



Tutorials For OpenOffice

Drawing In Writer


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Within Writer, the word processing feature of OpenOffice, there is the ability to make simple drawings. More complex drawing can be done in the Draw feature of OpenOffice.

This tutorial will open the Draw Functions toolbar then draw two Rectangles. These Rectangles will be modified as to size, color, and location on the page.

Open A New Text Document

Click **File > New > Text Document**.  appears on the screen.

Place The Drawing toolbar On Your Screen



1. Click on the **Show Draw Functions** icon, . (The **Drawing toolbar** appears at the bottom of your screen.)




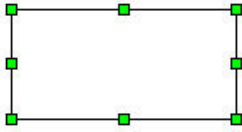
2. To close the **Drawing Toolbar** when you are done, click the .


Draw Two Rectangles

1. On the **Drawing** Toolbar, click the **Rectangle** icon.
2. Without pressing any button on the mouse, move the mouse so that the pointer is about one inch below the top margin and about one inch in from the left margin. (The

pointer  will change into  when the pointer is anywhere on the page.)

3. When the  is at the proper location, do the following: **Press and keep holding down the left button** on the mouse, then **move the mouse** down and to the right. (As you move the mouse, a rectangle will appear.) When the rectangle is about two inches across and one inch down, **release the left button** of the mouse. (A rectangle will be placed on the page and it will have green squares called **handles** on the edges.)




4. **Without pressing** any button on the mouse, **move** the pointer to the right so the  is about 1 inch from the rectangle. **Draw** a second rectangle as done in Step 3, above. (A second rectangle appears to the right of the first one.)

Add Color


Use The Drawing Object Properties Toolbar.

1. In the **Draw A Rectangle** exercise above, when you **clicked** on the rectangle in the Drawing toolbar, the **Drawing Object Properties** toolbar appeared at the top of your screen below the **Formatting** toolbar.



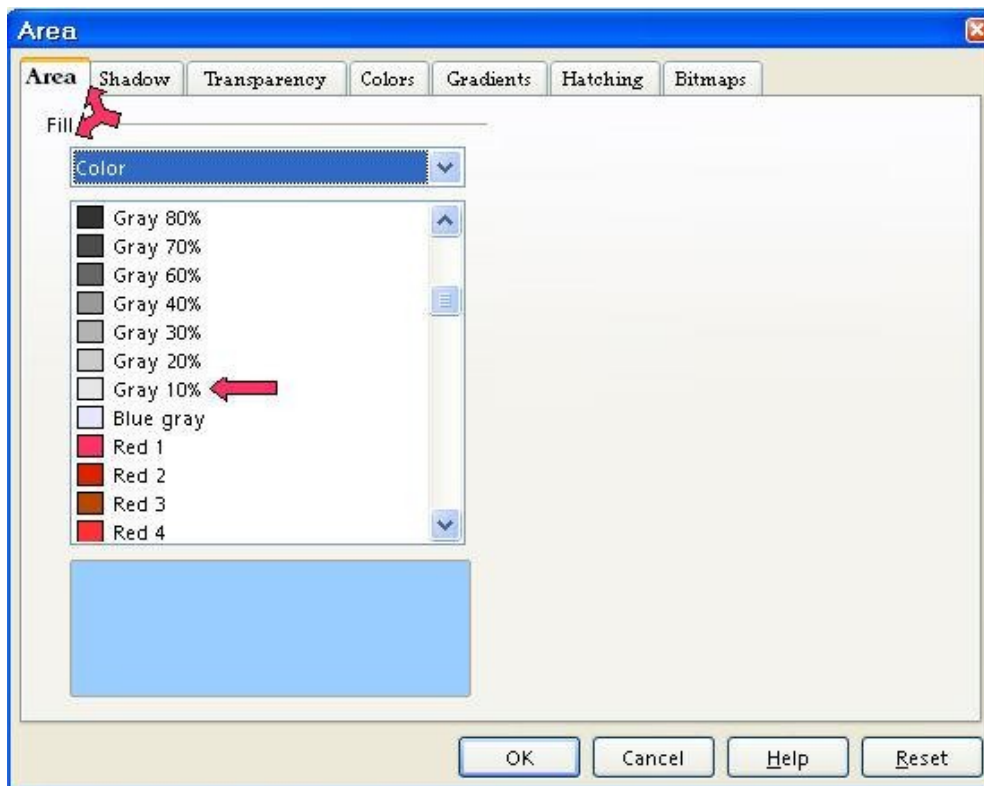
2. The 2nd rectangle should still have the eight green handles indicating that the 2nd is selected. **Click** in the **Area Style/ Filling** dialog box which is just to the right of the **Area**  icon.



