



## Draw Guide

# *Chapter 9, Adding and Formatting Text*



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## Introduction

When text is used in drawings, it is placed inside an object or inside a text box. This chapter describes how to create, format, use, and delete text. It also discusses the various types of text that can be inserted into a drawing. Finally, it provides information on how to insert special forms of text such as numbered or bulleted lists, tables, fields, hyperlinks, and Fontwork.

## Text mode

Before any text can be typed in a drawing, text mode has to be activated using one of the following methods. The Text Formatting toolbar (Figure 1) automatically opens replacing the Line and Filling toolbar.

- For horizontal text only, go to **Insert > Text Box** on the Menu bar.
- For horizontal text only, use the keyboard shortcut **F2**.
- Click on **Insert Text Box** for horizontal text or **Insert Vertical Text** for vertical text on the Standard toolbar (Figure 2) or Drawing toolbar (Figure 8).

If **Insert Vertical Text** is not visible on the Standard or Drawing toolbars, it can be added to the toolbar as follows:

- 1) Go to **Tools > Options > Language Settings > Languages** on the Menu bar to open the Languages page in the Options dialog.

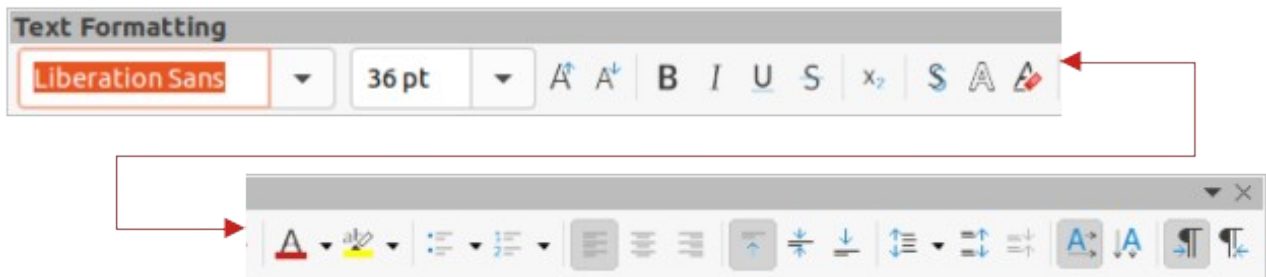


Figure 1: Text Formatting toolbar

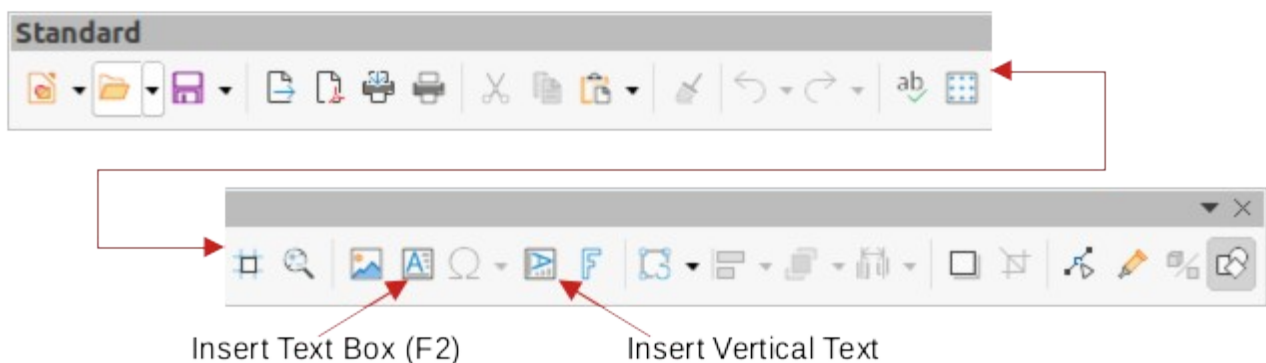


Figure 2: Standard toolbar with Insert Vertical Text added

Insert Text Box (F2)



Figure 3: Drawing toolbar with Insert Vertical Text added

- 2) In **Default Languages for Documents**, select the option *Asian*. Accept the default settings for this option.
- 3) Click **OK** to close the Options dialog and save the changes.
- 4) Right-click in an empty area on the Standard or Drawing toolbar and select **Visible Buttons** from the context menu.
- 5) Select **Vertical Text** from the drop-down list of options to add **Insert Vertical Text** to the Standard or Drawing toolbar.

## Text boxes

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### Creating text boxes

When text is added to a drawing, a text box is automatically created to contain the text. By default, the text box expands horizontally to accommodate a single line of horizontal text, or expands vertically to accommodate a single line of vertical text.

- 1) Activate text mode, see “Text mode” above.
- 2) Click at the approximate position in the drawing where the text box is to be placed. A text box is created containing a flashing text cursor.
- 3) Type or paste the text into the text box and the text box expands either horizontally or vertically to accommodate a single line of text. Also, the left corner of the Status Bar indicates text edit mode and the position of the text cursor (Figure 4).
- 4) To create multiple lines in the text box, use one of the following methods:
  - Use the *Enter* key to create single line paragraphs inside the text box. The text box expands to accommodate more lines of text.
  - Before typing text, click and drag the text cursor creating a text box with the approximate dimensions required. As the limits of the text box are reached, the text automatically word wraps inside the text box and the text box expands as it fills.
- 5) When creating or pasting text is complete, click outside the text box to exit text mode. The Text Formatting toolbar automatically closes.
- 6) Move, resize, rotate or format the text box as required. For more information, see the following sections and Chapter 3, Working with Objects.
- 7) If necessary, format the text using the various tools on the Text Formatting toolbar or in the various sections on the Sidebar. For more information on text formatting, see “Formatting text” on page 13.

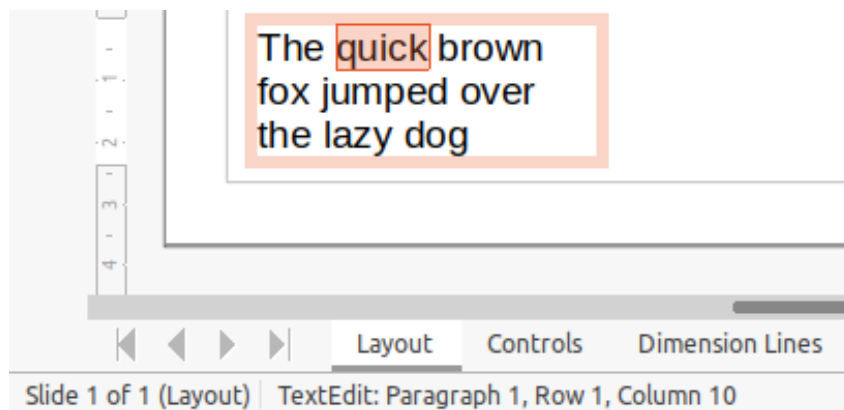


Figure 4: Text information in Status Bar

## ✓ Note

Text boxes cannot contain illustrations, inline pictures, formulas, tables or shapes.

### Moving text boxes

- 1) Click on the text in a text box to activate the text mode and the text box border is displayed.
- 2) Move the cursor over the border. The cursor changes shape to the move symbol for the computer setup (for example, a clenched hand).
- 3) Click on the border and drag the text box to a new position in the drawing. A ghosted outline of the text box shows where it will be placed (Figure 5).
- 4) Release the mouse button when the text box is in the required position.
- 5) To accurately position a text box, use the Position and Size dialog or the Position and Size section on the Sidebar. See Chapter 3, Working with Objects for more information.

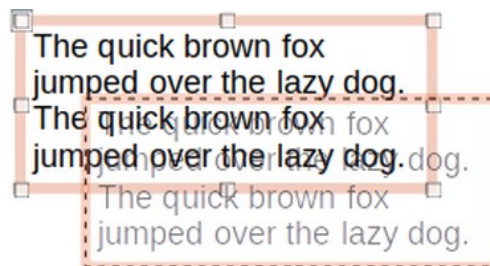


Figure 5: Moving a text box

### Resizing text boxes

- 1) Click on the text in a text box to activate text mode and a text box border is displayed.
- 2) Move the cursor over one of the selection handles. The cursor changes shape to the resizing symbol for the computer setup (for example, a double-headed arrow). The selection handles are used to resize the text box as follows:
  - Corner handles change the width and height of the text box simultaneously.
  - Top and bottom selection handles change the height of the text box.
  - Right and left selection handles change the width of the text box.
- 3) Click and drag the border to a new position to resize the text box. A ghosted outline of the text box shows is displayed as the text box is resized (Figure 6).
- 4) Release the mouse button when the text box reaches the desired size.

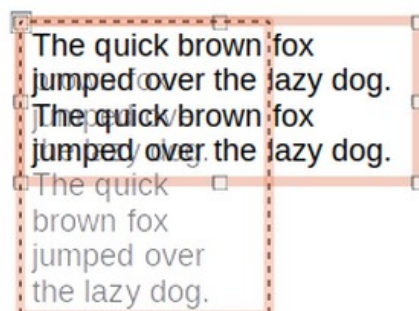


Figure 6: Rotating a text box

- 5) To accurately resize a text box, use the Position and Size dialog or the Position and Size section on the Sidebar. See Chapter 3, Working with Objects for more information.

### ✓ Note

To maintain the proportions of a text box while resizing, press and hold the *Shift* key, then click and drag a selection handle. Make sure to release the mouse button before releasing the *Shift* key.

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## Rotating text boxes

- 1) Click on the text in a text box to activate text mode and a text box border is displayed.
- 2) Click on the text box border so that the selection handles are visible indicating that the text box is now in edit mode.
- 3) Click again on the text border and the selection handles change shape and color.
- 4) Click on a corner selection handle and drag to rotate the text box. A ghosted outline of the text box being rotated appears and the current angle of rotation is shown in the status bar (Figure 7).
- 5) Release the mouse button when the text box is at the desired rotation angle.
- 6) To accurately rotate a text box, use the Rotation page in Position and Size dialog or the Position and Size section on the Sidebar. See Chapter 3, Working with Objects for more information.

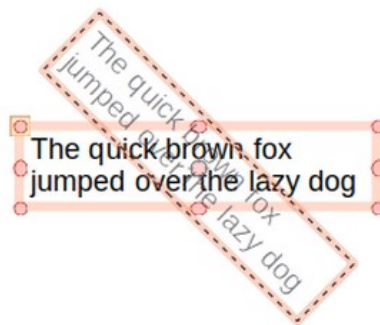


Figure 7: Rotating text box

### ✓ Note

When in rotation mode, the top, bottom, and side selection handles, though visible, are not available for use for rotating a text box. Also, text boxes cannot be sheared, slanted, flipped vertically, or flipped horizontally.

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## Formatting text boxes

Text boxes can be treated just like other basic shapes in a drawing when formatting the area fill or borders of a box. See Chapter 3, Working with Objects for more information on formatting the area fill or borders of a text box.

To format how text appears inside a text box:

- 1) Select a text box and use one of the following methods to open the Text dialog (Figure 9).
  - Right-click on the text box and select **Text Attributes** from the context menu.
  - Go to **Format > Text Attributes** on the Menu bar.



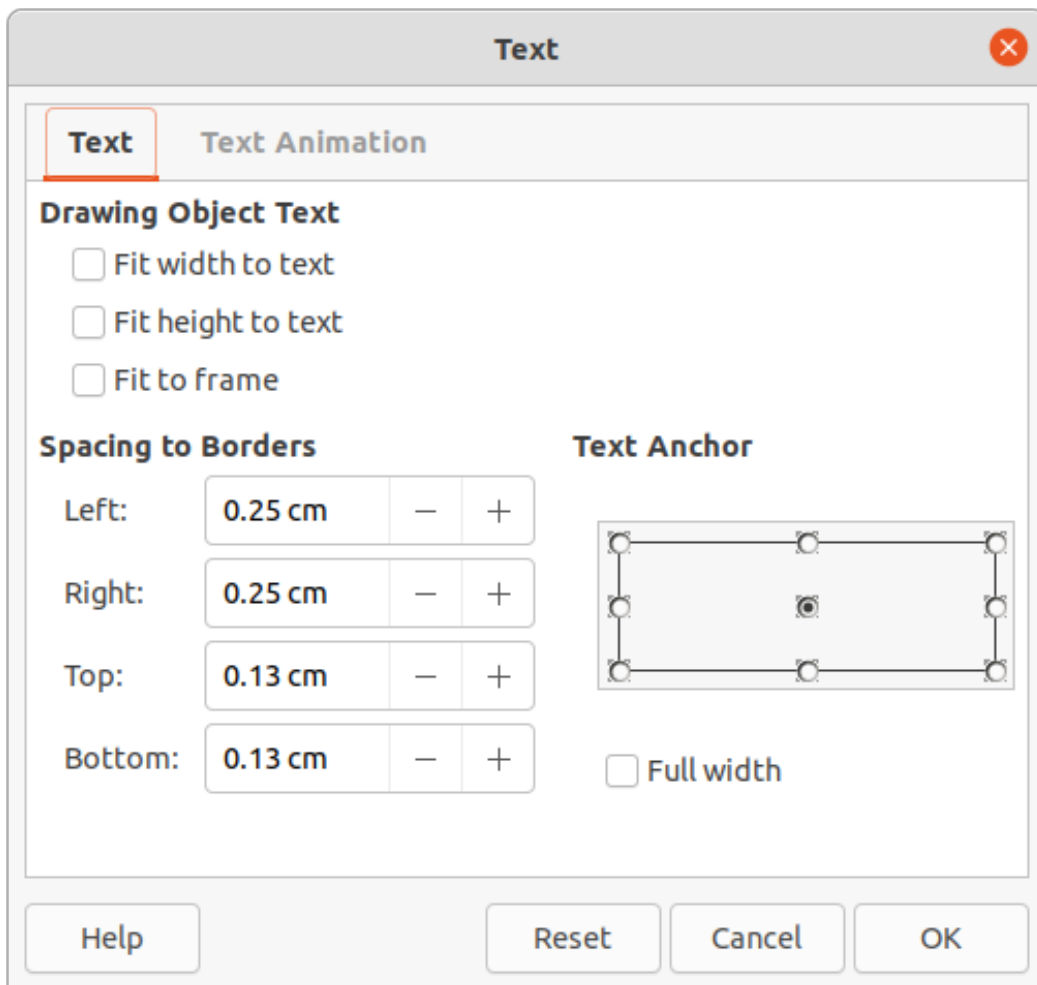


Figure 8: Text dialog - Text page

- 2) Click on **Text** in the Text dialog to open the **Text** page and access to the formatting options:
  - **Drawing Object Text** – *Fit width to text* – expands the width of the text box to the length of the text, if the text box is smaller than the text.
  - **Drawing Object Text** – *Fit height to text* – expands the height of the text box to the height of the text, if the text box is smaller than the text.
  - **Drawing Object Text** – *Fit to frame* – resizes (distorts) the text to fit the entire area of the text box. This option is not available if *Fit width to text* and/or *Fit height to text* options are selected.
  - **Spacing to Borders** – specify the amount of space to leave between the text and the borders of the text box.
  - **Text Anchor** – select one of nine positions to anchor the text within the text box.
  - **Full width** – anchors the text to the full width of the text box. When selected, the top, middle or bottom center positions in **Text Anchor** are used to anchor the text.
- 3) If required, click on **Text Animation** to open the Text Animation page (Figure 11) to access options for animating the text. However, this is not recommended unless the drawing is going to be displayed as part of a presentation. See the *Impress Guide* for more information on text animation.

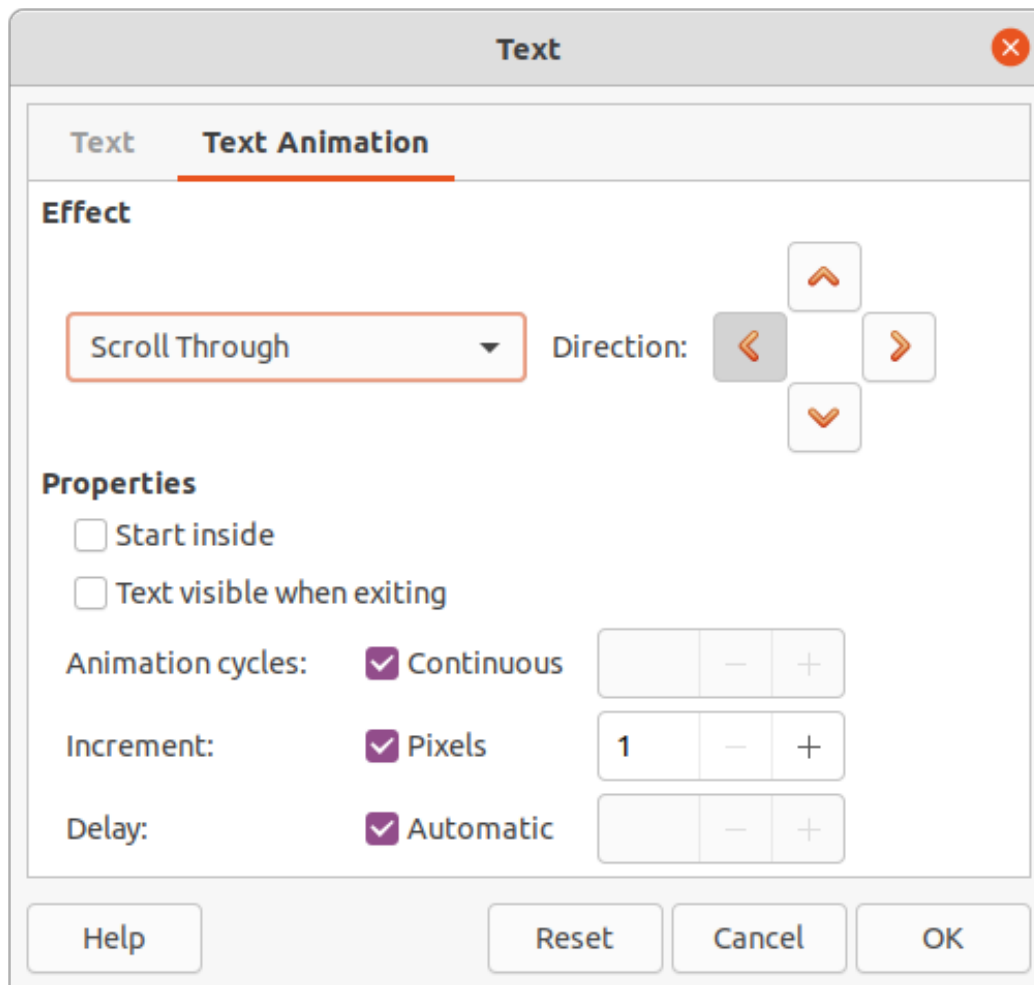


Figure 9: Text dialog - Text Animation page

- 4) Click **OK** to save the changes to text attributes and close the Text dialog.
- 5) Move the cursor away from the text box, then click to end the text mode.

