



IXIASOFT

DITA CMS Web User Guide

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Introduction

DITA CMS Web provides a web-based interface for content contributors, subject matter experts, editors, and reviewers to work on content assignments.

For example, subject matter experts and editors can contribute or edit content without needing to understand DITA or how to use DITA CMS, and editors and reviewers can simultaneously proofread content.

What is DITA?

DITA is an XML-based OASIS open standard used by technical writers to write structured content that can be effectively reused, localized, and maintained.

DITA CMS is a documentation solution that combines the mechanics of an extensible environment, a powerful component Content Management System (CCMS), and the elegant modularity of DITA.

If you are interested in finding out more about DITA CMS, please see documentation available on the DITA CMS web site:

<http://www.ixiasoft.com/en/products/dita-cms/documentation>

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New in this documentation release

Release DITA CMS 4.5

A Collaboration Review page has been added to allow multiple reviewers to simultaneously annotate the content of a map. For more information, see [Performing a collaborative review](#) on page 45.

Build 4.4.27

- A Map view page has been added to DITA CMS Web to allow you to open a Context Map to view its table of contents and view the location of your assignments in relation to the rest of the document. For more information, see [View the Context Map](#) on page 16.

Build 4.3.31

- This is a brand new document intended for writers and information architects who are using DITA CMS Web as a means for subject matter experts or editors to provide content or make changes in documents.

1

Getting Started

Topics:

- **Understanding the process**
- **Log in**
- **Seeing your list of assignments**
- **Log out**

DITA CMS Web allows you to easily update, modify, and review DITA content without being a DITA expert.

Understanding the process

During the process of creating a document, the content goes through several stages and each stage requires input from people performing different roles.

The process begins with someone such as a technical writer or an information architect creating the basic content objects required for a project in DITA CMS. The content objects are separated into different types: topics, maps, images, and resources.

What are these objects?

- **Topics:** A topic contains a single subject. It is a file that contains the content (such as conceptual information, instructions, or reference data) and can also contain references to other objects such as images or resources.
- **Maps:** A map acts as container for a collection of related topics. It is a file that contains references to all the topics that are included in the document. It can be considered like the table of contents for a document.
- **Images:** An image object is not only the image itself such as a screenshot or drawing, but also contains other information such as keywords or descriptive text. It may also be a container for multiple images in different resolutions and formats for use with different types of output.
- **Resources:** A resource is a file of non-DITA material (such as a PDF file, legacy documentation, etc.) which is associated to a content object, but is not editable.

Often it is a technical writer who produces the first drafts of the content. However, when someone such as a subject matter expert is required to contribute content to the project or revise existing content, the technical writer (or information architect) can assign the topic to that person so it can be worked on using DITA CMS Web. The Editing page in DITA CMS Web camouflages the complexity of DITA and allows the person to work on the content in a simplified, user-friendly environment.

Once a draft of the content is almost finished, it is usually sent to people such as a proofreader or the subject matter expert to verify it for any outstanding mistakes. These reviewers do not usually edit the source content directly, but instead provide feedback in the form of annotations on a copy of the draft. The Collaborative Review page in DITA CMS Web allows multiple reviewers to simultaneously annotate the content of the assigned map and see the annotations added by the other assigned reviewers as well.

Log in

DITA CMS Web is accessed from a web browser.

The following are supported:

- On Windows[®]:
 - Microsoft[®] Internet Explorer[®] 11
 - Last 3 major versions of Microsoft[®] Edge[™]
 - Last 3 major versions of Mozilla[®] Firefox[®]
 - Last 3 major versions of Google Chrome[™]
- On Linux[®]:
 - Last 3 major versions of Mozilla[®] Firefox[®]
 - Last 3 major versions of Google Chrome[™]
- On Mac[®]:
 - Apple[®] Safari[®] 10.0.1 and up
 - Last 3 major versions of Mozilla[®] Firefox[®]
 - Last 3 major versions of Google Chrome[™]

To log in:

1. Enter the URL of the DITA CMS Web in a browser. For example:

```
http://server_name/ditacms
```

Note: The URL will be provided by your system administrator.

2. Enter your username and password and click LOG IN.

Note: Some deployments require the domain name in the username (for example, acme/user1). Contact your administrator if you have trouble logging in.

Seeing your list of assignments

When you first open DITA CMS Web, you are presented with the Assignments page containing a list of all the work that has been assigned to you.

From this page you can see what is ready for you to work on, what you have in progress, what are the due dates set for the work, and so on.

The assignments are grouped on the page by map title. A map is a file that contains references to all the topics that are included in a particular document. It can be considered like the table of contents for the document.

When you are assigned a topic, the assignment includes a map referred to as a Context Map. A Context Map is a map that not only provides the user with context for the topic so they understand how the content fits in to the document as a whole, but it also provides the source from which to resolve any keys contained in the topic.

The following describes the different areas of the Assignments page:

The screenshot shows the Assignments page with the following callouts:

- 1** → Points to the "5 Assignments" header and refresh icon.
- 2** → Points to the map title "Output Generator Installation Guide" and its ID "arw1475259197122".
- 3** → Points to the assignment details for "Extract the Output Generator files", including the assignee "jsmith@viasoft.com", due date "February 3rd 2017", status "Available", and file name.
- 4** → Points to the "Topics with Missing Context Map" section header.
- 5** → Points to the "Topics with No Associated Map" section header.
- 6** → Points to the refresh icon in the top header.
- 7** → Points to the "Hide Finished Assignments" checkbox and "Sort by: DUE DATE" dropdown menu.
- 8** → Points to the "Hide Finished Assignments" checkbox.
- 9** → Points to the map ID "arw1475259197122".
- 10** → Points to the "Checked Out" status and "CHECK IN..." button for the "Create a reference list" assignment.
- 11** → Points to the "In Review" status and "MARK AS FINISHED" button for the "Review for TEXTML Server Quick Start" assignment.

	Area	Description
1	Number of assignments	Displays the number of assignments assigned to you.

	Area	Description
2	Map title	Displays the name of the map associated to the assignment. For deployments using DRM, the primary version of the map is also displayed with the map title.
3	Assignment banner	Lists the details of the assignment and contains the tools you can use to work on the assignment.
4	Topics with Missing Context Map	Lists the active topics assigned to you whose Context Map cannot be found. A topic without a Context Map can still be worked on, but might contain undefined keys. To fix the issue, ask the person who assigned the topic to set a Context Map for the topic.
5	Topics with No Associated Map	Lists the active topics assigned to you that were assigned without a Context Map. A topic without a Context Map can still be worked on, but might contain undefined keys. To fix the issue, ask the person who assigned the topic to set a Context Map for the topic.
6	Refresh	Allows you to update the information displayed in the Assignments page.
7	Hide Finished Assignments	Hides all the assignments marked as finished when this option is selected. This option allows you to show or hide the assignments you have completed. Note: The option Hide Finished Assignments is checked by default when you log in.
8	Sorting option	Allows you to sort topics by due date or map title.
9	Context Map ID	Displays the ID of the Context Map.
10	Editing button	Opens the assignment in the Editing page.
11	Collaborative Review button	Opens the assignment in the Collaborative Review page.

Log out

When you log out of DITA CMS Web, your changes will be saved before the topics are closed.

To log out:

Click LOG OUT.

2

Working on assignments

Topics:

- [View the Context Map](#)
- [Overview of the assignment banner](#)
- [Preview a topic](#)
- [Browse through items](#)
- [Refresh the page](#)
- [Check out a topic assigned to you](#)
- [Edit a topic](#)
- [Change the status of a topic](#)
- [Check in a topic](#)
- [Revert a topic](#)
- [Open a Collaborative Review](#)
- [Show or hide finished assignments](#)

The Assignments page shows a list of what is ready for you to work on, what you have in progress, what are the due dates set for the work, and so on.

View the Context Map

The Map View page allows you to see the contents of the Context Map.

The Map View page is displayed when you click the arrow  beside a Context Map title from the Assignments page. It displays the topics in the Context Map as a table of contents. Topics assigned to you are identified by the assignment banner as shown in the following figure.

From the Map View page, you can:

- Scroll through the topics in the Context Map.
- Open any topic in the Preview page by clicking on its title.
- Work on your assignments by using the operations available on the assignment banner.

