17 . Formatting-profiles and styles

In this module you will learn:

1 What a formatting-profile is.

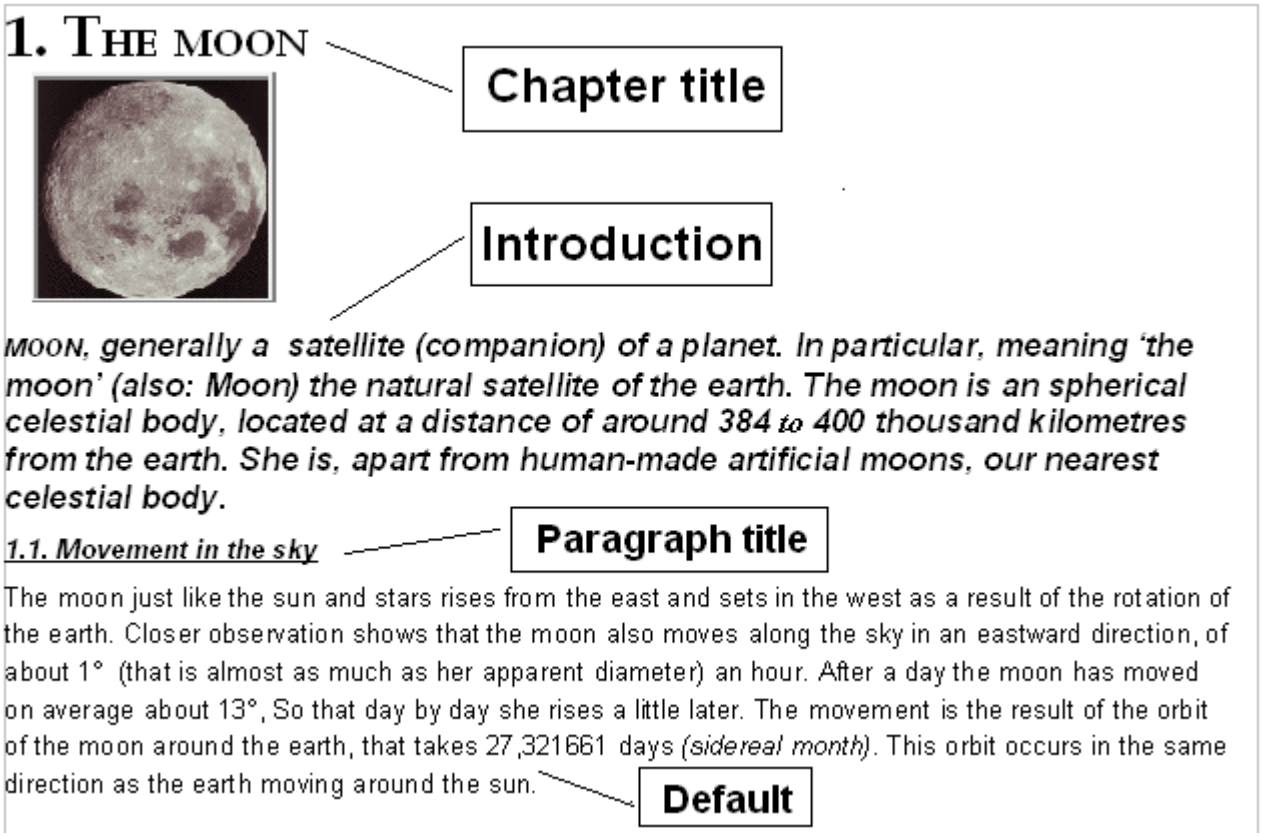
2 What different kinds of formatting-profiles there are.

3 How you can use formatting-profiles.

17.1 What is a formatting-profile?

A formatting-profile is a collection of formatting-styles, that you can save under a certain name. You can for instance make a formatting-profile with the name 'Chapter title'. In the future, every time you type a chapter-title , you can apply this formatting-profile. This way you are certain that all chapter-titles have the same formatting.

In figure below you see a piece of text with all the used formatting-profiles.



