



Figure 220: The Page tab for the Page Style dialog

In the *Margins* section, specify the size of the margins in your preferred unit of measurement. If you select *Mirrored* for Page layout in the *Layout settings* section, then the names of the margins change from *Left* and *Right* to *Inner* and *Outer*.

In the *Layout Settings* section, choose the desired *Page layout* in the drop-down list. Decide whether the page style being defined applies to both left and right pages (default), mirrored pages, or right or left pages only. Some considerations:

- If you plan to bind the printed pages using this style like a book, select a mirrored layout.
- A common practice in page layouts is to have asymmetrical page margins—both for left and right margins and for top and bottom margins. The most common scheme follows these two general rules for printed page layouts: (a) The outer margin (right margin on a right-hand page) would be wider than the inner margin (left margin on a right-hand page); (b) The bottom margin would be larger than the top margin.
- If you want the first page of a new chapter to always start on a right page, make sure that the page style for the first chapter page is set for the right page only in the *Layout settings* field. The typical procedure for the rest of a chapter is to define a single “mirrored” page style (perhaps, Default Page Style) for both left and right pages. A mirrored page can have different headers and footers. If done this way, every chapter will use two page styles.
- You can choose to define separate page styles for left and right pages, if you want the pages to be very different in appearance (for example, different margins or columns; imagine a book with a full-page photograph on the left pages and two columns of text on the right pages). In that case, make sure that the *Next Style* field for the first page style is set for a left-only page, which, in turn, is set to be followed by a right-only page style. If done this way, every chapter will use three page styles. A hypothetical case might have these page style names: First Page, Left Page, and Right Page.

Use the *Page numbers* drop-down list to specify the page numbering style to apply to this page style.

If you mark the **Use page line-spacing** box, Writer will align the base lines of text printed on adjacent columns, opposite pages, and both sides of a sheet of paper to an invisible vertical grid on the page with a spacing between grid points that depends on the selected Reference Style.