

What is your Style?



OpenOffice Styles and Templates
gnhLUG 2007

Agenda, OO Text Styles

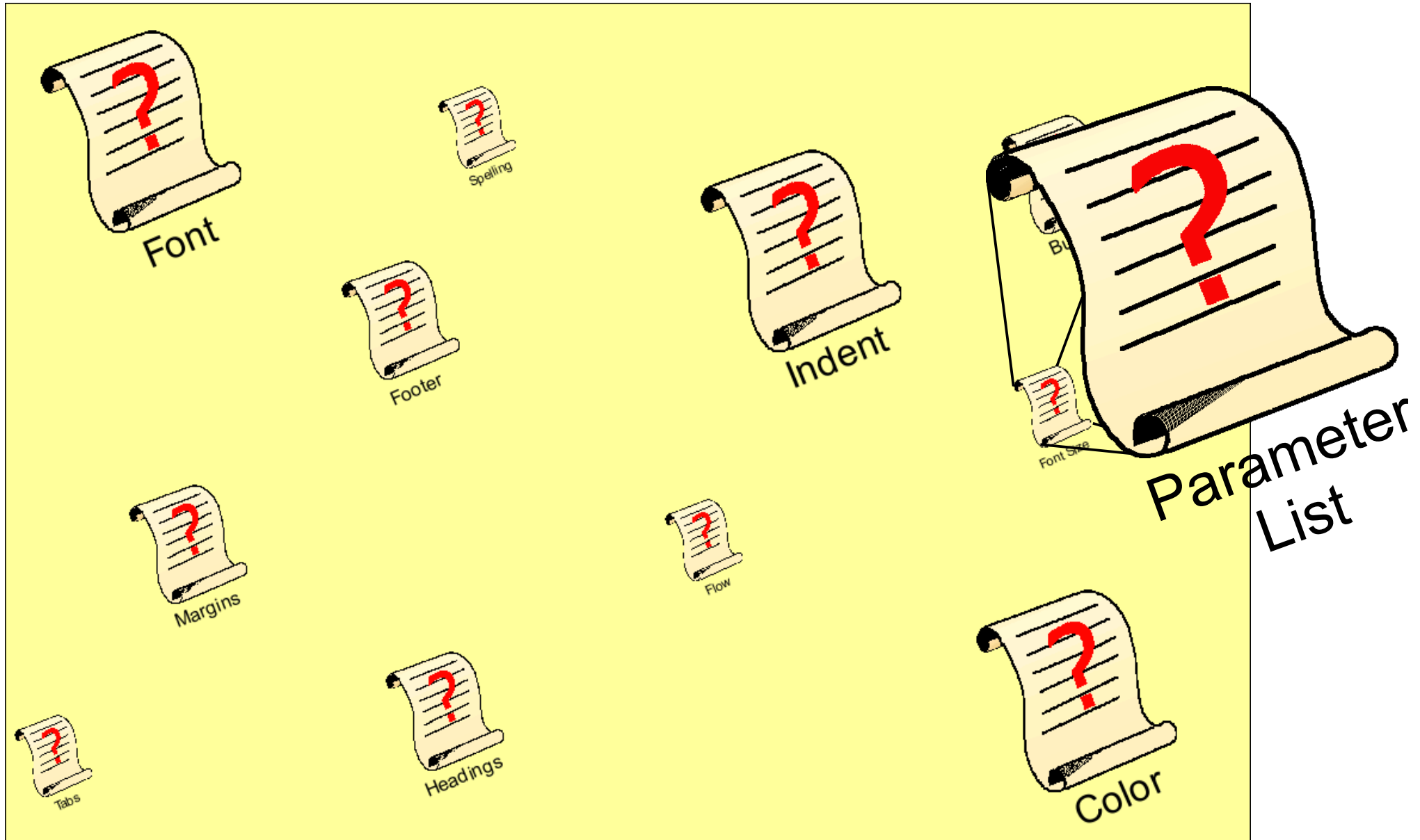
- Why?
- The Big Picture
- Simplify
- How to make:
 - Startup template
 - Custom styles
 - Custom templates
- Resources

Styles Have 1001 Uses!

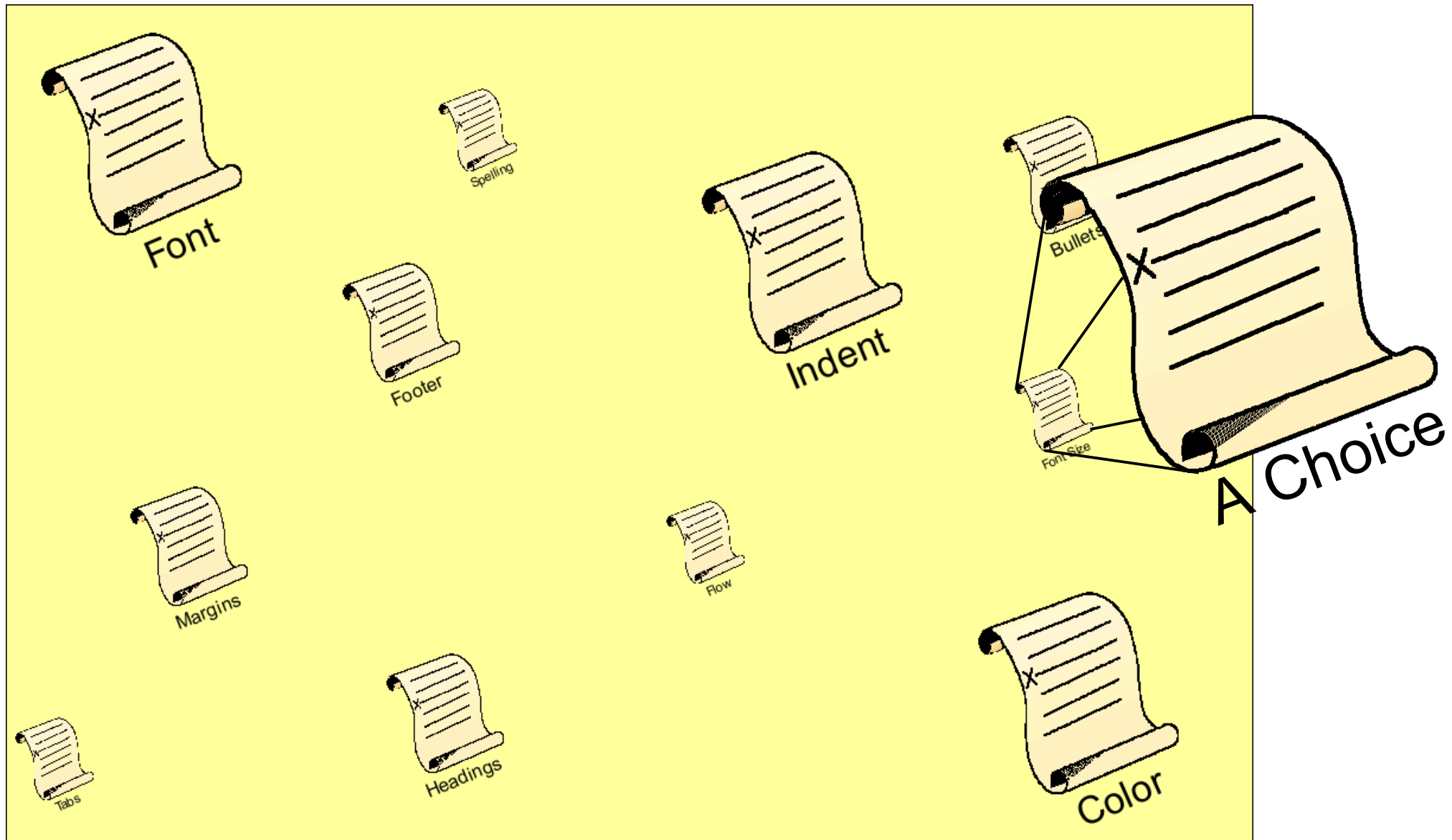
- Convenience
 - Named format parameter sets
- Uniformity
 - Letters, reports, FAXes, memos, invoices
- Fast "universal" document changes
 - Update via style change
- Personal touch
 - Have it **your way** - always
- Simplify formatting
 - Minimalist, groff-inspired approach

The Big Picture

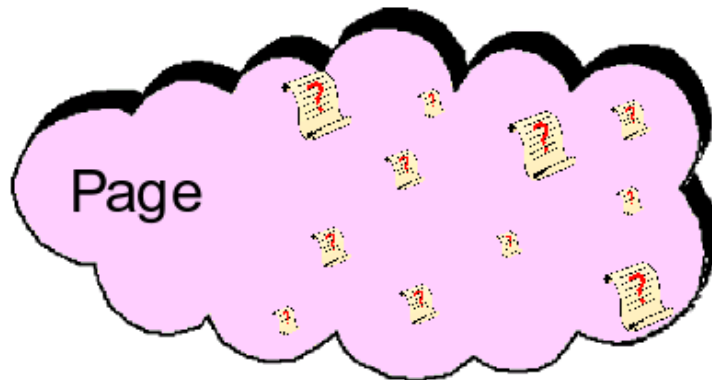
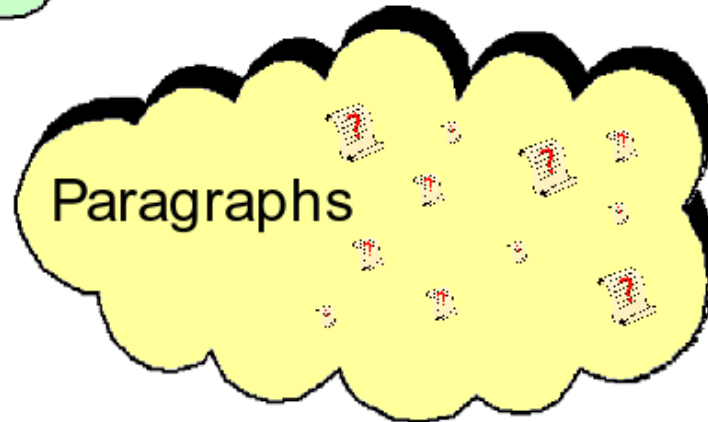
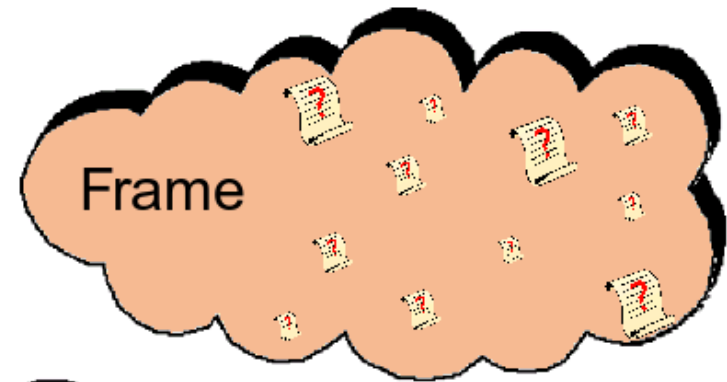
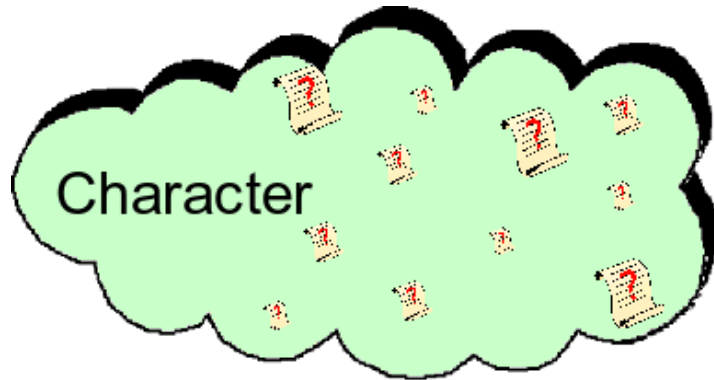
OO Controls Many *Parameters*



