

Course Name : O Level(B3,B4-1st sem.)
Topic : Formatting Text

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Formatting Text

There are two basic ways to format text:

Direct (or Manual) formatting: Applies formatting directly to specific paragraphs, characters, pages, frames, lists, or tables. For example, we can select a word, and then click on a button on the Formatting toolbar to format the text as bold or italics.

Styles: Bundles formatting options under one name. For example, a paragraph style defines numerous settings for options such as font type and size, whether paragraphs should be indented, the space between lines, how paragraphs should be aligned on the page, and many others.

Using Styles:

Writer defines six types of styles: **paragraph, character, page, frame, list, and table.**

Formatting paragraphs using styles:

Styles can be applied to paragraphs using the Styles drop-down selection list at the left end of the Format toolbar, by using the **Styles** deck of the Sidebar and by using the Styles menu in the Menu Bar.

There is also an option to open a styles toolbar under the **View > Toolbars > Formatting (Styles).**

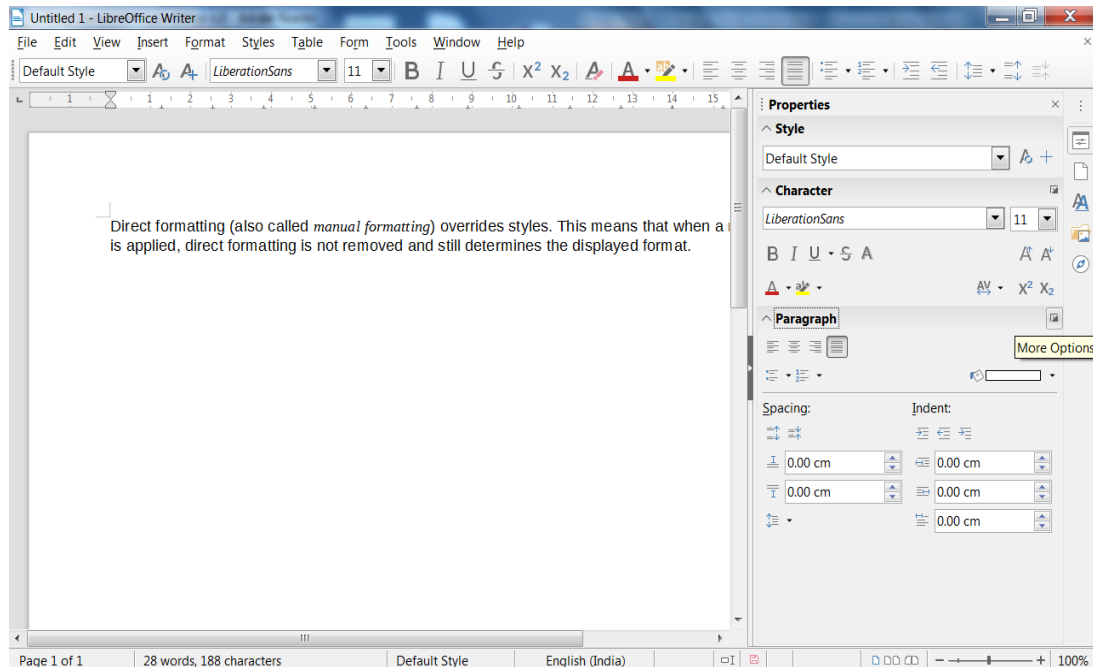


Formatting paragraphs directly:

We can manually apply many direct formats to paragraphs using the buttons on the Formatting toolbar and by using the Paragraph panel of the Sidebar's Properties deck. These buttons and formats include:

- Set Paragraph Style
- Bullets On/Off (with a palette of bullet styles)
- Numbering On/Off (with a palette of numbering styles)
- Align Left, Center Horizontally, Align Right, or Justified
- Align Top, Center Vertically, Align Bottom

- Line Spacing (choose from 1, 1.15, 1.5, 2, or custom spacing)
- Increase Paragraph Spacing, Decrease Paragraph Spacing
- Increase Indent, Decrease Indent
- Paragraph (to open the Paragraph dialog)



Removing direct formatting:

To remove direct formatting, select the text and choose **Format > Clear Direct Formatting** from the Menu bar, or right-click and choose **Styles > Clear Direct Formatting** from the context menu, or click the **Clear Direct Formatting** button on the Formatting toolbar, or press **Ctrl+M** on the keyboard.

