



Writer 6.4 Guide

Chapter 8

Introduction to Styles

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Contributors

To this edition

Jean Hollis Weber

Kees Kriek

To previous editions

Jean Hollis Weber

John A Smith

Ron Faile Jr.

Bruce Byfield

Gillian Pollack

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org



Note

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Note for macOS users

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

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
Right-click	Control+click and/or right-click depending on computer setup	Open a context menu
Ctrl (Control)	⌘ (Command)	Used with other keys
F11	⌘+T	Open the sidebar Styles deck

Contents

Copyright	2
Contributors.....	2
To this edition.....	2
To previous editions.....	2
Feedback.....	2
Publication date and software version.....	2
Note for macOS users.....	2
What are styles?	5
Why use styles?.....	5
Style categories.....	5
The Styles deck in the sidebar	5
Filtering the visible styles.....	6
Applying styles	6
Applying paragraph styles.....	6
Using the Styles deck on the Sidebar.....	7
Using the Styles menu.....	7
Using the Set Paragraph Style list.....	7
Using Fill Format mode.....	8
Using keyboard shortcuts.....	8
Applying character styles.....	8
Using the Styles menu.....	8
Using the Styles deck on the Sidebar.....	9
Removing or replacing character styles.....	9
Applying frame styles.....	9
Applying page styles.....	10
Example: Chapters.....	10
Example: Page with special formatting.....	11
Example: A book chapter sequence of pages.....	11
Applying list styles.....	15
Using the Styles deck in the Sidebar.....	15
Using the Styles menu.....	15
Restarting or continuing the numbering.....	15
Applying table styles.....	16
Assigning styles to shortcut keys.....	16
Creating and modifying styles	16
Using the Styles Actions menu.....	17
New Style from Selection.....	17
Update Selected Style.....	17
Load Styles (from a template or document).....	18
Drag-and-drop a selection to create a style.....	18
Changing a style using the Style dialog.....	19
Using AutoUpdate.....	19
Deleting styles	19
Example: creating and modifying paragraph styles	20
Creating the Poem paragraph style.....	20

Creating the Poem Heading style.....	21
Changing the formatting of your styles.....	22
Using paragraph styles to define a hierarchy of headings.....	23
Choosing paragraph styles for heading levels.....	23
Assigning outline levels to other styles.....	23
Setting up heading numbering.....	24
Setting up the indentation of headings.....	26

What are styles?

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). In contrast, styles are *logical* attributes. For example, you can define a set of font characteristics and call it “Title” or “Heading 1”. 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. In addition, Writer uses styles for other purposes, such as compiling a table of contents; see “Using paragraph styles to define a hierarchy of headings” on page 23.

Style categories

LibreOffice Writer has six style categories:

- *Paragraph* styles affect entire paragraphs and are also used for purposes such as compiling a table of contents.
- *Character* styles affect a block of text inside a paragraph; they provide exceptions to paragraph styles.
- *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.
- *Table* styles affect the appearance of tables of data.

Paragraphs are the building blocks of every document: headings are paragraphs; headers, footers, and items in numbered lists are also paragraphs. Paragraph styles are, therefore, the most frequently used styles and are the ones treated in most detail in this chapter.



Note

Manual formatting (also called direct formatting) overrides styles. You cannot get rid of manual formatting by applying a style to it.

To remove manual formatting, select the text and choose **Format > Clear Direct Formatting** from the Menu bar, or right-click and choose **Clear Direct Formatting** from the context menu, or press *Ctrl+M*.

The Styles deck in the sidebar

Styles management is primarily available through the Styles deck (called Styles and Formatting in some installations) in the Sidebar (Figure 1). Here you can apply styles, modify styles, and create new styles.

To begin, do any of the following:

- Click the **Styles** icon on the Sidebar.
- Choose **Styles > Manage Styles** on the Menu bar.
- Press *F11* (⌘+T on Mac).

The first six icons at the top of the Styles deck select the category of styles. Click one of these icons to display a list of styles in that category, such as paragraph or character styles.

Select the **Show Previews** option at the bottom of the deck to display the style names as examples of their formatting.

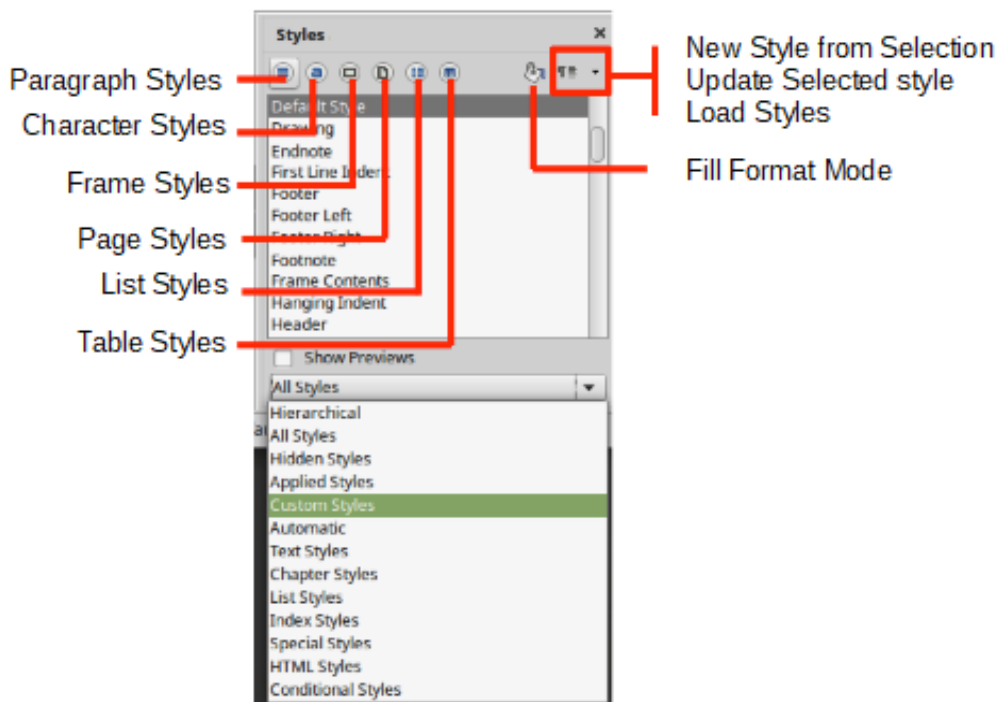


Figure 1: The Styles deck, showing paragraph styles and filter

Filtering the visible styles

At the bottom of the Styles deck, use the drop-down menu to select a filter for the list of styles. Normally, you will need only a few styles in any document, so it's useful to have only these styles shown.

At the beginning of the writing process, you may want to have access to all the available styles (by selecting **All Styles**), and then hide some of them (*Ctrl+click* to select each style to be excluded and finally right-click one of these styles and select **Hide** from the context menu). As the document develops, it is quicker to reduce 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 custom styles only, 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 Chapter 9, Working with Styles.

In the **Paragraph Styles** view, the drop-down menu contains several more filtering options so you can view, for example, only Text Styles, Special Styles, and so on.

Applying styles

Styles can be applied easily using the Styles deck on the Sidebar. In addition, you can apply certain styles using other methods, as explained in this section.

Applying paragraph styles

When drafting a document, the most used style is the paragraph style. LibreOffice offers three quick alternatives to the Styles deck to apply this category of style: the *Styles menu* on the Menu bar (with a limited selection of commonly used styles), the *Set Paragraph Style* list on the Formatting bar, and the *Fill Formatting* icon on the Sidebar.

Using the Styles deck on the Sidebar

Put the cursor in the paragraph and double-click the name of the style in the Paragraph Styles tab of the Styles deck. You can select more than one paragraph and apply the same style to all of them at the same time.

Using the Styles menu

The Styles menu on the Menu bar (Figure 2) provides the most commonly used paragraph, character, and list styles, plus quick links to create, edit, and manage styles. To apply a paragraph style, put the cursor in the paragraph and click **Styles > [name of paragraph style]** on the Menu bar. **The other choices on this menu are described later in this chapter.**

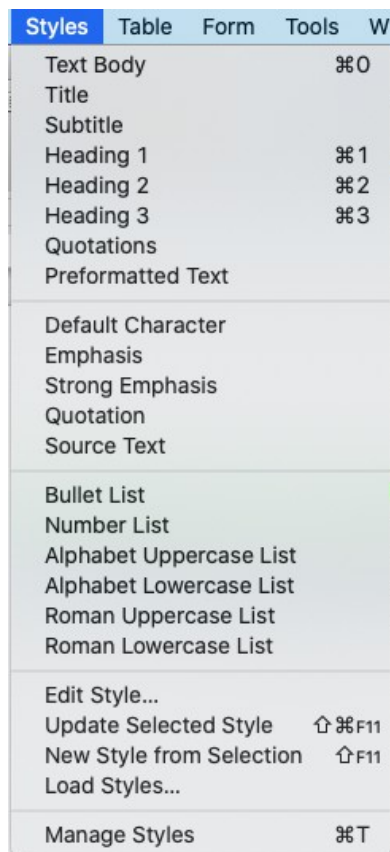


Figure 2: The Styles menu



Note

You cannot add styles to the Styles menu.

Using the Set Paragraph Style list

When a paragraph style is in use in a document, the style name appears on the *Set Paragraph Style* list near the left end of the Formatting bar (see Figure 3).