A Set of Choices = Style



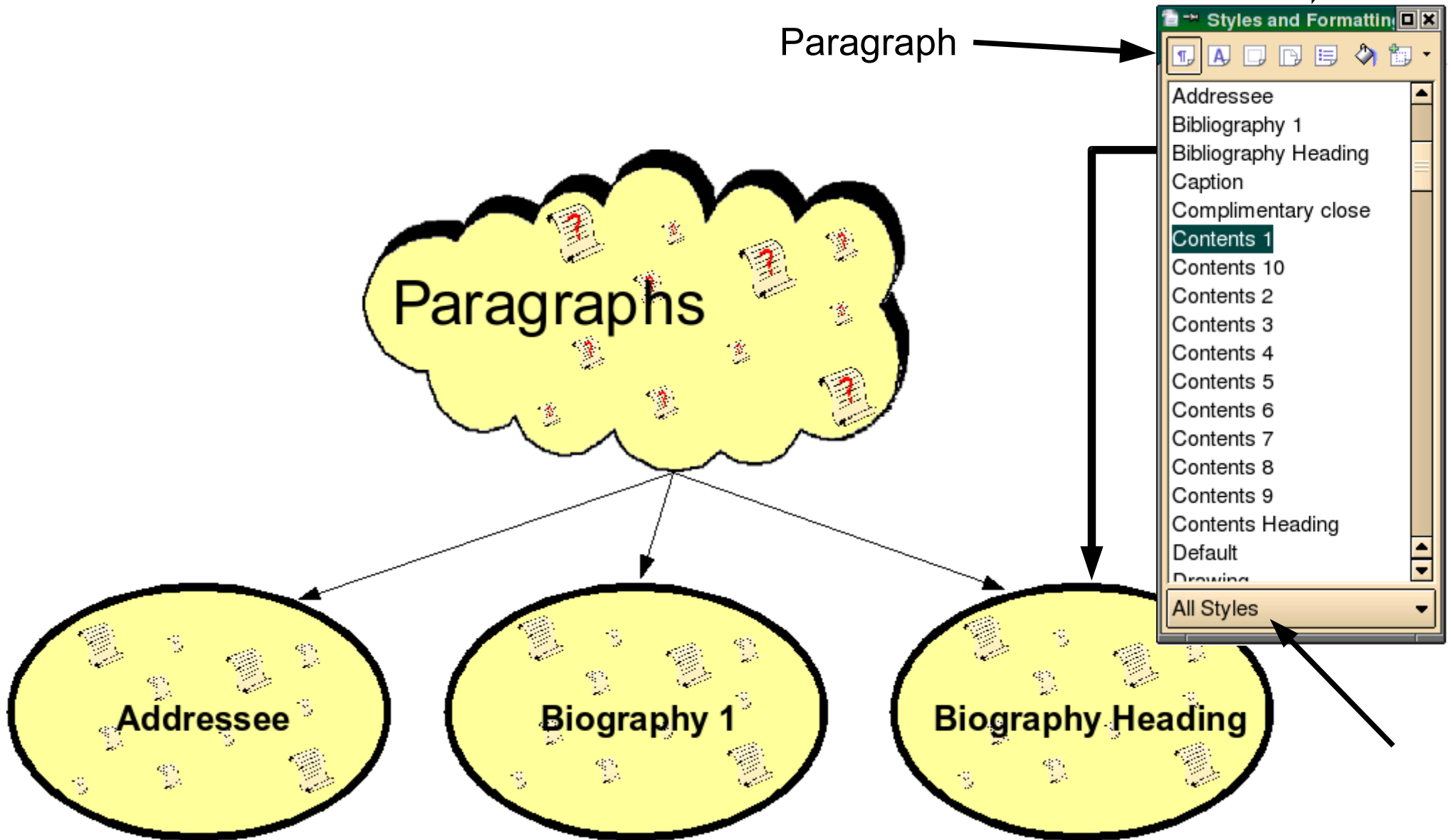
Style Groups for Convenience



OO Default Text Styles

F11

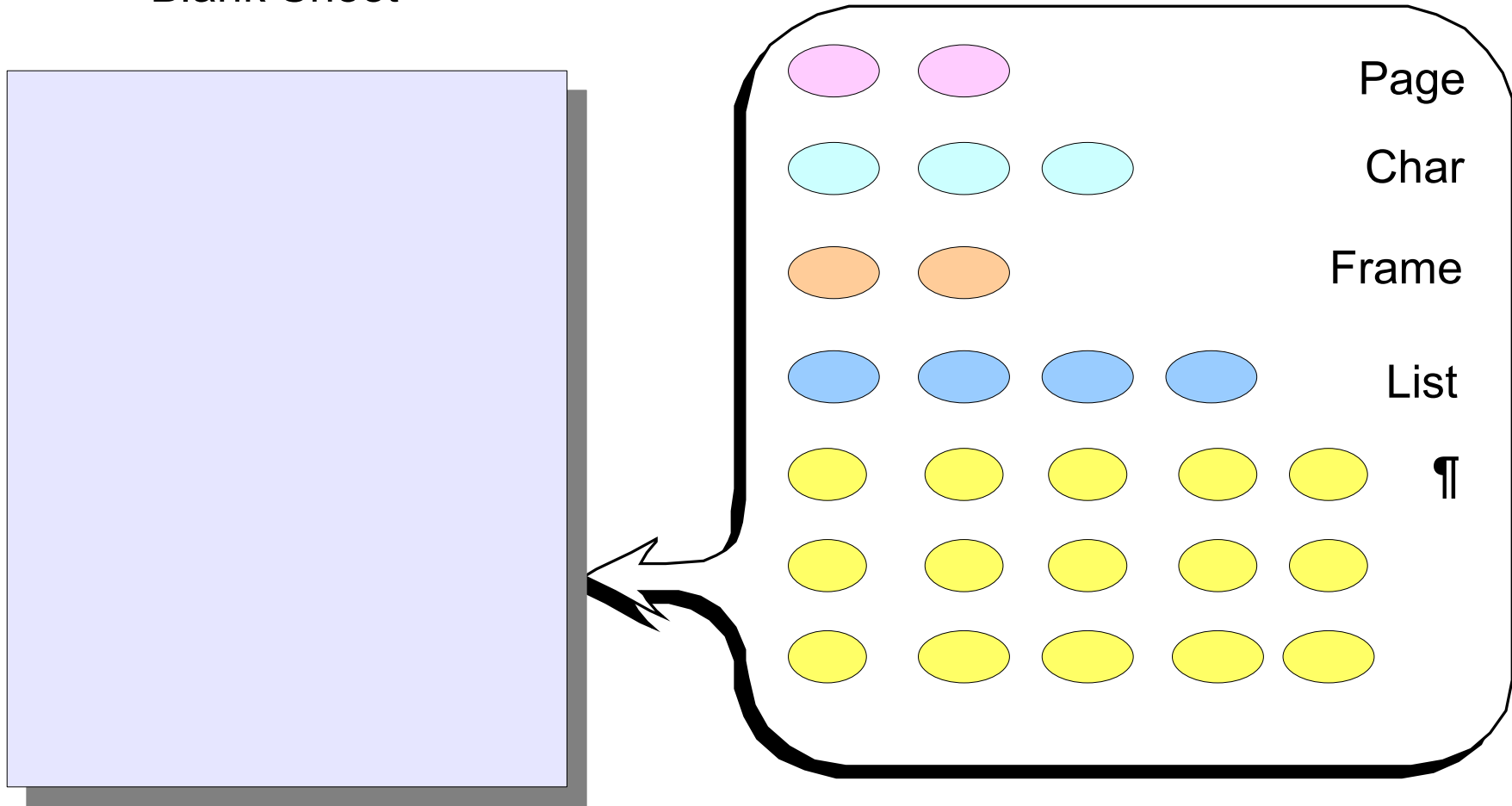
Paragraph



OO Default Text Template *(Mother of all Templates)*

Blank Sheet

Embedded Default Styles



What is a Template?

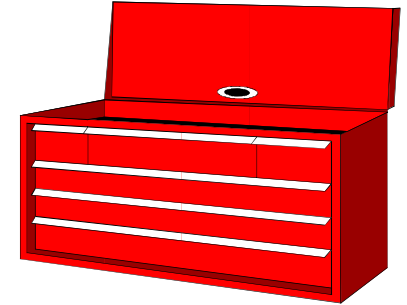
(Mother of all Documents)


"A template is a document that contains specific formatting styles, graphics, tables, objects, and other information.

