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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If user manually type in cross-references to other parts of a document, those references can easily get out of date if you reorganize the order of topics, add or remove material, or reword a heading.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 crossreferences. Both methods insert links to other parts of the same document or to an external source, taking you directly to the cross-referenced item. However, they have major differences:

➢ 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, crossreferences to figures with captions automatically show useful text, and you have a choice of several variations of the name.

➢ If user save 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. To insert a cross-reference:

➢ In user document, place the cursor where user want 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 insert 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

Using bookmarks

Use bookmarks to rapidly navigate or link to specific locations in a document. They are listed in the Navigator and can be accessed directly from there with a single mouse click. User can crossreference to bookmarks and create hyperlinks to bookmarks, as described above. To create a bookmark:

➢ Select the text user want to bookmark. Click Insert > Bookmark.

➢ On the Insert Bookmark dialog, the larger box lists any previously defined bookmarks. Type a name for this new bookmark in the top box, and then click Insert.

Tracking changes to a document

User can use several methods to keep track of changes made to a document.

➢ Make your 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.

➢ Save versions that are stored as part of the original file. However, this method can cause problems with documents of non-trivial size or complexity, especially if user save a lot of versions. Avoid this method if you can.

➢ Use Writer's change marks (often called "redlines" or "revision marks") to show where you have added or deleted material, or changed formatting. Choose Edit > Track Changes > Record Changes before starting to edit. Later, you or another 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.

Assignment:-

1. What is Linking and cross-referencing in LibreOffice writer?
2. What is Bookmark & Tracking changes?