Styles and templates in Open Office

Styles

Styles are used to save text formats so its easy to re-use them over and over again, If you use styles you can ensure that your document has a consistent look and it is easy to completely change the format of a document with just a few keystrokes.

To see the styles and formatting window, select <Format><Styles and Formatting> and a pop up menu will appear.

By default when you start typing a document the text has the 'Text body' style. To change this style, right click on the 'Text body' item in the styles and formatting window and select modify. Make the changes you want and see what happens.

At the top of the Styles and formatting window are buttons that allow you to see the different categories of styles, its here that you can change the default style of bulleted and numbered lists.

You can also create your own styles if you repeatedly have to use a style not already catered for.

Styles can very quickly become very complicated, so use them with caution.

Templates

Templates are pre-formatted documents e.g. letters, that you can use to quickly start documents you regularly use.

To create a document using a template select <File><New><Templates and Documents> and select the template.

You can create templates from scratch or download standard ones from https://templates.openoffice.org/en where there are thousands of examples.

If you download a template to your downloads folder, you can import it into OpenOffice by <File><Templates><Organize>, then in the dialog that appears, right click on 'My Templates' and select import to import it.

To create a template from scratch, start by making the changes you want to a new document then choose <File><Templates><Save> to open the Templates dialog, enter a name in the New Template field and select which category to store it under.

To edit a template, select <File><Templates><Organize> then chose my Templates and right click on the template you wish to edit and click <edit>.

Exercise

1. Download the MCC default letter template from https://godartbrowncom.ipage.com/MCC/index.pl?items=openoffic to your downloads folder.
2. Import this into Open Office.
3. Edit it to add your address instead of the template.
4. Save it.
5. create a new letter using your new template.