Spoken Tutorial LibreOffice Draw Set Draw Preferences

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

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Learning Objectives

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To set the following preferences:

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To set the following preferences:

- **Properties**

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To set the following preferences:

- **Properties**
- **Create Versions**

Learning Objectives

To set the following preferences:

- **Properties**
- **Create Versions**
- **View in color/grayscale/black-and-white**

System Requirements

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- **Ubuntu Linux version 10.04**

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

Set your own properties such as

- **Date on which the document was prepared**

Set your own properties such as

- **Date on which the document was prepared**
- **Editor of the document**

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Set your own properties such as

- **Date on which the document was prepared**
- **Editor of the document**
- **Client for whom the document was prepared**

Set your own properties such as

- **Date on which the document was prepared**
- **Editor of the document**
- **Client for whom the document was prepared**
- **Draw has features that help you customize this information**

Save Multiple Versions

- **We can save multiple versions of the same Draw file**

Save Multiple Versions

- **We can save multiple versions of the same Draw file**
- **This feature is called Versions**

Save Multiple Versions

Example:

- **Add objects on the first day and save it**

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Save Multiple Versions

Example:

- **Add objects on the first day and save it**

- **The next day you may modify the drawing**

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Save Multiple Versions

Example:

- ▶ **Add objects on the first day and save it**
- ▶ **The next day you may modify the drawing**
- ▶ **Save a copy of both the original drawing**

Save Multiple Versions

Example:

- ▶ **Add objects on the first day and save it**
- ▶ **The next day you may modify the drawing**
- ▶ **Save a copy of both the original drawing**
- ▶ **and the modified drawing**

View your Draw file in:

Viewing Preferences

View your Draw file in:

- **Color**

Viewing Preferences

View your Draw file in:

- **Color**
- **Gray scale**

Viewing Preferences

View your Draw file in:

- **Color**
- **Gray scale**
- **Black and White**

Summary

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Set the following preferences in Draw:

- **Properties**
- **Create Versions**
- **View color/grayscale/black-and-white**

About the Spoken Tutorial Project

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About the Spoken Tutorial Project

- **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**

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Acknowledgements

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- **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**

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About the contributor

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

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