



*Writer Guide*

***Chapter 7***  
***Working with Styles***

*OpenOffice.org*

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# Introduction

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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 Writer supports the following types of styles:

- *Page styles* include margins, headers and footers, borders, and backgrounds.
- *Paragraph styles* control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, borders, and character formatting.
- *Character styles* affect properties of the selected text within a paragraph, such as the font and size of text and bold and italic formats.
- *Frame styles* are used to format graphic and text frames, including borders, backgrounds, columns, and how text wraps around the frame.
- *List styles* apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.

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

The importance of styles in OpenOffice.org is covered in Chapter 6, "Introduction to Styles". That chapter also introduces three of the five types of styles in Writer (page, paragraph, and character), and it describes how and why to use them in Writer documents.

This chapter describes the general use of styles in Writer and provides more examples of using all five types of styles.

## Applying styles


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In order to use a style in OpenOffice.org, you need to *apply* it. OOo provides several ways to apply styles:

- Using the Styles and Formatting window.
- Using Fill Format mode.
- Using the Apply Style list.
- Assigning styles to shortcut keys.
- Using AutoFormat (see Chapter 3, "Working with Text").
- Using conditional styles (see page 20).

## Using the Styles and Formatting window

1) To open the Styles and Formatting window (Figure 1), do *any one* of the following:

- Click on the  icon located at the left-hand end of the object bar.
- Choose **Format > Styles and Formatting**.
- Press *F11*.

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**TIP** You can move the Styles and Formatting window to a convenient position on the screen or dock it to an edge.

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- 2) 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, such as paragraph or character.
- 3) To apply a character style to existing text, select the text and then double-click on the name of the style in the *Character Styles* list. To apply any other style, put the cursor in the paragraph, frame, or page you want to modify and double-click on the name of the style. You can select more than one paragraph or frame and apply the same style to all of them at the same time.

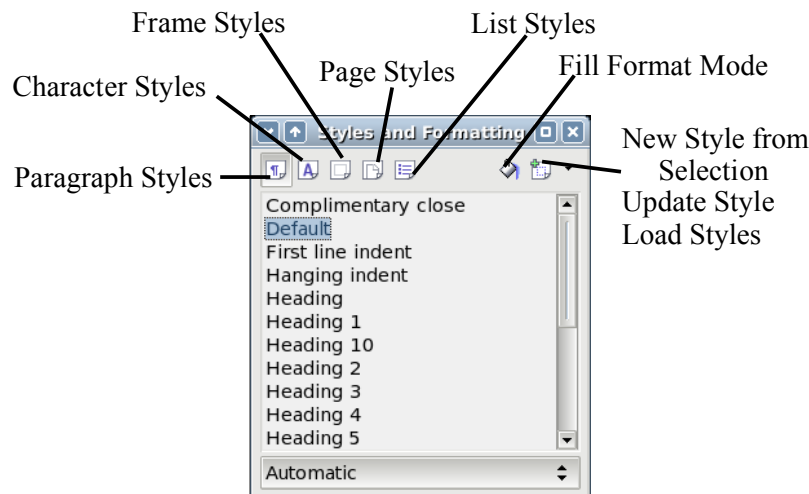


Figure 1: Styles and Formatting window for Writer


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**TIP** At the bottom of the Styles and Formatting window is a drop-down list. In Figure 1 it shows **Automatic**, meaning the list shows only the styles that are applied automatically by Oo. You can choose to show all styles or other groups, such as custom styles.

---

## Using Fill Format mode

Use Fill Format to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. This method is useful for formatting many scattered paragraphs, words, or other items with the same style, and it may be easier to use than making multiple selections first and then applying a style to all of them.

- 1) Open the Styles and Formatting window (Figure 1) and select a style.
- 2) Click the **Fill Format Mode** icon 
- 3) To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click. To apply a character style, hold down the mouse button while selecting the characters. Clicking on a word applies the character style for that word. Repeat step 3 until you made all the changes for that style.
- 4) To quit the Fill Format mode, click the icon again or press the *Esc* key.

**Caution** 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 mistakenly undo actions you want to keep.



## Using the Apply Style list

When a style is in use in a document, the style name appears on the *Apply Style* list (Figure 2) at the left end of the object bar, to the right of the *Styles and Formatting* icon.

To apply a style from this list, click on the desired style or use the up or down arrow keys to move through the list, then press *Enter* to apply the highlighted style.

**TIP** Select **More...** at the bottom of the list to open the Styles and Formatting window.

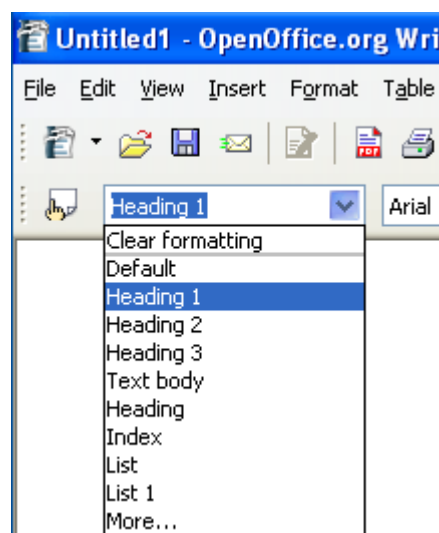


Figure 2: The Apply Style list

## Assigning styles to shortcut keys

New in 2.0

In OOO 2.0 you can configure shortcut keys to assign styles in your document. Some shortcuts are predefined, such as *Ctrl+1* for the *Heading 1* paragraph style and *Ctrl+2* for *Heading 2*.

OOo provides a set of predefined keyboard shortcuts that allow you to quickly apply styles. You can modify these shortcuts and create your own.

- 1) Click **Tools > Customize > Keyboard**.
- 2) On the *Keyboard* page of the Customize dialog box (Figure 3), choose the shortcut keys you want to assign a style to. In this example, we have chosen *Ctrl+9*.

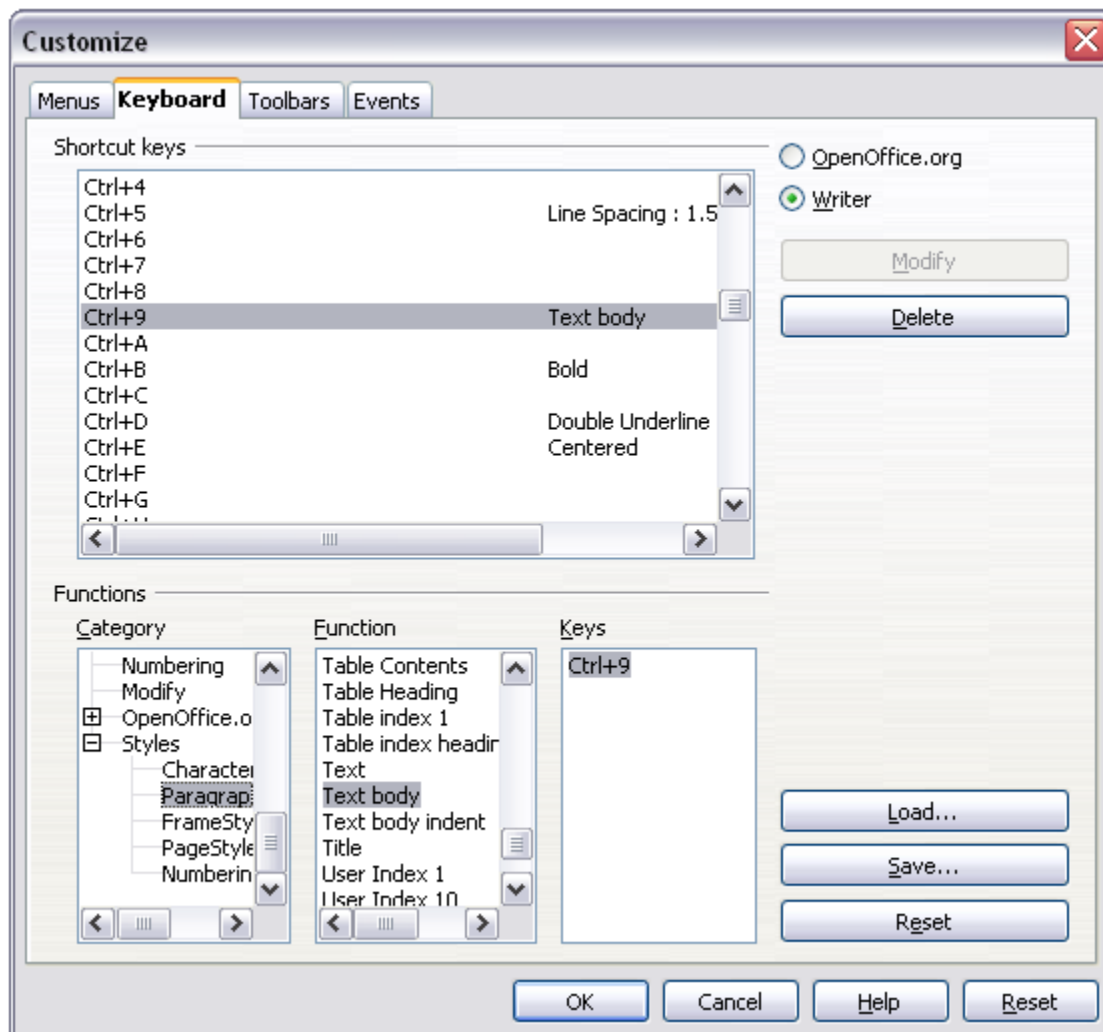


Figure 3. Defining keyboard shortcuts for applying styles

- 3) In the *Functions* section at the bottom of the dialog box, scroll down in the *Category* list to **Styles**. Click the + sign to expand the list of styles.



- 4) Choose the category of the style. The *Function* list will display the names of the available styles for the selected category. The example in Figure 3 shows some of OOO's predefined paragraph styles.
- 5) To assign **Ctrl+9** to the *Text Body* paragraph style, select **Text Body** in the *Function* list, and then click **Modify**. **Ctrl+9** now appears in the *Keys* list.
- 6) When you are done assigning shortcuts, click **OK** to close the dialog box.

Currently, the only way to use *Alt* key or multi-key combinations is through a macro. See [AltKeyHandler.sxw](#) and [KeyHandler.sxw](#), available from <http://homepages.paradise.net.nz/hillview/OOO/>.

## Modifying styles

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OpenOffice.org provides several ways to modify styles:

- Change a style using the Style dialog box
- Update a style from a selection
- Use AutoUpdate (paragraph and frame styles only)
- Load or copy styles from another document or template

You can change both predefined and custom (user-created) styles.

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**TIP** Any changes made to a style are effective only in the current document. To change styles in more than one document, change the template (see Chapter 10, “Working with Templates”) or copy the styles into the other documents as described in “Copying and moving styles“ on page 9.

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### Changing a style using the Style dialog box

To change an existing style using the Style dialog box, right-click on the style in the Styles and Formatting window and select **Modify** from the pop-up menu.

The dialog box displayed depends on the type of style selected. Figure 4 shows an example of the dialog box for a paragraph style. Each style's dialog box has several tabs. Some properties on these dialog boxes are described later in this chapter.

