Unit 1: Digital Documentation (Advanced) – Libra Office Writer
chapter 1: Introduction to styles

1. Style

Definition:

In LibreOffice Writer, a **Style** is a set of formatting instructions applied to text, pages, frames, tables, or lists to ensure consistency in document formatting. Styles help in maintaining a uniform look and make large documents easier to manage.

Benefits of Using Styles:

- Consistency across documents
- Easier formatting changes
- Better navigation and structure
- Automatic table of contents creation

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2. Style Categories

LibreOffice Writer offers several categories of styles, each designed for a specific type of formatting.

a) Character Style

- Applies formatting to selected text characters (e.g., font, size, color, italic, bold).
- Does not affect paragraph-level formatting.

Example: Making selected words appear bold and red without changing the entire paragraph.

b) Paragraph Style

- Applies formatting to entire paragraphs (e.g., alignment, line spacing, indentation, bullets).
- Includes character formatting as part of the style.

Example: Heading styles like *Heading 1*, *Heading 2*, etc.

c) Frame Style

- Used to format text frames, graphics frames, or other containers.
- Controls properties like borders, background, position, and padding.

Example: A sidebar text box with custom border and background.

d) Page Style

- Defines layout settings for pages (e.g., margins, header/footer, page orientation, columns).
- Used to create sections with different layouts in the same document.

Example: A title page with no header and a different page margin.

e) List Style

- Defines appearance of lists including bullet types, numbering, indentation.
- Applied to both unordered and ordered lists.

Example: Custom bullet points for a list in a project report.

f) Table Style

- Applies to tables and controls borders, cell padding, background color, and fonts.
- Useful for professional table formatting across the document.

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3. Accessing Style Deck

Steps to open the Styles panel (Style Deck):

1. Open **LibreOffice Writer**.
2. Click **F11** or go to **View > Styles** from the menu.
3. The Styles sidebar will appear, showing different style categories.
4. You can switch between different categories using the icons at the top (Paragraph, Character, Frame, Page, List, Table).

4. Apply Style

Steps to apply a style:

1. Select the text, paragraph, frame, or element you want to format.
2. Open the **Styles sidebar (F11)**.
3. Click on the desired style category.
4. Double-click the style you want to apply.

Tip: You can apply styles through the formatting toolbar or by right-clicking and selecting a style from the context menu.

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5. Fill Format Mode

Fill Format Mode allows you to apply a selected style to multiple parts of the document quickly.

Steps:

1. Open the **Styles sidebar**.
2. Select the style you want to apply.
3. Click the **Fill Format Mode** icon (paint bucket).
4. Click on each area or text where you want to apply the style.
5. Press **ESC** to deactivate Fill Format Mode.

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6. Creating and Updating Styles

a) Creating New Style from Selection

You can create a new style based on the formatting of selected content.

Steps:

1. Format a paragraph or text manually.
2. Select the formatted text or paragraph.
3. Open the **Styles sidebar**, click on the correct style category.
4. Click the **New Style from Selection** icon.
5. Name the style and click **OK**.

b) Updating a Style (Predefined/User Defined)

You can update an existing style based on new formatting.

Steps:

1. Apply the new formatting to a paragraph or text.
2. Select the updated text/paragraph.
3. Open the **Styles sidebar**.
4. Right-click the style you want to update and select **Update Style**.

c) Creating New Style by Drag and Drop

Steps:

1. Format a piece of content.
2. Select the formatted content.
3. Drag it to the **Styles sidebar** and drop it into the appropriate category.
4. A dialog will ask you to name the new style.
5. Enter a name and click **OK**.

d) Load Style (From a Template or Document)

You can import styles from other documents or templates.

Steps:

1. Open the **Styles sidebar**.
2. Click on the **Styles menu (top-right icon) > Load Styles**.
3. Choose the document or template to load from.
4. Select the style categories to import (Paragraph, Character, etc.).
5. Click **OK**.