

Introduction

Chapter 8, Introduction to Styles, describes the basics of how to use, apply, and manage styles. This chapter gives a more detailed description of how to create or modify some styles, using the many options available on the various tabs of the Style dialog. It explains how these options affect the appearance of the style and how to use them efficiently.

The Style dialogs share many of the same tabs as the manual formatting dialogs, so this chapter can also help you apply manual formatting (though you do not need that if you use styles).

Creating custom (new) styles

In addition to using the predefined styles provided by LibreOffice, you can add new custom (user-defined) styles. In Chapter 8, three methods are given for creating a new style: drag-and-drop, the New Style from Selection icon on the Styles deck, and the Style dialog.

The first two of these methods are convenient because you can check the visual effects that the style produces before creating it. However, for full control over the style (and its relationship to other styles), you need to use the Style dialog, as described in this chapter.

Note

Table styles are created in a different way; see Chapter 13, Tables of Data.

Style dialog

Open the Styles deck on the Sidebar. Select the category of style you want to create by clicking on the appropriate icon on the top part of the Styles deck.

Right-click in the window and select **New** in the context menu. The dialog that is displayed depends on the type of style you selected.

Tip

The dialogs used to create a new style and to modify an existing style are mostly the same, but with one exception: conditional styles have a different dialog. See “Using conditional paragraph styles” on page 198.

Organizer tab

The *Organizer* tab, shown in Figure 204, is common to all style categories (except Table styles), with only small differences between them. Therefore, it is described only once.

Depending on the style you are creating, you will find the following fields on this tab:

- **Name:** present on all the categories. Use this field to name the style you are creating.
- **AutoUpdate:** only present for paragraph and frame styles. If this option is selected, then Writer will apply any manual modification to a paragraph or frame formatted with that style to the style itself.

Caution

If you are in the habit of manually overriding styles in your document, be sure that AutoUpdate is not enabled, or you may suddenly find whole sections of your document reformatted unexpectedly.
