SUSE Documentation Style Guide

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This guide provides answers to writing, style, and layout questions commonly arising when editing SUSE documentation. The GeekoDoc/DocBook markup reference at the end of this guide will help you choose the right XML element for your purpose. Following this guide will make your documentation more understandable and easier to translate.

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Contents

1 Audience

Before starting to write, define the target audience of your documentation. Adjust tone, style, and technicality of the text based on the intended audience. Keep in mind that not all facts that seem obvious to you will be obvious to your readers. If you move parts of documents into other documents, make sure to adapt the parts you move to the new document.

For later reference, document the defined target audience in the main file of every book and article. Place an XML comment directly before the relevant `<book/>` or `<article/>` element, such as this:

```
<!-- Target audience: institutional desktop users. -->
```

For more information using XML comments, see *Section 6.2, "XML Comments"*.

Generally, there is no need to add information about the target audience to the book or article content itself.

2 Names of Example Items

This section summarizes conventions for creating generic names for objects in documentation. At least some of the following names should be provided through entities. See also *Section 6.3, "Entities"*.

2.1 Domains

Use http://www.example.com and http://www.example.org as example domains. Both domains were registered for use in documentation.

2.2 Host Names

Use objects of the solar system: For the most important system, use `sun`. For other systems, use the names of planets such as `earth` or `mars`.

2.3 IPv4 Addresses

Use addresses from the class C subnet `192.168.255.0` for examples. That is, replace the final `0` by any integer between `0` and `255`. To create examples using a larger setup, use addresses from the private network ranges. For more information, see http://en.wikipedia.org/wiki/Private_network.

2.4 IPv6 Addresses

Use addresses from the subnet `2001:0db8::/32` for examples. That is, after the `2001:0db8:` prefix, add six four-digit numbers, each separated by a colon on both sides. Each of the hexadecimal digits may have a value between `0` and `f`. A valid example URL is `2001:0db8:0123:4567:89ab:cdef:1234:5678`. For more information, see http://en.wikipedia.org/wiki/IPv6_subnetting_reference.

2.5 Users

For example users, use free-software mascots, such as Tux (Linux Kernel), Wilber (The GIMP), Geeko (SUSE), Foxkeh (Firefox), Konqi (KDE), or Duke (Java). In prompts, use the lowercase version of these names.

3 Outline of a Manual

Maintain a consistent structure within your documents. The structure can vary between different books, articles or projects, but the most common parts of the document structure are documented here.

3.1 Books

Always use a document structure that includes the following elements, in that order: a preface, and chapters which are split in sections. Optionally, add appendixes, a glossary, and an index. In some cases, parts can be created at the outline level above chapters.

Title Page and Imprint

Both title page and imprint are created automatically, but depend on information being present in the book.

- **Title.** Work with the marketing department to define the correct book title. The book title should not contain the product name and version.
- **Product Name and Product Version.** Work with the marketing department to find the correct product name and version number. Mark this information up with `<productname/>` and `<productnumber/>`, respectively.
- **Documentation Version or Revision Information.** Use the `<releaseinfo/>` element to mark up version or revision numbers of the documentation itself. For more information on enabling SVN revision information in your document, see http://svnbook.red-bean.com/en/1.7/svn.advanced.props.special.keywords.html.
- **Authorship Information.** Create a separate file `authors.xml` and add an `<authorgroup/>` listing all authors and contributors inside it. Include this file with an XInclude.
- **Copyright Notice.** Use the standard copyright notice reproduced below. Change the starting year of the copyright protection to the current year.

EXAMPLE 1: STANDARD COPYRIGHT NOTICE

```
<legalnotice>
 <para>
  Copyright &copy; [starting year]&ndash;<?dbtimestamp format="Y"?>
  SUSE LLC and contributors. All rights reserved.
 </para>
 <para>
  Permission is granted to copy, distribute and/or modify this document
  under the terms of the GNU Free Documentation License, Version 1.2 or
  (at your option) version 1.3; with the Invariant Section being this
  copyright notice and license. A copy of the license version 1.2 is
  included in the section entitled <quote>GNU Free Documentation
  License</quote>.
 </para>
 <para>
  For &suse; trademarks, see
  <link xlink:href="http://www.suse.com/company/legal/"/>.
  All other third-party trademarks are the property of their respective
  owners. Trademark symbols (&reg;, &trade; etc.) denote trademarks
```

```
  of &suse; and its affiliates. Asterisks (*) denote third-party
  trademarks.
 </para>
 <para>
  All information found in this book has been compiled with utmost
  attention to detail. However, this does not guarantee complete
  accuracy. Neither SUSE LLC, its affiliates, the authors nor the
  translators shall be held liable for possible errors or the
  consequences thereof.
 </para>
</legalnotice>
```

Abstract

Use an abstract to summarize the information provided in a book, article, or set in five or fewer sentences. Summarize the topic instead of summarizing the outline.

EXAMPLE 2: AN ABSTRACT

> SUSE Linux Enterprise ships with several file systems, including Btrfs, Ext3, Ext4. Each file system has advantages and disadvantages that make it more or less suitable for a scenario. Professional high-performance setups can require a different choice of file system than a home user setup. This guide will help you choose the right one.

Table of Contents

The table of contents is generated automatically.

Preface

The preface of a book contains a brief overview of the content of a manual, related manuals, and typographical conventions. It may also contain information about its target audience.

Parts

If you are writing a book with many chapters, create parts at the outline level above chapters. Parts should contain at least three chapters. Keep part titles clear and concise. Often a single noun is enough. Typical part titles include *Installation* or *Network*.

Chapters

Chapters typically consist of the following elements (appendixes should be regarded an exception):

- **Highlights.** Use a highlights section to summarize the information provided in a chapter in four or fewer bullet points. Summarize the topic instead of summarizing the outline.

EXAMPLE 3: A HIGHLIGHTS SECTION

> This chapter will:
>
> - Give you an overview over the file systems available in SUSE Linux Enterprise, such as Ext3, Ext4, and Btrfs.
> - Inform you about their distinctive advantages and disadvantages.
> - Help you choose the right one for your purpose.

- **Introductions.** Any introductory information follows directly after the highlights section and should not be placed in a separate section.
- **Sections.** Structure the detailed information, so readers can skim the text. Create sections for every major task, such as installing, configuring, monitoring, and administering. If helpful, split sections into subsections, but avoid going above three levels of sections.
  Sections start with an introductory paragraph outlining the focus of the section. If the section describes a sequential task, follow the introduction with a procedure description, as discussed in *Section 5.17, "Procedures"*. Steps of a procedure can contain a cross reference to subsections where topical background is provided and an action is explained in detail. See also *Section 5.5, "Cross References"*.
- **Troubleshooting.** In this section, collect common mistakes and problems. The section should always be named *Troubleshooting*. Use the DocBook element `<qandaset/>` (a Question and Answer section) to mark up *Troubleshooting* problems. In case you want to describe solutions to more than ten problems, add topical subsections (`<qandadiv/>` elements) below the *Troubleshooting* section.
- **For More Information.** In this section, collect Web links to all sources of information that might prove helpful in a given context. Follow the general referencing guidelines in *Section 5.5, "Cross References"* when creating such sections.

Glossary

The optional glossary contains important terms in alphabetical order and provides a brief explanation.

3.2 Articles

For articles, use a structure similar to that of books. However, note that there is no equivalent of parts in articles. Additionally, in articles, the function of chapters is filled by first-level sections (`<sect1/>`).

4 Language

The following rules are intentionally kept concise. When in doubt about a style rule, see *The Chicago Manual of Style*, 15th Edition. When in doubt about the spelling or usage of a word, first see *Appendix A, Terminology and General Vocabulary*. When the usage of a word is not regulated there, use American English spellings as defined on http://www.merriam-webster.com/ (http://www.m-w.com/ for short).

If a product you are documenting is not listed in the terminology table, refer to the SUSE home page, http://www.suse.com. If the product is not mentioned on the SUSE home page, refer to the Marketing department.

4.1 Abbreviations

Where possible, avoid using abbreviations. Especially avoid unusual abbreviations. You may create plurals of acronyms. In all other cases, avoid creating plurals of abbreviations.

4.1.1 Acronyms

Headlines or captions must not contain both an acronym and its expansion. When dealing with a term that is commonly written as an acronym, use the acronym in the title. When mentioning the term for the first time in the following text, use its expanded form. All following occurrences of the term in this chapter should then use the acronym.

Sometimes chapters and parts are used across multiple documents, therefore provide the expansion of an acronym at least once per chapter. Provide the expansion by adding it in parentheses after the acronym.

Create plural forms of acronyms by adding a lowercase “s,” for example, use “CDs” and “BIOSs.” Never add an apostrophe before the “s.”

Avoid using possessive forms of acronyms (a negative example would be “XML’s specification”) for reasons of clarity.

4.1.2 Latin Abbreviations

Do not use Latin abbreviations. Use the full English form: for example, use “that is” instead of “i.e.”. As an exception to this rule, the abbreviation *etc.* is allowed.

4.1.3 Units of Measurement

You may use abbreviations of common units of measurement. For more information on units of measurement, see *Section 4.10, “Numbers and Measurements”*.

4.2 Capitalization and Title Style

In all running text, use sentence-style capitalization. That is, only capitalize the first word of a sentence and proper names.

Use title-style capitalization for all types of headings and titles, including figure and table titles. This style is explained in *The Chicago Manual of Style* 8.167. A simplified version of these rules is below:

1. Capitalize the first and the last word.
2. Write articles in lowercase. Articles are: *the*, *a*, and *an*.
3. Write prepositions in lowercase unless they are used with a verb (“Logging In”) or in a noun (“The On Button”). Prepositions are for example: *up*, *in*, *of*, *through*, and *between*.
4. Write certain conjunctions in lowercase: *and*, *but*, *for*, *nor*, and *or*.
5. Write *as* and *to* in lowercase.
6. Capitalize everything that is not mentioned above.

In variable lists, capitalize the term in title style unless it is a complete sentence. In all list items, use sentence-style capitalization (capitalize the first letter and proper nouns only). Use title style for row and column labels in tables.

4.3 Commas

Use commas between all items in a series of three or more elements. For example, write “a, b, and c.” Use commas around phrases like *for example* and *that is*. Introductory phrases at the beginning of a sentence are normally followed by a comma. For example, “Before using YaST Online Update, configure a network connection.”

4.4 Contractions

Do not use contractions, unless you are purposefully writing a casual document.

4.5 Dashes

Use en dashes (–) between numbers in a range in tables and figures.

For punctuation, use em dashes (—). Do not surround em dashes with spaces. Use em dashes sparingly.

4.6 End of Sentence Punctuation

End sentences in a period. Avoid using exclamation marks. Restrict question marks to question and answer sections.

4.7 File and Directory Names

Under Linux, objects like directories, printers, or flash disks are all considered files. Therefore, the naming and markup conventions are the same for “drives” (for example, hard disks, CD-ROM drives, or flash disks), directories, or files.

The layout for file names and directory names is the same. See the following example:

- Use forward slashes to separate nested directory or file names.
- When giving absolute paths, always start with a leading slash to indicate the root of the file system.
- Do not use a trailing slash to distinguish between a file and a directory. Where differentiation is needed, provide it textually.

Most Linux file systems are case-sensitive. Use capitals exactly as they appear in the file system. For more information on markup aspects, see *Section 5.15, "References to Other External Resources"* and *Section 5.4.2, "File Names"*.

