

LibreOffice
The Document Foundation

Draw Guide

Chapter 9
Adding and Formatting Text

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Note for Mac users

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

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

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Introduction

When text is used in drawings, it is contained in text boxes. 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, and hyperlinks.

Using the text tool

To activate the text tool, click the **Text** icon  for horizontal text or the **Vertical Text** icon  for vertical text on the Drawing toolbar.

If the **Vertical Text** icon is not visible, first select the option *Show UI elements for East Asian writings* in **Tools > Options > Language Settings > Languages**. Second, right-click in a blank area on the Drawing toolbar and go to **Visible Buttons > Vertical Text** and the icon will be placed on the toolbar.

When the text tool is active, the Text Formatting toolbar (Figure 1) replaces the Line and Filling toolbar at the top of the drawing workspace. Click at the location where you want to position the text and a small text frame appears containing only the cursor.

When the **Text** icon is selected, you can select font type, font size, and other text properties before you start typing text. As you type the text, the left corner of the status bar indicates that you are in text edit mode and the position of your cursor (Figure 2).

Once you have finished typing your text and clicked outside the text frame or selected another tool from the Drawing toolbar, the Text Formatting toolbar is replaced by the default Line and Filling toolbar.



Figure 1: Text Formatting toolbar

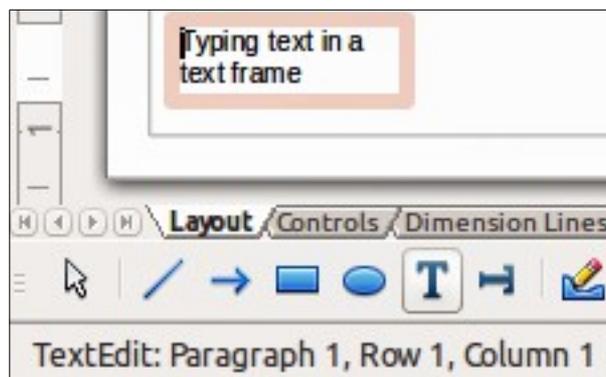


Figure 2: Text information on the status bar

Using text boxes

Using text boxes, you can place text anywhere on your drawing; for example, a caption for a shape; an explanatory note; a title block for the drawing similar to those used in engineering drawings.

Creating a text box

- 1) Click the **Text** icon  or the **Vertical Text** icon  on the Drawing toolbar.
- 2) Click and drag to draw a text box on the drawing. This sets the width. The height of the text box automatically increases as you type or add text.
- 3) Release the mouse button when you have reached the desired width for your text box. The cursor appears in the text box and the text box, depending on your computer system, has a border indicating edit mode.
- 4) Type or paste your text in the text box. The status bar at the bottom of the drawing workspace indicates that you are in text edit mode and the cursor position within the text box.
- 5) Click outside the text box to deselect it.

Moving, resizing and rotating text boxes

You can move, resize and rotate a text box just like any other object in your drawing. For more information, see *Chapter 3 Working with Objects and Object Points*. However, before you can move, resize, or rotate a text box, you must make sure the text box is in edit mode.

- 1) Click on the text to switch the text box into edit mode.
- 2) Move the cursor over the border. The cursor changes shape to the move symbol for your computer setup (for example, a clenched hand).
- 3) When the move symbol appears, click once again on the border and selection handles appear.
- 4) To quickly move a text box into a new position, place the cursor on the border (but not on a selection handle), click and drag to move the text box to a new position, then release the mouse button when the text box is in the desired position. A semi-transparent copy of the text box shows where your text box will be placed (Figure 3).

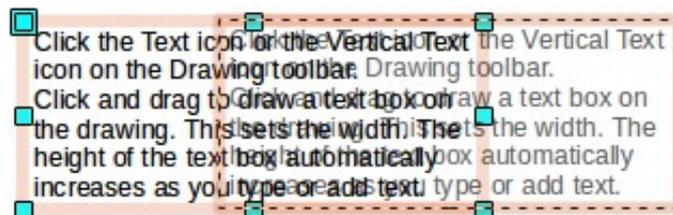


Figure 3: Moving a text box

- 5) To quickly resize a text box, move the cursor over one of the selection handles and the cursor changes shape to the resizing symbol for your computer setup (for example, a double-headed arrow). Click and drag the border to a new position to resize the text box, then release the mouse button when the text box reaches the desired size (Figure 4).

Note

Use the selection handles at the top and bottom of the text box to resize the text box height. Use the selection handles at the left and right side of the text box to resize the text box width. Use the corner selection handles to resize the height and width of the text box while maintaining the aspect ratio of the text box.

Tip

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

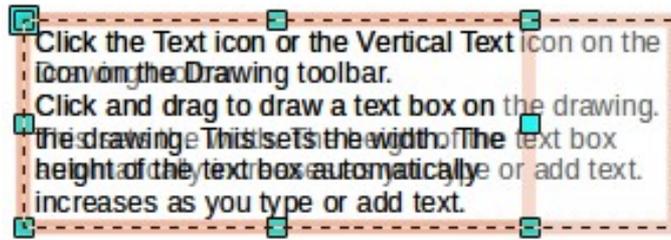


Figure 4: Resizing a text box

- 6) To quickly rotate a text box, click again on a selection handle to change the shape and color of the selection handles. Click and drag on a corner handle to rotate the text box, then release the mouse button when the text box is at the desired rotation angle. A ghosted outline of the text box being rotated appears and the current angle of rotation is shown in the status bar (Figure 5).

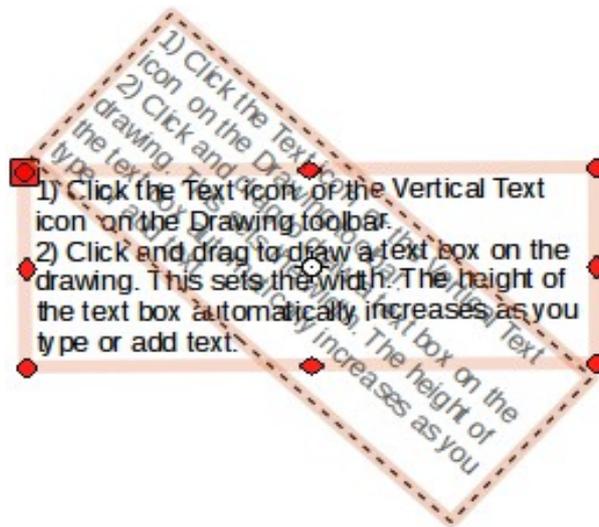


Figure 5: Rotating a text box

Note

When in rotation mode, the top, bottom, and side handles are not available for use on a text box.

- 7) To accurately control the position, size, and rotation angle of a text box, use the Position and Size dialog (Figure 6) or the Sidebar Position and Size subsection (Figure 7). See *Chapter 3 Working with Objects and Object Points* on how to use the Position and Size dialog or the Sidebar Position and Size subsection and for information on the options available.

Deleting text boxes

- 1) Click on the text to switch the text box into edit mode.
- 2) Move the cursor over the hashed border. The cursor changes shape to the move symbol for your computer setup (for example, a clenched hand).
- 3) When the move symbol appears, click once again on the hashed border and selection handles appear.
- 4) Press the *Delete* key.

