Getting Started Guide

Chapter 14
Working with the Gallery

OpenOffice.org

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Publication date and software version

Published 5 April 2006. Based on OpenOffice.org 2.0.2.

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What is the Gallery?

The **Gallery** contains objects (graphics and sounds) that you can insert into your documents. The default Gallery menu contains Backgrounds, Bullets, Homepage, My Theme, Rulers, and Sounds. You can create other groups or "themes" as you wish.

To open the Gallery, choose **Tools > Gallery**, or click the Gallery icon . If the Gallery is open, these choices close it.

Figures 1 and 2 show two views of one of the themes supplied with OpenOffice.org.

You have the option of *Icon View* or *Detailed View* for the Gallery, and you can hide or show the Gallery by clicking on the *Hide* button.

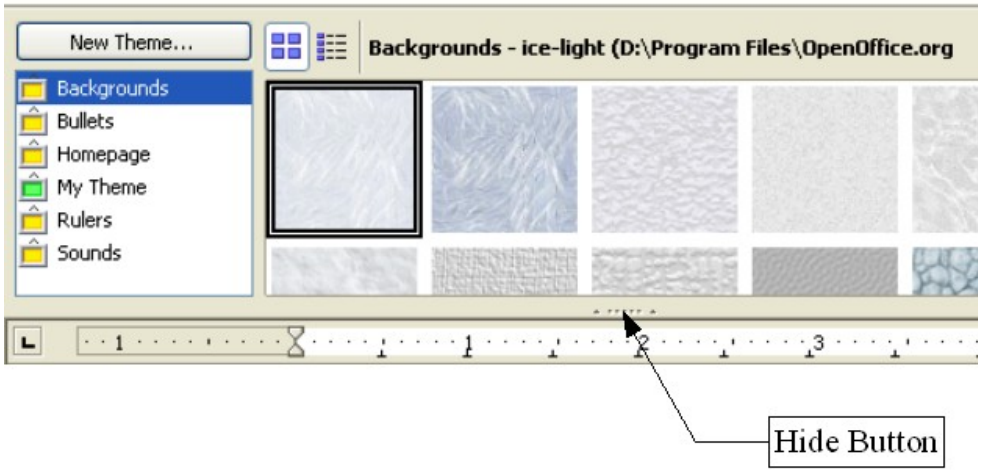

Figure 1. Icon view of one theme in the Gallery

Figure 2. Detailed view of the same theme in the Gallery

Inserting objects into a document

You can copy or link an object from the Gallery into a document. The difference is that a linked object can be updated in your document if the object is changed in the Gallery, simply by updating the link.

To insert an object:

1) Choose **Tools > Gallery** and select a theme.
2) Select an object with a single click, then drag and drop the object into the document. (See Figure 3.)

