




## Page Styles And Paragraph Styles

### Table of Contents


Page Styles.....	1
Select The Paper Size Used By The Default Page Style.....	1
Create New Page Styles: Page 1, Page 2, Page 3, and Page 4.....	2
Modify And Apply The Heading 1 Paragraph Style And Add Paragraphs.....	3
Add A Second Page/Apply The Page Style Named Page 2.....	3
Modify and Apply The Heading 2 Paragraph Style And Add Paragraphs.....	4
Modify And Apply The Heading 3 Paragraph Style And Add Paragraphs.....	4
Change Words Within A Paragraph Style.....	5
Apply The Heading 2 Paragraph Style And Add Paragraphs.....	5
Apply The Heading 3 Paragraph Style And Add Paragraphs.....	5
Apply The Page Styles Named Page 3 and Page 4.....	5
Create A Table Of Contents.....	6
Update A Table Of Contents.....	6
Save File.....	7

### Page Styles

Click **File > New > Text Document**. (The  **Untitled1 - OpenOffice.org Writer** document appears.) At the bottom of the screen on the Status bar, there are the words, **Page 1/1** and **Default**. The words, **Page 1/1**, mean there is one page in this document. The word, **Default**, means the **Page Style** named **Default** is in effect.

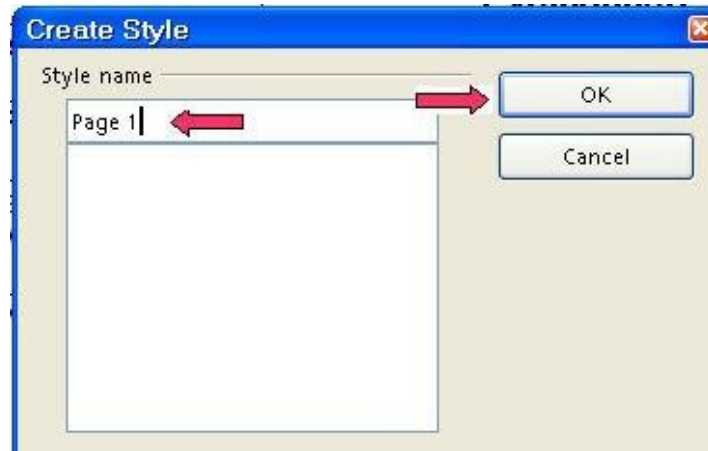
On the **Formatting Toolbar**, in the **Apply Styles** menu box, the word, **Default**, means the **Paragraph Style** named **Default** is in effect.


#### Select The Paper Size Used By The Default Page Style

1. Click **Format > Page**. (The Page Style: Default window appears.)
2. Click the **Page** tab. (The "Page" window appears.)
3. In the **Paper format** section in the **Format** menu, select the name of a paper size. (To see the list of selections in the "Format" menu, click on the . Users in the UK would select "A4" which is the standard paper used in the UK. This tutorial is being written for the USA standard paper size.)
4. Click **Letter > OK**. (The "Width" is set to 8.50 inches and the "Height" is set to 11.00 inches. The flashing cursor appears back on the page. )

## Create New Page Styles: Page 1, Page 2, Page 3, and Page 4

1. Click **Format > Styles and Formatting**. (The "Styles and Formatting" window appears.)
2. Click **Page Styles**. (The "Page Style" window appears.)
3. Click the **New Style From Selection icon > New Style from Selection**. (The "Create Style" window appears.)




