



Writer 6.0 Guide

Chapter 6

Formatting Pages: Advanced

Using columns, frames, tables, and sections

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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
<i>Right-click</i>	Control+click and/or right-click depending on computer setup	Open a context menu
<i>Ctrl (Control)</i>	⌘ (<i>Command</i>)	Used with other keys
<i>F5</i>	Shift+⌘+F5	Open the Navigator
<i>F11</i>	⌘+T	Open the sidebar Styles and Formatting deck

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Introduction

Writer provides several ways to control page layouts. Chapter 5 described the use of page styles and some associated functions. This chapter covers the use of:

- Columns
- Frames
- Tables
- Sections
- Changing page orientation within a document



Note

All pages in a Writer document are based on page styles. The other layout methods described in this chapter build upon the underlying page style.



Tip

Page layout is usually easier if you select the options to show text, object, table, and section boundaries in **Tools > Options > LibreOffice > Application Colors** and the options for paragraph ends, tabs, breaks, and other items in **Tools > Options > LibreOffice Writer > Formatting Aids**.

Choosing a layout method

The best layout method depends on what the final document should look like, what sort of information will be in the document, and whether the document will be published in a fixed format (print, PDF) or a variable format (HTML, ePub) or more than one format. Here are some examples. The techniques mentioned are all described in this chapter.

- For a book similar to this user guide with one column of text, some figures without text beside them, and some other figures with descriptive text, use page styles for basic layout, and use tables to place figures beside descriptive text, where necessary.
- Use sections (with two or more columns) for an index or other document with two columns of text where the text continues from the left-hand column to the right-hand column and then to the next page, all in sequence. If the title of the document (on the first page) is full-page width, put it in a single-column section.
- For a newsletter with a complex layout, two or three columns on the page, and some articles that continue from one page to some place several pages later, use page styles for basic layout, then place articles in linked frames. If necessary, anchor graphics to fixed positions on the page.



Tip

For a document to be published in HTML, ePub, or other format that is not fixed, use minimal layout techniques. Some methods (columns, frames, wide tables) often do not export well to those formats.

Using columns to define the page layout

It is a good idea to define your basic page style (such as Default) with the most common layout to be used in your document, either single-column or multiple-column. You can then define extra page styles for pages with different numbers of columns.



Note

If you wish to combine different numbers of columns on a single page, you must use sections, as described in “Using sections for page layout” starting on page 13.

To define the number of columns for a page style:

- 1) Choose **Format > Page** from the Menu bar, or click the **More Options** button in the Format section of the Page panel of the Properties deck of the Sidebar, to open the Page Style dialog. Go to the Columns tab (see Figure 1).
- 2) In the *Settings* section, choose the number of columns and specify any spacing between the columns and whether you want a vertical separator line to appear between the columns. You can use one of Writer’s predefined column layouts, or you can create a customized column layout. The preview pane on the right of the *Settings* section shows how the column layout will look.
- 3) Click **OK** to save the changes.

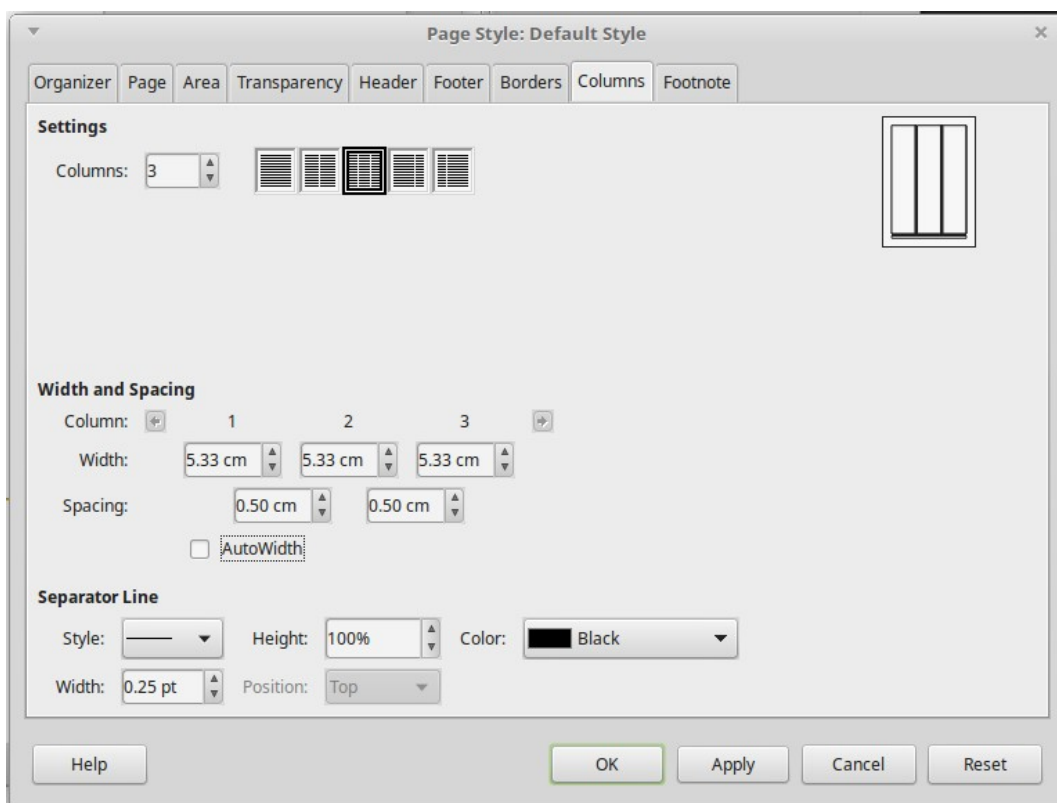


Figure 1: Defining the number of columns on a page

Formatting column width and spacing

Select the **AutoWidth** option in the *Width and spacing* section to create columns of equal or preset width.

To customize the width and spacing of the columns:

- 1) In the *Width and spacing* section, deselect the AutoWidth option.

- 2) In the *Width* selection boxes, enter a width for each column.
- 3) On the *Spacing* line, enter the amount of space that you want between each pair of columns.

If you specify more than three columns, use the arrow keys on the *Column* line to scroll among the columns.

Formatting separator lines

Usually white space is all that is needed between columns, but if you wish to display separator lines:

- 1) Using the *Style* drop-down list, select the line style from the three styles available.
- 2) Using the *Width* control, select the width of line to use, settable from 0.25pt to 9.0pt. (1 point = 1/12 pica = 1/72 inch = 127/360 mm = 0.3527 mm.)
- 3) Using the *Height* control, select the height of line required, as a percentage of the column height. You can choose from the supplied values or type in measurements.
- 4) If you entered a height of less than 100%, use the *Position* drop-down list to select a vertical alignment for the separator lines. The vertical-positioning options are *Top*, *Centered*, or *Bottom*.
- 5) The line color can be selected from the *Color* drop-down list.

Distributing text across columns

As you add text to a column, the text flows from one column to the next. The last column may be shorter than the others.

To distribute text evenly, so that all the columns are approximately the same height, use a multi-column section instead; see “Formatting a section into columns” on page 16.



Tip

Choose **View > Formatting Marks** (or press *Ctrl+F10*) to display end of paragraph markers (¶). Often, unexpected behavior of columns is due to extra paragraphs that are normally invisible but are taking up space.

Using frames for page layout

Frames can be very useful when producing newsletters or other layout-intensive documents. Frames can contain text, tables, multiple columns, pictures, and other objects.

Use frames to:

- Position something in a particular place on a page, for example, a logo or a “stop press” news box in one corner of a page.
- Allow text on one page to continue on another page, somewhere more distant than the next one, by linking the content of one frame to another so the contents flow between them as you edit the text.
- Wrap text around an object, such as a photograph.

Because LibreOffice does not allow you to define page styles with recurring frames (unless anchored in a header or footer), consider doing some quick sketches of the basic page layouts you need, indicating the approximate positions of different frames and their purposes. Keep the number of different page layouts as low as possible to avoid chaos in your design.

Pay special attention to the positioning of frames. A visually effective way to position a frame is to align its left margin with that of the paragraph above it. To do this, insert the frame in a blank paragraph of the same style as the paragraph above. Select **Insert > Frame**; in the *Position* section of the *Type* page, select **From Left** in the Horizontal selection box to position the frame exactly where you want it.

Also, think about the type of wrap and the spacing between the frame and text. Instead of placing a frame close to the text, use the *Wrap* page to place some white space between them.

You can format frames individually or define and apply frame styles; see Chapter 9, Working with Styles.

