Introduction to Styles

- **Importance of Professional Style:**

    - A professionally styled document is appreciated in the modern world.
    - **Two Ways to Create an Attractive Digital Document in LibreOffice Writer:**
        1. Manual Formatting (learned in Class IX).
        2. Applying Styles.
- **Limitations of Manual Formatting:**

    - It's easy and requires less knowledge.
    - Becomes difficult and inconsistent for large reports or complex documents.
    - Time-consuming when changes need to be applied across multiple sections.
- **Advantages of Using Styles in Writer:**

    - Saves time and effort.
    - Ensures consistency throughout the document.
    - Allows easy changes in formatting by updating the style and applying it to the entire document.
    - Shifts focus from appearance to content.

Definition of Style:

- A **Style** is a collection of formatting settings saved under a name that can be applied to a document.

- Example: **Title Style** can be defined as:

    - Font Size: 12
    - Font Name: Bookman Old Style
    - Font Weight: Bold
    - Alignment: Left
- **Advantages of Applying Styles:**

    - Title Style can be consistently applied to all titles in the document.
    - To change the appearance of all titles, simply update the Title Style and apply it.
    - Styles enable the quick and efficient formatting of large sections or entire documents.

Style Categories in LibreOffice Writer

Writer provides **six main categories** of styles for organizing and formatting different sections of a document:

1. Page Styles:

- Applies to the overall layout of the pages in the document.
- Controls **page size**, **margins**, **header/footer placement**, **footnotes**, **borders**, and **background**.
- A document can use one or many page styles.

- If no page style is specified, the **Default Page Style** is automatically applied.

2. Paragraph Styles:

- Formats content organized into paragraphs, which begin and end with the **Enter** key.
- Includes **tab stops**, **text alignment**, **line spacing**, and **borders**.
- Usually includes some character styling attributes (such as font type or size).

3. Character Styles:

- Focuses on formatting blocks of text or individual words within paragraphs without affecting the entire paragraph.
- Used to change **text color**, **text size**, **highlighting**, and **emphasis** (e.g., bold, italics).

4. Frame Styles:

- Frames divide a document into sections, with each section able to have a unique appearance.
- Frames act as **containers** for holding text, graphics, or lists.
- Frame styles allow specifying the **size**, **position**, **border**, and how text wraps around the contents inside the frame.

5. List Styles:

- Allows styling of **lists** in a document.
- Enables the application of **numbering** or **bullet points** with custom styles.
- Supports specifying **numeric formats** for lists.

6. Table Styles:

- Organizes and presents large amounts of information effectively using tables.
- Table Styles allow for formatting **borders**, using different **text/border colors**, and aligning text inside the table.
- Offers options for creating **different patterns** or using **varied text colors** within table cells.

Key Takeaways:

- Using **Styles** in LibreOffice Writer simplifies document formatting, ensuring consistency and saving time.
- **Styles** help in managing the appearance of different sections such as pages, paragraphs, characters, frames, lists, and tables.
- By updating a style, changes can be applied to the entire document in one go, enhancing efficiency and productivity.

Styles and Formatting in LibreOffice Writer

Writer provides numerous options and tools for styling and formatting a document. All formatting options learned in Class IX, which were applied through the **Formatting Toolbar**, can also be applied using the **Style Menu** in Writer.

Predefined Styles in Writer:

LibreOffice Writer offers various predefined styles that can be accessed using the following methods:

1. **Using the Style Option from the Menu Bar:**

   - Navigate through the menu to access and apply different styles.
2. **Using the Style Drop-Down List Box in the Toolbar:**

   - The **current paragraph style** is displayed in the text box of the drop-down list (Fig. 1.1).
   - If the **Toolbar** is not visible, enable it by clicking on **View > Toolbars** and selecting **Formatting** or **Formatting (Styles)**.
3. **Using the Sidebar Menu:**

   - On the **Sidebar**, clicking on the **Styles icon** displays the Style sub-menu (Fig. 1.2).
4. **Using the Keyboard Shortcut (F11):**

   - Press the **F11** function key to directly access styles.

Accessing and Managing Styles:

If you choose to style your document using any of the options above, you will find various available options on the top (Fig. 1.3).

- The first six icons in the Style sub-menu (Fig. 1.3) allow you to select the **category of style**:

  1. **Paragraph Style**
  2. **Character Style**
  3. **Frame Style**
  4. **Page Style**
  5. **List Style**
  6. **Table Style**
- **Displaying a List of Existing Styles:**

  1. Click on any of the category buttons to display a list of available styles in that category.
  2. At the bottom of the window, there is an option to select **Show Preview**, which displays the style name along with its visual appearance in the list.
     - **Fig. 1.4**: Displays the list of paragraph styles without the preview.
     - **Fig. 1.5**: Displays the list of paragraph styles with the preview enabled.
- **Filtering Styles:**

1. At the bottom of the Style sub-menu, there is a **Drop-Down List** to filter the style categories to be displayed above.
2. The default filter is set to **Hierarchical** (as seen in Fig. 1.5).

Steps to Apply Styles in a Document:

To apply any of the styles (such as Paragraph, Character, Frame, Page, List, or Table), follow these steps:

1. **Step 1: Select the Text to be Formatted**

    - The selected text can be a collection of characters, words, lines, paragraphs, pages, frames, or tables.
2. **Step 2: Choose the Appropriate Style**

    - Select the desired style category by clicking the corresponding button from the top of the **Styles Bar**.
3. **Step 3: Apply the Style**

    - A list of available styles for the chosen category will appear.
    - **Double-click** on the desired style to apply it to the selected text.

Fill Format in LibreOffice Writer

When working with documents, you may need to apply the same style to multiple words or elements that are located in different parts of the document. Instead of manually applying the style to each word or element individually, LibreOffice Writer provides the **Fill Format** option for more efficiency.

Purpose of Fill Format:

- **Fill Format** allows you to quickly apply a selected style to multiple areas scattered throughout the document without needing to repeat the full styling process for each section.
- It can be used to style scattered elements like:
    - Pages
    - Frames
    - Tables
    - Lists
    - Paragraphs
    - Characters

Location of Fill Format Option:

- **Fill Format** is the second icon from the right on the **Style Menu** (as shown in Fig. 1.3).

Steps to Use Fill Format:

1. **Step 1: Open the Document**

   - Open the document where you want to apply the style.

2. **Step 2: Open the Styles Window**

   - In the **Styles Window**, select the appropriate style category (e.g., Paragraph, Character, Frame, etc.).
   - From the drop-down list, choose the desired style.

3. **Step 3: Select the Fill Format Button**

   - Click the **Fill Format** button (the second icon from the right on the Style Menu).

4. **Step 4: Apply the Style**

   - Move the mouse pointer to the location where the style needs to be applied and **click**.
   - Ensure that the style is applied to the correct type of content (e.g., character style for text, frame style for frames, etc.).

5. **Step 5: Repeat the Process**

   - Repeat Step 4 until the style has been applied to all necessary elements in the document.

6. **Step 6: Exit Fill Format Mode**

   - To stop using the Fill Format option, either click the **Fill Format** button again or press the **Esc** key.

Key Benefits of Fill Format:

- Saves time by allowing you to apply styles to multiple scattered locations in a document.
- Ensures consistent styling throughout the document without the need to manually re-select and apply the style each time.