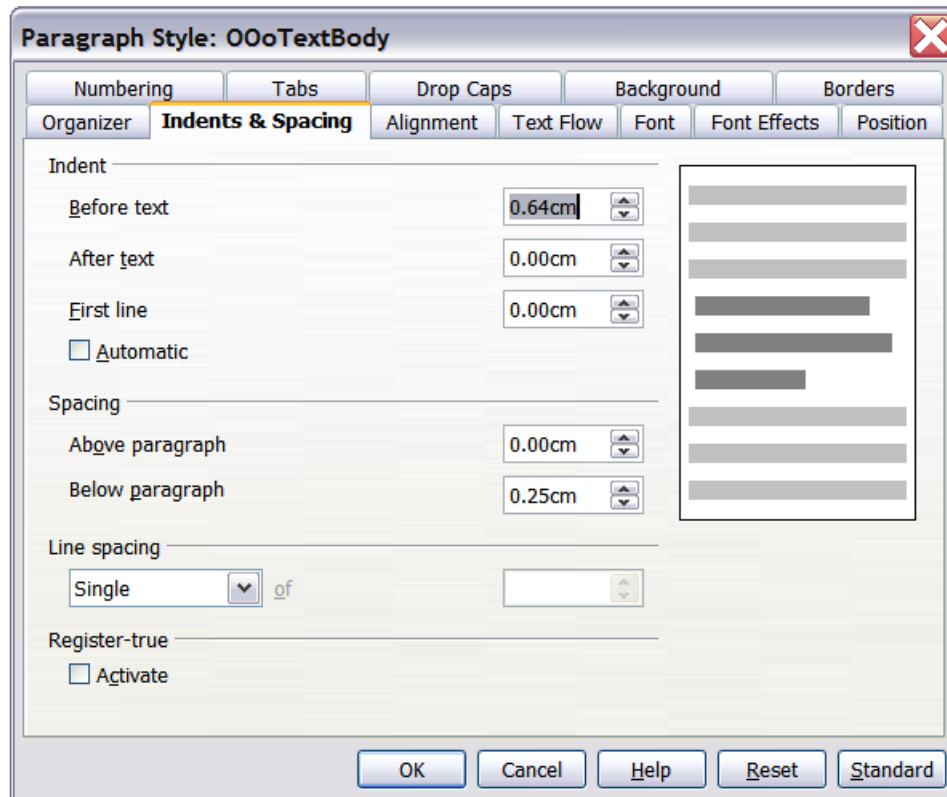


Figure 4: Example of Paragraph Style dialog box

## Updating a style from a selection

Let's use paragraph styles as an example.

- 1) Open the Styles and Formatting window.
- 2) Create a new paragraph (or modify an existing paragraph) and edit all the properties you want to go into the style (such as indentation, font properties, alignment, among others).

### Caution



Make sure that there are unique properties in this paragraph. For example, if there are two different font sizes or font styles, that particular property will remain the same as before.

- 3) Select the paragraph by clicking anywhere in the paragraph.
- 4) In the Styles and Formatting window, select the style you want to update (single-click, not double-click) and then click on the **New Style from Selection** icon and select **Update Style** (see Figure 5).

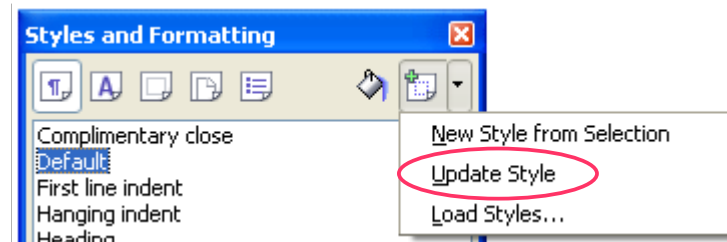


Figure 5. Updating a style from a selection

The procedure to update another type of style (like character, page, or frame styles) is the same. Just select the item in question, select the style you want to update, and choose **Update Style**.

## Using AutoUpdate (paragraph and frame styles only)

If the **AutoUpdate** checkbox is selected on the *Organizer* page of the Paragraph Style or Frame Style dialog box, applying direct formatting to a paragraph or frame using this style in your document automatically updates the style itself.

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**TIP** If you are in the habit of manually overriding styles in your document, be sure that AutoUpdate is **not** enabled.

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## Updating styles from another document or template

You can update styles by copying or loading them from a template or another document. See “Copying and moving styles” on page 9.

## Creating new (custom) styles

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In addition to using the predefined styles provided by OOo, you can add new custom (user-defined) styles. OOo provides three ways to add styles.

- Create a new style using the Style dialog box.
- Create a new style from a selection.
- Drag and drop a selection to create a new style.

### Creating a new style using the Style dialog box

Open the Styles and Formatting window (Figure 1). Right-click on a style and select **New**. The style that you choose will be the basis for this new style. If you do not want too many of the options preset for you, choose the *Default* style.

The dialog box displayed depends on the type of style selected. Figure 6 shows an example of a Style dialog box for a new paragraph style. The dialog boxes and choices for defining new styles are the same as for modifying existing styles.

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**TIP** An exception to the above rule is conditional styles, which have a different dialog box. See “Working with conditional paragraph styles” on page 20 for more information.

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## Linking styles

You can *link* a new style to an existing style. For example, suppose that the style *mystyle* specifies a font size of 12. Then you create another style (*mystyle2*) linked to *mystyle* and specifies underlined text. If you modify *mystyle* to font size 20, *mystyle2* inherits the new font size but still underlines the text.

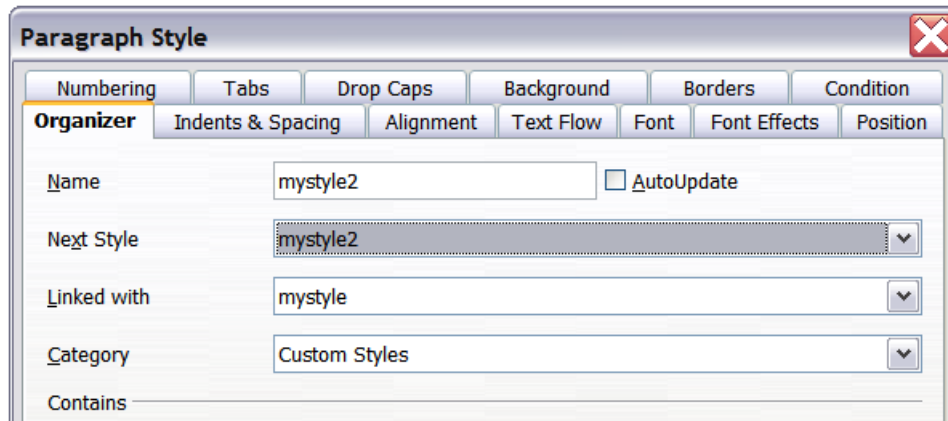


Figure 6: Linking a new paragraph style to an existing style

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**TIP** If styles are linked, changing the base style changes all the linked styles. Sometimes this is exactly what you want; other times it is not. It pays to plan ahead. Many predefined styles are already linked to other styles.

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## Creating a new style from a selection

You can create a new style from the formatting of an object in the current document. For instance, you can change the formatting of a paragraph or frame until it appears as you like, and then you can turn that object’s formatting into a new style. This procedure can save time, because you do not have to create a new style as described above and remember all of the formatting settings.

- 1) Change the formatting of the object (paragraph, frame, etc) to your liking.
- 2) Open the Styles and Formatting window. From the icons at the top of the window, choose the type of style to create (paragraph, character, and so on).
- 3) In the document, select the item to save as a style.
- 4) In the Styles and Formatting window, click the **New Style from Selection** icon.
- 5) In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.

## Dragging and dropping a selection to create a style



In OOo 2.0 it is possible to drag-and-drop a text selection into the Styles and Formatting window to create a new style.

- 1) Open the Styles and Formatting window.
- 2) Select some text and drag it to the Styles and Formatting window.
- 3) In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.
- 4) If the Paragraph Styles list is showing in the Styles and Formatting window, a new paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

## Copying and moving styles

When you create a style in a document, it is available only within that document. Styles always stay with a document. So, for example, if you e-mail a document to another person, the styles go with it.

Having created a style, you may want to transfer the style to another document. You can copy or move styles from one template or document to another in two ways:

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

### Using the Template Management dialog box

To copy or move styles using the Template Management dialog:

- 1) Click **File > Templates > Organize**.
- 2) At the bottom of the Template Management dialog box (Figure 7), choose either **Templates** or **Documents**, as needed. For example, if you are copying styles between two documents, both entries should say Documents.

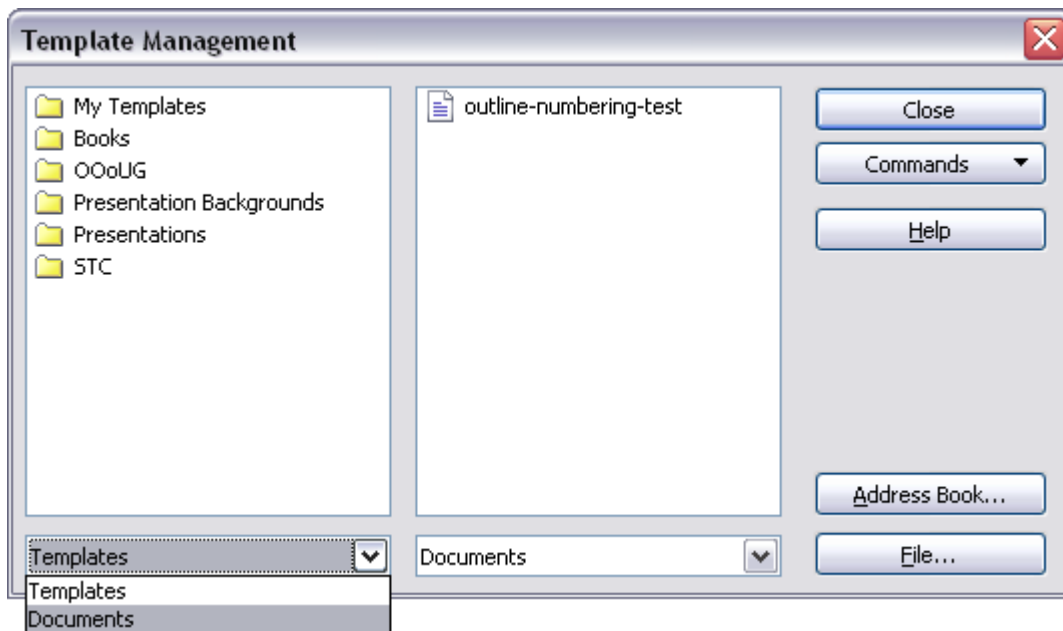


Figure 7: Choosing to copy styles from a document, not a template

- 3) To load styles from a file, click the **File** button. When you return to this window, both lists show the selected file as well as all the currently open documents (Figure 8).

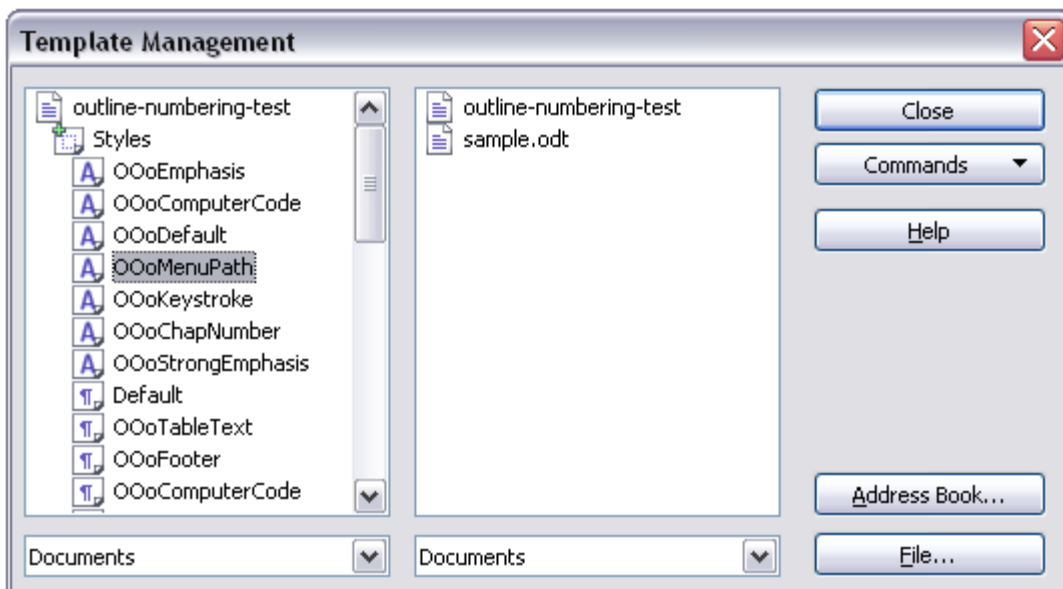


Figure 8: Copying a style from one document to another

- 4) Double-click on the name of the template or document, and then double-click the **Styles** icon to show the list of individual styles.
- 5) To *copy* a style, hold down the *Control* key and drag the name of the style from one list to the other.