4. In the dialog box under **Style Name**, type **Page 1**. Click **OK**. (You will see the new Page Style, Page 1, that you just created in the box below the "Style Name" dialog box.)
5. In the list of **Page Styles**, double-click **Page 1**. (The cursor, **I**, is at the top of the page. The words, "Page 1/1" and "Page 1", appear at the bottom of the screen. "Page1/1" means the cursor is on the first page of a one page document. "Page 1" means the Page Style called "Page 1" is in effect.)
6. Click the **New Style From Selection icon > New Style from Selection**. (The "Create Style" window appears.)
7. In the dialog box under **Style Name**, type **Page 2**. Click **OK**. (You will see the new Page Style, "Page 2", that you just created in the box below the "Style Name" dialog box.)
8. Click the **New Style From Selection icon > New Style from Selection**. (The "Create Style" window appears.)
9. In the dialog box under **Style Name**, type **Page 3**. Click **OK**. (You will see the new Page Style, "Page 3", that you just created in the box below the "Style Name" dialog box.)
10. In the **Styles and Formatting** window, right-click **Page 3**. Click **Modify > Columns**. In the **Columns** menu box, click on the  to change the number to **2**. Click **OK**.
11. Click the **New Style From Selection icon > New Style from Selection**. (The "Create

Style" window appears.)

12. In the dialog box under **Style Name**, type **Page 4**. Click **OK**. (You will see the new Page Style, "Page 4", that you just created in the box below the "Style Name" dialog box.)
13. In the **Styles and Formatting** window, right-click **Page 4**. Click **Modify > Page**. Under **Orientation**, click **Landscape**. A dot appears in the circle before Landscape.
14. Click **OK**.


## Modify And Apply The Heading 1 Paragraph Style And Add Paragraphs

"Heading" Paragraph Styles are used to create a title above paragraphs.


1. Click the **Paragraphs Styles** icon (if the "Paragraph Styles" menu is not already there). The "Paragraph Styles" menu appears. (The list of words in the window is the names of Paragraph Styles that are available for use with paragraphs.)
2. Right-click **Heading 1**. (A small menu  appears.)
3. Click **Modify**. (The "Paragraph Style: Heading 1" window appears.)
4. Click the **Alignment** tab. In the **Options** section, click **Center**. (A dot appears before the word "Center".)
5. Click the **Font** tab. If it is not already selected/highlighted, click **Arial (Font) > Bold (Typeface) > 20 pt. (Size) > OK**. (The "Size" may be specified in percent or in points. To change from percent to points, delete the number in the upper "Size" box and type a number followed by the letters, pt., such as 25pt. To change from points to percent, delete the "Size" number and type a number followed by the percent symbol such as 25%.)
6. Type the words, **My Classes**.
7. In the **Styles and Formatting** window, double-click **Heading 1**. The words "**My Classes**." move to the center of the line.
8. Press the **Enter** key. (The cursor moves down two lines. The Paragraph Style named "Text body" goes into effect. When any Paragraph Style with the word "Heading" in its name is activated and the Enter key is pressed, the cursor goes down two lines and the Paragraph Style named "Text body" is activated. The Paragraph Style "Text body" automatically changes the font to "Arial", changes the font size to "12" and does not activate "Bold". Look at the Formatting toolbar (4<sup>th</sup> line from the top of the screen) to see the words, **Text body** in the "Apply Style" menu box, the words, **Arial** in the "font name" menu box, and **12** in the "font size" menu box,)
9. Type the words, **These are my classes**. The words, "These are my classes", are different than the words, "My Classes". The **Paragraph Style, "Heading 1"**, is in effect for "My Classes" while the **Paragraph Style, "Text body"**, is in effect for the words, "These are my classes".

10. Press **Enter**. Type the words, **I will make a list of my classes**.


## **Add A Second Page/Apply The Page Style Named Page 2**

1. Add a page break. Click **Insert > Manual Break**. Under **Type**, verify that there is a dot in the circle before **Page break**.
2. In the menu box under **Style**, click the  and select **Page 2**. Click **OK**. The cursor is at the top of the page. (The words “Page 2/2” and “Page 2” appear at the bottom of the screen. “Page2/2” means the cursor is on the second page of a two page document. “Page 2” means the Page Style called “Page 2” is in effect.)

