

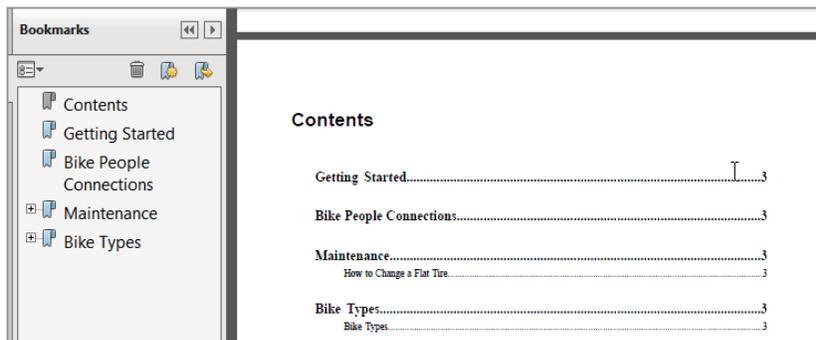
# Chapter 1: Creating a Bike Document

## Where We Are Headed: Generating PDF Output

As previously discussed, you will be following the iterative process in creating you documents. What this means in Tutorial 1 we want to create the following:

- All About Bikes
  - Getting Started
  - Bike People Connections
  - Maintenance
  - Bike Types

**All About Bikes** will be the title of our document, the items (Getting Started, etc.) will be Header Topics in XMetaL. Header Topics are containers (or categories) you create to put your linked files in. Your generated final PDF output at the end of this chapter will look like:



When you first start XMetaL, you will be presented with Figure 5. This is the Help file and like most applications, you can get it any time by clicking the question mark (?)

Close it by clicking Close in the upper right corner

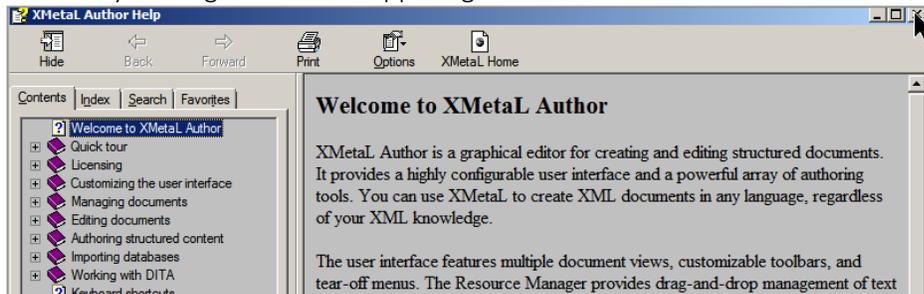


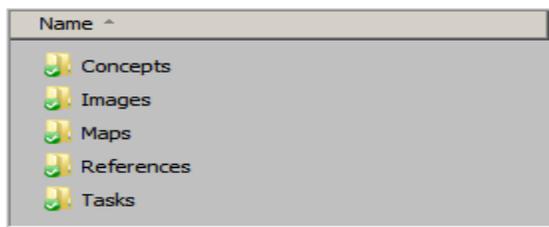
Figure 1

## Initial Setup: Creating Six Folders That Will Hold Your Files

Before opening XMetaL, you will want to create a folder to hold all your files, Unlike Word where you create a document and save it into one folder, with XMetaL you are creating and saving numerous files.

So best practice here is to create one folder to hold all your files and within that folder create different folders to hold the different topics.

In this case, we want you to create a folder called **All About Bikes** and within it create the following five folders: **Maps, Concepts, Tasks, References,** and **Images:**



### Procedure: Using Windows, create your six folders

So on your Desktop, go ahead and create these six folders mentioned above.

Note: You can place these anywhere you like but for convenience, we recommend your Desktop.

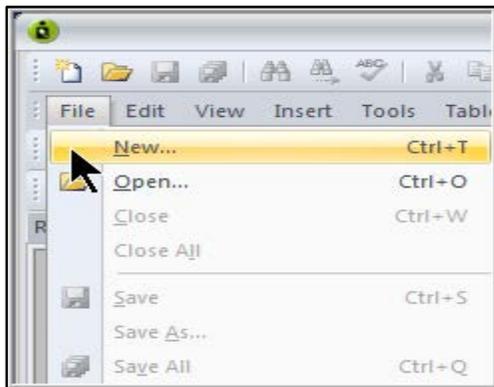
## Creating Your First Map

You are now going to create your first map and you will call it **All About Bikes**—this will appear as the title of your document and, don't worry, you can always change it later. As we discussed, the map is like an outline and will hold all your topics.

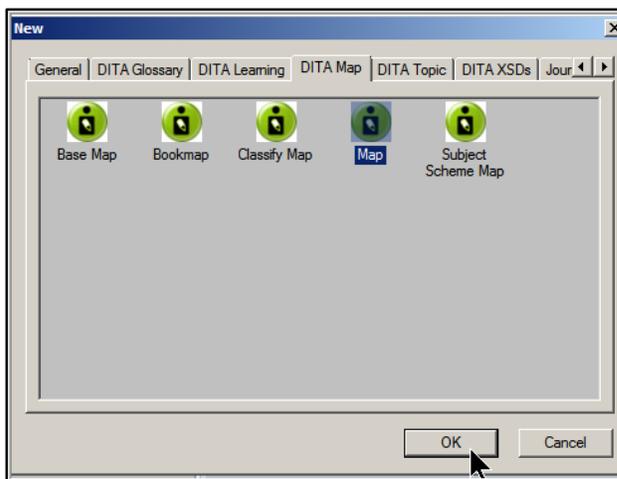
Another way to view the map is that it's a collector of all the links that point to your various files (topics) that will make up your document.

### Procedure: Creating your first Map

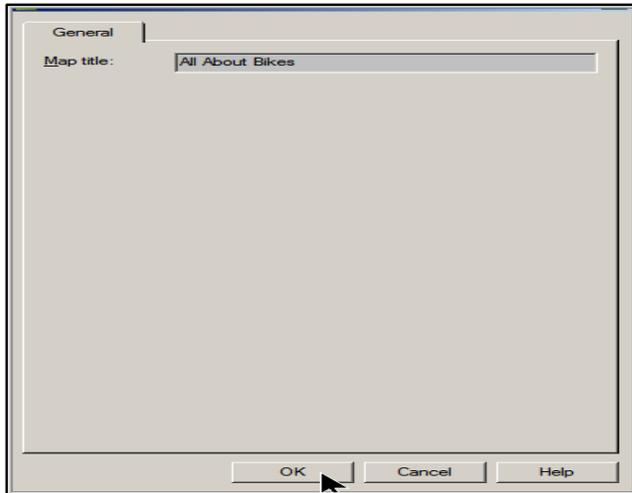
1. Start XMetaL > File > New...



2. DITA Map tab > select Map icon > OK

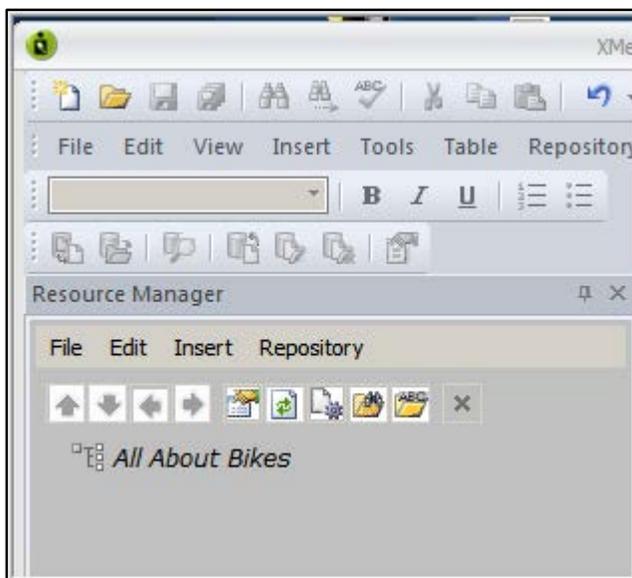


3. In Map title, enter All About Bikes > OK



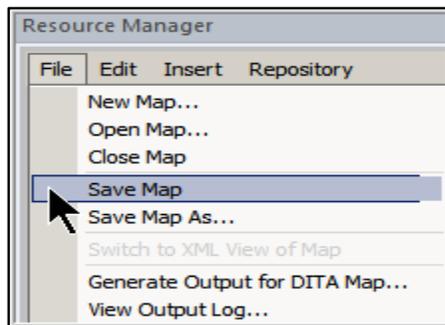
4. Your map will appear under **Resource Manager**.

The Resource Manager acts as a collector that links all your topics to your map.



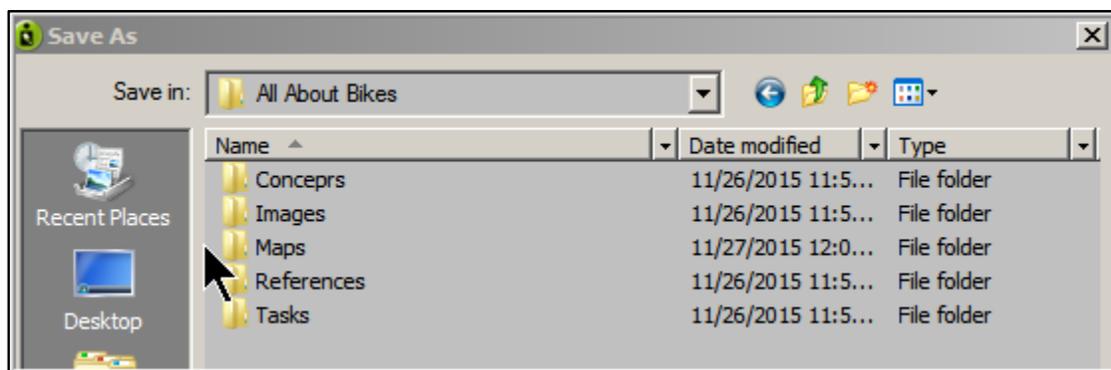
5. Let's save your map.

Under Resource Manager > File > Save Map



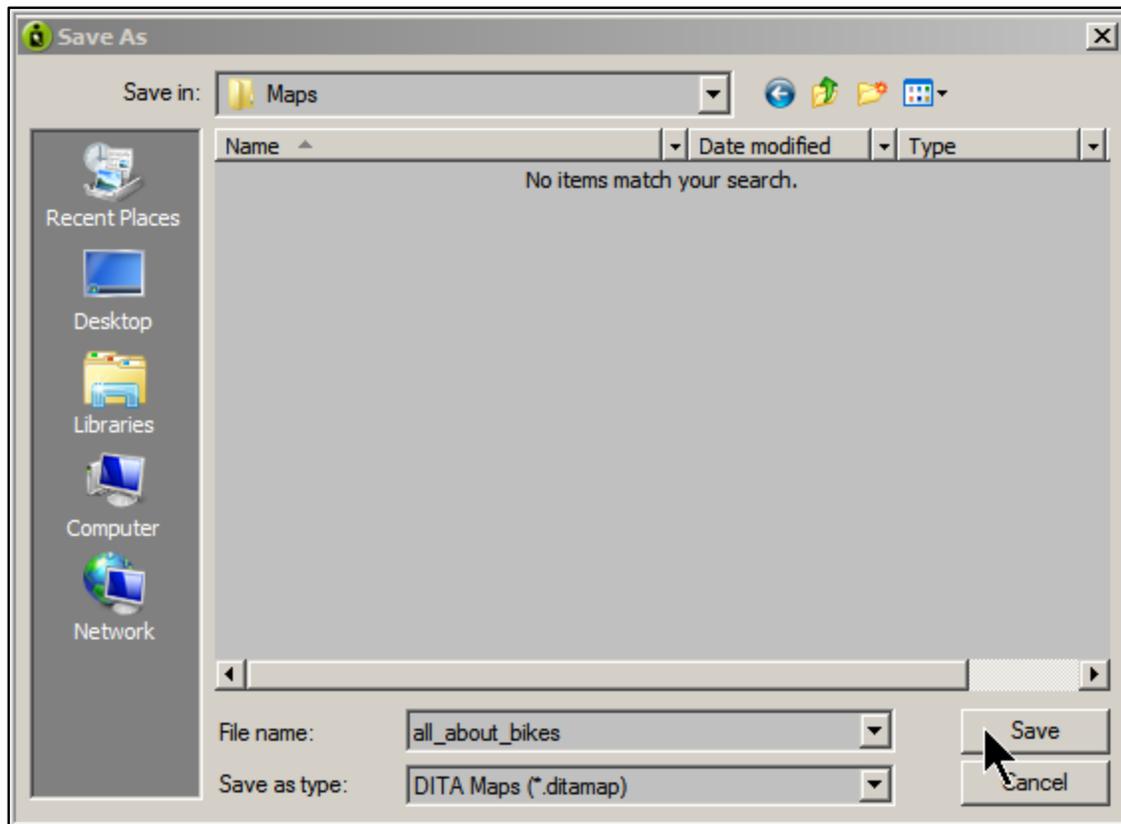
6. You want to save **Map** in the **Maps** folder

Double-click on your **Maps** folder



7. For **File name**, enter **all\_about\_bikes**. We will name our files in lower case and place underscores between each name. It's recommended you place underscores between each words in all your file names.

