# WebWorks ePublisher Express

# User Guide

# TABLE OF CONTENTS

## Chapter 7:   Modifying Project Settings    55

# WELCOME

Welcome to the User Manual for ePublisher Express. The User Manual will familiarize you with ePublisher Express' features and capabilities. By learning how to utilize the features in ePublisher Express, you can maximize the full capabilities of the application to create your desired online Help output.

Users of all skill levels can use this guide to perform common tasks such as creating projects, generating online content, generating conformance reports, and setting project preferences.

## About ePublisher Express

ePublisher Express is part of WebWorks' ePublishing solution. It provides a way for writers to create content within a single authoring environment and quickly produce online output. With ePublisher Express, writers bypass the hassle of spending time and resources learning new software like ePublisher Pro; instead, writers can instantly benefit from the power and capabilities of ePublisher Pro. ePublisher Express is similar to ePublisher Pro except it does not contain a Document Designer, Style Designer, and built-in output formats.

ePublisher Express provides a fast and easy way to create online Help. It serves two main purposes: to generate output and to serve as a proofing tool.

To generate output, ePublisher Express takes the information defined with the standalone stationery file and uses it to convert your source documents into your desired online Help format. The overall appearance of your output depends on the style and formatting information defined within the standalone stationery file.

To ensure that your source documents conform to the style and formatting information defined within the standalone stationery file before distributing it online, you can generate conformance reports through ePublisher Express. Conformance reports serve as proofing tools that indicate where potential errors occur in your source documents.

## What Are the Benefits of Using ePublisher Express?

ePublisher Express lets you concentrate on producing high-quality content within a single authoring environment and spend less time on designing, implementing, and delivering online output. As a writer, you can now simply create your content using the template provided by your stationery designer and quickly generate output using the standalone stationery file in ePublisher Express.

ePublisher Express improves the documentation process by implementing template and stationery usage, which ensures that your output conforms to the standards established by the stationery designer. To ensure that your source documents adhere to the style and formatting rules defined within the stationery file, you can generate conformance reports in ePublisher Express. The conformance reports inform and direct you to where specific problems occur in your source documents.

Some other benefits of ePublisher Express include:

- Proofing tools
- Fast and efficient online Help conversion
- Template and stationery usage
- Output delivery options
- Merged Help options
- Cross-reference, variables, and conditions editors

## How Does ePublisher Express Work?

The first step in producing any type of output is creating an ePublisher Express project, which must link to a standalone stationery file and contain source documents. ePublisher Express then creates output for your source documents using information in the standalone stationery file.

Within your source documents, you should have applied styles your content. The style names are important because ePublisher Express uses them to determine which styles from the standalone stationery to apply to your output.

In order to determine what style information to use, ePublisher Express looks to

the standalone stationery file, which contains a list of all the style names and their style definitions. The style definitions include information like font styles, text size, border styles, and margins. ePublisher Express matches the style name from the source document to the style name in the standalone stationery file. If the style names match, ePublisher Express retreives the formatting information from the standalone stationery and applies it to the content.

For example, if you are using Heading 1s in your source document, and Heading 1 is defined in your standalone stationery with the following style attributes:

Font-family: Times New Roman

Font-size: 12pt

Font-weight: Bold

Text-color: Blue

then any content that uses a Heading1 style will inherit this style information.

### The ePublisher Express Workflow

The basic ePublisher Express workflow involves the following steps:

1. Create your content using the source template provided by your stationery designer.
2. Create an ePublisher Express project based on the standalone stationery associated with your source template.
3. Add your source documents to the project.
4. Generate conformance reports.
5. Address any issues indicated in the conformance reports.
6. Generate output.
7. Deploy the generated output.

# Commonly Used Terminology

The following section explains the commonly used terms in this manual.

## Template

A template refers to a set of pre-designed formats on which new source documents can be based and offers writers a standardized format on which to base their content, thus promoting uniformity and conformity. It is a blank, reusable document that contains predefined style and formatting information that writers can use to create a new document.

## Standalone Stationery

A *standard* stationery file contains the style information, cross-reference definitions, conditions settings, variable values, and format settings from an ePublisher Pro project; however, a *standalone* stationery file is essentially a standard stationery file, except with one exception: it contains output format information.

Each output format (e.g., WebWorks Help 5.0, HTML Help, JavaHelp, Dynamic HTML, etc.) requires certain files to generate output; without them, the formats would not have the necessary components to create the Help system. We do not ship any formats with ePublisher Express; therefore, standalone stationery is necessary because it provides ePublisher Express with the necessary files to generate output for the target formats specified in your project.

In order to create standalone stationery, the stationery designer first must create an ePublisher Pro project. Once the stationery designer has finalized the project, the project needs to be saved and packaged as standalone stationery. Once the stationery designer saves the ePublisher Pro project as a standalone stationery file, all of the style information, settings, and definitions from the project will be added to the stationery file. ePublisher Pro will also copy over the necessary format files and save it as part of your standalone stationery.

Once the stationery designer has finished the standalone stationery file, it needs to be distributed all ePublisher Express users. If the stationery designer moves or deletes the standalone stationery from the location from which ePublisher Express projects are accessing it, then the ePublisher Express will alert you that it cannot find the location of the standalone stationery file. If this occurs, you will need to update your project and direct it to the new location of the standalone

stationery or point it to a new standalone stationery file.

## Project

A project creates and produces online output; it is the **.wrp** file that you use to generate your output. When you create a new project, you are creating a new .**wrp** file that will contain the source documents, project customizations, and files that will be used to generate online output. After you have created a project, you will have the ability to add source documents and groups, modify your project preferences, generate conformance reports, and produce output.

## Output Format

Output format refers to the type of Help format you wish to create. There are two types of Help formats available: online Help formats and HTML formats. Online Help formats include WebWorks Help5.0, Microsoft HTML Help 1.x, Microsoft WinHelp, Sun JavaHelp 1.1.3, Sun JavaHelp 2, and Oracle Help. HTML formats include Dynamic HTML and Simple HTML.

## Format Target

Format targets are based on output formats (e.g. WebWorks Help 5.0, HTML Help, WinHelp, DHTML, etc.) and are unique to each stationery file. A format target refers to the output that you would like the generate and the format settings associated with it.

## Conformance Reports

There are five types of conformance reports:

1. Styles
2. Filenames
3. Links
4. Topics
5. Accessiblity

Each report provides you with data with which you can use to proof your source

documents. Conformance reports indicate where discrepancies exist between your source document and standalone stationery and alert you when potential problems occur.

# INSTALLING EPUBLISHER EXPRESS

This section provides you with the necessary information to download and install ePublisher Express. It is important that you read this section before installing ePublisher Express to ensure that you have all the necessary system requirements to support the software.

Prior to installing ePublisher Express, please read the section "Before Installing ePublisher Express" on page 7, which details the system requirements and the necessary precautions to take before installing ePublisher Express. This ensures that you do not encounter any major problems during the installation process.

## Before Installing ePublisher Express

It is highly recommended that you satisfy each of the criteria listed below before proceeding with the installation.

Before installing ePublisher Express, you must:

- Close Microsoft Word and/or Adobe FrameMaker.
- Close Microsoft Outlook (if Microsoft Word is your e-mail editor).
- Verify that your computer meets the minimum system requirements. For more information, please see "Minimum System Requirements" on page 7.
- Have Microsoft Word or Adobe FrameMaker installed on your system.
- Have Microsoft .NET Framework 2.0 installed on your system.
- Uninstall any previous versions of ePublisher Express.

## Minimum System Requirements

- Microsoft Windows 2000 (Service Pack 4) or greater
- Microsoft Internet Explorer 5.5 or greater (with JavaScript enabled)

- Adobe FrameMaker 6.0 or greated
- Microsoft Word 2000 or greater
- Minimum 512 MB RAM
- Minimum 100 MB free hard disk space
- Pentium IV or AMD equivalent processor
- 800 x 600 display screen resolution
- Microsoft .NET Framework 2.0

## Recommended System Requirements

- Microsoft Windows XP
- Microsoft Internet Explorer 6.0 (with JavaScript enabled)
- Adobe FrameMaker 7.2
- Microsoft Word 2003
- Minimum 1 GB RAM
- Minimum 200 MB free hard disk space
- 3 GHz or faster Pentium IV or AMD equivalent processor
- 1280 x 1024 display screen resolution (dual monitors supported)
- Microsoft .NET Framework 2.0

## Downloading ePublisher Express

The latest version of our software is availble from our download center. Please visit the download center and download the latest ePublisher Express installer.

We recommend you check our website for updated builds of the software, which contain fixes to known software defects and software enhancements.

## License Keys

Once you have completed the purchasing process, Quadralay's sales team will e-mail you the ePublisher Express license keys. If you have not received a license key, or are having problems with your license key, please contact Quadralay's sales team.

You must enter your license key information before generating output with our product. If you have not entered your license key information, you will receive an error stating that no license key was found to enable support for your authoring tool. If you are receiving this error, please verify you have entered your license key information correctly.

### *To add a license key:*

1. In ePublisher Express, select **Help > License Keys**.
2. Enter your license key in the Key field.
3. Click the **Add Key** button.
4. Click **OK** to close the License Key window.

### *To delete a license key:*

1. In ePublisher Express, select **Help > License Keys**.
2. Select the key you would like to delete.
3. Click the **Delete Key** button.
4. Click **OK** to close the License Key window.

## Installing the Software

You can obtain ePublisher Express from Quadralay's Web site. To download ePublisher Express, please see "Downloading ePublisher Express" on page 8. Please be sure to have your license key information ready and register your software when the installation process completes.

### *To install ePublisher Express:*

1. Download the installer for ePublisher Express from the WebWorks Download Center.
2. Read "Before Installing ePublisher Express" on page 7.
3. Double-click on the **WebWorks ePublisher Express.msi** file.
4. When the Welcome screen displays, click **Next** to advance to the next screen.

**Figure 3-1: The Welcome Screen**

**5.** The next screen is the license agreement. Select the **I Agree** option, and click the **Next** button to proceed with the installation.
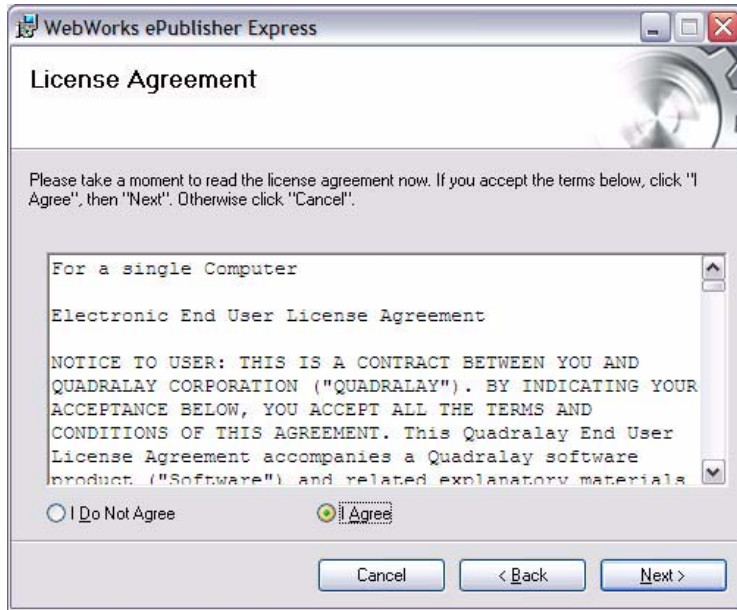
**Figure 3-2: The License Agreement**

  **6.** On the next screen, select the shortcuts you would like to create.
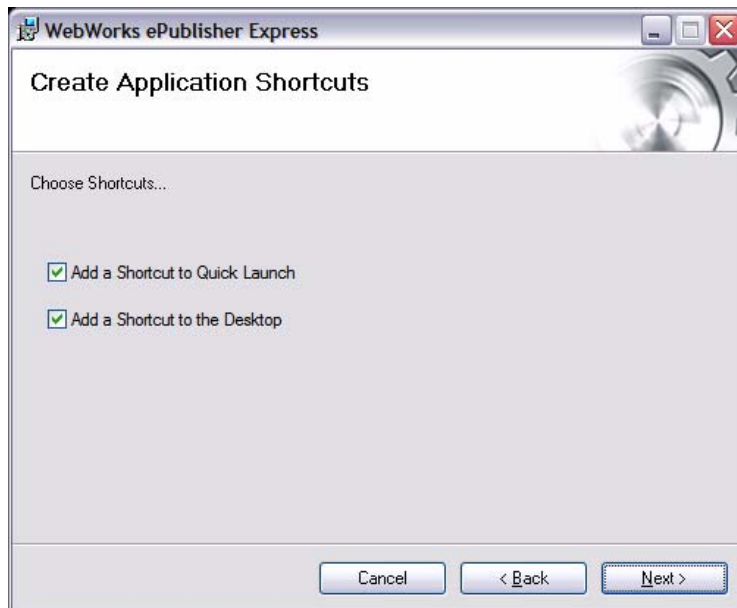
**Figure 3-3: Application Shortcuts**

7. Click the **Next** button to advance to the next screen.

8. The next screen enables your ability to modify the format settings, condition settings, variable values, and cross-reference definitions within your ePublisher Express project.

