

Generic Variables

| Variable | Default | Description | Type | Style |
|----------|------------------------|---------------------------------|----------------|-----------------|
| <a> | Apply | Apply (bold) | Text | Special Bold |
| <aok> | Click <a> or <ok> | Click Apply or OK | Text | (not inherited) |
| <au> | Australia | Australia | Text | (not inherited) |
| <cb> | check box | check box (lower, 2 words) | Text | (not inherited) |
| <dcl> | double-click | double-click (lower) | Text | (not inherited) |
| <dcu> | Double-click | Double-click (upper) | Text | (not inherited) |
| <dd> | drop-down | drop-down (lower) | Text | (not inherited) |
| <eg> | For example, | For example, (upper, comma) | Text | (not inherited) |
| <egl> | for example, | for example, (lower, comma) | Text | (not inherited) |
| | email | email (lower, 1 word) | Text | (not inherited) |
| <ex> | Example | Example | Text | Special Bold |
| <fdl> | from the <dd> list | from the drop-down list (lower) | Text | (not inherited) |
| <fm> | from the menu | from the menu (lower) | Text | (not inherited) |
| <fms> | From the menu, select | From the menu, select (upper) | Text | (not inherited) |
| <fsm> | from the shortcut menu | from the shortcut menu (lower) | Text | (not inherited) |
| <g> | gray | gray/grey – US/Aust | List of Values | (not inherited) |
| <logo> | | Company logo and web link | File Object | (not inherited) |
| <o> | or | or/our – US/Aust | List of Values | (not inherited) |
| <ok> | OK | OK (bold) | Text | Special Bold |
| <okl> | click <ok> | click OK (lower) | Text | (not inherited) |
| <oku> | Click <ok> | Click OK (upper) | Text | (not inherited) |
| <olh> | ABC application | Manual/online help product | List of Values | (not inherited) |
| <prod> | ABC System | Product names | List of Values | (not inherited) |
| <rcl> | right-click | right-click (lower) | Text | (not inherited) |
| <rcu> | Right-click | Right-click (upper) | Text | (not inherited) |
| <s> | z | z/s – US/Aust | List of Values | (not inherited) |
| <tb> | toolbar | toolbar (lower, 1 word) | Text | (not inherited) |
| <td> | tab displays | tab displays (lower) | Text | (not inherited) |
| <tr> | tab redisplay | tab redisplay (lower) | Text | (not inherited) |
| <v> | Version 4.9 | Version number | List of Values | (not inherited) |
| <wa> | Western <au> | Western Australia | Text | (not inherited) |
| <wd> | window displays | window displays (lower) | Text | (not inherited) |
| <wml> | webmaster | webmaster (lower, 1 word) | Text | (not inherited) |
| <wmu> | Webmaster | Webmaster (upper, 1 word) | Text | (not inherited) |
| <wr> | window redisplay | window redisplay (lower) | Text | (not inherited) |
| <ws> | website | website (lower, 1 word) | Text | (not inherited) |
| <x1> | Exercise 1 | Exercise 1 | Text | Special Bold |
| <x2> | Exercise 2 | Exercise 2 | Text | Special Bold |

Writing with variables

This:

1. <fms> **Tools > Options**. The View <td>.
2. Click on the **General** tab and go to **Measurement Units**.
3. Select **Centimeters** <fdl>.
4. <oku>.

Translates into this at publishing time:

1. From the menu, select **Tools > Options**. The View tab displays.
2. Click on the **General** tab and go to **Measurement Units**.
3. Select **Centimeters** from the drop-down list.
4. Click **OK**.

In this simple example, 132 characters (including spaces) were typed using variables. Without variables, you would have typed 177 characters – a saving of 45 characters in just four short steps.

In addition to *saving keystrokes* (and therefore time and money), the other main advantage of variables is *consistent wording and formatting* for common text.

