Making your Documents PRETTY

LibreOffice Writer v6

Styles:

A mechanism of creating standardised Titles, Subtitles Headings, bullets and much much more. Create your documents with a series of headings, or chapters then by adopting 'styles' for each of these sections (use the pull-down, or [Ctrl]+['1,2,3 …'] on selected text), and adding a list of contents could not be easier (see Insert tab).

Redefining an existing Style or creating your own by using these buttons

Fonts:

Incorrectly named, actually "Typeface's" can be changed by selecting the text and using the pull-down to select the one you want. This font is called Calibri. Ask about "*SANS SERIF*" type fonts, which make text clearer (like Arial, used in all UK Road Signs), or easier on the eye to read typefaces with "*SERIF's*" like this one, called Cambria. Did you spot the Serif's?

BTW: Additional fonts can be obtained using a Google Search on the Internet 'Free Fonts'.(I like 'Kidz.)

If you want a 'special' character (like © or €) go to the Insert tab, or use the '*Character Map*' application, found using the '<u>search</u>' box next to the '<u>start</u>' button on the task bar. Look at 'Wingings' and Webdings'.

Font Size:

The size of any selected font can be adjusted using this pull-down. Typically sizes 10 to 14 (this document is done in '10') are ideal for most documents. With titles and headers bigger (this document uses '24' and '14' respectively)

Bold, *Italic*, <u>Underline</u> and ~~Strikethrough~~:

The next set of buttons allow text to be emphasised (as illustrated in the heading above). A quick shortcut of [Ctrl]{B} **bold**, [Ctrl]{I} *Italic* and [Ctrl]{U} <u>underline</u> can be used to toggle these features on / off.

Super and Sub Script:

Ever wondered how to write "Heat the H_2O to 15° centigrade"? Easy, just use the superscript button [A^b] or the subscript button [A_b] to get the raised/dropped characters.

Colours and Highlighting:

Individual characters, whole words, lines or your entire document can be coloured by highlighting the text and selecting the required colour from the drop-down. Similarly, text can be high lit (with an electronic marker) in a range of colours.

(Multi-level) Bullets and Numbering

Information in lists (The type of bullet/number can be modified by clicking on the button's drop-down list), can be:

- Numbered and
  - Sub level bulleted
    - Sub Sub level bulleted
      - Sub Sub Sub level bulleted

Or conversely numbered:
1. Numbered and
   a. Sub level numbered
   b. Sub level numbered
      i. Sub Sub level numbered
      ii. Sub Sub level numbered

BTW: Justification (Left, centred, right and full, and line spacing.

So, how do you get the indents to create these multi-level lists?

- Use the 'Indent'
- Or 'Out-dent' buttons

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Microsoft Word 2016

Microsoft Word has the same facilities as LibreOffice Writer, just in different positions.

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    - Sub Sub level bulleted
      - Sub Sub Sub level bulleted

Or conversely numbered:
2. Numbered and
   a. Sub level numbered
   b. Sub level numbered
      i. Sub Sub level numbered
      ii. Sub Sub level numbered

BTW: Justification (Left, centred, right and full, and line spacing.

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Sorry this page is a bit messy, but I wrote this primarily for LibreOffice users 😊