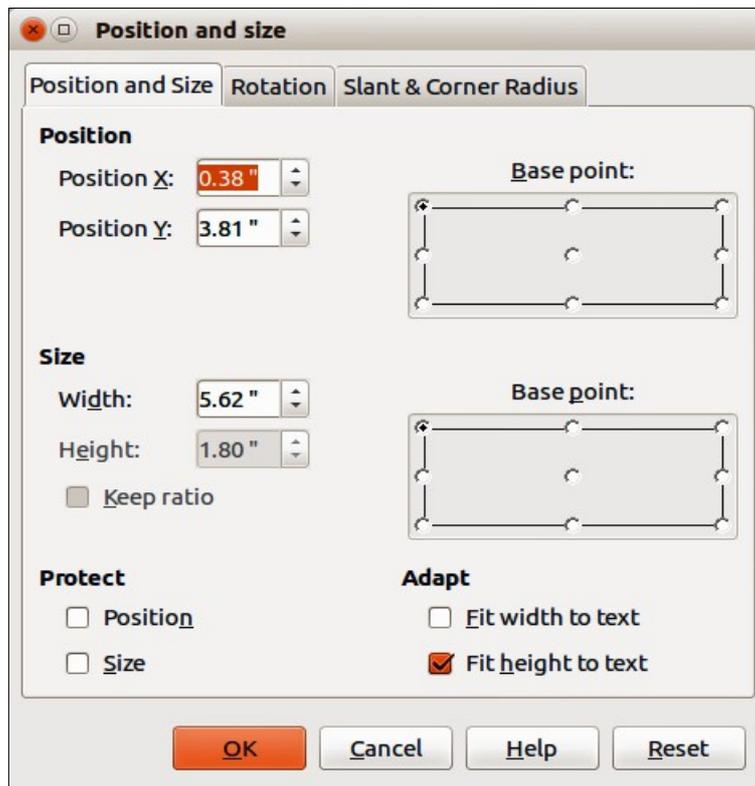


Figure 6: Position and Size dialog

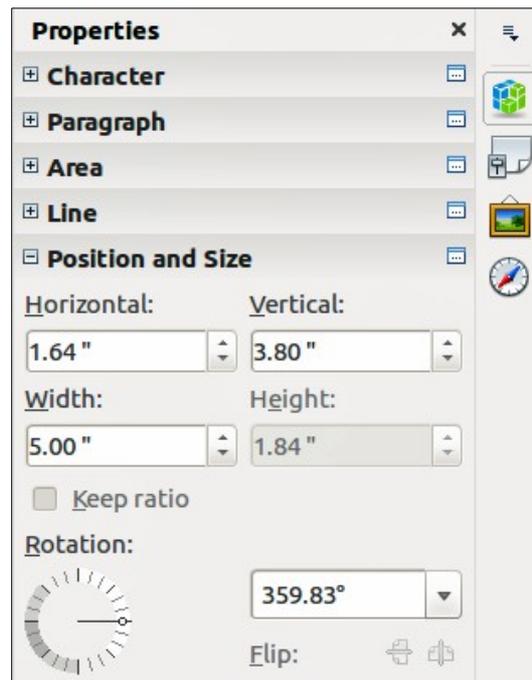


Figure 7: Sidebar Position and Size subsection

Using text with Draw objects

Text can be added to most Draw objects. The exceptions are control elements like buttons, list boxes, or 3D objects. An object is not dynamic and does not behave like a text frame. To keep text within the borders of the object, you have to use paragraphs, line breaks, smaller text size, increasing the object size, or a combination of all four methods.

To add text to an object:

- 1) Select the object.
- 2) Select the **Text** icon on the Drawing toolbar and a text cursor starts flashing in the center of the selected object.
- 3) Start typing your text (Figure 8). The status bar will indicate that you are editing text, as shown in Figure 2.
- 4) Alternatively, double-click on an object to enter text editing mode. If double-clicking does not work, then open the Options toolbar and select the **Double-click to edit Text** icon.

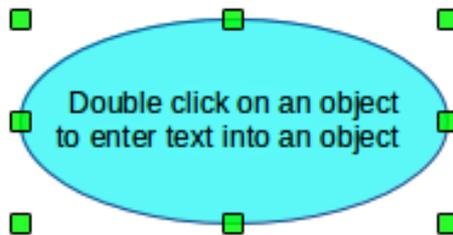


Figure 8: Adding text to an object

Inserting text

Pasting text

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

Pasting unformatted text

It is good practice to paste text without formatting and apply the formatting later so it matches the text already in your drawing or make the text fit within the borders of an object.

- 1) Copy the text you want to use, then move your cursor into position on the drawing.
- 2) Go to **Edit > Paste Special** on the main menu bar or use the keyboard shortcut *Control+Shift+V* or click on the small triangle next on the right of the **Paste** icon  on the Standard toolbar.
- 3) Select **Unformatted text** from the dialog or context menu that appears. The text will be pasted at the cursor position and formatted to the default paragraph style of the text box or object.

Formatting pasted text

- 1) Select the text you have just pasted (see “Selecting text” on page 12 for more information).

Inserting non-breaking spaces and hyphens

Where it is not desirable for words that are separated by a space or a hyphen to span over two lines, or where an optional hyphen is desired, you can insert a special formatting mark. Draw supports the following formatting marks:

- **Non-breaking space** – inserts a space that will keep bordering characters together on line breaks.
- **Non-breaking hyphen** – inserts a hyphen that will keep bordering characters together on line breaks.
- **Optional hyphen** – inserts an invisible hyphen within a word that will appear and create a line break once it becomes the last character in a line.
- **No-width optional break** – inserts an invisible space within a word that will insert a line break once it becomes the last character in a line. Only available when complex text layout (CTL) is enabled.
- **No-width no break** – inserts an invisible space within a word that will keep the word together at the end of a line. Only available when complex text layout (CTL) is enabled.
- **Left-to-right mark** – inserts a text direction mark that affects the text direction of any text following the mark. Only available when complex text layout (CTL) is enabled.
- **Right-to-left mark** – inserts a text direction mark that affects the text direction of any text following the mark. Only available when complex text layout (CTL) is enabled.

To insert a non-breaking space, or hyphens, or access the formatting marks:

- 1) Click on the **Text** icon and place the cursor in the text where you want to use formatting marks.
- 2) Go to **Insert > Formatting Mark** on the main menu bar, and select the formatting mark you want to use from the context menu that opens.

A non-breaking space can also be inserted using the keyboard shortcut *Ctrl+Shift+Space*.

A no-width optional break can be inserted using the keyboard shortcut *Ctrl+Slash*.

Formatting text

The appropriate use of text formatting can give text in a drawing a consistent look, making your drawing look more professional without any distracting elements.

Formatting text may require some intervention in three areas:

- Character attributes (for example, font color or emphasis)
- Paragraph attributes (for example, alignment or spacing)
- List attributes (for example, type of bullet or indent spacing)

In some cases it is quicker and more efficient to apply manual formatting; but in situations where you need to perform the same modifications to many different parts of the drawing, the use of styles is recommended.

Tip

Sometimes it is very useful to re-apply the default style to a selection of text removing any manual formatting applied to it, especially if a mistake has been made and you are not sure how to undo it. To revert back to the default style, select the manually formatted text and then select **Format > Default formatting** from the main menu bar.

Selecting text

All text

To select *all* the text in a text box:

- 1) Click on the **Text** icon on the Drawing toolbar and then click once on the text to turn on edit mode for the text box.
- 2) Click once on the border of the text box to display the selection handles.
- 3) Refer to “Character formatting” on page 14 and “Paragraph formatting” on page 16 for information on how to format the text.

Partial selection

To select only *part* of the text in a text box or an object:

- 1) Click on the **Text** icon on the Drawing toolbar and then click once on the text at the position where you want to start selecting text.
- 2) Select the text to be formatted using one of the following methods.
 - Click and drag the cursor over the text.
 - Press *Shift* then use the left or right arrow keys to select characters.
 - Press *Shift+Ctrl* then use the left or right arrow keys to select whole words.
 - Press *Shift+Home* to select text to the beginning of the line.
 - Press *Shift+End* to select text to the end of the line.
- 3) Refer to “Character formatting” on page 14 and “Paragraph formatting” on page 16 for information on how to format the text.

Using styles

Only drawing object styles are available in Draw to format text. Each drawing object style listed in the Styles and Formatting dialog (Figure 10) or the **Styles and Formatting** subsection (Figure 11) on the Sidebar has default settings for formatting and layout. You can create new styles and modify the styles supplied with Draw.