**Save**



## Creating Topic Headings

You are now going to add four topic headings to your map.:

**Getting Started**

**Bike People Connections**

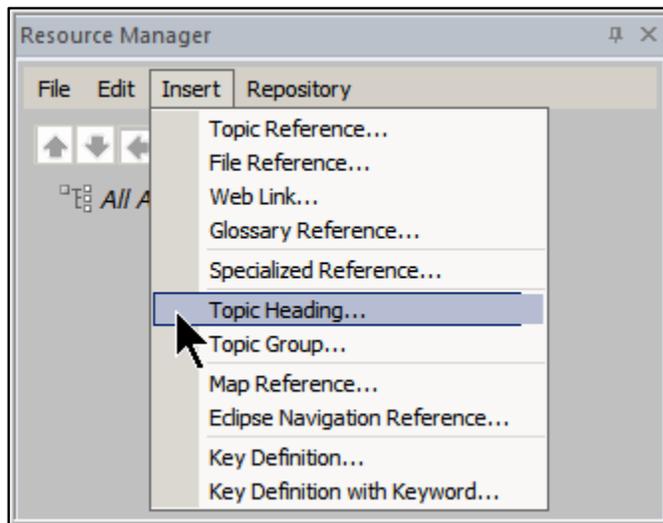
**Maintenance**

**Bike Types**

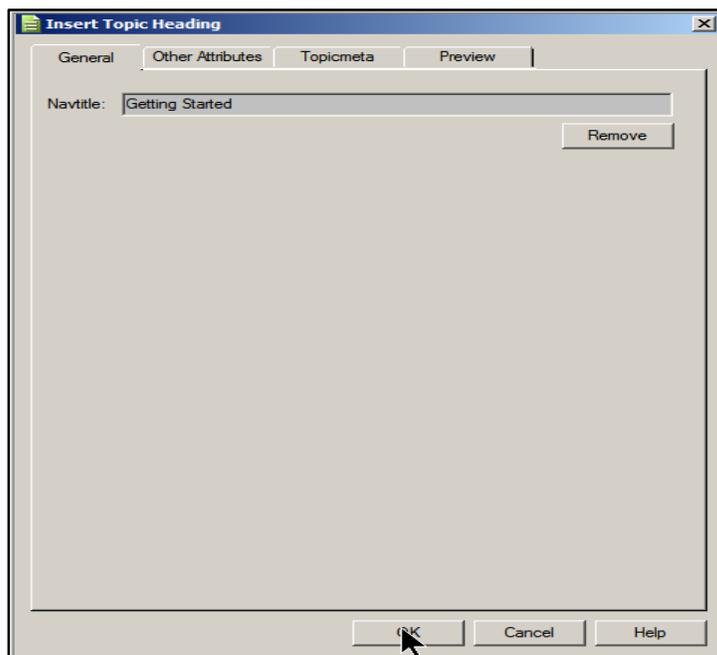
In these headings you will place all your topics: concepts, tasks, and references. You can create topics and place them in the map without topic headings, however, for purposes of learning XMetaL Author, we felt this approach would lead to better understanding of the XMetaL authoring process.

## Procedure: Adding topic headings

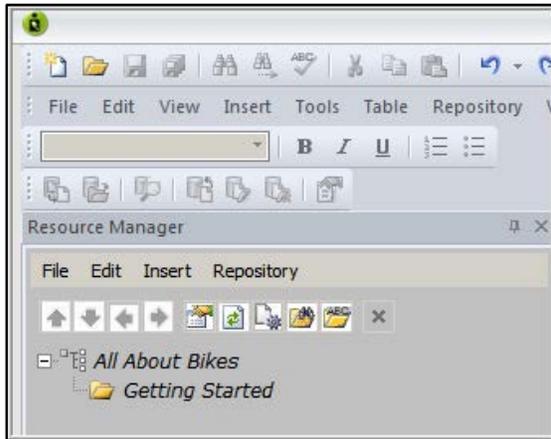
- 1 Under **Resource Manager > Insert > Topic Heading...**



- 2 In Navtitle, enter **Getting Started > OK**



- 3 You should see this with the **Getting Started** topic appearing under your map

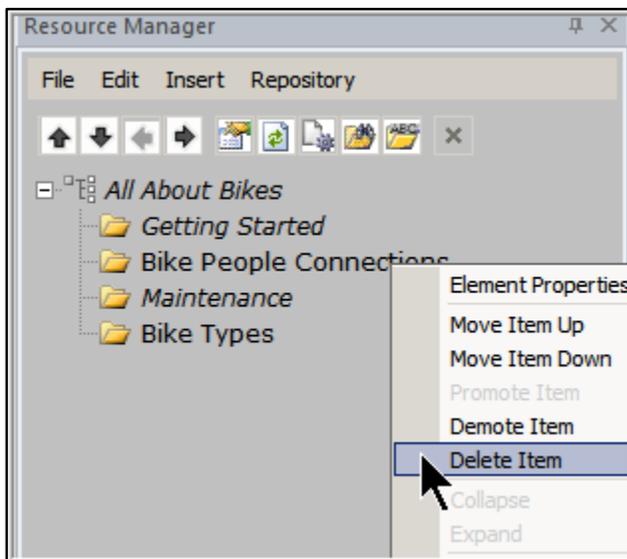


- 4 Repeat steps 2 and 3 to add topics three other topics, **Bike People Connections**, **Maintenance**, and **Bike Types**. If you make a mistake, you can right-click on any of your topics and select **Delete Item**

When you are finished creating your topics, you should see this:

Notice how the four Heading Topic icons appear as folder icons.

- 5 If you make a mistake, you can delete and of the topic heading by placing your cursor in the text of the heading > right-click > **Delete**

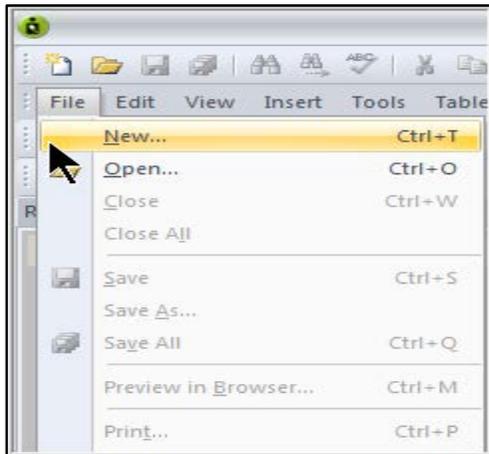


## Adding Concepts

Next you are going to add two concepts to your map, **A Little Bike History** and **Bike Clubs**.

### Procedure: Adding Concepts

1. File > New...



2. DITA Topic tab > select **Concept** icon > OK

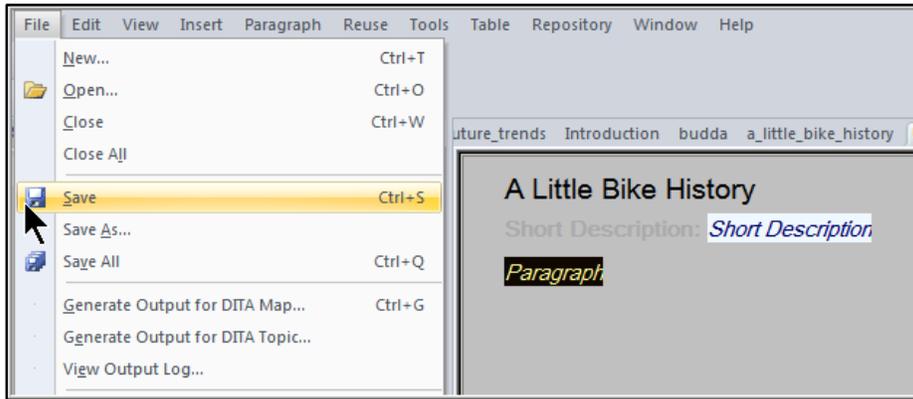


3. Replace **Concept Title** with **A Little Bike History**

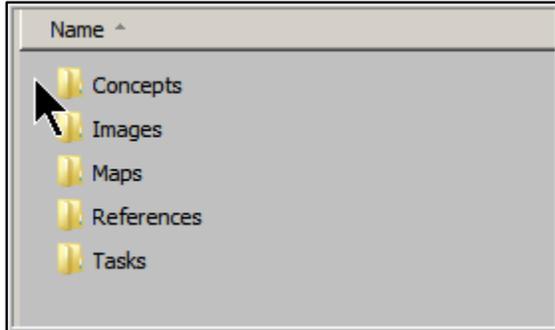
Now let's save your concepts topic

File > Save

[Note: You can also save your files by using standard keyboard shortcut: Ctrl + S]

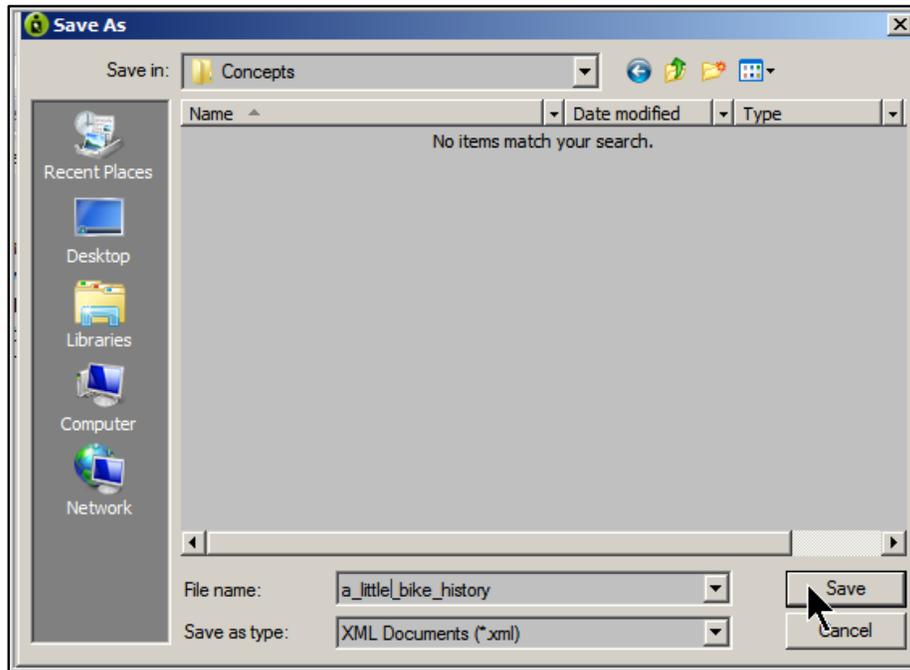


4. Double-click on **Concepts** folder

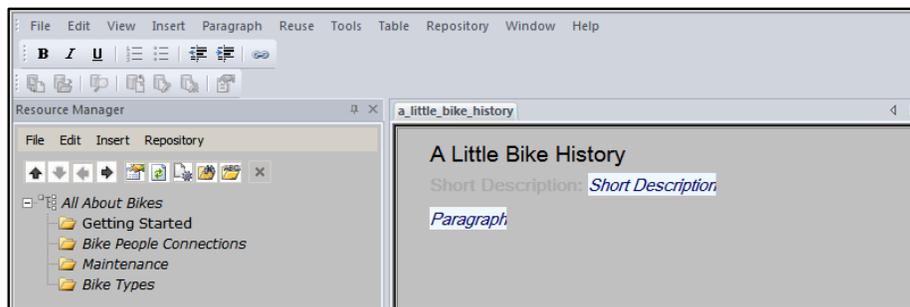


5. For **File name**, enter **a\_little\_bike\_history**

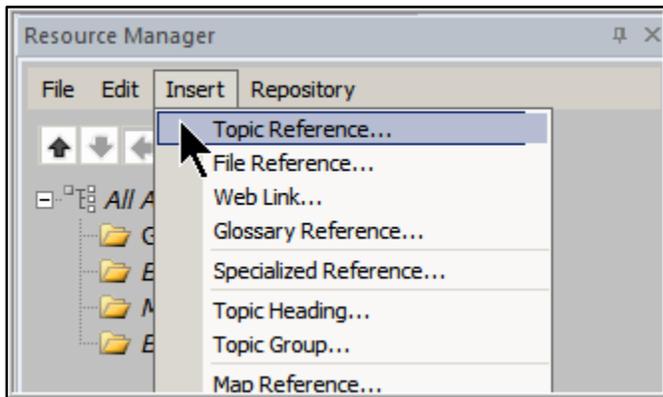
Save



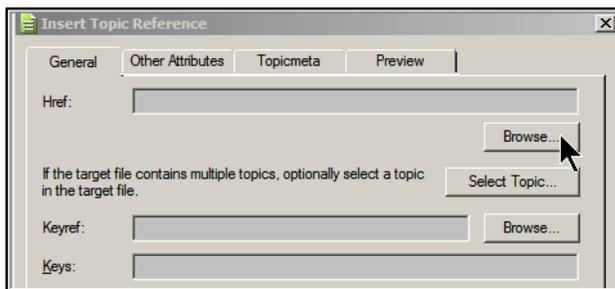
6. This is what you will see. Notice that your concept does not appear in the **Resource Manager**, to do that you must insert it.