When it is necessary to refer to file extensions, such as in compound words like "PDF file", always capitalize the extension.

4.8 Gender Bias

Avoid indicating gender in your documentation. If possible, use plural to allow use of "they" as the pronoun. Otherwise, use "he or she."

For naming of example items, refer to *Section 2, "Names of Example Items"*. For more information on how to avoid gender bias, refer to *The Chicago Manual of Style* 5.43.

4.9 Headings

Keep headings short and simple. Do not use both an acronym and the written-out form in a heading. Make sure that headlines in a chapter follow the same pattern.

Provide at least some introductory information between a heading and its subheadings.

For advice on how to nest sections, refer to *Section 5.16, "Outline Levels"*.

4.10 Numbers and Measurements

Write the integers zero through nine as words. Use numerals for all other numbers.

When the unit of a measurement is abbreviated, always use numerals for the number. In measurements, add a non-breaking space (` `) between the numeral and its corresponding unit abbreviation.

For more information, refer to *The Chicago Manual of Style* 9.6.

4.11 Possessives

Do not use possessives of acronyms and trademarked terms. Avoid possessives of inanimate objects.

4.12 Prefixes

Add a hyphen after the prefix to prefixed words only if:

- The last letter of the prefix and the first letter of the word are the same.
- You foresee misunderstandings. For example, there is a difference in meaning between “recreate” and “re-create”.

4.13 Semicolons

Avoid using semicolons to join sentences. You may use semicolons in place of commas in very complicated series.

4.14 Slashes

Do not use slashes except when they are part of a standard technical term, such as *TCP/IP* or *client/server*.

4.15 Sentence Structure

Form clear and direct sentences with 20 words or less. Avoid complicated clauses. Make sure that the relationship between subject, verb, and object are clear. Avoid joining sentences with semicolons. Avoid ending sentences with prepositions.

Avoid using parentheses. Where they are necessary, move them to the end of the sentence. Never nest parentheses.

Always let the reader know the objective of an action before describing the action itself. As an example, write: “To restore world peace, click *Shake Hands*.”

4.16 Tense

Use the simple present tense. Apply the simple present tense even to sentences with “if” or “when” clauses: “If this happens, go there.”

Prerequisites of an action should be expressed in the present tense as well: “Glibc is installed.” In some cases, no verb is necessary before the prerequisite of an action: “a 1 GHz processor or better.”

4.17 Tone and Voice

Maintain a professional tone. Do not use contractions, except in casual documents. Do not use humor. Be honest and avoid absolutes and exaggerations, but focus on positive aspects.

Use second person (“you”) to refer to the reader. Normally, the reader is the user or administrator that does the actions described. Do not overuse “you.” It is often understood, especially in directions.

Where possible, use active voice. In active voice, the subject of the sentence performs the verb. For example, “The root user performs administrative tasks” is active voice. “Administrative tasks are performed by the root user” is passive voice.

Use passive voice if there is no emphasis on the object of the verb or if the performer of the action is unknown. “A Samba server must be configured in the network” is an example of proper use of passive voice. The emphasis is on the server, not on the person configuring it.

4.18 Trademarks

Most products referenced in the documentation are trademarked. Follow these rules when dealing with these terms:

- Never use trademarks in headings.
- Only use the marked version on the first occurrence of the product name in a chapter.
- Only use the ®, ™, or ℠ marks for Micro Focus products.
- Use an * (asterisk) for all service marks or trademarks of third-party companies. This acknowledges the service mark or trademark of the other company. It also protects SUSE if the protection of the brand changes in any way.

For more information on markup aspects, see *Section 5.18, “Products”*.

4.19 User Interface Items

When referring to labels of user interface items, do not include ending punctuation such as `…` or `:`. Whenever possible, refer to user interface items without identifying them as any special type of element. For example, use "click *OK*" rather than "click the *OK* button." However, complex dialogs may require more specific wording.

For instructions concerning markup, refer to *Section 5.21, "User Interface Items"*.

4.20 Quotations

Use quotations to quote from sources, such as books. In most other cases, you should not use quotation marks. For example, avoid ironic usage of words entirely. In the case of computer input and output or user interface elements, use more appropriate markup. See also *Section 5.4, "Command Line Input and Output"* and *Section 5.21, "User Interface Items"*.

To create quotations, use the `<quote/>` element, as it is easier to localize than hardcoded quotation marks and always provides typographic quotes.

Punctuation directly following the quoted text should be included within the quotation marks, as illustrated in *Example 4, "Quote"*.

EXAMPLE 4: QUOTE

> "Suds may froth," the sign reads.

5 Structure and Markup

Structure your documentation by tasks relevant to the user instead of providing reference documentation by describing each part of the user interface individually. Often, it is unnecessary to describe every minor functionality of a product. Describe what a product can do rather than its limitations.

SUSE uses the GeekoDoc Relax NG schema which is compatible with DocBook 5.1. Thus, for more detailed descriptions of the elements of a book, see the *DocBook 5.1: The Definitive Guide* sections listed in *Table 1, "Important Elements"*.

TABLE 1: IMPORTANT ELEMENTS

Element	Web Link
`<appendix/>`	http://www.docbook.org/tdg51/en/html/appendix.html
`<book/>`	http://www.docbook.org/tdg51/en/html/book.html
`<chapter/>`	http://www.docbook.org/tdg51/en/html/chapter.html
`<glossary/>`	http://www.docbook.org/tdg51/en/html/glossary.html
`<part/>`	http://www.docbook.org/tdg51/en/html/part.html
`<preface/>`	http://www.docbook.org/tdg51/en/html/preface.html
`<sect1/>`	http://www.docbook.org/tdg51/en/html/sect1.html

5.1 Admonitory and Advisory Paragraphs

To make readers aware of potential problems and recent changes, or to give them tips, use an admonition element. Avoid using more than one admonition per page of PDF output.

- `<warning/>`. Use these elements to warn of security issues, potential loss of data, damage to hardware, or physical hazards. Warnings must always precede the action to which they apply.
- `<important/>`. Use these elements to give vital information.
- `<tip/>`. Use these elements to introduce guidelines or give tips.
- `<note/>`. Use these elements to highlight software version differences.

Follow these rules when writing admonitions:

- Add a `<title/>` to admonitions. In the title, state the subject of the admonition and, in the case of a `<warning/>`, also the source of danger.
- `<warning/>` *or* `<important/>`*:* In the first paragraph, clearly state possible consequences of ignoring the danger.
- `<warning/>` *or* `<important/>`*:* In the second paragraph, explain how to avoid the danger. If there are multiple ways to avoid a danger, use an unordered list. If fewer than five consecutive steps need to be taken to avoid a danger, use an ordered list. If more than five consecutive steps need to be taken, use a cross reference to another part of the documentation.

EXAMPLE 5: AN EXAMPLE OF A WARNING (SOURCE)

```
<warning>
  <title>Do not interrupt creation of file systems</title>
  <para>Creating a file system can take multiple hours. Interrupting this
    process will result in a corrupt file system and an unusable installation.
  </para>
  <para>Always wait until formatting has finished.</para>
</warning>
```

Warning: Do not interrupt creation of file systems

Creating a file system can take multiple hours. Interrupting this process will result in a corrupt file system and an unusable installation.

Always wait until formatting has finished.

5.2 Application Names

When referring to an application, add a `<phrase role="productname"/>` element around it. This will not result in a visual change but disables hyphenation:

```
<phrase role="productname">LibreOffice</phrase> is an office suite.
```

5.3 Callouts

Add the `<co/>` elements directly after the part of a screen that you want to annotate. Do not try to align them above the part of a screen to annotate. Do not use more than ten callouts per example.

See also *Section 5.7, "Examples"*.

EXAMPLE 6: EXAMPLE OF CALLOUTS (SOURCE)

```
<screen>color white/blue black/light-gray <co xml:id="co.color"/>
default 0 <co xml:id="co.default"/></screen>
<calloutlist>
  <callout arearefs="co.color">
    <para>Colors of the boot loader menu.</para>
  </callout>
  <callout arearefs="co.default">
    <para>Defines the preselected option.</para>
  </callout>
</calloutlist>
```

EXAMPLE 7: EXAMPLE OF CALLOUTS (OUTPUT)

```
color white/blue black/light-gray ❶
default 0 ❷
```

❶ Colors of the boot loader menu.

❷ Defines the preselected option.

TABLE 2: ELEMENTS RELATED TO `<callout/>`

Element	Web Link
`<co/>`. Inline element to mark an area within a `<screen/>`.	http://www.docbook.org/tdg51/en/html/co.html
`<calloutlist/>`. Block element containing a list of descriptions for each of the marked areas.	http://www.docbook.org/tdg51/en/html/calloutlist.html
`<callout/>`. Block element containing a description of a single area marked with `<co/>`.	http://www.docbook.org/tdg51/en/html/callout.html

5.4 Command Line Input and Output

When dealing with user input and system output shorter than 30 characters, format it with an inline element, such as `<command/>` or `<filename/>`. In all other cases, close the current paragraph and enclose it in a `<screen/>` element. See also *Section 5.7, "Examples"*.

TABLE 3: ELEMENTS RELATED TO COMMAND LINE INPUT AND OUTPUT

Element	Web Link
`<screen/>`. Block element in which all characters are reproduced exactly as they are in the source of the document. See also *Section 5.7, "Examples"*. Can contain any of the inline elements listed in this table.	http://www.docbook.org/tdg51/en/html/screen.html
`<command/>`. Inline element that contains the name of an executable program or the command that a user types to execute a program. Can contain `<replaceable/>` elements.	http://www.docbook.org/tdg51/en/html/command.html
`<option/>`. Inline element that contains an argument to a command or instruction. Can contain `<replaceable/>` elements.	http://www.docbook.org/tdg51/en/html/option.html
`<replaceable/>`. Inline element that contains content that can or must be replaced by the user.	http://www.docbook.org/tdg51/en/html/replaceable.html
`<filename/>`. Inline element that contains the name of a directory or file. Can contain `<replaceable/>` elements.	http://www.docbook.org/tdg51/en/html/filename.html
`<varname/>`. Inline element that contains the name of a variable. Can contain `<replaceable/>` elements.	http://www.docbook.org/tdg51/en/html/varname.html

5.4.1 Commands

Commands can be embedded in running text or presented as part of a screen environment. In running text, use `<command/>` when referring to an actual command you would use on a command line:

```
To start LibreOffice from the command line, use
<command>loffice</command>.
```

Where options belong to a command, add them after the command markup and a space character using the element `<option/>`:

```
To start LibreOffice Writer from the command line, use
<command>loffice</command> <option>--writer</option>.
```

Use markup for commands even inside `<screen/>` environments. To avoid spelling or capitalization errors, where possible, run commands before adding them to the documentation.

See also *Section 5.4.5, "Prompts"*.

5.4.2 File Names

A file name is the name of a file on a local or network disk. Can contain a simple name or could include a path or other elements specific to the operating system. See also *Section 4.7, "File and Directory Names"*.

```
Find the log file <filename>configuration.xml</filename>
in the directory <filename>/etc/sysconfig</filename>.
```

5.4.3 Placeholders

To mark up text that readers need to replace, use the `<replaceable/>` element.

```
To list the contents of a directory, execute
<command>ls <replaceable>directory</replaceable></command>.
```

5.4.4 Literals

Use `<literal/>` to mark up data taken literally from a computer system.

```
To create a comment, insert <literal>#</literal> characters.
```

5.4.5 Prompts

When documenting commands entered into Bash with a `<screen/>` element, always prefix them with a prompt marked up this way:

```
<prompt>tux &gt; </prompt><command>ls</command>
```

To avoid making prompts longer than necessary, never include a host name or a path. The first restricted user should always be named *tux*. For more information on names of restricted users, see *Section 2, "Names of Example Items"*.

