

Example 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)
<bls>	bottom left section	bottom left section	Text	(not inherited)
<brs>	bottom right section	bottom right section	Text	(not inherited)
<bs>	bottom section	bottom section	Text	(not inherited)
<bus_proc>	XYZ process	Business process name	List of Values	(not inherited)
<c>	Copyright, ABC Inc.	Copyright , ABC Inc.	Text	(not inherited)
<cb>	check box	check box (lower, 2 words)	Text	(not inherited)
<cds>	click <ddb> and select	click [drop-down button pic] and select (lower)	Text	(not inherited)
<cdsu>	Click <ddb> and select	Click [drop-down button pic] and select (upper)	Text	(not inherited)
<ckl>	click <ok>	click OK (lower)	Text	(not inherited)
<cku>	Click <ok>	Click OK (upper)	Text	(not inherited)
<db>	dialog box	dialog box	Text	(not inherited)
<dbl>	database	database (lower)	Text	(not inherited)
<dbu>	Database	Database (upper)	Text	(not inherited)
<dcu>	Double-click	Double-click (upper)	Text	(not inherited)
<dd>	drop-down	drop-down (lower)	Text	(not inherited)
<ddb>	Dropdown	drop-down button (pic)	File Object	(not inherited)
<ddl>	<dd> list	drop-down list	Text	(not inherited)
<eg>	For example,	For example, (upper, comma)	Text	(not inherited)
<egl>	for example,	for example, (lower, comma)	Text	(not inherited)
<eml>	email	email (lower, 1 word)	Text	(not inherited)
<ex>	Example	Example	Text	Special Bold
<exp>	Expand	Expand icon (pic)	File Object	(not inherited)
<fdl>	from the <ddl>	from the drop-down list (lower)	Text	(not inherited)
<fm>	from the menu	from the menu (lower)	Text	(not inherited)
<fmi>	For more information, see	For more information, see (upper)	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)
<ls>	left section	left section	Text	(not inherited)
<ms>	middle section	middle section	Text	(not inherited)
<o>	or	or/our – US/Aust	List of Values	(not inherited)
<ok>	OK	OK (bold)	Text	Special Bold
<olh>	ABC application	Manual/online help product	List of Values	(not inherited)

Variable	Default	Description	Type	Style
<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)
<rs>	right section	right section	Text	(not inherited)
<s>	z	z/s – US/Aust	List of Values	(not inherited)
<sa>	System Administrator	System Administrator	Text	(not inherited)
<sap>	security access permission	security access permission	Text	(not inherited)
<tb>	toolbar	toolbar (lower, 1 word)	Text	(not inherited)
<tdi>	tab displays	tab displays (lower)	Text	(not inherited)
<tls>	top left section	top left section	Text	(not inherited)
<tre>	tab redisplays	tab redisplays (lower)	Text	(not inherited)
<trs>	top right section	top right section	Text	(not inherited)
<ts>	Technical Support	Technical Support	Text	(not inherited)
<v>	Version 3.2	Version number	List of Values	(not inherited)
<wd>	window displays	window displays	Text	(not inherited)
<wm>	webmaster	webmaster (lower, 1 word)	Text	(not inherited)
<wr>	window redisplays	window redisplays	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 <tdi>.
2. Click on the **General** tab and go to **Meurement Units**.
3. Select **Centimeters** <fdl>.
4. <cku>.

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 **Meurement Units**.
3. Select **Centimeters** from the drop-down list.
4. Click **OK**.

In this simple example, 133 characters (including spaces) were typed using variables. Without variables, you would have typed 177 characters – a saving of 44 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.