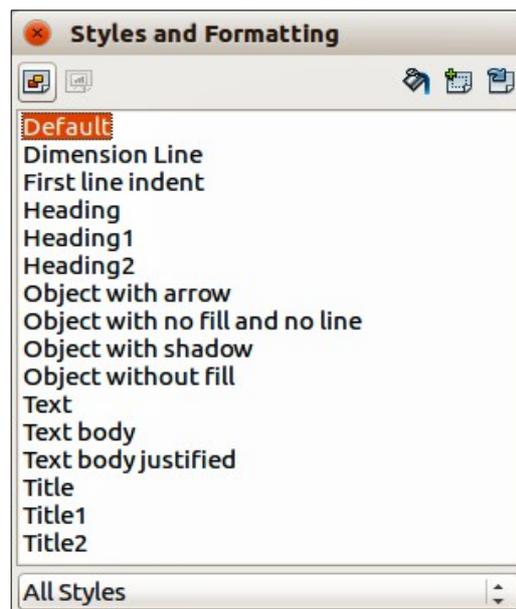


Figure 10: Styles and Formatting dialog

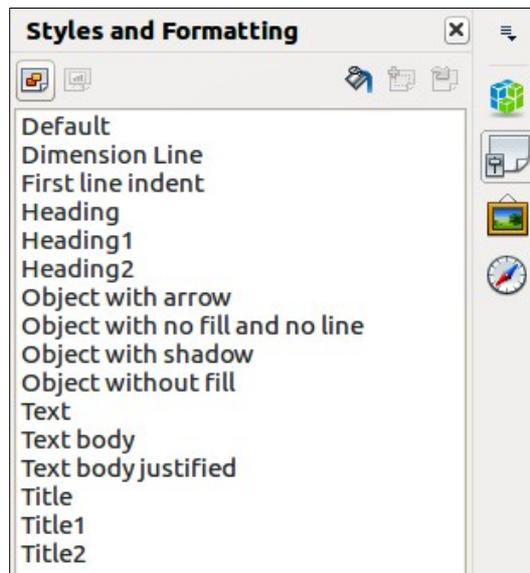


Figure 11: Sidebar Styles and Formatting subsection

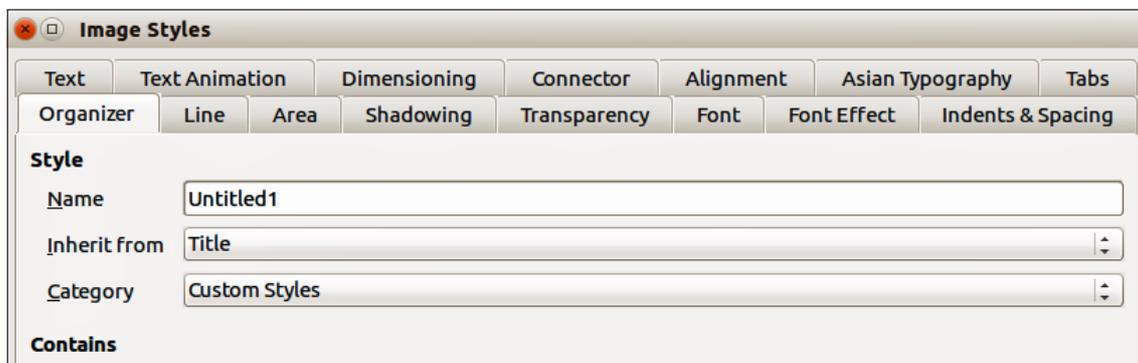


Figure 12: Image Styles dialog

Creating styles

- 1) Go to **Format > Styles and Formatting** on the main menu bar or press the *F11* key to open the Styles and Formatting dialog (Figure 10). Alternatively, click on the **Styles and Formatting** icon  on the Sidebar to open the **Styles and Formatting** subsection (Figure 11).
- 2) Right-click on a style name and select **New** from the context menu to open the Image Styles dialog (Figure 12).
- 3) On the **Organizer** page, type a unique name for your style and select which style your new style will inherit attributes from. Any new style is automatically placed into the Custom Styles category.
- 4) Use the various pages in the Image Styles dialog to set all the attributes for your text and/or paragraph.
- 5) Click **OK** when finished and your new style is added to the list in Styles and Formatting.

Alternatively, select your text and carry out all the formatting changes to the text, then click on the

New Style from Selection icon  to open the Create Style dialog. Type a unique style name and click **OK** to close the Create Style dialog. Your new style is added to the list in Styles and Formatting.

Modifying styles

- 1) Go to **Format > Styles and Formatting** on the main menu bar or press the *F11* key to open the Styles and Formatting dialog (Figure 10). Alternatively, click on the **Styles and Formatting** icon  on the Sidebar to open the **Styles and Formatting** subsection (Figure 11).
- 2) Right-click on the style to be modified and select **Modify** from the context menu to open the Image Styles dialog (Figure 12).
- 3) Use the various pages in the Image Styles dialog to change any of the attributes for your text and/or paragraph.
- 4) Click **OK** when finished making changes and the style is saved with the new format attributes.

Alternatively, select your text and perform all the changes to format, then select a style in Styles and Formatting list. Click on the **Update Style** icon  and the style is saved with the new format attributes.

Character formatting

Characters can be formatted independently from the format used for a paragraph of text. This character formatting will also override any formatting that has been applied using a drawing object style.

Note

If the text box has been selected, then any character formatting to text will be applied to all of the text contained within the text box. For more information about selecting text, see “Selecting text” on page 12.

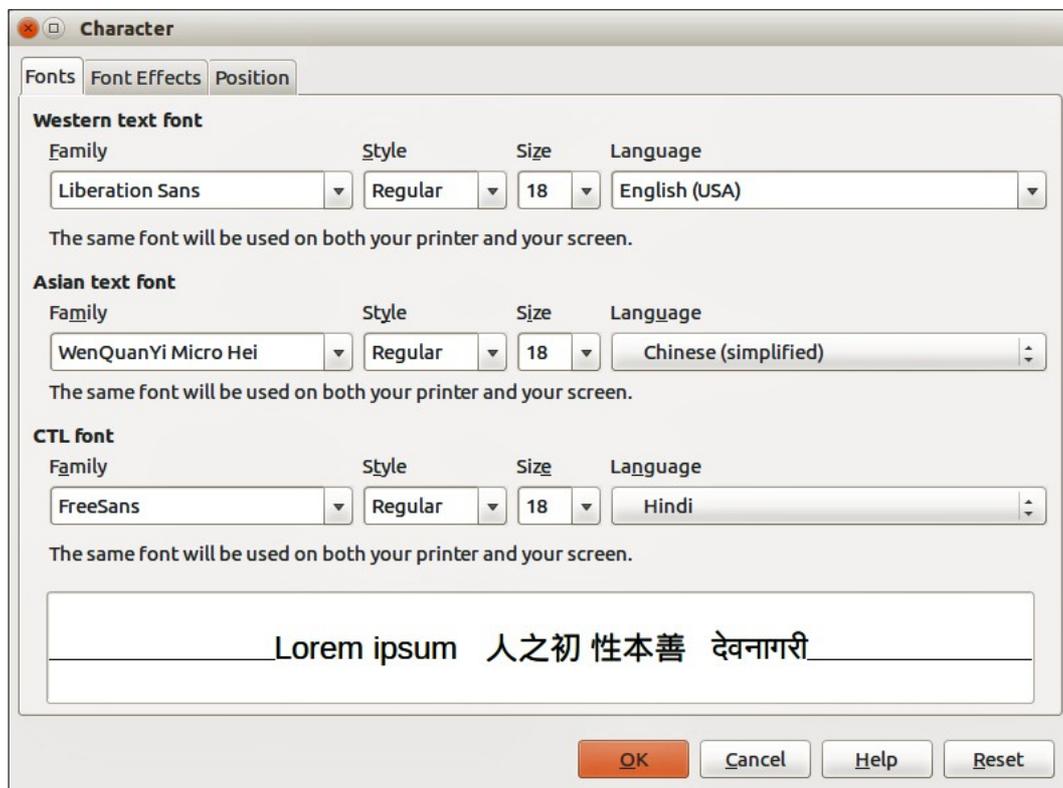


Figure 13: Character dialog

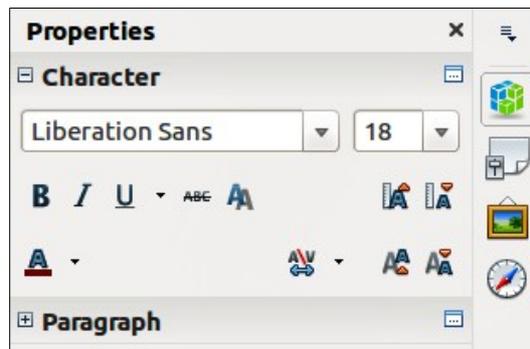


Figure 14: Sidebar Character subsection

- 1) Click on the **Text** icon, then select the characters you want to format. See “Selecting text” on page 12 for information on how to select text.
- 2) Go to **Format > Character** on the main menu bar, or click the **Character** icon  on the Text Formatting toolbar, or right-click on the selected character and select **Character** from the context menu to open the **Character** dialog (Figure 13).
- 3) Make your changes to the character formatting using the options available in the tabbed pages in the Character dialog, then click **OK** to save your changes.

To cancel any changes you have made to the character format, click **Reset** and the characters revert back to the original paragraph formatting.

Alternatively, use the tools available on the Text Formatting toolbar (Figure 1 on page 5) or in the **Character** subsection (Figure 14) on the Sidebar to format the characters.

Alternatively, right-click on the selected text and use the options available in the context menu (**Font; Size and Style**).

