

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Word Processing: Writer (Part 8)

Date: 17-04-20

Formatting Pages (Page Style):

Every page in Writer is based on a **page style**. Pages styles define basic layout, including page size, margins, headers and footers, borders, backgrounds, etc. Changes to these settings automatically change the page style. This means that, in contrast to paragraph styles, these settings cannot be used to directly format individual pages. As with other styles, Writer comes with a number of page styles. We can modify these styles or create new ones. The Default page style is used when no other page style has been specified. In addition to page styles, several features enable you to further control page layouts, including columns, frames, tables, and sections.

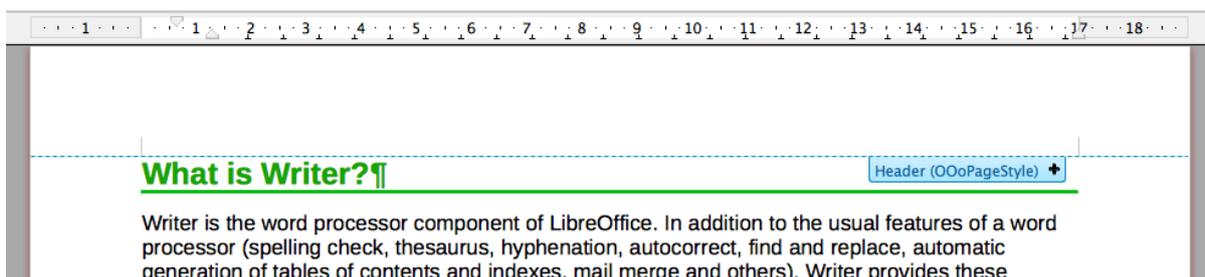
Creating headers and footers:

A header is an area that appears at the top of a page above the margin. Footer appears at the bottom of the page below the margin. Information such as page number is inserted into the header or footer of a page style. That information is then displayed on every page with the same page style (unless the page style enables separate settings for the first page or for left and right pages).

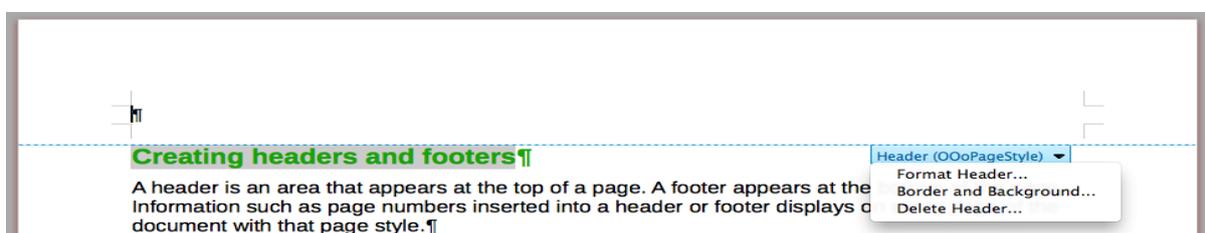
Inserting a header or footer

We can insert a header in several ways. Here is the easiest:

Click above the top margin (or below the bottom margin) to make the Header or Footer marker appear and then click on the +.



After a header/footer has been created, a down-arrow appears on the marker. Click on this arrow to drop down a menu of choices for working with the header.

