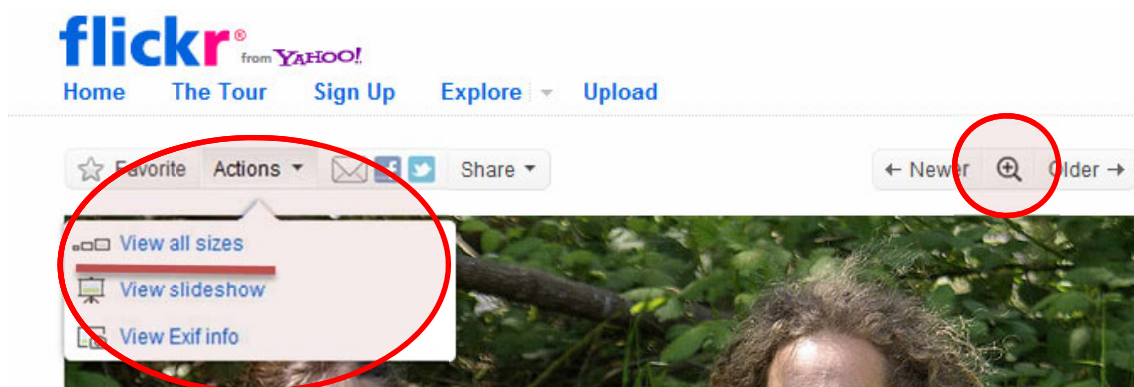
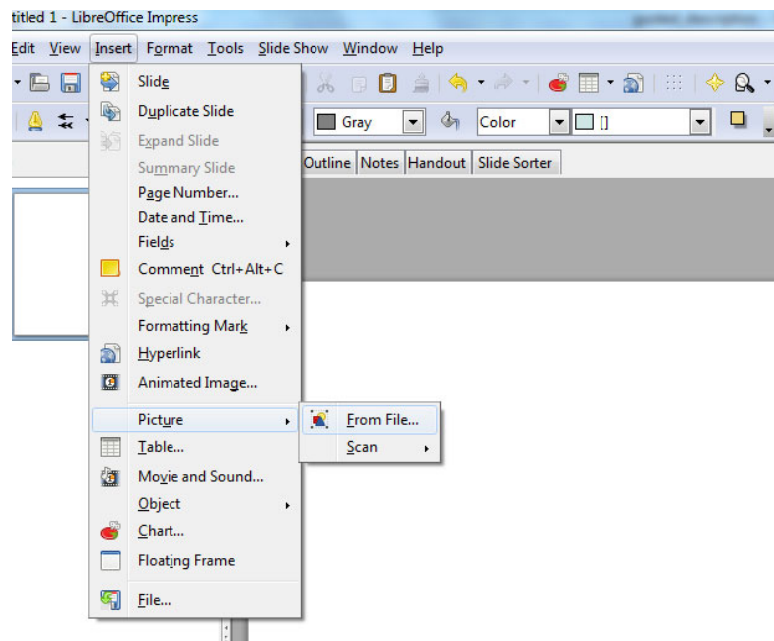


## GUIDED DESCRIPTION – IMPRESS (Libre Office 3)

- 1) Visit <http://www.flickr.com/search/advanced/> and search for the pictures you need. Do not forget to tick the box “Only search within Creative-Commons licensed content”. When you have chosen the picture, download the size you prefer. To access the download screen and choose sizes, you can choose “View all sizes” from the drop-down menu “Actions” or click on the magnifying glass.



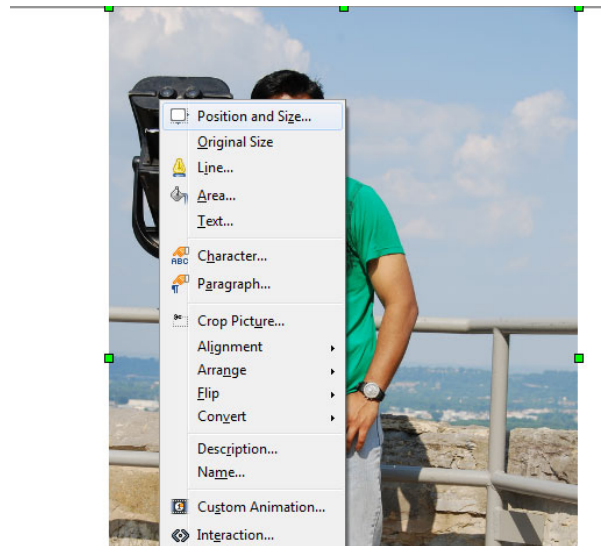
- 2) Create an Impress presentation. Choose a blank slide to begin with or delete any objects (text boxes, etc) the default slide may have.
- 3) Go to Insert / Picture / From file ... and choose the picture you want to insert.



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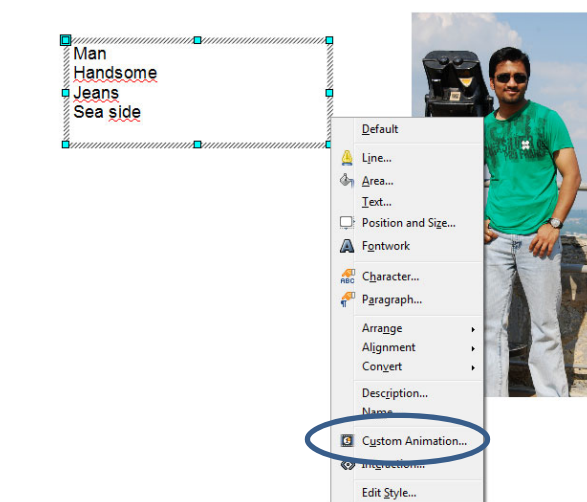
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- 4) Adjust the size by clicking on one of its corners and dragging the mouse until you reach the size you want or by choosing “Position and size” after right-clicking on the picture. For pictures with landscape orientation, 11cm in height and 14 cm in width could be a good size. For pictures with portrait orientation, 11 cm in height is a good option.



- 5) Insert a text box next to the picture and write the words you want your students to see on mouse click. To do so, click on F2 or choose the “T” symbol from the drawing toolbar, which usually appears on the bottom of the screen.

- 6) Right-click on the text box and choose “Custom animation”



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- 7) A new panel appears on the right hand side of the screen. Go to Modify / Add ... and choose any entrance effect. Words will appear one by one when you are in presentation mode and click.
  
- 8) Save your file. To use it in presentation mode, press F5 once it's open.