Digital Documentation

like MS Word
Open office

(Advanced)

Session 1 : Create and apply Style in the Document

A style is a collection of formats that you may use to easily change the appearance of chosen pages, text, frames, and other elements in your document. When you apply a style, you're applying a whole group of formats at once.

Bold, Italic, font, underline, color.

A document's uniformity can be improved through the use of styles. They also make it simple to make large formatting modifications. For example, you might decide to modify the font of all headings or the indentation of all paragraphs. The task is simplified by the use of styles.

OpenOffice.org supports the following types of styles:

a. **Page Style –** Margin, headers and footers, borders, and backgrounds are all examples of page styles. Page styles in Calc also contain the printing sheet sequence.

b. **Paragraph Style –** Text alignment, tab stops, line spacing, and borders, are controlled by paragraph styles, which can also include character formatting.

making the text reflow along the boundaries of the frame

c. **Character Style –** Character styles impact the font and size of chosen text within a paragraph, as well as bold and italic formats.

d. **Frame Style –** Text Wrapping, borders, backgrounds, and columns are all utilised in frame styles to format image and text frames.

image & text

e. **Numbering Style or List Style –** Numbering style includes a numbering list and a bullet list in the document.

f. **Cell Style –** Fonts, alignment, borders, background, number

formats (for example, currency, date, and number), and cell protection are all examples of cell styles.

g. Graphics Style – Line, area, shadowing, transparency, typeface, connectors, dimensioning, and other attributes are used in graphic styles in drawings and presentations.

h. Presentation Style – Font, indents, spacing, alignment, and tab characteristics are all included in presentation styles.

Using the Styles and Formatting windows

The Style and Formatting Windows can be opened in two different ways.

1. **In the menu bar, select Format >> Style & Formatting.**

2. **To open the Style and Formatting Windows, press the F11 shortcut key.**
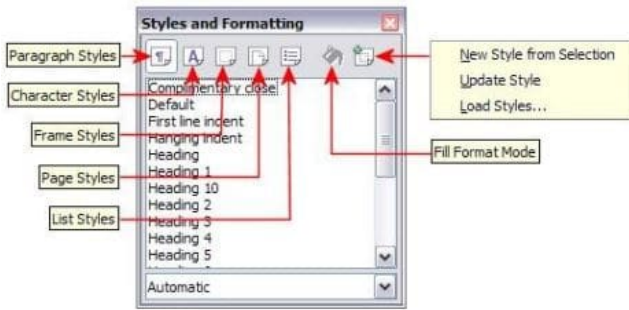
Style and Formatting Windows also have several additional options to modify the Style and formatting in document, for example –

1. Fill Format Mode
2. New Style from Selection
3. Modify Style
   1. Update Style
   2. Load Styles

1. Fill Format Mode

Fill format mode allows you to quickly apply a style to multiple places without having to return to the Styles and Formatting box. When you need to format a large number of scattered paragraphs, cells, or other items in the same manner, this method helps a lot.

How to apply Style in Digital Documentation –

1. Select the style you want to use in the Styles and Formatting window.

2. Select Fill Format mode icon in Style and Formatting Windows.

3. Click and drag the mouse pointer to the location in the document where you wish to apply the style.

4. Press Esc when finished.

2. **New Style from Selection**

You can use the Create New Style option in the Style and Formatting Windows to create your own style for future usage.

Digital Document provides two different methods to create a new style in Document.

- Create new style from Selection

- Drag and Drop to create new style

Create New Style from Selection

By replicating an existing manual format, you can make a new style. This new style will only be applied to this document and will not be saved in the template.

For example, you can adjust the formatting of a paragraph or frame until it looks the way you want it to, and then turn the formatting of that item into a new style. This technique saves time because you don't have to build a new style and memorise all of the formatting options as discussed earlier.

Step 1 : Open the Style and Formatting windows and choose the type of Style you want to create.

Step 2 : Select the item you want to save as a Style in the document.

Step 3 : Select the New Style from the Selection icon in the Style and Formatting window.

