

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)