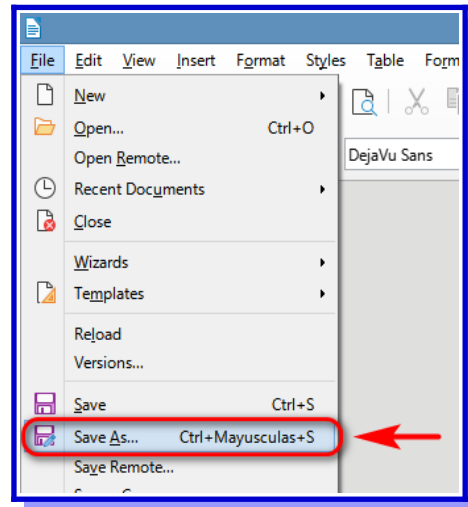


ACTIVITY 1: FIRST STEPS WITH WRITER

Part I: Save document

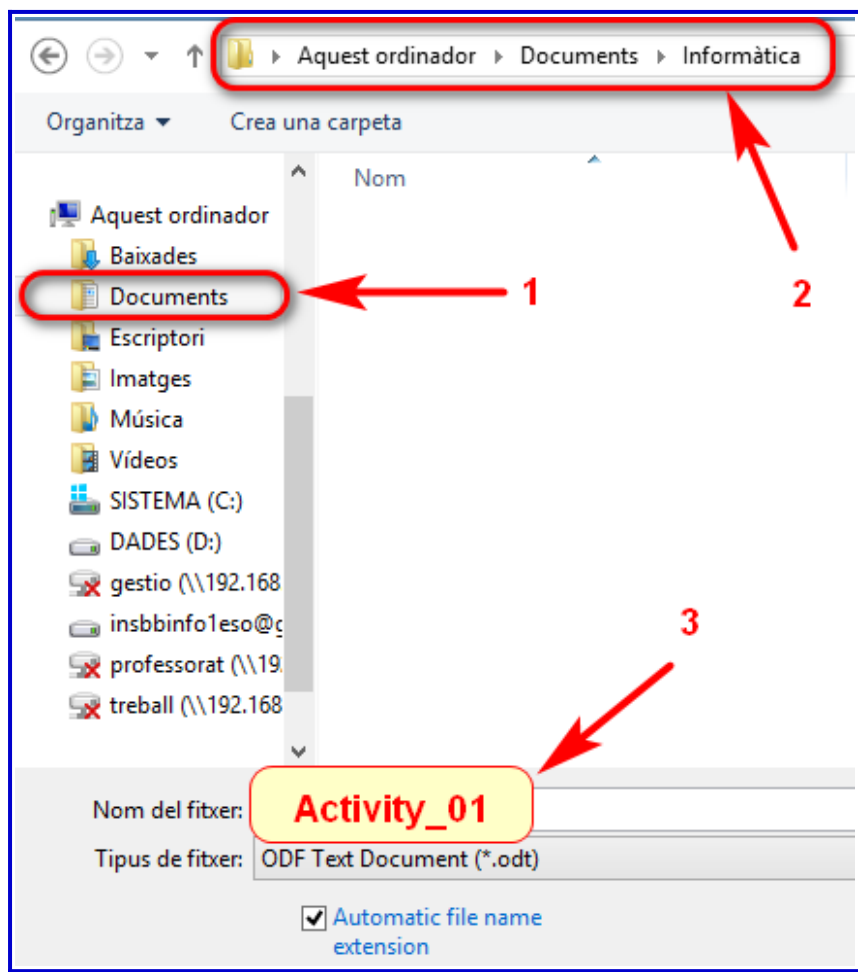
1. Save document.

- Select **File** → **Save As...**



2. The dialog will be opened and it should be chosen the document name and the place to save. Save as Activity_01.odt within a Documents/Computing/Unit1 folder.

For doing so, type the name in the text box (*it is not necessary to put the extension "odt", this is automatically done by the program*).