Creating and Updating a New Style in LibreOffice Writer

In Writer, you can format a document using predefined styles. However, if the existing styles do not meet your requirements, you can create **Custom Styles**. There are two main methods to create a custom style:

1. **From Selection**
2. **Drag and Drop**

(a) Creating a New Style from Selection

The **Styles Action Button**, which is the last button in the Style menu, allows you to create a new style, modify an existing one, or load a style from a document or template. The steps to create a new style from selection are:

Steps to Create a New Style from Selection:

1. **Step 1: Select the Portion of the Document**

   - Choose the portion of the document (e.g., page, paragraph, character) whose appearance you want to change.
   - Format it according to your requirement.

2. **Step 2: Choose the Style Category**

   - From the top of the Style menu, choose the category (paragraph, character, page, etc.) for which the new style will be created.

3. **Step 3: Select the Style Action Button**

   - Click on the **Styles Action Button** and a list of options will appear (Fig. 1.13).
   - Click on **New Style from Selection**.

4. **Step 4: Name the New Style**

   - In the **Create Style Dialog Window**, type the name for the new style (e.g., **MyStyle**) (Fig. 1.14).
   - The names of existing styles will be displayed in the window.

5. **Step 5: Save the New Style**

   - Click **OK** to save the newly created style.
   - The new style will now appear in the list of available styles.

Updating an Existing Style

Instead of creating a completely new style for small changes, an existing style can be modified to fit your needs. **Updating Current Style** is the second option in the Styles Action Button list (Fig. 1.18). This allows you to make changes to an existing style.

Steps to Update an Existing Style:

1. **Step 1: Select the Portion to be Modified**

   - Choose the page, paragraph, or frame you wish to modify.

2. **Step 2: Format the Selected Portion**

   - Change the formatting as per the requirement.

3. **Step 3: Update the Style**

   - Open the **Style Menu** and click the button to update.

4. **Step 4: Use the Styles Action Button**

   - Click on the **Update Selected Style** option to save the changes made to the existing style.

Note: Ensure that the modifications remain consistent throughout the selection. For instance, if you change the font or size in a paragraph, these changes should remain consistent throughout the entire paragraph.

(b) Creating a New Style Using Drag and Drop

Another way to create a custom style is by using the **Drag and Drop** method. This method allows you to drag a formatted portion of text directly to the Style menu.

Steps to Create a New Style Using Drag and Drop:

1. **Step 1: Select and Format the Text**

   - Select the desired text from the document and apply the formatting changes.

2. **Step 2: Choose the Style Category**

   - From the buttons at the top of the Style menu, choose the category of style (e.g., paragraph, character) where the new style will be created.

3. **Step 3: Select the Base Style**

   - Click on the desired style under which the new style will be created.

4. **Step 4: Drag the Selected Text**

   - Drag the selected portion of the text from the document to the **Style Menu**.

Note: While dragging the text, the cursor shape will change to indicate whether the operation is possible.

5. **Step 5: Name the New Style**

   - In the **Create Style Dialog Window**, type the name for the new style.
   - The names of existing styles will be displayed in the window.

6. **Step 6: Save the New Style**

   - Click **OK** to save the name of the new style.

Note: Drag and Drop cannot be used to create a **Page Style**.

Key Points:

- **From Selection** is useful when you want to create a style based on selected and formatted text.
- **Drag and Drop** provides a quick way to create styles by dragging formatted text directly to the Style menu.
- **Updating a Style** is efficient for making small modifications to existing styles instead of creating new ones.

These methods allow you to create and manage styles easily, giving you greater control over document formatting.

Loading Styles from a Template or Document

The **Load Styles** option in the **Style Action Button** allows users to copy styles from an existing template or document. This feature enables you to easily replicate the appearance of a previous document without needing to recreate the styles.

Steps to Load Styles from a Template or Document:

1. **Step 1: Open the Style Menu**

   - Click on the **Style Menu** and select **Load Styles** from the **Style Action Button** (Fig. 1.22).

2. **Step 2: Open the Load Styles Dialog Box**

   - This will open the **Load Styles Dialog Box** (Fig. 1.23).
   - In this dialog box, choose the **Category** of the document (e.g., Paragraph, Character, etc.).

3. **Step 3: Select a Template**

   - Find and select the desired **Template** from which to copy styles.
   - Note: If you have no templates stored in the **My Templates** category, this category will appear empty.

4. **Step 4: Choose the Types of Styles to Copy**

   - In the same dialog box, select the types of styles you want to copy:
     - **Text** (for Paragraph and Character styles)
     - **Frame**
     - **Pages**
     - **Numbering** (List styles)
   - You can also select the **Overwrite** option if you want the copied styles to replace any existing styles with the same name.

5. **Step 5: Copy the Styles**

   - Click **OK** to copy the styles from the selected template.

6. **Step 6: Copy Styles from a Document**

   - If you want to copy styles from a specific document (instead of a template), click the **From File** button in the **Load Styles Dialog Box**.
   - A **File Selection Dialog Box** will appear, allowing you to select the desired document from your computer.

Applying Styles in a New Document

- When you create a new document, **Writer** applies **default styles**. These default styles are displayed in the **status bar** (Fig. 1.24).
- You can choose to retain these default styles or change them using the **Style Menu**.

Summary:

1. A **Style** is a collection of formatting information that can be saved and applied to a document.
2. Writer provides six style categories:
   - **Page**, **Paragraph**, **Character**, **Frame**, **List**, and **Table**.
3. Predefined **Heading Styles** act as bookmarks, allowing faster browsing within a document.
4. The **Fill Format** option helps in applying styles to scattered pages, frames, tables, lists, paragraphs, or characters.
5. **Custom styles** can be created using the **Selection** or **Drag and Drop** methods.
   - **Drag and Drop** cannot be used for **Page Styles**.
6. A **user-defined style** can be updated anytime following the same steps used for creating it.
7. A document can be styled using styles from another document or template, making it easier to maintain consistency.

A. Multiple Choice Questions

1. **Which of the following features in LibreOffice Writer is/are used to create the given document?**

   - (a) Page borders
   - (b) Envelope
   - (c) Picture from File
   - **(d) Indexes and Tables**

2. **Styles menu (from sidebar) in Writer provides options to work on**

   - (a) Paragraph Styles
   - (b) Frame Styles
   - (c) Page Styles
   - **(d) All of the above**

3. **What is a style template in LibreOffice Writer?**

   - **(a) Pre-determined form and mode of document file**
   - (b) One kind of model style
   - (c) One type of document
   - (d) Cluster of documents in Writer

4. **Which of the following gives the status of your document, like page numbers, number of pages?**

   - **(a) Status bar**
   - (b) Standard toolbar
   - (c) Formatting
   - (d) Title bar

5. **Which of the following can be used to access a style menu?**

   - **(a) F11 function key**
   - (b) Sidebar Menu
   - (c) Formatting toolbar
   - (d) All of these

B. Fill in the Blanks

1. A **style** is a collection of different formats.
2. Styles are especially handy in **long documents**.
3. Proper use of styles improves **consistency** in a document.
4. The first five buttons at the top of the Styles window select the category of **styles**.
5. Using predefined **headings** creates Bookmark in the document.
6. On opening a new file **Default** Style is used for formatting the document.
7. In page layout documents, you can arrange **objects** like text boxes and graphics.
8. Character styles are often integrated in **paragraph** Style.
9. **Fill format mode** allows to apply style at different places in the document.
10. Predefined Style **can** not be updated by Drag and Drop method.

C. Short Answer Questions

1. **What do you understand by styles in LibreOffice writer document?**
   Styles in LibreOffice Writer are predefined sets of formatting instructions that you can apply to different elements in your document, such as text, paragraphs, frames, and pages, to ensure consistent formatting.

2. **Write advantages of using Style over manual formatting, for designing a document.**

   - Ensures consistency throughout the document.
   - Saves time by applying formatting quickly.
   - Makes global changes to the document easy.