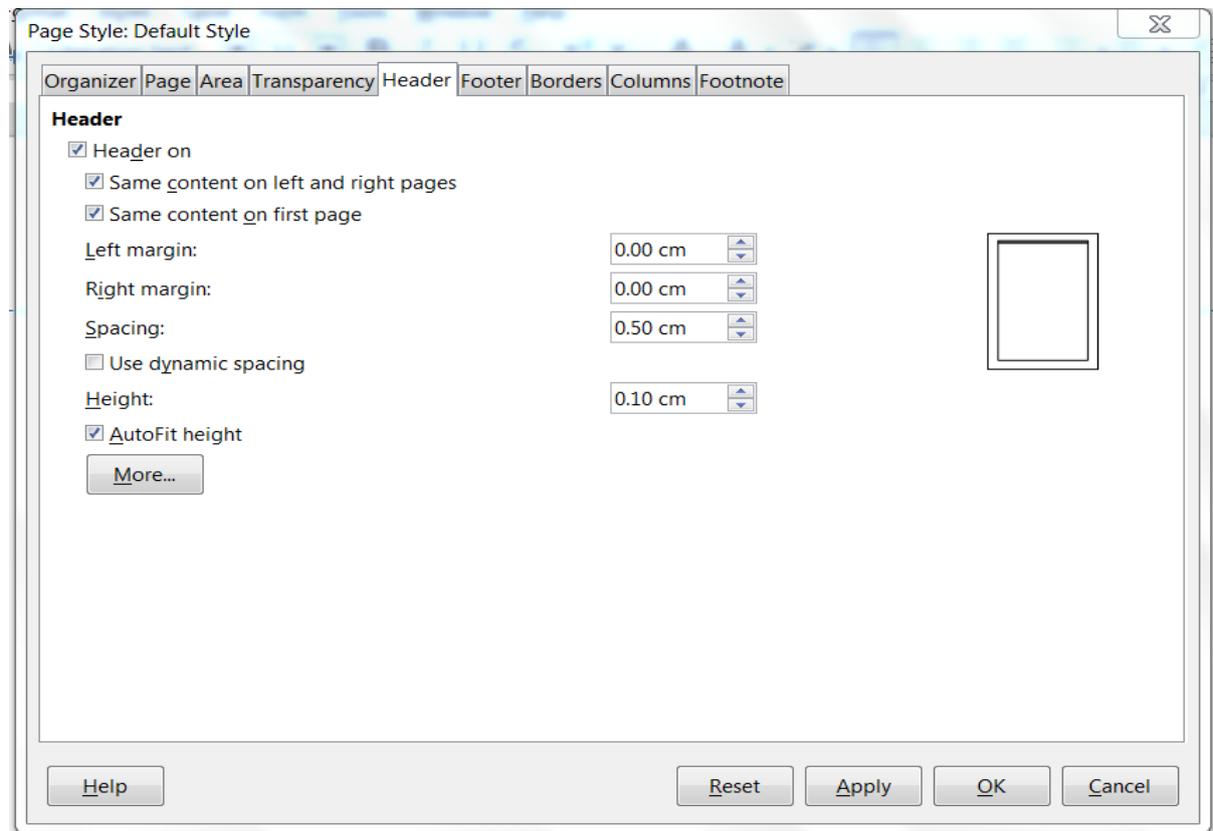


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Alternatively, you can choose **Insert > Header and Footer > Header > Default Style** (or some other page style, if not Default Style).

Determining header and footer appearance:

To format a header (use similar settings for footer), we can either click on **Format Header** in the menu shown in or go to **Format > Page style... > Header**. Both methods take us to the same tab on the Page Style dialog. Here we can specify if headings on the left and right pages should be the same or different. You can also specify whether the first page will have no header or a different header than other pages.

