WebWorks Test Document

Version 4.0.1

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Contents

1 Microsoft Word Styles

This chapter explains the usage of Microsoft Word paragraph and character styles that are defined in the AWAS document templates.

Semantic Style Usage

According to the AWAS system, the style usage is *semantic*. That is, the styles are used to label particular structural and content elements of a document. The purpose of the styles not merely to apply formatting to a document, but to define the semantic structure of the document.

As a result, two styles may have identical formats, but they have distinct names because they are used for different purposes.

For example, in the `AWBook.dotx` template, the `define char`, `crossref char`, and `emphasis char` character styles all have identical, italic formatting. The styles are used for different purposes, as in the following illustrations.

- The `define char` style is used for a term that is being defined, for example:

  A *camel* is a horse with a hump.

- The `crossref char` style is used to label a cross reference:

  For more information, see *Introduction to Camels* by J. Q. Dromedary.

- The `emphasis char` style highlights a words for emphasis:

  Do not put your finger in a camel's mouth.

All three examples contain italicized words, but the reasons for the italics differ. In the first example, *camel* is a word that is being defined. In the second, the italicized words are a reference to a book. In the third, the words are italicized for emphasis. Because the semantic usage differs, the italicized words are formatted in three distinct character styles.

The semantic style usage facilitates document automation and conversion of Word documents to other formats such as HTML, online help, and Adobe Acrobat. Each semantic style may need to be processed in a specific way during the conversion process.

The semantic usage lets you customize the appearance of the styles selectively. For example, you can change `emphasis char` from italics to bold, without affecting `define char` or `crossref char`.

The semantic usage is the same in all the AWAS document templates, although the appearance of the styles may differ among the templates. This means that you can paste text from a document based one AWAS template to a document based on another AWAS template. The text automatically adopts the correct formatting for the new template.

Style Examples

The following sections of this chapter contain numerous examples of the style usage. We suggest that you view this chapter in the original Microsoft Word format of this book. This lets you study the examples and observe the styles in which they are formatted.

Keyboard Shortcuts

There are keyboard shortcuts, which can save you a tremendous amount of time in applying the styles to a document. To use the shortcuts, you must install and load the `AWKeyboard.dotm` global template.

Paragraph Styles

This section illustrates the AWAS paragraph styles, which are used for semantic purposes such as:

- Frontmatter
- Headings
- Body text
- Bulleted and numbered lists
- Notes

- Definitions
- Code
- Graphics
- Tables
- Spacers
- User stories
- Backmatter

Throughout this section, we present examples of the styles. You can find many additional examples by examining the way in which we have applied the styles to the text throughout this book.

✓ *The following is a general instruction for applying Word paragraph styles, not specific to AWAS. It is especially important to avoid problems when using ePublisher to process Word documents.*

When you apply a paragraph style, be sure that the selection is a simple insertion point, or that you have selected the entire paragraph. Do not apply a paragraph style when a part of a paragraph is selected. If you do so, Word applies only the character formats of the style to the selected text; it does not apply the paragraph formats of the style.

Frontmatter Styles

On the title page, use the `Title Logo`, `Title Book`, and `Title Version` styles for the company logo, book title, and version number. You may use `Body Text` or `Spacer` for vertical spacing.

Do not insert hard line breaks in the book title; the line breaks interfere with the ePublisher TOC generation. Instead, adjust the left indent of the title paragraph until the line breaks at the desired location.

The legal page should be in the `Legal` style. The heading of the page (*Legal Notice*) should be in the `Legal Notice` style, which is formatted in white so it will not be displayed in the print of PDF version. The `Legal Notice` style is converted to a visible color in the online help version of a document.

The TOC and Index headings should be in the `Heading 1 NoHelp` style, which is identical to `Heading 1` but is configured not to display in the ePublisher output. This causes the TOC and index headings to be omitted from the online help version of a document.

Heading Styles

In a document based on `AWBook.dotx`, you can create a chapter title by inserting the `ChapterTitle` AutoText entry. The title contains the following sequence of paragraphs:

1. An odd-page section break (which is not in the AutoText entry)

2. An empty paragraph formatted in the `Spacer` style. This paragraph is needed because Word does not permit a section break immediately preceding a frame.

