

JOB ROLE – DOMESTIC DATA ENTRY OPERATOR

Sector – IT/ITeS
(Qualification Pack Code: SSC/Q2212)



PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal – 462 013 , Madhya Pradesh, India

www.psscive.ac.in

UNIT 1: Digital Documentation (Advanced)

using LibreOffice Writer

Chapter 1. Introduction to Styles

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Session Objectives

The students will be able to:

- Demonstrate inserting an image in a document
- Describe modifying an image
- Overview of image toolbar
- Explain resizing an image
- Discuss deleting an image
- Explain drawing objects
- Describe setting or changing properties of drawing object
- Classify resizing and grouping objects
- Explain Grouping drawing objects

Introduction

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.

Inserting An Image In A Document

LibreOffice Writer allows us 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 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.

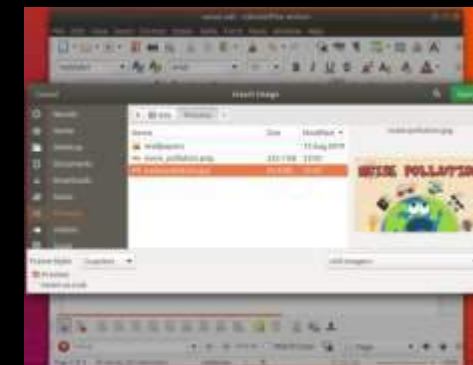
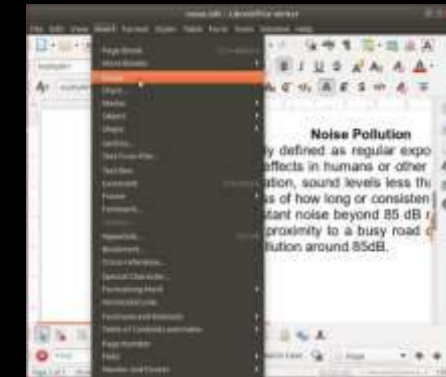
Step 1. Open the document to insert an image in LibreOffice Writer.

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.



Inserting An Image In A Document: 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 Insert Image dialog box, 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

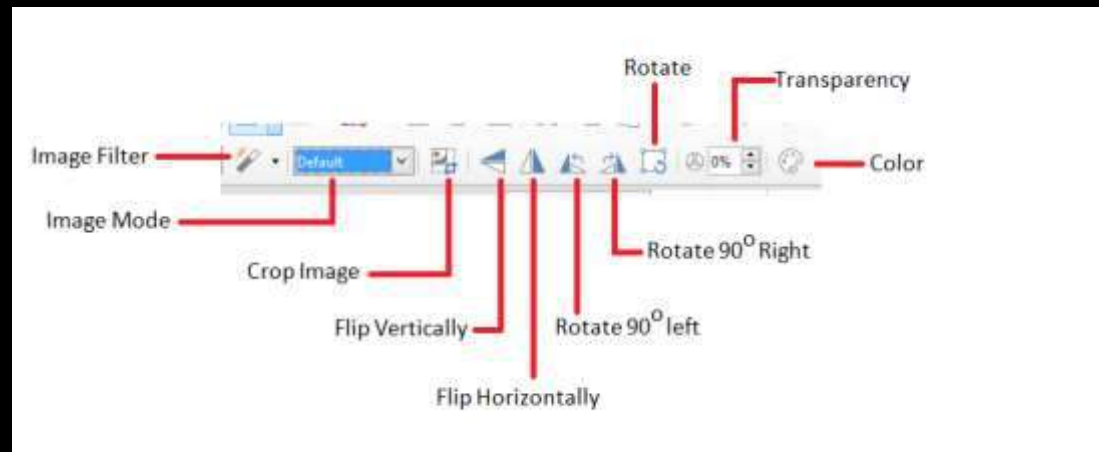
Step 4. Drop it, where you want it to appear in the document.

Modifying An Image

Sometimes we may require to modify the image inserted in the document to suit the document's 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 remain on screen, click on **View > Toolbars > Image** from the menu bar.



Description of Image toolbar

Tool	Effect on image
Image Filter	There are eleven types of filters available for improving an image.
Image Mode	Image can be changed to black & 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 90o left	Rotates the image by 90o left or right, depending on the button chosen.
Rotate	Image can be rotated by any angle using this tool.
Transparency	Makes an image transparent by using the value provided in percentage.
Color	Using Drop Down list, Red, Blue or Green color can be modified or adjustment for brightness, contrast and gamma can be made.

Resizing an image

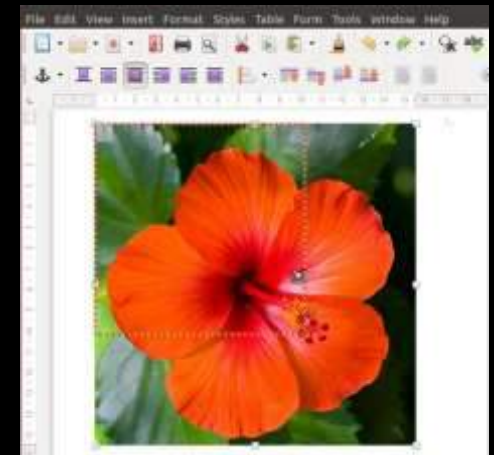
Sometimes you may want to resize the image to fit an image at the desired place in a document. Resizing is the process of reducing or enlarging the size of the image. This can be done in various ways. Quick and easy way to resize an image is by dragging the image's sizing handles. Use the following steps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

Step 1. Click on the image inserted in the previous activity. Observe that there are eight sizing handles surrounded the image.

