

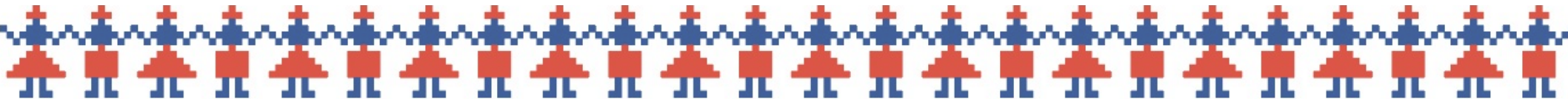
LibreOffice
Conference
BUCHAREST

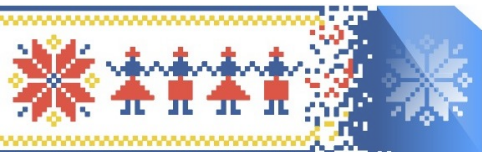


LibreOffice
The Document Foundation

Documentation for Software

Olivier Hallot
The Document Foundation





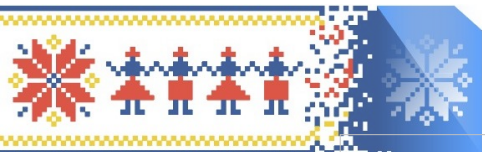
Optimistic developer



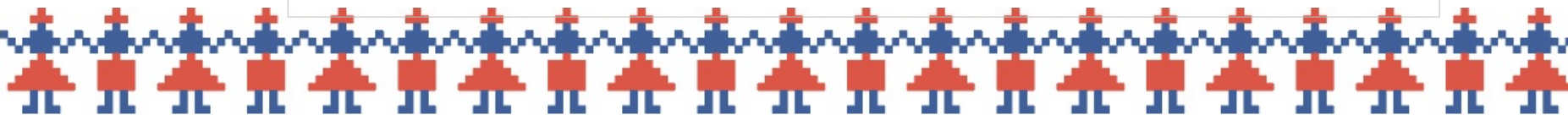
Optimistic developer: "This is a common sense feature that doesn't need documentation"

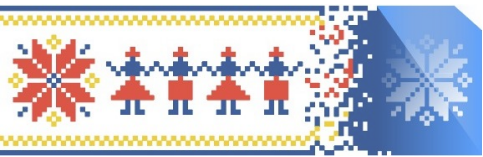
End user:





The vision on learning process

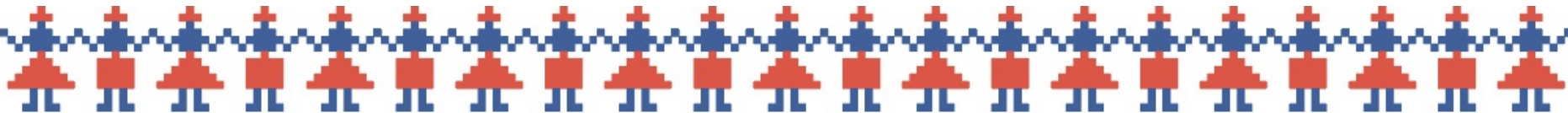


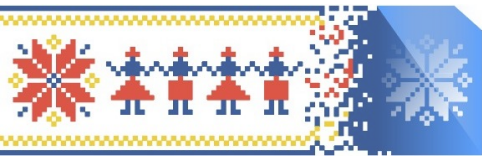


User Bad or Poor Documentation



- Induce user resistance
- Bad documentation costs money!

