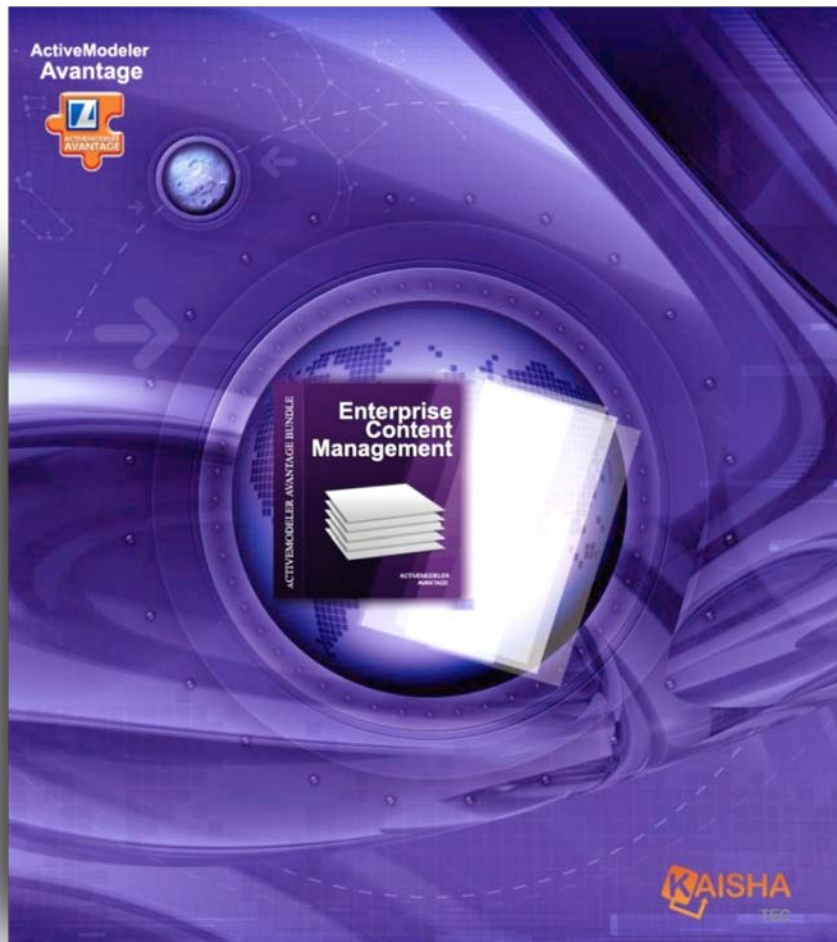


ActiveModeler Avantage

Managing Enterprise Documentation



Content Module

User Guide

Version 1.2, 6 May 2009



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Japan

Table of Contents

1. What does the Content Module do?	5
2. What comes with this version?.....	6
3. What is Content and what is a Content Collection?	8
4. The Content Module	9
5. Workspace Navigator.....	10
5.1. Content Hierarchy.....	11
5.2. Creating a New Empty Collection for Content.....	12
5.3. Content Collection Properties.....	13
5.4. Adding Sections.....	15
Editing a section	16
5.5. Exporting Sections to Section Templates.....	17
Exporting a section to Section Templates.....	17
5.6. Linking to an image	18
5.7. Link To Document	20
5.8. Import the contents from a Microsoft Word document	22
5.8.1. Importing a new collection into a project.....	22
5.8.2. Importing from Microsoft Word into an existing collection.....	23
5.9. Using a prepared collection from library.....	25
5.9.1. Inserting a prepared collection into a project	25
5.9.2. Inserting a prepared collection into an existing collection.....	26
5.10. Inserting Avantage Project Items.....	27
Flatten hierarchy	29

5.11. Attaching a New Microsoft Word Export Template	30
5.12. Exporting a collection to Microsoft Word.....	32
5.12.1. General Tab.....	33
5.12.2. Template Variables Tab	35
5.12.3. Saved Options	35
5.12.4. Excluding the heading of a section from export.....	36
5.13. General Workspace Functionality.....	38
5.13.1. Edit an existing Project Item link.....	38
5.13.2. Edit an existing Project Item	38
5.13.3. Moving content up or down the hierarchy.....	39
5.13.4. Cut, Copy, Paste, Delete and Rename	40
5.14. Export a Collection to Content Templates.....	41
5.15. Content and Document Association	42
6. The Editor.....	44
7. The Parts Library	46
7.1. The “Content Templates” folder.....	48
Organizing the right click menu\Content Templates folder	48
7.2. The “Default Parts” folder.....	50
7.2.1. The “Doclet” File	50
7.2.2. Export Template.....	51
7.2.3. Mapper File	52
7.2.4. Section.....	52
7.3. Export Doclets.....	54

Doclet Variables	54
7.4. Export Templates	56
7.5. Mapper Files	57
7.6. Section Templates.....	58
Backup, Upgrading, Setting up and Customisation	59
8. Conclusion.....	59

1. What does the Content Module do?

Unlike any other product on the market the Content Module is the first of its kind to truly address the requirements of the actual process of business process improvement. The Content Module works by optimising the production of documentation and content that is used during the lifecycle of a business process improvement initiative. It helps to standardise the documentation process and therefore improves the quality of any output.

Unlike most enterprise content (CMS) and document management systems (DMS), KAISHA-Tec takes a different and more flexible approach to the production and management of your document content. Typically, a CMS or DMS manages documents as a single entity (i.e. a single file), but we recognized that multi-user collaboration of single documents such as functional requirements, manuals, or QA documents is not a very convenient way to work in a multi-user environment.

Essentially we have split the stored document into separate managed sections. Then when a collection of sections needs to be made into a complete document, the Content Module gives you an extremely flexible export function to allow you to export your content to any chosen document format. The benefits of this approach are:

- Document standardisation is transparent to the user
- Improved document quality
- From an improved quality of your outputted documents you will derive an improved success rate in your projects
- Easier management of documentation and contents
- Increase in the rate at which you can produce documentation

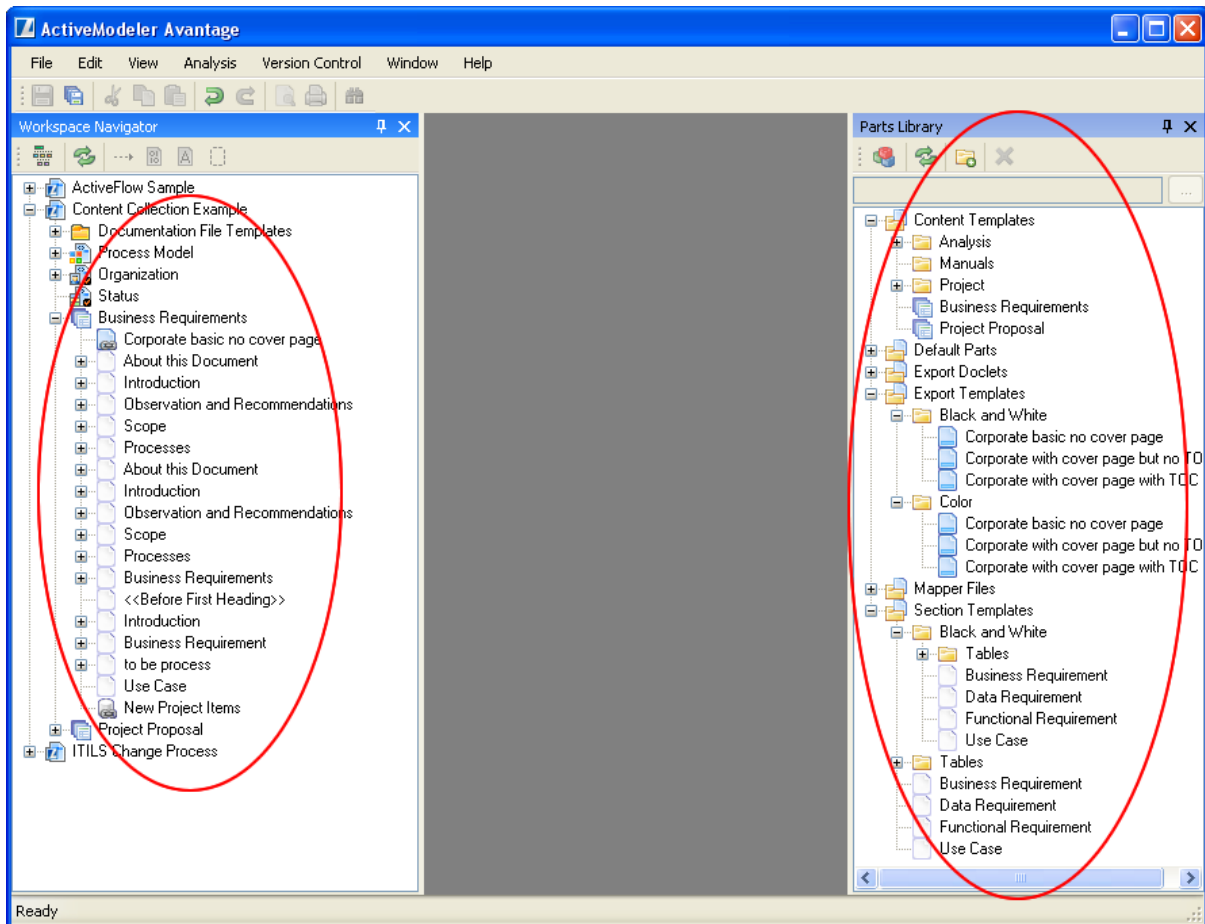
The feature will allow:

- All content to be reused without the need of duplication, i.e. create it once, link it as many times as you want and you need only update it once to see the changes in the places where it has been linked to.
- Content normally kept outside of the project repository can be managed under the same folder as your process models, organization and data including remote data.

- Sections can be quickly added to documents without the need to reformat the whole document.
- Associate your content to your process objects
- You can see the status of each section of your document through the use of coloured categories.
- Process models no longer need to be exported to an image format to see them in your documentation. Simply add them to the content hierarchy and they will automatically appear in your exported document.
- Gain access to your object metadata by creating or customising metadata doclets that will allow you to embed process, SOX or Metrics information directly into your exported document.

2. What comes with this version?

The product ships with examples and several export templates to get you started with documenting your project.



The Microsoft Word Export templates shipped with the Content Module have been constructed using the ISO9000 documentation standards.

The Business Requirements and Project Proposal content collections reflect best practice and should contain all of the elements you would expect from industry standard documents.

Four different types of templates have also been included following industry standards. They are a:

- Business Requirements Table
- Data Requirements Table
- Functional Requirements Table
- Use Case Table

3. What is Content and what is a Content Collection?

In this document, **Content** is referred to as:

“...information and experiences that may provide value for an end-user/audience in specific contexts...”

Reference - [http://en.wikipedia.org/wiki/Content_\(media_and_publishing\)](http://en.wikipedia.org/wiki/Content_(media_and_publishing))

In the context of ActiveModeler, any information recorded such as process models, organizational models, attached files, defined categories, object metadata, images and written formatted text can be considered content.

A **Content Collection** is the collection of all of the above types of “*media*”, pooled together to provide a means of accessing the information in an organized manner.

4. The Content Module

There are three main working areas with the Avantage Content Module.

- The **WORKSPACE NAVIGATOR** where all project content is managed. If you are familiar using ActiveModeler for creating process diagrams, then the operation for managing content will be similar. The way that you create diagrams and manage the organization is the same.
- The **EDITOR** where written content and process models are edited.
- The **PARTS LIBRARY** where custom content section templates, MS Microsoft Word .dot export templates, metadata export doclets and doclet mapping files are managed. Advanced users of the Content Module are likely to use the functionality of the Document Parts Library more often.

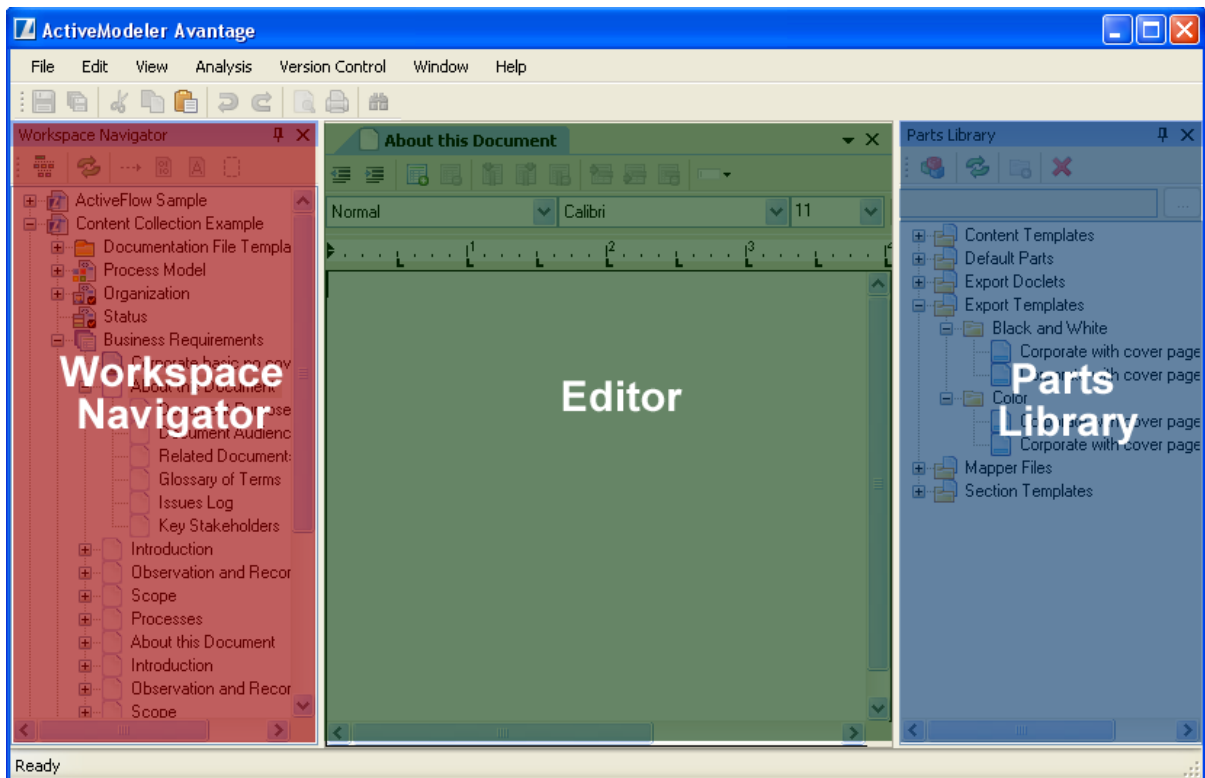


Figure 1 - The three main work areas of Content Module

5. Workspace Navigator

The Workspace Navigator works like any windows tree structure and is similar in function to Windows Explorer.

The product ships with a project called “Documentation Example” and includes content arranged as individual documents. Several export templates are also included for you to use to begin documenting your project content.

The templates shipped with the Content Module have been constructed using ISO9000 documentation standards.

