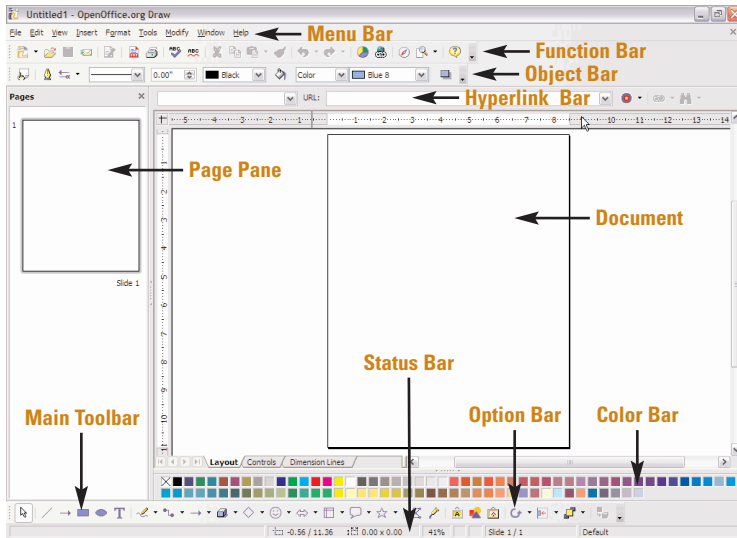


Getting Started: OpenOffice.org™ Draw 2.0 Interface



Working with Shapes and Lines (continued)

TO DO THIS DO THIS

Change shape of an object



1. Select the object or shape.
2. Click the Edit Points icon on the Main toolbar.
3. Grab and drag each outline box or point until you have the shape you want.

Working with Text

TO DO THIS DO THIS

Create a connected text label for a line or shape

1. Double-click near the center of the line or shape to bring up a text insertion cursor.
2. Type text.

Create a callout



1. Click the Callout button on the main tool bar.
2. Select a callout style. Then click and drag on the document until the callout is the size you want.
3. Double-click the callout and type the text.

Change font, typeface, size, or color

1. Select the text.
2. Choose Format > Character > Font tab.
3. Make your selections and click OK.

Manipulating Objects or Shapes

TO DO THIS DO THIS

Rotate an object



1. Select the object.
2. Click the Effects icon on the Main toolbar and select the rotate icon.
3. Grab any of the red rotation points and drag the object until it is rotated to the position you want.

Note: The Effects icon changes depending on the effect selected.

Group/ungroup objects

1. Select the objects.
2. Right-click and choose Group or Ungroup.

Bring to front/Send to back

1. Select the object.
2. Right-click and choose Arrange > Bring to Front or Send to Back.

Connect objects



1. Click the Connector icon on the Main toolbar and select the type of connector you want.
2. Click and drag to draw lines to connect the objects.

Merge objects

- Sometimes you need to merge objects together to make one single object (for example, merging several ellipses to make a cloud).
To merge objects:
1. Select the objects.
 2. Right-click and choose Shapes > Merge.

Align objects

1. Select the objects, right-click, and choose Alignment.
2. Choose an alignment option.

Distribute objects

1. Select objects, right-click, and choose Distribution.
2. Choose a distribution option and click OK.

Cursor Types

To get the type of cursor you need to complete a task, it is sometimes necessary to move the mouse back and forth over an object until the correct cursor appears.



Select



Text Insert/
Highlight



Resize



Draw



Rotate

Working with Shapes and Lines

TO DO THIS DO THIS

Create shapes

1. Click a shape on the Main toolbar or click the down arrow to choose from the options.
2. Drag the mouse and release it when the shape is the size you want.

Add or change line style, color, and width

1. Right-click the shape and choose Line > Line tab.
2. Select a line style, color, or width. Then click OK.

Add or change a shadow

1. Right-click the shape and choose Area > Shadow tab.
2. Select the Use Shadow box.
3. Choose the shadow position, distance, and color and click OK.

Add or change fill color

1. Right-click the shape and choose Area > Colors tab.
2. Choose a color and click OK.






Add or change gradient fill

1. Right-click the shape and choose Area > Gradients tab.
2. Choose a gradient type and start and end colors. Then click OK.


Add texture (fills such as stone, sky, grass, etc.)

