

Titling the Task <title>

Task topic headings must be precise, distinct and clearly convey what the task is. This section provide some guidelines when creating titles.

Titles

Task topic headings must be precise, distinct and clearly convey what the task is. Follow the guidelines below when you write task topic headings.

- It is important that you distinguish task topics from concept and reference topics by using a gerund, imperative verb phrase or a "how to" phrase in the task title.

Example (incorrect)

Create database table
How to start the content integration server

Example (correct)

Deleting an archive for BRMS
Adding a disk to a Linux partition

- Use plural heading unless the subject makes sense only in singular.

Example (incorrect)

Deleting an archive for BRMS
Adding a disk to a Linux partition

Example (correct)

Deleting archives for BRMS
Adding a disks to a Linux partition

- Describe the user's goal, not the tool that is used to perform the task.

Example (correct)

Using the team server installation utility
Working with security tokens

Example (incorrect)

Installing the team server
Protecting your system by using security tokens

- Make the topic heading specific enough so that a user who sees it in a list of search resultss knows exactly what the topic contains.

Example (correct)

Configuring components

Example (incorrect)

Configuring HTTP Proxy servers on Linux Systems