Part II: Paste text

Read the text detailing the values on which the European Union is founded and then select and copy the text (For doing faster you may press **Ctrl** and **C** keys at once when all the text is selected:

VALUES

The European Union is founded on the following values:

a) **Human dignity**

Human dignity is inviolable. It must be respected, protected and constitutes the real basis of fundamental rights.

b) **Freedom**

Freedom of movement gives citizens the right to move and reside freely within the Union. Individual freedoms such as respect for private life, freedom of thought, religion, assembly, expression and information are protected by the EU Charter of Fundamental Rights.

c) **Democracy**

The functioning of the EU is founded on representative democracy. A European citizen automatically enjoys political rights. Every adult EU citizen has the right to stand as a candidate and to vote in elections to the European Parliament. EU citizens have the right to stand as a candidate and to vote in their country of residence, or in their country of origin.

d) **Equality**

Equality is about equal rights for all citizens before the law. The principle of equality between women and men underpins all European policies and is the basis for European integration. It applies in all areas. The principle of equal pay for equal work became part of the Treaty of Rome in 1957.


e) **Rule of law**

The EU is based on the rule of law. Everything the EU does is founded on treaties, voluntarily and democratically agreed by its EU countries. Law and justice are upheld by an independent judiciary. The EU countries gave final jurisdiction to the European Court of Justice - its judgments have to be respected by all.

f) **Human rights**

Human rights are protected by the EU Charter of Fundamental Rights. These cover the right to be free from discrimination on the basis of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation, the right to the protection of your personal data, and the right to get access to justice.

Next, you have to paste each paragraph in each box. There are **5 different ways of doing this**, you should test each of them and check their operation and usefulness.

a) Press **Paste icon** in the function bar .

b) Select **Edit** → **Paste**.

c) Select **Paste** option from the context menu that opens by pressing the right mouse button.

d) Press **Ctrl** and **V** key combination.

e) Select the text and press the **Ctrl** key, but don't let it go. When the **Ctrl** key is pressed you must drag the text with the **mouse** (you must press the left mouse button) from its source place where you want to copy it (leave the mouse button when you are in the bottom box).

If you do the same operation but without pressing the Ctrl key you get to move, not copy.

f) choose the method you think is most practical and use it for copying it here.

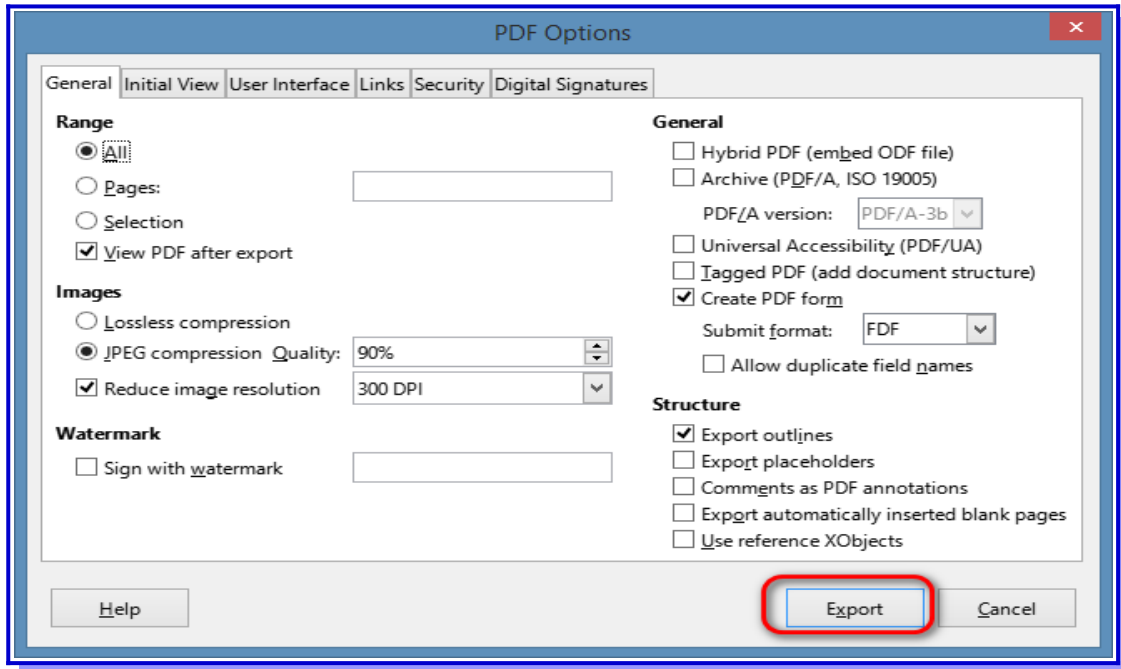
Finally, you have to delete the parts: "Part I, Part III, Part IV and Part V", you should leave only **Part II**.

