SUSE Documentation Style Guide

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This guide provides answers to writing, style, and layout questions commonly arising when editing SUSE or openSUSE documentation. The Novdoc/ 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 about the usage of XML comments, see *Section 6.2, "XML Comments"*. In many cases, there is no need to also add information about the target audience to the book or article text itself.

2 Names of Example Items

This section summarizes some conventions to use for creating generic names for objects that can occur in documentation. At least some of the following values should be provided through entities (see *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 `sun` and `earth` or other planets of the solar system.

2.3　IPv4 Adresses

Use addresses from the class C subnet `255.255.255.0` 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. See http://en.wikipedia.org/wiki/Private_network ↗ for more information.

2.4　IPv6 Adresses

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`. See http://en.wikipedia.org/wiki/IPv6_subnetting_reference ↗ for more information.

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 types 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 further information on how to enable 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; and Novell trademarks, see the Novell Trademark and
  Service Mark list at
  <ulink url="http://www.novell.com/company/legal/trademarks/tmlist.html"/
>.
```

```
    All other third party trademarks are the property of their respective

    owners. A trademark symbol (&reg;, &trade; etc.) denotes a &suse; or

    Novell trademark; an asterisk (*) denotes a third party trademark.

  </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 a number of different 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 a subsection where the necessary background is provided and the action explained in more detail. See also: *Section 5.5, "Cross References"*.

- **Troubleshooting.** If you know of common mistakes or other problems a user might encounter, list them in a section 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.** This section contains 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. 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, refer to *The Chicago Manual of Style*, 15th Edition. When in doubt about the spelling or usage of a word, first refer to *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

Do not use any abbreviations, except *etc.* or abbreviations of common units of measurement. Do not create a plural of abbreviations by adding an "s." Refer to *Section 4.10, "Numbers and Measurements"* for more information about units of measurement.

4.2 Acronyms

A title 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.

Because sometimes chapters and parts are used across multiple documents, it is important to provide the expansion of an acronym at least once per chapter. Be consistent in how you provide the expansion. If you use the acronym followed by the written out form in one chapter, do this in all other chapters too.

Create plural forms of acronyms by adding a lowercase "s," for example, "CDs" and "BIOSs." Avoid using possessive forms of acronyms (a negative example would be "XML's specification") for reasons of clarity.

4.3 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. Lowercase articles, that is, *the, a*, and *an.*

3. Lowercase prepositions, such as *up, in, of, through*, and *between,* unless they are used with a verb, such as "Logging In" or with a noun, as in "The On Button".

4. Lowercase the following conjunctions: *and, but, for, nor*, and *or.*

5. Lowercase *as* and *to.*

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.

4.4 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."

4.5 Contractions

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

4.6 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.

4.7 End of Sentence Punctuation

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

4.8 File and Directory Names

Under Linux, objects like directories, printers, or flash drives are all considered files. Therefore, the naming and markup conventions are the same for "drives" (for example, hard drives, CD-ROM drives, or flash drives), 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 details on markup, refer to *Section 5.16, "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.

4.9 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.

4.10 Numbers and Measurements

Write integers zero through ten as words and use numerals for all others. For measurements, always use numerals when an abbreviation is used for the unit. Use a non-breaking (` `) space between the numeral and 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

Do not add a hyphen after the prefix to prefixed words unless either the last letter of the prefix and the first letter of the word are the same or you foresee misunderstandings.

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.

Use active voice. Active voice means that 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. Passive voice can be used occasionally if there is a need to place 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 Attachmate products.

- Use an * (asterisk) for all service marks or trademarks of third-party companies. This both acknowledges the service mark or trademark of the other company and protects SUSE in case the protection of the brand changes in any way.

See *Section 5.18, "Products"* for markup advice.

4.19   User Interface Item

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

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

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. In most cases, it is unnecessary to describe every minor functionality of a product. Describe what a product can do rather than its limitations.

SUSE uses the Novdoc DTD which is compatible with DocBook. Thus, for more detailed descriptions of the elements of a book, refer to the *DocBook: The Definitive Guide* sections listed in *Table 1, "Important Elements"*.

TABLE 1: IMPORTANT ELEMENTS

Element	Web Link
`<appendix/>`	http://www.docbook.org/tdg/en/html/appendix.html ↗
`<book/>`	http://www.docbook.org/tdg/en/html/book.html ↗
`<chapter/>`	http://www.docbook.org/tdg/en/html/chapter.html ↗
`<glossary/>`	http://www.docbook.org/tdg/en/html/glossary.html ↗
`<part/>`	http://www.docbook.org/tdg/en/html/part.html ↗
`<preface/>`	http://www.docbook.org/tdg/en/html/preface.html ↗
`<sect1/>`	http://www.docbook.org/tdg/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, using an unordered list is helpful. In case multiple steps need to be taken to avoid a danger, use an ordered list or use a cross reference to refer to another part of the documentation.

