

DIGITAL DOCUMENTATION (ADVANCED)

Class X , UNIT 1: DIGITAL DOCUMENTATION
(ADVANCED)

(IT #402)

Session 2: INSERT AND USE IMAGES

By: GITASHREE NAYAK

Mob No.:9439656911

CHANGING YOUR TOMORROW

DIGITAL DOCUMENTATION (ADVANCED)

SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT

SESSION 2: INSERT AND USE IMAGES

SESSION 3: CREATE AND USE TEMPLATE

SESSION 4: CREATE AND CUSTOMIZE TABLE OF CONTENTS

SESSION 5: IMPLEMENT MAIL MERGE

CHANGING YOUR TOMORROW

Learning Outcome of this session

- Student will able to **Insert and use images in document**

CHANGING YOUR TOMORROW

Inserting An Image File

When the image is in a file stored on the computer, you can insert it into an Open Office document using either of the following methods:

Drag and Drop

1. Open a file browser window and locate the image you want to insert.
2. Drag the image into the Writer document and drop it where you want it to appear. A faint vertical line marks where the image will be dropped.

This method embeds (saves a copy of) the image file in the Writer document. To link the file instead of embedding it, hold down the *Control+Shift* keys while dragging the image.

Insert Picture Dialog

1. Click in the Open Office document where you want the image to appear.
2. Choose **Insert > Picture > From File from the menu bar.**
3. On the Insert Picture dialog (see Figure 1.5), navigate to the file to be inserted, select it, and click **Open.**

At the bottom of the dialog are two options, **Preview** and **Link**. Select **Preview** to view a thumbnail of the selected image on the right, so you can verify that you have the correct file. See below for the use of **Link**.

