



Tutorials For OpenOffice

Gallery

Table of Contents


What This Tutorial Does	1
Using The Gallery	1
Open The Gallery	1
Add/Rename/Delete/Themes In The Gallery and Use Undo	2
Add A New Graphic To The Gallery	2
Find The Path To The Gallery File	2
Working With Graphics In Your Document	3
Copy A Graphic (A Picture) From The Gallery	3
Resize The Picture	3
Using The Mouse	3
Using The "Picture" Window	4
Relocate The Picture	4
In The Document Itself	4
Using The Mouse	4
Using The "Picture" Window	5
The Same Picture In Another Location In Your Document Or In Another Document	5
Insert Graphic As A Background	5
Anchor The Graphic/Picture - A Brief Introduction	5
To Page	5
To Paragraph	6
To Character	6
As A Character	6
To Frame	6
Change Anchor	6

What This Tutorial Does

Writer has a **Gallery** that contains many graphics. We will learn to use the **Gallery** and work with the pictures.

Using The Gallery

Open The Gallery

1. Click **File > New > Text Document**.
2. Click on the **Gallery** icon  or click **Tools > Gallery**. (You may have changed your icons to another display; if so, click on the icons to find the "Gallery" icon. The

"Gallery" window appears with a lot of colored graphics (pictures). On the left side of the Gallery window are the words, "Backgrounds, Bullets, etc. These words are the names of different "Themes". In the "Gallery', the folders are called "Themes".

3. Click on the **Bullets** Theme. The graphics that are in the Bullets Theme (Bullets folder), appear on the screen.

Add/Rename/Delete/Themes In The Gallery and Use Undo

1. **To add a Theme in Gallery**, click **Gallery > New Theme....> Properties > General** (The "Properties of New Theme" window appears.)
2. Replace the words, **New Theme**, with a name of your choice. (If you do not select a name for the Theme, each time you click on the "New Theme" button, a new theme will appear with the names, "New Theme, New Theme 1", etc.)
3. **To rename a Theme in Gallery**, **Select** the Theme you want to rename. **Right-click** on the **Theme**. Click **Properties > Rename**. (A window appears with the current name of the Theme highlighted.) Replace the **Theme name** with a name of your choice. (The Theme in Gallery is renamed.)
4. **To delete a Theme in Gallery**, **select** the **Theme** you want to delete. (A window appears.) **Right-click** on the **Theme**. Click **Delete**. (The Theme is deleted. The Theme is no longer on the page.)
5. Click **Edit > Undo**: (item's name appears here) (The Theme reverts to its former name or reappears in the Gallery.)

Add A New Graphic To The Gallery

Graphics may be downloaded from the Internet, scanned, created with a graphics program, or be photos taken with a digital camera and uploaded to your computer. To insert a graphic image from a file, the file must be stored in a folder on your computer.

1. Click **Gallery > My Theme**. (For this tutorial, we are going to use "My Theme". "My Theme" appears on the screen and it has no entries. You can add the picture to any Theme in Gallery.)
2. Right-click on **My Theme**. Click **Properties > File tab > Find Files** button. (The "Properties of My Theme" window appears.) **Select** the folder in which to start the search and the file types to limit the search.
3. Select the picture(s) you want to add to **Gallery**. Click **Add**. (To select more than one file, hold the Control Key down while you click on each file. To add all the files, click "Add All". The picture(s) appears in "My Theme".)

Find The Path To The Gallery File

If you want to add more graphics to the Gallery, there are several clipart libraries designed for OpenOffice on the Internet. One source is the KAMI's Clipart Collection which can be found




<http://www.ooforum.org/forum/viewtopic.phtml?t=23393&start=0>

You will need to know the path to the Gallery File in order to place the Clipart libraries in the Gallery so you can use it.

1. Click **T**ools > **O**ptions. If there is a – in front of the words, “OpenOffice.org”, click on the words, "OpenOffice.org. (A list of choices appear under the word “OpenOffice.org”.)
2. Click on the word “Paths”. The Options – OpenOffice.org - Paths window appears) The path to the Gallery is on the screen.


