



UNIT  
**1**

# Digital Documentation (Advanced)

## TOPICS COVERED

- Styles
- Using Drawing Toolbar
- Create and Use Template
- Create and Customise Table of Contents
- Insert and Use Images
- Positioning of a Graphic
- Track Change Feature

95%

In class IX, you learned how to create, format, and edit documents in LibreOffice Writer. In today's world, a professionally styled document is highly valued. There are two ways to create an attractive digital document in Writer: manual formatting or applying styles.

You learned manual formatting by selecting parts of a document, such as pages, paragraphs, or words, and then applying formatting effects using the Text Formatting toolbar. To ensure consistency in formatting different sections with the same style, you had to repeat the steps for each part of the document. Thus, any changes to formatting required repeating the entire process throughout the document.

Manual formatting is popular because it is easy to use and requires less expertise. However, creating a large report with consistent formatting becomes difficult with manual formatting. To avoid inconsistencies and reduce the time and effort spent on formatting a document, we use Styles in Writer.

In this chapter, you will learn how to style a document by using style formats, creating new styles, updating styles, applying styles, and using templates to format the current document.



## STYLES

A style is a collection of different formatting saved by a specific name and then applied to different sections of the documents containing text, tables, lists, etc. It saves your time of selecting different sets of formats when working on a long document.

Let us assume that the science teacher has given you a project called "Say No To Single Use Plastic" to be made in LibreOffice Writer. You need to use Font-Algerian, Size-20, Colour-Dark Blue, Underline, Bold for the main title. Then for the normal content you want to keep Font-Arial, Size-14, Colour-Black. For the subheadings you want to keep Font-Times New Roman, Size-16, Colour-Grey. With so many variations, such formatting in a project is time-consuming and requires a lot of patience.

Styles allow you to save a set of formats under a specific name. Whenever you need to apply that set of formats in a document, using the designated style name helps you achieve consistency and efficiency.

LibreOffice Writer supports different types of styles as given below:

- **Paragraph styles:** They are used for formatting the paragraphs such as text alignment, tab stops, line spacing, and borders, and can include character formatting. Once the page format is decided, the next step is to organise the document content into paragraphs. A paragraph begins and ends by pressing the Enter key.



- **Character styles:** They are used for selected text within a paragraph. It includes font name, font size, bold, italics, underline, superscript, subscript, etc. By using character styles, you can change the appearance of a part of a paragraph without affecting the other part.
- **Frame styles:** Frames are used to format images and text within a document, including features such as borders, backgrounds, and columns. By using frames, a document can be organised into sections, allowing each section to have a distinct appearance. Frames act as containers that can hold text, graphics, and lists.
- **Page styles:** They are used for formatting the pages. It includes margins, headers and footers, borders and backgrounds. A document can have one or many page styles. If a page style is not specified, Writer uses its built-in default page style.
- **List Styles:** They are used for determining the appearance of bulleted or numbered lists, including the type of bullets or numbering, indentation, and spacing.
- **Table Styles:** They are used for determining the appearance of tables, including borders, shading, alignment, and text formatting within table cells.

## Using Styles in a Document

Suppose, a user wants to keep the heading aligned to centre in uppercase and blue colour with larger font in several pages of a document. In normal case, he has to apply each of the formatting options (alignment, font, colour) each time on the repetitive content, thus making the process lengthy. But when the related formatting commands are stored in a ‘Style’, he can apply that ‘style’ on each selected content to apply all actions at one go.

Predefined Heading style(s) act as bookmarks in a document. These bookmarks allow faster browsing in a document.

There are two ways to apply an existing style:

- By using Style pane
- By using Fill Format Mode

### The Style Pane

In LibreOffice Writer, Styles pane is used to apply, create, edit, add and remove formatting styles. To apply a style using Styles pane, follow the given steps:

- Step 1:** Select the text on which you want to apply a style.
- Step 2:** Click on **Show the Styles Sidebar** icon  present on the left corner of the **Formatting (Styles)** toolbar. If the toolbar is not visible then, click on **View → Toolbars**, and enable **→ Formatting (Styles)**.

OR

Click on **Set Paragraph Style** drop-down list at the left end of the **Formatting** toolbar or **Formatting (Styles)** toolbar and click on the **More Styles** option.

OR

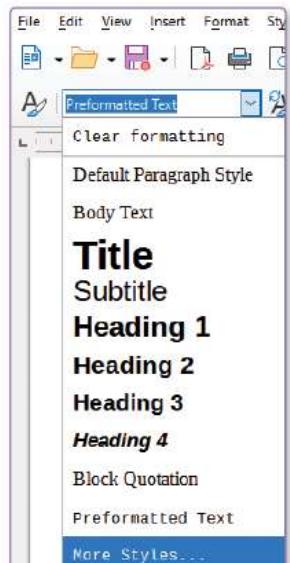
Click the **Manage Styles** option from the **Styles** menu in the **Menu** bar.

OR

Click the **Styles** option from the **View** menu in the **Menu** bar.

OR

Click the **Styles** icon in the **Sidebar**.



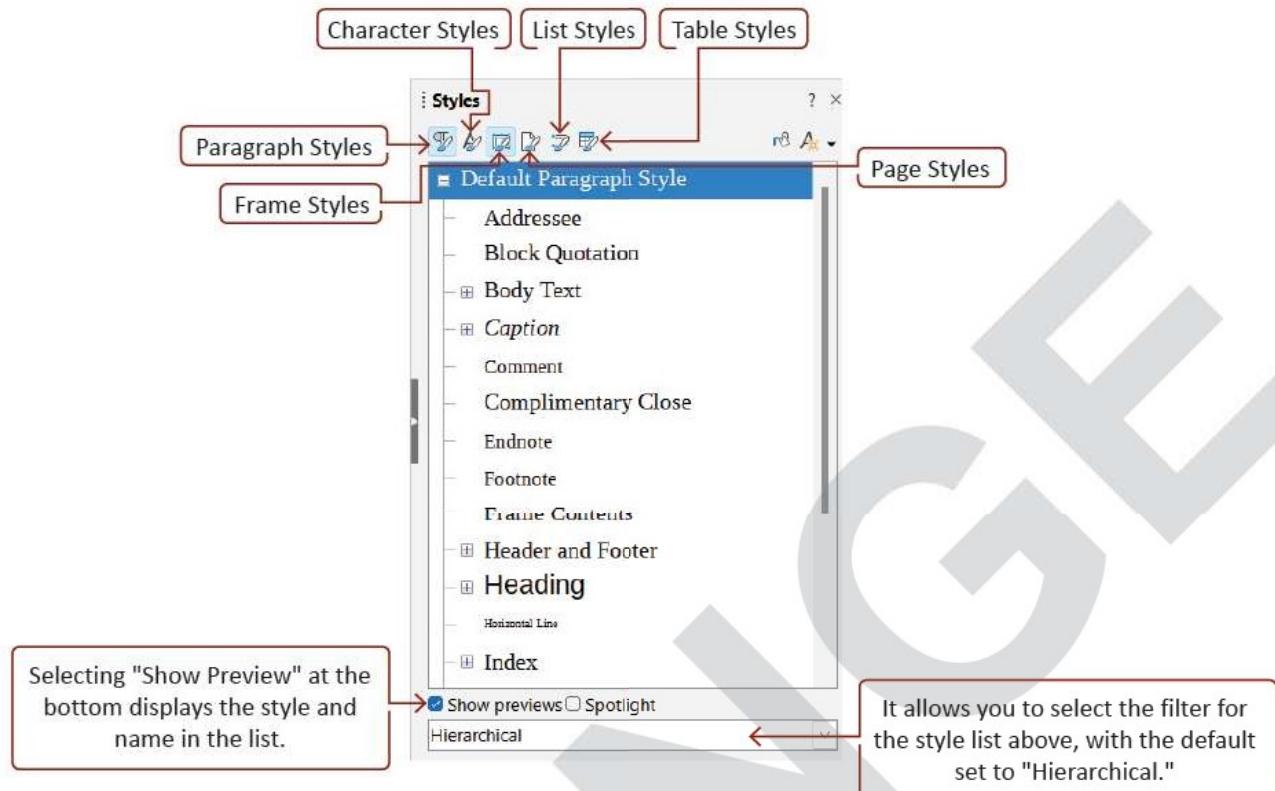
To open Styles pane:

**F11**

**SHORT KEY**



The **Styles** pane will open.



**Step 3:** Select the **Character Styles** icon in the **Styles** pane.

**Step 4:** Out of the displayed list of **Character Style**, select the **Caption Characters** option. This style will be applied to the text category.

### Fill Format Mode

You can apply style quickly by clicking on the **Fill Format Mode** icon (  ) present in the right top corner of the **Style** pane. Fill format copies the style of an existing content and then applies to the area selected after that. It is basically a shortcut for applying style. You copy the style using **Fill Format Mode** and then apply it to many scattered characters, paragraphs, lists, etc. in a document.

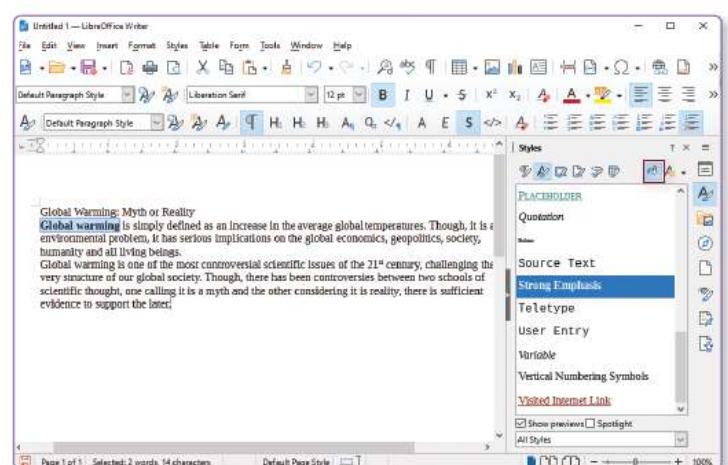
To apply Styles using Fill Format Mode, follow the given steps:

**Step 1:** Select the text that has the formatting you want to copy.

**Step 2:** Open the **Styles** pane. It shows the style that is applied to selected text. Let us take the example of Character Styles—**Strong Emphasis**.

**Step 3:** Click the **Fill Format Mode** icon present in the right corner of the **Style** pane. This will copy the style.

Now, your cursor will change to a paintbrush icon, indicating that the Fill Format Mode is active.



**Step 4:** Click on the text where you want to apply the same formatting. The style is copied to the selected text.

You may repeat this step to apply the same style to some other section of the document.

**Step 5:** Click on **Fill Format Mode** icon again in the **Style** pane to deactivate this mode or press the Esc key.

## Creating a New Style

Sometimes we need to apply a style which is not available in the already created style lists. At that time, we can create a new style with our choice of group of formats and save it by a specific name. This newly created user-defined style format will be available only for the current document and cannot be used in some other file because it is not saved in the Style pane.

There are two methods of creating new style which are as follows:

- Creating New Style from the Selection
- Creating New Style by Drag and Drop Method

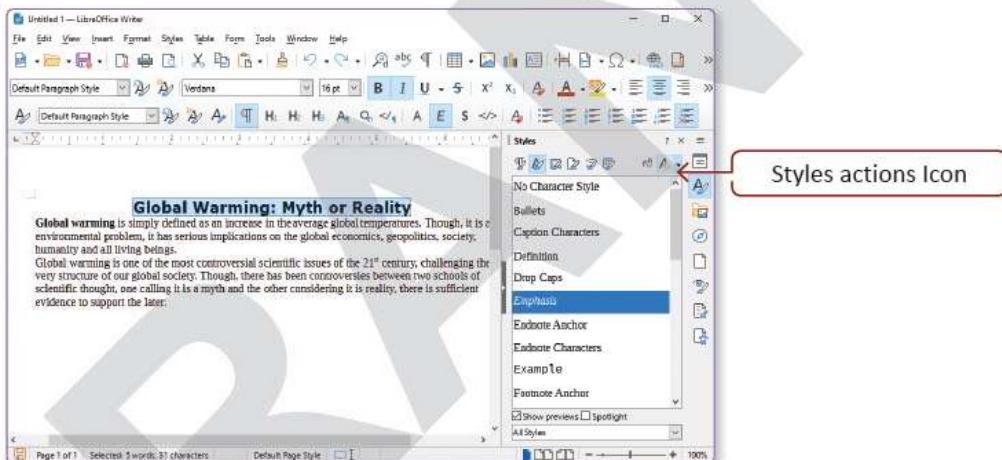
### Creating New Style from the Selection

To create a new style, follow the given steps:

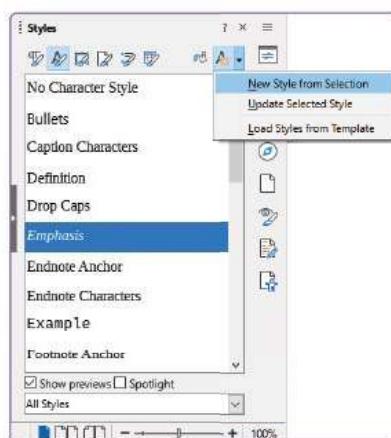
**Step 1:** Select the text.

**Step 2:** Apply a group of formats like Font Type: Verdana, Size:16, Font Style: Bold.

**Step 3:** Open the **Styles** pane and click on **Styles actions** icon.



**Step 4:** Click on the **New Style from Selection** option.



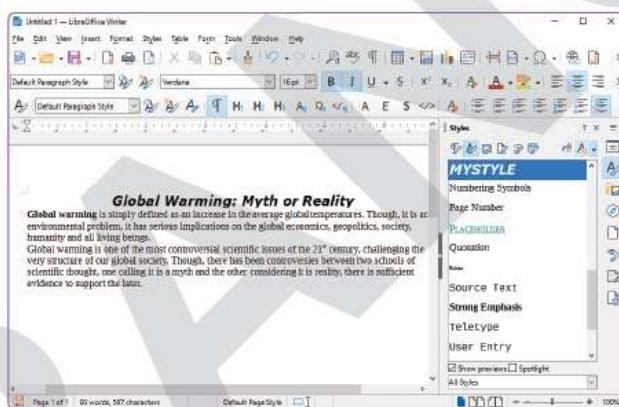
The **New Style from Selection** dialog box opens.

**Step 5:** Give a new name to this newly created style. Here, we entered **MYSTYLE**.

**Step 6:** Click on **OK** button to save the style.



Now, the newly created style is displayed in the list in the **Style** pane, as shown below:

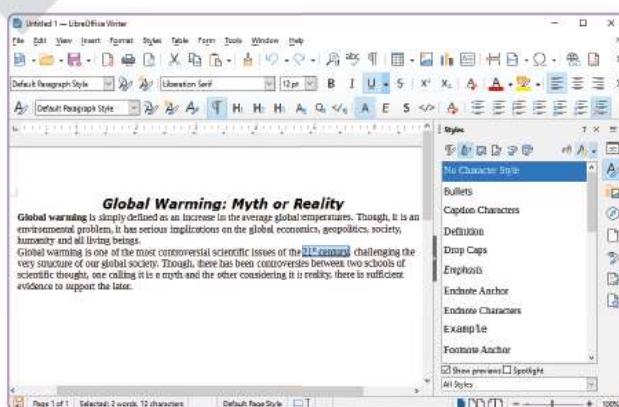


## Creating New Style by Drag and Drop Method

The steps to use drag and drop methods are as follows:

**Step 1:** Open the **Styles** pane.

**Step 2:** Select the text whose style you wish to copy.

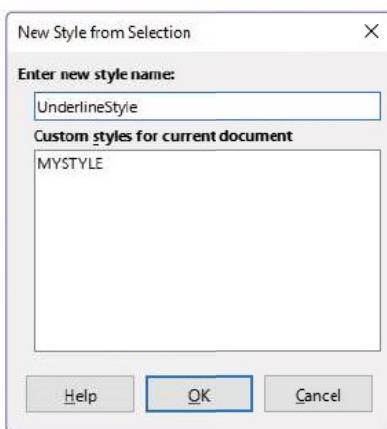


**Step 3:** Drag the text towards **Style** pane. It will open the **New Style from Selection** dialog box.



**Step 4:** Type new name for the style. Here, we typed **UnderlineStyle**.

**Step 5:** Click on **OK** button to save it.



Now, the newly created style is displayed in the list in **Style** pane.

To update an existing style, choose the style name from the list. So same method can be used to create or update a style. Drag and drop cannot be used to create a Page style.

## Modifying Style

Both the types of styles whether user-defined or predefined, can easily be modified in LibreOffice Writer. Any modification you do in an existing style will be applicable only in the current document. If you wish to apply the changes in other documents, then you need to do the modification in the template or you can copy the modified style into the other documents.

The two different ways used to modify styles which are as follows:

- Updating a style from a selection.
- Load or copy styles from another document or template

### Updating a style from a selection

To do this, follow the given steps:

**Step 1:** Select the text whose style you want to modify.

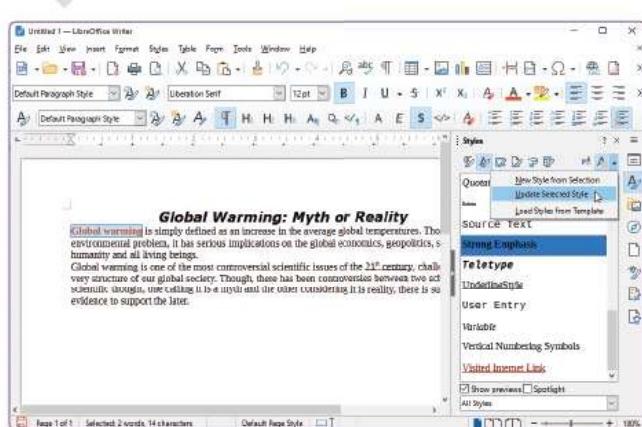
**Step 2:** Open the **Styles** pane.

The applied style is automatically selected in the **Styles** pane.

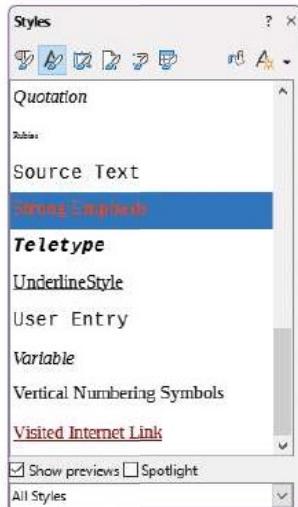
**Step 3:** Modify the formatting of the selected text.

**Step 4:** Click on **Styles actions** icon.

**Step 5:** Select the **Update Selected Style** option from the drop-down list.



The existing style, Strong Emphasis will be updated with new formatting.



### Load or copy styles from another document or template

It is used to copy styles from an existing template or document. Once copied, in the list of styles, you can create a new document with the same appearance as the existing one. To do this, follow the given steps:

**Step 1:** Open the **Styles** pane.

**Step 2:** Click on **Styles actions** icon.

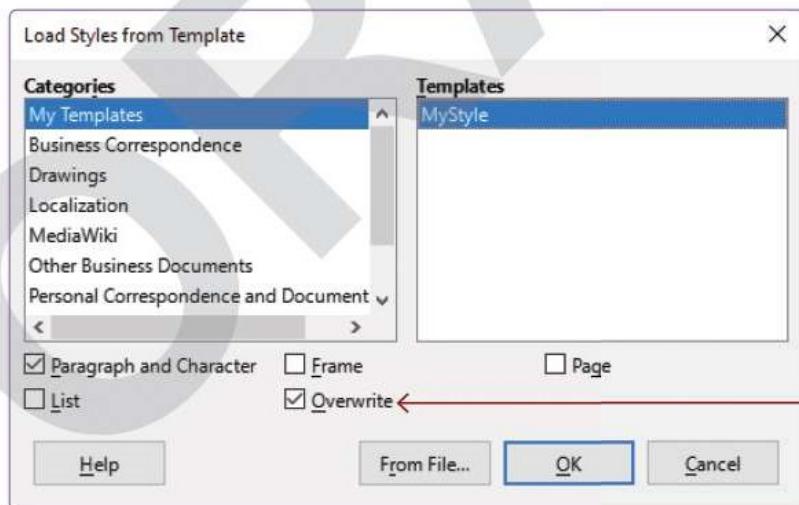
**Step 3:** Select the **Load Styles from Template** option from the drop-down list.

The **Load Styles from Template** dialog box appears.

**Step 4:** Select the categories of styles to be copied.

**Step 5:** Select **Overwrite** if we want the styles being copied to replace any styles of the same names in the document we are copying them into.

**Step 6:** Click the **OK** button.



If you need to copy styles from a file, then select the **From File** button in the **Load Styles from Template** dialog box instead of the **Template** option. This action prompts an **Open** dialog box where you can pick the desired document from your computer.



Note that whenever a new document is created, the Writer applies default style(s) to it, and the same is displayed in the status bar. It depends on you whether you wish to retain the default style or change it.



## INSERT AND USE IMAGES

A well-designed interactive document is simple to read and understand. A word processing application includes many capabilities that allow you to create interactive documents. A document with graphics is usually easier to grasp than a plain written document. Images are available in various forms like drawing, charts, photos, logos, or graphs, which communicate information in a highly efficient manner because our brains can understand and recognise visual information much faster as compare to text or other forms of data. In digital documents, these visual information or images serve as powerful tools for conveying information, enhancing understanding, and engaging readers.

A picture is a digital image, which is represented in finite set of digital values 0 or 1, known as pixels. This digital image, can be downloaded from the internet, scanned using a scanner, picture taken using a digital camera, or create an image using any image software. All these forms of digital images are stored in various types of graphics files with the file extension, such as .gif, .jpg, .jpeg, .png, .bmp, etc. and can easily be used in LibreOffice Writer.