EXAMPLE 4: AN EXAMPLE OF A WARNING (SOURCE)

```
<warning>
  <title>Creating File Systems Can Take Several Hours</title>
  <para>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: Creating File Systems Can Take Several 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.

Also see *Section 5.7, "Examples"*.

EXAMPLE 5: EXAMPLE OF CALLOUTS (SOURCE)

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

EXAMPLE 6: 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/tdg/en/html/co.html ↗
`<calloutlist/>`. Block element containg a list of descriptions for each of the marked areas.	http://www.docbook.org/tdg/en/html/calloutlist.html ↗
`<callout/>`. Block element containing a description of a single area marked with `<co/>`.	http://www.docbook.org/tdg/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. Also see *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. Also see *Section 5.7, "Examples"*. Can contain any of the inline elements listed in this table.	http://www.docbook.org/tdg/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 `<option/>` or `<replaceable/>` elements.	http://www.docbook.org/tdg/en/html/command.html ↗
`<option/>`. Inline element that contains an argument to a command or instruction. Can contain `<replaceable/>` elements.	http://www.docbook.org/tdg/en/html/option.html ↗

Element	Web Link
`<replaceable/>`. Inline element that contains content that can or must be replaced by the user.	http://www.docbook.org/tdg/en/html/ replaceable.html ↗
`<filename/>`. Inline element that contains the name of a directory or file. Can contain `<replaceable/>` elements.	http://www.docbook.org/tdg/en/html/ filename.html ↗
`<varname/>`. Inline element that contains the name of a variable. Can contain `<replaceable/>` elements.	http://www.docbook.org/tdg/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>.
```

Nest options, surrounded by an `<option/>` element, inside the command element.

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

Options can also be used in text, separately from `<command/>`.

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 4.8, "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>
```

Never include a host name or path in your prompts to avoid making them longer than necessary. The first restricted user should always use the name *tux*. For other 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. To learn more, refer to *Section 6.3, "Entities"*.

5.4.6 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 referenced element needs an `id` attribute. When referencing these elements, do not insert a text label like "appendix", "chapter", "part", "preface", "section", "table", "figure", and "example". These are inserted 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 5.16, "References to Other External Resources"* and *Section 5.8, "External Links"*. Create identifiers to reference from cross references using the rules under *Section 5.12, "Identifiers"*.

EXAMPLE 7: EXAMPLE OF A CROSS REFERENCE (SOURCE)

```
<sect2 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 8: 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 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 are used to present long commands, commands together with their output, lines of code, configuration files, excerpts of configuration files, and output, such as system messages.

- Never indent text inside `<screen/>` elements as you do in other XML elements. All white-space inside `<screen/>` elements shows up verbatim.

- To enable line numbering, add the attribute `linenumbering="numbered"`. Never use hardcoded line numbers in the `<screen/>` environment.

- Only use examples where they are necessary for understanding the documentation.

- Always give examples a title and an identifier.

For details on displaying computer input and output, refer to *Section 5.4, "Command Line Input and Output"*. To annotate examples, use callouts. Callouts are described in *Section 5.3, "Callouts"*.

EXAMPLE 9: EXAMPLE OF AN EXAMPLE

```
<example id="ex.example">
  <title>Example of an Example</title>
```

SUSE Documentation Style Guide

```
  <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/tdg/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/tdg/en/html/screen.html ↗

5.8   External Links

Use the `<ulink/>` 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 `<ulink/>` start and end tags. Instead, use a self-closing tag:

```
<ulink url="http://www.example.org/"/>
```

Try to make URLs as short as possible before pasting them into your documentation. Many long URLs can be shortened by leaving away non-essential pieces of them. This is 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 resort to using external URL shorteners, as that both hides the actual destination a link will take the user to and introduces an extra element of uncertainty, as the shortening service may disappear or become unreliable in the future.

Do not use `<ulink/>` 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 will help users focus on your documentation instead of leading them to other resources before they had a chance to read the end of the sentence.

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 a large number of 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. On creating lists, see *Section 5.14.1, "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 5.16, "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 `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 10, "Example of a Figure"* to provide an alternative text for the HTML output.

EXAMPLE 10: EXAMPLE OF A FIGURE

```
<figure id="fig.picture">
  <title>An Interesting Picture</title>
  <textobject role="description">
    <phrase>Cat chasing Geeko</phrase>
  </textobject>
  <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>
   </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/tdg/en/html/figure.html ↗
`<informalfigure/>` . Informal block element containing a `<mediaobject/>`.	http://www.docbook.org/tdg/en/html/informalfigure.html ↗
`<mediaobject/>`. Block element containing one or more `<imageobject/>` elements. Place additional textual descriptions inside `<textobject/>` elements.	http://www.docbook.org/tdg/en/html/mediaobject.html ↗
`<imageobject/>`. Element containing `<imagedata/>` and meta information about the image.	http://www.docbook.org/tdg/en/html/imageobject.html ↗
`<imagedata/>`. Element that points to an external image file.	http://www.docbook.org/tdg/en/html/glossary.html ↗
`<textobject/>`. Element containing textual description of a media object as a fallback option.	http://www.docbook.org/tdg/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. In most cases, it is unnecessary to create a screenshot of every step of an instruction.

