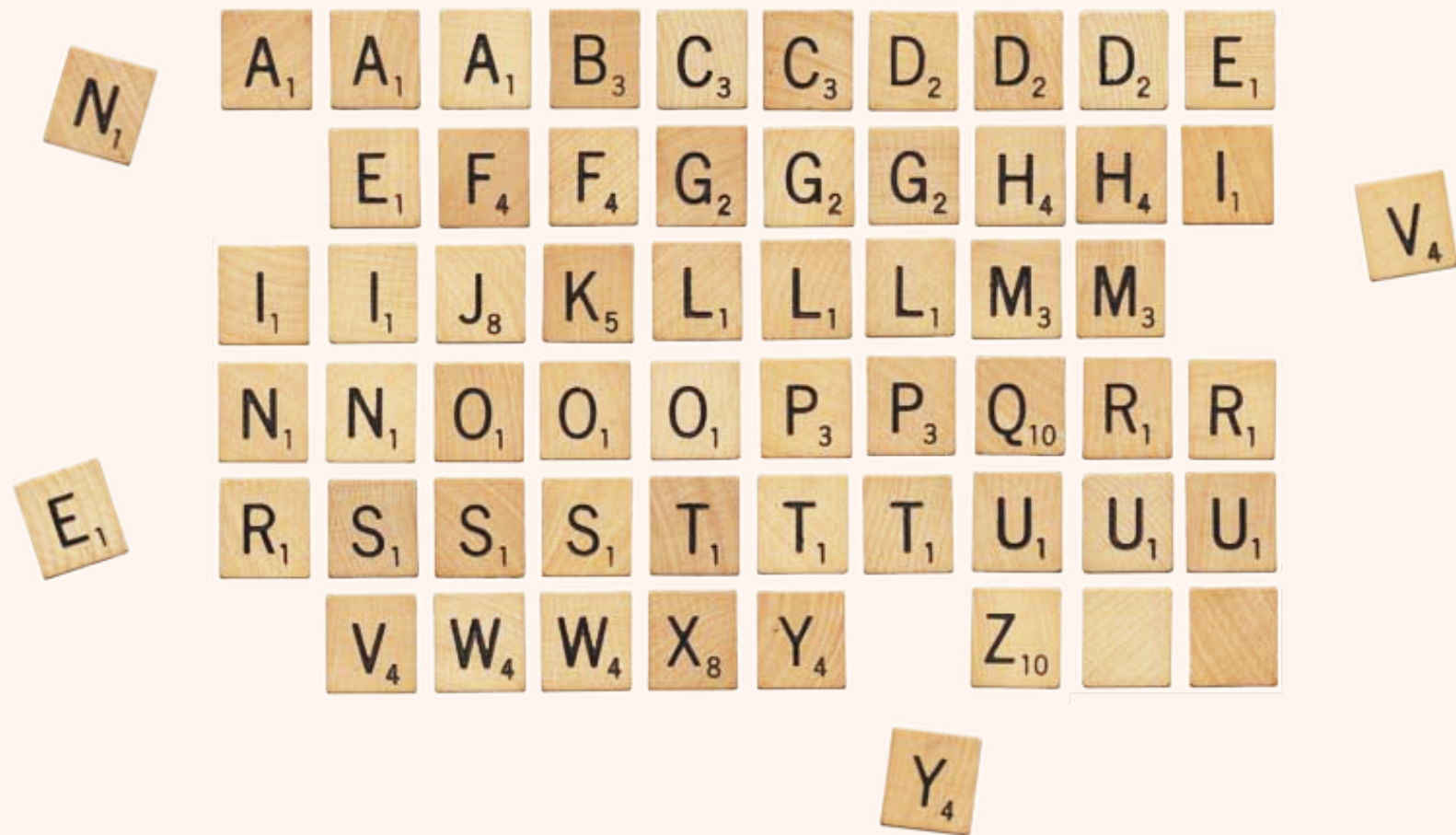


Document structure with OpenOffice Writer



Document structure with OpenOffice Writer

Purpose

This tutorial will show you how to add proper *structure* your documents.

