XMETAL MARKUP

This document contains examples and instructions for using XMetaL to create Help content elements.

GETTING STARTED WITH XMETAL

Think of these example tags as basic building blocks, many of which you can combine and modify in different ways to suit your needs.

You'll do most of your work in the **Tags On View**.

You'll find the elements you want to add on the **Insert** menu.
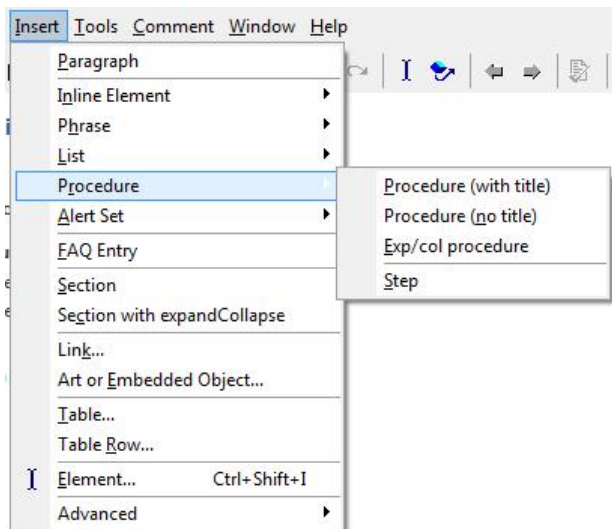
You can also add elements from the **Insert Element** pane. The options available in this pane change depending on where your cursor is.
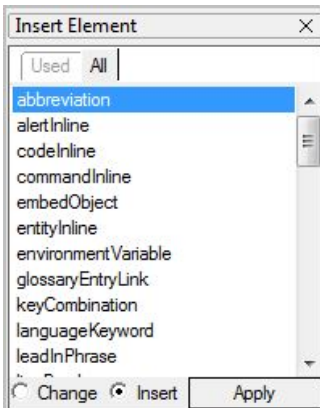
You can change the attributes of an element in the **Attribute Inspector** pane.
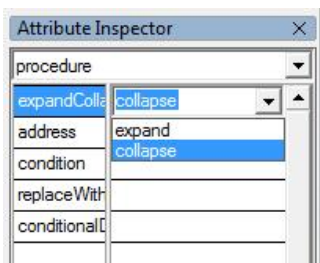
You can get an approximation of what the finished Help will look like in the **Page Preview**.
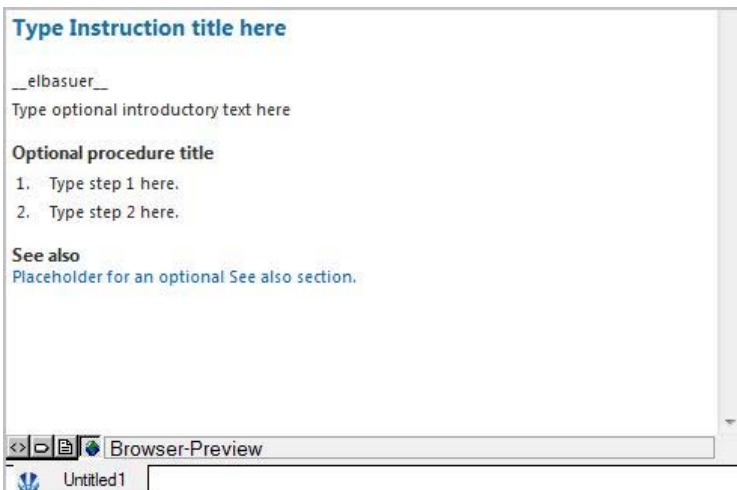
USING TEMPLATES

If you need to create a new file, use a template.

