

# **Documents Template**

**For Docs &  
Notes**

**v1.1**

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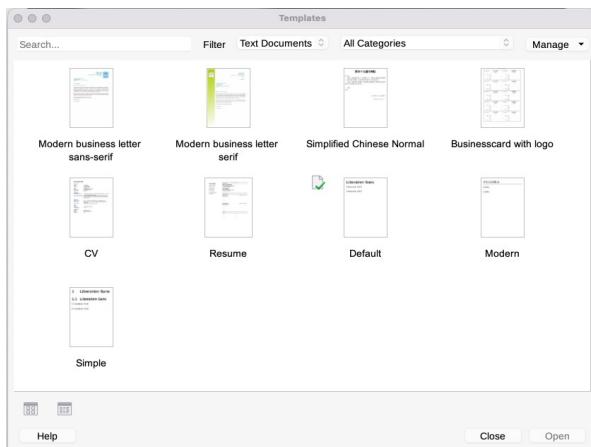
# Table of Contents

1 Using the template.....	3
2 Features.....	4
2.1 Cover - First page.....	4
2.2 Custom paragraph styles - H2.....	4
dk_Block paragraph styles - H3.....	4
dk_Block, Parent of group. Blockquotes - H4.....	5
dk_BodyText.CloserLines paragraphs.....	6
dk_File..Name and dk_File.Code.....	6
2.3 Custom Character Styles.....	7
dk_Code Character Styles - H3.....	7
dk_Code, Code text group parent- H4.....	7
dk_MenuBread.Crumbs.....	7
2.4 Frame Styles.....	8
Graphics.....	8
2.5 Table Styles.....	8
dk_Clean_SimpleGridRows.....	8
3 Writer Helpers.....	9
3.1 Symbols.....	9
Some lists of ASCII symbols (To Copy&Paste).....	9
Some fancy Symbol Fonts.....	10
3.2 Installed Extensions.....	10

# 1 Using the template

Go to the menu **File > Templates > Manage Templates** option.

At the top right side corner select **Manage > Import** and select the category you like to import to and choose **LibreOfficeTemplate.ott** from the disk.



Right-click on the template and select **Set as Default** if you like create all your new **Writer** files with this template instead of a blank one.

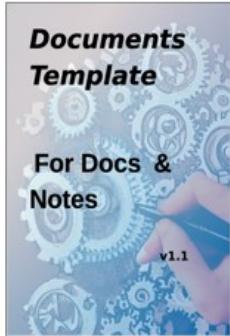
## 2 Features

This template is customized mainly with **Dejavu Serif** font inheriting the font styles from the **Text Body** paragraph style. The **Default Paragraph Style** is not changed.

 The reason of using **Text Body** paragraph and **Source Text** character styles as ancestors is that both matches the web format and allows to *copy and paste* blocks of text with minimal changes.

### 2.1 Cover - First page

 Use light images to see dark titles or viceversa. The example image is also degraded from left to right.



The cover image properties are set to:

- Anchor: **To the page**.
- Protected with **Properties > Options > Protect >**  
**✓Contents ✓Position ✓Size**
- Wrap set to **Properties > Options > Wrap > ⓧ Through > In background**.

The image is protected to avoid movements during the editing of the title.

 To replace the image simply right-click, choose **Replace** in the menu and select the new one.

### 2.2 Custom paragraph styles - H2

#### dk\_Block paragraph styles - H3

Changes in the style configuration of **dk\_Block** or its ancestors will be also reflected into the children (*except the properties expressly changed in the children*).

 Only applies to changes made through Style editor, no to direct formatting (manually formatting one **dk\_Block** paragraph)

E.g. changing the font in **dk\_Block** Styles will cause the same effect in all the children; changing the border lines will change the border lines also in all of the

children **except in** `dk_Block.TLDR` because of it's own configuration with no borders and icon.

## dk\_Block, Parent of group. Blockquotes - H4

`dk_Block` Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vel tortor ornare, commodo lectus id, euismod risus. Quisque in maximus lorem.

`dk_Block*` Children message paragraphs:

 `dk_Block.Information` **Special information or interest paragraphs.** Cras quis commodo nunc. In hac habitasse platea dictumst. Suspendisse non pellentesque elit. In mattis tincidunt mi, eu dictum felis lobortis at.

Duis sollicitudin justo in diam suscipit volutpat. Praesent lacinia arcu ac efficitur lobortis. Ut venenatis diam justo, eget consectetur nunc feugiat in.

 `dk_Block.Note` **Personal notes** in documentations. In sit amet pulvinar ipsum. Cras auctor nec nibh iaculis maximus. Donec sit amet neque iaculis, ullamcorper lectus eget, ornare nunc.

Maecenas dignissim nisl augue. Interdum et malesuada fames ac ante ipsum primis in faucibus. Ut non nunc iaculis, dignissim lorem et, sagittis mi. Vestibulum sit amet facilisis nunc.

 `dk_Block.Tip` **Tip message** paragraph. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Duis vel tellus ligula. Suspendisse vitae convallis enim. Donec tincidunt lacinia consequat. Fusce posuere ac nulla at gravida.

Proin porta ipsum elit. Cras eget purus ac velit accumsan mattis.

