

Activity 6: PREPARING A PORTFOLIO

Before doing anything, read carefully...

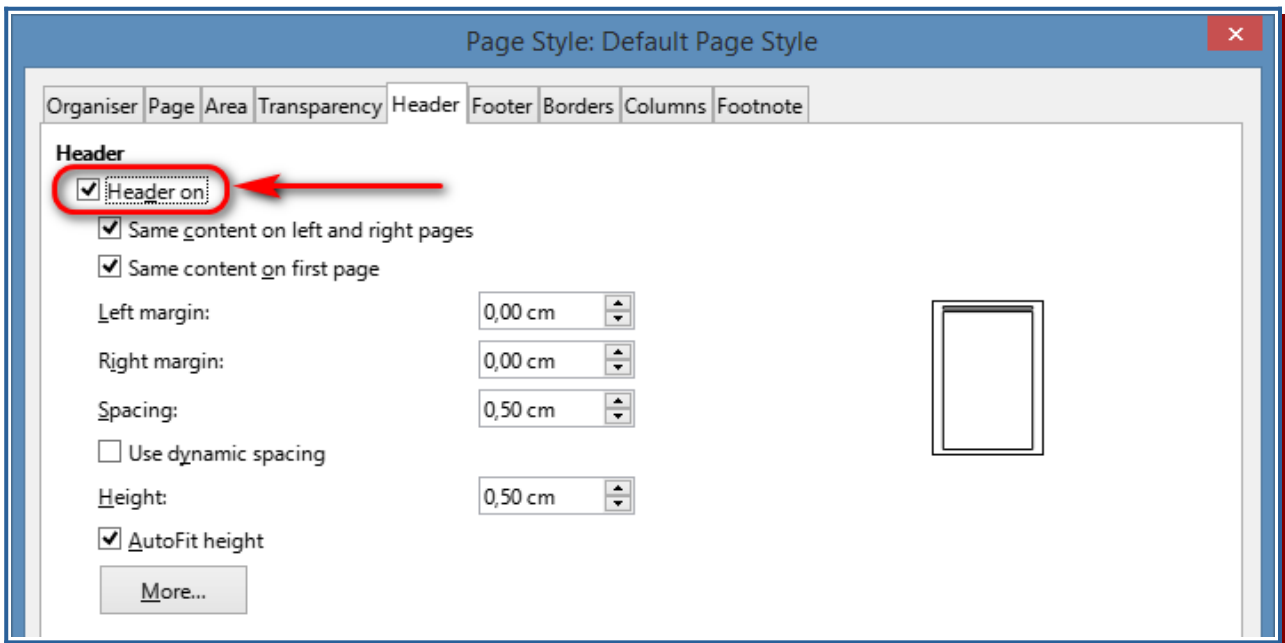
Sometimes we have to produce documents that are longer and then it is important to add elements to give it some uniformity and a sense of all together. These are those elements that we consider to be fundamental when we are preparing a 'portfolio'.

The basic elements that must have any work or portfolio made with a text processor are:

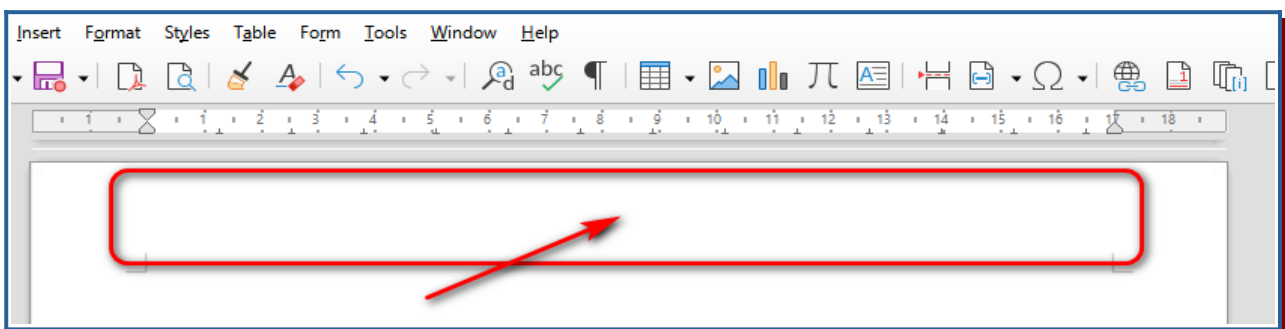
- Heading with general document information.
- Footer (with page numbers, author...).
- Title page.

