

10 . Page-settings




Before you start writing a document in the **Writer** program, it is best to first determine what it should finally look like. In this module you will learn how to do that. The following questions will be answered:

- 1 How large should the pages be?
- 2 How wide should the margins (sidelines) be?
- 3 Should the pages be numbered?
- 4 Are the pages subdivided into two or more columns?

You can of course always adjust these settings afterwards, but it is best to start at the beginning.

10.1 Paper format

There many are different paper formats. These usually have a name that consist of a letter and a number. The most widely used paper format is A4. This paper is always 21 centimetres wide and 29,7 centimetres tall. Below you will find the three most commonly used paper formats.

A3	A4	A5
		
(29,7 x 42,0)	(21,0 x 29,7)	(14,8 x 21,0)

10.2 Changing Paper format

In the following assignment, you are going to make the pages of a document smaller. After you have changed the paper format, you are also going to bring it back to the original paper format (A4)

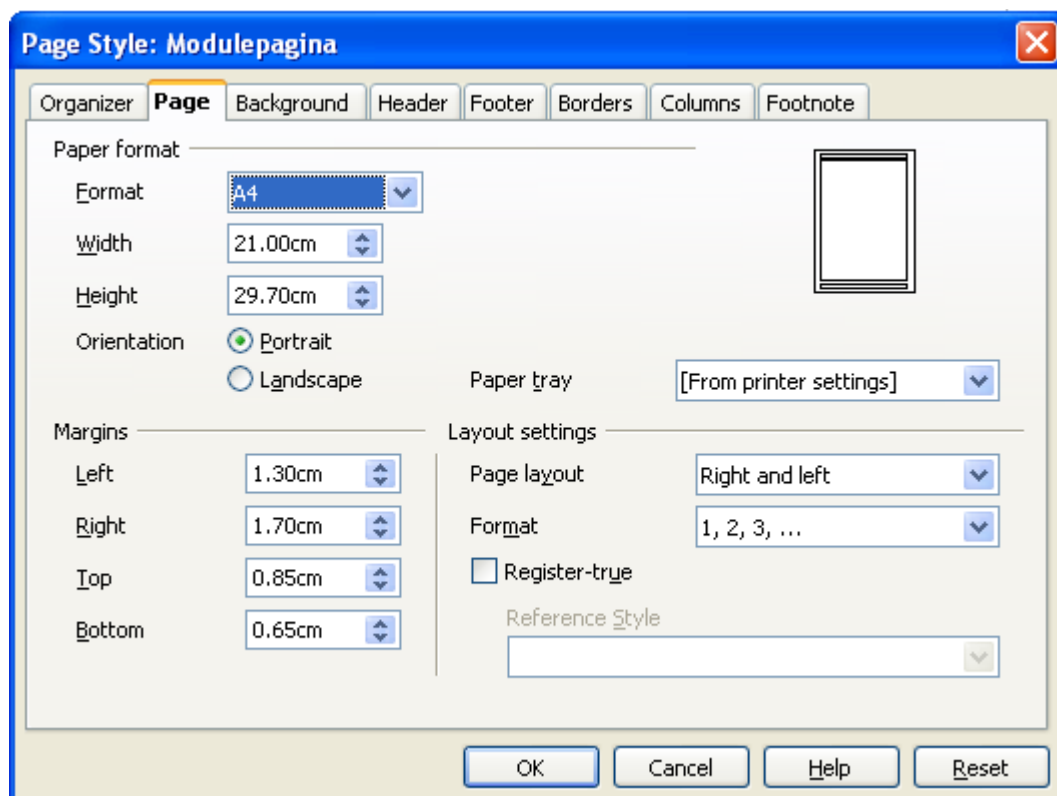


Assignment 10.1 Changing the paper-format

1. Open the file **Advertising and art** in the **Writer B2** folder of the RedNose Cd.
2. Open the **Format** menu, and then select the **Page** option.

The window **Page style: default** will open.