Working With Graphics In Your Document

Copy A Graphic (A Picture) From The Gallery

1. Click **F**ormat > **N**ew > **T**ext Document. Type the word, **L**earning. Highlight it. (To highlight the word, "Learning", click and hold on the first letter while moving the pointer over the word and when you reach the end of the word, "Learning", release the mouse button.) Click the **B**old icon and the **C**entered icon. (Place your cursor on the icons on the "Formatting toolbar" to find the "Bold" icon and the "Centered" icon.) Press **E**nter. (The word, "Learning", moves to the center and is in bold.)
2. Click on the **H**omepage Theme The graphics that are in the Homepage Theme appear in the Gallery.
3. Scroll down until you see  (To scroll down, click on the  a number of times until the picture appears.)
4. **D**rag the graphic, , below the word, **L**earning. (Dragging is done by clicking on the graphic and moving the mouse without letting go of the mouse button until the graphic is where you want to place it. The picture is moved below the word, "Learning".)
5. Click on the **G**allery icon. (The "Gallery" window closes.)

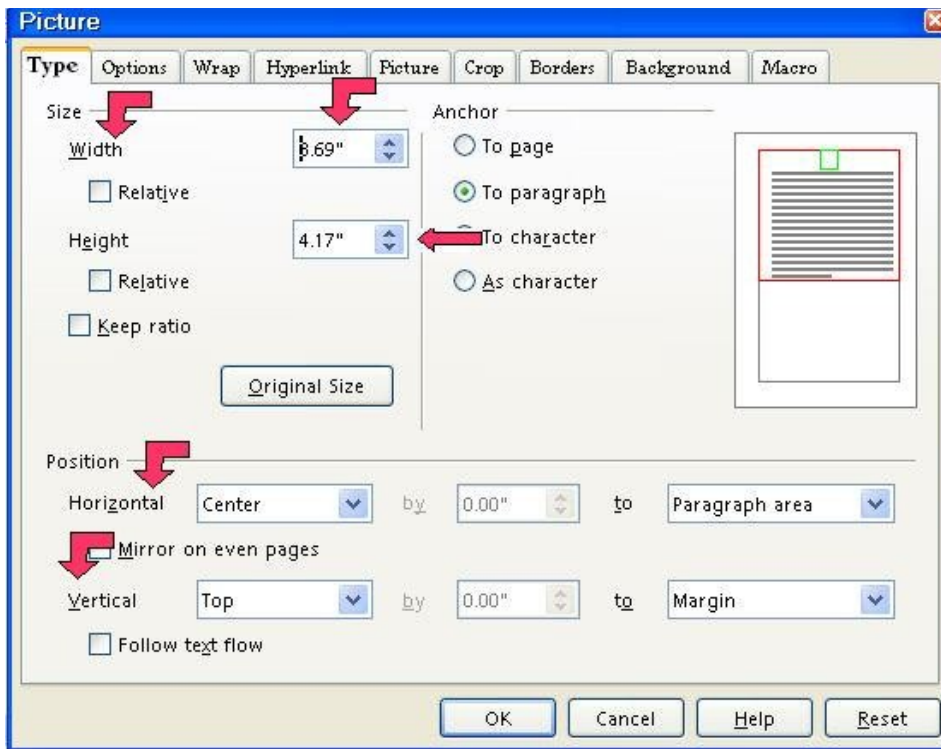
Resize The Picture

Using The Mouse

1. Click on the picture. (An anchor will appear. Eight points (green squares), called handles, will appear along the sides of the picture.)
2. Place your pointer on any of the points. Click and drag the mouse to modify the picture. (A double-headed arrow, , will appear. The size of the picture changes but is distorted.)
3. To keep the proportions of the graphic, press and hold the **S**hift key. Click and drag a **handle of the picture**. Release the mouse button to complete the resize. (The size of the picture changes and is not distorted.)
4. When you have changed the picture to the desired size, **click anywhere on the page except on the picture**. (The picture will be the desired size.)

