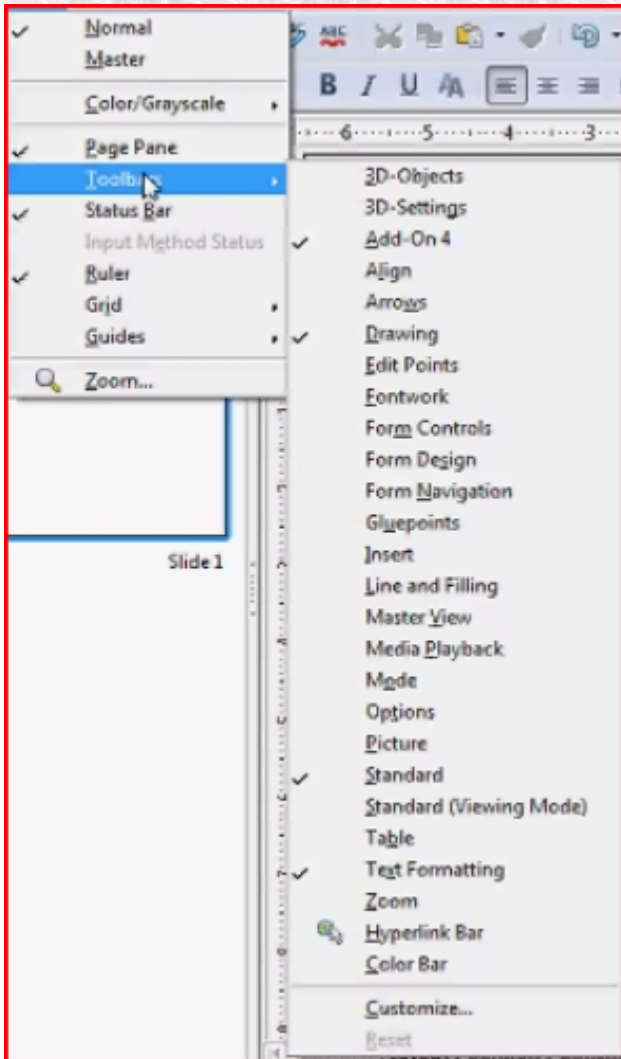Open Office Draw has a lot of menus and sub-menus to assist you in preparing your project. In fact this entire tutorial is being prepared inside of Draw!

There are a lot of very nice prefab shapes in Draw. (And available in Writer and Calc too; just choose View > Toolbars > Drawing.)

To the left is a snip of the view menu selection structure. I have created this text within a text box by selecting the letter "T" at the bottom tool bar. Below is a snip of the bottom draw tool bar when enabled. These toolbars can be parked almost anywhere.
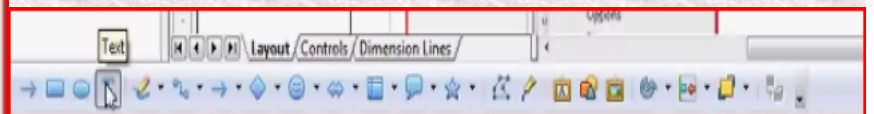
Once you have your text inside a text box it can be moved around and resized at will. It has in effect become an object. Note that both **CALC** and **WRITER** support this function. By now you may have noticed that the text seems to have a shadow! No, your eyes are not going on you. This was done by selecting the shadow function. The A/A selection as below.
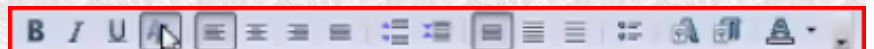
Notice the other selections that are currently enabled above. I have selected them because most of them will be used in preparing this tutorial. This document can be viewed in one window while you follow along with **draw** in another window.

• As you are working save your work often and if you make a mistake you can easily reload from the last good save.

1

- **Open Office Draw Features**

• Draw lets you create simple and complex drawings and export them in a number of common image formats. You can also insert tables, charts, formulas and other items created in OpenOffice.org programs into your drawings.

- **Vector Graphics**

Draw creates vector graphics using lines and curves defined by mathematical vectors. Vectors describe lines, ellipses, and polygons according to their geometry.

- **Create 3D Objects**

Create simple 3D objects such as cubes, spheres, and cylinders in OpenOffice.org Draw and even modify the light source of the objects.

- **Grids and Guides**

Grids and guides provide a visual cue to help you align objects in your drawing. You can also choose to snap an object to a grid line, guide or to the edge of another object.

- **Connecting Objects to Show Relationships**

Connect objects in OpenOffice.org Draw with lines called "connectors" to show the relationship between objects. Connectors attach to glue points on drawing objects and remain attached when the connected objects are moved. Connectors are useful for creating organization charts and technical diagrams.