3. Click the **Page** tab.



4. Click below the header **Paper format** on the black triangle on the right of **A4**.
5. Select the **A5** format.
6. Confirm by clicking on the **OK** button.
7. View the result through **File, Page Preview**.



Assignment 10.1 Changing the paper-format (continued)

Advertising and art

Advertising has for a long time been a source of inspiration for artists, and why not the other way around? Most of publicity is, as it happens, simply annoying and a bit of additional art would make life a lot more pleasant.

Picasso and his colleague Georges Braque at the beginning of this century

already used advertisements in their paintings. Those who make modern art, they said, should also use modern materials.

The dadaists in their collages often used imagery from advertisement which often produced some sort of anti-advertisement. If you can't beat them, join them seemed their adagium.

The difference between art and mass-culture has, in the course of time, become increasingly blurred and many artists have been appropriating themselves with the visual language of advertising.

Marcel Duchamp went one step further by

copying the strategies of advertisement. By isolating everyday objects they get a uniqueness which they normally do not have. Following this principle Duchamp transformed, amongst others, a urinal and a bicycle-wheel into works of art.

Andy Warhol was the thoroughbred synthesis of art and advertisement. Everyone knows the cola-bottles, Brillo-packaging


and the Campbell soup-cans, that the former window-dresser lifted into works of art.


Warhol's motives have always remained quite vague. Some say his work was an attack on advertisement, but the artist himself never spoke out on the subject.

Barbara Kruger used both the visual language and strategies of advertising. By means of

large billboards and slogans she comments on social injustice and the power of advertising. What for instance to think of the image of a toy monkey with the caption 'Buy me! I'll change your life?'

source: Volkskrant on the internet





You can see that the text does not fit a single piece of paper anymore. This is because you have made the paper format smaller (A5)

8. Click **Close preview** to return to the document.
9. Again select **Format, Page**.
10. Click the **Page** tab.
11. Select **A4** under the header **Paper format**.
12. Confirm with the **OK** button.

You will see that the text will now fit a single page again.

13. Close the document without saving the changes.

10.2.1 Setting up a different paper format

When you have specific wishes regarding the paper format, you can of course enter the measurements of the paper format by hand. In the following assignment you are going to make a page in the format of a picture-postcard.



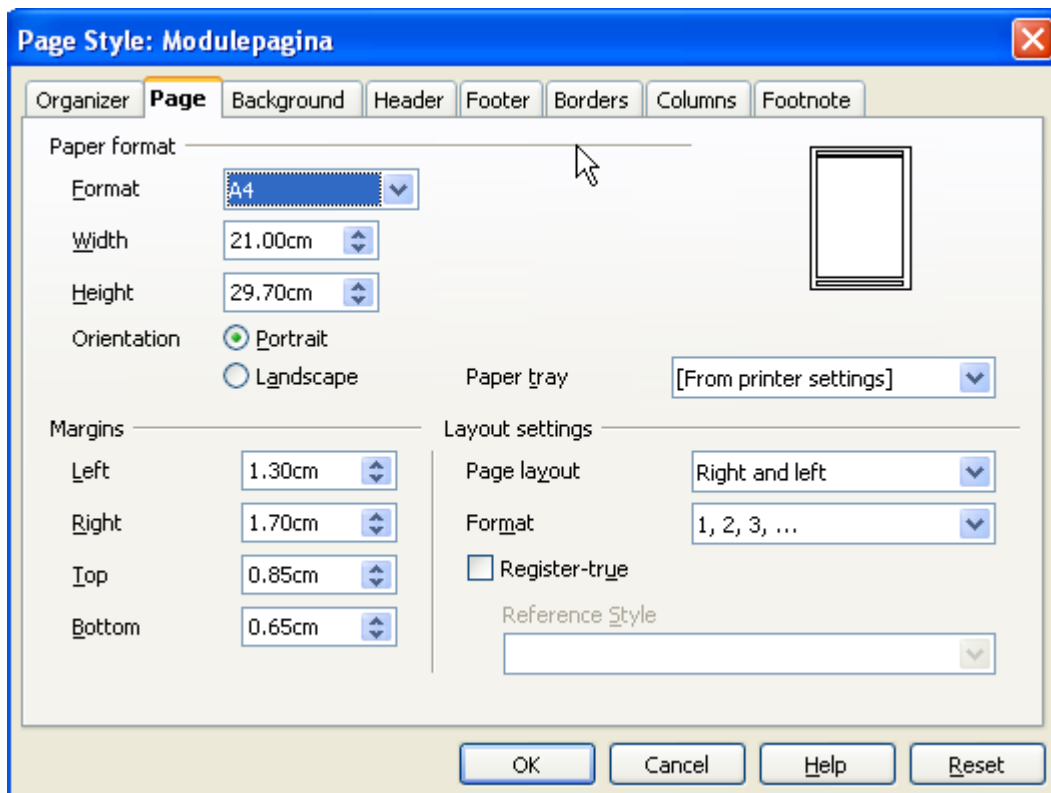
Assignment 10.2 setting up a different paper format

