

Document Creation

or word processing

I have been using a keyboard to enter code, text or words since 1971, and oh my how things have changed, it is all so different now. I want here to explain the many ways one can create an eye pleasing document that will be used to inform others either via a printed page or by electronic means.

Again, an *eye pleasing document*. So this is not a simple “Text editor” :-

https://en.wikipedia.org/wiki/Text_editor

A text editor is a program that is used for typing, copying, pasting, and printing text. Text editors do not format lines or pages, when printed the text will have no visual style.

Text editors do have a place in one’s toolbox and are used to create web pages and code for apps.

Word processing adds to the text editor the ability to control character style and size, to manage lines (word wrap), to format documents into pages, and to number pages.

Functions now taken for granted were added incrementally. Spell checking, grammar checking and mail merge were some of the most popular add-ons for early word processors. Word processors are also capable of hyphenation, and the management and correct positioning of footnotes and endnotes.

There is another major change that I need to mention. Before the Internet, documents were created and stored on and within the computer that created them. Now it is popular to use online software apps that create documents and store them in the cloud.

Too fast you say, OK let me start again.

You purchase a new computer, often there will be a version of MicroSoft Office already installed, this is perhaps a trial version that only lasts for a month. After that month you pay for the full version and all is good. You can use Word to create the documents that you require, save them to your machine and print them on your printer.

The file extension on each file will be .docx this tells your computer what the file is and what apps will open it. You can send your .docx files to friends across the world via email. BUT !

Not all computers can read Word files, you have to have Word installed or at least a Word viewer.

The Microsoft Word Viewer is no longer available for download and will no longer receive security updates. To continue viewing Word files for free, we recommend installing the Word mobile app or storing documents in OneDrive or Dropbox, where Word Online opens them in your browser. For the Word mobile app, visit the store for your device.

But what about security? The recipient can edit your file without your permission or knowledge. Their setup may not be the same as yours and when printed your file may look different to what you had intended.

Please only send .docx files if you are collaborating with someone in the creation of that document. Otherwise "print" your document using the PDF print option and send that. Or maybe SaveAs PDF

The Portable Document Format (PDF) is a file format developed in the 1990s to present documents, including text formatting and images, in a manner independent of application software, hardware, and operating systems. Using a PDF file will retain all the aspects of your original file.

Perhaps you want to create and save .docx files on your computer but do not want to pay for the full version of MS Office. A full MS Office look alike is Libre Office available here :-

<https://www.libreoffice.org/download/download/>

For portability save your files both on your hard drive and a memory stick.

That's it then, no wait again it's 2025 and the world has gone Internet crazy.

Cloud Computing

No big deal, just working on a remote server, the software you are using and the files you create are in another place or country even.

Cloud Software that can create .docx files :-

- Google Docs - https://en.wikipedia.org/wiki/Google_Docs,_Sheets,_and_Slides
- The App - <https://docs.google.com/>
- Office 365 - https://en.wikipedia.org/wiki/Office_365
- The App - <https://www.office.com/>
- One Drive - <https://en.wikipedia.org/wiki/OneDrive>
- The App - <https://onedrive.live.com/about/en-gb/>

Apple also has Word apps in their App store, search using your device.

First choose your allegiance, Google, MicroSoft or Apple. They are all good and work well, you can use them all but I would not advise it. I am using Google Docs here.

For Google Docs you need a Gmail account, for Microsoft you need a Windows account. Both will require you to log in with your username and password.

Once this is done you create a New document and start typing. Give it a name and carry on. The file is stored not on your device but in the Cloud and is saved every few seconds. Quit the file with the [x] top right, don't worry it has been saved.

To open this file on another device do the same thing; your username and password says it is you. The file is sitting in the cloud waiting for you.

This may work for you. In each of the rooms in your house you have a radio, you can move from one room to another and hear the same programme. You can go next door and still hear it on their radio because it is coming from the same source, a studio in London.

The Google data center that holds this file could be in Ireland, or California, I can read it wherever I am and on the device I choose to use.

To print or email ? Each system is different but generally, download it as a PDF and print or email that file. You can download a copy of your .docx file if you wish but why would you? It is more secure in the cloud as the cloud provider will have back ups for all your files and the many versions of the file over the time it has existed.

Each of your files in the cloud is private to you but you can invite others to collaborate or make the file public but read only, as is this one.

Both Google Docs and MS Onedrive have a folder structure that you should maintain by creating new folders for your work. Family, Work, Finance and Clubs are a few examples.

The system works the other way also. You can upload files that are on your hard drive into the cloud and then work on them in the cloud.

Other Cloud Systems

<https://www.investintech.com/articles/tenwordalternatives/>

I have only mentioned Word files here but all the systems have their versions of Spreadsheets, Powerpoint and Drawing apps.

The cloud can be used to store but not create your files. You may hear mention of DropBox this is just a bin in which you can add files. You may have an Amazon account; they too offer storage. Some are free, others you have to pay.