

CHAPTER 2

TEXT FORMATTING

A text without any special formatting can have a monotonous appearance. To outline text, to highlight individual words, quotations, or references, or to separate certain parts of the text, various types of formatting can be applied.

2.1 Formatting Options

StarOffice Writer offers a number of choices for formatting such as bold or italics, and defining the font, type, and font size. Bold, italic or underlined are the most common types of text formatting.

Almost all the formatting options are available under Format menu. StarOffice Writer also conveniently provides buttons for the most commonly used options. But before these options can be used, the text on which they are to be used has to be selected. Once the desired portion of the text is selected then depending on the need any one of the following buttons are clicked:

Click  to make text **Bold**.

Click  to make text **Italic**.

Click  to make text **Underlined**.

The same can also be achieved by clicking on **Format** → **Character** and then selecting an option from the **Typeface** list box.

If a particular word or portion of the text is already in bold or italic or underlined style those text properties can be removed by clicking on the respective icons, again.

For example, in order to change the word **Computer** from bold to normal appearance that word is selected and the icon **B** is pressed once. This will remove the bold property from that text.

Alternatively **Ctrl + B**, **Ctrl + I** and **Ctrl + U** keys can be used to make the selected text bold, italic and underlined respectively.

2.1.1 Changing the Fonts

A font is a set of characters and numbers in a certain style. Each font looks different from other fonts. Some fonts, like the **Times New Roman**, look professional and are suited for business documents. Some fonts, like **FAJITA**, are decorative. Some fonts, like Symbol and Wingdings, are actually sets of symbols. Such a font can be used to insert special characters in the document.

Part of word processing skill is choosing an appropriate font for the document. Text can be selected and any of the fonts available in the system can be used. Font packages can also purchased to add other font choices to the system.

Method

Click the down arrow in the Fonts Combo box of font tab in Character dialog box.

Use **Format** → **Character** to open the Character dialog box.

From the list of available fonts, click the required one.



The text changes to the selected font.

2.1.2 Font Size

The size of the text is also important. The same size of the text cannot be used for a legal document, and an advertisement material. Similarly the size of the letters used in the main text and footer cannot be the same. The size of a font is measured in points, and there are 72 points to an inch. The larger the point size, the larger the type.

Method

Click the down arrow in the Size combo box of Fonts tab in Character dialog box.

Use **Format** → **Character** to open the Character dialog box.

The text changes to the selected font size. 

2.1.3 Changing the Font Colour

A different colour for selected text can be used. Colour printers are becoming more and more popular. With the help of a colour printer, some splash can be added to the documents by changing the colour of text. In the absence of a colour printer, the document will be displayed on screen in colour. But these changes will be printed as shades of gray on a black-and-white printer.

Method

To use a different text color, select the text and click the arrow in the **Font Colour** icon. A colour palette is displayed from which the required colour can be selected. 

Alternatively, select the text and click on the Font colour icon, to apply the current colour of the **Font Colour**.

2.1.4 Highlighting the Text

Highlighting can be used to call attention to key ideas or pointers in a document. When reading something important in a book, a magazine, a report, or any document, the reader takes a yellow highlighter pen and drags across it. These highlighted sections are used to review or find the key points in the document. The same thing can be done in the StarOffice Writer document. The colour to be used for highlighting can also be selected.

Method

To highlight the selected text, the **Highlighting** icon  is selected, and then the needed colour is clicked. StarOffice Writer now applies the highlighting. When the mouse button is clicked on the above icon and held down a colour palette is displayed from which the required colour can be selected. To remove the highlighting, select the text and select the No Fill from the colour palette.

As mentioned earlier, the **Character** option under the **Format** menu can also be used to achieve all this. Clicking on **Format** → **Character** displays the Character dialog box as shown in the following figure. This method is used to make several changes at once or to preview the changes before applying them.

