





Technical Writing and Presentation

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Proudly created by

Except for the figures created by Matlab, this document has been created by *Free and open source software* (FOSS). Special thanks go to the numerous generous developers behind the following projects:

GNU project free software, mass collaboration project aiming to give users freedom

LATEX document markup language

TEX Live cross-platform LATEX distribution

MiKT_EX L^AT_EX distribution for Windows

LyX cross-platform LaTeX-based document preparation system

Beamer LATEX class for creating presentation slides and handouts

Inkscape cross-platform vector graphics editor

TeX Text Inkscape plugin for creating and editing LATEX formulae

Other great projects I failed to mention ...

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1 Technical Writing

Word Processors

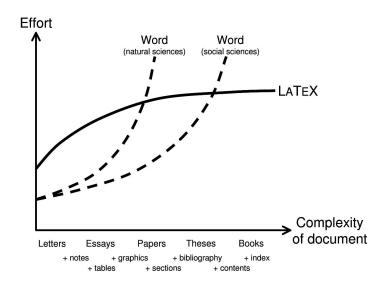
Usually there are two categories of word processing software packages

- What You See Is What You Get (WYSIWYG)
- What You See Is What You Mean (WYSIWYM)

WYSIWYG	WYSIWYM
Microsoft Word	
LibreOffice Writer	Ľ [∆] T _E X
AbiWord	L _Y X
Calligra Words	

Roughly, you can compare LATEX to Word as you compare Matlab to Excel

LATEX vs Microsoft Word



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1.1 LATEX

LATEX is a document markup language.

- Simply you can think of it as similar to HTML¹
- In order to create a document in LaTeX, a .tex file must be created using some text editor
- The .tex file is then compiled to produce the document
- LATEX can generate several document formats including "pdf"

LATEX is Free

Although being free is an advantage, but it is a drawback at the same time

- Slow download server
- No clean official documentation
- Several alternatives to do the same thing

However; LATEX is very mature and widely used by professional/enterprise publishers

- Also it has a big user community
 - when you encounter a problem, google it. Most likely you will find others had encountered it and found a solution

¹(HyperText Markup Language)

Document classes

Default is two-sided. book No \part divisions. report

No \part or \chapter divisions. article

letter Letter (?).

slides Large sans-serif font.

Used at the very beginning of a document:

 $\documentclass\{class\}$. Use $\begin{document}$ to start contents and \end{document} to end the document.

Common documentclass options

10pt/11pt/12pt Font size. letterpaper/a4paper Paper size. Use two columns. twocolumn

twoside Set margins for two-sided.

landscape Landscape orientation. Must use dvips

-t landscape. draft Double-space lines. Usage: \documentclass[opt,opt]{class}.

Packages

fullpage Use 1 inch margins.

anysize Set margins: $\mbox{marginsize}\{l\}\{r\}\{t\}\{b\}.$

multicol Use n columns: βn .

latexsym Use IATEX symbol font.

graphicx Show image: \includegraphics[width=x]{file}

url Insert URL: \url{http://...}.

Use before \begin{document}. Usage: \usepackage{package}

Title

\author{text} Author of document. \title{text} Title of document.

\date{text} Date.

These commands go before $\begin{document}.\ \begin{document}.\ \begin{document}$ declaration \maketitle goes at the top of the document.

Miscellaneous

\pagestyle{empty} Empty header, footer and no page numbers.

\tableofcontents Add a table of contents here.

Document structure

\part{title} \subsubsection{title} \chapter{title} \paragraph{title} \section{title} \subparagraph{title} \subsection{title}

Use $\secounter{secnumdepth}{x}$ suppresses heading numbers of depth > x, where chapter has depth 0. Use a *, as in \section*{title}, to not number a particular item—these items will also not appear in the table of contents.

Text environments

\begin{comment} Comment (not printed). Requires verbatim Verbatim text

package.

