

# Working with Documents

- two major aspects of a document
- **content**: what it says
- text, images, ...
- **style**: how it looks
- colors, fonts, ...

# Different Media

- preparing a document for different media
- print on paper, present on the web
- different media have different requirements
- e.g. web pages are continuous, no fixed page size

# Content and Style

- same content, different styles
- **SEPARATE CONTENT AND STYLE**

# Word Processors

- applications for preparing documents
- Microsoft Word, LibreOffice Writer, ...
- **WYSIWYG**: What You See Is What You Get
- intuitive
- difficult for large documents

# Document Formats

- Open Document Format: .odt
- Office Open XML: .docx
- Portable Document Format: .pdf
- for printing, not for editing

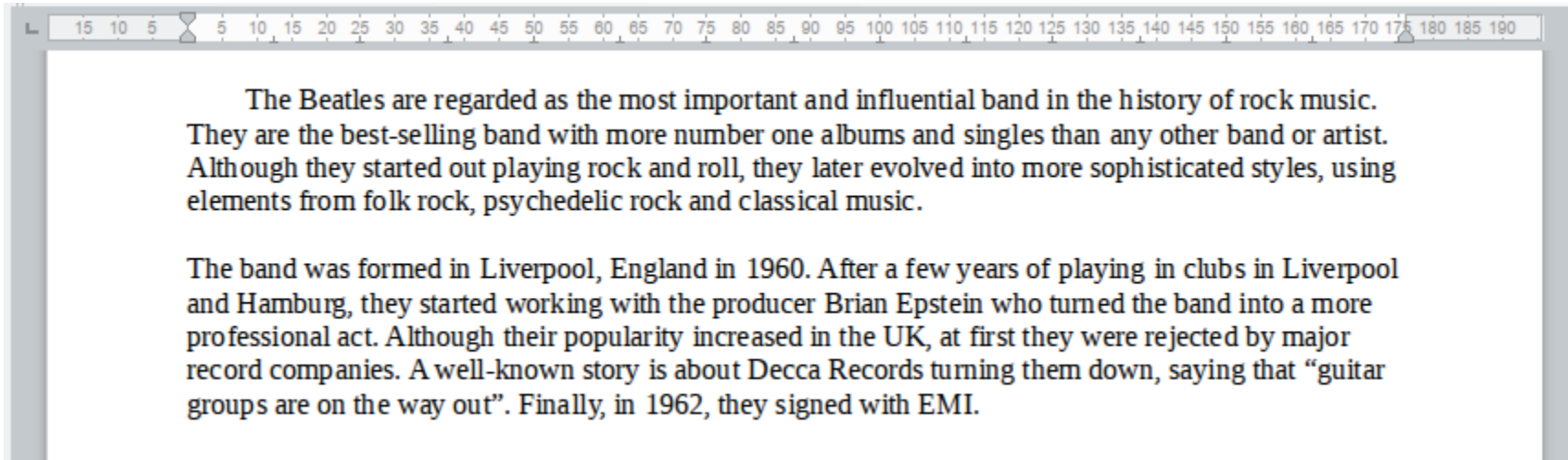
# Content Elements

- content elements carry information
- paragraphs
- lists
- tables
- ...
- images
- audio, video
- ...