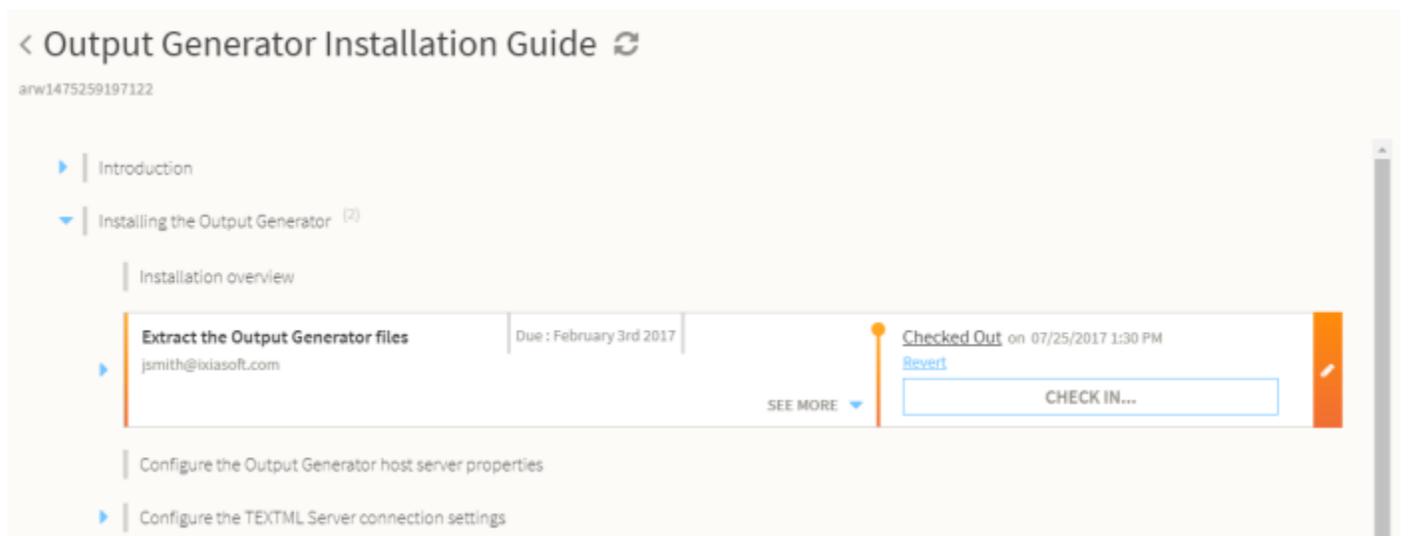


Figure 1: Example of the Map View page

To open the Context Map:

1. On the Assignments page, click the arrow  beside a Context Map title.
2. Click the arrow heads  or  to show or hide the levels in the hierarchy.
3. Click the close arrow  to return to the Assignment page.

Overview of the assignment banner

The assignment banner identifies items that have been assigned to you.

From the banner you can see information about the assignment such as the due date and the operations available to you for that assignment, as shown in the following figure. It serves as the access point for your assignment.

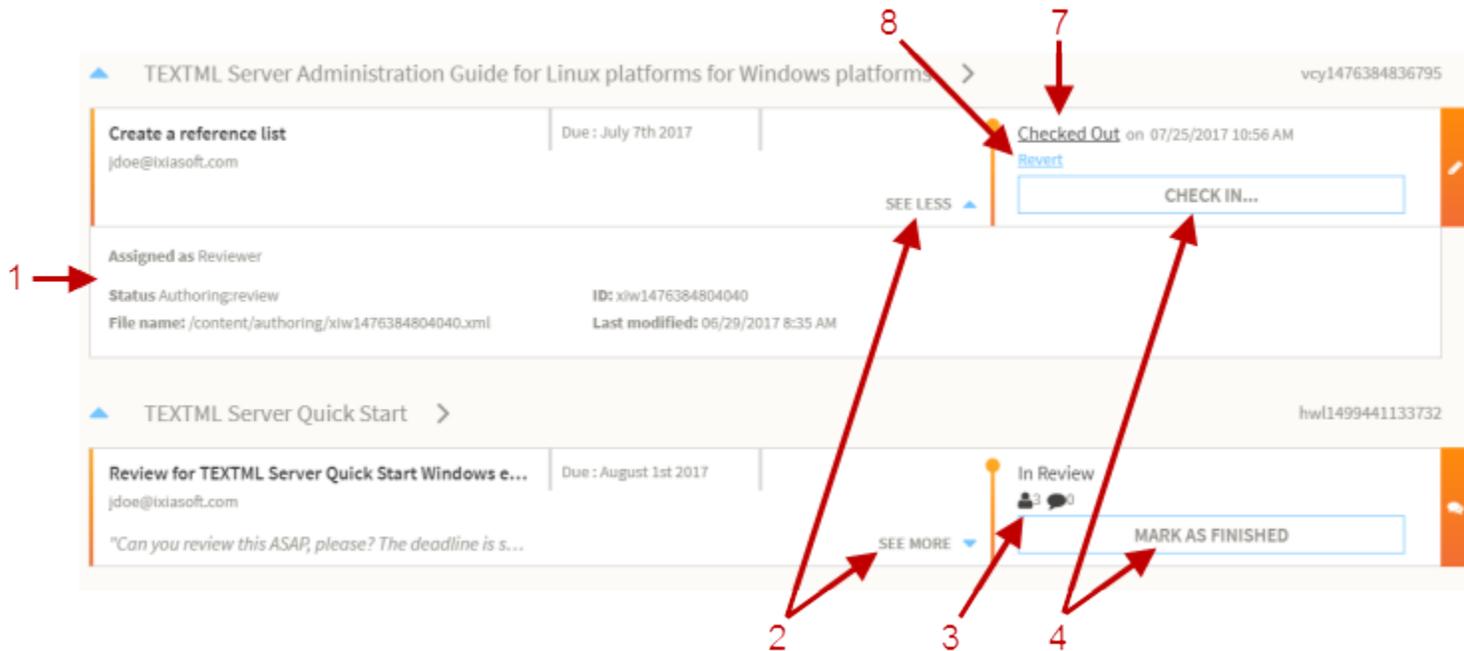
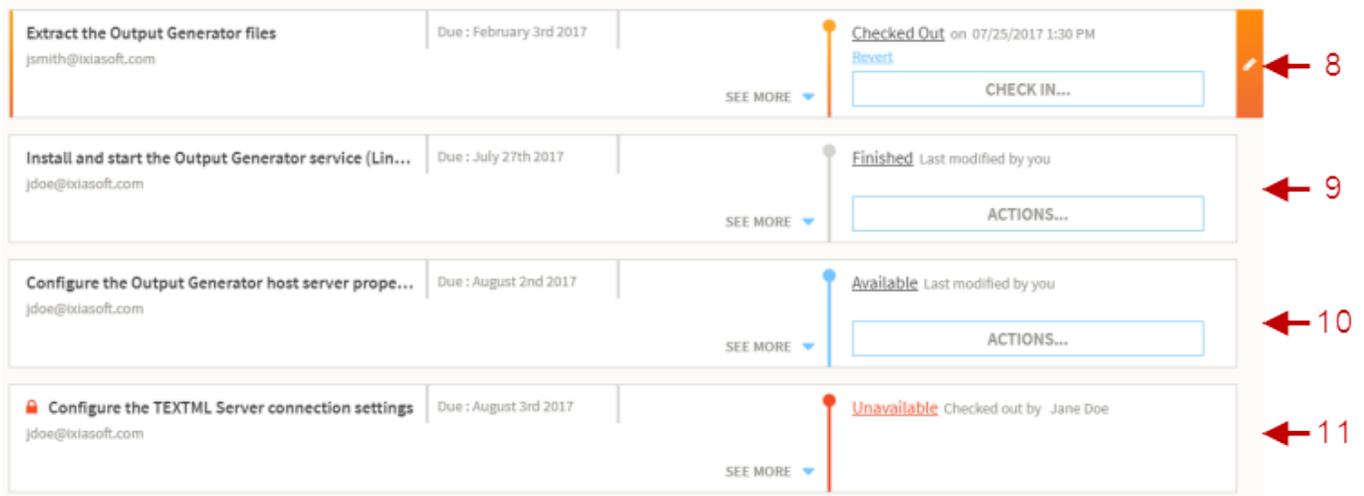


Figure 2: Example of the assignment banner

	Area	Description
1 and 2	See More / See Less	<p>Provides the following information about the assignment:</p> <ul style="list-style-type: none"> • Assigned as: Indicates the role under which this assignment is assigned to you. • Also assigned to: Lists the names of the other people to which this assignment is assigned. <ul style="list-style-type: none"> Note: This is only displayed when there are other assignees. • Status: Displays the current status of the topic (for example, Authoring:review). • ID: Displays the ID of the object. • File name: Displays the file name of the object.