To *move* a style, do not use the *Control* 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 or move. 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. This method copies all styles, or groups of styles, at one time.

- 1) Open the document to copy styles into.
- 2) In the Styles and Formatting window, click on the **New Style from Selection** icon, and then on **Load Styles** (see Figure 5).
- 3) In the Load Styles dialog box (Figure 9), find and select the template to copy styles from. Or click on **From File** and select a document.
- 4) Select the checkboxes for the types of styles to be copied. If you select **Overwrite**, the styles being copied will replace any styles of the same names in the target document.
- 5) Click **OK** to copy the styles.

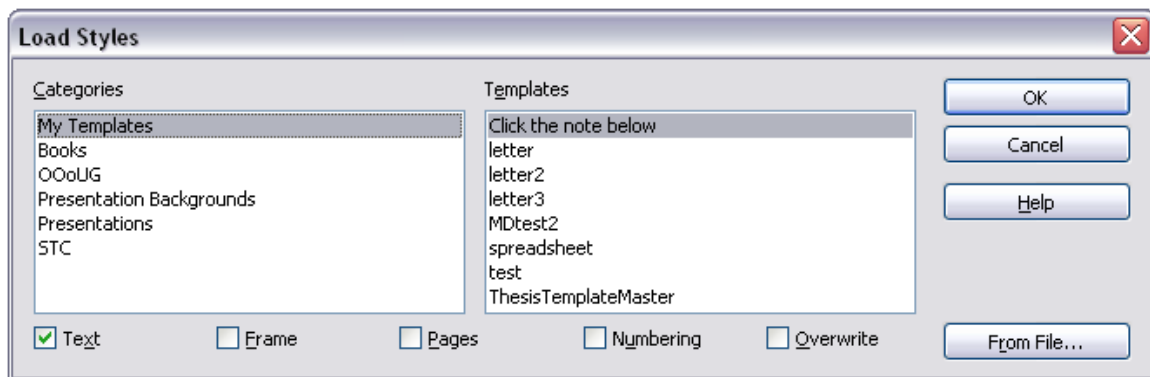


Figure 9: Loading styles from a template

## Deleting styles

It is not possible to delete OOo's predefined styles from a document or template, even if they are not in use. However, custom styles can be deleted.

To delete an unwanted style, right-click on it in the Styles and Formatting window and choose **Delete**. If the style is in use, the message shown in Figure 10 appears.

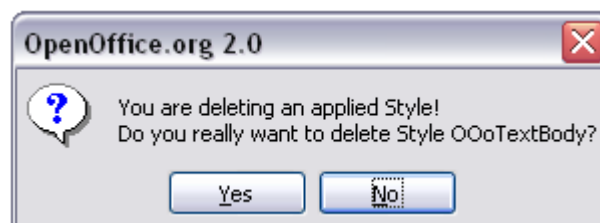


Figure 10. Deleting an applied style

**Caution**

Make sure the style is not in use before deletion. Otherwise, all objects with that style will return to the default style and retain their formatting as manual formatting. This can be very problematic in a long document

**TIP**

If an unwanted style is in use, use **Find & Replace** to replace it with a substitute style before deleting it.

If the style is not in use, the message shown in Figure 11 appears.

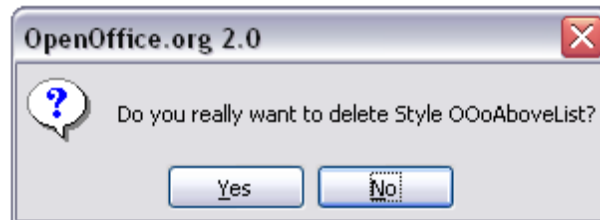


Figure 11. Deleting a style that is not in use

## Working with paragraph styles

Chapter 6, “Introduction to Styles”, covers the basics of using paragraph styles. This chapter looks at some advanced properties of paragraph styles and ways that you can use other features in OOO in conjunction with paragraph styles to do specific tasks like:

- Controlling page breaks
- Controlling tab stops
- Specifying a relative font size
- Selecting a language for a paragraph style
- Rotating the text in a paragraph style
- Kerning text (a feature that adjusts the letter spacing to make text more readable)
- Using styles in outlining
- Using conditional paragraph styles

### Controlling page breaks

Writer automatically flows text from one page to the next. If you do not like the default settings, you can change them on the *Text Flow* page of the Paragraph Style dialog box.

#### Automatic page or column breaks

The *Options* section of the *Text Flow* page (Figure 12) of the Paragraph Style dialog box provides settings to control what happens when a paragraph does not fit on the bottom of a page:



**Do not split paragraph** means that the paragraph is never split across two pages. If it does not fit on the bottom of one page, the entire paragraph moves to the top of the next.

**Keep with next paragraph** is appropriate for headings or the lead-in sentence to a list, to ensure that it is not the last paragraph on a page.

**Orphan control** and **Widow control**. Widows and orphans are typographic terms. An *orphan* is the first line of a paragraph printed alone at the bottom of a page or column. A *widow* is the last line of a paragraph which appears alone at the top of the next page or column. Use these options to allow paragraphs to split across pages or columns but require at least 2 or more lines to remain together at the bottom or top of a page or column. You can specify how many lines must remain together.



Figure 12: Options for controlling automatic page or column breaks

### Required page or column breaks

You can require a paragraph to start on a new page or column and specify the style of the new page. A typical use is for chapter titles that you always want to start on a new page. This topic is covered in more detail in Chapter 4, “Formatting Pages”.

On the *Text Flow* page of the Paragraph Style dialog box:

- 1) In the *Breaks* section, select **Insert**. Make sure that *Type* is set to **Page** and *Position* to **Before**.
- 2) Select **With Page Style** and choose the page style from the list.
- 3) To continue page numbering from the previous chapter, leave *Page number* set at **0**. To start each chapter’s page numbering at 1, set *Page number* to **1**.
- 4) Click **OK**.

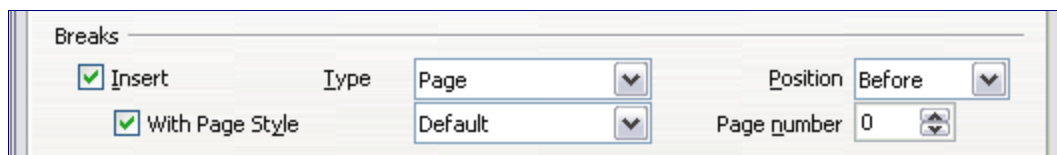


Figure 13: Setting a paragraph style to always start on a new page

## Controlling tab stops

Using tabs to space out material on a page is not recommended (depending on what you are trying to accomplish, a borderless table is usually a better choice), but if you do use tabs, do not use the default tabs set in **Tools > Options > OpenOffice.org Writer > General** (Figure 14); instead, define your own tab settings, as described in this section.

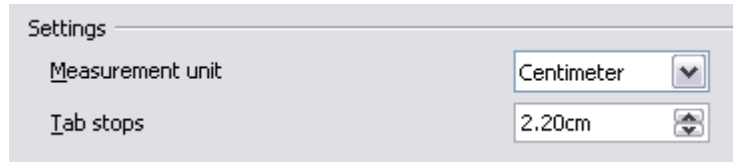


Figure 14: Selecting a default tab stop interval

If you use the default tab interval and then send the document to someone else who has chosen a different default tab interval, tabbed material will change to use the other person's tab settings. This may cause a major formatting problem, as shown in Figure 15.

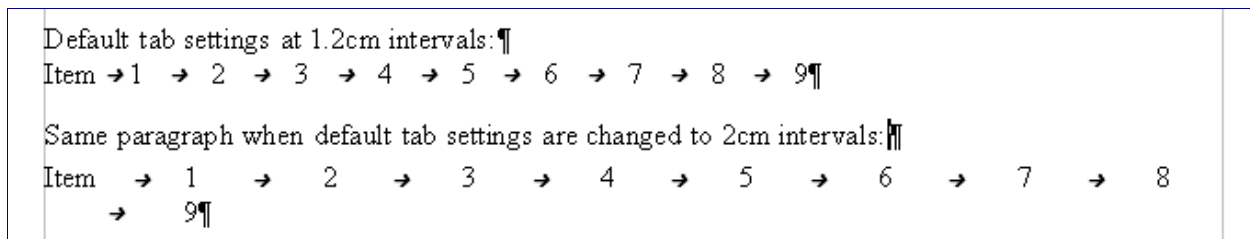


Figure 15: Default tab settings might be different

To avoid this problem, specify all the tab settings for the paragraph, using the *Tabs* page of the Paragraph Style dialog box (Figure 16).

Here you can choose the type of tab: left, right, centered, or decimal; the character to be used as a decimal point; and the fill character—the characters that appear between the end of the text before the tab and the beginning of the text after the tab. A common use of a fill character is the dots between a heading and a page number in a table of contents.

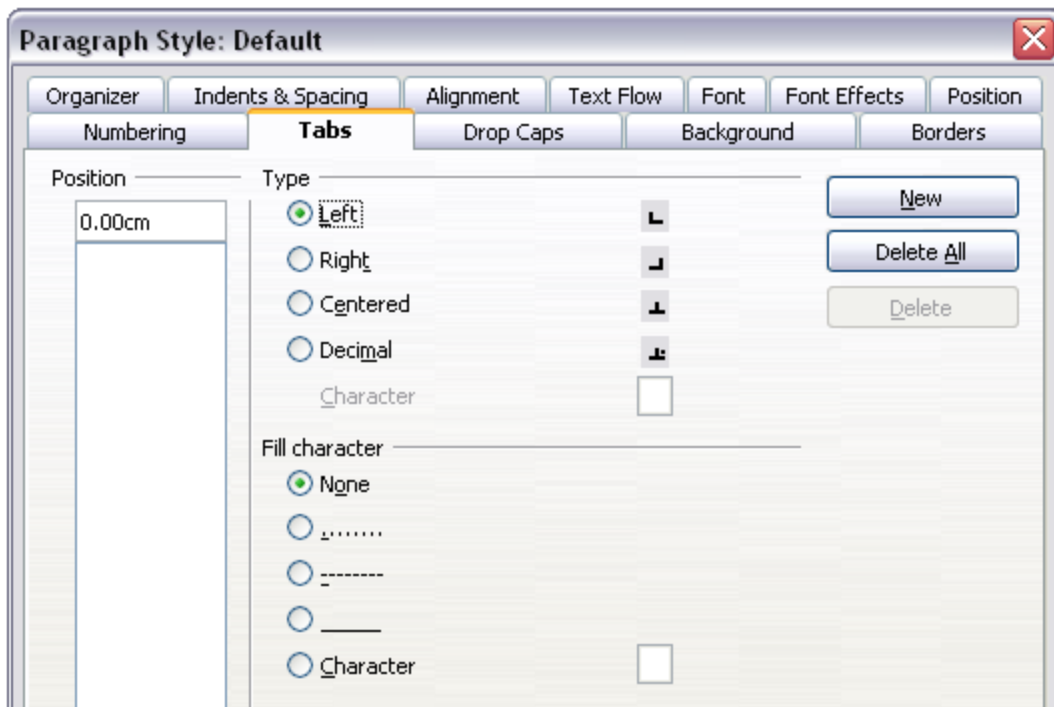


Figure 16: Specifying tab stops for a paragraph style

## Specifying a relative font size

If you are creating a style based on another style, you can specify a font size *relative* to that other style—either as a percentage or as a plus or minus point value (-2pt or +5pt). Relative font sizes are commonly used for Web pages.

For example, the paragraph style *Heading 1* is based on the paragraph style *Heading*. The font size of the paragraph style *Heading* is 14pt, and the font size of paragraph style *Heading 1* is specified as 115%. Thus the resultant font size of text in a paragraph formatted with paragraph style *Heading 1* is  $14\text{pt} \times 115\% = 16.1\text{pt}$ .