Creating frames

You can create a frame in several ways:

- Choose **Insert > Frame > Frame...** to create an empty frame. The Frame dialog (Figure 2) opens. You can set the frame's characteristics at this stage or click **OK** and come back to customize it later.
- Select text and choose **Insert > Frame > Frame...** to open the Frame dialog. Customize the frame (for example, to add space between the frame and the text) and click **OK**. The selected text is removed from the normal text flow and inserted into the frame.
- Choose **Insert > Frame > Interactively** or click the **Insert Frame Interactively** icon on the Insert toolbar to quickly draw an empty frame. The mouse cursor changes to a plus (+) symbol. Click and drag the mouse to draw an empty frame. To customize the frame, right-click it and choose **Properties**.
- Insert a formula or OLE object by selecting **Insert > Object > [type of object]**. The item is inserted and appears in a frame. To customize the frame, right-click it and choose **Properties**.

To add content to a frame, first deselect the frame by clicking in an empty space somewhere else on the page. Then, click inside the frame to place the text cursor there. Now add content as you would on the main page. When you are done, deselect the frame.



Note

The menu item **Insert > Frame > Floating Frame** is for use with HTML documents.

Moving, resizing, and changing frame attributes

When an object is added to Writer, it is automatically enclosed in a frame of a predetermined type. The frame sets how the object is placed on the page, as well as how it interacts with other elements in the document. You can edit the frame by modifying the frame style it uses or by manually formatting it when you add it to the document. Frame styles are discussed in Chapter 9, Working with Styles.

To change the size or location of a frame, first select the frame, then use either the mouse or the Frame dialog (Figure 2). Using the mouse is faster but less accurate.



Tip

You might want to use the mouse for gross layout and the dialog for fine-tuning.

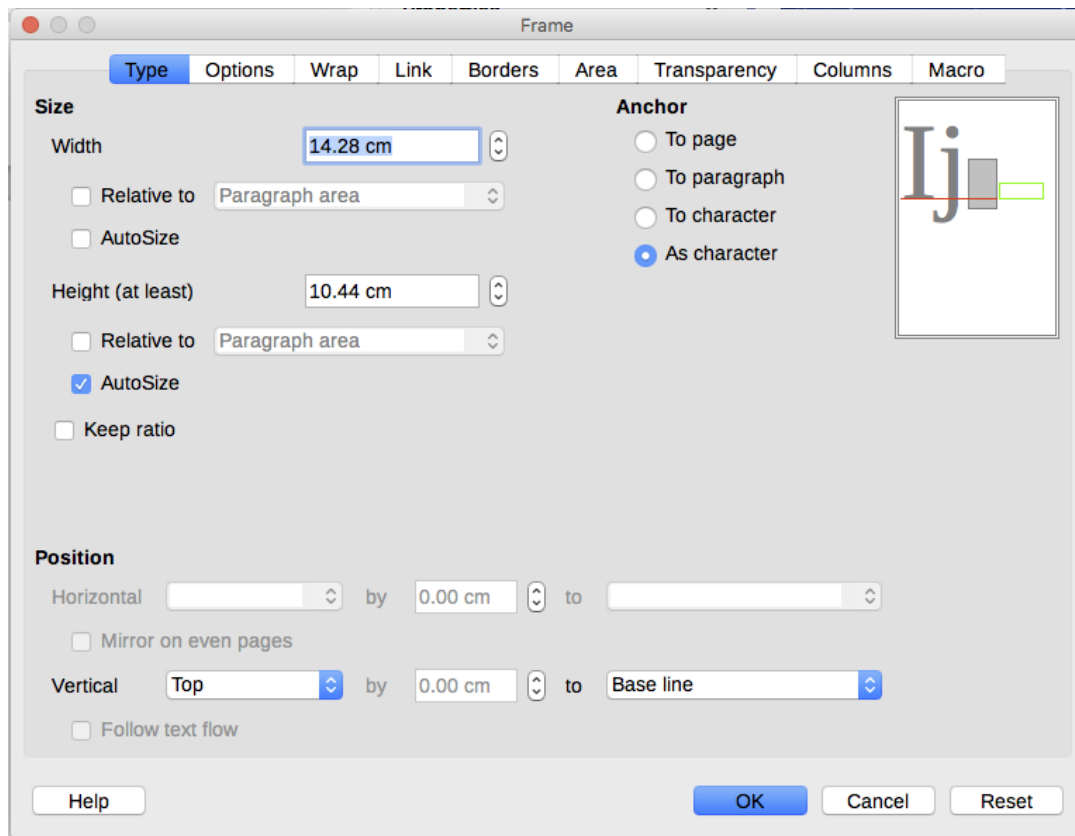


Figure 2: Frame dialog

You can re-size the frame manually by clicking on the green squares (sizing handles) and dragging to the appropriate size, or start adding content to it (the frame will re-size automatically if, for example, you add a large picture to it), or go back to the Frame dialog and set the size and other characteristics.

To change the location of the frame using the mouse, drag and drop one of the edges or put the cursor anywhere within the frame. (The cursor changes to a four-headed arrow when properly positioned for a drag-and-drop move.)

To change the size of the frame, drag one of the sizing handles. Drag a handle on one of the sides to enlarge or reduce the text frame in one dimension only; drag a corner handle to enlarge or reduce it in both dimensions.

These resizing actions distort the proportions of the frame. Holding down the *Shift* key while dragging one of the handles makes the frame keep the same proportions.

To open the Frame dialog, select the frame, right-click, and choose **Properties** from the context menu.

To remove a border from a frame, open the Frame dialog, go to the *Borders* page (Figure 3), and in the Line Arrangement section, select the first Preset (None). Alternatively, you can assign a borderless style to the frame; see Chapter 9, Working with Styles, for information on frame styles.



Note

Do not confuse a frame's border with the text boundaries that are made visible using the View menu (by selecting **View > Text Boundaries**).

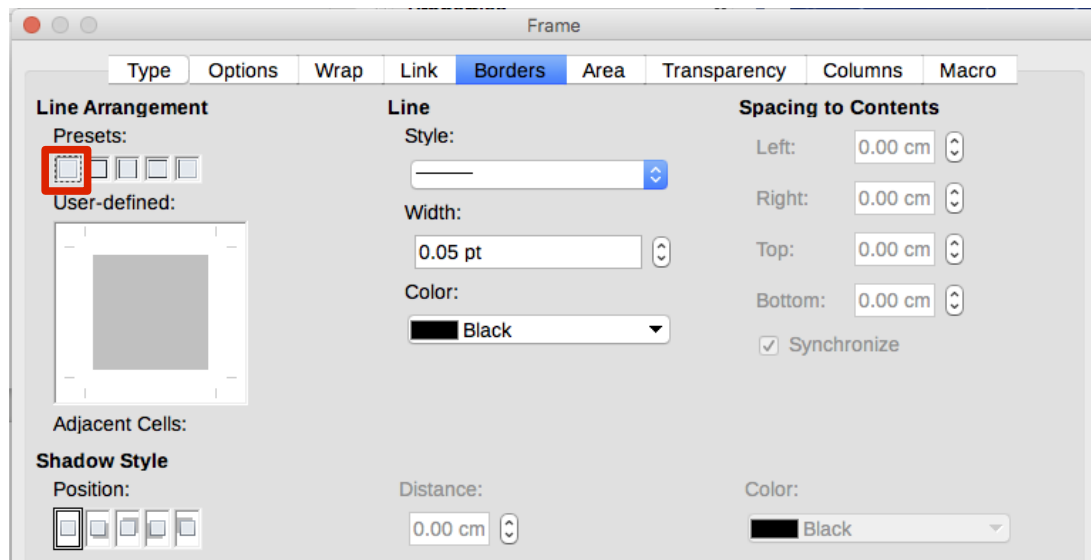


Figure 3: Removing the border from a frame

Anchoring frames

Use the Frame dialog (or right-click and point to **Anchor**) to anchor a frame to a page, paragraph, or character, or to anchor it as a character.

To Page

The frame keeps the same position in relation to the page margins. It does not move as you add or delete text. This method is useful when the frame does not need to be visually associated with a particular piece of text. It is often used when producing newsletters or other documents that are very layout-intensive. This method is also used to center text on a page.

To Paragraph

The frame is associated with a paragraph and moves with the paragraph. It may be placed in the margin or another location. It is also used to center text on a page in documents which will be used in a master document (frames anchored to pages will disappear from the master document).

To Character

The frame is associated with a character but is not in the text sequence. It moves with the paragraph but may be placed in the margin or another location. This method is similar to anchoring to a paragraph.

As Character

The frame is placed in the document like any other character and, therefore, affects the height of the text line and the line break. The frame moves with the paragraph as you add or delete text before the paragraph. This method is useful for adding a small icon in sequence in a sentence. It is also the best method for anchoring an image to an empty paragraph so it does not move around the page in unexpected ways.

Linking frames

You can link frames to each other even when they are on different pages of a document. The contents will automatically flow from one to the next. This technique is very useful when designing newsletters, where articles may need to be continued on a different page.



Note

Text can only flow into a frame from one other frame, and flow on to one other frame. You can not link from a frame to more than one other frame.

