



OpenOffice Specification Sample

Working Draft 03, 4 May 2004

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Abstract:

[Supply your own summary of the technical purpose of the document.] This document provides a working OpenOffice.org sample from which you can start editing your own OASIS-published document. It uses a template called **spectools-openoffice-template**. Instructions are provided as italic text in brackets, which should be deleted before publication. Full instructions are provided in the body of the document.

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51 **1 Introduction**

52 *[Provide an introductory chapter, indicating if any parts of it are non-normative, as is sometimes the case.]*

53 **1.1 Terminology**

54 *[The following text is boilerplate. Most specifications will need this and the corresponding bibliography*
55 *entry.]* The key words *must*, *must not*, *required*, *shall*, *shall not*, *should*, *should not*, *recommended*, *may*,
56 and *optional* in this document are to be interpreted as described in IETF RFC 2119 [RFC2119].

2 Styles

57

58 *[This section is provided to explain and demonstrate the styles available in the OpenOffice.org template*
59 *called **spectools-openoffice-template** that is associated with this sample document. It is important to*
60 *use the styles provided in the template consistently and to avoid using raw formatting and defining new*
61 *styles (unless you have a good reason to define new styles and use them consistently). Delete this entire*
62 *section when using this sample document to begin writing a new specification.]*

2.1 Overall Style

63

64 The paper size is set to **Letter**, which is 8½ x 11. You may change this to **A4** or whatever other size suits
65 your needs, and you may also change the portrait display setting to landscape. You can do this by
66 modifying the default page style (available through the Stylist dialog box; choose Format>Stylist or press
67 F11) or by creating and using new page styles.

68 The document identifier, publication date information, and so on in the footer and on the title page need to
69 be updated every time you publish.

70 Line numbers are enabled by default for easy reference by specification commenters. You may turn line
71 numbering off (choose Tools>Line Numbering... and uncheck the Show numbering checkbox).

2.2 Title Page

72

73 The title page is designed to fit a lot of metadata compactly. If you wish to create a “true” title page, you
74 may insert a page break after the subtitle (choose Insert>Manual Break...).

2.3 Headings

75

76 **Heading 1** through **Heading 9** (typically used for the main content of a specification), **Appendix Heading**
77 **1** (used for appendices, which are typically non-normative), and **Heading unnumbered** (used for the
78 heading for the Table of Contents) have been defined with a special appearance. Headings are generally
79 numbered and appear in the Table of Contents. Pressing Return after a heading inserts a **Text body**
80 paragraph style directly after.

81 This template sets these styles to start on a new page. You may set the **Heading 1** style (on which the
82 others are based) not to start on a new page if you wish. It produces a horizontal rule above the title text.

2.4 Paragraphs

83

84 The font in the **Text body** paragraph style (as well as the **Default** style on which it is based) is 10-pt Arial.
85 You may change this to 11-pt **Times New Roman** if you prefer a serif font; changing this setting should
86 change all the other relevant styles.

2.5 Lists

87

88 The **Definition term** and **Definition** paragraph styles are defined specially for this template. They produce
89 a definition list with a hanging appearance. Pressing Return after one inserts the other directly after. After
90 you're done creating the definition list, make sure to set the following paragraph (if any) to **Text body**.

91 Definition term

92 Definition for the term.

93 Use the **List 1** style for top-level unnumbered lists and **List 2** for second-level unnumbered lists; tab over
94 to get the proper indent:

95 • Item 1

96 – Item 1a

97 – Item 1b

- Item 2

Use the **Numbering 1** style for top-level numbered lists:

1. Numbered item 1
2. Numbered item 2

For bibliography lists, use the **Ref** paragraph style. Use the **Ref term** character style for the bracketed text that serves as the bibliography entry key, tab over to the rest of the entry, and make each reference term into a bookmark (Insert>Bookmark...) for use in references from the text. For example, [RFC2119] is a generated cross-reference to the IETF RFC 2119 bibliography entry in Section 3.1 of this sample.

2.6 Tables

Use the following style for tables unless you have a good reason to use a different one:

Heading 1	Heading 2	Heading 3
Contents A1	Contents A2	Contents A3
Contents B1	Contents B2	Contents B3

108

2.7 1.7 Code Examples

For schema code and other normative code, use the **Code** paragraph style. It fits 72 characters. For example:

```
123456789012345678901234567890123456789012345678901234567890123456789012
1 2 3 4 5 6 7
```

Use the **Code small** style if the code has very long lines. It fits 82 characters. For example:

```
123456789012345678901234567890123456789012345678901234567890123456789012
1 2 3 4 5 6 7 8
```

For non-normative examples, use the **Example** paragraph style. For example:

```
GET http://<host name and path>?TARGET=<Target>...<HTTP-Version>
<other HTTP 1.0 or 1.1 components>
```

Use the **Example small** style if the example has very long lines. For example:

```
GET http://<host name and path>?TARGET=<Target>...<HTTP-Version>
<other HTTP 1.0 or 1.1 components>
```

2.8 Character Styles

This template defines several character styles for general text use:

- The **Element** style for <NativeElement> names and <ns:ForeignElement> names; add the angle brackets yourself
- The **Attribute** style for attributeNames
- The **Datatype** style for **Data** names
- The **Keyword** style for OtherKeyword names
- The **Variable** style for *variable* names

131 **3 References**

132 *[You may or may not need separate sections for normative and non-normative references. Sort by entry*
133 *key; e.g., RFC2396 would go after RFC2119, and so on. Note that you may need to refresh or*
134 *doublecheck bookmarks and bookmark references after moving any bookmarked entries.]*

135 **3.1 Normative References**

136 **[RFC2119]** S. Bradner, *Key words for use in RFCs to Indicate Requirement Levels*, IETF
137 RFC 2119, March 1997, <http://www.ietf.org/rfc/rfc2119.txt>.

138

A. Acknowledgments

139 *[This appendix is optional, but often provided. Sort names by affiliation and then by family name. Typically,*
140 *the members of the TC are listed, and there is a separate list of other people to whom acknowledgments*
141 *are due (such as past TC members) who are not already mentioned on the title page under Contributors.*
142 *Sort first by affiliation and then by family name.]*

143 The editors would like to acknowledge the contributions of the OASIS XXX Technical Committee, whose
144 voting members at the time of publication were:

- 145 • John Doe, Foo Corporation

146 In addition, the following people made contributions to this specification:

- 147 • Jane Doe, Bar Inc.

148

B. Revision History

149

[This appendix is optional, but helpful. It should be removed for specifications that are at OASIS Standard level. Set the number format for the Rev and Date fields as you wish (select the desired string and choose Format>Number Format...); the examples below are user-defined formats.]

150

151

152

Rev	Date	By Whom	What
01	22 Dec 2003	Eve Maler	An initial customized OpenOffice.org sample using the new spectools-openoffice-template template.
02	14 Apr 2004	Eve Maler	A few updates to the explanations and more thorough usage of available styles.
03	4 May 2004	Eve Maler	Added the new 2004 version of the OASIS logo.

153

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