



**MIDDLESEX Community College**

**Tools and Technologies for Tech Writers 2023**

**Week 11**

# **Sample Bookmap**

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# MCC 2023

This document was prepared as an assignment for the Middlesex Community College Tools and Technologies for Technical Writers class, Winter semester 2023.

Prepared by Zoë Lawson.

The name is defined by the value of the author key defined in your bookmap. I set them up to be your name.

# Contents

<b>Topic.....</b>	<b>4</b>
Example Concept File.....	4
Example Task Topic.....	5
The Terrible Task.....	5
Example Reference Topic.....	6
About Concepts for Class.....	6
Insert an image.....	8
Class Reference Topic.....	8
 <b>Concept Basics.....</b>	 <b>9</b>

# Topic

This is a sample topic. It is in your homework folder and is not shared.

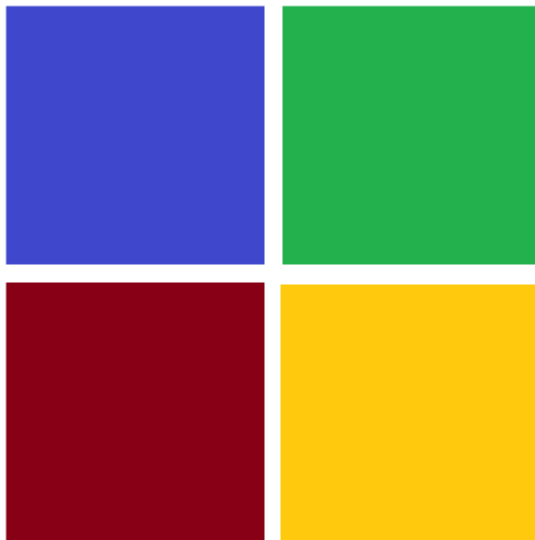
This is the default, base topic type for DITA. This topic is not specialized in any way. Technically, you can use it any way you'd like.

Here is another paragraph.

Since this topic is not shared (it is not in the common folder, it is in your personal folder, Zoe), any changes you make to it will not affect anyone else's output.

If you make changes to files in common folder, everyone gets the change. I humbly request you don't change the common files.

You can change and add all the files you want in your folder, `mcc_tools_tech/Week11-DITA/Homework/Zoe`.



**Figure 1: An image referenced by a key**

## Example Concept File

An example DITA topic of type concept. This is a shared topic.

Concepts should describe things. All the background information about the thing.

Concepts are not overly structured.

## Example Task Topic

A DITA topic of type task. This is a shared topic. Task topics are the most structured.

This is the `<prereq>` where you list the prerequisites for this task. This section is optional.

This is the `<context>` where you can provide a bit of background of things you should know before performing the task.

Some people consider this a "mini concept". If you realize you need a bit of lead in, but not enough for a stand alone topic, use the `<context>` in the task topic instead of a stand alone concept topic. This section is optional.

1. This is a `<step>` in a task topic. It is part of the `<steps>` element. You can use `<steps>` for numbered steps or `<steps-unordered>` for a non-numbered (usually bulleted) steps.
2. These are the heart and soul of task topic.

There are many additional special elements that can be used in a step to provide more information.

3. Both the `<steps>` and `<steps-unordered>` elements are optional.

That's correct, you can have a task with no procedure.

This is the `<result>` which lets you explain what happens after you complete the steps. This element is optional.

This is `<tasktroubleshooting>` where you can provide troubleshooting information for the entire task.

Not to be confused with `<steptroubleshooting>` which can be used for troubleshooting information for specific steps.

This element is optional.

This is an `<example>` you can use to provide an example for the entire task. This is not to be confused with the `<stepxmp>` which can provide a quick example for a specific step.

This element is optional.

This is the `<postreq>` where you describe what to do after completing the procedure.

This element is optional.

That's correct, all of these elements are optional. It is possible to have a valid task topic with only a `<title>` and `<shortdesc>`. However, the order of these main elements is not optional. For example, you cannot switch the order of the `<context>` and `<prereq>` without a specialization.

## The Terrible Task

Short descriptions are great!

What you need to do before hand.

Why you should do the task.

- Do the thing.  
About doing the thing.  
this is a text blob

- A list of things
- Looks, a different list of things.

Another text blob describing what completing the steps does.

Another text blob.

Here's an example

What to do next.