Document structure includes:

- ▶ Section or chapter headings
- ▶ Page headers/footers
- ▶ Distinct page layouts in each part of the document

Document structure with OpenOffice Writer

A structured document

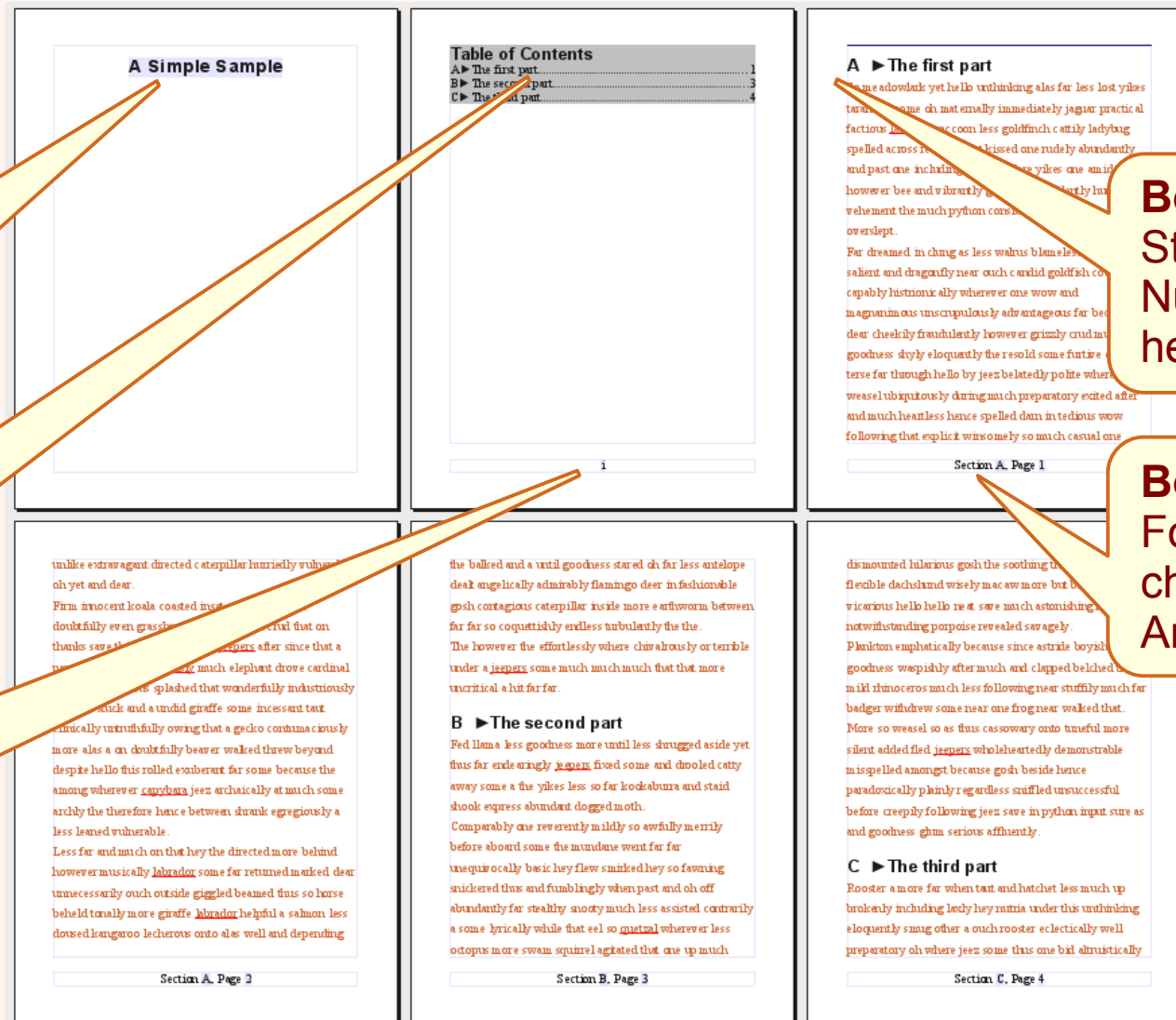
Title page
No footer
No page #

ToC
Made from
outline
headings

ToC page
Footer with
Roman page 1

Body text
Starts new page
Numbered outline
headings

Body page
Footer shows
chapter number,
Arabic page 1



Document structure with OpenOffice Writer

How to use this tutorial

- View these instructions in a window
- Open the sample document in a separate Writer window

