

COMPETITION



It's Bill's
Birthday



Your job is to
create a
Birthday
card for him
by June 12th

*and win a
memory stick*



28th October

knowledge

This document is made up from two types of information. 'Knowledge' and 'Procedures'. Brown text inside a scroll, like this is the 'Knowledge' component. It attempts to explain the reasons for performing the tasks contained on the 'Procedure' pages.

To create a Birthday card using A4 paper we need to use a suitable tool. LibreOffice Impress Presentation has been selected. Unlike *Writer Document*, *Impress* allows free movement of text boxes and pictures across the page. Each text or picture box can be stacked, and their order rearranged to create a 'complex' document without the 'fixed' structure a Word processor like *Writer Document* forces us to use

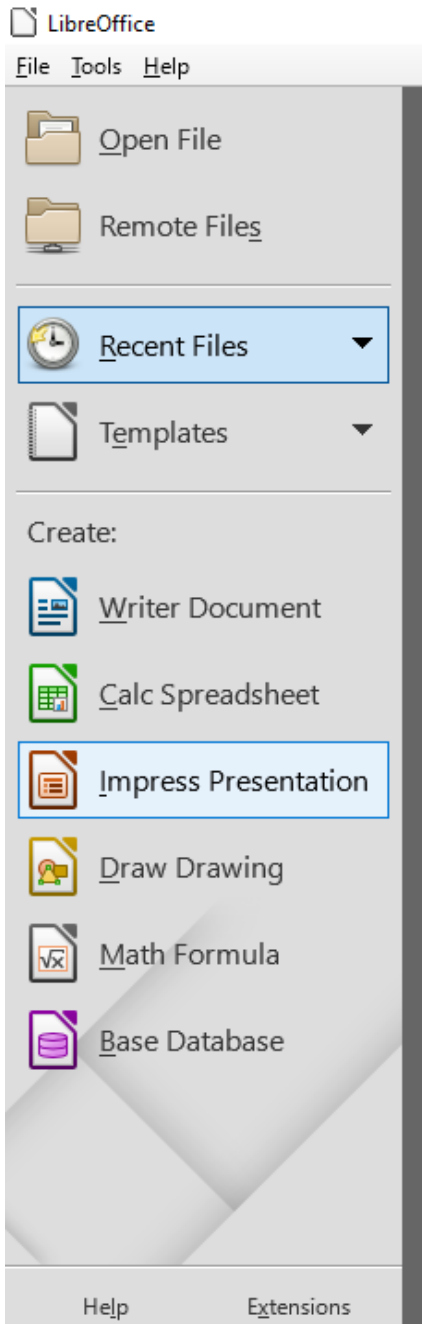
LibreOffice



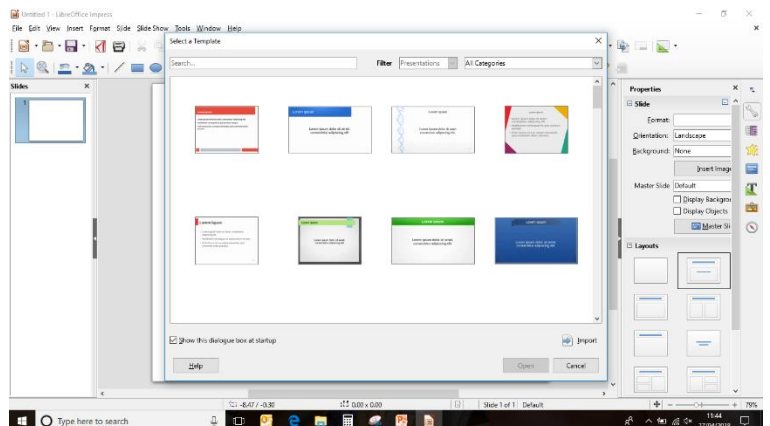
HOW TO



Create your own Birthday Card using Libre Office



1. Double Click on the LibreOffice Icon (If you have one on your Desktop, or just start it from your Start Menu)
2. Within LibreOffice Click on **IMPRESS PRESENTATION**
3. Cancel the 'Select a Template' popup as you just need a blank sheet



knowledge

Impress Presentation like PowerPoint is designed to produce office presentations, not documents. Hence the default size is set to Screen 4:3. To use the tool for printing documents you must change it's size to A4.

LibreOffice is 'context-driven' meaning the item on the screen you have 'focus' on - (ie: Clicked on) will dictate what the 'Properties' screen on the right will contain. The initial screen related to the presentation, so the properties allow changes to that to occur.

The first page of a presentation usually has a 'Title' so a default 'Title Box' and 'Text Box' appears. We want a blank page so we must select all of the boxes and delete.

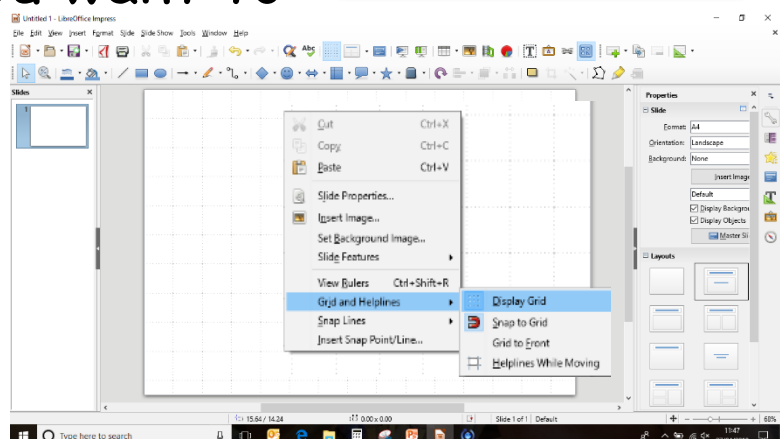
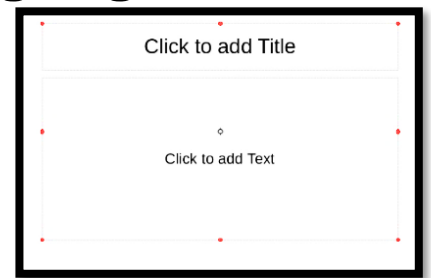
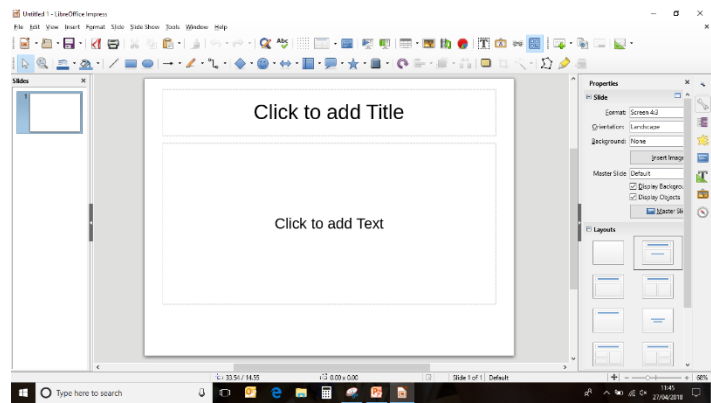
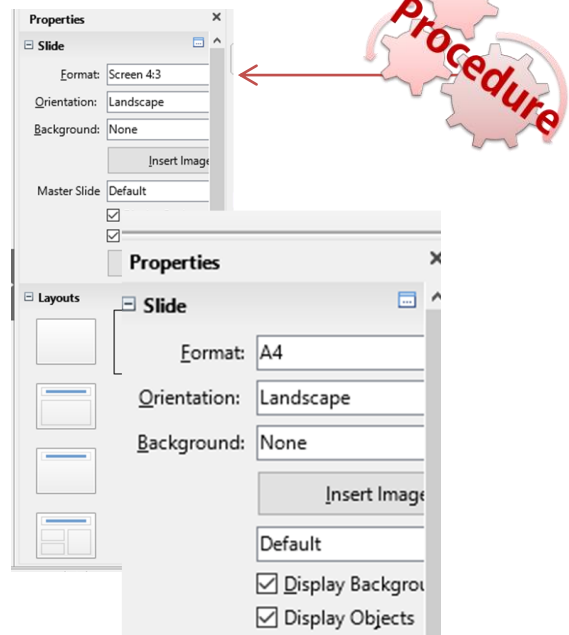
4. IMPORTANT!
Change the size from 'Screen 4:3' to A4 in the slide properties box.