3. **What are the different categories of style in LibreOffice writer document?**

   - Paragraph Styles
   - Character Styles
   - Frame Styles
   - Page Styles
   - List Styles

4. **Write down the steps to update a style.**

   - Modify the formatting of any text.
   - Right-click the updated text and select "Update Style."
   - The changes will be applied throughout the document.

5. **What do you understand by custom styles in LibreOffice writer?**
   Custom styles are user-created styles that are tailored to specific formatting needs, allowing you to define and save unique styles that can be reused across multiple documents.

6. **In a document, the Introduction paragraph is to be designed extensively by setting its font (face, size, weight, color), space above it, and giving number to heading. Given below are the steps used to do so.**

   - (i) Select the Introduction (paragraph)
   - (ii) Open Font list from Toolbar
   - (iii) Select the font
   - (iv) Open Font size from Toolbar
   - (v) Select the desired font size
   - (vi) Select Font weight (Bold) from the toolbar
   - (vii) Open Font color from Toolbar
   - (viii) Select desired color
   - (ix) Using Format menu option, select Spacing > Paragraph > Indent and Spacing
   - (x) Edit space above paragraph
   - (xi) Add number by Selecting Numbered list from Toolbar

7. **Give two examples where, instead of Style, using manual formatting will be beneficial.**

   - When making quick changes to a small document.
   - When applying temporary formatting for specific sections.

8. **Give one situation, in which you will prefer to use Fill Format for styling your document.**

Fill Format is useful when you need to apply the same style to multiple places in a document, especially in long documents with consistent formatting needs.

9. **Write steps to load style(s) from a template.**

- Open the document where you want to apply the style.
- Select `Styles > Load Styles` from the Styles menu.
- Choose the template from which you want to load styles.
- Select the desired styles and click OK.

CHAPTER 2: Working with Images

Overview

- **Visual Appeal:** Pictures like drawings, charts, logos, graphs, or photos make documents easier to understand.
- **Digital Images:** These are represented in binary values (0s and 1s) known as pixels and stored in file formats like GIF, JPG, JPEG, PNG, BMP, etc.
- In this chapter, you'll learn how to **insert and modify images** to create an attractive document using various tools in **LibreOffice Writer**.

Inserting an Image in a Document

LibreOffice Writer provides multiple ways to insert images:

- **Insert Image Dialog**
- **Drag and Drop**
- **Copy and Paste**
- **Linking**

---

1. Inserting an Image Using Insert Image Dialog

Steps:

1. Open the document where you want to insert an image.
2. Place the cursor at the desired location.
3. Click on **Insert > Image** from the menu bar.
4. The **Insert Image** dialog box will appear.
5. Select the image file and click **Open** to insert the image.

---

2. Inserting an Image Using Drag and Drop Option

Steps:

1. Open the document in LibreOffice Writer.
2. Open a file browser window (**Win+E**) and select the image file.
3. Drag the image from the file browser to the document.
4. Drop the image where you want it to appear in the document.

---

3. Inserting an Image Using Copy and Paste Method

Steps:

1. Select and copy the image from its source.
2. Place the cursor in the document at the desired location.
3. Paste the image using **Ctrl + V** or right-click and select **Paste**.

- This method **embeds** the image into the document.

---

4. Inserting an Image by Linking

Instead of embedding the image, you can insert it as a **link**. This reduces document size because the image is stored separately and only linked to the document.

Steps:

1. Open the **Insert Image** dialog box.
2. Check the **Link** option before inserting the image (as shown in Fig. 2.7).
3. The image will be linked rather than embedded.

- **Keyboard Shortcut for Linking:** Use **Ctrl + Shift** while dragging and dropping the image to link it to the document.

Summary

- **Images in Documents:** They are easier to understand than text-only documents and can be inserted using multiple methods.
- **Embedding vs. Linking:** Embedding stores the image in the document, while linking saves a reference to the image, keeping file size smaller.
- LibreOffice Writer allows images to be inserted using **Insert Image**, **Drag and Drop**, **Copy and Paste**, and **Linking** methods.

Modifying an Image

In LibreOffice Writer, images can be modified using the **Image toolbar**, which appears automatically when an image is selected. The toolbar offers various options like resizing, cropping, rotating, and applying effects.

Using the Image Toolbar

If the **Image Toolbar** doesn't appear automatically, you can activate it manually by:

- **Clicking on View > Toolbars > Image** from the menu bar.

The **Image Toolbar** (Fig. 2.8) includes various tools to adjust images, which are described below in **Table 2.1**:

Tool	Effect on Image
Image Filter	Offers 11 filters to enhance the image (see Table 2.2 for details).
Image Mode	Changes the image to black & white, grayscale, or watermark.
Crop	Removes unwanted parts of the image.
Flip Horizontally	Flips the image horizontally by 180°.
Flip Vertically	Flips the image vertically by 180°.
Rotate 90° Left	Rotates the image left by 90°.
Rotate 90° Right	Rotates the image right by 90°.
Rotate	Rotates the image by any custom angle.
Transparency	Adjusts image transparency using a percentage.
Color	Adjusts colors, brightness, contrast, and gamma.

Color Adjustment

- Clicking the **Color** button opens a **Drop Down List** (Fig. 2.9), where you can adjust:
    - **Red**, **Green**, and **Blue** colors.
    - **Brightness**, **Contrast**, and **Gamma**.
    - Each parameter can be increased or decreased using percentage sliders.

Image Filters

Selecting **Image Filter** opens a window with 11 filter options (Fig. 2.10). Each filter provides a specific effect:

Tool	Effect on Image
Invert	Inverts color values of a colored image or brightness in a grayscale image.
Smooth	Softens the image contrast.
Sharpen	Increases the image contrast.
Remove Noise	Removes single pixel noise from the image.
Solarisation	Reverses the tone of a photo, turning light areas dark and vice versa.
Aging	Simulates the effect of aging on the picture.
Posterise	Reduces the number of colors to make the image resemble a painting.
Relief	Adjusts the light source to create shadows.
Mosaic	Groups pixels into blocks of the same color.
Charcoal Sketch	Turns the image into a charcoal sketch.

Practical Use of the Image Toolbar

1. **Selecting the Image**: Click on the image you want to modify.
2. **Using the Toolbar Tools**: Click on the desired tool (crop, rotate, flip, etc.) to apply the modification.
3. **Adjusting Colors and Filters**: Choose from the color options or apply an image filter to enhance the image.

Resizing an Image

Resizing an image is the process of reducing or enlarging the image size to fit it into a specific area of the document. LibreOffice Writer allows you to easily resize images using the sizing handles that appear when you select an image.

Steps to Resize an Image:

1. **Select the Image:**
   - Click on the image you want to resize. You will see **eight sizing handles** surrounding the image (Fig. 2.14).
2. **Adjust the Image Size:**
   - Position the mouse pointer over one of the sizing handles. The pointer will change to indicate the direction of resizing.
3. **Drag to Resize:**
   - Click and **drag** one of the corner handles to resize both the width and height **simultaneously**.
   - Use the side handles to resize only **one dimension** at a time (width or height).
4. **Release the Mouse:**
   - Once you are satisfied with the new size, release the mouse button. The image will be resized as per your adjustments (Fig. 2.18).

Note: Resizing the image changes its size, while cropping removes parts of the image.

Deleting an Image

To delete an image from a document:

- **Select** the image by clicking on it.
- **Press** the **Delete** key on your keyboard to remove the image.

Drawing Objects

LibreOffice Writer provides various **drawing tools** to create flowcharts, callout boxes, and diagrams directly within your document. You can easily insert and customize these drawing objects.