CHANGING YOUR TOMORROW

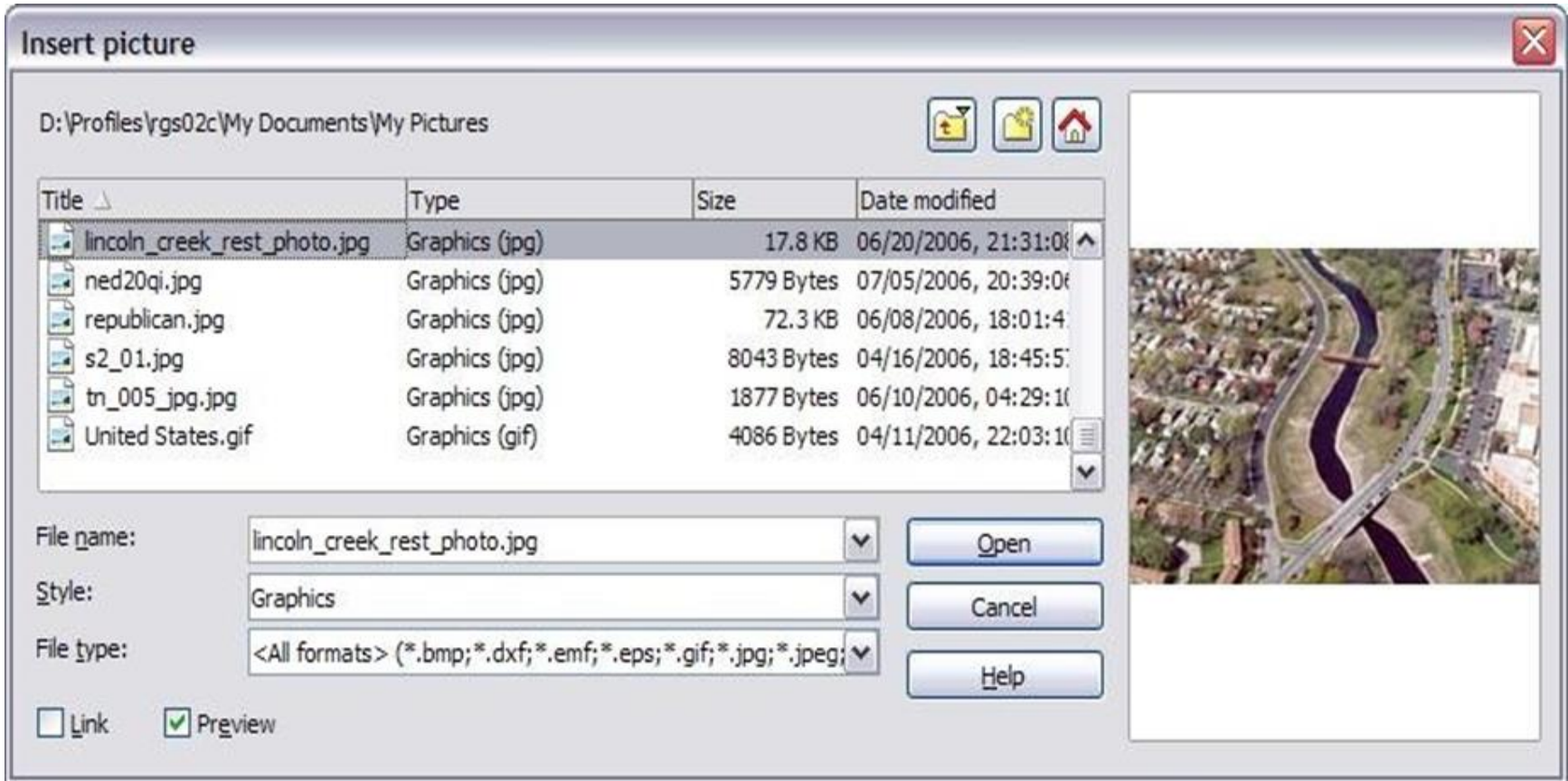


Figure 1.5. Insert picture dialog

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

Inserting An Image From The Clipboard

Using the clipboard, you can copy images into an Open Office document from another Open Office document and from other programs. To do this:

1. Open both the source document and the target document.
2. In the source document, select the image to be copied.
3. Move the mouse pointer over the selected image and press *Control+C* to copy the image to the clipboard.
4. Switch to the target document.
5. Click to place the cursor where the graphic is to be inserted.
6. Press *Control+V* to insert the image.

If the application from which the graphic was copied is closed before the graphic is pasted into the target, the image stored on the clipboard could **be** lost.

SESSION 2: INSERT AND USE IMAGES

Inserting An Image Using A Scanner

If a scanner is connected to your computer, Open Office can call the scanning application and inserted the scanned item into the Open Office document as an image. To start this procedure, click where you want the graphic to be inserted and select **Insert > Picture > Scan > Select Source**.

Although this practice is quick and easy, it is unlikely to result in a high-quality image of the correct size. You may get better results by scanned material into a graphics program and cleaning it up there before inserting the resulting image into Open Office.

Inserting An Image From The Gallery

The Gallery provides a convenient way to group reusable objects such as graphics and sounds that you can insert into your documents. The Gallery is available in all components of Open Office. It does not come with many graphics, but you can add your own pictures or find extensions containing more graphics. To insert a Gallery image into a Writer document:

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES


1. To open the Gallery, click on the **Gallery** icon  (located in the right side of the Standard toolbar) or choose **Tools > Gallery** from the menu bar.
2. Navigate through the Gallery to find the desired picture.
3. To insert the picture, click and drag it from the Gallery into the Writer document. You can also right-click on the picture and choose **Insert>Copy**.

Figure 1.6 shows an example of an image dragged from the Gallery.

