Getting Started Guide

Chapter 13
Working with Styles

Introduction to Styles in OpenOffice.org

OpenOffice.org

Copyright

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Publication date and software version

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What are styles?

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

OpenOffice.org supports the following types of styles:

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

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

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

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

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

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

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

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

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

Table 1. Styles available in OOo components

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

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

Why use styles?

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

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

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

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

Examples of page style use

The following examples of common use of page styles are taken from Writer. There are many other ways to use styles. See Chapter 6 (Introduction to Styles) and Chapter 7 (Working with Styles) in the *Writer Guide* for instructions on getting the most out of page, paragraph, character, list, and frame styles.

Defining a different first page for a document

Many documents, such as letters and reports, have a first page that is different from the other pages in the document. For example, the first page of a letterhead typically has a different header, or the first page of a report might have no header or footer, while the other pages do. With OOo, you can define the *page styl*e for the first page and specify the style for the following pages to be applied automatically.

As an example, we can use the *First Page* and *Default* page styles that come with OOo. Figure 1 shows what we want to happen: the first page is to be followed by the default page, and all the following pages are to be in the *Default* page style. Details are in Chapter 4 (Formatting Pages) in the *Writer Guide*.
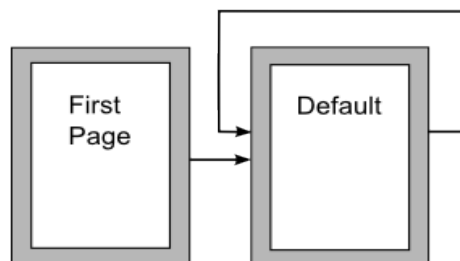

Figure 1: Flow of page styles

Dividing a document into chapters

In a similar way, you can divide a document into chapters. Each chapter might start with the *First Page* style, with the following pages using the *Default* page style, as above. At the end of the chapter, we can insert a manual page break and specify the next page to have the *First Page* style to start the next chapter.
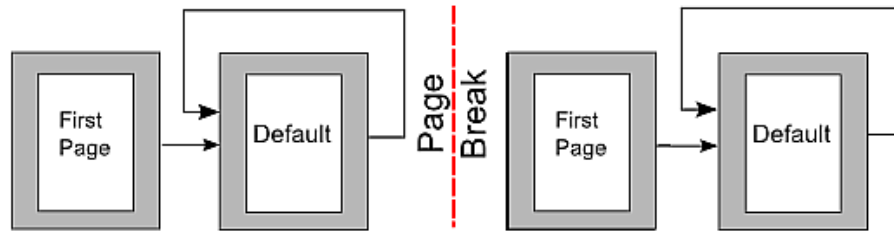
Figure 2: Dividing a document into chapters using page styles

Changing page orientation within a document

A document can contain pages in more than one orientation. A common scenario is to have a landscape page in the middle of a document, whereas the other pages are in a portrait orientation. This can also be done with page breaks and page styles.
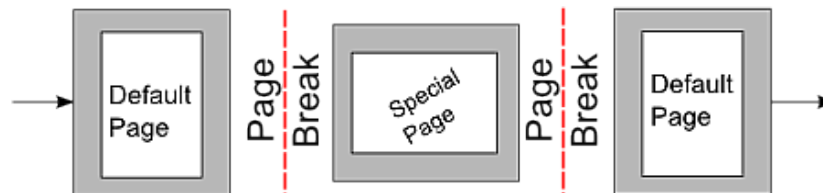
Figure 3. Inserting a page with special formatting

Different headers on right and left pages

Page styles can be set up to have the facing left and right pages *mirrored* or only right (first pages of chapters are often defined to be right-page only) or only left. When you insert a header on a page style set up for mirrored pages or right-and-left pages, you can have the contents of the header be the same on all pages or be different on the right and left pages.

To allow different content in headers, clear the **Same content left/right** checkbox in the *Header* area on the *Header* page of the Page Style dialog (Figure 4).