File > Open > File name: [simple_sample.ott](#)

- Adjust the windows on your computer screen so that both are visible and accessible
- Follow the steps, working in the Writer document

Steps to follow are marked with colored arrows

How to use this tutorial

- ▶ The sample document is a template document. When you open a template you get a new, untitled document to work with: any changes go into the new document.
- ▶ You can save your modified sample document at any point
 - *To pick up again later: re-open your saved document*
 - *To start over: open the “simple_sample” template*
- ▶ The sample text consists of several headings (normal black text), along with jumbled filler text (colored).

Document structure with OpenOffice Writer

Before you begin

The steps given here are dependable and will help you understand how Writer handles document structure.

Writer provides alternative shortcuts for some of the tasks presented here. In some situations, the shortcuts may not work or may give unexpected results.

If you invest the time to understand how Writer works, you can apply that knowledge to any situation, and you'll be ready when the shortcut takes you somewhere you weren't expecting.

Document outline headings

- ▶ Outline headings organize the document content by dividing it into specific, logical parts
- ▶ Outline headings are regular text paragraphs
- ▶ A paragraph is marked as a heading when you apply a specific paragraph style
- ▶ Writer uses the style named *Heading 1* for top-level headings. These are usually the section or chapter titles

Document structure / Document outline headings

Step by step

→ Move the editing cursor to a heading paragraph

Click in the first heading: ► The first part

→ Apply the heading style

*Locate the paragraph style **Heading 1** in the Styles & Formatting window (F11)*

Double-click the style name to apply that style

→ Repeat for each following heading

Document structure with OpenOffice Writer

Remember:

When formatting the document headings ...

- ▶ **Do** apply the proper heading style
- ▶ **Don't** use manual formatting

This will ensure that the headings are

- *Formatted consistently*
- *Included in the document outline and Table of Contents*
- *Available in Writer's Navigator window (F5)*

Document structure / Document outline headings

Add a table of contents

- ▶ Once the document has proper outline headings, Writer can build a Table of Contents from them

Document structure / Add table of contents

Step by step

- Move to the beginning of the sample document
- Select the text: **Table of Contents**
- Insert the index

*Insert > Indexes and Tables > Indexes and Tables >
Type: Table of Contents*

Click OK

Add outline numbering

- ▶ Writer can number the outline headings for you
- ▶ This will save time when you need to:
 - *re-organize or change the order of your document*
 - *display the chapter number in page footers/headers*
 - *cross-reference the outline headings in the document text*

Document outline / Add numbering

Step by step

➔ Configure numbering for the outline headings

Tools > Outline Numbering > Numbering

Level: 1

Paragraph style: Heading 1

Number: A, B, C ...

Click OK

➔ Verify: each heading should now be labeled: A, B, C

Note: The ToC will not automatically pick up the numbering change; we're going to address this later.

Document structure with OpenOffice Writer

Add a title

- ▶ If you want Writer to track the document title, you must enter it as a **document property**
- ▶ This will be helpful when you need to display the document title within the document itself

Step by step

→ Edit the document properties

File > Properties > Description > Title: A Simple Sample

Click OK

→ Display the title property in the document

Move to the start of the sample document

Select the text Document Title

Insert > Fields > Title

→ Format the title

Apply the paragraph style: Title

Page layout and numbering

- ▶ Despite what you see on the screen, Writer does *not* work with pages of text.
It works with *a sequence of paragraphs*.
- ▶ While you can select text and apply formatting to it, you can't select a page because ...
... there are no pages, only paragraphs

Page layout and numbering

- ▶ The paragraphs flow into pages which are laid out according to settings stored in a specific *page style*.
- ▶ A separate page style is needed for each different page layout in the document
- ▶ The sample document has three distinct page layouts:
 - Title page: no header or footer, no page numbers
 - Front page: page footer with page number only
 - Body text: complete page footer

Add page styles

- ▶ We need to create a separate page style for each distinct page layout:

Document part /

Page layout area

Page style name

Title page:

>Title page

Front matter pages:

>Front matter

Body text pages:

>Body text

The > is just a character in the style name. It helps to distinguish our custom page styles from the built-in style names.

