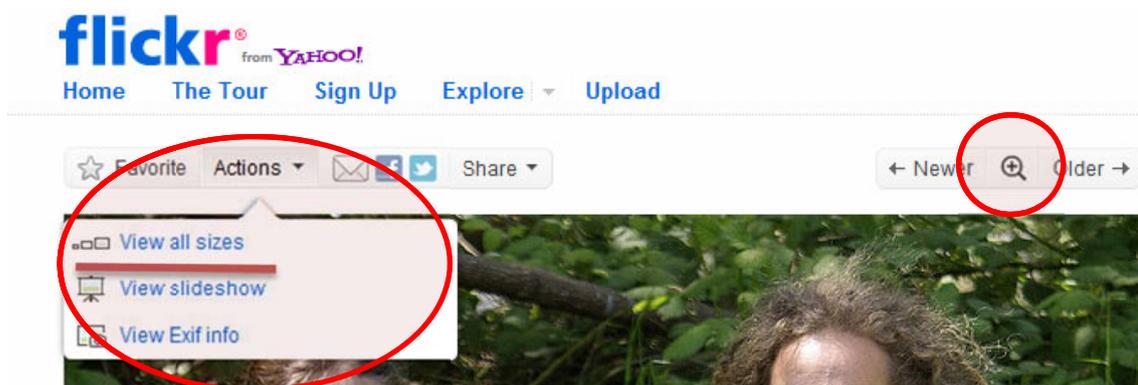


VOCABULARY LABELS – IMPRESS (Libre Office 3)

- 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.

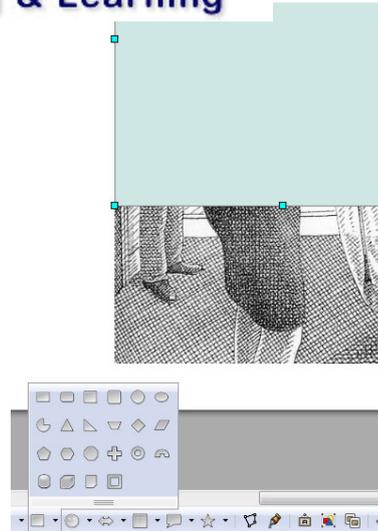


- 2) Create an Impress presentation. Choose a blank slide to begin with or delete any objects (text boxes, etc) the default slide may have.
- 3) Go to Insert / Picture / From file and choose the picture file from your computer.
- 4) Adjust the size by clicking on one of its corners and dragging the mouse 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.

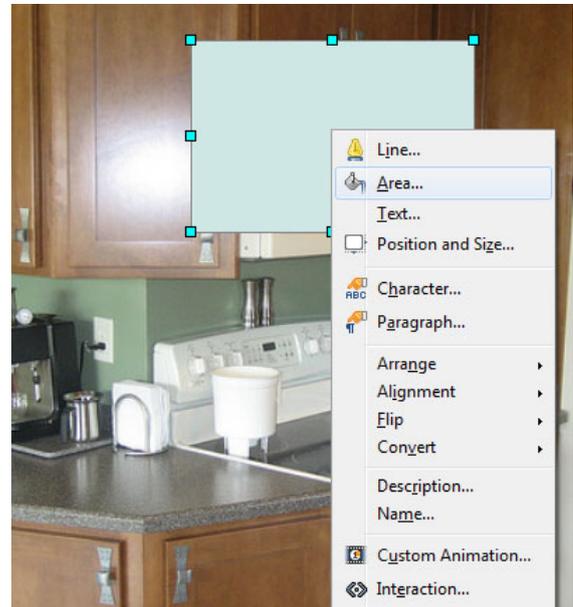
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5) Make sure you can see the "Drawing" toolbar, which usually appears at the bottom of the screen. If it's not active, go to View / Toolbars / Drawing. Draw the shapes you need to cover some parts of the picture



5) Right-click on the shape and go to "Area" in order to get a shape with no fill-in colour. Choose "None" from the "Fill" submenu.



- 5) Line colour and style can be changed by right-clicking on the shape and using the "Line" menu.
- 6) Click on F2 and type in the text (the name of the object in the picture). To adjust font size and colour, select the text and go to Format / Character
- 7) Repeat the process with the rest of vocabulary elements in the picture. If appropriate, write the information about the author and the origin of the picture in a text box.