



Digital Documentation (Advanced) using LibreOffice Writer

INTRODUCTION

In Class IX, you have learned the basic concepts of word processing using LibreOffice Writer, where the basic functions, such as creating, editing and formatting the document are covered. However, in today's professional set up, you need to know more features to create a document that can be presented in a professional style. LibreOffice Writer offers a variety of features and commands that enable you to create an attractive and presentable document with a consistent format. Further, such documents are easy to read, comprehend and edit by one and all.

In this Unit, you will learn to format a document using styles, use style formats, create new styles, update styles, and apply styles and to use the template of another document to format the current document.

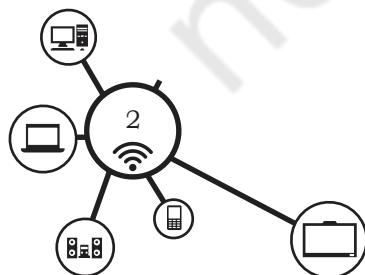
A document with pictures is always easier to understand than a text document. Pictures have a visual appeal, as our brain responds quickly to colours in comparison to any other form of information. In digital document, a picture can be a drawing, chart, photo,

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logo, graph or single video frame. LibreOffice Writer provides various tools to work with images. In this Unit you will learn to create a document with pictures, insert and modify images in the document to make it more attractive.

Later, it discusses some advanced features of LibreOffice Writer that are used to create professional documents. You will be able to use the feature 'Table of Contents', which is based on different types of heading styles and create professional documents using templates. 'Track changes', an important feature, used to keep a track of editing being done by each user is also covered in this Unit.

The screenshots of LibreOffice version 6.4 under Ubuntu Linux are used here to demonstrate the various processes. The presentation of the screenshots may look different in other versions of LibreOffice or under Windows platform. But the functionality, features and commands are the same in any version under any platform.



Introduction to Styles

In Class IX, you had learned to create, format and edit documents in LibreOffice Writer. In today's world, a document created and presented in professional style is appreciated by all. There are two ways of creating an attractive digital document in Writer: manually formatting a document or by applying styles.

You learned manual formatting in class IX, where you selected a part of a document, such as page, paragraph or words and then applied formatting effects using the formatting toolbar. To format different portion(s) in the document, having same style, steps were repeated for all part(s) of the document. So, to change any aspect(s) of formatting, the entire process was repeated for the document. Manual formatting is popular, as it is easy to use and requires less knowledge. Creating a big report with consistent format becomes difficult when manual formatting is used. To avoid inconsistency in formatting and reduce time and effort in formatting a document, we use Styles in Writer. In this chapter, you will learn how to style a document by using– style formats, creating new styles, updating styles, applying styles and using template to format the current document.

Introduction to Styles

A **style** is a collection of all formatting information, which you want to save and then apply on the document. For example, following details of **Font** can be stored as a style with the name '**Title style**'.

Size – 12

Name – Bookman Old Style

Weight – Bold

Alignment – Left

Now you can use and consistently apply **Title style** to all titles of the document. To change the style of **Title** in a document, you just need to update the **Title style** and apply it to the document. Similarly, to change the format of the complete document, just change the style applied to it. Using Style allows you to shift your focus from appearance of the document to the content of document. This chapter will help you learn how to create and apply styles in Libreoffice Writer.

Style Categories

Writer provides six **Style** categories, which are as follows:

- (a) **Page** – all documents in Writer are based on pages, hence for formatting them, Page Style is used. It defines basic page layout like page size, its margin, placement of header and footer, footnote, borders and background. A document can have one or many page styles. If a page style is not specified, Writer uses its built-in **Default** page style.
- (b) **Paragraph** – after deciding on a page format, next is the document content, which is organised in paragraphs. A paragraph begins and ends by pressing Enter key. Paragraph formatting includes tab stops, text alignment, line spacing and borders. Usually, it also includes Character styling attributes.
- (c) **Character** – this styling is used to work on block of letters, i.e. word(s) in the paragraph instead of the whole paragraph. By using character styles, you can change the appearance of a part of a paragraph without affecting the other part. Character styles allow changing the text colour, text size, highlighting text and emphasising it.
- (d) **Frame** – using frames, a document can be organised in sections, so that each section of the page can have a different appearance. Frames are like containers, which can hold text, graphics and lists. Therefore, applying Frame Styles allows to format a frame by specifying its size, position, border and how the text is placed around the picture.

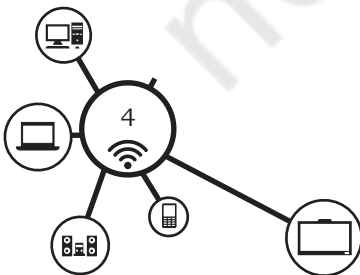




Fig. 1.4: Paragraph Styles without Show previews



Fig. 1.5: Paragraph Styles with Show previews

Character style, Frame style, Page style, List style and Table style to work on. Click on any one of these buttons to display a list of existing styles in that category. From the bottom of the window selecting **Show Preview** option displays its style along with the name in the list.

Fig. 1.4 shows the list when preview is **not selected** and Fig. 1.5 shows when the preview is **selected**.

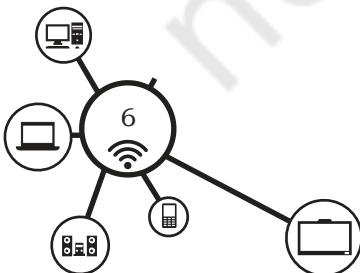
At the bottom of this menu, there is a **Drop Down list**, to select the **filter** for the style list to be displayed above. By default this filter is set to **Hierarchical** as shown at the bottom of Fig. 1.5.

Assignment 1

Select each of the Styles – Character style, Frame style, Page style, List style and Table style and list the styles under each category.

Let us use these styles in a document. For applying any styles, such as *Paragraph*, *Character*, *Frame*, *Page*, *List*, *Table* follow the given steps.

- Step 1. Select the text to be formatted. The selected text may be a collection of characters, words, lines, paragraph, page, frame or table.
- Step 2. To format the selected text, choose appropriate style by clicking the button from the top of the Styles bar.
- Step 3. A list of styles for that category appears. Double click on the desired style to apply to the selected text.



Practical Activity 1.1

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Apply an existing **Heading style**, from Paragraph Styles.

Step 1. Create a new document named 'noise.odt' with the text as shown in Fig. 1.6.

Step 2. Add a title, 'Noise Pollution' on top.

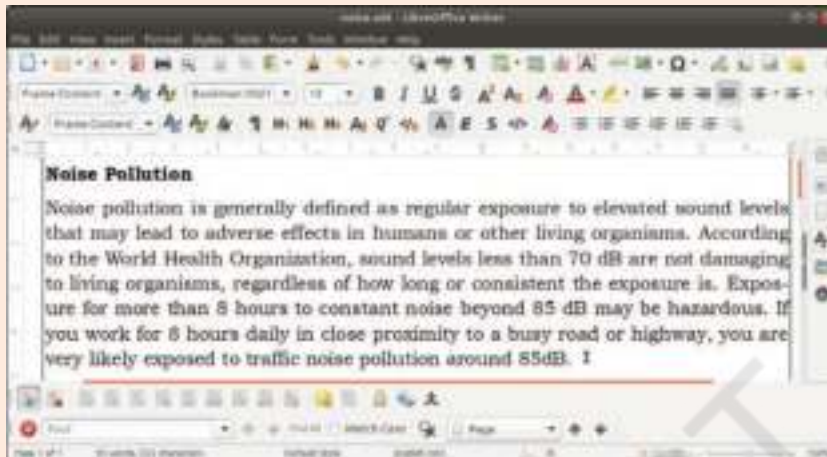


Fig. 1.6: noise.odt

Step 3. Select the Tile – *Noise Pollution*

Step 4. Open **Styles** Menu using Sidebar and go to *Headings* option.

Step 5. Double click on *Heading 4* to apply. Observe that the Fig. 1.7 shows the Heading 4 style is applied to the heading 'Noise Pollution'.

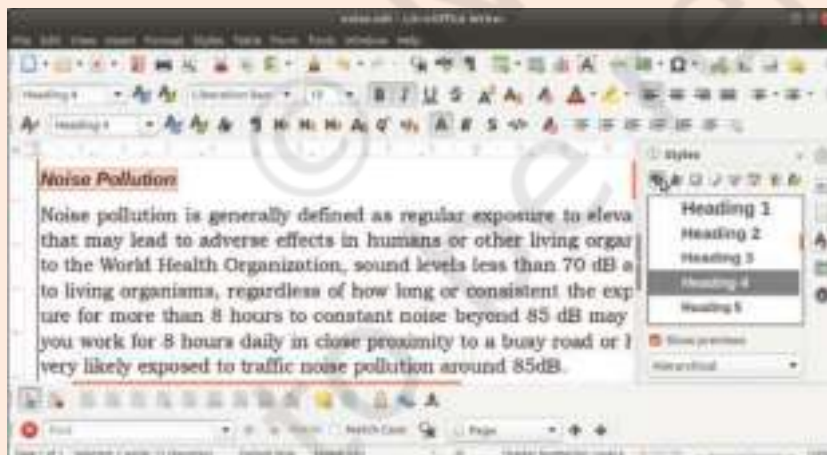
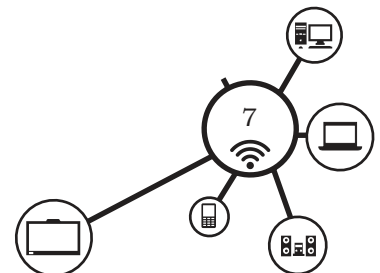


Fig. 1.7: Applying Heading 4 options of Paragraph Styles

Using predefined Heading Style, allow you to use them as a Book Mark for browsing the document.



Practical Activity 1.2

Apply an **existing page style** on 'noise.odt'

Step 1. Open file 'noise.odt' created in Activity 1.2.

Step 2. Insert a blank page in the beginning by selecting **Insert>Page Break** from main menu bar, as shown in Fig. 1.8.

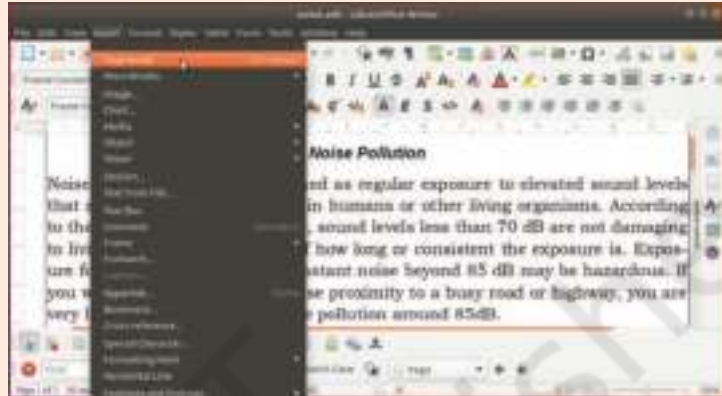


Fig. 1.8: Inserting page break

Step 3. Observe that in Fig. 1.9, inserting a page break will shift the matter to the second page. Now, place the cursor at the beginning of page 2, where the matter appears as shown in Fig. 1.9.

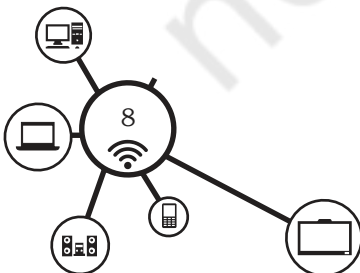
Step 4. Open **Style** Menu from side bar and select the **Page Styles** option as shown in Fig. 1.9.



Fig. 1.9: Selecting Landscape from Page Styles option of sidebar menu

Step 5. Double click on **Landscape** to change page orientation to Landscape. After applying **Page Styles**, you can observe that the document pages orientation is changed to Landscape from Portrait.

Note: Applying page style on a page may affect the entire document.



Assignment 2

- (i) Try applying Landscape option on one page of a large file.
- (ii) Explore, in which situation **Conditional Styles** filter, given in Paragraph category of styling, can be used?

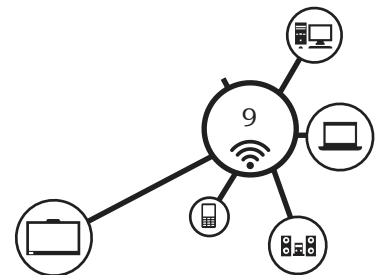
Fill Format

To apply a style on words present at different locations in the document, you will have to go to each word separately and apply it on each word. Writer provides a convenient way of doing it through **Fill Format option**. It is the second icon from right on the Style menu, as shown in Fig 1.3. This method is useful when a same style is to be applied at many places scattered in the document. Fill Format can be used to style scattered – pages, frames, tables, lists, paragraphs or characters. Follow the steps given below to use it.

- Step 1. Open the document to be styled.
- Step 2. Open the **Styles** window and select the desired style category and then desired style from drop down list.
- Step 3. Select **Fill Format** button.
- Step 4. To apply the selected style, take the mouse pointer to desired location and click. Do take care to apply style on appropriate type of content.
- Step 5. Repeat step 4 until all the changes have been made for that style in the entire document.
- Step 6. To quit **Fill Format** option, click the **Fill Format** button again or press the **Esc** key.

Practical Activity 1.3

Use Fill Format to change appearance of paragraphs at different places in the document using paragraph formatting. A file 'documentation.odt' with at least 5 pages of text is used for the activity.



Step 1. Open a file 'documentation.odt' having 5 pages of text. Observe the indented sentences in second page in Fig. 1.10.



Fig. 1.10: Pages of file documentation

Step 2. Go to **Style** Menu from sidebar and click on **Paragraph** category, and select **List Paragraph** from the drop down list as shown in Fig. 1.11.

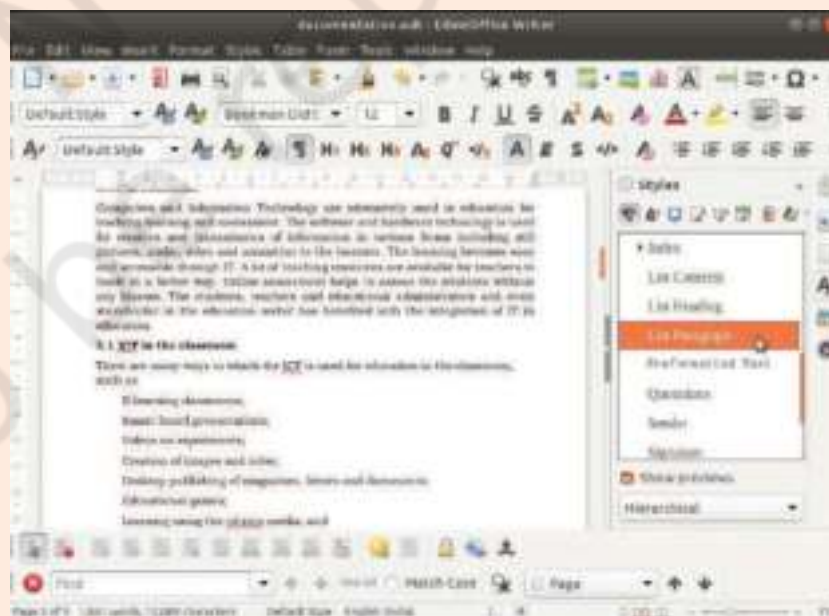
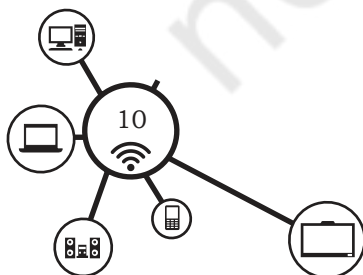


Fig. 1.11: Selecting List paragraph option in Paragraph Styles category



Step 3. Click at the beginning of the sentence to be styled using List Paragraph.

Step 4. Now click on **Fill** button, keep on doing same to apply the style for all sentences using desired format. Observe in Fig. 1.12 that how the indented list items look after applying the **Fill Format** button.

Step 5. Press '**Esc**' key to disable **Fill** button.

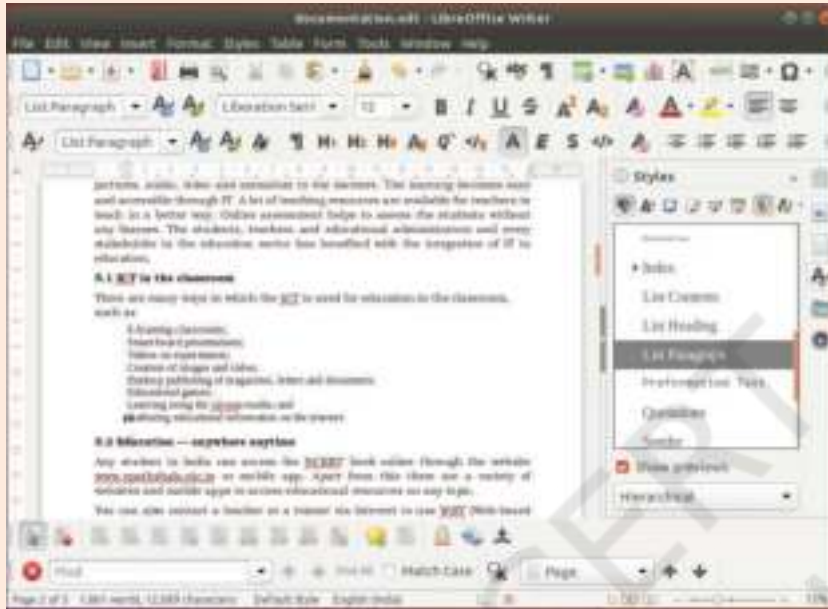
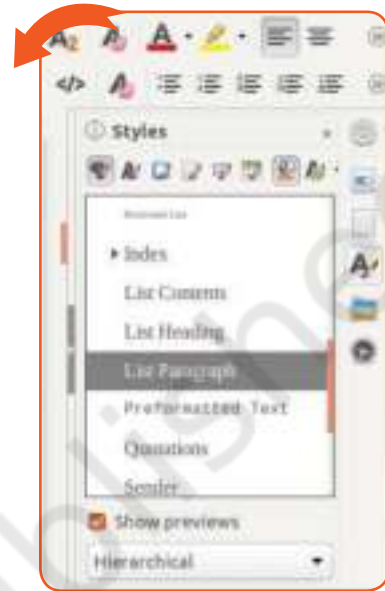


Fig. 1.12: Using Fill Format button



Creating and Updating a New Style

Till now you have used only predefined styles to format a document. If existing styles specified by Writer do not match your requirement, then it is also possible to create a *Custom Style*. There are many ways to create a custom style, two of them – From Selection and by using drag and drop are explained here.

- (a) From Selection – last button in **Style** menu, is **Styles action** button is used to create a new style or modify an existing style. It can also be used to load a style defined in document or template, in the list. Let us learn how to create a new style; which is the first function in the drop down list of action button.

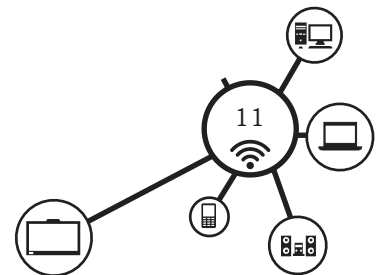




Fig. 1.13: Selecting New Style from Selection to create a New Style

- Step 1. Select the portion of document, such as page, paragraph, character, to change its appearance. Format it as per the requirement.
- Step 2. From the buttons at the top of the **Style** menu, choose the category (paragraph, character, page, etc.) for which a new style is to be created.
- Step 3. Select **Style action** button. A list of options as shown in Fig. 1.13 is displayed. Click on **New Style** from Selection.

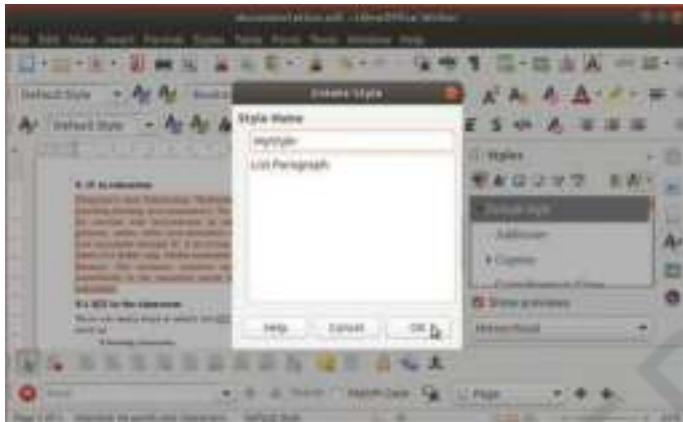


Fig. 1.14: Creating a new style MyStyle

- Step 4. In **Create Style** dialog window, type the name of new style, say, 'MyStyle' as shown in Fig. 1.14. The names of existing styles are displayed in the window.
- Step 5. Click **OK** to save the name of new style. Observe that the name of the newly created style 'MyStyle' appears in the list of styles.

Practical Activity 1.4

To create a **custom paragraph style** 'myStyle', using file 'noise.odt' created in Practical Activity 1.2.

- Step 1. Open file 'noise.odt' created in Practical Activity 1.2.
- Step 2. Format the content of the paragraph with Font face – Arial, Font size 12, line spacing 1.5.
- Step 3. Select paragraph button from **Style** Menu of sidebar as shown in Fig. 1.15.

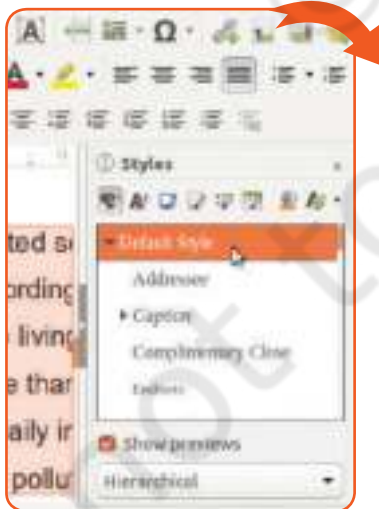
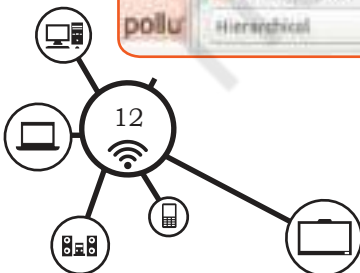


Fig. 1.15: Selecting Paragraph Style



Step 4. Select **Style** Action button.

Step 5. Click on New Style From Selection. A Create Style dialog box will appear as shown in Fig. 1.16.

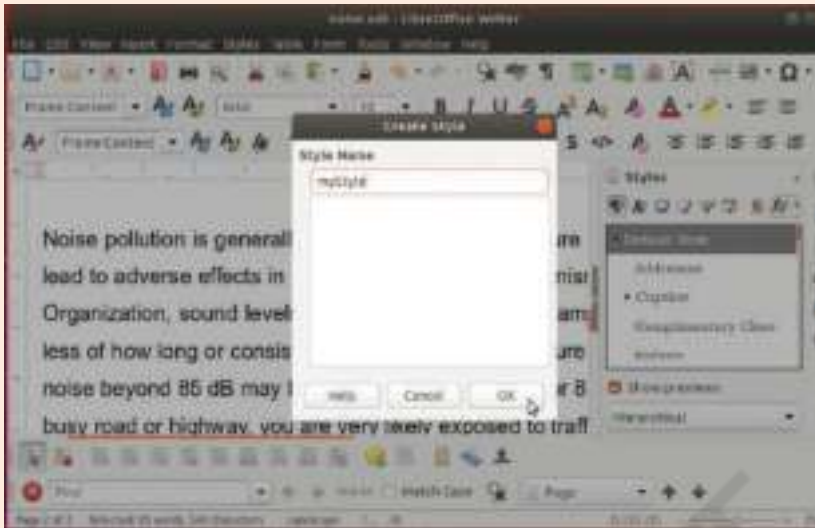


Fig. 1.16: Create New style using Selection

Step 6. Type 'myStyle' as style name in the box and click **OK**. The Style Name (*myStyle*) will appear in the drop down list under Paragraph category.