   **Note:** If you do not select this option, you will not be able to modify format settings, condition settings, variable values, or cross-reference definitions. The selection you make here will be the default behavior in the application; if you wish to change the behavior once the installation is complete, you must

uninstall and reinstall ePublisher Express. For more information on
uninstalling ePublisher Express, please see "Uninstalling ePublisher
Express" on page 17.
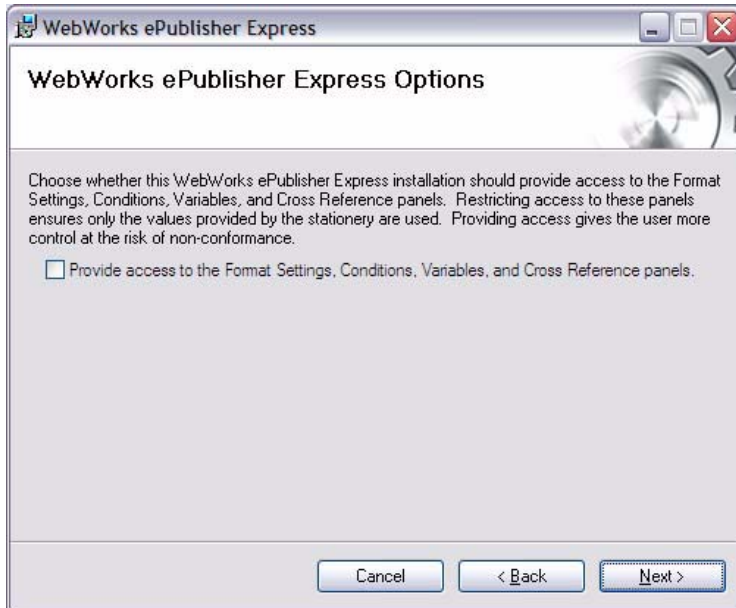


**Figure 3-4: Settings and Preferences Window**

9. Click the **Next** button to advance to the next screen, where you can choose
the location of your installation directory.

**Figure 3-5: Installation Location**

**10.** Click the **Browse** button to select a different installation location or leave the default installation location, which is C:\Program Files\WebWorks.

**11.** After specifying an installation location, click the **Next** button.

**12.** The next screen alerts you that it is ready to install ePublisher Express. Select the **Next** button to install ePublisher Express.
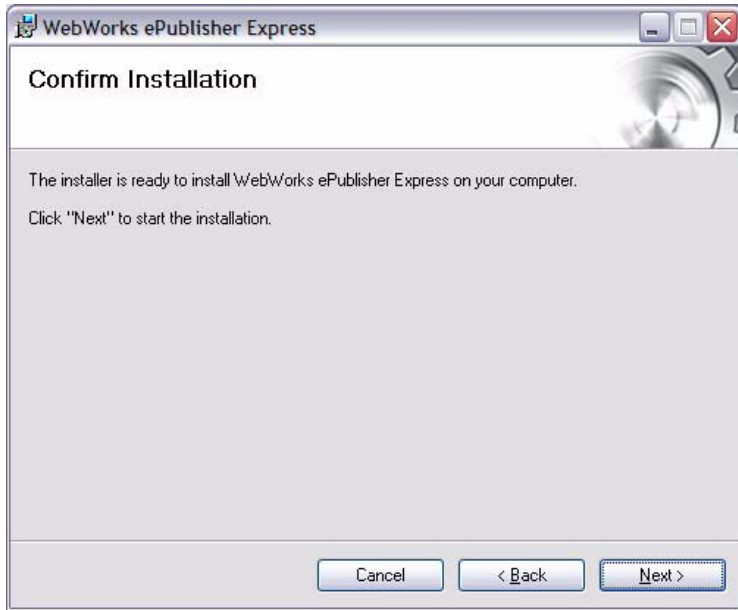
**Figure 3-6: Installation Confirmation Screen**

After clicking the **Next** button, the progress window will display.
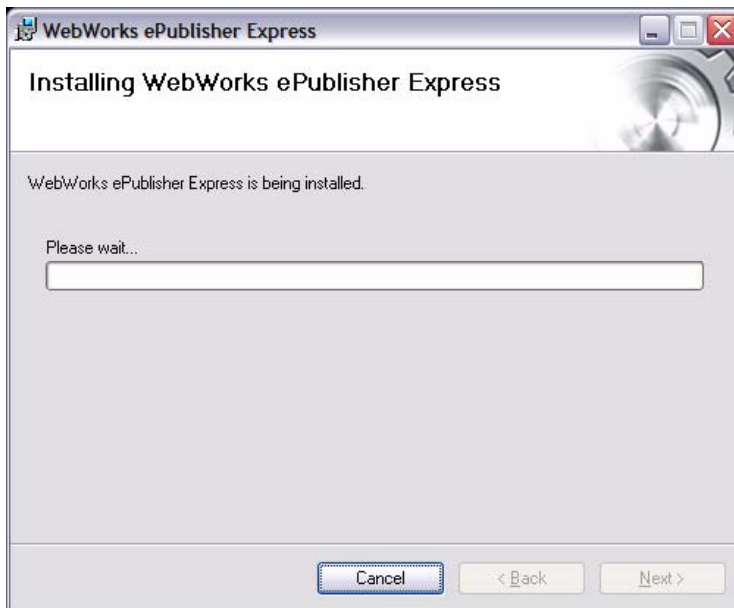
**Figure 3-7: Installation Progress Window**

**13.** Towards the conclusion of the installation, the license key dialog will appear prompting you to add a license key. Type in the license key, and click on the **Add Key** button.

**Figure 3-8: License Key Information**

**14.** Click **OK** to close the License Information dialog box.

**15.** When the HTML Help Workshop 1.3 Setup dialog displays, select the **Yes** button if you want to install HTML Help Workshop or select the **No** button if you do not want to install HTML Help Workshop. For more information about HTML Workshop, please visit Microsoft's Web site.
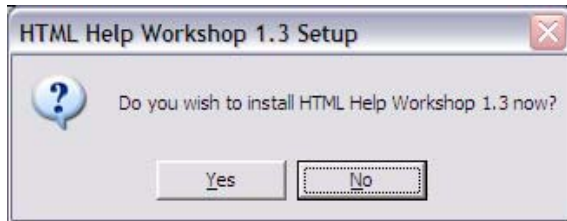


**Figure 3-9: HTML Help Workshop Installation Prompt**

**16.** Once you have selected an option for HTML Workshop, the installation process is complete.

# Uninstalling ePublisher Express

Before installing any newer versions of ePublisher Express, you must uninstall the existing version from your computer. When you uninstall ePublisher Express, it will remove the ePublisher Express installation folder and registry entries from your system. If ePublisher Express is the only WebWorks product you have installed on your system, the Transit menu and its registries will also be removed.

*To uninstall ePublisher Express:*

**1.** Click on the **Start** menu.

**2.** Select **Control Panel > Add or Remove Programs**.

**3.** Select **WebWorks ePublisher Express** from the list of programs.

**4.** Select the **Remove** button.

# Troubleshooting Installation Issues

This section addresses issues with:

Software Removal

License Keys

Microsoft .NET Framework 2.0

Microsoft Word

## Problems Uninstalling ePublisher Express

If you are receiving any type of error while uninstalling ePublisher Express and are unable to continue, please submit a support request.

When this issue arises, you will have to download and install the Windows Installer Cleanup Utility, which will allow you to remove ePublisher Express from your system. If you already have the Windows Installer Cleanup Utility installed on your system, please skip step 1.

### *If you are unable to uninstall ePublisher Express:*

1. Visit Microsoft's Website and download and install the Windows Installer Cleanup Utility.

2. Launch the Windows Installer Cleanup Utility.

3. Find and select WebWorks ePublisher Express from the list of installed products.

4. Click on the **Remove** button.

5. A dialog will display, alerting you that the product will be deleted from the Windows Installer database. Click **OK** to remove ePublisher Express.

**Figure 3-10: Warning from Windows Installer Cleanup Utility**

**6.** Navigate to C:\Program Files\WebWorks.

**7.** Verify that the ePublisher Express is no longer in that location. If the folder still exists, delete it.

## Obtaining a License Key

If you did not receive a license key for ePublisher Express, please contact our sales team to obtain one. You must have a valid license key to generate output in ePublisher Express.

## Downloading Microsoft .NET Framework 2.0

To get the latest version of Microsoft .NET 2.0, please visit the Microsoft .NET Framework Developer Center. You will need to download and install the .NET Framework 2.0 Redistributable Package. You do not need the Software Development Kit.

## Closing Down Word Processes

If you have any Word processes running, the following error will display:
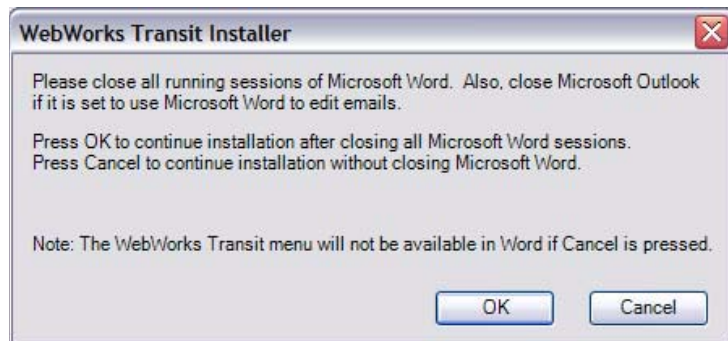
**Figure 3-11: Transit Warning**

*If you are encountering this error, please try the following:*

1. Close any running instances of Microsoft Word.

2. Close Microsoft Outlook.

3. Open the Task Manager.

4. Click on the Processes tab.

5. Search for WINWORD.EXE. If there is a WINWORD.EXE process running, proceed to step 6; however, if there are no WINWORD.EXE processes running, proceed to step 9.

6. Click on the Image Name bar to sort the processes alphabetically.

7. Select WINWORD.EXE.

8. Click on the **End Process** button to close all running Word processes.

9. The following message will display. Select **Yes** to proceed.
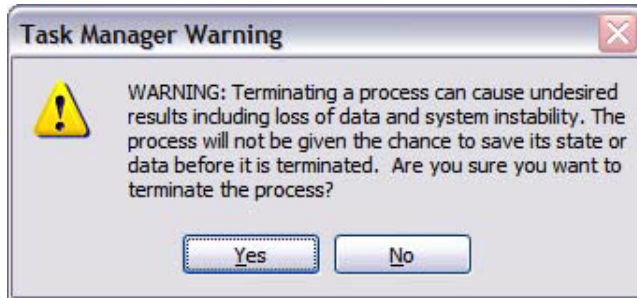
**Figure 3-12: Task Manager warning**

**10.** Close the Task Manager, and proceed with your ePublisher Express installation.

# SUPPLEMENTAL MATERIALS

In order to familiarize you with ePublisher Express' features and capabilities, there are supplemental materials that will walk you through the software. Besides supplying a sample source template and standalone stationery file for you to use, we have included the Evaluation Guide, which will walk you through creating a project with the sample source template and standalone stationery file.

# The Evaluation Guide

The Evaluation Guide walks you through the ePublisher Express workflow - from creating a new project to viewing the final output - to show you how creating online Help can be simple and fast. The purpose of the Evaluation Guide is to provide you with an understanding of how ePublisher Express works and how it fits in the WebWorks ePublishing solution.

The Evaluation Guide is intended for evaluators so that they can preview how ePublisher Express works and to get an idea of ePublisher Express's capabilities; however, the Evaluation Guide is also a good starting point for any new user because it utilizes the sample stationery file and template and provides you with an overview of the basic functionalities in ePublisher Express.

## About the Evaluation Period

The evaluation period provides you with an opportunity to work with ePublisher Express. The purpose of the evaluation period is to get you quickly acquainted with ePublisher Express' features and capabilities and to show you how ePublisher Express promotes style conformance and quality control.

To demonstrate the ePublisher Express workflow, we have provided you with the necessary components to get started with ePublisher Express: a source template and a sample standalone stationery. Both of these items work together to create a complete and usable Help system.

## Evaluation Materials

The sample template and standalone stationery files are in the Evaluation Materials folder, which is located in the installation directory of ePublisher Express. The default location for the Evaluation Guide is C:\Program Files\WebWorks\ePublisher Express\Evaluation Materials.