1. Right-click the shape and choose Area > Bitmaps tab.
2. Choose a texture and click OK.

Working with 3D Objects

TO DO THIS	DO THIS
Draw a 3D object 	<ol style="list-style-type: none"> 1. Display the 3D Objects button on the Main toolbar—Click the down arrow on the Main toolbar > select 3D Objects from the visible Buttons menu. 2. Click and hold the 3D Objects icon on the Main toolbar. 3. Select a 3D object. 4. Drag the cursor until the object is the size you want.
Convert a 2D object into a 3D object	<ol style="list-style-type: none"> 1. Select the object or text. 2. Right-click and choose Convert > To 3D.
Change the appearance of 3D object  	<ol style="list-style-type: none"> 1. Right-click the object and choose 3D Effects. 2. Choose an Effects button, enter settings, and click the checkmark icon.
Change illumination  	<ol style="list-style-type: none"> 1. Right-click the object and choose 3D Effects > Illumination button. 2. Select a light source and ambient light colors. 3. In the Preview window, drag the light source indicator along the curved track until the light is where you want. 4. Click the Assign checkmark and close the 3D Effects box.


Using Graphics from the OpenOffice.org Gallery

TO DO THIS	DO THIS
Import objects from the Gallery 	<ol style="list-style-type: none"> 1. Click the Gallery icon on the Main toolbar. 2. Choose a theme and select an object. 3. Drag the object from the OpenOffice.org Gallery and drop it onto your document. 4. Click the Gallery icon again to close the OpenOffice.org Gallery.
Add your own items to the Gallery	<ol style="list-style-type: none"> 1. Click the Gallery icon to open OpenOffice.org Gallery. 2. Click New Theme in the Gallery window. 3. Click the General tab in the Properties of New Theme dialog box. 4. Type a name for your theme and select the Files tab. 5. Click Find Files. 6. Go to the file you wish to import and click OK. 7. Select your file from the Properties of New Theme list and click Add. Then click OK. 8. Click the Gallery icon again to close OpenOffice.org Gallery.

Customizing OpenOffice.org Draw

TO DO THIS	DO THIS
Set default fill color	<p>You can set the default fill color so that all of your shapes will automatically be filled with the color of your choice.</p> <ol style="list-style-type: none"> 1. Choose Format > Area > Area tab. 2. Choose a color and click OK.
Set default line color	<p>You can set the default line color so that all of the lines are automatically drawn with the color of your choice.</p> <ol style="list-style-type: none"> 1. Choose Format > Line > Line tab. 2. Choose a color from the drop-down menu and click OK.

Customizing OpenOffice.org Draw (continued)

TO DO THIS	DO THIS
Set default line size	<p>You can set the default line size so that every line drawn is the size of your choice.</p> <ol style="list-style-type: none"> 1. Choose Format > Line > Line tab. 2. Enter a line size and click OK.
Set default line style	<p>You can set the default line style so that every line drawn is the style of your choice.</p> <ol style="list-style-type: none"> 1. Choose Format > Line > Line tab. 2. Choose a line style from the drop-down menu and click OK.
Create your own gradient fill	<ol style="list-style-type: none"> 1. Choose Format > Area > Gradients tab. 2. Choose a gradient type from the Type drop-down menu. 3. Choose a From color and a To color from the corresponding drop-down menus. 4. Click Add and type a name for your gradient. 5. Click OK and then click OK again.
Import your own bitmap texture	<ol style="list-style-type: none"> 1. Choose Format > Area > Bitmaps tab. 2. Click Import. 3. Locate the bitmap you want to import and click Open. 4. Type a name for your bitmap then click OK. Then click OK again.
Import a custom color palette 	<p>Color palette files must be saved in .soc file format to successfully import into OpenOffice.org.</p> <ol style="list-style-type: none"> 1. Choose Format > Area > Colors tab. 2. Click the Load Color List icon and navigate to the color palette you want to import. 3. Click Open. Then click OK to close the Area box.

Tips and Tricks

- If you are having trouble selecting an object, press the Tab key until the object you want is selected.
- Save your drawings as a Web page, BMP, EPS, GIF, JPG, etc. using File > Export. See the File Type drop-down menu on the File > Save As dialog for a complete list of file formats.
- Create a drawing of a particular size by changing the Paper Format measurements found by choosing Format > Page > Page tab.
- Change measurement default to inches by choosing Tools > Options, selecting OpenOffice.org Draw > General and selecting Inch from the Unit of Measurement drop-down menu.
- Double-click tools to use them several times consecutively.
- Right-click to bring up context menus.
- Export a drawing to Flash by choosing File > Export and selecting Macromedia Flash from the file format menu. Type a name for the file and click Save.

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