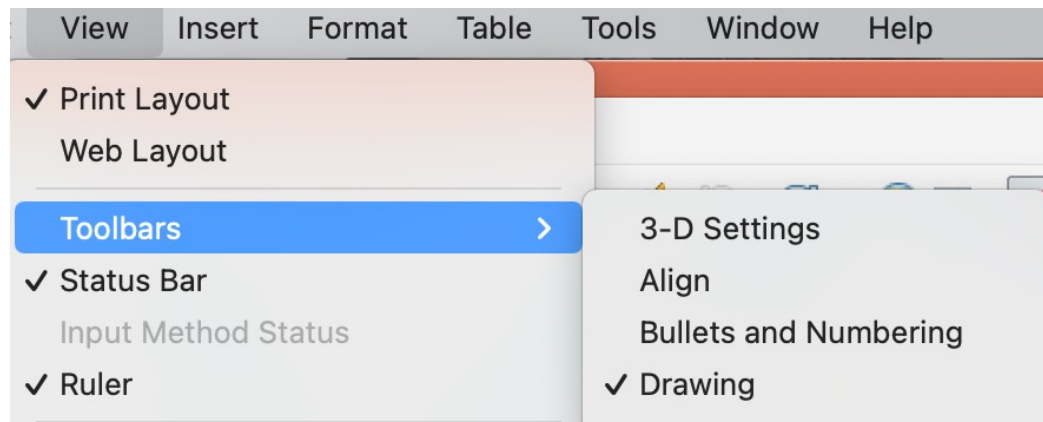


OpenOffice drawing

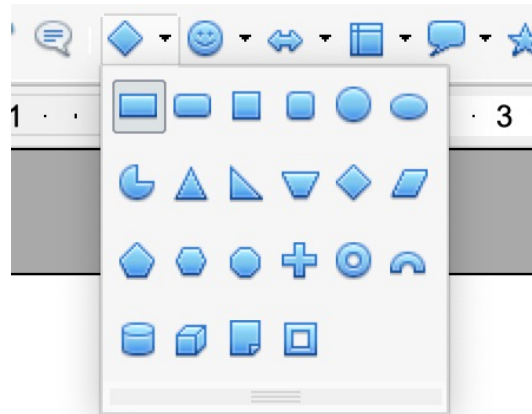
Make sure you can see the drawing toolbar

- Start Open Office
- Create a Text Document
- If you cannot see the drawing toolbar select View>Toolbars>Drawing



Drawing a box

- Chose the basic shapes icon in he 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.