- **Displaying Dimensions**

Technical diagrams often show the dimensions of objects in the drawing. In Draw, you can use dimension lines to calculate and display linear dimensions.
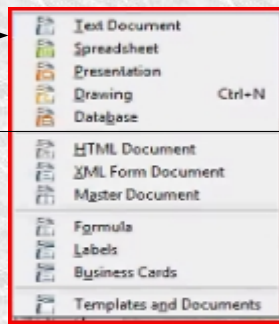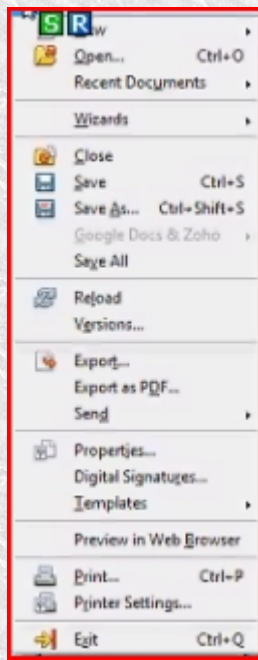
- **Gallery**

Gallery contains images, animations, sounds and other items that you can insert and use in your drawings as well as other OpenOffice.org programs.

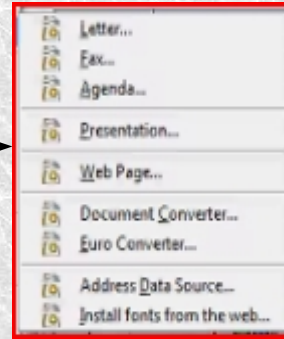- **Graphic File Formats**

OpenOffice.org Draw can export to many common graphic file formats, such as BMP, GIF, JPG, and PNG.
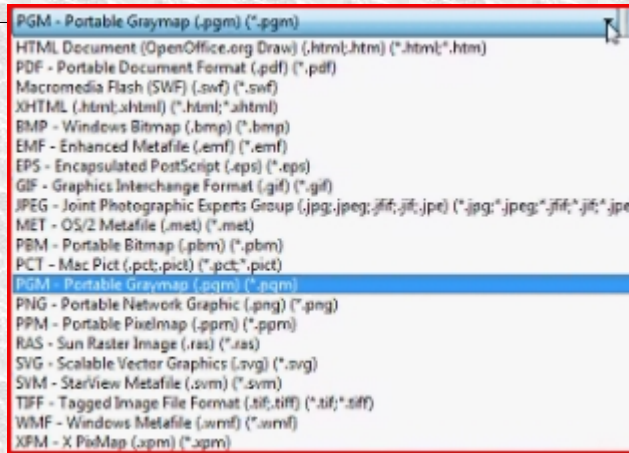
Now let's take a tour of the Menus:

File:



New

Wizards

Export Dropdown

As you can see just these initial menus give you a lot of options! Many are self explanitory, those that are not we will cover.

First of all lets examine the topic of **exports**. Near the top of the list is HTML, this is the output we would want if we need to produce a document for the world wide web. There are many ways to generate output for the **WEB**, but first let's get a rough definition of what we are talking about.

HTML - **HyperText Markup Language**, is the predominant markup language for web pages.

It provides a means to describe the structure of text-based information in a document — by denoting certain text as **links, headings, paragraphs, lists, and so on** — and to supplement that text with **interactive forms, embedded images, and other objects**.

It is written in the form of tags, surrounded by angle brackets. HTML can also describe, to some degree, the appearance and semantics of a document,

and can include embedded scripting language code (such as JavaScript) which can affect the behavior of Web browsers and other HTML processors.

There are 6 pages to the HTML export wizard. On the first page you can select an existing design or create a new one.
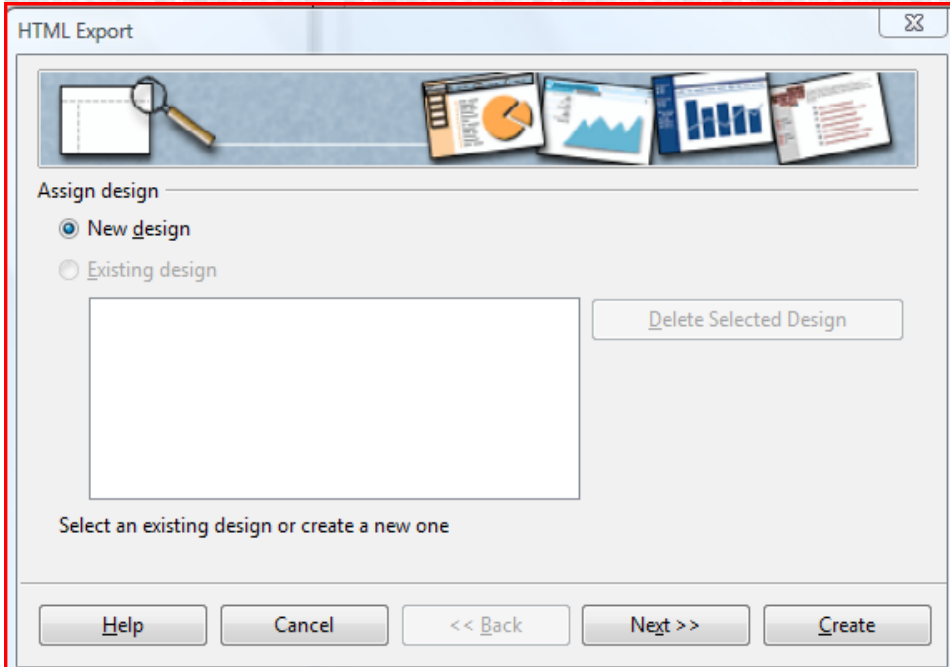