Indented quotation block. \begin{quote}

\begin{quotation} Like quote with indented paragraphs.

\begin{verse} Quotation block for verse.

Lists

\begin{enumerate} Numbered list. Bulleted list. \begin{itemize} \begin{description}Description list. \item text Add an item.

in [x] textUse x instead of normal bullet or number. Required for descriptions.

References

\label{marker} Set a marker for cross-reference, often of the form \label{sec:item}.

\ref{marker} Give section/body number of marker. \pageref{marker} Give page number of marker. \footnote{text} Print footnote at bottom of page.

Floating bodies

\begin{table}[place] Add numbered table. \begin{figure}[place] Add numbered figure. \begin{equation} [place] Add numbered equation. \caption{text} Caption for the body. The place is a list valid placements for the body. t=top, h=here, b=bottom, p=separate page, !=place even if ugly. Captions and label markers should be within the environment.

Effect

Text properties

Font face Command

$\text{textrm}\{text\}$	$\{\rmfamily\ text\}$	Roman family				
$\text{textsf}\{text\}$	$\{\sffamily\ text\}$	Sans serif family				
$\text{texttt}\{text\}$	$\{\ttfamily\ text\}$	Typewriter family				
$\text{textmd}\{text\}$	${\tt \{\mbox{mdseries}\ text\}}$	Medium series				
$\text{textbf}\{text\}$	$\{\bfseries\ text\}$	Bold series				
$\text{textup}\{text\}$	$\{\upshape text\}$	Upright shape				
$\text{textit}\{text\}$	$\{\t tshape text\}$	Italic shape				
$\text{textsl}\{text\}$	$\{\sline text\}$	Slanted shape				
$\text{textsc}\{text\}$	$\{\sc shape text\}$	Small Caps shape				
$\ensuremath{\texttt{emph}}{text}$	$\{ \text{lem } text \}$	Emphasized				
\textnormal{text}{\normalfont text}Document font						
\underline{text}	}	Underline				

Declaration

The command (tttt) form handles spacing better than the declaration (ttt) form.

Font size

\tiny	tiny	\Large	Large
\scriptsize	scriptsize	\LARGE	LARGE
\footnotesize	footnotesize	\LANGE	1
\small	small	\huge	huge
\normalsize	normalsize	(mago	TT
\large	large	\Huge	Huge
These are decla	rations and shoul	d be use	ed in the form {\sm

...}, or without braces to affect the entire document.

\begin{verbatim} Verbatim environment. \begin{verbatim*} Spaces are shown as ... \verb!text!

Text between the delimiting characters (in this case '!') is verbatim.

Justification

Environment Declaration \begin{center} \centering \begin{flushleft} \raggedright \begin{flushright} \raggedleft

Miscellaneous

 $\label{linespread} x \ changes the line spacing by the multiplier <math>x$.

Text-mode symbols

Symbols

&	\&	_	_		\ldots	•	\textbullet	
\$	\\$	^	\^{}		\textbar	\	\textbackslash	
%	۱%	~	\~{}	#	\#	8	\s	

Accents

ò \'o	ó \'o	ô \^o	õ \~o	ō \=0
ò ∖.o	ö \"o	g \c o	ŏ \v o	ő \H (
ç \c c	o √d o	o √b o	⊙ \t 00	∞ \oe
Œ /OE	æ \ae	Æ \AE	å \aa	Å \AA
	Ø \0	ł \1	Ł \L	1 \i
j ∖j	i ~ '	٤ ?'		

Delimiters

```
'' "'' \{\ [\ [\ (\ (\ <\ )
', "', }\} |] )) > \textgreater
```

Dashes

Name	Source	Example	Usage
hyphen	-	X-ray	In words.
en-dash		1-5	Between numbers.
em-dash		Yes—or no?	Punctuation.

Line and page breaks

11 Begin new line without new paragraph. * Prohibit pagebreak after linebreak.

\kill Don't print current line.

\pagebreak Start new page.

\noindent Do not indent current line.