## Deleting text boxes

- 1) Click on the text box so that the selection handles are visible indicating that the text box is in edit mode.
- 2) Press the *Delete* or *Backspace* key. The text box is deleted without any warning.

## Text in Draw objects

Text can be added to most Draw objects. The exceptions are control elements, for example buttons, polygons, curves, or 3D objects.

By default, an object is not dynamic when it is first created in Draw and does not behave like a text box. Text does not word wrap inside an object. To keep text within the borders of an object, use paragraphs, line breaks, smaller text size, increasing object size, or a combination of all four methods.

An example of adding text into a Draw object (Figure 10) and then using word wrap on the text is as follows:

- 1) Create an object in a drawing and make sure the object is selected with the selection handles displayed.

- 2) Enter text mode on the selected object using one of the following methods:
  - Click on **Insert Text Box** for horizontal text or **Insert Vertical Text** for vertical text on the Standard or Drawing toolbar.
  - For horizontal text, double-click on the selected object.
  - For vertical text, double-click on the selected object and click on **Insert Vertical Text** on the Standard or Drawing toolbar.
- 3) Start typing the text into the selected object. If the text goes outside the object borders, use paragraphs, line breaks, smaller text size, increasing the object size, or a combination of all four methods to keep the text within the object borders.

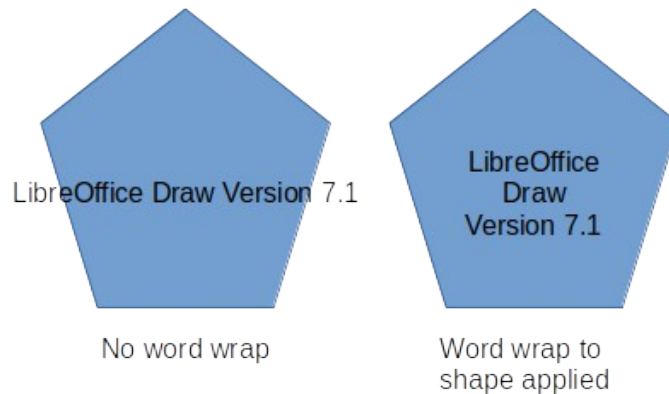


Figure 10: Example of using word wrap

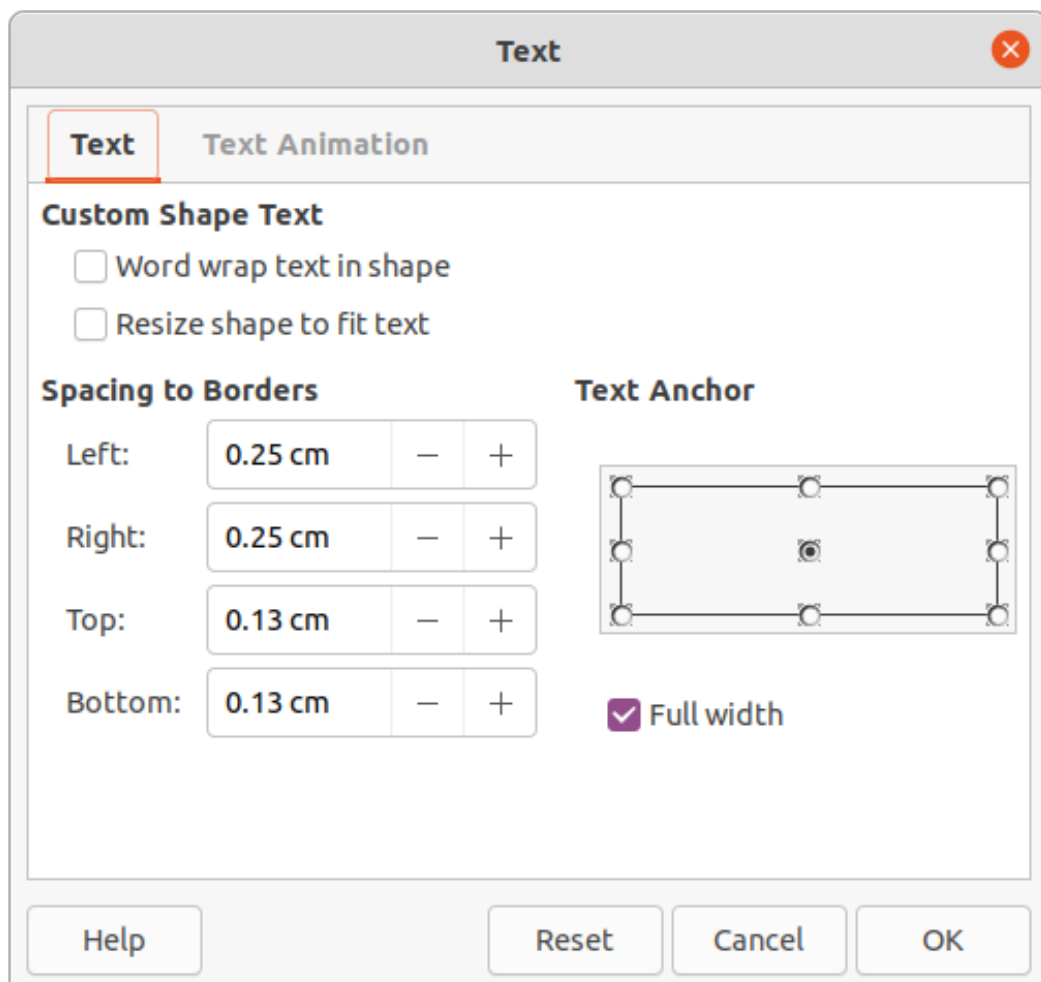


Figure 11: Text dialog for text attributes in an object

- 4) Alternatively, to make sure the text word wraps and stays within the borders of an object, proceed as follows:
  - a) Right-click on the text inside the object and select **Text Attributes** from the context menu to open the Text dialog for text attributes (Figure 11).
  - b) Click on **Text** to open the **Text** page.
  - c) In **Custom Shape Text**, select the option *Word wrap text in shape*.
  - d) Click **OK** to close the Text dialog and save the changes.
  - e) When finished typing text, click outside the object to cancel text mode and save the changes. The text inside the object now word wraps, as shown in Figure 10.
- 5) If necessary, format the text inside the object using the various formatting tools that are available. For more information, see “Formatting text” on page 13.

## Pasting text

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Text may be inserted into a text box or object by copying text from another document and pasting into a drawing. However, pasted text retains the formatting from the source document and may not match the formatting of the text that has already been used on a drawing. This may match the text format in a drawing on some occasions, but, in most cases, it is better to make sure that text format is consistent throughout a drawing.

### ✓ Note

If copied text is pasted directly into a drawing and not into an object using **Format > Paste** on the Menu bar or the keyboard shortcut *Ctrl+V*, the text is pasted as an OLE object and not as a Draw object. It is recommended to paste text into Draw as unformatted text to create a text object in Draw.

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It is good practice to paste text without formatting and apply the formatting later so it matches the text already in a drawing.

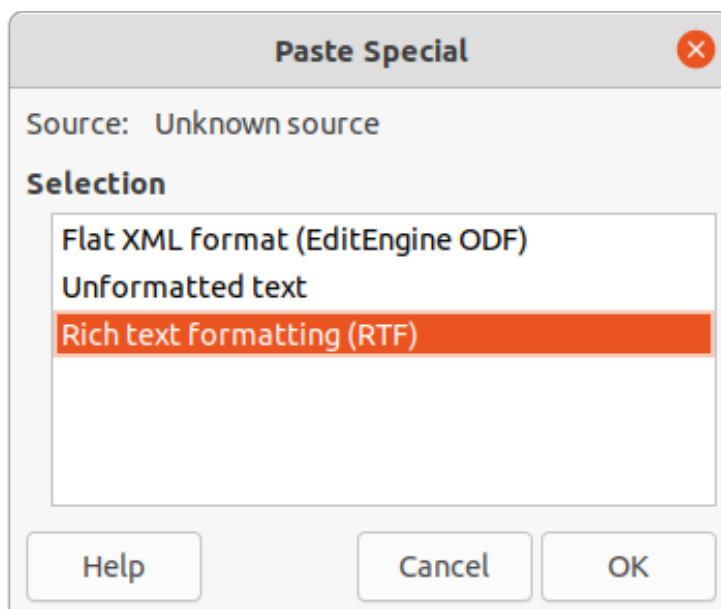


Figure 12: Paste Special dialog

- 1) Copy the text and paste it as unformatted text into a drawing using one of the following methods:
  - Go to **Edit > Paste Special > Paste Unformatted** Text on the Menu bar.
  - Go to **Edit > Paste Special > Paste Special** on the Menu bar and the Paste Special dialog (Figure 13) opens. Select the option *Unformatted text* and click **OK** to close the dialog.
  - Use the keyboard shortcut *Control+Shift+V* and the Paste Special dialog opens. Select the option *Unformatted text* and click **OK** to close the dialog.
  - Click on the small triangle ▼ on the right of **Paste** on the Standard toolbar and select **Unformatted text** from the context menu.
- 2) The unformatted text is pasted into a text box at the cursor position or inside a selected object and formatted to the default drawing style. Format the pasted text to the drawing requirements or apply a drawing style. For more information, see “Formatting text” below.

## Formatting text

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Text formatting can give a drawing a more consistent and professional look without any distracting elements. Text formatting tools are available on the Text Formatting toolbar and the drop-down menus in **Format** on the Menu bar. For more information on text formatting, see the *Writer Guide*.

If there are several text boxes and/or objects in a drawing that require the same text formatting, then it is recommended to use drawing styles. For more information on using and creating styles, see Chapter 4, Changing Object Attributes.

### Quick font resizing

After selecting text, the font size can be quickly increased or decreased using the tools **Increase Font Size** (*Ctrl+]*) and **Decrease Font Size** (*Ctrl+[*) on the Text Formatting toolbar. The amount by which the font size changes depends on the standard sizes available for the font in use.

### Selecting text

Text must be selected before it can be formatted using one of the following methods. Any formatting changes apply only to the selected text.

- To format all the text in a text box or object, click once on the border of the text box or object to display the selection handles. Any formatting changes then apply to all text in the text box or object.
- To format only part of the text, select text using one of the following methods:
  - Click in the text and drag the cursor over the text to highlight the text.
  - Double-click on text to select a complete word or triple-click to select a whole paragraph.
  - Click in the text, then press and hold the *Shift* key and use the keyboard arrow keys to select text.

### Text formatting

Direct or manual text formatting can be applied directly to characters, words, sentences, and paragraphs. Direct formatting overrides any formatting that has been applied to text when using styles.

- 1) Select the text for formatting.

- 2) Format the selected text using one of the following methods:
  - Various formatting tools on the Text Formatting toolbar.
  - Go to **Format** on the Menu bar and select a formatting option from the drop-down menu. Selecting a formatting option opens either a context menu or a dialog providing further formatting options to apply to the selected text.
  - Use the options in the Paragraph and Character dialogs.
  - Use the options in the *Paragraph* and *Character* sections in the Properties deck on the Sidebar.
- 3) Click outside the text box or object to deselect the text.

## Paragraph dialog

The Paragraph dialog (Figure 14) is used to format paragraphs of text.

- 1) Click anywhere in the paragraph that is to be formatted.
- 2) Use one of the following methods to open the Paragraph dialog.
  - Right-click on the selected text and select **Paragraph** from the context menu.
  - Go to **Format > Paragraph** on the Menu bar.
- 3) Use the various options on the tabbed pages of the Paragraph dialog to format the text.
- 4) Click **OK** to save the changes and close the Paragraph dialog.
- 5) Click outside the text box or object to deselect the text.

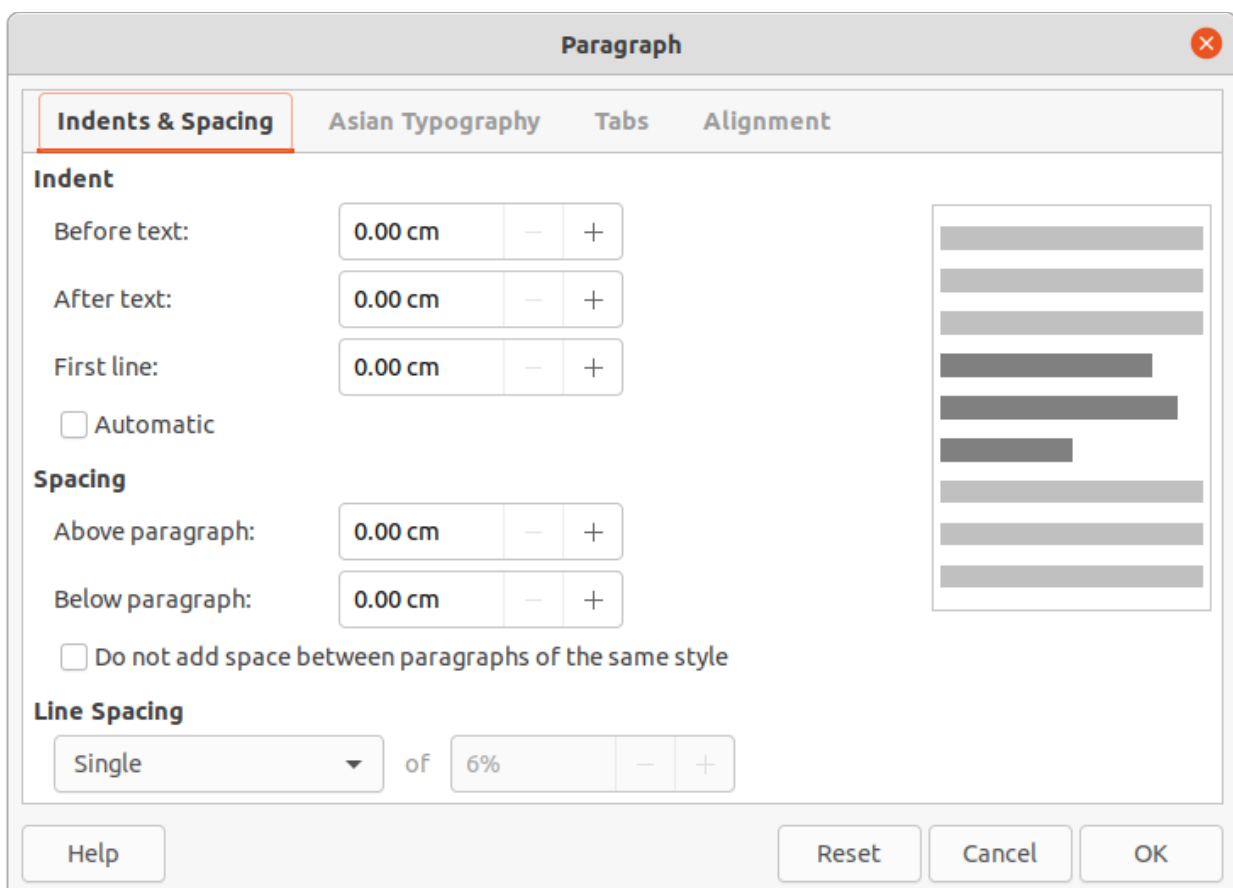


Figure 13: Paragraph dialog - Indents & Spacing page

## Indents and spacing options

The Indents & Spacing page (Figure 14) in the Paragraph dialog has three main sections:

- **Indent** – specifies the amount of space to leave between the left and the right page margins and the paragraph.
  - *Before text* – enter the amount of space required to indent the paragraph from the page margin. If the paragraph is to extend into the page margin, enter a negative number.
  - *After text* – enter the amount of space required to indent the paragraph from the page margin. If the paragraph is to extend into the page margin, enter a negative number.
  - *First line* – indents the first line of a paragraph by the amount entered. To create a negative hanging indent enter a positive value for *Before text* and a negative value for *First line*. To create a positive hanging indent enter a positive value for *Before text* and a larger positive value for *First line*.
  - *Automatic* – when selected, automatically indents a paragraph according to the font size and the line spacing. The setting value for *First line* is ignored.
- **Spacing** – specifies the amount of space to leave between paragraphs.
  - *Above paragraph* – enter the amount of space required above a paragraph.
  - *Below paragraph* – enter the amount of space required below a paragraph.
  - *Do not add space between paragraphs of the same style* – when selected, only the spacing below a paragraph is applied when the preceding and following paragraphs are of the same paragraph style.
- **Line spacing** – specifies the amount of space to leave between lines of text in a paragraph. The options available from the drop-down list are as follows:
  - *Single* – applies single line spacing to a paragraph. This is the default setting.
  - *1.15 Lines* – sets the line spacing to 1.15 lines.
  - *1.5 Lines* – sets the line spacing to 1.5 lines.
  - *Double* – sets the line spacing to two lines.
  - *Proportional* – select this option and then enter a percentage value in the box, where 100% corresponds to single line spacing.
  - *At Least* – sets the minimum line spacing to the value entered in the box. If different font sizes are used within a paragraph, the line spacing is automatically adjusted to the largest font size. If identical spacing is required for all lines, specify a value that corresponds to the largest font size.
  - *Leading* – sets the vertical space height that is inserted between two lines.
  - *Fixed* – enter a fixed value to be used for line spacing.

### Tip

Setting the line spacing to less than 100% is a good method to place a lot of text into a text box or object when space is limited. However, care must be taken as too small a value will make the text hard to read.

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### Tip

Change the default unit of measurement in **Tools > Options > LibreOffice Impress > General** on the Menu bar.

