# Practical Free Alternatives to Commercial Software

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Steve Oualline Grace Oualline



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Steve Oualline San Diego, California, USA

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# **About the Authors**



**Steve Oualline** is an expert Linux programmer currently living in San Diego, California. He is the author of many books concerning Linux, C++, and open source software.

His hobbies include volunteering at the Orange Empire Railroad Museum, where he restored its Acme Traffic signal, one of 13 known to exist.



**Grace Oualline** is currently a freshman in high school and lives in San Diego, California, with her father, Steve, and his wife Chi. Grace is known by her peers as an art and math prodigy, with a love for learning. She aspires to work in the field of mathematics and design.

# Acknowledgments

This book could not have been written without the efforts of thousands in the open source community who gave their time and effort to make the software we cover in this book.

# Introduction

Hundreds of free programs exist that have similar functionality to proprietary software. Here are some of the ones we cover in this book:

Free Program	Proprietary
LibreOffice	Microsoft Office
Firefox	Edge/Internet Explorer
Gimp	Adobe Photoshop
Inkscape	Adobe Illustrator
Dia	Visio
GnuCash	Quicken
Audacity	Many audio editors
OpenShot	Many video editors
LibreOffice	Microsoft Access

In many cases, these free programs are better quality and have more features than their expensive counterparts. So, why aren't they used more? It's because the companies that make free software spend \$0 on marketing. Microsoft and other companies spend *millions*.

Personally, I haven't paid for any software program in the past 20 years, until buying a copy of Microsoft Windows to write this book. As such, I haven't missed anything.

Proprietary software is written by people who want money. If a feature is not going to bring in money, it doesn't get produced. Free software is written by people who want programs that work. Because they are using the programs, the features they choose to implement are the ones that are most beneficial to the people using them.

Thus, free software is sometimes on the cutting edge of technology. For example, tabbed browsing first appeared in Firefox in 2001 (back when it was called Mozilla). Microsoft eventually decided to copy this useful feature and include it in its Edge and Internet Explorer browsers.

#### INTRODUCTION

You will find that the software introduced in this book is not only cheap but highly useful. You are encouraged to download and try the programs presented for free. The publisher's web site at www.apress.com contains links to the various programs described as well as the examples used in this book.

—Steve Oualline

## **CHAPTER 1**

# Web Browsing with Firefox

Web browsing is the most common activity that users do on computers. Unfortunately, the web browser that comes with Windows is limited, insecure, and not private. Fortunately, there is an open source web browser that is available for free, Firefox, which doesn't have these problems.

In this chapter, we discuss the most useful advanced features of this browser.

- *Tab muting*: This is a way of silencing the autoplay videos and ads, as well as anything else you want to silence.
- *Private browsing*: This is the ability to browse the Web without being tracked.
- *Tab and bookmark synchronization*: This feature makes sure that you have the same information on both your home and office computers.
- *Reading mode*: This is a way of displaying a screen without the clutter.
- *Ad blocking*: You can install an add-on to block ads from appearing on your screen.
- *Video downloader*: You can download videos from YouTube or other places for later viewing.

**Note** Google Chrome is another popular open source web browser with a comparable set of features, but our preference is Firefox, so we'll focus on that.

# **Getting Firefox**

You can download the Firefox browser by searching for *Firefox* in a different browser and clicking Download in the search results. Or you can go straight to www.mozilla.org and then click Get Firefox Today Link. Firefox will detect your language settings and give you a download customized for your language.

After downloading the file, run it (you'll probably have to tell the Windows security system that you do really want to run the program). Then select all the defaults during installation, with one exception. When it comes to making Firefox your default browser, we suggest you answer no. We've encountered programs, especially those made by Microsoft, that get upset if you change this setting.

If you want to create an account, you can do so now. However, you can also wait until you get to the "Setting Up an Account" section, where we cover account creation and what you can do with a Firefox account.

# **Using Mute Tabs**

The Web can be a wonderful place, but video ads that play automatically can be annoying. Firefox has a nice feature called *tab muting* that allows you to shut off the annoying ads, videos, and other sounds without having to turn off the sound for your entire browser.

You will find a small speaker icon that appears on any tab playing sound, as shown in Figure 1-1.



#### Figure 1-1. Speaker icon

Click this icon, and you will see a line across the speaker icon to indicate that the sound is muted, as shown in Figure 1-2. The absence of a loud and annoying sales pitch is a good indicator that the tab muting feature is working.



Figure 1-2. Mute tab

The speaker appears only when the tab is playing sound. You can mute silent tabs that might play sound in the future by right-clicking the tab and selecting Mute Tab, as shown in Figure 1-3.

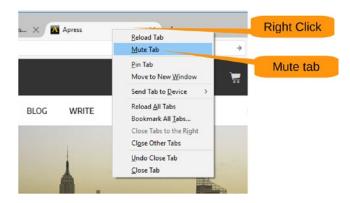


Figure 1-3. Mute tab

Although simple, this control is extremely useful when it comes to browsing the Web.

## **Browsing Privately**

The Internet has lots of techniques to track you as you browse. But sometimes you don't want "big data" looking over your shoulder. That's where private browsing comes in. It prevents the browser, and to some extent the Internet, from remembering what you were doing while online.

For example, you've probably noticed that after making a big purchase, such as buying a 3D printer, you'll get bombarded with ads for 3D printers. That's because advertisers go to a great deal of trouble to track every web page you visit and target you with ads for what you just bought. It's annoying.

The browser also remembers your history and uses it to supply helpful suggestions when you are entering web addresses.

If you don't want someone to know where you've been browsing, you need *private mode*.

Private mode does have one drawback. If for some reason the browser crashes, it will not remember what tabs you had open before the crash. This is by design; no record of what's going on in a private window is recorded. This also means your private pages are not shared between computers. However, not everything is totally secret. If you bookmark a page, that bookmark will be available after the private session is closed. Downloaded files are not erased (just the fact you visited a downloaded page is forgotten).

Private browsing is useful if you don't want people to know you've been at certain sites. In some countries, this means going to blogs or sites that discuss things your government doesn't approve of. In other cases, it could be because you need to search the Web for a private matter. Or it could be just because you don't want "big data" tracking you and selling your information to people for targeted ads or some other reason.

### **Starting Private Browsing**

To open a private window in Firefox, follow these steps:

- 1. Start Firefox normally.
- 2. Click the Menu icon (the three lines).
- 3. Click the New Private Window button, as shown in Figure 1-4.

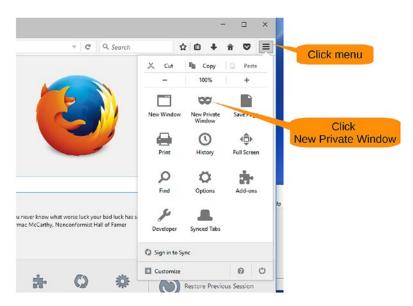


Figure 1-4. Creating a private window

You can tell that you are in a private window because there is a little mask in the upper-left corner of the browser. The big purple screen saying that you are now browsing privately is a big giveaway too, as shown in Figure 1-5.



Figure 1-5. Private window

## **Synchronizing Tabs and Bookmarks**

Suppose you find that perfect recipe online and want to transfer this bookmark to your home computer. With bookmark synchronization, bookmarks you make on any machine with synchronization enabled are automatically transferred to all other machines using the same synchronization account.

In another example, let's say you get up in the morning and start to work on five different projects using five different tabs in your browser. But then you have to take your daughter to school and go to work. You'd like to continue at the office where you left off at home, but you need those open tabs to do this. With tab synchronization, you can grab the open tab list from one machine and transfer it to another.

To do this, you'll need to set up an account in Firefox. The process is simple, and the result is that your browsing sessions are now portable between machines.

## **Setting Up an Account**

First you need to create an account or sign in to an existing account. Start by clicking the Menu icon and then select Sign in to Sync, as shown in Figure 1-6.

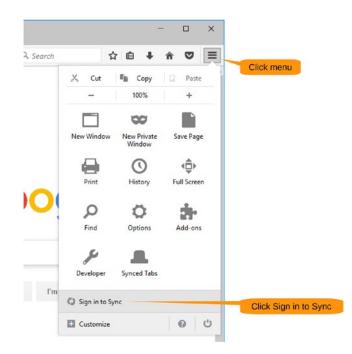


Figure 1-6. Signing in to sync

A welcome screen appears, as shown in Figure 1-7. If you don't have an account, click Create Account. If you do, skip down to where you sign in for the second time.

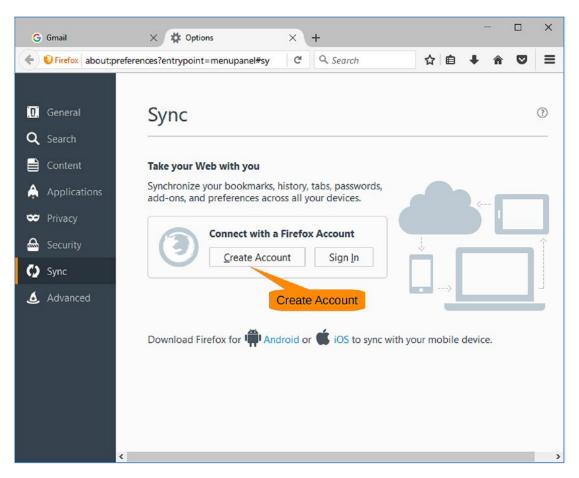


Figure 1-7. Signing in

The next screen (shown in Figure 1-8) asks for the information needed to create the account. Fill it in and click "Create account."

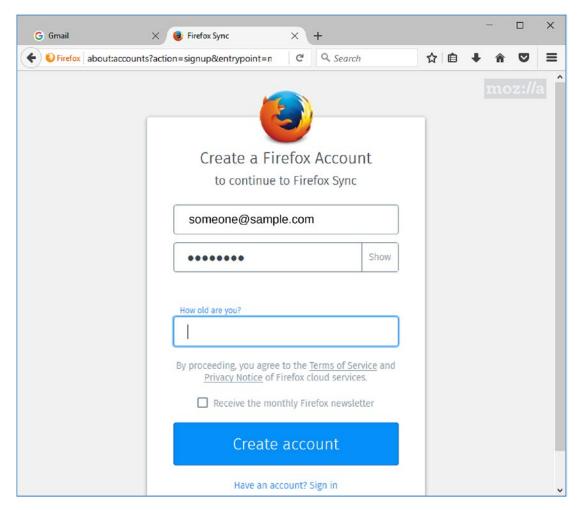


Figure 1-8. Account creation information request screen

You now go to a screen asking what you want to sync, as shown in Figure 1-9. You probably want everything, so just click "Save settings."

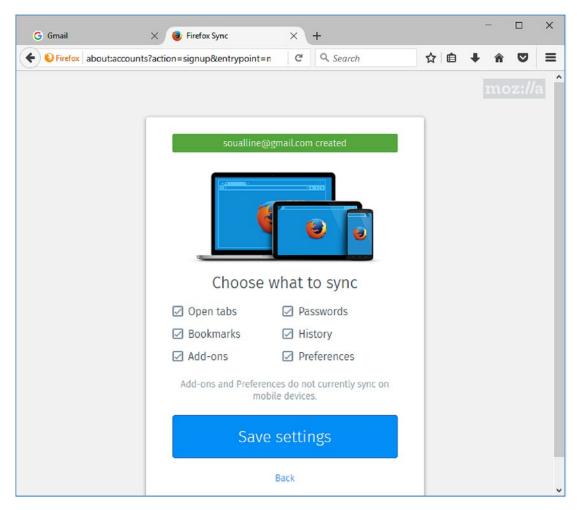


Figure 1-9. Saving your settings, the final account creation step

To make sure you are who you say you are, the system will send you a confirmation e-mail. We used a Gmail account for this example, so it gives us the option to go our Gmail box directly, as shown in Figure 1-10.

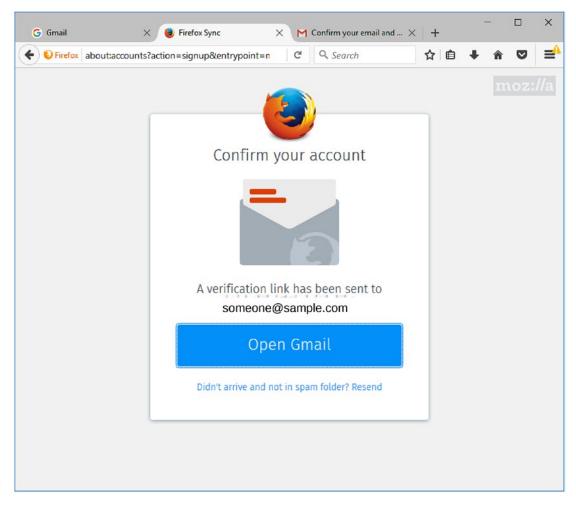


Figure 1-10. Opening the Gmail screen

Now all that's needed is to open the message and confirm the account, as shown in Figure 1-11.

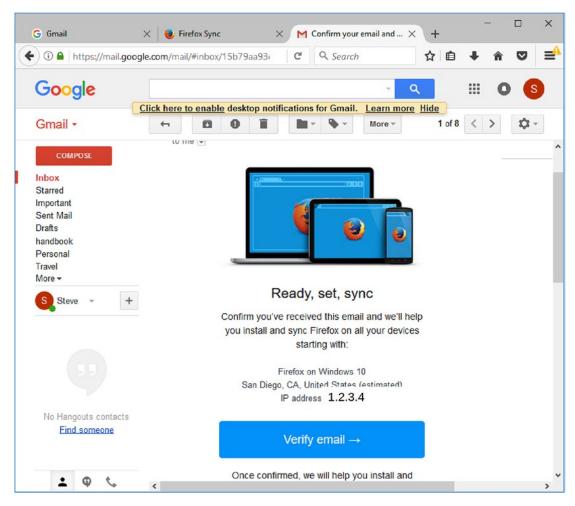


Figure 1-11. Verification e-mail

Finally, you are done creating the account and receive the confirmation screen, as shown in Figure 1-12.

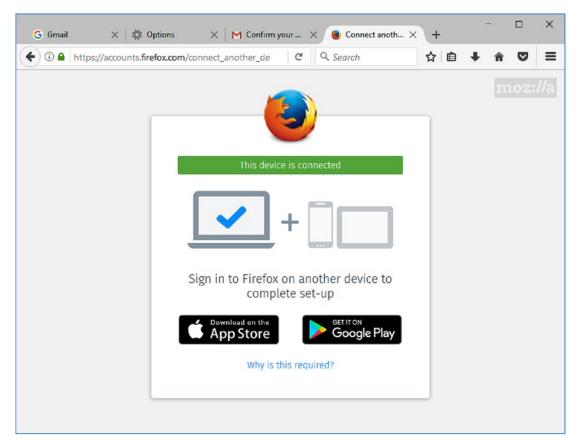
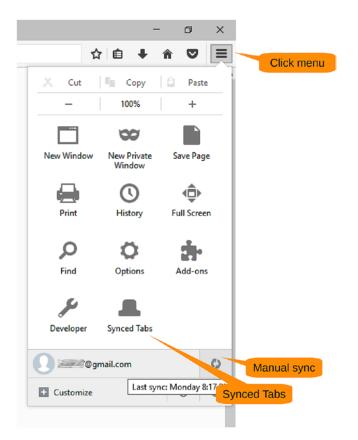


Figure 1-12. Confirmation

## Performing the Synchronization

Now surf the Web, find lots of interesting places, and bookmark them. Firefox will automatically upload your changes to the Firefox Sync Server on its own internal schedule. If you are nervous and want to make sure your changes are uploaded, click the Menu icon and then click the Manual Sync icon (the circling arrows) next to the account name (e-mail address), as shown in Figure 1-13.



#### Figure 1-13. Manual Sync icon

Now go to another computer, set up Firefox, and sign on to your sync account. Take a look at your bookmarks. Notice that they are the same as your original machine. They have moved from one machine to the other.

Now click the Menu icon and Synced Tabs again (as shown in Figure 1-13).

Firefox displays a list of tabs on the *other* computer, as shown in Figure 1-14. In this example, the other computer is named "user2-PC," and we've opened a lot of tabs on our favorite publisher's web site.

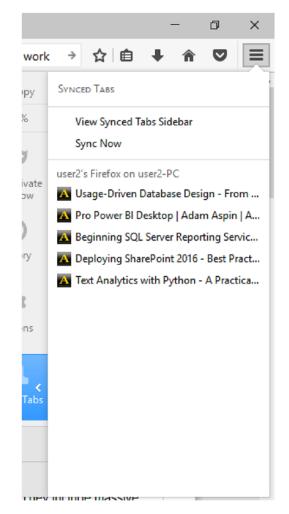


Figure 1-14. Tabs from the other computer

Click any of those tabs, and the page will appear in your local browser.

# **Using Reading Mode in Firefox**

On some web pages you will find a banner ad at the top, a navigation bar under that, advertisements on the left, links to related stores on the right, and the actual text you want to read in the middle as an afterthought. Firefox has a feature called *reading mode*, which is designed to put the text you want to read front and center on the screen and get rid of all the other garbage.

Figure 1-15 shows a typical web article. You will notice that there is some clutter on the page from the <del>junk</del> important marketing information on the side.

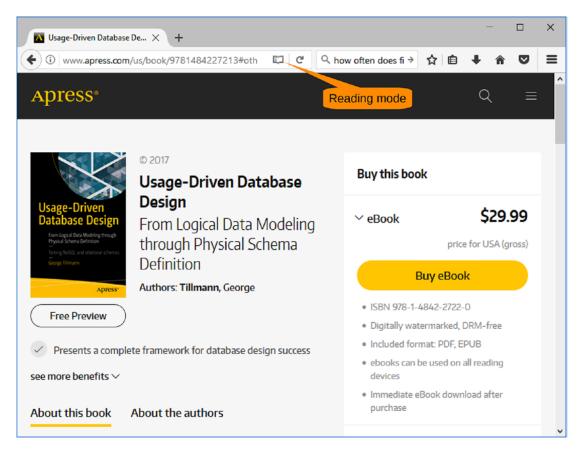


Figure 1-15. Typical article

Now click the Reading Mode icon at the top of the page. This causes Firefox to reformat the article to make readable, removing all the clutter in the process, as shown in Figure 1-16.

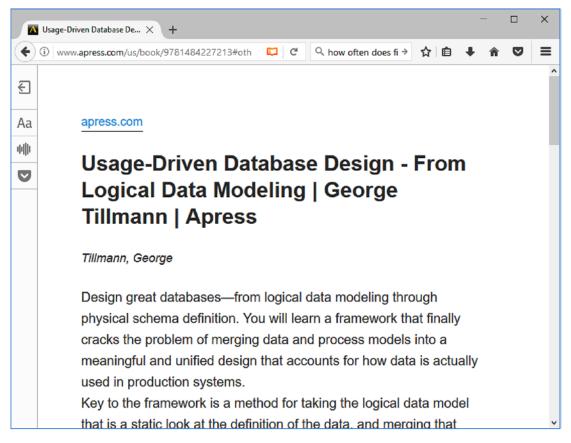


Figure 1-16. Reading mode view of the same page

As you can see, Firefox removes all the extra junk on the page and gives you a nice, clean article, making it much easier to read.

# **Blocking Ads**

An *ad blocker* keeps ads from appearing on your screen and has two advantages. The first is that the clutter on the screen is reduced. The second is that you use less bandwidth and therefore your pages load faster. Let's start by going to http://simpleadblock.com/faq/testing-your-adblocker/, as shown in Figure 1-17.

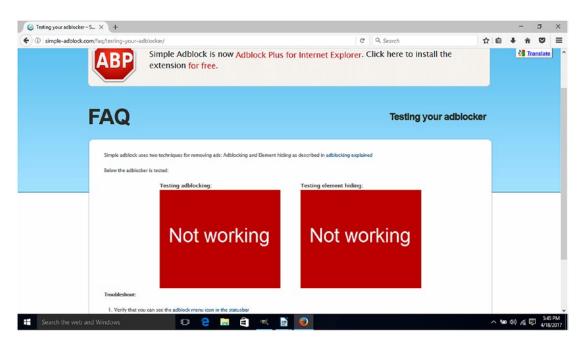


Figure 1-17. "Ad"-filled web pages

This page is filled with two big "ads" that say "Not working." (This is not the most effective product name in the world, but it does get the point across.)

Notice that the top of the screen contains a real ad for Adblock Plus for Internet Explorer. Figure 1-17 was taken on Windows 10, which uses the Edge browser and doesn't have Internet Explorer installed.

Now we show how to install an ad blocker and see what happens to this page.

### **Getting the Ad Blocker**

To install an ad blocker extension, click the Menu icon and then Add-ons, as shown in Figure 1-18.

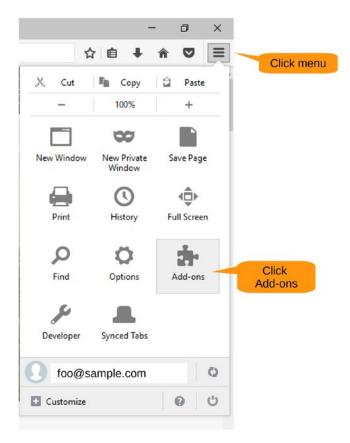


Figure 1-18. Getting to the add-ons

This brings you to the screen shown in Figure 1-19, which lists the add-ons Firefox thinks you might want to install. But the ad blocker is not there. So, scroll to the end and click "See more add-ons!"

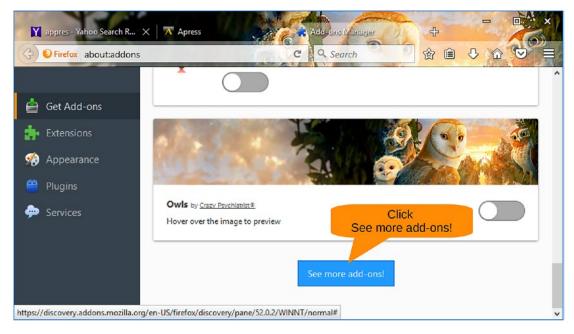


Figure 1-19. Getting more add-ons

The next screen allows you to enter a search term. Enter **ad blocker** and click the arrow to perform a search, as shown in Figure 1-20.

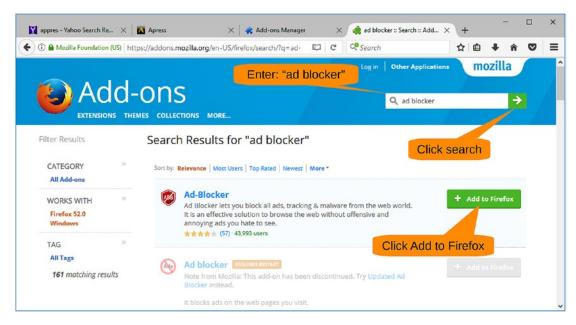


Figure 1-20. Add-on search/install page

Click Add to Firefox to install the extension called Ad-Blocker. A confirmation window will appear, as shown in Figure 1-21. Click Install.

<b>.</b>	addons.mozilla.org This site would like to install an add-on in Firefox: Ad-Blocker Learn more	×
	<u>C</u> ancel <u>I</u> nstall	
	Click Install	

#### Figure 1-21. Confirmation screen

This brings up the Ad-Blocker home page, as shown in Figure 1-22.

👔 appres - Yahoo Se 🗙 🛛 Apress 🛛 🗙 🕹 🙀	ad blocker:: Searc × Ad-Blocker	cker has been i $ imes$ +	-		×
Content/ui/firstRun.html	C <sup>e</sup> Q. Search	☆ 自 ♣	r 🛡	ø -	≡
Ad-E	Blocker				^
Ads will now be blocked. Happy browsing!	Know more	e about Ad-Blo	cker		
The web world will be a better place if sites use direct & unobtrusive ads. That's why we've established strict guidelines that can identify and allow acceptable ads. However, at some point if you still wish to block every ad to see, you can do that within seconds.		Learn More			\$

Figure 1-22. Ad-Blocker home page

Now go back to the ad test page at http://simple-adblock.com/faq/testingyour-adblocker/. All those red "ads" will have turned to green, indicating that ads are being blocked, as shown in Figure 1-23.

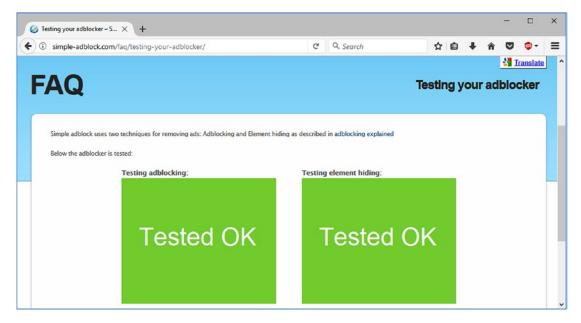


Figure 1-23. No more ads

Some web operators are getting smart. They detect ad blockers and refuse to show you their content until you turn them off. To disable the blocker for a single page, click the down arrow next to the blocker icon and select "Disable on this page only." Figure 1-24 shows you the steps.

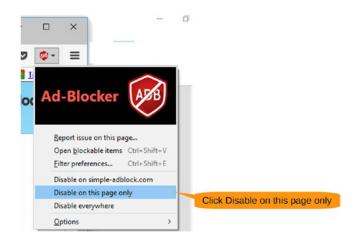


Figure 1-24. Disabling some ad blocking

# **Using Video DownloadHelper**

Video DownloadHelper is an add-on designed to combat the "pausing" that occurs when you download shows, and it works on YouTube and most other steaming providers. It also lets you download videos for offline use when you don't have access to the Internet.

For example, have you ever started watching a movie from a slow server in another country and have to deal with the video continually pausing? Video DownloadHelper lets you download your shows and watch them offline with no buffering.

# **Getting Video DownloadHelper**

You can get Video DownloadHelper for Firefox via the Add-ons menu using the same techniques you used to get Ad-Blocker. Searching for *videodownload helper* in the extension manager results in the screen shown in Figure 1-25.

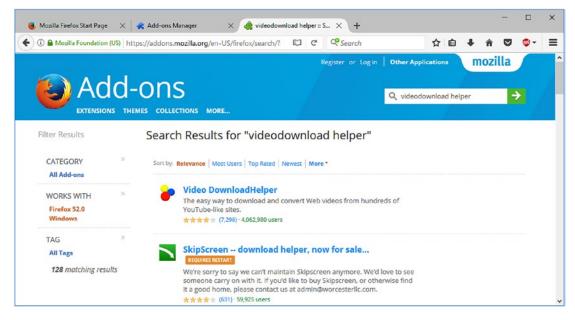


Figure 1-25. Search results with Video DownloadHelper

After installation, you will be taken to the Video DownloadHelper home page, as shown in Figure 1-26.

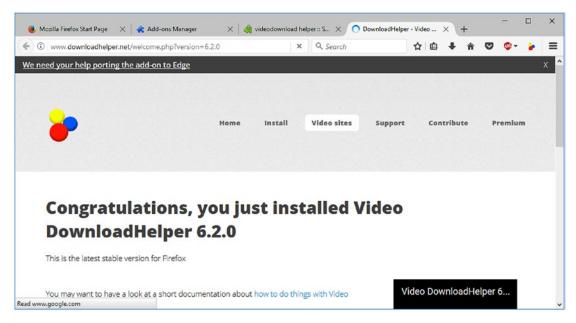


Figure 1-26. Video DownloadHelper home page

Now let's go to a web page with video content, such as YouTube, as shown in Figure 1-27.

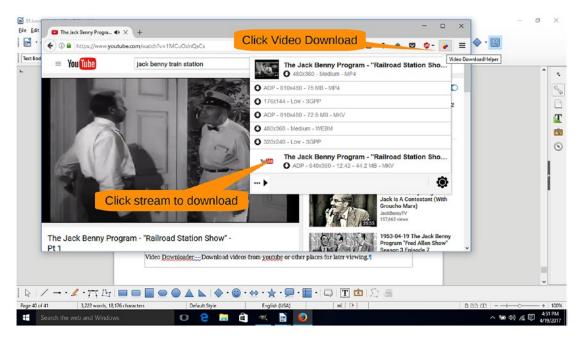


Figure 1-27. A popular video web site (source: public domain)

# CHAPTER 1 WEB BROWSING WITH FIREFOX

Let's play a video. Notice that the Video DownloaderHelper icon becomes active (changes to a color icon). Click this icon to bring up the download menu. It lists the various videos that are available. Click a selection to download it. This will open a dialog asking you where to save the result, as shown in Figure 1-28.

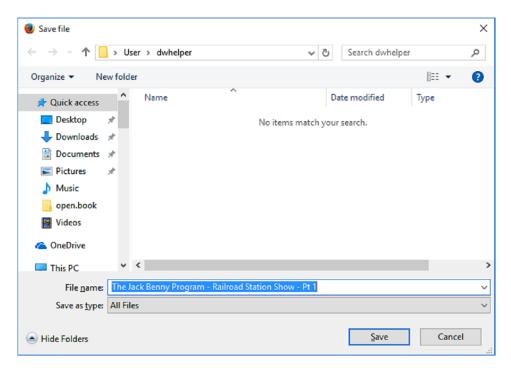


Figure 1-28. "Save file" dialog

Sometimes the Video DownloaderHelper needs the help of an external program to convert the video. When that happens, a pop-up dialog (Figure 1-29) will appear asking you to install it.

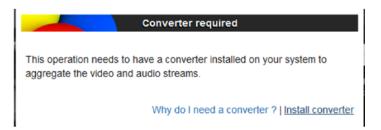


Figure 1-29. Converter request

Clicking "Install converter" takes you to the screen in Figure 1-30, which allows you to download the given program.

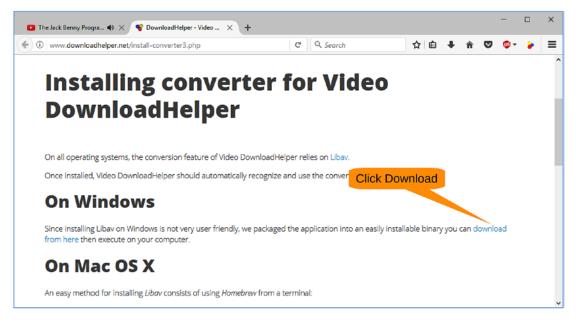


Figure 1-30. Download page

After downloading, click the Download icon and select the ConverterHelper.exe entry to install it, as shown in Figure 1-31.

### CHAPTER 1 WEB BROWSING WITH FIREFOX

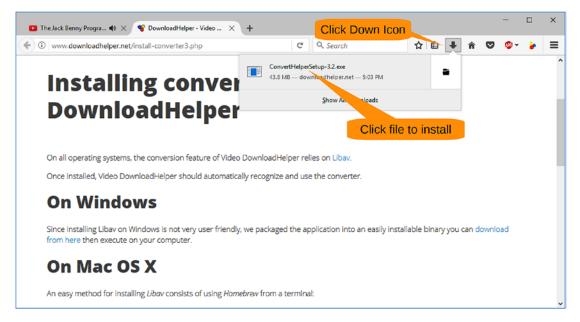


Figure 1-31. Installing the helper

Now all you have to do is to start a video, and you can download it. Then close the window (but not the browser) and let the download finish. Watch it at your leisure. This avoids the buffering problem and other issues caused by slow servers and a long Internet connection to Hong Kong, for example.

# **Using Other Firefox Features**

There are lots of other features available for Firefox. It has been designed to be highly customizable and highly extensible. In fact, you can customize its appearance until it's almost unrecognizable.

There are thousands of add-ons, including custom search tools, download managers, games, and translation tools.

# Summary

The best thing about Firefox is that it was written by people who want a good web browser, not one designed by a marketing department and not one designed to steer you toward certain web pages or search results. The designers wanted a web browser to make web surfing better. For the most part, the Firefox designers have succeeded in that goal.

# PART I

# LibreOffice

LibreOffice is an office suite with a set of features similar to Microsoft Office. For the most part, you'll be hard-pressed to find a useful feature of Microsoft Office that's not in LibreOffice. The converse is not true. There are useful features contained in LibreOffice not available in Microsoft Office such as the sidebar, gallery, and integrated database. (That's not to say that Microsoft Office doesn't have functions that are not in LibreOffice. But we have yet to find a *useful* feature of Microsoft Office that LibreOffice does not have.)

LibreOffice has an interesting history that shows you how an open source program can survive and grow even in the midst of turbulent times. LibreOffice started out as StarOffice, a proprietary Microsoft Office replacement designed to work on many different types of systems, not just Microsoft Windows. As a commercial product, it never really was a big success.

Sun Microsystems bought StarOffice and ported it to Sun's SPARC line of computers. Sun changed the name to OpenOffice and made it open source, meaning it was freely available to everyone. Sun gave it away because it was in the business of selling SPARC systems, not software, and the company figured it could sell more SPARCs if it had an office suite for its processors. Unfortunately, Sun didn't sell enough systems and got bought by Oracle at a fire-sale price. Oracle didn't care much for OpenOffice and basically turned its back on people who wanted to contribute improvements to this program.

### PART I LIBREOFFICE

Since OpenOffice was an open source project, users could copy it and produce their own version, with one exception, the word *OpenOffice*. That one word was trademarked by Oracle and couldn't be copied. So, everything but the name was copied in a process called *forking*, and a new name was chosen: LibreOffice. All those people who had their improvements ignored for OpenOffice submitted them to the LibreOffice project where most of them were accepted. The result was the much-improved office suite that we describe in this book. The history of LibreOffice shows how powerful the open source development model is. No one really "owns" the software.

You can download LibreOffice at www.libreoffice.org. After downloading it, run the installer, and select all the defaults for the installation.

# **CHAPTER 2**

# Getting Started with LibreOffice Writer

LibreOffice Writer is the word processing component of LibreOffice. It does pretty much everything useful that Microsoft Word does. It's been used to write everything from one-page letters to 800-page books. As a matter of fact, this book was originally written using LibreOffice.

You will your adventure with LibreOffice by creating a party invitation. During this process, you will learn about the following:

- Getting started with LibreOffice
- Selecting fonts
- Setting font sizes
- Coloring text and backgrounds
- Coloring paragraphs
- Aligning paragraphs with left, right, and center justification
- Inserting graphics into your documents

Figure 2-1 shows the party invitation you will create.



Figure 2-1. Party invitation

**Note** If you have a printed copy of this book, you will be unable to see the horrible color choices we've made in this document. You can download the actual sample invitation from the book's web site https://www.apress.com/us/book/9781484230749.

# **Starting LibreOffice**

To start LibreOffice on Windows, click Start ➤ LibreOffice ➤ LibreOffice Writer. To start LibreOffice on an Apple system, go to the Finder, select Applications, and then click LibreOffice. From the initial window, select File ➤ New ➤ Text Document. The blank document screen will appear, as shown in Figure 2-2.

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# Figure 2-2. Initial LibreOffice Writer screen

Figure 2-3 shows the components of the screen.

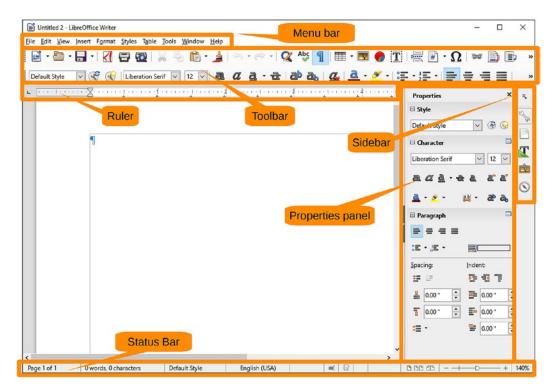


Figure 2-3. LibreOffice Writer screen components

At the top is the menu bar with its pull-down menus, similar to most applications you're probably familiar with. Below that you have your typical toolbar that contains icons for common operations.

At the top of the document is the ruler. This shows you where your margins and tabs are located. On the right side, you'll see something different: the Proprieties panel. The Properties panel lets you view and set the proprieties of the text you are working on. On the right side of that is the sidebar. You'll learn how to use this a little later in the book. Finally, at the bottom of the screen is the status bar.

# **Creating a Party Invite**

Enough with the explanation—it's time to party. Click inside the representation of the page. The insert cursor (a vertical bar) should appear. Now type **Party**. Figure 2-4 shows the results.

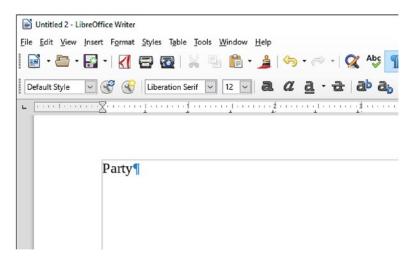
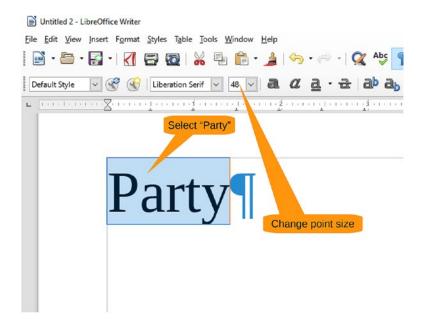


Figure 2-4. After typing Party

One thing to notice is that the word *Party* is little and rather plain. Drag the cursor over the word *Party* to highlight it. Now go to the Font pull-down menu on the toolbar and select 48. This will change the size of the word *Party* to 48 points. Figure 2-5 shows the result.



# Figure 2-5. A font size of 48 points

If you want to change the style of the text to bold, click the Bold icon in the toolbar. To turn off the bold, click the Bold icon again. There are similar icons for italics, underline, and strike-through, as shown in Figure 2-6.

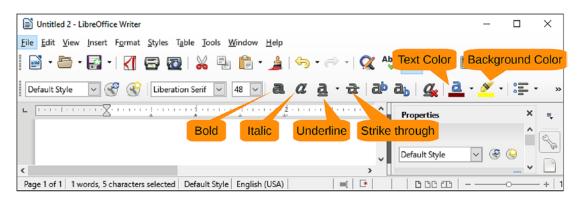


Figure 2-6. Text style icons

But the text appears to be a little plain. With the word *Party* still highlighted, click the Background Color icon to change the background color to yellow. Now click the Text Color icon to turn the text a rust color. The resulting color combination is quite noticeable even if a little garish. Figure 2-7 shows the result.

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Figure 2-7. Result of the color change

Now type **Party** again. You want this text to be a different color, so select it with the cursor, and this time click the little arrow next to the Background Color icon, as shown in Figure 2-8. In this example, we picked light purple, but you can pick any ugly color you want. You can do the same thing for the text color. (Again, click the little arrow, not the icon itself.) In this example, we decided to use cyan, so we have cyan on purple.

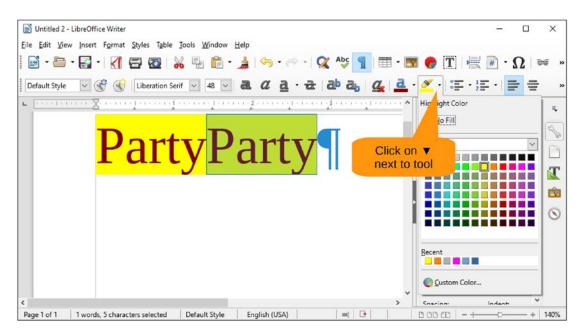


Figure 2-8. Color selector menu

Since this going to be a great party, let's mention it three times. Type **Party** one more time and select a new set of "interesting" colors for the text and background.

Now let's center the text by going to the Proprieties panel on the right and, in the Paragraph section, clicking the Center icon, as shown in Figure 2-9.

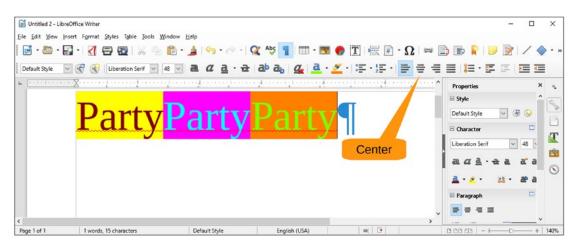


Figure 2-9. Center icon

The text is now centered, but it's too close to the top of the page. Let's move it down 1 inch by going to the Properties panel. (If you don't see the Properties panel, click the wrench in the sidebar to display it.) In the Paragraph settings, there is a box called "Space above paragraph." Change that from 0.00" to 1.00" and press Enter to set it. Now the "Party Party Party" paragraph is properly positioned. Figure 2-10 shows the result.

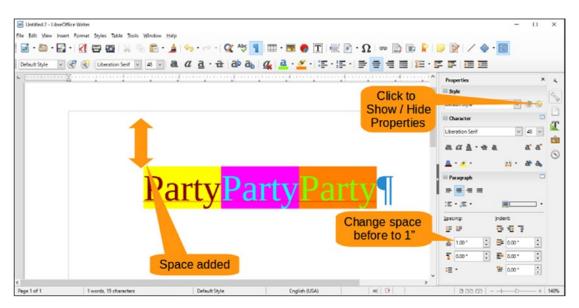


Figure 2-10. The party in its proper place

# Adding the "No Good Reason" Paragraph

You've played around with changing the text's background. In this section, you'll change the paragraph's background, which produces a slightly different effect.

Press Enter to start the next paragraph. Also, let's change the text color to black and the background color to no fill (the check box at the top of the pull-down).

For this paragraph you want the point size to be a little bigger, so let's select 72 from the Font pull-down. Type **Party for No Good Reason** for the name of the party. Keep the 1-inch space above the previous paragraph since that's a good spacing for this paragraph.

Now let's change the background color of the *paragraph*. Click the Background Color selector in the Paragraph section of the Proprieties panel, as shown in Figure 2-11. (While you're there, you can scratch your head at LibreOffice's choice of icons.) Clicking the icon causes a pop-up to appear showing you a choice of colors. In this example, we chose mustard yellow.

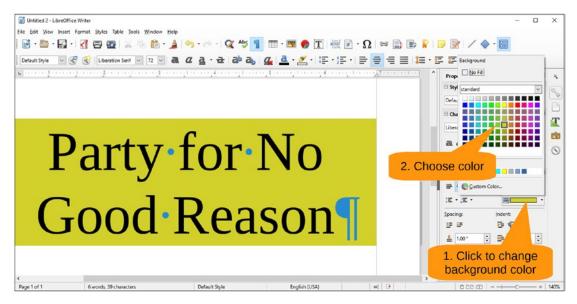


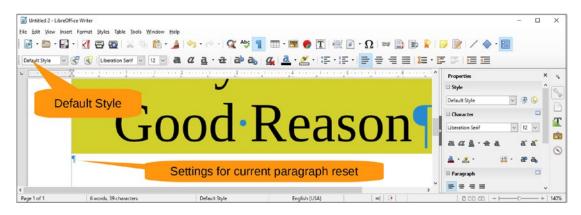
Figure 2-11. Paragraph background

Notice that the paragraph's background color extends from margin to margin. The text background color stays with the text. In the "Party Party Party" paragraph, the space on both sides of the paragraph is white, while on the new paragraph, it's yellow.

# **Indenting and Justifying a Paragraph**

You've used the default margins and centered things in the previous paragraphs. In this section, you'll use indentation and justification to put paragraphs at different locations across the page.

Press Enter to go to the next paragraph. This is going to be a normal paragraph consisting of the single word *When* with a colon after it. You'll notice you have the same paragraph background color, space above, and font size as the previous paragraph. This is not what you want; you just want a normal paragraph. Click the Style list and select Default Style. LibreOffice will reset all the paragraph and font values to their defaults for this style, as shown in Figure 2-12.



# Figure 2-12. Default style

You may have noticed that the Style list was already set to Default Style. But by reselecting it, you cleared all the custom settings, resulting in the type of paragraph you want.

Now you can type **When:** and press Enter.

The paragraph after that should be indented a little (0.5"). There are multiple ways of doing this. The first is to grab the margin indicator on the ruler and move it. There is an Increase Indent icon that increases the indentation by a fixed amount. If LibreOffice's idea of a "good indent amount" does not suit you, you can set it using the "Before text" blank in the Properties panel.

# **Indention Method 1: Moving the Indicator**

You can select the bottom margin indicator and drag it to the right to about the half-inch mark, as shown in Figure 2-13.

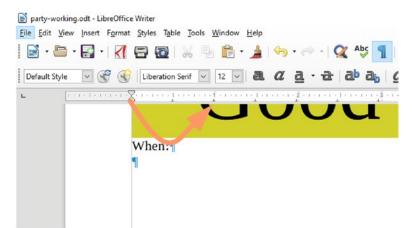


Figure 2-13. Moving the margin

Moving the bottom marker will move both the top and bottom markers and thus affect both the first line (top marker) and subsequent lines (bottom marker).

# **Indention Method 2: Increasing the Indent**

There is an icon in the Paragraph section of the Properties panel called Increase Indent, as shown in Figure 2-14. Clicking that icon will increase the current indent by 0.5".

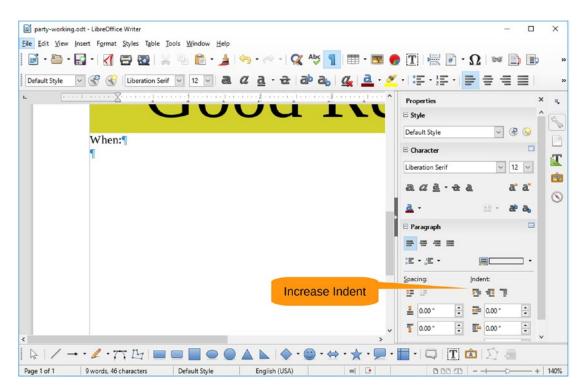


Figure 2-14. Increasing the indent

# **Indention Method 3: Setting the Before Text Indent**

Also in the Paragraph section of the Properties panel is a Before Text Indent setting, as shown in Figure 2-15. Enter **0.5**" and press Enter to set the value.

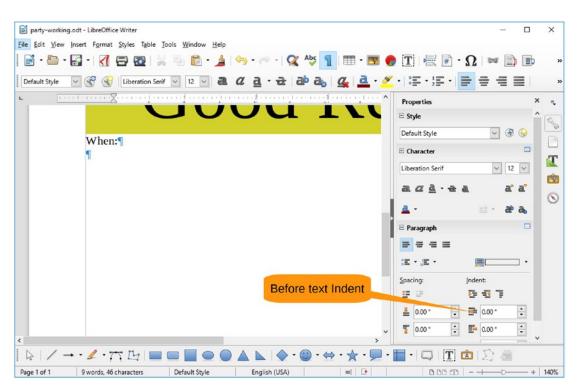


Figure 2-15. Setting the before text indent

No matter which way you do it, you'll get an indented paragraph. Let's type two paragraphs describing the time: **Saturday** and **July 7**. Figure 2-16 shows the results.

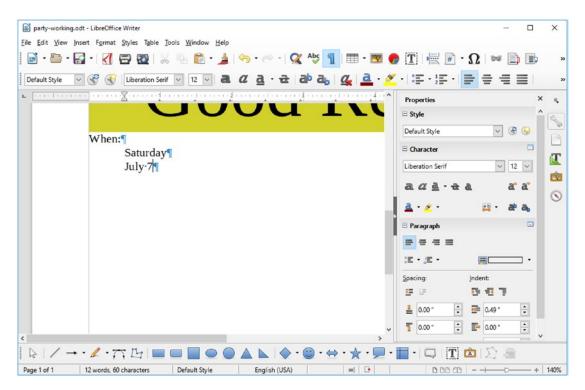


Figure 2-16. Invitation with date added

# **Creating the "Where" Section**

Now let's type the word *Where* with a colon after it. But the word *Where:* is not where you want it to be. It's sitting on the left side, and you want it more to the right. To move it, drag the lower margin indicator on the ruler to the right until it's about 75 percent of the way across the page. Figure 2-17 illustrates this process.

Now you can enter the Where: line.

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Figure 2-17. Dragging the margin

You want the actual address to be lined up on the right side. So, let's click the Align Right icon to make this happen. Actually, there are two Align Right icons; there is one on the toolbar and one on the Properties panel, as shown in Figure 2-18. Either one will work.

Now let's enter the address. Figure 2-19 shows the result.

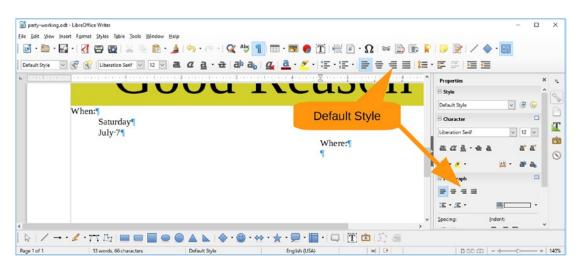


Figure 2-18. Align Right settings

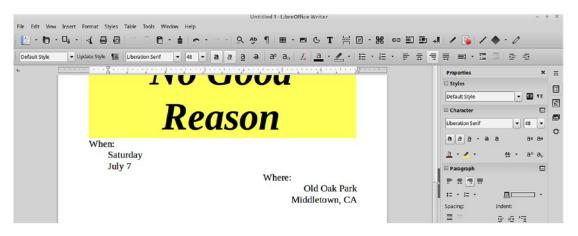


Figure 2-19. Final text

# **Adding Graphics**

Now let's decorate things by adding graphics. Click the Gallery icon located on the right sidebar. See Figure 2-20.

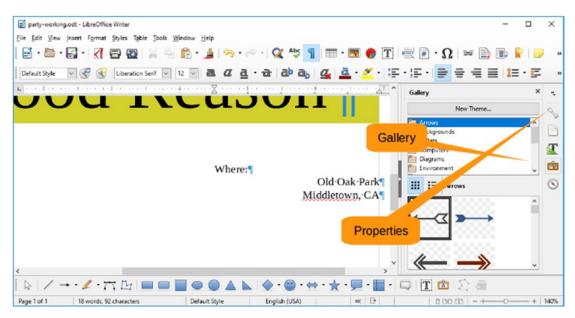


Figure 2-20. Gallery icon

The Proprieties panel disappears and is replaced by the Gallery. A quick search through the list of themes yields nothing that looks like it might have a balloon it, so let's click the Properties icon to restore the Properties panel.

Now bring up your browser and do a Google search for *balloon free clip art*. Clicking images displays a set of possible graphics, as shown in Figure 2-21.