Figure 4. Different header content

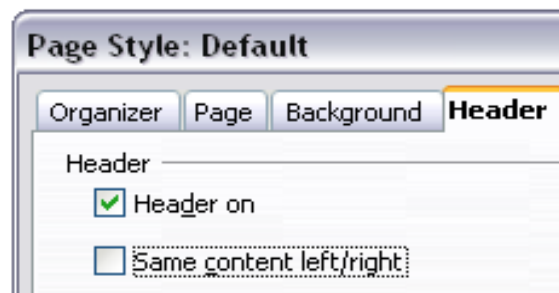Now, you can put the page number on the left-hand edge of the left pages and on the right-hand edge of the right pages, put the document title on the right-hand page only, or make other changes. Figure 5 shows an example.
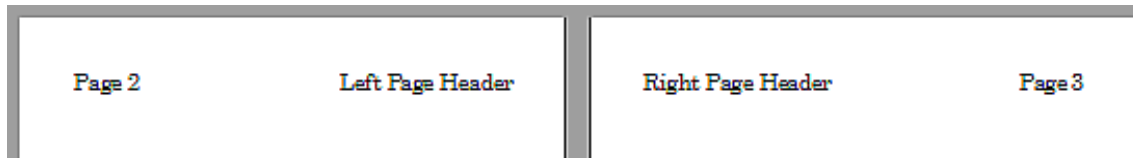

Figure 5. Different content on left and right pages

Examples of paragraph style use

The following examples of common use of paragraph styles are taken from Writer.

Controlling page breaks automatically

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.

The *Options* section (Figure 6) provides settings to control what happens when a paragraph does not fit on the bottom of a page.
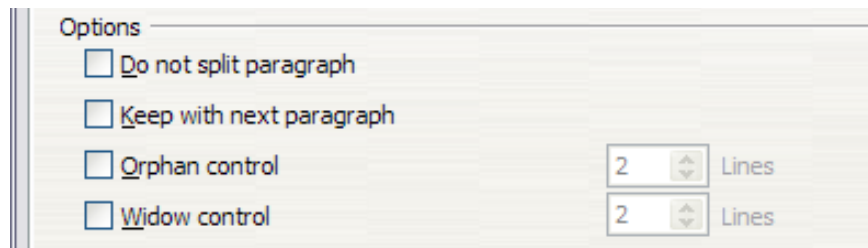
Figure 6: Options for controlling automatic page or column breaks

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. In the *Breaks* section of the *Text Flow* page of the Paragraph Style dialog:

1) 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**.

Figure 7: Setting a paragraph style to always start on a new page

Compiling an automatic table of contents

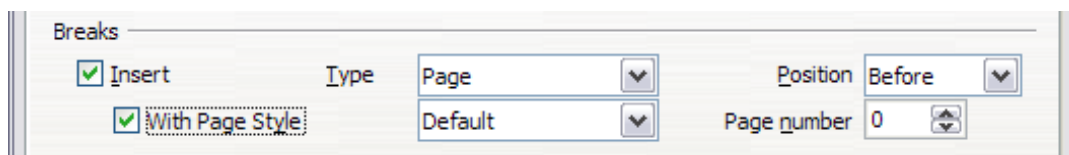In order for Writer to compile an automatic table of contents, the headings that are to appear in the contents list must be identified as headinga. You do this by applying styles to them. Writer comes with 10 levels of predefined heading styles. You can change the formatting (font, color, size, and so on) of these predefined heading styles, and you can define your own custom styles. Then use **Tools > Outline Numbering** to tell Writer which styles go with which level in the table of contents.

Speeding up work by defining a sequence of styles

You can set up one paragraph style so that when you press enter at the end of that paragraph, the following paragraph automatically has the style you wish applied to it. For example, you could define a *Heading 1* paragraph to be followed by a *Text Body* paragraph. A more complex example would be: *Title* followed by *Author* followed by *Abstract* followed by *Heading 1* followed by *Text Body*. By setting up these sequences, you can avoid manually applying styles in most cases.

Applying styles

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

Using the Styles and Formatting window

1) Click the **Styles and Formatting** icon located at the left-hand end of the object bar, or click **Format > Styles and Formatting**, or press *F11*. The Styles and Formatting window shows the types of styles available for the OOo component you are using. Figure 8 shows the window for Writer, with Page Styles visible.

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

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.

