

# Apache Open Office

*Version 4.1*

## Writer Guide

AOO Documentation Team

### **Chapter 6** **Introduction to Styles**

## Copyright

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## Acknowledgments

This document is updated from a previous version by OOoAuthors.

## Feedback

Please direct any comments or suggestions about this document to:  
[doc@openoffice.apache.org](mailto:doc@openoffice.apache.org)

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## Note for Mac Users

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Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

<b>Windows/Linux</b>	<b>Mac equivalent</b>	<b>Effect</b>
<b>Tools &gt; Options</b> menu selection	<b>OpenOffice &gt; Preferences</b>	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Open context menu
<i>Ctrl (Control)</i>	<i>⌘ (Command)</i>	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Open the Navigator
<i>F11</i>	<i>⌘+T</i>	Open Styles & Formatting window

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## What Are Styles?

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Most people are used to writing documents according to *physical* attributes. For example, you might specify the font family, font size, and weight (for example: Helvetica 12pt, bold).

Styles are *logical* attributes. We use styles every day. For example, there are two styles of personal computer: desktop and laptop. Each has its own distinctive set of properties. You never say “my computer is a low-weight, one-piece unit with an LCD screen attached to a rectangular casing containing the computing components and the keyboard”. Instead, you could say that you have a laptop.

OpenOffice (AOO) styles are a way to do the same thing for your document. Using styles means that you could stop saying “font size 14pt, Times New Roman, bold, centered” and start saying “title” for describing that particular font usage. In other words, styles mean that you shift the emphasis from what the text *looks like* to what the text *is*.

## Why Use Styles?

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

The time is 9:50 AM, and Jane is finishing the 30-page paper for school that is due at 10:00 AM. She looks over the assignment one more time, and suddenly she realizes that:

- The text must use Arial font instead of Times New Roman.
- The headings must be dark blue and indented.
- The title must appear at the top-right of every page except the first.
- Even-numbered pages must have a wider right margin, and odd-numbered pages must have a wider left margin.

Thankfully, Jane used AOO Writer and styles. She makes all the changes in only two minutes and hands in the paper on time.

## Style Categories

AOO Writer has five style categories:

- *Paragraph* styles affect entire paragraphs represented with those styles.
- *Character* styles affect a block of text inside a paragraph.
- *Page* styles affect page formatting (page size, margin, and the like).
- *Frame* styles affect frames and graphics.
- *List* styles affect outlines, numbered lists, and bulleted lists.

In the same way that characters are the building blocks for creating words, paragraphs are the building blocks of every document. Headings (subheads) are paragraphs; headers, footers, and numbered lists are also paragraphs. Paragraph styles are, therefore, the most frequently used styles and are the ones treated in more detail in this and the next chapter.

## The Styles and Formatting Window

Styles are available through the Sidebar's Styles and Formatting deck or a floating/dockable window called Styles and Formatting, shown in Figure 1. This window is at the center of styles management. Do not worry if, at first, some contents of this section seem obscure while progressing through this or the next chapter. This guide describes how to use all these functions.

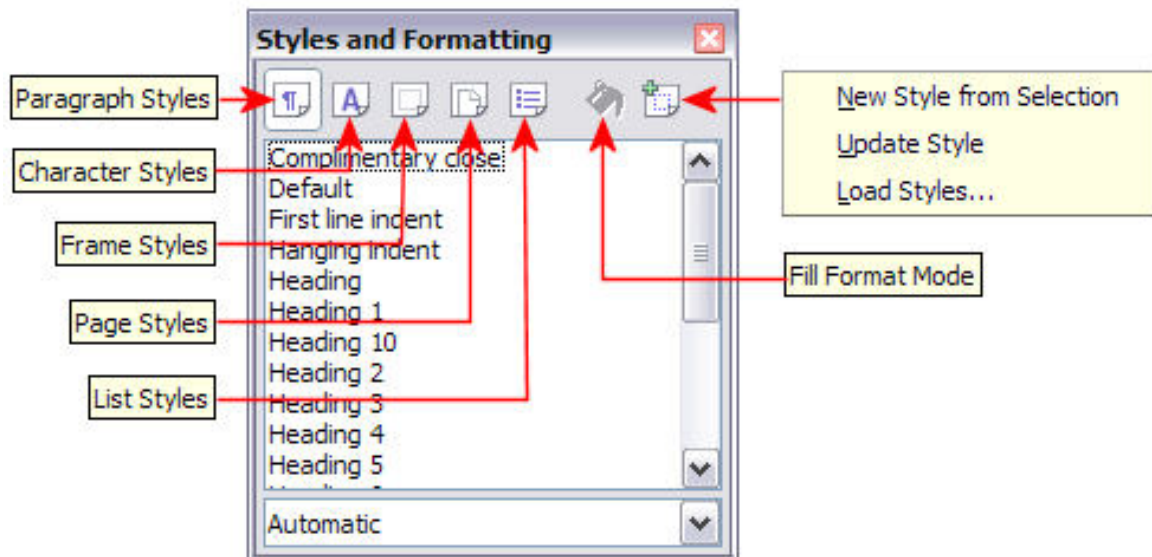



Figure 1: Styles and Formatting window buttons

To open the Styles and Formatting window, do *any one* of the following:

- Click the Styles and Formatting icon of the Sidebar.
- Click on the  icon located at the left-hand end of the Formatting toolbar.
- Select **Format > Styles and Formatting**.
- Press *F11*.

### Tip

We will emphasize using the Sidebar but the floating Styles and Formatting window has the same appearance and functions. Which you use is a matter of preference.

### Tip

You can move the Styles and Formatting window to a convenient position on the screen or dock it to an edge. The Sidebar is docked at the right edge by default.

## Style Selection Basics


The first five icons at the top of the Styles and Formatting window select the category of styles to work on. Click on one of these icons to display a list of styles in that category, such as paragraph or character styles, in the main window.

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 in the corresponding section. You can select more than one paragraph or frame and apply the same style to all of them at the same time.

## Using Fill Format Mode

The sixth icon at the top of the Styles and Formatting window activates the *Fill Format* mode. Use Fill Format to apply a style to many 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 to that word.
- 4) Repeat step 3 until you have made all the changes for that style.
- 5) To quit the Fill Format mode, click the icon again or press the *Esc* key.

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### 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.

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## New Style from Selection, Update Style, and Load Styles Functions

The last button in the toolbar of the Styles and Formatting window is a multipurpose button that gives access to three different functions: New Style from Selection, Update Style, and Load Styles.

### Using New Style from Selection

Use the first function of the multipurpose button to 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 remember all the formatting settings you want, as is necessary when creating a new style with the Style dialog box. Besides, unlike when setting the formatting parameters in dialog box pages as you will learn to do later, you can immediately see how the objects will look when formatted with the style you are creating.

Follow these steps to create a new style from a selection:

- 1) Change the formatting of the object (paragraph, frame, etc.) to your liking.
- 2) 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) Go back to the Styles and Formatting window and click the **New Style from Selection** icon.

In the Create Style dialog box, enter 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.

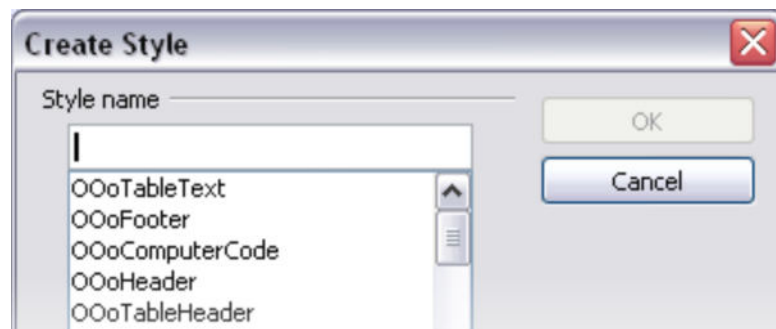


Figure 2: Dialog to name a new style from selection

### Update Style (from a selection)

Let's use paragraph styles as an example.

- 1) 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 in the paragraph selected to update the style, that particular property will not be updated.

- 2) Select the paragraph by clicking anywhere in the paragraph.
- 3) 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**.

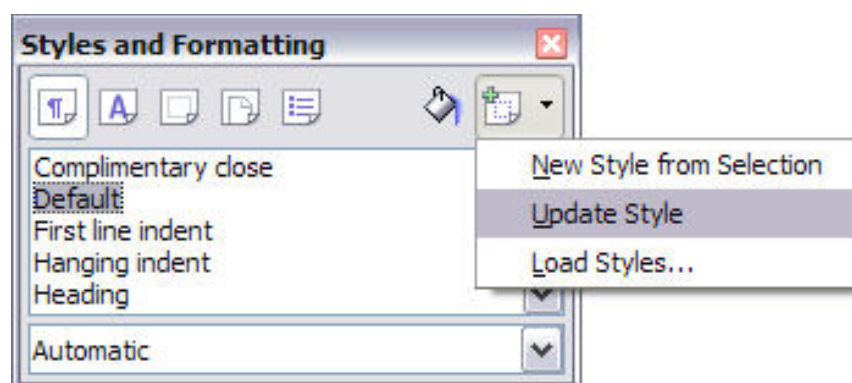


Figure 3: Updating a style from a selection

The procedure to update another type of style (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**.



### Load Styles (from a template or document)

The last option in the **New Style from Selection** icon is used to copy styles into the current document 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 2).
- 3) In the Load Styles dialog box (Figure 4), find and select the template to copy styles from. Click on the **From File** button if the styles you want are contained in a text document rather than a template. In this case, a standard file selection dialog box opens up, allowing you to select the desired 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.

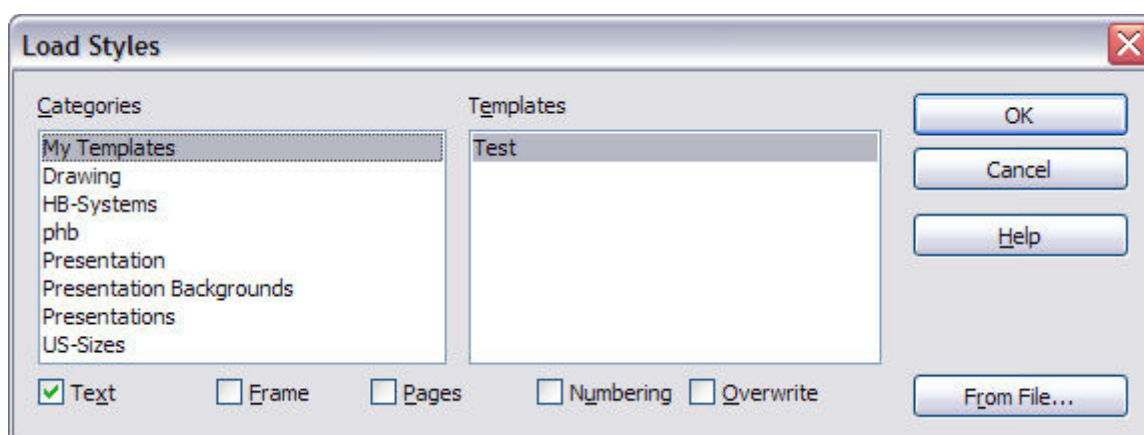


Figure 4: Loading styles from a template

### Using the Visible Styles Filters

At the bottom of the Styles and Formatting window, use the drop-down menu to select a filtering criterion for the contents of the main body of the window. Normally, you will find that only a handful of styles are needed in any given document, and it makes sense to have only these styles shown.