### Inserting an Image File

LibreOffice Writer allows to work on images, shapes, charts, and diagrams by providing various tools. The image file saved in a computer can be inserted using any of the given methods:

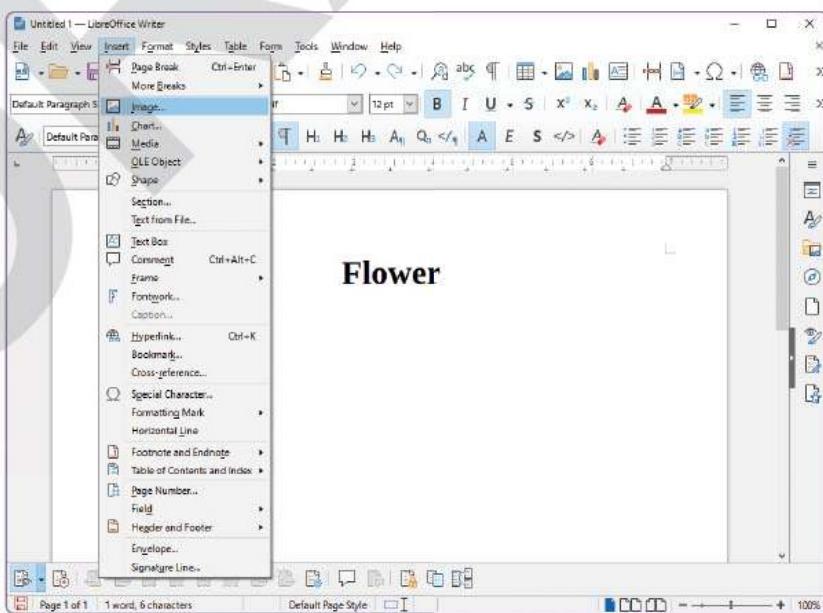
- Inserting an image using Insert menu
- Inserting an image using Drag and Drop method
- Inserting an image using Copy and Paste option
- Inserting an image using a scanner
- Inserting an image by linking
- Inserting an image from LibreOffice gallery

#### Using Insert Menu

To insert image using Insert menu, follow the given steps:

**Step 1:** Open the document in which you wish to insert an image.

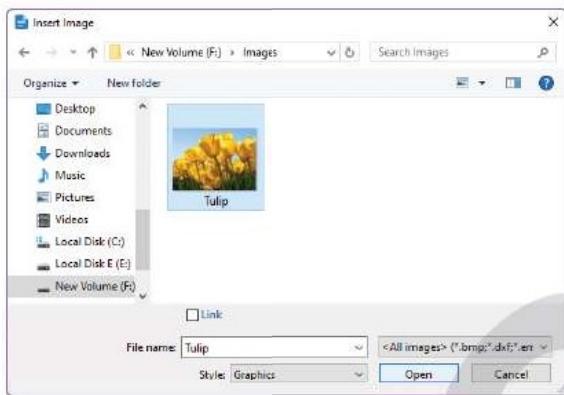
**Step 2:** Click on **Insert** menu and select the **Image** option.



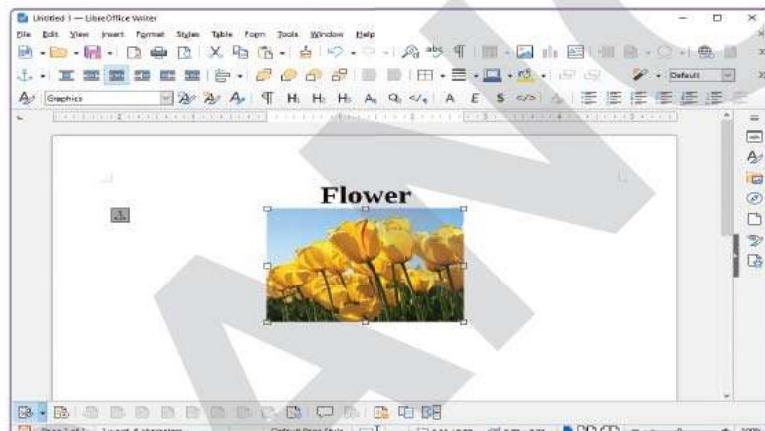
The **Insert Image** dialog box opens.

**Step 3:** Select a specific folder and subfolder and click on the image file that you wish to insert. In this case, we have selected the **Tulip** image.

**Step 4:** Click on **Open** button.



The image will be inserted at the desired position.



Notice that the selected image is bordered by eight little squares.



**Subject:** To access the Insert Image dialog box

You can also access the Insert Image dialog box by clicking the **Insert Image** option from the Standard Toolbar.

### Using Drag and Drop Method

To insert image using drag and drop method, follow the given steps:

**Step 1:** Open the document in which you wish to insert an image.

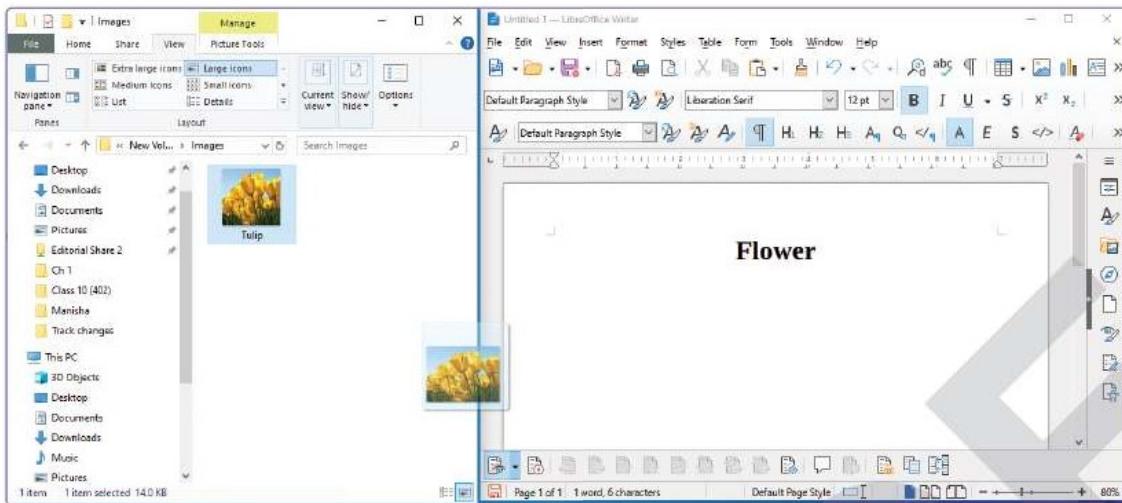
**Step 2:** Open **File Explorer** and locate the image you want to insert.

**Step 3:** Select the file and drag it into the desired place in a document.

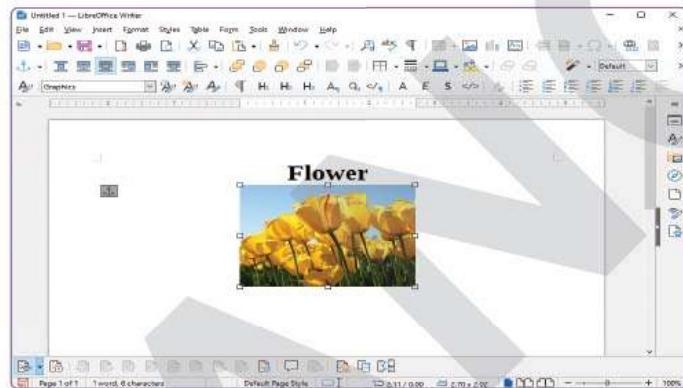
**SHORT KEY**

To open File Explorer:





**Step 4:** After reaching the desired place, release the left mouse button. You will see the image inserted into that selected place in the document.



### Using Copy and Paste Option (Using Clipboard)

To insert image using copy-paste option, follow the given steps:

**Step 1:** Open the document and select the picture which you wish to copy.

OR

Select the image from the desired location.

**Step 2:** Click on the **Edit** menu and select the **Copy** option.

The image will be copied to the clipboard.

**Step 3:** Move to the location where you wish to paste the copied image from the clipboard. Note that if the document is closed before you paste an image then you might lose the image from the clipboard.

**Step 4:** Click on the **Edit** menu and select the **Paste** option.

**SHORT KEY**

To copy the content or item

**Ctrl + C**

**SHORT KEY**

To paste the copied content or item

**Ctrl + P**

### Inserting an Image Using a Scanner

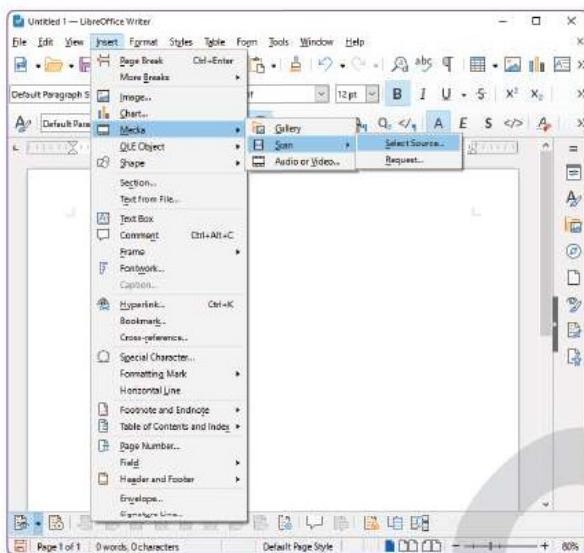
If the scanner is connected to the computer and you wish to insert a scanned image, then this method is the most convenient way of uploading an image and placing it in a document. To do this, follow the given steps:

**Step 1:** Click on **Insert** menu and select **Media** option. A submenu appears.

**Step 2:** Select the **Scan** option. A submenu appears.



**Step 3:** Click on **Select Source** option from submenu.



The **Select Source** dialog box opens.

**Step 4:** Select the source and then click the **Select** button.

The scanner will be activated and the image will be scanned and uploaded. After this you can place it in the desired location in your document.

**INFO MAIL**

**Subject:** To insert picture/image from LibreOffice Draw/Impress:

**Step 1:** Click in the document where you want to insert the image.

**Step 2:** Open LibreOffice Draw or Impress document containing the image to be inserted. In this case, we have opened LibreOffice Draw.

**Step 3:** Select the image in the document.

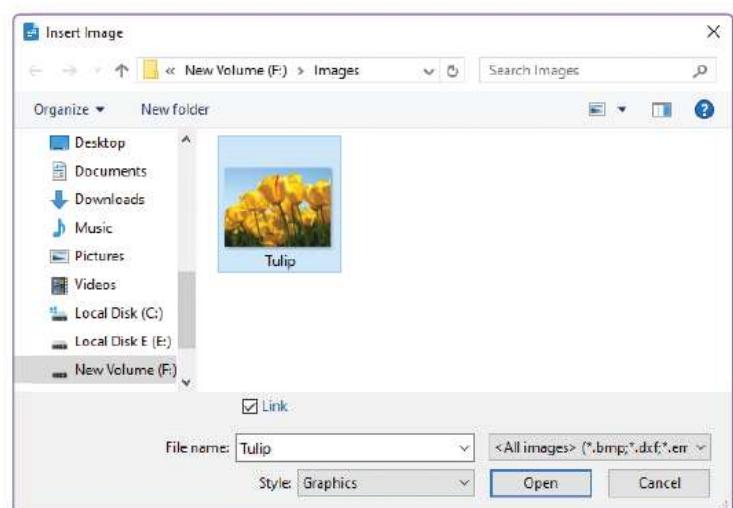
**Step 4:** Drag image from Draw to Writer.

## Inserting an Image by Linking

If you need to put the same picture in a document many times, it's better to save a link to the picture instead of putting the picture directly. When you insert a link, it saves the address of the image instead of the whole image. This reduces the size of the document because it only keeps one copy of the picture in a separate file along with the document.

When you open the document containing the link, the image file is combined with the document where the link was stored and presented to the user.

You can link the image file in the document by clicking the **Link** check box in the **Insert Image** dialog box, as shown in below figure:



**SHORT KEY**

To link an image – drag and drop the image while holding the

**Ctrl + Shift**

## From the LibreOffice Gallery

Gallery is a collection of objects like graphics and sound files that can be easily inserted in a document.

The steps to insert an image in the document from Gallery are as follows:

**Step 1:** Click on **Gallery** icon (  ) present on the Sidebar.

OR

Click on the **View → Gallery** option from the **Menu** bar.

OR

Click on the **Insert → Media → Gallery** option from the **Menu** bar.

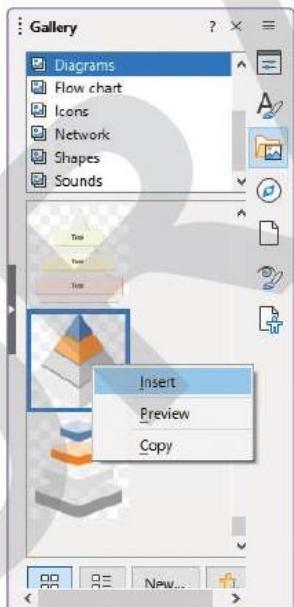
The **Gallery** pane opens.

**Step 2:** Select the category from the list provided. The images related to the selected category is displayed.

**Step 3:** Right-click the desired image from the displayed images.

A context menu appears.

**Step 4:** Click on the **Insert** option from the context menu.



**SHORT KEY**

To open the Gallery pane:

**Alt + 3**

OR

Right-click the desired image and click on the **Copy** option from the context menu. Then, paste the copied image in the document.

OR

Select the desired image and then drag and drop to the document.



**Step 5:** Click on the **Gallery** icon in the **Sidebar** to close the **Gallery** pane. Or, click the **Close (X)** button in the **Gallery** pane.

## Modifying an Image

When you insert a new image, you may need to modify it to suit the document. Modifying an image means to make changes in an image like crop, resize, add border, etc. Here we will discuss the use of the Image toolbar for resizing, cropping, and a workaround to rotate a picture.

### Using an Image Toolbar

As soon as an image is inserted or selected in a document then the Image toolbar automatically appears on the screen. If in case it is not visible, then go to **View** menu and select the **Toolbars → Image** option. Using the Image toolbar, you can edit the image in different ways.



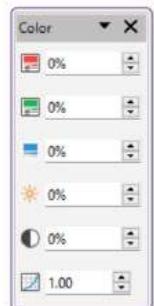
The tools on the Image toolbar with their description are given below:

Tools' Icon	Tools' Name	Description
	Filter	It is also known as an image filter bar. It has various filters which can be used on the selected image.
	Image Mode	It helps you to change the modes of the image to Grayscale, Black/White, and Watermark.
	Crop Image	It crops an image. By removing unwanted background elements and create a focus on your desired object in the image.
	Flip Vertically	It flips the selected image vertically by 180 degree.
	Flip Horizontally	It flips the selected image horizontally by 180 degree.
	Rotate 90° Left	It rotates the selected image 90 degree to left.
	Rotate 90° Right	It rotates the selected image 90 degree to right.
	Rotate	It rotates the image at any degree in any direction.
	Transparency	It helps you to change the transparency of the image selected. Useful for creating watermark or making transparent to keep it as a background.
	Color	It helps you edit the colour properties of the image selected. Red, Blue or Green colour can be modified or adjustment for brightness, contrast and gamma can be made.

### Using Color Tool

Clicking on the Color button will display the colour drop down list as shown in figure.

It consists of six components in the drop-down list. One can increase or decrease the percentage of these components. The first component represents the three primary colours Red, Green and Blue, respectively. The fourth component represents the Brightness, fifth component represents the Contrast and last sixth component represents the Gamma.





### Using Filter Tool

The Filter tool has a drop-down arrow which expands to show various filters that can be applied on the selected picture. The effect of these graphics filters are given below:

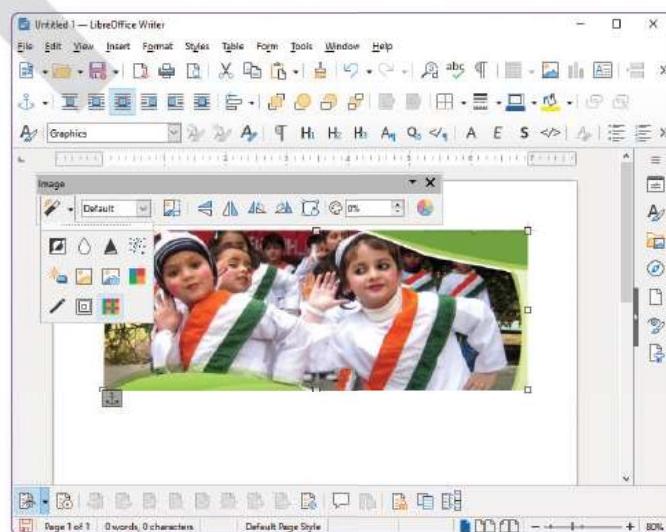
Tools' Icon	Tools' Name	Description
	Invert	For a grayscale it inverts the brightness. For coloured image it inverts the colours.
	Smooth	It softens the contrast of the image.
	Sharpen	It increases the contrast of the image.
	Remove Noise	It removes single pixels from the image.
	Solarization	It makes the image wholly or partially reverse in the tone. Used in photographs. Dark appears light and light appears dark.
	Aging	It brings the impact of time with the age.
	Posterize	It makes the image appear like a poster with less colour combinations.
	Pop Art	It displays the image in the modern art style.
	Charcoal Sketch	It give a charcoal effect to the image.
	Relief	It displays a dialog box to adjust the light source to give a shadow effect.
	Mosaic	It displays the image as a group of pixels.

Follows the given steps to use Filter tool:

**Step 1:** Insert an image in a Writer document. The **Image** toolbar appears.

**Step 2:** Click on the **Filter** tool. A drop-down menu appears containing different icons of filter effects.

**Step 3:** Click on the desired filter effect. In this case, we have clicked on the **Mosaic** effect.

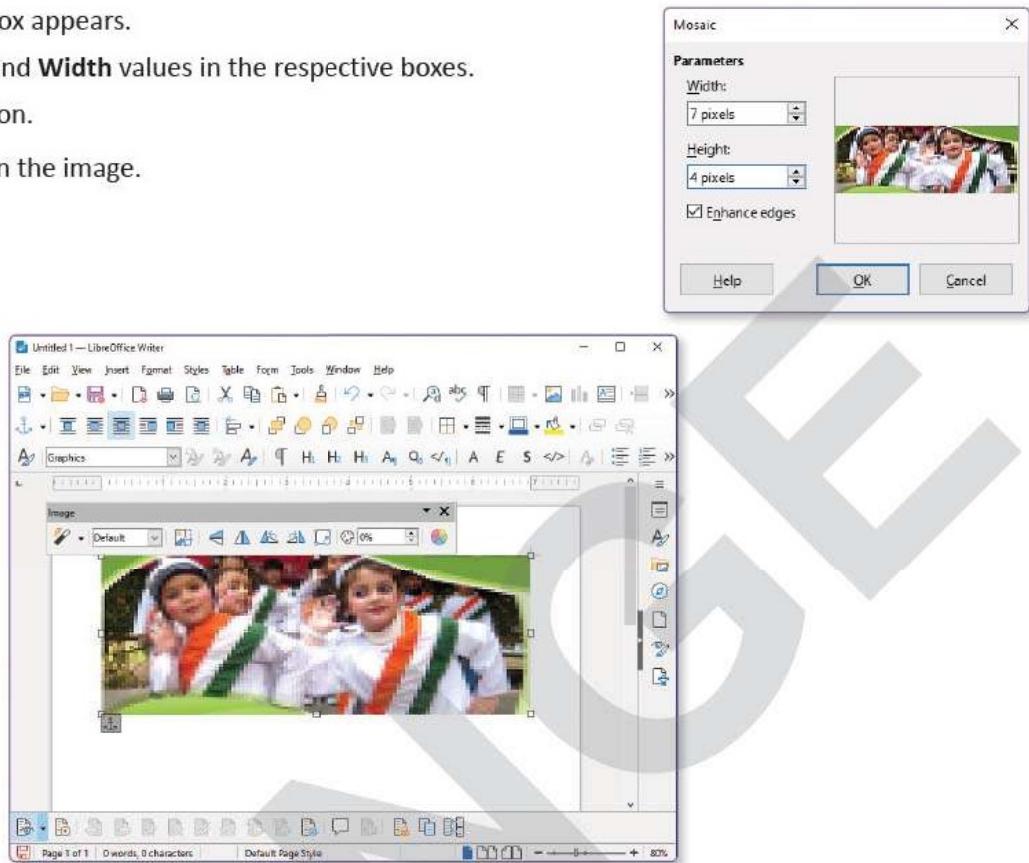


The **Mosaic** dialog box appears.

**Step 4:** Change the **Height** and **Width** values in the respective boxes.

**Step 5:** Click on the **OK** button.

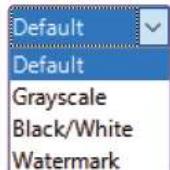
The **Mosaic** filter will apply on the image.



## Using Image Mode Tool

The Image Mode tool helps you change the mode of the image. It contains following options:

- **Default:** It is default displayed and brings no changes to the graphic object.
- **Grayscale:** It is a representation of images using shades of gray, from black to white, without color.
- **Black/White:** It converts the pixels of the image into black and white depending on the brightness of the pixel.
- **Watermark:** It increases the transparency of the image to give it a watermark effect.



Follow the given steps to use the Image Mode tool:

**Step 1:** Select the image in the document on which you want to apply Image Mode tool. The **Image** toolbar appears.

**Step 2:** Click on the **Image Mode** tool. A drop-down menu appears.

**Step 3:** Select each option one by one and see the effect on the image.



Grayscale



Black/White



Watermark

## Changing the Image Colours Using Color Tool

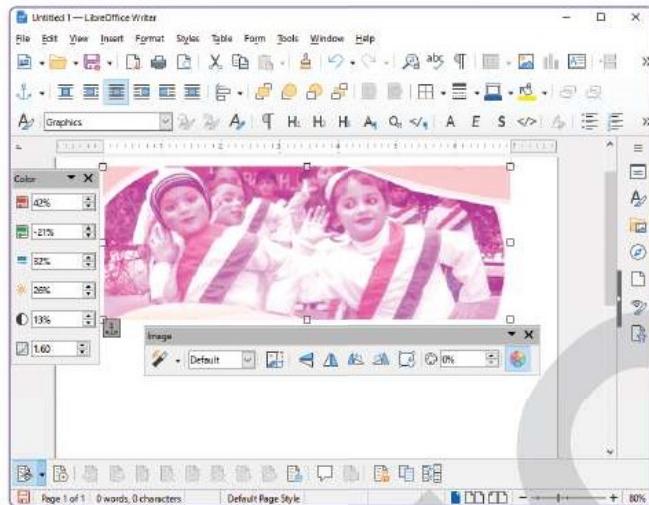
Color tool present on the Image toolbar helps you to change the RGB colour combinations along with brightness, contrast, and gamma of the image. Follow the given steps to use the Color tool:

**Step 1:** Select the image in the Writer document.



**Step 2:** Click on the **Color** tool from the **Image** toolbar. The **Color** toolbar appears with **Red**, **Green**, **Blue**, **Brightness**, **Contrast**, and **Gamma** options.

**Step 3:** Change the values according to your requirement in respective boxes. As you change the value of any option the effect of the change appears on the image.

