

EasyNow

An Approach to

Multiple Media Delivery

Textual Delivery



Text Deliveries



Text Deliveries

* Notepad Raw Text

*Word Document

*Html Document

*Pdf File



Text Deliveries

PRODUCTS

1. NOTEPAD
2. OPEN OFFICE WRITER
3. codes
 - html
 - Magnification
 - ODL



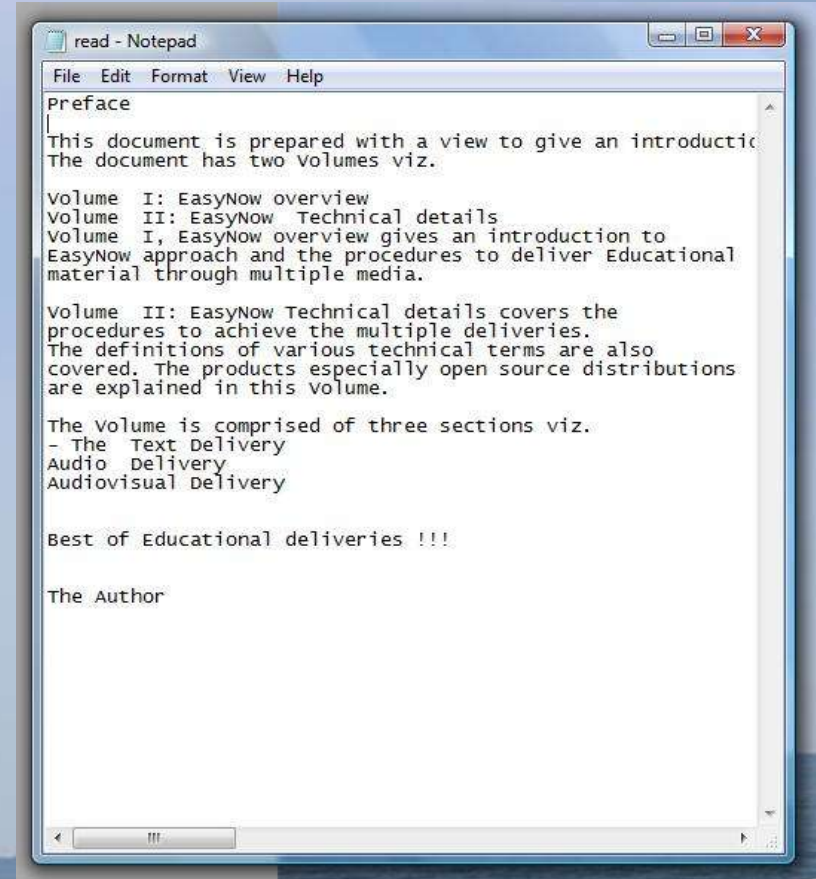
Text Deliveries

<http://download.openoffice.org/other.html#en-US>



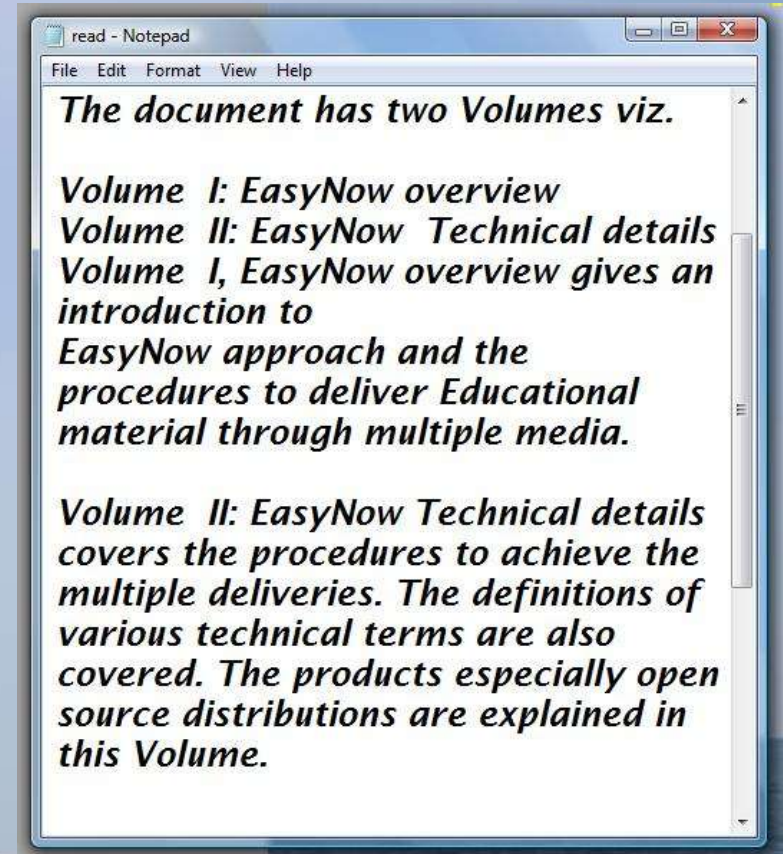
Notepad Text

- File
- Edit
- Format
- View
- Help



Notepad Text

- You can Change the Font Type, Size
- Print



Closer Look at Notepad Files

- They hold Just the Characters one Types-in
- These characters Follow Ebcdic Rules
- One character occupy 1 Byte that is 8 Bits
- The Font type etc defined by the Notepad feature support for viewing/Printing



TABLE 3
ASCII CHARACTER CODES (DECIMAL)

0	Ctrl-@	32	Space	64	@	96	'
1	Ctrl-A	33	!	65	A	97	a
2	Ctrl-B	34	"	66	B	98	b
3	Ctrl-C	35	#	67	C	99	c
4	Ctrl-D	36	\$	68	D	100	d
5	Ctrl-E	37	%	69	E	101	e
6	Ctrl-F	38	&	70	F	102	f
7	Ctrl-G	39	'	71	G	103	g
8	Backspace	40	(72	H	104	h
9	Tab	41)	73	I	105	i
10	Ctrl-J	42	*	74	J	106	j
11	Ctrl-K	43	+	75	K	107	k
12	Ctrl-L	44	,	76	L	108	l
13	Return	45	-	77	M	109	m
14	Ctrl-N	46	.	78	N	110	n
15	Ctrl-O	47	/	79	O	111	o
16	Ctrl-P	48	0	80	P	112	p
17	Ctrl-Q	49	1	81	Q	113	q
18	Ctrl-R	50	2	82	R	114	r
19	Ctrl-S	51	3	83	S	115	s
20	Ctrl-T	52	4	84	T	116	t
21	Ctrl-U	53	5	85	U	117	u
22	Ctrl-V	54	6	86	V	118	v
23	Ctrl-W	55	7	87	W	119	w
24	Ctrl-X	56	8	88	X	120	x
25	Ctrl-Y	57	9	89	Y	121	y
26	Ctrl-Z	58	:	90	Z	122	z
27	Escape	59	;	91	[123	{
28	Ctrl-\	60	<	92	\	124	
29	Ctrl-]	61	=	93]	125	}
30	Ctrl-^	62	>	94	^	126	~
31	Ctrl-_	63	?	95	_	127	Delete