1. On the **File** menu, click **New**.
2. Click the **MAML** tab, click a template, and then click **OK**.
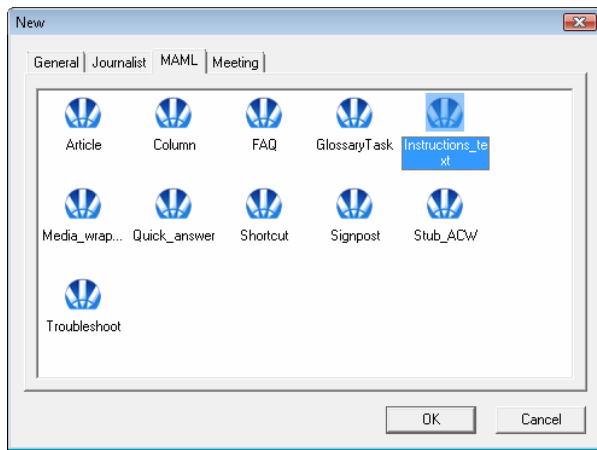
PROCEDURES

You can have three different kinds of procedures:

- Basic procedure without title
- Basic procedure with title (included in our Instructions template)
- Expandable procedure

You can also nest a procedure within a procedure or nest a list within a procedure.

Inserting a basic procedure without a title

- On the **Insert** menu, click **Procedure**, and then click **Procedure (no title)**.
  – or –
- In the **Insert Element** pane, double-click **procedure**.

Inserting a basic procedure with title

- On the **Insert** menu, click **Procedure**, and then click **Procedure (with title)**.

Inserting an expandable procedure

- On the **Insert** menu, click **Procedure**, and then click **Exp/col procedure**.

  The **expandCollapse** attribute defaults to **collapse**, which is usually appropriate. You can change the value to **expand**, if necessary.

To change the expandCollapse attribute to Expand

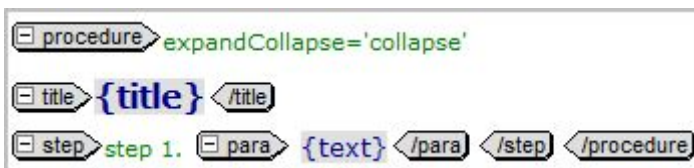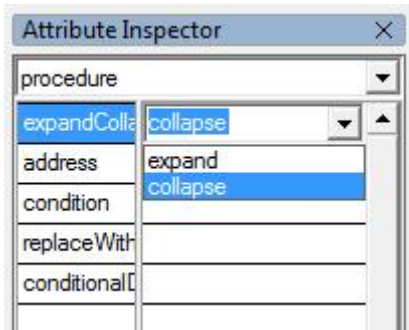1. Click the **expandCollapse** attribute to insert your cursor to the left of the opening **title** tag.

2. In the **Attribute Inspector**, select the **collapse** value and an arrow appears. Click the arrow, and then click **expand**.

Adding a step to any procedure

- Insert your cursor to the right of a closing **step** tag , and then do either of the following:

    o Click the **Insert** menu, click **Procedure**, and then click **Step**.

    – or –

    o In the **Insert Element** pane, double-click **step**.

SECTIONS

A **section** tag is always contained within a **sections** tag. A **section** tag must always contain a title.

A first-level **section** tag in a file is the equivalent of a first-level header. You can create multiple **section** tags at the same level by adding additional **section** tags within the **sections** tag.

If you need subsections within a section (also known as *nested* sections), you can create one or more second-level **section** tags, which are the equivalent of second-level headers, by creating a new **sections** tag within any of the first-level **section** tags, and then adding **section** tags as appropriate. If necessary, you can also create third-level sections by following the same logic. The following procedures describe the basic methods for creating sections.

Inserting a regular section

- Insert your cursor to the right of a closing **para** tag , click the **Insert** menu, and then click **Section**.

This creates a **sections** tag containing a single section and a sidebar. If you don't need the sidebar, click one of the **sidebar** tags to select the sidebar, and then delete it.

Note: If you try to insert a section where one is not allowed, XMetaL inserts the section in the next valid location.

Inserting a nested (regular) section

This method inserts a nested regular section, which is the equivalent of a second-level header. Don't place a collapsible section within another collapsible section because our editorial rules don't allow for the use of nested collapsible sections.

- Insert your cursor between the closing **para** and **section** tags `/para` `/section` , click the **Insert** menu, and then click **Section**.

