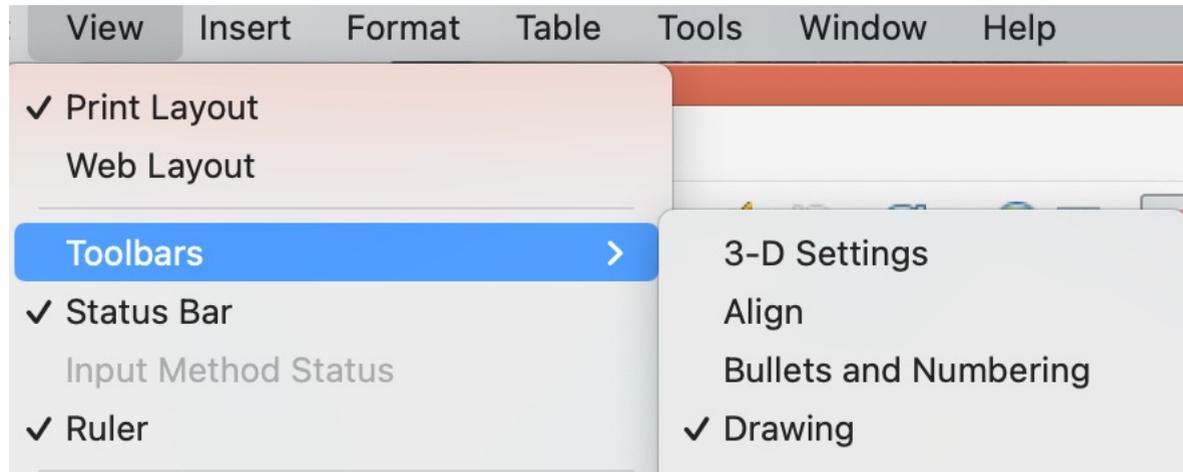# Drawings in Documents

By Giles Godart-Brown

OpenOffice drawing

Mendlesham Computer Club
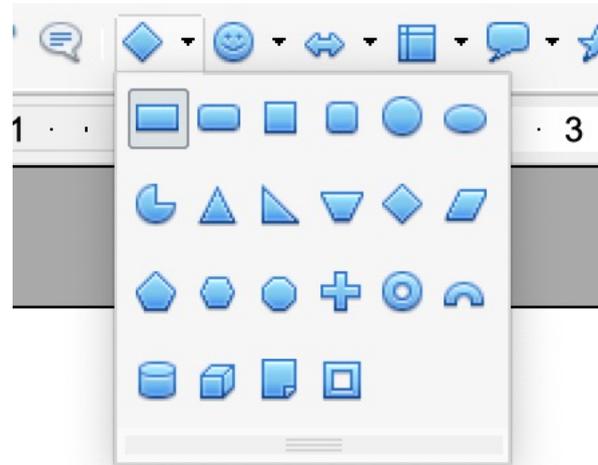
By Giles Godart-Brown

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
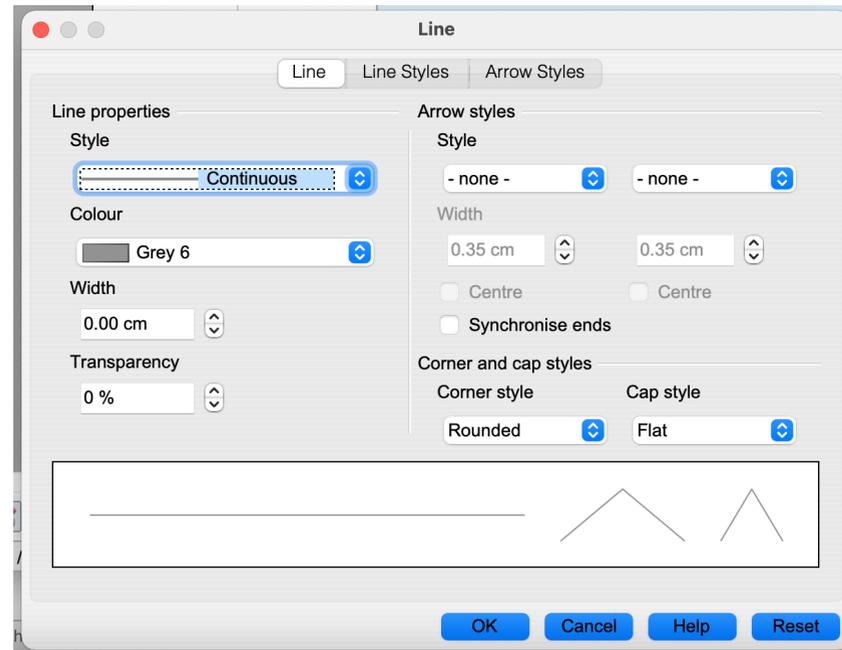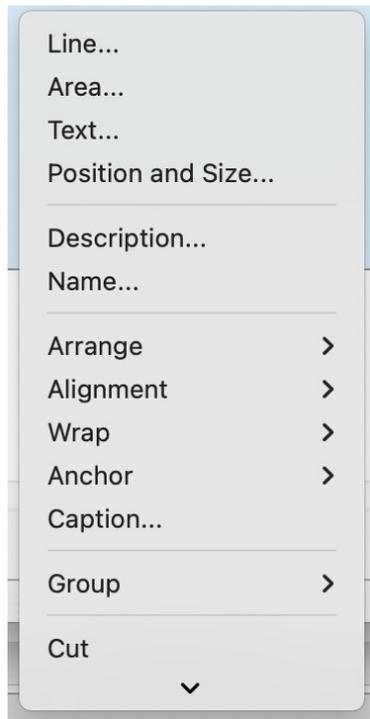
Drawing a box

