Getting Started Guide

Chapter 13
Working with Styles:

Introduction to Styles in OpenOffice.org

OpenOffice.org

Copyright

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Feedback

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What are styles?

A *style* is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time.

OpenOffice.org supports the following types of styles:

- *Page styles* include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.

- *Paragraph styles* control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.

- *Character styles* affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.

- *Frame styles* are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.

- *Numbering styles* apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.

- *Cell styles* include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.

- *Graphics styles* in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.

- *Presentation styles* include attributes for font, indents, spacing, alignment, and tabs.

Different styles are available in the various components of OOo, as listed in Table 1.

Table 1. Styles available in OOo components

Style Type	Writer	Calc	Draw	Impress
Page	X	X		
Paragraph	X			
Character	X			
Frame	X			
Numbering	X			
Cell		X		
Presentation			X	X
Graphics	(included in Frame styles)		X	X

OpenOffice.org comes with many predefined styles. You can use the styles as provided, modify them, or create new styles, as described in this chapter.

Why use styles?

Many people manually format paragraphs, words, tables, page layouts, and other parts of their documents without paying any attention to styles. They are used to writing documents according to *physical* attributes. For example, you might specify the font family, font size, and any formatting such as bold or italic

Styles are *logical* attributes. Using styles means that you stop saying "font size 14pt, Times New Roman, bold, centered", and you start saying "Title" because you have defined the "Title" style to have those characteristics. In other words, styles means that you shift the emphasis from what the text (or page, or other element) looks like, to what the text *is*.

Styles help improve consistency in a document. They also make major formatting changes easy. For example, you may decide to change the indentation of all paragraphs, or change the font of all titles. For a long document, this simple task can be prohibitive. Styles make the task easy.

In addition, styles are used by OpenOffice.org for many processes, even if you are not aware of them. For example, OOo relies on heading styles (or other styles you specify) when it compiles a table of contents.

Applying styles

OpenOffice.org provides several ways for you to select styles to apply.

Using the Styles and Formatting window

1) Click the **Styles and Formatting** icon located at the left-hand end of the object bar, or click **Format > Styles and Formatting**, or press *F11*. The Styles and Formatting window shows the types of styles available for the OOo component you are using. Figure 1 shows the window for Writer, with Page Styles visible.

2) You can move this window to a convenient position on the screen or dock it to an edge (hold down the *Ctrl* key and drag it by the title bar to where you want it docked).

3) Click on one of the icons at the top left of the Styles and Formatting window to display a list of styles in a particular category.

4) To apply an existing style (except for character styles), position the insertion point in the paragraph, frame, or page, and then double-click on the name of the style in one of these lists. To apply a character style, select the characters first.

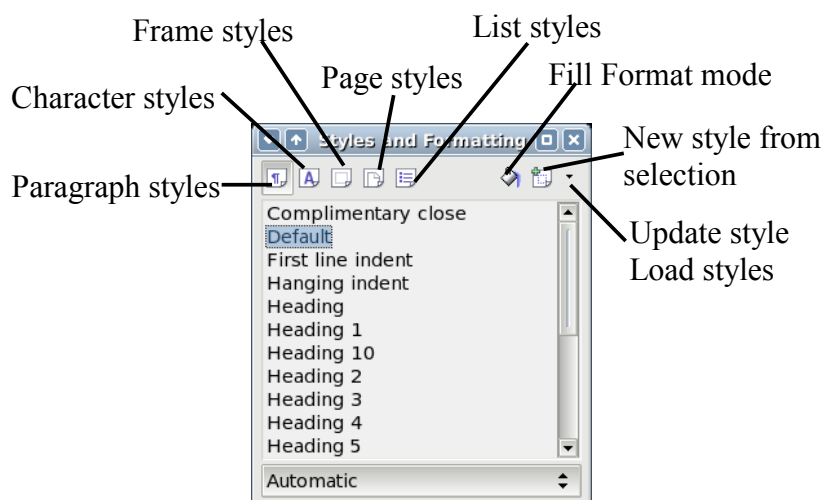| TIP	At the bottom of the Styles and Formatting window is a dropdown list (in Figure 1 the window shows *Automatic*, meaning the list includes only styles applied automatically by OOo). You can choose to show all styles or other groups of styles, for example only custom styles .

