

Open Office Draw Basics Tutorial

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Open Office Draw Basics Tutorial

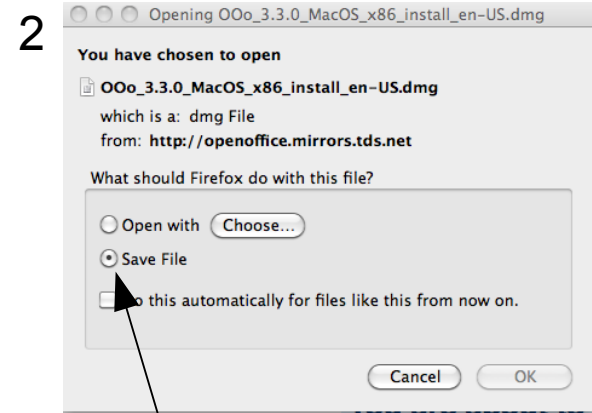
- Downloading and installing OpenOffice
- Drawing tools
 - Line tool
 - Multi-segment line tool
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 - Shape tools
 - Text tool
- Keyboard shortcuts
- Grouping objects
- Rotating objects
- Arranging objects
- Zooming
- Undo
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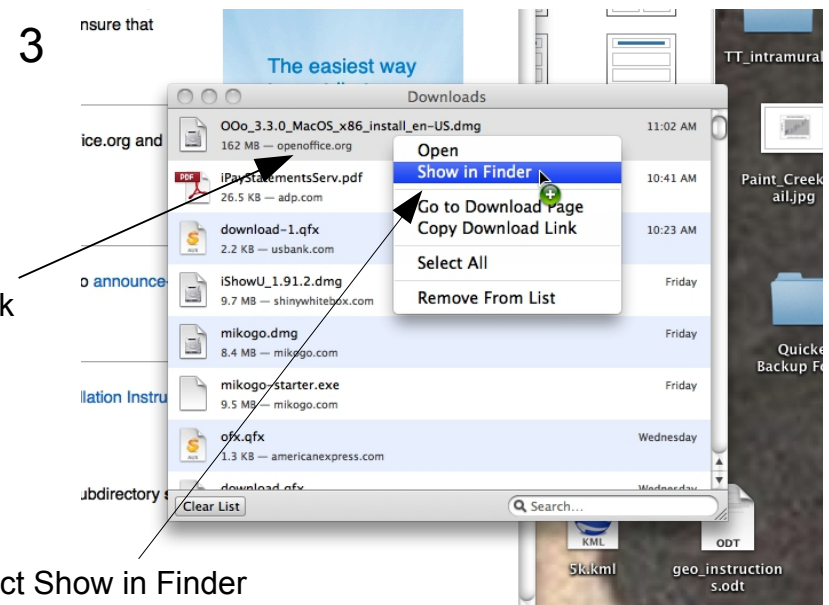
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Downloading and installing OpenOffice (Macintosh)

<http://www.openoffice.org/>

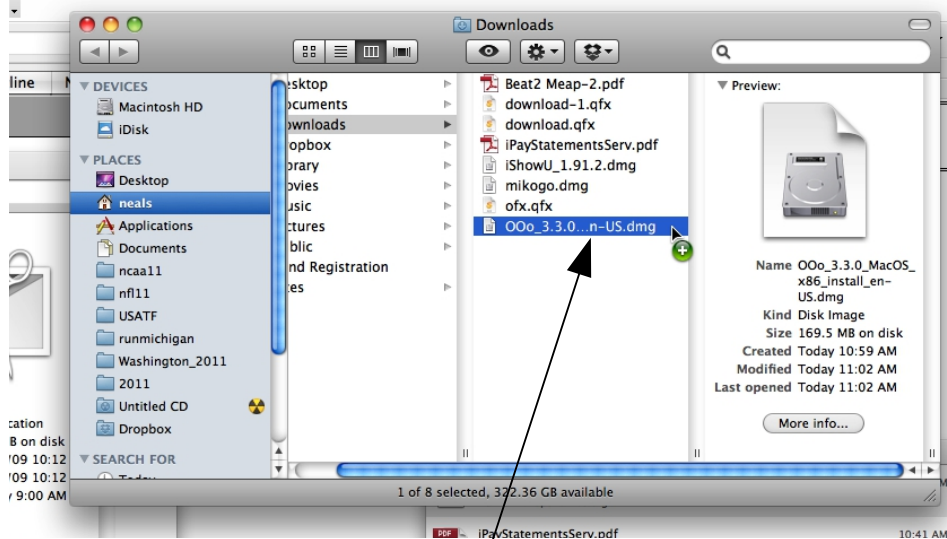


Choose Save File



Downloading and installing OpenOffice (Macintosh)