Miscellaneous

February 25, 2014. \today \$\sim\$ Prints \sim instead of $\^{\sim}$ {}, which makes $^{\sim}$

Space, disallow linebreak (W.J.~Clinton). \@. Indicate that the . ends a sentence when following

an uppercase letter.

\hspace{l} Horizontal space of length l (Ex: l = 20pt).

 $\vertical space of length l.$

 \mathbf{w}_{h} Line of width w and height h.

Tabular environments

tabbing environment

\= Set tab stop. > Go to tab stop.

Tab stops can be set on "invisible" lines with \kill at the end of the line. Normally $\setminus \setminus$ is used to separate lines.

tabular environment

\begin{array}[pos]{cols} \begin{tabular}[pos]{cols} \begin{tabular*}{width}[pos]{cols}

tabular column specification

Left-justified column. 1 Centered column. Right-justified column. p{width} Same as \parbox[t]{width}. @{decl} Insert decl instead of inter-column space. Inserts a vertical line between columns.

tabular elements

Horizontal line between rows. $\cline{x-y}$ Horizontal line across columns x through y. $\mbox{\mbox{\mbox{multicolumn}}} \{ cols \} \{ text \}$

> A cell that spans n columns, with cols column specification.

Math mode

For inline math, use $\(\ldots\)$ or $\\ldots\$. For displayed math, use $\[...\]$ or $\begin{equation}$.

Superscript x	^{x}	$Subscript_x$	_{x}
$\frac{x}{y}$	$frac{x}{y}$	$\sum_{k=1}^{n}$	$\sum_{k=1}^n$
$\sqrt[y]{x}$	$\sqrt[n]{x}$	$\prod_{k=1}^{n} \sum_{k=1}^{n}$	$\displaystyle \frac{k=1}^n$

Math-mode symbols

```
< \leq
             > \geq
                          ≠ \neq
                                     ≈ \approx
× \times

→ \div

                          ± \pm
                                     · \cdot
^{\circ} ^{\circ} ^{\circ} \circ
                         / \prime ··· \cdots
\infty \infty
             ¬ \neg
                          ⊃ \supset
                                     → \rightarrow
∃ \exists ∉ \notin ⇒ \Rightarrow
                            \mid ⇔ \Leftrightarrow
∪ \cup
             ∩ \cap
                         \bar{a} \bar a \tilde{a} \tilde a
à \dot a
             \hat{a} \hat a
\alpha \alpha
             \beta \beta
                         \gamma \gamma \delta \delta
\epsilon \epsilon \zeta \zeta
                         \eta \eta \varepsilon \varepsilon
\theta \theta
                          \kappa \kappa \vartheta \vartheta
             ι \iota
\lambda \lambda
             μ \mu
                         \nu \nu
                                   ξ \xi
\pi \ \mathrm{pi}
             \rho \rho
                         \sigma \sigma 	au \tau
v \upsilon \phi \phi
                         \chi \chi \psi \psi
\omega \omega \Gamma \Gamma
                         \Delta \Delta \Theta \Theta
Λ \Lambda Ξ \Xi
                         Π\Pi
                                    \Sigma \Sigma
\Upsilon \Upsilon \Phi \Phi
                          \Psi \Psi \Omega \Omega
```

Bibliography and citations

When using BibTEX, you need to run latex, bibtex, and latex twice more to resolve dependencies.

Citation types

 $\text{cite}\{key\}$ Full author list and year. (Watson and Crick \citeA{keu} Full author list. (Watson and Crick) \citeN{key} Full author list and year. Watson and Crick (1953)\shortcite{key} Abbreviated author list and year. ? \shortciteA{keu} Abbreviated author list. ? \shortciteN{key} Abbreviated author list and year. ? \citevear{keu} Cite year only. (1953) All the above have an NP variant without parentheses; Ex. \citeNP.

