



Tutorials For OpenOffice

Fontwork Gallery



Tutorial Donated by Bill Shelley

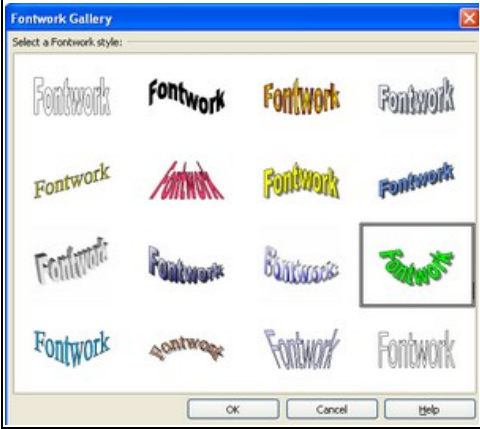
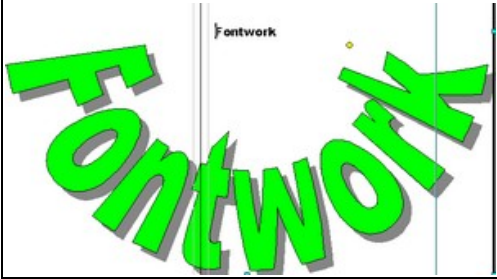
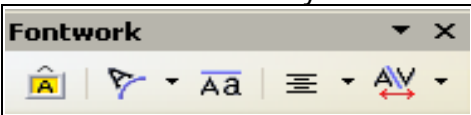
Table of Contents

| | |
|--|---|
| Create The Fontwork | 1 |
| Resize, Change The Style, Or Move The Fontwork | 2 |
| Custom Animation | 5 |
| Save File For Future Use | 7 |

Fontwork Gallery is the **Impress** version of Microsoft's Word Art. It has many of the same features and is useful for creating impressive headings for posters and presentations.


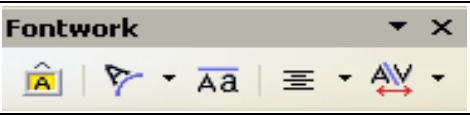
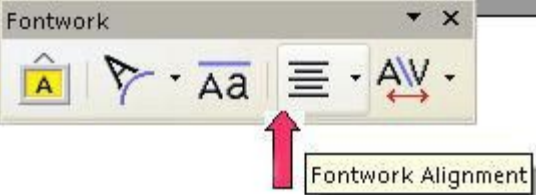
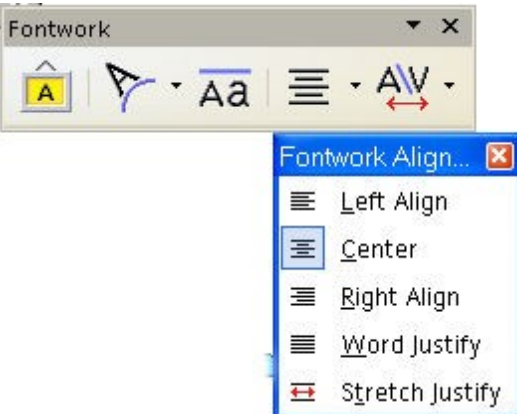


Create The Fontwork


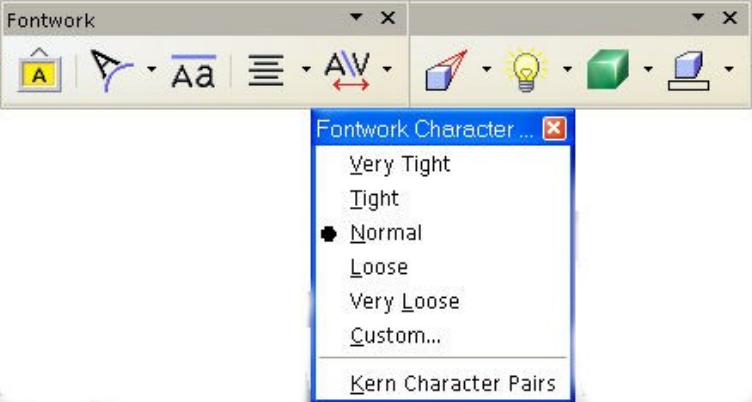
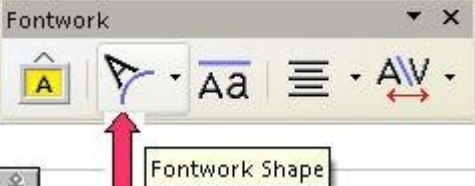
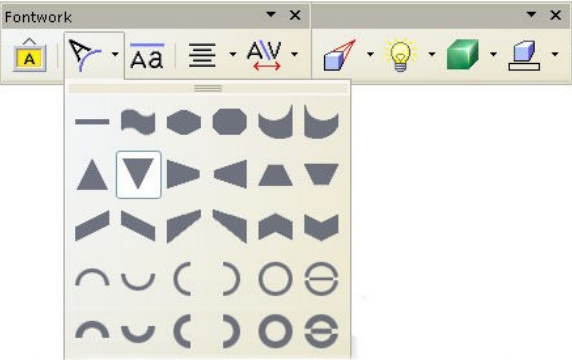
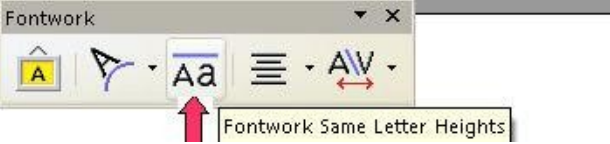
| Activity | Explanation |
|--|--|
| 1. To open Impress , double click on the desktop icon . In OpenOffice, click File > New > Presentation . | |
| 2. Use a blank presentation or load one of your previously saved presentations. | |
| 3. Click View > Toolbars > Drawing . | The Drawing toolbar appears at the bottom of the screen.  |
| 4. Click on the Fontwork Gallery icon from the Drawing Toolbar | It looks like a box with an A in the middle and a handle on top.  The Fontwork Gallery appears. |

