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[Component] Guide



*Chapter n   
Type Chapter Name Here*

*Type optional subtitle here*

Copyright

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Contributors

[Add each contributor's name in alphabetical order by surname.]  
Use line breaks (*Shift+Enter*), not paragraph breaks (*Enter*) between names.

Feedback

Please direct any comments or suggestions about this document to: [documentation@libreoffice.org](mailto:documentation@libreoffice.org)

Acknowledgments

[Optional section.]

Publication date and software version

Published [date]. Based on LibreOffice [N.n].

Note for Mac users

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.

|  |  |  |
| --- | --- | --- |
| ***Windows/Linux*** | ***Mac equivalent*** | ***Effect*** |
| **Tools → Options** menu selection | Libreoffice **→** Preferences | Access setup options |
| Right-click | Control+click | Opens a context menu |
| Ctrl (Control) | z *(Command)* | Used with other keys |
| F5 | Shift+z+F5 | Opens the Navigator |
| F11 | z+*T* | Opens the Styles & Formatting window |

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|  |  |
| --- | --- |
| Note | The first instance of many paragraph styles in this guide is followed by the name of that style, contained within brackets, as in [OooHeading 1] below. |

Template introduction [OOoHeading 1]

Before writing anything…

1. Go to **File > Properties**. On the Description page, put the title of the chapter (or document) in the *Title* field. This title appears in the footers on those pages of the document that have their footers enabled through their page styles. Click **OK** to save.

|  |  |
| --- | --- |
| Tip | You should take the time to know specifically how the document formats its footers by referring to the appropriate topics in the Help (press the *F1* key) and study in detail how to format pages, especially **Text Documents > Special Text Elements > Inserting a Chapter Name and Number in a Header or a Footer**. Chapter 4 of the *Writer Guide* has similar information. |

1. Put your name in the **Contributors** section on the Copyright page.
2. You may wish to delete all the text and graphics from the heading “Template intro” above to the end of the file, or you may prefer to retain some or all of it (such as the Tip, Note, Caution and data table samples) in order to copy-and-paste them into-your work-in-process and delete them later, before the chapter is completely finished. Your choice—just don’t forget to delete all the template instructions at some point.

After writing or revising a chapter, be sure to update the contents list (ToC). To do this, place the cursor anywhere in the ToC, right-click, and choose **Update Index/Table**.

Contents of this template

This template contains all the formatting styles needed for writing the LibreOffice user guides. Below are descriptions of the various styles, arranged in their categories (page, paragraph, character, frame, and list).

In addition to styles, this template includes samples for tips, notes, cautions, and tables of data. You can copy and paste them for reuse, or save as AutoText.

To view only LibreOffice styles in the Styles and Formatting window, after first opening any document created with the template:

1. Open the Styles and Formatting window (if it is not already open) by pressing *F11*.
2. Choose **Custom Styles** from the category drop-down menu at the bottom of the Styles and Formatting window.

Applying these styles strictly and consistently greatly helps for editing documents, exporting them as HTML or MediaWiki format, or merging them together into larger works. Please do not manually “override” the styles by applying stylistic features, like clicking the bold icon instead of highlighting the text to be bolded and then double-clicking the *OOoStrongEmphasis* character style.

Page styles [OOoHeading 2]

No header on any page. Number all pages from the title or first page, even those pages (Title, Copyright, and First) that do not have visible page numbers. Do *not* restart numbering at the first chapter as is often done in printed books.

**OOoTitlePage [Definition term]**

Use only for the cover (title page) of a full book. For standalone chapters, use *OOoFirstPage*. One column, no footer, graphics. Next style: *OOoCopyright*.

**OOoCopyright**

Use only for the copyright page, either in the full book or individual chapters. One column, footer (different from footer in rest of book), left page only. Next style: *OOoFrontMatter*.

**OOoFrontMatter**

Used now only for the Contents page, but could include a Preface (Foreword) or other pages. One column, footer, mirrored pages. Next style: *OOoPageStyle*. In a full book, change the style of the next page to *OOoFirstPage*.

**OOoFirstPage**

Use for the first (title) page of each chapter or appendix. One column, footer, right page only. Next style: *OOoPageStyle*.

**OOoPageStyle**

Use for all other pages in a chapter. One column, footer, mirrored pages. Next style: *OOoPageStyle*. Continues until manually changed to *OOoFirstPage* or *OOoOneColumn*.