17.2 The Styles and Formatting window

Managing and using formatting-profiles in OpenOffice.org is done through a special window called Styles and Formatting. There are three different ways in which you can evoke this window:

1. Through the **Format** menu.

2. With the **Styles and Formatting** button on the **Formatting toolbar**.

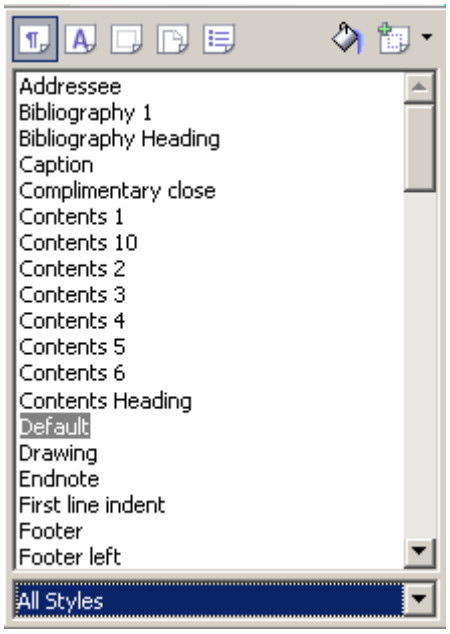
3. With the **F11** Function-key.

In the assignment below you are going to use the three different methods to open and close the **Styles and Formatting** window.

Assignment 17.1 Opening and closing the styles and Formatting window

1. Start **OpenOffice.org Writer** with a new, empty document.
2. Select **Format**, **Styles and Formatting**.

   The **Styles and Formatting** window appears.



3. Again select **Format, Styles and Formatting.**

   The window disappears.

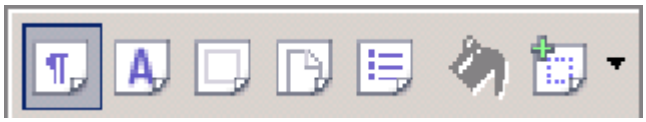
4. Click on the **Styles and Formatting** button , on the left of the **Formatting** toolbar.

Assignment 17.1 Opening and closing the styles and Formatting window *(continued)*

5. Again click on the **Styles and Formatting** button , the window disappears again.
6. Press the **F11** function-key.
7. Press the **F11** function-key again to make the window disappear again.

The **Styles and Formatting** window consists of three different parts.

1. The toolbar



In the toolbar you will find different buttons. You will find more about the use of these buttons later-on in this book.

Paragraph Styles. This button shows all available paragraph formatting-profiles. You can apply these formatting-profiles to a paragraph.

Character Styles. This button shows all available character formatting-profiles. You can apply these formatting profiles to individual words and sentences.

Frame Styles. Shows all formatting-profiles that can be applied to a picture, text-field, label etc.

Page Styles. This shows the formatting-profiles that determine the formatting of a complete page. Think of page-format, margins and columns.

List Styles. These formatting-profiles can be applied to numbered lists or bullets. You can for instance set the distance between bullets and text, and you can also changes the look of a bullet.

Fill Format Mode. The Fill Format Mode is a handy method to quickly and effectively apply a formatting-profile to multiple pieces of text.

New Style from Selection. This button has various functions. Further-on in this course you will learn more about these functions.

2. The list with formatting-profiles

In this list you will find all available formatting-profiles, dependent on which of the five category-buttons (paragraph-, character-, frame-, page- and list formatting-profiles) is activated.

3. The filter list.

In the filter list you can indicate whether you want to be able to see all formatting-profiles, a category, or just a selection. You have the following options:

Hierarchical: shows the formatting-profiles from the category you choose in a hierarchical list (tree view). You can, by clicking on the plus-sign, view the formatting-profiles that belong to that sub-category.

All Styles: shows all formatting-profiles from the category of your choice.

Applied Styles: shows the formatting-profiles that you already used in the current document.

Custom styles: shows the formatting-profiles that you have created yourself.

Automatic: shows the formatting-profiles that can be applicable to the current context.

Text Styles: shows the formatting-profiles just for text.

List Styles: shows all formatting-profiles that you can use with bullets and numbered lists.

Index Styles: formatting-profiles that are applicable to indexes and tables of contents.

Special Styles: shows formatting profiles for headers, footers, footnotes, endnotes tables and captions or legends.

HTML Styles: shows a list of formatting-profiles for HTML-documents (for example web-pages).

Conditional Styles: shows all formatting-profiles that have various properties depending on the context.

In the following assignment you will learn how you can apply a formatting-profile to a piece of text. This can be done in two different ways:

1. By double-clicking the profile, in the list of formatting profiles, that you want to apply. The paragraph in which the cursor is located at that moment will get the formatting-profile you selected.

