Digital Documentation (Advanced)

Introduction to LibreOffice Writer
- LibreOffice Writer is a word processing software used for creating, editing, and formatting documents.
- It allows manual formatting and style-based formatting for professional documents.
- Features include inserting images, tables, templates, and tracking changes.

Chapter 1: Introduction to Styles
WHAT ARE STYLES?
- Styles are pre-defined formatting rules applied to documents for consistency.
- Instead of formatting manually, styles help apply uniform formatting across paragraphs, pages, and tables.
- Benefits: Saves time, ensures consistency, easy modification.

Types of Styles in Writer:
- Page Style – Defines page layout, margins, headers, footers.
- Paragraph Style – Controls text alignment, spacing, indentation.
- Character Style – Applies font, color, size, bold, italic to selected text.
- Frame Style – Formats text boxes, images, and captions.
- List Style – Styles numbered/bulleted lists.
- Table Style – Applies formatting to tables like borders, background, text alignment.

Applying Styles in LibreOffice Writer
✓ **Method 1: From the Styles menu (Menu Bar > Styles)**
✓ **Method 2: Using the Styles Sidebar (Shortcut Key: F11)**
✓ **Method 3: Selecting from the Formatting Toolbar**

Working with Images in Writer
📌 **LibreOffice Writer allows inserting and modifying images.**
📌 **To insert an image: Go to Insert > Image > Select file.**
📌 **Image Editing Features:**
- **Resize and crop images.**
- **Apply filters, transparency, and borders.**
- **Wrap text around images.**

Creating a Table of Contents
- Table of Contents (ToC) helps organize a document systematically.
- Steps to create ToC:
- 1 Use Heading Styles (Heading 1, Heading 2, etc.)
- 2 Click Insert > Table of Contents and Index > Table of Contents
- 3 Customize settings (entries, formatting, page numbers).

Track Changes Feature

- Used for editing collaboration and tracking modifications in documents.
- How to enable?
- ◆ Go to Edit > Track Changes > Record
- ◆ To view edits: Edit > Track Changes > Show
- ◆ Useful for reviewing and approving edits before finalizing.

Fill Format in LibreOffice Writer

✔ Fill Format is used to apply a style to different words/paragraphs across the document.

✔ Helps apply consistent styling quickly.

✔ Shortcut: Second icon from the right in the Style menu.

Steps to Use Fill Format:

1 Open the document.

2 Open the Styles window and select a style.

3 Click on the Fill Format button.

4 Click on each word/paragraph where the style needs to be applied.

5 Press Esc to exit Fill Format mode.

Creating and Updating a New Style

📌 Custom styles can be created if existing styles do not match requirements.

Method 1: From Selection

1 Select text and apply formatting.

2 Open the Style Menu and choose the category (Paragraph, Character, Page, etc.).

3 Click Style Action Button > New Style from Selection.

4 Enter the style name and click OK.

Method 2: Drag and Drop Method

1 Select and format the text.

2 Open the Styles Menu and choose a category.

3 Drag the text to the Style Menu to save it as a new style.

Updating an Existing Style

1 Select the text and modify formatting.

2 Open the Style Menu and click Update Selected Style.

3 Changes apply to all text using that style.

Load Styles from a Template or Document

✔ Load Styles helps copy all styles from a predefined template or another document into the current document.

✔ Saves time and ensures consistency in formatting.

Steps to Load Styles:

1 Open the Styles Menu and click Load Styles.

2 Select the style category (Text, Frame, Pages, Numbering, etc.).

3 Choose the Template or click From File to copy from an existing document.
4 Click OK to apply the styles.

Applying Styles in Writer
✓ Writer applies a default style to every new document.
✓ Users can modify styles manually or apply predefined styles.
Ways to Apply Styles:
- ◆ Sidebar Menu – Click on Styles icon → Choose a style.
- ◆ Style Dropdown List – Available in the Formatting Toolbar.
- ◆ Shortcut Key – Press F11 to access the Styles window.

Chapter 2: Working with Images

Importance of Images in a Document
✓ Pictures make a document more attractive and easier to understand.
✓ A picture can be a drawing, chart, photo, logo, or graph.
✓ Common image file formats: GIF, JPG, JPEG, PNG, BMP.