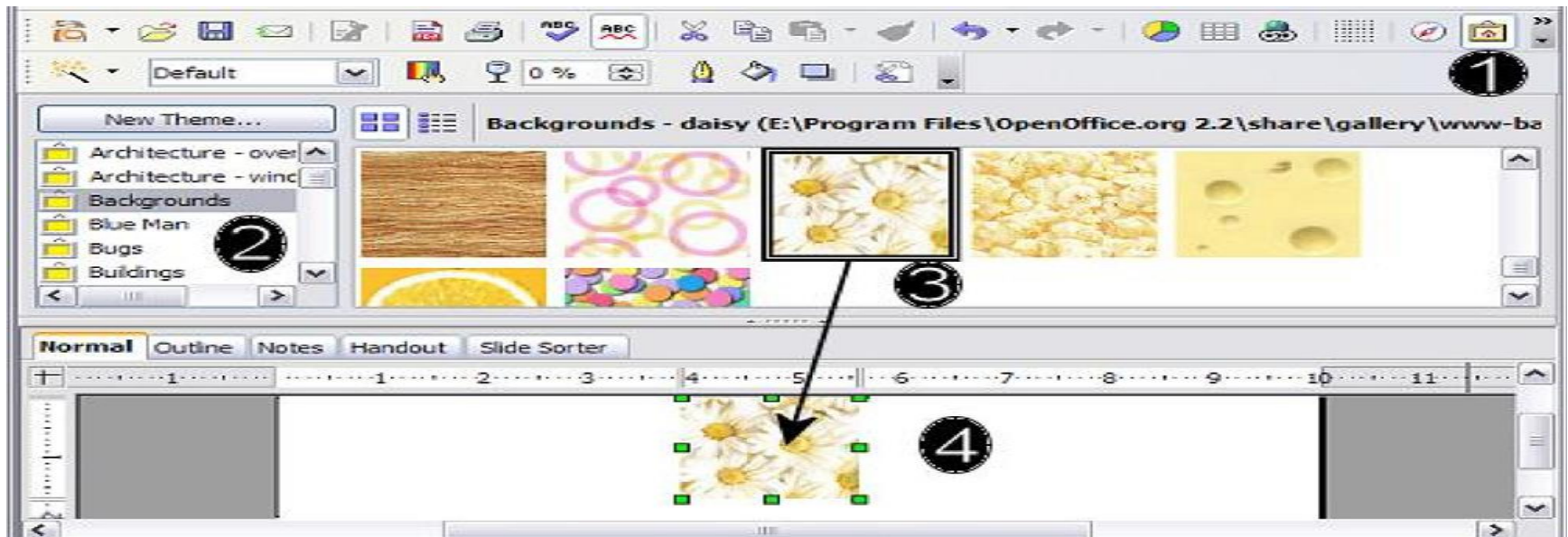


Figure 1.6. Inserting an image from the Gallery
CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

By default, the Gallery is docked above the Writer workspace. To expand the Gallery, position the pointer over the line that divides it from the top of the workspace. When the pointer changes to parallel lines with arrows, click and drag downward. The workspace resizes in response.

To expand the Gallery without affecting the workspace, undock it so it floats over the workspace. To do so, hold down the *Control* key and double-click on the upper part of the Gallery next to the View icons. Double-click in the same area while holding down the *Control* key to dock it again (restore it to its position over the workspace).

When the Gallery is docked, to hide it and view the full Writer workspace, click the in the middle of the thin bar separating the Gallery from the workspace.

To close the Gallery, choose **Tools > Gallery** to uncheck the Gallery entry, or click on the Gallery icon again.

Modifying An Image

When you insert a new image, you may need to modify it to suit the document. Here we will discuss the use of the Picture toolbar, resizing, cropping, and a workaround to rotate a picture.

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

Using The Picture Toolbar

When you insert an image or select one already present in the document, the Picture toolbar appears. You can set it to always be present (View > Toolbars > Picture).

Picture control buttons from the Picture toolbar can also be added to the Standard Toolbar.

Two other toolbars can be opened from this one: the Graphic Filter toolbar, which can be torn off and placed elsewhere on the window, and the Color toolbar, which opens as a separate floating toolbar.

From these three toolbars, you can apply small corrections to the graphic or obtain special effects.

Graphics mode



You can change color images to grayscale by selecting the image and then selecting **Grayscale** from the Graphics mode list.

Flip vertically or horizontally



To flip an image vertically or horizontally, select the image, and then click the relevant icon.

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

Table 1 provides a short description of the available filters, however the best way to understand them is to see them in action. Feel free to experiment with the different filters and filters settings, remembering that you can undo all the changes by pressing *Ctrl+Z* or *Alt+Backspace* or by selecting **Edit > Undo**.

Colour

Use this toolbar to modify the individual RGB color components of the image (red, green, blue) as well as the brightness, contrast, and gamma of the image. If the result is not satisfactory, you can press *Ctrl+Z* to restore the default values.

Table 1: Graphic filters and their effects

SESSION 2: INSERT AND USE IMAGES












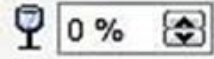
<i>Icon</i>	<i>Name</i>	<i>Effect</i>
	Invert	Inverts the color values of a color image or the brightness values of a grayscale image.
	Smooth	Softens the contrast of an image.
	Sharpen	Increases the contrast of an image.
	Remove noise	Removes single pixels from an image.
	Solarization	Mimics the effects of too much light in a picture. A further dialog box opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog box opens to adjust the aging level.
	Posterize	Makes a picture appear like a painting by reducing the number of colors used.
	Pop Art	Modifies the picture dramatically.
	Charcoal	Displays the image as a charcoal sketch.
	Relief	A dialog box is displayed to adjust the light source that will create the shadow and, hence, the relief effect.
	Mosaic	Joins groups of pixels into a single area of one color.