Internet Delivery

- HTML files: are used for browsing
- PDF files: are used for a download and off-line read

WORD DOCUMENTS

- The Created file will be containing:
 - The Text
 - The Font types, size, color
 - Other format details
 - Created in an internal format known as .doc
- Can be create using MS-WORD or OPEN OFFICE
- The document printed will be exact copy of WYSIWYG (What You See Is What You Get)

Browsing Documents

- ▶ Microsoft Internet Explorer
- ▶ Mozilla Firefox
- ▶ Netscape Navigator
- ▶ Opera

What is an HTML File?

HTML stands for **H**yper **T**ext **M**arkup **L**anguage. HTML file is a document containing Markups and Hyper Links.

We have to Learn html:

MARKUP tags and the
syntax procedures to
handle html pages
professionally

What is Markup?

The term markup is derived from the traditional publishing practice of "marking up" a manuscript, which involves adding symbolic typist/printer's instructions in the body of a paper manuscript.

Html <tags> are defined with a similar concept.

Explanation	Marginal mark	Example
Query to author	<u>opens?</u>	He opened.
Spelling mistake	sp	He opens the door.
Take out letter or word(s)	u	He opened the door.
Insert a space	#	He opened the door.
Insert letter(s)	o	He opened the door.
Insert period	.	He opened the door.
Insert hyphen	-	He opened the front door.
Insert comma	,	OK I'll open the door.
Insert apostrophe	'	OK I'll open the door.
Enclose in quotation marks	" "	OK I'll open the door.
Draw together	()	OK I'll open the door.
Insert inferior figure	2	Water is H ₂ O.
Insert superior figure	2	The area is side ² .
Transpose letters	tr	The door opened.
Transpose words	at	The door he opened.
Disregard marks above dots	.	The door was opened.
Indent	□	The door was opened.
Replace with capital letters	cap	the door was opened.
Spell out words circled	spell out	He opened the (2) door.
Wrong font	wf	I'll open the door.
Start new paragraph	¶	OK I'll open the door.
Set in lowercase	lc	
Set in italic	ital	
Set in bold face	bf	
Set in Roman (etc)	rom	
Equalise spacing	eq #	
Move over (to mark)	[
Run in - not new paragraph	no ¶	
		OK I'll open the door

Markup Men

Bold type: use a wavy line.

Italics: use a single underline.

Centered copy:] use brackets. [

Tabs: enter a vertical line
/ before the entry.

New paragraph: use P, ¶ or ¶

Caps: use TRIPLE underline

- For centuries, this task was done primarily by skilled typographers known as "markup men" who marked up text to indicate what typeface, style, and size should be applied to each part, and then passed the manuscript to others for typesetting by hand. Markup was also commonly applied by editors, proofreaders, and graphic designers.

What is Hypertext?

Concept by academics as early as the 1940s with the advent of the personal computer that hypertext came out of the cupboard.

In the late 1980s, Bill Atkinson, an exceptionally gifted programmer working for Apple Computer Inc., came up with an application called Hypercard for the Macintosh.

Hypercard enabled you to construct a series of on-screen 'filing cards' that contained textual and graphical information. Users could navigate these by pressing on-screen buttons, taking themselves on a tour of the information in the process.

Hypercard to Hyper Text

Hypercard and its imitators caught the popular imagination. However, these packages still had one major limitation: hypertext jumps could only be made to files on the same computer. Jumps made to computers on the other side of the world were still out of the question. Nobody then had implemented a system involving hypertext links on a global scale. Now we see that happening, the introduction of Domain name made the task simpler.

The domain name system

By the middle 1980s, the Internet had a new, easy-to-use system for naming computers. This involved using the idea of the domain name. A domain name comprises a series of letters separated by dots, for example: ``www.google.com'` or ``www.cemca.org'`. These names are the easy-to-use alternative to the much less manageable and cumbersome IP address numbers.

The Anatomy of HTML

An HTML file is a text file containing small **<markup tags>**. The markup tags tell the Web browser **how to display** the page. An HTML file must have an **htm** or **html** file extension.

An HTML file can be created using a **simple text editor** . There are software products that can be used to generate HTML, from already existing documents or by newly creating a documents. The products support not only mapping of documents in HTML, but also decorating them from graphic angle.

The History of HTML

By 1991, SGML was used limited to commercial and data-based applications while WYSIWYG tools (What You See Is What You Get) would suffice for other document processing applications (DTP).

Sir Tim Berners-Lee, learning of SGML from co-worker Anders Berglund and others at CERN, used SGML syntax to create HTML. HTML's use of descriptive markup (and SGML in particular) was a major factor in the success of the Web, because of the flexibility and extensibility that it enabled (other factors include the notion of URLs and the free distribution of browsers). HTML is quite likely the most used markup language in the world today.

Learning HTML

HTML can be learnt at:

<http://www.W3schools.com>

Learning HTML

```
<html>
```

```
<body>
```

```
<p>
```

```
Mary had a little lamb,  
Little lamb , little lamb ,  
Mary had a little lamb,  
Its fleece was white as snow.
```

```
</p>
```

```
<p>Note that your browser simply ignores your  
formatting!</p>
```

```
</body>
```

```
</html>
```

Learning HTML

The Output:

Mary had a little lamb, Little lamb , little lamb , Mary had a little lamb, Its fleece was white as snow.

Note that your browser simply ignores your formatting!

Learning HTML

```
<html>
```

```
<body>
```

```
<pre>
```

```
Mary had a little lamb,  
Little lamb , little lamb ,  
Mary had a little lamb,  
Its fleece was white as snow.
```

```
</pre>
```

```
<p>Note that your browser simply ignores your  
formatting!</p>
```

```
</body>
```

```
</html>
```

Mary had a little lamb,
Little lamb , little lamb ,
Mary had a little lamb,
Its fleece was white as snow.

