



Open Office Text Documents: pictures and shapes

Clip Art

- Add clip art from the Gallery. View the Gallery as follows.
 - Open the Tools menu.
 - Click on Gallery.
- To close the Gallery, open the Tools menu and click on Gallery.
- Click on a topic in the Gallery to view clip art.
- Insert a picture as follows.
 - Right click on the image.
 - Hover over Insert.
 - Click on Copy.
- Delete clip art by clicking on the picture and pressing the Delete key on the keyboard.

Formatting Clip Art

- Resize a picture by dragging the green squares at its corners while holding the Shift key on the keyboard.
- Skew a picture by dragging the green squares at its sides.
- Wrap Text using the Wrap tools in the Properties window.
 - “None” means the text appears only above and below the picture.
 - Other wrap text options include: before, after, parallel, and through.
- To move a picture:
 - Hover over the picture until the cursor turns into 4 black arrows.
 - Click, drag, and drop the picture.
- To align the picture vertically to the top or middle by click on the Align tool in the Format menu.
- Flip a picture horizontally or vertically using the Flip tool in the Format menu.
- To crop a picture:
 - Click on the Picture tool in the Format menu.
 - Click on the Crop tab.
 - Type the amount to be cropped off each side.
 - Click OK to finish.

Shapes

- Add shapes using the drawing toolbar.
- View the toolbar as follows.
 - Open the View menu.
 - Hover over Toolbars.
 - Click on Drawing.
- Click on a shape in the drawing toolbar.
- Click and drag on the page to draw the shape.
- Delete a shape by clicking on the shape and pressing the Delete key on the keyboard.

Formatting Shapes

- Change a shape's colors using the Fill and Line tools on the Properties window.
- To move a shape:
 - Hover over the shape until the cursor turns into 4 black arrows.
 - Click, drag, and drop the shape.
- Resize a shape by dragging the green squares at its corners or sides.
- Flip a shape horizontally or vertically using the Flip tool in the Format menu.

Tips

- Align clip art to precisely place it on the page.
- Crop, resize, and flip clip art and shapes to customize the document.
- Change the color of shapes to suit your needs.
- Do not be afraid to ask for help.