

Linking an image has two advantages and one disadvantage:

- Advantage – You can modify the image file separately without changing the document because the link to the file remains valid, and the modified image will appear when you next open the document. This can be a big advantage if you (or someone else, perhaps a graphic artist) are updating images.
- Advantage – Linking can reduce the size of the document when it is saved, because the image file itself is not included. However, file size is usually not a problem on a modern computer with a reasonable amount of memory, unless the document includes many large image files; LibreOffice can handle quite large files.
- Disadvantage – If you send the document to someone else, or move it to a different computer, you must also include the image files, or the recipient will not be able to see the linked images. You need to keep track of the location of the images and make sure the recipient knows where to put them on another machine, so the document can find them. For example, you might keep images in a subfolder named Images (under the folder containing the document); the recipient of the file needs to put the images in a subfolder with the same name and in the same place relative to the document.

✓ Note

When inserting the same image several times in a document, LibreOffice embeds only one copy of the image file.

Embedding linked images

If you originally linked the images, you can easily embed one or more of them later if you wish. To do so:

- 1) Open the document in Writer and choose **Edit > Links to External Files**.
- 2) The Edit Links dialog (Figure 236) shows all the linked files. In the Source file list, select the files you want to change from linked to embedded.
- 3) Click the **Break Link** button.

✓ Note

Going the other way, from embedded to linked, is not so easy—you must delete and reinsert each image, one at a time, selecting the Link option when you do so.

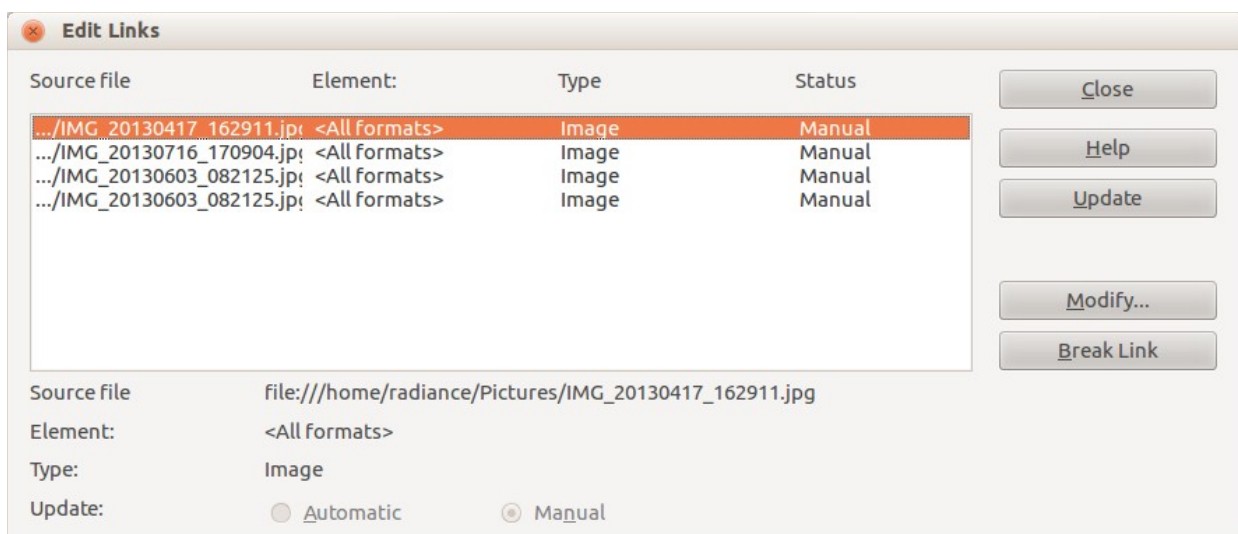


Figure 236: The Edit Links dialog