

# 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

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► `Properties`



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- ▶ **Create** versions



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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,**



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**This tutorial is recorded using,**  
**▶ Ubuntu Linux version 18.04**



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**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

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



# Code Files

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- ▶ Please download and extract the file
- ▶ Make a copy and then use it for practising



# Set Properties



# Set Properties

**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](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](mailto: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](http://www.desicrew.in)
- ▶ Thanks for joining

