

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

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- ▶ Peer review of documents
- ▶ using Record Changes

Benefits

By using this feature a reviewer can -

- ▶ **make comments**

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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

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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**



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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



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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



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- ▶ Thank you

