Tutorials For OpenOffice

Paragraph Styles And Table Of Contents

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Introduction To Styles

This tutorial is a short introduction to Styles. Paragraph Styles are used to add titles (Headings) above paragraphs. Using the Headings, a Table Of Contents can be created easily.

Page Styles And Paragraph Styles

Page Styles determine how the overall page looks. Paragraph Styles determine how different paragraphs within a page look.

When a New Text Document is opened, a Page Style and a Paragraph Style are in effect. Both styles have the same name (Default) which can be confusing.

The Default Page Style

At the bottom of the screen there are the words "Page 1/1" and "Default". The word "Default" means the Page Style named "Default" is in effect. The words "Page 1/1" mean we are in the first page of a one page document.
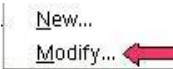
The Default Paragraph Style

The "Apply Styles" menu is located on the Formatting Toolbar on the right and has the word "Default" in the dialog box. The word "Default" in the dialog box means that the Paragraph Style named "Default" is in effect within the Page Style named Default.
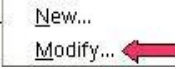
Open New Text Document And Save As

1. Click **File > New > Text Document**. (The document appears.)

2. 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:** dialog box, click the and select **OpenDocument Text (.odt)** if it is not already selected.

3. In the **File name:** box, type **Lesson #1**

4. Click **Save**.

Modify and Apply The Title Chapter Style

1. Type **My Pets**.

2. Click **Format > Styles and Formatting.** (The "Styles and Formatting" window appears.)

3. Click **Automatic > Chapter Styles.** (Click on the in the menu box at the bottom of the **Styles and Formatting** window . Scroll to and select "Chapter Styles". The "Chapter Styles" window appears. You will see "Title" and "Subtitle".)

4. Right-click **Title.** A small menu appears.

5. Click **Modify**. (The "Chapter Style: Title" window appears.)

6. Click the **Alignment** tab. In the **Options** section, click **Center.** (A dot appears before the word "Center".) Click the **Font** tab. If it is not already selected/highlighted, click **Arial** (Font) **> Bold (** Typeface) **> 24 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%.)

7. Double-click **Title.** (The words, "My Pets", move to the center.)
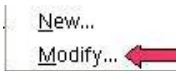
Modify and Apply The Heading 1 Paragraph Style

1. Press **Enter**. Type **My Cats**.

2. Click **Format > Styles and Formatting.** (The "Styles and Formatting" window appears.)

3. Click **Paragraphs Styles.** (The "Paragraph Styles" menu appears.)

4. Right-click **Heading 1**. (A small menu appears.)

5. Click **Modify**. (The "Paragraph Style: Heading 1" window appears.)

6. Click the **Alignment** tab. In the **Options** section, click **Center.** (A dot appears before the word "Center".) Click the **Font** tab. If it is not already selected/highlighted, click

Arial (Font) **> Bold** (T̲ypeface) **> 20 pt.** ("Siz̲e") **> OK.**   .

7. Double-click **Heading 1**.   (The words, "My Cats", move to the center.)

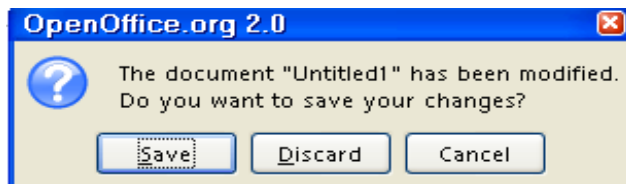## Modify and Apply The "Heading 2" Paragraph Style

1. Type **Garfield.**

2. Click **F̲ormat > Sty̲les and Formatting.** (The "Styles and Formatting" window appears.)

3. Click **Paragraphs Styles.** (The "Paragraph Styles" menu appears.)

4. Right-click **Heading 2**. (A small menu New...   Modify... appears.)

5. Click **M̲odify**. (The "Paragraph Style: Heading 2" window appears.)

6. Click the **Alignment** tab. In the **Options** section, click **L̲eft.** (A dot appears before the word "L̲eft"). Click the **Indent & Spacing** tab. In the **Indent** section, in the **Before text** dialog box, type **.50**. Click the **Font** tab. Click **Arial** (Font) **> Bold** (T̲ypeface) **> 14 pt.** (Siz̲e) (if it is not already selected/highlighted.) Click **OK.**

7. Double-click **Heading 2**.   (The word, "Garfield", is indented and is smaller.)

Create A Table Of Contents

1. Click after the title of the document, **My Pets**. (The flashing cursor, I , appears just after the letter "s".)

2. Click **I̲nsert > Index̲es & Tables > I̲ndexes & Tables**. (The "Insert Index/Table" window appears.)

3. Select the **Index/Table** tab, if it is not already selected. In the **Type** dialog box , select **Table Of Contents,** if it is not already selected. Uncheck **Protected against manual changes**. Click **OK**. (The "Table of Contents" appear at the beginning of the document.)

Close and Save "My Pets"

1. Click **F̲ile > Close > S̲ave**. (When a file has been changed, you will see the message below.)

> **OpenOffice.org 2.0**
>
> ? The document "Untitled1" has been modified.
> Do you want to save your changes?
>
> [S̲ave]   [D̲iscard]   [Cancel]

2. **My Pets** is saved.

Note

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