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

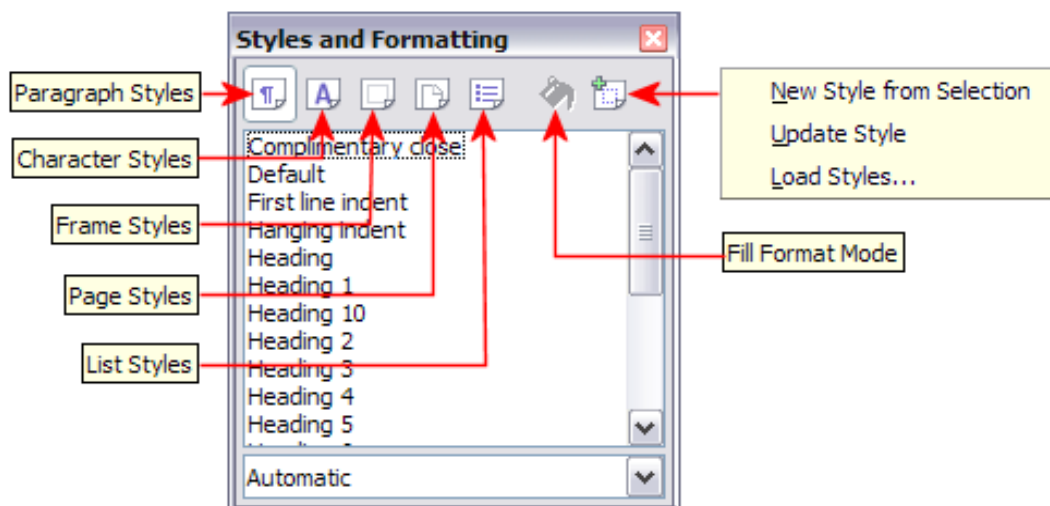|	
Tip	At the bottom of the Styles and Formatting window is a dropdown list. In Figure 8 the window shows *Automatic*, meaning the list includes only styles applied automatically by OOo. You can choose to show all styles or other groups of styles, for example only custom styles.

Figure 8. The Styles and Formatting window for Writer, showing paragraph 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 quite useful when you need to format many scattered paragraphs, cells, or other items with the same style.

1) Open the Styles and Formatting window (Figure 8) and select the style you want to apply.

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 Fill Format mode, click the **Fill Format mode** 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 thus undo actions you want to keep.

Using the Apply Style list

After you have used a style at least once in a document, the style name appears on the Apply Style list (Figure 9) at the left-hand end of the Formatting toolbar, next to the Styles and Formatting icon.

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

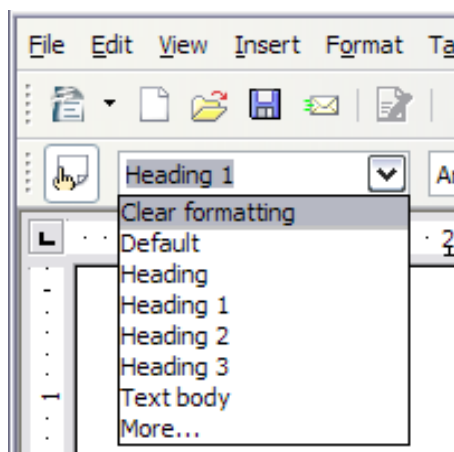| **Tip**	Select **More...** at the bottom of the list to open the Styles and Formatting window.

Figure 9. The Apply Style list on the Formatting toolbar

Assigning styles to shortcut keys

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

1) Click **Tools > Customize > Keyboard**. The Keyboard page of the Customize dialog (Figure 10) opens.

2) To have the shortcut key assignment available only with one component (for example, Writer), select that component's name in the upper right corner of the page; otherwise select **OpenOffice.org** button to make it available to every component.

3) Choose the shortcut keys you want to define. In this example we have chosen *Ctrl+9*.

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

5) Choose the type of style (our example uses a paragraph style). The *Function* list will display the names of the available styles for the selected type. The example shows some of OOo's predefined styles.