5. As you just want a blank page, you need to remove the 'Click to add ...' boxes

6. Hold down the [Ctrl] Key and type [A] - to select all, then press [Del], the boxes will be highlighted and disappear.

7. Click once in the sheet (to gain focus) and then Right Click - you want to display a grid.

8. Select that option.



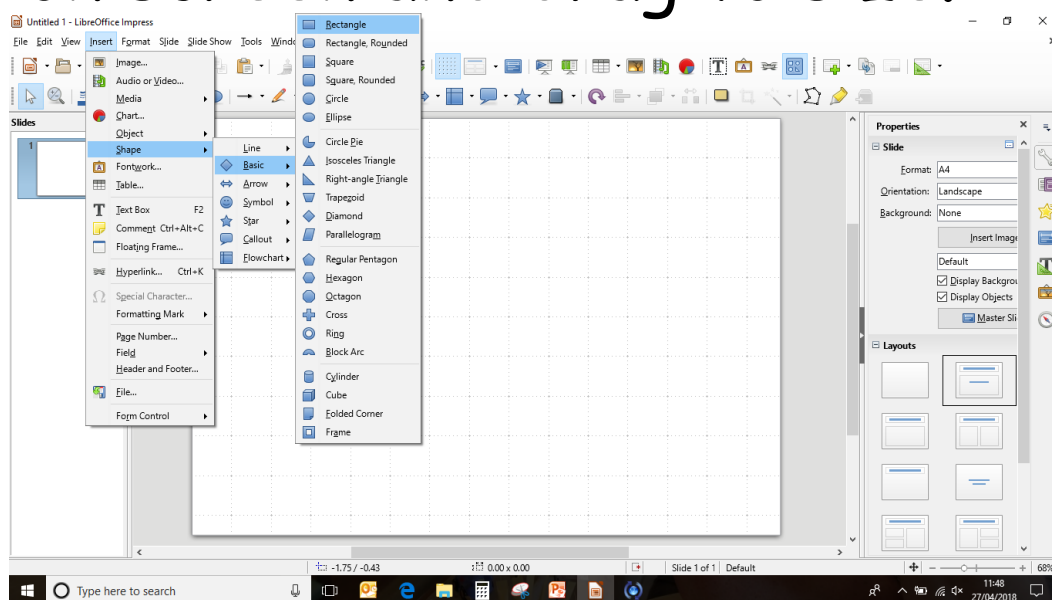
knowledge

Although the next few steps are not actually required in the creation of our Birthday card, they are useful to illustrate the process and to use some of the built in functions.

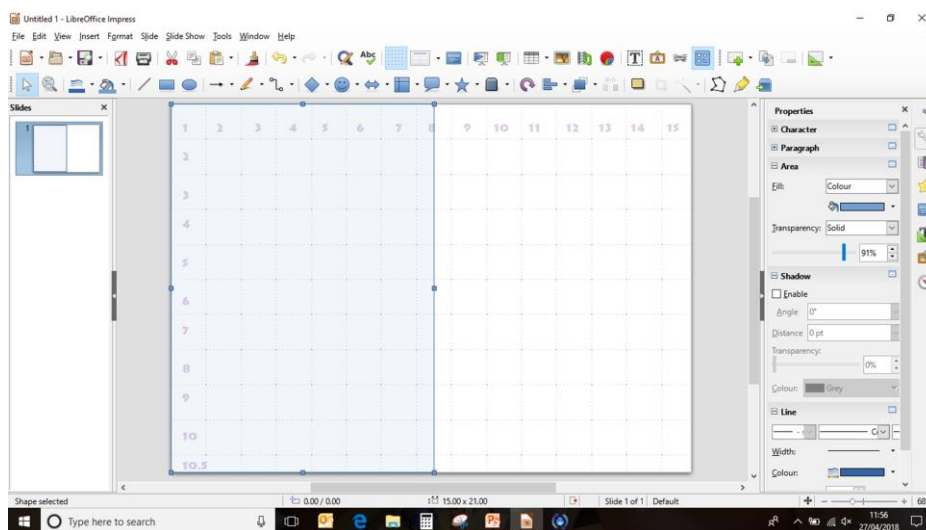
Built-in shapes are very useful as they can be individually shaped, coloured and filled with text and pictures (I use this to create this page 😊)

After selecting the type of shape you want, position the mouse at the top left of the desired object and with the left mouse button depressed drag to create the shape's size. The object can then be subsequently clicked on to select, to have its properties adjusted using the 'Properties' box on the right.

8. Now, from the top File Menu we are going to select a rectangle shape. Select 'Insert', 'Shape', 'Box'..., 'Rectangle'. Then 'Click' on screen and drag to size.



9. We will use the drag box corners to adjust it to cover exactly half of the page.



knowledge

As we want a folded Birthday card, which has four sides. We need to determine page 1, page 2, page 3 and page 4's positions on the A4 paper.

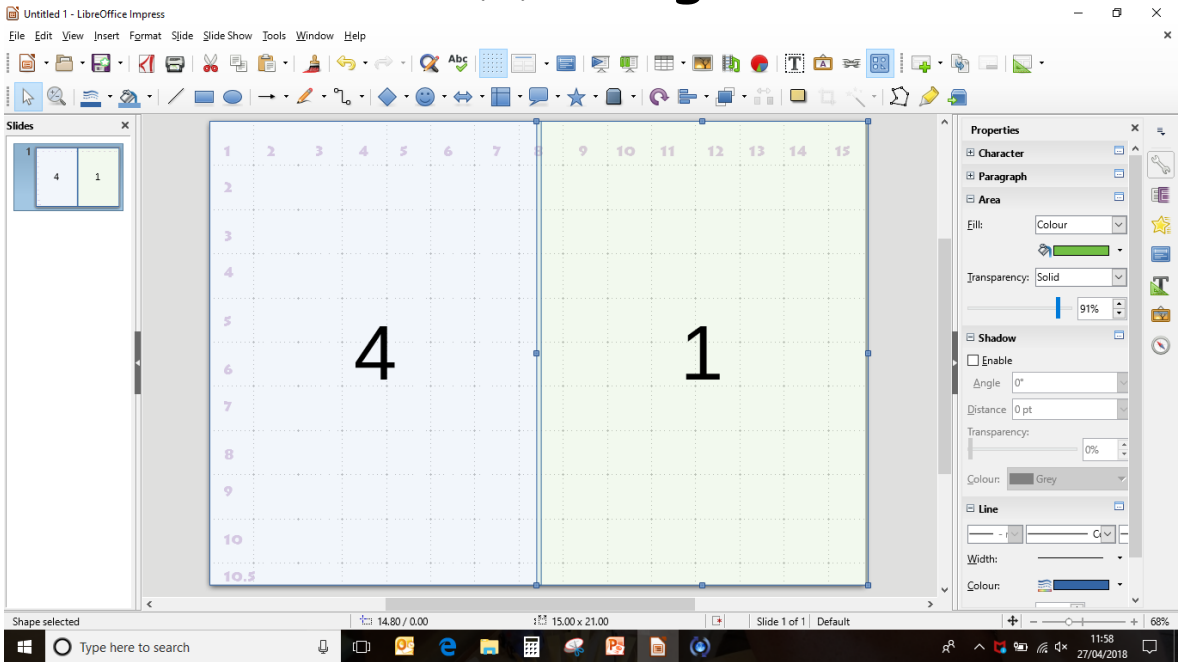
I demonstrate this by the creation of 4 rectangles, which I align by getting *Impress* to generate a background grid (which is only for alignment and will not be printed).

I used the '*Text*' tool (covered later) to both number the 'pages' and to create guide numbers on the background grid.

