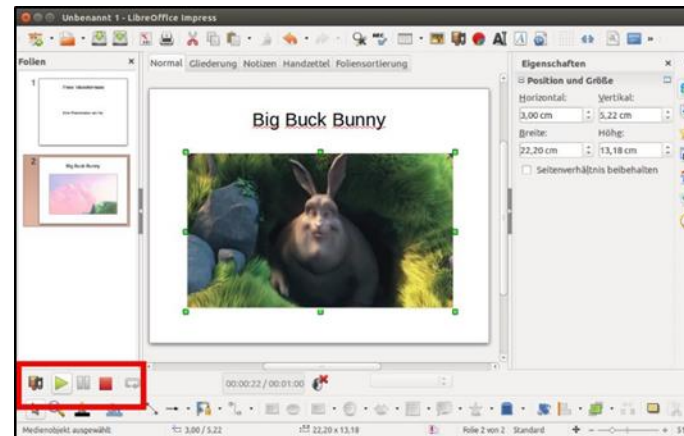
Audio files

In the case of inserting an audio file, an icon will appear inside the slide indicating the presence of the multimedia.



Video files

In case of a video file, its frame will appear inside the slide.



You can resize or move the video frame like any other object.

Important: Media files will start playing automatically as soon as the slide appears during the presentation.



Media connection

By default, Impress **embeds** media in the final presentation file. This means you can move the presentation to another computer and have the media files play without having to transfer them separately.

You also have the ability to **link** a media file (insert as link option) to a presentation.

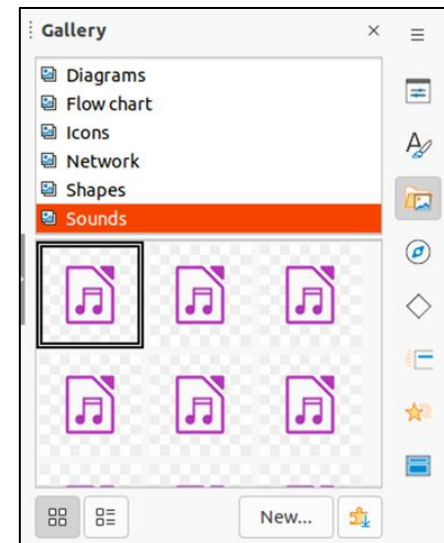
In this case, the media file is **not saved** with the presentation file. If you want to play the presentation on another computer, you must transfer the presentation file together with the media files into the same folder. Additionally, any custom sound file that you import as a slide transition sound effect can only be linked to the presentation and must also be uploaded with the presentation.



Media clips from the Collection

To import media clips directly from the Gallery:

- Click the Collection tab in the sidebar.
- Browse to a topic that contains media files (for example sounds).
- Click on the movie or sound you want to insert and drag it to the slide area.



Media playback

The Media Playback toolbar opens automatically when a media file is selected.

The default position of the toolbar is at the bottom of the screen.

If the toolbar doesn't open, go to View > Toolbars > Media Playback from the main menu.

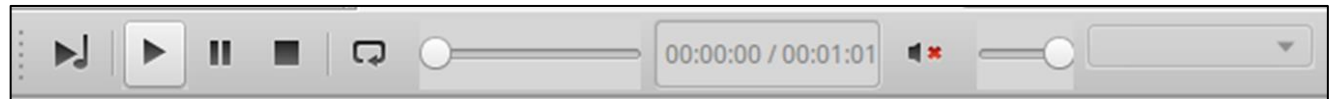


Photo album

Impress can automatically create a photo album from a set of images, usually with one photo per slide. For example, you can create an album of your recent photos in a slideshow file.

