



ERASMUS-EDU-2023-CBHE-STRAND-2, ID: 101129022

## NEXT – Digital Transformations for Supporting Next-Generation Labour

Task {T3.3}

# Instructions for Preparation of Learning Packages within the Project

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Due Date:	
Submission Date:	
Delivery Type:	
Dissemination Level:	

This project has received funding from the European Commission's Erasmus+ Programme call Capacity building in the field of higher education (ERASMUS-EDU-2023-CBHE) under Project ID 101129022.

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## Document History

Version	Date	Author Name	Partner	Description
1.0	04/03/2024	Marek Nevosad, Tomáš Zeman, Jaromír Hrad	CTU	First draft

# 1 Introduction

Please read this text carefully. If anything is unclear to you, please contact the authors (e-mail: dit4ll@fel.cvut.cz).

The developed learning materials will be used to prepare an electronic book and its printable version in PDF; some parts of the document will be used in a learning management system (Moodle). The electronic book and the printable version cannot make use of animations, hypertext links, tests, etc.

This text is focused mainly on the preparation of the text and tests for open digital resources (ODR) and the method of submitting the resulting files.

An ODR is divided into chapters. A chapter starts with a title; use the *eChapterTitle* style for it.

It is advisable that the chapter has the key content summarized (usually at the end) in one or a few sentences (use the *eBlockSummary* block style for a summary, see below). Don't be afraid of using examples from real life. These parts of the text will be graphically highlighted in the result.

It is a good practice to use functional structuring of text (in some materials applied even to every single paragraph), which can be understood at first sight. Students thus get a clear overview of the respective section, which facilitates their understanding and helps them in their studies. Formatting to blocks plays an important role in this process. Each block begins with the style *eBlockXYZBegin* and ends with *eBlockXYZEnd*. Other styles can be used inside such blocks (e.g. *eBulletList1*).

For extensive structured texts, it is appropriate to state the estimated time required for its studying, not only for the course as a whole, but also for its individual chapters (*eDuration* style). For the entire course, the duration should be provided in hours, while for the individual chapters in minutes.

During the preparation of an educational object (a course), the explanatory text, tables and formulas should be placed together in a single MSWord document – e.g. “text.doc(x)”, while pictures (JPG, PNG or GIF) should be only referenced in this document using their respective filenames. It is highly recommended to draw the pictures in vector format and to convert them to raster graphics only when they are finished. Adobe Illustrator or Corel Draw software products are recommended for this.

There is no special graphical manual for preparation (drawing) of pictures. However, the following rules should be obeyed:

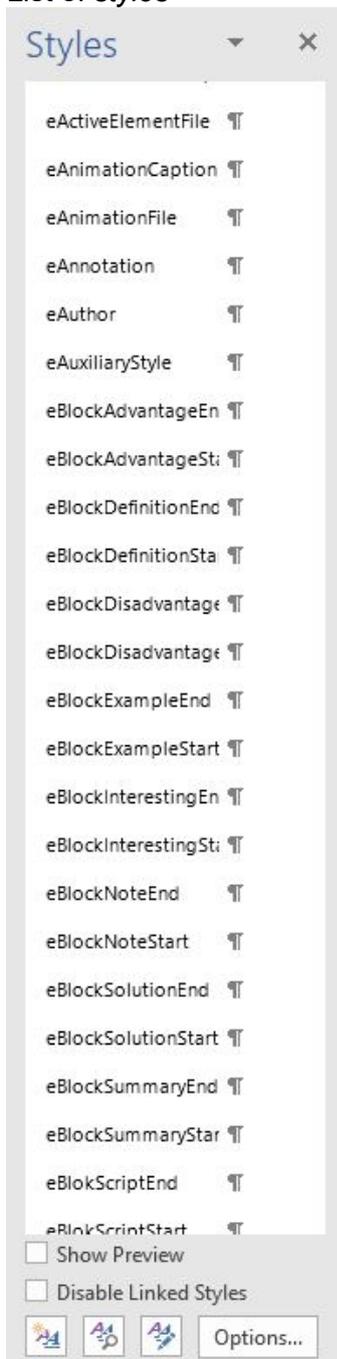
- The pictures will be prepared as colored ones (subsequently they can be converted to grayscale for use in the e-book).
- The maximum resolution of a picture is 710 pixels vertically and 590 pixels horizontally.
- If the conversion is applied, the color depth of pictures for e-book will be 16-level grayscale; therefore colors should be selected with enough contrast, ie texts should be easily readable on their background, and also the neighboring colors should be in satisfactory contrast.

## 2 Basic work with styles

It is good practice when working with styles to display a list of them in the right part of the screen next to the text.



List of styles



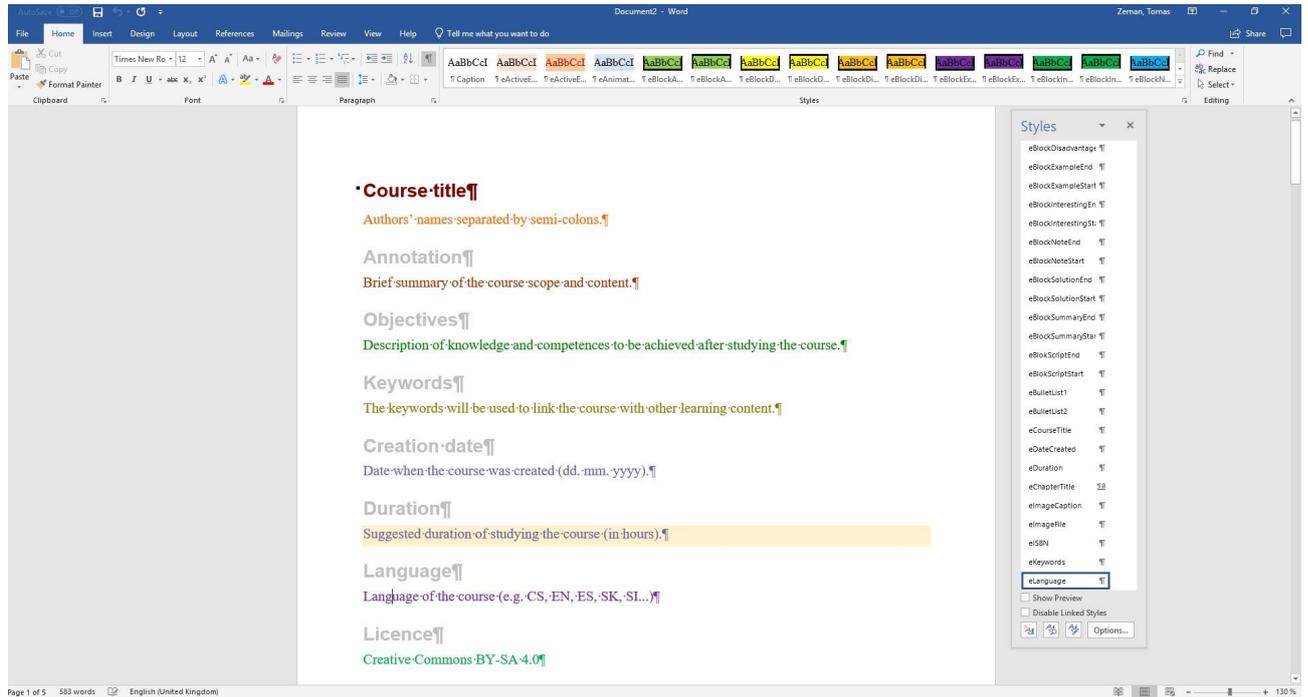
### Style "Clear All"

#### Built-in option to remove formatting.

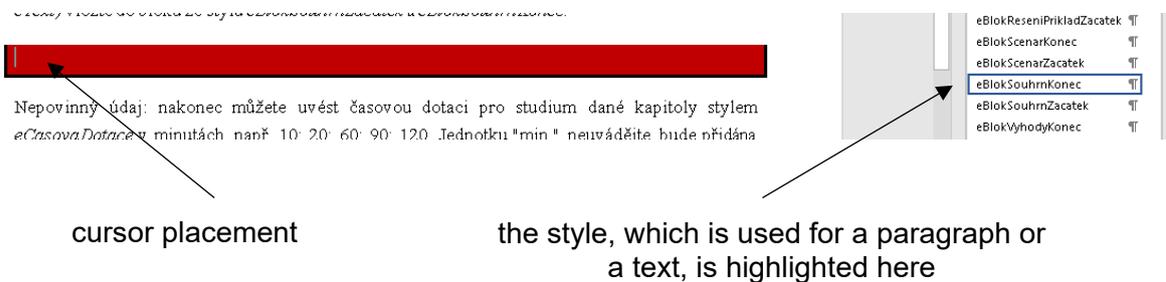
- When you select part of the text and activate the option, the character styles for the selected text are removed.
- When applying this option without text selection, the default paragraph style will be set (i.e. the paragraph will have the style "Normal" as a result).

If you do not see this list of styles at the full height of the page (at the height of the application window), grab the menu with the mouse and drag it beyond the right edge of the screen.

