Document Techniques for the Christmas card in Open Office
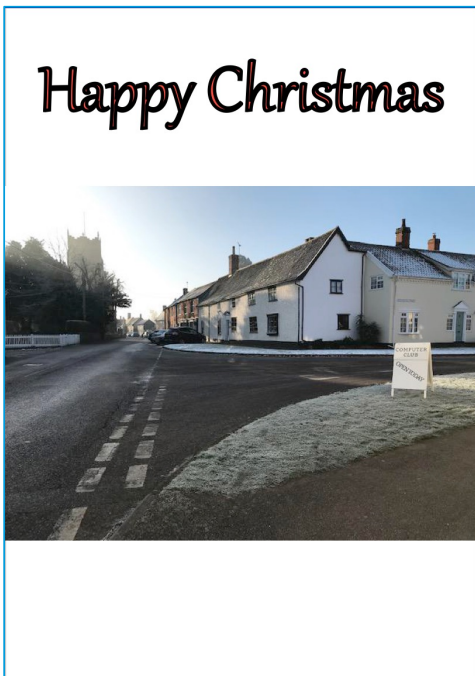
By Giles Godart-Brown

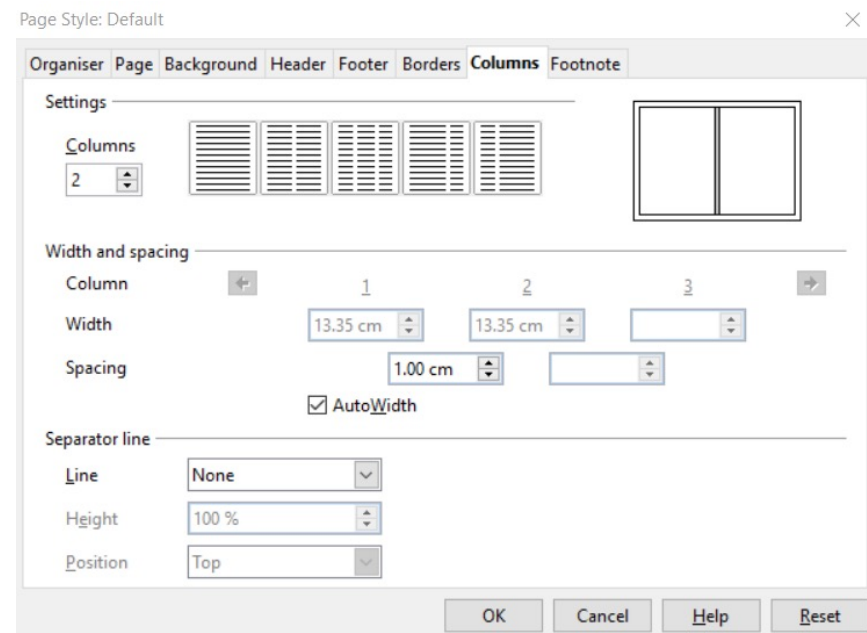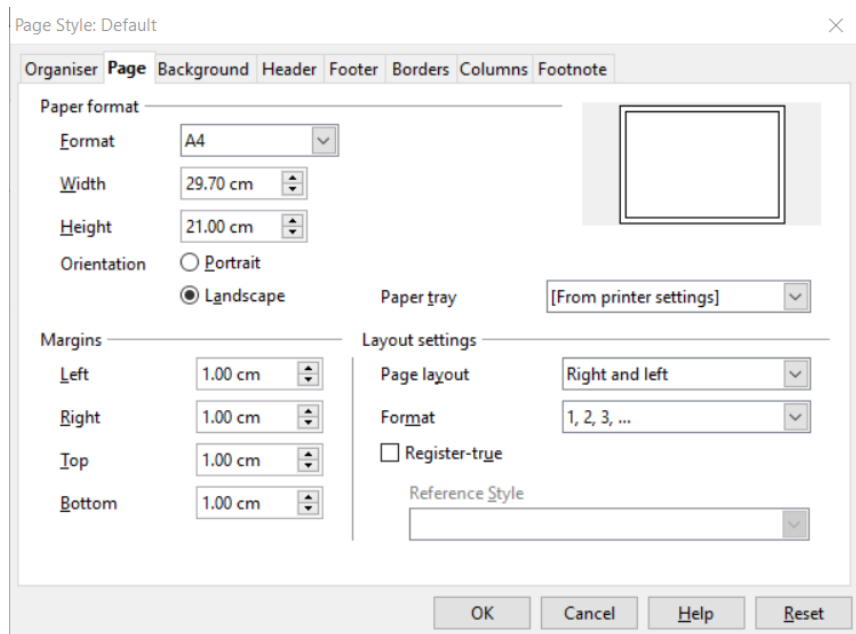# Page orientation