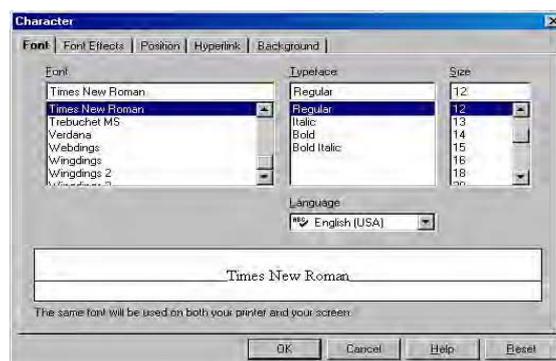


Fig 2.1 Character Dialog Box

Learn by solving

Select a particular portion in the document Exercise 1 and perform the following tasks:

- Change the text properties (normal to bold, then to italic and underlined). Finally bring it to normal type.
 - Change the font, font size, colour and observe the changes.
-

2.2 Paragraph Alignment

In addition to formatting individual chunks of text, one can also format the paragraphs. One of the most common changes is to change the alignment of a paragraph.

A paragraph is any text followed by a hard return. (A hard return is inserted every time when **Enter** is pressed. Soft returns are inserted as line breaks by StarOffice Writer and are adjusted when text is added or deleted.) A single line, for instance, can be a paragraph. One can apply the paragraph formatting options to a single paragraph or to several paragraphs. Each paragraph, for example, can give different tab settings.

Also, each time **Enter** is pressed, the paragraph options for that paragraph are carried down to the next paragraph. And if a paragraph marker is deleted the paragraph takes on the formatting of the following paragraph. If one types a line, center it, and press **Enter**, the next line is centered as well. If a double-spaced paragraph is followed by a single-spaced paragraph, delete the paragraph mark at the end of the first paragraph, the paragraph will then be single-spaced. This is confusing for beginners who wonder how a paragraph got formatted without anyone making a change. One can think of the paragraph marker as the storehouse for all formatting options for that paragraph.

When typing in StarOffice Writer, all text is left aligned, and the right margin is ragged or uneven. For most text, this alignment works great. For other paragraphs, one may want to make a change. For instance, one can center the document title or right align text like a newspaper banner. The text in the paragraphs can be justified to keep both margins even.

Four types of alignment can be selected, and the best way to make a change is to use the Formatting toolbar. Following steps are used:

1. To change the alignment of one paragraph, first click within that paragraph. To change the alignment of several paragraphs, select the ones needing change.
2. Do one of the following
 - Click  to left align text.
 - Click  to right align text
 - Click  to justify text.
 - Click  to center text.

Figure 2.2 shows an example of each type of alignment.

<p>To undo the change, click the Undo button or select the Edit → Undo command. If a different alignment is required later, select the paragraph (s) and then click another alignment button.</p> <p>To undo the change, click the Undo button or select the Edit → Undo command. If a different alignment is required later, select the paragraph (s) and then click another alignment button.</p> <p>To undo the change, click the Undo button or select the Edit → Undo command. If a different alignment is required later, select the paragraph (s) and then click another alignment button.</p> <p>To undo the change, click the Undo button or select the Edit → Undo command. If a different alignment is required later, select the paragraph (s) and then click another alignment button.</p>

The following keyboard shortcuts can also be used to change the alignment.

To make text...	Press...
Centered	Ctrl+E
Left-aligned	Ctrl+L
Right-aligned	Ctrl+R
Justified	Ctrl+J

Learn by solving

Open the document Exercise 1. Carry out the following instructions and observe the changes.

1. Add a suitable heading at the top and center it.
2. Select the second paragraph and use justify it.
3. Select the third paragraph and right align it.
4. Add your name, class and school's name at the bottom and right align it.
5. Add the date at the bottom in the line below the title and right align it.

2.3 Indenting Text

Alignment changes are most appropriate for headings or other special paragraphs in the document. But to make a long document easy and inviting to read, some of the paragraph-formatting features described in this section, including indents can be used. For instance, indent the first line of each paragraph. This visual clue helps the reader to see how the document is divided into paragraphs. The paragraphs also indented, such as quotations that are set apart from the main document text. As another option, one may want to use a special kind of indent, called a hanging indent, for numbered lists.

The amount of indent can be varied to the requirement, and one can use either the Formatting toolbar or the Paragraph dialog box to make a change, as covered in this section.