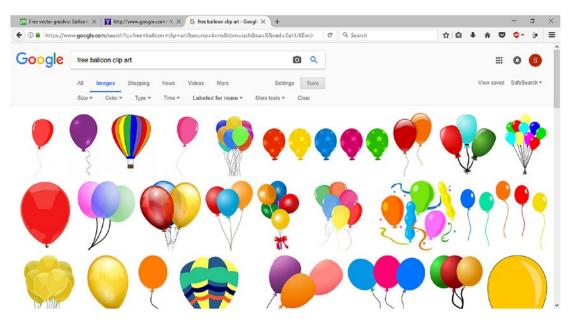
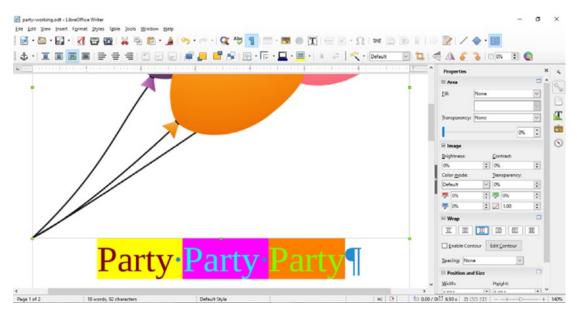


Figure 2-21. Balloons

Click one and then select View Image. Right-click the image and select Copy Image. Now you can go back to the party invitation and move the cursor to the beginning. (Click to the left of the *P* in our first *Party*). Select Edit > Paste from the menu bar or just press Ctrl+V. The balloon appears in the document, as shown in Figure 2-22.



# Figure 2-22. Balloon pasted

The size of the image is a way too big. Let's position the cursor over one of the green handles. It will change into a resize cursor. If you are on a corner, the cursor looks like an arrow pointing to the corner. If you are on a middle resize handle, the cursor turns into a double-ended arrow. You can now drag the handle to increase or decrease the size of the balloon, as shown in Figure 2-23.

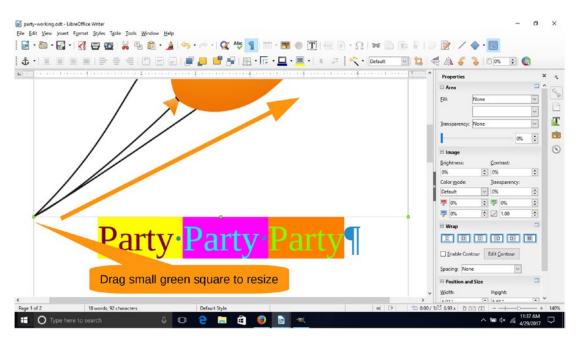


Figure 2-23. Resizing an image

Notice that the picture maintains the same aspect ratio, meaning that it does stretch or distort. This is the default in LibreOffice. If you want to stretch the picture in one direction only, you need to hold down the Shift key while resizing.

You need to move the image where you want it to be and change its size. But before you do that, you need to change its anchor point. The *anchor point* controls where the image appears on the page. Right now it's set to Paragraph, meaning if the paragraph it is attached to moves, the image moves.

Right-click the image and select Anchor  $\succ$  To Page. This makes the image stick to wherever you want it on the page, as shown in Figure 2-24.

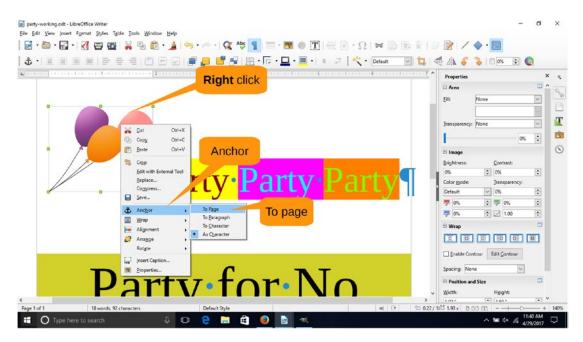


Figure 2-24. Anchoring an image on a page

Now let's move the cursor over the image. It will change from a pointer to a hand. You can now drag the image any place on the page you want it to be. In this example, that's the upper-right corner, as shown in Figure 2-25.

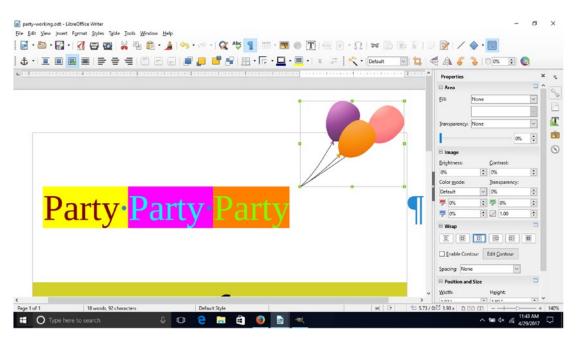


Figure 2-25. Image in its proper location

You'll notice that the text keeps moving out of the way of the figure. You don't want that because you put the text in the proper place when you created it. You can fix that by selecting the figure, right-clicking, and selecting Wrap  $\blacktriangleright$  Wrap Through, as shown in Figure 2-26.

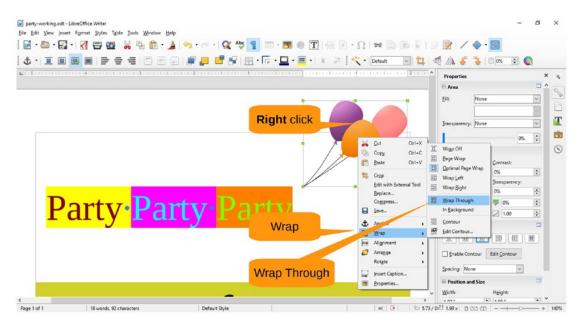


Figure 2-26. Wrapping through

You now have the image the right shape and size. Let's duplicate it by selecting it and then copying it (press Ctrl+C or select Edit  $\blacktriangleright$  Copy). Click outside the margin to deselect the image you just copied. (This is important because if you don't deselect it, then when you paste, you will overwrite the original image.) Now you can paste in your copy (press Ctrl+V or select Edit  $\blacktriangleright$  Paste). Now you can move it to the right side of the screen.

Things look better when they are symmetrical, and this image is facing the wrong way. So, let's fix that by selecting from the menu Format > Flip > Flip Horizontally, as shown in Figure 2-27.

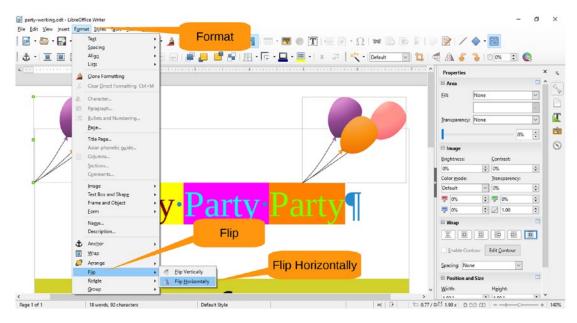


Figure 2-27. Flipping an image vertically

Now you can move it by dragging it with the cursor and change the size using the resize handles as you did with the first balloon.

Now you are ready to party, except for the details...printing 100 copies of the invitation, handing them out, buying the food and drink, reserving the location, inviting the people, and everything else. But the invitation is ready!

# Summary

The party invitation was designed to be a fun introduction to the basics of LibreOffice Writer. There's a lot you can play around with in this word processor. In the next few chapters, you'll take a look at how to do useful work with this tool.

For now, if you're interested, you can explore some of the more frivolous aspects of this program, including the following:

- Fontworks: Creating fancy text effects
- Gradients: Changing color backgrounds
- Drawing tools: Drawing things on your document

Since this is not a 400-page book on LibreOffice, we'll let you explore these topics on your own.

# **CHAPTER 3**

# Writing Business Letters with LibreOffice Writer

In the previous chapter, you learned the basics (and a few fun features) of LibreOffice by creating your party invitation. Now you'll put LibreOffice to work. In this chapter, you'll learn how to write a business letter with LibreOffice Writer.

Specifically, you'll do the following:

- Create and use custom styles
- Apply indents
- Format paragraphs
- Format pages

# **Creating a Business Letter**

In this section, you'll create a simple business letter similar to the one shown in Figure 3-1 (although we hope your letter will cover a different subject matter).

Mrs. Smith Second Grade Teacher Hilltop Elementary School 100 School Place Grandview, LA 34582 January 3, 2017

Farmer Brown The Working Farm Museum 456 Old Oak Street Grandview, LA 34588

Dear Mr. Brown,

All of us in the second grade class here at Hilltop Elementary School would like to thank you for the wonderful time we had during our last visit.

Timmy is really sorry about what he did. He didn't know that hay could catch fire so fast. I'm glad to hear that none of your animals were hurt when the barn burned down.

Also I want you to know that all of were far enough away so that we were unaffected by the explosion. Who knew propane tanks contained so much power.

We were sorry we had to leave early, but I understand how unexpectedly busy you were especially after the fire caused all the animal to stampede. On the bright side, the students have never seen such a big fire and were especially thrilled by the sight of the areal tankers doing their drops.

But in spite of the explosion, the fire, and the stampede we all had a great time at The Working Farm.

Also I'm glad you're no longer mad at us and want to thank you for the free tickets to the Learning Farm. It's nice to know that you are over your fierce rivalry with Farmer John at the Learning Farm and want us to visit with him while you and your insurance company are rebuilding your farm.

So here's hoping you get out of the hospital soon and a big thanks from all of us in the second grade class.

Sincerely,

Miss. Smith

Figure 3-1. Business letter

# **Creating the "From" Section**

Let's start with a new document. Open LibreOffice and select File ➤ New Text Document. You'll notice that the "From" section is formatted with these attributes:

- Paragraphs are indented 4.5".
- There is no space between paragraphs.

Since you have more than one paragraph, you'll define your own paragraph style. You will reuse this style later in the chapter.

Start by opening the Properties panel and clicking the New Style icon (Figure 3-2).

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Figure 3-2. New Style icon

The Create Style dialog appears. Enter a name for the new style such as **From Address** and then click OK. Figure 3-3 illustrates these steps.

yle Name	
From Address Default Style	Name the style From address
	Click OK

Figure 3-3. Create Style dialog

Now you need to update the paragraph settings to reflect the style you want. The settings that need changing are listed in the Properties panel. They are as follows:

- Before Text Indent: 4.5"
- Above Paragraph Spacing: 0.0"
- Below Paragraph Spacing: 0.0"

Figure 3-4 shows the location of these settings.

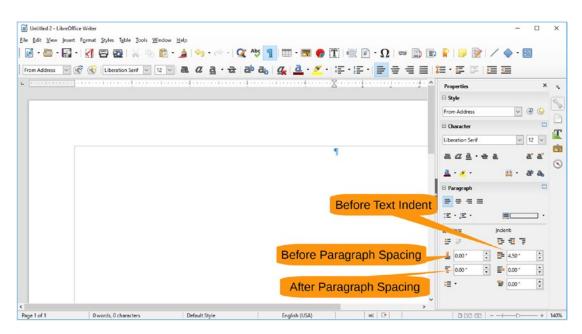


Figure 3-4. Paragraph settings

So far you've changed the properties just for the current paragraph. You want to change the properties for every paragraph of this style, so click the Update Style icon to change the From Address style, as shown in Figure 3-5.

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Figure 3-5. Update Style icon

Now let's enter the "From" information, as shown in Figure 3-6.

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Figure 3-6. "From" section complete

# **Creating the "To" Section**

The "To" section is just like the "From" section only you need to define a different text style. In this case, it's just like the From Address style only with a Before Text Indent setting of 0.00". The steps to create this style are as follows:

- 1. Click New Style.
- 2. Enter the name To address for the style name. Click OK.
- 3. Change the Before Text Indent setting to 0.00".
- 4. Click Update Style.

# **Completing the "Dear" Line and Text Body**

Now you need to write the "Dear" line and the body of the text. You want some blank space between the last line of the address and the "Dear" line, so let's change the Below Paragraph Spacing setting to 0.14". *Do not click Update Style because you want the change to affect this paragraph only*. Now you can enter your "Dear" line. The screen should now look similar to Figure 3-7.

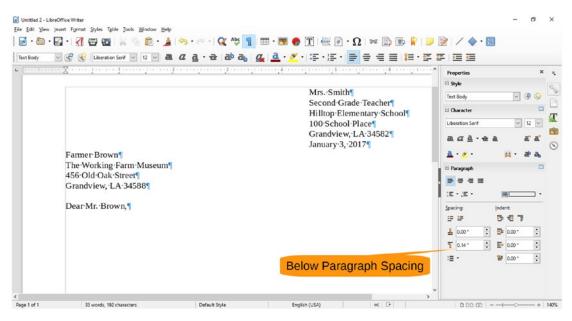


Figure 3-7. "Dear" line

From the Style pull-down, select the style Text Body for the body of the letter. There are actually two Style pull-downs, as shown in Figure 3-8; either one will work.

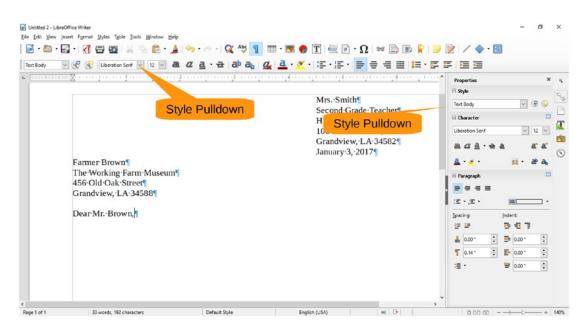


Figure 3-8. Changing a style

The default Text Body style does not provide enough space between paragraphs. Change the Below Paragraph Space setting to 0.14" and click Update Style. Next type the body text of the letter. Figure 3-9 shows the result.

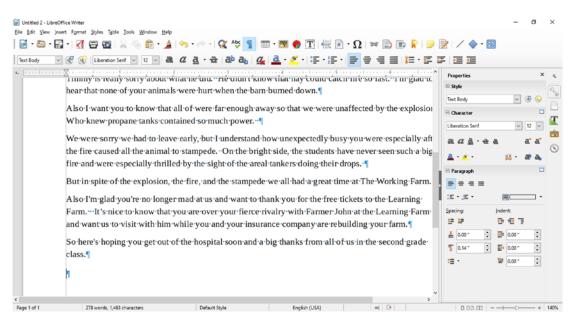


Figure 3-9. Body of the letter

Now all you need is the ending. For this you indent the same amount as the "From" section, so let's reuse that style. Select the style From Address from either of the two pull-downs and type **Sincerely**. Figure 3-10 shows the result.

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Figure 3-10. Finishing up

You want about three to five lines of blank space below this line for the signature. Ideally, you should change the Below Paragraph Space setting. But this time, let's cheat and just press Enter three times. Then enter your name for the signature.

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You can see the final result in Figure 3-11.

Figure 3-11. Finished letter

# **Creating an Envelope**

Now you need an envelope to go with your letter. After all, a letter such as this one should not arrive in a handwritten envelope. To start, select File ➤ New Text Document to get a blank document.

By default, the paper size is that of a standard letter. You want an envelope, so you need to change the page format; select Format > Page, as shown in Figure 3-12.

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Figure 3-12. Changing the page format

This brings up the Page Style Default Style dialog. Click the Page tab to select the paper size, as shown in Figure 3-13.

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Figure 3-13. Setting the page style

For Format, select an envelope size. In this case, this is a standard business envelope, so select #10 Envelope. For Orientation, select Landscape. (Otherwise, you would have a tall, narrow envelope.) The page margins default to ones that look nice on a letter but lousy on an envelope. Change all to 0.50". See Figure 3-14 for details.

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Figure 3-14. Page style settings

Click OK and then enter the "From" and "To" addresses using the techniques just covered. To save time, you can copy and paste them from the original letter, which brings along the styles too. Because this is a letter, the From Address style works for the "To" address lines, and the To Address style works for the "From" address lines. (Try playing around with the software to understand this better.)

Figure 3-15 shows the completed envelope.

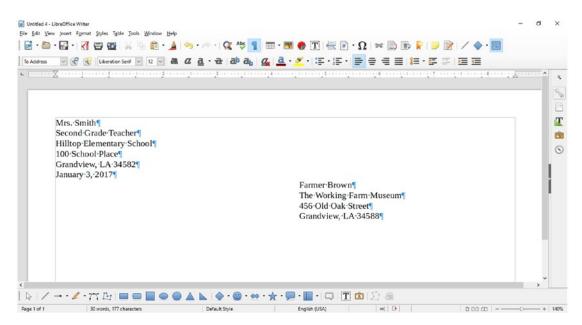


Figure 3-15. Final envelope

### Summary

In this chapter, you continued working with LibreOffice. The skills you learned here work for letters, memos, agendas, and other short business documents. In the next chapter, you'll learn how to produce longer works.

### **CHAPTER 4**

# Writing a Report with LibreOffice Writer

In this chapter, you will write a college-level report. This report will have all the bells and whistles needed to impress the instructor and get a good grade. These include the following and more:

- Bullet lists
- Footnotes
- Quotes
- End notes/bibliography
- Tables
- Graphics

In this chapter, you will create a report about how to write a report. Unlike most college reports (we hope), the quotes and sources will be made up.

## **Starting the Report**

Begin by running LibreOffice Writer and selecting File > New > Text Document. Now every good report should start with a good title. From the Style selection box in the upper-right corner, select the Title style and then type in the title of the report: A statistical analysis of the structure of college essays and their relationship to the grade received. Long-winded perhaps, but that certainly is an A or at least A- paper based on the title. Figure 4-1 shows the result.

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### Figure 4-1. The title

Now let's get to the next line by pressing Enter. This is where you put the author's information. Let's select the Subtitle style from the Style pull-down and type the author's name. You will get something that looks like Figure 4-2.

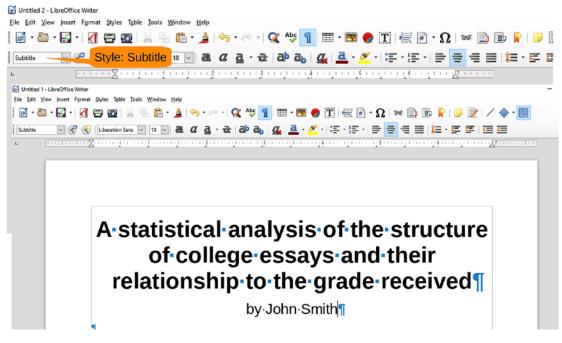


Figure 4-2. Author's name

For this particular report, you will use structured numbered headings. It's a school requirement we just made up so we could show you structured headings.

Press Enter to go to the next line, and select the style Heading 1. Enter **Level 1 Heading** for the text of this heading (not the most imaginative heading, but it does get the point across). Now, click the number icon, just a little left of center on the toolbar. Figure 4-3 shows the numbered heading.

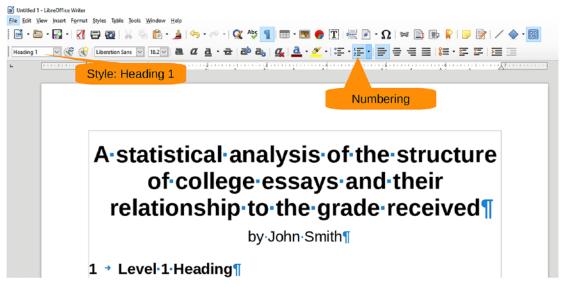


Figure 4-3. Heading 1 style

Let's add a couple more headings. The first one is a Heading 2 paragraph, and the one after that is Heading 3. In Figure 4-4 you can see that LibreOffice has added structured numbers to the paragraphs.



Figure 4-4. Structured numbers

Try as you might, you can't make an essay entirely of headings. You'll have to add some text. Let's write a sentence or two under the first heading. So, type some text: **This paper discusses the relationship between measurable structural elements of an essay and a student's grade.** 

The report now looks like Figure 4-5.

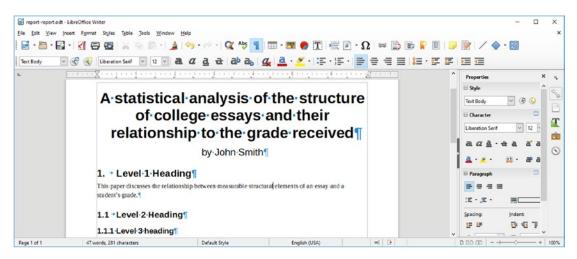


Figure 4-5. Report with paragraph added

# **Adding Footnotes**

Professors like footnotes, so let's add a footnote just after the word *structural* in the sentence you just typed. First move the cursor to just after the word and click after *structural*. Now select Insert ➤ Footnote or Endnote ➤ Footnote. You'll notice that the cursor jumps to the bottom of the page and lets you type in your footnote. See Figures 4-6 and 4-7 for the results.

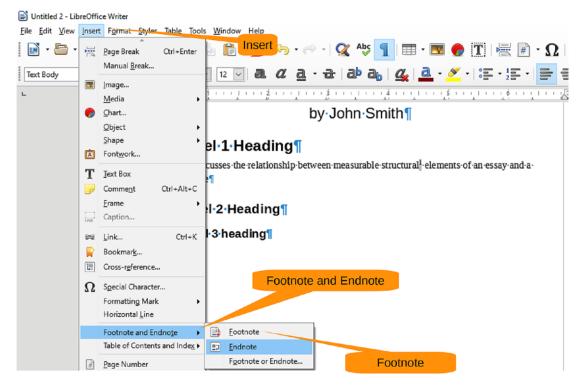


Figure 4-6. Inserting a footnote

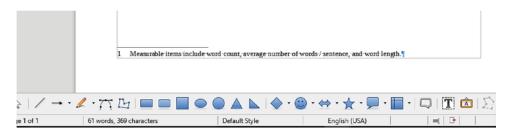


Figure 4-7. Footnote at the bottom of the page

### **Adding Quotes: Styles and Custom Styles**

Since you are writing a college paper, you need a few quotes. Not only do professors like quotes, but they let you reach your page count without having to write your own material. (To save time and effort, we will make up our own.)

According to the style guide supplied by the teacher, "Quotation paragraphs should be indented half an inch from the regular text on both the left and right sides. Text should appear in *italics*."

When you look through your list of styles, you won't see one labeled Quote. Selecting More Styles brings up the Styles and Formatting panel, as shown in Figure 4-8.

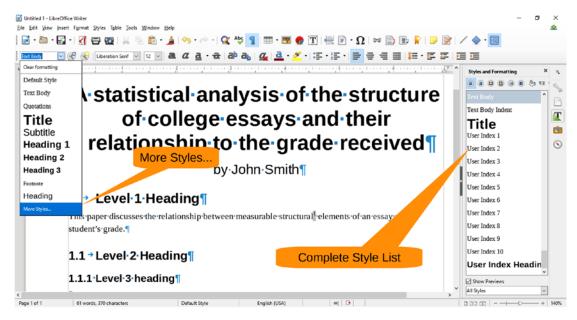


Figure 4-8. More Styles option

There is one labeled Quotations, but that indents the wrong amount and uses the wrong font. So, you'll have to make a quote style yourself.

Click the Properties icon (the wrench) to open the Properties panel. Then move the margins in 0.50" (on both sides) and make the font italic. Figure 4-9 shows you where the controls are.

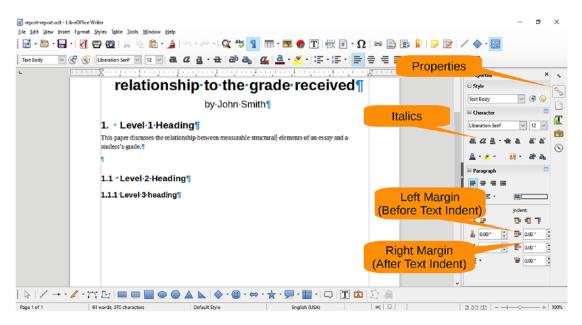


Figure 4-9. Adjusting the paragraph and font

Now click the New Style icon and give your new style the name **Quote**. Figure 4-10 shows this process.

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Figure 4-10. New style

Now you can type in the quote:

### Quotes are the key to writing an authoritative sounding paper. If other people reinforce your ideas then it makes it sound like you know what you are talking about.

After entering the quote, you need an attribution line. Type **Steve Oualline** for the attribution and then click the Align Right icon to move the text to the right. Then click New Style and enter the name **Quote Who**. Figure 4-11 illustrates the basic steps.

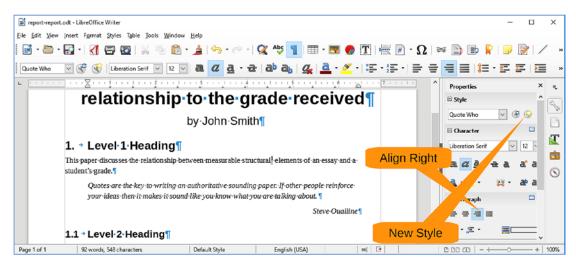


Figure 4-11. Creating the Quote Who style

By default, the next paragraph after a Quote Who paragraph is a Quote Who paragraph. Instead, you want it to be the Text Body style. Select Format ➤ Styles or press F11 to bring up the Style list. Locate the Quote Who style, right-click, and select Modify. Figure 4-12 shows the significant steps.

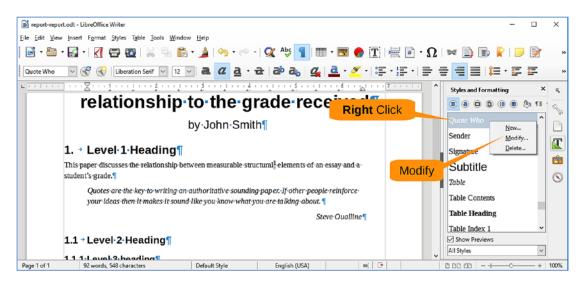


Figure 4-12. Modifying the style

The style modification dialog will appear. Click the Organizer tab. Then use the "Next style" pull-down to select Text Body (the default text format), as shown in Figure 4-13.

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Figure 4-13. Style modification

Click OK to save your changes. Now when you press Enter after the Quote Who paragraph, the paragraph style will change to Text Body.

## **Adding End Notes**

The quote needs a bibliography entry. That means an end note. Place the cursor just after the attribution, at the end of the line, and select Insert ➤ Footnote and Endnote ➤ Endnote. Figure 4-14 shows the operation.

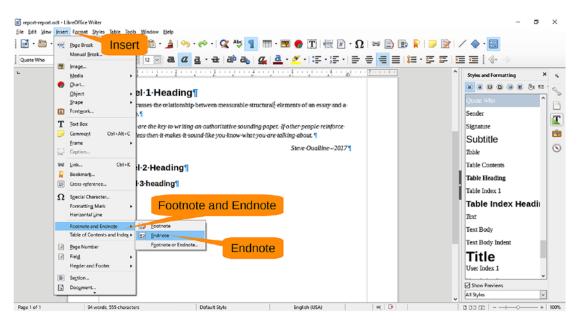


Figure 4-14. Inserting an end note

The end note marker is inserted, and you are taken to the end of the document where you can enter your end note, as shown in Figure 4-15.

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Figure 4-15. Entering the end note

### **Formatting Footnotes and Endnotes**

You may have noticed that footnotes are numbered 1, 2, 3, ..., and endnotes are numbered 1, 2, 3, .... This may lead to some confusion because you have a footnote numbered 1 and an endnote numbered 1 on the same page. You need to change the numbering of one of these items.

The Format menu item contains commands that format just about everything except footnotes and endnotes. To format them, you need to select Tools ➤ Footnotes and Endnotes, as shown in Figure 4-16.

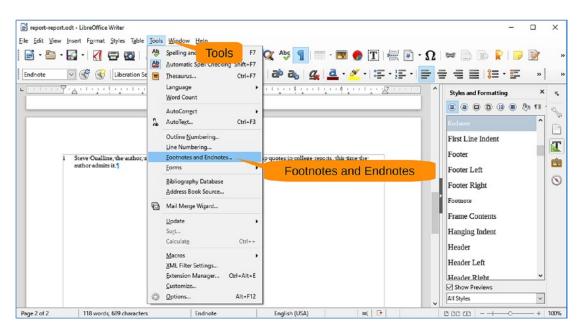


Figure 4-16. Footnotes and Endnotes menu item

This brings up a dialog that allows you to modify the way footnotes work. Click the Footnotes tab and then change Numbering to "a, b, c, …" and change Counting to "Per page," as demonstrated by Figure 4-17. Finally, click OK.

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Figure 4-17. Footnotes/Endnotes Settings dialog

Now the footnotes and endnotes look different. And everyone can tell it's a great paper because you've got them both.

### **Adding Tables**

Any good report should have a few tables. They are nice ways of presenting a lot of data in an organized format. They stand out in a report and tell your professor "Hey, this guy has got a lot of data," whether your data is useful or not.

To create a table, select Table  $\succ$  Insert Table, as shown in Figure 4-18.

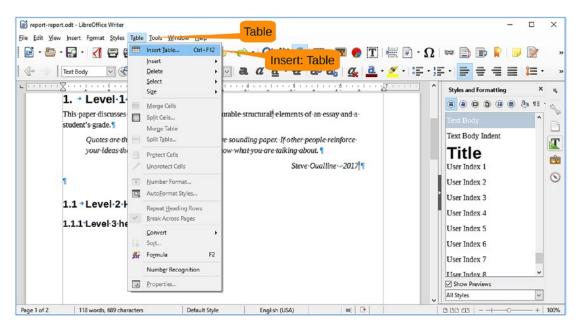


Figure 4-18. Inserting a table

The Insert Table dialog appears. Let's leave the defaults as they are. Specifically, you want to create a table with two rows and two columns. (You can adjust this later.) Click the Insert button to create the table, as shown in Figure 4-19.

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General	
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<u>C</u> olumns:	2 🗘 <u>R</u> ows: 2 🗘
Options	
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🗹 Repe	at heading rows on new <u>p</u> ages
Head	ling rows: 1
🗌 Don't <u>s</u>	plit table over pages
<u> </u>	Insert
	Auto <u>F</u> ormat
Help	Insert Cancel

Figure 4-19. Inserting a table

Now let's enter some data. Specifically, type the following and press Tab (not Enter) after each line:

Length<tab> Grade<tab> 24<tab> A+

Note that after each Tab, you go to the next cell in the table. Figure 4-20 displays the results.

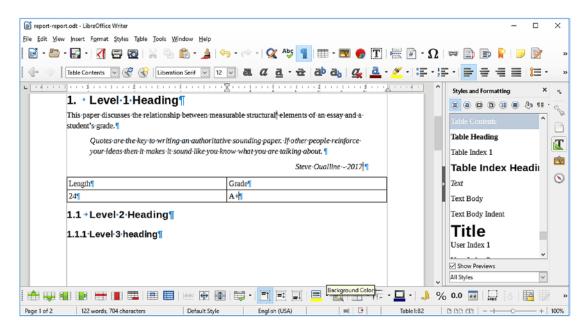


Figure 4-20. Table entry

Now let's press Tab again. A new row opens. Continue to enter data until the table looks like this:

Length	Grade
24	A+
19	А
18	В
16	С
9	F

The problem with this table is that you have a lot of white space. Let's fix that. First select the table by clicking Table  $\succ$  Select  $\succ$  Table, as demonstrated in Figure 4-21.

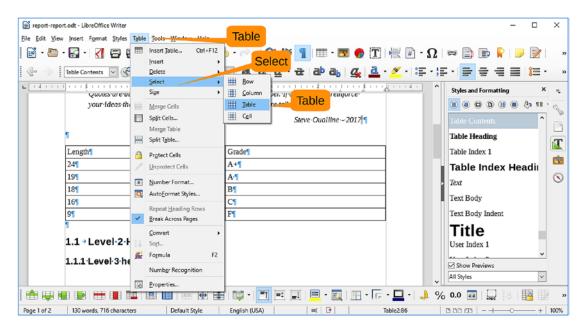


Figure 4-21. Selecting a table

Now let's adjust the column size with Table  $\blacktriangleright$  Size  $\triangleright$  Optimal Column Width, as shown in Figure 4-22.

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9¶ ¶ 1.1 → Level •2 • 1.1.1 • Level •3 •h€	Repeat Heading Rows Break Across Pages Convert Sogt Formula F2		Text Body Indent Title User Index 1
	Number Recognition Properties		All Styles

Figure 4-22. Adjusting the column size

The result is a much nicer-looking table (Figure 4-23).

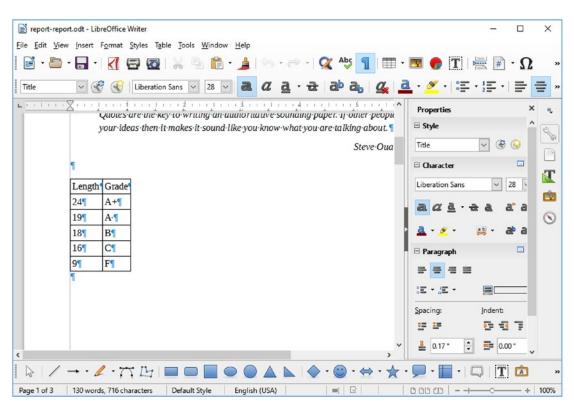


Figure 4-23. Nice table

## **Inserting Graphics**

Pictures are nice in reports because humans are graphical animals and respond to pictures better than words. Besides, graphics are an easy way of increasing the page count without having to write anything.

Let's start by adding a cute picture of a kitten to the paper. We're not sure how this fits into the theme of the subject, but a cute kitten can't hurt, so take a look at the one in Figure 4-24 that we've added to the report.

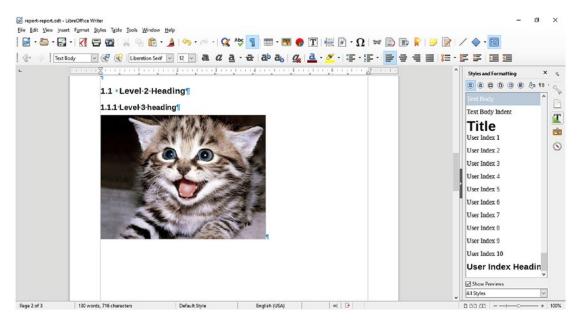


Figure 4-24. A sneaky way of getting a cute kitten into the book

To insert a figure into the report, copy it to the clipboard, click where you want the picture to be, and select Edit  $\succ$  Paste. Then click the picture to select it, right-click, and select Anchor  $\succ$  As Character. We covered this in Chapter 2 if you need a more visual explanation.

However, since this is a serious report and the people reading it might not understand what they are looking at, let's add a few graphics. First bring up the Drawing toolbar using the command View  $\succ$  Toolbar  $\succ$  Drawing, as shown in Figure 4-25.

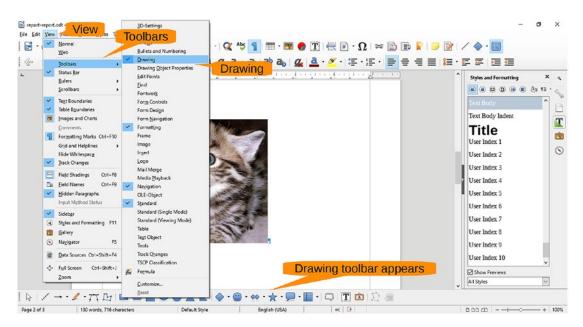


Figure 4-25. Drawing toolbar

Click the circle on the Drawing toolbar; then click the upper left of the cat's face and drag the cursor to the lower right. A circle will be generated covering up the cat's face, as illustrated by the ugly picture in Figure 4-26.

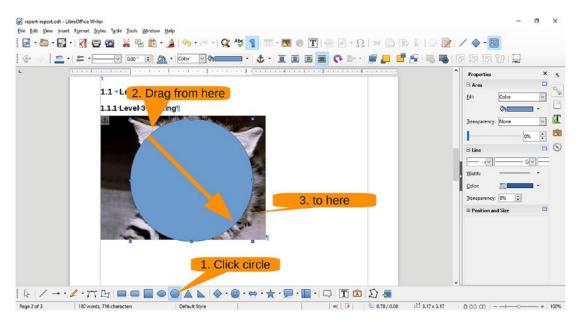


Figure 4-26. Circle drawn

Now let's bring the kitten back. In the Properties panel, under Area, change Fill to None. Under Line, change Width to 2.3 and Color to a yellow. The result is a circle around a kitten's face, as shown in Figure 4-27.

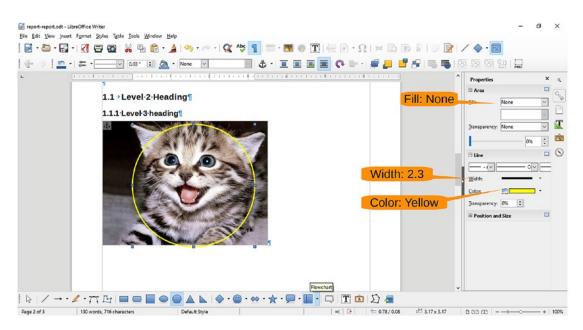


Figure 4-27. Cat with circle

Now let's click the Callout icon and draw a square to the right of the picture about a half-inch high and 2 inches wide, as shown in Figure 4-28.

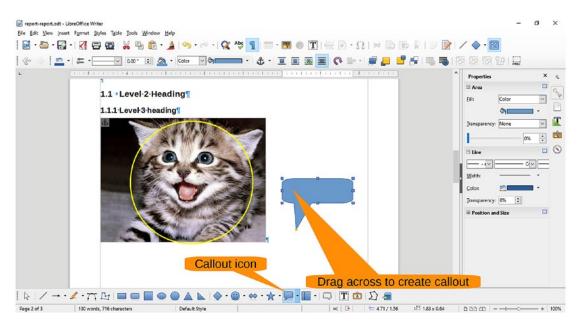


Figure 4-28. Creating the callout

Now drag the handle for the callout pointer (the little yellow dot) to the circle. Click the callout and enter the text **Cute Kitten**. Figure 4-29 shows the labeled kitten. Click outside the caption to stop editing it. Double-click it if you want to change the text.

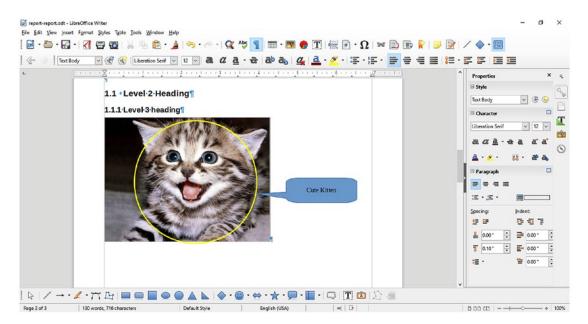


Figure 4-29. Labeled kitten

# Summary

We've only touched on a fraction of the features available in LibreOffice yet you've been able to produce a report that pretty much has everything, including footnotes, endnotes, tables, custom paragraph styles, pictures, and graphics. About the only thing it doesn't have is any meaningful content. But as they say in college, "The proof is left to the student."

### **CHAPTER 5**

# Working with Spreadsheets in LibreOffice Calc

In the 1970s a fellow by the name of Dan Bricklin was at Harvard watching a professor teach finance. The professor had written a grid of numbers on the blackboard and was explaining some sort of financial model. When he changed a number, he had to erase and recalculate all the numbers that depended on it.

Dan thought that it would be nice to write a program that did that automatically, and the first spreadsheet, called VisiCalc, was born. In 1979 it became available for the Apple II. It was an instant hit, causing some people to buy a \$2,000 computer just to run a \$100 copy of VisiCalc.

Since then, many people have copied the concept, and today spreadsheets are an essential business tool.

In this chapter, we will introduce you to the basics of LibreOffice Calc. You will learn how to do the following:

- Use basic spreadsheet functions
- Balance a checkbook
- Use multiple sheets
- Use more complex formulas to create a budget
- Use cut and paste to put a spreadsheet inside a text document to create an invoice

If you haven't done so already, download and install the LibreOffice program from www.libreoffice.org. During the installation, just select the defaults for each option.

### **Balancing Your Checkbook**

You will start by balancing your checkbook. This is the process by which you write down all your withdrawals and deposits and add them up. Then you try to figure out why you think you have \$83,237.92 in the account while your bank lists the balance as \$0.98.

Start the program LibreOffice Calc, or start LibreOffice and select New ➤ Spreadsheet. You'll see a blank spreadsheet, as shown in Figure 5-1.

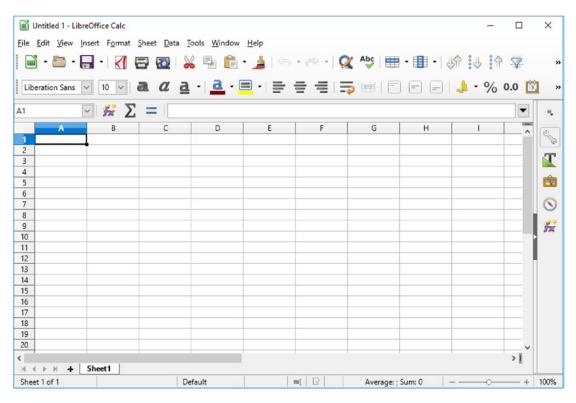


Figure 5-1. Initial Calc screen

You'll notice that the program displays a grid of cells. The first cell is A1 in the upper-left corner, and then going across, they are A2, A3, A4, and so on. This will be important later.

You will want a set of headings for your checkbook, so let's start by typing in the following:

Date Check Number Description Amount Balance

After each entry, press Tab. Do not press Enter. If you make a mistake, just click in middle of a cell to start over in that cell. The result should look something like Figure 5-2.

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Figure 5-2. Headings entered

You'll notice that things are getting a little crowded, especially in the Check Number column. Let's spread things out a little. Place the cursor on the line between the C and D columns and drag the line to the right to give you more room for the description. Now do the same for the check number.

Figure 5-3 shows the result.

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Figure 5-3. Spreadsheet after column adjustments

Now let's give the headings a little "oomph." Click 1 on the left side to select the row and click the Bold icon to turn the text bold. Figure 5-4 shows the nicer-looking headings.

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Figure 5-4. Bold headings

Next, let's enter some data. Click in C2 and enter **Initial balance**. Now go to E2 and enter what's in the bank, **1234.50**. As you can see in Figure 5-5, something does not look right in cell E2. You are missing the 0 at the end.

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Figure 5-5. Initial balance: funny money

The program thinks you are dealing with simple numbers and is displaying .50 as .5. People usually want to use two decimal points when working with money, so you need to change the way Calc formats the cells. You will do this for both columns D and E since both contain money. Click the D in the column headings and then Shift+click E. Both should be selected, as shown in Figure 5-6.

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	B	BC	B     C     D       Check Number     Description Initial balance     Amount	B C D E Check Number Description Amount Balance	B     C     D     E       Check Number     Description     Amount     Balance       Initial balance     1234     1234       Initial balance     1234     1234	B     C     D     E       Check Number     Description     Amount     Balance       Initial balance     1234     Copy     Ctrl+X       Initial balance     1234     Paste Ctrl+V       Paste Special Ctrl+Shift+V     Insert Columns Left       Image: Special columns Sight     Pelete Columns Sight       Image: Special columns     Cigar Contents Backspace       Format Cells     Cigar Contents Ctrl+1

*Figure 5-6. Formatting the row* 

Now right-click and select Format Cells.

This opens the Format Cells dialog, as shown in Figure 5-7.

C <u>a</u> tegory	Fo <u>r</u> mat	<u>L</u> anguage
User-defined	English (USA)	✓ Default - English (USA)
Number Percent Currency Date Time	Currency -31,234 -\$1,234.00 -\$1,234 -\$1,234	Default format
Scientific Fraction Boolean Value Text	-1,234.00 USD -1,234.00 USD -\$1,234 ✓ -\$1,234.00	Balance
Options		
Decimal places: 2	Megative numbers red	
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Format code		
[\$\$-409]#,##0.00;[RED]-	[\$\$-409]#,##0.00 OK	✓ É ¥

Figure 5-7. Formatting cells

In the Category column, select Currency. The Format pull-down allows you to select different currency symbols. The default for this installation is the U.S. dollar (\$), so leave that alone. (Your installation may have a different default depending on your Locale settings.) Let's keep the format simple, so select -\$1,234.00. This displays the dollars and cents and uses a minus (-) sign to indicate negative.

Click OK to format the cells. Now let's enter some data, as shown here:

A3	1/1/2017
B3	0063
C3	Fred's Diner
D3	-4.75
E3	=E2+D3

Figure 5-8 shows the result after typing =**E2**+**D3** and just *before* pressing Enter.

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Figure 5-8. Your first check

Now press Enter to register the contents of your last cell. Notice that the contents change the value of the calculation. If you click the cell, you'll see the original formula in the input line at the top of the sheet.

You'll also notice that although you entered 1/1/2017, the spreadsheet reformatted it to 01/01/17. You can change this by changing the format of this column to another date format.

The check number 0063 got changed as well. Formatting won't help this problem. Instead, you need to tell LibreOffice that this text is *not* a number. Let's go back to that cell and enter a single quote mark (') and the number. This is what it looks like:

### '0063

There are two key characters that LibreOffice Calc looks for at the beginning of any entry. The first is a single quote, which indicates text. The second is an equal (=) sign, which indicates a formula. Anything else causes LibreOffice to guess at the type of data that's being entered.

Figure 5-9 shows the result of the fixes.

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### CHAPTER 5 WORKING WITH SPREADSHEETS IN LIBREOFFICE CALC

### Figure 5-9. Corrected entries

Now's let's add a new check to the spreadsheet, as shown in Figure 5-10.

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Figure 5-10. Second check

After entering the information shown in Figure 5-10, put the cursor in E3 and select Edit  $\blacktriangleright$  Copy. (Or press Ctrl+C.) Now put the cursor in E4 and select Edit  $\triangleright$  Paste (or press Ctrl+V). The result is that a new balance is computed, as shown in Figure 5-11.

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Figure 5-11. New balance

Notice that in the input bar the formula has been adjusted. Now all you have to do is repeat the process each time a check is written or a deposit is made, and you have yourself an automatic checkbook.

### **Creating a Double-Entry Checkbook**

A classic ledger system has two entry columns, one for deposits and one for withdrawals. Let's change your checkbook spreadsheet to handle these two types of entries.

Let's start by adding a column for deposits. Right-click the Amount column and select Insert Column Left, as shown in Figure 5-12.

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Figure 5-12. Inserting a column for deposits

Now you have a new column. Change the heading of the new column to **Deposit** and the old one, currently marked Amount, to **Withdrawal**. The result should look like Figure 5-13.

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3	01/01/17	0063	Fred's Diner		-\$4.75	\$1,229.75		
4	01/01/17	0064	Sid's Drug Store		-\$14.92	\$1,214.83		
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Figure 5-13. New column headings

Change the format of the new column (Deposit) to money like you did with the other money columns.

Change the amounts in cells E3 and E4 to positive numbers. Specifically, change the formula in cell F3 to F2+D3-E3. In other words, the new balance (the current cell) equals the old balance (F2) + deposits (D3) – withdrawals (E3). Then copy the formula from F3 to F4.

Now let's add a new line to the bottom because you just got a check in from your employer. For the date, let's use 1/5/17. For the description, enter **Pay** and put **1000** in the Deposit column. Copy cell F4 and paste it into F5 to complete the line, and you get the spreadsheet in Figure 5-14.

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Figure 5-14. Completed checkbook spreadsheet

## **Creating a Budget**

In this section, you'll create a simple budget in a spreadsheet. Actually, you will make an over-simplified budget. A full budget is a wonderfully complex thing that covers everything you could possibly spend money on. In this section, we'll show you the concepts needed to make a budget and leave the details to you and whatever financial advice you can find through Google.

The basic idea of a budget is to show what income you have and what you are spending your money on. Ideally, the former is bigger than the latter. If not, you use the budget to make adjustments.

## **Creating a Basic Budget**

Let's start by creating a spreadsheet with some basic information in it. On the left you will have income. On the right you will have spending with some basic entries. Your basic spreadsheet will look like Figure 5-15.

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4	01/14/17	\$1,500.00		Transportation	\$500.00					E
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Figure 5-15. Basic budget

Note At this time, we have not filled in any of the cells containing formulas.

Let's start by cleaning up the headings. The Income section covers columns A and B. Let's get the heading to cover these columns as well. First click cell A1, then Shift+click A2, and finally select Merge Cells, as shown in Figure 5-16.

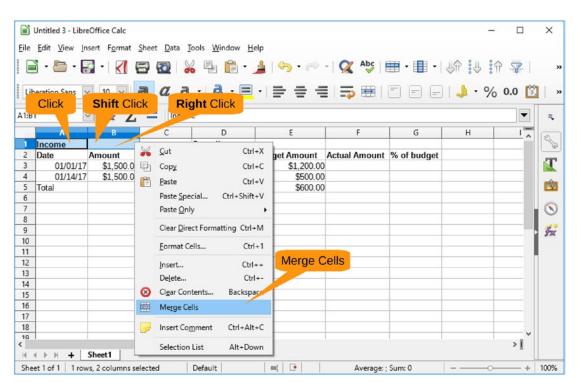


Figure 5-16. Merging cells

Let's center the text by clicking cell A1 (or should we call it AB1?) and clicking the Center icon in the toolbar.

Now let's do the same thing to the Spending cell. Click D1, Shift+click G1, right-click, and select Merge Cells. Now center this text.

While you are at it, let's change the background to light yellow to make the section headings stand out. You can do this by clicking the Background Color icon. You now have a spreadsheet that looks something like Figure 5-17.

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Figure 5-17. Spreadsheet with headings

## **Computing Totals**

It's time to compute some totals. You can get the total income by clicking cell B5 and clicking the Sum icon on the toolbar. LibreOffice will make an intelligent guess at what you want to add up. In this case, it thinks you want to add the column starting with B3 and ending with B4, so it fills in the formula as =SUM(B3:B4). It also draws a line around the cells it is going to sum up to give you a visual indication of what's happening, as shown in Figure 5-18.

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Figure 5-18. Summing up

Press Enter to accept this guess.

Now let's add sums to the spending columns (actual and budgeted). Figure 5-19 shows the result that includes the entry of some actual numbers.

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4	01/14/17	\$1,500.00		Transportation	\$500.00	\$483.00			
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#### Figure 5-19. Budget with totals

Now let's see how well you stuck to your budget. Click cell G3 and enter the formula for the percent spent. That is, enter =E3/D3. The answer is 1. But you want a percentage. So, click the G3 cell to select it again, and click the "percent" symbol to turn the number into a percentage (100%), as shown in Figure 5-20.

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Figure 5-20. Percentage

Copy and paste the formula from G3 into G4, G5, and G6. Uh-oh, you're over budget. Figure 5-21 shows the damage.

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4	01/14/17	\$1,500.00		Transportation	\$500.00	\$483.00	96.60%		
5	Total	\$3,000.00		Food	\$600.00	\$737.00	122.83%		
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Figure 5-21. Final single-month budget

It looks like one problem area is food, so to meet your budget for next month, all you have to do is stop eating...or maybe stop eating out so much.

So far, we've covered just the month of January. What about next month and beyond? Let's work on it.

### **Setting Up Multiple Sheets**

Spreadsheets have a concept of multiple pages or sheets. So far, you have only one sheet, called imaginatively Sheet1. Let's rename it to Jan17 and then copy it to a Feb17 sheet.

