

AuthorIT Tips and Tricks



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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

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

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)

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

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).

Variables: Demo

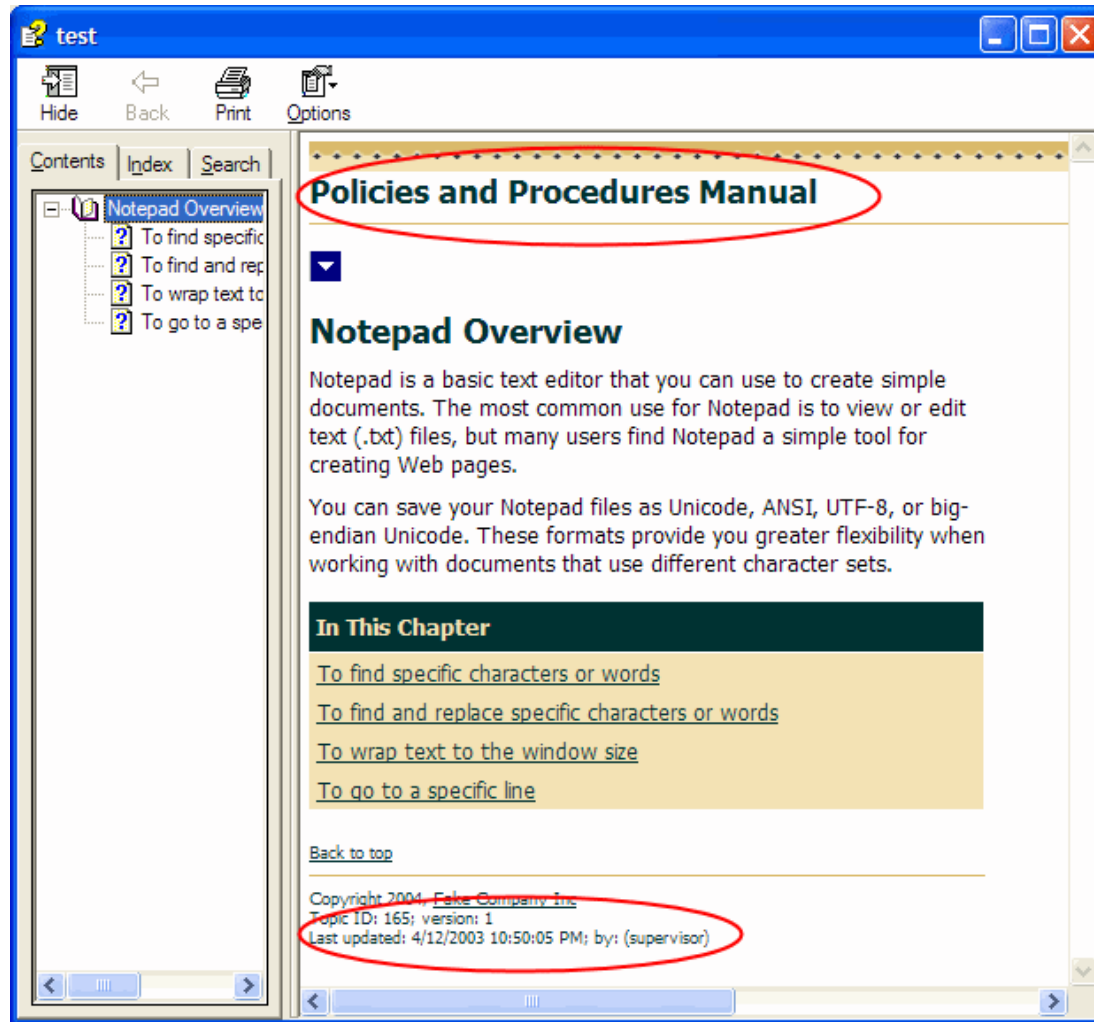
- ▶ Create a text variable and add to a topic.
- ▶ Assign a list of values variable.
- ▶ Create a file object (graphic) variable.
- ▶ Check usage and assignments.