2.3.1 Indenting Text with the Toolbar

If a left indent is required - useful for setting off a paragraph from the main body text - the toolbar can be used to set the indent. Click the **Increase Indent**  icon; the paragraph is indented 1/2 inch from the left margin. The button again can be clicked to increase the indent. Each time the button is clicked, the paragraph is indented another 1/2 inch.

Figure 2.3 displays a paragraph that has been indented using the Increase indent button.

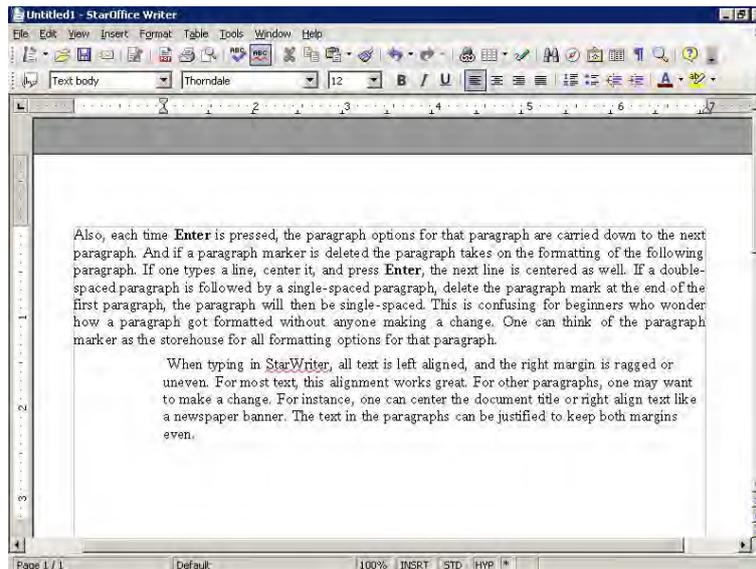


Fig 2.3 Paragraph indented using the Increase Indent icon

If the indent is too much or if one wants to undo the indent, the **Decrease Indent**  icon is clicked to decrease or undo the indents.

2.3.2 Indenting Text with the Paragraph Dialog Box

The Increase Indent and Decrease Indent icons are useful if it is needed to indent text from the left. If one wants to indent from the left and right or if one wants to create a special kind of indent, a different method is used. The Paragraph dialog box must be used.

Following steps are used to indent text using the Paragraph dialog box:

1. Move the insertion point to the beginning of the paragraph to be indented. To indent several paragraphs, select those paragraphs.
2. Select **Format** → **Paragraph** command.
3. Click the **Indents & Spacing** tab in the Paragraph dialog box as shown in figure 2.4.
4. Do any of the following.
 - i. To indent from the left, type the amount to be indented in the **Before text** spin box or use the spin arrows to select a value.
 - ii. To indent text from the right, type the amount or use the **After text** spin arrows to enter the amount in the spin box.
 - iii. Click the **OK** button.

The **First line** option can be used to indent the line of the paragraph. Using the spin arrows, if a positive value is specified, the first line will be indented. A negative value will result in a hanging indent; that is, the first line will hang outside the paragraph.

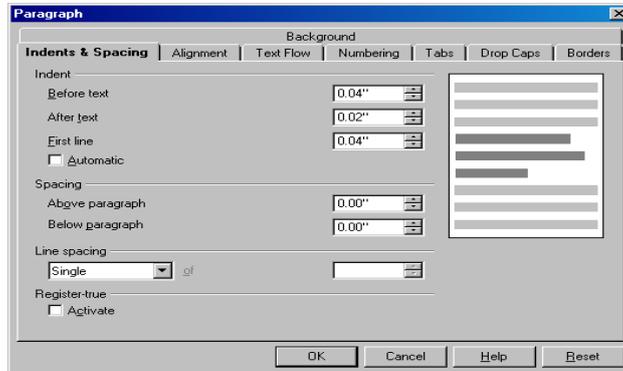


Fig 2.4 Indents and Spacing Dialog Box

Learn by solving

Reproduce the following paragraphs as such using both, the toolbar icons and the menu options.

A table is a collection of rows that are related to each other by a common idea, such as customer table, which contains all the information about the customers.

Structured Query Language is the special language used to access the data contained in a database.

