

*Draw Guide*

# *Chapter 1*

## *Introduction to Draw*

*OpenOffice.org's Vector Drawing Component*

*OpenOffice.org*

## Copyright

This document is Copyright © 2006 by its contributors as listed in the section titled **Authors**. You can distribute it and/or modify it under the terms of either the GNU General Public License, version 2 or later (<http://www.gnu.org/licenses/gpl.html>), or the Creative Commons Attribution License, version 2.5 or later (<http://creativecommons.org/licenses/by/2.5/>).

All trademarks within this guide belong to their legitimate owners.

## Authors

Agnes Belzunce  
Linda Worthington  
Daniel Carrera  
Jean Hollis Weber

## Feedback

Maintainer: Agnes Belzunce  
Please direct any comments or suggestions about this document to:  
[authors@user-faq.openoffice.org](mailto:authors@user-faq.openoffice.org)

## Acknowledgments

This chapter is based on an original French document written for OpenOffice.org 1.x by Michel Pinquier (translated to English by Alex Thurgood) and previous content revised by Jim Taylor. Thanks to Alexandre Martins for reviewing this chapter.

Thanks to Linda Worthington for her work as the first maintainer.

## Publication date and software version

Published 16 April 2006. Based on OpenOffice.org 2.0.2.



You can download an editable version of this document from  
<http://oooauthors.org/en/authors/userguide2/published/>

# Contents

---

Copyright.....	i
Authors.....	i
Feedback.....	i
Acknowledgments.....	i
Publication date and software version.....	i
General Introduction.....	1
The Workplace.....	2
The Toolbars.....	3
The Standard Bar.....	5
The Line and Filling Bar.....	5
The Drawing Toolbar.....	5
The Color Bar.....	5
The Options Bar.....	7
The Rulers.....	7
The Status Bar.....	8



# General Introduction

---

Draw is a vector graphics drawing tool. It offers a series of powerful tools that enable you to quickly create all sorts of graphics.

It is perfectly integrated into the OpenOffice.org suite, and this makes exchanging graphics with all components of the suite very easy. For example, if you create an image in Draw, reusing it in a Writer document is as simple as copy and paste. You can also work with drawings directly from within Writer and Impress, using a subset of the functions and tools from Draw.

Draw's functionality is very extensive and complete. Even though it was not designed to rival high-end graphics applications, Draw still possesses more functions than the majority of drawing tools that are integrated into office productivity suites.

A few examples of drawing functions might whet your appetite: layer management, magnetic grid point system, dimensions and measurement display, connectors for making organization charts, 3D functions enabling small three-dimensional drawings to be created (with texture and lighting effects), drawing and page style integration, and Bezier curves, just to name a few.

This document describes only the functions associated with Draw. Some notions such as file management or the way the OpenOffice.org environment works are mentioned only briefly as they are covered in the *Getting Started* guide.