1. Open a new document through the **File**, **New** menu or by clicking the **New**  button on the default toolbar.

An average picture-postcard is 14,8 centimetres tall and 10,4 centimetres wide (You can of course measure this yourself).

2. Open the **Format** menu and select the **Page** option.
3. Click the **Page** tab.
4. First you set up the width. Click in the white bar next to **Width**.

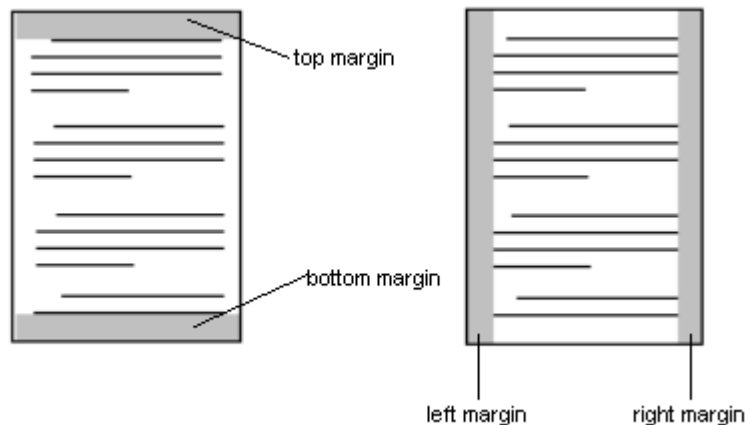
The cursor appears next to “21,00 cm”.



5. Delete “21,00 cm”, and type the correct width (10,4 cm.).
6. Now click in the white bar next to **Height**.
The cursor appears next to “29,70 cm”.
7. Delete “29,70 cm”, and type the correct height (14,8 cm.).
8. Change the orientation from portrait into landscape by clicking the white dot next to **Landscape**.
9. Click **OK** to confirm the settings.
10. Close the document without saving the changes.

10.3 Margins

As you have probably already seen, there is always an empty area around the text. This empty area between the edge of the paper and the text is called the **margin**. There are four margins: the upper- and lower margins and the left- and right margins.



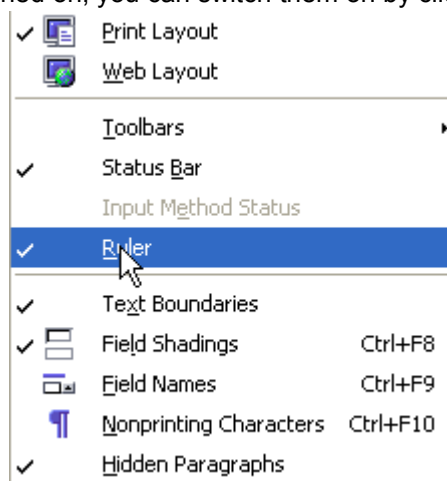
10.3.1 Viewing margins

You can only see the margins of a document when the rulers are visible. In the following assignment you are going to check whether these settings are correct on your computer.