a) Header

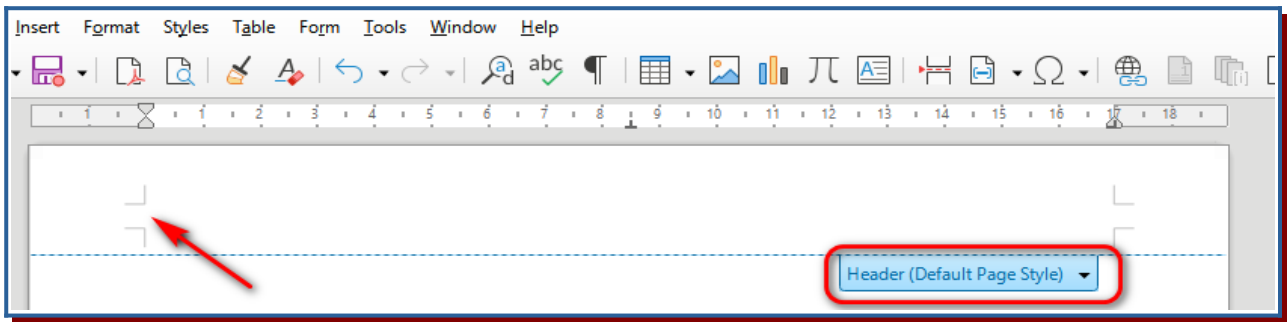
To edit the heading you need to access **Format** → **Page Style** → **Header** and enable it.



Apparently the document has not changed, but if we click on the top of the page we will see that we have a space for editing.



Here we can include any element but with the particularity that everything that is there will be on all pages.