To specify a percentage font size, in the Paragraph Style dialog box, go to the *Font* tab. In the *Size* box, enter the percentage amount followed by the symbol % (see Figure 17). Similarly, you can enter a plus or minus sign followed by the number of points to be added or subtracted from the base font size.

To change from a relative font size back to an absolute font size, enter the desired font size in points followed by the letters “pt”.

It is also possible to use a Percentage Font size for character styles. See the note on page 16.

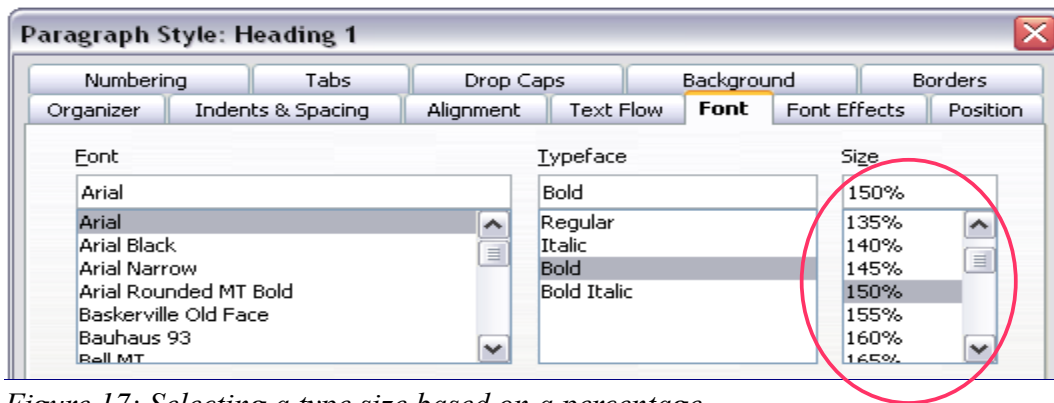


Figure 17: Selecting a type size based on a percentage

## Selecting a language for a paragraph style

The language you select for a document (on **Tools > Options > Language Settings > Languages**) determines the dictionary used for spell checking, thesaurus and hyphenation, the decimal and thousands delimiter used, and the default currency format.

Within the document, you can apply a separate language to any paragraph style. This setting has priority over the language of the whole document. On the *Font* tab of the Paragraph Style dialog box, languages with installed dictionaries are marked in the *Language* list by a small **ABC** icon (Figure 18). When you check spelling, OoO will use the correct dictionary for paragraphs with this style.

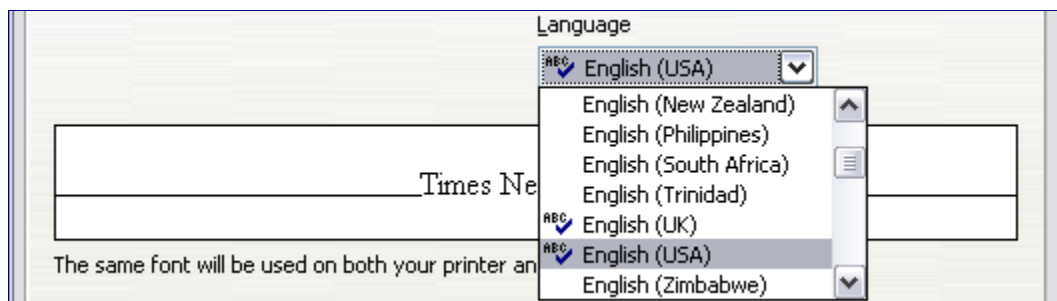


Figure 18: Selecting a language for a paragraph style

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**Note** You can assign a language to selected pieces of text in a paragraph using character styles, also on the *Font* page. This assignment has priority over the paragraph style and document language.

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## Rotating the text in a paragraph style

Two common uses for rotated paragraphs are to put portrait headers and footers on a landscape page and to fit headings above narrow table columns (as shown in Figure 19).

<i>This is long</i>	<i>Another long heading</i>	<i>A rotated heading</i>	<i>Another heading</i>	<i>Another heading</i>	<i>Another heading</i>	<i>Another heading</i>

Figure 19: A table with rotated headings

Chapter 4, “Formatting Pages”, describes how to create portrait headers and footers on landscape pages by rotating *characters*. You can achieve the same effect by defining a separate header or footer paragraph style specifically for landscape pages.

As an example, we will apply rotated table headings to a preexisting table.

- 1) Create a new paragraph style. Name it *Table Heading Rotated*.
- 2) On the *Position* page of the Paragraph Style dialog box (Figure 20), in the *Rotation / scaling* section, select **90 degrees**. Click **OK** to save the new style.

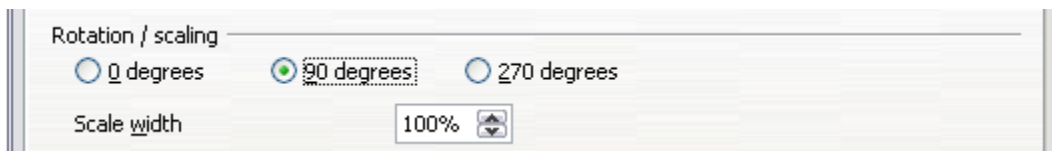


Figure 20: Rotating a paragraph 90 degrees

- 3) Select the heading row of the table and apply the new style. Any text in the cells of the heading row is now rotated.
- 4) If the headings are aligned to the top of the cells, you may want to change the alignment to the bottom of the cells, as shown in Figure 19. To do this, click the **Bottom** button on the Table toolbar (Figure 21).

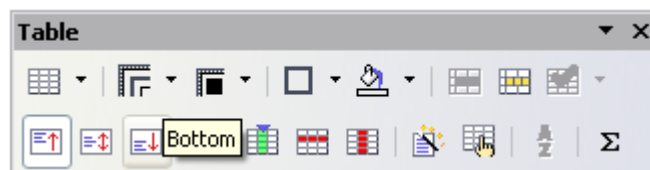


Figure 21: Aligning text to the bottom of cells

## Kerning text

*Kerning* means increasing or decreasing the amount of space between pairs of letters to improve the overall appearance of the text. Kerning automatically adjusts the character spacing for specific letter combinations (see Figure 22). It is only available for certain font types and, for printed documents, only works if your printer supports it.



Figure 22: Kerning disabled (left) vs enabled (right).

To turn kerning on, go to the *Position* page of the Paragraph Style dialog box. In the *Spacing* section, select the **Pair kerning** checkbox (Figure 23).

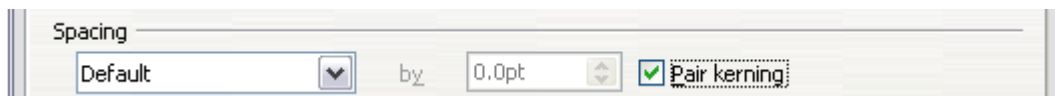


Figure 23: Turning on kerning of letters in a font

## Using styles in outlining

Outline numbering is the feature that automatically numbers sections of a document, for example 1, 1.1, 1.2, 2 and 2.1. When sections are added or deleted, the numbering is automatically corrected.

Paragraph styles are the key to OOO's outline numbering feature. The default paragraph styles assigned to outline levels are the heading styles supplied with OOO: *Heading 1*, *Heading 2*, and so on. However, you can substitute any styles you wish, including custom (user-defined) styles.

OOO's outline numbering feature is used for more than numbering headings. The paragraph styles specified on the Outline Numbering dialog box (Figure 24) determine which headings appear in the table of contents (see Chapter 12, "Tables of Contents, Indexes, and Bibliographies") and some fields commonly used in headers and footers, as described in "Including chapter or section information in page headers" on page 19.

## Choosing paragraph styles for outline levels

If you are using the default heading styles for the headings in your outline, and you are not using heading numbering, you do not need to do anything on the Outline Numbering dialog box. Setting up heading numbering is not covered in this chapter.

To use custom styles in place of the default heading styles:

- 1) Click **Tools > Outline Numbering** to open the Outline Numbering dialog box (Figure 24).

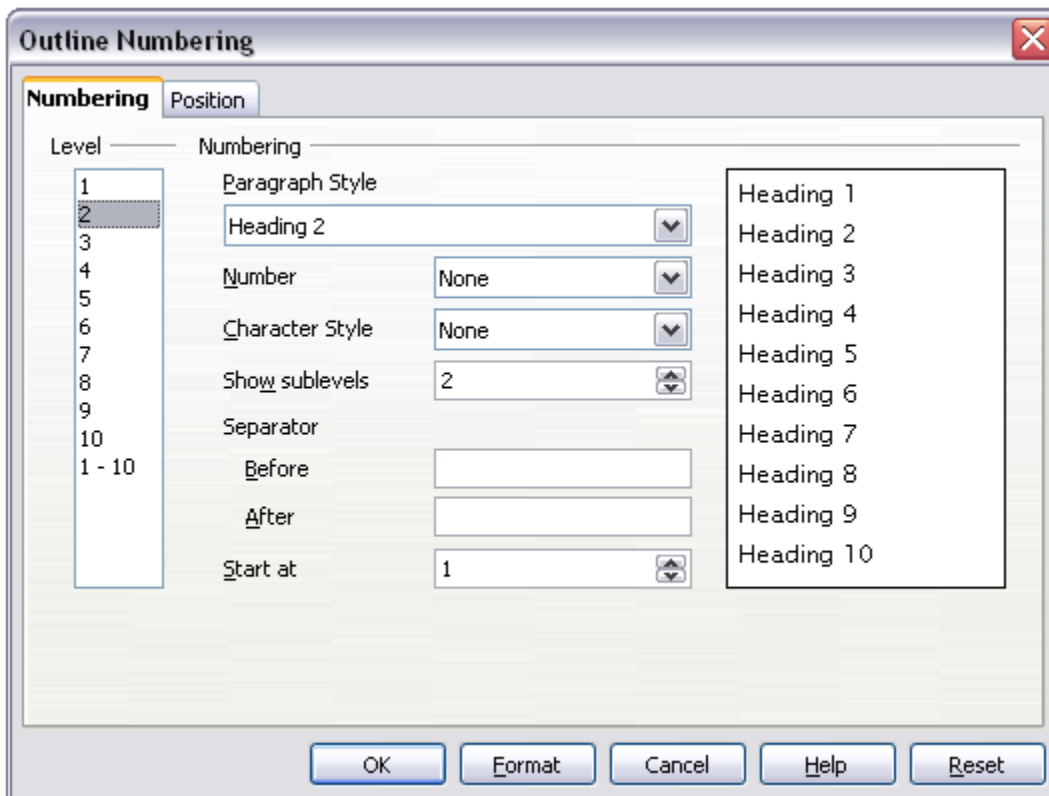


Figure 24: Choosing paragraph styles for outline levels

- 2) Click the number in the *Level* box corresponding to the heading for which you want to change the paragraph style.
- 3) In the *Numbering* section, choose from the drop-down list of paragraph styles the style you want to assign to that heading level. For example, when setting up a chapter in the *Writer Guide*, I would click Level 1 and choose **OOoHeading1** (a custom style defined for the OOoAuthors project) to replace **Heading 1**.
- 4) Repeat for each outline level that you want to change. Click **OK** when done.

## Including chapter or section information in page headers

In addition to page numbers, headers and footers often include the name or number of the chapter or section. Because these names and numbers change from one chapter or section to the next, you need to use a field that displays information relevant to each page.

- 1) Click **Insert > Fields > Other** to open the Fields dialog box (Figure 25).
- 2) On the *Document* page, select **Chapter** in the *Type* list. The *Format* list now shows four choices.