Frame styles
List styles
Character styles
Page styles
Fill Format mode
New style from selection
Paragraph styles
Complimentary close
Default
First line indent
Hanging indent
Heading
Heading 1
Heading 10
Heading 2
Heading 3
Heading 4
Heading 5
Update style
Load styles
Automatic

Figure 1. The Styles and Formatting window for Writer, showing paragraph styles

Using Fill Format mode

This method is quite useful when you need to format many scattered paragraphs, cells, or other items with the same style.

1) Open the Styles and Formatting window (Figure 1) and select the style you want to apply.

2) Click the **Fill Format mode** icon . The mouse pointer changes to this icon.

3) Position the moving icon on the paragraph to be styled and click the mouse button.

4) If you are applying a character style, hold down the mouse button while selecting the characters.

5) To quit Fill Format mode, click the **Fill Format mode** icon again or press the *Esc* key.

When this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right-click and thus undo actions you want to keep.

Using the Apply Style list

After you have used a style at least once in a document, the style name appears on the Apply Style list (Figure 2) at the left-hand end of the object bar, next to the Styles and Formatting icon.

You can open this list and click once on the style you want, or you can use the up and down arrow keys to move through the list, then press *Enter* to apply the highlighted style.
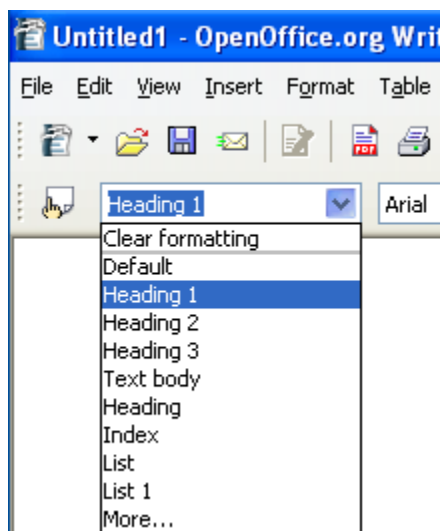
Figure 2. The Apply Style list on the Object Bar

Assigning styles to shortcut keys

New in 2.0   In OOo 2.0 you can assign shortcut keys to assign styles in your document.

OOo provides a set of predefined keyboard shortcuts which allow you to quickly apply styles while typing in a document. You can redefine these shortcuts or define your own.

1) Click **Tools > Customize > Keyboard**.

2) On the Keyboard tab of the Customize dialog (Figure 3), choose the shortcut keys you want to define.

3) In the *Functions* section at the bottom of the dialog, scroll down in the Category list to Styles and click the + sign.

4) Choose the type of style. The *Function* list will display the names of the available styles for the selected type. The example shows some of OOo's predefined styles.

5) To set *Ctrl+9* to be the shortcut key combination for the Text Body style, select *Text Body* in the *Function* list, and then click **Modify**. *Ctrl+9* now appears in the *Keys* list.

