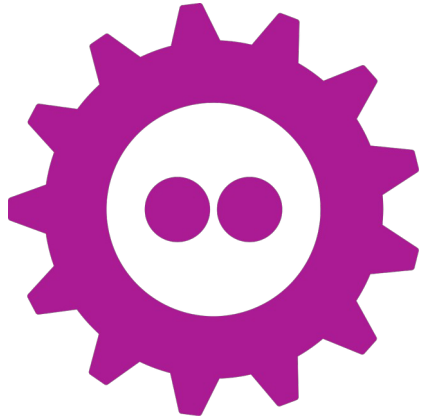


Creating professional templates with LO Writer

Gabriele Ponzio

2022-02-05



FOSDEM'22

Who am I

- Self employed IT (GPS)
- Founder of Terni Linux User Group
- Founder and vice president of LibreItalia
- Full member and former chairman of TDF's Membership Committee
- TDF certified LO Pro Trainer and Migration expert



Agenda

- The importance of a corporate template
 - Some example of the lack of them
- What should it contain
 - Logo, entity data, fixed repetitive texts...
- Hands on a template
 - Quick practical demo
- Why and when to automate and/or lock contents
 - Users are (almost) never skilled: the less they do the less they mess up
- Playing with input fields & lists
 - Different ways to insert variables, Input Fields and Lists
- How to recall lists' chosen values?
 - (Dirty :) Workaround with xRefs
- Saving and then instantiating the template
 - Great feature of prompting for fields at its opening
- Suggestions for possible improvements
 - 4 little suggestions to improve LibreOffice Writer's features

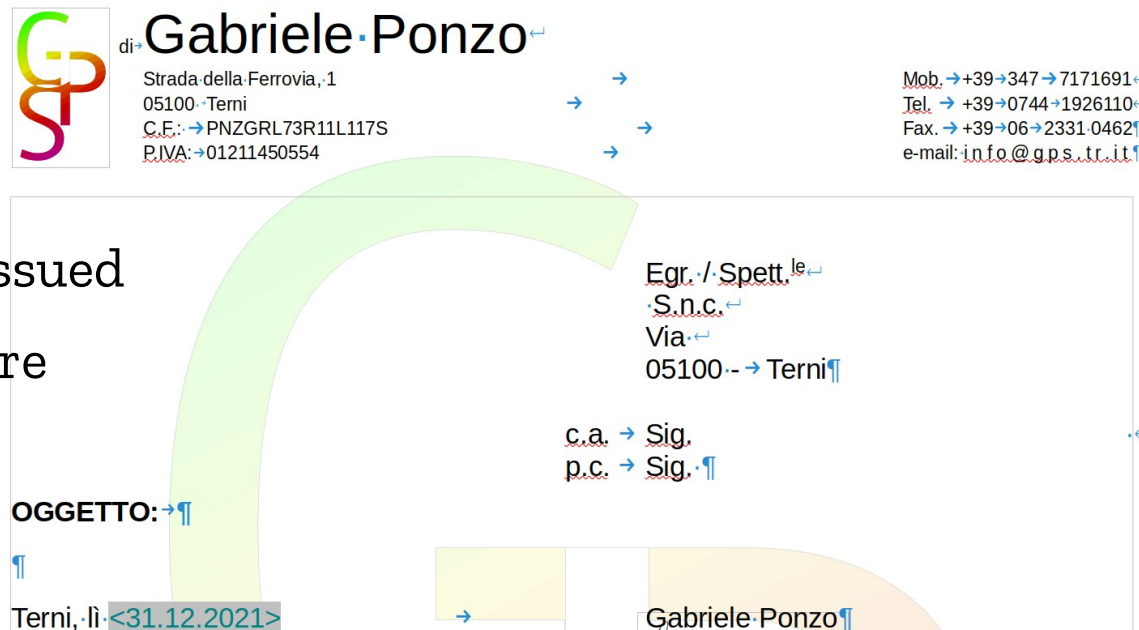
The importance of a corporate template

- As you can see, when users are left free to create documents from scratch, fantasy rules :)
 - Logo:
 - size and position
 - quality...
 - Stationary data:
 - font and position
 - presence or absence



What should it contain

- At least, usually, Logo, entity data, header and footer
- All the repetitive texts
- Customized styles
- More than a template can be issued
- Even templates of templates are possible
 - e.g. a corporate from which departments ones derive



Hands on a template



di **Gabriele Ponzo**

Strada della Ferrovia, 1
05100 Terni

C.F.: PNZGRL73R11L117S

P.IVA: 01211450554

Mob. → +39 → 347 → 7171691

Tel. → +39 → 0744 → 1926110

Fax. → +39 → 06 → 2331.0462

e-mail: info@gps-tr.it

- Let's create a template:
 - Create a new empty document
 - Add a header and a footer
 - Write the introduction text
 - Hit CTRL + F2 to add some
 - Document field
 - Document info
 - Placeholder
 - Input field / list
 - Add a conditional par. / section

OGGETTO: **Relazione tecnica**

Spett.le

S.r.l.