Using Drawing Tools:

1. **Enable the Drawing Toolbar:**

   - To access drawing tools, click on **View > Toolbars > Drawing** (Fig. 2.19).
   - The **Drawing Toolbar** will appear, offering tools like rectangles, lines, arrows, stars, and more (Fig. 2.20).
2. **Insert a Drawing Object:**

   - Place the cursor where you want to insert the drawing.

- Select the desired **drawing tool** from the toolbar.
- The mouse pointer will change to a **drawing-function pointer**.
- **Click and drag** to draw the object in the document.
- Release the mouse button to complete the drawing.

3. **Cancel Drawing Function:**

- To stop the drawing function, press the **Esc** key or click the **Select icon** (arrow) on the Drawing Toolbar.

Customizing Drawing Objects

Once an object is inserted, its properties can be modified using the **Drawing Object Properties** toolbar (Fig. 2.23). You can:

- **Move, resize, or rotate** the object.
- **Change properties** like color, line style, or transparency.

You can modify properties either before or after creating the object. For **default settings**, adjust the properties **before** creating the object.

- Right-clicking on the object also allows you to access additional customization options.

Setting or Changing Properties of Drawing Objects

In LibreOffice Writer, you can modify various properties of drawing objects both before and after creating them. The **Drawing Object Properties Toolbar** (Fig. 2.23) is used for this purpose and can be moved to any part of the screen as a floating toolbar.

Steps to Set Properties Before Drawing an Object:

1. **Select the Object:**

- From the **Drawing Toolbar**, select the object you want to draw.

2. **Modify the Properties:**

- From the **Drawing Object Properties Toolbar**, click on the icon of the property you want to change (e.g., color, border style).
- Change the value of the desired parameter (e.g., size, transparency).

3. **Repeat for Other Properties:**

- Repeat steps 2 and 3 to adjust other properties as required.

4. **Draw the Object:**

- Once the properties are set, draw the figure by following the steps from the previous section.

Note: The changes made to the object's properties before drawing apply only for the current session.

Steps to Change Properties After Drawing an Object:

1. **Select the Object:**

   - Click on the object whose properties you want to modify.

2. **Modify the Properties:**

   - Follow the same steps (2 to 5) used for setting properties before drawing to change the desired properties after the object has been created.

Resizing and Grouping Drawing Objects

You may need to adjust the size of a drawing object to fit a specific space in your document. This can be done by resizing the object either proportionally or non-proportionally.

Steps to Resize a Drawing Object:

1. **Select the Object:**

   - Click on the object to be resized. Eight handles will appear on the corners and edges.

2. **Resize the Object:**

   - Click on any of the handles and **drag** it to resize the object.
   - Dragging corner handles resizes the object while **maintaining its proportions**.
   - Dragging edge handles will **resize non-proportionally**, stretching the object in one dimension (height or width).

3. **Using the SHIFT Key:**

   - While resizing, hold the **SHIFT** key to observe how the resizing action changes. This helps maintain or alter the shape as needed.

Grouping Drawing Objects

Sometimes you may have multiple shapes overlapping to create a design, and they need to be treated as a single entity for ease of editing. In LibreOffice Writer, you can **group** these shapes.

Steps to Group Drawing Objects:

1. **Select the Objects:**

   - Click on the first object.
   - Hold the **SHIFT** key and click on other objects you want to include in the group.

2. **Group the Objects:**

   - Select the **Group** tool from the **Drawing Object Properties Toolbar** (Fig. 2.29) or go to **Format > Group > Group** from the main menu.

3. **Grouped Behavior:**

   - Once grouped, all selected objects will behave as a single entity. Any changes applied to one object will be applied to all members of the group.

Ungrouping and Group Options:

- You can also **Ungroup** or **Enter/Exit Group** using the toolbar or menu options, allowing individual objects within the group to be edited if needed. These options are also available in the **Drawing Object Properties Toolbar** (Fig. 2.29).

Positioning an Image in the Text

Once you've created, formatted, resized, and grouped your drawing or image, the next step is to position it appropriately within the document alongside text and other elements. There are four key settings for positioning images:

1. **Arrangement**
2. **Anchoring**
3. **Alignment**
4. **Text Wrapping**

These settings can be accessed through the **Format menu**, **context menu** (right-click), or the **Drawing Object Properties Toolbar**.

1. Arrangement

Arrangement determines the layering of an image with respect to other images or text, especially when objects overlap. The arrangement tools in the **Drawing Object Properties Toolbar** are shown in Fig. 2.31 and consist of six options:

- **Bring to Front**: Places the image on top of all other objects.
- **Forward One**: Moves the image one level up when there are overlapping images.
- **Back One**: Sends the image one level down.
- **Send to Back**: Places the image behind all other objects.
- **To Foreground**: Moves the image in front of the text.
- **To Background**: Moves the image behind the text.

Note: The last two options (To Foreground and To Background) are only applicable to drawings.

---

2. Anchoring

Anchoring controls the reference point for the image, ensuring that it stays aligned with a specific element (page, paragraph, character, or frame). The anchor options are shown in Fig. 2.32.

- **Anchor to Page**: The image remains fixed on the page, regardless of changes in the document.
- **Anchor to Paragraph**: The image moves with the associated paragraph.
- **Anchor to Character**: The image moves with the character to which it is anchored.
- **Anchor to Frame**: The image is anchored to a specific frame.

---

3. Alignment

Alignment determines the horizontal and vertical positioning of the image with respect to its anchor. The alignment tools, shown in Fig. 2.33, offer six different alignment options:

- **Horizontal Alignments**: Left, Center, Right
- **Vertical Alignments**: Top, Middle, Bottom

These allow you to adjust the placement of the image on the page or within a paragraph.

---

4. Text Wrapping

Text wrapping determines how text flows around the image. The text wrapping tools, shown in Fig. 2.34, allow you to choose from six options:

- **Wrap off**: Text appears above and below the image.
- **Page Wrap**: Text flows around the image, and the layout is adjusted as the image is moved.
- **Optimal Page Wrap**: Text flows around the image but will not appear if there is less than 2 cm of space between the image and the margin.
- **Wrap Left**: Text appears on the left side of the image.
- **Wrap Right**: Text appears on the right side of the image.
- **Wrap Through**: The image is superimposed on the text, allowing the text to appear behind it.

Summary

- **Digital images** are graphical elements represented in pixels that can be inserted into a document.
- Images can be embedded or linked into a document, and various tools allow for modification, resizing, and repositioning.
- **Drawing Tools** in LibreOffice Writer allow for creating flowcharts, designs, and other objects, with properties that can be customized.
- **Arrangement, anchoring, alignment, and text wrapping** are key features for positioning images in relation to text and other objects in the document.

A. Multiple Choice Questions

1. **The text or image which appears faintly in the background of a page is called _____.**

   - **(a) Water mark**
   - (b) Trade mark
   - (c) Copyright
   - (d) Embossing

2. **JPG or JPEG in image format stands for _____.**

   - **(a) Joint Photographic Experts Group**
   - (b) Joint Picture Experts Group
   - (c) Joint Photographic Experts Graph
   - (d) Joint Photographic Experts General

3. **In Drawing Object Properties toolbar, Grouping options provided are _____.**

   - (a) Exit Group
   - (b) Ungroup
   - (c) Enter Group
   - **(d) All of these**

4. **Which of the following is not the correct file extension for an image file?**

   - (a) GIF
   - **(c) Odt**
   - (b) JPEG

5. **Image toolbar does not provide a tool for _____.**

   - (a) filtering
   - **(c) copying**
   - (b) cropping
   - (d) flipping

B. Fill in the Blanks

1. **Crop** tool cuts off non-desirable parts of the image.
2. To change both brightness and contrast of the image, **Color Adjustment** tool can be used.
3. To simulate the effect of time on a picture, **Aging** tool is used.
4. **Send to Back** places the image at the bottom of all objects.
5. An image can be deleted by **selecting** it and pressing the DELETE key.
6. In drawing tools, the basic shapes list provides **geometrical** shapes.
7. The anchor acts as a **reference** point for a drawing.
8. There are **three** options for aligning an image horizontally.
9. The **green** handles of an image are used for rotating it.
10. Changing properties of an object **after** creation retains them throughout the session.**C. Short Answer Type Questions**

1. **What is a digital image? How can you create one?**
   A digital image is a representation of a two-dimensional picture in binary form. You can create one using a digital camera, scanner, or drawing software like LibreOffice Writer by inserting shapes, lines, or importing images.