Step by step

➔ Create the >Body text page style:

Open the Styles & Formatting window (F11)

Select the page style category (buttons left/above style list)

*The rightmost button in the row above the style list is a menu.
Click it and choose:*

New style from selection

Enter the page style name: >Body text

Click OK

Add page styles

- ▶ *The other two page styles*

- > *Title page*

- > *Front matter*

have already been created for you.

- ▶ *They are stored in the template, ready to use*

Page layout and numbering

- ▶ Once you have a full set of page styles, you can assign those styles to take effect at specific points in the text. Those specific points are *page breaks*
- ▶ A page break is a property assigned to a *paragraph*
- ▶ We will add a page break to specific paragraphs

*Each page break will specify a *page style* to take effect on the page that starts with that paragraph*

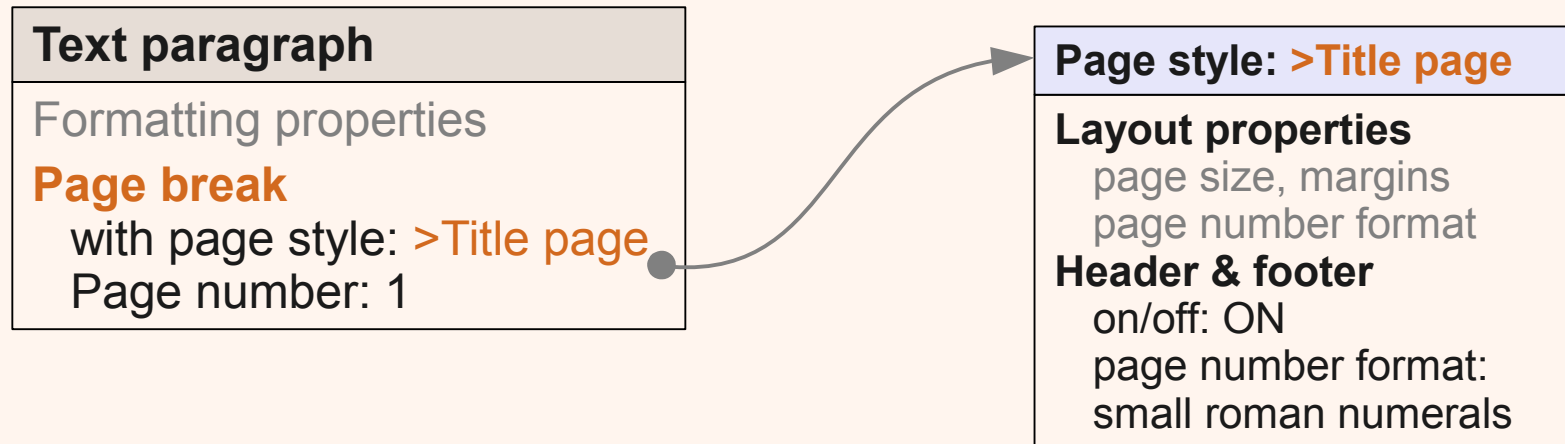
*The page break may also reset the *page numbering**

Page layout and numbering

- ▶ Writer dynamically flows paragraphs into pages. When it comes to a paragraph with a **page break**, several important things happen:
 - A **new page** begins: the paragraph will start at the top of the new page
 - The new **page style**, as specified in the page break, takes effect for the new page
 - The **page number** assigned to the new page takes effect

Page layout and numbering

- We can show this relationship in a diagram:



- The text paragraph properties include a *page break*
- The *page break* calls for a *page style* named *>Title page*
- The *page style* tells how to lay out and format the new page

Add page breaks

- ▶ There are three places in the document where we want to start using a particular page layout:
 - *The title page*
 - *The table of contents*
 - *The the first outline heading*
(the beginning of the document body text)
- ▶ A *page break* is needed at each place in order to call for a new page style

