

## Introduction

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Writer provides several ways for you to control page layouts. This chapter describes the use of page styles and some associated functions:

- Margins
- Page breaks
- Headers and footers
- Page numbering
- Title pages
- Footnotes and endnotes

Chapter 6, *Formatting Pages: Advanced* covers the use of columns, frames, tables, and sections; changing page orientation within a document; and the use of borders and backgrounds. Some other uses of page styles are discussed in Chapter 8, *Introduction to Styles*. The Page Style dialog is covered in detail in Chapter 9, *Working with Styles*.

### Note

All pages in a Writer document are based on page styles. The other layout methods (described in Chapter 6) build upon the underlying page style.

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### 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**.

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## Setting up basic page layout using styles

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In Writer, page styles define the basic layout of all pages, including page size, margins, the placement of headers and footers, borders and backgrounds, number of columns, page numbers, and so on.

Writer comes with several page styles, which you can build on or modify, and you can define new (custom) page styles. You can have one or many page styles in a single document. If you do not specify a page style, Writer uses the *Default Style*.

To change the layout of individual pages, either define a new page style or use one of the techniques (sections, frames, or tables) described in Chapter 6, *Formatting Pages: Advanced*.

### Note

For some documents, all layout changes (such as the position of page numbers and other elements in a header or footer on facing pages) can be defined in a single page style.

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### Tip

Any modifications of page styles, including the *Default Style*, apply only to the document you are working on. If you want the changes to be the default for all documents, you need to put the changes into a template and make that template the default template. See Chapter 10, *Working with Templates*, for details.

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