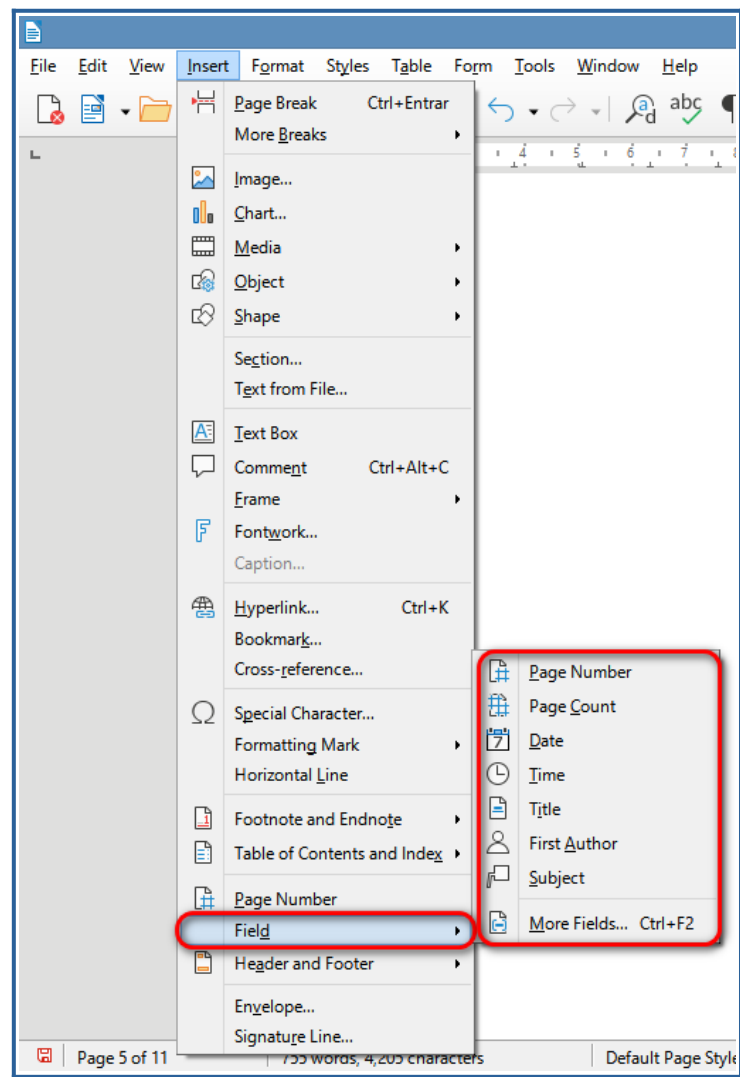


b) Footer

The procedure is the same and in this case the access path is **Format** → **Page Style** → **Footer**. You may use this site to place page numbers, author, date or any other information considered interesting.

It is often very useful to use the "**Fields**" that Writer can use. You should follow the **Insert** → **Field** → **More fields...** route or use directly '**Ctrl+F2**'.

Fields are already defined concepts such as "date", "time", "page number", "author"... which usually provide information about the file. This information is often the one put on the footer.



c) Title page

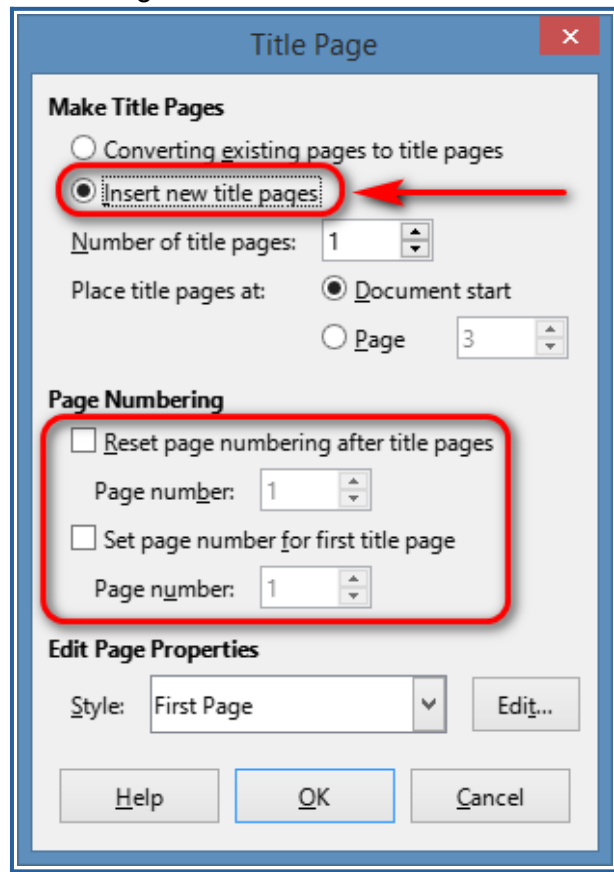
When the document has more than 3 or 4 pages, it is appropriate to place a cover. The cover must contain the basic information about the content of the document:

- ✓ Document title.
- ✓ Author.
- ✓ Level and group.
- ✓ Subject and school
- ✓ Name of the teacher.
- ✓ Date.

In addition, an image related to the content of the document can be used to improve its presentation.

The title page must be differentiated from the rest of the document because **it does not incorporate** either header or footer.

The route to add the cover is **Format** → **Title Page**. What is most desirable is to add a new title pages, not to convert existing pages to title pages. At this time it can also be decided whether the title page counts for page numbering or not.