A template is used as the basis for creating other documents." OpenOffice.org

- Protected from normal editing
 - Must use: File ⇒ Templates ⇒ Organize... ⇒ Edit
 - File types *.ott, *.ots, *.otd, *.otp...
- Copies itself to "Unnamed"
 - Use "Save As...", of course

Default Style/Template Operations



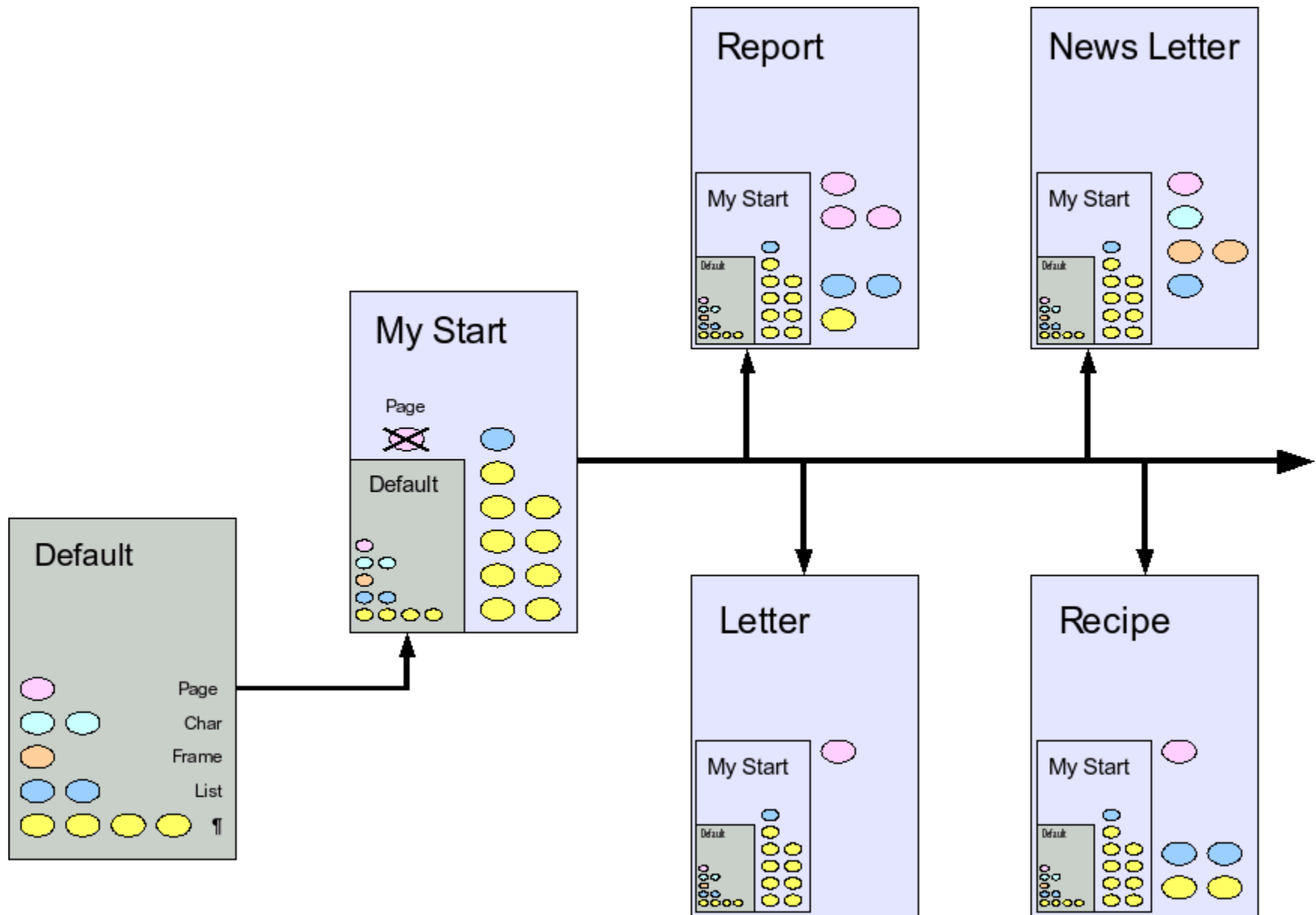
- Replace OO default template
 - Restore OO default template
- Create templates from OO default template
 - Or its replacement
- Change OO default styles (right-click style in Styles list)
 - Delete - NOT permitted
 - Modify - NOT advised
 -  Copy to new name - becomes a "Custom" style
 - Modify renamed style

Summary (so far)

- Styles are named sets of parameters
- Five style categories
- *Mother of All Templates*: OO Default Template
 - Its Styles cannot be deleted or changed
- *Mother of All Documents*: Templates
- Styles reside in the document only
- Create new style
 - Modify a default (not advised)
 - Rename a default and modify that (OK)

Simplify!

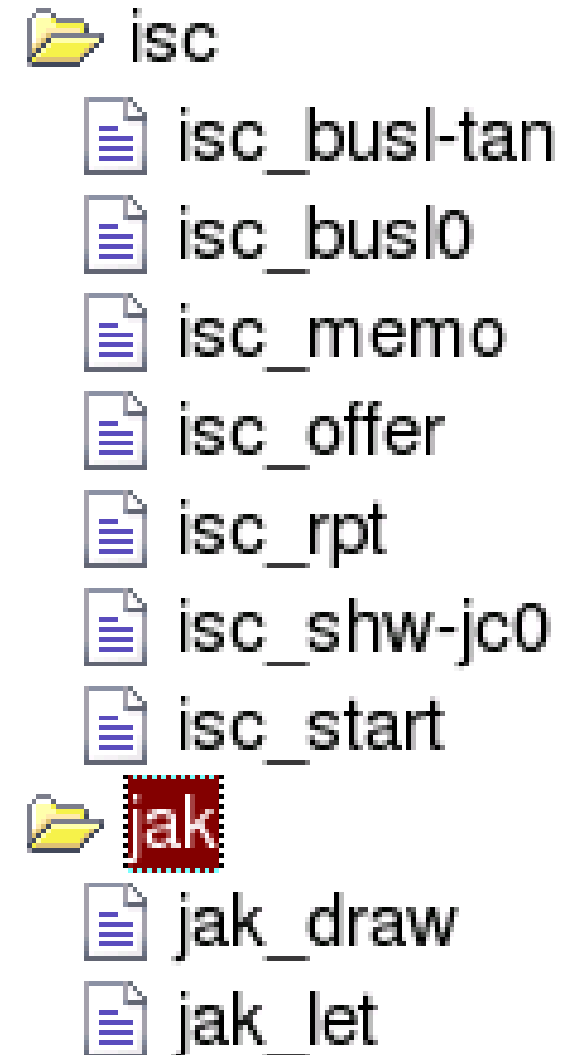
Template Plan



What Templates are Needed?

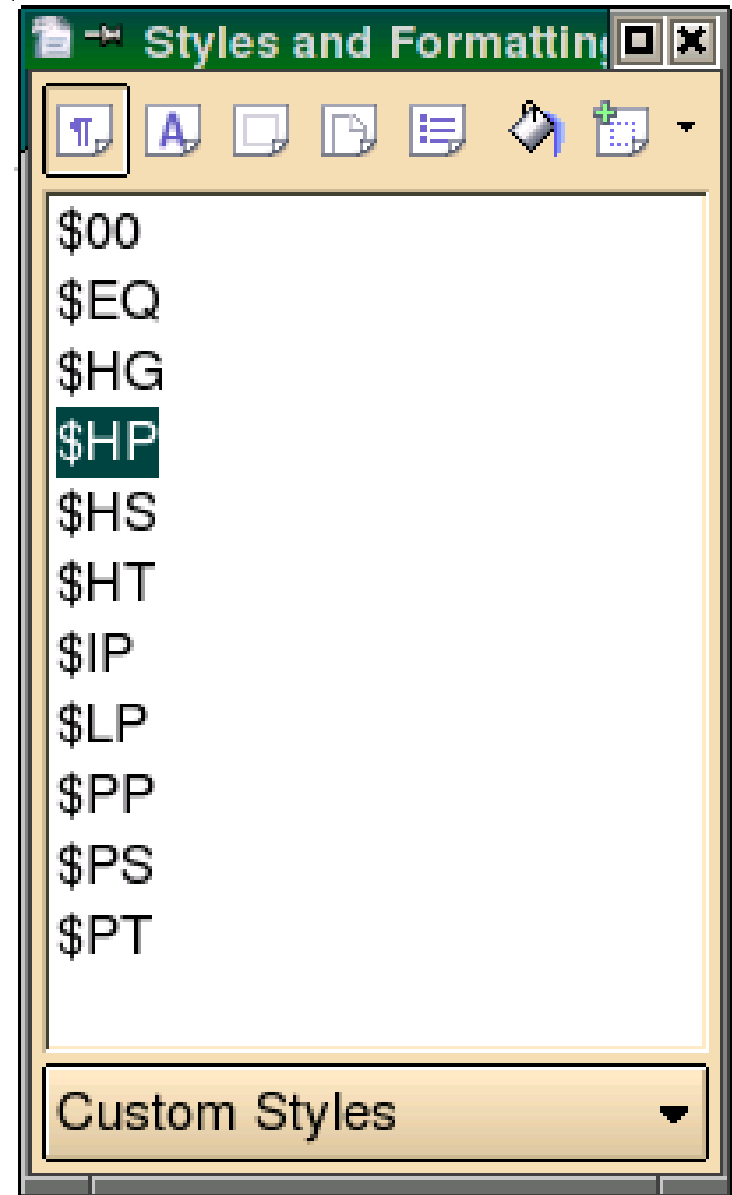
(A Personal Assessment)

- Minimal set
 - Multipurpose, if possible
- Do include documents which you regularly produce
 - Letters, reports, invoice, purchase order, CD-case insert, labels, etc...
- Don't include highly individualized
 - Birthday card, event poster, etc..