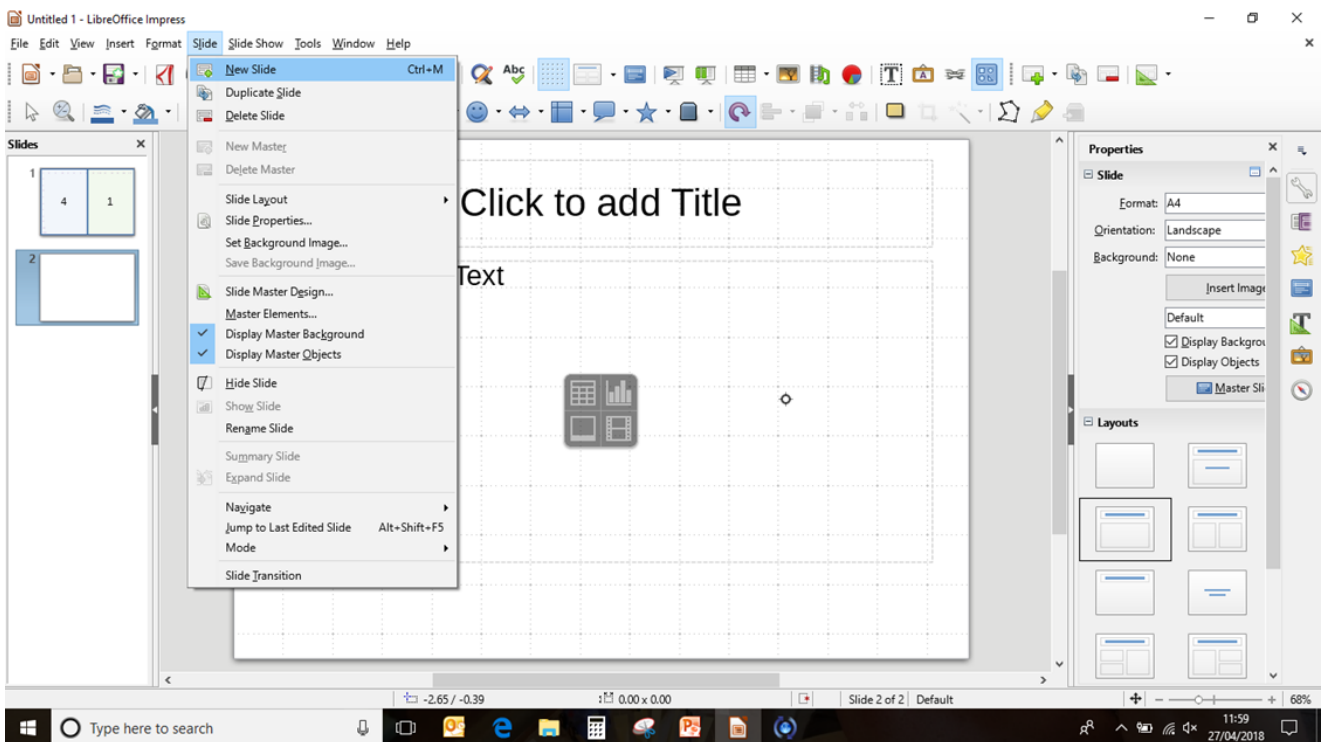
The grid, page numbers and rectangles are not required for the creation of the card, but can be used to create different background colours and borders.



10. To help with the explanation I have both numbered the background grid and the rectangle box (4) and added a second one (1) using the Text tool.



11. As this will be a double sided card I need an extra page. Use Slide menu, New Slide to create this,



knowledge

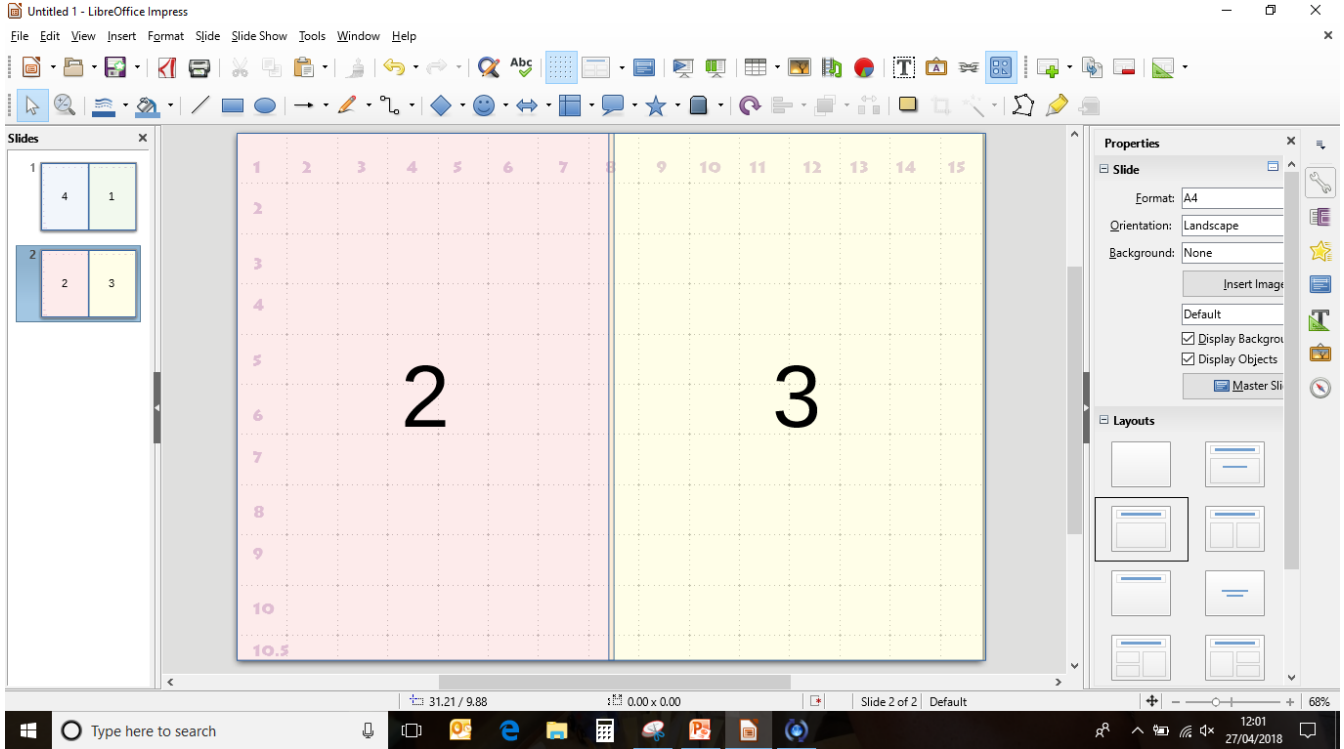
Rather than going through the steps (described) to create a new page and then add additional rectangles, I cheated.

The left-hand side of the screen shows the existing slides in a slide-sorted view. OK there is currently only one, but you could have multiple slide pages in a presentation.

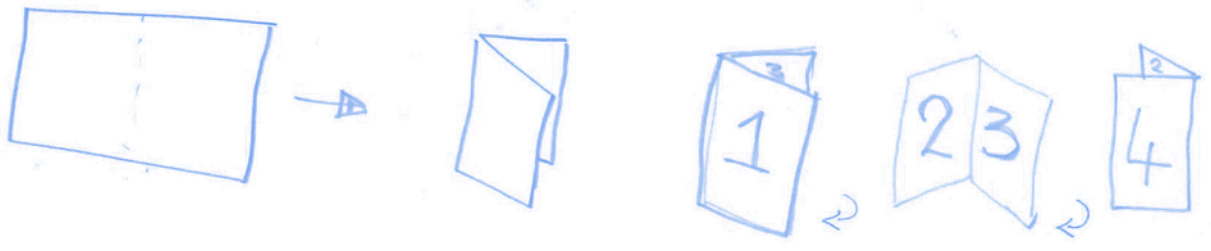
By clicking on the existing slide on the left, to gain focus, the slide can be copied and pasted as the second or subsequent slide. This can be performed by right-clicking the mouse key.

Note: Duplicate Slide is easier than Copy and Paste.

12. This new slide is going to be treated in the same way as the first. Use Steps 4, 5 to remove the 'Click to' boxes and 8,9, 10 to add some rectangles (2,3).



13. The numbers 1,2,3,4 depict the page numbers of the finished card when the A4 page is folded.



Note: The rectangles and numbers are not really needed, they just illustrate the process 😊

knowledge

Fancy text can be added using a built-in tool called 'Fontwork'

This tool allows text to become a picture. You can make wavy, slanted or even circular text by simply selecting the best template from the list.

Note once selected you can still change its shape, colour and other characteristics using the properties box on the right.

One 'problem' that confuses users is the word 'FONTWORK' that is used to demonstrate the text effect selected.

Initially ignore it and use your mouse to position and size the 'Fontwork' text box.