Example of MS Word work screen

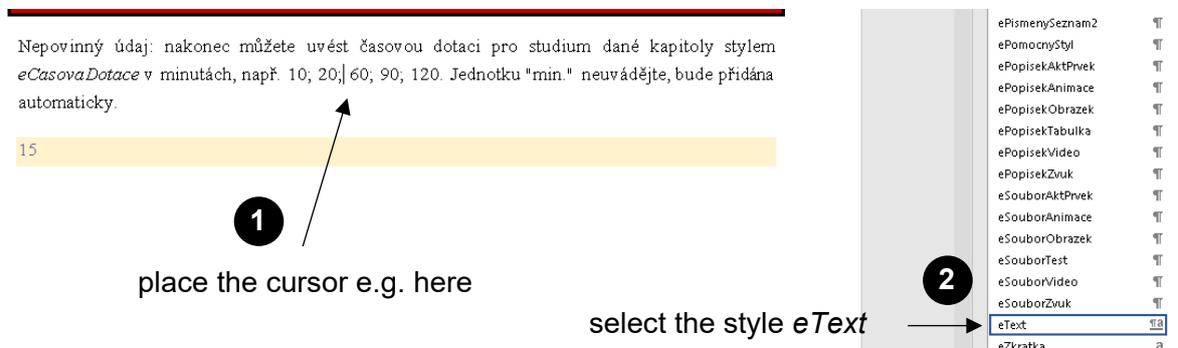


When you move the course to a paragraph (with keys or mouse), the style that is the paragraph or text written.

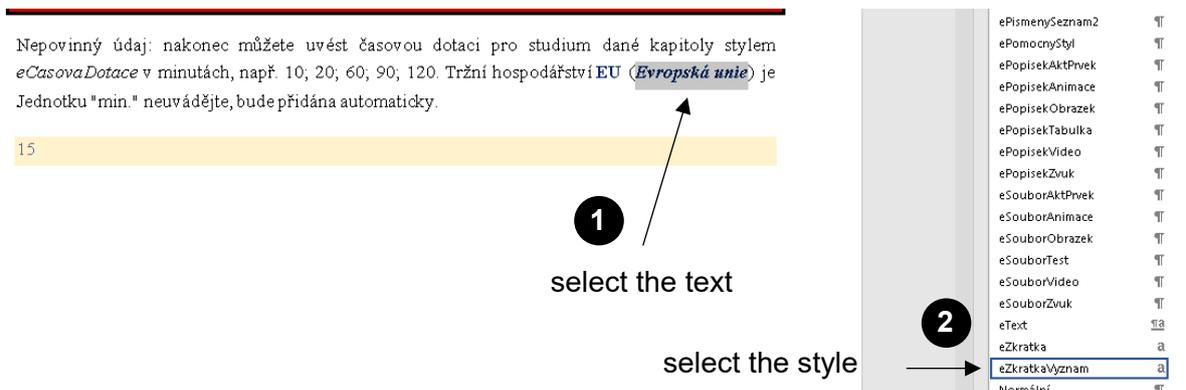


## 2.1 Application of styles (paragraph and character)

- **paragraph style** by clicking anywhere in the paragraph (without selecting the text) and selecting a style from the list of styles.



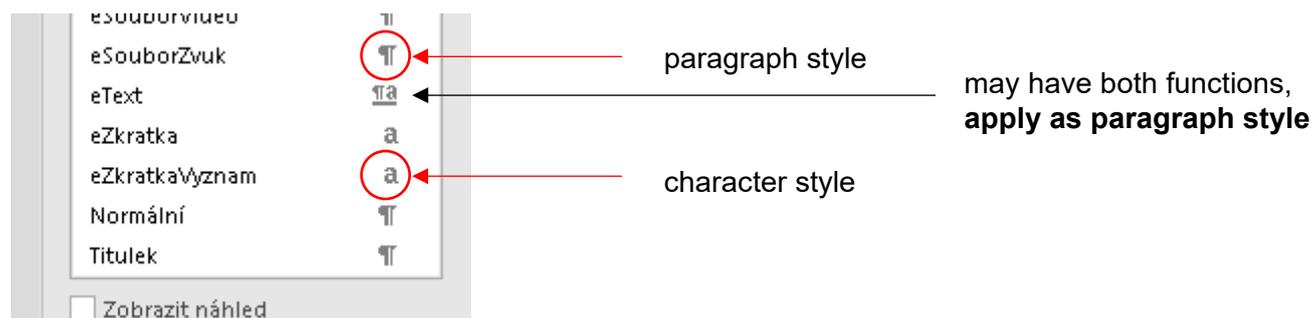
- **character style** by marking a part of the text and selecting a style from the styles menu.



A paragraph style is marked with a ¶ in the list of styles - always apply such a style only as a paragraph style.

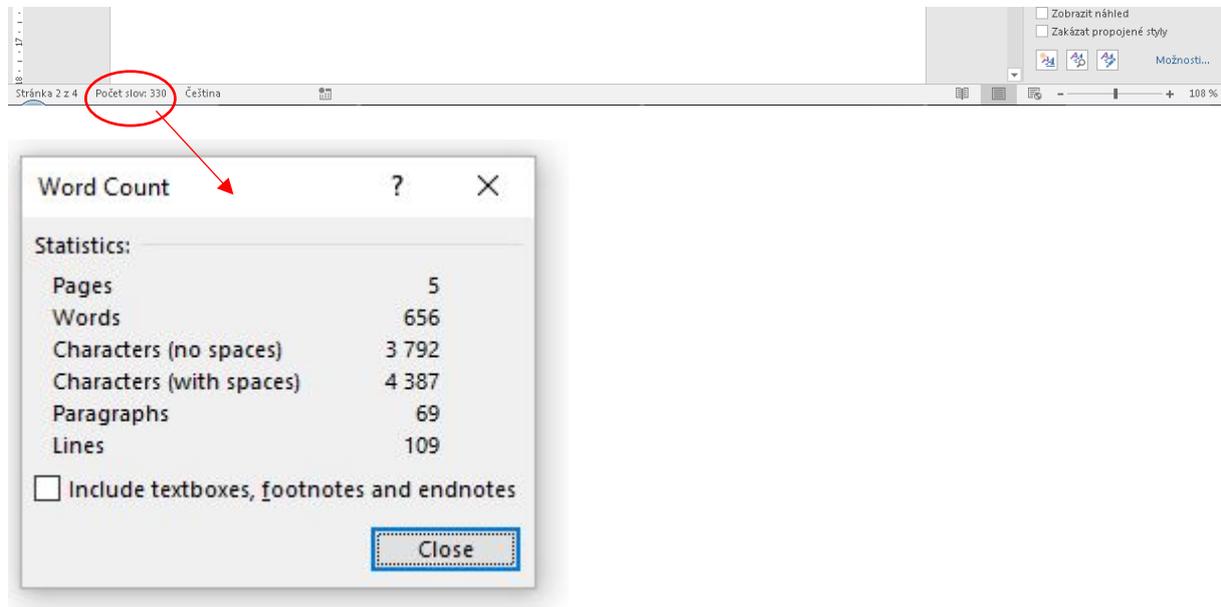
character style is marked with an a in the list of styles - always apply such a style as a character style.

The style marked **¶ and a** can be applied to both marked text and a paragraph. **Apply the style as a paragraph.**



## 2.2 Number of characters

- when marking text, counts the number of characters in the marked text
- unmarked counts characters in the entire document
- “standard pages” (1800 characters) is counted including spaces



**Note:** headings in the style *eChapterTitle*, *eTitle1*, *eTitle2*, *eTitle3*, *eTitle4* are **paragraph styles**. Do not mark the heading when applying the style. Just click anywhere in the row where it is and then select the appropriate style.

## 2.3 Writing text

- texts can be written in MS Word 2010 to MS Word 2019
- use **only** *LM\_text\_template\_EN\_distr\_vx.dotx* template styles in the text (i.e. styles that are marked with a name that starts with the letter "e")
- each course screen will start with a heading - *eTitle1* style (automatically inserts page breaks before the heading). Other heading levels are *eTitle2*, *eTitle3*, *eTitle4*
- **headings are written in paragraph style**
- **write regular text in eText style**
- **can be** used: bold and plain, superscript and subscript. Use bold with sensitivity.
- **as a rule, do not use** other special font or text formatting (underlining, capitals, shading, etc.)
- use italics for math variables or quotes (can also occur with predefined styles)
- the text must not contain additional styles, tabs, two or more spaces between words, word separators  $\rceil$ , fields, etc.
- the text must not contain emoticons in the form of one character (it can contain emoticons broken down into individual characters)
- **do not use** indentation and text alignment in the text, the text will always be in one column only
- *Home* tab – *Paste* – *Paste differently* – *Unformatted text*
- check the spelling of the text
- do not break words at the end of a line
- if you can't apply the style, use the "*Clear All*" style first (or *Clear Formatting*)
- if you can't remove the style, try to mark the text and apply the "*Clear All*" style to it (boldness, italics, etc. will be removed) and then select the desired style.

Allowed and not allowed text formatting:

can be used	can not be used
plain typeface	underline
bold font	capital letters
italics	shading
indices (upper and lower)	strikethrough

## 2.4 Writing highlighted text

For color highlighted text, use the *eTextHighlighted* character style.

## 2.5 Complete blocks of text (educational parts)

- There are several block sections that define specific content.
- The beginning of the block is always defined on an empty line with the *eBlock<something>Begin* style.
- The end of a block is always defined on an empty line with the style *eBlock<something>End*.
- Each block must have an end. Blocks cannot be nested.

In general, two ways of creating an educational part (block) are possible:

### 1. formatting when writing text

- a. First insert an empty line, you will immediately select the corresponding style of the beginning of the block *eBlock<something>Begin* from the list of styles.
- b. Press the *Enter* key (you end the paragraph and the cursor moves to the next line - the text automatically starts to be written in the *eText* style).