Right-click the sheet tab and select Rename Sheet, as demonstrated in Figure 5-22.

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Figure 5-22. Renaming a sheet

The Rename Sheet dialog appears, as shown in Figure 5-23. Enter **Jan17** and click OK to rename the sheet.

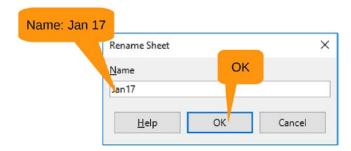


Figure 5-23. Rename Sheet dialog

Notice that the sheet name on the bottom tab is different. Now right-click the tab again, and as shown in Figure 5-24, select Move or Copy Sheet.

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Figure 5-24. Getting ready to copy the sheet

The Move/Copy Sheet dialog appears, as shown in Figure 5-25. In this case, Copy is already selected for you. (It's hard to change the sheet order in a one-sheet spreadsheet, so the Copy choice is forced upon you.) The document you want to copy into is the current document, so do not change the "To document" setting. Leave the "Insert before" setting at Jan17. You always want your newest budget to appear on top. Change the name to **Feb17** and click OK.

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Current Document
Insert Before: Jan17 (last month)
New name: Feb17
OK

Figure 5-25. Move/Copy Sheet dialog

The new sheet, Feb17, appears on top. Now let's fill in the numbers for February. Since it is a short month, you spent less, so you can be proud of the numbers in Figure 5-26.

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4	02/14/17	\$1,500.00		Transportation	\$500.00	\$437.00	87.40%			
5	Total	\$3,000.00		Food	\$600.00	\$450.00	75.00%			
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Figure 5-26. February's numbers

Now let's add a section in which you reference last month's numbers. Figure 5-27 shows the spreadsheet after entering the headings and the row label for Jan17. Note you have to put a single quote at the beginning of Jan17; otherwise, LibreOffice will think it's a date and format at as 1/1/17.

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4	02/14/17	\$1,500.00		Transportation	\$500.00	\$437.00	87.40%		
5	Total	\$3,000.00		Food	\$600.00	\$450.00	75.00%		
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Figure 5-27. Starting to reference previous months

Under Spent (cell B9), type = and nothing else.

Now you need to get the value of the total spent from Jan17. But it's not a cell on the current sheet, so there is no A1, B2 type reference that you can use. But LibreOffice will fill in the cell reference automatically for you.

Click Jan17 to go to the Jan17 sheet and then click the F6 cell to select the total. Notice that the input bar now reads =Jan17.F6 and the cell is bordered with a purple rectangle. See Figure 5-28 for details.

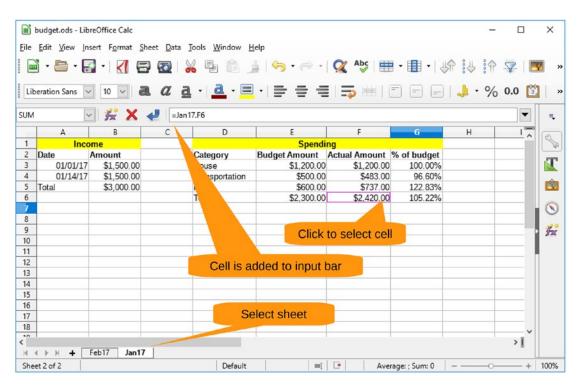


Figure 5-28. Referencing the Jan17 value

No go back to the original sheet (Feb17) and press Enter. The value of that cell is automatically filled in. You can repeat this for the "% Budget" value as well.

Now all you need to do is create a "Feb 2017" line below the "Jan 2017" line and you have section giving you a two-month comparison of your spending. Figure 5-29 displays the final result.

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4	02/14/17	\$1,500.00		Transportation	\$500.00	\$437.00	87.40%		
5	Total	\$3,000.00		Food	\$600.00	\$450.00	75.00%		
6	· · · · · ·			Total	\$2,300.00	\$2,087.00	90.74%		
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8			% Budget						
9	Jan 2017	\$2,420.00							
10	Feb 2017	\$2,087.00	90.74%						
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Figure 5-29. Two months budgeted

## **Creating Charts**

Now let's insert a chart. There's no good reason for inserting a chart in this budget, but we haven't demonstrated the graphics features of LibreOffice Calc yet, so why not? First select cells D3 through D5 by clicking D3 and then Shift+clicking D5. Now let's select cells F3 to F5 by Ctrl+clicking each of the three cells. Finally, as shown in Figure 5-30, you select Insert ➤ Chart.

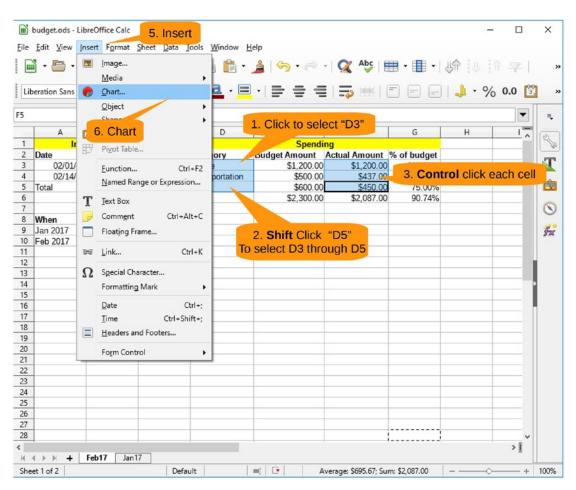


Figure 5-30. Starting to insert a chart

The Chart Wizard shown in Figure 5-31 appears. Under Choose a Chart Type, select Pie and then click Finish.

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Figure 5-31. Chart Wizard

Note that LibreOffice Calc has a complex charting system with hundreds of options. Going through them all would take another book. We're after a quick-and-dirty chart, so we're taking a lot of the defaults here.

After clicking Finish, the chart is inserted. Figure 5-32 shows you that the default location is right over your important data. So, you need to use the cursor to grab the edge of the chart and move it down.

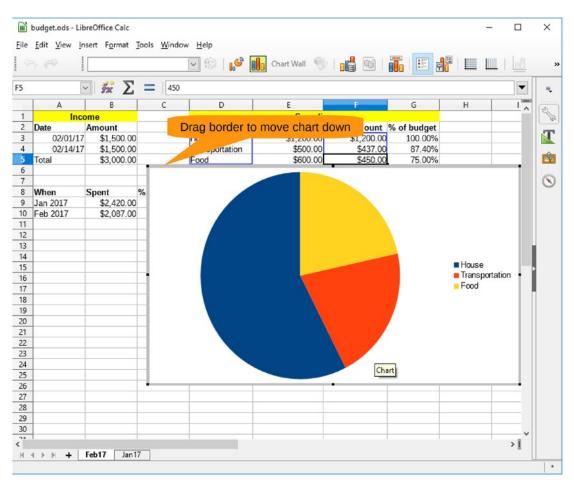


Figure 5-32. Chart inserted

Dragging the chart down exposes all those lovely numbers that you worked so hard to come up, as shown in Figure 5-33. It also shows that we are paying far too much for housing, which should be no more than one-third of the budget. But that's what we get for residing in such a grand fictional house. We probably should adjust our imagination and move into a less expensive home.

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6 7	02/14/17	\$1,500.00		House			0	н	
5 To 6 7				10030	\$1,200.00	\$1,200.00	100.00%		
6 7	otal	ta 000 00		Transportation	\$500.00	\$437.00	87.40%		
7		\$3,000.00		Food	\$600.00	\$450.00	75.00%		
				Total	\$2,300.00	\$2,087.00	90.74%		
8 W									
			% Budget						
	an 2017	\$2,420.00							
10 Fe	eb 2017	\$2,087.00	90.74%						
11									
12									
13									
14									
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24								000	
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26				No.					
26 27									
26 27 28									
26 27 28 29									-
25 26 27 28 29 30 31			-						-
21 22 23 24								<ul> <li>House</li> <li>Transportation</li> <li>Food</li> </ul>	n •-

Figure 5-33. Final budget

## Summary

LibreOffice Calc provides a full-featured spreadsheet. In this chapter, we covered the basic concepts that you'll encounter in most simple spreadsheets. As you can see, LibreOffice Calc has all the useful features of the more expensive, proprietary spreadsheets but without the cost (and without the advertising budget).

## **CHAPTER 6**

# Creating Presentations with LibreOffice Impress

Doing something well is half the battle. Selling it is the other half. That means getting in from of a room and telling people how great your idea is. Humans are visual animals. They react to pictures much better than words, which is the reason people use slide presentations.

LibreOffice Impress lets you create great multimedia slides containing not only words and pictures but animation and sound. In this chapter, you'll create a presentation called "How to Make Great Presentations."

In this chapter, you'll learn the following:

- How to make slides
- How to add graphics
- How to animate the elements of a slide
- How to create slide transitions
- How to use the presenter's console

What you'll *not* learn is how to include meaningful content in your presentation. But given the quality of most presentations, decent content is not a requirement.

## **Creating a Presentation**

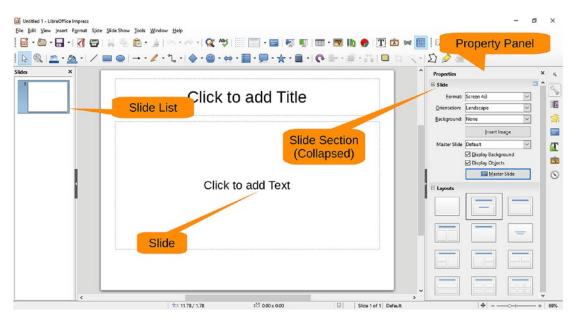
Start LibreOffice and select File > New > Presentation. A blank presentation will appear and immediately be covered up by the Select a Template dialog, as shown in Figure 6-1.

lect a Template			
arch		Filter Presentations V	l Categories
	Julice para arbidir un Bluto	Polor para adade en titolo	. Notoper static or that
Palan parts and and the Stable Annual Annual Annual	Pulso para añadir iexto	Polie pare sindle mote	<ul> <li>Allas para artikist Mato</li> </ul>
Alizarin	Bright Blue	DNA	Focus
Pulse para añadir un titulo - Nin san datr ans	Adve per a klade on their	Pulse pers effedir un thute Pulse pers affodr testo	Pulse para allosir un titulo
Impress	Inspiration	Lush Green	Metropolis
Show this dialog at startup		Cance	el (Use default background)

Figure 6-1. Selecting a template

LibreOffice comes with a nice set of good-looking templates. More are available from various web sites on the Internet. All have one thing in common, which is a fancy background that makes the presentation look good.

Unfortunately, this fancy background obscures the various elements described in this book, and for the purpose of illustrating the features of LibreOffice, a blank background is better. So, click Cancel to start with a clean slate. The result, in all its boring glory, looks like Figure 6-2.



#### Figure 6-2. Initial Impress screen

On the left you'll see the list of slides. In this case, one slide is in the list. In the middle is the slide itself. On the right is the Properties panel. Since you don't care about the Slide section of this panel, click the minus (-) sign next to the word *Slide* to collapse the section, as shown in Figure 6-3.

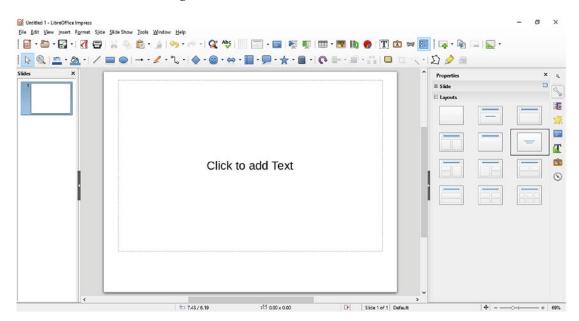


Figure 6-3. Section collapsed

The Properties panel on the right shows the various layouts available. This is the title slide, so let's select the layout with the big title in the middle. Next, click in the middle of the slide where the helpful message "Click to add Text" appears and enter the title **Great Presentation**.

The default font size leaves a lot of white space around the text. This is not a great presentation; it's a great presentation! So, to show your greatness, you need to drag the cursor over the text to select it and then click the Increase Font Size icon a number of times until the title matches the greatness of your ego. Figure 6-4 shows just how big our ego is.

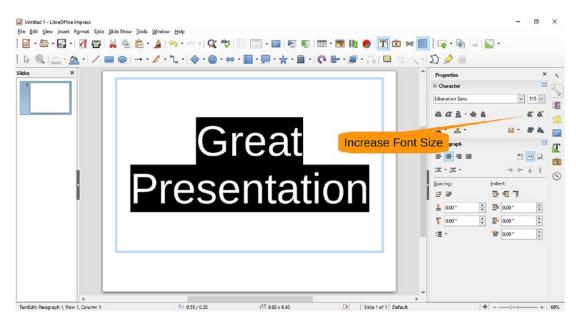


Figure 6-4. Expanding the font size to fit our ego

## **Adding Graphics**

A big font doesn't show the true greatness, though. Let's add some graphics to make things better. Click the triangle next to the arrow icon to bring up a selection of arrows. Click the big right arrow and then drag the mouse diagonally to draw a big arrow, as shown in Figure 6-5.

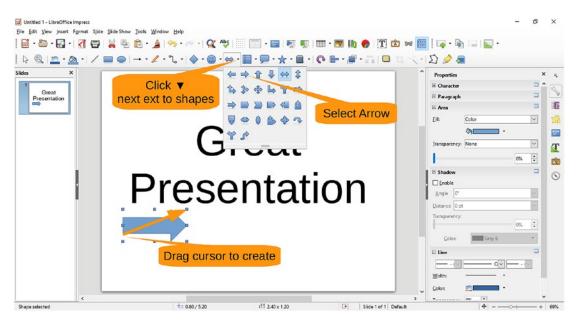


Figure 6-5. Creating the arrow

The arrow doesn't point to the big title. Let's fix that now. Right-click the arrow and select Position and Size, as shown in Figure 6-6.

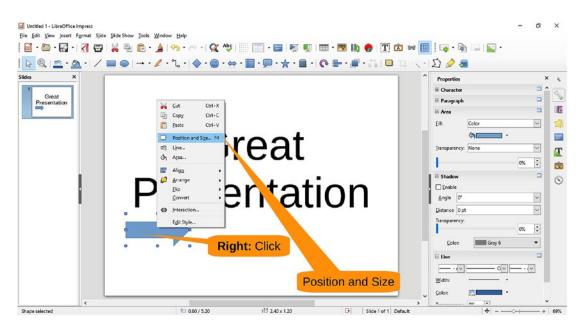


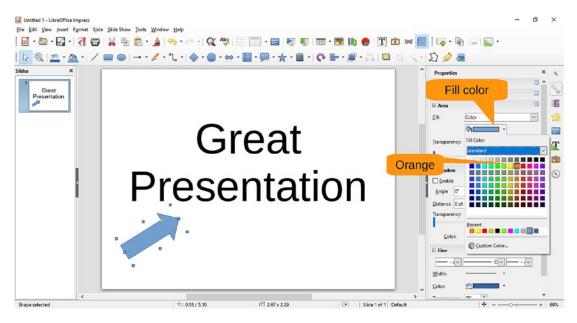
Figure 6-6. Position and Size menu item

A Position and Size dialog (Figure 6-7) appears. Click the Rotation tab, go down to the "Default settings" circle, and drag the indicator up so the arrow points to the title. Then click OK to set the rotation.

Position and Size	:	×
Position and Si	ze Rotation Slant &	Corner Radius
Pivot Point		
Position X:	2.00 "	Default settings:
Position <u>Y</u> :	5.80 "	
Rotation Ang	le	
<u>A</u> ngle:	32.00	Default settings:
		STILL/A
	Drag to rotate	
0	К	Rotation Angle
<u>H</u> elp	ок	Cancel <u>R</u> eset

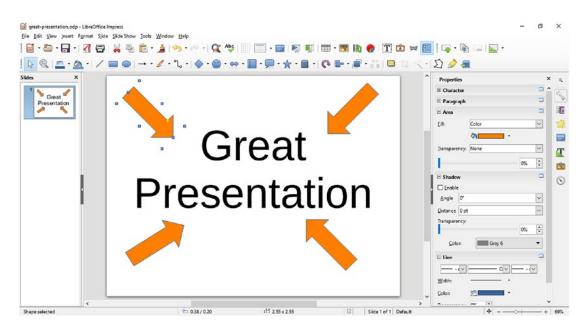
Figure 6-7. Changing the rotation

As you can see in Figure 6-8, the arrow now points to the title. Let's now click the fill color in the Properties panel's Area section and change the color to orange. The title is starting to look a little exciting.



#### Figure 6-8. Title with arrow

You want three more arrows, so let's copy and paste, paste, paste. Then move the arrows where you want them and change their angles and area colors. The four-arrow version of the title should look like Figure 6-9.



*Figure* 6-9. *Final title page* 

Let's start the first content slide by selecting Slide > New. This slide will contain a little content, so click the "Title, Content" slide layout indicated by Figure 6-10.

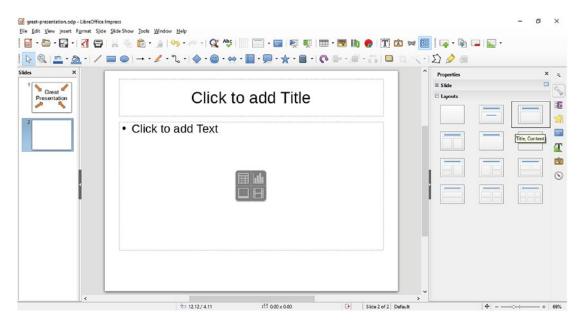


Figure 6-10. Starting a new "Title, Content" slide

For the title, enter **A Joke**. For the content, enter these lines:

#### The second best selling type of books are diet books

#### The best selling type is related—

#### Cookbooks

With good timing, this joke is actually funny; in print, not so much. Figure 6-11 shows the "funny" slide.

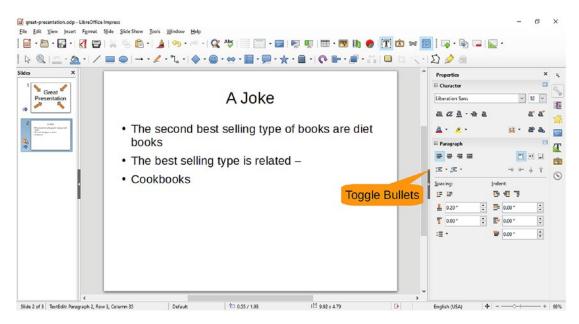


Figure 6-11. Joking

Now let's get rid of the bullets by selecting the three joke paragraphs and clicking the Toggle Bullet icon in the Paragraph section of the Properties panel.

The way to tell this joke is as follows:

"The second best selling type of books are diet books."

Wait a couple of beats.

"The best selling type is related ... "

Pause.

"...cookbooks."

If you just show the slide with the text all at once, it loses a lot of its humor. But if you can present it with this comedic timing, you have a much more powerful joke.

What you need to do is to bring in each of the paragraphs one at a time. Motion, or *animation*, is needed to make the presentation much more effective.

## **Adding Animation**

Drag the cursor over the entire joke to select it. Then click the green plus (+) sign, as shown in Figure 6-12, to add animation to the selected paragraphs.

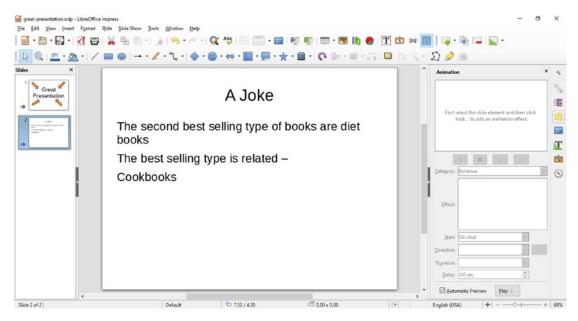


Figure 6-12. Adding animation

The animation sequence and type will be displayed in the Animation panel, as shown in Figure 6-13.

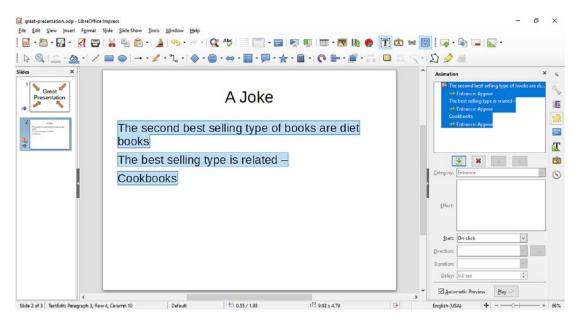


Figure 6-13. Animation panel

Select the first paragraph in the Animation box. Notice that the Effect setting is Basic/ Appear. Change this to Basic/Fly In. Leave Start set to "On click" and Direction set to "From bottom." Figure 6-14 shows you the settings.

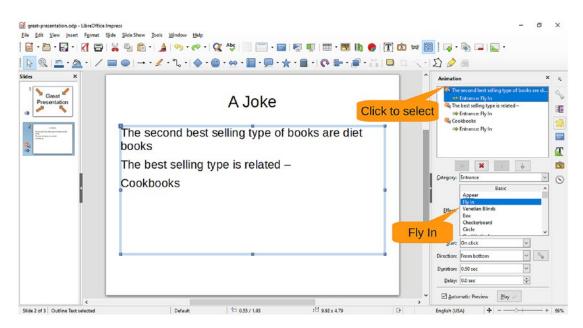


Figure 6-14. Animation settings for the first paragraph

Now click the second paragraph. Change Effect to Basic/Fly In and change Start to "On click." Do the same thing for the third paragraph. Now select Slide Show ➤ Start from current Slide, as illustrated in Figure 6-15.

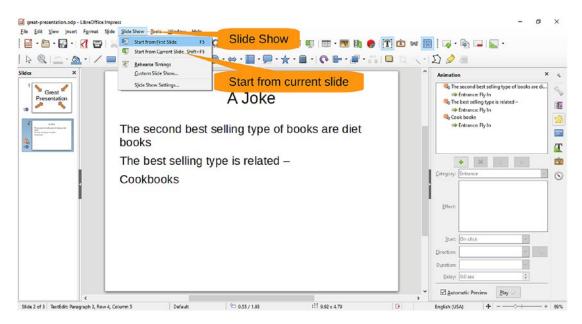


Figure 6-15. Starting the slide show

A slide will be displayed, but only the title of the slide will appear (see Figure 6-16).

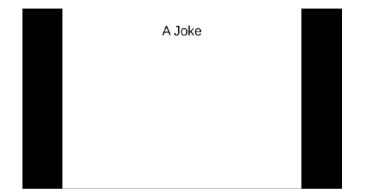


Figure 6-16. Starting the slide

Click to bring up the next part. You'll see "The second..." fly up the page to its place. Figure 6-17 shows the result.

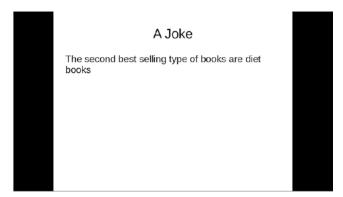


Figure 6-17. After the first click

The next click brings up the "The best..." line, which you can see in Figure 6-18.

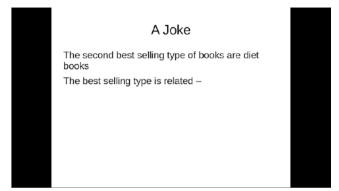
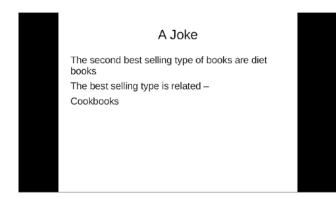


Figure 6-18. The result of the second click

Let's now pause and give the audience time to guess at what the answer is. Then click one more time to bring up the full joke, as shown in Figure 6-19.



#### Figure 6-19. Third click and full joke

Feel free to experiment with different types of effects. There are lots to choose from, and most of the animations work with all types of graphics cards. Some require more power and others don't. But experimentation is the best way of seeing what's going on, especially because this book is limited to static images.

Clicking the red "X" icon below the animation list will delete the selected animation. Also, there are up and down arrows that allow you to reorder the items in case you feel the joke is better if you tell the punch line first.

## **Adding Slide Transitions**

You have seen how paragraph animations make your presentation more powerful. You'll now animate the transition *between* slides, which gives your presentation a bit of zing.

Click the Slide Transition icon on the right (see Figure 6-20).

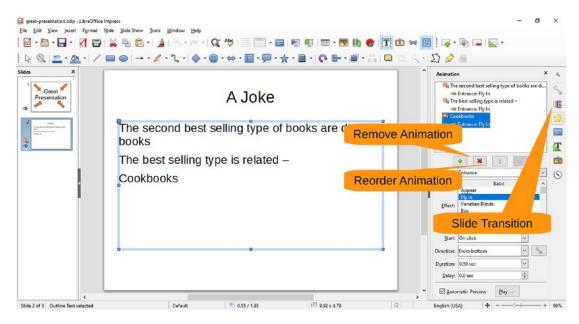


Figure 6-20. Animation controls and Slide Transition icon

In the Slide Transition list, click Wipe to select a slide transition, as shown in Figure 6-21. Impress will show you a preview of the transition. Now when you start the side show from the beginning, the second slide will appear with a "wipe" effect. Play around with the other transitions; the effects are quite interesting.

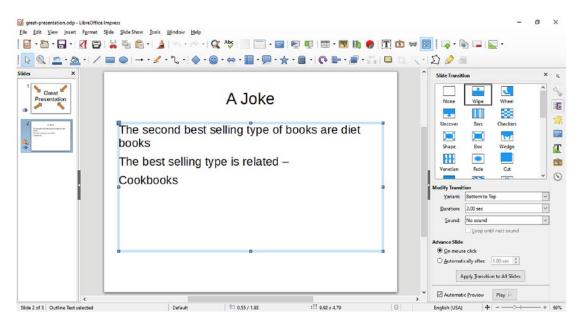


Figure 6-21. Slide transition

# **Adding Sound**

One way of spicing up a presentation is with sound. In this presentation, you're going to show a picture of failure with a "wah wah waaah" sound playing. Let's start by creating a slide called "Mistakes Happen" and then insert a picture of the Tacoma Narrows Bridge that collapsed in 1940. You can see the results in Figure 6-22.

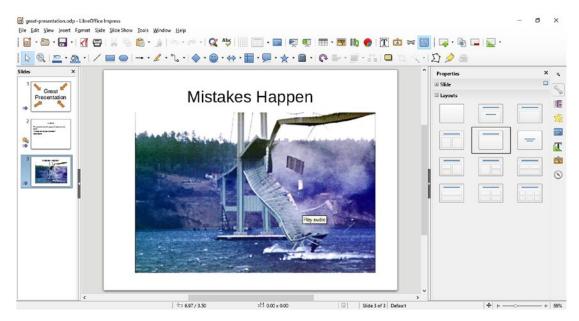


Figure 6-22. A big mistake

Now let's make the picture interactive. Right-click the image and select Interaction, as shown in Figure 6-23.

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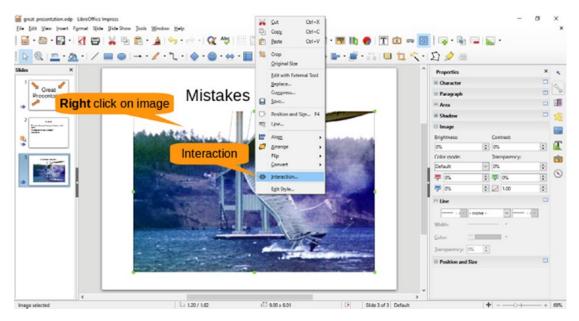


Figure 6-23. Creating an interaction

The Interaction dialog will appear, as shown in Figure 6-24.

Interaction	×
Interaction	
<u>A</u> ction at mouse click:	No action No action Go to previous slide Go to next slide Go to first slide Go to last slide Go to last slide Go to page or object Go to document Play audio Start object action Run program Run macro Exit presentation
Help	OK Cancel

Figure 6-24. Interaction dialog

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Select "Play audio." This causes an Audio field to appear at the bottom, which allows you to select an audio file on your computer, as shown in Figure 6-25. After selecting a file, click OK to dismiss the dialog.

Interaction				×
Interaction				
Action at mouse click:	Play audio			$\sim$
		Select file		
Audio				
C:\tmp\ed2\wah.mp3		OK		Browse
		ОК		
Help			ОК	Cancel

Figure 6-25. Selecting an audio file

Now when you go into the slide show and click the picture, the sound in your audio file will play; we've selected a "wah wah waaah" sound for this example.

Note that clicking the image does not advance to the next slide like it normally would. If you want to do that, you need to move the cursor off the image and click the border or title.

Or you can use the handy gadgets in the presenter's console, which happens to be discussed in the next section.

## Working in the Presenter's Console

The big day has arrived. You are going to give your presentation. First, you get to the room an hour early and spend 59.5 minutes trying to debug the projector system. Connecting the projector to the computer gives you two monitors. One, the small one, is built into your laptop. The other is the projector that is going to display your work to thousands of people.

LibreOffice Impress can make use of both projectors. Let's start the slide show with Slide Show > Start from first Slide, as illustrated in Figure 6-26.

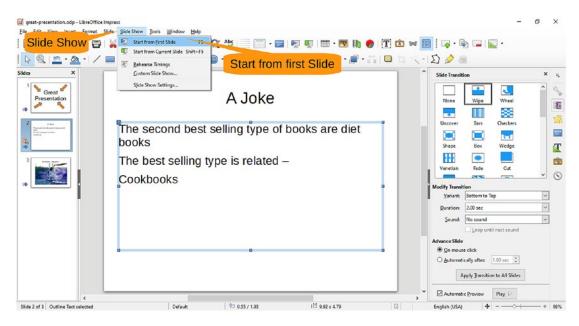


Figure 6-26. Starting the slide show

The first slide will be displayed on the projector. On the laptop screen, you'll get the presenter's console, as shown in Figure 6-27.

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Figure 6-27. Presenter's console

The majority of the screen is taken up with the current slide. This is the same thing the audience is seeing now. On the right you have the next slide. That way, you can get ready what you will say next.

LibreOffice may sometimes pick the wrong screen. In other words it will put the presentation on the laptop screen and the presenter's screen on the projector. If this happens there is an Exchange button that will switch the views so the audience sees the presentation and the presenter sees the Presenter's console.

Most of the other controls are simple. There's an elapsed timer showing you how long you've been talking, a couple of buttons to change the layout, and a Help button.

## Summary

You now have all the elements of a great presentation. It has a beautiful title screen with stunning slide transitions. This is followed by an amazing joke to break the ice that uses animation to deliver the punch line. In fact, you have just about everything...except any real content. Well, this book would not be any fun if we didn't leave something for you to do.

## **CHAPTER 7**

## Using LibreOffice Base for Database Management

LibreOffice has the ability to take data from a Calc spreadsheet and use it to create a mass mailing (often called a *mail merge*). That works well if your list contains 1 to 1,000 people. But what if it grows larger? Say 100,000 recipients?

LibreOffice comes with a database comparable to the Microsoft Access "database"<sup>1</sup> and SQL Server, called LibreOffice Base. It does a good job until your list starts to reach the 1,000,000 mark. At that point, you're going to need a more professional database such as PostgreSQL.

In this chapter, we'll keep things simple. You'll learn the following:

- How to import data into Calc
- How to use Calc and Writer to perform a mail merge
- How to create an empty database in Base and populate it with Calc data
- How to create a quick custom query in Base
- How to create a form letter using the results of your query

## **Importing Data into Calc**

Let's start with a list of names. You can get this list from a nice web site called www.generatedata.com. Save the list of names in a file called addr.csv. Although the extension stands for "comma-separated values," the fields are really separated by a vertical bar (|). Also, the first row contains the column names, which we later call

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<sup>&</sup>lt;sup>1</sup>Every database professional we know puts Microsoft Access in the quote marks when talking about it. They don't consider it a real database.

S. Oualline and G. Oualline, *Practical Free Alternatives to Commercial Software*, https://doi.org/10.1007/978-1-4842-3075-6\_7

*field names* just to be consistent. These field names and the name of the file are all one word and lowercase. This makes it easy to use them later.

The first thing you need to do is start LibreOffice and open the file (select File > Open). If you just open it using the defaults, the file will be opened in LibreOffice Writer. You need to go to the file type pull-down and select Text CSV (\*.csv). It sounds simple, but the pull-down contains a lot of file types, and it takes a bit of scrolling and treasure hunting to find the right one. Figure 7-1 shows the hidden treasure: Text CSV (\*.csv).

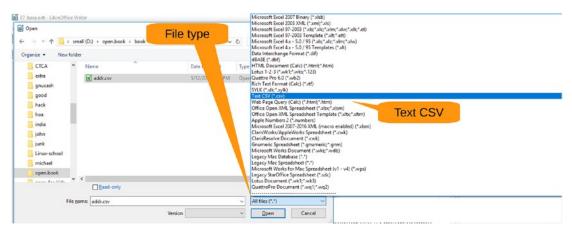


Figure 7-1. Opening the file

When you click Open, LibreOffice opens the Text Import dialog, as shown in Figure 7-2. As mentioned, the fields in the file are separated by a vertical bar (|). So, you need to deselect the Tab, Comma, Semicolon, and Space options. Then select Other and put a vertical bar (|) in the blank field. The preview panel at the bottom gives you some idea of how your data will be processed. Clicking OK brings up the spreadsheet.

Text Import - [addr.csv]		×
Import		
Character set: Western Eur	ope (Windows-1252/WinLatin 1) 😽	
Uncheck all these	Other	Vertical bar
Separator Options	Outer	
O Eixed width	Separated by	
☐ <u>T</u> ab ☐ <u>C</u> omma	□ Semicolon □ Space ☑ Other	
Merge <u>d</u> elimiters	Te <u>x</u> t delim	iter: " 🗸
Other Options		
Quoted field as text	Detect special <u>n</u> umbers	
Fields Column type:	Preview	
Standard Standard	Standard	Standar 🔺
1 first last	address	City
2 Germaine Hill 3 Christen Dennis	5570 Lacus Street Ap #807-4684 Id Rd.	Columb Lansin
4 Germane Clarke	P.O. Box 240, 5361 Feugiat. Rd.	Tampa
5 Frances Goodwin	Ap #415-9424 Placerat. Ave	Newpor
6 Britanney Reese	700-9062 Vel, Rd.	Tallah
7 Ulla Rivas	P.O. Box 767, 7574 Non St.	St. Pe
g Logan Branch g Valentine Oliver	P.O. BOX 970, 7287 Aenean Ave P.O. BOX 499, 5224 Ut Road	Pittsb San An V
<		> >
	ОК	
<u>H</u> elp	ОК	Cancel

Figure 7-2. Import dialog

Let's save the spreadsheet as the file addr.ods. Don't forget to set the file type, as shown in Figure 7-3.

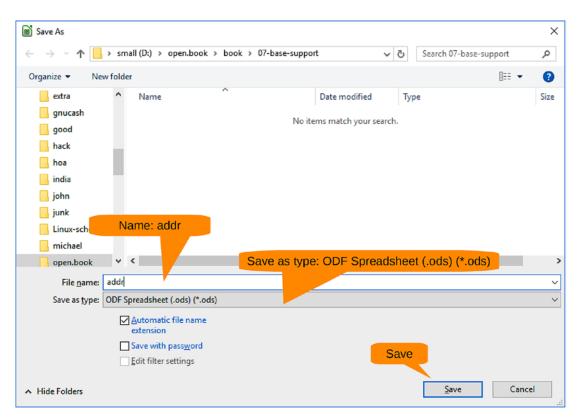


Figure 7-3. Saving the file

## **Creating the Form Letter**

Now let's create a form letter as a LibreOffice Word document. Select File ➤ New Text Document. You'll enter your name and address, and then it's time for the addressee.

You need to connect the spreadsheet you are using to LibreOffice as a data source or database. Select Edit ➤ Exchange Database, as shown in Figure 7-4.

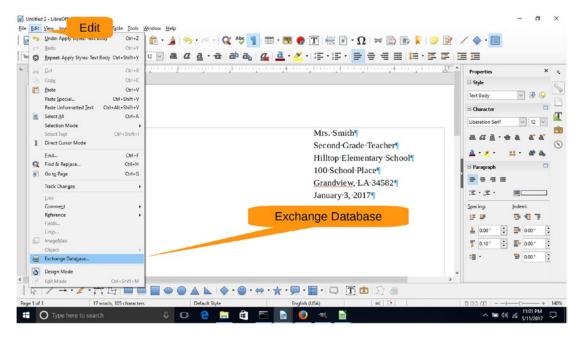


Figure 7-4. Making a database connection

Let's address some terminology before we go any further, specifically, the terms *spreadsheet* and *database*. LibreOffice lets you use a nicely formatted spreadsheet as a small database. Therefore, in many dialogs where you are asked to select a database, you are actually selecting a spreadsheet. You can think of the terms as the same in LibreOffice. In addition, the first *row* of the example spreadsheet contains column names. In a database, they are called *field names*. Finally, a spreadsheet *sheet* is the same as a database *table* (see Table 7-1).

Spreadsheet Term	Database Term	
Spreadsheet	Database	
Column name	Field	
Sheet	Table	

<i>Table 7-1.</i>	Spreadsheet/Database Translation Table
-------------------	--

After you select Edit  $\succ$  Exchange Database, the Exchange Databases dialog appears. The database (spreadsheet) you want is not there, so click Browse, as shown in Figure 7-5.

Exchange Databases	×
Exchange Databases	
<u>D</u> atabases in Use	<u>A</u> vailable Databases
	🗈 🤬 Bibliography
	Browse
	Browse
	access in your document via database fields,
with other databases. You can only make on possible in the list on the left.	e change at a time. Multiple selection is
Use the browse button to select a database	file.
Database applied to document: [None]	
	De <u>f</u> ine <u>C</u> lose <u>H</u> elp

Figure 7-5. Exchange databases

Using the file open dialog, you can find the spreadsheet file (addr.ods) and open it. LibreOffice returns to the Exchange Databases dialog only now the "addr" database will appear in the Available Databases column, as shown in Figure 7-6.

Exchange Databases	×
Exchange Databases	
<u>D</u> atabases in Use	<u>A</u> vailable Databases
	i ∰ Bibliography g addr i ∰ addr i ∰ addr
with other databases. You can only make on possible in the list on the left.	5
Use the browse button to select a database f	le.
Database applied to document: addr.addr	Define <u>C</u> lose <u>H</u> elp

Figure 7-6. Database list now includes "addr"

Click Close to finish the dialog. Now you need to insert data from the database into the form letter. This is done through *fields*. A field is something in the document that will be replaced by real data. For example, the field Page Number is replaced by the current page number.

In this case, you want to get fields from the database. So, start by selecting Insert  $\succ$  Field  $\succ$  More Fields to bring up the field list, as shown in Figure 7-7.

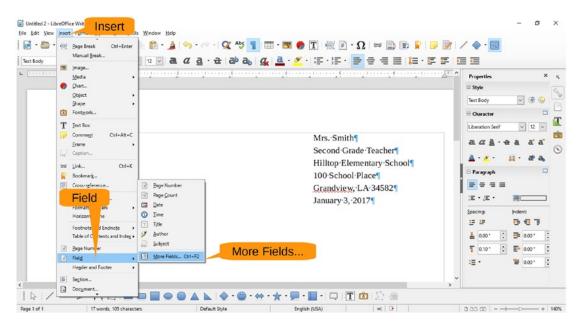


Figure 7-7. Inserting a field

In the Fields dialog, select the Database tab. The "addr" database is listed on the right. Click the plus (+) sign to expand it, and you'll see a data section.

On the left, select "Mail merge fields." On the right, click the plus (+) sign next to data to expand the list. Select "first," which is the first name of the person you are writing to, as shown in Figure 7-8.

es Functions DocInformation Variables Database	Database
Database schoting	
Expand addr first last addr city state Mail merge fields	
Add database file Browse	
Format	
	Database state Expand adur Isst address city state Mail merge fields cr

Figure 7-8. Selecting fields

Click Insert to insert the field in the document. As you can see in Figure 7-9, a gray "<first>" was inserted in the document. This indicates that the program will take an entry from the column "first" and insert it here.

	· 권   む ゐ,   ⊈,   盘 · ⊻ · ! 두 · 두 ·   두 = = = = : 두 두 두	
		Style
		Text Body
		B Owacter
		Liberation Serif V 12 V
	MrsSmith¶ Second-Grade-Teacher¶ Hilltop-Elementary-School¶	a <u>aa</u> .ea ss
	100 School Place	🗄 Paragraph
	Grandview, LA-34582¶	
	January 3, 2017¶	i≊ • ;≊ • ≣
<first></first>		Spacing: Indent EE DE T
		🛓 0.00° 🔅 📑 0.00°
		1 0.10° ÷ ≣• 0.00°
		·= · 🖀 0.00 ·

Figure 7-9. Field inserted

Now type a space and insert the rest of the fields: last, address, city, state, and zip. Add a "Dear" line with another "first" field, and you get Figure 7-10.

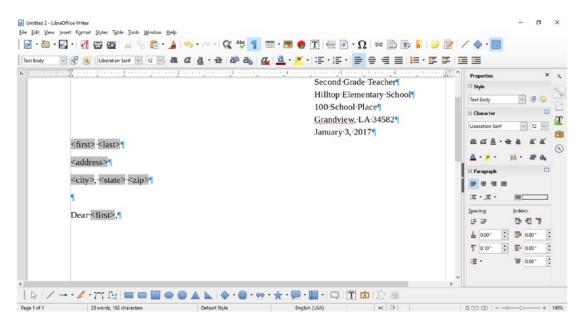


Figure 7-10. Letter with fields

Now you have to type the rest of the text. Figure 7-11 shows the final form letter.

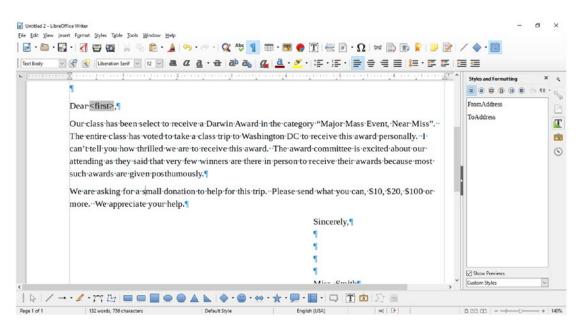


Figure 7-11. Finished letter

Let's save the letter and then select File > Print. LibreOffice notices that this is a mail merge document and displays the dialog in Figure 7-12, which asks you if you want to print a form letter.



Figure 7-12. Form letter dialog

Of course, you do-that's why you're reading this chapter. Click Yes.

The Mail Merge dialog appears, as shown in Figure 7-13. This dialog allows you to print to a physical printer or a file. You want to print a big PDF file that you can take down to the school's office and let them print some copies on the fast printer.

									\$ 7		
		_									
German Clarke P.O. Box 24 Tampa FL 34094 Frances Goodw Ap #415-94 Newgo VA 37471 Records Output Carles Outpu		-									
Frances Goodw Ap #415-94 Newpo VA 37471     Record 1 of 41 * Printer ( ) N     Records     Output     Selected records     From: 1 I IO: 1 I IO: 1 IO:		-									
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						Field: Path:			Jser\Docum	OK	

Figure 7-13. Mail Merge dialog

If you select Print to File, the only file formats you can print to are document formats such as LibreOffice or Microsoft Word. It's not obvious, but to save the result to PDF file, you need to select Printer.

When you click OK, LibreOffice will go through a frenzy of computation creating your 100 form letters all the while displaying the progress dialog shown in Figure 7-14.

school-ask-letter X
is being propared for printing on
is being prepared for printing on
school-ask-letter
Letter 16
Cancel

Figure 7-14. Telling you the program is busy making letters

This screen will eventually disappear and be replaced by the Print dialog in Figure 7-15.

Prin	t	×
_	8.50 in (Letter)	General LibreOffice Writer Page Layout Options
16		Printer
	Nin, Scotti Scotti Calab Sanchar Um Holand Faca Grandware, (J. 1949) Genetice XII Will Lans News Galandes, G. 1920	Print to File Microsoft Print to PDF Fax HP LaserJet P2015 PCL6 Clast conver
	Due Genuin,	Microsoft Print to PDF
-	Our data has have write it is writer a filterio is need in die support "Aliger Mare Frank, Nees Mare, The sense show how that final et cases any section for a sense. The sense of constraints is a componential, i can builty such writer distribution are so unterim for a sense. The sense of constraints is a constant distribution and any such write the sense of the sense of the sense of the sense of the sense manufact, at other sense of the sense of the sense of the sense of the sense with a sense of the sense of the We are writing be a such distant on the single for the spin sense of what yes can, SIX, SIX, SIX (SIX) and	Microsoft XPS Document Writer
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		● All pages <u>N</u> umber of copies 1 붖
		O Pages 100 O Selection Collate 123 123
		Print in reverse page order
		Print
	1 / 100	Comments None (document only)
	<u>H</u> elp	OK Cancel

Figure 7-15. Print dialog

Select the printer called Microsoft Print to PDF to save the file as a PDF and then click OK to bring up a dialog asking you what file you want to save the results to. The final file will be 100 pages long, with one page for each name in your list.

## Using LibreOffice Base

A spreadsheet is fine for saving 100 names. In fact, it's not too bad for 1,000. For 10,000 names, though, it gets a little difficult to use, and at 100,000 names, forget about it. For that many names, you need a database. LibreOffice has one called LibreOffice Base. It's a decent small database that can handle pretty much anything a person can throw at it.

## Java

Before you can use LibreOffice Base, you must install Java. You can download it from www.java.com. Again, install it by selecting all the defaults except when the "Get the best..." dialog, as shown in Figure 7-16, appears.

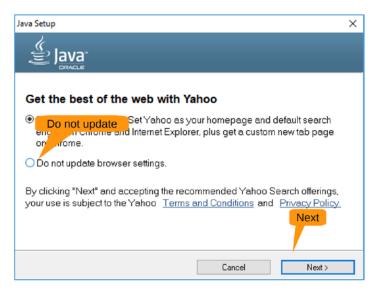
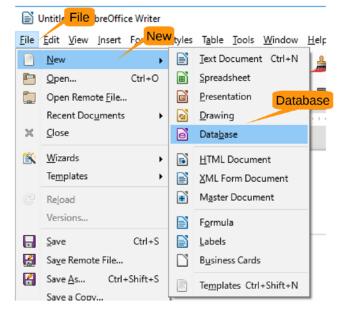


Figure 7-16. "Can I take over your browser?"

Click "Do not update browser settings" and then Next. After you finish installing Java, exit LibreOffice and restart it.

## **Creating a Database**



To create a database, select File  $\succ$  New  $\succ$  Database, as shown in Figure 7-17.

Figure 7-17. Creating a database

The Database Wizard, as shown in Figure 7-18, will appear. LibreOffice has the ability to act as the front end for a variety of databases. You can create a new connection between LibreOffice by opening the file or connecting to a database server. You want a new database, so select "Create a new database." Leave the Embedded Database type alone, especially since there is only one choice.

Database Wizard		$\times$
Chang	Welcome to the LibreOffice Database Wizard	
Steps  1. Select database  2. Save and proceed	Use the Database Wizard to create a new database, open an existing database file. Create New tabase stored on a server. What do you where do as: () Create a n <u>e</u> w database	
	Embedded database: HSQLDB Embedded 🗸	
	Open an existing database <u>f</u> ile	
	Recently used:	
	Den	
	○ Connect to an existing database	
	JDBC	
<u>H</u> elp	<< Back <u>N</u> ext >> <u>F</u> inish Cancel	

Figure 7-18. Database Wizard

Finally, click Next.

The next screen gives you a chance to register the database (make it available for mail merge) and specify whether you want to open the new database (you do). Click Finish to create the database, as shown in Figure 7-19.

Database Wizard		Х
Database Wizard		^
<u>Steps</u>	Decide Hov Yes, register Saving the Database	
	Do you want the wizard to register the database in LibreOffice?	
1. Select database	Yes, register the database for me	
2. Save and proceed	O No. do not point the database	
	After the database file has been saved, what do you want to do?	
	✓ Open the database for editing	
	Create tables using the table wizard	
	Click 'Finish' to save the database.	
	Finish	
<u>H</u> elp	<< Back <u>N</u> ext >> <u>F</u> inish Cancel	

Figure 7-19. Creating the database

LibreOffice prompts for the name of the new database so it can save it. In this case, let's enter **address\_database**. LibreOffice will display a window like Figure 7-20, which contains the empty database.

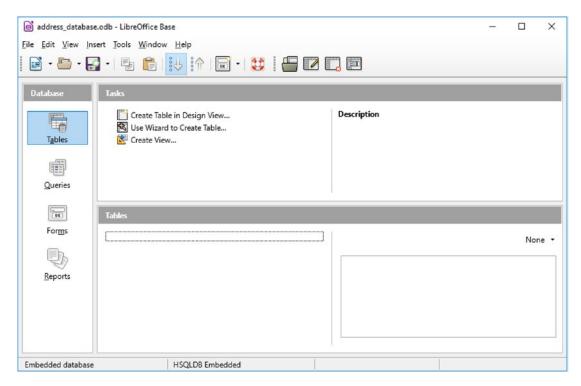


Figure 7-20. Blank database

Let's go back to your spreadsheet. You need to copy the data from the spreadsheet into the database. First select all the data with Edit  $\succ$  Select All and then copy it with Edit  $\blacktriangleright$  Copy, as shown in Figure 7-21.

Edit	View Insert	romat Sneet	_ <u>D</u> ata <u>T</u> ools <u>W</u> indow <u>H</u> ⊐							
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e	Redo	Ctrl+Y				· · · ·			o v o 1	ų.
¢	Repeat	Ctrl+Shift+Y	2 <u>a</u> · <u>a</u> · =			<b>=</b>		) 🖃   🤳	• %	0.0 📋
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Ē	Paste	Ctrl+V		city	state	zip				-
		Ctrl+Shift+V	s Street	Columbus	GA	75526				
			684 Id Rd.	Lansing	MI	16776				
	Paste <u>O</u> nly	•	40, 53 2. Select al	mpa	FL	34094				
	Select All Ct	rl+Shift+Space	424 Placerat, Ave	Newport News	VA	37471				
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	Find	Ctrl+F	99, 5224 Ut Road	San Antonio	TX	81996				
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Q	Find & Replace	ce Ctrl+H	renue	Mesa	AZ	85604				
	Track Change	< •	29, 2276 Sagittis St.	Erie	PA	98094				
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B	Compare Doc	ument	Street	St. Petersburg	FL	12582				
	Merge Docun	nen <u>t</u>	99, 2370 Lectus Rd.	Pike Creek	DE	54374				
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	Lin <u>k</u> s		Jt Av.	San Jose	CA	90859				
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Harr	iet Kirklan			Columbus	OH	45595				
Mail	e Ware	P.O. Box	170, 9932 Luctus Avenue	Iowa City	IA	23201				
April			6986 Velit Rd.	Bellevue	NE	82904				
Tige			9040 Lobortis. Street	Des Moines	IA	26671				
Arm	and Weave	r 2654 Sus	pendisse Avenue	Rock Springs	WY	79771				
Time	on Smith		Consequat St.	Warren	MI	73341				~
										>

Figure 7-21. Copying the database

Now go back to the database window. Select Edit ➤ Paste, as shown in Figure 7-22.