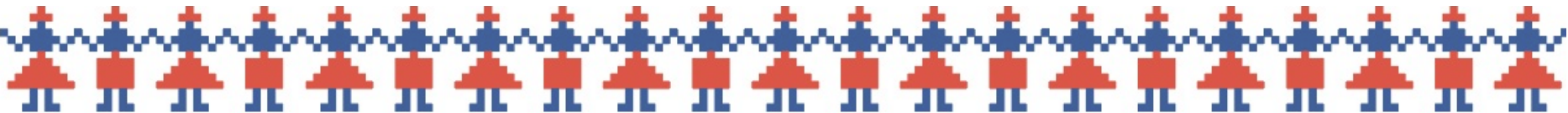


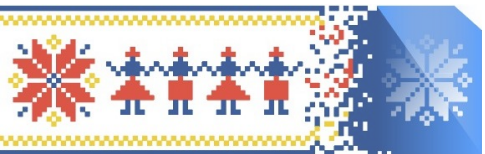


Developers documentation



**Documentation is a love letter you
write to yourself in the future**

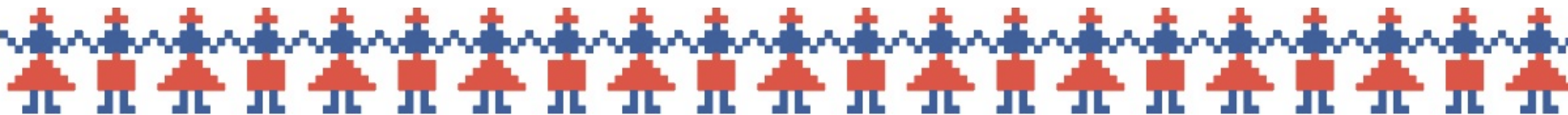


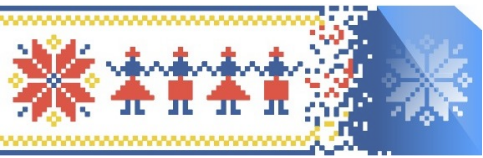


Documentation formats



- There are 4 documentation functions:
 - With different writing style.
 - For different objectives.
 - Under different usage circumstances
 - Under different formats

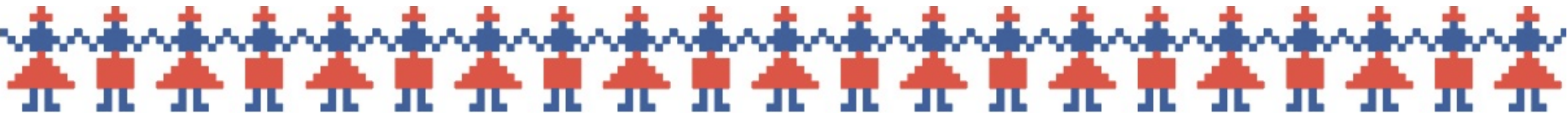


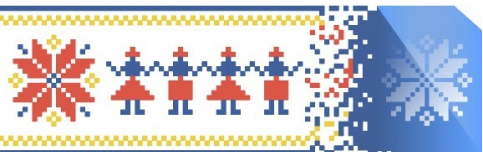


1- TUTORIALS



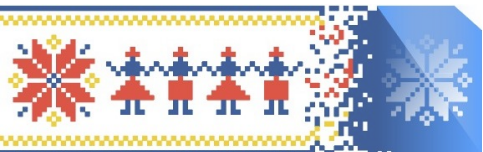
- Learning oriented, practical knowledge.
- Allows user to start using the software.
- It is a lesson, the author is the instructor.
- Example:
 - Cash flow in LibreOffice spreadsheets
 - Master documents for book assembly





1-TUTORIALS

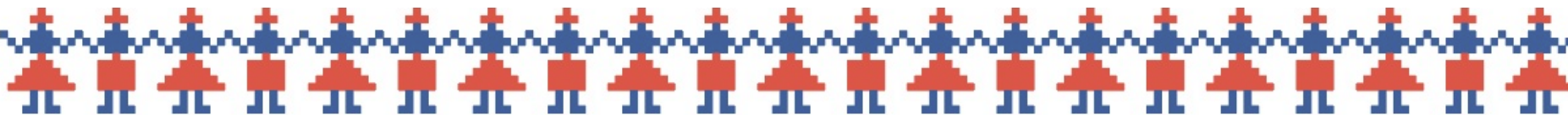


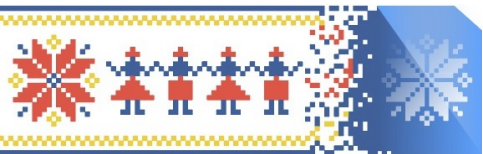


2- Guides and How-to's



- Task oriented
- Shows how to solve a problem
- Step by step
- Examples
 - How to create a pivot table
 - How to print 3 pages