# THE USER INTERFACE

Four windows compose the ePublisher Express user interface:

- The Start Page
- The Document Manager
- The Output Explorer
- The Log Window

The Start Page

The
Document
Manager

The
Output
Explorer

The Log
Window
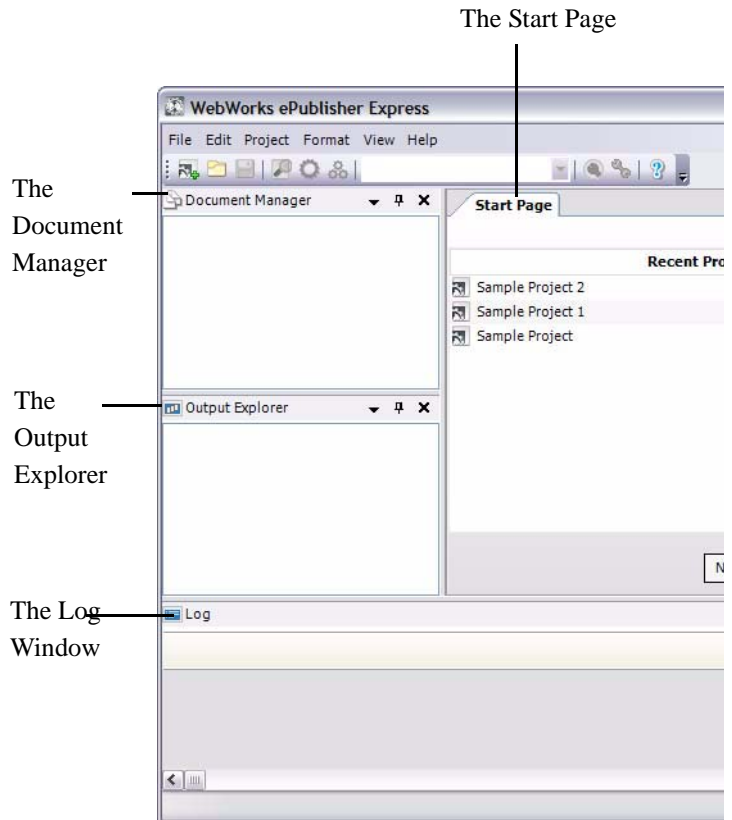
**Figure 5-1: The User Interface**

# The Start Page

The Start Page lists the most recently opened ePublisher Express projects. You can click on any of the project names to open the project file. The number of projects displayed on the Start Page depends on settings in the project's preferences.

Links to recently opened projects

Create New Project button

Open Existing Project button
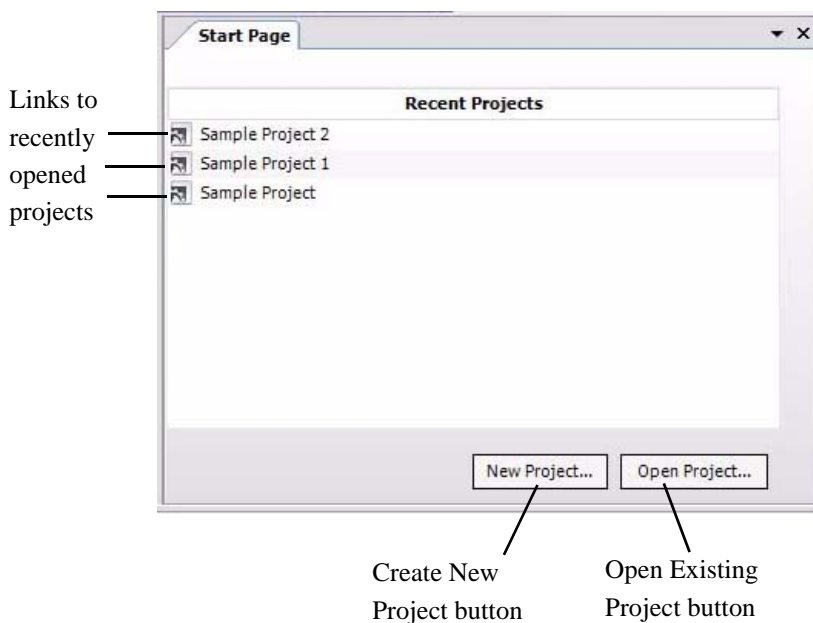
**Figure 5-2: The Start Page**

*To select the number of projects that display on the Start Page:*

1. In ePublisher Express, select **Edit > Preferences**.

2. From the General tab, find the option **Recent projects to remember**.

3. In the field next to the option, type in the number of projects you wish

ePublisher Express to display on the Start Page.

**Note:** The maximum number you can enter is 99.

**4.** Click **OK** to close the **Preferences** window.

*To clear the list of projects displayed on the Start Page:*

**1.** In ePublisher Express, select **Edit > Preferences.**

**2.** From the General tab, click the **Clear List** button, which is located next to the **Recent projects to remember** field.

# The Document Manager

The Document Manager lets you organize the source documents in your project. Within the Document Manager, you can add, remove, and rearrange the groups and source documents in your project. There are three components that can be found in the Document Manager: source documents, top-level groups, and subgroups.
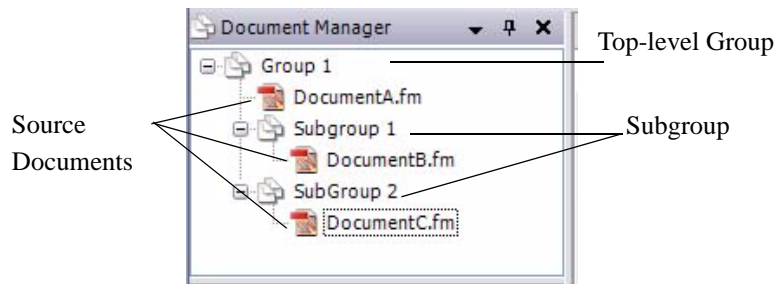


**Figure 5-3: The Document Manager**

## What Are Groups?

Groups are containers that hold your source documents and allow you to create the organizational structure for your Help system. When you first create a new project, ePublisher Express will automatically create a new group based on the

project name and add it to the Document Manager. In the Document Manager, groups are broken into two categories: top-level groups and subgroups; see Figure 5-4.

Top-level
Group
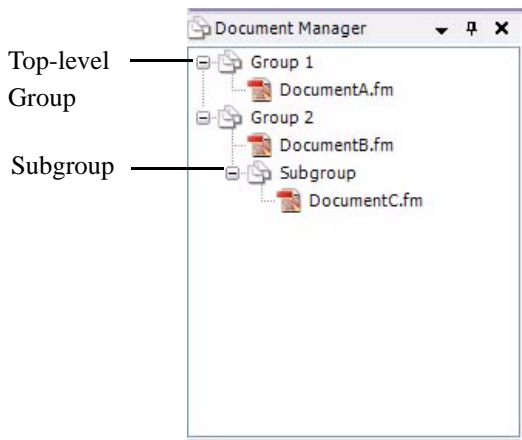
Subgroup

**Figure 5-4: Top-level Groups and Subgroups**

**Top-level Groups**

A top-level group is the primary container that holds all of your source documents and subgroups, and it is the main group under which the entry-point file will be created. The entry-point file is composed of all the generated output files contained within the top-level group, and it is the file that launches your entire Help set. Since each top-level group generates its own entry-point file, these groups are particularly important when merging multiple Help sets. If you are creating multivolume help, top-level groups serve as the primary volume under which all of your table of contents levels are contained.

Top-level groups allow you to break your Help set into multiple and separate volumes; for example, if you want to create a Help set that contains a User's Guide and a Developer's Guide, then you would need to create two top-level groups called User's Guide and Developer's Guide. Once you have created your top-level groups, you can then create subgroups.

**Subgroups**

Unlike top-level groups, subgroups do not create a generated entry-point file. Instead, subgroups are virtual folders that provide you with a way of organizing the source documents within top-level groups. These subgroups serve as a visual aid for you to organize your source documents within their respective top-level groups. Subgroups are merely a means of arranging and categorizing source documents within top-level groups and do not represent an actual volume or table of contents level in a generated Help set.

## Adding, Removing, and Rearranging Groups

Groups are virtual containers that hold your source documents and allow you to manage the organizational flow of your content. By default, when you first create a new project, a new group based on the project name will be added to the Document Manager. A group can either be a top-level group or a subgroup. If the group will be the primary container for all of the source documents and organizational levels within your output, then it will be a top-level group. If the source documents within a top-level group need to be further organized, then subgroups need to be created. Subgroups are simply virtual folders that allow you to organize your source documents into a more visibly coherent layout in the Document Manager.

**Adding Groups**

In order to add source documents to a project, there must always be at least one group in the Document Manager. A group based on the project's name will automatically be added to the Document Manager when you first create a project; therefore, you will be able to add source documents to your project.

***To add a group to your project:***

n Select **Project > New Group**.

**Adding Subgroups**

You can add subgroups, or groups within other groups, to your project to organize the source documents in your project into a hierarchy, perhaps

representing the folder hierarchy where the original source documents are stored. Subgroups are basically virtual folders that allow you to rearrange the source documents in your project. By rearranging your source documents into subgroups, you can organize how the source documents are displayed in the Document Manager.

***To add a subgroup to your project:***

1. Select the group for which you want to add a subgroup.

2. Select **Project > New Group**.

## Renaming Groups

If you want an existing group to have a different name, you can rename it. For example, by default, when you create a new project, ePublisher Express will create a new group based on the project name. Oftentimes, you will want to change the default name of the group that is added to your project.

***To rename a group:***

1. Click on the group you want to rename.

2. Enter a name for the group.

3. Press **Enter** or click outside of the typing area to change the name.

## Removing Groups

If a group is no longer being used, you can remove the group from the Document Manager. When you remove a group from your project, any documents associated with that group will also be removed from your project. The documents are not deleted from your computer but are removed from the current project.

***To remove a group:***

1. Click to select the group you want to delete.

2. From the menu bar, choose **Edit > Remove**.

## Adding, Removing, Rearranging, and Relinking Source Documents

Without source documents, ePublisher Express would not be able to populate style information, and there would be no content to generate output with. By using the Document Manager, you can add or remove source documents from groups, rearrange the order of source documents within groups, and relinking source documents with broken file paths.

### Adding Source Documents to a Project

When you create a new project, a top-level group is automatically placed in the Document Manager, and if you opted to add source documents, then the group will contain all these source documents. If you need to add more source documents, there are multiple ways to do so.

***To add a document to your project:***

1. In the Document Manager, click to select the group to which you would like to add the source document, and do one of the following:

   - Choose **Project >Add Document**.

   - Right-click on the group name, and select **Add Document** from the contextual menu.

   - Drag and drop a document into ePublisher Express.

2. If you chose one of the first two options, an **Open** dialog box will display. In the **Open** dialog, choose the source file you want to add to the project and then click **Open**.

   **Note:** If no files appear in the **Open** dialog, select the type of document you are trying to add from the **Files of type** drop-down menu.

### Rearranging Source Documents in a Project

Once you have added source documents to the groups within the Document Manager, you can rearrange and move the source documents within the same group or move them to a new group.

***To change the order of documents within a group:***

1. In the Document Manager, click the document you want to move.

2. Drag the document to the desired location within the group.

*To move a document into a different group:*

1. In the Document Manager, click the document you want to move.

2. Drag the document to the desired location within the new group.

## Opening Source Documents from the Document Manager

If you need to edit any content or information within your source documents, you will need to open the source document.When you add source documents to the groups within the project, the source documents listed in the Document Manager serve as a link to the original source document. When you double-click on a source document in the Document Manager, the source document will open.

## Relinking Documents

Sometimes, the link to a particular source document's original location path may get broken. This could be because the document was moved to another location, deleted, or somehow became corrupt. When this happens, ePublisher Express will display a **Broken Link** icon next to the document in the Output Explorer and in the Document Manager.

*To relink your source documents:*

1. Double-click on the **Broken Link** icon next to the source document in the Document Manager.

2. In the dialog box, browse to the new location of the document.

3. Select the document

4. Click the **Open** button.

## Removing Documents

You can remove documents from an ePublisher Express project; however, any styles that are associated with that specific source document will remain in the Style Designer. For example, if `UserManualTitle` is only specific to one

particular document in your project, and you remove that document from the project, the style name `UserManualTitle` and its style information will remain in the Style Designer.

### *To remove a document from a project:*

1.  In the Document Manager, click the document you wish to remove.

2.  Do one of the following:

    -   Choose **Edit > Remove**.

    -   Right-click and choose **Edit > Remove** from the contextual menu.

    -   Press **Delete**.

3.  Click **Yes** to remove the document from your project, or click **No** to keep the document in your project.

    **Note:** If you have set properties or options for any styles in your project that are only found in the document you are removing, those styles and settings will be removed from your project when you remove the document.