Styles Common to all Templates

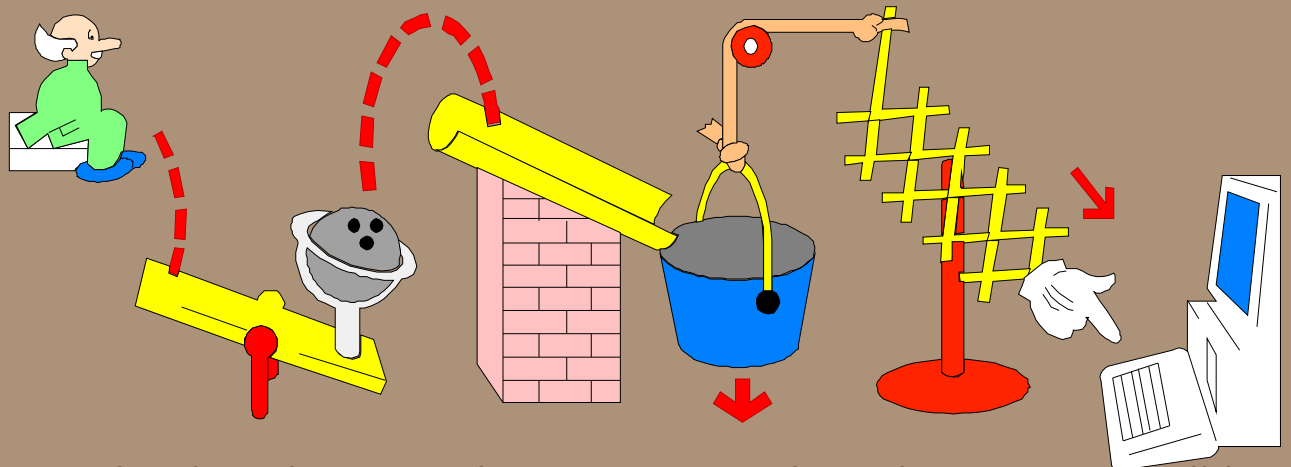
- Minimum set (for *My Start*)
- Short, memorable names
 - (Why the "\$"?)
- Make it simple!
 - Few: Concentrate on contents, not picking styles
 - General Purpose: Make styles once and be done



Summary, Simplifying

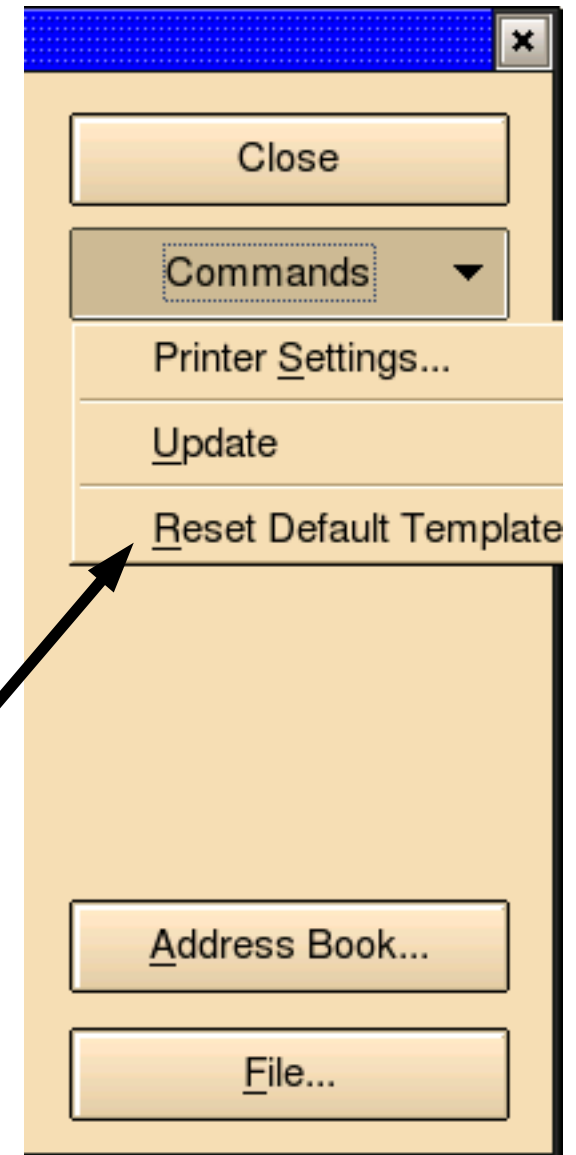
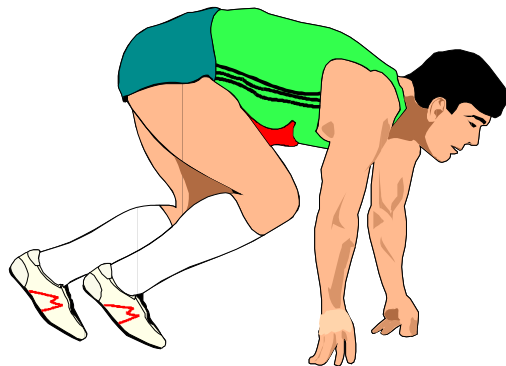
- List the documents you will use regularly
- Devise styles that adequately support those documents
 - Paragraph styles
 - Heading styles
 - (Samples supplied as suggestions)
- Make replacement default template
- Make a template for each document
- Never compose styles or templates again!

How To



My Start Template, Step 1

- Make certain the OO Default template is active:
 - File ⇒ Templates ⇒ Organize...
 - Reset Default Template



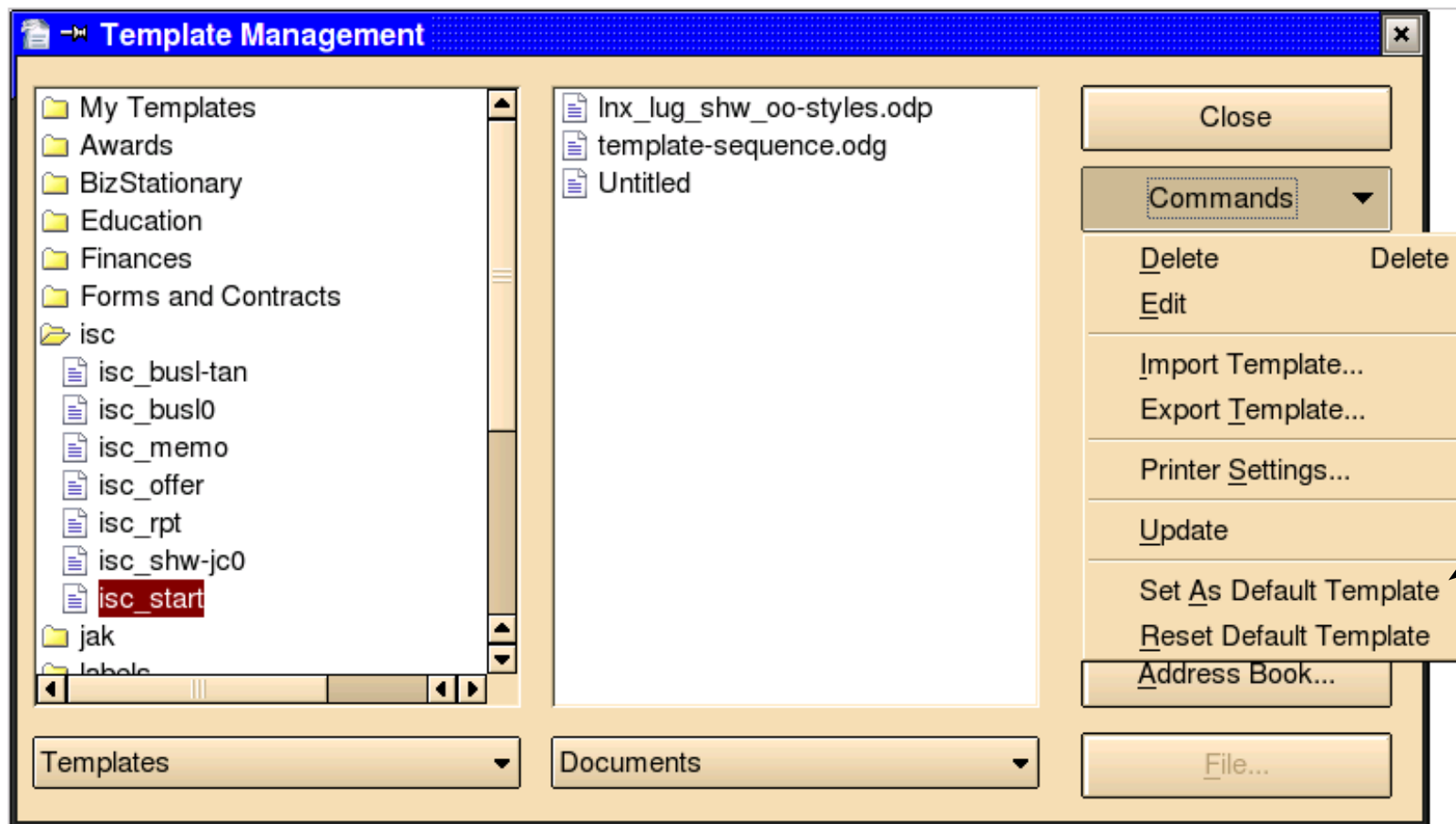
My Start Template, Step 2

- Open new text document
 - File⇒ New⇒ Text Document
- Some identifier at top of page
- Create "Common Styles"
 - (Procedure in next section)
- Save the result as a template:
 - Files⇒ Templates⇒ Save

My Start

My Start Template, Step 3

- Make *My Start* the default text document template:
 - File ⇒ Templates ⇒ Organize...