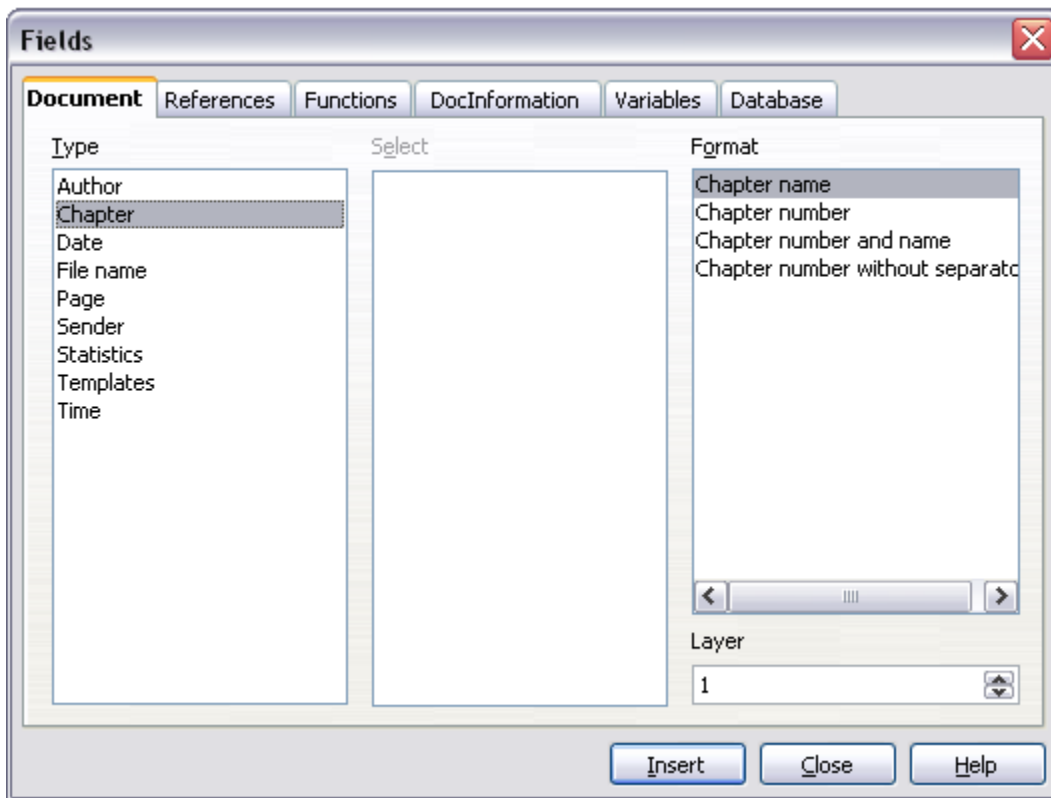


Figure 25: Including the chapter name or number in a page header

The *Layer* box determines which outline level is displayed in the field. For example, **Layer 1** always displays the most recently found heading that has the paragraph style selected for **Level 1** in the Outline Numbering dialog box, **Layer 2** displays the most recent heading with the paragraph style selected for **Level 2** in outline numbering, and so on.

---

**Note** A **Chapter** field in a page header always picks up the **highest** heading level on a page, even if you have specified a lower level in the *Layer* box. For example, if a page has a *Heading 1* and a *Heading 2* on it, then a **Layer 2 Chapter** name field in the header of that page will display the *Heading 1* paragraph, not the first *Heading 2* paragraph, as intended.

In a footer, the layers work as intended.

---

## Working with conditional paragraph styles

---

A conditional paragraph style is another way of formatting text differently in different parts of your document. In some cases, you may find it saves time to use conditional styles rather than switching between styles as you type.

Making a paragraph style conditional means it changes its formatting depending on where it is used. For example, you may want the style *MyTextBody* to be black by default but turn white when inside a frame with a blue background.



Probably the most common use for conditional formatting is with single style outlining. Single-style outlining is a type of outline numbering designed with a *Numbering* style, rather than with **Tools > Outline Numbering**. Instead of using different styles, it changes the number formatting whenever you press the *Tab* key to create a subordinate heading.

The only trouble with single-style outlining is that all levels look the same. That is where a conditional paragraph style comes in handy. Assign the paragraph style to an outline numbering style in the *Numbering* page and then open the *Condition* page (Figure 26). There, you can assign the levels of the outline numbering style to other paragraph styles. Then, when you press the *Tab* key while using the paragraph style, each level of the outline takes on different formatting, making single-style outlining even more convenient than it is on its own.

---

**Note**      Predefined styles (other than *Text Body*) such as *Default*, *Heading 1*, and *Heading 2* cannot be set to be conditional.

---



---

**Caution**      If you want to make a style conditional, you have to do it while the style window still is open for the first time. After the window closes, the *Condition* tab no longer appears in the window.



## Defining the conditional style

When you create a conditional style, you are saying “in this condition make this style look like that other style”. For example, “When typing into a footer, make this style look like the *my\_footer* paragraph style; when typing into a table, make this style look like the *table\_text* paragraph style”.

In addition to setting the normal (unconditional) properties of the style, you need to define which other style it will look like in different situations. You do this on the *Condition* tab.

To set up a conditional paragraph style:

- 1) Define a new paragraph style.
- 2) Select all the paragraph properties for the style. **Do not click OK!**
- 3) Click the *Condition* tab (Figure 26).

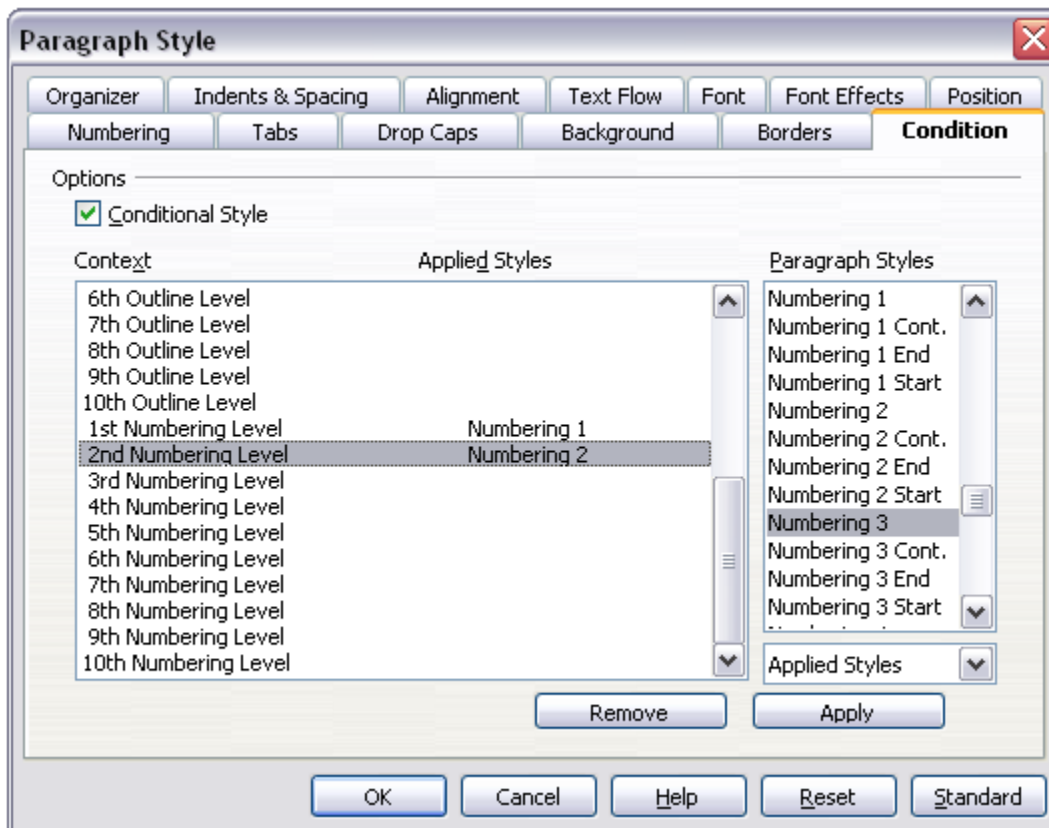


Figure 26: Condition page for paragraph styles

- 4) Select the **Conditional Style** checkbox.
- 5) Select the first condition in the *Context* list (left side of the dialog box) and select the style you want for this condition in the right-hand list.
- 6) Click **Apply**. The name of the paragraph style appears in the middle list.
- 7) Repeat steps 5 and 6 for each condition you want to have linked to a different style.
- 8) Click **OK**.

When the style is selected, you will see that the formatting of your text depends on the context.

## Working with frame styles

---

Frames are often used as containers for text or graphics. To provide consistency in the appearance of frames used for similar purposes, it is a good idea to define styles for frames. For example, you might want photographs to be enclosed in a frame with a drop-shadowed border, line drawings in a frame with a plain border, marginal notes in a frame without a border but with a shaded background, and so on.

Writer provides several predefined frame styles, which you can modify as needed; and you can define other frame styles. The technique for defining and applying frame styles is similar to that for other styles.

---

**TIP** There is considerable overlap between the uses of frames and of sections for some page layout purposes. You may find it useful to take a look at Chapter 4, “Formatting Pages”, for information about the use of frames and sections.

---

### How frame styles work

When an object is added to Writer, it is automatically enclosed in a frame of a predetermined type. The frame sets how the object is placed on the page, as well as how it interacts with other elements in the document. You can edit the frame by modifying the frame style it uses or by using a manual override when a frame is added to the document.

Because frames and objects are used together, it sometimes is easy to forget they are separate elements. In some cases, such as charts, you can edit the frame and object separately, so the distinction is worth remembering.

Unlike other elements that use styles, frames can be defined only partly by their style because their use can vary so much. Several elements of frames, such as the anchor and protected elements, need to be defined manually for individual frames.

You can format a frame manually when you select **Insert > Frame**. The dialog box that opens contains all the settings available when frame styles are set up, as well as some only available when the frame is inserted. As with other styles, the most efficient way to format frames is in the Styles and Formatting window.

### Planning the styles

If you are using a mix of graphics, you may want to define two related styles, one with a border line for graphics with white backgrounds and one without a border for all other backgrounds. You also may want to design one or more frames for text only.

Otherwise, the default frame styles (listed in Table 1) cover most users’ needs. The only significant addition that many users might need is one or more styles for text frames.

Table 1. Various frame styles and their uses

Style	Comments and Use
Formula	The frame style used for formulas. The default includes <b>AutoSize</b> , which adjusts the size of the frame to the formula.
Frame	The default frame style.
Graphics	The default style for graphics. The defaults include autosizing to fit the graphic, no text wrap, and a thin border around the frame. These are reasonable defaults, except for the border. Unless the background of the graphic is white and the document's background also is white, the border usually is unnecessary.
Labels	The default style for use with <b>File &gt; New &gt; Labels</b> . It seems to be used by OpenOffice.org automatically and is not intended for users at all.
Marginalia	A style for placing a frame beside the left margin. As the name suggests, the <i>Marginalia</i> style is intended for comments added in the margin of text. The style also is useful for creating sideheads—headings against the left margin, which often are used in technical documentation. To set up sideheads, create body text styles with two inches or more indentation from the left. Then, place the cursor at the start of a body text paragraph, add the frame, and apply the <i>Marginalia</i> style.
OLE	The default style for OLE objects and floating frames. The default places the frame at the top and center of a body of text.
Watermark	The default style for a watermark, a graphic placed as the background to a body of text. The default is a Through wrap, with text passing over the frame and anything in it. The graphic should be faint enough that text still is readable over top of it.

## Formatting frames

You can access frame settings by selecting **New** or **Modify** in the Styles and Formatting window for a frame style or by selecting **Insert > Frame** from the menu. Once a frame is added to a document, you can double-click the frame to open the Frame dialog box or modify the style in the Styles and Formatting window.

Frame settings are available from the following tabbed pages:

- *Type* page: sets the size and position of the frame. One of the most useful options here is **AutoSize**, which automatically adjusts the frame to the object it contains. If the frame style is one used automatically, then this option should be selected.
- *Options* page: sets whether the contents of the frame are printed and able to be edited in a read-only document. The tab also sets the text direction, which is useful if you are using the frame for contents in a language that uses right-to-left text direction.
- *Wrap* page: sets how text is positioned in relation to the frame and how close text comes to a frame. If you want the frame contents to stand out from the paragraphs around it, set the wrap to **None**. This probably is the single most important tab for frames.