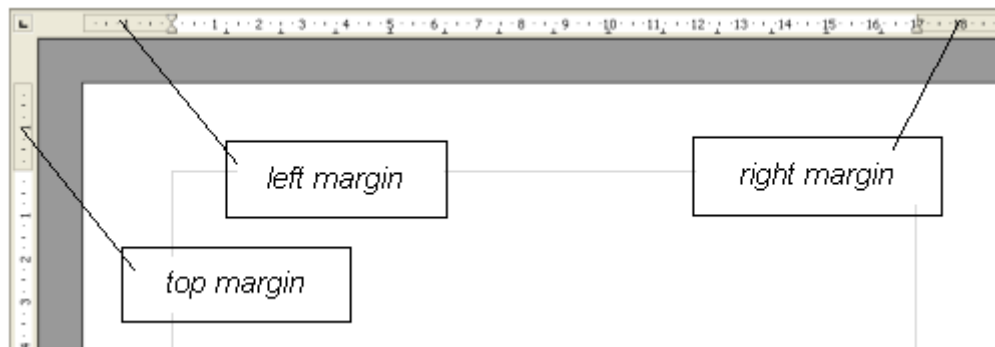


Assignment 10.3 The Rulers

1. Open a new, empty document.
2. In the **View** menu you can see if the rulers are switched on. If there is a tick-mark next to the **Ruler** option, the rulers are switched on.
3. If the rulers are not switched on, you can switch them on by clicking the **Ruler** option.



Now that you have made sure that the settings are correct, you can view the margins. They are marked on the rulers that are on top and on the left of the screen.



10.3.2 Changing the margins through through the rulers

You can change the margins directly through the rulers. By dragging the margins larger or smaller with your mouse.



Assignment 10.4 Changing Margins through the rulers

Left- and right margin

1. Open the text **Copyright** in the **Writer B2** folder of the RedNose CD.
2. Put the mouse-pointer exactly on the division between grey and white on the right side of the upper horizontal ruler.

The mouse pointer changes into a double arrow:



3. Press and hold the left mouse-button.
4. Drag the marking to the number **14** on the right side of the screen and then release the mouse-button.
5. Put the mouse-pointer exactly on the division between grey and white on the left of the ruler.
6. Press and hold the left mouse-button.



7. Drag the marking to the left until the number **2** is just visible in the left margin.

Upper- and lower margin

8. Put the mouse-pointer on the vertical ruler exactly on the division between grey and white.



9. Reduce the upper margin by dragging the marking to around **2,5** centimetres.



Assignment 10.4 Changing Margins through the rulers (continued)