6	addres	ss_database Ed	it preOffic	e Base		-		×
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew Insert <u>T</u>	ools <u>W</u> in	dow <u>H</u> elp				
		<u>U</u> ndo	Ctrl+Z	🛛 🔣 🤅 🖓 🖉 🖬 🖬 🕄 😂				
	26	Cut	Ctrl+X					
Di		Сору	Ctrl+C	Paste				
	P	<u>P</u> aste	Ctrl+V	able in Design View	Description			
		Paste <u>S</u> pecial		ard to Create Table				
		Delete Rename Edit Edit in SQL View Open Database Create as View Form Wizard Report Wizard	Object	iew		_	Nor	ne •
		Select <u>A</u> ll	Ctrl+A					
		Data <u>b</u> ase	,					
Emb	eddeo	d database		HSQLD8 Embedded				

Figure 7-22. Pasting in the new table

The Copy Table dialog will appear, as shown in Figure 7-23. For the table name, enter **address\_table** (it makes queries easier if the name is all lowercase and has no spaces in it). Leave "Use first list as column names" selected, select "Create new field as primary key" to number each row, and then click Create.

Copy table	<
Table name: address_table	
Options	
Definition and data	
○ Definition	
○ As table view	
O Append days	
Use first line as column names	
Greate new field as primary key	
Name: ID Create new field as primary key	
Existing data fields can be set as primary key on the type formatting step (third page) of the wizard.	
Create	
HelpCancel< BackNext>Create	

#### Figure 7-23. Creating the table

The new table appears in the database window, as shown in Figure 7-24.

address_database	odb - LibreOffice Base		—		×
<u>File E</u> dit <u>V</u> iew Ins	ert <u>T</u> ools <u>W</u> indow <u>H</u> elp				
📔 • 🏜 • 🛃	•   🖳 💼 🔛 👬   📾 •   😂   📇 💌				
Database	Tasks				
Tables Queries	Create Table in Design View Use Wizard to Create Table Create View Queries	Description			
	Tables				
Forms	address_table The new table			Nor	e •
Embedded database	HSQLDB Embedded				

Figure 7-24. New table

158

You can use the Exchange Database feature of your form letter to get its data from this table. But you have a database, so let's use it. Getting information out of a database is done through something called a *query*. Let's see whether you can create a query that returns just those people whose first name begins with *A*. Start by clicking the Queries icon, as illustrated in Figure 7-25.

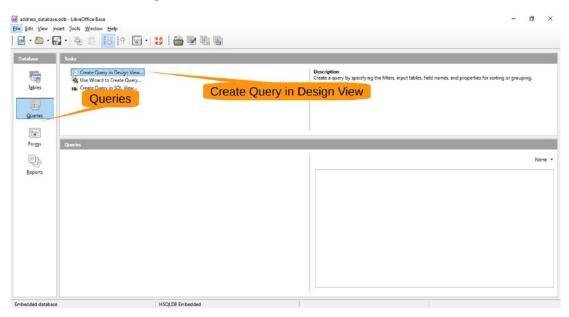


Figure 7-25. Starting the query

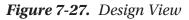
Next select Create Query in Design View. This opens the Add Table or Query dialog, as shown in Figure 7-26.

dd Table or Qu	-	×
O Queries	S	elect
address	table	
	Add	
	Add	Close
	Add	Close

Figure 7-26. Add Table or Query dialog

Since you have only one table, called "address\_table," let's select that. Clicking Add will add it to list of tables in the Design View window, as shown in Figure 7-27.

addres	s_database.odb : Qu	ery1 - LibreOffice Base	: Query Design		- 0	×
<u>F</u> ile <u>E</u> dit	<u>V</u> iew <u>Insert</u> <u>T</u> ools	s <u>W</u> indow <u>H</u> elp				
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ID first last add city	ress					Î
<	T				-	>
Field	address_table.*	first	last	first		^
Alias						
Table	address_table	address_table	address_table	address_table		
Sort			ascending	ascending		
Visible						
Function					(no function) 🗸	
Criterion		LIKE 'A*'				
Or						
Or						
Or						
Or						
<			·			~



You now need to enter the column values.

## **First Column**

For Field, enter \*. The asterisk (\*) means all fields of the table. To make sure the database knows which table you are referring to, it will add the name "address\_table." at the beginning. (You are using only one table for this query, but you could use more.)

The Table value will be filled in automatically.

Next select Visible to indicate that the results are to be displayed in the query.

### **Second Column**

The field is "first." You are going to use the entries where the first name starts with *A*, so under Criterion enter **LIKE** '**A%**'. (The A% is enclosed in straight single quotes.) The LIKE operation is one that's special to database queries and says to match the string on the right side, assuming that % matches any number of characters.

Do not select Visibility. The column is already brought in by \*, and you don't need it a second time.

### **Third Column**

For this column, the field is "last." Select Ascending for the Sort item. Again, make sure Visible is deselected.

You'll sort by last name. This column tells the database to do just that.

### **Fourth Column**

For this column, the field is "first," the sort is Ascending, and it is not visible. If two names are the same, then the sort order will look at this field second. So, "Smith, Bob" will come before "Smith, Yani."

The completed form should look like Figure 7-28.

Ľ	addres	s_databa	ase.odb	: Query1	- LibreOffi	ce Base: C	uery Desi	gn						_	[		×	
<u>F</u> ile	<u>E</u> dit	View	Insert	<u>T</u> ools <u>W</u>	indow <u>H</u>	elp												
	•		*		6	~   C		<b>-</b>	1	<b>f</b> (x)		[]]))	123	All	~	ж		
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					69 Bellevu		82904											
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Alias	;																	
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Sort							ascendi	ng	i	ascendi	ng							
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Fund	tion												(no t	functio	n)	$\sim$		
Crite	rion			L	.IKE 'A*'								-					~

Figure 7-28. Completed query design

Now let's select File  $\succ$  Save. Figure 7-29 shows the Save As dialog that appears. Let's save this query under the name **A list**.

Save As		×
Query name	A list	
<u>H</u> elp	OK	Cancel

Figure 7-29. Saving the query

Let's go back to the form letter and select Edit  $\succ$  Exchange Databases. As Figure 7-30 shows, the query is now one of the data sources you can select.

Exchange Databases		×
Exchange Databases		
<u>D</u> atabases in Use	<u>A</u> vailable Data	abases
□ <sub>a</sub> ∰ addr		ddr ography ess_database ddress_table
	<u>B</u> rowse	The query
Use this dialog to replace the da with other databases. You can o possible in the list on the left. Use the browse button to select	only make one change at a tin	
Database applied to document:	addr.addr	
	De <u>f</u> ine	<u>C</u> lose <u>H</u> elp

Figure 7-30. Using a query as a data source

Now when you run the form letter using the procedure described, you'll get just the names that begin with *A*.

## Summary

LibreOffice is an adequate light database, but it does take a little getting used to before it is truly easy to use.

In this chapter, you saw how to connect the database to LibreOffice Writer to produce form letters. Unlike most commercial software, LibreOffice does not try to lock you into its proprietary system. You can, with a little work, interface to stronger and more professional databases such as PostgreSQL, MariaDB, and the big commercial one whose name we won't mention.

The key here is that there are people out there who want nice office tools, and they are willing to write them or pay to get them written. The result is software like LibreOffice, which has all the useful features you find in Microsoft Office without the bloat and vendor lock-in.

## PART II

## **Graphics and Multimedia**

In this part of the book, we first cover graphics, starting with digital photography and raster images. The Gnu Image Manipulation Program (Gimp) was designed to allow users to work with such images. It is somewhat comparable to Adobe Photoshop but has gone beyond this program in many places. Next, we review Inkscape, a drawing and illustration program. Finally, we cover Dia, a diagram editor.

Next, we move on to multimedia, starting with audio. The Audacity audio editor is considered one of the best in the world and has won several awards. After audio, we cover video editing. Computers have finally become powerful enough to do real-time video editing, although the technology is still in the early stages of development. The OpenShot video editor is one of the better ones available, so you'll learn how to use it to create a YouTube video.

Finally, if you still use DVDs, you can learn about the DVDStyler program. This program lets you easily create nice-looking DVD images suitable for burning or distributing as an ISO image.

As computer technology advances, the quality of free software advances as well. With older technologies such as still pictures and audio, free software is as good if not better than its commercial counterparts. With newer video-editing technology, it may not be as good as the commercial stuff yet, but it's almost there and catching up fast. Either way, you can find many excellent, free, open source tools to use in your daily work.

## **CHAPTER 8**

# **Getting Started with GIMP**

GIMP is a high-quality, full-featured, image manipulation program. The program is free, but it comes with minimal documentation. This is both good and bad. It's bad if you want to use the more advanced features, but it's good for authors who write books like this one to fill the documentation gap. In this chapter, you'll explore some of the basic uses of this program that you might encounter if you are editing your personal photos. These include the following:

- Rotating pictures
- Managing files
- Cropping images
- Adjusting brightness
- Correcting colors

You can download GIMP from www.gimp.org. To install it, just run the installer.

## **Using GIMP**

When you first start GIMP, you'll see a splash screen, as shown in Figure 8-1. The program then takes some time getting together all the files and plug-ins it uses.

#### CHAPTER 8 GETTING STARTED WITH GIMP



Figure 8-1. Splash screen

**Note** GIMP caches the information it finds the first time it starts, so it won't take quite as long on subsequent starts.

Once GIMP starts, it displays three windows, as shown in Figure 8-2.

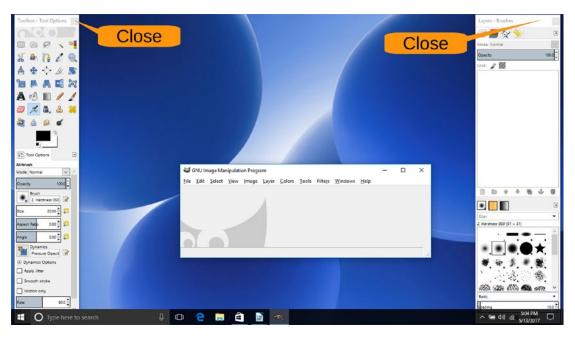


Figure 8-2. Initial GIMP windows

Close the two windows on the sides; you don't need them for this tutorial. (You can get them back anytime you need them.)

## **Rotating Images**

Select an image from your computer that needs to be rotated and load it into GIMP by selecting File > Open. The picture will display in the main editing window, as shown in Figure 8-3.



Figure 8-3. Bad picture positioning

#### CHAPTER 8 GETTING STARTED WITH GIMP

To fix the photo's rotation, select Image ➤ Transform ➤ Rotate 90° counterclockwise, as shown in Figure 8-4. If you want finer-grained control, you can select Tools ➤ Transform Tools ➤ Rotate. But 90 degrees is good enough for now and covers most cases anyway.

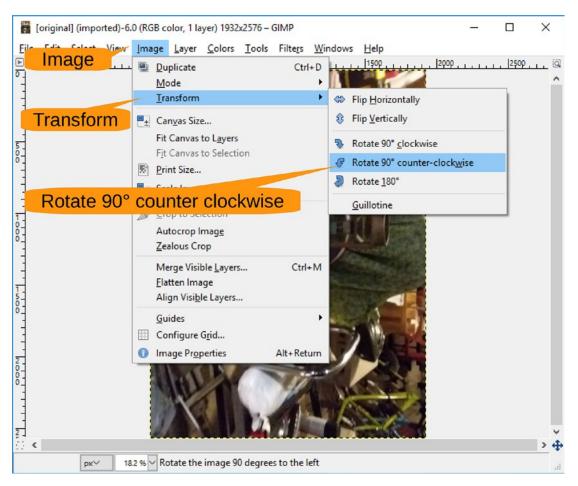


Figure 8-4. Rotating the image

#### Figure 8-5 shows the result.

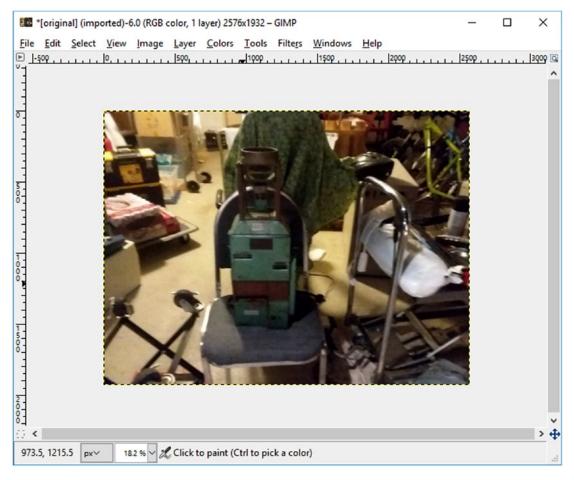


Figure 8-5. Image after rotation

# **Managing Files**

XCF is GIMP's native file format, which makes it the best one suited for working within this program. Unfortunately, most other programs that display images do not support XCF, so you'll more than likely want to convert the file to a more universal format, such as JPEG, PNG, or TIF. To do so, you must use Export rather than Save. Otherwise, you will get an error message stating that "The given filename cannot be used for saving." However, be aware that by changing the format, you will lose some of the image's properties.

The following are some of the options you can choose when working with your images:

- Save a file in GIMP's native format (XCF). Select File ➤ Save, and it will be saved as XCF and readable only by GIMP.
- Change an existing XCF file to a standard format (JPEG, PNG, or TIF).
   Select File ➤ Overwrite <file name>, as shown in Figure 8-6.
- Save an image in a standard format (JPEG, PNG, or TIF). Select File ➤ Export As (Figure 8-6).
- You will need to fill in the name of the file name for export. The extension of this fill determine the type of image being saved. Enter the name of the file name (with extension) click Export as shown in Figure 8-7. In this example we used the extension ".jpg" for a JPEG type file (widely used industry standard for photographs).
- An option window specific to the file type you select will appear (Figure 8-8). In this case, the image is exported as a JPEG file. Unless you have specific changes, leave the defaults as is and click Export.

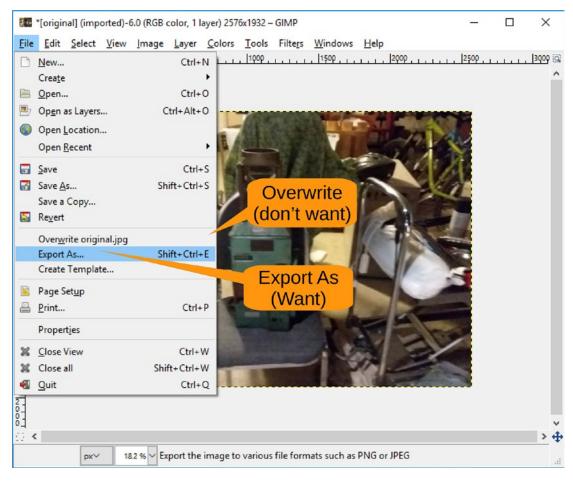


Figure 8-6. Overwriting and exporting menu items

Mame: rotate Gave in folder:	Enter file nan	ne and extension	Create ro
2laces Search Recently Used User Desktop OS (C:) Pictures Documents	Name Audacity Custom Office Templates My Bluetooth coriginal.jpg tmp.pdf	<ul> <li>▲ Size Modified 5/24/2017 7/6/2017 4/14/2016</li> <li>1.8 MB 5/13/2017 32.5 kB 5/20/2017</li> </ul>	iew Question
+ -	All expor	t images	Click to update p Ctrl-Click to forc

Figure 8-7. Specifying the file to export

🚭 Export Image as JPEG	×						
Quality:	96						
File size: unknown							
Sho <u>w</u> preview in image window							
<u>A</u> dvanced Options							
Load Defaults Save Defaults	Export						
Help Export	<u>C</u> ancel						

Figure 8-8. File options

# **Cropping an Image**

In this example, the image shows the fare box, which is what you want. It also shows a good hunk of the garage, which you don't want. Let's see if you can concentrate the focus on the box by cropping the image. Figure 8-9 shows the command needed; it's Tools ➤ Transform Tools ➤ Crop.

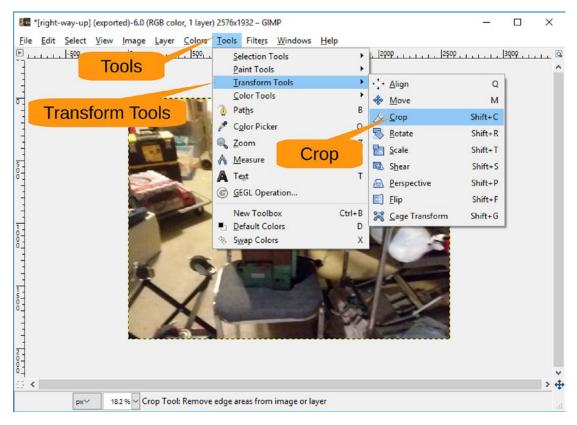


Figure 8-9. Cropping the picture

The cursor changes to a white cross with a knife. Drag the cursor across the picture you want to keep, similar to what's shown in Figure 8-10.

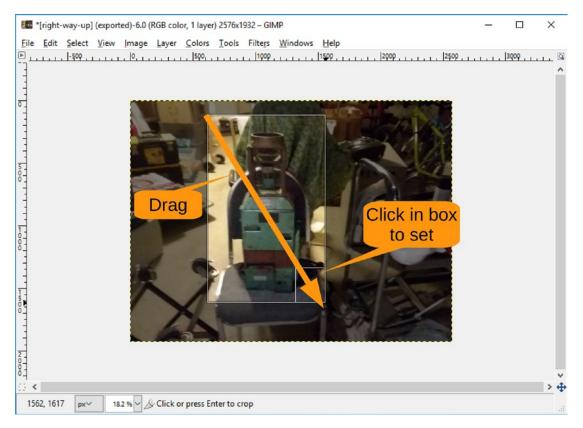


Figure 8-10. Performing the crop

Four white boxes will show up in the corners. (Only one is visible in Figure 8-10 because we are still performing the initial drag.) You can drag these in and out to get the cropping perfect.

Click inside a square to perform the crop and get something that looks like Figure 8-11.

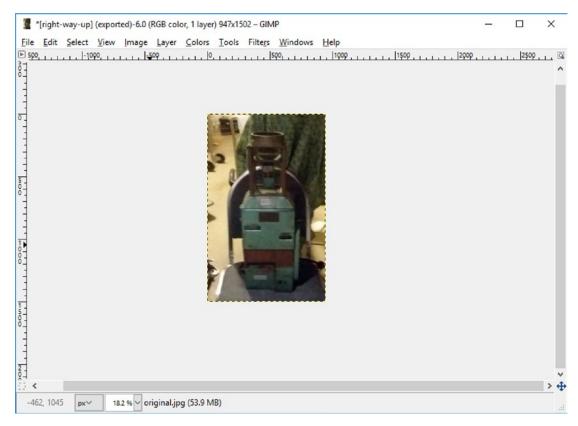


Figure 8-11. Cropped picture

This is a little small for the screen, so let's zoom in.

You can use the menu View  $\geq$  Zoom  $\geq$  Zoom In a number of times, but that is slow. The shortcut key is +, so let's press that a number of times until the picture fills the screen, as shown in Figure 8-12.

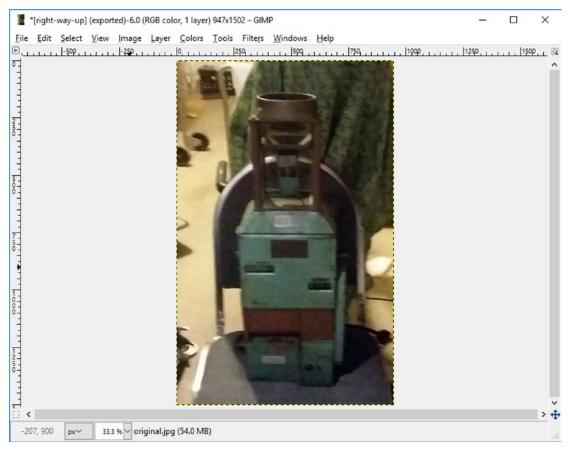


Figure 8-12. Zoomed and cropped image

Now let's save it with File > Export as right-way-up.jpg. So, now you have nicely cropped image with really bad color. Well, we could have shot the picture in the day without backlight in the first place, but where's the fun in that? If we had done that, we wouldn't have needed GIMP to come to the rescue.

# **Fixing the Color**

We're not sure how well the picture is going to show up in black and white, but take our word for it, the picture is very dark. You need to fix that. Let's try the simple way first, with Tools ➤ Color Tools ➤ Brightness-Contrast, as shown in Figure 8-13.

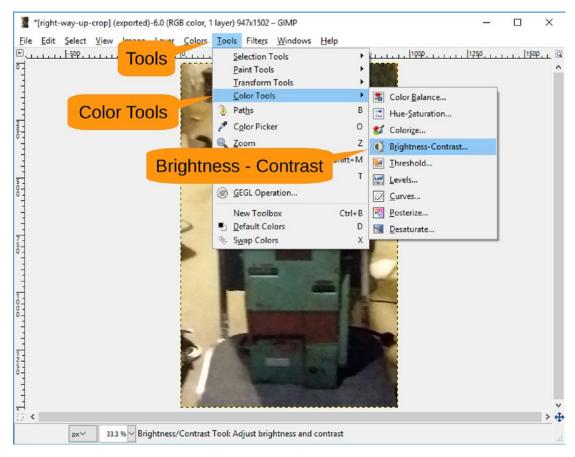


Figure 8-13. Getting to the Brightness-Contract control

Figure 8-14 lets you change the brightness and contrast of the image. Let's play around a little with the sliders and see whether you can make the picture better. By judiciously setting the controls, you can change the color from bad to lousy. To apply these changes, click OK. In this case, though, you want to try a different tool, so click Cancel to undo the changes.

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Figure 8-14. Brightness-Contrast dialog

Let's try a better tool. Select Tools  $\succ$  Color Tools  $\triangleright$  Curves, as displayed in Figure 8-15.

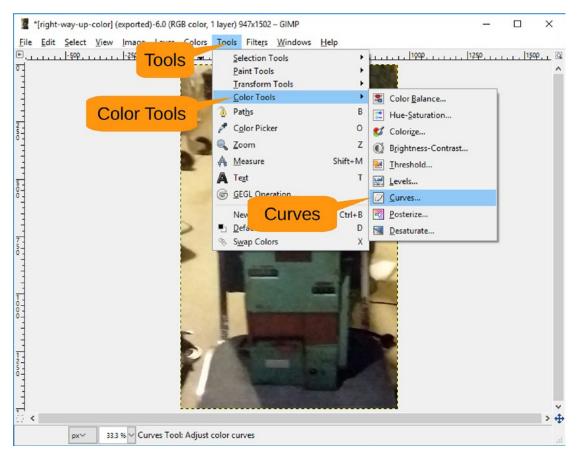


Figure 8-15. Selecting the Curves tool

This brings up the Curves dialog (Figure 8-16) that shows a histogram of the colors in the image. In this case, the image has a lot more dark colors, which is why there is a peak to the left. If you pull up the line with your cursor, it will brighten that section of the color space. Experiment with various line placements to find one that is suitable.

Click OK to set the colors.

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Figure 8-16. Color curves

The image now looks like Figure 8-17. So, by using GIMP, you have taken the picture from very bad through lousy to poor.

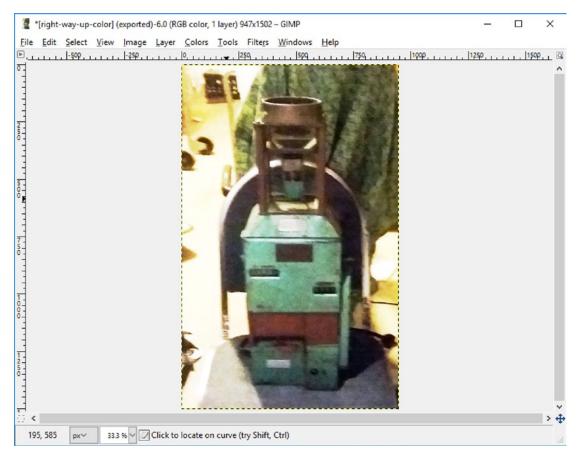


Figure 8-17. There are limits to what can be done with a poor-quality picture

# **Using Filters**

This chapter wouldn't be complete if we didn't mention filters. GIMP has a lot of filters, and most of them are useful. We will demonstrate one and hope the effect makes it through the printing process to the book. If not, download the pictures from the web site (www.apress.com) to see what we mean.

The filter we are going to show how to use is called Clothify (Figure 8-18). In other words, it makes a nice image look like it was painted on cloth. To get the full effect of this filter, you can start by zooming in a little. Then select Filters  $\blacktriangleright$  Artistic  $\triangleright$  Clothify.

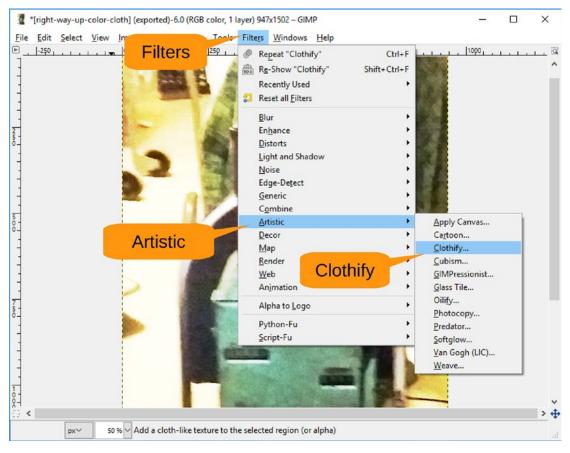


Figure 8-18. Selecting the Clothify filter

Figure 8-19 shows the Clothify dialog that appears. You can play around with the settings later; for now, let's use the defaults and click OK.

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Figure 8-19. Clothify dialog

Clicking OK causes the image to be run through the filter, resulting in Figure 8-20.

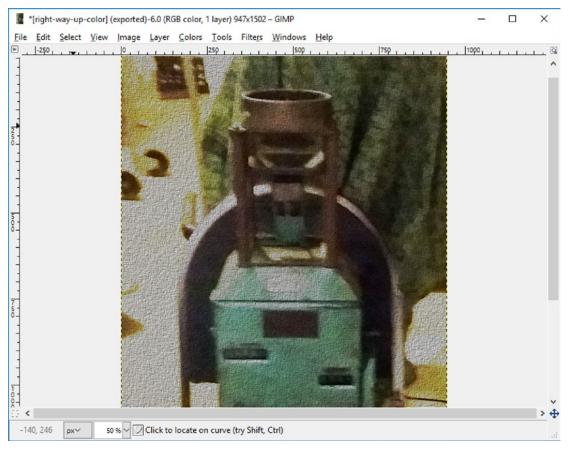


Figure 8-20. Cloth image

# Summary

GIMP has many different tools for making your pictures look better, a surprising number that make them look strange, and a few that make them look worse. You can explore these tools on your own to see what each of them does.

In this chapter, we covered the tools that help casual camera users improve their photos and then store them in the Pictures folder.

# **CHAPTER 9**

# **Drawing with Inkscape**

Inkscape is a Scalable Vector Graphics (SVG) editor. Most images you see on a computer are *raster* images made up of a bunch of dots. In other words, the lines you see on the page are really a series of small dots. If you zoom a lot, you'll see a rough line consisting of a bunch of big dots.

SVG graphics contain a description of the image. For example, a line on the page consists of a command to the program such as "Draw a line of 1.0 width from point (0, 0) to point (6, 3)."

You can use Inkscape to create drawings for sign, billboards, and other largeformat printing. It's also useful for generating files for laser cutters. That's because the description of an image consists of its path, and a laser cutter can easily move a laser along a path. With raster images, the laser cutter would have to shoot a bunch of holes in the material and hope they connect up enough to make a cut part.

# **Getting Started with Inkscape**

Download Inkscape from <a href="http://inkscape.org">http://inkscape.org</a>. (Download the .mis package for the best results.) Run the installer and accept the defaults.

When you first start Inkscape, zoom the drawing page until the paper fits the window. It sounds simple; just click the Zoom button, as shown in Figure 9-1, until you get the right size. Inkscape has a hair-trigger zoom. It can go from 50 percent to 1,000 percent in less than a second. Every time we've used it, we've had to go back and forth a couple of times to get it right.

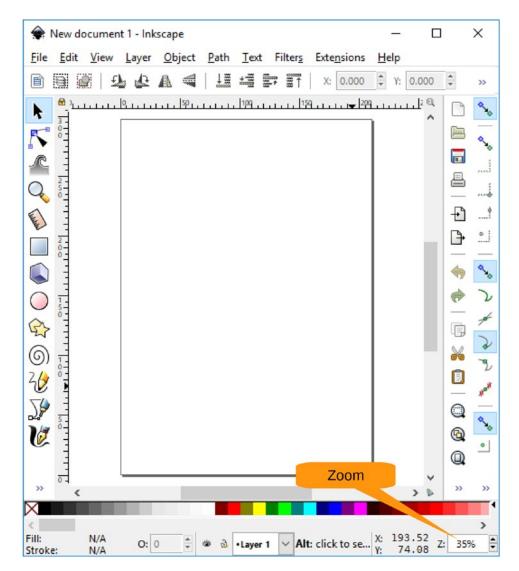


Figure 9-1. Zooming in on the page

# **Drawing a Rose**

In this chapter, we will show how to draw a rose. The goal is to introduce you to the basic controls used in Inkscape. This includes drawing simple shapes, using various types of fills and brushes, and using other editing tools.

# **Drawing the First Shapes**

The top of the rose is a circle. Click Circle/Ellipse tool to select that shape. By default Inkscape will let you draw an ellipse of whatever height or width you want. If you want a circle, you need to constrain the drawing so that the width and the height are equal. This is done by holding down the Ctrl key while drawing.

To draw, click the corner of the circle and then drag the cursor to the other corner, as shown in Figure 9-2.

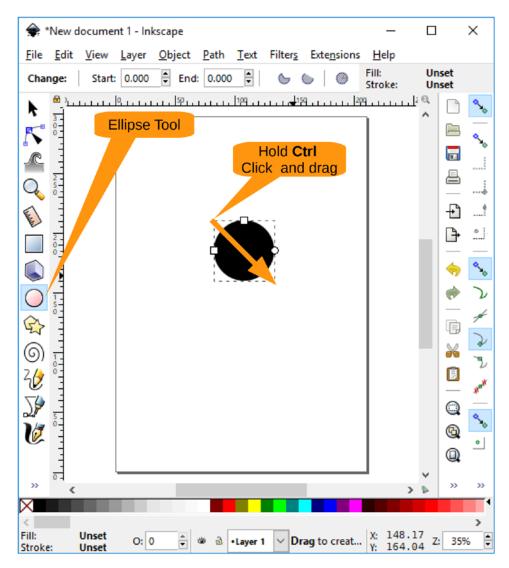


Figure 9-2. Drawing the circle

# CHAPTER 9 DRAWING WITH INKSCAPE

The circle is black, but a rose is red. You need to fix this problem. You can change the properties of this circle by selecting Object  $\succ$  Fill and Stroke, as shown in Figure 9-3.

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Figure 9-3. Opening the Fill and Stroke panel

The Fill and Stroke panel will appear to the right, as shown in Figure 9-4. You want this to be a circle with nothing inside, so click the No Paint icon in the dialog to turn off the fill.

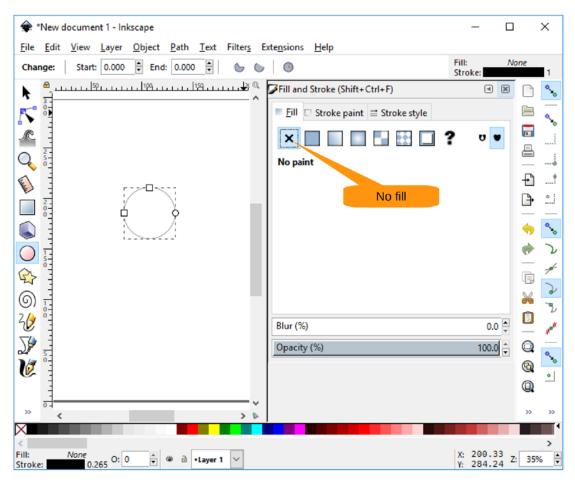


Figure 9-4. Turning off the fill

Now let's change the color of the line (stroke) by clicking the Stroke Path tab and changing the color to black. Figure 9-5 shows the result.

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#### CHAPTER 9 DRAWING WITH INKSCAPE

Figure 9-5. Setting the stroke to a solid black

From the top, the inside of the rose looks like a spiral. To draw this, you need to click the Spiral tool and drag it to the middle of the circle, as shown in Figure 9-6. The handles (boxes) on the end of the line allow you to extend or trim the spiral as needed. We think it looks better a little trimmed.

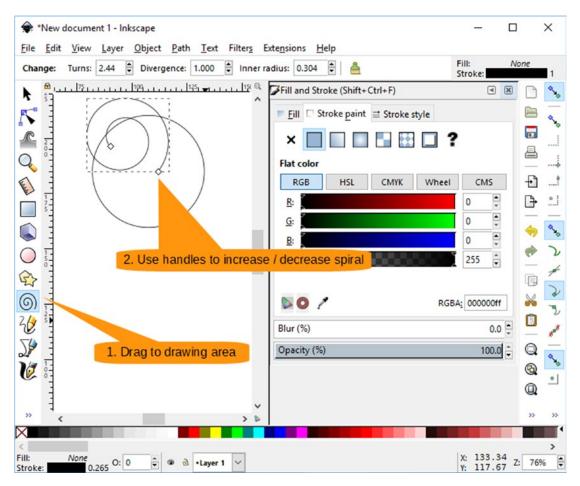


Figure 9-6. Creating the spiral

Once you get the spiral to be the right shape, you need to get it to be the right size. Click the Select Tool to enter select mode and then click the object to bring up the resize handles, as shown in Figure 9-7. You can move these handles to resize the object.

#### CHAPTER 9 DRAWING WITH INKSCAPE

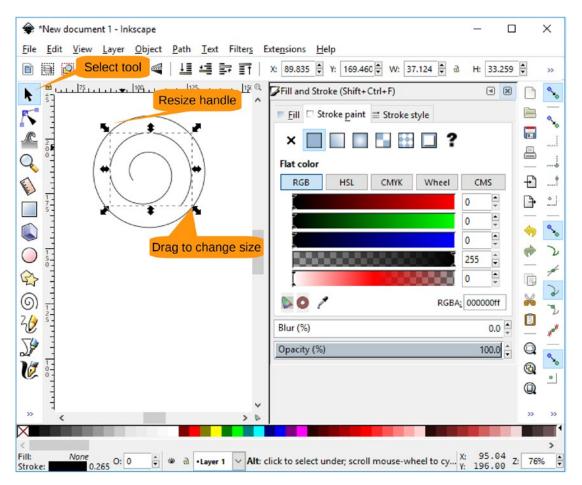


Figure 9-7. Getting the size and placement right for the spiral

Also, you can move the object by moving the cursor to one edge. When it turns into a hand, you can drag the object where you want it. In this case, drag it to the middle of the circle.

# **Tweaking the Shape**

Now things are going to get a little tricky. As it stands now, the spiral is a simple line. You are going to make it sexy.

To do this, you will create a thin ellipse and map it to the spiral.

The first step is to create a thin ellipse, as shown in Figure 9-8. To do this, click the Circle/Ellipse Tool and drag the mouse to create the shape.

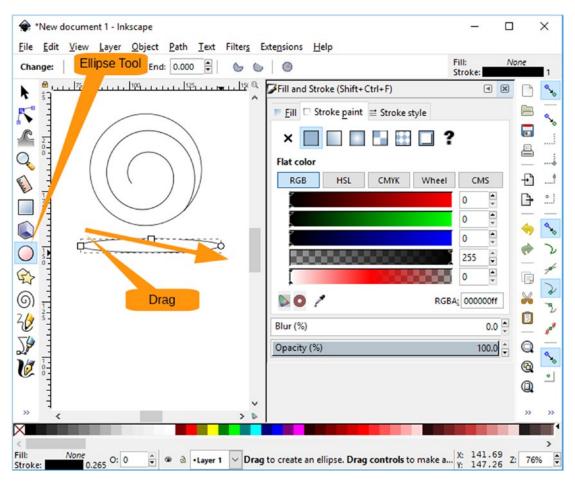


Figure 9-8. Skinny ellipse

Now you run into a little problem with Inkscape. There are things called *paths* and things called *objects*. You've got a bunch of objects, and the operations you are about to do work only on paths. So, you need to convert your objects to paths.

First select everything with Edit ➤ Select All, as illustrated in Figure 9-9.

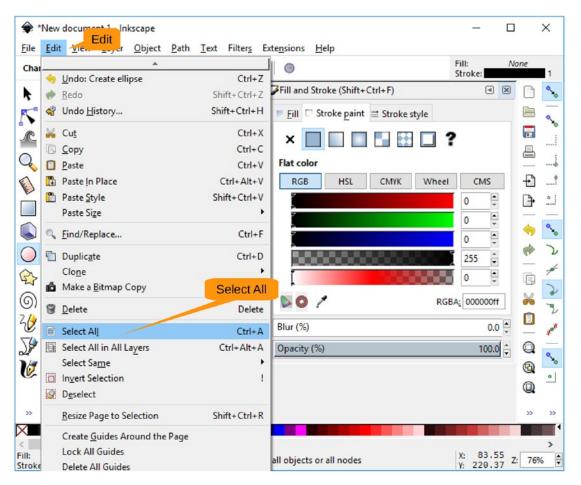


Figure 9-9. The Select All menu item

Now convert all the objects to paths with the command Path > Object to Path, as shown in Figure 9-10.

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Figure 9-10. Object to Path menu item

### CHAPTER 9 DRAWING WITH INKSCAPE

With that bit of bookkeeping out of the way, you can now take the small ellipse and use it to shape your spiral. First you need to deselect everything, select the Select tool, and then click outside all of the objects. Next, click the skinny ellipse. Copy it to the clipboard with Edit ➤ Copy. Figure 9-11 shows this process.

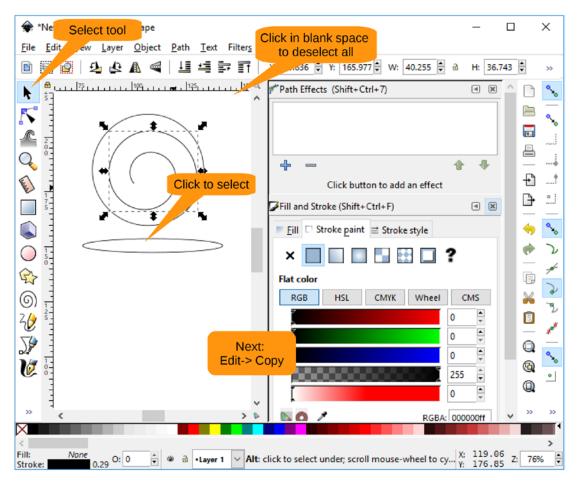
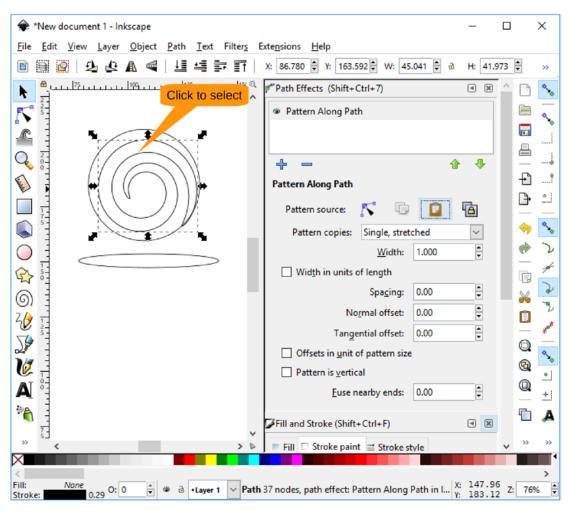


Figure 9-11. Copying the skinny ellipse



Click the spiral to select it, as illustrated in Figure 9-12.

Figure 9-12. Selecting the spiral

Now you are going to apply the skinny ellipse shape to the spiral path. You start with Path  $\succ$  Path Effects, as shown in Figure 9-13.

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Figure 9-13. Path Effects menu item

Currently you don't have any path effects defined, so the list in the panel at the top right is empty. Let's add one by clicking the plus (+) sign located in this panel, which Figure 9-14 locates for you.

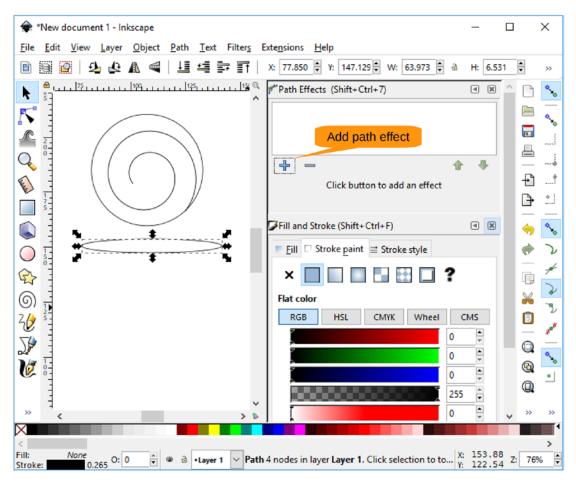


Figure 9-14. Adding a path effect

A pop-up appears, as shown in Figure 9-15. Select Pattern Along Path and click Add. Figure 9-16 shows how to select Paste Path.

#### CHAPTER 9 DRAWING WITH INKSCAPE

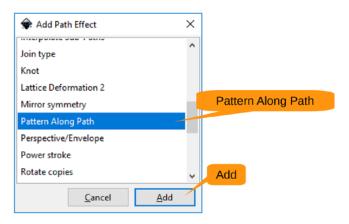


Figure 9-15. Path effect selection

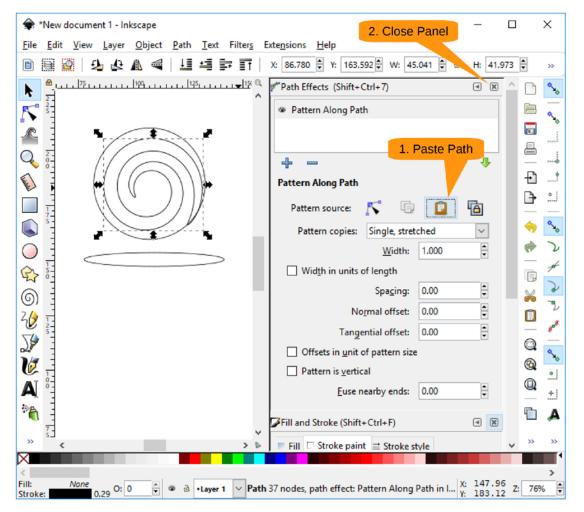


Figure 9-16. Selecting Paste Path

# **Cleaning It Up**

Now you have nice path for the inside of your rose. Let's get rid of some clutter. Click the Close icon in the Path Effects panel and then the Close icon in the Fill and Stroke panel.

Delete the ellipse and zoom in so you can better see the top of the rose. When done, your screen should look like Figure 9-17.

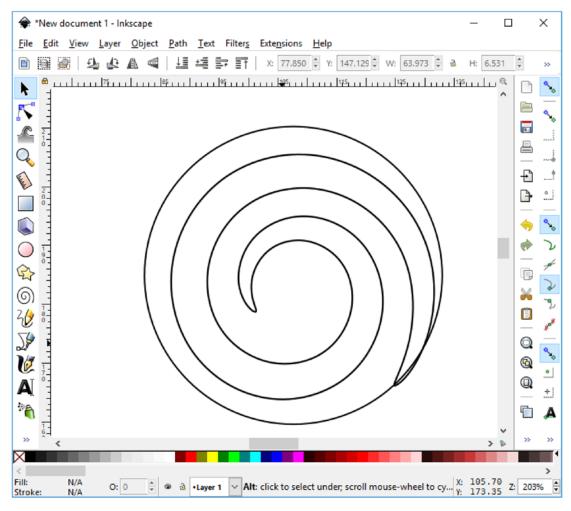


Figure 9-17. Cleaned-up rose top

#### CHAPTER 9 DRAWING WITH INKSCAPE

The spiral is much too fat for this use. Let's fix it. You can start by bringing up the Path Effect panel using the command Object ➤ Path Effects. The width (shown in Figure 9-18) needs to be smaller, so set it to 0.500 (or whatever looks good for your rose).

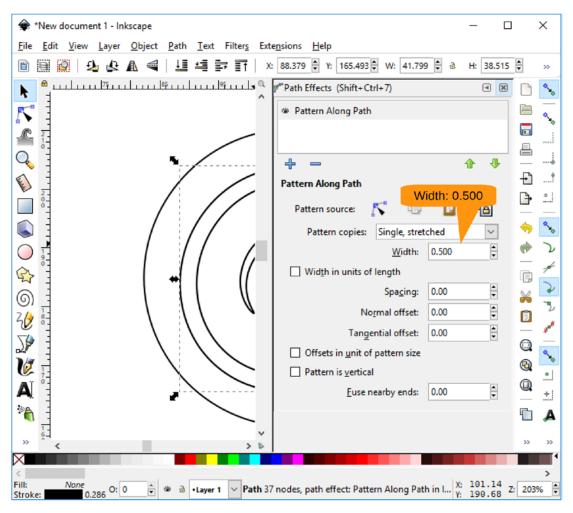


Figure 9-18. Setting the width of the pattern

Now close the panel. Make sure the spiral is still selected. You want the fill to be black, so bring up the Fill and Stroke panel with Object ➤ Fill and Stroke.

Select the Fill tab, set the fill type to a color, and then select black for the color. Figure 9-19 shows the result.

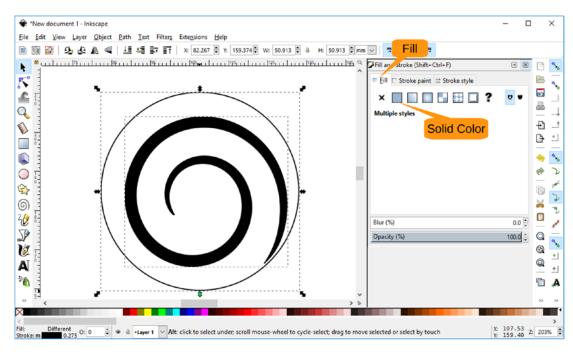


Figure 9-19. Filling the spiral with black

Close the Fill and Stroke panel and then select both objects, the spiral and the circle. Flatten them by moving the bottom up. Figure 9-20 shows the result.

#### CHAPTER 9 DRAWING WITH INKSCAPE

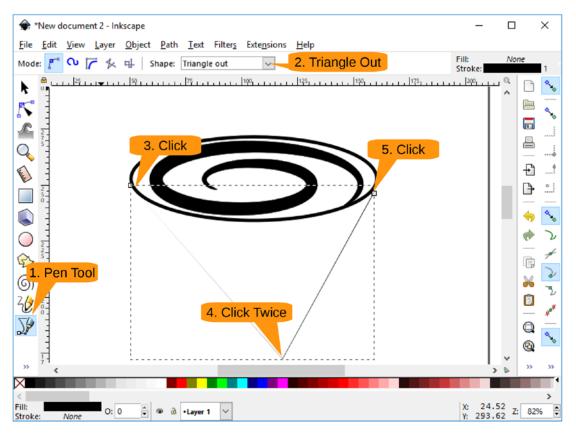


Figure 9-20. Flattened circle and spiral

# Drawing the Body of the Rose

Now you will draw the body of the rose. It won't look much like a rose at first, but you'll improve on it soon.

Zoom out a little and click the Pen tool. Before you draw the lines, you will change the shape of the pen to Triangle Out. The pen is designed to draw curves and straight lines. You want only straight lines here.

So, click the left side of the rose top and draw a slated line to the bottom of the triangle, as shown in Figure 9-21. Click twice here. If you click once, the tool will assume you want curves. Twice indicates a sharp turn.

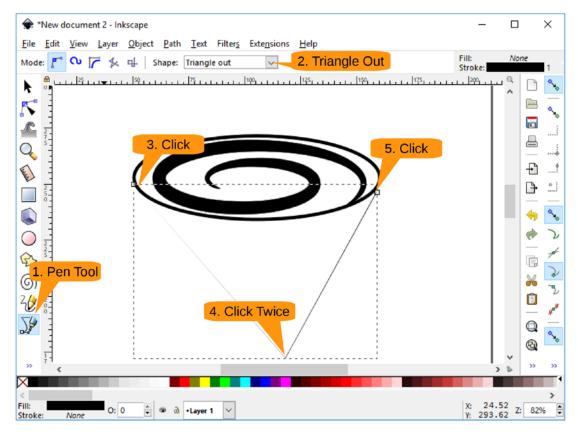


Figure 9-21. Drawing the beginnings of the body

Now go up to the top of the rose and click the right side.

Now you want to change the width of the line. Click the Edit Paths by Node tool. Small purple handles will appear at the ends of the lines. They are hard to see, especially if you have the black-and-white copy of the book, so look to Figure 9-22 to help you find them. Select the one at the top right and drag it out to make the line wider.

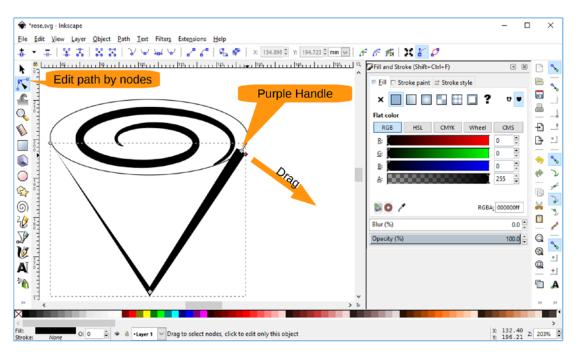


Figure 9-22. Making the line wider

Now you will change the triangle, which doesn't look like a rose, to a curved shape that does. The Edit Path by Nodes tool should still be in effect. Grab one of the triangle lines in the middle and drag it outward. It will curve out, and the shape will start to look something like a rose, as shown in Figure 9-23.