	Area	Description
		<ul style="list-style-type: none"> • Last modified: Displays the date and time when the assignment was last modified.
3	Collaborative Review icons	Provides the number of assigned reviewers and the tally of annotations added in the Collaborative Review.
4	Actions	<p>Provides access either directly to an action or a list of actions available for the assignment:</p> <ul style="list-style-type: none"> • Check Out: Locks the object so that you can modify it. • Change Status: Allows you to change the status of the object to another in the workflow. • Mark as Finished: Lets you specify that you have finished working this assignment. • Check In: Saves your latest changes to DITA CMS and unlocks the topic so that it becomes available to other users.
5	Collaborative Review button	Opens the assignment in the Collaborative Review page.
6	Editing button	Opens the assignment in the Editing page.
7	State	<p>Displays the last action taken and topic's current state:</p> <ul style="list-style-type: none"> • Available: Indicates that the assignment is available for you to work on it. • Finished: Indicates that you set the assignment to Mark as Finished. • Checked Out: Indicates that you have locked the object. • Unavailable: Indicates that the object is either locked in the DITA CMS Eclipse Client or in DITA CMS Web by someone else and cannot be worked on.
8	Revert	<p>Performs the following actions:</p> <ul style="list-style-type: none"> • Discards any changes you made to the object since the last check out. • Reverts the object to the last saved version available in DITA CMS. • Makes the object available for others to edit.

Colors in the Assignments panel indicate the state of the assignment. For example:



The screenshot shows four assignment cards in a list. Each card has a title, a due date, a status, and a color bar on the right. Red arrows point to these color bars with numbers 8, 9, 10, and 11.

- 8:** Orange bar. Task: "Extract the Output Generator files". Status: "Checked Out" (on 07/25/2017 1:30 PM). Action: "CHECK IN..."
- 9:** Grey bar. Task: "Install and start the Output Generator service (Lin...". Status: "Finished" (Last modified by you). Action: "ACTIONS..."
- 10:** Blue bar. Task: "Configure the Output Generator host server prope...". Status: "Available" (Last modified by you). Action: "ACTIONS..."
- 11:** Red bar. Task: "Configure the TEXTML Server connection settings". Status: "Unavailable" (Checked out by Jane Doe). Action: "ACTIONS..."

	Color	Description
8	Orange	An orange bar indicates that the object is checked out by you.
9	Grey	A grey bar indicates that you have marked the assignment as finished.
10	Blue	A blue bar indicates the object is available to be checked out.
11	Red	A red bar indicates that the object is not available for you to work on it. For example, this may happen when: <ul style="list-style-type: none"> The object is checked out by you or someone else in the DITA CMS Eclipse Client. The object is checked out by someone else in DITA CMS Web.

Preview a topic

The Preview page allows you to see the content of a topic, but not edit it.

The Preview page is displayed when you click a topic title. A pop-up window appears displaying the content of the topic.

Note: You cannot modify the topic in this page.

The following describes the different areas of the Preview page.

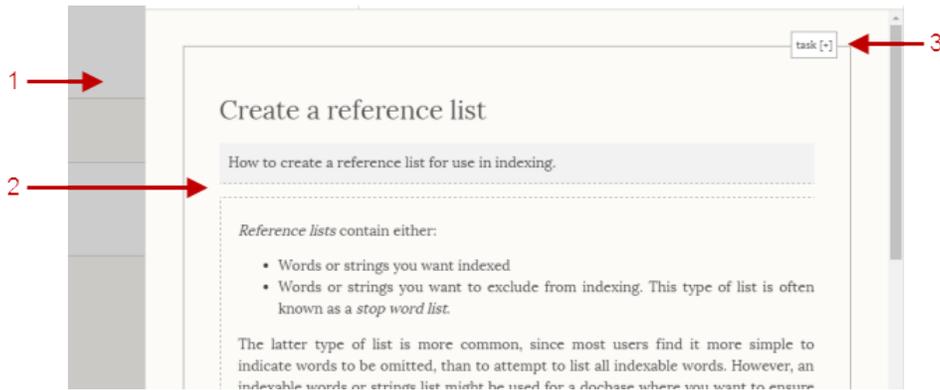


Figure 3: Example of the Preview page

	Area	Description
1	Outside	Allows you to return to the previously viewed page.
2	Topic content	Displays the topic and allows you to scroll through its content.
3	Topic type	Displays the type of topic opened in the page.

To preview a topic:

1. **Click the title of a topic from any page.**
2. **Click in the outside area to return to the previous page.**

Browse through items

The **Previous** and **Next** buttons switch to display from one item to another.

The navigation is cyclic, which means that when you reach the last item, clicking **Next** will jump back to the first, and vice versa.

To browse:

Click Previous or Next buttons   .

Refresh the page

The contents of a page can be manually refreshed to see if changes to the assignments have been made in DITA CMS.

To refresh the page:

Click the Refresh button  .

Check out a topic assigned to you

Before you can edit a topic, you must retrieve it from DITA CMS.

When you click **Check Out**, the topic is obtained from DITA CMS, locked by you, and made unavailable so others cannot edit it from either DITA CMS Web or DITA CMS.

To check out a topic:

1. Do one of the following:

- Click **Check Out** from the assignment banner.
Note: This option appears if you are viewing the topic for the first time or if the topic was last modified by someone else.
- Click **Actions** and then click **Check Out** from the drop-down list.

For example:



Note: This option appears if the topic was last modified by you.

The color bar of the assignment turns orange indicating that the topic is checked out by you.

2. Click the Edit button to open the topic in the Editing page.

The topic opens in the Editing page.

Related Links

[Modify content in a topic](#) on page 28

Edit a topic

Once you check out a topic, you can open it in the Editing page where it can be modified or annotated.

To open a topic in the Editing page:

1. **Check out the topic.**
2. **Click the Edit button  to open the topic in the Editing page.**

Related Links

[Modify content in a topic](#) on page 28

Change the status of a topic

Changing the status of the topic will move it to a next state in the workflow.

You can change the status of a topic assigned to you. The available statuses depend on your assigned role and on the workflow of your company. If you were the last to modify the topic and the topic is checked in, you can change the status without checking out the topic first. If the topic is checked out already by you, you can change the status when you check in the topic.

To change the status of a topic:

1. **Click Actions.**

This option only appears if the topic was last modified by you.

2. **Click Change Status.**

A dialog window consisting of a comment section and a drop-down list of available statuses is displayed. For example:



The screenshot shows a dialog window with the following elements:

- A blue dot and the text "Available" at the top left.
- The text "Last modified by you" above a text input field containing "ACTIONS...".
- A section titled "Please enter a comment:" with a small information icon, containing a text area.
- A dropdown menu currently showing "AUTHORING:REVIEW".
- Two buttons at the bottom: "CANCEL" and "CHANGE STATUS".

3. Enter a comment explaining the change, if desired.
4. In the list, click the status you require.
5. Click Change Status.

Check in a topic

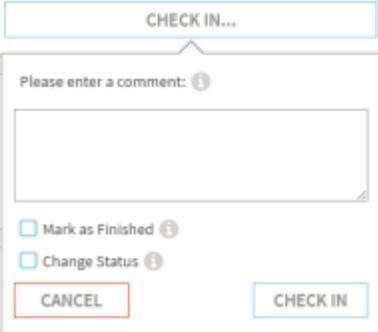
Once you have finished working in a topic, you must save it back to DITA CMS.

When you check in a topic, the topic is unlocked and all your changes are saved to the server and DITA CMS. The topic is then available to other users. While you are checking in a topic, you can also choose to change its status to the following one in the workflow or mark it as finished.

To check in a topic:

1. Click Check In in the assignment banner.

The Check In window expands. For example:



The screenshot shows a dialog box titled "CHECK IN...". It contains a text input field with the placeholder text "Please enter a comment:". Below the text input field are two checkboxes: "Mark as Finished" and "Change Status". At the bottom of the dialog are two buttons: "CANCEL" and "CHECK IN".