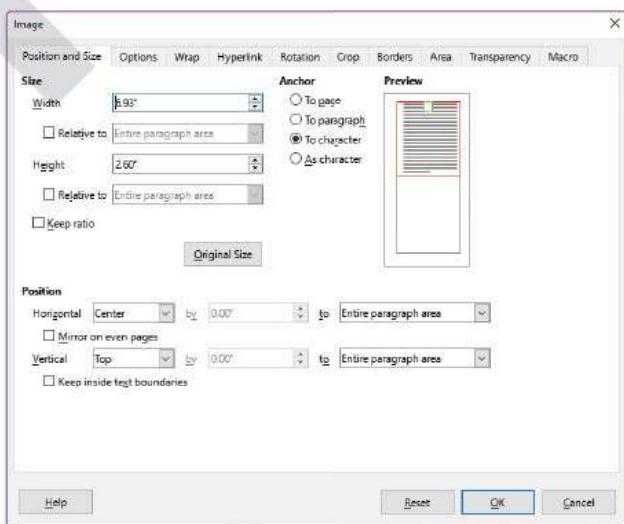


### Using Image Dialog Box to Edit an Image

We can also edit an image by using the **Image** dialog box. We can open the **Image** dialog box by right-clicking on the image and selecting the **Properties** option or by pressing the **F4** key from the keyboard, as shown below:



It will open an **Image** dialog box as shown below:



The **Image** dialog box has the following tabs that can be used to make different adjustments to the image inserted:

- **Position and size:** Changes the size, position, and anchor of the image.
- **Option:** Assign a name to the image, set the alternative text for mouse hover, and protect image against modifications.
- **Wrap:** Deals with the text around the image as well as the spacing between the image and text.
- **Hyperlink:** Links URL to an image or establish an image map.
- **Rotation:** Flips the image horizontally or vertically as well as rotate the image.
- **Crop:** Crops the image (cut the unwanted portion), scale the image and set its size.
- **Borders:** Add border to the image, format it, and apply shadow on it.
- **Area:** Modifies the background of the image.
- **Transparency:** Specifies the transparency for the image as well as sets the gradient options.
- **Macros:** Assigns macros to the image.

### Cropping an Image

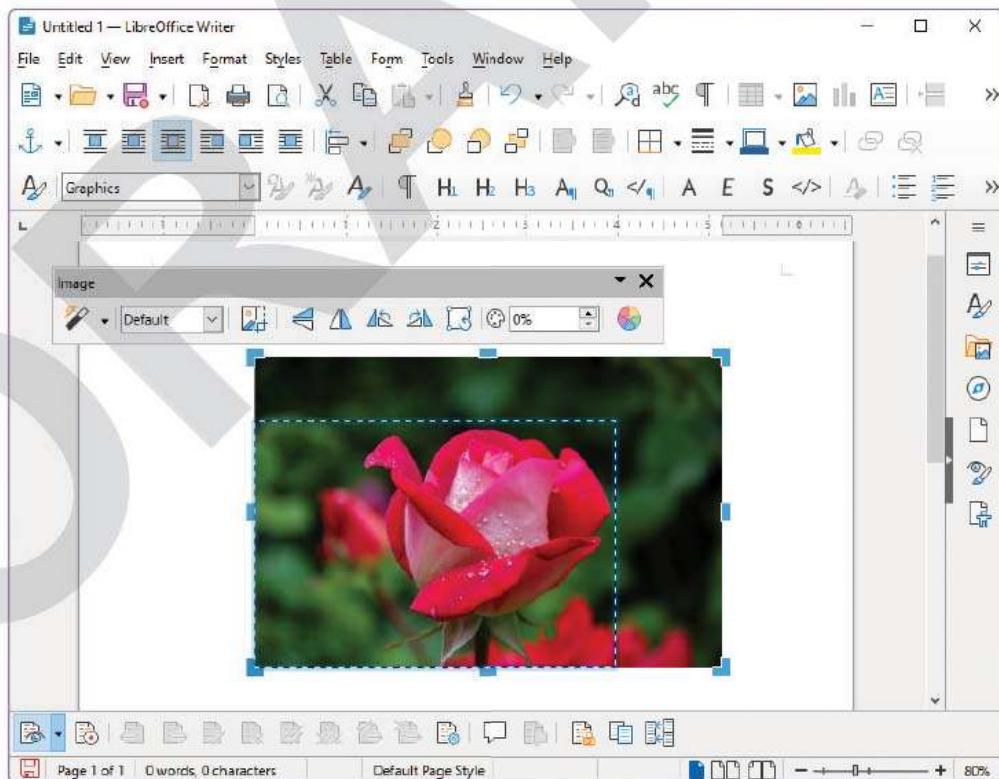
Cropping an image involves removing unwanted portions of the image to focus on a specific area or to improve its composition. It is equivalent to using a scissor to cut the unwanted part. To crop an image, perform the following steps:

**Step 1:** Select the image in the Writer document.

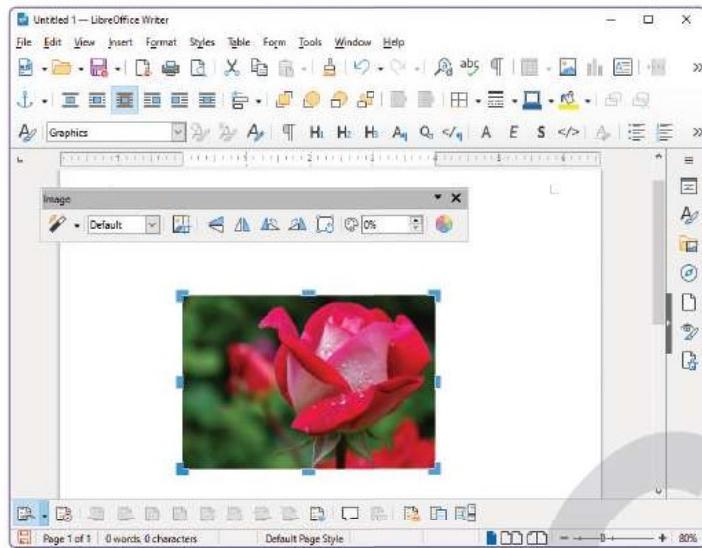
**Step 2:** Click on the **Crop Image** tool from the **Image** toolbar.

Notice that, the eight little squares surrounding the image will be transformed into blue handles.

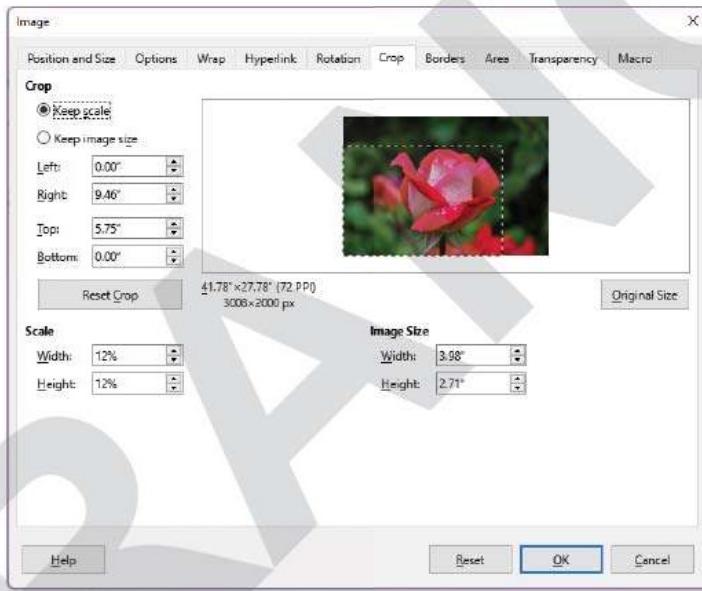
**Step 3:** Click and drag the handles on the image to adjust the crop region as desired. You can crop from any side or corner, as shown in below figure:



The image is cropped, as shown in below figure:



You can also crop an image by using the Image dialog box, as shown in below figure:



The options available for cropping in the Image dialog box are as follows:

- **Keep Scale:** It means the resizing of an image will not occur when the cropping of an image is done. This will cut the unwanted part of the image without altering its size.
- **Keep image size:** The image size will enlarge when the green handles are dragged towards outwards. The image size will be reduced when dragged towards inwards.
- **Left, Right, Top, and Bottom:** Cropping will occur from left, right, top, and bottom by typing the values. These values will work according to the choice made between **Keep scale** and **Keep image size**.
- **Width and Height:** The Width and Height fields are given both for **Scale** and for **Image Size**. You can alter depending on the option selected.

## Rotating an Image

Rotating an image in LibreOffice Writer serves multiple purposes, including alignment for better integration with text, enhancing visual appeal by adding dynamism to the layout, proficiently managing space limitations, drawing attention to specific details within the image, etc.



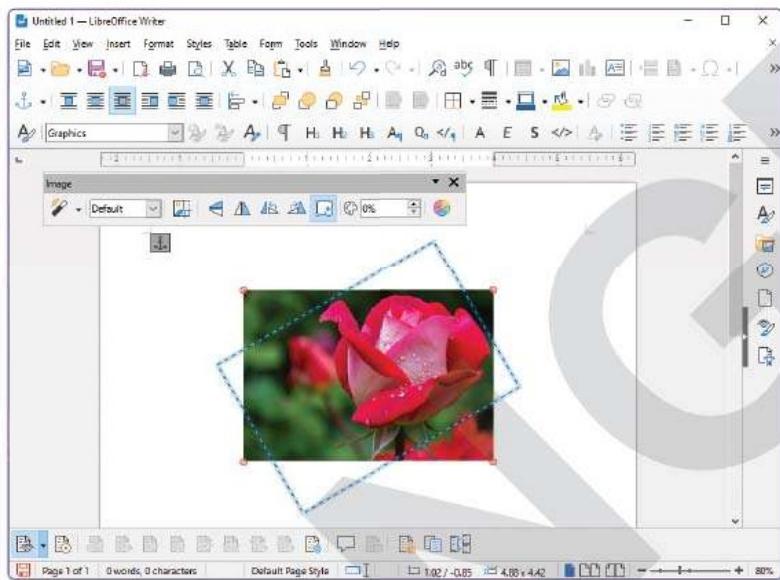
To rotate an image, perform the following steps:

**Step 1:** Select the image in the Writer document.

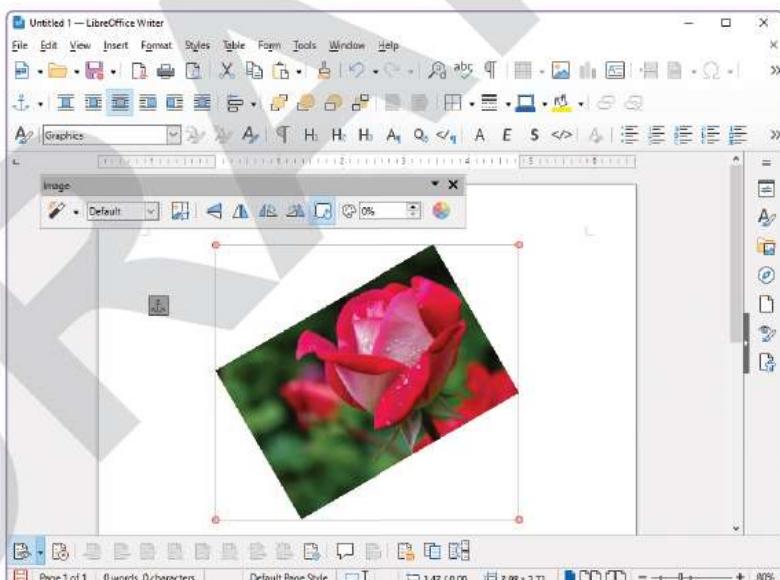
**Step 2:** Click on the **Rotate** tool from the **Image** toolbar.

Notice that, the four dots (handles) appears surrounding the four corners of the image.

**Step 3:** Click and drag the handles on the image to rotate an image. You can rotate an image from any handles, as shown below:



The image gets rotated, as shown in the below figure:



## Resize an Image

Sometimes an image size is required to be altered in a document either by increasing its size or by decreasing its size. Resizing is the process of reducing or enlarging the size of the image. The resizing of a picture will alter the resolution of a picture. The steps to change the size of the image are as follows:

**Step 1:** Select the image in the document.

Notice that the selected image is bordered by eight little squares.



**Step 2:** Place the mouse pointer over one of the square so that it changes to a double headed arrow.

**Step 3:** Drag the double headed arrow in the direction of resizing the image. If you drag it inwards the size of the image decreases. If you drag it outwards the size of the image increases. By dragging the corner handles, one can resize both the width and the height of the image simultaneously, while the other four handles only resize one dimension at a time.

**Step 4:** If you wish to keep the original proportions of the picture then press the **Shift** key and click on any one of the corner square and then drag it. After doing the desired change, release the mouse button.

## Delete an Image

To delete an image, perform the following steps:

**Step 1:** Select the image in the document that you want to delete.

**Step 2:** Press the **Delete** key.

The image is deleted from the document.

### I KNOW

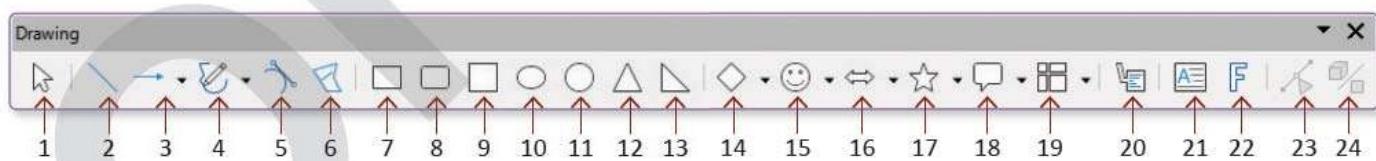
**Tick (✓) if you know this.**

- ▶ Images can be inserted by linking.
- ▶ Flip vertically tool flip the selected image by 180 degree.
- ▶ Watermark increases the transparency of the image.
- ▶ Image mode tools help you change the mode of images.



## USING DRAWING TOOLBAR

The Drawing Toolbar is a collection of tools used for drawing objects and giving effects to these objects. A set of drawing tools available in Writer are easy to use and help in creating good-quality designs, diagrams, and drawings. Once When you create the drawings, you can directly place them in the document. These diagrams can also be copied or imported into other packages. You can open the Drawing toolbar by clicking the **View** **Toolbars** **Drawing** option from the **Menu** bar. Following are the different tools in the Drawing toolbar:



- 1. Select
- 2. Insert Line
- 3. Line and Arrows
- 4. Curves and Polygons
- 5. Curve
- 6. Polygon
- 7. Rectangle
- 8. Rectangle Rounded

- 9. Square
- 10. Ellipse
- 11. Circle
- 12. Isosceles Triangle
- 13. Right Triangle
- 14. Basic shapes
- 15. Symbol shapes
- 16. Block Arrows

- 17. Stars and Banners
- 18. Callouts Shapes
- 19. Flowcharts
- 20. Callouts
- 21. Insert Textbox
- 22. Insert Fontwork Art
- 23. Toggle Point Edit Mode

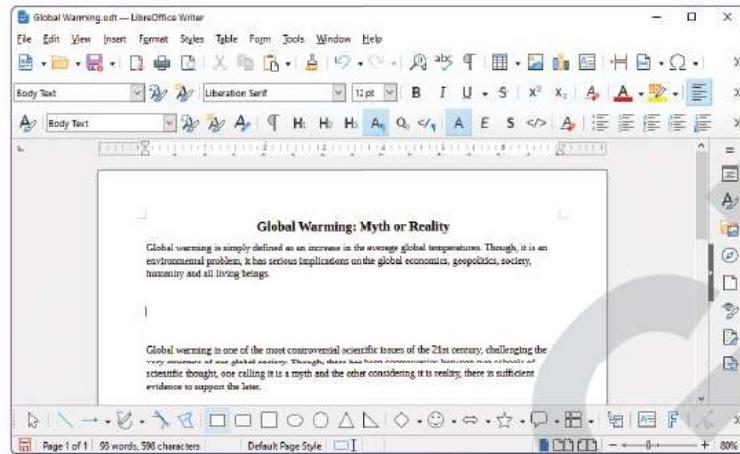


## 24. Toggle Extrusion

Let us make a rectangle using the Rectangle tool. To do this, perform the following steps:

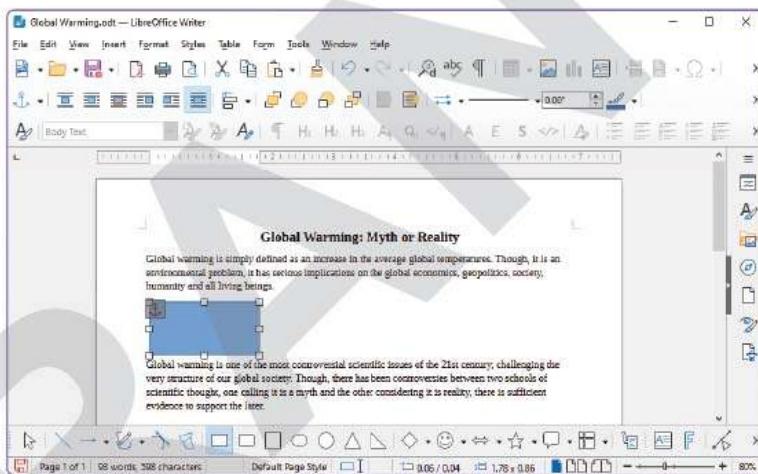
**Step 1:** Move to the location in the document where you wish to draw a rectangular.

**Step 2:** Select the **Rectangle** tool from the **Drawing** toolbar.



The mouse pointer changes to a thin plus sign.

**Step 3:** Drag and then release the mouse button to create a rectangular shape of an appropriate size.



The mouse pointer is still with a thin plus sign which means you can draw as many shapes as you want.

**Step 4:** Click on the **Select** tool on the Drawing toolbar or press the **Esc** key to get your original mouse pointer shape.

## Resizing a Drawing Object

Sometimes you may want to change the size of drawing to accommodate it at a particular place in the document. This can be done either by changing its size only or by changing its shape and size both.

An object drawn using a Drawing toolbar can be resized using two different ways, which are:

- Using Handles of the Object
- Using Format Menu

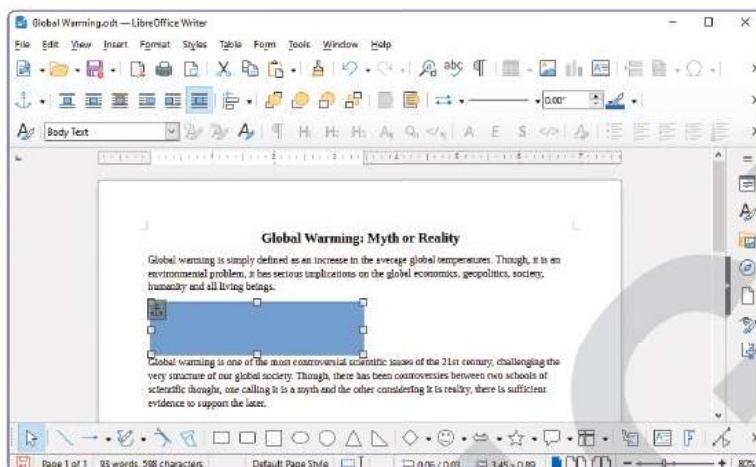
### Using Handles of the Object

This process is similar to the steps we used to resize an image, which are as follows:

**Step 1:** Select the object to make it active with the handles (little square) around the edges.



- Step 2:** Place the mouse pointer over one of the edges so that it changes to a double headed arrow.
- Step 3:** Drag the double headed arrow in the direction of resizing the object. If you drag it inwards the size decreases. If you drag it outwards the size of the image increases.
- Step 4:** If you wish to keep the original proportions of the picture then press **Shift + click** on any one of the corner handles and then drag it. After doing the desired change, release the mouse button.



## Using Format Menu

To resize a drawing using Format menu, follow the given steps:

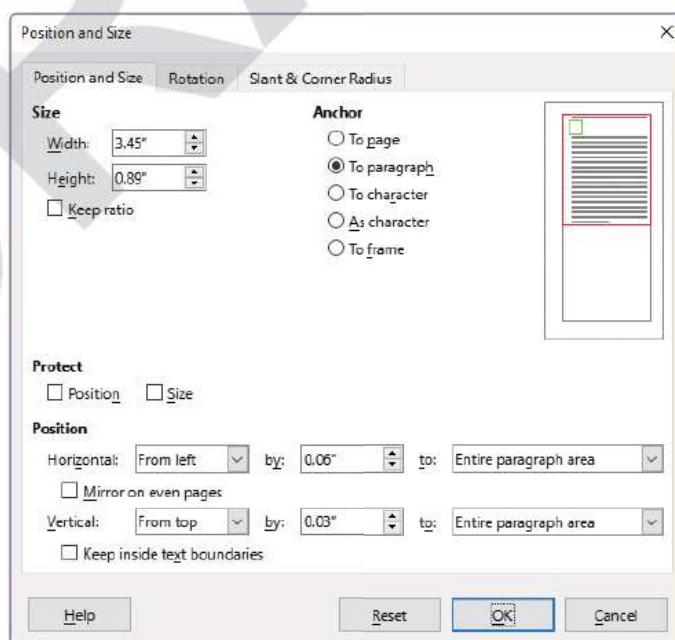
- Step 1:** Select the object that you want to resize.
- Step 2:** Click on **Format → Text box and Shapes → Position and Size** option from the **Menu bar**.

OR

Right-click the object and then select the **Position and Size** option from the context menu.

The **Position and Size** dialog box will appear.

- Step 3:** Specify the width and height of the object in the **Width** and **Height** text boxes, respectively under the **Size** category.
- Step 4:** If the **Keep ratio** check box is checked, then the proportion of the object is maintained at the time of resizing.

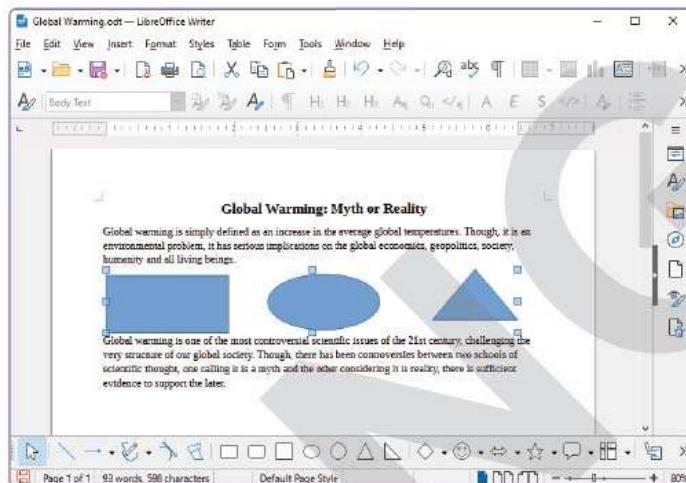


## Grouping the Drawing Objects

Grouping of the drawing objects is the process of combining two or more objects to behave as one object. It becomes easier to move, cut, or copy the grouped objects. The number of objects grouped can easily be ungrouped.