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

7) Make any other required changes and then click **OK** to save these settings and close the dialog.
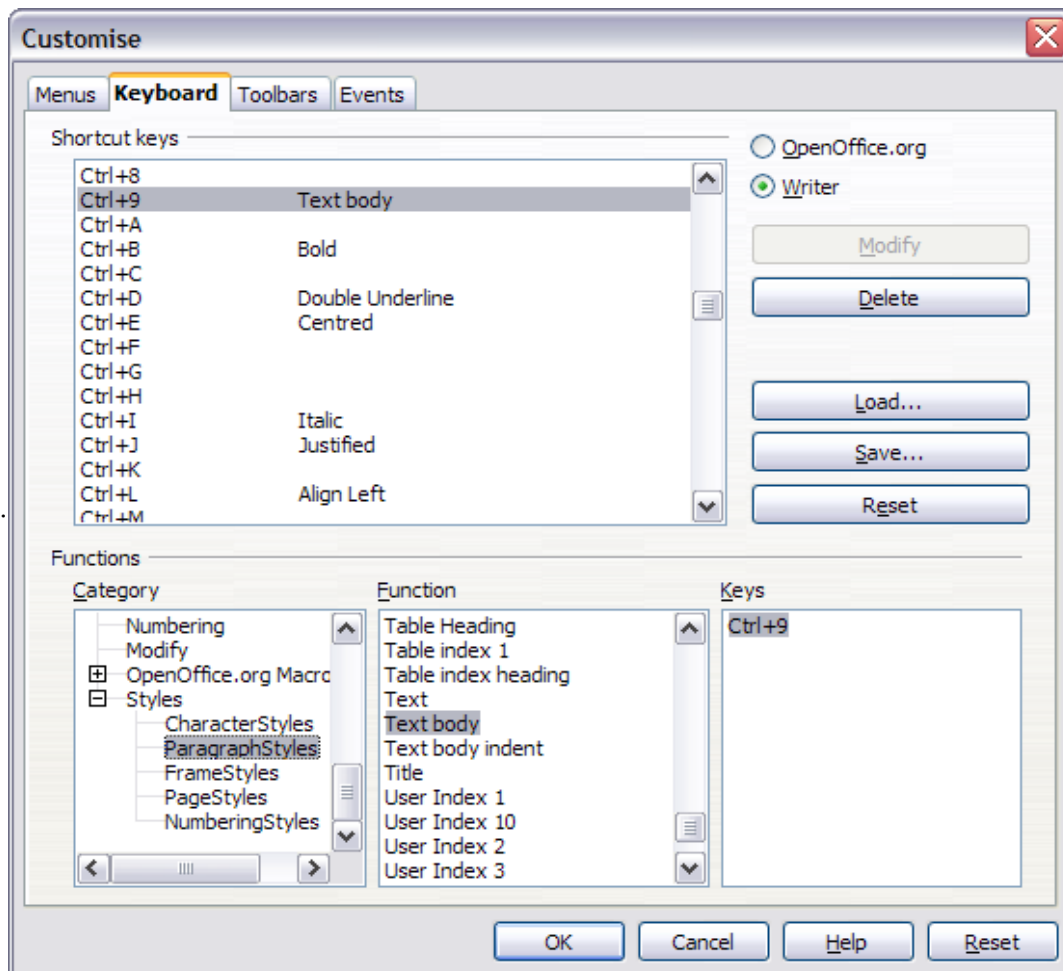
Figure 10. Defining keyboard shortcuts for applying styles

Modifying styles

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

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

Tip	Any changes you make to a style are effective only in the current document. To change styles in more than one document, you need to change the template (see Chapter 12, Working with Templates) or copy the styles into the other documents as described in "Copying and moving styles" on page 11.

Changing a style using the Style dialog

To change an existing style using the Style dialog, right-click on the required style in the Styles and Formatting window (Figure 8) and select **Modify** from the pop-up menu.

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

Updating a style from a selection

To update a style from a selection:

1) Open the Styles and Formatting window.

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

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) In the Styles and Formatting window, select the style you want to update (single-click, not double-click), then long-click on the arrow next to the **New Style from Selection** icon and click on **Update Style** (see Figure 11).
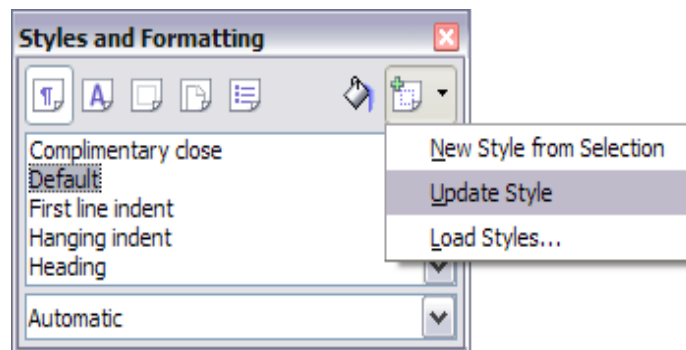

Figure 11. Updating a style from a selection

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, applying direct formatting to a paragraph or frame using this style in your document automatically updates the style itself.

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

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 11.

Creating new (custom) styles

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

- Creating a new style using the Style dialog
- Creating a new style from a selection

Creating a new style using the Style dialog

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

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

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

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

Creating a new style from a selection

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

1) Open the Styles and Formatting window and choose the type of style you want to create.