Variables in HTML Template: Syntax

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

```
<link rel="stylesheet" href="<authorit:css>">
<base target="BODY">
</head>
<body style="margin:5px">
<table border="0" width="90%" cellpadding="0px" cellspacing="0">
<tr><td></td></tr>
<tr><td class="title"><authorit:help></td></tr>
<tr><td><hr></td></tr>
</table>
<table border="0" width="90%" cellpadding="0px" cellspacing="0">
<tr valign="top"><td>
<aitdata>
</td></tr>
</table>
<table border="0" width="90%" cellpadding="0px" cellspacing="0">
<tr><td>&nbsp;</td></tr>
<tr><td class="top"><a href="#top" target="_self">Back to top</a></td></tr>
<tr><td><hr></td></tr>
<tr><td class="copyright">Copyright 2004, <a href="http://www.fakecompany.com" target="_blank">Fake Company
Inc</a></td></tr>
<tr><td class="copyright">Topic ID: <authorit:SYS_OBJECTID>; version: <authorit:sys_version></td></tr>
<tr><td class="copyright">Last updated: <authorit:SYS_MODIFIED>; by: <authorit:SYS_MODIFIEDBY></td></tr>
</table>
```

Variables in HTML Template: Result



Variables in HTML Template: Form

- ▶ Use variables to set up a feedback form

```
<p class="form">We would appreciate your feedback about this topic</p>
<p><form method="post" enctype="text/plain"
action="mailto:test@cybertext.com.au?subject=Feedback about <authorit:help>: Topic ID
<authorit:sys_objectid>, version <authorit:sys_version>"></p>
<p class="form"><input name="Liked" type="radio" id="yes" value="Yes"><label for="yes">
I found this topic useful.</label><br />
<input name="Liked" type="radio" id="no" value="No"><label for="no"> I didn't find this
topic useful.</label><br />
Comments and suggestions about this topic:<br />
<textarea name="Comments" rows="6" cols="50"></textarea><br />
<table>
  <tr>
    <td width="30%"><b>Name</b>:</td>
    <td width="70%"><input name="Name" size="40"></td>
  </tr>
  <tr>
    <td width="30%"><b>E-mail</b>:</td>
    <td width="70%"><input name="Email" size="40"></td>
  </tr>
  <tr>
    <td width="30%"><b>Company</b>:</td>
    <td width="70%"><input name="Company" size="40"></td>
  </tr>
</table>
<p><input type="submit" value="Send"> <input type="reset" value="Clear"></p>
<p class="copyright">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.</p>
</form>
```

Variables in HTML Template: Get Feedback

We would appreciate your feedback about this topic

- I found this topic useful.
- I didn't find this topic useful.

Comments and suggestions about this topic:

This info was just what I needed - thanks!

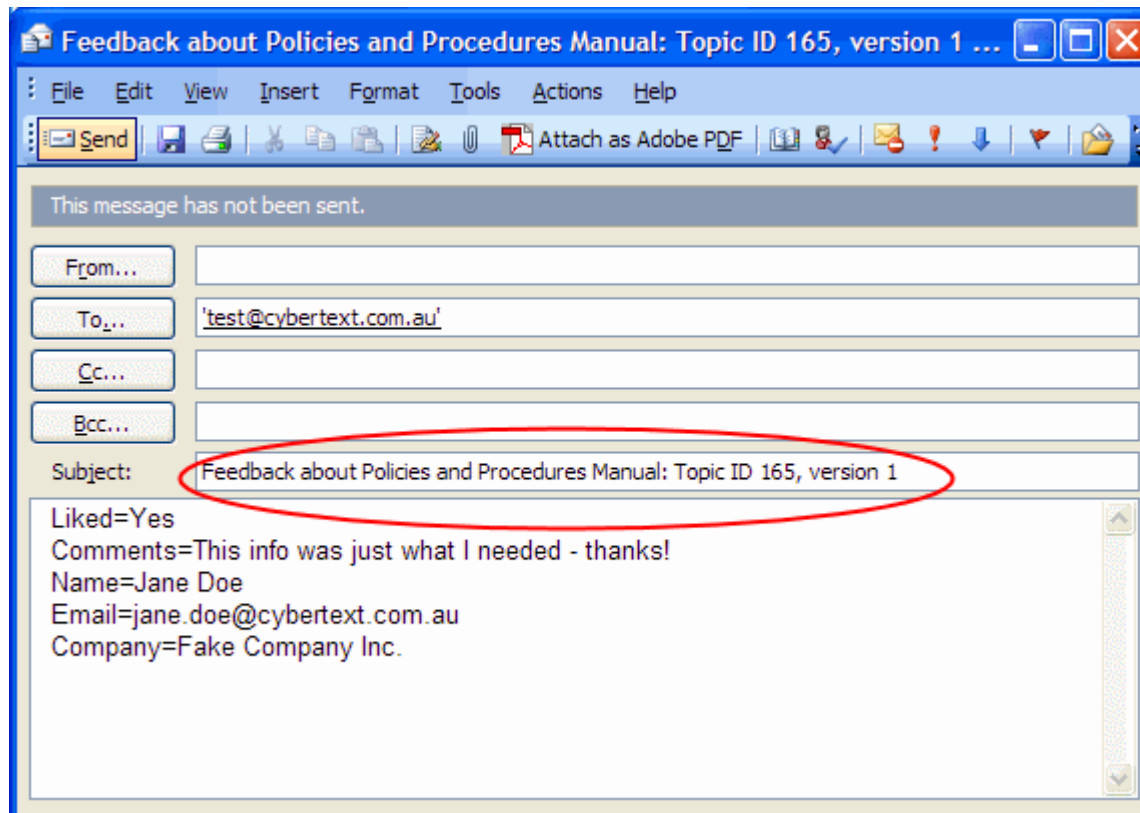
Name:

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.

Variables in HTML Template: Email



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.

Release States: Demo

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

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?

Version Control: Demo

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

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.

AuthorIT Templates: Demo

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

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.

Media Objects: Demo

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

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.

External Templates: Demo

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

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

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.

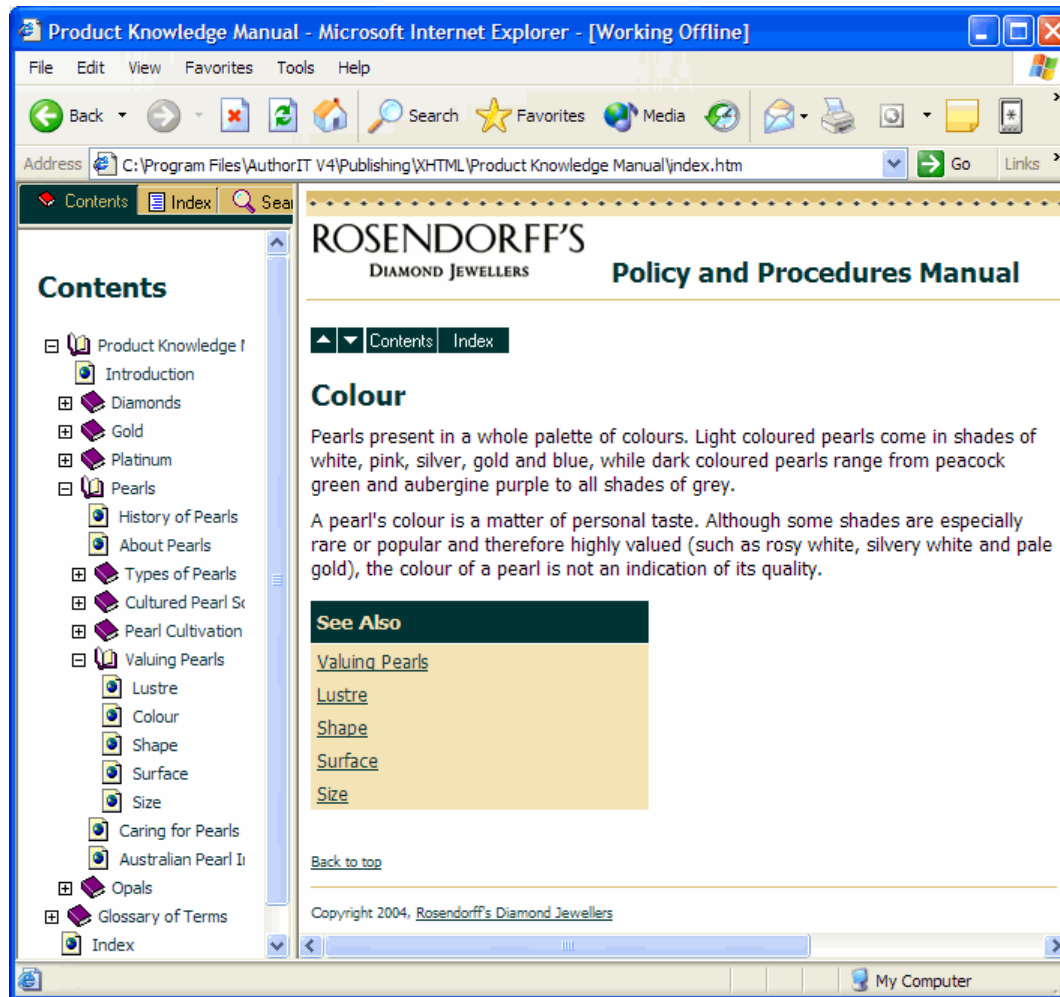
Linked Graphics

- ▶ 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).