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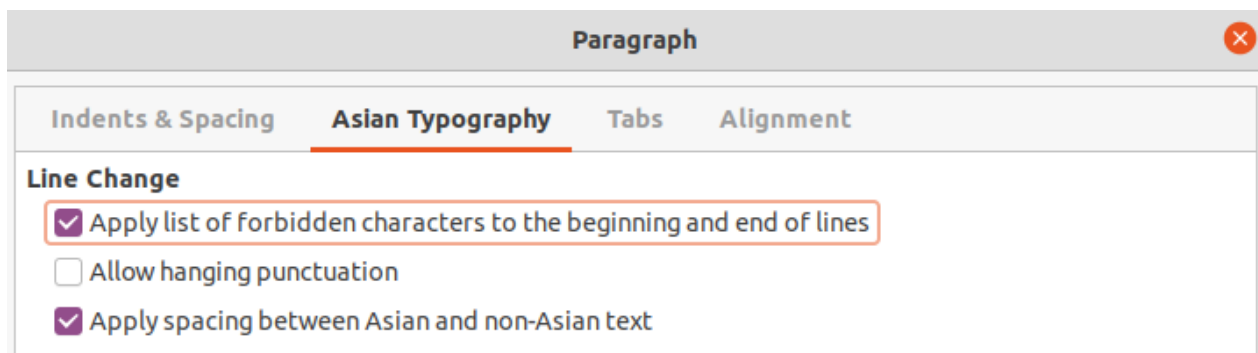


Figure 14: Paragraph dialog - Asian Typography page

### Asian Typography options

The Asian Typography page (Figure 14) is only available when **Asian** options are enabled in **Tools > Options > Language Settings > Languages** on the Menu bar. The **Line Change** options are as follows:

- *Apply list of forbidden characters to the beginning and end of lines* – prevents the characters in the list from starting or ending a line. The characters are relocated to either the previous line or the next line. To edit the list of restricted characters that start or end a line, go to **Tools > Options > LibreOffice > Language Settings > Asian Layout** on the Menu bar.
- *Allow hanging punctuation* – prevents commas and periods from breaking the line. Instead, these characters are added to the end of the line, even in the page margin.
- *Apply spacing between Asian and non-Asian text* – inserts a space between Asian and non-Asian characters.

### Tab options

Use the Tabs page (Figure 16) to create, edit, or delete the tab stops in a text box or object. The options are as follow:

- **Position** – enter a measurement in the text box to set the position of a tab in a text box. Any tabs already created are listed in the preview box below the measurement setting.
- **Type** – determines the type of tab used.
  - *Left* – aligns the left edge of the text to the tab stop and extends the text to the right. If Asian language support is enabled in LibreOffice Preferences, this tab stop is called *Left/Top*.
  - *Right* – aligns the right edge of the text to the tab stop and extends the text to the left of the tab stop. If Asian language support is enabled in LibreOffice Preferences, this tab stop is called *Right/Bottom*.
  - *Centered* – aligns the center of the text to the tab stop.
  - *Decimal* – aligns the decimal point of a number to the center of the tab stop. The numbers to the left of the decimal point are aligned to the left of the tab. The numbers to the right of the decimal point are aligned to the right of the tab.
  - *Character* – enter a character to use as a decimal separator when using decimal tabs.
- **Fill character** – specifies the type of character inserted between the tab insertion point and the tab stop.
  - *None* – no fill characters are inserted between the tab insertion point and the tab stop. It also removes any existing fill characters between the tab insertion point and the tab stop.



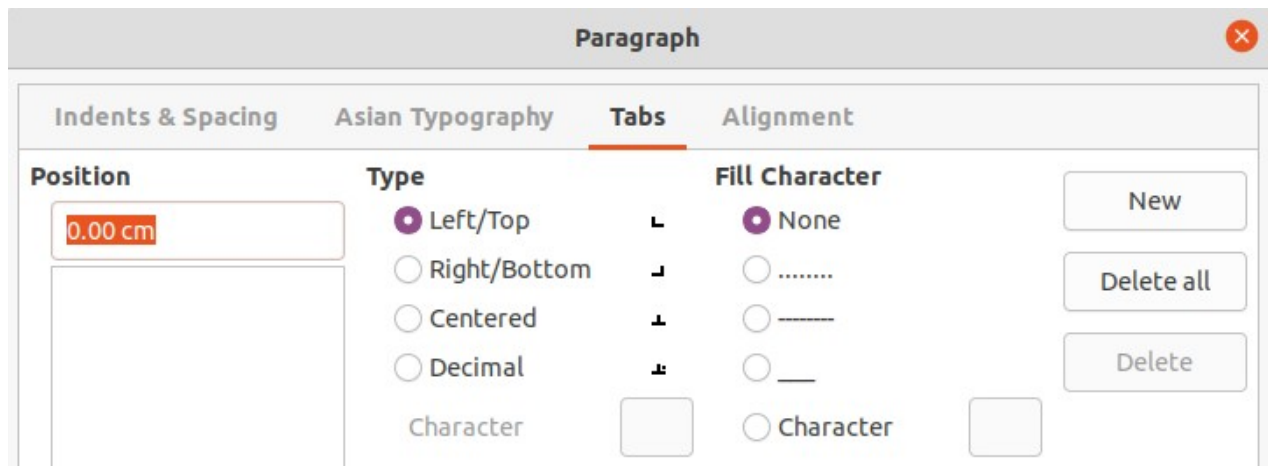


Figure 15: Paragraph dialog - Tabs page

- *Dots.....* – inserts dots between the tab insertion point and the tab stop.
- *Dashes-----* – inserts dashes between the tab insertion point and the tab stop.
- *Line\_\_\_\_\_* – draws a line between the tab insertion point and the tab stop.
- *Character* – specify a character for insertion between the tab insertion point and the tab stop.

### Creating tabs

- 1) Select the text box so that the selection handles on the text box border or object are displayed.
- 2) Right-click on the selected text box or object and select **Paragraph** from the context menu or go to **Format > Paragraph** on the Menu bar to open the Paragraph dialog.
- 3) Click on **Tabs** to open the **Tabs** page in the Paragraph dialog.
- 4) Enter the position measurement for the tab stop in the **Position** text box.
- 5) Select the type of tab from the options in **Type**.

### ✓ Note

If the type is set to Decimal, the default character used is the character used for decimal points in the computer setup. If required, specify the character to be used as the decimal point in *Character* box.

- 6) Select the type of **Fill Character**. The fill character is inserted between the tab insertion point and the tab stop.
- 7) Click on **New** to create the new tab stop in the text box. The new tab stop appears in the **Position** preview box.
- 8) Click **OK** to save the changes and close the dialog.
- 9) To use the new tab stop in more than one text paragraph in a text box or object:
  - Modify or update the drawing style used for the text.
  - Create a custom drawing style and apply it to the text.

### Editing tabs

- 1) Select the text box so that the selection handles on the text box border or object are displayed.

- 2) Right-click on the selected text box or object and select **Paragraph** from the context menu or go to **Format > Paragraph** on the Menu bar to open the Paragraph dialog.
- 3) Click on **Tabs** to open the **Tabs** page in the Paragraph dialog.
- 4) Select the tab for editing in the **Position** preview box.
- 5) To change the tab position, delete the selected tab first, then create a new tab with the changes required.
- 6) Select the **Type** and **Fill Character** required for the selected tab stop.
- 7) Click **OK** to save the changes and close the dialog.
- 8) If necessary, update the drawing style used for the text.

### Deleting tabs

- 1) Select the text box so that the selection handles on the text box border or object are displayed.
- 2) Right-click on the selected text box or object and select **Paragraph** from the context menu or go to **Format > Paragraph** on the Menu bar to open the Paragraph dialog.
- 3) Click on **Tabs** to open the **Tabs** page in the Paragraph dialog.
- 4) Select the tab for deletion in the **Position** preview box.
- 5) Click on **Delete** to delete the selected tab, or click **Delete All** to delete all the tab stops that are set for the selected text box or object.
- 6) Click **OK** to save the changes and close the dialog.

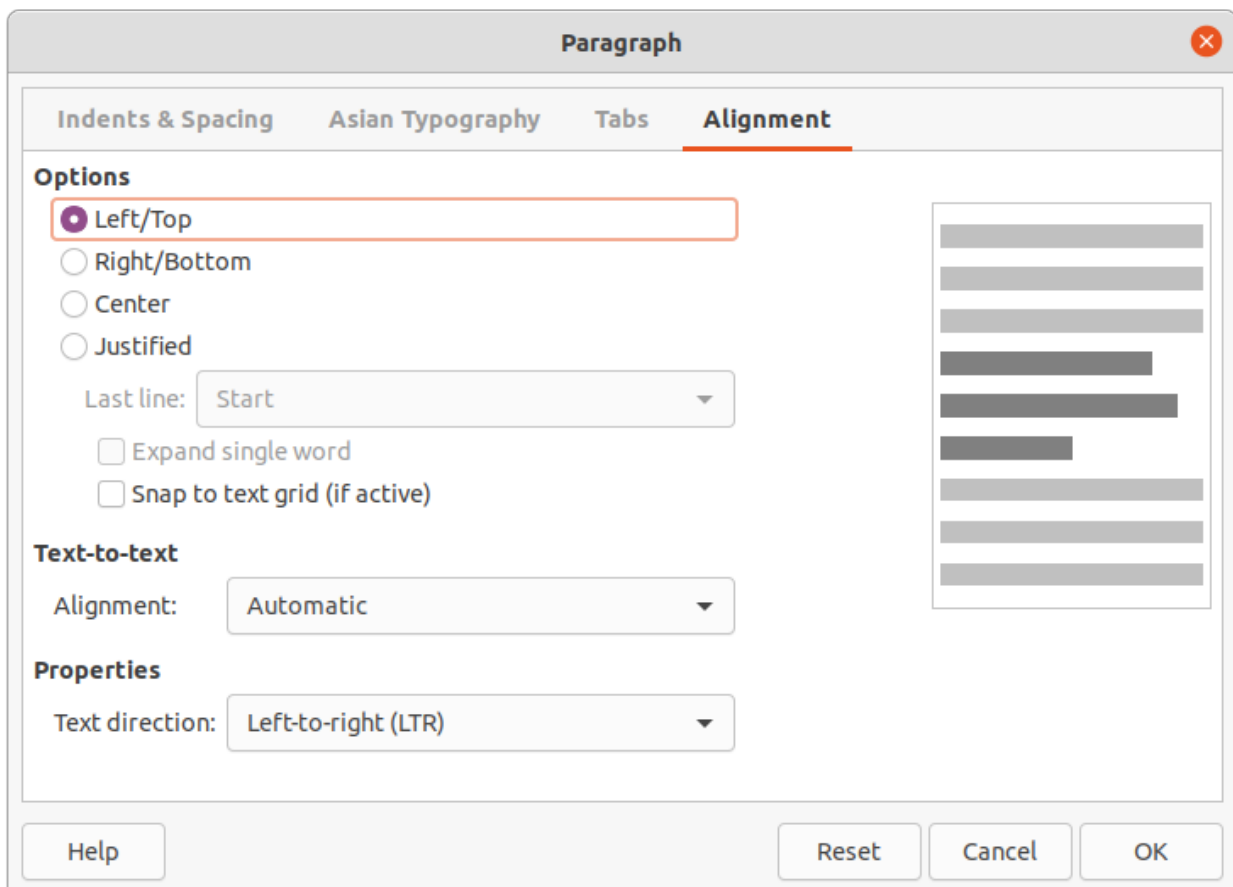


Figure 16: Paragraph dialog - Alignment page

## Alignment options

Use the **Alignment** page (Figure 17) to determine the text alignment in text boxes or objects:

- **Options**
  - *Left* – aligns text to the left margin of the text box. If Asian language support is enabled, this option is named *Left/Top*.
  - *Right* – aligns text to the right margin of the text box. If Asian language support is enabled, this option is named *Right/Bottom*.
  - *Center* – aligns the text to the center of in the text box.
  - *Justified* – aligns the text to the left and to the right margins of the text box.
- **Text-to-text**
  - *Alignment* – provides alignment options for oversized or undersized characters in the text relative to the rest of the text.
- **Properties**
  - *Text direction* – specifies the text direction for text that uses Complex Text Layout (CTL) and is only available if this option is enabled.
- **Preview field** – displays a preview of how the text will appear in the text box.

## Sidebar Paragraph section

An alternative method of formatting paragraphs is to use the *Paragraph* section (Figure 18) in the Properties deck on the Sidebar. The formatting options in the Paragraph section are limited, but are similar in use to the formatting options in the various pages of the Paragraph dialog. Any formatting applied to a paragraph using the Sidebar is immediate.

- 1) Click anywhere in the paragraph that is to be formatted.
- 2) On the Sidebar, click on **Properties** to open the Properties deck.

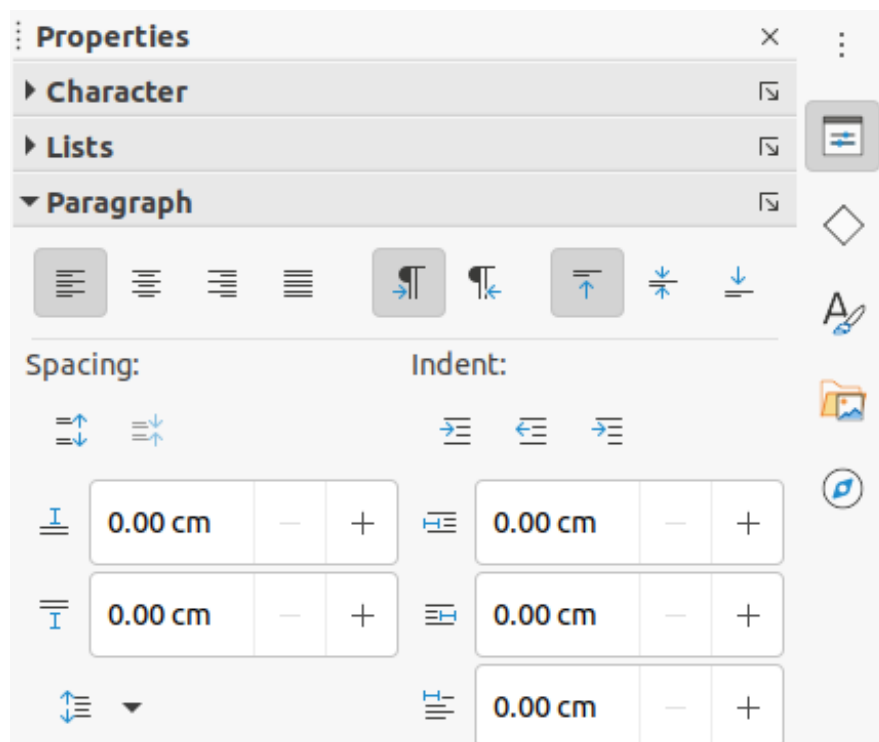


Figure 17: Paragraph section in Properties deck on Sidebar

- 3) If necessary, click on the expansion symbol on the left of the **Paragraph** title bar to open the *Paragraph* section.
- 4) Format the text using the various tools in the *Paragraph* section. See “Paragraph dialog” on page 14 for more information on formatting options.
- 5) If necessary, click on **More Options** on the right of the title bar to open the Paragraph dialog to format text.

The text formatting options in the *Paragraph* section in the Properties deck on the Sidebar are as follows. Most of these tools are also available on the Text Formatting toolbar.

- **Align Left, Align Center, Align Right, Align Justified** – determines how text is aligned to the text box or object margins.
- **Left-To-Right, Right-To-Left** – only available when **Complex Text Layout (CTL)** options have been selected in **Tools > Options > Language Settings > Languages**.
- **Align Top, Center Vertically, Align Bottom** – aligns text to the top, center or bottom of a text box or object. This is similar to vertical alignment of data within a table cell.
- **Increase Paragraph Spacing, Decrease Paragraph Spacing** – increases or decreases the spacing above and below the selected text.
- **Above Paragraph Spacing, Below Paragraph Spacing** – increases or decreases the spacing either above or below selected text. Enter the amount of spacing required in the text box.
- **Set Line Spacing** – adjust the spacing between the lines of selected text. Click on the small triangle ▼ to the right of the icon and select the type of line spacing required from the drop-down list.
- **Increase Indent, Decrease Indent** – each click increases or decreases the indent level of selected text by the default value for Draw. To specify indent measurements, enter a value in the *Before text*, *After text* or *First line* boxes.
- **Hanging Indent** – sets a different indent for the first line of text to the indent set for a whole paragraph of text as follows:
  - Enter a negative value in the *First line* box to reduce the indent of the first line of text.
  - Enter a positive value in the *First line* box to increase the indent of the first line of text.
  - First click sets a negative hanging indent and a second click sets a positive hanging indent.
  - This tool is only active when a *Before text* indent has been set for the paragraph of text.
  - To remove a hanging indent, set the value in the *First line* box to zero.

## Character formatting

Direct or manual character formatting can be applied to individual characters and words. Direct character formatting overrides any formatting that has been applied using direct text formatting and drawing styles.

- 1) Select the characters for formatting, see “Selecting text” on page 13 for more information.
- 2) Format characters using one of the following methods.
  - Various formatting tools on the Text Formatting toolbar. Formatting applied to character(s) is immediate.
  - Go to **Format** on the Menu bar. Selecting a formatting option opens either a context menu or dialog where further formatting options are selected.

- Use the options available in the Character dialog. Clicking **OK** on the dialog applies the formatting changes.
  - Use the options available in the *Character* section in the Properties deck on the Sidebar. Formatting applied to character(s) is immediate.
- 3) Click outside the text box or object to deselect the text.

## Character dialog

The Character dialog (Figure 19) is used to format individual characters.

- 1) Select the characters for formatting and open the Character dialog using one of the following methods:
  - Right-click on the characters and select **Character** from the context menu.
  - Go to **Format > Character** on the Menu bar.