Methods to Insert an Image
📌 (i) Using Insert Image Option
1 Place the cursor where you want to insert the image.
2 Click Insert > Image from the menu bar.
3 Select the image file and click Open to insert it.
📌 (ii) Using Drag and Drop
1 Open the file browser (Win + E).
2 Drag the image file and drop it in the document.
📌 (iii) Using Copy and Paste
1 Copy the image (Ctrl + C) from another document.
2 Paste it (Ctrl + V) into the desired location.
📌 (iv) Inserting Image by Linking
✓ Stores only the reference of the image instead of embedding it.
✓ Reduces the document size.
✓ Shortcut: Drag & Drop while holding Ctrl + Shift.

Modifying an Image
📌 Image Toolbar Functions
✓ Crop – Cuts off unwanted parts.
✓ Flip (Horizontal/Vertical) – Mirrors the image.
✓ Rotate (90° Left/Right) – Rotates the image.
✓ Transparency – Makes the image lighter.
✓ Color Adjustments – Change brightness, contrast, and gamma.
📌 Steps to Crop an Image:
1 Select the image.
2 Click on the Crop Tool in the Image Toolbar.

3 Drag the handles to remove unwanted parts.
4 Click outside the image to finalize cropping.
📌 Steps to Resize an Image:
1 Click on the image to see eight sizing handles.
2 Drag corner handles to resize proportionally.
3 Drag side handles to resize horizontally or vertically.
📌 Steps to Rotate an Image:
1 Select the image.
2 Click the Rotate Tool in the Image Toolbar.
3 Drag the corner handles to rotate.

Drawing Objects in LibreOffice Writer
✓ Drawing Toolbar provides shapes, flowcharts, lines, and callouts.
✓ To enable it: View > Toolbars > Drawing.
✓ Steps to Draw a Shape:
1 Select a shape from the Drawing Toolbar.
2 Click and drag to draw the shape.
3 Resize or move it as needed.

Setting or Changing Properties of Drawing Objects
✓ Drawing Object Properties Toolbar allows modifying object properties like color, line width, and style.
✓ Properties can be set before or after drawing the object.
Steps to Change Properties:
1 Select the object from Drawing Toolbar.
2 Click on the Drawing Object Properties Toolbar.
3 Modify the desired property (Fill Color, Line Style, etc.).
4 Apply the changes before or after drawing.

Resizing & Grouping Objects
✓ Objects can be resized by dragging the handles at the edges/corners.
✓ Holding Shift key while resizing maintains the original proportions.
✓ Grouping combines multiple shapes into a single entity for easier movement and editing.
Steps to Group Objects:
1 Select multiple objects while holding Shift key.
2 Click on Group Tool from the Drawing Object Properties Toolbar.
3 Objects behave as a single unit.

Positioning Image in Text
✓ Arrangement, Anchoring, Alignment, and Text Wrapping control the position of an image in the document.
◆ Arrangement – Determines the position of an image relative to text & other images (Bring to Front, Send to Back).

- ◆ Anchoring – Fixes the image to Page, Paragraph, Character, or Frame.
- ◆ Alignment – Adjusts vertical and horizontal placement.
- ◆ Text Wrapping – Defines how text flows around an image.

Common Text Wrapping Options:
- ✓ Wrap Off – Text appears above and below the image.
- ✓ Page Wrap – Text flows around the image.
- ✓ Wrap Left/Right – Text appears only on one side.
- ✓ Wrap Through – Image is superimposed on text.

Chapter 3: Advanced Features of Writer

Hierarchy of Headings in LibreOffice Writer
- ✓ LibreOffice Writer supports 10 levels of headings (H1 to H10).
- ✓ Helps in organizing the document and creating a Table of Contents (ToC).

Steps to Apply Headings
1. Open LibreOffice Writer and type Heading 1 to Heading 10.
2. Click on Styles (right sidebar) → Paragraph Styles → Headings.
3. Select each heading text and apply the corresponding Heading Style.
4. Repeat the process for all headings.
5. The applied hierarchy will be reflected in ToC.

Table of Contents (ToC)
- ✓ A list of topics & page numbers, found at the beginning of books/documents.
- ✓ Created automatically from Headings (H1, H2, H3, etc.) in the document.
- ✓ Entries in ToC are hyperlinked for easy navigation.