## **Modify and Apply The Heading 2 Paragraph Style And Add Paragraphs**

1. Type the word, **English**.
2. Right-click **Heading 2**. Click **Modify**. (The “Paragraph Style: Heading 2” window appears.) Click the **Alignment** tab. In the **Options** section, click **Left**. (A dot appears before the word “**L**eft”.) Click the **Indent & Spacing** tab. In the **Indent** section, in the **Before text** dialog box, type **.50**. (To change the numbers in the dialog box, click repeatedly on the  until **.50**” appears in the “**L**eft” dialog or you can highlight the numbers and type **.50**” or press Delete enough times to delete the number and type the number.)
3. Click the **Font** tab. If it is not already selected/highlighted, click **Arial (Font) > Bold (Typeface) > 14 pt. (Size) > OK**. (The “Size” may be specified in percent or in points. To change from percent to points, delete the number in the upper “Size” box and type a number followed by the letters, pt., such as 25pt. To change from points to percent, delete the “Size” number and type a number followed by the percent symbol such as 25%.)
4. In the list of **Paragraph Styles**, double-click **Heading 2**. (The word, “English”, is indented ½ inch and is in bold.)
5. Press **Enter**. Type the words, **English has many parts**, then press **Enter**. (The cursor moves down two lines. The font size is 12 and the words are not in bold.)

## **Modify And Apply The Heading 3 Paragraph Style And Add Paragraphs**

1. Type the word, **Verbs**
2. Right-click **Heading 3**. (The “Paragraph Style: Heading 3” window appears.) Click **Modify**. Click on the **Alignment** tab. In the **Options** section, click **Left**, if it is not already selected. Click the **Indent & spacing** tab. Under “Indent”, in the “**B**efore text” box, change 0.00” to **1.0**”. (To change the numbers in the dialog box, click repeatedly on the  until 1.0” appears in the “**L**eft” dialog or you can highlight the numbers and type 1.0” or press Delete enough times to delete the number and type the number.)

3. Click the **Font** tab. If it is not already selected/highlighted, click **Arial (Font) > Bold (Typeface) > 14 pt. (Size) > OK**. (The "Size" may be specified in percent or in points. To change from percent to points, delete the number in the upper "Size" box and type a number followed by the letters, pt., such as 25pt. To change from points to percent, delete the "Size" number and type a number followed by the percent symbol such as 25%.)
4. Double-click **Heading 3**. (The word, "Verbs", is indented one inch and is in bold.)
5. Press **Enter**. Type the words, **Some verbs are active**. Press **Enter**. (The font size is 12 and the words are not in bold.)
6. Type the words, **Some verbs are not active**. Press **Enter**.
7. Type the word, **Nouns**
8. Double-click **Heading 3**. (The word, "Nouns", is indented one inch and is in bold.)
9. Press **Enter**. Type the words, **A person is a noun**.
10. Press **Enter**. Type the words, **A place is a noun**.

### **Change Words Within A Paragraph Style**

1. Highlight the word, **place**, in the sentence, **A Place is a noun**. Verify that the cursor is just before or just after the word "place", press and hold down the mouse button and drag the cursor over the word "place" and release the mouse button.
2. Click on the **Underline** icon. (The word, "place" is underlined.)



### **Apply The Heading 2 Paragraph Style And Add Paragraphs**

1. Type the word, **Math**.
2. Double-click **Heading 2**. (The word "Math" is in bold and in size 14 font.)
3. Press **Enter**. Type the words, **Math has many parts**.

### **Apply The Heading 3 Paragraph Style And Add Paragraphs**


1. Type the word, **Addition**.
2. Double-click **Heading 3**. (The word, "Addition", is indented one inch and is in bold.)
3. Press **Enter**. Type the words, **Two plus two equals four**.
4. Press **Enter**. Type the words, **Three plus three equals six**.
5. Type the word, **Subtraction**.
6. Double-click **Heading 3**. (The word, "Subtraction", is indented one inch and is in bold.)
7. Press **Enter**. Type the words **Four minus two equals two**, then press **Enter**.
8. Close the **Styles and Formatting** window. (Click on the "X" in the box in the upper right corner of the "Styles and Formatting" window.)

