

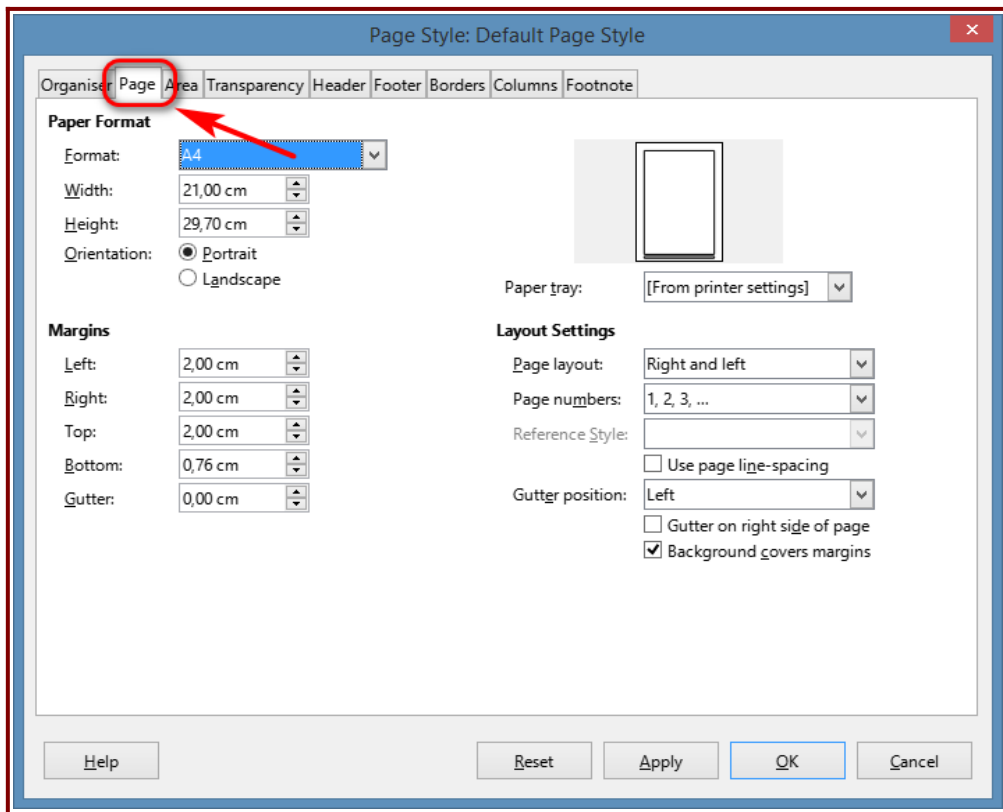
## Activity 4: Page setup

When somebody writes by hand, he has to choose the size of the paper, its orientation, make the margins... In a word processor, such as Writer, these operations that are unconsciously performed on paper must be detailed. To do so, it can be done before starting to write the text, or also – and this is a great advantage of computer text processors – at any time, even after the document has been completed. The format can be adapted to the needs of each moment.

### Page Format

The settings that define our worksheet in Writer may be set as follows:

1. Open **F**ormat drop-down.
2. Select «**P**age Style».
3. Search the **P**age tab (or Page Style) and decide the most appropriate parameters.
4. Finally, **O**K button is pressed.



