



Figure 235: Insert Image dialog

✓ Note

If you choose the **Link** option, a message box appears when you click **Open**. It asks if you want to embed the image instead. Choose **Keep Link** if you want the link, or **Embed Graphic** if you do not. To prevent this message from appearing again, deselect the option **Ask when linking a graphic** at the bottom of the message.

Copy and paste

Using the clipboard, you can copy images into a LibreOffice document from another LibreOffice 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) Press **Ctrl+C** (or right-click and select **Copy** in the context menu) to copy the image to the clipboard.
- 4) Switch to the target document.
- 5) Click to place the cursor where the image is to be inserted.
- 6) Press **Ctrl+V** (or right-click and select **Paste** in the context menu) to insert the image.

! Caution

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

Linking an image file

If the **Link** option in the **Insert Image** dialog is selected, Writer creates a link to the file containing the image instead of saving a copy of the image in the document. The result is that the image is displayed in the document, but when the document is saved, it contains only a reference to the image file, not the image itself. The document and the image remain as two separate files, and they are merged together only when you open the document again.