Activity

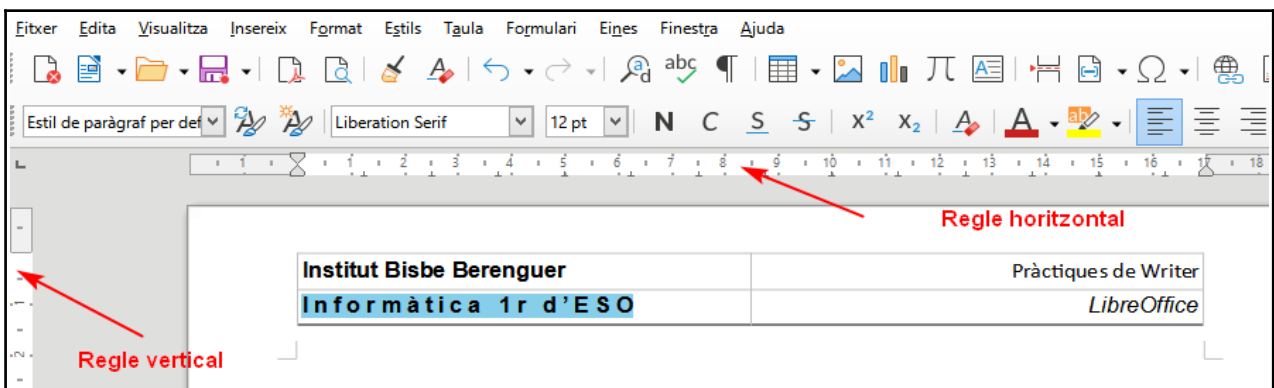
Open a new Writer document and name it "Activity_06"

a) Header

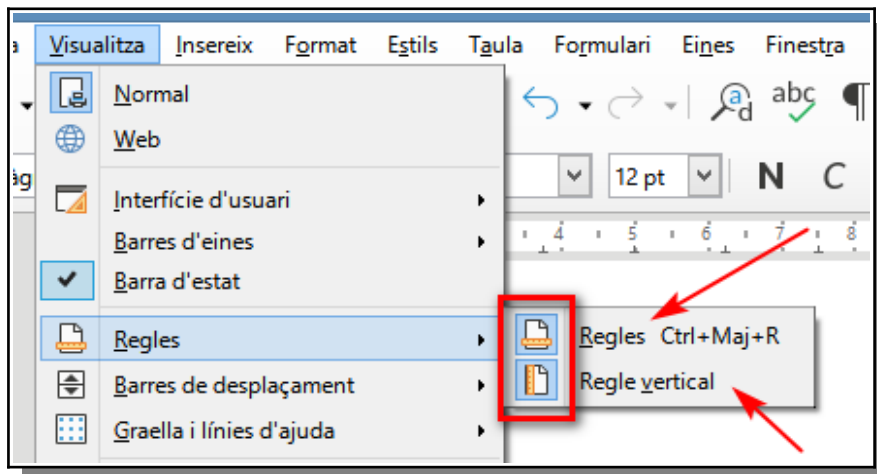
Insert a heading with the information you have in the next image (o similar). Note that a two-row and two-column table has been used to do this and all lines except the lower one have been deleted.

Institut Bisbe Berenguer	Pràctiques de Writer
Informàtica 1r d'ESO	LibreOffice

To look similar to the example you need to modify the properties of each of the 4 texts. It is also appropriate to adjust the height and position of the heading with the help of vertical and horizontal rules.



If you don't see the rules in your program, you can enable them using the **View** -> **Rules** menu.