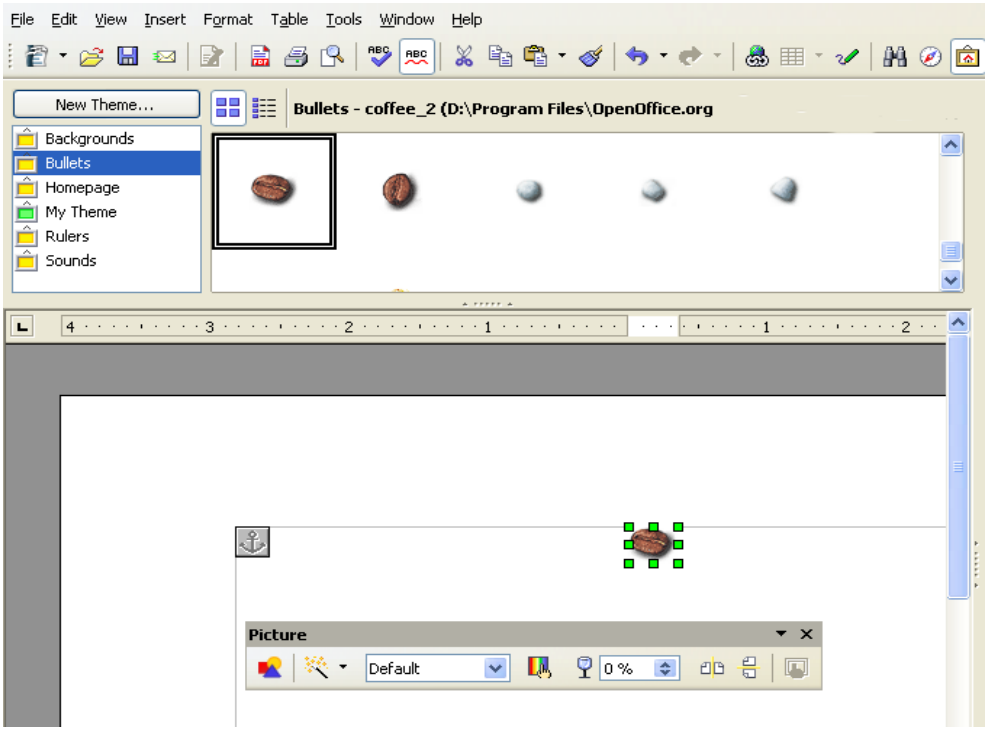

Figure 3. Copying a graphic object from the Gallery into a document

You also can right-click on the object to open the context menu and select **Insert** > **Copy**.

Inserting objects as links

To insert an object as a link:

1) Choose **Tools > Gallery** and select a theme.
2) Select an object with a single click, then while pressing the *Shift* and *Ctrl* keys, drag and drop the object into the document.

Inserting an object as a background

To insert an object as the background to a page or paragraph:

1) Choose **Tools > Gallery** and select a theme.
2) Select an object with a single click, right-click on the object and choose **Insert > Background > Page or Paragraph**.

Adding graphics to the Gallery

To add graphics to the Gallery from a document:

1) Display the Gallery theme you wish to add the graphic to.
2) Position the mouse pointer over the graphic in the document and *left-click* once.
3) Release the mouse button, then *left-click* again, holding the mouse button down for more than two seconds (this copies the graphic into internal memory): the cursor becomes an arrow with a little dotted rectangle below it.
4) Without releasing the mouse button, drag the graphic from the document into the Gallery theme, then release the mouse button. The graphic is now in the theme list.

Deleting graphics from the Gallery

1) Right-click on the name of the graphics file or its thumbnail in the Gallery.
2) Click **Delete** on the pop-up menu.

Note	Deleting the name of a file from the list in the Gallery does not delete the file from the hard disk or other location.

Creating a new theme

To create a new theme in the Gallery:

1) Choose **Tools > Gallery** > **New Theme** button > **Files** tab (see Figure 4).

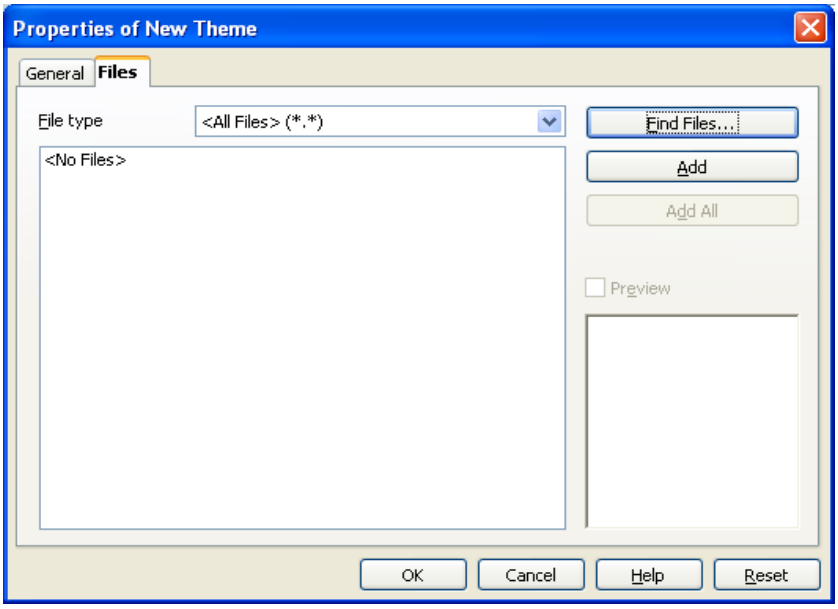

Figure 4. Setting up a new theme in the Gallery

2) Click **Find Files**. The Select Path dialog opens. Browse to the folder that contains the files for the new theme and click **OK**.

3) Back on the Files tab, use *File Type* and/or select a file from the list displayed, to choose to add a file or all files. (See Figure 5.)