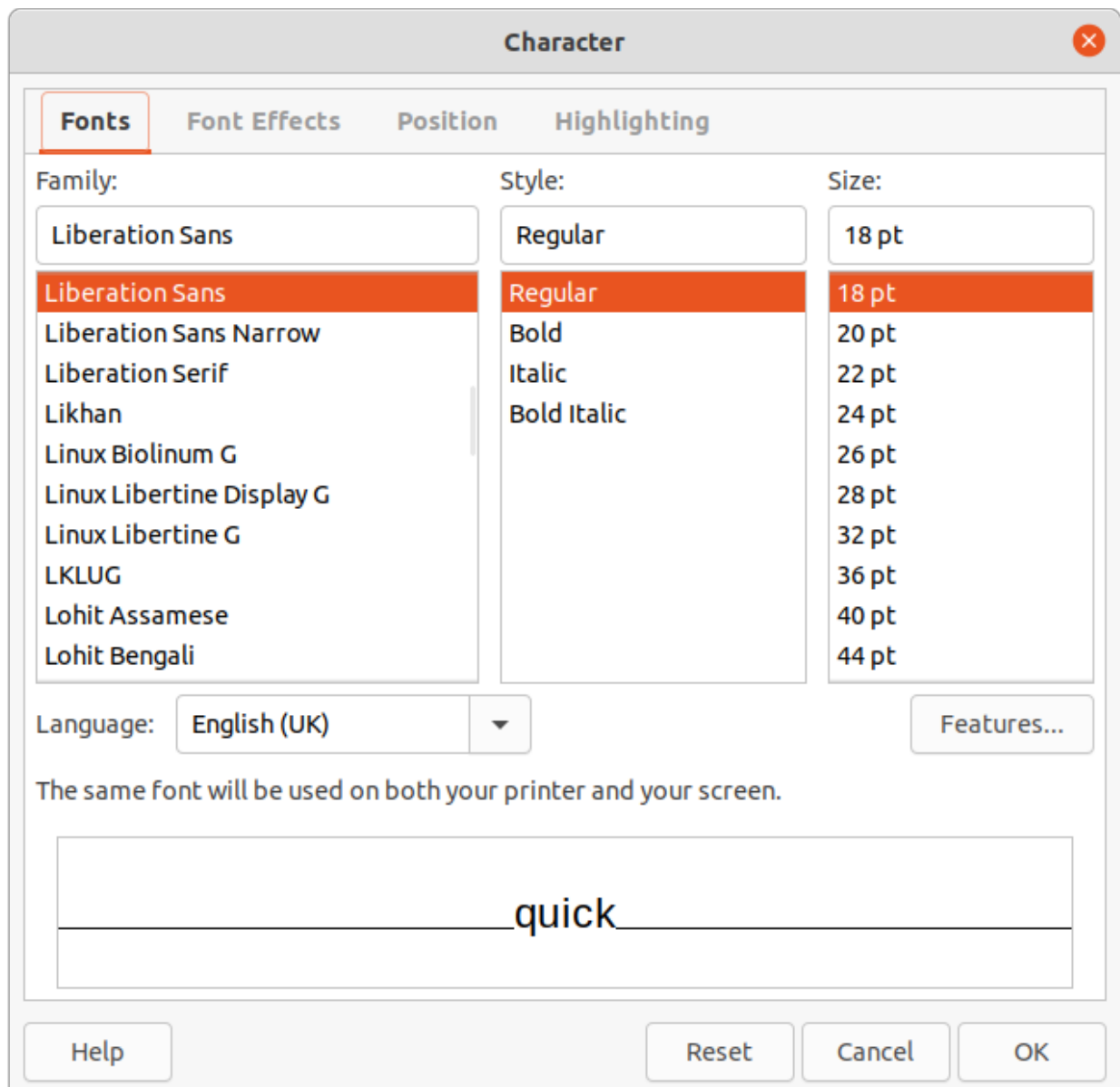


Figure 18: Character dialog - Fonts page

- 2) Use the options on the tabbed pages of the Character dialog to format the selected characters.

- 3) Click **OK** to apply the formatting changes and close the dialog.
- 4) Click outside the text box or object to deselect the text.

### Fonts options

Use the Font page (Figure 19) in the Character dialog to select the font family, typeface (*Italic*, **Bold**, and so on), size, and language. A sample of the font is displayed in the preview box in the lower part of the dialog.

If support for Asian language or Complex Text Layout (CTL) has been enabled in **Tools > Options > Language Settings > Languages**, then character formatting options are also available for **Asian Text Font** or **CTL Font**.

#### Note

The number of typefaces available depends on the font family that is selected.

#### Tip

When creating a drawing in multiple languages, use the language setting to create styles that only differ in the language in formatting attributes. This allows for spelling checks of all of the drawing contents without affecting appearance.

### Font Effects options

The options on the **Font Effects** page (Figure 20) apply font color, text decoration and effects to the selected text or characters. A sample of the font effect is displayed in the preview box in the lower part of the dialog.

- **Font Color**
  - *Font color* – sets the color for the selected text. Select a color from one of the available palettes. If *Automatic* is selected, the text color is set to black for light backgrounds and to white for dark backgrounds.
  - *Transparency* – sets the transparency of the selected text. Enter a value in the text box. 100% entirely transparent, 0% no transparency.
- **Text Decoration**
  - *Overlining* – select the over lining style from the drop-down list and the over lining color from one of the available palettes. If *Automatic* is selected, the color is set to black for light backgrounds and to white for dark backgrounds.
  - *Strikethrough* – select a strikethrough style for the selected text.
  - *Underlining* – select the underlining style from the drop-down list and the underlining color from one of the available palettes. If *Automatic* is selected, the color is set to black for light backgrounds and to white for dark backgrounds.
  - *Individual words* – when selected, any over lining or underlining is applied to words only and spaces are ignored.
- **Effects**
  - *Case* – select a capitalization effect from the drop-down list.

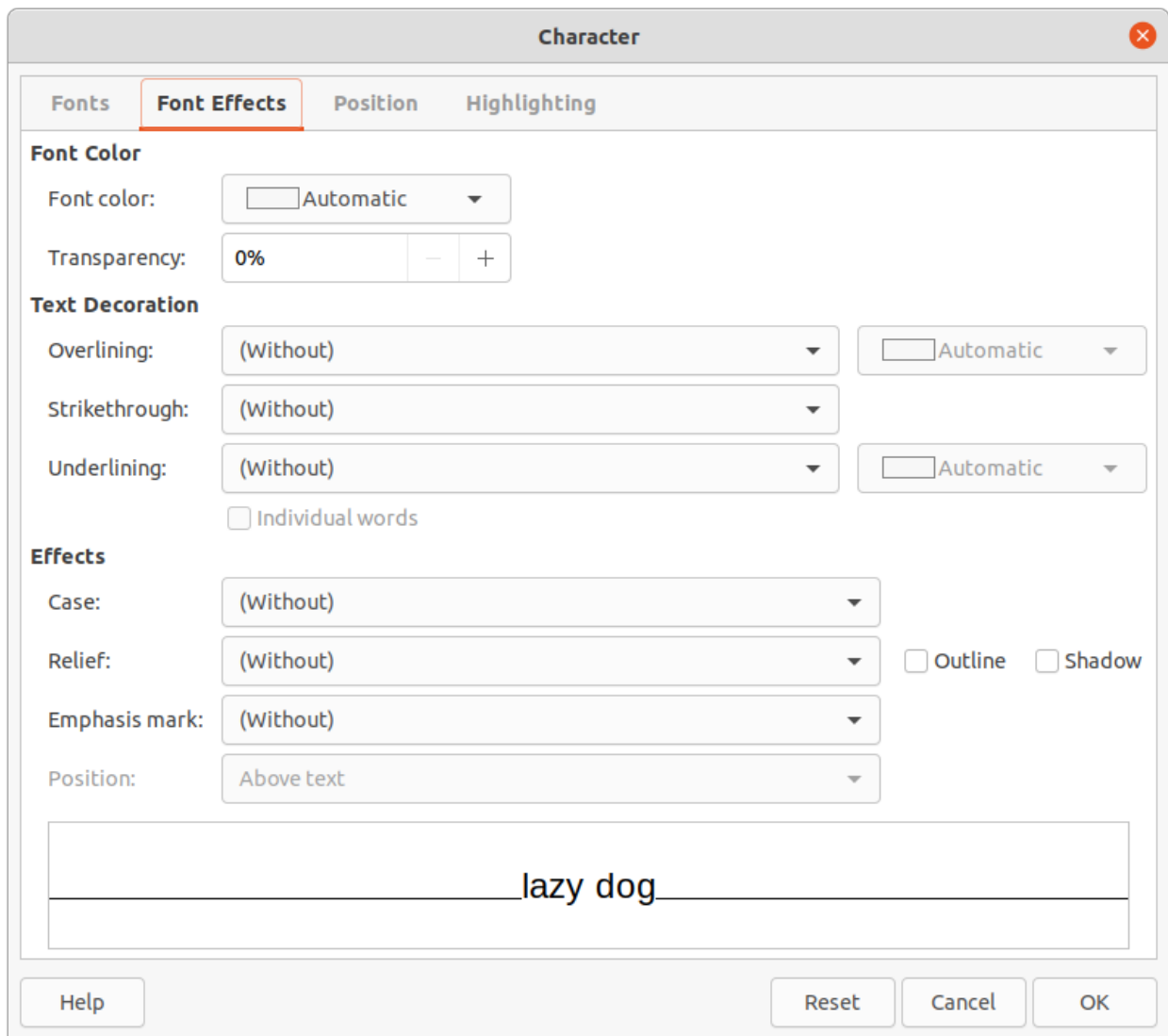


Figure 19: Character dialog - Font Effects page

- *Relief* – select a relief effect for the selected text. Embossed relief makes the characters appear as if they are raised above the page. Engraved relief makes the characters appear as if they are pressed into the page.
- *Emphasis mark* – select a character to display over or below the entire length of the selected text.
- *Position* – specifies where to display the emphasis marks. Either above the text or below the text.

### Position options

The options on the **Position** page (Figure 21) allows setting of the position, scaling, and spacing of selected text.

- **Position** – sets the subscript or superscript options for a character.
  - *Normal* – removes superscript or subscript formatting.
  - *Superscript* – reduces the font size of the selected text and raises the text above the baseline.

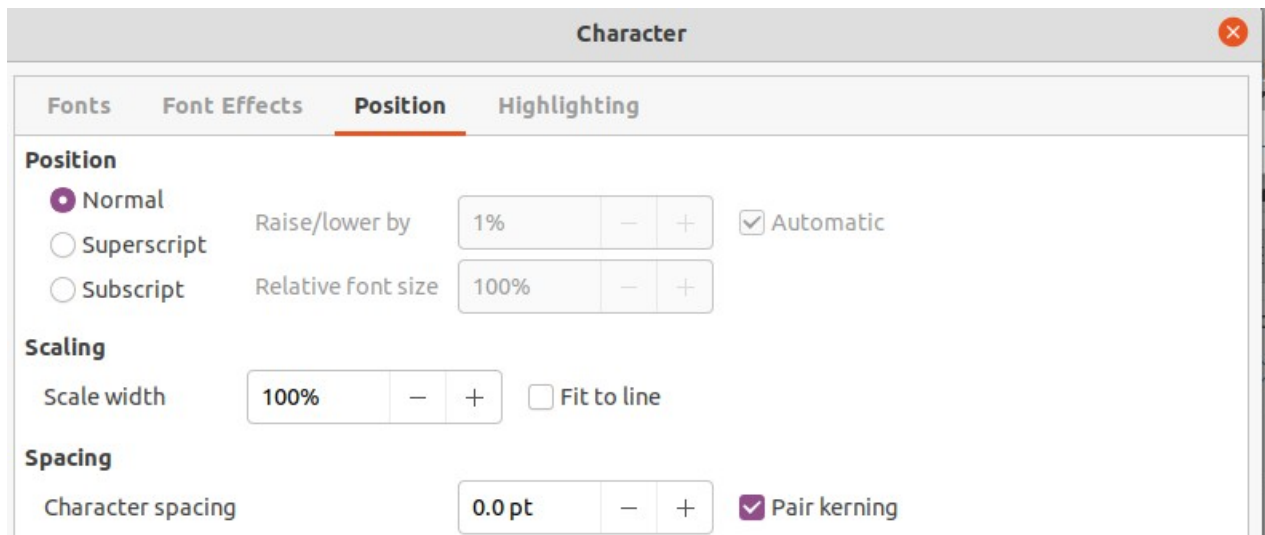


Figure 20: Character dialog - Position page

- *Subscript* – reduces the font size of the selected text and lowers the text below the baseline.
- *Raise/lower by* – enter the amount to raise or to lower the selected text in relation to the baseline. 100% is equal to the height of the font.
- *Relative font size* – enter the amount to reduce the font size of the selected text.
- *Automatic* – sets the amount by which the selected text is automatically raised or lowered in relation to the baseline.
- **Scaling**
  - *Scale width* – enter a percentage of the font width to horizontally stretch or compress the selected text.
- **Spacing** – specifies the spacing between individual characters.
  - *Character spacing* – specifies the spacing between the characters of the selected text. Enter the amount to expand or condense the text in the text box or object. To increase spacing, set a positive value; to reduce spacing, set a negative value.
  - *Pair kerning* – automatically adjusts the character spacing for specific letter combinations. Kerning is only available for certain font types and requires printer support for this option.

### Highlighting options

The options on the **Highlighting** page (Figure 22) allows highlighting of text so that the characters are different color to the rest of the text in the text box or object.

- **Colors** – select a highlight color from one of the available palettes.
- **Active** – shows the present color of the text and the Red, Green and Blue (RGB) settings for the present color.
- **New** – shows the highlight color of the text that has been selected in **Colors** and the Red, Green and Blue (RGB) settings for the new color. The color can also be selected by changing the values in the RGB boxes or using the Pick a Color dialog when **Pick** is selected.



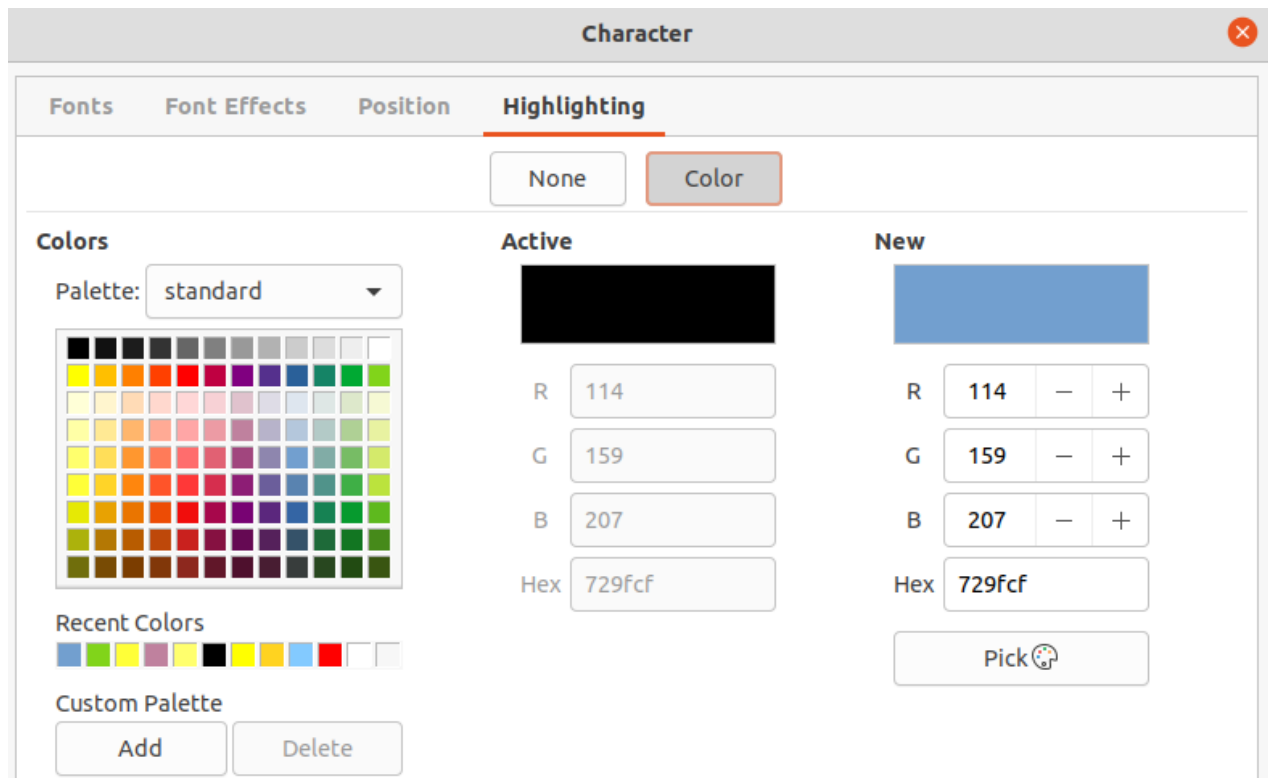


Figure 21: Character dialog - Highlighting page

## Sidebar Character section

An alternative method of formatting text is to use the *Character* section (Figure 23) in the Properties deck on the Sidebar. The formatting options available in the Character section are limited, but are similar in use to the formatting options available in the various pages of the Character dialog. Most of the options are also available on the Text Formatting toolbar.

- 1) Select a text box or object so that the selection handles on the border are displayed.
- 2) On the Sidebar, click on **Properties** to open the Properties deck.
- 3) Click on the expansion symbol on the left of the **Character** title bar to open the *Character* section.
- 4) Format the text using the tools in the *Character* section. See “Character dialog” on page 21 for more information on formatting options.
- 5) If necessary, click on **More Options** on the right of the title bar to open the Character dialog to format text.

The text formatting options available in the *Character* section in the Properties deck on the Sidebar are as follows:

- **Font Name** and **Font Size** – select the font family and size from the drop-down lists.
- **Bold** and **Italic** – applies a **bold** or *italic* typeface to the selected text.
- **Underline** – underlines the selected text. Click on the small triangle ▼ to the right and select the type of underlining from the drop-down list. Click **More Options** at the bottom of this drop-down list to open the Character dialog.
- **Strikethrough** – draws a line through the selected text.
- **Shadow** – adds a shadow to the selected text.

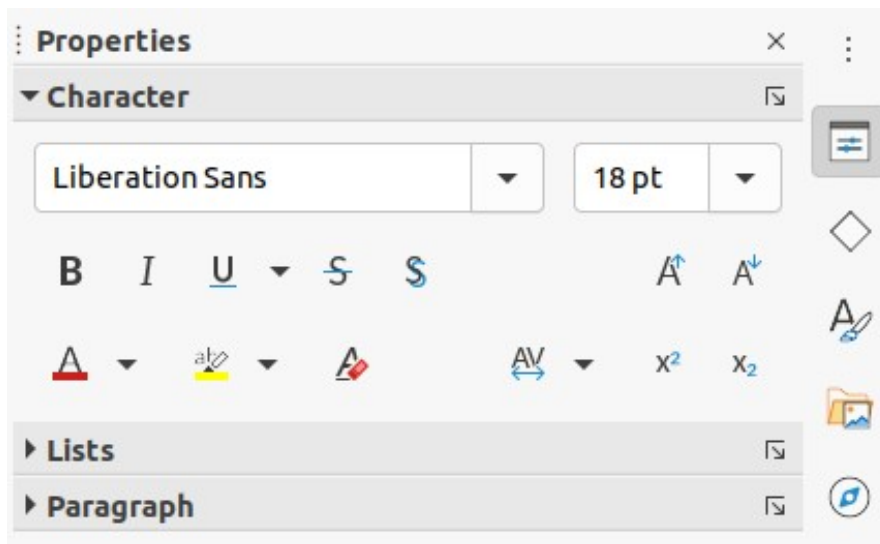


Figure 22: Character section in Properties deck on sidebar

- **Increase Font Size** and **Decrease Font Size** – each click increases or reduces the size of the selected characters by the same amount. Actual size depends on the computer setup.
- **Font Color** and **Highlight Color** – click on the small triangle ▼ to the right of these icons and select a color from the available palettes.
- **Set Character Spacing** – click on the small triangle ▼ to the right of this tool and select the type of spacing between characters required. Spacing between characters is also known as kerning. A custom value for character spacing can also be set.
- **Superscript** – reduces the font size of the selected text and raises the text above the baseline.
- **Subscript** – reduces the font size of the selected text and lowers the text below the baseline.