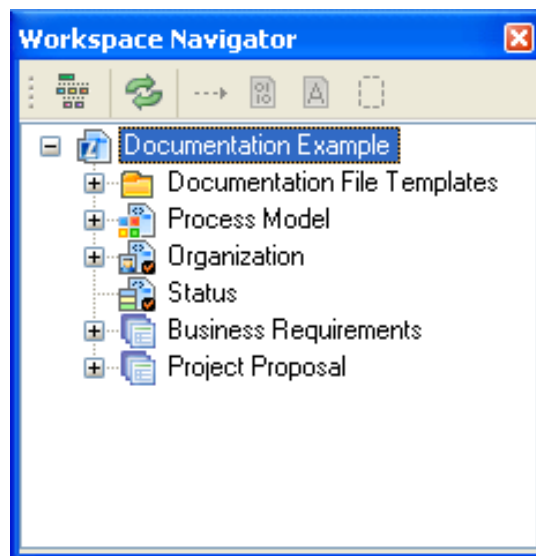


Figure 2 - The Documentation Example

5.1. Content Hierarchy

The hierarchy of the content in a Content Collection matches the hierarchy of the heading levels in a Microsoft Word Document.

As shown in figure 3 the Content Collection name represents the style “Title”. The section directly under the collection represents heading level 1 – Style “Heading 1”, under this, level 2 – Style “Heading 2” and so on. The significance of this is that when a whole collection is exported to a Microsoft Word template the names at each level take on the names of the headings in the document.

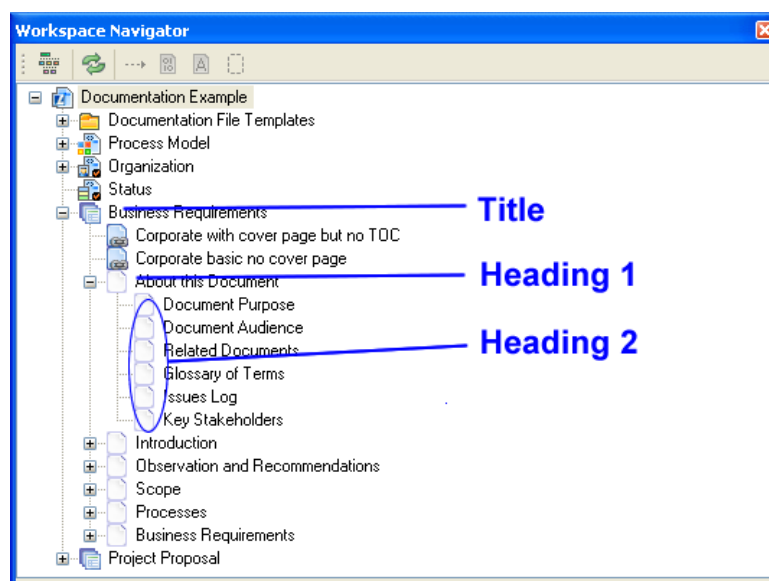


Figure 3 - Content Hierarchy

5.2. Creating a New Empty Collection for Content

To create a new empty collection ready for population with content:

Right Click on a project > New > Content Collection > Empty

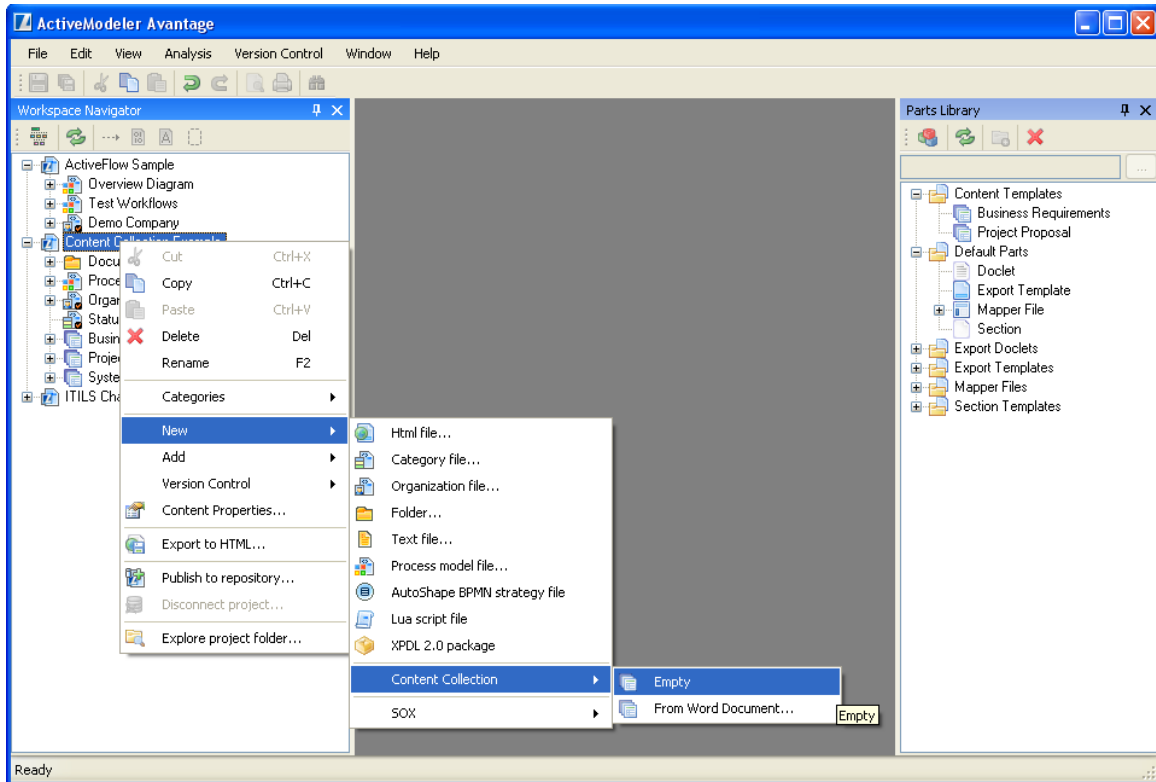


Figure 4 - Adding a new Content Collection

Rename the collection with an appropriate title.

5.3. Content Collection Properties

Adding properties is an important part of being able to identify the collections attributes, such as Author, Department, Categories, Keywords etc.

The Content Module will allow you to access these attributes in your exports.

To edit the properties of the collection:

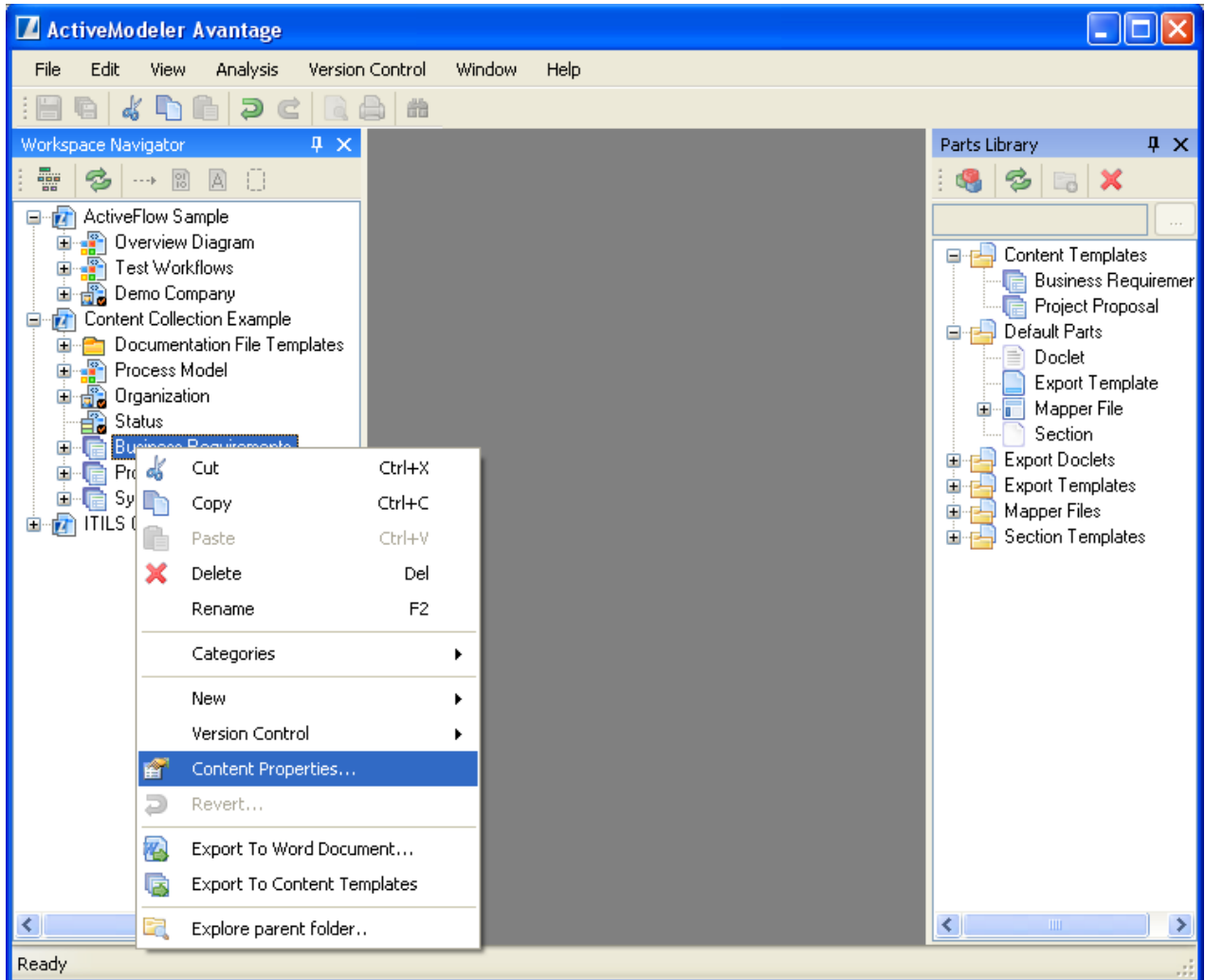


Figure 5 - Editing Collection Properties

Right click on the collection > Content Properties...

The **Content Properties** dialog box will be shown:

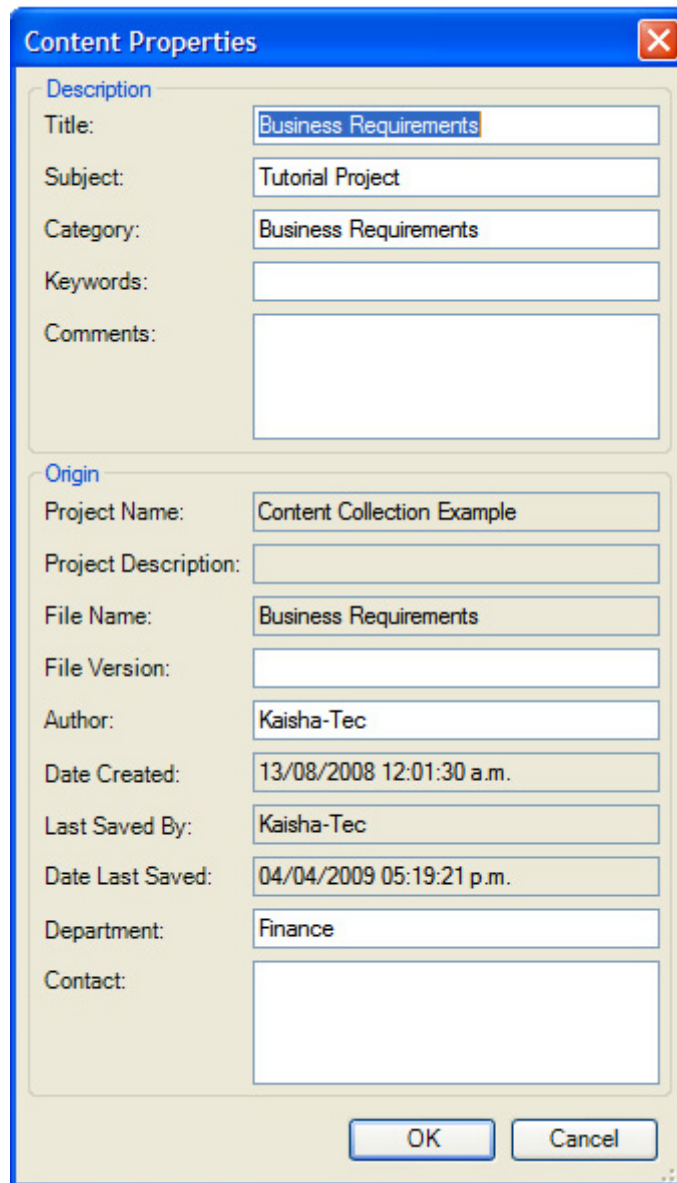


Figure 6 - Content Properties dialog box

You can edit any information that is not greyed out and some of the properties will auto populate with default system information.

The "Project Description" can be edited from the project: RH Click on the Project and select the "Content Properties..." item.

If you are using the Avantage CVS plugin, the file version will be auto populated from CVS.

5.4. Adding Sections

To add a new section:

Right Click on a new Content Collection or already added Section > New > Section > Select either an empty section or one of the prepared sections.

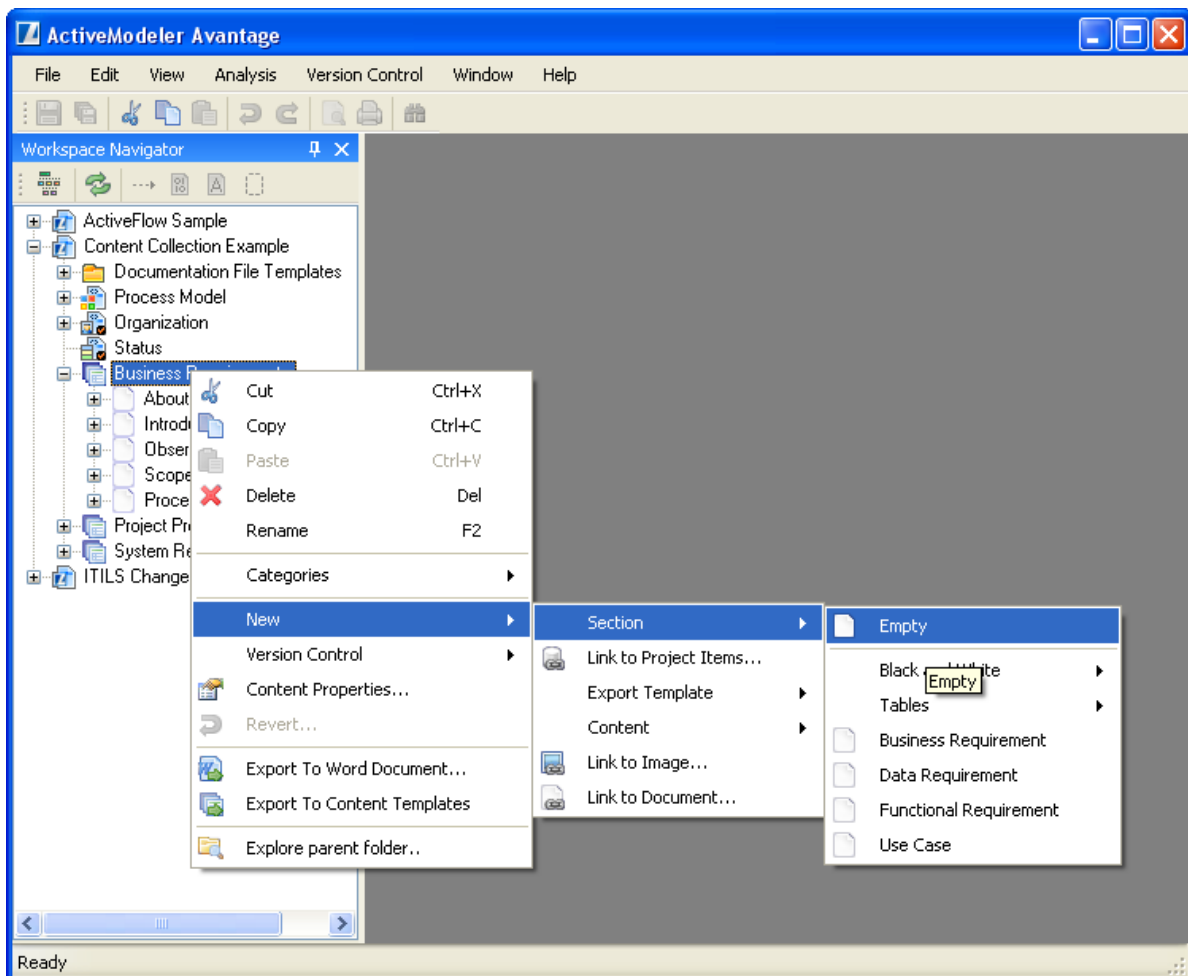


Figure 7 - Adding a new Section

Rename the section an appropriate title.