The steps to group the objects are as follows:

**Step 1:** Select multiple objects by using mouse click and holding the **Shift** key.



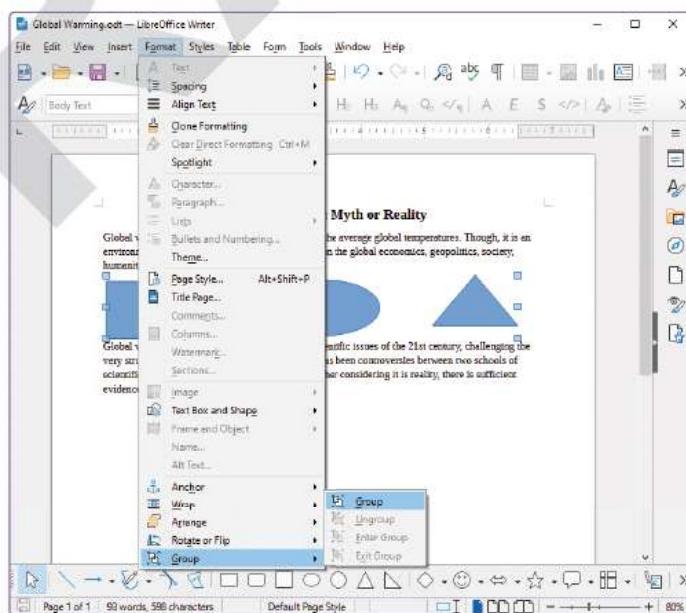
**Step 2:** Click on the **Format** **Group** option and then select the **Group** option from the sub menu.

OR

Right-click on the selected objects and then select the **Group** option from the context menu.

OR

Select the **Group** option from the **Drawing Object Properties** toolbar.



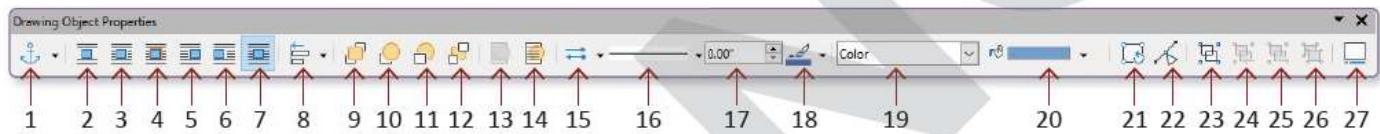
The selected objects get grouped into one object.

In LibreOffice Writer, the options you mentioned relate to working with grouped objects, such as images or shapes.

- **Group:** This option allows you to select multiple objects, such as images or shapes, and group them together as a single object. Once grouped, you can move, resize, or manipulate them as a single entity.
- **Ungroup:** If you've previously grouped objects together and want to edit them individually again, you can use the "Ungroup" option. This separates the grouped objects back into their original individual components.
- **Enter Group:** This option is used to enter the editing mode of a grouped object. When you have a grouped object selected, you can use "Enter Group" to access and edit the individual components of the group.
- **Exit Group:** This option is often used when you're editing objects within a group. When you're inside a grouped object, such as when you've double-clicked on a group to enter it, "Exit Group" allows you to exit the group editing mode and return to the main document editing mode.

## Changing Properties For Drawing Objects

Whenever an image or a graphical object is inserted in a document then its properties like colour, contrast, brightness etc. can easily be modified using the Drawing Object Properties toolbar. You can access it by clicking on the **View**  $\otimes$  **Toolbars**  $\otimes$  **Drawing Object Properties** option. It is a floating toolbar, and can be placed anywhere on the screen, as shown in below figure:



- |                             |                    |                            |
|-----------------------------|--------------------|----------------------------|
| 1. Select Anchor for Object | 10. Forward One    | 19. Area Style/Filling     |
| 2. None                     | 11. Back One       | 20. Fill Color             |
| 3. Parallel                 | 12. Send to Back   | 21. Rotate                 |
| 4. Optimal                  | 13. To Foreground  | 22. Toggle Point Edit Mode |
| 5. Before                   | 14. To Background  | 23. Group                  |
| 6. After                    | 15. Arrow          | 24. Ungroup                |
| 7. Through                  | 16. Line Style     | 25. Enter Group            |
| 8. Align Objects            | 17. Line Thickness | 26. Exit Group             |
| 9. Bring to Front           | 18. Line Color     | 27. Insert Caption         |

The steps to use the tools from the above toolbar are:

**Step 1:** Draw a line using a Drawing toolbar.

**Step 2:** Select the line with the square on its edges.

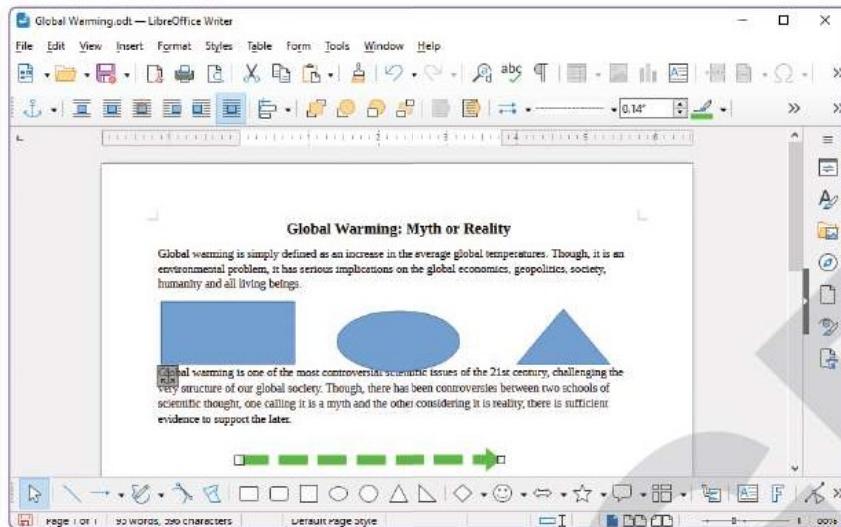
**Step 3:** Select the **Line Style** tool present on the **Drawing Object Properties** toolbar to change the style of the line. It will display the list of different line styles like dotted, dash, thick, double, etc.

**Step 4:** Specify the width of the line in the **Line Thickness** text box present on the **Drawing Object Properties** toolbar.

**Step 5:** Choose the colour for the line in the **Line Color** option on the **Drawing Object Properties** toolbar.



The specified settings are applied to the object, as shown in the below figure:



After the changes are done, click on any other part of the document to remove the square handles from the line drawn. Changes done in properties of an object, before creating it, are available only for current session.



## POSITIONING OF A GRAPHIC

Whenever you place any graphic in a document then the given four settings play an important role:

- Anchoring
- Arrangement
- Alignment
- Text wrapping

These settings can be accessed from different ways:

- **For both image and objects:** Click on the **Format** menu in **Menu** bar and then select the **Arrange, Wrap, Anchor** from the list.  
OR
- **For both image and objects:** Right-click on the graphics in the document and then select the desired option (**Align Objects, Arrange, Wrap, Anchor**) from the context menu.
- OR
- **For both image and objects:** Click on the object and then select the desired option from the **Drawing Object Properties** toolbar.
- OR
- **For Image:** You can use anchor and wrap features of the image from the **Position and Size** and **Wrap** tabs, respectively of the **Image** dialog box. You can access this dialog box by selecting an image and then clicking on the **Format** **Image** **Properties** option from the **Menu** bar or right-click on the image and select the **Properties** option from the context menu.
- OR
- **For object:** You can anchor the object from the **Position and Size** tab of the **Position and Size** dialog box. You can access this dialog box by selecting an object and then select **Format** **Text Box and Shape** **Positions and Size** option from the **Menu** bar or right-click on the object and select the **Positions and Size** option from the context menu.



## Anchoring

Anchoring refers to the reference point for the graphics. An image always has an anchor point. It specifies the relationship between the graphic and the text surrounding it. Anchoring allows an image to retain its position to a page, paragraph, character or frame. So whenever a page, paragraph, character or frame is aligned, the anchored image moves along with it.

The following anchoring options are available in the LibreOffice Writer:

- **To Page:** The object or image remains in the same position in relation to the page margins. It does not move after adding or deleting text or other images. This method is useful when the object or image is not required to be visually associated with a particular piece of text.
- **To Paragraph:** The object or image is visually associated with a paragraph and moves along the paragraph too. It may be placed in the margin or another location.
- **To Character:** The object or image is associated with a character but is not in the text sequence. It moves with the character but can be placed in the margin or another location.
- **As Character:** The object or image is placed in the document like any other character, and therefore, affects the height of the text line and the line break. The graphic moves with the paragraph as we add or delete text before the paragraph. This method is useful for keeping screenshots in sequence in a procedure (by anchoring them as a character in a blank paragraph) or for adding a small (inline) icon in sequence in a sentence.
- **To Frame:** If the object or image has been placed in a frame, we can anchor the graphic in a fixed position inside the frame. The frame can then be anchored to a page, paragraph or character as required.

When an image is inserted, an anchor icon appears on the left side of image. We can position an anchored item by dragging the item to another location.

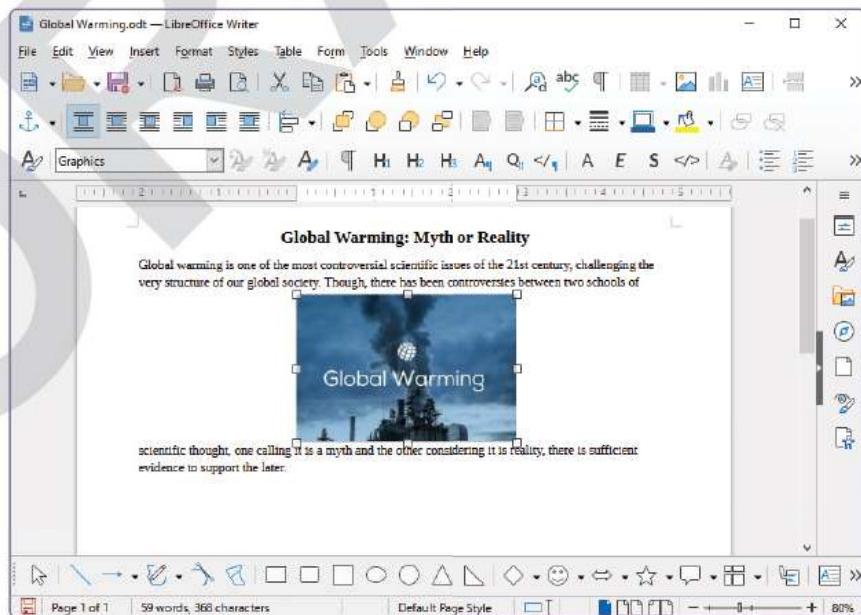
To change the anchoring options of an image, perform the following steps:

**Step 1:** Right-click on the image and select the **Anchor** option from the context menu.

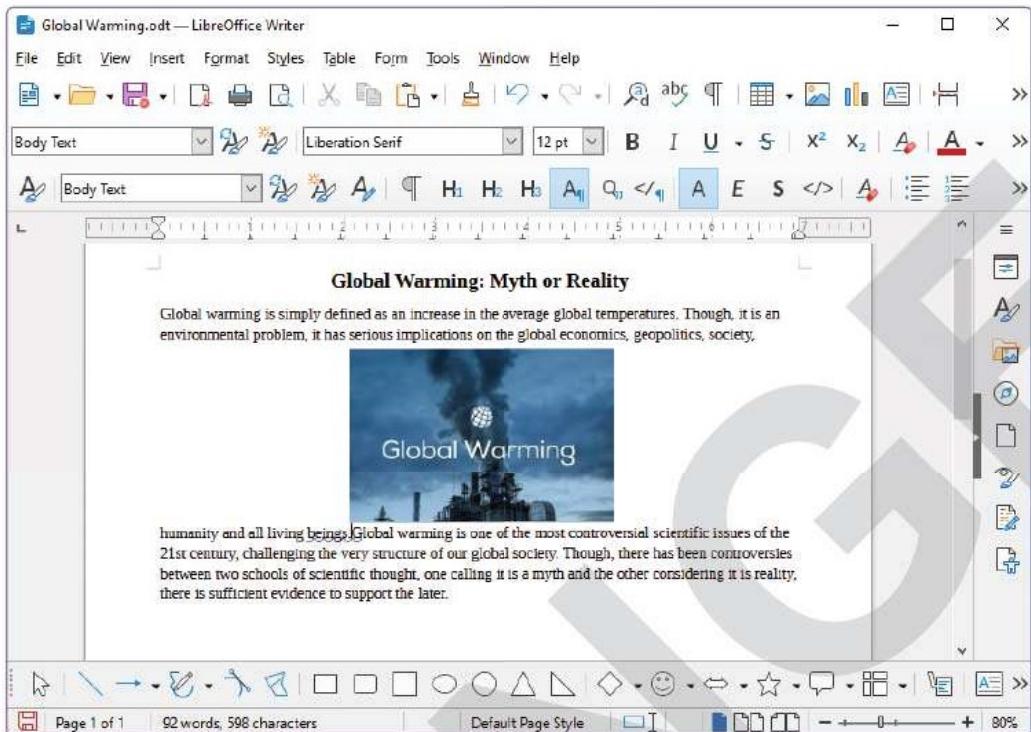
A submenu appears on the screen.

**Step 2:** Select the desired anchor option from the submenu.

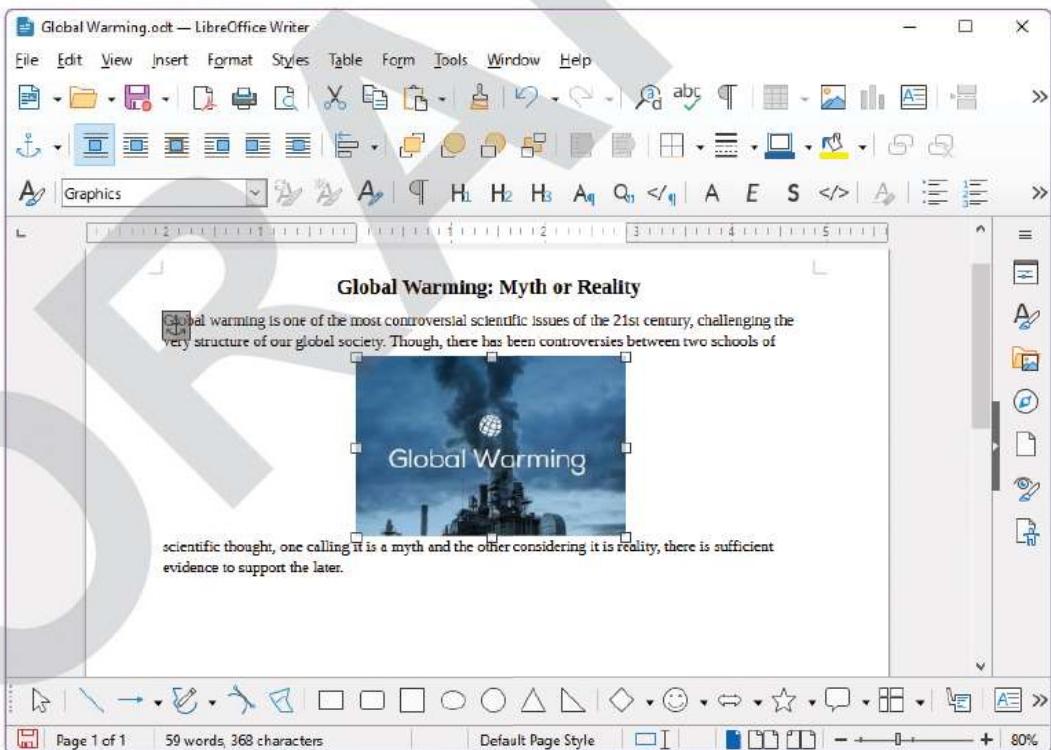
**To Page:** In the below figure, the image is anchored to page:



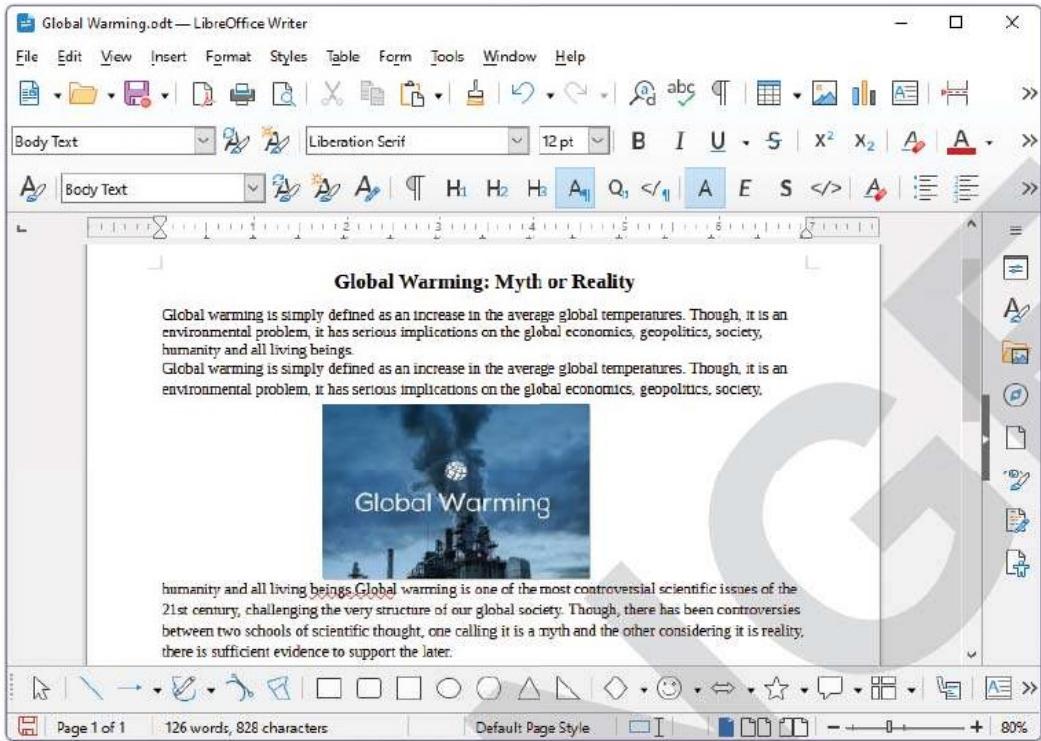
Now, when we add a new paragraph in the document. The position of image remains fixed in its position but the paragraph moves, as shown in below figure:



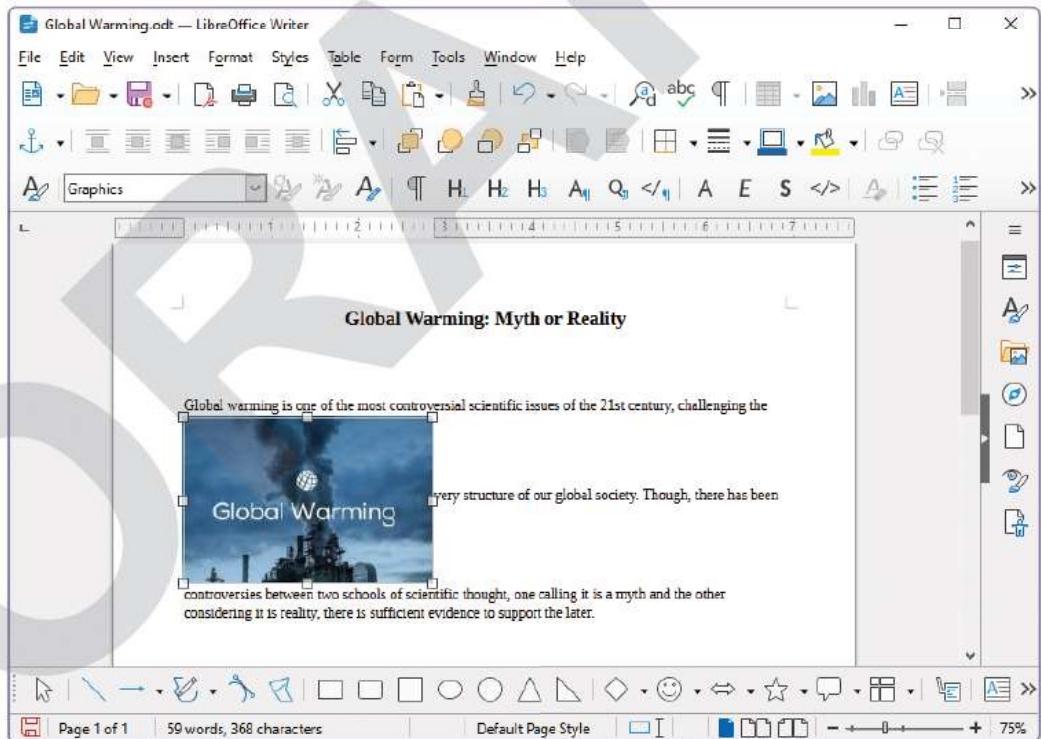
**To Paragraph:** In the below figure, the image is anchored to paragraph:



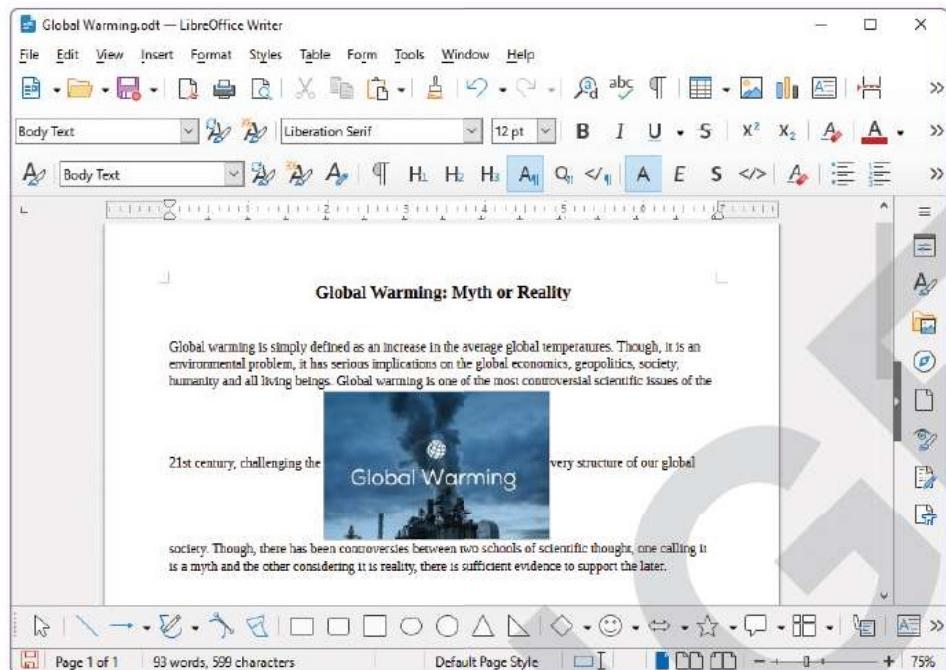
Now, when we add a new paragraph in the document. The image shifts downwards with paragraph, as shown in below figure:



**As Character:** In the below figure, the image is anchored as character:



Now, when we add a new paragraph in the document. The image with character, as shown in below figure:



## Arrangement

Arrangement refers to the order in which objects or image appear relative to each other. Arrangement controls how graphics are stacked upon each other or relative to the text. In a document with multiple graphics or objects, the arrangement setting determines which objects are in front of or behind others.

