

OpenOffice.org Draw

Add a touch of pizzazz to your documents and presentations by including some colourful graphics with Ooo Draw.

Whether you are putting together a presentation, or just want to brighten up a letter or a dull spreadsheet, there is always the possibility of using a diagram or other illustration. Drawing software abounds, and there are other free software tools, like *Inkscape*, for creating them, but *Ooo Draw* integrates well into other *OOo* components, and for most drawings and diagrams, it's all that you need.

As the emphasis is on drawings used to embellish other documents rather than in their own right, you won't find any fancy painting modes,

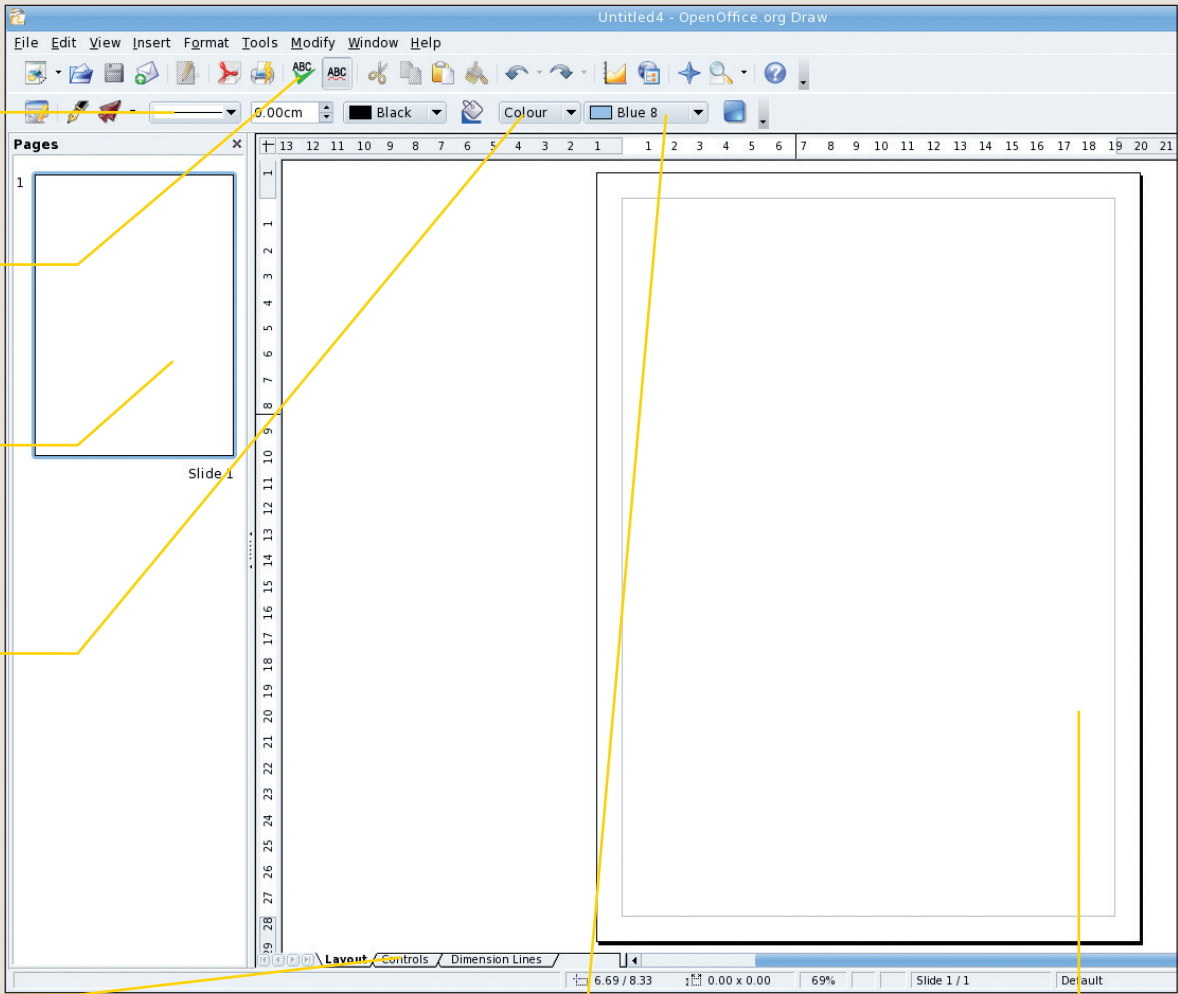
or brush styles, just the basic tools and an array of easy to use custom shapes; *Ooo Draw* does support things like transparency and layers, so if you want you can create some rather complex images. In this section we will be showing you around some of the basic tools and some great tips on creating and using some fine graphics.