10. Reduce the lower margin in the same way.
11. Close the document without saving the changes.

10.3.3 Changing the margins through the page-settings.

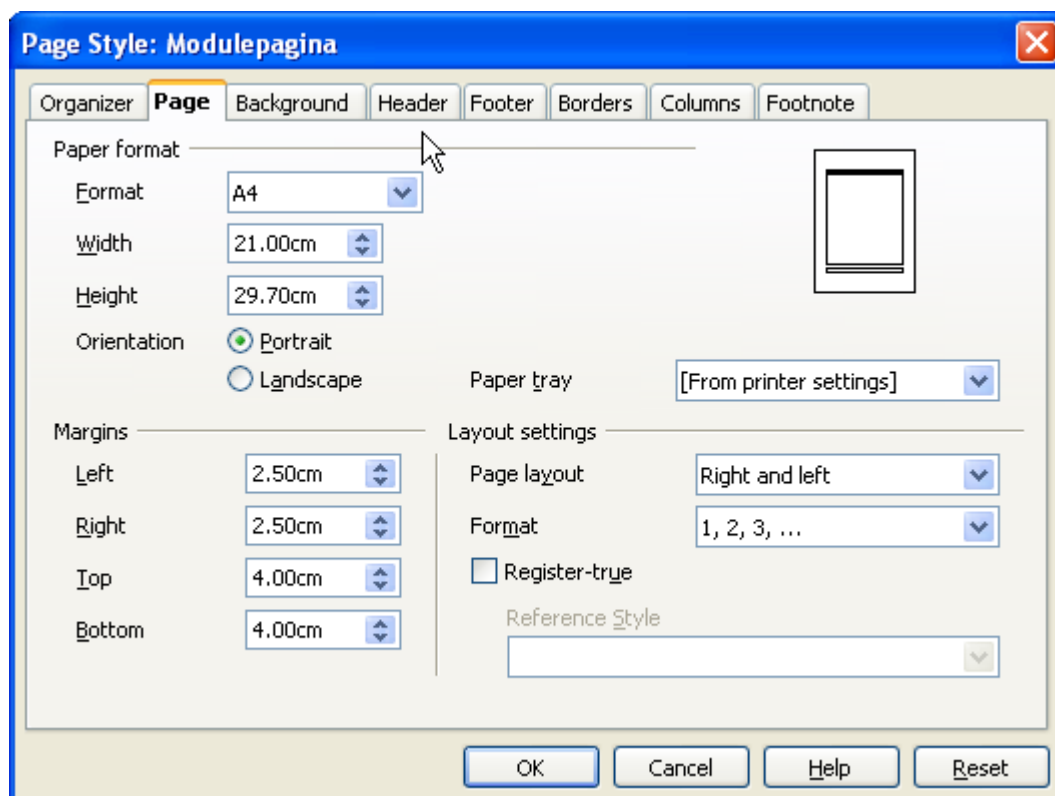
Another way to change the margins is through the **Page** option in the **Format** menu. In the next assignment you are, similar to the previous assignment, going to change the margins of the **Copyright**. This time though you are going to use the menu-option **page**.



Assignment 10.5 Changing the Margins through Page-style

1. Open the **Copyright document** on your RedNose CD.
2. Select **Format, Page**.

The **Page-style** window appears.



3. Click in the white area on the right of the word '**Top**'. The cursor appears.
4. Delete '4,00 cm' from the section, and in it type '2 cm'.
5. With the same method change the bottom margin to 1,75 cm.
6. Set the left margin to 1,5 cm.



Assignment 10.5 Changing the Margins through Page-style (continued)

7. Set the right margin to 2,5 cm.

In the example on the right of the window you can see how your text is going to appear on the page.

8. Confirm the changes by clicking the **OK** button.

Note that, on the rulers you can see that you have changed the margins. De text has become wider, because you have made the margins smaller. The number of pages has also been reduced, namely 2 instead of 3.

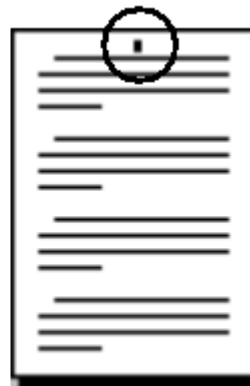
9. Close the document without saving the changes.

10.4 Page numbering

It is possible to automatically number the pages of your document. With this option you can chose between numbering on the top or on the bottom of the page. You can also determine the alignment of the numbering: Are they going to be on the left, in the middle, or on the right of the document?



Bottom aligned right



Top centre aligned



Assignment 10.6 Page numbering

1. Open the text **Country information Greece** from the **Writer B2** folder on the RedNose CD.
2. Open the **Insert** menu and select the **Footer, Default** option.

The Footer area appears on the bottom of the page.

3. Select **Insert, fields, Page Number**.

The page number appears on the left in the footer text. In this case we want the page numbers in the centre.

4. Make sure the cursor is behind the page number.

**Assignment 10.6 Page numbering (continued)**

5. Click the centred button  in the toolbar on top of the screen.

View all pages of the Country information Greece document. You will see that Writer has automatically numbered all pages.

6. Close the document without saving the changes.

The page numbers are now on the bottom centre of the page.

If you want the page numbers on top of the page, you can select **Insert, Header** instead of **Insert, Footer**.

Page numbers in **Writer** are always **Fields**. This means that the page numbers automatically adjust themselves when you add or remove pages.

