



## Module 4: Using StarOffice™ 6.0 Draw

### Facilitator Notes

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Module 4 presents an overview of the StarOffice™ 6.0 Draw application. This feature of StarOffice™ enables users to create images that transcend the barriers of language, enabling self-expression or visual representation of ideas.

### Learning Outcomes

Upon completion of this module, participants should be able to:

- Distinguish between bitmapped and vector of graphics
- Navigate through the StarOffice™ Draw interface
- Insert a graphic into a StarOffice™ Draw document
- Create shapes, lines, and segments
- Apply colors and textures
- Change the alignment and arrangement of objects
- Work with layers
- Insert a StarOffice™ Draw object into another StarOffice™ document

**StarOffice™ 6.0 Draw  
enables users to  
create images that  
transcend the barriers  
of language, enabling  
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of ideas.**

## Prerequisites

It is recommended that participants complete Modules 1 and 2 prior to participating in Module 4. They should be familiar with the basic operations of opening and saving documents as well as navigating the file hierarchy prior as well as the StarOffice™ 6.0 menu options, toolbars and icons. These basics are covered in Module 1. They should also be familiar with launching a Writer text document as covered in Module 2.

1. Participants should have been surveyed ahead of time to determine familiarity with the basics of the StarOffice™ 6.0 interface so that you can plan ahead.
2. If participants do not meet basic prerequisite levels, adjust your outcomes accordingly. Spend some time covering log on procedures, file hierarchy, and launching StarOffice™ 6.0 and saving documents.

## Module 4 Delivery

Module 4 is designed to provide a step-by-step guide to acquire the skills to perform the learning outcomes. It is important to stress the difference between vector and bitmapped objects as covered in the lesson.

If time limits delivery of the complete module or if your initial surveys determine that some of the material may be too advanced for your participants, the following sections can be explored by the participant on their own time.

### Discretionary Sections:

- Creating 3D Objects
- Cross-Fading Between Two Objects
- Using Layers

### Steps:

1. Print and distribute Module 4.
2. Explain how graphics may enhance presentations and reports and information delivery.
3. Explain that objects created in Draw may be inserted into any StarOffice™ document.
4. Explain that participants should not focus on elaborate artistic creations during the workshop and that the focus is on learning the skills and tools of the Draw application.



## PRACTICE

- Practice exercises are included at the end of key sections to reinforce the concepts and to provide hands-on practice.
- Practice exercises require no more than 2-4 minutes.

## Demonstrate

1. Follow one of the following approaches:
  - Ask participants to “make their mice dead.” You want all eyes on the screen.
  - Alternatively, combine some demonstrations and have participants follow along with you.
2. Point out the difference between vector and bitmapped images and explain “pixelization.”
3. Show how to insert as well as edit a bitmapped graphic.
4. Show how to construct various vector shapes.
5. Show how to apply color and texture.
6. Show how to insert draw into a text document.

## Review

1. Review the Learning Outcomes to ensure participants leave the training familiar with these basics.
2. Allow time for questions and answers. Write these on the board.
3. Encourage other participants to answer the questions and provide their insight and solutions.

## Create Your Own

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The **Open Gateways Curriculum for Teachers** Web site provides opportunity to reinforce the material delivered in this Module. Download the "Create Your Own" document from: [www.sun.com/aboutsun/comm\\_invest/ogp/training/](http://www.sun.com/aboutsun/comm_invest/ogp/training/)

The project activity for Module 4 involves creating a logo for a school athletic team. Emphasis is placed on vector-based shapes, converting to 3D, and exporting as a GIF file.