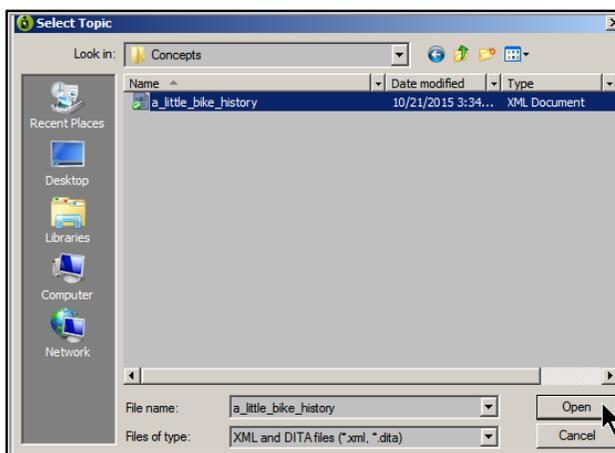
7. Resource Manager > Insert > Topic Reference ...



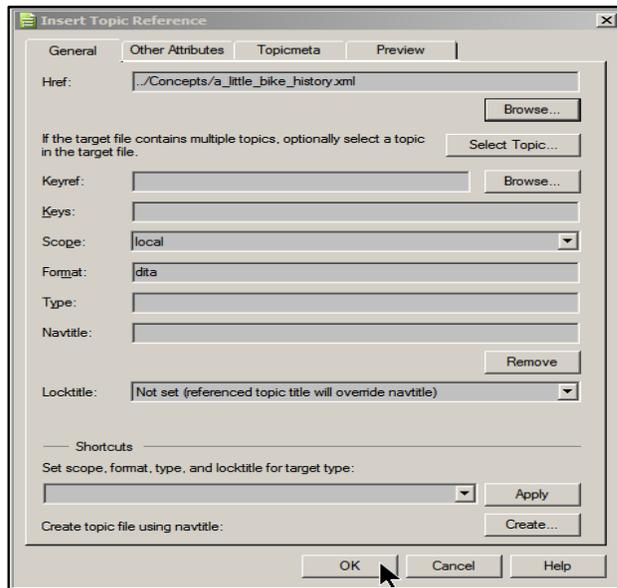
8. Browse > go to your Concepts folder



9. In your Concepts folder > select a\_little\_bike\_history > Open

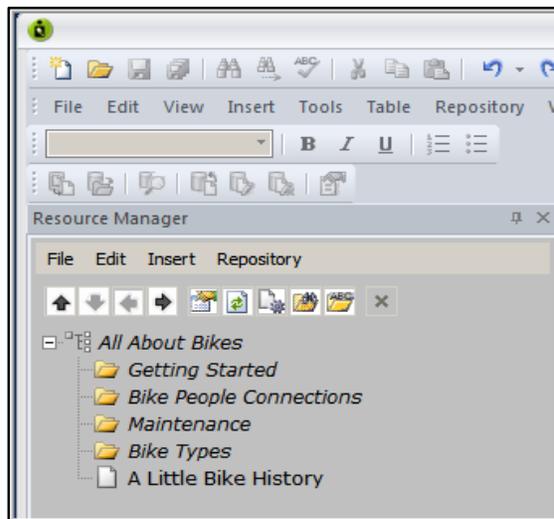


10. OK

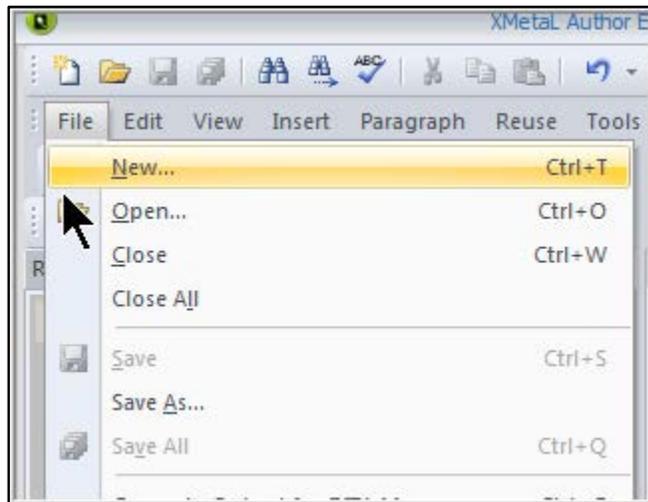


11. You can see that the topic **A Little Bike History** now appears in the **Resource Manager**

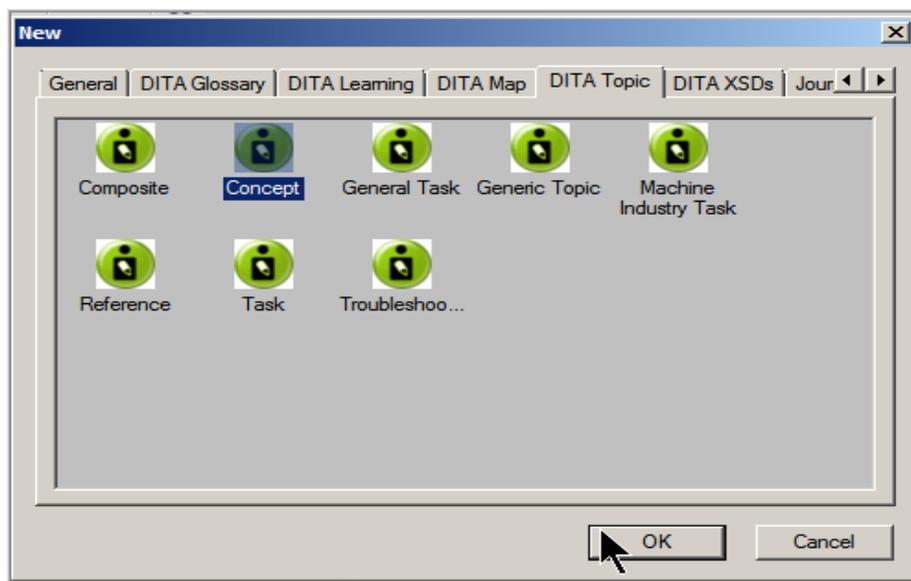
Notice topic icon looks like a sheet of paper



1. OK, let's move on to adding a second topic concept, **Bike Clubs**

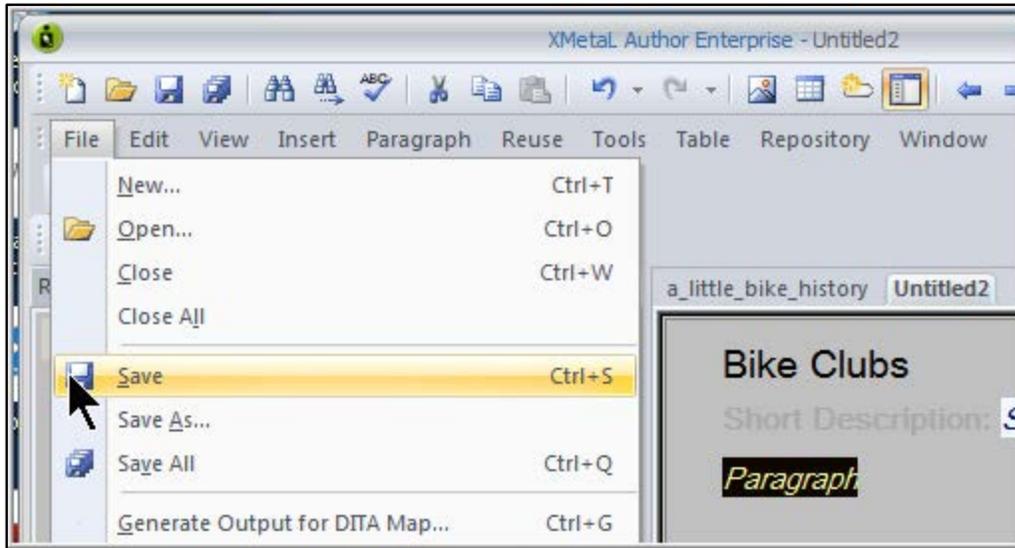


2. DITA Topic tab > Concept > OK



3. Replace **Concept Title** with **Bike Clubs**

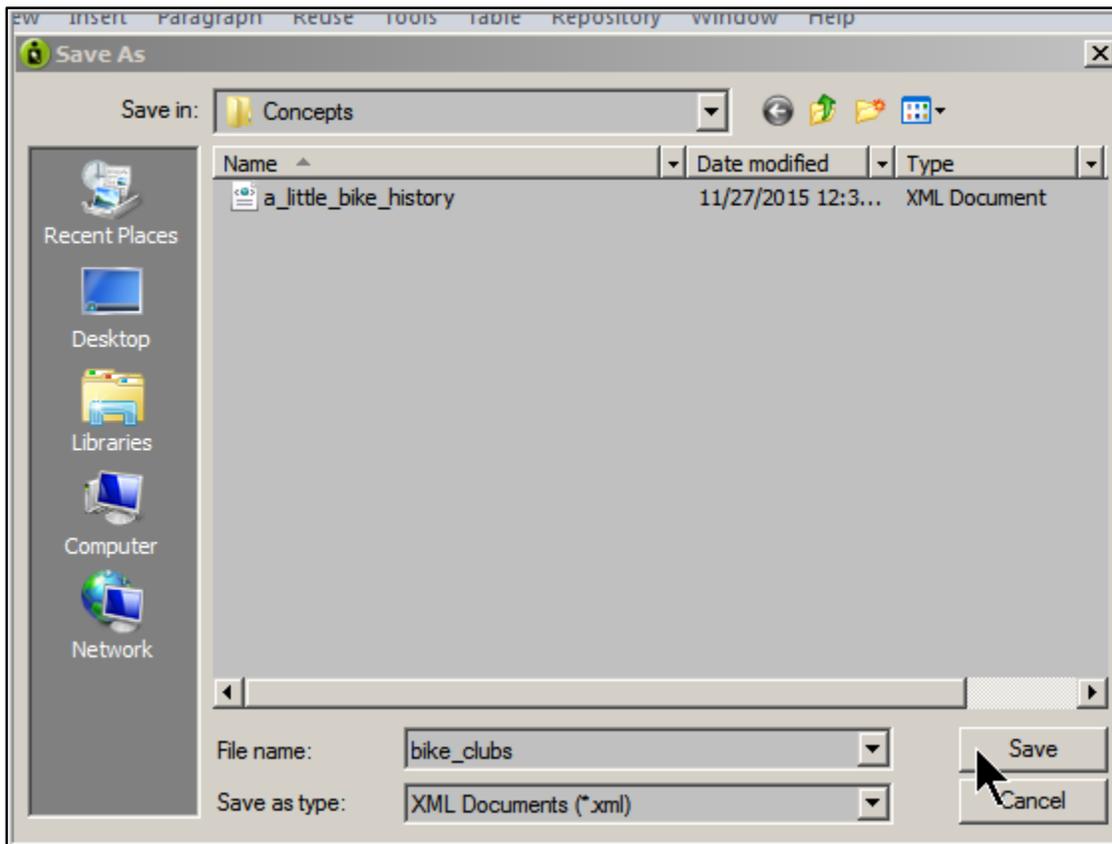
File > Save



4. In **Concepts** folder

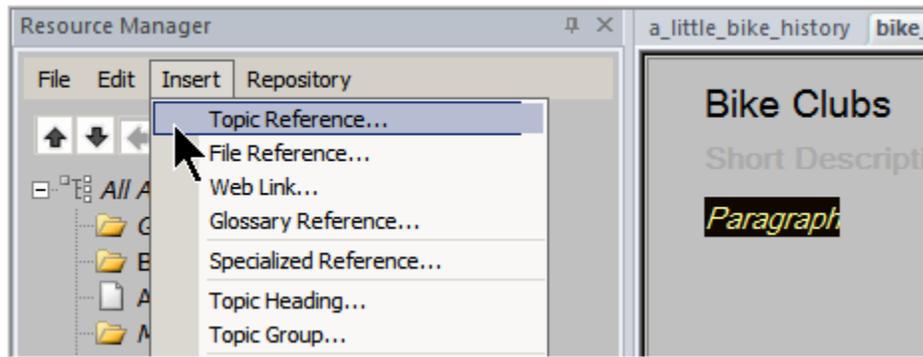
For **File name**, enter **bike\_clubs**