# Paragraphs

- separated by **line breaks**
- no line break within the paragraph

# Paragraph Example

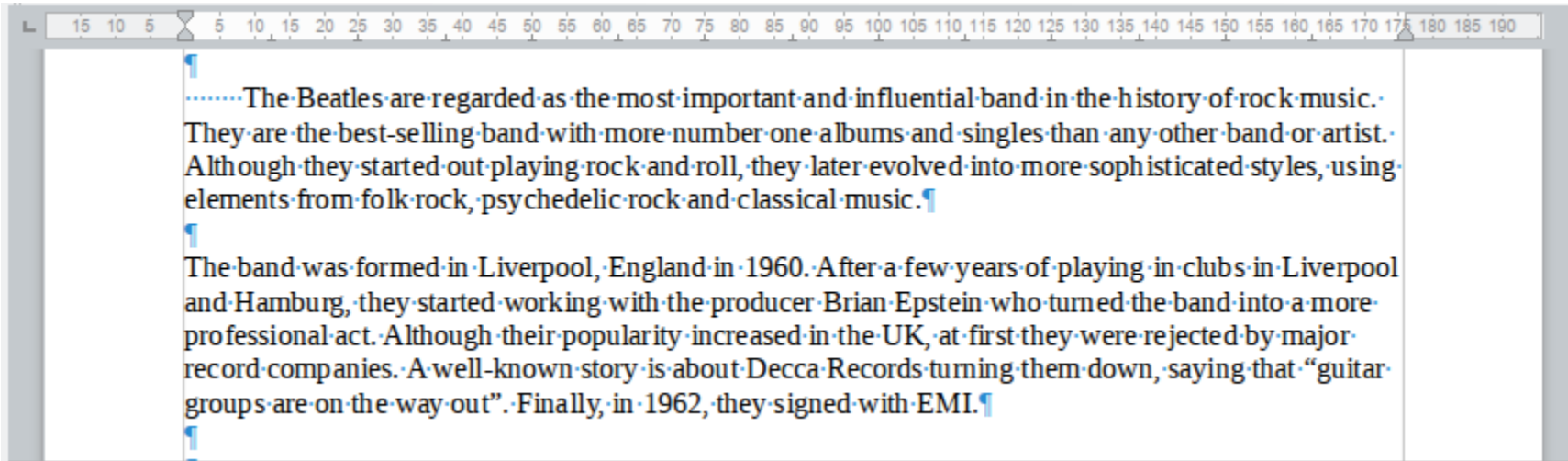




# Whitespace

- spaces, tabs, line breaks are **whitespace**
- don't use whitespace to adjust appearance

# Whitespace Example



# Lists

- unordered list (itemized)
- ordered list (enumerated)
- definition list: a term and its description

# Unordered List Example

Their famous lineup, called "The Fab Four", consisted of the following members:

- John Lennon (rhythm guitar)
- Paul McCartney (bass guitar)
- George Harrison (lead guitar)
- Ringo Starr (drums)

# Ordered List Example

The Beatles released 13 albums during the years 1963-1970:

1. Please Please Me (1963)
2. With the Beatles (1963)
3. A Hard Day's Night (1964)
4. Beatles for Sale (1964)
5. Help! (1965)
6. Rubber Soul (1965)
7. Revolver (1966)
8. Sgt. Pepper's Lonely Hearts Club Band (1967)
9. Magical Mystery Tour (1967)
10. The Beatles (also called "The White Album") (1968)
11. Yellow Submarine (1968)
12. Abbey Road (1969)
13. Let It Be (1970)

# Definition List Example

After the band broke up, all members continued with solo careers with varying degrees of success.

John Lennon

Lennon released several successful albums. Some of them were collaborations with his wife Yoko Ono, a Japanese artist. In 1980, Lennon was murdered outside his apartment in New York.

Paul McCartney

McCartney had the most successful solo career among the group. He released many albums through the 1970s and 1980s, even into the 21st century. He also collaborated with other stars such as Michael Jackson and Stevie Wonder.

George Harrison

Harrison had moderate success in his solo career. His most famous project was a band called "The Traveling Wilburys" which he founded together with Bob Dylan, Jeff Lynne, Tom Petty, and Roy Orbison in 1988. Harrison died in 2001 from lung cancer.

Ringo Starr

Starr also released singles and albums, although not as successful as the others. He continued to collaborate with them, sometimes performing on their albums and sometimes including their songs in his albums.

# Tables

- arranged into rows and columns
- usually with a header row and/or a stub column

# Table Example

Here is the track listing of the album:

No	Title	Lead Vocals	Duration
1	Sgt. Pepper's Lonely Hearts Club Band	McCartney	2:02
2	With a Little Help from My Friends	Starr	2:44
3	Lucy in the Sky with Diamonds	Lennon	3:28
4	Getting Better	McCartney	2:48
5	Fixing a Hole	McCartney	2:36
6	She's Leaving Home	McCartney with Lennon	3:35
7	Being for the Benefit of Mr. Kite!	McCartney	2:37
8	Within You Without You	Harrison	5:04
9	When I'm Sixty-Four	McCartney	2:37
10	Lovely Rita	McCartney	2:42
11	Good Morning, Good Morning	Lennon	2:41
12	Sgt. Pepper's Lonely Hearts Club Band (Reprise)	Lennon, McCartney, and Harrison	1:41



# Styling Documents

- document style
- text style
- element styles

# Document Style

- background color
- text color
- margins
- ...

# Text Style

- font
- italics, bold, size
- color
- ...

# Paragraph Style

- alignment
- line spacing
- indents
- margins
- borders
- ...

# List Style

- bullet type: circle, square, ...
- numbering type: arabic, roman, alphabetic, ...

# Table Style

- border
- padding
- ...

# Document Structure

- chapters, sections, subsections
- headings
- media-specific: page breaks
- table of contents
- list of figures
- index