# The Output Explorer

The Output Explorer allows you to view your generated output files. Whenever you generate output, the generated output files will be listed in the Output Explorer. The output files that display in the Output Explorer depends whether you have the source document or top-level group selected in the Document Manager. If you have the top-level group selected, then the Output Explorer will display the entry-point file; if you have a source document selected, the Output Explorer will display the individual topic pages.
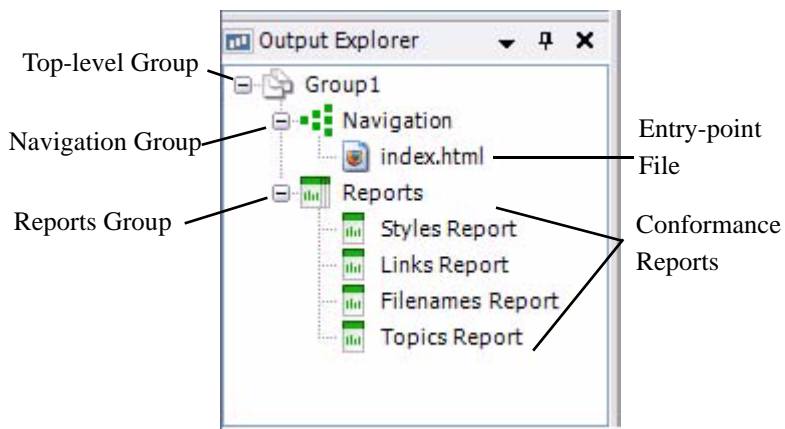
**Figure 5-5: Top-level Group Selected in Document Manager**
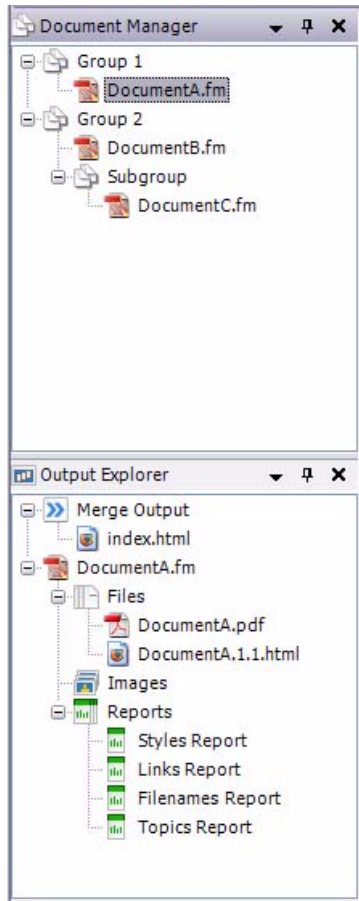
**Figure 5-6: Document Selected in Document Manager**

Within the Output Explorer, the Navigation group contains either your entry-point file or generated table of contents and index files depending on what active target you have selected in your project; see Figure 5-5 and .Figure 5-6. The Files folder contains all of the generated topic files, the Images folder contains all of the generated images for your online output, and the Reports folder contains your conformance reports.

*Table 6:  Output Files in the Output Explorer*

| Selection in Document Manager | Files Displayed in Output Explorer |
|---|---|
| Top-level Group | Merged output, entry-point file, conformance reports |
| Source Document | Merged output, topic pages, images, reports |
| Subgroup | Merged output |

**Note:**  Merged output is only available if your project is set up to create multivolume Help.

# The Log Window

The Log Window identifies where errors occur when generating output or reports. Every time you generate output or conformance reports, the Log Window displays the status of the generation process. It logs which pipelines are being processed; settings are being applied; and files are being parsed.

Any time you generate output or reports, ePublisher Express creates an external log file. If you need to submit support requests, you can send this log file to the support team at Quadralay. The log is named generate.log.

**Figure 5-7: The Log Window**

*To view the Log Window:*

n In ePublisher Express, select **View > Log Window**.

*To view the log file:*

1.  Navigate to C:\Documents and Settings\USERNAME\My Documents\ePublisher Express Projects\PROJECTNAME\Logs\FORMAT, where USERNAME is the name you use to sign onto your computer, PROJECTNAME is the name of your ePublisher Express project, and FORMAT represents the target format that you are using. The log will be called generate.log.

*To save a text file of the log:*

1.  Click on the save button, which is located in the Log Window.
2.  When the Save As window appears, enter a name for the log file in the File name field.
3.  Navigate to the location where you would like to save the log file.
4.  Click the **Save** button.

*The User Interface*

# WORKING WITH PROJECTS

A project consists of all the necessary pieces needed to convert your source documents to online output. An ePublisher Express project contains your source documents, standalone stationery, and any settings or preferences you have specified. After you have created a project, you can modify your project preferences, generate conformance reports, and produce output.

## Creating Projects

The first step in creating output in ePublisher Express is to create a project. When you create a project, you will select a standalone stationery file and the source documents the project will use to generate output.

When the project is created, it will inherit the information contained within the standalone stationery file – such as style information, conditions settings, cross-reference definitions, Format Settings information, and variable values.

***To create a project in ePublisher Express:***

1. Launch WebWorks ePublisher Express.

2. Select **File > New Project**.

3. In the **Project Name** field, enter a name for your project.

4. In the **Location** field, choose a directory to store your ePublisher Express projects. By default, projects will be stored at C:\Documents and Settings\[USERNAME]\My Documents\ePublisher Express Projects.

5. Click on the folder icon next to the **ePublisher Standalone Stationery** field.

6. Browse to the location of your standalone stationery.

7. Select a standalone stationery (.wxsp) file.

8. Click the **Open** button.

9. Click the **Next** button.

**Note:** You can create an empty project at this point and add your source documents later. If you wish to create an empty project, skip step 10.

10. On the next screen, click on the **Add** button to browse for source documents to add to the project.

11. Click the **Finish** button to create the project.

# Scanning Documents

There are two options for scanning:

1. Scan All
2. Scan Selected documents.

When you choose Scan All Documents, you are scanning all of the documents in your project; when you choose to Scan Selected, you are scanning a specific item in (such as a document, book, or master document).

The following sections will discuss how to set the scanning options for a project, how to scan a single source document, and how to scan all source documents in a project.

## When to Scan Documents

Scan your source documents when you have made any of the following changes to your source template:

- Added new style information
- Modified any existing styles
- Added new variables, markers, or conditions
- Modified existing variables, markers, or conditions

## Setting the Scanning Option

The scanning process can be time-consuming. You can reduce the amount of time that ePublisher Express takes to scan your documents by setting the scanning

option to scan your documents manually. You can either opt to have ePublisher Express prompt you to scan your source documents or you can choose to never have ePublisher Express scan your source documents; in the latter case, you will need to remember to manually scan your source documents whenever any changes to the styles, conditions, variables or markers have been made.

***To set the scanning options:***

1. Go to **Edit > Preferences**.

2. For the option to **Scan added documents**, select one of the following:

   - Choose **Ask** if you want ePublisher Express to prompt you to scan your source documents every time you add new documents to your project.

   - Choose **Always** if you do not want ePublisher Express to prompt you to scan your source documents. When you choose this option, ePublisher Express will automatically scan your documents for style and formatting information when you add new documents to your project.

   - Choose **Never** if you want to manually scan your source documents yourself each time you add new documents to your project. By choosing this option, ePublisher Express will never scan your documents unless you command ePublisher Express to do so. If you choose **Never**, you will need to manually scan your source documents.

## Scanning Adobe FrameMaker Books

When adding a FrameMaker book file to a group, the contents of the book will not display in the Document Manager until the FrameMaker book has been scanned. Since the default scanning option for ePublisher Express is set to **Always**, the FrameMaker files will be added to your project automatically; however, if you have changed this option to **Never**, you will need to manually scan the documents, or if you have set this option to Ask, you will need to click **Yes** when you are prompted to scan your source documents.

## Scanning Microsoft Word Master Documents

When adding a master document to a project, the referenced documents will not

display until the master document has been scanned. Since the default scanning option for ePublisher Express is set to Always Scan, the referenced documents will automatically be added to your project; however, if you have changed this option to Never, you will need to manually scan the documents, or if you have set this option to Ask, you will need to click **Yes** when you are prompted to scan your source documents.

## Scanning an Individual Document

Oftentimes, you might make a change to a style, condition, variable, or marker in a single source document, and need to include that new information in your project. You can do so by manually scanning an individual source document.

***To manually scan a source document:***

1. In the Document Manager, click to select the Microsoft Word document you would like to scan.

2. Do one of the following:

   - Right-click on the group and choose **Scan Selected**.

   - Choose **Project > Scan Selected**.

## Scanning All Documents

If there have been multiple changes to the style information, conditions, variables, or markers in your source documents, then you may opt to scan all of the source documents in your project at once. By doing this, you ensure that any changes to any of your source documents will be picked up by ePublisher Express.

***To manually scan all source documents in your project:***

1. Choose **Project > Scan All Documents**.

# Generating Output

When you generate output from a project, ePublisher Express converts your source documents into output files based on the information contained within your project file. Output refers to the files that the ePublisher Express project generates – such as individual topic pages (**.html files**), Help sets, or graphics files (**.jpeg**, **.gif**, **.tif**, etc.). By generating output in ePublisher Express, you are creating the files that compose your entire Help system.

## When to Generate Output

As you make changes to your source documents and your project, you will need to generate the output files to see any modifications you have made -such as:

- Content changes in your source documents
- Changes in your ePublisher Express project
- Changes in your standalone stationery file

## To Generate or to Regenerate

In ePublisher Express, you can use either the generate or regenerate option to create output. The generate and regenerate option both create output for your project; however, there are subtle differences between the two options.

### Regenerate

When you choose to regenerate output, ePublisher Express will create your output files from scratch – that is, it will delete the Data folder from the project directory and rebuild a new one. When ePublisher Express regenerates your output files, it is creating brand new output files. You should regenerate your source document any time you have added new information to your source document that is not content – such as modifications to paragraph styles, new table styles, edited cross-reference formats, etc. Essentially, you need to regenerate your project anytime information within the source template has changed, and you need ePublisher Express to pick up this information.

You want to regenerate your output files when any of the following have changed:

- Style information in the source documents

- Cross-reference definitions within the source documents
- Variable values within the source documents
- Conditions settings within the source documents

***To regenerate your entire project:***

n In your ePublisher Express project, select **Project > Regenerate All**.

## Generate

When you generate your project for the first time, you are basically regenerating your project since you are creating your output files from scratch; however, once you have generated output files, you may want to use the generate option to create output files more quickly.

When you use the generate option, you are updating your output with content changes made within your source documents and changes within your projects.

You will want to use the generate option when you have made changes to:

- Cross-reference definitions within the project.
- Variable values within the project.
- Format settings
- Merge settings
- Project preferences
- Conditional values

In ePublisher Express, you can generate output for your entire project or you can generate output for a top-level group or a single document in your project.

***To generate output for your entire project:***

n In your ePublisher Express project, select **Project > Generate All**.

***To generate output for a group or document:***

1. In your ePublisher Express project, select a top-level group or document from the Document Manager.

**2.** Select **Project > Generate Selected**.

# Viewing Output

Once you have generated output for your project, you can view the generated output files. There are three ways to view generated output:

- The Output Explorer
- The Output Directory
- Automatically Launching Generated Output

## The Output Explorer

The Output Explorer gives you access to your output from the user interface. You can use the Output Explorer to quickly view your output files and conformance reports.

The Output Explorer categorizes the the output files into three possible groups:

- Merged groups
- Document groups
- Top-level groups

Each group in the Output Explorer contains the generated output that is relative to the scope of the group. For example, the merged group will contain the merged Help set for the entire project; the top-level group will contain the navigational file for that group; and the document group will contain the individual topic pages created for that document.

The group that displays in the Output Explorer depends on what you have selected in the Document Manager. For example, if you have selected a top-level group in the Document Manager, then the top-level group will display in the Output Explorer.

The output files and conformance reports that are available for viewing depends on what you have selected in the Document Manager. For example, if you have the top level group selected in the Document Manager, you will only be able to

view the navigation file, or if you have a document selected in the Document Manager, then you will only see the generated files for that document.

***To view a merged navigation file using the Output Explorer:***

1. Click on the plus sign next to the Merged Output group in the Output Explorer.

2. Double-click on the navigation file.

***To view the navigation file using the Output Explorer:***

1. Select the top level group.

2. Click on the plus sign next to the top level group to expand the group.

3. Click on the plus sign next to the Navigation group to expand the group.

4. Double-click on the navigation file to launch the Help set.

***To view the individual files for a specific document:***

1. Select a document from the Document Manager.

2. In the Output Explorer, click on the plus sign next to the document to expand the group.

3. Click on the plus sign next to the Files group to expand the group.

4. Double-click on any of the html files.

## The Output Directory

ePublisher Express stores the generated output pages and graphics in the Output Directory. By default, the Output Directory is a subdirectory in your project folder. Within the Output Directory, there are individual output folders for each one of your target formats. For example, if your project contains target formats for WebWorks Help 5.0, HTML Help, and Simple HTML, then there will be three folders (each based on the target format's name) in your Output Directory.

### Changing the Location of the Output Directory

When you generate output, ePublisher Express places the output files into the Output Directory. You can modify the location where your output files are stored.