Learning HTML

```
<html>
```

```
<body>
```

```
<p>
```

```
To break<br>lines<br>in a<br>paragraph,<br>use the br tag.
```

```
</p>
```



```
</body>
```

```
</html>
```

To break
lines
in a
paragraph,
use the
tag

Learning HTML

```
<CENTER><font color="red">Mary <IMG SRC="Girl.GIF"  
BORDER=0 > had a little lamb, <IMG SRC="Sheep.GIF"  
BORDER="0">  
</CENTER>
```

Mary  had a little lamb, 

Learning HTML

```
<CENTER>
```

```
<EMBED SRC="mary.wav" >
```

```
<font color="red">Mary <IMG SRC="Girl.GIF" BORDER=0 >
```

```
had a little lamb, <IMG SRC="Sheep.GIF" BORDER="0">
```

```
</CENTER>
```



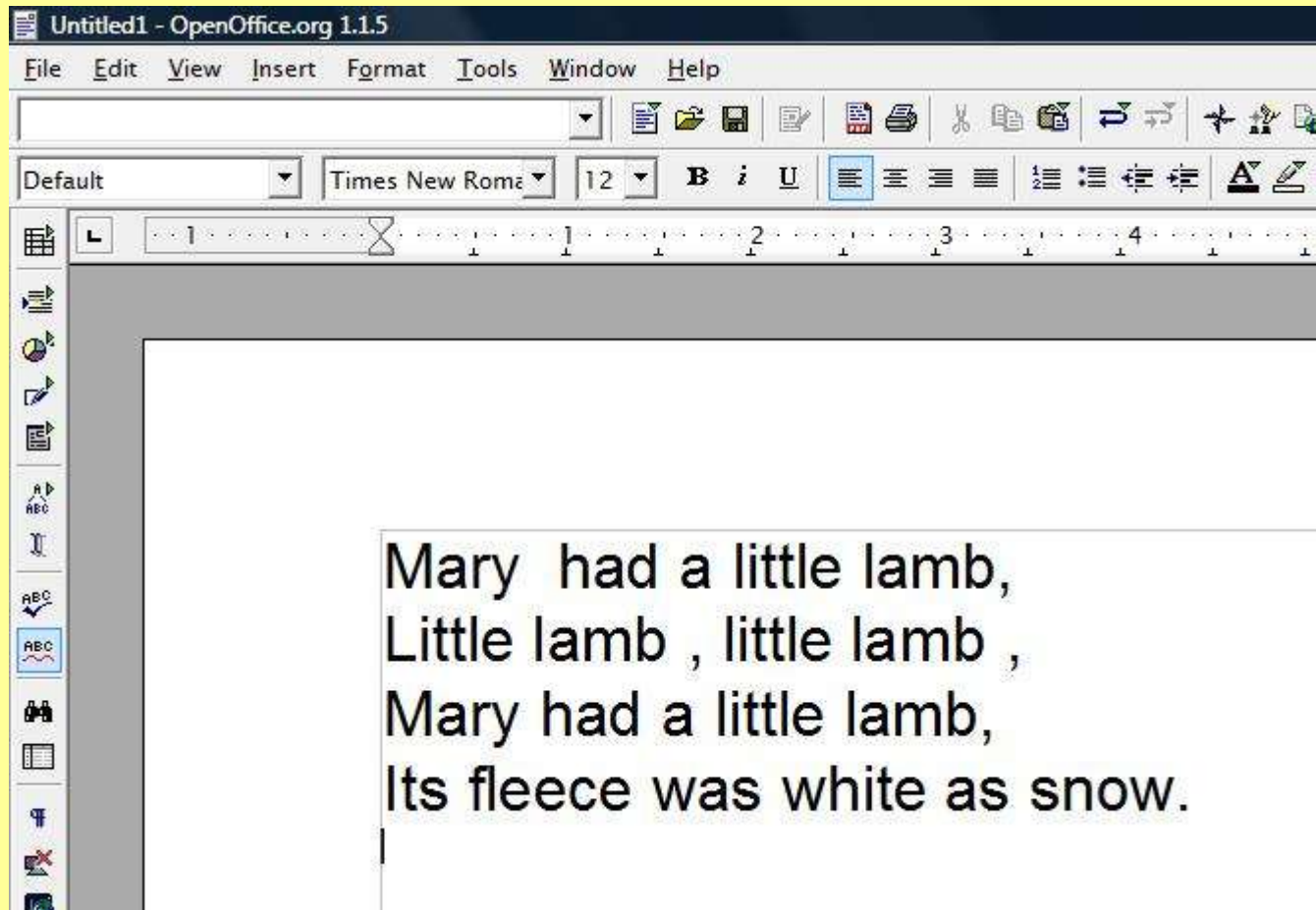
Learning HTML

HTM or HTML Extension?

When you save an HTML file, you can use either the .htm or the .html extension. It might be a bad habit inherited from the past when some of the commonly used software only allowed three letter extensions. With newer software perfectly safe to use .html.

Learning HTML

Creating html using open office: (Type in the text)



Learning HTML

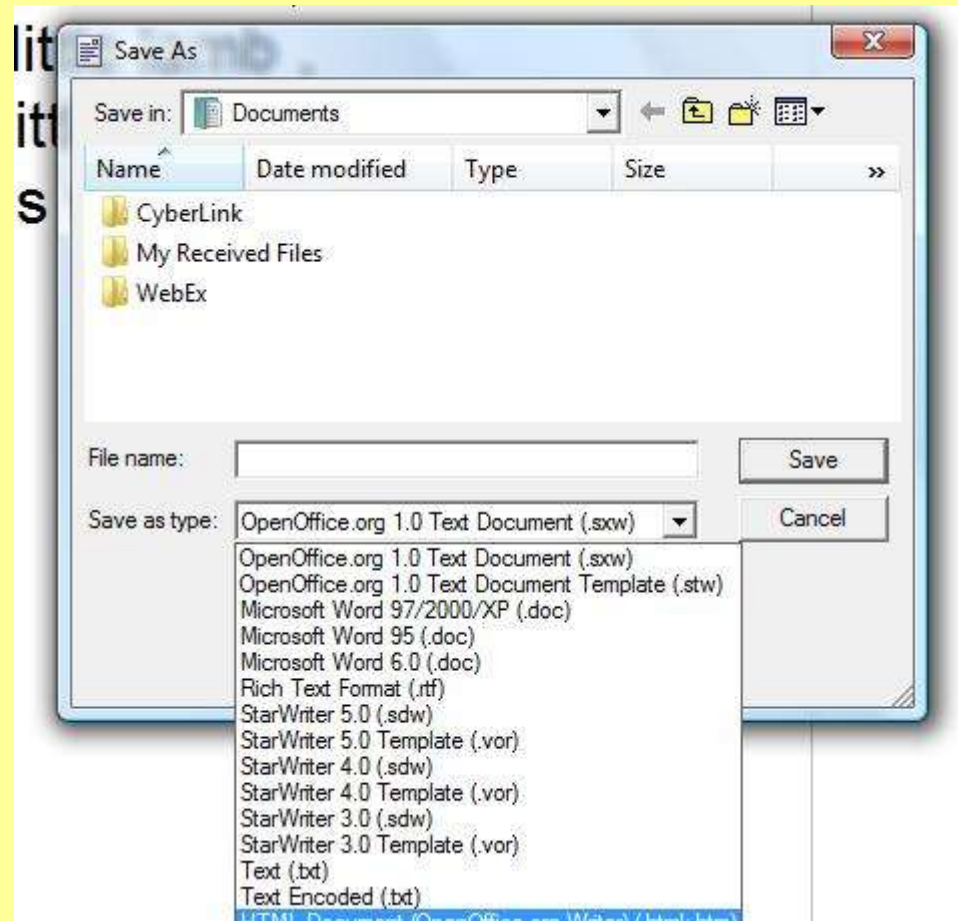
Creating html using open office:
(From file menu use save as option)