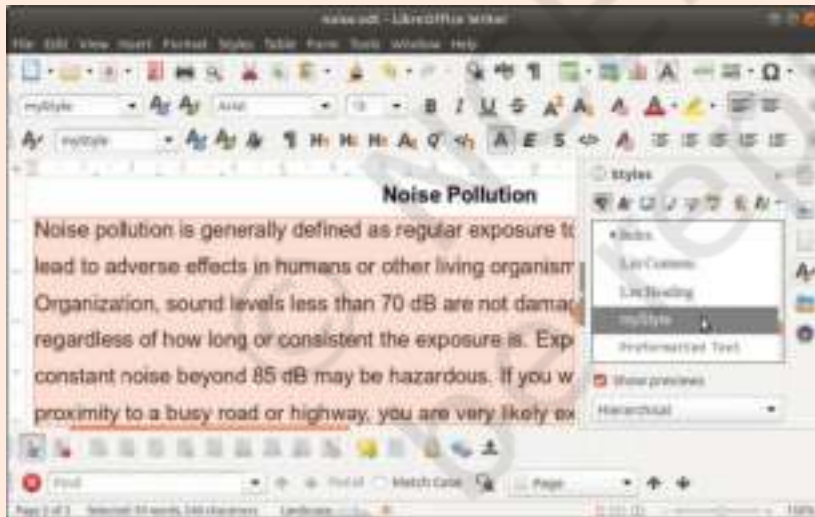


Fig. 1.17: New created myStyle becomes part of Style list under Paragraph category

Updating a Style

Instead of creating a new style for a small changes in predefined style, an existing Style can be modified on desired aspect. **Updating Current Style** (Fig. 1.18), the second option in list can be used for doing so.

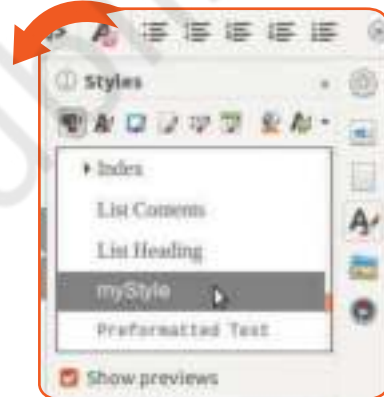
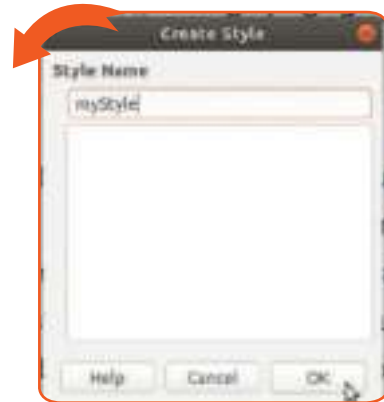
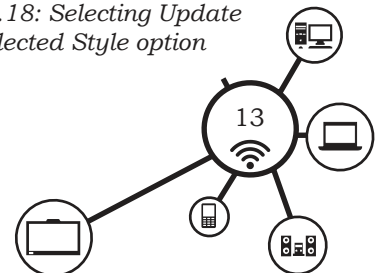


Fig. 1.18: Selecting Update Selected Style option



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Follow the given below steps to modify an existing **user defined** style of page, frame or paragraph style.

Step 1. Select the page/paragraph to be modified.

Step 2. Format the selected portion as per the requirement.

Step 3. Go to **Style** menu, and click on the button to update.

Step 4. Using **Style Action** button, click on **Updated Selected Style**.

Note – Ensure that the aspect modified remains same throughout the selection. For example, in paragraph, if you are changing font face or size then, throughout the paragraph it should remain same.

Using Drag and Drop

Another way of creating a new style is using **Drag and Drop** method. It is very easy, as the desired formatted portion of text is just dragged and dropped at correct place in the **Style** menu.

Use the following steps to create a new Style using **Drag and Drop** method.

Step 1. Select the text from the document and change its formatting as desired.

Step 2. From the buttons at the top of the **Style** menu, choose the desired category of style to create.

Step 3. Click on the desired style under which, new style is to be created.

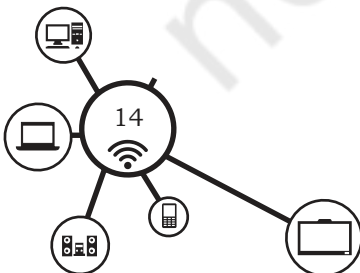
Step 4. From the document drag the selected portion of text to the **Style** Menu.

Note – While dragging the text, check the cursor shape, as it changes to indicate whether the desired operation is possible or not.

Step 5. **Create Style** dialog window appears (see Fig. 1.16), type the name of new style. Names of existing styles are displayed in the window.

Step 6. Click **OK** button to save the name of new style.

The **Create Style** window displays the list of custom styles. To update an existing style, choose the style name from the list. So same method can be used to create or update a Style. Drag and Drop cannot be used to create a Page Style.



Practical Activity 1.5

Create a new style 'myStyle1' using drag and drop, by changing line spacing to 1 and font size to 13 in myStyle.

Step 1. Open file 'noise.odt' created in Practical Activity 1.2.

Step 2. Format the content of the paragraph with Font size 13 and line spacing 1.

Step 3. Select paragraph button from **Style** menu of sidebar as shown in Fig. 1.19.

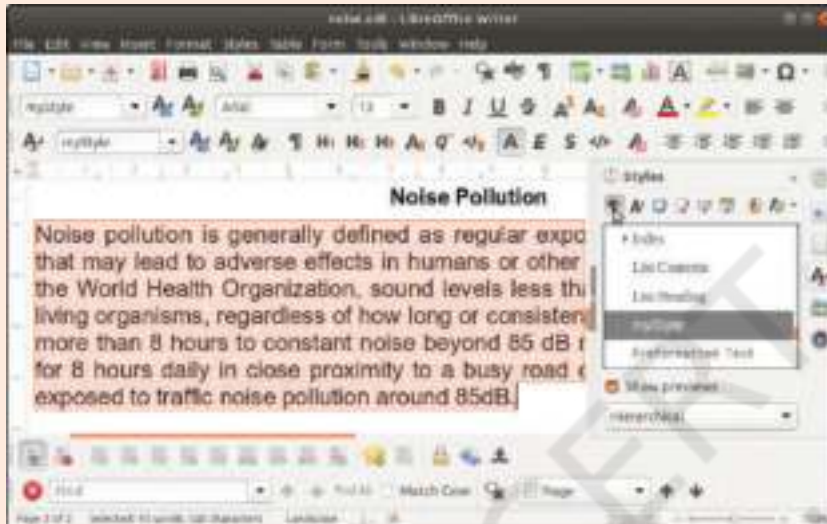


Fig. 1.19: Paragraph Styles in Style menu of sidebar

Step 4. Now drag the selected text to **Style** menu, as shown in Fig. 1.20.

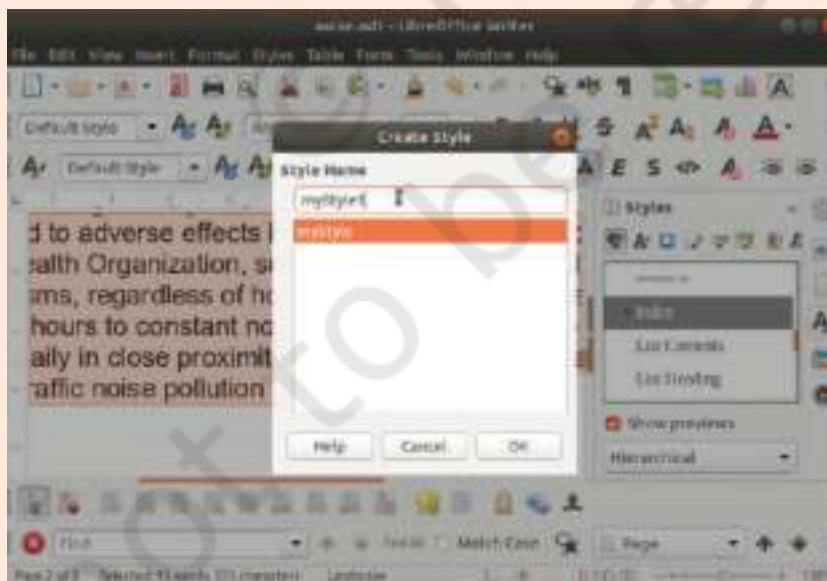
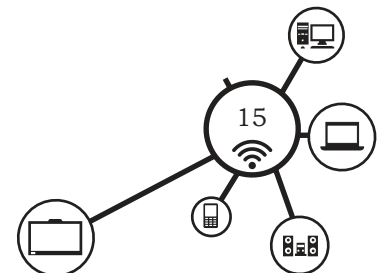


Fig. 1.20: Creating a new style using drag and drop



Step 5. Press **OK**. The style name (myStyle1) will appear in the drop down list under **Paragraph** category as shown in Fig. 1.21.

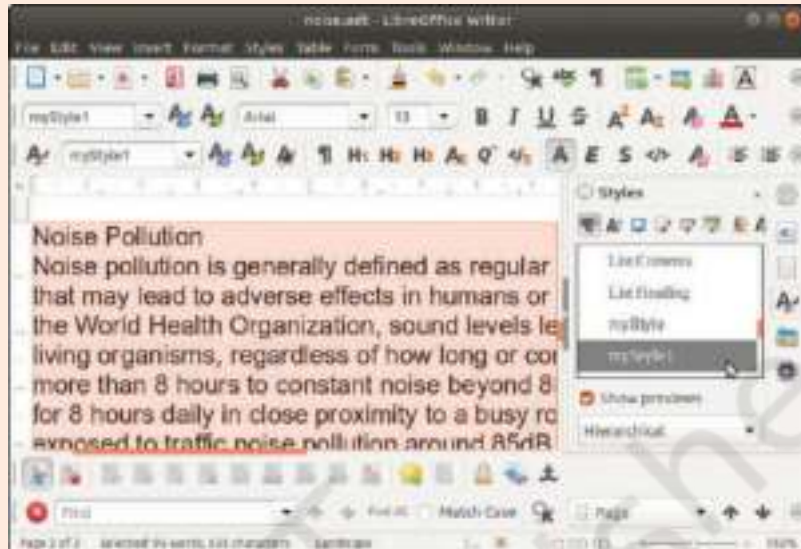


Fig. 1.21: New style myStyle1 created using drag and drop appears in the style list

Apart from creating a new style or modifying an existing style, a new document can be styled/formatted using pre-defined templates or another document which suits our requirement. This helps in copying all styles of the template/document in one go to our Style menu and makes formatting our task easy.

Load Styles (from a template or document)

The last option, in **Style Action** button of **Style** Menu is **Load Styles**. It is used to copy styles from an existing template or document. Once copied, in the list of styles, you can create a new document having same appearance as old one with no extra efforts.

Follow the given steps to copy style from template or document



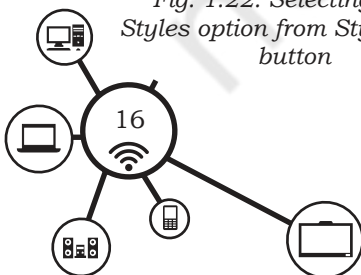
Fig. 1.22: Selecting Load Styles option from Style Action button

Step 1. In the **Styles** Menu, click on the **Load Styles** as shown in Fig. 1.22.

Step 2. It will open the **Load Styles** dialog box as shown in Fig. 1.23. In the **Load Styles** dialog box, choose the category of your document.

Step 3. Find and select the desired template to copy styles from. Note that there are no templates stored in My Templates category.

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Step 4. From the same dialog window, also, select the options for the types of styles to be copied, such as *Text* for Paragraph and Character styles, *Frame*, *Pages* or *Numbering (List styles)*. By selecting **Overwrite** option, the styles being copied will replace any existing styles with the same name.



Fig. 1.23: Selecting the My Templates from Categories of Load Styles dialog window

Step 5. Click **OK** to copy the styles.

Step 6. In case styles are to be copied from a file, then instead of Template option, click on the **From File** button. A **File Selection** dialog box is displayed. Select the desired document from your computer.

Applying styles

Whenever a new document is created, the Writer applies default style(s) to it, and the same is displayed in the status bar as shown in Fig. 1.24.

You may like to retain the default style or change it.

Self Exploration

Learn other ways of accessing Style options as listed in section 1.4.

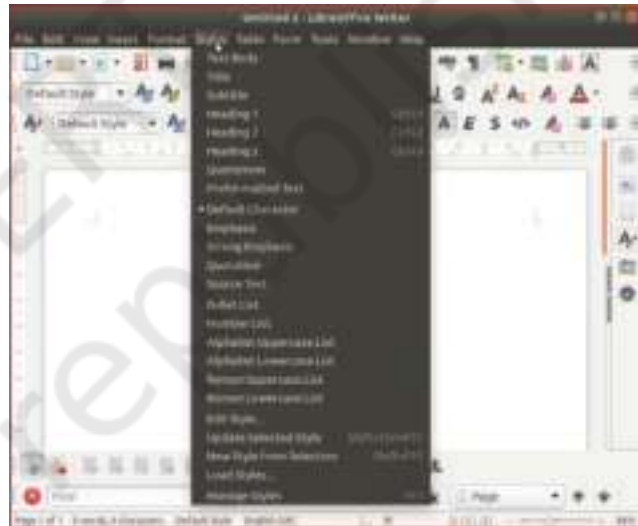
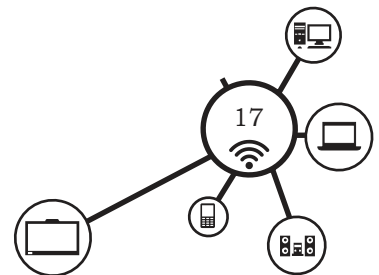


Fig. 1.24: The current Default Style is displayed on the status bar

SUMMARY

- A *Style* is collection of all formatting information, which you want to save and then apply on the document.
- Writer provides six **Style** categories – Page, Paragraph, Character, Frame, List and Table.
- Predefined Heading style(s) act as bookmarks in a document. These bookmarks allow faster browsing in a document.
- These Style(s) tools can be accessed from Menu bar, Drop Down List and Side bar.
- *Fill Format* is used to style scattered – Pages, Frames, Tables, Lists, Paragraphs or Characters in a document.



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- *Writer* allows creating custom style and saving them for future use.
- These new styles can be created using Selection method or Drag and Drop method.
- Drag and Drop method cannot be used to create a Page style.
- A user defined style once created, can be updated at any point of time. Steps used for updating a style are same as creation of style.
- A document can be styled using another document or a template.

Practical Exercises

1. Mr R K Sharma is planning to change his job. He approaches a company (www.naukri.in) for helping him in finding new job. Mr Sharma is asked to submit his CV/Resume in the company. He has downloaded a sample CV from “template.com”. Help him in creating his CV in the same format. Also save the format as “CV1” on the computer, for future reference.
2. Raghav receives a non-styled text document as shown in Fig. 1.25, from his teacher to convert it into desired appearance as shown in Fig. 1.26. He has to save it as “reportStyle” for future reference. Write the process that he should follow.

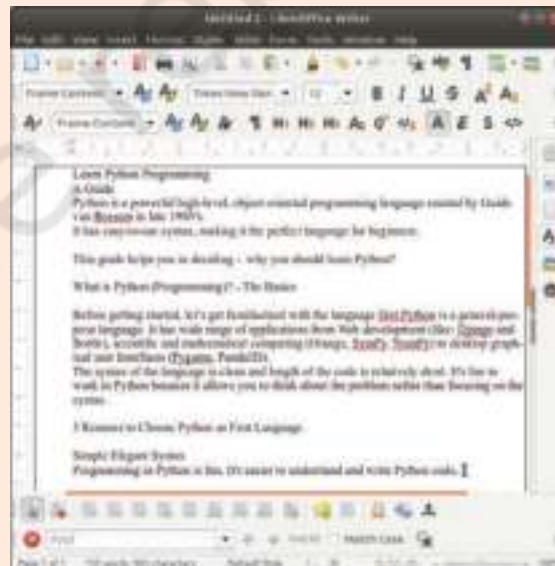


Fig. 1.25: Practical Exercise 2 Original Document

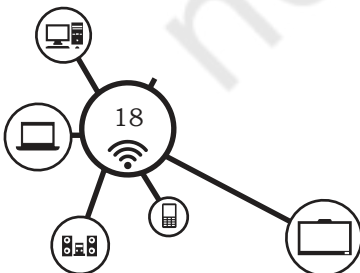




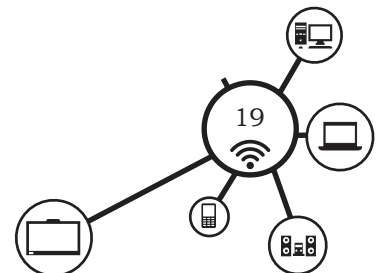
Fig. 1.26: Appearance of Styled Document

3. Kendriya Vidyalaya No. 3, is planning to publish a monthly digital newsletter for their school. Ravish Pandey of class 12, heads the group responsible to design it on computer. Size of news letter finalised is 5 inch (length) by 8 inch (height). It was also decided that:

- The newsletter will have two pages with 4 leaves.
- The first leaf will provide brief information about school.
- The second leaf will have a table, displaying the school's last year's Board exam results.
- On the third leaf School achievements (at least 4) for the current session will be given.
- The last leaf will have articles or poems (at least 2) written by students.

You being part of the team are required to perform the following using Style Menu from Sidebar:

- (a) Suggest appropriate style category (page, frame, and table) to be used to design the newsletter.
- (b) Create digital copy of it.
- (c) Apply Left Page and Right Page format on appropriate leaves.
- (d) Also set the same margins on all leaves, having same border on all.
- (e) Add page number on each leaf. The page number should appear in Footer as "Page – number". Right align these numbers on each leaf.



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- (f) For heading(s) and sub heading(s) use Heading 2 and Heading 4, in the newsletter.
- (g) On the first leaf, while displaying information about school, use character styling of your choice to make it attractive.
- (h) Use table to style Board Results, using grid rows and columns.
- (i) Each row of the table should have a number – in Roman, prefixed to content.
- (j) Organise school achievements in frames, where individual frame is to be styled using Frames of Paragraph category.
- (k) Using selection method, save the style in respective category, so that the same can be used to publish future newsletters to maintain consistency.

Check Your Progress

A. Multiple choice questions

1. Which of the following features in LibreOffice Writer is/are used to create the given document?

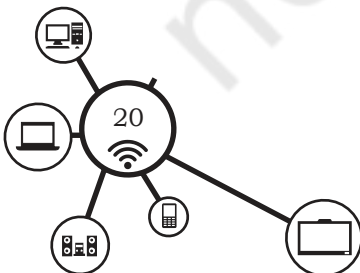
- (a) Page borders
- (b) Envelope
- (c) Picture from File
- (d) Indexes and Tables



2. Styles menu (from sidebar) in Writer provide options to work on
- (a) Paragraph Styles
 - (b) Frame Styles
 - (c) Page Styles
 - (d) All of the above
3. What is style template in LibreOffice Writer?
- (a) Pre-determined form and mode of document file
 - (b) One kind of model style
 - (c) One type of document
 - (d) Cluster of documents in Writer
4. Which of the following gives the status of your document like page numbers, number of pages?
- (a) Status bar
 - (b) Standard toolbar
 - (c) Formatting
 - (d) Title bar
5. Which of the following can be used to access a style menu?
- (a) F11 function key
 - (b) Sidebar Menu
 - (c) Formatting toolbar
 - (d) All of these

B. Fill in the blanks

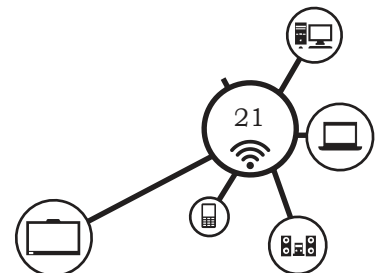
- 1. A _____ is a collection of different formats
- 2. Styles are especially handy in _____.



3. Proper use of styles improves _____ in a document
4. The first five buttons at the top of the Styles window select the category of _____.
5. Using predefined _____ creates Bookmark in the document.
6. On opening a new file _____ Style is used for formatting the document.
7. In page layout documents, you can arrange _____ like text boxes and graphics.
8. Character styles are often integrated in _____ Style.
9. _____ allows to apply style at different places in the document.
10. Predefined Style _____ be updated by Drag and Drop method.

C. Short answer questions

1. What do you understand by styles in LibreOffice writer document?
2. Write advantages of using Style over manual formatting, for designing a document.
3. What are the different categories of style in LibreOffice writer document?
4. Write down the steps to update a style.
5. What do you understand by custom styles in LibreOffice writer?
6. In a document Introduction paragraph is to be designed extensively by setting its font (face, size, weight, colour), space above it and giving number to heading. Given below are the steps used to do so.
 - (i) Select the Introduction (paragraph)
 - (ii) Open Font list from Toolbar
 - (iii) Select the font
 - (iv) Open Font size from Toolbar
 - (v) Select the desired font size
 - (vi) Select Font weight (Bold) from the toolbar
 - (vii) Open Font color from Toolbar
 - (viii) Select desired color
 - (ix) Using Format menu option, select **Spacing > Paragraph > Indent and Spacing**
 - (x) Edit space above paragraph
 - (xi) Add number by Selecting Numbered list from Toolbar.
7. Give two examples, where instead of Style, using manual formatting will be beneficial.
8. Give one situation, in which you will prefer to use Fill Format for styling your document.
9. Write steps to load style(s) from a template.



It is easy to read and comprehend a good interactive document. A word processing application has rich features, which allows to create an interactive document. A document containing pictures is always easier to understand than a pure text document. Pictures have visual appeal, as our brain responds quickly to colors in comparison to any other form of information. A picture can be a drawing, chart, photo, logo, graph, or single video frame. In digital document a picture can be a graphic or image representation, which is a digital image. Till now, we have created a text document with different features, such as formatting and using styles. In this chapter you will learn to create a document with pictures. You will learn to insert and modify images in the document to make it more attractive. LibreOffice Writer provides various tools to work with images. A picture is a digital image, which is representation of image in finite set of digital values 0 or 1, known as pixels. These are stored in various types of graphics files with the file extension, such as GIF, JPG, JPEG, PNG, BMP, etc.

Inserting an Image in a Document

LibreOffice Writer allows to work on images, shapes, charts and diagrams by providing various tools. The image file stored on the computer, can be inserted into a document using different ways, such as using Insert Image dialog, using Drag and Drop option, using Cut, Copy and Paste option and lastly by Linking.

Inserting Image Using Insert Image Option

A general procedure to insert an image using Insert Image dialog box, is as follows.

Step 1. Open the document to insert an image in LibreOffice Writer.

- Step 2. Place the cursor where you want to insert an image.
- Step 3. Select and click on **Insert > Image** from menu bar
- Step 4. An **Insert Image** dialog box will open which will allow to choose the picture file to be inserted.
- Step 5. Select the file and click on Open button to insert an image in document.

Practical Activity 2.1

Insert an image using **Insert Image dialog box** in the file “noise.odt” created in previous chapter.

- Step 1. Ensure that you have an image file on your computer hard disk. Otherwise download a relevant image from Internet.
- Step 2. Open “noise.odt” file created in Practical Activity 1.2 of Chapter 1.
- Step 3. Place the cursor to the next line of the text to insert the image file, and then click on **Insert** menu from the menu bar as shown in Fig. 2.1.

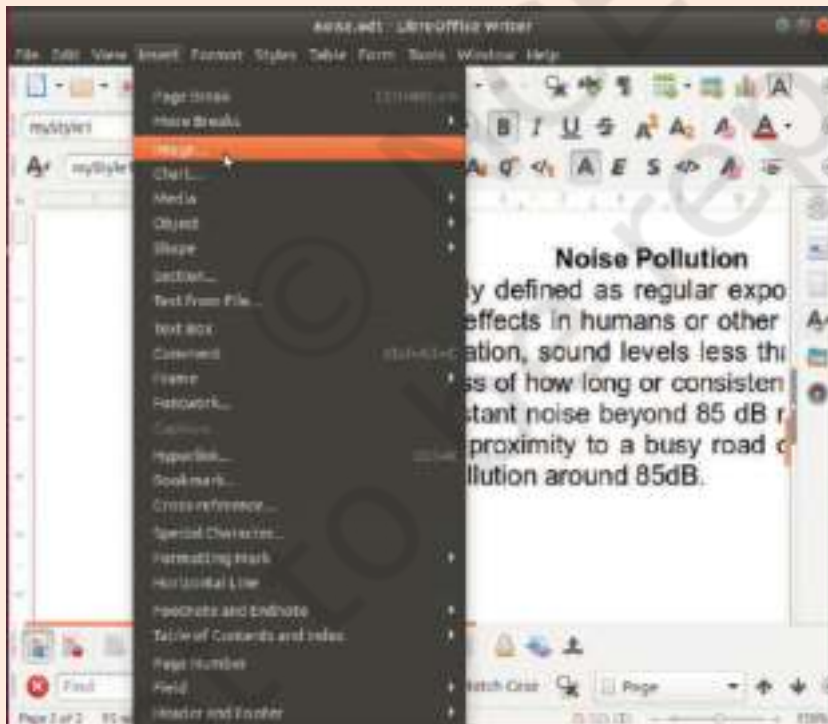
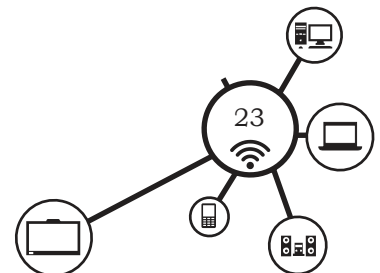


Fig. 2.1: Selecting Insert menu for inserting Image



NOTES

Step 4. Click on **Image** option, opens **Insert Image** browsing window to select an image. Select desired image as shown in Fig. 2.2.

