Perfect Sense

# Purpose and Goal

The purpose of this style guide is to provide authors and editors with the standardized usage and formatting for the documentation appearing at <http://docs.brightspot.com>. Some of the standards appearing in this style guide are taken from the sources listed in “References.” Other standards are unique to Perfect Sense.

# Brightspot’s User Interface

Brightspot has the following primary user interfaces: dashboard, content edit page, settings, and content picker. The callouts in the following illustrations provide the terms to use in user documentation.

## Dashboard

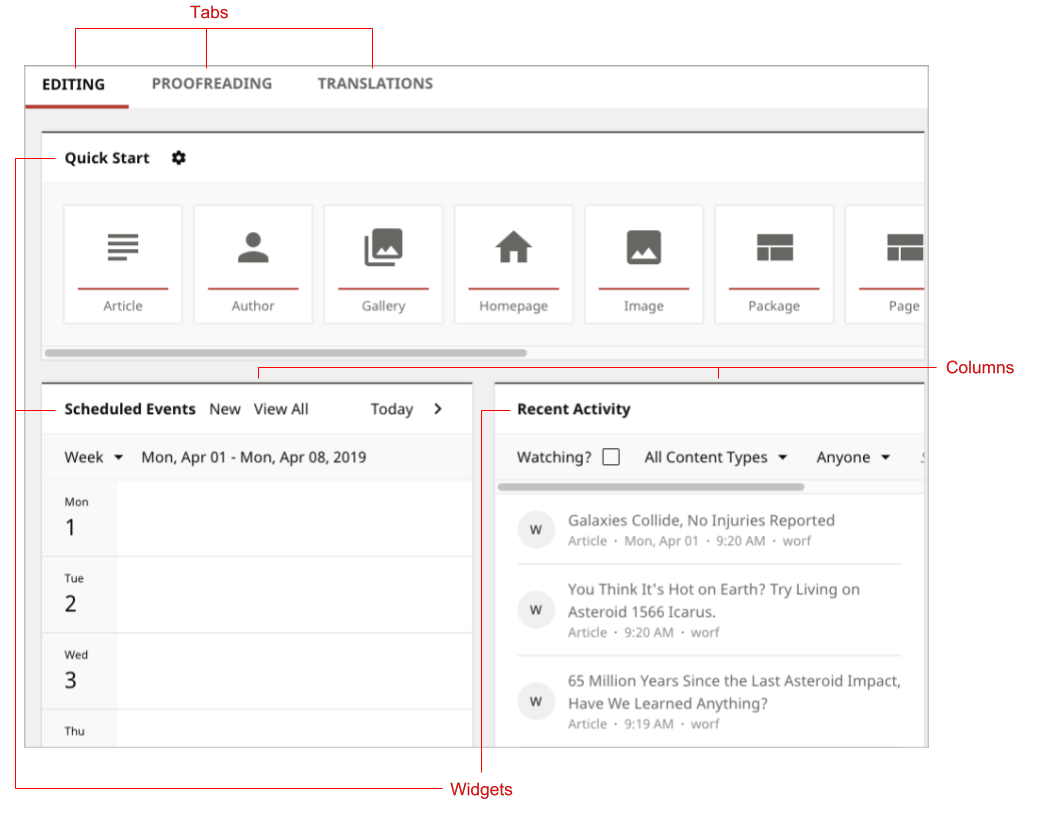


Figure 1: Dashboard

## Content Edit Page

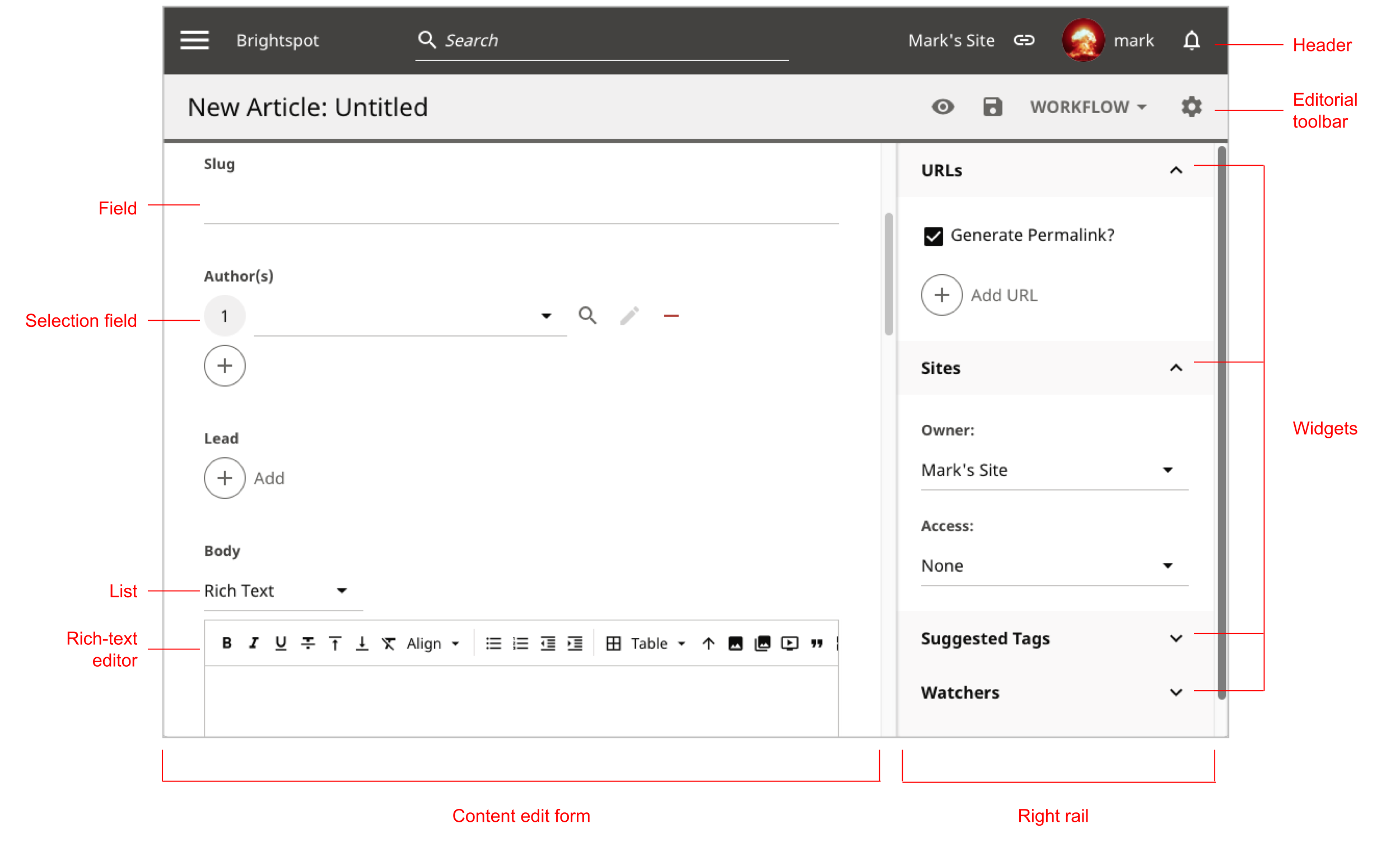