To link one frame to another:

- 1) Select the frame to be linked from.
- 2) Click the **Link Frames** icon on the Frames toolbar.
- 3) Click the next frame in the series (which must be empty).

When a linked frame is selected, any existing links are indicated by a faint connecting line, as shown in Figure 4. Frames can be unlinked by selecting the **Unlink Frames** icon on the Frames toolbar.

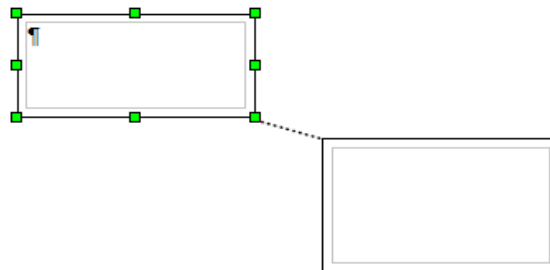


Figure 4: Linked frames

The height of a frame that is being linked from is fixed; you can change this height manually or by using the Frame dialog, but it does not automatically adjust to the size of the contents (that is, the `AutoHeight` attribute is disabled). Only the last frame of a chain can adapt its height to the content.

The *Options* page of the Frame dialog (Figure 5) shows the names of the selected frame and any frames it is linked to or from. You can change this information here. On this page, you can also select options to protect the contents, position, and size of the frame.

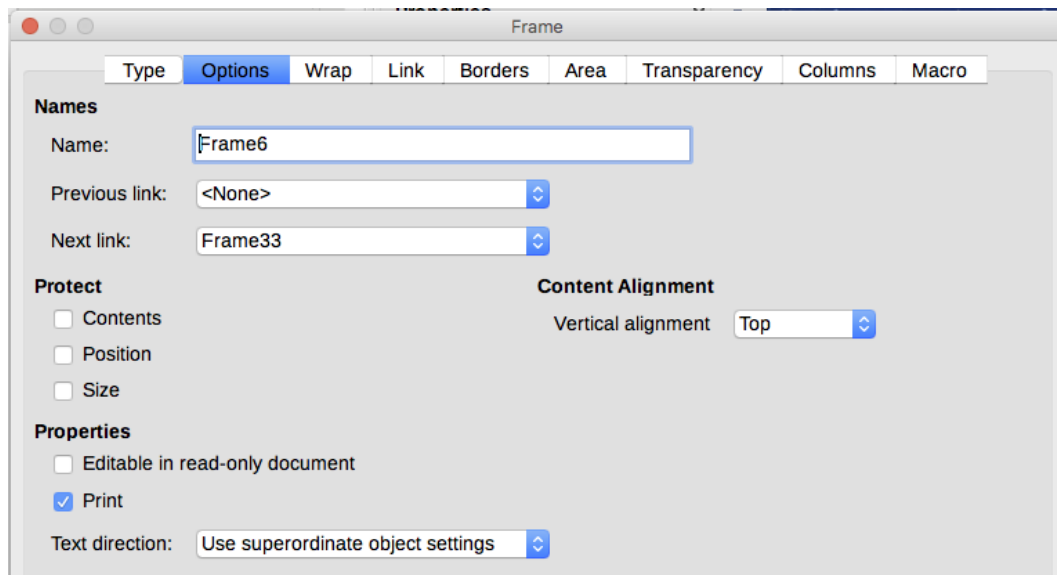


Figure 5: Options page of the Frame dialog

The *Wrap*, *Borders*, *Area*, *Columns*, *Transparency*, and *Macro* pages of the Frame dialog are the same as those for frame styles. Refer to Chapter 9, *Working with Styles*, for details.

Using tables for page layout

Writer's tables can serve several purposes, such as holding data as you might see it in a spreadsheet, lining up material, and creating more complex page layouts. For information about using tables of data, see Chapter 13.

This topic describes how to achieve some common layouts by using tables.

Positioning information in headers or footers

Instead of using tabs or frames, you can use a table in a header or footer to position different elements such as a page number, document title, author, and so on. These elements are often inserted using fields, as described in Chapter 17, Fields.

Creating sideheads using tables

Sideheads and marginal notes are commonly used in documents from resumes to computer user guides. The main body of the text is offset to leave white space (usually on the left-hand side) in which the sideheads or notes are placed. The first paragraph is aligned beside the sidehead, as in Figure 6.

Example of a sidehead	<p>In some cases you may want to put only one or two paragraphs in the table itself and the rest of the text and graphics in ordinary paragraphs (formatted to line up with the paragraphs in the table) so that text and graphics will flow more easily from one page to another when you add or delete material.</p> <p>In other cases, you might put each paragraph in a separate row of the table and allow the table to break between pages.</p>
------------------------------	---

Figure 6: Example of a sidehead



Note

Sideheads can also be created by placing text in a frame using the Marginalia frame style, as described in Chapter 9, Working with Styles.

Example

To create a table for use with a sidehead:

- 1) Place the cursor where you want the table to appear and choose **Table > Insert Table** (*Ctrl+F12*).
- 2) In the Insert Table dialog, define a one-row, two-column table with no border and no heading. Click **Insert** to create the table.

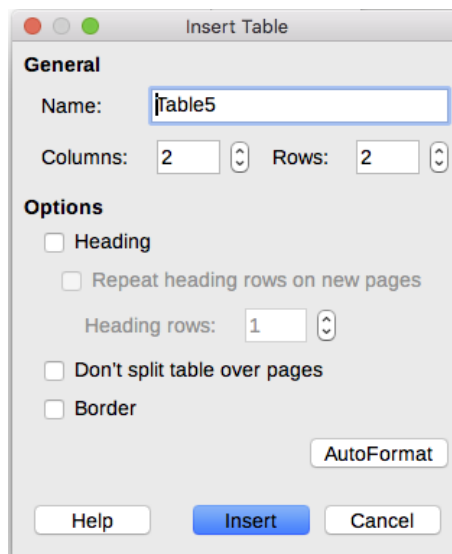


Figure 7: Defining a two-column borderless table with no header

- 3) Right-click the table and choose **Table Properties** from the context menu. On the *Columns* page of the Table Properties dialog, make the columns the required width.

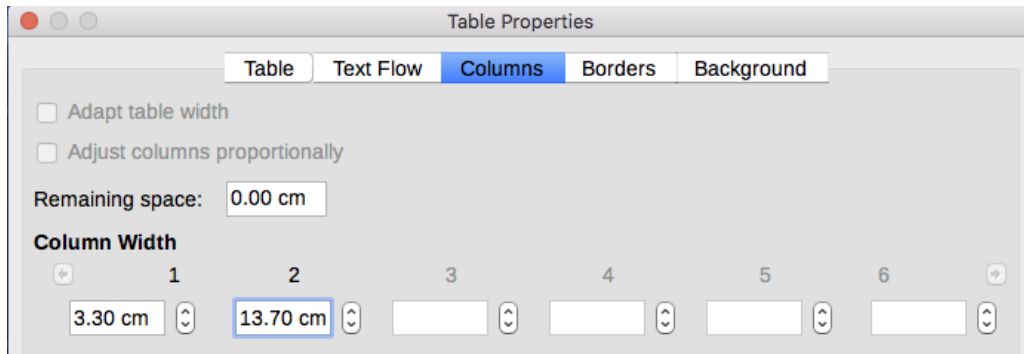


Figure 8: Defining a two-column table to line up with text offset at 3.3cm

- 4) On the *Table* page of the Table Format dialog (Figure 9), in the *Spacing* section, make the *Above* and *Below* values the same as the *Top* and *Bottom* spacing you have defined for ordinary paragraphs of text. In the *Properties* section, optionally give this table a name. Click **OK** to save your settings.

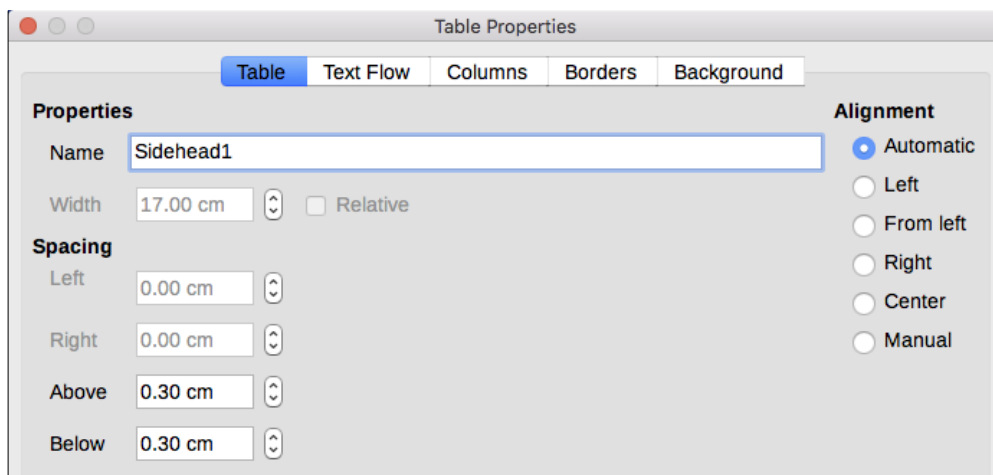


Figure 9: Defining the space above and below a table



Tip

To check the top and bottom spacing for a paragraph: position the cursor in the paragraph and open the Properties pane in the Sidebar. In the Paragraph section, look in the *Spacing* section for the values in *Above Paragraph Spacing* and *Below Paragraph Spacing*.