Using The "Picture" Window

1. **Right-click** anywhere on the picture. (A menu appears.)
2. Click **Picture**. (The "Picture" window appears.)





3. Click on the **Type** tab. In the **Size** section, set the **Width** to **1.0"**. (The cursor is flashing just before the numbers in the "Width" box. Highlight and delete (using the Del key) the numbers and type "1.0".) Set the **Height** to **2.0**. (In the "Height" box, click just before the number. Highlight and delete (using the Del key) the numbers . Type **2.0**. The picture changes size.)

Relocate The Picture

In The Document Itself

Using The Mouse

1. Click on the graphic/picture. The mouse pointer turns into a four-way arrow like this . (An anchor will appear. Eight points (green squares), called handles, will appear along the sides of the picture.)
2. Long-click on the  and drag the picture to the desired place on your page. (Dragging is done by clicking on the graphic and moving the mouse without letting go of the mouse button until the graphic is where you want to place it. The picture changes location.)

Using The "Picture" Window

1. Right click in the picture, click **P**icture. (The "Picture" window appears.) Click the **T**ype tab. Under the **P**osition section, click **F**rom left in the dialog box to the right of **H**orizontal. In the dialog box to the right of **b**y, change the setting to **1.0**". (In the "by" box, click just before the number. Type **1.0**, then press **Del** to delete the original number.)
2. In the dialog box to the right of **V**ertical, click **F**rom top. In the dialog box to the right of **b**y, change the setting to **1.0**" (In the "by" box, click just before the number. Type **1.0**, then press **Del** to delete the original number.)
3. Click the **O**K button. (The picture changes location.)

The Same Picture In Another Location In Your Document Or In Another Document

1. **R**ight-click on the picture. Click **C**opy (The picture is saved onto the clipboard.)
2. Place the pointer and click where you want to put a copy of the same picture in your current document or in another document. Click **P**aste. (The same picture is in the document or in another document.)

Insert Graphic As A Background

1. In the document, **click on** the page OR on the paragraph that will have the background. For this tutorial, we will click on the page.
2. Click the **G**allery icon > **B**ackgrounds. In the **B**ackgrounds Theme, **right-click** on the graphic of your choice. (For this tutorial, we will use the "Backgrounds" Theme folder but you may use any Gallery Theme folder. You may use a picture as a background.)
3. Click **I**nsert > **B**ackground > **P**age (OR Paragraph). The background you selected becomes the background for the page.
4. To close **G**allery, click on the **G**allery icon.

Anchor The Graphic/Picture - A Brief Introduction

You can anchor graphics to a page, paragraph, or character, or as a character. You can place graphics in a frame and anchor the frame to a page, paragraph, or character. Anchored items remain even if you insert or delete text. Further information about the anchoring is contained in the **Anchoring Help** section.

To Page

1. Anchors the selected item to the current page. **F**ormat > **A**nchor > **T**o Page
2. The anchored item remains on the current page even if you insert or delete text.
3. The anchor icon is displayed at the top left corner of the page.

To Paragraph

1. Anchors the selected item to the current paragraph. **Format > Anchor > To Paragraph.**
2. The anchor icon is displayed at the left page margin at the beginning of the paragraph.

To Charter

1. Anchors the selected item to a character.
2. This command is only available for graphic object. **Format > Anchor > To Character**

As A Charter

1. Anchors the selected item as a character in the current text. This is usually the one you would use to insert a picture between text.
2. If the height of the selected item is greater than the current font size, the height of the line containing the item is increased.
3. **Format > Anchor > As Character**

To Frame

1. Anchors the selected item to the surrounding frame.
2. **Format > Anchor > To Frame**

Change Anchor

1. Allows you to switch between anchoring options.
2. The **Change Anchor** icon is only visible when an object such as a graphic, control field or frame is selected.

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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