

12 . Drawing objects

In this module you will learn:

- 1 How to work with Drawing objects;
- 2 How to insert text in Drawing objects;
- 3 How to change the formatting of Drawing objects.

12.1 Drawing-objects


With **Drawing-objects** we mean a collection of borders, frames, circles and lines that you can use as an image or as a text-compartment.

12.1.1 Inserting Drawing-objects


In the next assignment you are going to practice with **Drawing-objects**.



Assignment 12.1 inserting Drawing-objects I

1. Open a new empty document.
2. Check if the **Drawing** tool-bar is visible on the bottom of the screen.
3. If the tool-bar is not visible, click the **Show Draw functions** button  in the tool-bar (upper right of the screen).





4. Click the **Rectangle**  button.
5. Place the mouse-pointer somewhere in the white area of the work-space. Notice that the mouse-pointer changes into a cross with a rectangle.
6. Press and hold the left mouse-button, and drag a rectangle.
7. When you are happy with the shape of the rectangle, release the left mouse-button.
8. Click in the white area outside of the text.

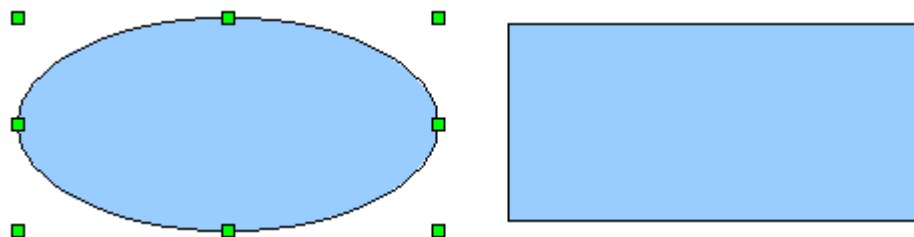
The rectangle will now be drawn. You will see that the rectangle is automatically filled with a certain colour.



Assignment 12.2 inserting Drawing-objects II

1. Make sure you have done assignment 12.1.
2. If the **Drawing** tool-bar is not visible, click the **Show Draw functions** button  in the tool-bar (upper right of the screen).
3. Click on the Ellipse  button.
4. Place the mouse-pointer somewhere in the white area of the page.
5. Press and hold the left mouse-button, and drag an ellipse.
6. release the left mouse-button.

The ellipse will nu be drawn. On your screen you will now see the rectangle that you have drawn in the previous assignment, together with the ellipse.



7. Click outside the Auto-Shapes to cancel the selection.

12.1.2 Creating Drawing-objects

As you have seen in the previous two assignments, **Writer** automatically gives the drawing-objects you have made a certain line-, and filling-colour. You are of course free to change these afterwards.