BibTeX entry types

@article

Journal or magazine article. @book Book with publisher. @booklet Book without publisher. @conference Article in conference proceedings. A part of a book and/or range of pages. @inbook @incollection A part of book with its own title.

If nothing else fits. @misc @phdthesis PhD. thesis.

Proceedings of a conference. @proceedings @techreport Tech report, usually numbered in series.

@unpublished Unpublished.

BibTeX fields

address Address of publisher. Not necessary for major

author Names of authors, of format booktitle Title of book when part of it is cited. chapter Chapter or section number.

edition Edition of a book. editor Names of editors.

institution Sponsoring institution of tech. report.

Journal name. journal

Used for cross ref. when no author.

Month published. Use 3-letter abbreviation. month Any additional information. number Number of journal or magazine. organization Organization that sponsors a conference.

Page range (2,6,9--12). pages publisher Publisher's name.

Name of school (for thesis). school Name of series of books. series

title Title of work.

Type of tech. report, ex. "Research Note". type

Volume of a journal or book. volume vear Year of publication.

Not all fields need to be filled. See example below.

Common BibTeX style files

abbrv Standard abstract alpha with abstract

alpha Standard APA plain Standard unsrt Unsorted

The LATEX document should have the following two lines just before \end{document}, where bibfile.bib is the name of the BibT_EX file.

\bibliographystyle{plain} \bibliographv{bibfile}

BibTeX example

The BibTeX database goes in a file called file.bib, which is processed with bibtex file.

```
@String{N = {Na\-ture}}
@Article{WC:1953,
 author = {James Watson and Francis Crick},
 title = {A structure for Deoxyribose Nucleic Acid},
 journal = N,
 volume = \{171\},
 pages = \{737\},
 year
       = 1953
```

Sample LATEX document

\documentclass[11pt]{article} \usepackage{fullpage} \title{Template} \author{Name} \begin{document} \maketitle

\section{section}

\subsection*{subsection without number}

text \textbf{bold text} text. Some math: \$2+2=5\$

\subsection{subsection}

text \emph{emphasized text} text. \cite{WC:1953} discovered the structure of DNA.

\begin{table}[!th] \begin{tabular}{||1|c|r|} \hline first & row & data \\ second & row & data \\ \hline \end{tabular} \caption{This is the caption} \label{ex:table} \end{table}

The table is numbered \ref{ex:table}. \end{document}

Copyright © 2014 Winston Chang http://www.stdout.org/~winston/latex/

LATEX Editors/IDE

- To write C/C++ code, any text editor can be used
 - But using a good IDE can greatly ease your job
- LATEX is similar
 - Any text editor is OK, but a dedicated LATEX editor/IDE is strongly recommended
- A dedicated LATEX editor/IDE
 - can highlight and auto complete LATEX keywords
 - has several LATEX templates for several types of documents
 - facilitates compiling and debugging
 - **–** ...
- Sample LATEX editors are:

Texstudio; cross-platform

Kile; for Linux and many others

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Arabic Support

Thanks to the "Arabi" package, Arabic and Farsi languages are supported with the "Babel" package.

- However, since arabic users are few, "Arabi" package is not mature enough and some minor bugs do exist
 - Googling about these bugs, usually you find the same of similar bugs do exist in other languages, and hence you can infer solutions/workarounds

Keep Concentrating

Due to its WYSIWYM nature, I feel <u>more</u> concentrating while using LATEX as compared to Ms-Word.

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Installing LATEX

- Install LaTeX implementation. Notable implementations are:
 - MiKT_EX Windows only³
 - T_FX Live cross-platform⁴

²Thanks to GOD at first of course

³Download the full MiKT_EX. This is done using the "**Net Installer**". First, download the full MiKT_EX. After download completes, run the downloaded installer and install the full MiKT_EX.

⁴Available for MS-Windows, Mac OS and Linux

- Install TFX/LATFX editor/IDE. Notable examples include:
 - Texstudio cross-platform⁴
 - Kile for Linux

– ...