3. A paragraph containing a `{SEQ chapter}` sequence field, formatted in the `Chapter num` style. This style contains a frame, which places the chapter number in the left margin. (In Normal view, Word displays the number above the title. In page layout view or in a printout, Word displays the number in the margin.)

4. A paragraph containing the title text and a `{tc}` table of contents entry, formatted in the `Heading 1` style.

✓ *The Heading 1 style contains a hidden outline number, which is intended for cross-reference automation (not currently supported).*

Subheading Hierarchy

For subheadings, use `Heading 2`, `Heading 3`, and `Heading 4` as illustrated throughout this book. `Heading 3` must be nested within `Heading 2`. `Heading 4` can be used without regard to nesting (even directly under a `Heading 1`).

The heading of this section is a `Heading 4`.

Drop Down Headings

To implement drop-down hotspots in an ePublisher help project, use the `Heading 4 DropDown` style.

Subheadings within Drop Downs

Within a drop-down, use `Heading 5` for minor subheadings, as in this example.

Body Text Style

This is an example of the `Body Text` style. Use this style for the body of the document. Do not use the `Normal` style, which is reserved for use in template construction only.

List Styles

Bulleted Lists

For bulleted lists, use `List Bullet`:

- List Bullet
  - List Bullet 2
  - List Bullet 2
- List Bullet
- List Bullet

The first word of each list item should be capitalized. If any list item is a complete sentence, then all items in the list should end with a period. If no list item is a complete sentence, then none of the items should end with a period.

If the bulleted items are short, the following compressed style can be used:

- List Bullet Compressed
- List Bullet Compressed
- List Bullet Compressed

Numbered Lists

For numbered lists (typically procedures), use the `List Number` style, which uses Word's numbering feature. To start a list at 1, right click the first item in the list and click Restart Numbering.

1. First item in a numbered list.

   List Unbulleted. Use this style for explanatory or result paragraphs within a bulleted or numbered list.

2. Second item in a numbered list. Second item in a numbered list. Second item in a numbered list.

   a. List Number 2
   b. List Number 2
      List Unbulleted 2. Use this style for explanatory or result paragraphs within a 2nd-level bulleted or numbered list.
   c. List Number 2

3. Third item in a numbered list.

   ```
   List code:   use for code lines within a list
   List code:   use for code lines within a list
   ```

List Definition Keyword + define char
> List Definition. The definition of the keyword. Use this style for definitions of non-code terms within lists.

>- List Definition Bullet

>- List Definition Bullet

`List Definition Keyword + code char`
> List Definition. The definition of the keyword. Use this style for definitions of code terms within lists.

4. Fourth item in a numbered list.

The steps of a procedure should be complete sentences and should end with periods.

Lists within Definitions

Within a definition, use the Definition Bullet style (see *Definition Styles*).

Note Styles

Use notes sparingly to call attention to important information, tips, or cross references.

Regular notes:

✓ *Note style. The bullet is Wingdings2 80 bold non-italic 22 pt lowered by 5 pt. The bullet is Wingdings2 80 bold non-italic 22 pt lowered by 5 pt.*

Caution notes:

▶ *CAUTION: A caution about a condition that may corrupt or overwrite data should begin with the word Caution, formatted in note char style and followed by a colon and a tab. The bullet is Wingdings3 75 bold non-italic 12 points bold red. The fill is 10% gray.*

Multi-paragraph notes:

✓ *Note 1. Use for the first paragraph of a multi-paragraph note. Use for the first paragraph of a multi-paragraph note.*

Note 2. Use for the middle paragraphs of a multi-paragraph note. Use for the middle paragraphs of a multi-paragraph note.

Note 3. Use for the last paragraph. of a multi-paragraph note. Use for the last paragraph. of a multi-paragraph note.

Notes containing bulleted lists:

✓ *Note 1. Use for first line of a note containing a bulleted list.*

- *Note list continue*
- *Note list continue*
- *Note list bullet*

Definition Styles

Definition Keyword + define char

> Use this style for definitions of non-code terms. It supports multi-paragraph definitions.
>
> Second paragraph of a definition.

`Definition Keyword + code char`

> Use this style for definitions of code terms.