To apply a style from this menu, put the cursor in the paragraph to change, and then click the arrow to drop down the list of styles and click the desired style to apply it; or drop down the list and use the up or down arrow keys to move through the list, then press *Enter* to apply the highlighted style.



Tip

Select **More Styles** at the bottom of the list (not shown in illustration) to open the Styles deck.

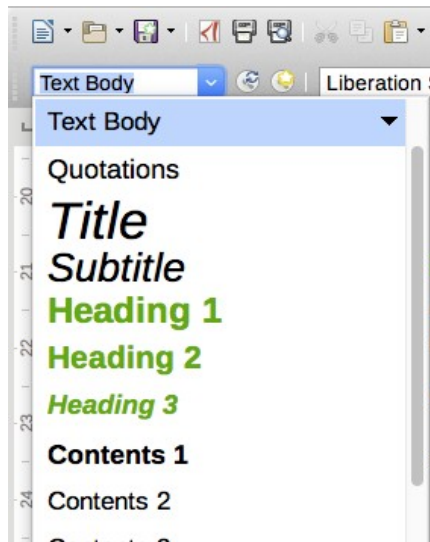


Figure 3: The Set Paragraph Style list on the Formatting bar

Using Fill Format mode

You can use Fill Format mode to apply a style to many areas quickly without having to go back to the Styles deck and double-click each time. This method is useful for formatting 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 deck on the Sidebar (Figure 1) and select a style.
- 2) Select a style to copy, and then 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 Fill Format mode, click the icon again or press the *Esc* key.

Using keyboard shortcuts

Some keyboard shortcuts for applying styles are predefined. For example, *Ctrl+0* applies the Text body style, *Ctrl+1* applies the Heading 1 style, and *Ctrl+2* applies the Heading 2 style. You can modify these shortcuts and create your own; see Chapter 21, Customizing Writer, for instructions.

Applying character styles

Writer provides two ways to apply character styles, as described in this section.



Tip

You may need to remove direct formatting before applying character styles. Select the text, then choose **Format > Clear Direct Formatting** from the Menu bar, or right-click and choose **Clear Direct Formatting** from the context menu, or press *Ctrl+M*.

Using the Styles menu

The Styles menu on the Menu bar (Figure 2) provides the most commonly used paragraph, character, and list styles, plus quick links to create and edit styles. To apply a character style, select the characters and click **Styles > [name of character style]**.

Using the Styles deck on the Sidebar

Open the Styles deck and click the second icon in the top bar. The list of available character styles is displayed. To apply a character style:

- 1) Select the block of text, or put the cursor into the single word, where you wish to apply the style.
- 2) Double-click the appropriate character style on the Styles deck.



Note

To apply a character style to more than a single word, you need to select all of the text to be changed. To apply the style to a single word, you only have to place the cursor in the word. In contrast, paragraph styles are applied to the whole of the paragraph in which the cursor is placed.

Removing or replacing character styles

Sometimes, you will want to remove the character style formatting from some text, or change the character style to a different style. To do this:

- 1) Select the text.
- 2) On the Styles deck, click the *Character Styles* icon in the top bar.
- 3) Double-click the required character style, or double-click **Default Style** to remove the character style.

Applying frame styles

When you insert an object (such as a graphic) into a document, it will automatically have an invisible frame around it. Some designers like to add frame styles to introduce variety. For example, you could have one frame style for photographs and a different frame style for other graphics such as line drawings. The one for photographs might have a border with a drop shadow, while the one for drawings might have only a border.

To apply a style to a frame:

- 1) Select the frame.
- 2) Open the Styles deck.
- 3) Click the **Frame Styles** icon (the third one from the left).
- 4) Double-click the frame style you want.

Having applied a style to a frame, you can now modify the frame to be just how you want it. Most of a frame's design can be set in a style, but 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**). See Chapter 11, Images and Graphics, for details on anchoring images, frames, and other objects.
- *Arrangement*: the frame's position in a stack of objects (**Format > Arrange**). See Chapter 11, Images and Graphics, for details on arranging images, frames, and other objects.
- *Adding a hyperlink*: so that a click on the frame opens a Web page or another document (**Insert > Hyperlink**).

When a frame is selected, the Frame toolbar replaces the Formatting toolbar, and the right-click (context) menu has items for anchoring, arrangement, wrap, and alignment.

Applying page styles

Put the cursor anywhere on the page. The applied page style is shown on the status bar.

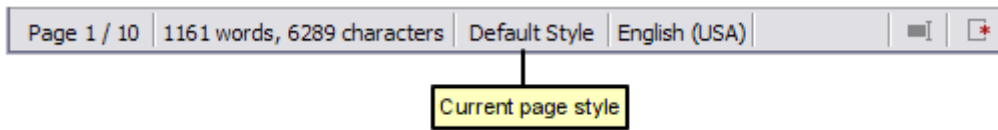


Figure 4: The current page style is displayed on the status bar

To apply a different style, either right-click the style on the status bar and select a style from the context menu, or open the Styles deck, select the page style icon at the top (fourth icon), and then double-click the desired page style.



Caution

Changing a page style may also cause the style of subsequent pages to change. 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 9, 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 page style settings that the next page must have a *Right Page* style, a *First Page* style could be followed by either a *Left Page* style or a *Default Page* style, or any sequence you prefer.

Another way 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 > More Breaks > Manual 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 *First Page*. The following pages use the *Default Style* page style. At the end of each (except the last) chapter, we return to the *First Page* style for the next chapter.

Figure 5 illustrates the flow of page styles when using page breaks.

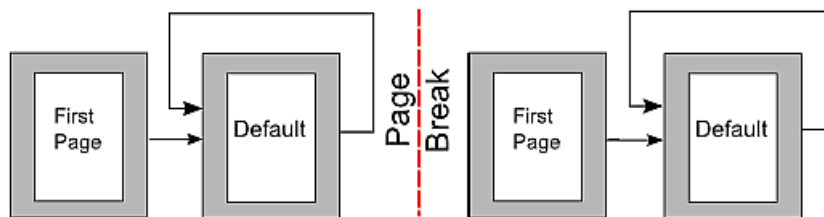


Figure 5: Dividing a document into chapters using page styles

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 > More Breaks > Manual Break**. The Insert Break dialog (Figure 6) opens.
- 3) Under *Type*, choose **Page break** and under *Style*, select **First Page**.



Tip

You can automate these breaks by defining the paragraph style of the chapter's title (usually Heading 1) to include a page break.

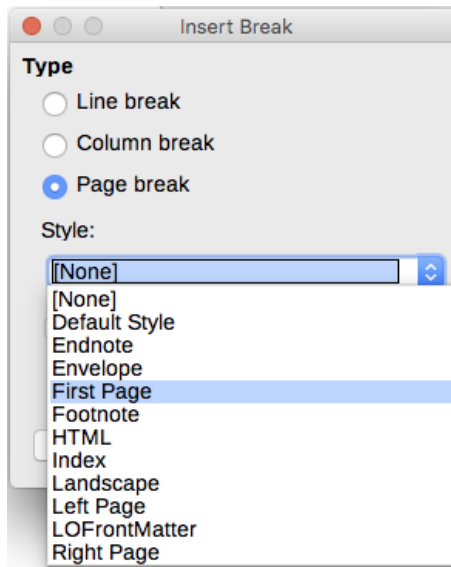


Figure 6: Choose Page break and select the First Page style

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 Style* page style.

- 1) Choose **Insert > More Breaks > Manual Break**.
- 2) Select the desired page style (say, *Special Page*) in the Insert Break dialog.
- 3) Type something on this page. Then insert another page break, selecting *Default Style* again.

This concept is illustrated in Figure 7.

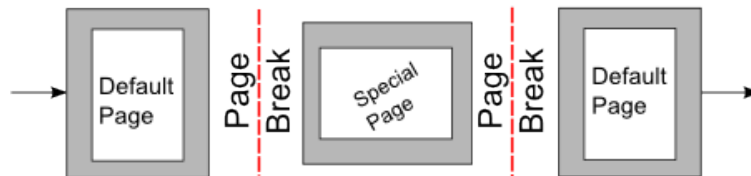


Figure 7: Inserting a page with special formatting

Example: A book chapter sequence of pages

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

Table 1 shows the properties of two page styles (First Page and Default Style) set up for a typical book chapter’s sequence of pages.

Table 1: Properties of customized page styles for a book chapter

Page Style	Desired effect	Property: setting
First Page	First page always on the right (an odd-numbered page) No header or footer Top margin of page larger than on other pages	Page > Page layout > Only right Header > Header on: Not selected Page > Margins > Top: 6.00cm

Page Style	Desired effect	Property: setting
Default Style	Mirrored margins Header with page number on the top outside of the page and chapter title in the top middle center of the page	Page > Page layout: Mirrored Header > Header on: Selected Header > Header > Same content left/right: Not selected

Figure 8 illustrates the transitions from the First Page to Default page styles, with the change of header between left and right pages shown by the # symbol.

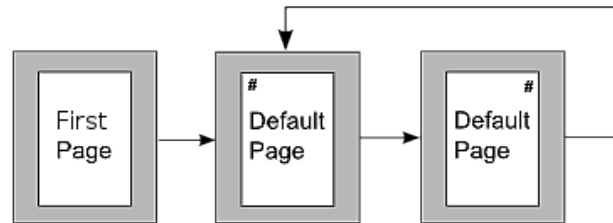


Figure 8: First Page and then the Default page style with different headers for alternate pages

Step 1. Set up the First Page style.