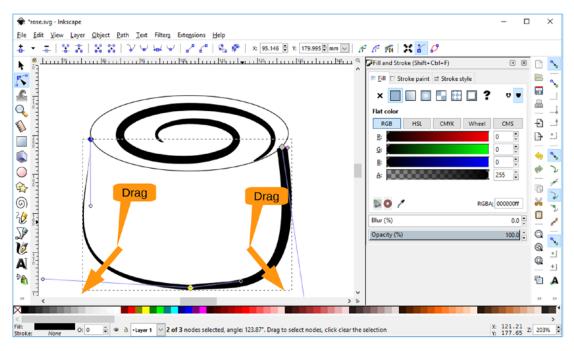


Figure 9-23. Forming the bowl of the rose

Now let's make the bowl of the rose a little taller. Using the Select Tool (at the top left of the toolbar), select the bowl and drag the bottom down. Figure 9-24 shows the result. (We adjusted the zoom a little too.)

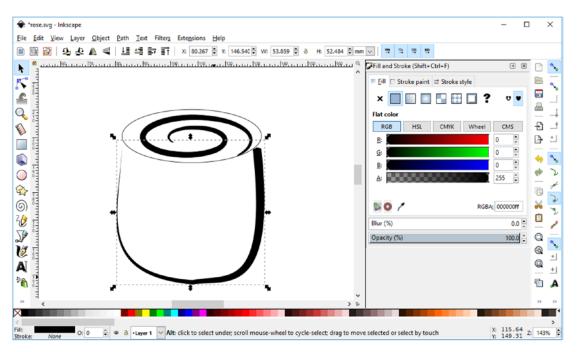


Figure 9-24. Stretching the bowl

# **Adding Color**

Now you need to make the rose red. Unfortunately, the path used to make the bowl has an effect associated with it that prevents you from filling it. (It's a silly restriction, we know.)

So, you will create two bowls. One will have a nice black line showing the rose, and the other will provide the red body.

Start by right-clicking the object and selecting Duplicate, as shown in Figure 9-25.

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	Cut Copy Paste Duplicate Elete Fill and Stroke	Ctrl+X Ctrl+C Ctrl+V Ctrl+D Delete	X     Image: Constraint of the second s	
	<u>Dill and Stroke</u> <u>Object Properties</u> <u>Select This</u> <u>Select Same</u> <u>Move to layer</u> <u>Create Link</u> <u>Set Mask</u> <u>Release Mask</u>	,	A: CONCOMPANY 255 C RGBA: 0000000 Blur (%) 0.0 C	
	Create Clip Goup Set Clip Release Clip <u>G</u> roup		 ↓	
>> < ≺ Hil: Stroke: <u>None</u> O: 0	ted objects	>		> Z: 143%

Figure 9-25. Duplicating the bowl

Bring up the Path Effects panel with the command Path > Path Effects. Figure 9-26 shows this process.

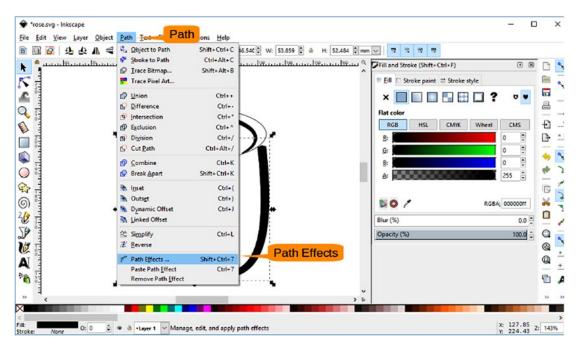


Figure 9-26. Path Effects menu item

Click the minus (-) sign to remove the effect, as shown in Figure 9-27. (This works on only one of the two bowls; the result will be hidden by the duplicate bowl.)

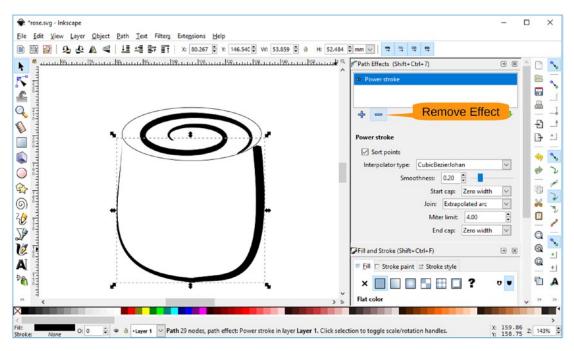


Figure 9-27. Removing the effect

It's time to do the red fill. You need the Stroke and Fill panel, so execute Object ➤ Stroke and Fill. Select the Fill tab, a solid color, and the color red. Figure 9-28 shows the result.

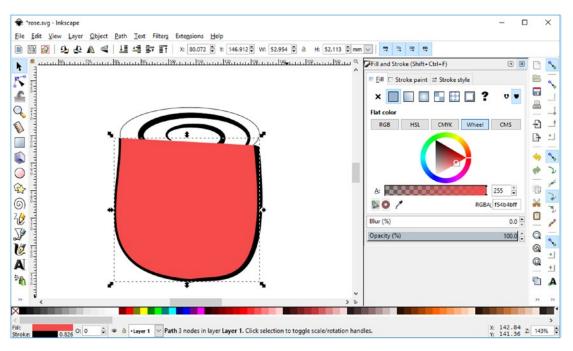


Figure 9-28. Red fill

As you can see, your duplicate object is now red and covering all the other objects. You need the fill to be behind the patterns, not on top of them. Select Object ➤ Lower to Bottom, as shown in Figure 9-29.

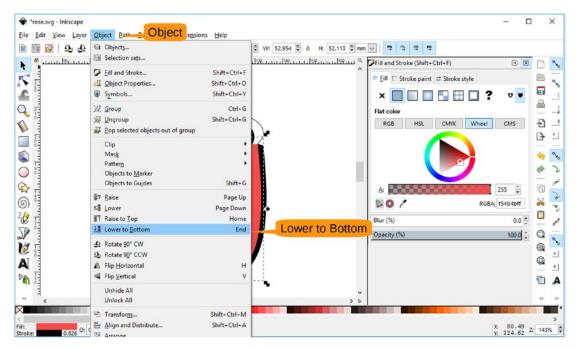


Figure 9-29. Lowering the object

The result is a nice-looking bowl. The top needs some work, however. Let's select the circle (now an oval) and use the command Object  $\blacktriangleright$  Fill and Stroke to bring up the Fill and Stroke panel.

We've already covered how to make the stroke small. To make it bolder, just increase the width. Also, fill the circle with red, just like the bowl, as shown in Figure 9-30.

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	Fill and Stroke (Shift+Ctrl+F)     © @       Fill Stroke paint     = Stroke style       Width:     ½464     mm       Deshes:     >     0.00       Markers:     >     >       Join:     Image: Ima	
	Image: Control of the second	
Comparison of the selection of the	dies. X: 163.19 Y: 205.01 Z	>> >> >> 2: 143%

Figure 9-30. Coloring complete

# **Adding a Detail Line**

Now you are going to add a detail line on the bowl of the rose, as shown in Figure 9-31. Perform the following steps:

- 1. Select the Pen tool.
- 2. Click near the top of the bowl to start drawing a line.
- 3. Move the mouse straight down about halfway down the bowl. Click to anchor a curve.
- 4. Go down and to the right to generate a small curve. Double-click to complete the line.
- 5. Select the Node Edit Tool.
- 6. Move the purple handles out to widen the line.

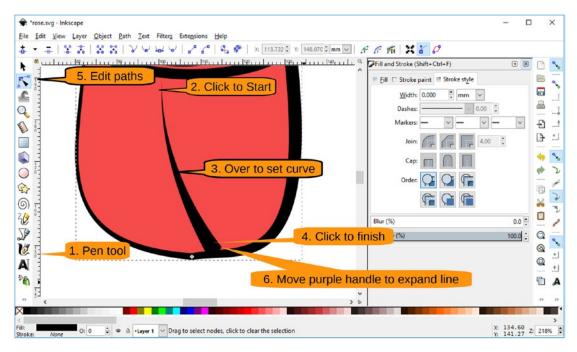


Figure 9-31. Drawing a highlight line

Select the Pen tool, and starting at the top, drag straight down. Then move to the left to create a curve.

After drawing, select the curve and move the purple node out to form a thick line.

# Adding a Stem

To finish this drawing, you will add a stem. This is the same thing as the highlight line, but you will go in the opposite direction. Also, the stem is longer, as shown in Figure 9-32.

Follow these steps:

- 1. Zoom out.
- 2. Select the Pen tool.
- 3. Starting from just below the top, click once to start the line.
- 4. Go halfway down and click to set the curve.
- 5. Move to the left and double-click to finish the line.
- 6. Select the Edit Path by Nodes tool.
- 7. Move the purple handle out to expand the line.

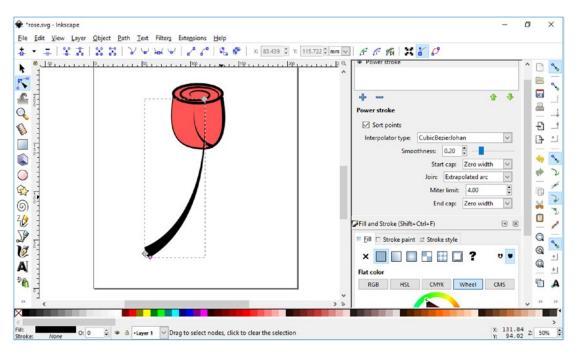


Figure 9-32. Stem

Now select the stem and use Object  $\succ$  Lower to Bottom to hide it. Figure 9-33 shows the final rose.

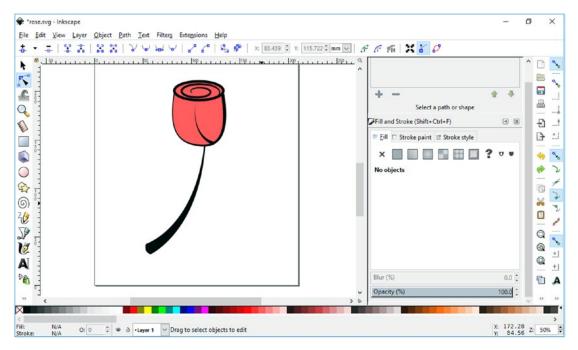


Figure 9-33. Final rose

# Summary

Inkscape is one of the better and more widely used SVG editors. With it, you can easily design high-quality yet very flexible art, such as the rose you drew in this chapter. The goal of the chapter was to introduce you to the basic controls used in Inkscape; you learned to draw simple shapes, use various types of fills and brushes, and use other editing tools.

We barely scratched the surface, though, because there are many more tools that we just don't have space to cover here. Please check the online resources for other features of Inkscape such as using gradients to add shadows to the rose, layers, patterns, and lots of extensions.

# **CHAPTER 10**

# **Using Dia Diagram Editor**

Humans are visual animals. They remember pictures a lot better than words. As such, it is useful to use diagrams to quickly display information. Thus, you need a good diagram editor.

The Dia Diagram Editor program is such an editor and is similar to Microsoft Visio.

Diagrams are used for things such as process flow (flowcharts), network layout, organization charts, and maps. In fact, one of the most famous diagrams is of the London Underground tube system. The diagram is considered one of the finest examples of the art, presenting the traveler with the information needed in a clear and concise manner while eliminating irrelevant details.

In this chapter, you will discover how to create simple diagrams and thus distill complex information into a simple visual presentation.

# **Creating a Flowchart**

Download Dia from http://dia-installer.de/. Run the installer and select the defaults. Once it starts, an initial, blank diagram screen will appear, as shown in Figure 10-1.

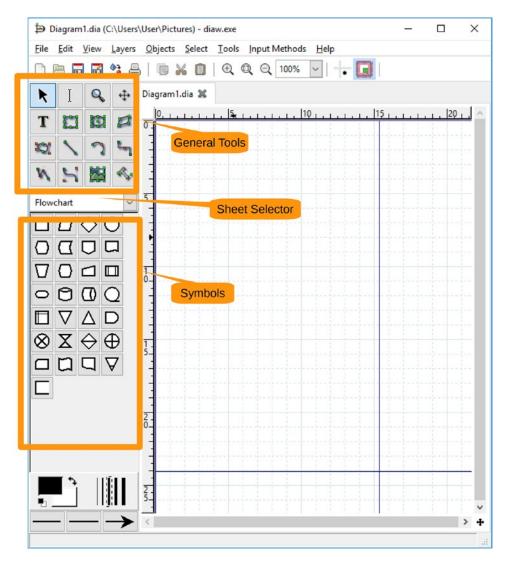


Figure 10-1. Initial Dia screen

On the left side are the tools you can use to make a diagram. Below that is a sheet selector area that allows you to select what symbols to use. Below that are the symbols themselves. The middle of the screen shows the current diagram.

For this exercise, you will create a flowchart telling you what to do in case of fire. (Somehow the letters from the Hilltop Elementary School in previous chapters gave us the idea.) Let's start by dragging a start/stop node (the one that looks like a hot dog) from the sheet selector area to the middle of the screen, as shown in Figure 10-2.

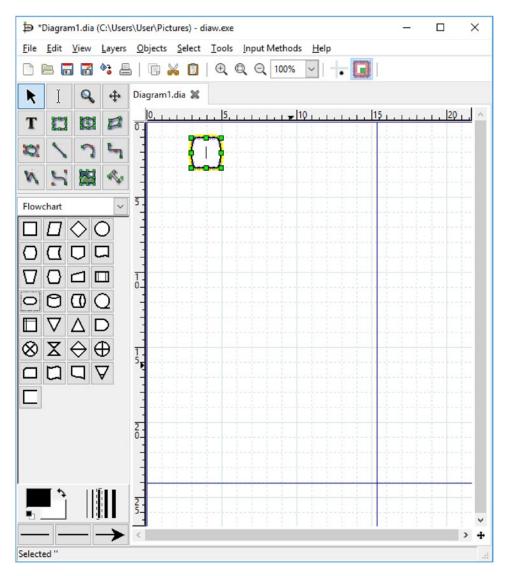


Figure 10-2. Start/start node

**Note** The Dia tooltip calls this a Terminal Interrupt, but we think start/stop node is easier to remember.

Drag one of the handles sideways to make the symbol wider and type **Start** inside it. Figure 10-3 shows the result.

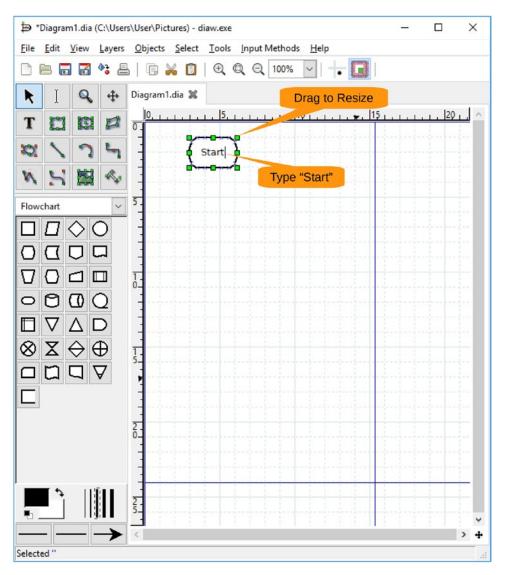


Figure 10-3. Start node in place

**Disclaimer** This is not a procedure approved by the fire department or any fire professional. Its sole purpose is to demonstrate how Dia Diagram Editor works, not to describe emergency procedures.

Next let's add a decision box (the diamond shape) to the flowchart, as shown in Figure 10-4. Enter the text **Understand Disclaimer?**.

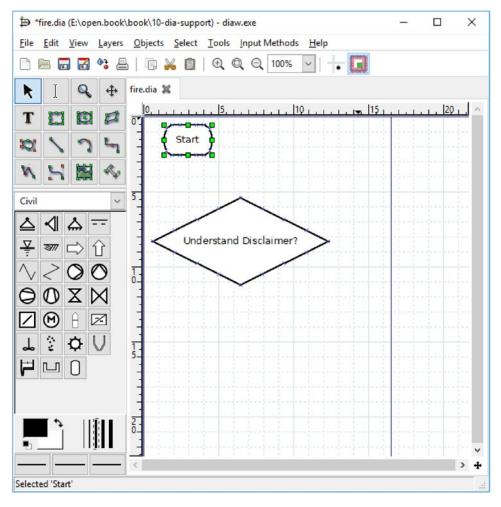


Figure 10-4. Decision box added

Now let's connect the start with the disclaimer. Click the "zig-zag line" symbol and then click the bottom middle of the start/stop node. The program will start to draw a line. Go down to the point of the disclaimer. There are some subtle things to watch out for.

First, there are connection points on each of the nodes. These show up when the mouse is over the node and look like little green squares. Second, when you are actually connecting to a node, the node will highlight itself. In Figure 10-5, the decision node is highlighted in red, even if you can't see it in the black-and-white illustration.

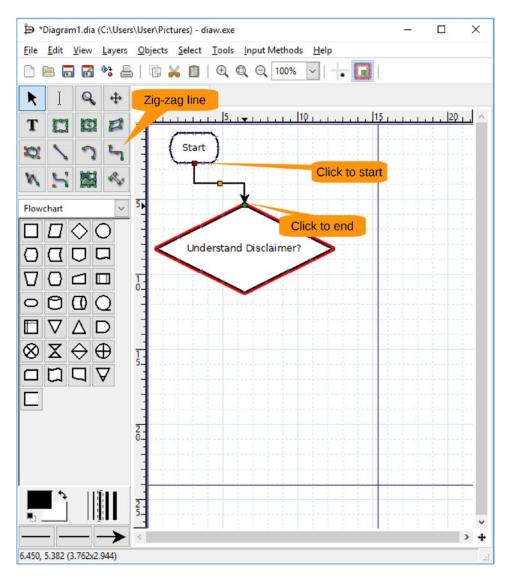


Figure 10-5. Connecting the two nodes

The start/stop node would look nicer over the decision node. So, drag it over to fix the problem. As you drag, you'll notice that since the two nodes are connected, the connector is automatically adjusted to the new position. Figure 10-6 shows the result.

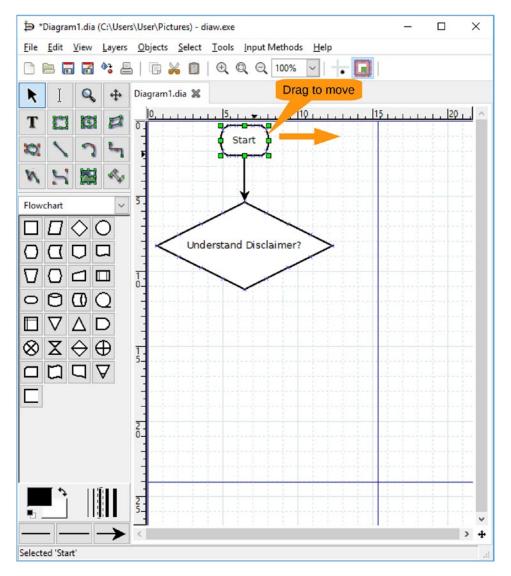


Figure 10-6. Position adjustment

Now let's add the letter N near the right side of the decision box. Click the Text tool, click just above the right corner of the decision box, and type **N**. Figure 10-7 shows the result.

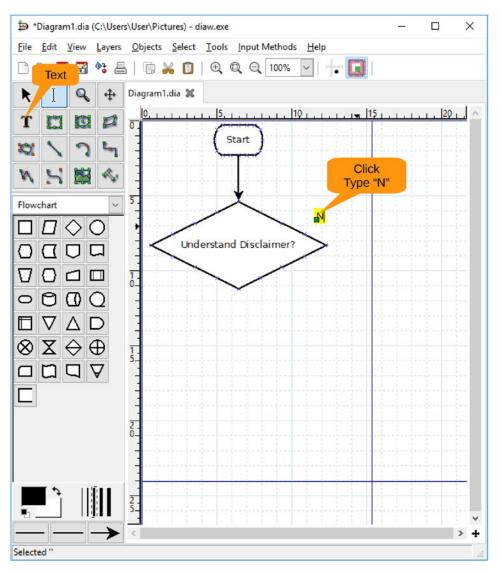


Figure 10-7. Adding "N"

Let's continue by dragging an operation box over to the right and labeling it **Read the disclaimer**. Add a connector from our "N" decision to the box. The result should look something like Figure 10-8. Let's also add a connector from the top of the box back to the line above the decision box.

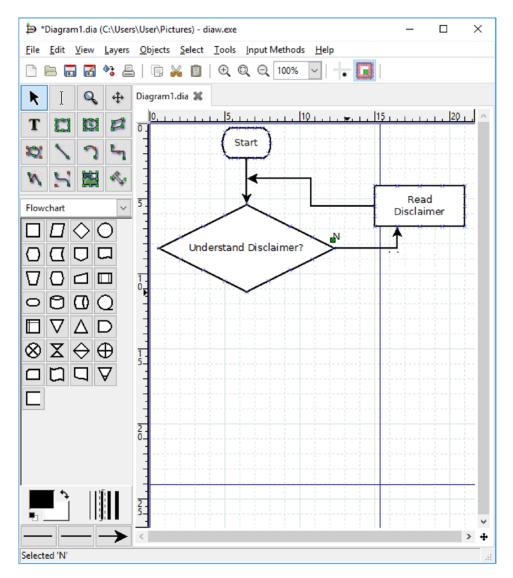


Figure 10-8. Adding an operation node

Now let's fill in the rest of the chart by following these steps:

- 1. Add the letter *Y* to the bottom of the decision box.
- 2. Put an operation box below it with this text: Shout 'Fire' in a loud voice.
- 3. Add a second operation box with this text: Get out very fast.
- 4. Add a final start/stop node that says Done.
- 5. Add connectors for all these nodes.

Figure 10-9 shows the result so far.

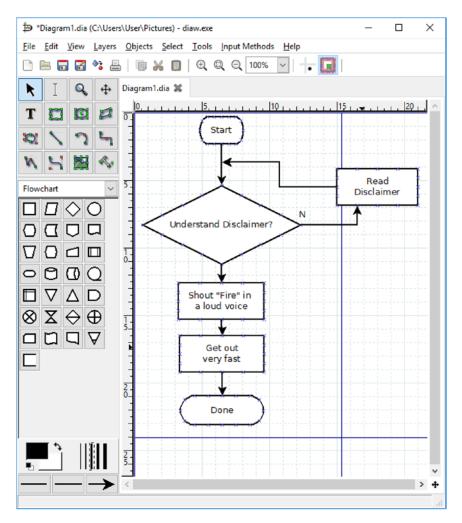


Figure 10-9. Finished diagram, almost

There is just one remaining problem. The blue lines indicate page boundaries, so this diagram takes up multiple pages. You want it on one page. To fix this, let's select File ➤ Page Setup, as shown in Figure 10-10.

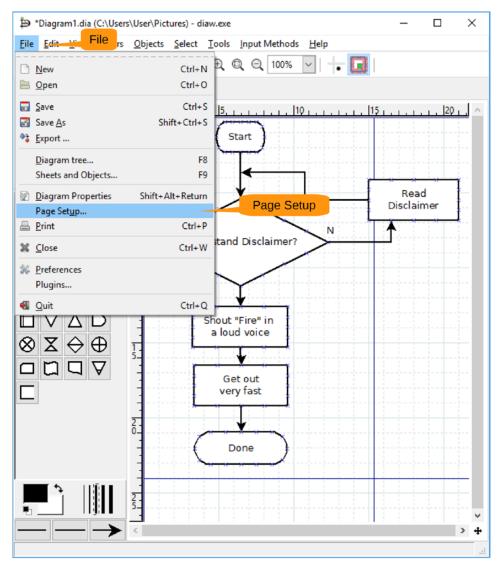


Figure 10-10. Page Setup menu item

The Page Setup dialog appears, as shown in Figure 10-11.

🐌 Page S	Setup Letter	×
Paper Size	21cm x 29.7cm	
 _ Margins –	21011 x 29.7011	
Top:	2.82 cm	
Bottom:	2.82 cm	•
Left:	2.82 cm	
Right:	2.82 cm	
Scaling		1 by 1
Scale	<sup>= 100</sup> Fit to	ОК
O Fit to	2 🗘 by 1	
	<u>C</u> lose	<u>А</u> рріу <u>О</u> К

Figure 10-11. Page Setup dialog

We're in the United States, so first change the paper size to Letter. Next go to the Scaling section, click "Fit to," and set the parameters to 1 by 1.

Click OK. Notice that the page boundaries have shifted, as shown in Figure 10-12. This diagram is now on one page.

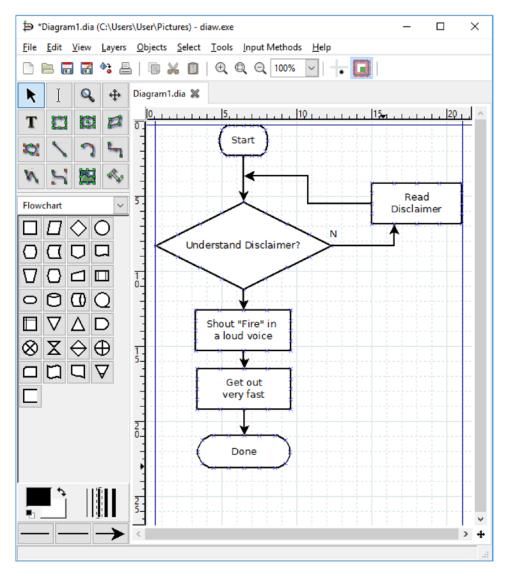


Figure 10-12. Final diagram

Now all you have to do is execute File  $\succ$  Save and you've got the procedure for what to do in case of fire. In practice, you probably want to add a few steps, run it by a safety office, and print up some posters. The procedure is the same even if the content isn't.

# **Creating an Electrical Diagram**

You've just completed a flowchart, so now let's try creating an electrical diagram. Pretend you work as a volunteer signal maintainer at the Orange Empire Railroad Museum and you're creating a wiring diagram for one of the signals.

You start by bringing up the electrical symbols sheet by going to the sheet selector and selecting Other Sheets  $\blacktriangleright$  Electrical, as shown in Figure 10-13.

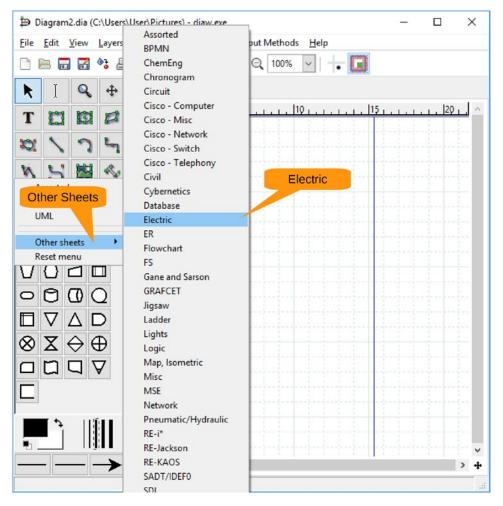


Figure 10-13. Bringing in the electrical symbols

At the center of the signal is a relay. You construct this from a relay command organ (horizontal) and a normally open contact. Figure 10-14 shows the results.

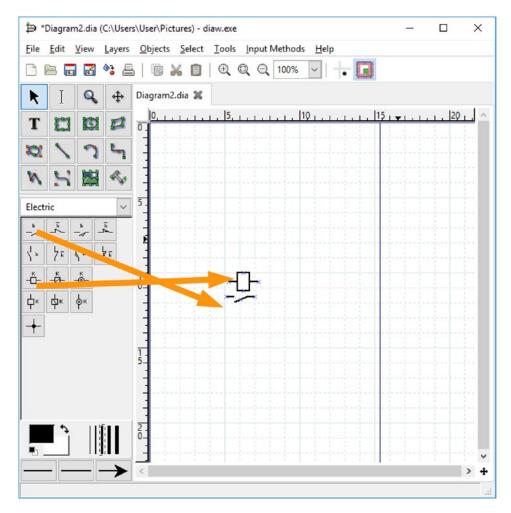


Figure 10-14. Relay

**Note** Because of the way railroad relays are constructed, the contacts go under the coils as shown, not on top as would be the case with any other type of relay.

Now you need to connect the contacts with the railroad signal. Unfortunately, Dia does not have a railroad signal symbol set (yet), so you're going to have to make do. Let's use a bell.

However, there isn't a bell in this symbol sheet, and an exhaustive search of the other sheet leaves you without a bell.

So, what do you do? Go to the Internet and search for *Dia symbol bell*. You found a page with the Liberty Bell on it, so refine your search to *Dia diagram symbol bell*.

This takes you to an add-on sheet for Dia for electronic symbols, which is displayed in Figure 10-15.



Figure 10-15. Electronical sheet add-on

Scrolling down, you can see that, yes, there is a bell symbol on this sheet. Looking at the text you see that there is a helper program called *diashapes* that will do the downloading and installation for you.

Let's click that link and then download and install the software.

When run, diashapes displays a list of all the available shape sheets and asks you if you want to download them, as shown in Figure 10-16.

Diashapes		- D >
<u>F</u> ile		He
http://dia-installer.de/shapes/Automata/	Automata	Faraz Shahbazker, Le Ngoc Minh
http://dia-installer.de/shapes/AUTOSAR/	AUTOSAR	Martin Wichmann
http://dia-installer.de/shapes/building_site/	Building Site	Steffen Macke
http://dia-installer.de/shapes/central_data_processing/	Central Data Processing	Leonardo Oceano Martins
http://dia-installer.de/shapes/CH-1/	CH-1	Mikhail Ulanov, Sergey Chemouhov
http://dia-installer.de/shapes/chemistry_lab/	Chemistry Lab	Ryan Stewart
http://dia-installer.de/shapes/Circuit2/	Circuit2	Terry Sturtevant
http://dia-installer.de/shapes/CMOS/	CMOS	Jason Klaus
http://dia-installer.de/shapes/digital/	Digital	Jason Klaus
http://dia-installer.de/shapes/edpc/	EPC	Steffen Macke
http://dia-installer.de/shapes/electric2/	Electric 2	Manoj Rawat
http://dia-installer.de/shapes/Electrical/	Electrical	Killian De Volder
http://dia-installer.de/shapes/electronic/	Electronic	Jarda Benkovsky
http://dia-installer.de/shapes/gradient/	Gradient	Steffen Macke
http://dia-installer.de/shapes/HVAC/	HVAC	Joshua A. Shaw
http://dia-installer.de/shapes/LST/	LST	Ian Smith
http://dia-installer.de/shapes/Optics/	Optics	Johann Kell Install
http://dia-installer.de/shapes/Racks/	Racks	Jarda Benkovsky
http://dia-installer.de/shapes/renewable_energy/	Renewable Energy	W. Martin Borgert
http://dia-installer.de/shapes/scenegraph/	Scenegraph	Alejandro Aguilar Sierra
http://dia-installer.de/shapes/value_stream_mapping/	Value Stream Mapping	Adam Černý
		Cancel Insta

Figure 10-16. Diashapes

Since you have lots of disk space and there aren't that many shape sheets, you'll leave them all selected and click Install. When done, the program shows you a dialog telling you it installed 21 new sheets, as shown in Figure 10-17. Your number may vary because there may be more added after the time this book was written.

Diashapes	×
1	21 sheets installed
	ОК

Figure 10-17. Sheets installed

You have to exit and restart Dia to see the new sheets.

Once you restart, from the sheet selector, select Other Sheets > Electronics. Figure 10-18 shows you that you now have a bell.

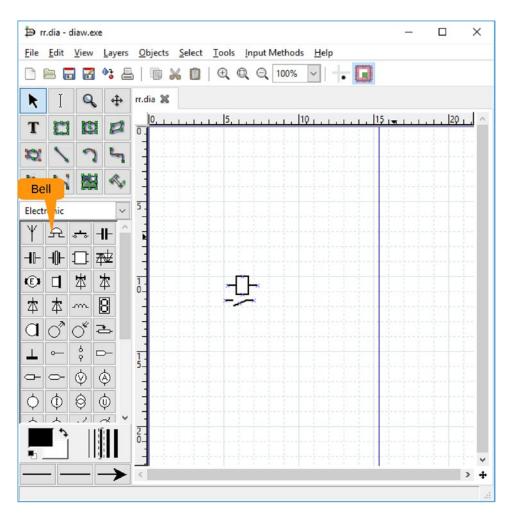
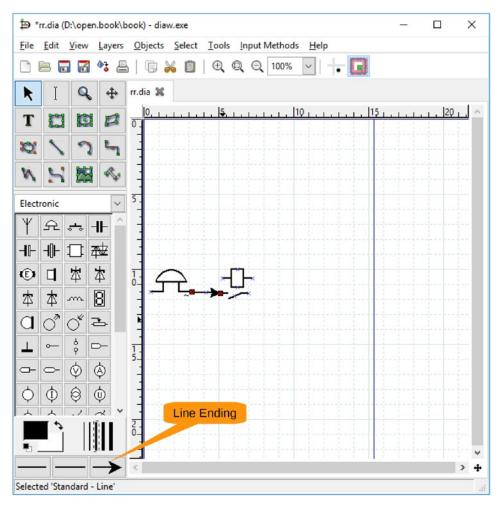


Figure 10-18. Bell

Let's drag in the bell and a connecting line. From the result in Figure 10-19, you can see that you have a problem. The line has an arrow on it.



*Figure 10-19. Bell with arrow* 

Right-click the line to bring up the context menu and select Properties, as shown in Figure 10-20.

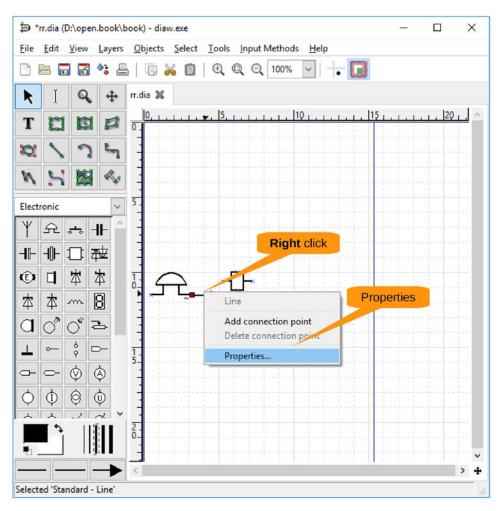


Figure 10-20. Properties

The Properties dialog appears. Change the line ending from an arrow to a line and click OK. Figure 10-21 maps out the controls.

Prope	ties: Sta	ndard - Lin	e	×	
Line width	0.10 cm		-		
Line color	#00000	0		~	
Line style	Das	h length:	1.00		
Arrows <	_				End arrow
Start arrow	Size	0.50	€ 0.50		
End arrow	Size	0.50	• 0.50 •	<b>≻</b> ⊻	
Line gap					_
Absolute s	tart gap	0.00		ŧ	OK
Absolute e	nd gap	0.00			
Close		Apply	(	2K	

Figure 10-21. Properties

This takes care of this line, but what about the next one you draw? Let's go to the default line properties on the bottom of the toolbox and change the right line ending to "no arrow," as shown in Figure 10-22.

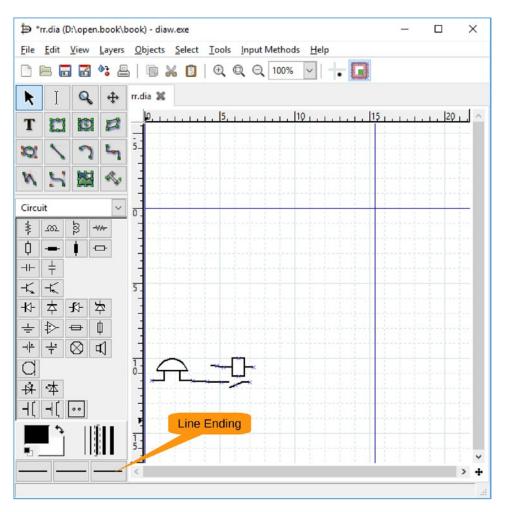


Figure 10-22. Line ending

Now let's draw the rest of the diagram using the tools and techniques you've seen so far. The only tricky part is when you want to add a resistor. That's in the Circuit symbol sheet. As a final step, you want to put a box around the relay. Draw it in, and you'll see you get the unpleasant result shown in Figure 10-23.

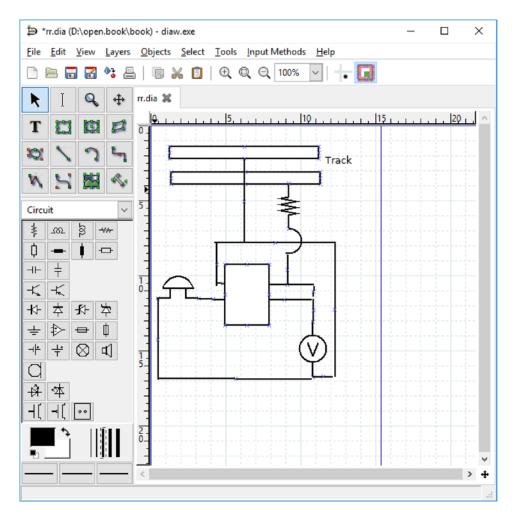


Figure 10-23. Box

You need to make it transparent. Also, you need the line to be dotted. So, by rightingclicking the box, you can go to the Properties dialog, as shown in Figure 10-24.

Properties: St	andard - Box		×	
Line width	0.10 cm		-	
Line color	#000000		~	Draw background: No
Fill color	#FFFFFF			
Draw background	No		Dotted line	
Line stude			Dotted inte	
Line style	Dash length:	1.00	-	
Corner radius 0.00			*	OK
Aspect ratio	Free			
Close	Apply	OK	1	

Figure 10-24. Properties

Now the box looks wonderful. Let's add a few labels to be even more helpful. Figure 10-25 shows the grand result.

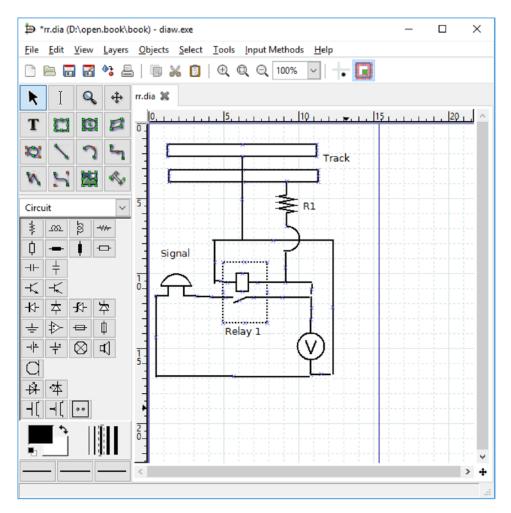


Figure 10-25. Final diagram

Congratulations, the result is a decent-looking diagram.

### Summary

Dia comes with hundreds of shapes to support all sorts of diagrams, such as the following:

- UML diagrams for program design
- Computer network layouts
- Family trees
- Chemistry diagrams
- Civil engineering diagrams
- Organization charts

Although a simple tool, Dia can be used to take complex information and present it in a nice diagram that should make things easier to understand.

### **CHAPTER 11**

# Using GnuCash

GnuCash is a simple-to-use accounting program. It has several advantages over a spreadsheet, such as reconciliation and check printing. Also, one of its chief advantages is that it is simple and easy to use.

In this chapter, you will learn the following:

- How to create a checking account
- How to enter checks
- How to create a memo line
- How to print checks
- How to create a savings account
- How to reconcile your bank statement
- How to schedule payments

You can download GnuCash from http://gnucash.org. Follow the usual installation instructions: download the file, run it, and accept all the defaults.

### **Creating a Checking Account**

Let's start by creating a new checking account. When you first start GnuCash, it displays a GnuCash Tip Of The Day dialog, as shown in Figure 11-1. Like most tips, it's not that useful, so click Close.



Figure 11-1. Tip Of The Day dialog

You'll also notice the first time you start the program, it starts slowly. It has a lot of initialization to do. The next time you start the program, it will be much faster.

You need to create a new account. If you are running GnuCash for the first time, it will automatically start the New Account Wizard. If not, from the main window, select File ➤ New File, as shown in Figure 11-2.

Unsave File Gnu	Cash			-	×
<u>File Edit View A</u>	ctions <u>B</u> usiness	Bep New File Mindows	s <u>H</u> elp		
管 New <u>F</u> ile	Ctrl+N-				
Open Import	Ctrl+O				
៉ <u>S</u> ave	Ctrl+S				
🖄 Save <u>A</u> s 🛳 Re <u>v</u> ert	Shift+Ctrl+S				
Print	Ctrl+P				
Page Setup Export	Shift+Ctrl+P ▶				
Proper <u>t</u> ies	Alt+Return				
<u>1</u> d.gnucash <u>2</u> c.gnucash <u>3</u> cash.gnucash					
🛿 <u>C</u> lose	Ctrl+W				
Quit	Ctrl+Q				
reate a new file					

Figure 11-2. Main window

The New Account Wizard starts and displays the information screen shown in Figure 11-3. Click Forward to continue.

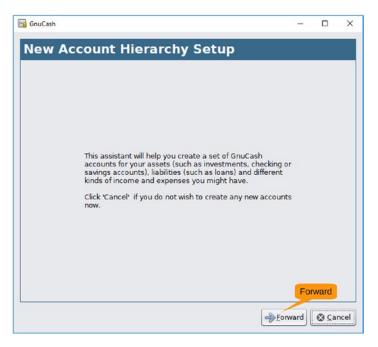


Figure 11-3. New Account Wizard, first screen

Next the system wants to know what currency you use. Since we are in the United States, we're going to use the United States dollar, as shown in Figure 11-4. Again, click Forward to continue.



Figure 11-4. Currency type

The next screen, as shown in Figure 11-5, allows you to set options for your set of accounts (called a *book* in GnuCash terms). In this example, you are not doing anything fancy, so leave the defaults alone and click Forward.

🕞 GnuCash	<u> </u>		×
New Book Options			
Accounts Budgeting Business Counters			
Use Trading Accounts			-
Day Threshold for Read-Only Transactions (red line): 0			
Use Split Action Field for Number			
Reset defaults	Forward	i	
-Back -	Eorward	🕲 <u>C</u> ar	icel

Figure 11-5. Book options

Now you need to select what type of accounts you are creating, as shown in Figure 11-6. At the top of the list is Simple Checkbook. Select that and click Forward. (You are permitted at this point to wonder how many steps are left in this wizard! Don't worry, you're almost there.)

you select 1	will cause several accounts to b you. You can always create ad A Simple Checkbook	e create	t you will use GnuCash. Each category ad. Select the categories that are accounts by hand later. Accounts in 'A Simple Checkbook
Selected	Account Types		🝷 🏦 Assets
	A Simple Checkbook		
	Business Accounts		😥 Checking Account
	Car Loan		
	CD and Money Market		Dpening Balances
			🚊 Expenses
Se Category De	scription	1	⊞ Income
checkbook.	ou just want to balance your Later on, you can start tracking expenses in more detail if you		Forward

Figure 11-6. Selecting account types

Now you come to the screen where you get a list of accounts and can set the initial value of your checking account, as shown in Figure 11-7. In this case, let's say you have \$3,000 in the bank, so click next to the Checking Account entry and enter **3000**. Then click Forward.



Figure 11-7. Account setup

Finally, you reach the Finish Account Setup screen, as shown in Figure 11-8. Rejoice and click Apply.



Figure 11-8. The end of the wizard

One more screen appears so that you can save your work, as shown in Figure 11-9. Enter a file name and click Save As.

ata Format: xml	Name: (Account	Book Name)	
game: oua	lline User Documents	(	Create Folder
Places	Name	▲ Size	Modified
<ul> <li>Search</li> <li>Recently Used</li> <li>Documents</li> <li>User</li> <li>Desktop</li> <li>OS (C:)</li> <li>small (D:)</li> </ul>	My Bluetooth		4/14/2016

Figure 11-9. Saving the file

Finally, after much effort and lots of wizard work, you have reached the Accounts screen, as shown in Figure 11-10. Initially you won't see your checking account, but by clicking the triangles next to Assets and then Current Assents, you can expand the hierarchy and see your new checking account.

oualline2.gnucash - Acco	unts - GnuCash			-	$\times$
<u>File Edit View Action</u>	s <u>B</u> usiness <u>R</u> eports	<u>T</u> ools <u>W</u> indows <u>H</u> elp			
Save Click to exap	nd t New Dele				
Accor					
Accor Name	Click to exapnd	Total			2
▼ 🚋 Assets	Assets	\$3,000.00			
	Current Assets	\$3,000.00			
🗟 Checking Acco	ur Checking Account	\$3,000.00			
🕨 🏦 Equity	Equity	\$3,000.00	E.		
Expenses	Expenses	\$0.00			
🗟 Income	Income	\$0.00			
\$, Grand Total:	Net Assets:	\$3,000.00	Profits: \$0.00		\$
<b>.</b>					

Figure 11-10. Accounts screen

Click Checking Account to select it, as shown in Figure 11-11, and then click the Open button to open the account.

ime2.gnucash - Accour	nts - GnuCash		-	$\times$
<u>File Edit View Actions</u>	<u>B</u> usiness <u>R</u> eports <u>T</u> ools <u>W</u>	indows <u>H</u> elp		
Save Close Open	Edit New Delete			
Accounts				
A Select	Description	Total		2
Assets Open	Assets	\$3,000.00		
2 🗟 Current Assets	Current Assets	\$3,000.00		
🏦 Checking Accou	r Checking Account	\$3,000.00		
🕨 🎰 Equity	Equity	\$3,000.00		
🗟 Expenses	Expenses	\$0.00		
🗟 Income	Income	\$0.00		
\$, Grand Total:	Net Assets: \$3,000.00		Profits: \$0.00	\$

Figure 11-11. Opening an account

The ledger appears, as shown in Figure 11-12.

and the second second	Checking Account								-	- 0	×
<u>File Edit View Tr</u>	ansaction <u>A</u> cti	ions <u>B</u> usines	s <u>R</u> eports	Tools 1	Mindows	Help					
Save Close	Duplicate	<b>O</b> elete	-	ancel	<u>يلا</u> Blank	5plit	🔊 Jum		M Transfer	Reconcile	
🗟 Accounts 🞰 Ch	ecking Account	8									
Date Num	Description			Transfer			R	Deposit	Withdrawal	Balance	
04/01/2017 💽 Num	Opening Bala	ance			Equity:O	pening Balance	es n	3,000.00	Withdrawal	3,000	.00
05/19/2017							n				
03/13/2017							- 1.0				_
				1					1		

Figure 11-12. Ledger window

### Writing Checks

Now let's write a check for your monthly rent. There's already a blank entry at the bottom of the ledger, so click in the Date field to select the date. Set the date of the check in the calendar that appears.

The Num field is next. Press Tab to go to it and enter the check number, **100**. Press Tab to go to the next field, Description. Enter the name of the payee. Go to Transfer by pressing Tab. Leave the default here and press Tab. This is not a deposit, so press Tab to go to Withdrawal and enter the amount, **1000**.

Press Tab again, and the balance is computed. Press it once more and a new line opens so you can start the process all over again. Figure 11-13 shows the result.

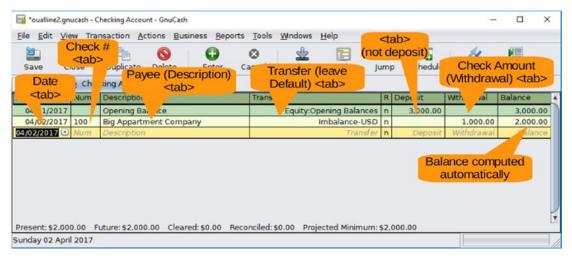


Figure 11-13. New check

Now let's add a few more checks, as shown in Figure 11-14.

🔀 Close			を mp	3 Schedule	Aransfer	Reconcile
🔬 Cheo	king Account 🛛					
Num	Description	Transfer	RD	eposit	Withdrawal	Balance
7	Opening Balance	Equity:Opening Balances	n	3,000.00		3,000.00
7 100	Big Appartment Company	Imbalance-USD	n		1,000.00	2,000.00
7 101	Gas Company	Imbalance-USD	n		135.87	1,864.13
7 102	Electric Company	Imbalance-USD	n		255.55	1,608.58
/ 103	Vet	Imbalance-USD	n		997.35	611.23
Num	Description	Transfer	n	Deposit	Withdrawal	Balance
	Close Close Num 100 101 102 103	Close     Duplicate     Delete     Enter     Ca <ul> <li>Mum</li> <li>Description</li> <li>Opening Balance</li> <li>100</li> <li>Big Appartment Company</li> <li>101</li> <li>Gas Company</li> <li>102</li> <li>Electric Company</li> <li>103</li> <li>Vet</li> </ul>	Close     Duplicate     Delete     Enter     Cancel     Blank     Split     Ju <ul> <li>Mum</li> <li>Description</li> <li>Transfer</li> <li>Opening Balance</li> <li>Equity:Opening Balances</li> <li>100</li> <li>Big Appartment Company</li> <li>Imbalance-USD</li> <li>101</li> <li>Gas Company</li> <li>Imbalance-USD</li> <li>102</li> <li>Electric Company</li> <li>Imbalance-USD</li> <li>103</li> <li>Vet</li> </ul>	Close     Duplicate     Delete     Enter     Cancel     Blank     Split     Jump	Close     Duplicate     Delete     Enter     Cancel     Blank     Split     Jump     Schedule       Image: Close     Description     Transfer     R     Deposit       Image: V     Opening Balance     Equity:Opening Balances n     3,000.00       Image: V     Opening Balance     Image: V     Image: V       Image: V     Opening Balance     Image: V     Image: V       Image: V     Image: V     Image: V     Image: V       Image: V     Ima	Close     Duplicate     Delete     Enter     Cancel     Blank     Split     Jump     Schedule     Transfer       Image: Strain Control Contrel Control Control Control Control Control Control Contro

Figure 11-14. Checkbook with a few checks written

### Working with a Memo Line

By default your ledger displays information in a compact format. This leaves you no room for a "memo" line. Say you want to put something like "April Rent" on your rent check for April. To do this, select View ➤ Double Line, as shown in Figure 11-15.