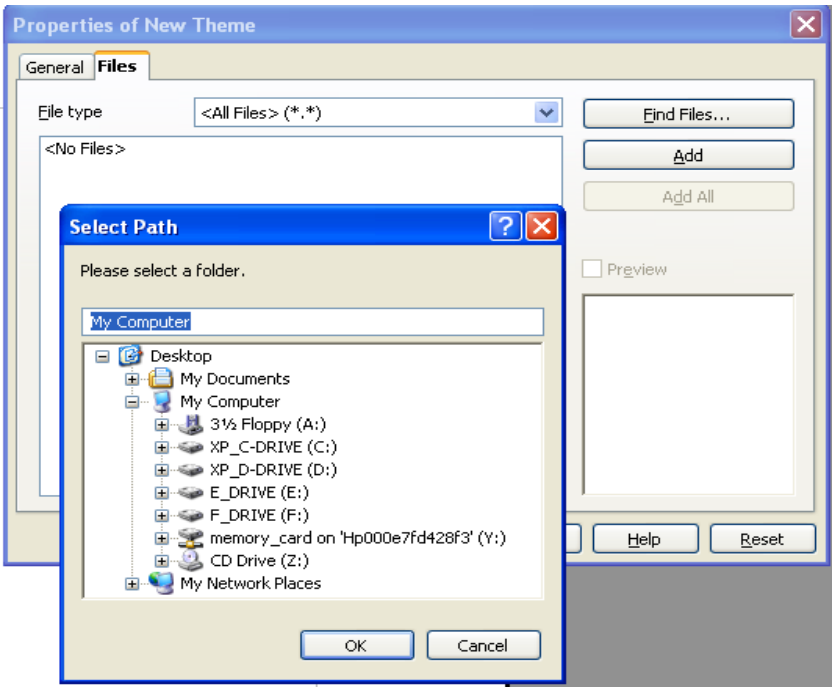

Figure 5. Choosing files to add to the new theme

4) Then click the *General* tab and name your theme, as shown in Figure 6. Click **OK** to finish.

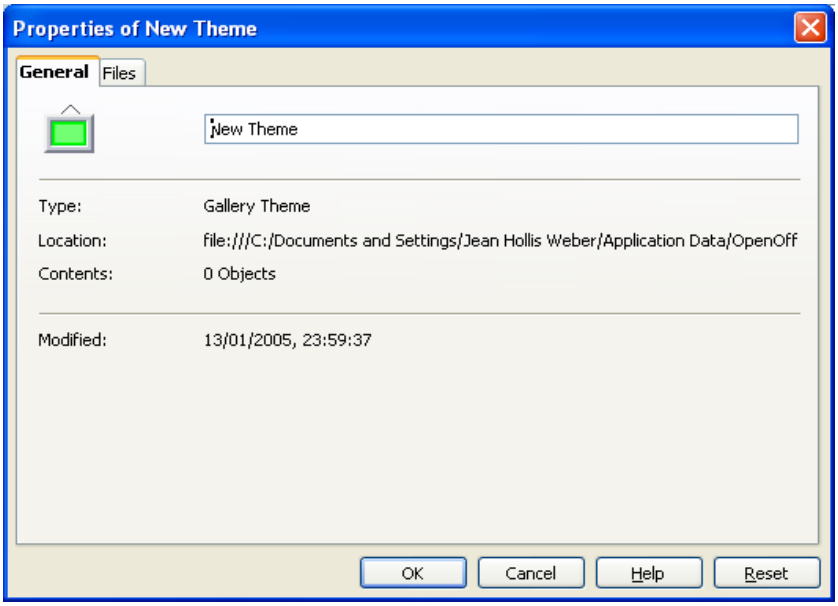

Figure 6. Naming the new theme

Deleting a theme

To delete a theme from the Gallery:

1) Go to **Tools > Gallery.**
2) In the left part of the Gallery, select in the list the theme you wish to delete.
3) Right-click on the theme, then click **Delete** on the pop-up menu.

Location of the Gallery and the objects in it

Graphics and other objects shown in the Gallery can be located anywhere on your computer's hard disk, on a network drive, or on a CD-ROM. Listings in the Gallery refer to the location of each object. When you add graphics to the Gallery, the files are not moved or copied; only the location of each new object is added as a reference.

In a workgroup situation, you may have access to a shared Gallery (where you cannot change the contents unless authorized to do so) and a user Gallery, where you can add, change, or delete objects.

The location of the Gallery is specified in **Tools > Options > OpenOffice.org > Paths**.