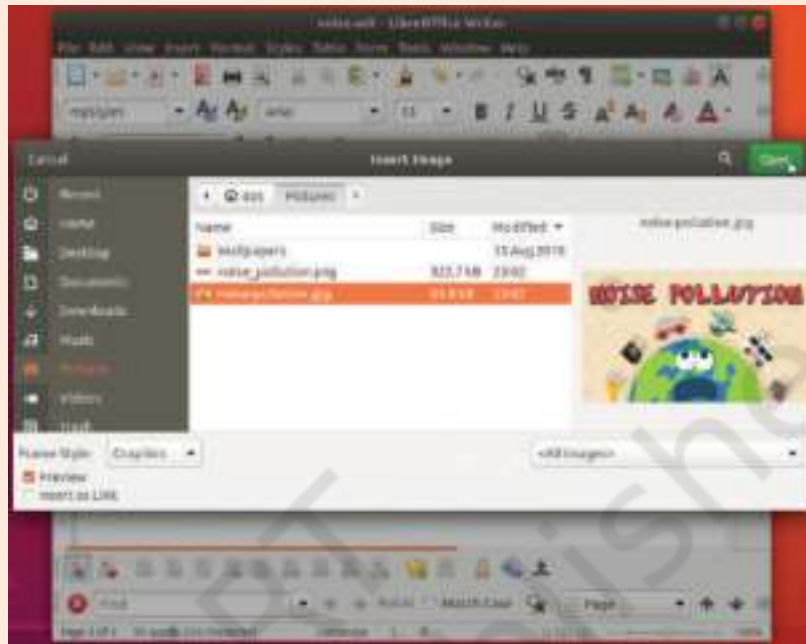


Fig. 2.2: Insert image browsing window

Step 5. Click Open button. The image appears at desired place as shown in Fig. 2.3.

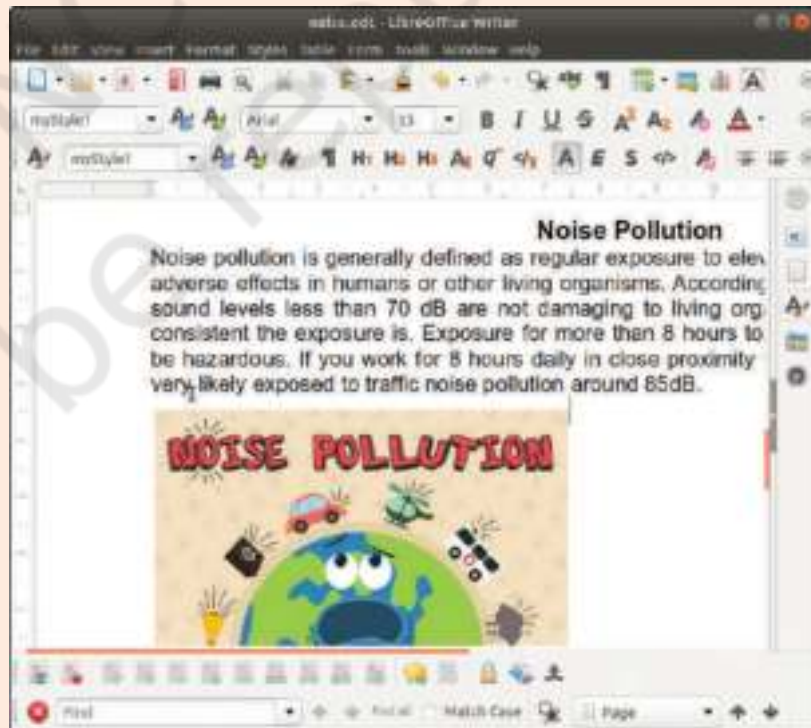
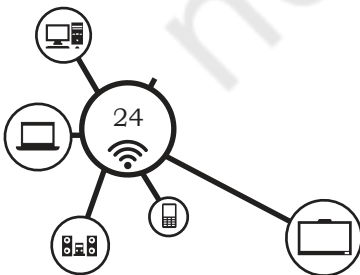


Fig. 2.3: Image inserted in noise.odt document



Inserting Image using Drag and Drop option

Another option to insert images in the document is by using Drag and Drop option. The standard procedure is just drag the image from its source and drop it at desired position in the document. A general procedure to insert an image using **drag and drop option**, is as follows.

- Step 1. Open the document to insert an image in LibreOffice Writer.
- Step 2. Open a file browser window (**Win+E**) and select the image file to be inserted.
- Step 3. Drag the image into the document
- Step 4. Drop it, where you want it to appear in the document.

Inserting image using Copy and Paste method

As stated above, another way to insert an image in the document is by using copy and paste method. In this method instead of dragging the image, copy the image and then paste into the desired location of the document.

Inserting an image using any of the above described method saves a copy of image file in the document wherever image is inserted, that means, the image gets embedded in the document.

Practical Activity 2.2

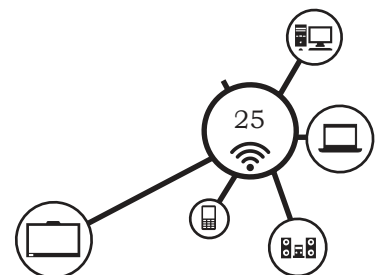
Insert an image from one document (source) to another document (target) using Clipboard. Source file is “*typewriter.odt*” having different images of typewriter, and target file is “*documentation.odt*” created in the previous chapter.

- Step 1. Open source file “*typewriter.odt*” and target file “*documentation.odt*”.

- Step 2. In the source document, select the image to be copied, as shown in Fig. 2.4.



Fig. 2.4: Selected image in *typewriter.odt*



NOTES

Step 3. Move the mouse pointer over the selected image and copy the image by using keyboard shortcut (**Ctrl+C**) or right-click and select **Copy** option from the context menu to copy the image to the clipboard.

Step 4. Switch to the target file, “documentation.odt”.

Step 5. Place the cursor on the location where you want to insert the image as shown in Fig. 2.5.

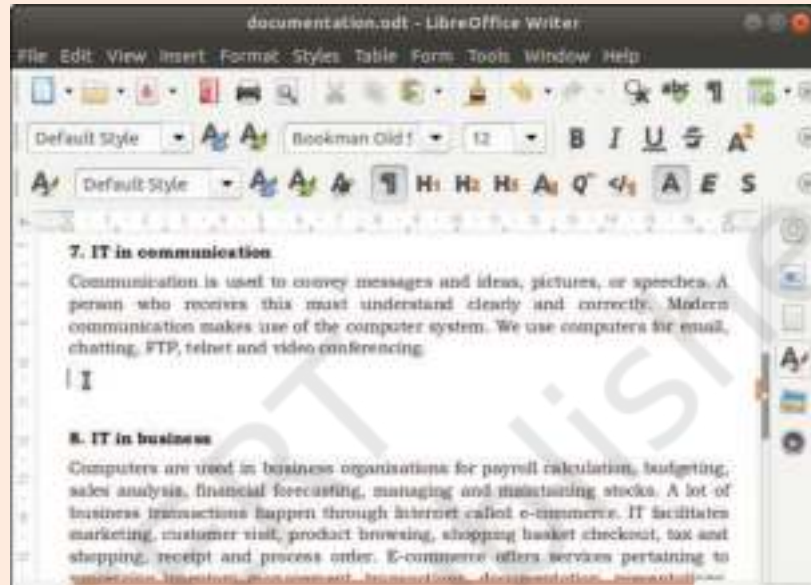


Fig. 2.5: Placing cursor to insert image in documentation.odt

Step 6. Paste the image by using the keyboard shortcut (**Ctrl+V**) or right-click and select **Paste** option from the context menu to paste the image as shown in Fig. 2.6.

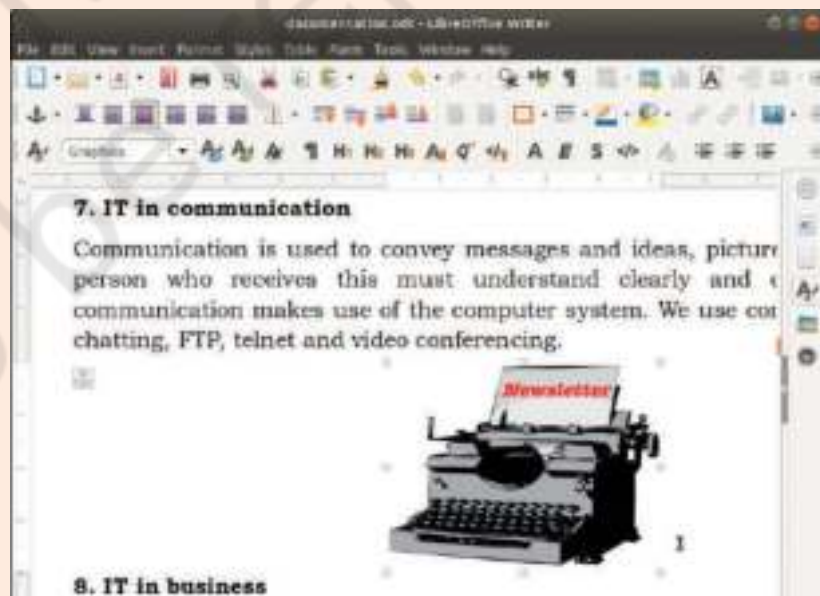
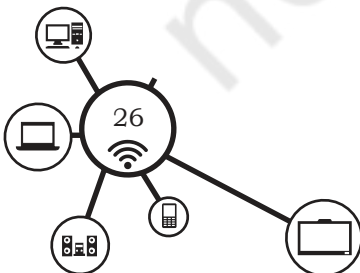


Fig. 2.6: documentation.odt after inserting image from typewriter.odt



Inserting an image by linking

If multiple copies of the same image are required to be inserted in the document, it is beneficial to save the link of image instead of inserting the image. Inserting a link, stores its reference instead of the image itself, thereby reduces the size of the document, because actual image is saved only once as a separate file along with the document.

Whenever a document containing the link is opened, the image file gets merged, at the place(s) where reference was stored, and displayed on screen to the user. A general procedure to link the image file is as follows.

In **Insert Image** dialog box, check the Link option as shown in Fig. 2.7

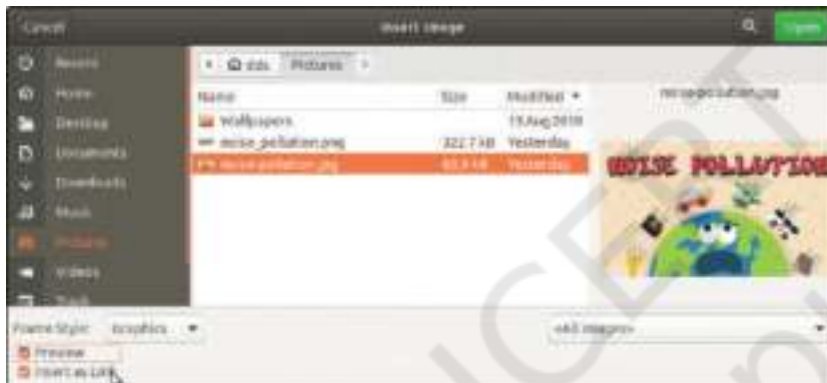


Fig. 2.7: Link check box in Insert image dialog window

Keyboard shortcut to link an image – drag and drop the image while holding the **Ctrl+Shift** keys.

Assignment 1

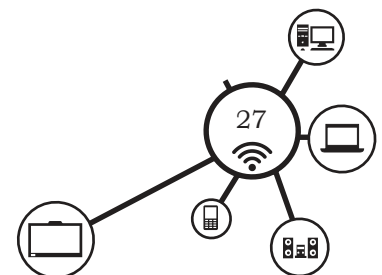
Explore how to insert an image from Writer's Gallery or from any other device?

Modifying an Image

Sometimes we may have to modify the image inserted in the document to suit its requirement. The Image toolbar is used to resize, crop, delete and rotate the image.

Using the Image toolbar

The image toolbar automatically appears when an image is inserted or selected in the document. If you want to keep it always on screen, click on **View > Toolbars > Image** from the menu bar. The Image toolbar will be



displayed as shown in Fig. 2.8. Table 2.1 describes various tools that are made available through this image toolbar.



Fig. 2.8: Image Toolbar

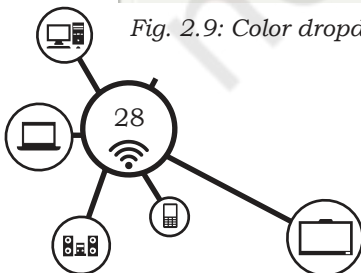
Table 2.1: Description of Image Toolbar

Tool	Effect on image
Image Filter	There are 11 types of filters available for improving an image. Details given in Table 2.2
Image Mode	Image can be changed to black and white, gray-scale or a watermark
Crop	Cuts off non-desirable part of the image
Flip Horizontally	Flips the image Horizontally by 180°
Flip Vertically	Flips the image Vertically by 180°
Rotate 90° left	Rotates the image by 90° left
Rotate 90° right	Rotates the image by 90° right
Rotate	Image can be rotated by any angle using this tool
Transparency	Makes an image transparent by using the value provided in percentage
Colour	Using Drop Down list (as shown in Fig. 2.9), Red, Blue or Green colour can be modified or adjustment for brightness, contrast and gamma can be made



Fig. 2.9: Color dropdown list

To apply any of the tools from **image toolbar**, select the image on which tool is to be applied and then click on the tool. Clicking on the colour button will display the colour drop down list as shown in Fig. 2.9. It consists of six components in the drop down list. One can increase or decrease the percentage of these components. The first components represent the three primary colours Red, Green and Blue, respectively. The fourth component represent the Brightness, fifth component represent the Contrast and last sixth component represent the Gamma.



Clicking on **Image Filter** opens up a window with 11 filters, as shown in Fig. 2.10. Table 2.2 gives the brief description of various tools available in the Image Filter window.

Table 2.2: Description of Image Filter

Tool	Effect on Image
Invert	Inverts the colour values of coloured image. In case image is gray-scale then its brightness is inverted.
Smooth	Softens the contrast of image. Another dialogue box appears to adjust parameter
Sharpen	Increases the contrast of image
Remove Noise	Removes single pixels from the image
Solarisation	Used in Photographs to reverse the tone. Dark appears light and light appears dark. Another dialogue box appears to adjust parameter.
Aging	Simulates the effect of time on picture. On clicking it, another dialogue box appears to adjust parameter.
Posterise	Makes a picture appear like painting by reducing colours in the image. Another dialogue box appears to adjust parameter, when this icon is clicked.
Charcoal Sketch	Changes image as charcoal sketch
Relief	Adjusts light source to create shadow using dialogue box to adjust parameter
Mosaic	Joins group of pixels into a single area of one colour. Another dialogue box appears to adjust parameter.



Fig. 2.10: Image Filter window

Practical Activity 2.3

Insert an image in a document and rotate the image.

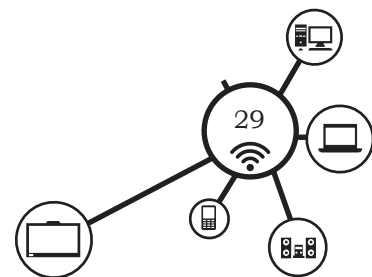
Step 1. Open a new document in LibreOffice Writer.

Step 2. Go to Insert menu and Select Image >> From File

Step 3. Insert an image from library as shown in Fig. 2.11.



Fig. 2.11: Image inserted in a new document



NOTES

Step 4. Select image and then click on rotate tool. Observe that four dots known as handles, appeared on four corners of the image.

Step 5. Move the mouse on any corner and observe that the 'rotate' symbol is activated.

Step 6. Click on rotate symbol on the top right corner of the image and drag it to downward direction, as shown in Fig. 2.12.



Fig. 2.12: Rotating image



Fig. 2.13: Image after rotation

Step 7. The image rotated is shown in the Fig. 2.13.

Practical Activity 2.4

Crop an image in a new file.

Step 1. Open a new document in LibreOffice Writer.

Step 2. Insert an image in the document as shown in Fig. 2.14 using **Insert** >> **Image** >> From File option as demonstrated above.



Fig. 2.14: Document after inserting image

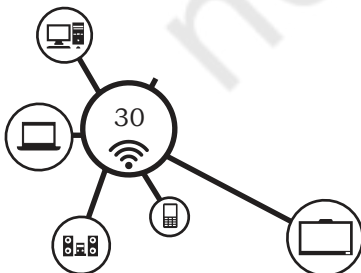


Fig. 2.15: Changed handles for cropping the image

Step 3. Select the image by clicking on the image. Observe that the selected image is surrounded by eight small squares as shown in Fig. 2.14.

Step 4. Click on crop tool from Image toolbar. Now observe that the eight small squares surrounding the image will be changed into the blue coloured handles as shown in Fig. 2.15. These are the handles used to crop the image.

DOMESTIC DATA ENTRY OPERATOR – CLASS X



Step 5. Click any of these edges of the image and drag the cursor towards the center of image as shown in Fig. 2.16. Observe that the image is being cropped up to the dotted lines. It is possible to crop the image by clicking on dragging any of the edge as per the requirement.



Fig. 2.16: Cropping the image



Fig. 2.17: Image after cropping from upper right edge

Step 6. Click anywhere on the page or press Esc key to leave the crop tool and observe the cropped image as shown in Fig. 2.17.

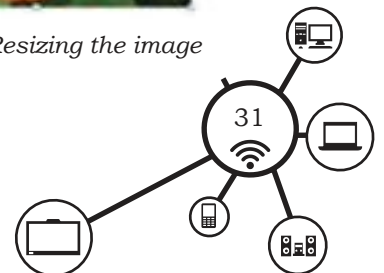
Resizing an Image

Sometimes you may want to resize the image to fit an image at the desired place in a document. Resizing is the process of reducing or enlarging the size of the image. This can be done in various ways. Quick and easy way to resize an image is by dragging the image's sizing handles. Use the following steps to resize image:

- Step 1. Click on the image inserted in the previous activity. Observe that there are eight sizing handles surrounding the image as shown in Fig. 2.14.
- Step 2. Position the pointer over one of the sizing handles. The pointer changes shape indicating the direction of resizing.
- Step 3. Click and drag to resize the image as shown in Fig. 2.18.
- Step 4. Release the mouse button when satisfied with the new size and observe the size of the image is reduced.



Fig. 2.18: Resizing the image



By dragging the corner handles, one can resize both the width and the height of the image simultaneously, while the other four handles only resize one dimension at a time.

Note that while resizing the image its size gets changed, but while cropping the image cuts it.

Deleting an Image

It is possible to delete the image from the document just like we delete the text. To delete the image, just select the image by clicking on the image and press the Delete key.

Drawing Objects

If you need to draw a flowchart or a callout box in your document, LibreOffice Writer provides the feature of drawing tools for such work. The set of drawing tools available in Writer are easy to use, and helps in creating good quality designs, diagrams and drawings. Once you create the drawings, you can directly place it in the document. These diagrams can also be copied or imported in other packages.

Using Drawing Tools

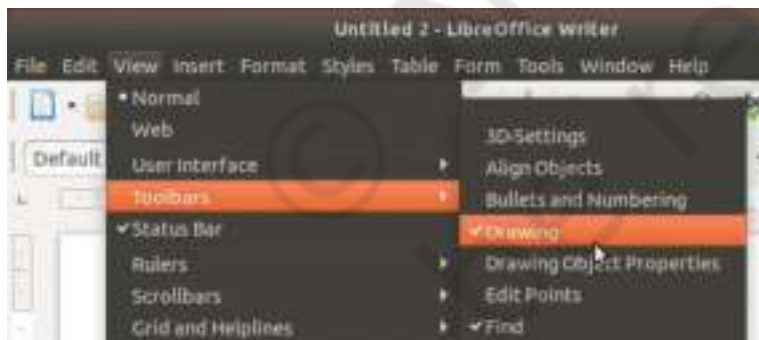
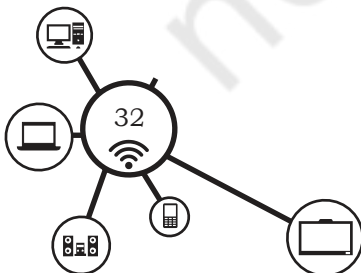


Fig. 2.19: Enabling Drawing tools

To display **Drawing Toolbar** in the Writer window, click on **View > Toolbars > Drawing** as shown in Fig. 2.19. This will display the **Drawing Toolbar** in the Writer window as shown in Fig. 2.20. The toolbar contains various basic drawing objects of different types to create any design of your choice.

There are many default drawing objects used to create designs in document. To use them –

Step 1. Place the cursor in the document where you want the drawing to be placed (anchored). You can change the anchor later, if required.



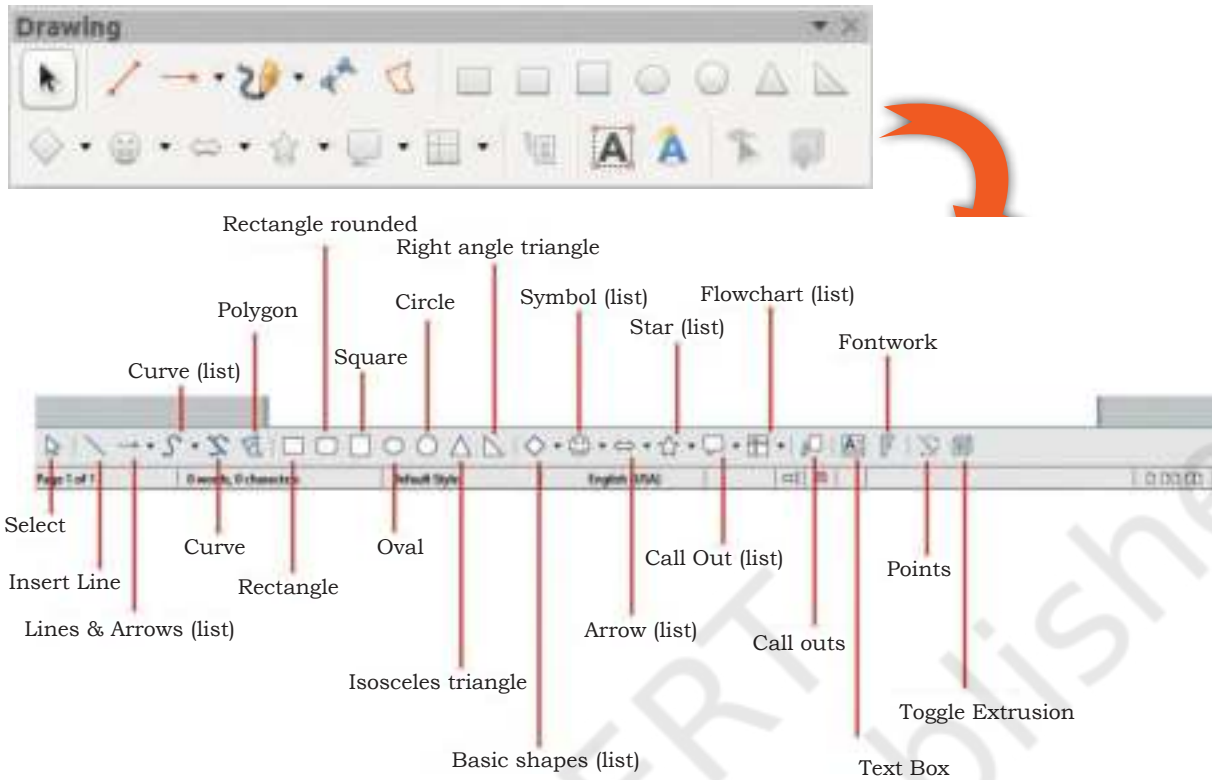


Fig. 2.20: Drawing Toolbar

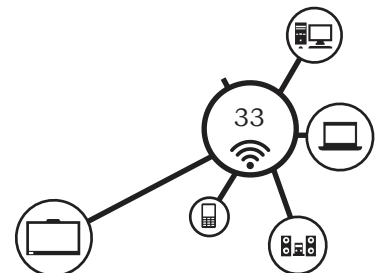
Step 2. Select the tool from the *Drawing toolbar* as shown in Fig. 2.20. The mouse pointer changes to a drawing-functions pointer.