Assignment 12.3 Formatting Drawing-Objects I

1. Make sure that you have done assignments 12.1 and assignment 12.2.
2. Click on the rectangle to select it.

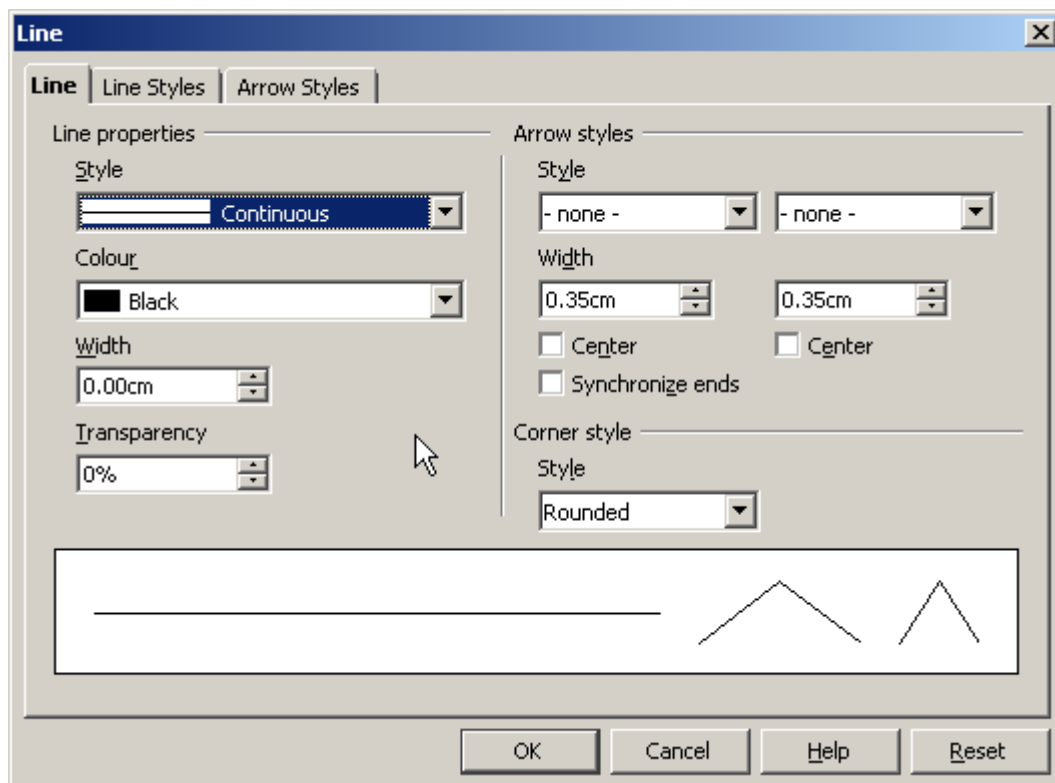
De handles appear around the rectangle to indicate that it is selected. You are first going to change the formatting of the black line around the rectangle.

3. Select **Format, Object, Line**.

The **Line** window appears.



Assignment 12.3 Formatting Drawing-Objects I (continued)



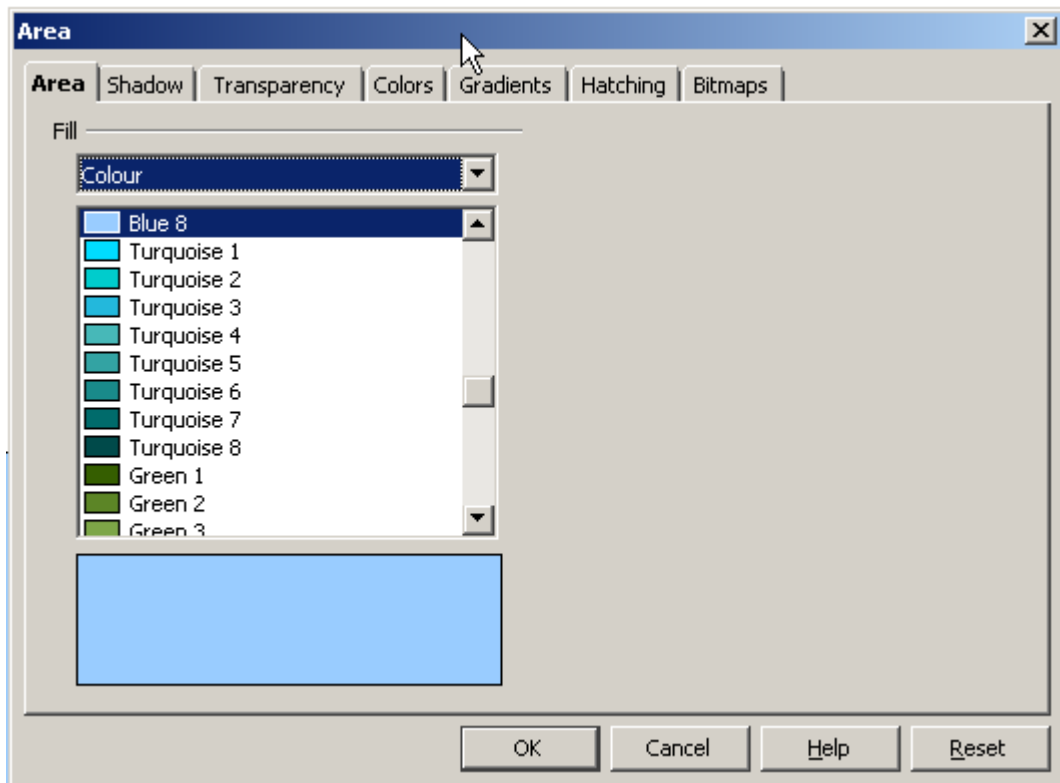
4. Click on the **Line** tab.
5. Click, under the header **Colour**, on the triangle on the right of **Black**.
6. Select the colour **Grey** by clicking on it.
7. Click under the header **Width** on the triangle that points upwards, until the width is **0,30cm**.
8. Click under the header **Transparency** on the triangle that points upwards, right of the 0%. Do this until it is at 65%.
9. Click **OK**.
10. Click outside of the rectangle to deselect it.