Porting LATEX Documents

Usually .tex files often reference other files (images, bibliography databases, ...).

• Hence, if you want to copy a LaTeX document to another computer, you have to copy all the referenced files as well

1.2 L_YX

LyX is a graphical front-end to LATEX.

- You can think of the $\underline{L\gamma X}$ - $\underline{L\gamma X}$ relationship as similar to the $\underline{Visual\ Studio}$ - $C++\ compiler$ relationship
- Unlike LATEX, LyX comes with tidy and very good documentation
- Also it has a big community, i.e.,
 - it is mature enough
 - when you encounter a problem, google it. Most likely you will find others had encountered it and found a solution

Keep your concentration

Due to its WYSIWYM nature, I feel <u>very</u> concentrating while using $L_{Y}X$ as compared to Ms-Word.

Arabic Support

Arabic is supported in LyX.

Installing LyX

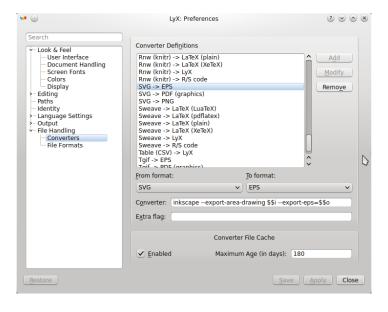
The following installation sequence is recommended:

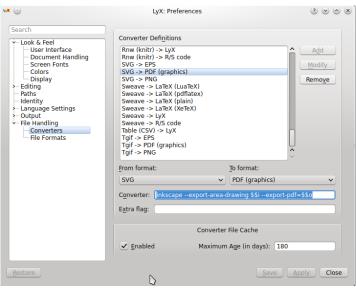
- 1. Install Inkscape
 - Confirm path to inkscape.exe is added to the "PATH" environment variable
- 2. Install the *full* MiKT_EX (or T_EX Live)
- 3. Install LyX

Configuring Converters

SVG is the file format used by the Inkscape graphing SW. Therefore, confirm that LyX uses Inkscape⁵ to convert SVG files as follows:

- Tools > Preferences > File Handling > Converters > 6
 - SVG -> EPS > Converter > inkscape \$\$i --export-area-drawing --export-type="eps"
 - SVG -> PDF > Converter > inkscape \$\$i --export-area-drawing --export-type="pdf"
 - SVG -> PNG > Converter > inkscape \$\$i --export-type="png"
 - GIF -> PNG > Converter > magick convert '\$\$i[0]' \$\$o⁷

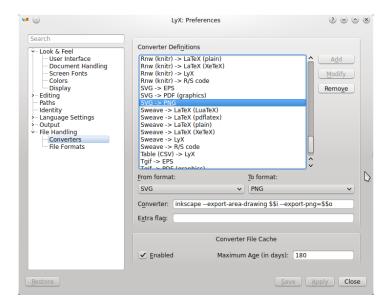




⁵Make sure that the Inkscape is installed, and the path of "inkscape.exe" is added to "path" environment variable. You can test this by executing "inkscape" from the command prompt.

⁶Note that Inkscape CLI has changed since version 1.0 [https://wiki.inkscape.org/wiki/index.php/Using_the_Command_Line#Changes_from_0.92]

⁷For ImageMagick older than release 7.x, use "convert '\$\$i[0]' \$\$o"



Learning LyX

- Explore style-list, menus and toolbars.
- Help menu includes very good manuals.
 - Manuals themselves are LyX documents
 - * So they are essentially very good LyX examples
 - You may begin with:
 - * Introduction
 - * Tutorial
- C:\Program Files (x86)\LyX 2.3\Resources folder contains wide variety of very good examples

Porting LyX Documents

Similar to LATEX documents, .lyx files often reference other files (images, bibliography databases, ...).

• Hence, if you want to copy a L_YX document to another computer, you have to copy all the referenced files as well

1.3 Beamer

Beamer is a LaTeX class for creating **professional** presentation slides.