4



Double-click



5

Drag the OpenOffice icon to the Applications icon



LICENSEs



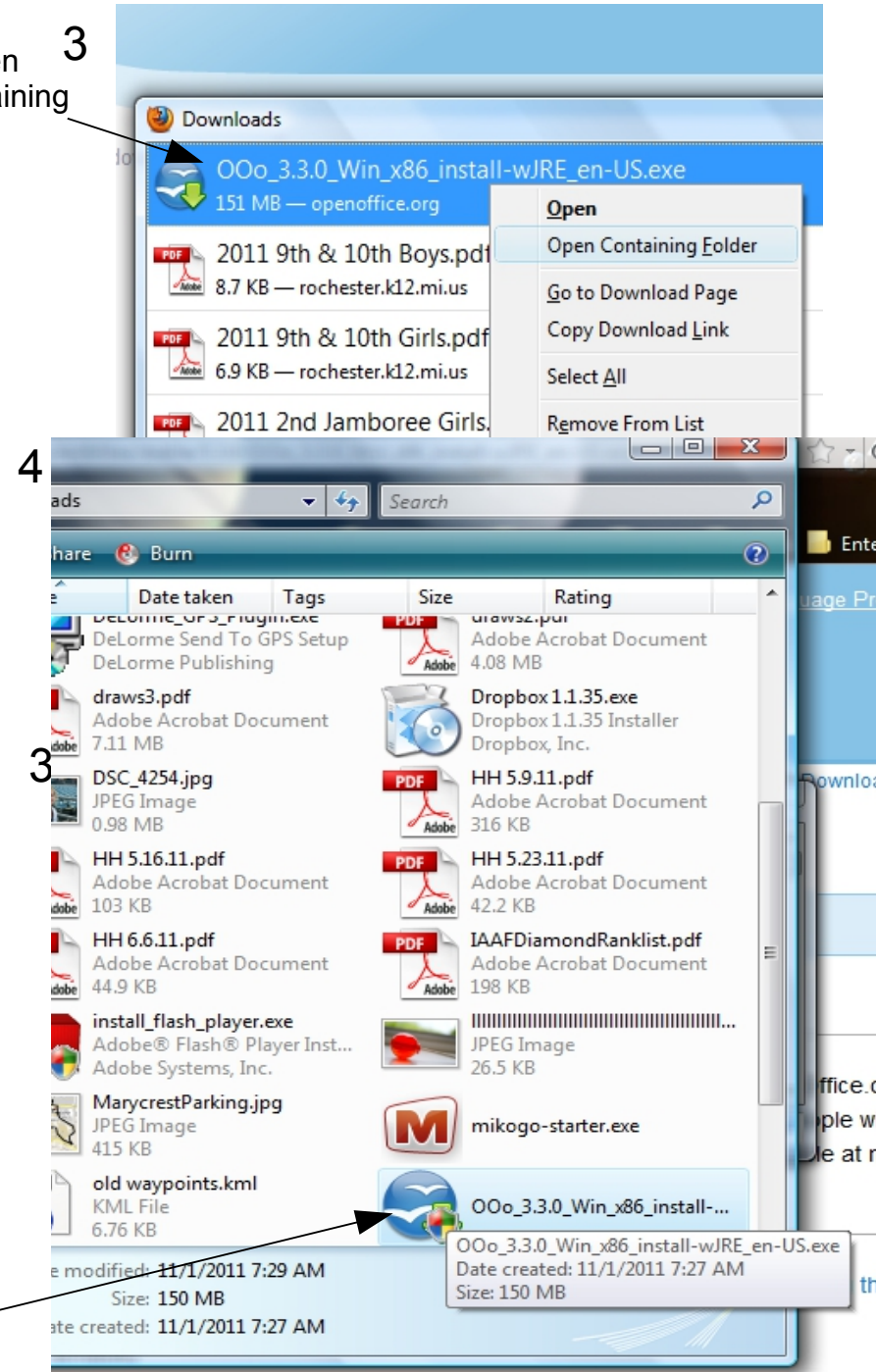
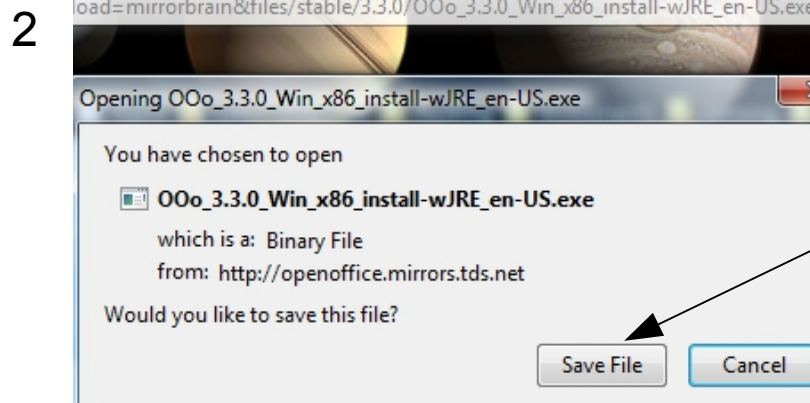
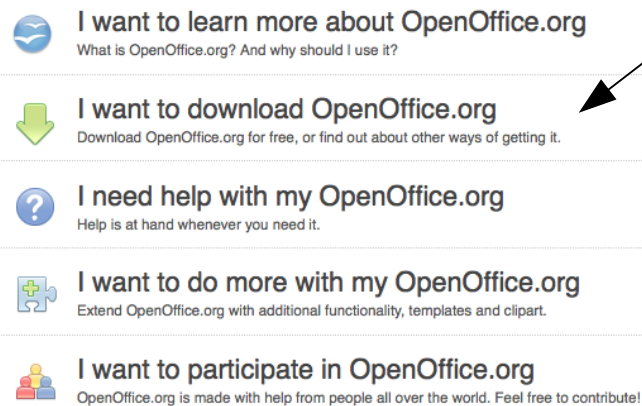
READMEs