Step 2. Position the pointer over one of the sizing handle. The pointer changes shape indicating the direction of the resizing.

Step 3. Click and drag to resize the image.

Step 4. Release the mouse button when satisfied with the new size and observe the size of the image is reduced.



Deleting an image

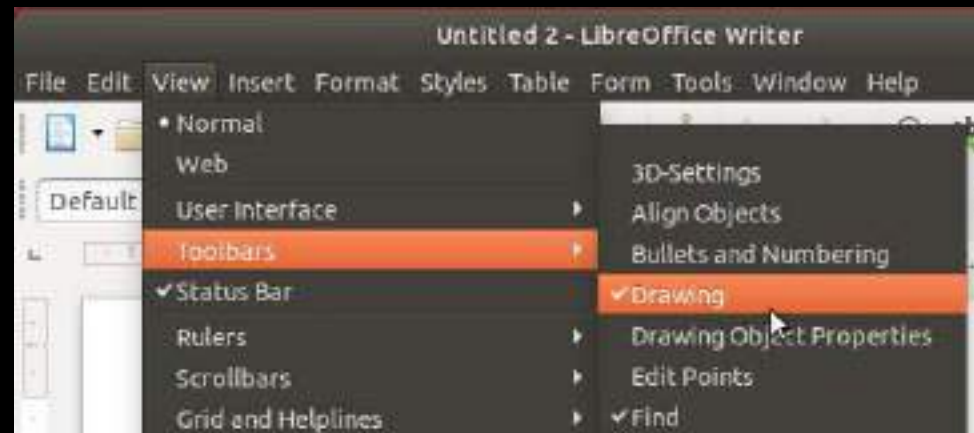
It is possible to delete the image from the document just like we delete the text. To delete the image, just select the image by clicking on the image and press the *Delete* key.

DRAWING OBJECTS

If you need to draw a flowchart or a call out box in your document, LibreOffice Writer provides the feature of drawing tools for such work. The set of drawing tools available in Writer.

Using Drawing Tools

To display Drawing Toolbar in the Writer window, click on View > Toolbars > Drawing



Drawing Objects

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.

Step 2. Select the tool from the Drawing toolbar. The mouse pointer changes to a drawing-functions pointer.

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.

Step 5. The selected drawing function remains active, so that you can draw another object of the same type.

Step 6. To cancel the selected drawing function, press the Esc key or click the Select icon (the arrow) on the Drawing toolbar.



Setting or changing properties of Drawing Object

On selecting the drawing object, in the document, Drawing Object Properties toolbar is displayed.

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

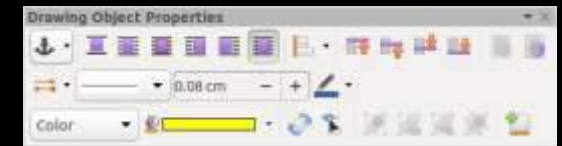
Step 1. From the Drawing Toolbar, select the object you want to draw.

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 Step 2 and 3 to change all desired properties.

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



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 following 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.

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 following steps to group the drawing objects.

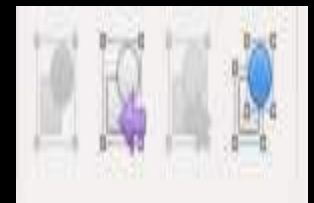
To group drawing objects:

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.

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

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



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.

1. Arrangement
2. Anchoring
3. Alignment
4. Text Wrapping

Arrangement – In overlapping objects arrangement determines the **position** of current drawing with respect to other drawings or text. The Drawing Object Properties toolbar consists of the arrangement tools.

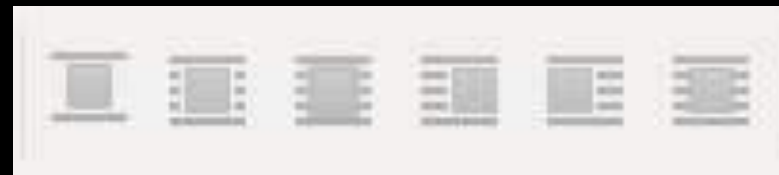
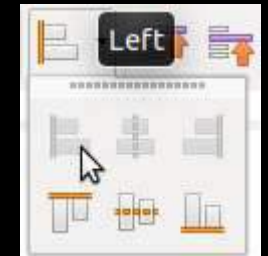
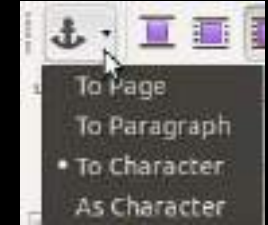


Positioning Image in the Text

Anchoring – Anchoring acts as a reference point for image or drawing. Anchoring allows an image to retain its position to a page, paragraph, character or frame.

Alignment – Alignment allows the vertical or horizontal placement of the image with respect to its anchor. Alignment tools are located under Drawing Properties toolbar. 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.



Summary

In this session, you have learnt about the create insert, resizing and positioning of image in Writer document.

Project Coordinator : Dr. Dipak D. Shudhalwar

Assistance
Mr. Jayant Mishra



Joint Director
PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal – 462013 , Madhya Pradesh, India

E-mail: jdpsscive@gmail.com
Tel. +91 755 2660691, 2704100, 2660391, 2660564
Fax +91 755 2660481
Website: www.psscive.ac.in