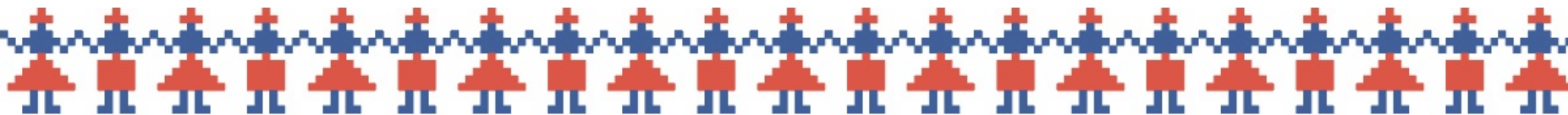


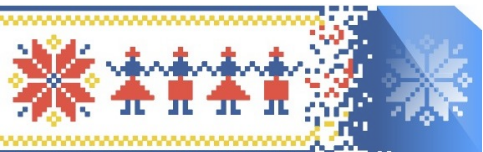
2- Guides and How-to's



Estante do LibreOffice

O LibreOffice é uma suíte de escritório livre, de código aberto e completa. Funciona em computadores Windows, Linux, e macOS.





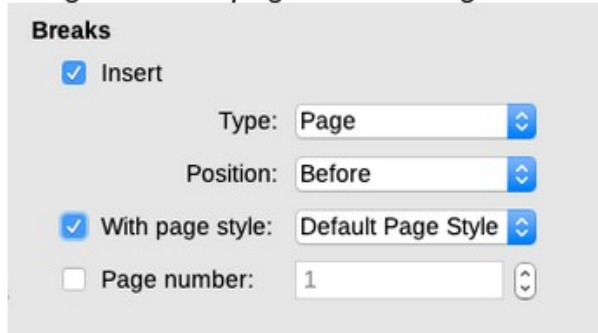
2- Guides and How-to's



Method 2

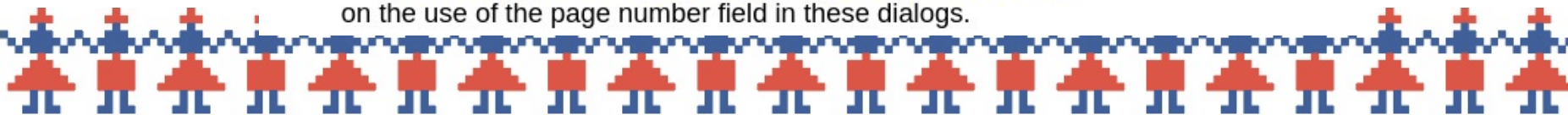
- 1) Position the cursor in the paragraph you want to be at the start of the next page. Right-click and choose **Paragraph > Paragraph** in the context menu.
- 2) On the *Text Flow* page of the Paragraph dialog (Figure 6), in the *Breaks* section, select **Insert** and **With page style**. In the *Style* drop-down list, select the page style for the next page. Do **not** select the Page number option. Click **OK** to insert the page break.

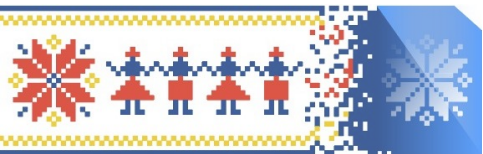
Figure 6: Inserting a manual page break using the Paragraph dialog



Tip

See “Numbering the first page something other than 1” below for information on the use of the page number field in these dialogs.

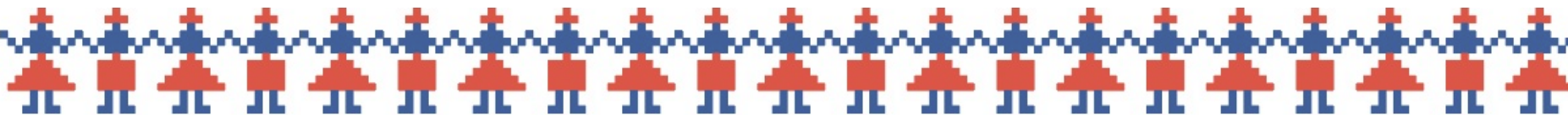


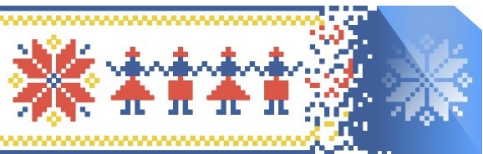


2- Writing How-to's



- Use short, simple, easy-to-understand words and sentences. Be concise and clear. Ideally:
 - Paragraphs should be no more than six sentences long.
 - Sentences should only contain a maximum of 20 words, with the occasional sentence up to 25 words.
- Write in active voice or the imperative, using passive voice only when necessary or appropriate. For example, Do this, then do that. A case of appropriate passive voice is when the focus of the sentence is on the receiver of an action whose doer is obvious or is not important. For example, The File dialog is displayed.