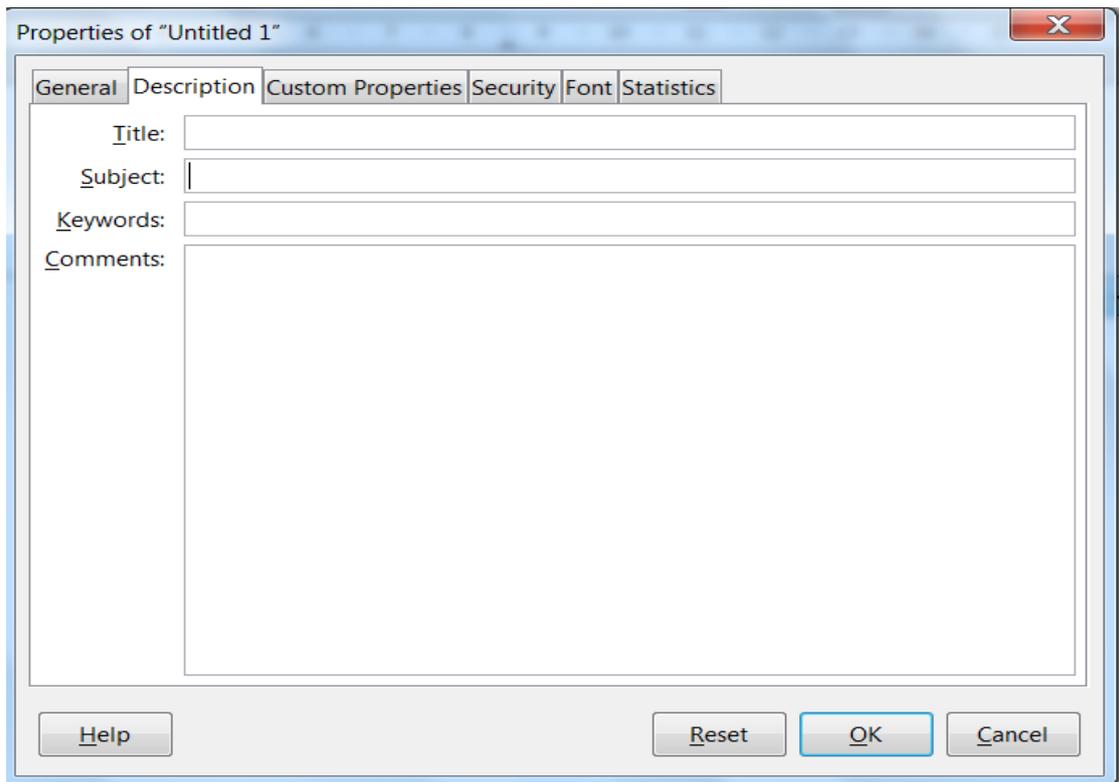


In this dialog, you can also turn the header on or off, set the margins, and set the spacing between the header and document text.

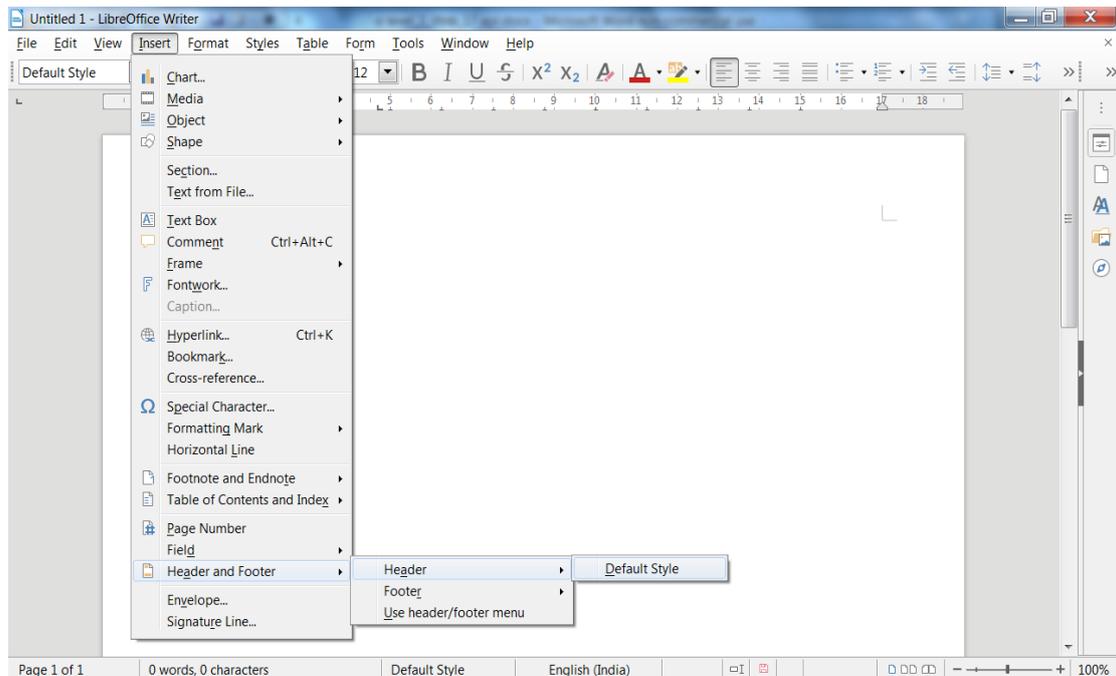
Inserting document title in headers and footers:

- 1) Information such as a document title is also put into the header or footer. These items are best added as fields. That way, if something (such as the name) changes, the headers and footers are updated automatically. Here is one common way to use fields to insert the document title into the header:
- 2) Choose **File > Properties > Description** and type a title for your document.