Because the line is transparent, it falls half inside the rectangle, and half outside of it.

Now you are going to change the filling of the rectangle.

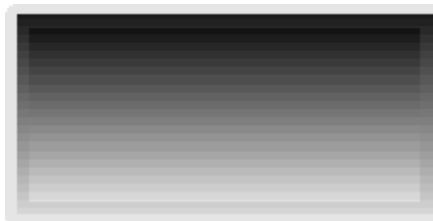
11. Make sure you have selected the rectangle.
12. Select **Format, Object, Area**.

The **Area** window appears.

**Assignment 12.3 Formatting Drawing-Objects I (continued)**

13. Click on the triangle on the right of **Colour**.
14. Select **Gradient**.
15. Click on **Gradient 1** in the list to select it.
16. Click **OK**.

Your rectangle look as follows:





Assignment 12.4 Formatting Drawing-Objects II

1. Click on the ellipse to select it.
2. Select **Format, Object, Line**.
3. Click on the **Line** tab.
4. Click under the header **Line properties** on the triangle on the right of **Continues**.
5. Select the type **Invisible**. You will probably have to move the scroll-bar a little upwards.
6. Click **OK**.

The line around the ellipse now has disappeared.

7. Select **Format, Object, Area**.
8. Click on the triangle on the right of **Colour**.
9. Select **Bitmap**.
10. Click on **Sky** to select it.
11. Confirm your choice by clicking **OK**.
12. Click somewhere outside of the ellipse.
13. Close the document without saving the changes.

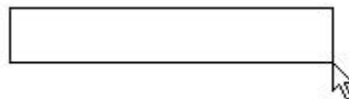
12.1.3 Text in Drawing-objects

Many drawing-objects you only use as a shape. To some drawing-objects you can also add text. The drawing-object text is a kind of compartment in which you can type text.



Assignment 12.5 The drawing-object Text

1. Open a new empty document.
2. Make sure that the toolbar **Drawing** is visible.
3. Click on the button **Text T**.
4. Put the mouse-pointer on an empty spot on the page, and drag a square.



5. Release the left mouse-button.

Around the square that you have just created a shaded border will appear and a cursor will appear inside it.



6. Type your name in the square.
7. When you are done typing, click somewhere outside of the shaded border.

The shaded border will now disappear. It will seem as if your name is normal text. This however is not the case. Because you have made it a drawing-object, the text will behave as if it is a picture.



Assignment 12.6 Moving the Text drawing-object

1. Make sure you have made the previous assignment.
2. Single-click on your name, so the handles will appear.
3. Your mousepointer will change into a **cross** with four arrows.
4. Click and hold the **left** mousebutton.
5. Drag the text-compartment to another location.
6. Release the left mousebutton.

The text will jump to the selected location.

7. Click on the white area outside of the compartment.
8. Save the document and close writer.