You may also want to turn off number recognition so that Writer will not try to format numbers if you want them to be plain text. To turn number recognition off:

- 1) Right-click in the table and then click **Number Format** on the context menu.
- 2) On the Format Number dialog, make sure the *Category* is set to **Text**. Click **OK**.

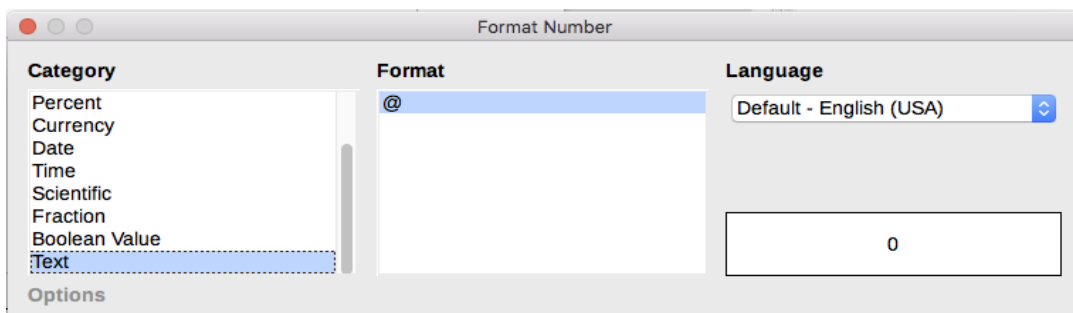


Figure 10: Setting number format to Text



Tip

If you use this table format often, you may want to save it as a table style, using **Table > AutoFormat Styles**. See “Creating table styles” in Chapter 13, Tables of Data.

Using sections for page layout

A section is a block of text that has special attributes and formatting. You can use sections to:

- Write-protect text.
- Hide text.
- Dynamically insert the contents of another document.
- Add columns, margin indents, a background color, or a background graphic to a portion of your document.
- Customize the footnotes and endnotes for a portion of your document.

Creating sections

To create a section:

- 1) Place the cursor at the point in your document where you want to insert the new section. Or, select the text that you want to place in the new section.
- 2) From the Menu bar, choose **Insert > Section**. The Insert Section dialog (Figure 11) opens.
- 3) Choose settings for each page of the dialog as required.
- 4) Click **Insert**.

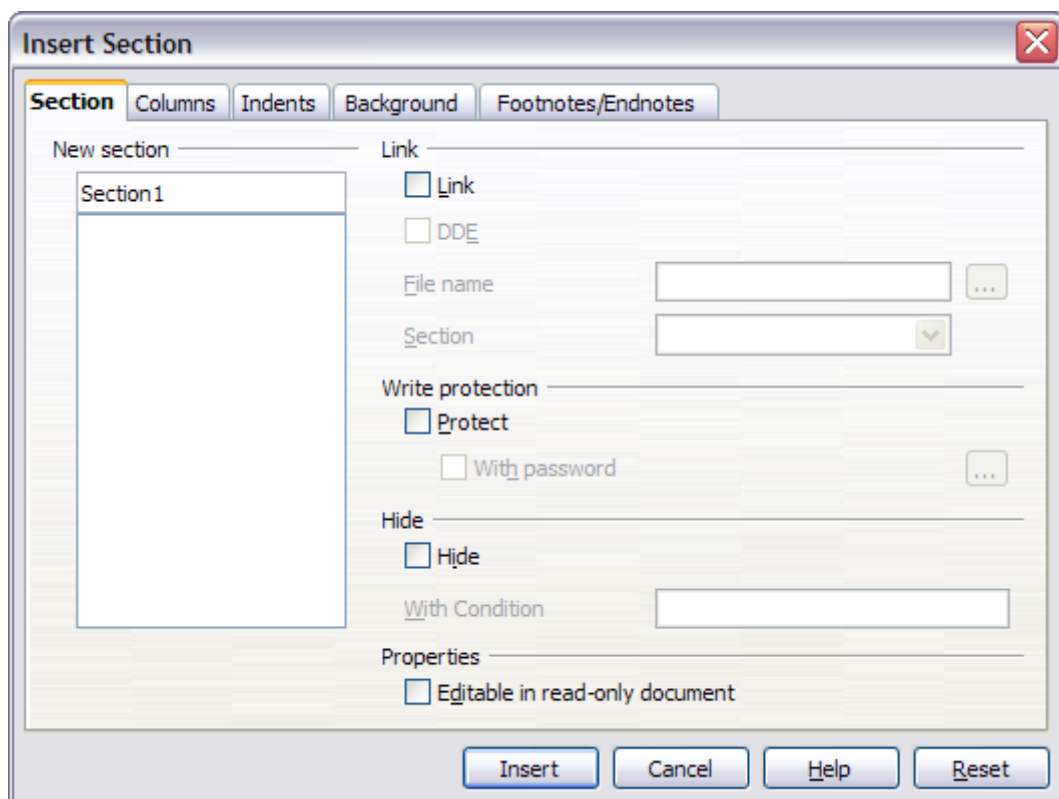


Figure 11: Inserting a section using the Insert Section dialog

The Insert Section dialog has five pages:

- Use the *Section* page to set the section's attributes.
- Use the *Columns* page to format the section into columns.
- Use the *Indents* page to set indents from the right and left margins of the section.
- Use the *Background* page to add color or a graphic to the section's background.
- Use the *Footnotes/Endnotes* page to customize the section's footnotes and endnotes.

At any time before closing the dialog, you can reset a tabbed page other than the *Section* page to its default settings by clicking the **Reset** button. (However, if you wish to undo changes to the *Section* page, you must do so manually).

Naming sections

Writer automatically enters a name for the section in the name box of the New section list box. To change the name, select it and type over it. The name is displayed in the Sections category of the Navigator window. Navigation is easier if you give your sections meaningful names.

Linking sections

You can insert the contents of another document into the section and then have Writer update it whenever the other document is updated.



Note

If you want to insert only a part of the other document, be sure that part exists as a section in the document.

To link the section to another document, follow these steps:

- 1) In the Link section of the dialog, select the Link option.

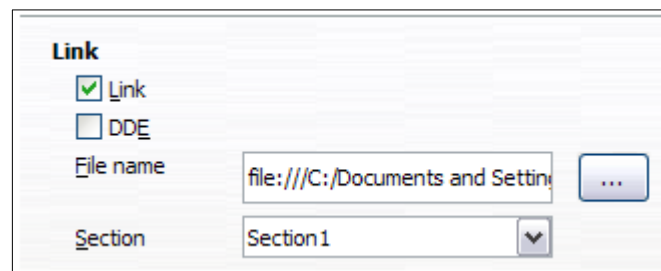


Figure 12: Linking sections

- 2) Click the (...) button to the right of the **File name** field. The Insert dialog opens.
- 3) Find and select the document you want to insert and then click the **Insert** button. The Insert dialog closes and the name of the selected document appears in the File name field.
- 4) If you want to insert only a section of the selected document, select the desired section from the **Section** drop-down list.

You can update links automatically or manually. See “Updating links” on page 19.

Write-protecting sections

To write-protect the section so that its contents cannot be edited, select the **Protect** option in the *Write protection* area (Figure 13).



Note

Write-protection protects only the section's contents, not its attributes or format.

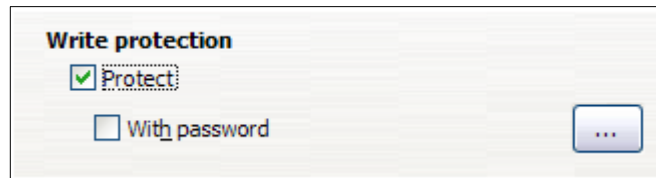


Figure 13: Write-protecting sections

Password-protecting sections



Caution

Be very careful to remember or safely store the password, because it cannot be retrieved without advanced tools.

To prevent others from editing the section's attributes or format, you can additionally protect the section with a password, as follows:

- 1) Select the **With password** option. The Enter Password dialog opens.
- 2) Type a password in the Password field and then confirm the password by typing it again in the Confirm field.
- 3) Click **OK**. The Enter Password dialog closes. Anyone who tries to edit the section's attributes or format will be prompted to enter the password.

