


## AuthorIT Tips and Tricks



Rhonda Bracey  
and  
Char James-Tanny

## About Rhonda Bracey

- ▶ Managing Director, CyberText Consulting
- ▶ Based in Perth, Western Australia
- ▶ AuthorIT Certified Consultant
- ▶ Technical writer and Help author for 7+ years, using various HATs

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 2

## About Char James-Tanny

- ▶ President, JTF Associates
- ▶ Based in Lynn, MA (just north of Boston)
- ▶ AuthorIT Certified Consultant
- ▶ Author of two books and several tutorials
- ▶ Microsoft Help MVP
- ▶ HAT expert
- ▶ Knowledgeable in: HTML, XHTML, CSS

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 3

## What We're Going to Cover

- ▶ Rhonda
  - ▶ Using variables
  - ▶ Using release states
  - ▶ Using version control
- ▶ Char
  - ▶ Customizing AuthorIT templates
  - ▶ Creating and modifying media objects
  - ▶ Customizing external templates (Word and HTML)

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 4

## Handouts Available

- ▶ This presentation
- ▶ Variables
- ▶ Instructions for creating a new template, a new media object, and a two-column landscape layout in Word
- ▶ All handouts will be available from our websites:
  - ▶ <http://www.helpstuff.com/helpstuff.html>
  - ▶ [http://www.cybertext.com.au/tips\\_ait.htm](http://www.cybertext.com.au/tips_ait.htm)

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 5

## Using Variables

- ▶ Only available in Workgroup & Enterprise.  
(Desktop: can emulate some behavior with embedded topics)
- ▶ Save typing time (and \$\$\$).
- ▶ Consistent:
  - ▶ Words, phrases.
  - ▶ Formatting.
- ▶ Change all instances quickly.
- ▶ Can use in HTML templates (v4.1.0452).

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 6

### Variables: Demo

- ▶ Create a text variable and add to a topic.
- ▶ Assign a list of values variable.
- ▶ Create a file object (graphic) variable.
- ▶ Check usage and assignments.

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 7

### Variables in HTML Template: Syntax

- ▶ Coming in v4.1.0452...  
syntax: <authorit:variablename>

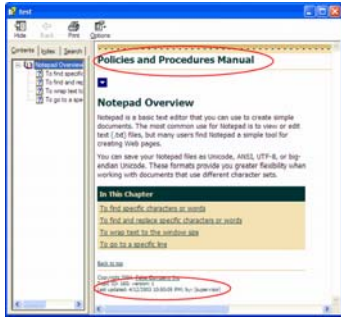
```

<div class="PageHeader" style="border: 1px solid black; padding: 5px;">
</div>
<div style="margin-top: 10px;">
<table border="1" width="100%" cellpadding="1" cellspacing="1">
<tr><td colspan="2"></td></tr>
<tr><td colspan="2"></td></tr>
</table>
</div>
<div style="margin-top: 10px;">
<table border="1" width="100%" cellpadding="1" cellspacing="1">
<tr><td colspan="2"></td></tr>
<tr><td colspan="2"></td></tr>
</table>
</div>
<div style="margin-top: 10px;">
<table border="1" width="100%" cellpadding="1" cellspacing="1">
<tr><td colspan="2"></td></tr>
<tr><td colspan="2"></td></tr>
</table>
</div>
<div style="margin-top: 10px;">
<table border="1" width="100%" cellpadding="1" cellspacing="1">
<tr><td colspan="2"></td></tr>
<tr><td colspan="2"></td></tr>
</table>
</div>
<div style="margin-top: 10px;">
<table border="1" width="100%" cellpadding="1" cellspacing="1">
<tr><td colspan="2"></td></tr>
<tr><td colspan="2"></td></tr>
</table>
</div>
</div>
</div>

```

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 8

### Variables in HTML Template: Result



© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 9

### Variables in HTML Template: Form

- ▶ Use variables to set up a feedback form

```

<div class="Form" style="border: 1px solid black; padding: 5px;">
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">
</div>
</div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">
</div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">
</div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">
</div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">
</div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">
</div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">
</div>
</div>

```

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 10

### Variables in HTML Template: Get Feedback

We would appreciate your feedback about this topic:

I found this topic useful.  
 I don't find this topic useful.