- 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, you can use a proportionally larger maximum window size.

- Create screenshots that are recognizable to readers. For instance, create screenshots of KDE applications on a KDE desktop with the default KDE theme and disable any toolbar modifications you may 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 11, "A Typical Example of a Glossary"*.

EXAMPLE 11: A TYPICAL EXAMPLE OF A GLOSSARY

```
<glossary>
```

```
<title>Glossary</title>
  <glossentry>
    <glossterm 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 Headings

Each level of heading contain have two or more subheadings. Lone subheadings are not allowed. Make headings in a group parallel by using a similar structure for the wording.

Keep headings short and simple. Do not use both an acronym and the written-out form in a heading.

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

5.12 Identifiers

- Always use an `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 two 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 `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 12: **EXAMPLES OF IDENTIFIERS**

```
id="cha.install"
id="sec.install.yast"
id="tab.install.sources"
```

- Use short, memorable, English terms ro 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 `id` ATTRIBUTE**

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

Element	Prefix
`<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`

[a]Only add an `id` attribute when the list has a `title` element

[b]Only add when creating index ranges

5.13 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.

When indexing, look for information a user is likely to be trying to find. Adapt breadth and depth of included index terms for a given topic to the weight it has within the manual. Never index "For More Information" sections, abstracts, or commands that only appear as means to a different end.

Be consistent in the terms you index. However, consider that users might not have the exact same terms in mind as you do, especially when it comes to highly technical words or brands. Write nouns in the plural. Write verbs in a gerund form (-*ing*). Use sentence-style capitalization for index terms.

If an entry has six or more page references, try to subsume them as subentries under a single entry. If an entry has only a single subentry, consider deleting the subentry.

Check for inconsistencies that result in multiple items in the index. Check all *see* and *see also* references for consistency. Items should not have both a page and a *see* reference. Where possible, avoid using page references and *see also* together.

`<indexterm/>` elements mark text passages that should be referenced in an `<index/>`. A simple index entry is placed in the flow of the document at the exact place where the `<indexentry/>` in the Index should point to.

EXAMPLE 13: 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 14: EXAMPLE OF AN INDEX RANGE

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

EXAMPLE 15: EXAMPLE OF A SEE INDEX ENTRY

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

5.14 Lists

SUSE and openSUSE 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"*.

Consider the following general rules when creating or editing list environments:

- 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 an optional title and an `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, try to restructure the information using a combination of lists and running texts.

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

TABLE 7: ELEMENTS RELATED TO LISTS

Element	Web Link
`<itemizedlist/>`. Block element for an unordered list. Contains multiple `<listitem/>` elements.	http://www.docbook.org/tdg/en/html/ itemizedlist.html ↗

Element	Web Link
`<orderedlist/>`. Block element for a numbered list. Contains multiple `<listitem/>` elements.	http://www.docbook.org/tdg/en/html/orderedlist.html ↗
`<variablelist/>`. Block element for a descriptive list. Contains multiple `<varlistentry/>` elements.	http://www.docbook.org/tdg/en/html/variablelist.html ↗
`<varlistentry/>`. Element of a that associates a `<term/>` and a `<listitem/>` inside a `<variablelist/>`.	http://www.docbook.org/tdg/en/html/varlistentry.html ↗
`<term/>`. Element whose content serves as the title of an element of a `<variablelist/>`.	http://www.docbook.org/tdg/en/html/term.html ↗
`<listitem/>`. A single list element. To add text to this item, first add a `<para/>` element.	http://www.docbook.org/tdg/en/html/listitem.html ↗

5.14.1 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 16: 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 17: EXAMPLE OF AN UNORDERED LIST (OUTPUT)

The following operating systems are supported:

- Linux, Kernel 2.4 and newer

- FreeBSD 7 and newer

5.14.2 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 (see *Section 5.17, "Procedures"* for a detailed description).

EXAMPLE 18: 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 19: 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.

5.14.3 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.

You may assign an `id` attribute to the list and add a title to it in order to reference it. Individual list items may be referenced by assigning an `id`. The entry is then identified by the value of `id` and referenced by the term.

