

# About the Poposal template for L.O.User guides 24.x

## Create a new guide template from scratch

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I think that a new template should be created based on the one that comes by default with the program, not on the previous templates since these can contain (and do contain) errors. And modifying previous templates may maintain some improper settings.

Some of the errors I have seen are detailed in this document.

## Style hierarchy

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The hierarchy of styles, as we well know, makes it easy to modify the styles, so if we want to change the font used throughout the document, we will change the font of the Default Paragraph Style. If we want that template to be used for another language, we will change the language in it.

The proposed template does not conform to the style hierarchy:

- *Header Tip, Header Caption, Header Note, Numbering 1, Numbering 2, List 1, List2 ...* are paragraph styles with list, so they must inherit from the paragraph Style **List** (who inherit from Body Text).
- Colum Contents probably must inherit from Body Text

## The paragraph Style for images (Figure)

The Figure paragraph style in the default template is a **Caption style**. For some unfortunate reason, its hierarchy has been changed to apply to illustrations or figures because it has been considered an appropriate name.

**LibreOffice does not allow to change the name of styles supplies with application.**

Images should have a new paragraph style for example “**Picture**” and use the style **Figure** for what was created by LibreOffice (The caption of Images).

### Tip

When you insert a caption to an image, table, or object, LibreOffice applies the appropriate caption style: *Figure, Table, Drawing, Illustration, or Text* ( for text frames).

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Creating the Caption table listing style is unnecessary, because a Caption style already exists for tables.

### Note

The change of paragraph style Figure to one with a suitable name in the current guides is very easy with a macro.

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## Simplify the number of styles

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I think that the template should have the minimum number of styles possible. We can use styles that LibreOffice has and that are not used in the documentation. By modifying these styles they can be used for documents without needing to expand the list of styles. Likewise, user styles that are not related to the documentation must be cleaned from the template.

For Web publication we should use another template that contains the necessary styles but not mix these styles in the template for ODT or PDF guides.

## Styles that can be replaced by LibreOffice ones

- For table legends, a new **Caption Table Listing** style has been created when LibreOffice already has and applies the **Table** style when a legend is added to a table.
- Two page styles have been created for the front and back covers, when LibreOffice already has the right page and left page styles that are not used in the documentation. The right page Style can be used for the front cover and the left page Style for the back cover.

(It is not necessary for the cover or back cover image to be in the background, just anchor them to a paragraph and modify their position so that they take up the entire page).

## Foreign user Styles to the documentation in new template v24

In this template there are user styles that I believe are foreign to the documentation.

These styles are:

- 18 Character Styles **ListLabel 1**, ListLabel 2 .... **ListLabel 18** (probably for web publishing)
- 1 Character Style: **OooComputerCode** (I think it belongs to an old version of the template)
- 1 Paragraph style (Listing)
- 1 Paragraph style (Page Break) I have my doubts if it is used or not
- 1 Character style (Bullet Symbols)
- 2 List styles WWWNum1 and WWWNum2 (probably for web publishing)
- Bullets Symbol (Este estilo se crea de nuevo aunque se borre, es posible que lo cree LibreOffice cuando hay estilos de lista con imágenes personalizadas. For example, Heading Note)

## Lists Styles

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I suspect that this template has had a formatting cleanup applied with a macro, because Numbering 1 style paragraphs are aligned at 0.70 cm on the top ruler. If new paragraphs are added with this style, the alignment becomes at 1 cm. This also happens with bullet lists.

The "Numbering 1" and "List 1" Paragraph styles does not have a Parent style, so with the macro user for cleaning the format eliminates its alignment and indentation (it picks it up from the default style).

I found some inconsistencies and I think the paragraph numbering styles and the corresponding list styles should be reviewed.

Attributes to consider:

*Table 1: Numbering Paragraph Styles differences*

	<b>Numbering 1</b>	<b>Numbering 2</b>	<b>Numbering 3</b>
Inherit from	None	Numbering 1	Numbering 2
AutoUpdate	NO	NO	YES (must be NO)
Indent Bellow. Text	1,27	1,72 cm	2,54 cm

Indent After. Text	0 cm	0 cm	0 cm
First Line	-0,32 cm	-0,65 cm ¿Leters?	-0,32 cm
Spacing A Para.	0 cm	0 cm	0 cm
Spacing B. Para	0,21 cm	0,21 cm	0,11 cm (why not 0,21 ?)

Table 2: Numbering List Styles differences

Level 1	Numbering 1	Numbering 2	Numbering 3
Aligned at	0,70 cm	1,30 cm	2,20 cm
Num. Alignement	Right (Ok, numbers)	Left (Ok, letters)	Right (Ok, numbers)
Num followed by	Tab stop	Tab stop	Tab stop
Tab stop at	0 cm	0 cm	1,27 cm (why?)
Indent at	1,27 cm	1,90 cm	2,54 cm

 **Note**

I think that numbered lists can be managed with a single numbered paragraph style and a single numbered list style with the different custom levels (level 1 = 1,2,3..., level 2 = a, b,c... level3 = I,ii,iii...) so that only one numbered paragraph is applied and the levels are increased or decreased according to needs. This method is more comfortable for the writer, without the need to change style every time a level is increased or decreased.

Despite what was mentioned in the note above, the system currently used for list styles is beneficial for macros, since it is easier to program with non-nested lists.

- Every list should start with an introductory paragraph in the style Text Body List Intro.
  - -- In quite a few lists, the previous paragraph is a paragraph in the style "Text Body" , Others do not have an introductory paragraph and begin after a heading X

 **Note**

I think that the indentation of paragraph styles with list styles should not be set to the paragraph style, but to the list style associated with the paragraph style.

Thus, by using hierarchies, just changing the paragraph List parent style would change the indentation of all list paragraph styles.