2. **Write steps to insert an image from the gallery using the Drag and Drop method.**

   - Open the Gallery (Tools > Gallery).
   - Browse to the desired image.
   - Click and drag the image from the Gallery into your document.

3. **How is resizing of an image different from cropping it?**
   Resizing changes the overall dimensions of the image without removing any part of it, whereas cropping removes parts of the image to focus on a specific area.

4. **What are the tools available in the drawing toolbar? Describe any five tools.**

   - **Line Tool**: Draws straight lines.
   - **Shape Tool**: Provides basic geometric shapes like rectangles and circles.
   - **Text Box**: Inserts a text area.
   - **Freeform Line Tool**: Draws custom, hand-drawn lines.
   - **Fill Color Tool**: Fills shapes with a chosen color.

5. **How is linking of an image different from embedding? Give a situation in which you would prefer to link an image.**
   Linking an image means referencing the file's location, whereas embedding stores the image within the document. Linking is preferable when working with large images to reduce the document size and when the image might be updated separately from the document.

6. **Write steps to change properties for drawing objects.**

   - Select the object.
   - Open the **Drawing Object Properties** toolbar.
   - Modify attributes like color, border, and size as needed.

7. **What are the benefits and drawbacks of grouping drawing objects?**

   - **Benefits**: It simplifies manipulation by treating multiple objects as one.
   - **Drawbacks**: Individual objects cannot be edited unless ungrouped.

8. **Describe any two tools from the Drawing Object Properties toolbar.**

   - **Line Color Tool**: Allows changing the color of the object's border.
   - **Transparency Tool**: Adjusts the transparency level of the selected object.

9. **Write steps to insert an image in a basic drawing shape.**

   - Insert a basic shape.
   - Select the shape and right-click.
   - Choose **Area > Bitmap**.
   - Select or import the image you want to insert within the shape.

10. **Write factors controlling positioning of an image in a document.**

- **Anchoring**: Determines the reference point for the image (to page, paragraph, character).
- **Alignment**: Controls whether the image is left, center, or right-aligned.
- **Text Wrapping**: Decides how text flows around the image.

Chapter 3: Advanced Features of Writer

LibreOffice Writer is a powerful word processor offering a range of features beyond basic formatting and editing. In this chapter, you'll explore **advanced features** that help create professional documents, such as using **Table of Contents (ToC)**, **templates**, and **Track Changes**. These tools enhance the functionality and professionalism of your document.

Table of Contents

A **Table of Contents** (ToC) is an organized list of topics and subtopics in a document, usually seen at the beginning of books. In LibreOffice Writer, the **ToC** can be generated automatically from the headings in your document. The table is hyperlinked, meaning you can click on a topic in the ToC to navigate directly to the corresponding section.

Before creating a **ToC**, it's important to understand the concept of **heading hierarchy**.

Hierarchy of Headings

LibreOffice Writer supports up to **10 levels of headings** (H1 to H10), allowing you to structure your document according to different levels of importance.

Steps to Apply Headings:

1. **Create a new document** in LibreOffice Writer and type "Heading 1" to "Heading 10".

2. Click on the **Styles** button from the right sidebar and choose **Paragraph Styles**. In the list, you'll see heading styles from **Heading 1** to **Heading 10** (Fig. 3.1).

3. Place the cursor on the text labeled **Heading 1** in your document, then click on **Heading 1** from the Styles dialog window.

4. Repeat this process for **Heading 2** to **Heading 10**.

5. Once applied, the headings will be styled according to the hierarchy, as shown in Fig. 3.2.

After applying these styles, the same hierarchy will be reflected in the **Table of Contents** when generated.

By applying these heading styles, you can structure the document's contents more effectively, enabling automatic ToC generation and easier navigation.

Creating a Table of Contents (ToC) in LibreOffice Writer

Before creating a **Table of Contents (ToC)** in a document, ensure that proper heading styles (e.g., **Heading 1**, **Heading 2**, **Heading 3**, etc.) are applied. A correct and functional ToC is generated only if paragraph styles for headings have been used appropriately. Once your document is styled with headings, follow these steps to insert the ToC:

Steps to Insert a ToC

1. **Open the file**: Open the previously created document (e.g., **"documentation.odt"**).

2. **Assign Heading Styles**: Ensure that proper heading styles are assigned to the headings in the document using the **Styles dialog box**. For instance, assign styles like in **Fig. 3.3**.

3. **Position the Cursor**: Place the cursor at the location where you want to insert the ToC, typically at the beginning of the document.

4. **Insert the ToC**:

   - Go to the main menu and select **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography**.
   - The **Table of Contents, Index, and Bibliography** dialog box will appear (as shown in **Fig. 3.4**).

5. **Customize the ToC**:

   - The **Type tab** will be selected by default, displaying a preview of the ToC on the right side.
   - In the **Types and Title** section on the left, you can see the default title "Table of Contents." You can change this by typing a new title (e.g., **"Contents"**) in the text box.
   - The preview section will update the title as you make changes.

6. **Protected Against Manual Changes**:

   - By default, the checkbox for **Protected against Manual Changes** is selected, which prevents accidental changes to the ToC. If unchecked, the ToC can be edited like any other text.

7. **Create the ToC**:

   - In the **Create Index or Table of Contents** section, the **Entire Document** option is selected by default, meaning the ToC will be generated from all headings and subheadings in the document.
   - The **Outline** checkbox is selected, allowing the ToC structure to be visible. You can deselect it if you prefer not to display the outline.

8. **Insert the ToC**:

   - Once you're satisfied with the settings, click **OK** to insert the ToC into your document (as shown in **Fig. 3.5**).

Interacting with the ToC

- The headings in the ToC will automatically include **page numbers**.
- The entries are **hyperlinked**. Hovering the mouse pointer over an entry will show a tool tip that says, "Press Ctrl+click to open hyperlink."
- **Press Ctrl + Click** on a heading in the ToC to jump directly to the corresponding section in the document.

Customizing the Table of Contents (ToC) in LibreOffice Writer

After inserting a **Table of Contents (ToC)** in a document, you can easily customize it to suit your preferences. Here's a step-by-step guide:

Steps to Customize ToC

1. **Right-click the ToC**: Anywhere on the ToC, right-click and select the **Edit Index** option from the pop-up menu (as shown in **Fig. 3.6**).

2. **Table of Contents, Index, or Bibliography Dialog Box**: The **Table of Contents, Index, or Bibliography** dialog box will open (see **Fig. 3.7**). This box has five tabs: **Type**, **Entries**, **Styles**, **Columns**, and **Background**. You can use these options to edit and format the ToC as needed. The changes will be reflected in the **Preview** section of the dialog box.

Tabs for Customization

1. **Type Tab**:

    - The **Type** tab is the default tab when you open the dialog box. It allows you to control the structure and format of the ToC.

