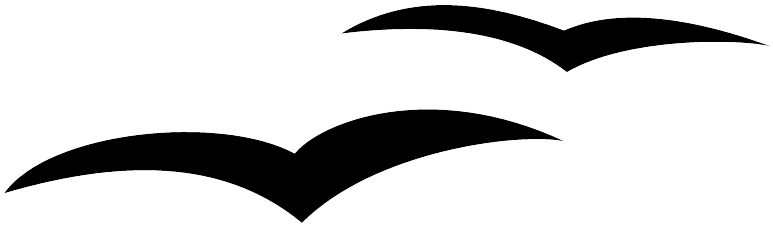
OpenOffice.org
The Open Source Office Suite

Introduction to Draw:



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Contents

Overview....ii
Copyright and trademark information....ii
Feedback....ii
Acknowledgments....ii
Modifications and updates....ii
The Workplace....iii
The Toolbars....iv
The Function Bar....iv
The Object Bar....v
The Main Toolbar....v
The Color Bar....vi
The Option Bar....vii
The Rulers....vii
The Status Bar....viii

Overview

This document introduces the user interface for Draw, the vector drawing component of OpenOffice.org (OOo).

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Feedback

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Modifications and updates

Version	Date	Description of Change
1.0	26 October 2004	Published.

The Workplace

The main components of the **Draw** interface have the appearance shown in Figure 1.

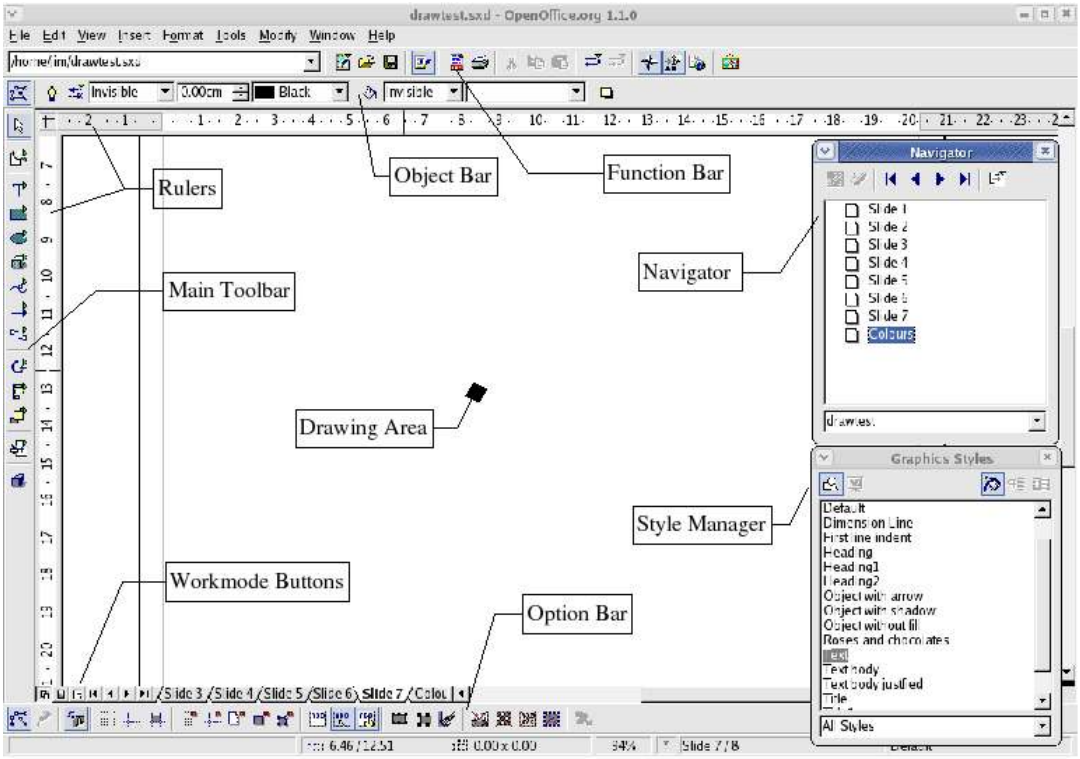


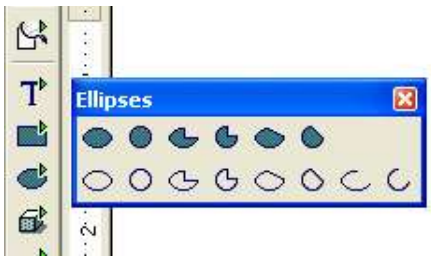
Figure 1 - The Draw workplace

The major area located in the center of the screen is the one in which your drawings will be made. It is surrounded by toolbars and information areas, the number and position of which can vary according to the particular organization you have chosen for your workplace. The small icons in each toolbar are called *buttons*. The picture above illustrates one of many possibilities.