• Beamer can also be easily used within LyX

Incl	luding	σ Vid	lens
\mathbf{H}	luum	e viu	LCUS

Use the multimedia package. For example, the following animation is produced using:

\movie[externalviewer]{\includegraphics[width=0.7\textheight]{movieThumbnail.png}

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Including Gif Animations

Refer to https://tex.stackexchange.com/questions/240243/getting-gif-and-or-moving-images-into-a-latex-presentation for details

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Presentation Handouts

Beamer-Article is a LATEX class that renders Beamer slides on a standard sized paper⁸ to create *professional* presentation handouts.

- Frame titles are used as paragraph titles
- Slide layout/colors are not rendered
- Sectioning is kept
- Beamer-Article can be easily used within LyX

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Keep your concentration

Due to its WYSIWYM nature, I feel <u>very very very concentrating</u> while using **LyX-Beamer** as compared to **Ms-Power Point**.

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Installing Beamer

- Beamer class is usually installed by default with MiKTEX, TEXLive
- ullet Also templates for both Beamer-presentation and Beamer-article are included by default with LyX

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⁸like A4 or letter

Learning Beamer

• From LyX

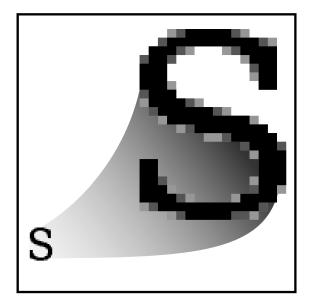
Help >Specific Manuals>Beamer Presentations **Explore** the styles list and Insert menu⁹

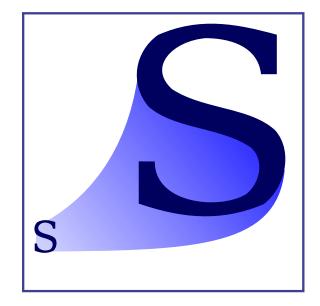
- \bullet $Beamer\ User\ Guide\ \mbox{explain}$ creating Beamer presentations in plain $\mbox{L\!\!\!\!/} T_E\!X$ and $\mbox{L}_Y\!X$ as well
- For **customization** of Beamer presentations, check the "BEAMER appearance cheat sheet" at http://science.thilucmic.fr
- For various **themes** of Beamer presentation, check http://www.hartwork.org/beamer-theme-matrix/
- Also a very good variety of presentations are attached to this course

⁹Styles will be available after you set the current document type to Beamer. This is done from the menu command "Document>Settings>Document Class>Beamer"

