

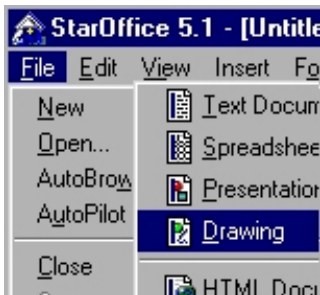


We're the dot in .com™

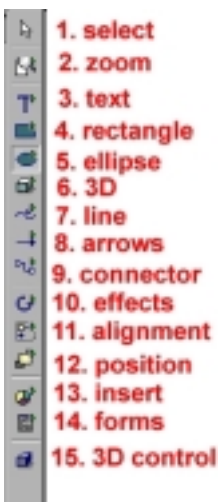
Open Gateways Program - Professional Development Curriculum

Guided Practice Session: Creating and Editing Images

1. Let's start by exploring some of the basic concepts and tools used in the StarOffice drawing program. Begin by opening a new image page. Choose New from the File menu, and then choose Drawing from the menu.



2. Down the left side of the window, you'll see the set of 15 drawing tools:



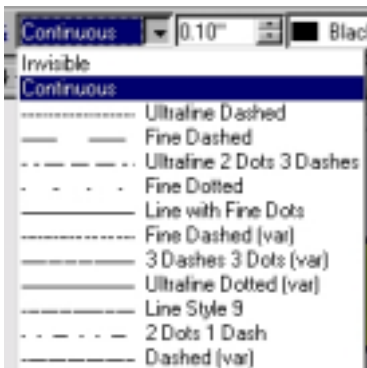
1. select: for choosing objects in the drawing
2. zoom: for zooming in and out of the image to do detailed work
3. text: for adding text to the drawing
4. rectangle: for drawing various rectangles
5. ellipse: for drawing various circular objects
6. 3D: for creating three-dimensional objects
7. line: for drawing different types of lines
8. arrows: for making arrows (lines with arrowheads at the ends)
9. connector: for creating connector objects (to connect two objects—the connections will move with the objects)
10. effects: for creating effects such as rotation and scaling
11. alignment: for lining up objects in various ways
12. position: for positioning objects relative to each other (in front of or in back of, for example)
13. insert: for placing other types of objects into the drawing
14. forms: for adding Web site form elements
15. 3D control: for positioning and changing settings for 3D objects

3. Many of the tools have pop-out menus, which list the options for the tool, changing the way the tool works. To access the pop-out menu, click and hold on the tool. Try this now.



4. Across the top of the drawing window are options related to the objects that have been drawn and then selected. To see the options listed in our example, first click on the rectangle tool and draw out a rectangle in the window. Next, click the select tool and click on the rectangle.

5. The first option for the rectangle will be the "line type" drop-down list. Select a different line type to see its effect on your rectangle.

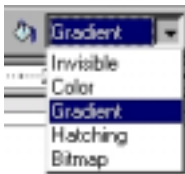


6. The next option is the line width. Change the width by typing in a new measurement or using the up/down arrows to adjust the settings.

7. The next option is the line color. Change the line color to see the effect.



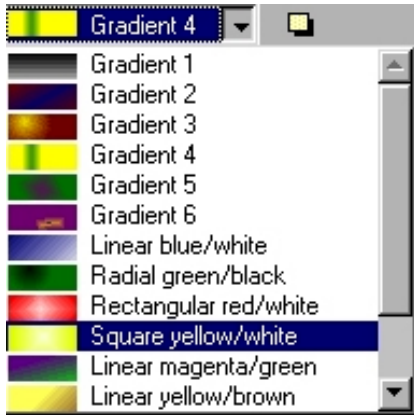
8. The next option is for fill type. Fills can be invisible, color, gradient, hatching, or bitmap (that is, a picture).



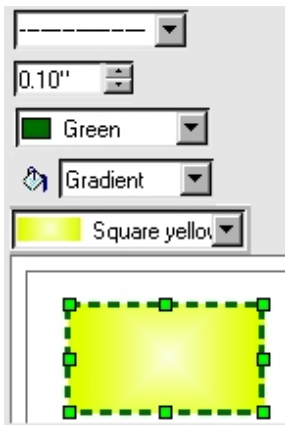
9. If you choose a color fill, the next drop-down list will contain color selections.



10. If you pick a gradient fill, the drop-down list will contain gradient fills. Look at the other options for fills.



11. By using the settings for the options at the right, the result is the rectangle that appears at the right. Your rectangle will look different, depending on the options you selected.



12. Students will want to experiment with the drawing tools before creating a picture. The following instructions are intended to be a simple example of how to use the tools, but your students will quickly learn to create their own ideas of how to use the tools.