Note – One more toolbar appears on the screen, the **Drawing Object Properties**. It is shown in Fig. 2.23 and explained later.

Step 3. Move the pointer to the place in the document where you want the image to appear and then click-and-drag to create the drawing object.

Step 4. Release the mouse button to finish drawing. The selected drawing function remains active, so that you can draw another object of the same type.

Step 5. To cancel the selected drawing function, press the **Esc** key or click the **Select** icon (the arrow) on the **Drawing toolbar**.



Practical Activity 2.5

Draw a family tree with 3 family members, Mr R K Sharma (Grandfather), Mr B Sharma (Father), Mrs Sunita Sharma (Mother).

Step 1. Open a new document in LibreOffice Writer. Enable the Drawing toolbar and ensure that it is displayed on the bottom of the document window as shown in Fig. 2.21.

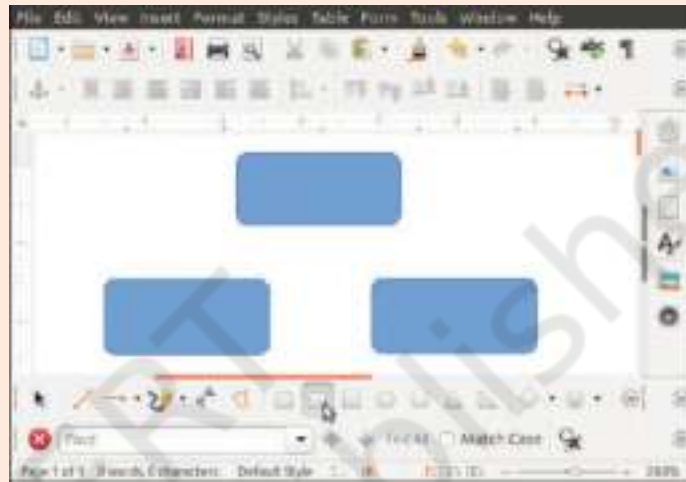


Fig. 2.21: Rectangles created using drawing tool for family tree

Step 2. Select **Rectangle Round** tool from the toolbar. Place the cursor on the location where you want to draw the family tree, and drag it to create a rectangle. In the same manner, create other two rectangles as shown in Fig. 2.21.

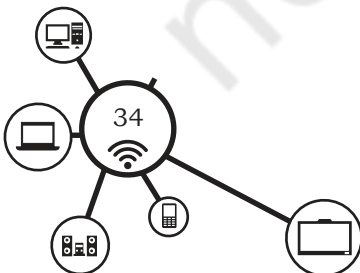
Step 3. Enter the text in all three rectangular boxes as shown in Fig. 2.22. To enter text, select the rectangle and then type the text.

Step 4. Select the type of line (simple line and line with arrow) from Line tool to draw lines showing hierarchical relation as shown in Fig. 2.22.

Step 5. Save the diagram in file “family.odt”.

It is also possible to change the properties of the object on which you are working. Writer provides tools in **Drawing Object Properties toolbar** for changing properties, i.e. customising an object. Using these tools the object can be moved, resized, rotated, edited and configured on various aspects.

Properties of the object can be modified or edited, either at the time of its creation, i.e. before you start drawing them or after its creation. When properties are



modified before creation, it is known as **setting default value(s)**. To work on properties, you can use tools from the toolbar and change the desired aspect of the object. Properties can also be modified by right clicking on the object.

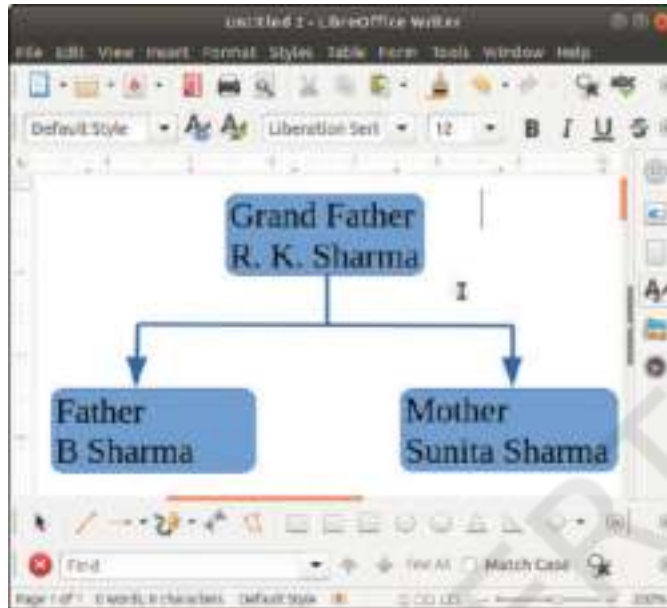


Fig. 2.22: Drawing of family tree using rectangles

Setting or Changing Properties of Drawing Object

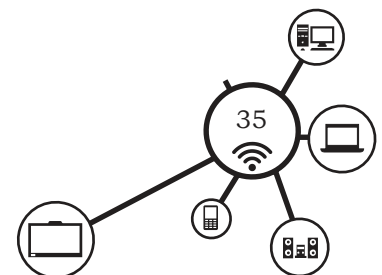
On selecting the drawing object, in the document, **Drawing Object Properties Toolbar** is displayed as shown in Fig. 2.23. It is a floating toolbar, and can be placed anywhere on the screen.



Fig. 2.23: Drawing Object Properties Toolbar

To set the properties before drawing the object, follow the given steps.

- Step 1. From the **Drawing Toolbar**, select the object you want to draw.
- Step 2. From **Drawing Object Properties Toolbar**, click on the icon of property to be modified.
- Step 3. Change the value of parameter.
- Step 4. Repeat steps 2 and 3 to change all desired properties.



NOTES

Step 5. Draw the desired figure by following the steps given in the previous section.

Changes done in properties of an object, before creating it, are available only for current session.

Follow the steps for changing properties of the object after drawing it.

Step 1. Select the object whose properties are to be modified.

Step 2. Follow steps 2 to 5 of the previous process of setting Properties before drawing an object.

Practical Activity 2.6

In the file “*family.odt*” created in Activity 2.5, add two more members, a son Master Rohit Sharma and a daughter Baby Deepika Sharma. Make a copy of the file. Then change the properties of Rectangle as (Fill color – lime yellow, border line – Orange having 0.08” width) and Line (color – black, Style – ultrafine dashed) used in Family Tree.

Step 1. Open file “*family.odt*” in LibreOffice Writer.

Step 2. Add two rounded rectangle and add text in them to reflect two more members in the diagram.

Step 3. Save a copy as “*family1.odt*”. Keep on working in “*family.odt*”

Step 4. Select a rectangle using selection tool.

Step 5. Click on **Fill Color** tool in *Drawing Object Properties toolbar*, and change the color selected rectangle as shown in Fig. 2.24.

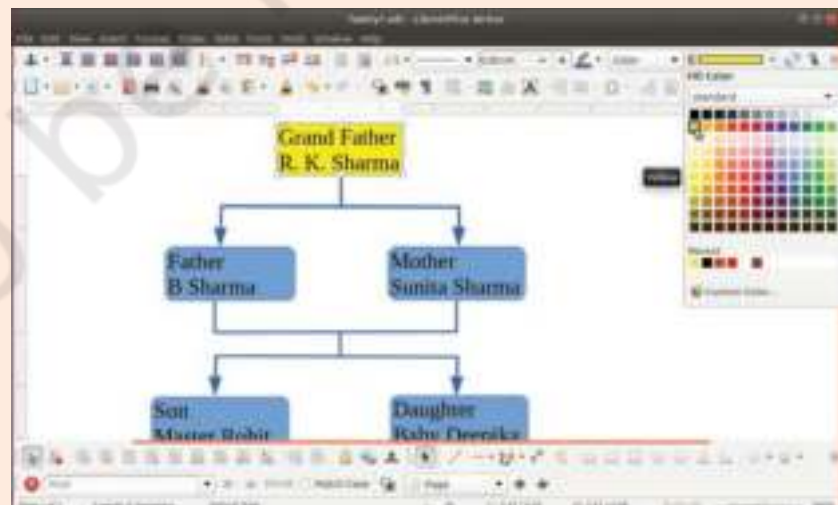
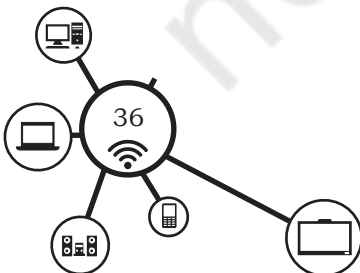


Fig. 2.24: Using Fill Color tool for rectangle



NOTES

- Step 6. In the same way change color of all the rectangles.
- Step 7. Select a line in the drawing. Click on **Line Color** tool and select Black color to change the line color from blue to black. In the same way, change the color of all the lines to black as shown in Fig. 2.25.

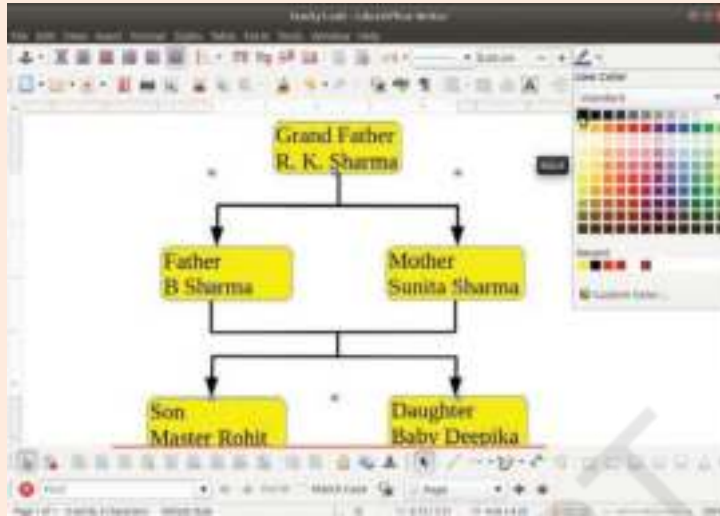


Fig. 2.25: Using Line Color tool for changing the line color

- Step 8. You can also change the border color of rectangle using Line color tool and width of the border by specifying the value in line width option.
- Step 9. Alternately you can change the line color and width by right clicking on the object and then selecting the “Line” option from the context menu as shown in Fig. 2.26.

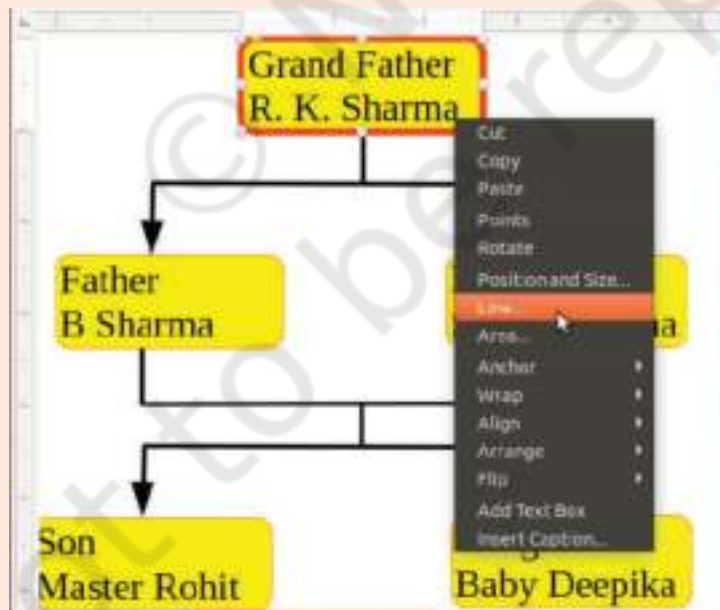
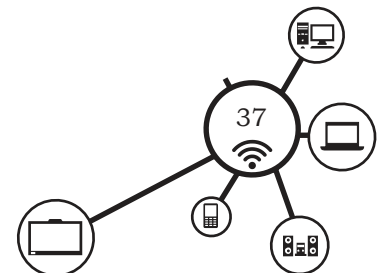


Fig. 2.26: Right clicking on object to select Line option from context menu



NOTES

Step 10. To change the line color and width of all the rectangles, select all the rectangles by holding shift key and clicking on each rectangle. This will open the Line dialog window as shown in Fig. 2.27. Change the line color to “Orange” and specify the line width as “0.08” as shown in Fig. 2.27 and click on the OK button.

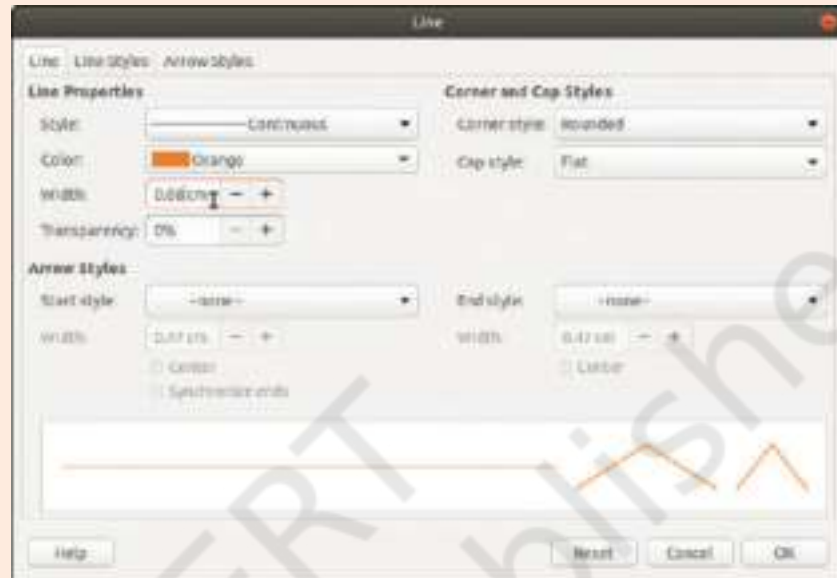


Fig. 2.27: Specifying line color and line width for selected objects in the Line dialog window

Observe in Fig. 2.28, the line color and width changed as specified

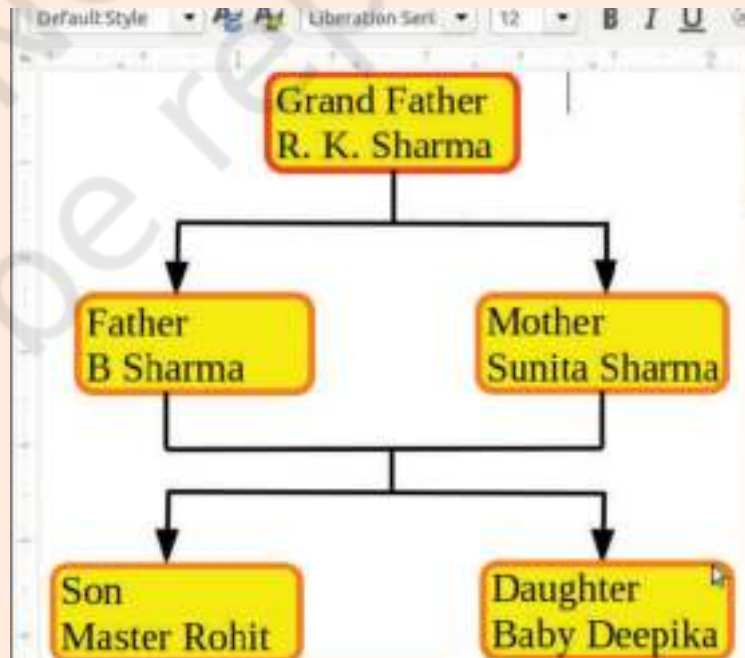
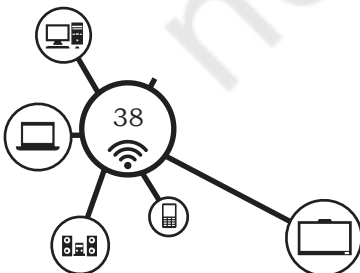


Fig. 2.28: Family Tree with desired object properties



Resizing and Grouping objects

Sometimes you may want to change the size of drawing to accommodate it at a particular place in the document. This can be done either by changing its size only or by changing its shape and size both. Follow the given steps to resize a drawing.

- Step 1. Select the object to be resized. All eight handles on the corners and edges will be visible.
- Step 2. Click on any of the handles and drag it to its new place. The object will be scaled up or down, depending on your action. Also whether object's shape will be retained or not, will depend on the handle you choose for resizing.
- Step 3. For resizing and maintaining original shape of drawing, use corner handles.
- Step 4. Using edge handles will resize drawing non-proportionally.

Assignment 2

Use **SHIFT key**, while resizing the object, in both the cases and observe the difference in action.

While drawing an object comprising more than one overlapping shape, on screen they stay together looking like a single entity. But actually they are different shapes placed together as different entities. So, when you choose to edit them you have to work on each individual shape. To treat these shapes as one Fig., they may be grouped together.

Grouping drawing objects

LibreOffice Writer allows grouping these different shapes, to behave as a single entity without affecting their size and position. Once grouped, all shapes belonging to that group become its member and a change applied on one member works on all. Follow the given below steps to group the drawing objects.

To group drawing objects:

- Step 1. Select the object by clicking over it.
- Step 2. Hold the **Shift key** and keep on selecting all other objects by clicking on it to be included in the group.

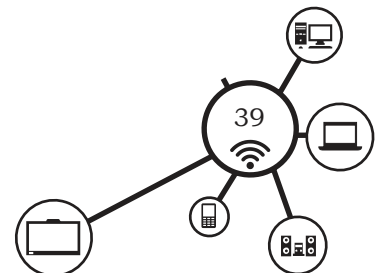




Fig. 2.29: Grouping tools in Drawing Object Properties toolbar

Step 3. Select a group tool from *Drawing Object Properties Toolbar* (Fig. 2.23). Alternatively, selecting from main menu **Format > Group > Group** will also do same work.

Step 4. This process will group the selected drawing objects.

There are four options under Group option. These are *Group*, *Ungroup*, *Enter Group*, *Exit Group*. The icons as shown in Fig. 2.29 for these options also present in the *Drawing Object Properties Toolbar*.

Practical Activity 2.7

Group all items of Family tree created in Activity 2.5 and 2.6, in the file “family1.odt”. Using the group, change the properties of Rectangle (Fill color – lime yellow, border line – orange with 0.08” width) and Line (color – black, Style – ultrafine dashed) used in Family Tree.

Step 1. Open the document “family.odt” created earlier in Writer.

Step 2. Select all the lines. For this click on the first line, hold the Shift key and keep on selecting other lines to group them.

Step 3. Click on **Group** tool in Drawing Object Properties toolbar. Observe that all the lines are grouped together as shown in Fig. 2.30. Now change the color of all lines grouped together to black.

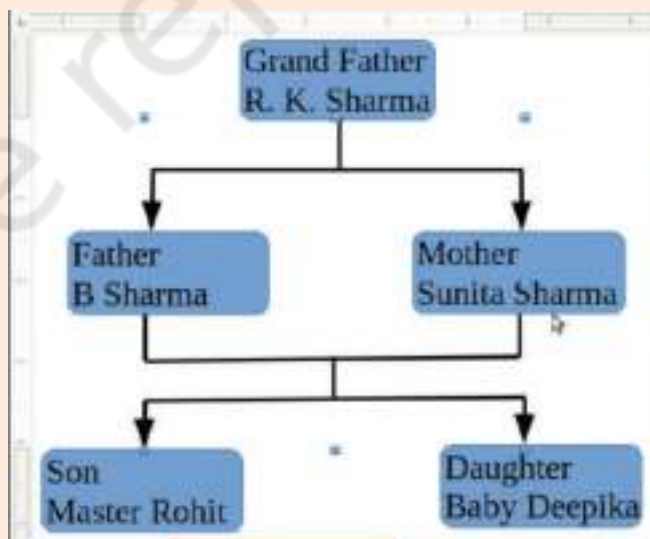
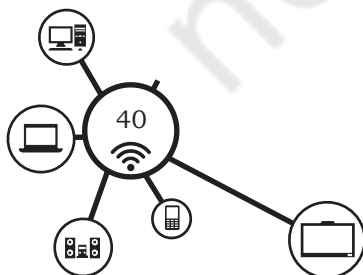


Fig. 2.30: All the lines are grouped together and changed the color to black



Step 4. Similarly select all the rectangles, group them and change its fill color to lime yellow, border line to orange color and border width to 0.08, as done in previous activity. Observe that the color of all the rectangles changed to orange colour as shown in Fig. 2.28.

Positioning Image in the Text

Once the task of creating, formatting, resizing and grouping the drawing object is complete, it has to be positioned in the document with text and other image or drawings. Positioning of an image is controlled by four settings.

- (i) Arrangement
- (ii) Anchoring
- (iii) Alignment
- (iv) Text Wrapping

These settings can be accessed using three ways – by using Format menu, by using context menu after right clicking on the object, by using Drawing Object Properties Toolbar for changing the properties of the drawings. Let us learn how to use **Drawing Object Properties Toolbar** to position a drawing in the page.

Arrangement

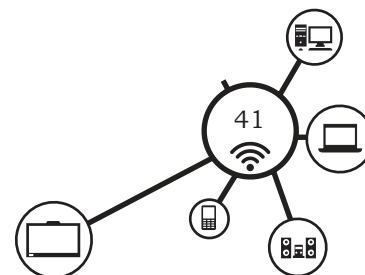
In Overlapping objects **arrangement** determines the position of the current drawing with respect to other drawings or text. The **Drawing Object Properties toolbar** consists of the arrangement tools as shown in Fig. 2.31. These are the six tools in the order of appearance from left to right, namely *Bring to Front*, *Forward One*, *Back One*, *Send to Back*, *To Foreground*, *To Background*, which are briefly explained in Table 2.3.

Table 2.3: Description of Image arrangement tools

Tool	Effect
Bring to Front	Place image on top of all objects / images
Forward One	Bring image one level up, when there are overlapping images
Back One	Sends image one level down in overlapping images
Send to Back	Place image at the bottom of all objects/ images



Fig. 2.31: Image arrangement tools in Drawing Object Properties



To Foreground	Moves the drawing object in front of the text
To Background	Moves the drawing object behind the text

Note – First four settings can be applied on an image or drawing, but last two are available for drawings only.



Fig. 2.32: Anchored tool with its options

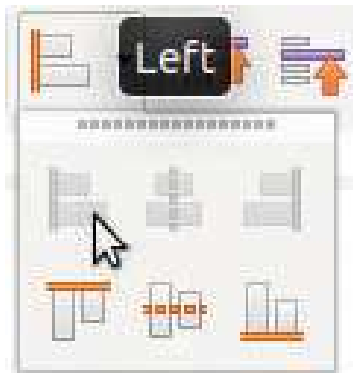


Fig. 2.33: Alignment tools in Drawing Object Property toolbar



Fig. 2.34: Text wrapping tools in Drawing Object Properties toolbar

Anchoring

It acts as a reference point for image or drawing. Anchoring allows an image to retain its position to a page, paragraph, character or frame. Anchor tool is shown in Fig. 2.32. Clicking on the downward arrow you can observe that an image can be anchored to Page, Paragraph, Character or Frame. So whenever a page, paragraph, character or frame is aligned, the anchored image moves along with it.

Alignment

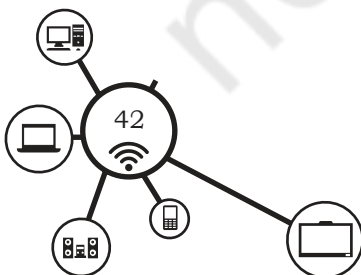
It allows the vertical or horizontal placement of the image with respect to its anchor. **Alignment** tools are located under **Drawing Properties Toolbar**, as shown in Fig. 2.33. An image can be aligned in six different styles – 3 horizontal and 3 vertical.

Text Wrapping

It allows the placement of image in relation to text. Text Wrapping tools are available under *Drawing Object Properties Toolbar*. There are six choices, namely Wrap off, Page Wrap, Optimal Page Wrap, Wrap left, Wrap right, Wrap through, in the order of their appearance from left to right as shown in Fig. 2.34. Table 2.4 briefly describes these tools.