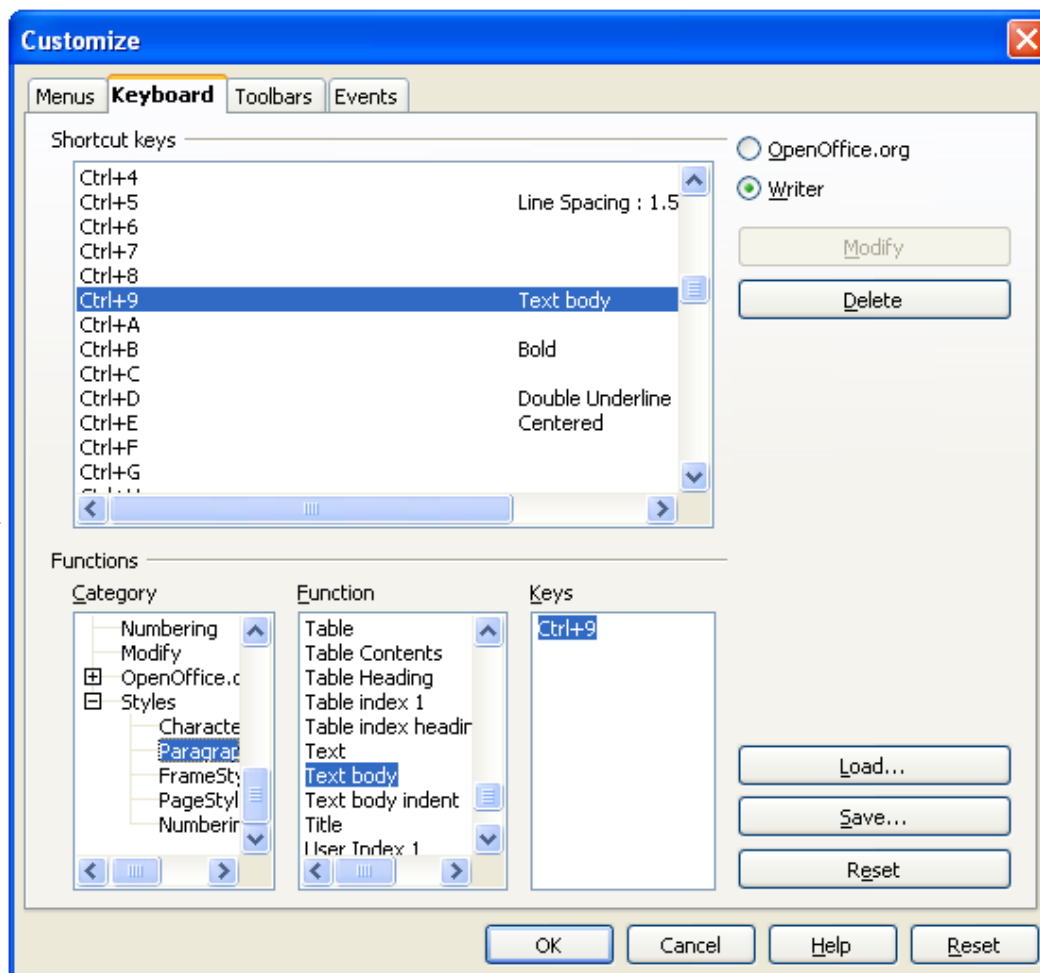6) Make any other required changes and then click **OK** to save these settings and close the dialog

Figure 3. Defining keyboard shortcuts for applying styles

Modifying styles

OpenOffice.org provides two ways to modify styles (both the predefined styles and custom styles that you create):

- Changing a style using the Style dialog
- Updating a style from a selection

TIP	Any changes you make to a style are effective only in the document you are working on. The changes do not go into any associated template. If you want the changes to apply to more than one document, you need to change the template (see the chapter titled "Working with Templates") or copy the styles into the other documents as described in "Copying and moving styles" on page 9.

Changing a style using the Style dialog

To change an existing style using the Style dialog, right-click on the required style in the Styles and Formatting window (Figure 1) and select **Modify** from the popup menu.

The Style dialog displayed depends on the type of style selected. Each style dialog has several tabs. See the chapters on styles in the user guides for details.

Updating a style from a selection

To update a style from a selection:

1) Open the Styles and Formatting window.

2) In the document, select an item that has the format you want to adopt as a style.

3) In the Styles and Formatting window, select the style you want to update (single-click, not double-click), long-click on the arrow next to the **New Style from Selection** icon, and then click on **Update Style** (see Figure 4).
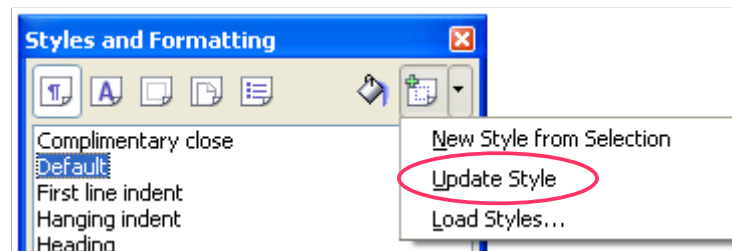

Figure 4. Updating a style from a selection

Creating new (custom) styles

You may want to add some new styles. You can do this in two ways:

• Creating a new style using the Style dialog

• Creating a new style from a selection

Creating a new style using the Style dialog

To create a new style using the Style dialog, right-click in the Styles and Formatting window and select **New** from the popup menu.

If you want your new style to be linked with an existing style, first select that style, and then right-click and select **New**.

If you link styles, then when you change the base style (for example, by changing the font from Times to Helvetica), all the linked fonts will change as well. Sometimes this is exactly what you want; other times you do not want the changes to apply to all the linked styles. It pays to plan ahead.

The dialogs and choices are the same for defining new styles and for modifying existing styles. See the chapters on styles in the user guides for details.

Creating a new style from a selection

You can create a new style by copying an existing style. This new style applies only to this document; it will not be saved in the template.