Step 4 : In the Create Style dialog, type a name for the new Style and press Ok button.

- ### **Drag and Drop to create New Style**

You can drag and drop a text selection into the Styles and Formatting window to create a new style.

Step 1 : Open the Styles and Formatting window.

Step 2 : Select some text and drag it to the Styles and Formatting window.

Step 3 : In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the

selected type, if any. Click OK to save the new style.

Step 4 : If the Paragraph Styles list is showing in the Styles and Formatting window, a new paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

3. Modify Style

Writer has a number of predefined styles, but you can find that they don't match your preferences in one way or another. OOo provides two ways to change both predefined and user-created custom styles.

- Updating a style from a selection

- Load or copy styles from another document or template

- **Updating a Style from a selection**

To update a style from a selection:

Step 1 : Open the Styles and Formatting window.

Step 2 : In the document, select an item that has the format.

Step 3 : In the Styles and Formatting window, select the style you want to update (singleclick, not double-click), then long-click on the arrow next to the New Style from Selection icon and click on Update Style
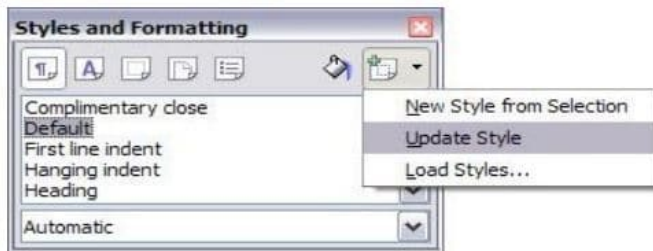
· **Load or copy styles from another document or template**

You can copy styles by loading them from a template or another document:

Step 1 : Open the document into which you wish to paste styles.

Step 2 : Long-click on the arrow next to the New Style from Selection symbol in the Styles and Formatting window, and then select Load Styles.

Step 3 : Locate and choose the template you wish to copy styles from on the Load Styles box.

Step 4 : Decide which style categories should be duplicated. If you want the copied styles to replace any existing styles with the same names in the document you are pasting them into, choose Overwrite.

Step 5 : Click OK to copy the styles. You will not see any change on screen.
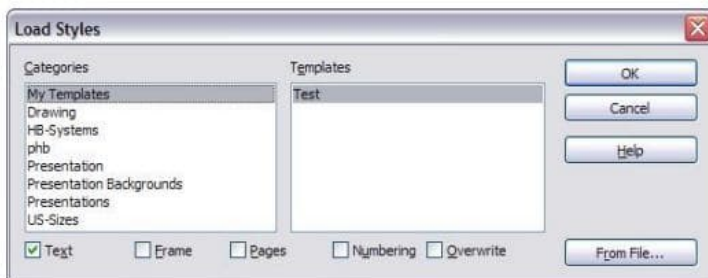
Session 2 : Insert and use Image

There are various ways to insert images into a document, including via the Drag and Drop, Insert Image from File, Insert Image from Clipboard, Open Office Gallery, and a scanner.

1. Drag and Drop
2. Insert Image from File
3. Insert Image from Clipboard
4. Insert Image from Gallery
5. Insert Image from Scanner

1. **Drag and Drop**

To drag an image file into a digital document, follow these steps: –

Step 1 : Open a File browser window and locate the image you want to insert.

Step 2 : Drag the image into the Writer document and drop it where you want.

