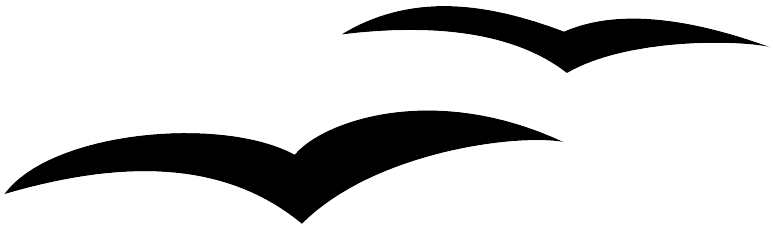
OpenOffice.org
The Open Source Office Suite

Working with the Gallery



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Overview

This chapter describes the Gallery in OpenOffice.org 1.1.x. The Gallery provides a convenient way to group reusable objects such as graphics and sounds that you can insert into your documents.

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The Original Documentation is Working with the Gallery. The Initial Writer(s) of the Original Documentation is/are Linda Worthington © 2004. All Rights Reserved. (Initial Writer contact(s): lindaw65@earthlink.net. The Initial Writer contact(s) is to report errors in the documentation. For questions regarding how to use the software, subscribe to the Users Mail List and post your question there: http://support.openoffice.org/index.html.)

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Feedback

Please direct any comments or suggestions about this document to: authors@user-faq.openoffice.org.

Modifications and updates

Version	Date	Description of Change
1.0	18 December 2004	First published edition.

Gallery

The **Gallery** contains objects (graphics and sounds) that you can insert into your documents. The default Gallery menu contains 3D Effects, Backgrounds, Bullets, Homepage, My Theme, Rulers, and Sounds. You can create other groups or "themes" as you wish.

To open the Gallery, choose **Tools > Gallery**, or click the Gallery icon .

Figures 1 and 2 show two views of one of the themes supplied with OpenOffice.org 1.1.3.

You have the option of Icon view or Detail view for the Gallery, and you can hide or show the Gallery by clicking on the Hide button.

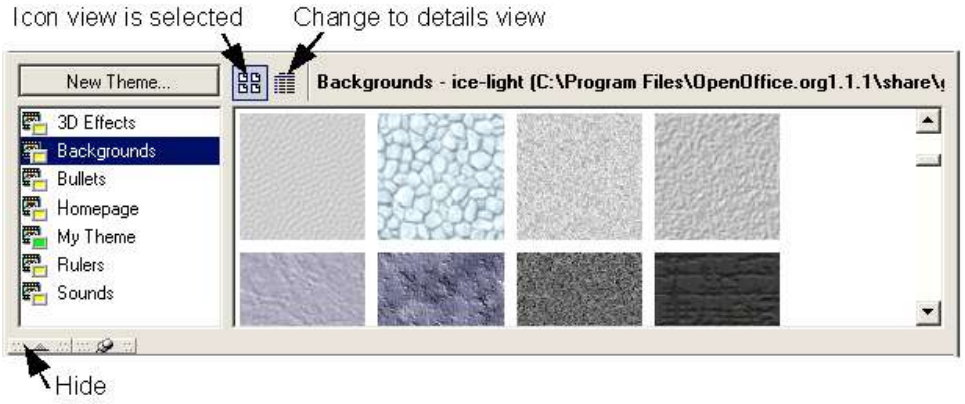

Figure 1. Icon View of one theme in the Gallery

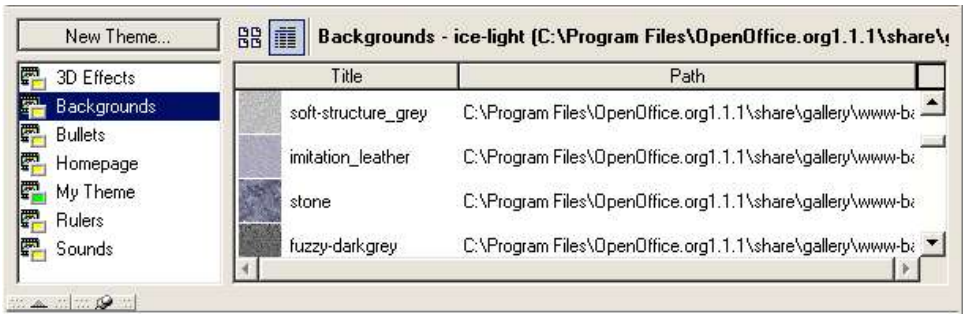

Figure 2. Details view of the same theme in the Gallery

Inserting objects into a document

You can copy or link an object from the Gallery into a document. The difference is that a linked object can be updated in your document if the object is changed in the Gallery, simply by updating the link.

To insert an object:

1) Choose **Tools > Gallery** and select a theme.
2) Select an object with a single click, then drag and drop the object into the document. (See Figure 3.)