Mary had a little lamb,
Little lamb , lit
Mary had a litt
Its fleece was



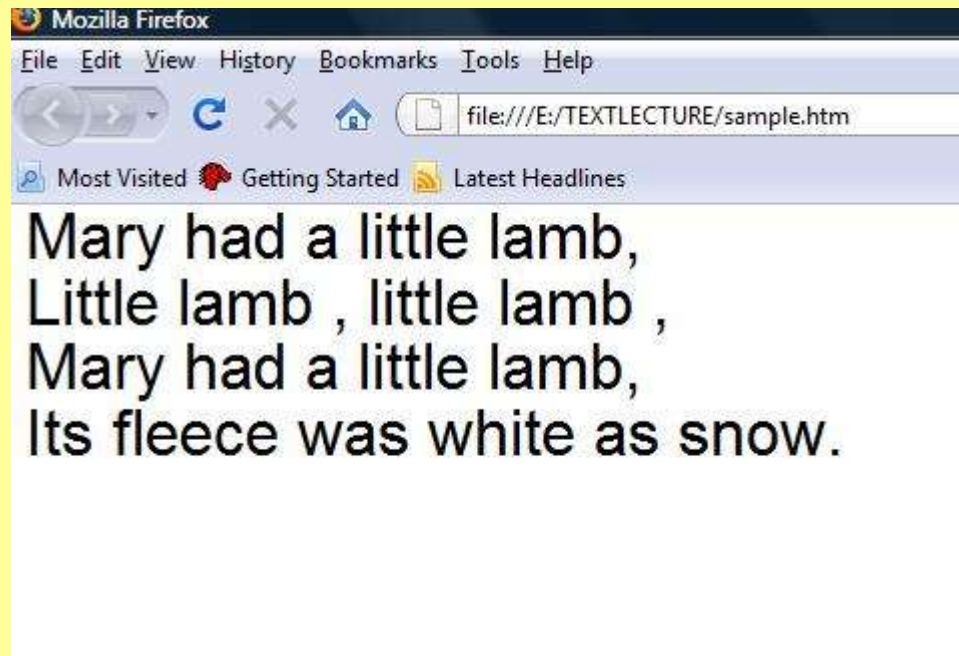
Learning HTML

Creating html using open office:
(Select the last format that is html)



Learning HTML

Creating html using open office:
(Run it in Browser)



Learning HTML

Creating html using open office:(Html Code)

```
Source of file:///E:/TEXTLECTURE/sample.htm - Mozilla Firefox
File Edit View Help
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
<HTML>
<HEAD>
  <META HTTP-EQUIV="CONTENT-TYPE" CONTENT="text/html; charset=windows-1252">
  <TITLE></TITLE>
  <META NAME="GENERATOR" CONTENT="OpenOffice.org 1.1.5 (Win32)">
  <META NAME="AUTHOR" CONTENT="Krishna Moorthy">
  <META NAME="CREATED" CONTENT="20081013;11054426">
  <META NAME="CHANGEDBY" CONTENT="Krishna Moorthy">
  <META NAME="CHANGED" CONTENT="20081013;11095126">
  <STYLE>
  <!--
    @page { size: 8.5in 11in; margin-left: 1.25in; margin-right: 1.25in; margin-top: 1in; margin-bottom: 1in }
    P { margin-bottom: 0.08in }
  -->
  </STYLE>
</HEAD>
<BODY LANG="en-US" DIR="LTR">
<P ALIGN=LEFT STYLE="margin-bottom: 0in; font-style: normal; font-weight: medium; line-height: 103%; text-decoration: none">
<FONT COLOR="#000000"><FONT FACE="Arial, sans-serif"><FONT SIZE=6><SPAN STYLE="background: transparent">Mary
had a little lamb,</SPAN></FONT></FONT></FONT></P>
<P ALIGN=LEFT STYLE="margin-bottom: 0in; font-style: normal; font-weight: medium; line-height: 103%; text-decoration: none">
<FONT COLOR="#000000"><FONT FACE="Arial, sans-serif"><FONT SIZE=6><SPAN STYLE="background: transparent">Little
lamb , little lamb ,</SPAN></FONT></FONT></FONT></P>
<P ALIGN=LEFT STYLE="margin-bottom: 0in; font-style: normal; font-weight: medium; line-height: 103%; text-decoration: none">
<FONT COLOR="#000000"><FONT FACE="Arial, sans-serif"><FONT SIZE=6><SPAN STYLE="background: transparent">Mary
had a little lamb,</SPAN></FONT></FONT></FONT></P>
<P ALIGN=LEFT STYLE="margin-bottom: 0in; font-style: normal; font-weight: medium; line-height: 103%; text-decoration: none">
<FONT COLOR="#000000"><FONT FACE="Arial, sans-serif"><FONT SIZE=6><SPAN STYLE="background: transparent">Its
fleece was white as snow.</SPAN></FONT></FONT></FONT></P>
<P STYLE="margin-bottom: 0in"><BR>
</P>
</BODY>
</HTML>
```

Learning html

Creating Tables:

1. There should be an open statement for table and a close statement
2. Table is made up of rows and columns,
3. Each column element holds the data
4. Table may have a border
5. Table may be of specific dimension
6. Information within table cells may be positioned for a verticle & Horizontal alignment