The Drawing Object Properties toolbar consists of six arrangement tools as explained below:

- **Bring to Front:** This option moves the selected object to the front of all other objects, making it visible above everything else.
- **Forward One:** This brings the selected object one layer forward, making it more visible compared to objects behind it but still potentially obscured by objects in front of it.
- **Back One:** This sends the selected object one layer backward, making it less visible compared to objects in front of it but still potentially covering objects behind it.
- **Send to Back:** Conversely, this option sends the selected object to the back of all other objects, making it appear behind everything else.
- **To Foreground:** Moves the drawing object in front of the text.
- **To Background:** Moves the drawing object behind the text

To arrange graphics in the document, perform the following steps:

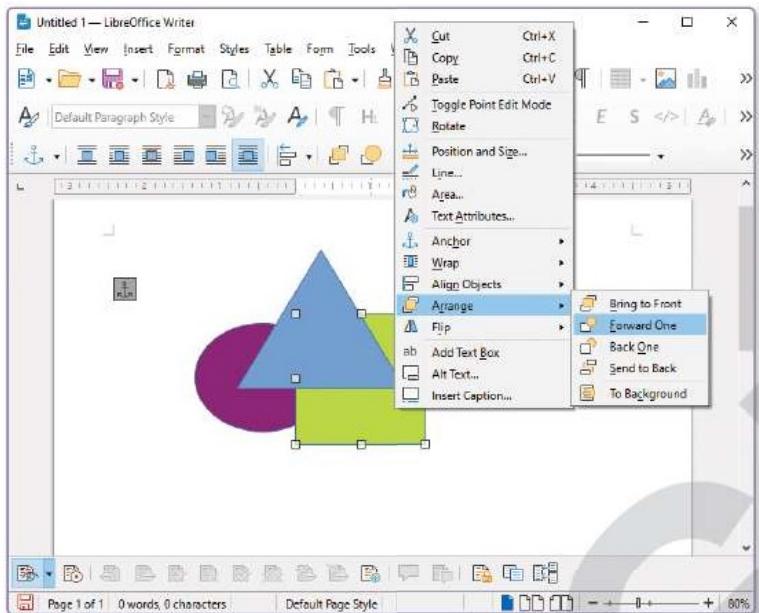
**Step 1:** Open the document containing an image or object that overlap each other.

**Step 2:** Right-click on the image or object that you want to arrange and select the **Arrange** option from the context menu.

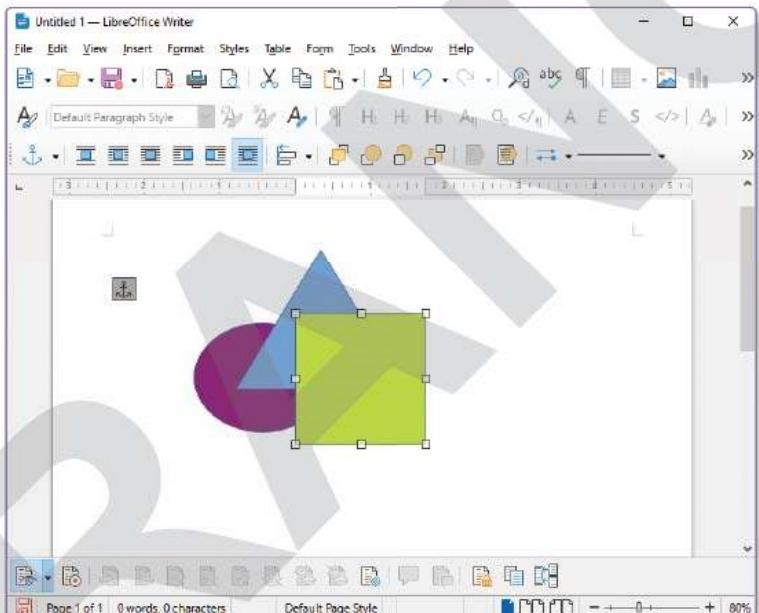
A submenu appears on the screen.

**Step 3:** Select the desired arrangement option from the submenu. In this case, we have selected **Forward One** option, as shown in below figure:





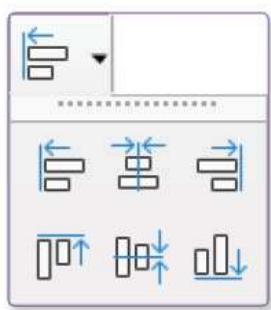
The selected object moves one layer forward in the stack, as shown in below figure:



## Alignment

Alignment refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. You can align objects horizontally, vertically, or both. This setting helps in creating a neat and organised layout by ensuring that graphics are positioned consistently. In LibreOffice Writer, you can align objects and images horizontally and vertically using various options:

- **Horizontal Alignment:** It contains three options, which are:
  - **Left Alignment:** Aligns objects or images to the left edge of the page or the nearest margin.
  - **Center Alignment:** Centers objects or images horizontally on the page.
  - **Right Alignment:** Aligns objects or images to the right edge of the page or the farthest margin.



- **Vertical Alignment:** It contains three options, which are:
  - **Top Alignment:** Aligns objects or images to the top edge of the page.
  - **Middle Alignment:** Centers objects or images vertically on the page.
  - **Bottom Alignment:** Aligns objects or images to the bottom edge of the page.

To align image or object, perform the following steps:

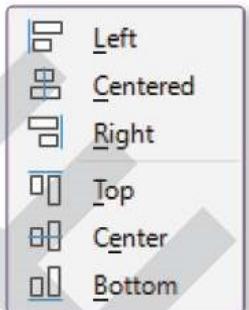
**Step 1:** Open the document containing an image or object.

**Step 2:** Right-click on the image or object that you want to arrange and select the **Align Objects** option from the context menu.

A submenu appears on the screen.

**Step 3:** Select the desired alignment option from the submenu.

The image or object aligned according to the specified alignment.



## Text Wrapping

Text Wrapping allows the placement of image in relation to text. Text Wrapping tools are available under Drawing Object Properties toolbar. Text wrapping is essential for integrating graphics seamlessly into the text flow of a document.

The steps to wrap text are as follows:

**Step 1:** Select the image in the document.

**Step 2:** Right-click on the image and then select the **Wrap** option from the context menu.

As submenu appears.

**Step 3:** Select the desired wrapping options from the submenu.

Option	Description	Example
None	The text is placed above and below the image.	
Before	The text is placed before the image.	
After	The text is placed after the image.	



Option	Description	Example
Parallel	Text flows around the image. Moving an image will rearrange the text on the page.	
Through	The image comes above the text. In this case the image should have transparency so that the text below it is visible properly.	
Optimal	Optimal prevents text from being placed to the side of the image if the spacing between the image and the margin is less than 2 cm.	



Fill in the blanks.

1. \_\_\_\_\_ menu contains image related options.
2. \_\_\_\_\_ controls the flow of text around an image.
3. \_\_\_\_\_ removes the unwanted portion of an image.



## CREATE AND USE TEMPLATE

A template is a predefined layout or a blueprint of a document with saved formatting features like font styles, logos, borders, colour pattern, text design, etc. Later a document is created using these pre-defined templates. The advantage of using these templates is that you do not have to waste time in designing a format of the document needed. Formats like training document, meeting agenda document, resume making layout, etc. are already available. You just select them at the time of making a new document and fill the content in the blueprint available.

A template can have:

- Printer settings like the type of a printer, paper type, and printing single side or double side.
- Document styles like character, page, frame, lists, etc.
- Headers and footers containing name, logos, signature, greetings, etc.

If you wish to create a new document with a blank layout, then you start a new document with the default blank template.

### Checking the Template of the Document

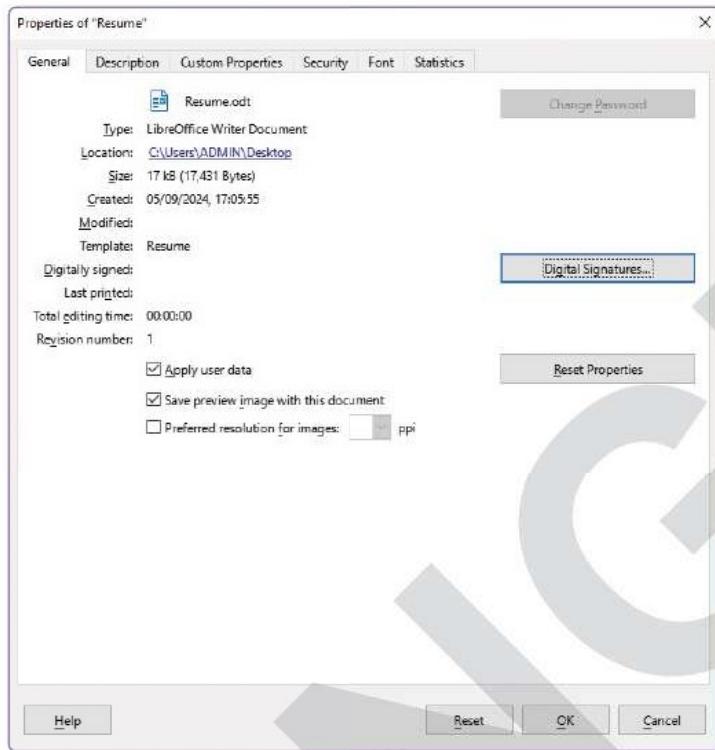
To check the template associated with a document in LibreOffice Writer, you can follow these steps:

**Step 1:** Open the document for which you want to check the associated template in LibreOffice Writer.

**Step 2:** Click on the **File** menu and then select the **Properties** option.



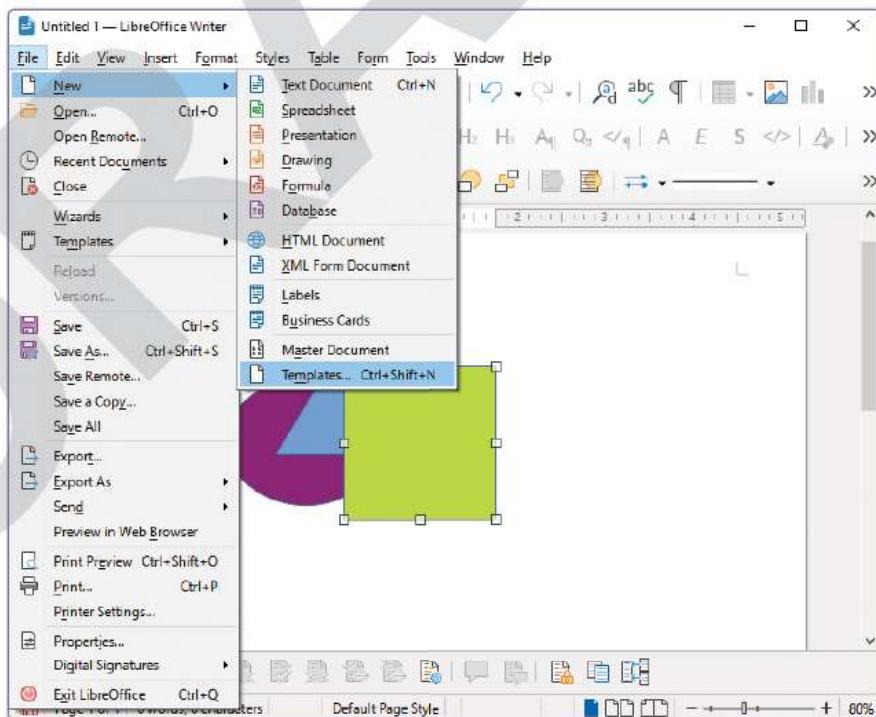
The **Properties** dialog box will open, displaying various information about the document along with the template information, as shown in below figure:



## Using an Existing Template

At the time of creating a document if you wish to use a particular template then follow the given steps:

**Step 1:** Select the **File → New → Templates** option from the **Menu bar**.



The **Templates** dialog box appears containing a list of available templates.

**Step 2:** Select the template category according to your requirement.

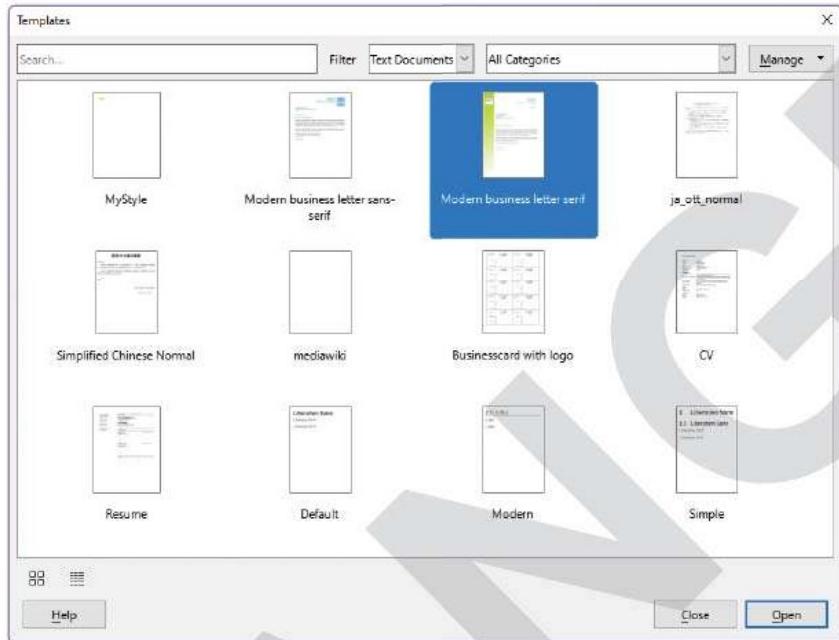
**Step 3:** Select the desired template. In this case, we have selected **Modern Business Letter Serif**.

**Step 4:** Click on the **Open** button.

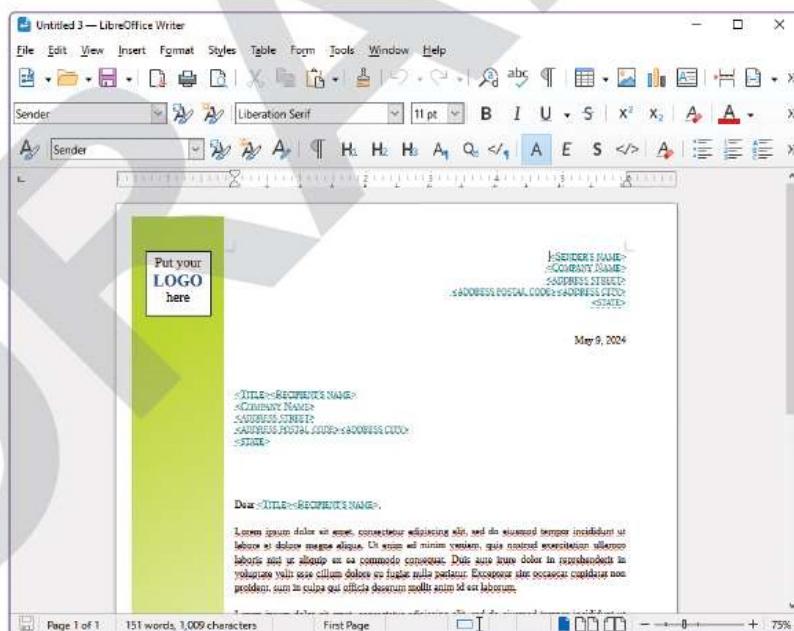
**SHORT KEY**

To open Templates dialog box:

**Ctrl + Shift + N**



The document opens with the selected template as shown in below figure:



## Creating a Template

A template can be created by using any of the two available methods:

- Creating a template from a document
- Creating a template using a wizard



## Creating a Template from a Document

The steps to create a template from a document are as follows:

**Step 1:** Create a new document or open an existing document.

**Step 2:** Add the content with the format, content, and styles you want.

**Step 3:** Click on **File → Templates → Save as Template** option from the **Menu bar**.

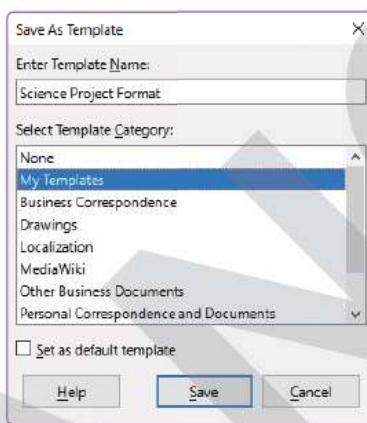
The **Save As Template** dialog box opens.

**Step 4:** Type the name of the template in the **Enter Template Name** text box.

**Step 5:** Select the desired category in which the template is saved.

**Step 6:** Select the **Set as default template** check box if you want to set this template as default template.

**Step 7:** Click on **Save** button to save the template.



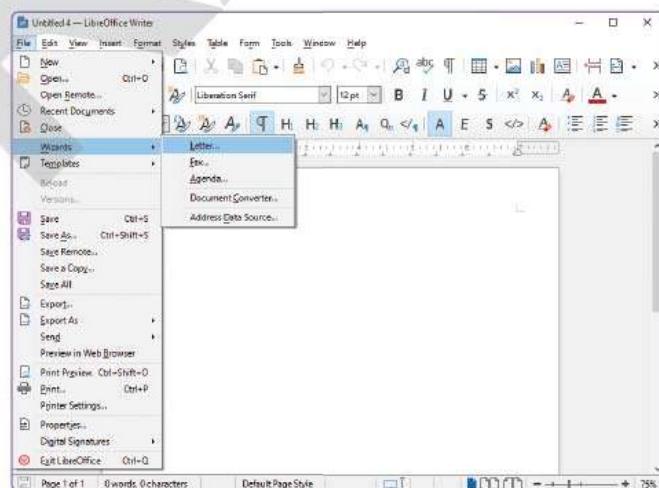
## Creating a Template using a Wizard

Wizard is a process of doing work using a step by step dialog box. The steps to create a template using wizard are:

**Step 1:** Create a document according to your requirement and add the desired text and styles.

**Step 2:** Click on the **File** menu and then select the **Wizard** option. As submenu appears.

**Step 3:** Select the desired option based on which you want to create category.



**Step 4:** Different categories of template will have different sets of dialog boxes appearing. Follow the steps and then save the template.



## Using Online Templates

LibreOffice offers a broad pool of online templates that you can access by download from the Internet. After downloading and installing these templates on your computer, they will be available in the Templates dialog box. Perform the following steps to install and use online templates:

**Step 1:** Click on the **File → Templates → Manage Templates** option from the **Menu** bar of LibreOffice Writer.

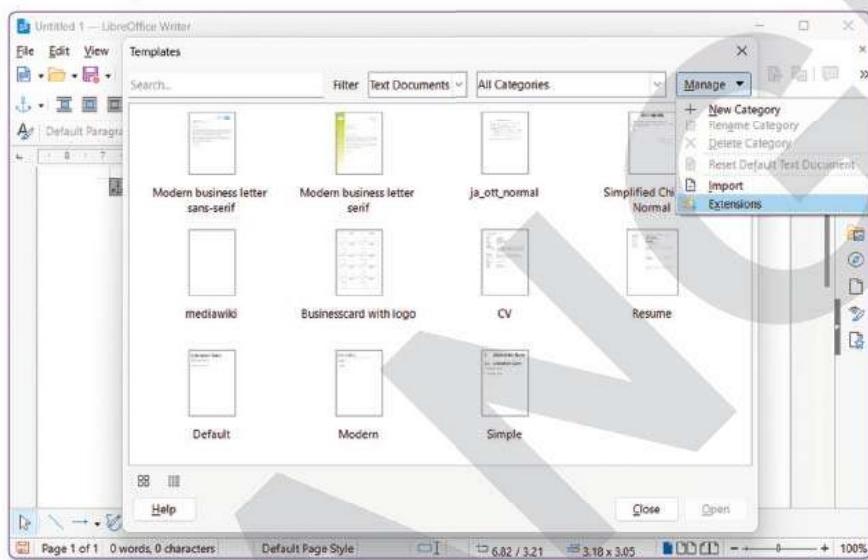
OR

Click on the **File → New → Templates** option from the **Menu** bar.

The **Templates** dialog box appears.

**Step 2:** Click on the **Manage** button.

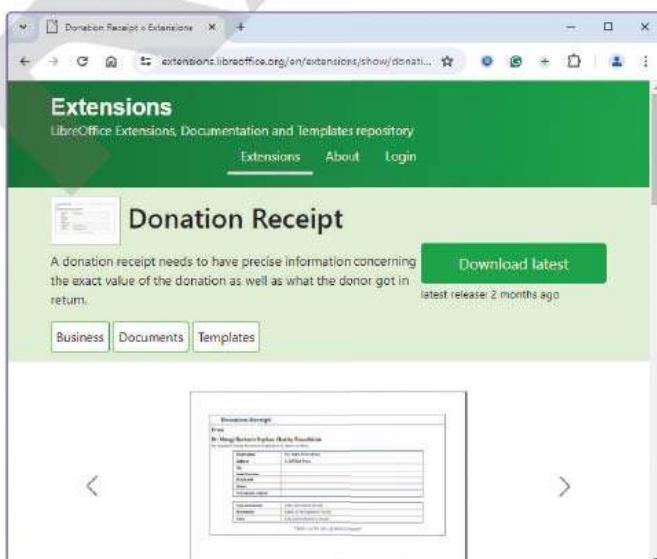
**Step 3:** Select the **Extensions** option.



