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Creating and modifying styles:- LibreOffice includes some predefined styles, but we can also create custom styles. We can modify both in several ways:

- ➢ Change a style using the Styles deck
- ➢ Update a style from a selection
- ➢ Use AutoUpdate (paragraph and frame styles only)
- ➢ Load styles from another document or template

Changing a style using the Styles deck

To change an existing style using the Styles deck, open the Sidebar Styles deck, then right-click on the required style and select **Modify** from the pop-up menu. The Style dialog displayed depends on the type of style selected. Each Style dialog has several tabs.

Updating a style from a selection :- To update a style from a selection:

- ➢ Open the Styles deck in the Sidebar.
- ➢ In the document, select an item that has the format you want to adopt as a style.
- ➢ In the Styles deck, select the style to update, then click on the arrow next to the New Style from Selection icon and click Update Style.

Using AutoUpdate

AutoUpdate applies to paragraph and frame styles only. If the AutoUpdate option is selected on the Organizer page of the Paragraph Style or Frame Style dialog, applying direct formatting to a paragraph or frame using this style in your document automatically updates the style itself.

Updating styles from a document or template:- We can update styles by copying (loading) them from a template or another document

Deleting styles:- We cannot remove (delete) any of LibreOffice's predefined styles from a document or template, even if they are not in use.

You can remove any user-defined (custom) styles; but before we do, we should make sure the styles are not in use in the current document. To delete

any unwanted styles, in the Styles deck select each one to be deleted (hold Ctrl while selecting multiple styles), and then right-click on a selected style and select Delete on the context menu.

If the style is not in use, it is deleted immediately without confirmation. If the style is in use, we receive a warning message asking you to confirm deletion.

Template:- A template is a model document that you use to create other documents. For example, we can create a template for business reports that has our company's logo on the first page. New documents created from this template will always have your company's logo on the first page.

Templates can contain anything that regular documents can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization.
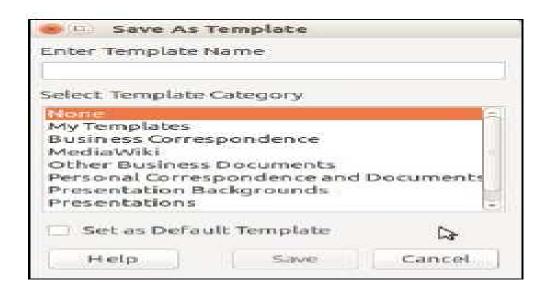
All documents in LibreOffice are based on templates. We can create a specific template for any document type (text, spreadsheet, drawing, presentation). If we do not specify a template when you start a new document, then the document is based on the default template for that type of document. If we have not specified a default template, LibreOffice uses the blank template for that type of document that is installed with LibreOffice. We can create templates for Master Documents as well as for ordinary documents.

Creating a template:- You can create templates in two ways: by saving a document as a template or by using a wizard.

Creating a template from a document:- To create a template from a document and save it to My Templates:

> ➢ Open a new or existing document of the type we want to make into a template (text document, spreadsheet, drawing, or presentation).
> ➢ Add any content that we want to appear in any document we create from the new template, for example company logo, copyright statement, and so on.
> ➢ Create or modify any styles that we want to use in the new template.

➢ From the Menu bar, choose File > Templates > Save as Template. The Save as Template dialog opens, displaying the existing categories and a textbox to enter a name for the new template.
➢ Select the My Templates folder.
➢ Click Save. The template is saved and the dialog closes.

Assignment:-

1-Write steps hoe to create and modify styles in LibreOffice writer.
2-What is Template in LibreOffice writer.