## Bullet or numbered lists

Bulleted and numbered lists can be created in text boxes and objects. However, when creating lists in objects, please remember that Draw objects are not dynamic and do not automatically expand as a list is created.

### ✓ Note

Creating bulleted or numbered lists in Draw is similar to LibreOffice Writer, but the functionality in Draw has been reduced.

## Creating lists

Bulleted or numbered lists can be created in text boxes or Draw objects as follows:

- 1) Select all of the text required for a list. The Text Formatting toolbar automatically opens.
- 2) Create a list using one of the following methods and default settings for lists:
  - Click on **Toggle Bullet List** or **Toggle Numbered List** on the Text Formatting toolbar.
  - Click on **Toggle Bullet List** or **Toggle Numbered List** in the *Lists* section on the Properties deck of the Sidebar.
  - Go to **Format > Lists > Bulleted List** or **Numbered List** on the Menu bar.

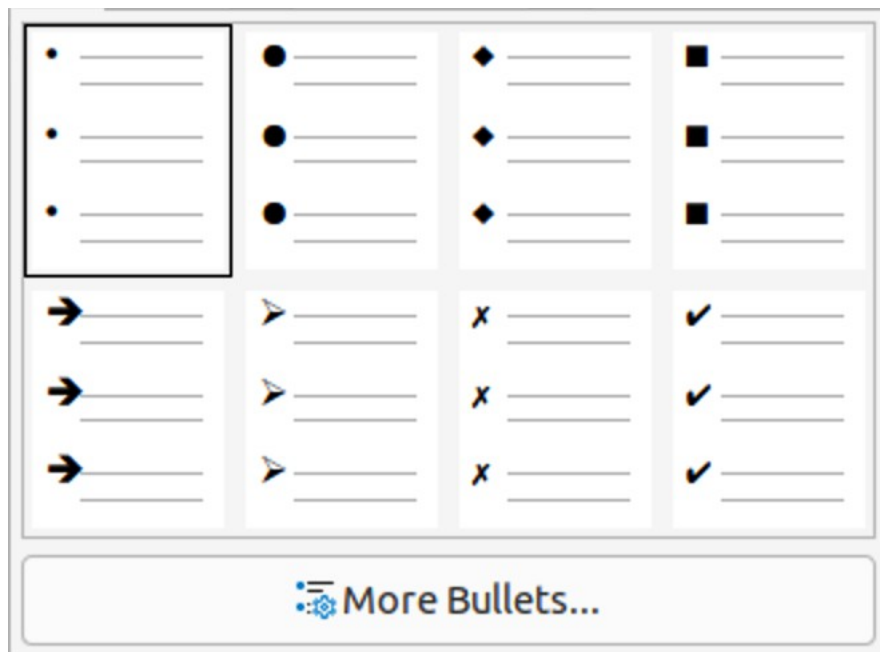


Figure 23: More bullet lists

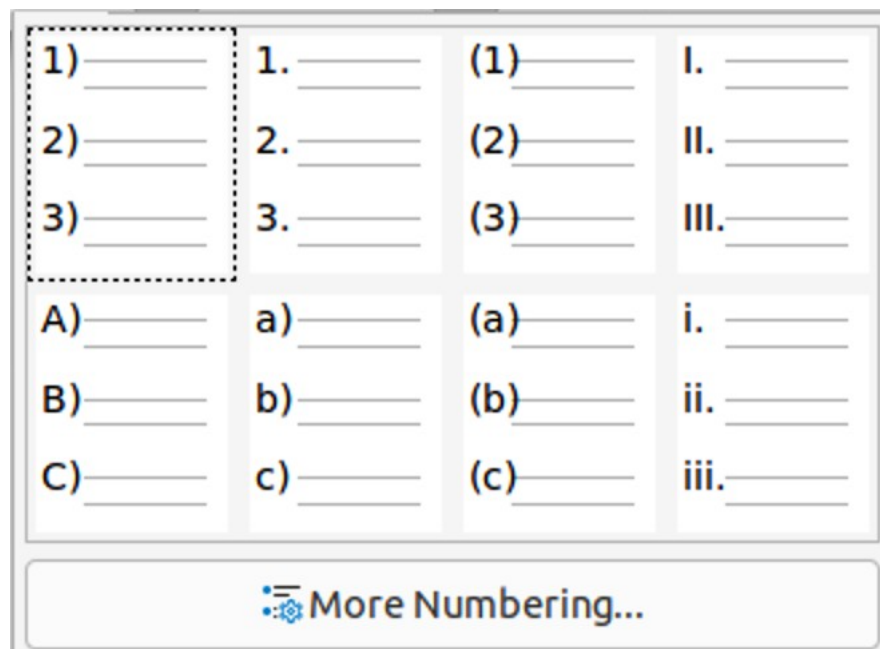


Figure 24: More numbered lists

- 3) To change the format of the list as the list is created, click on the small triangle ▼ on the right of the list icons and select a list style from the options in the pop-up window (Figures 23 and 25).

### Adjusting list item level and position

Each item in a bulleted or numbered list can have its level demoted or promoted within a list, or moved up or down in list order as follows:

- 1) Click on a list item to demote, promote, or move up or down.

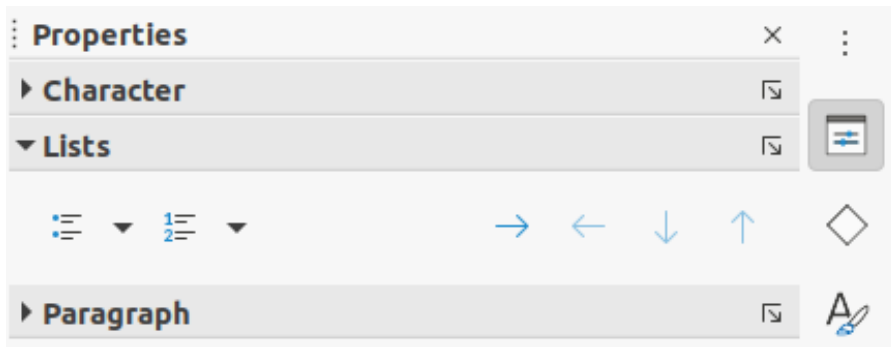


Figure 25: Lists section in Properties deck on Sidebar

- 2) To demote a list item one level at a time, use one of the following methods:
  - Use the *Tab* key.
  - Go to **Format > Lists > Demote** on the Menu bar.
  - Use **Demote** in the *Lists* section on the Properties deck of the Sidebar (Figure 26).
- 3) To promote a list item one level at a time, use one of the following methods:
  - Use the key combination *Shift+Tab*.
  - Go to **Format > Lists > Promote** on the Menu bar.
  - Use **Promote** in the *Lists* section on the Properties deck of the Sidebar.
- 4) To change the position of a list item in the list order, use one of the following methods:
  - Go to **Format > Lists > Move Down** on the Menu bar.
  - Use **Move Down** in the *Lists* section on the Properties deck of the Sidebar.
- 5) To change the position of the list item in the list order, use one of the following methods:
  - Go to **Format > Lists > Move Up** on the Menu bar.
  - Use **Move Up** in the *Lists* section on the Properties deck of the Sidebar.

## Bullets and Numbering dialog

Use the Bullets and Numbering dialog (Figure 28) for more control on the format of a list. Select text in a text box or object and open the dialog using one of the following methods:

- Go to **Format > Bullets and Numbering** on the Menu bar.
- Right-click on the selected text and select **Bullets and Numbering** from the context menu.
- Click on **More Options** on the right side of *Lists* section in the Properties deck on the Sidebar.
- Click on **More Bullets** or **More Numbering** after clicking on the small triangle ▼ on the right of **Toggle Bulleted List** or **Toggle Numbered List** on the *Lists* section in the Properties deck on the Sidebar (Figures 24 and 25).
- Click on **More Bullets** or **More Numbering** after clicking on the small triangle ▼ on the right of **Toggle Bulleted List** or **Toggle Numbered List** on the Text Formatting toolbar.

The following options are available in the Bullets and Numbering dialog.

- **Level** – select the level(s) required to define the formatting options for a list. The selected levels are highlighted in the preview.

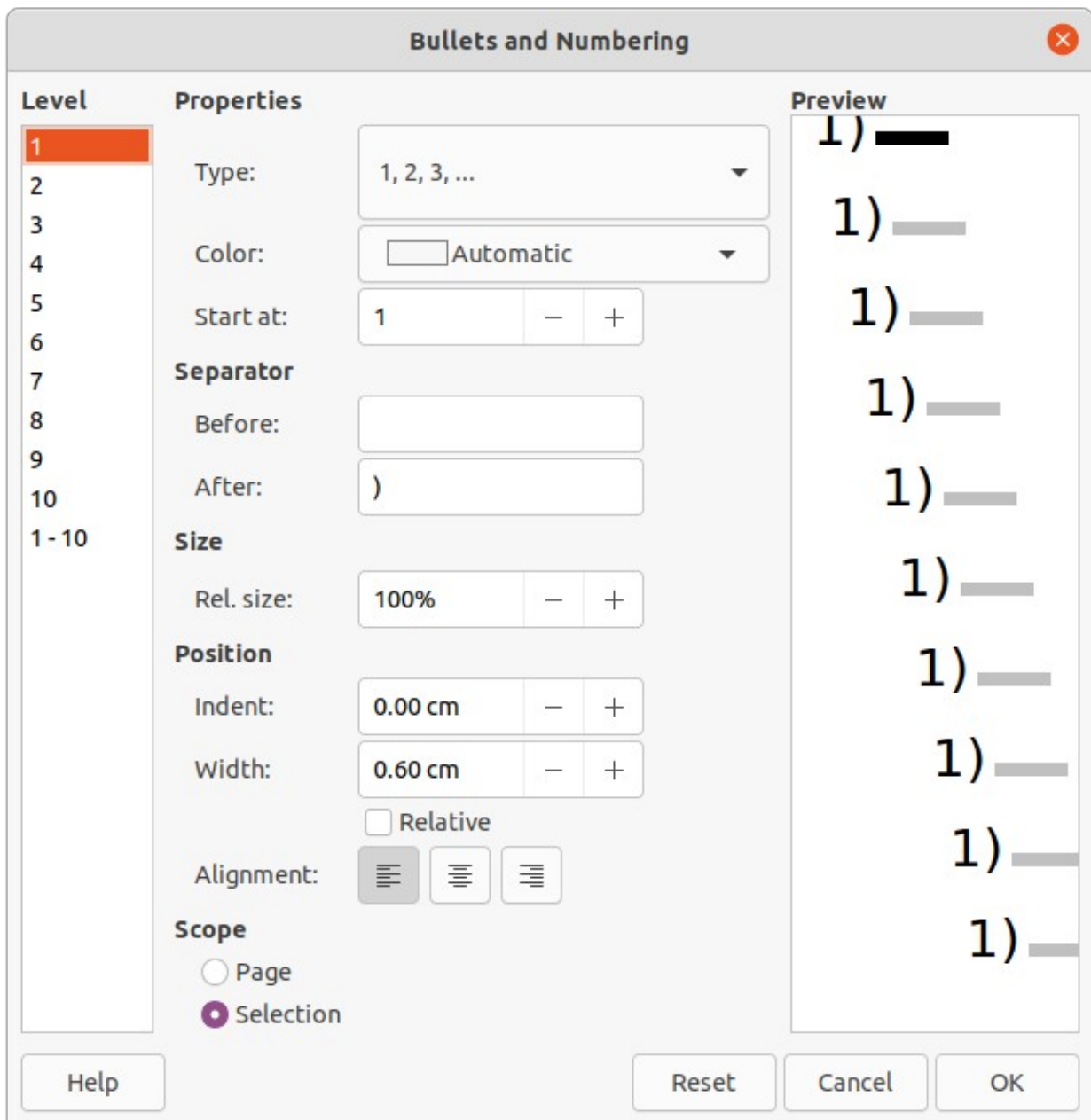


Figure 26: Bullets and Numbering dialog

- **Properties**
  - *Type* – select the style for the list indicator from the drop-down list. When *Graphic* is selected as *Type*, select an image from a file or the Gallery.
  - *Character* – when *Bullet* is selected as *Type*, select the character from the Special Characters dialog that opens.
  - *Color* – select a color for the list indicator from the palettes available.
  - *Start at* – when a numeric style list is selected in *Type*, enter a starting number for the current level. Default starting number is 1.
- **Separator** – this option becomes available when a numeric style list is selected in *Type*.
  - *Before* – enter a character or text to display in front of the number in the list. For example, to create a list that uses the style (1, enter ( in this box.
  - *After* – enter a character or text to display behind the number in the list. For example, to create a list that uses the style A), enter ) in this box.

- **Size**
  - *Rel. Size* – enter a percentage amount to resize the list indicator in relation to the font height of the current list.
  - *Width* – only available when *Graphic* is selected as *Type*. Enter a width for the graphic.
  - *Height* – only available when *Graphic* is selected as *Type*. Enter a height for the graphic.
  - *Keep ratio* – only available when *Graphic* is selected as *Type*. Maintains the size proportions of the graphic.
- **Position**
  - *Indent* – sets the indent measurement of the list point and the margin.
  - *Width* – set the indent measurement of the between the list indicator and the text in the list point. For example, this option is useful when large numbers are used in a list.
  - *Relative* – select this option to measure the indent value relative to the previous level and not from the margin.
  - *Alignment* – sets the paragraph alignment for the list indicator.
- **Scope**
  - *Page* – applies the changes to the drawing.
  - *Selection* – applies the changes only to the selected text.
- **Preview** – displays how the list will look when changes to the format are used.

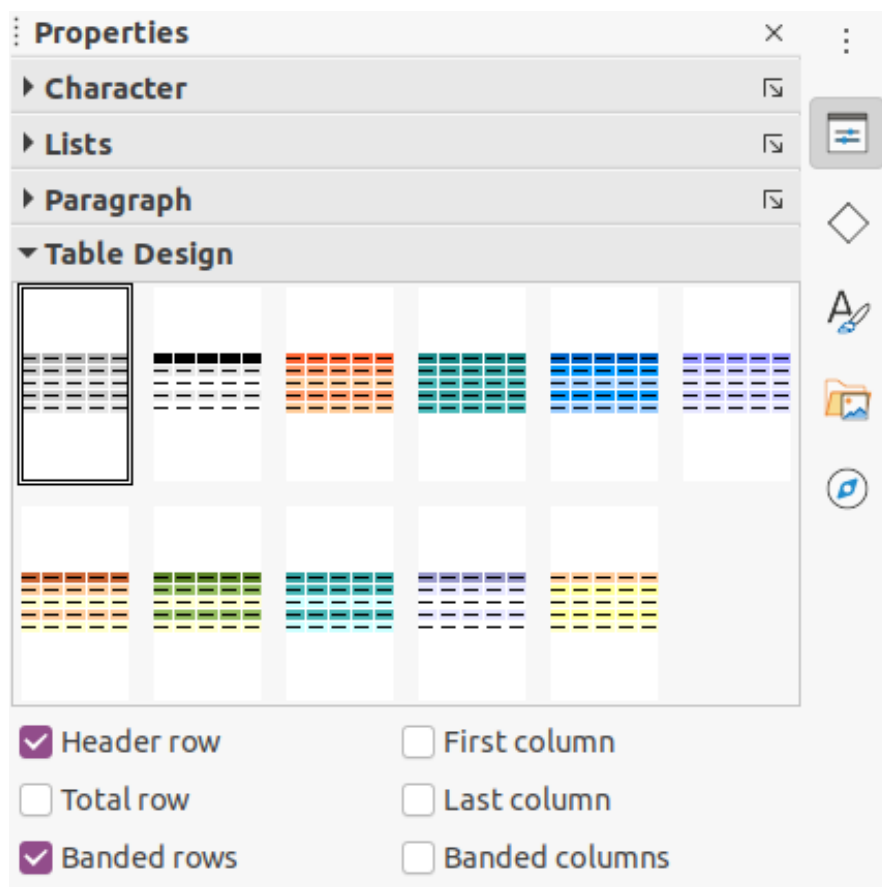


Figure 27: Table Design section in Properties deck on Sidebar

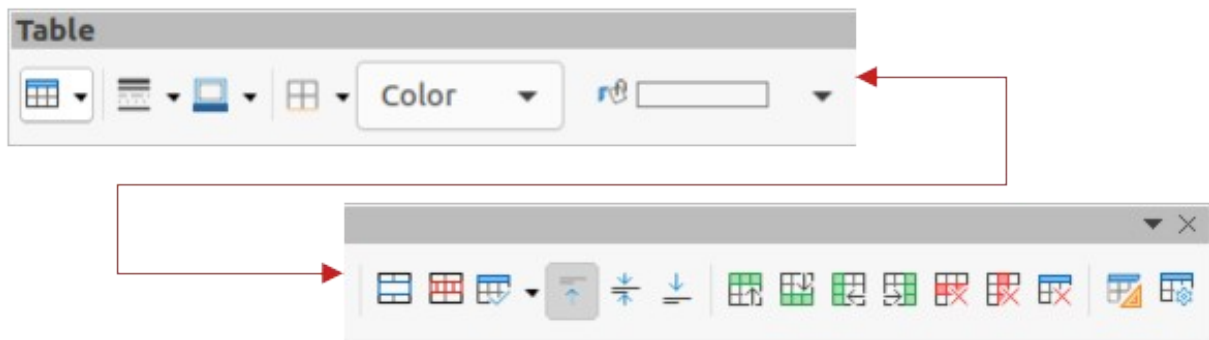


Figure 28: Table toolbar

## Using tables

Tables are a powerful mechanism to convey structured information quickly when used in a drawing. Tables can be added directly to a drawing eliminating the need to embed a Calc spreadsheet or a Writer text table. However, in some circumstances, it makes sense to embed a spreadsheet into a drawing, especially when greater functionality is required in the table. The tables provided by Draw do have a limited functionality.

Several predefined table designs are provided in the *Table Design* section in the Properties deck on the Sidebar (Figure 27). The *Table Design* section is only available when a table is selected.