Formatting characters using styles:

To apply a character style, highlight the characters or words and apply the selected character style from the **Styles** menu on the Main Menu bar, from the **Character Styles** tab of the Sidebar Styles deck, or from the right-click context menu.

Formatting characters directly:

We can directly apply many formats to characters using the buttons on the Formatting toolbar and by using the Character panel of the Sidebar's Properties deck. These buttons and formats include:

- Font Name, Font Size
- Bold, Italic, Underline, Overline, Double Underline, Strikethrough, Outline

- Superscript, Subscript
- Uppercase, Lowercase
- Increase Font Size, Decrease Font Size
- Font Color (with a palette of colors)
- Background Color (with a palette of colors)
- Highlighting (with a palette of colors)

Formatting Pages (Page Style):

Every page in Writer is based on a **page style**. Pages styles define basic layout, including page size, margins, headers and footers, borders, backgrounds, etc. Changes to these settings automatically change the page style. This means that, in contrast to paragraph styles, these settings cannot be used to directly format individual pages. As with other styles, Writer comes with a number of page styles. We can modify these styles or create new ones. The Default page style is used when no other page style has been specified. In addition to page styles, several features enable you to further control page layouts, including columns, frames, tables, and sections.

Inserting a page break and changing to a new page style

- If you want a page break in a particular place—for example, to put a heading at the top of a new page—you can position the cursor at the point where you want to start the new page and select Insert > Page Break from the Menu bar.

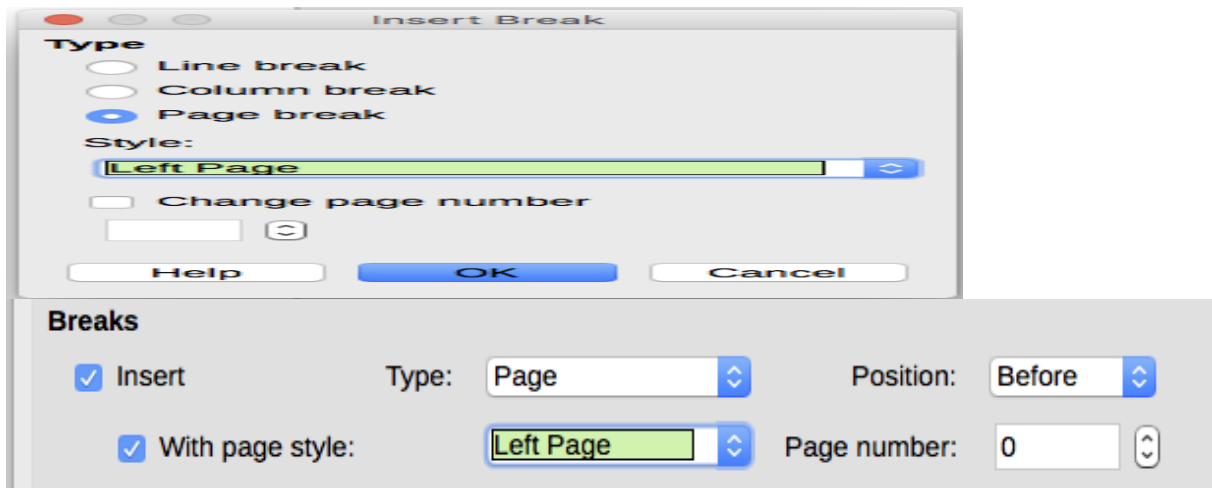
If you want the new page to have a different page style—for example, to change from a Default page style to a First Page style—use either of these methods.

Method 1:

- 1) Position the cursor at the point you want to start the next page. Select Insert > Manual Break.
- 2) In the Type section of the Insert Break dialog, Page break is preselected, and Style is set at [None]. From the Style drop-down list, select the page style for the next page. Click OK.

Method 2:

- 1) Position the cursor in the paragraph you want to be at the start of the next page. Right-click and choose Paragraph in the context menu.
- 2) On the Text Flow page of the Paragraph dialog in the Breaks section, select Insert and with page style. From the Style drop-down list, select the page style for the next page. Click OK.



Exercise:

1. Write short notes on Formatting characters ,Formatting paragraphs and formatting pages.