Portrait

Landscape

Columns

- The easiest way to do an A5 card using A4 paper is to have a landscape page with 2 columns, and a fold in the middle.
- Open a new text document. Click on Format >Page – then set to portrait and 2 columns 1cm apart with 1cm borders

Inserting horizontal text

- Horizontal text is easy, simply click and type
- To switch to the next column, insert a manual column break,
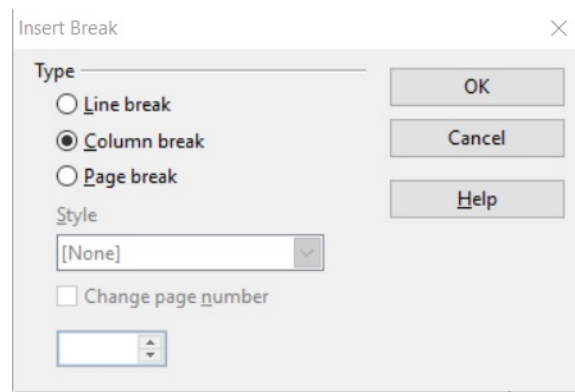

- Chose fonts and colours as before

Inserting vertical text – the text box

- If you are working on a landscape card, the text needs to be vertical on the page.
- On the drawing menu, click on the text tool to create a 'text box', wipe over the area you want to use and type the new text, adjusting fonts as you go;
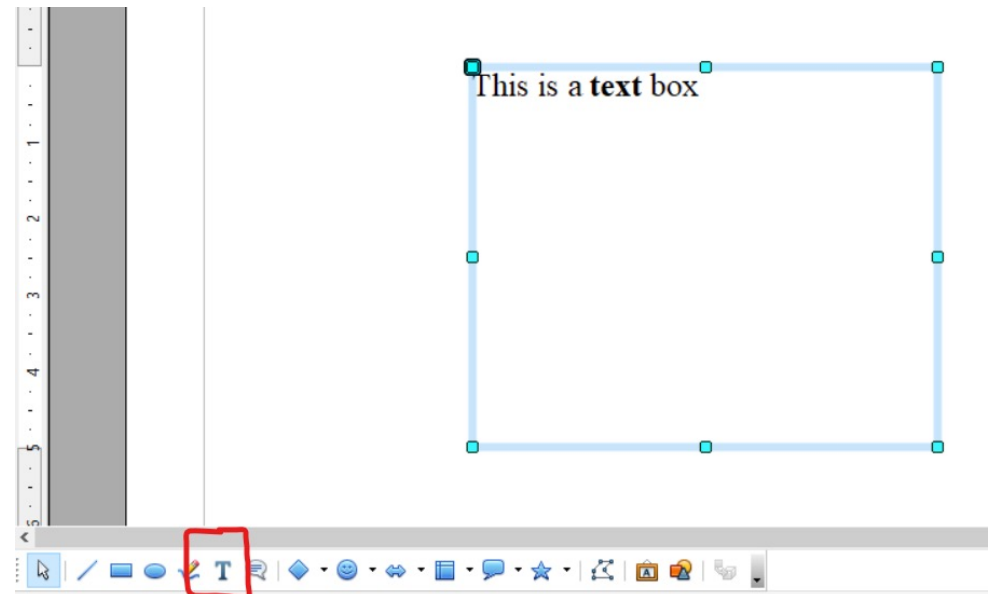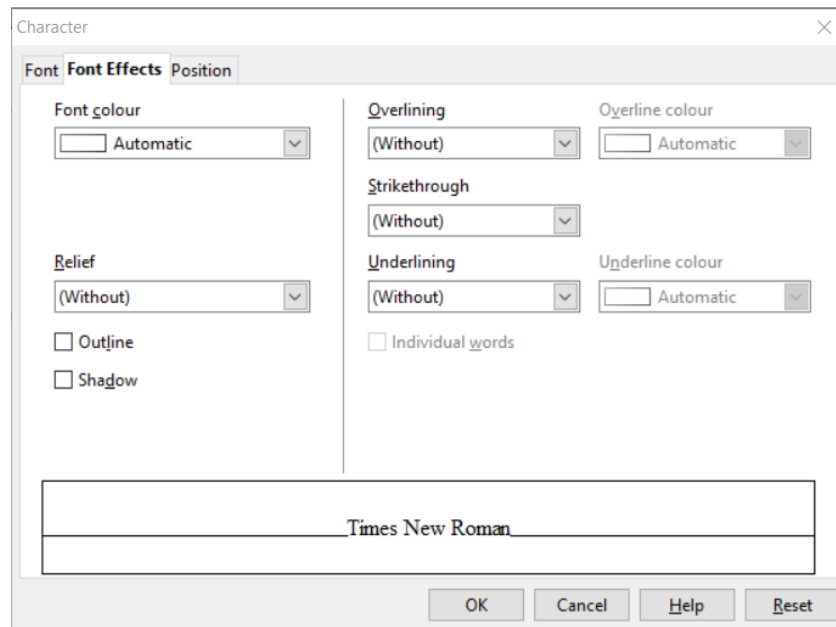
Rotating the text box