2. By using the so-called **Fill Format Mode**.

In the following two assignments you are going to make use of the above mentioned methods of applying a formatting-profile to the text of the file **Moon**.

Assignment 17.2 Applying a formatting-profile I

1. Open the file **Moon** on the RedNose CD.
2. Open the **Styles and Formatting** window, using one of the methods you have learned in the previous assignment.
3. Click on the black triangle on the right of the word **Automatic** in the filter list, on the bottom of the **Styles and Formatting** window.
4. Select **All Styles**.

   You are going to apply the **Heading 1** profile to the first chapter-title, **Movement in the sky**.

5. Place the cursor on the line **1. Movement in the sky**.
6. Double-click in the window **Styles and Formatting** on the formatting-profile **heading 1**.

   Movement in the sky ➡ **Movement in the sky**

7. In the same way, give the paragraphs **1.1. Rise** en **1.2. Winter- and summer-moon** the formatting-profile **Heading 2**.
8. Close the file without saving the changes.

Assignment 17.3 Applying a formatting-profile II

1. Open the file **Fillformat** on the RedNose CD.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Click in the **Styles and Formatting** list on the **Heading 1** profile.
4. Click on the **Fill Format Mode** button.

   Now, when you place the mouse-pointer somewhere in the text (without clicking), you will see that the mouse-pointer changes into a paint-bucket.

***Assignment 17.3 Applying a formatting-profile II** (continued)*

5. Click with the **mouse-pointer** in the chapter-title **1. Beweging aan de hemel**.

   The title will now get the **Heading 1** formatting-profile.

6. Click on all the other chapter-titles, from **2. Orbit** through to **14. Origin of the moon and the lunar landscape.**
7. Again click on the **Fill Format Mode** button to disengage it.
8. Now give the paragraph-titles, from **1.1. Rise** through to **14.1. Collision theory** the formatting-profile **Heading 2**. Make use of one of the above-mentioned methods.
9. Give the sub-paragraph, **11.1.1. Topography**, the formatting-profile **Heading 3**.
10. Close the file without saving the changes.

17.3 Changing formatting-profiles

Up until now you have only applied already existing formatting-profiles. These formatting-profiles are shipped as standard with OpenOffice.org. It is Of course possible to change the properties of these formatting-profiles. In the following assignment you are going to learn how to change these properties.

Assignment 17.4 Changing a formatting-profile I

1. Open the file **Garamond** on the RedNose CD.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Select he chapter-title **1. Movement in the sky**.
4. Give the selected text a **Garamond** font with point-size **26** and **underline** it.
5. Click on the button **New Style from Selection**.
6. From the list select the option **Update Style**.

   All text that has the **Heading 1** formatting-profile, Will now get the formatting-style that you selected.

7. Close the file without saving the changes.

In the previous assignment you first selected a piece of text, edited it and then told Writer that the formatting-profile this text had (**heading 1**) should become the new formatting-profile. You can also change the properties of a formatting-profile directly.

Assignment 17.5 Changing a formatting-profile II

1. Open the file **Red** on the RedNose CD.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Click with the ***right*** mouse-button on the formatting-profile **Heading 1** in the **Styles and Formatting** window.
4. From the list select the **Modify** option.

   The window **Paragraph-style: Heading 1** appears.
5. Click on the **Font Effects** tab.

   Text Flow | Font | **Font Effects**
6. Click under the heading **Font colour** on the arrow on the right of the white bar.
7. Click on the colour **Red**.
8. Click **OK**.

   All text that has the **Heading 1** formatting-profile, Will now get the formatting-style that you selected.
9. Close the file without saving the changes.

17.4 Creating a new formatting-profile

In addition to using and changing the default formatting-profiles, you can also create your own formatting-profiles. You can give these formatting-profiles a name by your own choosing, So you can easily recognise them. In the following assignments you are going to make a formatting profile using two different methods:

1. By first giving a piece of text the desired formatting, followed by saving it as a new formatting profile.

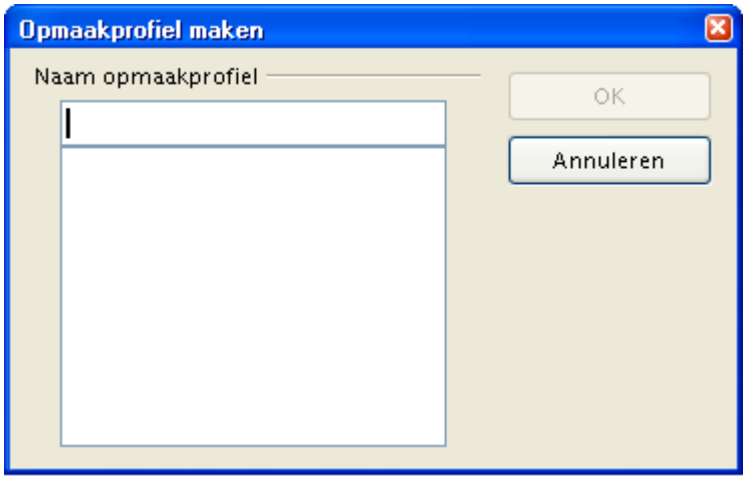
2. By basing a new formatting-profile on an already existing formatting profile.

New formatting-profiles that you have created yourself, only exist in the document that you are currently working on. When you open a new document, the formatting profiles will have disappeared from the list, together with the changes to already existing default formatting-profiles.

Assignment 17.6 Creating a new formatting-profile I

1. Open the file **Introduction** on the RedNose CD.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Select the text from **MOON, generally a satellite...** through to **...our nearest celestial body.**
4. Make this text **bold** and **italic**.
5. Click the button **New Style from Selection** .
6. Select from the list the option **New Style from Selection**.

   The **Create Style** window appears.



7. In The white bar type the name that you want to give to your new formatting-profile, for instance *Introduction*.
8. Click **OK**.
9. In the **Styles and Formatting** window the new formatting-profile will appear.
10. Close the file without saving the changes.

Assignment 17.7 Creating a new formatting-profile II

1. Open the file **Introduction** on the RedNose CD.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Click with the ***right*** mouse-button on the **Default** formatting-profile in the **Styles and Formatting** window.
4. From the list with options select **New...**

   The window **Paragraph Style** appears.

***Assignment 17.7 Creating a new formatting-profile II** (continued)*

5. Make sure that you have the **Organizer** tab in front of you. If not, click on it to bring it to the front.
6. Remove the text **untitled1** in the white bar on the right of **Name**.
7. Type the name that you want to give to your new formatting-profile, for example *Introduction red*.
8. Click on the **Font Effects** tab.
9. Click under the heading **Font Colour** on **Red**.
10. Click on the **Font** tab.
11. In the list of fonts click on the **Verdana** font.
12. Click in the font-size list on **16 pt**.
13. Click **OK**.

    Your new formatting-profile will appear in the **Styles and Formatting** window.

14. Apply your new formatting-profile to the text from **MOON, generally a satellite... through to ...our nearest celestial body.**
15. Close the file without saving the changes.

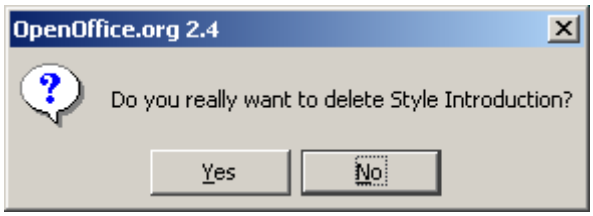
17.5 Deleting a formatting-profile

You can remove your self-made formatting-profiles, the default formatting-profiles of OpenOffice.org you cannot remove. In the next assignment you are going to delete the formatting-profile that you have created in the previous assignment.

Assignment 17.8 Deleting a formatting-profile

1. Open the file **Planet** on the RedNose CD.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Click with the ***right*** mousebutton on the formatting-profile **Introduction**.
4. From the list select the option **Delete**.

   The following notification will appear:



5. Click on **Yes**.

   The formatting-profile **Introduction** has disappeared from the list.

6. Close the file without saving the changes.

17.6 Character formatting-profiles

Up until now you have only worked with paragraph formatting-profiles. In this paragraph you are going to learn about character formatting-profiles.

You can apply character formatting-profiles to a single word or a single sentence in a paragraph. An example of a often used character formatting-profile is the formatting-profile **Internet link**.

17.6.1 The formatting-profile Internet Link

When you type an internet-address, **OpenOffice.org** automatically makes it into a **Hyperlink**. The text becomes blue and underlined, and when you put your mouse-pointer on the text, a hand will appear. Then when you click on the text, the respective internet-page will be opened.

In the background, invisible for you, the following happens:

1. **OpenOffice.org** recognises the address you typed as being an internet-address.