10.5 Text columns

It is possible with **Writer** to subdivide your text into columns. If for instance you want to make a folder or write an article, a subdivision in columns is desired

The columns can be of equal or unequal width, and you can also vary the number of columns per page. Columns work for a single paragraph, a single page or for multiple pages.

Creating columns always consists of the following steps:

- First type the text without columns.
- Select the text-area that you want to put into columns.
- Set-up the number of columns.

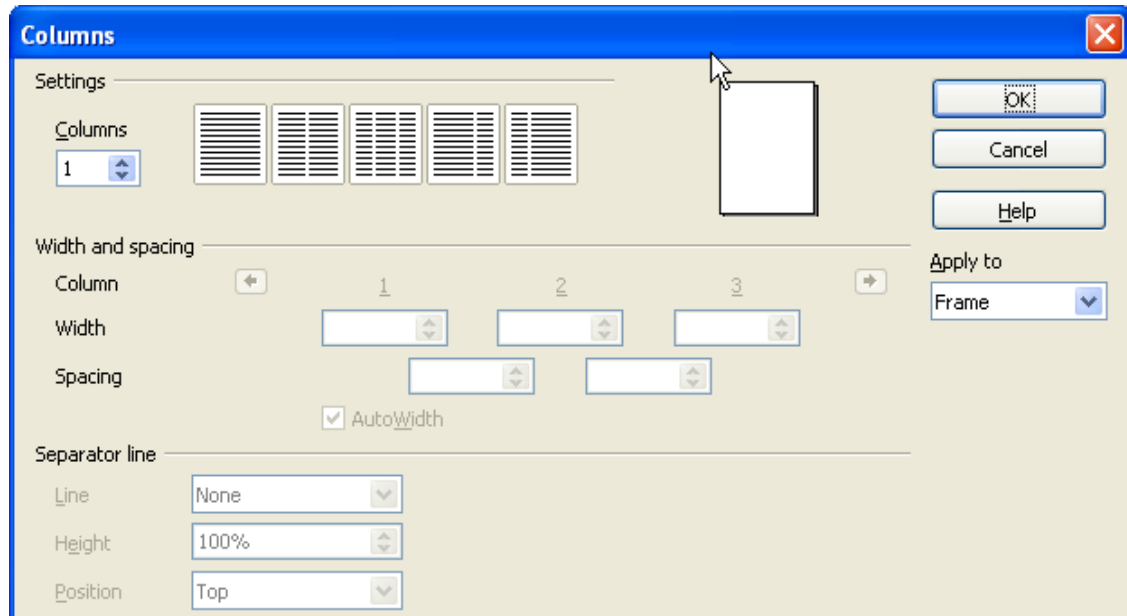
10.6 Two columns of similar width

In the following assignment you are going to make two columns of equal width.



Assignment 10.7 Making text columns of equal width

1. Open the **Hot air balloon** document in the **Writer B2** folder of the RedNose CD.
2. Select the whole text from the beginning of the line 'On top of that people mesmerized...'
3. Click **Format, Columns**.
4. The **Columns** window appears.



5. Click under the header **Columns** on the black arrow that points upwards, on the right of the number 1. The white section will now state 2.



The text will now automatically be split into two columns of equal width.

6. Click **OK**.
7. View the result.

It is of course possible to put the text back into a single column. This you will learn in the next assignment.



Assignment 10.8 Delete Text columns

1. Select the whole text from the beginning of the line 'On top of that people mesmerized...' again.
2. Click **Format, Columns**.
3. Click under the header **Columns** on the black arrow that points downwards, on the right of the number 2. The white section will now state 1.
4. Click **OK**.
5. View the result.
6. Close the document without saving the changes.

10.6.1 Two columns of different width

In the above assignments you have made columns of the same width. It is of course possible to also make columns of different width. For this you can make use of the pre-set columns widths, but it is also possible to set the width for each column. You can also set the distance between the different columns. In the following assignment you are going to make two columns of different width, whereby you are going to make use of a pre-set column-format.