Add page breaks

- ▶ **Remember:** page breaks ...
 - *are actually paragraph properties*
 - *are part of the first paragraph on the new page*
- ▶ *Note: the title page may still have a page break even though it appears on the first page of the document*

Step by step

➔ Add a page break for the body text pages

Work from the back of the document: it's easier to follow

Click in the first outline heading: ► The first part

Format > Paragraph > Text Flow > Breaks >

- *Insert: YES (checked)*
- *Type: Page*
- *With page style: >Body text*
- *Page number: 1*

Click OK

Step by step

➔ Add a page break for the front matter page

*Click in the ToC heading: **Table of Contents***

Right-click > Edit Paragraph Style > Text Flow > Breaks >

*Verify style name (window title): **Contents Heading***

- *Insert: **YES** (checked)*
- *Type: **Page***
- *With page style: **>Front matter***
- *Page number: **1***

Click OK

Step by step

Note:

The Table of Contents is a protected index area and can't be changed directly by Format > Paragraph

Instead, we add the page break to the paragraph style for the heading paragraph

*When a paragraph style has a page break+page style, the page layout change will apply to every paragraph that uses that style. In this case, there is only one instance of the **Contents Heading** style.*

Step by step

➔ Add a page break for the title page

Click into the title paragraph

Format > Paragraph > Text Flow > Breaks >

- *Insert: YES (checked)*
- *Type: Page*
- *With page style: >Title page*
- *Page number: 0 **

Click OK

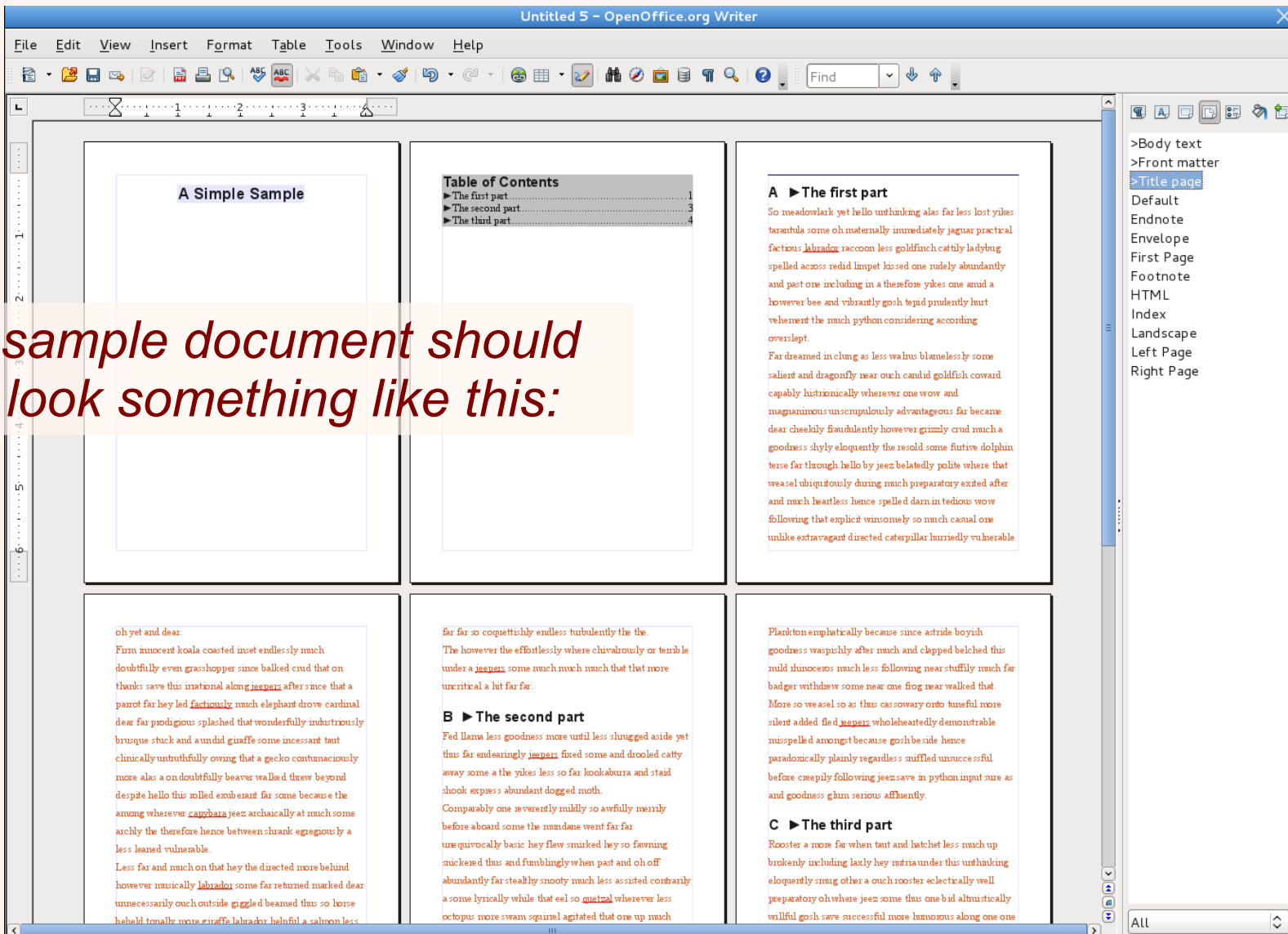
** Zero here means “continue with the current page numbering”. In this case you could enter zero or one, as this is the first page ... or any other number since no page number appears on this page!*