- *Background* page: sets the background color or graphic. This tab is useful mostly for text frames in complex page layouts, in which a text frame has an appearance different from the general background of the page.
- *Border* page: sets the line around the frame, if any. Many beginning designers make the mistake of adding a border to every frame. However, when a colored background distinctly marks the division between the frame's contents and the rest of the page, borders are unnecessary.
- *Columns* page: sets the number of columns used in the frame. This tab can be ignored unless the frame is being used for text.
- *Macro* page: sets a macro to use with the frame. These options are useful only in an on-line Writer or HTML document.

## Applying frame styles

Whenever you insert an object into a document, it will automatically have a frame around it. Some designers like to add frame styles to introduce variation. For example, you could have two different frame styles for graphics: one that is centered for small graphics and another that is left-aligned for graphics that take up the entire width of the main frame. In such a case, you will need to add at least one frame style.

To apply a style to a frame:

- 1) Select the frame.
- 2) Bring up the Styles and Formatting window (for example, by pressing *F11*).
- 3) Click the **Frame Styles** icon (the third one from the left).
- 4) Double-click the frame style you want.

---

**TIP** When a frame is selected, the Apply Style window at the left of the formatting toolbar displays frame styles. You can use this to change the style of a frame.

---

Most of a frame's design can be set in the style. However, the following options must be set manually:

- **Anchoring**: how the frame is positioned in relation to the rest of the page's contents (**Format > Anchor**).
- **Arrangement**: the frame's position in a stack of objects (**Format > Arrange**).
- **Adding a hyperlink**: so that a click on the frame opens a Web page or another document in an HTML file (**Insert > Hyperlink**).

The right-click menu also has items for anchoring and arrangement, as well as for wrap and alignment (Figure 27).

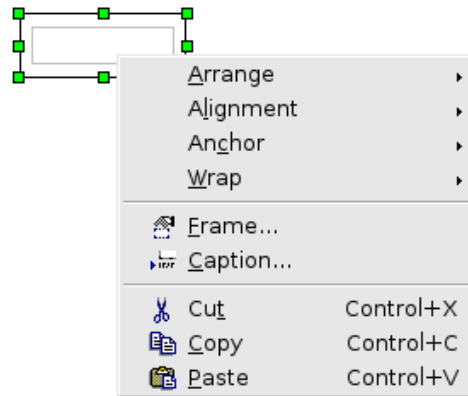


Figure 27: A frame’s right-click menu has positioning options

## Working with list (numbering) styles

You can define the appearance of lists by using list (numbering) styles, which include styles for bullet lists as well as numbered lists.

### New in 2.0

OOo 2.0 uses the terms “numbering style” and “list style” inconsistently, but they are the same thing. For example, the tooltip in the Styles and Formatting window says “List Styles”, but its style dialog box says “Numbering Style”.

After setting up a list style, you can associate it with one or more paragraph styles. To create a hierarchy of numbered paragraphs, use a series of list styles and define other (unnumbered) paragraphs to fit the indentation or spacing patterns of the numbered paragraphs.

### Example of list style usage

This example shows how to have Arabic numbers (1, 2, 3) with no following punctuation, lined up as shown in the illustration below:

- 8 Example.
- 9 Example.
- 10 Example.

- 1) In the Styles and Formatting window, select **List Styles** (top), and either **All** or **Hierarchical** in the box at the bottom.

If you want to create a new style, right-click on the window and select **New**; then define the style. However, the following example uses one of the OOo-supplied style names: *List 1*.

- 2) Select *List 1*, right-click and select **Modify**. On the Numbering Style dialog box, either choose a predefined style on the *Numbering Style* tab or design a new style on the *Options* tab. We will use the *Options* tab (Figure 28).

- 3) Choose **1, 2, 3** in the *Numbering* box and delete anything in the *Before* and *After* boxes. In the *Level* box, leave **1–10** (the default) highlighted.

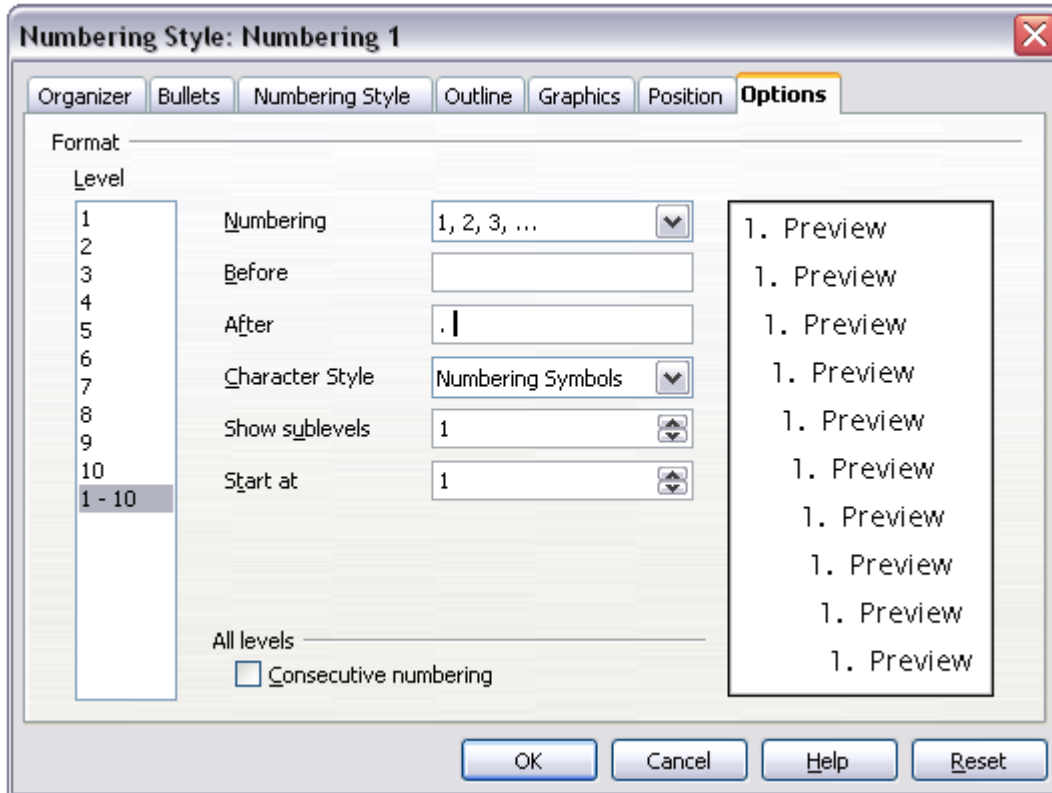


Figure 28: Designing a list-numbering style

- 4) On the *Position* page (Figure 29), increase *Spacing to text* from the default to, say, 0.65cm and change *Numbering alignment* to **Right**. Increase the *Minimum space numbering <--> text* value, if necessary. The values depend on the typeface, type size, and personal preference. Try a few combinations to see what looks best.
- 5) Click **OK** to set the changes. Now the modified style can be used. If the style has already been used in the document, those paragraphs in this style will now reflect the changes.

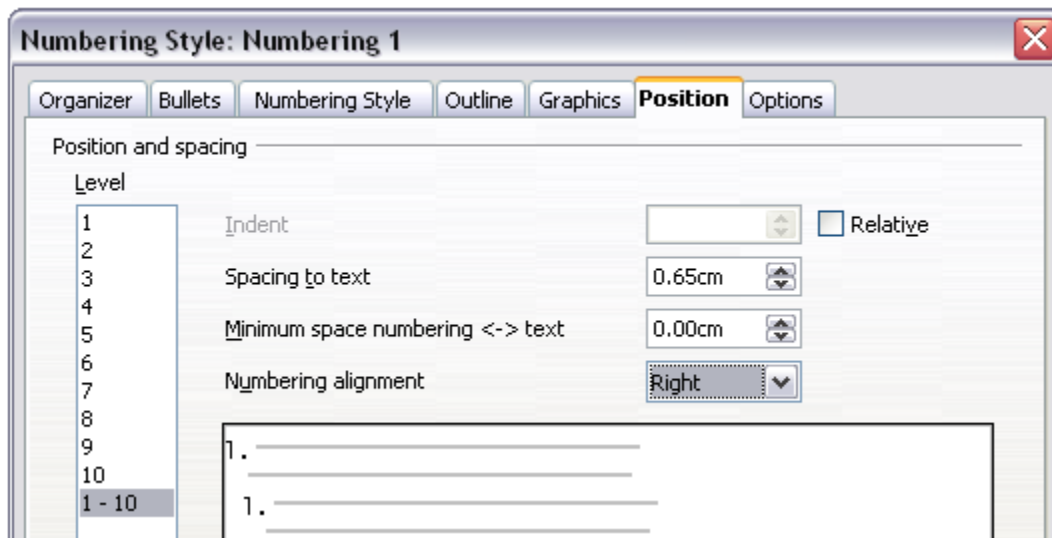


Figure 29: Setting spacing and alignment in a list-numbering style

You can apply this numbering style directly to any paragraph or assign it to a paragraph style.

To assign a numbering style to a paragraph style, open the Paragraph Style dialog box (see page 5), go to the *Numbering* page (Figure 30) and choose the numbering style defined. (The name of the paragraph style does not have to match the name of the numbering style.)

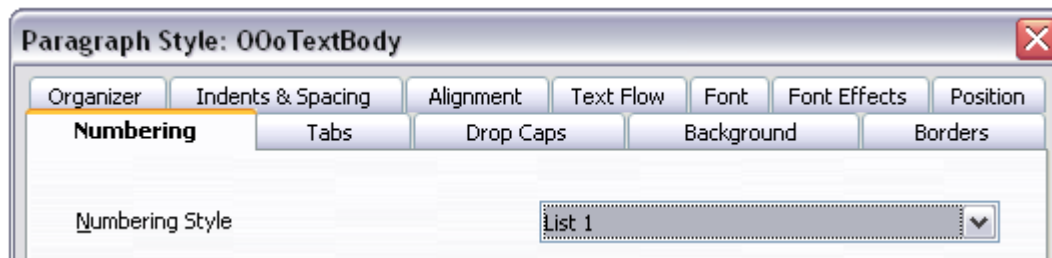


Figure 30: Choosing a numbering style for a paragraph style

## Using outline-numbering styles

Outline numbering (sometimes called multi-level numbering) is a numbered list with indented numbered sections. Rather than just a list of numbered items (1,2,3...), an outline-numbered list may have item 1, then indented items numbered 1,2,3; or i,ii,iii; or some other numbering method before the main number 2.

With outline-numbering styles you can achieve any combination of numbering formats you want. To set up outline numbering styles assigned to paragraph styles, follow the procedure for ordinary numbered lists but use the *Outline* tab.

---

**TIP** The selections under **Tools > Outline Numbering** may be sufficient; you may not need to use outline-numbering styles.

---



You can modify the predefined style, or define a new style. This example uses one of the supplied styles, *Numbering 1*.

As an example, we will use outline-numbering to produce the following effect:

- I. Level-1 list item
  - A. Level-2 list item
    - i. Level-3 list item
      - a) Level-4 list item

**Instructions:**

- 1) In the Styles and Formatting window, choose *Numbering Styles* and select a style such as *Numbering 1*. Right-click on the style and select **Modify**.
- 2) On the Numbering Style dialog box, go to the *Outline* page (Figure 31), where you will find that one style matches our requirements. Click once on that style.

