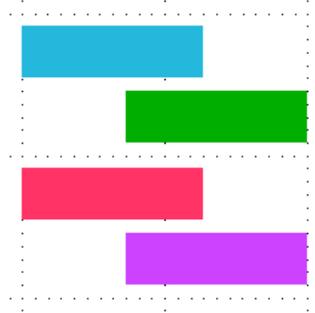


## Using the Grid

A grid is a set of horizontal and vertical axes in the drawing area, represented by a series of horizontal and vertical dots. It's a nice way to make sure your drawings are even and symmetrical. You can use the grid as just a visual guide, or you can set up Draw and Impress so that objects you move or create *snap* to the grid. Snapping means that all objects automatically align with the axes of the grid, both in their position and their dimensions.

If your grid is a series of horizontal and vertical lines a half inch apart, for instance, and you've turned on the "snap to grid" feature, you can't move an object to be .56 inches from the left margin. And you can't draw an object that's .72 inches by .96 inches.



### Grid Basics

Here's how to get going with basics like turning the grid on.

#### Viewing the Grid Toolbar Icons

To turn on the grid and do other grid tasks, choose View > Toolbars > Options.



#### Displaying the Grid

Click the Display Grid icon; click it again to turn it off.



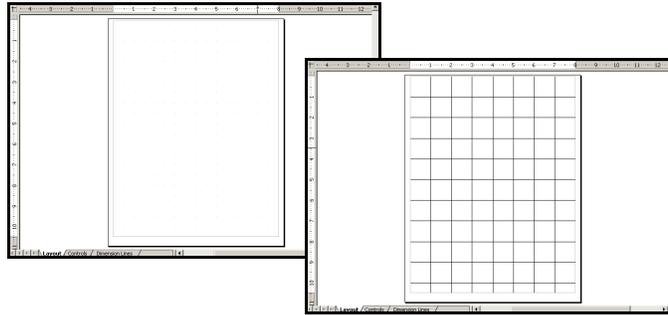
#### Snapping to the Grid

Click the Snap to Grid icon; click it again to stop snapping. The grid doesn't have to be displayed in order to be snapped to.

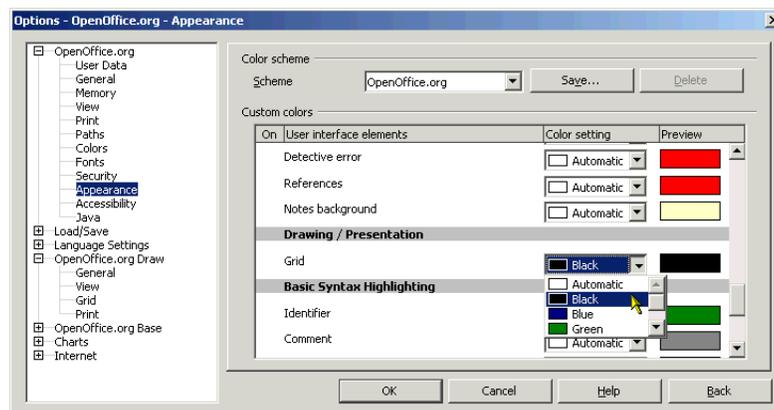


## Making the Grid Lines Darker

When you turn on the grid, it looks like the picture on the left. This isn't much use if you want to use it as a visual guide. Here's how to make it darker (the version on the right).



- 1 Choose Tools > Options > OpenOffice.org > Appearance.
- 2 Scroll down to the section showing the Drawing/Presentation grid, choose Black.



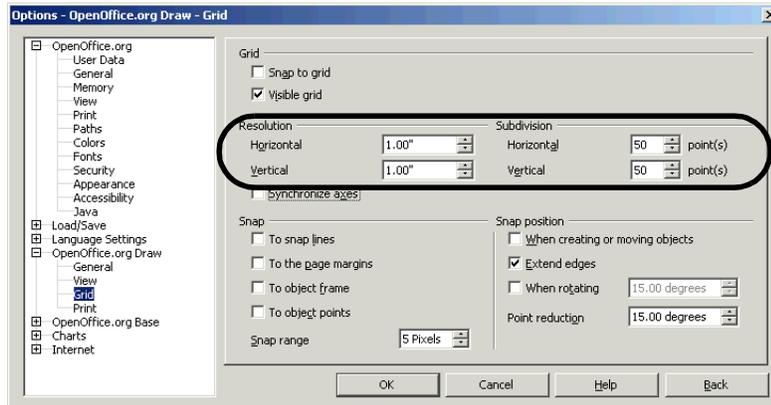
- 3 You can also give the grid more visual points. In the left pane of the same main window, scroll down to OpenOffice.org Draw (or OpenOffice.org Impress) and select Grid.

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**Note** – You only do this if you're using the grid visually because now when you move objects they'll snap to the nearest grid point, and they're 1/50th of an inch apart. Having the dots that close together doesn't help you when you're snapping.

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- 4 Specify something like an inch between axes and 50 points between the axes, or a half inch and 25 points.



- 5 Click OK.