ORACLE®

Downloading and installing OpenOffice (Windows)

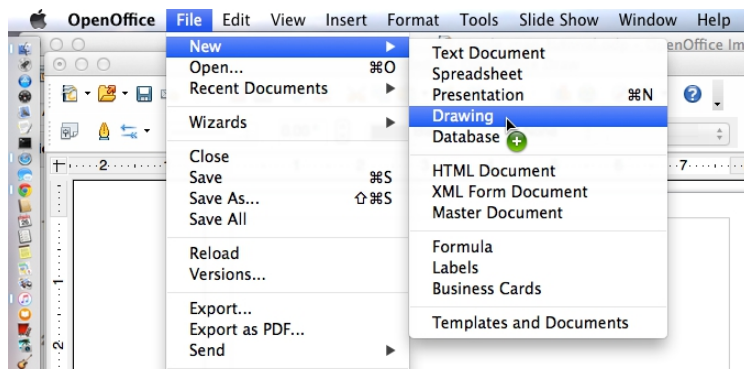
<http://www.openoffice.org/>

Right-click and then
select Open Containing
Folder



Opening a New Drawing

After starting the OpenOffice application select
File>New>Drawing
to open a new drawing



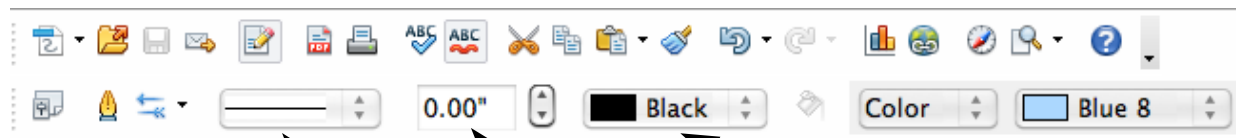
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- **Drawing tools**
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Line Tool



Click on the line tool icon and then click and drag in the drawing area to create a line.