Save the file to keep a copy with the work done in *.odt format if you need to edit it again.


Part III: Export as PDF

The PDF format (Portable Document Format) is most often used when a document is shared only for display (it is like a virtual printing of the document).

1. Export the document as exercise_writer-01.pdf. To do so, select **File** → **Export as PDF**. It opens a dialog box with all the possible options,



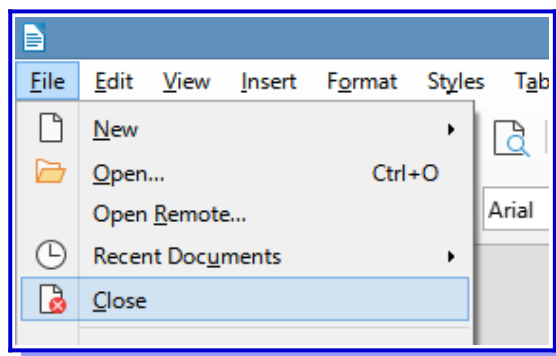
at the beginning you only need to press Export button.

2. A new Dialog will be opened very similar to **Save as...** to choose the folder and name of the file.
3. A quicker way to export the document in pdf, without going through the PDF option dialog box, is to press the **Export directly as PDF** button of the toolbar .

Part IV: Close File

To close the document without closing Writer you should go to File - Close or press to the cross in the document window.

- Select **File** → **Close**.



Part V: Close application


To close the application you do not need to close the document first, so in practice these last parts are done in a single step.

To close the application there are three ways for doing so:

- Press the close window button
- Select **File** → **Exit**.
- Press **Ctrl** and **Q** key combination.



The final result of this task must be something like that:

a) Press **Paste icon** in the function bar .

Human dignity

Human dignity is inviolable. It must be respected, protected and constitutes the real basis of fundamental rights.

b) Select **Edit** → **Paste**.

Freedom

Freedom of movement gives citizens the right to move and reside freely within the Union. Individual freedoms such as respect for private life, freedom of thought, religion, assembly, expression and information are protected by the EU Charter of Fundamental Rights.

c) Select **Paste** option from the context menu that opens by pressing the right mouse button.

Democracy

The functioning of the EU is founded on representative democracy. A European citizen automatically enjoys political rights. Every adult EU citizen has the right to stand as a candidate and to vote in elections to the European Parliament. EU citizens have the right to stand as a candidate and to vote in their country of residence, or in their country of origin.

d) Press **Ctrl** and **V** key combination.

Equality

Equality is about equal rights for all citizens before the law. The principle of equality between women and men underpins all European policies and is the basis for European integration. It applies in all areas. The principle of equal pay for equal work became part of the Treaty of Rome in 1957.

e) Select the text and press the **Ctrl** key, but don't let it go. When the **Ctrl** key is pressed you must drag the text with the **mouse** (you must press the left mouse button) from its source place where you want to copy it (leave the mouse button when you are in the bottom box).

If you do the same operation but without pressing the Ctrl key you get to move, not copy.

Rule of law

The EU is based on the rule of law. Everything the EU does is founded on treaties, voluntarily and democratically agreed by its EU countries. Law and justice are upheld by an independent judiciary. The EU countries gave final jurisdiction to the European Court of Justice - its judgments have to be respected by all.

f) choose the method you think is most practical and use it for copying it here.

Human rights

Human rights are protected by the EU Charter of Fundamental Rights. These cover the right to be free from discrimination on the basis of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation, the right to the protection of your personal data, and the right to get access to justice.