Avoid using root prompts in your documentation by using the **`sudo`** command where applicable. If you do need a root prompt, always mark it up as following:

```
<prompt>root # </prompt><command>yast</command>
```

When documenting prompts other than the one of Bash, use a custom prompt that is as generic as possible.

For consistency, it is helpful to create entities for the prompts used in your documentation. For more information, see *Section 6.3, "Entities"*.

5.4.6 Screens

Screens are used to present:

- long commands and commands together with their output
- system output, such as system messages
- code or configuration examples

```
<screen><prompt>tux > </prompt><command>ls /</command>
bin   dev   lib         mnt     proc  sbin     suse  usr
boot  etc   lib64       mounts  root  selinux  sys   var
data  home  lost+found  opt     run   srv      tmp</screen>
```

- Use screens only where necessary for understanding the documentation. Present longer screens as examples. For more information, see *Section 5.7, "Examples"*.
- Do not add empty lines at the beginning or end of screens. They can be cut away by the `suse2013` stylesheets, however, most stylesheets do not have such functionality.
- Text in screens should not follow the indentation level of the XML around them: All indentation will be reproduced verbatim.
- Lines in a screen should be at most 80 characters long. If you are working in a structure with less available space, such as within a list or within a table, work with appropriate shorter line lengths.
- To make long shell commands less unwieldy, split them into multiple lines at appropriate positions, such as after the end of an option. At the end of each line but the last, append a `\`. The character `\` informs the shell that the command invocation will continue after the end of the line. Splitting commands into lines can also be helpful for aligning callouts with the right option.
- To work with long output, especially tabular output, use either of the following strategies:
  - Remove or replace items that are irrelevant to your goal. For example, replace long file names by shorter ones or remove a table column and replace it with `[...]`.
  - Use a processing instruction at the beginning of the screen to decrease font size:

    ```
    <?dbsuse-fo font-size="SIZEem"?>
    ```

    Replace *`SIZE`* by a suitable value, such `0.7`. Choose a value between `0.55` and `1`. Values outside that range will lead to either unreadably small or unsuitably large text.

See also *Section 5.7, "Examples"*, *Section 5.4.1, "Commands"*, *Section 5.4.5, "Prompts"*, and *Section 5.3, "Callouts"*.

5.4.7 Variable Names

To reference to names of variables, use the `<varname/>` element:

```
To select another display manager, start the YaST system configuration editor
and change the value of <varname>DISPLAYMANAGER</varname>.
```

5.5 Cross References

Use the `<xref/>` element (read: “cross ref”) when referring to an appendix, chapter, example, figure, part, preface, section, table, or question and answer set. The element referenced needs to have an `xml:id` attribute. Do not insert text labels such as “appendix,” “chapter,” “table,” or “figure.” These labels are generated automatically.

To be able reference an otherwise untitled element, add the attribute `xreflabel` to the element with a useful title as its value. Never create references to single paragraphs (`<para/>`).

Other types of references to resources are described in *Section 5.15, “References to Other External Resources”* and *Section 5.8, “External Links”*. Create identifiers to reference from cross references using the rules under *Section 5.11, “Identifiers”*.

EXAMPLE 8: EXAMPLE OF A CROSS REFERENCE (SOURCE)

```
<sect2 xml:id="sec.cross_reference">
  <title>Cross References</title>
  <para>Use the <sgmltag class="emptytag">xref</sgmltag> element ...</para>
...
  <para>See <xref linkend="sec.cross_reference"/>.</para>
</sect2>
```

EXAMPLE 9: EXAMPLE OF A CROSS REFERENCE (OUTPUT)

> See *Section 5.5, “Cross References”*.

5.6 Emphasis

Where possible, indicate stress with language only. If that is not possible, use the `<emphasis/>` element to indicate stress.

Where added emphasis is needed, use the `role="bold"` attribute.

```
This will be displayed in <emphasis>italics</emphasis>. This
will be displayed in <emphasis role="bold">bold</emphasis>
```

5.7 Examples

Use examples to illustrate complex processes. The rules established in *Section 5.9.1, “Graphics”* also apply to examples.

Examples usually contain `<screen/>` elements. Additionally, there can be callouts and explanatory text.

Always give examples a title and an identifier.

For more information on screen environments, see *Section 5.4.6, "Screens"*. For more information on displaying computer input and output, see *Section 5.4, "Command Line Input and Output"*. To annotate examples, use callouts. Callouts are described in *Section 5.3, "Callouts"*.

EXAMPLE 10: EXAMPLE OF AN EXAMPLE

```
<example xml:id="ex.example">
  <title>Example of an Example</title>
  <screen><prompt>tux &gt; </prompt><command>ps <option>-xa</option></command>

5170 ?        S      0:00 kdeinit: khotkeys
5172 ?        S      0:02 kdeinit: kdesktop
5174 ?        S      0:04 kdeinit: kicker</screen>
```

TABLE 4: ELEMENTS RELATED TO `<example/>`

Element	Web Link
`<example/>`. Formal block element containing a `<title/>` and a `<screen/>` or other elements such as lists or paragraphs.	http://www.docbook.org/tdg51/en/html/example.html
`<screen/>`. Verbatim block element for displaying text that readers might see on a computer terminal or in a text file.	http://www.docbook.org/tdg51/en/html/screen.html

5.8 External Links

Use the `<link/>` element to mark up URLs that can be opened with a Web browser, such as http://www.example.org/. Always add the correct protocol prefix (for example, `http://`), otherwise links will not work. Never use `filename` for a link, as that would both disable the link checker and make the link unclickable. Avoid entering a text label between `<link/>` start and end tags. Instead, use a self-closing tag:

```
<link xlink:href="http://www.example.org/"/>
```

Make URLs as short as possible before adding them to documentation. Many long URLs can be shortened by leaving away non-essential pieces. This is especially often the case with search URLs or URLs of Internet news media. If a Web site provides a built-in URL shortener, use that. Do not use external URL shorteners. External URL shorteners hide the destination a link points to. They also introduce an extra element of uncertainty, as the shortening service may disappear or become unreliable in the future.

Do not use `<link/>` to link to SUSE documentation outside of the current document set. Instead, use the appropriate entity for the book title. Always reference the book itself, as chapter names can change.

Where possible, collect links in a "For More Information" section at the end of the chapter. This helps readers focus on your documentation instead of leading them immediately to other resources.

To mark up multiple links, create an `<itemizedlist/>` around them. Do not use a list environment for a single link. If you need to present many links, group them by topic and create a separate list environment for each group. Provide a comprehensive title for each of the groups or an introductory sentence. For more information on creating lists, see *Section 5.13.1, "Unordered Lists"*.

Where possible, provide translators with localized versions of links in the comments of the source file.

Other types of references to resources are described in *Section 5.5, "Cross References"* and *Section 5.15, "References to Other External Resources"*.

5.9 Figures

For figures within lists or procedures, use the `<informalfigure/>` element. In all other cases, use the `<figure/>` element. Always assign an `xml:id` attribute to `<figure/>` elements. Reference figures from the text by means of a cross reference. For more information, see *Section 5.5, "Cross References"*.

All referenced image files must have a lowercase alphanumeric file name. Provide an appropriate image width using the `width` attribute. Always add a `<textobject role="description"/>` as in *Example 11, "Example of a Figure"* to provide an alternative text for the HTML output.

EXAMPLE 11: EXAMPLE OF A FIGURE

```
<figure xml:id="fig.picture">
```

```
  <title>An Interesting Picture</title>
  <mediaobject>
    <imageobject role="fo">
      <imagedata fileref="picture.eps" width="80%" format="EPS"/>
    </imageobject>
    <imageobject role="html">
      <imagedata fileref="picture.png" width="80%" format="PNG"/>
    </imageobject>
    <textobject role="description">
      <phrase>Cat chasing Geeko</phrase>
    </textobject>
  </mediaobject>
</figure>
```

TABLE 5: ELEMENTS RELATED TO `<figure/>`

Element	Web Link
`<figure/>`. Formal block element containing a `<title/>` and a `<mediaobject/>`.	http://www.docbook.org/tdg51/en/html/figure.html
`<informalfigure/>`. Informal block element containing a `<mediaobject/>`.	http://www.docbook.org/tdg51/en/html/informalfigure.html
`<mediaobject/>`. Block element containing one or more `<imageobject/>` elements. Place additional textual descriptions inside `<textobject/>` elements.	http://www.docbook.org/tdg51/en/html/mediaobject.html
`<imageobject/>`. Element containing `<imagedata/>` and meta information about the image.	http://www.docbook.org/tdg51/en/html/imageobject.html
`<imagedata/>`. Element that points to an external image file.	http://www.docbook.org/tdg51/en/html/glossary.html
`<textobject/>`. Element containing textual description of a media object as a fallback option.	http://www.docbook.org/tdg51/en/html/textobject.html

5.9.1 Graphics

Keep graphics as simple as possible. Use as little text as possible. To allow for translation, reserve twice as much space for runs of text as the English version of it consumes.

5.9.2 Screenshots

Use screenshots to illustrate complex situations in which the user cannot easily follow the instructions otherwise.

- Be selective. Only illustrate steps in which meaningful user interactions are necessary. Do not create screenshots of progress bars or confirmation windows. Usually, it is unnecessary to create a screenshot of every step of an instruction.
- Always create screenshots illustrating the situation right before an action has been taken.
- Insert screenshots directly after the textual description of the action.
- Make sure screenshots focus on what they are supposed to illustrate. When documenting application windows, create a screenshot of the window only. When documenting Web applications, only reproduce the contents of the tab instead of the entire browser window.
- Avoid creating screenshots of windows higher or wider than 800 pixels at 96 pixels per inch. When creating screenshots of applications scaled for a higher pixel-per-inch count, apply a proportionally larger maximum window size.
- Create screenshots that are recognizable to readers. For example, create screenshots of KDE applications on a KDE desktop with the default KDE theme and disable toolbar modifications you have made.
- Use grayscale font antialiasing (default on SUSE operating systems). Subpixel font antialiasing creates colored letter edges when zoomed or printed.
- Where applicable, follow the rules in *Section 2, "Names of Example Items"*.
- Avoid editing screenshots. If you need to edit a screenshot, use the Shutter application. To anonymize portions of a screenshot, use the *Pixelize* tool. To highlight parts of a screenshot, use the *Rectangle* tool or the *Arrow* tool. Never add callouts, text or freely drawn objects. Always select colors that provide a good contrast with their background.

5.10 Glossaries

An optional glossary contains terms and their definitions. Make sure that the glossary entries are appropriate to the intended audience. Define unfamiliar terms and special jargon.

Define infinitive forms of verbs and singular nouns. Use lowercase for the term unless it is a proper noun.

Use cross-references to link acronyms with their written out forms. Define the written out form. Use a *See* reference for the acronym form to link it to the defined written out form.

The markup for a glossary entry is shown in *Example 12, "A Typical Example of a Glossary"*.