---

## Example Reference Topic

---

This is a DITA topic of type reference. This is a shared topic.

In general, a reference topic is used for things you look up. If you want to put it in a table, it probably should be a reference topic.

Reference topics can contain:

<code>&lt;section&gt;</code>	Generic text space.
<code>&lt;example&gt;</code>	Generic text but the intention is to hold some sort of example.
<code>&lt;properties&gt;</code>	A special list/table for properties and definitions.
<code>&lt;refsyn&gt;</code>	Syntax reference. Great for APIs.
<code>&lt;simpletable&gt;</code> or <code>&lt;table&gt;</code>	You can have a table.

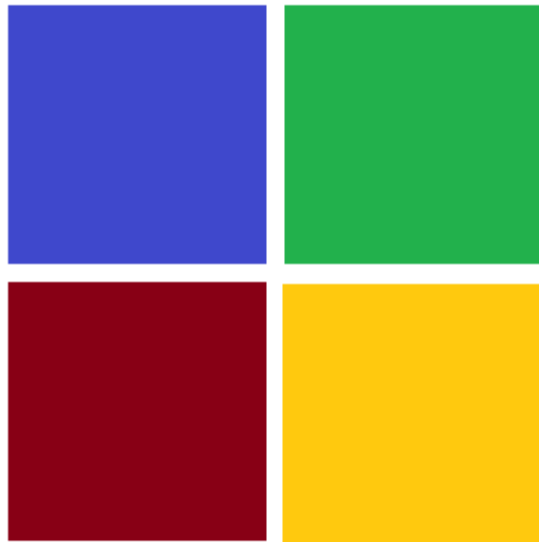
## About Concepts for Class

Learning how to write good short descriptions is important.

This is a free form space.

Yes I would like a new paragraph.

- Just like HTML
- Here's another list item



Let's use a key.

And if you want a numbered list:

1. Here's Item 1
2. Here's Item 2

With a sub paragraph.

Tenant Administrators can manage users and user roles from within Watson Commerce Insights. Ma

- **Adding and importing users**  
You can add individual users or a batch of users from Watson Commerce Insights.
- **Updating user roles**  
You can update user roles from within Watson Commerce Insights.
- **Searching for existing users**  
You can search for existing users within Watson Commerce Insights. From your search resul
- **Deleting users**  
You can delete a single user or multiple users from Watson Commerce Insights. Deleted use  
the account is deleted, the session is invalidated and further actions cannot be performed w

**Figure 2: This is a figure title**

```
This is a code block  
with example code
```

Here is another line.

**Figure 3: Figures are not just for text**

## Section title

More text about whatever.

### This is an example title

Here's more text. For inline formatting, like **uicontrol**, **wintitle**, or `codeph`.

## Insert an image

Inserting images in DITA is similar to adding an image in HTML.

1. Add an `<image>` element.
2. Add the `@href` attribute, providing the relative path to the image file you want to include.
3. If this is a large image, add the `@placement` attribute and set it to `break`.

## Class Reference Topic

Don't forget your short description.

### method

Here is some introduction text for my table. <http://www.google.com>

[The Terrible Task](#) on page 5

### options

here's some text

### return

Table heading	Column Heading
tabular data	



# Concept Basics

A topic that describes an idea.

Concepts are the most generic of the specialized topics.

A concept topic must contain the following:

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE concept PUBLIC "-//OASIS//DTD DITA Concept//EN"
"concept.dtd">
<concept id="All_topics_must_have_an_id">
  <title>Topic title</title>
  <shortdesc>The short description of the topic</shortdesc>
  <conbody>
    <p>Your topic content goes here. Most all basic authoring
elements are
    allowed here.</p>
  </conbody>
</concept>
```

<b>&lt;concept&gt;</b>	The root element for the concept topic.
<b>&lt;title&gt;</b>	All topics must have a title. Unless you provide <titlealts> (alternative titles for search results or navigation), the content of this element shows up wherever you link to this topic. The <title> appears in the topic as the heading, in the table of contents, and as the generated text in links to this topic.
<b>&lt;shortdesc&gt;</b>	While not required, the short description really, really should be. See <a href="#">About short descriptions</a> .
<b>&lt;conbody&gt;</b>	Container for the content, or body, of the topic.

The <conbody> contains the meat of your topic. You can use most all of the basic building blocks in a concept. See [Basic authoring](#).