An easier form of outlining is to create a single list style for outlining. You can manually set up the different levels on the list style's *Customize* tab, or you can get much the same result by selecting a pre-defined pattern from the list style's *Outline* tab instead.

To use the paragraph style, press *Enter+Tab* to add a sub-level paragraph. The sub-level paragraph automatically uses the numbering pattern of the list style. To raise the level of a paragraph style, press *Enter+Shift+Tab.*

Creating outlines with a single paragraph style

To set up a single paragraph style for outlining:

1) Create a list style and associate it with one of the pre-defined formats on the *Outline* tab.

2) Select or make a paragraph style for outlining. You cannot use the *Heading 1-10* styles. Presumably, this restriction prevents confusion between a single paragraph style outline and the registered outline levels (see next section).

3) On the *Organizer* tab of the paragraph style, set the style to use itself as the *Next style*.

4) Assign the list style to the paragraph style using the *Numbering* field on the paragraph style's *Outline & Numbering* tab.

Adding paragraph styles to outline levels

Outline levels are a concept used throughout LibreOffice to automate advanced features. For example, outline levels determine which paragraph styles are displayed by default in the Navigator under *Headings,* and in a table of contents.

By default, outline levels are mapped to the *Heading 1-10* paragraph styles. *Outline Level 1* is mapped to *Heading 1*, and so on. You can change these mappings, or add another paragraph style to an outline level in the *Outline level* field on the *Outline & Numbering* tab (Figure 272).
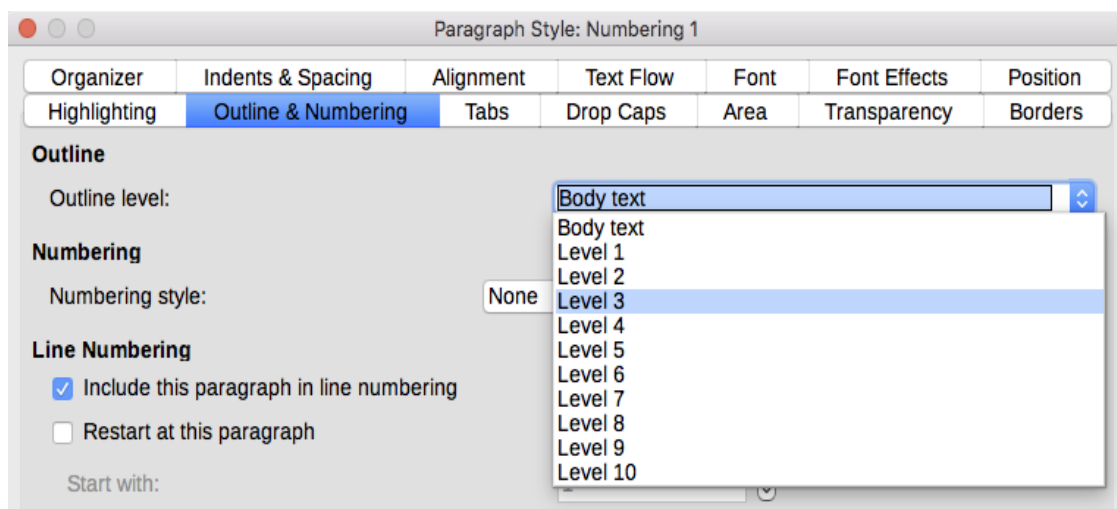

Figure 272: Assigning a paragraph style to an outline level

> ### ℹ Tip
>
> You can assign more than one paragraph style to an outline level, but only one paragraph style displays in **Tools > Chapter Numbering**.