Table TAGS

1. Table Definition:
`<TABLE> </TABLE>`
2. Rows by :
`<TR> </TR>`
3. Column element to hold data
`<TD></TD>`
4. Border
`<TABLE BORDER=1>`
5. Width & Height
`<TABLE BORDER=1 WIDTH=600 HEIGHT=200>`
6. Data Alignment
`<TD VALIGN= TOP ALIGN=LEFT>`

Learning html

Create Table:

```
<TABLE BORDER=1 WIDTH=400>
<TR>
<TD ALIGN=CENTER VALIGN=TOP>Age</TD>
<TD ALIGN=CENTER VALIGN=TOP>Weight</TD>
<TD ALIGN=CENTER VALIGN=TOP>Height</TD>
</TR>
<TR>
<TD ALIGN=CENTER VALIGN=TOP>5</TD>
<TD ALIGN=CENTER VALIGN=TOP>22 Kg</TD>
<TD ALIGN=CENTER VALIGN=TOP>90 Cm</TD>
</TR>
<TR>
<TD ALIGN=CENTER VALIGN=TOP>15</TD>
<TD ALIGN=CENTER VALIGN=TOP>45 Kg</TD>
<TD ALIGN=CENTER VALIGN=TOP>165 Cm</TD>
</TR>
<TR>
<TD ALIGN=CENTER VALIGN=TOP>50</TD>
<TD ALIGN=CENTER VALIGN=TOP>65 Kg</TD>
<TD ALIGN=CENTER VALIGN=TOP>172 Cm</TD>
</TR>
</TABLE>
```



The screenshot shows a Mozilla Firefox browser window displaying a table. The table has three columns: Age, Weight, and Height. The data is as follows:

Age	Weight	Height
5	22 Kg	90 Cm
15	45 Kg	165 Cm
50	65 Kg	172 Cm

Learning html

```
<html>
```

```
<head>
```

```
<title>
```

```
THE LESSON TITLE
```

```
</title>
```

```
META TAGS HERE
```

```
</head>
```

Learning html

How to get a top ranking in search engines?

1. Add Title

2. Add a few "meta tags" to your web pages

```
<head>
```

```
<meta name="description" content="CEMCA WEBSITE" />
```

```
<meta name="keywords" content="CEMCA,COMMON WEALTH,MEDIA,  
EDUCATION " />
```

```
</head>
```

Learning html

META TAGS:

```
<META NAME="Subject" CONTENT="Education and Media">
```

```
<META NAME="Author" CONTENT="DR. Ravi Kumar">
```

```
<META NAME="Copyright" CONTENT="© 2008 CEMCA">
```

```
<META HTTP-EQUIV="Content-Language" CONTENT="en">
```

```
<META HTTP-EQUIV="Content-Type" CONTENT="text/html; charset=iso-8859-1">
```

Learning html

You may Validate your html codes at the URL:

html Validator URL: <http://validator.w3.org/>

Methods of Validation:

1. Direct input,
2. Upload,
3. Direct check by URL

Direct input,
upload,
Direct check by URL

Learning html

1. Dream Weaver (URL: <http://www.adobe.com/products/dreamweaver/>)

2. Nvu (open source) (URL: <http://www.nvu.com>)

Nvu (pronounced N-view, for a "new view") is an open source freeware Web authorship tool. Nvu was started in 2005 from the Mozilla Composer code base, after the Mozilla Suite of which Composer was a part was deemphasized in early 2005 in favor of Firefox and Thunderbird. According to the site it's meant to serve as a viable open alternative to Dreamweaver and FrontPage.

3. Composer (open source) (URL: <http://www.seamonkey-project.org/>)

Composer started out as part of the Netscape Communicator suite in Netscape Classic (through version 4). The Composer code base sort of went along when Netscape switched to the open-source Gecko layout engine, and ended up being part of Mozilla Suite. Since AOL Netscape versions 6 and 7 were based on Mozilla, for a while there was Mozilla Composer and Netscape Composer.

4. OpenOffice HTML editor (open source)(URL: <http://www.openoffice.org/>)

5. FrontPage, Office, Publisher (Microsoft)

Microsoft FrontPage is a shrink-wrap commercial Web publishing tool. FrontPage Express 2.0 was a stripped-down free version distributed with Internet Explorer 4. FrontPage Express is no longer offered by Microsoft but is still readily available for download on the Web (try a Google search on frontpage express download).

Direct check by URL

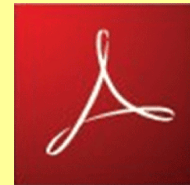
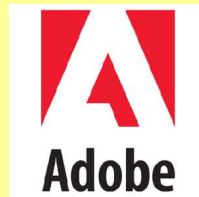
Learning html

Text-based HTML editors evolved from basic text editors, but include additional tools specifically geared toward handling code.

<u>Aedix</u>	<u>Microsoft</u>
<u>Alleycode HTML</u>	<u>Expression</u>
<u>Editor</u>	<u>Web</u>
<u>Aptana</u>	<u>Notepad++</u>
<u>Arachnophilia</u>	<u>NoteTab</u>
<u>BBEdit</u>	<u>Pajaczek NxG</u>
<u>BlueFish</u>	<u>PSPad</u>
<u>CoffeeCup</u>	<u>Quanta Plus</u>
<u>HTML Editor</u>	<u>SAPIEN</u>
<u>CSE HTML</u>	<u>PrimalScript</u>
<u>Validator</u>	<u>SCREEM</u>
<u>Eclipse with the</u>	<u>Siteaid</u>
<u>Web Tools</u>	<u>skEdit</u>
<u>Platform</u>	<u>Taco HTML</u>
<u>EditPlus</u>	<u>Edit</u>
<u>EmEditor</u>	<u>TextMate</u>
<u>Evrsoft 1st Page</u>	<u>TextPad</u>
<u>GoodPage</u>	<u>TextWrangler</u>
<u>HateML Pro</u>	<u>TopStyle</u>
<u>HTML-Kit</u>	<u>Weaverslave</u>
<u>Kryptonite</u>	<u>WebEditor+</u>
<u>(editor)</u>	<u>WeBuilder</u>
	2008

Introduction to PDF

PDF: Portable Document Format; a document-encoding process developed by Adobe that maintains page layout, fonts, and graphics and can include many other features such as hyperlinks.