Paragraph styles

Paragraph styles are used for headings, ordinary text, and text in lists, footers, tables, captions for figures and tables, and footnotes.

*Headings [OOoHeading 3]*

*OOoHeading 0*—use for the title (name) of a chapter.

*OOoHeading 1*—use for first-level headings (headings are often called *subheads* in the publishing world).

*OOoHeading 2*—use for second-level headings.

*OOoHeading 3*—use for third-level headings.

*OOoHeading 4*—use for fourth-level headings. These should be avoided, as topics at this level can often be presented as definition lists instead.

Real run-in subheads are not available with LibreOffice. A run-in subhead typically consists of a heading, followed by the text body of a paragraph that starts on the same line as the subhead.

Fourth-level heading example [OOoHeading 4]

Fourth-level headings (*OOoHeading 4*) do not usually appear in the table of contents, but you may enable them in a chapter’s TOC if needed.

*Text (including footers)*

*OOoTextBody*—used for most paragraphs of text other than headings and lists.

*OOoComputerCode*—used when an entire paragraph is computer code, a command line, or a similar scenario.

*OOoFooter*—used for page footers.

*OOoGuideName*—used for the name of the guide on the first page of a standalone chapter. Its next style is *OOoHeading0*.

*OOoNewChapter*—used only for the first (almost invisible) paragraph on the first page of each chapter.

*OOoPageBreak*—used for the last paragraph on the title page of a chapter. When the chapter is a subdocument in a master document, this paragraph creates a page break between the title page and the first page of the chapter. This is necessary to overcome a limitation (or bug) in master documents.

*OOoSubtitle*—used for a chapter’s (optional) subtitle.

*OOoTextBodyIndent*—used for indented text. It is identical to *OOoTextBody*, except for a greater indentation. This style is useful for typing paragraphs in a bulleted list.

*OOoTip/Note/Caution*—used for the words “Tip”, “Note”, and “Caution” in those items. The text of the tip, note, or caution itself is in the *OOoTableText* style.

*OOoTitle*—used only for the title of a full book.

*OOoToCHead*—used for the word “Contents” on the Table of Contents page, to prevent this heading from appearing in the table of contents.

*OOoCopyrightPage*—used for the headings on the Copyright page, to prevent them from appearing in the table of contents.

*OOoCoverNotice*—used for the boxed paragraph on the title page of a chapter. In the book template, this style hides the paragraph.

Lists

Do not use the toolbar icons to apply numbering or bullets because you get different results than if you use the paragraph styles for lists.

Lists use paragraph styles that have been defined to include a numbering (list) style.

Four principal categories of lists are used in our books. Use the type that best suits the purpose:

* Procedures or instructions where steps should be done in a specific order should use numbered lists with Arabic numbers.
* For items set out in a list for easy reference, but where the sequence is not important (as in this list), use a bullet list.
* Simple lists are similar to bullet lists, but without the bullets. Use simple lists only when all of the list items are no longer than one line.
* Definition lists are used mainly for short explanations of fields or options on dialogs. They are in two parts: the “definition term” and the “definition” itself.

Examples and descriptions of each type of list follow.

*Bullet lists*

The template makes available two types of paragraph style families for Bullet lists:

OOoList1 using circular bullet symbols (Unicode U+2022)

OOoList2 using dash bullet symbols (U+2013)

The OOoList2 paragraph styles should only be used for second level bullet list where the first level is also a bullet list. To reach the second level, click the **Demote** icon on the Bullets and Numbering toolbar.

This paragraph is in *OOoTextBody\_ListIntro* style. Same as *OOoTextBody* but used because we might later want to redefine the style to produce more or less space before the first entry in a list.

* Sample bullet list (*OOoList 1 Start* style)
* Another item in the bullet list (*OOoList 1 Cont.*)

And a continuation item (no bullet character), using *OOoList\_TextBody\_L1*

* Another item in the bullet list (OOoList 1 Cont.)
  + A sublist item (use OOoList 2 Start, then the **Demote** icon to style this as level 2)
  + Another sublist item
* Final item in main list (*OOoList 1 End*). Use this style for the very last “paragraph” entry in a first-level list so it can later be redefined (if we wish) to provide more vertical space preceding the following paragraph.

If you need to add a paragraph within the list and you want the indentation to be aligned with that of the list element, you need to use OooList\_TextBody\_L1 (for first level list items) or OooList\_TextBody\_L2 for second level list items.