- 1) On the Styles deck, click the Page Styles icon to display a list of page styles.
- 2) Right-click First Page and select **Modify** from the context menu.
- 3) On the *Organizer* tab of the Page Style: First Page dialog, change *Next Style* to **Default Style**.

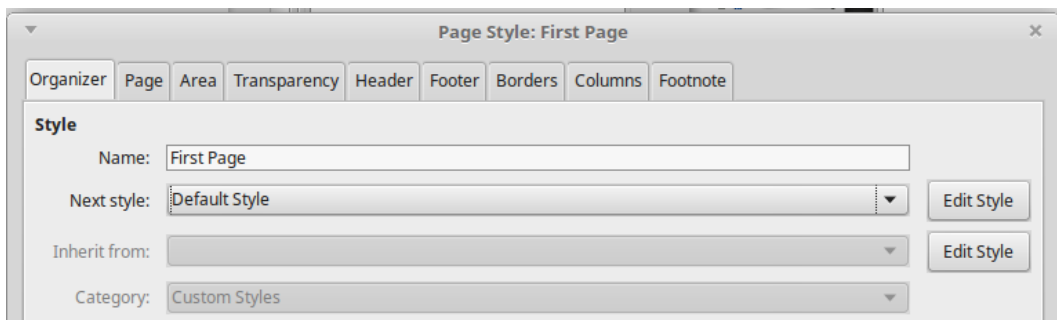


Figure 9: Specifying the next style after the first page of a chapter

- 4) On the *Page* tab, specify a larger left margin for binding, and a larger top margin to move the chapter title down the page.

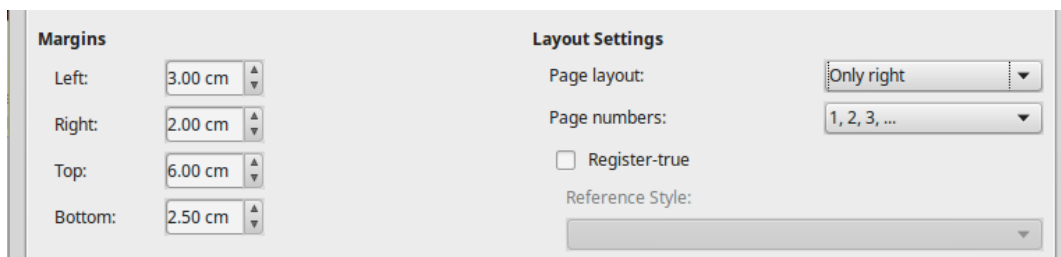


Figure 10: Setting page margins and layout for the First Page style

- 5) On the *Header* and *Footer* tabs, be sure the Header on and Footer on options are not selected. Click **OK** to save your changes.

Step 2. Set up the *Default Style* page style.

- 1) On the Styles deck, in the list of page styles, right-click *Default Style* and select **Modify** from the context menu.

- 2) On the *Organizer* tab of the Page Style: Default Style dialog, be sure *Next Style* is set to Default Style.
- 3) On the *Page* tab of the Page Style: Default Style dialog, select **Mirrored** for Page layout and set the Inner and Outer margins to the same width as the Left and Right margins, respectively, on the First Page style.

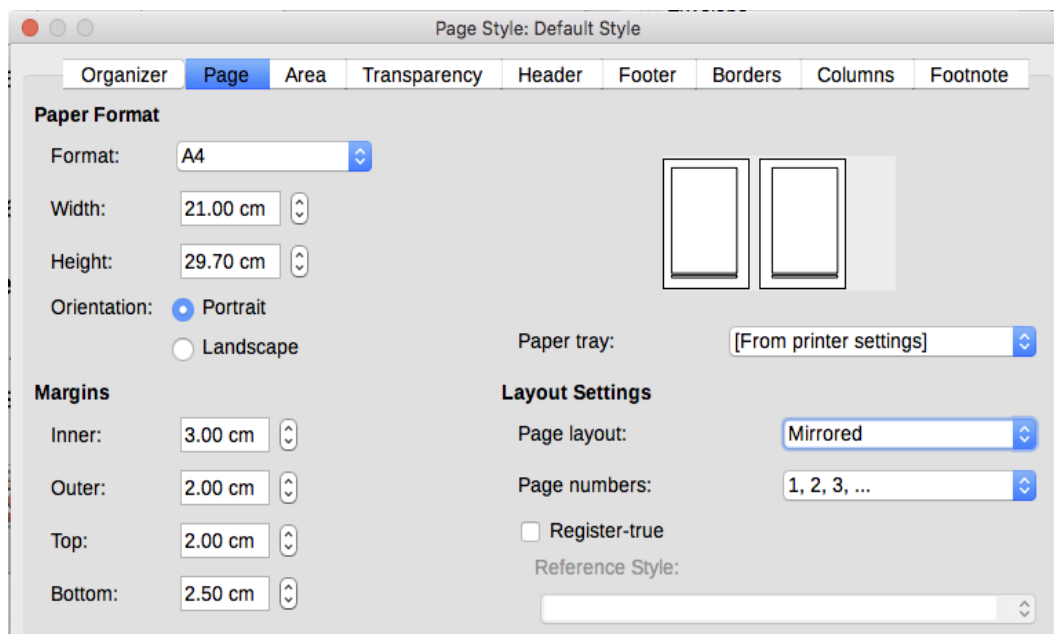


Figure 11: Setting page margins and layout for the Default page style

- 4) On the *Header* tab of the Page Style: Default Style dialog, select the **Header on** option and deselect the **Same content on left and right pages** option. Click **OK** to save your changes.

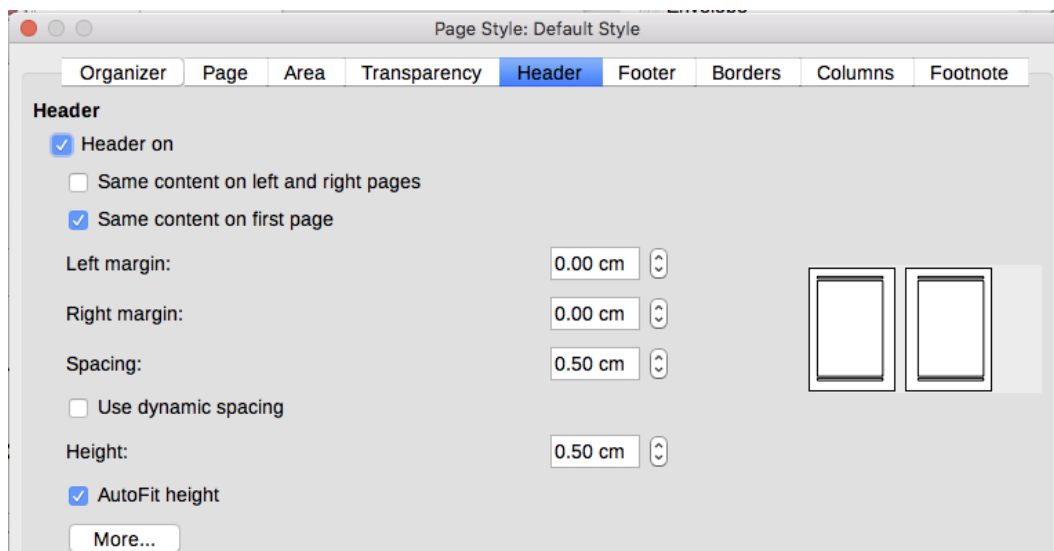


Figure 12: Setting up the header properties for the Default page style

Step 3. Set up the Heading 1 paragraph style to start on a new first page.

- 1) On the Styles deck, on the Paragraph Styles tab, right-click *Heading 1* and select **Modify**.
- 2) On the *Text Flow* tab of the Paragraph Style dialog, in the *Breaks* section, select **Insert**, **With Page Style**, and **First Page**. Click **OK** to save your changes.

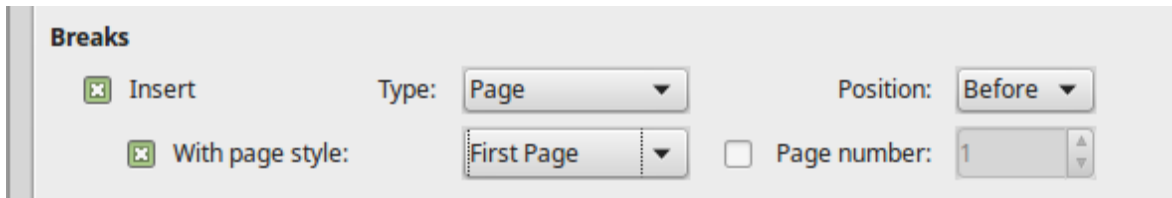


Figure 13: Setting a paragraph style to start on a page of a selected style

Step 4. Start a new chapter.

Apply the Heading 1 paragraph style to the first paragraph, which is the title of the chapter.



Note

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

Step 5. Set up the page headers.

- 1) On a left page, put the cursor in the header and insert a page number field on the left (**Insert > Page Number**).
- 2) Press *Tab* to put the cursor in the middle and insert a Chapter reference:
Press *Ctrl+F2* (or choose **Insert > Field > Other** on the Menu bar) to display the Fields dialog (Figure 14).