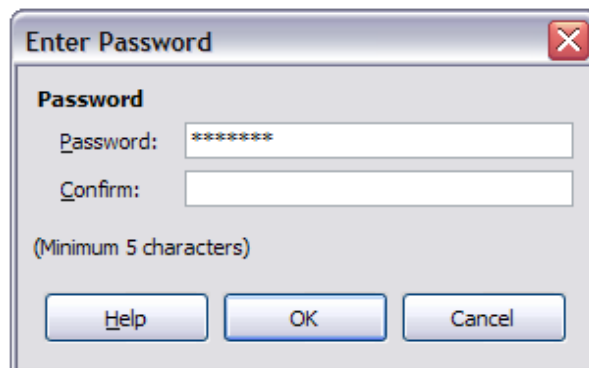


Figure 14: Password-protecting a section

Hiding sections

You can hide the section so that it will not be displayed on the screen or printed. You can also specify conditions for hiding the section. For example, you can hide the section only from certain users. Hiding is very useful for creating a single source document containing students' and teachers' copies of a document such as a test.



Note

You cannot hide a section if it is the only content on the page or if the section is in a header, footer, footnote, endnote, frame, or table cell.

To hide a section, select the **Hide** option in the *Hide* section of the dialog.

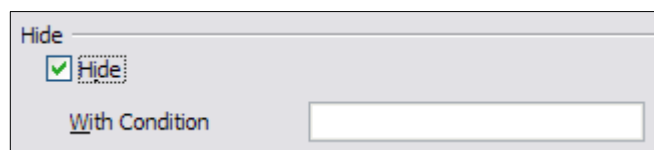


Figure 15: Hiding sections

To hide the section only under certain conditions, enter the desired conditions in the With Condition field. The syntax and operators that you use to enter conditions are the same ones that you use to enter formulas. For syntax and a list of operators, see the Help under *Conditions*. See also Chapter 17, Fields.

If the section is write-protected with a password, the password must be entered to hide or reveal the text.

Formatting a section into columns

You can give some parts of a page one column and other parts of the page two or more columns. For example, you might have a page-width headline over a three-column news story.



Tip

You cannot select text on a multi-column formatted page and change it to a single column using this method. Instead, you need to define a single-column page style and then select the text you want to be in a two-column section on that page.

Use the Columns page of the Insert Section dialog (Figure 16) to format the section into columns.

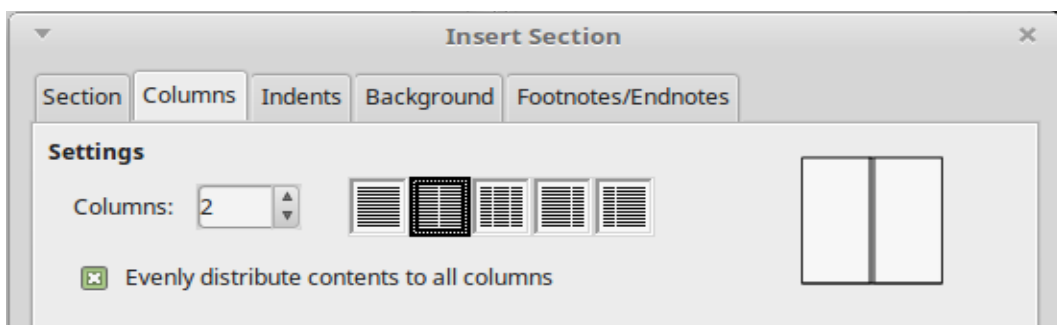


Figure 16: Choosing evenly distributed columns

As you add text to the section, the text flows from one column to the next. You can distribute text across the columns in one of two ways, as shown in Figure 17.

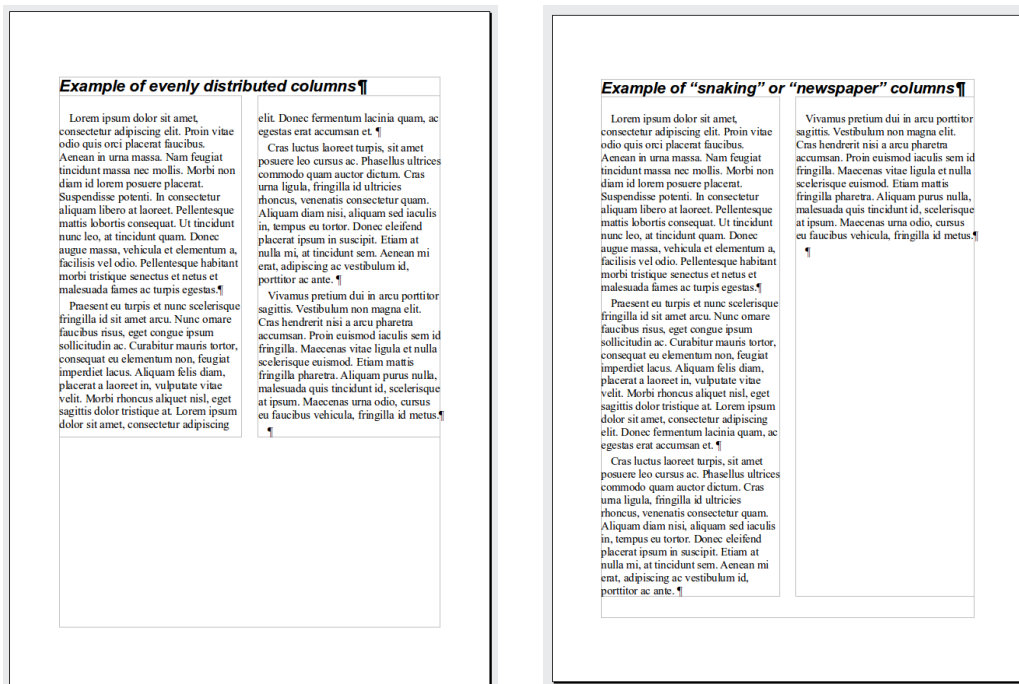


Figure 17: (Left) Evenly distributed columns; (Right) Newspaper-style columns

- **Evenly:** Writer adjusts the length of the columns to the amount of text, so that all the columns are approximately the same height. As you add or delete text, the columns readjust.
- **Newspaper-style:** Writer fills the columns one at a time, beginning with the first column. The last column may be shorter than the others.

To distribute text evenly, select **Evenly distribute contents to all columns** in the *Settings* area (Figure 16). Deselect this option if you want to distribute text newspaper-style.

Indenting the section from margins

Use the Indents page (Figure 18), to set indents from the right and left margins of the section.

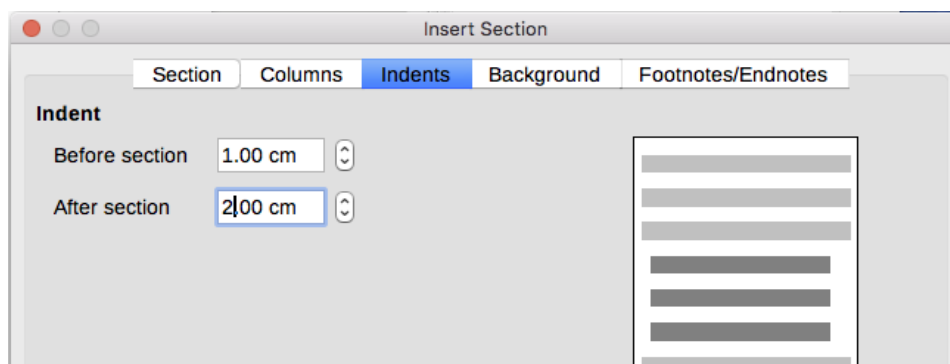


Figure 18: Indenting sections

Enter the desired left-margin indent in the Before section box. Enter the desired right-margin indent in the After section box. The preview box on the right-hand side of the page shows you how the section will look with the indents applied.

Changing the background of the section

Use the *Background* page to add color or a graphic to the background of the current section. This page is similar to the Background pages for paragraphs, frames, tables, and other objects in LibreOffice. For more information, refer to Chapter 9, Working with Styles.

Customizing footnotes and endnotes in a section

Use the *Footnotes/Endnotes* page to customize the current section's footnotes and endnotes.