By default the new section will open ready for editing in the workspace editor.

The Content Module ships with some prepared sections but these can be customized and edited to suit your needs.

Editing a section

To open a section ready for editing:

Double click on the section

5.5. Exporting Sections to Section Templates

The content module allows you to save sections that you can reuse in other collections, such as scope statements, business requirements tables, use case tables, declarations etc. This feature helps to speed up the process of putting together your collection and contributes towards standardising the project documentation process.

Exporting a section to Section Templates

To export a section:

Right click on the section > Export to Section Templates

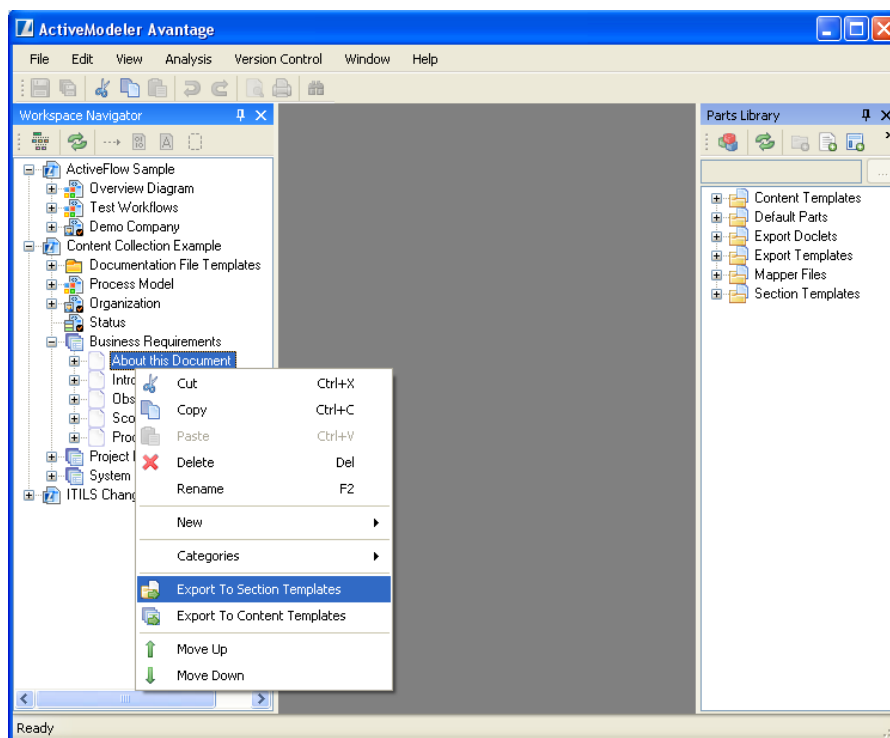


Figure 8 – Exporting a Section

All items exported will automatically appear in the right click menu for sections. To learn more about managing how items should appear see the [section on “Organizing the right click menu items”](#)

5.6. Linking to an image

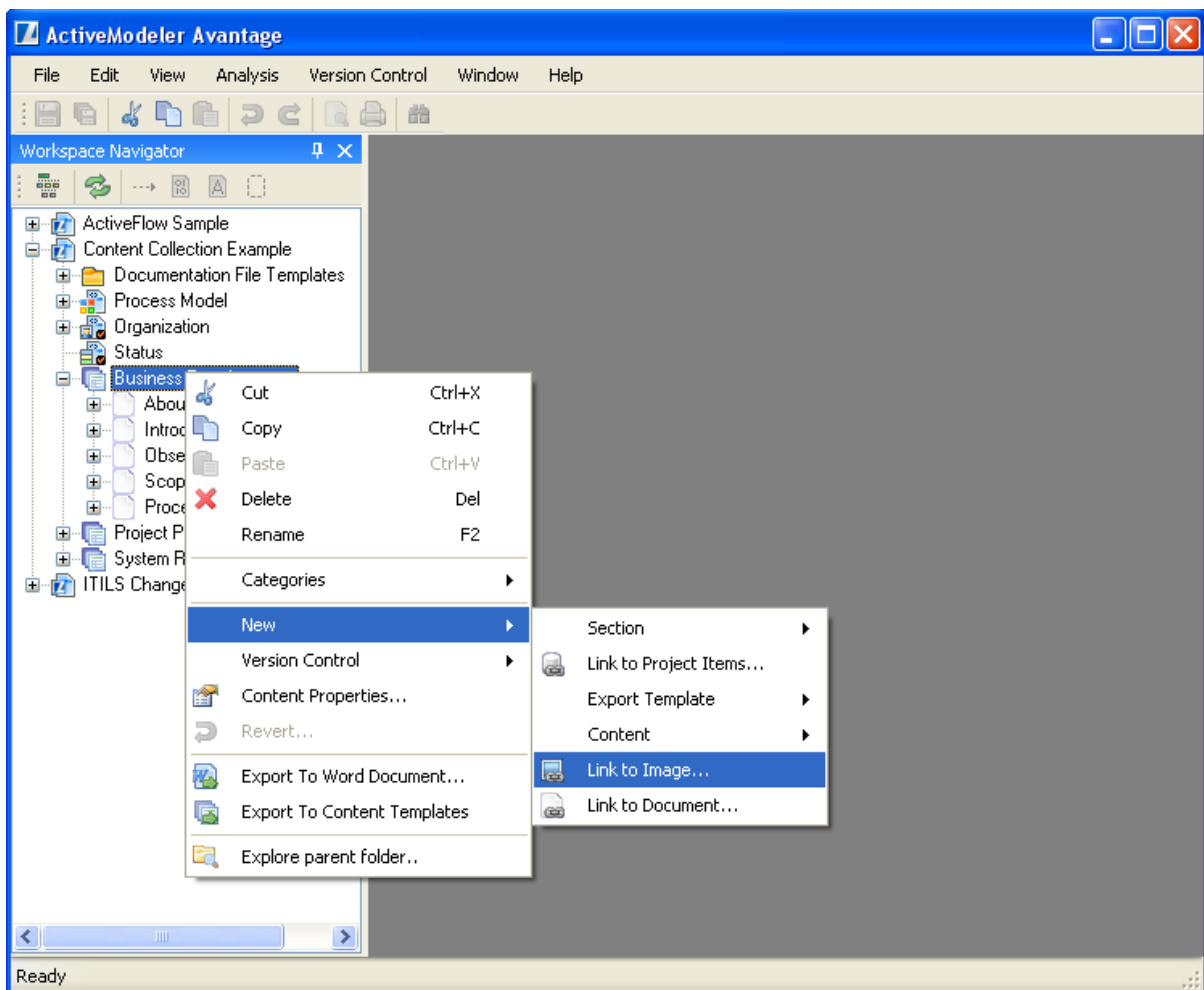


Figure 9 - Linking to an Image

As well as having the ability to add images directly into a section via the editor, the link to image functionality allows you to link to an image on your file system allowing you to attach corporate images such as logos, diagrams etc. The advantage of using this method is that any centrally located images may be reused as many times as needed and all updates to the image will be reflected in the collection or export.

A typical problem with documentation is obsolescence. For example, a diagram in your documentation becomes out of date. A simple case could be the corporate logo has changed and now all documentation has the wrong logo. With the **Link to Image** function, a link to the image is included as part of the section hierarchy. Then when the documentation is generated, the latest diagram is automatically included in the final export.

To add a link to an image, in the location where you want to add your section:

Right click > New > Link to Image...> Browse to the image that you wish to add.

NB: It is important that any users who will be accessing these images through the module must have network access to the image.

5.7. Link To Document

This functionality gives you the ability to link to documents on your network or local file system and include them in an export.

NB: Care must be taken using links to network saved documents as renaming or deleting any files outside of ActiveModeler will break your links. Two ways to ensure that file links cannot be broken is to only link to files that have had their security and location locked on network drives or that you link to documents that are contained in a CVS repository.

All linked txt and Microsoft Word documents have the advantage of being exportable with the “Export to Word Document” functionality see section [Exporting a collection to Microsoft Word](#)

To link to a document:

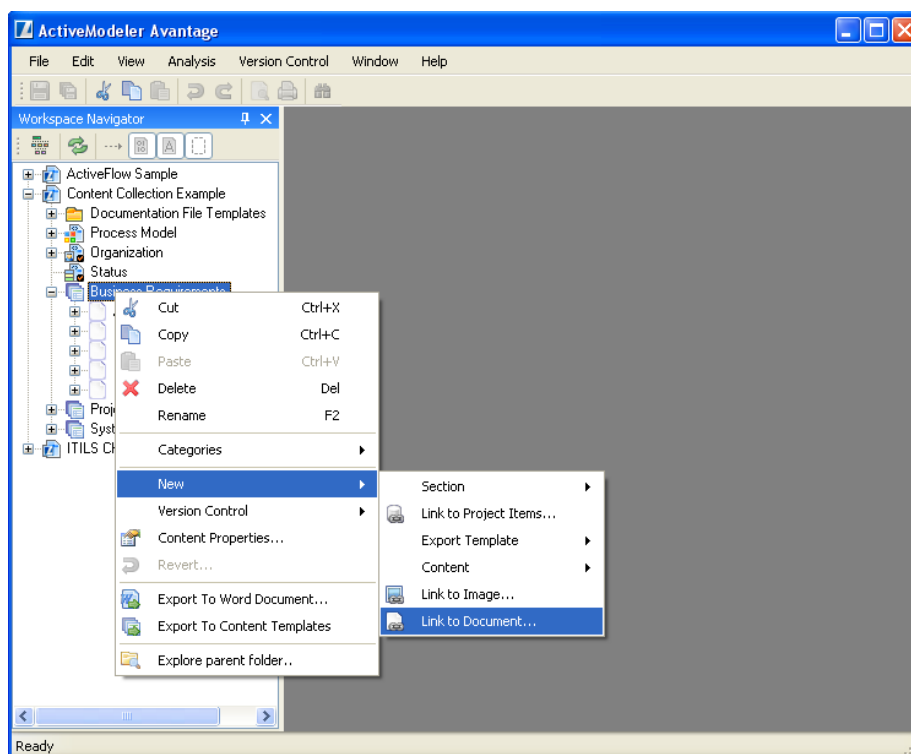


Figure 10 - Linking to an external document

As with the Link to Image function, the **Link to Document** helps alleviate the problem of outdated documents being embedded in your documentation. With this function, a link to the document is included as part of the section hierarchy. Then when the documentation is generated, the latest document is automatically included in the final export.

Right click in the location where you wish to insert your document > New > Link to Document > Browse to the location of your document.

5.8. Import the contents from a Microsoft Word document

To speed up the process of creating content you can use the Import content from Microsoft Word function, which will import an entire existing document. If the import is done at the project level a new collection is created otherwise your new content is imported directly into the existing collection. Each of the sections in your document becomes a section in the hierarchy of your workspace navigator tree structure. Similarly, when you export a collection the placement of each section is tied to the heading level in your document; Level 1 being heading 1, level 2 being heading 2 and so on.

NB: When importing a document you could find that when you try exporting the document again it does not look like the original. This is usually due to the styling of the original document being different to the styling of the types present in your export template. This is covered in the “Advanced User Guide”.

5.8.1. Importing a new collection into a project

To insert a new collection from the library into your project:

Right Click on the project you want to insert your new collection > New > Content Collection> From Word Document...> Browse to the location of the document you wish to insert; select it and import it.

