



Draw Guide

Preface

Drawing Vector Graphics in LibreOffice

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Contributors

To this edition

Peter Schofield

To previous editions

Jean Hollis Weber

Peter Schofield

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org



Note

Everything sent to a mailing list, including your email address and any other personal information that is written in the message, is publicly archived and cannot be deleted.

Publication date and software version

Published June 2020. Based on LibreOffice 6.4.

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Who is this book for?

Anyone who wants to get up to speed quickly with LibreOffice Draw will find this guide valuable. You may be new to drawing software, or you may be familiar with another program.

What is in this book?

This book introduces the main features of LibreOffice Draw. Draw is a vector graphics drawing tool, although it can also perform some operations on raster graphics (pixels) such as photographs. Using Draw, you can quickly create a wide variety of graphical images.

A few examples of the drawing functions are: layer management, snap functions and grid-point system, dimensions and measurement display, connectors for making organization charts, 3D functions that enable small three-dimensional drawings to be created (with texture and lighting effects), drawing and page-style integration, and Bézier curves.

The *Draw Guide* is not a course book to be worked through from beginning to end. Rather, it is a reference work in which you can browse for guidance on particular topics.

Where to get more help?

This guide, the other LibreOffice user guides, the built-in Help system, and user support systems assume that you are familiar with your computer and basic functions such as starting a program, opening and saving files.

Help system

LibreOffice comes with an extensive Help system. This is the first line of support for using LibreOffice. Windows and Linux users can choose to download and install the offline Help for use when not connected to the Internet; the offline Help is installed with the program on macOS.

To display the Help system, press **F1** or select **LibreOffice Help** from the Help menu. If you do not have the offline help installed on your computer and you are connected to the Internet, your default browser will open the online Help pages on the LibreOffice website.

The Help menu also includes links to other LibreOffice information and support facilities.



Note

The following options shown here prefixed by a † sign are only accessible if your computer is connected to the Internet.

- **What's This?** – for quick tips when a toolbar is visible, place the mouse pointer over any of the icons to see a small box (“tooltip”) with a brief explanation of the icon’s function. For a more detailed explanation, select **Help > What's This?** and hold the pointer over the icon. In addition, you can choose whether to activate Extended Tips using **Tools > Options > LibreOffice > General**.
- **User Guides** – opens your default browser at the Documentation page of the LibreOffice website, <https://documentation.libreoffice.org/en/english-documentation/>. There you will find copies of User Guides and other useful information.
- **Show Tip-of-the-Day** – opens a small window with a random tip on how to use LibreOffice.

- **Get Help Online** – opens your default browser at the Ask LibreOffice forum of questions and answers from the LibreOffice community, <https://ask.libreoffice.org/en/questions/>.
- **Send Feedback** – opens your default browser at the Feedback page of the LibreOffice website, <https://www.libreoffice.org/get-help/feedback/>. From there you can report bugs, suggest new features and communicate with others in the LibreOffice community.
- **Restart in Safe Mode** – opens a dialog window where you will have the option to restart LibreOffice and reset the software to its default settings.
- **Get Involved** – opens your default browser at the Get Involved page of the LibreOffice website, <https://www.libreoffice.org/community/get-involved/>. There you can choose a topic of interest to help improve the program.
- **Donate to LibreOffice** – opens your default browser at the Donation page of the LibreOffice website, <https://donate.libreoffice.org/>. There you can choose to make a donation to support LibreOffice.
- **License Information** – outlines the licenses under which LibreOffice is made available.
- **Check for Updates** – opens a dialog window and checks the LibreOffice website for updates to your version of the software.
- **About LibreOffice** – opens a dialog window and displays information about the version of LibreOffice and the operating system you are using. This information will often be requested if you ask the community for help or assistance with the software. (On macOS this item is under the LibreOffice menu.)

Other free online support

The LibreOffice community not only develops software, but provides free, volunteer-based support. In addition to the Help menu links above, there are other online community support options available, see the table below.

Free LibreOffice support	
FAQs	Answers to frequently asked questions https://wiki.documentfoundation.org/Faq
Mailing lists	Free community support is provided by a network of experienced users https://www.libreoffice.org/get-help/ mailing-lists/
Questions & Answers and Knowledge Base	Free community assistance is provided in a Question & Answer formatted web service. Search similar topics or open a new one in https://ask.libreoffice.org/en/questions The service is available in several other languages; just replace /en/ with de, es, fr, ja, ko, nl, pt, tr, and many others in the web address above.
Native language support	The LibreOffice website in various languages https://www.libreoffice.org/community/nlc/ Mailing lists for native languages https://wiki.documentfoundation.org/Local_Mailing_Lists Information about social networking https://wiki.documentfoundation.org/Website/Web_Sites_services
Accessibility options	Information about available accessibility options https://www.libreoffice.org/get-help/accessibility/
OpenOffice Forum	Another forum that provides support for LibreOffice, among other open source office suites https://forum.openoffice.org/en/forum/

