

OpenOffice.org Writer

Jolanta Bachan

Oprogramowanie użytkowe
2008-03-11

Homework

- Questions about HTML?
- Presentation of your webpages
- Analysis of the page sources

OpenOffice.org

OpenOffice.org

“OpenOffice.org is a multiplatform and multilingual office suite and an open-source project. Compatible with all other major office suites, the product is free to download, use, and distribute.”

<http://www.openoffice.org/>

OpeoOffice.org Components

OpenOffice.org 2 Components:



Writer



Impress



Math



Draw



Calc



Base

OpenOffice.org Components

OpenOffice.org 2 Components:



Writer



Impress



Math



Draw



Calc



Base

Documents

Presentations

Equations & Formulae

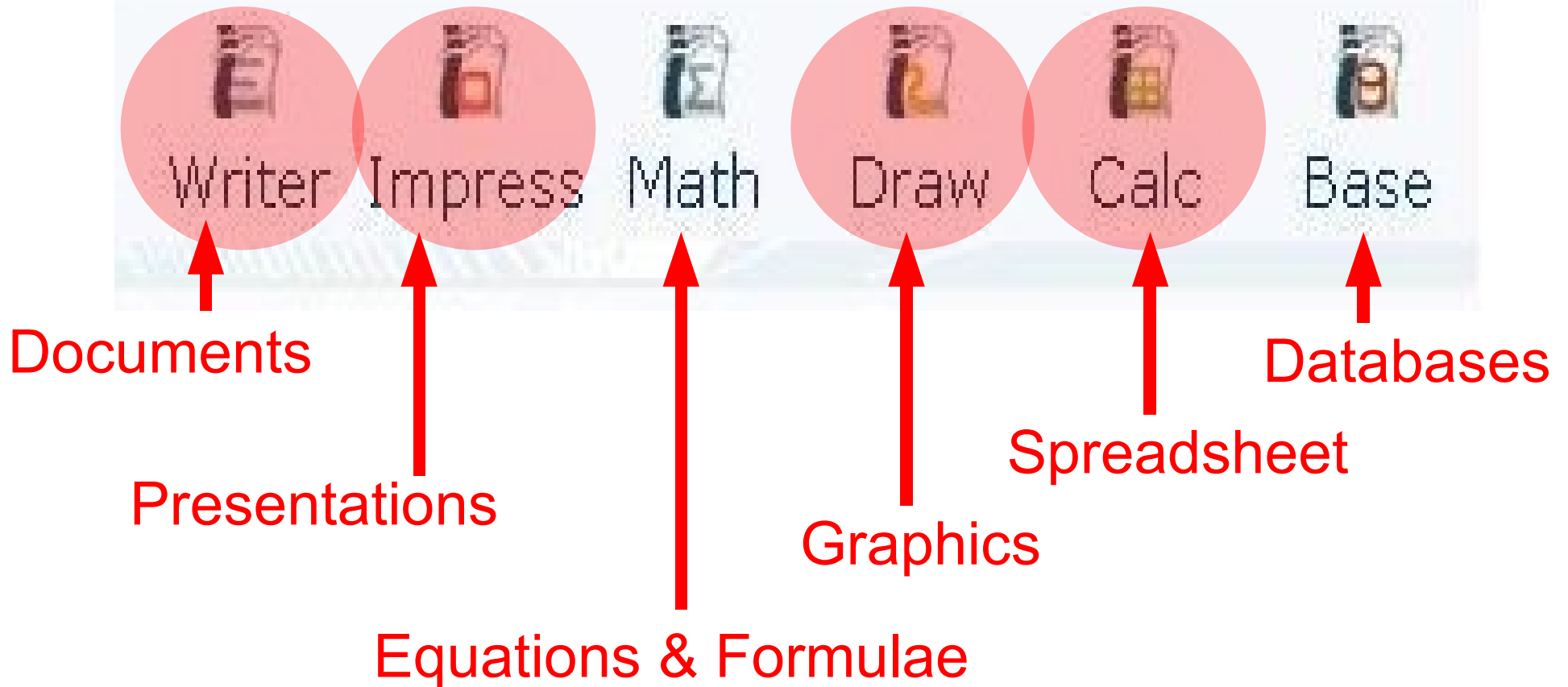
Graphics

Spreadsheet

Databases

OpenOffice.org Components

OpenOffice.org 2 Components:



Why OpenOffice.org?