**Save**

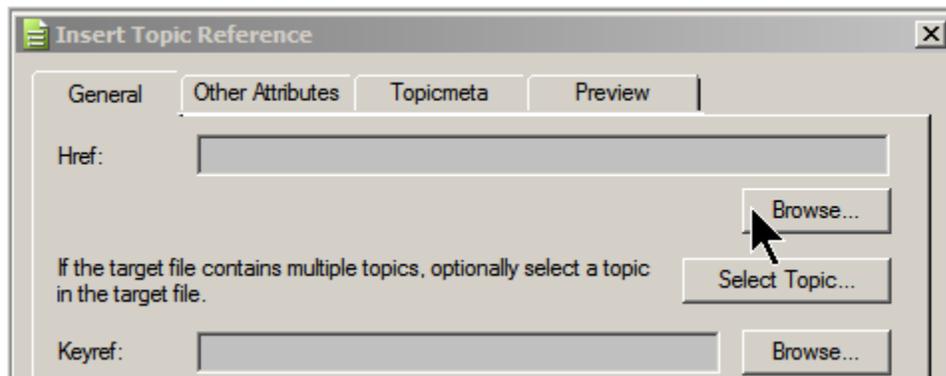


5. As before, you want to insert this topic in the Resource Manager

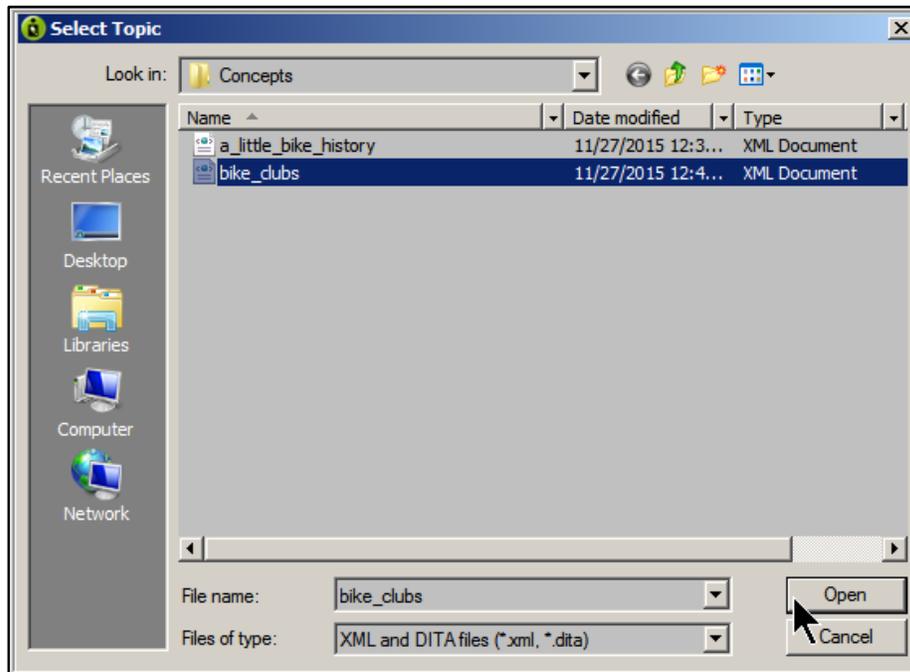
Resource Manager > Insert > Topic Reference ...



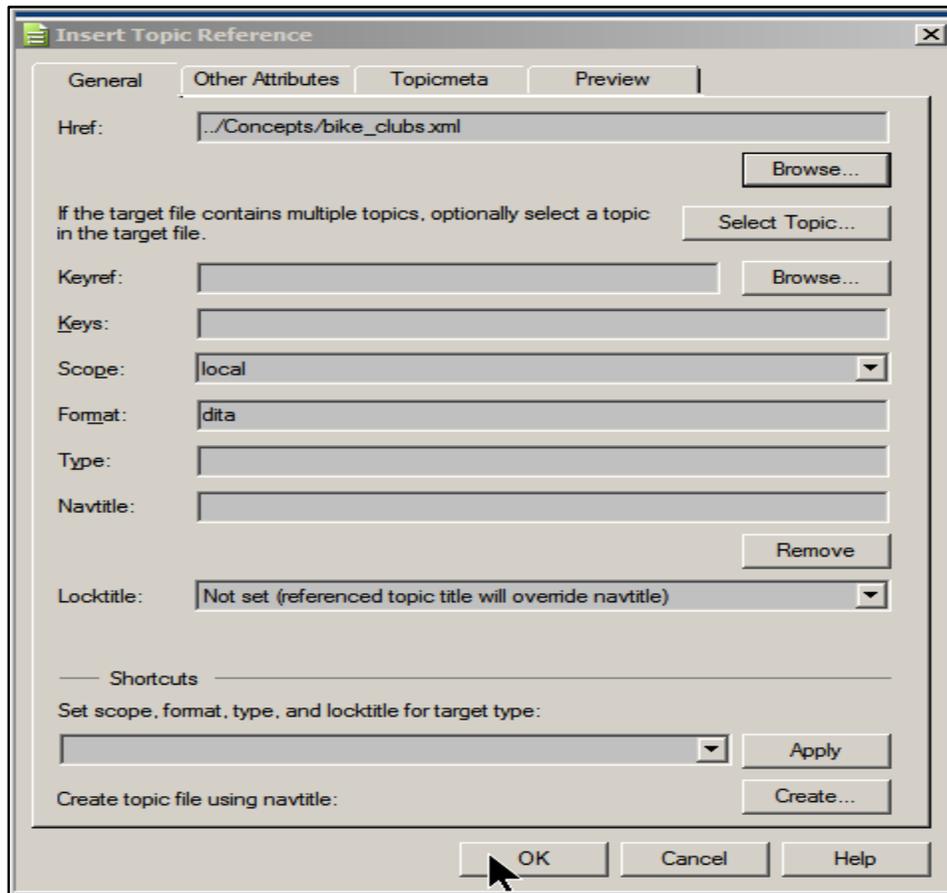
6. Browse...



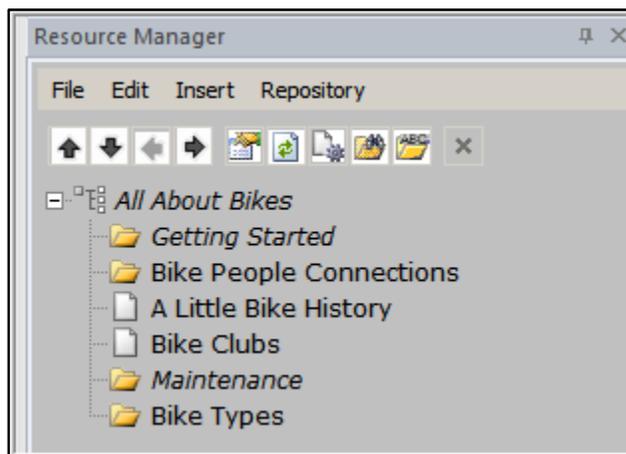
7. Select **bike\_clubs** > Open



8. OK



9. In the **Resource Manager** you should now see:



## Placing the Concepts Into Your Headings

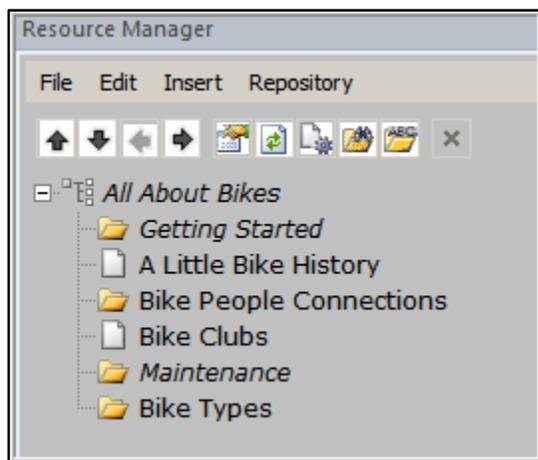
Now you want to place your concepts into their proper headings. One way of doing this is select the topic and drag it into the desired heading.

Let's place **A Little Bike History** topic into **Getting Started** topic header

### Procedure: Inserting the Concepts into your Headings

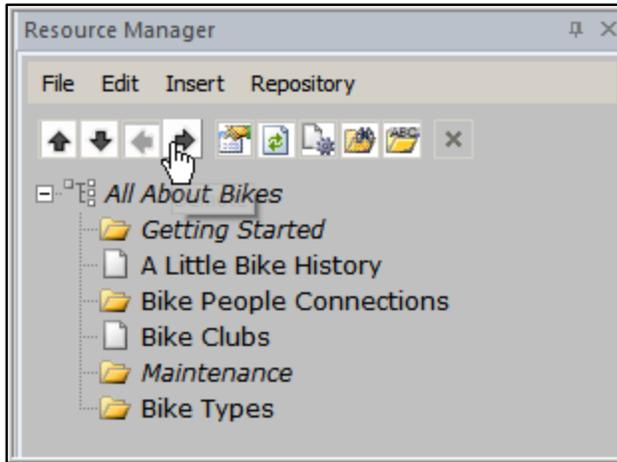
1. Select **A Little Bike History** and drag it under **Getting Started**.

You should now see:

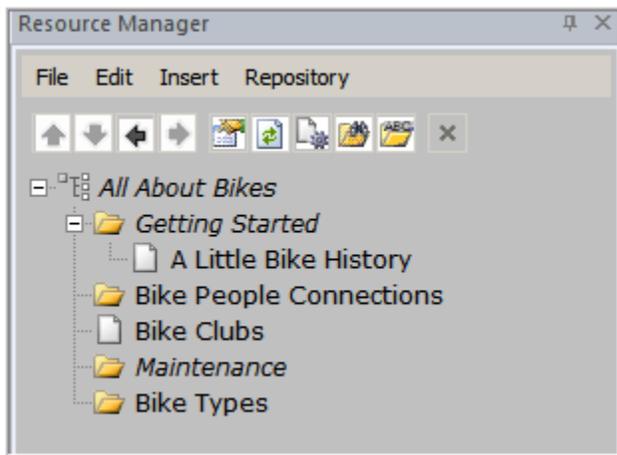


2. Now let's place it in **Getting Started**

Click on the right navigation arrow

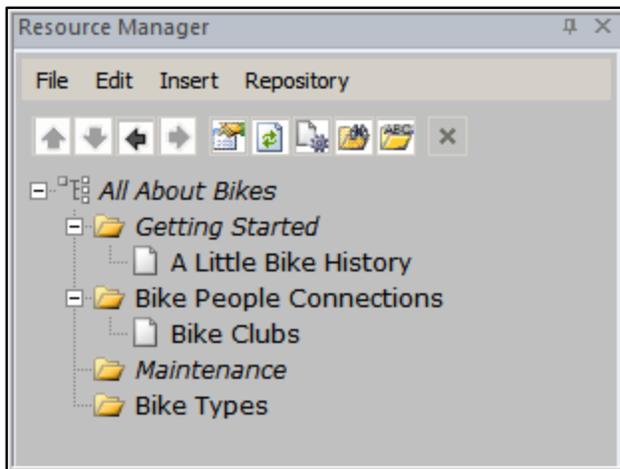


3. You should now see:



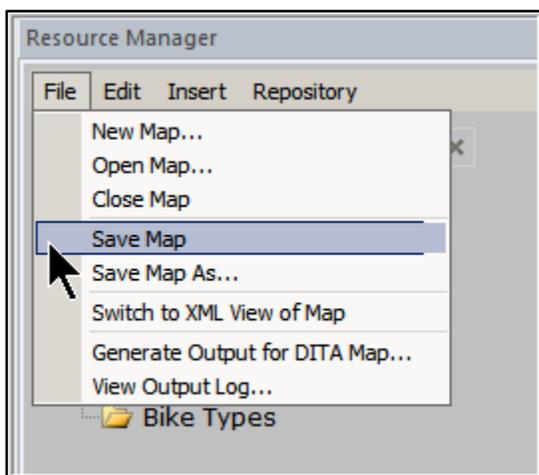
4. Now do the same procedure and place **Bike Clubs** in **Bike People Connections**.