EXAMPLE 20: **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 21: **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.

5.15   Keys and Key Combinations

Capitalize all keys as printed on a standard keyboard. Following this rule, 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 keyboard combinations, use `<keycombo/>` as wrapper for multiple `<keycap/>` elements. Separators between `<keycap/>` elements are then created automatically.

When marking up modifier keys, the keys around to Insert, cursor keys, `Enter`, `<–`, or `Esc`, add the `function` attribute to the `<keycap/>` element. See *Table 8, "Elements Related to* `<key-cap/>` *"* for appropriate `function` values. 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 translation.

To learn how to create cross references, see *Section 5.5, "Cross References"*.

EXAMPLE 22: EXAMPLE OF A KEY

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

EXAMPLE 23: 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 keyboard combination.	http://www.docbook.org/tdg/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 `func-tion` attribute with one of the following values: • `alt`	http://www.docbook.org/tdg/en/html/keycap.html ↗

Element	Web Link
• `backspace` • `command` • `control` • `delete` • `down` • `end` • `enter` • `escape` • `home` • `insert` • `left` • `meta` (also known as `Win`, `Windows`, or `Super`) • `option` (OS X only) • `pagedown` • `pageup` • `right` • `shift` • `space` • `tab` • `up`	

5.16 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. Also refer to *Section 5.4.2, "File Names"*.

References to man pages and info pages should generally be made in the format "the man page of `command`" or "the info page of `command`": In a situation where the category of the page is needed, add for example "(`man 9 command`)" to the end.

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

Insert references to external (not SUSE or openSUSE) 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 (also see *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"*.

5.17 Procedures

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

- A title and an `id` attribute.

- 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 necessary, add any preconditions of the operation after the introductory phrase.

- Short, simple steps and 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 24: EXAMPLE OF A PROCEDURE (SOURCE)

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

5.18   Products

Always use the preferred product name instead of, for instance, 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 25: 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.

Element	Web Link
`<qandaset/>`. Block element containing a `<title/>` (optional) and multiple `<qandaentry/>` or `<qandadiv/>` elements.	http://www.docbook.org/tdg/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/tdg/en/html/qandadiv.html ↗
`<qandaentry/>`. Block element used to associate a `<question/>` with an `<answer/>`.	http://www.docbook.org/tdg/en/html/qandaentry.html ↗
`<question/>`. Block element containing the question. Use a single `<para/>` element inside.	http://www.docbook.org/tdg/en/html/question.html ↗
`<answer/>`. Block element containing the answer. Use `<para/>` elements inside.	http://www.docbook.org/tdg/en/html/answer.html ↗

5.20 Tables

Use tables to present large numbers of 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 `id` attribute.

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

EXAMPLE 26: 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 27: 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/tdg/en/html/table.html ↗
`<informaltable/>`. Informal block element that contains a `<tgroup/>` element.	http://www.docbook.org/tdg/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/tdg/en/html/tgroup.html ↗
`<colspec/>`. Element to define common properties for a column.	http://www.docbook.org/tdg/en/html/colspec.html ↗
`<thead/>`. Element to mark up a table head. Contains a `<row/>` element.	http://www.docbook.org/tdg/en/html/thead.html ↗

Element	Web Link
`<tbody/>` . Element to mark up the table body. Contains multiple `<row/>` elements.	http://www.docbook.org/tdg/en/html/tbody.html ↗
`<row/>` . Element to mark up a table row. Contains multiple `<entry/>` elements.	http://www.docbook.org/tdg/en/html/row.html ↗
`<entry/>` . Element to mark up a table cell.	http://www.docbook.org/tdg/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 wrapper for multiple `<guimenu/>` elements. Separators between `<guimenu/>` elements are then created automatically.

For instructions concerning markup, refer to *Section 4.19, "User Interface Item"*.

EXAMPLE 28: EXAMPLE OF A SINGLE USER INTERFACE ITEM

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

EXAMPLE 29: 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/tdg/en/html/menuchoice.html ↗
`<guimenu/>` . Inline element to mark up a single user interface item.	http://www.docbook.org/tdg/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.

Once 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 30: EXCERPT FROM A SUSE ENTITY-DECL.ENT