***To change the default location of the Output Directory:***

1. Select **Format > Format Settings**.

2. Select the folder icon next to the **Generated output location** field.

3. When the **Browse For Folder** window displays, navigate to the folder you would like to use to store your output files.

4. Select the desired folder.

5. Click on the **OK** button to select the location.

6. In the **Format Settings** dialog box, click on the **OK** button to close the window and apply the changes.

## Viewing Output from the Output Directory

ePublisher Express stores your generated output files in the Output Directory. You can always view your ouput files by launching them directly from the Output Directory. When you launch the Output Explorer, it will open the output folder for the format target you are currently viewing in ePublisher Express. Within that folder will be a folder based on your project's name, and this is the folder that will contain the generated output files for that particular format target. For more information on format targets, please see "Managing Targets" on page 51.

***To view output from the Output Directory:***

1. Select **View > Output Directory**.

2. When the Output Directory launches, double-click on the folder inside the directory. The name of the folder will be based on your project's name.

3. Double-click on any of the files to launch an output page or image.

# Automatically Launching Generated Output

Whenever you generate output for your project, ePublisher Express will prompt you to view your generated output; see Figure 6-1.
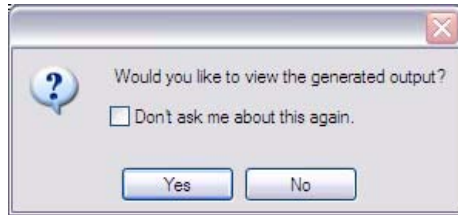
**Figure 6-1: View Generated Output Dialog**

When the **View Generated Output** dialog appears, you can select one of the following options:

- **Yes** - The generated output will display, and the prompt will continue to display everytime you generate output.

- **Yes and Don't ask me about this again** - The generated output will always display automatically every time you generate output. The prompt will no longer display.

- **No** - The generated output will not display, and the prompt will continue to display everytime you generate output.

- **No and Don't ask me about this again** - The generated output will never display when you generate output, and the prompt will no longer display.

If you have selected **Don't ask me about this again**, the selection you have made will be the default behavior for displaying your generated output. For example, if you have selected **Yes** and **Don't ask me about this again**, ePublisher Express will always launch your generated output. If you would like to reset the behavior of your generated output, you must clear the **Do not ask again** option in the **Preferences** window.

*To clear the* **Do not ask again** *setting:*

1. From the menu bar, select **Edit > Preferences.**

2. Click the **"Do not ask again"** button.

3. Click **OK**.

# Deploying Output

In ePublisher Express, there is an option to deploy your output files. When you deploy your generated output files, you are directing the files to a location that you have specified as a target destination. The target destination is a location that you specify, which is either a local directory or a network share.

For example, if you would like to deploy your output files to a network location, then in WebWorks ePublisher Pro, you need to create a target destination, which essentially specifies the location on the network to which you would like to deploy your files.

In order to deploy your output files, you must define at least one target destination for your project. You can also define multiple target destinations; this can be useful, for example, if you use both a staging server and production server. The target destinations you define are saved from one WebWorks ePublisher Pro session to another, so you only need to define each target destination once.

In order to deploy output, these are the steps you must follow to deliver your output to a target destination:

1. Create a target destination.
2. Specify a target destination.
3. Deploy your output.

## Creating a Target Destination

The target destination refers to the location where you would like to deploy your generated output files. In ePublisher Express, the target destination is composed of two components: a target name and a folder location.

***To create a target destination for deploying output:***

**1.** From the main menu, choose **Edit > Preferences**.

**2.** Click on the **Deployment** tab.

**3.** Click on the **Add** drop-down button.

**4.** Choose **Folder** from the drop-down list.

5. When the **Folder Deployment Editor** displays, type in a name for the target destination in the **Name** field.

   **Note:** The name will be the nickname of the target destination; for example, if you plan to deploy to a location on your local machine, you should assign the target destination a descriptive name so that you know that it refers to the location on your local machine. When you deploy to a target destination, you will only be able to see the name of the target destination, rather than the location that the target destination is pointing to; therefore, having a descriptive name allows you to identify each target destination more easily.

6. In the **Directory** field, click on the **Open** button to browse to the location in which you would like to deploy your output.

7. Click **OK** to populate the **Directory** field with the path to the location in which you would like to deploy your output.

8. Click **OK** to create the target destination.

## Specifying a Target Destination

The target destination refers to the location where you are deploying your output files. In order to deploy your output, you must select a target destination in the format settings.

***To specify a target destination:***

1. From the main menu, choose **Format > Format Settings**.

2. From the **Deploy to** drop-down list, select a target destination.

## Deploying Output

After you have created a target destination and selected the target destination in the Format Settings, you are ready to deploy your output. When you deploy your output, ePublisher Express copies your output files and place them into the location you have specified as the target destination.

***To deploy output to a target destination:***

n From the main menu, choose **Format > Deploy**.

# Managing Targets

One of the major benefits of ePubilsher Express is that you can produce multiple types of output with a single project if your stationery file contains multiple target formats. A format target is based on a specific output format (e.g., WebWorks Help 5.0, HTML Help, JavaHelp, etc.), but it contains user defined customizations that are specific to a project.

Oftentimes, the target name is different than the output format name. For example, you might have a target format named `OnlineHelpFormat`, which is based on the WebWorks Help 5.0 output format, or you can have a target format named WebWorks Help 5.0 based on the WebWorks Help 5.0 format.

In ePublisher Express, you can choose the active format target used by your project. The active format target refers to the target format currently selected for your project. Whenever you want to generate output or modify format settings for a format target, you must have the correct format target selected as the active target.

## Creating a Format Target

Every project must contain at least one format target or else you will not be able to generate output for your project. If your standalone stationery does not contain any format targets, you will not be able to add any format targets.

***To create a format target:***

1. In your ePubilsher Express project, select **Project > Manage Format Targets**.

2. Click the **Add** button.

3. Enter a name for the format target in the **Name** field.

4. Select an output format for your format target from the **Format Type** dropdown list, .

   **Note:** The output formats available from the dropdown list are the ones

already contained within your standalone stationery file.

5. Click the **OK** button.

## Selecting an Active Target

The active target refers to the format target that is currently selected for your project. Anytime you make modifications to your project, or generate output, ePublisher Express uses the active target.

***To select the active target:***

1. In your ePublisher Express project, select **Project > Active Target**.

2. Click on the dropdown button.

3. Select an active target.

# Saving Projects

You should periodically save your project to ensure that you do not lose any changes that you have made to your ePublisher Express project. By saving your project, you ensure that the information in your project is stored and will be available for you the next time you open your project.

***To save a project:***

n In your ePublisher Express project, select **File > Save**.

**Note:** ePublisher Express will automatically store your project file in the location you specified when you first created the project. By default, this location is C:\Documents and Settings\USERNAME\My Documents\ePublisher Express Projects\NAME OF PROJECT.

# Opening Existing Projects

There are two ways to access a project: either directly from the user interface or

from its stored location. When you create new projects or open existing projects, ePublisher Express will open a separate instance of the program for each project. Each project will have its own window.

For example, if you already have an opened project, and you decide to create a new project, then ePublisher Express will open up a new instance of itself for the new project; therefore, you will have two project windows open concurrently.

***To open an existing project:***

1. Select **File > Open** from the menu bar.

2. When the **Open** window displays, browse to the location where the ePublisher Express project (the .wrp file) is stored.

3. Select the project file.

4. Select the **Open** button.

## Closing Projects

When you finish working with a project, you can close it. As long as you have saved any changes to your project, closing the project will not cause you to lose any information contained within the project.

***To close a project:***

n Select **File > Exit** from the menu bar.

**Note:** When you close your project, ePublisher Express will prompt you to save any changes to your project that you have not already saved. Click **Yes** to save your changes, click **No** to exit your project without saving your changes, or click **Cancel** if you do not want to exit your project.

# MODIFYING PROJECT SETTINGS

Once you have created a project, you can make modifications to your project file and make minor customizations to your output pages. ePublisher Express provides you access to the following settings:

- Format Settings
- Conditions
- Variables
- Cross-References
- Merge Settings
- Preferences

**Note:** You can edit your project file only if you have project modification permissions. When you installed ePublisher Express, you must have enabled the **Allow users to modify Format Settings and Properties** option. If you did not enable this option, you will only be able to modify the Merge Settings. To enable this option, you must uninstall ePublisher Express and reinstall it.

## Format Settings

In ePublisher Express, the **Format Settings** window allows you to control preferences specific to the target format. Within the **Format Settings** window, there are expandable groups, which display options your format supports.

Generally, most formats will contain the following groups:

- Accessibility
- Company Information
- Files
- Index
- Links

- Locale

- PDF

- Conformance Reports

- Table of Contents

## Accessibility

Since many browsers and screen readers do not support the `longdesc` attribute, ePublisher Express enables you to include a link labeled [D] alongside any image for which a long description is available. Because the [D] link is a standard hyperlink, it can be processed correctly by browsers and screen readers.

The Accessibility group in the **Format Settings** window allows you to enable the **include visible [D] links to images with long descriptions** option. This option will display a [D] link that will take the user to the long description text.

**Note:** The following formats do not support [D] links: JavaHelp 1.x, JavaHelp 2.x, Simple HTML, Dynamic HTML, WinHelp, and Palm Reader.

### *To enable [D] links to images with long descriptions:*

1. In your ePublisher Express project, select **Format > Format Settings**.

2. Under the Accessibility group, find the option **Include visible [D] links to images with long descriptions**.

3. Click in the **Value** field next to the option to enable the dropdown menu.

4. Select **Enabled**.

5. Click the **OK** button to apply your changes and close the **Format Settings** window.

## Company Information

You can add your company's contact information to each output page in your Help system. By default, the company contact information will display on the bottom and/or top of your output pages. Where the company information displays depends on what your stationery designer has specified in the stationery file.

The following company information is available for modifying:

- E-mail address
- Fax number
- Company name
- Phone number
- Web page

**Note:** The following formats do not support company information: Palm Reader and Microsoft Reader.

*To modify the company e-mail address:*

1. In your ePublisher Express project, select **Format > Format Settings**.
2. Under the Company Information group, find the setting **Company email address**.
3. In the **Value** field, type in the e-mail address (e.g., `info@webworks.com`).
4. Click **OK** to apply your changes and close the **Format Settings** window.

*To modify the company fax number:*

1. In your ePublisher Express project, select **Format > Format Settings**.
2. Under the Company Information group, find the setting **Company fax number**.
3. In the **Value** field, type in the fax number (e.g., `1-800-555-5555`).
4. Click **OK** to apply your changes and close the **Format Settings** window.

*To modify the company name:*

1. In your ePublisher Express project, select **Format > Format Settings**.
2. Under the **Company Information** group, find the setting **Company name**.
3. In the **Value** field, type in the company's name (e.g., `Quadralay Corporation`).
4. Click **OK** to apply your changes and close the **Format Settings** window.

### *To modify the company phone number:*

1. In your ePublisher Express project, select **Format > Format Settings**.

2. Under the **Company Information** group, find the setting **Company phone number**.

3. In the **Value** field, type in the phone number (e.g., `1-800-555-5555`).

4. Click **OK** to apply your changes and close the Format Settings window.

### *To modify the company Web page:*

1. In your ePublisher Express project, select **Format > Format Settings**.

2. Under the **Company Information** group, find the setting **Company webpage**.

3. In the **Value** field, type in the URL to the company's website (e.g. `http://www.webworks.com`).

4. Click **OK** to close the **Format Settings** dialog box.

## Files

When ePublisher Express encounters a page break, it will create a new topic page. Page breaks are set in the stationery file; however, you can choose how you would like ePublisher Express to handle the page breaks.

In the Format Settings window, the setting **Page break handling** controls how ePublisher Express handles page breaks. The **page break handling setting** can be set to one of the following values:

- **Never**: ePublisher Express will ignore any page break settngs specified in the stationery file.

- **Always**: ePublisher Express will always honor the page break settings specified in the stationery file.

- **Combine**: ePublisher Express will only honor the page break setting if there was not a page break at the previous heading, and if the heading has a greater page break priority assigned to it.

  For example, if Heading 1 has a page break priority of 1, Heading 2 has a page break priority of 2, and Heading 3 has a page break priority of 3, then a

page break will only occur at Heading 1 because Heading 1 has the greatest page break priority.

- **If not previous**: ePublisher Express will only honor the page break setting if there was not a page break at the previous heading, and if the heading has a greater or equal page break priority assigned to it.

  For example, if you have a Heading 1 with a page break priority of 1 followed by two Heading 2s whose page break priorities are 2, new topic pages will be created at Heading 1 and at the second Heading 2.

### *To set the page break handling option:*

1. In your ePublisher Express project, select **Format > Format Settings**.
2. Find the option Page break handling under the **Files** group.
3. Click in the **Value** field next to the option to enable the dropdown menu.
4. Select one of the available settings.
5. Click on the **OK** button to apply your changes and close the **Format Settings** window.