📷 *tmp.gnu	cash - Checkin - GnuCash							_		×
<u>F</u> ile <u>E</u> dit	View Transaction Actions Bus	ness <u>R</u> epo	rts <u>T</u> ools	<u>W</u> indows	<u>H</u> elp					
È. Save	✓ <u>T</u> oolbar ✓ Su <u>m</u> mary Bar ✓ Stat <u>u</u> s Bar	<b>Enter</b>	😧 Cancel	Lank	5plit		👀 😨 Imp Sched		er Reconc	ile
🔬 Accoun	Dasie Leager	punt 🛚								
Date	Auto-Split Ledger Double	Line	Transfer			R	Deposit	Withdrawal	Balance	A
04/01/20	Transaction Journal		Eq	uity:Openin	ig Balances	n	3,000.00		3,000.	00
04/02/20	Double Line	y		Imba	alance-USD	n		1,000.00	2,000.	00
05/21/20	<u>S</u> ort By <u>F</u> ilter By					n				
	Refresh Ctrl+F New Accounts Page									
Descent 62			)) Baaaaa	ilada co oo	Designate of N					_
	,000.00 Future: \$2,000.00 Clean		JUJ Reconc	ilea: \$0.00	Projected M	111111	num:\$2,000.0			
SHOW (WO III	es of mormation for each transact	ion								/

Figure 11-15. Selecting Double Line

This gives you the expanded ledger shown in Figure 11-16 and allows you a place to enter the memo.

	lose	Duplicate Delete	Enter	😧 Cancel	<u>للے</u> Blank	5plit		💽 📲 ump Sched		er Reconcile
Accounts	🔒 Savir	ngs 🛚 🗟 Checking Acc	ount 🛚							
Date	Num	Description		Transfer			R	Deposit	Withdrawal	Balance
	Action	Notes					А			
04/01/2017		Opening Balance		Ec	uity:Opening	g Balances	n	3,000.00		3,000.00
04/02/2017	100	Big Appartment Compar	ıy		Imba	ance-USD	С		1,000.00	2,000.00
05/21/2017	Num					Transfer	n	Deposit	Withdrawal	Balance
	Action	Notes								

Figure 11-16. Double lines for each entry

To turn it off, simply select View ➤ Double Line again.

### **Printing Checks**

Adding checks to the ledger is only half the battle. You need to print them as well. One way is to hand-write them, but if you have a computer, why not let the computer do it? To print a check, click the check in the ledger and select File > Print Checks, as demonstrated in Figure 11-17.

aualline 2. File	Checking Account - GnuCa	sh							_	· 🗆	×
<u>File</u> <u>Edit</u> <u>V</u> iew Tra	a <u>n</u> saction <u>A</u> ctions <u>B</u>	usiness	Reports ]	[ools	<u>W</u> indows	<u>H</u> elp					
* New <u>F</u> ile <u>Open</u> Import	Ctrl+N Ctrl+O ▶	Ent	-		یکی Blank	5plit	💽 Jump	Schedule	M Transfer	Reconcile	
الله <u>S</u> ave Save <u>A</u> s ش Re <u>v</u> ert	Ctrl+S Shift+Ctrl+S		int Cheo	ks	r Equity:O	pening Balar	nces n	edger En	- urawar	Balance 3,000.	
🚔 Print Checks	Ctrl+P	npany				Imbalance-		Deposit	1,0 <mark>00.00</mark> 135.87	2,000.	
Page Setup Export	Shift+Ctrl+P ▶					Imbalance-U Imbalance-U	JSD n		255.55	1,608.	.58
Properties	Alt+Return						n				
<u>1</u> oualline2.gnuca <u>2</u> oualline.gnucas <u>3</u> d.gnucash <u>4</u> c.gnucash	sh										
S <u>C</u> lose	Ctrl+W	d:\$0.00	Reconciled	:\$0.00	Project	ed Minimum:	\$611.23				

#### Figure 11-17. Printing a check

The Print Check dialog appears, as shown in Figure 11-17. At the top there is a "Check format" pull-down that allows you to select from several different types of standard laser printer check formats. For example, in Figure 11-18, we have selected Dulex(tm) Personal Checks US Letter.

📴 Print Check	×
Options Cur	format: <depends have="" on="" what="" you=""></depends>
Check <u>f</u> ormat: Check po <u>s</u> ition: Checks on first page:	Deluxe(tm) Personal Checks US-Letter
Date format:	No Fancy Date Format
∆ddress	Gas Company Print
<u>PH</u> elp	Cancel

Figure 11-18. Selecting a check format

The dialog also lets you choose whether the check is on the top, middle, or bottom of the paper. Click Print to print the check.

**Note** If you are printing checks for the first time, we suggest you make several copies of a blank check to practice on before using the real thing. Sometimes the positioning of the various fields is off.

### **Creating a Savings Account**

Let's say you have a savings account as well. Because this is not part of the simple checking account setup, you need to add it. In the main window, click the Accounts tab and then the New icon on the toolbar, as shown in Figure 11-19.

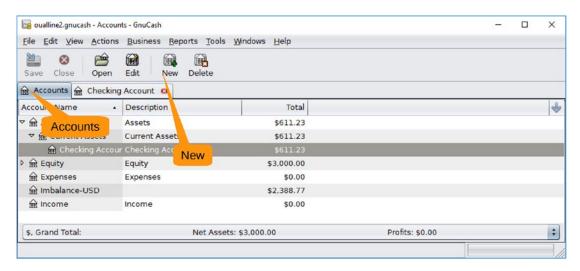


Figure 11-19. Creating an account

The New Account dialog appears, as shown in Figure 11-20. For the account name, enter **Savings**. For Parent Account, select Current Assets. Click the Opening Balance tab to go to the next screen.

🔋 New Account - Assets	:Current Assets:Savings X
	3. Opening Balance (to complete panel)
General Opening B	alance
Identification	
Account <u>n</u> ame:	Savings 1. Account name: Savings
Account code:	
Description:	
Security/currency	r: USD (US Dollar) Select
Smallest fraction	: Use Commodity Value
Account <u>C</u> olor:	Default
No <u>t</u> es:	
Ta <u>x</u> related	Hidden 2. Parent Account: Current Assets
Placeholder	2. Parent Account. Current Assets
Acco <u>u</u> nt Type	Parent Account
Bank Cash Asset Credit Card	Current Assets
<u> </u>	Scancel OK

Figure 11-20. New Account dialog

After clicking Opening Balance, you will see the screen shown in Figure 11-21 where you can enter this information and then click OK. Don't worry if you forget the opening balance; you can always add a ledger entry for the opening amount.

New Account	t - Assets:Current Assets:Savings	$\times$
General Op	ening Balance	_
Balance In	formation Opening Balance	
<u>B</u> alance:	10000	
<u>D</u> ate:	05/20/2017	
Initial Bala	nce Transfer	
⊚ <u>U</u> se eq	uity 'Opening Balances' account	
◯ <u>S</u> elect	transfer account	
Þ 🏦 As	ssets	
Þ 🏦 Ec		
	penses	
-	ibalance-USD	
😥 In	come	
	ОК	
<u> R</u> elp	⊗ <u>C</u> ancel ⊘ <u>O</u> K	

Figure 11-21. Opening Balance setting

Now you will see the familiar Accounts screen (Figure 11-22). Select Savings and then click Open to get to the ledger for your new account.

📷 *oualline2.gnucash - Accour	nts - GnuCash		_	×
<u>File Edit View Actions</u>	<u>B</u> usiness <u>R</u> eports <u>T</u> ools <u>W</u> i	ndows <u>H</u> elp		
Save Close Open	Edit New Delete			
Select Account				
Account Name	De cription	Total		*
🕆 🏦 Assets	Ass	\$10,611.23		
∽ 🔬 Current ssets	Cu Open	\$10,611.23		
🗟 Checting Accour		\$611.23		
🗟 Savings		\$10,000.00		
🖻 🎰 Equity	Equity	\$13,000.00		
🗟 Expenses	Expenses	\$0.00		
ଲ Imbalance-USD		\$2,388.77		Y
\$, Grand Total:	Net Assets: \$13,000	.00	Profits: \$0.00	\$

Figure 11-22. Account list with savings account

Now let's add an entry to indicate a savings-to-checking transfer, as shown in Figure 11-23. Set the field values as follows:

*Date*: Leave the default for today.

Num: Leave this blank.

*Description*: Enter **Savings** ➤ **Checking**.

*Transfer*: Click the pull-down and select Current Assets: Checking Account.

Increase: Leave this blank.

Decrease: Enter 3000.

📺 *oualline2.gn	ucash - S	avings - GnuCa	sh							-		Х
<u>F</u> ile <u>E</u> dit <u>V</u> ie	ew Traj	nsaction <u>A</u> c	tions <u>B</u> u	siness <u>R</u> ep	orts <u>T</u> ools	<u>Windows</u> <u>H</u>	lelp					
	lose	Duplicate	<b>o</b> Delete	<b>Enter</b>	😧 Cancel	Blank	5plit		💽 📑		er Recon	ile
Accounts	🎰 Savi	ngs 😆										
Date	Num	Description			Transfer			R	Increase	Decrease	Balance	
05/20/2017		Opening Ba	lance		E	quity:Opening	g Balances	n	10,000.00		10,000	.00
05/20/2017		Savings ->	Checking		Current As	ssets:Checkir	ng Account	n		3,000.00	7,000	.00
05/20/2017 🖸	Num	Description					Transfer	n	Increase	Decrease	Balar	псе
Present: \$7,00	0.00 F	uture: \$7,000	.00 Clea	red: \$0.00	Reconciled: \$	60.00 Projec	ted Minimu	ım:	\$7,000.00			

Figure 11-23. Savings ledger

Now let's go back to the Accounts tab and open your checking account. Figure 11-24 shows you that a new entry has been added for the transfer you just made.

2	8	🖻 🔕 🕒	$\odot$	↳			75 🔤	4	
	lose	Duplicate Delete Enter	Cancel	Blank	Split	J	ump Sched	dule Transf	er Reconcile
Accounts	🔬 Savi	ngs 🛚 🛱 Checking Account 😫							
Date	Num	Description	Transfer			R	Deposit	Withdrawal	Balance
04/01/2017		Opening Balance	Ec	quity:Opening	g Balances	n	3,000.00		3,000.00
04/02/2017	100	Big Appartment Company		Imba	ance-USD	n		1,000.00	2,000.00
04/02/2017	101	Gas Company		Imba	ance-USD	n		135.87	1,864.13
04/02/2017	102	Electric Company		Imba	ance-USD	n		255.55	1,608.58
04/02/2017	103	Vet		Imba	ance-USD	n		997.35	611.23
05/20/2017		Savings -> Checking	Assets:0	Current Asse	ts:Savings	n	3,000.00		3,611.23
)5/20/2017 🖸	Num	Description			Transfer	n	Deposit	Withdrawal	Balance
5/20/2017 C	Num	Description			Tansier		Deposit	withdrawar	Balario

Figure 11-24. Checking account with transfer

### **Reconciling Checks**

Every month you get a statement from the bank indicating how much money they think you have in the bank. Sometimes it's the same amount as you think you have in the bank. So, every month you need to go through the process of *reconciliation* to correct any errors you've made in your ledger. (The bank never makes an error.)

To start the reconciliation process, click the Reconcile icon, as shown in Figure 11-25.

00000	8 lose	Duplicate Delete	Cancel Blank Split	Tump (1997)	Schedule	er Reconcile
🚊 Accounts	🔒 Savir	ngs 🛚 🎰 Checking Account 🛽			Reconcile	
Date	Num	Description	Transfer	R Deposit	withdrawai	Balance
04/01/2017		Opening Balance	Equity:Opening Balances	n 3,00	00.00	3,000.00
04/02/2017	100	Big Appartment Company	Imbalance-USD	n	1,000.00	2,000.00
04/02/2017	101	Gas Company	Imbalance-USD	n	135.87	1,864.13
04/02/2017	102	Electric Company	Imbalance-USD		255.55	-
04/02/2017	103	Vet	Imbalance-USD		997.35	
05/20/2017		Savings -> Checking	Assets:Current Assets:Savings		00.00	3,611.23
05/20/2017 💌	Num	Description	Transfer	n De	posit Withdrawal	Balance

Figure 11-25. Starting the reconciliation process

A Reconcile dialog appears (Figure 11-26.) This gives you a chance to enter the date of the statement as well as the ending balance. It also gives you an excellent example of what happens when you try to put a long title in a small dialog.

📴 Assets:Current Assets:Checking Account - Re 🗙
Reconcile Information Statement Date
Statement <u>D</u> ate: 05/01/2017
Starting Balance: \$0.00 Balance
Ending Balance: 611.23
🔲 Include <u>s</u> ubaccounts
Enter Interest Payment
© <u>C</u> ancel ⊘ <u>O</u> K

Figure 11-26. Reconcile dialog

Another dialog appears also titled Reconcile. (We'll call the one in Figure 11-26 the "big" Reconcile dialog.) It lists the unreconciled transactions and gives you a chance to add them to the statement by checking them off.

If you check off the correct items, the Ending Balance and Reconcile Balance values should be the same. If they aren't, you can go back into the ledger and fix any mistake you made and try again.

### **Scheduling Checks**

Unfortunately, paying rent is not a one-time occurrence. You need to do it every month. Let's tell GnuCash about this so it can schedule a payment every month. Click in the rent entry and then click the Schedule tool. Figure 11-27 illustrates this process.

( <u> </u>	S ose	Duplicate Delete Enter	Cance Select entry		💽 📲 ump Sched		er Reconcile				
Accounts	🔂 Cheo	king Account 🚦									
Date	Num	Description	Trar ar	T :	Schedule	Withdrawal	Balance				
04/01/2017		Opening Balance	Equity:Opening Balances	n	3,000.00		3,000.00				
04/02/2017	100	Big Appartment Company	Imbalance-USD	n	Deposit	1,000.00	2,000.00				
04/02/2017	101	Gas Company	Imbalance-USD	n		135.87	1,864.13				
04/02/2017	102	Electric Company	Imbalance-USD	n		255.55	1,608.58				
04/02/2017	103	Vet	Imbalance-USD	n		997.35	611.23				
05/20/2017		Savings -> Checking	Assets:Current Assets:Savings	n	3,000.00		3,611.23				
05/21/2017				n							
05/21/2017 n n											

Figure 11-27. Starting the scheduling process

The Make Scheduled Transaction dialog, as shown in Figure 11-28, appears. Initially it will try to schedule the transaction as Daily. Your landlord is greedy but not that greedy. He wants his rent monthly. So, change Frequency to Monthly. Also, you want checks to be written on the first of the month, so start the series on May 1 (5/1/2017) by changing Start Date. The schedule on the right side will change to reflect your new schedule. Clicking OK stores the schedule.

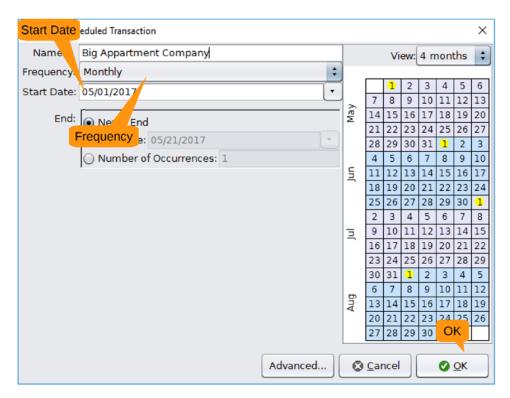


Figure 11-28. Making a scheduled transaction

Now let's wait until May 1 passes. Let's see whether any scheduled transactions are pending by selecting Actions ➤ Scheduled Transactions ➤ Since Last Run, as shown in Figure 11-29.

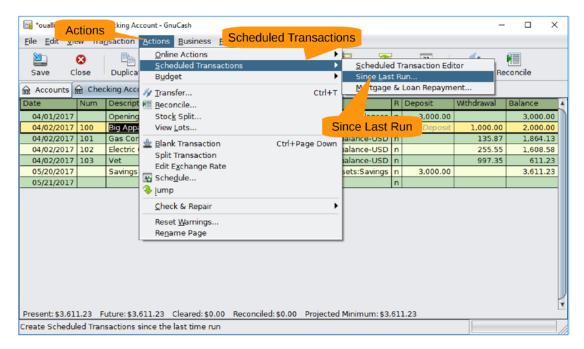


Figure 11-29. Checking for scheduled transactions

The Since Last Run dialog appears, as shown in Figure 11-30. Your rent check is marked To-Create. Let's create all the pending transactions by clicking OK.

📴 Since Last Run		×
Transaction	Status	Value
<ul> <li>Big Appartment Company 05/01/2017</li> </ul>	To-Creat	OK
		<u>Review created</u> <u>Cancel</u> <u>QK</u>

Figure 11-30. Since Last Run dialog

The dialog disappears, and you now have a rent transaction in the ledger (Figure 11-31). All you have to do is change the check number and print it.

	8 lose	Duplicate Delete Enter Canc			Schedule	Transfer Re	concile
	_	king Account	Transfer		Descrit	Withdrawal	Balance
Date	Num	Description		-	Deposit	Withdrawal	
04/01/2017		Opening Balance	Equity:Opening Balances	-			3,000.00
04/02/2017	100	Big Appartment Company	Imbalance-USD			1,000.00	2,000.00
04/02/2017	101	Gas Company	Imbalance-USD			135.87	1,864.13
04/02/2017	102	Electric Company	Imbalance-USD			255.55	1,608.58
04/02/2017	103	Vet	Imbalance-USD	-		997.35	611.23
05/01/2017	100	Big Appartment Company	Imbalance-USD	n		1,000.00	(388.77)
05/20/2017		Savings -> Checking	Assets:Current Assets:Savings	n	3,000.00		2,611.23
05/21/2017				n			

Figure 11-31. Ledger with scheduled transaction

### Summary

GnuCash is actually a pretty good basic accounting program, which means that it has tons more features than covered here. It can handle not only basic accounts such as checking and savings but also investments, loans, and many other types of items.

It also has a reporting system so you can generate a variety of reports, such as tracking income and expenses. If you have the accounting knowledge to use it, this program is more than enough for home use.

### **CHAPTER 12**

## Editing Audio with Audacity

Computers and the Internet have revolutionized the music business. Before the Internet, you had to go to a record store or use mail order to get a song. Now you just download it from your favorite online store.

Audio recording and processing have undergone a revolution as well. What used to take a studio full of expensive equipment now can be done with a personal computer and in real time.

In this chapter, you will learn the following:

- How to convert between various audio encoding formats
- How to dice, slice, and splice together audio clips
- How to mix audio tracks to add background music to a voice file

### A Half-Hour of Hell for 60 Seconds of Air Time

One of the authors of this book (Steve Oualline) used to write fiction and sold nothing. But one of his stories was selected for a local authors' show on KPBS, San Diego's public radio station, and he got to read his story for on-air broadcast. Getting selected was one of the happiest moments of his life. Reading his story into a microphone was one of the worst.

#### CHAPTER 12 EDITING AUDIO WITH AUDACITY

The story started like this:

Howard knew he was in trouble when he opened the front door and saw his wife, Yvonne, crying. "Oh, Howard," she sobbed, "I wanted to surprise you tonight and cook you a spaghetti dinner just like I did ten years ago when you proposed to me, but I can't."<sup>1</sup>

That's not how it was recorded. The recording took place in a small studio. Steve sat in front of a microphone with the host. In the booth behind him sat the producer who spoke to him through earphones. The recording session went like this:

Steve: "Howard knew he was in when he opened."

Producer: "You missed a word, try again."

Steve: "Howard knew he was in trouble when ... "

Producer: "Too wooden. We need more feeling."

Steve: "Howard knew he was in trouble ... "

Producer: "Too fast. Start again."

Steve: "Howard knew he was in trouble when he opened the front door and saw his wife, Yvonne, crying. pause> Was that OK?"

Producer: "Keep going."

Steve is happy to report that he did get better as he went along (although it went from being abysmal to being just plain lousy). The entire ordeal with like doing a performance with a heckler in your ear. The only bright spot, aside from getting his work on the radio, was that although he had to put up with the producer, he had to put up with me.

Needless to say, the producer had to do a bit of editing. For that he used a \$20,000 professional sound mixer/editor. You're going to do the same thing with a personal computer and some free software.

<sup>&</sup>lt;sup>1</sup>The entire short story is available on Apress.com. After 20 years, it deserves to be published somehow.

### **Getting Started with Audacity**

Audacity is an open source audio editor. It would have been an ideal tool for the producer at KPBS to use to cut out 95 percent of the recording session he couldn't use, if it had existed at the time. It allows you to record from a variety of media, edit soundtracks, add effects and filters, and generally do a lots of other fancy audio-editing stuff.

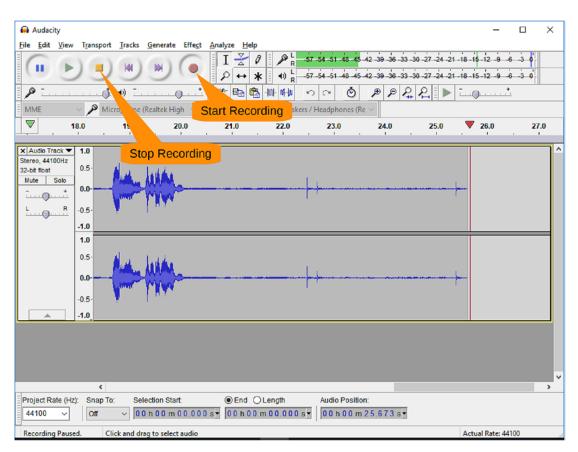
You can download it from www.audacityteam.org/. To install it, run the file and accept the defaults.

When you start the program, the splash screen appears, as shown in Figure 12-1. It gives you some pointers to where you might find help. Click OK to dismiss the dialog.



Figure 12-1. Audacity splash screen

The main editing window will open. Initially the soundtracks will be empty. If you record some audio or load some audio files, they will appear in the window, as shown in Figure 12-2.



#### CHAPTER 12 EDITING AUDIO WITH AUDACITY

Figure 12-2. Audacity editing window with sound

If you have a built-in microphone on your computer, you can use it to record some audio. This is a demonstration sound file, not a production sound file. If you are recording audio for real, *get a decent microphone*.

Start by clicking the red Record button and begin to speak. To stop recording, click the square stop button.

To save your file, select File ➤ Export Audio, as shown in Figure 12-3. (Don't use File ➤ Save because this saves the editing project.)

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File Edit File nsport Tracks Generate Effect	Analyze Help	
New Ctrl+N	I Z 0 B R -57-54-51-48-45-42 Click to Start Monitoring 1-18-15-12-9-6-3-0	
Open Ctrl+O		
Recent Files		
Close Ctrl+W		
Save Project Ctrl+S	reo) Recor V 🔹 Speakers / Headphones (Re V	
Save Project As	21.0 22.0 23.0 24.0 25.0 26.0 2	7.0
Save Compressed Copy of Project		
Check Dependencies		- Î
Edit Metadata Tags		
Import Export Au	<mark>dio</mark>	
Export Audio Ctrl+Shift+E		
Export Selected Audio		
Export Labels		
Export Multiple Ctrl+Shift+L		
Export MIDI		
Apply Chain		
Edit Chains		
Page Setup		
Print		
Exit Ctrl+Q		
	_	
		~
		>
Project Rate (Hz): Snap To: Selection Start:	End O Length Audio Position:	
44100 ~ Off ~ 00 h 00 m 00.000	s • 00 h 00 m 00.000 s • 00 h 00 m 00.000 s •	
Stopped.		

Figure 12-3. Exporting audio

If you want to follow along with the original sound file, you can download it from Apress.com. The clip we recorded has some deliberate mistakes (and probably some inadvertent ones).

The Export Audio dialog appears, as shown in Figure 12-4. Enter the file name in the "File name" field and use the "Save as type" pull-down to select MP3 Files. (The MP3 format is the most common compressed audio format.)

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Save in:	12-audio-su	pport	~	G 🗊 🖻 🛄 -				
Quick access Desktop Libraries	Name	^		Date modified No it	Type tems match your sear	Size ch.		
This PC	File game:	01 story.mp3	Save a	s type: MP3	3 Files		v	Save
- Format Options	Save as type:	MP3 Files	Bit Rate Mode: Quality	Standard, 170-210	riable () Average kbps	~	~	Cancel
			Variable Speed: Channel Mode:	Fast Joint Stereo (	) Stereo 🗌 Force e	export to mono		

#### CHAPTER 12 EDITING AUDIO WITH AUDACITY

Figure 12-4. Export Audio dialog

Clicking Save starts the save process, but there is a problem. The program needs an audio converter called LAME to create MP3 files, so a dialog pops up, warning you of this fact, as shown in Figure 12-5. You need LAME, so click Download.

Locate LAME	×
Audacity needs the file lame_enc.dll to create MP3s.	
Location of lame_enc.dll:	Download
lame_enc.dll	Browse
To get a free copy of LAME, click here>	Download
ОК	Cancel

Figure 12-5. Locate LAME dialog

#### **OPEN SOURCE NAMING**

A lot of work goes into the choice of a name for a commercial product. After all, a lot of money is going to be spent marketing the name to the masses and telling the world how great this product is. The name will even be trademarked so no one else can use it. Companies have been known to hire poets at great expense just to come up with the perfect name for a new product.

Open source project makers tend to adopt cute names. This started with the first series of software tools called the GNU project. GNU stood for Gnu is Not Unix. In other words, it's a recursive name.

You will be using the popular MP3 encoder called LAME. This stands for LAME Ain't an MP3 Encoder. (Let's see, bad grammar, a recursive name, and slightly misleading—it's the perfect open source project name.)

Obviously, calling a program LAME is not designed to sell a lot of programs. It's almost as bad as calling a car "No Goes."<sup>2</sup>

The Download button takes you to the web page shown in Figure 12-6. We are on a Windows machine, so we will follow the link "LAME installation section."

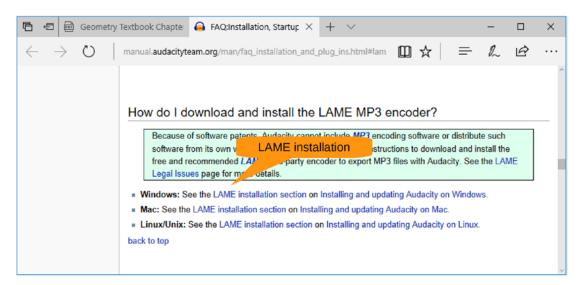


Figure 12-6. LAME installation page

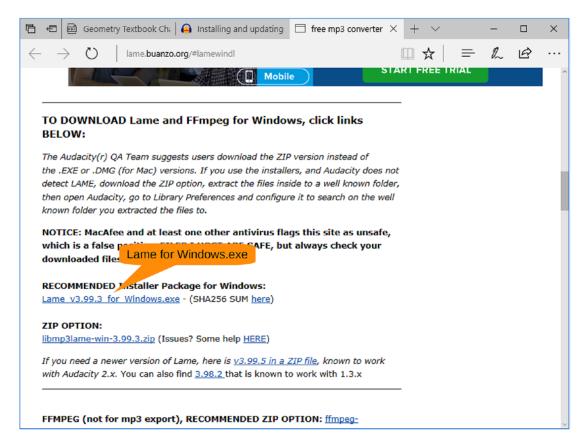
 $<sup>^{2}</sup>Va$  is Spanish translates to "goes" in English. This explains why the Chevy Nova sells poorly in Spanish-speaking countries.

This takes you to the screen shown in Figure 12-7, which is a more detailed page on where to get LAME.

唱	€ @	) Geome	etry Textbook Chi	Installing and upda $ imes$	🗇 free mp3 converter - La	+ ~		-		×
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			Becau softw. free a Legal 1. Go to	g LAME on Windows use of software patents, Audac are from its own we LAME ind recommended to the LAME Issues page for more to the subscripts of the external LAME download -click this link, do not right-of	ity cannot include MP3 encodi download page ructi MP3 f	ing software or ons to downloa iles with Audac	ad and in	stall the		
			2. Direc link L 3. Dout "publ 4. Follo insta	tly underneath "TO DOWNLO. ame v3.99.3 for Windows.ex ole-click "Lame v3.99.3 for Win lisher could not be verified"). w the Setup instructions to inst llation location of "C:\Program 64-bit version of Windows).	AD Lame and FFmpeg for Win e and save the file anywhere o dows.exe" to launch it (you ca tall LAME for Audacity, making	on your comput n safely ignore g sure not to ch	ter. any wan ange the	nings the offered	hat the	

Figure 12-7. More detailed LAME installation page

Clicking the link takes you to the download page for LAME, as shown in Figure 12-8. Scrolling down a little, you see where you can download the installer for LAME. Download the file, run it, and accept all the defaults for the installation.



### Figure 12-8. LAME download

Once the LAME encoder is installed, you are back at the Local LAME dialog and can click OK. The MP3 file format contains not only audio but some metadata as well. This includes the artist, song name, album, and other information. When you click OK, the Edit Metadata Tags dialog appears, as shown in Figure 12-9. Since you care about the audio only, you won't set any tags here. Click OK.

Tag		Valu	e	
Artist Name				
Track Title				
Album Title				
Track Number				
Year				
Genre				
Comments				
	Add	Remove	Clear	
Genres		Template	OK	
Edit	Reset	Load	Save	Set Default

Figure 12-9. Edit Metadata Tags dialog

At this point, Audacity starts encoding the file and pops up a window showing the progress of the operation. For our 25.5-second audio file, this happens quickly.

Now you are back at the editing window, as shown in Figure 12-10. You need to locate the point where the good portion of the audio starts. So, click Play and listen to the audio. As the audio plays, a line will move across the screen showing where you are in the file. (In Figure 12-10, it's a little past 5.0.) There's a green triangle pointing to the line as well.

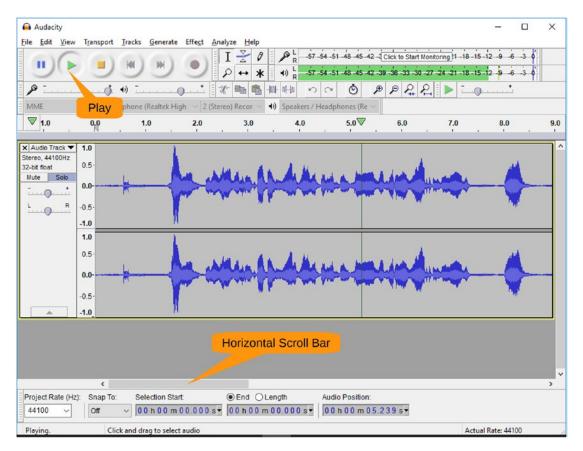


Figure 12-10. Playback

During playback of the example file provided on Apress, you will notice that you want to throw away the first attempt of the sentence. In fact, all the audio up to the 12-second mark is garbage. So, you can use the horizontal scroll bar at the bottom to position the screen to that point, as shown in Figure 12-11.

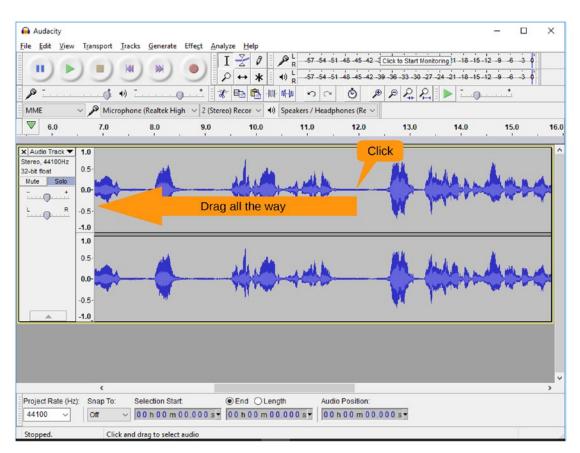


Figure 12-11. The 12-second mark

The waveforms show you that right around 12.4 is when the good stuff begins. Let's take the cursor and click just before the good stuff starts and drag it all the way to the left. The selected audio will be highlighted, as shown in Figure 12-12.

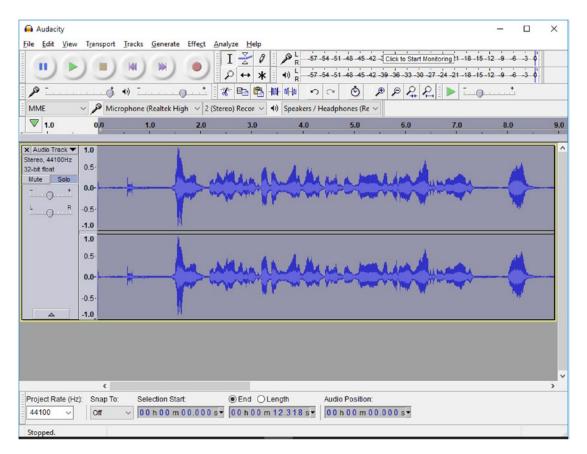


Figure 12-12. Highlighting the junk

To get rid of the unwanted audio, select Edit ➤ Cut, as shown in Figure 12-13.

Auda	t View Iran	Generate Effe	ct Analyze Help					- 0	×
	Undo Exported Tags Redo	Ctrl+ Ctrl+	Cut [ ½ ∅	- / R	51 -48 -45 -42 -		nitoring 1 -18 -15	12 9 6 3 0	
ß	Cut Delete	Ctrl+X Ctrl+K			ð ×		Image: A state of the state		
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$\overline{}$	Paste	Ctrl+V	.0 3.0	4.0	5.0	6.0	7.0	8.0	9
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lut -	Clip Boundaries	>	- And Ala	Chumphan M		ANNON	In the second		
	Labeled Audio	>	and the same of	lh marine	an farmer	A MARINE			
	Select	>							
	Find Zero Crossings	z							_
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	Retrieve Region		_ AMAIA	man	LA. Mar	haman	walk_		
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	Play Region	>		••••					
-	Preferences	Ctrl+P							

### Figure 12-13. Cutting the audio

Scrolling to the other end of the audio, you can use the same technique to clip out the last few seconds of silence. Finally, let's export the audio (using the procedure outlined earlier) to 01-story-good.mp3.

This gives you a basic, clean voice track. So, with a few simple edits, you were able to make it sound great. Now let's add some musical enhancements to make it a bit fancy.

### **Adding a Musical Introduction**

You will enhance the story by adding a musical introduction. The first step is to find suitable music. For that you are going to look for an old instrumental, something like classical music or something from the 1920s or 1930s for which the copyright has long expired.

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For this piece, which is comedy, "Dance of the Cuckoos" would be appropriate. You probably know it as the *Laurel and Hardy* theme song.

You want only the first few seconds of the song, so let's do the following using the steps outlined earlier:

- 1. Select File ➤ New to start a new project in a new window.
- 2. Click the Play button to hear the first few seconds of the piece and determine where the first musical phrase ends.
- 3. Drag the selection tool over the rest of the song to select it.
- Select Edit ➤ Delete to delete it, leaving you with just the beginning.

Now let's add the music to the story. Select all of the remaining song with Edit  $\succ$  Select All, as shown in Figure 12-14.



Figure 12-14. Selecting all

Now let's use Edit  $\succ$  Copy to copy the song to the clipboard, as shown in Figure 12-15.

View Edit	Generate Effe	ct Analy								
Undo Delete	Ctrl+Z		[ 🛃 Ø	₽ L -57	-54 -51 -48 -4	5-42-3 Click	to Start Monito	ring 1-18-1	5-12-9-6	-3 0
Redo	Ctrl+Y				-54 -51 -48 -4	5-42-39-36	-33 -30 -27 -	24 -21 -18 -1	5-12-9-6	-3-0
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Duplicate	Ctrl+D									
Remove Special	>									
Paste Text to New Label	Ctrl+Alt+V									
Clip Boundaries	>									
Labeled Audio	>									
Select	>									
Find Zero Crossings	z									
Move Cursor	>									
Store Region										
Retrieve Region										
Store Cursor Position										
Play Region	>									
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	Cut Delete Copy Paste Duplicate Remove Special Paste Text to New Label Paste Text to New Label Paste Text to New Label Clip Boundaries Labeled Audio Select Find Zero Crossings Move Cursor Store Region Retrieve Region Store Cursor Position	Cut     Copy       Delete     ctrl+K       Copy     Ctrl+C       Paste     Ctrl+V       Duplicate     Ctrl+D       Remove Special     >       Paste Text to New Label     Ctrl+Alt+V       Clip Boundaries     >       Labeled Audio     >       Select     >       Find Zero Crossings     Z       Move Cursor     >       Store Region     Store Cursor Position       Play Region     >	Cut Copy Delete Cri+K Copy Ctri+C Paste Ctri+V Duplicate Ctri+D Remove Special > Paste Text to New Label Ctri+Alt+V Clip Boundaries > Labeled Audio > Select > Find Zero Crossings Z Move Cursor > Store Region Retrieve Region Store Cursor Position Play Region >	Redo     Ctrl+Y     P ++ *       Cut     Copy     Ctrl+K       Delete     Ctrl+K     2 (Stereo) Recor ✓       Paste     Ctrl+V     45       Duplicate     Ctrl+AI+V     45       Remove Special     >       Paste Text to New Label     Ctrl+AI+V       Clip Boundaries     >       Select     >       Find Zero Crossings     Z       Move Cursor     >       Store Region     Retrieve Region       Store Cursor Position     >	Redo     Ctrl+Y     P + *     +     +     +     +     +     +     +     +     -      -	Redo       Ctrl+Y       Image: Ctrl+Y       I	Redo       Ctrl+V       P + *       I)       -57-54-51-48-45-42-39-36         Cut       Copy       P + *       I)       -57-54-51-48-45-42-39-36         Cut       Copy       P - 57-54-51-48-45-42-39-36         Delete       Cut-K       I = 0       P - 57-54-51-48-45-42-39-36         Copy       Ctrl+K       I = 0       P - 57-54-51-48-45-42-39-36         Delete       Cut-K       I = 0       P - 57-54-51-48-45-42-39-36         Copy       Ctrl+K       I = 0       P - 57-54-51-48-45-42-39-36         Delete       Cut-K       I = 0       P - 57-54-51-48-45-42-39-36         Copy       Ctrl+K       I = 0       P - 57-54-51-48-45-42-39-36         Paste Text to Region       Remove Special       >       P - 57-54-51-48-45-42-39-36         Paste Text to New Label       Ctrl+Al+V       P - 57-54-51-48-45-42-39-36       P - 57-54-51-48-45-42-39-36         Remove Special       >       P - 57-54-51-51-51-31-30-11-45       P - 57-54-51-51-51-51-51-51-51-51-51-51-51-51-51-	Redo       Ctrl+Y       P + *       *) b       57-54-51-48-45-42-39-36-53-30-27-         Cut       Copy       Cut+K       P + *       *) b       57-54-51-48-45-42-39-36-53-30-27-         Cut       Copy       Cut+K       P + *       *) b       -	Redo       Ctrl+Y       P + * * + + + * + + * * + + * * * + + * * * + *	Redo       Ctrl+Y       P ++ * + +       +) + * + +       +) + * + +       +) + * + +       +) + * + +       +) + * + +       +) + * + +       +) + * + +       +) + * + +       +) + * + +       +) + * + +       +) + * + +       +) + + + + +       +) + + + + +       +) + + + + +       +) + + + + +       +) + + + + + + +       +) + + + + + + +       +) + + + + + + + +       +) + + + + + + + + + + + + + + + + + +

Figure 12-15. Copying to the clipboard

You need to put this song at the beginning of the story. Go to the story window and click the Rewind button to move the cursor to the beginning of the track, as shown in Figure 12-16.

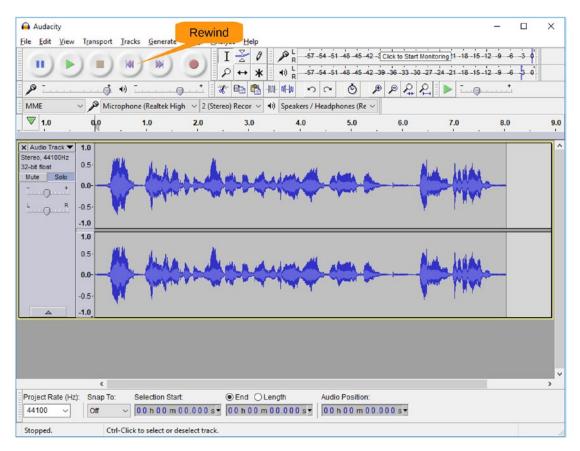


Figure 12-16. Rewind button

You can now insert the musical introduction at the beginning by selecting Edit  $\succ$  Paste, which is so aptly demonstrated in Figure 12-17.

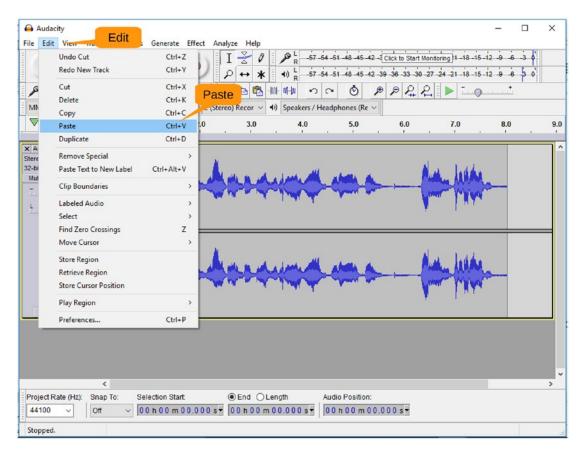


Figure 12-17. Pasting in the music

The waveform in the result looks a little different than it did in the original, as shown in Figure 12-18. That's because the scale has changed.

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	k High v 2 (Stere	eo) Recor 🗸 📢 S	peakers / Headphones	(Re ~	₽		
					7.0		
1.0	2.0	3.0	4.0 5.0	6.0	7.0		
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	0						

Figure 12-18. Result after pasting

Clicking the Play button, you can hear the result:

DA-T-DA DA-T-DA DA-DA-DA DA DA Howard came home

There is a rather abrupt transition between the music and the voice. Let's fix that by having the music fade out just before the start of the voice section. Drag the cursor over the last few seconds of the song to select it, as shown in Figure 12-19.

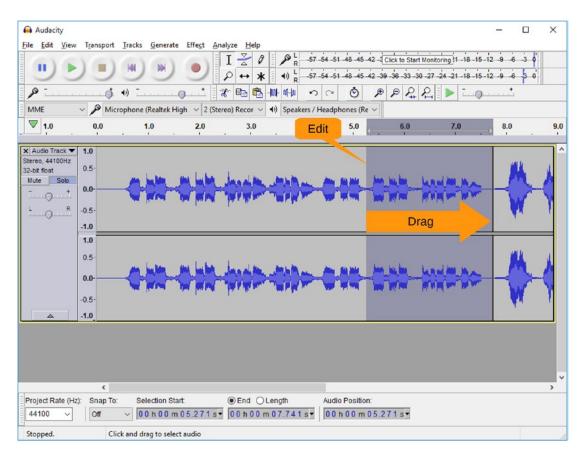


Figure 12-19. Selecting something to fade

Fading out is an effect that can be applied to your selection by selecting Effect  $\succ$  Fade Out, as shown in Figure 12-20.

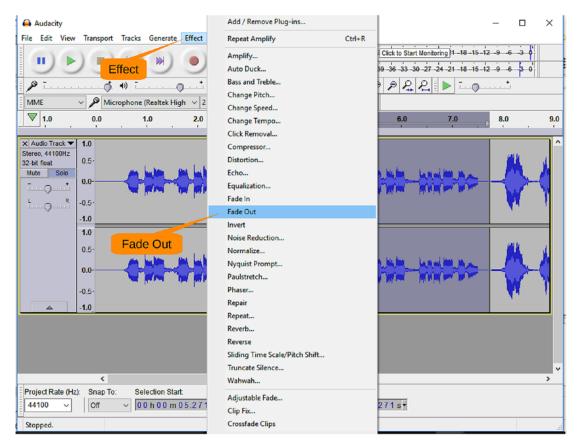


Figure 12-20. Fading out

As you can see from the resulting waveform, as shown in Figure 12-21, the musical introduction fades out and then the story begins.

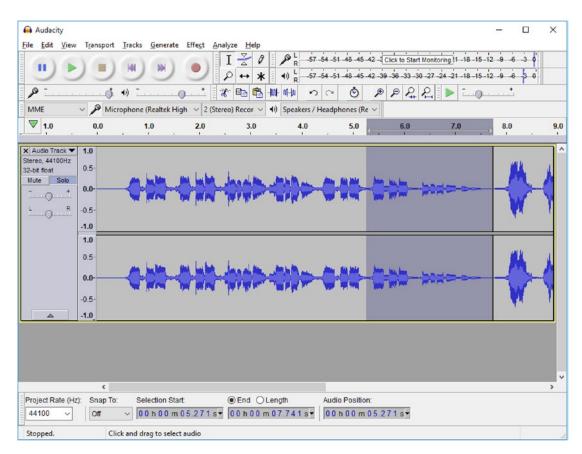


Figure 12-21. Fading out

As you can see, Audacity has lots of effects. Play with them to see what they do. Our favorite is Wahwah. When applied to "Dance of the Cuckoo," it makes the song sound like the musicians were slightly drunk when they were playing.

## **Adding Background Music**

Rather than use the music as an introduction, let's use it as background music to the entire story. If it is not still on your clipboard, redo the steps just demonstrated to copy it so you can paste it in as the background.

For the background, you will add a new track to the story. When playing the story, Audacity will mix these tracks together. Select the command Tracks > Add New > Stereo Track to add the track to the story, as shown in Figure 12-22.



Figure 12-22. Adding a new track

The track appears below the current track. Let's use Edit  $\succ$  Paste to dump the music into this location.

By default, the new trace is muted. That's why the audio is gray. Click the Mute button for this track twice to unmute it, as shown in Figure 12-23. (The second click is required because of the strange way it was muted when pasted.)

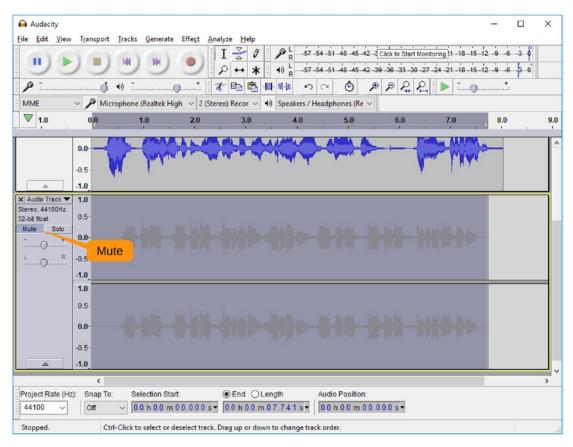


Figure 12-23. Clicking Mute

Clicking Play lets you hear the voice and the music. And boy, do you hear the music! It's actually hard to hear the words. You wanted background music, not overpowering music, so you need to do some edits.

Select all the sound in the track, but drag the selection tool over it. Now you need to apply an effect to reduce the sound. It would make sense to call the effect Volume or Reduce Sound, but sometimes common sense and UI design diverge. To make something quieter, you apply the Amplify effect, as shown in Figure 12-24.

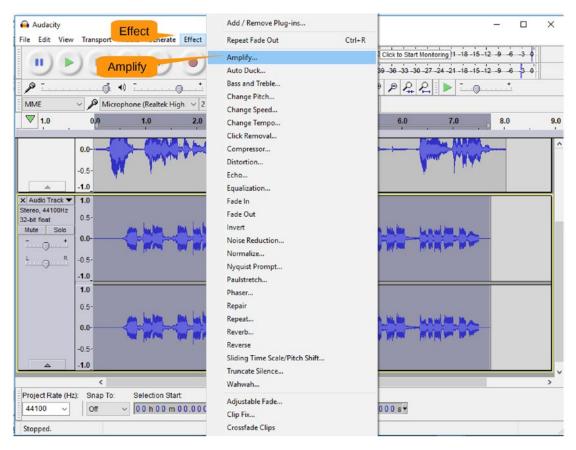


Figure 12-24. Using Amplify

The Amplify dialog appears, as shown in Figure 12-25. Move the slider to the left turn down the music.

Amplify		-	
	Amplification (dl	3): <b>7.756</b>	
	Drag	-0.0	
	Allow	lipping	ОК
Manage	Preview	ОК	Cancel

Figure 12-25. Amplify dialog

Click OK to lock in the change. As Figure 12-26 shows, the waveforms in the music tracks are now much smaller. Clicking Play lets you hear the results, which are surprisingly lousy. But it does demonstrate how to add background music to a track, which was the goal of the exercise.

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File Edit Viev	/ T <u>r</u> ansport <u>T</u> racks <u>G</u> enerate Effe <u>c</u> t <u>A</u> nalyze <u>H</u> elp		
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Stereo, 44100Hz 2-bit float Mute Solo - +			
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Project Rate (H 44100 ~	z): Snap To: Selection Start:		
Stopped.	Click and drag to select audio		-

Figure 12-26. Background music in the background

Now you can export the audio so you can share it with friends and have good laugh at the result. Audacity does warn you that the soundtracks will be mixed in the result, but that's a good thing because you just went through all this trouble to get them mixed.

# Summary

In this chapter, you learned how to use a few of the features of Audacity. There are many more effects that you can play with. Also, you can mix more than just two tracks. There's even a DTMF generator so you can use Audacity to dial your phone.

This chapter covered the basic and most useful features. But there are lots of online tutorials, web forums, books, and other resources available if you want to explore further.

### **CHAPTER 13**

# Editing Videos with OpenShot

There are several good open source video editors. Some provide basic editing. Others provide all sorts of effects and transitions. The OpenShot editor provides a nice balance between features and usability.

In this chapter, you will learn the following:

- How to convert video files from one format to another
- How to combine short video clips into a full-length video
- How to create stills
- How to add transitions

You can download OpenShot from http://openshot.org/. Run the file and accept the defaults.

## **Converting Video Files**

When we started writing this chapter, we tried directly editing the video files (MOD files) produced by our camera. However, OpenShot was prone to random freezes. So, we went to the Internet and scanned the forums to see whether anyone else had seen this problem. It turns out that they had. OpenShot on Windows doesn't work well with the MOD file format we were using. We needed to convert the files to another format for the problem to go away.

The program HandBrake has only one job, video conversion. And it does it pretty well; it can handle all the common video formats and most of the uncommon ones. You can download the program from https://handbrake.fr/. Installation consists of running the downloaded file and selecting all the defaults.

Say you want to convert every video that you shot and downloaded to your computer; in other words, you want to do a *batch conversion*. Open the Preferences dialog by selecting Tools ➤ Preferences, as shown in Figure 13-1.

HandBrake File Tools Presen TOOLS Help Help Tools Help Tools Help Help Help Help Help Help Help Help	Add to Queue 🗸 🕞 Show Queue 🎽 Preview 🎦 Activity Lo	- 🗆 X
Sou Preferences Title 1 (00:00:29) V Angle Destination File D:\open.book\book\13-video-support\john Output Settings	Preferences 1 Uuration 00:00:29 son.mp4 ediPod 5G Support	Presets
Queue Finished		When Done: Do nothing -

Figure 13-1. Opening the Preferences dialog

Figure 13-2 shows the Preferences dialog. Click Output Files in the first column to select the Output Files section and then use the Browse button to select the output directory. This directory should be different from the one containing the input files. In this example, we've created a directory named hand.out to receive the files.



