

Shamrock Operations Manual – Editing Notes

The Manual is in .odt (Open Document Text) format, written with LibreOffice Writer. It will probably open in Microsoft Word, but you can't be sure it will look the same and editing procedures may differ.

It is highly automated from the point of view of Chapter, Sub-Section, Page Numbers, Figure Numbers etc. To keep it working properly, these must be correctly handled when editing.

Numbering

1. The numbered Chapter headings and sub-headings are generated automatically by selecting paragraph styles: Heading 1, Heading 2, Heading 3. Do not type in section numbers by hand – this will cause chaos. If you add a chapter, section etc, the numbering will self-adjust.
2. The figure numbers are generated automatically according to chapter and sequence.
3. The appendix letters are generated by the paragraph style Appendix Heading.
4. Page number prefixes are automatic for chapters and appendices. The page numbering is automatically restarted at 1 by the Heading1 and Appendix Heading paragraph styles.
- 5 Cross references are set by Insert-Cross-reference
6. The Contents List, List of Figures and cross-references do not update automatically when you edit. Before saving or printing or making a pdf, update them with Tools-Update-Update All.

Figures

While images can be inserted through Insert-Image and then Captioned by Right-Click-Insert Caption, for some reason they cannot be grouped or have overlays put on them To overcome this, insert the image into LibreOffice Draw, then cut and paste it into Writer.

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