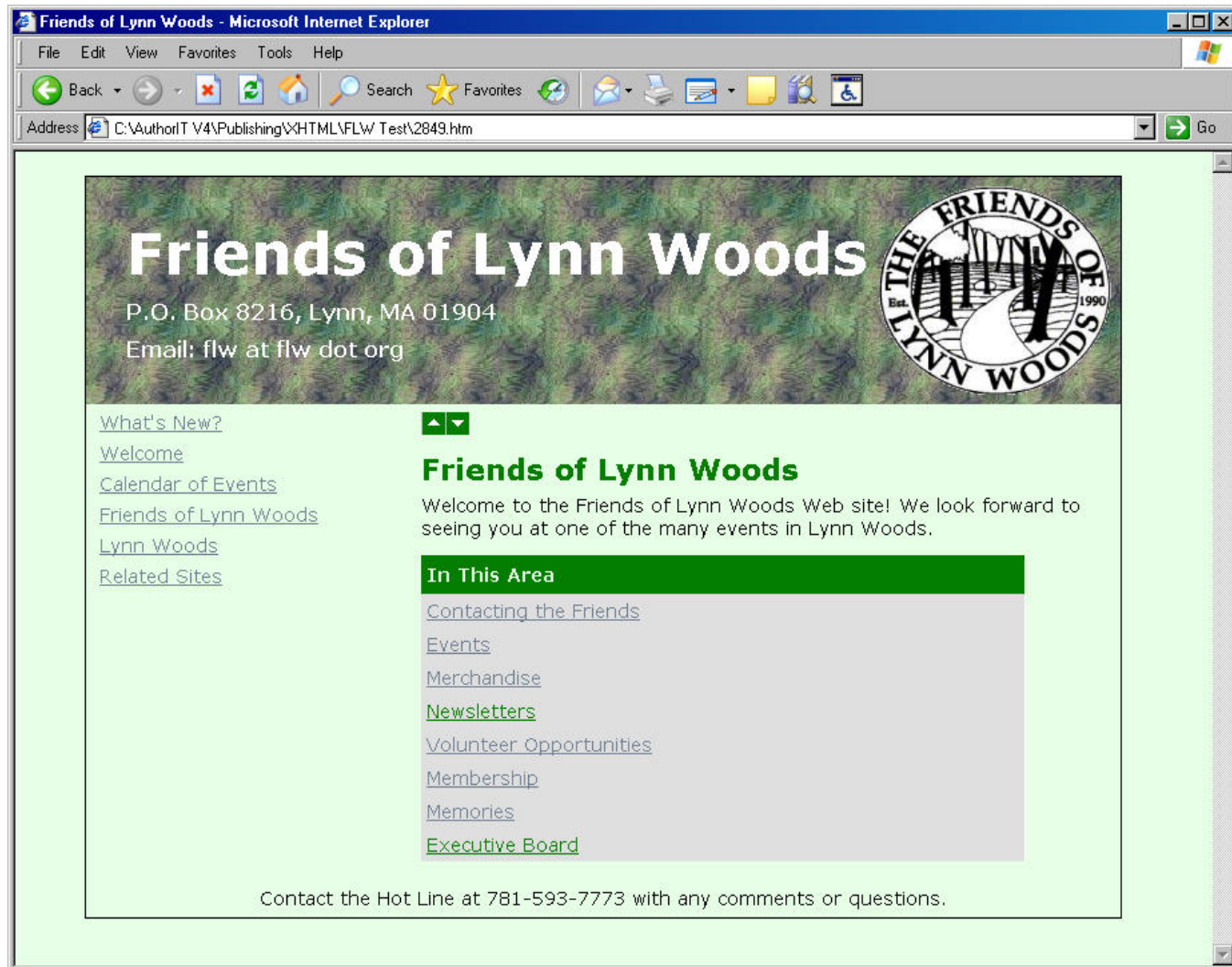
Customizing Templates: Examples

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

