



OpenOffice Specification Sample

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[Optionally list them in the Acknowledgments appendix instead]

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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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[Describe the status and stability of the specification and where to send comments.]

The following text is boilerplate; to use, fix the hyperlinked text by selecting each blue string and choosing Insert>Hyperlink (Alt+I then Alt+H): Committee members should send comments on this specification to the xxx@lists.oasis-open.org list. Others should subscribe to and send comments to the xxx-comment@lists.oasis-open.org list. To subscribe, send an email message to xxx-comment-request@lists.oasis-open.org with the word "subscribe" as the body of the message.

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38 **Table of Contents**

39 *[Insert table of contents here by choosing Insert>Indexes and Tables>Indexes and Tables... and going to*
40 *the Index/Table tab. Note that a TOC title has already been provided above, so zero out the "Title" field in*
41 *the dialog box.]*

42 **1 Introduction**

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

44 **1.1 Terminology**

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

48 2 Styles

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

54 2.1 Overall Style

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

59 The document identifier and publication date information in the footer need to be updated every time you
60 publish.

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

63 2.2 Title Page

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

66 2.3 Headings

67 **Heading 1** through **Heading 9**, **Appendix Heading 1**, and **Heading unnumbered** have been defined with
68 a special appearance. Headings are generally numbered and appear in the Table of Contents. Pressing
69 Return after a heading inserts a **Text Body** paragraph style directly after.

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

72 2.4 Paragraphs

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

76 2.5 Lists

77 The **Definition term** and **Definition** paragraph styles are defined specially for this template. They produce
78 a definition list with a hanging appearance. Pressing Return after one inserts the other directly after.

79 **Definition term**

80 Definition for the term.

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

83 • Item 1

84 – Item 1a

85 – Item 1b

86 • Item 2

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

- 88 1. Numbered item 1
- 89 2. Numbered item 2

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

94 2.6 Tables

95 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

96

97 2.7 1.7 Code Examples

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

```
100 123456789012345678901234567890123456789012345678901234567890123456789012
101      1           2           3           4           5           6           7
```

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

```
103 123456789012345678901234567890123456789012345678901234567890123456789012
104      1           2           3           4           5           6           7           8
```

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

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

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

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

Character Styles

111 This template defines several character styles for general text use:

- 112 • The **Element** style for `<NativeElement>` names and `<ns:ForeignElement>` names; add the angle
 113 brackets yourself
- 114 • The **Attribute** style for `attributeNames`
- 115 • The **Datatype** style for **Data Type** names
- 116 • The **Keyword** style for `OtherKeyword` names
- 117 • The **Variable** style for *variable* names

118 **3 References**

119 *[You may or may not need separate sections for normative and non-normative references.]*

120 **3.1 Normative References**

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

123

A. Acknowledgments

124

*[This appendix is optional, but often provided. Sort names by affiliation and then by family name.]*The

125

editors would like to acknowledge the contributions of the OASIS XXX Technical Committee, whose voting

126

members at the time of publication were:

127

- John Doe, Foo Corporation

128

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

129

- Jane Doe, Bar Inc.

130 **B. Revision History**

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

134

Rev	Date	By Whom	What
01	22 Dec 2003	Eve Maler	An initial customized OpenOffice.org sample using the new spectools-openoffice-template template.

135

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