On the *Document* tab, for **Type**, select Chapter and for **Format**, select Chapter name. Make sure that Level is set to 1 and then click Insert.

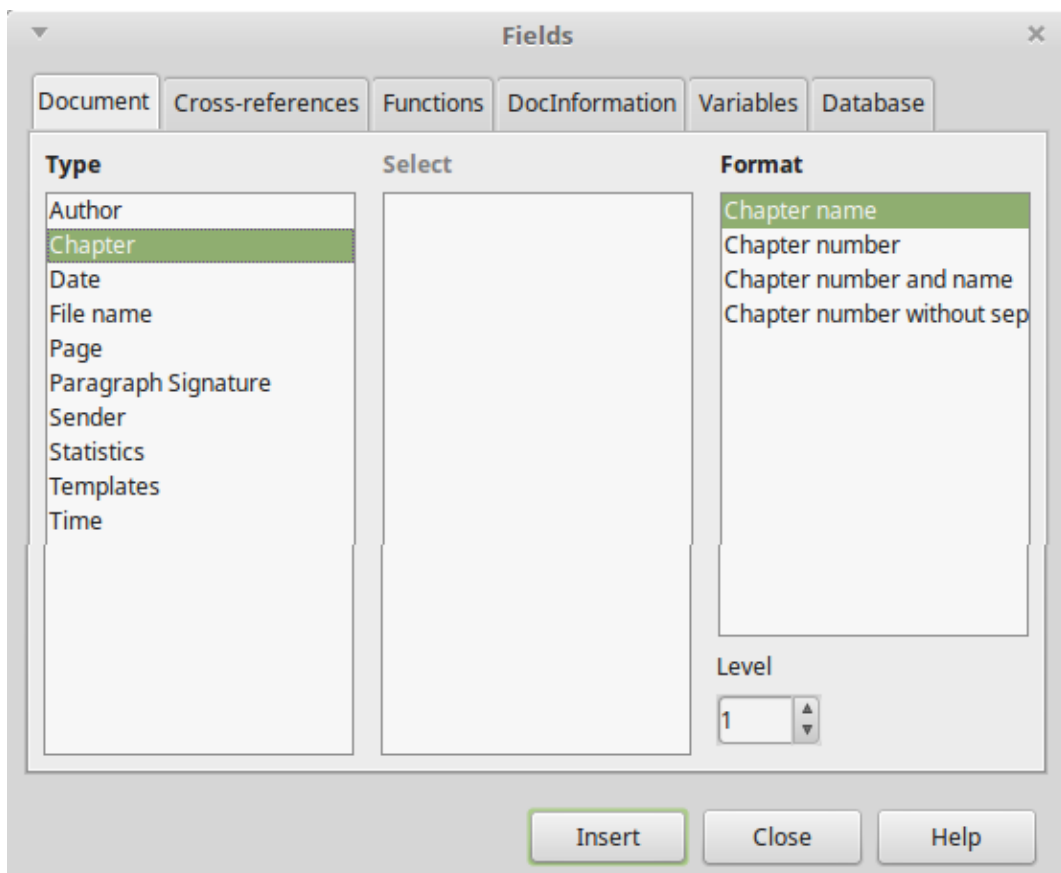


Figure 14: Inserting a chapter title into the header of a page

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

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.

Writer has two series of predefined list styles, named *List* and *Numbering*. List styles are for bullet points by default; Numbering styles for numbered lists by default. Each series contains five list styles, intended for the different levels of a nested list. As with any style, you can redefine the properties of these styles, for example the numbering or bullet symbol and the indentation. You can also define other list styles in these series or create your own series.

Each of the list styles predefined in Writer has four associated paragraph styles. For more information, see Chapter 9, Working with Styles. Much more information about list styles is in Chapter 12, Lists: Tips and Tricks.

List styles can have up to ten levels, used for nested lists. To switch from one level to another, use the **Promote One Level** or **Demote One Level** icons on the Bullets and Numbering toolbar, or press the *Tab* key (one level down) or *Shift+Tab* keys (one level up), or right-click the list element and select **Bullets and Numbering > Promote One Level** or **Demote One Level** on the context menu.

Using the Styles deck in the Sidebar

If you only want to apply a list style (that is, the numbering or bullet symbol and the indentation), then place the cursor in the paragraph and double-click the desired list style in the List Styles tab of the Styles deck in the Sidebar. However, a better strategy is to embed the list style into one or more paragraph styles, as explained in Chapter 9. You can then create a list by applying paragraph styles alone.

Using the Styles menu

The Styles menu on the Menu bar (Figure 2) provides the most commonly used paragraph, character, and list styles, plus quick links to create and edit styles. To apply a list style, put the cursor in the paragraph and click **Styles > [name of list style]**.

Restarting or continuing the numbering

When creating more than one numbered list of the same type within the same chapter, Writer applies sequential numbering to all the lists. Sometimes this is what you want (for example, when placing illustrations between the numbered paragraphs), while at other times you want to restart the numbering.

To restart numbering from 1, you can do any of the following:

- Click the **Restart numbering** icon on the Bullets and Numbering toolbar.
- Right-click the first element of the list and choose **Bullets and Numbering > Restart numbering** from the context menu.
- Right-click the first element of the list, choose **Paragraph > Paragraph** on the context menu, and go to the *Outline & Numbering* tab of the Paragraph dialog. In the *Numbering* section, select the options **Restart at this paragraph** and **Start with**, and set the number (see Figure 15).

If you find that the numbering does not restart as intended using the first or second method, or if you want to restart from a number greater than 1, use the third method.

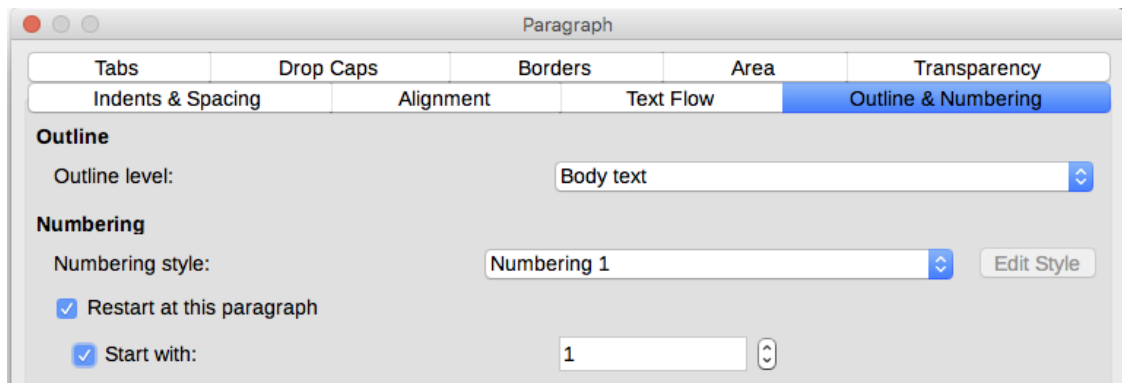


Figure 15: Restarting numbering

When editing a document, you may want to change from restarting numbering to continuing the numbering from a previous list. To do so, right-click the list element and choose **Bullets and Numbering > Continue previous numbering** on the context menu.

Applying table styles

Table styles define properties such as the font, paragraph spacing, number of columns, borders, and background color.

To apply a table style, position the cursor anywhere in the table, go to the Styles deck on the Sidebar, choose Table Styles, then double-click the name of a style on the list.

See Chapter 13, Tables of Data, for information on creating a table style.

Assigning styles to shortcut keys

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 21, Customizing Writer, for details.

Creating and modifying styles

Writer provides many predefined styles, which are useful when sharing a document to another machine, especially one with a different language version of LibreOffice, but you may find that they do not fit your preferences. You can modify the predefined styles or build your own library of custom styles to use in addition to or in place of the predefined ones.



Tip

Styles are part of the document properties, therefore new styles you create or formatting changes you make to an existing style are available only within the document they belong to. Styles always stay with a document.

If you want to reuse modified or new styles in other documents, either save the styles in a template (see Chapter 10, Working with Templates) or copy the styles into the other documents, as described in “Load Styles (from a template or document)” on page 18.

Writer offers these mechanisms to modify both predefined and custom (user-created) styles:

- Create or update a style from a selection.
- Load or copy styles from another document or template.
- Change a style using the Style dialog.

- Use AutoUpdate (paragraph and frame styles only).
- Use AutoFormat (table styles only). See Chapter 13, Tables of Data.

Using the Styles Actions menu

The last icon at the top of the Styles deck, **Styles actions**, gives access to a menu of three functions: *New Style from Selection*, *Update Selected Style*, and *Load Styles*.

New Style from Selection

Use **New Style from Selection** to create a new style from the formatting of an item in the current document. For example, you can change the formatting of a paragraph until it appears as you like, and then you can turn that 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. In addition, you can immediately see how the item 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, and so on) to your liking.
- 2) From the icons at the top of the window, choose the category 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 deck and click the **Styles actions** icon, then select **New Style from Selection**.
- 5) The Create Style dialog opens. Type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.