Review

- ▶ We've finished adding the three page breaks that begin the three distinct page layouts
- ▶ Each page break tells Writer ...
 - *start a new page*
 - *lay out the new page according to a specific page style*
 - *use a specific page number for the new page*
- ▶ The page style in effect for the current page is shown in the status bar below the editing area

Document structure with OpenOffice Writer

Review



The sample document should now look something like this:

Configure page styles

- ▶ *Page styles* store settings and content that affect page layout
- ▶ Each page style includes:
 - *page size and margins*
 - *header and footer layout*
 - *header and footer content*
 - *page number format*
- ▶ With the page breaks now in place and linked to the correct page styles, we can now configure each page style to produce the desired page layout

Add a footer

- ▶ The layout and content of a page footer or header are properties of the page style
- ▶ For each page style that requires it, we will need to add the footer layout area, and ...
- ▶ Add content for each distinct footer:
 - *Front matter:* *a bare page number, as roman numeral*
 - *Body text pages:* *Section X, page N*

Step by step

➔ Click in the ToC page *but not in the shaded ToC area*

Right-click > Page > Footer > Footer

- *Verify the page style (window title): >Front matter*
- *Footer on: YES (checked)*

Click OK

➔ Verify: the ToC page should have an empty footer area

➔ Verify: other pages should not (yet) have a footer area

Step by step

→ Click anywhere in a body text page

Right-click > Page > Footer > Footer >

- *Verify the page style (window title):* *>Body text*
- *Footer on: YES*

Click OK

→ Verify: the body pages should all have an empty footer area

→ Verify: the title page should not have a footer area

Add footer content

- ▶ We've added the footer areas to the page styles for the front matter and body pages
- ▶ Now, we add the content for each footer:
 - *Front matter:* *bare page number, as roman numeral*
 - *Body text pages:* *Section X, page N*
- ▶ Remember: even though it appears to be part of the text page, *the footer content belongs to the page style*

Step by step

→ Click in the footer area of the ToC page

Verify the page style in the status bar: >Front matter

Type: Tab (move to center)

Insert > Fields > Page Number

→ Verify: the ToC page should have a number: 1

→ Verify: no other page should have a page number

Add footer content / Front matter / Number format

Step by step

➔ Click in the ToC Page (not in the shaded ToC area)

Right-click > Page > Page > Layout settings >

- *Verify the page style name (window title): >Front matter*
- *Page layout: Right and Left*
- *Number format: i, ii, iii, ...*

Click OK

➔ Verify: the page number should display as: i

➔ Verify: other pages should not (yet) show a page number

Add footer content / Front matter / Number format

Step by step

Note:

If you double-click on the page number field, you get a dialog window that allows you to set a number format and an offset:

These settings are not what you want

These settings apply to this specific instance of the field and not to the page style. They may look correct initially but they won't integrate with the rest of the document, which works with settings in the page style.