EXAMPLE 12: A TYPICAL EXAMPLE OF A GLOSSARY

```
<glossary>
<title>Glossary</title>
  <glossentry>
    <glossterm xml:id="gt.extensible">Extensible Markup Language</glossterm>
    <glossdef>
      <para>A markup language that defines a set of rules for encoding
        documents in a format that is both human-readable and machine-readable.
      </para>
    </glossdef>
  </glossentry>
  <glossentry>
    <glossterm>XML</glossterm>
    <glossdef>
      <para>See also <xref linkend="gt.extensible"/>.</para>
    </glossdef>
  </glossentry>
</glossary>
```

5.11 Identifiers

- Always use an `xml:id` attribute in parts, chapters, appendixes, sections, figures, and examples. Identifiers can be used in other elements as well, such as tables and procedures.
- In identifiers, only use alphanumeric characters, `.`, `_`, and `-`.
- Identifiers consist of up to three parts. Join these parts with a `.`.

1. **Prefix.** Signifies the type of XML element. Use in accordance with *Table 6, "Abbreviations for Different Elements in an `xml:id` Attribute"*.
2. **Chapter Title Label.** Shortened version of the title of the parent chapter or parent chapter-level element (preface, appendix, etc.). Do not add a chapter title label to chapters and chapter-level elements themselves. Do not add chapter title identifiers within articles. Do not use `.` within the chapter title label.
3. **Element Title Label.** Shortened version of name of the title of the element itself. Do not use `.` within the element title label.

EXAMPLE 13: **EXAMPLES OF IDENTIFIERS**

```
xml:id="cha.install"
xml:id="sec.install.yast"
xml:id="tab.install.source"
```

- Use short, memorable, English terms or phrases as title labels. Favor longer terms over non-obvious abbreviations. Always use the singular of nouns and the infinitive of verbs. For example, a section about installing with YaST could be called `sec.install.yast`.

Do not rework identifiers in existing documentation, instead apply these rules to newly created documentation only.

TABLE 6: **ABBREVIATIONS FOR DIFFERENT ELEMENTS IN AN `xml:id` ATTRIBUTE**

Element	Prefix
`<appendix/>`	`app`
`<book/>`	`book`
`<co/>`	`co`
`<chapter/>`	`cha`
`<example/>`	`ex`
`<figure/>`	`fig`
`<glossary/>`, `<glossterm/>`	`gl`
`<itemizedlist/>`	`il` [a]
`<listitem/>`	`li`

Element	Prefix
`<indexterm/>`	`idx` [b]
`<orderedlist/>`	`ol` [a]
`<part/>`	`part`
`<procedure/>`	`pro`
`<qandaset/>`, `<qandadiv/>`, `<qandaentry/>`	`qa`
`<sect1/>`, `<sect2/>`, etc.	`sec`
`<set/>`	`set`
`<step/>`	`st`
`<table/>`	`tab`
`<variablelist/>`	`vl`
`<varlistentry/>`	`vle`

Only add an `xml:id` attribute when the list has a `title` element

Only add when creating index ranges

5.12 Indexes

Insert index terms as close to the relevant text as possible. When more than five paragraphs belong to a topic, use a page range. Nest index terms up to two levels deep.

Index information users are likely to be looking for. Consider that users might not have in mind the same terms you do. This is especially often the case when it comes to highly technical words or brands.

Adapt breadth and depth of index terms included of a topic to the weight the topic has within the manual. Do not index “For More Information” sections, abstracts, or passing mentions of items.

Be consistent in the terms you index. Write nouns in the plural. Write verbs in the gerund (*-ing* form). Use sentence-style capitalization.

If an entry has six or more page references, create more specific subentries. If an entry only has a single subentry, delete the subentry.

Check for spelling errors and inconsistencies that result in multiple items in the index. Check all *see* and *see also* references for consistency. Do not create index entries that have both a page and a *see* reference. Avoid creating index entries that have both a page references and a *see also* reference.

`<indexterm/>` elements mark text passages that should be referenced in an `<index/>`. Simple `<indexterm/>` elements are placed in the flow of the document at the exact point which the Index page should refer to.

EXAMPLE 14: EXAMPLE OF A SIMPLE INDEX ENTRY

```
To configure DNS
<indexterm>
  <primary>DNS</primary>
  <secondary>configuring</secondary>
</indexterm>, use the DNS configuration utility.
```

An index range consists of two separate `<indexterm/>` elements, the first one signifying the start, the second the end of the indexed range.

EXAMPLE 15: EXAMPLE OF AN INDEX RANGE

```
<indexterm class="startofrange" xml:id="idx.install">
  <primary>installing</primary>
</indexterm>
…
<indexterm class="endofrange" startref="idx.install"/>
```

EXAMPLE 16: EXAMPLE OF A SEE INDEX ENTRY

```
<indexterm>
  <primary>installing</primary>
  <secondary>boot loaders</secondary>
  <see>GRUB</see>
</indexterm>
```

5.13 Lists

SUSE documentation uses the following types of lists (the respective XML elements are given in parentheses):

- Unordered lists (`<itemizedlist/>`). Also known as bullet lists.
- Numbered lists (`<orderedlist/>`).

- Descriptive lists (`<variablelist/>`). Also known as definition lists or variable lists.
- Procedures (`<procedure/>`). Also known as step-by-step instruction lists. Described in *Section 5.17, "Procedures"*.

Follow these rules when creating or editing lists:

- List environments should be used with caution. Their markup is quite distinct and overusing them might disrupt the text flow.
- Always introduce a list in the text. If needed for reference or better coordination with the related text, add a title and an `xml:id` attribute.
- A list must contain at least two items. If items are short and simple in structure, consider incorporating them in the flowing text instead of creating a list environment.
- Use sentence-style capitalization for list items. Use title-style capitalization for terms in descriptive lists.
- When using multiple sentences as a list item, end all items in that list with a period.
- Make sure that the items are grammatically parallel constructions providing a pattern that makes it easier to follow the text.

Never nest more than three lists within each other. In such cases, restructure the information using a combination of lists and running texts.

To be able to reference untitled lists, use the `xreflabel` attribute. For more information, see *Section 5.5, "Cross References"*.

TABLE 7: ELEMENTS RELATED TO LISTS

Element	Web Link
`<itemizedlist/>`. Block element for an unordered list. Contains multiple `<listitem/>` elements.	http://www.docbook.org/tdg51/en/html/itemizedlist.html
`<orderedlist/>`. Block element for a numbered list. Contains multiple `<listitem/>` elements.	http://www.docbook.org/tdg51/en/html/orderedlist.html
`<variablelist/>`. Block element for a descriptive list. Contains multiple `<varlistentry/>` elements.	http://www.docbook.org/tdg51/en/html/variablelist.html

Element	Web Link
`<varlistentry/>`. Element within a `<variablelist/>` that associates a `<term/>` and a `<listitem/>`.	http://www.docbook.org/tdg51/en/html/varlistentry.html
`<term/>`. Element whose content serves as the title of an element of a `<variablelist/>`.	http://www.docbook.org/tdg51/en/html/term.html
`<listitem/>`. A single list element. To add text to this item, first add a `<para/>` element.	http://www.docbook.org/tdg51/en/html/listitem.html

5.13.1 Unordered Lists

Unordered lists are often used to provide an overview of information or to introduce or summarize information. They should be used when the order of list items is irrelevant.

EXAMPLE 17: EXAMPLE OF AN UNORDERED LIST (SOURCE)

```
<para>The following operating systems are supported:</para>
<itemizedlist>
  <listitem>
    <para>Linux, Kernel 2.4 and newer</para>
  </listitem>
  <listitem>
    <para>FreeBSD 7 and newer</para>
  </listitem>
</itemizedlist>
```

EXAMPLE 18: EXAMPLE OF AN UNORDERED LIST (OUTPUT)

> The following operating systems are supported:
>
> - Linux, Kernel 2.4 and newer
> - FreeBSD 7 and newer

5.13.2 Numbered Lists

Use numbered lists when items have a strict order, hierarchy, or importance. If order is not relevant, use an unordered list or a descriptive list. Do not use numbered lists to describe procedures. Complex sequential actions are better described by means of the procedure environment. For more information, see *Section 5.17, "Procedures"*.

EXAMPLE 19: EXAMPLE OF A NUMBERED LIST (SOURCE)

```
<para>Before installing, make sure of the following:</para>
<orderedlist>
  <listitem>
    <para>The network connection of the computer is configured
      properly.
    </para>
  </listitem>
  <listitem>
    <para>The latest security updates are installed. If you are in
      doubt, run an online update.
    </para>
  </listitem>
</orderedlist>
```

EXAMPLE 20: EXAMPLE OF A NUMBERED LIST (OUTPUT)

> Before installing, make sure of the following:
>
> 1. The network connection of the computer is configured properly.
> 2. The latest security updates are installed. If you are in doubt, run an online update.

5.13.3 Descriptive Lists

Use descriptive lists when defining terms or describing options. Each item of a descriptive list contains a short term that is then further explained by means of an explanatory paragraph.

Use title-style capitalization for the term. Use sentence-style for the list item.

To reference the list, assign it a `xml:id` attribute and add a title. Individual list items may be referenced by assigning an `xml:id`. The entry is then identified by the value of `xml:id` and referenced by the term.

EXAMPLE 21: EXAMPLE OF A DESCRIPTIVE LIST (SOURCE)

```
<para>This book consists of several parts:</para>
<variablelist>
```

```
  <varlistentry>
    <term>Installation</term>
    <listitem>
      <para>Learn about the installation and initial configuration
        of a Linux system.
      </para>
    </listitem>
  </varlistentry>
  <varlistentry>
    <term>System</term>
    <listitem>
      <para>Get a basic understanding of the system components.</para>
    </listitem>
  </varlistentry>
</variablelist>
```

EXAMPLE 22: EXAMPLE OF A DESCRIPTIVE LIST (OUTPUT)

This book consists of several parts:

Installation

Learn about the installation and initial configuration of a Linux system.

System

Get a basic understanding of the system components.

5.14 Keys and Key Combinations

Capitalize all keys as printed on a standard keyboard. Capitalize all letter keys. To refer to a capitalized character, use Shift–Z, for example. Introduce this convention by means of the "Typographical Conventions" section of the introduction.

To mark up key combinations, use `<keycombo/>` as a wrapper for multiple `<keycap/>` elements. Separators between `<keycap/>` elements are then created automatically.

If a key is listed in *Table 8, "Elements Related to <keycap/>"*, use the `function` attribute with the appropriate value. When using the `function` attribute, make the tag self-closing—DocBook's language files will insert key names automatically. This simplifies both your work and the work of translators.

For more information on creating cross references, see *Section 5.5, "Cross References"*.

