

Major graphic editing must be carry out in the Drawing Module...like using the Canvas in Word 2007  
For optimal results, always work graphics in Drawing first; then paste the graphics in Writer afterwards  
Tile Drawing and Writer side by side to work effortlessly with both

### **TO OPEN DRAWING FROM WRITER**

-File / New / Drawing --> or just Ctrl + n

### **VERTICAL TEXT (NEEDS TO BE DONE JUST ONCE)**

Tools / Options / Language Settings / Languages  
Click, to add checkmarks , on Enable for Asian  
Languages & Enable for Complex Text Layout (CTL)  
Click OK to close box

### **FORMAT PICTURE**

-Paste a pic - Wrap feature, not available in Draw.  
*Silhouttes & other pics heavy in black colors  
might need to be posted in Writer first, then past  
it on Draw afterwards.*

### **REMOVE COLOR / TRANSPARENCY FROM A PIC**

-Tools / Eyedropper / Click on Eyedropper icon  
-Click hand's finger over color to be removed  
-Click over the Replace button

### **ROTATE PICTURE**

-Select picture / Click on the arrow head down -  
Rotate on the Drawing toolbar at the bottom  
-Click over Rotate  
-Click over any red **corner point** and rotate pic

### **GET MULTIPLE COPIES OF A PICTURE**

-Use regular right click to copy and paste.  
Be Aware that copies are placed right on top of the  
original pic; so drag copies off the original  
Or

-Click over a picture until a little white rectangle  
appears; then press the Ctrl key meanwhile  
dragging a copy

### **SELECT PICTURES**

-Click on first pic; then keep Shift key down  
meanwhile clicking over the other(s) pic(s).  
Or  
-Click over the Select arrow on the Drawing toolbar  
at the bottom; then trace a box around pics  
(trace a **marquee** around objects / pictures)

### **GROUP PICTURES**

-Select pictures / right click / click on Group

### **ARRANGE PICTURES (FRONT / BEHIND...ETC)**

-Select Picture / right click / Select an option

### **TO ALIGN & DISTRIBUTE PICTURES**

[i.e. a left page border made up of 6 pictures]

[For Distribution purposes, 1<sup>st</sup> & last pic where  
wanted]

-Trace a marquee around all the pictures  
-Right click/ Click on Alignment / Click on i.e. Left  
-Right click / Distribution / Vertical / Spacing / OK

### **ADD AN ICON TO A TOOLBAR**

-Tool / Customize

- Toolbar / on right box type Drawing / click on Add... button  
- on new dialog box at the right, on Category, click on Format  
- On Commands, click on A (Fontwork); then click OK

*THE CUSTOMIZATION ABOVE MUST BE DONE ON DRAW AND WRITER  
IF A CUSTOM TEXT BORDER IS WANTED*

### **CUSTOM TEXT BORDER**

- Create any curve or shape in Draw (less options in  
Writer)  
- Double click over the curve or shape to type  
- When typing done, meanwhile object is selected,  
Format / Object / Fontwork  
- Click the Rotate icon, [Fontwork toolbar] insert  
negative numbers, click on contour or any other  
button.  
- Something better? Download **Inkscape**...for free.

### **ADDING NEW FONTS TO WRITER / DRAW / WORD**

Adding new fonts, assuming Writer is running in the Windows  
platform, means to add fonts to the system:

-Download fonts to the Desktop

- In Documents & Settings, create a new folder (name it i.e.  
Downloaded Fonts) / Place downloaded fonts there

-Double click on download & take file outside the compressed  
folder.

- Start / Control Panel / Fonts

- File / Install New Font... /

- Select font / Click OK / Close any window open