

The wordlike package*

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Abstract

This manual describes `wordlike.sty` for simulating word processor layout using LaTeX 2 ϵ .

1 Why wordlike.sty?

We know that there is typesetting beyond Microsoft Word. After all, this is why we use LaTeX. . .

On the other hand, the default settings used in LaTeX do not fit every purpose. Authors of scientific papers or those using LaTeX in office often have to cope with minute descriptions of how their papers should look like. In most cases, the layout required goes back to what we know from word processors. Often, users ask how to change the look of headings or how to reduce page margins.

Some think we should ignore the typographic ignorants that want us to produce such ugly-looking layout. But after all, we produce our papers for the “market” and those we write for have certain expectations about what they should look like. Oftentimes users have no say at all in what

*This document corresponds to `wordlike v1.2a`, dated 2006/03/29. – An earlier version was published as `redmond.sty` on the author’s private website. It was renamed to `wordlike.sty` so as to make it easier for users to find the package. – Suggestions should be sent to the author at `juergen.fenn@gmx.de`. – I would like to thank *Peter Flynn* and *Scott Pakin* for contributing example code and for making suggestions for more features in `comp.text.tex`. – Thanks also to *Martin Wilhelm Leidig* for pointing out an embarrassing syntax error in version 1.1 I last uploaded to CTAN. I apologise for any inconvenience this may have caused.

their thesis supervisors etc. want their documents to look like. This is why I think we ought to take these demands seriously. Word processors have had that big an impact on our definition of typography and on most people’s habits of viewing that it cannot be denied most addressees think papers should be produced with a word processor (and that those papers that are not produced this way should look as if they were produced using a word processor. . .). After all, only a minority of people out there even know about LaTeX. . .

So `wordlike.sty` pays tribute to the ubiquitous typewriter-like layout of the word processor. You may not be surprised, then, that the package is named after the program “Microsoft Word”.¹ Let `wordlike` be a synonym for this way of typesetting, although we should be aware that other word processors such as StarOffice/OpenOffice, or Word Perfect may produce a layout different from—and maybe better than—MS Word’s layout.

`wordlike.sty` is for those LaTeX users who do not want to use a word processor in order to produce a paper that looks as though it were made in a word processor. I leave it to you whether you deem this a progressive development, as it allows you to use your favourite typesetting software even for these tasks, or whether you rather find it a foolish idea, eventually supporting proprietary software. I don’t mind as this package is useful at least to me. ; -)

I mostly use it for creating handouts as for this purpose I can do without the broad page margins LaTeX comes with by default. Aesthetics, or ease of reading here are no criteria for typesetting as the public I address—German students of law and lawyer colleagues of mine—usually are not at all interested in this. They only very seldomly know about the world beyond Microsoft Office, and, sadly, they usually reject by instinct anything that does not look like what they are used to.

2 Usage

Usage is straightforward: Insert `\usepackage{wordlike}` in the preamble of your document. Usually no more is needed.

You might like to know about the option `basic`, though, which typesets section headings `bold` and `normalsize`.

`wordlike.sty` is made for `article` class or a replacement for this, *e.g.* `scrartcl` from the KOMA-Script bundle, or whatever other class you prefer.²

`wordlike.sty` does, however, require the following packages:

- `courier`
- `geometry`
- `helvet`
- `mathptmx`

¹Cynics may say that the program is called “word”, but neither “sentence” nor “paragraph” nor “book” or the like which may already be a hint to certain limitations you should be aware of when trying to use it for scientific purposes.

²I think this will suffice in most cases. If you require an option for `book` and `report` classes, please let me know.

They are usually installed on a LaTeX system.³

No attempt is made to set the default font size to 12pt because this is typically done when loading a document class. So, font size is left to the users' preferences. If you use `article.cls` your preamble should start like this:

```
\documentclass[12pt]{article}
\usepackage{wordlike}
```

3 Implementation

3.1 Option `mword`

Default settings are provided by option `mword` which tries to resemble the usual layout supplied by Microsoft Word.⁴

```
1 \DeclareOption{mword}{
```

3.1.1 Word-like section numbering and table of contents

We start by redefining the depth of section numbering both in the document and in the table of contents. All five sectioning levels are supported and appear in the table of contents by default.

```
2 \setcounter{secnumdepth}{5}%
3 \setcounter{tocdepth}{5}%
```

Then, the look of the table of contents is modified. First, the dots that appear between section headings and page numbers in the TOC are re-defined so that they are typeset closer to one another:

```
4 \renewcommand{\@dotsep}{1}
```

