Tutorials For OpenOffice

# Different Page Styles In a Document

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What This Tutorial Does

In this tutorial, you will learn how to mix "Page Styles" in the same document without changing the entire document to the same "Page Style". For this tutorial, we will create a "Page Style" with the "Portrait Orientation" and a "Page Style" with the "Landscape Orientation". The trick is in the: "Insert > Manual Break > Page Break > Style (Select)". The document we create will have four pages with "Page 1" having the "Portrait Orientation", "Page 2" having the "Landscape Orientation", "Page 3" having the "Portrait Orientation", and "Page 4" having the "Landscape" Orientation.

Create A "Page Style" Named "Portrait" and A "Page Style" Named "Landscape"

1. Click **File > New > Text Document**. (The Untitled1 - OpenOffice.org Writer document appears.)

2. Click **Format > Styles and Formatting,**   (The "Styles and Formatting" window appears.)   Click the **Page Styles,** , icon.

3. Click the **New Style From Selection,** , icon **> New Style from Selection.**   (The "Create Style" window appears.)

4. In the dialog box under **Style Name**, type **Portrait**. Click **OK**. (You will see the new "Page Style, Portrait", that you just created in the box below the "Style Name" dialog box.)

5. Click the **Page Styles,** icon. (If the "Styles and Formatting window" is closed, click "Format > Styles and Formatting > Page Styles, icon".

6. Click the **New Style From Selection,** , icon **> New Style from Selection.**

7. In the dialog box under **Style Name**, type **Landscape.** Click **OK**.

8. In the **Styles and Formatting > Page Styles** window, right-click **Landscape**. (A small menu giving you the choices, "New, Modify, Delete", appears".) Click **Modify** (The

"Page Style: Landscape" window appears.) Click the **Page** tab**.** Under **Orientation,** click **Landscape > OK.** (A dot appears before "Landscape". The "Page Style: Landscape" window closes.)

Apply the "Page Styles", "Portrait" and "Landscape"

1. Type **This is the Default Page Style. In the Default Page Style, the default setting for Orientation is Portrait.** (Page 1/1 and Default appear at the bottom of the page.)

2. Click **Insert > Manual Break.** (The "Insert Break" window appears.) Under **Type**, verify that there is a dot in the circle before **Page break.**
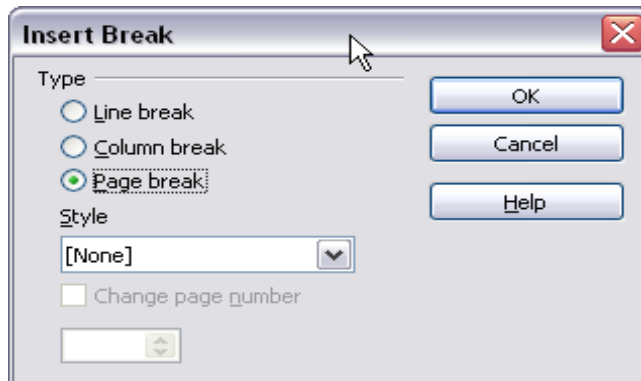
3. In the menu box under **Style**, click the ⌄ to select **Landscape**. Click **OK**. (Page 2/2 and Landscape appear at the bottom of the page.)

4. Click **Insert > Manual Break**. In the menu box under **Style**, click the ⌄ to select **Portrait**. Click **OK**.   (Page 3/3 and Portrait appear at the bottom of the page.)

5. Click **Insert > Manual Break**. In the menu box under **Style**, click the ⌄ to select **Landscape**. Click **OK**.   (Page 4/4 and Portrait appear at the bottom of the page.)

6. The document will now have pages 1 and 3 in the "Portrait Page Style" and pages 2 and 4 in the "Landscape Page Style".

Close File

1. Click **File > Close > Discard.**   When a file has been changed, you will see a message:
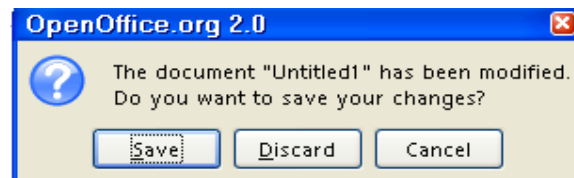
2. The document is no longer on the screen.

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