

Spoken Tutorial LibreOffice Draw Basics of Layers and Password Encryption PDF

**Script and Narration by
DesiCrew Solutions Pvt.Ltd.**

Talk to a Teacher Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://www.sakshat.ac.in>

21 October 2011



Talk to a Teacher



Learning Objectives



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Learning Objectives

- ▶ **Basics of layers**



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Learning Objectives

- ▶ **Basics of layers**
- ▶ **How to protect a Draw file**



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Learning Objectives

- ▶ Basics of layers
- ▶ How to protect a Draw file
 - ▶ Using password encryption



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Learning Objectives

- ▶ Basics of layers
- ▶ How to protect a Draw file
 - ▶ Using password encryption
 - ▶ Export it as PDF



System Requirements



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System Requirements

- ▶ **Ubuntu Linux version 10.04**



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System Requirements

- ▶ **Ubuntu Linux version 10.04**
- ▶ **LibreOffice Suite version 3.3.4**



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What are Layers?



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What are Layers?

- ▶ **Layers are like transparent sheets**



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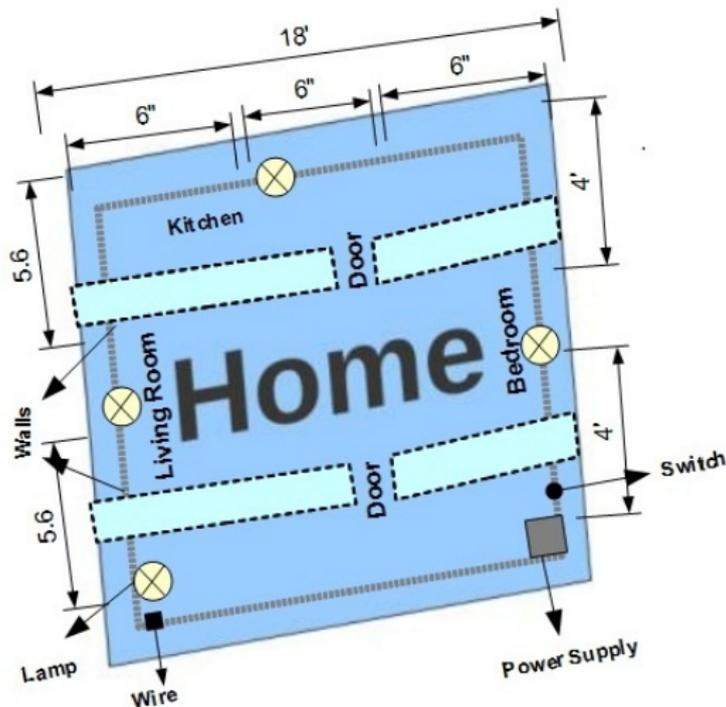


What are Layers?

- ▶ **Layers are like transparent sheets**
- ▶ **Placed one on the top of the other**

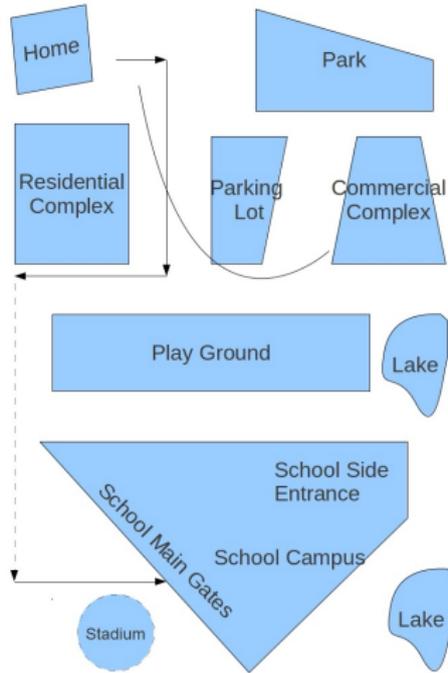


Drawing of house



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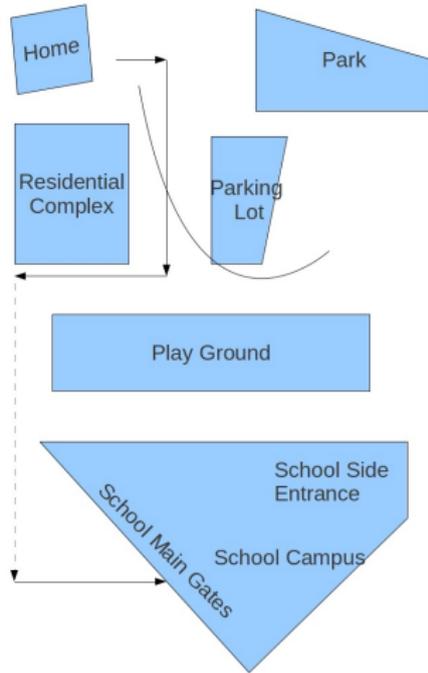
Map1



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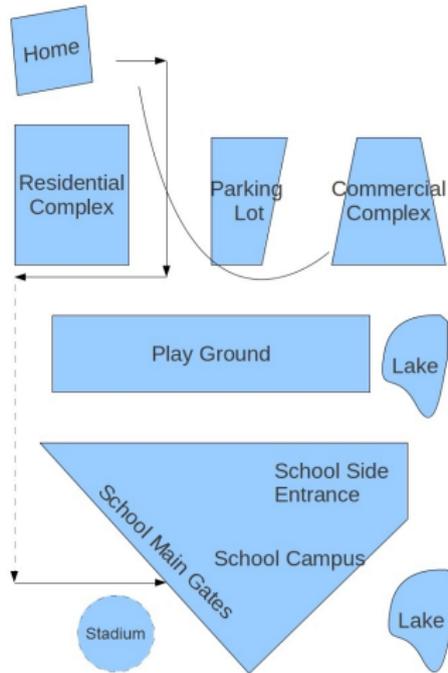
Map2



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Map3



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Layers



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Layers

We can

- ▶ **print or view a combination of layers**



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Layers

We can

- ▶ **print or view a combination of layers**
- ▶ **using one Draw page**



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Assignment



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Assignment

- ▶ Create two routes from **Home** to the **School Campus**



Assignment

- ▶ **Create each route**
 - ▶ on a separate layer
 - ▶ so that they can be printed
 - ▶ as two different maps
 - ▶ each displaying only one route



Setting Passwords

- ▶ **It is always a good practice**



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Setting Passwords

- ▶ It is always a good practice
- ▶ To set passwords



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Setting Passwords

- ▶ It is always a good practice
- ▶ To set passwords
 - ▶ With a minimum of **six** characters



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Setting Passwords

- ▶ It is always a good practice
- ▶ To set passwords
 - ▶ With a minimum of **six** characters
 - ▶ Including **numbers** and **special characters**



Summary



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Summary

- ▶ **The basics of layers**
- ▶ **How to convert a Draw file into a PDF**
- ▶ **How to protect it using password encryption**



Assignment



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Assignment 1

- ▶ Create another PDF of the RouteMap file.
- ▶ In the PDF dialog box, change **Initial View** options
- ▶ Observe what happens



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Assignment II

- ▶ Check all the options for **User Interface**
- ▶ Set permission passwords
- ▶ Print this PDF



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About the Spoken Tutorial Project



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- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Acknowledgements

- ▶ **Spoken Tutorial Project is a part of the Talk to a Teacher project**
- ▶ **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- ▶ **More information on this Mission is available at**

<http://spoken-tutorial.org/NMEICT-Intro>



About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ www.desicrew.in
- ▶ Thanks for joining