- c. Subsequently, you write "text " - the inner part of the educational block (you can use other elements, such as bullet points, images, tables, etc.). But another block cannot be nested inside the block (except for the example with a solution - see below).
- d. At the end of the educational block, you create an empty line and immediately mark this line with the *eBlock<something>End style*.
- e. You press the *Enter key* (you end the paragraph and the cursor moves to a new line)

## 2. formatting only after writing the text

- a. You click the cursor on the beginning of the paragraph where the educational part should begin.
- b. You insert an empty line (with the *Enter key* ).
- c. You immediately select the appropriate style of the beginning of the block *eBlock<something>Begin* from the list of styles.
- d. You will move to the end of the educational section, where you place the cursor.
- e. You insert an empty line (with the *Enter key* ).
- f. You immediately select the appropriate style of the beginning of the block *eBlock<something>End* from the list of styles.

This is wrong.  
There must be no text in the marking of the beginning / end of the educational block.

Bad and good examples of writing an educational part (block):

### 1 Mobilní telekomunikační sítě (eNadpisKapitoly)

Výklad se v rámci modulu odvíjí od 2. generace mobilních systémů, tj. od digitálních systémů GSM. Student se přehledně seznámí s problematikou mobilních sítí a získá konkrétní představu o funkčním uspořádání mobilních sítí a principu činnosti jejich jednotlivých částí, jako jsou subsystém základnových stanic, síťový spojovací subsystém a operační subsystém.



Výklad se v rámci modulu odvíjí od 2. generace mobilních systémů, tj. od digitálních systémů GSM. Student se přehledně seznámí s problematikou mobilních sítí a získá konkrétní představu o funkčním uspořádání mobilních sítí a principu činnosti jejich jednotlivých částí, jako jsou subsystém základnových stanic, síťový spojovací subsystém a operační subsystém. Dále jsou součástí modulu kapitoly věnované problematice přenosu dat v mobilních sítích a popis 3. generace mobilních systémů konkrétně systému UMTS. (eBlokSouhrn)



Výklad se v rámci modulu odvíjí od 2. generace mobilních systémů, tj. od digitálních systémů GSM. Student se přehledně seznámí s problematikou mobilních sítí a získá konkrétní představu o funkčním uspořádání mobilních sítí a principu činnosti jejich jednotlivých částí, jako jsou subsystém základnových stanic, síťový spojovací subsystém a operační subsystém.

eBlockSummaryBegin



Výklad se v rámci modulu odvíjí od 2. generace mobilních systémů, tj. od digitálních systémů GSM. Student se přehledně seznámí s problematikou mobilních sítí a získá konkrétní představu o funkčním uspořádání mobilních sítí a principu činnosti jejich jednotlivých částí, jako jsou subsystém základnových stanic, síťový spojovací subsystém a operační subsystém. Dále jsou součástí modulu kapitoly věnované problematice přenosu dat v mobilních sítích a popis 3. generace mobilních systémů konkrétně systému UMTS. (eBlokSouhrn)

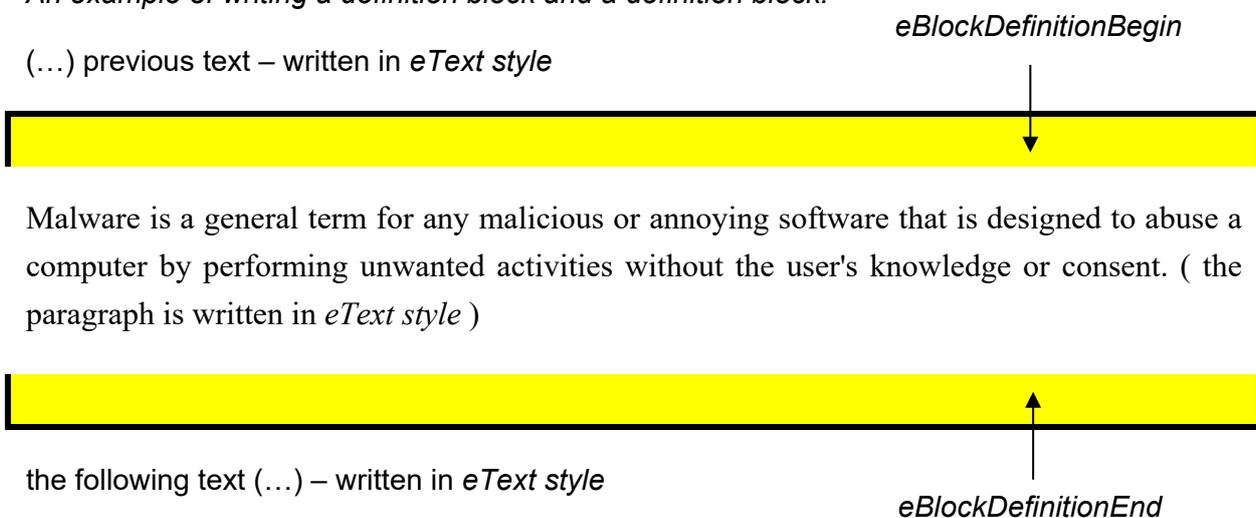
eText

eBlockSummaryEnd

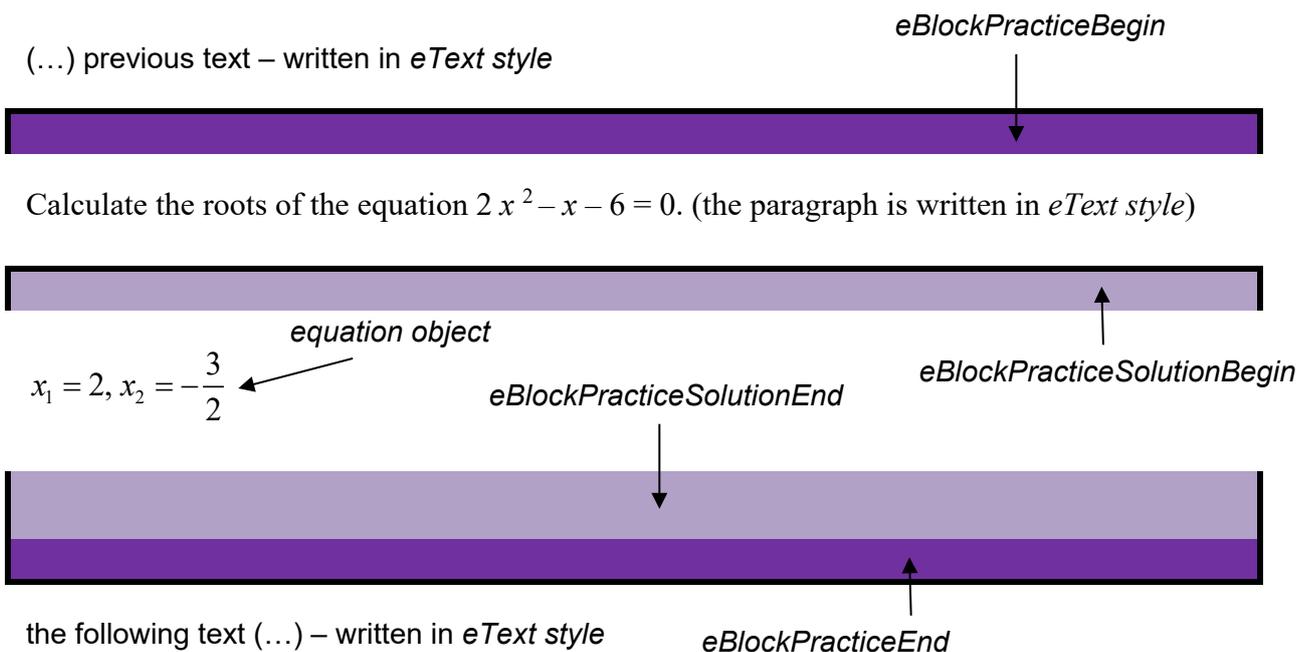
The following blocks are available:

- *eBlockDefinitionBegin* , *eBlockDefinitionEnd* - **definition**
- *eBlockNoteBegin*, *eBlockNoteEnd* - **note**
- *eBlockPracticeBegin*, *eBlockPracticeEnd* - **example from practice, example of use**
- *eBlockPracticeSolutionBegin*, *eBlockPracticeSolutionEnd* - **solution of the example**
- *eBlockAdvantagesBegin* , *eBlockAdvantagesEnd* - **benefits**
- *eBlockDisadvantagesBegin*, *eBlockDisadvantagesEnd* - **disadvantages**
- *eBlockSummaryBegin*, *eBlockSummaryEnd* - **summary**
- *eBlockInterestingBegin*, *eBlockInterestingEnd* - **interesting**
- *eBlockScenarioBegin*, *eBlockScenarioEnd* - **scenario (this is not an educational part!)**

An example of writing a definition block and a definition block:



An example of writing a definition block and an example block with a solution:



- In the case of using an example with a solution in the text, the solution itself will be displayed to the user in the final HTML form only after clicking on the automatically generated link.
- *eBlockPracticeSolution* example is the only block that can be nested in another block and only in the *eBlockPractice* block.

