



## UNIT

# 1

# Digital Documentation (Advanced)

### TOPICS COVERED

95%

- Styles
- Using Drawing Toolbar
- Create and Use Template
- Create and Customise Table of Contents
- Insert and Use Images
- Positioning of a Graphic
- Track Change Feature

In class IX, you learned how to create, format, and edit documents in LibreOffice Writer. In today's world, a professionally styled document is highly valued. There are two ways to create an attractive digital document in Writer: manual formatting or applying styles.

You learned manual formatting by selecting parts of a document, such as pages, paragraphs, or words, and then applying formatting effects using the Text Formatting toolbar. To ensure consistency in formatting different sections with the same style, you had to repeat the steps for each part of the document. Thus, any changes to formatting required repeating the entire process throughout the document.

Manual formatting is popular because it is easy to use and requires less expertise. However, creating a large report with consistent formatting becomes difficult with manual formatting. To avoid inconsistencies and reduce the time and effort spent on formatting a document, we use Styles in Writer.

In this chapter, you will learn how to style a document by using style formats, creating new styles, updating styles, applying styles, and using templates to format the current document.



## STYLES

A style is a collection of different formatting saved by a specific name and then applied to different sections of the documents containing text, tables, lists, etc. It saves your time of selecting different sets of formats when working on a long document.

Let us assume that the science teacher has given you a project called “Say No To Single Use Plastic” to be made in LibreOffice Writer. You need to use Font-Algerian, Size-20, Colour-Dark Blue, Underline, Bold for the main title. Then for the normal content you want to keep Font-Arial, Size-14, Colour-Black. For the subheadings you want to keep Font-Times New Roman, Size-16, Colour-Grey. With so many variations, such formatting in a project is time-consuming and requires a lot of patience.

Styles allow you to save a set of formats under a specific name. Whenever you need to apply that set of formats in a document, using the designated style name helps you achieve consistency and efficiency.

LibreOffice Writer supports different types of styles as given below:

- **Paragraph styles:** They are used for formatting the paragraphs such as text alignment, tab stops, line spacing, and borders, and can include character formatting. Once the page format is decided, the next step is to organise the document content into paragraphs. A paragraph begins and ends by pressing the Enter key.



- **Character styles:** They are used for selected text within a paragraph. It includes font name, font size, bold, italics, underline, superscript, subscript, etc. By using character styles, you can change the appearance of a part of a paragraph without affecting the other part.
- **Frame styles:** Frames are used to format images and text within a document, including features such as borders, backgrounds, and columns. By using frames, a document can be organised into sections, allowing each section to have a distinct appearance. Frames act as containers that can hold text, graphics, and lists.
- **Page styles:** They are used for formatting the pages. It includes margins, headers and footers, borders and backgrounds. A document can have one or many page styles. If a page style is not specified, Writer uses its built-in default page style.
- **List Styles:** They are used for determining the appearance of bulleted or numbered lists, including the type of bullets or numbering, indentation, and spacing.
- **Table Styles:** They are used for determining the appearance of tables, including borders, shading, alignment, and text formatting within table cells.

## Using Styles in a Document

Suppose, a user wants to keep the heading aligned to centre in uppercase and blue colour with larger font in several pages of a document. In normal case, he has to apply each of the formatting options (alignment, font, colour) each time on the repetitive content, thus making the process lengthy. But when the related formatting commands are stored in a 'Style', he can apply that 'style' on each selected content to apply all actions at one go.

Predefined Heading style(s) act as bookmarks in a document. These bookmarks allow faster browsing in a document.


There are two ways to apply an existing style:

- By using Style pane
- By using Fill Format Mode

### The Style Pane

In LibreOffice Writer, Styles pane is used to apply, create, edit, add and remove formatting styles. To apply a style using Styles pane, follow the given steps:

**Step 1:** Select the text on which you want to apply a style.

**Step 2:** Click on **Show the Styles Sidebar** icon  present on the left corner of the **Formatting (Styles)** toolbar. If the toolbar is not visible then, click on View → Toolbars, and enable → **Formatting (Styles)**.

OR

Click on **Set Paragraph Style** drop-down list at the left end of the **Formatting** toolbar or **Formatting (Styles)** toolbar and click on the **More Styles** option.

OR

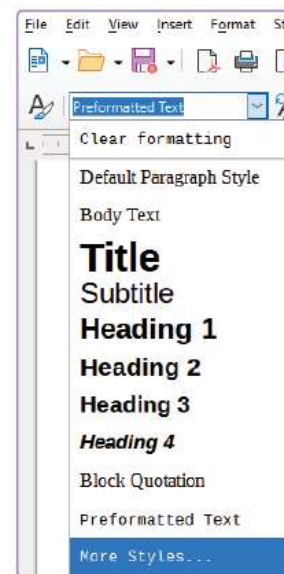
Click the **Manage Styles** option from the **Styles** menu in the **Menu** bar.

OR

Click the **Styles** option from the **View** menu in the **Menu** bar.

OR

Click the **Styles** icon in the **Sidebar**.



SHORT KEY

To open Styles pane:

F11