## Index

In ePublisher Express, you can choose to generate an index for your Help set. If you choose to generate an index for your Help set, you must have index markers embedded in your source documents. For more information on embedding index markers in your source documents, please visit your authoring tool's documentation.

**Note:** The following format does not offer the Generate index option: WinHelp.

### *To set index generation options:*

1. In your ePublisher Express project, select **Format > Format Settings**.
2. Find the option **Generate Index** under the **Index** group.
3. Click in the **Value** field next to the option to enable the dropdown menu.
4. Select one of the available settings.
5. Click on the **OK** button to apply your changes and close the Format Settings

window.

## Links

ePublisher Express allows you to determine how links display from your output files. The following are the available link options in the Format Settings window for the external URL target setting:

- **Blank**: Use this setting to always open in a new browser window.
- **Window**: Use this setting to open in a new browser window and continues reusing the new browser window.
- **Self**: Use this setting to reuse the an open and existing browser window.
- **None**: Use this setting to open links within the same window.

**Note:** The following formats do not support external URL targets: Oracle Help, Palm Reader, and Microsoft Reader.

*To set the external URL target:*

1. In your ePublisher Express project, select **Format > Format settings**.
2. Click on the dropdown button in the **Value** field next to the **External URL Target** setting.
3. Select one of the target values.
4. Click **OK** to apply your changes and to close the **Format Settings** window.

## Locale

The locale refers to the language in which your Help system displays. If you have a localized Help system, you will need to choose the correct locale for your Help set.

*To set the locale for your Help system:*

1. In your ePublisher Express project, select **Format > Format settings**.
2. Click on the dropdown button in the **Value** field next to the **Locale** setting .
3. Select one of available locales

**4.** Click **OK** to apply your changes and to close the Format Settings window.

## PDF

You can generate PDFs for each source document and/or each top-level group in your project.

### To generate a PDF for each source document:

**1.** In your ePublisher Express project, select **Format > Format settings**.

**2.** Find the **PDF** group.

**3.** Click on the dropdown button in the value field next to the **Generate a PDF per document** setting.

**4.** Select **Enabled**.

**5.** Click **OK** to apply your changes and to close the Format Settings window.

### To generate a PDF for each top-level group:

**1.** In your ePublisher Express project, select **Format > Format settings**.

**2.** Find the PDF group.

**3.** Click on the dropdown button in the value field next to the **Generate a combined PDF per top level group** setting.

**4.** Select **Enabled**.

**5.** Click **OK** to apply your changes and to close the Format Settings window.

## Conformance Reports

Conformance reports are proofing tools that identify where problems occur in your source documents. Anytime a conformance report encounters a problem or behavior within your source document, it will display a notification alert in the report. You can set different types of alerts for your notification messages. For more information on the types of notifications, please see "Configuring Conformance Reports" on page 81.

For information on setting the notification type for the messages within each

conformance report, please visit the section for that specific conformance report. There are five types of conformance reports:

1. Styles Report

2. Topics Report

3. Filenames Report

4. Links Report

5. Accessibility Report

## Table of Contents

ePublisher Express uses the TOC levels assigned in the standalone stationery file to create a table of contents for your Help system. Oftentimes, TOC levels will be skipped in the table of contents, and when this occurs, an empty TOC icon can display in the table of contents.

Typically, empty TOC levels occur when you skip a TOC heading in the source document. For example, let's say that in your standalone stationery file, you have assigned Heading 1, Heading 2, and Heading 3 as TOC levels; however, in your source document, you have skipped several Heading 2 headings.

When you generate your table of contents, you can specify how you would like your skipped TOC levels handled. The following are the available **Format Setting** options for collapsing your table of contents:

1. **Don't collapse**: Select this option if you want ePublisher Express to automatically insert empty table of contents entries for the skipped levels.

Skipped TOC levels labeled with blank book icons
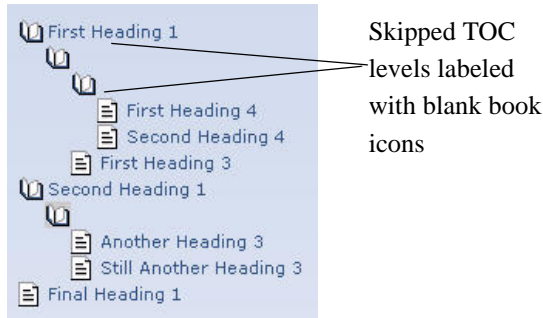
**Figure 7-13: Uncollapsed TOC Hierarchy**

2. **Fully collapse**: Select this option if you want ePublisher Express to remove all skipped TOC entries and place all TOC headings at the same level, regardless of what TOC level they have been assigned.



All skipped TOC levels are on the same level.
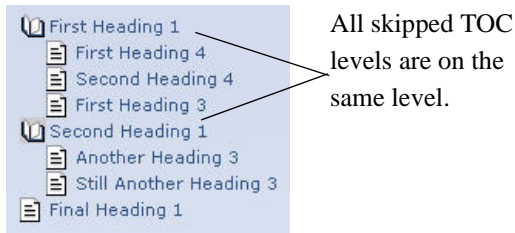
**Figure 7-14: Fully Collapsed TOC Hierarchy**

3. **Smart collapse**: Select this option if you want to remove empty TOC entries, and move the subsequent heading up a level to replace the skipped TOC level.

Skipped TOC levels have been replaced by subsequent TOC heading
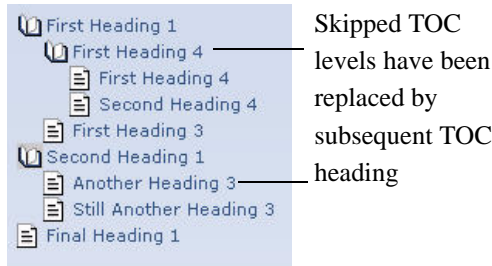
**Figure 7-15: Smart Collapsed TOC Hierarchy**

4. **Re-label**: Select this option if you want to automatically insert labeled entries for the skipped TOC levels. The heading text from the TOC entry appearing below the current entry will be used as the TOC label.



Skipped heading level renamed to the subsequent heading name.
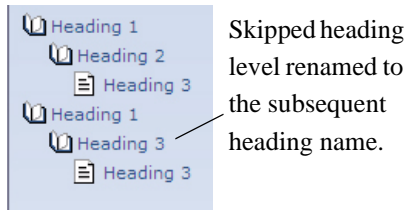
**Figure 7-16: Re-labeled TOC Hierarchy**

Whether or not an empty TOC icon displays depends on the setting you have specified for your table of contents in the **Format Settings** window. You can specify how you would like your empty TOC levels handled.

*To specify how empty TOC levels are handled:*

1. In your ePublisher Express project, select **Format > Format Settings**.

2. Find the **Table of contents** group.

3. Click on the dropdown button in the **Value** field next to the **Collapse table of contents** setting.

4. Select one of the available options.

**5.** Click **OK** to apply your changes and to close the **Format Settings** window.

# Conditions

Using conditions, you can set the visibility of content within your generated output. Conditions allow you to show or hide information in your online output. You can do so by applying conditions to the content in your source document and setting the visibility for those conditions in your project. Any content that has a condition applied to it is referred to as conditional text.

For example, your source documents might contain information that is used only in the print version and information that is used only in the online version. In order to reuse your source documents for both print and online Help, you need to create conditions specifically for the online content and for the print content and apply the conditions to the appropriate content.

When you create a condition, you need to set the hidden attribute for the condition. If the conditional text will be visible in the source document, then the hidden attribute should not be selected; however, if the conditional text will not be visible in the source document, then the hidden attribute should be selected.

## Creating Conditions in Microsoft Word

In Microsoft Word, you can create conditions to either show or hide content within your output. These conditions can be set up so that you can tag content to either be visible or not visible when your online output is generated.

*To create a condition in Microsoft Word:*

**1.** In your Word document, select **WebWorks > Conditions**.

**2.** Click on the **Add** button.

**3.** Type in a name for the condition.

**4.** Select **Hidden** if you do not want the content to appear in the Microsoft Word document or leave **Hidden** deselected if you want the text to appear in the source document.

5. Choose a color with which to highlight the conditional text. By highlighting the conditional text, you will be able to easily see exactly where conditional text is located in your source documents.

## Applying Conditions in Microsoft Word

After you have created conditions in your source document, you need to determine what content needs to be tagged as conditional text. Once you have decided which content needs to be assigned as conditional text, you need to apply the appropriate conditions.

### *To apply a condition in Microsoft Word:*

1. Highlight the content to which the condition will be applied.

2. From the main menu, choose **WebWorks > Conditions**.

3. Select a condition.

4. Click on the **Apply Condition** button to apply the condition.

## Creating Conditions in Adobe FrameMaker

In Adobe FrameMaker, you can use conditions to make content visible or not visible when your online output is generated.

### *To create conditions in Adobe FrameMaker:*

1. From the main menu, choose **Special > Conditional Text**.

2. Click on the **Edit Condition Tag** button.

3. For the **Tag** field, type in a name for the condition.

4. Choose a style for the condition.

5. Choose a color for the condition.

6. Click the **Set** button to create the condition.

## Applying Conditions in Adobe FrameMaker

After you have created conditions in your source document, you need to

determine what content needs to be tagged as conditional text and apply conditions to that content.

### *To apply conditions in Adobe FrameMaker:*

1. Highlight the content to which the condition will be applied.

2. From the main menu, choose **Special > Conditional Text.**

3. Select a condition from the **Not In** list.

4. Click on the left arrow button to move the condition from the **Not In** list to the In list.

5. Click the **Apply** button to apply the condition.

## Setting Conditional Values in a Project

In your source documents, you have set certain visbilities for your conditions; however, in your ePublisher Express project, you can modify the visibility for each condition. The conditions that are available in your project come directly from your source documents. You can modify the value for any of your conditions, which in turn, will affect how your conditional text displays online.

In ePublisher Express, you can set the visibility of your conditions to one of the following:

- **Visible**: Select this if you would like the conditional text to appear in your output.

- **Hidden**: Select this if you would like the conditional text to not display in your output.

- **Use document value**: Select this if you would like ePublisher Express to use the visibility you have assigned the condition in the source document.

### *To modify the value of a condition:*

1. In your ePublisher Express project, select **Format > Conditions**.

2. Find the condition you would to modify.

3. Click on the dropdown button in the **Value** field next to the condition you would like to modify.

**4.** Select a visibility option.

# Variables

A variable serves as a placeholder for information that is liable to change. It would be efficient to set up variables for any information whose value fluctuates. By setting up variables in the source document, it allows you to have global control over the values contained within those variables.

For example, a date can be set up as a variable; if the date ever needs to be modified, it would be possible to make the change from a single location instead of having to search for and replace all the instances of that date.

## Modifying Variable Values

A major benefit of using variables is that you can control their values from a single location. In your project, you are able to change the value of any variable; when you change the value of a variable in your project, it will only affect the value of the variable in the output. It does not change the value of the variable in your actual source document.

In your ePublisher Express project, you have the option to use your own variable value, or you can use the value that is defined for the variable in the source document. If you want to use the value defined for the variable in the source document, you must select the **Use Document Value** option.

*To modify a variable value:*

**1.** In your ePublisher Express project, select **Format > Variables**.

**2.** Find the variable you would like to modify.

**3.** Click in the **Value** field next to the variable to highlight its current definition and make the desired changes to the value, or select the **Use Document Value** option.

# Cross-References

Cross-references help users access related information quickly in your online content. When you convert your source documents to online Help, all cross-references are automatically converted to hypertext links.

Typically, cross-references used for printed materials will have a different format than cross-references used for online Help. For example, page numbers are not generally included in online cross-references because the page numbers would be out of context for online Help.

In ePublisher Express, you can use the **Cross-Reference Rules** editor to add, edit, and/or delete cross-reference formats for your project.

Select Source Document Type

Cross-Reference Name

Cross-Reference Format
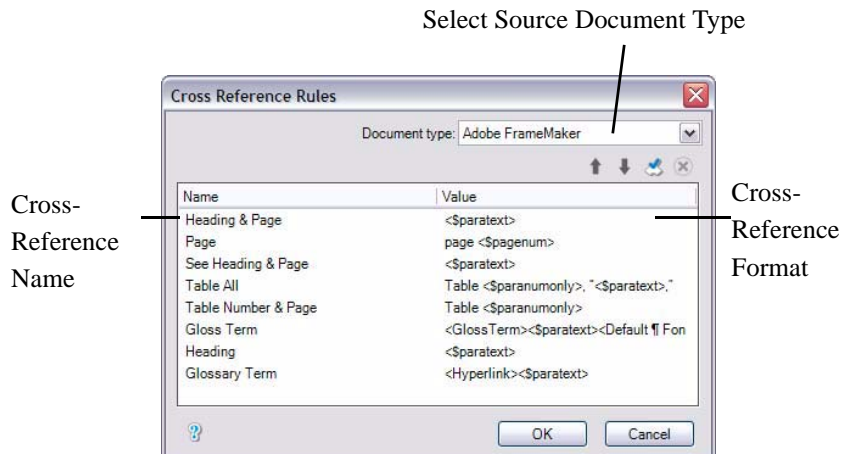
**Figure 7-17: Cross-Reference Editor**

The **Name** column shows either the cross-reference format or a set of default cross-reference formats. These formats are building blocks or codes that come directly from your source document. Next to the **Name** column, the **Value** column displays the corresponding online format for that cross-reference format.