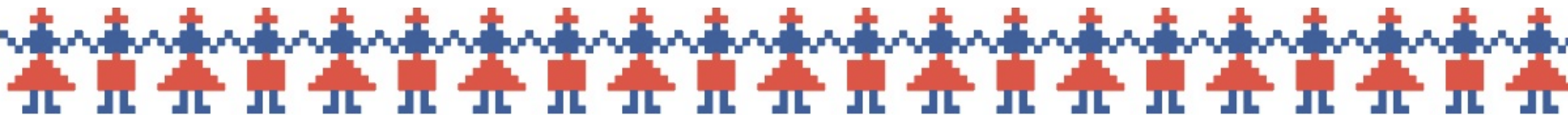


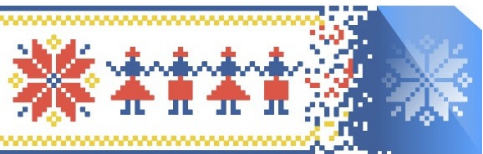


2- Writing How-to's



- Use the present tense, using future tense only when necessary or appropriate. Try to make your descriptions timeless. For example, write **The File dialog is displayed**, rather than **The File dialog will be displayed**. Use future tense only when one event is necessarily later than another. For example, If you use styles, your documents will be easier to maintain.
- **Avoid the third person**, for example phrase the user. Use second person (you) or the imperative.
- **Avoid over-using you**. For example, instead of saying if you want to have table headers repeat on a new page, you need to do yyy, say to have table headers repeat..., do yyy.

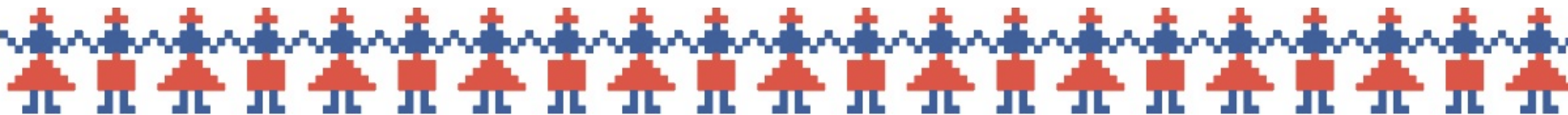


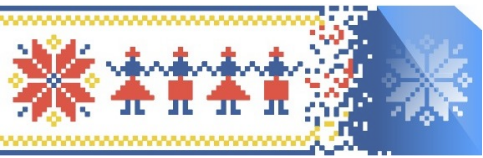


2- Writing How-to's

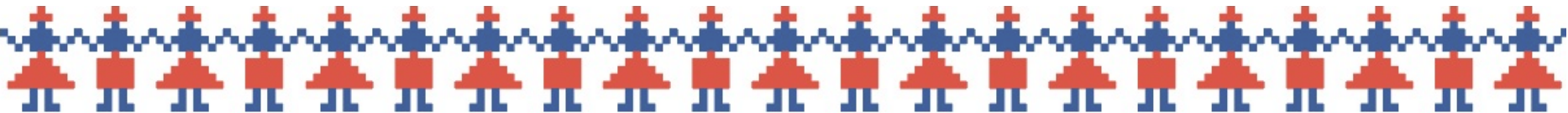


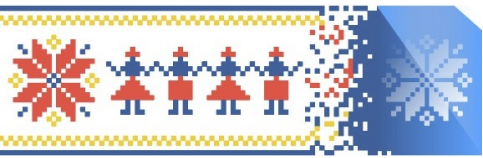
- When appropriate (as in instructions), **use the imperative**. For example, instead of you should not use slang, say do not use slang.
- In circumstances where the only alternative to you is the passive voice, use you. For example, instead of in this window xxx can be done, say in this window you can do xxx.
- Use **gender-neutral language**, but don't use awkward phrases like he or she to do so. See page 8 for some examples.
- Avoid using the **possessive apostrophe** (for example Peter's). Rewrite the sentence to remove the need for a possessive apostrophe.
- Do not use contractions of words (for example: don't becomes do not; won't becomes will not, and so on).