Note

Selecting **Format > Text** on the main menu bar, or right-clicking on selected text and then selecting **Text** from the context menu, opens the Text dialog. The Text dialog is used to format a text box or an object that contains text and any text animation applied to text within a text box or object.

Character formatting options

The formatting options in the tabbed pages of the Character dialog are used as follows:

- **Font** – select the desired font type, its base attributes (*Italic*, **Bold**, Language, and so on) as well as the size. A sample of the font is displayed in the lower part of the dialog. This font page is also available when creating or modifying a graphics style. If support for Asian language and Complex Text Layout (CTL) has been enabled (**Tools > Options > Language Settings > Languages**), then the Font page is divided into three parts for Western, Asian, and CTL text fonts allowing you to specify text fonts and their attributes for the majority of font families.
- **Font Effects** – apply special effects to the text, such as overlining and underlining, color, shadow, and so on. A sample of the text is displayed in the lower part of the dialog as a quick visual check of the effects applied. This page is also available when creating or modifying a graphics style.
- **Position** – sets the text position relative to the baseline when you need to insert subscripts or superscripts. This page is not available when creating or modifying a graphics style.
 - *Scaling* – specifies the percentage of the font width by which to compress or expand the *individual* characters of the selected text.

- *Spacing* – sets the spacing between the characters of the font, which can be defined in number of points.
- *Pair kerning* – automatically adjusts the spacing between certain pairs of characters to visually improve the appearance.

Paragraph formatting

Any individual paragraph formatting will override any formatting that has been applied using a drawing object style.

Note

If the text box has been selected, then any individual paragraph formatting to text will be applied to all of the text contained within the text box. For more information about selecting text, see “Selecting text” on page 12.

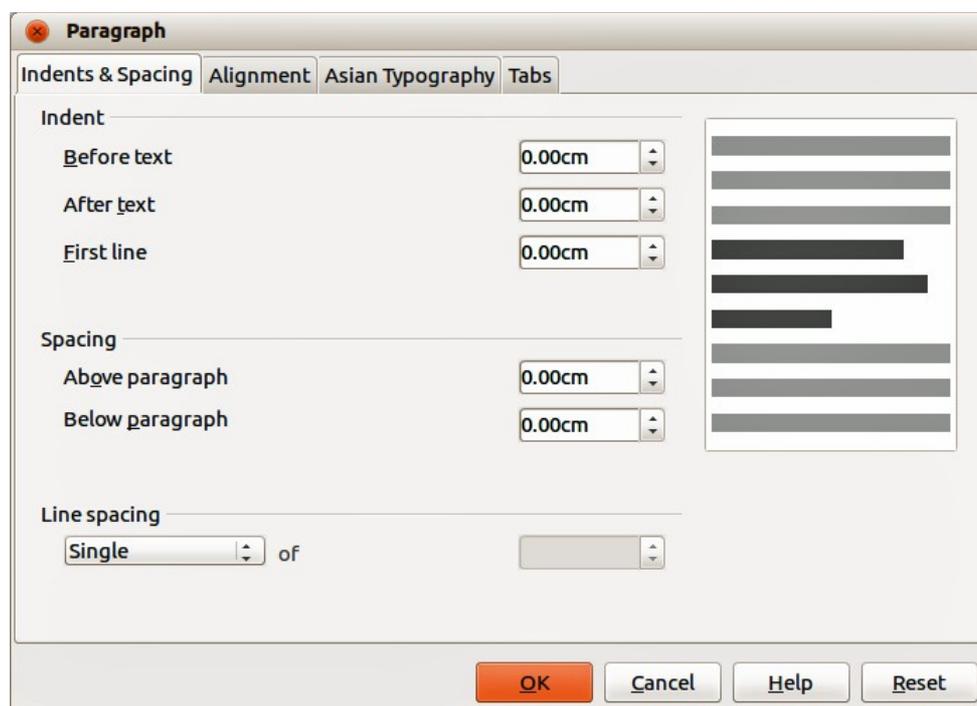


Figure 15: Paragraph dialog

- 1) Click on the **Text** icon then select the paragraph you want to format. See “Selecting text” on page 12 for information on how to select text.
- 2) Go to **Format > Paragraph** on the main menu bar, or click the **Paragraph** icon  on the Text Formatting toolbar, or right-click on the selected text and select **Paragraph** to open the Paragraph dialog (Figure 15).
- 3) Make your changes to the paragraph formatting using the available options in the tabbed pages in the Paragraph dialog, then click **OK** to save your changes.
To cancel any changes you have made to the paragraph format, click **Reset** and the text reverts back to its original formatting.

Alternatively, use the tools available on the **Paragraph** subsection (Figure 16) on the Sidebar to format the selected paragraphs.

Alternatively, right-click on the selected paragraphs and use the options available in the context menu (**Font; Size, Style, Alignment and Line Spacing**).

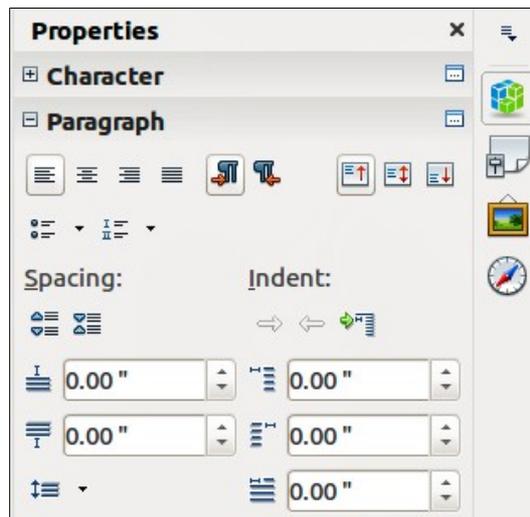


Figure 16: Sidebar Paragraph subsection

Note

Selecting **Format > Text** on the main menu bar, or right-clicking on selected text and then selecting **Text** from the context menu, opens the Text dialog. The Text dialog is used to format a text box or an object that contains text and any text animation applied to text within a text box or object.

Paragraph formatting options

The formatting options in the tabbed pages of the Paragraph dialog are used as follows:

- **Indents and Spacing** – determines the indents and spacing used in a paragraph.
 - *Indent* – modifies the indentation of the text (before and after) as well as the indentation of the first line.
 - *Spacing* – defines the space before and after each paragraph formatted with the style.
 - *Line spacing* – determines the spacing between two lines formatted with the style. Note that selecting *Proportional* spacing requires specifying the percentage of a line to be used as spacing; 100% single line, 200% double line, 50% half a line. If *Leading* is selected, specify the amount of line spacing in your default unit of measurement.

Tip

Setting line spacing to less than 100% is a good method to cram a lot of text into a text box, however care must be taken as too small a value will make the text hard to read.

Tip

You can change the default unit of measurement by going to **Tools > Options > LibreOffice Draw > General**.

- **Alignment** – determines the paragraph alignment: Left, Right, Center, or Justified. A preview shows the effects of the changes. The same alignment options can be accessed using the paragraph alignment icons  on the Text Formatting toolbar.

Note

If you have *Complex Text Layout* enabled in **Tools > Options > Language Settings > Languages**, an extra selection — *Text Direction* — appears at the bottom of the dialog; you can choose Left-to-right or Right-to-left.

- **Tabs** – determines the tab stops. This page is also available in the graphics styles dialog.
- **Asian Typography** – sets the following properties relative to line changes and is only available if *Enabled for Asian Languages* is selected in **Tools > Options > Language Settings > Languages**.
 - Apply list of forbidden characters to the beginning and end of lines.
 - Allow hanging punctuation.
 - Apply spacing between Asian, Latin and Complex text.