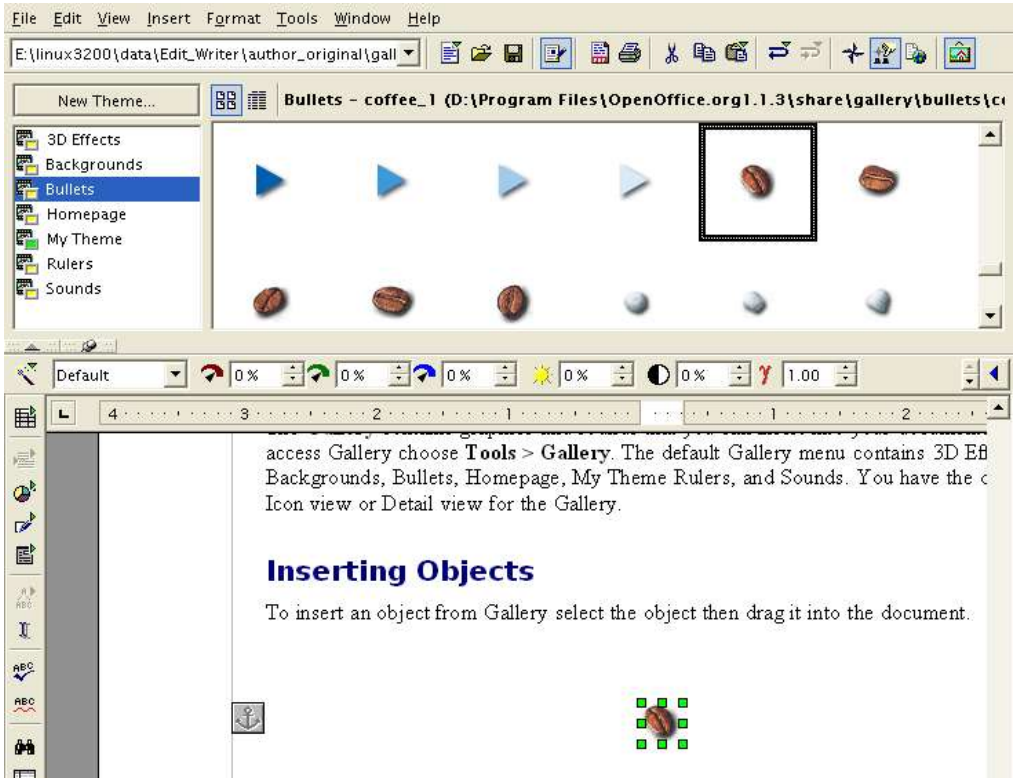

Figure 3. Copying a graphic object from the Gallery into a document

You can also right-click on the object to open the context menu and select **Insert** and **Copy**.

Inserting objects as links

To insert an object as a link:

1) Choose **Tools > Gallery** and select a theme.
2) Select an object with a single click, then while pressing the *Shift* and *Ctrl* keys drag and drop the object into the document.

Inserting an object as a background

To insert an object as the background to a page or paragraph:

1) Choose **Tools > Gallery** and select a theme.
2) Select an object with a single click, right-click on the object and choose **Insert > Background > Page or Paragraph**.

Adding graphics to the Gallery

To add graphics to the Gallery from a document:

1) Display the Gallery theme you wish to add the graphicto.
2) Position the mouse pointer over the graphic in the document and *left-click* one time.
3) Release the mouse button then *left-click* again, holding the mouse button down for more than two seconds (this copies the graphic into internal memory).
4) Without releasing the mouse button, drag the graphic from the document into the Gallery theme, then release the mouse button. The graphic is now in the theme list.

Deleting graphics from the Gallery

1) Right-click on the name of the graphics file or its thumbnail in the Gallery.
2) Click **Delete** on the pop-up menu.

Note: *Deleting the name of a file from the list in the Gallery does not delete the file from the hard disk or other location.*

Creating a new theme

To create a new theme in the Gallery:

1) Choose **Tools > Gallery** > **New Theme** button > **Files** tab (see Figure 4).

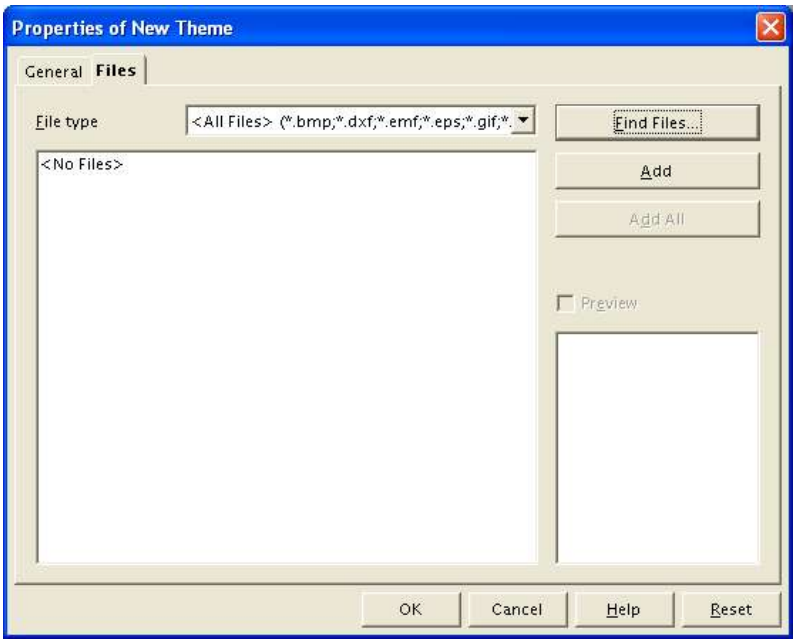

Figure 4. Setting up a new theme in the Gallery

2) Choose *Find Files*. The Select Path dialog opens. Browse to the folder that contains the files for the new theme and click OK.