2. **Entries Tab**:

    - The **Entries** tab lets you define the styles for different entries in the ToC, such as headings and subheadings.

3. **Styles Tab**:

    - The **Styles** tab is where you can apply custom styles to different levels in the ToC. Follow these steps to apply a paragraph style to any level:
        - **Step 1**: Click and select the desired level from the **Levels list**.
        - **Step 2**: Choose the desired paragraph style from the **Paragraph Styles** list.
        - **Step 3**: Click **OK** to apply the selected style to the chosen level. The applied style will appear in square brackets in the **Levels list** and in the **Preview pane**.
        - To **remove a style**, select the level from the **Levels list**, and click the **Default** button.

4. **Columns Tab**:

    - In the **Columns** tab, you can specify the number of columns to be used in the ToC.

5. **Background Tab**:

    - The **Background** tab allows you to change the background color or add a graphic to the ToC (as shown in **Fig. 3.8**).

Changing the Background Color

To modify the background color of the ToC, follow these steps:

1. **Step 1**: Click the **Color** button at the top of the dialog box.
2. **Step 2**: Select a color from the **Colors palette**. The chosen color will be displayed in the **New color window**.
3. **Step 3**: To add the selected color to your custom palette for future use, click the **Add** button.
4. **Step 4**: Click **OK** to apply the new background color to the ToC (as shown in **Fig. 3.9**).

- To **remove** the background color, click the **None** button at the top of the dialog box.

Adding a Graphic as a Background

If you'd prefer to use a graphic as the background of the ToC, follow these steps:

1. **Step 1**: In the **Background** tab, select the **Bitmap** button.
2. **Step 2**: Choose the desired graphic option.
3. **Step 3**: Click **OK** to apply the graphic background (as shown in **Fig. 3.10**).

Maintaining a Table of Contents (ToC) in LibreOffice Writer

Maintaining a **Table of Contents (ToC)** is essential to ensure it stays up-to-date with the document's headings and page numbers. Since changes made to the document (like adding new sections or adjusting page numbers) are not automatically reflected in the ToC, it needs to be updated or deleted manually.

Updating the ToC

LibreOffice Writer does not automatically update the Table of Contents. To update it manually, follow these steps:

1. **Step 1**: Make necessary changes to the document, such as adding or removing headings, or modifying content that affects page numbering.
2. **Step 2**: Right-click anywhere in the ToC.
3. **Step 3**: Select **Update Index** from the pop-up menu.
4. **Step 4**: The Table of Contents will be updated, reflecting the new headings and page numbers.

Deleting the ToC

To delete an existing ToC:

1. **Step 1**: Right-click on the Table of Contents.
2. **Step 2**: Select **Delete Index** from the pop-up menu.
3. **Step 3**: The ToC will be removed from the document.

Using Templates in LibreOffice Writer

A **template** is a pre-designed layout used to create professional documents efficiently. Templates help in maintaining consistency across documents by including predefined elements such as text, graphics, styles, and headers/footers. This section will guide you on how to use and customize templates in LibreOffice Writer.

What is a Template?

A **template** contains the preset content and formatting elements like company logos, headers, footers, or specific text formats. Templates are used for creating resumes, reports, business letters, etc. Using a template ensures that new documents have the same layout and style as the template. You can also edit the contents of a document based on a template as needed.

Steps to Create a Document Using a Template

1. **Step 1**: Go to **File** > **New** > **Templates**.
2. **Step 2**: A **Template Selection Window** will appear (see **Fig. 3.14**). Choose a template, for example, the "Modern Business Letter."
3. **Step 3**: Click the **Open** button. A new document based on the selected template will open (see **Fig. 3.15**).
4. **Step 4**: To check the template used for the document, go to **File** > **Properties**. The **Properties** dialog box will display the template name under the **Template** section (see **Fig. 3.16**).

Checking the Template of a Document

1. **Step 1**: Open the document.
2. **Step 2**: Select **File** > **Properties**.
3. **Step 3**: In the **Properties** dialog box, check the **Template** section. If the document was created using a template, the template's name will be displayed. If no template was used, the default blank document template is applied.

Using templates helps streamline the document creation process, ensuring consistency across multiple files while allowing flexibility to customize content as needed.

Creating a Custom Template in LibreOffice Writer

Creating your own template in LibreOffice Writer allows you to save the current styles, formatting, and appearance of a document for future use. Follow the steps below to create and save a custom template:

Steps to Create a Template:

1. **Step 1**: Open the document in **LibreOffice Writer** that you want to use as a template.
2. **Step 2**: From the main menu, select **File** > **Templates** > **Save**.
   - The **Save As Template** dialog box will appear (as shown in Fig. 3.17).

3. **Step 3**: Type the name of the new template (e.g., **T1**) in the **Template Name** text box.
4. **Step 4**: Choose a category for the template from the available options.
    - Categories are similar to folders that help you organize templates. Some categories you might see are **My Templates**, **Business Correspondence**, **Online Business Documents**, and **Presentations**.
5. **Step 5**: If you want to make this template your default template, check the box next to **Set as default template**.
6. **Step 6**: Click **Save** to save the template.
    - The template will be saved with a `.ott` extension.

This newly created template can now be used for any document in LibreOffice Writer.

Using Built-In or Saved Templates

LibreOffice allows you to use templates that come pre-installed, as well as those you've created or downloaded online. Here's how to apply a predefined template to a document:

Steps to Use a Predefined Template:

1. **Step 1**: Open a new document in **LibreOffice Writer**.
2. **Step 2**: From the main menu, select **File** > **Templates** > **Manage Templates**.
    - You can also press **Ctrl + Shift + N** to open the **Templates** dialog box (as shown in Fig. 3.18).
    - The dialog box will display a list of all available templates, including any custom templates like **T1** created earlier.
3. **Step 3**: Select the desired template (for example, **T1**) and click **Open**.
    - A new document will be created with the same styles and formatting as the selected template. The document will be untitled by default.
4. **Step 4**: Make any necessary changes to the document and save it with your preferred file name.

Using templates ensures consistency in formatting and layout, especially for documents like reports, resumes, or letters.

Using Online Templates in LibreOffice Writer

LibreOffice provides a variety of online templates that can be easily downloaded and used. These templates are hosted on the official website and can be integrated into your system for future use. Follow the steps below to access and use online templates in **LibreOffice Writer**.

Steps to Browse and Download Online Templates:

1. **Step 1**: Open **LibreOffice Writer** and from the main menu, select **File** > **Templates** > **Manage Templates**.

2. **Step 2**: The **Templates** dialog box will appear (as shown in Fig. 3.18). In the lower-left corner of this window, look for the small circular icon labeled **Browse Online Templates**.

3. **Step 3**: Click the **Browse Online Templates** button (as shown in Fig. 3.19).

    - This will open the official templates page of **LibreOffice** in your browser: https://extensions.libreoffice.org/templates (Fig. 3.20).

4. **Step 4**: Browse through the available templates. Click on any template to see more details about it, including its features, usage, and format.

5. **Step 5**: To use a template, download it by clicking on the **Download** button and save the file to your computer.

Steps to Open and Use Downloaded Templates:

1. **Step 1**: Open **LibreOffice Writer**.

2. **Step 2**: From the main menu, select **File** > **Templates** > **Open Template...**.

3. **Step 3**: In the **Open** dialog box, browse to the location where the downloaded template is saved, select it (e.g., **Company Letter.ott**), and click **Open**.

4. **Step 4**: The template will open, and you can make any necessary changes to the content or layout.

5. **Step 5**: After editing, save the file in the desired format, such as **Company Letter.odt**.

