

Setting Preferences

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives

In this tutorial, we will learn how to set the following preferences:



Learning Objectives

In this tutorial, we will learn how to set the following preferences:

- ▶ `Properties`



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In this tutorial, we will learn how to set the following preferences:

- ▶ Properties
- ▶ **Create** versions



Learning Objectives

In this tutorial, we will learn how to set the following preferences:

- ▶ Properties
- ▶ **Create** versions
- ▶ **View the drawing in**
Color/grayscale/black-and-white



Prerequisites



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- ▶ **To practise this tutorial, you should have basic knowledge of LibreOffice Draw**



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- ▶ To practise this tutorial, you should have basic knowledge of LibreOffice Draw
- ▶ If not, for relevant Draw tutorials please visit this website <https://spoken-tutorial.org/>



System Requirements

This tutorial is recorded using,



System Requirements

This tutorial is recorded using,
▶ Ubuntu Linux version 18.04



System Requirements

This tutorial is recorded using,

- ▶ **Ubuntu Linux version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Code Files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**



Code Files

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- ▶ **Please download and extract the file**



Code Files

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- ▶ **Make a copy and then use it for practising**



Set Properties



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Additionally, we may want to set:



Set Properties

Additionally, we may want to set:

- ▶ **The date on which the document was prepared**



Set Properties

Additionally, we may want to set:

- ▶ **The date on which the document was prepared**
- ▶ **The editor of the document**



Set Properties

Additionally, we may want to set:

- ▶ **The date on which the document was prepared**
- ▶ **The editor of the document**
- ▶ **The client for whom the document was prepared**



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

For example, you may:



Save Multiple Versions

For example, you may:

- ▶ **Add objects on the first day and save them**



Save Multiple Versions

For example, you may:

- ▶ Add objects on the first day and save them
- ▶ Modify the drawing the next day



Save Multiple Versions

For example, you may:

- ▶ Add objects on the first day and save them
- ▶ Modify the drawing the next day
- ▶ Want to keep both the original drawing and the modified one



Viewing Preferences

- ▶ Draw **allows us to set different viewing preferences to our file**



Summary

In this tutorial, we learnt to set the following preferences in Draw:

- ▶ Properties **of a Draw file**
- ▶ **Create** versions
- ▶ **View the drawing in**
color/grayscale/black-and-white



About Spoken Tutorial project

- ▶ Watch the video available at https://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



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**



Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

You will have to register to ask questions



Acknowledgements

- ▶ **Spoken Tutorial project is funded by the Ministry of Education (MoE), Govt. of India**



About the contributor

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ www.desicrew.in
- ▶ Thanks for joining