Exercise: Explain Copy & Paste text

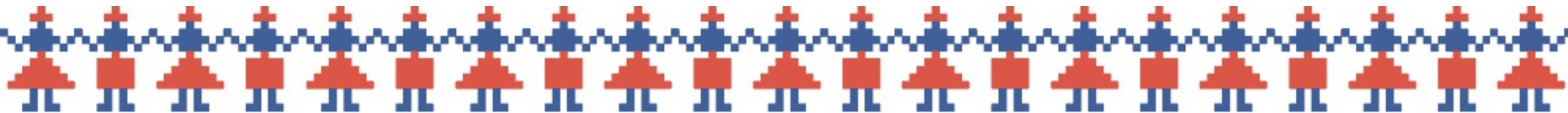
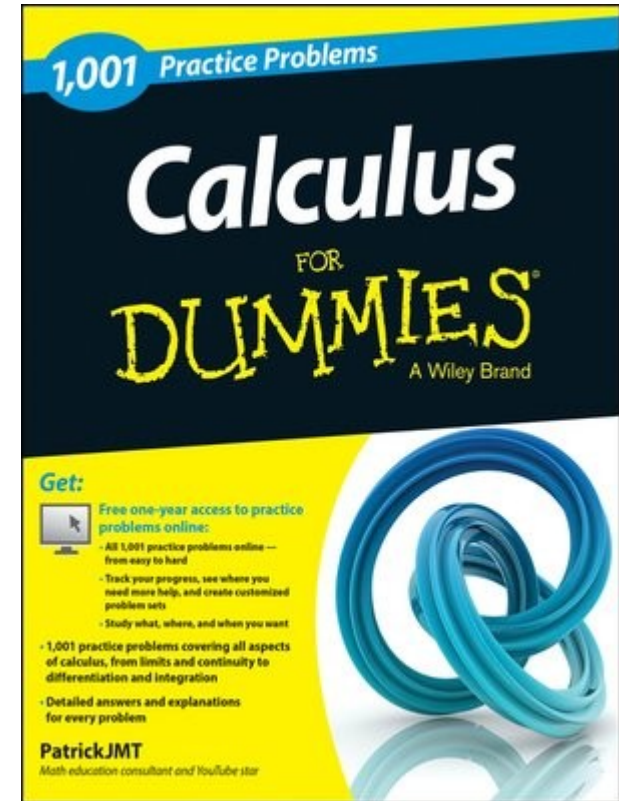


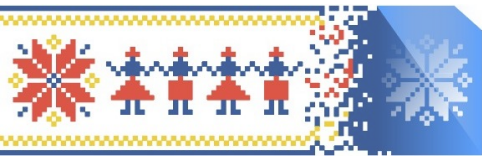


3 - EXPLANATIONS



- Oriented for understanding
- Explanation prose
- Tells about fundamentals, context and theory.
- Examples:
 - The Fourier Transform in Calc
 - Index keys in database tables.

