

Formatting separator lines

Usually white space is all that is needed between columns, but if you prefer separator lines:

- 1) Using the *Style* drop-down list, select the line style from the three styles available.
- 2) Using the *Width* control, select the width of line to use, settable from 0.25pt to 9.0pt. (1 point = 1/12 pica = 1/72 inch = 127/360 mm = 0.3527 mm.)
- 3) Using the *Height* control, select the height of line required, as a percentage of the column height. You can choose from the supplied values or type in measurements.
- 4) If you entered a height of less than 100%, use the *Position* drop-down list to select a vertical alignment for the separator lines. The vertical-positioning options are Top, Centered, or Bottom.
- 5) Select the line color from the *Color* drop-down list.

Distributing text across columns

As you add text to a column, the text flows from one column to the next. The last column may be shorter than the others.

To distribute text evenly, so that all the columns are approximately the same height, use a multi-column section instead; see “Formatting a section into columns” on page 127.



Tip

Choose **View > Formatting Marks** (or press *Ctrl+F10*) to display end of paragraph markers (¶). Often, unexpected behavior of columns is due to extra paragraphs that are normally invisible but are taking up space.

Using frames for page layout

Frames can be very useful when producing newsletters or other layout-intensive documents. Frames can contain text, tables, multiple columns, pictures, and other objects. Use frames to:

- Position something in a particular place on a page, for example, a logo or a “stop press” news box in one corner of a page.
- Allow text on one page to continue on another page, somewhere more distant than the next one, by linking the content of one frame to another so the contents flow between them as you edit the text.
- Wrap text around an object, such as a photograph.

Because LibreOffice does not allow you to define page styles with recurring frames (unless anchored in a header or footer), consider doing some quick sketches of the basic page layouts you need, indicating the approximate positions of different frames and their purposes. Keep the number of different page layouts as low as possible to avoid chaos in your design.

Pay special attention to the positioning of frames. A visually effective way to position a frame is to align its left margin with that of the paragraph above it. To do this, insert the frame in a blank paragraph of the same style as the paragraph above. Select **Insert > Frame > Frame**; in the *Position* section of the *Type* page of the Frame dialog (Figure 114 on page 118), select **From Left** in the *Horizontal* selection box to position the frame exactly where you want it.

Also, think about the type of wrap and the spacing between the frame and text. Instead of placing a frame close to the text, use the *Wrap* page to place some white space between them.

You can format frames individually or define and apply frame styles; see Chapter 9, Working with Styles.