So, at the beginning of the writing process, you may want to have access to all the available styles (by selecting **All Styles**). However, as the document develops, it is useful to reduce the size of the list displayed to only the styles already in use (by selecting **Applied Styles**). If you work on a document where you want to apply special-purpose styles only (such as those styles used in writing this user guide), select instead **Custom Styles**. The **Hierarchical Styles** view is most useful when modifying styles as it reveals which styles are linked together. This topic is discussed in more detail in Chapter 7 (Working with Styles).

### Drag-and-Drop a Selection to Create a Style

Another little known property of the Styles and Formatting window is the capability of creating a new style with a simple drag-and-drop of a text selection into the Styles and Formatting window.

- 1) Open the Styles and Formatting window.



- 2) Select the style category you are going to create (for example a character style) using one of the five icons in the top left part of the window.
- 3) Select the object you want to base the style on and drag it to the Styles and Formatting window. The cursor changes its shape indicating whether the operation is possible or not.
- 4) In the Create Style dialog box (Figure 2), enter 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.

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**Note** You cannot use the drag-and-drop method to create a custom page style.

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## Applying Styles

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Styles can easily be applied by means of the Styles and Formatting window. However, alternative ways exist to apply certain styles, as explained in this section.

### Applying Paragraph Styles

The style family most used when drafting a document is the paragraph style. AOO offers two quick alternatives to the Styles and Formatting window to apply this category of style: the Apply Style menu and the Format Paintbrush icon.

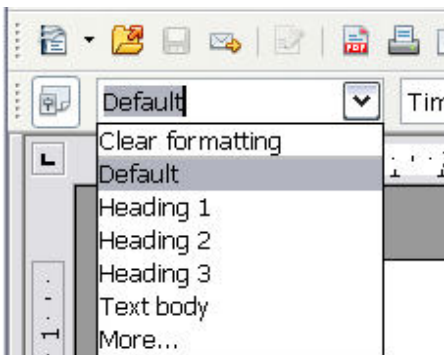


Figure 5: Apply Style menu

When a paragraph style is in use in a document, the style name appears on the *Apply Style* menu near the left end of the formatting bar, to the right of the *Styles and Formatting* icon. You can select styles from this menu, just as you can from the Styles and Formatting window.


To apply a style from this menu, 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.

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

---

The format paintbrush can be used to apply a certain paragraph style to another paragraph (or group of paragraphs). Start by placing the cursor inside the paragraph

you want to copy, then press the **Format Paintbrush** icon  in the standard toolbar. The cursor changes into an ink bottle. Select now the paragraphs to which you want to apply the copied style. Note that it is not required to select the whole paragraph.

### Example: Applying a Paragraph Style

Let's see the three methods described above in action with an example.

- 1) Create a new document (choose **File > New > Text Document** or press **Control+N**).

- 2) Type the words `Heading 1` in the new document, but do not press *Enter* so that the cursor remains in that same line where you typed.
- 3) Click the **Styles and Formatting** icon on the Sidebar to display the Styles and Formatting deck. This is shown as a floating window in (Figure 6) but it is normally docked.
- 4) Make sure the window is showing the *Paragraph Styles* section—click on the top-left icon of the Styles and Formatting window.

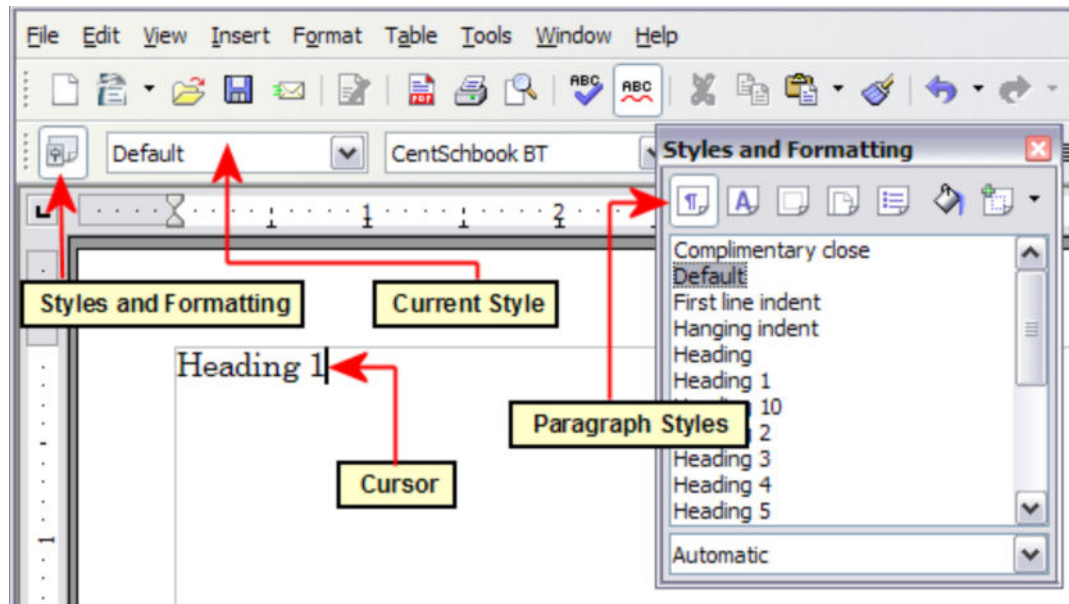


Figure 6: Click on the *Styles and Formatting* icon to bring up the window

Double-click the **Heading 1** entry of Styles and Formatting (Figure 7). This does two things:

- Gives the line (actually, its entire paragraph) you typed the *Heading 1* style.
- Adds **Heading 1** to the *Apply Style* menu.

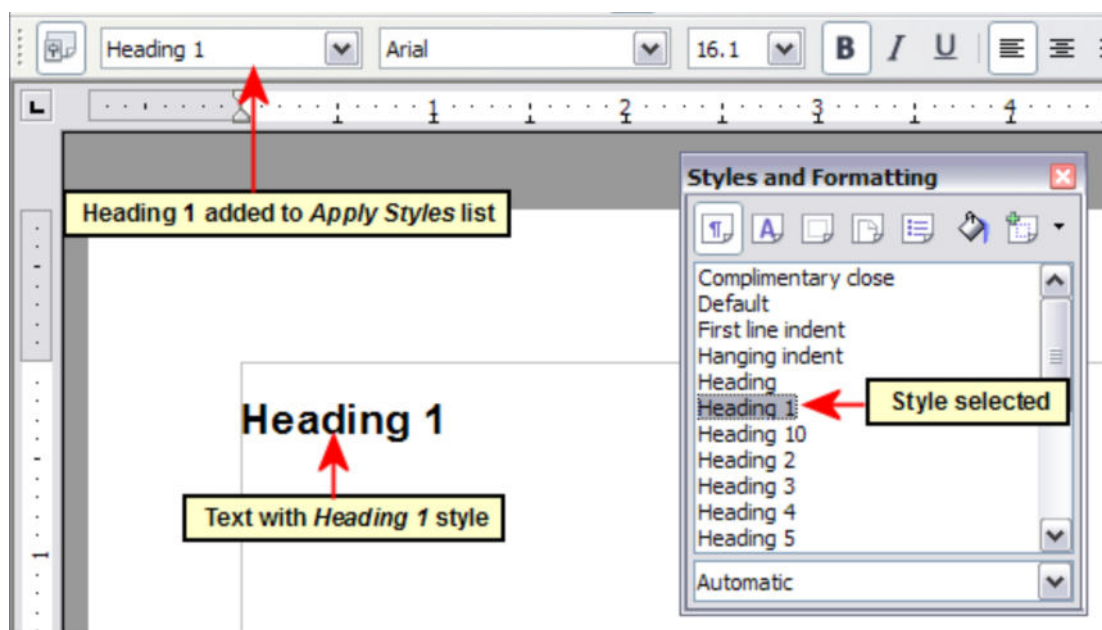



Figure 7: Applying paragraph styles

To use the *Apply Styles* drop-down menu (Figure 5):

- 1) Move the cursor to a new line or create a new line by pressing the *Enter* key at the end of the previous line and type some text.
- 2) Keeping the cursor on the same paragraph, select **Heading 1** in the *Apply Styles* list.

The text acquires the properties of the *Heading 1* style. If the paragraph style you want is not in the *Apply Style* list, select **More** to bring up the Styles and Formatting window. If the Styles and Formatting window is still open, you may notice that the *Heading 1* style is also highlighted in the main window, as shown in Figure 7.

Finally, try the Format Paintbrush:

- 1) Move the cursor to a new line or create a new line by pressing the *Enter* key at the end of the previous line and type some text.
- 2) Move the cursor to one of the two paragraphs with style **Heading 1** and select the **Format Paintbrush** icon  to activate it (the cursor changes shape).
- 3) Move the cursor over the paragraph you have created and click the left mouse button.

The cursor shape changes back to the normal one, and the text acquires the properties of the *Heading 1* style.

If the Styles and Formatting window is open, you may notice that the *Heading 1* style is also highlighted in the main window.

## Applying Character Styles

Select the Styles and Formatting deck on the Sidebar and click the second button in the top bar. The list of available character styles is displayed. To apply a character style, follow these steps:

- 1) Select the block of text where you wish to apply the style.
- 2) Double-click the appropriate character style in the Styles and Formatting window.

Some examples include:

This example uses the AOO-supplied *Strong Emphasis* character style.

**Definition:** A statement describing the meaning of a word or phrase.

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### Note

One difference between character styles and paragraph styles is the need for selecting text (highlighting). Character styles require you to select the text you want to apply them to; paragraph styles do not.

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## Unset/Undo Character Styles

Sometimes, you will want to remove the formatting from a block of text. *You must resist the temptation to do this manually.* This will only cause trouble down the road. There are four easy ways to remove character formatting after you select the text:

- Right-click and choose **Default Formatting**.

- Choose **Format > Default Formatting** from the menu bar.
- Press the keys *Ctrl + M*.
- If you have the Styles and Formatting deck visible, double-click the *Default* character style.

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**Note**      The first three methods also work for removing manual formatting.

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## Applying Frame Styles

Whenever you insert an object, such as a picture, into a document, it will automatically have a frame around it. Some designers like to add frame styles to introduce variety. 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 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 deck in the Sidebar.
- 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 Frame toolbar replaces the Formatting toolbar. Then, the *Apply Style* list at the left of the Frame toolbar displays frame styles. You can use this to change the style of a frame.

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Most of a frame's design can be set in a 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.