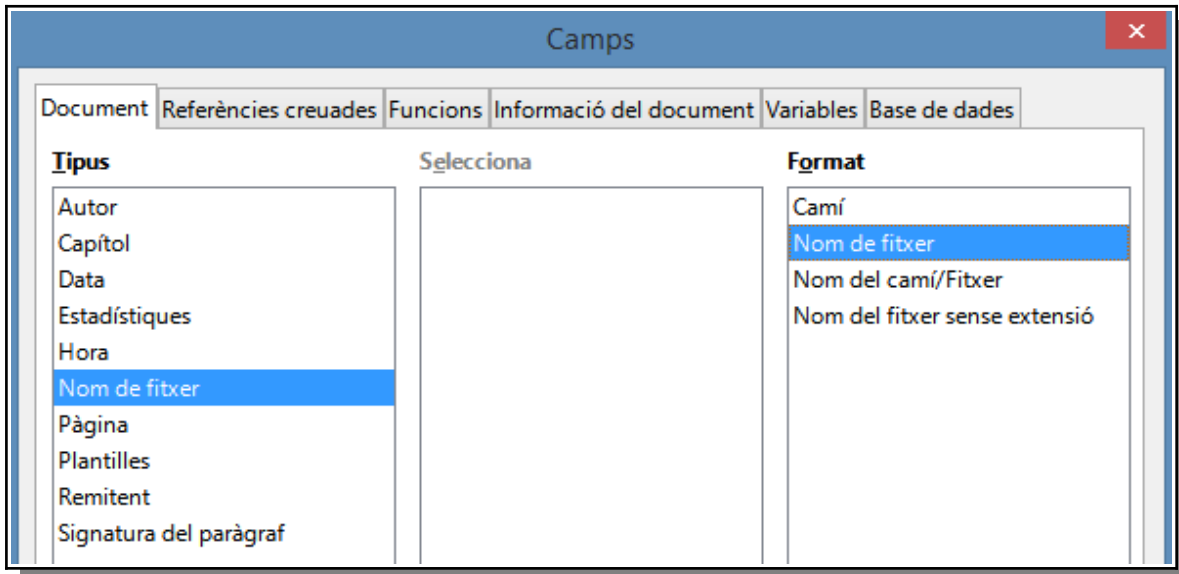


b) Footer

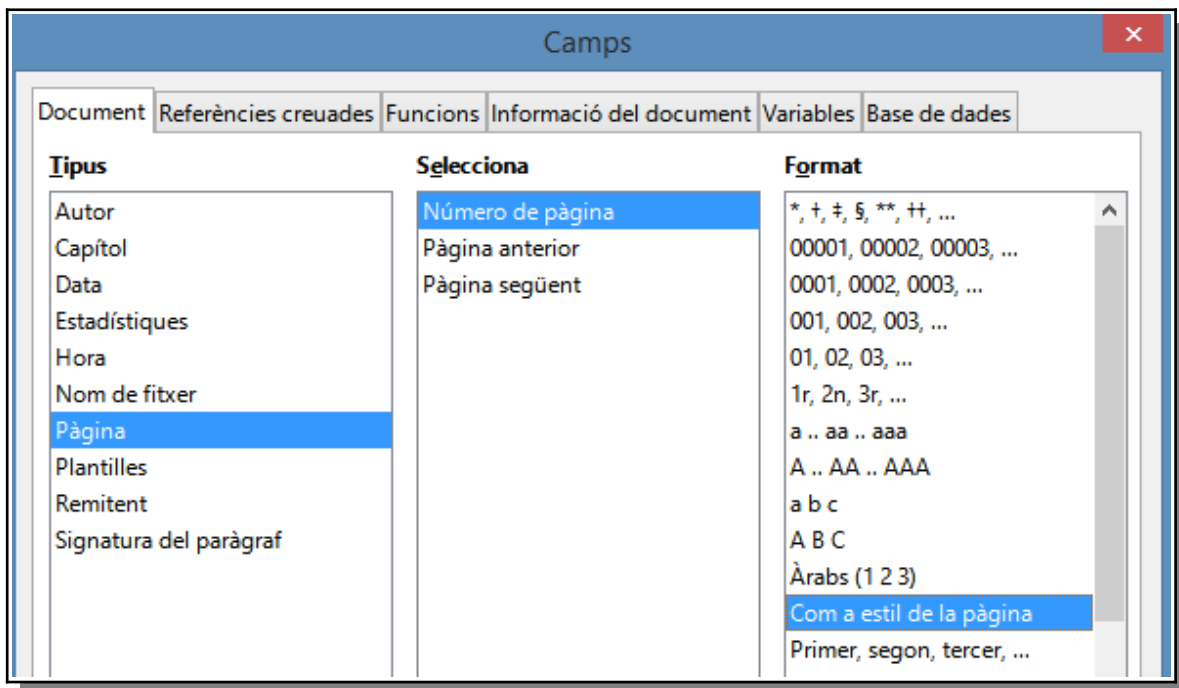
Insert a footer with a 3 column table where all lines except the top were deleted.