When working with tables in Draw, the Table toolbar (Figure 28) automatically opens providing tools for creating and formatting a table. The default position for the toolbar when it opens is docked at the bottom of the Workspace. If the Table toolbar does not open when a table is selected, go to **View > Toolbars > Table** on the Menu bar.

## Inserting tables

When working with tables, it is useful to know the number of rows and columns required as well as the appearance. Tables are placed at the center of a drawing and cannot be placed into objects or shapes. Also, unlike text boxes and other objects, tables cannot be rotated.

- 1) To create and insert a table using the Insert Table dialog (Figure 29):
  - a) Go to **Insert > Table** on the Menu bar to open the Insert Table dialog.
  - b) Enter the number of rows and columns required.
  - c) Click **OK** to insert the table into the center of a drawing and close the dialog.

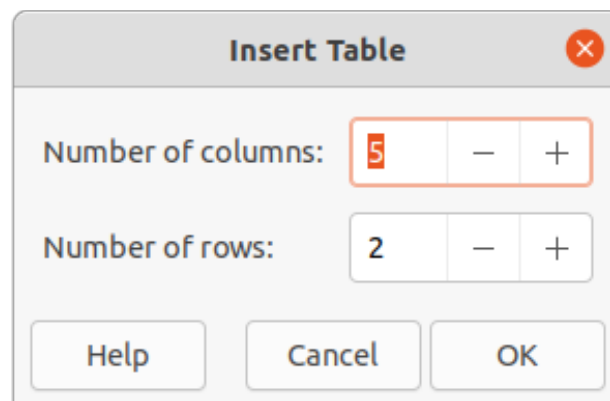


Figure 29: Insert Table dialog

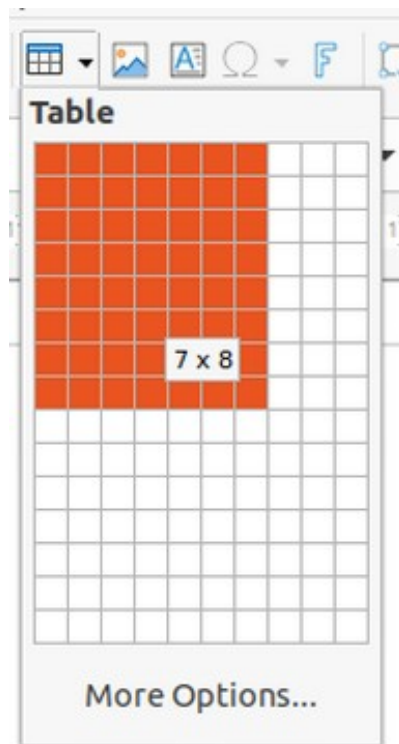


Figure 30: Table grid

- 2) Alternatively, to create and insert a table using the Table grid (Figure 31):
  - a) Click on **Table** on the Standard toolbar to open the Table grid.
  - b) Click and drag the cursor until the required number of columns and rows are selected,
  - c) Click again to insert the table into the center of a drawing and close the Table grid.
  - d) If necessary, click on **More Options** to open the Insert Table dialog to select the number of rows and columns required.
- 3) Move the table into position by clicking on the border and dragging it to its new position.

### Note

When inserting tables into a drawing, the table is created using the default style and settings already applied. Currently these defaults are hard coded in LibreOffice. The table can be formatted after insertion to the drawing requirements.

## Formatting tables

### Table Design section

To open and use the *Table Design* section in the Properties deck on the Sidebar:

- 1) Insert a table into a drawing) or select a table in a drawing.
- 2) Click on **Table Design** in the Properties deck on the Sidebar to open the *Table Design* section, or click on **Table Design** on the Table toolbar.
- 3) Select a design for the table and the types of rows and columns from the available options.



The following options for rows and columns are available in the *Table Design* section:

- **Header row** – selected by default. The first row is normally a header row and is displayed with a different background from the rest of the table.
- **Total row** – if selected, changes the background of the last row to make it stand out from other rows.
- **Banded rows** – selected by default. Alternate rows have different backgrounds making it easier to read data entered into the rows.
- **First column** – when selected, highlights the first column of the table using a darker background.
- **Last column** – when selected, highlights the last column of the table using a darker background.
- **Banded columns** – when selected, alternate columns are highlighted with dark and light colors.

### **Table toolbar and Menu bar formatting**

When a table is selected, the Table toolbar automatically opens providing the following tools for formatting a table to the drawing requirements. The formatting tools are also available by going to **Format > Table** on the Menu bar and selecting a formatting option from the submenu.

- **Table** – inserts a new table in a drawing using the Insert Table dialog or the Table grid. See “Inserting tables” above for more information on inserting tables.
- **Border Style** – changes the line style of the borders of selected cells. Click on the small triangle ▼ next to the icon to open a drop-down list and select from a range of predefined styles.

Alternatively, click on **Table Properties**, or right-click on the selected cells and select **Table Properties** from the context menu, or go to **Format > Table > Properties** on the Menu bar to open the Table Properties dialog and change the line style for table borders.

- **Border Color** – changes the color of the borders of selected cells. Click on the small triangle ▼ next to the icon to open a drop-down list and select a color from a range of predefined palettes or create a custom color.

Alternatively, click on **Table Properties**, or right-click on the selected cells and select **Table Properties** from the context menu, or go to **Format > Table > Properties** on the Menu bar to open the Table Properties dialog and change the border color.

- **Borders** – selects predefined border configurations for selected cells. Click on the small triangle ▼ next to the icon to open a drop-down list and select a border configuration.

Alternatively, click on **Table Properties**, or right-click on the selected cells and select **Table Properties** from the context menu, or go to **Format > Table > Properties** on the Menu bar to open the Table Properties dialog and change the line style for cell borders.

- **Area Style/Filling** – select the cells to be filled, then select the type of fill from the drop-down list: *None*, *Color*, *Gradient*, *Hatching*, *Bitmap* or *Pattern*. The drop-down menu for fill options changes to show the fillings for each area type.

Alternatively, click on **Table Properties**, or right-click on the selected cells and select **Table Properties** from the context menu, or go to **Format > Table > Properties** on the Menu bar to open the Table Properties dialog and change the background area style/filling.

- **Merge Cells** – merges the selected cells into one cell. Note that the contents of the merged cells are also merged.

Alternatively, right-click on selected cells and select **Merge Cells** from the context menu, or go to **Format > Table > Merge Cells** on the Menu bar to merge the selected cells.

- **Split Cells** – splits a selected cell into multiple cells either horizontally or vertically. Make sure that the cursor is positioned on the cell, then click on **Split Cells** to open the Split Cells dialog (Figure 32).

Alternatively, go to **Format > Table > Split Cells** on the Menu bar.

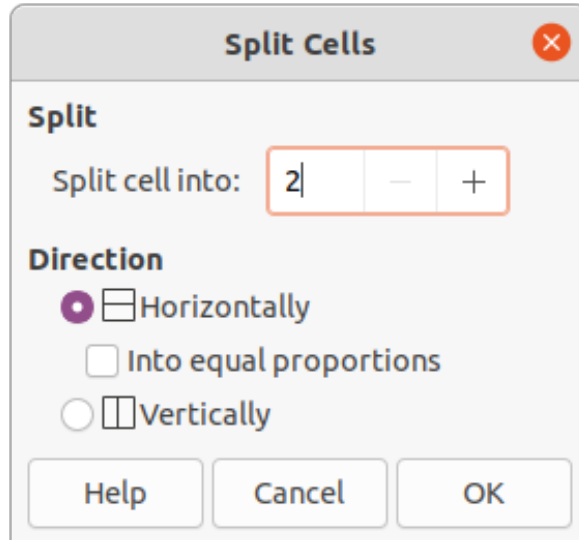


Figure 31: Split Cells dialog

In the Split Cells dialog, select the number of cells required when splitting a cell and whether to split the cell horizontally or vertically. If necessary, when splitting horizontally, select *Into equal proportions* to create cells of equal size. The contents of the split cell are kept in the original cell (left or top cell).

- **Optimize** – evenly distributes the selected rows and columns in a table either horizontally or vertically. Clicking on **Optimize** opens the Optimize toolbar (Figure 34) which contains the following tools:

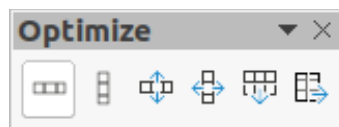


Figure 32: Optimize toolbar

- *Minimal Row Height* – determines the minimal row height for selected rows. Minimal row height depends on the font size of the smallest character in the row. Alternatively, click on **Format > Table > Minimal Row Height** on the Menu bar.
- *Minimal Column Width* – defines the minimal column width for selected columns. Minimal column width depends on the shortest entry within a column. Alternatively, click on **Format > Table > Minimal Column Width** on the Menu bar.
- *Optimal Row Height* – determines the optimal row height for selected rows. Optimal row height depends on the font size of the largest character in the row. Alternatively, click on **Format > Table > Optimal Row Height** on the Menu bar.
- *Optimal Column Width* – defines the optimal column width for selected columns. Optimal column width depends on the longest entry within a column. Alternatively, click on **Format > Table > Optimal Column Width** on the Menu bar.

- *Distribute Rows Equally* – adjusts the height of the selected rows to match the height of the tallest row in the selection. Alternatively, click on **Format > Table > Distribute Rows Equally** on the Menu bar.
- *Distribute Columns Evenly* – adjusts the width of the selected columns to match the width of the widest column in the selection. The total width of the table cannot exceed the width of the page. Alternatively, click on **Format > Table > Distribute Columns Evenly** on the Menu bar.
- **Align Top, Center Vertically, Align Bottom** – sets the vertical alignment of text in selected cells.

Alternatively, go to **Format > Align Text** on the Menu bar and select the required alignment from the context menu for vertical or horizontal alignment of text in selected cells.

- **Insert Row Above, Insert Row Below, Insert Column Before, Insert Column After** – select a row or column and use these four tools to insert a row or column.

Alternatively, go to **Format > Table > Insert Rows** or **Insert Columns** on the Menu bar to open the Insert Row dialog (Figure 33) or Insert Column dialog (Figure 35). Select the number of rows or columns and the insertion position, then click **OK** to insert and close the dialog.

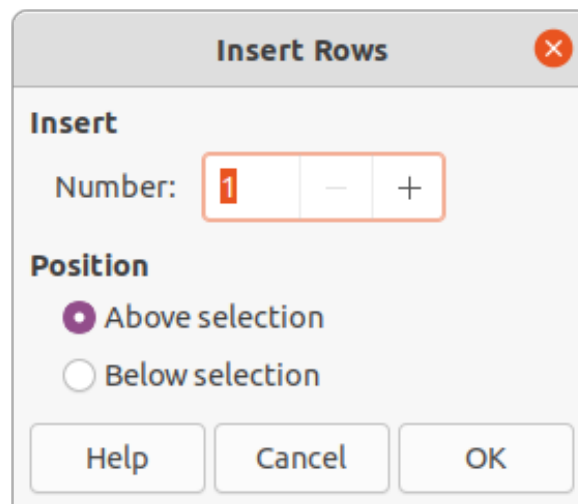


Figure 33: Insert Rows dialog

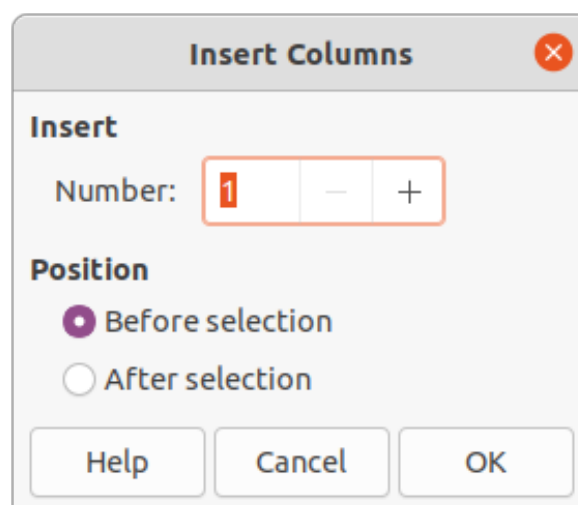


Figure 34: Insert Columns dialog

- **Delete Row, Delete Column, Delete Table** – clicking on these tools deletes a single row or column that contains the selected cell. To delete more than one row or column, highlight cells across the number of rows or columns as required, then click on **Delete Row** or **Delete Column**. To delete the whole table, place the cursor in a cell and select **Delete Table**.

Alternatively, right-click in a cell and select **Delete > Delete Row** or **Delete Column** or **Delete Table** from the context menu, or go to **Format > Table > Delete Row** or **Delete Column** or **Delete Table** on the Menu bar.

- **Select Table, Select Column, Select Row** – select a table, column, or row if the same attributes are going to be applied to a table, column, or row.

Alternatively, go to **Format > Table > Select Row** or **Select Column** or **Select Table** on the Menu bar.

- **Table Design** – when clicked, this tool opens the *Table Design* section in the Properties deck on the Sidebar. See “Table Design section” on page 32 for more information.
- **Table Properties** – opens the Table Properties dialog.

Alternatively, right-click on the table and select **Table Properties** from the context menu, go to **Format > Table > Properties** on the Menu bar.

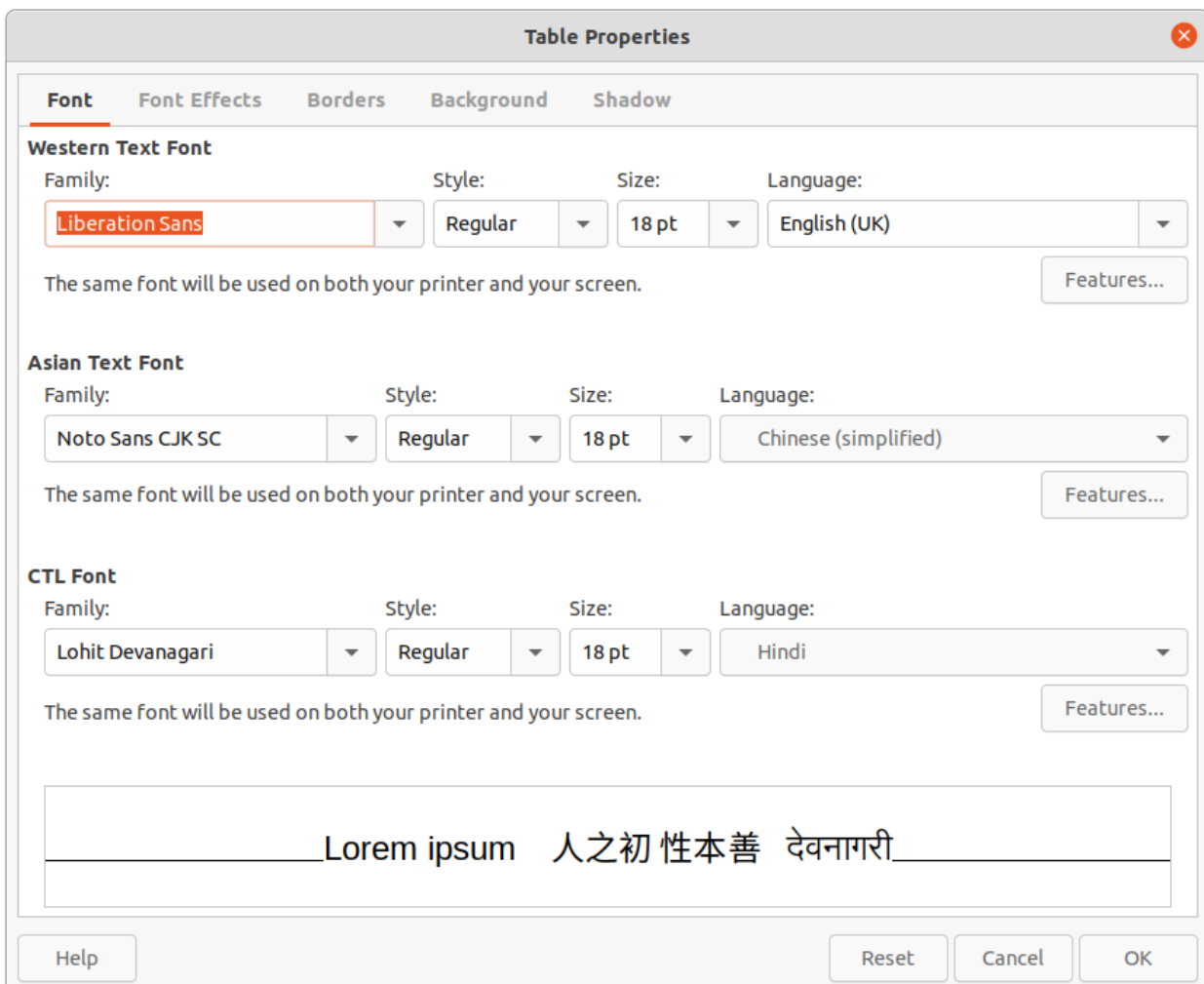


Figure 35: Table Properties dialog - Font page

## Table Properties dialog

The Table Properties dialog has five tabbed pages that provide formatting options for **Font**, **Font Effects**, **Borders**, **Background**, and **Shadow**. To open the Table Properties dialog use one of the following methods:

- Right-click in a table and select **Table Properties** from the context menu.
- Go to **Format > Table > Properties** on the Menu bar.
- Click on **Table Properties** on the Table toolbar.

The formatting options on each dialog page are as follows:

- **Font** (Figure 35) – select the required **Family**, **Style**, **Size** and **Language** for text in the table. A sample of the font selected is displayed in the preview box.
- **Font Effects** (Figure 36) – select the required **Font Color**, **Text Decoration** and **Effects** for the text in the table. A sample of the font effects applied to the text is displayed in the preview box.
- **Borders** (Figure 38) – select the required Line Arrangement, Line and Padding for the table and cell borders. These options are similar to the tools **Border Style**, **Border Color** and **Borders** on the Table toolbar. See Chapter 4, Changing Object Attributes for more information on the lines used for table and cell borders.