Creating bulleted and numbered lists

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

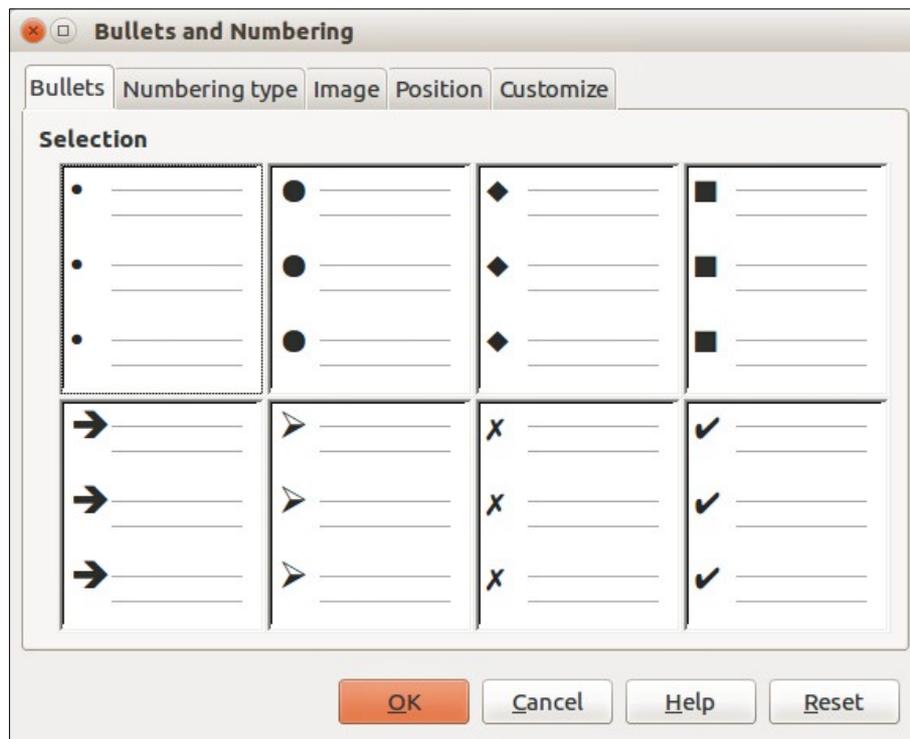


Figure 17: Bullets and Numbering dialog

Creating lists

- 1) Click on the **Text** icon, then select the text you want to use for a bulleted list.
- 2) Go to **Format > Bullets and Numbering** on the main menu bar, or right-click on the selected text and select **Bullets and Numbering** on the context menu to open the Bullets and Numbering dialog (Figure 17).
- 3) Select the list style from the *Bullets*, *Numbering*, or *Image* pages, then click **OK** to save your changes.
To cancel any changes you have made, click **Reset**. The text reverts back to its original formatting.

Alternatively, click the **Bullets On/Off** icon  on the Text Formatting toolbar. This quickly creates a list using the previously selected settings in the Bullets and Numbering dialog.

Alternatively, select a list style from the drop-down lists for the **Bullets** or **Numbering** icons on the **Paragraph** subsection on the Sidebar (Figure 16). Clicking on **More Options** at the bottom of these drop-down lists opens the Bullets and Numbering dialog.

Editing and customizing a list

You can edit and customize the appearance of a list by changing the bullet type or numbering for the entire list or a single entry or the outline level of a list item. All changes are made using the **Bullets and Numbering** dialog.

Editing lists

- 1) Click on the **Text** icon, then select the list or the items in the list that you want to edit and customize.
- 2) Go to **Format > Bullets and Numbering**, or right-click on the selected text and select **Bullets and Numbering** to open the **Bullets and Numbering** dialog (Figure 17).
- 3) Select a new list style from the *Bullets*, *Numbering* or *Image* pages.
- 4) Click **OK** to save your changes.

Alternatively, select a new list style from the drop-down lists for the **Bullets** or **Numbering** icons on the **Paragraph** subsection on the Sidebar (Figure 16). Clicking on **More Options** at the bottom of these drop-down lists opens the Bullets and Numbering dialog.

Changing position

Use the *Position* page (Figure 18) to adjust the outline level, indentation, and spacing of bullet points and the associated text. This page is particularly effective when used in combination with the *Customize* page.

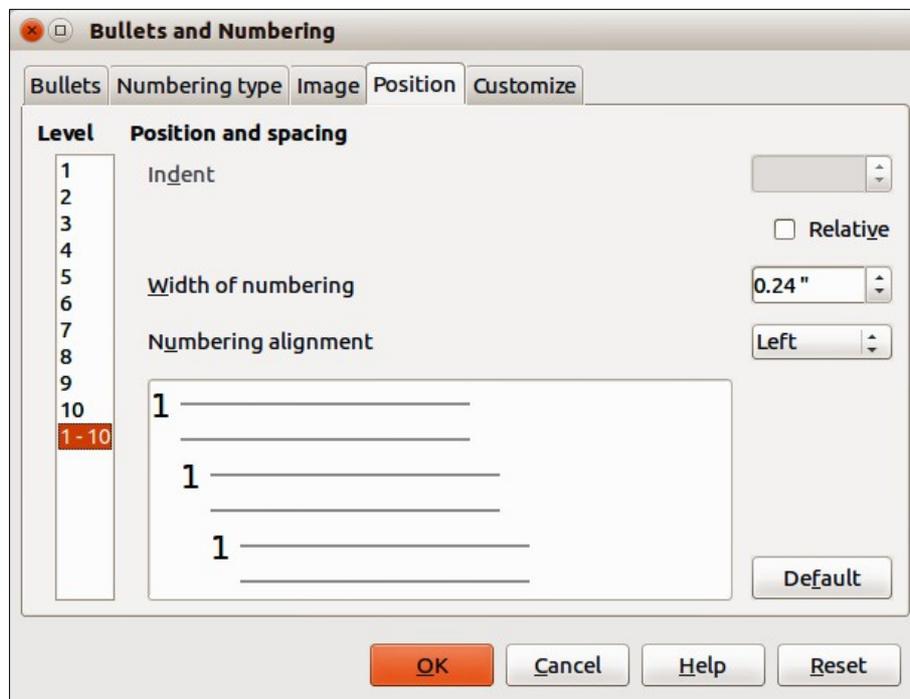


Figure 18: Bullets and Numbering dialog – Position page

To set up an outline level:

- 1) Select an outline level from the list on the left hand side of the page or select levels **1 – 10** to modify all levels simultaneously.

- 2) Set the **Indent**, which is the spacing between the bullet or number and the text. If you select the Relative option, the indent value will be measured relative to the previous level and not from the margin.
- 3) Set the measurement for **Width of numbering**. This is the space to leave between the numbering or bullet point and the text.
- 4) Set the **Numbering alignment**, which is normally only used on a numbered list. Setting this option does not set the alignment of the text.
 - Select *Left* to align the numbering at the left edge of the alignment space for numbering.
 - Select *Right* to align the numbering at the right edge of the alignment space for numbering.
 - Select *Centered* to align the numbering in the center of the alignment space for numbering.
- 5) Click **OK** to save your changes.
To revert back to the default values of the list, click **Reset**.

Tip

To fully appreciate how **Numbering alignment** works, create a numbered list with more than ten elements, making sure there is enough room for two (or more) numerical characters using the *Width of numbering* field. Select *Right* alignment and the right edge of the numbers will form a neat, straight line before the text.

Customizing

Use the *Customize* page (Figure 19) to customize the style of all the outline levels. The options available on this page depend on the type of marker selected for the list.

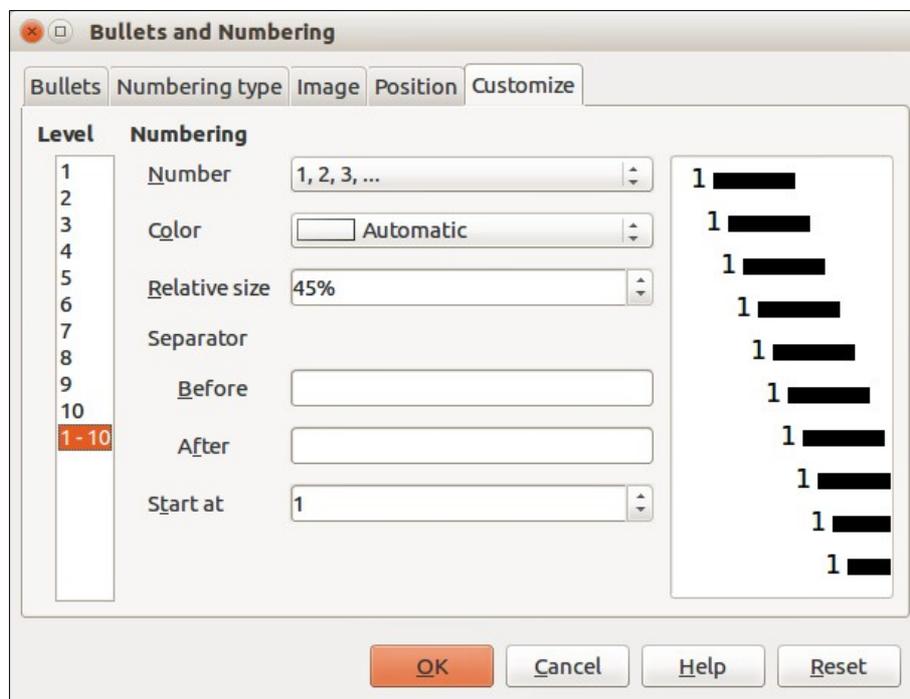


Figure 19: Bullets and Numbering dialog – Customize page

- 1) Select first the level you want to modify on the left hand side of the box. To modify all levels at once, select **1 – 10** as the level. With levels being arranged in a hierarchical structure, changing, for example, the font attribute of one of the levels ripples through all the lower levels.