Table 1: Graphic filters and their effects
CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

Transparency



Modify the percentage value in the *Transparency* box on the Picture toolbar to make the image more transparent. This is particularly useful when creating a watermark or when wrapping the image in the background.

Using The Formatting Toolbar And Picture Dialog

When an image is selected, you can customize some aspects of its appearance using the tools available on the Formatting toolbar as well as in the dialog that is shown by right-clicking on the image and selecting **Picture**. You can, for example, create a border around the image, selecting style and color; or you can (in the **Borders** page of the Picture dialog) add a shadow to the image.

Cropping Images

When you are only interested in a section of the image for the purpose of your document, you may wish to crop (cut off) parts of it. To start cropping the image, right click on it and select **Picture** from the pop-up menu. In the Picture dialog box, select the **Crop** page (see Figure 1.7).

SESSION 2: INSERT AND USE IMAGES

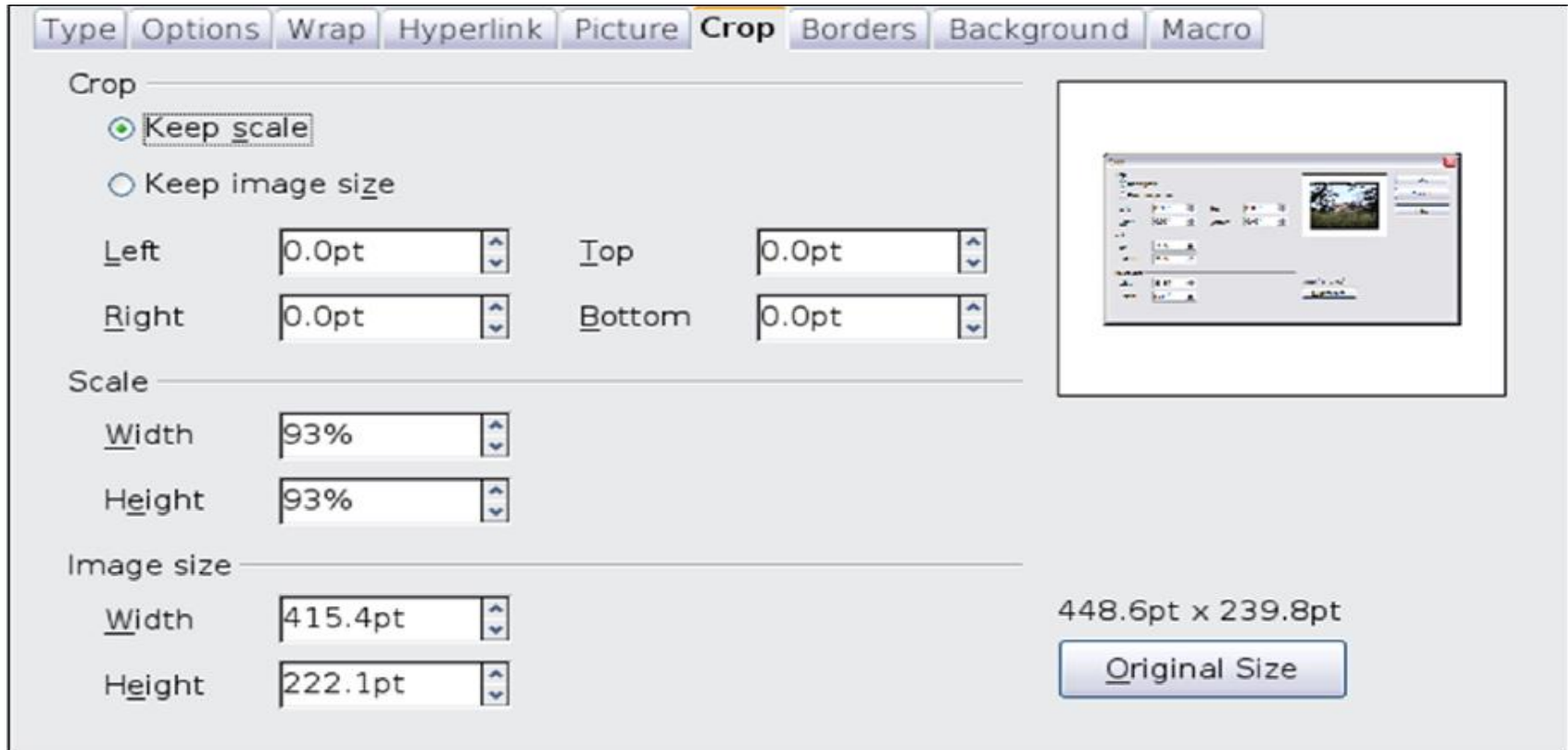


Figure 1.7: The options available when cropping a picture

CHANGING YOUR TOMORROW

In the Crop page, you can control the following parameters:

Keep scale / Keep image size

When **Keep scale** is selected (default), cropping the image does not change the scale of the picture.