- It is an open source, *so for free :-)*
- There is something else out there...
 - something new
 - why shall you use only MS Office the whole life?

OpenOffice.org Writer

- Creation of professionally formatted text documents
- Why?
 - You are linguists and this is a form of Applied Text Linguistics!
 - The documents are consistent and therefore...
 - The documents are easy to modify
 - A professionally-formatted document is a small piece art of which you can be proud of!

Formatting the text professionally makes your life easier.

OpenOffice.org: What to start with?

- Reading:
 - [What a Linguist Needs to Know about Word Processing](#)
 - [Stylesheet for Term Papers and Theses](#)
 - [OTT](#)
 - [PDF](#)
- [Getting OpenOffice.org](#)

Advantages of text formatting

- Time saving: if the rendering properties have to be changed for each individual occurrence of a document object such as a heading, this is unnecessary time-wasting - change a style once to change all occurrences of this style at the same time.
- Automatic creation of Table of Contents, and automatic re-numbering of tables and graphics if they have to be moved.

Cited from: [What a Linguist Needs to Know about Word Processing](#)

Advantages of text formatting

- Consistency preserving: if the rendering properties are changed separately by hand, inevitably errors occur, leading to inconsistency of formatting.
- Consistent cross-media conversion: well-defined styles in one formatting system, such as a word-processor, can be converted consistently into well-defined styles in another, such as the world-wide web formatting.

Cited from: [What a Linguist Needs to Know about Word Processing](#)

Advantages of text formatting

- Consistent cross system conversion: with well-defined styles, there is a much greater chance of comparable results when different word processors or different versions of a word processor are used.
- Support of barrier free access: screen readers for the visually impaired can process styles intelligently and produce well-structured output.

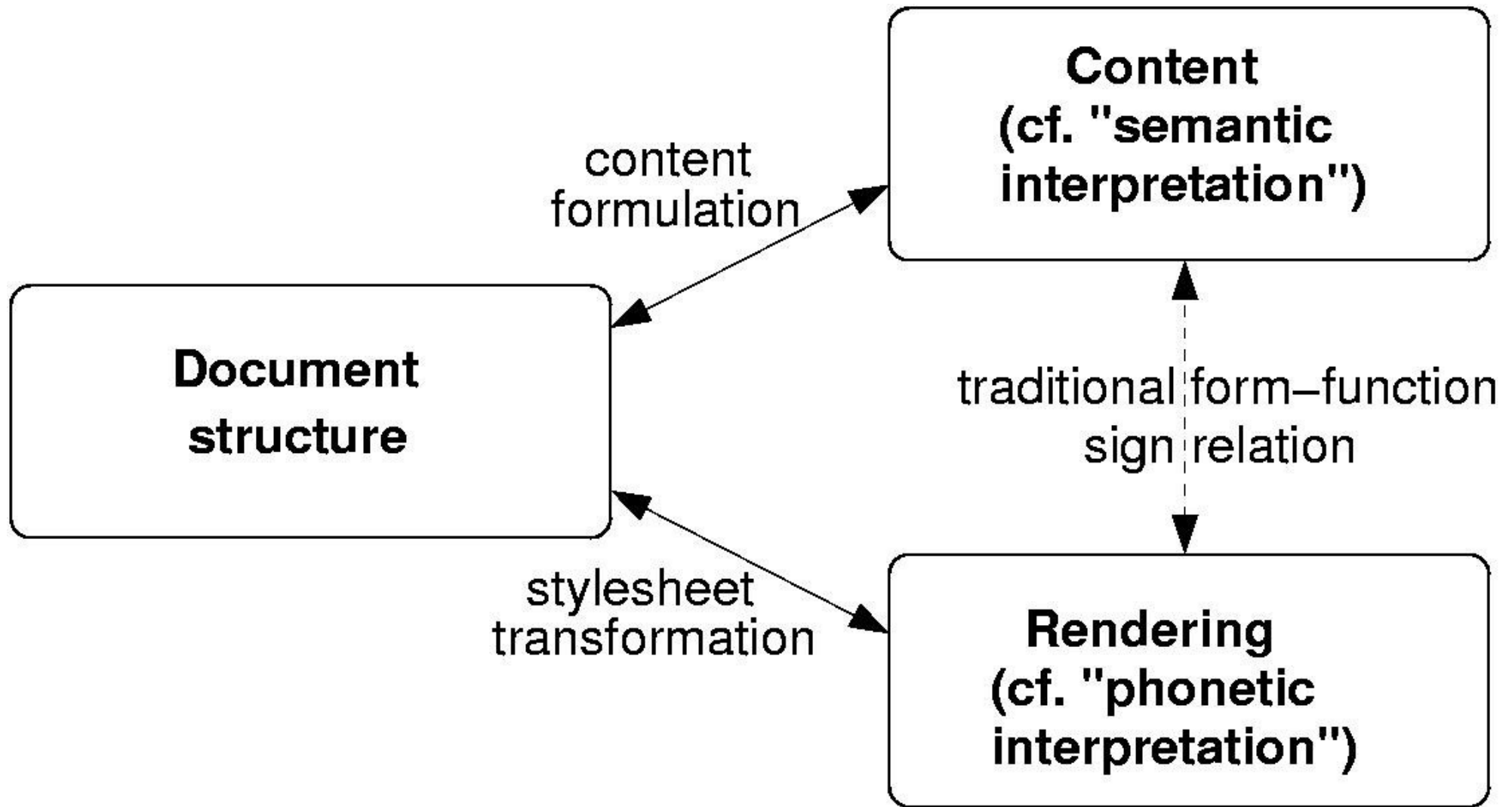
Cited from:

What a Linguist Needs to Know about Word Processing

Document Objects

- document
- page
- paragraph
- character
- list (enumerating list or bullet list)
- table

Document Objects as Signs



Taken from: [What a Linguist Needs to Know about Word Processing](#)

Document Objects as Signs

- Structural properties, which define
 - the components of the Document Object, e.g. paragraphs, lists and sublists,
 - the contexts into which it fits (e.g. for paragraph objects: what the next paragraph object should be);

Document Objects as Signs

- Interpretative properties, which define
 - the Content (i.e. the meaning) of a Document Object (this is entirely up to the author and the readers, of course, and will not be discussed further in this document),
 - the Rendering or style (i.e. the appearance) of a Document Object; the conventional linguistic analogue in the acoustic modality phonetic interpretation, while the media interpretation of a Document Object may be in the visual (text, figures, animations, film) or the acoustic (audio) modality

Cited from: [What a Linguist Needs to Know about Word Processing](#)

Document Objects and their rendering properties

<i>Document Objects</i>	<i>Attribute</i>	<i>Typical values</i>
Document	Name	relevant metadata
	Author	relevant metadata
	Version	relevant metadata
Page	Size	sub-attributes: size, top, bottom, left, right margins, header, footer, frame, ...
	Margin	sub-attributes: top, bottom, left, right margin
	Header	special page-linked paragraph type
	Footer	special page-linked paragraph type
Paragraph	Alignment	left, right, centred, justified
	Numbering	enumerated, bulleted
	Tabulator	horizontal tab settings
	Indentation	left & right margin, first line indentation
	Spacing	gap above and below
	Line	1, 1.5, 2, ...
	Frame	sub-attributes: line type, thickness, colour, ...
Character	Font	Arial, Helvetica, Times New Roman, Courier, ...
	Size	10pt, 12pt, ...
	Bold	bold, non-bold
	Italic	italit, non-italic
	Underline	underline, non-underline
	Colour	red, orange, ... white, black

Now download OpenOffice.org and start text formatting adventure

How to get OpenOffice.org

- Download OpenOffice.org from the official OpenOffice.org website
- Install the program



The screenshot shows the OpenOffice.org website homepage. At the top left is the OpenOffice.org logo, featuring a stylized bird icon above the text "OpenOffice.org". Below the logo is a dark blue navigation bar with white text for "Home", "Download", "Support", "Participate", "Projects", "My pages", and "About". The main content area has a light blue background with a subtle grid pattern. On the left, there are two vertical panels: the top one is titled "native language" with a world map icon, and the bottom one is titled "new user & general info" with a question mark icon. To the right of these panels, the text "free office suite" is prominently displayed. Below this, a paragraph describes OpenOffice.org as a multiplatform and multilingual office suite and an open-source project, compatible with other major office suites, and free to download, use, and distribute. It also includes a link to "join us". At the bottom right, there is a green rectangular button with a white downward-pointing arrow, containing the text "get openoffice.org" and "version: 2.3.1".

How to get OpenOffice.org

- Download OpenOffice.org from the official OpenOffice.org website
- Install the program



Task

- Prepare a style sheet for an English/German ordinary class paper, for example with
 - Author
 - Date
 - Title
 - Text body – text paragraphs
 - Page number

See you next week!