3) Back on the Files tab, use *File Type* and/or select a file from the list displayed, to choose to add a file or all files. (See Figure 5.)

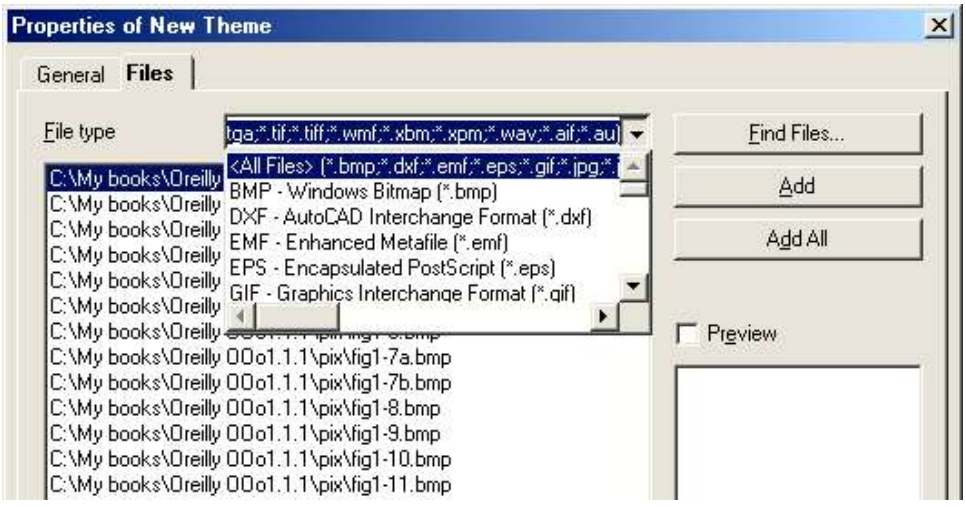

Figure 5. Choosing files to add to the new theme

4) Then click the *General* tab and name your theme, as shown in Figure 6. Click **OK** to finish.

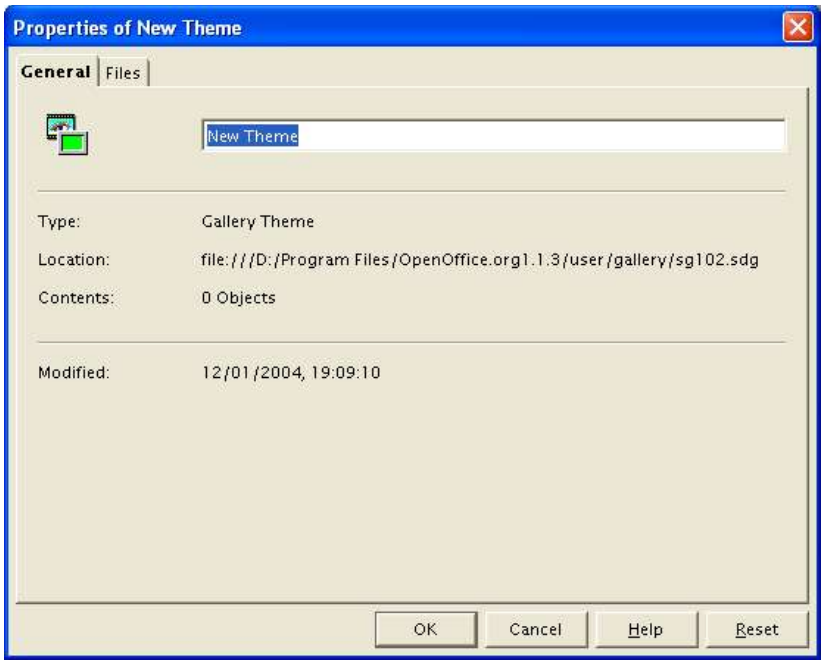

Figure 6. Naming the new theme

Location of the Gallery and the objects in it

Graphics and other objects shown in the Gallery can be located anywhere on your computer's hard disk, on a network drive, or on a CD-ROM. Listings in the Gallery refer to the location of the graphics. When you add graphics to the Gallery, the files are not moved or copied; only the location references are added.

In a workgroup situation, you may have access to a shared Gallery (where you cannot change the contents unless authorized to do so) and a user Gallery, where you can add, change, or delete objects.

The location of the Gallery is specified in **Tools > Options > OpenOffice.org > Paths**.