

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.