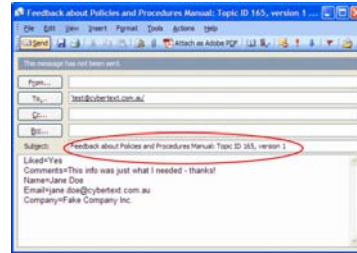
Comments and suggestions about this topic:  
 This info was just what I needed - thanks!

Name:   
 E-mail:   
 Company:

We guarantee that your email address will remain confidential and will only be used if we need to ask you more questions about your response.

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 11

### Variables in HTML Template: Email



© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 12

## Using Release States

- ▶ Only available in Workgroup & Enterprise.
- ▶ Keep track of object's status.
- ▶ Get statistics.
- ▶ Identify objects visually using colors.
- ▶ Excellent for identifying topics for hard copy review.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 13

## Release States: Demo

- ▶ Statistics.
- ▶ Add new release state.
- ▶ Color coding.
- ▶ Apply review color and view Word output.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 14

## Using Version Control

- ▶ Write in advance of new releases.
- ▶ Revert to old content by changing the activity status.
- ▶ Combine with release states and a 'to do' list.
- ▶ Compare change history of an object (coming in v4.1.0452...).
- ▶ Should I duplicate or create a new version?

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 15

## Version Control: Demo

- ▶ Create new version and activate it.
- ▶ Redundant versions are "read only."
- ▶ ID codes on new versions vs. duplicates.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 16

## Creating and Customizing AuthorIT Templates

- ▶ Templates control object settings across library.
  - ▶ Create new objects quickly.
  - ▶ Ensure consistency.
  - ▶ Update settings of many components at the same time.
- ▶ Manage global settings and specify variations as necessary.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 17

## AuthorIT Templates: Demo

- ▶ Create new book template.
- ▶ Create new topic template.
- ▶ Customize style template.
- ▶ Create and customize linked graphic template.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 18

## Creating/Modifying Media Objects

- ▶ Control page layout for the different outputs.
- ▶ Primary concerns are usually Word and HTML.
  - ▶ Word: Change page margins, orientation, page size, headers and footers, etc.
  - ▶ HTML: external topic template, additional files, metadata, and specific CSS settings.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 19

## Media Objects: Demo

- ▶ Create new media object.
- ▶ Analyze existing media objects for a specific project.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 20

## Customizing External Templates

- ▶ You can use Word and HTML templates when publishing output.
- ▶ Create external files and then modify the appropriate object:
  - ▶ Word: modify Book template
  - ▶ HTML: specify frameset files in Book template, modify topic media object for topic objects
- ▶ Make sure you specify any additional files in the Book.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 21

## External Templates: Demo

- ▶ Create new Word template and specify in book.
- ▶ Modify new Word template.
- ▶ Analyze existing HTML templates for a specific project.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 22

## Bits and Pieces!

- ▶ Object Titles
- ▶ Linked Graphics
- ▶ Customizing Templates and Media Objects: Examples

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 23

## Object Titles

- ▶ Output titles and internal title DO NOT have to be the same.
- ▶ Title is irrelevant for embedded topics.
- ▶ Use punctuation to place object at the beginning of a folder list (e.g. for 'to do' list).
- ▶ Indicate graphic sizes in templates.

© CyberText Consulting Pty Ltd  
and JTF Associates, Inc.

11 May, 2004: STC Conference

Slide 24

### Linked Graphics

- ▶ Add code ID to a linked graphic filename.
- ▶ Select All in Word output, then Edit > Links and select the graphics checkbox to select all linked graphics (makes it easier to embed them).