Steps to Create a Table of Contents
1. Apply Heading Styles to document headings (H1 to H10).
2. Place the cursor where you want the ToC.
3. Click Insert > Table of Contents and Index > Table of Contents.
4. In the dialog box, set the Title (e.g., "Contents").
5. Click OK to insert the ToC.

Customizing the Table of Contents
- ✓ Right-click on ToC → Select Edit Index.
- ✓ Tabs Available:
  - Type Tab: Choose entire document or specific sections.
  - Entries Tab: Customize text styles for headings.
  - Styles Tab: Apply custom paragraph styles.
  - Columns Tab: Change column layout.
  - Background Tab: Add color/image as background.

Updating the Table of Contents
✓ If changes are made to the document, ToC must be updated manually.
✓ Right-click on ToC → Select Update Index to refresh.

Deleting the Table of Contents
✓ Right-click on ToC → Select Delete Index.

Using Templates in LibreOffice Writer
✓ A template is a predefined layout that helps in creating professional documents.
✓ Templates include text formatting, styles, page numbers, headers, and footers.
✓ New documents created from templates have consistent formatting.

Using Online Templates
1 Open LibreOffice Writer → File > Templates > Manage Templates.
2 Click Browse Online Templates (bottom left corner).
3 The official LibreOffice templates website opens.
4 Select a template (e.g., Calendar Creator) and download it.
5 Open Writer → File > Templates > Open Template → Select downloaded template.
6 Make changes and save as a new document.

Importing a Template
✓ Importing allows adding a downloaded template to the Templates Library.
📌 **Steps to Import a Template**
1 Open Templates Dialog Box → Click Import Templates.
2 Select a category or create a new one.
3 Browse for the downloaded template file and click Open.
4 The template appears in the Templates Library.

Editing and Managing Templates
✓ Templates can be edited, set as default, moved, or exported.

📌 **Editing a Template**
1 Open Templates Dialog Box → Right-click on template → Edit.
2 Make the necessary changes.
3 Save the template for future use.

📌 **Setting a Custom Default Template**
1 Open Templates Dialog Box → Right-click the template.
2 Select Set as Default → The default icon appears on the template.

📌 **Moving a Template to Another Category**
1 Open Templates Dialog Box → Select template → Click Move.
2 Choose a new category → Click OK.

Exporting a Template
1 Open Templates Dialog Box → Select template → Click Export.
2 Choose the folder where the template will be saved.
3 Click OK to confirm.

Applying Templates to a Blank Document
1 Open a new document in Writer → File > New > Templates.
2 Select the desired template → Click Open.
3 Copy content using Ctrl+A (Select All) > Ctrl+C (Copy).
4 Paste into a blank document using Ctrl+V (Paste).
5 Edit the content and save the file.

Track Changes in LibreOffice Writer
✓ Track Changes is used for commenting, reviewing, and editing by multiple users.
✓ Changes made are highlighted and can be accepted or rejected.

Enabling Track Changes
1 Open document → Edit > Track Changes > Record.
2 Any changes made will be marked in different colors.
3 Deleted text appears as strikethrough.

Accepting or Rejecting Changes
✓ The original author can approve or discard modifications.
Steps:
1 Click on the change → Click Accept or Reject.
2 To accept/reject all changes, click Accept All / Reject All.

Adding & Deleting Comments
✓ Adding Comments: Click Insert Comment → Type your note.
✓ Deleting Comments: Click on the comment box arrow → Select Delete.

Comparing Documents
✓ Writer allows comparing two versions of a document.
Steps:
1 Open edited document → Edit > Track Changes > Compare Documents.
2 Select original file to compare.
3 A dialog box appears showing differences.
4 Accept or reject the changes and save the final document.

- ◆ Anchoring – Fixes the image to Page, Paragraph, Character, or Frame.
- ◆ Alignment – Adjusts vertical and horizontal placement.
- ◆ Text Wrapping – Defines how text flows around an image.

Common Text Wrapping Options:
- ✓ Wrap Off – Text appears above and below the image.
- ✓ Page Wrap – Text flows around the image.
- ✓ Wrap Left/Right – Text appears only on one side.
- ✓ Wrap Through – Image is superimposed on text.

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- ✓ Entries in ToC are hyperlinked for easy navigation.