The **Extensions: Templates** dialog box opens with a set of templates.

**Step 4:** Choose the desired template and click on the **Website** link. A web page opens in your web browser with the desired template.

**Step 5:** Click on the **Download latest** button.



**Step 6:** Open the LibreOffice Writer document.



**Step 7:** Click on the **File → Open** option from the **Menu** bar.

The **Open** dialog box opens.

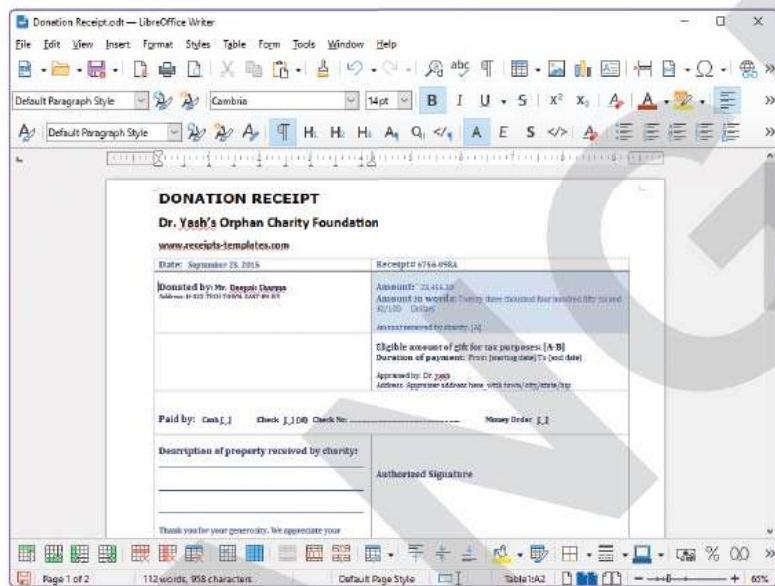
**Step 8:** Navigate the location and select the downloaded template.

**Step 9:** Click on **Open** button.

The template file **Donation Receipt.ott** will open.

**Step 10:** Edit the document according to your requirement.

**Step 11:** Save the file as text file **Donation Receipt.odt**, as shown below:



## Setting a Custom Template as a Default Template

A default template is automatically used when creating a new document. This default template can be changed by making any other template made by the user as a default template by following the given steps:

**Step 1:** Click on **File → Templates → Manage Templates** option from the **Menu** bar.

OR

Click on **File → New → Templates** option from the **Menu** bar.

The **Templates** dialog box opens.

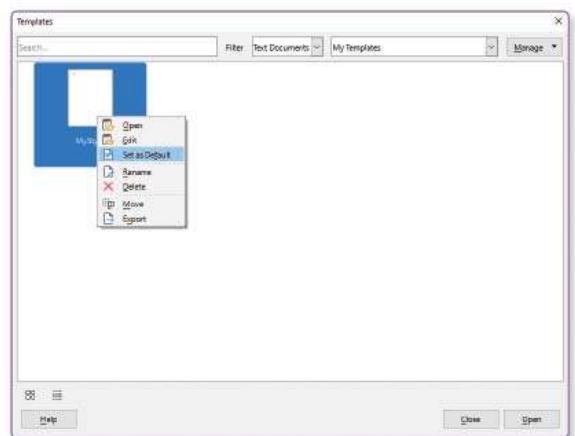
**Step 2:** Select the folder containing the saved template you wish to use. In this case, we have selected **My Template**.

**Step 3:** Right-click the template that you want to set as default.

**Step 4:** Select the **Set as Default** option from the content menu.

**Step 5:** Click on **Close** button in the **Templates** dialog box.

Now, the **MyStyle** template is set as a default template. Next time whenever you create a new document by using **File → New** option, this custom template will be the default template.



## Importing a Template

After downloading and saving a template into any file or folder, you can import it to make it appear in the list of templates within the Templates dialog box.

To import the template, perform the following steps:

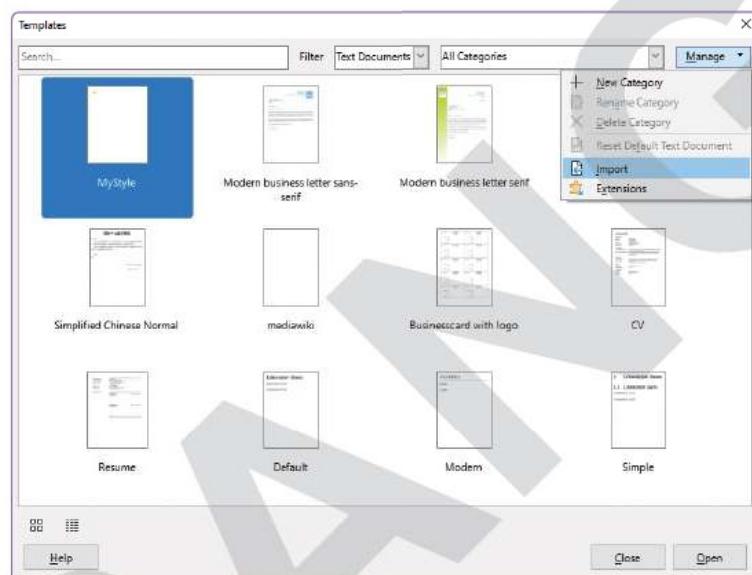
**Step 1:** Click on **File → Templates → Manage Templates** option from the **Menu** bar.

OR

Click on **File → New → Templates** option from the **Menu** bar.

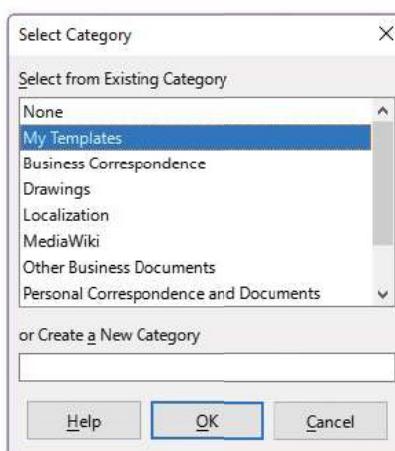
The **Templates** dialog box opens.

**Step 2:** Click **Manage** button in the dialog box and select the **Import** option from the drop-down list, as shown in below figure:

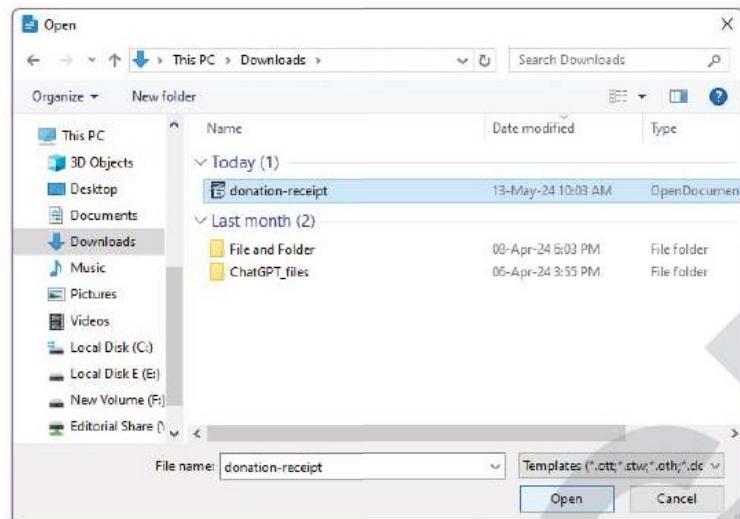


The **Select Category** dialog box will open.

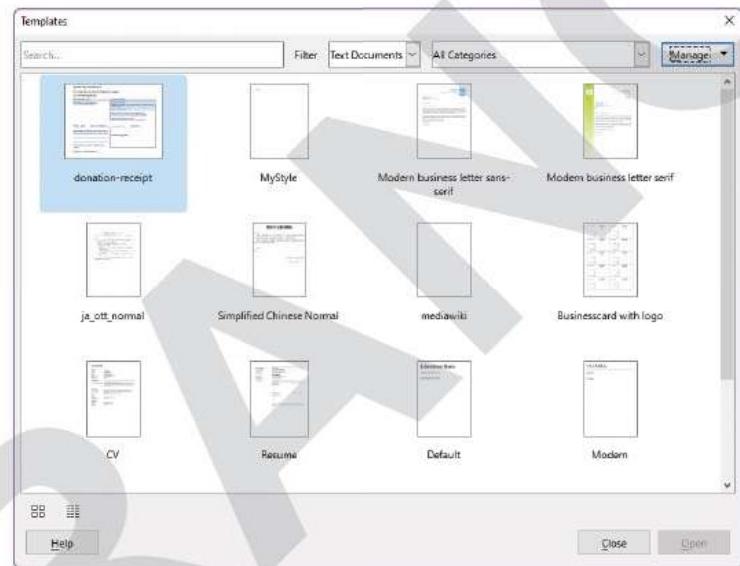
**Step 3:** Select the category from the **Select from Existing Category** list box in which you add the new template into any existing category. Otherwise, type the name of the new category in the **Create a New Category** text box, as shown in below figure:



**Step 4:** Click on **OK** button.



The selected file will be added to the list of templates as shown in below figure:



## Changing to a Different Template

To change to a different template, follow the steps given below:

**Step 1:** Choose **File → New → Template**. The **Templates** dialog box opens.

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

**Step 3:** Click on the **Open** button to open it.

OR

Double-click on the template to open it.

Now you can use the template according to your requirement.

## Editing a Template

After creating a template, you can make desired changes in it according to your requirement. To do so, perform the following steps:

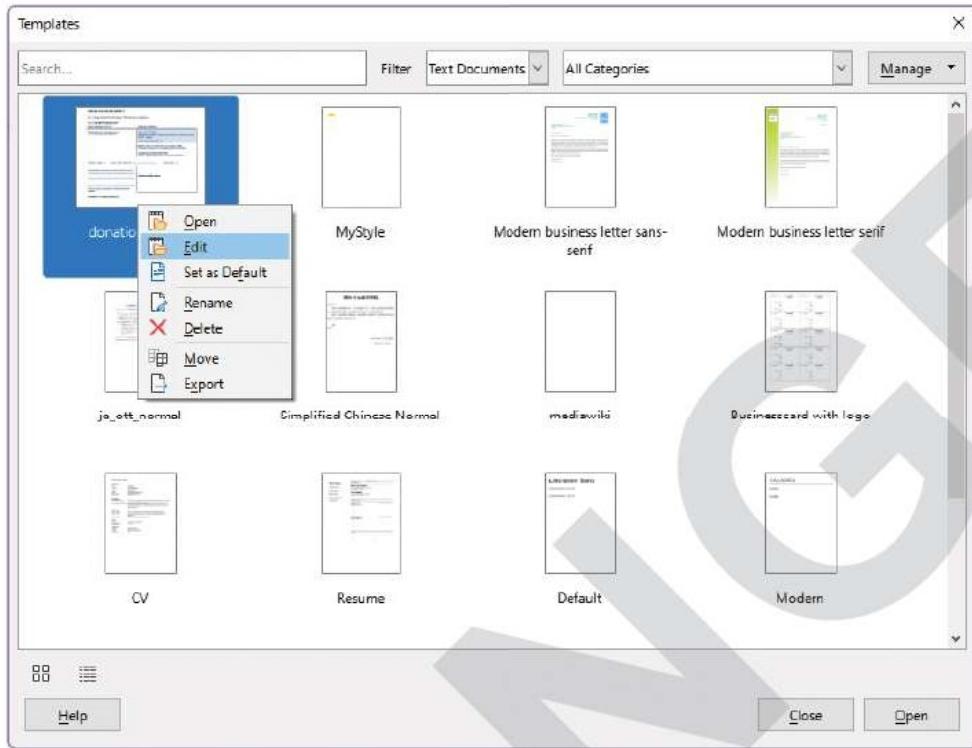
**Step 1:** Click on the **File → Templates → Manage Templates** option from the **Menu bar**.



The **Templates** dialog box will be displayed.

**Step 2:** Right-click on the template that you want to edit.

**Step 3:** Select the **Edit** option from the context menu.



The template file will be opened.

**Step 4:** Make the desired changes and save the file.

Once this template is applied to any document, the edited file will be utilised.

You can also edit the template, by performing the following steps:

**Step 1:** Click on the **File → Templates → Edit Template** option from the **Menu bar**.

The **Open** dialog box opens.

**Step 2:** Navigate the location and select the desired file that you want to edit.

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

The template file will be opened.

**Step 4:** Make the desired changes and save the file.

Once this template is applied to any document, the edited file will be utilised.

## Resetting the Default Template

Any document can be set as the default template, whether it is an existing template provided or a custom template, by following the given steps:

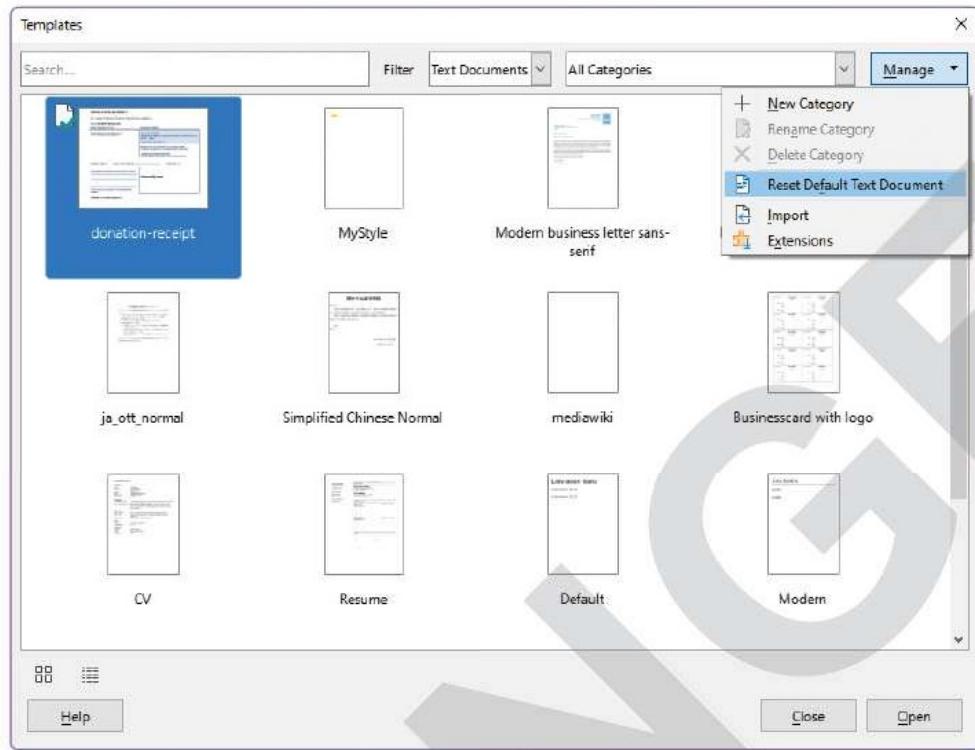
**Step 1:** Click on the **File → Templates → Manage Templates** option from the **Menu bar**. This will open the **Templates** dialog box.

**Step 2:** Right-click the template that you want to reset to default template and select the **Reset default** option from the context menu.

**OR**



Click the **Manage** button in the dialog box and select the **Reset Default Text Document** option from the drop-down list, as shown in below figure:



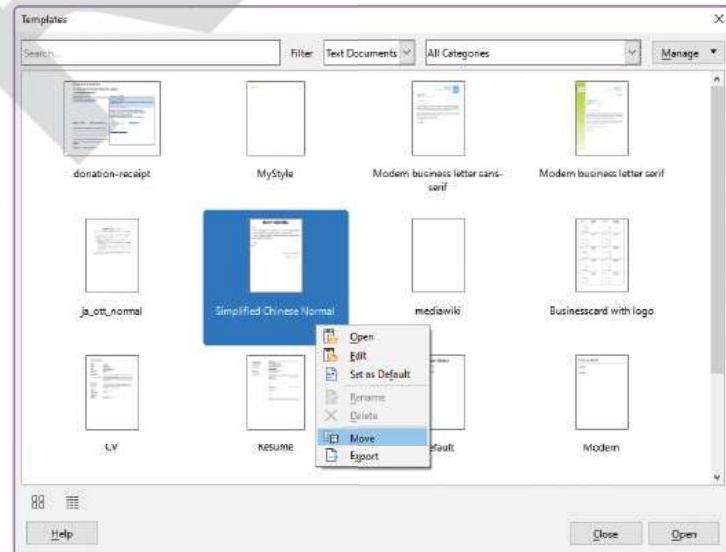
Whenever next time you create a new document using the **File → New** option from the **Menu** bar, then the document will be using the LibreOffice default template.

## Moving a Template

When you hover the mouse pointer over any of the templates in the Templates dialog box, a tooltip will appear showing the name of the template and its corresponding category. In LibreOffice Writer, you can move a template from one category to another. To do so, perform the following steps:

**Step 1:** Click on the **File → Templates → Manage Templates** from the **Menu** bar. The **Templates** dialog box opens.

**Step 2:** Right-click the template that you want to move and select the **Move** option from the context menu.



The **Select Category** dialog box opens.

**Step 3:** Select the category from the **Select from Existing Category** list box in which you add the new template into any existing category. Otherwise, type the name of the new category in the **Create a New Category** text box.

**Step 4:** Click the **OK** button.

The template is moved from one category to another.

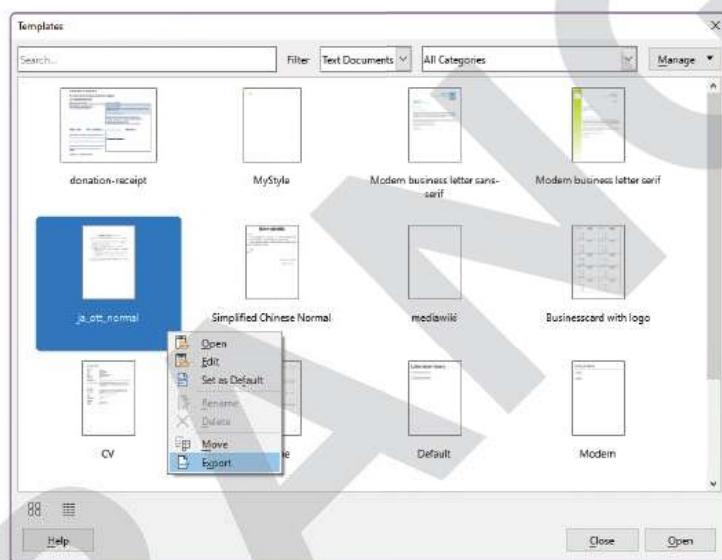
## Exporting a Template

Exporting templates in LibreOffice Writer allows users to create a consistent format for their documents, which they can share with others. This ensures uniformity across documents, saves time, and maintains branding or style guidelines within an organisation. It also allows users to share their designs more widely, encouraging collaboration, and making document creation more efficient.

To export a template, perform the following steps:

**Step 1:** Click on the **File → Templates → Manage Templates** from the **Menu bar**. The **Templates** dialog box opens.

**Step 2:** Right-click the template that you want to export and select the **Export** option from the context menu.



The **Select Folder** dialog box opens.

**Step 3:** Navigate the location by selecting the folder where you want to export the desired template.

**Step 4:** Click on the **Select Folder** button.

The template is exported to the specified location.

## Applying Templates to a Blank Document

You can apply the template from the available template list to any blank document. To do so, perform the following steps:

**Step 1:** Click on the **File → New → Text Document** from the **Menu bar**. A blank document is opened.

**Step 2:** Click on the **File → Templates → Manage Templates** from the **Menu bar**. The **Templates** dialog box opens.

**Step 3:** Select the template that you want to open and select the **Open** button.

The template will be opened in a new window.

**Step 4:** Select the entire content of the template by pressing the **Ctrl+A** shortcut key and pressing the **Ctrl+C** shortcut key to copy the selected content.



**Step 5:** Open the blank document and paste the copied content of the template by pressing the **Ctrl+V** shortcut key.

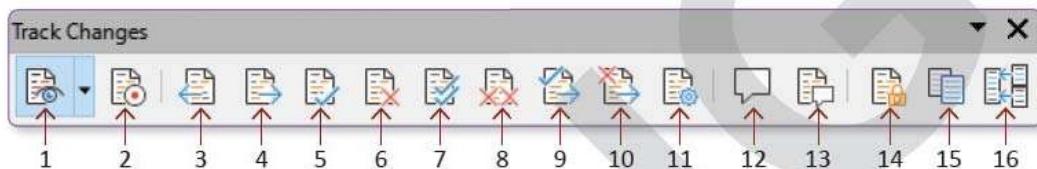
**Step 6:** Modify the template according to your requirement and save it as a text file.



## TRACK CHANGES FEATURE

Track Changes is a feature that facilitates the process of commenting, modifying, and reviewing a document among multiple users. A document prepared by one user must be reviewed and modified by themselves or other users. If any changes are made to the source document directly, the originality of the file may be discarded. Instead, the Track Changes feature in Writer provides a different approach for keeping track of all changes made to the source document. The author who initially prepare the document can approve or reject all of the recorded changes. Additionally, the Track Changes features allows us to enter comments while examining a document.

The Track Changes toolbar contains various tools that help to track the changes made by different users. You can view the **Track Changes** toolbar by selecting the **View**  $\circledcirc$  **Toolbars**  $\circledcirc$  **Track Changes** option from the **Menu bar**. The **Track Changes** toolbar will appear in the bottom left corner of the Writer window, as shown in below figure:



The various buttons present on the Track Changes toolbar are as follows:

1. **Show Track Changes:** Displays modifications made in the document by various users.
2. **Record Track Changes:** Activates the Track Changes feature. After activating this feature, any modification will be marked in the document.
3. **Previous Track Changes:** Moves to the previous tracked change in the document.
4. **Next Track Changes:** Moves to the next tracked change in the document.
5. **Accept Track Change:** Allows you to accept the selected tracked change, incorporating it into the document.
6. **Reject Track Change:** Allows you to reject the selected tracked change, removing it from the document.
7. **Accept All Tracked Change:** Accepts all tracked changes currently displayed in the document according to the selected filter criteria.
8. **Reject All Tracked Change:** Rejects all tracked changes currently displayed in the document according to the selected filter criteria.
9. **Accept Track Change and select the next one:** Accepts the currently selected tracked change and automatically moves to the next change in the document.
10. **Reject Track Change and select the next one:** Rejects the currently selected tracked change and automatically moves to the next change in the document.
11. **Manage Track Changes:** Opens a Manage Changes dialog box where you can manage tracked changes, including accepting or rejecting multiple changes at once, viewing a list of changes, and adjusting settings related to tracking changes.
12. **Insert Comment:** Allows you to add comment in a document.
13. **Insert Track Change Comment:** Allows you to provide feedback or clarification on a specific change made to the document.
14. **Protect Track Changes:** Locks the document to prevent further changes from being made while still allowing tracked changes to be accepted or rejected.
15. **Compare Non-Track Changed Document:** Allows you to compare non-track changed documents, visually inspect content side by side.