EXAMPLE 23: EXAMPLE OF A KEY

```
To create a screenshot, press <keycap>Print Screen</keycap>.
```

EXAMPLE 24: EXAMPLE OF A KEYBOARD COMBINATION

```
To save a file, press
<keycombo>
  <keycap function="control"/>
  <keycap>S</keycap>
</keycombo>.
```

TABLE 8: ELEMENTS RELATED TO `<keycap/>`

Element	Web Link
`<keycombo/>`. Inline element containing multiple `<keycap/>` elements that together make up a key combination.	http://www.docbook.org/tdg51/en/html/keycombo.html
`<keycap/>`. Inline element to mark up a single key. Contains either the key labels text inside it or is self-closing and has a `function` attribute with one of the following values: • `alt` • `backspace` • `command` • `control` • `delete` • `down` • `end` • `enter` • `escape` • `home` • `insert` • `left`	http://www.docbook.org/tdg51/en/html/keycap.html

Element	Web Link
• `meta` (also known as `Win`, `Windows`, or `Super`) • `option` (macOS only) • `pagedown` • `pageup` • `right` • `shift` • `space` • `tab` • `up`	

5.15 References to Other External Resources

To reference file names, use the `<filename/>` element. To reference e-mail addresses, use the `<email/>` element. In either case, do not include a protocol prefix, that is `file://` or `mailto:`, respectively. See also *Section 5.4.2, "File Names"*.

Reference man pages and info pages in this format:

- "the man page of **`command`**"
- "the info page of **`command`**"

In a situation where the category of the page is needed, append the category in parentheses. Use, for example "(**`man 9 command`**)".

```
To learn more about subcommands, see the man page of
<command>command</command>.
```

Insert references to external (non-SUSE) physical books in the format "Title by Author (ISBN #00000000)." Inclusion of the ISBN is optional. Place the title in a `<citetitle/>` element. For example:

```
<citetitle>Lorem Ipsum</citetitle> by Dolores S. Amet
```

```
(ISBN 0-246-52044-7) is a useful guide.
```

As an author, where possible, provide language-specific references to translators in XML comments (see also *Section 6.2, "XML Comments"*). As a translator, look for corresponding language-specific resources where none have been provided. For URLs, provide only the language-specific version of a site. Use the English as a fall-back. For books, provide the title of the translated version along with the original title if such a translation exists.

Other types of references to resources are described in *Section 5.5, "Cross References"* and *Section 5.8, "External Links"*.

5.16 Outline Levels

Create sections using the `<sect1/>` through `<sect5/>` elements. Avoid outlines that require `<sect4/>` and `<sect5/>` elements. Instead, create a flatter structure in which more elements are visible at a glance.

Do not create lone subsections. A lone subsection is a section that is the only subsection of its parent section.

For more information on creating headline titles, see *Section 4.9, "Headings"*.

5.17 Procedures

Use procedures to describe sequential tasks. A procedure consists of the following elements and attributes:

- An `xml:id` attribute.
- A title.
- An introductory phrase establishing the purpose of the procedure. If the procedure is otherwise the only element in its section, place the introductory phrase before the procedure.
- If there are preconditions or prerequisites, add them as a second paragraph after the introduction.
- Short, simple steps and, if necessary, substeps describing the actions to be performed. See also *Section 4.15, "Sentence Structure"*.

To link alternative actions inside the same substep element, use "or." Apply a `performance=optional` attribute to optional steps.

Steps may contain a link to an explanatory subsection providing further details on the step.

EXAMPLE 25: EXAMPLE OF A PROCEDURE (SOURCE)

```
<procedure xml:id="pro.procedure">
  <title>Example of a Procedure</title>
    <para>To add a new user to the system, perform the following steps:
    </para>
    <step>
      <para>In the <phrase role="productname">YaST</phrase> window,
        click <guimenu>User and Group Management</guimenu>.
      </para>
    </step>
    <step>
      <para>To open the <guimenu>Add a New User</guimenu> dialog, click
        <guimenu>Add</guimenu>.
      </para>
    </step>
    <step>
      <para>Type in the user name and click <guimenu>Create</guimenu>.
      </para>
    </step>
</procedure>
```

PROCEDURE 1: EXAMPLE OF A PROCEDURE (OUTPUT)

To add a new user to the system, perform the following steps:

1. In the YaST window, click *User and Group Management*.
2. To open the *Add a New User* dialog, click *Add*.
3. Type in the user name and click *Create*.

TABLE 9: ELEMENTS RELATED TO `<procedure/>`

Element	Web Link
`<procedure/>`. Block element containing a `<title/>` (optional) and multiple `<step/>` elements.	http://www.docbook.org/tdg51/en/html/procedure.html

Element	Web Link
`<step/>`. Element signifying a single unit of action. Usually contains a `<para/>` element, but can also house a `<substeps/>` element.	http://www.docbook.org/tdg51/en/html/step.html
`<substeps/>`. Element containing multiple, subordinate `<step/>` elements.	http://www.docbook.org/tdg51/en/html/substeps.html

5.18 Products

Always use the preferred product name instead of, for example, an acronym. When referring to a product, add a `<phrase role="productname"/>` element around it. This will not result in a visual change but disables hyphenation:

```
<phrase role="productname">LibreOffice</phrase> is an office suite.
```

5.19 Questions and Answers

Use questions-and-answers sections to present information about troubleshooting or commonly asked questions about a product. Never use questions-and-answers sections to explain trivia, such as how a product got its name. Keep your audience in mind. See also *Section 1, "Audience"*.

Questions must always end in a `?`. Where explanations longer than three paragraphs are necessary for an answer, add a cross reference to an explanation outside of the questions-and-answers section. See also *Section 5.5, "Cross References"*.

When a questions-and-answers section contains over 10 questions and there are clear topical divisions, add `<qandadiv/>` elements to further structure the section.

EXAMPLE 26: EXAMPLE OF A QUESTIONS-AND-ANSWERS SECTION (SOURCE)

```
<qandaset>
  <title>Example of a Questions-and-Answers Section</title>
  <qandaentry>
    <question>
      <para>How can I check if the product was correctly installed?</para>
    </question>
    <answer>
```

```
      <para>Open the log file. Look for entries starting with
        <literal>Failed</literal>.
      </para>
    </answer>
  </qandaentry>
  <qandaentry>
    <question>
      <para>Why does the error
        <literal>Not enough disk space</literal> occur
        during installation?
      </para>
    </question>
    <answer>
      <para>There is less than 4 GB of space available on the selected
        partition.
      </para>
    </answer>
  </qandaentry>
</qandaset>
```

Example of a Questions-and-Answers Section (Output)

5.19.1. *How can I check if the product was correctly installed?*

Open the log file. Look for entries starting with `Failed`.

5.19.2. *Why does the error* `Not enough disk space` *occur during installation?*

There is less than 4 GB of space available on the selected partition.

TABLE 10: ELEMENTS RELATED TO `<qandaset/>`

Element	Web Link
`<qandaset/>`. Block element containing a `<title/>` (optional) and multiple `<qandaentry/>` or `<qandadiv/>` elements.	http://www.docbook.org/tdg51/en/html/qandaset.html
`<qandadiv/>`. Block element containing a `<title/>` and multiple `<qandaentry/>` elements. Used to structure a `<qandaset/>` into smaller topical subsections.	http://www.docbook.org/tdg51/en/html/qandadiv.html

Element	Web Link
`<qandaentry/>`. Block element used to associate a `<question/>` with an `<answer/>`.	http://www.docbook.org/tdg51/en/html/qandaentry.html
`<question/>`. Block element containing the question. Use a single `<para/>` element inside.	http://www.docbook.org/tdg51/en/html/question.html
`<answer/>`. Block element containing the answer. Use `<para/>` elements inside.	http://www.docbook.org/tdg51/en/html/answer.html

5.20 Tables

Use tables to present many similar facts. Tables are easy to scan and compare. Always keep tables simple enough to not require long explanations even for readers unfamiliar with the topic.

A table always has a title and should have an `xml:id` attribute.

Value and description pairs are better handled by means of a descriptive list.

EXAMPLE 27: EXAMPLE OF A TABLE (SOURCE)

```
<informaltable>
  <tgroup cols="2">
    <thead>
      <row>
        <entry>File System</entry>
        <entry>Maximum File Size</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry>Ext2 (1 kB block size)</entry>
        <entry>16 GB</entry>
      </row>
      <row>
        <entry>Ext2 (2 kB block size)</entry>
        <entry>256 GB</entry>
      </row>
    </tbody>
```

```
  </tgroup>
</informaltable>
```

EXAMPLE 28: EXAMPLE OF A TABLE (OUTPUT)

File System	Maximum File Size
Ext2 (1 kB block size)	16 GB
Ext2 (2 kB block size)	256 GB

TABLE 11: ELEMENTS RELATED TO `<table/>`

Element	Web Link
`<table/>`. Formal block element that contains a `<title/>` and a `<tgroup/>` element.	http://www.docbook.org/tdg51/en/html/table.html
`<informaltable/>`. Informal block element that contains a `<tgroup/>` element.	http://www.docbook.org/tdg51/en/html/informaltable.html
`<tgroup/>`. Wrapper for the content of a table. Can contain one or more `<colspec/>` and one `<thead/>`. Contains a `<tbody/>`	http://www.docbook.org/tdg51/en/html/tgroup.html
`<colspec/>`. Element to define common properties for a column.	http://www.docbook.org/tdg51/en/html/colspec.html
`<thead/>`. Element to mark up a table head. Contains a `<row/>` element.	http://www.docbook.org/tdg51/en/html/thead.html
`<tbody/>`. Element to mark up the table body. Contains multiple `<row/>` elements.	http://www.docbook.org/tdg51/en/html/tbody.html
`<row/>`. Element to mark up a table row. Contains multiple `<entry/>` elements.	http://www.docbook.org/tdg51/en/html/row.html
`<entry/>`. Element to mark up a table cell.	http://www.docbook.org/tdg51/en/html/entry.html

5.21 User Interface Items

To mark up single user interface items, use `<guimenu/>`. To mark up nested menu structures, use `<menuchoice/>` as a wrapper for multiple `<guimenu/>` elements. Separators between `<guimenu/>` elements are then created automatically.

For more information on language aspects, see *Section 4.19, "User Interface Items"*.

EXAMPLE 29: EXAMPLE OF A SINGLE USER INTERFACE ITEM

```
To open a file, click <guimenu>Open</guimenu>.
```

EXAMPLE 30: EXAMPLE OF NESTED USER INTERFACE ITEMS

```
To save a file, use
  <menuchoice>
    <guimenu>File</guimenu>
    <guimenu>Save</guimenu>
  </menuchoice>.
```

TABLE 12: ELEMENTS RELATED TO `<guimenu/>`

Element	Web Link
`<menuchoice/>`. Inline element containing multiple `<guimenu/>` elements that together form a nested menu structure.	http://www.docbook.org/tdg51/en/html/menuchoice.html
`<guimenu/>`. Inline element to mark up a single user interface item.	http://www.docbook.org/tdg51/en/html/guimenu.html

6 Managing Documents

This section provides an overview over some features of XML you can use to manage documents.

6.1 Remarks

Use remarks for editorial comments. Remarks can be placed within, before, or after a para but must always be within a section element. When creating output, remarks can be made visible in the output and thus help within the editorial process. When creating the final output, deactivate remarks.

Start remarks with your user name and the current date, then add a colon (`:`) and finally your actual remark. To comment on someone else's remark, add a new remark directly below it. Delete remarks when the corresponding issue is resolved.

```
<remark>tux (2013-10-13): could not find the option for foo</remark>
<remark>geeko (2013-11-02): see /usr/share/doc/foo.html</remark>
```

You can add a `role` attribute with one of the following values to show the type of the remark:

- `structure`. Use this type of remark to suggest changes to the text or XML structure.
- `language`. Use this type of remark to suggest language improvements.
- `needinfo`. Use this type of remark to mark sections where you need input from others, such as developers.
- `trans`. Use this type of remark to give hints to translators.

