

Different Page Styles In a Document



Table of Contents

OPEN A NEW TEXT DOCUMENT	1
CREATE A "PAGE STYLE" NAMED "PORTRAIT" AND A "PAGE STYLE" NAMED "LANDSCAPE"	2
APPLY THE "PAGE STYLES", "PORTRAIT" AND "LANDSCAPE"	2
SAVE AS A TEMPLATE	3
CLOSE THE FILE	3




Tutorial donated by Clinton Chee

This tutorial explains how to have different "Page Styles" in the same document. We will create a "Page Style" with the "Portrait Orientation" and a "Page Style" with the "Landscape Orientation". The document we create will have four pages with "Page 1" having the "Portrait Orientation", "Page 2" having the "Landscape Orientation", "Page 3" having the "Portrait Orientation", and "Page 4" having the "Landscape" Orientation.

Open a new text document

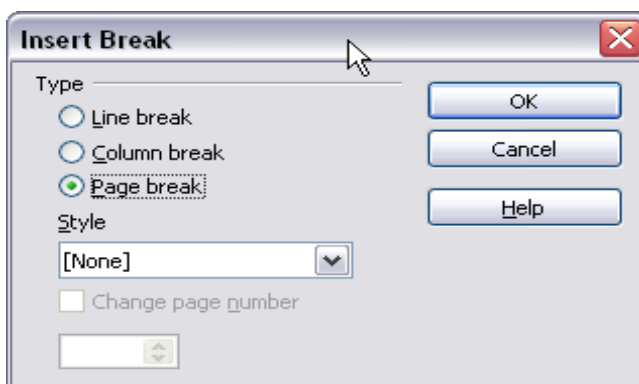
1. IF on the desktop, click  > All Programs > OpenOffice.org 2.2 > OpenOffice.org Writer.
2. IF you are in OpenOffice.org Writer, click **File** > **New** > **Text Document**.
3. In either case, the text document  appears on our screen.




Create a "Page Style" named "Portrait" and a "Page Style" named "Landscape"

1. Click **Format > Styles and Formatting**, (The "Styles and Formatting" window appears.) Click the **Page Styles**, , icon.
2. Click the **New Style From Selection**, , icon > **New Style from Selection**. (The "Create Style" window appears.)
3. In the dialog box under **Style Name**, type **Portrait**. Click **OK**. (The word "Portrait" is added to the list of "Page Styles")
4. Again, click the **New Style From Selection**, , icon > **New Style from Selection**.
5. In the dialog box under **Style Name**, type **Landscape**. Click **OK**. (The word "Landscape" is added to the list of "Page Styles")
6. In the "Styles and Formatting" window, right-click **Landscape**. (A small menu appears with the choices, "New, Modify, Delete".) Click **Modify** (The "Page Style: Landscape" window appears.) Click the **Page** tab. At "Orientation", click **Landscape**. (A dot appears before "Landscape") > **OK**. (The "Page Style: Landscape" window closes.)

Apply the "Page Styles", "Portrait" and "Landscape"

1. Notice that "Page 1/1" and "Default" appear at the bottom of the screen. "Page 1/1" means you are in a document that has 1 page. "Default" is the name of the Page Style that is controlling this page.
2. Type **This is the Page Style named Default**.
3. Click **Insert > Manual Break**. (The "Insert Break" window appears.) Under **Type**, verify that there is a dot in the circle before **Page break**.



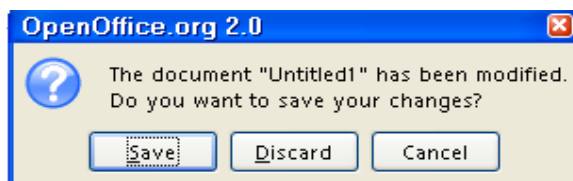
4. In the menu box under **S**tyle, click the  to select **Landscape**. Click **OK**. (“Page 2/2” and “Landscape” appear at the bottom of the screen.)
5. Click **I**nsert > **M**anual **B**reak. In the menu box under **S**tyle, click the  to select **Portrait**. Click **OK**. (“Page 3/3” and “Portrait” appear at the bottom of the screen.)
6. Click **I**nsert > **M**anual **B**reak. In the menu box under **S**tyle, click the  to select **Landscape**. Click **OK**. (“Page 4/4” and “Landscape” appear at the bottom of the screen.)
7. The document will now have pages 1 and 3 controlled by the Page Style named “Portrait” and pages 2 and 4 controlled by the Page Style named "Landscape".

Save as a template

1. Click **F**ile > **S**ave **A**s. (The “Save As” window appears)
2. In the “Save As type:” pull-down menu, select **OpenDocument Text Template (.ott)**. In the “File name:” box, type a **name of your choice**. The “Save in:” box has “My Documents” selected. (The template can be open and the Page Styles will be the same as you created in this tutorial.)

Close the file

1. Click **F**ile > **C**lose. (A message appears)



2. Click **D**iscard.
3. The document is no longer on the screen.