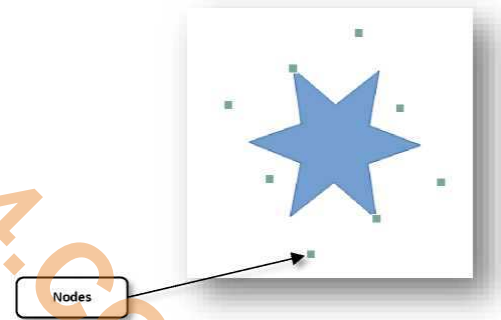# LibreOffice Impress - Manipulating Slides

4. Resizing and Scaling an Object

- The shapes can be now moved if necessary by clicking on the object, holding down the left mouse button, and dragging it to another location.
- The shapes can be resized by holding and dragging the nodes. And also can be rotated on its axis.

## 5. Creating and Using Slide Master

A slide master is a slide that is used as the starting point for other slides. It is similar to a page style in Writer and it controls the basic formatting of all slides based on it. A slide show can have more than one slide master. A slide master has a defined set of characteristics, including background colors, graphics, gradients; and other objects (such as logos, decorative lines and so on), headers and footers, placement and size of text frames, and text format.

Impress comes with a collection of slide masters. These slide masters are shown in the Master Pages section of the Sidebar, which has three subsections: Used in This Presentation, Recently Used, and Available for Use. Click the + sign next to the name of a subsection to expand it to show thumbnails of the slides, or click the - sign to collapse the subsection to hide the thumbnails. Each of the slide masters shown in the Available for Use list is from a template of the same name. If user have created own templates, or added templates from other sources, slide masters from those templates will also appear in this list.

Creating a Slide Maste

Creating a new slide master is similar to modifying the default slide master.

1. Enable editing of slide masters by selecting View > Master Slide on the Menu bar and the Master View toolbar opens. If the Master View toolbar does not appear, go to View > Toolbars and select Master View.
2. On the Master View toolbar, click the New Master icon.
3. A new slide master appears in the Slides pane. Modify this slide master to suit the requirements.
4. It is also recommended that user rename this new slide master. Right-click on the slide in the Slides pane and select Rename master from the context menu.
5. When finished creating a slide master, click Close Master View on the Master View toolbar and return to normal slide editing mode.
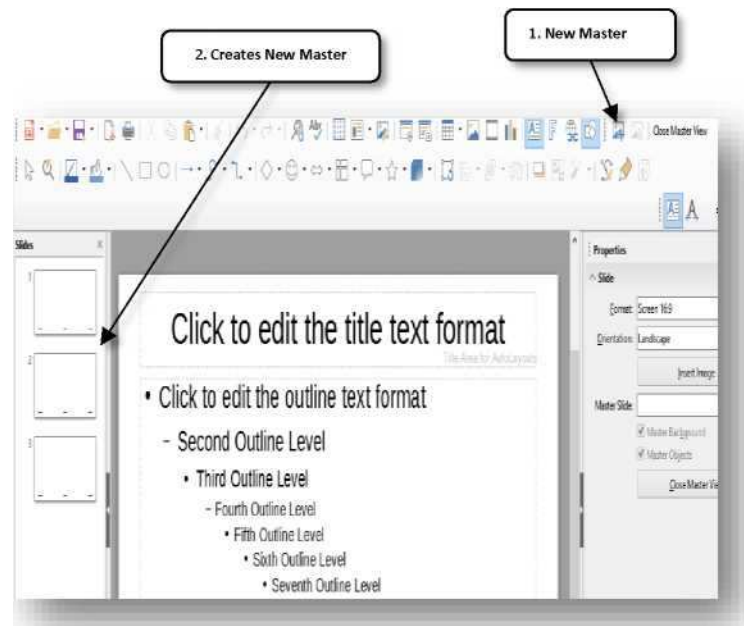
Adding text, footers, and fields to all slides

A slide master can have text, footers, or fields added so that they appear on every slide in the presentation. Headers are not normally added to slides.

Text

1. Go to View > Master Slide on the Menu bar to open Master View.
2. On the Drawing toolbar, select the Text icon or press the F2 key.
3. Click and drag in the master page to draw a text object and then type or paste the text into the text object.
4. Go to View > Normal on the Menu bar or click on Close Master View on the Master View toolbar when user have finished entering text objects that user want to appear on every slide in the presentation.
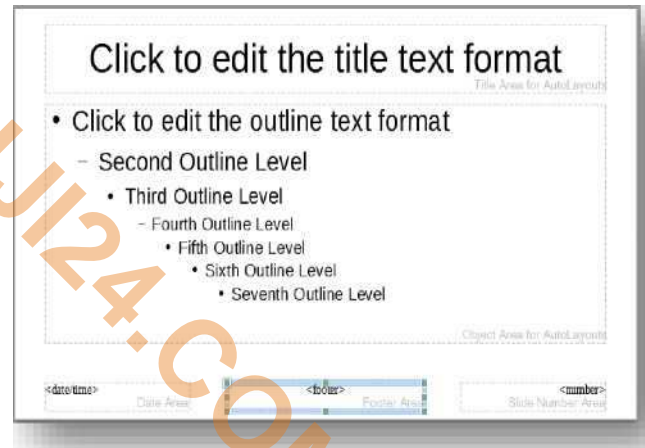
Footers

To add a footer to the slides:

1. Go to View > Master Slide on the Menu bar to open Master View
2. Go to Insert > Field or Insert > Page Number on the Menu bar or directly open the Header and Footer in Insert to open the header and footer dialog box.
3. Select the type of date and time and type in the footer text and slide number from the available options in the dialog.
4. Click Apply to All to apply the changes to all the slide masters in the presentation, or click Apply to apply the changes to the selected slide master in the presentation.
5. Alternatively, user can add the date/time, footer text and slide number directly into their respective areas as shown in.