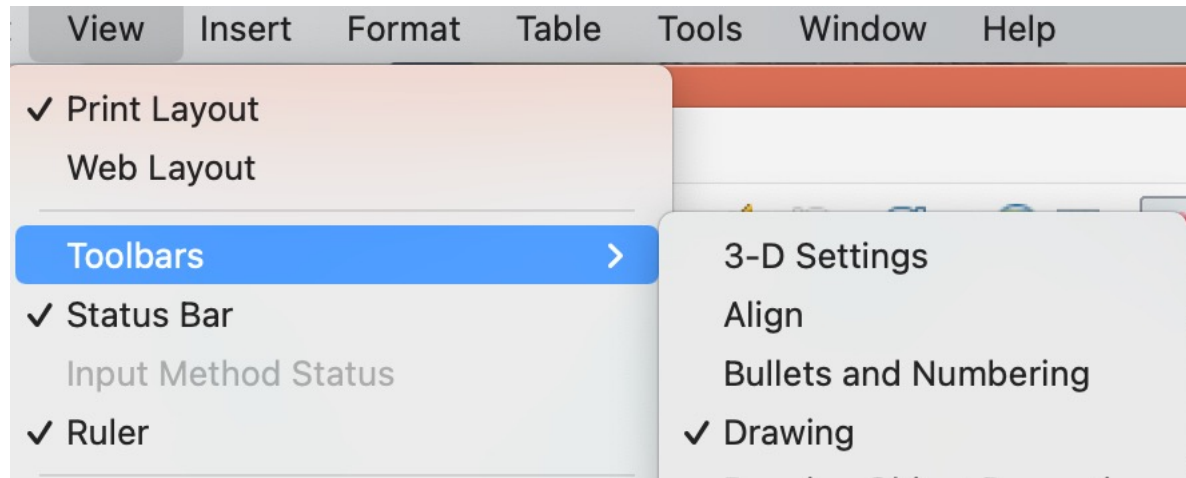# Drawings in Documents

By Giles Godart-Brown

OpenOffice drawing

Mendlesham Computer Club
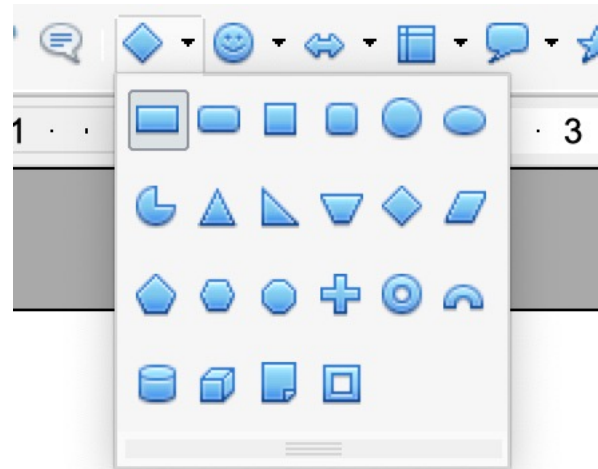
By Giles Godart-Brown

Make sure you can see the drawing toolbar

- Start Open Office

- Create a Text Document

- If you cannot see the drawing toolbar select View>Toolbars>Drawing and Standard (Viewing mode)
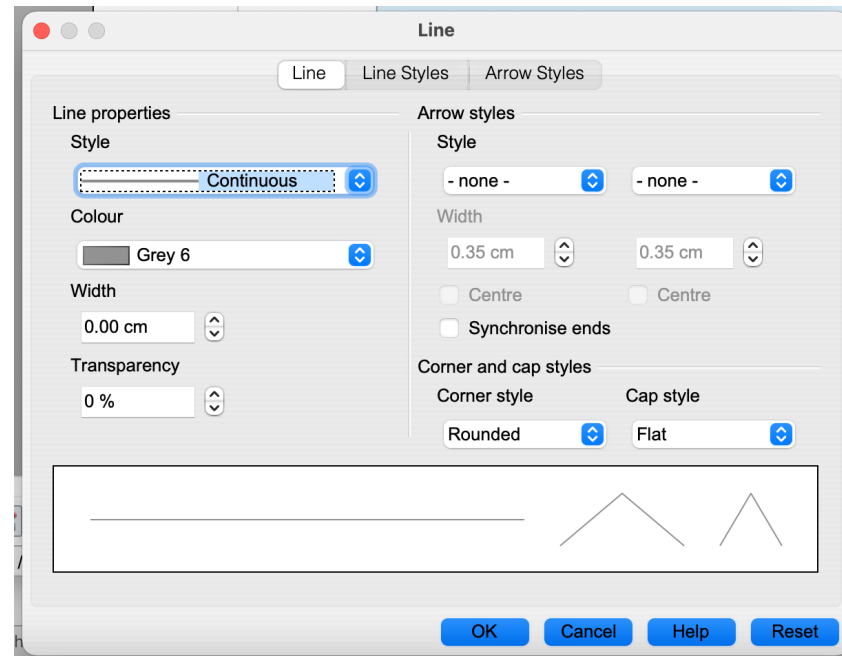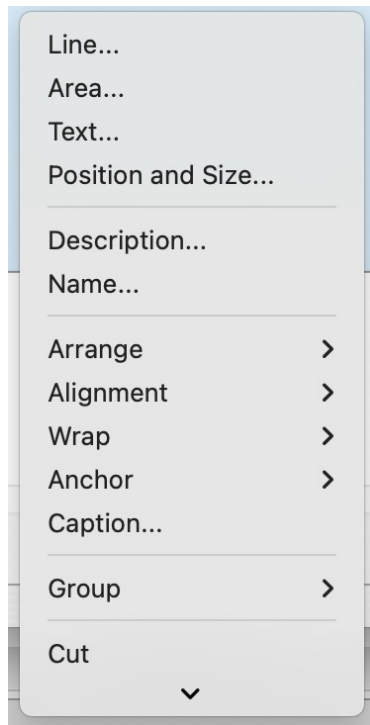
Drawing a box

- Chose the basic shapes icon in the drawing toolbar and click on the shape you want.

