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Uses the Word 97-2003 Document format



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Uses the OpenDocument Text format



Template (*.dotx)

Starting point for new documents

Other File Types

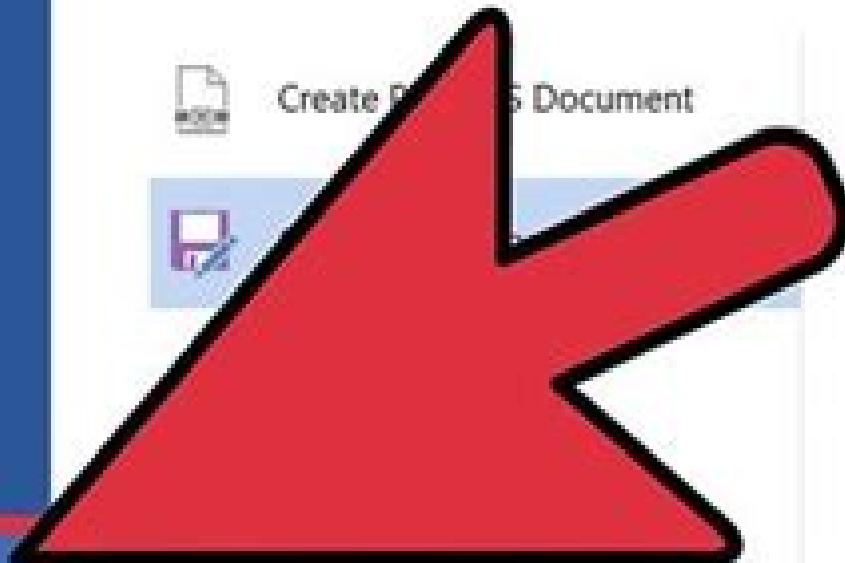


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**Ian H. Witten, David Bainbridge, David
M. Nichols**



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 Nichols, 2009-11-09 How to Build a Digital Library reviews knowledge and tools to construct and maintain a digital library
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printing the document and managing comments which can be useful in a collaborative context You will study the styles that are essential for managing a very long document and the table of contents You will appreciate the ease with which media files can be inserted into the text Moreover existing templates can save you a lot of time ABOUT THE AUTHOR R my Lentzner has been a computer trainer since 1985 Specialised in the mastery of office automation tools he assists companies in the professional training of their employees Self taught he has several computer books to his credit **Learning**

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