NIELIT Gorakhpur

## Tracking Changes to a Document:

We can use several methods to keep track of changes made to a document:

1) Make the changes to a copy of the document (stored in a different folder, or under a different name, or both), then use Writer to combine the two files and show the differences. Choose **Edit > Track Changes > Compare Document**.

2) Save versions that are stored as part of the original file.

3) Use Writer's change marks (often called "redlines" or "revision marks") to show where we have added or deleted material, or changed formatting. Choose **Edit > Track Changes > Record Changes** before starting to edit. Later, any person can review and accept or reject each change. Choose **Edit > Track Changes > Show Changes**. Right click on an individual change and choose **Accept Change** or **Reject Change** from the context menu, or choose **Edit > Track Changes > Manage Changes** to view the list of changes and accept or reject them.
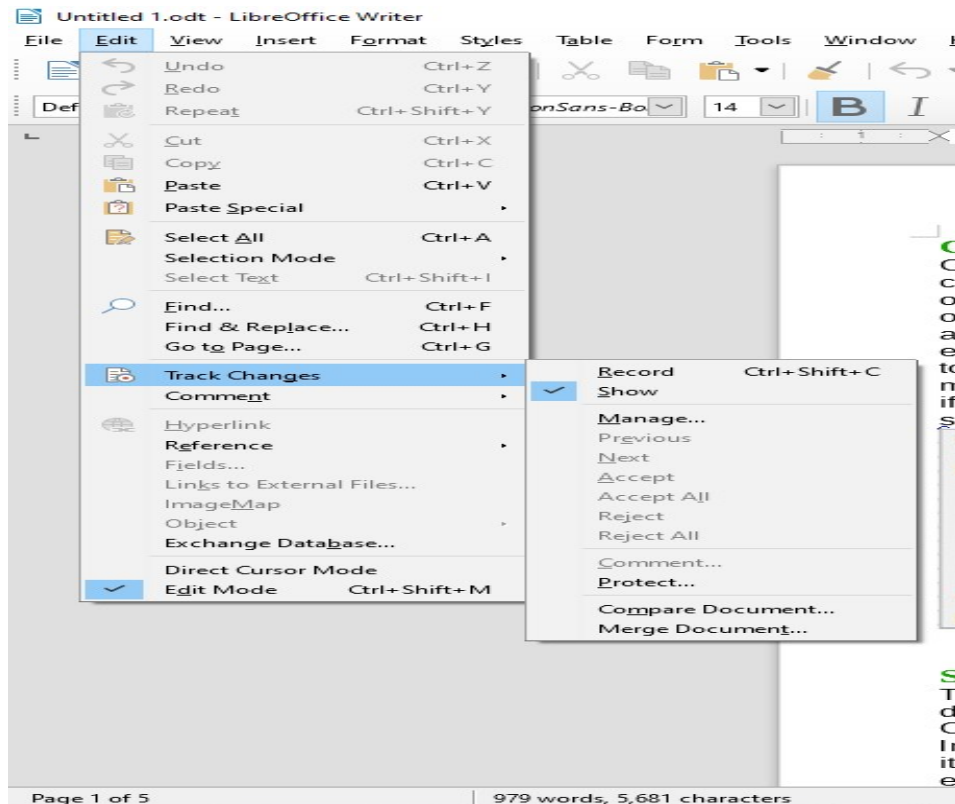
Printing a Document