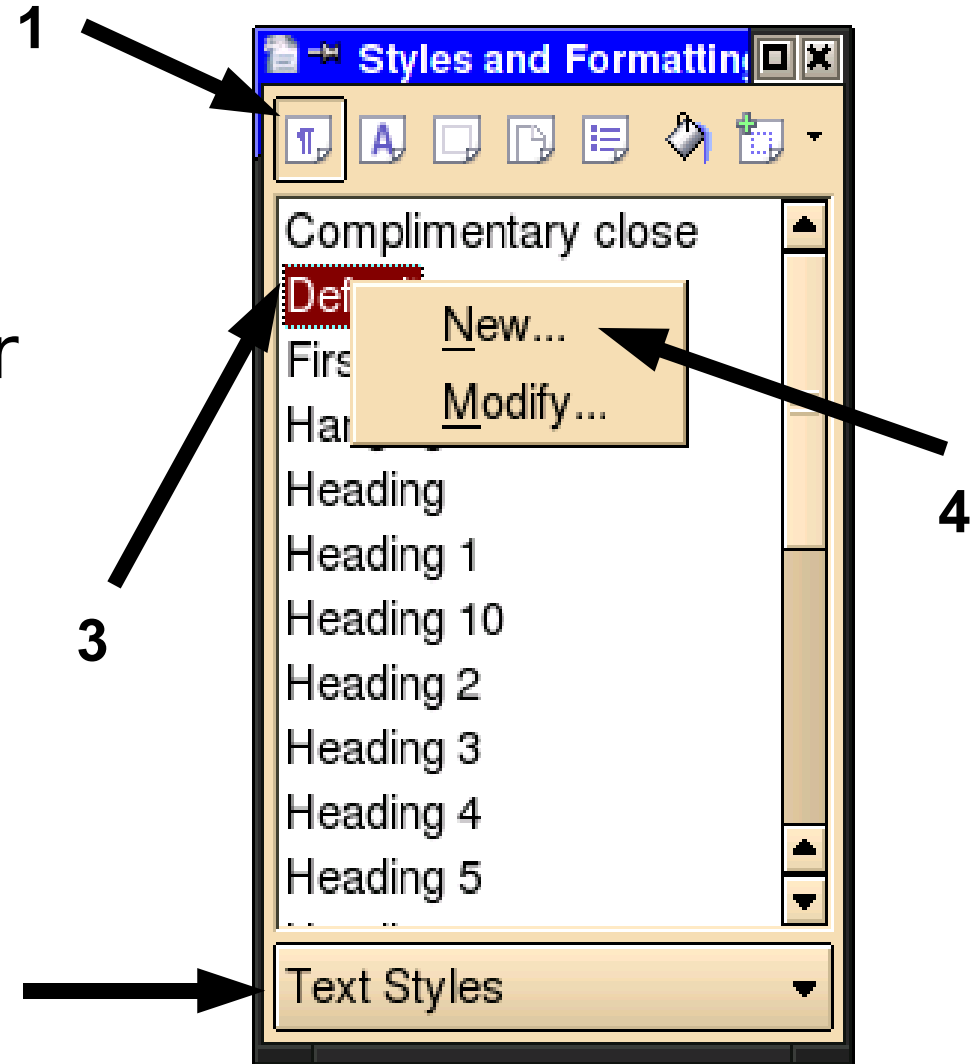


Summary, *My Start*

- Start with new text document based on the OO Default template
- Add the "just adequate" styles
- Save as a template *My Start*
- Make *My Start* the default text template

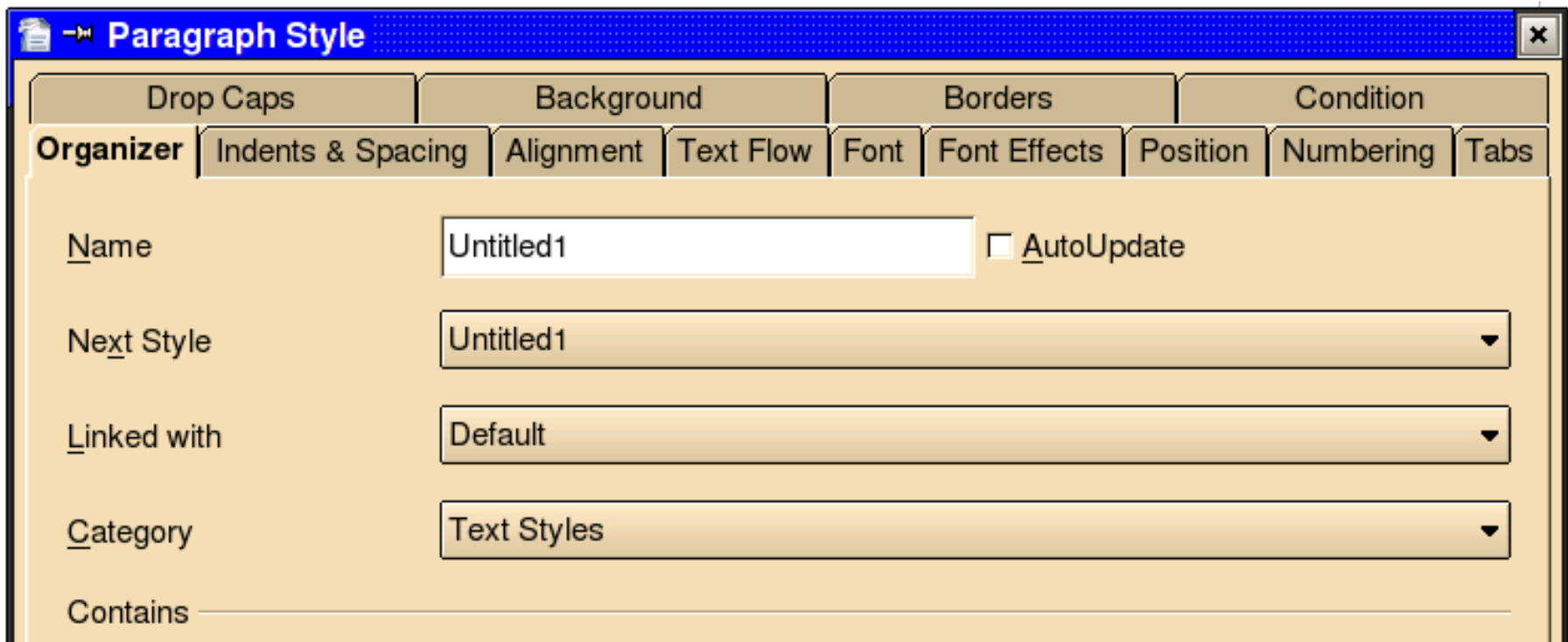
Create Custom Style, Step 1

- New from default paragraph
 - Format ⇒ Styles and Formatting (or F11)
 - Paragraphs, Text Styles
 - Right-click Default
 - Select New



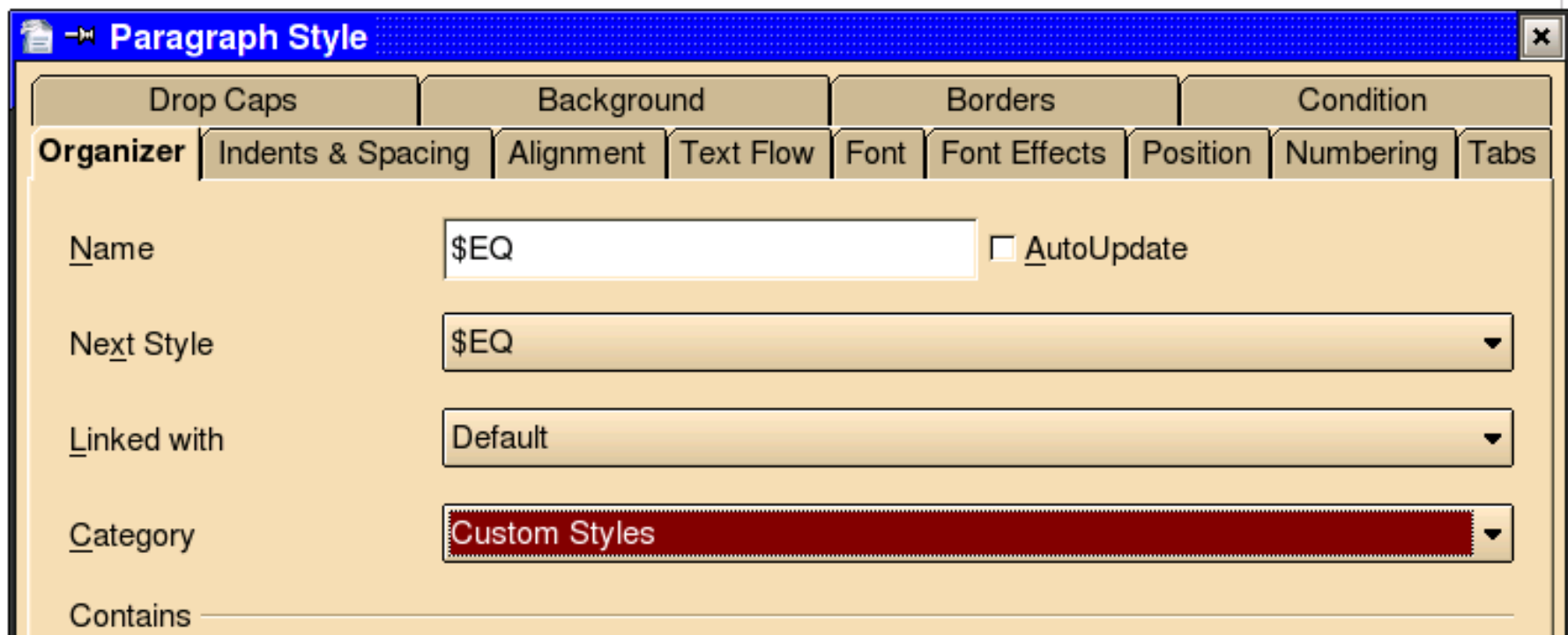
Create Custom Style, Step 2a

- What goes here?
 - Name - obvious
 - Next Style is usually:
 - Same for paragraph
 - Some type of paragraph for headings



Create Custom Style, Step 2b

- What does "Linked with" do?
 - Supplies a default for anything you have not changed
 - changes in the default style propagate through
 - Most often, "none" is used for custom styles



Create a Custom Style, Step 3

- Fill in the remaining tabs
 - Use styles available with this presentation as guides
- Click OK to save it
- That is it!



Summary, Custom Style

- Base new style on paragraph Default
- Change contents of option tabs as desired
- Unlink from Default
- "OK" saves it

What Does AutoUpdate Do?