You should now see:



5. Before leaving, let's save the map

**Resource Manager > File > Save Map**

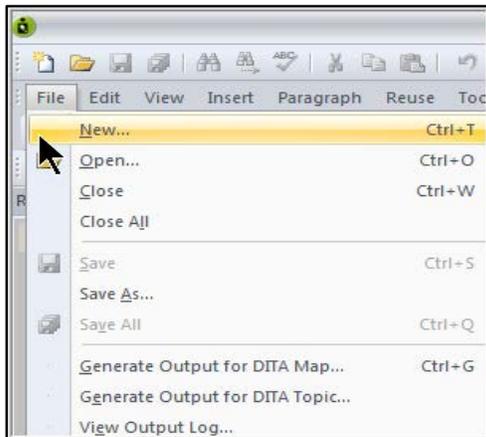


## Adding Tasks

You are now going to create the task **How to Change a Flat Tire**

## Procedure: Adding tasks

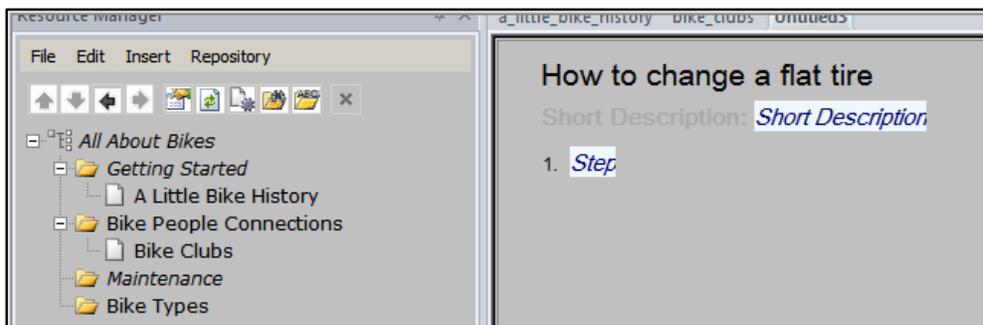
1. File > New...



2. DITA Topic tab > select Task icon > OK



3. Replace Task Title with How to change a flat tire

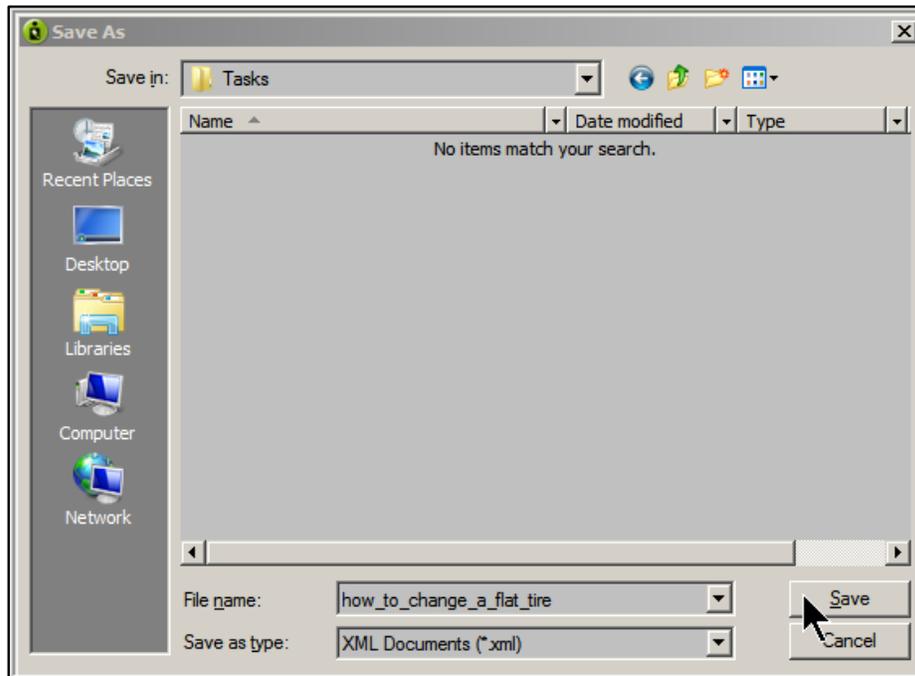


4. Let's save it by doing shortcut Ctrl +S

Browse to your **Tasks** folder

in **File name**, enter **how\_to\_change\_a\_flat\_tire**

**Save**



5. Select **Step**, enter **Remove tire from the wheel**

Hit the enter key twice to go to next step

Select the step and enter **Remove the inner tube from tire**

Hit Enter key twice

Enter **Patch Inner Tube**

Save the topic (Ctrl + S)

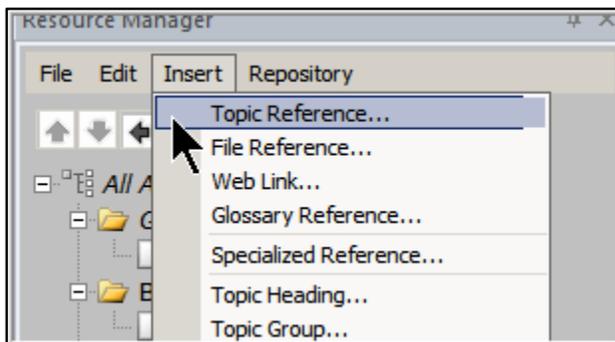
**How to change a flat tire**

Short Description: *Short Description*

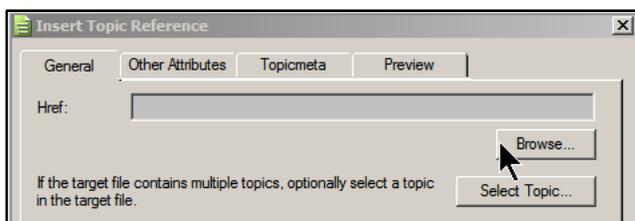
1. Remove the tire from the wheel
2. Remove the inner tube from the wheel
3. Patch inner tube

*Step Result*

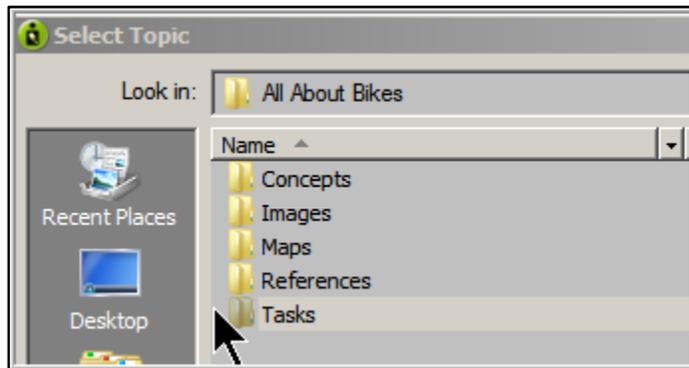
6. Resource Manager > Insert > File Reference ...



7. Browse ....

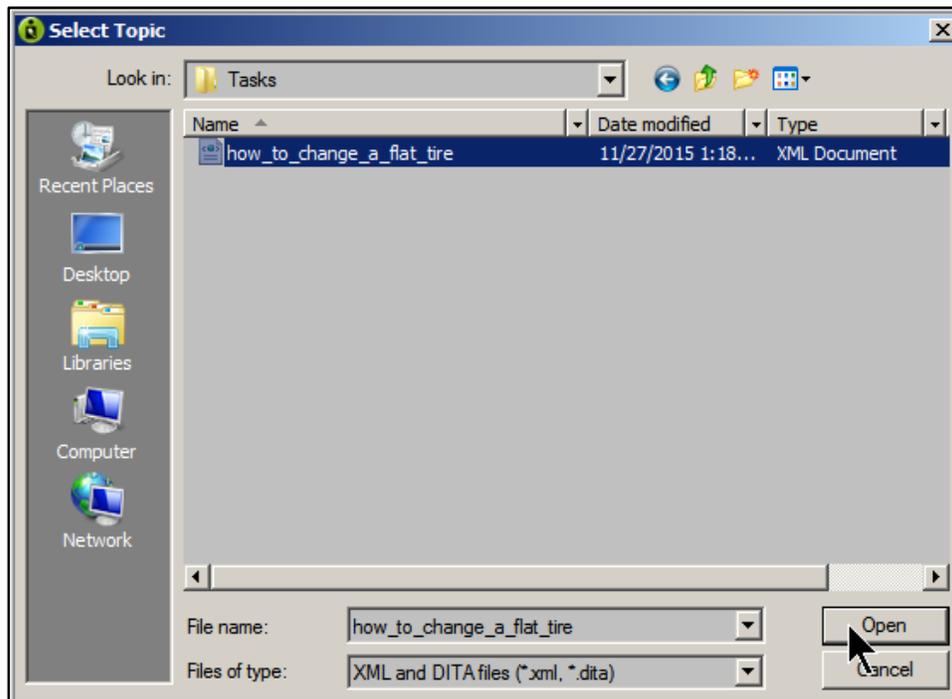


8. Double-click on the **Tasks** folder

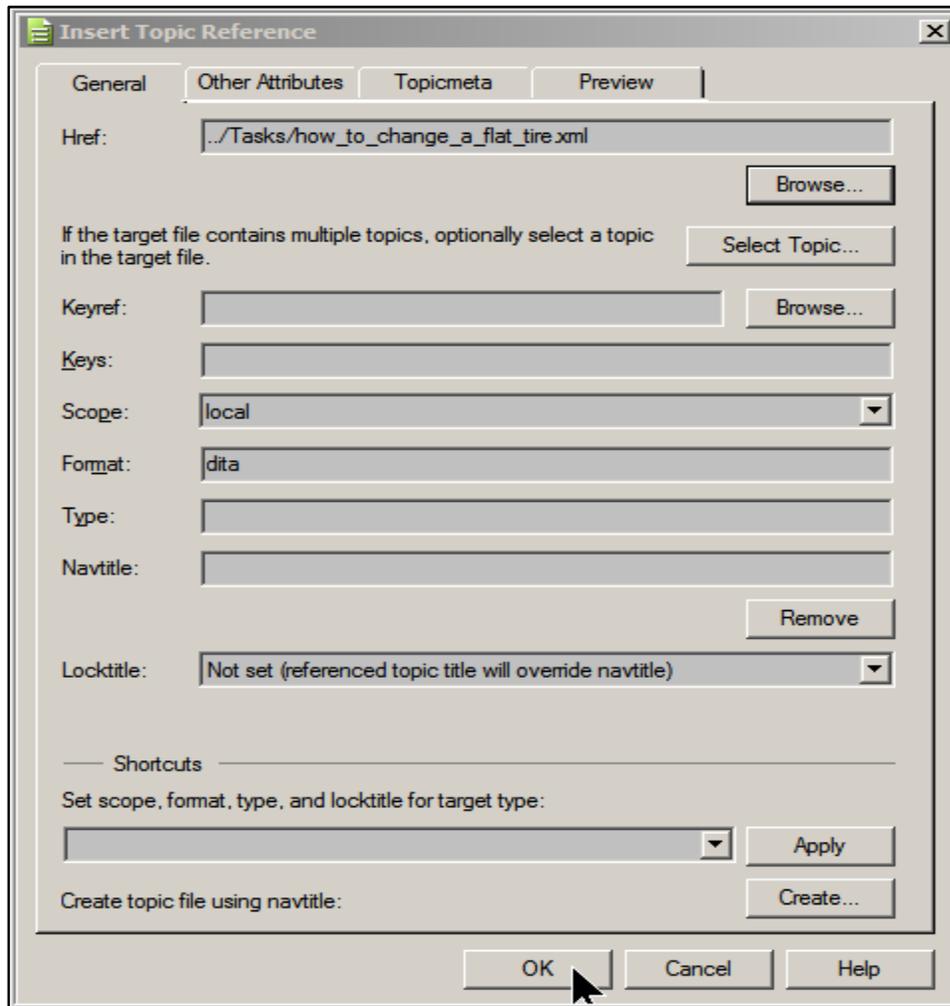


9. Select `how_to_change_a_flat_tire`

Open

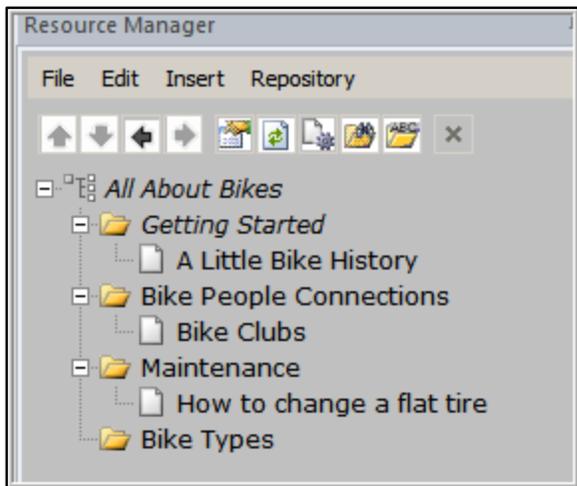


10. OK



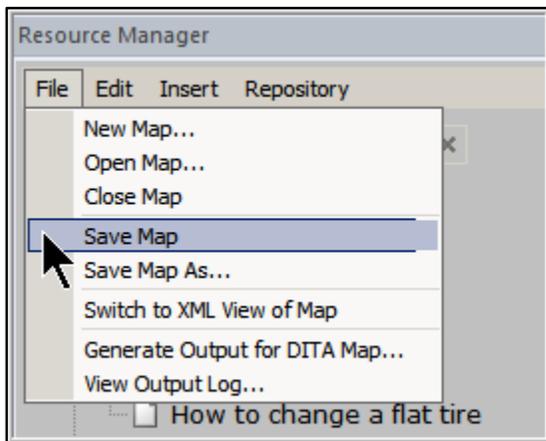
11. Now select and drag **How to change a flat tire** and place it in the **Maintenance** folder.

