

Table of Contents

From the review process (in Czech)	5
Preface	6
Lecturer's introduction	7
About the authors	10
Typographic conventions	11
Programming? Oh, rather yes!	12
 I Session: Let's Get Started	15
1 Refresh these topics before any \TeX ing	17
2 Where does \TeX fit to?	17
2.1 \TeX versus Microsoft Word and OpenOffice.org Writer	18
2.2 \TeX versus Adobe InDesign and QuarkXPress	18
2.3 \TeX versus HTML, PHP and MySQL	19
3 Installation notes	20
4 First try	20
5 \TeX file extensions	21
6 Mistakes to avoid	21
7 Instructions for instructors	22
8 Want to study \LaTeX alone?	24
8.1 First block	24
8.2 Second block	25
8.3 Third and last block	26
 II Session: Common Things	27
9 Fonts and multilingual documents	29
9.1 <i>Hello World!</i> document	29
9.2 Common symbols and old currency symbol style	31
9.3 Handwritten font	32
9.4 Package <code>tipa</code>	32
9.5 Package <code>babel</code>	34
9.6 "Dangerous" zone of fonts	34
9.7 Direct access to fonts	36
9.8 Preview all characters in font	38
10 Paragraph formatting	39
10.1 Package <code>verbatim</code>	39
10.2 Environment <code>minipage</code>	40
10.3 Setting the paragraph	41
10.4 Global and local line spacing	41
10.5 Initials	42
10.6 Striking out texts or paragraphs	42

10.7	Different approach of emphasising	43
10.8	Hanging punctuation and font expansion	45
11	Page formatting	46
11.1	Mirror of the page	46
11.2	First page as an odd or even one	47
11.3	Fill the rest of the page	47
11.4	Own footnote marks	49
11.5	Margin typesetting	50
12	Long materials and source codes	50
12.1	Package multicol	50
12.2	Package longtable	51
12.3	Package listings	54
12.4	Package lscape and afterpage	56
III	Session: Lists and More Lists	57
13	Basics of lists	59
13.1	List of common lists	59
13.2	List as a predefined environment	59
13.3	List with help of a counter	60
13.4	References and cross references	61
14	Table of Contents and friends	61
14.1	User-level basics	61
14.2	Short and full-length one	62
14.3	Package minitoc	63
14.4	Package caption	64
14.5	Package subfig	65
15	Bibliography and friends	66
15.1	References	66
15.2	Support of makebst	70
15.3	Package cite	70
15.4	Package multibib	71
15.5	Package authorindex	71
16	Indexes and glossaries	73
16.1	Indexes	73
16.2	Character position movement	74
16.3	Package glossary, acronyms and notations	75
IV	Session: T_EX Improvements	79
17	Typesetting mathematical formulae	81
18	Bitmapped and vector graphics	84
18.1	Colours	84
18.2	Tricks with text	85
18.3	Package graphicx and support of bmeps	87
18.4	Package pstricks	87

18.5	METAPOST	87
19	Usefulness of page number	89
19.1	Modifying formats	89
19.2	Last page always as even one	89
19.3	Package varioref	90
19.4	From–to, To–here and From–to–here citation style	90
20	Masterpieces with fancyhdr package	94
20.1	Introduction to fancyhdr package	94
20.2	Page number written digit by digit	94
20.3	Framing page numbers	97
20.4	Variable headings and footings	98
20.5	Generating T _E X file or its part	101
20.6	Contents strip preparation	102
20.7	Putting pieces together	104
20.8	Bonus: Edge typesetting and its two basic alternatives	105
V	Session: More Work Ahead of Us	111
21	Preparation of large papers	113
21.1	International standard paper sizes	113
21.2	Paper structuring	114
21.3	Paper design	115
21.4	Templates and stylesheets	115
21.5	File clear.tex	116
21.6	Support of psbook and pstops	117
21.7	Package pdfpages	118
21.8	Pre-printing operations	118
22	Next to papers	119
22.1	Preparing presentations	120
22.2	Preparing scientific posters	120
23	How to continue after last section?	121
23.1	Grammar, spelling, and proofreading resources	121
23.2	Proofreading of your English documents	121
23.3	Frequently Asked Questions	122
23.4	T _E X User Group	122
23.5	Usergroups at Google	122
24	Typo bonus: Mr. ŘÍHA’s diploma thesis	122
VI	Session: Past Exams and Solutions	219
25	Solutions to the textbook tasks	221
25.1	Session II	221
25.2	Session III	226
25.3	Session IV	229
26	Exam of the Summer semester 2005/2006	230

26.1	Exam tasks	230
26.2	Solution to the exam tasks	232
26.3	Four bonus tasks	234
26.4	Grading scale	235
27	Textbook preparation background	235
27.1	Mirror of the textbook	235
27.2	Незнайка у Николай Носов	236
27.3	Part's trapeziums	239
27.4	ことわざ (Kotowaza)	239
27.5	Index terms included in diploma thesis	243
27.6	<i>Good bye!</i> page	243
27.7	Page with T _E X logo made from characters	246
27.8	Final run 1/3: the textbook core	247
27.8	Final run 2/3: the textbook completion	248
27.8	Final run 3/3: adding edges	251
27.9	Getting all the goodies: first edition out, second edition in	253

Appendices254

A	Syllabus for Erasmus/Socrates programmes	254
B	Syllabus for European Credit Transfer System	256
C	Pronunciation taken from the Macmillan dictionary	260
D	English→Czech computer term dictionary	260
E	File extensions frequently used in computer world	266
F	Written homework assignment	269
G	Style sheet source code (in Czech)	270
H	Basic page mirror elements	280
I	Advanced format of Bibliography	281
J	Two-page output with subfigure in use	282
K	Ms. Eva M. ECKENHOFER's glossary	284
L	Mr. René J. LAGLSTORFER's poetry	285
M	Index with a position movements	286
N	Standard Tipa font at 10 points	288
O	List of mathematical symbols	290
P	General symbols	296
Q	Two real-world posters	300
R	Mr. Igor NOVOZÁMSKÝ's dropped capitals	302
S	Basic color patterns and <i>Good bye!</i> page	303

Bibliography	305
Index	306
People	315
Table of Contents	316