## 2.6 Bullets and numbering

- a style is always reserved for a specific level of bullet points and numbering ( *eBulletList1*, *eBulletList2*, *eNumList1*, *eNumList2*, *eLetterList1*, *eLetterList2*)
- a maximum of two levels are possible
- create multiple paragraphs in one bullet by using manual line breaks (soft line breaks); use the keyboard shortcut [SHIFT] + [ENTER] (see example below)
- at the end of a level 2 nested bullet, the text of the previous (level 1) bullet cannot be continued - a new level 1 bullet must be started
- 2nd level bullet cannot be used if the preceding paragraph is not a 1st or 2nd level bullet
- the above also applies to the numbered list

Example of writing bullet points:

●→level 1 bullet (style *eBulletList1*)┘  
 second paragraph in the same bullet point¶

○→level 2 bullet point (*eBulletList2*)┘  
 second paragraph¶

●→ level 1 bullet (style *eBulletList1*)¶  
 ●→ level 1 bullet (style *eBulletList1*)¶

●→level 1 bullet (style *eBulletList1*)┘  
 second paragraph in the same bullet point¶

○→ Level 2 Bullet (*eBulletList2*)┘  
 second paragraph¶ **never!**

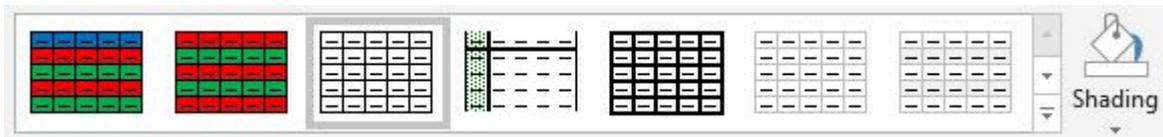
¶  
~~level 1 bullet continued¶~~

●→ level 1 bullet (style *eBulletList1*)¶  
 ●→ level 1 bullet (style *eBulletList1*)¶

## 3 Work with graphics and media (including tables)

### 3.1 Tables

- format the table label in the *eTableCaption* style, followed by your own table
- write the internal text of the table in the *eText* style
- use as a basis the table found in the template document *LM\_text\_template\_EN\_distr\_vx.dotx* ; you can of course add/remove rows/columns
- to create a correctly shaded table, you can use the predefined style *eTable* or *eTableNoHeading* for a table that does not contain a header. The option to choose a table style is displayed after the table is created in the *Table – Design tab*.



Pre-defined style **eTableNoHeading**.  
Select style by clicking to the prepared table.

Pre-defined style **eTable**.  
Select style by clicking to the prepared table.

- cell background colors are only used for later automatic formatting:
  - Blue - header
  - Red - odd rows
  - Green - even rows



- to fill a cell, you must first mark the entire cell, row or column (not the text itself).

*Example of inserting tables:*

style *eTableCaption*

header of the 1st column (undercoloring the cell blue, bold font)	2nd column header
1st row of 1st column (undercoloring the cell red)	1st row 2nd column
2nd row of 1st column (undercoloring the cell green)	2nd row of 2nd column

As a mnemonic, you can use a traffic light (red above, green below).

- tables will be incorporated into the text of the page as tables (standard in Word), not as images - you can use commonly available table properties in tables (not all properties, e.g. borders, will be converted to the final ODZ form). Mark the summary rows in the table in bold. **Do not use diagonal cell division.**
- when writing text in tables or in the text itself (except for images), do not use any rotated text - it is only possible to write text from left to right (at the same time, text alignment in the table is possible as needed - left, center or right)
- a table cell can also contain multi-line text
- tables do not need to have a label in justified cases, then you omit the *eTableCaption* style
- the description of the table will always be placed **above the** table itself in the output

## 3.2 Pictures

- **on the first line, the name of the file will be listed in the *eImageFile* style**
- **image directly!!!**
- on the second line (immediately below the image) the description of the image will be given (in the style of *eImageCaption*)
- enter the name of the image file including the extension and without the path
- if you want the image to be created according to your design (i.e. you will not draw it yourself or take it over), then clearly mark the design so that it is clear that it is not the final output
- File Name:
  - do not use long file names - use shortened file names e.g. fig1.jpg
  - **do not use** brackets, commas, or any punctuation marks except underscores
  - the capitalization (lowercase/uppercase) of the file names must match the capitalization of the letters listed in Word
- images can only be in **JPG, PNG** and **GIF format** of reasonable data size
- no images are placed in the course text, only links to the image (name of the image file)
- it will not be possible to place images of any size in the course (the maximum size of an unreduced image is 1000 points in width, the recommended maximum height is 650 points)
- images and tables do not need to have a caption in justified cases, then you omit the *eImageCaption* style
- the description of the image will always be placed under the corresponding image in the output
- we recommend using cross-references (see below) or own (manual) numbering (with a small number of images) to number the images
- save images in the "image" directory

Example of inserting images:

**One image:**

Resulting visualization:

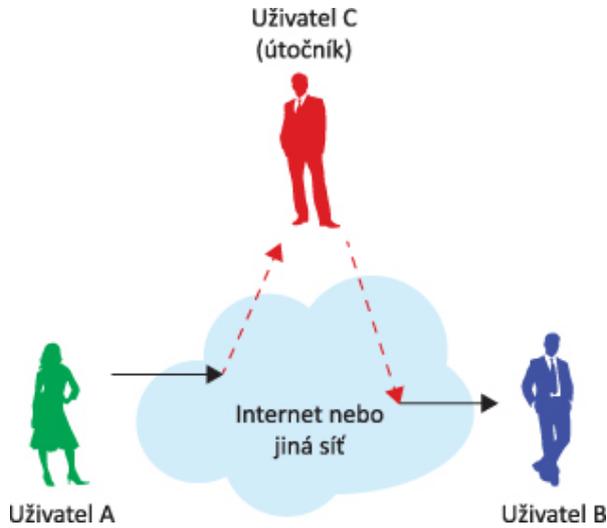


Fig. 1. Active attack

**Two images and one caption:**

Resulting visualization:

		$X_1$		$X_2$	
				$X_1$	
$X_3$	$X_1 X_2$	00	10	11	01
0					
1					

		$X_1$		$X_2$	
				$X_1$	
$X_3$	$X_1 X_2$	00	10	11	01
0		0	0	1	0
1		0	1	1	1

Fig. 1. Karnaugh map

Entry in the source document:

`active_attack.jpg` (*eFileImage* style)

1. Active attack (*eImageCaption* style)

Entry in the source document:

`k1_1.jpg` (*eFileImage* style)

`k1_2.jpg` (*eFileImage* style)

1. Karnaugh map (*eImageCaption* style)

### 3.3 Video, animation, sound, interactive element

- the procedure (file link, label) is similar to when inserting images
- the description is written in the appropriate *eVideoCaption*, *eAnimationCaption* style
- in case you are only embedding an online video, insert the full Internet URL as the file name, e.g. <https://www.youtube.com/watch?v=RW4J1Ag1-T8> and tag it with the appropriate style
- videos from YouTube and do not add them to the material in offline form (this is not allowed by the YouTube license).
- save videos in MP4 format in "video" directory

#### 3.3.1 Animation

- proceed similarly to inserting images or videos
- the label is written in the appropriate *eAnimationCaption* style
- animations typically consist of HTML5, CSS3, JavaScript and SVG format files packed into a separate ZIP archive (the animation ZIP archive will contain all the necessary files, i.e. one HTML5 file (file extension "html"), CSS (file extension "css"), JS ("js" file extension), SVG or any other necessary files.
- The ZIP archive with the animation is stored in the "anim" folder
- mark the name of the ZIP archive file with the animation in the text with the *eAnimationFile* style

#### 3.3.2 Sound

- proceed similarly to inserting images or videos
- mark the file with *eSoundFile* style
- *eSoundCaption* style
- add audio files in MP3 format and save them in the "sound" directory

#### 3.3.3 Interactive element

- you do not prepare the interactive element separately, you only prepare their scenario - either simply in a block-style *eBlockScenario*
- Typical interactive elements, inserted in the form of a scenario, can be found in the manual "Handbook for the preparation of interactive elements" (examples of scenarios, element options).
- if the element is freely available on a third-party server, insert the full Internet address (URL)
- if you are creating it, insert a link to the HTML page that you are attaching to the course (don't forget to also attach CSS and JS files, or images in special folders)
- If the interactive element needs additional files for its function, these files will be stored in the directory corresponding to the name of the starting HTML file. Files located in a subdirectory of the interactive element must be referenced with a relative path. For example, an interactive element launched from the file "element1.html" will have the necessary files for it in the "element1" directory. The "element1" directory will be a subdirectory of "actelement".
- Each element will have its own directory structure, in which the images will also be placed. That is, the images will not be placed in the "image" folder.
- you can also use online elements (typically jQuery) within JavaScript codes - in this case, don't forget to include all references to online libraries in your codes
- The launch point of the interactive element will be in HTML format.
- Interactive elements and any subfolders will be located in the "actelement" directory.

### 3.4 Numbering of images, videos, animations, sounds and tables

- to number images, video animations or tables, just insert a number
  - as a Subtitle using cross-references, see below
  - like a handwritten number
- numbering is only one-level
- leading text in "Image", "Table", "Video" caption will be **inserted automatically** based on the caption style used
- write the numbering in the format: number + "dot" + "space" + label text

*Example:*

#### 1. Active attack

## 4 Tests

- insert the test at the end of the page/screen (followed by the *eChapterTitle* or *eTitle1 style* )
- for creating tests, a special template is created for the MS Excel *application LM\_selftest\_template\_EN\_distr\_vx.xlt* (see below)
- the test will be on a separate screen/page of the result material
- for the page with the test, we recommend creating your own page with your own title (*eTitle1*)
- more details on the test template can be found in chapter 7.6

## 5 Formulas, symbols and abbreviations

### 5.1 Formulas

- a simple formula in the text (e.g.  $x = 10 - i^2$ )
  - **you can** write in the *eText style* (or another appropriate one) respecting the variable convention (italics)
- write the formula legend in plain text using the *eText style* (the legend can contain other formulas and follow the same rules)
- to write more complex formulas, **use** the built-in "Equation" tool (*Insert - Equation tab*)



- for inserting, for example, chemical formulas, use images (see previous section)

### 5.2 An indivisible gap

- if you want to insert a space between two words that should not be split (break) into multiple lines, **insert an undivided space** using the keyboard shortcut [CTRL + SHIFT + SPACEBAR]
- **cannot** insert an indivisible division (dash, minus)
- suitable, for example, for the space between the unit and its numerical value

### 5.3 Greek symbols

- Greek symbols **only** in the classic character set - using the tab *Insert - Symbol* (or *other symbols* etc.)
- *the Additional symbols* tab, do not use a font other than "normal text " (e.g. font Symbol, Wingdings, etc.)