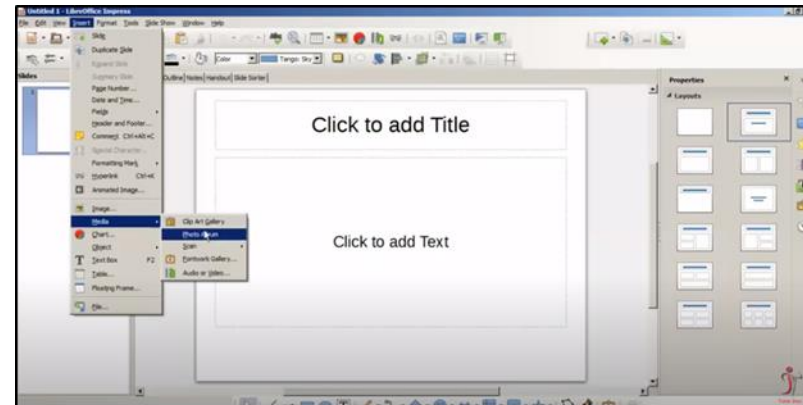
Before starting it would be a good idea to collect all the photos in a folder.



Photo album

To insert the images and automatically create slides in your presentation:

1. Open an existing or blank presentation.
2. Go to the slide before the photo album.
3. Select Insert > Media > Photo Album from the main menu.



4. In the Create Photo Album dialog, click the Add button.

Photo album

5. When the file browser opens locate the images you want to import. Remember that with the SHIFT key you make a contiguous selection while with the CTRL key you select non-contiguous files from the list. When you have selected the images click the Open button to add the files to the photo album.



Photo album

6. The Create Photo Gallery window reappears with the list of images you just imported. Create the required sequence by removing images or moving them up or down the list. You can optionally set the number of images per slide in the Slide Layout list box. The Add title to each slide option will add a text box to each slide to caption each image. When your slideshow is ready, click Insert Slides.