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

① The kind of declaration to be made.

② Defines the entity name.

③ Sets the value to which the processed entity should be expanded.

④ 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 *Example 30, "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 different categories of entities. These are:

General Entities

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

Books

If possible, any book created by our team has a title entity in case sudden changes are necessary.

Platforms

To avoid touching our content whenever a hardware vendor rebrands its products, we 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 ext2 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, such as in `&slesa;`.

Trademarks

> Follow the rules under *Section 5.18, "Products"*.

6.4   XInclude Elements

XInclude elements help create modular source files. When editing a book, create a new source file for every chapter and then use XInclude elements to reference all chapters in order from a small central file like this:

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

XInclude elements let you easily add common sections, such as licenses and information on typographical conventions in multiple books or articles without having to maintain the text in multiple places. They also ease co-editing documentation with others in a version control system as they reduce the chance of merge conflicts occurring.

Files referenced via XIncludes must be valid XML 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 `id` attributes.

A. Terminology and General Vocabulary

Use the terminology and general vocabulary listed under "Accepted" in the table below. All terms use sentence-style capitalization. Refer to *Section 4, "Language"* for further advice.

Accepted	Rejected [Reason]	Usage Guidelines
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
(to) activate sth.	(to) block sth., (to) check sth., (to) choose sth., (to) highlight sth., (to) tick sth.	verb; when referring to check boxes
add-on	add on, AddOn, addOn, addon	noun
address book	addressbook	noun
advice	adv*is*e [misspelling]	noun
(to) advise sth.	(to) adv*ic*e sth. [misspelling]	verb
after	once	adverb; only use *once* in the meaning of "one time only"
although	while	conjunction; only use *while* in the meaning of "during the time that"

Accepted	Rejected [Reason]	Usage Guidelines
and	while	conjunction; only use *while* in the meaning of "during the time that"
appendixes	appendices	noun; plural of appendix
Audio CD	Audio-CD, CD-Audio, CD Audio	noun
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
	basically [filler]	adverb
because of	due to, owing to	preposition
boot disk	boot-disk, bootdisk	noun; disk for starting the system
boot loader	boot-loader, bootloader	noun
(to) boot using/via PXE	(to) PXE boot	verb
Btrfs	B.T.R.F.S., Better FS, BetterFS, Butter FS, ButterFS, btrfs	noun; not an acronym
but	while	conjunction; only use *while* in the meaning of "during the time that"
cannot	can't [contraction], can not	verb
CA	C.A., Ca	noun; acronym for *certificate authority*

Accepted	Rejected [Reason]	Usage Guidelines
CD	C.D., Cd	noun; acronym for *compact disk*
CD-ROM	CD ROM, CD-Rom, CD Rom	noun; acronym for *compact disk 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
can	may	verb; use *can* to express an ability, only use *may* to express permissions sought/given
certificate authority	certific*ation* authority, certific*ating* authority	noun; acronym is *CA*
check box	check-box, checkbox, tick box, tick-box, tickbox	noun; avoid, just mention name of option
checklist	check list, check-list, tick list, tick-list, ticklist	noun
check mark	check, check-mark, checkmark, tick, tick mark, tickmark, tickmark	noun
chipset	chip set, chip-set	noun
(to) click sth.	(to) click on sth., (to) click onto sth.	verb
client/server	client server, client-server, client–server, client + server	noun/noun

Accepted	Rejected [Reason]	Usage Guidelines
(to) close sth.	(to) abort sth. [negative], (to) exit sth., (to) terminate sth. [negative]	verb; when referring to closing a window or quitting a GUI application
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
computer	machine [colloquial, sounds as if it were an appliance], PC or Mac [specific], system [restrict usage to software]	noun; where used as a generic reference to a computer
configuration	config	noun; unless when referring to file extension
(to) configure	(to) config	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*
could	may	verb; use *could* to express a possibility, only use *may* to express permissions sought/given
(to) deactivate sth.	(to) deblock sth., (to) uncheck sth., (to) untick sth.	verb; when referring to check boxes
(to) deselect sth.	(to) de-select sth., (to) remove the selection from sth., (to) un-select sth., (to) unselect sth.	verb; when referring to text, for check boxes, use *(to) deactivate sth.*
DHCP	D.H.C.P., Dhcp, dhcp	noun

Accepted	Rejected [Reason]	Usage Guidelines
dial-up	dial up, dialup	only as adjective
dialog	dialog box, dialog window, dialogue [British]	noun
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) double-click on sth., (to) double-click onto sth., (to) doubleclick sth., (to) doubleclick on sth., (to) doubleclick onto sth.	verb