2.4 Modifying Line Spacing

By default, StarOffice Writer single-spaces the text in the document. This spacing works well for short documents such as letters and memos, but in longer documents, such as a manuscript, one may want to use a different spacing values. Single line, 1.5 lines, Double, Proportional, At least, Leading and Fixed are the line spacing options available as shown in figure 2.5.



Fig 2.5 Line spacing Options

To change the line spacing, following steps are used:

1. Select the paragraphs(s) that needs to be changed.
2. Select **Format → Paragraph**.
3. If necessary, click the **Indents & Spacing** tab. The Indents & Spacing tab dialog box as shown in figure 2.4.
4. Click on the **Line spacing** drop-down list box, and select the required line spacing option.
5. Click the **OK** button.

Learn by solving

Open the document Exercise 1. Change the line spacing into 1.5 line spacing and double line spacing and observe the change.

2.5 Creating Bullets and Numbered List

When the document presents a matter using text in the form of long paragraphs the reader may not be able to quickly notice the important points or messages. For this purpose bullets and numbers are used to list the important points and messages.

One way to set off a list of points or topics in a document is to create a bulleted list. A bullet precedes each item in the list, and the text is indented. One can also create a numbered list. Numbered lists work well for directions or other points one want to present in sequence. StarOffice Writer automatically numbers all the items in a list, and the text is indented.

2.5.1 Creating a Bulleted List

The fastest way to create a bulleted list is to be use the Bullets button on the Formatting toolbar. For this purpose the following steps are used:

1. Select the text that to which bullets are to be added. The StarOffice Writer will add bullets to each paragraph within the selection, and not to each line. StarOffice Writer will add bullets to any blank lines within the selection.
2. Click on the Bullets icon  from the formatting tool bar, StarOffice Writer creates a bulleted list, as shown in figure 2.6.

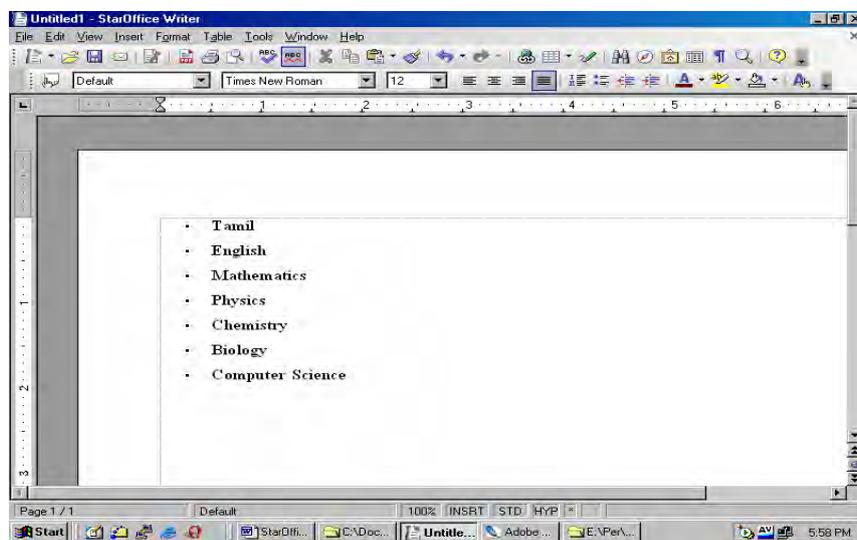


Fig 2.6 Bulleted List

2.5.2 Creating a Numbered List

For items that appear in a specific order, such as a series of steps, one can create a numbered list. StarOffice Writer will add the numbers automatically and also indent the paragraphs so that the text is aligned properly. All one has to do is click the Numbering icon .

Another great thing about a numbered list is that if one adds or deletes an item within the list, StarOffice Writer renumbers the list.

Following steps are used to create a numbered list.

1. Select the text to be numbered. The StarOffice Writer will number each paragraph. Blank lines within the selection will be numbered.
2. Click  icon to create a numbered list.

2.5.3 Removing the Bullets or Numbers

To remove bullets from a list, the list is selected and the **Bullets** button is clicked again. To remove numbers for a list, select the list and click the **Numbering** button.