2. Enter a comment if necessary.
3. If you are finished working on the topic, select the Mark as Finished checkbox.
4. If you need to change the status of the topic, select the Change Status checkbox and click the status you want from the list.

Note: The available statuses depend on the assigned role and on the workflow of your company. For example, users with the role of **Writer** could be allowed to change the status of their topics from "**Authoring:work**" to "**Authoring:review**" or "**Authoring:contribute**".

5. Click Check In.

Any changes made to the topic are saved and the topic is now available for others. The color bar of the topic changes to blue indicating the topic is available for others or grey if the topic is marked as finished.

Revert a topic

Revert is used to discard the changes you made since the last time you checked out the topic.

The revert function is available when the topic has been checked out. When you click Revert, the topic returns to the last revision checked in to the server, your changes are discarded, and the lock is removed.

To revert changes made to a topic:

1. **Find the topic that you want to revert.**
2. **On the assignment banner, click Revert.**
3. **Click Revert to confirm.**

Open a Collaborative Review

You can begin working on a Collaborative Review by opening it in the Collaborative Review page.

To open a Collaborative Review:

From the assignment banner, click .

Show or hide finished assignments

You can hide all finished assignments from your list so your Assignments page is less cluttered.

To hide finished assignments:

On the Assignments page, select the Hide Finished Assignments checkbox.

For example:



When you select **Hide Finished Assignments**, the area is displayed in blue.

All topics marked as finished are hidden from your assignments list.

Note: Clear the **Hide Finished Topics** checkbox to view all your assignments.

3

Editing the content in the topics

Topics:

- **Overview of the Editing page**
- **Workflow of an editing assignment**
- **Modify content in a topic**
- **Insert an image**
- **Replace an existing image**
- **Copyedit a topic**
- **Editing DITA XML (for advanced users)**

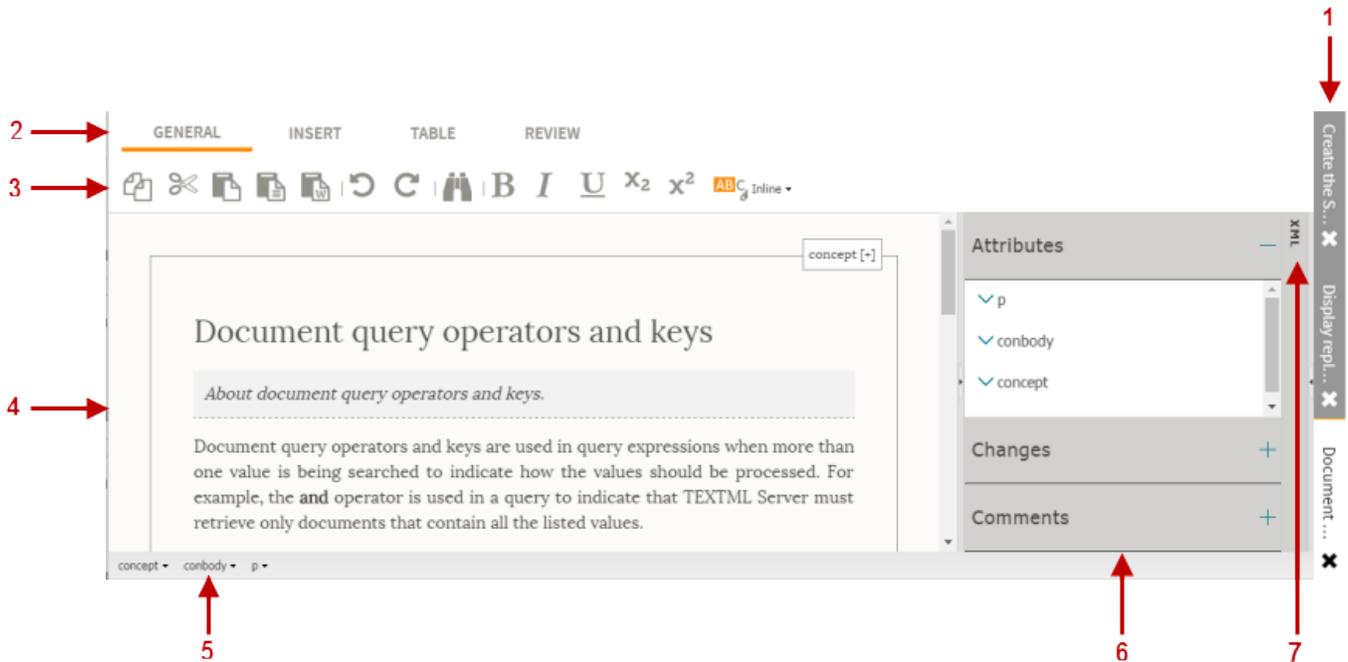
The Editing page provides the tools you need to add or change content in the topics assigned to you.

Overview of the Editing page

The Editing page allows you to modify the topic.

The Editing page is available only when a topic is in the checked out status. In this page the topic opens in a web editor, which provides the tools you need to modify or copyedit a topic.

The following describes the different areas of the Editing page:



	Area	Description
1	Checked out topics currently being edited	Displays all the topics currently being edited that are open in the Editing page. Each topic is displayed in its own tab and you can switch between topics by clicking the tab. You can close a topic by clicking the close button  .
2	Menu	Displays a menu with each tab containing the tools for modifying or reviewing the topic.
3	Toolbar	Displays the tools from the selected menu item.
4	Editor	Contains the content of the topic in the editing pane.

	Area	Description
5	DITA element hierarchy	Displays the hierarchy of the DITA XML elements at the cursor insertion point. Note: This feature is mostly useful for advanced users.
6	Panels	Displays a series of panels: <ul style="list-style-type: none"> • Attributes: Allows you to set attributes to the DITA elements. Note: This feature is mostly useful for advanced users. • Changes: Displays and tracks the changes made in the topic. • Comments: Displays the comments that have been added to the topic.
7	XML	Displays the topic in its DITA XML form (read-only). Note: This feature is mostly useful for advanced users.

Related Links

[Modify content in a topic](#) on page 28

Workflow of an editing assignment

The workflow for an editing assignment is a formalized cycle that ensures that content development stays aligned and on track as topics are passed back and forth between the contributors, writers, and subject matter experts.

Consider an example where a topic is assigned to you to for editing. The assignment is listed on the Assignments page. To start working on the topic, you first check out and open the topic in the Editing page.

The topic opens in the Editing page, where you review the topic by commenting or making changes to the topic. Once you have completed editing the topic you check it in to unlock the topic and make it available for other users. Changes made to the topic are saved automatically, but are only available to others once you check it in.

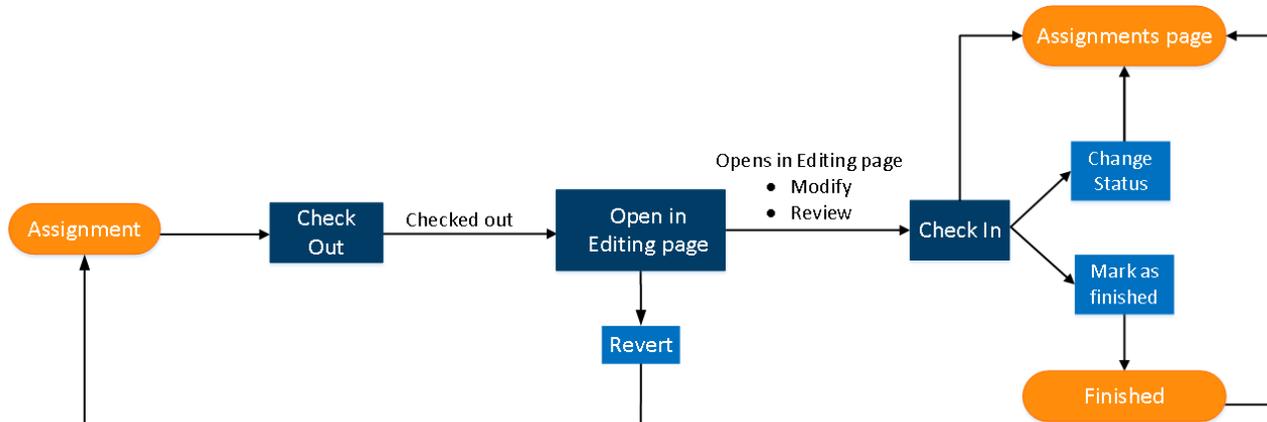
Optionally, during the check in, you can move the topic to the next state in the workflow by changing the status or marking it as finished.

