

XAED Electronic Documentation

Moravian Business College Olomouc, Winter semester 2025

Timetable: Seminar, three-hour course per week

Course completion: course credit, 4 ECTS

Teacher: Mgr. Kamila Cmolová (office hours by appointment)

Course objectives:

The aim of the course is to introduce students to advanced techniques of document editing in word processors and to teach them how to work with information sources. Upon completion of the course, students will be able to effectively use word processors, create and format academic texts in accordance with typographic rules, and quickly format documents using routine editing techniques. The acquired knowledge will be applied in preparing seminar papers, final theses, and longer academic texts.

Course outline:

1. History of typography, printing techniques, development of writing systems
2. Logical structure of academic texts
3. Structural elements of a document (font properties, paragraphs, pages)
4. Typesetting and its rules
5. Automated typesetting methods (styles, templates)
6. Tools for document maintenance and configuration
7. Typographic formatting of objects, placing objects within text
8. Mathematical typesetting and its rules
9. Typographic rules and their application in academic texts and presentations
10. Data compression, principles of lossy and lossless compression, compression efficiency, archive formats
11. Working with information sources, copyright, citations according to ISO 690
12. Converting documents into various formats, the most common graphic and text formats

Literature:

- BRINGHURST, Robert. *The Elements of Typographic Style*. 2nd edition. Vancouver: Hartley & Marks publishers, c1992. ISBN 0-88179-133-4. Available from: https://readings.design/PDF/the_elements_of_typographic_style.pdf

- ECO, Umberto. *How to Write a Thesis*. Cambridge: MIT Press, 2015. Available from: https://atgender.eu/wp-content/uploads/sites/207/2022/03/Eco_How-Write-Thesis.pdf
- LUPTON, Ellen. *Thinking with Type*. New York: Princeton Architectural Press, 2004. ISBN 1-56898-448-0. Available from: https://readings.design/PDF/thinkingwithtype_ellenlupton.pdf
- MCNEIL, Paul. *Visual History of Type*. London: Laurence King Publishing, 2017. ISBN 1780679769.
- OSHIMA, Alice and HOGUE, Ann. *Introduction to Academic Writing*. Boston: Addison Wesley Publishing, 1996. ISBN 9780201695090.
- PECK, John. *The Student's Guide to Writing*. London: Palgrave Macmillan, 2005. ISBN 9781403997388.
- ZEMACH, Dorothy and RUMISEK, Lisa A. *Academic Writing: From Paragraph to Essay*. New York: Macmillan Education, 2010. ISBN 9783190425761.

Course requirements:

1. **Attendance**, maximum of three absences allowed
2. Completion of **tasks** during semester (a total of 4 tasks)
3. **Seminar paper**
 - Topic of the student's choice
 - The paper must include:
 - Title page
 - Abstract
 - Table of contents
 - Introduction
 - Paper (minimum of 5 standard pages)
 - Conclusion
 - References (minimum of 5 different sources, each must be cited or paraphrased within the text)
 - Deadline: **16. 12. 2025**
 - The paper must be submitted via email: **kamila.cmolova@mvso.cz**