

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Graphic and image files

Date: 15-05-2020

Libreoffice [Writer]

Graphics:-Graphics in LibreOffice are of three basic types:

- Image files, such as photos, drawings, PDF Documents, and scanned images
- Diagrams created using LibreOffice's drawing tools
- Charts created using LibreOffice's Chart component

Adding images to a document:- Images can be added to a document in several ways: by inserting an image file, directly from a graphics program or a scanner, by dragging them from the clip art internal gallery, or by copying and pasting from a source being viewed on your computer.

Inserting an image file:-When the image is in a file stored on the computer, user can insert it into a LibreOffice document using either of the following methods.

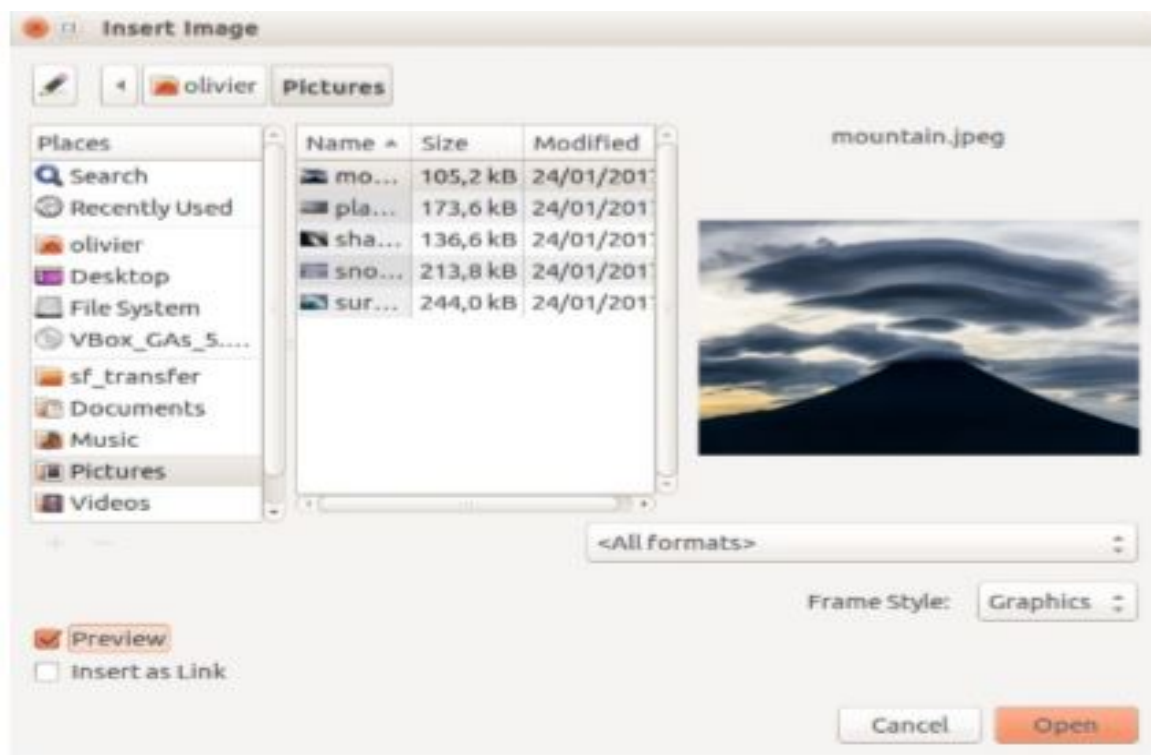
Drag and drop

- Open a file browser window and locate the image user want to insert.
- Drag the image into the LibreOffice document and drop it where user want it to appear. A faint vertical line marks where the image will be dropped.

This method embeds (saves a copy of) the image file in the document. To link the file instead of embedding it, hold down the Ctrl+Shift keys while dragging the image.

Insert Image dialog

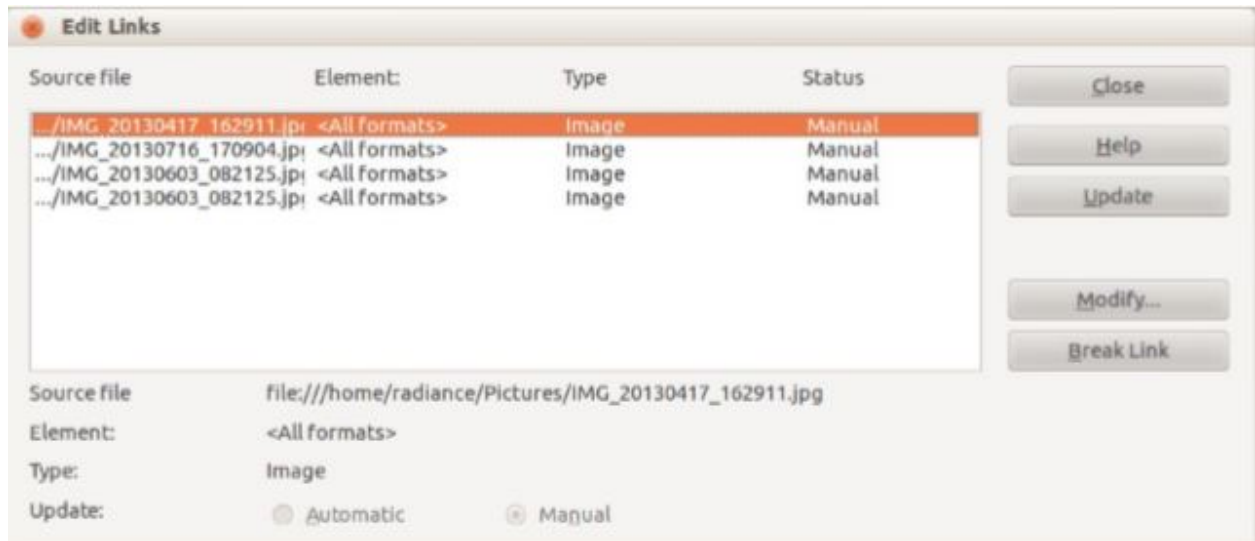
- Click in the LibreOffice document where user want the image to appear.
- Choose Insert > Image from the menu bar.
- On the Insert Image dialog, navigate to the file to be inserted, and select it. At the bottom of the dialog a Link option.
- Click Open.



Embedding linked images

If user originally linked the images, user can easily embed one or more of them later if user wish. To do so:

- Open the document in LibreOffice and choose Edit > Links to External Files.
- The Edit Links dialog shows all the linked files. In the Source file list, select the files you want to change from linked to embedded.
- Click the Break Link button.
- Click the Close button.
- Save the document.



Inserting an image from the clipboard

Using the clipboard, user can copy images into a LibreOffice document from another LibreOffice document and from other programs. To do this:

- Open both the source document and the target document.
- In the source document, select the image to be copied.
- Click once on the selected image and press Ctrl+C to copy the image to the clipboard.
- Switch to the target document.
- Click to place the cursor where the graphic is to be inserted.
- Press Ctrl+V to insert the image.