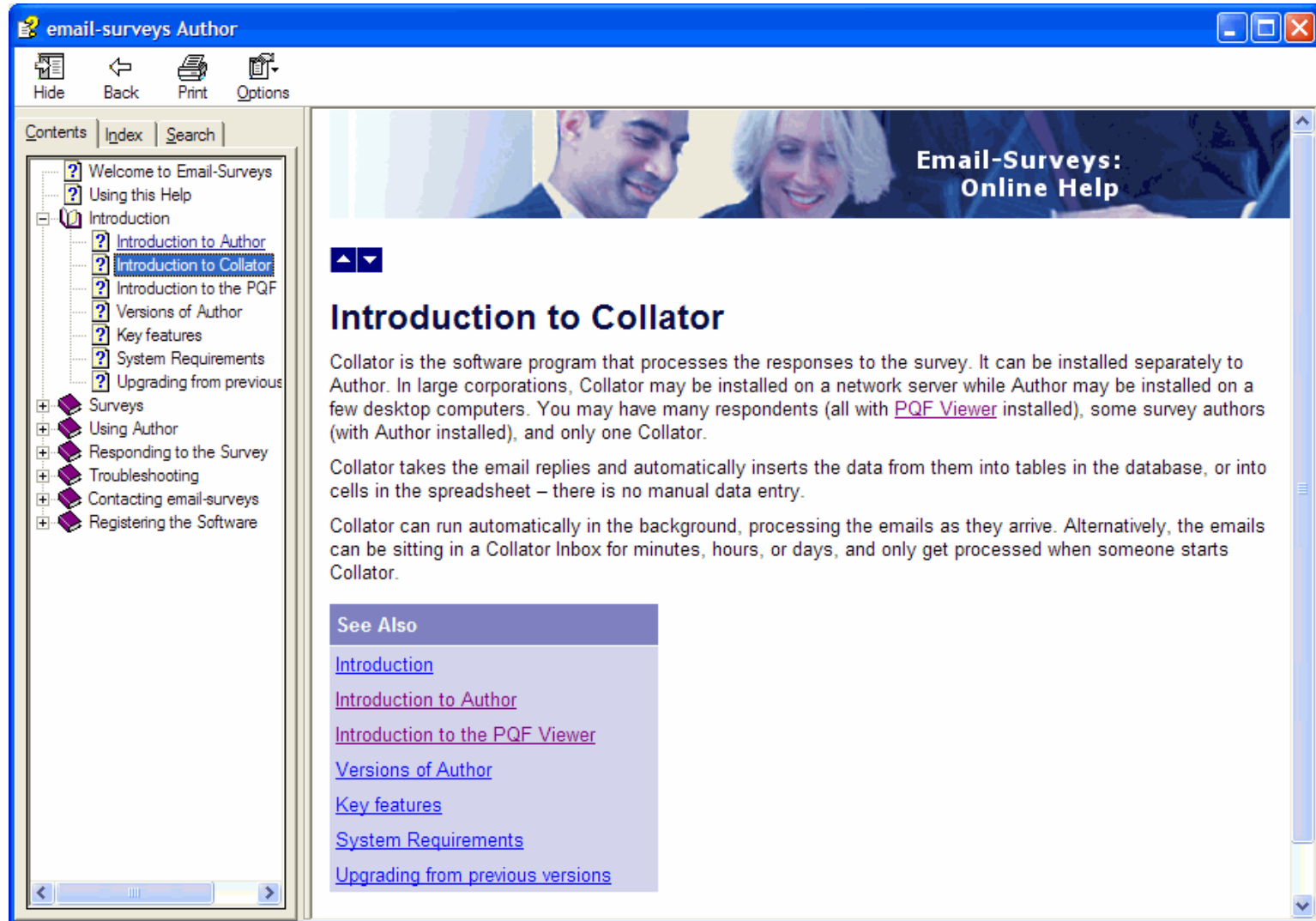
XHTML with DHTML TOC and Search



XHTML with Custom CSS and HTML



CHM (Basic HTML Template Changes)