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

3) In the Styles and Formatting window, click on the **New Style from Selection** icon.

4) In the Create Style dialog (Figure 12), type a name for the new style. The list shows the names of existing custom styles of the selected type. Click **OK** to save the new style.
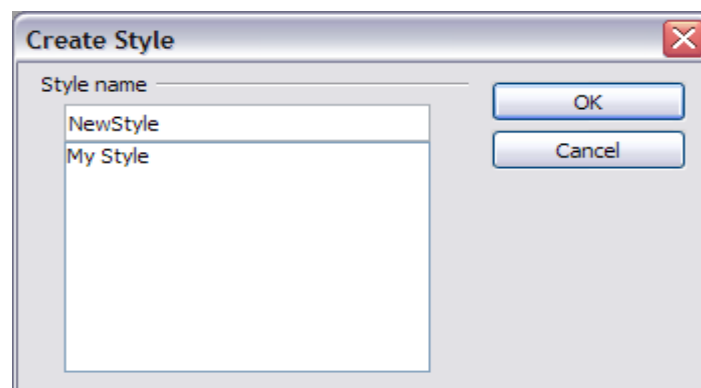
Figure 12: Naming a new style created from a selection

Dragging and dropping a selection to create a style

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

Writer

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

Calc

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

Draw/Impress

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

Copying and moving styles

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

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

Using the Template Management dialog

To copy or move styles using the Template Management dialog:

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

2) In the Template Management dialog (Figure 14), set the lists at the bottom to either Templates or Documents, as needed. The default is Templates on the left and Documents on the right.

Tip	To load styles from a file that is not open, click the **File** button. When you return to this window, both lists show the selected file as well as all the currently open documents.

3) Open the folders and find the templates from and to which you want to copy. Double-click on the name of the template or document, and then double-click the Styles icon to show the list of individual styles (Figure 14).

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

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

5) Repeat for each style you want to copy. If the receiving template or document has a lot of styles, you may not see any change on screen unless you scroll down in the list. When you are finished, click **Close**.
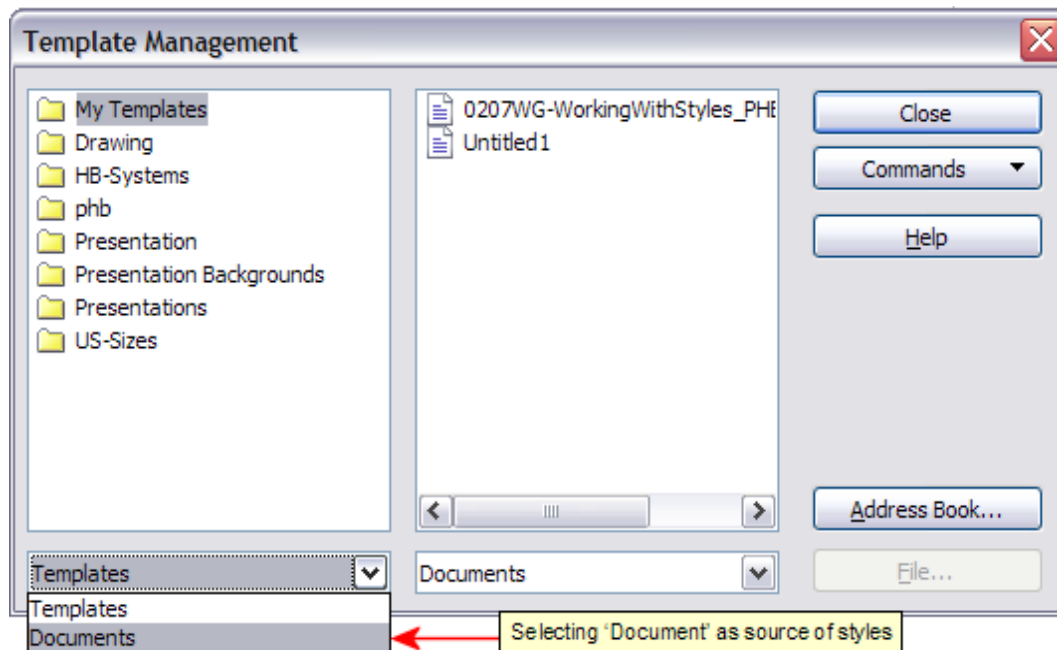
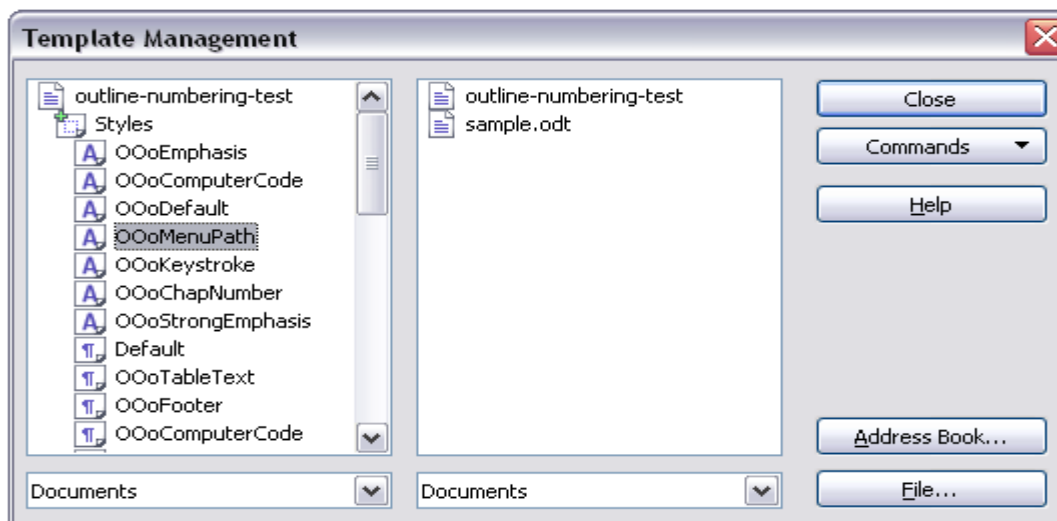*Figure 13: Choosing to copy styles from a document, not a template*