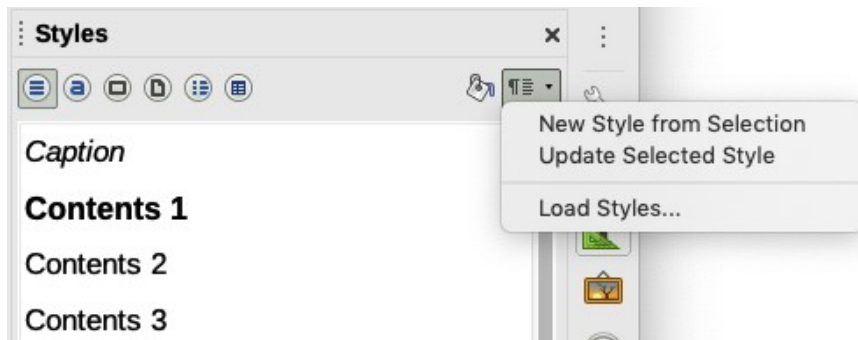


Figure 16: Styles Actions menu in Sidebar

Update Selected Style

Let's use paragraph styles as an example.

- 1) Create a new paragraph (or select an existing paragraph) and edit all the properties you want to alter in the style (such as indentation, font properties, alignment, and others).



Caution

Make sure that the properties in this paragraph are uniform. For example, if there are two different font sizes in the paragraph, that property will not be updated.

- 2) Select the paragraph by clicking anywhere in the paragraph.
- 3) On the Styles deck, select the style you want to update (single-click, not double-click) and then click the **Styles actions** icon and select **Update Selected Style**.

The procedure to update another category of style (character, page, or frame styles) is the same: select the item in question, modify it, select the style you want to update, and choose Update Style.

Load Styles (from a template or document)

The last option under the **Styles actions** icon is used to copy styles into the current document by loading them from a template or another document. Using this method, you can copy all styles, or groups of styles, at one time.

- 1) Open the document to copy styles into.
- 2) On the Styles deck, click the **Styles actions** icon and then on **Load Styles** (see Figure 16).
- 3) On the Load Styles dialog (Figure 17), find and select the template or document to copy styles from.

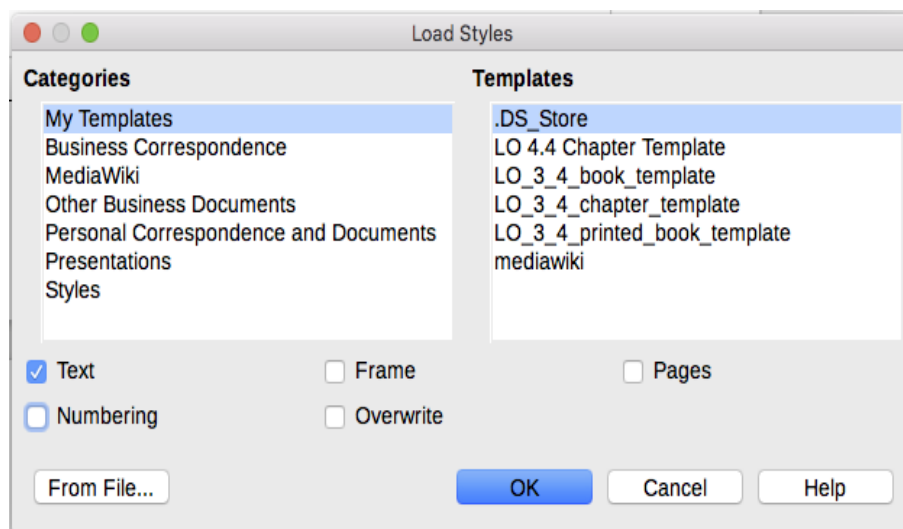


Figure 17: Loading styles from a template

Click 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 opens up, where you can select the desired document.

- 4) Select the options for the types of styles to be copied: Text (Paragraph and Character styles), Frame, Pages, Numbering (List styles). 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.

Drag-and-drop a selection to create a style

Another way to create a new style is to drag-and-drop a text selection into the Styles deck.

- 1) Open the Styles deck on the Sidebar.
- 2) Select the style category you are going to create (for example a character style) using one of the icons near the top of the deck.
- 3) Select the object on which you want to base the style and drag it to the Styles deck. The cursor changes to indicate whether the operation is possible.
- 4) In the Create Style dialog, type a name for the new style and click **OK** to save the style.



Note

You cannot use the drag-and-drop method to create a new page style or table style.

Changing a style using the Style dialog

To change an existing style (but not a table style) using the Style dialog, right-click the style in the Styles deck and select **Modify** from the context menu.

The dialog displayed depends on the type of style selected. Each style's dialog has several tabs. The properties on these dialogs are described in Chapter 9, Working with Styles.

You can click the Help button at any time to bring up the online help where all the options of the current page are briefly described. When you are done, click **OK** to close the dialog.

Using AutoUpdate

On the Organizer tab of the Paragraph Style and Frame Style dialogs is an AutoUpdate option (marked in Figure 18). If this option is selected, then LibreOffice will apply to the style 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.

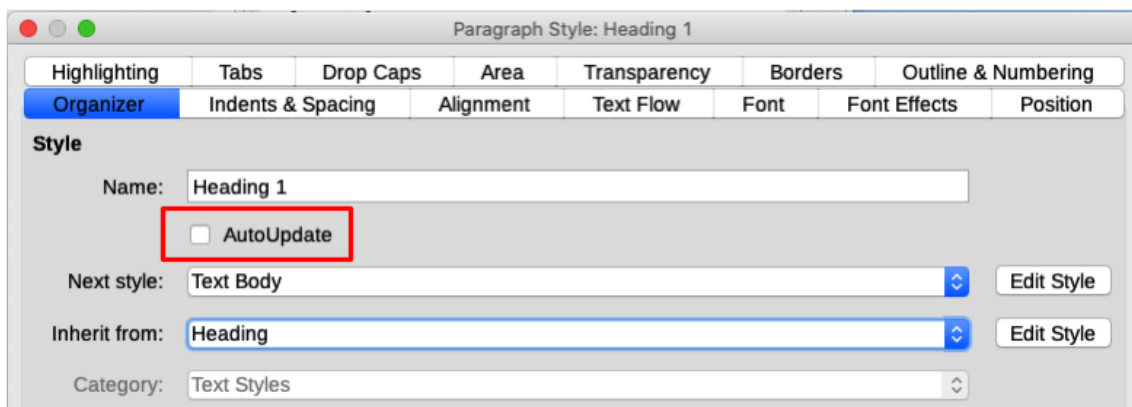


Figure 18: The Organizer page of the Paragraph Style dialog

Deleting styles

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

To delete any unwanted styles on the Styles deck, select each one to be deleted (hold *Ctrl* while selecting multiple styles), and then right-click a selected style and select **Delete** in the context menu. If the style is in use, a message appears warning you that the style is in use and asking you to verify that you really want to delete the style.

If the style is not in use, it is deleted immediately without confirmation.



Caution

If you delete a style that is in use, all objects with that style will return to the style it was based on (inherited from) but may retain some of the deleted style's formatting as manual formatting.



Tip

If an unwanted paragraph style is in use, you can use Find & Replace to replace it with a substitute style before deleting it. See Chapter 3, Working with Text: Advanced, for more information.

Example: creating and modifying paragraph styles

This section provides an example of a typical use of custom paragraph styles. We will create a *Poem* paragraph style and a *Poem Header* paragraph style, with the following properties:

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

In addition, a *Poem Heading* style is to be followed by a *Poem* style. In other words, when you press *Enter* at the end of a paragraph in the *Poem Heading* paragraph style, the paragraph style for the next paragraph 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 switches to *Text body*.

Creating the *Poem* paragraph style

We will use the *Default* style as a starting point.

- 1) On the Styles deck, click the **Paragraph Styles** icon.
- 2) Right-click *Default Style* and choose **New**.

The Paragraph Style dialog opens, with the *Organizer* tab selected. To create a custom style, you need to configure the top three entries.

Style fields	Description
Name	The name of the style itself, like <i>Heading 1</i> or <i>Text body</i> . Type the name <i>Poem</i> .
Next Style	The style of a paragraph that follows the paragraph that is in <i>Poem</i> style. When you press <i>Enter</i> while typing text in the <i>Poem</i> style, this style is automatically applied to the new paragraph. Set this value to <i>Poem</i> . When you press <i>Enter</i> , the text of the new paragraph will remain in the <i>Poem</i> style.
Inherit from	If the properties of the <i>Poem</i> style are inherited from another style, say <i>Default Style</i> , then any change in <i>Default</i> will affect <i>Poem</i> . For our example, this is not the behavior we want. Set this entry to – None –. This means that <i>Poem</i> is not inherited from any other style.

Select the Custom Styles category for new styles. Do **not** select the AutoUpdate option.

After making these changes, your dialog should look like Figure 19.