### 5.4 Abbreviations

- **first occurrence of an** abbreviation in parentheses
- **first occurrence of the** abbreviation in the *eAbbreviation* style (only the abbreviation without brackets)
- write the abbreviation in parentheses in the *eAbbrevitationMeaning* style (again without brackets)
- the list of abbreviations must always be preceded by an abbreviation written in the appropriate style
- if the same abbreviation occurs repeatedly, do not write the abbreviation in a special style and do not write it out
- without a breakdown (and therefore also marked with the *eAbbreviation* style), only commonly known abbreviations can be used, e.g. EU, CR, etc.
- to mark the text with the *eAbbreviation* and *eAbbrevitationMeaning* style, you need to mark this text (abbreviation or breakdown) first

*Example of writing abbreviations:*

This project is supported within the operational program of the **ESF** (*European Social Fund*).

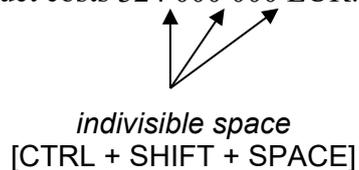


## 5.5 Numbers

- in the Czech language, use a comma as a decimal place separator
- currency in crowns, e.g. 1,000 CZK (separate thousands and millions with an indivisible space, i.e. by pressing [CTRL + SHIFT + SPACEBAR])

*Example:*

This product costs 324 000 000 EUR.



*Example (with hidden characters displayed):*

This·product·costs·324°000°000°EUR¶.

- if you want to write e.g. the expression "ten" using numbers, use "10" (common "10ti" and similar forms are incorrect!)

## 5.6 Use of hyphens

- between individual words - [CTRL+"-" (on numeric keypad)], e.g. "modem - device..."
- there is always one space on each side around the long dash
- for a negative number, e.g. "-1"
- write minus in the formula with a long dash
- hyphen (short dash) "-", e.g. "analog-digital converter", "Prague-Liben", etc.

## 5.7 Sentence punctuation

- before a comma, full stop, colon, semicolon, exclamation mark and question mark, but after these characters do. The exception is clusters (three dots), where we write a space only after the cluster.

## 5.8 Brackets

- **inside the brackets**, write e.g. "(acoustically)"

## 5.9 Percentage, degrees, units designation (% , ° , kg, m...)

- when writing without a space (e.g. 10%) we read it as "ten percent"
- when writing with a space (e.g. 10%) it is two words, so we read: "ten percent" or "ten percent" etc.

## 6 Subtitles and (cross) references

### 6.1 Links to Internet addresses (URLs)

- when transforming the output, links are created automatically by recognizing the text of an Internet address (URL), i.e. text starting with "http://" or "https://"
- you can use automatically created links in the MS Word application (these are automatically written in the *Hypertext Link style* )

### 6.2 Links to attached files to ODR

- when referring to a file that is distributed with ODR, write the name of the file in the text incl. extensions and mark this name with the *eLinkFile character style*
- upload the linked file to the "file" folder

### 6.3 Literature

- list the literature and other sources on the front page - list all sources according to ISO 690, you can find the citation generator here: <http://www.citace.com/generator.php>
- references to the literature in square brackets, e.g. [1], the references must correspond to the numbering on the opening page, you can also use a so-called cross reference

### 6.4 Subtitles and Cross References

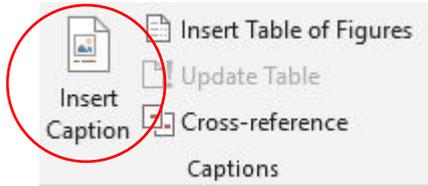
- This part is not mandatory when writing the text, but it can help you especially when supplementing the text with another picture or table.
- A cross-reference allows you to refer to other objects in the same document. For example, you can use a cross-reference to link to a chart or figure that is located elsewhere in the document. The cross-reference transfers information from the inserted Subtitle.
- First, create an item to which you will cross-reference (the so-called Heading). **It is not possible to create a cross-reference to something that does not exist.** First you need to create a chart, heading, page number or other item, and only then can you link to this item. When inserting a cross-reference, a dialog box will appear with a list of items that can be linked to.

### 6.5 Subtitles

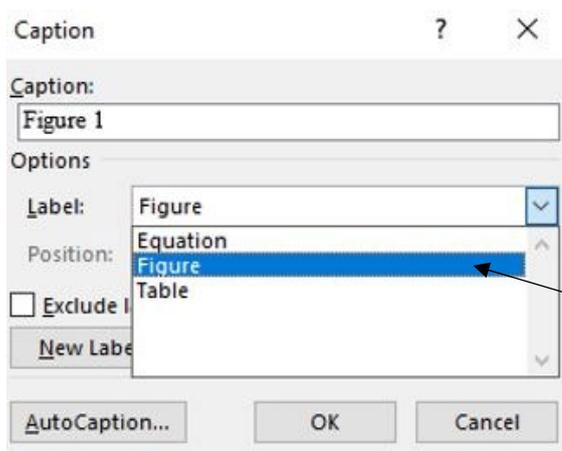
Procedure for inserting an automatically numbered Subtitle:

1. before the label text (at the beginning of the line) in which you want to add a Caption (automatic number).

- On the **References tab**, click in the **Subtitles group** on the **Insert Caption button**.



- In the **Caption list**, select a label that describes the object, such as *Figure* or *Table*. If the caption type does not exist, go to point 5 and then continue here.

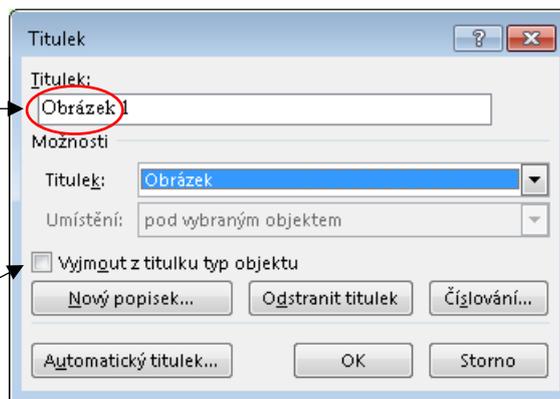


select an item from the list

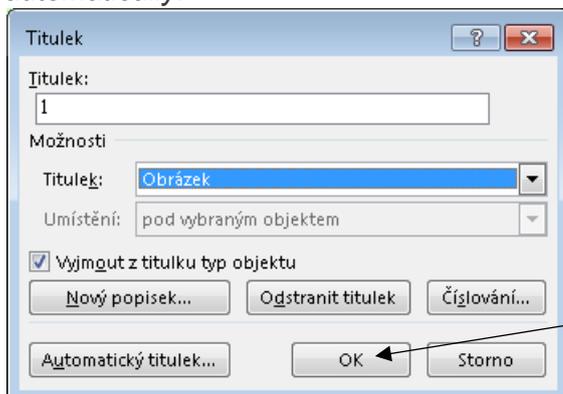
- A preview of the inserted caption will be displayed in the dialog window (top **caption field**). If the type of the selected item is displayed next to the image number (e.g. "Image"), the **Exclude object type from caption** field must be checked.

the type of the object is also inserted (we do not want this, because this way it would be transferred as a whole to the cross-reference)

select (check)



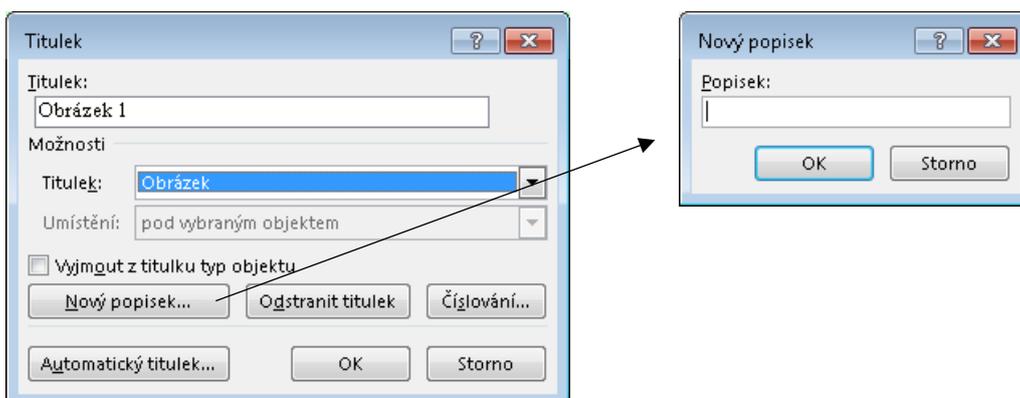
An example of a properly created Caption (note that the "Image" object label has disappeared). In the final form of the material, this type of object will be added automatically.



By clicking the OK button, you will insert a Caption (i.e. an automatically generated number) at the cursor position.

- If the list does not contain the desired caption, click the **"New Caption..."** button and enter a new caption in the **Caption field** and click the **OK** button. The newly created caption will appear in the caption list.