2. The character formatting-profile **Internet Link** is applied to the by you typed internet-address. The text becomes blue and underlined.

When you don't want that an internet-address becomes blue and underlined by default, but for example black and not underlined, then you need to edit the character formatting-profile Hyperlink. In the following assignment you will learn how this works.

Assignment 17.8 Editing the character formatting-profile Internet Link

1. Start **OpenOffice.org Writer** with a new, empty document.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Click in the window **Styles and Formatting** on the button **Character Styles** .
4. Type the internet-address *www.rednose.nl*
5. Press the **spacebar** or the **Enter**-key, to indicate that you are finished typing the address.

   The formatting-profile **Internet Link** will be applied to the text. The text becomes blue and underlined.

6. Click with the ***right*** mousebutton on the **Internet Link** formatting-profile in the **Styles and Formatting** window.
7. Select the **Modify...** option.

***Assignment 17.8 Editing the character formatting-profile Internet Link** (continued)*

8. Click on the **Font Effects** tab.
9. Click under the heading **Underlining** on the arrow on the right of the white bar.
10. In the list select the option (**Without**). You will probably have to move the scroll-bar up a bit to find the option.
11. Click under the heading **Font colour** on the arrow on the right of the white bar.
12. Click on **Automatic**.
13. Click **OK**.

    The internet-address will now be presented as normal text. Your mousepointer, on the other hand, still changes into a hand.

14. Click on the **internet-address**.
15. The RedNose website will be opened.
16. Close the **website**.

    You will notice that the internet-link is now purple and underlined. In the next assignment we will explain why this happens.

17. Close the file without saving the changes.

17.6.2 The formatting-profile visited internet-link

When you have done the above assignment, you might have noticed that the internet-link becomes purple and underlined after you have clicked on it. As soon as you have clicked on an internet-address the formatting-profile **Internet Link** changes into **Visited Internet Link**. By default this formatting-profile has a purple font-colour and underlining. In the next assignment you are going to edit this formatting-profile too.

Opdracht 17.9 Het opmaakprofiel Bezochte internetkoppeling aanpassen

1. Start **OpenOffice.org Writer** with a new, empty document.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Click with the right mousebutton on the formatting-profile **Visited Internet Link**, in the **Styles and Formatting** window.
4. Select the option **Modify...**
5. Click on the **Font Effects** tab.
6. Select under the heading **Underlining** the option (**Without**).
7. Select under the heading **Font colour** the option **Automatic**.
8. Click **OK**.
9. The internet-address will now be displayed as normal text.
10. Close the file without saving the changes.

17.6.3 The formatting-profile Emphasis

When you are typing long texts it sometimes is difficult to consequently use the same formatting when you want to put emphasis onto a certain word. The chance exists, that in one case you use *italic*, and in the other you use **bold**, or even ***bold and italic.*** You can prevent this from happening, by using character formatting-profiles to put emphasis on words.

Assignment 17.10 The Formatting-profile Emphasis

1. Open the file **Country information Greece** on the RedNose CD.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Click on the button **Character Styles** in the **Styles and Formatting**.
4. In the first paragraph give the words **south-east**, **Southern** and **north-west** the character formatting-profile **Emphasis**.

   The three words become italic.
5. Click with the **right** mousebutton on the formatting-profile **Emphasis**.
6. From the list select the option **Modify...**
7. Click on the **Font Effects** tab.
8. Select under the heading **Underlining** the option **Single**.
9. Select under the heading **Font colour** the colour **Red**.
10. Click **OK**.

    All words with the **Emphasis** Formatting-profile will be adjusted.
11. Close the file without saving the changes.

17.7 Frame formatting-profiles

With frame formatting-profiles you can change the look of text-compartments, pictures etc.

Assignment 17.11 creating and applying a frame formatting-profile

1. Start **OpenOffice.org Writer** with a new, empty document.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Click in the **Styles and Formatting** window on the button **Frame Styles**.
4. Select **Insert**, **Frame**...
5. Click **OK**.

Assignment 17.11 creating and applying a frame formatting-profile *(continued)*

As you can see, frames by default have a white background and a black border.

6. Click with the ***right*** mousebutton on the formatting-profile **Frame**.
7. Select from the list the option **New...**

   The **Frame Style** window appears.