CHM (Topic Graphics at Full Size)

The screenshot shows a web browser window titled 'Ramesys' displaying a user guide. The left sidebar contains a table of contents with categories like Introduction, Getting Started, Components, Cost Modelling, Resource Usage, and Financials. The main content area is titled 'Ramesys: User Guide' and 'Scenario Costs / Actuals Report'. It includes a yellow warning box about screen shot sizes and a paragraph explaining that the report shows year-to-date actuals and forecast data. Below this is a 'Cost Centre Scenario Costs / Actuals Summary' section with a table.

Ramesys: User Guide

Scenario Costs / Actuals Report

This topic contains one or more large screen shots that have been reduced in size. Click [here](#) to display all small screen shots at full size. Click on an individual screen shot to toggle its size. (Note: Very large screen shots may result in some text being truncated when printed, so make them small before printing this topic.)

This report displays year-to-date actuals, combined with forecast data for the remaining periods. The scenario is set in the [Result Builder Control](#) window.

Cost Centre Scenario Costs / Actuals Summary

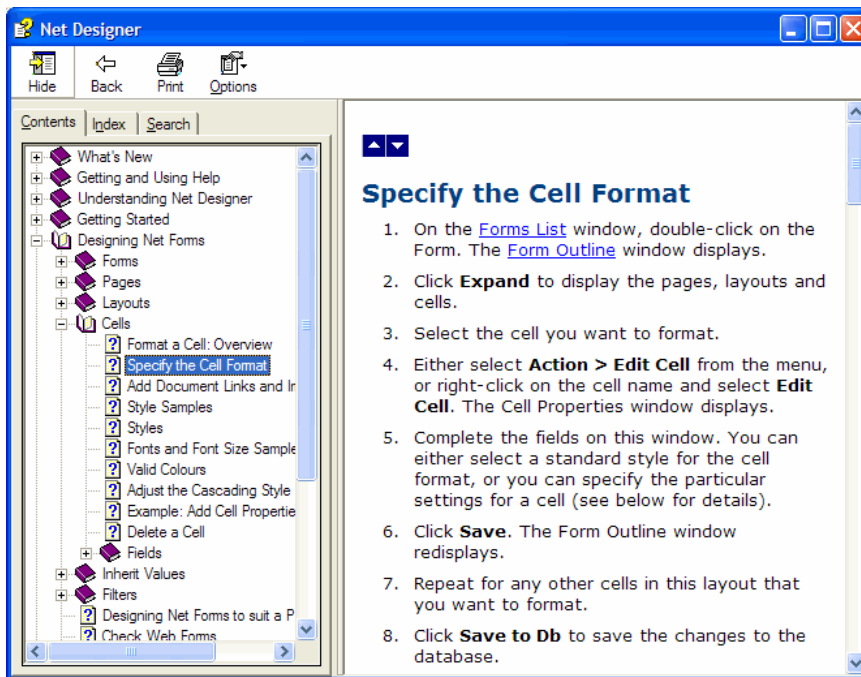
Cost Centre:

Year:

| Account Code | Account Description | Total Dollars | Jul-2002 | Aug-2002 | Sep-2002 | Oct-2002 | Nov |
|--------------|-----------------------------|---------------|----------|----------|----------|----------|-----|
| 1100 | Salaries | 349,339 | 30,770 | 51,900 | 41,325 | 41,804 | 4 |
| 1101 | Overtime | 42,685 | 3,310 | 14,997 | 9,885 | 42 | |
| 2205 | Liners Jaw Crusher | 53,435 | 15,437 | 15,437 | 0 | 0 | |
| 2206 | Liners Cone Crusher | 141,352 | 23,351 | 0 | 14,126 | 14,196 | 2 |
| 2219 | Calcium Chloride | 63,430 | | | | | |
| 2250 | Parts & Supplies | 42,510 | 990 | 1,204 | 972 | 1,149 | 2 |
| 2251 | Safety | 1,296 | | | 387 | 290 | |
| 2252 | Tools | 328 | 22 | 0 | 0 | 5 | |
| 2257 | Electrical Power | 20 | | | | | |
| 2270 | Parts & Supplies Electrical | 48 | | | | | |
| 3307 | Outside Services | 44,407 | 0 | 15,144 | 10,391 | 1,200 | |

CHM (No Screenshots) & Word (Screenshots)

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



84 Net Designer

Specify the Cell Format

- 1 On the Forms List window, double-click on the Form. The Form's Outline window is displayed.
- 2 Click **Expand** to display the Pages, Layouts and Cells.
- 3 Select the Cell to be formatted.
- 4 Either select **Action > Edit Cell** from the menu, or right-click on the Cell name and select **Edit Cell**. The Cell Properties window is displayed.