# The Workplace

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

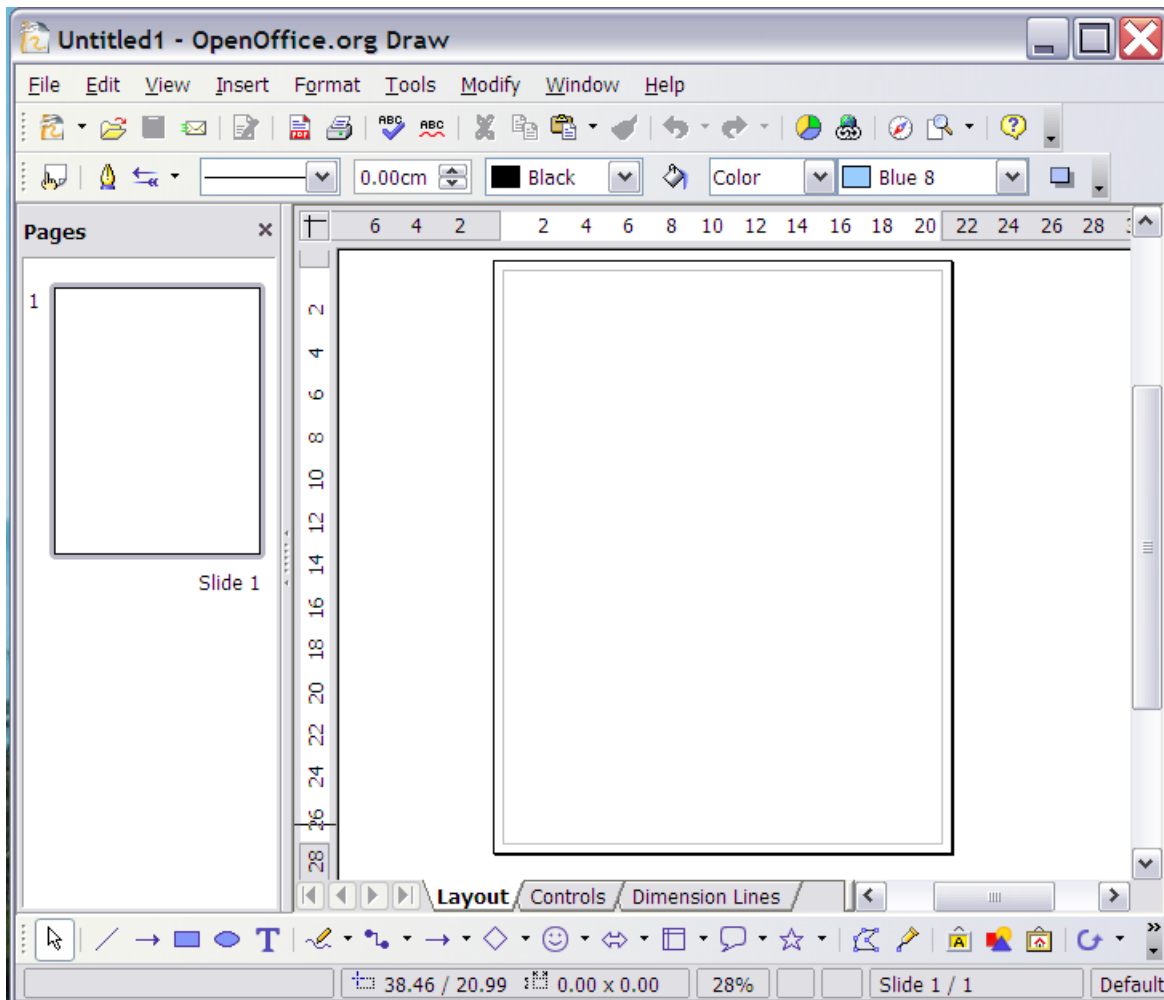


Figure 1. Initial Draw window

The large area in the center of the window is where the drawings are made. It is surrounded by toolbars and information areas. You can vary the number and position of the visible tools, so your setup may look a bit different. For example, many people put the main Drawing toolbar on the left-hand side of the workspace, not at the bottom as shown here.

# The Toolbars

The various Draw toolbars can be displayed or hidden according to your needs.

**New in 2.0**

Many of the floating toolbars in OOo 1.x have become main toolbars in OOo 2.0.

**Note** To access any toolbar, choose **View > Toolbars**.

To display or hide the toolbars, simply click **View > Toolbars**. On the menu that appears, choose which toolbars to display.

You can also select the buttons that you wish to appear on the corresponding toolbar. On the **View > Toolbars** menu, select **Customize**, click on the **Toolbars** tab (see Figure 2), and then select the desired buttons for that toolbar. Each toolbar has a different list of buttons.

