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Watermark:-

A watermark is a message (usually a logo, stamp, or signature) superimposed onto an image, with a great deal of transparency. So, it's still possible to visualize its presence without interrupting or preventing vision of the image that it protects. Watermarks are often used by photo banks and by people or institutions that care about the use of their digital works to protect Watermarks discourage the illegal use of creative material without the permission of its creator, the most common use has been to protect the copyright of photos and images.

Adding a custom watermark to the page background

To add a watermark to a page background:

1) Choose Format > Watermark.

2) In the Watermark dialog, type the text and select the font, angle, transparency and color of the watermark. Then click the OK button.
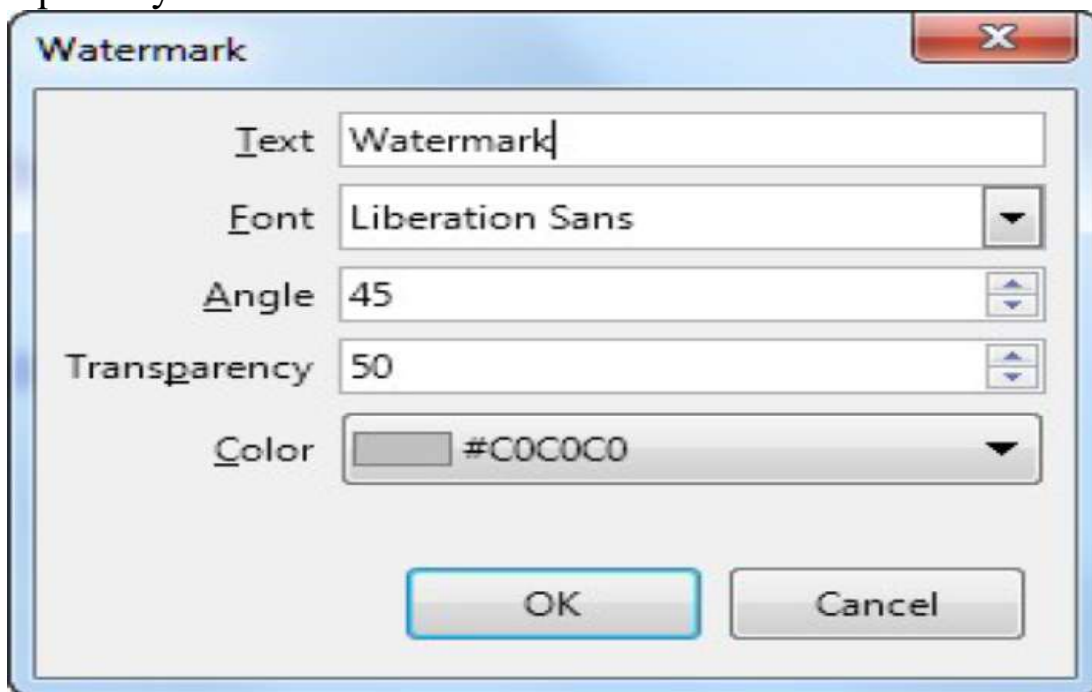
Adding comments to a document

Authors and reviewers often use comments to exchange ideas, ask for suggestions, or mark items needing attention.

User can connect a comment to multiple paragraphs or a single point. To insert a comment, select the text, or place the cursor in the place the comment refers to, and choose Insert > Comment or press Ctrl+Alt+C. The anchor point of the comment is connected by a dotted line to a box on the right-hand side of the page where you can type the text of the comment. A Comments button is also added to the right of the horizontal ruler at the top of the page; user can click this button to toggle the display of the comments.

Navigating through comments

To navigate from one comment to another, open the Navigator (F5), expand the Comments section, and click on the comment text to move the cursor to the anchor point of the comment in the document. Click the comment directly to edit it and right-click on the comment to delete it. You can also navigate through the comments using the keyboard. Use Ctrl+Alt+Page Down to move to the next comment and Ctrl+Alt+Page Up to move to the previous comment.

Printing comments

When a document contains comments, the print dialog has an option for comments to be printed next to the text in the right margin, as they appear on the screen. In that case, the text on each page is scaled down to make space for the comments. The Print dialog also has options for placing comments at the end of the page or at the end of the document, or for printing only the comments.

Hyperlink:- A hyperlink is a text or graphic in a document that links to a resource such as webpage address or a file. The World Wide Web is comprised of hyperlinks linking trillions of pages and files to one another.

Steps to Create Hyperlink

- ➢ 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.
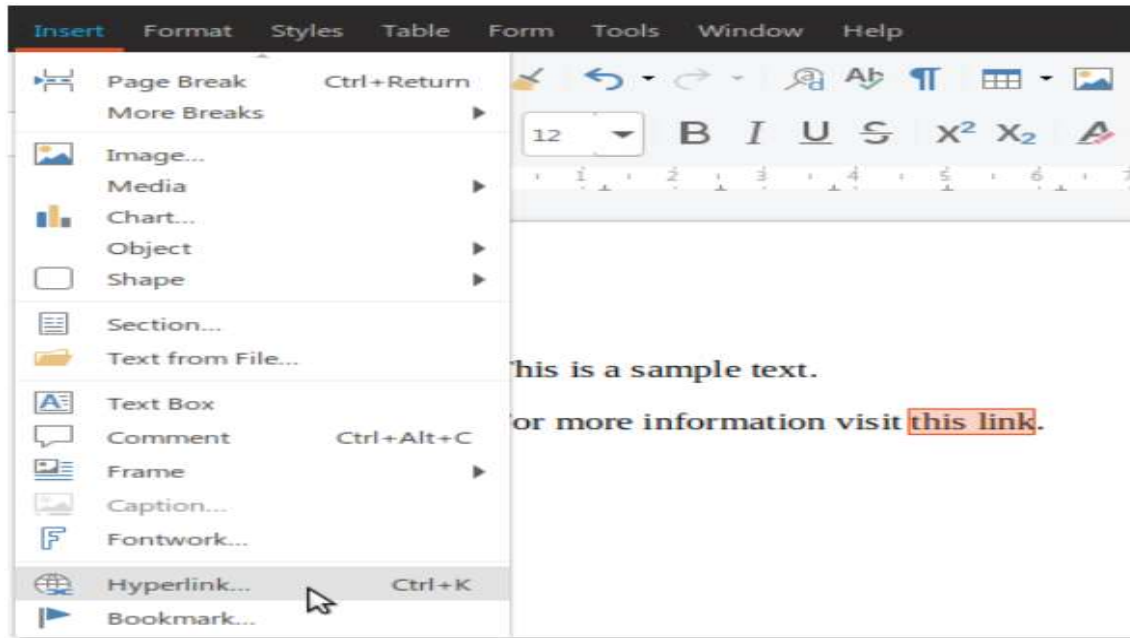
Edit or Delete a hyperlink:- To edit or delete a hyperlink, right click on the text that contains the link and choose edit or delete.

Hyperlinks to images

Except from text user can create hyperlinks to images and other Writer objects. The procedure is the same, select the image, click the hyperlink button and type the link.

Remove a hyperlink from an image

If user right click on an image with a hyperlink there is no option of removing it. Instead **double click** on the image to display the Image Format window, select the Hyperlink tab and delete the url.

Assignment:-

 1- What is watermark & how it is apply in LibreOffice writer?
 2- What is Hyperlink & how it is apply in LibreOffice writer?