

## Change case

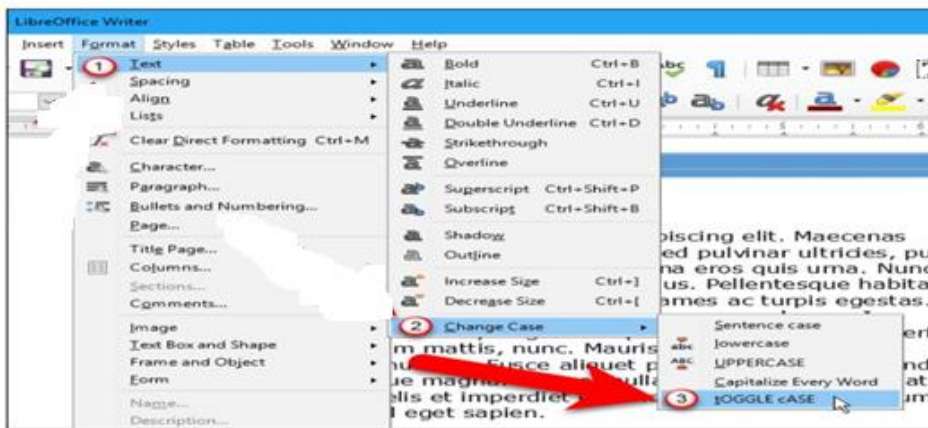
There are two ways to change the case of text in Writer document:-

- The first method changes it for the selected text only, but does not change the style of the text. This is the method we'll normally want to use.
- The second method actually changes the character style of the text, so further text you type has that style (all caps, for example).

### Method 1:

#### Change the Case Without Applying Character Formatting:

To change the case of some text in your document without changing the character style of the text, select the text you want to change.



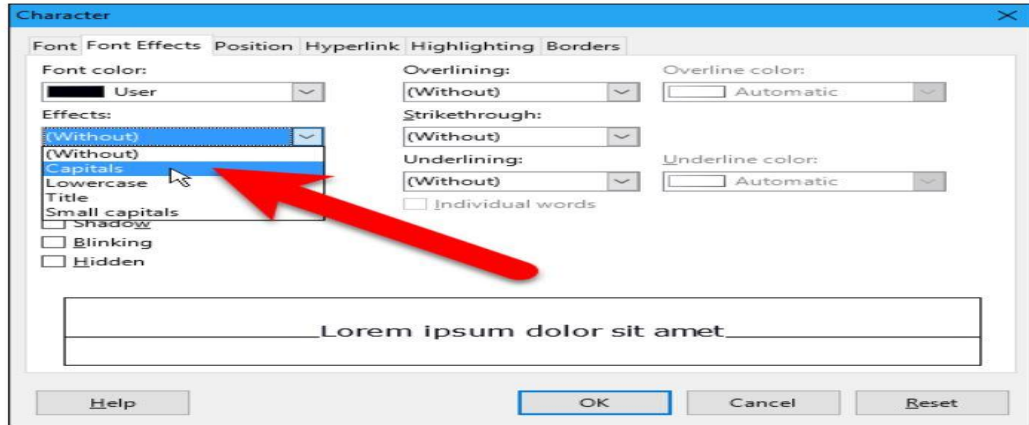
In the toolbar, select Format > Text > Change Case > tOGGLE cASE (or whichever case option you want).

**Note:-** The tOGGLE cASE option changes all lowercase letters to UPPERCASE and all UPPERCASE letters to lowercase in the selection.

### Method 2:

#### Change Case by Applying Case Effects Character Formatting:

In this method select Format>character>font effect. Select an option from the "Effects" dropdown list. To turn off the case formatting for the selected text or the current word, select "(Without)", which is the default option.



## Add Watermark

Watermarking is a way of inserting any graphic or text in all the pages of a Writer document to make sure that the document is not copied or distributed and it can be marked with a watermark for easy identification.

### Steps to Add Text Watermark:

- Open LibreOffice Writer document.
- From the menu, click **Format > Watermark**
- In the Watermark window, enter the text which you want as watermark. Also choose, font, color, and angle of the text (default angle is 45 deg). Press OK.
- We can see the Watermark is added in our Writer document.

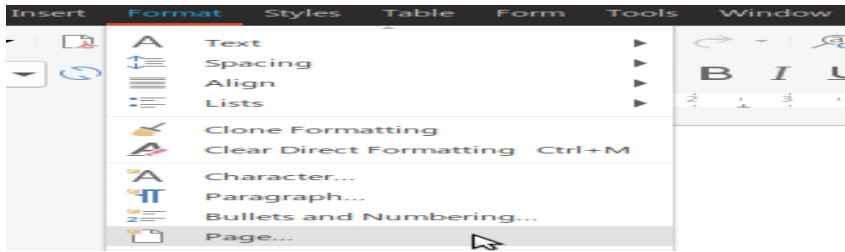
### Remove the text watermark

To remove the text watermark, open the Watermark dialog from the Format menu and simply remove the text and click ok.