*Numbered lists*

This template includes three Numbered paragraph style families that you can use to create simple or nested lists. Normally we should not nest procedural lists beyond three levels, and only use the third levels when really necessary.

The three numbering styles are defined as follows:

*OOoNum 123*: Arabic number followed by )

*OOoNum abc*: small case letter followed by )

*OOoNum iii*: Roman numeral followed by .

In general numbered lists should use Arabic numbers for the first level, small case letters for the second and Roman numerals for the third level.

Sample paragraph in *OOoTextBody\_ListIntro* style introducing a numbered list.

1. Sample numbered list item (*OOoNum 123 Start* style)
2. Another item in the numbered list (*OOoNum 123 Cont.*)

And a continuation item (no number), using *OooList\_TextBody\_L1*

1. Another item in the numbered list (*OOoNum 123 Cont.*)
   1. A second-level list item ((using alphabetic “numbers”) —use **Demote** icon and *OOoNum abc Start* to style.
   2. Another second level list item (*OOoNum abc Cont.*).
      1. Now we have a third-level nested list. It uses lower-case roman numerals—use **Demote** icon and *OOoNum iii Start* to style.
      2. Another third-level list item
   3. A final second-level list item
2. Final item in first level (*OOoNum 1 End*).

*Simple lists*

Simple lists are similar to bullet lists, but without the bullets. The list items use the *OOoSimpleList* style.

Apples

Oranges

Pears

Plums

*Definition lists*

Definition lists are typically used for describing options on a dialog box. This list type can be used instead of third-level or fourth-level subheads, especially if you do not want any such subheads to appear in an automatically generated ToC.

**Example of definition term**

Example of a definition. All lines are indented from the left.

**Another definition term**

Here is the definition of this term: xxxxxxxxx xxxxxxxxx xxxxxxxx xxxxxxxxxx

*Specific uses of lists*

The following list is an example that uses hierarchical items in a list definition. Note that the separator (see highlights) uses an En-dash with a normal space on either side.

These template instructions show many lists with run-in-line definitions. For example:

Import – Ignore font settings

Select this option to have LibreOffice ignore all font settings when importing. The fonts that were defined in the HTML Page Style will be used.

Export

To optimize the HTML export, select a browser or HTML standard from the Export box. If LibreOffice Writer is selected, specific LibreOffice Writer instructions are exported.

Export – LibreOffice Basic

Enable this option to include LibreOffice Basic macros (scripts) when exporting to HTML format. You must activate this option before you create the LibreOffice Basic blah blah blah

OOoTextBody—used for most paragraphs of text other than headings and lists.

Note that this is a normal paragraph, in whatever paragraph style is proper in that location (for example, it may be within a larger list). The definition key is separated from the text using an Em-dash with no spaces on either side. The nature of the definition key will indicate a style to use; for example, *LibOUiItem* for the definition of dialog box buttons, or *OOoKeystroke* for definitions of keys. If no other special style applies, use *OOoEmphasis*.

Figures

Illustrations (called Figures) and their caption use these styles:

*OOoFigure*—used for paragraphs containing figures. This type of paragraph does not contain any text, only the graphic. Its next style is *OOoTextBody*.

*OOoFigureCaption*—used for the captions to figures.

In case the illustration contains several elements you want to highlight (for example, descriptions of the icons on a toolbar such as that of Figure 1), you should insert a borderless table for the legend. Style with *OOoTableText(Caption)* for the description and *OOoTableText(CaptionNumber)* for the sequential number.

In this template the font size of these two styles is fixed to 10pt, therefore it is recommended to use a 0.75cm column width for the numbers column while the description columns should have roughly the same width.



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | Open Styles and Formatting Window | **5** | Align Right | **10** | Numbering On/Off |
|  | **6** | Justified | **11** | Bullets On/Off |
| **2** | Apply Style | **7** | Line Spacing: 1 | **12** | Decrease Indent |
| **3** | Align Left | **8** | Line Spacing: 1.5 | **13** | Increase Indent |
| **4** | Centered | **9** | Line Spacing: 2 | **14** | Paragraph format dialog |

*Figure 1: Formatting toolbar icons description in tabular format*

Footnotes

Here[[1]](#footnote-0) is an example of a footnote, whose text is displayed at the bottom of the page where the footnote was inserted. The numbering restarts at 1 for each chapter. Its paragraph style is *OOoFootnote*.

