

Mopping up

Mendlesham Computer Club

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Here are some topics that we didn't get to finish off this term

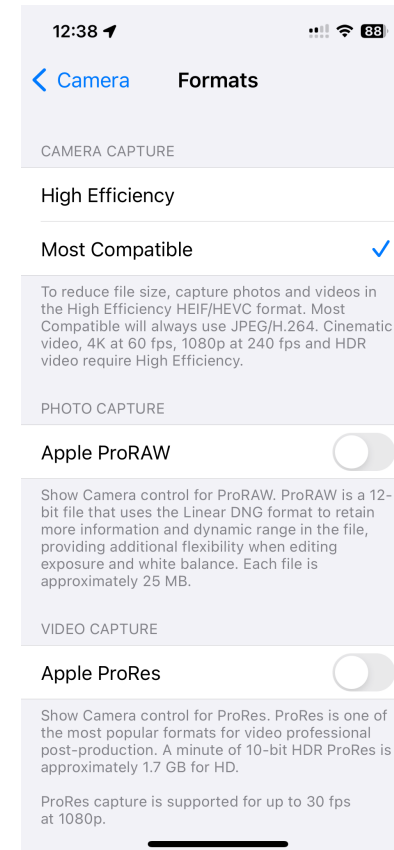
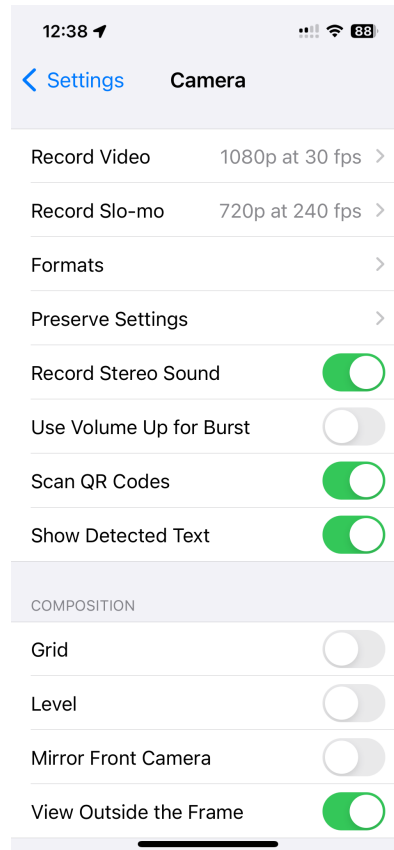
- How to set your iPhone to save JPEG instead of HEIC
- Advanced document features in Word and OpenOffice

JPEG Vs HEIC

- By default Apple phones save photos in a High Efficiency Image Format (.HEIC) which is incompatible with many devices, e.g. some Windows Apps, Email clients and web sites which expect photos to be in JPEG format.
- It is reasonably straightforward to do the conversion
 - On a PC, do a save as in the Photos app and select JPEG
 - On Mac, open it in Preview and select export
- Its best to set up your iPhone to save all photos in JPEG to make sure its compatible with the rest of the world.

How to set your iPhone to save photos in JPEG

On your phone go to Settings > Camera > Formats and select Most Compatible



Some advanced document features

Tables of contents in documents

- In Word
 - Use the Heading styles to lay out your document sections then insert>Index and tables and select table of contents. Note to include numbering modify the style and select format>numbering.
 - For photos and tables, insert a caption below the photo or table, move cursor to where you want the index to go and insert>Index and tables and select table of figures. Note you can change the style of captions using the styles pane.
- In OpenOffice
 - Use the Heading styles to lay out your document sections then insert>Index and tables>Index and tables and select table of contents. Note that to include numbers on headings use tools>outline numbering.
 - For photos and tables, select the image then insert>caption (note there are many options here). Then move cursor to where you want the index to go and insert>Index and tables> Index and tables and select Illustration index. Note you can change the style of captions using the styles pane.

Links in documents

You can create links in documents that automatically maintain the numbering so that when someone clicks on the reference it will jump top it in the document.

- In OpenOffice
 - Having set up your headings, type something this 'see section: ' then insert>cross reference, chose the heading you want to link to and select reference.
- In Word
 - Having set up your headings, type something this 'see section: ' then insert>cross reference, chose heading and the heading you want to link to and click on insert.

Headers and footers

Headers and footers appear on all of the document pages, Footers are good for adding page numbers.

- In Open Office, you first have to turn headers on then you can click in the box to edit them
 - Click "Format" at the top of the document and click "Page" from the drop-down menu.
 - Click the "Header" or Footer tab.
 - Click the box next to "Header On" or "Footer on" to enable it.
 - You can then click into the header or footer to edit it.
- In Word just click on View>header and footer

Changing headers and footers Mid Document is much simpler in Word than in OpenOffice

Footnotes

- Footnotes are automatically numbered and appear at the bottom of the page, in both Word and OpenOffice move to where you want it to appear in the document and click on insert>footnote