8. Make sure the **Organizer** tab is visible.
9. Type in the white area next to **Name** the name of your new formatting-profile. For example *Blue* with *shadow*.
10. Click on the **Background** tab.
11. Select the colour **Blue 8** by clicking on it.
12. Click on the **Borders** tab.
13. Click under the heading **Shadow style** on the button **Cast Shadow on Bottom Right**.
14. Type in the white area below **Distance** the number 0,1.
15. Click **OK**.

    In the **Styles and Formatting** window your just created formatting-profile will appear.

16. Click on the frame that you inserted previously (point 4).
17. Double-click in the **Styles and Formatting** window on the formatting-profile **Blue with shadow**.

    Your frame will now get the formatting-characteristics that you have just created.

18. Close the file without saving the changes.

17.8 Page formatting-profiles

Page formatting-profiles are very useful to quickly change the looks of a page. You can for example set the margins, the colour of the page, the number of columns, etc.

In the following assignment you are going to create a new page formatting-profile, with a different size and background colour.

Assignment 17.12 creating and applying a page formatting-profile

1. Start **OpenOffice.org Writer** with a new, empty document.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Click in the **Styles and Formatting** window on the button **Page Styles**.
4. Click with the ***right*** mousebutton on the formatting-profile **Default**.
5. Select the option **New...**

   The **Page Style** window appears.

Assignment 17.12 creating and applying a page formatting-profile *(continued)*

6. Make sure the **Organizer** tab is visible.
7. Type in the white area next to **Name** the name of your new formatting-profile. For example *Small brochure*.
8. Click on the **Page** tab.
9. Under the heading **Width** fill-in the number **10**.
10. Under the heading **Height** fill-in the number **15**.
11. Click on the **Background** tab.
12. Click on the colour **Violet**.
13. Click **OK**.
14. Apply your newly created formatting-profile to the current page, by double-clicking on the name (**Small brochure**).
15. Close the file without saving the changes.

17.9 List formatting-profiles

List formatting-profiles direct the appearance of enumerated- and numbered lists.

In the following assignment you are going to create a new List formatting-profile.

Assignment 17.13 creating and applying a List formatting-profile

1. Start **OpenOffice.org Writer** with a new, empty document.
2. Click in the **Styles and Formatting** window on the **List Styles** button.
3. Make sure the **Organizer** tab is visible.
4. Click with the **right** mousebutton on the formatting-profile **List 1**.
5. Select **New...**
6. Give your formatting-profile a name, for example *My List*.
7. Click on the **Options** tab.
8. Click on the triangle next to **1, 2, 3, ...** under the heading **Numbering**.
9. Select from the list the option **Bullet**.
10. Click next to the heading **Character** on the button with the three dots ... .
11. Select for bullet the **§** sign by clicking on it.
12. Click **OK**.
13. Again click **OK**.

    Your list formatting-profile **My List** appears in the **Styles and Formatting** window.

14. To start an enumerated list with your own formatting-profile, you double-click on the name of your formatting-profile.
15. Close the file without saving the changes.

17.10 Reusing Formatting-profiles

When you often use a certain formatting-profile, it is awkward when you have to recreate a formatting-profile for every new document, or to have to change a default one. There are two different ways in which you can reuse an already created or changed formatting-profile:

1. Import a formatting-profile from a previously saved dosument.
2. Save a formatting-profile in a default template.

17.10.1 Importing formatting-profiles

In the following assignment you will learn, how you can import formatting-profiles from a previously saved document into a new document.

Assignment 17.14 importing formatting-profiles

1. Open the file **Hot air balloon** on the RedNose CD.
2. Make sure the **Styles and formatting** window is visible.

   You will see three self-made formatting-profiles in the list, namely **Gray title, Gray introduction text** and **Source.**
3. Open a new, empty document.
4. Make sure that **Paragraph Styles** is visible.
5. Click on the button **New Style from Selection** .
6. From the list, select the option **Load Styles**.

   The **Load Styles** window appears.
7. Click on the button **From File...**, in the bottom right of the window.
8. The **Open** window appears.
9. Click on the file **Hot air balloon**, and click on the **Open** button.

   The formatting-profiles **Gray title, Gray introduction text** and **Source** will now appear in the **Styles and Formatting** window.
10. Close the document without saving the changes.

17.10.2 Saving formatting-profiles in a Default Template

Loading formatting-profiles from a saved document is quite useful, but it costs time. When you use a particular formatting-profile very often, you can make it so thatit is loaded automatically with every new document.