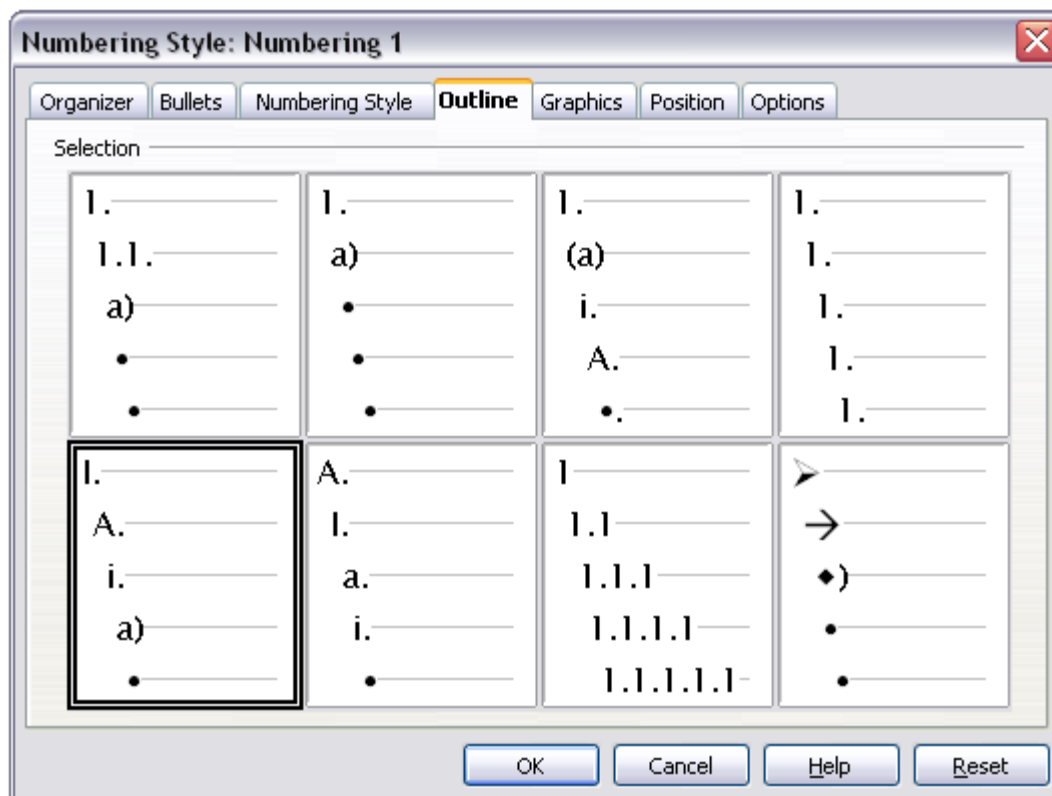


Figure 31: Choosing a predefined outline-numbering style

- 3) To modify the layout of the list, use the *Options* tab (Figures 32 and 33). Notice that the preview on the right shows the outline selected. In the *Level* box on the left, select **1**, then **2**, **3**, and **4** and see how the information in the *Numbering* and *After* boxes changes.

Use the *Options* page to set different punctuation; for example, a period (full stop) after “a” on level 4 instead of a parenthesis.

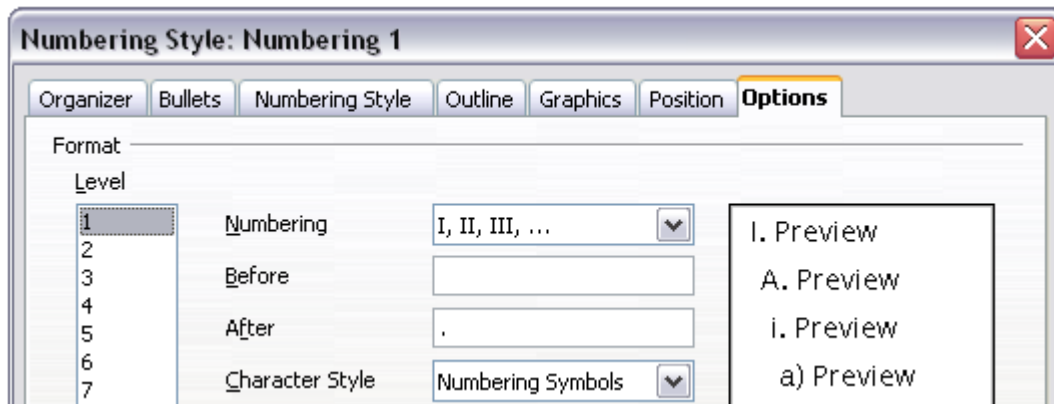


Figure 32: Checking the outline numbering for level-1 list items

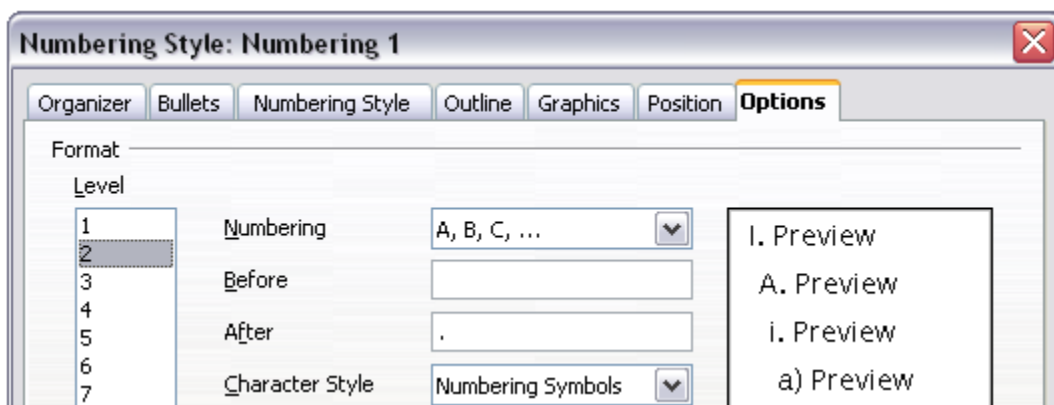


Figure 33: Numbering style for level-2 list items

- 4) To make the indentation at each level greater or less than the default, change it on the *Position* page (Figure 29). Select the heading level, then make any changes in the indentation, spacing, or numbering alignment.
- 5) Repeat for each heading level as required, then click **OK** to save the style.

---

**TIP** With outline numbering you can define different bullet styles for the different levels of a bullet list. Use the *Bullets* tab of the Numbering Style dialog box (not shown) to select the basic style. Return to the *Options* tab to customize the bullet for each indent level. Here you can set bullets to any character. See the *Graphics* tab for more bullets.

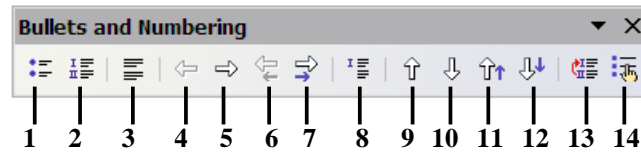
---

## Applying the different levels of a list-numbered paragraph style

To apply the different levels of a list-numbered paragraph style:

- 1) Type the first paragraph and apply the *List 1* style. Notice that the level-1 list number is added automatically.
- 2) Select **View > Toolbars > Bullets and Numbering** to display the Numbering toolbar (Figure 34).

- 3) Press **Enter** to start the next paragraph. To make it a level-2 list item, click the “Down one level” icon on the object bar (Figure 34). The number applied to this paragraph has changed to a level-2 number.
- 4) Continue typing list items, moving each paragraph up or down levels as needed.



- |                           |  |                                      |
|---------------------------|--|--------------------------------------|
| <b>1</b> Bullets On/Off   | <b>6</b> Move Up One Level<br>with Subpoints   | <b>9</b> Move Up                     |
| <b>2</b> Numbering On/Off | <b>7</b> Move Down One Level<br>with Subpoints | <b>10</b> Move Down                  |
| <b>3</b> Numbering Off    | <b>8</b> Insert Unnumbered Entry               | <b>11</b> Move Up with Subpoints     |
| <b>4</b> Up One Level     |  | <b>12</b> Move Down with Subpoints   |
| <b>5</b> Down One Level   |  | <b>13</b> Restart Numbering          |
|                           |  | <b>14</b> Bullets & Numbering dialog |

Figure 34: The Bullets and Numbering toolbar

---

**TIP** One option is to enter all the list paragraphs first and apply the levels afterwards. You can use keyboard shortcuts to move paragraphs up or down the outline levels. Place the cursor at the beginning of the numbered paragraph and press:

*Tab*                    Down a level  
*Shift+Tab*            Up a level

To insert a tab stop at the beginning of a numbered paragraph (that is, after the number but before the text), press *Control+Tab*.

---

## Working with page styles

In Writer, *page styles* define the basic layout of pages, including page size, margins, headers and footers, borders and backgrounds, number of columns, and so on.

Writer comes with several page styles, which you can modify as you wish, and you can define your own. You can have one or many page styles in a single document.

---

**Note** All pages in a Writer document are based on styles. If you do not specify a page style, Writer uses the *Default* page style.

---

To change the layout of individual pages, either define a new page style or use one of the techniques (sections, frames, or tables) described in Chapter 4, “Formatting Pages”.

This section describes one use of page styles. Other uses are discussed in Chapter 6, “Introduction to Styles”, and Chapter 4, “Formatting Pages”.

---

**TIP** Any modifications of page styles, including the *Default* page style, apply only to the document you are working on. If you want the changes to be the default for all documents, you need to put the changes into a template and make that template the default template. See Chapter 10, “Working with Templates”, for details.

---

## Setting up a book chapter sequence of pages

Book chapters typically start on a right-hand page, with the first page of the chapter having a different layout from the rest of the pages. The other pages in the chapter are “mirrored” for double-sided printing. For example, page numbers in the header or footer may be positioned on the outside edge of pages and a wider margin (allowing for binding) may be placed on the inside edge.

Table 2 shows the properties of two page styles (*Right Page* and *Default*) set up for a typical book chapter’s sequence of pages.

Table 2. Properties of customized page styles to be used in a book chapter

Page Style	Desired effect	Property: setting
Right Page	First page always on the right (an odd numbered page)	Page > Page layout > Only right
	No header or footer	Header > Header > Header on: Not selected
	Top margin of page larger than on other pages	Page > Margins > Top: 6.00cm
Default	Mirrored margins	Page > Page layout: Mirrored
	Header with page number on the top outside of the page and chapter title in the top middle center of the page	Header > Header on: Selected Header > Header > Same content left/right: Not selected

Figure 35 illustrates the transitions from *Right Page* to *Default*, with the change of header between left and right pages shown by the # symbol.

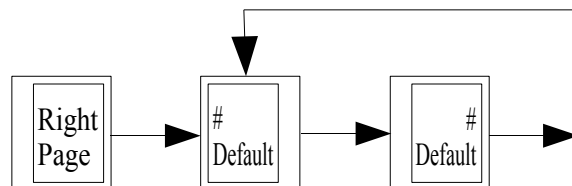



Figure 35. *Right Page* and then *Default* page style with different headers for alternate pages.

To apply this page scenario:

- 1) Set up the page styles.
  - a) On the Styles and Formatting window, click the **Page Styles** icon  (fourth from left) to display a list of page styles.
  - b) Right-click on *Right Page* and select **Modify** from the pop-up menu.
  - c) On the *Organizer* page of the Page Style: *Right Page* dialog box (Figure 36), change *Next Style* to **Default**.

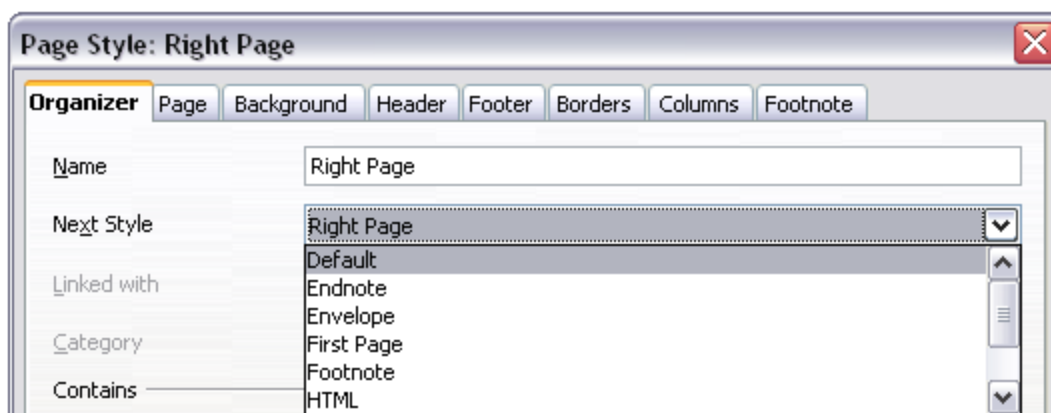


Figure 36. Specifying the next style after the first page of a chapter

- d) On the *Page* page (Figure 37), specify a larger left margin for binding, and a larger top margin to move the chapter title down the page.
- e) On the *Header* and *Footer* pages, be sure the **Header on** and **Footer on** checkboxes are not selected. Click **OK** to save your changes.
- f) On the Styles and Formatting window, in the list of page styles, right-click on *Default* and select **Modify** from the pop-up menu.
- g) On the *Organizer* page of the Page Style: *Default* dialog box, be sure *Next Style* is **Default**.