| Activity | Explanation |
|--|--|
| |  |
| <p>5. Choose a Font from the selection by putting your pointer on it and clicking and then click on OK.</p> | <p>"Fontwork' appears on the page in very large text.</p> |
| <p>6. You will need to change the word, Fontwork, to the word that you want to use and also to resize it.</p> | |
| <p>7. Start by putting your pointer on the word, Fontwork, and double click.</p> | |
| <p>8. You will notice that a smaller version of the word Fontwork now appears. You can either add to the word that is there or replace it with your own word or words. Click anywhere on the page except on the Fontwork to accept the changes.</p> |  <p>The "Fontwork Gallery Toolbar" appears.</p>  |

Resize, Change The Style, Or Move The Fontwork



Once you have your new word on the page, you might want to resize it and/or change the style of the word. You can also move the word to any part of the page by clicking and holding the left mouse button and dragging and dropping it anywhere you like.

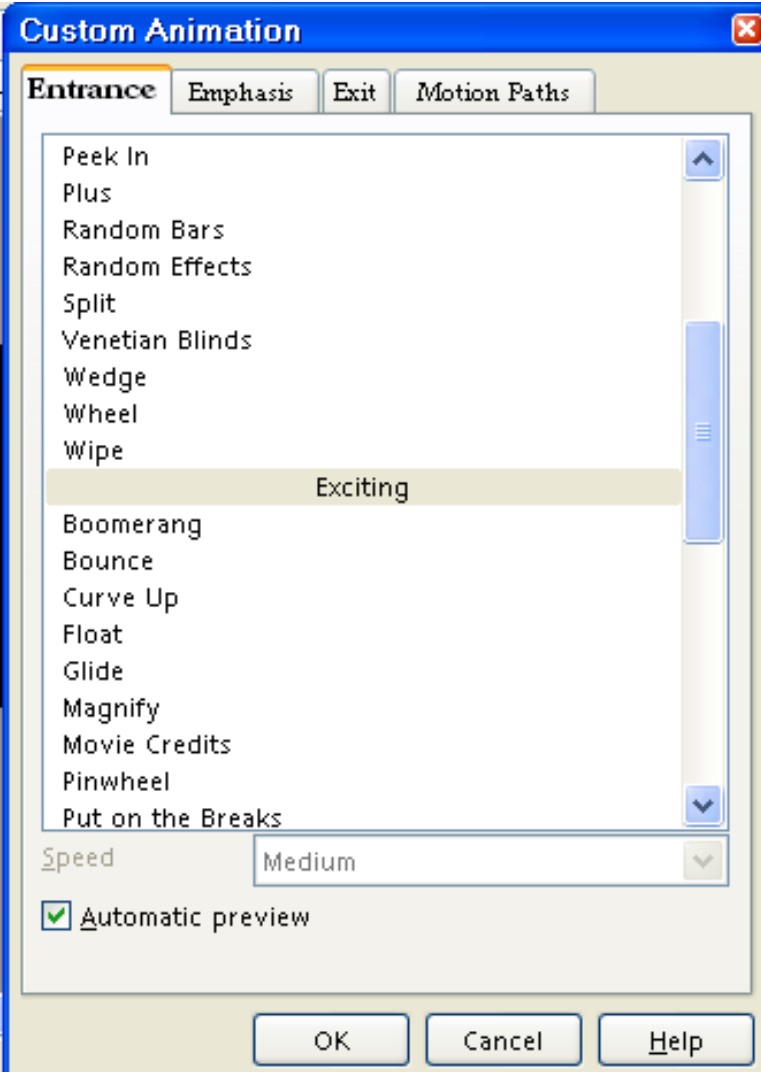
| Activity | Explanation |
|---|---|
| <p>1. You can resize the Fontwork by using the resizing handles located at the edges of the box in the same way as you do with pictures or Clip Art in other programs.</p> |  |
| <p>2. Use the Fontwork Toolbar to change the style of your Fontwork Word in the following steps.</p> |  |
| <p>3. To align it on the page, click the Fontwork Alignment icon. The menu gives you five choices.</p> |  <p>The menu appears.</p>  |
| <p>4. To change to a completely different type of word, click on the Fontwork Gallery icon. The menu gives you the Fontwork Gallery window with different options .</p> |   |