**16. Merge Track Changed Document:** Allows you to merge track-changed documents, review and accept/reject changes, resolve conflicts, then save the merged document.

## Preparing a Document for Review

The Track Changes feature is utilised when a document is distributed among one or more people for review or editing. So, before distributing the document, ensure that any changes made are recorded. This ensures that, once the review is completed, the original author of the document has an option to accept or reject the changes made. Author can ensure that no user can stop the track changes feature by protecting the document using password.

To do this, perform the following steps:

**Step 1:** Create a new document in LibreOffice Writer.

**Step 2:** Select the **Edit → Track Changes → Protect** option from the **Menu bar**.

OR

Click the **Protect Track Changes** button in the **Track Changes** toolbar.

The **Enter Password** dialog box will appear.

**Step 3:** Enter the same password in **Password** and **Confirm** text box.

**Step 4:** Click on the **OK** button.

After the document has been protected with a password, any attempt by a user to disable the Track Changes feature will prompt Writer to request the password.



## Recording Changes

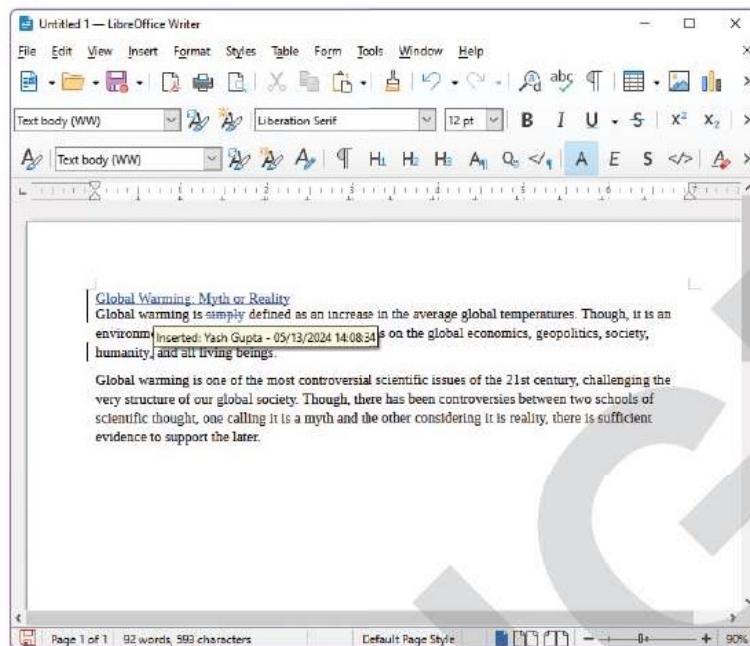
Once Track Changes is activated, reviewers can commence recording changes in the document. To do so, select the **Edit → Track Changes → Record** option from the **Menu bar**, or you can also select the **Record Track Changes** button from the **Track Changes** toolbar. Upon selecting the Record option, Track Changes becomes active. Now, the modification done by the user is recorded in the document. Any deleted content will appear as strikethrough text, while any added content will be displayed in a different colour, as shown in below figure.

To start recording the changes is:

**Ctrl + Shift + C**



When you hover your cursor over any of the changes, a tool tip appears that provides an information about the author, the modification made, the date and time of the change done as shown in below figure:



To stop recording, disable the record changes by selecting the **Edit → Track Changes → Record** option.

## Accepting and Rejecting Changes

Once the changes are made by all the reviewers, the original author may accept or reject them. To do this, follow the steps given below:

**Step 1:** Open the reviewed document.

**Step 2:** Click on the change made and then select **Accept Track Change** or **Reject Track Change** button, respectively in the **Track Changes** toolbar to accept or reject a change.

OR

Click on the change made and then select the **Edit → Track Changes → Accept** or **Reject** option, respectively in the **Menu** bar to accept or reject a change.

**Step 3:** Click the **Accept All Tracked Changes** or **Reject All Tracked Changes** button, respectively in the **Track Changes** toolbar to accept or reject all the changes made in the document.

OR

Select the **Edit → Track Changes → Accept All** or **Reject All** option, respectively in the **Menu** bar to accept or reject all the changes made in the document.

You can also accept or reject changes by using the Manage Changes dialog box. To do this, perform the following steps:

**Step 1:** Open the reviewed document.

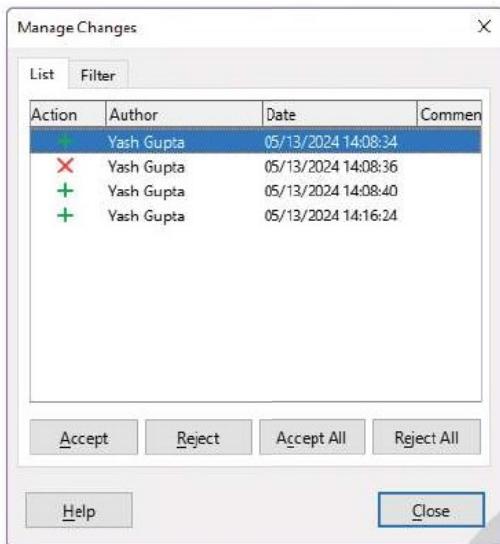
**Step 2:** Click on the **Manage Track Changes** button in the **Track Changes** toolbar.

OR

Select the **Edit → Track Changes → Manage** option in the **Menu** bar.

The **Manage Changes** dialog box opens. It contains the details of all the changes made in the document.





**Step 3:** Click on the **Accept** or **Reject** button to accept or reject the changes made, respectively.

**Step 4:** Click on the **Accept All** or **Reject All** button to accept or reject all the changes made, respectively.

## Adding Comments

The Track Changes feature can also be used to add comments during reviewing or editing. For this, click where you want the comment to appear in the document.

Then, follow the steps given below to add comments in a document:

**Step 1:** Select the **Insert → Comments** option from the **Menu** bar to insert comment in the document.

OR

Click the **Insert Comments** button in the **Track Changes** toolbar.

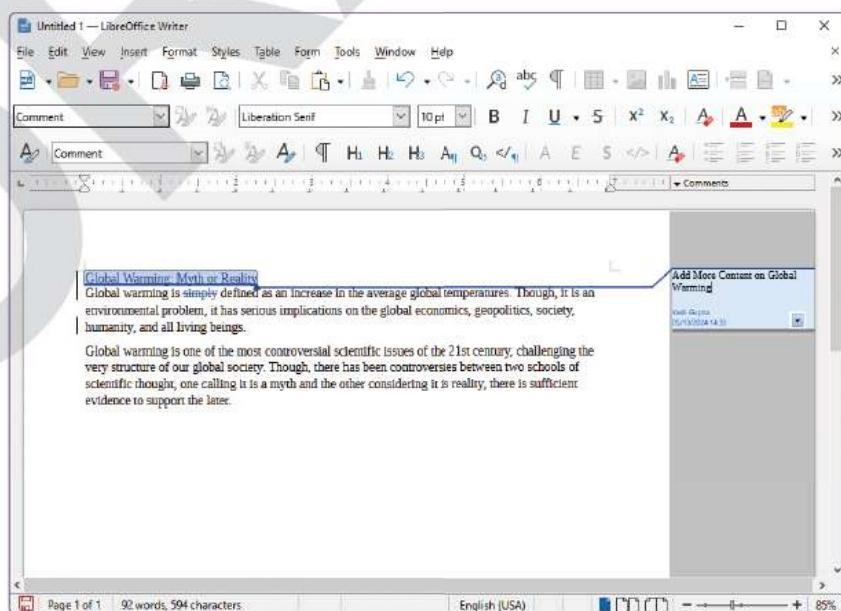
A comment box will be inserted on the right side of the window. It will have the name of the author or reviewer and date and time of the comment being made.

**Step 2:** Type the comment, as shown in below figure:

**SHORT KEY**

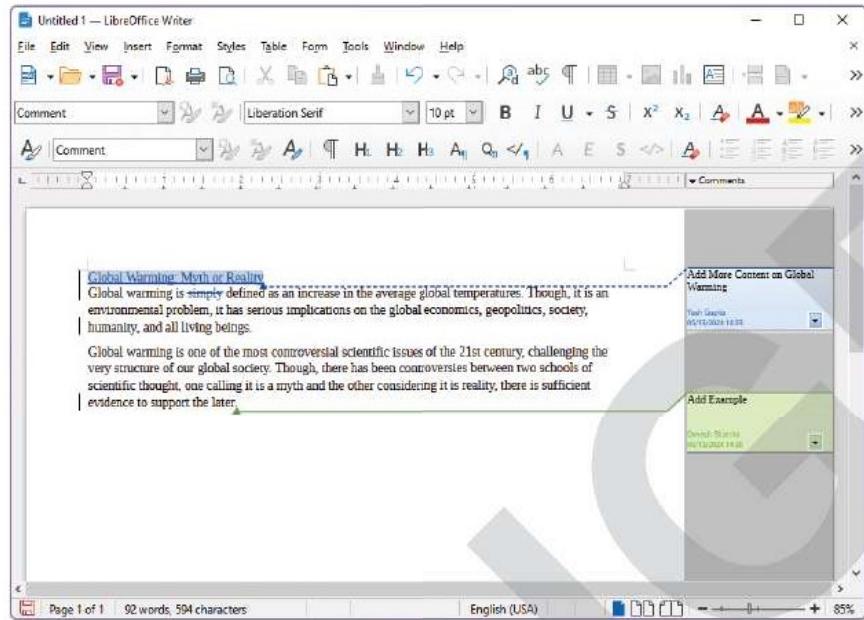
To insert comment in the document:

**Ctrl + Alt + C**



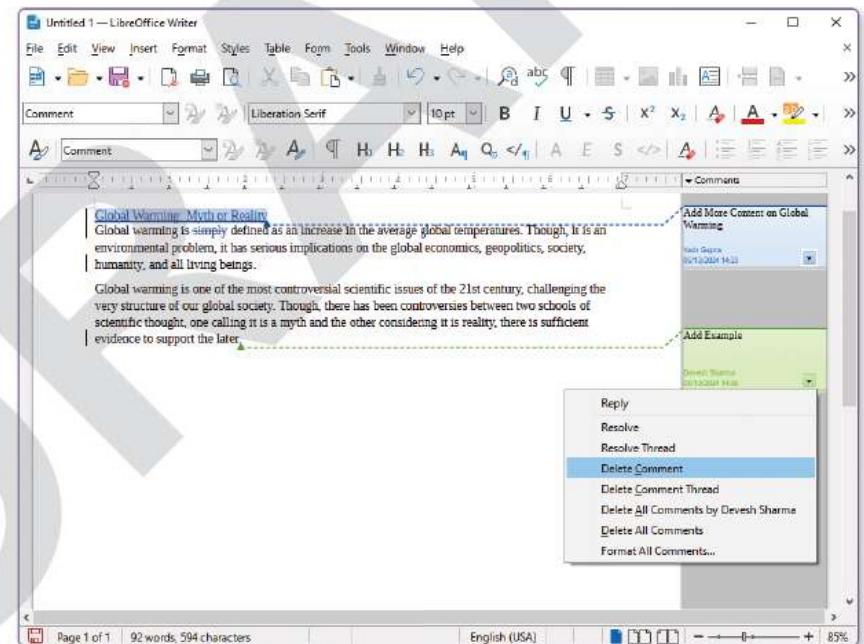
**Step 3:** Once you have completed the task, click anywhere on the document to deactivate it.

If more than one or two users add comments, the comments from each person will be displayed in various coloured comment boxes:



## Deleting Comments

To delete a comment, simply click the down arrow located at the bottom right corner of the comment box. This action will prompt a popup menu to appear, as displayed in the below figure:



From there, you can choose to delete the current comment, all comments by a specific author, or delete all comments entirely. Simply select your desired option for deletion of comment.

## Comparing Documents

After reviewers have made changes and provided comments, LibreOffice Writer enables you to compare the original document with the reviewed version. You can then select the option(s) that best suit your needs.



To compare the document, perform the following steps:

**Step 1:** Open the reviewed document.

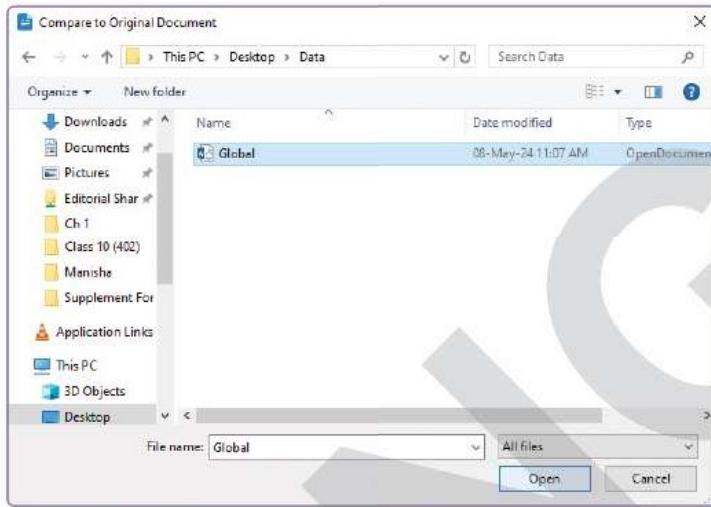
**Step 2:** Select the **Edit → Track Changes → Compare Documents** option from the **Menu bar**.

OR

Click the **Compare Non-Track Changed Document** button in the **Track Changes** toolbar.

The **Compare to Original Document** dialog box opens.

**Step 3:** Browse and select the original file to be compared as shown in below figure:



The **Manage Changes** dialog box is displayed as shown in below figure:

Action	Author	Date	Comment
+	YAsh Gupta	05/13/2024 14:49:14	
✗	Yash Gupta	05/13/2024 14:08:36	
✗	YAsh Gupta	05/13/2024 14:49:14	
+	YAsh Gupta	05/13/2024 14:49:14	
+	Yash Gupta	05/13/2024 14:08:40	
+	YAsh Gupta	05/13/2024 14:49:14	
□	Devesh Sharma	05/13/2024 14:36:25	Comment added
+	YAsh Gupta	05/13/2024 14:49:14	
+	Yash Gupta	05/13/2024 14:16:24	
+	YAsh Gupta	05/13/2024 14:49:14	
✗	YAsh Gupta	05/13/2024 14:49:14	

**Step 4:** Accept or reject the desired changes by clicking the respective buttons.

**Step 5:** Click the **Close** button to close the dialog box when done.

**Step 6:** Save the edited file.



## CREATE AND CUSTOMISE TABLE OF CONTENTS

Table of content is a list of topics and subtopics that have been covered in the document along with page numbers. The entries or contents of this table are hyperlinked and automatically taken from the headings and sub headings of the document. So by clicking on any topic in the table of contents, we can navigate directly to the selected topic.



You need to be sure before you use this feature that the headings of the documents are at the same level of indentation and are using the same styles.

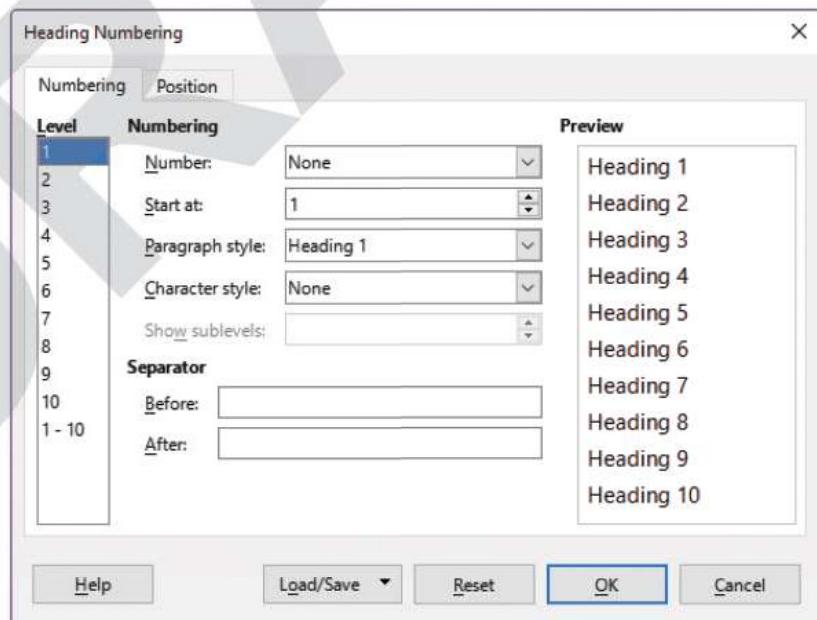
## Defining the Hierarchy of Headings

Heading Numbering defines the hierarchy of headings in a document. LibreOffice Writer supports up to 10 levels of headings H1 to H10. These headings are applied to the headings of the document. Some chapter titles and heading styles provide number to each chapter and heading level, for example, 1, 1.1, 1.2, 2, 2.1, and so on.

### Heading Numbering

To apply heading styles to the headings in your document so that they appear in the Table of Contents in LibreOffice Writer, follow these steps:

- Step 1:** Select the **Tools → Heading Numbering** option from the **Menu** bar. The **Heading Numbering** dialog box appears.
- Step 2:** Click on the **Numbering** tab.
- Step 3:** Select 1 for heading 1 in the **Level** list box.
- Step 4:** Select the numbering style that you want to apply to the selected heading level in the **Number** box.
- Step 5:** Enter the number at which you want to start the heading numbering for the selected level in the **Start at** box.
- Step 6:** Select the desired paragraph heading style in the **Paragraph style** box.
- Step 7:** Select the desired character style in the **Character style** box.
- Step 8:** Select the number of heading levels to include in the heading numbering in the **Show sublevels** box.
- Step 9:** Enter the text that you want to display before the heading number in the **Before** text box.
- Step 10:** Enter the text that you want to display after the heading number in the **After** text box.
- Step 11:** Repeat step 3 to 10 for specifying heading level to other headings.
- Step 12:** Click the **OK** button, as shown in below figure:



Heading numbering appears for all the headings.



To remove the automatic heading numbering from a heading:

**Step 1:** Select the **Tools** **Heading Numbering** option from the **Menu** bar. The **Heading Numbering** dialog box appears.

**Step 2:** Click on the **Numbering** tab.

**Step 3:** Select **1** for heading 1 in the **Level** list box.

**Step 4:** Select **None** in the **Number** box.

**Step 5:** Enter **0** in the **Start at** box.

**Step 6:** Select **None** in the **Paragraph style** box.

**Step 7:** Select **None** in the **Character style** box.

**Step 8:** Repeat step 3 to 7 for specifying heading level to other headings.

**Step 9:** Click the **OK** button.

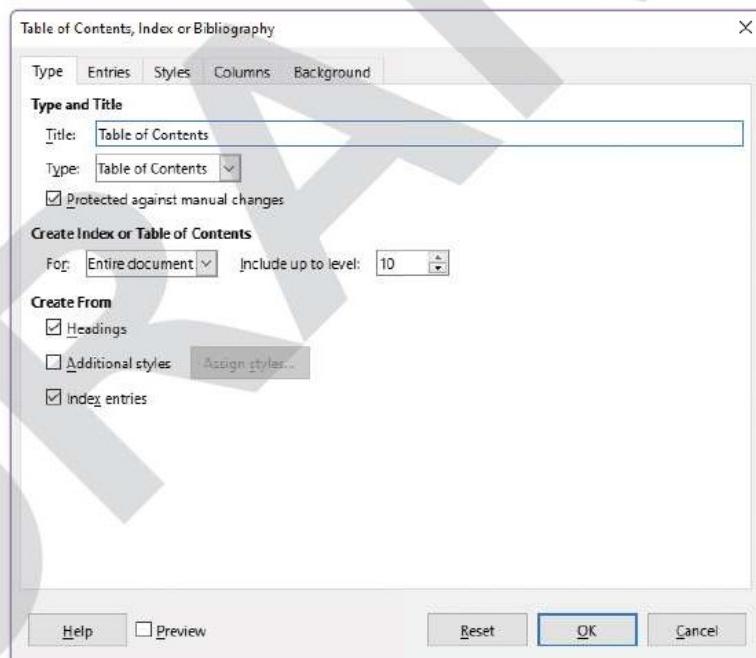
## Creating a Table of Contents

To create a new table of contents, follow the steps given below:

**Step 1:** Move to the place in a document where you wish to insert a table of contents.

**Step 2:** Select the **Insert** **Table of Contents and Index** **Table of Contents, Index or Bibliography** option from the **Menu** bar.

The **Table of Contents, Index and Bibliography** dialog box opens, as shown in below figure:

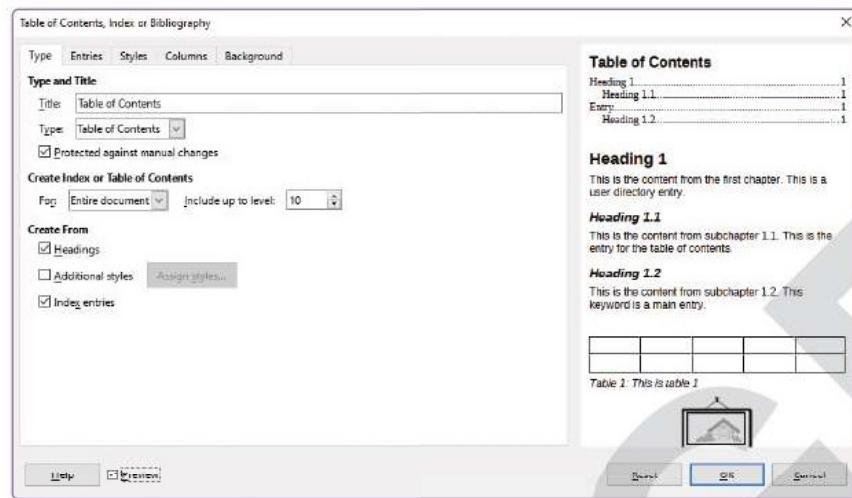


There are five tabs in this dialog box:

- **Type:** This sets the title and type of the TOC.
- **Entries:** This sets the table of contents entries.
- **Styles:** This formats the entries in the table of contents.
- **Columns:** This puts the table of contents in two or more columns if needed.
- **Background:** This gives background colour to the table of contents.

