

Part-B
Chp. 2 Adding Graphics in a Document

Ans.1. In LibreOffice Writer, images can be inserted using several methods like:

- Inserting an Image from a File.
- Inserting an Image by drag and drop.
- Inserting an Image from gallery.
- Inserting an Image from the clipboard.
- Inserting an Image from Linking.
- Inserting an Image by Coping and Pasting.

Ans.2. In LibreOffice Writer the Insert Image option is found in the **Standard** Toolbar.

Ans.3. Grouping images is done to manage multiple images as a single unit, making it easier to move, resize, and apply formatting to them collectively. This streamlines the process of working with multiple images in documents or presentations, allowing for efficient organization and manipulation.

Ans.4. To wrap an image with the text, follow these steps:

- Select the image.
- Click on the **Format** menu and then the **Wrap** option.
- Select the required option
OR
- Click the required wrap button available on the **Drawing Object Properties** toolbar.

Ans.5. In LibreOffice Writer, the Gallery is a feature that contains ready-to-use objects like Arrows, Bullets, Diagrams, Symbols, Images, Graphics, and Sounds. It allows users to easily insert these objects into their documents. The Gallery is available in all LibreOffice components, including Writer.

Ans.6. Resizing an image changes its overall dimensions (width and height), making it larger or smaller, while cropping removes specific portions of the image, effectively cutting away parts to focus on a desired section. Resizing alters the image's size while maintaining all content, whereas cropping changes the image's composition by removing parts of it.

Ans.7. The positioning of an image is primarily determined by four key settings: text wrapping, alignment, anchoring, and arrangement. These settings control how the image interacts with the text, where it's placed relative to the text and other elements, and how it's stacked with other images.

Ans.8. Linking an image means referencing an external image file, while embedding an image means including the image data directly within the document. A situation where you'd prefer linking in LibreOffice Writer is when dealing with large images or when the image needs to be updated frequently. Linking ensures the document remains smaller and always displays the most recent version of the image.