- If checked
 - Change all applications of that style in the document to current settings
- If not checked
 - Apply current settings only to new applications of the style
- Use
 - Minor modification of style for one document or portion thereof
 - Revise all instances of an imported style (e.g. *.doc) to your likings

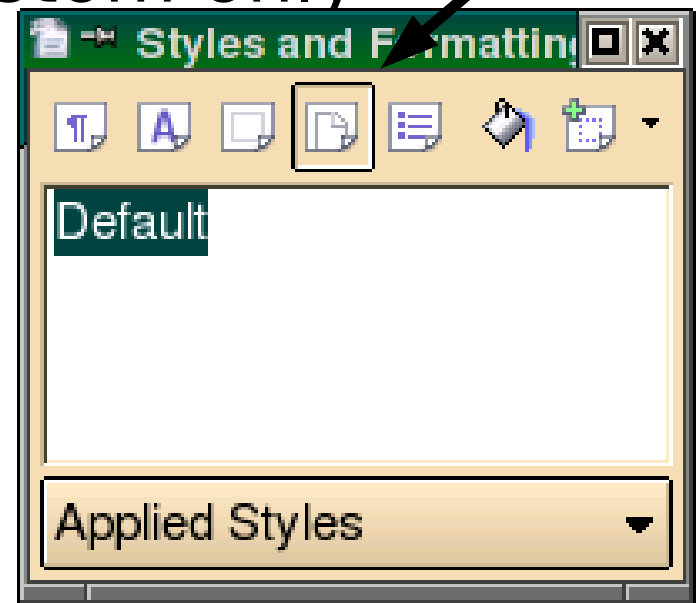
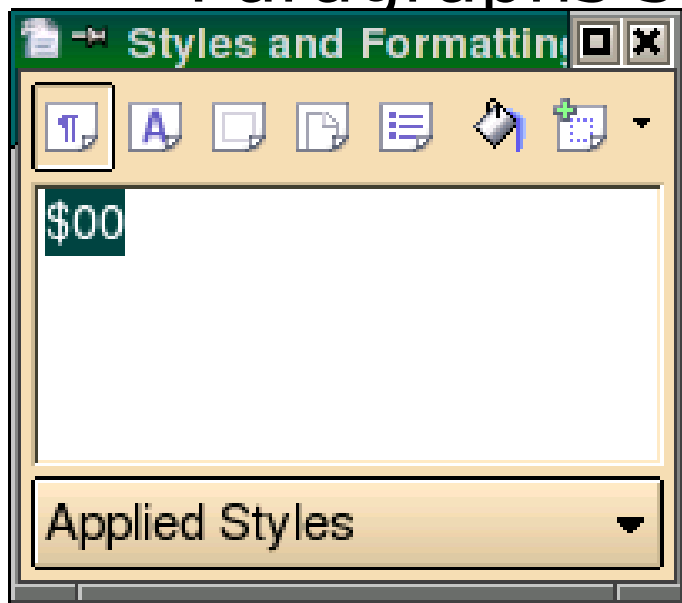
Custom Template, Goals

- Stepwise procedure
- Example: document has two page styles...
 - Page 1 has footer
 - Page 2 has header and footer
- No "default" styles in use after done
 - (rather conservative)
 - Use \$ to easily identify custom styles created
 - Couldn't you modify default styles?



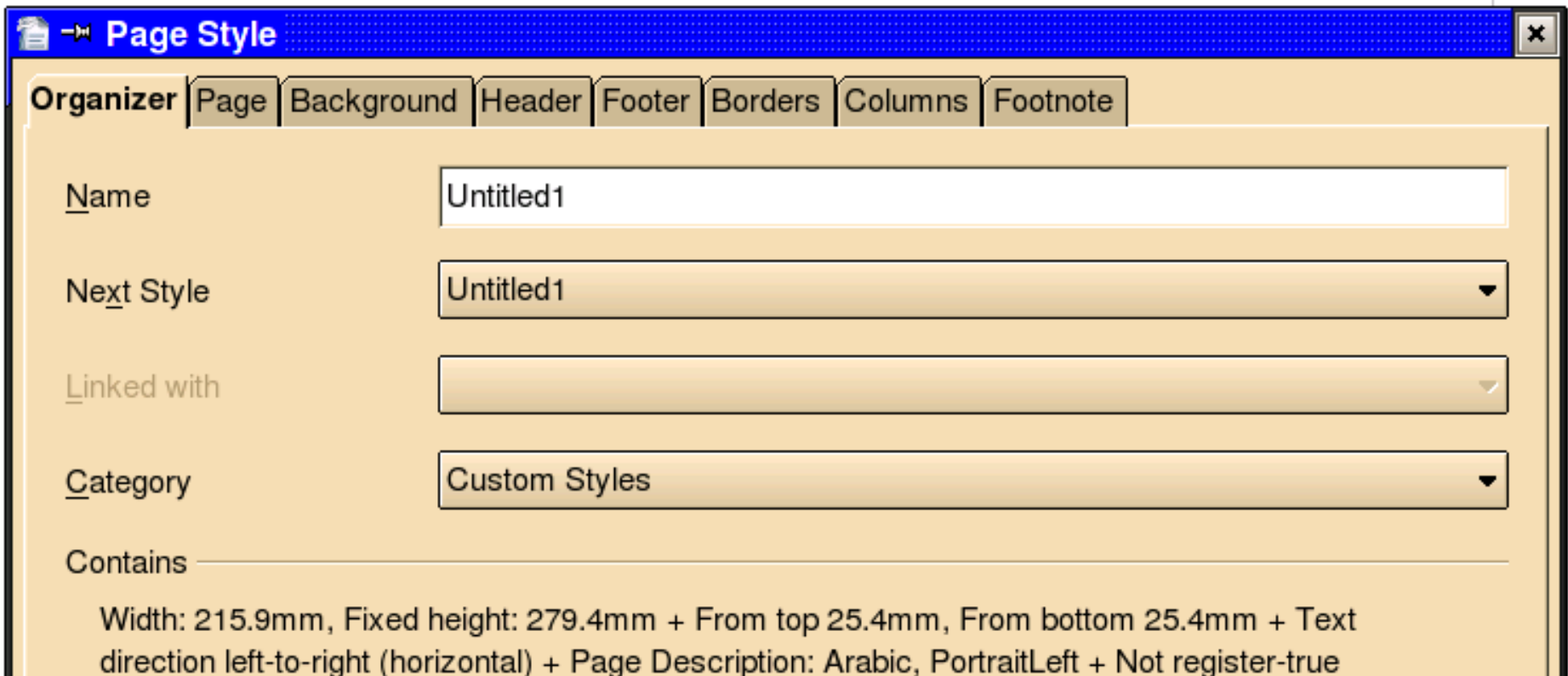
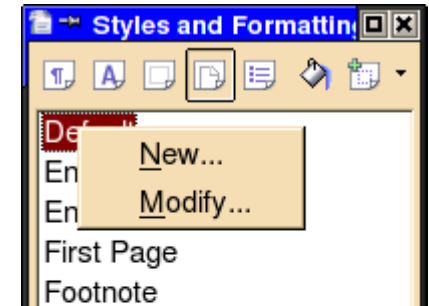
Custom Template, Step 1

- Start a new document
 - File ⇒ New ⇒ Text Document
- Note Applied paragraph and page styles
 - Paragraphs should be custom only



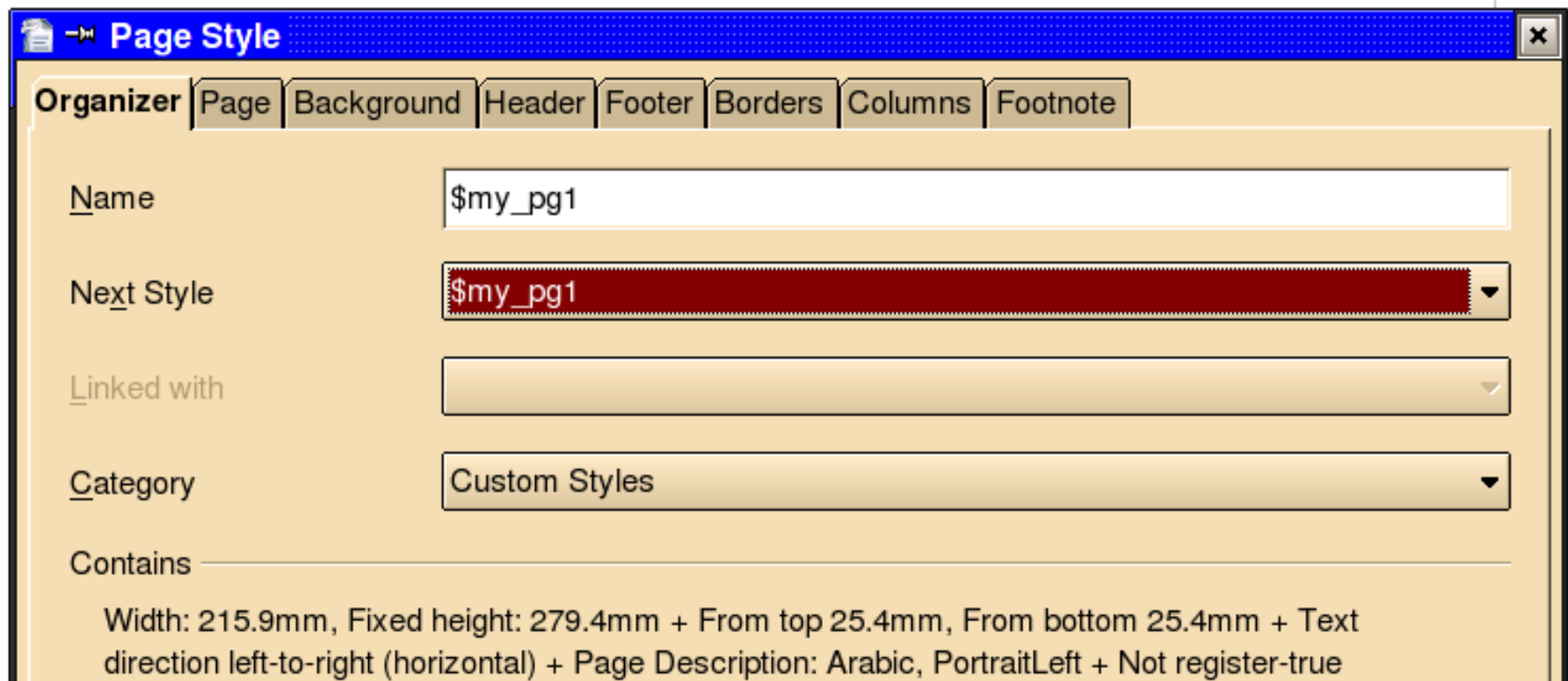
Custom Template, Step 2

- Start from the "Default" page template
 - Right-click style, choose New
- This is what you see to start