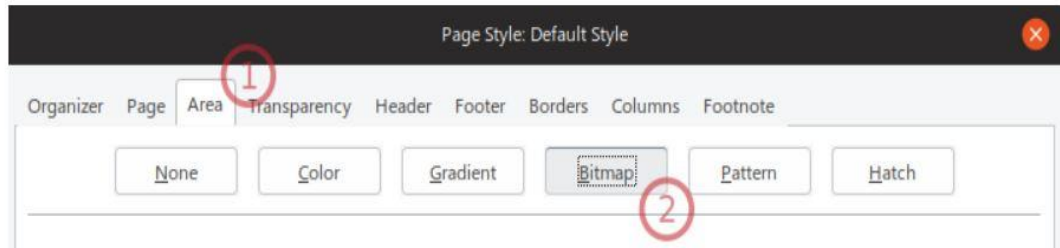


### Steps to Add Image Watermark:

- Open the LibreOffice Writer document where you want to implement the watermark.
- From Menu click Format > Page.



- In the **Area** tab > **Bitmap** section – under **Bitmap** list click on the **Add/Import** button.



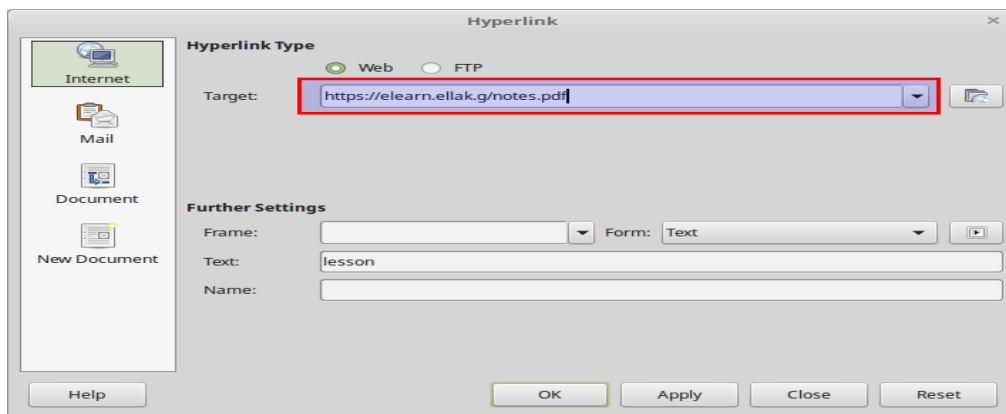
- Select image for Watermark and click Open. Give any name for the external bitmap name window.
- Press Apply then Ok.
- We can see the image Watermark is added in our Writer document.

## Hyperlinks

A hyperlink is a text or graphic in a document that links to a resource such as webpage address or a file.

### Steps to Create hyperlinks

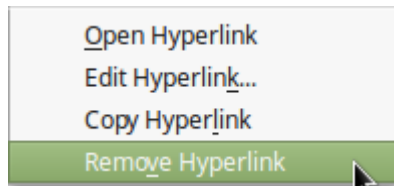
- Open the LibreOffice Writer document.
- Select the word or text where you want to make hyperlink.
- Press Ctrl+K or from Menu click Insert > Hyperlink.



- Set the target to the web address or url and click OK.

## Edit or Delete a hyperlink

To edit or delete a hyperlink, right click on the text that contains the link and choose edit or delete.



## Activate a hyperlink

To activate a hyperlink inside a document hold down the CTRL key and then click inside the link.

## Linking and cross-referencing within a document

If user manually type in cross-references to other parts of a document, those references can easily get out of date if you reorganize the order of topics, add or remove material, or reword a heading.

Writer provides two ways to ensure that your references are up to date: **hyperlinks and cross-references**. Both methods insert links to other parts of the same document or to an external source, taking you directly to the cross-referenced item.

### Difference between hyperlinks and cross-references

- The text in a hyperlink does not automatically update if user change the text of the linked item (although you can change it manually), but changed text does automatically update in a cross-reference.
- When using a hyperlink, user do not have a choice about the type of content linked to (such as text or page number), but when using a cross-reference, you have several choices, including bookmarks.
- To hyperlink to an object such as a graphic, and have the hyperlink show useful text, user need to give such an object a useful name, or use the Hyperlink dialog to modify the visible text. In contrast, cross-references to figures with captions automatically show useful text, and you have a choice of several variations of the name.
- If user saves a Writer document to HTML, hyperlinks remain active but cross-references do not. Both remain active when the document is exported to PDF.

### Creating and using cross-references

After a cross-reference has been created, use F9 to update all references so that the current wording or page numbers are displayed. The Cross references tab of the Fields dialog lists some items, such as headings, bookmarks, figures, tables, or numbered items such as steps in a procedure. User can also create your own reference items.

### Steps for inserting a cross-reference:

- In user document, place the cursor where user wants the cross-reference to appear.
- If the Fields dialog is not open, click Insert > Cross-reference. On the Cross-references tab in the Type list, select the type of item to be referenced user can leave this page open while user inserts many cross-references.
- Click on the required item in the Selection list, which shows all the items of the selected type. User can type some characters in the top box under Selection to filter the list in the selection box.
- In the Insert reference to list, select the option needed. The options determine the text inserted for the hyperlink and how it is formatted. The list varies according to the Type chosen. The most commonly used options are Reference, Category and Number, Numbering, or Page (to insert the number of the page the referenced text is on). Click Insert.

### Exercise:

#### Write the short notes on followings:

- a. Change case
- b. Hyperlink
- c. Difference between hyperlink and cross-reference.