DVD	D.V.D., Dvd	noun; acronym for *digital versatile disk*
dynamic name server	Dynamic Name Server, Dynamic name server	noun; acronym is *DNS*
Ethernet	ethernet	noun
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 "ePub", but the project standard is "EPUB" anyway
e-mail	E-Mail, E-mail, Email, electronic mail, email	noun
	easy [filler], easily	adjective, adverb; avoid

Accepted	Rejected [Reason]	Usage Guidelines
end user	end-user	noun; avoid; where possible, replace with *user*
etc.		abbreviation; avoid; do not use together with "for example" or "such as."; always precede with a comma.
Ext3	EXT3, EXT 3, Ext 3, Ext-3, ext 3, ext-3, ext3	noun; use this capitalization for all version of the Ext file system; 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
	(to) facilitate sth.	avoid
file name	file-name, filename	one word
file server	file-server, fileserver	two words
file system	file-system, filesystem	noun
flavor	flavour [British]	noun
flash disk	flash drive, USB disk, USB drive, USB stick	noun
framebuffer	frame buffer, frame-buffer	one word
front-end	front end, frontend	noun
The GIMP	the G.I.M.P., the GIMP, The Gimp, the Gimp, the gimp	noun; spelling as per project standard; acronym for *GNU Image Manipulation Program*

Accepted	Rejected [Reason]	Usage Guidelines
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, graphical UI	noun; acronym for *graphical user interface*
GUI	G.U.I., GUI interface, GUI user interface, Gui, graphical UI	noun; acronym for *graphical user interface*
hard disk	HDD, HD, hard disk drive, hard drive, hard-disk, hard-drive, harddisk, harddrive, hdd, hd	noun
hard link	hard-link, hardlink	noun
home page	home-page, homepage	noun
host name	host-name, hostname	noun
(to) hotplug sth. (into sth.)	(to) hot plug sth. (into sth.), (to) hot-plug sth. (into sth.)	verb
hotplugging	hot plugging, hot-plugging	noun
hotpluggable	hot pluggable, hot-pluggable	adjective
HTTP	H.T.T.P., Http, http	noun
hypervisor	hyper visor, hyper-visor, hyper vizor, hyper-vizor, hyper-vizor	noun
if		pronoun; use if an event depends on a condition; also see *when* and *whether*

Accepted	Rejected [Reason]	Usage Guidelines
indexes	indices	noun; plural of index
infrared	infra red, infra-red	noun or adjective
initialization	init, initialisation [British]	noun
(to) initialize	(to) init, (to) initialise [British]	verb
installation source	installation data source, installation media	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
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
	just [filler]	adjective, adverb; avoid
Kdump	KDUMP, kdump	noun; only for application
kdump	KDUMP, Kdump	command; only for command
Kernel	kernel	noun; capitalize if referring to Linux kernel
Kprobes	kprobes	noun; only for application
key combination	key accelerator, keyboard accelerator, key combo, keyboard combo, key combina-	noun

Accepted	Rejected [Reason]	Usage Guidelines
	tion, keyboard shortcut, key shortcut	
kprobes	Kprobes	command; 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) left-click on sth., (to) left-click onto sth., (to) leftclick sth., (to) leftclick on sth., (to) leftclick onto sth.	verb
license	licence [British]	noun
(to) license sth.	(to) licence sth. [British]	verb
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	(to) log-in, (to) login, (to) log on, (to) log-on, (to) logon, (to) sign in, (to) sign-in, (to) signin, (to) sign on, (to) sign-on, (to) signon	verb
(to) log in to sth.	(to) log in at sth., (to) log into sth.	verb
(to) log out	(to) log off, (to) log-off, (to) logoff, (to) log-out, (to) lo-	verb

Accepted	Rejected [Reason]	Usage Guidelines
	gout, (to) sign off, (to) sign-off, (to) signoff, (to) sign out, (to) sign-out, (to) signout	
(to) log out of sth.	(to) log in 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; Format for e-mail storage, not the 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; Format for e-mail storage
metadata	meta data, meta-data, meta-datas	one word
(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) middle-click on sth., (to) middle-click onto sth., (to) middleclick sth., (to) middleclick	verb

Accepted	Rejected [Reason]	Usage Guidelines
	on sth., to middle-click onto sth.	
might	may	verb; use *might* to express a possibility, only use *may* to express permissions sought/given
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
must	have to	verb; see also *need to*
name server	name-server, nameserver	two words
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 service, Nis	noun; often: *NIS client*, *NIS server*
	obvious [insulting], obviously	adjective, adverb
(to) open sth.	(to) open up sth.	verb
openSUSE	Open SUSE, Open-SUSE, open SUSE, open-SUSE	noun
open source	Open Source, Open-Source, open-source, opensource	only as noun

Accepted	Rejected [Reason]	Usage Guidelines
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 or adjective
pop-up	pop up, popup	noun
on port	at port	preposition, noun
PostScript	POSTSCRIPT, Postscript, postscript	noun; spelling as per project standard
(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) hit sth. [colloquial], (to) punch sth. [colloquial]	verb; when referring to keys or mouse buttons
proxy		only as noun