Figure 2: Content edit page

## Settings Pages

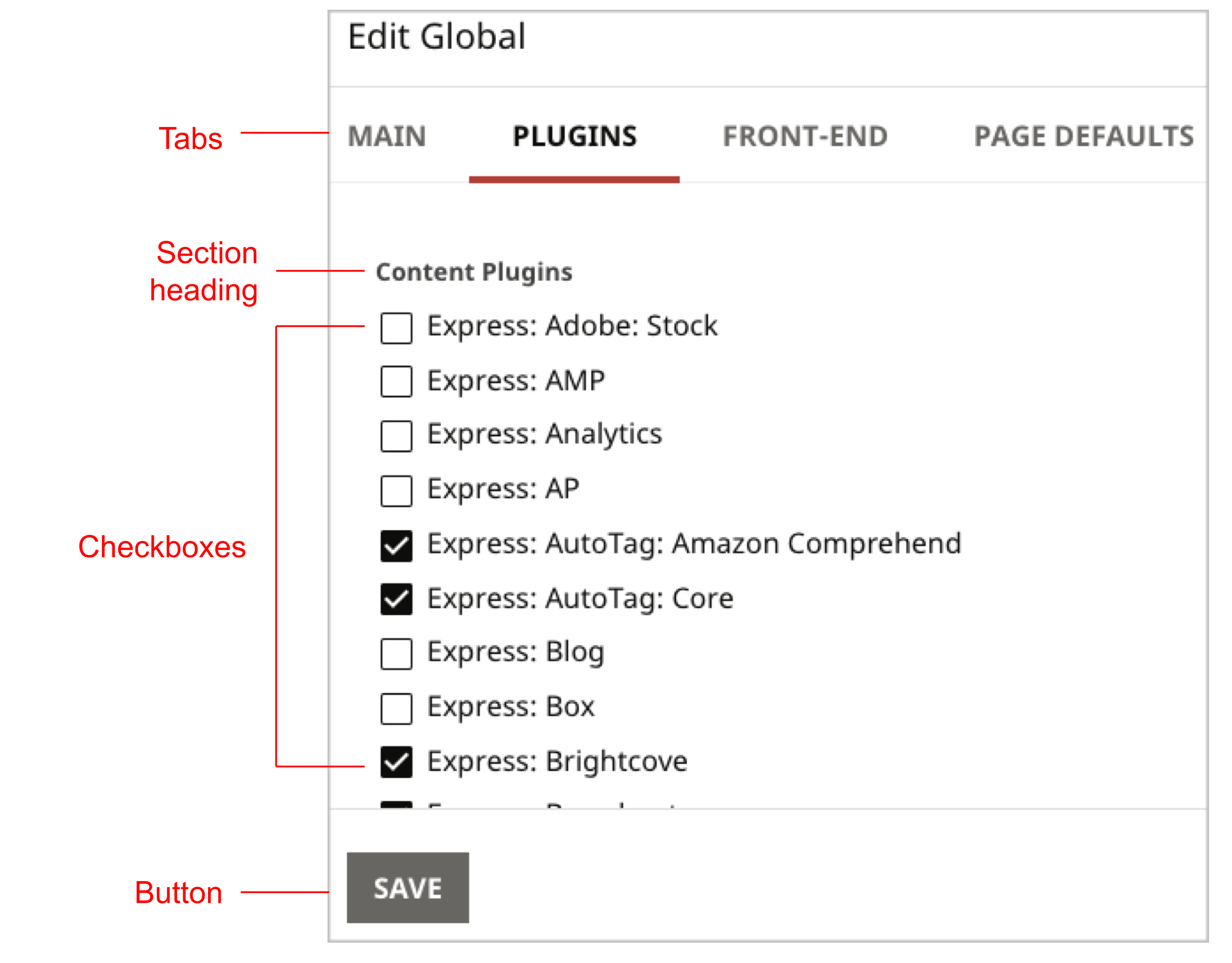


Figure 3: Settings page, plugins

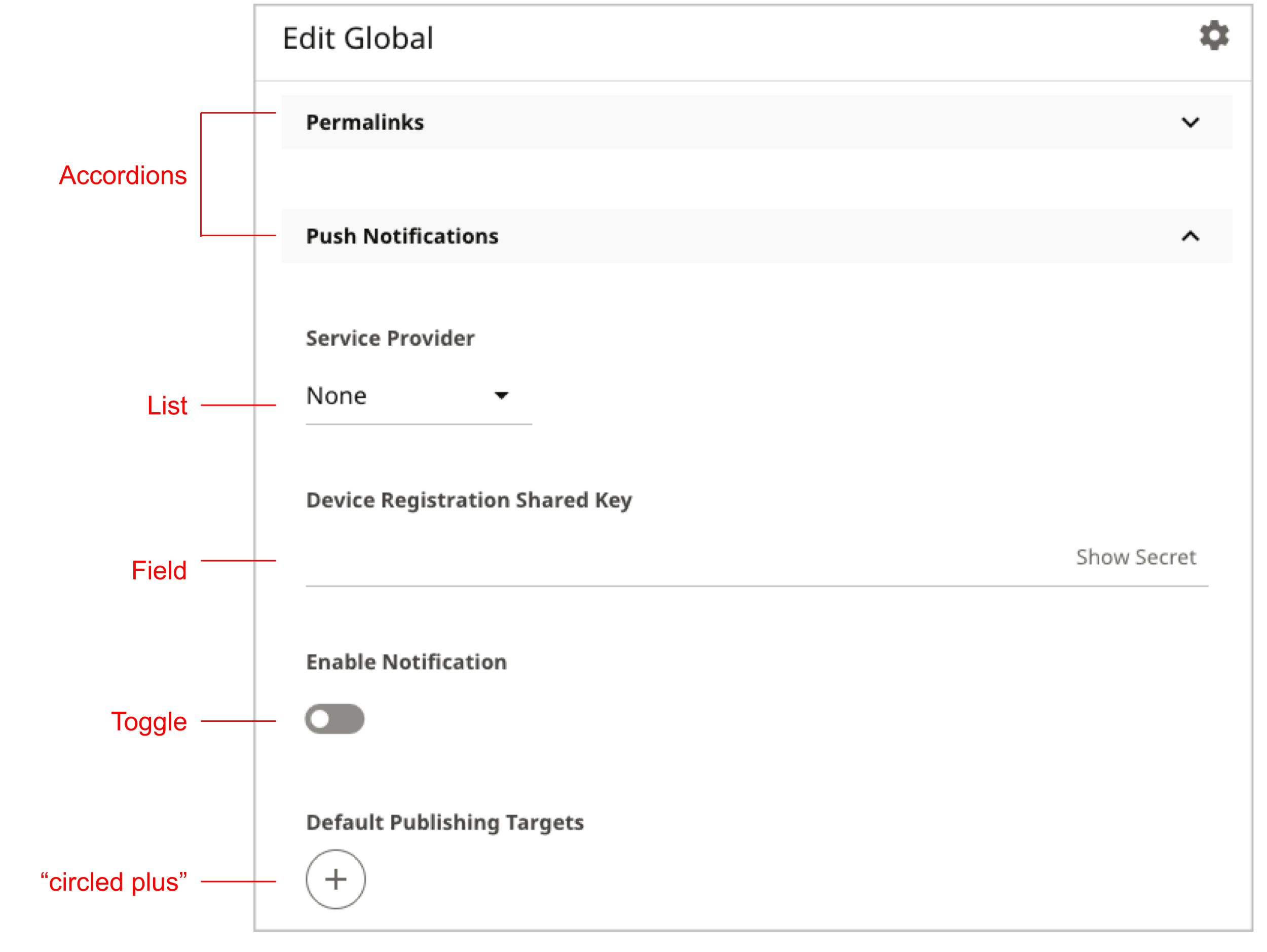


Figure 4: Settings page, frontend

## Content Picker

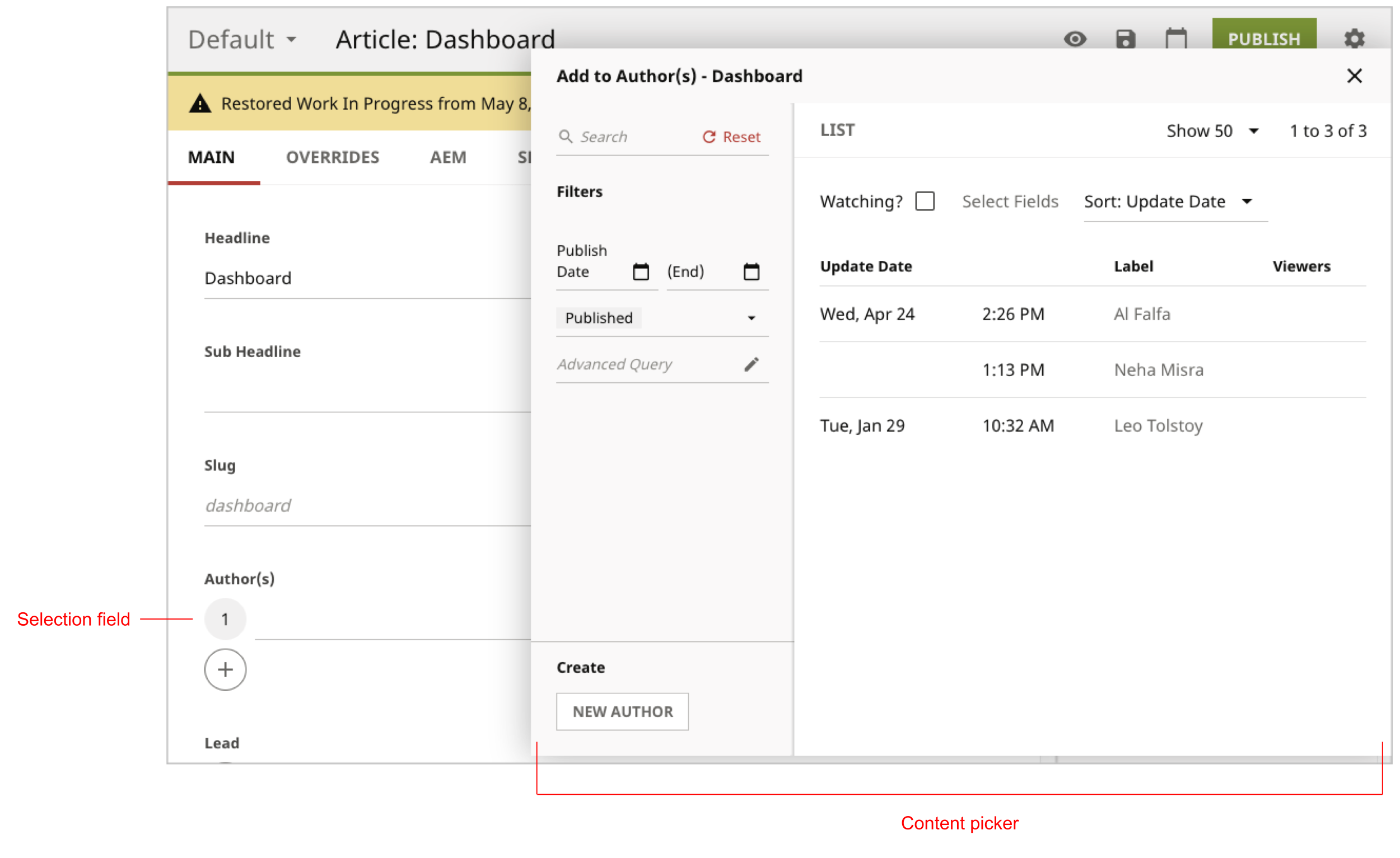


Figure 4: Content picker

# Character-Level Formatting

## Body text

|  |  |  |
| --- | --- | --- |
| Item | Convention | Note |
| Paths, code samples, anything typed at command line, anything a user types in the GUI, file names. | Monospace | Paths include trailing slash. |
| Keyboard Shortcuts | No character formatting, abbreviate using Ctrl, Alt, Cmd, Shift, use a hyphen for compound key combinations. | Best to avoid mentioning keyboard shortcuts if possible due to cross-platform environments. |
| UI elements not in a procedure. | No formatting. | Example: You compose your article in the Body field. |
| Elements in UI | See the section “User Interface.” |  |

## User Interface Elements

The following table lists Brightspot’s UI elements and standard usage.

