

Deleting images and themes from the Gallery

To delete an image from a theme, right-click on the name of the image file or its thumbnail in the Gallery, then click **Delete** in the context menu. A message appears, asking if you want to delete this object. Click **Yes**.

Note

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

To delete a theme from the Gallery, select it from the list of themes, right-click, then click **Delete** in the context menu. You cannot delete a theme supplied with LibreOffice.

Location of the Gallery and the objects in it

Graphics and other objects shown in the Gallery can be located anywhere on your computer's hard disk, on a network drive, or other removable media. When you add graphics to the Gallery, the files are not moved or copied; the location of each new object is simply added as a reference.

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

The location of the user Gallery is specified in **Tools > Options > LibreOffice > Paths**. You can change this location, and you can copy your gallery files (SDV) to other computers.

Gallery contents provided with LibreOffice are stored in a different location. You cannot change this location.

Note

The locations of Gallery themes distributed through LibreOffice extensions are determined by the extensions' settings.

Using Fontwork

With Fontwork you can create graphical text art objects to make your work more attractive. There are many different settings for text art objects (line, area, position, size, and more), so you have a large choice.

Fontwork is available with LibreOffice Writer, Calc, Impress, and Draw, but you will notice small differences in the way that each component displays it.

Creating a Fontwork object

- 1) On the Fontwork toolbar (**View > Toolbars > Fontwork**) or the Drawing toolbar (**View > Toolbars > Drawing**), click the **Insert Fontwork Text** icon, or choose **Insert > Fontwork** on the Menu bar.
- 2) In the Fontwork Gallery dialog (Figure 259), select a Fontwork style (scroll down to see more choices), then click **OK**.

The Fontwork object will appear in your document. Notice the squares around the edge (indicating that the object is selected) and the differently colored dot; these are discussed in "Moving and resizing Fontwork objects" on page 250.

- 3) Resize the object using one of the corner handles (hold down the *Shift* key to keep the sides proportional), or right-click and choose **Position and Size** in the context menu for more precise sizing.