When finished, it should look like this:



12. Let's save the map

Resource Manager > File > Save Map

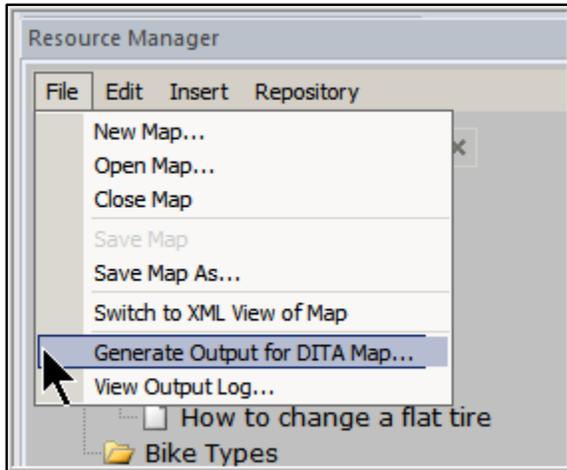


## Generating an Output

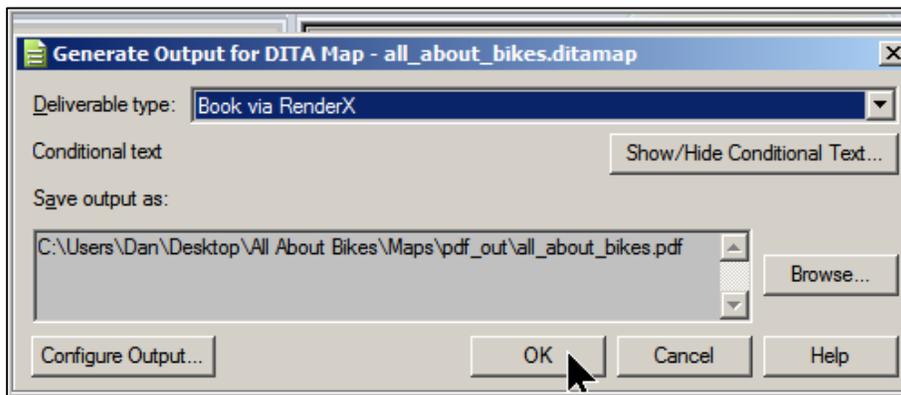
Let's take a look at the document you have created so far. You do this by generating your document and the default file is outputted as a PDF.

### Procedure: Generating an output PDF

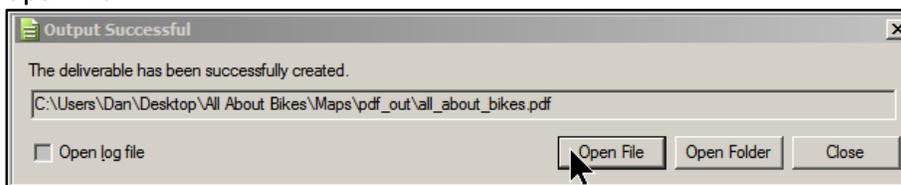
1. Resource Manager > File > Generate Output for DITA Map ...



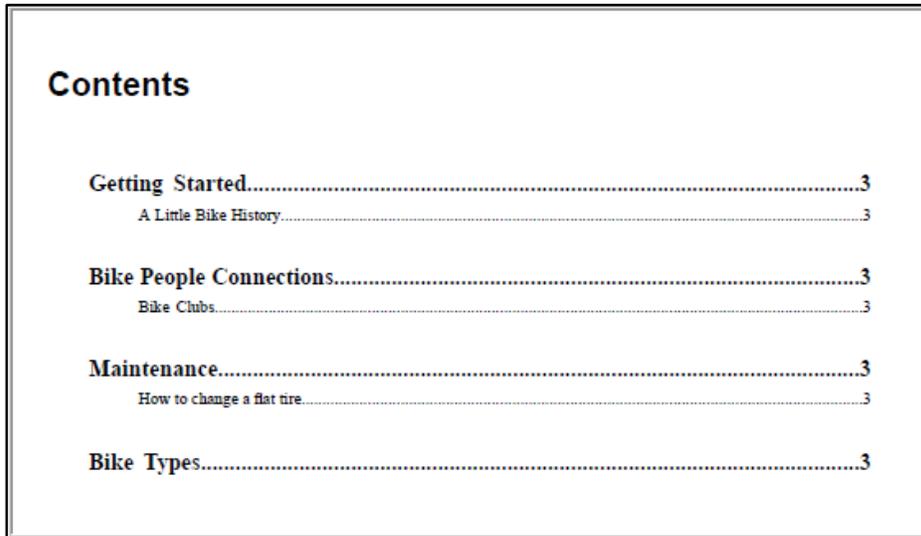
2. OK



3. Open File



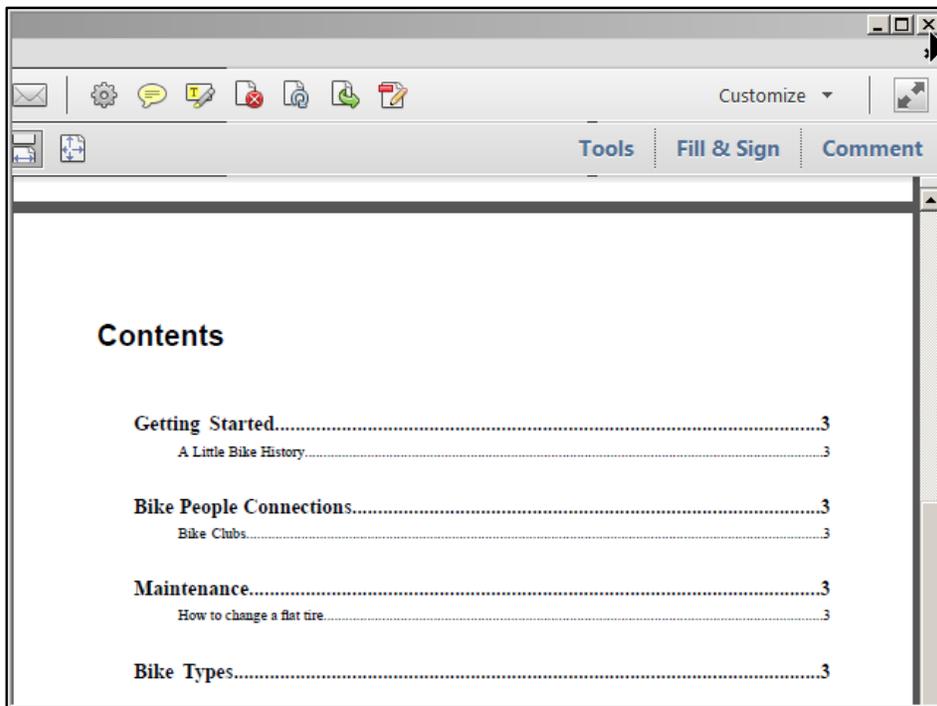
4. Scroll down to **Contents**



The screenshot shows a document page with the title "Contents" at the top left. Below the title is a table of contents listing sections and their page numbers. The sections are: "Getting Started" (page 3), "A Little Bike History" (page 3), "Bike People Connections" (page 3), "Bike Clubs" (page 3), "Maintenance" (page 3), "How to change a flat tire" (page 3), and "Bike Types" (page 3).

<b>Getting Started</b> .....	<b>3</b>
A Little Bike History.....	3
<b>Bike People Connections</b> .....	<b>3</b>
Bike Clubs.....	3
<b>Maintenance</b> .....	<b>3</b>
How to change a flat tire.....	3
<b>Bike Types</b> .....	<b>3</b>

5. Close



## Adding References

You have created and added two major DITA topic types, **Concepts** and **Tasks**. The third major topic type is **References**. A Reference is additional or supplementary material that you want to

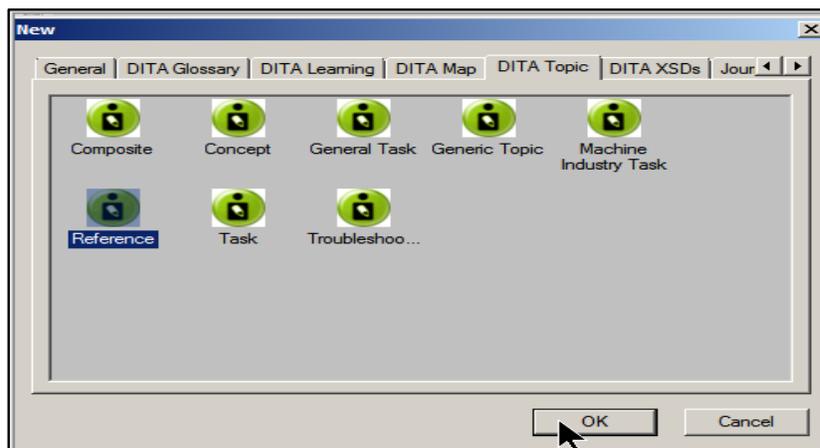
include in your document. In many cases this informational is inserted through the use of a table. You are going to create a new reference and call it **Bike Types**:

Bike Type	Ride Type	Type of Surface
Road	Go pretty fast and long distances	Pavement
Mountain	Go as fast as terrain allows	Dirt, sand, rocks
Recumbent	Usually slower than road bikes	Pavement
Hybrid	Same characteristics as road and mountain bikes	Pavement, dirt, sand, rocks