3. **Click** the  to select **Color** in the first **Area Style / Filling** dialog box. In the second **Area Style / Filling** dialog box, **click** the  to select **Gray 10%**.
4. Your 2nd rectangle is now gray. 

Use The Right-Click Menu

1. Keep the pointer anywhere on the gray **rectangle**, then **right-click**. (A menu appears.)
2. Click on the word **Area**. (The **Area** window appears)



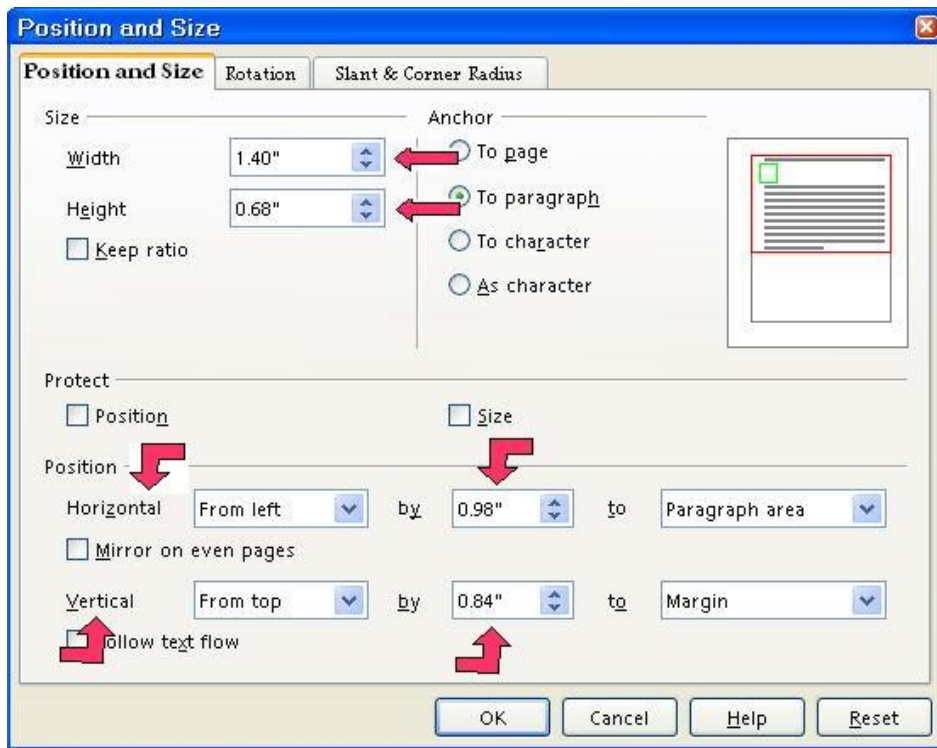
3. Click on the **Area** tab.
4. Scroll until you can see the words **Gray 30%**. Click on **Gray 30%**, then click the **OK** button (Your 2nd rectangle is now a darker gray than before.)

Change The Size And Position Of A Rectangle

By Using “Position And Size”


We are going to make the gray rectangle, 1 inch wide by 2 inches high, and place the rectangle 3.0 inches from the left margin and 1.5 inch from the top margin.