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 25

### Customizing Templates: Examples

- ▶ Using customized HTML templates and Word templates you can achieve variety in how the documentation looks.
- ▶ For example...

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 26

### XHTML with DHTML TOC and Search



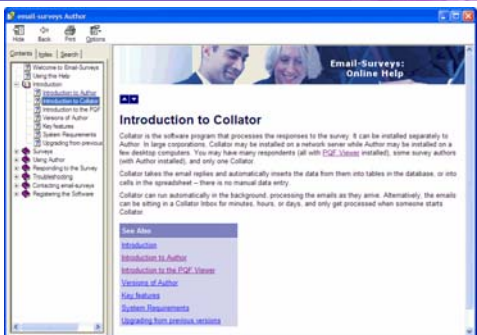
© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 27

### XHTML with Custom CSS and HTML



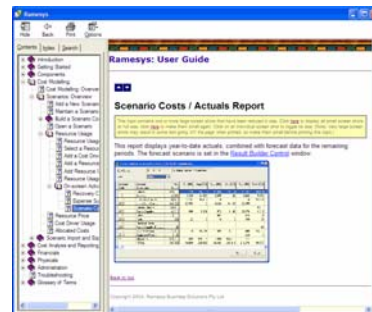
© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 28

### CHM (Basic HTML Template Changes)



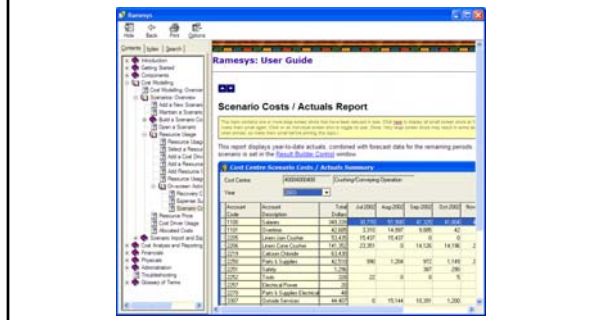
© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 29

### CHM (JavaScript Resizes Topic Graphics)



© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 30

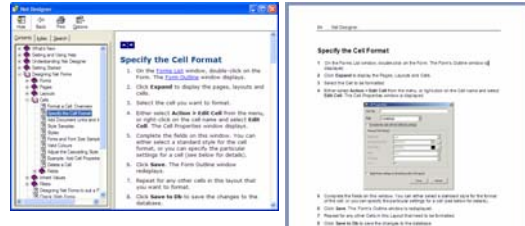
CHM (Topic Graphics at Full Size)



© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 31

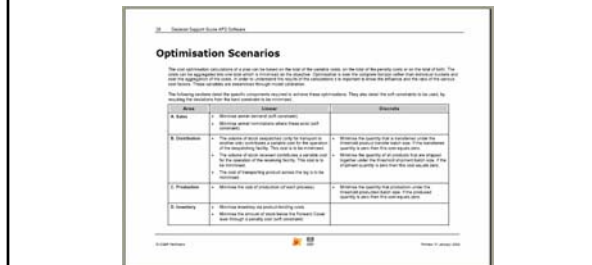
CHM (No Screenshots) & Word (Screenshots)

- ▶ Achieved through use of styles.
- ▶ Can also modify graphic object template.



© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 32

Word – One Column Landscape



© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 33

Word – Two Columns Landscape



© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 34

Questions?

Thank you for attending – please fill out your evaluation forms!

© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 35

Contact Us

▶ Rhonda Bracey  
[rhonda@cybertext.com.au](mailto:rhonda@cybertext.com.au)  
[www.cybertext.com.au](http://www.cybertext.com.au)



▶ Char James-Tanny  
[charjt@helpstuff.com](mailto:charjt@helpstuff.com)  
[www.helpstuff.com](http://www.helpstuff.com)



© CyberText Consulting Pty Ltd and JTF Associates, Inc. 11 May, 2004: STC Conference Slide 36