

Introduction

Writer provides several ways to control page layouts. Chapter 5, *Formatting Pages: Basics*, described the use of page styles and some associated functions. This chapter covers the use of:

- Columns
- Frames
- Tables
- Sections
- Changing page orientation within a document
- Borders and backgrounds

Note

All pages in a Writer document are based on page styles. The other layout methods described in this chapter build upon the underlying page style.

Tip

Page layout is usually easier if you select the options to show text, object, table, and section boundaries in **Tools > Options > LibreOffice > Application Colors** and the options for paragraph ends, tabs, breaks, and other items in **Tools > Options > LibreOffice Writer > Formatting Aids**.

Choosing a layout method

The best layout method depends on what the final document should look like, what sort of information will be in the document, and whether the document will be published in a fixed format (print, PDF) or a variable format (HTML, ePub) or more than one format. Here are some examples. The techniques mentioned are all described in this chapter.

- For a book similar to this user guide with one column of text, some figures without text beside them, and some other figures with descriptive text, use page styles for basic layout, and use tables to place figures beside descriptive text, where necessary.
- Use sections (with two or more columns) for an index or other document with two columns of text where the text continues from the left-hand column to the right-hand column and then to the next page, all in sequence. If the title of the document (on the first page) is full-page width, put it in a single-column section.
- For a newsletter with a complex layout, two or three columns on the page, and some articles that continue from one page to some place several pages later, use page styles for basic layout, then place articles in linked frames. If necessary, anchor graphics to fixed positions on the page.

Tip

For a document to be published in HTML, EPUB, or another format that is not fixed, use minimal layout techniques. Some methods (columns, frames, wide tables) often do not export well to those formats.