2 Vector Graphics using Inkscape

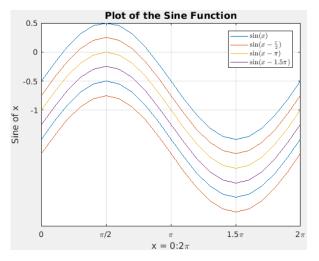
Raster vs Vector Graphics

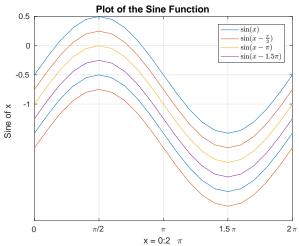




Raster .bmp .jpeg .png



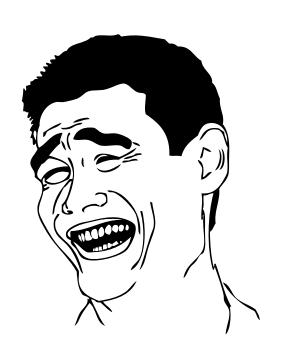












Graphics Formats

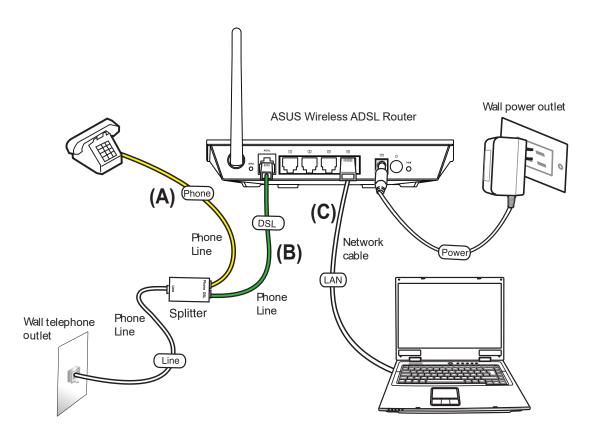
	Raster	Vector		
.bmp	Uncompressed	.pdf	Compressed	
.png	Loose-less compression	.eps		
.jpg	Lossy compression	.emf	Compatible with MS office	
		.svg		
:		:		

Vec

Vector Graphics Editors		
 Adobe Illustrator (<i>de facto</i> standard; bloated) Corel Draw (bloated) Inkscape (light, open source, free, cross- 	platform and popular; my favorite)LibreOffice Draw	27
• Free		
• Open source		
• Cross platform		
• Has a big community, i.e.,		
- it is mature enough		
 when you encounter a problem, good countered it and found a solution 	ogle it. Most likely you will find others had en-	
Much much powerful than MS-Word or N	AS-Power point sketching capabilities	
Has several plugins that greatly expand its	s capabilities	
		28
Inkscape Capabilities		
• Inkscape is based on brazier curves		
 Defines a curve using four information 	on, start, end, start tangent and end tangent	
• Additionally, you can draw and edit:		
straight linescircles/arcs/ellipsestext	LATEX formulasfunction curves	

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Import Graphics from pdf



• You can import vector graphics from pdf files, and even edit them

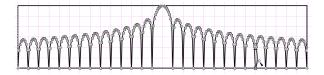
32

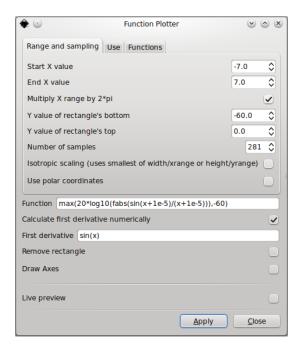
2.1 Interesting Plug-ins

Function Plotter

Function Plotter is a built in plugin.

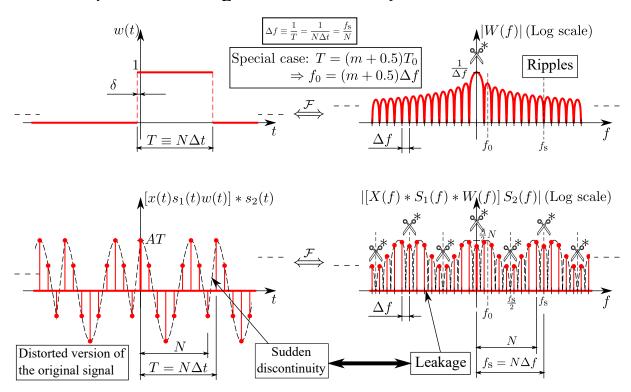
- It uses Bézier curves, same as Inkscape
- It calculates the function derivative and use it to adjust the curve slope
 - It produces very smooth curves using much less points than Matlab
 - You can still modify the end/control points





TexText

It allows you to write/edit LATEX formulas inside Inkscape



2.2 Learning Inkscape

• Explore menus and toolbars

- Official manual [1] is very good and detailed
 - Chapters 1 includes 10 examples
 - * The first 3 examples are enough for a good start
 - Chapters 5 explains editing
 - * Surf it fast
- Help menu includes tutorials, FAQ, ...
- http://inkscapetutorials.org/

References

[1] T. Bah, *Inkscape*. Prentice Hall, 2011. [Online]. Available: http://www.ebook.de/de/product/14765413/tavmjong_bah_inkscape.html

3