- This is a bulleted list within a definition. This is a bulleted list within a definition.

  Definition Bullet Continue.

- This is a bulleted list within a definition. This is a bulleted list within a definition.

Within a list, use the analogous `List Definition Keyword` and `List Definition` styles (see *List Styles* above).

Deprecated Define Style

The `Define` style is supported for compatibility with previous AWAS versions. It should not be used in new documents.

Gizmo   A whatsis containing a thingamajig. You can use a gizmo to ensure compatibility between whozamacallits.

If you use the define style to explain source-code terms, the term on the left should have the code char style:

```
if...then...else
```
A language construct used to program conditional statements.

If the defined terms are long, the definition paragraphs can be converted to a table. This lets the defined terms wrap to the next line. For ePublisher compatibility, it's important to convert all the paragraphs in the list of definitions. (The Define-to-Table macro on the AlmondWeb ribbon tab performs this conversion.)

Antidisestablishment-arianism
A movement in England opposing the proposal to dissociate the Anglican religion from the state.

Code Styles

Use the code style for source code, for file and directory names, and for text that the user enters at the keyboard.

```
code
code
code
c:\winnt\system32\comdlg32.dll

>login: almondweb
>password: topsecret
```

For esthetic purposes, you may use Spacer paragraphs around source code examples:

```
code
code
code
```

Within a paragraph of ordinary text, such as a Body Text or Note paragraph, use the code char style for the above purposes. The following paragraph is an example:

Before installing the software, we suggest that you make a backup copy of your autoexec.bat file.

For code within bulleted or numbered lists, use the List code style.

• This is a bulleted paragraph.

```
//followed by List code
//followed by List code
```

- Another bulleted paragraph.

To emphasis code words, use the *code emphasis char* style. You can use this style , for example, to emphasize code words that a user needs to edit or code that has been revised from a preceding example. You can use this style either within a body paragraph (as here), or in a code line, like this:

```
>login username password /a exclusive
```
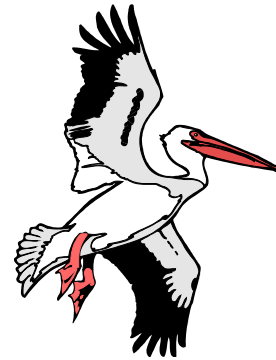
Graphics

Conceptual Figures

Use the style drawing for imported line drawings, diagrams, and other types of figures that are used to explain concepts. Two small drawings can be inserted side by side, separated by a Tab.
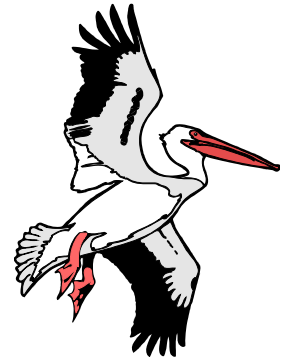
A drawing with a caption should be in the drawing with caption style.

South American birds

Logos

For the logo on the title page of the book, use the `Title Logo` style.

Screen Captures

For screen captures and figures within numbered procedures, use the `ScreenCap` or the `ScreenCap with caption` style. The style is aligned with the indent of the numbered steps.

