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INFORMATION TECHNOLOGY FOR CLASS 10

(Study material Based on N.C.E.R.T HANDBOOK)

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## SESSION 2. INSERT AND USE IMAGES

### Relevant Knowledge

Images can be added to a document in several ways: by inserting an image file, directly from a graphics program or a scanner, or from the Open Office Gallery.

### 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. 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.

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