`dk_Block.TLDR` **Too Long Don't Read.** Paragraphs you like to style as unnecessary reading.

 `dk_Block.Warning` **Warning style**, used to mark paragraphs that require special attention to avoid problems. Aenean lacinia quis mi sed suscipit. Donec a felis a orci condimentum tincidunt at at neque.

About the Icons in `dk_Block` paragraph style group:

 **The style does not set the Icon automatically.** Set the icons     as favorites in `Insert Special Characters` to have a quick access to them. As mnemonic, each icon colour matches the message style background colour.

## dk\_BodyText.CloserLines paragraphs

I use this to place the list lines closer together. Descends from `Body Text` style but the line spacing is set to `Proportional of 120%`.

### Examples:

Body Text	With dk_BodyText.CloserLines
<ul style="list-style-type: none"><li>• Lorem ipsum dolor sit amet.</li><li>• Nunc mauris nunc, dapibus at eros eu, sodales eleifend arcu.</li><li>• Vivamus dictum finibus maximus.</li></ul>	<ul style="list-style-type: none"><li>• Lorem ipsum dolor sit amet.</li><li>• Nunc mauris nunc, dapibus at eros eu, sodales eleifend arcu.</li><li>• Vivamus dictum finibus maximus.</li></ul>
<ol style="list-style-type: none"><li>1. Lorem ipsum dolor sit amet.</li><li>2. Nunc mauris nunc, dapibus at eros eu, sodales eleifend arcu.</li><li>3. Vivamus dictum finibus maximus.</li></ol>	<ol style="list-style-type: none"><li>1. Lorem ipsum dolor sit amet.</li><li>2. Nunc mauris nunc, dapibus at eros eu, sodales eleifend arcu.</li><li>3. Vivamus dictum finibus maximus.</li></ol>

## dk\_File..Name and dk\_File.Code

 **Note** that `dk_File..Name` is written with two dots. This is only to change the alphabetic order in the list of styles.

Both are descendants of `dk_File` in order to:

- Maintain the same visual aspect of the messages.
- Avoid space between paragraphs of both styles.

Used together in programming code files, usually the first line to set the file name and the next ones for lines of code.

To highlight the code needs the extension [Code Highglighter 2](#).

### Steps:

1. Create the `dk_File..Name` line and set the file name and optional description.
2. Pressing enter the next line will be a `dk_File.Code` paragraph line. Paste there the code lines without formatting.
3. Select the code lines and go to `Format > Code Hightlighter 2 > Highlight Code > Language > <Your programming language, e.g. Dart>`

Example 1, file with Dart code:

File: lib/main.dart (dk\_File..Name paragraph style)

```
import 'package:flutter/material.dart'; // dk_File.Code Paragraph style lines
```

```
void main() {
    runApp(const MyApp());
}
```

Example 2, terminal command Bash formatted:

Terminal: Using sed to split \$PATH environment

```
~ sed 's/:/\n/g' <<< "$PATH"
/Users/otto/fvm/versions/stable/bin/
/platform-tools/
```

**Format > Code Hightlighter 2 > Highlight Code > Previous Settings** formats the code with the last used programming language.

## 2.3 Custom Character Styles

### dk\_Code Character Styles - H3

dk\_Code, Code text group parent- H4

Inherits from Souce Text with the borders set to:

- Line Arrangement: All four borders.
- Line: Dotted - Gray 300 Width Custom 0,25 pt.
- Padding - All 0,04 cm.

The colour remains black.

dk\_Code\* Children character styles:

`dk_Code.Class`, `dk_Code.Comment` and `dk_Code.Keyword` are descendants of `dk_Code`.

Lorem `dk_Code.words` ipsum dolor sit amet, `dk_Class.type` adipiscing elit.  
`dk_Kwod word` mauris nunc, `dk_Comment words` dapibus at eros eu, sodales eleifend arcu.

**Tip** Create new character styles inheriting from dk\_Code according to your own requirements.

### dk\_MenuBread.Crumbs

Use this character style to indicate the menu steps to follow, e.g. `Tools > Macros > Organize Macros > Basic`.

## 2.4 Frame Styles

### Graphics



Nam elementum dolor sed augue inte

Since this is the image pattern I most use, **Styles - Frame**  
**Styles - Graphics** settings are set to:

0.04 cm + After + at the top + at the left + to paragraph +  
No border, Spacing 0,3 cm + Hatching + Black 0 Degrees +  
Transparency 100% + FALSE

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Nunc mauris nunc, dapibus at eros eu, sodales eleifend arcu.

Vivamus dictum finibus maximus. Cras purus ligula, dictum sit amet massa et,  
malesuada tincidunt libero.

## 2.5 Table Styles

### dk\_Clean\_SimpleGridRows

Inherits from Simple Grid Rows with left margin tabs set to 0,20cm. To use it apply the style once positioned within a table.

Col 1	Col 2	Col 3	Col 4
Row 1			
Row 2			
Row 3			
Row 4			

#### ✓ Tip

Row-3  
Row-4  
Row-5

The last two columns are formated with the same colour if the table has an odd number of rows. A workaround to 'solve' this is adding one row more, selecting the row, and setting its height to 0,00

unchecked the option **Fit to size**



