

9 . Paragraphs

When typing a text it is important to create good formatting. Not only to make it more readable, but also to assist you as a writer to keep overview of what you have typed. Below is an example of a text with a good formatting:

14 day bus-trip through Spain and Portugal

Spain/Portugal

14 day bus-trip Spain

Behind the pyre trees lay two countries with an extraordinary culture and history. During this bus-trip we will visit places in Spain and Portugal where tradition and folklore stand up against the pressure of modern times. An honest and precious beauty.

Schedule:

Saturday: Amsterdam - Potters ca. 760Km

With special service-lines we are being brought to Amsterdam where, with a cup of coffee we await the arrival of our fellow travellers. From Amsterdam we drive straight through Belgium, through the outskirts of Paris into Potters in the middle of France. Under way we make a few stops and have lunch. Dinner and night rest are in a middle-class hotel in Potters.

Sunday: Potters - Pamplona ca. 550Km

After breakfast we head for the familiar wine territory around Bordeaux. We see the city and numerous vineyards left and right of the road. With the pyre trees east of us we drive past the town of Biarritz. In the late afternoon we arrive at the town of Pamplona, well known for its running of the bulls festival. The furious animals are let loose in the town where young men challenge them. Prior to this folkloric spectacle there is an exuberant week of festivities.

In this module you will learn:

1. What sub-paragraphs are;
2. arranging and formatting sub-paragraphs;
3. adjusting line-spacing

In the above fragment you can see how the text is arranged into different parts, which each have their own header. They are separated by whitespace.

In the daily use of language a paragraph is a collection of sentences that belong to each other. In **Writer** on the other hand a paragraph is a piece of text closed by pressing the **Enter**-key. So in **Writer** whitespace, a header of a paragraph and the title of a chapter are also individual paragraphs.

By pressing **Enter** a paragraph-marking (¶) is put in place, which with a press on the **Nonprinting-Characters** button ¶ are made visible.

With **Writer** you can format your text per paragraph. So for instance you can centre, indent, adjust line-spacing or add numbering per paragraph.

One of the basic principles of **Writer** is that you first have to select a part of a text before you can edit it. This also applies to paragraphs.

When you want to select one single paragraph, it is sufficient to put the cursor somewhere in the paragraph. Selection by dragging is only necessary when you want to edit more than one paragraph at the time.

Because formatting works per paragraph, you have to be able to see where one begins and ends. So it is quite useful to make the paragraph-markings visible. You accomplish this by clicking the **Nonprinting Characters** button ¶ in the standard toolbar. Spaces are displayed as raised points (·).



Assignment 9.1 *Showing paragraph-markings*

1. Open the **Paragraph** file in the **Writer B2** folder of the RedNose CD.
2. Make, by using the **Nonprinting Characters** button ¶, the paragraph markings visible.
3. Count the paragraph markings. How many paragraphs are there according to **Writer**?





You will find the answer on the bottom of this module.

The formatting of a paragraphs is saved in the ¶-sign. When you remove this sign the paragraph formatting is **passed on** to the following paragraph. The two paragraphs are being merged and share the same formatting.

As a first example of paragraph formatting you are going to look into alignment. For the alignment of a paragraph you use the same buttons you use for any other piece of text.

In the following assignment you are going to align paragraphs in different forms.

**Assignment 9.2 Alignment 1**



1. Make sure the file **Paragraph** on your RedNose CD is opened.
2. The first paragraph of the first piece of text should be aligned to the right.
3. Put the cursor in the first paragraph, by clicking in it.
4.  Click the **Align Right** button in the **formatting** toolbar.
5. Next we centre the second paragraph, justify the third paragraph and align the fourth paragraph to the left.
6.  Click, in the second paragraph of the first piece of text and select **Centred**.
7.  **Justify** the third paragraph of the first piece of text.
8.  Select the fourth paragraph of the first piece of text and click the **Align Left** button.



Note: When you want to align more than one paragraph at the time, you need to select the complete paragraphs. Just clicking in the paragraphs will not suffice.

**Assignment 9.3 Alignment 2**

Change, in the same way, the second piece of text.

1.  Make the first two paragraphs **Centred**.
2.  Make the last two paragraphs **Justified**.
3. Close the file **Paragraph** without saving the changes.