Now, the appearance of TOC entries is slightly modified.

```
5 \renewcommand\l@section{\@dottedtocline{1}{0em}{1.5em}}
6 \renewcommand*\l@subsection{\@dottedtocline{2}{1.5em}{2.3em}}
7 \renewcommand*\l@subsubsection{\@dottedtocline{3}{3.8em}{3.2em}}
8 \renewcommand*\l@paragraph{\@dottedtocline{4}{7.0em}{4.1em}}
9 \renewcommand*\l@subparagraph{\@dottedtocline{5}{10em}{5em}}
```

3.1.2 Word-like section headings

Microsoft Word pursues a completely different approach to typesetting section headings than LaTeX does. All headings are typeset using bold sansserif fonts, except for paragraphs and

³Please note that *Walter Schmidt* by now has supplied a clone of the Arial font usually used on Windows systems. His package is available from `CTAN://fonts/urw/arial`. If the package is installed on your system you may replace Helvetica by Arial to achieve still "better" results.

⁴I have to admit, though, that the last version of Word I used was Word 2000 and I don't have MS Word installed on my system for quite a while now because it was of no use to me since my thesis surpassed 20 pages... So, I would be grateful if you please could let me know if you are missing a feature.

subparagraphs.

```
10 \renewcommand{\section}{\@startsection%
11   {section}%
12   {0}%
13   {0em}%
14   {-\baselineskip}%
15   {0.5\baselineskip}%
16   {\bfseries\LARGE\sffamily}}%
17 \renewcommand{\subsection}{\@startsection%
18   {subsection}%
19   {1}%
20   {0em}%
21   {-\baselineskip}%
22   {0.5\baselineskip}%
23   {\bfseries\Large\itshape\sffamily}}%
24 \renewcommand{\subsubsection}{\@startsection%
25   {subsubsection}%
26   {2}%
27   {0em}%
28   {-\baselineskip}%
29   {0.5\baselineskip}%
30   {\bfseries\Large\itshape\sffamily}}%
31 \renewcommand{\paragraph}{\@startsection%
32   {paragraph}%
33   {3}%
34   {0em}%
35   {-\baselineskip}%
36   {0.5\baselineskip}%
37   {\normalfont\normalsize\itshape\sffamily}}%
38 \renewcommand{\subparagraph}{\@startsection%
39   {subparagraph}%
40   {4}%
41   {0.7cm}%
42   {-\baselineskip}%
43   {0.5\baselineskip}%
44   {\normalfont\normalsize\itshape\sffamily}}%
```

If you prefer to put a full stop after the section numbering I recommend you use documentclass `scrartcl` from KOMA-Script with option `pointednumbers`:

```
\documentclass[12pt,a4paper,pointednumbers]{scrartcl}
```

In this case you should also load package `footmisc.sty` if you use footnotes because KOMA-Script re-defines footnotes in a way no user of a word processor would ever do.

3.2 Word-like document title

Document title, author and date are re-defined, too.⁵ The paper’s title is typeset flushleft, bold and LARGE. The author’s name and the date of publishing are placed beneath the title in large serif fonts. Note that the title starts right at the top of the page, no skip above.

```
45 \def\@maketitle{\newpage
46   \begin{flushleft}%
47     \let\footnote\thanks%
48     {\LARGE\bfseries\sffamily \@title \par\medskip}%
49     {\large\@author\par}%
50     {\large\@date}%
51   \end{flushleft}\par\vskip\baselineskip%
52   \thispagestyle{empty}}%
```

This ends default option msword.

```
53 }
```

3.3 Option basic

Option `basic` supplies a more “reserved” look for section headings. If you call `wordlike.sty` with the option `basic` all headings are typeset `normalsize`. This also holds true for the heading introducing the table of contents.

```
54 \DeclareOption{basic}{%
55 \renewcommand{\section}{\@startsection%
56   {section}%
57   {0}%
58   {0em}%
59   {-\baselineskip}%
60   {0.5\baselineskip}%
61   {\bfseries\normalsize}}%
62 \renewcommand{\subsection}{\@startsection%
63   {subsection}%
64   {1}%
65   {0em}%
66   {-\baselineskip}%
67   {0.5\baselineskip}%
68   {\bfseries\normalsize}}%
69 \renewcommand{\subsubsection}{\@startsection%
70   {subsubsection}%
71   {2}%
72   {0em}%
73   {-\baselineskip}%
74   {0.5\baselineskip}}%
```