6.2 XML Comments

XML comments can be used for temporarily disabling portions of text. Another use of XML comments is to create more permanent internal comments or to mark up changes made for layout reasons. XML comments are never visible in a publication.

```
<-- This is an XML comment. --!>
```

Tip: Creating Valid Comments

Do not use `--` in comments. `--` is the first part of end-of-comment string `-->` and thus causes validation to fail.

6.3 Entities

Entities are used to expand text. There are several situations in which they can be used:

- Representation of special characters that cannot easily be displayed, entered or memorized.
- Integration of external files by entities representing references to their file names.
- Text expansion for repeating content.

When an entity is defined, it can be used in many places. Entities reduce the risk of translation errors and increase consistency because they are translated once and automatically expanded elsewhere.

6.3.1 Using Entity Files

SUSE uses a small set of custom entities. This set is localized for each supported language. Find the SUSE set of entities in the file `entity-decl.ent` under each documentation project and each language. When the set has been modified for a new product release, this file must be updated in the supported languages as well.

Each header of a SUSE XML file includes the entity declaration file (by means of an entity):

```
<!ENTITY % entities SYSTEM "../entity-decl.ent">
%entities;
```

EXAMPLE 31: EXCERPT FROM A SUSE ENTITY-DECL.ENT

```
<!ENTITY❶ exampleserver❷   "sun❸">
<!ENTITY exampleserverip    "&exampledomainip;.20">
<!ENTITY exampleserverfq    "&exampleserver;.&exampledomain;"❹>
```

❶ The kind of declaration to be made.

❷ Defines the entity name.

❸ Sets the value to which the processed entity should be expanded.

❹ Nests an entity in the value.

A few hints for working with entities in SUSE documentation projects:

- If there should be any need for defining special entities (for example, for localization purposes), add the new definitions to the appropriate `entity-decl.ent` file. Never include these definitions in the file header.
- When translating entities, translate the value, but never change the entity name. See also *Example 31, "Excerpt from a SUSE entity-decl.ent"*.
- Always use the exact notation of the entities when translating files to avoid processing errors.
- Make sure that you use proper UTF-8 encoding when editing and saving the entity declaration file or any of the SUSE XML files.

6.3.2 Common Types of Entities

The following provides some background on the most important entities used in creating documentation for SUSE products. To be able to adjust product names of platform branding even past any deadlines, a set of entities must represent the frequently-changing product names. The same applies to book titles. An `entity-decl.ent` file contains several categories of entities. These are:

General Entities

These feature mostly network IP addresses, host names, and user names.

Books

Title entities should be defined for all SUSE books in case sudden name changes are necessary.

Platforms

To avoid changing the documentation itself if a vendor rebrands products, use entities for all hardware architectures referenced in the books.

Products

We maintain a list of entities of all SUSE-based product names and some other products and applications for which we write documentation.

There are several guidelines to consider when working with product entities for SUSE documentation:

Entity Selection

Use the entity name `&product;` to identify the product for which the documentation is built. Set the value of this entity once per release and let it expand to the name of the current product.

```
<phrase role="productname">&product;</phrase> includes openLDAP.
```

If you need to reference a particular product, use a more specific entity.

```
The Ext4 file system has been included in the <literal>&suse;</literal>
Kernel since <literal>&suselinux;</literal> XYZ.
```

Acronyms

Avoid using acronyms of product names where they are not the preferred form of the name. If you do define an additional acronym version of a longer product name, append an `a` to the end of the entity name. For example, use `&slesa;` the acronym “SLES”.

Trademarks

Follow the rules under *Section 5.18, “Products”*.

6.4 XInclude Elements

XInclude elements are used to create modular source files that are easier to work with and can be re-used. When editing a book, create a new source file for every chapter. Later, create a new Novdoc file that can serve as the central point. In this file, use XInclude elements to reference all chapters in the correct order:

```
<xi:include xmlns:xi="http://www.w3.org/2001/XInclude" href="gfdl.xml"/>
```

XInclude elements allow adding common sections to multiple books or articles without having to maintain the text in multiple places. Common sections include licenses and information on typographical conventions. XIncludes also simplify co-editing documentation with others in a version control system as they reduce the chance of merge conflicts.

Files referenced via XIncludes must be well-formed XML files but do not need to be valid DocBook files. This means that they must have a single top-level element. Files that are supposed to be referenced multiple times from within the same set, book or article must not contain any `xml:id` attributes.

A Terminology and General Vocabulary

The following two tables define technical terms and general vocabulary for use in SUSE documentation. See also *Section 4, "Language"*.

A.1 Terminology

The following table defines the correct spellings and denominations for technical terms in SUSE documentation. Always use the entry listed under "Accepted" in the table below. All terms are reproduced in sentence-style capitalization.

Accepted	**Rejected [Reason]**	**Part of Speech; Usage Guideline/Definition**
32-bit	32 Bit, 32 bit, 32-Bit, 32Bit, 32bit	adjective
3D	3 D, 3 d, 3.D., 3.d., 3-D, 3-d, 3d, Three-D	adjective
64-bit	64 Bit, 64 bit, 64-Bit, 64Bit, 64bit	adjective
AArch64	ARM64, ARMv8	noun; processor architecture
(to) activate sth.	(to) block sth., (to) check sth., (to) choose sth., (to) highlight sth., (to) tick sth.	verb; when referring to check boxes
adapter	adaptor	noun
add-on	add on, AddOn, addOn, addon	noun
address book	addressbook	noun

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
advice	advise [misspelling]	noun
(to) advise sth.	(to) advice sth. [misspelling]	verb
AMD64/Intel 64	x64, x86_64, x86-64, 64-bit AMD/Intel, AMD/Intel64	noun; processor architecture; see also *x86*
AOO	Aoo, aoo, OO, oo	noun; when referring to versions 3.4 and after; spelling according to project standard; acronym of *Apache OpenOffice*; see also *OOo*
Apache OpenOffice	Apache Open Office, Apache Openoffice, OpenOffice	noun; when referring to versions 3.4 and after; spelling according to project standard; acronym is *AOO*; see also *OpenOffice.org*
architecture	arch	noun; hardware platform, especially concerning processor platform
appendixes	appendices	noun; plural of appendix
audio CD	Audio CD, Audio-CD, CD-Audio, CD Audio, CD audio	noun
back-end	back end, backend	noun
(to) back sth. up	(to) backup sth.	verb
backup	back-up, back up	noun
Bash	BASH, bash	noun; spelling as per the GNU Bash manual
Bluetooth	Blue tooth, blue tooth, Blue-tooth, blue-tooth, bluetooth	noun

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
Bluetooth card	wireless card [card has wires attached to it]	noun; card that enables Bluetooth connections.
boot disk	boot disc [usually a misspelling], boot-disk, bootdisk	noun; disk for starting the system
boot loader	boot-loader, bootloader	noun
(to) boot using PXE *or* (to) boot via PXE	(to) PXE boot	verb
Btrfs	B.T.R.F.S., Better FS, BetterFS, Butter FS, ButterFS, btrfs	noun; not an acronym
cursor	pointer [used for pointing device input]	noun; on-screen item indicating the position of keyboard input focus; see also *pointer*
CA	C.A., Ca	noun; acronym for *certificate authority*
CD	C.D., Cd	noun; acronym for *compact disc*
CD-ROM	CD ROM, CD-Rom, CD Rom	noun; acronym for *compact disc read-only memory*
CUPS	C.U.P.S., Cups, cups	noun; spelling as per project standard; acronym for *Common Unix Printing System*
case-sensitive	case sensitive, casesensitive	adjective
case-insensitive	case insensitive, caseinsensitive	adjective

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
certificate authority	certifica*tion* authority, certifica*ting* authority, certif*ied* authority	noun; acronym is *CA*
check box	check-box, checkbox, checking option, tick box	noun; avoid, only mention name of option
checklist	check list, check-list, ticklist	noun
check mark	check, check-mark, checkmark, tick, tick mark	noun
chipset	chip set, chip-set	noun
(to) click sth.	(to) click on sth., (to) click onto sth.	verb; using a mouse button, usually to manipulate user interface element; also see *press*
client/server	client server, client-server, client–server, client + server	noun/noun
(to) close sth.	(to) abort sth. [negative], (to) exit sth., (to) kill sth., (to) terminate sth.	verb; when referring to closing a window; always use *quit* when ending an application normally; always use *terminate* when ending an application forcefully.
Common Unix Printing System	Common UNIX Printing System, common Unix printing system	noun; spelling as per project standard; acronym is *CUPS*
command line	command-line, commandline	noun
configuration	config	noun; unless when referring to file extension
(to) configure sth.	(to) config sth.	verb

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
(to) connect via SSH (to sth.)	(to) connect by SSH (to sth.), (to) connect over SSH (to sth.), (to) connect through SSH (to sth.), (to) connect with SSH (to sth.), (to) SSH (to sth.), (to) ssh (to sth.), (to) ssh in (to sth.), (to) ssh into sth.	verb
control center	Control Center, Control center, Control-Center, Control-center, control-center, Controlcenter, controlcenter	noun; generic term, as in: “the YaST control center” or “the KDE control center”
(to) create a hard link (to sth.)	(to) hard link (sth.), (to) hardlink (sth.)	verb; see also *hard link*
(to) create a symbolic link (to sth.)	(to) soft link (sth.), (to) softlink (sth.), (to) symbolic link (sth.), (to) symlink (sth.)	verb; see also *hard link*
(to) deactivate sth.	(to) deblock sth., (to) uncheck sth., (to) untick sth.	verb; when referring to check boxes
delta RPM	delta-RPM, deltarpm	noun; RPM package that only includes files that changed between a previous and the current version of the package
(to) deselect sth.	(to) de-select sth., (to) remove the selection from sth., (to) un-select sth., (to) unselect sth.	verb; when referring to list entries or text; for check boxes, use *deactivate*
DHCP	D.H.C.P., Dhcp, dhcp	noun
dial-up	dial up, dialup	only as an adjective

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
dialog	dialog box, dialog window, dialogue [British], mask [Germanism], screen	noun; a page or window that asks you to make one or more decisions before proceeding
directory	dir, folder	noun
DNS	D.N.S., DNS name server, Dns, dns	noun; acronym for *dynamic name server*
(to) double-click sth.	(to) double click sth., (to) double-click on sth., (to) double-click onto sth., (to) doubleclick sth.	verb
drop-down box	combination box, combo box, combobox, dropdown, drop-down, drop-down menu, drop-down list box, popover, pull-down menu	noun; GUI element with a list that can opened by clicking on it, whether combined with a text box or not; if list entries start actions, use *menu* instead
DVD	D.V.D., Dvd	noun; acronym for *digital versatile disc*
dynamic name server	Dynamic Name Server, Dynamic name server	noun; acronym is *DNS*
e-book	E-book, E-book, Ebook, electronic book, ebook	noun
EPUB	E-PUB, e-PUB, e-Pub, EPub, Epub, ePUB, ePub	noun; project logo uses the capitalization “ePub”, but the vendor standard is “EPUB”
end user	end-user	noun; avoid; where possible, replace with *user*
(to) enter sth. (into sth.)		verb; only when a value needs to be specified and `Enter`