Printing an individual page:
1) Choose **File > Print** from the Menu bar, or press *Ctrl+P*.
2) On the Print dialog, select the page to print.
   a) In the *Range and copies* section of the General page, select the **Pages** option. The text input box displays the current page number.
   b) Enter the page number of the page we want to print. The preview box changes to show the selected page.
3) Click **OK**.
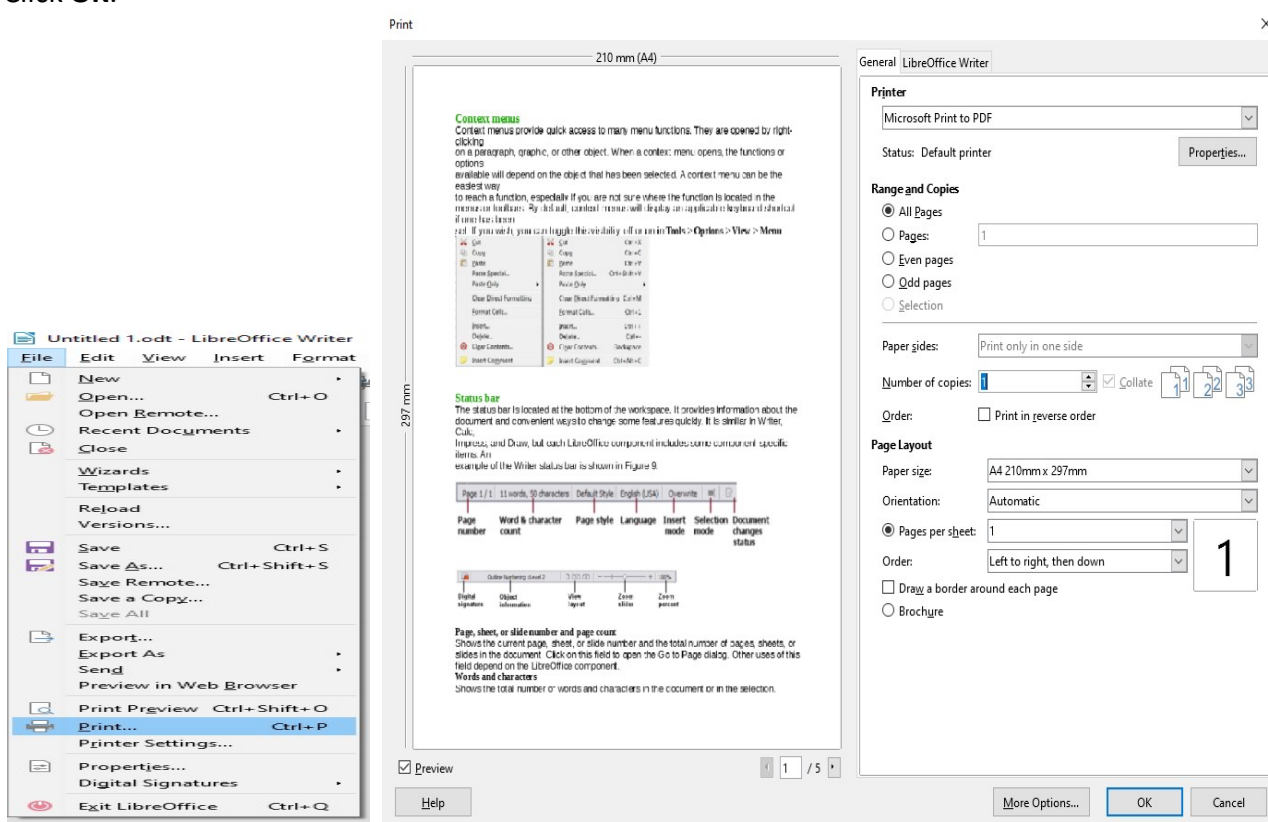
Printing a range of pages:
1) Choose **File > Print** from the Menu bar, or press *Ctrl+P*.
2) On the Print dialog, select the range of pages to print.
   a) In the *Range and copies* section of the General page, select the **Pages** option.
   b) Enter the sequence numbers of the pages to print (for example, 1–4 or 1,3,7,11).
3) Click **OK**.

Printing a selection of text:
1) In the document, select the material (text and graphics) to print.
2) Choose **File > Print** from the Menu bar, or press *Ctrl+P*.
3) The *Range and copies* section of the Print dialog now includes a **Selection** option and the preview box shows the selected material.
4) Click **OK**.

Selecting pages/sheets/slides to print

In addition to printing a full document, you can choose to print individual pages/sheets/slides, ranges of pages/sheets/slides, or a selection of a document. The details vary slightly in Writer, Calc, Draw and Impress, as described below.

Writer

Printing an individual page:

1) Choose **File > Print** from t
2) On the Print dialog, select
   a) In the *Ranges and cop*
      text input box displays
   b) Enter the page number
      the selected page.
3) Click the **OK** button.

Printing a range of pages:

1) Choose **File > Print** from t
2) On the Print dialog, select
   a) In the *Ranges and cop*
   b) Enter the sequence nu
3) Click the **OK** button.

Printing a selection of text:

1) In the document, select th
2) Choose **File > Print** from t
3) The *Ranges and copies* se
   preview box shows the sel
4) Click the **OK** button.

Assignments:

A. **How do you track change to a document? What is the benefit of doing this?**

B. **How do you print all pages of your document? Write about each option available on print dialog box.**