

# Basic Inkscape Functions For GEOG 232 Lab 4

## -Zooming In/Out

You can zoom in and out by either using your mouse wheel (if available) or clicking the “Zoom In and Out” icon (magnifying glass icon on the left-hand toolbar). A set of options will appear in the upper-lefthand corner in the lowest toolbar allowing you to zoom in or out by clicking a particular icon. Your cursor will also change to a magnifying glass to let you know you’re in zoom in or zoom out mode.

## -Select/Resize/Move an element

Click on an element to select it (a dotted box should appear around the selected item).

To select multiple items, click and hold at a point near the items. Then, while holding the click, drag the mouse towards the items. You will see a solid line box appear. Continue to drag the box until it surrounds the items you wish to select, then release. You can also click on the first item, then press and hold shift, then click the second item to include it.

Use the arrows on the dotted box around the selected element to resize it.

To move an element, hold the cursor over the element, a small crosshairs symbol will appear to the right of the cursor. When this is visible, press and hold the left mouse button and move the element using the mouse. To stop moving the element, simply release the left mouse button.

## -Grouping/ungrouping elements

Right-click on the element(s) you wish to group/ungroup, go to the bottom of the list of options until you find the “*Ungroup*” and “*Group*” options.

Clicking “*Ungroup*” will separate the current selected element into smaller individual elements (if possible). Clicking “*Group*” will combine all the current selected elements into a single new element.

## -Change a text element’s font size, type, and color

Double-click on the desired text element until the text is highlighted. A text *font type* and *font style*, *font size*, and *space between baselines* box should appear in the upper-lefthand corner on the lowest toolbar. Select the desired option and the text will update to what you have chosen. While a text element is selected, you can change the color by selecting one of the colored squares at the bottom of the screen or by clicking the **Object Tab** (top toolbar) > **Fill and Stroke**. Within Fill and Stroke there are many more options to modify the color with different patterns and gradients.

## -Inserting a new text box

Click the “*Create and Edit Text Options*” icon on the left-hand toolbar (icon looks like a capital “A”). Your cursor will now change to a crosshairs with a little “A” on the right-hand side. Click and Drag the mouse to form a text box (you can even make them off the page, then move them after you

finish entering your text). If you created a text box that is too small the box will disappear and you will have to draw it again larger. If the text box is large enough the box will remain and a cursor will appear in the top-left corner of the box. You can now type into this box. When finished, click the “*Select and Transform Objects*” icon (the black arrow at the top of the toolbar on the left-hand toolbar) to complete and move your text box.

### **-Creating and Modifying a Neatline**

Click the “*Create Rectangles and Squares*” icon on the left-hand toolbar (icon looks like a square). Your mouse cursor will change to a crosshairs with a rectangle next to it. Left-click and drag the cursor to create the rectangle. When finished, release the left mouse button. Your rectangle is now a new element. You can manually adjust the size by selecting it, or if you want to be more precise, after you select it, go to **Object > Transform**. In the “*Transform*” box, you can be very precise with how wide, tall, skewed, and rotated you want the rectangle to be. To change the Fill Color select the rectangle simply click on the colored squares at the bottom of the screen. To make the rectangle “hollow” or no fill select the rectangle and to **Object > Fill and Stroke**, under the **Stroke Paint Tab**, select the “*Swatch*” icon (rightmost square icon). To change the width, go to the **Stroke Style Tab** under **Fill and Stroke** box, set the units to inches, and type in the width you want the line (**0.05” - 0.40”** is acceptable). You can also change the line style using the “*Dashes*” option in the **Stroke Style Tab**.

### **-Document Properties and Display Units**

Click “*File*” in the upper left-hand corner and go to “*Document Properties*”. Stay on the **Page Tab**. To change the units being displayed on the page, click the drop-down arrow next to “*Display Units*” in the upper-left-hand corner (students should set this to inches), the units on the height and width rulers should update to the new units. Under the “*Orientation*” section in the Page Tab, you can select the paper orientation (portrait or landscape) and the size of the paper (this should be set to the standard size of paper of 9 inches tall x 7 inches wide, make sure the units are set to inches in the “*Orientation*” section as well).

### **-Saving a file in Inkscape**

Go to File > Save As, navigate to the directory or folder you want to save to. Name your file in the **File Name Box** and select the file type in the **Save As Type** box. The default file type is the Inkscape SVG (.svg). You can also save files as image or PDF files among other types.