At anytime during the edit you can discard the changes made to the topic by using the revert function. This action will do the following:

- Discard any changes made to the topic.

- Revert the topic to the last saved version available on the server.
- Unlock the topic and make it available for other users.

The following diagram shows a typical workflow of an editing assignment:



Modify content in a topic

The Editing page contains a simplified, web-based editor for modifying the content.

The content is written in DITA, which is an XML-based open standard used by technical writers. The Editing page hides the markup, but you will still need to work with the elements (and perhaps some attributes) to modify the content. For more information on working with DITA, see **Getting started with DITA** on page 38.

The Editing page contains a number of features that are intended for a range of users, from those who have little to no knowledge of markup languages to those who are familiar with HTML, XML, or even DITA. For users who are not at ease with elements, the Editing page contains tools for the commonly-used elements to make it easier to modify the content.

To modify a topic:

1. **Check out and open the topic.**
2. **Modify the content using the tools in the Editing page.**
3. **When you are done with your changes, click Check In to save your changes back to the server.**

Note: The topic is also automatically saved locally when you switch to another topic or when you switch to the Assignments page.

Related Links

[Check out a topic assigned to you](#) on page 21

[Edit a topic](#) on page 22

Overview of the [Editing page](#) on page 26

Add text to existing text

To add text to existing text:

1. **Place your cursor in the text at the location where you want to make changes.**
2. **Type the new text.**

Changes made to a topic are automatically saved every minute.

Adding new content

You can add content such as paragraphs, ordered and unordered lists, and tables to topics by using the available tools or inserting the required elements.

The elements used for these common blocks of content are:

- `p`: Used for identifying a paragraph.
- `steps`: Used for identifying a series of numbered steps in a procedure.
- `ol`: Used for identifying an ordered list.
- `ul`: Used for identifying an unordered list.

The Editing page contains several ways to insert content.

Add new content after existing content

You can easily add new content such as a new paragraph after an existing paragraph or a new list item in an existing list.

When you place your cursor at the end of an existing piece of content such as a paragraph and press ENTER, only the elements that are valid at that cursor position are made available. If only one type of element is allowed in that location, it will be inserted at the location. If more than one type is allowed, a dialog box opens and displays the choices for that location.

1. **Place your cursor at the end of the piece of content.**
2. **Press ENTER.**
3. **Do one of the following:**
 - If an element was automatically inserted after the cursor, then begin typing your content.
 - If a dialog box opens, click the element in the DITA element hierarchy in which you want to insert the content, click the element you want to use, and then type your content.

Insert an ordered list

The **Ordered list** button inserts the elements needed to create a list of numbered items.

To insert an ordered list:

1. **Put your cursor at the desired location.**
2. **In the menu, click Insert.**
3. **Click the Ordered List button**  .

Insert an unordered list

The **Unordered list** button inserts the elements needed to create a list of bulleted items.

To insert an unordered list:

1. **Put your cursor at the desired location.**
2. **In the menu, click Insert.**
3. **Click the Unordered List button**  .

Indent or remove the indent of a list item

The **Insert Indent** and **Remove Indent** buttons change the level of the list item in relation to the other list items.

To change the indent level:

1. **Click the list item that you want to change.**
2. **In the menu, click Insert.**
3. **Do one of the following:**
 - Click the **Insert Indent** button  if you want to indent the list item.
 - Click the **Remove Indent** button  if you want to remove the indent the list item.

Insert a table

The Editing page contains several tools to simplify creating tables.

To insert a table:

1. **Place your cursor at the desired location.**

Note: You must place your cursor within an element that allows tables.

2. In the menu, click **Insert**.
3. Click the **Table** button .
4. In the **Insert table** dialog box, specify the following parameters for the table:
 - a) In the **Caption** box, type a title or descriptive text for the table.
 - b) In the **Rows** box, select the number of rows you want.
 - c) In the **Columns** box, select the number of columns you want.
 - d) If you want to include a column heading row, click the **Head row** checkbox.
 - e) Click **Add**.
5. To add content in the table, click in a cell and type.
6. To modify the table, click **Table** in the menu and click the desired button on the toolbar:

-  : to insert a row before the selected location.
-  : to insert a row after the selected location.
-  : to delete a row.
-  : to move a row upwards.
-  : to move a row downwards.
-  : to insert a column before the selected location.
-  : to insert a column after the selected location.
-  : to delete a column.
-  : to move a column to the left.
-  : to move a column to the right.
-  : to merge the selected cell with the cell to the right.
-  : to merge the selected cell with the cell below.

-  : to split a column.
-  : to split a row.
-  ▾ : to left-align the contents:
 - Click **entry** to left-align the cell.
 - Click **table** to left-align the entire table.
-  ▾ : to center the contents:
 - Click **entry** to center the cell.
 - Click **table** to center the entire table.
-  ▾ : to right-align the contents:
 - Click **entry** to right-align the cell.
 - Click **table** to right-align the entire table.

Add inline elements

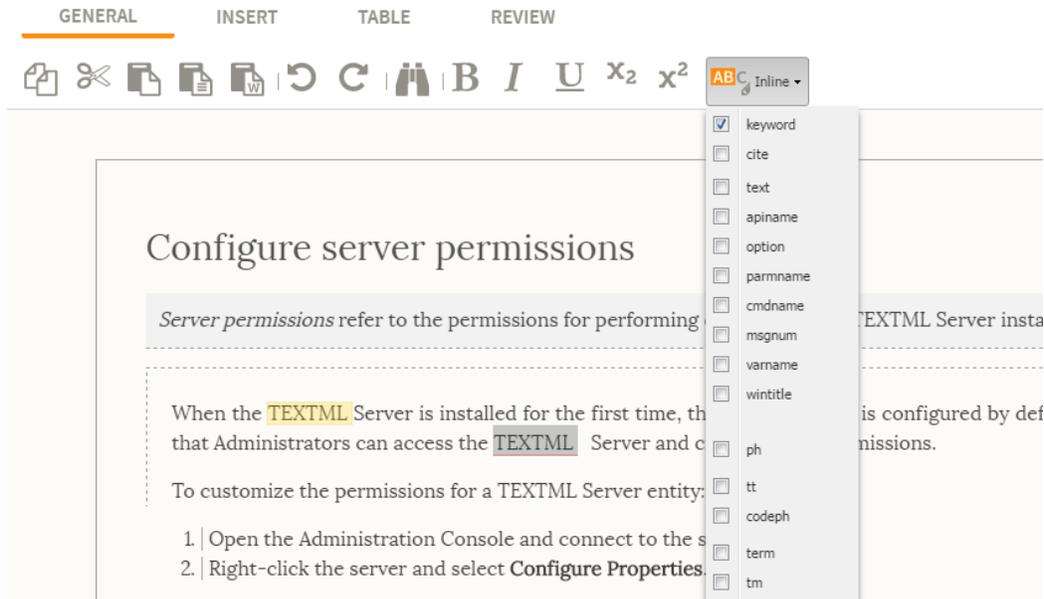
Inline elements are applied to words or phrases within paragraphs, titles, steps, and so on.

Examples of inline elements include:

- `codeph`: Used for identifying snippets of code.
- `uicontrol`: Used for identifying user interface items such as the button names and checkbox labels.
- `filepath`: Used for identifying a path to a folder or file.
- `term`: Used for identifying specific terminology.

To add an inline element:

1. **Place your cursor at the desired location.**
2. **In the menu, click **General**.**
3. **Click **Inline** ( **Inline** -) in the toolbar.**
4. **Click the checkbox next to the element you want to use. For example:**



5. Type the content you want.

Tip: You can see if you are inside the right element by looking at the DITA element hierarchy at the bottom of the editor. It shows how the elements are nested in relation to each other at the cursor's position (similar to breadcrumbs in a web site).

Keyword and key references

To resolve the keys in a topic, the editor must know which key definition to use.

The editing context of a topic is resolved using the context map. You can resolve keys in a topic by setting the context map for a topic.

Note: The context map is set by the person who assigns the topics.

Important: DO NOT modify the key references.

Insert an image

You can take an image from your local machine or from the Content Store and insert it into a topic.

To insert an image:

1. Place your cursor at the desired location.

Note: You must place your cursor within an element that allows images.