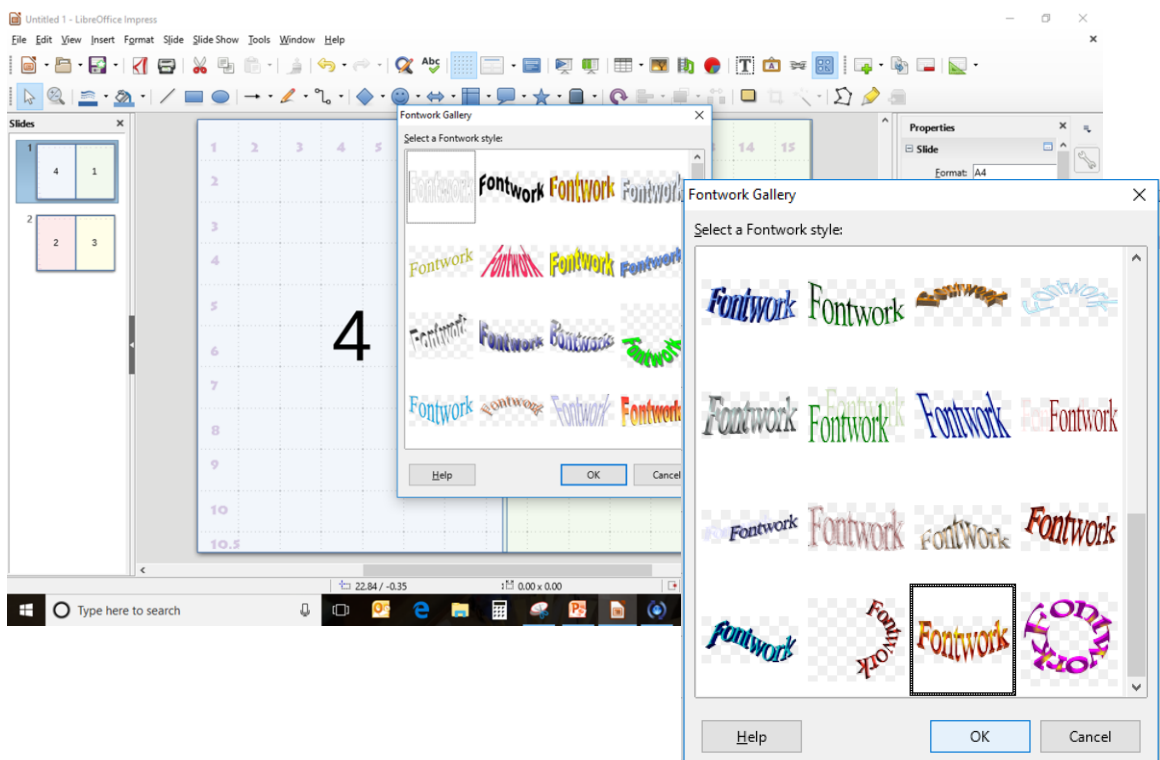
FONTWORK



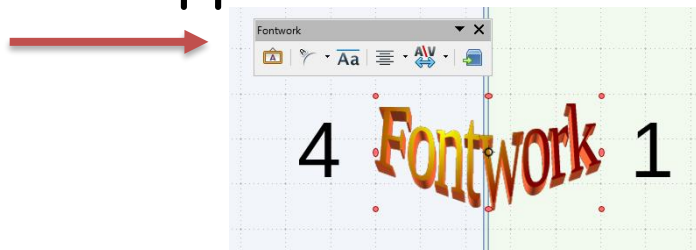
14. Now to add some fancy words. LibreOffice has a tool called 'Fontwork' which is activated by clicking the 'framed A' icon on the toolbar



15. The Fontwork box appears for you to select the type of lettering you want. Select and click 'OK'.



16. The selected style with the word 'Fontwork' appears. Note its control box.



knowledge

After the 'Fontwork' box is positioned; look carefully behind the coloured word to see 'Fontwork' written in plain black text.

This black text is where you need to type your words, making care that the word 'Fontwork' is deleted.

I find clicking on the black text quite difficult. You will need to practice getting to the point where the words you want to type actually appear in the correct place.

Look carefully at the procedure page and you will see I typed 'H' just after 'Fontwork' 😊

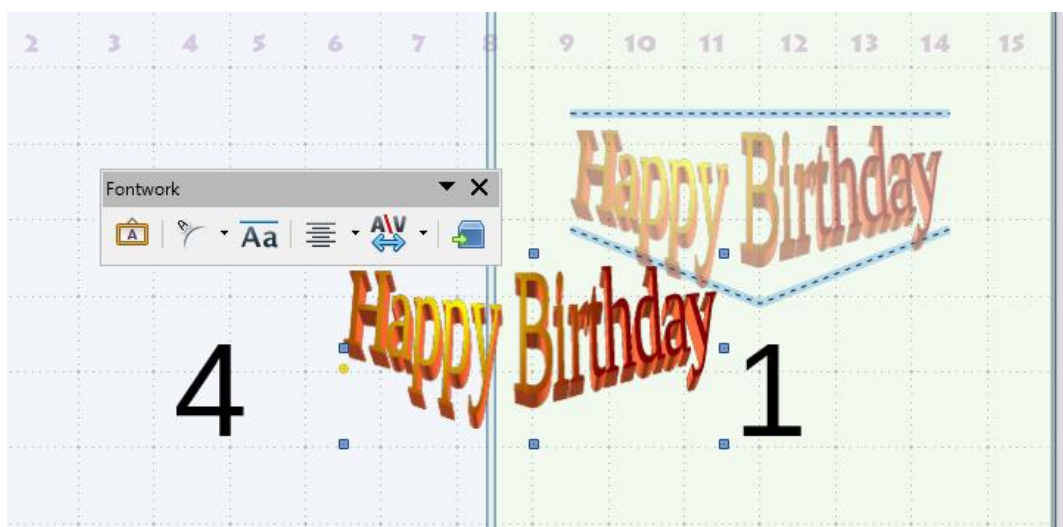
17. This is the 'tricky bit'. Click on the word 'Fontwork' and you will see in plain black text 'Fontwork' inside.



18. This plain text is the word you are editing, so type in the words you want, making sure that the word 'Fontwork' is deleted. When you finish your word appears.



19. Now click your word and drag / resize using the drag box corners



knowledge

Adding images to your card is the key component, once you have this mastered you can use this technique in many other applications.

1. Find a suitable image

Most search engines (Bing, Google ...) have an 'Images' section. Note that copying an image has a copyright implication, and some images are watermarked to prevent this.

2. Copy the image

This can be performed in many ways. The easiest is to perform a Copy and Paste, as described.

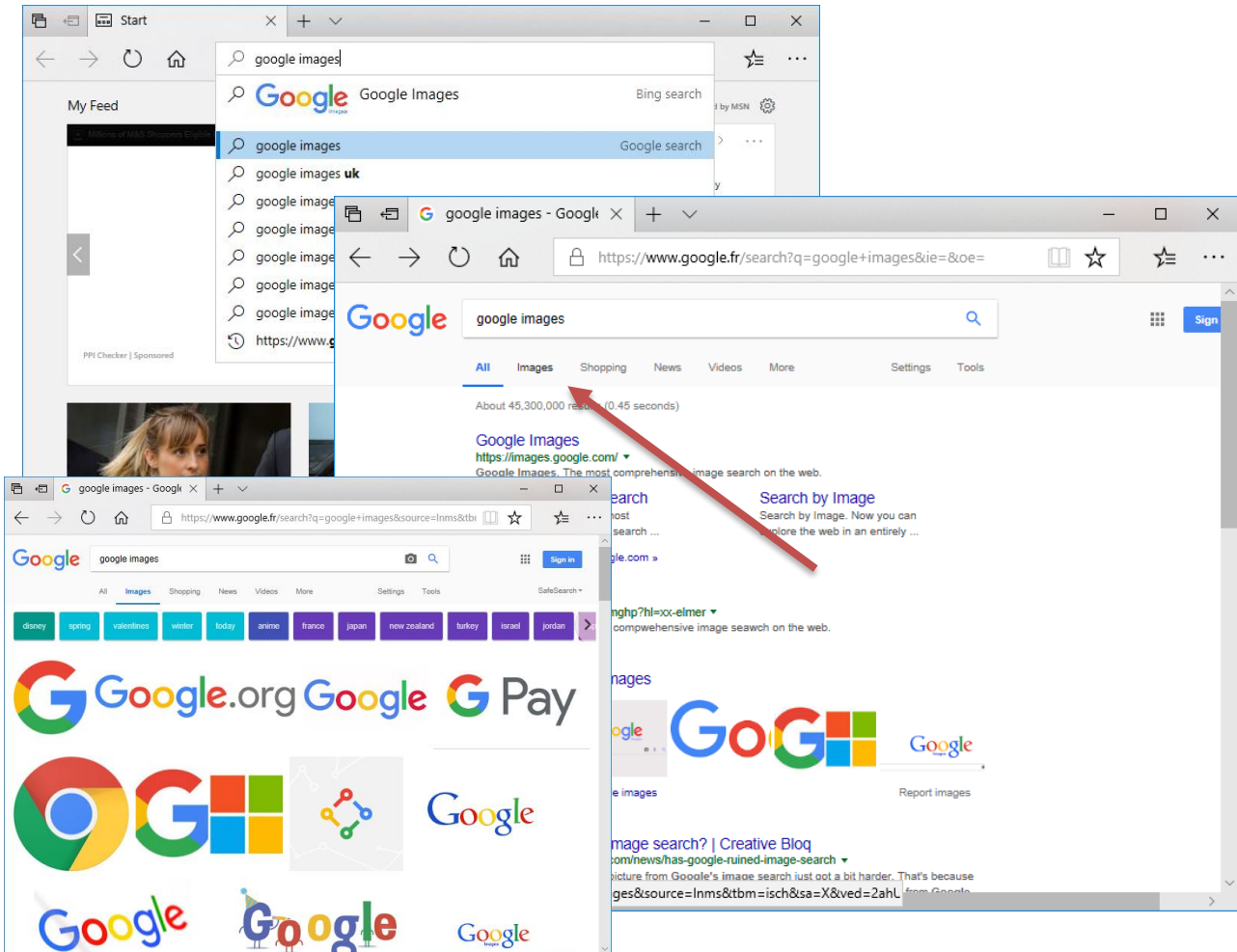
Alternative can be:

- a. Locally save the image and import via *Impress*
- b. Use '*Snipping Tool*' to directly copy the image

PICTURES

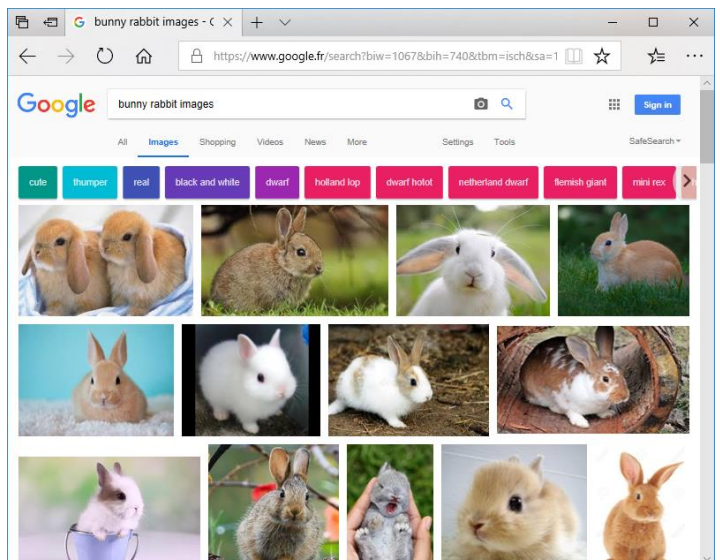


20. To add some pictures, open a new Internet browser window with **GOOGLE Images**. Then click Image Tab



21. Now search for a suitable image - like a bunny rabbit.

HINT: Pick one with a plain background



knowledge

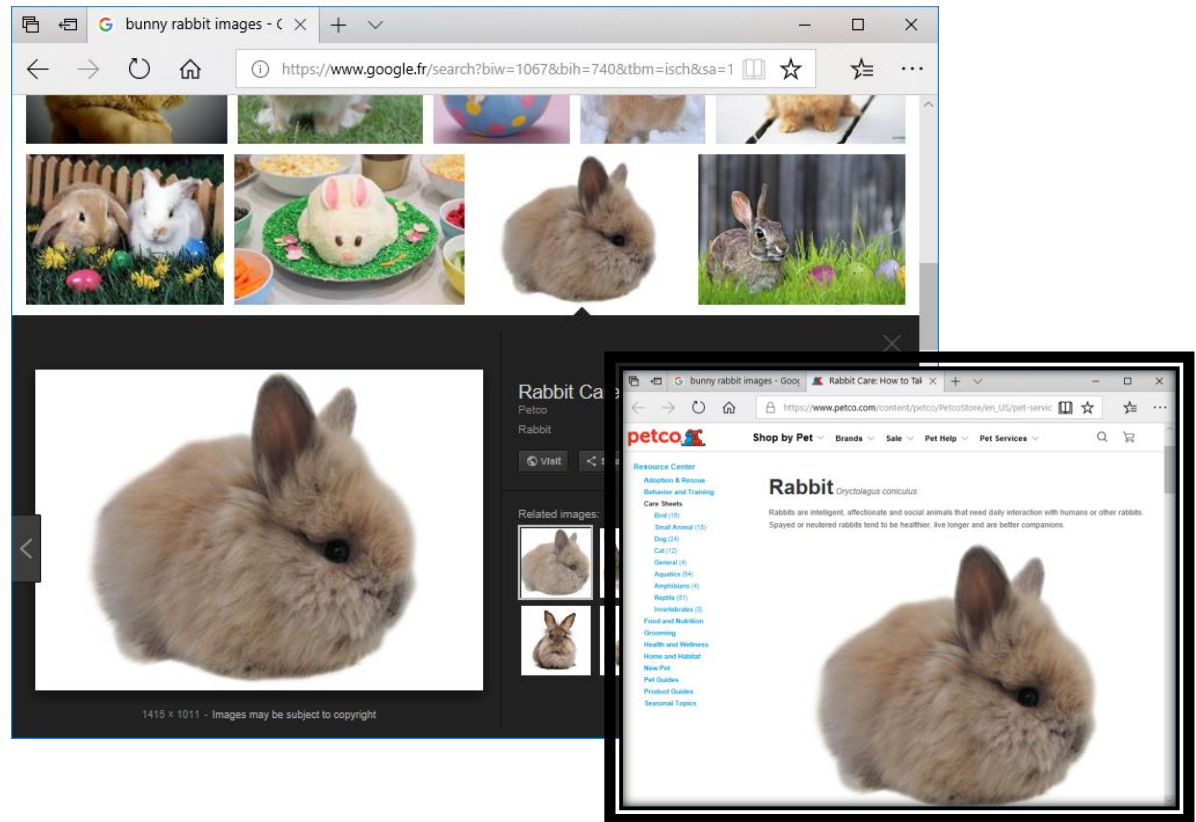
When selecting an image remember that you can 'crop' to select only the part you actually want, and if you want to truly incorporate it into your card you should select one that has a background that can be easily removed.

Another consideration, one that I did not follow, is to select one that is of sufficient quality that it can be enlarged without causing pixilation / degradation of the image. Look carefully at the title page's image of Bill.

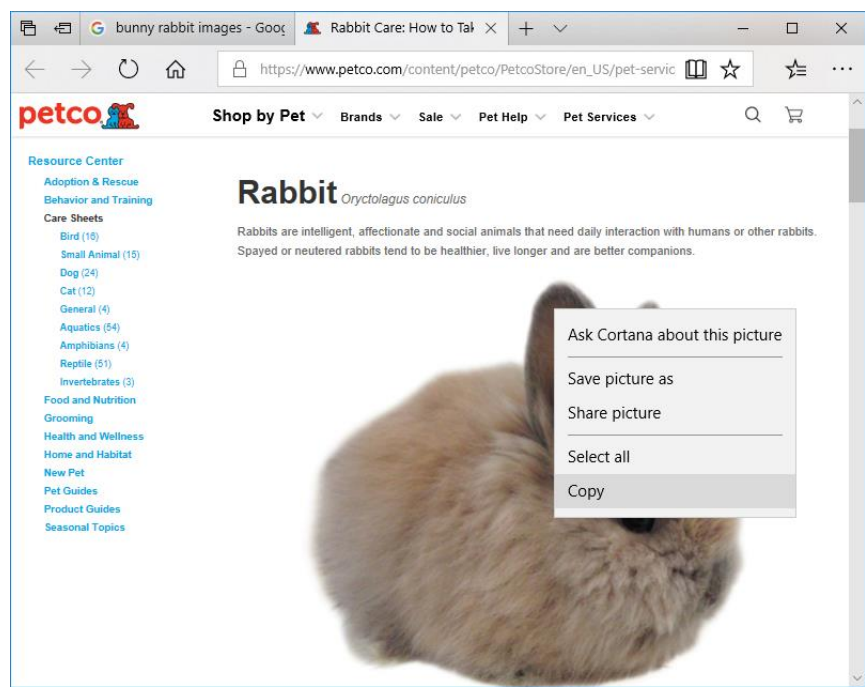
Multiple images can be collected and with care a collage can be created to make a unique picture for your card.



22. Click on the image, then double click on the image to open the web page.



23. Click on the image to gain focus and right click. Select 'Copy'



knowledge

Return to *LibreOffice*. I have assumed that when you opened your browser to look for your image you did not exit *LibreOffice* only minimise it and open the browser 😊.