### Procedure: Adding References

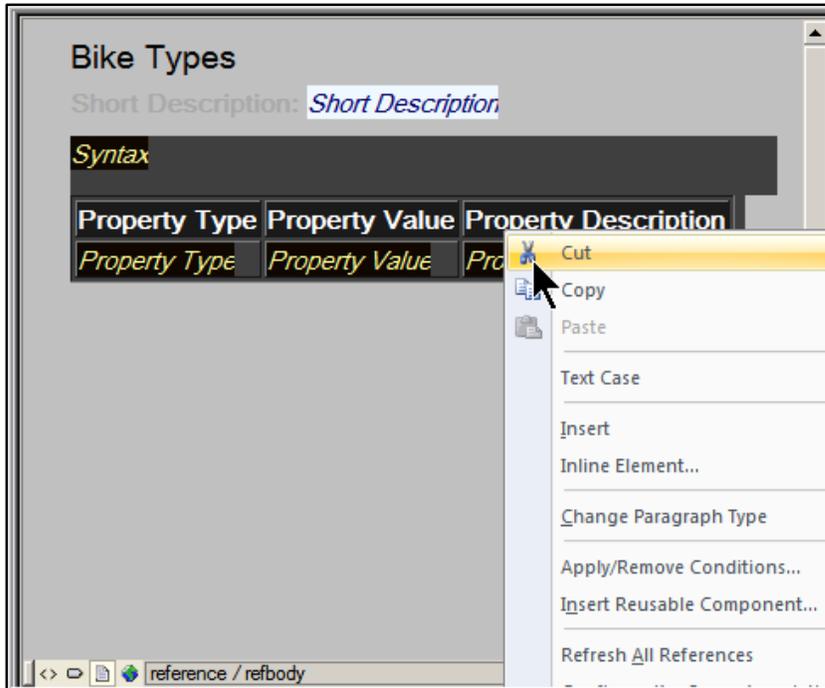
1. Open XMetaL > **File** > **New ...**

Select **DITA Topic** tab > **Reference** icon > **OK**

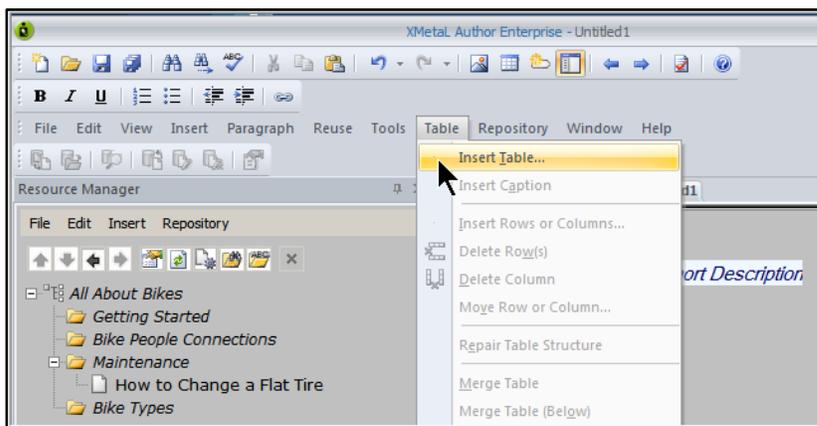


2. Replace **Reference Title** with **Bike Types**

Select (darken) the elements shown > Right-click on them > **Cut**



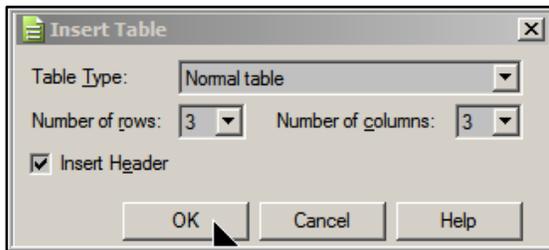
### 3. Table > Insert Table



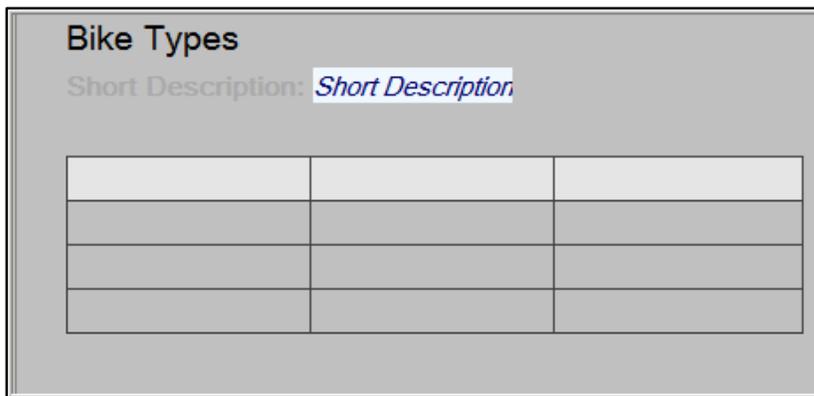
### 4. Enter in information as shown

Select **Insert Header**

OK

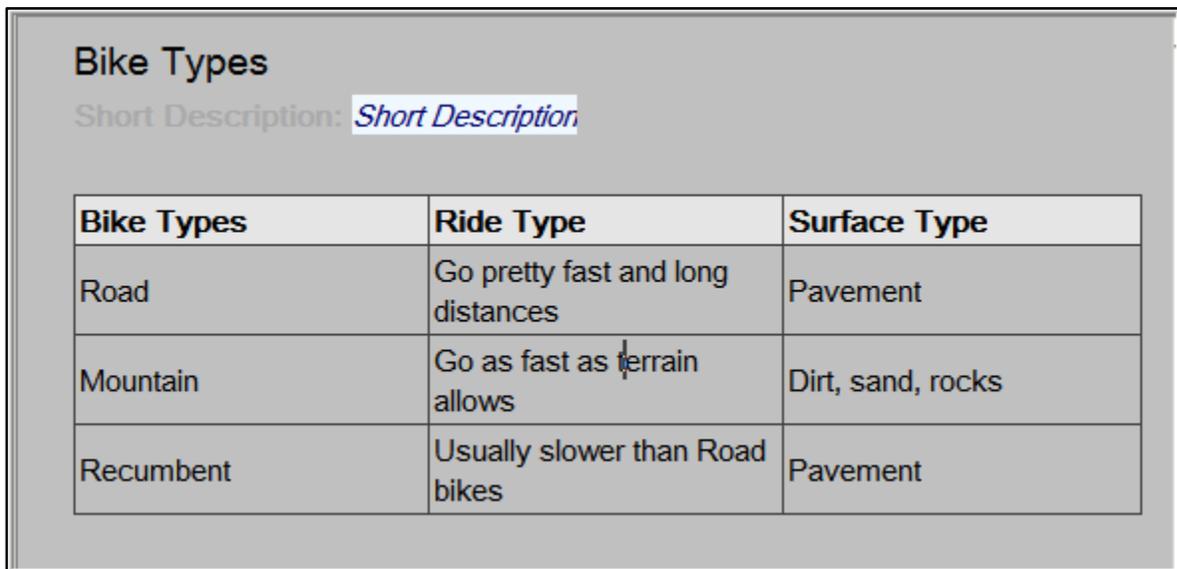


5. You should see:

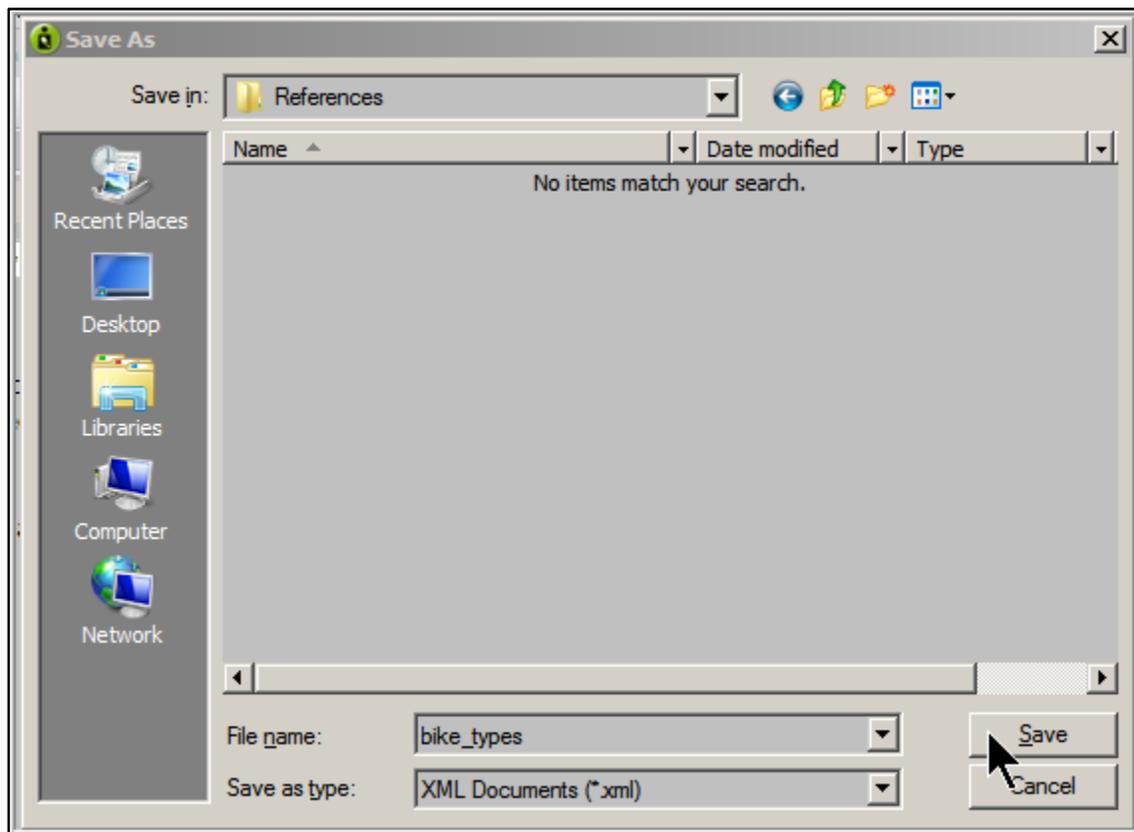


6. Enter the information as shown below.

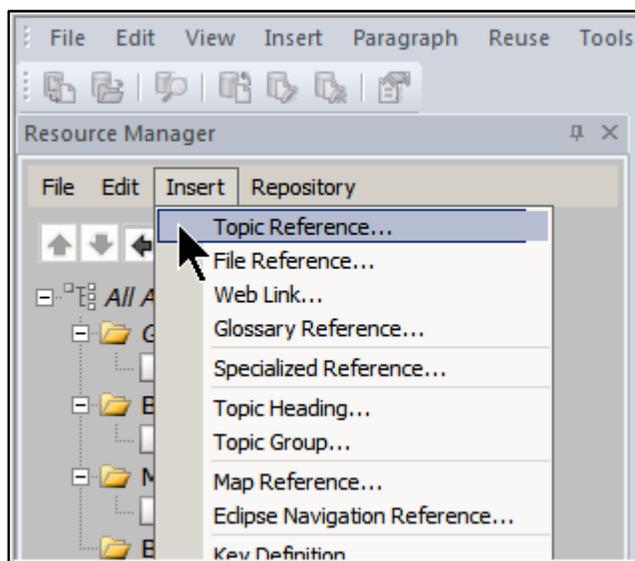
After you have completed the form, save it > **Ctrl + S**



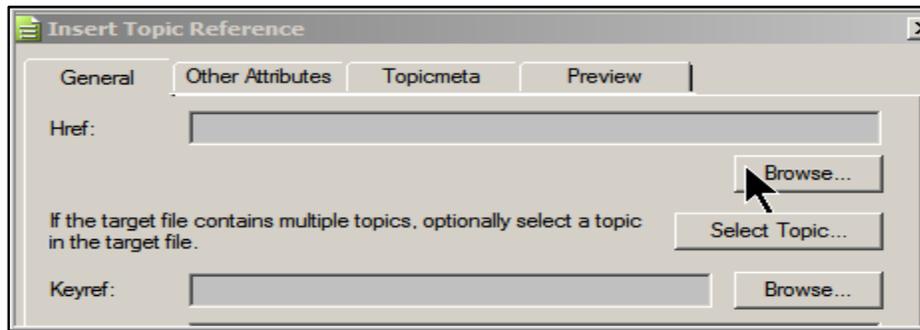
7. Browse to your **References** folder > for File name, enter **bike\_types** > **Save**



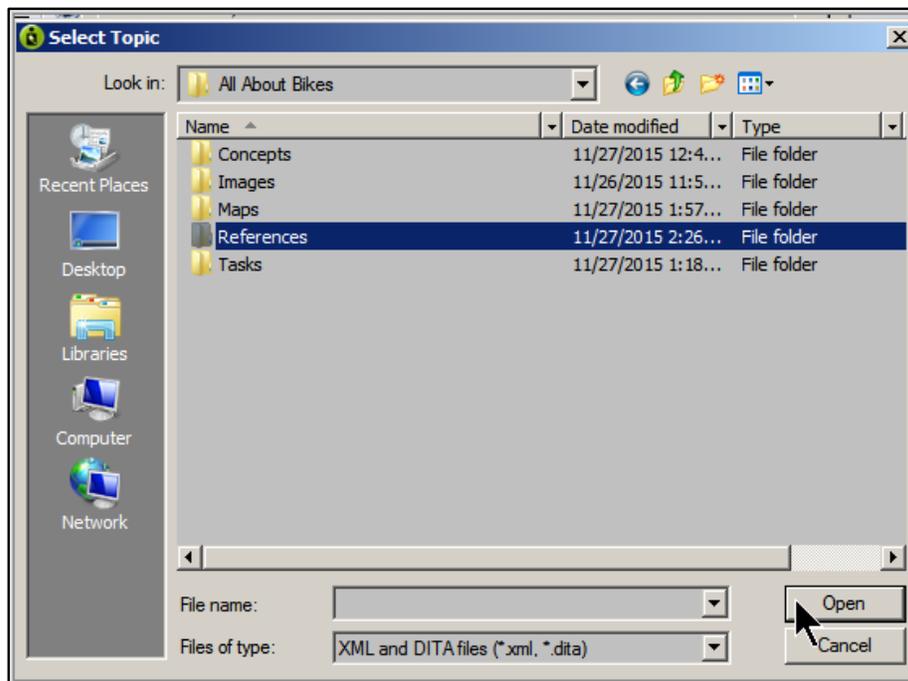
8. Now let's link it to the map  
Under **Resource Manager** > **Insert** > **Topic Reference...** >



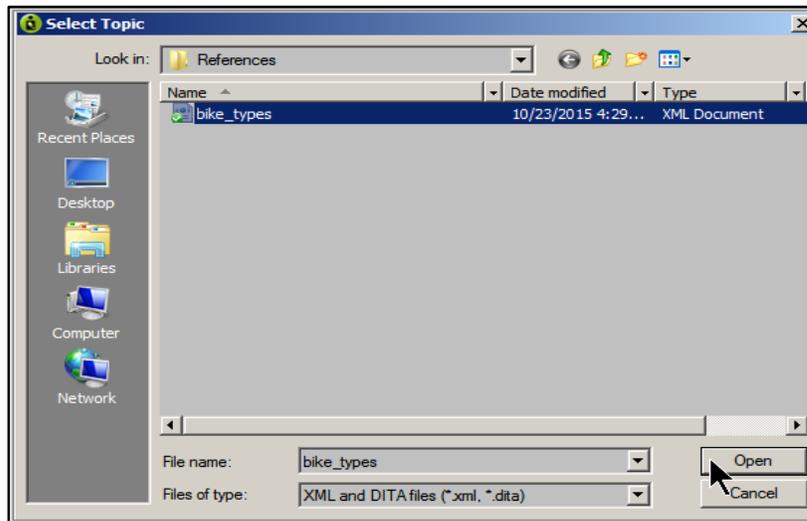
## 9. Browse...