1. This is a numbered step.

   This is an explanation of how or why to perform the step. This is an explanation of how or why to perform the step.
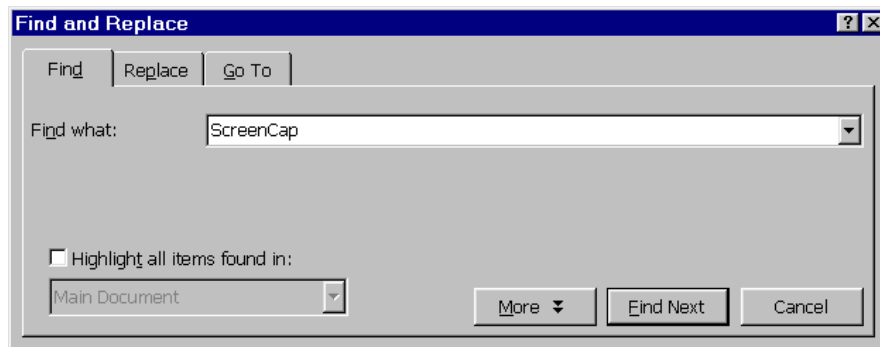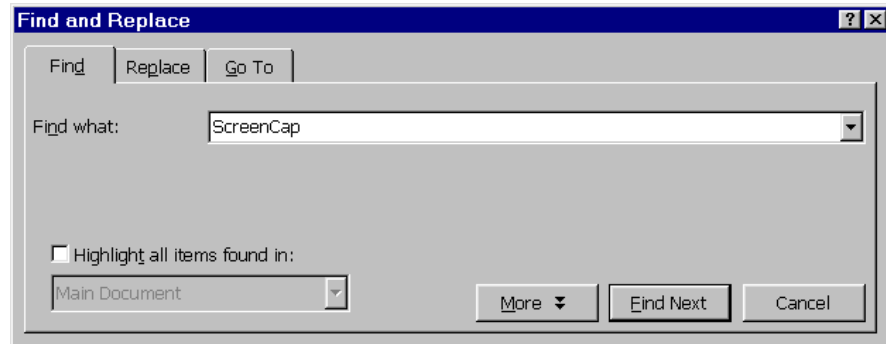
The Find and Replace dialog box

2.   This is a numbered step.

Captions

Use captions only where necessary. If the figures are placed near the text describing them, the figures are usually self-explanatory and captions are unnecessary.

Avoid using numbered captions unless absolutely required. The numbering requires maintenance and usually contributes little to the value of the figure.

After the `drawing with caption` style, format the caption in the `Caption` style. For the `ScreenCap with caption` style, format the caption in the `Caption ScreenCap` style.

Tables

The following is a sample table. The Grid tool on the AlmondWeb ribbon tab formats the styles and borders of the table.

It is permitted to use the `table heading` style anywhere in a table that requires a bold heading paragraph (column headings, row headings, or within a cell).

Table heading	Table heading
Table	This is a sample of `code char` mixed with ordinary text in a table. • Table bullet • Table bullet

Table heading	Table heading
`if...then...else` This is a sample of source code within a table.	

Deprecated

For compatibility with previous AWAS versions, it is permitted to use direct bolding on the `table` style, instead of using the `table heading` style.

Tables without Borders

For a table with no borders, run the Grid tool, and then apply the `Table NoBorder` table style, together with the appropriate paragraph and character styles.

Table heading	Table heading
Table cell	Table cell

Spacers

Spacer paragraphs are recommended before and after figures and tables. You can insert or delete spacer paragraphs as needed to position text esthetically on a page.

The spacer paragraphs must not contain any text—not even index entries or hidden text—as the text may inadvertently be deleted during the page layout process.

If a figure or table immediately follows a heading, you can omit the spacer. The headings are configured with Keep with Next paragraph formatting. By omitting the spacer, you can ensure that the heading and figure remain on the same page.

As a reminder not to type any text in a spacer paragraph, the Spacer style is formatted in green.

The following is a spacer paragraph. It is visible if you view this document online in Word, with paragraph marks displayed.

Story Styles

The story styles are for boxed user stories, such as case histories or real-life troubleshooting examples.

The box is implemented as a frame, which is visible in the regular text flow if you view the Word document in the Normal view. If you view the document in the Print Layout view or in the PDF format, the frame is positioned at the bottom of the page.

The following frame (which might be at the bottom of the page depending on how you are viewing this book) is an illustration.

Backmatter Styles

The index heading should be in the `Heading 1 NoHelp` style, which is identical to `Heading 1` but is configured not to display in ePublisher.

Character Styles

AWAS uses Word character styles for purposes such as:

- Cross references

- Technical terms that are being defined

- Emphasis

- Code words within body paragraphs

You should apply the character styles only within regular, non-heading paragraphs. For esthetic reasons, we recommend not applying character styles to heading paragraphs or to the column headings of tables.

> ### *Story Heading*
>
> *Use the Story styles for boxed user stories. The style has a gray box and a frame, which positions it at the bottom of a page.*

Cross References

crossref char

For cross references.

We recommend the following reference styles:

- Between the chapters of a book: "see *System Requirements* in Chapter 2, *Installation*."