Via

05100 Terni

c.a. → Sig.ra →

p.c. → Sig. →

Why and when to automate and lock contents

- Users are (almost) never skilled: the less they do the less they mess up
 - Letting them just choose from options or entering data in a dialog box
 - eases their work and reduces their interaction with the document
 - speeds up the editing
 - Locking contents (such as logo position and size)
 - prevents losses of uniformity in document releases
 - avoids unwanted editing of sensible texts (such as legal clause or so)

Playing with input fields & lists

- Careful when inserting
 - Setting Variables
 - Inserting Input fields
 - There are 2 tabs to pick from
 - Inserting Input lists
 - Sadly just from 1 tab

Input field with no variable: → foo1

Input field with var1: → Gabriele

Input list with no variable: → B

Recalling var1: → Gabriele

```
<text:p text:style-name="P1">Input field with no variable:<text:tab/><text:text-input text:description="Var1">foo1</text:text-input></text:p>
```

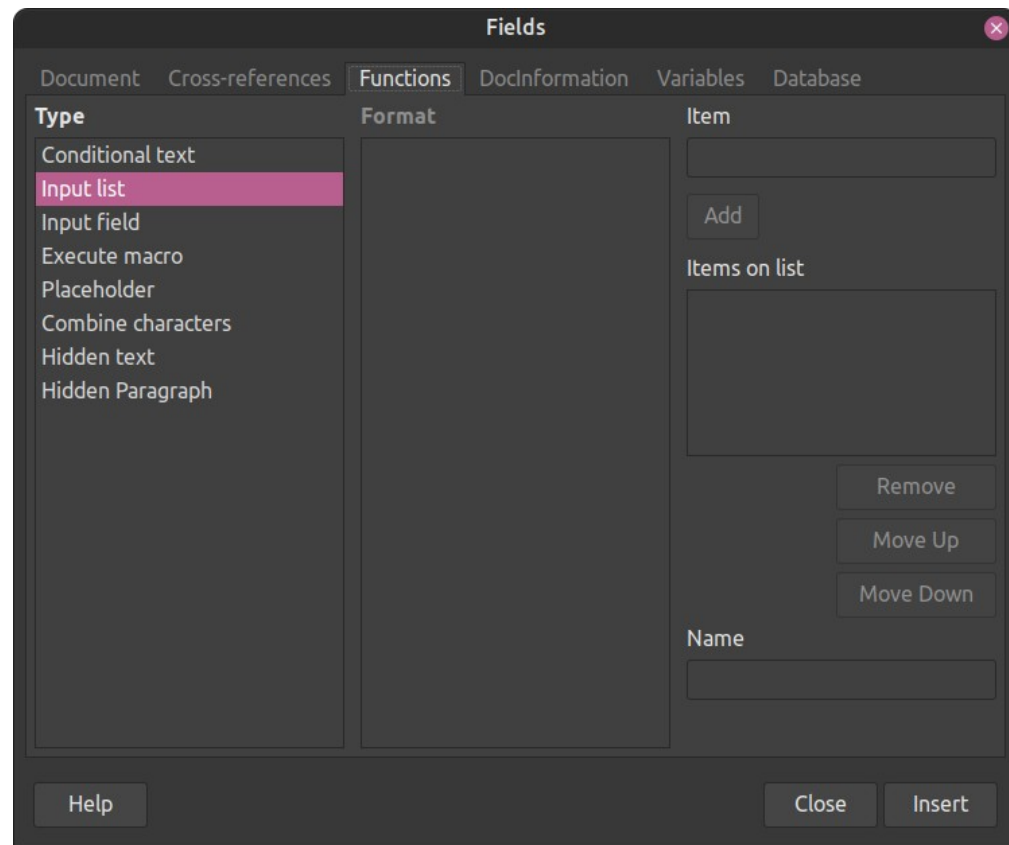
```
<text:p text:style-name="P1"><text:span text:style-name="T1">Input field with var1:<text:tab/><text:tab/>  
</text:span><text:variable-input text:name="Var1" text:description="Ref1" office:value-type="string">Gabriele</text:variable-input></text:p>
```

```
<text:p text:style-name="P1"><text:span text:style-name="T1">Input list with no variable:<text:tab/></text:span>  
<text:drop-down text:name="Choose"><text:label text:value="A"/><text:label text:current-selected="true" text:value="B"/><text:label  
text:value="C"/>B</text:drop-down></text:p>
```

```
<text:p text:style-name="P1"><text:span text:style-name="T1">Recalling var1:<text:tab/>  
<text:tab/></text:span><text:variable-get text:name="Var1">Gabriele</text:variable-get></text:p>
```