The Toolbars

The various **Draw** toolbars can be displayed or hidden according to your needs. To display or hide the toolbars, simply click on any toolbar with the right mouse button[1]. A menu will appear that lets you choose which of the four principal toolbars to display: the Function Bar, the Main Toolbar, the Object Bar and the Option Bar. This menu also lets you select the buttons that you wish to appear on the corresponding toolbar. All you have to do is select the option Visible Buttons, and then select the desired buttons for that toolbar. Each toolbar has a different list of buttons. Two additional toolbars, plus a toolbar customizing function, are available from the Menu Bar by clicking **View > Toolbars**.

Many toolbar buttons are marked with a small arrow in the upper right corner of the button. The arrow indicates that this button has additional functions. If you long-click (left-click and hold), a submenu appears showing its additional functions.



You may wish to keep this submenu displayed on your screen, but in a different position than the default location. You can make this submenu into a *floating toolbar* by detaching and repositioning it. Click the submenu title bar and drag it to your desired screen location, then release the mouse button. Most buttons marked with the small arrow can become floating toolbars. The floating toolbar capability is common to all modules of the OpenOffice.org suite.

The tools available in the various toolbars are explained in the following paragraphs.

The Function Bar

The Function Bar is displayed as follows:

It is the same for all of the modules of the OpenOffice.org suite and is not described in detail here.

1 All references to mouse clicks are relative to the default right-handed mouse configuration. Left-handed users can translate the mouse clicks to their left-handed mouse configuration.

The Object Bar

The Object Bar gives you a preview, and lets you modify the major characteristics of the drawing objects that you are handling. The icons displayed will vary as a function of the object that is selected. Sometimes more than one object bar is applicable for the selected object; in this case a triangle is displayed at the right end – click on this triangle to toggle through each of the available object bars.

In the example above, the available functions enable you to change the color of the line drawn, the fill color, etc., of the object currently selected. If the selected object is text, the toolbar will have the following appearance:

The Main Toolbar

This toolbar is the most important in the **Draw** module. It contains all the necessary functions to enable drawing of various geometric and freehand shapes and for their organization on the page.

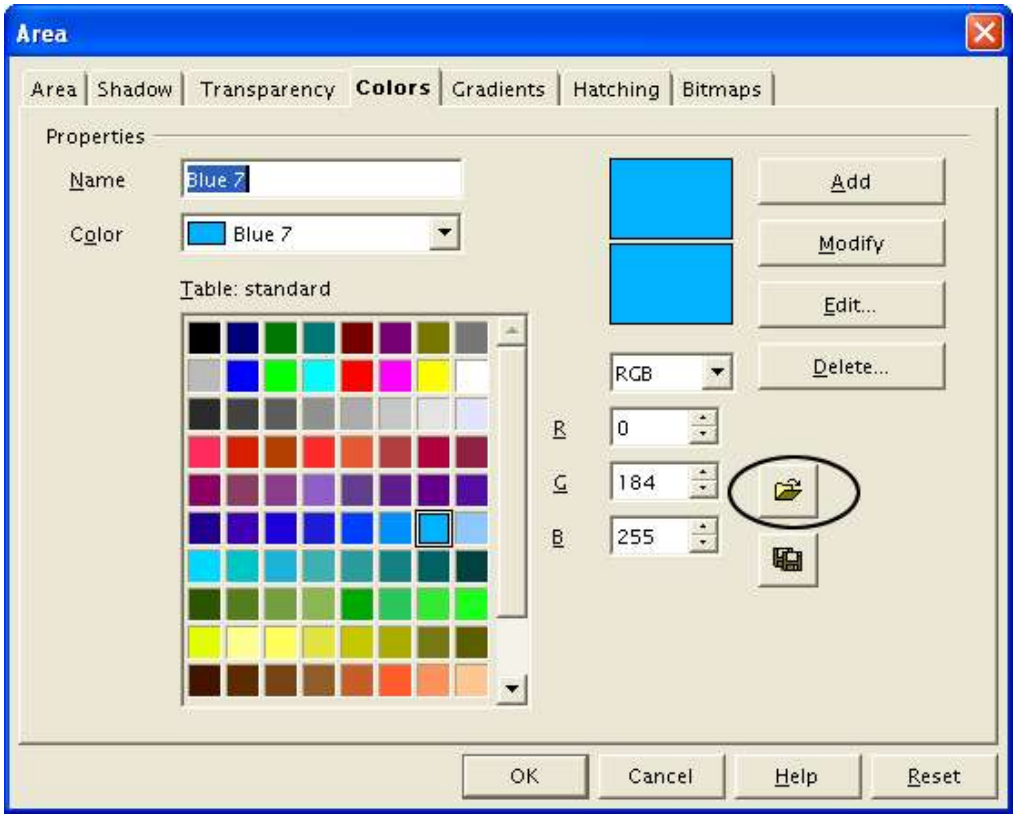
The toolbar is shown here horizontally, but by default it is placed vertically on the left-hand side of the workspace. As for other toolbars in OpenOffice.org, the buttons having a small rightward pointing arrow enable you to gain access to further functionality. For example, if you click on the icon representing a rectangle, the following window appears:

It is therefore possible to choose the type of rectangle you want to draw (for example, straight or rounded, filled or empty, and so on). What's more, if you choose another option from the icon with the arrow, this new option will be displayed as the default for all following operations carried out using this button.

The Color Bar

To display the Color Bar, you need to use **View > Toolbars > Color Bar**. The toolbar then appears at the bottom of the workspace.

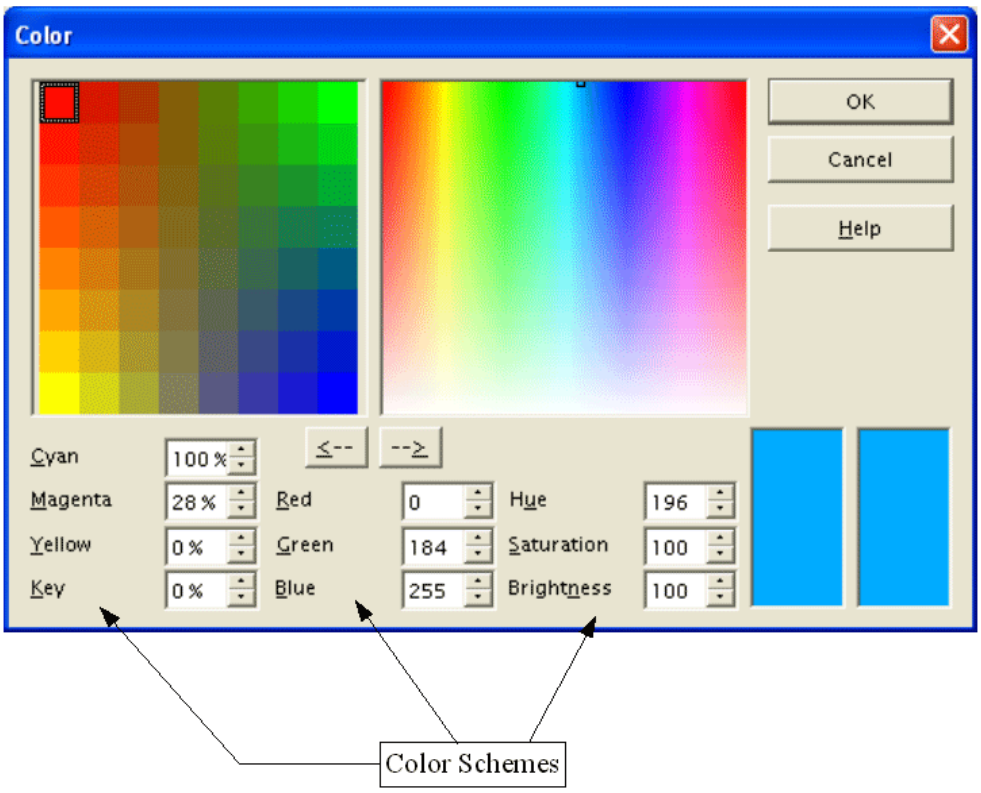
This toolbar lets you rapidly choose the color of the objects in your drawing. The first box in the panel corresponds to transparency (no color). The color palette that is shown by default can be changed via the menu **Format > Area** as shown below. Choose the tab marked **Colors**.



