

Chapter 13 NextOffice Gallery

NextOffice Gallery manages your graphics gallery. You can browse, add, delete graphics in your gallery. These graphics can be cliparts, photo images, animated pictures, sound files, etc. To use these graphics, select menu “Tool”→ “Gallery”, or press the “Gallery” icon in the Tool Bar. (Fig.13-1)

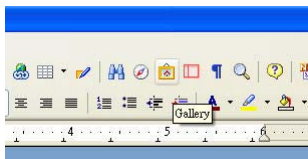


Fig.13-1

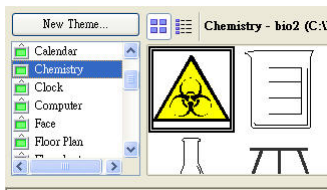


Fig.13-2

Graphics files in gallery are arranged by themes. Theme names are displayed on the left hand side. After you have picked a theme name, the graphics organized under this theme will be shown on the right (Fig. 13-2). You can select “Detail View” or “Icon” view to browse the content.

Adding a New Theme

1. Press the “New Theme” button in the top of the theme list box.
2. Select the “General” tab and enter a valid “Theme” name. (Fig.13-3)
3. Click to select the “File” tab, press the “Find File” button to locate the graphics that you want to add to the theme. NextOffice will automatically filter valid file types, such as BMP, WMF, GIF, JPEG, WAV, AU, etc., for your selection. (Fig.13-4)

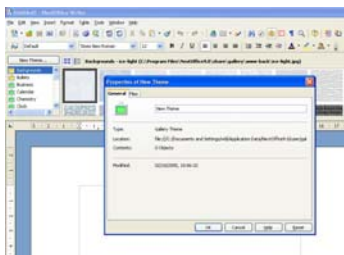


Fig.13-3



Fig.13-4

4. Select your desired images, press <Add> to add individual file or press <Add All> to add all the select graphics into the newly created theme. Check the <Preview> check box to preview each image if necessary. (Fig.13-5)

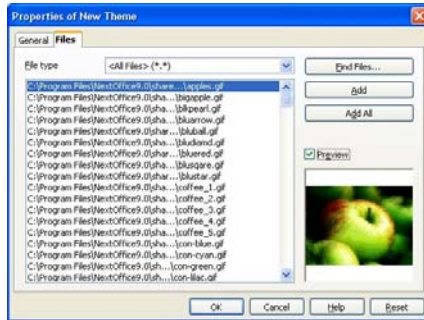



Fig.13-5

You can also add your graphics created by NextOffice Draw to your gallery.

1. Click on the “Gallery” button and select the theme that you want to insert your graphics.
2. Click on the graphics in your Draw document for a few seconds.
3. When the mouse cursor change to  shape, you can drag-and-drop the graphics directly into the theme gallery. (Fig.13-6)

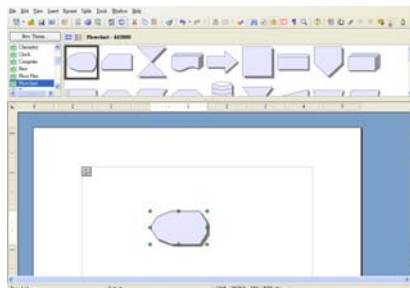


Fig.13-6

Inserting Gallery Object into your document

NextOffice provides several different ways to insert graphics into your document including duplicating gallery graphics, inserting a graphics “Reference” links or as image backgrounds.

Duplicating Graphics in Gallery

Duplicating graphics in gallery will not have any change impact on the graphics in gallery.

1. Click on the “Gallery” icon and pick a theme.
2. Select a graphics on the right hand side “Browse” window. (Fig.13-7)
3. Drag-and-drop the selected graphics into your document or press your mouse right button and select menu “Insert” → “Copy” in the pop-up sub-menu. (Fig.13-8)

Fig.13

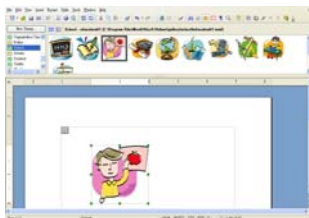


Fig.13-8

Inserting graphics from gallery as embedded links

Using embedded links to insert graphics from gallery will make your graphics data in document dynamic. If the graphic image is ever changed, the change will be reflected in the document.