2.5.4 Applying Different Styles for Bullets and Numbers

StarOffice Writer provides various styles for the bullets and numbers, which can be selected using **Format** → **Bullets and Numbering**.

Bullets and Numbering dialog box appears as shown in the figure 2.7a and 2.7b.

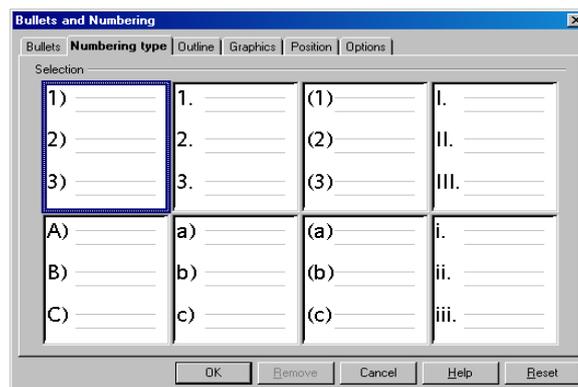


Fig 2.7a Bullets and Numbering dialog box with the Numbering Style tab selected

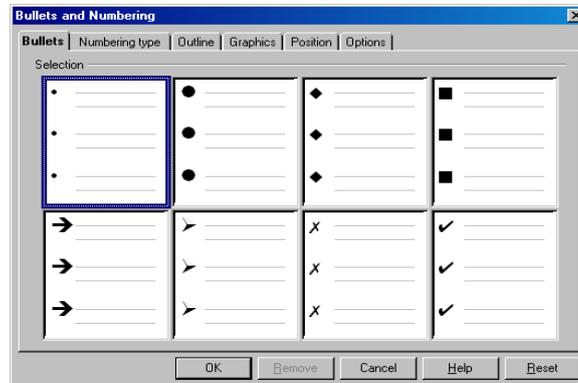


Fig 2.7b Bullets and Numbering dialog box with the Bullets tab selected.

Using the various options available for bullets and numbers the user can select the desired one.

Learn by solving

1. Create a list of your favorite games. Number them using the Numbering tool. Modify the list and add two more game. Change the numbers to bullets.
2. Type a list of ten of your friends. Format them using the bullets option. Change the bullet and observe the result.

2.6 Formatting Using Styles

This is an alternative way of formatting text. A style is a named set of defaults for formatting text. The formatting methods discussed earlier are more appropriate for one time use. If, for example, a word is to be made as bold, just the cursor is positioned in the word and the Bold icon is clicked. This works quickly and intuitively.

But if several documents, each running into several pages are to be formatted in a particular style, then a style is more useful. This type of formatting is also easier when a format has to be used at several points within the text. Styles require more advanced planning. The style needs to be created initially only then the style can be applied to the text, using the Typeface list. The advantages of working with styles can really be appreciated when making extensive formatting changes.

2.7 StarOffice Help

StarOffice 8 provides several help systems that you can use while you work:

- Online help
- Help Agent
- Help Tips
- Extended Help Tips

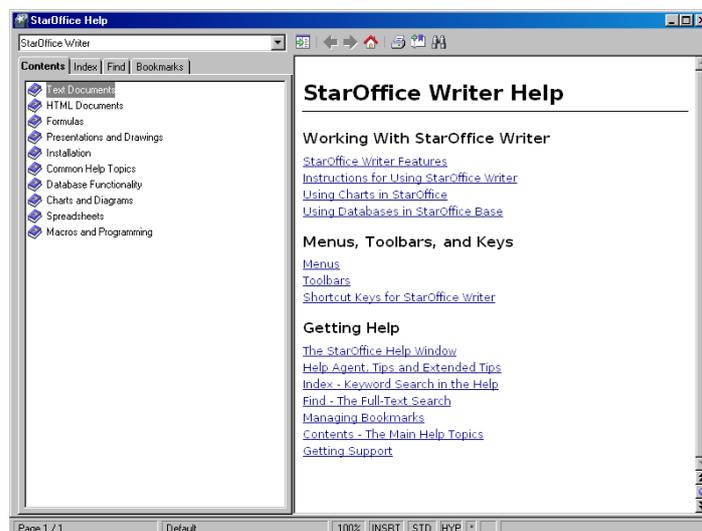


Fig 2.8 StarOffice Writer Help

The Choose help file box in the toolbar area at the top of the Help window can be used to search for help on other StarOffice elements. This is a list box with the list items shown in figure 2.9



