

Inserting Images, Hyperlinks and Bookmarks

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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29 May 2020



Learning Objectives

In this tutorial, we will learn how to insert:



Learning Objectives

In this tutorial, we will learn how to insert:

► **An Image file**



Learning Objectives

In this tutorial, we will learn how to insert:

- ▶ **An** Image file
- ▶ **A** Hyperlink



Learning Objectives

In this tutorial, we will learn how to insert:

- ▶ **An** Image file
- ▶ **A** Hyperlink
- ▶ **A** Bookmark **into a** Writer document



System Requirements



System Requirements

This tutorial is recorded using



System Requirements

This tutorial is recorded using

► Ubuntu Linux OS version 18.04



System Requirements

This tutorial is recorded using

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Code files

- ▶ This file and an image file have been provided to you in the Code files link on this tutorial page



Code files

- ▶ This file and an image file have been provided to you in the Code files link on this tutorial page
- ▶ **Pls download and extract the files**



Code files

- ▶ This file and an image file have been provided to you in the Code files link on this tutorial page
- ▶ Pls download and extract the files
- ▶ Make a copy and then use them for practising



What is a Hyperlink?



What is a Hyperlink?

- ▶ Hyperlink **within** documents **are words or phrases that can be clicked**



What is a Hyperlink?

- ▶ Hyperlink **within** documents **are words or phrases that can be clicked**
- ▶ **On clicking them, we jump to a new document or a new section within the current document**



What is a Bookmark?



What is a Bookmark?

- ▶ **A bookmark is a text that marks a particular position inside a paragraph or a text portion**



What is a Bookmark?

- ▶ **Bookmarks are useful when we are reading large documents**



What is a Bookmark?

- ▶ Bookmarks are useful when we are reading large documents
- ▶ It helps us to mark and later revisit certain pages or paragraphs in a document



Summary

In this tutorial we learnt how to insert:

- ▶ **An Image file**
- ▶ **A Hyperlink**
- ▶ **A Bookmark in a Writer document**



Assignment

- ▶ **Open** practice.odt
- ▶ **Insert an image of your choice into the file**



Assignment

- ▶ **Create a hyperlink to open `www.google.com` website when you click on the image in the file**
(Internet connection is required to do this)
- ▶ **Insert at least 2 bookmarks**



About Spoken Tutorial project

- ▶ Watch the video available at https://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

You will have to register to ask questions



Acknowledgements

- ▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**



Thank you

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ www.desicrew.in
- ▶ Thanks for joining