This adds a **sections** tag containing a single section and a sidebar. If you don't need the sidebar, click one of the **sidebar** tags to select the sidebar, and then delete it.
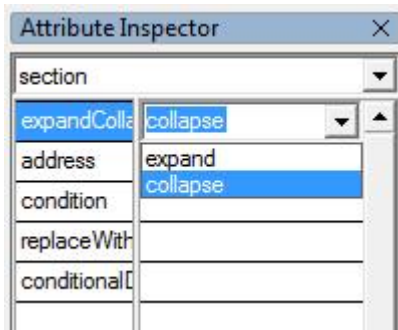
Inserting an expandable section

- Insert your cursor to the right of a closing para tag `/para`, and then do either of the following:
  - o Click the **Insert** menu, and then click **Section with expandCollapse**.
    – or –
  - o In the **Insert Element** pane, double-click **sections**.

This creates a **sections** tag containing a single section and a sidebar. If you don't need the sidebar, click one of the **sidebar** tags to select the sidebar, and then delete it.

To change the expandCollapse attribute to Expand

1. Click the **expandCollapse** attribute to insert your cursor to the left of the opening **title** tag.
2. In the **Attribute Inspector**, select the **collapse** value and an arrow appears. Click the arrow, and then click **expand**.

To insert additional sections at the same level

- Insert your cursor between the closing **section** and **sections** tags . In the **Insert Element** pane, double-click **section**.

EXPANDABLE FAQ ENTRIES

Our FAQ template includes two expandable question and answer sets with a default value of **collapse**.
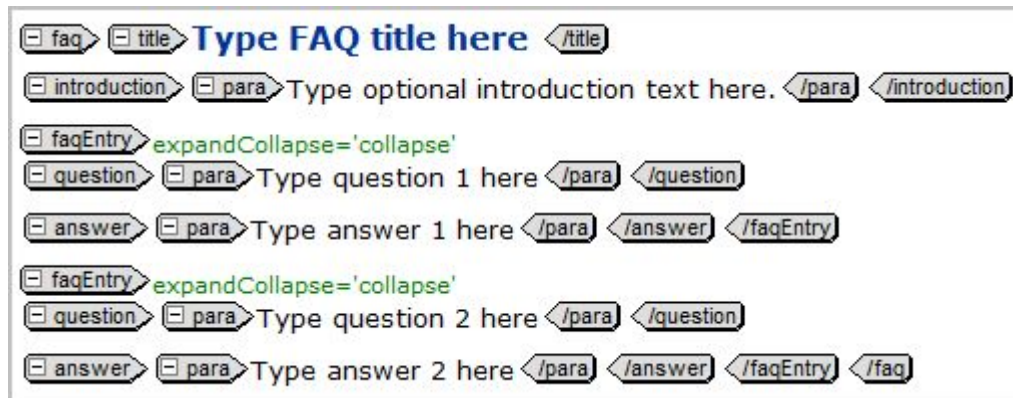
Adding a question and answer set

- Put your cursor to the right of a closing **faqEntry** tag, and then do either of the following:
  - Click the **Insert** menu, and then click **FAQ Entry**.
    – or –
  - In the **Insert Element** pane, double-click **faqEntry**.

```
☐ faqEntry  expandCollapse='collapse'
☐ question  ☐ para  {Question text}  /para  /question
☐ answer  ☐ para  {Answer text}  /para  /answer  /faqEntry
```

TABLES

Tables can have headings across the top row, headings down the left-hand column, or both.

- **Summary:** The <summary> element is required and is automatically included in tables created with our templates. Replace the placeholder text with a summary that will briefly describe the purpose of the table for screen readers. It won't be visible in the rendered file. `☐ summary  {summary}  /summary`
- **Title:** The title is optional.