Assignment 10.9 Making Two columns of different width

1. Again open the **Hot air Balloon** document on your RedNose CD.
2. Select de whole text from the beginning of the line 'On top of that people mesmerized...'.
3. Click **Format, Columns**. The dialog-window **Columns** appears.

On top in the window you will see the standard types of columns of both equal and unequal width:



4. Click the column-format with a small column left and a wide column on the right.



5. Click on the right of the header **Spacing** on the black arrow that points upwards, right of **0,00 cm**. Do this until it states **0,50 cm**.
6. Click **OK**.
7. Close the document without saving the changes.

10.6.2 More than two columns of different width

In the assignment below you will learn how to make more than one column of different widths.



Assignment 10.10 More than two columns of unequal width

1. Open the **Hot air Balloon** document from the **Writer B2** folder on the RedNose CD.
2. Select de whole text from the beginning of the line 'On top of that people mesmerized...'.
3. Select **Format, Columns**.

The dialog-window **Columns** appears.

4. Make sure that in the white area under **Columns** the number **4** is stated.



Assignment 10.10 More than two columns of unequal width (continued)

5. Untick the **AutoWidth** option by clicking it

In the **Width and Spacing** area is for each column given how wide it is (**Width**) and how much space there is between the columns (**Spacing**).

6. Type or select in the **Width** area the width of each column:

Column 1: 3 cm

Column 2: 3,50 cm

Column 3: 4 cm

7. You can bring column four into view by clicking the black arrow that points to the right.



The width of column 4 is automatically adjusted, so that the columns fit the page exactly. The width is set to 6,01 cm. In the example in the upper right you will see the columns as they will appear on the page.

8. Click the **OK** button to confirm the settings.
9. View the result.
10. Close the document without saving the changes.



Assignment 10.11 Margins, page-numbering and Columns

1. Open the document **Moon** in the **Writer B2** folder of the RedNose CD.
2. Set the margins to:
 - Left margin 2 cm
 - Right margin 2 cm
 - Top margin 3 cm
 - Bottom margin 3 cm
3. Set the page-number on the lower right of the footer.
4. Select the whole text from '**1. Movement in the sky**'.
5. Set this text to two columns of equal width.
6. Make the distance between the columns 2 cm.
7. Make it so that there is a separator-line of 0.05 pt between the two columns.



Assignment 10.11 Margins, page-numbering and Columns (continued)

If you have executed the assignment correctly, the first page of the text will look as follows:

THE MOON



MOON, generally a *satellite* (companion) of a *planet*. In particular, meaning 'the moon' (also: *Moon*) the natural satellite of the earth. The moon is an spherical celestial body, located at a distance of around 384 to 400 thousand kilometres from the earth. She is, apart from human-made artificial moons, our nearest celestial body.

1. movement in the sky

The moon just like the sun and stars rises from the east and sets in the west as a result of the rotation of the earth. Closer observation shows that the moon also moves along the sky in an eastward direction, of about 1° (that is almost as much as her apparent diameter) an hour. After a day the moon has moved on average about 13° . So that day by day she rises a little later. The movement is the result of the orbit of the moon around the earth, that takes 27,321661 days (*sidereal month*). This orbit occurs in the same direction as the earth moving around the sun.

1.1 Rise

So in the evening one sees the moon as a

midnight and is only half-lit (last quarter, also quadrature). After that she rises later and later and declines more and more until finally, in the eastern morning-sky just before sunrise, there is only a small sickle visible. After that the moon is invisible during several nights (new moon), until she again appears in the evening-sky and the process repeats itself. The day to day later rising does not happen at regular intervals, and also varies by the season.

1.2 Winter- en summer-moon

Because the full moon, in respect to the earth is opposite of the sun, the full moon in winter behaves itself like the sun in the summer. She, in our region, rises in the north-east, culminates high above the horizon in the middle of the night (culmination) and sets in the north-west. The

8. Save the file as **Moon finished** in the **My Documents** folder.
9. Close the document.