To the left is page 1 of 6. Either select a new design or an existing one. Or delete an existing design.
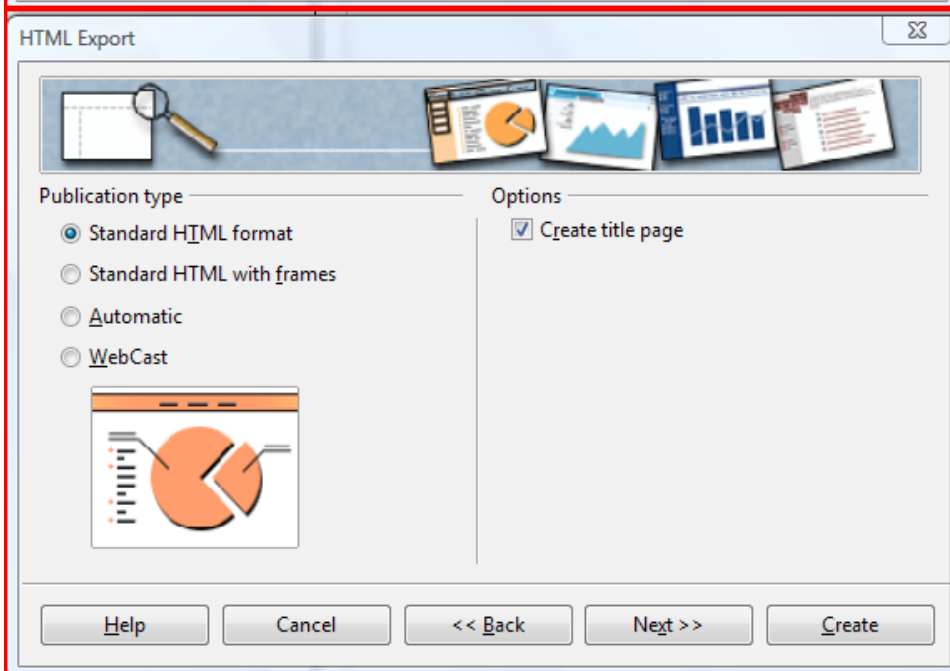


This is page 2 of 6. Publication type defines the basic settings for the export. Note the webcast export!

In a WebCast export, automatic scripts will be generated with Perl or ASP support. This enables the speaker to change the slides in the audience's browser across the internet!

**WebCast in ASP:**

To export to ASP, in a OpenOffice.org select a directory and enter a file name, click **Save**. For export as ASP, I recommend selecting a "secret" file name for the HTML file  You then see the **HTML Export** dialog. Several files will be written to the directory you have just selected.

The presenter uses the entered file name to change between the slides viewed by the audience.

You can save the WebCast files locally or save them directly to an HTTP server.

You can later transfer locally saved files to the HTTP server by FTP. Note that WebCast only works if the files are requested over an HTTP server!

**Do not use the same directory for two different HTML exports.**

In the options area for WebCast, select the Active Server Pages (ASP) option. You can now continue defining other settings or start the export by clicking the Create button.

You can use WebCast as soon as the exported files can be accessed from an HTTP server.

Let's assume that you installed the Microsoft IIS on your computer. You entered the "c:\Inet\wwwroot\presentation" directory as an HTML output directory during the IIS setup. The URL of your computer is assumed as follows: "http://myserver.com".

You have saved the files that have been created during the Export process in the c:\Inet\wwwroot\presentation\ directory. In this directory, the Export creates an HTML file that can be named, for example, as "secret.htm". You entered this name in the Save dialog  The presenter can now browse to the HTML Export files by entering the http://myserver.com/presentation/secret.htm URL in any HTTP Browser having JavaScript support.

The audience can now view the slide selected by the presenter through the URL http://myserver.com/presentation/webcast.asp. They cannot move to other slides found at this URL, unless the file names are known. Please ensure that the HTTP server does not show the directory listing!