

- 4) Now go to the *Position* tab of the Numbering style dialog (Figure 362). In the **Indent at** and **Tab stop at** boxes, specify how much indentation you want for the second and following lines of any item in the bibliography list of your document. Often you will need to experiment a bit to see what is the best setting. In our example, we have chosen 1 cm.
- 5) Click **OK** to save these settings and close the Numbering Style dialog. Return to the Styles deck, click the **Paragraph Styles** icon, choose **All Styles** in the list at the bottom of that window, then right-click on *Bibliography 1* and choose **Modify**.

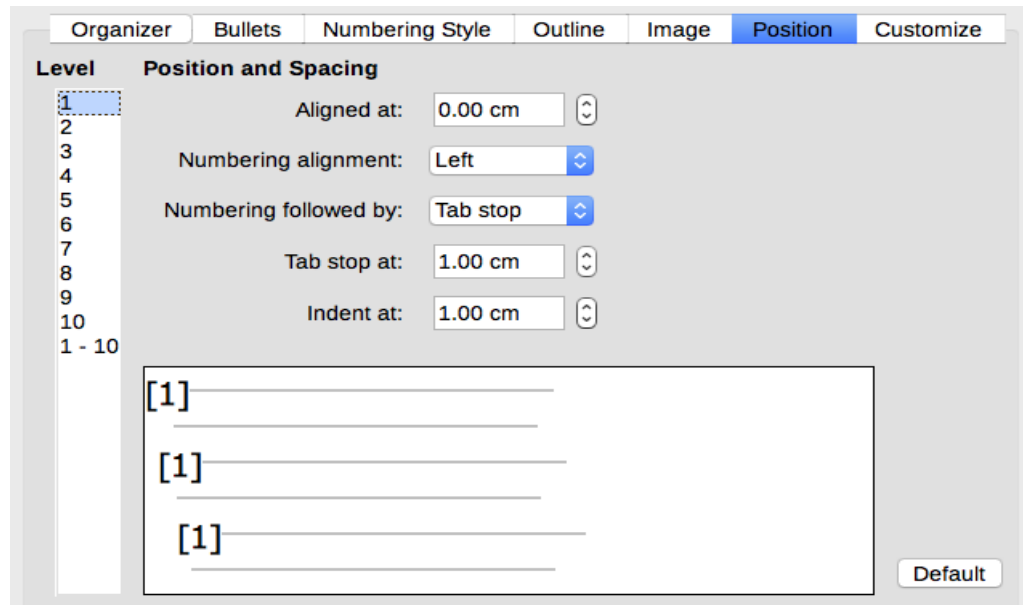


Figure 362: Setting the spacing between the margin and the text

- 6) On the Paragraph Style dialog, go to the *Outline & Numbering* tab and select Bibliography style in the drop-down list (Figure 363). Click **OK** to save this change to the Bibliography 1 paragraph style.

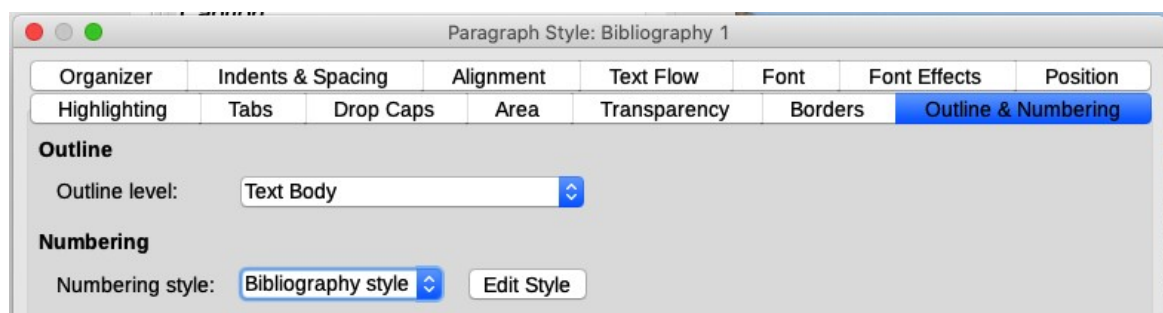


Figure 363: Applying a numbering style to a paragraph style

Now when you generate the bibliography, the list will look something like the one shown in Figure 364 for a book after removing elements from the structure line (the Short name and colon, for example).

<p><b>Bibliography</b></p> <p>[1] Gurley, Gabriel, A Conceptual Guide to OpenOffice.org 2 for Windows and Linux, 2007</p> <p>[2] OOoAuthors, Getting Started with OpenOffice.org 2.x, 2007</p> <p>[3] Bain, Mark Alexander, Learn OpenOffice.org Spreadsheet Macro Programming, 2006</p> <p>[4] Leete, Gurdy; Finkelstein, Ellen; Leete, Mary, OpenOffice.org for Dummies, 2003</p>
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Figure 364: Result of changing settings for Bibliography 1 paragraph style