- Within the same chapter: "see *System Requirements* above". Between books: "See the *Installation* chapter of the *Gizmo User's Guide*".

In books that will be converted to online help, insert Word cross-references or hyperlinks. Format the cross references in the `crossref char` style.

Other Character Styles

define char

For technical terms that are being defined, for example, "A *gizmo* is a whosits containing a thingamajig".

emphasis char

For terms that are emphasized in the text, for example, "Do *not* erase your `autoexec.bat` file".

NOTE CHAR

For the initial keyword **CAUTION** of the caution style.

`code char`

For source code, directory and file names, and text that the user types at the keyboard.

`code emphasis char`

Emphasized code words, such as code that a user needs to edit.

command char

(Optional in user documentation) For menu commands, button names, dialog-box options, and other terms or phrases that the system displays on the user's screen. Example: "Select the option to *Dial immediately*".

You may use the `command char` style to highlight command names, etc. in documents that are intended for nontechnical users. The use of the style is optional; in documents where it is not used, type the command names in mixed case, default paragraph style, for example, "Select the option to Dial Immediately."

Avoid using the `command char` style in developer and reference documentation. These types of documentation typically contain much text in the `code char` style, and the additional `command char` style would be confusing.

Override Formats

You should not override the character formats with direct character formatting, except as permitted in *Direct Character Formatting* below.

ePublisher Test

For test purposes, the following lines contain samples of the character styles with a permitted override format (dark yellow font color).

In the Word or PDF version of this book, the following lines should display in dark yellow. In the online help version of this book, the lines should be in the same color as the non-overridden styles. This is because when we used ePublisher to convert the book to online help, we set the ePublisher style mapping to ignore the override format.

crossref char

`code char`

code emphasis char

command char

define char

emphasis char

NOTE CHAR

Direct Formatting

The documentation automation and single-sourcing techniques that AWAS supports require that you use style formatting. You should not use direct (manual, non-style) formatting in your documents.

Nonetheless, there are a few circumstances where AWAS supports direct formatting. The following paragraphs describe these cases.

If you find that you need special formats for other purposes, you should add the formats as new styles, or contact AlmondWeb to support the new formats.

Direct Paragraph Formatting

AWAS supports direct paragraph formatting *only* in the following circumstances:

- Left outdents of large graphics (up to the heading outdent).

- Space before or after needed to fit text onto a page. (Use this only if absolutely necessary. It is preferable to use manual page breaks for this purpose.)

- Alignment of text in table cells, for example, to center the text in a column.

- Left outdents of large tables.

- Page Break Before formatting to break a table at a desired location.

Where the use of the above features is not obvious, insert a hidden-red note calling attention to the special formatting. This is important for future updates of the document, where the formatting may need to be changed.

Indentation is preferable to framing for placing graphics on a line. Use a frame only where you need text wrap-around or other special features.

We recommend that you do not use text boxes, floating graphics, Word callouts, or any other Word graphics except cropmarks. Although AWAS supports these features, they create problems for document maintenance.

Direct Character Formatting

AWAS supports non-style character formatting *only* in the following circumstances:

- Color-coding, as illustrated in the following section

- (Deprecated) In tables, for example, to bold the column headings

Color Coding

AWAS supports color-coding the text of a document. Color coding is very useful for revision control and document review.

The following table illustrates a recommended color coding scheme. The table contains colors and hidden text. You can view it in Word with hidden text displayed.

Color	Explanation
Auto	Default color
Pink	Text that requires further consideration or careful review
(Hidden red)	Questions, comments, information for future versions of the book, or other information that is not for publication
Yellow highlight	New or revised text
Turquoise highlight	Text that should be deleted, for the author's attention
Green, pink, or other highlight colors	Use for special purposes as required

The colors are not visible in online-help versions of AWAS documents. This is deliberate, so you can use the colors freely without concern for their effect on the online help. That is why you cannot see the colors if you are reading a help version of this book.

The font colors, except for hidden red text, are visible in PDF documents. The highlight colors might be visible, depending on your Word settings. You should clean up the colors before converting to PDF.

Macros for applying and finding color coded are located on the AlmondWeb ribbon tab. You may also apply the colors using the regular Word tools, but it is faster to use the AWAS tools.

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