Dossier_LibreOffice_Writer.odt	- 1 -	Jesús Marin
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Include the "file name" field in the first column:



In the middle part the "page number" field between two scripts.



And you have to put your name (with a small font size) in the right column.

c) Title page

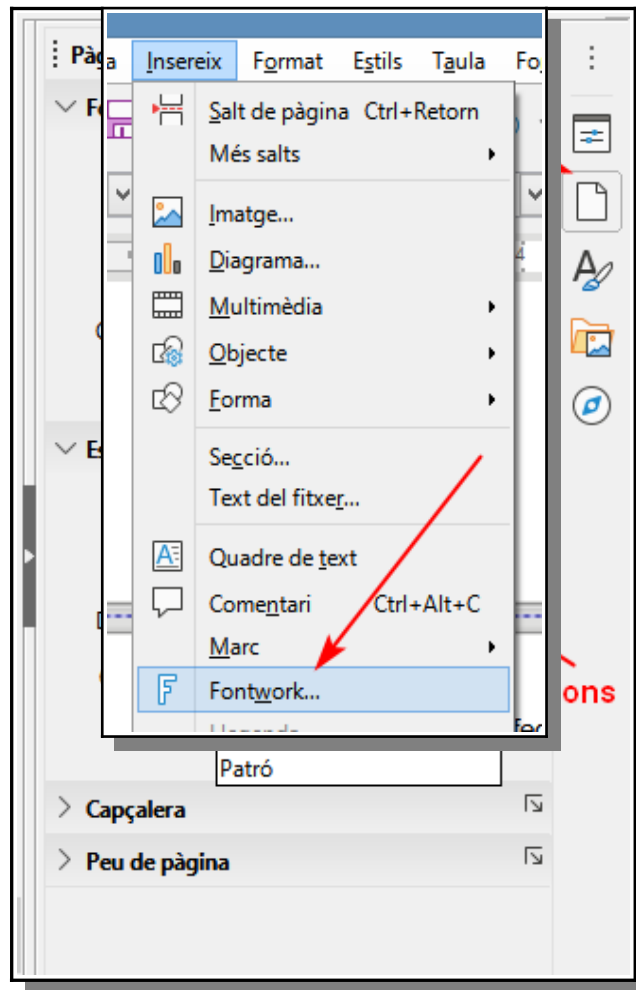
Insert a Title page using **Format** → **Title page** → **Insert a new title page** menu.

At the end of the page include work information in a two-column table. You may observe how the first column is aligned to the right and the second column is aligned to the left, so each pair of elements can be grouped together.

In this table, all lines have been deleted, so when you print it, it will not be seen as a table, it is only a resource for aligning the information and presenting it.

Alumne/a:	Nom i cognoms
Nivell i grup:	1r ESO - Grup F
Matèria:	Informàtica
Centre:	Institut Bisbe Berenguer
Professor:	Jesús Marín
Data:	15/09/2025