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
		should be pressed afterward; where possible, replace by *specify* or *provide*
Ethernet	ethernet	noun
Ethernet card	wired card [sounds as if wires attached to the card are meant]	noun; card that connects to networks via Ethernet.
Ext3	EXT3, EXT 3, Ext 3, Ext-3, ext 3, ext-3, ext3	noun; use this capitalization for all versions of the Ext file system standard; intentionally inconsistent with project standard to emphasize that this is a proper name
Ext4	EXT4, EXT 4, Ext 4, Ext-4, ext 4, ext-4, ext4	noun
file name	file-name, filename	noun
file server	file-server, fileserver	noun
file system	file-system, filesystem	noun
flavor	flavour [British]	noun
flash disk	flash disc [misspelling], flash drive, USB disk, USB drive, USB stick	noun
framebuffer	frame buffer, frame-buffer	noun
front-end	front end, frontend	noun
FTP	F.T.P., Ftp, ftp	noun

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
GIMP	G.I.M.P., Gimp, gimp	noun; spelling as per project standard; acronym for *GNU Image Manipulation Program*; if "the" occurs directly before *GIMP*, capitalize it: "The"
GNOME	G.N.O.M.E., GNU Networked Object Model Environment, Gnome	noun; spelling as per project standard; not an acronym.
GRUB	G.R.U.B., Grub, grub	noun; acronym for *GRand Unified Bootloader*
graphical user interface	Graphical User Interface	noun; acronym for *graphical user interface*
GUI	G.U.I., GUI interface, GUI user interface, Gui	noun; acronym for *graphical user interface*
hard disk	HDD, HD, hard disc [misspelling], hard disk drive, hard drive, hard-disk, hard-drive, harddisk, harddrive, hdd, hd	noun
hard link	hard-link, hardlink	only as a noun; as a verb, use *create a hardlink link*; directory entry that contains an alternative name for an existing file, in contrast to that, *symbolic links* are themselves files which link to the name of another file
home page	home-page, homepage	noun
host name	host-name, hostname	noun

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
(to) hotplug sth. (into sth.)	(to) hot plug sth. (into sth.), (to) hot-plug sth. (into sth.), (to) hotadd sth., (to) hotswap sth.	verb; adding a component or device from a system while the system is running; use *remove at runtime* where the specific action of removing a component or device is concerned
hotplugging	hot plugging, hot-plugging, hotadding, hotswapping	noun
hotpluggable	hot pluggable, hot-pluggable, hotaddable, hotswappable	adjective
HTML page	HTML document, HTML Web page, HTML web page	noun; when referring to a local file; see also *Web page*
HTTP	H.T.T.P., Http, http	noun
HTTPS	H.T.T.P.S., Https, https	noun
hypervisor	hyper visor, hyper-visor, hypervizor	noun
indexes	indices	noun; plural of index
infrared	infra red, infra-red	noun or adjective.
init script	init-script, initscript, initialization script [incorrect, when referring to script run by **`init`**]	noun; a script run by **`init`**
initialization	init, initialisation [British]	noun
(to) initialize sth.	(to) init sth., (to) initialise sth. [British]	verb

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
installation medium	installation data medium	noun; often in plural, “installation media”; where possible, use the more generic term *installation source*; flash disk-based or disc-based source of installation data for operating systems;
installation source	installation data source	noun; source of installation data for operating systems
Internet	internet	noun
intranet	Intranet	noun
I/O port	I.O. port, I-O port, IO port, Io port	noun
IA64	IA-64, ia64, ipf, Itanium	noun; processor architecture
IPsec	IPSEC, Ipsec	noun
IPv4	IP v4, IPV4, Ipv4	noun; acronym for *Internet protocol version four*
IPv6	IP v6, IPV6, Ipv6	noun; acronym for *Internet protocol version six*
journaling	journalling [British]	noun
KIWI	Kiwi, kiwi	noun; project spelling; not an acronym; software for creation of operating system images
K Desktop Environment	Kool Desktop Environment	noun; spelling according to project standard; acronym is *KDE*

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
KDE	KDE Desktop Environment, K.D.E., Kde, kde	noun; spelling according to project standard; acronym for *K Desktop Environment*
Kdump	KDUMP, kdump	noun; only for application
kdump	KDUMP, Kdump	noun; only for command
kernel space	kernel-space, kernelspace, kernelland	noun; memory area reserved for the kernel and device drivers; see also *user space*
key combination	key accelerator, keyboard accelerator, key combo, keyboard combo, keyboard combination, keyboard shortcut, key shortcut	noun
Kprobes	kprobes	noun; only for application
kprobes	Kprobes	noun; only for command
(to) left-click sth.	(to) click the left mouse, (to) click the left mouse button, (to) left click sth., (to) left-click on sth., (to) left-click onto sth., (to) leftclick sth.	verb
LibreOffice	Libre Office, Libreoffice, LibO, LO, libreoffice	noun; spelling according to project standard; do not create acronyms of *LibreOffice*
license	licence [British]	noun
(to) license sth.	(to) licence sth. [British]	verb
Linux	LINUX, linux	noun; spelling according to project standard

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
list box	list, list field	noun; GUI element that is a list showing multiple elements even before interacting with it
live CD	LiveCD, live-CD	noun; CD that allows booting an operating system without installing
live DVD	LiveDVD, live-DVD	noun; DVD that allows booting an operating system without installing
live image	live disk image, LiveImage, live-image	noun; disk image that can be copied to a medium and then allows booting an operating system without installing
local host	local-host, localhost	noun; when describing the concept of hosting locally
localhost	local host, local-host	noun; when referring to the default name of a local host
log file	log-file, logfile	noun
login	log in, log-in	noun
logout	log out, log-out	noun
(to) log in [see below for appropriate preposition]	(to) log-in, (to) login, (to) log on, (to) log-on, (to) logon, (to) sign in, (to) sign on	verb
(to) log in to sth.	(to) log in at sth., (to) log into sth.	verb; for logging in to a software
(to) log in on sth.	(to) log in at sth., (to) log in from sth.	verb; for logging in on the console/a host system

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
(to) log in (to sth.) via SSH	(to) log in (to sth.) by SSH, (to) log in (to sth.) over SSH, (to) log in (to sth.) through SSH, (to) log in (to sth.) with SSH, (to) SSH (to sth.), (to) ssh (to sth.), (to) ssh in (to sth.), (to) ssh into sth.,	verb
(to) log out [see below for appropriate preposition]	(to) log off, (to) log-out, (to) logout, (to) sign off, (to) sign out	verb
(to) log out of sth.	(to) log out at sth., (to) log out from sth.	verb
loopback device	loop back device, loop-back device	noun
lowercase	lower case, lower-case	noun
mail server	mail-server, mailserver	noun
Maildir	Mail dir, mail dir	noun; specific format for e-mail storage, not a directory for e-mails
mainboard	main board, main-board, mother board, mother-board, motherboard	noun
man page	Man page, Man-page, man page, man-page, manpage	two words
Mbox	mbox	noun; specific format for e-mail storage
menu	drop-down menu	noun; GUI element that is a list whose entries each start

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
		an action; see also *drop-down box*
metadata	meta data, meta-data, metadatas [misspelling]	noun
(to) middle-click sth.	(to) click the middle mouse, (to) click the middle mouse button, (to) middle click sth., (to) middle-click on sth., (to) middle-click onto sth., (to) middleclick sth.	verb
mount point	mount-point, mountpoint	noun
mouse button	mouse-button, mousebutton, mouse key, mouse-key, mousekey	noun
(to) multitask	(to) multi task, (to) multi-task	verb
multitasking	multi tasking, multi-tasking	noun
multiuser	multi user, multi-user	noun
name server	name-server, nameserver	noun
need to	have to	verb; see also *must*
NFS	N.F.S., NFS file system, Nfs	noun; often: “NFS client”, “NFS server”
NIS	N.I.S., NIS information service, Nis	noun; often: “NIS client”, “NIS server”
OOo	Oo.o, Ooo, OOoo, OO, oo	noun; only when referring to versions prior to 3.4; spelling according to former

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
		project standard; acronym of *OpenOffice.org*; see also *AOO*
(to) open sth.	(to) open up sth.	verb
OpenOffice.org	Open Office Org, OpenOffice, Openoffice.org, openoffice, openoffice.org	noun; only when referring to versions prior to 3.4; spelling according to former project standard; acronym is *OOo*; see also *Apache OpenOffice*
openSUSE	Open SUSE, Open-SUSE, open SUSE, open-SUSE	noun; never capitalize first letter
open source	Open Source, Open-Source, open-source, opensource	only as a noun
paravirtualized	para-virtualised, paravirtualised [British], para-virtualized	adjective
path name	path-name, pathname	noun; avoid, check if *path* can be used instead
(to) plug sth. in	(to) plug-in sth., (to) plugin sth.	verb
plug-in	plug in, plugin	noun|adjective
pointer	cursor [used for keyboard input], mouse cursor	noun; on-screen item echoing the movement of a pointing device, such as a mouse; *mouse pointer* is also acceptable; see also *cursor*
pop-up	pop up, popup	noun
on port	at port	preposition noun

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
PostScript	POSTSCRIPT, Postscript, postscript	noun; spelling as per vendor standard
POWER	ppc64le, POWER8, Power	noun; processor architecture
(to) preconfigure sth.	(to) pre-configure sth.	verb
preconfigured	pre-configured	adjective
(to) print sth.	(to) print out sth.	verb
print queue	print*er* queue, print*ing* queue	noun
print spooler	print*er* spooler, print*ing* spooler	noun
(to) press sth.	(to) depress sth. [negative], (to) hit sth. [colloquial], (to) punch sth. [colloquial], (to) strike sth. [colloquial]	verb; when referring to keyboard keys or device buttons, but not mouse buttons; also see *click*
proxy		only as a noun
PXE	P.X.E., Pixie, pixie, PXE Environment, Pxe, pxe	noun; acronym for “Preboot Execution Environment”
PXE boot	PXE Boot	only as a noun; as a verb, use “(to) boot using PXE” or “(to) boot via PXE” instead
(to) quit sth.	(to) abort sth., (to) exit sth., (to) kill sth., (to) terminate sth.	noun; quitting an application; always use “close” when referring to windows; always use “terminate” when ending an application forcefully
RAM	R.A.M., RAM memory, Ram, ram	noun; acronym for *random access memory*

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
RAM disk	RAM disc [misspelling], RAM drive, RAM-disk, RAM-drive, RAMdisk, RAM-drive, Ramdisk, Ramdrive	noun; either treating RAM as a hard disk or a type of solid-state storage
README	Read-me, Readme, read-me, readme	noun; use this capitalization for all general references
read-only	R.O., RO, read only, readonly, ro	adjective
(to) reconfigure sth.	(to) re-configure sth.	verb
(to) re-create sth.	(to) recreate [different meaning]	verb
(to) register [see below for appropriate preposition]	(to) sign up, (to) sign-up, (to) signup	verb; register as a user
(to) register at sth.		verb; register at a system
(to) register for sth.		verb; register for a service
(to) remove sth. at runtime (from sth.)	(to) hotremove sth.	verb; removing a component or device to a system while it is running; where sensible, use the more generic term *hotplug*
(to) right-click sth.	(to) click the right mouse, (to) click the right mouse button, (to) right click sth., (to) right-click on sth., (to) right-click onto sth., (to) rightclick sth.	verb
RPM	R.P.M., Rpm, rpm [different meaning]	noun; acronym for *RPM Package Manager*
runlevel	run level, run-level	noun