*Image* and *Table* labels are already prepared in Word. Subtitles *Video*, *Animation*, *Sound*, and *Interactive element* **you have to create it yourself** (unfortunately, the titles are not transferred in the document template).



- After the already inserted Title (automatically generated number) in the author's text, write a period and a space and then write the text of the label.
- Do not mark anything with the cursor and just select the appropriate label style**, e.g. *elImageCaption*.
- Insert the end of the paragraph and continue typing as usual.

**Note:** Word inserts the sequence number of the title as a so-called field . If your caption looks something like " `Table { SEQ Table \* ARABIC }`", Word is showing so-called field codes instead of showing field results. To display the caption normally, hold down the **[ALT]** (left) key and press the **[F9]** key.

The designation "Fig." in front of the image number in the label, for tables "Tab." and similarly for other labels ("Anim.", "Sound" and "Video") will be inserted automatically only in the final form of the material.

Before the number, the designation is inserted as the basis of the selected label style, e.g. *eImageCaption*, *eTableCaption*, *eVideoCaption* etc.

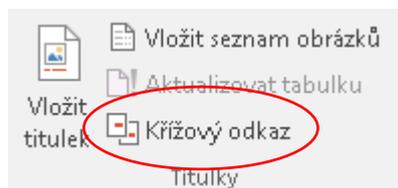
## 6.6 Inserting a Cross Reference to the Title

The cross-reference allows you to insert a link to the image number in the text. When you insert an additional image, the subtitles will be renumbered (updating the cross-references in the text requires a little help, see below).

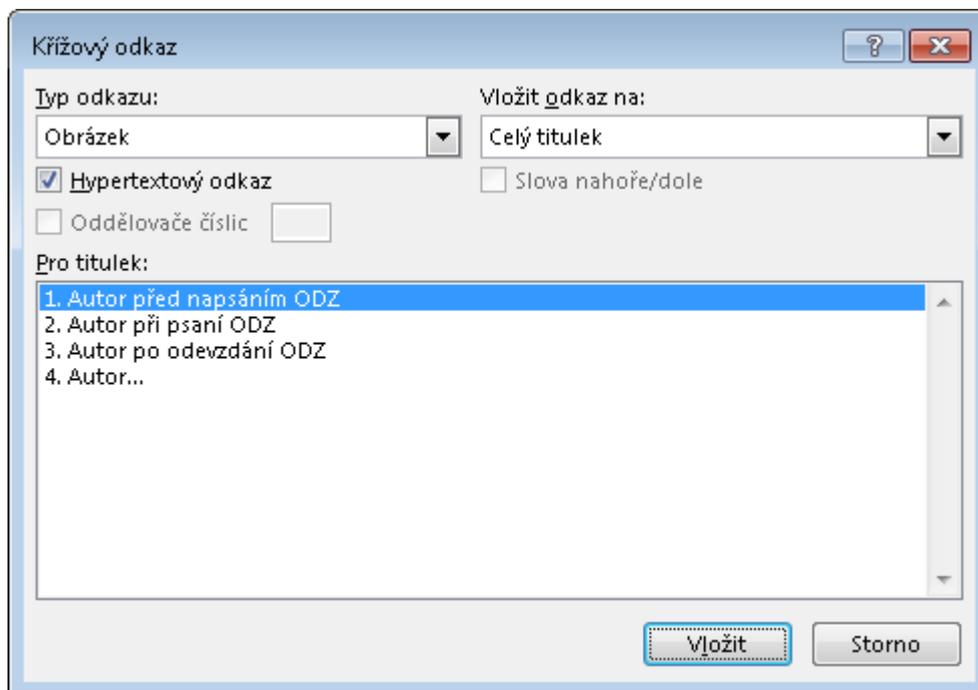
**In order to insert a cross-reference, you must first have a caption created** (see above).

To insert a cross-reference:

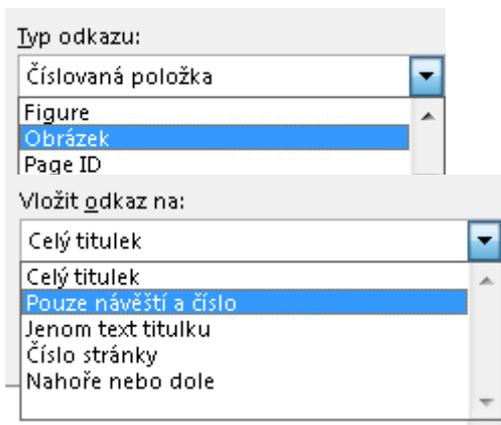
1. In the text of the material, for example, you have the text "The explanation of the upward trend can be seen in the image.". Move the cursor to the position where you want to insert the image number (in the example, after the space after the word "image" and before the dot (like this: ...image |.)).
2. On the **References tab**, click in the **Subtitles group** on the **Cross Reference button**.



*Example of inserting a cross-reference:*



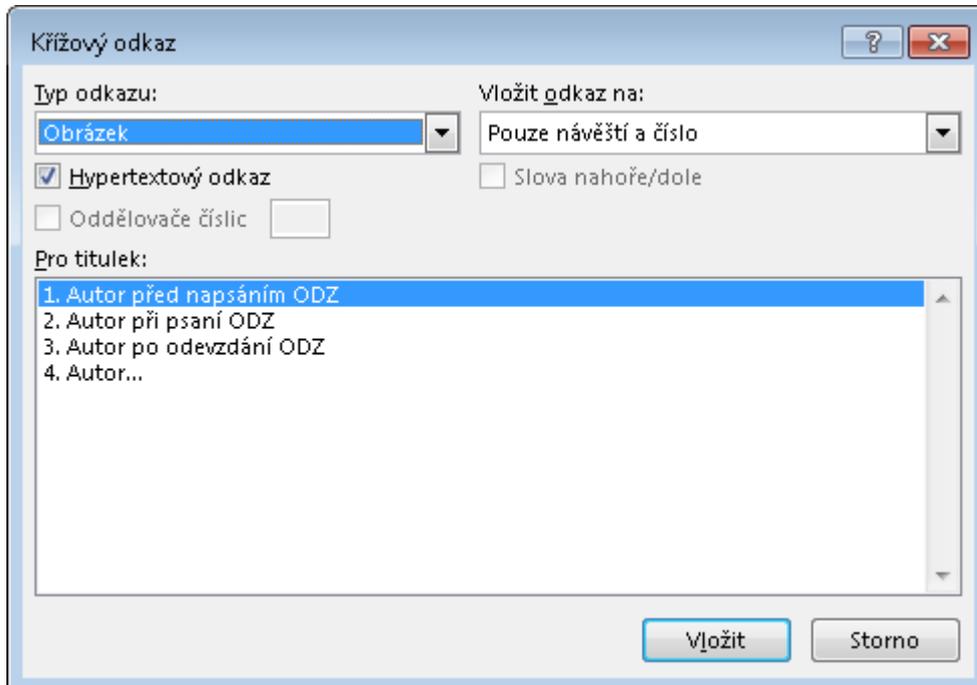
- In the **Link Type list** , select which object it is (picture, table, animation, video , etc.).



- In the **Insert link to field**, select the information you want to insert from the title into the document at the cursor position. The options depend on what you chose in step 3.

Select **Label and number only**.

- In the **For caption field** , click on the specific item you want to link to (insert its auto-generated number):



- The **Hyperlink option** allows you to have an active link in the document. The choice has no effect on the resulting material. If you hold down the [CTRL] key in a document and click on a cross-reference, Word will move you to the corresponding Heading.

7. Click on **Insert**. Only the corresponding number is inserted into the text at the place of the cursor.

**Note:** *The label* is the text that is located on the line before the automatically generated number. If we were to write e.g. "Image" in front of the Title, the word "Image " will be labeled and the cross-reference will also be inserted at the cursor position. And we don't want that, because words are usually inflected in the text (e.g. "on/from/according to the picture"). For this reason, Subtitles are written without introductory text (labels).

## 6.7 Update cross references

- If the order of the subtitles is changed, e.g. by inserting an image (using a Subtitle) between other images, **the Subtitles are renumbered automatically**. Cross-references are not automatically updated - the link to the original Title (number) remains in the text.
- To update the crosswords, you need to mark the entire text:
  1. holding down the **[CTRL]** key and the **[A]** key → the entire text in the document will be marked
  2. press the key **[F9]** → all numbering and other active fields will be updated

**Note:** When working with cross-references, an **Error! Link source not found.** This means that the Headline that the Cross Reference was pointing to no longer exists. This condition must be corrected by marking the error, deleting it, and inserting a new Cross Reference.

If the so-called field code is displayed, for example **{ SEQ Image \\* ARABIC }** or **{ REF \_Ref518610112 \h }**, the display of the so-called field code is enabled instead of their value. Switching to the display of values is done by holding down the **[ALT]** (left) key and pressing the **[F9]** key.

## 7 Working with the template, the structure of the ODR output

### 7.1 Content structure of teaching material

General content structure of the teaching material:

Name of the learning material (*eCourseTitle*)  
 – Chapter (*eChapterTitle*)  
 – Screen/subchapter (*eTitle1*)

A chapter means several pages, or of screens (not the entire material) that describes a complete part of the topic.

It is good if the chapter has the key content summarized (usually at the end) in one or a few sentences (use the *eBlockSummary* block for a summary, see above). Don't be afraid to use examples from life and practice, etc.

**The summary of the chapter** (*eBlockSummary*) will very briefly repeat the most important knowledge from the previous text and, for example, a list of new terms (e.g. without explanation).