Figure 14: Copying a style from one document to another

Loading styles from a template or document

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

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

2) In the Styles and Formatting window, long-click on the arrow next to the **New Style from Selection** icon, and then click on **Load Styles** (see Figure 11).

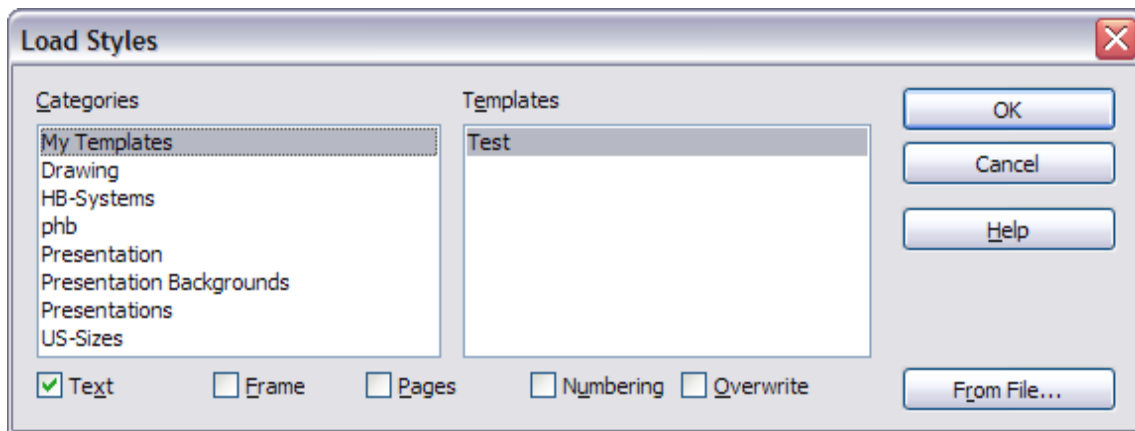3) On the Load Styles dialog (Figure 15), find and select the template you want to copy styles from.

Figure 15. Copying styles from a template into the open document

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

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

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

Deleting styles

You cannot remove (delete) any of OOo's predefined styles from a document or template, even if they are not in use.

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

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

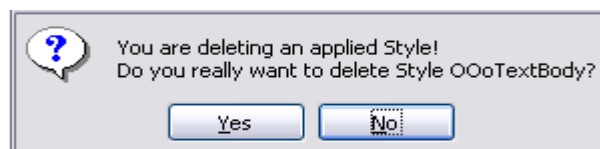If the style is in use, you receive the message shown in Figure 16.

Figure 16. 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 a problem in a long document.

If the style is not in use, you receive a confirmation message; click **Yes**.