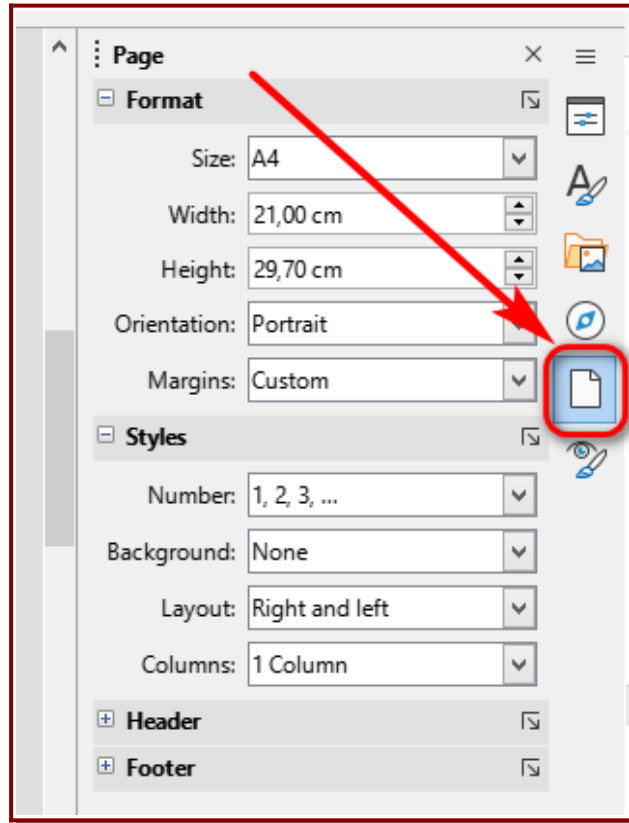
### Sidebar

Some of the page properties can also be modified with the **sidebar** menu. If you do not see the sidebar in your Writer it may be disabled, the simplest for enabling it is to make the '**Ctrl+F5**' key combination.

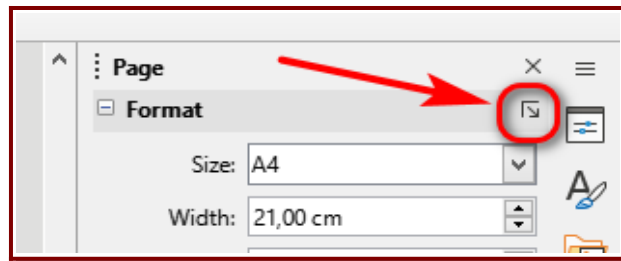
The sidebar may be enabled but minimized, so you only need to click on the triangle to see the editing options.



To modify the page properties, you only need to select the second option of vertical icons and then all page editing functions are already available.

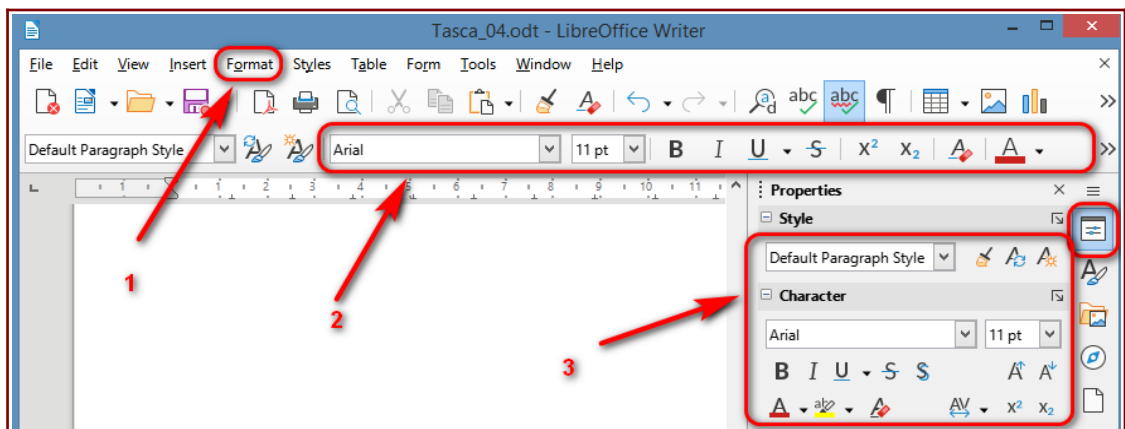


It is always possible to extend the sidebar editing options by clicking on the skew arrow at the right side, then extended editing menu is opened.



## Text format

There are three options to change the style of the text:



1. Open **Format** → **Text**
2. Use toolbar icons.
3. Use menus and icons in the Sidebar. (If the sidebar is not visible you can always activate it in the View menu or with the Ctrl+F5 key combination).

## Now is your turn...

1. Open a new Writer document and change the page settings with these settings:
  - a) Margins with the following values:
    - Left: 3 cm
    - Right: 3 cm
    - Top: 4 cm
    - Bottom: 3 cm
  - b) Page position: horizontal.
2. Copy next text and give the format to each of the three parts of the text:
  - a) **Title**: Source Type, Liberation Sans; font size, 24; red; bold and centred alignment.
  - b) **Introduction**: Calibri; font size, 14; blue and centred alignment.
  - c) **Subtitle**: Source Type, Times New Roman; font size, 14; bold and italic, and left alignment.
  - d) **Document**: Source Type, Arial; font size, 11; justified alignment.