1) Open the Styles and Formatting window. From the drop-down list, choose the type of style you want to create.

2) In the document, select the item you want to save as a style.

3) In the Styles and Formatting window (Figure 4), long-click on the arrow next to the New Style from Selection icon, and then click on the **New Style from Selection** icon.

4) In the Create Style dialog (Figure 5), type a name for the new style. The list shows the names of existing custom styles of the selected type. Click **OK** to save the new style.
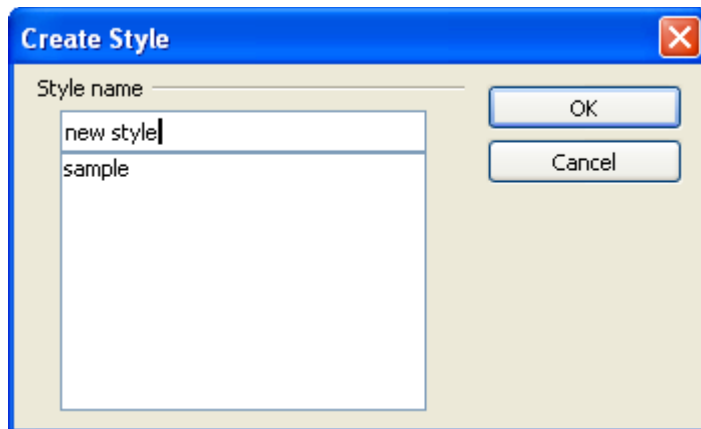
Figure 5. Creating a new style from a selection

Dragging and dropping a selection to create a style

New in 2.0 — You can drag and drop a text selection into the Styles and Formatting window to create a new style.

Writer

Select some text and drag it to the Styles and Formatting window. If Paragraph Styles are active, the paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

Calc

Drag cell selection to the Styles and Formatting window to create cell styles.

Draw/Impress

Select and drag drawing objects to the Styles and Formatting window to create graphics styles.

Deleting styles

You cannot remove (delete) any of OOo's predefined styles from a template, even if you are not using them.

You can remove any user-defined (custom) styles; but before you do, you should make sure the styles are not in use. If an unwanted style is in use, you'll want to replace it with a substitute style.

Replacing styles (and then deleting the unwanted ones) can be very useful if you are dealing with a document that has been worked on by several writers or has been formed by combining several documents from different sources.

To delete unwanted styles, right-click on them (one at a time) in the Styles and Formatting window and click **Delete** on the pop-up menu.

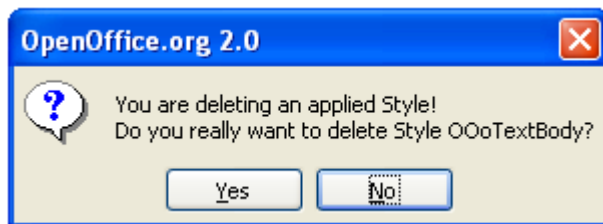If the style is in use, you receive the message shown in Figure 6.

Figure 6. Deleting an applied style

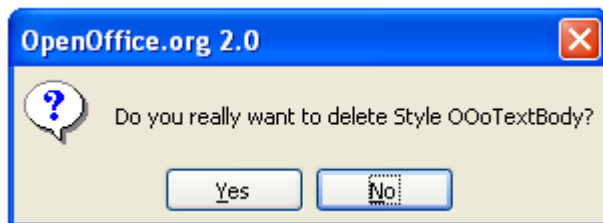If the style is not in use, you receive the message shown in Figure 7.

Figure 7. Deleting a style that is not in use

Copying and moving styles

You can copy or move styles from one template or document into another template or document, in two ways:

- Using the Template Management dialog
- Loading styles from a template or document

Using the Template Management dialog

To copy or move styles using the Template Management dialog:

1) Click **File > Templates > Organize**.