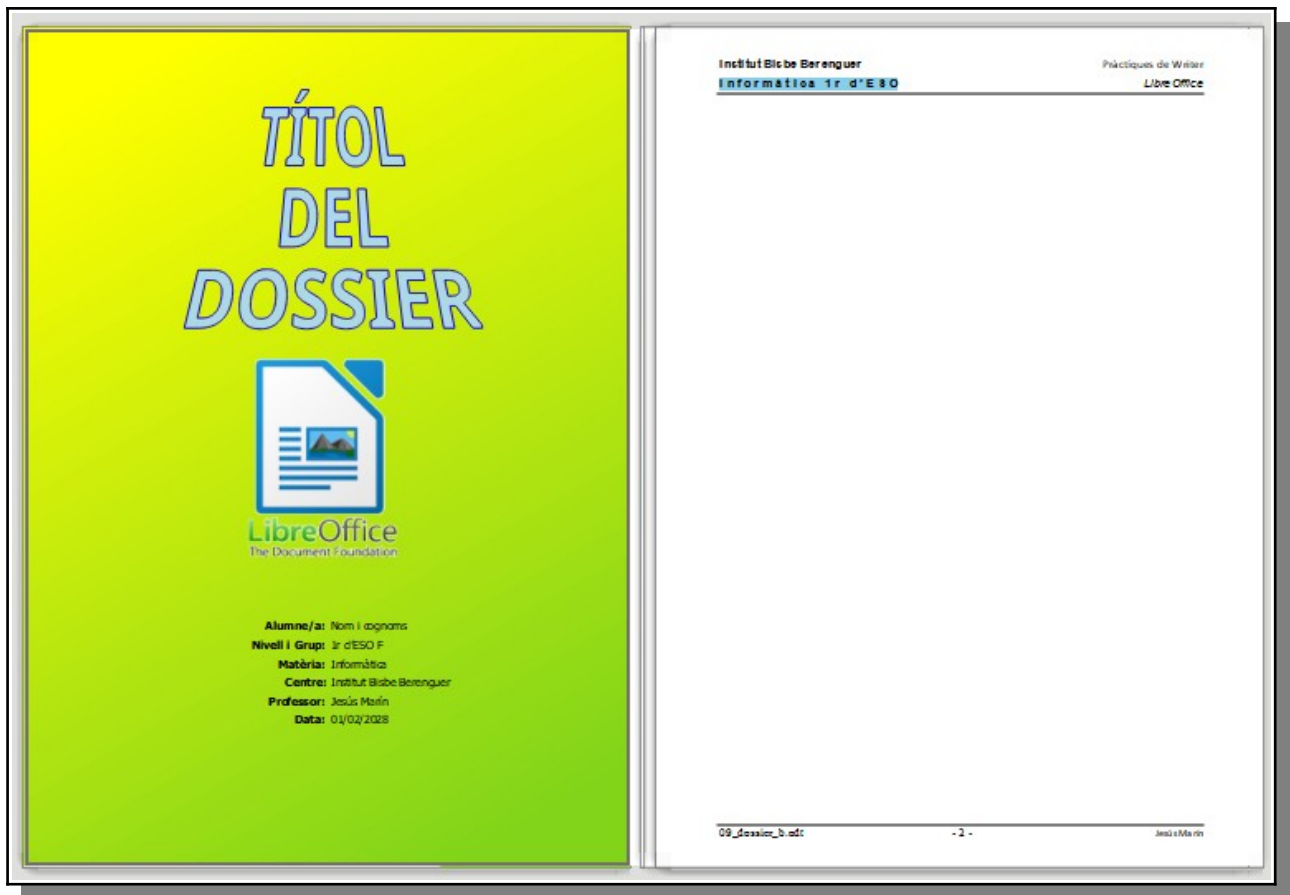
Then choose a colour for the Title page. To do this you must go to **Format** → **Page Style** menu or directly to the right sidebar in the **Page** option.



Finally, add a title and image. To add the title you may use a 'Fontwork'. You should go to the **Insert** → **Fontwork** menu or also with the F letter icon of the drawing tool.



The final aspect of the document must be something like this:



Copy all the previous activities (Activity_01, Activity_02, Activity_03, Activity_04 and Activity_05), save the file as Activity_06.odt and send to your teacher in pdf format.