Steps to Create a Table of Contents
1. Apply Heading Styles to document headings (H1 to H10).
2. Place the cursor where you want the ToC.
3. Click Insert > Table of Contents and Index > Table of Contents.
4. In the dialog box, set the Title (e.g., "Contents").
5. Click OK to insert the ToC.

Customizing the Table of Contents
- ✓ Right-click on ToC → Edit Index
- ✓ Modify font, color, background, number of columns, etc.
- ✓ Apply a background color or image for styling.

Updating the Table of Contents
- ✓ If changes are made to the document, ToC must be updated manually.
- ✓ Right-click on ToC → Select Update Index to refresh.

Deleting the Table of Contents
- ✓ Right-click on ToC → Select Delete Index.
- 📌 Using Templates in Writer
- ✓ A template is a preset layout for creating documents easily.
- ✓ Templates save time & effort when formatting multiple documents.
- ✓ Example: Resume templates, Project Report templates, etc.

Steps to Create a Template:
1. Open a new document in LibreOffice Writer.
2. Format text, add images, headers, footers, etc.
3. Click File > Templates > Save As Template.
4. Give a name & save the template.

Steps to Use a Template:

1️⃣ Click File > New > Templates.
2️⃣ Select the required template.
3️⃣ Click Open and start editing.

Importing & Using Online Templates

✓ LibreOffice provides free templates online.
✓ Go to File > Templates > Manage Templates → Click Browse Online Templates.
✓ Download the required template and apply it to a document.

Track Changes Feature

✓ Used when multiple people edit a document.
✓ Changes are recorded, and the original author can Accept/Reject them.
✓ Also allows adding comments while reviewing.

📌 Steps to Enable Track Changes

1️⃣ Click Edit > Track Changes > Record (Starts recording changes).
2️⃣ Edits appear in different colors.
3️⃣ Click View > Toolbars > Track Changes to see the toolbar.
4️⃣ Right-click on a change → Choose Accept/Reject.

✓ **Protecting Track Changes:** Lock the document by setting a password (Edit > Track Changes > Protect).

📌 Accepting or Rejecting Changes

✓ Right-click on change > Accept/Reject.
✓ Click Accept All / Reject All to approve/reject all changes.
✓ Compare Documents: Allows users to see differences between two versions.

1. Which of the following is NOT a category of styles in LibreOffice Writer?
 a) Page Style
 b) Character Style
 c) Image Style
 d) Table Style
Answer: c) Image Style

2. What is the shortcut key to open the Styles window in LibreOffice Writer?
 a) F10
 b) F11
 c) Ctrl + S
 d) Alt + F
Answer: b) F11

3. Which feature in LibreOffice Writer helps track modifications in a document by multiple users?
 a) Style Manager
 b) Track Changes
 c) Page Layout
 d) Text Formatting
Answer: b) Track Changes

4. What is the purpose of the "Table of Contents" in a document?
 a) To organize text in rows and columns
 b) To display a summary of headings and subheadings
 c) To insert footnotes
 d) To create numbered lists
Answer: b) To display a summary of headings and subheadings

5. Which option allows a user to save a document as a template in LibreOffice Writer?
 a) File > Save As
 b) File > Templates > Save
 c) Edit > Save As Template
 d) View > Save Template
Answer: b) File > Templates > Save

Top 10 Questions

1. What is a "Style" in LibreOffice Writer? Explain different categories of styles. (3-5 Marks)

Answer: A style is a set of predefined formatting options that can be applied to text, paragraphs, pages, lists, or tables in a document to ensure a consistent and professional appearance.

Categories of Styles in LibreOffice Writer:
- Page Style: Defines page layout, including margins, headers, footers, and background.
- Paragraph Style: Applies to entire paragraphs, including alignment, indentation, and line spacing.
- Character Style: Applies to selected text, allowing customization of font, size, color, and emphasis.
- Frame Style: Used for text frames, allowing positioning, borders, and background formatting.
- List Style: Defines the appearance of bullet points and numbered lists.
- Table Style: Formats tables, including borders, cell shading, and text alignment.