With this technique, a copy of the picture file is saved inside the Writer document. Hold down the Control and Shift keys when you drag the image to link the file rather than embed it.
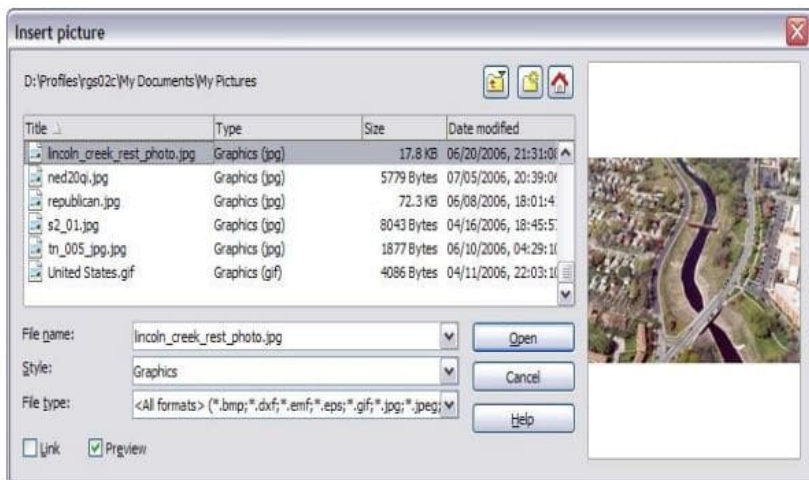
2. Insert Image from File

To insert an image file into a digital document, follow these steps –

Step 1: Click in the Open Office document in the first step to place the image there.

Step 2: From the menu bar, select Insert > Picture > From File.

Step 3: Navigate to the file that needs to be inserted on the Insert Picture dialogue, select it, and click Open.

3. Insert Image from Clipboard

You can copy photos into an OpenOffice document from other Open Office documents as well as from other programmes by using the clipboard. How to do it:

- Start by opening the source and destination documents.

- Pick the image you want to copy from the source document.
- To copy the image to the clipboard, move the mouse pointer over the chosen image and hit Control+C.

- Change to the desired document.

- Click to position the cursor in the desired location for the graphic.

- To insert the image, press Control+V.

4. Insert Image from Gallery

The Gallery provides a suitable way to organise reusable

elements that you may add to your papers, like images and music. All parts of Open Office have access to the Gallery. There aren't many visuals included, but you can upload your own or locate addons with extra graphics.
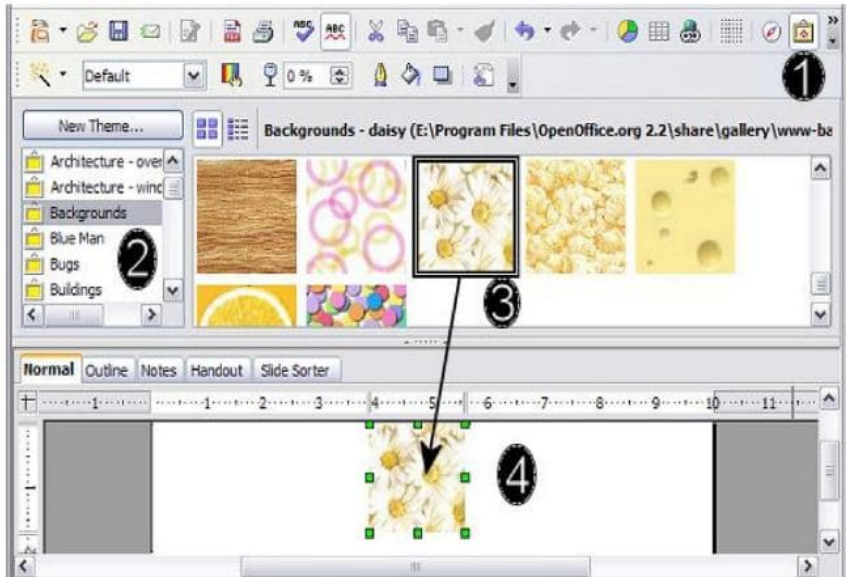
5. Insert Image from Scanner

If your computer has a scanner attached, Open Office may access the scanning software and enter the scanned item as an image into the Open Office document. To insert image

Click the area where the image to be placed, then choose Insert > Picture > Scan > Select Source to begin the process.

Modifying An Image

You might need to edit a new image you include so that it matches the document. Here, we'll go through how to use the Picture toolbar, as well as how to resize, crop, and rotate a photo using a workaround.

1. Picture Toolbar

The Picture toolbar displays when you insert a picture or choose one that is already in the page. View > Toolbars > Picture allows you to set it to always be visible.