- 2) Make your changes to the list using the options on this page. The preview on the right hand side of the dialog shows the effect of the changes.
- 3) Click **OK** to save your changes.
To revert back to the default values of the list, click **Reset**.

Depending on the bullet style selected (for example, bullet, native numbering, graphics), some of the following options may not be available on the *Customize* page:

- **Before** – enter any text to appear before the number (for example, *Step*).
- **After** – enter any text to appear after the number (for example, a punctuation mark).
- **Color** – pick the color for the list marker (number or bullet character).
- **Relative size** – specify the size of the number relative to the size of the characters in the paragraph of the list.
- **Start at** – enter the first value of the list (for example, you might want the list to start at 4 instead of 1).
- **Character button** – click this button to select the special character for the bullet.
- **Graphics** – opens a gallery of available graphics or allows the selection of a graphic file used as a marker.
- **Width and Height:** – specify the dimensions of the graphic marker.
- **Keep ratio checkbox** – if selected, the ratio between the width and the height of the graphic marker is fixed.

Using tables

Tables are useful when you want to show structured information in your drawing, for example a specification list or drawing title block. You can create tables directly in Draw, eliminating any need to embed a Calc spreadsheet or a Writer text table in your drawing. The tables provided by Draw do have a limited functionality.

Creating 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 on a drawing in a text box and cannot be placed into objects or shapes. Also, unlike text boxes and other objects, tables cannot be rotated.

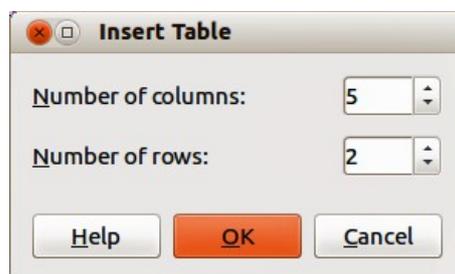


Figure 20: Insert Table dialog

- 1) Go to **Insert > Table** on the main menu bar to open the **Insert Table** dialog (Figure 20).
- 2) Select the number of columns and number of rows for the table.
- 3) Click **OK** and a table is placed in the center of your drawing inside its own text box.
- 4) Move the table into position by dragging it to its new position, see “Using text boxes” on page 5 for more information.

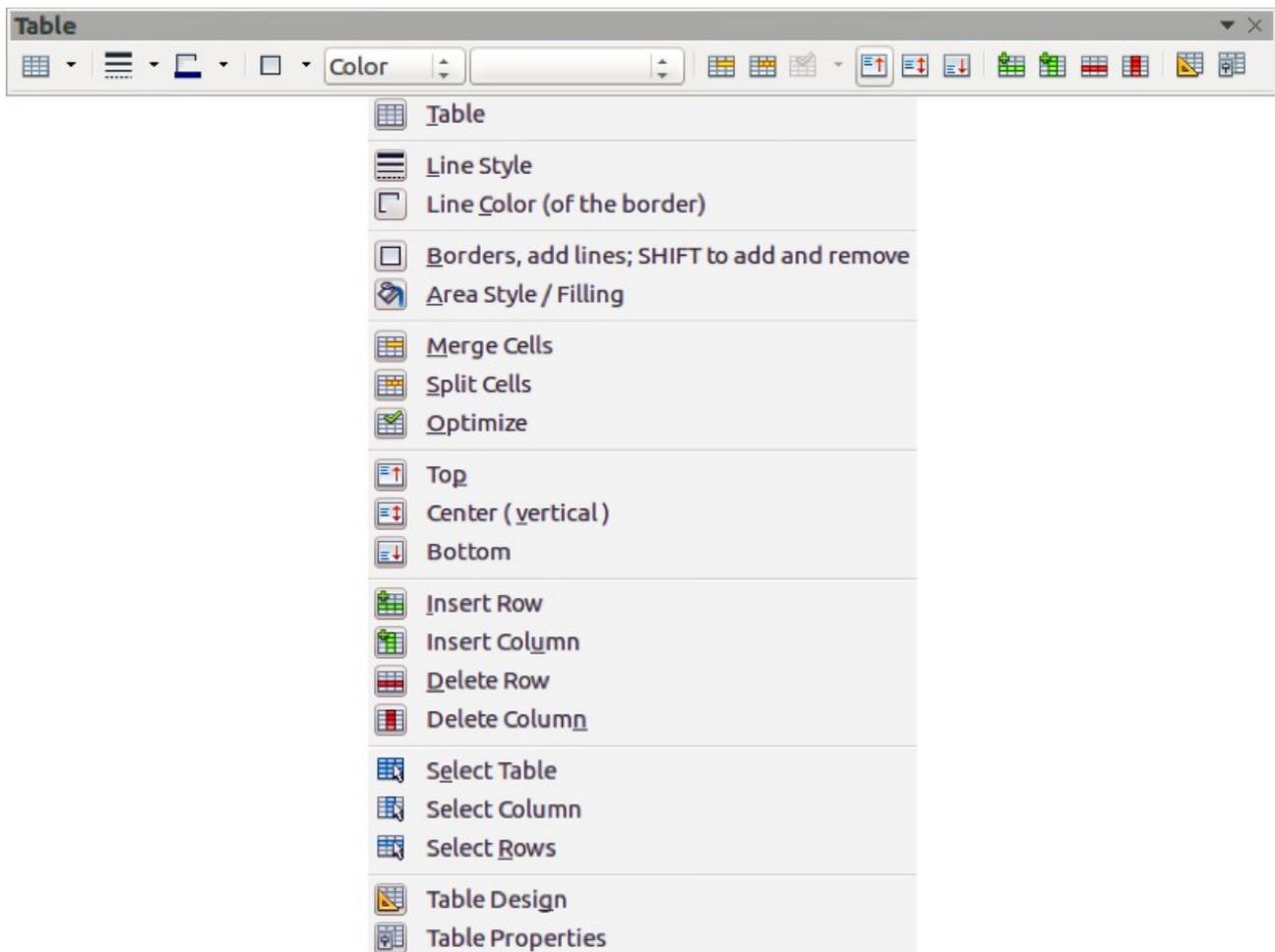


Figure 21: Table toolbar and table tools

Modifying tables

Once the table is added to your drawing, you can control its appearance, size, position, and so on using a combination of the tools on the Table toolbar (Figure 21) and the Format Cells dialog (Figure 25).

The Table toolbar is only active when a table has been selected. If the Table toolbar does not display when you select a table, go to **View > Toolbars > Table**. The default setting in LibreOffice is to append the Table toolbar to the Drawing toolbar. However, the Table toolbar can be detached from the Drawing toolbar, creating a floating toolbar.

The Table toolbar contains the majority of the tools you need to manipulate a table. These tools are shown in Figure 21 and described below.

- **Table** – creates a new table in a drawing. Opens the Insert Table dialog (Figure 20) where you can select the required number of rows and columns.
Alternatively, click on the small triangle next to the **Table** icon to open a graphic representation for creating a table (Figure 22). To use this tool, move the mouse to the right and down in the grid until you have the columns and rows you require and click the left mouse button. Clicking on the **More** button opens the Insert Table dialog.
- **Line Style** – changes the line style of the borders of selected cells. Opens a new dialog where you can choose from a range of predefined styles.
- **Line color (of the border)** – opens a color selection dialog where you can choose the color of the borders around selected cells.