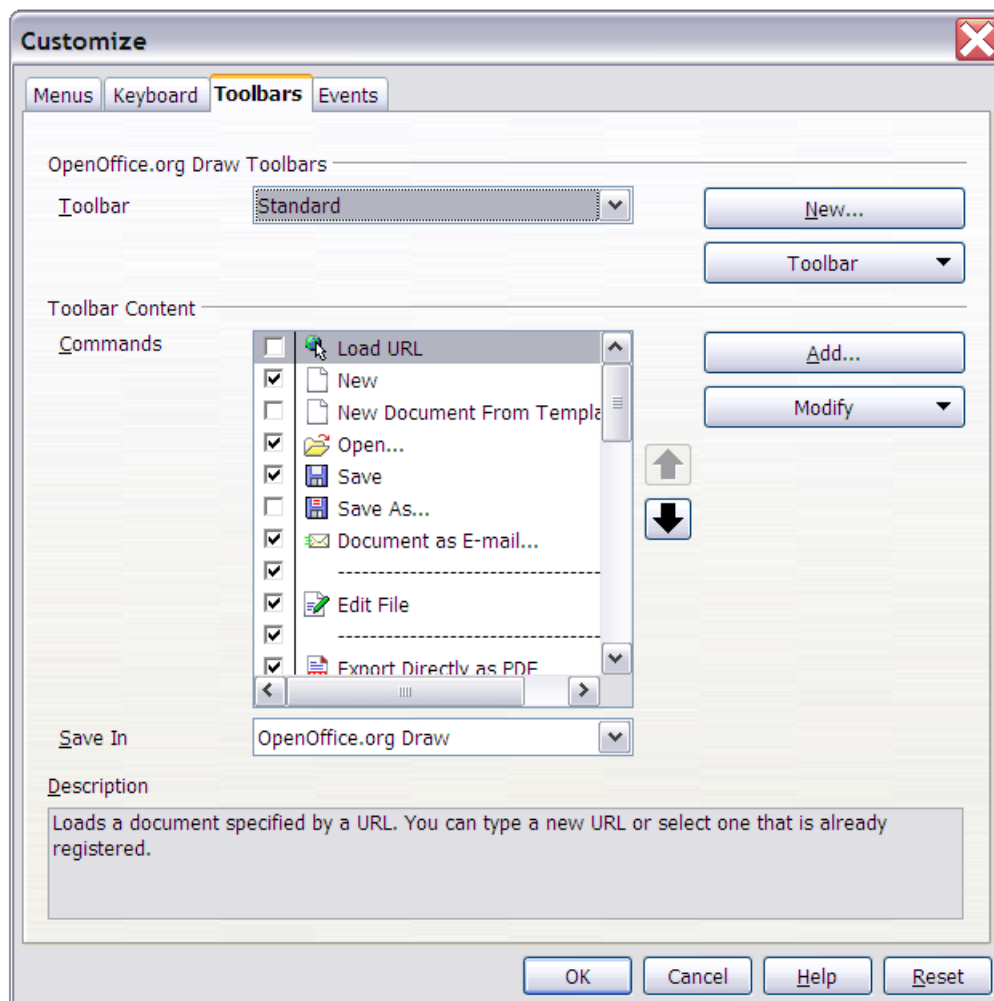


Figure 2. Customizing a toolbar

Many toolbar buttons are marked with a small arrow beside the button. The arrow indicates that this button has additional functions. Click the arrow and a submenu or floating toolbar appears, showing its additional functions (see Figure 3).

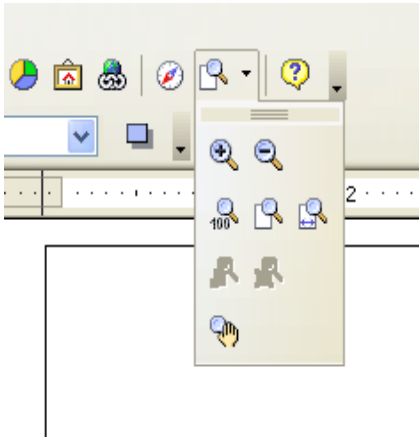


Figure 3 An arrow next to a button indicates additional functions

Similarly, click on the arrow on the title bar of a floating toolbar to display additional functions (see Figure 4).