## Applying Page Styles

To apply a page style, place the cursor anywhere on the page to which the style should be applied. You can easily check which page style is applied because it is shown on the status bar.

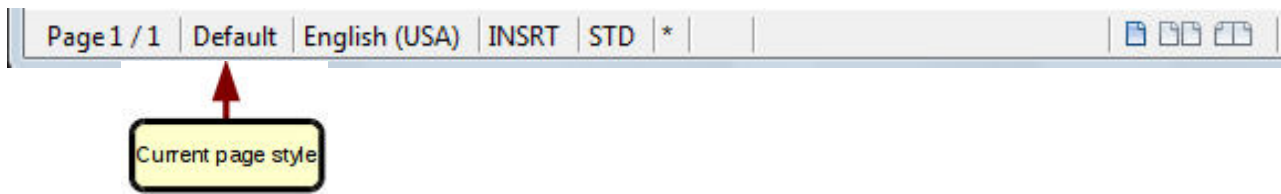


Figure 8: The current page style is displayed on the status bar

If you want to apply a different style, you can either right-click on the style in the status bar and select a new style from the pop-up menu, or you can open the Styles and Formatting deck, select the page style icon at the top of the window (fourth icon), and then double-click on the desired style.

## Caution



Changing a page style will usually cause the style of all other pages to change as well. The results may not be what you want. To change the style of only one page, you may need to insert a manual page break, as described below.

As discussed in Chapter 7 (Working with Styles), a correctly set up page style will, in most cases, contain information on what the page style of the next page should be. For example, when you apply a *Left* page style to a page, you can indicate in the style settings that the next page has to apply a *Right* page style, a *First* page style could be followed by either a *Left* page style or a *Default* page style, and so on.

Another very useful mechanism to change the page style is to insert a manual page break and specify the style of the subsequent page. The idea is simple: you break a sequence of page styles and start a new sequence. To insert a page break, choose **Insert > Manual Break** and choose **Page break**. This section illustrates two common scenarios where page breaks are useful.

### Example: Chapters

A possible scenario: You are writing a book that is divided into chapters. Each chapter starts with a page style called *New Chapter*. The following pages use the *Default* page style. At the end of each (except the last) chapter, we return to the *New Chapter* page style for the first page of the next chapter.

Figure 9 illustrates the flow of page styles when using page breaks.

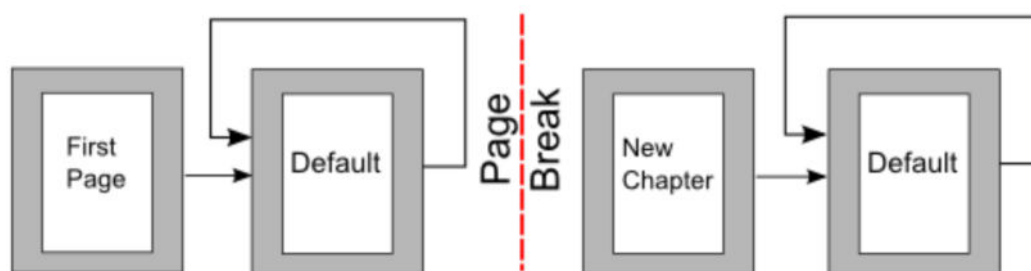


Figure 9: Page style flow using a page break

AOO doesn't have a predefined *New Chapter* style, so you must create a custom style (see Chapter 7). Let's suppose that you already have the page styles with the following properties:

<b>Page style</b>	<b>Next Style</b>
<b>New Chapter</b>	Default
<b>Default</b>	Default

At some point, you will want to start a new chapter. Follow these steps:

- 1) Put the cursor at the end of the chapter, on a blank line (empty paragraph) of its own.
- 2) Choose **Insert > Manual Break**. The Insert Break dialog box (Figure 10) appears.
- 3) Under *Type*, choose **Page break** and under *Style*, select **New Chapter**.

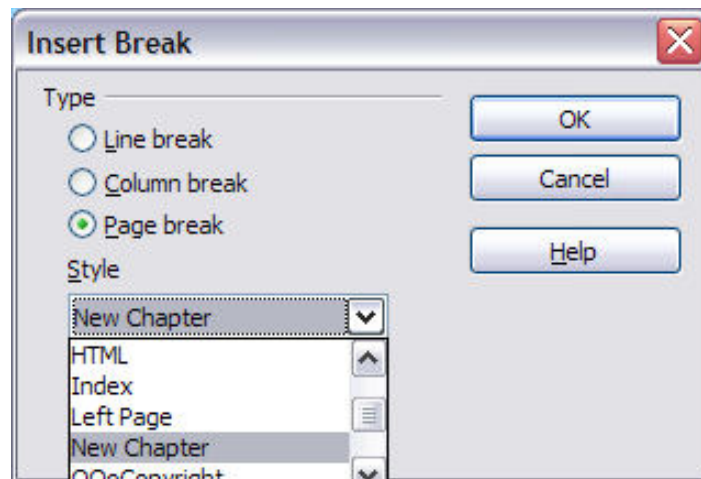


Figure 10: Choose Page break and select the New Chapter page style

### Example: Page with Special Formatting

Sometimes you may need to insert a page with special formatting, for example a landscape page or a page with more columns. This can also be done with page breaks. Suppose that the current page has the *Default* page style.

- 1) Choose **Insert > Manual Break**.
- 2) Select the desired page style (say, *Special Page*) in the Insert Break dialog box.
- 3) Fill in the contents for this page.
- 4) Insert another page break and select *Default* as the style. The pagination continues on as normal, except that one page has been replaced by a different page style.

This concept is illustrated in Figure 11.

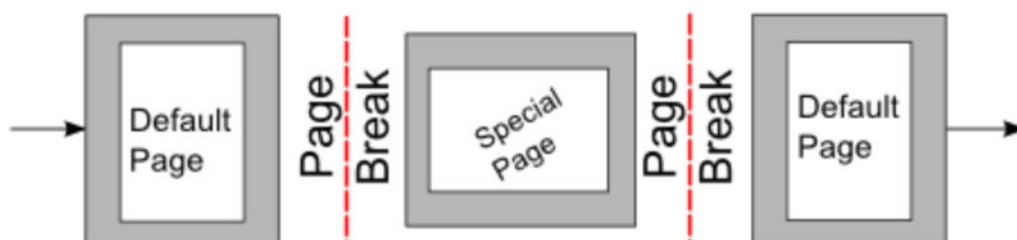


Figure 11: Inserting a page with special formatting



## Applying List Styles

List styles define properties such as indentation, numbering style (for example, 1,2,3; a, b, c; or bullets), and punctuation after the number, but they do not by themselves define properties such as font, borders, text flow, and so on. The latter are properties of paragraph styles.

If you need your list to have specific paragraph-style properties, you should embed the list style into paragraph styles, as explained in Chapter 7. You can then create a numbered list by applying paragraph styles alone.



Each of the list styles predefined in Writer has four associated paragraph styles. For example, the *Numbering 1* **list** style is associated with four **paragraph styles**:

- Numbering 1
- Numbering 1 Cont.
- Numbering 1 End
- Numbering 1 Start

*Numbering 1* is a default paragraph style to which you can attach a list style. If you want to make exclusive use of paragraph styles and never use the Formatting toolbar when creating a numbered list, you could use the other three styles. All you need to do is to create a suitable list style and set up the *Next Style* property in the Organizer page of the Paragraph Style dialog box so that the *Numbering 1 Start* paragraph is followed by the *Numbering 1 Cont.* style, while the *Numbering 1 End* paragraph style is followed by a default style paragraph.


If you only want to apply a list style (that is, the numbering or bullet symbol and the indentation) then, when the cursor is on the paragraph to be numbered, double-click on the desired list style.

When creating a list style, you can define up to ten levels of depth for nested lists.

Switch from one level to the other with either the **Promote**  or the **Demote**  buttons on the Bullets and Numbering toolbar or by pressing the *Tab* key (one level down) or *Shift+Tab* key combination (one level up) or by right-clicking on the list element and select **Up One Level** or **Down One Level** from the pop-up menu.

### Restarting the Numbering

When creating more than one numbered list of the same type within the same chapter, Writer applies progressive numbering to all the lists. Sometimes this is exactly what you want, while at other times you want to restart the numbering. To do

so, either click on the **Restart numbering** icon  on the Bullets and Numbering toolbar or right-click on the first element of the list and select **Restart numbering**.

## Modifying Styles

Writer provides several predefined styles, but you may find that they do not fit your preferences. You can build your own library of custom styles to use in place of the predefined ones, or you can modify the existing styles. AOO offers four mechanisms to modify both predefined and custom (user-created) styles:

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



The first two methods are discussed in “Update Style (from a selection)” on page 7 and “Load Styles (from a template or document)” on page 8, while Chapter 7 (Working with Styles) discusses at length the process of creating a new style.

This section shows how you can quickly make simple modifications to existing paragraph styles using the same tools you would use for applying formatting manually.

## Tip

Any changes made to a style are effective only in the current document. If you want to reuse modified or new styles in other documents, you need either to save the styles in a template—see Chapter 10 (Working with Templates)—or copy the styles into the other documents, as described in “Copying and Moving Styles” on page 23.

## 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 deck and select **Modify** from the pop-up menu.

The dialog box displayed depends on the type of style selected. Figure 12 shows an example of the dialog box for a paragraph style. Each style’s dialog box has several tabs. The various properties on these dialog boxes are described in the next chapter.