Figure 13-2. Setting the default path for output

Clicking Back returns you to the main window, as shown in Figure 13-3. Let's start the process of converting the files by clicking Open Source.

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Pource Select 'Source Open Source Ringle Destination File Dutput Settings	Chapters v v through v Duration Brows	Presets
Container MP4 Web Opti Picture Filters Video Audio Subtitles Chi Size Source: Width: Inone Height: Inone A Anamorphic Automatic Modulus: 2 V	mized iPod SG Support apters Cropping Automatic Custom Top U Left U Bottom	Fast 720p30 Fast 720p30 Fast 576p25 Fast 480p30 HQ 1080p30 Surround HQ 720p30 Surround HQ 576p25 Surround Super HQ 1080p30 Surround Super HQ 720p30 Surround Super H

Figure 13-3. Starting the conversion process

The program can process a single file or an entire directory with multiple files. In this example, you want every file you downloaded from your camera, so select Folder (Batch Scans), as shown in Figure 13-4.

🦉 HandBrake		- 🗆 X
Source Selection	Add to Queue 👻 🎼 Show Queue 📩 Preview 🎦 Activity Log	
Optionally choose a specific title: [none] * Then choose the video(s) you'd like to encode: Folder (Batch Scan) Open a folder with one or more files. File	Polder (Batch Scan)	Presets General Very Fast 1080p30 Very Fast 720p30 Very Fast 576p25 Very Fast 430p30
Open a single video file.	Pod SG Support	Fost 1080p30 Fast 720p30 Fast 576p25 Fast 430p30
	Cropping Automatic Custom Top 0 *	HQ 1080p30 Surround HQ 720p30 Surround HQ 576p25 Surround HQ 480p30 Surround Super HQ 1080p30 Surround
	Left 0 0 Right 0 0 Right Bottom	Super HQ 720p30 Surround Super HQ 576p25 Surround Super HQ 480p30 Surround
		Gmail Large 3 Minutes 720p30 Gmail Medium 5 Minutes 480p30 Gmail Small 10 Minutes 288p30 O Devices
Cancel Preferences   Help   About HandBrake		Add Remove Options

Figure 13-4. Starting a batch scan

The program will display a selection dialog allowing you to select the folder with the files in it. When you click Select Folder, a progress dialog (Figure 13-5) appears.

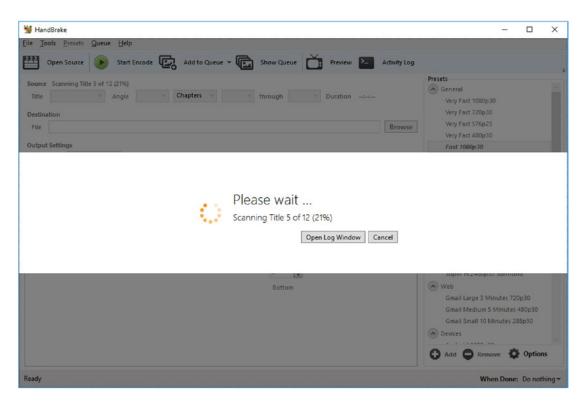


Figure 13-5. Progress dialog

There's one more step needed to get the files into the system. When you get back to the main window, you need to click the triangle next to Add to Queue and select Add All, as illustrated in Figure 13-6.

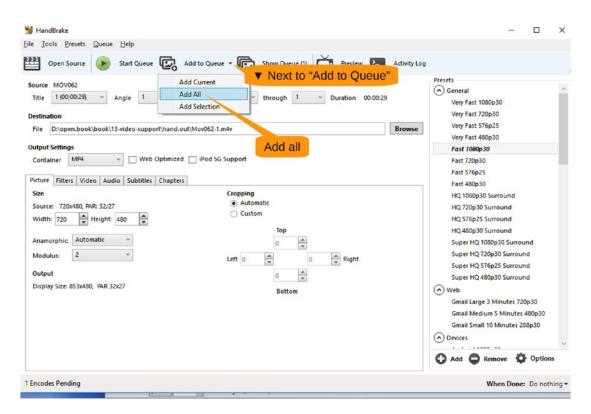


Figure 13-6. Adding all the files

The program now displays a warning concerning the addition of subtitles, as shown in Figure 13-7. In this example, we have no subtitles, but if you do, they could be added in OpenShot; click Yes to continue.

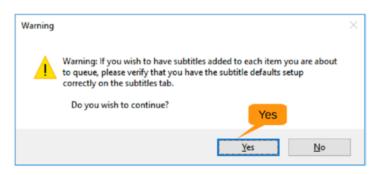


Figure 13-7. Subtitle warning dialog

We have added eight jobs to the queue to do a direct conversion. In other words, we want the resulting video to have the same resolution and frame rate as the original. For that reason, you leave the output settings alone. The only reason you would want to play with these settings is if you were reducing the resolution or frames per second so as to make the video smaller. For example, if you were e-mailing the videos or displaying them on the Web, you would want a small file size.

Let's do a quick check to make sure you have everything by clicking Show Queue in the main window. The Queue dialog will pop up, as shown in Figure 13-8. Everything looks in place, so let's close the window.

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P393	Title: 2 Chapters: 1 to 1 Source: MOV063.MOD				~
	Destination: Mov063-2.m4v			≞	^
<b>PPR</b>	Title: 3 Chapters: 1 to 1 Source: MOV064.MOD				$\sim$
	Destination: Mov064-3.m4v			≞	^
EEE	Title: 4 Chapters: 1 to 1 Source: MOV066.MOD				
	Destination: Mov066-4.m4v			≞	^
	Title: 5 Chapters: 1 to 1				
***	Source: MOV068.MOD Destination: Mov068-5.m4v			≞	X
	Title: 6 Chapters: 1 to 1				
P P P 1	Source: MOV06A.MOD			PA '	×

Figure 13-8. Job queue

It's time to do the conversion, so click Start Queue, and the conversion begins, as shown in Figure 13-9.

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Utput Settings Container MP4 Veb Optimizer Vidure Filters Video Audio Subtities Chapter	_	Fast 720p30 Fast 720p30 Fast 576p25
Size Source: 720x480, PAR: 32/27 Width: 720 * Height: 480 * Anamorphic: Automatic * Modulus: 2 *	Cropping Automatic Custom Top Left 0 0 Right	Fast 480p30 HQ 1080p30 Surround HQ 720p30 Surround HQ 756p25 Surround HQ 480p30 Surround Super HQ 1080p30 Surround Super HQ 720p30 Surround
Output Display Size: 853x480, PAR 32x27	0 The second sec	Super HQ 576p25 Surround Super HQ 480p30 Surround Web Gmail Large 3 Minutes 720p30 Gmail Medium 5 Minutes 480p30 Gmail Small 10 Minutes 288p30 Devices
		Add C Remove Options

Figure 13-9. Showing and starting the queue

The encoding begins. This takes quite a bit of processing, so feel free to go for coffee. Actually, it wouldn't hurt to have a quick lunch too.

👹 HandBrake	- 🗆 X
ile Iools Presets Queue Help 🎬 Open Source 🛑 Stop 🕕 Pause 🗔 Add to Queue 🛪 🗔 Show Queue (7) 📺 Preview	>_ Activity Log
Source MOV06C Title 8 (00:00:31) ~ Angle 1 ~ Chapters ~ 1 ~ through 1 ~ Duration 00:00:31 Destination File D:\open.book\book\13-video-support\hand.out\Mov06c-8.m4v	Presets General Very Fast 1080p30 Very Fast 720p30 Very Fast 576p25 Very Fast 480p30
Output Settings       Container       MP4       Veb Optimized       iPod 5G Support	Fast 1080p30 Fast 720p30 Fast 576p25 Fast 480p30
Size Cropping Source: 720x480, PAR: 32/27   Automatic Custom Cus	HQ 1080p30 Surround HQ 720p30 Surround HQ 576p25 Surround HQ 480p30 Surround Super HQ 1080p30 Surround Super HQ 720p30 Surround
Modulus: 2 V Left 0 N V Display Size: 853x480, PAR 32x27 Bottom	Super HQ 576p25 Surround Super HQ 480p30 Surround Web Gmail Large 3 Minutes 720p30 Gmail Medium 5 Minutes 480p30 Gmail Small 10 Minutes 288p30
Progress Indicator Status	<ul> <li>⊘ Devices</li> <li>☆ Add ♀ Remove ♀ Options</li> </ul>
Encoding: Pass 1 of 1, 13.62%, FPS: 011.4, Avg FPS: 020.9, Time Remaining: 00:00:37, Elapsed: 0:00:00:07	Pending Jobs 7 When Done: Do nothing

Figure 13-10 shows HandBrake working on the files.

Figure 13-10. The encoding in progress

When the system is finished, the resulting files will all be in the hand.out directory ready for use with OpenShot.

## **Importing the Media**

When OpenShot starts, it displays a pop-up window asking if you want to go through the tutorial. Let's dismiss the tutorial by clicking Hide Tutorial, as shown in Figure 13-11. You can always go back and view it by selecting Help ➤ Tutorial.

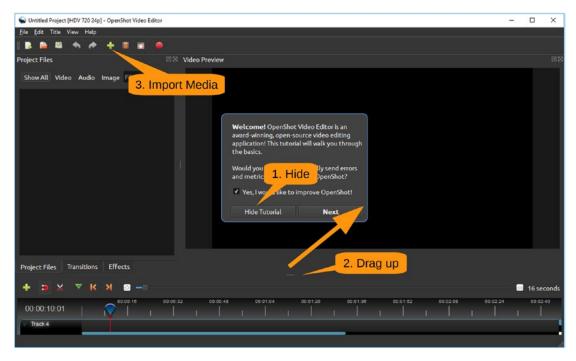


Figure 13-11. OpenShot initial screen

The layout of the panels needs work. The tracks are difficult to see. So, grab the handle between the tracks at the top of the screen and drag it up.

Now you need some media, so click the Import Media icon (the plus sign).

A file selection dialog appears. You want all your video files, so click the first file, Shift+click the last one, and select Open. Figure 13-12 illustrates these steps.

The following examples use some video files that we shot to explain how an antique Johnson farebox works. You can download these files from https://www.apress.com/us/book/9781484230749 to follow along with the steps.

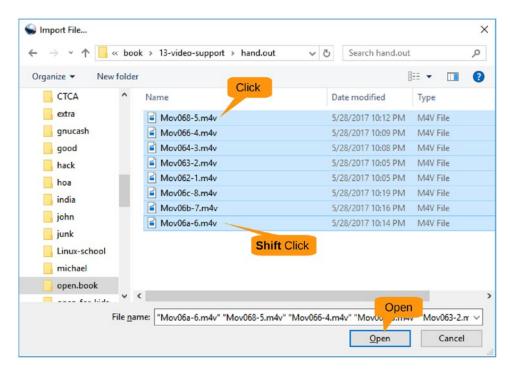


Figure 13-12. Opening video files

The files are now loaded into the Project Files panel, as shown in Figure 13-13. However, they are shown as thumbnails. It's going to be easier to work with them if you display them as a list, so right-click inside the Project Files panel and select Details View.

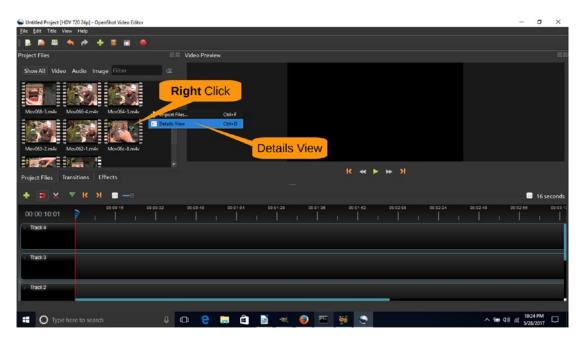


Figure 13-13. Video files imported

At the bottom of the screen are the video tracks, as shown in Figure 13-14. This is a new project, so OpenShot gives you five blank tracks. Two is all you need, so let's simplify things. Right-click Track 4 and select Remove Track. Do the same thing for Track 3 and Track 2 as well.

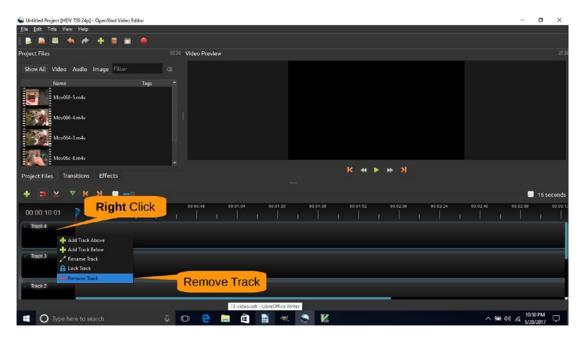


Figure 13-14. Removing excess tracks

In our example, the Project Files list contains every clip we brought in, including a huge number of flubs. You now want to get rid of the ones you don't need, so right-click each clip and select Preview File, as shown in Figure 13-15.

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📲 🔿 Type here to search 🛛 🖟 🛄 🙋 📄 🏛 📓 <table-cell-columns> 🧏 🔨 🕺</table-cell-columns>		2 PM /2017	Q

Figure 13-15. Starting a preview

The Preview window appears, letting you see what's in the clip, as shown in Figure 13-16.

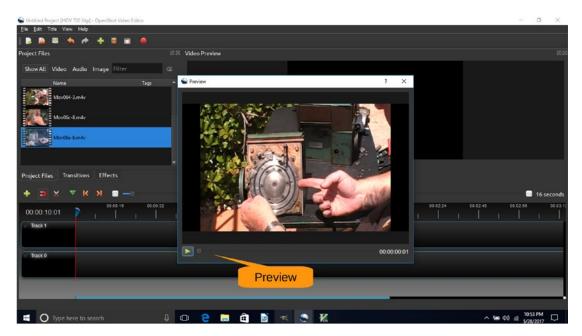
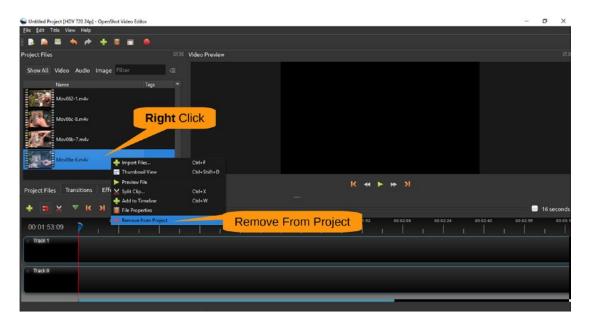


Figure 13-16. Preview window

In our example, we want to remove the clip Mov6a-6.m4v because this clip is not going to make it into the final production.



Right-click and select Remove from Project, as you can see in Figure 13-17.

Figure 13-17. Removing a file from the project

That's not the only bad file, so we've previewed each one and decided if we want to keep it or remove it. Here is the list of files:

Mov062-1.m4v	Remove
Mov063-2.m4v	Remove
Mov064-3.m4v	Keep (first good scene)
Mov066-4.m4v	Keep (second good scene)
Mov068-5.m4v	Keep (third good scene)
Mov06a-6.m4v	Remove
MovO6b-7.m4v	Remove
MovO6c-8.m4v	Keep (fourth good scene)

During the preview process, we kept track of which file is first, second, third, and fourth. Now we will show how to build the video. The first piece is the file Mov63-3.m4k, so let's drag it from the media list down to Track 0, as shown in Figure 13-18.

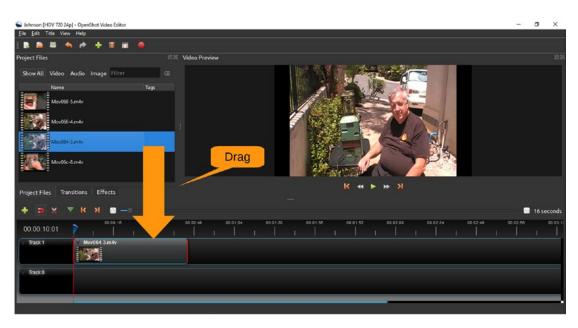


Figure 13-18. Putting the first video on the track

This track needs some precise editing. You aren't going to be able to make subsecond edits at this level of zoom, so click the + icon on the zoom until you see 5 seconds for the time scale. Figure 13-19 shows the results. Now you can see what's in the video by clicking Play on the main video window. The timeline will move across the track indicating where you are.

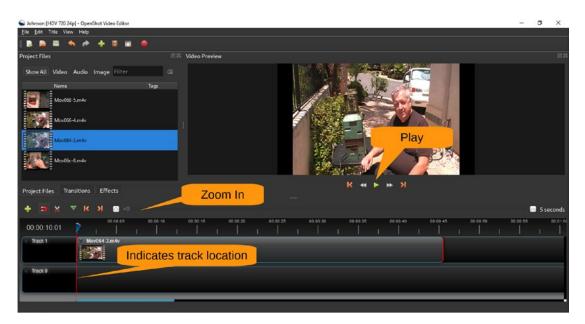


Figure 13-19. Zoom and play

In our example, we want to position the marker just after I finish talking and just before telling the cameraman "Stop." To get things exact, you may have to play around with the marker. If you move it back, say to the 00:00:40 mark, and hit Play, the video will start from that location. Through trial and error, you should be able to locate the precise location you want around the 00:00:43 mark in this clip, as shown in Figure 13-20.

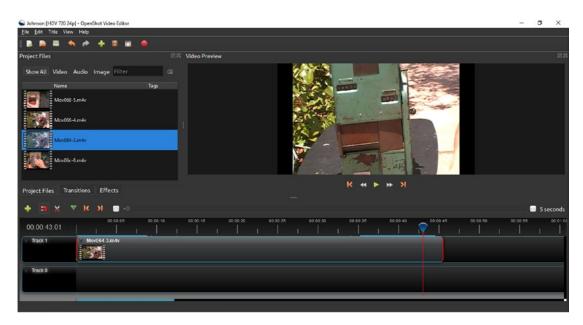


Figure 13-20. The dividing line between good and bad

At this point, the good stuff is to the left of the marker, and the bad stuff is to the right. As Figure 13-21 shows, to drop the bad stuff, right-click the marker and select Slice All ➤ Keep Left Side.

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Mov064-3.m4v			
Mcv06c-8.m4v			
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Track 1 Mov064-3.m4v	Slice All Keep July Side		
Track 0			
	Keep Left Side		

Figure 13-21. Getting rid of the bad stuff

As you can see in Figure 13-22, the right side has disappeared.

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Mov064-3.m4v				1
Mov06c-8.m4v				
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Track 0				
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Figure 13-22. Bad stuff trimmed

Now let's drag the second clip, Moc66-4.m4k, and bump it up against the right side of the previous clip. Again, you need to trim off the tail end. Repeat this for the clips Mov068-5.m4v and Mov06c-8.m4v, giving this project the appearance of Figure 13-23.

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Figure 13-23. All four clips put together

Now you need to turn this project into a video, so select File > Export Video, as shown in Figure 13-24.

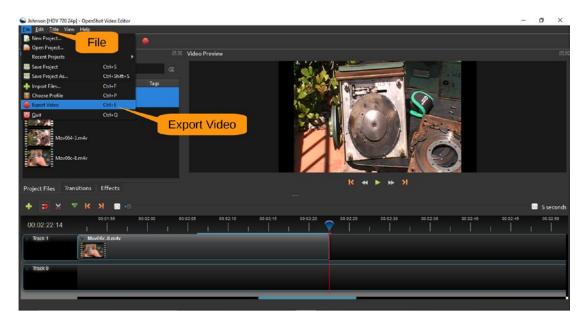


Figure 13-24. Exporting the video

The Export Video dialog appears. The original video was shot at 720×480 at 30 frames per second. (You can right-click any clip and select Properties to verify this.) You want the output to have the same quality, so select DV/DVD NTSC (720×480) for the video profile and then click Export Video, as shown in Figure 13-25.

Sexport Video		?	×
File Name:	Johnson		
Folder Path:	D:/open.book/book/13-video-support	Brow	se
	vanced		
Select a Profi	le to start:		
Profile:	All Formats		
Select from t	he following options:		
Target:	MP4 (h.264)		
Video Profile:	DV/DVD NTSC (720x480)		
Quality:	High		
	0%		
	Export Video	Can	cel

Figure 13-25. Export settings

The program puts all the video clips together and writes the result to the file Johnson.m4k. The speed leaves much to be desired, especially on our cheap laptop, so this is another time when you can go for coffee.

## **Lessons Learned**

During the shooting of this video, we learned a few lessons that don't have to do with video editing but are useful when you are creating a video. Here are some tips when shooting video:

- If you have a high-definition video camera and a low-resolution video camera, don't put the low resolution on top of the video camera box. It will be the first one you grab when you start filming.
- If your subject is green, it's not a good idea to stick it in front of a green bush. This makes it hard to see.
- A good microphone is key. That's why we bought an expensive HD video camera; it had a connection for a wireless microphone. Without it, you hear a lot of wind, noise, and background sounds.
- Consider recording the sound separately. If you don't need to see a speaker in this video, OpenShot lets you put a video clip on Track 0 and mute it. Then you put an audio track on Track 1, and they will be combined. (See Chapter 12 for how to make a good audio clip.)
- There's a reason Hollywood uses marker boards (the thing they "clap" at the beginning of shots). Consider using something similar to identify the beginning and end of each clip. The sound does not show up in the Video Preview window (especially if you're stopped). Pictures do.

## Adding a Title

Now let's play with the more advanced features of OpenShot. First, let's use the Files ➤ Save Project As menu item to save the project under **Johnson\_play**.

Now let's create a title sequence by selecting Title  $\succ$  Titles from the menu bar, as shown Figure 13-26.

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Track 0			

## Figure 13-26. Creating a title

The Titles dialog appears, as shown in Figure 13-27. Let's select a good template to use for the title.

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Bar 1	Bar 2	The Tile Bar 3	-	Johnson Farbox
The Title Matter	The This Sector	TIFLE	_	How it works
Bubbles 1	Bubbles 2	Camera border	1	File Name
Set The	-	206-712" 3y 41740, 444 Anator June 2 Date: Conversions	File Name:	JohnsonTitle Line 1
Cloud 1	Cloud 2	Creative c	Line 1:	Johnson Line 2
This want behavior ber werg "SERIE 1754" by SET-DER, Sellit Berner Series	na halana manya salahalan ka <b>Al Alabitat</b> i a na hakasa kalar ta yanata sa		Line 2:	How it works
Creative c	Film rating 1	Film rating 2	Font: Text:	Change Font Text Color
14 foliocidas acidoratios (16 A acidores (16) 14 foliocidas (16) 14 foliocidas (16) 14 foliocidas (16) 14 foliocidas (16) 15 foliocidas (16)	The function match details and the second set of the second secon	The Table .	Background:	Leadered Save
Film rating 3	Film rating 4	Flames	Advanced:	Use Advanced ditor
				Save Cancel

Figure 13-27. Titles dialog

File Name:	JohnsonTitle
Line 1:	Johnson Farebox
Line 2:	How it works

Use the Bar 2 template. For the empty fields, use these values:

Click Save to finish. You'll notice that a new item, the title, has been added to the Project Files list, as shown in Figure 13-28.



Figure 13-28. New project file

Drag the title down to the beginning of Track 0. You can drag the end of the image to the left or right to make the selection longer or short.

It would be nice if there was a way of moving all the clips on a track to the right. In fact, several people have requested this feature in the OpenShot forums, but it's not available yet.

So, we will show how to do this the hard way. Drag the first clip down from Track 1 to Track 0 and position it just after the title. Do the same thing for the other three tracks. The result, shown in Figure 13-29, is a new video clip with a title.



Figure 13-29. Video clip with title

## **Creating Titles**

OpenShot has the ability to let you do quite a bit of editing with your titles by using Inkscape. (See Chapter 9.) However, you have to configure the system so that it knows how to start this program. This task is a little beyond the scope of this book. If you want, you can point Inkscape at the image itself and edit it directly.

There is also the ability to generate animated titles with a 3D animation system called Bender. Again, the installation and configuration of this software are beyond the scope of this book.

## **Creating Stills and Transitions**

Now you'll add a still picture to a video. First, import a photograph to the Project Files panel. Next, drag it down to your timeline between the last two clips. Also, let's adjust it for time so it's about eight seconds long.



Figure 13-30 shows the results.

Figure 13-30. Video with still added

Now when you play the video, the still you just added will be shown between clips. This is boring, so let's add some more exciting stuff.

Click the Transitions tab and drag the Circle Out to In transition over the still. You'll notice that if you put the preview timer right in the middle of the transition, there's a dark spot in the middle of the picture, as shown in Figure 13-31. This starts out large and gets smaller until it disappears.

Submon [HDV 720 24p] - OpenShot Video Editor	-	σ	×
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Transitions III Video Preview			
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Contrast 3.00 Track 0			
Dutation 10.00			
End 10.00			

Figure 13-31. Adding a transition

## **Looking at Advanced Features**

There are lots of more advanced features that we don't have space to cover here. Here are just a few:

- Picture in picture
- Subtitles
- Graphic overlays
- Adding a voice track

For us, we've produced only one YouTube video and it has received a total of nine views. We've got a long way to go before we become Internet stars.

## Summary

OpenShot is a good basic video editor. It has enough features to make interesting videos yet not so many that you spend a tremendous amount of time trying to figure out where the feature you want is located.

## **CHAPTER 14**

# Creating DVDs with DVDStyler

Now that you have created a video (see Chapter 13), you'll learn how to turn it into a DVD. The DVD will be split into individual chapters and also have a Play All button for those who want to watch the entire video. After creating the DVD, you will have a file you can put on a USB stick and send to your friends and relatives, or you can burn the file onto a real DVD for playing on a computer or that antique machine called a DVD player.

## **Getting Started with DVDStyler**

DVDStyler is a basic DVD creation program. It gives you the ability to create simple DVDs with features such as chapters, menus, and other basic elements. It's not as full featured as some other DVD creators, but they tend to be so complex that it is difficult for a novice to do simple things. DVDStyler lets you create something that looks good and works well without hassling you with 5,000 different options.

#### CHAPTER 14 CREATING DVDS WITH DVDSTYLER

You can download the program from www.dvdstyler.org. To install it, it's the same ol' drill: download, run, and accept the defaults. The download page even has a nice adblocking detector, as shown in Figure 14-1.

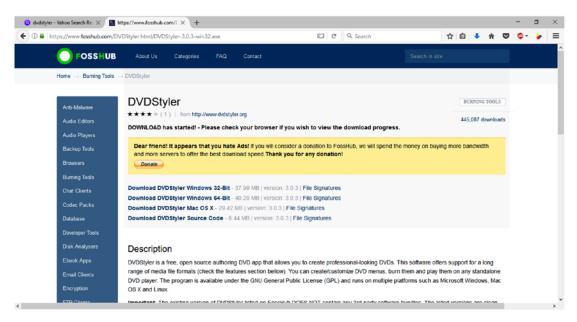


Figure 14-1. Ad blocker detected

Since FossHub has been so nice to give us DVDStyler for free, we're going to send in a few bucks. Feel free to join us.

## **Preparing the Video Clips**

Before you start, you need four video clips containing the four segments you put together in the previous chapter. We'll leave it to you to use OpenShot to transform those clips into something useful and store them in the files J Part1.mp4, J Part2.mp4, J Part3. mp4, and J Part4.mp4.

## Using DVDStyler

When DVDStyler starts, it displays a Welcome dialog. This lets you define the project or open an existing project. This video is going to be about the farebox shown in earlier chapters, so enter **Johnson farebox** for the label. If you are in the United States, you should make your DVD in the NTSC format, so select that option. Finally, click OK to start the project, as shown in Figure 14-2.

New project	Disk label: J	Johnson Farebox
Create a new project		
Disc label:	Johnson Farebox	
Disc capacity:	DVD-5 (4.7 GB)	~
Video bitrate:	Auto ~ 4500	KBit/s
Audio bitrate:	192 KBit/	s
Default title post comman	d: Call last menu	~
NTSC (Europe: I	PAL)	Audio Format
T20x576     NTSC 720x480	● 4:3 ○ 16:9	O MP2 48 kHz AC3 48 kHz
Open an existing project	file	
Browse files		
		ок

Figure 14-2. Welcome dialog

#### CHAPTER 14 CREATING DVDS WITH DVDSTYLER

You will see a dialog (Figure 14-3) asking you to select a template for the menu screen. Enter **Johnson Farebox Operation** in the Caption field. For Template, just select the first one since none of them really looks like what you want. Finally, click OK to finish the selection process.

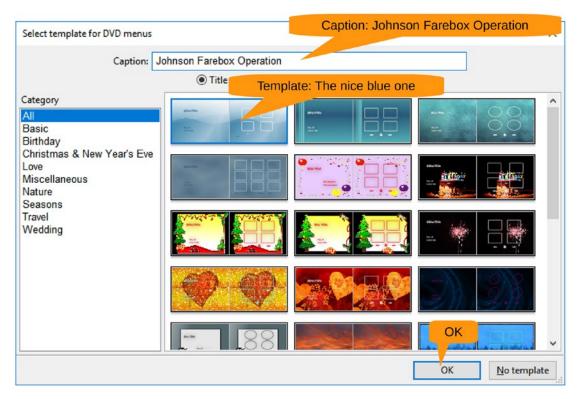


Figure 14-3. Selecting a template

The main window appears, as shown in Figure 14-4. It shows you a list of backgrounds (which you don't care about for this example) on the left and the first menu on the right. The menu looks OK, so click the second menu screen at the bottom to take a look at that. Also, click the File Browser on the left and go to the directory containing your files.

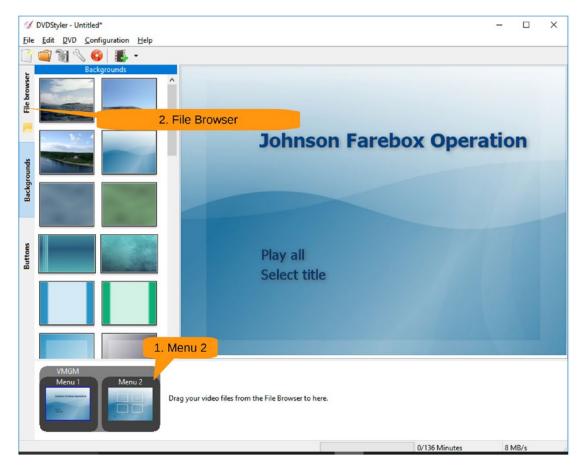


Figure 14-4. Initial editing window

#### CHAPTER 14 CREATING DVDS WITH DVDSTYLER

Let's now add the video to the menu. Drag the video J part1.mp4 to the first square in the menu, as shown in Figure 14-5.



Figure 14-5. Adding a video to the menu

The program will pop up a warning dialog asking if you want the video converted, as shown in Figure 14-6. Click Yes.

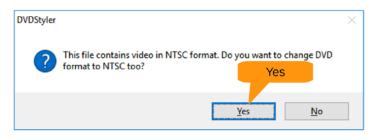


Figure 14-6. Conversion question

Repeat the dragging process for the other three videos. The result will look like Figure 14-7.

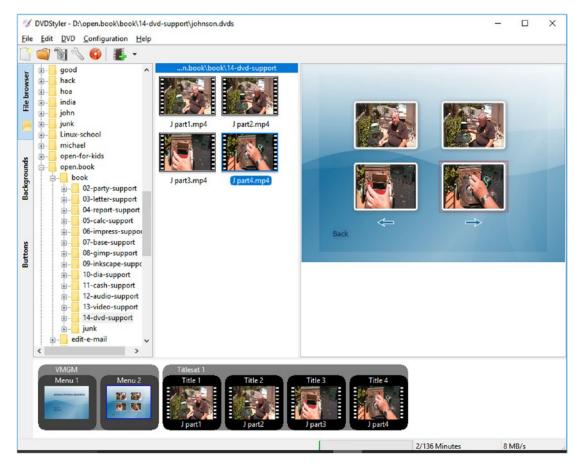


Figure 14-7. Completed project

CHAPTER 14 CREATING DVDS WITH DVDSTYLER

Now is a good time to save your project by selecting File > Save, as shown in Figure 14-8.

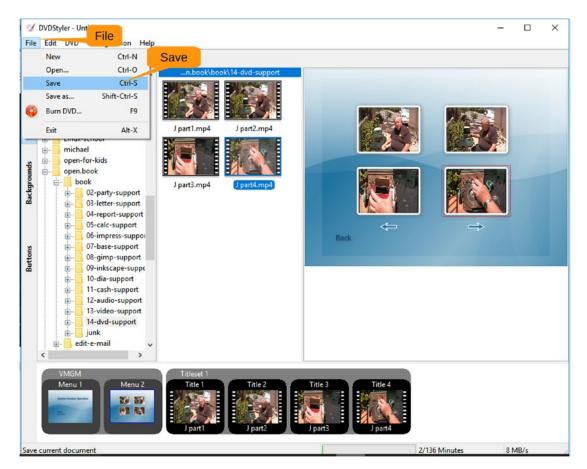


Figure 14-8. Final project

Now let's create the DVD by selecting File  $\succ$  Burn, as shown in Figure 14-9.

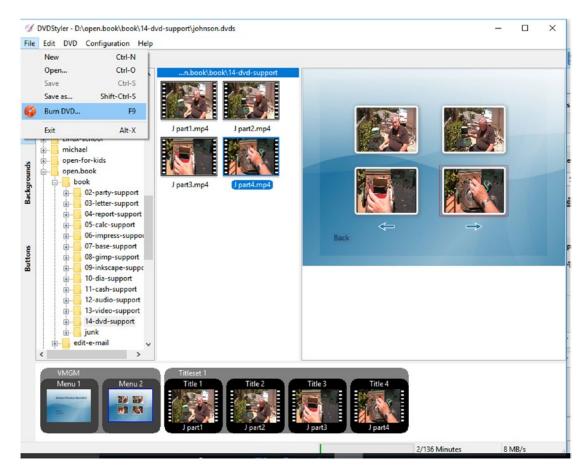


Figure 14-9. Burning the DVD

#### CHAPTER 14 CREATING DVDS WITH DVDSTYLER

The Burn dialog appears, as shown in Figure 14-10. This allows you to create an image file (called an *iso file*) or burn the DVD using an attached DVD burner. In this case, that option is grayed out since we don't have a DVD on this laptop.

Burn		×
Temp directory:	C:\Users\User\AppData\Local\Temp	
preview	Free: 402.2 GB Required: 0.3 GB	
VLC media p	layer 🗸	
⊖ just generate		
Save to: CI	reate ISO nson	
O create iso image: Create	-	
_	n.book\book\14-dvd-support\johnson.i	so
burn format DV	3.9 GB Required: 0.1 GB	
Device:	Start auto 🗸	
Device:	Start	

Figure 14-10. Burn dialog

So, for this example, we'll leave "create iso image" selected, put the file name in the "Save to" field, and click Start.

A Generate DVD window appears and displays the progress of the burn, as shown in Figure 14-11. It contains lots of helpful details mostly of use to the developer of this software but not to you. This will take a while, so go for coffee.

enerate DVD	>
ummary:	
Prepare Generating menu 2 of 2	
etails:	
NFO: FNG Had 4 COLOFS NFO: Pickbuttongroups, success with 1 groups, useimg=1 NFO: 0 bytes of data written	^
NFO: 8192 bytes of data written	
NFO: 16384 bytes of data written	
NFO: 24576 bytes of data written	
NFO: 32768 bytes of data written	
NFO: Found EOF in .sub file. NFO: Max sub size=94	
NFO: 40960 bytes of data written	
NFO: 1 subtitles added, 0 subtitles skipped, stream: 32, offset: 0.53	
Cenerating menu 2 of 2	- 6
Create menu MPEG	- 1
rame count of menu: 15	
Multiplexing subpictures into mpeg	
<pre>Xxecuting command: spumux -P -s 0 "C:\Users\User\AppData\Local\Temp\dvd-tmp</pre>	
menu0-1.mpg_spumux.xml"	

Figure 14-11. Generate DVD dialog

#### CHAPTER 14 CREATING DVDS WITH DVDSTYLER

We see you're back from coffee. Don't spill it on the keyboard. If you took long enough, the DVD generation is finished, and you'll see a message on the bottom indicating success, as shown in Figure 14-12. Close the dialog.

Generate DVD		×
Summary:		
Prepare Generating menu 2 of 2 Transcode video 4 of 4 (Encoding Mode: CBR) Generating DVD Creating ISO image Generating was successful.		
Details:		
Detdis:		
41.20% done, estimate finish Tue May 30 19:56:43 2017		^
48.05% done, estimate finish Tue May 30 19:56:41 2017		
54.92% done, estimate finish Tue May 30 19:56:37 2017		
61.78% done, estimate finish Tue May 30 19:56:34 2017		
68.65% done, estimate finish Tue May 30 19:56:34 2017		
75.51% done, estimate finish Tue May 30 19:56:32 2017		
82.38% done, estimate finish Tue May 30 19:56:30 2017		
89.23% done, estimate finish Tue May 30 19:56:30 2017		
96.11% done, estimate finish Tue May 30 19:56:28 2017		
Total translation table size: 0		
Total rockridge attributes bytes: 0		
Total directory bytes: 4248		
Path table size(bytes): 42 Success	Close	
72844 extents written (142 MB)		
Cleaning temporary directory		
Generating was successful.		*
<< Hide details Turn off PC when finished	Minimize CI	ose

Figure 14-12. Success

## Summary

DVDStyler is a good tool for making basic DVD videos. There are more advanced authoring tools out there, such as DVDAuthor, but they have steeper learning curves that must be overcome to work them. DVDStyler has a nice balance between features and usability that should satisfy most users.

## PART III

# **Cloud-Based Services**

In 1995, Sun Microsystems had a "brilliant" idea. Back then, computers cost \$500 to \$10,000, and this was when \$500 was a lot of money. Putting a computer on the desk of everyone in an office was a considerable expense. So, Sun created the idea of a *thin client*, which is a small computer with just enough CPU power to connect to a big server. The thin client would handle the display and the keyboard, and the big server would do all the work. That way, Sun would sell lots of big servers.

It was an idea ahead of its time...way ahead of its time. No one wanted to spend the money for the big servers and for the people to keep the big servers running, so Sun's idea never caught on, that is, until Google had a similar idea. Google realized that there is money in data, specifically, data that can be used to help create targeted advertisements. So, Google said, we'll make the big servers and keep them running for you, and all you have to do is give us all your data and let us scan it<sup>1</sup> so we can see what sort of advertisements are best suited to you. Google started with Gmail, a cloud-based mail that you can read through your browser. It followed this up with Google Docs, a word processor; Google Sheets, a spreadsheet program; and other services. Then Google noticed that people didn't need a PC with Windows to access these online servers, so the company encouraged people to use Chromebooks, a minimal laptop with just enough power to browse the Web and use Google's applications. Chromebooks were introduced in 2011, which was 16 years after Sun tried to introduce the idea (and well after Sun went out of business).

<sup>&</sup>lt;sup>1</sup>If you read the click-through license agreement that comes with your Google account, it says Google can do automated scanning. Google's employees can't manually read your documents, but its robots can, provided all individual identification is removed.

## **Cloud vs. Local Applications**

The advantage of cloud services is that your data is available wherever there is an Internet connection. The disadvantage is that if you have no Internet connection, you have no data.

The cloud lets several people work on the same document or spreadsheet at the same time. We're not sure whether that is good or bad. We've seen documents written by a group of 15 engineers, and they would have created something better and faster if they had gotten rid of 12 of them.

Cloud-based applications suffer from three difficulties. First, they have to download a set of program files to your computer every time they run. Second, to keep these program files a reasonable size, they generally don't have as many features as their local counterparts. Finally, another issue is that your data is in the hands of someone else. That someone else could pull the plug at any time, leaving you with nothing. (Needless to say, frequent backups are highly recommended.)

Cloud-based applications are great for educational environments. They make sure that all the students share their homework assignments with the teacher, and no one has to turn in anything on paper, saving countless trees.

For business, the security and document control policy of cloud-based applications may prohibit some people from using them. Some companies, such as defense contractors, do not permit employees to have an Internet connection at work.

We've found the cloud to be good for mail (Gmail) because Google's analytical abilities help keep spam out of inboxes, and it allows you to get e-mail pretty much everywhere. You can also use Google Sheets to track personal goals, such as your weight, and update your weight history using a PC or Android phone. Whatever you decide, there are lots of free cloud-based and local open source applications to do these kinds of tasks. All you need to do is pick the one that works best for you.

## **CHAPTER 15**

# **Using Gmail**

Gmail is Google's free e-mail program. The major reason we use is because it is great at eliminating span. Also, it's free, it works well, and you don't have to set up your own mail server to use it.

In this chapter, we will cover the basics of using the system as well as the use of the "star" flag for important messages. We'll also discuss the tagging system, which allows you to organize your e-mails so you can make sense of all the messages you get.

Security is also a major concern. The best way to keep yourself secure is to avoid anything that may compromise your system. We will discuss some of what these are. As part of the effort to keep you safe, we'll take a look at a new Gmail feature called Authentication for Verified Senders, which tries to make sure that the person you are talking to is who you think he is.

## **Getting Started with Gmail**

To begin using Gmail, go to http://gmail.google.com. The start screen gives you the option to sign in if you have an account or create an account if you do not, as shown in Figure 15-1.

#### CHAPTER 15 USING GMAIL

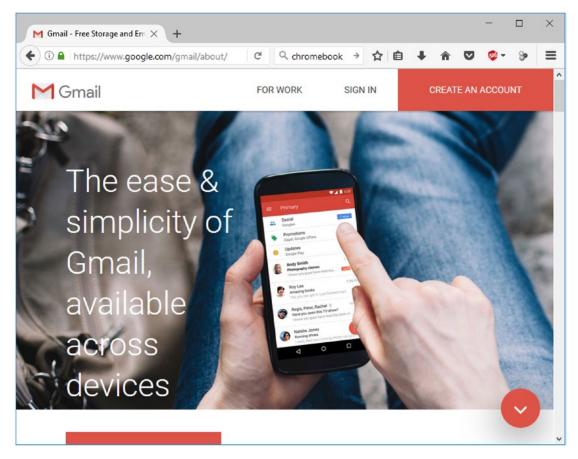


Figure 15-1. Gmail start screen

After signing in, the top-level screen will appear, as shown in Figure 15-2.

•) 🛈 🜠 🔒 🛛 https://mail.	google.com/mail/#inbox	C	Q chromebook	÷		É ·	ŧ.	Â	◙	🤹 👻	9	
Google					v	C				0		s
Gmail •	C .	More -									¢ -	
COMPOSE	COMPOSE (to send mail)			-	lick					v		•
		ssage to have	e it show here. <u>Hide</u> th	IS	, whe	en emp	ty. <u>Dis</u>	smiss	<u>s</u> .			
Starred Important	<ul> <li>Everything else</li> </ul>	ssage to nave									of 1	·
	<ul> <li>Everything else</li> </ul>	ssage to nave	New sign-in from								of 1 Jun 9	•

## Figure 15-2. Gmail top-level screen

To send an e-mail, click the Compose button. To read an e-mail, click the e-mail.

Go ahead and click Compose to send a message to yourself. The new message dialog appears, as shown in Figure 15-3.

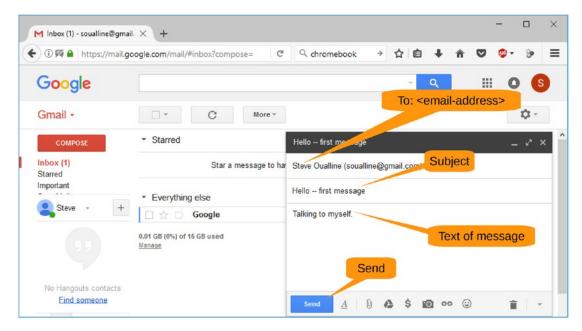


Figure 15-3. New message

#### CHAPTER 15 USING GMAIL

First, you fill out the e-mail address of the person getting the message. Next, you add a subject line and some text and click Send to send the message. The message will appear in your Inbox, as shown in Figure 15-4, although it might take a couple of minutes.

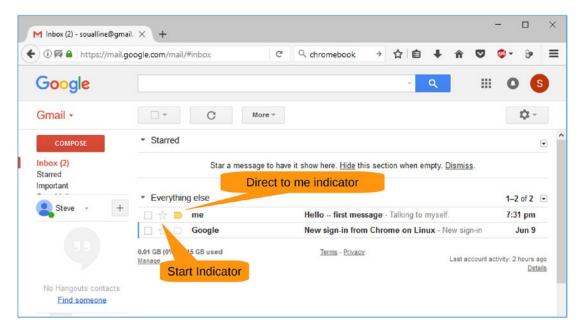


Figure 15-4. Message received

There is a little icon next to the message indicating that it is a personal message. If it is an important message, you can mark it as important by clicking the star next to the message. When you click Refresh, the message jumps up from the bottom section to the first where all the important messages go. Figure 15-5 shows you what's important and what's not.

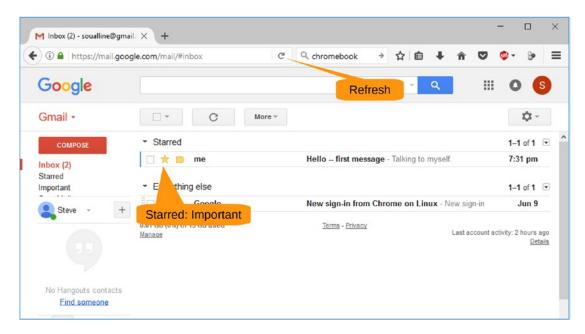


Figure 15-5. Important message at the top

## **Tagging Messages**

One of Gmail's nicer features is the ability to tag messages. A message can have multiple tags. A message might be tagged Personal and Travel, for example. In this example all our messages are tagged with Inbo". Let's take the first one and move it to the Personal tag, thus removing it from Inbox.

Select the check box next to the message, click the Move To icon, and select Personal following the guide in Figure 15-6.

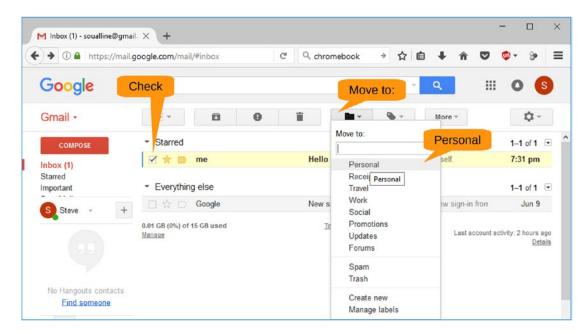


Figure 15-6. Tagging something as Personal

Figure 15-7 shows you that the message has disappeared and that the Personal tag now has one unread message in it. Click Personal to see all the messages associated with that tag.

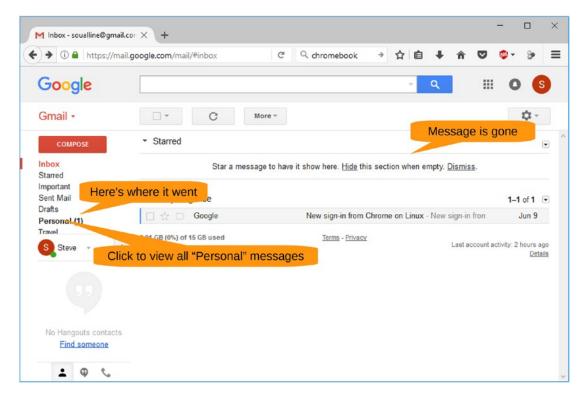


Figure 15-7. After moving the message

#### CHAPTER 15 USING GMAIL

Figure 15-8 shows the result of clicking Personal.

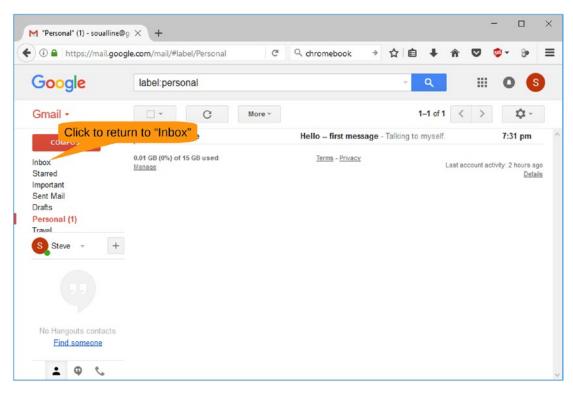


Figure 15-8. Personal messages

## **Making Sure Your Email Is Secure**

E-mail is one of the most common ways that you will be attacked by hackers. That's because it's easy to send and easy to forge. A hacker will try to get you to do one of the through e-mail:

- Download and execute a program.
- Click a link where you can enter your account name and password to an online account or other personal information.
- Send them personal information.
- Transfer money to a company or account.

A typical e-mail scam will appear to be a message from eBay indicating that your account have been frozen until you go to a given web site and update your account information. The web site might even have eBay in its name, such as ebay.scamartist.com. If you click the link, you'll see an eBay logo and a familiar looking sign-on page. This is run by the scammer who will use the information you provide to take over your account and ripoff as many people as he can before your account is really susupended.

John Podesta fell victim to a scam of this type. He got en e-mail from a scammer claiming to be Google and asking him to go to a web site and enter his e-mail and password. This is resulted in the raiding of his e-mail account and the publishing of many of his e-mail messages in the national new media.

Google tries to keep you safe from the most common scams, but the hackers are always coming up with new ones. Good safety practices mean that you should follow these tips:

- Never click a link inside an e-mail. If eBay or Google asks you to do something to your account, enter company's address in the address bar of your browser.
- Never run a program that arrives in an e-mail unless you both know the person sending it and are expecting the program.
- Never undertake any financial transaction based solely on an e-mail, no matter who it is from. Confirm everything using a method such as phone or fax that does not involve e-mail.

## **Authentication Icon for Verified Senders**

To help cut down on the illegal e-mail traffic, Google has implemented an experimental features called Authentication icon for verified senders". When you turn this feature on, messages from certain senders will be displayed with a little "key" icon indicating that they came from a verified sender.

**Warning** Do not rely on this feature to be 100 percent authoritative. Any authentication system can be fooled. Also, this feature is experimental. It may go away at any time.

### CHAPTER 15 USING GMAIL

To enable this feature, click the Settings icon and then select Settings from the menu, as shown in Figure 15-9.