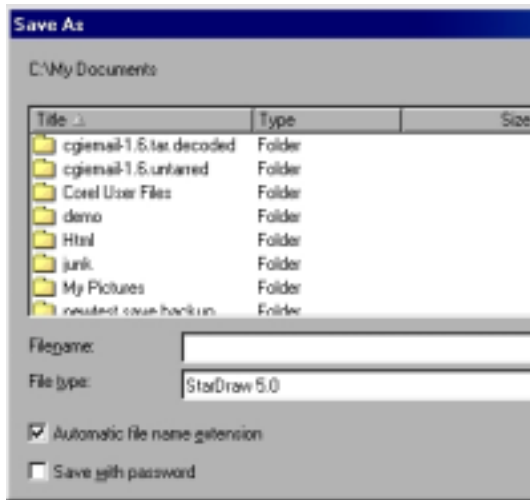
Tip: The 3D tools may crash your computer. For now, until all of the "bugs" are worked out of these tools, it may be best to stick with the other tools.

Making a Snowman

A snowman is easy and fun to create. First, open a new page in the drawing program.



Next, save the document. Choose File, Save As... from the menu bar and name the file so that it will be easy to find. (More details about saving files appear in the word processing section below.)

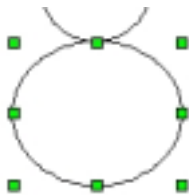


Let's start by drawing the snowman's head.

1. Now that you have a new page, select the Ellipse tool from the tool bar. Look above the image window at the menus including line width, fill color, and line color. Choose a pixel width of .10 of an inch, black for the line color, and white for the fill color.
2. Once you have all of the tools set up, click and hold your pointer on your page where you want the top left side of your snowman's head to start; holding the mouse button down, drag down and to your right. An oval will form underneath your pointer. If you want to create a circle with constrained proportions, hold down the shift key as you drag the cursor. Let go of the mouse button when the circle is the size you want. Remember to leave enough room to draw the rest of the body.

Next we'll draw the rest of the body.

3. This time you'll want to start your circle at the bottom right edge. Drag up and to your left this time, until the top of the circle matches up with the bottom of the head. If you don't like the size of your circle, you can either (a) select "Undo" from the Edit menu at the top of your screen (it will only undo your last step, so be careful not to do anything else first) or (b) resize the circle by grabbing the resize handles and dragging, then click and drag in the middle of the object to move it into position.



4. See how easy that was? To make the bottom portion, just repeat this process (match the top of the circle with the body this time).

Let's make a face now.

5. Start with the nose. Select the Filled Polygon tool from the line tools. Select orange from the fill color menu. Now you're ready to draw the nose on your snowman. Begin with the top of the nose.



Tip: You might find it easiest to draw the nose off to the side and then move it onto the face later.

6. Click the tool down and drag to the place you want the second point of the nose. (Our example has three points on the top of the nose and two on the bottom.) Let go of the mouse button. Move the place you want the third point (for example, the tip of the nose). Click. Move the place you want the next point, then click. When you have all but one of the points you want, double-click on the last point and the polygon will complete itself (the last point will connect to the first point you drew).



7. Click and drag the nose into position if needed and resize it, if desired.

8. Make the eyes with two black ellipses. Change your background and foreground color to black, and select the circle tool. If you can't remember how to draw circles, refer to the first part of this lesson where we drew the snowman's body. Remember, any time you make a mistake, you can "undo" the last step.

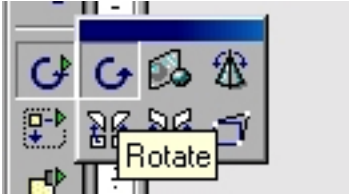
9. The "goofy grin" mouth uses the curve tool. As with the polygon tool, click and drag to set the first two points, then double-click to end the line. Our curve has a start, middle, and end point. We used a .10-inch line.



10. Add the hat next. Draw a rectangle was drawn and position it on the head. Next, add an ellipse.



11. To give the hat a jaunty tilt, we choose the rotate tool from the effect tool pop-up list and grabbed the corner of the brim and dragged it into position

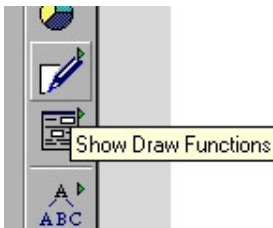


12. Next, we set the line width thicker and the line color to a brown and used the curve tool to create some stick arms.

Oops! His back arm is in front of the body!



13. To fix this, first select the arm then click on the Send to Back button on the position tool.



Using these tools, students can add embellishments to their designs.



Students in any grade can learn to use these tools to create pictures.

Return to Module 4

http://www.sun.com/aboutsun/comm_invest/training/module4.html.