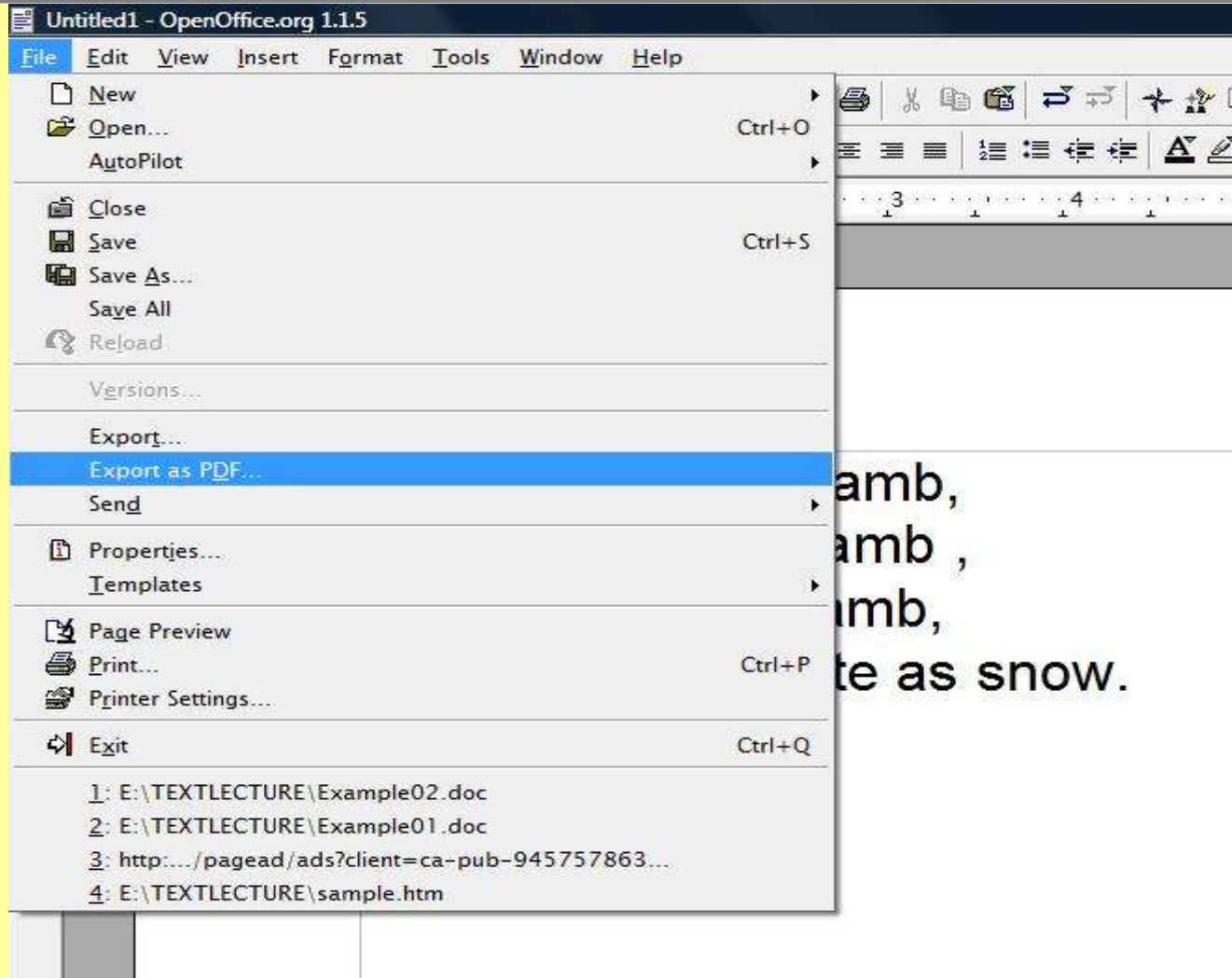
Introduction to PDF

PDF captures formatting information from a variety of desktop publishing applications making it possible to send documents and have them appear on the recipient's monitor (or printer) as they were intended to be viewed. A properly prepared PDF will maintain the original fonts, images, graphics as well as the exact layout of the file (think of it as an electronic snapshot). A PDF file can be shared, viewed, and printed by anyone using the free Adobe Reader software regardless of the , original design application or fonts.

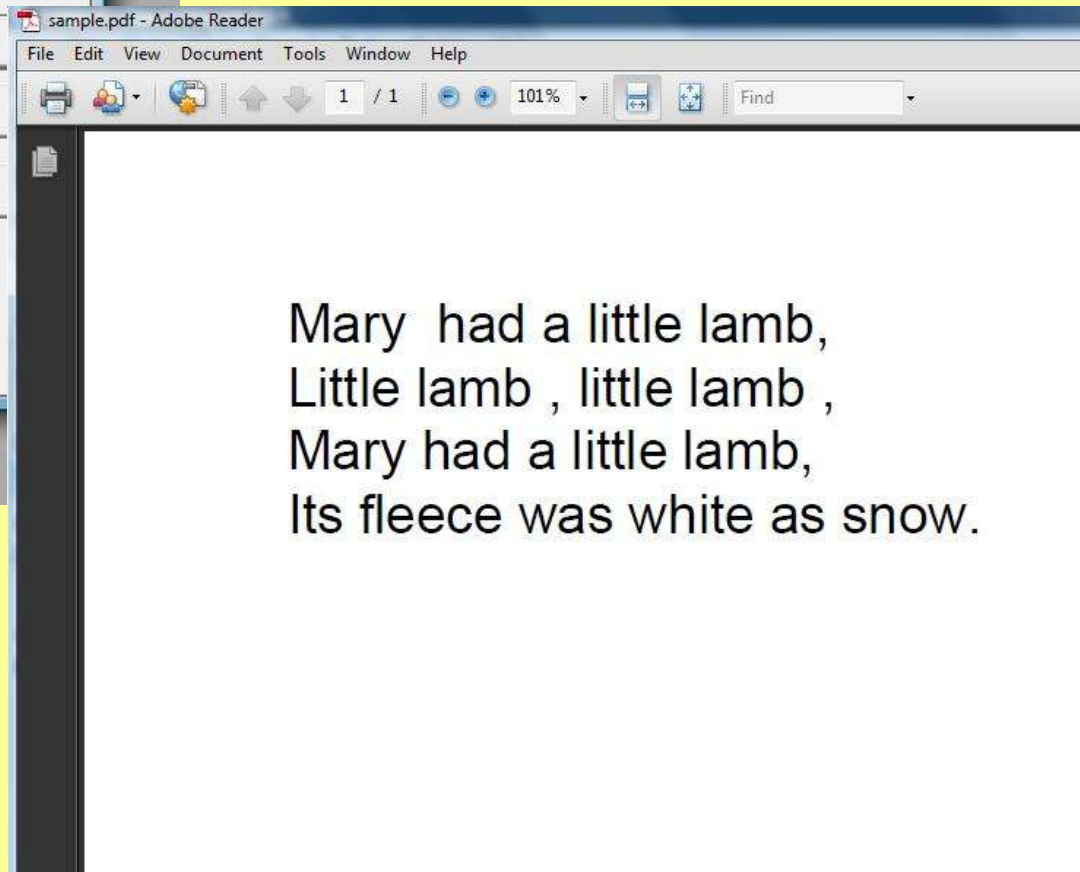
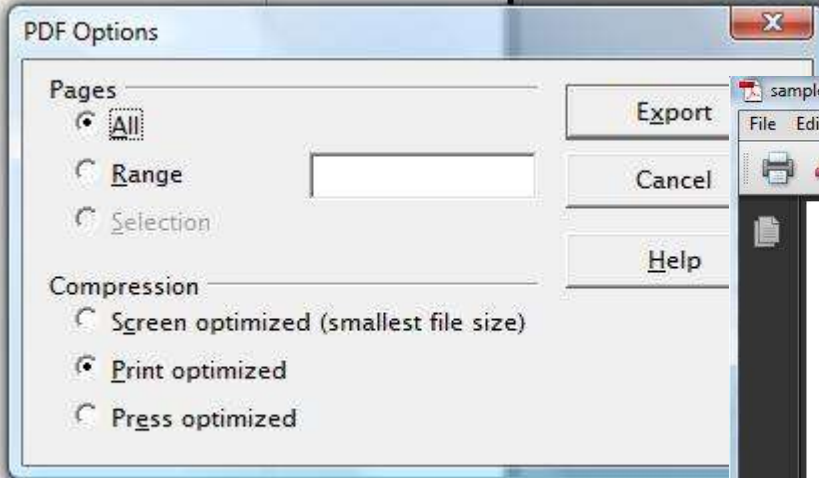
Introduction to PDF