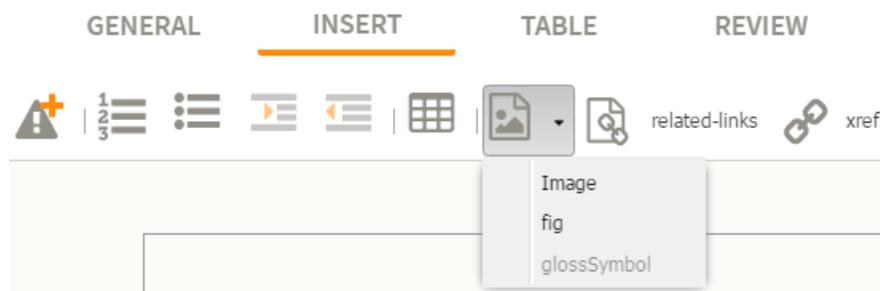
2. In the menu, click Insert.

3. In the toolbar, click the Image button. Click one of the following choices:

Note: The choices offered depend on what elements are valid at the point where you placed your cursor.

- Select **Image** to insert an image, which can be rendered inline (such as for a button or icon) or on a separate line.
- Select **fig** to insert a figure to which you can add a title and a description.

For example:

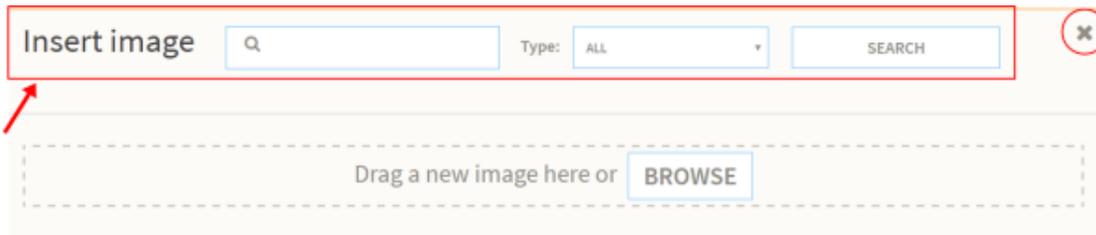


4. Choose the image by using one of the following options:

Option	Description
Image stored in the Content Store	<p>Search for the desired image by either browsing through the image library pages or by searching for the image in the search section at the top of the page.</p> <ol style="list-style-type: none"> Optional: In the Insert image box, type the title of the image you need. The search is not case-sensitive, but will only search for exact words. If you are not sure of the exact wording of the title, use the star (*) wildcard; for example, typing <i>open*</i> will produce results such as <i>opened</i>, <i>opening</i>, <i>OpenDocuments</i>. Optional: In the Type list, click the image type. Click Search. Click the image and click the arrow .
Image stored on the local disk	<p>Add a new image into the Content Store and insert it into the topic:</p> <ol style="list-style-type: none"> Drag an image into the Drag a new image here space or click Browse to choose an image from your local disk. In the Image title box, type a title. Write a title which will help you find the image when you perform a search. In the Type list, click the image type for the image.

Option	Description
	<ol style="list-style-type: none"> 4. Optional: In the Description box, type a description. 5. Click Insert.

For example, the following image shows the image library page and the search section:



5. (Optional) If you inserted the image as a figure, you can add a title to the figure:
 - a) Click the figure **[+]** button on the figure.
 - b) Click **Add Title** and type the title.
6. (Optional) If you inserted the image as a figure, you can add a description to the figure:
 - a) Click the figure **[+]** button on the figure.
 - b) Click **Add Description** and type the title.

Replace an existing image

You can replace an existing image in a topic.

To replace an existing image in a topic:

1. **Check out a topic and open it in the Editing page.**
2. **Place your cursor on the image you want to replace.**
3. **Double-click the image.**

This takes you to the **Insert image** panel, where the images from the Content Store are available.

4. **Do one of the following:**
 - a) **Search for the desired image by either browsing through the image library pages or by searching for the image in the search section available at the top of the page.**
 - b) **Add the image to the image library from your local system.**

Note: Click  to cancel inserting the image.

5. **Select the image to insert and click the orange arrow.**

The existing image is replaced by the new image.

Copyedit a topic

The Editing page contains tools to add comments, track changes, and check spelling.

Add comments to a topic

The toolbar in the **Review** menu contains tools for adding comments to a topic assigned to you for review and to view existing comments.

To add a comment:

1. **In the menu, click Review.**
2. **Select the text to which the comment applies.**

3. **Click the Comment button**  .

The selected text is highlighted in yellow.

4. **In the Comments panel, type your comment in the box.**

Browse the comments

You can easily skip from one comment to another.

To browse through the comments:

Click one of the following:

- Click the **Next** button  to skip to the following comment in the topic.
- Click the **Previous** button  to return to the previous comment in the topic.

Remove a comment

You can delete existing comments from the **Comments** panel.

To delete a comment:

1. **Open the Comments panel.**
2. **In the editor, right-click the highlighted text associated to the comment that you want to delete.**

3. Click remove comment.

Enable track changes

You can track changes made to the topic.

To enable track changes:

1. In the menu, click Review.

2. Click the Track Changes button .

3. Make relevant changes to the text.

The changes made to the text are highlighted in green and the removed text in red. The changes are also displayed in the **Changes** panel.

4. To commit your changes to the server, check in the topic.

Your changes are saved to the server and are available for other users.

Accepting or rejecting track changes suggestions

You can review the changes made to a topic and choose which ones to accept or reject.

To review track changes feedback:

1. In the menu, click Review.

2. Navigate through the changes:

- To move to the next modification in the content, click the **Next change** button .
- To move to the previous modification in the content, click the **Previous change** button .

3. Make a decision about the proposed change:

- To accept a change, click the **Accept selected changes** button .
- To reject a change, click the **Reject selected changes** button .

Editing DITA XML (for advanced users)

For users that are familiar with DITA XML and your corporate information architecture, DITA CMS Web contains some features that allow you to make some more advanced changes to the content.

Getting started with DITA

The Darwin Information Typing Architecture (DITA) is an XML-based open standard for authoring, producing, and delivering technical information.

Instead of having content written as a big blocks of text that cannot be easily manipulated or formatted by a publishing tool of some kind, DITA provides a collection of elements and attributes used to tag the text allowing technical writers to leverage the power of a markup language. DITA offers huge benefits in terms of content reuse, localization, and content maintenance.

While the elements and attributes used in the topic are not displayed as part of the text so you have an uncluttered view of the content, you will need to work with some of the elements as you make modifications to the content.

The following shows the tools on the Editing page:

