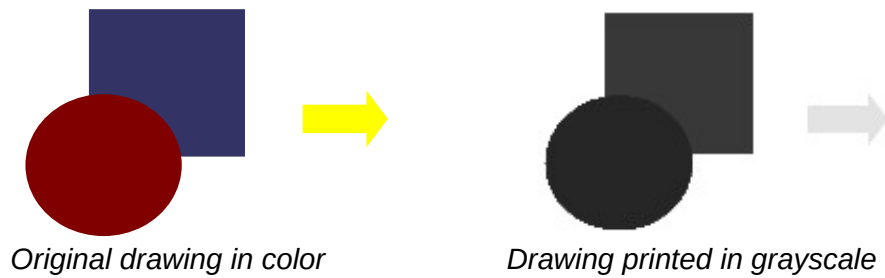
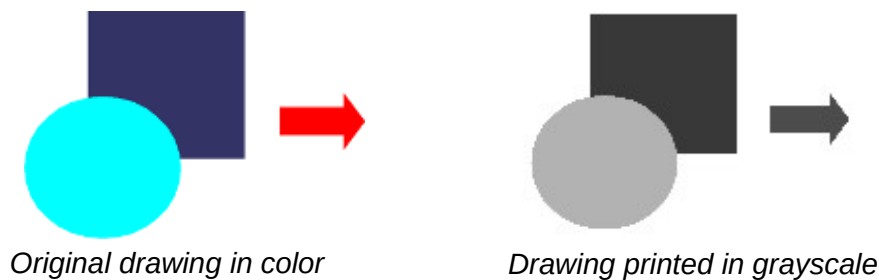


For example, the following diagram looks good in color. The circle is dark red and the square is dark blue. In grayscale, the difference between the two is not so clear. A third element in the diagram is a yellow arrow, which is almost invisible in grayscale.



Changing the colors of the circle and the arrow improves the contrast and visibility of the resulting grayscale image.



If the document will be available in black-and-white print only, a better result can often be obtained by choosing grayscale fills, not color fills.

Adding images to a document

Images can be added to a document in several ways: by inserting an image file stored on your computer, directly from a graphics program or a scanner, by dragging them from the clip art internal gallery, or by copying and pasting from a source being viewed on your computer.

Inserting an image file

When the image is in a file stored on the computer, you can insert it into a LibreOffice document using any of the following methods.

Drag and drop

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 *Ctrl+Shift* keys while dragging the image.

- 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.

Insert Image dialog

- 1) Click in the Writer document where you want the image to appear.
- 2) Choose **Insert > Image** on the Menu bar or click the **Insert Image** icon on the Standard toolbar.
- 3) On the Insert Image dialog, navigate to the file to be inserted, and select it.
- 4) At the bottom of the dialog (Figure 235) is a **Link** option; see page 223. Select **Preview** to show a thumbnail of the selected image on the right, as in the example.
- 5) Click **Open**.