The Cell Properties dialog box is shown with the following settings: Cell Title: (empty), Style: (-Undefined), Alignment: Left, Background Color: #C0C0C0, Font Color: #000000, Font: Arial, Font Size: 1, Bold: (unchecked). There are Save and Cancel buttons at the bottom.

- 5 Complete the fields on this window. You can either select a standard style for the format of the cell, or you can specify the particular settings for a cell (see below for details).
- 6 Click **Save**. The Form's Outline window is redisplayed.
- 7 Repeat for any other Cells in this Layout that need to be formatted.
- 8 Click **Save to Db** to save the changes to the database.

Word – One Column Landscape

Optimisation Scenarios

The cost optimisation calculations of a plan can be based on the total of the variable costs, on the total of the penalty costs or on the total of both. The costs can be aggregated into one total which is minimised as the objective. Optimisation is over the complete horizon rather than individual buckets and over the aggregation of the costs. In order to understand the results of the calculations it is important to know the influence and the ratio of the various cost factors. These variables are streamlined through model calibration.

The following sections detail the specific components required to achieve these optimisations. They also detail the soft constraints to be used, by requiring the deviations from the hard constraint to be minimised.

| Area | Linear | Discrete |
|-----------------|--|--|
| A. Sales | <ul style="list-style-type: none">Minimise unmet demand (soft constraint).Minimise unmet nominations where these exist (soft constraint). | |
| B. Distribution | <ul style="list-style-type: none">The volume of stock despatched (only for transport to another site) contributes a variable cost for the operation of the despatching facility. This cost is to be minimised.The volume of stock received contributes a variable cost for the operation of the receiving facility. This cost is to be minimised.The cost of transporting product across the leg is to be minimised. | <ul style="list-style-type: none">Minimise the quantity that is transferred under the threshold product transfer batch size. If the transferred quantity is zero then this cost equals zero.Minimise the quantity of all products that are shipped together under the threshold shipment batch size. If the shipment quantity is zero then this cost equals zero. |
| C. Production | <ul style="list-style-type: none">Minimise the cost of production (of each process). | <ul style="list-style-type: none">Minimise the quantity that production under the threshold production batch size. If the produced quantity is zero then this cost equals zero. |
| D. Inventory | <ul style="list-style-type: none">Minimise inventory via product-holding costsMinimise the amount of stock below the Forward Cover level through a penalty cost (soft constraint) | |



Word – Two Columns Landscape

SECTION 2

Introducing the Concepts

Section Overview

In this section, you will learn the concepts of AuthorIT you'll need to understand when developing online and print documentation.

Understanding the Concepts

You can use AuthorIT V4 to develop and produce online Help in the following formats:

- WinHelp 4
- HTML Help 1.x
- HTML-based Help (HTML 3.2)
- XHTML 1.0
- JavaHelp
- Oracle Help

You can also produce printed documentation, publishing a Word document that you can print or convert to Adobe PDF.

Object-oriented Development

Creating a document in AuthorIT is like building with LEGO® bricks—you construct your document from many smaller pieces called "objects." Different types of objects have different functions (like a LEGO roofing tile or a corner brick).

In AuthorIT, everything is an object: blocks of text, graphics, hyperlinks, and more. You use multiple objects to create topics and you can control the way you use these objects to produce different outputs. Objects are independent of the topics where they are used, which provides consistency and immediate updating.

AuthorIT uses settings (common and unique) to define each object. All objects display the settings in the same layout, which is a tabbed dialog box. Objects that apply to only one output, such as a title page used only in printed documentation, contain two tabs. Objects that apply to all outputs can have as many as five tabs.

Questions?

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

Contact Us

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