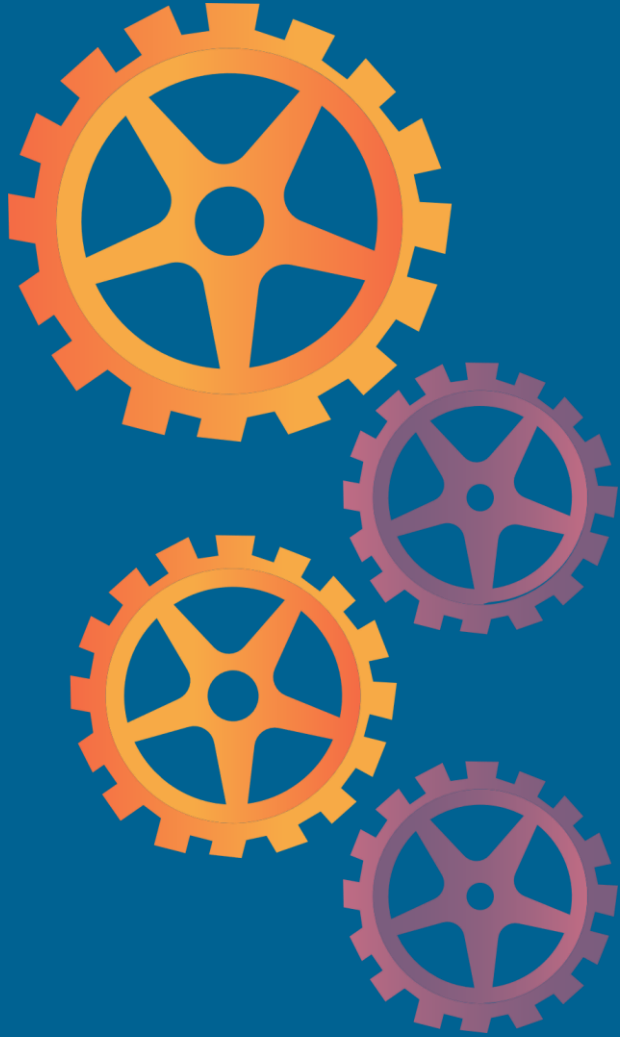
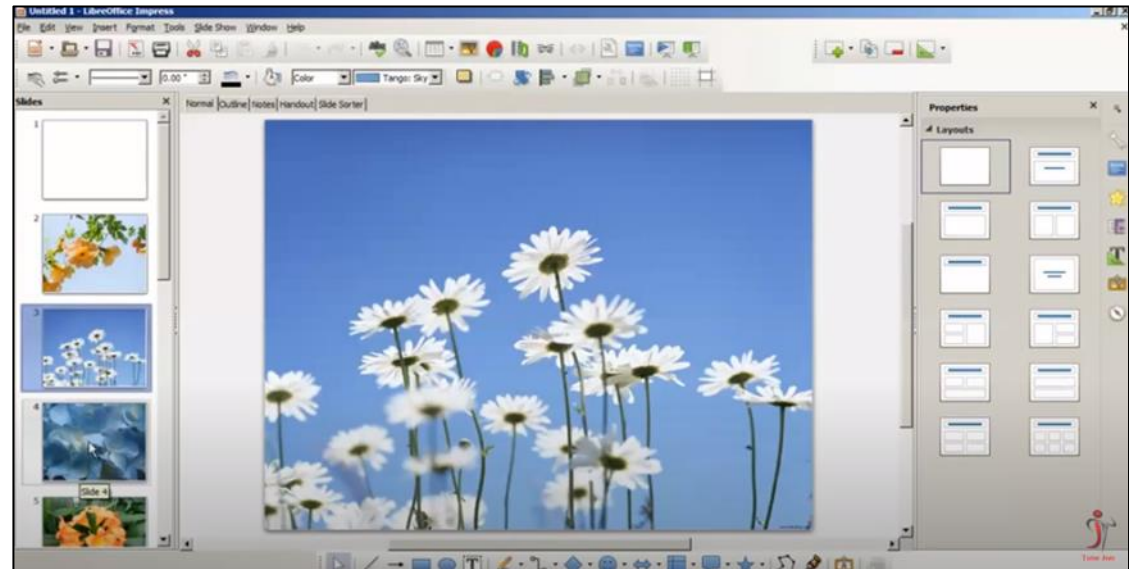
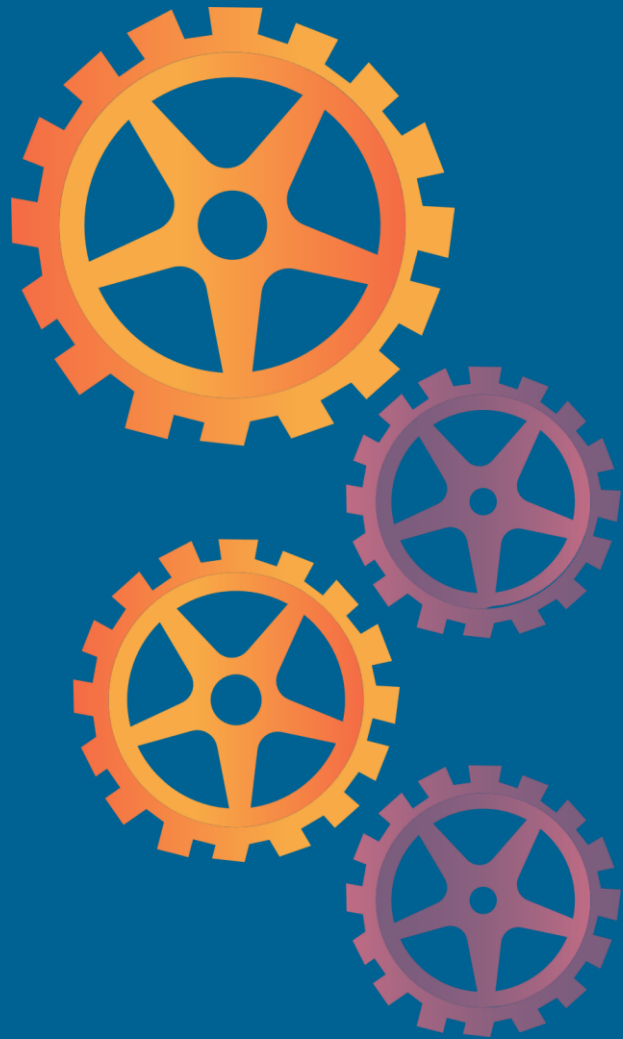


Photo album

7. Impress will create the slides and insert the images automatically. The number of new slides depends on the number of images per slide you set in the previous step. If you have set titles you will need to fill in the text boxes with the caption for each slide.





Improve photo album

To make your photo album more attractive, the following improvements are recommended:

- Add a title slide to the beginning of the presentation
- Apply a background color to all slides
- Add (the same) auto-rotate effect to all slides.
- Add a background music. To achieve this, simply add a music file as a transition effect to the first slide.

End of Unit

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