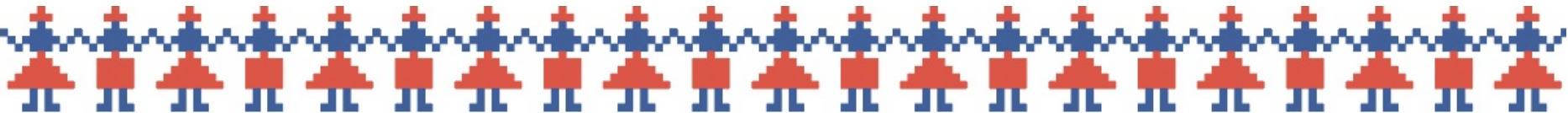
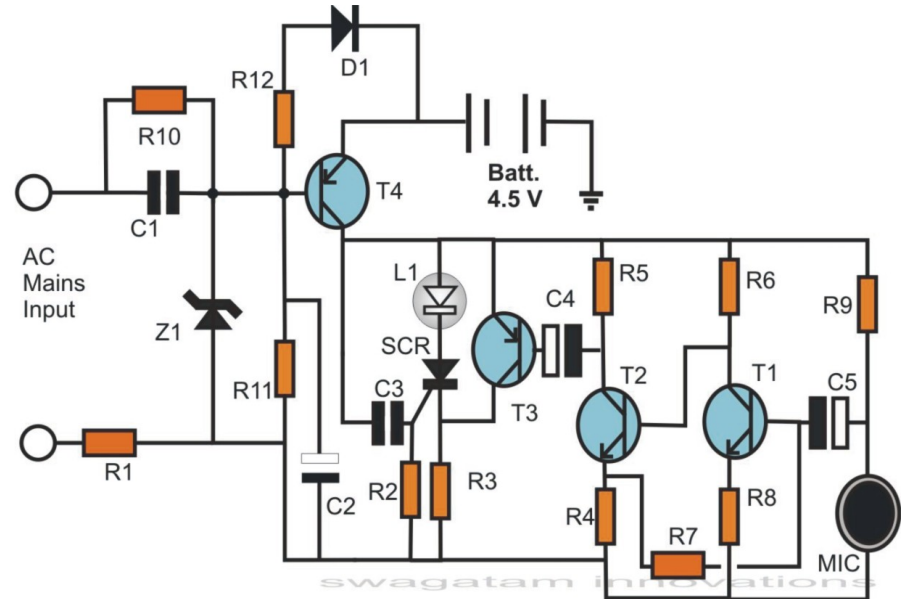


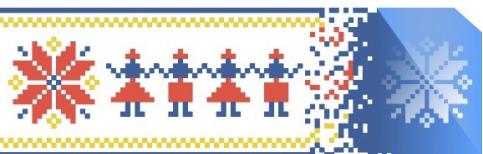


4-REFERENCES



- Information oriented
- Describes the engines
- Precise and complete
- Example
 - API documentation
 - Calc functions reference





4-References



◆ `createCursorByRange()`

`com::sun::star::sheet::XSheetCellCursor` `createCursorByRange` ([in] `com::sun::star::sheet::XSheetCellRange` `aRange`)

creates a cell cursor to travel in the given range context.

Parameters

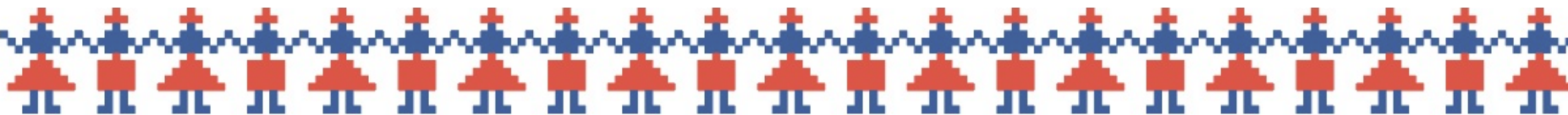
aRange the cell range for the cursor.

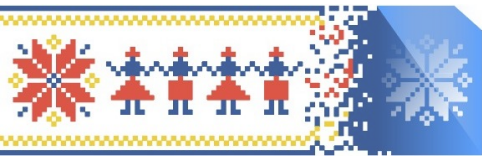
See also

`com::sun::star::sheet::SheetCellCursor`

The documentation for this interface was generated from the following file:

- `com/sun/star/sheet/XSpreadsheet.idl`

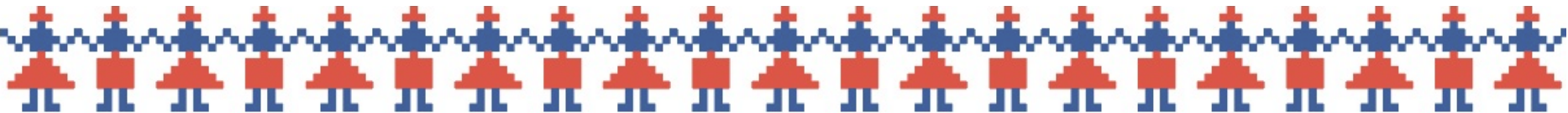


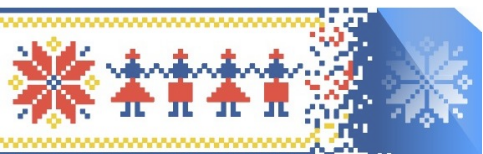


Consequences



- Each documentation function has its own writing style and media format
- When not making the right distinction, the documentatin is much more hard to maintain.
 - By ignoring the right category of which the text belongs.
 - In the organization and maintenance of the documentation.
 - Mixed and confuse text, no clear obejctive. What do we want to document?