Table 2.4: Description of Text Wrapping tools

Tool	Wrapping Effect
Wrap off	Text is placed above and below the image
Page Wrap	Text flows around the image. Moving an image will rearrange the text on the page
Optimal Page wrap	In Page Wrap, if the space between image and margin is less than 2 cm then text will not be placed on that side
Wrap left	Text is placed on left side of the image
Wrap right	Text is placed on the right side of the image
Wrap through	Superimposes the image on the text



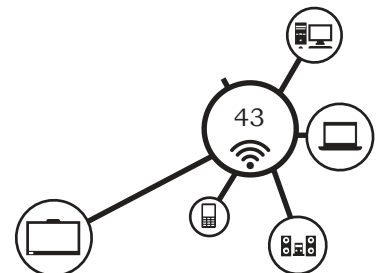
SUMMARY

- In a digital document, a graphic or image is called digital image.
- A digital image is represented in pixels.
- Predefined image can be inserted using Drag-Drop method, Copy-Paste method or using Insert Image dialog box.
- Inserting an image embeds a copy of the image in the document.
- An image can be linked to a document using Insert Image dialog box.
- Linking an image saves only the link of the image instead of embedding the image. This saves space in case multiple copies of the same image are required.
- Image Toolbar can be used to modify an image. Tools for filtering, resizing, cropping, deleting and rotating an image are available in this toolbar.
- Drawing Tools are used to create pictures (objects), such as Flowchart, Call out box, designs, etc.
- Properties of Object can be customised by resizing, rotating, moving or editing.
- Drawing object properties can be modified either at the time of creation (when you start drawing) or after its creation.
- Properties when modified before creation, is known as setting Default values.
- An object drawn using different shapes, can be grouped to behave as single object.
- Writer provide various tools to arrange text and image or drawing on a page.

Practical Exercises

- Q.1 In Practical Exercise of chapter 1 (Question 3), you created a school newsletter. Leaf-wise content of the newsletter were:
- (a) School Information
 - (b) Result for Class X & XII in table
 - (c) School Achievement
 - (d) Students' article(s)/poem(s)

NOTES



NOTES

For improving the visual appeal of the newsletter, add some images in it. Following are the details given for adding images.

Leaf 1: Add a relevant photo of school in bottom right corner, as shown in picture. Photo should have good contrast and brightness. Add black border to photo.

Leaf 2: Add photograph of toppers of Class X and Class XII. Make adjustment to display photograph of student in appropriate table and in front of their name. As this page might be printed in black, convert them to grayscale with proper contrast.

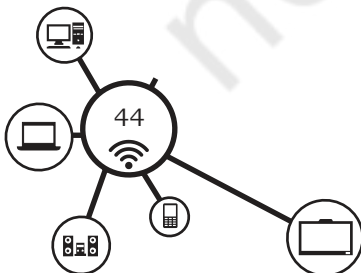
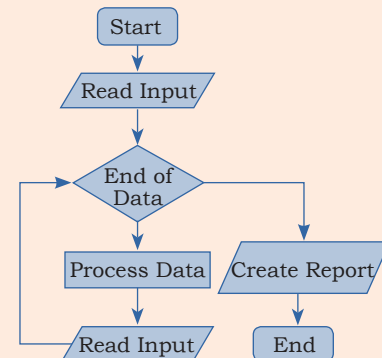
Leaf 3: Add few relevant pictures in the given style on this leaf. Apply at least two types of image filter on the pictures.



Q.2 Master Udit is helping his drawing teacher to create digital drawings. His teacher asks him to write down the steps to create the following two drawings. In the first drawing, objects are grouped and second drawing was created by resizing objects of first drawing. How would you help her to do so using drawing tools of Writer?



Q.3 Miss Roshni has downloaded a flowchart to be included in her report. She asks for your help, in creating an editable copy of the flowchart. Write steps to draw it using Drawing tools of Writer.



Check Your Progress

NOTES

A. Multiple choice questions

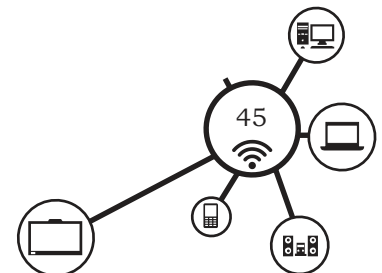
1. The text or image which appears faintly in the background of a page is called _____.
(a) Water mark (b) Trade mark
(c) Copyright (d) Embossing
2. JPG or JPEG in image format stands for _____.
(a) Joint Photographic Experts Group
(b) Joint Picture Experts Group
(c) Joint Photographic Experts Graph
(d) Joint Photographic Experts General
3. In Drawing Object Properties toolbar, Grouping options provided are _____.
(a) Exit Group (b) Ungroup
(c) Enter Group (d) All of these
4. Which of the following is not the correct file extension for an image file?
(a) GIF (b) JPEG
(c) Odt (d) PNG
5. Image toolbar does not provide a tool for _____.
(a) filtering (b) cropping
(c) copying (d) flipping

B. Fill in the blanks

1. _____ tool cuts off non-desirable part of the image.
2. To change both brightness and contrast of the image _____ tool can be used.
3. To simulate the effect of time on picture _____ tool is used.
4. _____ place image at the bottom of all objects.
5. An image can be deleted by _____ it and pressing DELETE key.
6. In drawing tools, basic shapes list provide _____ shapes.
7. Anchor act as _____ point for a drawing.
8. There are _____ options for aligning an image horizontally.
9. The _____ handles of image are used for rotating it.
10. Changing properties of an object _____ creation, retain them throughout the session

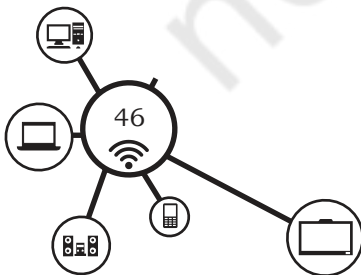
C. Short answer type questions

1. What is a digital image? How can you create one?
2. Write steps to insert an image from the gallery using Drag and Drop method.



NOTES

3. How is resizing of image different from cropping it?
4. What are the tools available in drawing toolbar? Describe any five tools.
5. How is linking of an image different from embedding? Give a situation in which you would prefer to link an image.
6. Write steps to change properties for drawing objects.
7. What are the benefits and drawbacks of grouping drawing objects?
8. Describe any two tools from Drawing Object Properties toolbar.
9. Write steps to insert an image in a basic drawing shape.
10. Write factors controlling positioning of an image in a document.



As we all know that LibreOffice Writer is a word processor that provides a variety of features. You have already learned some of the features, such as formatting, editing, inserting tables and images, styling the text and inserting graphics in the document. In this chapter, you will be learning some advanced features of LibreOffice Writer that will be used to create professional documents. To give the listing of the contents of the document, we can use the **Table of Contents** feature, which is based on different types of heading styles. LibreOffice Writer also provides templates to create professional documents. When multiple users are working on a single document, the **Track Changes** feature can be used to keep a track of the editing being done by each user.

Table of Contents

In Class IX, you had learned to insert tables in a document, where the data was represented in a row and column format. In this chapter, we will discuss **Table of Contents (ToC)**. You must have seen table of contents in the beginning of your books. It contains a list of topics and subtopics that have been covered in the book along with page numbers.

Table of Contents, allows to insert an automated table of contents in a document. The entries or contents of this table are automatically taken from the headings and sub headings of the document. Also, these contents are hyperlinked in the table. So by clicking on any topic in the table of contents, we can navigate directly to the selected topic. But before creating table of contents, you need to first understand the concept of hierarchy of headings.

Hierarchy of Headings

LibreOffice Writer supports up to 10 levels of headings H1 to H10. These headings are applied to the headings of the document. The following process will demonstrate how to apply these headings to the headings in the document.

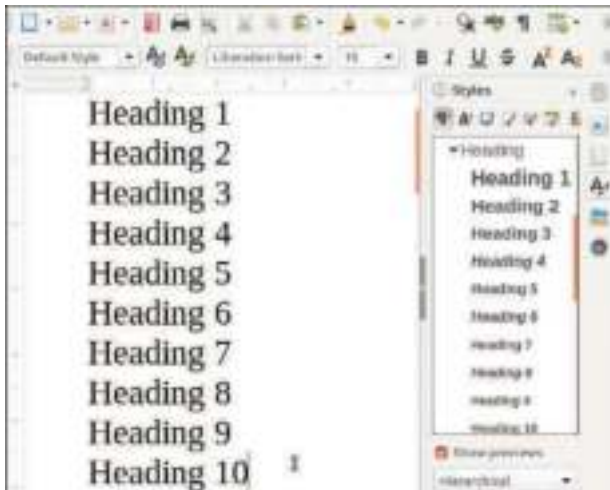


Fig. 3.1: Hierarchy of 10 Headings

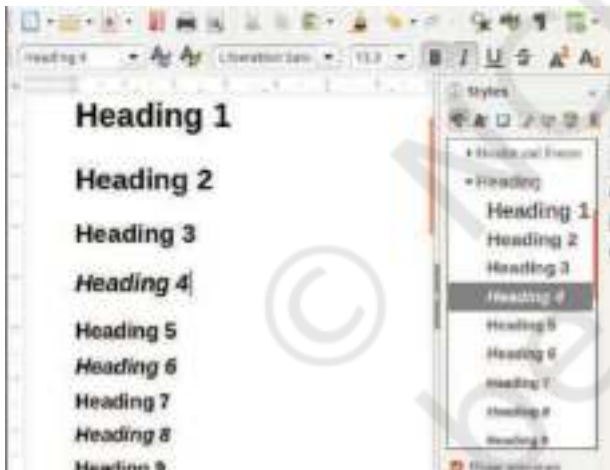


Fig. 3.2: Document after applying 10 Headings

Step 1. Create a new document in LibreOffice Writer and enter the text Heading 1 to Heading 10 as shown in Fig. 3.1.

Step 2. Click on the Styles button from the right side bar. Click on the Paragraph Styles and then Headings. The Styles dialog window will display the list of headings from Heading 1 to Heading 10 as shown in Fig. 3.1.

Step 3. Place the cursor on Heading 1 as typed in the document. Then click on the Heading 1 from the Styles dialog window.

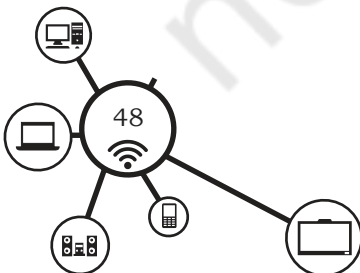
Step 4. Repeat Step 2 for the words Heading 2 to Heading 10.

Step 4. Observe that Heading 1 to Heading 10 is applied to the words Heading 1 to Heading 10 of the document and these headings have changed as per the applied style as shown in Fig. 3.2. Observe the change in Figs. 3.1 and 3.2.

Once the desired heading styles are applied in the document, the same hierarchy will be reflected in the table of contents also.

Creating a Table of Contents (ToC)

Before you start creating the table of contents or ToC in a document, you must ensure that proper heading styles, such as Heading 1, Heading 2, Heading 3 and so on are inserted in the document. The correct ToC will be



generated only if proper paragraph styling for headings is applied to the document. Once a styled document is created, follow the steps given below to insert the ToC in the given document:

Step 1. Open the earlier created file “documentation.odt”.

Step 2. Assign proper heading styles to the various headings in the document from the Styles dialog box. For example, assign the heading **styles** as shown in Fig. 3.3 in the “documentation.odt” file.

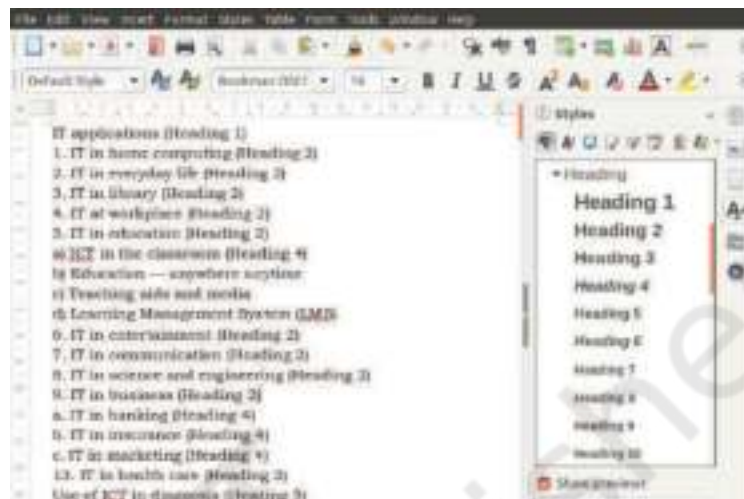


Fig. 3.3: Planning for assigning headings styles

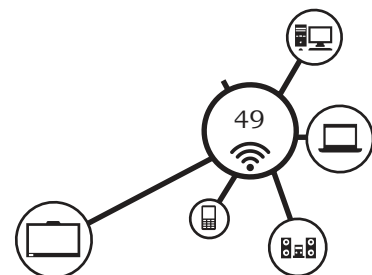
Step 3. Place the cursor at the position where the table of contents is to be inserted. Usually, it is in the beginning of the document.

Step 4. From main menu, select **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography**. The **Table of Contents, Index and Bibliography** dialog box will be displayed as shown in Fig. 3.4.



Fig. 3.4: Table of Contents, Index or Bibliography dialog box

Step 5. By default, the **Type** tab will be selected with a preview of ToC on the right side of the dialog box. On the left of the dialog box, is the **Types** and **Title** section. In the **Title** text box, the default name of the ToC, i.e. Table of Contents is displayed. You can change this name, just by typing in the text box. Type the desired title of the ToC say “Contents” in the **Title** text box. The title will be changed in the **Preview** section as shown in Fig. 3.4.



Contents	
IT applications	
1. IT in home computing	1
2. IT in everyday life	2
3. IT in library	2
4. IT at workplace	2
5. IT in education	2
a) ICT in the classroom	2
b) Education — anywhere anytime	2
c) Teaching aids and media	2
d) Learning Management System (LMS)	2
6. IT in entertainment	2
7. IT in communication	2
8. IT in science and engineering	2
9. IT in business	2
a. IT in banking	2
b. IT in insurance	2
c. IT in marketing	2
13. IT in health care	5
Use of ICT in almost	

Fig. 3.5: Table of Contents inserted in a document

By default, the checkbox for **Protected against Manual Changes** option is selected. This protects the ToC from any accidental change. If this box is unchecked, then the contents of ToC can be changed directly on the document page, just like any other text on the document.

In the **Create Index or Table of Contents List** box, the Entire Document option is selected in the **For**

list box. So the ToC will be automatically created from the headings and sub-headings of entire document.

The Outline check box is selected, so the complete outline of the ToC is shown in the preview. Click and deselect it if you do not want to see it.

Step 5. Click **OK** button. The Table of Contents will be inserted in the document as shown in Fig. 3.5.

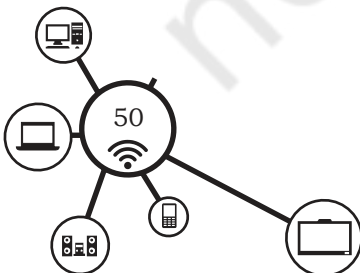
Note that all the headings will appear with page numbers in the ToC. The entries in the ToC are hyperlinked. Moving a mouse pointer over any of the entries will show a tool tip stating to press *Ctrl+click* to open *hyperlink* followed by the heading title. Pressing *Ctrl+click* the cursor will directly move on to the selected section heading.

Practical Activity 3.1

Rimjhim has created a report on Environmental Pollution in LibreOffice Writer. She has applied proper heading styles to all section headings of the document. Now, to add table of contents to the document with the heading as Rimjhim's Table of Contents, follow the steps given below.

Step 1. Open the document in LibreOffice Writer.

Step 2. Select **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography**. The Table of Contents, Index and Bibliography dialog box will be displayed.



- Step 3. In the Type the Titles text box, type Rimjhim’s Table of Contents.
- Step 4. Click **OK**. The Table of Contents will be inserted in Rimjhim’s document.

Customisation of ToC

Once the ToC is inserted, we can customise it according to our requirements. To do so, right click anywhere on the ToC and select **Edit Index** option from the popup menu as shown in Fig. 3.6.

The **Table of Contents, Index or Bibliography** dialog box will be displayed as shown in Fig. 3.7. As seen in the previous section, the dialog box has five tabs – **Type, Entries, Styles, Columns and Background**. The options in these tabs can be used to edit the table in various ways. The changes made will be reflected in the **Preview** section of the dialog box.

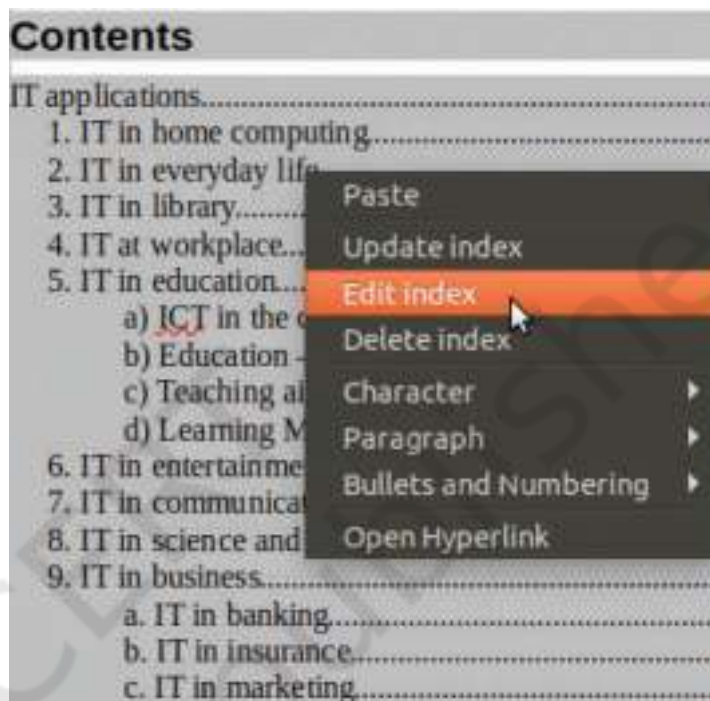
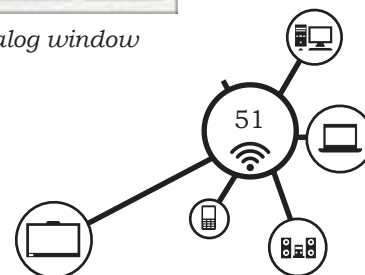


Fig. 3.6: Selecting Edit Index option from the pop up menu



Fig. 3.7: Selecting Entries Tab in Table of Contents, Index or Bibliography dialog window



Type Tab: is active by default after opening the **Table of Contents, Entries or Bibliography** dialog box to insert the ToC.

Entries Tab: contains options to set styles for various entries in the ToC.

Styles Tab: contains options to apply the desired styles to the text of each level in the table of contents. To apply a custom paragraph style to any level, follow the steps given below.

- Step 1. Click and select the level from the **Levels** list box.
- Step 2. Click and select the desired paragraph style from the **Paragraph Styles** list box.
- Step 3. Click the OK button to apply the selected paragraph style to the selected outline level. The assigned style appears in square brackets in the *Levels* list and will also be visible in the **Preview** pane.



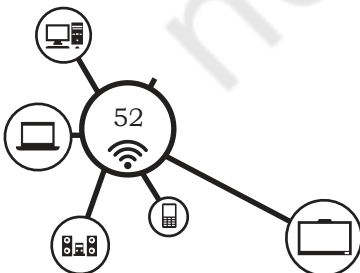
Fig. 3.8: Background Tab in Table of Contents, Index or Bibliography dialog window

- Step 4. Click **OK** button to apply the selected styles.

To remove the applied paragraph styling, select the desired level in the **Levels** list box, and then click the **Default** button.

Columns Tab: contains options to set the number of columns that we want to have in our ToC.

Background Tab: contains options to change the background of the ToC as shown in Fig. 3.8. The current background color will be displayed in the **Active Color** window.



To change the background color follow the following steps.

Step 1. Click the **Color** button on the top of the dialog box.

Step 2. Select the desired color from the **Colors** palette.

The selected color will appear in the **New color** window.

Step 3. To add the selected color to the custom palette, click **Add** Button below the color palette. Now, the added color can be re-used whenever required.

Step 4. Click **OK** to apply the desired color to the ToC (Fig. 3.9).

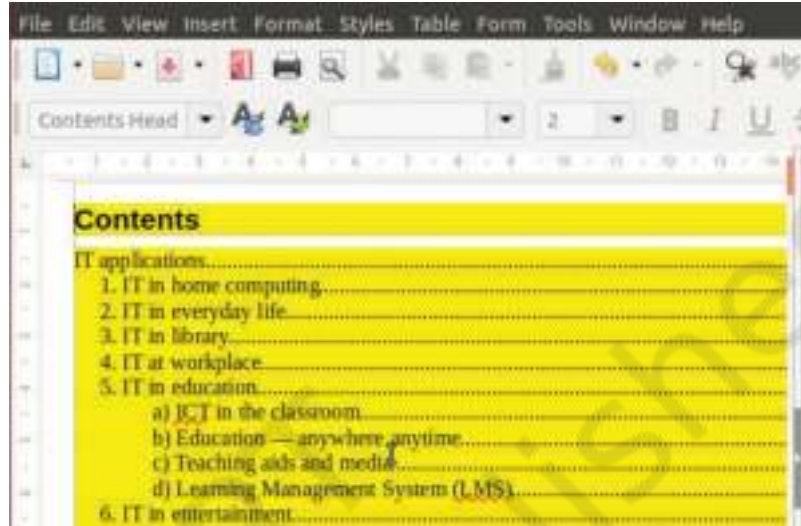


Fig. 3.9: ToC with changed background color

To remove the background colour from the ToC, click **None** button present on the top of the dialog box.

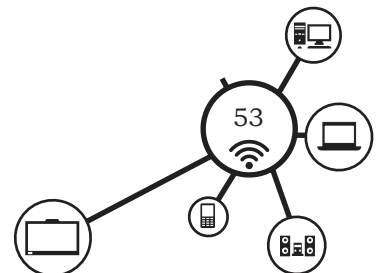
LibreOffice Writer also allows to add a graphic as a background of the ToC. For this, select the **Bitmap** button in the Background tab of the dialog box. Select the desired graphic option and click **OK** button (Fig. 3.10).



Fig. 3.10: Adding graphic as a background of the ToC

Maintaining a Table of Contents

As we know now that a table of contents is a snapshot of the entire document at any given point in time. If any changes are made to the document section headings or page numbering, it should be reflected in the Table of Contents as well. Maintaining a Table of Contents consists of updating and deleting the ToC.



Updating the ToC

Writer does not update the ToC automatically. The following activity shows how to update a ToC manually.

Practical Activity 3.2

Some more sections are added in the document, accordingly the ToC needs to be changed. To update a ToC manually, follow the steps given below.

Step 1. Right-click anywhere in the ToC.

Step 2. From the pop-up menu as shown in Fig. 3.11, select **Update Index** option. Writer updates the ToC so as to reflect any changes made in the document. The reflected changes in ToC is shown in Fig. 3.12.



Fig. 3.11: Selecting options for updating and editing a ToC

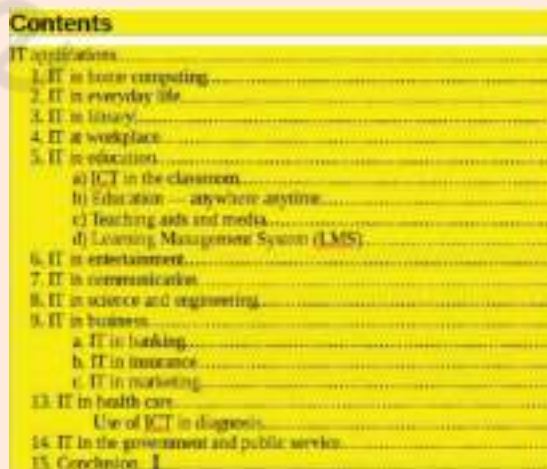
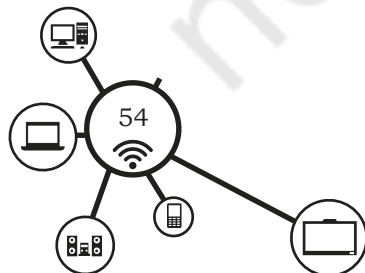


Fig. 3.12: Updated ToC



Deleting ToC

To delete the ToC, right click on the table and select Delete Index option from the pop-up menu. The ToC will be deleted.