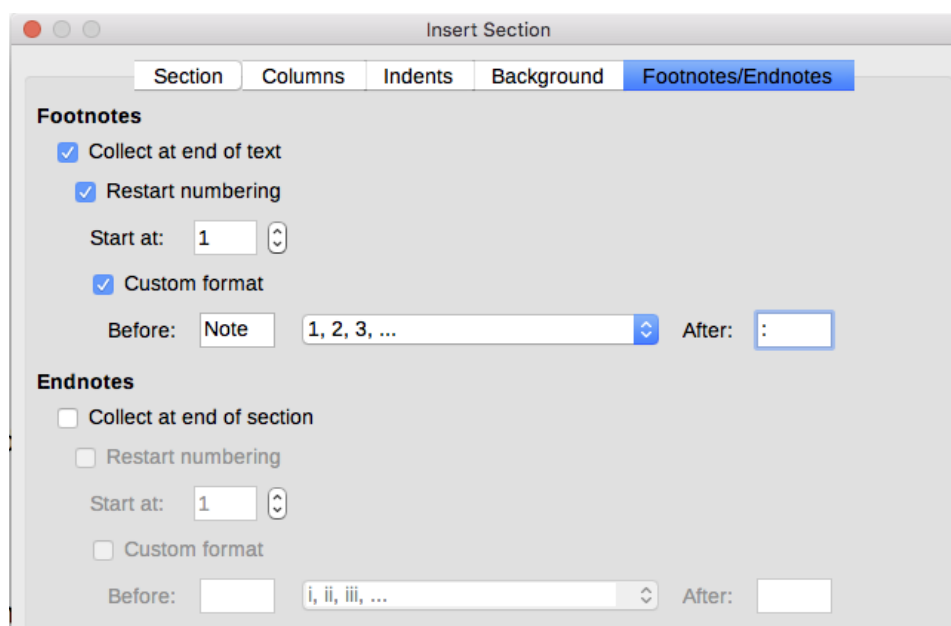


Figure 19: Setting footnotes and endnotes for sections

Customizing footnotes

To number the section's footnotes separately from the other footnotes in the document, and format the numbering, follow these steps:

- 1) In the *Footnotes* section of the page, make sure that **Collect at end of text** is selected.
- 2) Select **Restart numbering**.
- 3) To start the section's footnotes at a number other than 1, enter the desired starting number in the **Start at number** box.
- 4) Select the **Custom format** option.
- 5) From the drop-down list of the Custom format option, select a numbering format for the footnotes.

To add text to the selected numbering format, use the **Before** and **After** text input boxes. For example, if you want the footnote numbers to be preceded by the word "Note" and followed by a colon, fill the **Before** and **After** fields as shown in Figure 19.

Customizing endnotes

If you want the section's endnotes to appear at the end of the section rather than at the end of the document, select the **Collect at end of section** option in the *Endnotes* area.

To number the current section's endnotes separately from the other endnotes in the document, and format the numbering, apply the procedures described above to the *Endnotes* settings.

Editing and deleting sections

To edit a section, choose **Format > Sections** from the Menu bar. In the Edit Sections dialog (Figure 20), select the section you want to edit by clicking its name in the list box.

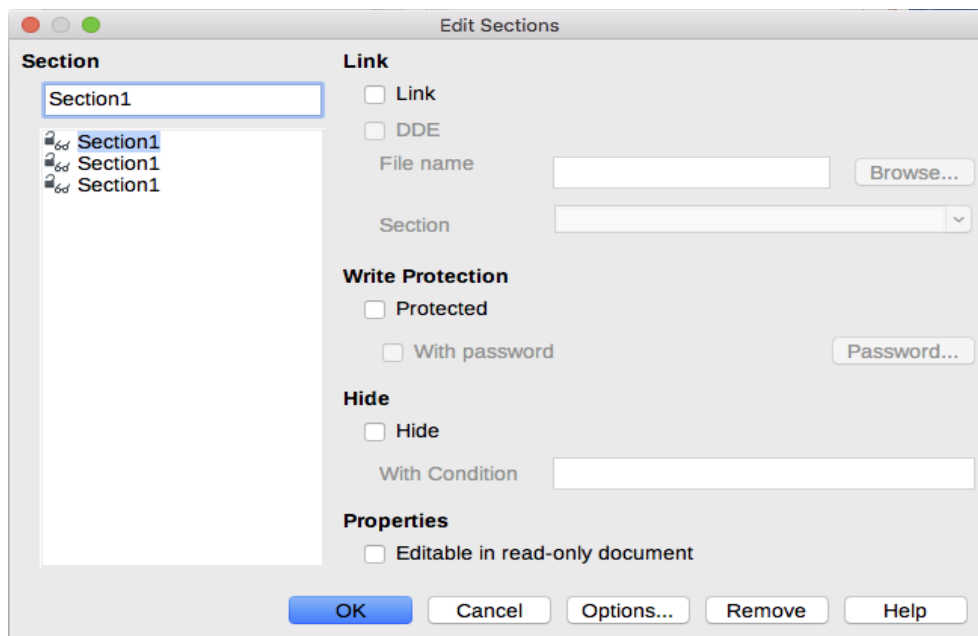


Figure 20: Edit Sections dialog

Editing section attributes

To rename the selected section, type over its name in the **Section name** box.

From the Edit Sections dialog, you can also edit the selected section's link, write-protect, and hide attributes. To learn how to edit these attributes, see "Linking sections" on page 14, "Write-protecting sections" on page 14, and "Hiding sections" on page 15.

Editing the format of a section

To edit the format of the selected section, click the **Options** button.

The Options dialog has four pages: *Columns*, *Indents*, *Background*, and *Footnotes/Endnotes*. The use of these pages is described earlier in this topic.

To reset a page to the conditions in place when the dialog opened, click the **Reset** button. To save the Options settings and return to the Edit Sections dialog, click **OK**.

Removing sections

To remove the selected section, click the **Remove** button. This does **not** delete the contents of the section; the contents become part of the main document. If the contents were linked, they are now embedded.

Updating links

You can set Writer to update linked sections automatically, and you can also update links manually.

Updating links automatically

To set Writer to update links without prompting you, or to turn off automatic updating, follow these steps:

- 1) Choose **Tools > Options > LibreOffice Writer > General**. The dialog displays general text document settings.
- 2) In the *Update* section of the dialog, under *Update links when loading*, select one of the following three options:
 - **Always** if you want Writer to update links automatically, without prompting you, whenever you open a document that contains links.
 - **On request** if you want Writer to prompt you before updating links.
 - **Never** if you do not want Writer to update links.
- 3) Click **OK** to save your settings.

Updating links manually

A protected section cannot be updated manually. It must first be unprotected.

To update a link manually:

- 1) Open the document that contains the link.
- 2) Choose **Edit > Links to External Files**. The Edit Links dialog (Figure 21) opens.
- 3) The list in the Edit Links dialog displays the names of all the files that are linked to the current document. Click the file that corresponds to the link that you want to update.
- 4) Click the **Update** button. The most recently saved contents of the linked file appear in the current document.
- 5) To close the Edit Links dialog, click **Close**.

Removing links

To remove a linked file, go to the Edit Links dialog (see above), click the file that corresponds to the link you want to remove, and click the **Break Link** button. This action embeds the contents of the linked file.

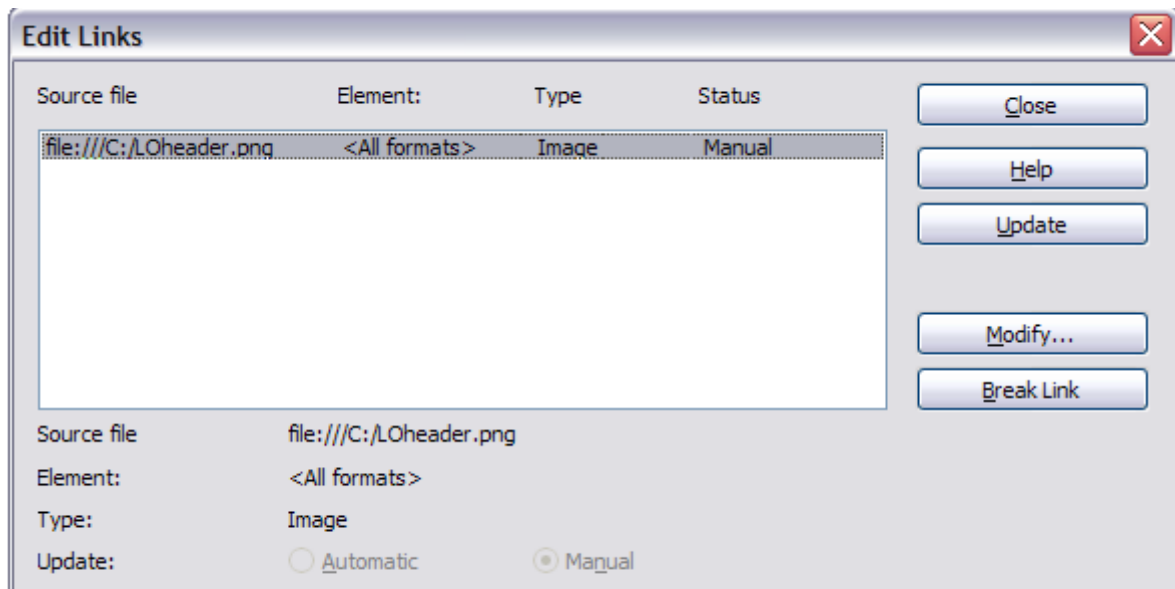


Figure 21: Edit Links dialog

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. Here are the steps to achieve it.