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
runtime	run time, run-time	noun
Samba	SAMBA, samba	noun; project spelling; open-source implementation of the SMB file and print service protocol
(to) save sth.	(to) store sth., (to) write sth. out	verb; when saving or overwriting a file from a GUI program or via a parameter of a command line program; see also *write*
(to) save sth. as sth.		verb; when either saving a file with a specific name
(to) save sth. in sth.		verb; when either saving a file on a specific device or file system
(to) save sth. on sth.		verb; when either saving a file on a specific device or file system
(to) save sth. to sth.		verb; when either saving a file to a specific folder
saved in sth.		verb; when retrieving a file from a specific place
SCSI	S.C.S.I., Scsi, scsi	noun
screenshot	screen shot, screen-shot	noun
screen saver	screen-saver, screensaver	noun
scrollbar	scroll-bar, scroll bar, scrollbox, scroller, slidebar	noun; GUI element that is used change which portion of a screen area is visible

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
(to) select sth.	(to) block sth., (to) choose sth., (to) highlight sth.	verb; when referring to list entries or text; for check boxes, use *activate*
selected	blocked, chosen, highlighted	adjective; selection state of list entries or text; opposite of *deselected*
(to) set sth. up	(to) set-up sth., (to) setup sth.	verb
setup	set up, set-up	adjective|noun
(to) shut sth. down	(to) shut-down sth., (to) shutdown sth.	verb
shutdown	shut down, shut-down	adjective|noun
SLE	S.L.E., SLE Enterprise, SLE Linux, Sle, sle	noun; avoid; acronym for *SUSE Linux Enterprise*
SLED	S.L.E.D., SLE Desktop, SLE Enterprise Desktop, SLE Linux Desktop, Sled, sled	noun; avoid; acronym for *SUSE Linux Enterprise Desktop*
SLES	S.L.E.S., SLE Server, SLE Enterprise Server, SLE Linux Server, Sles, sles	noun; avoid; acronym for *SUSE Linux Enterprise Server*
SLES for SAP Applications	SLES for SAP, SLE for SAP	noun; acronym for *SUSE Linux Enterprise Server for SAP Applications*
slider	slide bar, slidebar	noun; GUI element that is used manipulate values that have an upper and a lower bound

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
solid-state drive	SD [misleading], solid state disc [misspelling], solid-state disk drive, solid-state disk, solid state drive, solidstate drive, sd	noun; acronym is *SSD*; a type of mass storage that does not depend on mechanical parts
spec file	Spec file, Spec-file, Specfile, spec-file, specfile	noun
SSD	S.S.D., SD [misleading], SS-D, sd, ss-d	noun; acronym of *solid-state drive*; a type of mass storage that does not depend on mechanical parts
stand-alone	stand alone, standalone	adjective
(to) start sth. up	(to) start-up sth., (to) startup sth.	verb
start-up	start up, startup	noun
statusbar	status bar, status-bar	noun
SSH	S.S.H., SSH Shell, SSH shell, Ssh, ssh	noun
SUSE	S.U.S.E., Software- und System-Entwicklung, SuSE, SuSe, Suse, suse	noun; not an acronym
SUSE Enterprise Storage	SUSE Storage, SUSE Linux Enterprise Storage	noun; acronym is *SES*
SUSE Linux Enterprise	SUSE Linux Entreprise [British], SUSE Linux enterprise, SUSE linux enterprise	noun; acronym is *SLE*

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
SUSE Linux Enterprise Desktop	SUSE Desktop, SUSE Linux Enterprise desktop	noun; acronym is *SLED*
SUSE Linux Enterprise Server	SUSE Server, SUSE Linux Enterprise server	noun; acronym is *SLES*
SUSE Linux Enterprise Server for SAP Applications	SUSE Linux Enterprise for SAP, SUSE Linux Enterprise Server for SAP, SUSE Server for SAP	noun; acronym is *SLES for SAP Applications*
SUSE Manager	SUSE Linux Manager	noun
SUSE OpenStack Cloud	SUSE Cloud, SUSE Linux Cloud	noun
SUSE Studio	SUSE Linux Studio	noun
submenu	sub menu, sub-menu	noun; *menu* that is nested inside another menu
systemd	System D, Systemd, systemD, system d, System 500	noun; project spelling; initialization system for Linux
System V init	SysVinit, SysV init, system 5 init, system d	noun; spoken: “System five init”; initialization system for Unix operating systems
symbolic link	soft link, softlink, symlink [jargon]	only as a noun; as a verb, use *create a symbolic link*; a file with a reference to another file or a directory, in contrast to that, a *hard link* is a directory entry that contains an alternative name for an existing file

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
synchronization	sync, synch, synchronisation [British]	noun; two-way or many-way copying process to ensure data is consistent across two or more locations
(to) synchronize sth. (with sth.)	(to) sync sth., (to) synch sth., (to) synchronise sth. [British], (to) synchronize sth. (and sth.)	noun; copy data in two or more ways to ensure it is consistent across two or more locations
TAR archive	TAR ball [Unix jargon], tar ball, tar-ball, tarball	noun
taskbar	task bar, task-bar	noun
technology preview	technical preview, technology-preview	noun; product features that are shipped without support and marked as such
text box	entry area, entry box, entry field, input area, input box, input field, text area, text field	noun; GUI element that text can be typed into with one or more lines
(to) terminate sth.	(to) abort sth., (to) close sth., (to) exit sth., (to) kill sth., (to) quit sth.	noun; ending an application forcefully; always use *close* when referring to windows; always use *quit* when ending an application normally
TFTP	T.F.T.P., Tftp, tftp	noun
time stamp	time-stamp, timestamp	noun
titlebar	title bar, title-bar	noun
toolbar	tool bar, tool-bar	noun

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
toolchain	tool chain, tool-chain	noun; set of tools (such as build tools) that is used in succession
tooltip	tool tip, tool-tip	noun
UEFI	Uefi, u-EFI, uEFI	noun; acronym of *Unified Extensible Firmware Interface*
Unified Extensible Firmware Interface	unified extensible firmware interface	noun; acronym is *UEFI*; software interface between firmware and operating system; replaces the BIOS interface
Unix	UNIX [brand name registered by Open Group], unix	noun; use this capitalization for all general references that are not related to brand names
(to) uninstall sth.	(to) deinstall sth., (to) un-install sth.	verb
unselected	deselected, un-selected	adjective; selection state of list entries or text; opposite of *selected*
usage	utilisation [British], utilization	noun
(to) use sth.	(to) utilise sth. [British], (to) utilize sth.	verb
uppercase	upper case, upper-case	noun
user name	user-name, username	noun

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
user space	user-space, userspace, userland	noun; memory area used by applications; see also *kernel space*
video DVD	Video DVD, Video-DVD, DVD video	noun
virtualization	Virtualization, virtualisation [British]	noun; referring to software (usually an operating system) running on a virtual computer created by software running on a physical computer *or* virtual computer created with a software running on a physical computer
(to) virtualize sth.	virtualise [British]	verb; running software (usually an operating system) on a virtual computer created by software running on a physical computer *or* creating a virtual computer with a software running on a physical computer
VLAN	V.L.A.N., Vlan, vlan	noun; acronym for *Virtualized Local Area Network*
Web	WEB, World Wide Web, WWW, web, www	noun; you may use *World Wide Web* or *WWW* in historical contexts
Web cam	Webcam, Web camera, webcam	noun; camera that can be connected to a computer, mainly for video chats

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
Web page	HTML Web page, Web-page, Webpage	noun; when referring to page on the Internet; see also *HTML page*
Web server	Web-server, Webserver	noun
Web site	Web-site, Website, web site, web-site, website	noun
Webmaster	Web master, Web-master	noun
Wi-Fi	Wi fi, Wi-fi, Wifi, wireless fidelity, WLAN	noun; use the *Wi-Fi* brand name whenever referring to IEEE 802.11-based networks or access points; use *WLAN* when referring to non-IEEE 802.11-based wireless LANs.
Wi-Fi card	wireless card [card has wires attached to it]	noun; card that connects to Wi-Fi networks.
Wi-Fi/Bluetooth card	wireless card [card has wires attached to it]	noun; card that combines a Wi-Fi and a Bluetooth card.
wild card	joker [Germanism], wild-card, wildcard	noun
WLAN	Wlan	noun; avoid; use only when referring to wireless LANs that are not IEEE 802.11-based; use *Wi-Fi*in all other cases.
(to) write sth.	(to) pipe sth. [Unix jargon], (to) write sth. out	verb; when saving the command line output of a program as a file using > or >>; see also *save*

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
x86	32-bit AMD/Intel, i686, i386	noun; processor architecture; see also *AMD64/Intel 64*
X Window System	X Window, X Windows, X window, X window system, X windows, XWS	noun
Xen	XEN, xen	noun
Xend	xend	noun
YaST	YAST, YAST2, Yast, YaST2, yast, yast2	noun; spelling according to project standard; acronym for *Yet another Setup Tool*
z Systems	System z, zSeries, z System, zsystems, S390x	noun; processor architecture; see also *AMD64/Intel 64*
Zypper	zypper	noun; only for application
zypper	Zypper	noun; only for command

A.2 General Vocabulary

The following table defines the correct spellings and denominations for general vocabulary in SUSE documentation. Always use the entry listed under “Accepted” in the table below. All entries are reproduced in sentence-style capitalization.

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
after	once	adverb; only use *once* in the meaning of “one time only”
afterward	afterwards [BrE]	adverb

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
although	while	conjunction; only use *while* in the meaning of “during the time that”
and	while	conjunction; only use *while* in the meaning of “during the time that”
backward	backwards [BrE]	adverb
	basically [filler]	adverb
because of	due to, owing to	preposition
but	while	conjunction; only use *while* in the meaning of “during the time that”
cannot	can't [contraction], can not	verb
can	may	verb; use *can* to express an ability, only use *may* to express permissions sought/ given.
could	may	verb; use *could* to express a possibility, only use *may* to express permissions sought/ given.
	easy [filler], easily	adjective, adverb; avoid.
etc.		abbreviation; avoid; do not use together with “for example” and “such as”; always precede with a comma.

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
for example	for instance, for instances [misspelling]	adverb
forward	forwards [BrE]	adverb
if		pronoun; use if an event depends on a condition; also see *when* and *whether*
inward	inwards [BrE]	adverb
	just [filler]	adjective, adverb; avoid
might	may	verb; use *might* to express a possibility, only use *may* to express permissions sought/ given
must	have to	verb; see also *need to*
need to	have to	verb; see also *must*
	obvious [insulting], obviously	adjective, adverb
outward	outwards [BrE]	adverb
	please	adverb; avoid
	self-evident [insulting], self-evidently	adjective, adverb
sideward	sidewards [BrE]	adverb
	simple [filler], simply	adjective, adverb; avoid
(to) simplify sth.	(to) ease sth., (to) facilitate sth.	verb; avoid
	stuff [colloquial], stuffs	noun
toward	towards [BrE]	adverb

Accepted	Rejected [Reason]	Part of Speech; Usage Guideline/Definition
want sth.	(to) wish sth., (to) wish for sth., would like sth.	verb
when	once	adverb; use *once* only in the meaning “one time only”
when		pronoun; use if an event is inevitable; also see *if*
whether	whether or not	pronoun; use to present two alternatives which are not conditions, otherwise use *if*; see also *if*
with regard to	as regards, in regard to, with regards to	conjunction noun preposition

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