Practical Activity 3.3

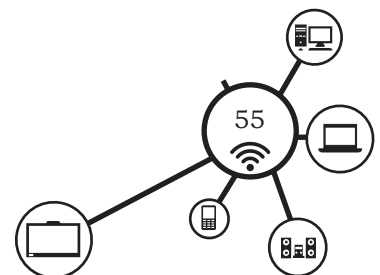
Rimjhim has edited her document after the ToC was inserted. Now she wants to update the ToC and also wants a pink coloured background. Write the steps that Rimjhim should follow.

- Step 1. To update the ToC, right-click anywhere in the ToC. From the pop-up menu, select **Update Index** option as shown in Fig. 3.11.
- Step 2. To apply a coloured background, right click anywhere on the ToC and select **Edit Index** option from the pop-up menu.
- Step 3. From the **Table of Contents, Index or Bibliography** dialog box, select the **Background tab**. The current background color will be displayed in the **Active Color** window.
- Step 4. Click the **Color** button on the top of the dialog box.
- Step 5. Select the desired color from the **Colors** palette. The selected color will appear in the **New** color window.
- Step 6. Click **OK** to apply the desired color to the ToC.

Using Templates

A template is a preset layout that helps to create professional and/or formal documents easily. In the previous chapters, we have learned styling of different document objects using templates. In this section, we will learn to create document templates. Sometimes there is a need to copy specific content including graphics, such as logo of a company, image of a product or text, such as tag lines of a product or a company, legal notices or even headers and footers in multiple documents.

Instead of adding and then formatting the objects in all documents, we can use templates. For example, templates can be used to create a resume, chapter or project report. A template can contain all the features or objects that a regular document can contain – text, graphics, styles and can even use any language. In a template we can create and save defined headings, text formats, styles, page numbers, headers and footers.



When new documents are created from these templates, they have the same content segregation, formatting features and appearance as that of the applied templates.

At the same time, Writer also allows us to edit the styles and contents of the document to which the template is applied. All documents in Writer are based upon templates. If no specific template is specified, then Writer uses the default template as blank document template for the file being created.

Checking the template of the document

To see what template is associated with a document, select Properties option from the File menu. The Properties dialog box will be displayed as shown in Fig. 3.13. Since the document was created from the default template, no template is listed in Fig. 3.13.

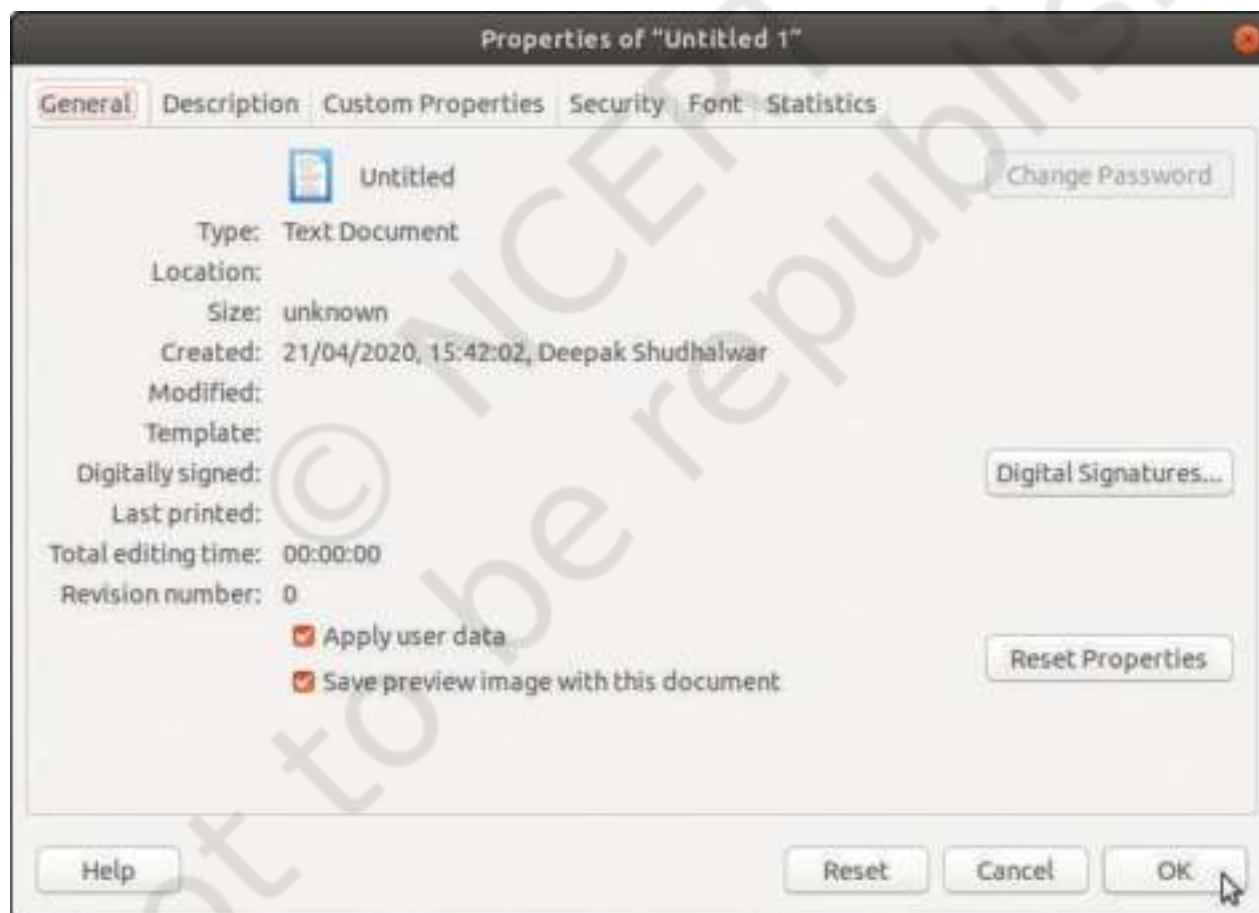
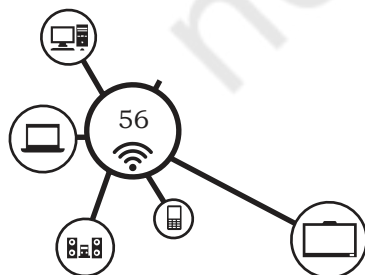


Fig. 3.13: Document properties with no template



When the document is created with template, this window will display the name of the template. For example, if you want to create a document with template. Follow the steps given below.

Step 1. Create a new document from **File > New > Templates ...**

Step 2. A template selection window will be displayed as shown in Fig. 3.14. Select a template, for example, select the first template 'Modern business letter'.

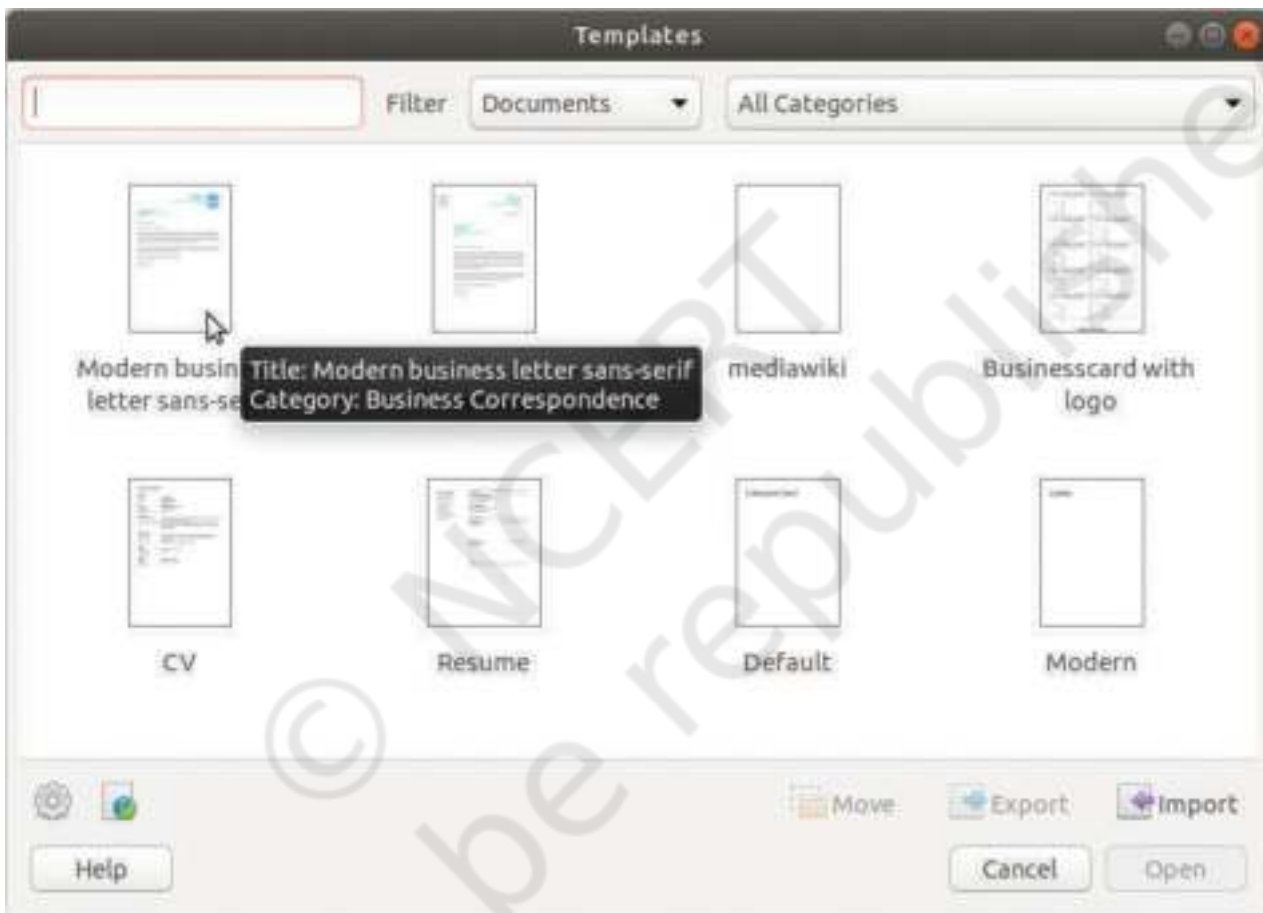
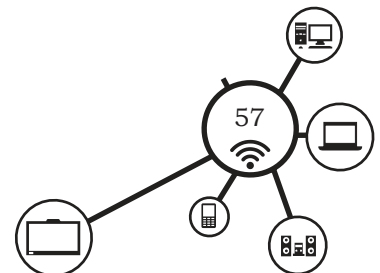


Fig. 3.14: Selecting a template

Step 3. Click on **Open** button, a document with the selected template will open as shown in Fig. 3.15.

Step 4. Now check the template of the created document from **File > Properties**. Observe that the template name 'Modern business letter sans-serif' is displayed under Template in the Property dialog box as shown in Fig. 3.16.



Creating a Template

You have learnt how to create a document with predefined template. It is also possible to create your own template and save the current styles and appearance of a document for future use. Follow the steps given below to create and save a template in Writer.

Step 1. Open the document in LibreOffice Writer whose template is to be created.

Step 2. From main menu bar, select **File > Templates > Save**. The **Save As Template** dialog box appears as shown in Fig. 3.17.

Step 3. Type the name of the new template (T1) in **Template Name** text box.

Step 4. Select the category of the template being created. A category is just like a folder that helps to organise the templates. Some of the categories that can be seen in the dialog box are My Templates, Business Correspondence, Online Business Documents and Presentations.

Step 5. Click and select **Set as default template** checkbox to make the current template as the default template.

Step 6. Click **Save** button to save the template. A template in Writer is saved with an extension .ott. Now this template file can be used by any document in LibreOffice Writer.

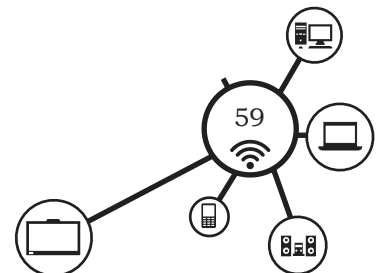


Fig. 3.17: Save As Template dialog box

Using In-built/Saved Templates

LibreOffice allows to use the in-built templates, online templates as well as the templates created and saved by us. Follow the following steps to use a predefined template to style a document.

Step 1. Open the new document in LibreOffice Writer.



Step 2. From main menu bar, select **File > Templates > Manage Templates**. You can also use the keyboard shortcut key **Ctrl+Shift+N** to open the Templates dialog box. The **Templates** dialog box will be displayed as shown in Fig. 3.18 showing a list of all available templates. Observe that it also shows the Template T1 created in the previous section.

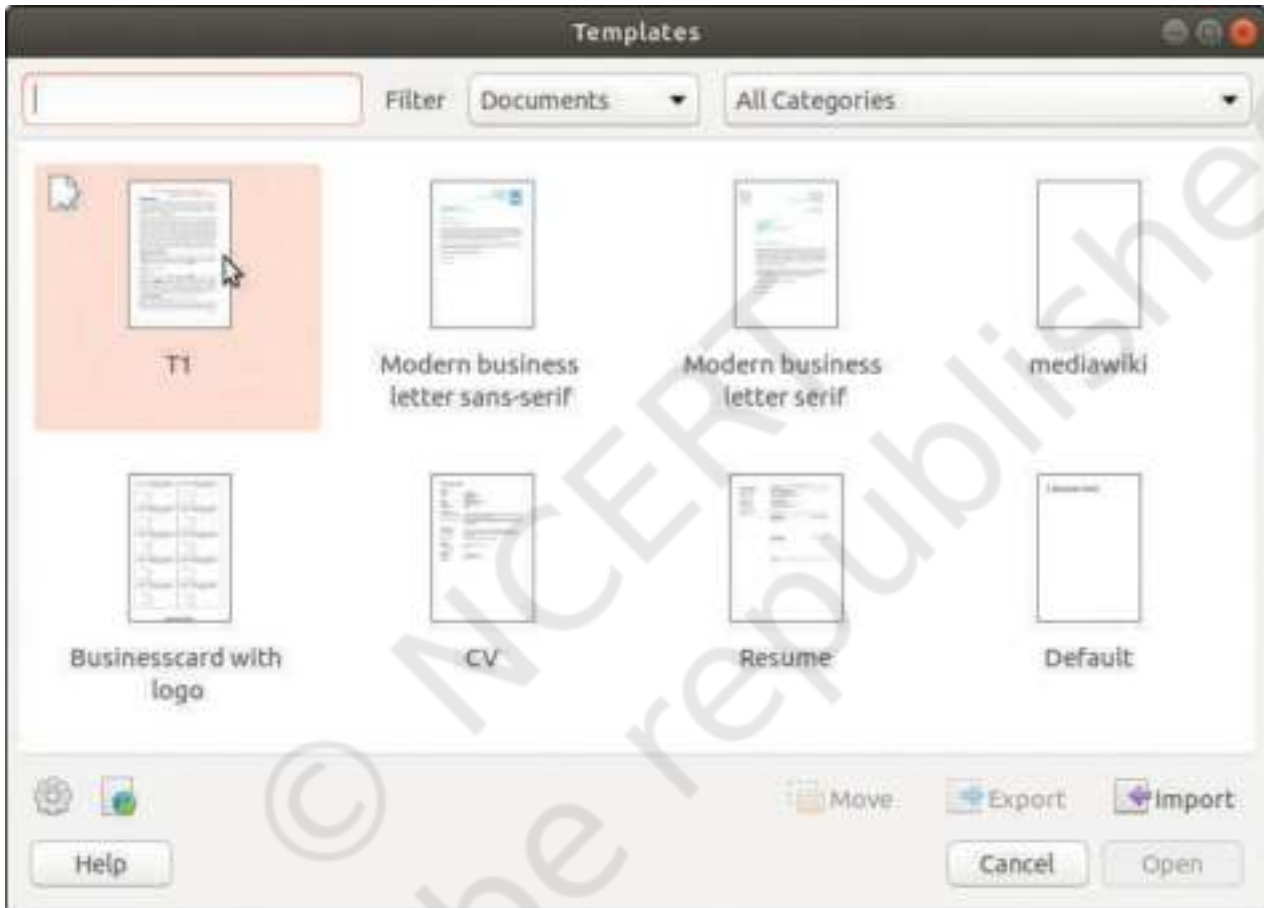
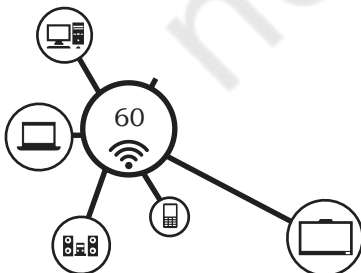


Fig. 3.18: Templates dialog box

Step 3. Select the desired template, (say T1) and click **Open** button. The new document (with name as Untitled) will be opened with the same content, appearance and formatting effects as the saved template.

Step 4. Make the desired changes and save the file.



Practical Activity 3.4

Niaz works in a garment factory. He has to give the report of each garment being designed and stitched in his factory. His manager wants the same type of report for each garment. Instead of typing every time, he has been suggested to use the template feature of Writer. He wants to create his own default template and then use it to create multiple reports with same format and style. Give the solution to complete this task.

Procedure

Follow the following steps to create and save a template in Writer.

- Step 1. Create or open the document whose template is to be created.
- Step 2. From main menu bar, select **File > Templates > Save**. The **Save As Template** dialog box appears as shown in Fig. 3.17.
- Step 3. Type the name of the new template (*Niaz_template*) in the **Template Name** text box.
- Step 4. Select the category of the template (*Business Correspondence*)
- Step 5. Click and select **Set as default template** check box.
- Step 6. Click **Save** button to save the template with an extension .ott.

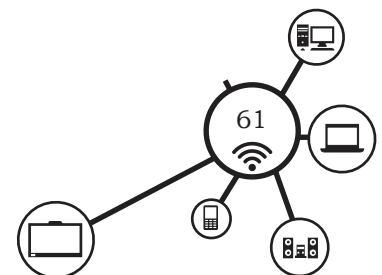
Now follow the steps given below to use the template.

- Step 1. Select **File > Templates > Manage Templates**.
- Step 2. Select the desired template, (*Niaz_template*) from the Templates dialog box.
- Step 3. Click on **Open** button. The new document with name as *Untitled*, will be opened with the same content, appearance and formatting effects as the saved template.
- Step 4. Make the desired changes and save the file.

Using Online Templates

LibreOffice provides a wide range of online templates, which can be downloaded from Internet. Once these templates are installed on the computer, they will appear in Templates window. To view and select online templates provided by Writer, follow the steps given below.

- Step 1. From main menu bar of LibreOffice Writer, select **File > Templates > Manage Templates**.



Step 2. Templates dialog box will be displayed as shown in Fig. 3.18. Observe the small circular icon *Browse Online Templates* in the lower left corner above the Help button.

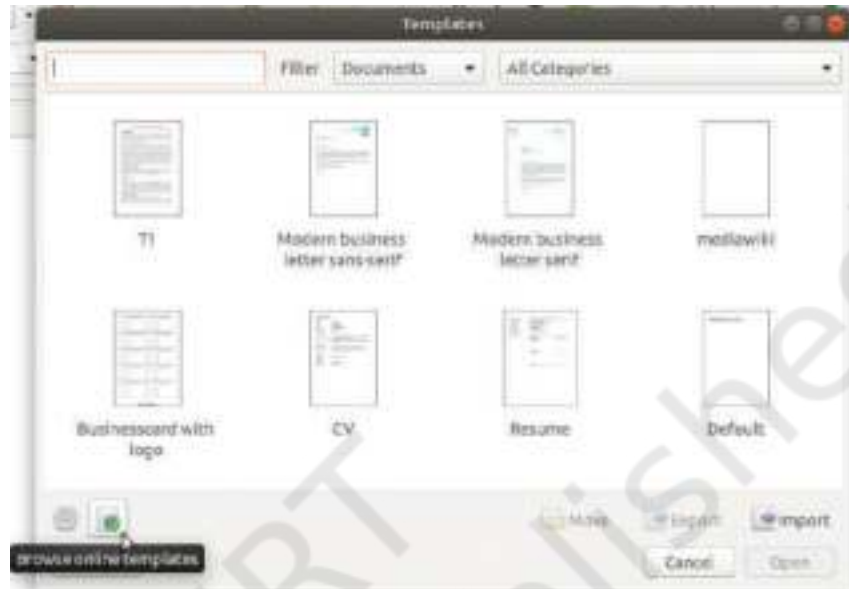
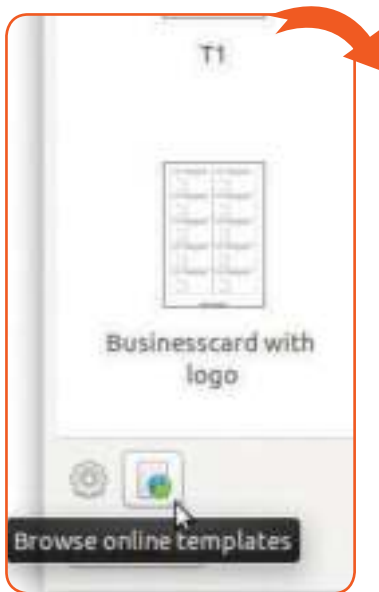
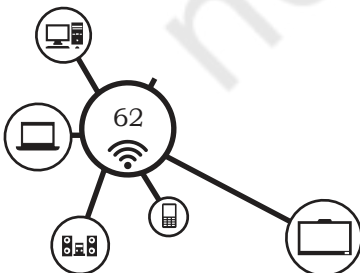


Fig. 3.19: Browse Online Templates option in Templates dialog box

Step 3. Click on Browse Online Templates button on the bottom left of the Templates window (Fig 3.19). The official templates page of OpenOffice Writer (<https://extensions.libreoffice.org/templates>) will open in the browser as shown in Fig. 3.20.



Fig. 3.20: The official templates page of libreoffice.org



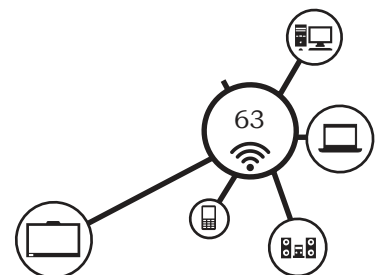
- Step 1. If you click on any of the templates, you will see the detailed information about that template.
- Step 2. Download the desired template, say Calendar Creator and save it on your computer.
- Step 3. Open LibreOffice Writer.
- Step 4. Click **File > Templates > Open Template...**
- Step 5. From the Open dialog box, browse for the template *Company Letter*, that is to be opened, and click on **Open** button.
- Step 6. The template file *Company Letter.ott* will open.
- Step 7. Make the desired changes in the content or appearance.
- Step 8. Save the file as text file *Company Letter.odt*

Libreoffice.org also provides extensions on <https://extensions.libreoffice.org/extensions>. These are independent programs that can be added or removed from the main existing application. Some templates are available in the form of extensions which can be downloaded and installed on the computer.

Importing a Template

Once a template is downloaded and saved in any file or folder, it is possible to import it so that it is visible in the list of templates in the **Templates** dialog box. Use the following steps to import the template.

- Step 1. Open the **Templates** dialog box.
- Step 2. Click **Import Templates** button located in the bottom right corner of the dialog box. The **Select Category** dialog box will open as shown in Fig. 3.21.
- Step 3. To add the new template into any existing category, click and choose that category from the list box. Otherwise click and select **Create a New Category** check box.
- Step 4. Type the name of new category in the text box.
- Step 5. Click **OK** button. The **Open** dialog box will appear.
- Step 6. Browse for the folder where the downloaded template file *Company Letter* was saved.