⁵Part of this code goes back to a contribution by *Peter Flynn* who implemented `winword.sty` a while ago (*cf. ibid.*, TUGboat 20 (1999), p. 344.)

```

75  {\normalfont\normalsize\itshape}}%
76 \renewcommand{\paragraph}{\@startsection%
77  {paragraph}%
78  {3}%
79  {0em}%
80  {-\baselineskip}%
81  {0.5\baselineskip}%
82  {\normalfont\small\itshape}}%
83 \renewcommand{\subparagraph}{\@startsection%
84  {subparagraph}%
85  {4}%
86  {0.7cm}%
87  {-\baselineskip}%
88  {0.5\baselineskip}%
89  {\normalfont\small\itshape}}%
90 }

```

3.4 Executing options

By default option `mword` is executed.

```
91 \ExecuteOptions{mword}
```

If `wordlike.sty` is called with the option `basic` the layout is slightly changed accordingly here:

```
92 \ProcessOptions\relax
```

3.5 Loading required packages

Then, external packages `wordlike.sty` relies upon are loaded. First, page margins are set to narrow: 2,5 cm all around, including the footer:

```
93 \RequirePackage[includefoot,margin=2.5cm]{geometry}%
```

Now, the typical fonts you would expect from a word processor are loaded: Times, Helvetica and Courier:

```
94 \RequirePackage{mathptmx}%
95 \RequirePackage[scaled=.90]{helvet}%
96 \RequirePackage{courier}%
```

For font size *cf.* page 3.

3.6 Special commands

There are some commands in LaTeX documents word processors don't know about (and never will...)⁶ They have to be replaced by ordinary text:

```
97 \renewcommand\TeX{TeX}
```

⁶Thanks, again (*cf.* footnote 5) to Peter Flynn for this point.

98 \renewcommand\LaTeX{LaTeX}

3.7 Word-like typesetting

Sloppy typesetting is provided by using

99 \sloppy%

for the whole document.

No attempt is made, however, to simulate Microsoft Word’s line-breaking mechanism, or even to modify word spacing beyond going “sloppy”. Some suggestions on this have been given by LaTeX developers, although not in full earnest: ;-)

- *Donald Arseneau*, comp.text.tex,
MID: <23MAR199815480027@erich.triumf.ca>,
and <yfiaed12u33.fsf@triumf.ca>.
- *Mark Trettin*, de.comp.text.tex,
MID: <m3e163q67v.fsf@beldin.mt743742.dialup.rwth-aachen.de>.
- *Markus Kohm*, de.comp.text.tex,
MID: <1913912.19c0S0PJ5s@ID-107054.user.dfncis.de>.

Users are encouraged to play with the code provided there.

4 To do

Of course, suggestions are welcome. Please feel free to write me an email (see cover page for details).

Change History

v1.0		v1.2	
General: Initial version 1	General: Recommendation for footmisc	
v1.0.1		added 4
General: Documentation slightly fixed 1	v1.2a	
v1.1		General: Broken v1.1 on CTAN replaced by	
General: New option basic 5	fixed local version 1.2a 1
New option msword 3	Hint to the arial package added. 2
New title, author, date commands 5		

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Numbers written in *italic* refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in *roman* refer to the code lines where the entry is used.

Symbols	I	<code>\ProcessOptions</code> 92
<code>\@author</code> 49	<code>\itshape</code> 23, 30, 37, 44, 75, 82, 89	R
<code>\@date</code> 50	L	<code>\relax</code> 92
<code>\@dotsep</code> 4	<code>\l@paragraph</code> 8	<code>\renewcommand</code> 4–10, 17, 24, 31, 38, 55, 62, 69, 76, 83, 97, 98
<code>\@dottedtocline</code> 5–9	<code>\l@section</code> 5	<code>\RequirePackage</code> .. 93–96
<code>\@maketitle</code> 45	<code>\l@subparagraph</code> 9	S
<code>\@startsection</code> 10, 17, 24, 31, 38, 55, 62, 69, 76, 83	<code>\l@subsection</code> 6	<code>\section</code> 10, 55
<code>\@title</code> 48	<code>\l@subsubsection</code> 7	<code>\setcounter</code> 2, 3
B	<code>\LARGE</code> 16, 48	<code>\sffamily</code> 16, 23, 30, 37, 44, 48
<code>\baselineskip</code> . 14, 15, 21, 22, 28, 29, 35, 36, 42, 43, 51, 59, 60, 66, 67, 73, 74, 80, 81, 87, 88	<code>\Large</code> 23, 30	<code>\sloppy</code> 99
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E	N	<code>\TeX</code> 97
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