2. Graphics mode

You can change color images to grayscale by selecting the image and then selecting Grayscale from the Graphics mode list.

3. Flip vertically or horizontally

Select the image, then click the corresponding icon to turn it vertically or horizontally.

4. Filters

The filters are briefly described in the following table, but the best way to comprehend them is to use them. Try around with the various filters and their settings.

Table 1: Graphic filters and their effects

| Icon	Name	Effect
	Invert	Inverts the color values of a color image or the brightness values of a grayscale image.
	Smooth	Softens the contrast of an image.
	Sharpen	Increases the contrast of an image.
	Remove noise	Removes single pixels from an image.
	Solarization	Mimics the effects of too much light in a picture. A further dialog box opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog box opens to adjust the aging level.
	Posterize	Makes a picture appear like a painting by reducing the number of colors used.
	Pop Art	Modifies the picture dramatically.
	Charcoal	Displays the image as a charcoal sketch.
	Relief	A dialog box is displayed to adjust the light source that will create the shadow and, hence, the relief effect.
	Mosaic	Joins groups of pixels into a single area of one color.

5. Transparency

To make a picture more transparent, change the percentage value in the Transparency box on the Picture toolbar. When making a watermark or enclosing the image in the background.

6. Using The Formatting Toolbar And Picture Dialog

a. Cropping Images

You could want to crop (cut off) a portion of the image if you're

only interested in it for your document. Right-click the image and choose Picture from the pop-up menu to begin cropping it.
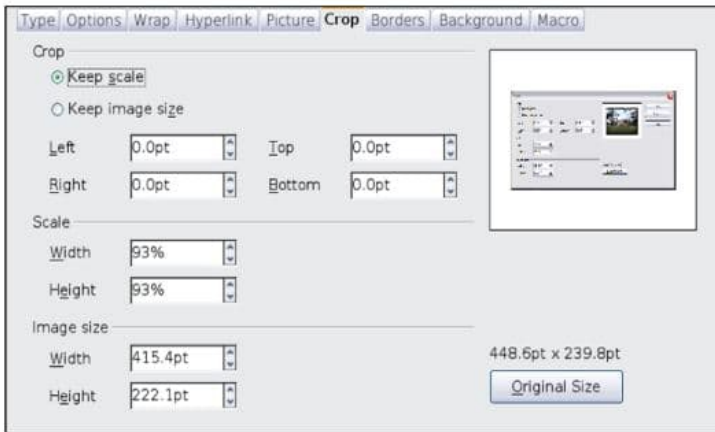
b. Keep scale / Keep image size

When the Keep scale option is used (the default), cropping an image does not alter its scale.

When the option to Keep Picture Size is used, cropping results in either an increase in image size (for positive cropping values), a decrease in image size (for negative cropping values), or an image distortion.

c. Width and Height

As you input values in the Left, Right, Top, and Bottom fields under Scale or Image size, the Width and Height fields change. To find the precise amount to crop by, use the thumbnail next to these fields.

d. Resizing an Image

If the inserted image is too big or too small, it might not fit into

the paper completely. You can resize the image in Writer.

e. Rotating a Picture

With the aid of the rotation option in digital documentation, you can rotate the image.

f. Creating Drawing Objects

Display the Drawing toolbar by selecting View > Toolbars > Drawing to start utilising the drawing tools.

Session 3 : Create and use Template

A template is a sample that you can follow while writing new documents. Documents that have previously been designed are called templates. Simply substitute your own text for the sample text.

Creating a Template
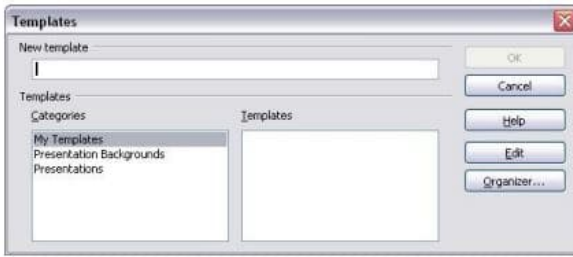
You can create your own templates in two ways:

- from a document,
- and using a wizard.
- **Creating A Template From A Document**

Step 1 : Open a new or existing document of the type you want to make into a template (text document, spreadsheet, drawing, presentation).