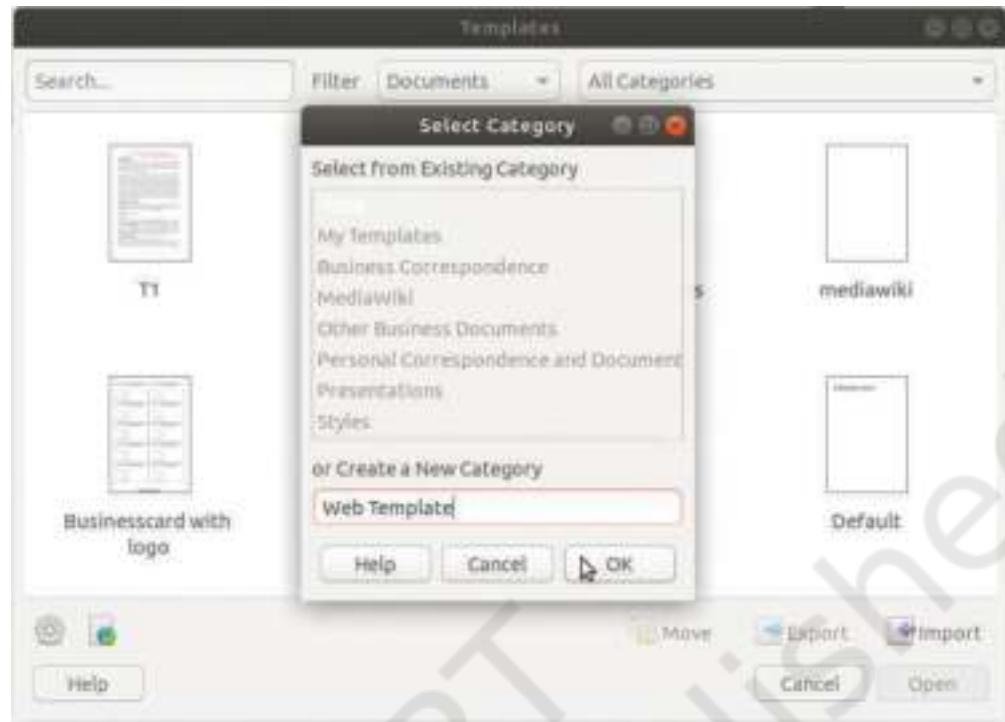
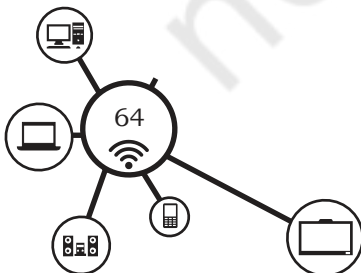


Fig. 3.21: Select category dialog box

Step 7. Select the file and click **Open** button. The selected file will be added to the list of templates as shown in Fig. 3.22.



Fig. 3.22: Templates dialog box showing the imported template



Practical Activity 3.5

Niaz's colleague, Balwinder has to create Employee IDs for all the employees of her company, but there is no pre-defined template for the same. She searched some templates on the Internet that suit her requirement. Although, she has learned to create and use a template but does not know how to download and use an online template from the Internet. How will she resolve this issue?

Follow the steps given below to solve this problem.

Step 1. Open the new document in LibreOffice Writer.

Step 2. Open the Templates dialog box by using the keyboard shortcut **Ctrl+Shift+N**.

Step 3. Click on the **Online Templates** button.

Step 4. From the templates page in the browser click and select the desired template, *Employee ID Badge*, as shown in Fig. 3.23. The description of the template will be displayed.

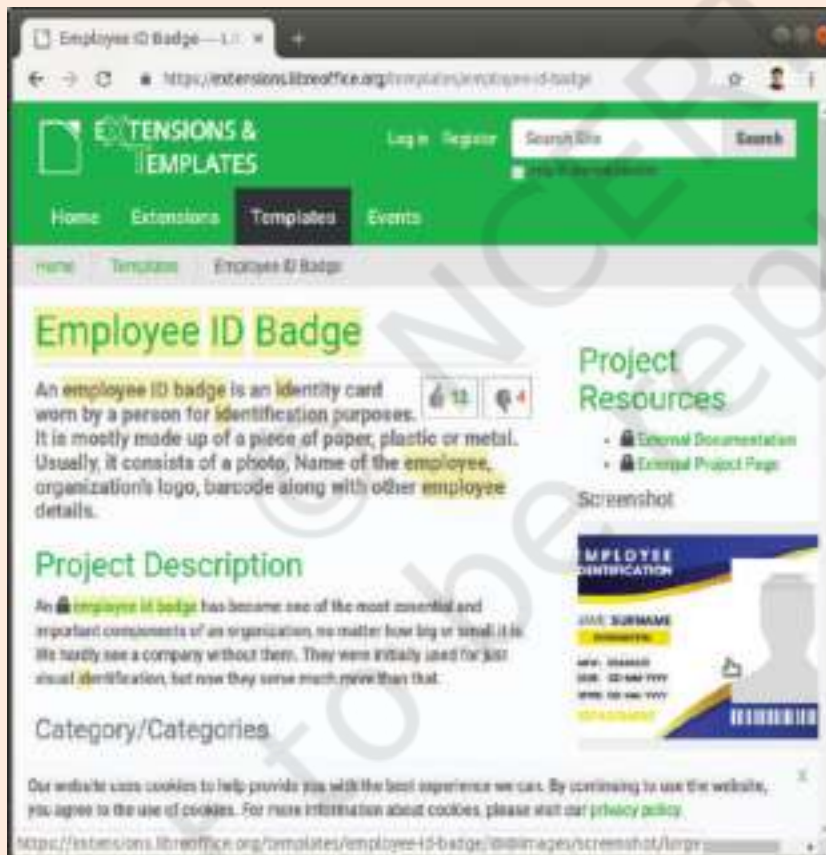
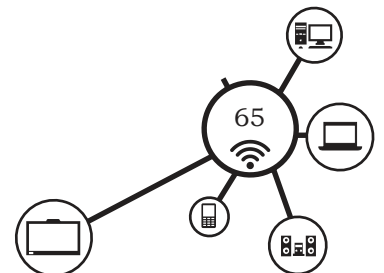


Fig. 3.23: Online template Employee ID Badge

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Step 5. Download the template *Employee ID Badge* and close the browser. By default the template gets downloaded and saved in Download folder.

Step 6. Open **Templates** dialog box again and click on **Import** button, as shown in Fig. 3.24.

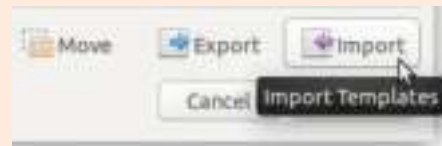


Fig. 3.24: Clicking on Import Template

Step 7. Then select the category in the **Select Category** dialog box and click on **OK** button as shown in Fig. 3.25.

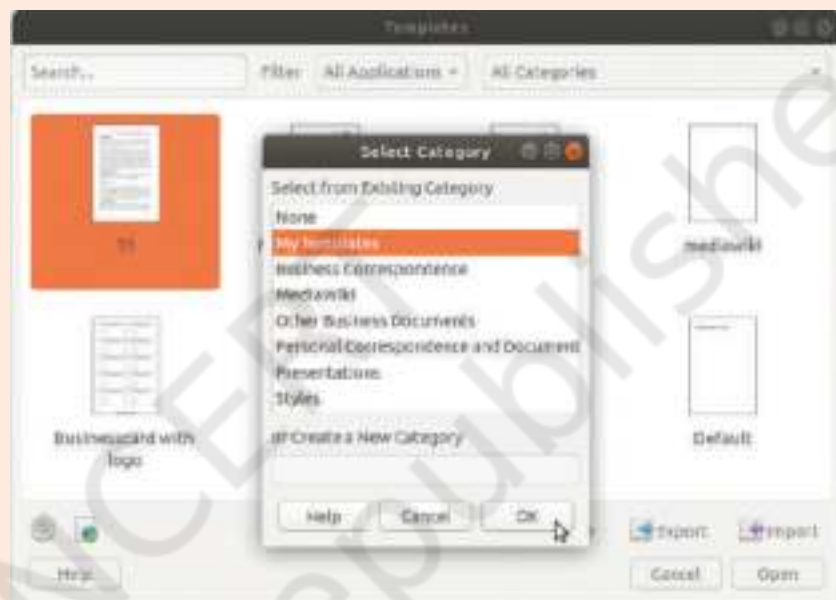


Fig. 3.25: Selecting Category while importing Template.jpg

Step 8. Browse the Download folder to select the template *Employee ID Badge*, as shown in Fig. 3.26.

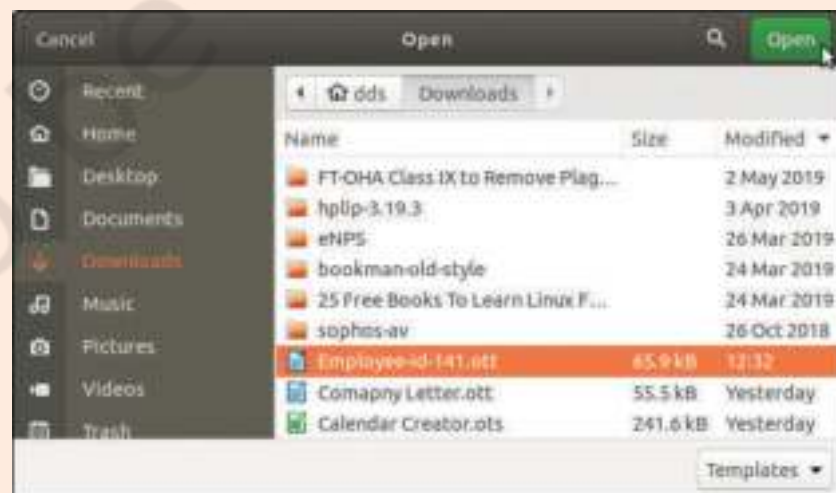
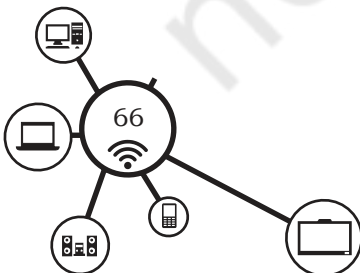


Fig. 3.26: Select the template Employee ID Badge to import



Step 9. Click on **Open** button to add the Employee ID Badge template. The template imported appears in the list of templates as shown in Fig. 3.27.



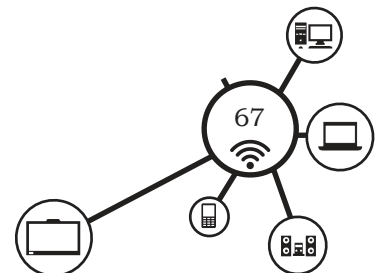
Fig. 3.27: Updated list of templates in Template dialog window

Step 10. Double click on **Employee ID Badge** template. A new file in a new window with the selected template will be opened as shown in Fig. 3.28.



Fig. 3.28: New document created with selected template

Step 11. Make the desired changes and save it as a document file.



Editing a Template

Once a template is created, desired changes can be made in it by following the steps given below.

- Step 1. Click **File > Templates > Manage Templates**. The **Templates** dialog box will be displayed.
- Step 2. Right click on the template file (say *T1*) that has to be edited.
- Step 3. Select the **Edit** option from the popup menu. The template file will be opened. Make the desired changes and save the file. Now if we apply this template for any document, the edited file will be used.

Setting Up a Custom Default Template

Any template can be set as a default template. Writer gives a blank document as a default template. At the same time, any template file can be set as a default template by following the steps given below.

- Step 1. Open the **Templates** dialog box by pressing **Ctrl+Shift+N**.
- Step 2. Right click on the template that you wish to set as the default template.
- Step 3. From the popup menu, select option **Set as Default** as shown in Fig. 3.29.

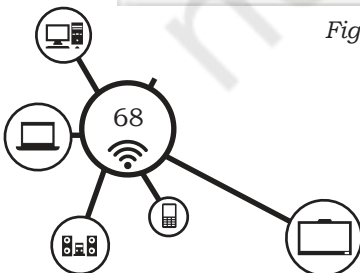


Fig. 3.29: Setting up a default template

The default icon will appear on the top left of the template file. The next time you create a new document by selecting **File > New > Text Document**, the new document will use the last edited template.

Moving a Template

When you place a mouse pointer on any of the templates in the Templates dialog box, a tool tip appears displaying the name of



the template and its respective category. You can move a template from one category to another by following the steps given below.

- Step 1. Open the **Templates** dialog box.
- Step 2. Click and select the template to be moved.
- Step 3. Click **Move** button.
- Step 4. Select the new category where the template has to be moved.
- Step 5. Click **OK** button.

Exporting a Template

Export template feature allows to store the template file in the desired folder on your computer. It is different from moving a template from one category folder to another. When a template is exported, it is saved as a template file at any desired location. Exporting the template is a useful feature for sharing the templates with multiple users.

Follow the steps given below to export a template:

- Step 1. In the **Templates** dialog box, select the template to be exported.

- Step 2. Click on **Export** button located in the bottom right of the dialog box as shown in Fig. 3.30.

- Step 3. Then the **Select Path** dialog box appears as shown in Fig.

3.31 to select the folder where you want to export the template.

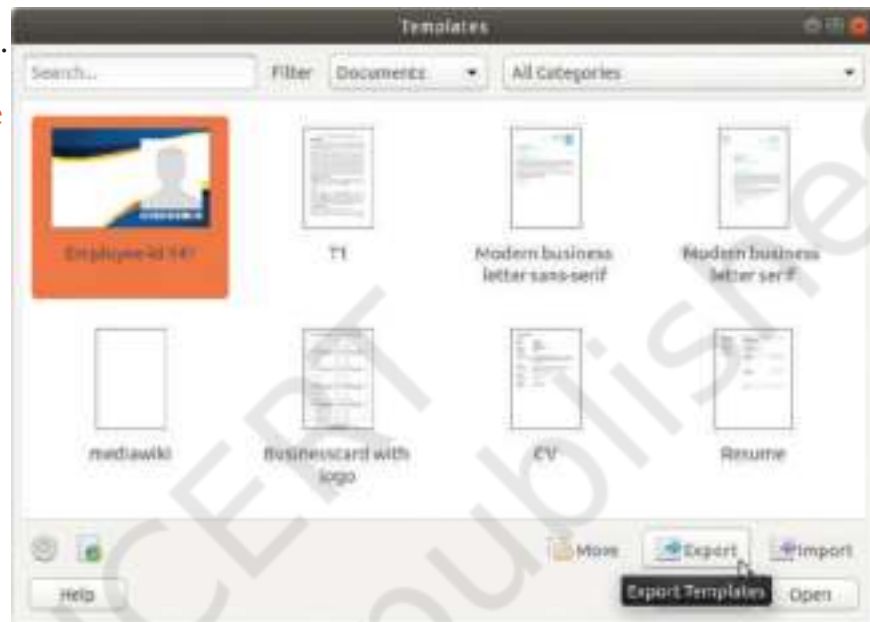


Fig. 3.30: Selecting Export Template button

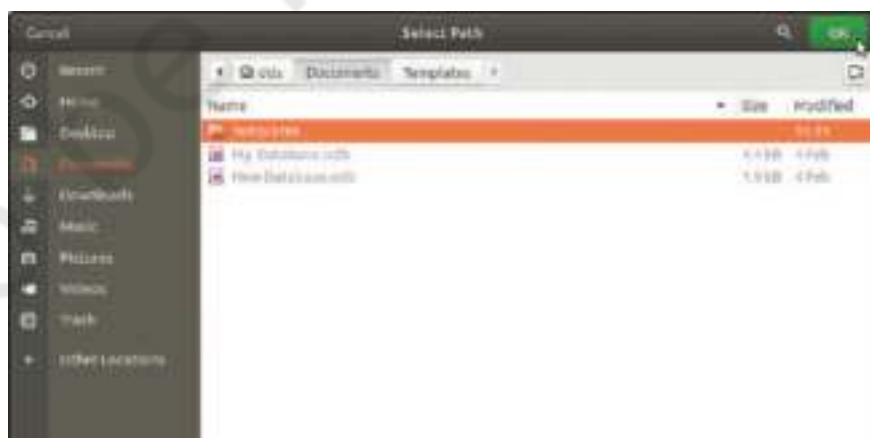


Fig. 3.31: Select Path dialog box

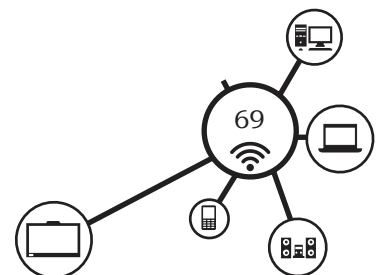




Fig. 3.32: Confirmation after exporting a template

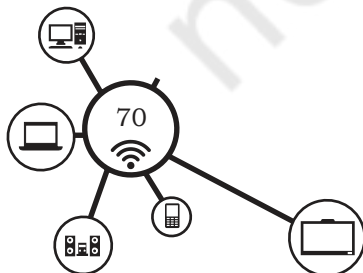
Step 5. Select the folder and press on **OK** button. The selected template will be exported in that folder and a confirmation dialog box, as shown in Fig. 3.32 will be displayed.

Applying Templates to a Blank Document

You can apply the template from the available template list to any blank document. Follow the steps given below to apply the template.

- Step 1. Open a new document in LibreOffice Writer by selecting **File > New > Text Document**.
- Step 2. Select **File > New > Templates** to display the **Templates** dialog box.
- Step 3. Select the desired template. The template will be opened in a new window.
- Step 4. Copy the entire content of the template by using keyboard shortcut key **Ctrl+A** for selection and **Ctrl+C** to copy.
- Step 6. Open the blank document and paste the copied content of the template by using keyboard shortcut key **Ctrl+V**.
- Step 7. Add or delete the content as desired and save it as a text file.

Once a template is created, it can be applied to an existing document by selecting **Insert >Text From File** option. Browse and select the template file that has been saved on the computer. The selected template will be inserted in the document.



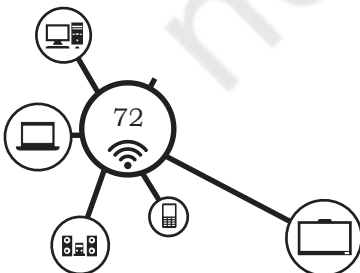
NOTES

The various buttons present on the Track Changes toolbar shown in the Fig. 3.33 are briefly explained below.

- (a) **View Track Changes** – Clicking on this button displays all the changes made in the document by different users.
- (b) **Record Track Changes** – Clicking on this button, turns on the Track Changes feature. After this, any sort of editing done will be marked. Any character added to the document will be displayed in a different color and any deletion done will be seen in strike-through style.
- (c) **Previous Track Changes/Next Track Changes** – Click on these buttons to navigate between the changes made.
- (d) **Accept/Accept All Track Changes** – Once the editing is done, the original author may accept the change made to the document by clicking **Accept All Track Changes** button will accept all the changes made to the document.
- (e) **Reject/Reject All Track Changes** – The original author of the document may reject a single change or all changes made to the document by clicking **Reject Track Changes** or **Reject All Track Changes** button, respectively.
- (f) **Manage Track Changes** – By clicking on this button the **Manage Changes** dialog box is displayed, which contains a detailed list of all changes made to the document along with the author's name and date and time of modification.
- (g) **Insert Comment** – This button is used to add a comment in a document.

Preparing a Document for Review

Track Changes feature is used when a document is shared with one or more users for review or editing purposes. So, before the document is shared, one should make sure that the changes made should be recorded. This will ensure that after the review is done, the original author of the document has the option to accept or reject the changes made. Hence, before the document is



sent for review, the original author should prepare the document for review and start recording the changes being made. For that, select **Edit > Track Changes > Record** option. Alternatively, select the **Record** button from the Track Changes toolbar. To make sure that no user is able to disable the track changes option, we can protect the document with password. Follow the following steps for the same.

Step 1. Create a new document in LibreOffice Writer.

From the main menu, select **Edit > Track Changes > Protect** option. The **Enter Password** dialog box will appear as shown in Fig. 3.34. Alternately, you can click on Protect Track Changes button located on the **Track Changes Toolbar** to protect the document.



Fig. 3.34: Enter Password dialog box allowing to enter password after clicking on Protect Track Changes button

Step 2. Enter the same password in Password and confirm text box and click on **OK** button. After protecting the document with password, if any user tries to disable the Track Changes feature, Writer will prompt to enter the password.

Recording Changes

Once the Track Changes features is **ON**, the reviewers can begin recording the changes in the document. For that, click **Edit > Track Changes > Record** option. Alternatively select Record button from the toolbar. The shortcut key to start recording the changes is **Ctrl+Shift+C**.

Once the **Record** option is selected, the **Track Changes**

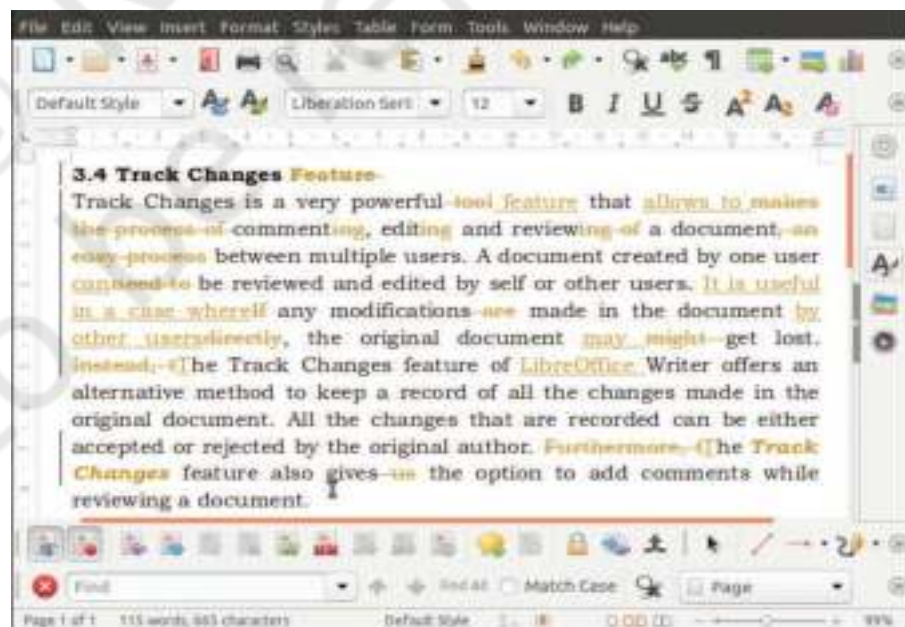


Fig. 3.35: Recording the changes

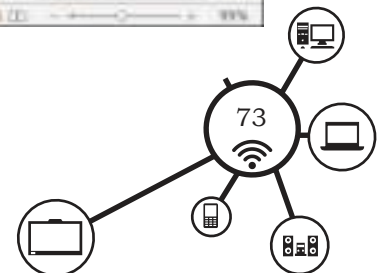




Fig. 3.36: Tool tip showing the details of changes made

feature is ON. Now, any character being deleted will be shown as strike through text and any character added will be shown in different colour as shown in Fig. 3.35. Also when you place the mouse pointer over any of the changes, a tool tip is displayed giving details of the author, change made, date and time of change done as shown in Fig. 3.36.

To stop recording, deselect the record option by selecting **Edit > Track Changes > Record** or click the Record button on the toolbar.

Accepting and Rejecting Changes

Once the changes are made by all the reviewers, the original author may accept or reject them. Open the document and follow the steps given below.

Step 1. To accept or reject a change, click on the change made and then select **Accept Track Change / Reject Track Change** button.

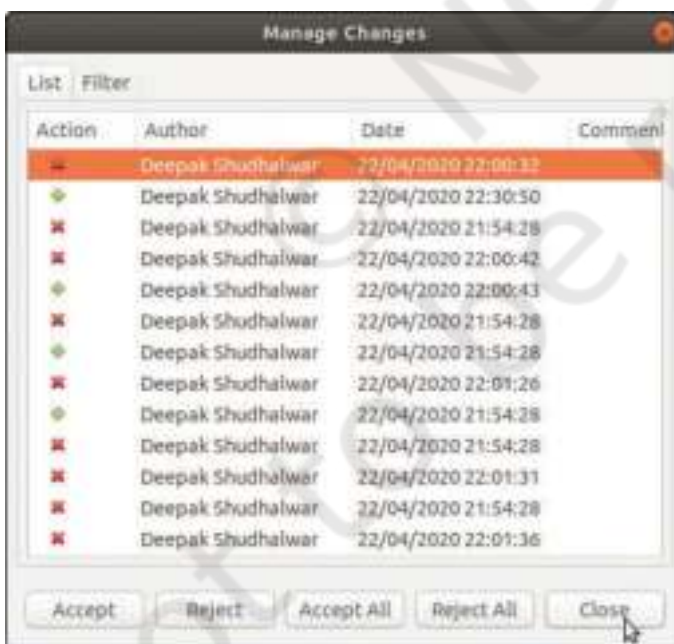
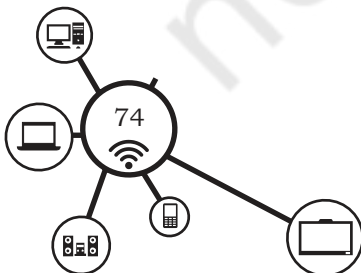


Fig. 3.37: Manage Changes dialog box

Step 2. To navigate between the changes made to the document click **Previous Track Changes and Next Track Changes** buttons.