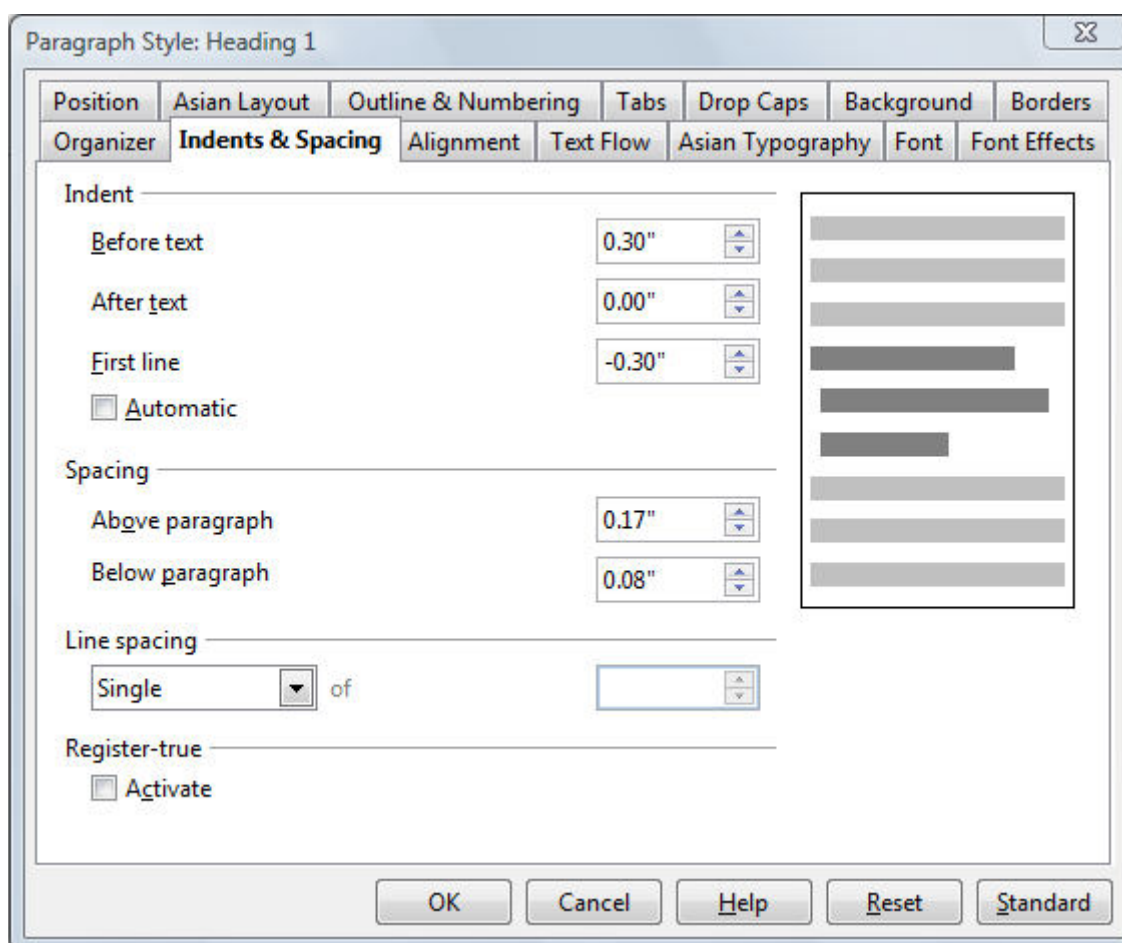


Figure 12: Example of the Paragraph Style dialog box

Move to the page where the setting you want to modify is specified and input the new value. You can click the **Help** button at any time to bring up the online guide where all the options of the current page are briefly described. When you are done, click **OK** to close the dialog box. As discussed above, the great advantage of styles is that all the instances of such style in your document are now modified to your liking.

## Examples: Modifying Paragraph Styles

For this example, we need three lines of text with three AOO-supplied paragraph styles: *Heading 1*, *Heading 2*, and *Heading 3*. These paragraph styles could be used in formatting headings (subheads) in the framework for a document that will be “fleshed out” afterward.

Open a new text document for this exercise and type `Title` on the first line, click the **Paragraph Styles** icon on the Styles and Formatting deck, and double-click **Heading 1** in the drop-down list. Repeat this procedure for the other entries of Figure 13, using the proper paragraph style for each: the *Heading 1* style for the paragraph containing the word **Title**, *Heading 2* for **Subtitle 1**, and so on.

Your document should resemble Figure 13.

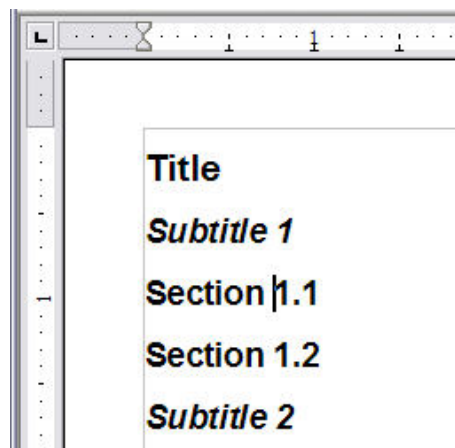


Figure 13: Headings 1–3 with default styles

Suppose you decide to make some changes to these styles, namely:

- *Heading 1* should be centered.
- *Heading 3* should be indented.

### Center Heading 1

On the Styles and Formatting deck, select the **Paragraph Styles** icon (if it isn’t already chosen), right-click on **Heading 1**, and choose **Modify**.

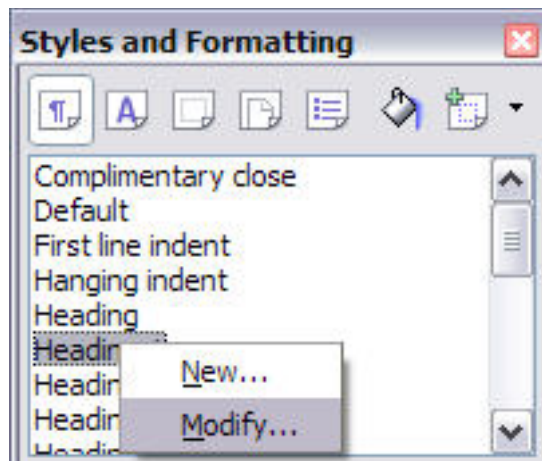


Figure 14: Modifying a style

After the Paragraph Style window opens, choose the **Alignment** tab, select **Center** (as shown in Figure 15), and click **OK**.

Now, every paragraph marked as *Heading 1* will be centered (as shown in Figure 16). If you make another *Heading 1* entry, it will be centered as well.

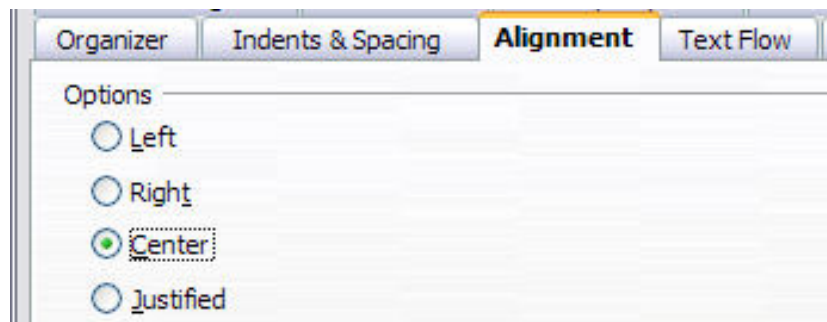


Figure 15: Center Heading 1

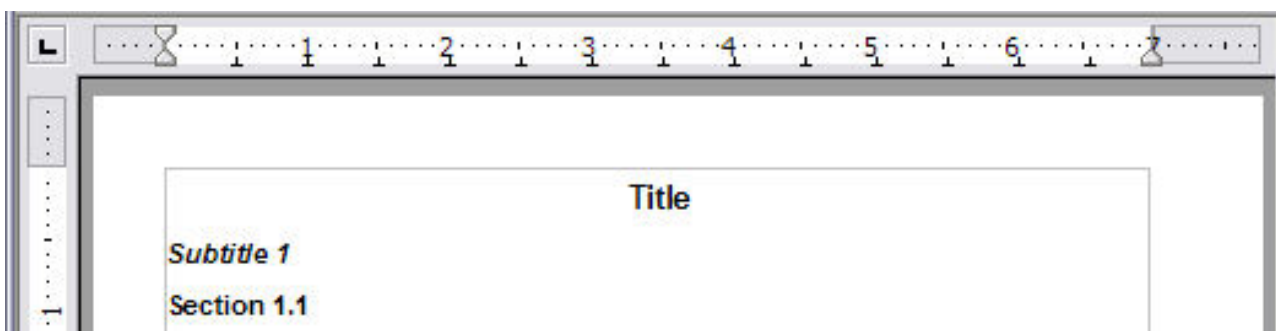


Figure 16: The text *Title*, which is formatted as a centered *Heading 1* style

### Indent Heading 3

On the Styles and Formatting deck, right-click on the **Heading 3** paragraph style and choose **Modify**, as before. After the Paragraph Style dialog box opens, follow the steps below:

- 1) Click the **Indents & Spacing** tab.
- 2) Under the *Indent* section, set the indentation before the text to 0.60", as shown in Figure 17. Your display might be different, depending upon what

measurement unit was set in the options (**Tools > OpenOffice Writer > General > Settings**).

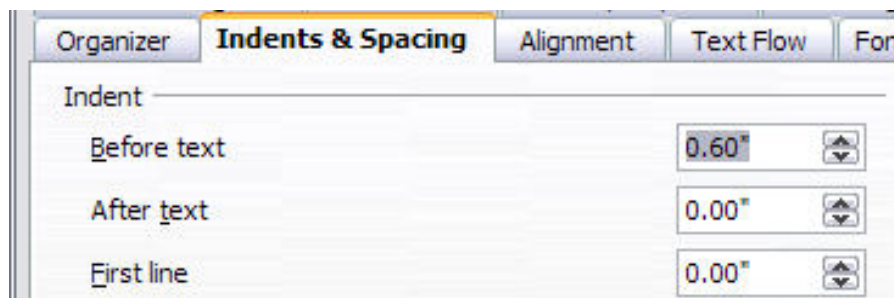


Figure 17: Set indentation

The result should resemble Figure 18.

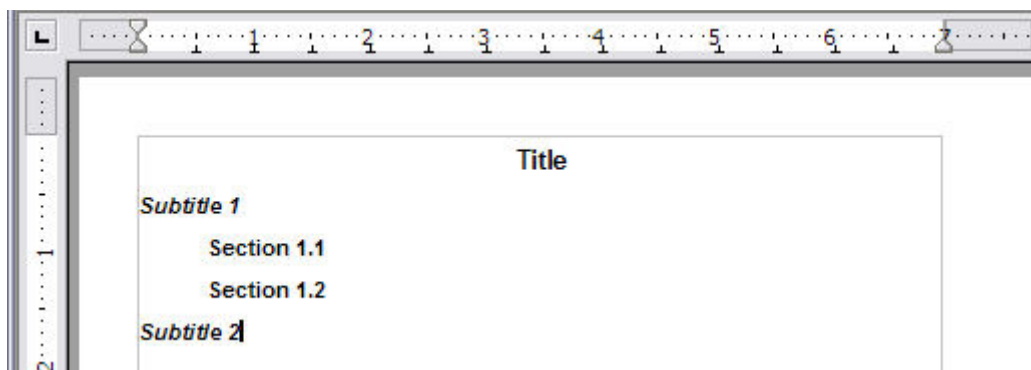


Figure 18: The text formatted as Heading 3 style is now indented

## Using AutoUpdate

On the Organizer page of the Paragraph Style dialog box there's a checkbox labeled AutoUpdate (Figure 19). It is intended for paragraph and frame styles only. If this checkbox is selected, then AOO will apply, to the style itself, any modification made manually to a paragraph formatted with that style.

### Caution



If you are in the habit of manually overriding styles in your document, be sure that AutoUpdate is **not** enabled, or you will suddenly find whole sections of your document reformatting unexpectedly.