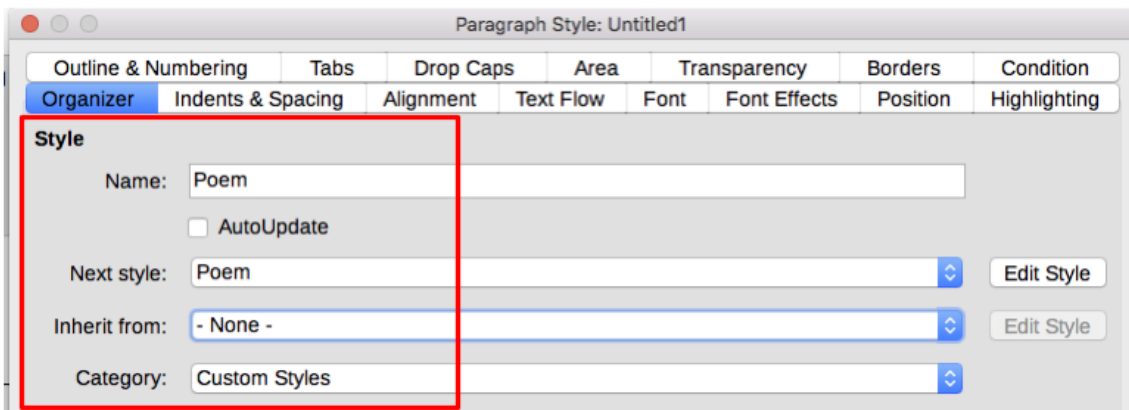


Figure 19: Initial configuration for the *Poem* style. Set the first three entries as shown.

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 12pt font size.

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

Creating the Poem Heading style

To create a new *Poem Heading* style, use the same procedure as above, with these changes:

- *Next Style*: Select *Poem*, not *Poem Heading*. When you press *Enter* while typing text in the *PoemHeading* style, this *Poem* style is automatically applied to the new paragraph.
- *Inherit from*: *Heading*.

The dialog should look like Figure 20.

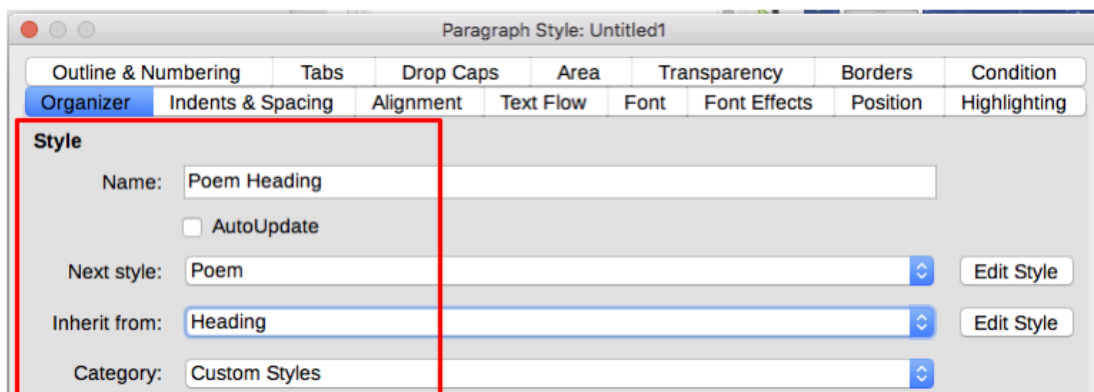


Figure 20: Settings for the *PoemHeading* style

Now set the settings of the new style:

- 1) On the *Alignment* page, select Center.
- 2) On the *Font* page, choose Bold and size 14pt.

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

Sample poem

It is a good idea to test out your new styles and see if you are happy with them. Typing a poem using the styles we have just defined should produce the results in Figure 21.

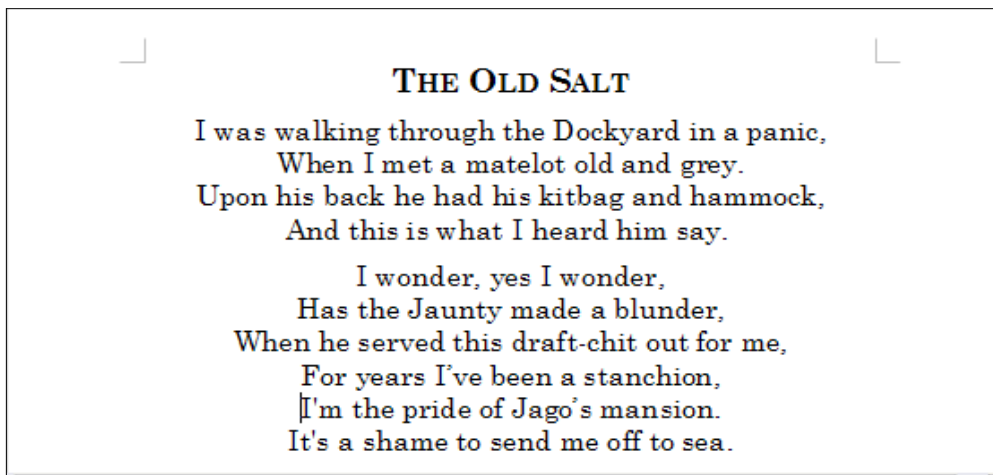


Figure 21: Sample poem

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 (or your publisher) decide you don't like the way the poems look.

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

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

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

Set the indentation:

- 1) Select the Indents & Spacing tab.
- 2) Under *Indent*, set the indentation before the text to 0.5 in.

Click **OK**, and you should see the text change. The poem should now look similar to Figure 22. Note in the figure that a third style has been created for the author of the poem.

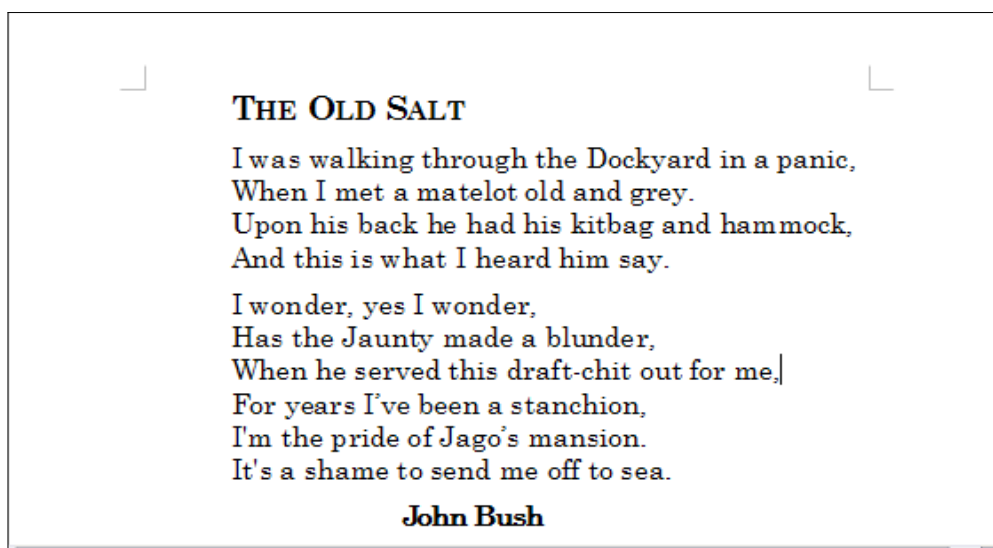


Figure 22: Final result, using three custom styles

Using paragraph styles to define a hierarchy of headings

Paragraph styles are the key to Writer's table of contents feature. **Tools > Chapter Numbering** defines the hierarchy of headings in a document. The default paragraph styles assigned to heading levels are the heading styles supplied with Writer: *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 chapter numbering feature can be used for more than the table of contents (described in Chapter 15, Tables of Contents, Indexes, Bibliographies). For example, fields are commonly used to display headings in headers and footers of pages (see Chapter 17, Fields).

Choosing paragraph styles for heading 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 Chapter Numbering dialog. The default outline numbering scheme uses the default heading styles.

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

- 1) Choose **Tools > Chapter Numbering** to open the Chapter Numbering dialog (Figure 23).

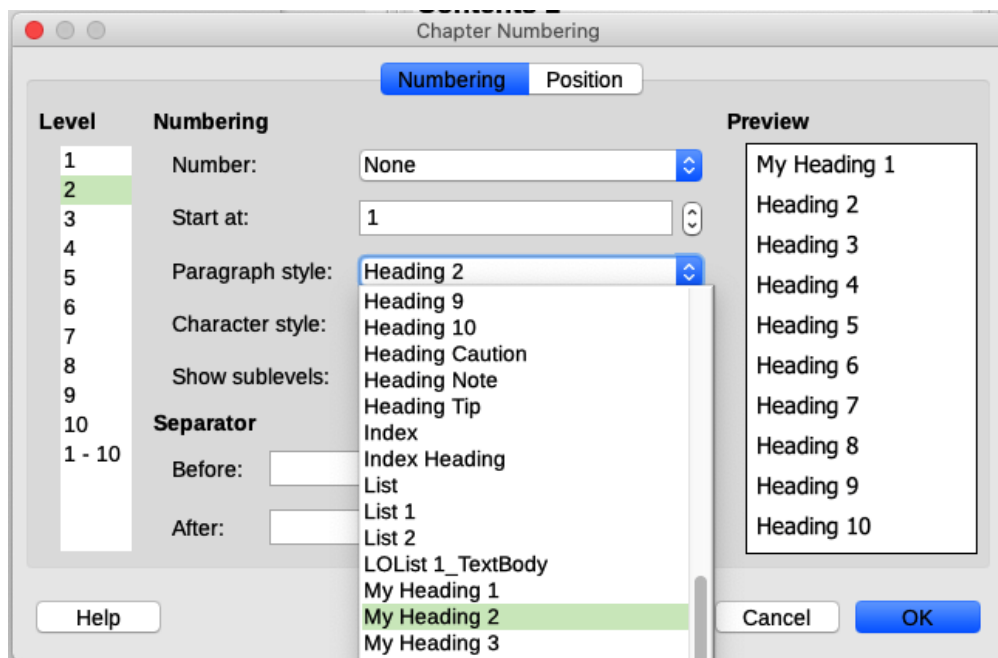


Figure 23: Choosing paragraph styles for numbering levels

- 2) Click the number in the *Level* box corresponding to the heading for which you want to change the paragraph style.
- 3) In the *Numbering: Paragraph Style* section, choose from the drop-down list the paragraph style you want to assign to that heading level. In this example, you might choose *My Heading 1* to replace *Heading 1* and for *Level 2*, *My Heading 2* to replace *Heading 2*.
- 4) Repeat for each numbering level that you want to change. Click **OK** when done.