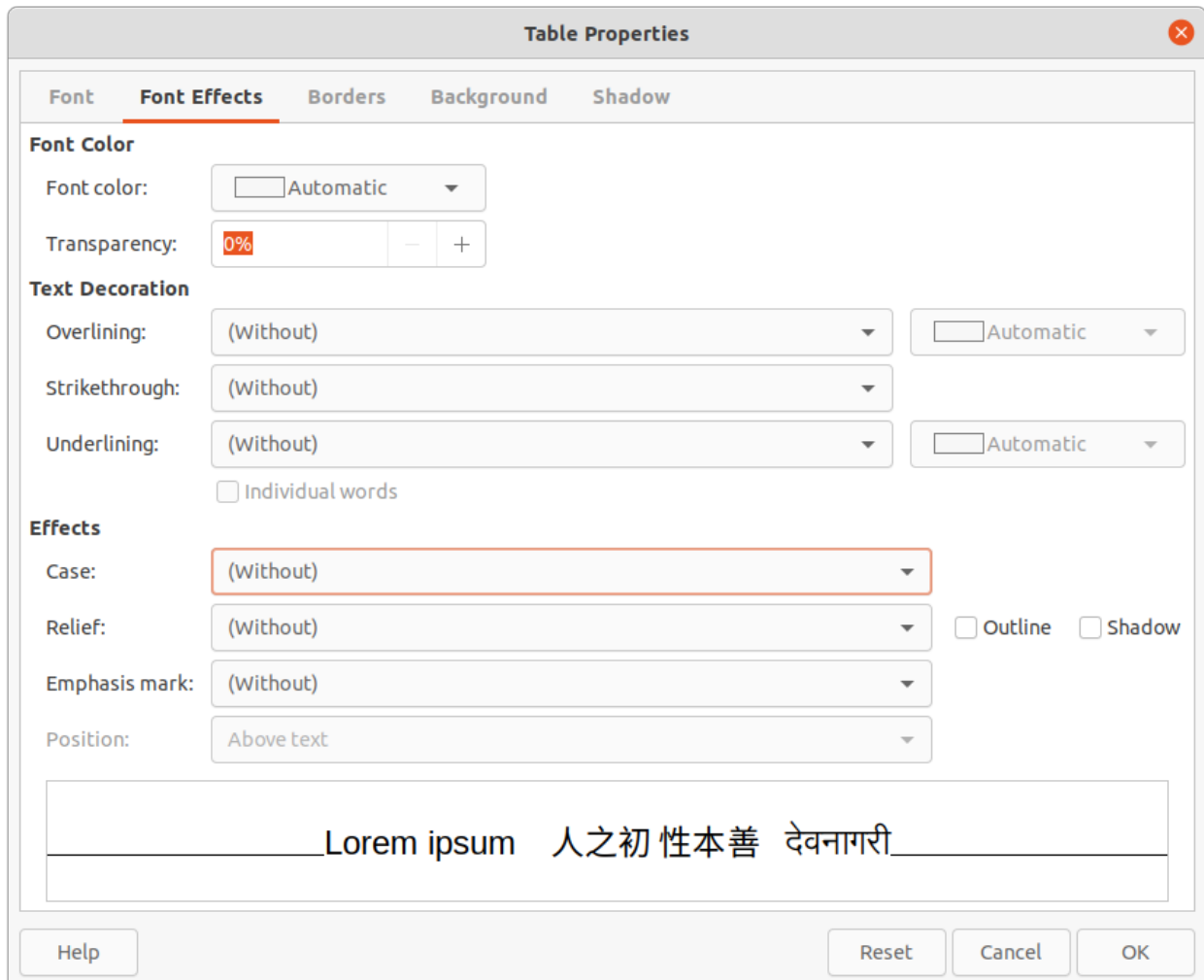


Figure 36: Table Properties dialog - Font Effects page

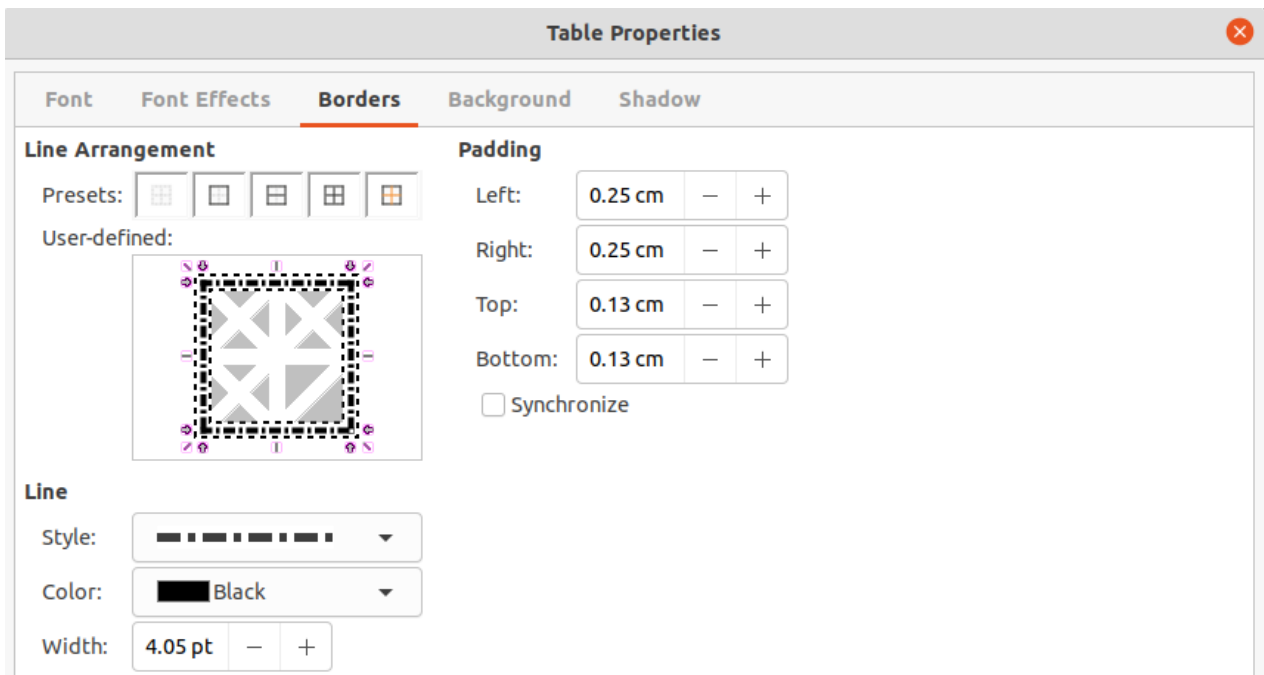


Figure 37: Table Properties dialog - Borders page

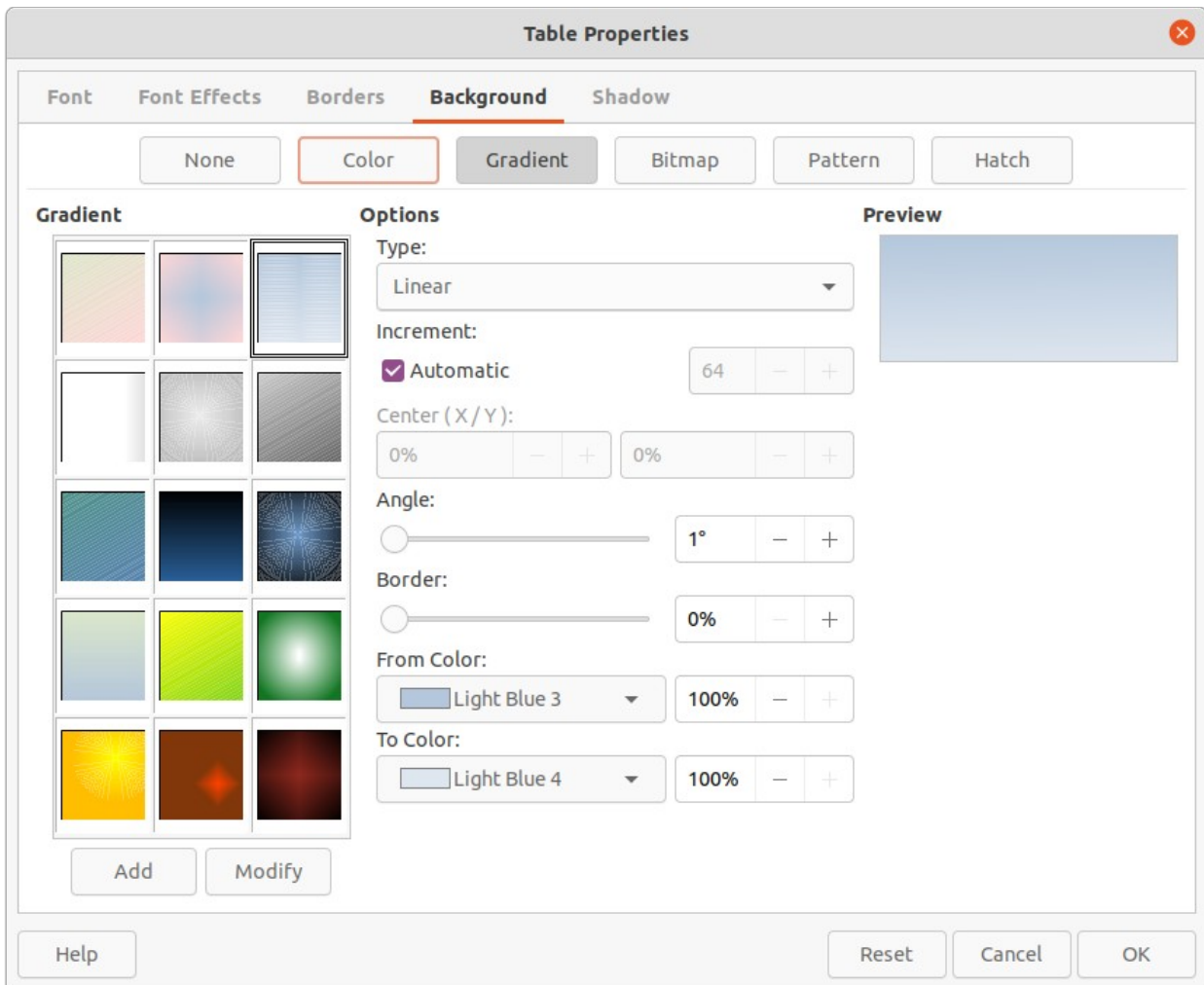


Figure 38: Table Properties dialog - Background page

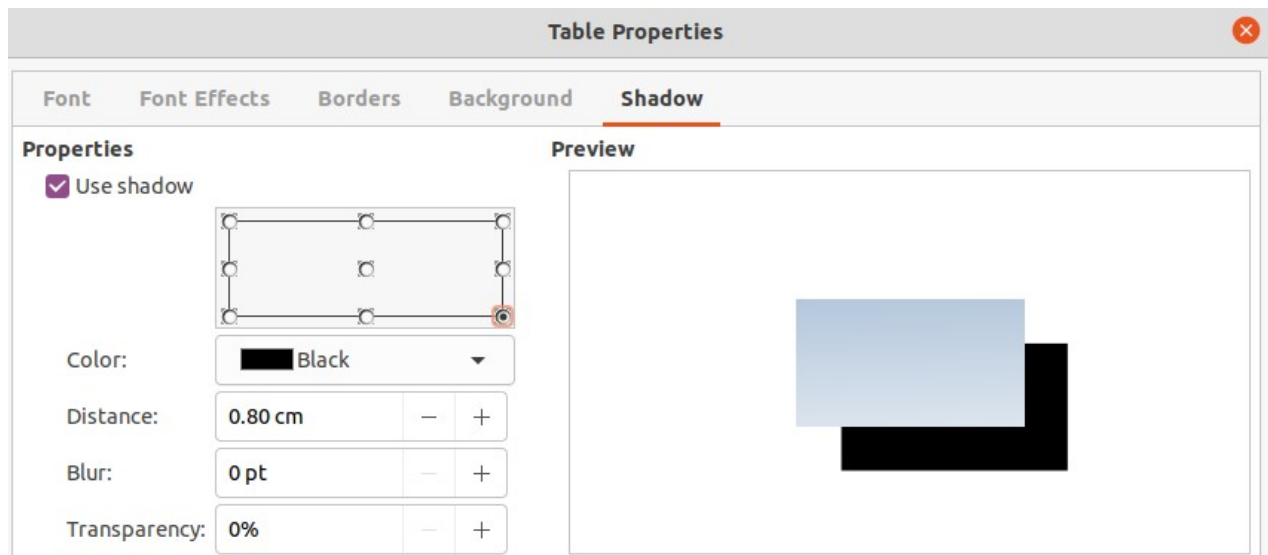


Figure 39: Table Properties dialog - Shadow page

- **Background** (Figure 38) – select a background as the area fill for the table and/or selected cells. This dialog page provides the same functions as **Area Style/Filling** tools on the Table toolbar. See Chapter 4, Changing Object Attributes for more information on area style and filling used for table and cell backgrounds.
- **Shadow** (Figure 40) – adds a shadow to the table. The options adjust the look and position of the shadow. See Chapter 4, Changing Object Attributes for more information on table shadows.

## Table position and size

Tables are placed into boxes when created and are treated just like any other object in a drawing. However, only the Position and Size dialog (Figure 41) can be used for tables. Some options are greyed out and are not available for tables. See Chapter 3, Working with Objects for more information on position and size.

After selecting the table, open the Position and Size dialog using one of the following methods:

- Right-click on the table and select **Position and Size** from the context menu.
- Go to **Format > Position and Size** on the Menu bar.
- Use the keyboard shortcut *F4*.

Table position can be changed by dragging with the cursor and text box size can be changed by dragging one of the selection handles. See “Text boxes” on page 6 for more information.

### ✓ Note

When the size of a table box is changed, the table and cell contents also increases or decreases in size to match the box size.

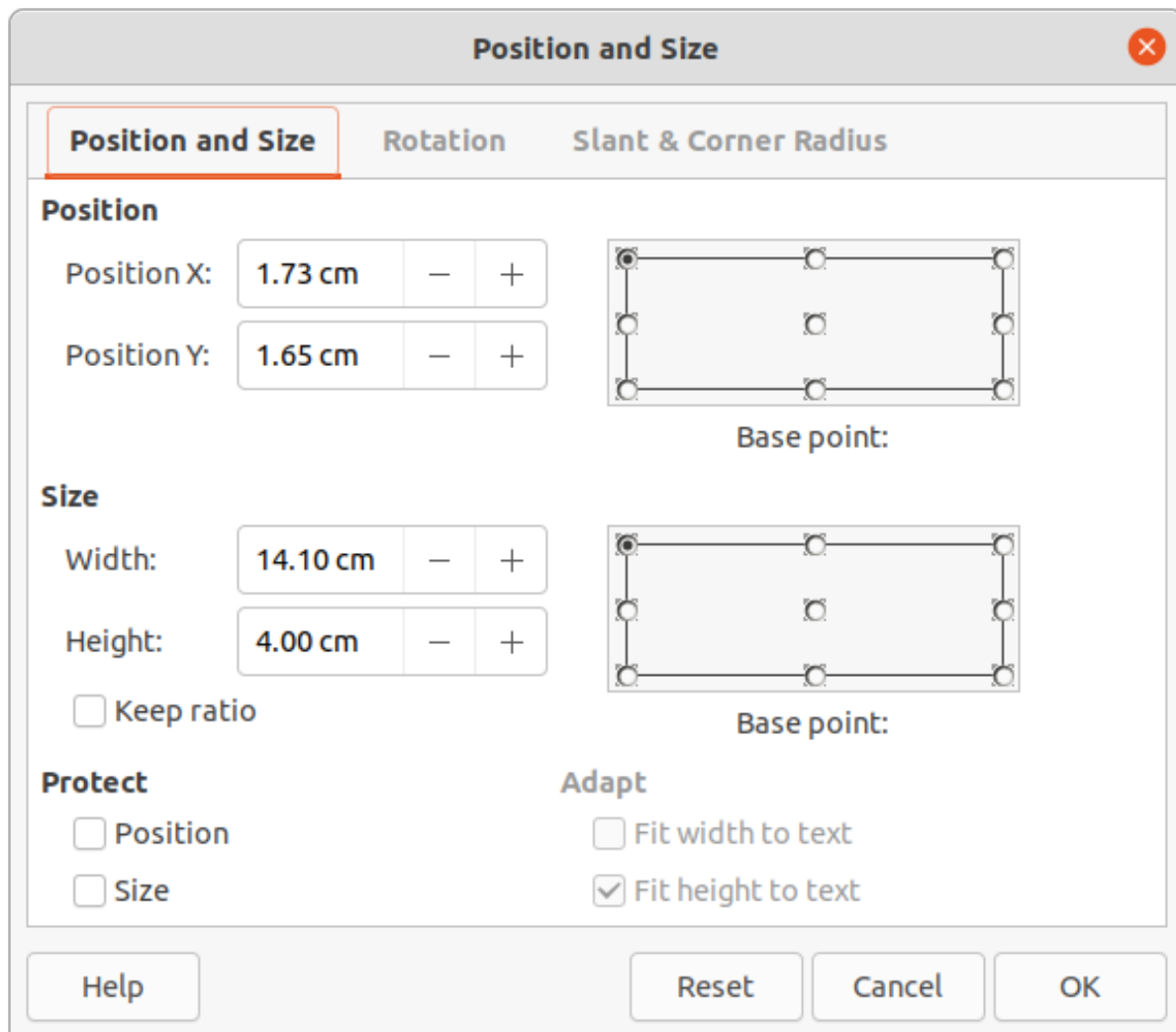


Figure 40: Position and Size dialog

## Deleting tables

### Whole table

Make sure the table is selected and the selection handles are visible on the table border, then delete the table using one of the following methods:

- Go to **Format > Table > Delete Table**, **Delete Row** or **Delete Column** on the Menu bar.
- Select **Delete Table**, **Delete Row** or **Delete Column** on the Table toolbar.
- Right-click and select **Delete > Delete Table**, **Delete Row** or **Delete Column** from the context menu.

### Row or column

Click in a table cell, then delete the table row or column using one of the following methods. Make sure the table selection handles are not be displayed.

- Go to **Format > Table > Delete Row** or **Delete Column** on the Menu bar
- Select **Delete Row** or **Delete Column** on the Table toolbar.
- Right-click and select **Delete > Delete Row** or **Delete Column** from the context menu.



## Cell contents

Delete cell contents in a table as follows:

- 1) Select the cell or cells.
- 2) Press the *Delete* or *Backspace* key on the keyboard.

## Using fields

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Fields allow for the automatic insertion of text into a drawing. Fields are commonly used when creating templates and drawing masters. For more information on templates and master drawings, see Chapter 11, Advanced Drawing Techniques.

### Inserting fields

A text box is created when a field is inserted into the center of a drawing and can be repositioned just like any other text box. See “Text boxes” on page 6 for more information.

