

Inserting an image using a scanner

If a scanner is connected to your computer, Writer can call the scanning application and insert the scanned item into your document as an image. To start this procedure, choose **Insert > Media > Scan > Select Source** on the Menu bar. Select the scan source from the list of available devices, then click where you want the image to be inserted and choose **Insert > Media > Scan > Request** to open the imaging software where you can adjust settings for image quality, size, and other attributes.

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 scanning material into a graphics program and cleaning it up there before inserting the resulting image into Writer.

Inserting an image from the Gallery

The Gallery (Figure 237) 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 LibreOffice Writer, Calc, Impress, and Draw. You can copy or link an object from the Gallery into a document. For more about the Gallery, see Chapter 11, Images and Graphics, in the *Getting Started Guide*.

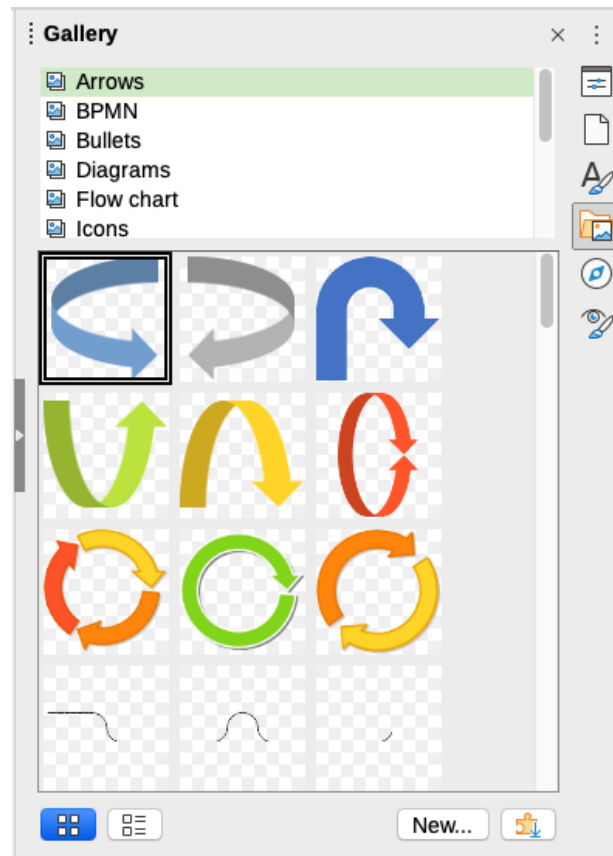


Figure 237: The Gallery in the Sidebar

To insert an object from the Gallery into a document:

- 1) Click the **Gallery** icon on the Sidebar.
- 2) Select a theme in the list provided.
- 3) Select an object with a single click.
- 4) Drag and drop the image into the document, or right-click the object and choose **Insert** in the context menu.
- 5) Adjust the size of the image and position and anchor it as needed; see page 226.