Step 2 : Add the content and styles that you want.

Step 3 : From the main menu, choose

File > Templates > Save.

Digital Documentation Class 10 Notes

• Creating A Template Using A Wizard

Step 1 : Choose File > Wizards >[type of template required]

Step 2 : Follow the instructions on the pages of the wizard like the date, subject line , salutation, and complimentary close

Step 3 : In the last section of the wizard, you can specify the name and location for saving the template.

Step 4 : Finally, you have the option of creating a new document from your template immediately, or manually changing the template.
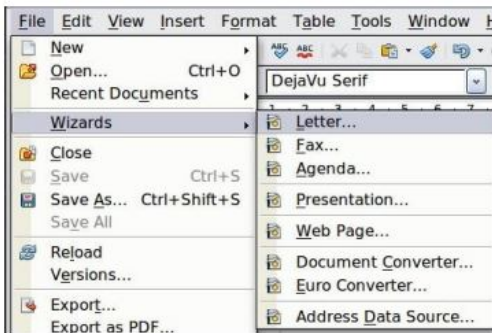
Session 4 : Create and customize Table of Contents [is the index of any document or a book]

A table of contents (TOC) is a reader navigation tool used in a variety of writing formats, including books and technical documentation. It comprises a list of the major chapters, headings, subjects, sections, and so on.

The table of contents serves two things –

1. It provides users with a summary of the contents and structure of the document.
2. It enables users to jump right to a certain area of an online document.

How to Insert Table of Content in Digital Documentation

To insert table of Content in Digital Document follow the following link –

Insert > Indexes and Tables > Indexes and Tables.
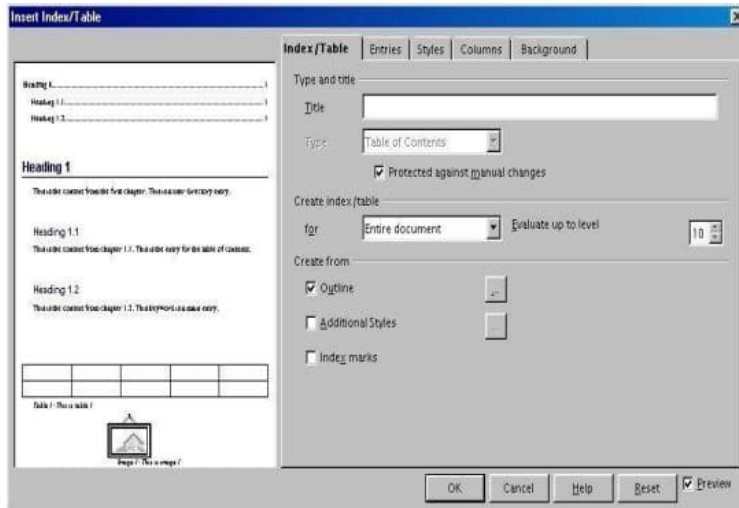
Basic Setting in Table of Content

1. Adding A Title

Put a title in the Title area if you want one for the table of contents. (If Writer automatically entered a title in this field, you may edit it by typing over the value.) Clear the Title field to remove the title.

2. Protecting Against Manual Changes

Select the Protected against manual changes checkbox to prevent accidental changes to the table of contents.

If this box is checked, the context menu or the Insert Table/Index window are the only ways to modify the table of contents.

If this box is unchecked, The table of contents can be modified immediately on the document page, just like regular text..

3. Changing The Number Of Levels

When creating the table of contents, Writer by default considers 10 levels of headings.

Enter the required number in the "Evaluate up to level" spin box to adjust the number of levels examined.

4. Assigning Custom Styles

All paragraphs created using the default heading styles are automatically assigned to the table of contents by Writer (Heading 1, Heading 2, and so on).