Paid support and training

You can also pay for support through service contracts from a vendor or consulting firm specializing in LibreOffice. For information about certified professional support, see The Document Foundation's website: <https://www.documentfoundation.org/gethelp/support/>

What you see may be different

Illustrations

LibreOffice runs on Windows, Linux, and macOS operating systems, each of which has several versions and can be customized by users (fonts, colors, themes, window managers). The illustrations in this guide were taken from a variety of computers and operating systems. Therefore, some illustrations will not look exactly like what you see on your computer display.

Also, some of the dialogs may differ because of the settings selected in LibreOffice. You can either use dialogs from your computer system (default) or dialogs provided by LibreOffice. To change to using LibreOffice dialogs:

- 1) On Linux and Windows operating systems, go to **Tools > Options > LibreOffice > General** on the main menu bar to open the dialog for general options.
- 2) On a Mac operating system, go to **LibreOffice > Preferences > General** on the main menu bar to open the dialog for general options.
- 3) Select *Use LibreOffice dialogs* in *Open/Save dialogs* to display the LibreOffice dialogs on your computer display.
- 4) Click **OK** to save your settings and close the dialog.

Icons

The icons used to illustrate some of the many tools available in LibreOffice may differ from the ones used in this guide. The icons in this guide have been taken from a LibreOffice installation that has been set to display the Tango set of icons.

If you wish, you can change your LibreOffice software package to display Tango icons as follows:

- 1) On Linux and Windows operating systems, go to **Tools > Options > LibreOffice > View** on the main menu bar to open the dialog for view options.
- 2) On a Mac operating system, go to **LibreOffice > Preferences > LibreOffice > View** on the main menu bar to open the dialog for view options.
- 3) In *User interface > Icon size and style* select *Tango* from the options available in the drop down list.
- 4) Click **OK** to save your settings and close the dialog.



Notes

Some Linux operating systems, for example Ubuntu, include LibreOffice as part of the installation and may not include the Tango icon set. You should be able to download the Tango icons from the software repository for your Linux operating system.

Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
Tools > Options menu	LibreOffice > Preferences	Access setup options
Right-click	Control+click and/or right-click depending on computer setup	Open a context menu
Ctrl (Control)	⌘ (Command)	Used with other keys
F5	Shift + ⌘ + F5	Open the Navigator
F11	⌘ + T	Open the sidebar Styles deck

What are all these things called?

The terms used in LibreOffice for most parts of the user interface are the same as for most other programs (the parts of the program you see and use, in contrast to the behind-the-scenes code that actually makes it work).

A dialog is a special type of window. Its purpose is to inform you of something, or request input from you, or both. It provides controls to use to specify how to carry out an action. The technical names for common controls are shown in Figure 1. In most cases the technical terms are not used in this book, but it is useful to know them because the Help and other sources of information often use them.

In most cases, you can interact only with the dialog (not the document itself) as long as the dialog remains open. When you close the dialog after use (usually, clicking **OK** or another button saves your changes and closes the dialog), then you can again work with your document.