Inserting a table with a top header row

1. On the **Insert** menu, click **Table.**
2. In the **Insert Table** dialog box, in the **Table style** box, click **Table with header row**.
3. Enter the number of rows and columns, and then click **OK**.

```
☐ table  ☐ summary  {summary}  /summary
☐ tableHeader
☐ row  ☐ headerEntry
☐ para  {text}  /para
/headerEntry
☐ headerEntry
☐ para  {text}  /para
/headerEntry  /row
/tableHeader
☐ row  ☐ entry  ☐ para  {text}  /para  /entry
☐ entry
☐ para  {text}  /para  /entry  /row

☐ row  ☐ entry  ☐ para  {text}  /para  /entry
☐ entry
☐ para  {text}  /para  /entry  /row
/table
```

Inserting a table with both top row and left column headers

1. On the **Insert** menu, click **Table.**
2. In the **Insert Table** dialog box, in the **Table style** box, click **Table with header row and column**.
3. Enter the number of rows and columns, and then click **OK**.

```
table  summary {summary} /summary
tableHeader
row  headerEntry
para {text} /para

/headerEntry
headerEntry
para {text} /para

/headerEntry /row
/tableHeader
row  headerEntry
para {text} /para

/headerEntry
entry
para {text} /para /entry /row

row  headerEntry
para {text} /para

/headerEntry
entry
para {text} /para /entry /row

/table /content
```

Adding an introduction to any table

- Insert your cursor to the right of a closing **summary** tag `/summary`. In the **Insert Element** pane, double-click **introduction**.

```
introduction  para {text} /para /introduction
```
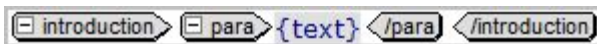
Adding a title to any table

- Insert your cursor to the right of the opening **table** tag `table`. In the **Insert Element** pane, double-click **title**.

```
table  title {title} /title
```
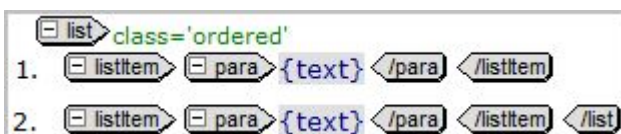
Adding a row to any table

- Insert your cursor to the right of a closing **row** tag `/row`. On the **Insert** menu, click **Table Row**.

    – or –

- Insert your cursor to the right of a closing **row** tag `/row`. In the **Insert Element** pane, double-click **row**.

LISTS

Lists can be numbered (ordered) or bulleted (unordered). Both types of lists can have an additional list "nested" within them to create a second level, which does not have to match the first level in terms of being bulleted or numbered.
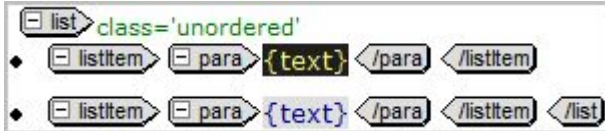
Inserting a numbered (ordered) list

- On the **Insert** menu, click **List**, and then click **Ordered List**.

```
list class='ordered'
1.  listItem  para {text} /para /listItem
2.  listItem  para {text} /para /listItem /list
```

Inserting a bulleted (unordered) list

- On the **Insert** menu, click **List**, and then click **Unordered List**.

  – or –

- In the **Insert Element** pane, double-click **list**.

Inserting a nested list

To add a second level to your list, insert a second list within your list. The second list is considered "nested."

- Insert your cursor between a closing **para** tag and a closing **listitem** tag. On the **Insert** menu, click **List**, and then click **Unordered List** or **Ordered list**.

Adding an item to any list

- Insert your cursor to the right of a closing **listitem** tag, and then do either of the following:
  - On the **Insert** menu, click **List**, and then click **List Item**.

    – or –
  - In the **Insert Element** pane, double-click **listItem**.