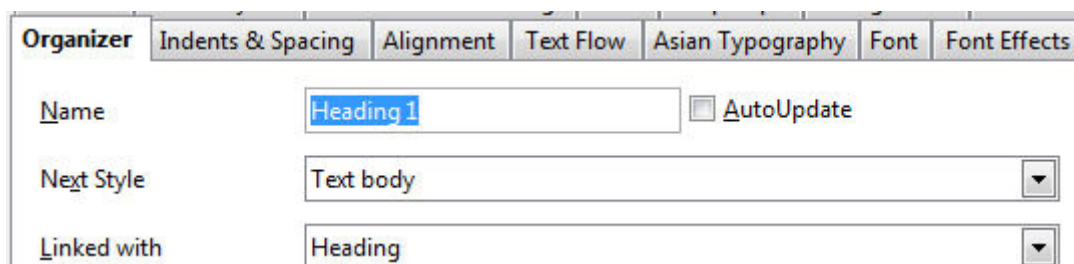


Figure 19: The Organizer page of the Paragraph Style dialog box

## Creating Custom Paragraph Styles: Examples

You have seen that the Styles and Formatting window provides several predefined styles, such as *Heading 1* and *Text body*. But what if you need something different, like a poem style, that is not in Styles and Formatting? With Writer, you can make your own styles to suit your needs.

Chapter 7 (Working with Styles) describes in detail the options on the various pages of the Paragraph Style dialog box. This section provides an example of a typical use of custom paragraph styles.

We create a *Poem* paragraph style and a *Poem Header* paragraph style, with the following properties:

- *Poem*: Centered, with a font size of 10pt.
- *PoemHeader*: Centered, bold, with a 12pt font size.

In addition, a *PoemHeader* style is to be followed by a *Poem* style. In other words, when you press *Enter*, the next paragraph style in the document changes to *Poem*.

### Note

You may have noticed this behavior already. After you enter a heading using a *Heading* paragraph style and press *Enter*, the next style automatically switches to *Text body*.

## Creating the Poem Paragraph Style

Our next example uses the *Poem* style. We will use the *Default* style as a starting point.

- 1) Select the **Styles and Formatting** deck of the Sidebar.
- 2) Click the **Paragraph Styles** icon (first from the left).
- 3) Right-click **Default** and choose **New**.

This opens the Paragraph Style dialog box, with the **Organizer** page selected. To create a custom style, you have to understand and configure the top three entries.

Style fields	Description
<b>Name</b>	This is the name of the style itself, like <i>Heading 1</i> or <i>Text body</i> . Set (type in the text box) the name to <i>Poem</i> .
<b>Next Style</b>	This is the default style for the paragraph that follows the <i>Poem</i> style. When you press <i>Enter</i> while typing text in the <i>Poem</i> style, this style is used. Set this value to <b>Poem</b> . When you press <i>Enter</i> , the text will remain in the <i>Poem</i> style.
<b>Linked with</b>	If the <i>Poem</i> style is linked with another, say <i>Default</i> , then any change in <i>Default</i> will affect <i>Poem</i> , just as you saw with <i>Heading</i> in the previous section. For our example, this is not the behavior we want. Set this entry to - <b>None</b> -. This means that <i>Poem</i> is not linked with any other style.

After making these changes, your dialog box should look like Figure 20.

The dialog box shows the 'Organizer' tab with the following settings:

- Name:** Poem
- Next Style:** Poem
- Linked with:** - None -
- Category:** Custom Styles

Figure 20: Initial configuration for the *Poem* style. Set the first three entries as shown.

The next step is to configure the alignment and font properties of this style.

- On the *Alignment* page, select the **Center** option.
- On the *Font* page, select the **10pt** font size.

Click **OK** to save the new *Poem* style.

## Creating the PoemHeading Style

Create a new *PoemHeading* style. Use the same procedure as before, with these changes:

- *Next Style:* Select **Poem**, not **PoemHeading**.
- *Linked with:* **Heading**.

The dialog box should look like Figure 21.

The dialog box shows the 'Organizer' tab with the following settings:

- Name:** PoemHeading
- Next Style:** Poem
- Linked with:** Heading
- Category:** Text Styles

A yellow box labeled 'Edited Entries' has red arrows pointing to the Name, Next Style, and Linked with fields.

Figure 21: Settings for the *PoemHeading* style

Now set the settings of the new style:

- 1) On the *Alignment* tab, select **Center**.
- 2) On the *Font* tab, choose **Bold** and size **12pt**.

Click **OK** to save the new *PoemHeading* style.

## Sample Poem

It is a good idea to test out your new styles to see if you're happy with them. Typing a poem using the styles we have just defined should produce the results in Figure 22.



## Changing the Formatting of Your Styles

One of the main advantages of styles is that they allow the document formatting to be changed after the content has been written. For example, suppose you have written a 100-page book of poetry. Then you change your mind about the way the poems should look.

To learn about reconfiguring styles, we add an indentation to the *Poem* style instead of centering it.

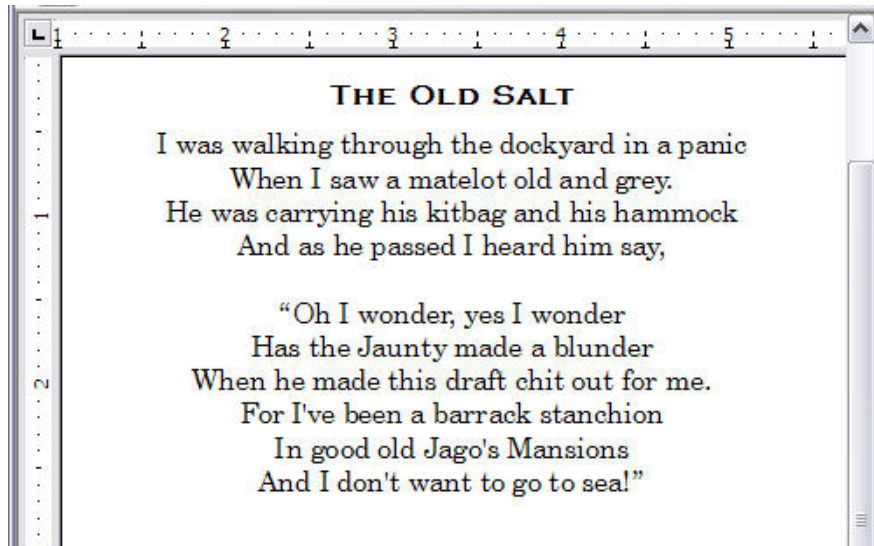


Figure 22: Sample poem

### Indent Poem

First, set the *Poem* style to left alignment:

- 1) In the Styles and Formatting deck, select **Poem** and right-click and select **Modify**.
- 2) On the *Alignment* tab, select **Left**.

Set the indentation:

- 1) Click the **Indents & Spacing** tab.
- 2) Under *Indent*, set the indentation before the text to 5 cm (or about 2 in).

Repeat the steps above for the *PoemHeading* style.

Done! Click **OK**, and you should see the text change.

### Final result

After all these changes, the poem should look similar to Figure 23. Note in the figure that a third style has been created for the author of the poem.



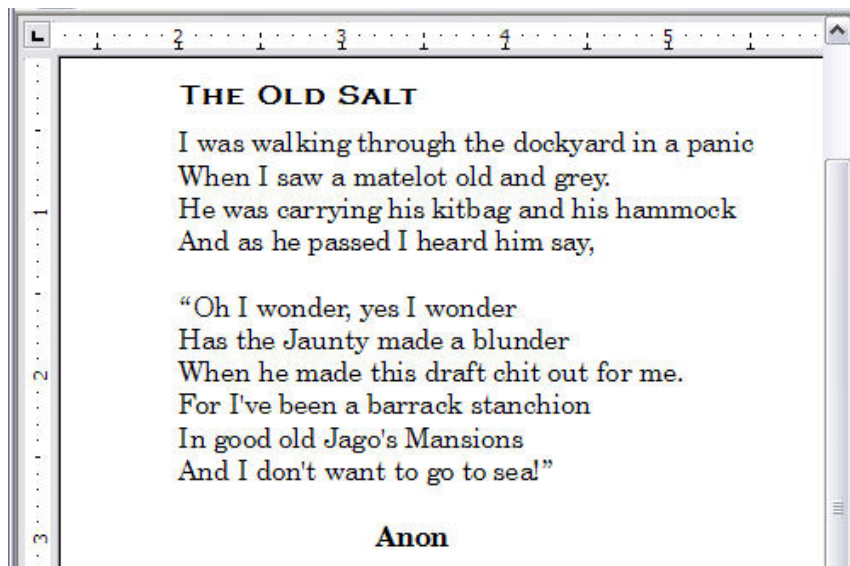


Figure 23: Final result, using three custom styles

## Copying and Moving Styles

Styles are part of a document's properties. Therefore changes made to a style, or new styles you create, are only available within the document to which they belong. Styles always stay with a document. So, for example, if you e-mail a document to another person, the styles go with it.

If you want to reuse modified or new styles in other documents, you need either to:

- save the styles in a template (see Chapter 10), or
- copy the styles into the document in which you want to use them.

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 (see page 8).

To copy or move styles using the Template Management dialog box:

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

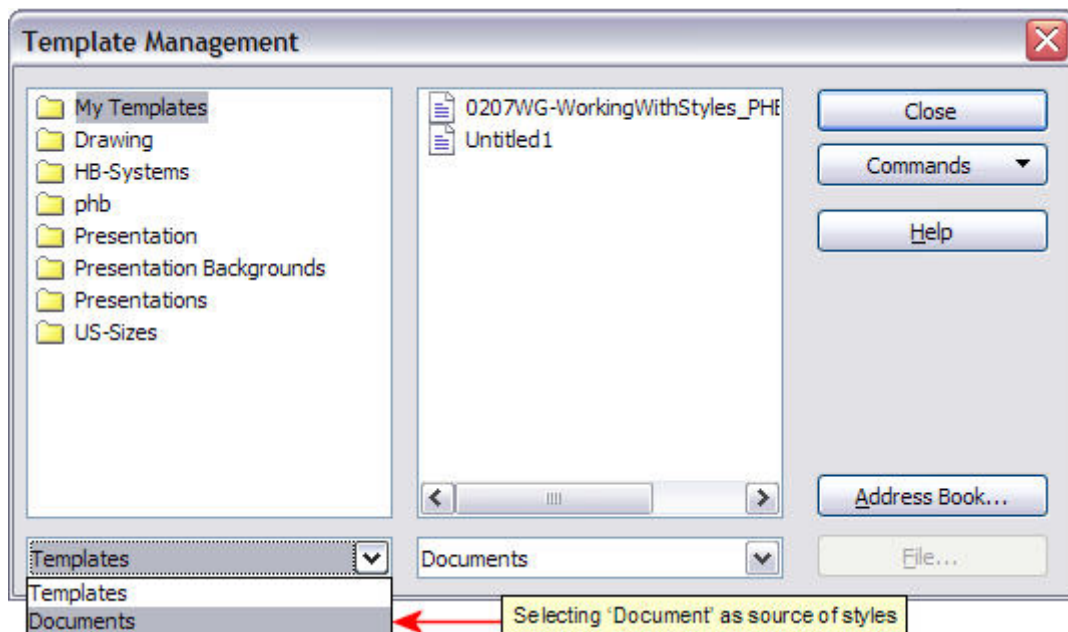


Figure 24: Choosing to copy styles from a document, not a template

- 3) To load styles from a file, click the **File** button. When you return to this window, both lists show the selected file, and all the currently open documents.
- 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.
- 6) Repeat for each style you want to copy or move. When you're finished, click **Close**.