| Element | Definition | Usage | Example |
| --- | --- | --- | --- |
| Text field | Holds a single line of text. | Set field’s label in boldface, with the field’s name before the word “field.” | In the **Slug** field, type OMG (see Figure 2). |
| Selection field | Opens the content picker for selecting an item. | Set field’s label in boldface, preceded with the word “field.” | Under **Lead**, click ⊕ (see Figure 2). |
| List | Displays values for selecting. | Set field’s label in boldface, bracketed with the phrase “From the <blah> list.” Similarly, set the selected value in boldface. | From the **Body** list, select **Rich Text** (see Figure 2). |
| Widget | A group of UI elements. | Set widget’s label in boldface, bracketed with the phrase “In the <blah> widget.” | In the **URLs** widget, click ⊕ (see Figure 2). |
| Checkbox | Square box that is marked or cleared to turn on or off an option. | Set the checkbox’s label in boldface, using the verb “mark” or “clear.” | Clear **Express: Box**.  Mark **Express: Brightcove**.  (See Figure 3.) |
| Section heading | Introduces a group of UI elements under the same tab. | Set the section heading in boldface, preceded with the word “Under.” | Under **Content Plugins**, clear **Express: Box** (see Figure 3). |
| Button | Initiates an action, often save or publish. | Set the button’s label in boldface, preceded with the verb “Click.” | Click **Save** (see Figure 3). |
| Tab | Contains UI elements. | Set the tab’s label in boldface, preceded with the word “Under.” | Under **Plugins**, under **Content Plugins**, clear **Express: Box** (see Figure 3). |
| Accordions | Collapsible area of the UI. | Set the accordion’s label in boldface, preceded with the word “Under.” | Under **Push Notifications**…(see Figure 4.) |
| Content Picker | Displays a UI for searching for and selecting an item of a given content type. | The typical phrasing is to combine with the label for the selection field. | Under **Lead**, click ⊕. The content picker appears (see Figure 4). |
| Header | Header appearing at the top of all Brightspot pages. | Used as a locator for another UI element. | In the header, click **Search** (see Figure 2). |
| Menu selections | A sequence of menu selections starting at the navigation menu. | Start with “Select,” then the list of menu items separated by a bracket. Most menu selections start with the navigation menu. | From the Navigation menu, select **Admin > Sites and Settings**. |
| Text a user types. |  | Should some formatting be applied here? Monospace dark gray? | In the **Slug** field, type OMG. |

## Punctuation

|  |  |
| --- | --- |
| Item | Example |
| No space between text and dashes, ellipsis. | In the following snippet—  To publish an article… |
| No hyphen after prefixes such as re and pre. | Reuse the object  Preempt the processing |
| Punctuation inside closing quote as customary. | Assets are sometimes referred to as “items.” |

# Precautionary Messages

|  |  |  |
| --- | --- | --- |
| Message | Context | Example |
| Tip | A tip suggests a best practice for using Brightspot. | Tip: You can tag content with visitors’ search terms; for details, see “Tagging Content with a Brand, Country, Product, or Topic.” |
| Note | A note supplies information that may apply only in special cases. | Note: If you experience excessively slow performance with either the host OS or the guest Ubuntu OS, you may need to adjust memory allocation in the VirtualBox Manager. |
| Caution | A caution advises users that failure to take or avoid a specific action could result in disruption in workflow. | Caution: Enabling two-factor authentication for a role locks all accounts associated with that role until the users are able to enter an authentication password. Ensure your users are trained and have an authenticator installed on their phones before enabling two-factor authentication at the role level. |
| Warning | A warning advises users that failure to take or avoid a specific action could result in loss of data. | Warning: If you replace a one-off dashboard with another dashboard, Brightspot permanently deletes the replaced dashboard |

# Restructured Text Markup

|  |  |  |
| --- | --- | --- |
| Item | Convention | RST Markup |
| Code samples | Indent with three spaces. | Within .. code-block:: , press spacebar as appropriate. |
| Heading level 1 |  | Equals sign |
| Heading level 2 |  | Dash |
| Heading level 3 |  | Carrot |
| Heading level 4 |  | Tilde |
| Numbering |  | #. |
| Bullets |  | \* |
| Paths |  | :code:`path/to/directory/` |

## Locations of Graphics Files

All images are in an image/ subdirectory.

## Relative Paths

All paths within a Sphinx project must be relative.

## File names

File names match, or very closely match, the topic title. For example, the file name for the topic [Global Dictionaries](http://docs.brightspot.com/cms/editorial-guide/site-settings/global-dictionaries.html) is global-dictionaries.txt.

# Nomenclature and Spelling

| Correct/Preferred | Example | Incorrect |
| --- | --- | --- |
| frontend | Check with the frontend developer. | front end or front-end |
| backend | Check with the backend developer. | back end or back-end |
| dashboard is a proper noun. | The Dashboard is on the landing page. | The dashboard is on the landing page. |
| Model, View, ViewModel | Always initial cap, regardless if proper or common noun. ViewModel is one word.  I coded a Model.  I coded a View.  I coded a ViewModel. |  |
| Model-View-ViewModel | Spelled Model-View-ViewModel. | <https://en.wikipedia.org/wiki/Model%E2%80%93view%E2%80%93viewmodel> |
| runtime? | Runtime (one word) | Run-time, run time |
| Properties and methods within classes | Use a hash tag to identify members of a class. Example: The StorageItem to use for preview can then be accessed via State#getPreview(). | Don't use the dot operator. |
| file name | "File name" is two words, following "folder name" and "directory name." | Filename |
| Embed |  | Apply caution when using this word in developer documentation. Very much a reserved word in annotations. |
| Cast |  | ML misuses this word, prefer "render." Cast is a reserved word in programming. |
| Less | Open the Less file. | Less is a CSS pre-processor. It isn't an acronym, so set in initial cap. |
| gulp | gulp is a package manager | Always in lower case, following https://gulpjs.com/ |
| Asset | An instance of a content type. When an editor creates a new article, image, video, page, section, or anything else, the editor is creating an **asset**. | Avoid "instance of a content type" or "content type", particularly in editorial docs.  The user documentation has instances of "item," which at some point should be expunged. |