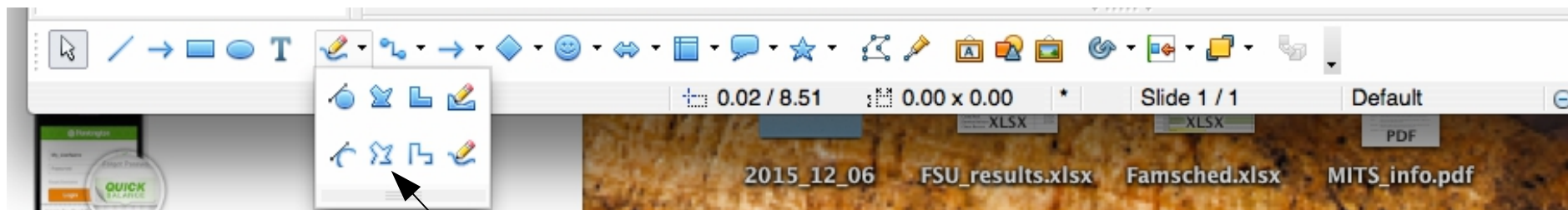


While the line is selected you can change the line type (dash, dot, etc.) by pulling down this menu.

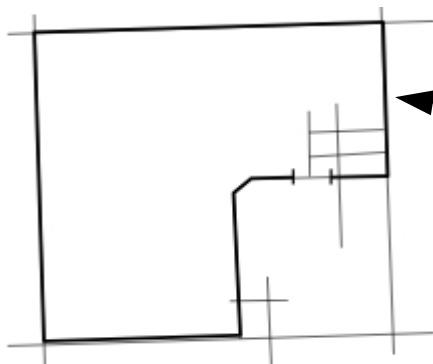
Thickness of the line is set here. All lines should be set to at least 0.01" thickness or they will not be seen when the map is exported to PDF format.

The color of the line is set by pulling down this menu. Unless your certifier has told you otherwise, you should use only black and white.

Multi-segment Line Tool

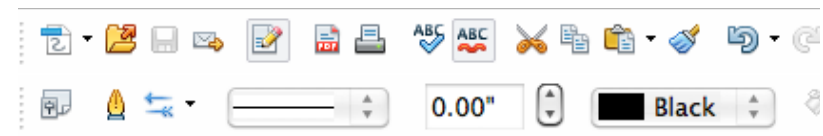


Select the polygon, or multi-segment line tool.



Click, drag, and release to create first segment of path. Move mouse and left-click to create next line segment. Continue left-clicking to make new segments to complete course path. Then double left-click to finish.

Left click to select the path, then right-click and select Edit Points. To move points simply click-hold-drag the point. To delete points left-click to select a point then <cntr> X.

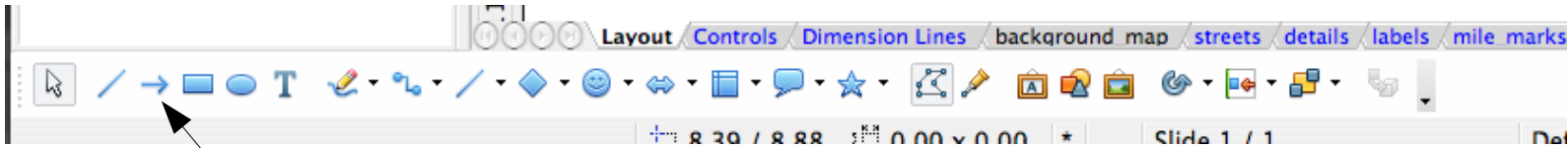


With the multi-segment line selected you can use the same formatting icons to change its properties.

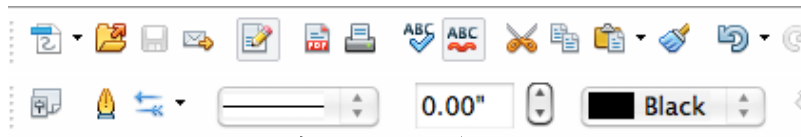


To add new points to the path, left-click to select the path, right-click and select Edit Points. Then select the "+" icon. Now left-click on path between points and hold-drag-release to create a new point

Arrow Tool



Click on the arrow tool icon and then click and drag in the drawing area to create an arrow.