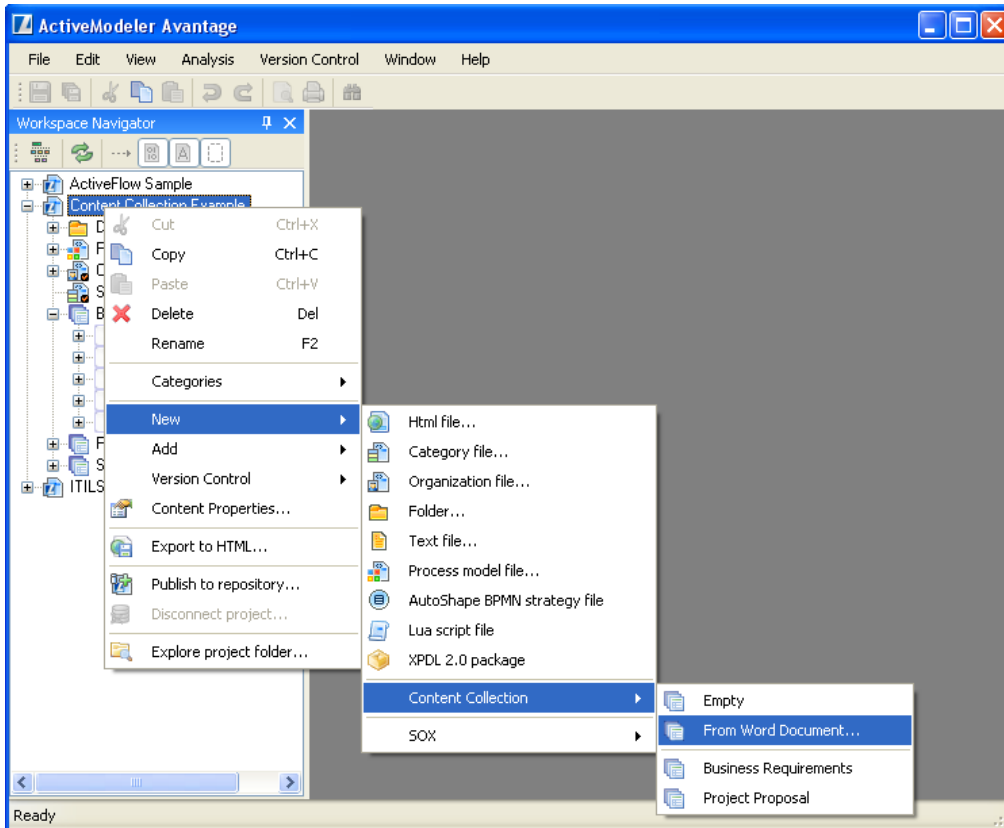


Figure 11 - Importing a Content Collection from an existing Microsoft Word Document

Note: If you have not used heading style formatting in your document then your imported document will be imported as a single section

5.8.2. Importing from Microsoft Word into an existing collection

To insert the contents of a Microsoft Word document into an existing collection:

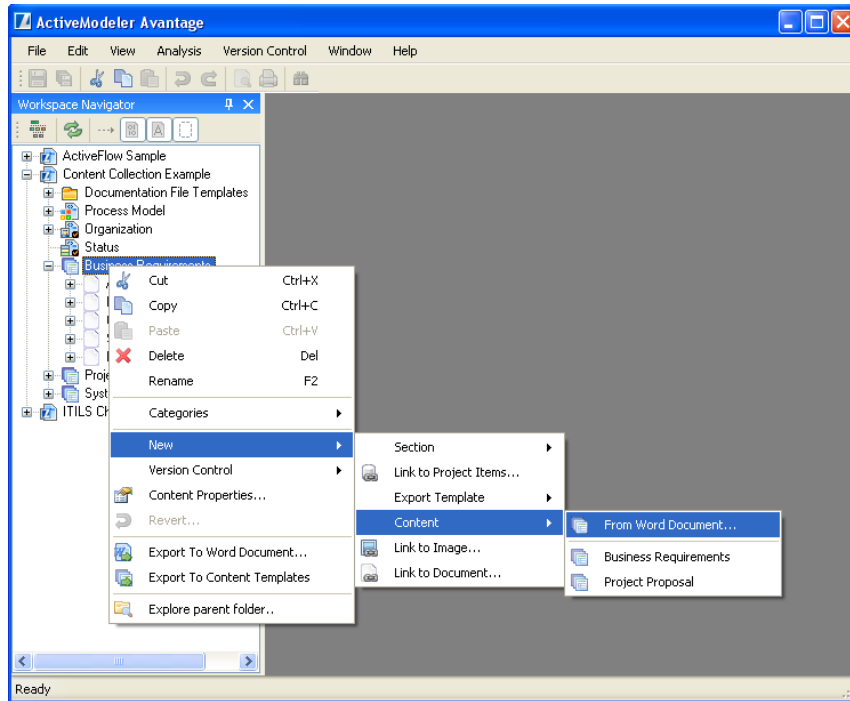


Figure 12 - Importing Microsoft Word content into an existing collection

Right click on the collection that you wish to insert your Word contents to > New > Content > From Word Document... > Browse to the location of your Word document.

5.9. Using a prepared collection from library

This feature allows you to reuse collections that have been saved to your parts library making it extremely useful for companies to standardize documents or content that they produce more than once. If you are using a collection to represent the contents of a document then a complete “document” collection can be save as a template such as business requirements documents, functional requirements, request for information documents or proposal documents, project initiation document and other similar project documents.

5.9.1. Inserting a prepared collection into a project

To insert a prepared collection into a project:

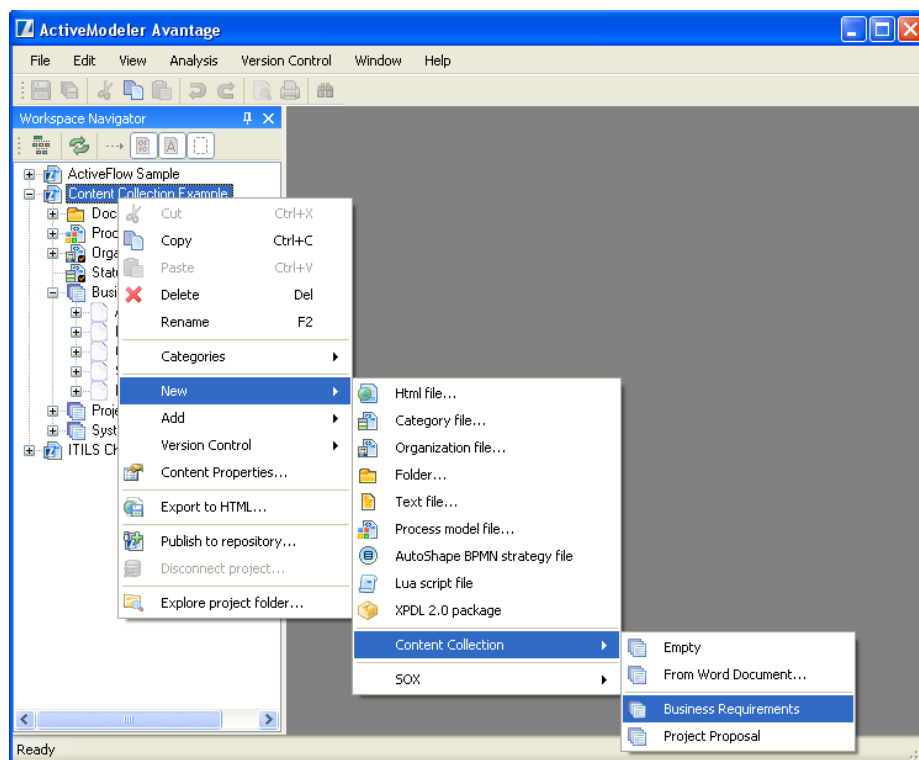


Figure 13 - Inserting a prepared collection into a project

Right click on a project > New > Content Collection > select from one of the existing collections.

5.9.2. Inserting a prepared collection into an existing collection

To insert the contents of a prepared collection into an existing collection:

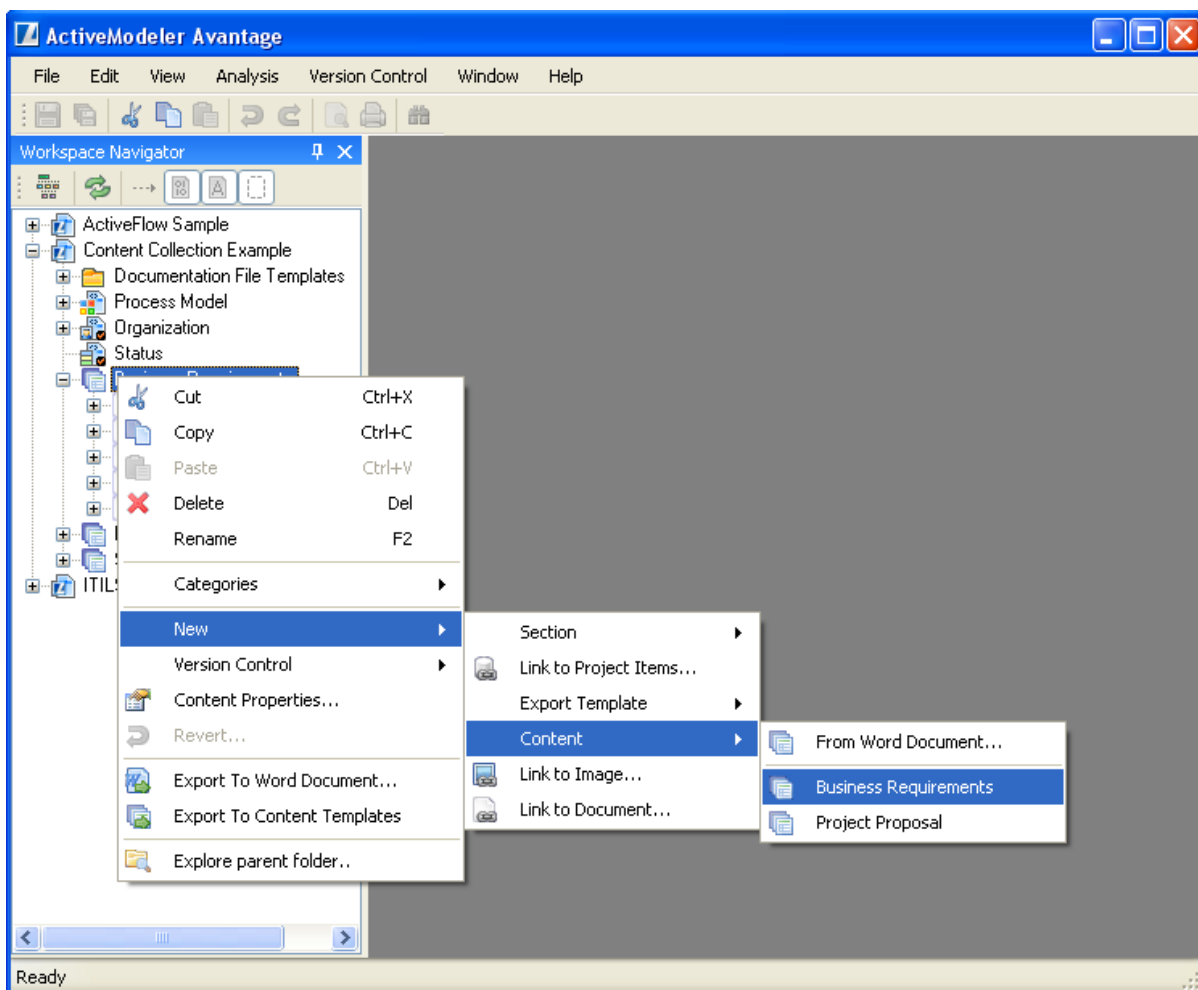


Figure 14 - Inserting a prepared collection into an existing collection

Right Click on a document > New > Content > select from one of the existing collections

5.10. Inserting Avantage Project Items

This feature allows you to insert a link to any items in your project so that they can be easily referenced or exported to Microsoft Word with their data elements.

To link to a project item:

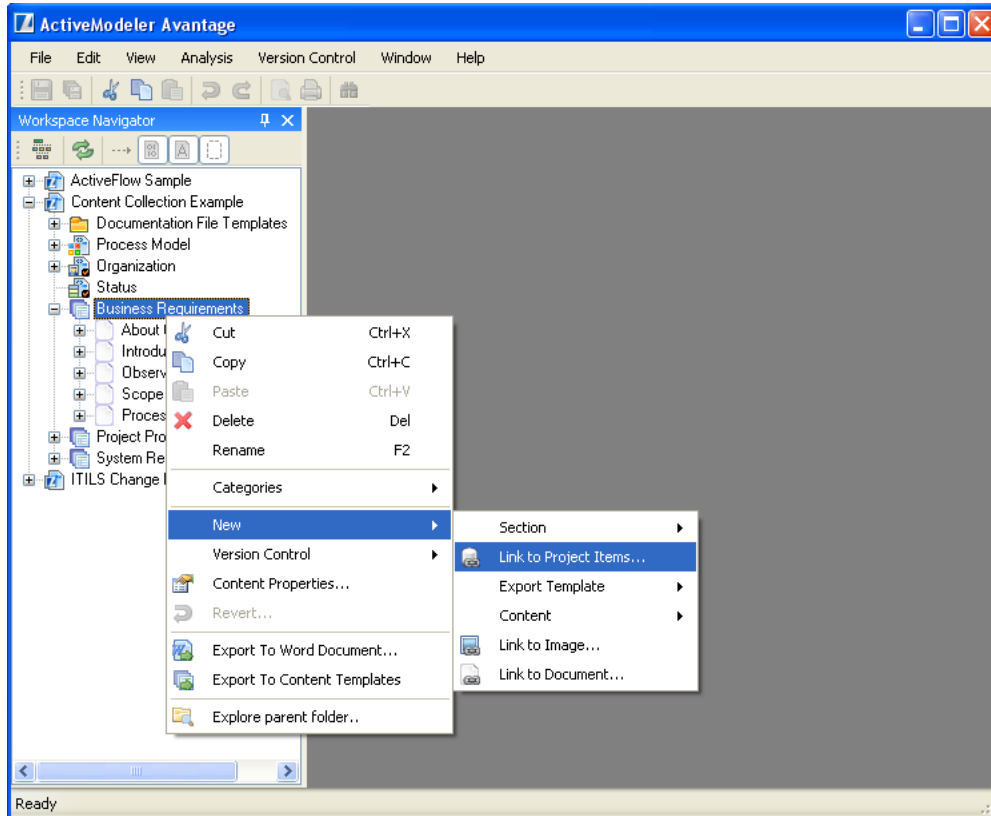


Figure 15 - link to a Project Items

Right click on the Content Collection or on the Section where you want to place the Project Item > New > Link to Project Item

The following dialog box will appear:

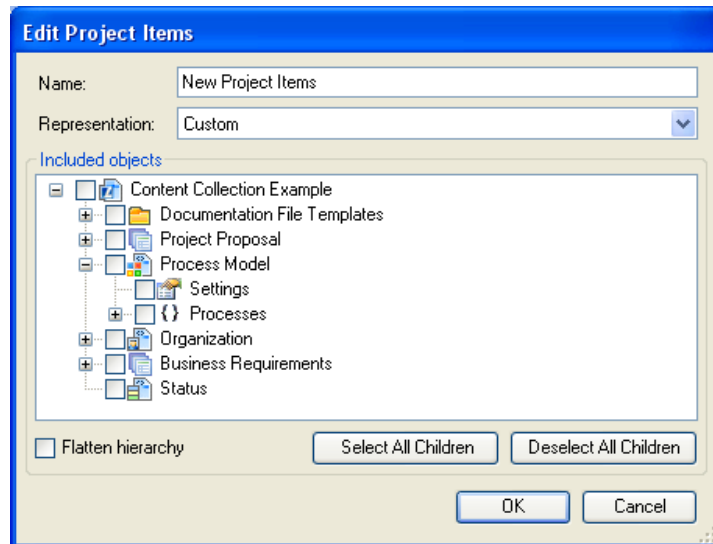


Figure 16 - Selecting the Project Items to link to

Name:

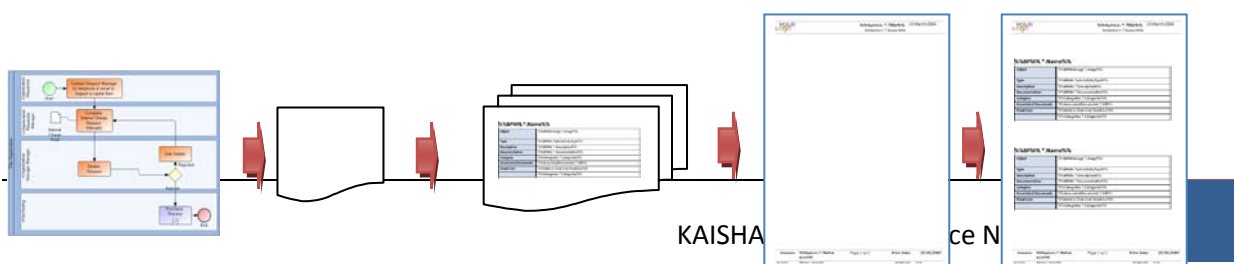
Give the Link a Name this will be the heading name if the collection is exported with the ExportName property is set to true as detailed in section [“Excluding the heading of a section from export”](#)

Representation:

The Representation is how the images, information and data will appear in a document when it is exported to Microsoft Word.