# Headings, Captions

Headings and captions:

* Have initial cap on first word only, remaining are lower case.
* Periods only if the caption is a full sentence.
* Apply captions to tables and graphics only if they are the target of a cross reference.

# Procedures

## Introduction to a procedure

Introduce each procedure with a prepositional phrase terminated with a colon, such as “To publish an article:”

## Multi-step

Arabic at level 1, lower-case Latin at level 2, lower-case Roman at level 3.

## Single step

A bullet before the single step.

## Punctuation

End each step with a period, regardless if it is a full sentence or not.

## Effects

* If a step has an effect, the effect is part of the same paragraph. “Click ⊕. A **Dashboard** widget appears.”
* The effect of an entire procedure is in its own paragraph aligned to the left margin.

# Cross References

## List of Cross-Referenced Topics

Cross references at the end of a topic are introduced with **See also:**. Each x-ref is bulleted.

**See also:**

* Bulk Archiving and Restoring
* Upload
* Collections

## Cross References to Tables and Figures

Indicate the type of cross references before the x-ref itself.

* For details, see the table Language Modes for Syntax Highlighting.
* For an overview, see the illustration DIMS URL.

# Graphics

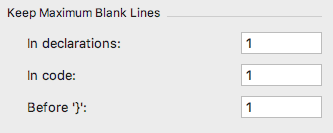
## Composing Graphics and Drawings

* OK to compose screenshots on low-resolution devices, use high-resolution devices where effective.
* Border around all screen shots. Border is 3 pixels wide, color #C0C0C0.
* For drawings created in a drawing program (typically graphics with callout or line drawings), export to SVG and import into the documentation project.
* Callouts use embedded text, not numbered references to body rST text.
* Callouts are in red lines and red text. In Google Draw, the red text is Arial 13 pt.
* Drawings, without callouts, are in blue lines and blue text.
* Use torn-page effect to provide context when necessary.

# Code Samples

## Java

* Reformat code in IntelliJ using the following settings (Preferences > Editor > Code Style > Java).
* Use the IntelliJ defaults for the following tabs: **Tabs and Indents**, **Spaces**, **Wrapping and Braces**, **Blank Lines**.
* The only exception to the defaults is under **Blank Lines**, **Keep Maximum Blank Lines**. All entries are set to 1 to avoid more than one blank line.



* No blank line after a method declaration (but, using IntelliJ default, a blank space before and after the method itself).
* When using page.writeStart and page.writeEnd statements to write HTML, use nested indents of four spaces, and indicate the closing tag.

page.writeStart("table");

page.writeStart("tr");

page.writeStart("th");

page.writeHtml("City");

page.writeEnd(); /\* th \*/

page.writeStart("th");

page.writeHtml("Time");

page.writeEnd(); /\* th \*/

page.writeEnd(); /\* tr \*/

page.writeEnd(); /\* table \*/

## Other Languages

* XML, HTML, SQL—Indent nested levels four spaces
* JSON, JavaScript, CSS, LESS—Indent nested levels two spaces
* Line numbers—Apply line numbers to code samples only if an explanation of the sample refers to a line number.

# References

* [Microsoft Writing Style Guide](https://docs.microsoft.com/en-us/style-guide/welcome)
* [Microsoft Manual of Style](%20http://jasonhall.ca/wp-content/uploads/2015/08/Microsoft.Press_.Microsoft.Manual.of_.Style_.4th.Edition.Jan_.2012.pdf)