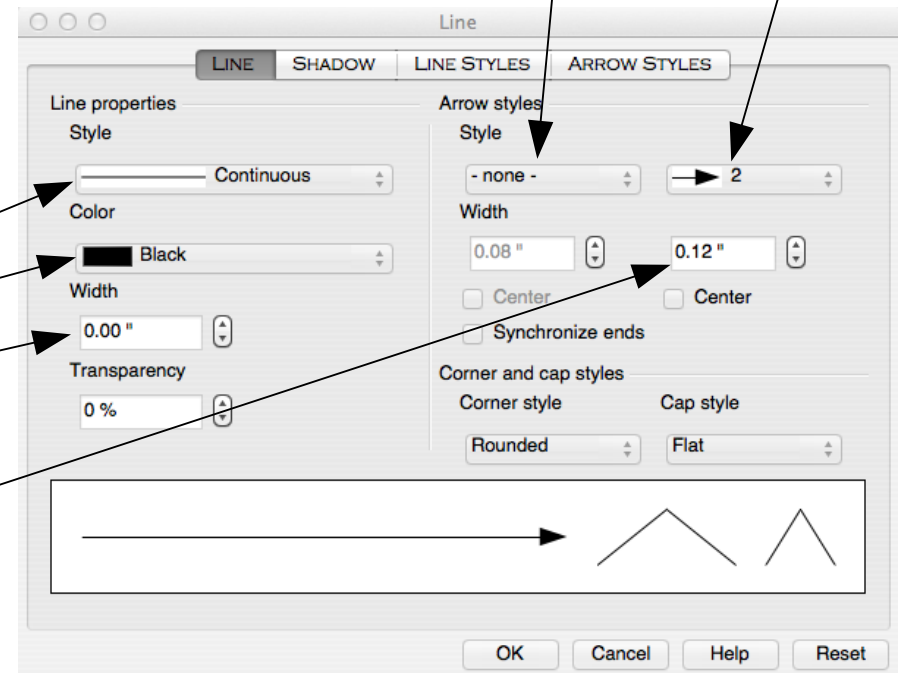
With the arrow selected you can use the same formatting icons to change its properties.

Alternatively, right-click on the arrow and select Line... to bring up the formatting box.

Arrow type a the beginning of line.

Arrow type a the end of line.

Line type
Line color
Line thickness
Arrow head size

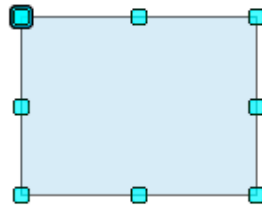


Shape Tools

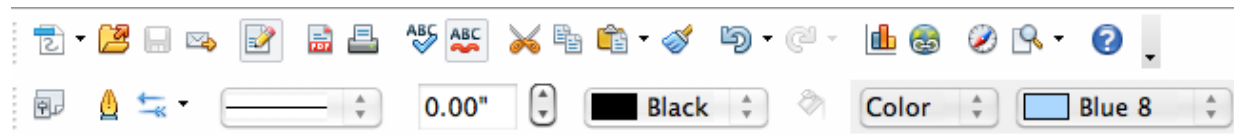


Rectangle and
circle/oval shapes

Pull down this
menu for other
shape types



Once you create a shape and
select it, you format it with the
top ribbon items shown below



Controls the outline of the shape

Controls the fill color of the shape

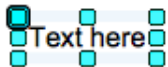
Creating a rectangle with white outline and white
fill color is a way to cover things up on your map

Text Tool

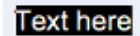


Select the Text tool

Click on an open area in your drawing and start typing



Click on the text (not the border) and drag to select all the text



This will cause text formatting icons to appear in the upper ribbon



Font type

Font size

Bold, underline, etc.

Font color

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Keyboard Shortcuts

You can use combinations of keystrokes as a shortcut to many commands, or mouse selections.

For example, “<cntr> C” copies the currently selected object to the temporary location called the clipboard. Subsequently hitting “<cntrl> V” pastes whatever you just copied to the drawing.

