OpenOffice.org Notes

http://rms46.vlsm.org/2/175.pdf
Rahmat M. Samik-Ibrahim
vLSM.org, Pamulang 15417, Banten

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Default Paper Size: A4

1. Create a new document [CTRL-N]
2. File → Printer Settings → Properties → Paper → Paper Size: "**A4**"
3. Format → Page → Format: "**A4**"
4. Modify other items (styles, fonts, etc) as you desire.
5. File → Templates → Save → New Template: "**default**" (Categories: My Templates)
6. File → Templates → Organize → (**DOUBLE CLICK**) My Templates → "**default**"
7. Close.

Mixing Page Numbers

1. Format → Styles and Formatting or [F11]
2. Select "Page Styles" [Top icon #4]
3. Create a new style (right click): "**Preface**"
   a) Organizer → Name: Preface
   b) Organizer → Next Style: Preface
   c) Page → Paper Format → Format: A4
   d) Page → Layout Settings → Format: i, ii, iii
4. Modify other items as you desire.
5. Insert → Manual Break:
   a) Page Break
   b) Style Default
   c) Change Page Number: 1

Next