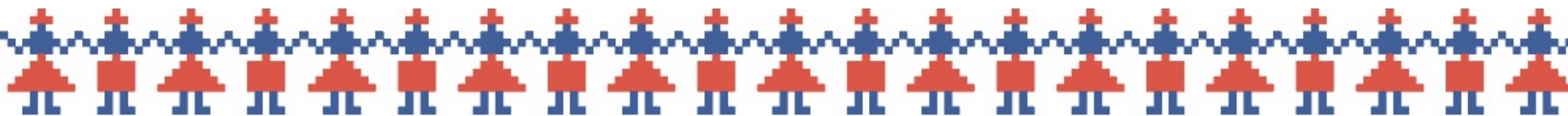


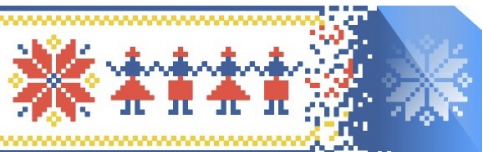


Summary



	To Study	At work
Practical Steps	Tutorial	How-To's Guides
Theoretical Knowledge	Explanations	References





Summary



TUTORIAL

Learning oriented
Multimedia
e-Learning

GUIDES

Problem oriented
Multimedia
e-learning

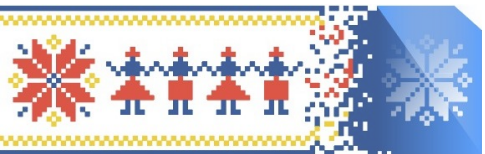
EXPLANATION

Understanding
oriented
Multimedia
E-learning

REFERENCE

Information oriented

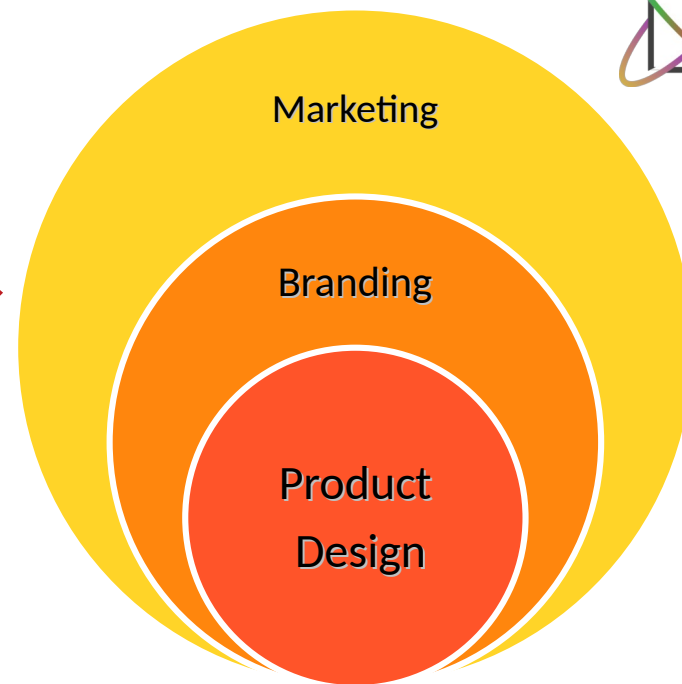
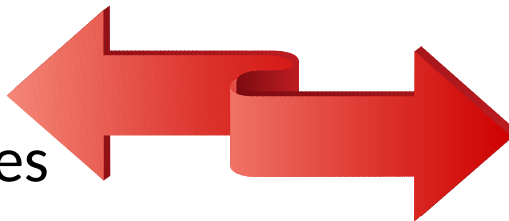