“<cntr> C” means holding down the cnt key (on the Windows PC) or the “command” key (on the Mac) and then the letter C. This is similar to holding the shift key while typing a letter to get the upper case version.

Below is a list of useful keyboard shortcuts

<cntr> c = Copy the currently selected object(s) to the clipboard

<cntr> v = Paste the current clipboard contents onto the drawing

<cntr> x = Cut (remove from the drawing) the currently selected object(s) to the clipboard

<cntr> s = Save all the changes you have made to the currently selected file

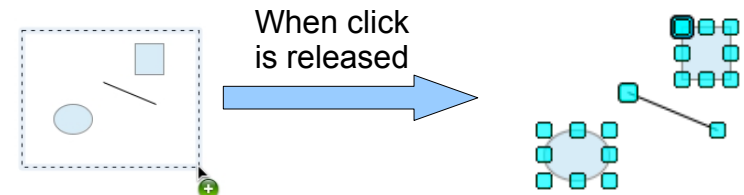
<cntr> z = Undo the last action or change

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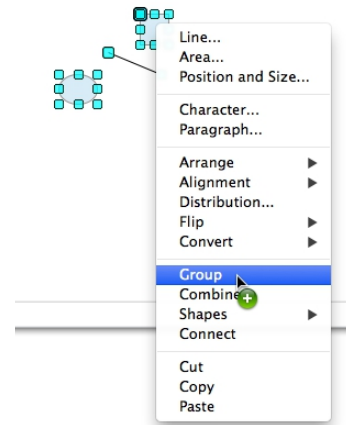
Grouping Objects

- 1 Multiple objects can be selected by holding down the shift key and selecting objects one at a time, or, you can draw a rectangle around all the objects by clicking on an open space in your drawing, and then holding down the mouse button and dragging to create rectangle

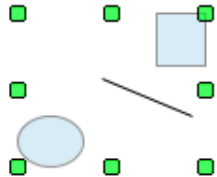


- 2 Once you have selected multiple objects, you can <shift> click on one of the objects, and then drag while holding the click to move all the objects at once. Or hit <cntr> C to copy them all to the clipboard, etc.

- 3 Or, once you have selected multiple objects, you can “group” them by right-clicking on one of the objects and selecting Group



- 4 This results in the selected objects now being selectable as a single object



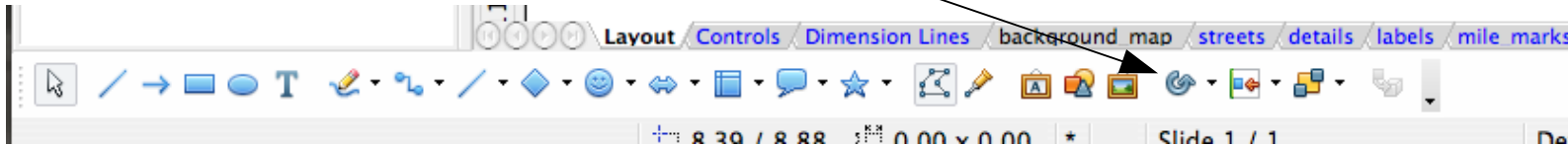
- 5 To ungroup the objects right-click on the group and select Ungroup

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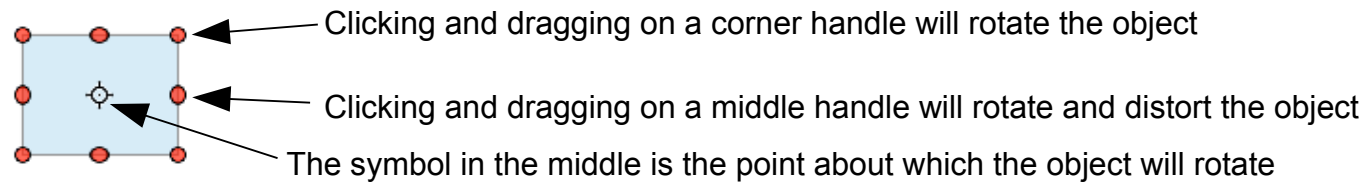
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Rotating Objects