PXE	P.X.E., Pixie, pixie, PXE Environment, Pxe, pxe	noun; acronym for "Preboot Execution Environment"
PXE boot	PXE Boot	noun only; as a verb, use "(to) boot using/via PXE" instead

Accepted	Rejected [Reason]	Usage Guidelines
(to) quit sth.	(to) abort sth., (to) exit sth., (to) terminate sth.	noun; quitting an application; always use "close" when referring to windows
RAM disk	R.A.M. disk, RAM drive, RAM-disk, RAM-drive, RAMdisk, RAM-drive, Ram disk, Ram drive, Ram-disk, Ram-drive, Ramdisk, Ram-drive	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	(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) 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) right-click on sth., (to) right-click onto sth., (to) rightclick sth., (to) rightclick on sth., (to) rightclick onto sth.	verb

Accepted	Rejected [Reason]	Usage Guidelines
RPM	R.P.M., Rpm, rpm [different meaning]	noun; acronym for *RPM Package Manager*
runlevel	run level, run-level	noun
runtime	run time, run-time	noun
SCSI	S.C.S.I., Scsi, scsi	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*
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 Cloud	SUSE Linux Cloud	noun
SUSE Linux Enterprise	SUSE Linux Entreprise [British], SUSE Linux enterprise, SUSE linux enterprise	noun; acronym is *SLE*
SUSE Linux Enterprise Desktop	SUSE Linux Enterprise desktop	noun; acronym is *SLED*
SUSE Linux Enterprise Server	SUSE Linux Enterprise server	noun; acronym is *SLES*
SUSE Manager	SUSE Linux Manager	noun
SUSE Studio	SUSE Linux Studio	noun

Accepted	Rejected [Reason]	Usage Guidelines
submenu	sub menu, sub-menu	noun
screenshot	screen shot, screen-shot	noun
screen saver	screen-saver, screensaver	noun
scrollbar	scroll-bar, scroll bar, scroll-box, scroll box, scrollbox, scroller, slide bar, slide-bar, slidebar	noun; GUI element that is used change which portion of a screen area is visible
(to) select sth.	(to) block sth., (to) choose sth., (to) highlight sth.	verb; when referring to text, for check boxes, use *(to) activate sth.*
	self-evident [insulting], self-evidently	adjective, adverb
(to) set sth. up	(to) set-up sth., (to) setup sth.	verb
setup	set up, set-up	adjective or noun
(to) shut sth. down	(to) shut-down sth., (to) shut-down sth.	verb
shutdown	shut down, shut-down	adjective or noun
	simple [filler], simply	adjective, adverb; avoid
slider		noun; GUI element that is used manipulate values that have an upper and a lower bound
spec file	Spec file, Spec-file, Specfile, spec-file, specfile	noun
stand-alone	stand alone, standalone	
(to) start sth. up	(to) start-up sth., (to) startup sth.	verb

Accepted	Rejected [Reason]	Usage Guidelines
start-up	start up, startup	noun
statusbar	status bar, status-bar	two words
	stuff, stuffs [colloquial]	avoid
TAR archive	TAR ball [Unix jargon], tar ball, tar-ball, tarball	noun
taskbar	task bar, task-bar	noun
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	one word
tooltip	tool tip, tool-tip	noun
(to) enter sth. (into sth.)		verb; only when a value needs to be specified and ⌨Enter should be pressed afterwards; where possible, replace by *specify* or *provide*
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	(to) de-install, (to) deinstall, (to) un-install	verb
unselected	deselected, de-selected, un-se-lected	adjective; selection state
usage	utilisation [British], utiliza-tion	noun

Accepted	Rejected [Reason]	Usage Guidelines
(to) use sth.	(to) utilise sth. [British], (to) utilize sth.	verb
uppercase	upper case, upper-case	noun
user name	user-name, username	noun
virtualization	Virtualisation [British], Virtu-alization, virtualisation	noun
VLAN	V.L.A.N., Vlan, vlan	noun; acronym for "Virtual-ized Local Area Network"
Web	WEB, World Wide Web, WWW, web, www	noun; you may use *World Wide Web* or *WWW* in histori-cal contexts
Web page	Web-page, Webpage	noun
Web server	Web-server, Webserver	noun
Web site	Web-site, Website, web site, web-site, website	noun
Webmaster	Web master, Web-master	noun
want sth.	(to) wish sth., would like sth.	noun; you may use *World Wide Web* or *WWW* in histori-cal contexts
when	once	adverb; use *once* only in the meaning "one time only";
when		pronoun; use if an event is in-evitable; also see *if*
whether	whether or not	pronoun; use to present two alternatives which are not conditions, otherwise use *if*; also see *if*

Accepted	Rejected [Reason]	Usage Guidelines
Wi-fi	Wi fi, Wifi, WLAN, Wlan	noun; use the *Wi-fi* brand name whenever referring to IEEE 802.11-based networks; use the term *WLAN* when referring to other wireless LANs.
wild card	wild-card, wildcard	noun
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*
Zypper	zypper	noun; only for application
zypper	Zypper	command; only for command

B. List of Changes to the Style Guide

B.1 Release 2014-02—February 2014

- Restructured large parts of the style guide

  - Promoted *Section 1, "Audience"* to a `<sect1/>`. Added new paragraph about how to mark the target audience in documentation.

  - Removed *Creating a Consistent Structure: Lessons for Lizards* section.

- Renamed *Creating a Consistent Structure: Official SUSE Manuals* to *Outline of a Manual* and promoted to a `<sect1/>`.

- Split the chapter *Writing and Editing* into *Section 4, "Language"*, *Section 5, "Structure and Markup"*, and *Section 6, "Managing Documents"*. Moved the subsections of *Writing and Editing* where they fit best.