**Note:** If you need help interpreting the building blocks or codes, please see your

authoring tool's Help documentation.

*To modify the online format for a cross-reference format:*

1. In your ePublisher Express project, select **Format > Cross Reference Rules**.

2. Select the authoring tool you are using from the **Document type** dropdown menu, . By default, this field is always set to Microsoft Word.

3. Double-click on the cross-reference format you would like to modify from the **Name** field.

4. Make your desired changes in the **Replacement** field.

5. Click **OK** to apply your changes and close the **Edit Cross Reference** window.

*To add a cross-reference format:*

1. In your ePublisher Express project, select **Format > Cross Reference Rules**.

2. Select the authoring tool you are using from the **Document type** dropdown menu. By default, this field is always set to Microsoft Word.

3. Click on the **Add New Cross Reference** button.

4. Enter a name for the cross-reference format in the **Name** field.

5. Type in the building blocks or codes for the cross-reference format in the **Replacement** field.

6. Click **OK** to add the new cross-reference format.

*To delete a cross-reference:*

1. In your ePublisher Express project, select **Format > Cross Reference Rules**.

2. Select the authoring tool you are using from the **Document type** dropdown menu. By default, this field is always set to Microsoft Word.

3. Select the cross-reference format you want to delete.

   **Note:** You can only delete cross-reference formats that you have created in the project. You cannot delete cross-reference formats that exist in your source documents. Each time you regenerate your project, the cross-reference

formats from your source documents will be readded to your project.

4.  Click on the **Delete Cross Reference** button.

# Merge Settings

Multivolume Help comprises a single set of files that combine output from multiple groups from within your project. When you merge the output files from the groups within your project, you are taking the TOC, index, and search data from each top-level group's generated entry-point file, and combining that information into a single, consolidated system.

Currently, when you generate output for your project, each first-level group will generate its own entry-point file. In order to create one cohesive Help set, you will need to merge the entry-point files into one consolidated Help set. To create a single Help set in ePublisher Express, you need to utilize the Merge Settings.
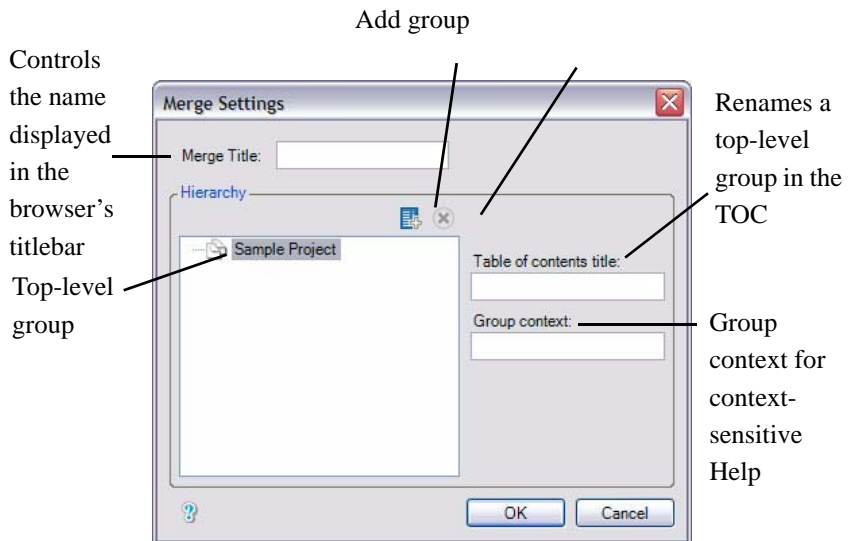


**Figure 7-18: Merge Settings**

**Note:**  You can merge projects based on any of the formats provided with

WebWorks ePublisher Pro, except for the Sun JavaHelp formats, the Microsoft WinHelp formats, and the eBook formats.

## Creating Multivolume Help

To create multivolume Help, you need to set up at least two top-level groups in the Document Manager. The name of your top-level groups will serve as the book names in your Help set.

When you merge the output files from the groups within your project, you are taking the table of contents, index, and search data from each top-level group's generated entry-point file, and combining that information into a single, consolidated system. Currently, when you generate output for your project, each top-level group will generate its own entry-point file. In order to create one cohesive Help set, you will need to merge the entry-point files into one consolidated Help set.

By default, if you have created several top-level groups in your project, ePublisher Express will automatically create a merged or multivolume Help set for you. Once you generate output for your project, the multivolume Help set will be located in the **Merged Output** group in the Output Explorer, and it will be named **index.html**.

When you launch your multivolume Help set, you will notice that the names of your top-level groups will display in the table of contents. If you want to organize and group your top-level groups under a different book name not specified in the Document Manager, or if you would like to reorganize the table of contents of your multivolume Help set, you will need to use the merge settings feature in ePublisher Express.

***To organize the table of contents of a multivolume Help set:***

1. In your ePublisher Express project, select **Format > Merge Settings**.

   You will see a listing of all your top-level groups under the Hierarchy section.

2. Click and drag any of your first level groups to reposition them in the TOC hierarchy.

3. Close the **Merge Settings** window.

**4.** Select **Project > Regenerate All**.

### *To add a group to your multivolume Help set:*

**1.** In your ePublisher Express project, select **Format > Merge Settings**.

**2.** Click on the **Add** button.

A TOC entry, or book, called `Untitled Topic` will be added to your TOC hierarchy.

**3.** Double-click on **Untitled Topic** to rename it.

**4.** Click and drag any of your top-level groups into the new TOC entry.

**5.** Close the **Merge Settings** window.

**6.** Select **Project > Regenerate All**.

### *To rename top-level groups in the table of contents:*

**1.** In your ePublisher Express project, select **Format > Merge Settings**.

You will see a listing of all of your top-level groups under the Hierarchy section.

**2.** Click to select any of your top-level groups in the TOC hierarchy.

**3.** In the **Table of contents title** field, type in the name you would like to assign the top-level group. This is the name that will appear in the table of contents.

**4.** Close the **Merge Settings** dialog box.

**5.** Select **Project > Regenerate All**.

### *To change the name of Help set that displays in the title bar of the browser:*

**1.** In your ePublisher Express project, select **Format > Merge Settings**.

**2.** Enter the name you would like to display in the title bar of the browser when the Help set initially launch in the **Merge Title** field.

### *To remove a group from the TOC hierarchy:*

**1.** Click on the group you would like to remove.

**2.** Click the **Delete** button.

**Note:** You can only remove groups that you have manually added to your TOC hierarchy. You cannot move groups that are placed in the TOC by default; these are the groups that are contained within the Document Manager.

# Preferences

In ePublisher Express, you can select your project options through the **Preferences** window. To display the Preferences window, select **Edit > Preferences**. The Preferences window provides you access to three tabs:

- General
- File Mappings
- Deployment
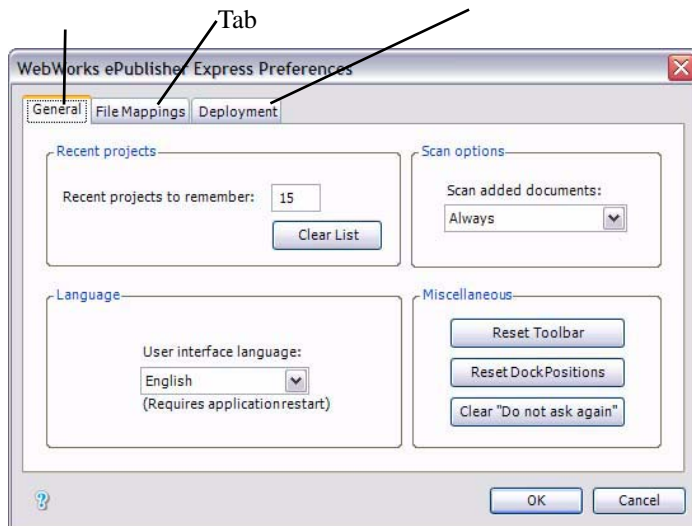


**Figure 7-19: Preferences Window**

## General Tab

The General tab is broken into four different areas:

- Recent Projects
- Languages
- Scan Options
- Miscellaneous

## Recent Projects

Under the Recent projects area, you can:

- Specify the number of projects listed on the Start Page.
- Clear the list of projects from the Start Page.

*To modify the number of projects displayed on the Start Page:*

1. In ePublisher Express, select **Edit > Preferences**.
2. Delete the existing number in the **Recent projects to remember** field.
3. Enter the desired number in the **Recent projects to remember** field.

   **Note:** This number can be up to 99.

4. Click **OK**.

*To clear the Start Page:*

1. In ePublisher Express, select **Edit > Preferences**.
2. Click the **Clear List** button.
3. Click **OK**.

## Languages

Under the Languages area, you can select the language the controls in which the user interface display. Currently, ePublisher Express is available in three languages:

- English
- French

- German

*To select the user interface language:*

1. In ePublisher Express, select **Edit > Preferences**.

2. Click the dropdown menu under the User interface language option.

3. Select a language.

4. Click **OK**.

## Scan Options

By default, ePublisher Express is set to always scan your source documents when you add them to your project. When ePublisher Express scans your documents, it is reading the style and formatting information, conditions, variables, and markers in your source documents.

If you do not want ePublisher Express to scan your documents automatically when they are added to your project, you can set how you would like your source documents handled. For example, you can choose to have ePublisher Express prompt you to scan the source documents, or you can choose to never have ePublisher Express scan the source documents. The scanning option that you choose will become the default selection for all existing and subsequent projects.

*To set the scanning options:*

1. In ePublisher Express, select **Edit > Preferences**.

2. Click the dropdown menu under the Scan added documents option.

3. Select one of the following:

   - Always

   - Ask

   - Never

4. Click **OK**.

## Miscellaneous

The Miscellaneous area contains the options for resetting:

- Toolbars
- Dock positions
- Ask prompts

### *To reset the toolbar to the default toolbar:*

1. In ePublisher Express, select **Edit > Preferences**.

2. Click the **Reset Toolbar** button.

3. Click **OK**.

### *To reset the dock positions of the windows in the UI:*

1. In ePublisher Express, select **Edit > Preferences**.

2. Click the **Reset Dock Positions** button.

3. Click **OK**.

### *To clear settings for any Do Not Ask Again prompts:*

1. In ePublisher Express, select **Edit > Preferences**.

2. Click the **Clear "Do not ask again"** button.

3. Click **OK**.

## File Mappings Tab

In ePublisher Express, you can add any source documents that can be opened with Microsoft Word or Adobe FrameMaker by using file mappings; for example, you can add .txt files to your project. In order to do this, you would need to specify the adapter for which ePublisher Express would need to use in order to open the .txt file. In ePublisher Express, an adapter refers to an application such as Adobe FrameMaker or Microsoft Word; it is the application that you will use to open the source documents. In your project, there is a File Mapping tab located under **Edit > Preferences** that will allow you to specify the adapter you would like to use for each file type.

By default, ePublisher Express comes with a list of file extensions that are preset

to use either Microsoft Word or Adobe FrameMaker. You have the ability to choose Adobe FrameMaker or Microsoft Word from the drop-down list of adapters for certain file types, such as **.txt** files, or create user-defined file mappings and specify the adapter for those file types. However, certain file extensions, such as **.book**, **.fm**, and **.bk** files, are unique to a specific adapter; in this case, .fm, .bk, and .book files can only be opened with Adobe FrameMaker. Other file extensions, such as **.rtf**, **.xml**, and **.doc**, are specific to Microsoft Word; therefore, the adapter for these file extensions must be specified as Microsoft Word. If a certain file type cannot normally be opened with either Microsoft Word or Adobe FrameMaker, then ePublisher Express will display an error message if you try to generate output or a preview with those files.

If you only have a license key for either the Word or FrameMaker adapter, then you can only use the adapter that is inline with your version of ePublisher Express. Although the option to choose either adapter may be available, you will not be able to generate a preview or output with the file if you do not have a corresponding license key for that adapter.

## Modifying a File Mapping

By default, ePublisher Express provides you with a default list of file mappings; each file extension has been preset to use a specific adapter. For file extensions that can either be opened with Microsoft Word or Adobe FrameMaker, such as .txt files, you can associate an adapter for the file extension.

