

Spoken Tutorial

LibreOffice Writer - Track Changes

**Script and Narration by
IT for Change**

Talk to a Teacher Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://www.sakshat.ac.in>

January 2012



Learning Objectives

- Peer review of documents

Learning Objectives

- ▶ Peer review of documents
- ▶ using Record Changes

Benefits

By using this feature a reviewer can -

- ▶ **make comments**

Benefits

By using this feature a reviewer can -

- ▶ make comments
- ▶ add text,

Benefits

By using this feature a reviewer can -

- ▶ make comments
- ▶ add text,
- ▶ delete or modify existing text

Benefits

By using this feature a reviewer can -

- ▶ make comments
- ▶ add text,
- ▶ delete or modify existing text
- ▶ which is clearly visible as such in the same document.



Benefits

This can be easily seen by the author

- ▶ who can accept or reject these changes

Benefits

This can be easily seen by the author

- ▶ who can **accept** or **reject** these changes
- ▶ and thus incorporate these edit comments

Benefits

This can be easily seen by the author

- ▶ who can **accept** or **reject** these changes
- ▶ and thus incorporate these edit comments
- ▶ without the effort of making the same changes once again.

OS and versions

Here we are using:

► **Ubuntu Linux 10.04**

OS and versions

Here we are using:

- ▶ **Ubuntu Linux 10.04**
- ▶ **LibreOffice Suite version 3.3.4**

Files being used in this tutorial

I will be using some documents -

1. Seven-reasons-to-adopt-FOSS.odt

Files being used in this tutorial

I will be using some documents -

1. **Seven-reasons-to-adopt-FOSS.odt**
2. **Government-support-for-FOSS-in-India.odt**

LO Writer

More than one person can edit the same document.

LO Writer -

- ▶ **will show each edit in a different colour**

LO Writer

More than one person can edit the same document.

LO Writer -

- ▶ **will show each edit in a different colour**
- ▶ **to help the reader distinguish one reviewer's work from another.**

Comprehensive Assignment

Open a document and correct its spellings using **Record Changes** option.

About the Spoken Tutorial Project



About the Spoken Tutorial Project

The video available at

- ▶ http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ Summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



About the Spoken Tutorial Project

The Spoken Tutorial Team

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



Acknowledgement

- ▶ Spoken Tutorial Project is a part of the Talk to a Teacher project,
- ▶ supported by the National Mission on Education through ICT, MHRD, Government of India
- ▶ More information on the same is available at

<http://spoken-tutorial.org/NMEICT-Intro>

About the contributor

IT for Change

- ▶ This tutorial has been contributed by IT for Change



About the contributor

IT for Change

- ▶ This tutorial has been contributed by IT for Change
- ▶ www.itforchange.net



About the contributor

IT for Change

- ▶ This tutorial has been contributed by IT for Change
- ▶ www.itforchange.net
- ▶ Thank you

