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INFORMATION TECHNOLOGY FOR CLASS 10

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

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DATE-22/04/2021

SESSION 2. INSERT AND USE IMAGES

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.

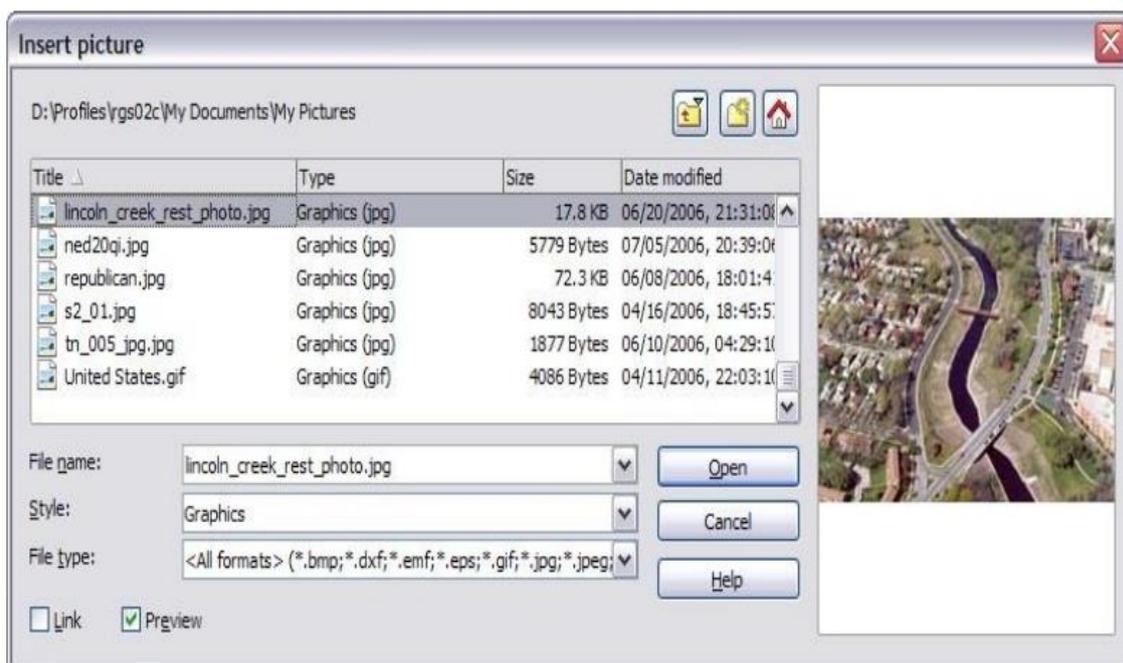


Figure 1.5. Insert picture dialog