When **Keep image size** is selected, cropping produces enlargement (for positive cropping values), shrinking (for negative cropping values), or distortion of the image so that the image size remains constant.

Left, Right, Top, and Bottom

The image is cropped by the amount entered in these boxes. For example, a value of **3cm** in the *Left* box cuts 3 cm from the left side of the picture.

When **Keep scale** is selected, the size of the image also changes, so in this example the width will be reduced by 3 cm.

When **Keep image size** is selected, the remaining part of the image is enlarged (when you enter positive values for cropping) or shrunk (when you enter negative values for cropping) so that the width and height of the image remains unchanged.

CHANGING YOUR TOMORROW



SESSION 2: INSERT AND USE IMAGES

Width and Height

The Width and Height fields under either Scale or Image size change as you enter values in the Left, Right, Top, and Bottom fields. Use the thumbnail next to these fields to determine the correct amount by which to crop.

Resizing an Image

The inserted image might not fit perfectly into the document if it is too big or too small. In these cases, you can use Writer to resize the image.

1. Click the picture, if necessary, to show the green resizing handles.
2. Position the pointer over one of the green resizing handles. The pointer changes shape giving a graphical representation of the direction of the resizing.
3. Click and drag to resize the picture.
4. Release the mouse button when satisfied with the new size.

The corner handles resize both the width and the height of the graphic object simultaneously, while the other four handles only resize one dimension at a time.

To retain the original proportions of the graphic, *Shift+click* one of the corner handles, then drag. Be sure to release the mouse button **before** releasing the *Shift* key.

Be aware that re-sizing a bit-mapped (raster) image will adversely affect the resolution, causing some degree of blurring. It is better to externally size your picture correctly before insertion into your presentation, if possible.

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

Figure 1.8 shows three examples of an image inserted into a document and resized.





<p></p> <p>EXAMPLE 1</p> <p>This image shows the BSD Daemon. Linux users probably are already familiar with it. It is loaded in its natural size from a .JPG file.</p>	
<p>EXAMPLE 2</p> <p>In this example the figure is reduced proportionally holding the [Shift] pressed while dragging the mouse</p>	
<p>EXAMPLE 3</p> <p>Example of non proportional reductions obtained just dragging the mouse without holding [Shift]</p>	

Figure 1.8. Three examples of resized images, plus the original image

CHANGING YOUR TOMORROW

For more accurate resizing, use either the **Crop** page of the Picture dialog box (Figure 1.7) or, for images, the **Type** page of the Picture dialog box. On the **Crop** page you can adjust the following settings:

- **Scale Width** and **Height**: specify in percentages the scaling of the picture. The size of the image changes accordingly. For a scaled resizing, both values should be identical.
- **Image size**: specify the size of the image in your preferred unit of measurement. The image enlarges or shrinks accordingly.
- **Original size** button: when clicked, restores the image to its original size.

In the **Type** page of the Picture dialog box, select the **Relative** option to toggle between percentage and actual dimension. For a scaled resizing, select the **Keep ratio** option. As for the **Crop** page, clicking on the **Original Size** button restores the original image size.



Figure 1.8. Three examples of resized images, plus the original image

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

Rotating a Picture

Writer does not provide a tool for rotating a picture; however, there is a simple workaround:

1. Open a new *Draw* or *Impress* document (**File > New > Drawing** or **File > New > Presentation**).
2. Insert the image you want to rotate. You can use any of the mechanisms described in “**Error! Reference source not found.**” on page **Error! Bookmark not defined.**, although there are some slight variations in the position of the menu entries and icons.
3. Select the image, then in the Drawing toolbar (shown by default at the bottom of the window in *Impress* and *Draw*), select the **Rotate** icon  from the **Effects** tear-off toolbar. 
4. Rotate the image as desired. Use the red handles at the corners of the picture and move the mouse in the direction you wish to rotate. By default the picture rotates around its center (indicated by a black crosshair), but you can change the pivot point by moving the black crosshair to the desired rotation center.

To restrict the rotation angle to multiples of 15 degrees keep the *Shift* key pressed while rotating the image.