- 1) Go to **Insert > Field** on the Menu bar and select the type of field.
- 2) If necessary, position and resize the field text box. See “Text boxes” on page 6 for more information.
- 3) If necessary, format the text used for the field information. See “Formatting text” on page 13 for more information.

### Field types

The fields available in Draw are as follows:

- **Date (fixed)** – inserts the current date into a drawing as a fixed field. The date is not automatically updated. Available date formats depend on the language setting in **Tools > Options > Language Settings > Language**. Right-click on the date field and select the required date format from the context menu.
- **Date (variable)** – inserts the current date into a drawing as a variable field. The date is automatically updated each time the file is opened. Available date formats depend on the language setting in **Tools > Options > Language Settings > Language**. Right-click on the date field and select the required date format from the context menu.
- **Time (fixed)** – inserts the current time into a drawing as a fixed field. The time is not automatically updated. Available time formats depend on the language setting in **Tools > Options > Language Settings > Language**. Right-click on the time field and select the required time format from the context menu.
- **Time (variable)** – inserts the current time into a drawing as a variable field. The time is automatically updated each time the file is opened. Available time formats depend on the language setting in **Tools > Options > Language Settings > Language**. Right-click on the time field and select the required time format from the context menu.
- **Author** – inserts the first and last names of the author of the drawing. This information is taken from values entered in the LibreOffice user data. To modify this information go to **Tools > Options > LibreOffice > User Data**.
- **Page Number** – inserts the page number into the current drawing. Alternatively, go to **Insert > Page Number** on the Menu bar. If a page number is to be added to every page in the drawing, go to **View > Master** on the Menu bar and insert the page number field.
- **Page Title** – inserts the page title. The default slide name is Page # if the page has not been renamed.

- **Page Count** – inserts the total number of pages in a drawing.
- **File Name** – inserts the name of the file used for the drawing. The file name only appears after the file has been saved.

## Using hyperlinks

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When inserting text that can be used as a hyperlink (for example, a website address or URL), Draw formats it automatically, creating the hyperlink and applying color and underlining.

### Tip

To prevent LibreOffice from automatically turning website addresses or URLs into hyperlinks, go to **Tools > AutoCorrect Options > Options** on the Menu bar and deselect **URL Recognition**.

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### Tip

To change the color of hyperlinks, go to **Tools > Options > LibreOffice > Application Colors**, scroll to *Unvisited links* and/or *Visited links*, select the checkboxes, then select new colors from the color palettes for the links and click **OK**. Note this color change changes the color for all hyperlinks across all components of LibreOffice.

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## Inserting hyperlinks

- 1) Click in the text box at the required position for the hyperlink.
- 2) Go to **Insert > Hyperlink** on the Menu bar, or use the keyboard shortcut *Ctrl+K* to open the Hyperlink dialog (Figure 42).
- 3) Select the type of hyperlink required and the required options. See “Hyperlink types” below for hyperlink types and the options available for each type.
- 4) Click **Apply** to insert the hyperlink and save your selections. If several hyperlinks are being created, click **Apply** after inserting each hyperlink.
- 5) Click **OK** to save the changes and close the Hyperlink dialog.

## Hyperlink types

On the left side, select one of the four types of hyperlinks. The dialog changes according to the type of hyperlink selected.

- **Internet** – select whether the link is Web or FTP. Enter the required web address (URL) and any necessary text.
- **Mail** – enter the recipient details and subject for the email.
- **Document**
  - Enter the file path for the document, or click on **Open File** to open a file browser. Leave this blank if the link is to a target in the same drawing.
  - Specify a target, for example, a specific page in a drawing. Click on **Target** to open the Target in Document dialog, where a target can be selected. If the name of the target is known, enter its name into the box.
  - If necessary, enter the URL of the document. These hyperlinks are commonly referred to as a bookmark.

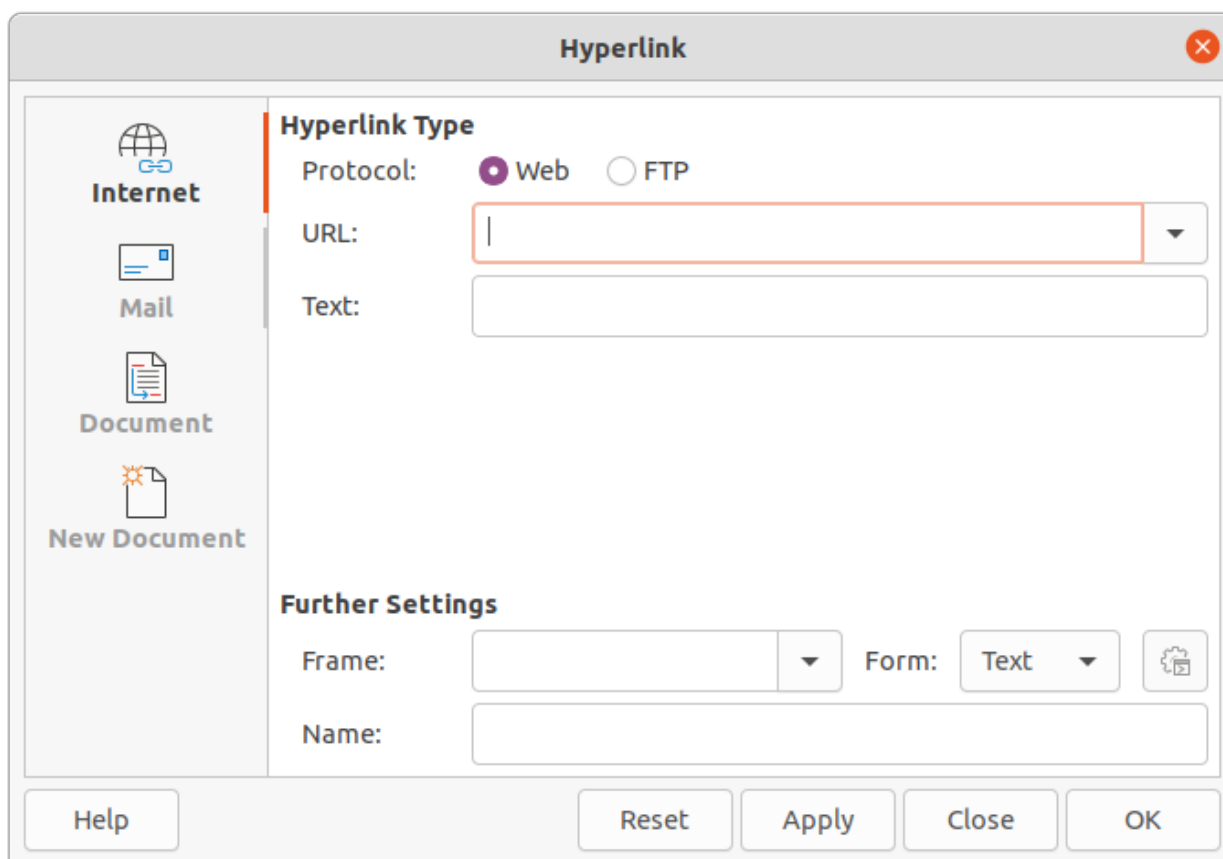


Figure 41: Hyperlink dialog

- **New Document** – creates a hyperlink to a new document.
  - Select *Edit now* to edit the newly created document immediately, or *Edit later* to create a new document and edit it later.
  - Select the type of document to create (text, spreadsheet, etc.).
  - Click on **Select path** to open a file browser and navigate to the folder where the new document is going to be saved.

The **Further Settings** section in the Hyperlink dialog is common to all the hyperlink types, although some options are more relevant to some types of links.

- **Frame** – determines how the hyperlink opens. This applies to documents that open in a Web browser.
- **Form** – specifies if the link is to be presented as text or as a button.
- **Text** – specifies what text is visible to the user.
- **Name** – applicable to HTML documents. It specifies the text added as a NAME attribute in the HTML code behind the hyperlink.

## Editing text hyperlinks

- 1) Select the hyperlink.
- 2) Go to **Edit > Hyperlink** on the Menu bar to open the Hyperlink dialog.
- 3) Make editing changes using the available options, then click **Apply** when done. If several hyperlinks are to be edited, click **Apply** after editing each hyperlink.
- 4) Click **OK** to save the changes and close the dialog.

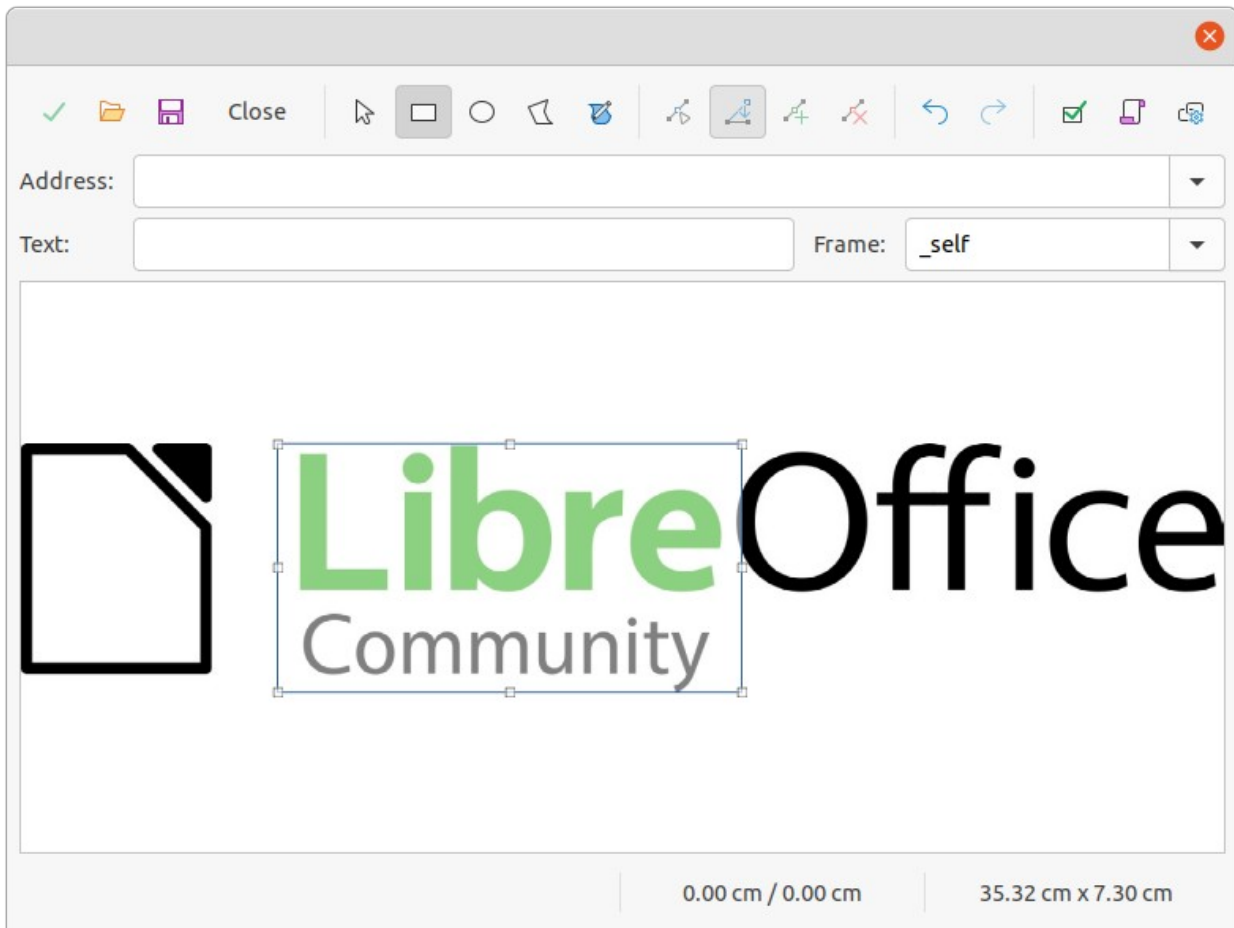


Figure 42: Image Map Editor dialog

## Image maps

An image map defines areas of the image (called hotspots) associated with a URL (a web address or a file on the computer). Hotspots are the graphic equivalent of text hyperlinks. In Draw, clicking on a hotspot opens the linked page in the appropriate program (for example, default browser for HTML pages; LibreOffice Writer for ODT files; PDF viewer for PDF files).

Hotspots can be created in various shapes, such as rectangles, ellipses, and polygons, and include several hotspots in the same image. When a hotspot is clicked on, the URL opens in a browser window or frame that has been specified. The text that appears when the cursor hovers over a hotspot can also be specified.

### Creating image maps

- 1) Select an image in a drawing to use as a hotspot.
- 2) Go to **Tools > ImageMap** on the Menu bar to open the Image Map Editor dialog (Figure 43). The main part of the dialog shows the selected image where hotspots will be defined.
- 3) Select the type of hotspot area required from the icons at the top of the Image Map Editor dialog – **Rectangle, Ellipse, Polygon, Freeform Polygon**.
- 4) Draw the hotspot area onto the selected image.
- 5) Enter the hyperlink address for the hotspot in the **Address** text box using the address format: `file:///<path>/document_name#anchor_name`.

- 6) Click on **Apply** to apply the settings.
- 7) Click on **Save** to save the image map to a file, then close the Image Map Editor dialog.

## Image map tools

The ImageMap Editor contains the following tools:

- **Apply** – applies the changes.
- **Open** – loads into the Image Map Editor an existing image map in the MAP-CERN, MAP-NCSA or SIP StarView image map file format.
- **Save** – saves the image map in the MAP-CERN, MAP-NCSA or SIP StarView image map file format.
- **Select** – selects a hotspot in the image map for editing.
- **Rectangle, Ellipse, Polygon, Freeform Polygon** – draws a hotspot on the selected image in the shape selected.
- **Edit Points** – change the shape of the selected hotspot by editing the anchor points.
- **Move Points** – move the individual anchor points of the selected hotspot.
- **Insert Points** – adds an anchor point at the selected point on the outline of the hotspot.
- **Delete Points** – deletes a selected anchor point.
- **Undo** – cancels the previous action.
- **Redo** – reapplies the previous cancelled action.
- **Active** – toggles the status of a selected hotspot between active and inactive.
- **Macro** – assign a macro that runs when the hotspot is clicked on.
- **Properties** – define the properties of the selected hotspot.
- **Address** – enter the URL for the file that opens when the selected hotspot is clicked on. The address format to be used: `file:///<path>/document_name#anchor_name`.
- **Text** – enter the text that is displayed when the cursor rests on the hotspot . If no text is entered, the **Address** is displayed.
- **Frame** – enter the name of the target frame for the hotspot. Standard frame name can be selected from the drop-down list and used instead.
  - `_blank` – opens in a new browser window.
  - `_self` – default selection and opens in the current window.
  - `_top` – file opens in the topmost frame in the hierarchy.
  - `_parent` – file opens in the parent frame of the current frame. If there is no parent frame, the current frame is used.
- **Graphic view** – displays the image map so that the hotspots can be selected and edited.

### Tip

The value `_self` for the target frame will work on the vast majority of the occasions. It is not recommended to use the other values, if available, unless absolutely necessary.

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Figure 43: Fontwork Gallery dialog

## Fontwork

Using Fontwork creates graphical text as objects to make a drawing look more attractive. There are many different settings for Fontwork (line, area, position, size, and more) to match the requirements of a drawing.

Fontwork is also available with the Writer, Calc, and Impress modules of LibreOffice, but there are small differences in the way that each LibreOffice module displays Fontwork.

### Creating Fontwork

- 1) Open the Fontwork Gallery dialog (Figure 44) using one of the following methods.
  - Go to **Insert > Fontwork** on the Menu bar.
  - Click on **Insert Fontwork Text** on the Standard toolbar.
  - Click on **Insert Fontwork Text** on the Fontwork toolbar, if this toolbar is visible.
- 2) Select a Fontwork style from the dialog and click **OK**. The selected Fontwork object appears in the center of the drawing and the dialog closes.



Figure 44: Fontwork example

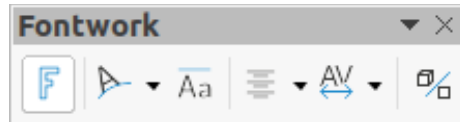


Figure 45: Fontwork toolbar



Figure 46: Fontwork Shape toolbar

- 3) Double-click on the black text in the Fontwork object to switch on editing mode.
- 4) Type the required text which replaces the black text in the Fontwork object as shown in Figure Error: Reference source not found.
- 5) Press the *Esc* key or click outside the selected area to apply the change.

## Fontwork toolbar

The Fontwork toolbar (Figure 45) becomes visible and active on the workspace when a Fontwork object is selected. If the toolbar is not visible, go to **View > Toolbars > Fontwork** on the Menu bar.

The following tools are available for editing a Fontwork object.

- **Insert Fontwork Text** – opens the Fontwork Gallery dialog.
- **Fontwork Shape** – changes the shape of the selected object. Click on Fontwork Shape to open a pop-up toolbar and select a Fontwork shape for the available options. The shapes are shown in the Fontwork Shape floating toolbar (Figure 46).
- **Fontwork Same Letter Heights** – changes the height of characters in the selected Fontwork object. Toggles between normal height where the characters have different heights to where all characters have the same height.
- **Fontwork Alignment** – specifies the text alignment within the frame. Options are *Left Align*, *Center*, *Right Align*, *Word Justify*, and *Stretch Justify*. The effects of the text alignment can only be seen if the text spans over two or more lines. In the stretch justify mode, all lines are filled completely.
- **Fontwork Character Spacing** – selects the spacing between characters and whether kerning pairs should be used. Options are *Very Tight*, *Tight*, *Normal*, *Loose*, *Very Loose* and *Custom*. For *Custom* spacing, input a percentage value: 100% is normal character spacing, less than 100% character spacing is tighter, and more than 100% character spacing is looser.

- **Toggle Extrusion** – converts the Fontwork object into a 3D shape using extrusion. See Chapter 7, 3D Objects for more information.

## Modifying Fontwork

A Fontwork object can be treated like any other object in Draw. It can be resized, rotated, skewed, slanted, flipped, and so on. For more information on modifying a Fontwork object, see Chapter 3, Working With Objects, Chapter 4, Changing Object Attributes and Chapter 5, Combining Multiple Objects.

Fontwork is text and all text formatting that has been described in this chapter can be applied. Assign line properties only to Fontwork that is NOT going to be converted to 3D effect using Toggle Extrusion, otherwise line properties will not be visible.

Some of the Fontwork shapes can be modified. For example, to change the angles of trapezoid or parallelogram basic shapes by moving the dot that is displayed along with the selection handles.