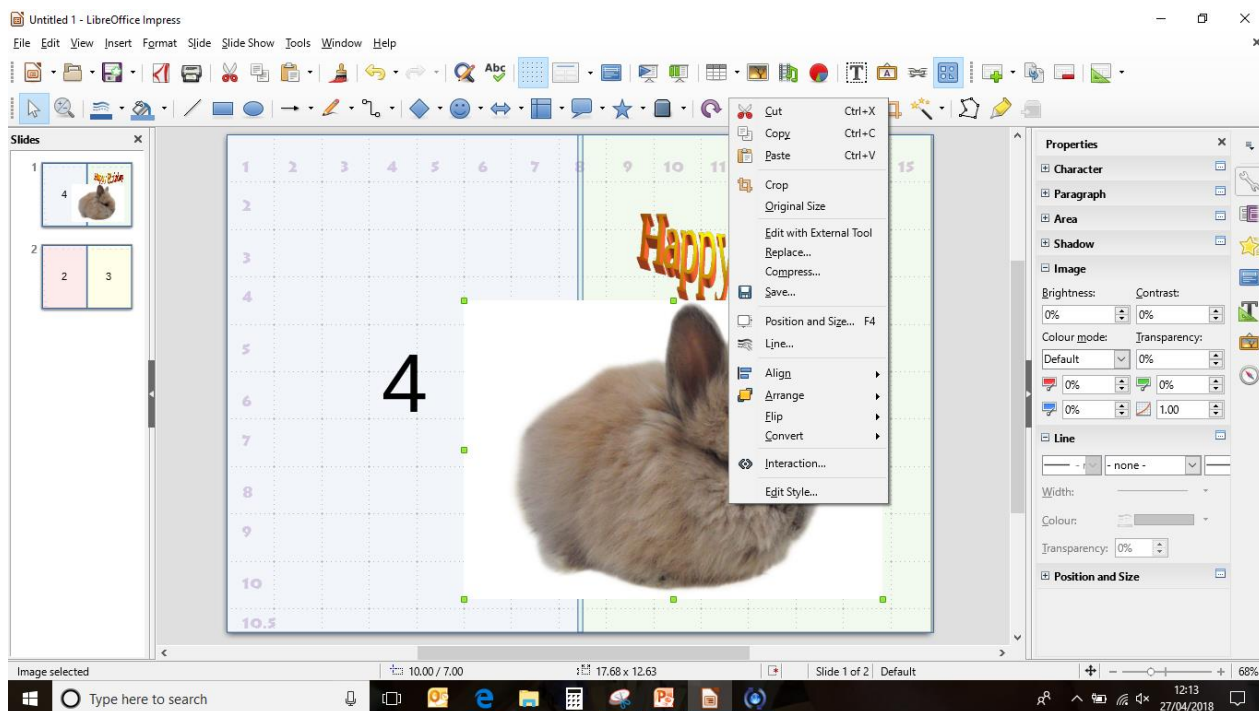
Pasting back the image is performed using a right click and 'Paste'.

By clicking on the image, to gain focus and performing a right click you are able to perform other functions such as crop and arrange (see later).

If you have more than one image, or text box they can be combined as a single entity by highlighting both (use the shift key whilst left clicking), the right click to 'Group'

24. Return to LibreOffice

25. Click on the slide to gain focus, then Right Click and select 'Paste'.



26. Again the size and position can be changed with the drag boxes.

27. Multiple images can be added to the slide by repeating these steps.



knowledge

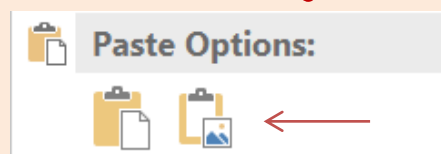
Multiple pictures and image blocks can be arranged in any stacked order using the 'Arrange' function.

One arranged these objects can be grouped together. An easy way to select multiple objects is to use your mouse as a pen:

Move outside of the main section and then hold down the left mouse key. With the key depressed use the mouse to 'draw' a box around the outside of all of the required objects. Each one should highlight with drag boxes at the corners. Right click to 'Group'.

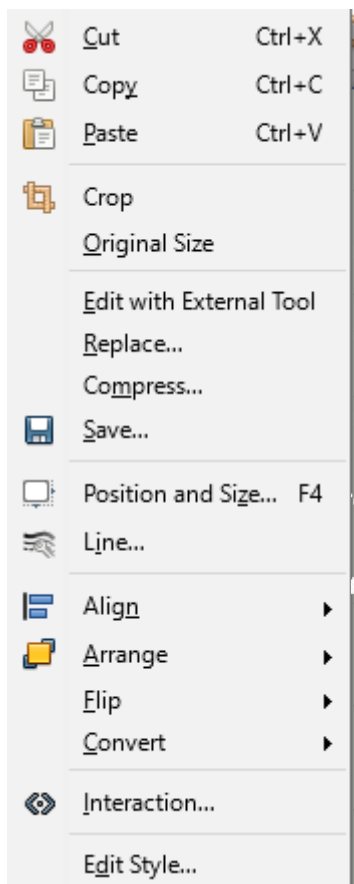
The control and shift keys allow fine tuning of this technique: Ask!

Paste as a picture, not object for better control:



28.HINT: You can adjust the order of multiple words and pictures with

'Arrange'



- 1 Bring to Front
- 2 Bring Forward
- 3 Send Backward
- 4 Send to Back
- 5 In Front of Object
- 6 Behind Object
- 7 Reverse



Right Click on the Picture. Arrange Use 'Bring to Front' or 'Send to Back' to arrange the order



knowledge

Removing the background colour of an image allows a really professional finish. With *LibreOffice* it is really easy to do using the 'Recolour' tool.

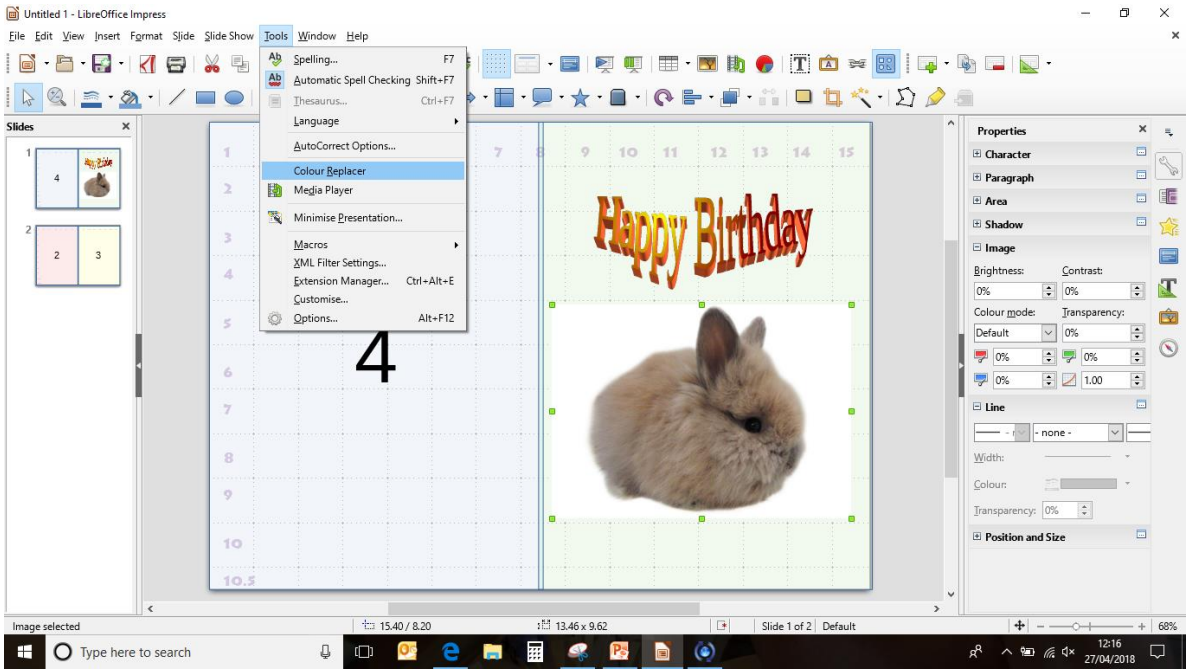
Multiple colours can be removed using this tool (unlike the Microsoft equivalent that just removes one).

Use the Eyedropper to select the colour to be removed, but take care as you may make 'holes' in your image where the background shows through. If this happens, an easy fix is to create a rectangle of the same colour and similar size. Place it over the 'hole' in your picture and use the 'arrange' tool to send it behind the image. Now 'Group' the two together.