Assigning outline levels to other styles

In Writer, 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 Chapter Numbering dialog. For example, you might use a different sequence of styles for appendixes, but you want the appendix headings and subheadings to appear in the table of contents at the same levels as the chapter headings and subheadings.

To assign an outline level to a paragraph style, go to the Outline & Numbering page for the style, and select the required outline level from the drop-down list. Click **OK** to save this change.

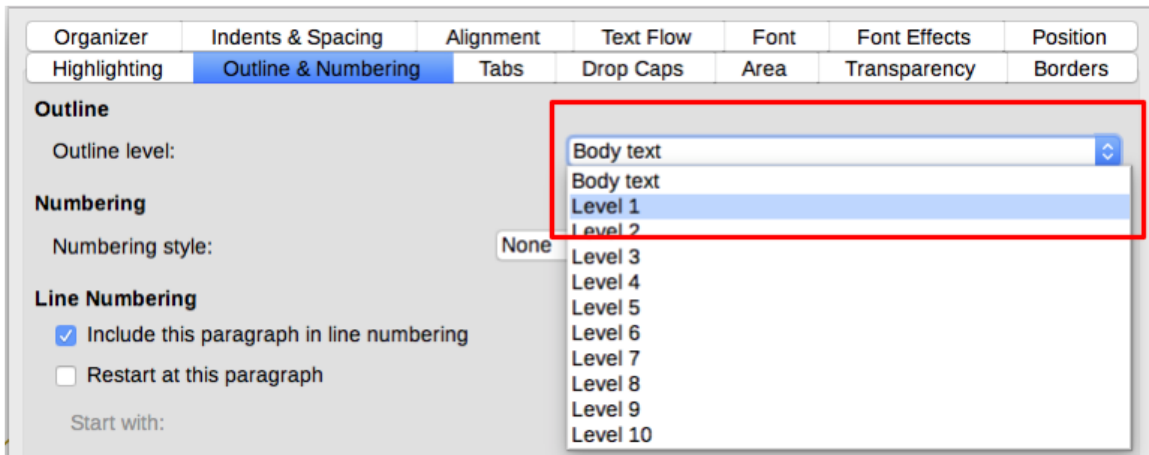


Figure 24: Specifying an outline level for a paragraph style

Setting up 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 the illustration below.

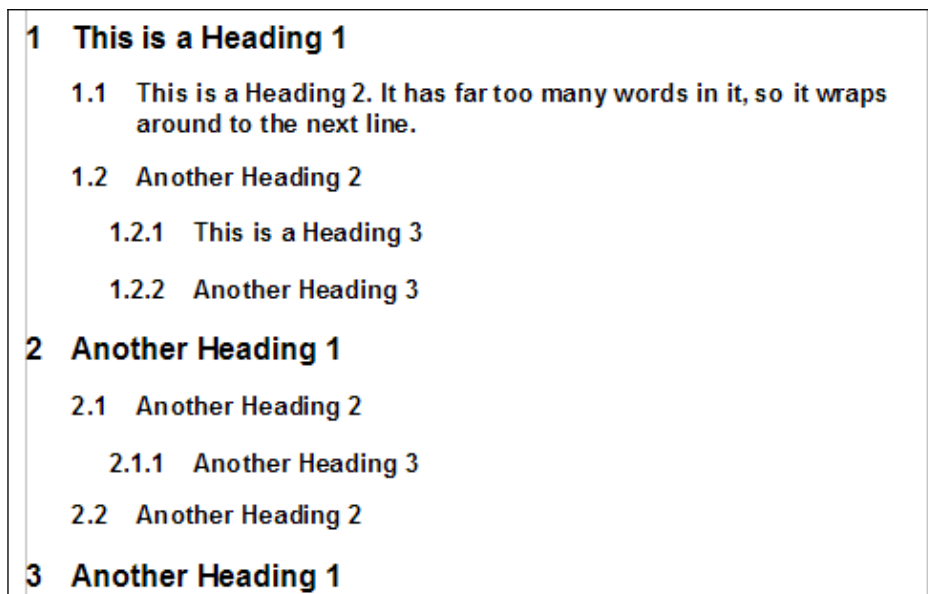


Figure 25: The numbering scheme to be set up

Use the *Numbering* page of the Chapter Numbering dialog to define the numbering scheme and its appearance. Figure 26 shows the default settings.

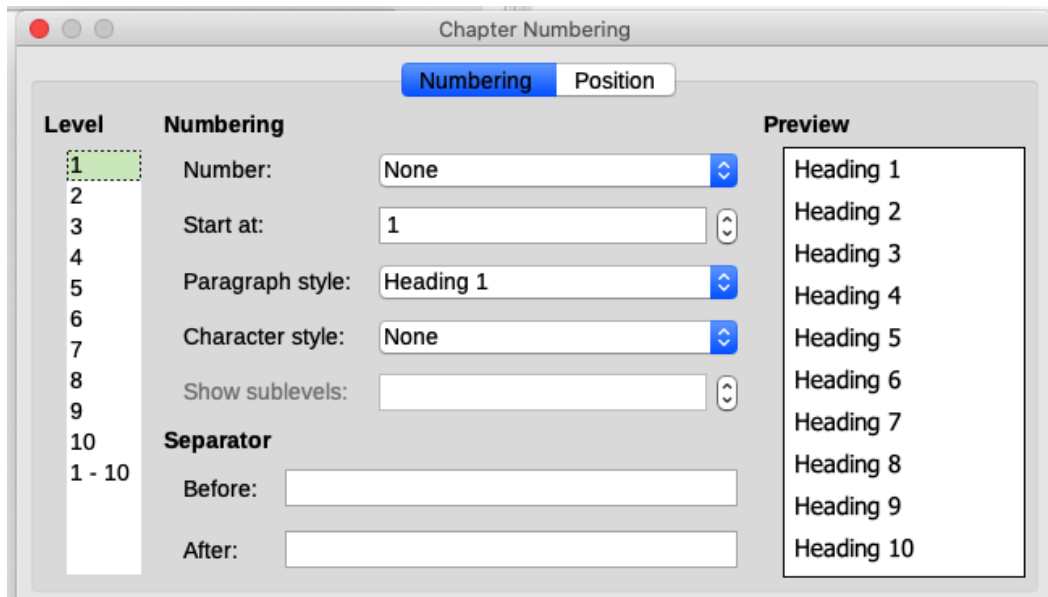


Figure 26: Default settings on the Chapter Numbering dialog

- 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 27.

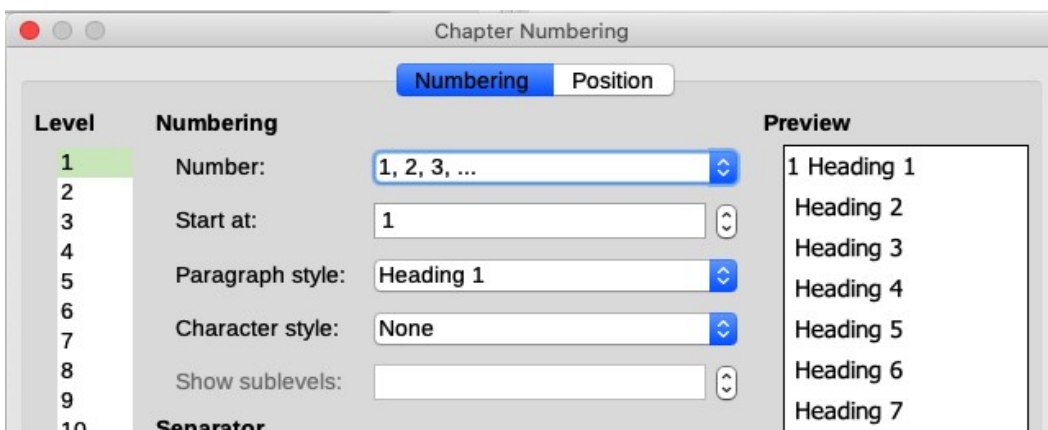


Figure 27: Specifying numbering of Level 1 headings

- 2) In the *Level* list, choose 2. In the *Number* list, choose 1, 2, 3, The *Show sublevels* field is now active; it should show 2 (if not, choose 2). The result is shown in Figure 28.