5. Select the rotated picture by pressing *Ctrl+A*, then copy the image to the clipboard with *Ctrl+C*.
6. Finish by going back to the location of the *Writer* document where the image is to be inserted and pressing *Ctrl+V*.

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

Creating Drawing Objects

To begin using the drawing tools, display the Drawing toolbar (Figure 1.9), by clicking **View > Toolbars > Drawing**.

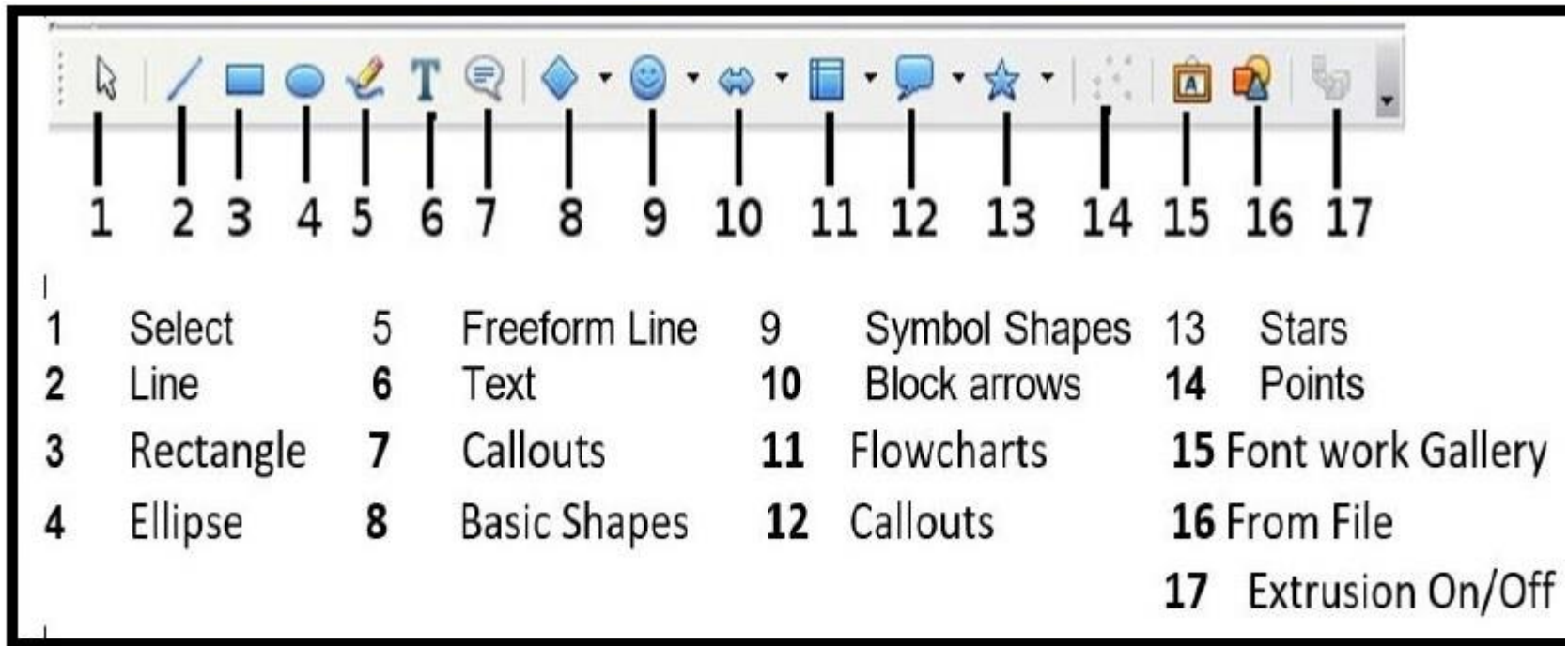



Figure 1.9. The Drawing toolbar

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

To use a drawing tool:

1. Click in the document where you want the drawing to be anchored. You can change the anchor later, if necessary.
2. Select the tool from the Drawing toolbar (Figure 7). The mouse pointer changes to a drawing-functions pointer. 
3. Move the cross-hair pointer to the place in the document where you want the graphic to appear and then click-and-drag to create the drawing object. Release the mouse button. The selected drawing function remains active, so you can draw another object of the same type.
4. To cancel the selected drawing function, press the Esc key or click on the Select icon (the arrow) on the Drawing toolbar.
5. You can now change the properties (fill color, line type and weight, anchoring, and others) of the drawing object using either the Drawing Object Properties toolbar or the choices and dialog boxes reached by right-clicking on the drawing object.

