

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

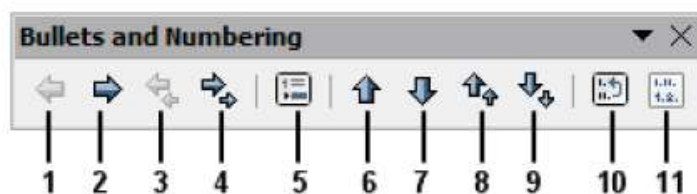
Topic: Page Formatting [continued]

Date: 13-05-2020

Libreoffice [Writer]

Creating nested lists

Use the buttons on the Bullets and Numbering toolbar to move items up or down the list, create sub-points, change the style of bullets, and access the Bullets and Numbering dialog, which contains more detailed controls. Use **View > Toolbars > Bullets and Numbering** to see the toolbar.



- | | | |
|------------------------------------|---------------------------|---------------------------------|
| 1 Promote One Level | 5 Insert Unnumbered Entry | 8 Move Up with Subpoints |
| 2 Demote One Level | | 9 Move Down with Subpoints |
| 3 Promote One Level with Subpoints | 6 Move Up | 10 Restart Numbering |
| 4 Demote One Level with Subpoints | 7 Move Down | 11 Bullets and Numbering dialog |

The Bullets and Numbering buttons on the Sidebar's Properties deck can also be used to create nested lists. Click the down arrow next to the Bulleted List or Numbered List button, then More Bullets/Numbering to access the Bullets and Numbering dialog. However, the Sidebar does not include tools for promoting and demoting items in the list, as found on the Bullets and Numbering toolbar.

Setting tab stops and indents

The horizontal ruler shows the tab stops. Any tab stops that user have defined will overwrite the default tab stops. Tab settings affect indentation of full paragraphs (using the Increase Indent and Decrease Indent buttons on the Formatting toolbar) as well as indentation of parts of a paragraph (by pressing the Tab key on the keyboard).

Using the default tab spacing can cause formatting problems if user share documents with other people. If user use the default tab spacing and then send the document to someone else who has chosen a different default tab spacing, tabbed material will change to use the other person's settings. Instead of using the defaults, define your own tab settings, as described in this section.

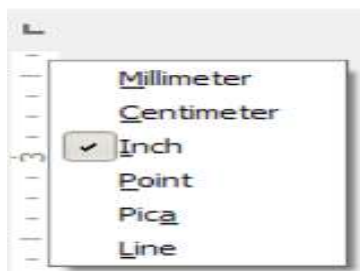
To define indents and tab settings for one or more selected paragraphs, double-click on a part of the ruler that is not between the left and right indent icons to open the Indents & Spacing page of the Paragraph dialog. You can also double-click anywhere between the left and right indent icons on the ruler to open the Tabs page of the Paragraph dialog.

A better strategy is to define tabs for the paragraph style. This is done on the Tab page of the Paragraph Style dialog. Press F11, then right click on the style to open the dialog. See the Writer Guide for more information.

Changing the default tab stop interval:- To set the spacing of default tab stop intervals, go to Tools > Options > LibreOffice Writer >General.



Changing measurement units for tab stops and rulers:- Change the measurement unit for rulers in the current document by right-clicking on the ruler to open a list of units. Click on one of them to change the ruler to that unit. The selected setting applies only to that ruler.



Automatic hyphenation using styles

To turn automatic hyphenation of words on or off:

- 1) Click on the Styles tab in the Sidebar to open the Styles deck.
- 2) On the Paragraph Styles page right-click on Default Style (or another style you want to use) and select Modify.
- 3) On the Paragraph Style dialog (Figure 84), go to the Text Flow page.
- 4) Under Hyphenation, select or deselect the automatically option. When automatic hyphenation is on, you can also set the criteria for when it should occur. Click OK to save.

Manual hyphenation

Manually hyphenate words when you want only a specific word hyphenated at the end of a line. Do not use a normal hyphen, which will remain visible even if the word is no longer at the end of a line (when you add or delete text or change margins or font size). Instead, use a conditional hyphen, which is visible only when required.

To insert a conditional hyphen inside a word, click where you want the hyphen to appear (when needed) and press Ctrl+hyphen or use Insert > Formatting Mark > Soft hyphen. When the word is at the end of the line it will be hyphenated at this position, even if automatic hyphenation for this paragraph is switched off.