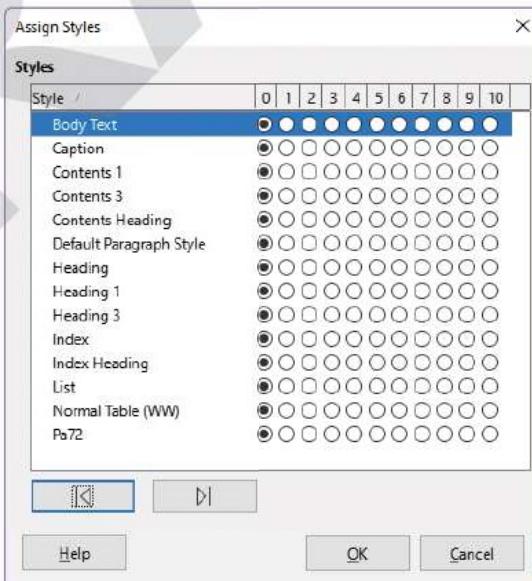


When you select the **Preview** check box, the Preview Pane appears at the right of the dialog box, which displays the preview of the table of contents, as shown in below figure:



**Step 3:** The **Type** tab is active by default after opening the **Table of Contents, Index and Bibliography** dialog box to insert the TOC. It contains the various options, which are as follows:

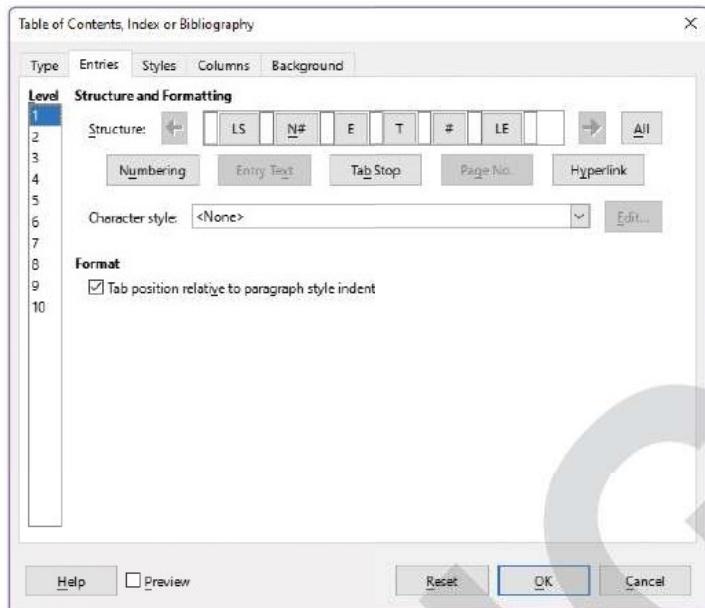
- **Title:** It displays the TOC. By default it is Table of Contents.
- **Type:** Select the type of table of contents from this drop-down list.
- **Protecting against manual changes:** By default, the checkbox for Protected against manual changes check box is selected. This protects the TOC from any accidental change. If this box is unchecked, then the contents of TOC can be changed directly on the document page, just like any other text on the document.
- **For:** This list allows you to create the table of contents for the entire document or a chapter.
- **Include upto level:** Specify the maximum number of heading level for TOC.
- **Create from:** This option provides three check boxes, Headings, Additional styles and Index entries. In the **Headings**, paragraph formatted with the predefined heading styles are added automatically to the table of the contents in order. When you select the **Additional styles**, the **Assign style** button enable, which open the **Assign Styles** dialog box appears with some additional styles:



- In the **Index entries**, selection will add up the index entries if done using **Insert → Indexes and Tables → Entry option**.



**Step 4:** Click on the **Entries** tab. The different options of the Entries tab appear. These options are used to format the entries in the table of contents:



To each heading level visible in Level list box, you can add and delete elements, such as chapter no. and also apply character styles to individual elements. If you click on any level then the structure with the elements represented with codes are appears as given below:

- The **N#** button inserts the heading number or list number of the entry.
  - The **E** button represents the entry text.
  - The **T** button represents a tab stop.
  - The **#** button represents the page number.
  - The **LS** button represents the start of a hyperlink. (This button does not appear on the default Structure line.)
  - The **LE** button represents the end of a hyperlink. (This button does not appear on the default Structure line.)
- Each white field on the Structure line represents a blank space.

**PURE  
FACT**

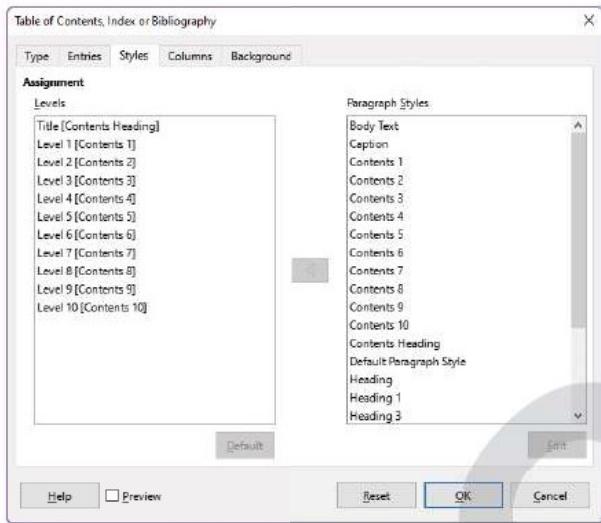
If you insert a hyperlink, you must indicate both the beginning and end of the link.

You can modify elements within the structured line by deleting or adding them. Furthermore, you can also apply a character style to an element on the structured line as mentioned below:

- **Delete an Element:** To delete an element from the **Structure line** given above just click the element button and then press the **Delete** key on your keyboard. For example, to delete a tab stop, click the **T** button and then press the Delete key.
- **Add an Element:** To add an element just place the cursor in the white space to the left of the selected element. Let us add a tab stop, click the white space before the Tab stop button. A button representing the new element appears on the Structure line.
- **Applying Character Style:** The **Character Style** is used to apply a character style to an element on the Structure line. For this, select the element from the structure line and select the style from the **Character Style** drop-down list.



**Step 5:** Click on the **Styles** tab. Use this tab to apply paragraph styles to the table of contents. You can apply a different paragraph style to different levels of the table of contents as shown below:



The steps to **apply a paragraph style** to a heading level are as follows:

- Click on the desired outline level in the **Levels** list box.
- Click the paragraph style that you want to apply in the **Paragraph Styles** list box.
- Click on the '<' button.

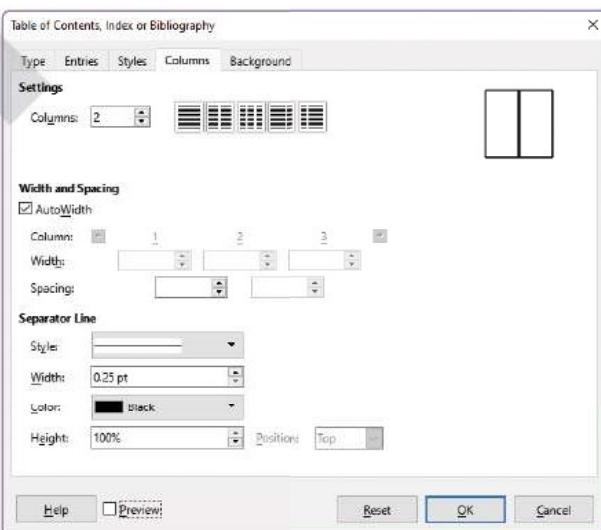
The steps to **remove a paragraph style** from a heading level are as follows:

- Click on the desired outline level from which you want to remove style in the Levels list box.
- Click on Default button below the Levels list box.

The steps to **edit style** are as follows:

- Select the desired style in the **Paragraph Styles** list box.
- Click on the **Edit** button. The **Paragraph Style** dialog box appears.
- Specify the desired setting for the selected paragraph style.
- Click on the **OK** button.

**Step 6:** Click on the **Columns** tab in the **Table of Contents, Index and Bibliography** dialog box. The options related to the **Columns** tab appear.

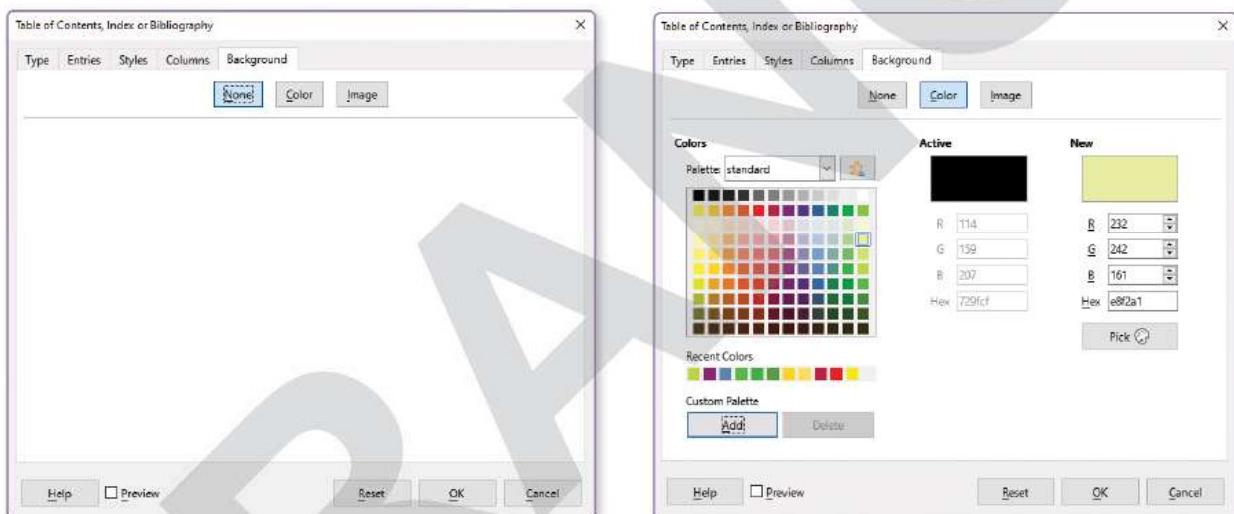


The description of the options of this tab is as follows:

- **Columns:** This option allows us to divide the table of contents into columns.
- **Column:** This option allows to view columns.
- **Width:** This option allows to set the width of the columns.
- **Spacing:** This option allows to set the spacing between columns.
- **Separator Line:** This allows to set the style, width, colour, and height of the separator line.

**Step 7:** Click on the **Background** tab. It is used to add background to the table of contents. You can set the colour as well as the graphics to the background of the table of content. When you click the **None** button, then background colour will be removed. When you click the **Color** button, then you can set the background colour to the table of content. To do this, perform the following steps:

- i. Click on the **Color** button. The options related to the background colour is displayed on the **Table of Contents, Index or Bibliography** dialog box.
  - ii. Select the desired colour from the **Colors** palette.
- The selected colour will appear in the **New** section with their RGB value.
- iii. Click on the **Add** button below the **Custom Palette** section to add the selected colour to the custom palette.

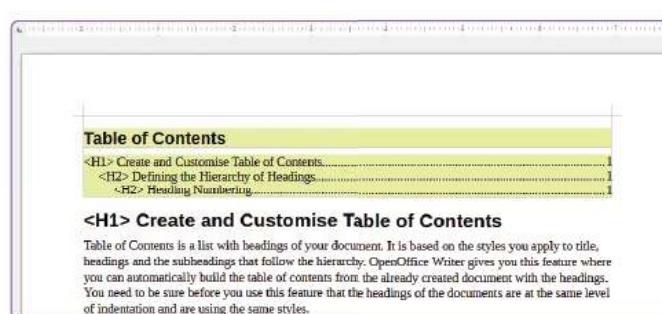
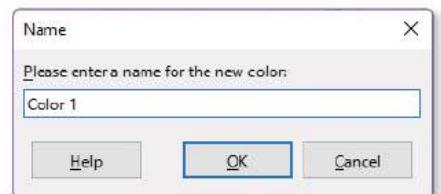


The **Name** dialog box opens.

- iv. Type the name for the colour in the **Please enter a name for the new color** text box and click on the **OK** button.

Now, the colour is added to the **Custom** pallet can be reused according to the requirement.

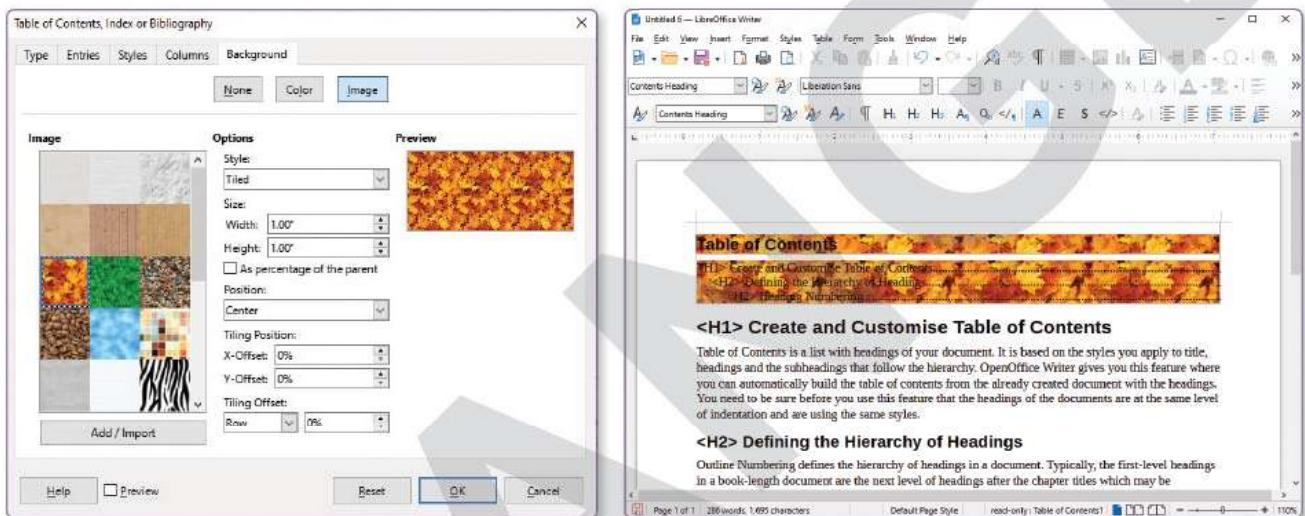
- v. Click on the **OK** button to apply the desired colour to the table of content.



When you click on the **Image** button, then you can set the graphics as background to the table of content. To do this, perform the following steps:

- i. Click on the **Image** button. The options related to the background colour is displayed on the **Table of Contents, Index or Bibliography** dialog box.
  - ii. Select the desired image from the **Image** list box.
- OR
- Click on the **Add/Import** button and navigate and select the desired image from the **Add Image** dialog box.
- iii. Specify the different settings in the **Options** sections, such as Style, Size (Width and height), Position, Tiling Position, and Tiling Offset.
  - iv. Click on the **OK** button, as shown in below figure:

The image sets as the background of the table of content, as shown in below figure:



## Deleting Colour or Image from the Background

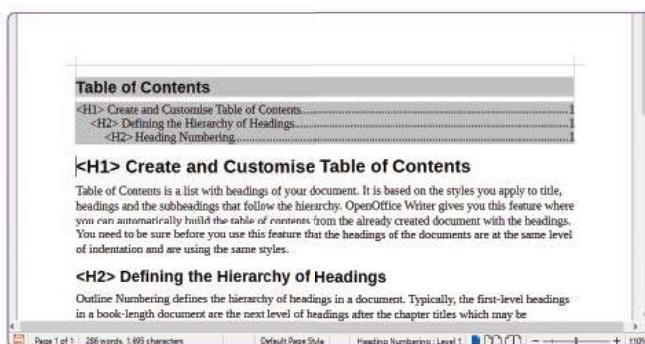
The steps to delete colour or Image from the table of content's background are as follows:

**Step 1:** Click on the **Background** tab in the **Table of Contents, Index or Bibliography** dialog box.

**Step 2:** Click the **None** button in the **Background** tab.

## Saving the Table of Contents

After all the above changes are done in all the five tabs the changes can be saved and implemented by clicking on **OK** button. After this **Table of Contents, Index or Bibliography** dialog box will be closed and the table of contents will appear according to the specified settings, as shown in below figure:



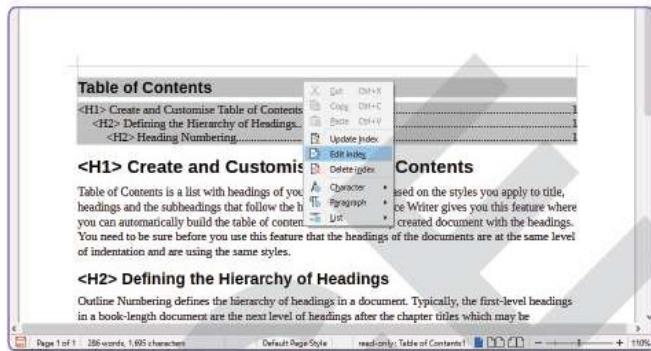
Note that all the headings will appear with page numbers in the TOC. The entries in the TOC are hyperlinked. Moving a mouse pointer over any of the entries will show a tool tip stating to press **Ctrl+click** to open hyperlink followed by the heading title. Pressing **Ctrl+click** the cursor will directly move on to the selected section heading.

## Customise/Editing a Table of Contents

To edit a table of contents created in a document, follow the given steps:

- Step 1:** Go to any part of the table of contents.
- Step 2:** Right-click to open the context menu and select **Edit Index** option.

The **Table of Contents, Index or Bibliography** dialog box opens and you can edit and save the table of content using the five tabs as learnt above. The changes made will be reflected in the **Preview** section of the dialog box.



## Maintaining a Table of Contents

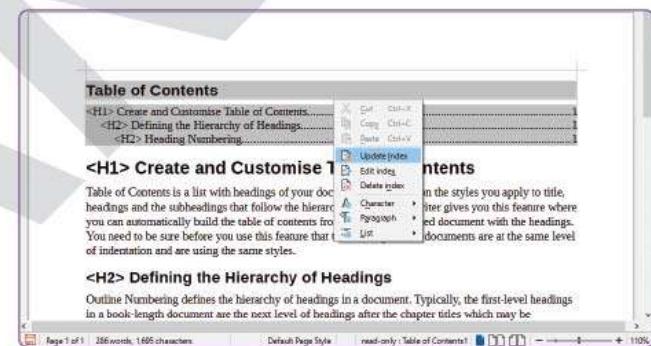
As we know now that a table of contents is a snapshot of the entire document at any given point of time. If any changes are made to the document section headings or page numbering, it should be reflected in the Table of Contents as well. Maintaining a table of contents consists of updating and deleting the TOC.

### Updating a Table of Contents

Sometimes, when you update a heading in the table, you also need to update a table of contents created in a document. To do this, follow the given steps:

- Step 1:** Go to any part of the table of contents.
- Step 2:** Right-click to open the context menu and select **Update Index** option.

The table of contents will be updated.

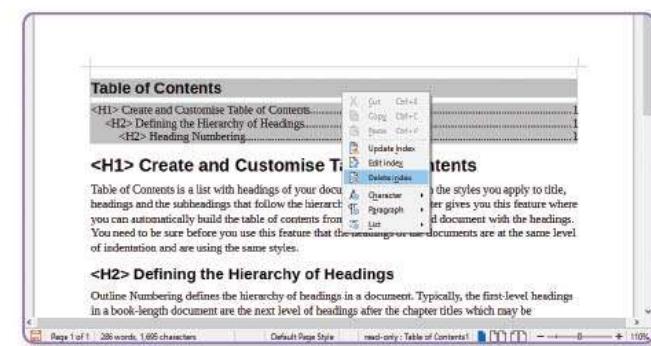


### Deleting a Table of Contents

To delete a table of contents created in a document, follow the given steps:

- Step 1:** Go to any part of the table of contents.
- Step 2:** Right click to open the context menu and select **Delete Index** option.

It is always advisable to be double sure before you go for this option as the table of contents will be deleted without any prompt for confirmation.





State True or False.

1. You can type the table of contents manually.
2. Table of contents displays the headings randomly without any hierarchy.
3. LS button doesn't appear on the default Structure line.
4. Existing template cannot be edited and reset.

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## REVISIT

- ▶ A style is a collection of different formatting saved by a specific name and then applied to different sections of the documents containing text, tables, lists, etc.
- ▶ Writer provides various types of styles, which are paragraph styles, character styles, frame styles, page styles, list Styles, and table styles.
- ▶ You can apply style quickly by clicking on the Fill Format Mode icon.
- ▶ A picture is a digital image, which is represented in finite set of digital values 0 or 1, known as pixels.
- ▶ The Image Mode tool helps you change the mode of the image.
- ▶ Color tool present on the Image toolbar helps you to change the RGB colour combinations along with brightness, contrast, and gamma of the image.
- ▶ Rotating an image in LibreOffice Writer serves multiple purposes, including alignment for better integration with text, enhancing visual appeal by adding dynamism to the layout, proficiently managing space limitations, drawing attention to specific details within the image, etc.
- ▶ Resizing is the process of reducing or enlarging the size of the image.
- ▶ The Drawing Toolbar is a collection of tools used for drawing objects and giving effects to these objects.
- ▶ Grouping of the drawing objects is the process of combining two or more objects to behave as one object.
- ▶ Anchoring refers to the reference point for the graphics.
- ▶ Arrangement refers to the order in which objects or image appear relative to each other.
- ▶ Alignment refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.
- ▶ Text wrapping allows the placement of image in relation to text.
- ▶ A template is a predefined layout or a blueprint of a document with saved formatting features like font styles, logos, borders, colour pattern, text design, etc.
- ▶ Wizard is a process of doing work using a step by step dialog box.
- ▶ Exporting templates in LibreOffice Writer lets users create a consistent format for their documents, which they can share with others.
- ▶ Track Changes is a feature that facilitates the process of commenting, modifying, and reviewing a document among multiple users.
- ▶ Table of Content is a list of topics and subtopics that have been covered in the document along with page numbers.
- ▶ Heading Numbering defines the hierarchy of headings in a document.