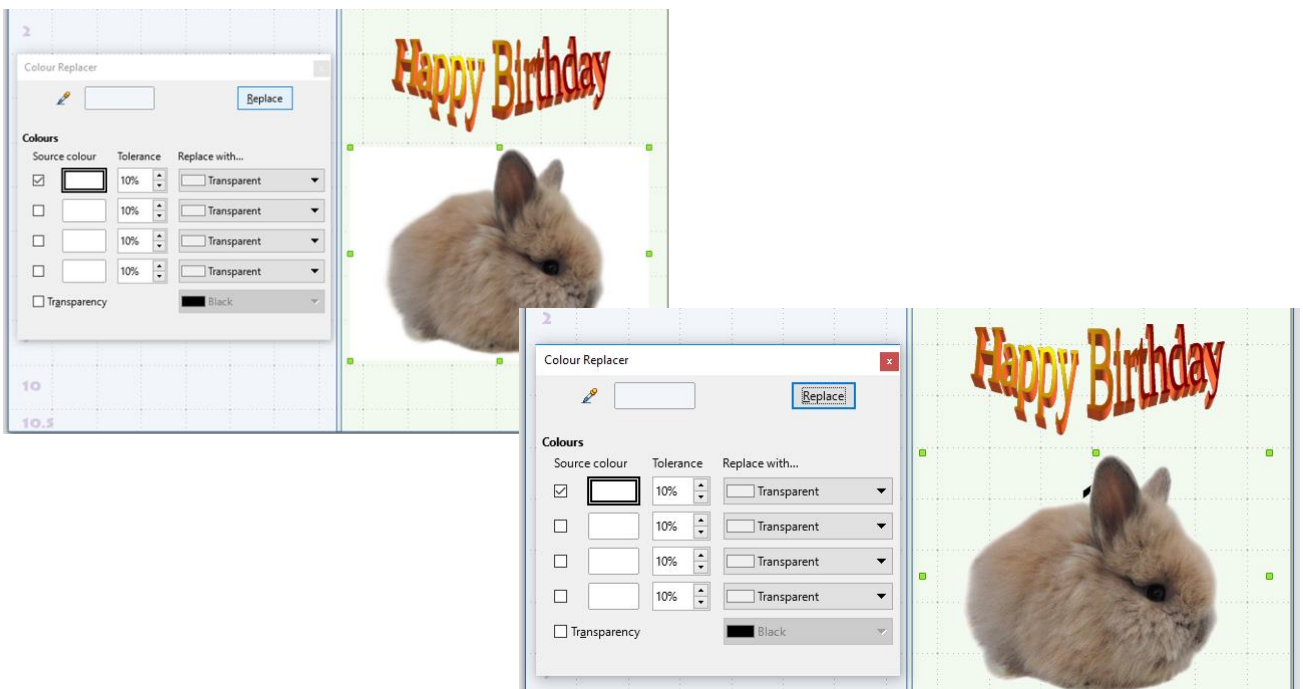
RECOLOUR PICTURES



29. To remove the whiteish rabbit background, use the re-colour tool. Make sure that you have the image 'clicked' in focus: 'Tools', 'Colour-Replacer'



30. Use the 'Eyedropper' (click icon then click on colour to remove), then 'Replace'



knowledge

Addition of plain text is easy using the text box tool.

By default each of the shapes (from 'Insert', 'Shape') will automatically allow words to be typed inside them, rather than using the text tool.

With the words of the text highlighted (Move the mouse over the words with the left button depressed) the properties box on the right will allow a wide range of functions.

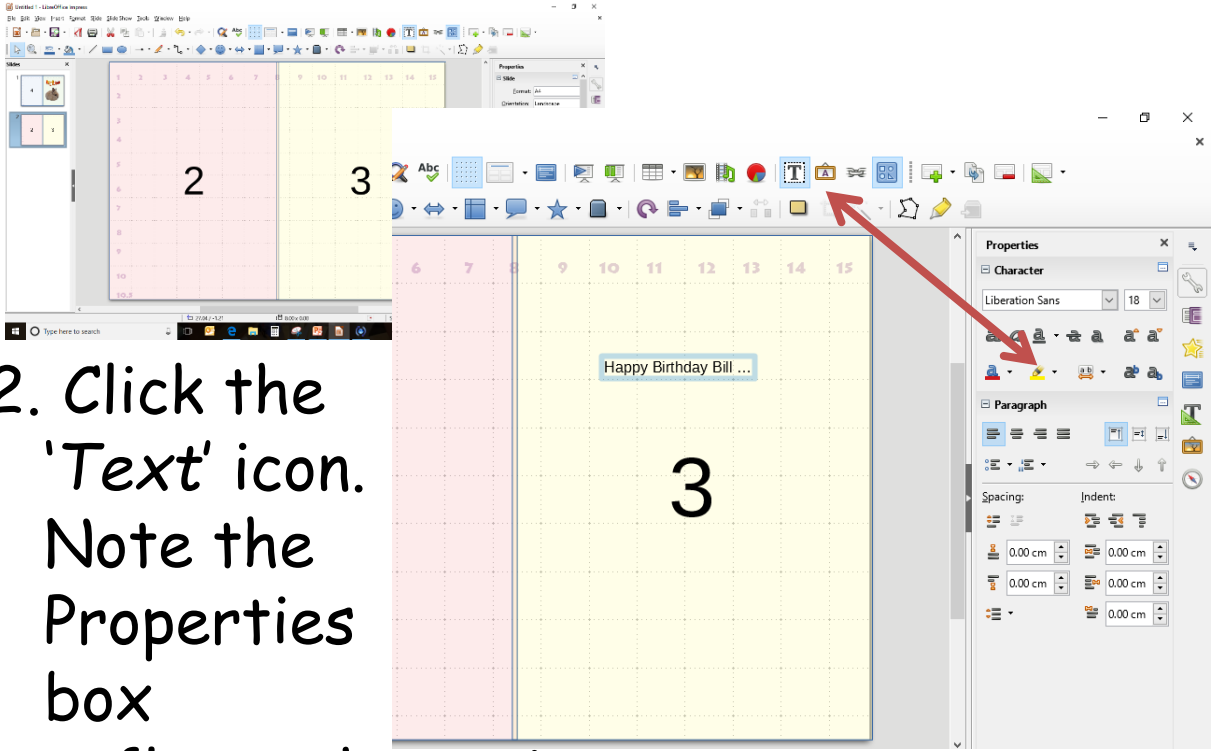
These include character, paragraph and spacing functions.

Text can also be bulleted and numbered from the properties' panel.

Add Words



31. Move to the next slide (pages 2 - 3)

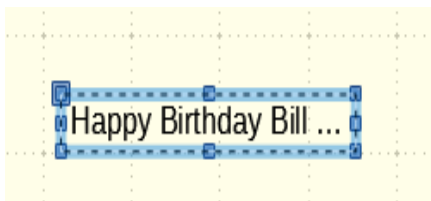


32. Click the 'Text' icon. Note the Properties box

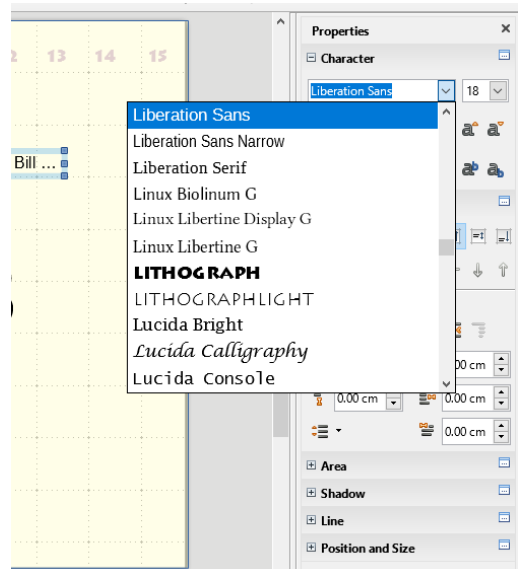
reflects the action

33. Click on the Slide where you want the text to go, and type.

34. Then click to highlight the text box.



35. Adjust the Font, colour and size etc. in the properties box



knowledge

Font type can also be selected, with a wide range of built-in types available.

Each font type can be made italic, underlined or emboldened. Additionally strike through subscript and superscript (ie 2nd or XX_{yy}) can be created.