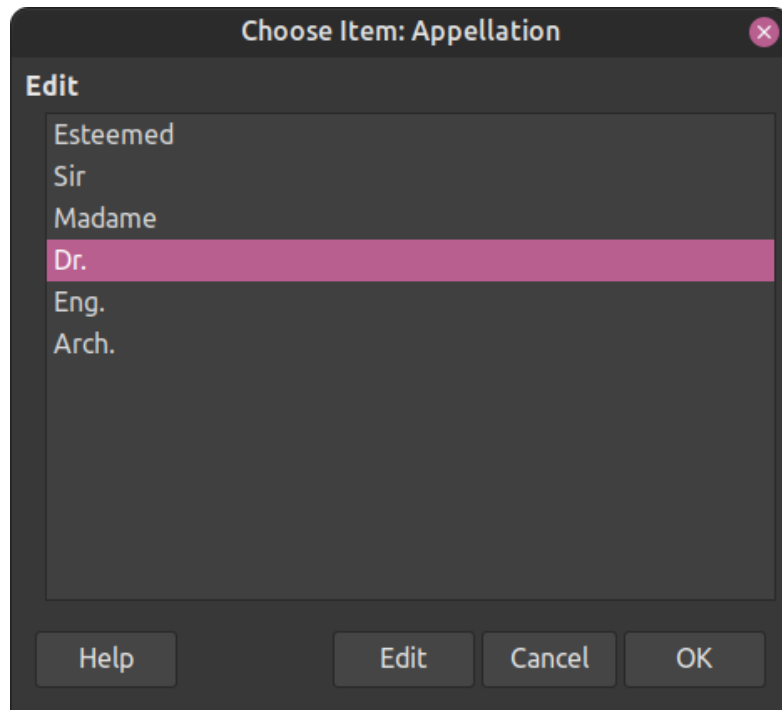

How to recall lists' chosen values?

- Inserting "Input field" it's possible to recall their values
- Using "Input list" it is not
- A (dirty :) workaround to recall the choice is to use a cross reference
- But it's not possible to use it as a condition for other objects



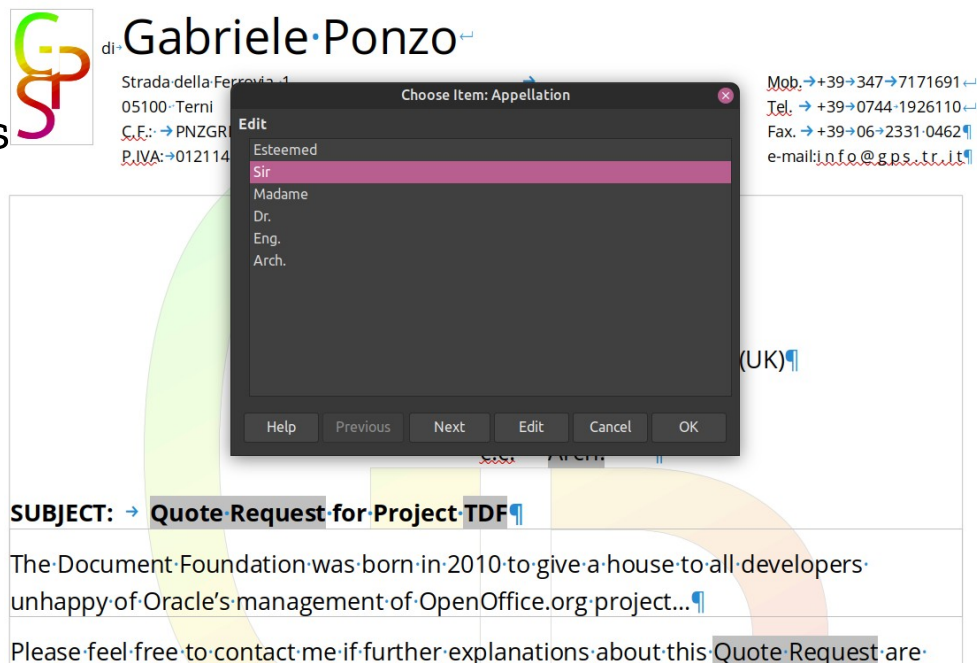
Saving and then instantiating the template

