

Session 1 : Create and apply Style in the Document

A style is a collection of formats that you may use to easily change the appearance of chosen pages, text, frames, and other elements in your document. When you apply a style, you're applying a whole group of formats at once.

Bold, italic, font, underline, color.

A document's uniformity can be improved through the use of styles. They also make it simple to make large formatting modifications. For example, you might decide to modify the font or color of a document. This is simplified by the use of styles.

OpenOffice.org supports the following types of styles:

a. **Page Style** – Margin, headers and footers, borders, and backgrounds are all examples of page styles. Page styles in Calc also contain the printing sheet sequence.

b. **Paragraph Style** – Text alignment, tab stops, line spacing, and borders, are controlled by paragraph styles, which can also include character formatting.

c. **Character Style** – Character styles impact the font and size of chosen text within a paragraph, as well as bold and italic formats.

d. **Frame Style** – Text Wrapping, borders, backgrounds, and columns are all utilised in frame styles to format image and text frames.

e. **Numbering Style or List Style** – Numbering style includes a numbering list and a bullet list in the document.

f. **Cell Style** – Fonts, alignment, borders, background, number

formats (for example, currency, date, and number), and cell protection are all examples of cell styles.

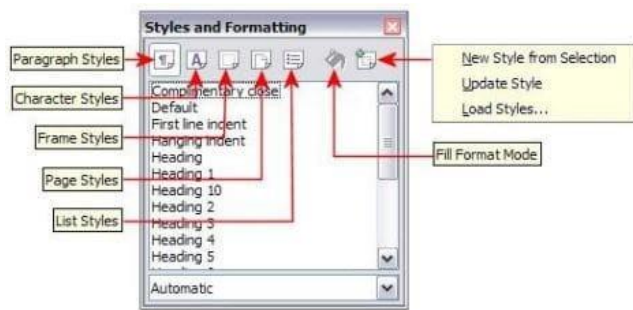
g. Graphics Style – Line, area, shadowing, transparency, typeface, connectors, dimensioning, and other attributes are used in graphic styles in drawings and presentations.

h. Presentation Style – Font, indents, spacing, alignment, and tab characteristics are all included in presentation styles.

Using the Styles and Formatting windows

The Style and Formatting Windows can be opened in two different ways.

1. **In the menu bar, select Format >> Style & Formatting.**
2. **To open the Style and Formatting Windows, press the F11 shortcut key.**



Style and Formatting Windows also have several additional options to modify the Style and formatting in document, for example –

1. Fill Format Mode
2. New Style from Selection
3. Modify Style
 1. Update Style
 2. Load Styles

1. **Fill Format Mode**

Fill format mode allows you to quickly apply a style to multiple places without having to return to the Styles and Formatting box. When you need to format a large number of scattered paragraphs, cells, or other items in the same manner, this

How to apply Style in Digital Documentation –

1. Select the style you want to use in the Styles and Formatting window.
2. Select Fill Format mode icon in Style and Formatting Windows.
3. Click and drag the mouse pointer to the location in the document where you wish to apply the style.
4. Press Esc when finished.

2. New Style from Selection

You can use the Create New Style option in the Style and Formatting Windows to create your own style for future usage.

Digital Document provides two different methods to create a new style in Document.

- Create new style from Selection
- Drag and Drop to create new style

Create New Style from Selection

By replicating an existing manual format, you can make a new style. This new style will only be applied to this document and will not be saved in the template.

For example, you can adjust the formatting of a paragraph or frame until it looks the way you want it to, and then turn the formatting of that item into a new style. This technique saves time because you don't have to build a new style and memorise all of the formatting options as discussed earlier.



Step 1 : Open the Style and Formatting windows and choose the type of Style you want to create.

Step 2 : Select the item you want to save as a Style in the document.

Step 3 : Select the New Style from the Selection icon in the Style and Formatting window.

Step 4 : In the Create Style dialog, type a name for the new Style and press Ok button.

•Drag and Drop to create New Style

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

Step 1 : Open the Styles and Formatting window.

Step 2 : Select some text and drag it to the Styles and Formatting window.

Step 3 : In the Create Style dialog box, 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.

Step 4 : If the Paragraph Styles list is showing in the Styles and Formatting window, a new paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

3. **Modify Style**

Writer has a number of predefined styles, but you can find that they don't match your preferences in one way or another. OOo provides two ways to change both predefined and user-created custom styles.

- Updating a style from a selection
- Load or copy styles from another document or template

- **Updating a Style from a selection**

To update a style from a selection:

Step 1 : Open the Styles and Formatting window.

Step 2 : In the document, select an item that has the format.

Step 3 : In the Styles and Formatting window, select the style you want to update (singleclick, not double-click), then long- click on the arrow next to the New Style from Selection icon and click on Update Style



•Load or copy styles from another document or template

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

Step 1 : Open the document into which you wish to paste styles.

Step 2 : Long-click on the arrow next to the New Style from Selection symbol in the Styles and Formatting window, and then select Load Styles.

Step 3 : Locate and choose the template you wish to copy styles from on the Load Styles box.

Step 4 : Decide which style categories should be duplicated. If you want the copied styles to replace any existing styles with the same names in the document you are pasting them into, choose Overwrite.

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