### European Parliament

The European Parliament is an important forum for political debate and decision-making at the EU level. The Members of the European Parliament are directly elected by voters in all Member States to represent people's interests with regard to EU law-making and to make sure other EU institutions are working democratically.

### Powers and procedures

The Parliament acts as a co-legislator, sharing with the Council the power to adopt and amend legislative proposals and to decide on the EU budget. It also supervises the work of the Commission and other EU bodies and cooperates with national parliaments of EU countries to get their input. See how it all works here.

### Organisation and rules

Learn more about how an international, multilingual, political institution like the European Parliament functions on a daily basis. Find out about the procedures, the places of work, the people that provide support to the MEPs and the EP budget.

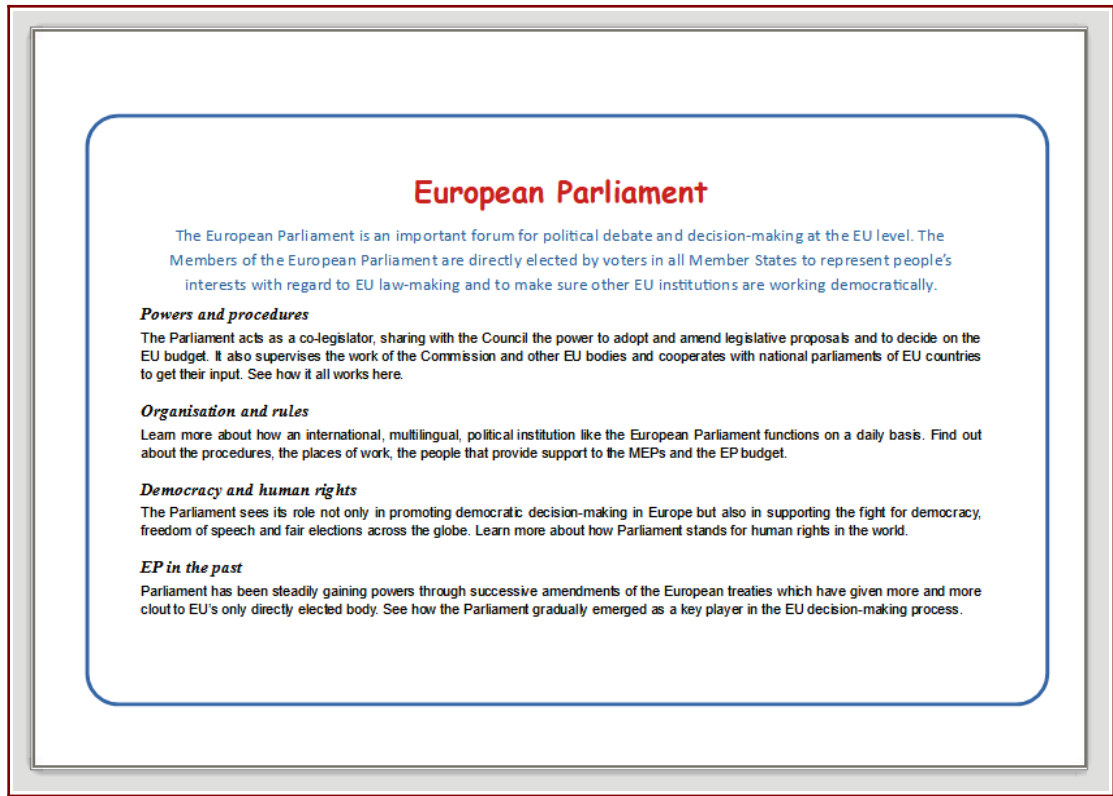
### Democracy and human rights

The Parliament sees its role not only in promoting democratic decision-making in Europe but also in supporting the fight for democracy, freedom of speech and fair elections across the globe. Learn more about how Parliament stands for human rights in the world.

EP in the past

Parliament has been steadily gaining powers through successive amendments of the European treaties which have given more and more clout to EU's only directly elected body. See how the Parliament gradually emerged as a key player in the EU decision-making process.

3. Go to **File** → **Print Preview** to see how the document looks. The general aspect of the document must be roughly like:



4. You can improve the activity by adding a rectangle that encompasses the whole text.

5. Save as Activity\_04.odt, export as pdf file and send to the teacher.