1. **Right-click** anywhere on the gray rectangle. (A menu appears.)
2. Click **Position and Size**. (The **Position and Size** window appears.)
3. Click on the **Position and Size** tab. In the **Size** section, set the **Width** to **1.0**. (The cursor is flashing just before the numbers in the **Width** box. Type **1.0**, then press the **Del** (delete key) enough times to delete the original number.)
4. Set the **Height** to **2.0**. (In the **Height** box, click just before the number, type **2.0** then delete the old number with the **Del** key)




5. In the **Position** section, change the **Horizontal** setting as follows: In the **by** box, change the number to **3.0**. (In the "by" dialog box, click just before the number. Type **3.0**, then press the **Del** key to delete the original number.)
6. Change the **Vertical** setting as follows: In the "**by**" dialog box, click just before the number. Type **1.5**, then press **Del** to delete the original number.)
7. Click the **OK** button. (The rectangle changes size and location.)

By Using The Mouse

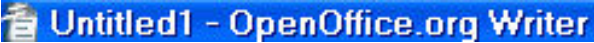


1. To move the gray rectangle, click in the gray rectangle. (Your mouse pointer becomes .) Drag the gray rectangle to a different location by doing the following: Keep the pointer on the gray rectangle. Press and keep holding down the left button on the mouse, then move the mouse in any direction to reposition the rectangle. Release the mouse button. The rectangle is moved to a new location.)
2. To resize the gray rectangle and still keep the proportions of the rectangle, click in the gray rectangle. Press and keep holding the **Shift** key then click and drag a **handle of the rectangle**. Release the mouse button to complete the resize. (The size of the rectangle changes and is not distorted.)

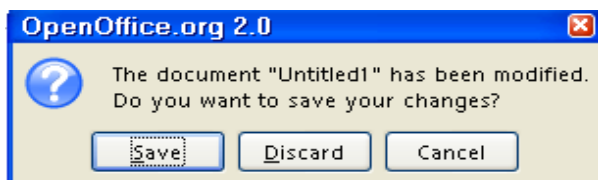
Save The Rectangles In the "Gray Rectangle" File

1. Click **File > Save As**. (The **Save As** window appears.) If the words, **My Documents**, are not already in the **Save in:** dialog box, click the  of the **Save in:** dialog box. (A menu will appear) Find **My Documents** on this menu and click it. (**My Documents** will appear in the **Save in:** dialog box.)

2. In the **File name:** dialog box, type the words, **Gray Rectangle**. In the **Save as type:** pull-down menu box, click on **OpenOffice Text Document**. Click on the **Save** button. (The Gray Rectangle file has been saved on your computer in the **My Documents** folder, and can be opened later.)
3. **Gray Rectangle.odt – OpenOffice.org Writer** in the blue area at the top of your screen indicates the file **Gray Rectangle** is still open on your computer.
4. Click **File > Close**. (The **Gray Rectangle** file is closed and is not seen on the screen.)

Use The "Gray Rectangle" In Another Document

1. Click **File > New > Text Document**.  appears on the screen.
2. Click **File > Open**. (The "Open" window appears.)
3. In the menu below the **Look in:** dialog box, click **My Documents** if it is not already there. In the menu below the **File name:** dialog box, click **Gray Rectangle**. (The **Gray Rectangle file** appears on your screen.)
4. **Right-click** inside the **Gray Rectangle**. (The green handles and a menu appears.)
5. Click **Copy**. **Right-click** where you want to place the **Gray Rectangle** on your new document. Click **Paste**. (Or you can use the "Copy", , and "Paste", , icons on the Standard Toolbar. The **Gray Rectangle** is now on your new document.)
6. Click **File > Close > Discard**. (When a file has been changed, you will see the message below.)



7. The document is no longer on the screen.

Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to tutorialsforopenoffice@yahoo.com

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Edited by Sue Barron