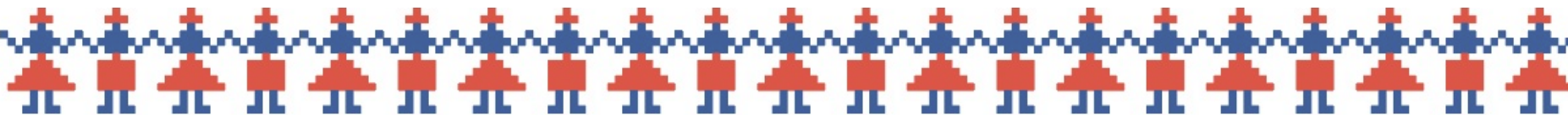
Summary

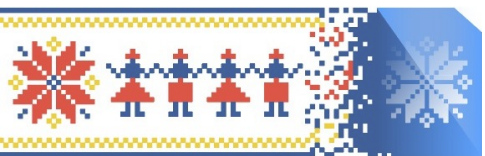


- User Oriented
 - Tutorial
 - How-to's and User Guides
 - Explanations



- Developer oriented
 - References

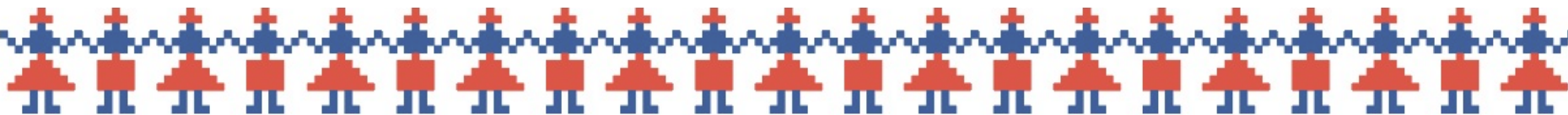


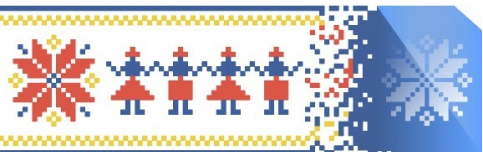


Conclusions



- Undocumented software is an **unknown software**, worse, an **ignored software**.
- Lack of documentation is a software industry issue.
- The software solution cost is (TCO):
 - **COST = PRODUCT + CULTURE** (→ Documentation)
- We know programmers don't like to document.
 - Often seen as **professional immaturity**.

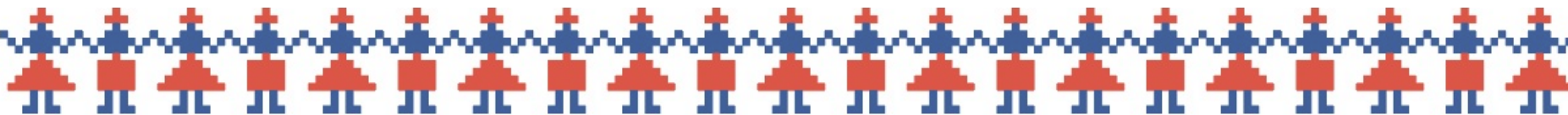


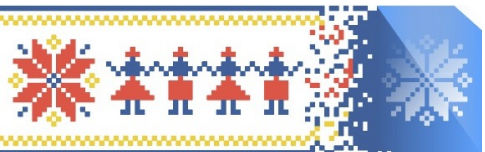


Thanks



- Daniele Proccida
 - <https://www.divio.com/blog/documentation/>





LibreOffice
The Document Foundation



allotropia



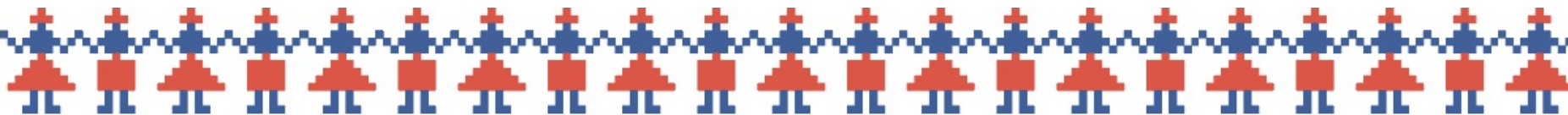
Collabora



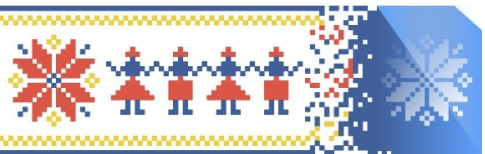
dvloper.io
ENGINEERING ADAPTIVE
INTELLIGENCE



itgenetics
Let us optimize you!



LibreOffice
Conference
BUCHAREST



Keep Documenting !!!