Client-specific Variables

| Variable | Default | Description | Type | Style |
|------------|------------------------------|-------------------------------------|----------------|-----------------|
| <abn> | 92 088 799 393 | CyberText ABN | Text | (not inherited) |
| <ad> | Analysis Designer | Analysis Designer | Text | (not inherited) |
| <ag> | AngloGold Limited | AngloGold Limited | Text | (not inherited) |
| <ait> | AuthorIT | AuthorIT | Text | (not inherited) |
| <aita> | <ait> Administrator | AuthorIT Administrator | Text | (not inherited) |
| <aitv> | <ait> V4 | AuthorIT version | Text | (not inherited) |
| <at> | Analysis Tool | Analysis Tool | Text | (not inherited) |
| <at> | Alpha Travel Pty Ltd | Alpha Travel Pty Ltd | Text | (not inherited) |
| <bms> | BMS Solutions Pty Ltd | BMS Solutions Pty Ltd | Text | (not inherited) |
| <bus_proc> | risk management | Business process name | List of values | (not inherited) |
| <c> | Copyright, BMS Solutions | Copyright, BMS Solutions | Text | (not inherited) |
| <cno> | Cawse Nickel Operations | Cawse Nickel Operations | Text | (not inherited) |
| <cs> | Configuration Specification | Configuration Specification | Text | (not inherited) |
| <cs> | context-sensitive | context-sensitive (lower) | Text | (not inherited) |
| <csu> | Context-sensitive | Context-sensitive (upper) | Text | (not inherited) |
| <ct> | CyberText | CyberText (short) | Text | (not inherited) |
| <ctc> | CyberText Consulting Pty Ltd | CyberText Consulting Pty Ltd (long) | Text | (not inherited) |

| Variable | Default | Description | Type | Style |
|----------|---------------------------------------|--------------------------------------|------|-----------------|
| <cte> | info@cybertext.com.au | CyberText email | Text | (not inherited) |
| <ctw> | http://www.cybertext.com.au | CyberText website | Text | (not inherited) |
| <ddd> | Dynamic Digital Depth, Inc. | Dynamic Digital Depth, Inc. | Text | (not inherited) |
| <dm> | Demand Manager | Demand Manager | Text | (not inherited) |
| <ds> | Dolphin Software Pty Ltd | Dolphin Software Pty Ltd | Text | (not inherited) |
| <dsf> | Data Set Fields for: | Data Set Fields for: | Text | (not inherited) |
| <det> | Department of Education and Training | Department of Education and Training | Text | (not inherited) |
| <es> | Email-Surveys | Email-Surveys | Text | (not inherited) |
| <frl> | frequency rate | frequency rate (lower) | Text | (not inherited) |
| <frm> | Frequency rate | Frequency rate (mixed) | Text | (not inherited) |
| <fru> | Frequency Rate | Frequency Rate (upper) | Text | (not inherited) |
| <frl> | frequency rate | frequency rate (lower) | Text | (not inherited) |
| <gc> | Gemcom Australia Pty Ltd | Gemcom Australia Pty Ltd | Text | (not inherited) |
| <gd> | Graph Definition | Graph Definition | Text | (not inherited) |
| <hit> | Harman Information Technology Pty Ltd | Harman IT | Text | (not inherited) |
| <ipb> | Installation Performance Benchmark | Installation Performance Benchmark | Text | (not inherited) |
| <j> | jewellery | jewellery | Text | (not inherited) |
| <lv> | List View | List view | Text | (not inherited) |
| <mf> | Microfusion Pty Ltd | Microfusion Pty Ltd | Text | (not inherited) |
| <mpc> | Ministry of the Premier and Cabinet | Ministry of the Premier and Cabinet | Text | (not inherited) |
| <nce> | Norgard Clohessy Equity Limited | Norgard Clohessy Equity | Text | (not inherited) |
| <nd> | Net Designer | Net Designer | Text | (not inherited) |
| <nf> | Net Forms | Net Forms | Text | (not inherited) |
| <nl> | Navigator List | Navigator List | Text | (not inherited) |
| <odl> | on demand | on demand (lower) | Text | (not inherited) |
| <odu> | On Demand | On Demand (upper) | Text | (not inherited) |
| <oo> | object-oriented | object-oriented (lower) | Text | (not inherited) |
| <oou> | Object-oriented | Object-oriented (upper) | Text | (not inherited) |
| <pc> | Project Co-ordinator | Project Co-ordinator | Text | (not inherited) |
| <pdd> | Project Definition Document | Project Definition Document | Text | (not inherited) |
| <pm> | Project Manager | Project Manager | Text | (not inherited) |
| <ps> | Professional Services | Professional Services | Text | (not inherited) |
| <psc> | <ps> Consultant | Prof Services Consultant | Text | (not inherited) |
| <psh> | <ps> (Helpdesk) | Prof Services (Helpdesk) | Text | (not inherited) |
| <pst> | <ps> (Technical) | Prof Services (Technical) | Text | (not inherited) |
| <ptl> | Project Team Leader | Project Team Leader | Text | (not inherited) |
| <r> | RAMESYS | RAMESYS (upper, italic) | Text | Emphasis |