2) In the Template Management dialog (Figure 8), set the lists to either Templates or Documents, as needed. Open the folders and find the templates from and to which you want to copy.
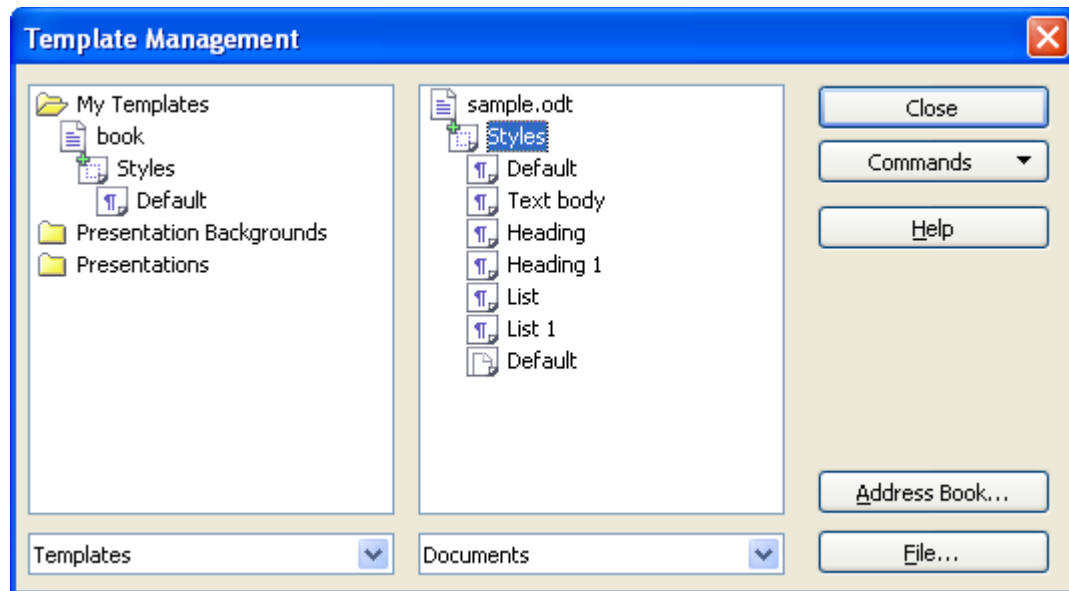

Figure 8. Copying styles using the Template Management dialog

3) Double-click on the name of the template or document, and then double-click the Styles icon to show the list of individual styles.

4) To *copy* a style, hold down the *Ctrl* key and drag the name of the style from one list to the other.

5) To *move* a style, do not use the *Ctrl* key while dragging. The style will be deleted from the list you are dragging it from.

6) Repeat for each style you want to copy. If the receiving template or document has a lot of styles, you may not see any change on screen unless you scroll down in the list. When you are finished, click **Close**.

Loading styles from a template or document

You can copy styles by loading them from a template or another document:

1) Open the document you want to copy styles into.

2) In the Styles and Formatting window, long-click on the arrow next to the **New Style from Selection** icon, and then click on **Load Styles** (see Figure 4).

3) On the Load Styles dialog (Figure 9), find and select the template you want to copy styles from.

4) Select the checkboxes for the categories of styles to be copied. Select **Overwrite** if you want the styles being copied to replace any styles of the same names in the document you're copying them into.

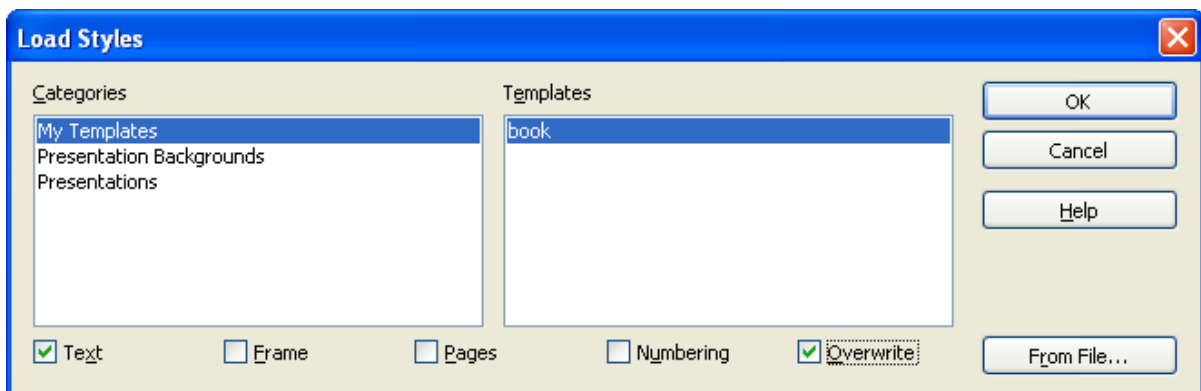5) Click **OK** to copy the styles. You will not see any change on screen.

Figure 9. Copying styles from a template into the open document

| **Note** | To copy the styles from another document, click the From File button to open a window from which you can select the required document. |