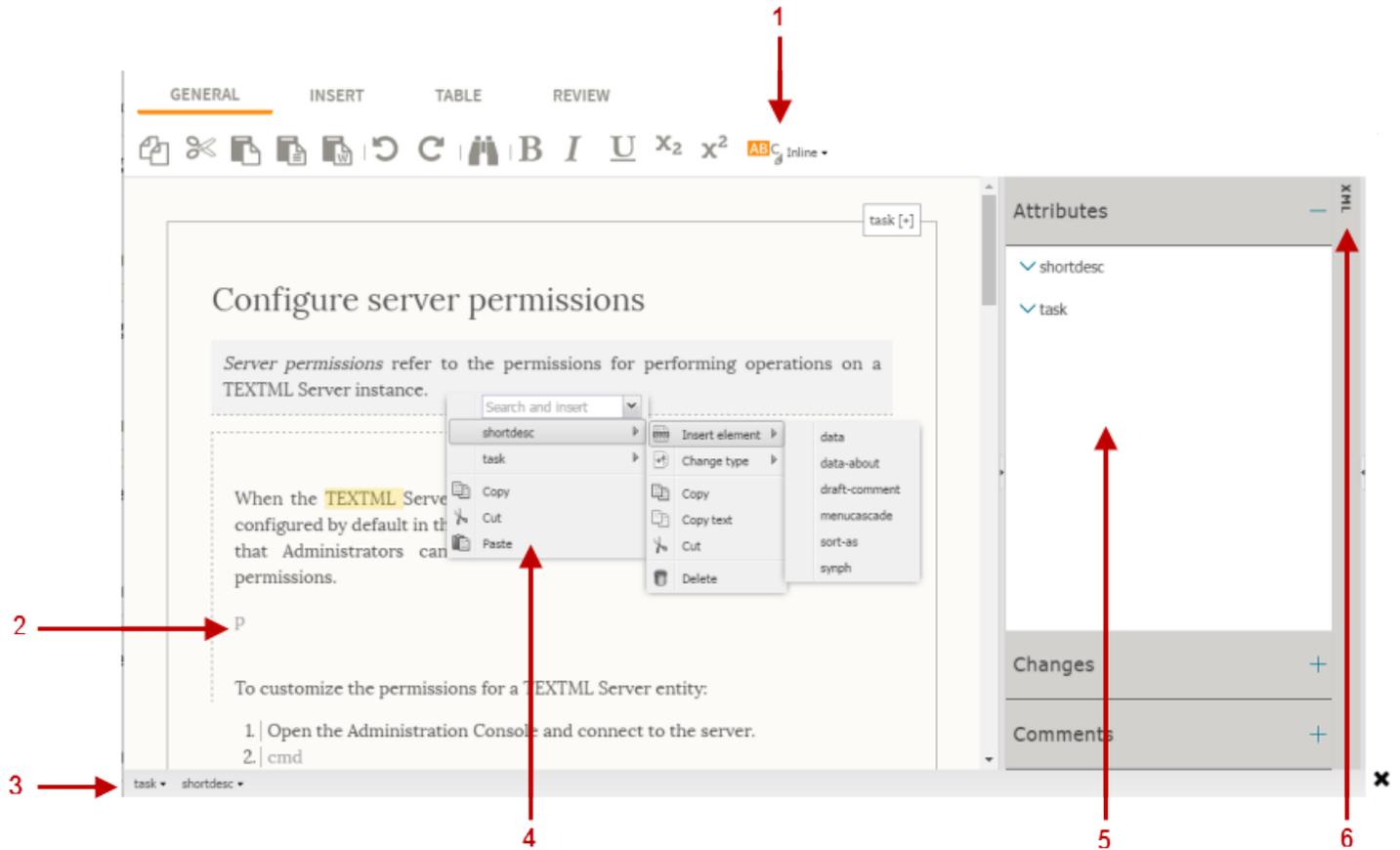


Figure 4: Overview of the Editing page

Table 1: DITA

	Area	Description
1	Inline button	Inserts an element used to tag content within a block of content without starting a new line. For example, it may be used to identify a word or phrase such as a snippet of code or a user interface label.
2	Element	Displays the element name when it does not contain content.
3	DITA elements hierarchy	(for advanced users) Displays how the elements are nested in relation to each other at the cursor's position (similar to breadcrumbs in a web site). The hierarchy is expressed from left to right with the highest element in the hierarchy appearing first. The highest in the hierarchy is the root element of the topic, which contains all the other elements. The lowest element, which appears last, is the

	Area	Description
		element at the current cursor position. Using the figure Overview of the Editing page as an example, the <code>task > shortdesc</code> hierarchy means the cursor is in the <code>shortdesc</code> element which is nested inside the <code>task</code> element.
4	Right-click menu	Provides a menu of tools to insert elements or modify content.
5	Attributes panel	Allows you to set attributes on the elements.
6	XML	Displays the content in DITA XML format as read-only text.

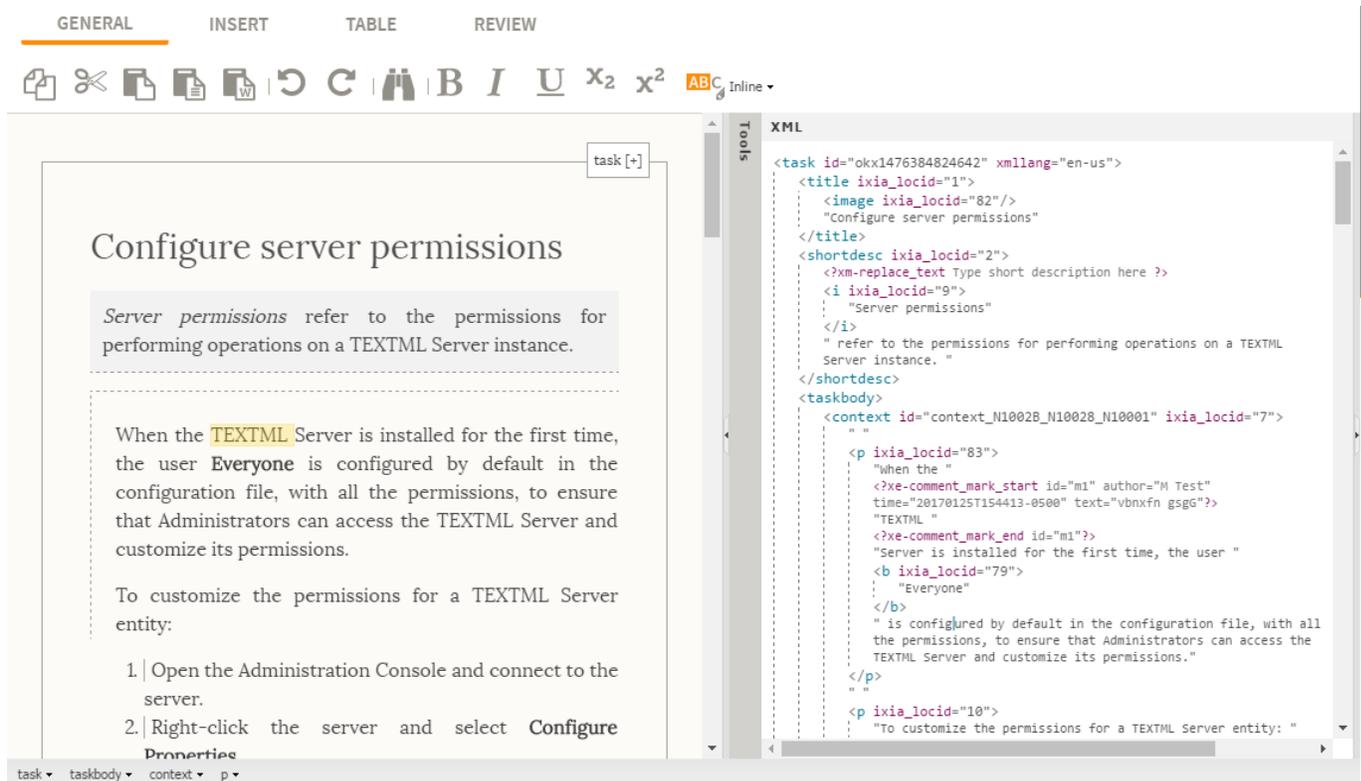
View the content in DITA XML

The XML panel reveals the content in DITA XML.

To see the content in DITA:

1. Open the topic in the Editing page.
2. Click the XML panel on the sidebar.

The DITA XML is displayed as read-only.



The screenshot shows the DITA CMS editing interface. At the top, there are tabs for GENERAL, INSERT, TABLE, and REVIEW. Below the tabs is a toolbar with various editing tools like copy, paste, undo, redo, bold, italic, underline, and text formatting. The main content area displays a topic titled "Configure server permissions" with a right-click menu open over the word "task". The XML panel on the right shows the corresponding DITA XML code for the selected element.

```

GENERAL INSERT TABLE REVIEW
[Icons: Copy, Paste, Undo, Redo, Bold, Italic, Underline, x2, x2, ABC Inline]
task [+]
Configure server permissions
Server permissions refer to the permissions for performing operations on a TEXTML Server instance.
When the TEXTML Server is installed for the first time, the user Everyone is configured by default in the configuration file, with all the permissions, to ensure that Administrators can access the TEXTML Server and customize its permissions.
To customize the permissions for a TEXTML Server entity:
1. Open the Administration Console and connect to the server.
2. Right-click the server and select Configure Properties
XML
<task id="okx1476384824642" xmllang="en-us">
  <title ixia_locid="1">
    <image ixia_locid="82"/>
    "Configure server permissions"
  </title>
  <shortdesc ixia_locid="2">
    <?xm-replace_text Type short description here ?>
    <i ixia_locid="9">
      "Server permissions"
    </i>
    " refer to the permissions for performing operations on a TEXTML Server instance. "
  </shortdesc>
  <taskbody>
    <context id="context_N1002B_N10028_N10001" ixia_locid="7">
      " "
      <p ixia_locid="83">
        "When the "
        <?xe-comment_mark_start id="m1" author="M Test" time="20170125T154413-0500" text="vbnxfn gsg">
          "TEXTML "
          <?xe-comment_mark_end id="m1">
            "Server is installed for the first time, the user "
            <b ixia_locid="79">
              "Everyone"
            </b>
            " is configured by default in the configuration file, with all the permissions, to ensure that Administrators can access the TEXTML Server and customize its permissions."
          </p>
          " "
          <p ixia_locid="10">
            "To customize the permissions for a TEXTML Server entity: "
  </context>
    </taskbody>
  </task>