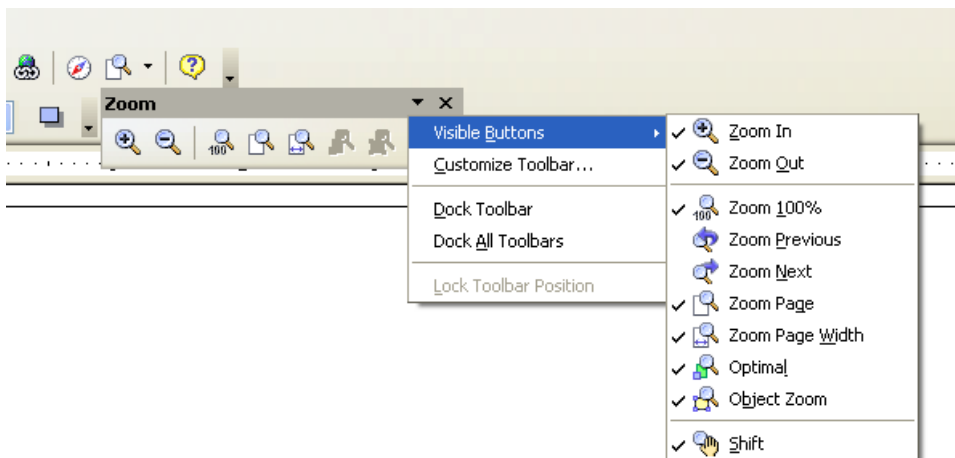


Figure 4. An arrow on a floating toolbar indicates additional functions

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*. To do so, click the submenu title bar, drag it across the screen, and then release the mouse button.

---

**Note** Most buttons marked with the small arrow can become floating toolbars. The floating toolbar capability is common to all components of the OpenOffice.org suite.

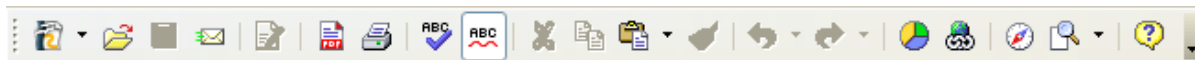
---

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



## The Standard Bar

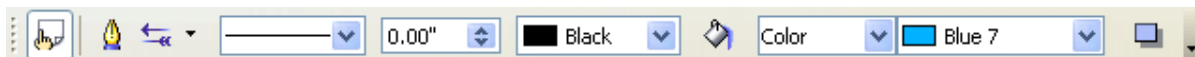
The Standard Bar looks like this:



It is the same for all parts of OpenOffice.org.

## The Line and Filling Bar

The Line and Filling Bar (called the *Object Bar* in OOo 1.x) lets you modify the main properties of a drawing object.



In the example above, the available functions enable you to change the color of the line drawn, the fill color, and so on, of a selected object. If the selected object is text, the toolbar changes to the one below, which is very similar to the Formatting toolbar in Writer.



## The Drawing Toolbar

The Drawing toolbar is the most important toolbar in Draw. It contains all the necessary functions for drawing various geometric and freehand shapes and organizing them on the page.



## The Color Bar

To display the Color Bar, 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 using **Format > Area** as shown in Figure 5. Choose the tab marked **Colors**.

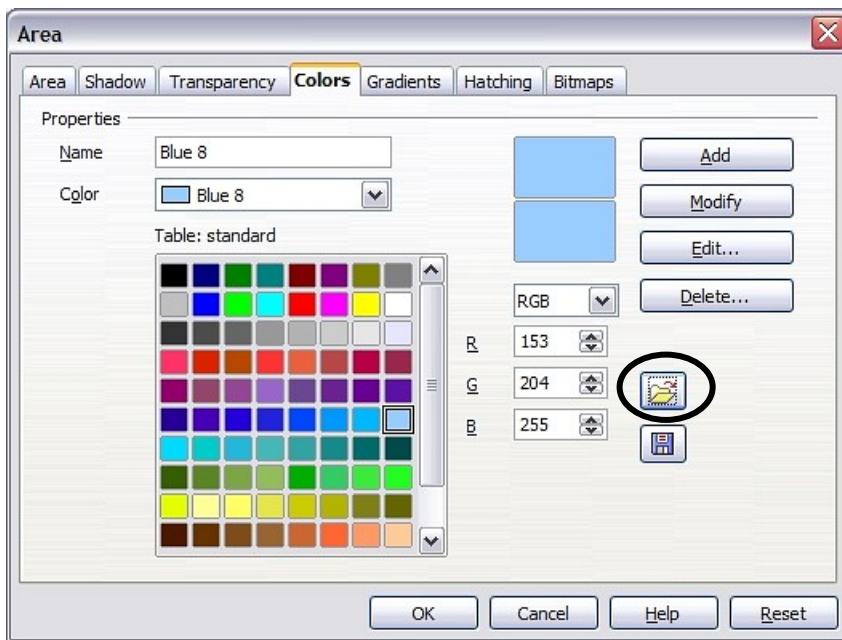


Figure 5. Changing the color palette

If you click on the **Load Color List** button (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 in the fields provided to the right of the color palette. You also can click on **Edit** to display a dialog box (shown in Figure 6), making the choice of colors easier.