Fig 2.9 Choose Help file list box

You can access the StarOffice Help in several ways:

- Choose the menu command Help - StarOffice Help, or press F1. This command opens the StarOffice help where you can search for a help topic.
- Click the Help button in any dialog to open the help topic for the dialog.
- Click the Help Agent that appears automatically when you perform a complex task. The Help Agent opens the help topic for the task.
- Rest the mouse pointer over a menu command or over any icon to display a Help Tip.
- To view a brief description of what the command or icon does, press Shift+F1 to display an Extended Tip.
- The Help Agent is displayed on the screen in a small window as shown in figure 2.10.



Fig 2.10 The Help Agent Window

The content of Help Agent window changes depending on what is being done in the main window. For example, if some text is highlighted and the Bold icon is clicked the Help Agent displays help about the Bold formatting option as shown in figure 2.11.

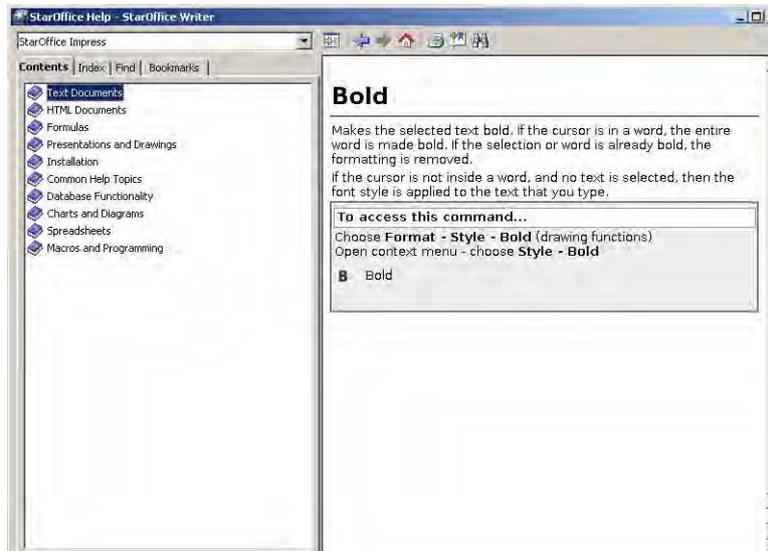


Fig 2.11 Help Agent window with help about Bold formatting.

Summary

- There are two types of formatting (i.e.) hard formatting and soft formatting.
- Changing the text style-bold, italic, underlined, and the font properties - size, colour are the commonly used formatting changes.
- Paragraph alignment can be of the following four types
 1. Left alignment
 2. Right alignment
 3. Justification
 4. Centering

- Indentation helps in providing the document more readability.
- The spacing between the lines in a StarOffice Writer document can easily be changed.
- Bullets and Numbers are used to list the important points and messages.
- An alternate method of formatting refers to creating a particular style and applying it quickly to a document instead of making individual changes to the line spacing, paragraph alignment, indentation etc.
- StarOffice has an on-line help facility. This facility can be used by clicking on the Help menu.

Exercises

I. Fill in the Blanks

1. The size of a font is measured in _____ and there are _____ points to an inch.
2. The _____ printer is required to get the hard copy of the document in colour.
3. _____ feature is used to mark the important portions of the document.
4. _____ key combination is used for justifying the selected paragraph.
5. The _____ is a named set of defaults for formatting text.

II. State true or false

1. Line spacing should always be an integer value.
2. Indenting text helps to increase the readability.
3. Modifying the line spacing will also modify the spacing between words in a line.
4. To remove bullets from a list the list is selected and the delete button is clicked.
5. A font is a set of characters and numbers in a certain style.

III. Answer the following

1. What is the difference between hard formatting and soft formatting?
2. What are the formatting changes that can be made with respect to the fonts?
3. What are the various types of paragraph alignments that can be made?
4. What does indenting the next mean?
5. How would you create the bullets and numbered list?