

UNIT 1: DIGITAL DOCUMENTATION (ADVANCED)

SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT

A **style** is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance.

When you apply a style, you apply a whole group of formats at the same time.

For example, you may decide to change the indentation of all paragraphs, or change the font of all titles.

OpenOffice.org supports the following types of styles:

- **Page styles** include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printingsheets.
- **Paragraph styles** control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.
- **Character styles** affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.
- **Frame styles** are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.
- **Numbering styles** apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.
- **Cell styles** include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.
- **Graphics styles** in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.
- **Presentation styles** include attributes for font, indents, spacing, alignment, and tabs.

Applying styles

OpenOffice.org provides several ways for you to select styles to apply.

Creating a new style from a selection

You can create a new style by copying an existing manual format.

- Open the Styles and Formatting window and choose the type of style you want to create.
- In the document, select the item you want to save as a style.
- In the Styles and Formatting window, click on the

New Style from Selection

- In the Create Style dialog, type a name for the new style. The list shows the names of existing custom styles of the selected type. Click **OK** to save the new style.

Modifying styles

OpenOffice.org provides several ways to modify styles (both the predefined styles and

custom styles that you create):

- Updating a style from a selection
- Load or copy styles from another document or template

SESSION 2 : INSERT AND USE IMAGES

Images can be added to a document in several ways: by inserting an imagefile, directly from a graphics program or a scanner, or from the OOO Gallery.

Inserting an image file

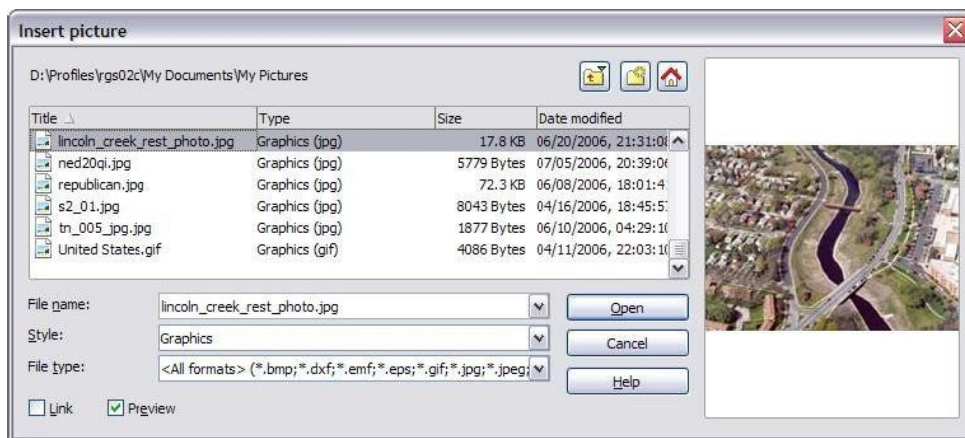
When the image is in a file stored on the computer, you can insert it into anOOo document using either of the following methods:

➤ Drag and drop

- Open a file browser window and locate the image you want to insert.
- Drag the image into the Writer document and drop it where you want it to appear. A faint vertical line marks where the image will be dropped.

➤ Insert Picture dialog

- Click in the Open Office document where you want the image to appear.
- Choose **Insert > Picture > From File from the menu bar.**
- On the Insert Picture dialog (see Figure 5), navigate to the file to be inserted, select it, and click **Open**.



At the bottom of the dialog are two options, **Preview** and **Link**. Select **Preview** to view a thumbnail of the selected image on the right, so you can

verify that you have the correct file. See below for the use of Link.

Inserting An Image From The Clipboard

1. Open both the source document and the target document.
2. In the source document, select the image to be copied.
3. Move the mouse pointer over the selected image and press *Control+C* to copy the image to the clipboard.
4. Switch to the target document.
5. Click to place the cursor where the graphic is to be inserted.
6. Press *Control+V* to insert the image.

Inserting An Image Using A Scanner

To start this procedure, click where you want the graphic to be inserted and select **Insert > Picture > Scan > Select Source**.

Inserting An Image From The Gallery

1. To open the Gallery, click on the **Gallery** icon (located in the right side of the

Standard toolbar) or choose **Tools > Gallery** from the menu bar.

2. Navigate through the Gallery to find the desired picture.

3. To insert the picture, click and drag it from the Gallery into the Writerdocument. You can also right-click on the picture and choose **Insert>Copy**.

Modifying an image

When you insert a new image, you may need to modify it to suit the document. Here we will discuss the use of the Picture toolbar, resizing, cropping, and a workaround to rotate a picture.

➤ Using the Picture toolbar

When you insert an image or select one already present in the document, the Picture toolbar appears. You can set it to always be present (**View > Toolbars > Picture**). Picture control buttons from the Picture toolbar can also be added to the Standard Toolbar. From these three toolbars, you can apply small corrections to the graphic or obtain special effects.

Graphics mode

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

Flip vertically or horizontally

To flip an image vertically or horizontally, select the image, and then click the relevant icon.





Filters

Table 1 provides a short description of the available filters, however the best way to understand them is to see them in action. Feel free to experiment with the different filters and filters settings, remembering that you can undo all the changes by pressing **Ctrl+Z** or **Alt+Backspace** or by selecting **Edit > Undo**.

Color

Use this toolbar to modify the individual RGB color components of the image (red, green, blue) as well as the brightness, contrast, and gamma of the image. If the result is not satisfactory, you can press **Control+Z** to restore the default values.

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.

| Icon | Name | Effect |
|---|-------------|---|
|  | 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. |

Transparency

Modify the percentage value in the *Transparency* box on the Picture toolbar to make the image more transparent. This is particularly useful when creating a watermark or when wrapping the image in the background.