- Right click on the text box and select Position and Size, then Rotation, enter the angle you want or click on one of the dots for 90 degrees etc.
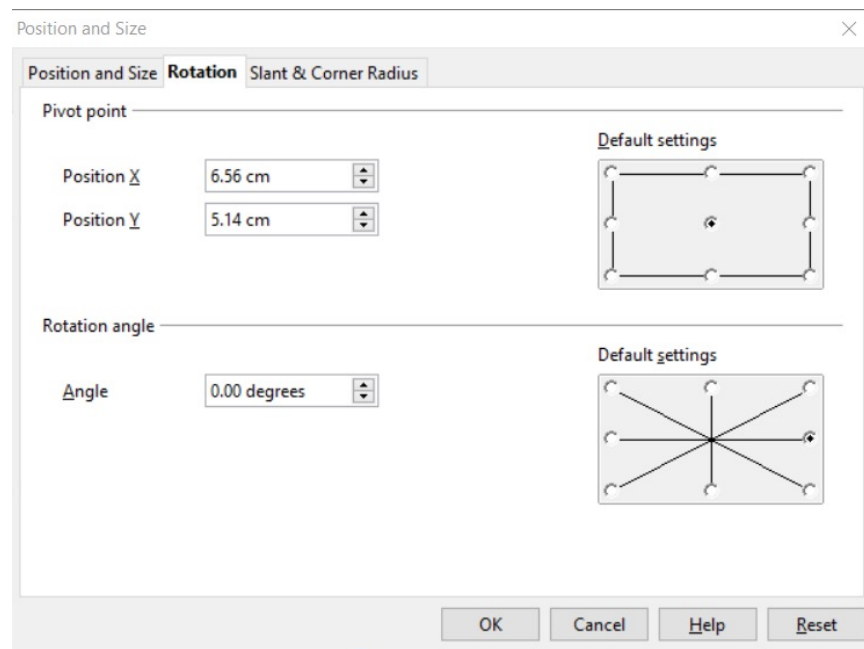
Text box font colours

- Double click on the text box to make the text editable, wipe over what you want to colour, right click and select Character and Font

Inserting photos into documents

1. If you already have found your photo on your PC, move your cursor to where you want the photo to go and select insert, Picture, from file.

2. If you have the photo open in Chrome, Photos or another document, you can copy and paste it (don't forget the shortcut keys <CTRL>C and <CTRL>V), if copy and paste are not available, see if you can save it to your PC and follow step 1.

3. If you have it in an email as an attachment, save the attachment to your PC disk and follow step 1.

- If you need to change the aspect ratio (e.g. portrait to landscape) or crop the image, do this before you insert it into your document using Photos or Gimp.

- Don't worry about the size of the picture as you can resize it in OpenOffice

Resizing, moving and wrapping text around pictures

- First move the picture to roughly where you want it, if its too big resize it in place first. Be careful to resize using the corners rather the top/bottom and sides in order to keep the aspect ratio and circles stay as circles.

- By default it will be in front of anything you already have on the page, so right click on it and select Arrange, send to back, note you may still need to change your font colour if it blends into the picture too much.

- There are many options for wrapping text around a picture that we wont need to use on the card but may be useful on other documents, to experiment, right click on the image, select wrap and then the wrapping option you want.