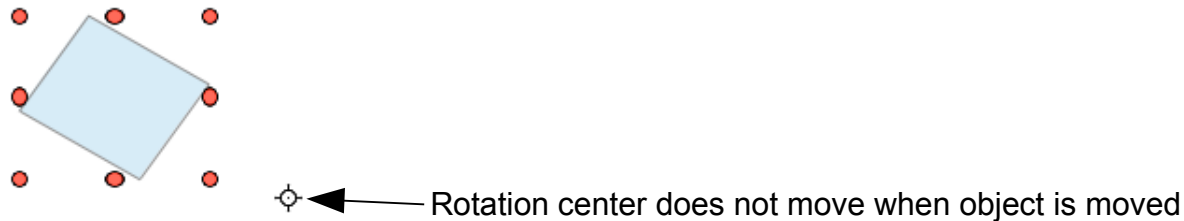
You can cause rotation “handles” to appear on a selected object by clicking on the rotation icon.



This results in



If you move the object while the rotate handles are present, the object will move but the center of rotation will not



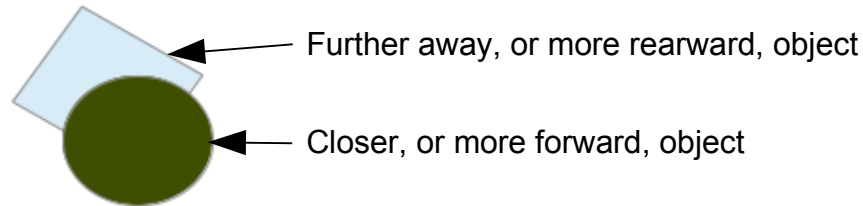
To return the rotation center to the center of the object, click in an open area of the drawing to unselect the object, select it again, and then click on the rotation icon.

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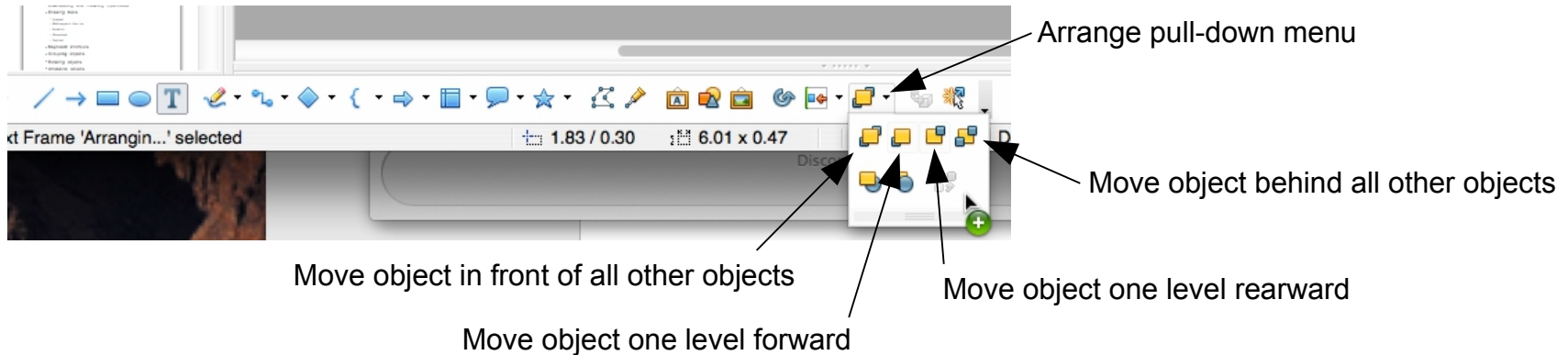
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Arranging Objects

All objects in your drawing can be thought of as being different distances from your eye. If you move an object that is closer to your eye over top of an object that is further away, the closer object will cover, or partially cover, the object that is further away.



You can change this forward/rearward positioning of an object by first selecting the object and then selecting the Arrange icon



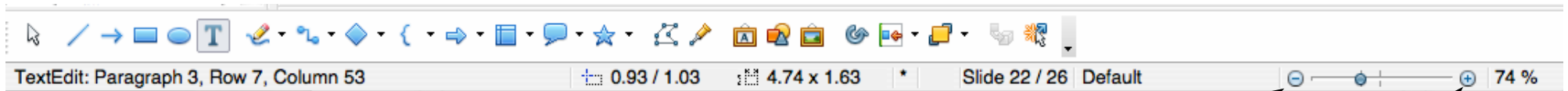
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Zooming

When you hover over a selected object and see a hand symbol, it means you can click-hold-drag to move the object.