1. Click on the “Gallery” icon and pick a theme.
2. Select a graphic on the right hand side “Browse” window. (Fig.13-9)
3. Press <Shift> and <Ctrl> key and then drag-and-drop the graphics into your document or press your mouse right button and select menu “Insert” → “Link”.(Fig.13-10)



Fig.13-9



Fig.13-10

Cliparts

NextOffice comes with lots of presentation templates, document templates and cliparts. Following is a brief description of the cliparts :

Chemistry

This collection is stored in Gallery under theme name “Chemistry” and is suitable for decorating teaching materials. (Fig.13-11)

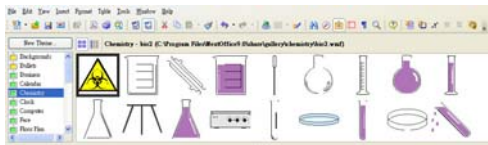


Fig.13-11

Weather Cliparts

This collection is stored in Gallery under theme name “Weather” and is suitable for decorating teaching materials and making notices. (Fig.13-12)



Fig.13-12

Calendar Cliparts

This collection is stored in Gallery under theme name “Calendar” and is suitable for decorating general business presentations. (Fig.13-13)



Fig.13-13

Sticky Man

This collection is stored in Gallery under theme name “Sticky Man”. (Fig.13-14)



Fig.13-14

Traffic Cliparts

This collection is stored in Gallery under theme name “Traffic” and is suitable for decorating teaching materials and making notices. (Fig.13-15)



Fig.13-15

Maps Cliparts

This collection is stored in Gallery under theme name “Maps” and is suitable for decorating teaching materials. (Fig.13-16)



Fig.13-16

Facial Expression Clipart

This collection is stored in Gallery under theme name “Facial Expression”. (Fig.13-17)



Fig.13-17

Interior Design Cliparts

This collection is stored in Gallery under theme name “Interior Design” and is suitable for preparing interior layout. (Fig.13-18)



Fig.13-18

Zodiac

This collection is stored in Gallery under theme name “Zodiac”. (Fig.13-19)

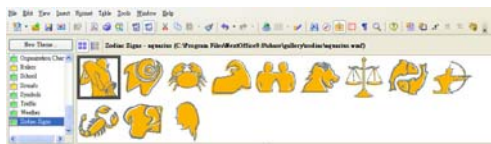


Fig.13-19

Business Cliparts

This collection is stored in Gallery under theme name “Business” and is suitable for decorating general business presentations. (Fig.13-20)

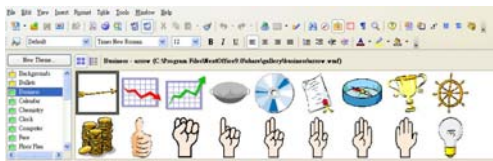


Fig.13-20

School Cliparts

This collection is stored in Gallery under theme name “School” and is suitable for decorating teaching materials. (Fig.13-21)



Fig.13-21

Computer Peripheral Cliparts

This collection is stored in Gallery under theme name “Computer Peripherals”. You can use these cliparts to, for example, create a simple network diagram of your in-house LAN configuration. Or you can use these cliparts to decorate your document to make it more interesting. (Fig.13-22)



Fig.13-22

Hong Kong Scenery Cliparts

This collection is stored in Gallery under theme name “HK Scenery”. (Fig.13-23)



Fig.13-23

Homepage Cliparts

This collection is stored in Gallery under theme name “Homepage”. They are useful for preparing HTML documents. (Fig.13-24)



Fig.13-24

Flowchart Cliparts

This collection is stored in Gallery under theme name “Flowcharts”. They are useful for creating flowchart documents. (Fig.13-25)

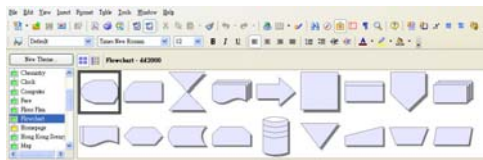


Fig.13-25

Using the Flowchart Gallery

You can use the “Flowchart” gallery to create a real flowchart.

1. Drag-and-drop the needed flowchart symbols into your document (Fig.13-26)
2. Double click on the flowchart symbols and then enter the desired text. (Fig.13-27)

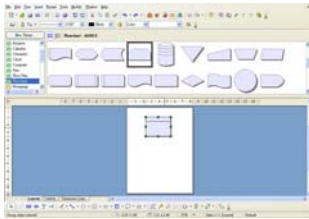


Fig.13-26

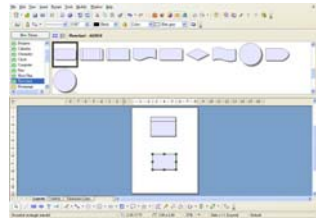


Fig.13-27

3. You may also re-size the symbol size freely, change its color or position, etc.(Fig.13-28)
4. Continue to add more flowchart symbols, you can then press the “Connector” icon on the bottom Tool Bar to bring up the “Connector” dialog. (Fig.13-29)

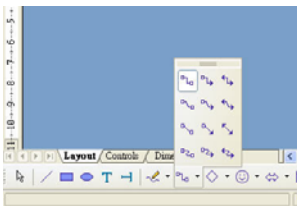


Fig.13-28

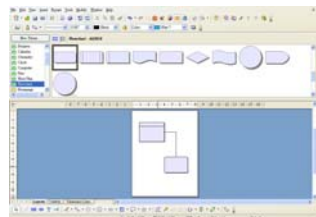


Fig.13-29

The benefit of using connector to connect two objects is that the connection lines are maintained automatically when you move the objects.