Adding pictures to Openoffice

First find your pictures

Sources of pictures for Christmas cards;

- Photos you have on your phone, but you have to get them onto your PC e.g. by emailing them to you.

- From web pages;
  - Right click on an image and 'save image as'.
  - Check that the file suffix is .png, .jpg or .bmp.
  - This doesn't always work because of copyright protections. If you really want the photo, you can sometimes do a screen grab and edit the part you want from the grab (see me for help with this)

- Simplified 'Clip art'
 - For example search for 'Christmas tree clip art'

Beware of copyright and always save them to somewhere you will remember!

How to insert a picture into a document

- Start Open Office
- Create a Text Document
- Use Insert>Picture>From file
- Resize it using the green boundary squares. Note that the corner ones keep the width/height aspect ratio so circles don't become ellipses
- Move the picture to where you want it.
- Note that by default text wraps around the picture
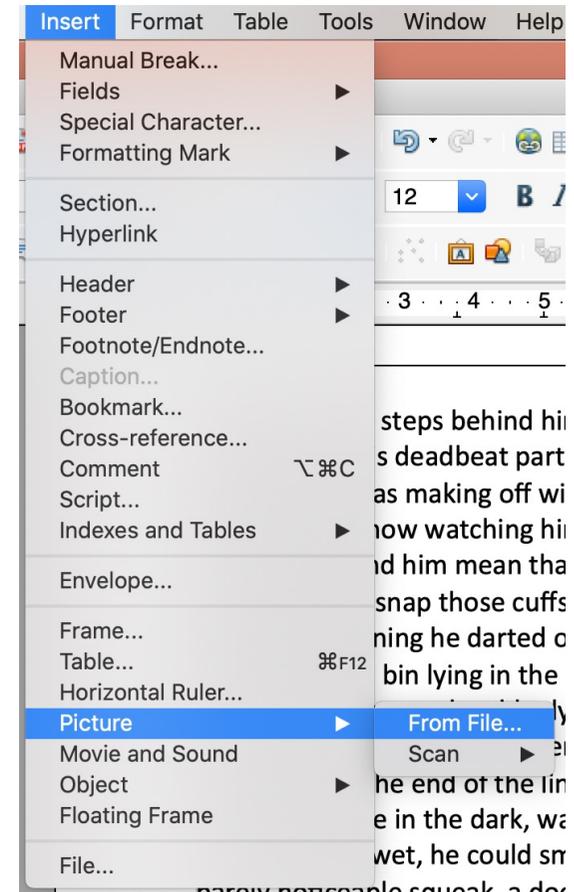
How to wrap text around a picture

Right click on the picture and select wrap. Here are some of the options;

- Page wrap

the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the bin lying in the middle of the pavement. He tried to nervously tap his way along in the inky darkness and suddenly stiffened: it

- Wrap in Background

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For more complex layouts use a table with invisible borders

- Create a table as before
- Insert your picture into a cell of the table
- Put your text into a different cell
- Make the borders invisible

Summary

- We now have all of the ingredients we need to make the Christmas card;
  - Fonts and colours
  - Artwork fonts
  - Aligning and centering text
  - Including images in documents

- We will put all these together next week

- In the meantime we are going to look at creating labels

Labels

Before you start

- Before you start you will need to know the make and model of your labels, or the size. Here are the standard sizes for A4 rectangular labels;

No per sheet	Size	No per sheet	Size
1	210mm x 297mm	21	63.5mm x 38.1mm
4	99.1mm x 139mm	40	45.7mm x 25.4mm
8	99.1mm x 67.7mm	65	38.1mm x 21.2mm
12	63.5mm x 72mm	84	46mm x 11.1mm
14	99.1mm x 38.1mm		

Open Office Writer create a page of labels

- Open OpenOffice Writer

- Select File>new>labels (e.g. Avery J8163)

- Chose your label brand and type and select sheet

- Type in the label text

- Go to the options tab and select Entire page and Synchronise contents

- Click on New Document

- Edit and format the top left label, then click on Synchronise labels

- Save the document and print it.