With small objects however, it can be difficult to select the object itself rather than one of the corners of the object. This is one good time to use zooming.



Click repeatedly to move closer to objects and make them bigger

Click repeatedly to move closer to objects and make them bigger

You can use zooming to make the object bigger so it is possible to grab the object with grabbing its corner handle.

Any time it is difficult to adjust an object making it appear bigger by zooming often helps.

If zooming control does not appear make your OpenOffice window wider.

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Undo

The Undo command is in Edit>Undo, but its keyboard shortcut is <cntr> z

Undo does exactly what it suggests, it undoes the most recent action.

OpenOffice remembers a large number of recent actions. Multiple clicks on Undo (or multiple keyboard shortcut Undo's) will undo multiple previous changes that you made to the document in the reverse order that they were done.

Undo can also be useful for trying things out that you aren't sure of. For example, you might think you have all the objects that you want selected, but you aren't sure. Knowing Undo is available, you go ahead and drag to move them, know that if you didn't have all of them selected you can always select Undo to move them back.

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○ ○ ○ Modify Layer

Name

course_path

Title

Description

☒ Visible

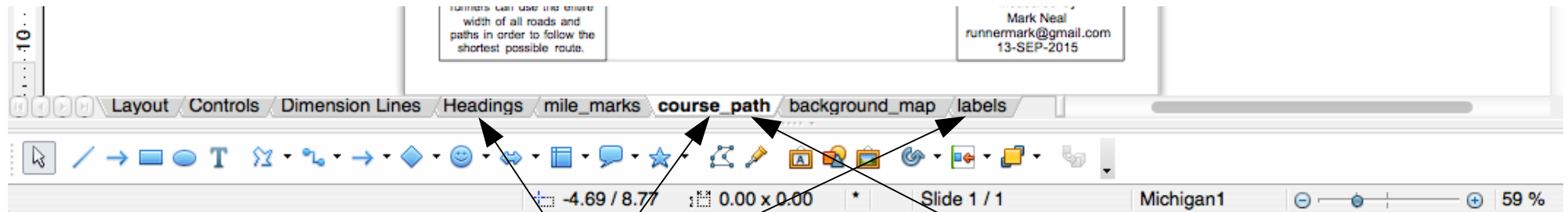
☒ Printable

☐ Locked

Help OK Cancel

Layers

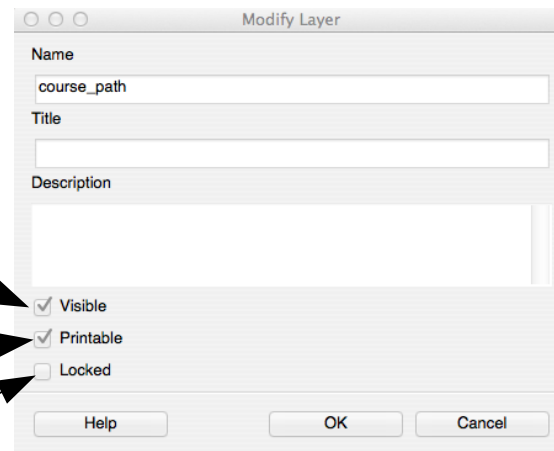
Layers are something you probably won't use much until you get more comfortable, and more advanced, with OpenOffice Draw. But it is still a good idea to have some understanding of Layers.



Each of the “tabs” at the bottom of an open Draw file designates a different Layer. Every object in the drawing belongs to one, and only one, Layer.

The highlighted tab indicates the active Layer. All objects that are pasted or created are put into the Active Layer.

Double-clicking on a Layer's tab brings up the Layer dialogue.



Determines whether the objects belonging to this Layer will be visible.

Determines whether the objects belonging to this Layer will print, and also if they will appear in the drawing when exported to PDF.

Determines whether the objects belonging to this Layer can be selected and modified.