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BONUS CHAPTERS ON THE CD-ROM

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- Opening OpenOffice.org Draw • The Program window of Draw • Creating Objects • Drawing a Square • Changing the Properties of an Object • Undoing a Change • Inserting a new slide • Working with Text • Saving a Document
- Closing a Document • Opening an Existing Draw File • Switching between Slides • Applying Effects to Objects
- Arranging the Objects in a slide • Aligning Objects • Selecting more than one object. • Grouping Objects
- Working on a Group • Merging and Combining Objects • Saving the changes and closing the document • Quitting OpenOffice.org Draw

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- Uses of The GIMP • Getting Started with The GIMP • The Program Interface of The GIMP • Opening an Image File
- Opening a New Blank File • Copying an Image • Saving a File • Closing a File and Quitting The GIMP

E Chapter-2: Working with Images

- Working with Images • Opening Recently Opened Files • Editing the Images • Undoing a Change • Working with Colors • Foreground and Background Colors

E Chapter-3: Working with Selections

- Making Selections • The Tool Options Dialog Box • Free-Hand Selection Tool • Fuzzy Selection Tool • Bezier Selection Tool • Intelligent Scissors Tool • The Grow and Shrink Commands • Moving a Selected Portion • Editing a Selection • Copying a Selection • Inverting a Selection • Erasing using the Eraser Tool • Filling a Selection

E Chapter-4: Painting, Editing and Other Tools

- The Painting Tools • The Editing Tools • Transforming Images using the Transform Tool

E Chapter-5: The Concept of Layers and Text

- The Layers Dialog Box • Creating a New Layer • Reordering the Layers • Merging Layers • Working with Type
- Loading Text from an Image

E Chapter-6: Capturing Pictures Using the GIMP

- Capturing Pictures • Capturing a Single Window