- 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.
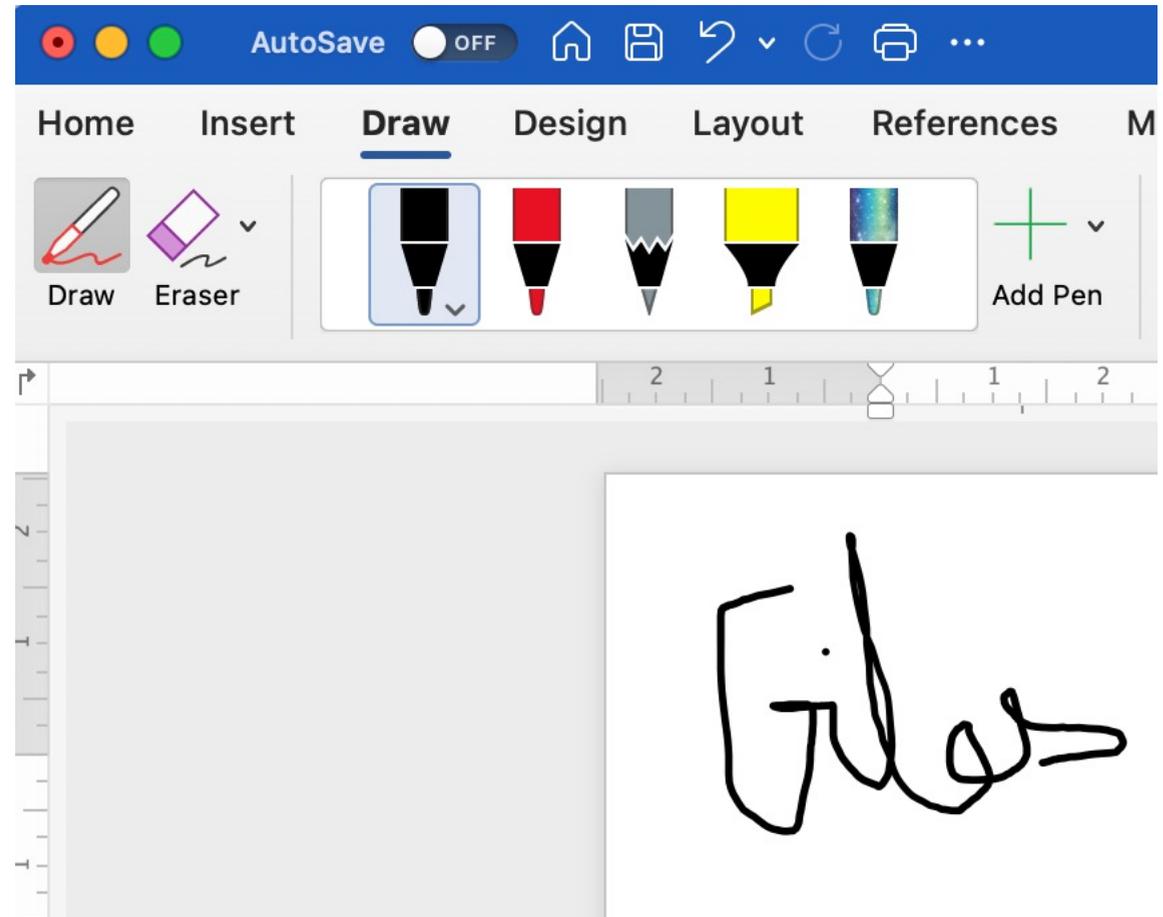
Drawings in Microsoft Word

Mendlesham Computer Club

By Giles Godart-Brown

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