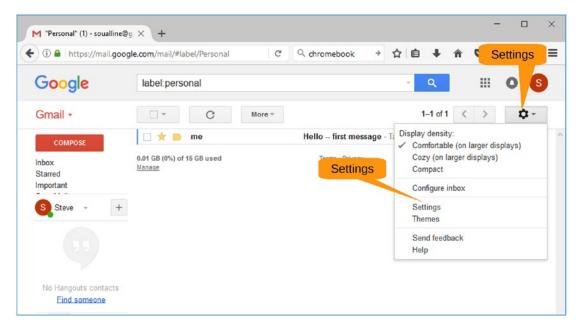


Figure 15-9. Opening Settings

Now select the Labs tab, scroll down, and click Enable for the "Authentication icon for verified senders" setting, as shown in Figure 15-10.

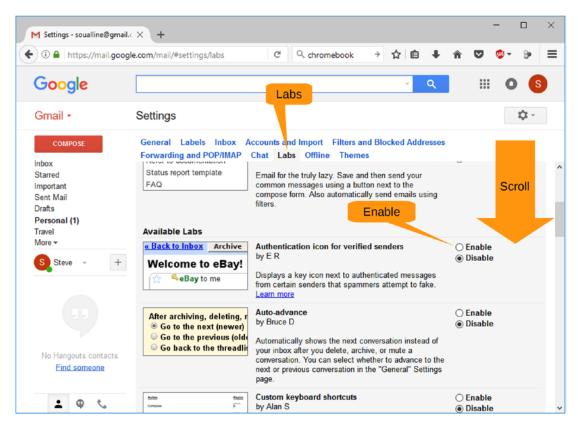


Figure 15-10. Enabling the "Authentication icon for verified senders" setting

# Summary

Google provides an excellent mail server. Because it is heavily used, Google is continually improving this system and adding more features.

Spend time going through the online help to look for them. These include e-mail filtering, vacation replies, and integration with Android and iPhone phones.

But the major feature of Gmail is that it is a good solid mailer with basic features the are easy to use.

## **CHAPTER 16**

# **Using Google Docs**

Google Docs is an online word processor similar to Microsoft Word or LibreOffice Writer. The major difference is that instead of your files residing on your computer, they reside in the cloud in Google's online storage system (Google Drive).

The main advantage of having your documents online is that they are available to any computer with a browser. The main disadvantage is that if you don't have an Internet connection, you don't have access to your documents. Also, both LibreOffice Writer and Microsoft Word have advanced features not available on Google Docs.

Where Google Docs works well is in educational settings. Students can share their papers with the teacher, and the teacher can add comments to a paper online without having to go to the trouble of actually sharing a physical file. The bad news is that it makes the "Dog ate my homework" excuse impossible.

Although Google Docs does not have all the features you might want in a word processor, it does have enough to create simple documents for school or personal use.

In this chapter, you will learn the following:

- How to get started with Google Docs
- How to create a simple letter
- How to print
- How to share and collaborate
- How to do voice typing

# **Getting Started with Google Docs**

To get started, go to http://docs.google.com in your browser. You may need to sign in with your Google account, but you will eventually get to the top-level screen.

CHAPTER 16 USING GOOGLE DOCS

# Writing a Simple Letter

Let's start by composing a letter. There is a template for letters, so let's click that and start a new document, as shown in Figure 16-1.

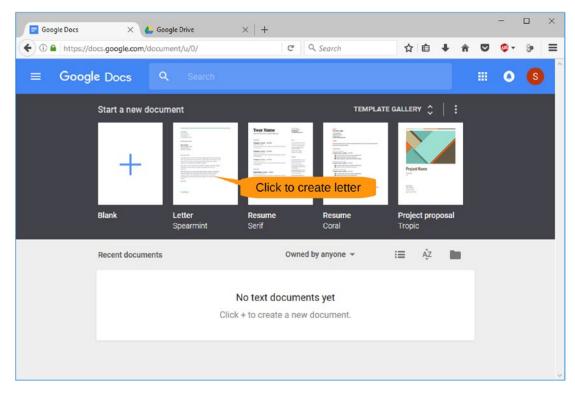


Figure 16-1. Selecting the Letter template in Google Docs

The template looks like the document shown in Figure 16-2.

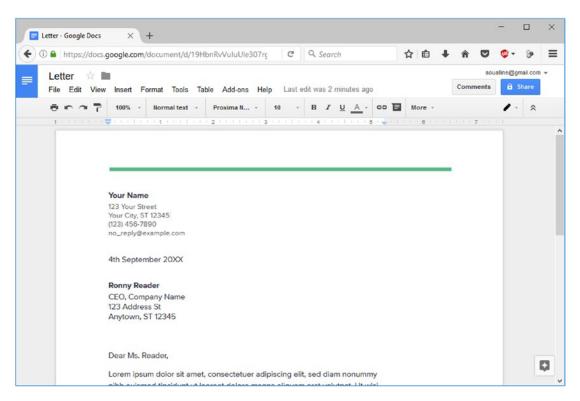


Figure 16-2. Letter template

#### CHAPTER 16 USING GOOGLE DOCS

Now all you have to do is replace the content with your own. Also, the template has rather big margins. You might want to use more of the paper than they let you by default. You can expand the right margin about 2 inches to the right by dragging the right margin indicator to where you want it. This gives you the full width of the document to work in. Figure 16-3 shows a work in progress.

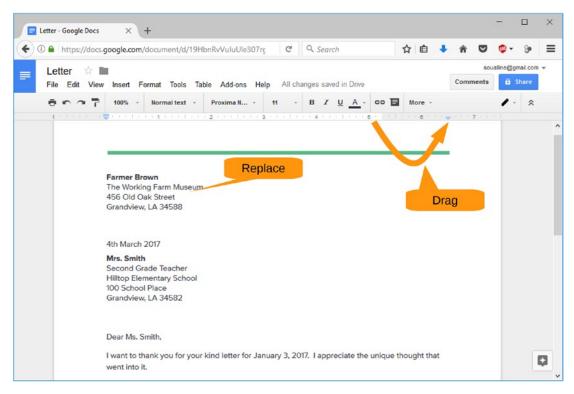


Figure 16-3. Writing the letter

# Printing

When you're done typing, you may need to print the letter. Unfortunately, printing directly from this document to your printer is not possible. What happens when you select File > Print is that Google Docs generates a PDF file so you can download it. The download dialog, as shown in Figure 16-4, lets you open the PDF in the file viewer. In this example, the file viewer is the one that comes with Windows 8 and Windows 10 called TWINUI.<sup>1</sup>

Opening Letter.pdf		×
You have chosen to	open:	
🖹 Letter.pdf		
which is: PDF	file	
from: https://	docs.aooale.com	
What should Fire	Open with	Leave set default
O Open with	TWINUI (default)	~
Save File		
Do this <u>a</u> uto	matically for files like this from n	OK
	0	K Cancel

Figure 16-4. Download dialog

When the document viewer pops up, you can use it to print the document. Figure 16-5 shows our example letter.

<sup>&</sup>lt;sup>1</sup>This stands for Tablet and WINdows User Face. (It's a name only a programmer could love.)

Farmer Brown The Working Farm Museum 456 Old Oak Street Grandview, LA 34588

4th March 2017

Mrs. Smith Second Grade Teacher Hilltop Elementary School 100 School Place Grandview, LA 34582

Dear Ms. Smith,

I want to thank you for your kind letter for January 3, 2017. I appreciate the unique thought that went into it.

Sorry about the restraining order. After I told my attorney about your visit, he somehow thought it would be a good idea.

Anyway we can consider this a learning experience. I'm sure you and your class are learning lots of new words like "criminal negligence", "OSHA regulations", "intentional tort", and "discovery motions".

Farmer John at the Learning Farm has told me of your preliminary visit last week. I'm sorry the whole class couldn't make it.

I understand that the next time you visit, you promise to set the handbrake on the bus before you part it on the top of the hill. It's amazing that such a small bus could go through a cinder block wall, two barbed-wire fences, and wind up in the duck pond.

Sorry about the loss of all that paint you left in the back for the school project. I understand from the EPA with your help they have designated the farm a toxic waste emergency site and have closed the place for at least the next three years.

You have not only lived to my expectations, but exceeded them and for that you should be incarcerated congratulated.

Sincerely,

#### **Farmer Brown**

## Figure 16-5. Full letter

# **Finishing the Document**

You probably don't want to call your letter Letter (the default name), so you can rename it by selecting File > Rename, as shown in Figure 16-6.

Image: Antiperior File poogle.co	m/document/d/1	9HbnRvVuIuUle307rc	C,	Q Search		슙	Ê	÷	<b>*</b> C	<b>9</b> 🧐 -	- 9ª			
Letter	etter 🔅 🖿													
	le Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive											🔒 Share		
Share		Proxima N	11 -	BIL	A - 60		lore -			1	- ^			
New	Renam	1e 2 * * * 1 * * * 3		- 4	1.0.05		6 .		7					
	Ctrl+O													
Open	Ctrl+O							_						
Rename														
Make a copy														
Move to		Im												
Move to trash														
See revision history	Ctrl+Alt+Shift+H													
Language	۲													
Download as	۱.													
Publish to the web		1												
Email collaborators														
Email as attachment														
Document details														
Page setup														
		ur kind letter for Janu												

Figure 16-6. Renaming a file

## CHAPTER 16 USING GOOGLE DOCS

The name of the file is now editable, so let's change it to **Hill-1** and press Enter, as shown in Figure 16-7.

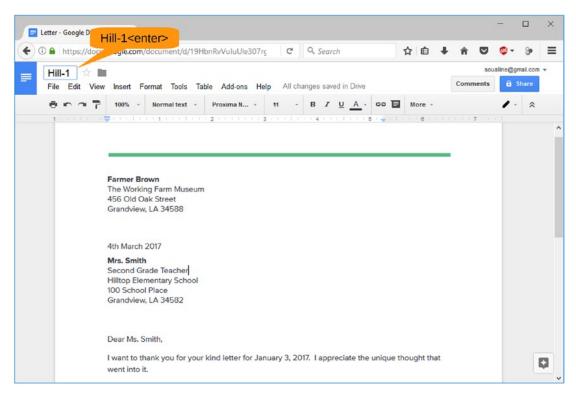


Figure 16-7. Renaming the file to Hill-1

# **Voice Typing**

Google Docs has one potentially useful feature that's not available in LibreOffice Writer. The "voice typing" feature uses Google Voice recognition software to do the typing for you...mostly. There is only drawback: it's available only if you are using Google Chrome as your browser. You can download Google Chrome from http://google.com/chrome. The browser has a similar set of features to Firefox. To use voice typing, start Chrome and go to your documents at http://docs.google.com. Open your document and select Tools > Voice Typing, as shown in Figure 16-8.

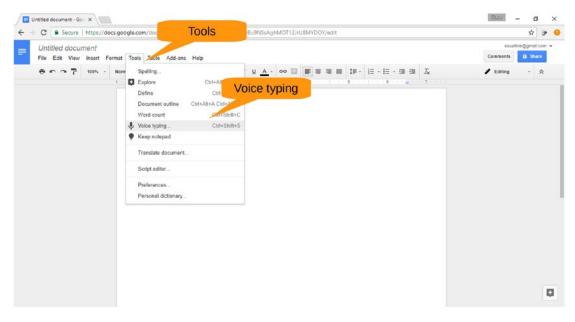


Figure 16-8. Starting the voice typing feature

### CHAPTER 16 USING GOOGLE DOCS

A microphone icon appears, as shown Figure 16-9. Click this icon to turn on voice typing.

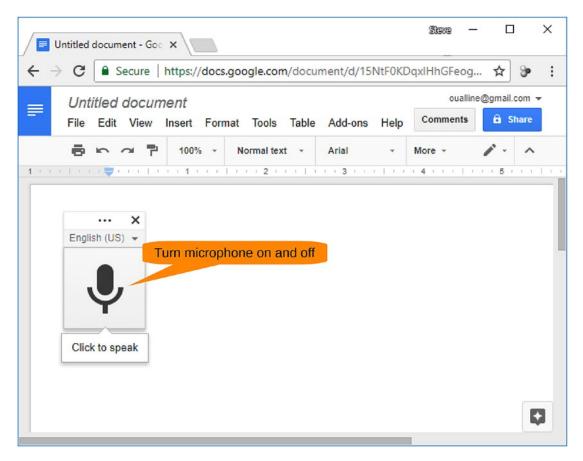


Figure 16-9. Clicking the microphone icon

Since you now have voice typing running, you might as well use it to write something. Figure 16-10 shows our result.

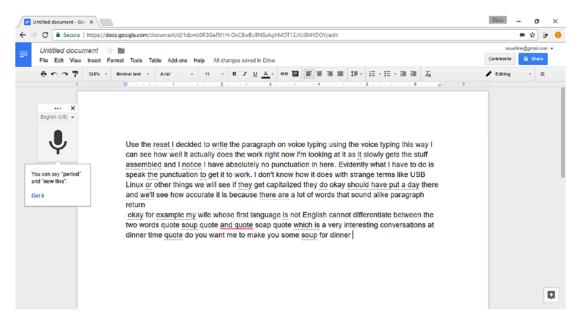


Figure 16-10. The result of voice typing

We learned several things from dictating this paragraph. First, if you stumble over your words, voice typing will faithfully record your stumbles. Second, it transcribes the words, not the implied punctuation. You actually have to say things like "period" and "comma."

Also, to get a new paragraph, you say "enter" and not "paragraph" or "return."

CHAPTER 16 USING GOOGLE DOCS

# **Sharing Documents**

As you'll learn more about in Chapter 17, you can share documents with anyone who has an e-mail account and a browser. To share a document, select File > Share, as shown in Figure 16-11.

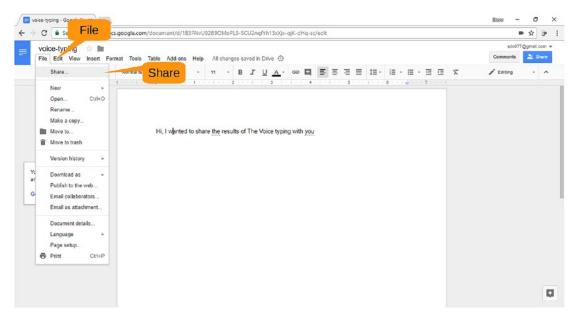


Figure 16-11. Selecting the Share menu item

This brings up the "Share with others" dialog, as shown in Figure 16-12. For simple sharing, just enter the e-mail addresses of anyone with whom you want to share the document.

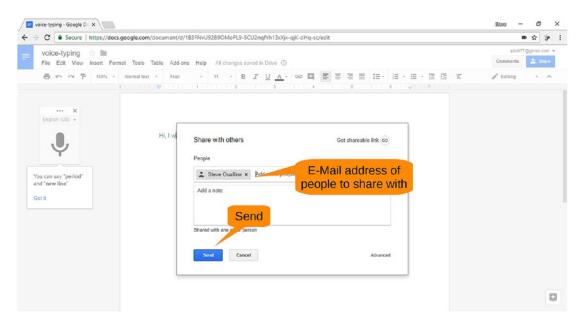


Figure 16-12. Sharing with others

When you click Send, Google will send that person an e-mail with a link to your document and give the person permission to perform edits on it. Figure 16-13 shows a typical e-mail.

## CHAPTER 16 USING GOOGLE DOCS

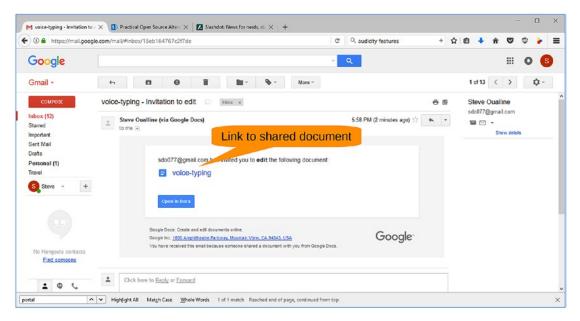


Figure 16-13. E-mail link

When the person you shared the document with clicks this link, the document will open in Google Docs allowing the person to edit it. You've still got the document in your Google Drive, so any changes the person makes will show up in your version of the document. This is useful for collaboration where one person writes the document and another corrects it.

**Lack of Advanced Features** Google Docs is a good program for writing simple documents. However, it does not have several features that you need for more complex documents such as references, a table of contents, indices, and similar features.

Its advantages are that you can access your documents anywhere there is an Internet connection and that multiple people can work on the same document at once.

# Summary

Google has tried to create a cloud-based system to replace Microsoft Office. Google Docs is a nice start, but it has a long way to go. Although it's good for basic documents, it lacks sufficient features to be used for professional work with complex documentation needs.

As for which word processor tool is best, that depends on your circumstances. Google Docs is useful when capturing the initial information. For example, you can use it on your phone to dictate text and then download that text to your local computer for editing with LibreOffice Writer.

Students often use Google Docs exclusively because their schools mandate it. They like the collaboration tools it provides.

So, as to which is the best tool, it all depends on what features you value. There are lots of choices out there, and many of them are free.

## **CHAPTER 17**

# Using Google Backup and Sync

Originally Google Drive was just a cloud-based disk drive. It was just like a regular disk drive, except it stored documents in the cloud to make them available to any system with an Internet connection. This also meant that if you didn't have an Internet connection, you didn't have access to your data.

Later Google Drive became Google Backup and Sync. This system lets you have a directory that is replicated across all of your computers and the cloud. This means you have access to your files even if there is no Internet. If you make changes to a local copy, Google will copy it to the cloud version of Google Drive and then to all your other computers connected to the Internet. In other words, it looks to you like you have single shared directory across all your computers.

The advantage of this is that you don't have to keep moving files from system to system to work on them. In our case, this book is stored on a USB drive that moves from place to place. If we had used Google Backup and Sync, we could have all these files stored on all our computers and not worry about forgetting the USB drive when changing computers.

Google Backup and Sync also has the ability to back up your important files. (You select the directory that's important.)

**Warning** Google Backup and Sync is a free service, and there is nothing you can do if Google decides to turn it off tomorrow. Do not keep your only copy of important data on Google servers.

## CHAPTER 17 USING GOOGLE BACKUP AND SYNC

In this chapter, you will learn the following:

- How to install Google Backup and Sync
- How to share files using a Google Drive folder
- How to back up important folders
- How to share files

# **Installing Google Backup and Sync**

Google Drive has a web interface as well as an application that integrates Google Drive with the Windows File Explorer. Start by going to <a href="http://drive.google.com">http://drive.google.com</a> and signing in. The initial screen will look different if you already have a Gmail account and have used it in this browser. But after a few prompts, you'll arrive at the screen shown in Figure 17-1.

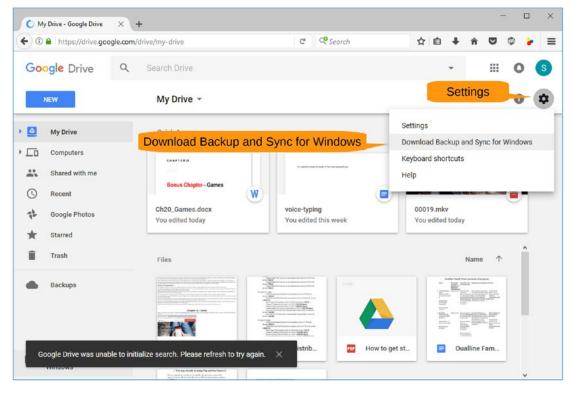


Figure 17-1. Getting the application

Now let's get the Google Drive application by selecting Settings ➤ Download Backup and Sync for Windows.

The download page will appear, as shown in Figure 17-2. Click the Download button in the Personal Use section.

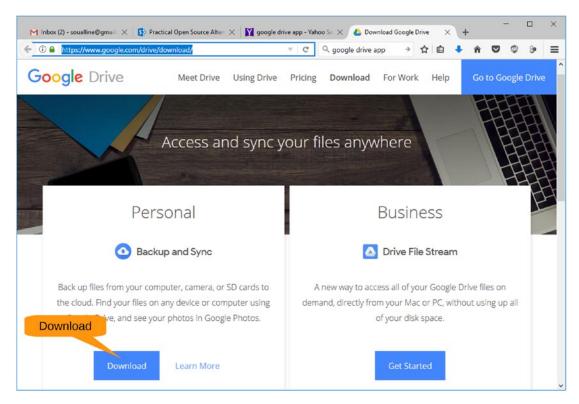


Figure 17-2. Download page

## CHAPTER 17 USING GOOGLE BACKUP AND SYNC

Next you have to agree to the terms of service; once you've done that, the download will begin. After downloading the program, start it by clicking Get Started, as shown in Figure 17-3.

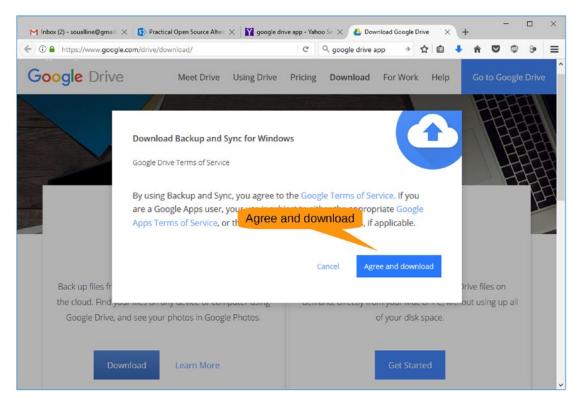


Figure 17-3. Initial installation window

If you're not already signed in to Google, you need to do so now, as shown in Figure 17-4.

Welcome to Backup and Sync (Step 1 of 3)	÷	×
1 Sign in	Google	
2 My Laptop	Sign in with your Google Account	
3 Google Drive		
	Sign in Enter your email	
	1	
	Next	
	Find my account	
	Create account	
	One Google Account for everything Google G M 🐹 💶 💪 🚸 🕨 Ø	
	About Google Privacy Terms Help	

Figure 17-4. Signing in to Google

CHAPTER 17 USING GOOGLE BACKUP AND SYNC

The next screen, as shown in Figure 17-5, tells you what the screen after that does, so click Got It to continue.

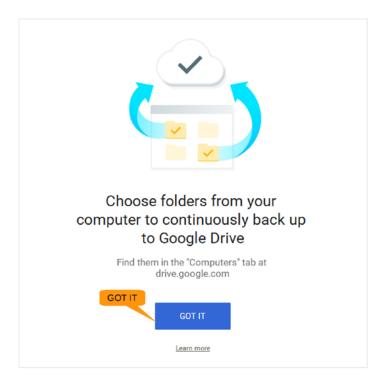


Figure 17-5. Clicking Got It

The next screen lets you select the folders to be automatically backed up, as shown in Figure 17-6. By default these include Pictures, Documents, and Desktop. When backed up, these files will occupy their own folder on the Google Drive web site and are not downloaded to your other computers.

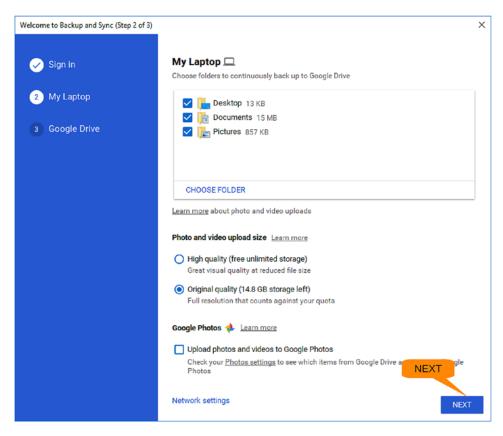


Figure 17-6. Selecting a folder

This is different from the Google Drive folder on your computer that will be synchronized with the Google Drive cloud storage *and* all your other computers. (That is done automatically and does not need to be configured.)

Also, note that we've named the computer My Laptop. That name will be useful when trying to find the backup on the Google Drive web site.

If you have folders with really important files, add them here. When you are done, click Next.

Another information screen appears telling you what's about to come. Click Got It.

## CHAPTER 17 USING GOOGLE BACKUP AND SYNC

Finally, you get to the Drive part of Google Backup and Sync, as shown in Figure 17-7. This lets you synchronize the cloud version of Google Drive with your local Google Drive folder. Since this is the first time you've set this up, there is not much to sync, but click Start anyway.

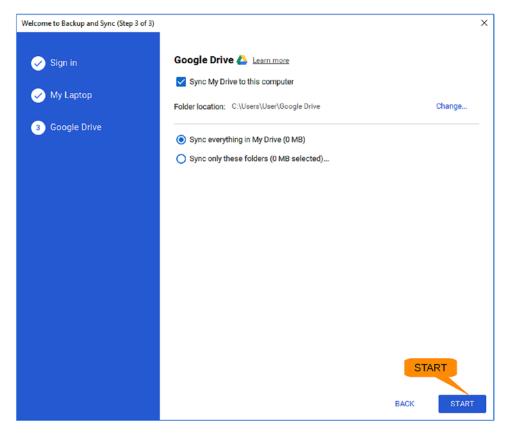
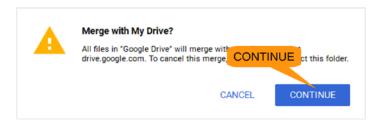


Figure 17-7. Synchronization process

The confirmation window appears, as shown in Figure 17-8. Click Continue to start the process.



## Figure 17-8. Confirmation window

When you're done, close the final window. Now start the Windows File Explorer. You'll notice that you have a new item in the "Quick access" section named Google Drive, as shown in Figure 17-9. Select it, and you'll see the files on your drive.

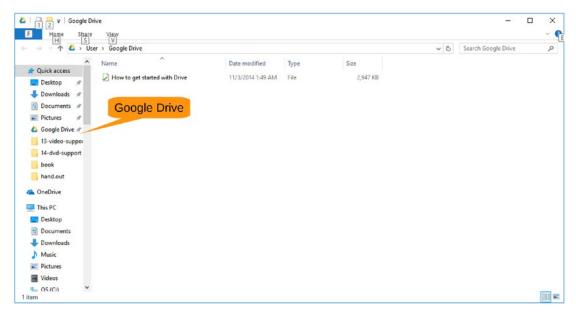


Figure 17-9. File Explorer with Google Drive

### CHAPTER 17 USING GOOGLE BACKUP AND SYNC

Now you can treat this as pretty much a normal drive, although one that's a little slow. In particular, as shown in Figure 17-10, you can drag files from one File Explorer window to another to copy files.

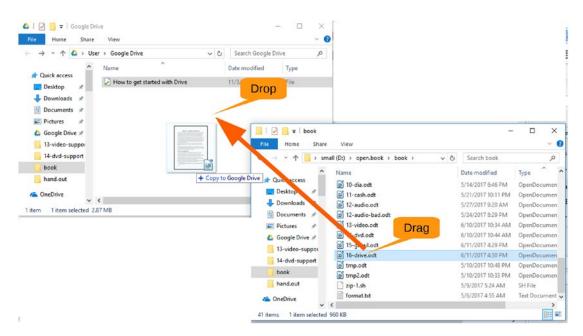


Figure 17-10. Using drag and drop to copy a file

Drag and drop to add files (just like any other folder only slower).

After a few seconds, the file will appear in your web view as well, as shown in Figure 17-11.

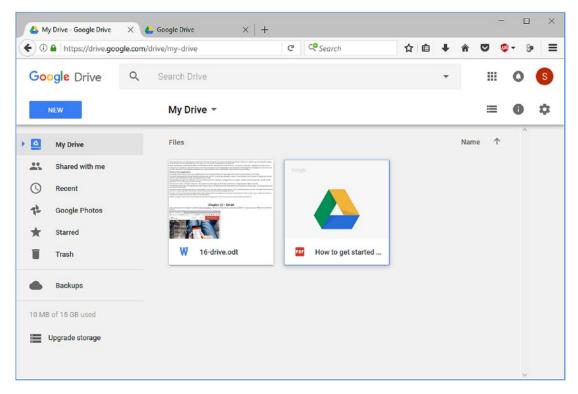


Figure 17-11. Web interface to Google Drive

# **Sharing Files**

Say we want to share this chapter of the book with our editors. So, we need to tell Google Drive that we want to share it with them. We start with the steps in Figure 17-12, which consist of right-clicking the document and selecting Share.

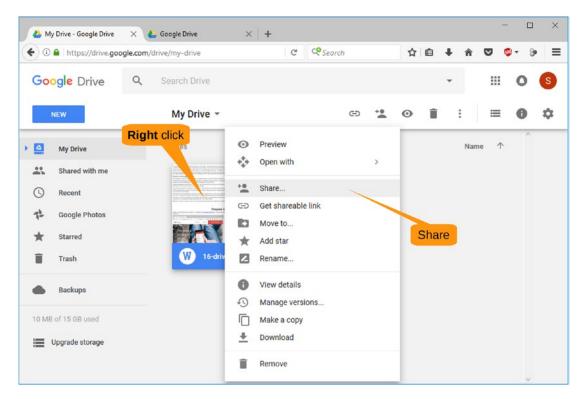


Figure 17-12. Sharing a document

The "Share with others" window appears, as shown in Figure 17-13.



Figure 17-13. Sharing with others

There are two ways of sharing a file. The first gives Google a list of people to share it with. That works only if they all have Google accounts. The second is to create a shareable link. This is less secure because anyone with the link can view the document. Let's use this method here, so click "Get shareable link."

The magic link is copied to the clipboard, and sharing is enabled. You can now e-mail this to other people so they can view the document.

CHAPTER 17 USING GOOGLE BACKUP AND SYNC

# **Using the Backup and Sync Controls**

You may notice a small icon in the lower right of your screen. Figure 17-14 shows where this is located.

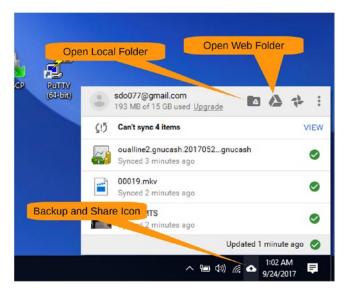


Figure 17-14. Opening the Backup and Sync controls

Clicking this icon brings up the Backup and Sync control panel, which shows you the progress of any synchronization that is being done. It also contains icons that will take you directly to your Google Drive (local copy) and Google Drive (web copy).

# Summary

Google has tried to make Google Drive as simple and as easy to use as a regular disk drive. There are a few more advanced features to explore such as version control and document conversion, but for the most part Google Drive is easy to get started with.

## **CHAPTER 18**

# **Using Google Sheets**

Google Sheets is an online spreadsheet program. Its main advantage is that it is on the Internet. That means you can access it from anywhere. There are even phone apps that let you access it through your smartphone, which makes it useful for storing numbers as they are generated.

In this chapter, you will learn the basics of Google Sheets, including the following:

- Getting started
- Creating a basic cost estimation spreadsheet
- Creating titles
- Creating a chart

# **Getting Started with Google Sheets**

To get to Google Sheets, go to http://sheets.google.com. Android and Apple users can download it from their phone's online store. After signing on, you'll see a startup screen similar to Figure 18-1.

## CHAPTER 18 USING GOOGLE SHEETS

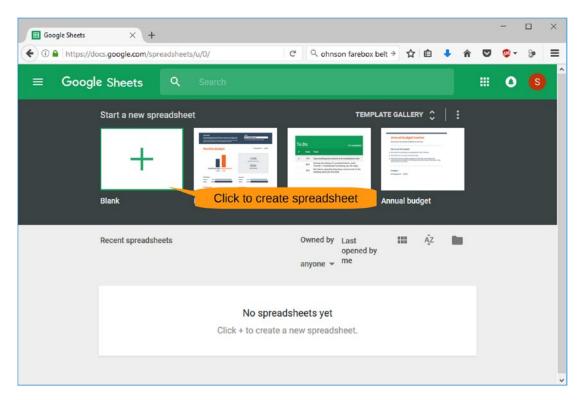


Figure 18-1. Google Sheets startup screen

# **Creating a Spreadsheet**

As you know from previous chapter examples, the Working Farm Museum needs to recover from a school visit. Let's create a basic worksheet to see how much money this is going to cost Farmer Brown.

Google Sheets comes with a rich set of templates. You will use the simplest for this example, the Blank template. Clicking Blank takes you to the initial spreadsheet in Figure 18-2.

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Figure 18-2. Initial spreadsheet

CHAPTER 18 USING GOOGLE SHEETS

## **Creating Titles**

You want to create a nice title for your spreadsheet, one that spans multiple columns. So, you need to merge cells A1 through D1. Start by clicking A1 and then dragging the cursor to D1, as shown in Figure 18-3.

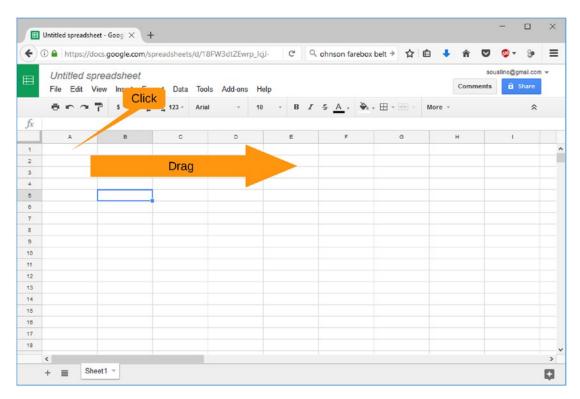


Figure 18-3. Selecting four cells

Now let's select Format ➤ Merge Cells ➤ Merge all, as shown in Figure 18-4. The cells will be combined.

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Figure 18-4. Merging the cell

#### CHAPTER 18 USING GOOGLE SHEETS

You now have a four-column cell in which to type the title: **Working Farm Recovery Costs**. After entering this text, select it and click the Bold icon to make it bold. Then select the arrow next to the text alignment icon and select Center. Figure 18-5 shows the steps.

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Figure 18-5. Setting up the title

On the next line, cell B1, enter the label **Labor** and make it bold as well.

Starting with C1, let's add the headings **Task**, **Hours**, **Rate**, and **Cost**. Since the Task column is going to be a bit longer than the others, you can make it wider by dragging the bar between the A and B columns to the right. Figure 18-6 details these steps.

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Figure 18-6. Adding the headings

Now let's put in the first task. The data for the cells is as follows:

A4: Enter Securing existing site.

*B4*: Enter **20**.

*C4*: Enter **15.00**.

*D4*: Enter **=B4\*C4**.

#### CHAPTER 18 USING GOOGLE SHEETS

Figure 18-7 shows the results.

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Figure 18-7. Entering the first task

You'll notice that you don't get a rate of \$15.00; you get a rate of 15. You need to tell Google Sheets that you are dealing with money, so select column C by clicking it and selecting Format ➤ Number ➤ Currency. Figure 18-8 shows this process, but you'll have to trust us when we tell you that column C is highlighted because the menu covers it up.

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Figure 18-8. Formatting the columns

#### CHAPTER 18 USING GOOGLE SHEETS

Do the same for column D. Figure 18-9 shows the result of the formatting. We've also filled in a few more tasks in the figure. Remember, the contents of D5 should be =B5\*C5, and D6 should be =B6\*C6.

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Figure 18-9. More tasks

You are now positioned on cell D7. This will contain the labor total. To generate the total, click the arrow next to the Sum icon and select SUM.

A "helpful" dialog appears. To tell the system what values to add up, click cell D4 and drag the cursor down to cell D6, as shown in Figure 18-10.

#### CHAPTER 18 USING GOOGLE SHEETS

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*Figure 18-10. Selecting what to add up* 

Figure 18-11 shows the result after pressing Enter.

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Figure 18-11. Spreadsheet with sum

Now you'll add a couple more sections for Buildings and Services, as shown in Figure 18-12.

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14	Pig Sty	\$2,537.00		\$2,537.00								
15	Chicken Coop	\$3,128.00		\$3,128.00								
18	Total			\$2,547,198.00								
17												
18	Services											
19	Vet	\$93,788.00		\$93,788.00								
20	Attorney (So far)	\$100,000.00		\$100,000.00								
21	Doctor for PTSD	\$10,000.00		\$10,000.00								
22	Hospital	\$192,873.00		\$192,873.00								
23	Total			\$396,661.00								

Figure 18-12. Spreadsheet after additional sections have been added

During this process we've changed the format of a few cells. This was accomplished by selecting the cells and executing the command Format  $\triangleright$  Number  $\triangleright$  Currency.

Now let's add a Summary section and compute a grand total for everything you've done so far. Figure 18-13 shows the result.

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14	Pig Sty	\$2,537.00		\$2,537.00										
15	Chicken Coop	\$3,128.00		\$3,128.00										
18	Total			\$2,547,198.00										
17														
18	Services													
19	Vet	\$93,788.00		\$93,788.00										
20	Attorney (So far)	\$100,000.00		\$100,000.00										
21	Doctor for PTSD	\$10.000.00		\$10,000.00										
22	Hospital	\$192,873.00		\$192,873.00										
23	Total			\$396.661.00										
24														
25	Summary													
28	Labor	\$9,876.00												
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Figure 18-13. Adding a Summary section

#### CHAPTER 18 USING GOOGLE SHEETS

Since every good spreadsheet must have a chart, let's add one. Click in cell A26 to select Labor and then Shift+click in cell B28 to select a 2×3 square of values. Figure 18-14 shows the result.

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Figure 18-14. Chart data selected

# **Creating a Chart**

Let's now create the chart by selecting Insert  $\blacktriangleright$  Chart, as shown in Figure 18-15.

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5	Chicken Coop	2 Columns left         37.0           2 Columns right         28.0           Cells and shift down         60.0           Cells and shift right         38.0           New sheet         Shift+F11           0.0         0.0           Comment         Ctrl+Alt+M           Note         Shift+F2	28.00		\$3,128.00											
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#### Figure 18-15. Inserting a chart

A chart appears right over most of the important data, and a chart editor dialog appears. Figure 18-16 shows the mess.

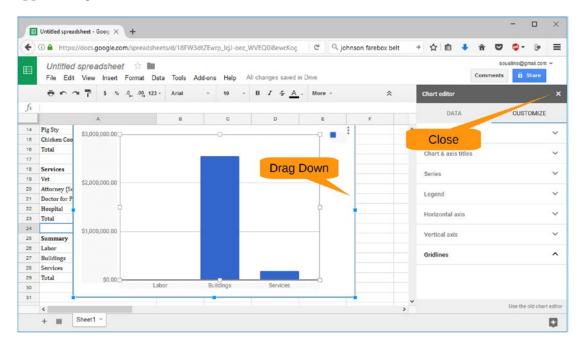


Figure 18-16. Chart inserted

#### CHAPTER 18 USING GOOGLE SHEETS

Close the chart editor by clicking the X button. Now use the handles of the chart to drag the chart into a nice location below the data. The result should look something like Figure 18-17.

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Figure 18-17. Final spreadsheet

Now you can rename the spreadsheet (File  $\succ$  Rename) to something decent, such as Farm Recovery, and then print or share it as needed.

# Summary

Google Sheets is a good, basic spreadsheet program. It doesn't have as many features as LibreOffice Calc or Microsoft Excel, but it does have all the features that a simple spreadsheet needs. You might find it ideal when you need to access data from your phone. The nice thing is that you have a choice; in addition, both Google Sheets and LibreOffice Calc are free.

# **CHAPTER 19**

# **Playing Games**

This book would be incomplete without talking about some games. There are lots of open source games that are fun and free to download. Table 19-1 lists some of the best ones, and they are discussed further in the following sections.

Game	Download	Recommended Age	Complexity	Learning Curve
SuperTuxKart	https:// supertuxkart.net/ Download	Young	Simple	Low
Xonotic	www.xonotic.org	Preteen and teens	Slightly complex	Low
2048	https:// gabrielecirulli. github.io/2048/	All	Simple	Low
Torcs	<pre>http://torcs. sourceforge.net/ index.php?artid=3&amp;na me=Sections&amp;op=viewa rticle</pre>	Teens and young adults	Slightly complex	Medium
FlightGear	www.flightgear.org/ download/main- program/	Adult	Complex	High
Neverball	http://neverball. org/download.php	Kids and teens	Simple	Low

Table 19-1. Game Summary

(continued)

#### CHAPTER 19 PLAYING GAMES

Table 19-1. (continued)

Game	Download	Recommended Age	Complexity	Learning Curve
Teeworlds	www.teeworlds. com/?page=downloads	Kids and young Adults	Simple	Low
0 A.D.	https://playOad.com/ download/	Young adults and adults	Slightly complex	Medium
OpenTTD	https://www.openttd. org/en/download- stable	Adults	Slightly complex	High
SuperTux	http://supertux. github.io/download. html	Kids and teens	Simple	Low

# Who Is Tux, and Why Is He Everywhere?

Before starting, we need to explain why a lot of the games have *Tux* in their names. Tux, pictured in Figure 19-1, is a penguin who is the mascot of Linux. Linux is a popular open source operating system, so many game designers decide to honor this penguin by having him be a main character in their work. So, if you see Tux, the game is probably open source.



Figure 19-1. Tux

# **SuperTuxKart**

SuperTuxKart is a racing game a lot like Mario Kart, except everyone is an animal, and the main character is a penguin. In Figure 19-2, you can see a typical game screen. To download and set up the game, go to https://supertuxkart.net/Download.



Figure 19-2. SuperTuxKart

The goal of the game is to race against the other players and win the race. There are three different modes: story mode, single/multiplayer, and login.

Story mode plays some videos before and after races. This gives the game a story. The main plot is that, Tuc, the King of Karts, has kidnapped the Great Wise One, the leader of a village that Tux lives in. Tuc says that if Tux can beat him in racing, then he will release the Great Wise One. If Tux loses, then the Great Wise One will be served for dinner at Tuc's castle.

Single and multiplayer modes are the same thing, except there are no videos. You can play with up to four different players and can play with joysticks or the keyboard.

Login is where you connect to the Internet and race against other people in real time.

#### CHAPTER 19 PLAYING GAMES

Overall, it is a decent game. The quality of animations is lacking, but you can still tell what is going on. We recommend this to children or adults but not for teenagers, who would like more detailed animations like in Torcs (described later). Overall, it is a well-developed game.

# **Xonotic**

Xonotic is a first-person shooting game. You run around with a gun and shoot at your enemies, as shown in Figure 19-3. This game is designed for the older kids, mainly teens, and uses a lot of graphics, so it may slow down your computer if you are using a laptop. You can download it from www.xonotic.org.



Figure 19-3. Running and shooting

There are two different modes, single player and multiplayer. In single player mode, one person is connected through the computer to other players on the Internet. In multiplayer mode, more than one person can be connected through a single computer. The controls are fairly simple and self-explanatory, and you can figure out how the

games work within seconds. There are many different terrains so you will never get bored with the layout. There are also a variety of guns that have their own distinct power. For example, one gun shoots fire and blows up your opponent. Another gun shoots six electric balls, which spread out so you can get your opponent even when they are moving.

Overall, it is a good game if you don't get motion sickness.

# 2048

2048 is a simple yet addicting game. The goal of the game is to combine similar blocks next to each other into one block containing the number 2048. You can move the blocks up, down, left, and right. Each block has a number on it. For example, a "2" block can merge with another "2" block, which creates a "4" block. This game is good for phones, as shown in Figure 19-4. You can play it at https://gabrielecirulli.github.io/2048/, or you can download it from any app store for free.



#### Figure 19-4. 2048

We recommend this game to anyone. It is an easy game to play and can be rewarding when you finally get the tiles to display 2048.

# Torcs

Torcs is another racing simulator, like SuperTuxKart, but with more detailed graphics designed for more mature players. Its home page is at http://torcs.sourceforge.

You control your car with the arrow keys, and you can choose from a variety of car models and tracks, as shown in Figure 19-5. Torcs stands for Texas Off-Road Champion Series. This game has been used as a research platform for many things car related, such as the use of AI programs in cars.



Figure 19-5. The race track

This game is a lot of fun for those who feel like they're too old for SuperTuxKart and Mario Kart and want something a bit more challenging.

# FlightGear

FlightGear is a flying simulator, where you fly your own plane. You can download it at www.flightgear.org/download/main-program/. It is a detailed game, where you start out in the cockpit of the plane, such as the one shown in Figure 19-6, and use controls that are similar to those in a real plane.



#### Figure 19-6. The cockpit

You can also create your own flying environment, as well as choose the type of plane you want to fly. Scenery and planes have to be downloaded separately. The game comes with a long manual on how to fly the plane, so if you want to play this game properly, you'll need commitment. There are many fun and different types of planes; for example, you could fly a space shuttle. It is a rocket ship that you get to drive into orbit, but it lands like a brick, which is really challenging.

This game requires a lot of CPU power. When we ran it on a laptop, the system became very "laggy." We suggest downloading this on a stronger computer with a good CPU.

This game is good for young wanna-be pilots or if you are looking into flying and want to see how a plane is operated. Overall, it is a more complicated and technical game but can be fun once you learn how to play it.

## **Neverball**

Neverball is a game a where you guide a ball through crazy courses and get it to the target. You can install it at http://neverball.org/download.php.

The player gets to customize their ball and choose from a variety of levels. There are many fun and different levels of games. Some courses look like the inside of a ping-pong machine, shown in Figure 19-7, while others have portals that teleport the ball. Others are like a puzzle, where you have to figure it out before you can win.

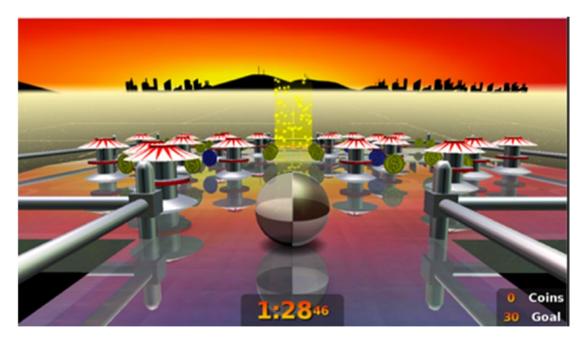


Figure 19-7. Ping-pong machine in Neverball

The goal is simple: try to get the ball to the target. For the controls, you just use the keyboard arrows to tilt the screen in the direction you want the ball to go. You can also collect coins, which are good for the store, where you can buy different skins for your ball.

Overall, this game has great graphics and is fun for all ages. It comes with seemingly endless levels, so this game will keep you occupied for a long time.

# Teeworlds

Teeworlds is a simple, cartoon, multiplayer shooting game. You can find it at <a href="https://www.teeworlds.com/?page=downloads">https://www.teeworlds.com/?page=downloads</a>. The main goal of the game is to try to be the last one standing, so you basically shoot everyone else until they are all dead.

It has a two-dimensional course that you can explore. There are a variety of different guns to use, along with different terrains and games. One game you can play is called *capture the flag*, shown in Figure 19-8, where there are two teams. Your team's mission is to try to take the other team's flag while protecting your flag from the other team. Different terrains can consist of the desert, grass, jungle, snow, and much more.



#### Figure 19-8. Playing capture the flag

This game is great for anyone who loves shooting games but hates the motion sickness that most 3D shooting games give you. It is good if you want a simple, friendly game.

# 0 A.D.

0 A.D. is a game based on the year 0 A.D., where you build civilizations and practice strategy in ancient warfare. You can get it at https://play0ad.com/download/.

In the game, you have a certain territory where you can construct your buildings. Figure 19-9 shows a typical layout. You can expand your territory by leveling up or by building next to the border. Each type of building supports different things. There are the village buildings to sustain the people. Housing supports population. A mill is used to collect wood, metal, and stone for building. Farmstead and corrals are for growing and breeding animals for food. Docks are to build ships for fish, trade, and warfare.

#### CHAPTER 19 PLAYING GAMES



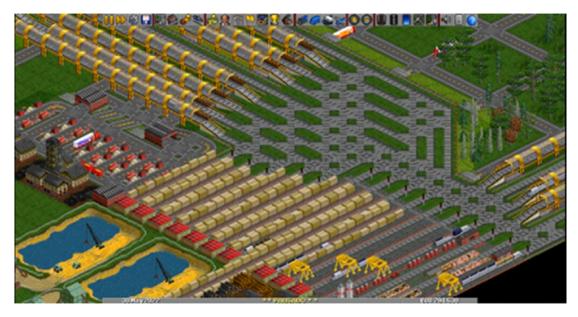
Figure 19-9. A normal day 2,000 years ago

There are also a variety of military buildings to protect the people. Barracks are where citizens train and become soldiers. A temple trains healers, who heal the soldiers during battle. A defense tower shoots at enemies close by. You can also build walls and fortresses for defense.

This game is lots of fun for those who love strategy games and building their own civilizations.

# **OpenTTD**

OpenTTD is a strategy business simulator where you make money by transporting customers using different routes and different modes of transportation, as shown in Figure 19-10. You can download it at https://www.openttd.org/en/download-stable.



#### Figure 19-10. A day at work

The main goal of this game is to get as much money as you can by starting a transportation business. There are many factors needed to win this game, such as where to put the routes that your vehicle will travel and how much to charge for one trip. The game comes with a long manual that tells you how to place different modes of transport. There are four modes you can choose from: road, railroad, ship, and airplane. You can also earn extra money by using your business for a shipping and postal service.

Overall, this game is for those who love to strategize and build their own businesses. We recommend this to someone who has a lot of patience because it takes a long time to grow your business.

# **SuperTux**

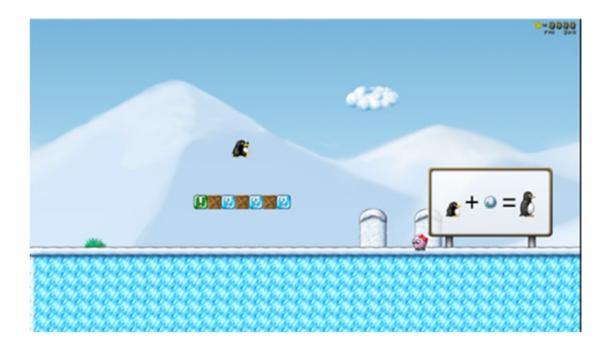
SuperTux is a lot like Super Smash Bros., except the main character is a penguin. You run and jump, collect power-ups, and defeat the evil snowballs. You can download the software at http://supertux.github.io/download.html. The main goal of the game is to guide Tux through the level and get to the end.

If you took Super Mario Bros. and turned it into a second graphic penguin game, then you would have SuperTux. Everything is identical, all the way down to the powers and the enemies.

#### CHAPTER 19 PLAYING GAMES

There is unique feature that you don't have in most proprietary games, that is, debug mode. This mode allows you to "debug" the program by giving Tux special powers, like being invincible. Although designed for people working on making the program better, it doesn't stop people from using it to "cheat" and reach the highest level without having to bother getting really good at the game.

We recommend this game to anyone who loves adventure games and wants to play an open source version of Super Mario Bros.



# Summary

Supposedly there aren't a lot of open source games available. That may be true, but there are enough fun ones out there to keep anyone entertained. Many of the simulation games are made by people fanatical on making the most realistic game out there. That's why you have a game like FlightGear, which gives you the ability to fly a Wright biplane and a space shuttle.

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