When content is exported each of the project items selected in the “Included Objects” tree must have an associated doclet. The doclet is used by the export function to figure out how the information of your processes, task or any linked project items must be presented in the final export. There may be several ways to present your information, so you may have several doclets that have been set up with a different configuration. The export function therefore needs the user to identify which doclets to use in the final export. The “Representation” field is how the user is able to choose which doclets to use in the final export.

N.B: The representation field essentially asks the user to select a mapper file which maps the project items to the doclet as in the diagram below.



The Export to Word Process

Customization of a representation is explained in the “Advanced User Guide”

Included Objects:

To link to any project items:

Expand the hierarchy of your project; navigate to the selected item that you want to link your collection to.

You can use the “Select All Children” and “Deselect All Children” buttons to speed the selection process.

Select the top level item that you wish to Select or Deselect all the children for > Click on one of the buttons

Flatten hierarchy

When exporting your collection to Microsoft Word, by default the Content Module will provide the same hierarchical structuring to your process diagrams, lanes, groups and organizations as for an ordinary section. i.e. a pool in a diagram will appear at the highest level (i.e. the level that it has been linked to in the collection) and then any lanes in the pool at subsequent levels below this.

The Flatten Hierarchy check box will stop this from happening during export and therefore all diagrams, lanes and organizational items will be presented at the same heading level.

5.11. Attaching a New Microsoft Word Export Template

Export templates are **.dot** or **.dotx** templates and are used by the content module when exporting your collection to a Microsoft Word document. Usually they are simple templates with header, footer and sometimes a title page with a logo. It is best to keep them empty of any non static content so as to enable reuse of the template.

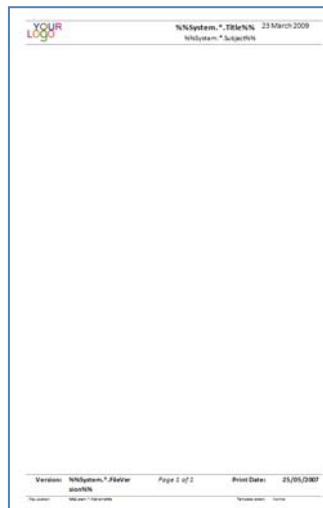


Figure 17 - An example of a Microsoft Word Export Template

The Content Module comes with several colour and black and white templates for you to use. The elements in the templates such as author, file path etc. follow ISO9000 documentation standards so if you are creating your own templates it is good practice to use the same elements.

For further information on customising your template refer to the “Advanced User Guide”.

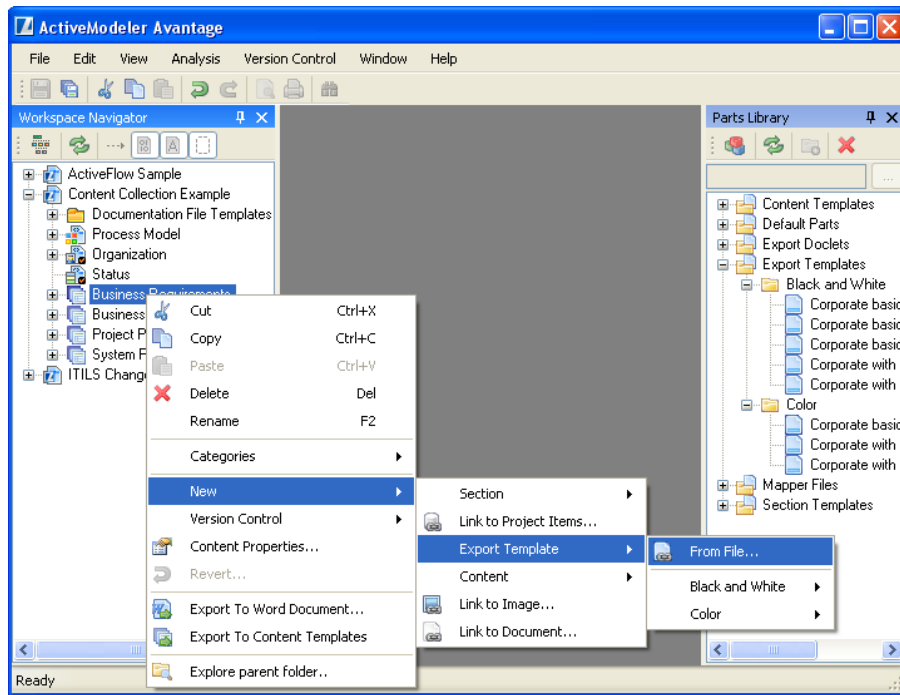


Figure 18 - Attaching an export template

To attach a template:

Right click on the collection > New > Export Template >

Select “From File...” and browse to the location of your template **

Or

Choose from one from the list of templates available.

****NB:** If you are adding a template from file and you are using the product as part of a network of other users it is good practice to choose templates that are available to everyone who is using the content module. Templates saved locally may not be accessible to users unless the location of the original file is available.

5.12. Exporting a collection to Microsoft Word

The Content Module allows you to export your collection to a Microsoft Word document automating the process of inserting the process diagrams, sections and any other project items that you may have added to your collection. During the export process you have the option to include or exclude any items from the export and then save the configuration.

To export your content to Microsoft Word:

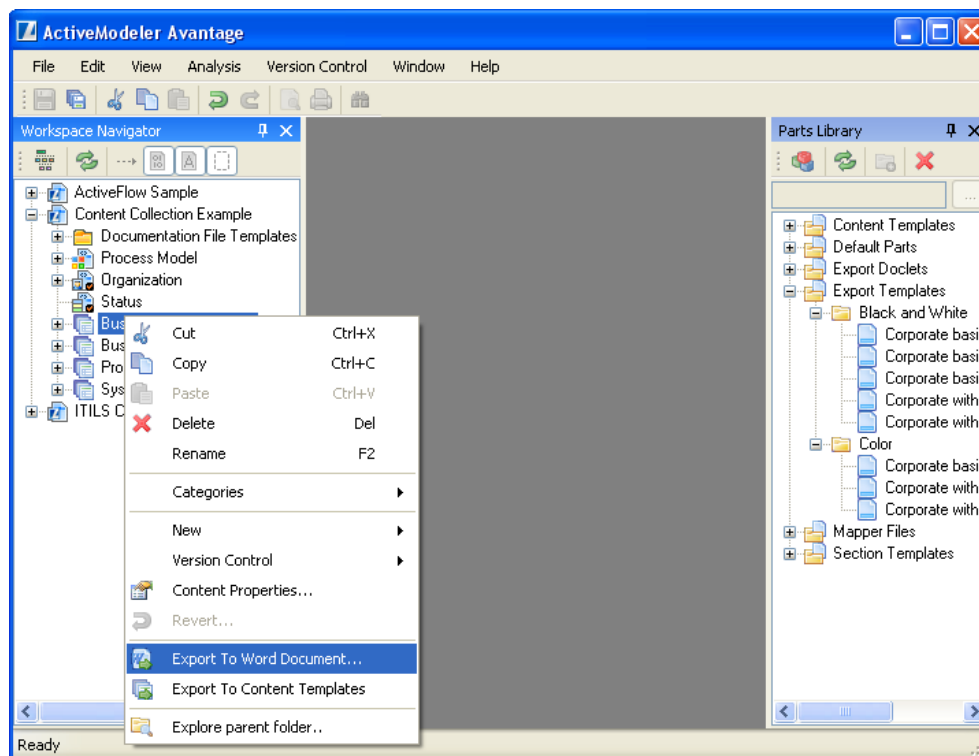


Figure 19 - Export To Microsoft Word Document

Right click on the collection > Export To Microsoft Word Document...

The **Export Options** dialog box will then be shown:

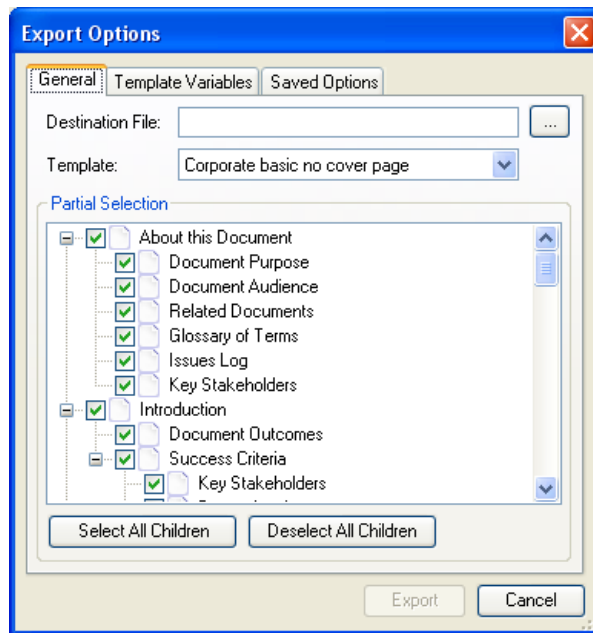



Figure 20 - Microsoft Word Export Options – General Tab

5.12.1. General Tab

Destination File:

To select where you want to save your exported Microsoft Word document either paste, write the path into the “Destination File:” field or click the  button to browse for a location.

Template:

Use the “Template:” dropdown to choose a selected template.

If there are no templates available you will need to add one to your collection see section [Attaching a New Microsoft Word Export Template](#).

You can still export your collection to Microsoft Word even without choosing a template however the default blank template will be used.

Partial Selection:

By default all items will be selected for export.

The “Select All Children” and “Deselect All Children” buttons will work by selecting a section and then clicking one of the buttons. The item that is selected including all of its children will be either selected or deselected. Place a tick in the check boxes to select the items you wish to export.

5.12.2. Template Variables Tab

The **Templates Variables** tab shows which variables are available in the selected template and what the values are for each of them.

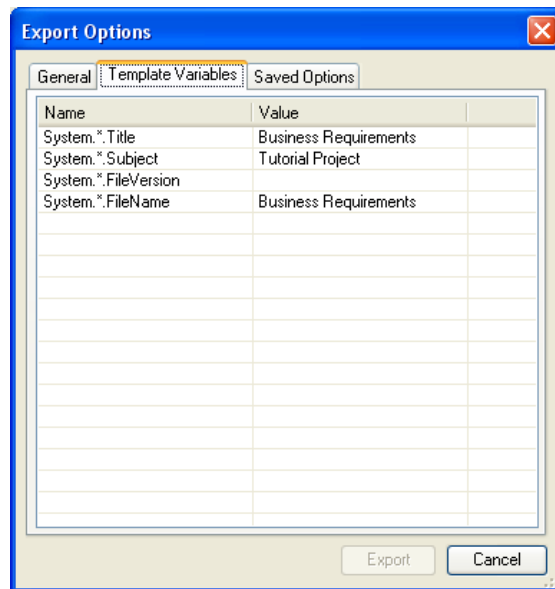


Figure 21 - Microsoft Word Export Options – Templates Variables

Note: An export template can contain special ‘Variable Markers’ that will pull stored data from the properties of your collection, process models or any project items.

In the template the variables are marked with a %% <Function>.*.<Variable>%% for example: %%**System.*.Title**%%.

5.12.3. Saved Options

The **Save Options** tab allows you to save the configuration of the content you have selected for export. This gives you the ability to have a collection serve multiple purposes and is useful in situations where you wish to store project, business requirement and functional requirement information in a single collection while still being able to export individual documents that serve a specific purpose for the audience.

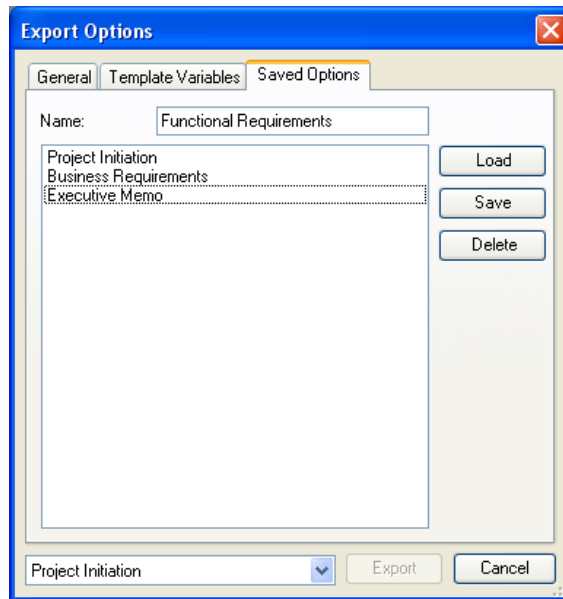


Figure 22 - Microsoft Word Export Options – Saved Options Tab

To save a current selection:

Enter the “Name:” you wish to save the selection as > Save

To delete a previously saved selection:

Select the name from the list of saved selections > Delete

To load a previously saved selection:

Select the name from the list of saved selections > Load

Or

Select from the dropdown list

5.12.4. Excluding the heading of a section from export

There may be occasions where you want to exclude the heading of a section or link from being exported.