### *To map file extensions to a Word or FrameMaker adapter:*

1. From the main menu, choose **Edit > Preferences**.

2. Click on the **File Mappings** tab.

3. Choose the file extension for which you would like to specify the adapter from the list of extensions.

4. Choose the adapter that is most appropriate for that file extension from the drop-down list of adapters.

5. Click **OK** to apply the changes.

## Creating a New File Mapping

If there is a file extension that you would like to use, but it is not available in the default list of file extensions, you can create a new file mapping. A file mapping refers to the file extension and its corresponding adapter; to create a file mapping, you basically add a new file extension and associate, or map, the file extension to an adapter. You can use this user-defined file mapping in order to specify whether the file will be opened with Microsoft Word or with Adobe FrameMaker. When you create a new file mapping, the mapping will be retained and applied for all your subsequent projects that you open; therefore, if you have specified that Microsoft Word will be the adapter for .txt files, then by default, each subsequent project that is opened will have .txt files mapped to Microsoft Word.

When you choose an adapter for a file extension, you need to verify that the file extension can be opened with the adapter outside of ePublisher Express. If the file type cannot be normally opened with the adapter, then ePublisher Express will not be able to process that document using the adapter. If you specify an adapter that is incompatible with the file type, then ePublisher Express will display an error. Depending on whether you are trying to generate output or generate a preview, ePublisher Express will display a different error if you are trying to perform one of these functions on an invalid file type.

***To create a file mapping:***

1. From the main menu, choose **Edit > Preferences**.

2. Click on the **File Mappings** tab.

3. Click the **New** button.

4. Type in the file extension that you would like to add in the **File Extension** field; for example, you can add HTML as a file extension.

5. Select the adapter which ePublisher Express will use to open that file type from the **Tool** drop-down list, . For example, if you are creating a file mapping for HTML files, then you can specify Microsoft Word as the adapter.

6. Click **OK** to create the new file mapping.

### *To delete a file mapping:*

1. From the main menu, choose **Edit > Preferences**.

2. Click the **File Mappings** tab.

3. Click to select the file mapping that will be deleted.

4. Click the **Remove** button  to delete the file mapping.

## Deployment Tab

Use the Deployment tab to create target destinations, which refer to the locations where you would like to deploy your generated output files. For more information on creating target destinations, please see "Creating a Target Destination" on page 49.

# TEMPORARY PROJECTS

Temporary projects allow you to quickly proof and review your output. They provide a quick preview of how a document will look once its content has been converted to online output. You can also use temporary projects to generate on-demand reports, which allow you to verify that your source document conforms to stationery standards and does not contain any errors.

Only one temporary project can be open at any given time for any document. Once you close a temporary project, the temporary project will be deleted from your system. Temporary projects do not produce permanent output – that is, output that you can deploy and use. Remember that temporary projects should only be used to proof your documents using using the information contained within a standalone stationery file.

ePublisher Express will create a temporary project in the following instances:

- If you select the **Generate Output** option from the WebWorks Transit menu, and there is no ePublisher Express project or temporary project open containing that source document.
- If you select the **Generate Reports** option from the WebWorks Transit menu, and there is no ePublisher Express project or temporary project open containing that source document.

## Creating Temporary Projects

As a best practice tip, create your temporary projects prior to creating an ePublisher Express project. If the source document is a part of an ePublisher Express project that is already open, and you try to generate output from the transit menu, ePublisher Express will use the ePublisher Express project to generate output.

You should use temporary projects to periodically check your output because it is much faster to create and generate than an ePublisher Express project. In a

complete ePublisher Express project, you might be generating output for multiple documents, which is time consuming and inefficient if you only want to view output for a single document.

Once you close the temporary project, all of the generated output, conformance reports, and temporary project files will be deleted from your system and will no longer be accessible.

### *To create a temporary project:*

1. From the WebWorks Transit menu in your source document, select **ePublisher Express > Generate Output**.

2. When the **New Project Wizard** launches, click on the folder button next to the Stationery field.

3. When the **Browse** window displays, navigate to the location of your standalone stationery file.

4. Select the standalone stationery file.

5. Click on the **Open** button to add the stationery file to your temporary project.

6. From the list of available targets, select the target for which you would like to generate output.

7. Click on the **Finish** button. ePublisher Express will create a temporary project based on the source document's name, and it will automatically generate output for you.

## Generating Temporary Output

When you generate temporary output, you are taking a snapshot of what your content will look like once ePublisher Express converts it to online output. Temporary output allows you to quickly proof and review your content without creating an ePublisher Express project.

When you try to generate output for a source document from the Transit menu, ePublisher Express will first check to see if the application is already running. If the application is running, then it will check to see if the source document is

already part of an open ePublisher Express project. If ePublisher Express finds an open ePublisher Express project or temporary that contains the source document, it will use the open project to generate output; otherwise, it will automatically launch the New Project Wizard. If the New Project Wizard launches, please create a new project. For more information on creating a project, please see "Creating Temporary Projects" on page 81.

***To generate temporary output from the WebWorks Transit Menu:***

> n Select **WebWorks > ePublisher Express > Generate Output**.

# Viewing Temporary Output

Once your temporary project finishes generating output, the output files will be accessible from the Output Explorer, which provides you with a UI to view temporary output and on-demand reports. If ePublisher Express used a temporary project to generate your temporary output files, then the Output Explorer will launch once it is done generating output; however, if ePublisher Express used an existing project to generate temporary output, then the temporary output files will be accessbile from the Output Explorer in ePublisher Express' user interface.

***To view temporary output:***

1. In the Output Explorer, click on the plus sign next to the source document to expand the group.

2. Click on the plus sign next to the Files group to expand the group.

3. Double-click on any of the output files listed under the group.

# Generating On-Demand Reports

You can quickly proof your source document against a stationery file by generating on-demand reports. On-demand reports are conformance reports for temporary projects. They are proofing tools that identify where problems occur in your source documents. These reports contain notifications of how elements in

your document have been processed and where errors exist, and you can double-click on any of the errors in the on-demand reports to take you to the location of the problem.

There are five types of on-demand reports that you can generate:

- Styles
- Topics
- Links
- Files
- Accessibility

You can select the on-demand reports you wish to generate, or you can generate all on-demand reports at a single time.

Generating on-demand reports work similarly to generating temporary output. ePublisher Express will first check to see if the application is running. If the application is running, then it will check to see if an ePublisher Express project or temporary project containing the source document you are trying to generate on-demands reports for is already open. If it finds an open project containing that source document, then it will use that project to generate on-demand reports; however, if it does not find an open project, it will launch the **New Project Wizard**. In that case, please follow the steps below.

### To generate on-demand reports:

1. Select **WebWorks > Generate Reports**.

    **Note:** If a temporary project is not already open, then ePublisher Express will create a temporary project; however, if an ePublisher Express project or temporary project is already open for the document you are generating on-demand reports for, then ePublisher Express will use that temporary project.

2. When the **Report Select** dialog box displays, select the reports you would like to generate.

3. Click **OK** to generate the report.

# Viewing On-Demand Reports

Once you have generated your on-demand reports, you can view them from the Output Explorer. Both temporary project and ePublisher Express interfaces have an Output Explorer, and both work in the same manner, but the main difference lies in the groups that are available from the Output Explorer. If you are looking at the Output Explorer for a temporary project, then you will only see a document group; however, if you are looking at the Output Explorer for an ePublisher Express project, then you will see all available groups (e.g., navigation, document, and merged output groups).

### *To view an on-demand report:*

1. In the Output Explorer, click on the plus sign next to source document for which you generated on-demand reports. This will expand the group.

2. Click on the plus sign next to **Reports** to expand the group.

3. Double-click on the report that you would like to view.

*Temporary Projects*

# SYCHRONIZING WITH STATIONERY

When you open an existing project, two things will happen: ePublisher Express will check whether the stationery file has been modified, and it will compare the project's manifest file to the stationery's manifest file. If any there have been any changes to the conditions, variables, cross-reference definitions, format settings, and style information within the stationery file or any changes to the user, format, or target files within the standalone stationery, ePublisher Express will inform you that the stationery file has been modified and prompt you to synchronize your project to the stationery file. To synchronize means to match; therefore, when you synchronize your project file to your stationery file, you are matching the information in your project file to the information in the stationery file.

## File Comparisons

In order to determine whether you need to synchronize your project to the standalone stationery, ePublisher Express performs file comparisons to determine if there are any differences between your project file and your stationery file.

ePublisher Express will prompt you to synchronize your project to a stationery file when:

- There are any differences between the project's manifest file and the stationery's manifest file.
- The stationery file has been modified.

### The Manifest File

When you create a new project, ePublisher Express will copy the standalone stationery's manifest file and place it into the project's directory. The manifest file lists all of the files that are currently associated with the stationery file. The manifest specifically lists files that are in the:

- Formats folder

- Targets folder

- Files folder

Anytime a file has been modified, removed from, or added to any of these folders in the standalone stationery, the stationery's manifest file will be updated to reflect these changes; therefore, the manifest file is a record of the Target, Format, and User files that are currently associated with a stationery file.

When you open an existing project, ePublisher Express will compare the project's manifest file to the stationery's manifest file to see if there are any differences. If the stationery designer has updated, removed, or added any files to the stationery file since you last opened your project, then the project's manifest file will differ from the stationery's manifest file.

If there are differences, then ePublisher Express will prompt you to synchronize your project to the stationery file. When you choose to synchronize your project to the stationery file, ePublisher Express will copy over the standalone stationery's updated manifest file and copy over or delete the differing files.

For example, let's say that the stationery designer has updated the standalone stationery by adding a new **Page.asp** file. The stationery's manifest file will be updated to note this change. When you open the project linked to this stationery file, ePublisher Express will recognize that the project's manifest file is different from the stationery's manifest file; therefore, ePublisher Express will prompt you to synchronize your project to your stationery file. .

## The Stationery File

ePublisher Express will determine if your stationery file has been modified by examining the checksum. A checksum is a value that is dependent on the contents of a file; we use this value to determine whether the file has changed. If the checksum of the stationery file is different than the checksum of the project file, then ePublisher Express will prompt you to synchronize your project.

Any changes to the following settings within the stationery file will affect the checksum:

- Conditions
- Variables
- Cross-reference definitions
- Format settings

# Synchronizing Projects to Stationery

Currently in ePublisher Express, there are two ways to synchronize your project to a stationery file. The two types of synchronization are:

1. Automatic Synchronization
2. Manual Synchronization

## What Is Synchronization?

When synchronization occurs, ePublisher Express is taking the information from the standalone stationery file and applying it to your project file. Synchronizing the project file to the stationery file will remedy any differences between the two files. Once ePublisher Express finishes synchronizing the project to the stationery file, all of the settings and information in the project file will match that of the stationery file.

## When to Synchronize

When you synchronize a project to a stationery file, you are updating the information in the project file to match the information in the stationery file. Anytime a stationery file has been modified, all projects using that stationery will need to be synchronized to pick up the new information in the stationery. If you want your project to contain the most recent stationery information, then you need to synchronize the project to the stationery file. If you choose not to synchronize, your project will retain its old settings and the information in the project file will not match the information in the stationery file.

## Automatic Synchronization

When you open an existing project, ePublisher Express automatically detects whether any modifications have been made to the standalone stationery file. For more information on the modifications that result in project synchronization, please see "The Stationery File" on page 88.

If any changes have been made to the stationery file, ePublisher Express will display a dialog window notifying you that the stationery file has been modified. When this dialog window displays, you can choose to synchronize your project to the modified stationery file, select a new stationery file which to synchronize your project.

***To automatically synchronize a project to a stationery file:***

n When ePublisher Express displays the dialog asking you to synchronize your project to the modified stationery file, click the **OK** button.

**Note:** Verify that the path to the stationery file is correct. If it is not, click on the folder icon and browse to the location of the stationery file.

## Manual Synchronization

You can manually synchronize your project file to a stationery file by selecting **File > Sychronize with Stationery**. When you do this, ePublisher Express will prompt you to select a stationery to synchronize to; this means that you can select the stationery file to which your project is currently linked or a new stationery file.

You can manually synchronize your project to a stationery file, which means that you can update your project so that it inherits the information within

***To manually synchronize a project to a stationery file:***

1. In the project, select **File > Synchronize with Stationery**.
2. When the **Open** window displays, browse to the location of the stationery file.
3. Select the stationery (.wxsp) file.
4. Click the **Open** button.

# INDEX

## A

accessibility  56
   enabling D links  56
   longdesc attribute  56
active target
   selecting an active target  52
adapter
   definition  77
adding
   source documents  31
Adobe FrameMaker
   applying conditions  66
   creating conditions  66
Adobe FrameMaker books
   scanning  41
automatic synchronization  89

## C

checksum
   definition  88
closing
   projects  53
company information  56
   company name  57
   e-mail address  57
   fax number  57
   phone number  58
   Web page  58
conditional values
   hidden  67
   use document value  67
   visible  67
conditions  65

# D

# E

# I

# L

# M

# T

# W

worflow  3