Setting up a landscape page style

- 1) If you wish to keep the margins the same as on other pages, then note the margin settings of the current page style. (You can find the margin settings on the Page Style dialog, by selecting the Page tab as shown in Figure 23.)
- 2) In the Styles and Formatting window, right-click **Landscape** in the list of page styles and choose **Modify** from the pop-up menu.
- 3) On the *Organizer* page of the Page Style dialog (Figure 22), make sure the Next Style property is set to **Landscape** (to allow for having more than one sequential landscape page).

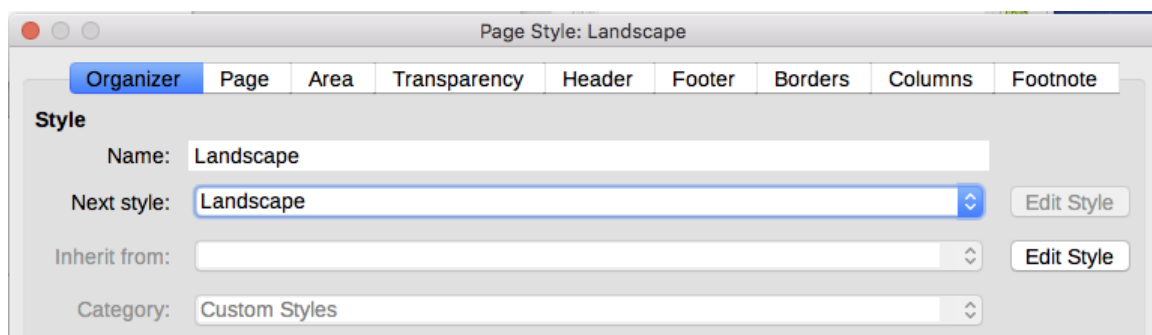


Figure 22: Set the next page style to Landscape

- 4) On the *Page* page of the Page Style dialog (Figure 23), make sure the Orientation is set to **Landscape**. Change the margins so that they correspond with the margins of the portrait page. That is, the portrait top margin becomes the landscape left margin, and so on.
- 5) Click **OK** to save the changes.

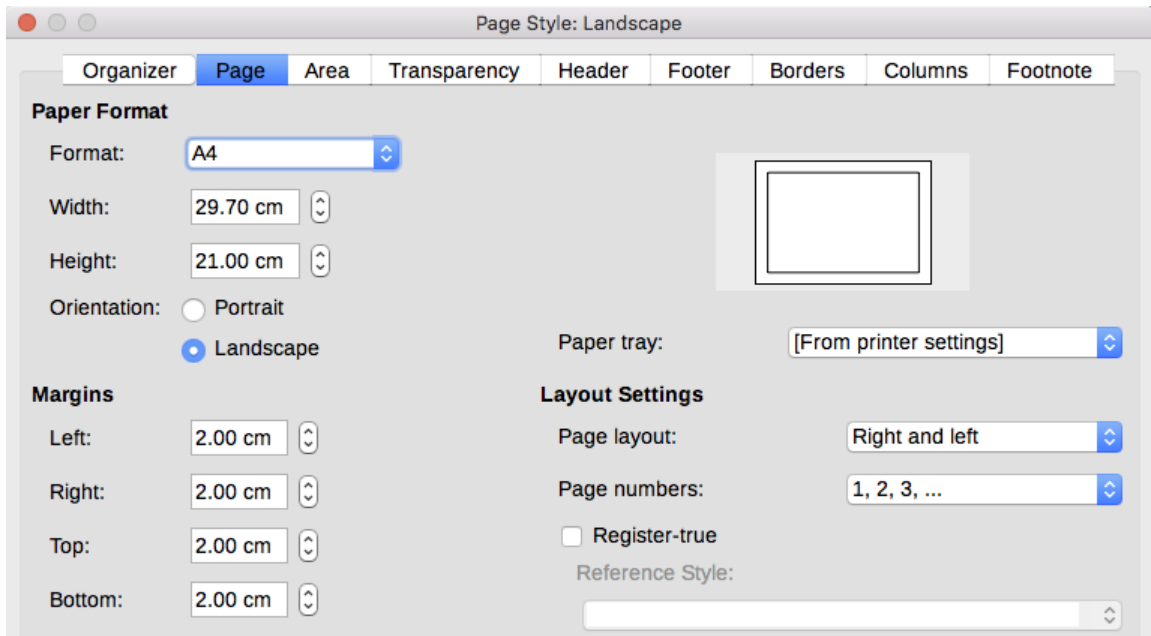


Figure 23: Set orientation and margins for a landscape page

Inserting a landscape page into a portrait document

Now that you have defined the Landscape page style, here is how to apply it:

- 1) Position the cursor in the paragraph or table at the start of the page that is to be set to landscape. Right-click and choose **Paragraph** or **Table Properties**, respectively, in the context menu.
- 2) On the *Text Flow* page of the Paragraph dialog (Figure 24) or the Table Properties dialog (Figure 25), select **Insert** (or **Break** for a table) and **With Page Style**. Set the Page Style property to Landscape. Click **OK** to close the dialog and to apply the new page style.

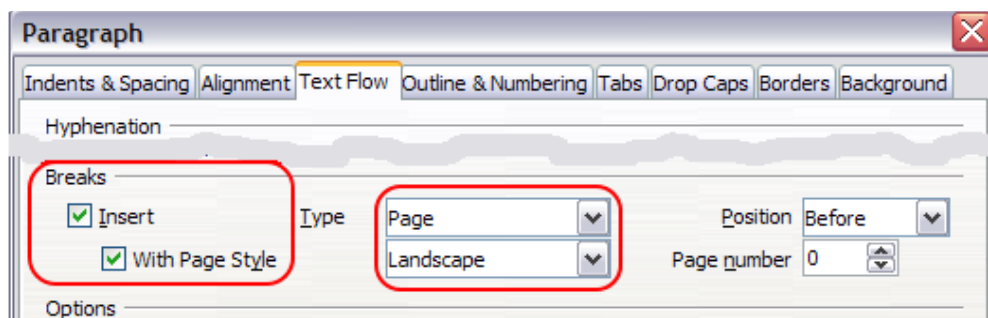


Figure 24: Specifying a page break before a paragraph

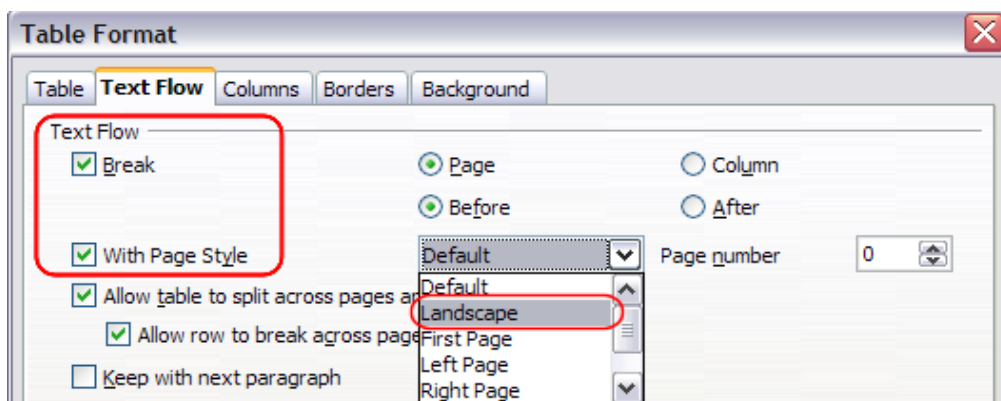


Figure 25: Specifying a page break before a table

- 3) Position the cursor in the paragraph or table where the page is to return to portrait orientation and change the paragraph properties or table properties so that With Page Style is the portrait page style that was used before the Landscape page style.
- 4) Click **OK** to return to the previous portrait page style.

Portrait headers on landscape pages

When you define a header and footer on a landscape page, they will be aligned with the long side of the page. If your landscape pages are inserted between portrait pages, you might want the headers and footers to be on the short sides of the landscape pages, so the final printed product looks like the contents of the landscape pages have been rotated 90 degrees on portrait pages.

You can set up portrait headers and footers on landscape pages by using a trick involving frames. These are a bit tedious to set up, but once you have done so, you can copy and paste them to other landscape pages. This cannot be made part of the landscape page style. In the following example we want to insert a landscape page into our printed document, to have the same header and footer, and margins, as our portrait pages. We will use an A4 page size.

To set up portrait headers and footers on landscape pages:

- 1) Note the margin settings for the portrait page which is the same as the landscape page will be, that is to say, for a right landscape page, the settings from a right portrait page (see the table).

We now need to make the landscape right and left margins 1 cm larger than the portrait top and bottom margins, respectively. This difference allows for the extra space used by the portrait header and footer (0.5 cm for the height of the header or footer and a 0.5 cm gap between the header or footer and the main text).

- 2) Set the frame for the footer in the same way as for the header. Apply these margin settings in the Landscape page style.