**The chapter summary** (*eBlockSummary*) should also be at the beginning of the chapter. Here, the reader can briefly but effectively outline where the following knowledge will be used or what their significance is.

**theoretical and practical examples** as additional teaching aids (in addition to texts, images) . **and illustrative examples** (*eBlockPractice*). **Differentiate** important text (always the whole block - it can contain images, bullet points...) using the *eBlockNote* or *eBlockDefinition block*, depending on the content of the block.

If you want to draw attention to some connection (**interest**) that the student may not be aware of or does not know, state it in the block *eBlockInteresting*.

**Advantages** or **disadvantages** are listed in blocks *eBlockAdvantages* or *eBlockDisadvantages*.

### 7.2 Using the template LM\_text\_template\_EN\_distr\_vx.dotx

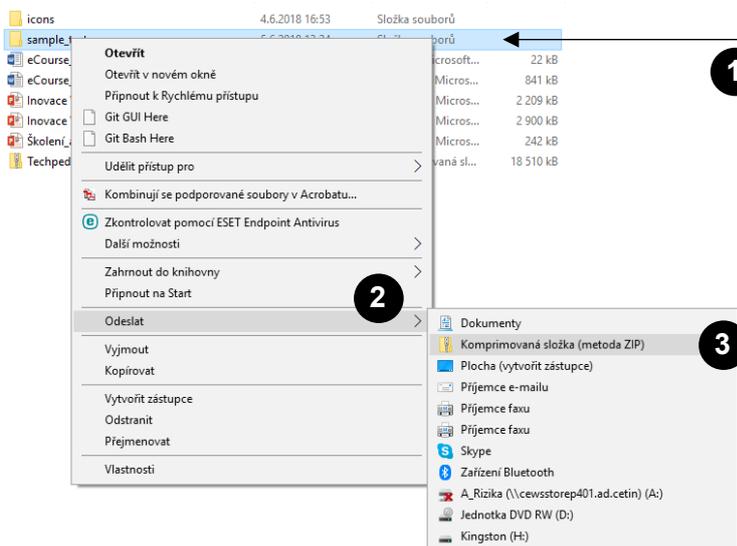
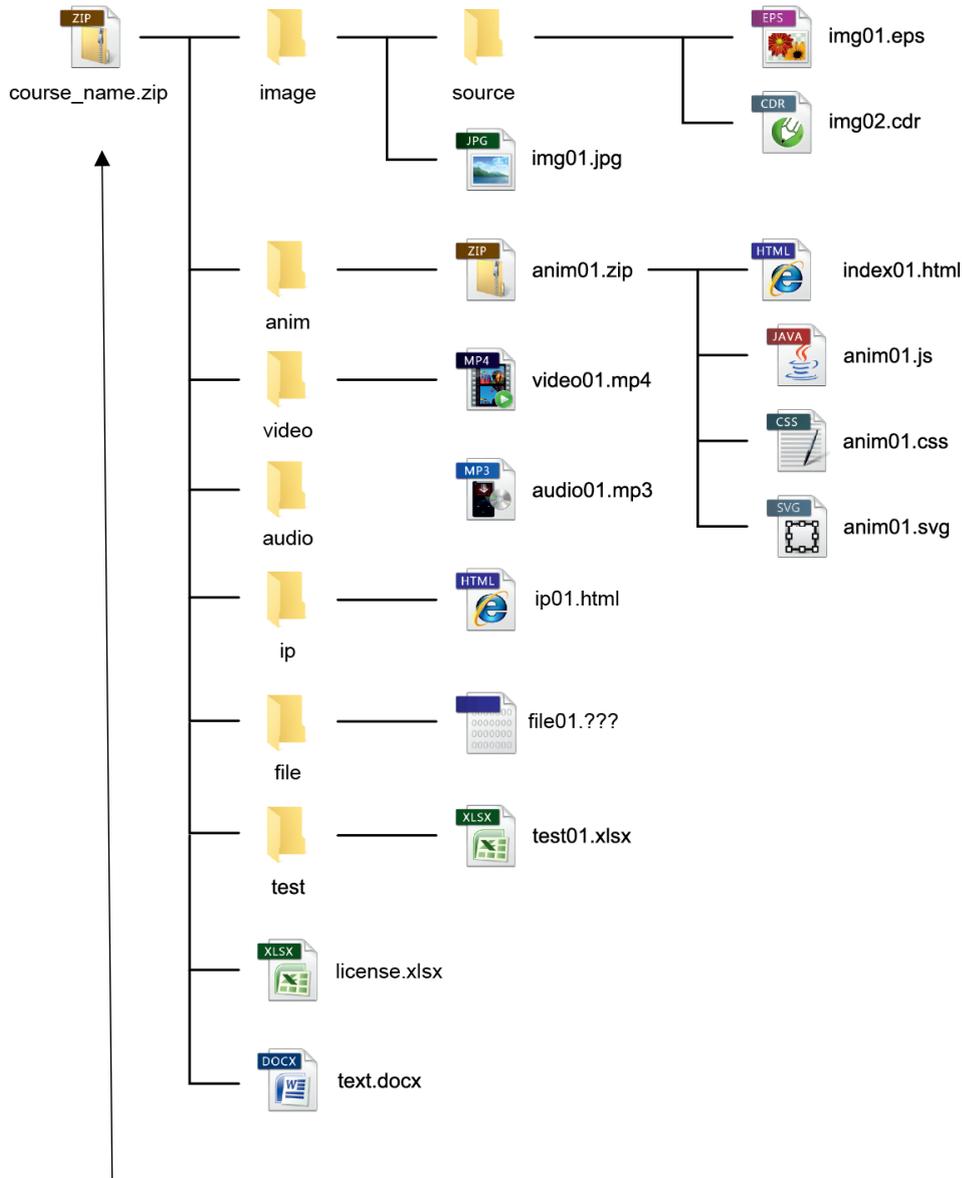
- on page 1 change only the texts
- **not delete or translate** (into a foreign language) the auxiliary titles on the 1st page (*Annotation, Objectives, Keywords, Creation date, Time allocation, Language, Resources* that are prepared by the *eAuxiliaryStyle* style).
- on the 2nd page, the first screen begins with the title of the 1st chapter of the course in the style of *eChapterTitle* and its content
- on other pages, further subsections follow, introduced in the *eTitle1* style

### 7.3 First page of learning material

- the first page of the teaching material is special and contains data about ODR and its creators
- on this page, you only rewrite the texts (not the texts describing the given part (written *in eAuxiliaryStyle* style - "Annotation", "Goals", "Date of creation", etc.) - more in the image below



### 7.4 ODR directory structure



press the right mouse button

name the created file (in accord with the assignment)

## 7.5 Submitting the result, creating a ZIP archive

- Process a text document (e.g. text.docx), prepare tests, images, animations, videos, etc. (including resources if available). Pack everything into an archive (zip) with the structure shown above in the image.
- Name the ZIP archive according to the assigned file name (name the file according to the instructions in the entry, e.g. course\_name.zip).

## 7.6 Tests - a template for writing tests

- to create tests, use the template *LM\_selftest\_template\_EN\_distr\_vx.xlt*
- tests are self-assessment
- two types of questions (two so-called sheets) are available in the template:
  - 1 of N (one correct answer)
  - M of N (multiple correct answers)
- one test = one XLSX file
- use the **Question number** field to determine the order of questions of different types (e.g. the 1st question is of type M of N, the 2nd question is of type 1 of N, the 3rd question is again of type M of N)
- the matching task is considered an interactive element (describe the options with the solution in the field for the scenario)
- if you need to use an image in the question, you need to describe it in the text in the cell like this:

[[< filename including extension>]]

Don't forget to attach the image to the "test" directory.

- if you want feedback to be displayed along with the evaluation of the answer (wrong/correct), fill in the Feedback column for a specific answer in the *template* . If you do not want to display the feedback during the evaluation, do not fill it in - leave the cell empty.

## 7.7 Dictionaries (intended for language ODR)

- the dictionary is written in the form of a table (see above)
- it is not specified whether the dictionary is at the beginning or the end

## 8 Copyright

A separate material is devoted to this issue.

### 8.1 License of used objects (template license.xlsx)

- the use of all elements such as images, videos, animations, sounds, interactive elements must be recorded in the *license.xlsx file* (the template is available for download)
- *the object type* cell defines what type of object it is (video, sound, animation, image, int. element)
- *the object number* in the cell if you are numbering the objects
- if the image is created independently, enter "own" and the relevant license (CC BY or CC BY SA)
- if the author agrees to use the work, the written consent of the author is required with the possibility of distributing his work under the CC BY or CC BY SA license. Enter the name of the file with this consent in the **source** column and attach the file in PDF format to the ZIP archive (of the entire course)
- if you are including an element by link (e.g. a video with a YouTube license) only provide the URL of the source, the file name will be left blank