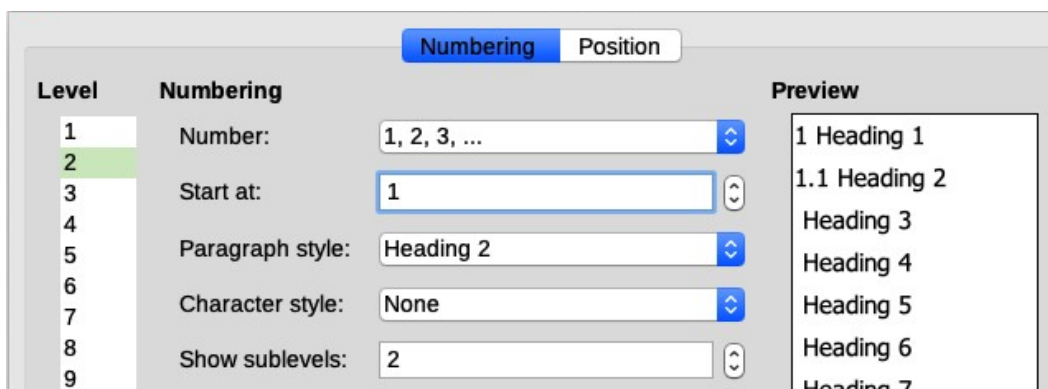


Figure 28: Specifying numbering of Level 2 headings

- 3) In the *Level* list, choose 3. In the *Number* list, choose 1, 2, 3, The *Show sublevels* field should show 3 (if not, choose 3). The result is shown in Figure 29.

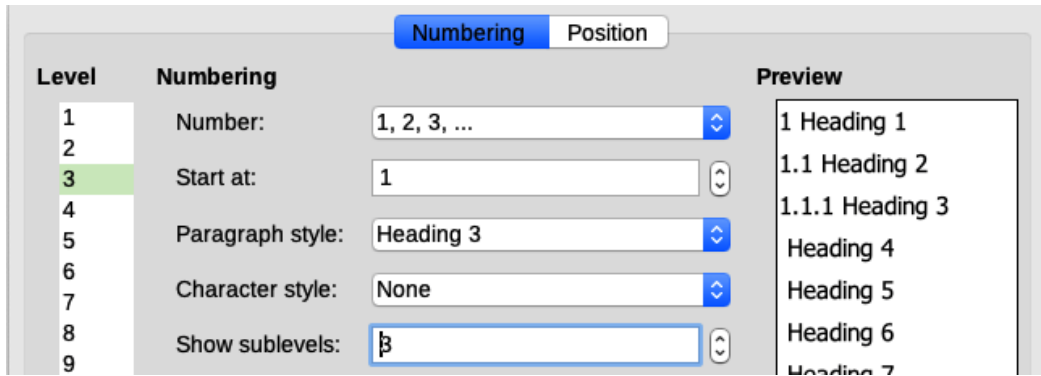


Figure 29: Specifying numbering of Level 3 headings

These choices produce the layout shown in Figure 30.

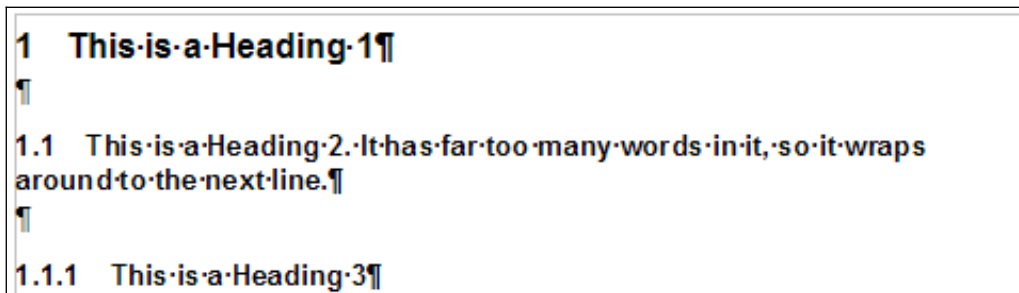


Figure 30: Results of numbering choices for headings

Setting up the indentation of headings

Whether or not the 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 these changes, use the *Position* page of the Chapter Numbering dialog.

As an example, we will change the position and wrapping of a Heading 2:

- 1) In the *Level* list on the left, choose 2. Change the values for *Numbering followed by*, *Tab stop at* and *Aligned at*, as shown in Figure 31. You may want to use a different value.

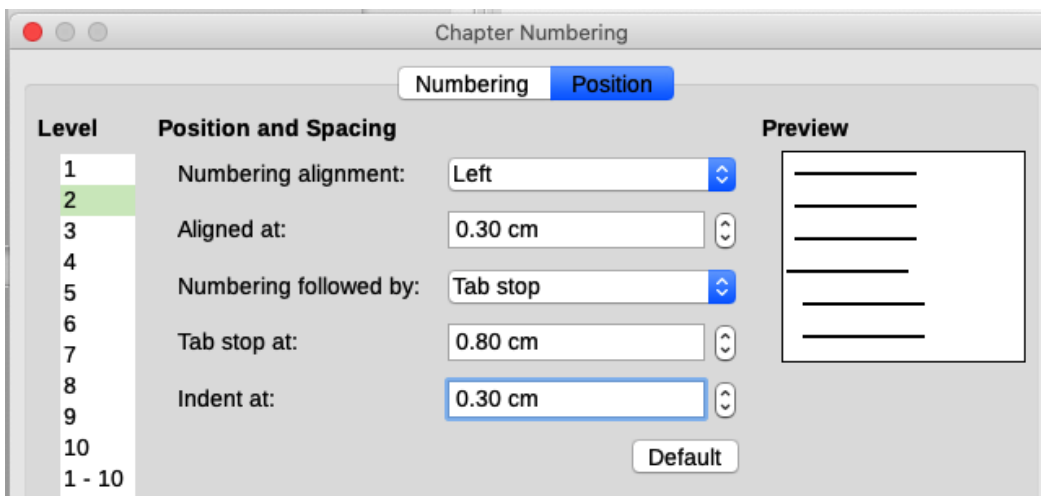


Figure 31: Indenting Level 2 headings

This indents the entire heading but does not affect the way long headings wrap around (see Figure 32).

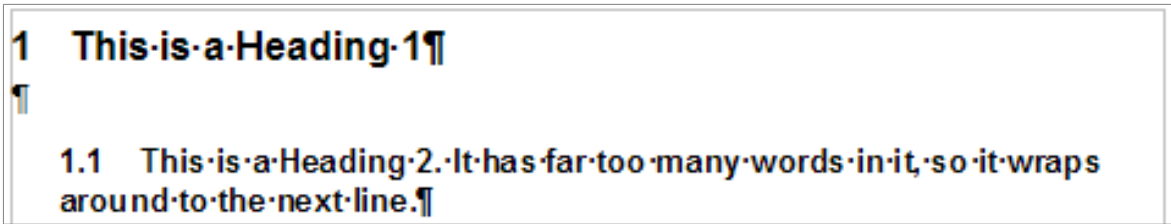


Figure 32: Result of changes to indentation of Level 2 headings

- 2) To change the wrapping behavior of long headings, change *Indent at* to a larger value, as shown in Figure 33. The result is shown in Figure 34.

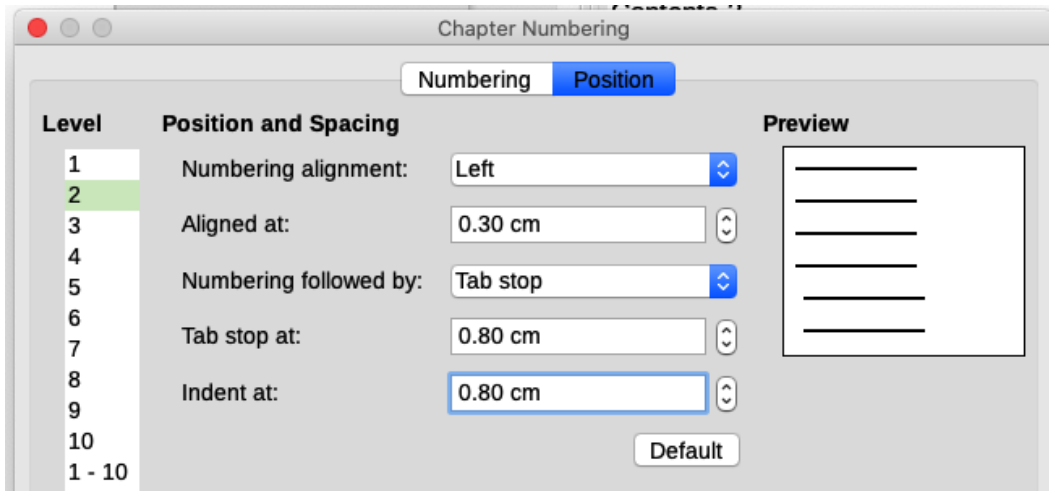


Figure 33: Wrapping long headings

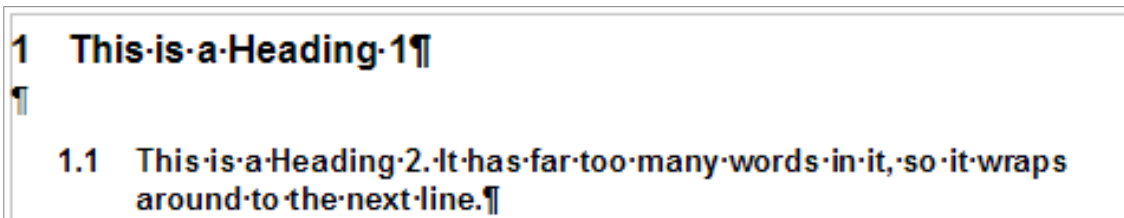


Figure 34: Result of changing *Indent at* value