



**MIDDLESEX Community College**

**Tools and Technologies for Tech Writers 2024**

**Week 11**

# **Sample Bookmap**

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# Middlesex Community College 2024

This document was prepared as an assignment for the Middlesex Community College Tools and Technologies for Technical Writers class, Winter semester 2024.

Prepared by Therese Kay.

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

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# Topic

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

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

Here is another paragraph.

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

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

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

## Why Use Google Earth

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Google Earth is a cloud-based geo-browser platform. It allows users to access satellite and aerial images, topography, and other geographical data of our planet.

This is a really fun tool that will let you see cities and landscapes from various angles. You can find your neighborhood, explore the Grand Canyon, or visit the Pyramids in El Salvador. There are different layers that allow you to see various information about a location.

Here is a list of some of the layers you might be able to view:

- Roads
- Terrain
- Borders and labels
- Geographical features

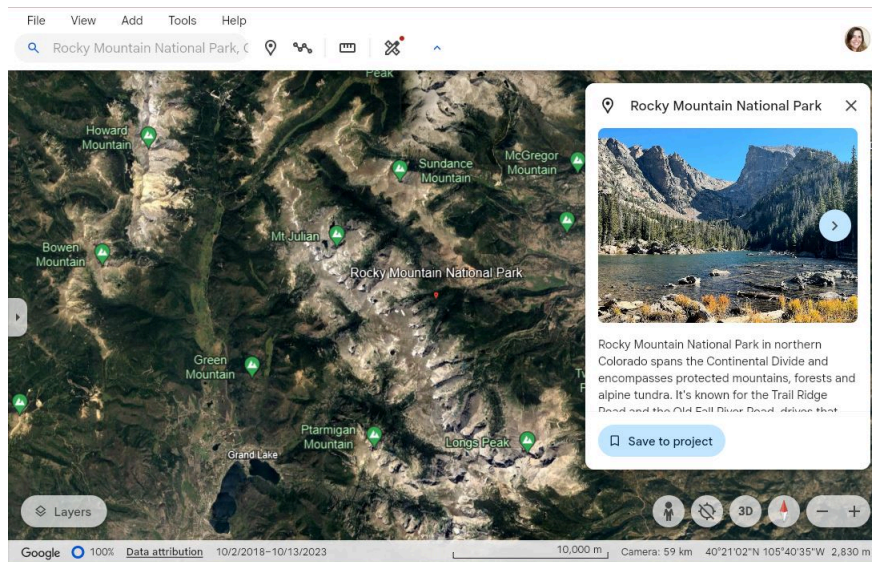
## Accessing Google Earth in Your Browser

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Google Earth can be accessed from your browser allowing you to search for and explore various places. This is available to anyone for free.

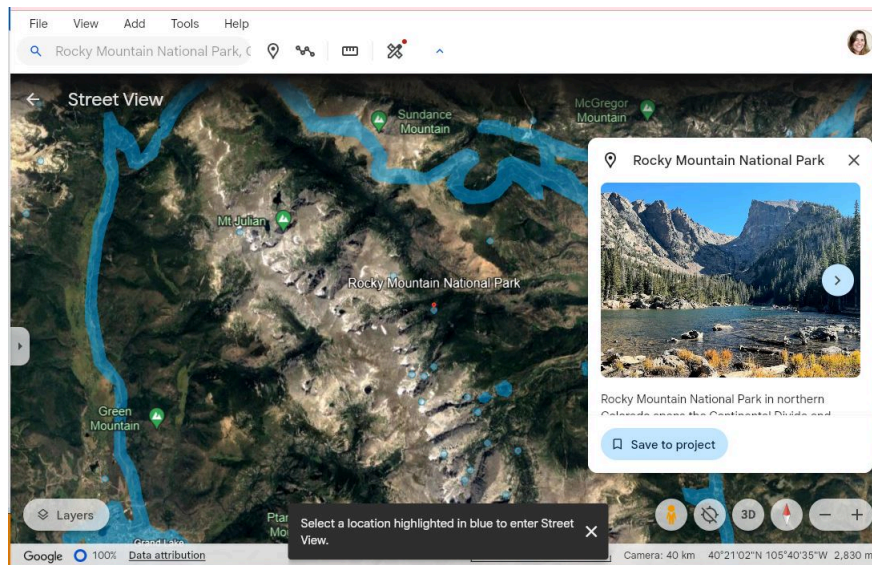
The steps below will introduce you to navigating around Google Earth.

1. Navigate to <https://earth.google.com/>
2. In the *Search* field, enter your address.  
You will see an aerial view of your neighborhood which you can zoom in or out with the control in the lower-right corner.
3. In the *Search* field, enter the name of a location such as, "Rocky Mountains." You can also enter longitude and latitude.  
In addition to seeing the 3-D view, an information card will appear sharing data about the site, including a Wikipedia link for more information. Not all sites have an information card.



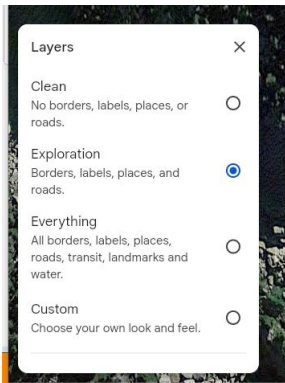
**Figure 1: Google Earth view of the Rocky Mountains**

4. Click the **Street View** icon in the lower right. Blue highlights will appear on the map along with a pop-up stating: Select a location highlighted in blue to enter Street View.



**Figure 2: Special Locations in Google Earth**

5. Select a location highlighted in blue to enter Street View.
6. Click and drag your mouse to explore!
7. In the lower left corner click the **Layers** button. Here you can toggle on and off various options such as animated clouds, 3D coverage, gridlines, and photos.



**Figure 3: Layer Options in Google Earth**

**Note:** Layer options will vary depending on view and location.

## Google Earth Keyboard Shortcuts

This table lists some Google Earth keyboard shortcuts

Action	shortcut
Move left	Left arrow
Move right	Right arrow
Move up	Up arrow
Move down	Down arrow
Tilt Up	Shift + Up arrow
Tilt Down	Shift + Down arrow
Reset North	n
Zoom in	+
Zoom out	-

## Example Concept File

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

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

Concepts are not overly structured.

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## Example Task Topic

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

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

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

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

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

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

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

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

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

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

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

This element is optional.

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

This element is optional.

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

This element is optional.

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

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## Example Reference Topic

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

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

Reference topics can contain:

`<section>`                      Generic text space.

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