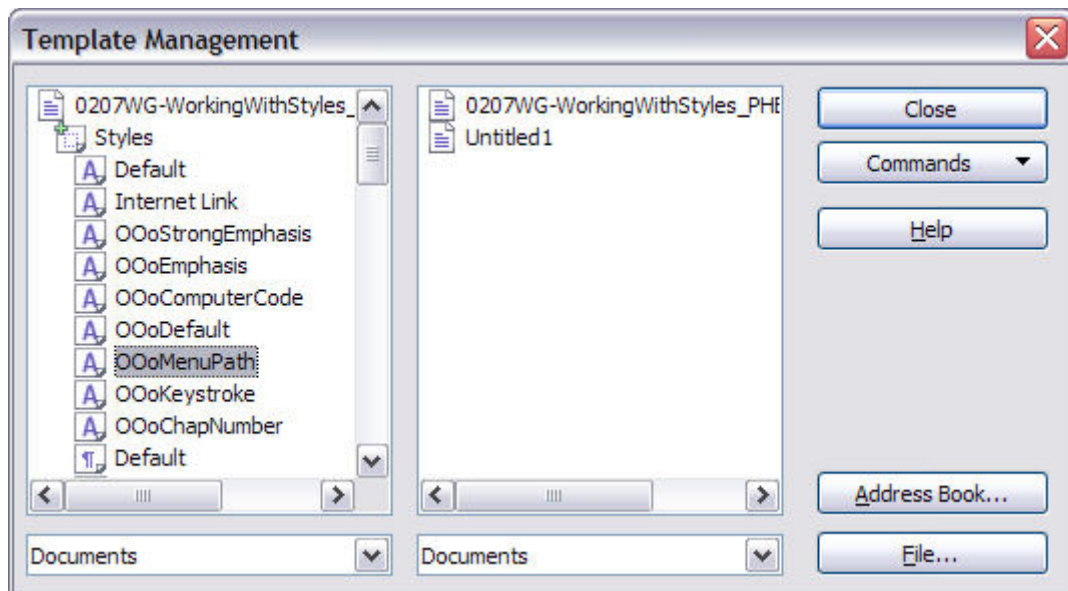


Figure 25: Copying a style from one document to another

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## Caution



If you do not hold down the *Control* key when dragging, the style will be physically moved from one list to the other. In other words, the style will be deleted from the list you are dragging it from.

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## Deleting styles

---

It is not possible to delete AOO'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 26 appears.

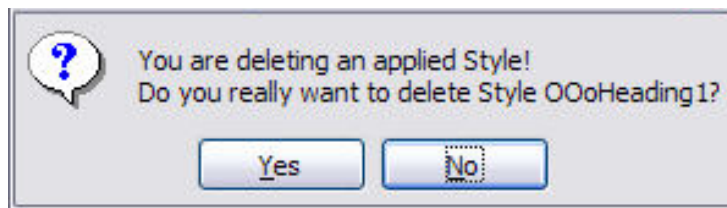


Figure 26: Deleting an applied style

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## 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.

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## Tip

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

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If the style is not in use, the message shown in Figure 27 appears.

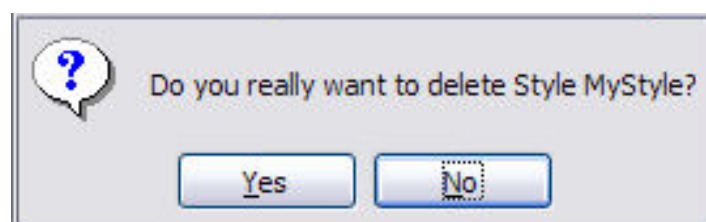


Figure 27: Deleting a style that is not in use

## Assigning styles to shortcut keys

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You can configure shortcut keys to quickly 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*. You can modify these shortcuts and create your own. See Chapter 17 (Customizing Writer) for details.

## Defining a hierarchy of headings

---

**Tools > Outline Numbering** defines the hierarchy of headings in a document. Headings can be numbered or not; typically the first-level headings in a book-length document are the next level of headings after the chapter titles, which may be numbered, but lower-level headings are not numbered. Some chapter title and heading styles (such as those commonly used in engineering documents) number each chapter and heading level, for example 1, 1.1, 1.2, 2, 2.1, and so on. When chapters or sections are added or deleted, the numbering is automatically changed.

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

The headings defined using the outline numbering feature can be used for more than the table of contents (described in Chapter 12). For example, fields are commonly used to display headings in headers and footers of pages (see Chapter 14, *Working with Fields*), and Writer can send the outline to Impress to use as the basis for a presentation (see the *Impress Guide* for details).

### Choosing Paragraph Styles for Outline Levels

If you are using the default heading styles for the headings in your outline, and you do not want to use heading numbering, you do not need to do anything on the Outline Numbering dialog box. The default outline numbering scheme uses the default heading styles (*Heading 1*, *Heading 2*, and so on).

To use custom styles in place of one or more of the default heading styles:

- 1) Choose **Tools > Outline Numbering** to open the Outline Numbering dialog box (Figure 28).
- 2) Click the number in the *Level* box that corresponds to the heading you want to use to change the paragraph style.

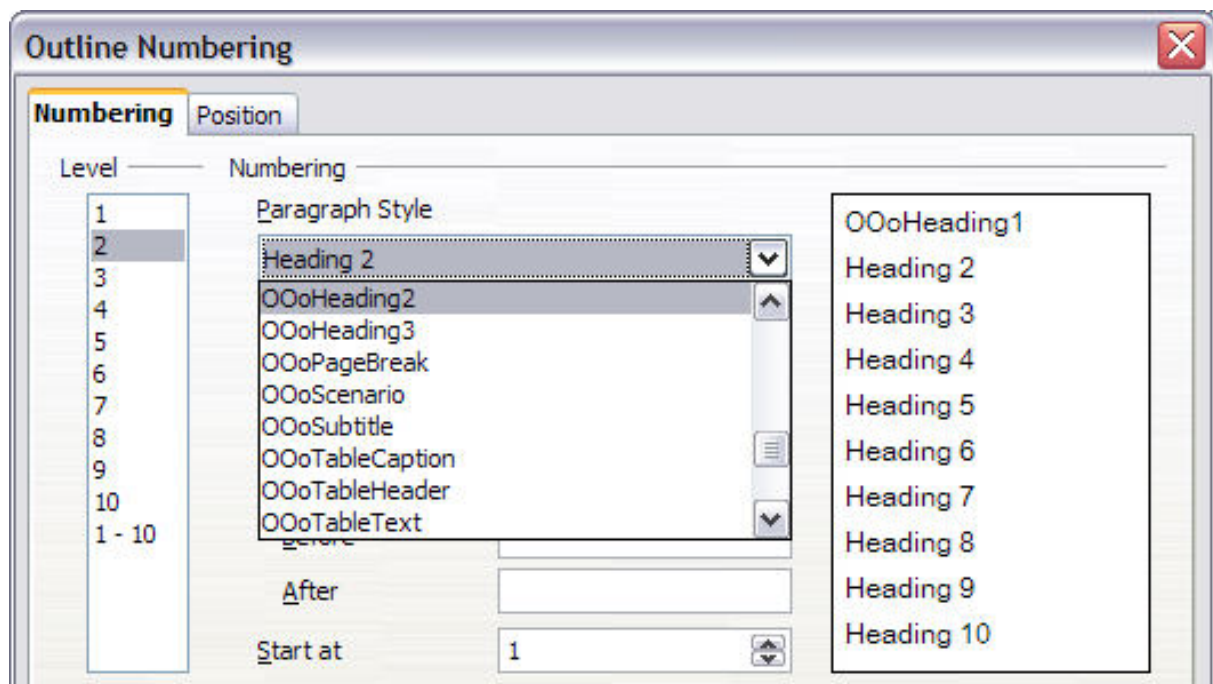


Figure 28: Choosing paragraph styles for outline levels

- 3) In the *Numbering: Paragraph Style* section, choose the paragraph style you want to assign to that heading level from the drop-down list. For example, when setting up a chapter in the *Writer Guide*, you would click **Level 1** and select **OOoHeading1** (a custom style defined for the project) to replace **Heading 1** and for **Level 2**, **OOoHeading2** to replace **Heading 2**.
- 4) Repeat for each outline level that you want to change. Click **OK** when done.

## Assigning Outline Levels to Other Styles

You can assign an outline level to any paragraph style. This feature enables you to create a table of contents that includes those headings along with the headings using styles listed in the Outline Numbering dialog box. For example, you might use a different sequence of styles for annexes (appendixes), but you want the annex headings and subheadings to appear in the TOC at the same levels as the chapter headings and subheadings.

To assign an outline level to a paragraph style, go to the Outline & Numbering tab for the style, and select the required outline level. Click **OK** to save this change.

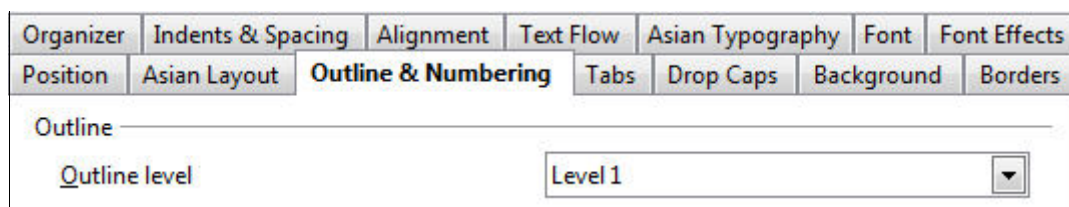


Figure 29: Specifying an outline level on the Outline & Numbering page for a paragraph style

## Setting Heading Numbering

If you want one or more heading levels to be numbered, many choices are available; this example defines a scheme to create headings that look like those in Figure 30.



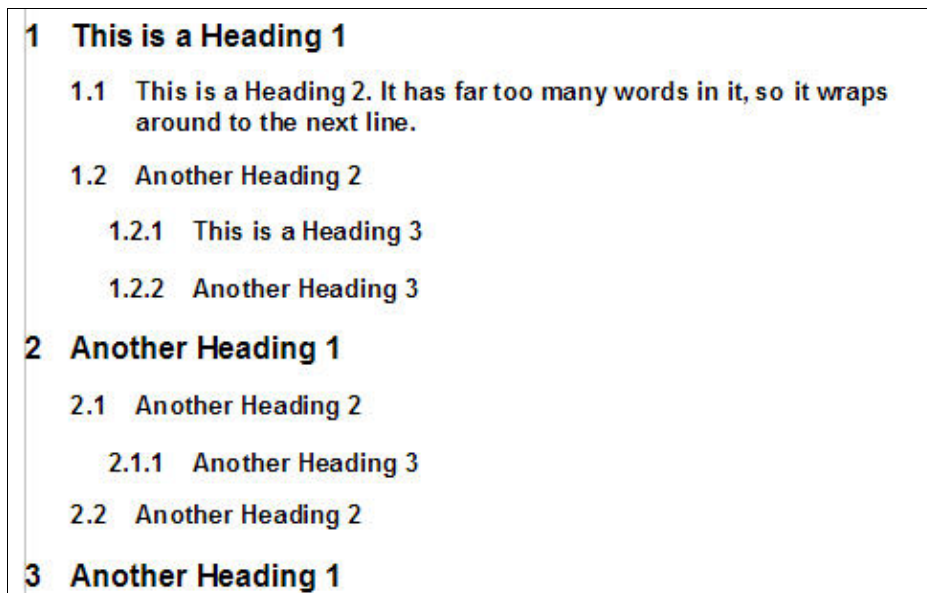


Figure 30: The numbering scheme to be set up.

