

XMETAL FOR EDITORS

AVOIDING CRASHES

XMetaL can crash when you drag the mouse. To avoid losing your work, do any of the following:





- Select one or more words by pressing Ctrl+Shift and using the arrow keys.
- Select a word by double-clicking it.
- Select a block of text by clicking the mouse at a starting point, pressing Shift, and then clicking at the ending point.

BOLDING USER INTERFACE ITEMS

- Select the term. In the **Insert Elements** pane, double-click **ui**.

COMMENTS

A comment with a single insertion point starts with “i.”  **Ia- tricbe** 

A comment wrapped around a block of text has an opening tag that starts with “b” and a closing tag that starts with “e.”  **Ba- tricbe**  sample text  **Ea- tricbe** 

Adding comments

1. Select a single insertion point or a block of text. Right-click, and then click **Insert Comment**.
2. Type your comment text, and then click **OK**.

Copying comments

1. Right-click the **comment** tag (which starts with “i”) or the closing **comment** tag (which starts with “e”), and then click **Copy Comment Text**.
2. Create a new comment or view an existing one, and then press Ctrl+V to paste the comment text into the comment. Click **OK**.

Viewing comments

To view comments, do any of the following:


- If the **comment** tag starts with “i”, right-click the tag, and then click **View Comment**.
- If the comment has opening and closing tags, which start with “b” and “e” respectively, right-click the closing **comment** tag, and then click **View Comment**.
- To view all of the comments in a topic, right-click any **comment** tag or closing **comment** tag, and then click **View All Comments**.

SPELL CHECK

- Press F7 or click the **Tools** menu, and then click **Spell Checker**.

TRACKED CHANGES

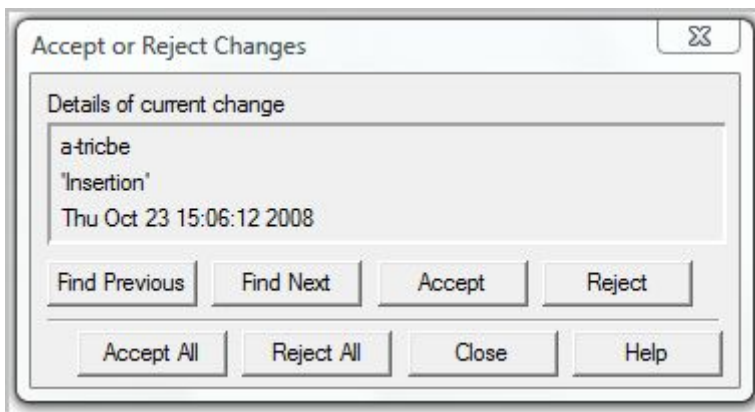
Displaying the Reviewing toolbar

Working with tracked changes is much easier when the **Reviewing** toolbar is displayed. It looks like this: . To display the **Reviewing** toolbar:

- Click the **View** menu, click **Toolbars**, select the **Reviewing** check box, and then click **Close**.

Accepting/rejecting tracked changes

1. On the Reviewing toolbar, click the **Accept or Reject Changes** button . The **Accept or Reject Changes** dialog box is displayed.



2. Use the options in the **Accept or Reject Changes** dialog box:
 - To review each change individually, use the **Find Previous** and **Find Next** buttons. Click **Accept** or **Reject** as needed for each change.
 - To accept or reject all changes in a topic, click **Accept All** or **Reject All**.

Tracking your changes

XMetaL can track insertions and deletions of text, but it doesn't track changes to tags. To track your changes:

- On the Reviewing toolbar, click the **Track Changes** button .

UNDO—LIMITATIONS

Don't rely on XMetaL's undo command to take you as far back as you can go with other programs. It only lets you undo approximately 30 actions and once you save a topic, you can't undo any of the actions that you did before the save.

VALIDATING THE XML

- Press F9 or click the **Tools** menu, and then click **Validate**.