Portrait page (right page)		Landscape page (right page)	
Top margin	1.5 cm	Right margin	2.5 cm
Bottom margin	1.5 cm	Left margin	2.5 cm
Left (inner) margin	2.8 cm	Top margin	2.8 cm
Right (outer) margin	1.8 cm	Bottom margin	1.8 cm

- 3) Copy and paste the footer from the portrait page into a blank paragraph in the text. Paste or move it into the landscape page. This text will then have the Footer style so the typeface, font size, and tab settings will match.



Figure 26: Copy the footer, paste, and select it

- 4) Select the text (including the fields) you just entered. Choose **Format > Character**. On the Character dialog, choose the *Position* tab and set **Rotation / scaling** to **270 degrees** (counterclockwise). Click **OK**.

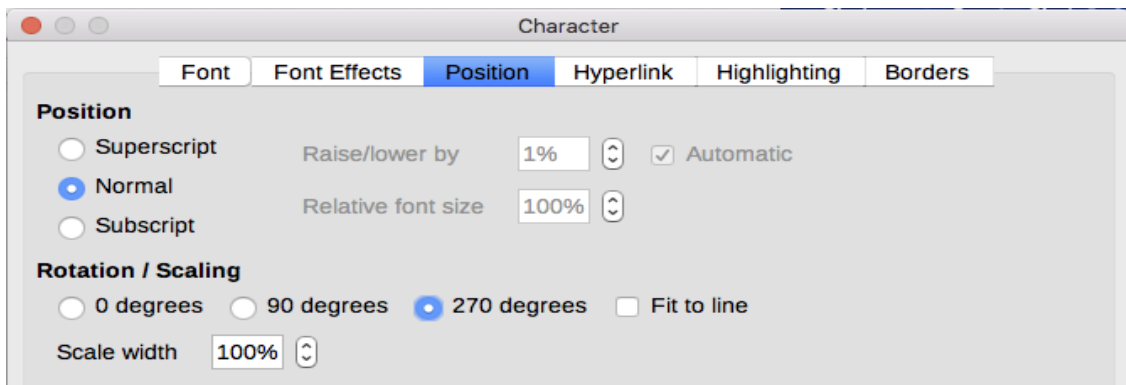


Figure 27: Rotating the footer text 270 degrees

- 5) With the text still selected, choose **Insert > Frame**. In the Frame dialog (Figure 28), select the *Type* tab and enter the width, height, and horizontal and vertical position for the footer. Deselect the Automatic options in Width and Height if they are selected.
 - The width is the footer height taken from the Footer page of the portrait page style dialog.
 - The frame height is obtained by simple arithmetic. The A4 page-width is 21cm, minus the sum of the top and bottom margins of 2.8cm and 1.8cm resulting in a frame height of 16.4cm.
 - The horizontal position is the portrait page bottom margin.
 - The vertical position is the landscape page top margin.

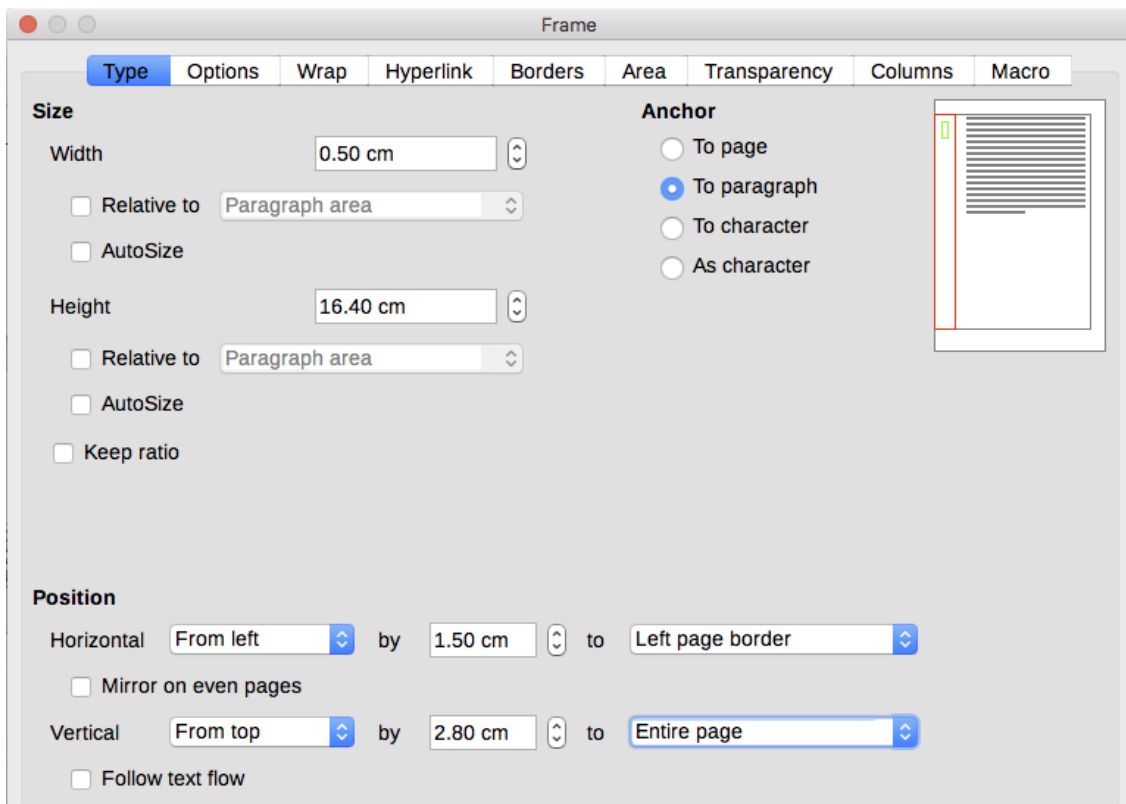


Figure 28: Defining the size and position of the footer frame

- 6) If your footer has a line above the text, as in this book, on the *Borders* page, select a right border and specify the line width and spacing to the frame's contents.
- 7) Click **OK** to save these settings. The footer will now appear in the required position and orientation. Any fields will update.

- 8) Because tabs have been removed, insert the cursor in the frame, at the end of the text where the tab was, and insert as many spaces using the keyboard space bar, as you require for the layout to match that on the portrait page.

Repeat these steps (using appropriate settings) to set up a portrait header on the landscape page.



Caution

Make sure to return to the paragraph in the document from which you rotated the text, and return it to 0 degrees, or any text typed in this location will rotate.

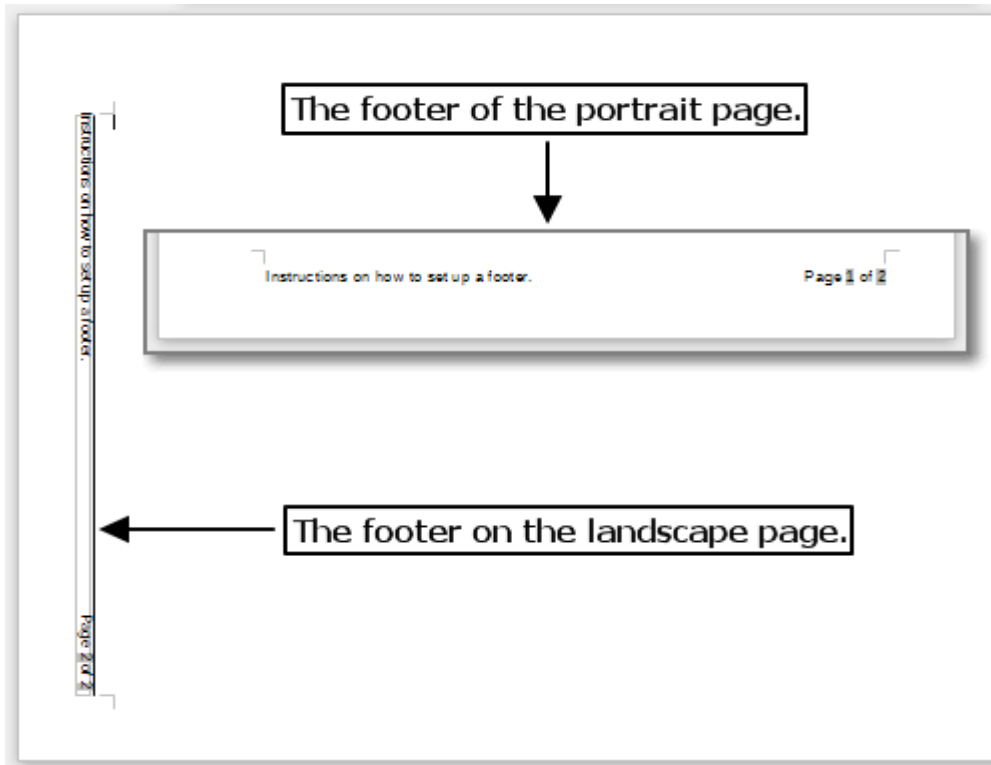


Figure 29: Footers in place for both page styles