Use the Numbering page of the Outline Numbering dialog box to define the numbering scheme and its appearance. Use **Tools > Outline Numbering** to access this dialog. Figure 31 shows the default settings.

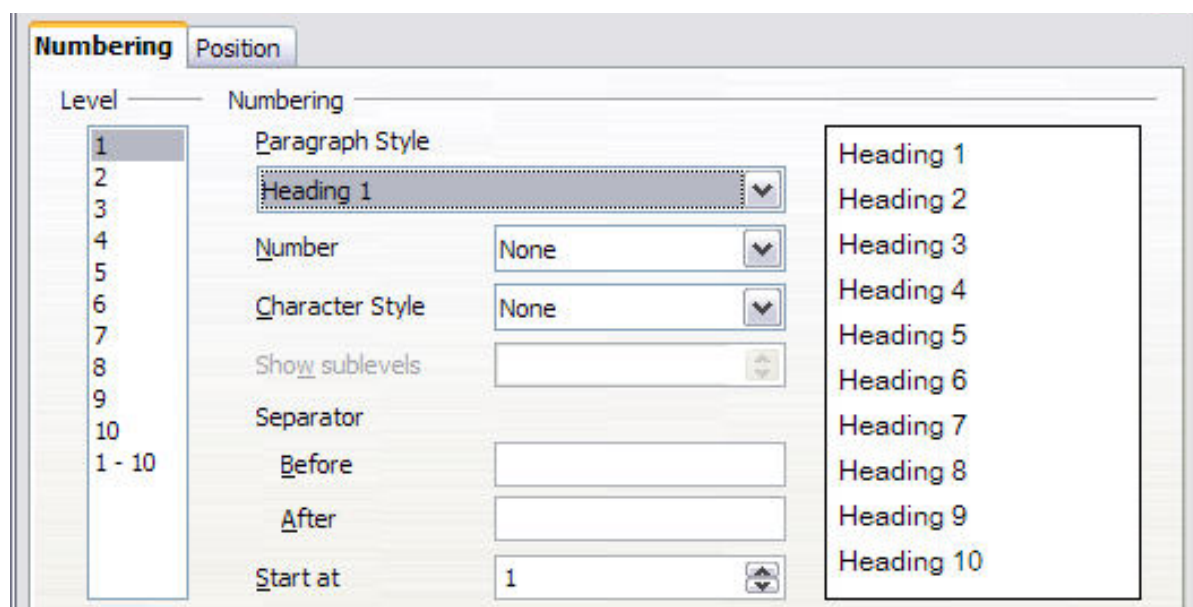


Figure 31: Default settings on the Outline Numbering dialog box.

- 1) In the *Level* list, choose **1**. In the *Number* list, choose **1, 2, 3, ...**. The result is shown in the preview box on the right in Figure 32.
- 2) In the *Level* list, choose **2**. In the *Number* list, select **1, 2, 3, ...**. The Show sublevels list is now active; it should show 2 (if not, select 2). The result is shown in Figure 33.
- 3) In the *Level* list, choose **3**. In the *Number* list, pick **1, 2, 3, ...**. The Show sublevels list should show 3 (if not, pick 3). The result is shown in Figure 34.

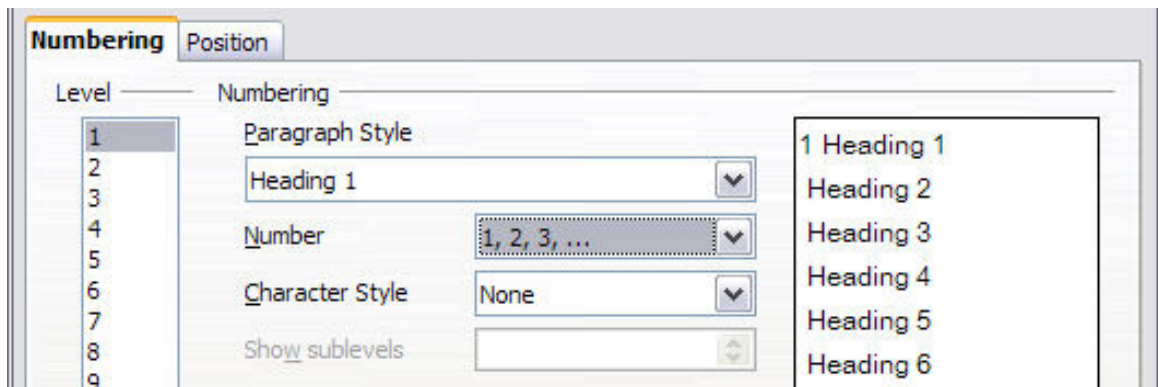


Figure 32: Specifying numbering of Level 1 headings.

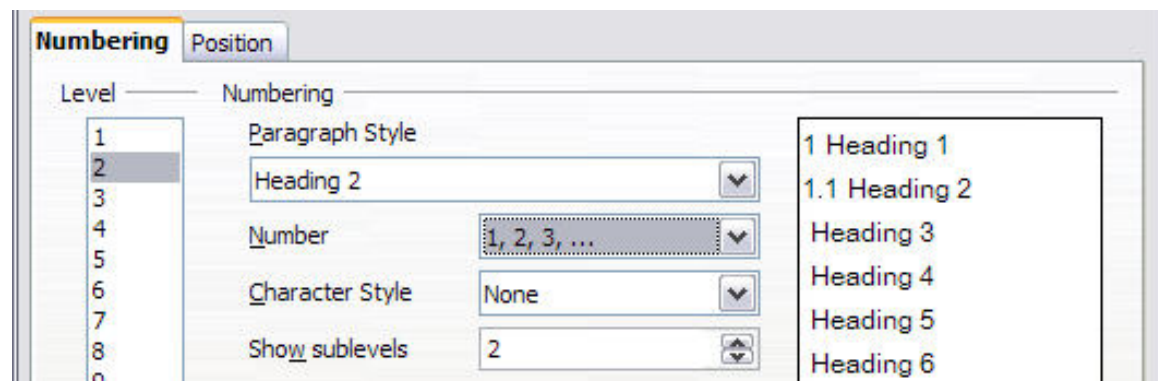


Figure 33: Specifying numbering of Level 2 headings.

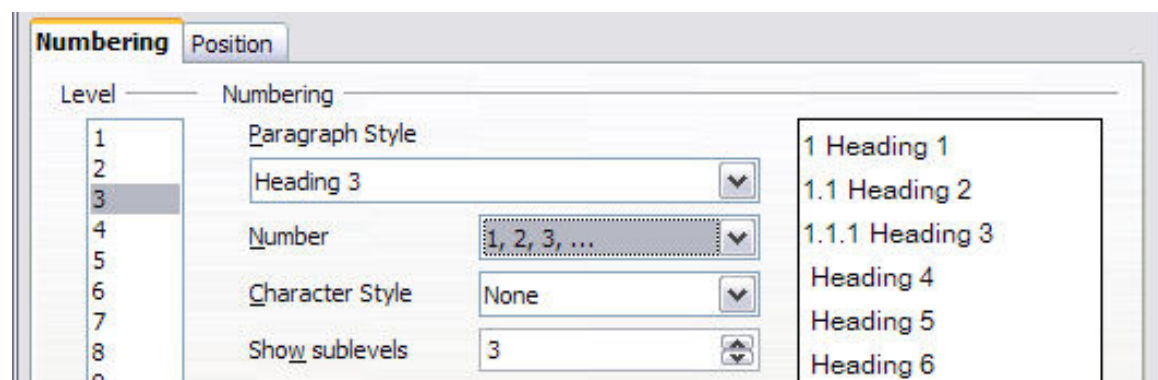


Figure 34: Specifying numbering of Level 3 headings.

These choices produce the layout shown in Figure 35.

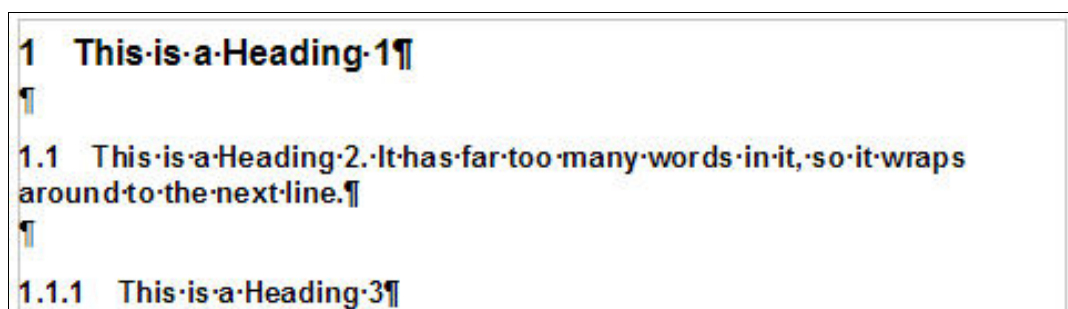


Figure 35: Results of numbering choices for headings



## Setting Up the Indentation of Headings

Even when headings are numbered, you may want to change some of their formatting. For example, you may want the second-level and third-level headings to be indented from the margin. For numbered headings, you may also want the second line of long headings to line up with the first word of the heading, not the number. For such changes, use the **Position** page of the Outline Numbering dialog box.

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### Tip

OpenOffice documents created before version 3 display a different Position page. See the section Positioning in AOO3.x and AOO4.x Documents immediately below.

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### Positioning in AOO3.x and AOO4.x Documents

Figure 36 shows the Position page as it appears for documents created in OOo3.x.



Figure 36: Setting up the position of level 1 headings

- 1) In the *Level* list on the left, choose 2. Change the values for *Numbering followed by... at* and *Aligned at*, as shown in Figure 37. You may want to use a different value. This indents the entire heading but does not affect the way long headings wrap around (see Figure 38).