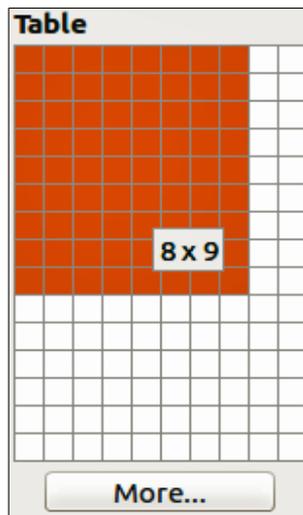


Figure 22: Table graphic tool

- **Borders** – selects predefined border configurations. The borders are applied to the selected cells. If the desired border pattern is not available, you will need to use the **Format Cells** dialog.
- **Area Style/Filling** – select the cells to be filled, then select the type of fill from the drop-down list: *Invisible* (no color), *Color*, *Gradient*, *Hatching*, or *Bitmap*. The fillings drop-down menu is populated with the available fillings for the fill type selected.
- **Merge Cells** – merges the selected cells into one cell. Note that the contents of the merged cells are also merged. You can also merge cells by right-clicking in the selected cells and using the context menu that opens.
- **Split Cells** – opposite operation of merging cells. Make sure that the cursor is positioned on the cell you want to split, then click to open the Split Cells dialog (Figure 23). Select the number of cells required from the split as well as whether the cell should be split horizontally or vertically. When splitting horizontally, you can select the *Into equal proportions* option to get all cells of equal size. The contents of the split cell remain in the original cell (the one on the left or top). You can also split cells by right-clicking in the cell and using the context menu that opens.

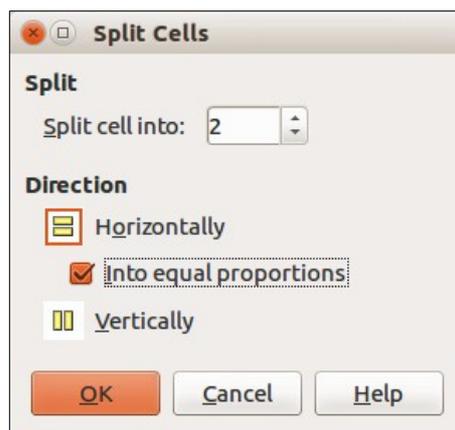


Figure 23: Split Cells dialog

- **Optimize** – evenly distributes the selected cells either horizontally or vertically. Select **Distribute Columns Evenly** for columns or select **Distribute Rows Equally** for rows.
- **Top, Center (vertical), Bottom** – you can select the vertical alignment of text in a cell by selecting the required cells and clicking on one of these tools.

- **Insert Row, Insert Column, Delete Row, Delete Column** – select a row or column and use these four tools to insert or delete rows and columns into or from your table. Rows and columns are inserted/deleted below and to the right of the selected cell. You can also select, insert, or delete rows and columns by right-clicking a cell and using the context menu that opens.
- **Select Table, Select Column, Select Row** – Use these tools to select a table, column, or row if you want to perform the same change to attributes for a table, column, or row.
- **Table Design** – opens the Table Design dialog (Figure 24) where you can select a table style and display options.

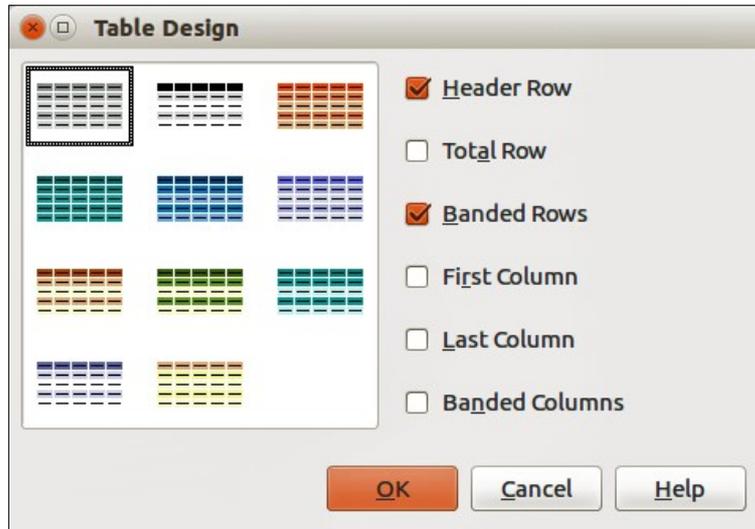


Figure 24: Table Design dialog

- **Table Properties** – opens the Format Cells dialog (Figure 25), which contains the following tabbed pages. You can also open this dialog by right-clicking on the table and selecting **Table** from the context menu.
 - *Font* – use to select the desired font type and family, style (*Italic*, **Bold**, etc.), size, and language. A sample of the font is displayed in the lower part of the dialog.
 - *Font Effects* – use to apply effects to the text: font color; relief; overlining; strikethrough; underlining; and emphasis mark.
 - *Borders* – use to set borders and border properties not available when using the **Borders** tool on the **Table** toolbar; line arrangement (default or user defined); line (style, width, and color); and spacing to contents (cell margins).
 - *Background* – changes the background of the selected cells and provides the same functions as the **Area Style/Filling** tool on the **Table** toolbar.
 - *Reset* – clicking this button resets the table back to default values.

Position and size

On a drawing, you can change position and size of a text box that contains a table. However, the text box containing a table cannot be rotated. See “Using text boxes” on page 5 for more information.

Deleting tables

- 1) Click and drag over the table to select it or select the table then click on the text box border around the table.
- 2) Press the *Delete* key.

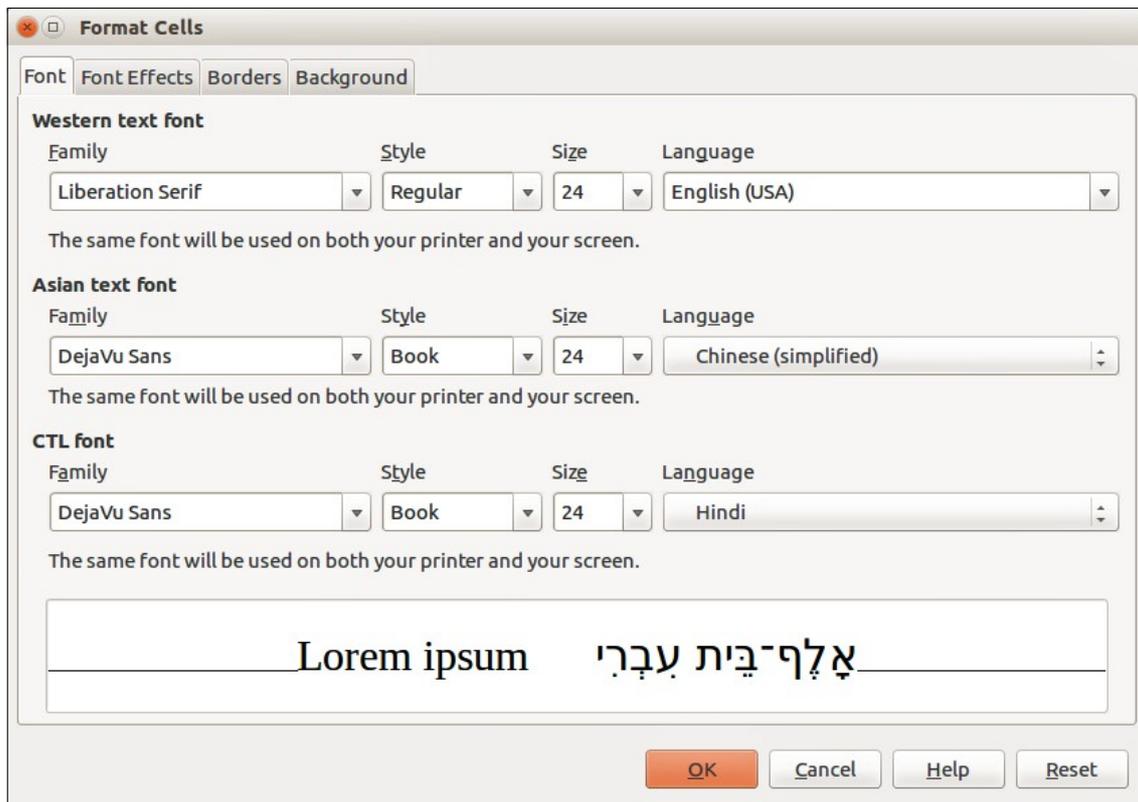


Figure 25: Format Cells dialog

Using fields

Fields allow the automatic insertion of text into a drawing. You can think of a field as a kind of formula which is calculated when the drawing is loaded or printed and the result is written in the drawing.

Inserting fields

- 1) Move the cursor where the field will be positioned.
- 2) Go to **Insert > Fields** on the main menu bar. A text box is created when you insert a field and can be repositioned just like any other text box. See “Using text boxes” on page 5 for more information.
- 3) Select a field from the options shown in the context menu.