To exclude a heading open the Properties Browser window (*View Menu > Properties Browser*)

Select the section of project item link > in the properties browser change the “ExportName” option to False

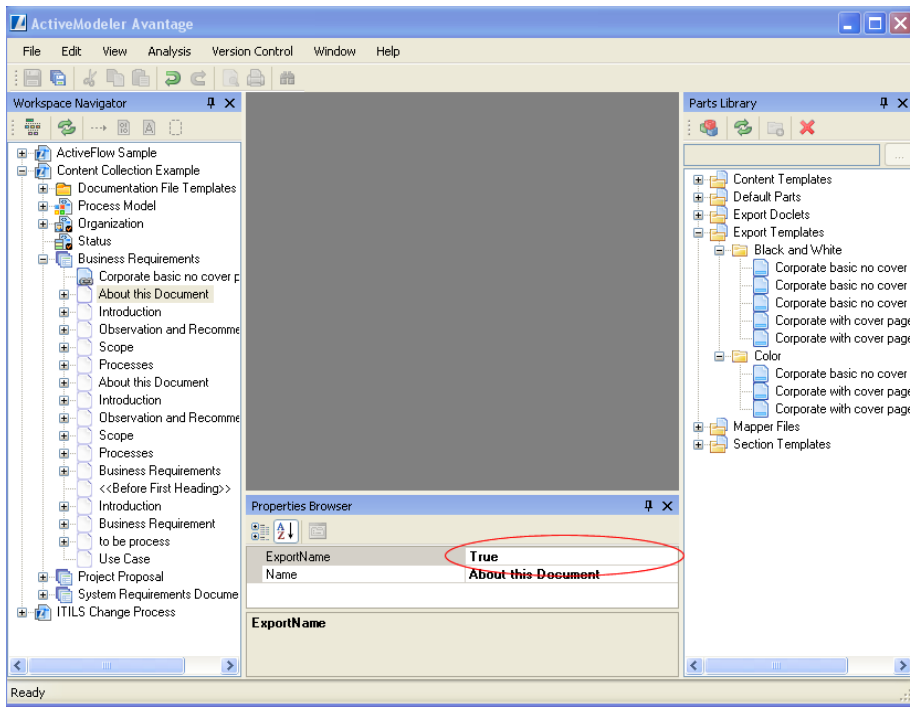


Figure 23 - Displaying the Section name as a Heading

5.13. General Workspace Functionality

5.13.1. Edit an existing Project Item link

To edit an existing Project Item link:

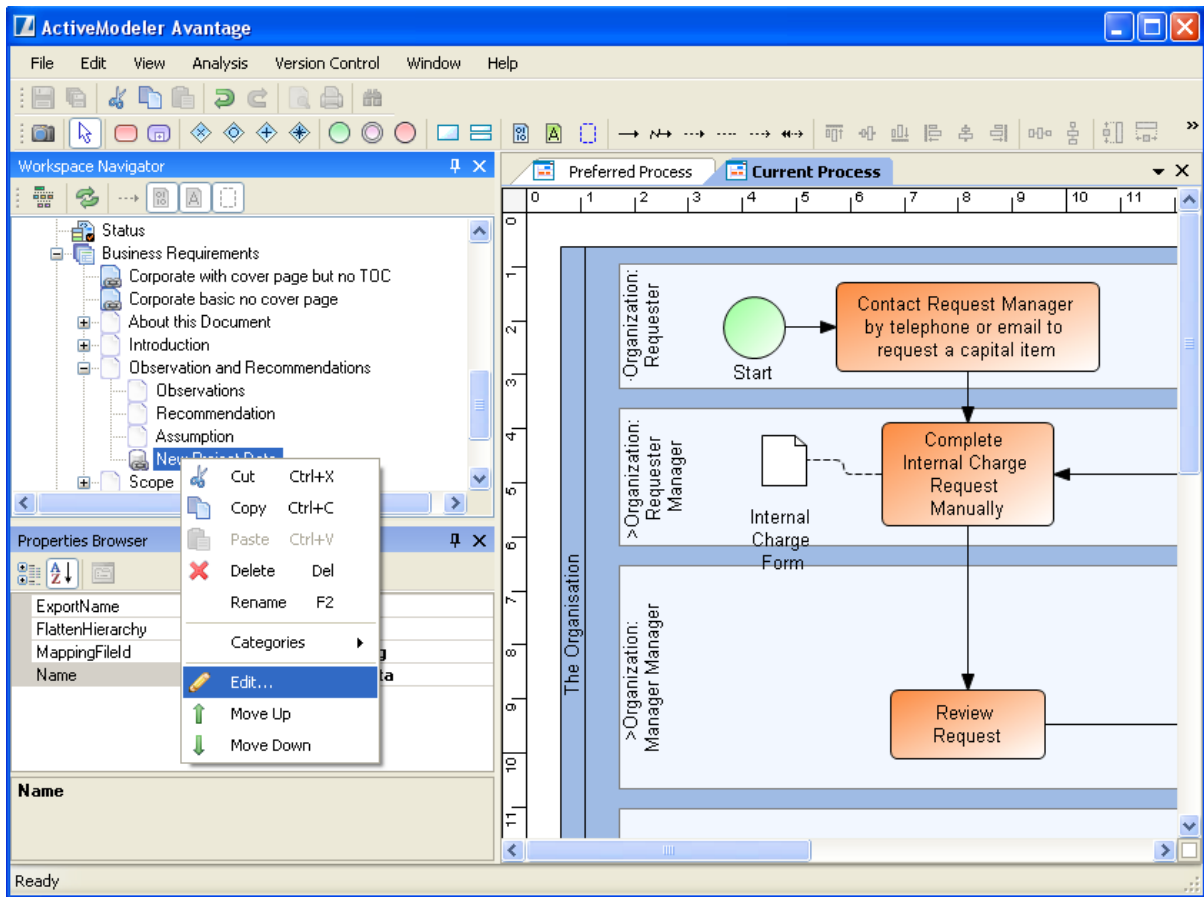


Figure 24 – Editing an existing Project Item link

Right Click on the Project Item > Edit

You will be presented with the Edit Project Item dialog as seen in figure 16

5.13.2. Edit an existing Project Item

To edit the actual project item in place:

Double click on the project item

This will transfer you to the location of the linked item and open the item ready for editing.

5.13.3. Moving content up or down the hierarchy

Any content can be moved up or down the hierarchy by:

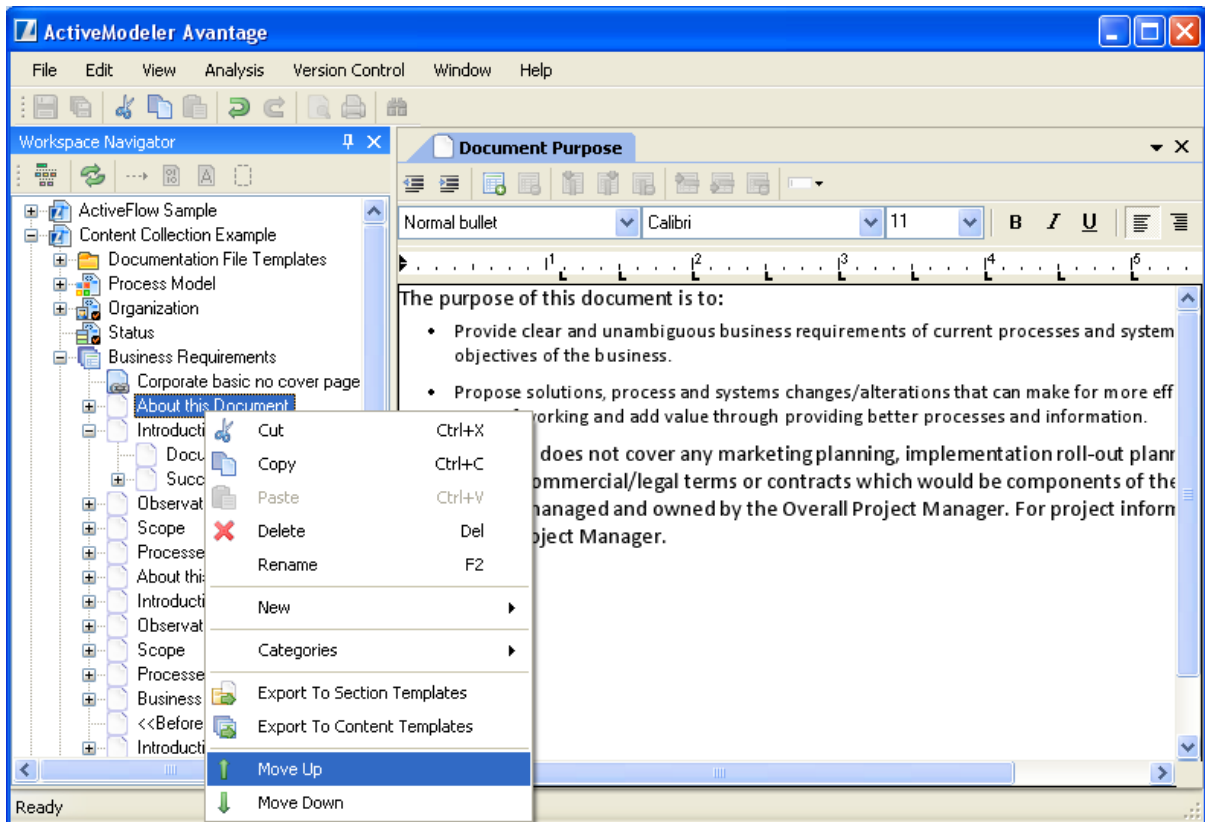


Figure 25 - Moving up a section within a Content Collection

Right clicking on the item > Move Up or Move Down

This is useful if you wish to move the item a couple of places up or down. For moves of over 5 places it is recommended that you cut and paste the item.

5.13.4. Cut, Copy, Paste, Delete and Rename

Cut, copy, paste, delete and rename functionality exists in all right click menus

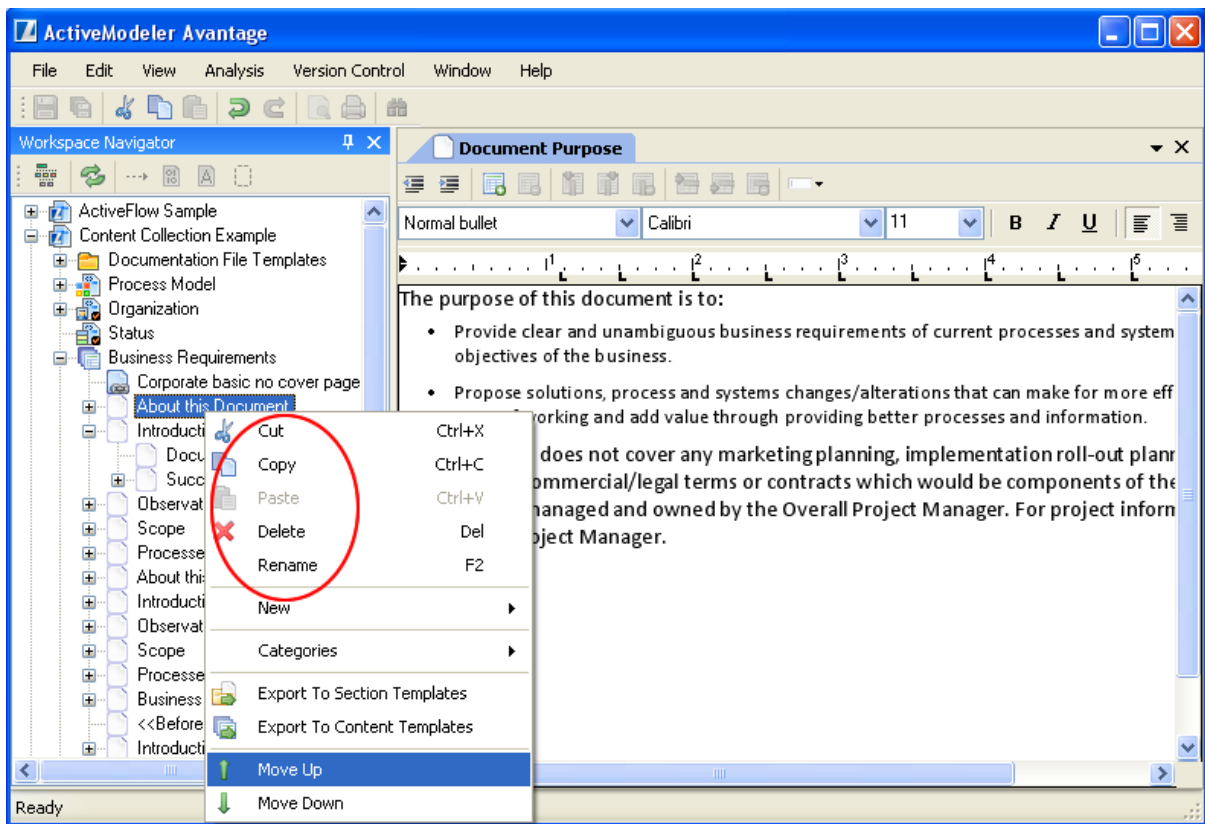


Figure 26 - Cut, Copy, Paste, Delete and Rename Functionality

5.14. Export a Collection to Content Templates

The content module allows you to export an entire collection as well as parts of a collection to your parts library. Doing so will make the exported content available in your right click menu allowing you to reuse a collection many times..

This feature was provided in cases where a collection is set up to represent the contents of a whole document such as a business requirements document. You can setup each exported collection as an empty template that can be reused effectively speeding up the process of putting together contents whilst standardising the documentation process.

To export a collection:

Right click on your collection > Export To Content Templates

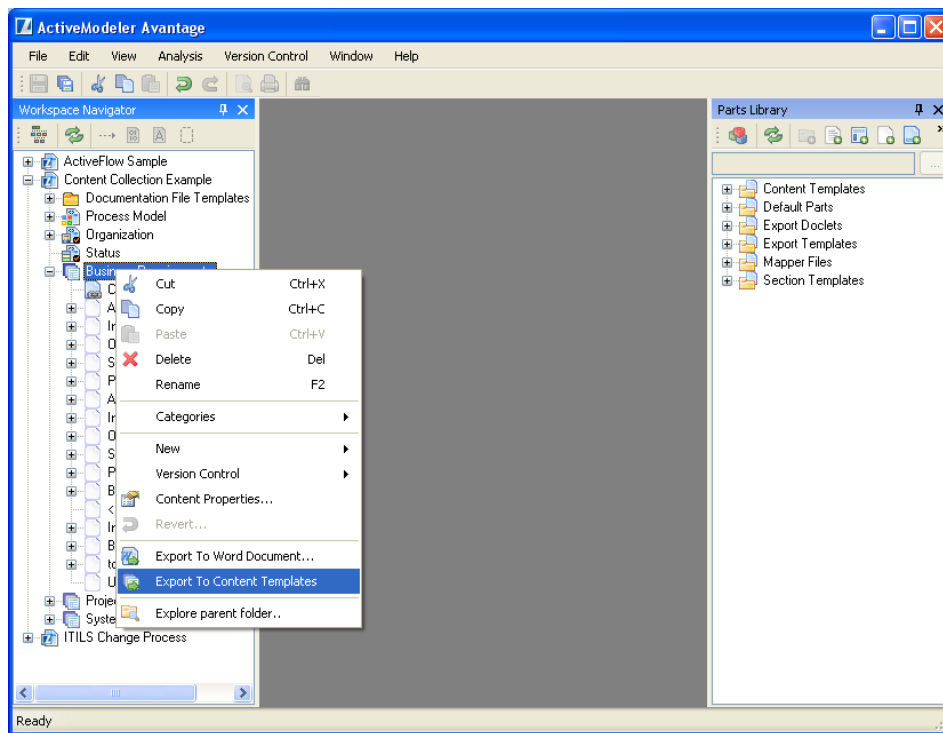


Figure 27 - Export to Content Templates

The template will appear in:

Right click menu > New > Content >

5.15. Content and Document Association

This feature of the content module allows you to associate content and documents to your process models and objects. It means that you can now associate documents such as role descriptions with a lane, user manuals and functional requirements with tasks or a data specification with a data object.

To associate a document or piece of content:

Open the Associated Documents dialog from the View menu > Select any object you wish to associate a document to > In the Associated Documents view click on the Associate New icon 

In the Associate Documents window you have two options; you can either associate a file or associate a section within a content collection.