SESSION 2: INSERT AND USE IMAGES

Set or Change Properties For Drawing Objects

To set the properties for a drawing object before you draw it:

1. On the Drawing toolbar (Figure 9), click the **Select** tool.
2. On the Drawing Object Properties toolbar (Figure 1.10), click on the icon for each property and select the value you want for that property.
3. For more control, or to define new attributes, you can click on the **Area** or **Line** icons on the toolbar to display detailed dialog boxes.

The default you set applies to the current document and session. It is not retained when you close the document or close Writer, and it does not apply to any other document you open. The defaults apply to all the drawing objects except text objects.

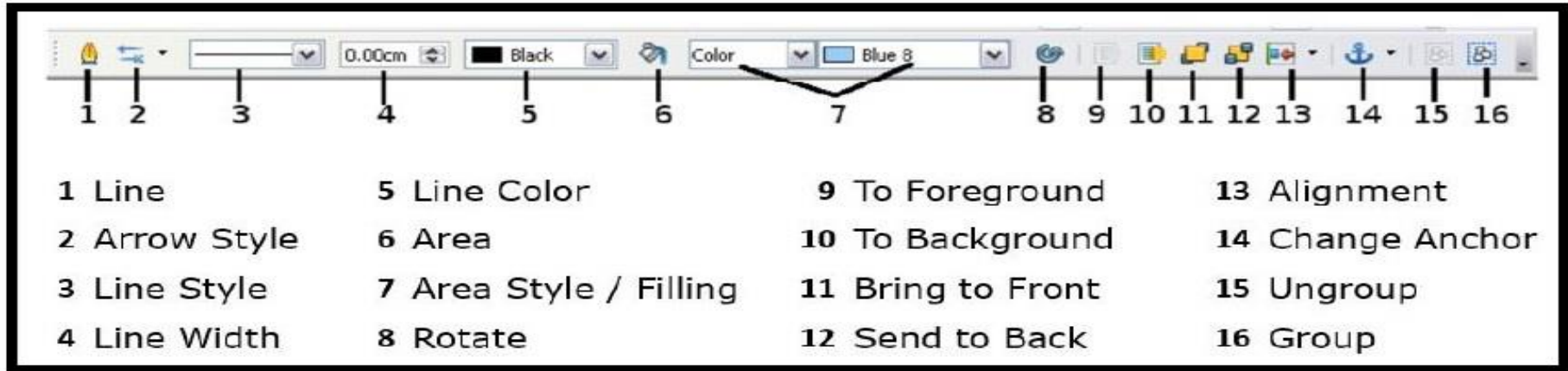


Figure 1.10. Drawing Object Properties toolbar

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

To change the properties for an existing drawing object:

1. Select the object.
2. Continue as described above.

You can also specify the position and size, rotation, and slant and corner radius properties of the drawing object:

1. Right-click on the drawing object and then click Position and Size from the pop-up menu. The *Position and Size* dialog box is displayed.
2. Choose any properties, as required.

Resizing a Drawing Object

The same considerations for resizing an image apply also to resizing an object. Select the object, click on one of the eight handles around it and drag it to its new position. For a scaled resizing, select one of the corner handles and keep the *Shift* key pressed while dragging the handle to its new position.

For more sophisticated control of the size of the object,

- Select **Format > Object > Position and Size** from the menu bar.
- Use the Position and Size dialog box to set the width and height independently.
- If the **Keep ratio** option is selected, then the two dimensions change so that the proportion is maintained, allowing for a scaled resizing.

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

Grouping Drawing Objects

To group drawing objects:

1. Select one object, then hold down the Shift key and select the others you want to include in the group. The bounding box expands to include all the selected objects.
2. With the objects selected, hover the mouse pointer over one of the objects and choose **Format > Group > Group** from the menu bar or right-click and choose **Group > Group** from the pop-up menu.

You cannot include an embedded or linked graphic in a group with drawing objects.

Positioning Image/Graphics Within The Text

When you add a graphic to a text document, you need to choose how to position it with respect to the text and other graphics. The positioning of graphics is often rather time consuming and may be very frustrating for both inexperienced and experienced users. As Writer is a word processor rather than a desktop publishing program, there are some limitations to the flexibility in positioning images and it takes time to get things exactly as you would like them.