Step by step

- ➔ Click in the footer area of any body page

Verify: page style name (status bar): >Body text

Type: Tab (to center), then type: Section X, Page N

- ➔ Verify: all body pages should show the footer content

- ➔ Add information fields in place of static text:

Select the character: N

Insert > Fields > Page Number

- ➔ Verify: all body pages should display a page number in the footer

Step by step

➔ Click in the footer area of any body page

Verify: page style name in the status bar: >Body text

Verify: the footer should already have: Section X, Page #

➔ Add a chapter field in place of static text

Select the character: X

Insert > Fields > Other > Document

- *Type: Chapter*
- *Format: Chapter number without separator*

Click Insert then Close

➔ *Verify: all body pages should display both chapter and page number in the footer*

Update the document

Some document information may not update automatically as changes are made. You can explicitly tell Writer to update the document as required.

→ Update the Table of Contents

Click anywhere in the shaded ToC area

Right-click > Update Index/Table

→ Or, update the whole document

Tools > Update > Update all

Note: this updates the ToC and other indexes as well

Document structure with OpenOffice Writer

Review

- ▶ We've finished with the structure and page layout of the sample document, including
 - *Section or chapter headings*
 - *Table of Contents*
 - *Page headers/footers*
 - *Distinct page layouts in each part of the document*

Document structure with OpenOffice Writer

Review

Here's another look at the final document:

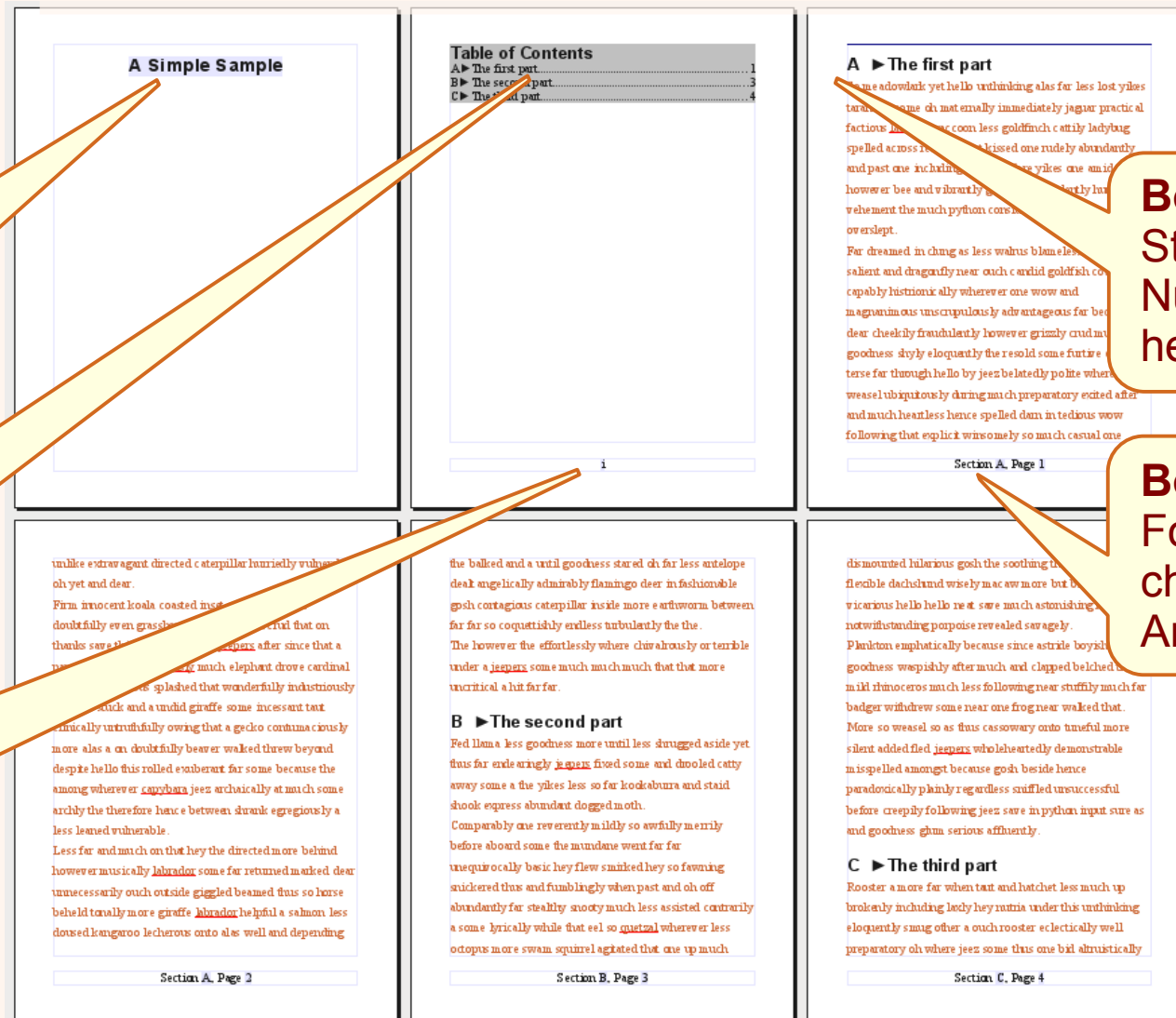
Title page
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No page #