LibreOffice Extensions

LibreOffice also supports additional features through extensions that can be added or removed from the application. Some templates are packaged as extensions and can be downloaded from https://extensions.libreoffice.org/extensions. These extensions allow for extended functionality, such as automation or specialized document features.

Editing a Template in LibreOffice Writer

Once you have created a template in LibreOffice Writer, you can edit it to make changes as needed by following these steps:

Steps to Edit a Template:

1. **Step 1**: Open **LibreOffice Writer** and go to **File** > **Templates** > **Manage Templates**. This opens the **Templates** dialog box.

2. **Step 2**: Right-click on the template you wish to edit (e.g., **T1**).

3. **Step 3**: From the pop-up menu, select the **Edit** option. The template will open for editing.

4. **Step 4**: Make the desired changes to the template, and save the file. Any document created using this template will now reflect the changes made.

Setting Up a Custom Default Template

You can replace the default blank document template in Writer with a custom template. Here's how:

Steps to Set a Custom Template as the Default Template:

1. **Step 1**: Open the **Templates** dialog box by pressing **Ctrl+Shift+N**.

2. **Step 2**: Right-click on the template you wish to set as the default.

3. **Step 3**: From the pop-up menu, select **Set as Default**. The default icon will appear on the top left of the template file.

Next time you create a new document by selecting **File** > **New** > **Text Document**, the custom template will be used.

Moving a Template to Another Category

You can organize your templates by moving them to different categories:

Steps to Move a Template:

1. **Step 1**: Open the **Templates** dialog box.

2. **Step 2**: Select the template you want to move.

3. **Step 3**: Click the **Move** button.

4. **Step 4**: Select the new category where the template should be moved.

5. **Step 5**: Click **OK** to complete the move.

Exporting a Template

Exporting a template allows you to save it on your computer or share it with others. Here's how you can do that:

Steps to Export a Template:

1. **Step 1**: In the **Templates** dialog box, select the template you wish to export.

2. **Step 2**: Click the **Export** button located in the bottom right of the dialog box.

3. **Step 3**: The **Select Path** dialog box will appear. Browse to the folder where you want to save the template.

4. **Step 4**: Select the folder and click **OK**. A confirmation dialog box will appear indicating that the template has been successfully exported.

These steps make it easy to manage and customize templates in LibreOffice Writer!

Applying Templates to a Blank Document in LibreOffice Writer

You can apply a template from the available template list to any blank document. Follow these steps to apply a template:

Steps to Apply a Template to a Blank Document:

1. **Step 1**: Open a new document in **LibreOffice Writer** by selecting **File** > **New** > **Text Document**.

2. **Step 2**: Go to **File** > **New** > **Templates** to open the **Templates** dialog box.

3. **Step 3**: Select the desired template from the available templates. The template will open in a new window.

4. **Step 4**: To apply the template to the blank document, press **Ctrl+A** to select all the content of the template, and then press **Ctrl+C** to copy it.

5. **Step 5**: Return to the blank document and press **Ctrl+V** to paste the copied content of the template.

6. **Step 6**: Add or remove content as needed, then save the document as a text file.

Applying Templates to an Existing Document

To apply a template to an existing document:

1. **Step 1**: Open the existing document in **LibreOffice Writer**.

2. **Step 2**: Select **Insert** > **Text From File** from the menu.

3. **Step 3**: Browse for and select the template file that has been saved on your computer.

4. **Step 4**: The selected template will be inserted into the document, allowing you to use its formatting and styles.

Track Changes Feature in LibreOffice Writer

The **Track Changes** feature in LibreOffice Writer is a useful tool for managing edits, comments, and reviews of documents by multiple users. It ensures that all modifications made to the original document are recorded, which allows the original author to accept or reject these changes without losing the initial content. Below is an overview of the **Track Changes** toolbar and its various functions:

Steps to Enable Track Changes:

1. **Open the Track Changes Toolbar**:
   - From the main menu bar, select **View** > **Toolbars** > **Track Changes**.

- The **Track Changes** toolbar will appear in the bottom left corner of the Writer window (as shown in Fig. 3.33).

Functions of Track Changes Toolbar Buttons:
- **(a) View Track Changes**:
    - This button displays all the modifications made by different users in the document.
- **(b) Record Track Changes**:
    - Clicking this button turns on the **Track Changes** feature. After this, any edits (such as additions or deletions) will be marked:
        - **Added characters** will appear in a different color.
        - **Deleted text** will be shown in a strike-through format.
- **(c) Previous/Next Track Changes**:
    - These buttons allow you to navigate between different changes made to the document.
- **(d) Accept/Accept All Track Changes**:
    - After the review, the original author can accept specific changes by clicking **Accept Track Changes**, or they can approve all modifications by using the **Accept All** button.
- **(e) Reject/Reject All Track Changes**:
    - The author can reject individual changes with the **Reject Track Changes** button, or dismiss all changes by clicking **Reject All**.
- **(f) Manage Track Changes**:
    - This button opens the **Manage Changes** dialog box, which provides a detailed list of changes made to the document, along with the author's name, date, and time of the modifications.
- **(g) Insert Comment**:
    - Use this button to add comments while reviewing the document, making it easier to leave feedback without altering the original text.

The **Track Changes** feature allows collaborative editing and reviewing while preserving the integrity of the original document. Each modification is tracked and can be managed efficiently by the document's author.

Preparing a Document for Review in LibreOffice Writer

Before sharing a document with others for review or editing, it is essential to enable the **Track Changes** feature. This ensures that all modifications are recorded, giving the original author the

option to accept or reject the changes made by the reviewers. Additionally, the document can be protected with a password to prevent anyone from disabling the **Track Changes** feature.

Steps to Prepare a Document for Review:

1. **Enable Track Changes**:

   - Go to **Edit** > **Track Changes** > **Record**.
   - Alternatively, click the **Record** button on the **Track Changes** toolbar.
   - Shortcut key: **Ctrl + Shift + C**.

   Once activated, any changes made to the document will be tracked:

   - **Deleted text** will appear in **strike-through** format.
   - **Added text** will be shown in a **different color**.

Protecting the Document with a Password:

To ensure that **Track Changes** remains active and cannot be disabled by reviewers:

1. **Protect Track Changes**:

   - Go to **Edit** > **Track Changes** > **Protect**.
   - Alternatively, click the **Protect Track Changes** button on the **Track Changes** toolbar.
   - The **Enter Password** dialog box will appear (as shown in Fig. 3.34).

2. **Enter a Password**:

   - Type the password in the **Password** and **Confirm Password** text boxes.
   - Click **OK**.

   Once protected, anyone attempting to disable **Track Changes** will be prompted to enter the password.

Recording Changes:

Once **Track Changes** is enabled, reviewers can begin editing the document. Changes are displayed as follows:

- **Deleted text**: Shown as strike-through.
- **Added text**: Displayed in a different color.
- **Tooltip**: Hovering over the changes displays a tooltip with details such as the **author's name**, **modification date**, and **time** (as shown in Fig. 3.36).

To stop recording changes, deselect the **Record** option from **Edit** > **Track Changes** > **Record**, or click the **Record** button again on the toolbar.

Accepting and Rejecting Changes in LibreOffice Writer

Once all reviewers have made their changes, the original author can decide whether to accept or reject each modification. Follow these steps:

1. **Accept or Reject Individual Changes**:

   - Click on the change in the document.
   - Click either the **Accept Track Change** or **Reject Track Change** button on the **Track Changes** toolbar.

2. **Navigating Between Changes**:

   - Use the **Previous Track Changes** and **Next Track Changes** buttons to move through the changes in the document.