Open office can be used and files can be converted from .Doc to .PDF

Introduction to PDF



Introduction to PDF



Introduction to PDF

To convert PDF to DOC indirectly via TXT

You can either use [GMail to convert pdf files to text](#) or open the pdf document in Acrobat reader and save it as a text file.

Another popular way of converting pdf to txt or html files is that you send the PDF file as an [email attachment to Adobe](#) and they'll handle the conversion for free. For conversion to plain text, e-mail the PDF file to pdf2txt@adobe.com

For conversion to HTML, e-mail the file to pdf2html@adobe.com
If the file is already on the web, pass the file URL to [Adobe PDF conversion](#) tool and the Adobe PDF document will be converted and returned to you in your browser application.

Now once you have the text version of your PDF file, just open it notepad, copy the text to clipboard and paste it inside a new MS Word document or an excel spreadsheet. You loose all the formatting but the entire text information can be extracted using this approach.

Introduction to PDF

Convert PDF

1. Compose a new message in GMail. (Sign up at <http://mail.google.com> in case you don't have an account)
2. Attach any PDF or Word document that you want to convert to HTML You can attach multiple files in this step by clicking Attach another File.
3. Enter your own email address in the To: box and click send.
4. You instantly receive a message in your GMail Inbox folder. Open the message and click the "View as HTML" link next to your attachment.
5. The contents of your attachment appear as HTML in a new browser window without having to download the file. When you're finished reading the attached file, close the new browser window to return to Gmail or you can even save the file to your hard drive.

Introduction to PDF

PDF in a URL:

**[http://www.adobe.com/products/acrobat/
access_onlinetools.html](http://www.adobe.com/products/acrobat/access_onlinetools.html)**

Adobe PDF Conversion by Email Attachment.

If the Adobe PDF file is on local media, such as a hard drive, CD-ROM, or internal server, it can be submitted as a attachment to an e-mail message.

All converted Adobe PDF documents will be sent back to the sender as attachments.

For plain text, mail the attached PDF to pdf2txt@adobe.com.
For HTML, mail the attached PDF to pdf2html@adobe.com.

Introduction to PDF

To Convert PDF to DOC directly

If you want to see an exact replica of your PDF file in the Word document, you may consider [Abbyy PDF transformer](#), [Solid PDF](#), [Omni Page](#) or Adobe Acrobat itself. Any of these pdf conversion software would convert the pdf document to rich text format thereby preserving the layout, embedded graphics, charts, etc.

Magnification of Pages

Support for Visually impaired

ZOOM IMAGES:

http://valid.tjp.hu/tjpzoom/index_en.html

ZOOM html Pages:

<http://obiewebsite.sourceforge.net/>

We have added codes for Text to Speech

Sample ODL Format

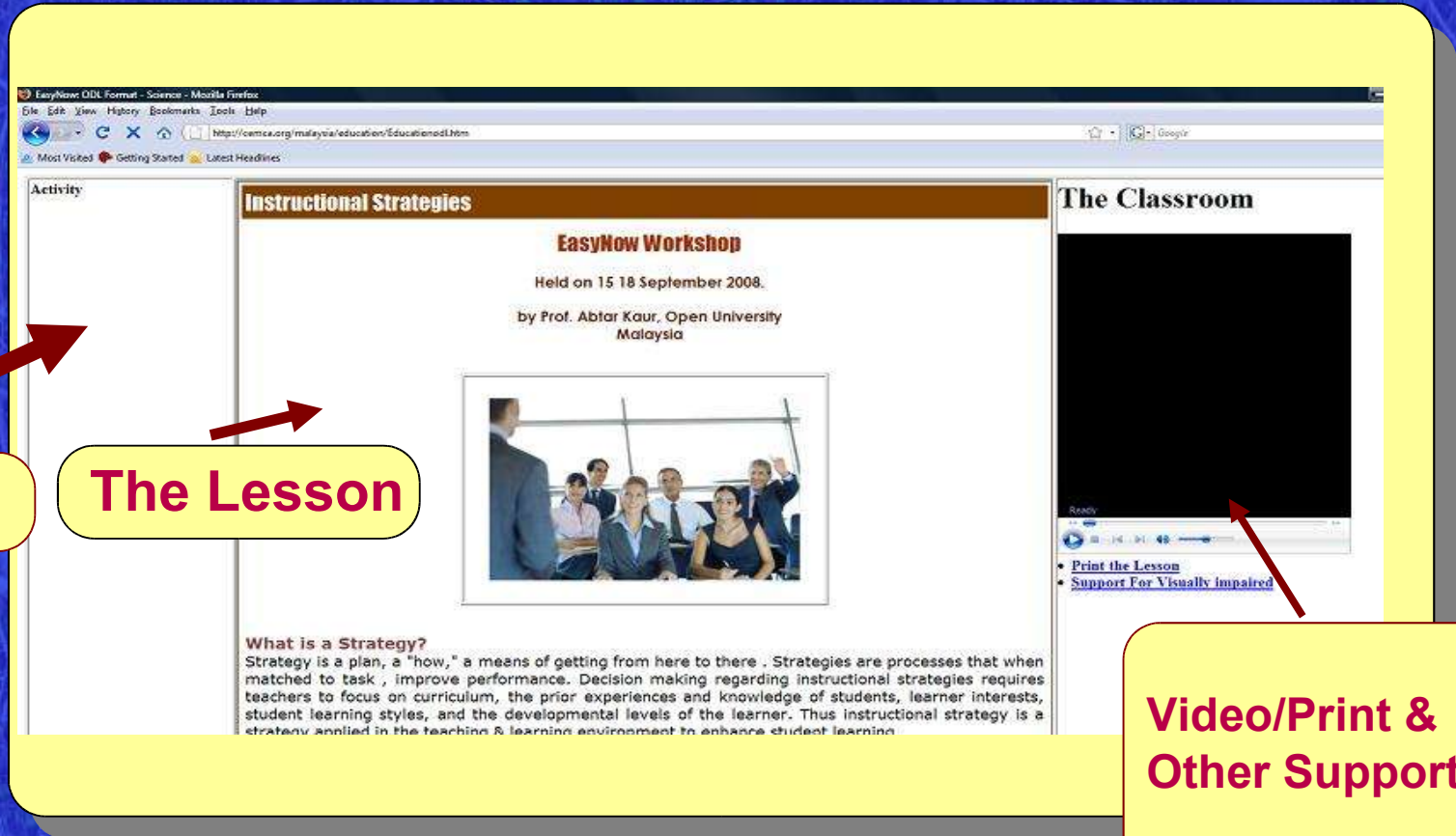
ODL Format is presented in a Tabular form:

Column 1 Containing Activities

Column 2: The Lesson

**Column 3. Audio/Video/Slide Shows and
Supports for PRINT &
Support for Visually impaired**

Sample ODL Format



The screenshot shows a web browser displaying an ODL format page. The page is titled "Instructional Strategies" and features a section for an "EasyNow Workshop" held on 15-18 September 2008, organized by Prof. Abtar Kaur from Open University Malaysia. A photograph of a classroom is included. The page also has a sidebar titled "The Classroom" with a video player and links for "Print the Lesson" and "Support For Visually Impaired".

Activity (Annotation pointing to the left sidebar)

The Lesson (Annotation pointing to the main content area)

Video/Print & Other Supports (Annotation pointing to the sidebar content)

- New Ctrl+N
- Open... Ctrl+O
- Close Ctrl+W
- Save Project Ctrl+S
- Save Project As...
- Recent Files...
- Export As WAV...
- Export Selection As WAV...
- Export As MP3...
- Export Selection As MP3...
- Export As Ogg Vorbis...
- Export Selection As Ogg Vorbis...
- Export Labels...
- Export Multiple...
- Page Setup...
- Print...
- Exit

Audio playback controls including play, stop, and next buttons, a volume slider, and a waveform display with L and R channel indicators. The waveform shows a signal with a peak level of 0 and a minimum level of -48.

Select one or more audio files...

Look in: SAVEAUDIO

Files list: Demo001

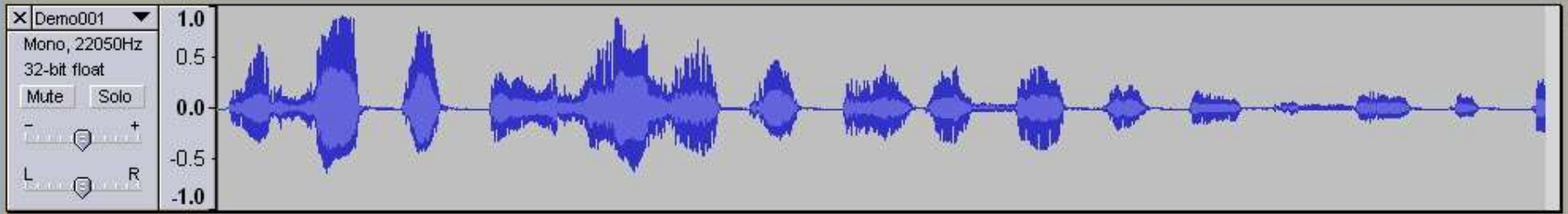
File name:

Files of type: All files (*.*)

Open as read-only

Buttons: Open, Cancel

Transport and mixer controls including play, stop, and volume sliders. The mixer shows two channels, L and R, with a 'Stereo Mix' dropdown menu. The volume scale ranges from -48 to 0 dB.

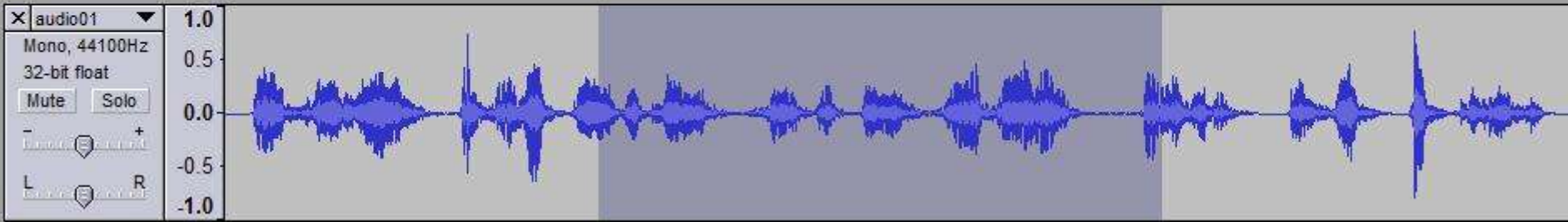


audio01

File Edit View Project Generate Effect Analyze Help

Editing toolbar with icons for selection, zoom, pan, and playback controls (rewind, play, stop, pause, record, fast forward). Includes level meters for Left (L) and Right (R) channels with a scale from -21 to 0.

0.0 1.0 2.0 3.0 4.0 5.0



audio01

File Edit View Project Generate Effect Analyze Help

Undo Import Ctrl+Z
Can't Redo Ctrl+Y
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Trim Ctrl+T
Delete Ctrl+K
Silence Ctrl+L
Split
Duplicate Ctrl+D
Select... ▶
Find Zero Crossings Z
Selection Save
Selection Restore
Move Cursor... ▶
Snap-To... ▶
Preferences... Ctrl+P

1.0 2.0 3.0 4.0