If you click on the Load Color List button that is circled, the file selector asks you to choose a palette file (bearing the file extension .**soc**). Several palettes are supplied as standard with OpenOffice.org. For example, **web.soc** is a color palette that is particularly adapted to creating drawings that are going to appear in web pages, because the colors will be correctly displayed on workstations with screens displaying at least 256 colors.

The color selection box also lets you individually change any color by modifying the numerical values that you can enter in the fields provided to the right of the color palette. You can also click on **Edit** to display a dialog box making the choice of colors easier.

You can use the color schemes known as CMYK (Cyan, Magenta, Yellow, Black), RGB (Red, Green, Blue) or HSB (Hue, Saturation, Brightness).



The Option Bar

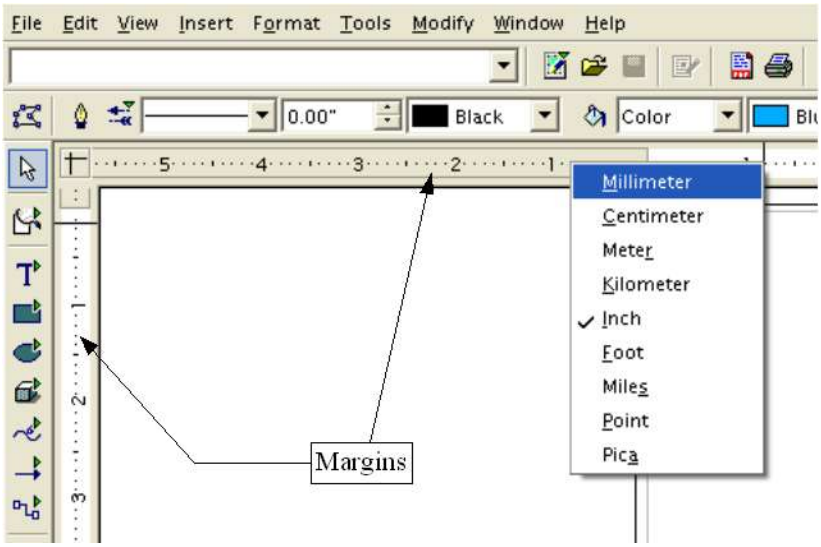
This toolbar lets you activate or deactivate various mechanisms that make drawing easier. As opposed to the other toolbars, the Option Bar isn't displayed by default. In order to display it, from the menu bar click **View > Toolbars > Option Bar**. When it is displayed, it can generally be found at the bottom of the screen and looks like this:

The Rulers

On the upper and left-hand side of the workspace, you should see the rulers. These indicate the sizes of the objects that have been drawn. The movement of the mouse in the workspace shows up on the rulers to help you position objects precisely.

The page margins in the drawing area are also represented on the rulers. It is possible to change the margins directly on the rulers by dragging them with the mouse.

You can also directly modify the units of measurement of the rulers by clicking on one of the two rulers with the right mouse button:

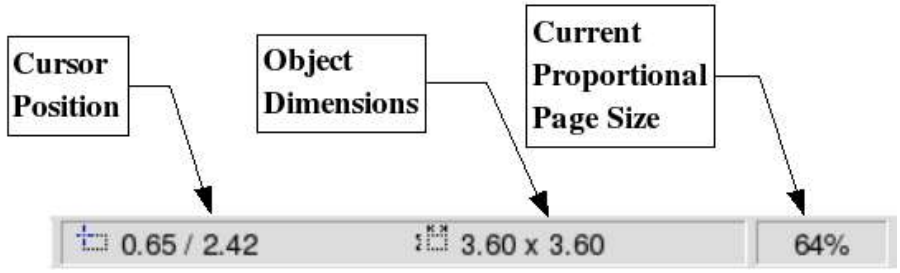


As you can see from the illustration, the two rulers can have different units.

The rulers are also used to manage handle points and capture lines that make positioning objects easier.

The Status Bar

The Status Bar is located at the bottom of the screen. We shall look more closely at the middle part of this area, since it is particularly relevant to the **Draw** module. The three areas of interest to us are as follows:



The sizes are given in the current unit (not to be confused with the ruler units). This unit can be defined via **Tools > Options > Draw > General**. This dialog box also lets you change the scale of the page. You can also change the scale by double-clicking on the number shown in the status bar.