ALERT SETS (NOTE/TIP/WARNING)

Every alert set must have a title (i.e., **Note**, **Notes**, **Tip**, **Tips**, **Warning**, or **Warnings**). The class and title must match (e.g., if the class is **note**, the title must be **Note** or **Notes**).
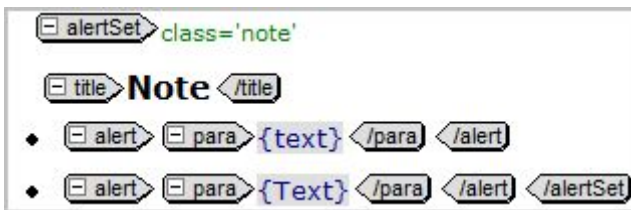
Inserting a note, tip, or warning

- On the **Insert** menu, click **Alert Set**, and then click the type of alert set (**Note, Tip,** or **Warning)**.
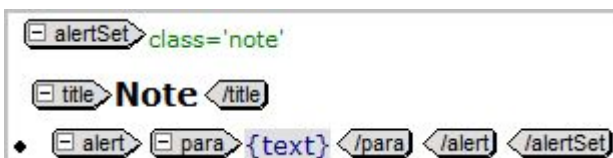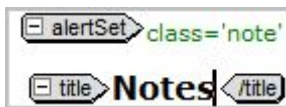
Adding an additional item to a note, tip, or warning (multiple entries)

1. Insert your cursor to between the closing **alert** tag and the closing **alertSet** tag ⟨/alert⟩|⟨/alertSet⟩. In the **Insert Element** pane, double-click **alert**.

2. Manually change the title to a plural (e.g., change **Note** to **Notes**). The class stays singular.

NAVIGATION LINKS AND SHORTCUTS

Adding a See also placeholder

Some templates include a See also placeholder that you can use to link to other Help topics. To add a See also section:

- Insert your cursor to the left of the closing tag of the template (e.g., **/procedural**, **/tutorial**, **/faq**). In the **Insert Element** pane, double-click **relatedLinks**.


Modifying a link in a See also placeholder

Once you have a See also placeholder, you need to create the links to each topic.

1. Replace the placeholder text between the **linkText** tags with the link text that should appear in the topic (this is usually the title of the linked topic).
2. Click anywhere between the opening and closing **uri** tags and the current **href** value appears in the **Attribute Inspector**: **mshelp://windows/?id=00000000-0000-0000-0000-000000000000**.
3. Copy the GUID of the topic you want to link to from any other source and paste it over the zeros in the **href** field of the **Attribute Inspector**. The **href** value should begin with **mshelp://windows/?id=** and then be followed by the GUID with no spaces in between.
4. Repeat these steps for each topic you want to link to.

Adding a link to another Help topic

1. On the **Insert** menu, click **Link**. The **Insert Link** dialog box appears.
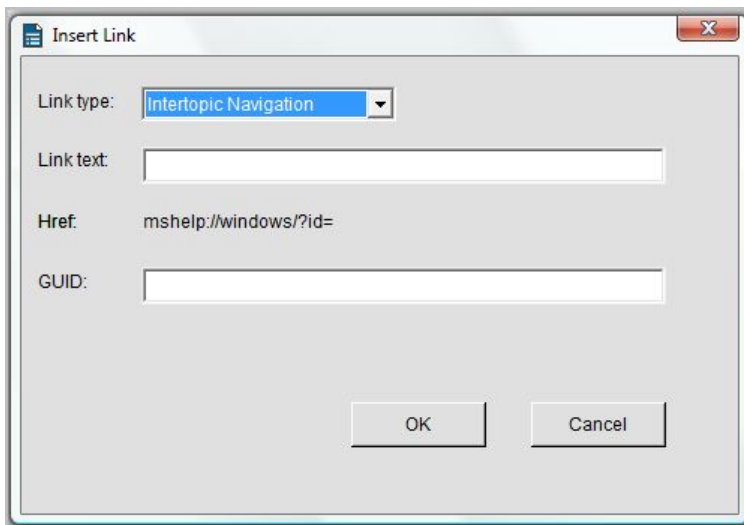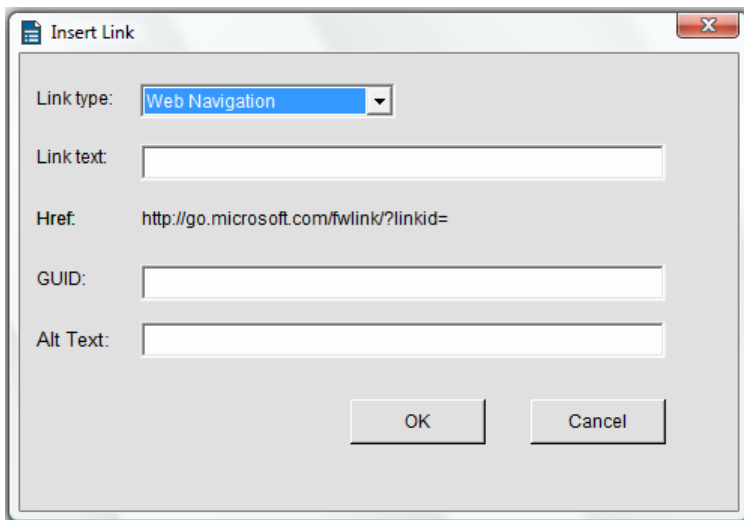
2. In the **Link type** list, select **Intertopic Navigation**.
3. In the **Link text** box, type the link text that should appear in the topic (this is usually the title of the linked topic).
4. Copy the GUID of the topic you want to link to from any other source and paste it in the **GUID** box. Click **OK**.