## Apply The Page Styles Named Page 3 and Page 4

1. Click **Insert > Manual Break**. The **Insert Break** window appears. Under **Type**, verify that there is a dot in the circle before **Page break**.
2. In the menu box under **Style**, click the  and select **Page 3**. Click **OK**. The cursor is at the top of the page. (The words "Page 3/3" and "Page 3" appear at the bottom of the screen. "Page 3" means the Page Style called "Page 3" is in effect and the page has two columns.)
3. Click **Insert > Manual Break**. Under **Type**, verify that there is a dot in the circle before **Page break**.
4. In the menu box under **Style**, click the  and select **Page 4**. Click **OK**. (The "Page 4/4 and Page 4" appear at the bottom of the screen. The "Page Orientation" is changed to "Landscape". )

## Create A Table Of Contents

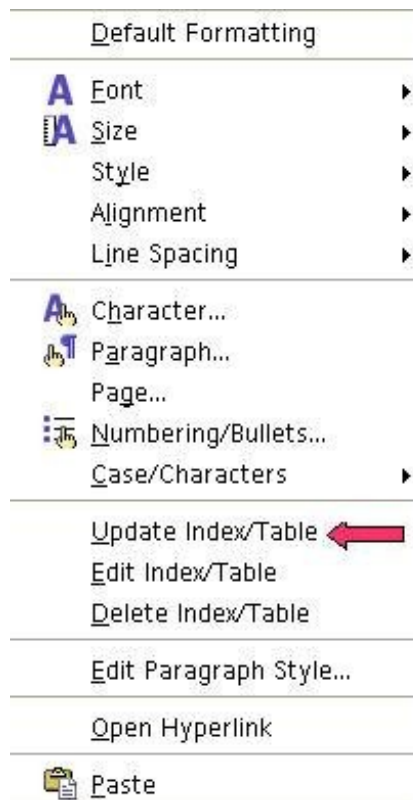
Headings can be used to create a Table Of Contents.

1. Click on the first line of the document, just after the words, "**My Classes**". (The cursor appears just after the letter "s".)
2. Click **Insert > Indexes & Tables > Indexes & Tables**. (The "Insert Index/Table" window appears.) The cursor is flashing in the "Title" box. Click on the  to select **Table of Contents** if it is not already selected. Uncheck **Protect against manual changes**. Click **OK**.
3. The cursor is before the "T" in the Table of Contents. On the Formatting toolbar, click the **Centered** icon. (The words, "Table of Contents", are centered.)

## Update A Table Of Contents

Changes in the Table of Contents are not automatic. Any time headings are added or changed in the document, a manual update needs to be made in the Table Of Contents.

1. Type the word, **Adverbs**, in the section under **English**. Double-click **Heading 3**.
2. **Click** anywhere within the **Table Of Contents**. (The cursor is placed in the Table of Contents.)
3. **Right-click**. (A menu appears.)
4. Click **Update index/table**. ("Adverbs" appears under "English" in the Table of Contents. The new headings or changes in the headings are changed in the Table of Contents.)



## Save File

1. Click **File > Save As**. In the **Save in:** pull-down menu box, click **My Documents** if it is not already selected. In the **Save as type:** pull-down menu box, click **OpenDocument Text (.odt)** if it is not already selected.
2. In the **File name:** dialog box, type **Lesson #2**.
3. Click **Save**. (The file, "Lesson #2" is saved and can be used in other tutorials. The file is still on the screen.)
4. Click **File > Close**. (The file, "Lesson #2", is no longer on the screen.)

### Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to [tutorialsforopenoffice@yahoo.com](mailto:tutorialsforopenoffice@yahoo.com)

For other free tutorials go to: [www.tutorialsforopenoffice.org](http://www.tutorialsforopenoffice.org)

Edited by Sue Barron and George Hans