Tables

*OOoTableCaption*—used for captions to tables.

*OOoTableHeader*—used for table headers.

*OOoTableText*—used for table text.

*Lists in tables*

As the font size of the *OOoTableText* paragraph style is smaller than the *OOoTextBody* style, in order to create a list in a table you need to use one of the following two families of paragraph styles: for bullet list use *OOoListTNC*, while for numbered lists use *OOoNumberedTNC*.

As for lists in the main text body, the paragraph introducing the lists has to be formatted with the special paragraph style which in this case is *OOoTableText\_listIntro*.

Use the above styles whenever you enter a list in a table, such as in a tip, note or caution.

Note that, given the numbered lists in a table can only use Arabic numbers and bullet lists only the round symbol.

Table 1: Example of numbered and bullet lists in a table

|  |  |
| --- | --- |
| ***Example of list styles usage in a table*** | |
| **Numbered list** | **Bullet list** |
| The introductory paragraph style is *OOoTableText\_listIntro*.   1. The first element of the list uses the *OOoNumberedTNC Start* style. 2. The second and subsequent elements of the numbered list use the *OOoNumberedTNC Cont* style. 3. The last element of the numbered list uses the *OOoNumberedTNC End* style. | The introductory paragraph style is *OOoTableText\_listIntro*.   * The first element of the bulleted list uses the *OOoListTNC Start* style. * The second and subsequent elements of the Bulleted list use the *OOoNumberedTNC Cont* style. * The last element of the Bulleted list uses the *OOoListTNC End* style. |

Numbering (list) styles

Lists use paragraph styles that have been defined to include a numbering (or list—bulleted usually, but other symbols could be used instead) style. The list styles are:

*OOoBullets 1*—used in paragraph styles for first level bullet lists (•)

*OOoBullets 2*—used in paragraph styles for second level bullet lists (–)

*OOoNum 123*—used in paragraph styles for first level numbered lists (Arabic numbers).

*OOoNum abc*—used in paragraph styles for second level numbered lists (small case letters).

*OOoNum iii*—used in paragraph styles for third level numbered lists (Roman numerals).

Character styles

For additional formatting within a paragraph (for example, to emphasize text), use an appropriate character style. We have defined character styles for common situations. Do *not* use any manual formatting, such as bold or italic or monospace font; use the relevant character style instead.

*OOoChapterNumber*—used only for the chapter number on the first page of each chapter.

*OOoComputerCode*—use within a paragraph that is otherwise in standard font. For example, use this character style for computer folder path or file names in your text, such as **C:\Program Files\LibreOffice\**. Another example: To start writer, on the command line type: **soffice -writer**. For an entire line (paragraph) of code, use the *OOoComputerCode* **paragraph** style instead. Monospace font.

*OOoDefault*—defined as a reference character style. Use to change the base font typeface or size for all text styles other than headings. Can be used after applying a special character style to return to the normal OOo text style.

*OOoEmphasis*—use for style, field and tab names, titles of books (*Writer Guide*), and general emphasis, as in “do *not* do this” or important words introduced for the first time.

*OOoKeystroke*—use for keys the user presses on the keyboard (*Enter*, *Shift+Tab*, or *Control+S*).

*OOoKeyboardInput*—use for examples of things the user should enter (type) into a field.

*OOoMenuPath*—use for menu paths including context menus (from a right-click) (**File > Save**). See additional notes below.

*LibOUiItem*— buttons (**Open**, **OK**), icon names (**Cut**, **Undo**) and other items that users click on with the mouse; names of toolbars, windows, and dialog boxes etc

*OOoStrongEmphasis*—use for general uses of bold character formatting.

Frame styles

*OOoFrame* is used for default frames, but it is rarely needed because no special formatting is applied. It is there in case we change our frame style later.

*OOoScenario* is used for story-like scenarios. A scenario is meant to illustrate, in story form, how a particular feature might be useful. Here is an example.

**Sample Scenario**

The time is 9:50 A.M., and Jane is finishing the 30-page paper for school that is due at 10:00 A.M. She suddenly realizes that:

* The headings must be dark blue and indented.
* Even-numbered pages must have a wider right margin, and odd- numbered pages must have a wider left margin.

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

A sample table

Below is an example table, with all the spacing set to our standard. You can copy and paste it into your documents, or copy it into an AutoText, or create a Table AutoFormat. Change the width of the columns as needed.