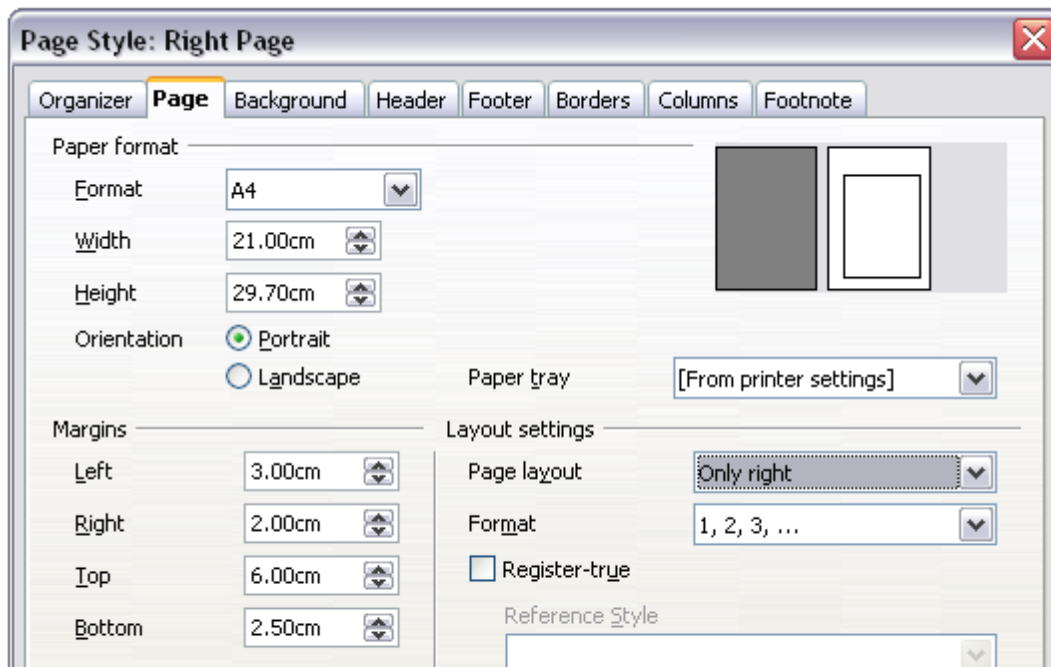


Figure 37. Setting page margins and layout for the Right Page style

- h) On the *Page* page of the Page Style: Default dialog box (Figure 38), select **Mirrored** for *Page layout* and set the *Inner* and *Outer* margins to the same width as the *Left* and *Right* margins, respectively, on the *Right Page* style.

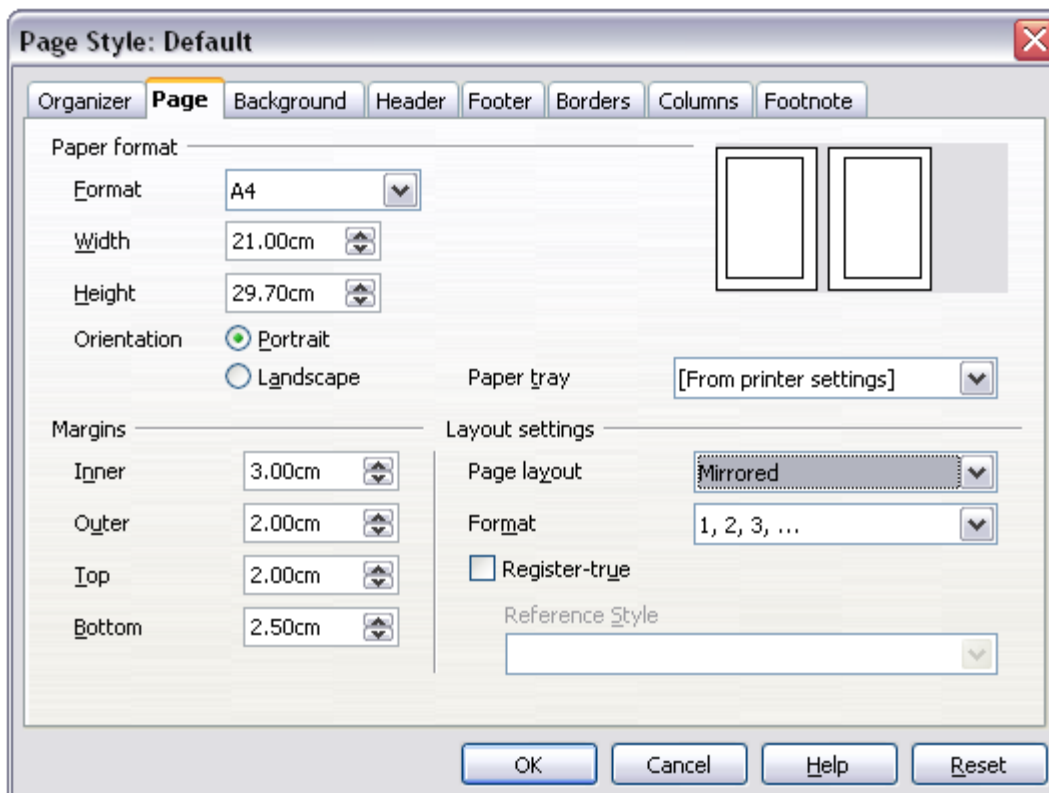


Figure 38. Setting page margins and layout for the Default page style

- i) On the *Header* page of the Page Style: Default dialog box (Figure 39), select the **Header on** checkbox and deselect the **Same content left/right** checkbox. Click **OK** to save your changes.

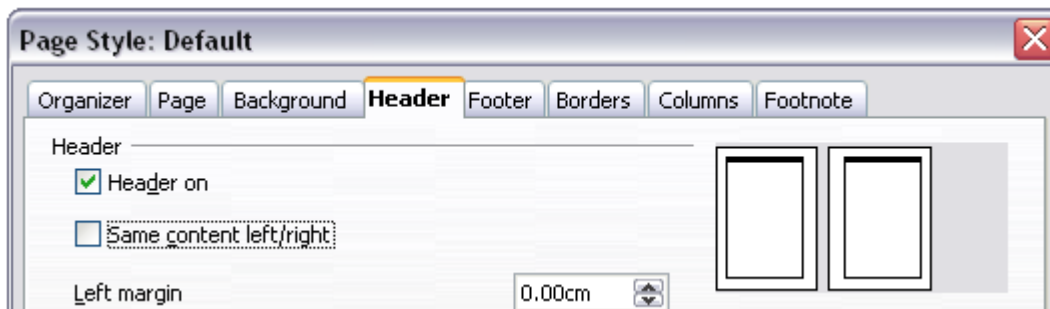


Figure 39. Setting up the header properties for the Default page style

- 2) Set up the *Heading 1* paragraph style to start on a new right-hand page.
  - a) In the Styles and Formatting window, right-click on **Heading 1** and select **Modify**.
  - b) On the *Text Flow* page of the Paragraph Style dialog box (Figure 40), in the **Breaks** section, select **Insert**, **With Page Style**, and **Right Page**. Click **OK** to save your changes.

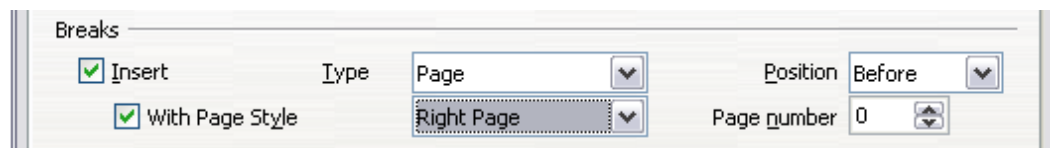


Figure 40. Setting a paragraph style to start on a page of a selected style

- 3) To start a new chapter, apply the paragraph style *Heading 1* to the first paragraph, which will be the title of the chapter.

---

**Note** By default, paragraph style *Heading 1* is assigned to *Outline Level 1*. The assignment of paragraph styles to outline levels is done through **Tools > Outline Numbering**.

---

- 4) To set up the headers:
  - a) On a left page, put the cursor in the header and insert a page number field on the left (**Insert > Fields > Page Number**).
  - b) Press *Tab* to put the cursor in the middle and insert a Chapter reference:  
Press *Control+F2* to display the Fields dialog box (Figure 41).  
On the *Document* page, for *Type* select **Chapter** and for *Format* select **Chapter name**. Make sure that *Layer* is set to **1**, and then click **Insert**.

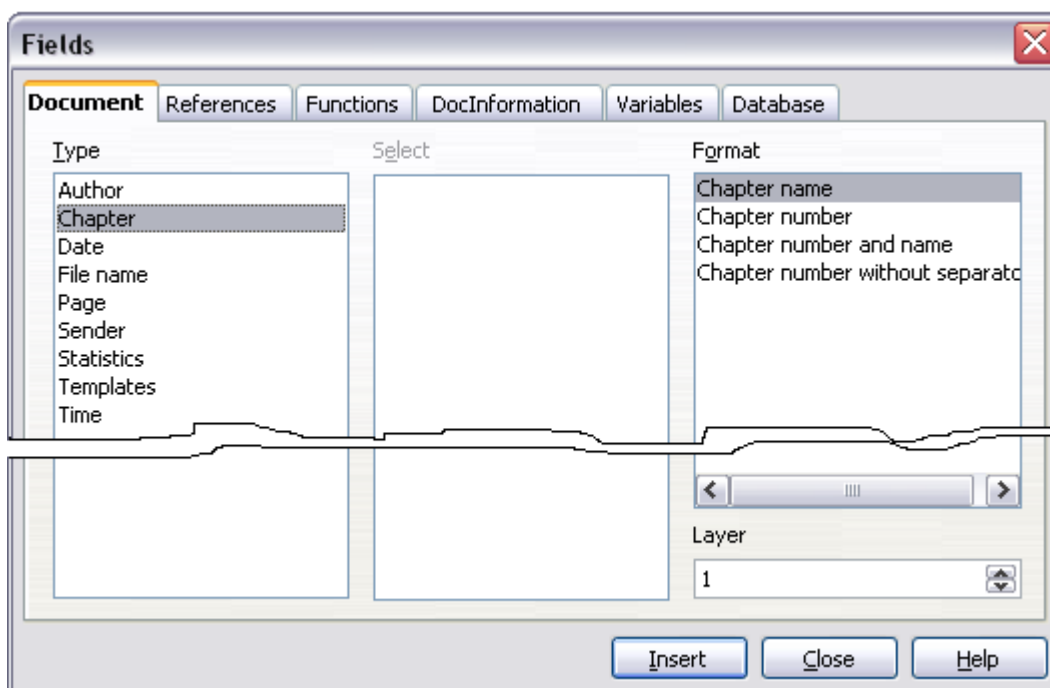


Figure 41. Inserting a chapter title into the header of a page

- c) On a right page, put the cursor in the header, press *Tab*, insert a **Chapter** reference, press *Tab* again, and insert a page number field.
- d) If you need to adjust the tab stops for the header, modify the *Header* paragraph style. Do not manually adjust the tab stops.