

Spoken Tutorial LibreOffice Draw Basics of Layers and Password Encryption PDF

**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>

21 October 2011



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Learning Objectives



Learning Objectives

► Basics of layers



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Learning Objectives

- ▶ Basics of layers
- ▶ How to protect a Draw file



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Learning Objectives

- ▶ Basics of layers
- ▶ How to protect a Draw file
 - ▶ Using password encryption



Learning Objectives

- ▶ Basics of layers
- ▶ How to protect a Draw file
 - ▶ Using password encryption
 - ▶ Export it as PDF



System Requirements



System Requirements

- **Ubuntu Linux version 10.04**



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System Requirements

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



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What are Layers?



What are Layers?

- **Layers are like transparent sheets**



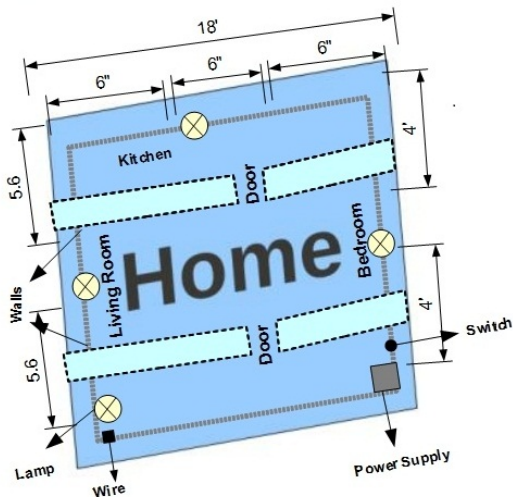
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What are Layers?

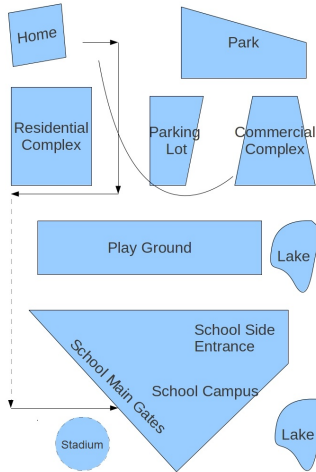
- ▶ **Layers are like transparent sheets**
- ▶ **Placed one on the top of the other**



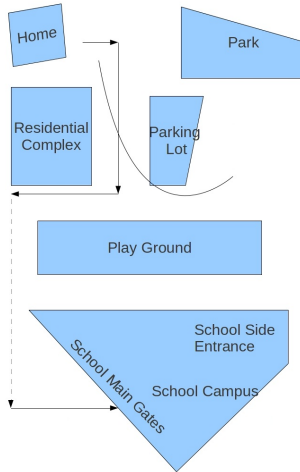
Drawing of house



Map1

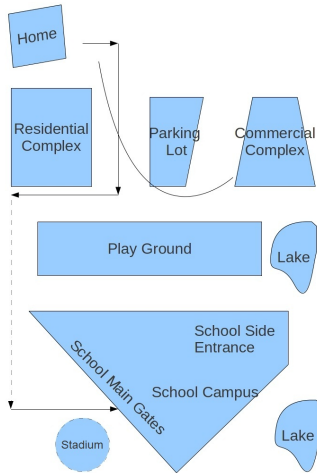


Map2



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Map3



Layers



Layers

We can

- ▶ **print or view a combination of layers**



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Layers

We can

- ▶ **print or view a combination of layers**
- ▶ **using one Draw page**



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Assignment



Assignment

- ▶ Create two routes from **Home** to the **School Campus**



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Assignment

- ▶ **Create each route**
 - ▶ on a separate layer
 - ▶ so that they can be printed
 - ▶ as two different maps
 - ▶ each displaying only one route



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Setting Passwords

- It is always a good practice



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Setting Passwords

- ▶ It is always a good practice
- ▶ To set passwords



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Setting Passwords

- ▶ It is always a good practice
- ▶ To set passwords
 - ▶ With a minimum of **six** characters



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Setting Passwords

- ▶ It is always a good practice
- ▶ To set passwords
 - ▶ With a minimum of **six** characters
 - ▶ Including **numbers** and **special characters**



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Summary



Summary

- ▶ The basics of layers
- ▶ How to convert a Draw file into a PDF
- ▶ How to protect it using password encryption



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Assignment



Assignment I

- ▶ Create another PDF of the RouteMap file.
- ▶ In the PDF dialog box, change **Initial View** options
- ▶ Observe what happens



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Assignment II

- ▶ Check all the options for **User Interface**
- ▶ Set permission passwords
- ▶ Print this PDF



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About the Spoken Tutorial Project



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- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ 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



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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>



About the contributor

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



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