

Lab 1 – Document Formatting using OpenOffice

COMP1200 Perspectives on Computing

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Learning Objectives

Professional and consistent document formatting is an important skill for both university and beyond. Often you will be required to conform to a particular documenting standard or norm. When a document is poorly formatted or does not conform to the required standard or norm the impression the reader gains will often be coloured by this lack of professionalism. This lab is aimed at giving you practice in formatting a document and to consider some issues in producing professional and consistent document formatting.

Your task in this lab is to learn how to produce a document which looks like this:
http://cs.anu.edu.au/student/comp1200/tutes/lab_1/sampledoc.pdf

This format is the same as that required for the first assignment.

Starting OpenOffice

You can start OpenOffice using the command `ooffice` in a terminal window. Another way is to add it to the command panel (usually at the bottom of your screen). If the OpenOffice icon is not already there, right-click on a blank spot, and select “Add Application to Panel -> Office -> OpenOffice.org Word Processor”. The icon should now appear on the panel; click it once to start.

If a new document doesn't open immediately, use the File menu to open one.

Importing raw text

The **raw text** for your document is provided on the course web page
http://cs.anu.edu.au/student/comp1200/tutes/lab_1/sampledoc.txt.

You can import it into your document in two different ways.

- Save it to a text file, then use Insert -> File.
- Display it on your browser window, then use Copy/Paste. This method might destroy some formatting but you can fix it later.

Use File -> Save As to save the document in OpenOffice (.odt) format.

As you prepare your document, make sure you use File -> Save regularly.

Set up options for the entire document

You now need to set up the document in 2-column format. As this is a format that encompasses the entire document you will need to alter the overall formatting of the pages.

- Use the Format -> Page menu option to change the page style to two columns. You should also add a small gap between these columns.

Now set up the styles of the entire document. Using styles in formatting documents is critical in maintaining consistency to the look of the document. To modify existing styles and create new styles use the Format -> Styles and Formatting dialog (or hit F11).

To modify an existing style, right-click on its name and select Modify. To create a new style, the simplest way is to right-click on an existing style that is similar and select New. The new style is then “linked with” the old style and inherits those properties of the old style that you don't explicitly change.

- The styles you will need to set up are as follows:

Name	Font	Size	Linked with	Other
Text body	Times	10	Default	Justified both sides, 0.2cm space below
Heading 1	Times	14 (100%)	Heading	Bold, Left adjusted
Heading 2	Times	10	Heading	Bold, Left adjusted
Abstract	Times	10	Text body	Indented both sides 0.3cm Justified both sides
Abstract heading	Times	12	Heading	Bold, Left adjusted
Reference item	Times	10	Text body	Indent the lines after the first line, Justified both sides, 0.2cm space below
Reference heading	Times	14	Heading	Regular

If the font “Times” is not present in the font list, use “Free Times” or “Times New Roman”. If those aren't present either, use “Nimbus Roman No9 L”.

To apply a style to a paragraph, click in the paragraph then double-click the style name in the Styles and Formatting dialog. The first time you do this with a style, that style is also added to the pulldown style menu on the toolbar.

- Go through the document now applying appropriate styles to each paragraph.

Numbering Section Headings

Use the Tools -> Outline Numbering dialog to give “Heading 1” and “Heading 2” numbering.

At level 1 select “Heading 1”, with Number “1,2,3”. At level 2 select “Heading 2” with Number “1,2,3” and 2 sublevels.

One advantage of formatting using this outline numbering is that if you add in a new

section then the numbering is automatically modified and remains correct. On the other hand, if you do the numbering by simply typing in the numbers then you will need to update the numbering whenever you move, delete, or insert section headings. This is also useful when the Table of Contents is generated.

Title and author details

As the title and author details go across the full width of the page, this should be added as a frame. Use the Insert -> Frame dialog to add a new frame to the page. This should have relative width 100% of the page and be positioned at the top centre of the page text area. Click outside the box and then back in, then type all 3 lines of text as separate lines. Then format the text:

- Select the title and set the font to: Times, size 16, bold, centred.
This title 'paragraph' should be given a border above and below (use the Format -> Paragraph dialog).
- On the second line put your name in size 12 Times and your email address in a typewriter font (such as “Courier” or “Free Courier”). The hardest part is getting the email address flush right. Add a tab character between your name and email address, then click in the tab bar (the line above the the page where you see “1..2..3..4..”) to remove all existing tab points and add a single tab point of type “Right” at the right margin. Try left and right clicks; you will figure it out.
- Set the address line in size 11 font.

Tables and formulas

A few of the items in the document should be formatted as tables. To insert a table use Insert -> Table. Give the number of rows and columns, and deselect “Heading” unless you want a heading. A skeleton table will appear; use Table -> Table Properties to change its size and other properties. You might want use a Relative width and set the Alignment to Center for this exercise.

Selecting the whole table is less tricky if you use Table -> Select -> Table. Then you can apply some properties to all cells at once, such as centering and font size.

The arrow character → that appears in one of the tables can be inserted using Insert -> Special Character. You will find it in the OpenSymbol font.

Formulas need to be added using Insert -> Object -> Formula. First click on the place you want to put the formula. You can use the menu of formula items or type the formula in words into the large window that appears. (If no large window appears, click on the row of 5 fine dots at the base of the main window.) For example, if you type “1 times 2^6” the formula 1×2^6 will appear.

Table of Contents

To add the Table of Contents go to the location in the document where you wish to add the Table Of Contents and use the Insert -> Indexes and Tables > Indexes and Tables dialog. The Table of Contents does not automatically regenerate itself if you

add more section headings. For that you can right-click on the Table of Contents and select Update Index/Table. Similarly if you want to edit the table's formatting style. Note that to change the style of elements within the Table of Contents you simply change the style relating to the elements in question.

Testing MyDropBox

MyDropBox is the online submission system used for this course. Since it is rather slow in producing a report, you might want to do this part of the lab before you complete all of the other parts. Just make sure you have all of the text present in the document. Tables, formulas, etc., are not important.

- Export your document as a PDF file using File -> Export as PDF. Make sure the PDF file has a name ending in “.pdf”.
- Log into MyDropBox. This is described in a separate document: <http://cs.anu.edu.au/students/comp1200/assignments/MyDropBox.pdf>
- Submit your PDF file to the assignment “lab 1”.
- Wait until a report appears. This might take anything up to 30 minutes, so do something else while you are waiting. The report icon might not actually be visible until you reload the page.
- Take a look at the report. Some of the sample text for this exercise was intentionally copied off web pages. Double-click on the coloured parts of the report to see what possible sources MyDropBox discovered.