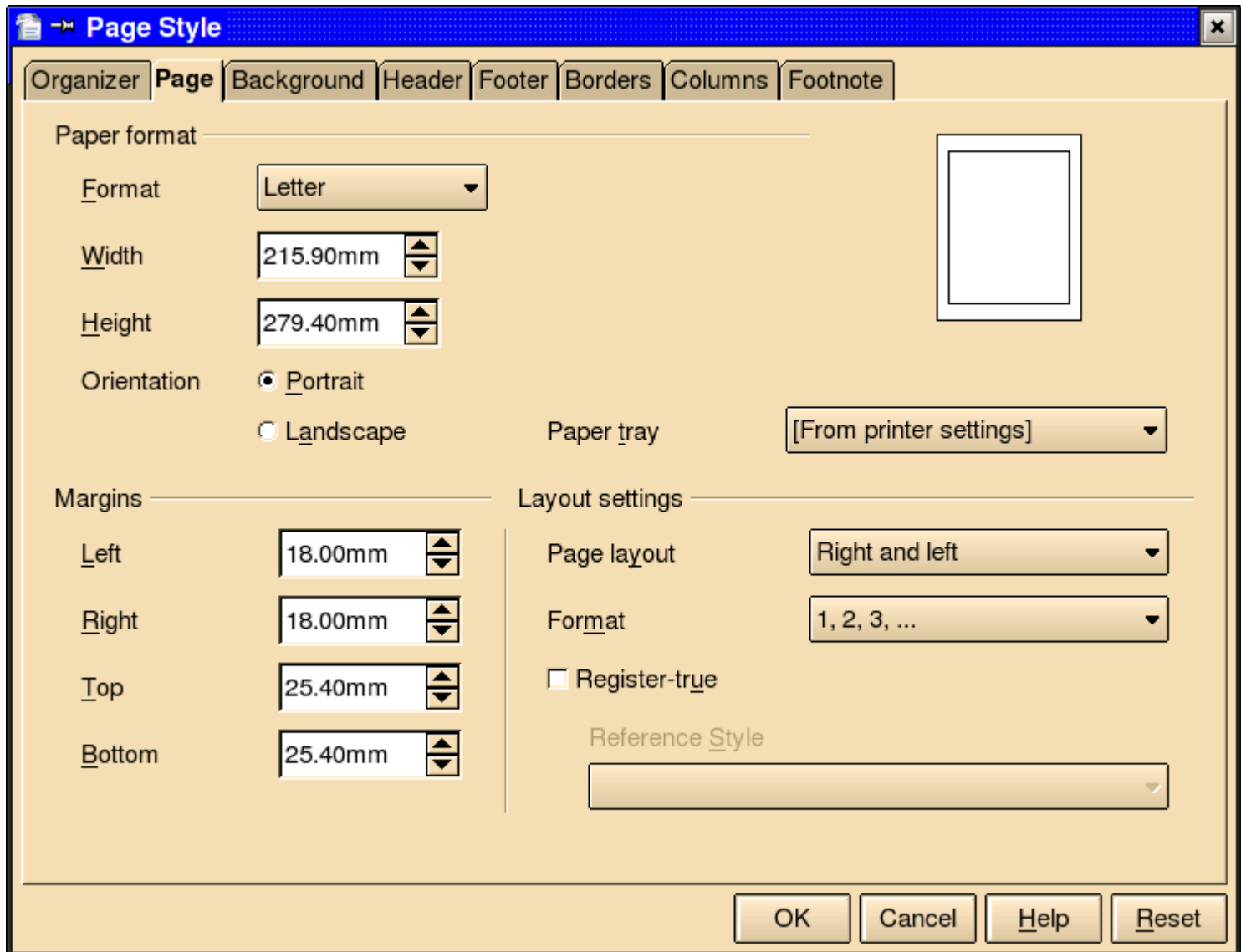
Custom Template, Step 3a

- Configure "Organizer"
 - New name, perhaps \$my_pg1
 - Next style is same (\$my_pg1)
 - Custom