Step 3. To accept or reject all the changes made, select **Accept All Tracked Changes / Reject All Tracked Changes** button respectively.

Step 4. If **Manage Track Changes** button is clicked, a **Manage Changes** dialog box appears as shown in Fig. 3.37. It contains the details of all the changes made in the document. The dialog box contains buttons to accept and reject changes as well.



Adding Comments

To add comments while reviewing, we can use the **Track Changes** toolbar as well. Click at the place in the document where the comment is to be placed. Thereafter, follow the steps given below to add comments in a document.

Step 1. Click **Insert Comment** button on the Track Changes toolbar. A comment box will be inserted on the right side of the window. It will have the name of the author or reviewer and date and time of the comment being made, as shown in Fig. 3.38.

Step 2. Type the comment.

Step 3. Once done click anywhere on the document to activate it.

If more than one or two of users add comments then the comments by different users will be shown in different coloured comment boxes in Fig. 3.38.

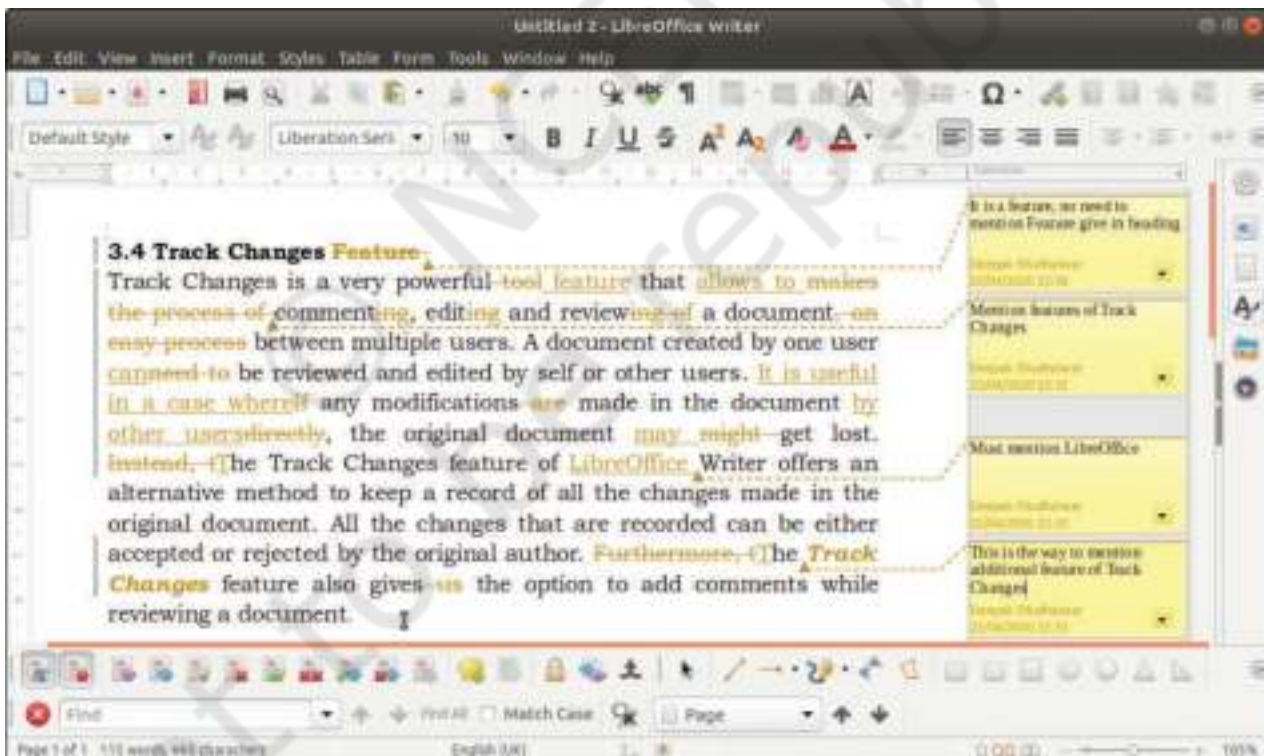
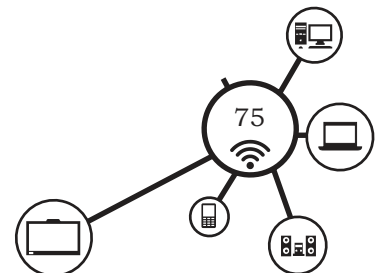


Fig. 3.38: Inserting Comments using the option under Track Changes toolbar



Deleting Comments

To delete any comment, click on the down arrow on the bottom right of the comment box. A popup menu will be displayed as shown in Fig. 3.39. It gives the option to delete only the current comment, all comments by a particular author and to delete all comments. Select the desired option.

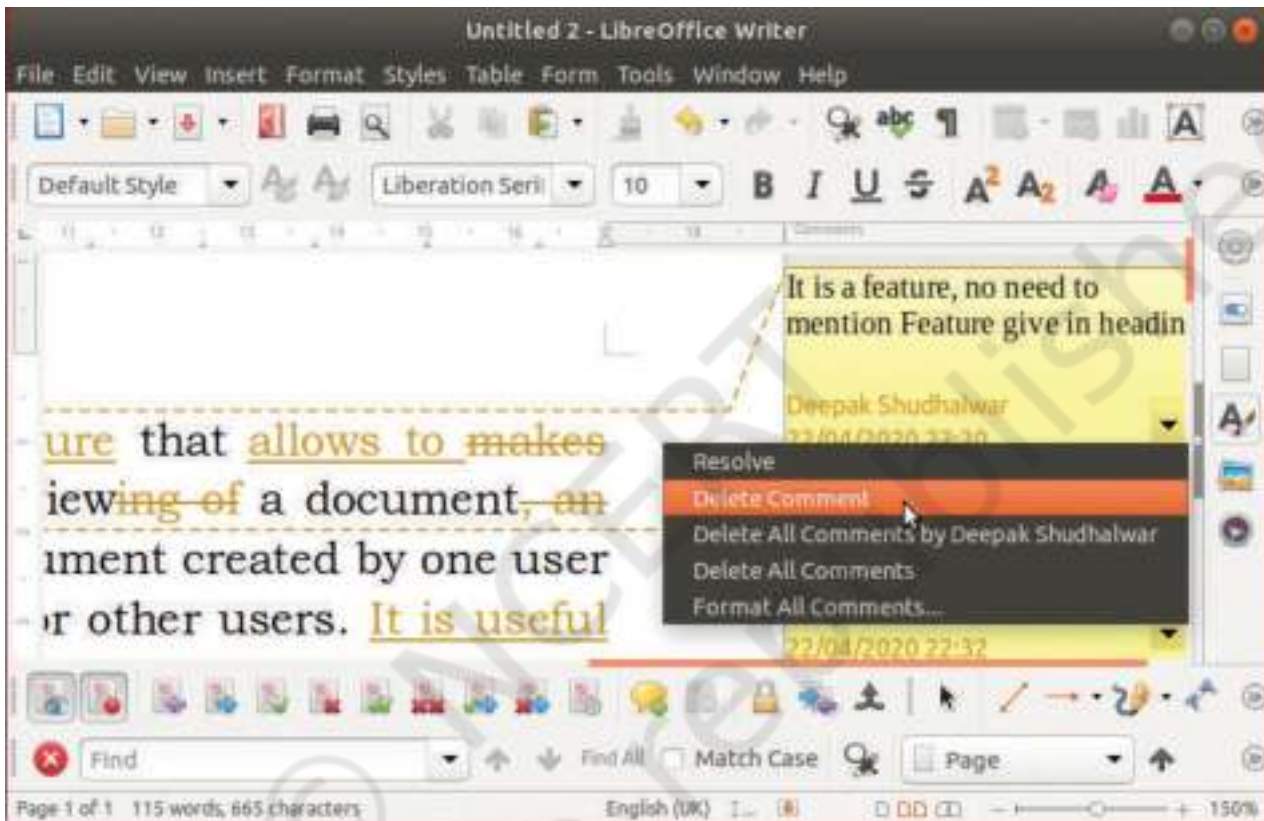


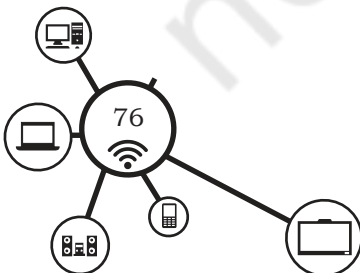
Fig. 3.39: Deleting Comments from pop-up menu

Comparing Documents

Once the reviewers have made the changes and given their comments, Writer allows to compare the original document with the reviewed document and then choose the option(s) that suits the best. Follow the steps given below to compare the documents.

Step 1. Open the edited document.

Step 2. Select **Edit > Track Changes > Compare Documents** option. Alternatively, click Compare **Non-Tracked Changed Document** from the toolbar.



Step 3. The **Compare To** dialog box will appear. Browse and select the original file to be compared as shown in Fig. 3.40.

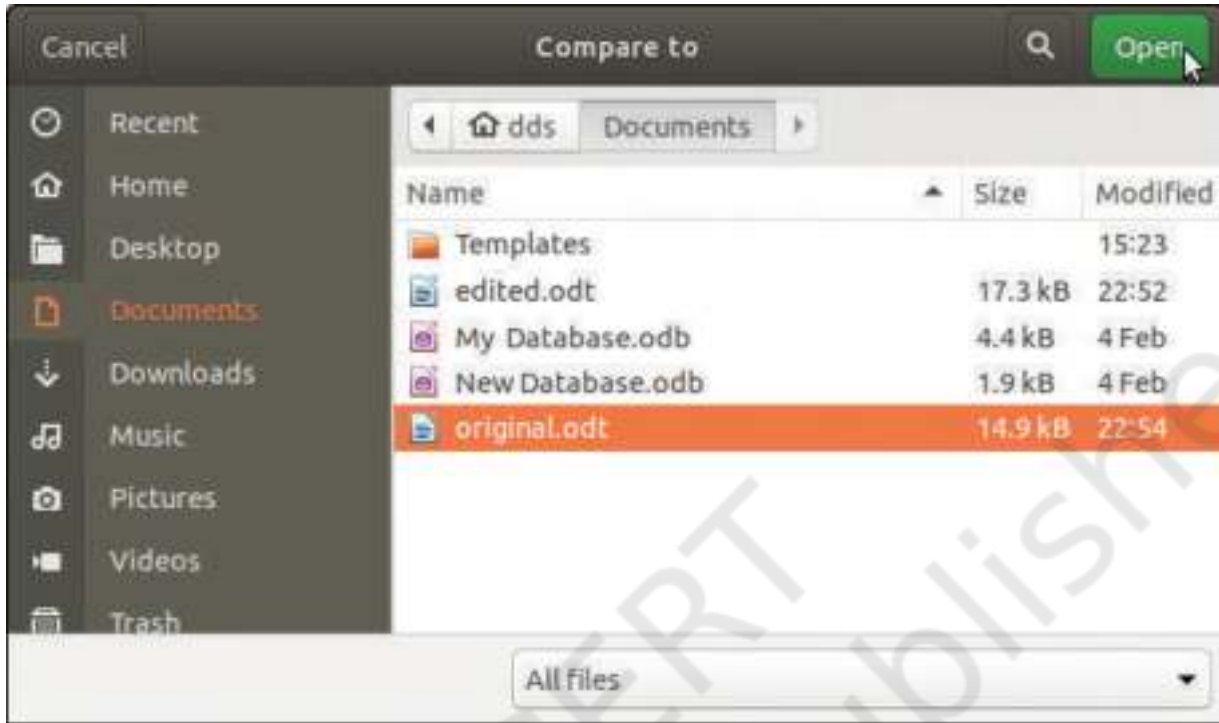


Fig. 3.40: Selecting original file

Step 4. The **Manage Changes** dialog box is displayed as shown in Fig. 3.37. Accept or reject the desired changes.

Step 5. Close the dialog box when done.

Step 6. Save the edited file.

Practical Activity 3.7

Pradeep has created a document on 'Humans and Nature'. He wants his friends to review the document and give their comments wherever required. The following process will demonstrate how his friends add comments in the document.

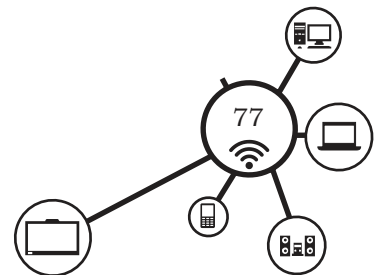
Step 1. Open the document created by Pradeep to review.

Step 2. Click on **Insert Comment** button on the toolbar.

Step 3. Type the comment in the comment box.

Step 4. Once done click anywhere on the document to activate it.

Step 5. Repeat the steps given above to add more comments in the document.



Practical Activity 3.8

After incorporating the reviews, Pradeep mailed the document to his editor with the Track Changes ON. He made certain changes in the document. Pradeep wants to compare his original document with the reviewed document. The following process will demonstrate how Pradeep will compare the edited document with the original document.

Step 1. Open the edited document.

Step 2. Select **Edit > Track Changes > Compare Documents** option.

Step 3. The **Compare To** dialog box will appear. Browse and select the original file to be compared as shown in Fig. 3.40.

Step 4. The **Manage Changes** dialog box is displayed as shown in Fig. 3.37.

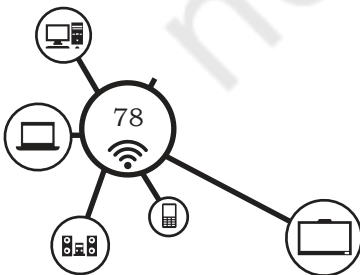
Step 5. Accept or reject the desired changes.

Step 6. Close the dialog box when done.

Step 7. Save the edited file.

SUMMARY

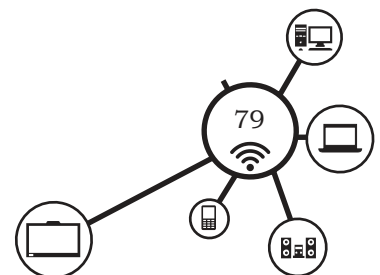
- A Table of Contents (ToC) contains a list of topics and subtopics that have been covered in the book along with page numbers.
- A ToC in Writer allows to insert an automated table of contents in a document.
- The contents in the ToC are hyperlinked in the table.
- LibreOffice Writer supports up to 10 levels of headings H1 to H10.
- To insert a ToC, select **Insert > Table of Contents** and **Index > Table of Contents, Index or Bibliography**.
- To add a graphic as a background of the ToC, select the Bitmap button in the Background tab of the Table of Contents, Index or Bibliography dialog box.
- Once inserted, a ToC can be edited or deleted from the document.
- A template is a preset layout that helps to create professional and/or formal documents easily.
- In a template we can create and save defined headings, text formats, styles, page numbers, headers and footers.



- The new documents created from these templates have the same content segregation, formatting features and appearance as that of the applied templates.
- To create a new document with a template, select **File > New > Templates ...**
- To create and save your own template, select **File > Templates > Save.**
- LibreOffice provides a wide range of online templates which can be downloaded from then Internet.
- Once these templates are installed on your computer, they will appear in Templates window from where they can be viewed and selected.
- Any template can be set as a default template.
- Export template option allows to store the template file in the desired folder on your computer.
- Exporting a template is a very useful feature to share the templates with multiple users.
- Track Changes feature of Writer makes the process of commenting, editing and reviewing of a document easy between multiple users.
- The Track Changes feature of Writer helps to record all the changes made in the original document. All the changes that are recorded can be either accepted or rejected by the original author.
- The Track Changes feature also gives us the option to add comments while reviewing a document.
- The Track Changes toolbar contains various tools that help to track the changes made by different users.
- To view the Track Changes toolbar, from main menu bar, select **View > Toolbars > Track Changes.**

Practical Exercises

1. Rajnikant has created a detailed report on Education in India using the LibreOffice Writer tool. He has styled the document well by inserting proper paragraph and section headings. His colleague Murugan advised him to insert a Table of Contents that will give a complete glimpse of his report. Help Rajnikant to insert a ToC with a green background.



NOTES

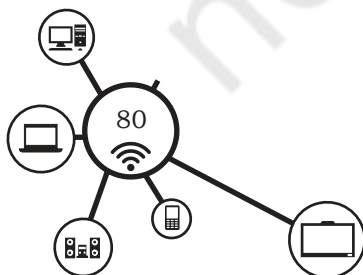
2. After the ToC was inserted, Rajnikant made some changes in the report but the changes were not reflected in the ToC. Will he have to again insert a new ToC? Suggest him a better way to update the ToC.
3. Rukhsat has just downloaded a template from libreoffice.org. Now she wants to import it in My templates category of the Templates folder. How can she complete her task?
4. Rimit loves to create cards on his computer. This time he decided to make his own Christmas cards and send them to his friends. He wants to do the task using the templates feature of Writer. He has already saved and imported the desired template(card.ott). Help him to create cards for at least five of his friends.
5. Teena is a member of the editorial team of her school. She wants to set the newspaper template as her default template. Write the steps to help Teena complete the task.
6. Venkat has created a document on India's Trade Review. He wants two of his friends, Rinky and Sujoy to review his document and if required, add comments to it. But none of them know how to use the Track Changes feature of Writer. Help them to complete the task.
7. Venkat has received the reviewed file with modifications and comments. What steps will he follow now to accept or reject the changes done by his friends.
8. Write steps to compare the original document created by Venkat and the edited document sent by Rinky and Sujoy.

Check Your Progress

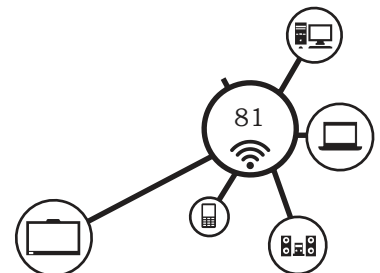
A. Multiple choice questions

1. Which of the following is NOT true about Table of Contents, Index or Bibliography dialog box?
 - (a) It has four tabs
 - (b) On the Type tab, by default, the checkbox for Protected against Manual Changes option will be selected.
 - (c) The Styles tab contains options to change the background colour.
 - (d) None of the above
2. Which of the following tabs is by default active when the Table of Contents, Entries or Bibliography dialog box is opened?

(a) Entries	(b) Background
(c) Styles	(d) Type



3. Which of the following tabs contains options to set styles for various entries in the ToC?
 - (a) Entries
 - (b) Background
 - (c) Styles
 - (d) Type
4. Which of the following can be added in the background of Table of Contents in LibreOffice Writer?
 - (a) Color
 - (b) Graphic
 - (c) Both a and b
 - (d) Neither a nor b
5. Which of the following is NOT true about templates?
 - (a) The styles and formatting features can be reused.
 - (b) LibreOffice provides online templates
 - (c) We cannot create our own templates.
 - (d) None of the above.
6. Which of the following is the shortcut key to open the Templates dialog box?
 - (a) Ctrl+Alt+N
 - (b) Shift+Ctrl+N
 - (c) Ctrl+Alt+T
 - (d) Shift+Alt+T
7. Which of the following buttons, in the Templates dialog box, will be clicked to save a template displayed in the list of templates?
 - (a) Export
 - (b) Import
 - (c) Move
 - (d) None of the above
8. Which of the following is the shortcut key to select the entire document?
 - (a) Ctrl+S
 - (b) Ctrl+A
 - (c) Ctrl+D
 - (d) Ctrl+B
9. Which of the following is the correct sequence of options to open the Templates dialog box?
 - (a) File > Manage Templates > Templates
 - (b) File > Templates > Manage Templates
 - (c) Insert > Templates > Manage Templates
 - (d) Insert > Manage Templates > Templates
10. Which of the following is true about Track Changes feature of Writer?
 - (a) You cannot record a change made in the document.
 - (b) A comment of a particular author only can be deleted
 - (c) Any change made to the document is permanent.
 - (d) None of the above
11. Which of the following menus contains the Track Changes option?
 - (a) File
 - (b) Edit
 - (c) View
 - (d) Insert
12. Which of the following is the shortcut key to start recording the changes being made in the document?
 - (a) Ctrl+Shift+C.
 - (b) Alt+Shift+C
 - (c) Ctrl+Alt+C
 - (d) Shift+C+F2



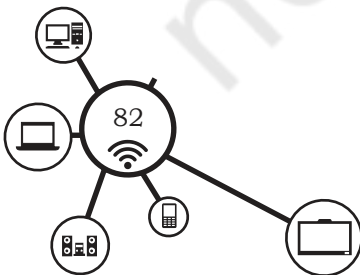
NOTES

B. Fill in the blanks

1. To navigate to the topic from the ToC, press _____ key while clicking the mouse button on that topic.
2. To remove the applied paragraph styling in the ToC, select the outline level in the Levels list box, and then click the _____ button.
3. If the checkbox for _____ option is selected, the ToC is protected from any accidental change.
4. To update the ToC manually, right click and select _____ option from the pop up menu.
5. The _____ tab contains options to set the number of columns that we want to have in our ToC.
6. A _____ is a preset layout that helps us to create professional and formal documents easily.
7. The default template in Writer is _____.
8. To find the template that is being used in the current document, select _____ option from the File menu.
9. The _____ button is clicked in Templates dialog box to view online templates.
10. The _____ feature of Writer offers us an alternative method to keep a record of all the changes made in the original document.
11. The shortcut key to start recording the changes is _____.
12. After the Track Changes feature is ON, the added characters are shown as _____ text.

C. State whether the given statements are True or False

1. The topics in Table of Contents are hyperlinked.
2. The Table of Contents in LibreOffice Writer can be updated automatically.
3. TABLE of Contents can be inserted even if the section headings are not styled.
4. Once a ToC is created, it cannot be edited.
5. We cannot add a graphic as a background of ToC.
6. A single template can be used for multiple documents.
7. A template cannot contain graphics.
8. All documents in Writer are based upon templates.
9. The online templates cannot be added to the list of templates in the templates dialog box.
10. A template once created can be edited again and again.
11. The changes recorded have to be accepted by the original author.
12. We can delete the comments added in a document by the user.



D. Answer the following questions

1. What is the need of table of contents?
2. What will happen if the 'Protected Against Manual Changes' option is not selected in the Type tab of Table of Contents, Index or Bibliography dialog box?
3. Name the five tabs present in the Table of Contents, Index or Bibliography dialog box.
4. What do you mean by customization of ToC?
5. How headings and sub-headings of a document differentiated in ToC?
6. Define a template.
7. Give any one advantage of using a template for your document.
8. What is the difference between importing and exporting a template?
9. Name any two categories of templates.
10. When is exporting of templates useful? Give any one reason.
11. What is the difference between Accept Track Change and Accept All Tracked Changes buttons?
12. How do we prepare a document for review?
13. Identify and label the *Record button*, *Insert Comments button*, *Accept All Tracked Changes*, *Reject Track Change* buttons in the following figures of Track Changes toolbar (shown in Fig 3.41).
14. Identify and label "*Browse Online Templates button*, *Export button*, *Import button*" in the following Templates dialog box.

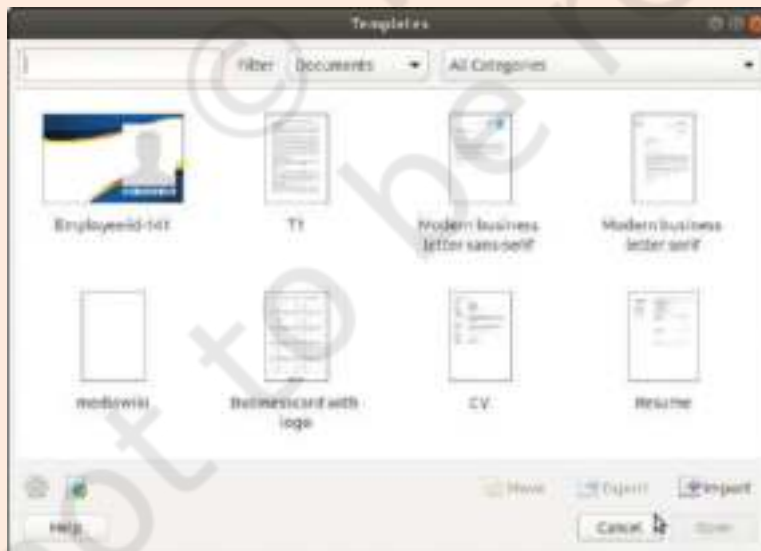


Fig. 3.41: Track Changes Toolbar