| Variable | Default | Description | Type | Style |
|----------|-------------------------------------|--------------------------------|------|-----------------|
| <r> | Rosendorff's | Rosendorff's | Text | (not inherited) |
| <rb> | Report Builder | Report Builder | Text | (not inherited) |
| <rb> | Rhonda Bracey | Rhonda Bracey | Text | (not inherited) |
| <rbe> | rhonda.bracey@cybertext.com.au | Rhonda's email | Text | (not inherited) |
| <rdj> | <r> Diamond Jewellers | Rosendorff's Diamond Jewellers | Text | (not inherited) |
| <rds> | Report Data Set | Report Data Set | Text | (not inherited) |
| <sfl> | security filter | security filter (lower) | Text | (not inherited) |
| <sfu> | Security Filter | Security Filter (upper) | Text | (not inherited) |
| <smt> | Smart Computing | Smart Computing | Text | (not inherited) |
| <soewa> | Society of Editors (WA), Inc. | Society of Editors (WA) | Text | (not inherited) |
| <sog> | Sons of Gwalia Limited | Sons of Gwalia | Text | (not inherited) |
| <ss> | SiteSafe | SiteSafe | Text | (not inherited) |
| <ssp> | Single Super Phosphate | Single Super Phosphate | Text | (not inherited) |
| <stc> | Society for Technical Communication | STC | Text | (not inherited) |
| <stc_au> | <stc> (Australia Chapter) | STC – Australia Chapter | Text | (not inherited) |
| <stc_lw> | Lone Writer Special Interest Group | Lone Writer SIG | Text | (not inherited) |
| <syl> | Sylvatech Australia Pty Ltd | Sylvatech | Text | (not inherited) |
| <tm> | Technical Manual | Technical Manual | Text | (not inherited) |
| <tr> | TechRepublic | TechRepublic | Text | (not inherited) |
| <ts> | Technical Support | Technical Support | Text | (not inherited) |
| <tw> | Technical Writer | Technical Writer (upper) | Text | (not inherited) |
| <uat> | User Acceptance Testing | User Acceptance Testing | Text | (not inherited) |
| <vs> | Verification Specification | Verification Specification | Text | (not inherited) |
| <wel> | Woodside Energy Limited | Woodside Energy | Text | (not inherited) |
| <wfl> | Web Forms List | Web Forms List | Text | (not inherited) |
| <wfo> | WebForm's Outline | WebForm's Outline | Text | (not inherited) |
| <wfp> | WebForms.Properties | WebForms.Properties | Text | (not inherited) |
| <wip> | Women in Publishing (WA) | Women in Publishing (WA) | Text | (not inherited) |
| <wmc> | WMC Resources Limited | WMC Resources | Text | (not inherited) |
| <wow> | Woody's Office Watch | Woody's Office Watch | Text | (not inherited) |
| <wt> | WordTips | WordTips | Text | (not inherited) |
| <wtg> | <wt> Gold | WordTips Gold | Text | (not inherited) |