

Chapter: Digital Documentation

1. What is Digital Documentation?

Digital documentation is the process of creating, editing, storing, and sharing documents using a computer and word processing software.

Examples of Word Processors:

- LibreOffice Writer
- Microsoft Word
- Google Docs

2. Features of Word Processing Software

- Create documents
- Edit text
- Format text
- Insert pictures, tables, and shapes
- Check spelling and grammar
- Save and print documents
- Share documents electronically

3. Creating a New Document

Steps:

1. Open LibreOffice Writer.
2. Click **File** → **New** → **Text Document**.
3. Start typing your content.

4. Saving a Document

Steps:

1. Click **File** → **Save**.
2. Choose the location.
3. Enter the file name.
4. Click **Save**.

Shortcut Key: Ctrl + S

5. Opening an Existing Document

Steps:

1. Click **File** → **Open**.
2. Select the document.
3. Click **Open**.

Shortcut Key: Ctrl + O

6. Editing Text

Editing means making changes to a document.

Common editing tasks:

- Insert text
- Delete text
- Copy
- Cut
- Paste
- Undo
- Redo

Shortcut Keys

Function Shortcut

Copy Ctrl + C

Cut Ctrl + X

Paste Ctrl + V

Undo Ctrl + Z

Redo Ctrl + Y

Select All Ctrl + A

Find Ctrl + F

Replace Ctrl + H

7. Text Formatting

Formatting improves the appearance of text.

Types of Formatting

- Font Style
- Font Size
- Font Color

- Bold
- Italic
- Underline
- Highlight
- Alignment
- Line Spacing

Shortcut Keys

Formatting Shortcut

Bold Ctrl + B

Italic Ctrl + I

Underline Ctrl + U

8. Text Alignment

There are four types:

1. Left Align
2. Center Align
3. Right Align
4. Justify

9. Bullets and Numbering

Used to organize information.

Example:

Bullets

- Apple
- Mango
- Orange

Numbering

1. India
2. Nepal
3. Bhutan

10. Page Formatting

Includes:

- Page Size
- Margins
- Orientation
- Background
- Header
- Footer

Page Orientation

- Portrait
- Landscape

11. Headers and Footers

Header: Information at the top of every page.

Footer: Information at the bottom of every page.

Example:

- School Name
- Page Number
- Date

12. Page Number

Used to number pages automatically.

Steps:

- Insert → Page Number

13. Tables

A table organizes data into rows and columns.

Example:

Name Class Marks

Rahul IX 92

Priya IX 88

14. Inserting Images

Steps:

1. Insert
2. Image
3. Choose image
4. Click Open

15. Find and Replace

Find: Searches a word.

Replace: Replaces one word with another.

Shortcut:

Ctrl + H

16. Spell Check

Checks spelling mistakes automatically.

Shortcut:

F7

17. Print a Document

Steps:

1. File
2. Print

Shortcut:

Ctrl + P

18. PDF (Portable Document Format)

PDF files:

- Keep formatting unchanged.
- Can be opened on almost any device.
- Are easy to share.

19. Advantages of Digital Documentation

- Easy to edit
- Saves time
- Professional appearance
- Easy to store
- Easy to share
- Less paper usage
- Supports images and tables

20. Important Shortcut Keys

Shortcut Function

| | |
|----------|----------------|
| Ctrl + N | New Document |
| Ctrl + O | Open |
| Ctrl + S | Save |
| Ctrl + P | Print |
| Ctrl + C | Copy |
| Ctrl + X | Cut |
| Ctrl + V | Paste |
| Ctrl + Z | Undo |
| Ctrl + Y | Redo |
| Ctrl + A | Select All |
| Ctrl + B | Bold |
| Ctrl + I | Italic |
| Ctrl + U | Underline |
| Ctrl + F | Find |
| Ctrl + H | Find & Replace |
| F7 | Spell Check |

What is Mail Merge?

Mail Merge is a feature in word processing software (such as **LibreOffice Writer** and **Microsoft Word**) that allows you to create **many personalized documents** (letters, certificates, labels, envelopes, etc.) using a single template and a list of recipients.

Example:

A school wants to send invitation letters to 100 parents. Instead of typing each parent's name separately, Mail Merge automatically inserts each parent's details into the same letter.

Components of Mail Merge

Mail Merge has two main parts:

1. Main Document

- It contains the common text that remains the same for everyone.
- It includes **merge fields** where personalized information will appear.

Example:

Dear <Name>,

You are invited to the Annual Function on 15 August 2026.

Regards,
Principal

2. Data Source

The data source contains the recipient information in rows and columns.

Name Class Address

Rahul IX A Delhi

Priya IX B Noida

Aman IX C Gurugram

Each row represents one recipient.

Uses of Mail Merge

- Sending invitation letters
- Printing certificates
- Creating report cards
- Preparing salary slips
- Printing address labels
- Sending personalized notices
- Creating envelopes

Advantages of Mail Merge

- Saves time and effort.
- Avoids repetitive typing.
- Reduces errors.
- Creates professional documents.
- Personalizes each document automatically.

- Useful for large numbers of recipients.

Steps to Perform Mail Merge (LibreOffice Writer)

1. Open **LibreOffice Writer**.
2. Create the **main document**.
3. Prepare the **data source** (spreadsheet or database).
4. Insert **merge fields** such as Name and Address.
5. Preview the merged document.
6. Complete the merge.
7. Print or save the merged documents.

Example

Main Document

Dear <Name>,

Congratulations! You have been selected as the Class Representative of Class <Class>.

Principal

Data Source

Name Class

Rahul IX A

Priya IX B

Output

Letter 1

Dear Rahul,

Congratulations! You have been selected as the Class Representative of Class IX A.

Principal

Letter 2

Dear Priya,

Congratulations! You have been selected as the Class Representative of Class IX B.

Principal

Real-Life Applications

- Schools sending report cards or circulars.
- Banks sending account statements.
- Companies sending appointment letters.
- Colleges issuing admission letters.
- Businesses sending promotional letters.

Important Points for Exams

- **Mail Merge** combines a **main document** with a **data source**.
- The **main document** contains common text.
- The **data source** stores recipient information.
- Merge fields insert personalized data automatically.
- One template can generate many personalized documents.