2. Explain the steps to create and insert a Table of Contents (ToC) in a document. (5 Marks)

Answer: To insert a Table of Contents (ToC) in LibreOffice Writer, follow these steps:
1. Ensure Proper Heading Styles: Assign heading styles (Heading 1, Heading 2, etc.) to the document's section titles.
2. Place the Cursor: Click where you want the ToC to appear (usually at the beginning of the document).
   - Insert the ToC:Click on Insert > Table of Contents and Index > Table of Contents, Index or Bibliography.
   - Customize the ToC:In the dialog box, you can edit the title, choose levels, and protect against manual changes.
3. Click OK: The ToC will be inserted with page numbers and hyperlinks.
4. To update the ToC after modifications, right-click it and select "Update Index".

3. What is the difference between Character Style and Paragraph Style? Give an example of each.

Answer :

Character style applies to selected text within a paragraph, while paragraph style applies to the entire paragraph, including its alignment and spacing. For example, a character style can be used to highlight specific words in bold or italic, while a paragraph style defines how the entire paragraph is formatted, such as left-aligned or justified text with specific line spacing.

4. Explain the steps to create and apply a new style in a document. How can it be updated later?

Answer :

To create a new style:
1. Format a paragraph or text manually as required.
2. Open the Styles sidebar by pressing F11.
3. Click on New Style from Selection.
4. Enter a name for the style and save it.

To apply the style:
1. Select the text or paragraph.
2. Open the Styles sidebar.
3. Click on the required style to apply it instantly.

To update an existing style:
1. Modify a paragraph or text manually.
2. Open the Styles sidebar, right-click the existing style, and select Update Selected Style.

5. What is the Fill Format tool in LibreOffice Writer? How does it help in applying styles efficiently?

Answer:

The Fill Format tool is used to apply an existing style to multiple parts of a document quickly. It acts like a paintbrush that transfers the selected style to other text.

To use the Fill Format tool:
1. Open the Styles sidebar (F11).
2. Select the style to be applied.
3. Click the Fill Format Mode (paint bucket icon).
4. Click on different parts of the document where the style should be applied.

This tool is useful for applying the same style to scattered sections without selecting each part individually, saving time and ensuring uniform formatting.

6. What is the Track Changes feature in LibreOffice Writer? How does it help in collaborative editing?

Answer:

Track Changes is a feature that records all modifications made in a document, making it easier to review and approve edits. It is useful when multiple users are working on the same document.

To enable Track Changes:

- Go to Edit → Track Changes → Record.

All edits, such as deletions and insertions, will be highlighted.

- Use Edit → Track Changes → Manage to accept or reject changes.

This feature helps in collaborative editing by allowing users to review modifications before finalizing a document.

8. Differentiate between Embedding an Image and Linking an Image. In what situations should each be used?

Answer:

Embedding an image stores the image inside the document file, increasing the document size but ensuring that the image remains available even if the original file is deleted.

Linking an image does not store the image within the document but instead keeps a reference to its location on the computer. The image appears in the document but updates automatically if the original file is modified.

Embedding is useful when sharing the document with others to ensure the image remains visible. Linking is preferred when the same image is used across multiple documents and needs to be updated frequently.

9. What are the different text wrapping options available for images in LibreOffice Writer? Explain each with examples.

Answer:

LibreOffice Writer offers several text wrapping options to control how text flows around an image:

- Wrap Off: The text does not flow around the image; it stays above or below.
- Page Wrap: The text flows around all sides of the image.
- Optimal Page Wrap: Similar to Page Wrap, but prevents text from being placed too close to the image.
- Wrap Left: The text is placed only on the left side of the image.
- Wrap Right: The text is placed only on the right side of the image.
- Wrap Through: The image is superimposed on the text, allowing text to overlap.

These options help in designing professional documents with properly aligned text and images.

10. Explain the steps to load styles from an existing document or template. Why is this feature useful?

Answer:

Loading styles allows users to copy formatting styles from another document or template, saving time and ensuring consistency across multiple documents.

1. To load styles from another document or template:
2. Open the document where styles need to be applied.
3. Open the Styles sidebar (F11).
4. Click on the Styles Action Button and select Load Styles.
5. Choose the types of styles to import, such as Text, Frame, Page, Numbering, etc.
6. Click From File, browse the document containing the styles, and load them.

This feature is useful for maintaining a uniform design across multiple documents and avoids the need to manually recreate styles.