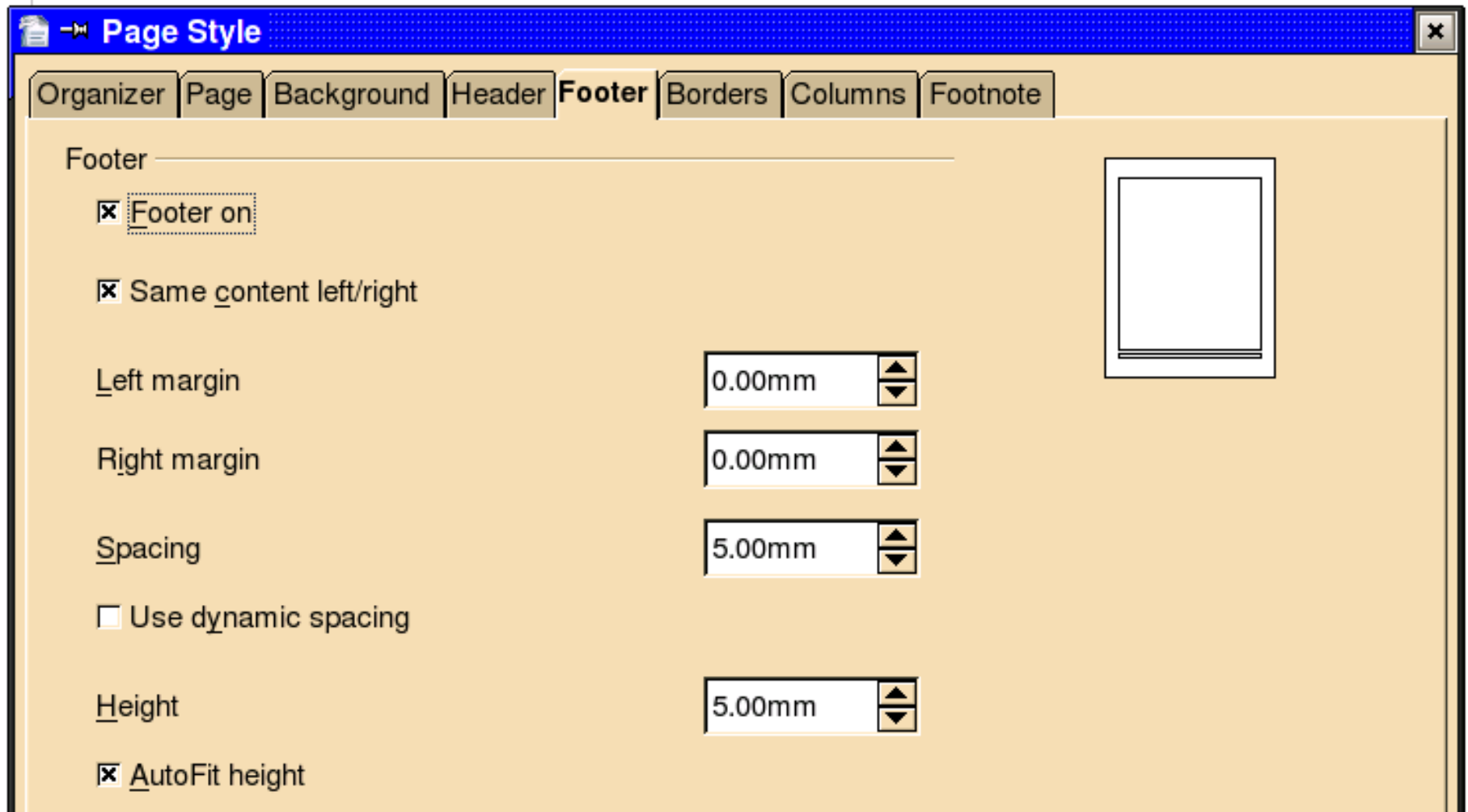
Custom Template, Step 3b

- Set up page format



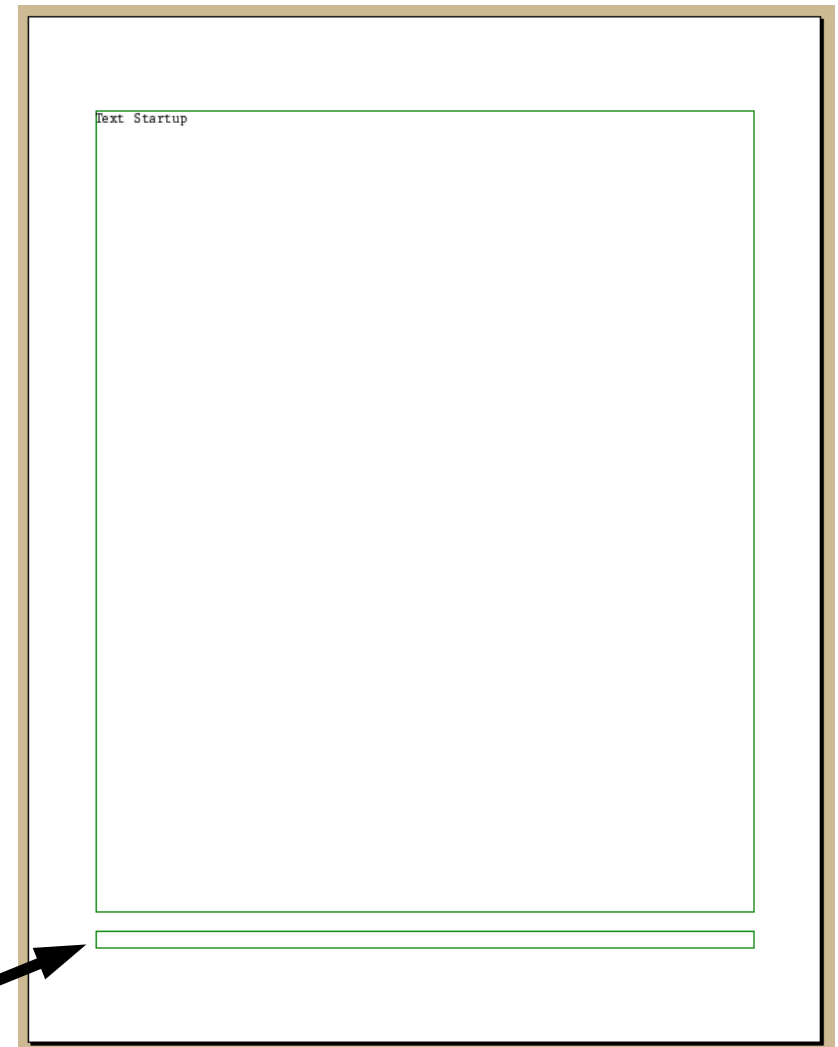
Custom Template, Step 3c

- Enable Footer
- Click OK, we are done here



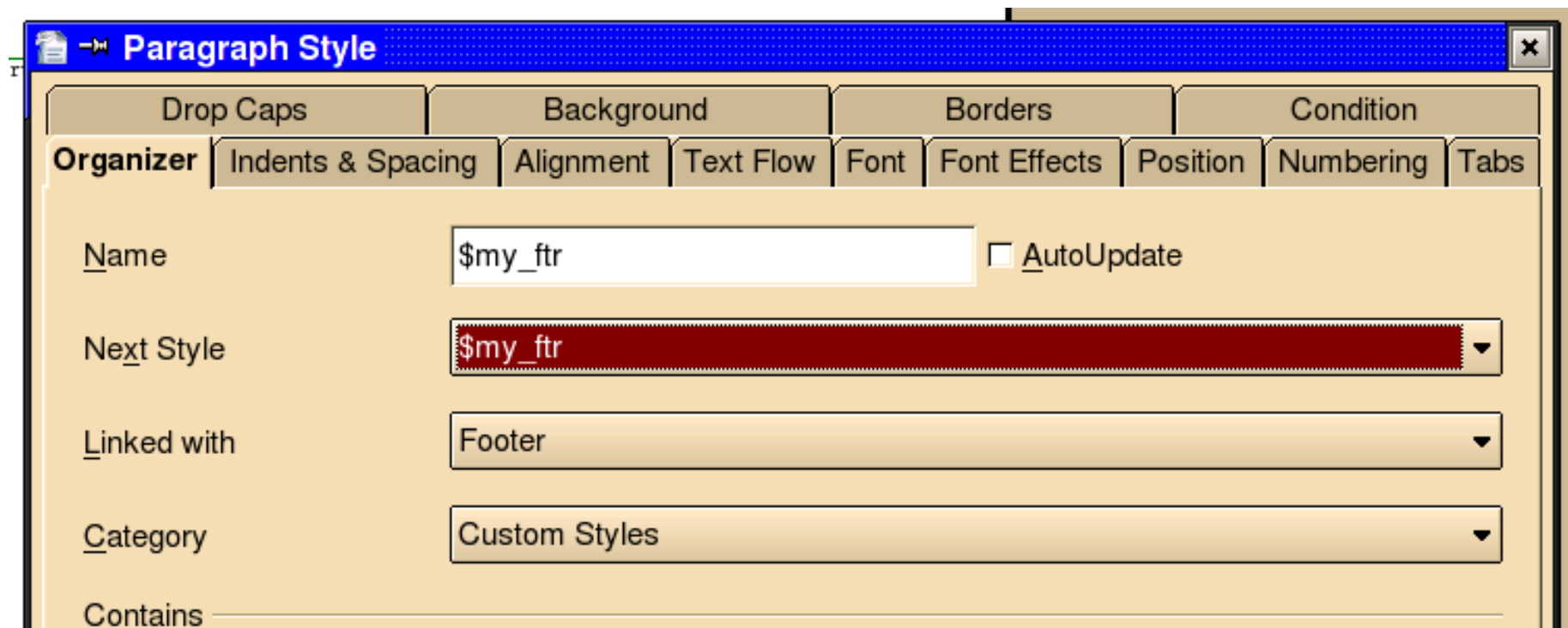
Custom Template, Step 3d

- After "OK" nothing happened to the page, right?
 - Because it is still using "Default" page style
- Apply \$my_pg1 style
 - Find style in Custom or All lists
 - Double-click \$my_pg1
 - › Margins change, perhaps
 - › Empty footer appears
 - › (View⇒Text Boundaries)
Usually grey
(See Tools⇒Options⇒OO.org⇒Appearance to set color)



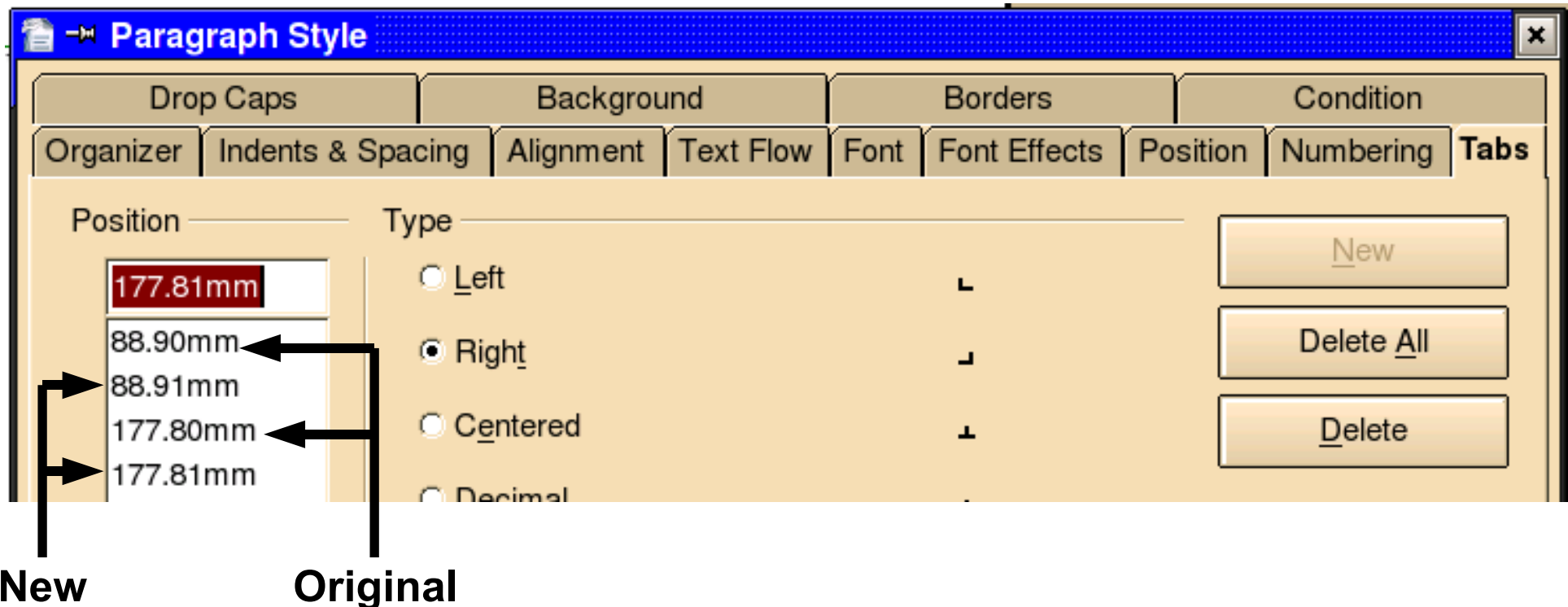
Custom Template, Step 4a

- Footer text style
 - New...
 - Leave linked with Footer, for now



Custom Template, Step 4b

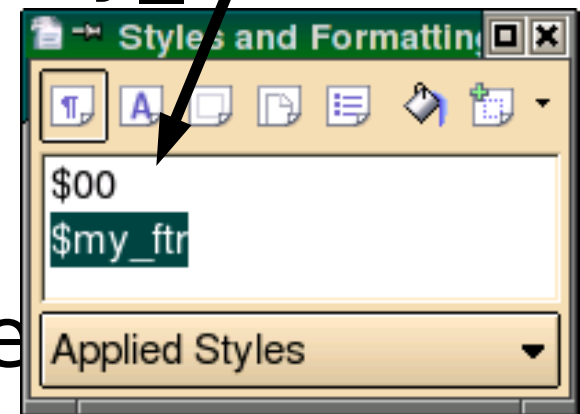
- Change font, if desired
- Trick needed for Tabs:
 - Tabs will disappear if Footer unlinked
 - Change them a little, then unlink Footer



Custom Template, Step 4c

- Unlink Footer style on Organizer tab
- Delete new tabs on Tabs tab
 - All four should be there; without this trick, there would be none
- Click OK to create the style
- Replace Footer style with \$my_ftr
 - put cursor in footer
 - find \$my_ftr in style list
 - Double-click
- Now only custom styles use

Default and Footer disappear



Custom Template, Step 5

- Make \$my_pg2 style:
 - Right-click Default in page style list; select New
 - Rename to \$my_pg2
 - Next is \$my_pg2
 - Add header in Header tab
 - Add footer in Footer tab
 - OK
- Replace Header style (\$my_hdr)
 -
 - Same process as Footer style previously
- Change next style to \$my_pg2 in \$my_pg1

Custom Template, Step 6

- Add pretty stuff to the first page
- Save as a template
 - File- Templates- Save...



Acme Levitation, Inc.

We Can Even Raise Hell, If You Want

Top Floor, Sweet 16

Babel Office Tower

Port List, NH 00013x

yes

no

www.fly.with.me.com

March 23, 2004

Capt. R. Perry, PhD, LLd, DiP, MBA, MaD

Property Removal Service, Professional Association

Smiling Sam Pier XX (lower level)

Neva Belev, ME 0032a

Summary, Custom Template

- Start with new text document
- Make custom page style from OO Default page
- Replace any paragraph styles dragged in by the new page
- Add text, logos, pictures to new template
- Save as a template

Finally!



Resources

- "OpenOffice.org 1.0 Resource Kit", Haugland and Jones, ISBN 0-13-140745-7
 - Best for comprehensive how-to, but getting old
- "OpenOffice.org 2 Guidebook", Haugland, ISBN 0-9743120-2-9
 - Supplement to Resource Kit, not comprehensive
- "OooSwitch: 501 Things...", ISBN 1930919360
 - Very useful how-to book organized by

OO Examples

- Paragraph/heading style illustration document
 - Explains philosophy
- Letter
- Memo
- Report