

Spoken Tutorial

LibreOffice Writer - Headers, Footers and notes

**Script and Narration by
DesiCrew Solutions Pvt.Ltd.**

Talk to a Teacher Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://www.sakshat.ac.in>

4 Oct 2011



Learning Objectives



Learning Objectives

1. Insert headers.



Learning Objectives

1. **Insert headers.**
2. **Insert footers.**



Talk To A Teacher

Learning Objectives

1. **Insert headers.**
2. **Insert footers.**
3. **Remove headers from the first page.**



Learning Objectives

1. Insert headers.
2. Insert footers.
3. Remove headers from the first page.
4. Insert footnote and endnote in documents.



OS and versions



OS and versions

Here we are using:

- **Ubuntu Linux 10.04**



Talk To A Teacher

OS and versions

Here we are using:

- ▶ **Ubuntu Linux 10.04**
- ▶ **LibreOffice Suite version 3.3.4**



Footnotes and Endnotes

- ▶ **Footnotes appear at the bottom of the page**



Footnotes and Endnotes

- ▶ **Footnotes appear at the bottom of the page**
- ▶ **on which they are referenced whereas**



Footnotes and Endnotes

- ▶ Footnotes appear at the bottom of the page
- ▶ on which they are referenced whereas
- ▶ Endnotes are collected at the end of a document.



Footnotes and Endnotes

- ▶ The anchor for the note is inserted



Footnotes and Endnotes

- ▶ The anchor for the note is inserted
- ▶ at the current cursor position.



Footnotes and Endnotes

- ▶ The anchor for the note is inserted
- ▶ at the current cursor position.
- ▶ You can choose between automatic numbering



Footnotes and Endnotes

- ▶ The anchor for the note is inserted
- ▶ at the current cursor position.
- ▶ You can choose between automatic numbering
- ▶ or a custom symbol.



Summary



Summary

1. Insert headers.



Summary

1. **Insert headers.**
2. **Insert footers.**



Summary

1. Insert headers.
2. Insert footers.
3. Remove headers from the first page.



Summary

1. Insert headers.
2. Insert footers.
3. Remove headers from the first page.
4. Insert footnote and endnote in documents.



Comprehensive Assignment



Talk To A Teacher



Comprehensive Assignment

- ▶ 1. Open the file **practice.odt**.



Comprehensive Assignment

- ▶ 1. Open the file **practice.odt**.
- ▶ 2. Add a header and footer in the document.



Talk To A Teacher

Comprehensive Assignment

- ▶ 1. Open the file **practice.odt**.
- ▶ 2. Add a **header** and **footer** in the document.
- ▶ 3. **Insert the author's name in the header.**



Comprehensive Assignment

- ▶ 4. Insert **Page Count** in the footer.



Comprehensive Assignment

- ▶ 4. Insert **Page Count** in the footer.
- ▶ 5. Add an endnote stating where the page ends.



Comprehensive Assignment

- ▶ 4. Insert **Page Count** in the footer.
- ▶ 5. Add an endnote stating where the page ends.
- ▶ 6. Remove the header from the first page of the document.



About the Spoken Tutorial Project



About the Spoken Tutorial Project

- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ If you do not have good bandwidth, you can download and watch it



Talk To A Teacher

Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Acknowledgements

- ▶ Spoken Tutorial Project is a part of the Talk to a Teacher project
- ▶ It is supported by the National Mission on Education through ICT, MHRD, Government of India
- ▶ More information on this Mission is available at

<http://spoken-tutorial.org/NMEICT-Intro>



About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ **www.desicrew.in**
- ▶ Thanks for joining