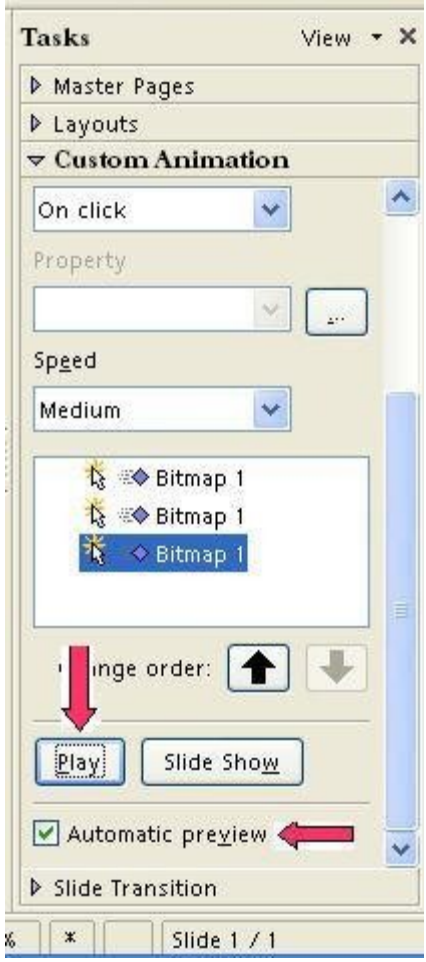
| Activity | Explanation |
|--|---|
| <p>5. To change the Fontwork Character Spacing, click on the Fontwork Character Spacing icon. The menu gives you several options.</p> |  <p>The menu appears.</p>  |
| <p>6. To change the Fontwork Shape, click on the Fontwork Shape icon. The menu give you various shapes that you can use.</p> |  <p>The menu appears.</p>  |
| <p>7. To make all the letters the same height, click the Fontwork Same Letter Heights icon.</p> | <p>There is no menu but the letters will change to be the same height.</p>  |
| <p>8. Now practice your Fontwork by inserting several words onto</p> | |

| Activity | Explanation |
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| the page and moving them around. | |

Custom Animation

| Activity | Explanation |
|---|---|
| <p>1. Create a New Blank Slide. On the right menu window, click on Custom Animation. Insert a picture from the Gallery or from a file on your computer. Click on it so that the resize boxes appear at the edges.</p> |  |
| <p>2. You can use the picture in the right column by clicking on it so that the handles appear at the edges and copying it to the blank slide.</p> | <p style="color: blue; font-size: 1.2em; font-family: cursive;">Funny Cats</p>  |
| <p>3. Click the Custom Animation tab. In the Custom Animation window, click Entrance tab > Pinwheel > OK.</p> | <p>The "Custom Animation" window appears.</p> |

| Activity | Explanation |
|----------|--|
| |  <p>The screenshot shows the 'Custom Animation' task pane in Microsoft PowerPoint. The 'Entrance' tab is active. The list of animation effects includes: Peek In, Plus, Random Bars, Random Effects, Split, Venetian Blinds, Wedge, Wheel, Wipe, Exciting (highlighted), Boomerang, Bounce, Curve Up, Float, Glide, Magnify, Movie Credits, Pinwheel, and Put on the Breaks. The 'Speed' is set to 'Medium' and 'Automatic preview' is checked. Buttons for 'OK', 'Cancel', and 'Help' are at the bottom.</p> |

| Activity | Explanation |
|--|---|
| <p>4. You will see the Pinwheel effect if you have a check mark in the box by the Automatic preview. To see it again, scroll down to select Play on the Custom Animation window.</p> |  |
| <p>5. Watch what happens to your picture whenever you click on one of the choices from the list! You can also make changes using Emphasis – Exit – Motion</p> | |

Save File For Future Use

| Activity | Explanation |
|--|-------------|
| <p>1. Click File > Save As.</p> | |
| <p>2. Click File > Save As. In the Save in: " pull-down menu box, click My Documents if it is not already</p> | |

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| selected. In the Save as type:" pull-down menu box, click OpenDocument Presentation (.odp) if it is not already selected. | |
| 3. In "File name:" box, type " Funny Cats ". | The name of the file will be "Funny Cats". "Funny Cats" appears at the top of the screen. |
| 4. Click File > Close . | The document is no longer on the screen. |

Note

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Edited by Sue Barron