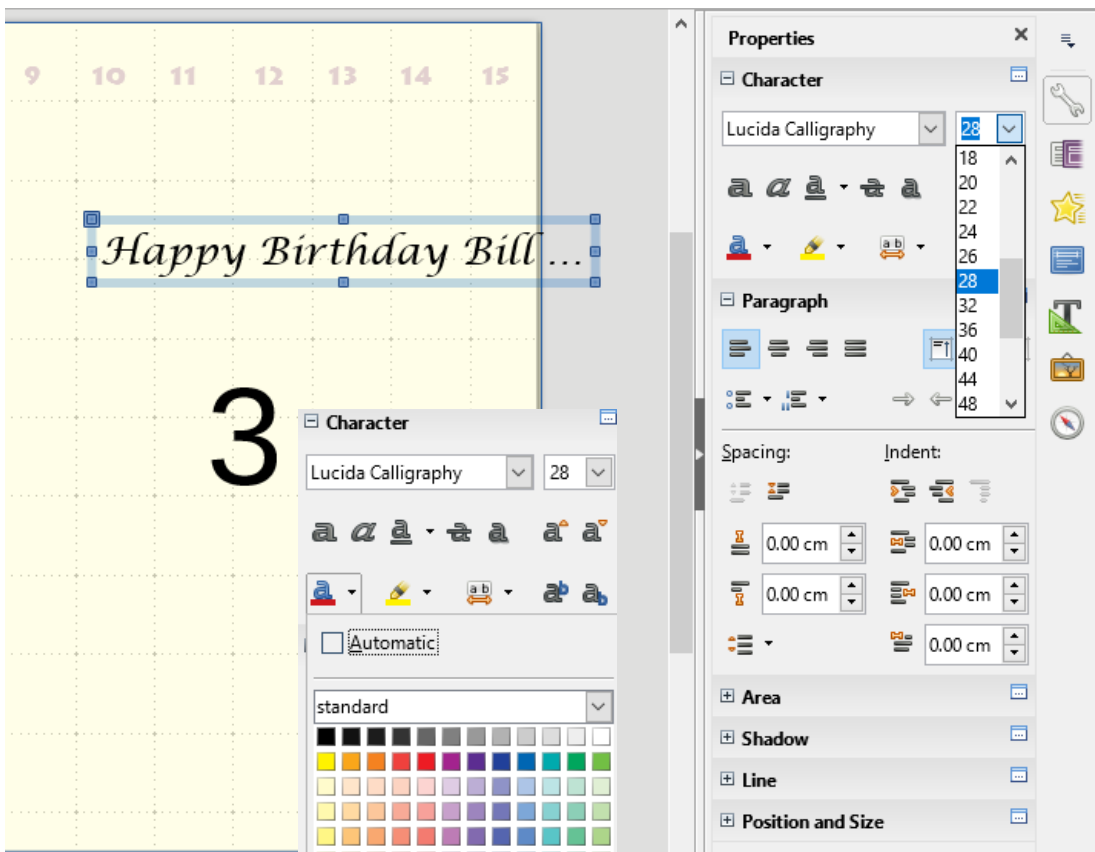
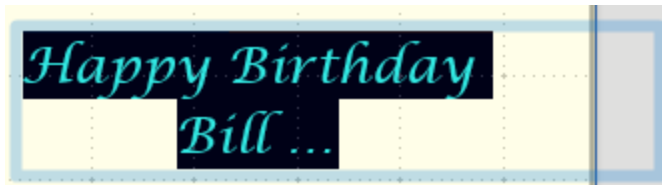
Shadowing text gives another range of possibilities with both the shadow size and colour being changeable

Writing a made by, or copyright notice on the last page (page 4) makes your card look even more professional.

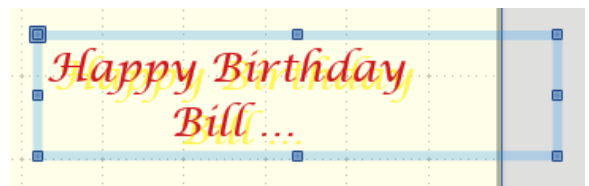
36. The 'Properties' box can be used to create other effects with the words.



Highlight Text - Hold left mouse key over words to select the text to change



- Colours
- Shadow
- Spacing
- Etc.



Repeat on other pages if required

knowledge

The final stage to this process is printing, which if your printer has double side functions is easy.

Even a single sided printer can produce these card, all you need to do is to practice on a simple card.

In my example, where the pages are marked 1, 2, 3, 4 test printing becomes easy.

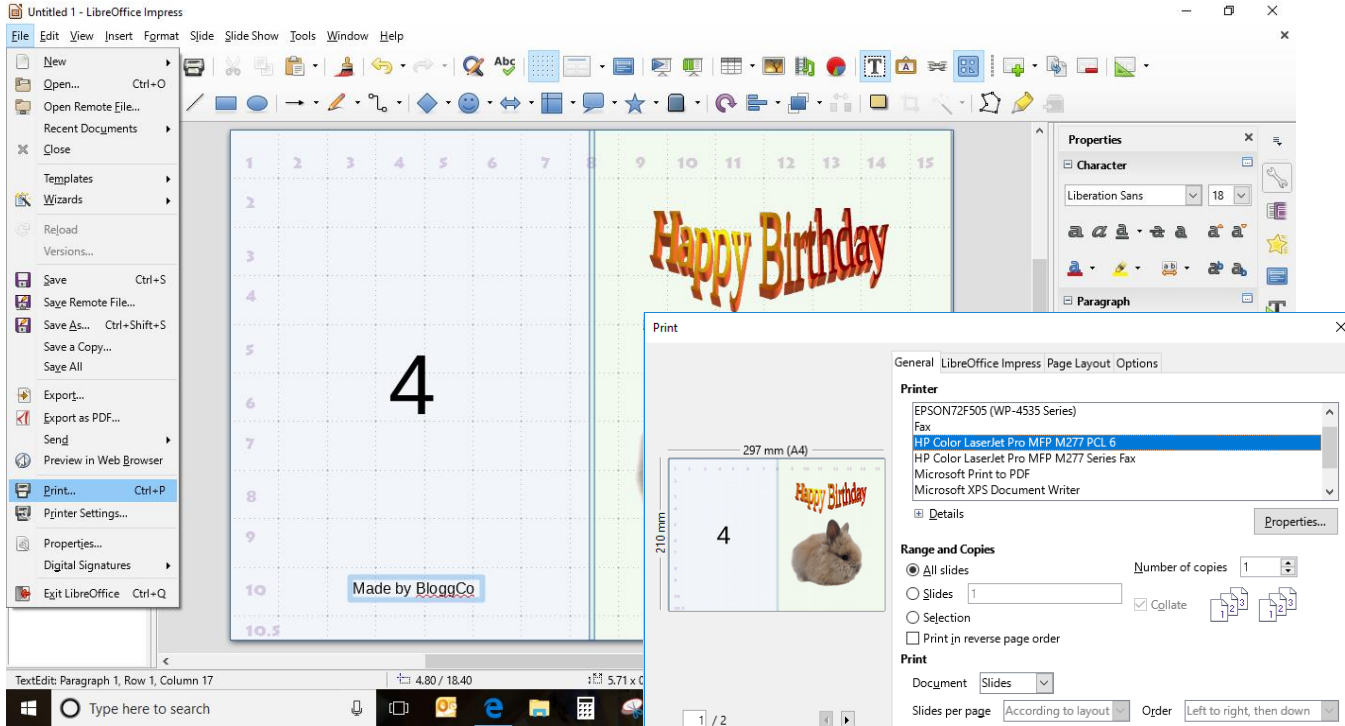
Just try all of the possibilities - although reading the printer manual will save paper.

Typically SHORT-EDGE or FLIP-OVER work to get the double sided pages the correct way around. On a manual printer you will have to experiment in printing one side and re-inserting the page



Printing the Card

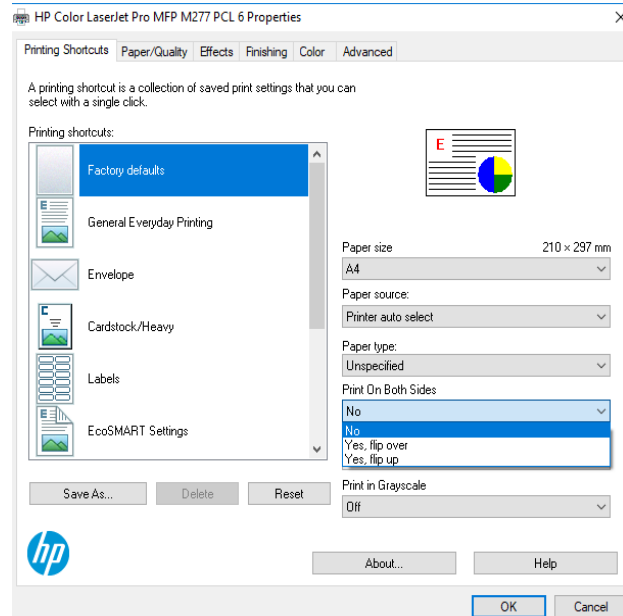
37. Use the file menu to select 'Print'



38. Select Printer
39. Then Properties.

You want to make a double sided print along the SHORT edge or FLIP OVER.
OK to Select.

40. Print :-



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