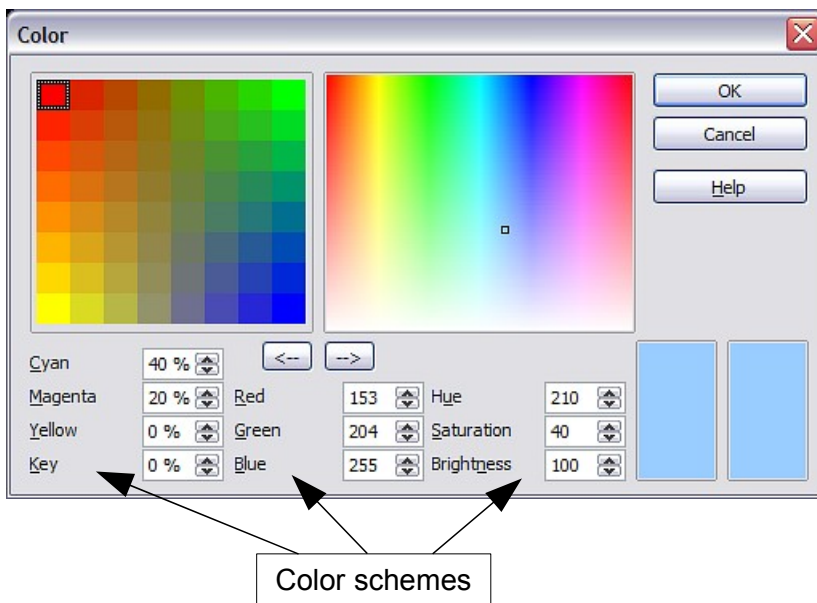


Figure 6. Defining color schemes

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

## The Options Bar

This toolbar lets you activate or deactivate various drawing aids. The Options Bar is not displayed by default. To display it, select **View > Toolbars > Options**.



## The Rulers

You should see rulers on the upper and left-hand side of the workspace (see Figure 7). These show the size of the objects on the page. The rulers show the location of the mouse to help you position objects more precisely. The rulers also are used to manage handle points and capture lines that make positioning objects easier.

The page margins in the drawing area are also represented on the rulers. You can change the margins directly on the rulers by dragging them with the mouse. To modify the units of measurement of the rulers, right-click on one of the two rulers. The two rulers can have different units.

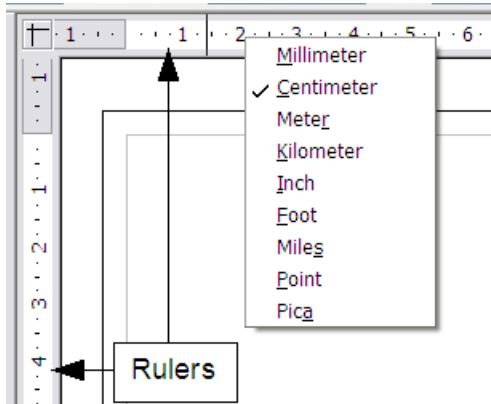
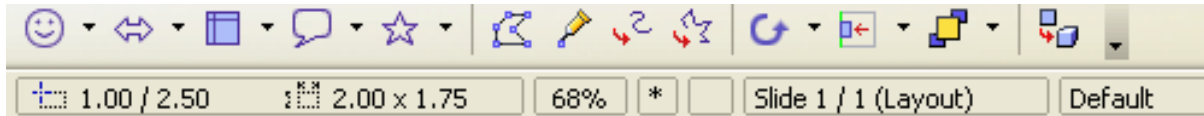


Figure 7. Rulers in a drawing

## The Status Bar

---

The Status Bar is located at the bottom of the screen. The middle part of this area is particularly relevant to the Draw module.



The sizes are given in the current unit (not to be confused with the ruler units). This unit is defined in **Tools > Options > OpenOffice.org Draw > General**, where you can also change the scale of the page. Another way to change the scale is to double-click on the number shown in the status bar.