The fields available in Draw are as follows:

- **Date (fixed)** – inserts the current date when the field was inserted.
- **Date (variable)** – inserts a field that is updated with the date each time the file is opened.
- **Time (fixed)** – inserts a field displaying the current time when the field was inserted.
- **Time (variable)** – inserts a field which is updated with the time each time the file is opened.
- **Author** – inserts the author of the drawing. This information is derived from the value recorded in the general options. To modify this information go to **Tools > Options > LibreOffice > User Data**.
- **Page Number** – inserts a page number for each page in a drawing.
- **Page Count** – inserts the total number of pages in a drawing.
- **File Name** – inserts a field that contains the name of the file.

Customizing fields

The appearance of fields can be customized as follows. **Page Number**, **Page Count**, and **File Name** fields cannot be customized.

- 1) Place the cursor at the start of the field data and go to **Edit > Fields** on the main menu bar to open the Edit Field dialog (Figure 26) and select the desired format from the available options.
- 2) Click **OK**.
- 3) Alternatively, right-click on the field and select the required options from the context menu.

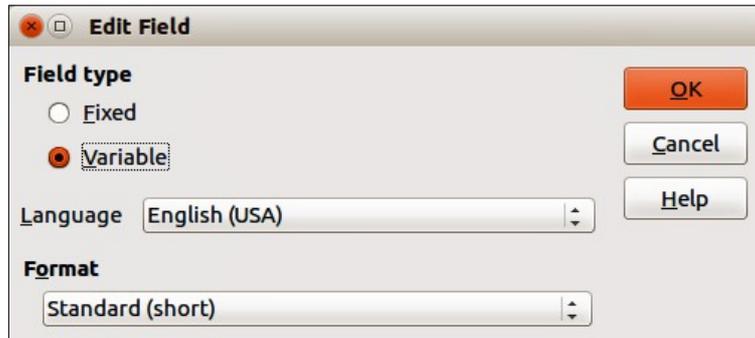


Figure 26: Edit Field dialog

Using hyperlinks

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

Inserting hyperlinks

- 1) Click in the text box at the position where you want to insert a hyperlink.
- 2) Go to **Insert > Hyperlink** on the main menu bar, or click on the **Hyperlink** icon  on the **Standard** toolbar, or use the keyboard shortcut *Ctrl+K* to open Hyperlink dialog (Figure 27).
- 3) Select the type of hyperlink you want to insert and the options you want to use.
- 4) Click **Apply** to insert the hyperlink and save your selections. If you are creating several hyperlinks, click **Apply** after each one.
- 5) Click **Close** to close the Hyperlink dialog.

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).
- **Mail & News** – select whether the link is an E-mail or news link. Enter the receiver address and for email, also the subject.
- **Document** – creates a hyperlink to another document or to another place in the drawing, commonly referred to as a bookmark. Enter the document path, or click on the **Open File** icon to open a file browser; leave this blank if you want to link to a target in the same drawing. Optionally, you can specify a target (for example. a specific slide). Click on the **Target** icon to open the **Target in Document** dialog, where you can select the target; or, if you know the name of the target, you can type it into the box.

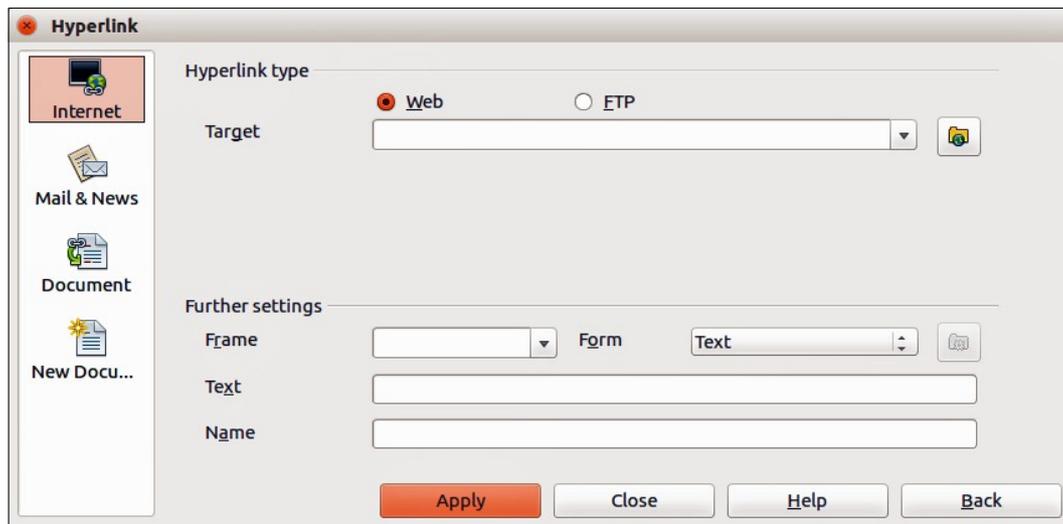


Figure 27: Hyperlink dialog

- **New Document** – creates a hyperlink to a new document. Choose whether to edit the newly created document immediately (**Edit now**) or just create it to edit later (**Edit later**). Choose the type of document to create (text, spreadsheet, etc.). The **Select path** button opens a file browser so that you can choose the directory for the new document.

Tips

To prevent LibreOffice from automatically turning website addresses (URLs) into hyperlinks, go to **Tools > AutoCorrect > Options** and deselect the **URL Recognition** checkbox.

To change the color of hyperlinks, go to **Tools > Options > LibreOffice > Appearance**, scroll to *Unvisited links* and/or *Visited links*, select the checkboxes, pick the new colors and click **OK**. Caution: this will change the color for all hyperlinks in all components of LibreOffice which may not be what you want.

The *Further settings* section on the Hyperlink dialog is common to all the hyperlink types, although some choices are more relevant to some types of links.

- **Frame** – determines how the hyperlink will open. 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. See “Working with hyperlink buttons” on page 28 for more information.
- **Text** – specifies the text that will be visible to the user.
- **Name** – applicable to HTML documents. It specifies text that will be added as a NAME attribute in the HTML code behind the hyperlink.

Editing text hyperlinks

- 1) Select the hyperlink by dragging across the text, not clicking on it.
- 2) Go to **Edit > Hyperlink** on the main menu bar to open the Hyperlink dialog (Figure 27).
- 3) Make your editing changes from the available options, then click **Apply** when done. If you need to edit several hyperlinks, click **Apply** after each one.
- 4) Click **Close** to close the Hyperlink dialog.

Working with hyperlink buttons

A hyperlink button is inserted in the center of the current drawing. In most cases, that is not where you want it to appear. To edit the text or size of a hyperlink button, or to move it to another place on the drawing:

- 1) Go to **View > Toolbars > Form Controls** on the main menu bar to open the **Form Controls** toolbar (Figure 28).
- 2) Select the **Design Mode On/Off** icon.
- 3) Now click on the hyperlink button and drag it to another position, or right-click to open a dialog where you can change the text on the button, the size of the button, and other properties.
- 4) When you have finished editing the button, click the **Design Mode On/Off** icon again to make the button inactive. For a more detailed description of the properties and how to work with Form Controls, refer to the *Writer Guide*.

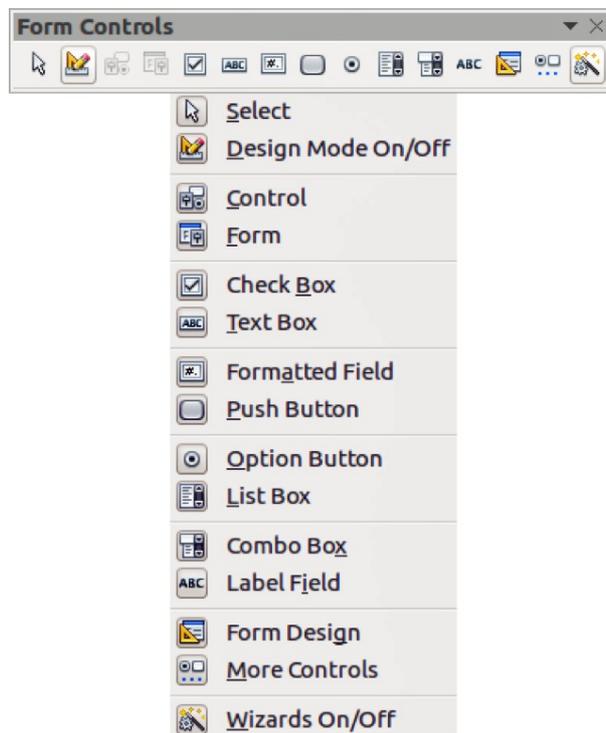


Figure 28: Form Control toolbar and tools