To associate a file or document:

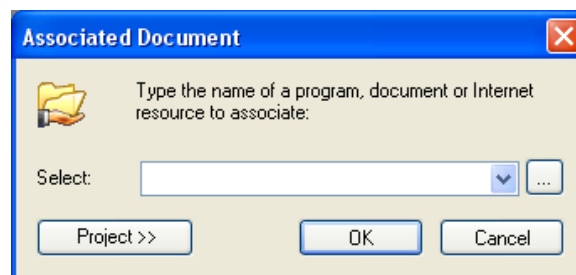


Figure 28 - Associated Document View for associating documents

Click the Browse button and locate the file you wish to associate.

To associate a section or a piece of project content:

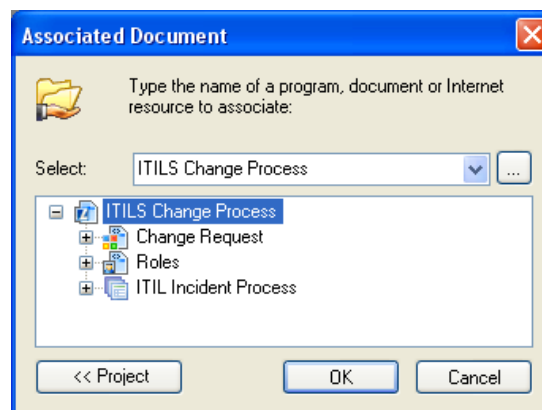


Figure 29 - Associated Document View for associating project content

Click the Project >> Button > Expand the project tree to find the piece of content that you will associate with your Project Object > Select the content and click OK.

All associations will appear in the Associated Documents view.












6. The Editor

The internal section editor works in a similar way to Microsoft Word, providing most of the expected functionality that one would expect from Microsoft Word.

Most of the formatting functionality has been provided in the right click menu, such as table formatting, character paragraph and style formatting as well as the usual cut, copy, paste and delete functionality that one would expect.

Some extra icons have been provided to speed up the process of some of the more common tasks and their functionality is described in the table below:



Icon	Description	Details
	Left Indent	Moves the indent of any highlighted text from right to left.
	Right Indent	Moves the indent of any highlighted text from left to right.
	Insert Table	Brings up the insert table dialog to allow you to specify the number of rows and columns you wish for in your table.
	Delete Table	Completely deletes the table including its contents.
	Insert column to left	Inserts a column to the left of the highlighted column.
	Insert column to right	Inserts a column to the right of the highlighted column.
	Delete Column	Deletes the highlighted column including its contents.
	Insert column above	Inserts a column above the highlighted column
	Insert column below	Inserts a column below the highlighted column
	Delete Column	Deletes the row that is highlighted
	Insert Variable	This menu will change

7. The Parts Library

The Parts Library is where the various parts and templates that are used to construct your content and documentation are managed. These include:

- **Content Templates** – The stored location of complete collections of content that have been exported to make them available as reusable templates from the right click menu.
- **Default Parts** – A set of default files that include the default; export mappings, doclet, empty section and export template
- **Export Doclets** – A set of files that are used to display linked Project Items in an exported Microsoft Word document.
- **Export Templates** – The stored location of any Microsoft Word Export Templates and the location for the supplied black and white .dot templates.
- **Mapper Files** – The stored location of some special files that are used to map linked Project Items to a corresponding Doclet.
- **Section Templates** – The stored location of Sections that have been exported to make them available as reusable templates from the right click menu.

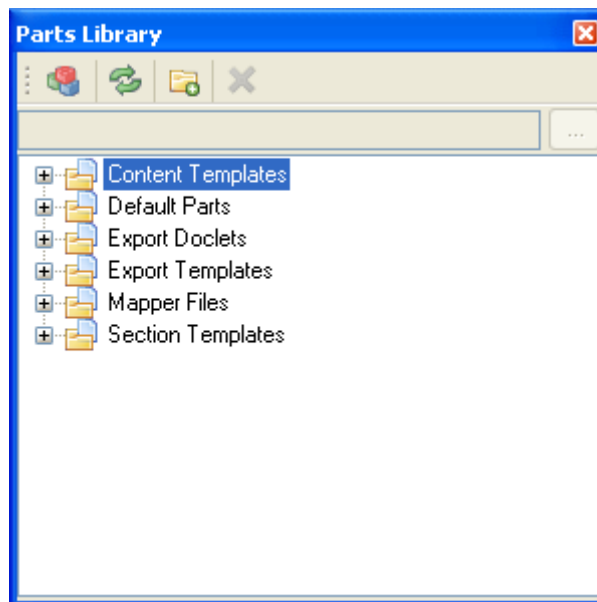


Figure 30 - The Parts Gallery

To access the Parts Library:

[View menu > Parts Library](#)

7.1. The “Content Templates” folder

The **Content Templates** folder is the stored location of complete collections of content that have been exported to make them available as reusable templates from the right click menu. As in figure 32, the image indicates how the right click menu maps to what is stored in the content templates folder.

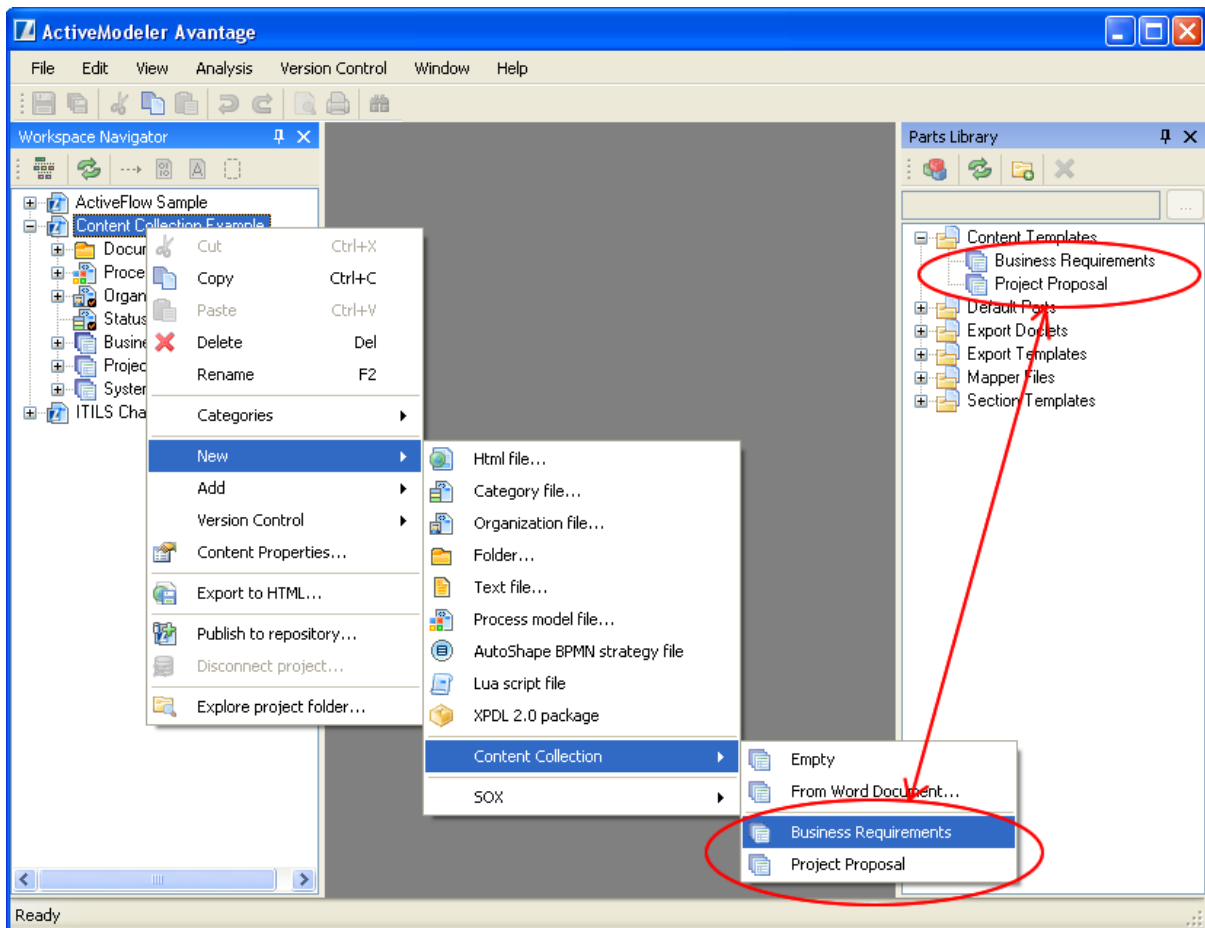


Figure 31 - The Content Templates Folder

Organizing the right click menu\Content Templates folder

As you begin to use build up your collection of templates you may begin to find the right click menu becoming too long. Through adding subfolders that divide the templates into categories and shuffling the templates into the appropriate folders you can better manage the way the templates are accessed through the right click menu.

The figure below shows how the menu can be organized

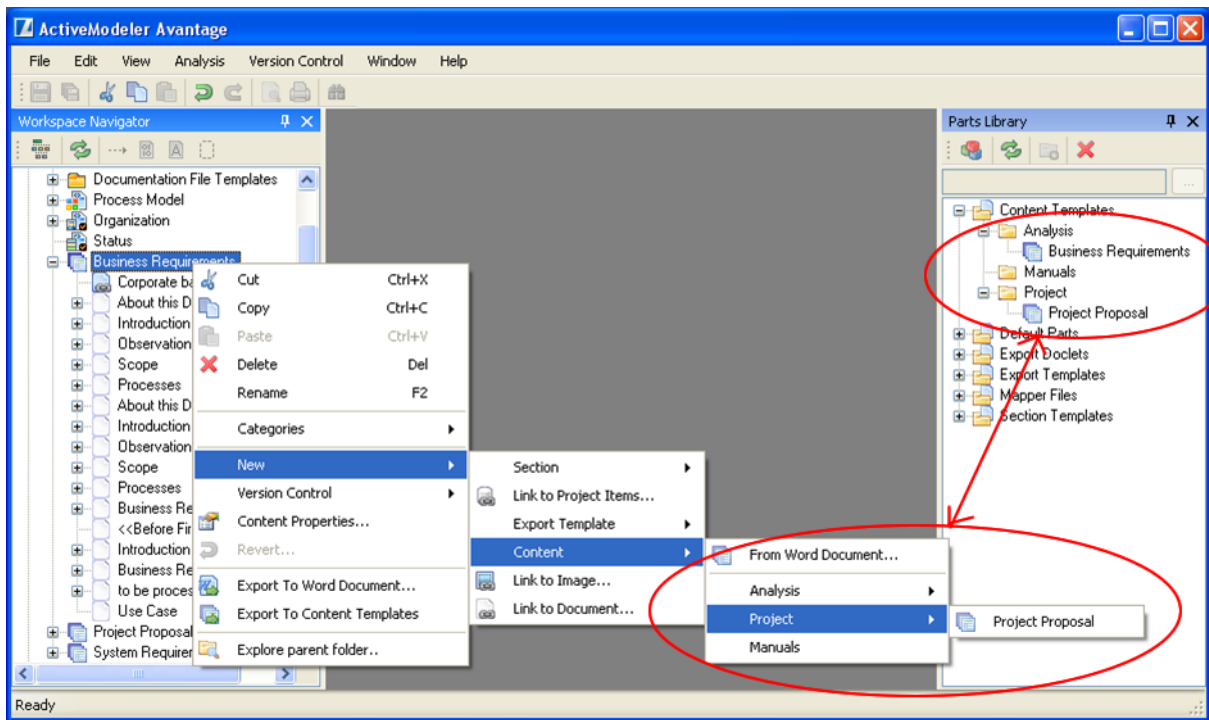


Figure 32 - Managing what appears in the right click menu

7.2. The “Default Parts” folder

In the **Defaults Parts** folder there are 3 main files and 1 Mapper File. In the Mapper file are several separate mappings, each mapping a project item to a doclet.

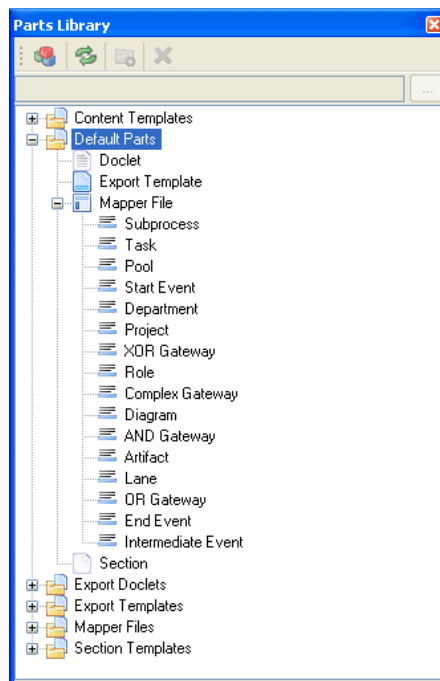


Figure 33 - Default Parts

7.2.1. The “Doclet” File

When you create a new doclet, by default, the styles and margins will use the ones that are setup in this file. The file is an .RTF file that is saved to your hard disk on installation and can be edited by:

Right Click on “Doclet” file > Click on “Open in External Editor”

The file will open in the application that has been associated with opening .RTF files.

Or

Double click on “Doclet” file

This will open the file in the internal editor.

NB: you should try to keep this blank otherwise any entered text will appear in every new doclet you create.

7.2.2. Export Template

This is the default Export Template that will be used when creating new copies of other export templates.

To edit this file double click on the file which will open the file in the application that has been associated with opening .dot files.

7.2.3. Mapper File

The **Mapper File** is essentially a list of mappings that associate Project Item types (Process models, tasks, lanes, sections, roles etc) to individual doclets that will be used to display the projects item's data in the exported Word document.

For more details on mapper files see the section "Inserting Project Items:"

Edit a mapping

To edit a mapping:

Select a mapping file (1) and then click the browse button (2) (as in figure 34)

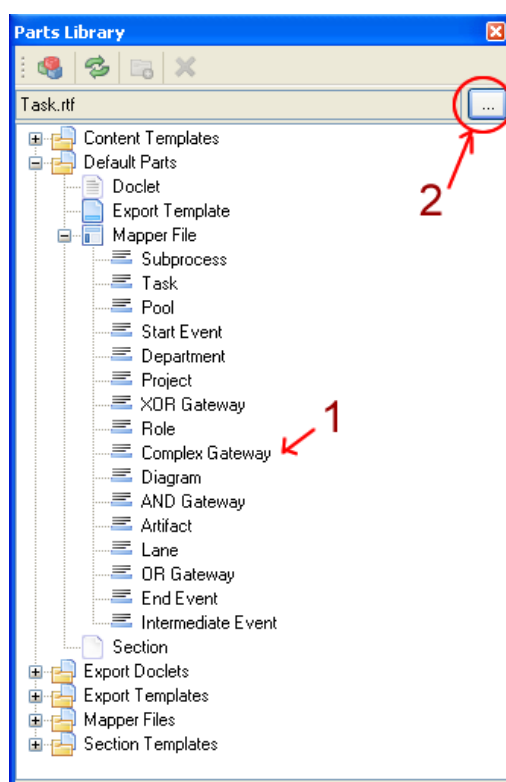


Figure 34 - Add a New Mapping

Browse for the RTF file that you wish to map to the Project Item

7.2.4. Section

When you create a new blank section the default styles and margins will use the ones dictated by this file. The file is an RTF file that is saved to your hard disk and can be edited by:

Right Click on “Section” file > Click on “Open in External Editor”

The file will open in the application that has been associated with opening .RTF files.