Using The Formatting Toolbar And Picture Dialog

- Grouping Drawing Objects**
1. Select one object, then hold down the Shift key and select the others you want to include in the group. The bounding box expands to include all these selected objects.
 2. With the objects selected, hover the mouse pointer over one of the objects and choose **Format > Group > Group** from the menu bar or right-click and choose **Group > Group** from the pop-up menu.

Positioning image/graphics within the text

When you add a graphic to a text document, you need to choose how to position it with respect to the text and other graphics.

Positioning of a graphic is controlled by four settings:

1. **Arrangement** refers to the placement of a graphic on an imaginary vertical axis. Arrangement controls how graphics are stacked upon each other or relative to the text.
2. **Alignment** refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.
3. **Anchoring** refers to the reference point for the graphics. This point could be the page, or frame where the object is, a paragraph, or even a character. An image always has an anchor point.
4. **Text wrapping** refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character.

3. CREATE AND USE TEMPLATE

A *template* is a model that you use to create other documents. For example, you can create a template for business reports that has your company's logo on the first page. New documents created from this template will all have your company's logo on the first page.

Using The Template

To use a particular template, choose **File > New > Templates and Documents**.

Changing To A Different Template

To change to a different template, choose **File > New > Templates and Documents**.

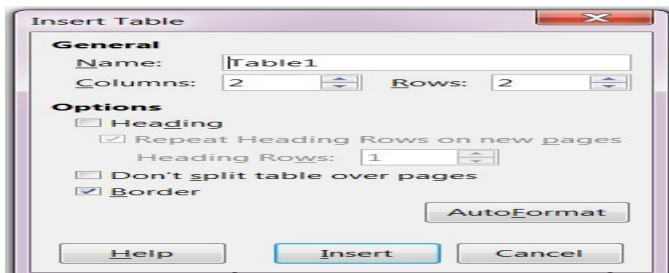
Working with tables

Rows- Row is a grouping of cells that run from the left to right of a page.

Cell- The intersection point between a row and a column is a cell.

Inserting a Table

1. Position the insertion point where you want the table to appear.
2. Choose **Table ->Insert ->Table option**. This will display the Insert Table dialog box.



3. Enter the number of rows and columns for the table in the number of columns and the number of row boxes.

Creating A

Writer's table of contents feature lets you build an automated table of contents from the headings in your document.. For example, you can use theHeading 1 style for chapter titles and the Heading 2 and Heading 3 styles for chapter subheadings.

4. CREATE AND CUSTOMIZE TABLE OF CONTENTS

Opening Writer's Table Of Contents Feature

Select **Insert > Indexes and Tables > Indexes and Tables**.

- Use the **Index/Table** tab to set the table's attributes.
- Use the **Entries** and **Styles** tabs to format the table entries.
- Use the **Background** tab to add color or a graphic to the table background.

Protecting against manual changes

To protect the table of contents from being changed accidentally, check the **Protected against manual changes** check box. If this box is checked, the table of contents can only be changed using the context menu or the InsertTable/Index window

Using the Entries tab

Use the **Entries** tab, to format the entries in the table of contents. For each outline level, you can add and delete elements, such as chapter numbers, and you can also apply character styles to individual elements.

Deleting elements

To delete an element from the Structure line, click the button that represents that element and then press the Delete key on your keyboard.

Adding elements

To add an element to the Structure line, follow these steps:

1. Place your cursor in the white field to the left of where you want to insert the element.
2. Click one of the five buttons that are just below the Structure line. (For example, to add a tab stop, click the **Tab stop** button.) A button representing the new element appears on the Structure line.

Applying character styles

To apply a character style to an element on the Structure line:

On the Structure line, click the button that represents the element to which you want to apply a style.

From the **Character Style** drop-down list, select the desired style. Writer applies the selected style to the selected element.

To apply a paragraph style to an outline level, follow these steps:

- 1) In the **Levels** list box, select the desired outline level by clicking it.
- 2) In the **Paragraph Styles** list box, click the paragraph style that you want to apply.
- 3) Click the <button to apply the selected paragraph style to the selected outline level.

SESSION 5: IMPLEMENT MAIL MERGE

A mail merge is a way to take a letter you've written and send it to a whole bunch of people, personalizing it with information about them so they might think that you typed that letter personally for them.

Create a Mail Merge Document: Letter

1. Open a template, if you have one you want to use, or create a new Writer document.
2. Save the document with the appropriate name, like **mailmerge_openenrollment.ods** or **mailmerge_parents.odt**.

Note: Don't save it in Word format. You must save it in OpenOffice.org Writerformat or the mail merge won't work.

Editing a saved file of mailing labels

To edit a saved file of mailing labels, open the saved label file in the normal way. You will be prompted to update all links. Choose **No** for the following reason: The first label on the page is termed the "Master Label" and all other labels are linked to it. If you update the links, then all labels will end up containing the same data, which is probably not what you want.

You can edit individual records in the normal way, by highlighting and changing the font name, for example.

Preparing for printing

To prepare mailing labels for printing:

- Choose **File > New > Labels**.
- On the **Options** tab, ensure that the **Synchronize contents** option is selected.
- On the **Labels** tab (), select the **Database** and **Table**. Select the **Brand** of labels to be used, and then select the **Type** of label.

Printing

- Choose **File > Print**. The message shown in appears. Click Yes to print.
- In the Mail Merge dialog (), you can choose to print all records or selected records. To select records to be printed, use **Ctrl+click** to select individual records. To select a block of records, select the first record in the block, scroll to the last record in the block, and **Shift+click** on the last record.
- Click **OK** to send the labels directly to the printer.