*Table 2: This is a table caption.*

| ***Column 1*** | ***Column 2*** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Inserting figures (images)

We use two types of illustrations (called Figures) in our books: with captions or without captions. Usually, only small, closely cropped illustrations (and pictures of icons or other controls) have no caption.

Most images should go in a separate paragraph containing no text. Small images are often best placed in a table beside the text. Icon images can either go in a table next to text, or be anchored as a character within the text. Avoid inserting “floating” images, as these often become displaced from their intended location.

To insert an image, such as a screen capture, in its own paragraph:

1. Place the cursor at the end of the paragraph that will be above the image. Press *Enter* once to create a blank paragraph.
2. With the cursor in the blank paragraph, apply the *OOoFigure* style to the paragraph.
3. With the cursor still in the blank paragraph, choose **Insert > Picture > From File**.
4. Select the desired image.
5. Click **Open**. The image is placed in the document.
6. Right-click the image and choose **Anchor > As Character**.
7. If the image needs a caption, right-click and choose **Caption** from the pop-up (context) menu.
8. Choose **Figure** as the *Category*. Type the caption’s text. Click **OK** to save.
9. Apply the *OOoFigureCaption* style to the caption.
10. Select the image (not the frame around the image+caption), right-click and choose **Anchor → As Character**. (When you created the caption, the anchor in step 6 became the anchor for the frame around the image+caption.)

Figure 2 shows an example of a figure with a caption.



*Figure 2: This is a figure caption.*

|  |  |
| --- | --- |
| Caution | Do not anchor graphics **To Page**. This works fine in standalone chapters, but when the chapter becomes part of a master document (for example, when compiling a full book), anything anchored To Page disappears. |

If you do use a floating image, go to the *Type* page of the Picture dialog box and make sure that the **Follow text flow** option is *not* selected in the *Position* section; this provides better compatibility with MS Word.

Cross-referencing

It is possible to insert a cross-reference to a heading, a figure, a table, a bookmark, a footnote, or a numbered item in a list.

For example, to insert a cross reference to the name and page of this section proceed as follows:

1. Press *Control+F2* to open the Fields dialog box.
2. Go to the **Cross-References** page and select:
   1. **Headings** from the *Type* list
   2. The heading called **Cross Referencing** in the *Selection* list
   3. **Reference** in the *Insert Reference to* list
3. Click **Insert**.
4. Type the text **on page** and then repeat steps 2 and 3, taking care to select **Page** in substep 2c.

Inserting frames

For floating frames, make sure that the **Follow text flow** option is *not* selected in the *Position* section of the *Type* page of the Frame dialog box; this provides better compatibility with MS Word.

On the *Wrap* page of the Frame dialog box, use a vertical spacing of 9, 18, or 36 points, depending upon what follows the frame. This spacing is set in the *Bottom* field in the *Spacing* subsection. Usually, let the vertical spacing of the preceding paragraph style determine the *Top* vertical spacing (use the 0pt default). Select the **None** option in the *Settings* subsection for typical situations.

Starting a new chapter from the template

The LibreOffice User Guide chapter template is a template file (**.ott**). To use it:

1. Download the template from the English Content > Resources space on the LibreOffice Alfresco site.
2. Store this file anywhere you like on your computer.
3. Import the template into “My Templates” using the Template Management window (reached through **File > Templates > Organize**).
4. Start a new chapter from the template using **File > New > Templates and Documents**.

Updating the table of contents

The table of contents is already formatted and generated.

Do not forget to update the existing table of contents when your document is complete.

1. Place the cursor in the table (the gray field under the Contents heading on the third page).
2. Right-click and choose **Update Index/Table** from the pop-up menu.

Using tips, notes, and cautions

Below are samples of the tips, notes, and cautions for the guides. You can copy and paste these or use the AutoText feature to have LibreOffice remember them for you. These are 1-row, 2-column tables that do not break across pages. Both columns are preset to vertically center their contents.

|  |  |
| --- | --- |
| **Tip** | A tip describes practical but nonessential information that does not fit into the text flow. |

|  |  |
| --- | --- |
| **Note** | A note contains information related to the text. It might be an explanation, a comment, or a statement meant to catch attention. |

|  |  |
| --- | --- |
| **Caution** | Use cautions for operations that could result in data loss. |

1. Any footnotes will appear at the bottom of the page. Notice the indenting of the second and subsequent lines of the footnote (*OOoFootnote*). [↑](#footnote-ref-0)