Unit 1 – Digital Documentation (Advanced)
Chapter 2: Working with Images in Libra Office Writer

1. Inserting Images in a Document

Images enhance the visual appearance and clarity of documents. LibreOffice Writer offers multiple ways to insert images.

1.1 Inserting an Image from File

Steps:

1. Go to **Insert > Image > From File**.
2. Browse and select the image file from your system.
3. Click **Open** to insert it into the document.

1.2 Inserting an Image Using Drag and Drop

Steps:

1. Open the folder containing the image.
2. Drag the image with your mouse.
3. Drop it into the desired position in your LibreOffice Writer document.

1.3 Inserting an Image Using Copy and Paste Method

Steps:

1. Right-click the image (from web or another document) and click **Copy**.
2. Switch to LibreOffice Writer.
3. Place the cursor at the desired location.
4. Press **Ctrl + V** or right-click and choose **Paste**.

1.4 Inserting an Image by Linking

Steps:

1. Go to **Insert > Image > From File**.
2. In the dialog box, check **Link** before selecting the image.
3. Select the image file and click **Open**.

Note: The image remains linked to its original location. If the file is moved or deleted, the image may no longer appear in the document.

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2. Modifying an Image

Once inserted, images can be edited using several tools provided by LibreOffice.

2.1 Using the Image Toolbar

The Image Toolbar provides options such as:

- Flip horizontally/vertically
- Adjust contrast, brightness, and color
- Set transparency
- Add borders or shadow

To open:

Click on the image > the **Image Toolbar** appears automatically.

2.2 Using the Filter Tool

Steps:

1. Select the image.
2. Click on **Format > Image > Filter**, or use the **Image Toolbar**.
3. Apply filters like **Invert**, **Sharpen**, **Smooth**, or **Pop Art**.

2.3 Resizing an Image
Steps:
1. Click the image.
2. Drag the corner handles to resize proportionally.
3. Hold **Shift** to maintain the aspect ratio while resizing.

Tip: Use **Format > Image > Properties > Type tab** for precise dimensions.

2.4 Cropping an Image
Steps:
1. Select the image.
2. Right-click and choose **Crop** or use **Format > Image > Crop**.
3. Adjust the cropping box by dragging edges or entering values manually.

2.5 Deleting an Image
Steps:
1. Select the image.
2. Press the **Delete** key or right-click and choose **Cut**.

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3. Drawing Objects
LibreOffice Writer supports simple drawing objects like shapes, lines, and text boxes.

3.1 Using Drawing Tool
Steps:
1. Go to **View > Toolbars > Drawing**.
2. Use tools like **Rectangle**, **Ellipse**, **Line**, **Text Box**, etc.
3. Click and drag on the page to draw.

3.2 Changing Properties of Drawing Object
Steps:
1. Select the object.
2. Right-click > choose **Area**, **Line**, or **Position and Size**.
3. Modify color, border, transparency, shadow, etc.

3.3 Resizing Drawing Object
Steps:
1. Click the drawing object.
2. Drag corner or side handles.
3. Hold **Shift** for proportional resizing.

3.4 Grouping Drawing Objects
Steps:
1. Select multiple objects (hold **Shift** and click).
2. Right-click > **Group > Group**.

To ungroup:
Right-click > **Group > Ungroup**.

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4. Positioning Image in the Text
Positioning determines how text flows around or interacts with images.

4.1 Anchoring
Anchoring defines what the image is attached to in the document.
a) To Page

- Image stays in a fixed location on a specific page.
- Not affected by text movement.

b) To Paragraph
- Image moves with the paragraph it is anchored to.

c) To Character
- Image is anchored to a specific character.
- Moves as the character moves.

d) As Character
- Image behaves like a character in the text.
- Appears on the same line as text.

e) To Frame
- Anchors the image to a frame.

To set anchoring:
1. Right-click the image > **Anchor > Choose option**.

4.2 Arrangement

Defines the image's layer relative to other objects.

a) Bring to Front
- Moves image to the topmost layer.

b) Forward One
- Moves image one layer up.

c) Back One
- Moves image one layer down.

d) Send to Back
- Sends image to the bottom layer.

Steps:
1. Right-click the image > **Arrange > Select option**.

4.3 Aligning Images

Steps:
1. Select the image.
2. Go to **Format > Align Text**.
3. Choose alignment: **Left**, **Center**, **Right**, **Top**, **Bottom**, etc.

4.4 Text Wrapping

Controls how text flows around the image.

Wrapping Options:
- **None**: No text around the image.
- **Before**: Text appears before the image.
- **After**: Text appears after the image.
- **Parallel**: Text wraps on all sides.
- **Through**: Text flows through transparent areas.
- **Optimal Page Wrap**: Best-fit wrapping.

Steps:
1. Select the image.
2. Right-click > **Wrap > Choose option**.