3. **Accept or Reject All Changes**:

   - Click the **Accept All Tracked Changes** or **Reject All Tracked Changes** button to apply this action to every change in the document.

4. **Manage Changes**:

   - Click the **Manage Track Changes** button to open the **Manage Changes** dialog box (Fig. 3.37). This dialog contains details of all changes made, and buttons to accept or reject changes.

Adding and Deleting Comments

1. **Add Comments**:

   - Place the cursor where you want to add a comment.
   - Click the **Insert Comment** button on the **Track Changes** toolbar.
   - A comment box will appear on the right side of the window, showing the author's name, date, and time. Type your comment here.

2. **Delete Comments**:

   - Click the arrow in the bottom-right corner of the comment box to open a pop-up menu.
   - You can choose to delete:
     - The current comment,
     - All comments by a particular author, or
     - All comments.

Comparing Documents

After changes and comments are made, you can compare the original document with the reviewed version:

1. **Open the Edited Document**.
2. Select **Edit > Track Changes > Compare Documents**.

3. The **Compare To** dialog box will appear. Browse for and select the original document (Fig. 3.40).
4. The **Manage Changes** dialog box will display the changes. You can accept or reject changes as needed.
5. Close the dialog box and **save** the edited file when finished.

By using these tools, you can easily manage the review process and keep the integrity of the original document while incorporating changes from multiple reviewers.

A. Multiple Choice Questions

1. **Which of the following is NOT true about Table of Contents, Index or Bibliography dialog box?**

   - (a) It has four tabs
   - **(c) The Styles tab contains options to change the background colour.**
   - (b) On the Type tab, by default, the checkbox for Protected against Manual Changes option will be selected.
   - (d) None of the above

2. **Which of the following tabs is by default active when the Table of Contents, Entries or Bibliography dialog box is opened?**

   - (a) Entries
   - (b) Background
   - (c) Styles
   - **(d) Type**

3. **Which of the following tabs contains options to set styles for various entries in the ToC?**

   - (a) Entries
   - (b) Background
   - **(c) Styles**
   - (d) Type

4. **Which of the following can be added in the background of Table of Contents in LibreOffice Writer?**

   - **(a) Color**
   - (b) Graphic
   - **(c) Both a and b**
   - (d) Neither a nor b

5. **Which of the following is NOT true about templates?**

   - (a) The styles and formatting features can be reused.
   - **(c) We cannot create our own templates.**
   - (b) LibreOffice provides online templates

- (d) None of the above

6. **Which of the following is the shortcut key to open the Templates dialog box?**

    - **(b) Shift+Ctrl+N**
    - (a) Ctrl+Alt+N
    - (c) Ctrl+Alt+T
    - (d) Shift+Alt+T

7. **Which of the following buttons, in the Templates dialog box, will be clicked to save a template displayed in the list of templates?**

    - (a) Export
    - (b) Import
    - (c) Move
    - **(d) None of the above**

8. **Which of the following is the shortcut key to select the entire document?**

    - (a) Ctrl+S
    - **(b) Ctrl+A**
    - (c) Ctrl+D
    - (d) Ctrl+B

9. **Which of the following is the correct sequence of options to open the Templates dialog box?**

    - (a) File > Manage Templates > Templates
    - **(b) File > Templates > Manage Templates**
    - (c) Insert > Templates > Manage Templates
    - (d) Insert > Manage Templates > Templates

10. **Which of the following is true about the Track Changes feature of Writer?**

- (a) You cannot record a change made in the document.
- (b) A comment of a particular author only can be deleted.
- (c) Any change made to the document is permanent.
- **(d) None of the above**

11. **Which of the following menus contains the Track Changes option?**

- (a) File
- **(b) Edit**
- (c) View
- (d) Insert

12. **Which of the following is the shortcut key to start recording the changes being made in the document?**

- **(a) Ctrl+Shift+C**
- (b) Alt+Shift+C
- (c) Ctrl+Alt+C
- (d) Shift+C+F2

B. Fill in the Blanks

1. To navigate to the topic from the ToC, press **Ctrl** key while clicking the mouse button on that topic.
2. To remove the applied paragraph styling in the ToC, select the outline level in the Levels list box, and then click the **Remove** button.
3. If the checkbox for **Protected against Manual Changes** option is selected, the ToC is protected from any accidental change.
4. To update the ToC manually, right-click and select **Update Index/Table** option from the pop-up menu.
5. The **Columns** tab contains options to set the number of columns that we want to have in our ToC.
6. A **template** is a preset layout that helps us to create professional and formal documents easily.
7. The default template in Writer is **Default Style**.
8. To find the template that is being used in the current document, select **Properties** option from the File menu.
9. The **Search Online** button is clicked in the Templates dialog box to view online templates.
10. The **Track Changes** feature of Writer offers us an alternative method to keep a record of all the changes made in the original document.
11. The shortcut key to start recording the changes is **Ctrl+Shift+C**.
12. After the Track Changes feature is ON, the added characters are shown as **underlined** text.

C. State whether the Given Statements are True or False

1. **True** - The topics in Table of Contents are hyperlinked.
2. **True** - The Table of Contents in LibreOffice Writer can be updated automatically.
3. **False** - TABLE of Contents can be inserted even if the section headings are not styled.
4. **False** - Once a ToC is created, it cannot be edited.
5. **False** - We cannot add a graphic as a background of ToC.
6. **True** - A single template can be used for multiple documents.
7. **False** - A template cannot contain graphics.
8. **True** - All documents in Writer are based upon templates.
9. **False** - The online templates cannot be added to the list of templates in the templates dialog box.
10. **True** - A template once created can be edited again and again.
11. **False** - The changes recorded have to be accepted by the original author.
12. **True** - We can delete the comments added in a document by the user.

D. Answer the Following Questions

1. **What is the need of the table of contents?**
   A Table of Contents (ToC) provides a structured overview of a document, making it easy for readers to navigate through different sections and topics.

2. **What will happen if the 'Protected Against Manual Changes' option is not selected in the Type tab of Table of Contents, Index, or Bibliography dialog box?**
   If this option is not selected, users can make manual edits to the ToC, which might disrupt its structure and automatic updating.

3. **Name the five tabs present in the Table of Contents, Index, or Bibliography dialog box.**
   The five tabs are Type, Entries, Styles, Columns, and Background.

4. **What do you mean by customization of ToC?**
   Customization of ToC refers to the ability to modify the appearance, style, and structure of the Table of Contents according to the document's requirements.

5. **How are the headings and sub-headings of a document differentiated in ToC?**
   Headings and sub-headings in a ToC are differentiated by their level of indentation and different text styles.

6. **Define a template.**
   A template is a pre-designed layout with predefined styles and formatting that can be used to create consistent and professional-looking documents.

7. **Give any one advantage of using a template for your document.**
   One advantage of using a template is that it saves time by providing a consistent format, allowing for faster document creation.

8. **What is the difference between importing and exporting a template?**
   Importing a template involves bringing a template into your document from an external source, while exporting a template means saving a document's layout and styles as a template for future use.

9. **Name any two categories of templates.**
   Two categories of templates are **Business Templates** and **Personal Templates**.

10. **When is exporting of templates useful? Give any one reason.**
    Exporting templates is useful when you want to share a consistent document structure with others or reuse the same format in different projects.

11. **What is the difference between Accept Track Change and Accept All Tracked Changes buttons?**
    The **Accept Track Change** button accepts only the selected change, while the **Accept All Tracked Changes** button accepts all changes in the document.

12. **How do we prepare a document for review?**
    To prepare a document for review, enable the **Track Changes** feature, add comments if necessary, and then share the document with reviewers for their feedback.