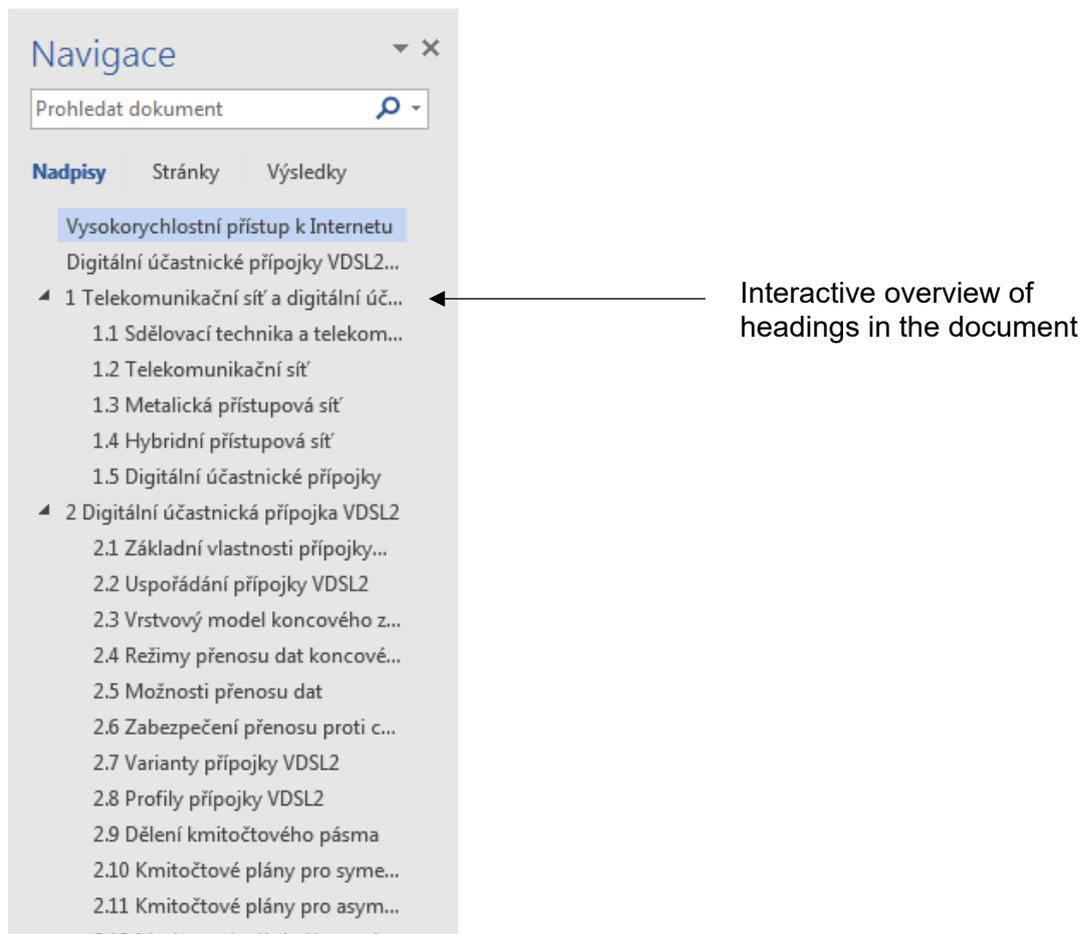
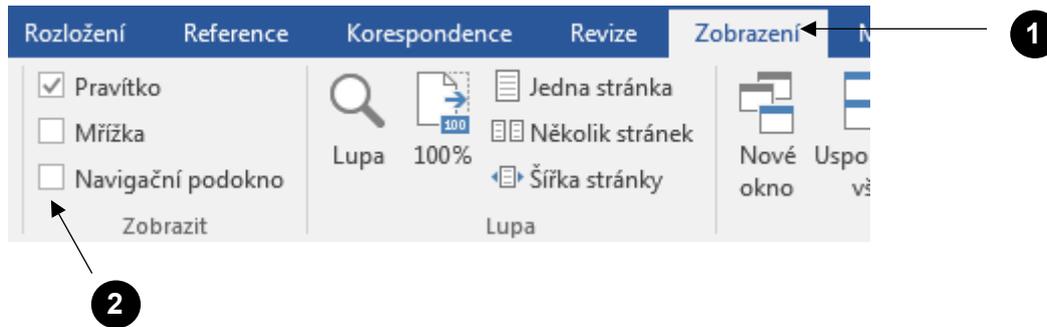
*An example of listing the record of the used object in the license.xlsx file*

	A	B	C	D	
1	číslo objektu	typ objektu	název souboru	zdroj, URL	licence
2	1	obrázek	IMG_7744.jpg	<a href="https://www.flickr.com/photos/armanayva/35599696386/in/photolist-WeP">https://www.flickr.com/photos/armanayva/35599696386/in/photolist-WeP</a>	CC BY SA 2.0
3	2	video	rozhovor1.mp4	vlastní	CC BY 4.0
4					
5					

## 9 Navigation – easier work with the document structure

The MS Word application enables the display of a clear structure of the document (individual levels of headings).

The navigation panel can be displayed in the View tab - section *View* - item *Navigation* pane.



## 10 Conclusion

- For cartoon images, always keep vector source files and submit them with other ODR objects.
- Not everything you create, for example in tables, will be able to be converted into HTML form.  
If you are not sure, you can ask ([dit4ll@fel.cvut.cz](mailto:dit4ll@fel.cvut.cz)).
- It will not be possible to create arbitrarily large images in the course - they will be automatically reduced in size (pay attention to the readability of the text after reduction)
- Due to the number and complexity of the transfers, we cannot accept individual transfer requests, file formats, other styles, etc.
- Conversions to target (electronic, on-line) forms using a macro will be implemented in the MS Word 2016 application.
- Documents can be created in MS Word 2010, 2013, 2016, 2019 and 2021.
- Do not redo styles "to look the same as in the template" - the use of the style is decisive for further processing, not its color and appearance in the source document. The color of the individual styles helps the author and the processor of the material to orientate themselves. If you are unable to achieve the correct formatting, it is better to clear the formatting for the relevant part of the text and reformat the relevant part again using the corresponding predefined styles.

## 11 Appendix A: List of styles in the template

<b>eAbbreviation</b>	style for writing abbreviations (character style)
<i>eAbbreviationMeaning</i>	style for writing a list of abbreviations (character style)
eAnnotation	annotation writing style (on page 1 of the document)
eAuthor	style for writing the list of authors (on page 1 of the document)
eBlockAdvantagesBegin	style for the beginning of the <b>Benefits block</b>
eBlockAdvantagesEnd	style for the end of the <b>Benefits block</b>
eBlockDisadvantagesBegin	style for the beginning of the <b>Disadvantages block</b>
eBlockDisadvantagesEnd	style for the end of the <b>Cons block</b>
eBlockDefinitionBegin	style for the beginning of the <b>Definition block</b>
eBlockDefinitionEnd	<b>Definition block</b>

eBlockInterestingBegin	style for the beginning of the <b>Interestingness block</b>
eBlockInterestingEnd	<b>Interestingness</b> block
eBlockScenarioBegin	<b>Script</b> block
eBlockScenarioEnd	style for the end of the <b>Script block</b>
eBlockNoteBegin	style for the beginning of the <b>Notice block</b>
eBlockNoteEnd	<b>Notice</b> block
eBlockPracticeBegin	style for the beginning of the block <b>Example from practice</b>
eBlockPracticeEnd	style for end of block <b>Example from practice</b>
eBlockPracticeSolutionBegin	style for the beginning of the block <b>Example - solution</b>
eBlockPracticeSolutionEnd	style for the end of the block <b>Example - solution</b>
eBlockSummaryBegin	style for the beginning of the <b>Summary block</b>
eBlockSummaryEnd	<b>Summary</b> block
eCode	style for writing source code, all and multiple spaces and line breaks will be preserved, in the final form it will be a non-proportional font
eCourseTitle	style for writing the course title (on page 1 of the document)
eDateCreated	style for writing the course creation date (on the 1st page of the document)
eImageFile	style for writing an image file name, or inserting an image
eKeywords	style for writing keywords (on page 1 of the document)
eLanguage	style to indicate the language in which the material is written (on page 1 of the document)
[1] eLiterature	style for writing the bibliography (on page 1 of the document); the list is automatically numbered

eCile	style for writing course objectives (on page 1 of the document)
eText	style for writing course text
<b>1 eChapterTitle</b>	style for the title of a larger logical unit of several screens (automatically inserts the end of the page before the title)
<b>1.1 eTitle 1</b>	style for writing level 1 headings; the list is numbered (automatically inserts the bottom of the page before the heading)
<b>1.1.1 eTitle2</b>	style for writing level 2 headings; the list is numbered
<i>eTitle3</i>	style for writing level 3 headings; the list is not numbered
<b>eTitle4</b>	style for writing level 4 headings; the list is not numbered
eImageCaption	style for writing image captions
eActiveElementCaption	style for writing the label of the active element
eAnimationCaption	animation caption style
eVideoCaption	style for writing video caption
eSoundCaption	style for writing audio description
eTableCaption	style for writing table label; the table will be incorporated into the text
a) eLetterList1	style for writing a level 1 letter list
a) eLetterList2	style for writing a level 2 letter list
• eBulletList1	style for writing a level 1 unnumbered list (bullets).
o eBulletList2	style for writing an unnumbered list (bullets) level 2
1. eNumList1	level 1 numbered list writing style
1. eNumList2	level 2 numbered list writing style

<b>eVideoFile</b>	style for writing the name of a video file (MP4), or embedding an online video
<b>eTestFile</b>	style for writing the name of the test file (always based on the creation template in XLSX format)
<b>eAnimationFile</b>	style for writing the name of the animation file (in HTML format)
<b>eActiveElementFile</b>	style for writing the file name active element, or inserting an active element (in HTML format)
<b>eAudioFile</b>	style for writing audio file name (in MP3 format)
<u>eLinkFile</u>	style for writing a link to a file stored in the "file" folder (character style)
<b>eTextHighlighted</b>	style for writing highlighted text color
eTextCode	style for writing program code (typically) in text, in the final form it will be a non-proportional font; differs from the eCode style in that it is not applied to a paragraph, but to characters
eCode	style for writing a block of program code (typically), in the final form it will be a non-proportional font and will include automatic line numbering