- Click and drag the mouse to draw the shape. Resize with the blue markers.

Formatting the shape

- Change the edge line colour, width etc. and the fill by left click on the shape and selecting the option you want.
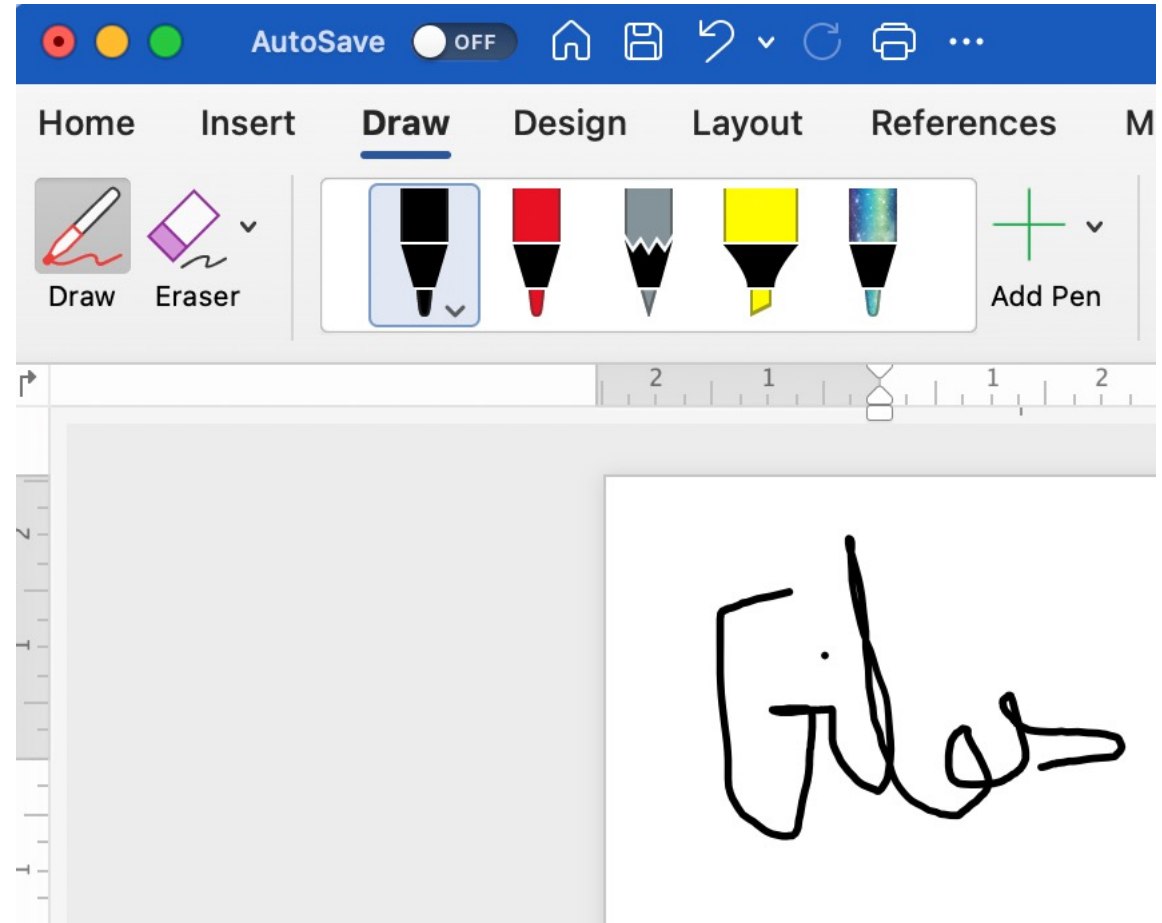
Drawings in Microsoft Word

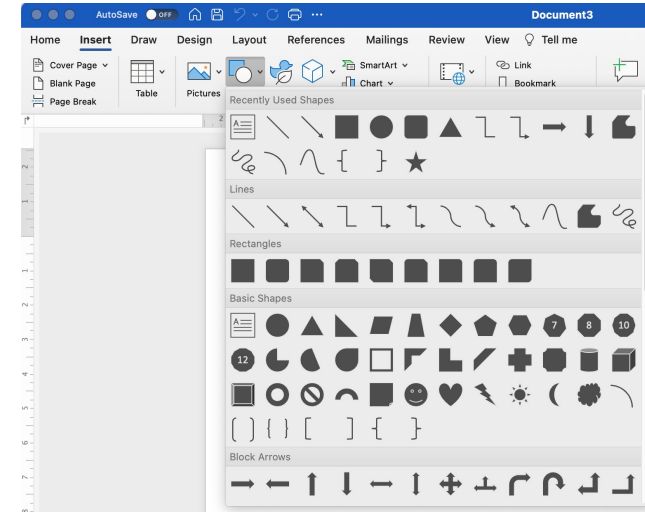Mendlesham Computer Club

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Freehand drawing with the mouse

- Chose the Draw tab

Inserting shapes

- There are a lot of options from the Insert tab e.g. Shapes

- Once inserted, right click on the object and select Format Shape to change colours, lines and fill