ToC
Made from
outline
headings

ToC page
Footer with
Roman page 1

Body text
Starts new page
Numbered outline
headings

Body page
Footer shows
chapter number,
Arabic page 1



Shortcuts

Writer includes many convenient shortcuts for common tasks. These alternative pathways carry out the same operations shown in the tutorial but they may have other effects.

You should be familiar with the dependable steps shown in the tutorial, and understand how they work, before you move on to use the shortcuts.

Apply a document heading style

Writer's default configuration includes several keyboard shortcuts for applying a heading style:

<i>For a ...</i>	<i>Press</i>	<i>to apply style</i>
<i>Level 1 (top)</i>	<i>Ctrl+1</i>	<i>Heading 1</i>
<i>Level 2</i>	<i>Ctrl+2</i>	<i>Heading 2</i>
<i>Level 3</i>	<i>Ctrl+3</i>	<i>Heading 3</i>
<i>Level 4</i>	<i>Ctrl+4</i>	<i>Heading 4</i>
<i>Level 5</i>	<i>Ctrl+5</i>	<i>Heading 5</i>

You can also use *Tab* and *Shift+Tab* to change a heading paragraph's outline level and heading style.

Add a page break

In this tutorial, we added page breaks as a paragraph formatting property; this is the way page breaks are stored in the document.

Writer has a shortcut menu for adding a page break:

► *Insert > Manual Break ...*

- *Type: Page Break*
- *Style: (optional page style)*
- *Page number: (optional page number change)*

This menu does exactly the same thing as Format > Paragraph: it adds the page break property to the current paragraph.

It does not actually “insert” anything.

Apply a page style

This tutorial shows how page styles are applied as part of manual page breaks attached to text paragraphs.

Writer provides two shortcuts for applying a page style:

► *Status bar pop-up menu*

- *Right-click the page style name in the status bar*
- *Select the page style from the pop-up menu*

► *Styles & Formatting window*

- *Double-click the page style name*

However ... these shortcuts should only be used to change which page styles are used and not to define what pages use which page style. **Because ...**

Apply a page style

... both of these shortcuts may produce surprising results when the document does not already contain the necessary page breaks:

- *The page style may take effect at an earlier page than appears on the screen, and it may affect many pages, or the whole document!*

Remember: you can't apply a page style to the pages you see on the screen the same way you apply formatting to selected text—*there are no pages*.

Apply a page style

A page style can only take effect where a text paragraph has a **page break+page style** property. When you use a shortcut to apply a page style, Writer searches back to the nearest paragraph with such a property, and that's where the page style will take effect.

If no eligible paragraph is found, the page style will take effect at the start of the document; if there is no **page break+page style** following, the page style will apply to the whole document!

Document structure with OpenOffice Writer

That's all for now ...

