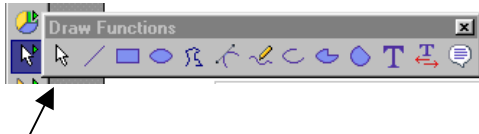


Star Office 7 - Show Draw Functions



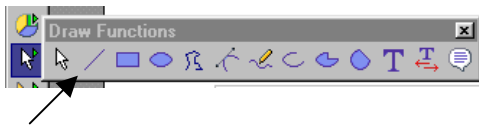
Long-click to open the **Draw Functions** floating toolbar, where you can add shapes, lines, text, and callouts to the current document.

Icons on the Draw Functions Floating Toolbar



Selection

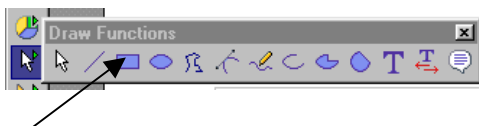
Lets you select objects in the current document. To select an object, click the object with the arrow. To select more than one object, drag a selection frame around the objects. To add an object to a selection, press Shift, and then click the object.



Line

Draws a straight line where you drag in the current document. To constrain the line to 45 degrees, hold down Shift while you drag.

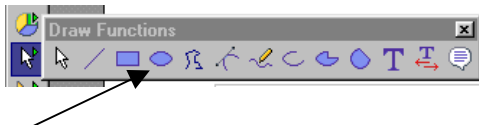
To enter text on a line, double-click the line and type or paste your text. The text direction corresponds to the direction you dragged to draw the line. To hide the line, select **Invisible** in the **Line Style** box on the **Object** bar.



Rectangle

Draws a rectangle where you drag in the current document. To draw a square, hold down Shift while you drag. Click where you want to place a corner of the rectangle, and drag to the size you want.

You can resize a rectangle by dragging one of the handles of the rectangle.



Ellipse

Draws an oval where you drag in the current document. Click where you want to draw the oval, and drag to the size you want. To draw a circle, hold down Shift while you drag.



Polygon

Draws a line composed of a series of straight line segments. Drag to draw a line segment, click to define the endpoint of the line segment, and then drag to draw a new line segment. Double-click to finish drawing the line. To create a closed shape, double-click the starting point of the line.

Hold the Shift key while drawing a polygon to position new points at 45 degree angles.

The [Edit Points](#) mode enables you to interactively modify the individual points of the polygon.



Curve

Draws a smooth Bézier curve. Click where you want the curve to start, drag, release, and then move the pointer to where you want the curve to end and click. Move the pointer and click again to add a straight line segment to the curve. Double-click to finish drawing the curve. To create a closed shape, double click the starting point of the curve. The arc of the curve is determined by the distance you drag.



Freeform Line

Draws a freeform line where you drag in the current document. To end the line, release the mouse button. To draw a closed shape, release the mouse button near the starting point of the line.



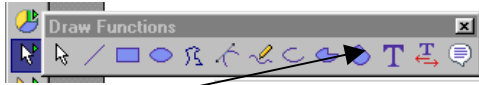
Arc

Draws an arc in the current document. To draw an arc, drag an oval to the size you want, and then click to define the starting point of the arc. Move your pointer to where you want to place the endpoint and click. You do not need to click on the oval. To draw an arc that is based on a circle, hold down Shift while you drag.



Ellipse Pie

Draws a filled shape that is defined by the arc of an oval and two radius lines in the current document. To draw an ellipse pie, drag an oval to the size you want, and then click to define the first radius line. Move your pointer to where you want to place the second radius line and click. You do not need to click on the oval. To draw an circle pie, hold down Shift while you drag.



Circle Segment

Draws a filled shape that is defined by the arc of a circle and a diameter line in the current document. To draw a circle segment, drag a circle to the size you want, and then click to define the starting point of the diameter line. Move your pointer to where you want to place the endpoint of the diameter line and click. You do not need to click on the circle. To draw an ellipse segment, hold down Shift while you drag.