5. Using The Entries Tab

Entries in the table of content can add and remove elements, like

chapter numbers, and you can apply character styles to specific sections. Entries in the table of contents serve to highlight the content.
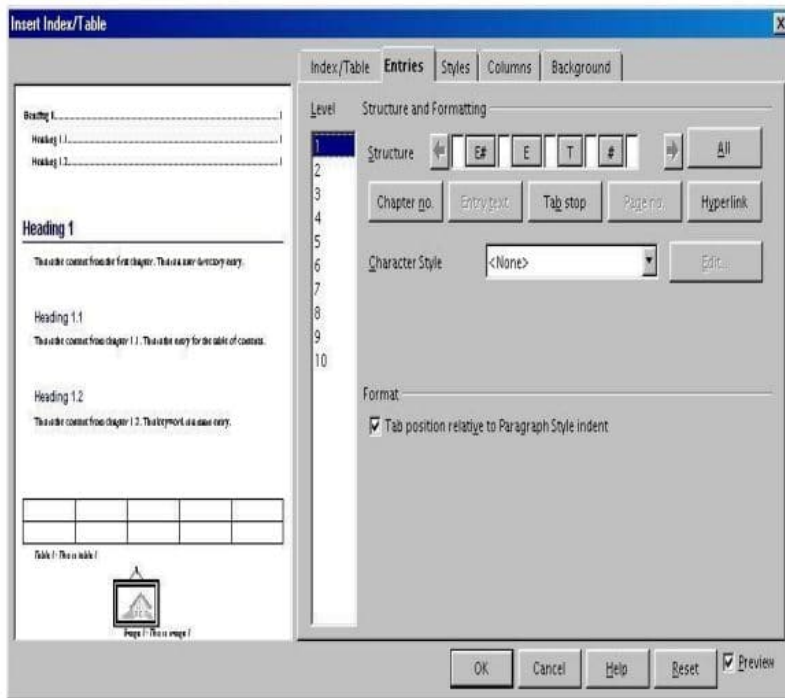
E# – The chapter number is indicated by the E# button.

E – The entered text is represented by the E button.

T – A tab stop is represented by the T button.

– The page number is indicated by the # button.

LS – The beginning of a hyperlink is indicated by the LS button. (This button is absent from the Structure line by default.)

LE – A hyperlink's conclusion is indicated by the LE button.

(This button is absent from the Structure line by default.)

6. Deleting Elements

Click the button next to the element you want to remove from the Structure line, and then press the Delete key on your computer. For instance, click the T button and then press the Delete key to remove a tab stop.

7. Using The Background Tab

To add colour or a graphic to the table backdrop, use the Background tab.

8. Saving The Table Of Contents

Click OK to save the table of contents and have it display in your document. The table of contents is displayed in your document once the Insert Index/Table window closes.

Session 5 : Implement Mail Merge

Using a mail merge, you can personalise a letter you've already written and send it to a large group of recipients, giving the impression that you wrote it specifically for them. A mail merge can also be a rapid technique to create labels or envelopes with the addresses for various persons on each label or envelope using a list of people's mailing addresses.

Anyone or any business that interacts frequently with customers, partners, parents, or other individuals must use the mail merge.

How to create Mail Merge in Digital Documentation

Step 1: Select starting document

Step 2: Select document type

Step 3: Insert address block or Selecting the data source

Step 4: Create salutation

Step 5: Adjust layout

Step 6: Edit document and insert extra fields

Step 7: Personalize documents

Step 8: Save, print or send

What is Data Source

During the mail merge process, data from another document referred to as the data source, Data Source connects to the main document and retrieves the information like names, addresses, and phone numbers can be found in a document, spreadsheet, or database that serves as the data source.

What are the different type of Data Source available in Mail Merge

OpenOffice.org allows data sources to be accessed and then linked into OOo documents. For example, a mail merge links an external document containing a list of names and addresses into a letter, with one copy of the letter being generated for each entry.

Different type of File which support to insert data in Mail merge are –

1. Spreadsheet

2. Text File
3. Access or Base Database
4. Address Book