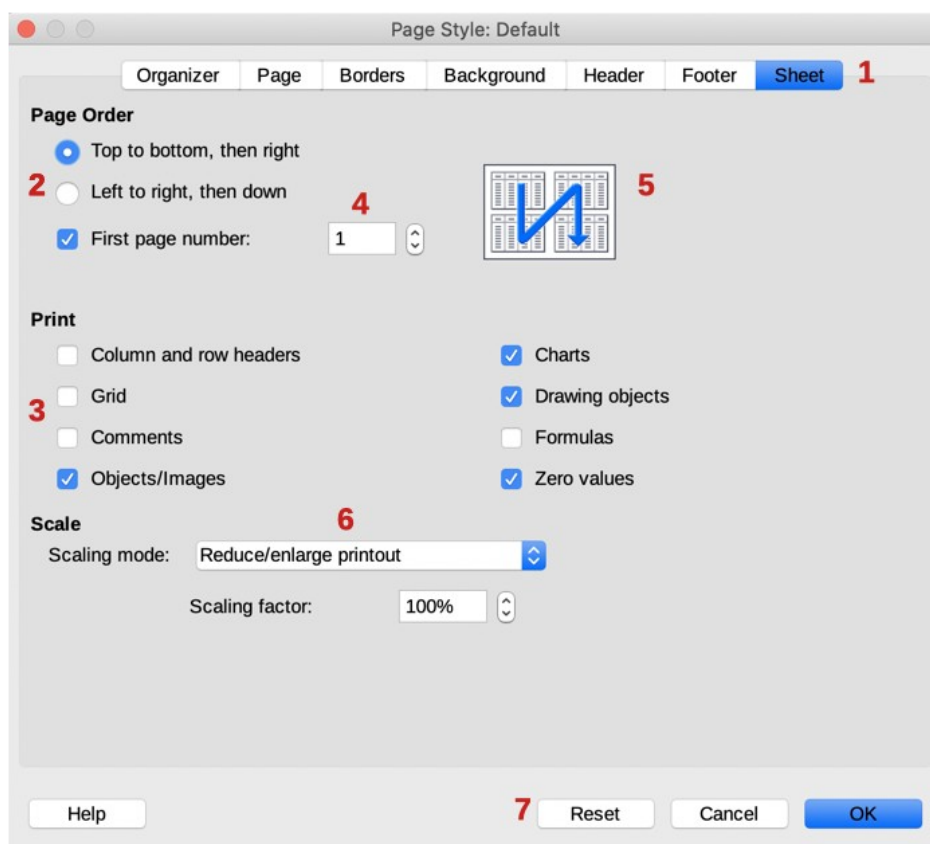


Figure 1: Dialog showing common tools

Some dialogs can be left open as you work, so you can switch back and forth between the dialog and the document. An example of this type is the **Find & Replace** dialog.

- 1) Tabbed page – not strictly speaking a control.
- 2) Radio buttons – only one can be selected at a time.
- 3) Checkbox – more than one can be selected at a time.
- 4) Spin box – click the up and down arrows to change the number shown in the adjacent text box, or type in the text box.
- 5) Thumbnail or preview.
- 6) Drop-down list from which to select an item.
- 7) Push buttons.

Who wrote this book?

This book was written by volunteers from the LibreOffice community. Profits from sales of the printed edition will be used to benefit the community.

Frequently asked questions

How is LibreOffice licensed?

LibreOffice is distributed under the Open Source Initiative (OSI) approved Mozilla Public License (MPL). See <https://www.libreoffice.org/about-us/licenses/>

It is based on code from Apache OpenOffice made available under the Apache License 2.0 but also includes software that differs from version to version under a variety of other Open Source licenses. New code is available under LGPL 3.0 and MPL 2.0.

May I distribute LibreOffice to anyone?

Yes

May I sell it?

Yes

May I use it in my business?

Yes.

How many computers may I install it on?

As many as you like.

Is LibreOffice available in my language?

LibreOffice has been translated (localized) into over 40 languages, so your language probably is supported. Additionally, there are over 70 spelling, hyphenation, and thesaurus dictionaries available for languages, and dialects that do not have a localized program interface. The dictionaries are available from the LibreOffice website at: www.libreoffice.org.

How can you make it for free?

LibreOffice is developed and maintained by volunteers and has the backing of several organizations.

I am writing a software application. May I use programming code from LibreOffice in my program?

You may, within the parameters set in the MPL and/or LGPL. Read the licenses: <https://www.mozilla.org/MPL/2.0/>.

Why do I need Java to run LibreOffice? Is it written in Java?

LibreOffice is not written in Java; it is written in the C++ language. Java is one of several languages that can be used to extend the software. The Java JDK/JRE is only required for some features. The most notable one is the HSQLDB relational database engine.

Java is available at no cost. More information and download links to the appropriate edition for your operating system can be found at: <https://java.com/en/download/manual.jsp>



Note

If you want to use LibreOffice features that require Java, it is important that the correct 32-bit or 64-bit edition matches the installed version of LibreOffice. See *Chapter 2 Advanced Options* of the *Getting Started Guide*. If you do not want to use Java, you can still use nearly all of the LibreOffice features.

How can I contribute to LibreOffice?

You can help with the development and user support of LibreOffice in many ways, and you do not need to be a programmer. To start, check out this webpage:

<https://www.libreoffice.org/community/get-involved/>

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Donate to LibreOffice: <https://www.libreoffice.org/donate/>

What's new in LibreOffice 6.4?

The LibreOffice 6.4 Release Notes (changes from version 6.3) are available at the following links:

<https://wiki.documentfoundation.org/ReleaseNotes/6.4> and
<https://www.libreoffice.org/download/release-notes/>

You may also want to read the LibreOffice 6.3 Release Notes (changes from previous versions) are available at the following links:

<https://wiki.documentfoundation.org/ReleaseNotes/6.3> and
<https://www.libreoffice.org/download/release-notes/>