You can set an empty document, with in it all formatting-profiles that you always want to have at hand, as a default template. The default template is the document (the 'mould') on which all new documents will be based. You will learn more about templates in **Module 24**.

Assignment 17.15 Saving formatting-profiles as default template

1. Open a new, empty document.
2. Open the **Styles and Formatting** window and make sure that in the filter-list, underneath the list with formatting-profiles, **All Styles** is selected.
3. Make sure that the **paragraph formatting-profiles** is visible.
4. Click with the ***right*** mousebutton on the formatting-profile **Heading 1**.
5. Select **New...**

   The **Paragraph Style** window appears.

6. Click on the **Organizer** tab.
7. Fill-in a name for your new formatting-profile, for example *My chapter-title*.
8. Click **OK**.

   You are now going to save the empty document, including your just created formatting-profile, as a template.

9. Select **File**, **Templates**, **Save**.

   The **Templates** window appears.

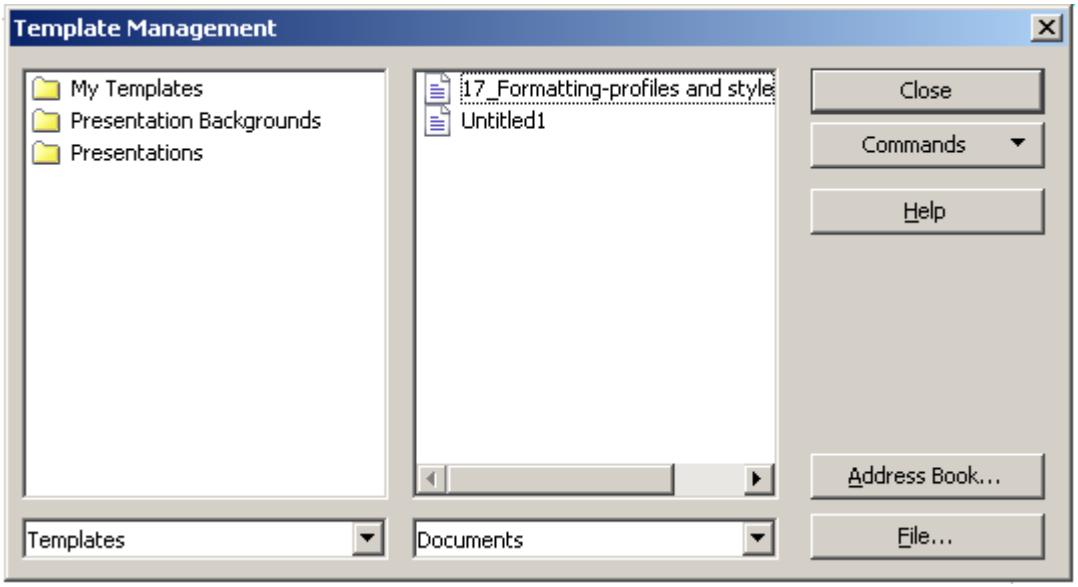
10. Fill-in a name for your template, for example **Template with Chapter-title**.
11. Click **OK**.

    Next you are going to set your template as a default template.

12. Select **File**, **Templates**, **Organize**.

Assignment 17.15 Saving formatting-profiles as default template *(continued)*

The **Template management** window appears.



13. Double-click on **My Templates** in the list on the left .
14. Click on the name of your template, for example *Template with Chapter-title*.
15. Click on the **Commands** button, on the right of the window.
16. From the list, select the option **Set As Default Template**.
17. Click on the **Close** button.
18. Open a new, empty document.
19. Make sure that in the filter-list under the list with formatting-profiles **Custom Styles** is selected

    You will see that your formatting-profile, *Template with Chapter-title,* automatically appears in the list.

17.10.3 Restoring the default template

In the previous assignment you have replaced Writer's original default template with your own custom made template. You can, later on, still decide to use Writer's original default template again. In the following assignment you are going to learn how to restore the default template.

Assignment 17.16 Restoring Writer's default-template

1. Start **Writer.**
2. Select **File**, **Templates**, **Organize**.

   The **Template management** window appears.

3. Click on the **Commands** button, on the right of the window.
4. Place the mouse-pointer on the option **Reset Default Template**.
5. Click on **Text Document**.
6. Click on the **Close** button.

   From now on your custom made formatting-profile **Template with Chapter-title** will not appear in the list of the **Styles and Formatting** window anymore.