```

Insert an element

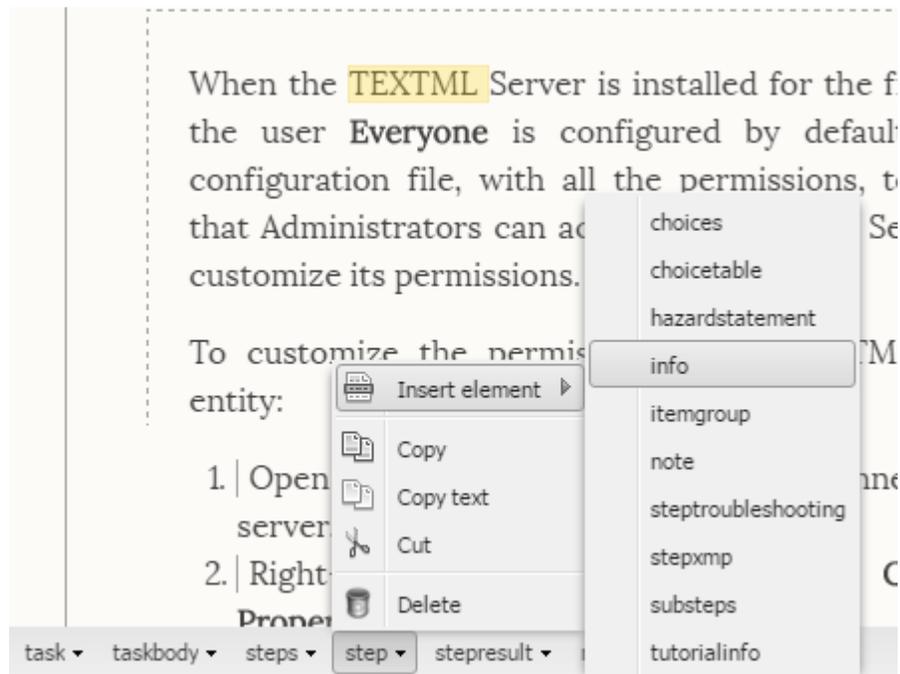
If you are familiar with markup languages or DITA XML in particular, you can access the list of available elements and select the one(s) you need.

For more information on the DITA XML language, see the [Oasis DITA Language Specification](#) on the web.

To insert an element:

1. **Place your cursor where you want insert the element.**
2. **Do one of the following:**
 - Right-click at the cursor position and hover over the parent element in which you want to insert an element.
 - Click in the DITA element hierarchy in the parent element in which you want to insert an element.
3. **Hover over Insert Element and click the element you want to insert.**

For example:



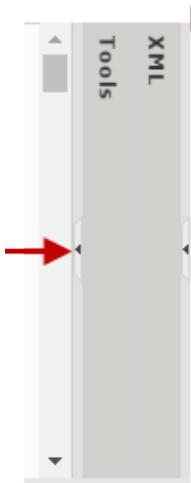
Set attributes on elements

Attributes are properties of elements such as platform, product, and audience that determine how the element is processed.

To set attributes on an element:

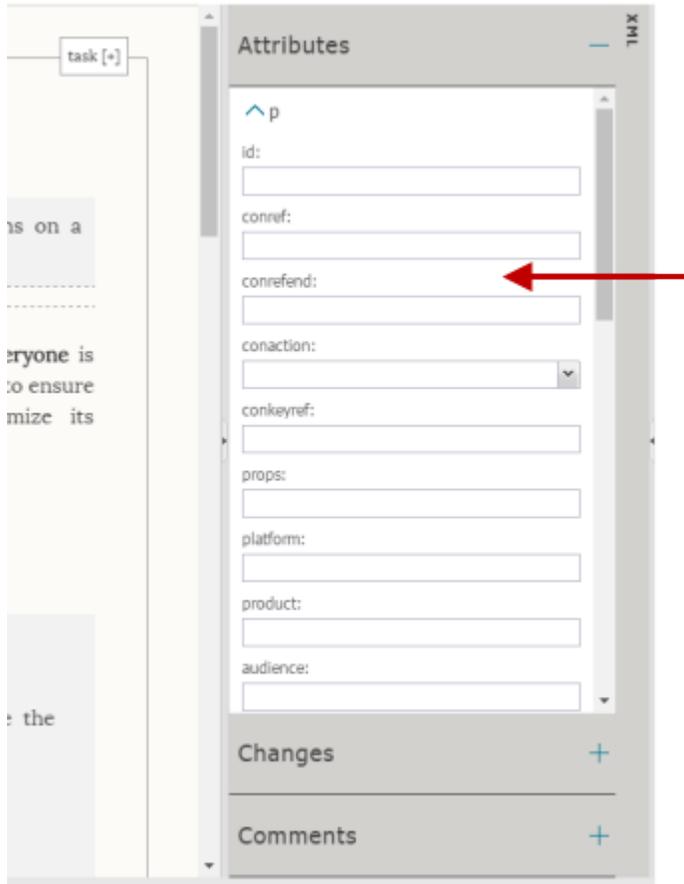
1. **Select the element.**
2. **Click the Attributes panel.**

If the **Attributes** panel is not open, click the arrow on the **Tools** sidebar to reveal the panels.



3. **In the Attributes panel, click the element to which you are adding an attribute.**

A list of attributes are displayed. For example:



task [+]

Attributes

id:

conref:

conrefend:

conaction:

conkeyref:

props:

platform:

product:

audience:

Changes +

Comments +

4. In the box under the attribute you want to set, type or select the value for the attribute.

Restriction: DO NOT change the topic IDs (the `id` attribute on the root elements such as `task`, `concept`, `reference`).

The attributes are applied to the element.

4

Performing a collaborative review

Topics:

- [Overview of the Collaborative Review page](#)
- [Workflow of a collaborative review assignment](#)
- [Add an annotation](#)

The Collaborative Review page allows you to add annotations to content assigned for your review as well as view the annotations other assigned reviewers are adding.

Overview of the Collaborative Review page

The Collaborative Review page allows multiple reviewers to simultaneously annotate content.

The Collaborative Review page is available from the Assignments page by opening a Collaborative Review assignment. In this page, you can add annotations to selected text and view the annotations other assigned reviewers have made.

The following describes the different areas of the Collaborative Review page:



	Area	Description
1	Content	Displays the content assigned for review.
2	Annotation icon	Allows you to create an annotation for the selected content.
3	Annotation markers	Identifies content associated to an annotation. Each color indicates the annotations made by a reviewer.
4		
5	Annotation pane	Displays the list of existing annotations created by the assigned reviewers.
6	Annotation tools	Allows you to edit or delete your annotation.
7	Show mine only	Allows you to show or hide other reviewer's annotations.
8	Refresh	Allows you to update the Annotation pane with new annotations created by other reviewers.
9	Annotation count	Displays the number of annotations in the Annotation pane.

Workflow of a collaborative review assignment

The workflow of a collaborative review assignment is a cycle that allows a writer to send a map to several people so they can review the content and provide feedback by adding annotations to the content on the Collaborative Review page.

In the Collaborative Review page, you can see your annotations as well as the ones created by the other assigned reviewers.

Consider an example where a map is assigned to you for review. The assignment is listed on the Assignments page. To start performing the review, you must open the assignment in the Collaborative Review page.

In the Collaborative Review page, you add annotations to the content on which you want to provide feedback. You can refresh the page to view the annotations provided by the other reviewers assigned to the map. When you are finished reviewing the content of the map, you click the **Mark as Finished** button. Afterward, the writer uses the annotations to make changes in the source content based on the feedback received from the reviewers.

Add an annotation

In a collaborative review, you provide feedback to the writer by adding annotations to the assigned content.

To add an annotation:

1. **Select the text on which you want to add an annotation.**
2. **Click the annotation icon** .
3. **Type the feedback you want to provide.**
4. **Click Save.**

The annotation is added to the Annotation pane.