Vector graphics

Ooo Draw is primarily focused on vector graphics, or scalable graphics as they are sometimes called. Unlike photos or screenshots or other types of

image, vector graphics are not made up of pixels – they are made up of shapes – lines, curves, polygons and so on. The picture information is stored in terms of its shape, and it is only when it is drawn onto your screen or printed out that those shapes get converted into individual blobs of colour. It is an important distinction, because it doesn't matter what 'size' you draw your image, you can always scale it up or down without losing any information, or getting a badly distorted result. It is also perfect for clean, sharp, high resolution diagrams and charts.

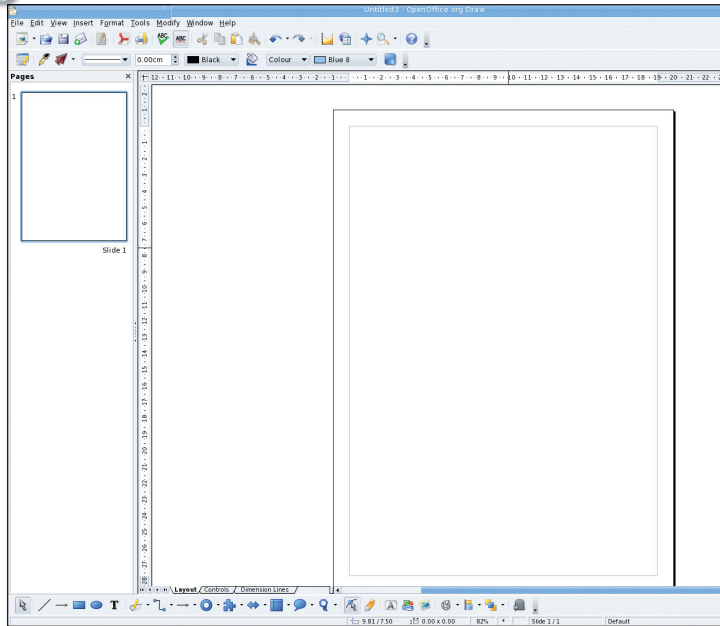
Find your way around OooDraw



The screenshot shows the OpenOffice.org Draw application window titled "Untitled4 - OpenOffice.org Draw". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Modify, Window, Help), a toolbar with various drawing tools, and a main drawing area. A "Pages" sidebar on the left shows a thumbnail of "Slide 1". The status bar at the bottom displays "6.69 / 8.33", "0.00 x 0.00", "69%", "Slide 1 / 1", and "Default".

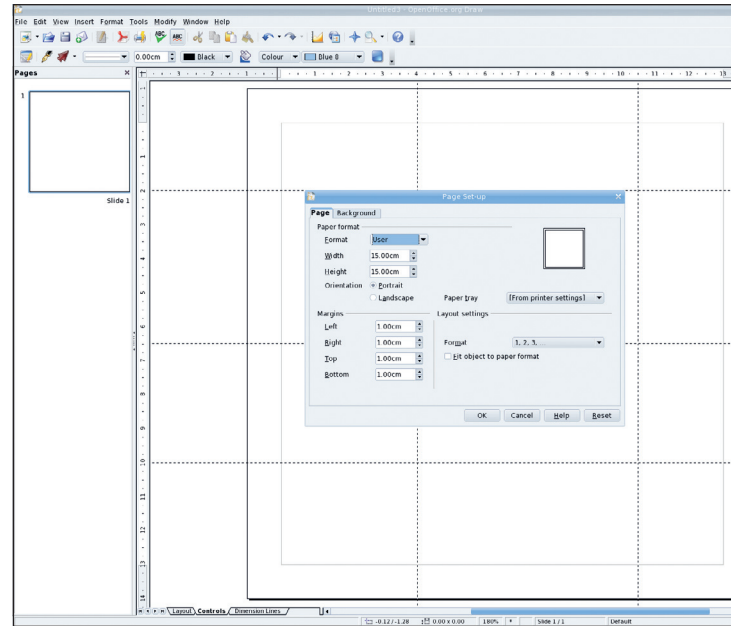
- Line point size**
Change the style and thickness of lines you draw.
- Editing**
The file tools and common *OOo* operations are up here.
- Thumbnail view**
The full page preview.
- Colour drop-down**
Set the colour mode for filled.
- Control tabs**
Drawing controls and layers are down here.
- Fill colour**
Set the colour for filled shapes.
- Blank canvas**
Your page, ready to be drawn on!