- Integrated the *Markup* appendix into to *Section 5, "Structure and Markup"* and *Section 6, "Managing Documents"*.

- Moved *Section 5.17, "Procedures"* (formerly *Creating Procedures*) and *Section 5.4, "Command Line Input and Output"* (formerly *Presenting Computer Elements*) as subsections into *Section 5, "Structure and Markup"*.

- Renamed *Discriminatory Language* to *Section 4.9, "Gender Bias"*.

- Renamed *Keys* to *Section 5.15, "Keys and Key Combinations"* and promoted it to a `<sect2/>` within *Section 5, "Structure and Markup"*.

- Renamed *GUI Elements* to *Section 4.19, "User Interface Item"* and promoted it to a `<sect2/>` within *Section 4, "Language"*.

- Created *Section 6, "Managing Documents"* and moved *Section 6.1, "Remarks"*, *Section 6.2, "XML Comments"*, and *Section 6.3, "Entities"* as subsections into it.

- Moved *Appendix A, Terminology and General Vocabulary* and the copyright notice into separate DocBook files.

- Restructured terminology list, added more terminology

  - Renamed *Spelling Terms* to *Appendix A, Terminology and General Vocabulary* and moved it into an appendix.

  - Centralized much of the information in the introductory paragraph of *Spelling Terms* in *Section 4, "Language"*.

  - Change table layout from two columns ("Word or Phrase" and "Usage Guideline") to three ("Accepted", "Rejected", and "Usage Guideline").

  - Added prefix *(to)* to all verbs.

- Added grammatical classification of word to all entries.

- Added entries for *(to) activate sth.*, *add-on*, *advice*, *(to) advise*, *after*, *although*, *and*, *appendixes*, *Audio CD*, *because of*, *basically*, *(to) boot using/via PXE*, *Btrfs*, *but*, *CD*, *CD-ROM*, *CUPS*, *(to) close sth.*, *computer**, *configuration*, *(to) configure*, *could*, *Common Unix Printing System*, *(to) deactivate sth.*, *dialog*, *directory*, *DVD*, *e-book*, *EPUB*, *easy*, *easily*, *end user*, *etc.*, *Ext3*, *Ext4*, *flavor*, *flash disk**, *graphical user interface*, *HTTP*, *if*, *indexes*, *initialization*, *(to) initialize*, *IPv4*, *IPv6*, *license*, *(to) license sth.*, *lowercase*, *just*, *need to*, *might*, *(to) multitask*, *must*, *obvious*, *obviously*, *openSUSE*, *(to) open sth.*, *open source*, *(to) print sth.*, *(to) preconfigure sth.*, *preconfigured*, *(to) press sth.*, *PXE*, *PXE boot*, *(to) quit sth.*, *(to) register*, *(to) register at sth.*, *(to) register for sth.*, *SLE*, *SLED*, *SLES*, *SUSE Cloud*, *SUSE Linux Enterprise*, *SUSE Linux Enterprise Desktop*, *SUSE Linux Enterprise Server*, *SUSE Manager*, *SUSE Studio*, *self-evident*, *self-evidently*, *scrollbar**, *simple*, *simply*, *(to) select sth.*, *(to) shut sth. down*, *shutdown*, *(to) start sth. up*, *TAR archive**, *(to) type sth. (into sth.)*, *usage Unix*, *uppercase*, *when*, *want sth.*, *Wi-fi**, and *YaST*.
  (An * marks potentially interesting changes.)

- Modified entries where the second word of a compound is "name". These are now written as two words: *file name*, *host name*, *path name*, *user name*.

- Modified entry for "screenshot" (now one word).

- Switched from *Merriam-Webster Collegiate Dictionary* to http://www.merriam-webster.com/ ↗ web site as the authoritative source of spellings.

- Added *Section 5.4.5, "Prompts"* to document how to use prompts in `<screen/>` elements.

- In *Section 2, "Names of Example Items"*, added Geeko, Foxkeh, Konqi, and Duke to the list of mascots to choose from.

- Removed all occurrences of "basically" and "stuff". Removed other occurrences of colloquial language.

- Updated various examples to use newer software versions or to not specify a software version (*soffice* to *loffice*, *SUSE LINUX 9.1.4.2* to *SUSE Linux Enterprise*).

- Shortened and clarified many parts of the style guide to avoid tautologies and unnecessary explanations.

- Rewrote large parts of *Section 3, "Outline of a Manual"*, removed example of structure, added copyright notice as an example, and expanded on information needed for title pages and imprints.

- Removed differentiation between the many types of `authors` files from *Section 3, "Outline of a Manual"*. This was too complicated to be practical. Also, current practice is to never mention translators.

- Added "Objective before Instruction" rule to *Section 4.15, "Sentence Structure"*.

- Added short guideline about file extensions to *Section 4.8, "File and Directory Names"*.

- Reworked *Section 5.9, "Figures"* to be more structured and added instructions for preparing and editing screenshots.

- Added *Section 6.4, "XInclude Elements"*.

- More informative example in *Section 5.10, "Glossaries"*.

- Simplified rules for creating IDs in *Section 5.12, "Identifiers"*. The aim is to shorten the length of the average ID and to help to create predictable IDs.

- Added the `co` prefix to *Table 6, "Abbreviations for Different Elements in an `id` Attribute "*.

- Added this list of changes as an appendix.

- Added list of authors as a separate DocBook file.

- Added standard entities as a separate file.

- Updated copyright notice to refer to SUSE, LLC instead of Novell, Inc.

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