Or

Double click on “Section” file

This will open the file in the internal editor.

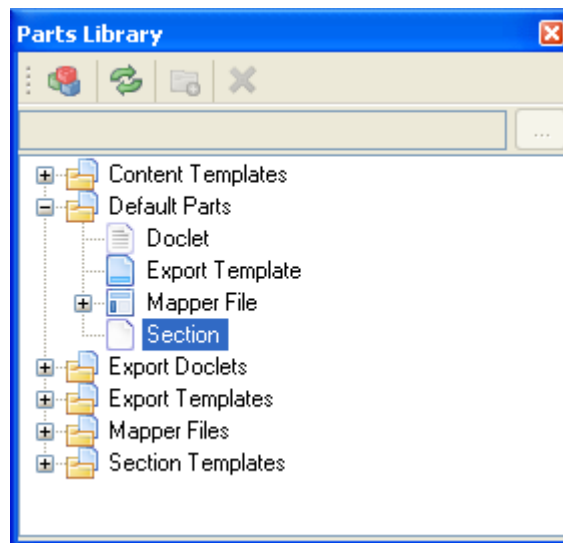


Figure 35 - The Default Section Type

7.3. Export Doclets

Under the **Export Doclets** folder are a set of .RTF files known as doclets.

The Export to Microsoft Word function will use these files to combine the metadata of any mapped Project Items that are linked in your content.

On opening one (double click) you will find something similar to Figure 36.

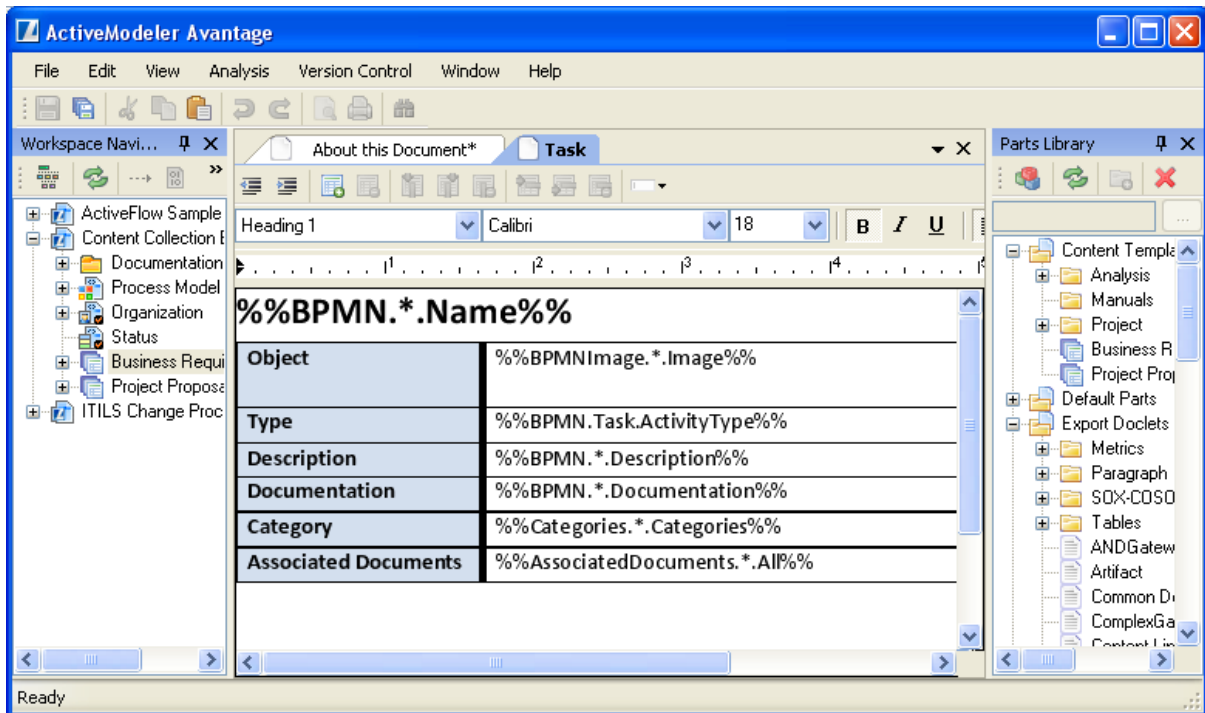



Figure 36 - The Task Doclet

All process metadata that you wish to appear in your documentation must be present in this doclet.

Doclet Variables

As seen in figure 36 you use a set of variables to control the metadata that appears in your exported document. To insert any process metadata variable click on the “Insert Variable”  button to access the list of variables. Clicking on a variable will insert the variable into your doclet.

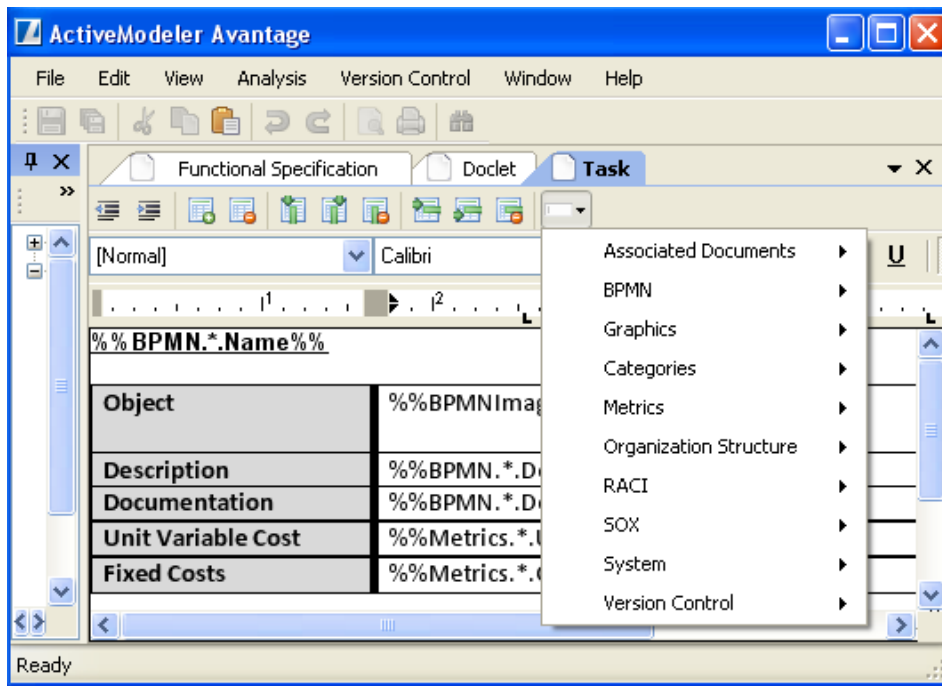


Figure 37 - The contents of a doclet

To edit a doclet:

You can use both the Content Modules internal editor as well as:

Right Click on "[doclet name]" file > Click on "Open in External Editor"

to edit the doclet in your external .RTF Editor.

Double click on the doclet

NB: You must save your changes before you export if you wish to see your changes.

7.4. Export Templates

The **Export Templates** folder that is seen in Figure 38 contains the default .dot Microsoft Word templates that are shipped with the product as examples.

This list of available templates will be displayed when an export template is added to the content using the template gallery.

To add a new template to this gallery:

Click on the Add New Template Icon to browse for a new template

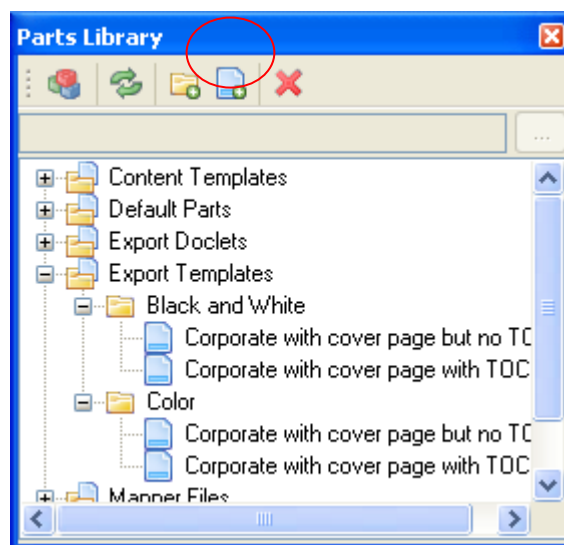


Figure 38 - Export Templates Folder

7.5. Mapper Files

The **Mapper Files** folder is the stored location of the XML files that are used to map linked Project Items to corresponding Doclets.

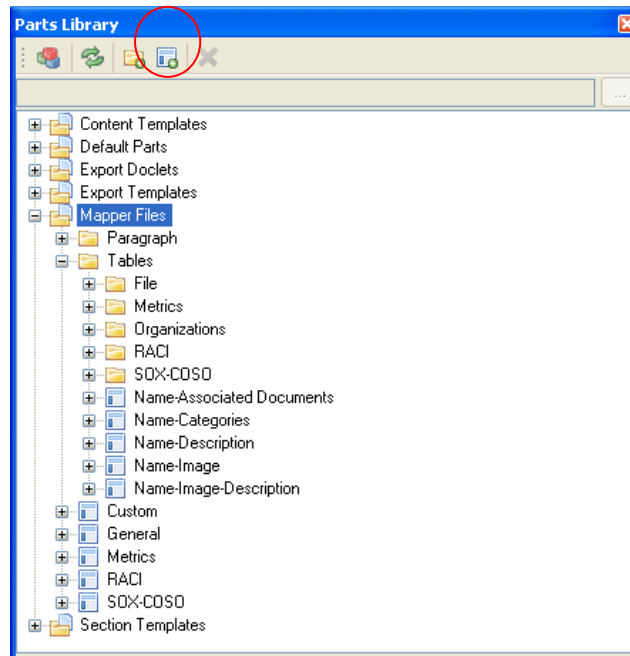


Figure 39 - Mapper Files

They become significant when using a different representation of the linked Project Items as outlined in section “[Insert Project Items](#)” above.

To add a new set of mappings click on the add New Mapping File icon as indicated in red in Figure 39.

7.6. Section Templates

Figure 38 shows a set of Section Templates that are supplied with the Content Module. These are essentially snippets of content that can be reused when creating new documents.

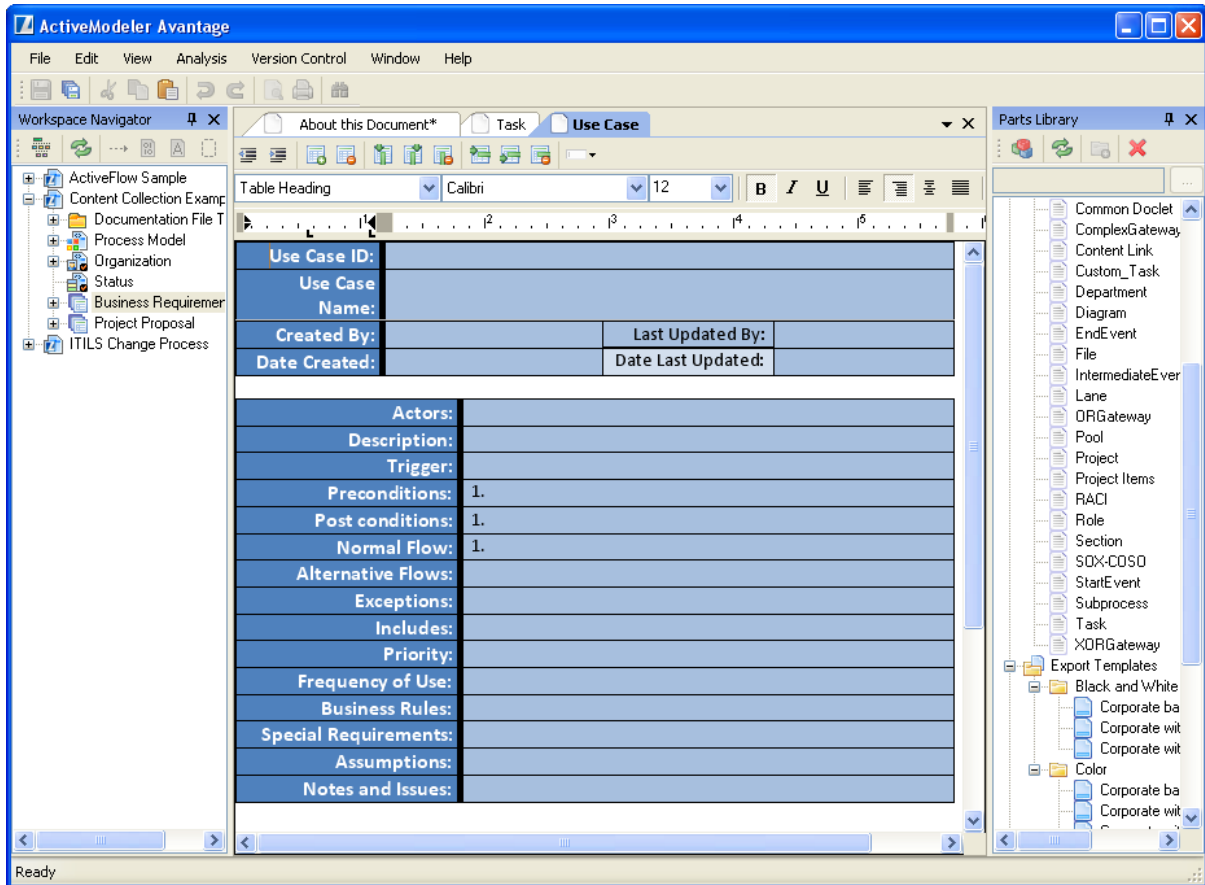


Figure 40 - The Use Case Table section template

To edit a section template:

Right Click on “[template name]” file > Click on “Open in External Editor”

Or

Double click to open it up in the internal editor.

To add to your library of reusable section templates or ‘snippets’, in the work space navigator right click on the item you wish to add to your library and click on “Export Section to Gallery”.

Note: Your section will be entered into the parent level of the Section templates folder. You can use the Parts Library to organize these snippets into a more appropriate location.

Backup, Upgrading, Setting up and Customisation

All of these topics are covered in the “Advanced User Guide” and it is important that you read the guide if you are planning on doing any of them.

8. Conclusion

We hope you will find the Content Module a useful tool and at the same time easy and enjoyable to use.

We see the ability to compose documents based on a reusable structure very beneficial in producing standardized corporate project documentation such as business requirements, specifications, process documentation, manuals etc.

In addition, the ability to optionally include any process information e.g. process diagram, task, task description, SOX control items etc. as an excellent way to produce a full description of a process. A diagram is normally not enough to convey the information needed for a full understanding of a process and the Content Module allows you to bring various forms of content together into a single easy to read Word document.

Our goal is to continually enhance the functionality of this module and we welcome any feedback or enhancements which you would like to see in the product.