Draw: an introduction



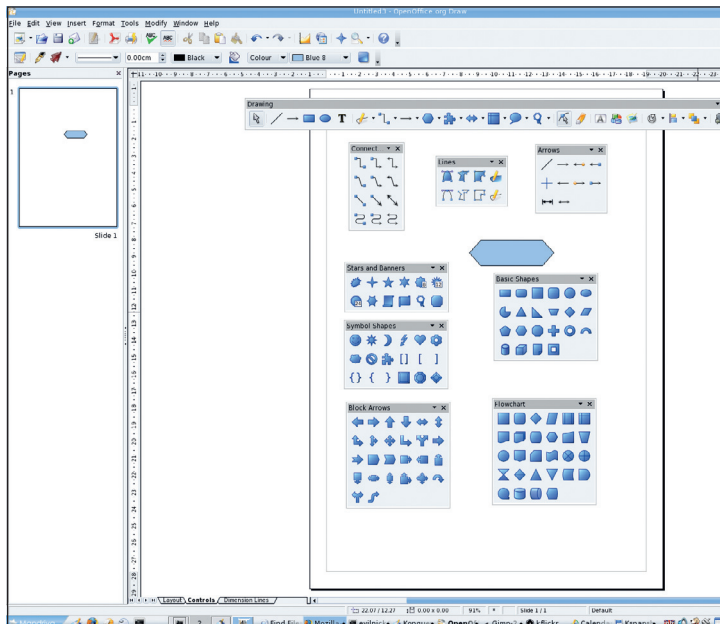
1 Starting out

When you first fire up *Draw*, you'll see a blank page, at the default paper size, perhaps confusingly if you are used to other art packages, the drawing tools are all along the bottom of the screen. The top toolbar stays the same in *OOo* applications, and in this case, the secondary toolbar is used for the line style, colour and effects. the panel on the left shows a preview of the entire page, but if you are short of screen space, you can close it (click on the X) for more drawing space.



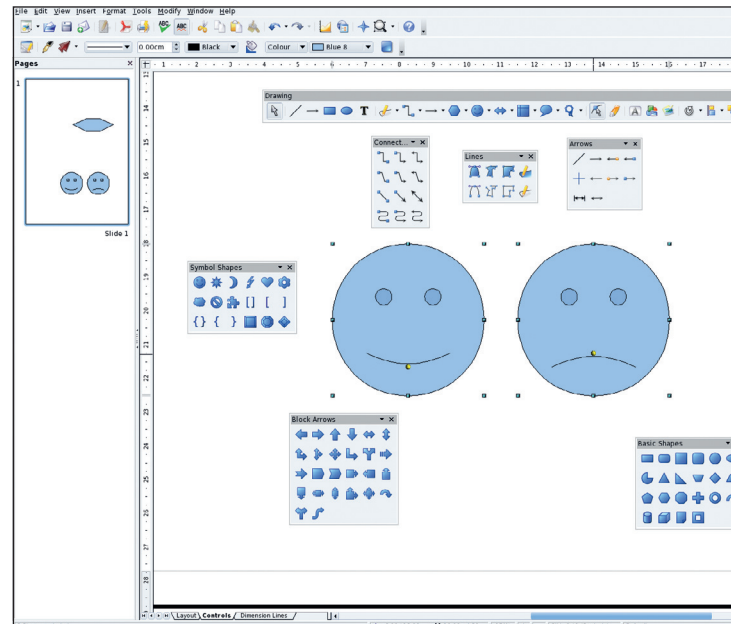
2 Set up the Document

Unless you are drawing a full, page-size drawing of something, it is unlikely that the page setup will be right. try and work out what size of drawing you actually need, if it is to fill a space on another document! Choose *Format > Page* to bring up the page size information and type in the values you want. You can also use the rulers to draw guides on the draw window. Click in either the top or bottom ruler and drag the guides to where you want them. If you want more complex vector facilities than *Draw* provides, see page 14 for an introduction to the SVG format; the *Inkscape* vector program is also provided on the DVD.



3 Use the drawing tools!

The drawing tools are all along the bottom of the window, although if you click in a blank space in the bar and drag the toolbar out, you can place it anywhere that is comfortable to use. Hover the mouse over the icons to see what the tools do! Most of them are for custom shapes, and if you use these a lot, they can be dragged out in the same way to create another floating toolbar.



4 Changing shapes

Many of the shapes from the toolbar have control handles. When you select the drawn object, as well as handles for resizing it, there will be a yellow dot showing the control point. Click and drag on this point to control some element of the drawing – for example, the smiley face object can be made to look unhappy! Bonus! The blue handles can be dragged about to change the size and shape of the object. Hold down *Shift* to keep things in proportion.