Figure 37: Indenting Level 2 headings

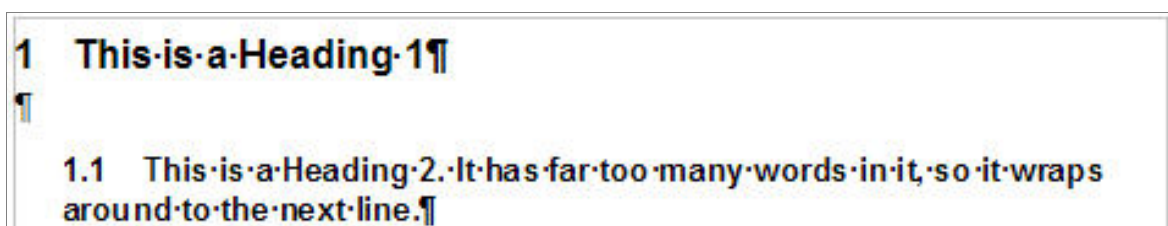


Figure 38: Result of changes to indentation of Level 2 headings

- 2) To change the wrapping behavior of long headings, change *Indent at* to a larger value, as shown in Figure 39. The result is shown in Figure 40.

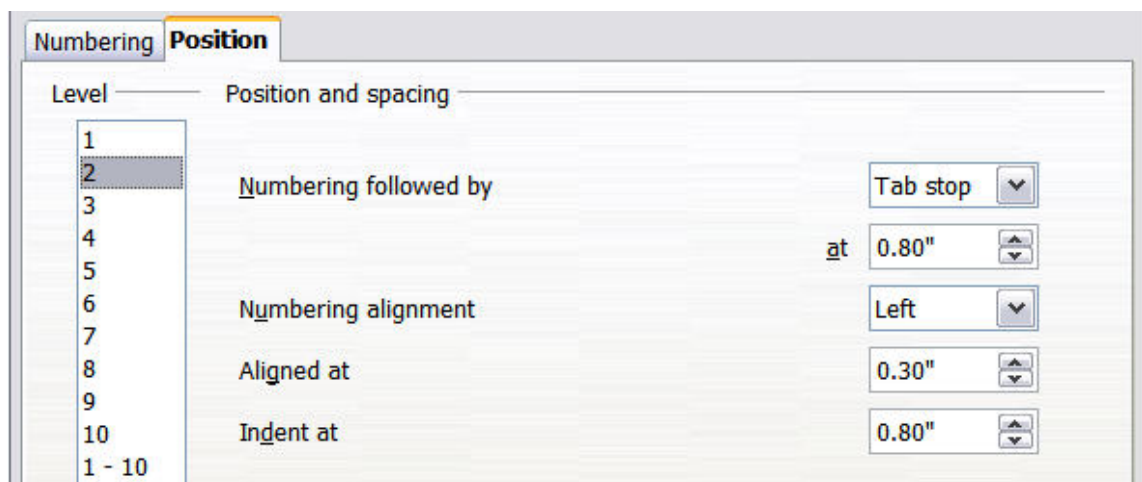


Figure 39: Wrapping long headings



Figure 40: Result of changing *Indent at* value

- 3) In the *Level* list, choose 3. Change the values for *Numbering followed by... at*, *Aligned at*, and *Indent at*, as shown in Figure 41. The final result is shown in Figure 30.



Figure 41: Indenting level 3 headings

### Positioning in older documents

Figures 42, 43, 44, and 45 show the Position page as it appears for documents created in earlier versions of AOO and opened in AOO4.x.

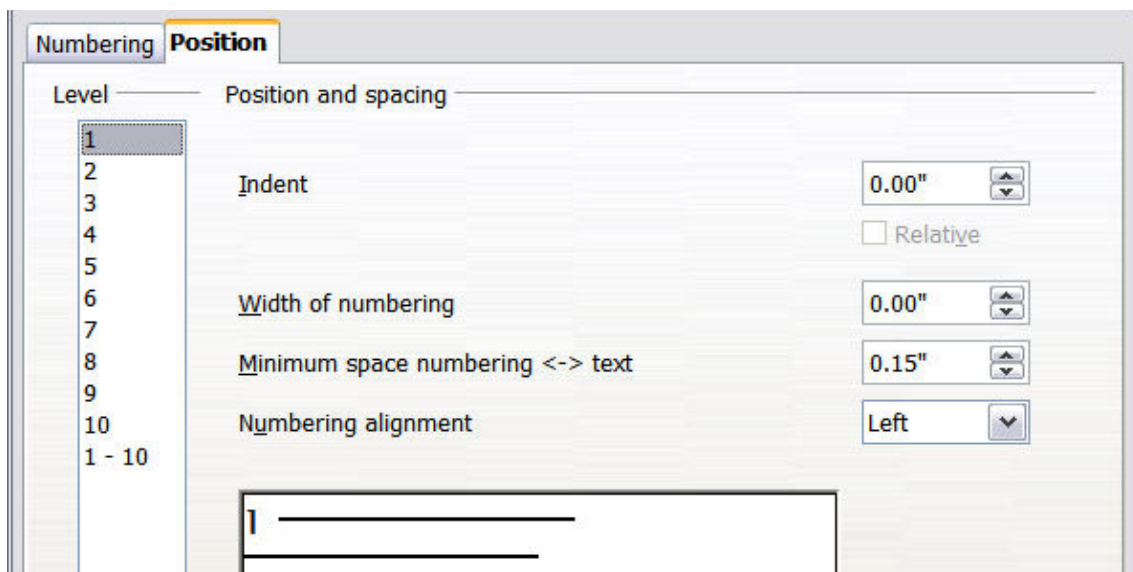


Figure 42: Setting up level 1 headings

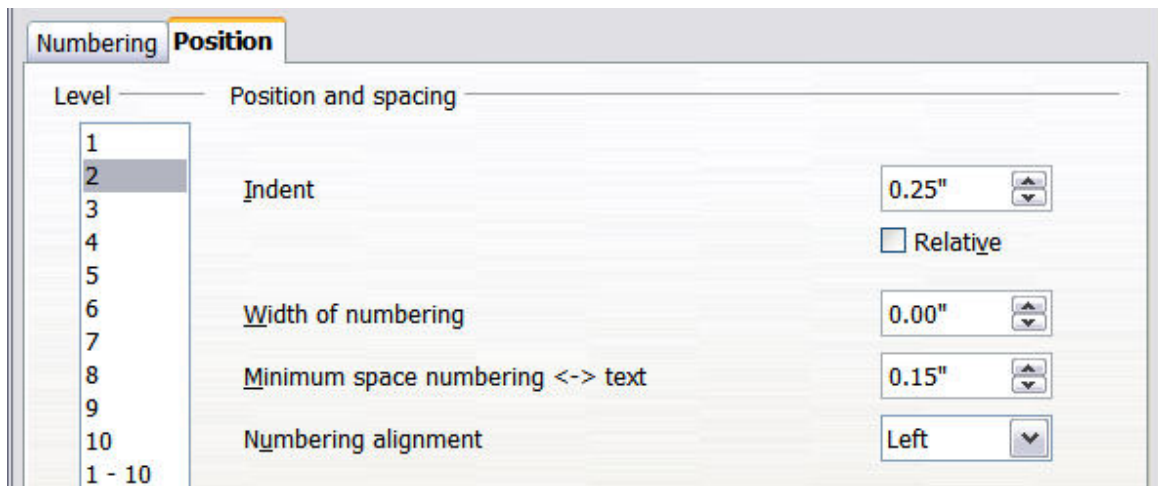


Figure 43: Indenting Level 2 headings

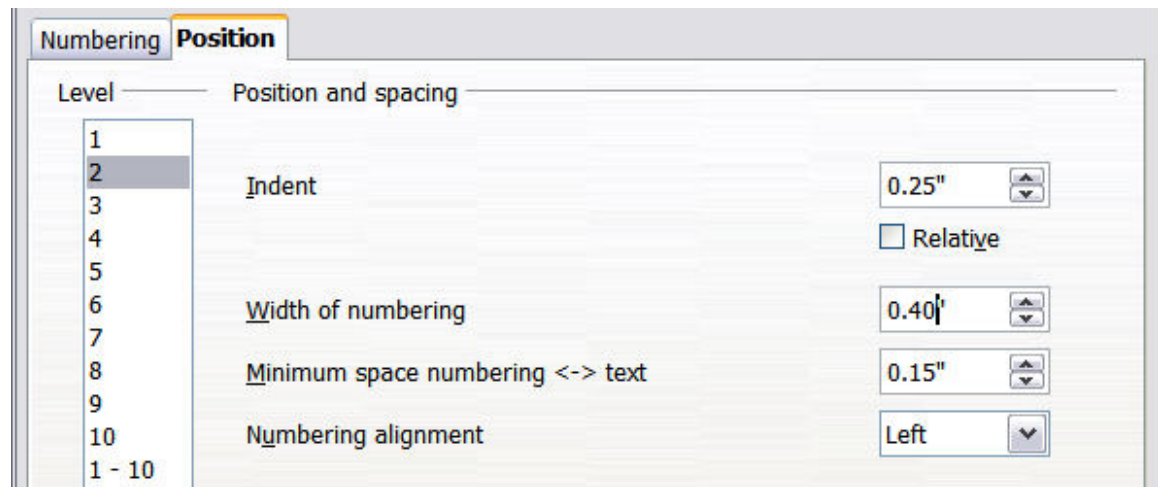


Figure 44: Changing the Width of numbering value to wrap long headings

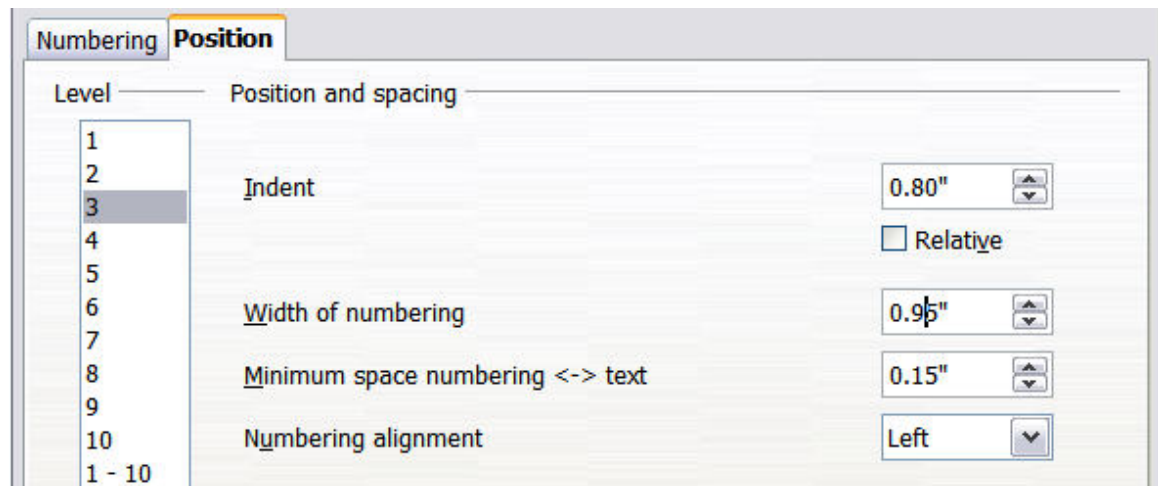


Figure 45: Indenting Level 3 headings