Adding a link to a website

1. On the **Insert** menu, click **Link**. The **Insert Link** dialog box appears.

2. In the **Link type** list, select **Web Navigation**.
3. In the **Link text** box, type the link text that should appear in the topic (this is usually the title of the linked webpage).
4. In the **GUID** box, insert the FWLink code.
5. In the **Alt Text** box, enter the summary text, and then click **OK**.

Note: For more information on acquiring FWLink code and summary text guidelines for FWLinks, see the Style Guide.

Adding a shortcut to a program (ShellExecuteLink)

1. On the **Insert** menu, click **Link**. The **Insert Link** dialog box appears.
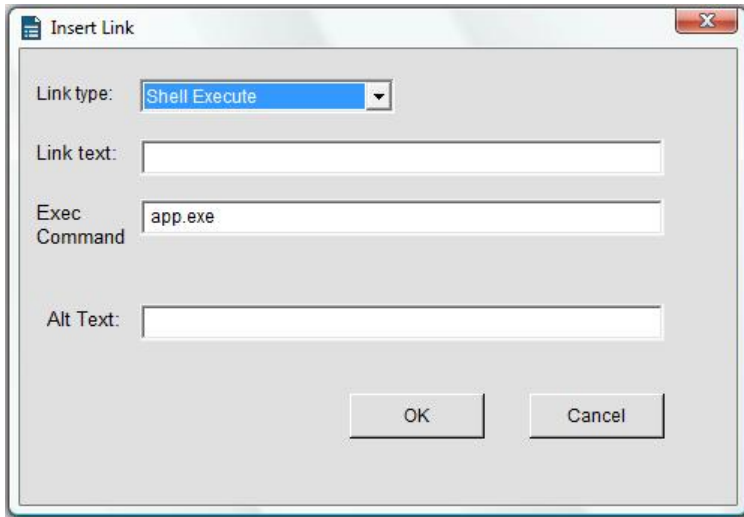
2. In the **Link type** list, select **Shell Execute**.
3. In the **Link text** box, type **Click to open *<name of item>***.
4. In the **Exec Command** box, insert the shell execute code.
5. In the **Alt Text** box, enter the summary text for the screen reader, and then click **OK**.
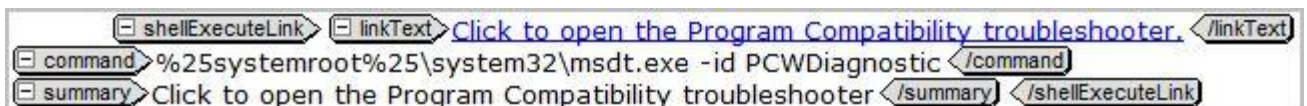
Note: For more information on acquiring shell execute code and summary text guidelines for shell executes, see the Style Guide.