- Saving the document as a template
 - with the special menu item
 - manually choosing file type
- Closing and then instantiating the template
 - Great feature the prompting for fields



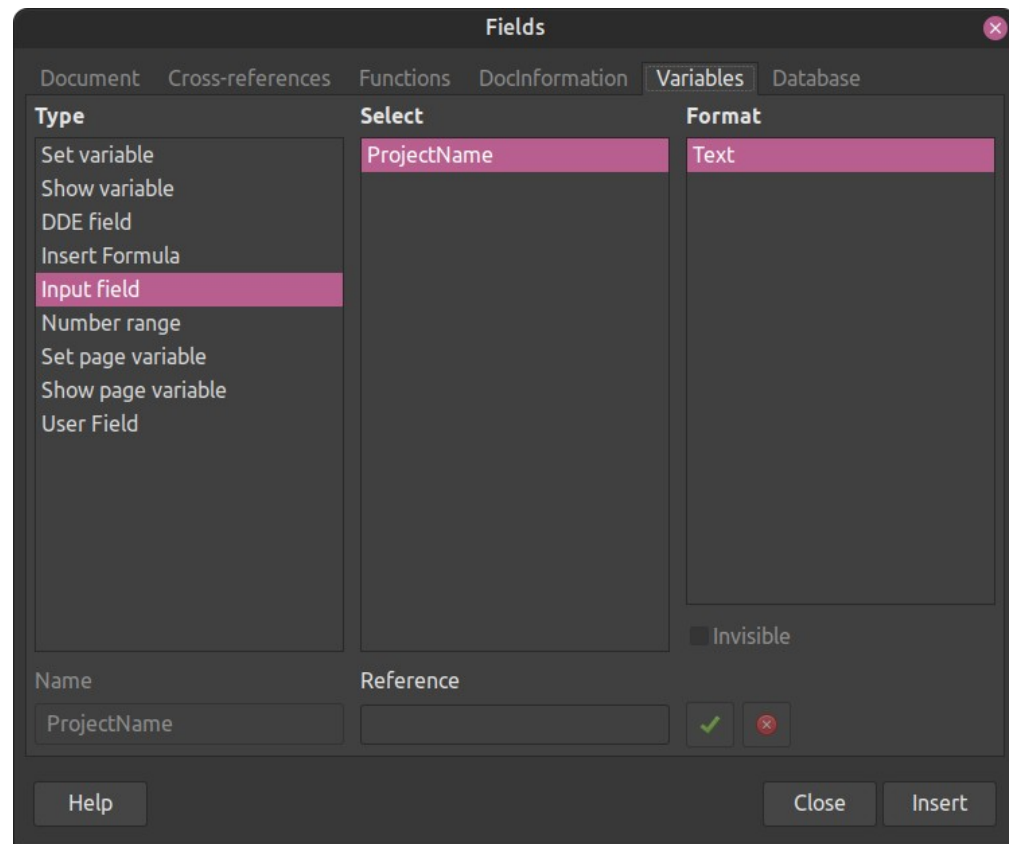
Suggestions for possible improvements (1)

- Where is the dialog pointing to?
 - When there are several "fields" it's not clear which one is being prompted for
- Could it stay where we move it? (instead of centering every time)
 - The dialog window can hide the field itself, and if you move, it will go back at the next prompt

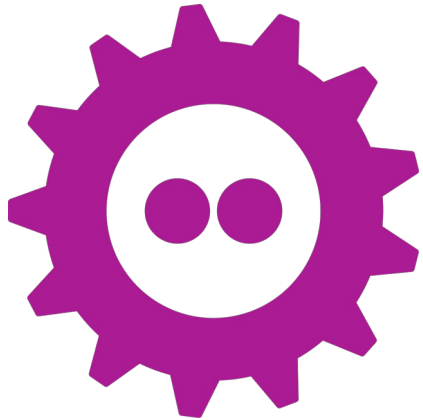


Suggestions for possible improvements (2)

- Simplify Input Fields with vars
 - Let its creation prompt for a variable name and auto create it, instead of having to do it manually
- Add Input Lists with vars
 - Implement such a feature inserting an Input List in the variable Tab too, with a behavior like described above



Thank You



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