Positioning of a graphic is controlled by four settings:

1. Arrangement refers to the placement of a graphic on an imaginary vertical axis. Arrangement controls how graphics are stacked upon each other or relative to the text.
2. Alignment refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.
3. Anchoring refers to the reference point for the graphics. This point could be the page, or frame where the object is, a paragraph, or even a character. An image always has an anchor point.
4. Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character.

CHANGING YOUR TOMORROW

SESSION 2: INSERT AND USE IMAGES

The settings can be accessed in a number of ways, depending on the nature of the graphics:

1. From the Format menu, where you can find Alignment, Arrange, Wrap, and Anchor (both for images and drawing objects).
2. From the pop-up menu displayed when you right-click on the graphic.
3. From the Object toolbar shown in Figure 1.11.
4. For images, from the Type and Wrapping pages of the Picture dialog box. Note that you cannot control the arrangement using the dialog box. To open the Picture dialog box, click on the image to select it and then choose Format > Picture or right-click on the graphic and choose Picture on the pop-up menu.
5. For drawing objects, from the Position and Size page of the Position and Size dialog box. To open the Position and Size dialog box, click on the drawing object to select it and then choose Format > Object > Position and Size or right-

SESSION 2: INSERT AND USE IMAGES

click on the graphic and choose Position and **Size** on the pop-up menu. Note that you can only control the alignment and anchoring.

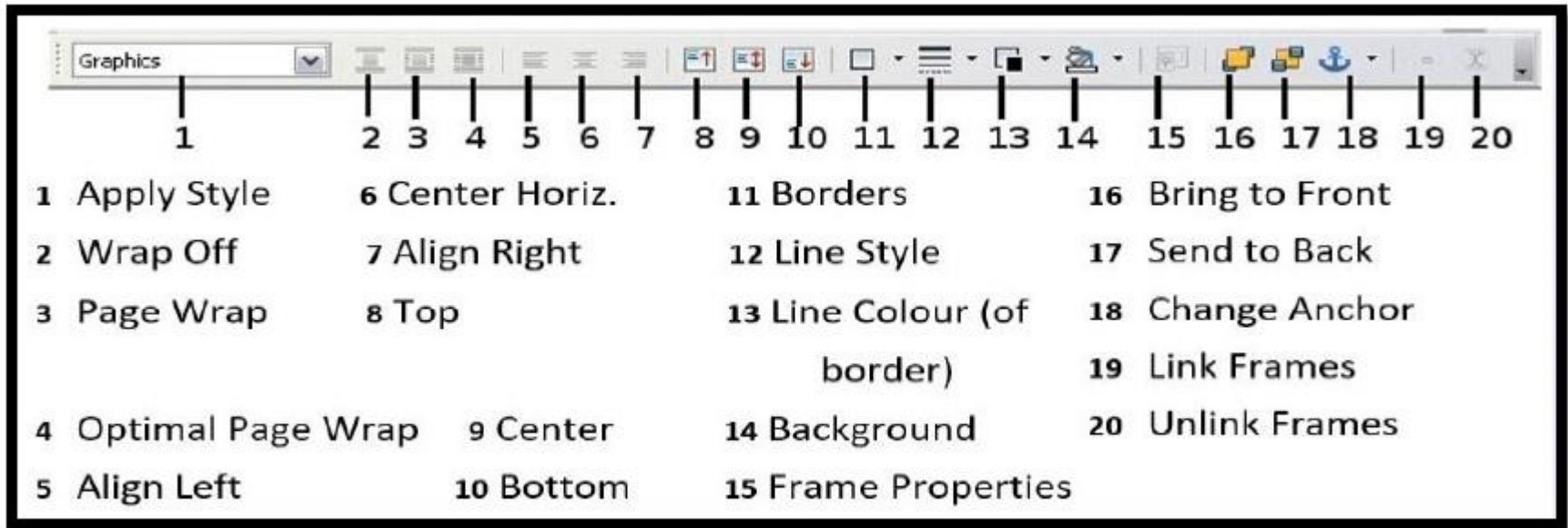


Figure 1.11. Object toolbar (graphical control of positioning for images)

CHANGING YOUR TOMORROW

Home Assignment

PRACTICAL ACTIVITY

1. Create a New Year card using images
2. Create a Poster on Health and Hygiene

QUESTIONS

1. Explain any four Graphic filters.
2. Explain Image Cropping
3. List any three methods of inserting images in a text document.
4. What do you understand by the terms:
 - a. Text Wrapping
 - b. Anchoring

CHANGING YOUR TOMORROW

THANKING YOU

ODM EDUCATIONAL GROUP