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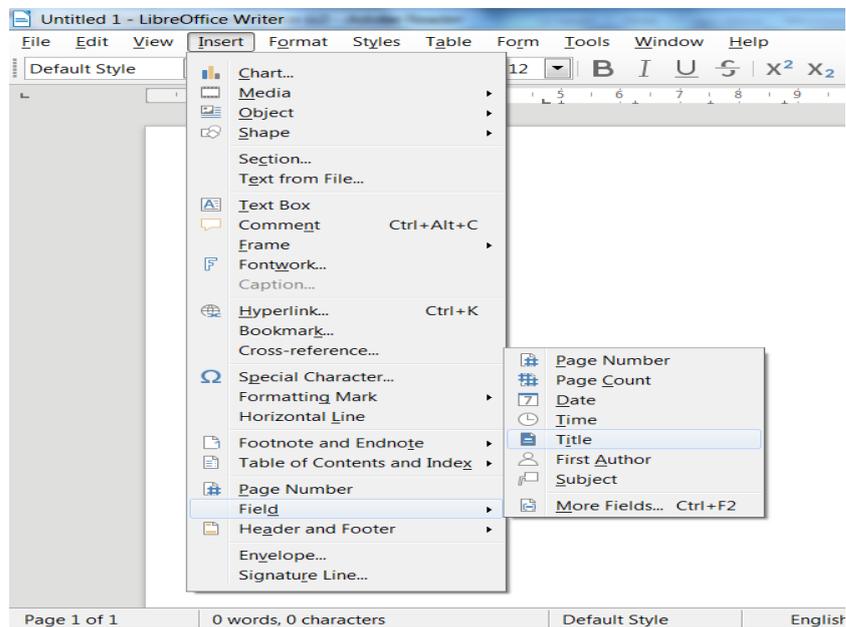
- 3) Add a header with **Insert > Header and Footer > Header > Default Style** (or appropriate page style).



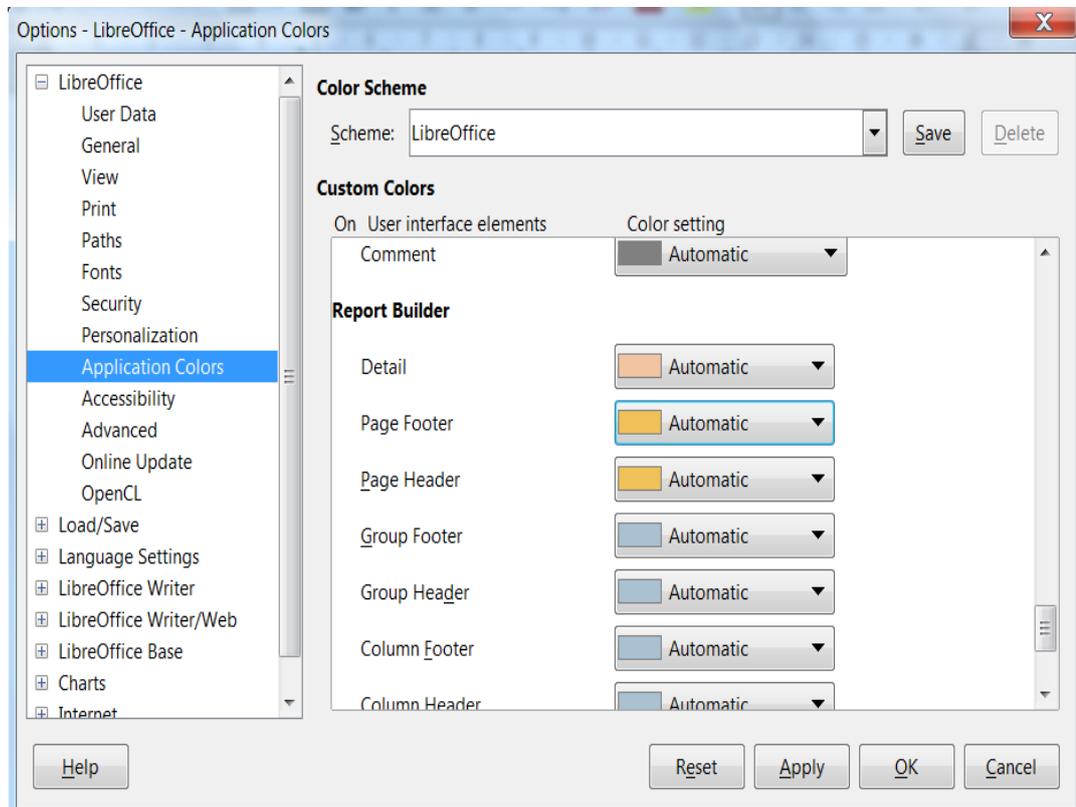
- 4) Place the cursor in the header area at the top of the page. If needed, click on the **+** to be able to click in the header.

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5) Choose **Insert > Fields > Title**. The title should appear on a gray background.



The background does not show when printed and can be turned off in **Tools > Options > LibreOffice > Application Colors**.



6) To change the title for the whole document, go back to **File > Properties > Description**.

Assignments:

- A. What are the page styles? How can they change the appearance of your document?
- B. What do you understand by header and footer? How can you insert header and footer in your document?