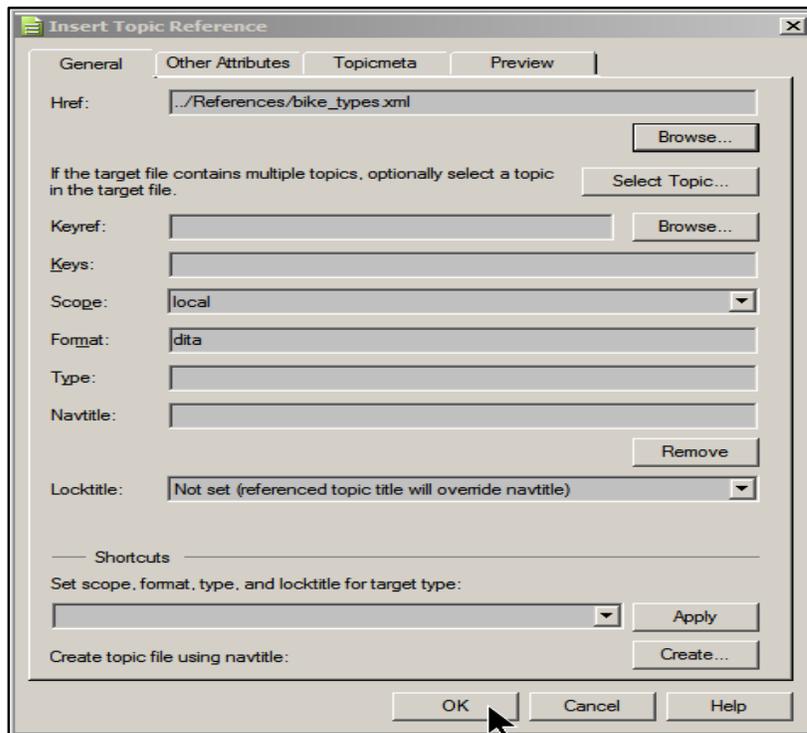
## 10. Select References > Open



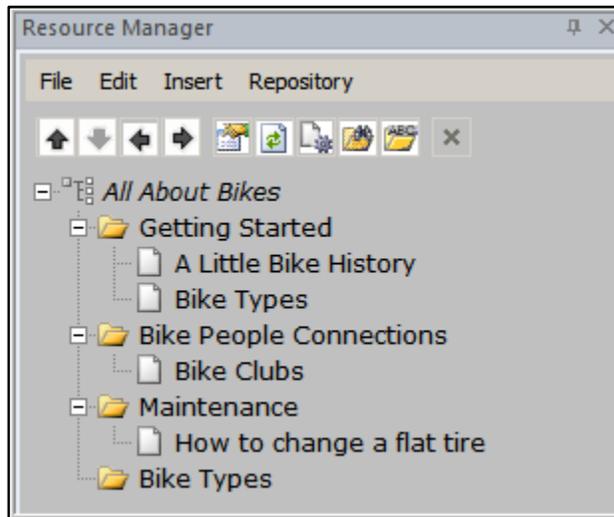
11. In your **References** folder > select **bike\_types** > **Open**



12. Click **OK**



13. You should see:

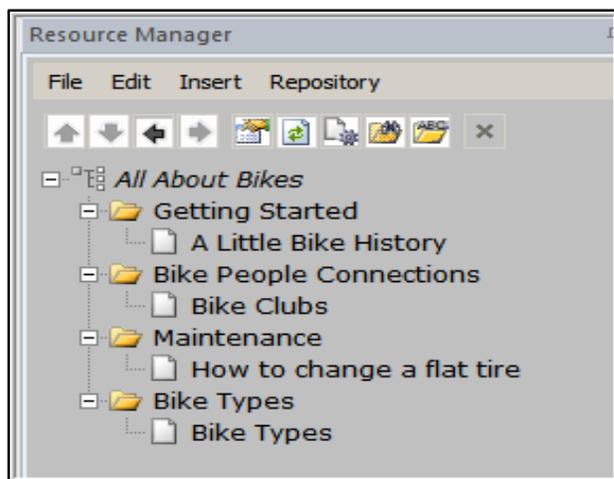


14. Let's put **Bike Types** topic in the **Bike Types** category

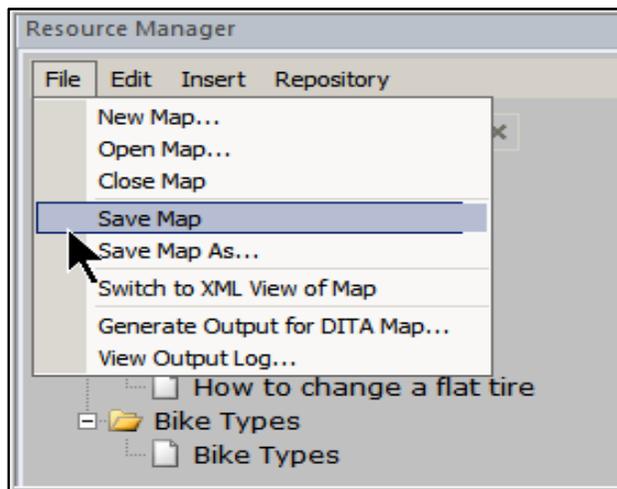
Select **Bike Types** topic

Drag it into the **Bike Types** category

When completed, you should see:

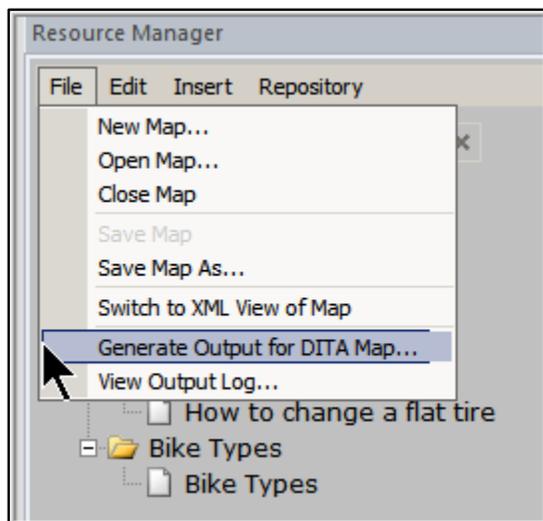


15. Resource Manager > Save Map

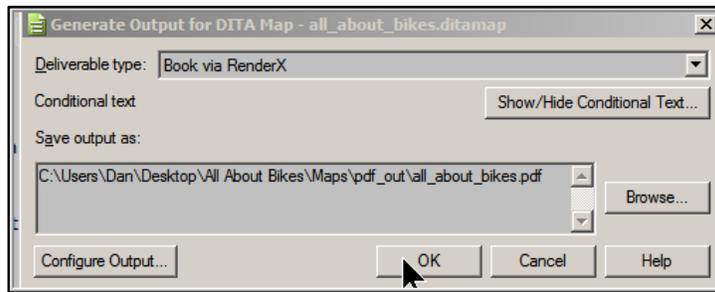


Procedure: Generate output

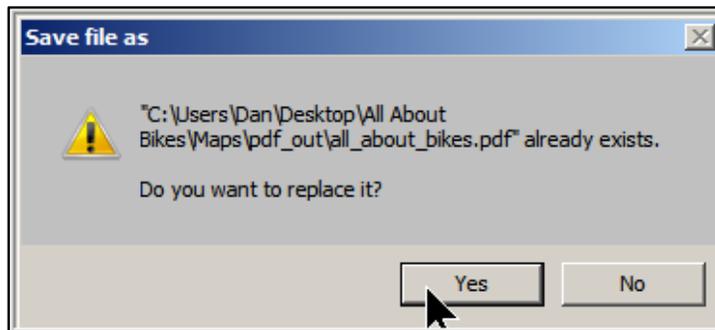
1. Resource Manager > File > Generate Output for DITA Map...



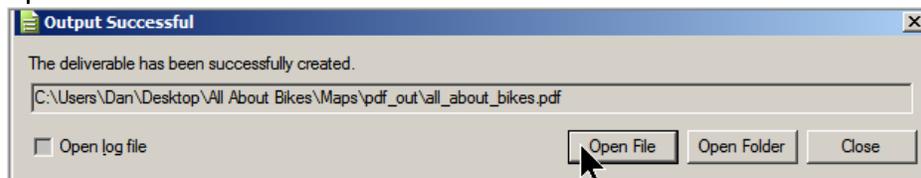
2. OK



3. Yes



4. Open File



5. Scroll down

## **Getting Started**

---

### **A Little Bike History**

---

## **Bike People Connections**

---

### **Bike Clubs**

---

## **Maintenance**

---

### **How to change a flat tire**

---

1. Remove the tire from the wheel
2. Remove the inner tube from the wheel
3. Patch inner tube

## **Bike Types**

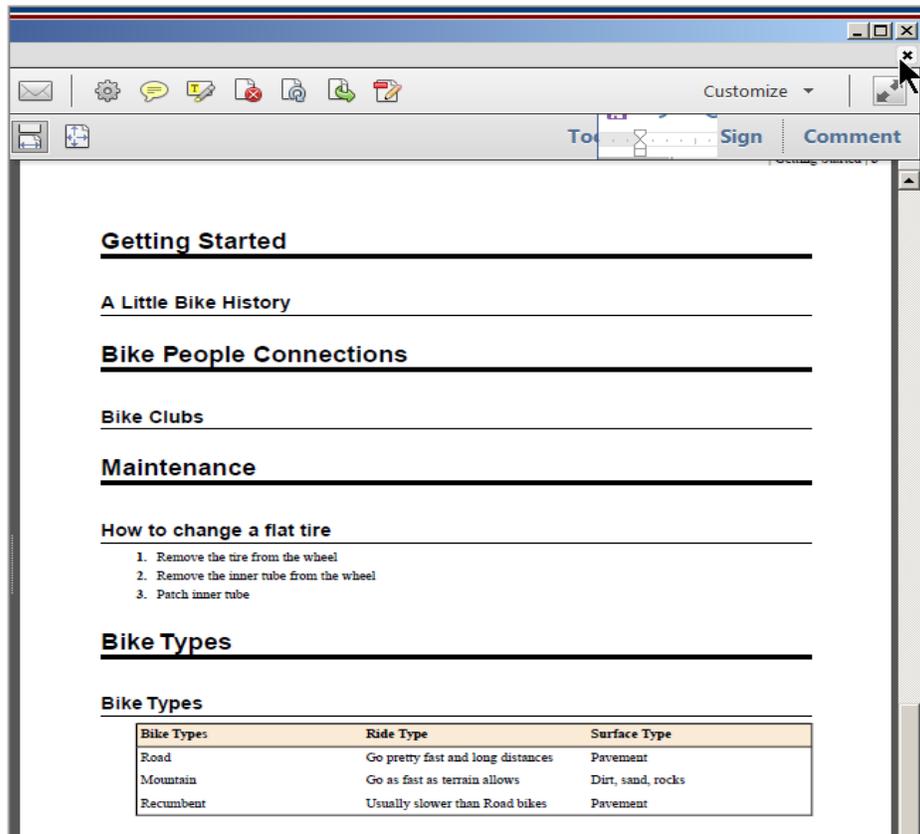
---

### **Bike Types**

---

<b>Bike Types</b>	<b>Ride Type</b>	<b>Surface Type</b>
Road	Go pretty fast and long distances	Pavement
Mountain	Go as fast as terrain allows	Dirt, sand, rocks
Recumbent	Usually slower than Road bikes	Pavement

6. Close the PDF

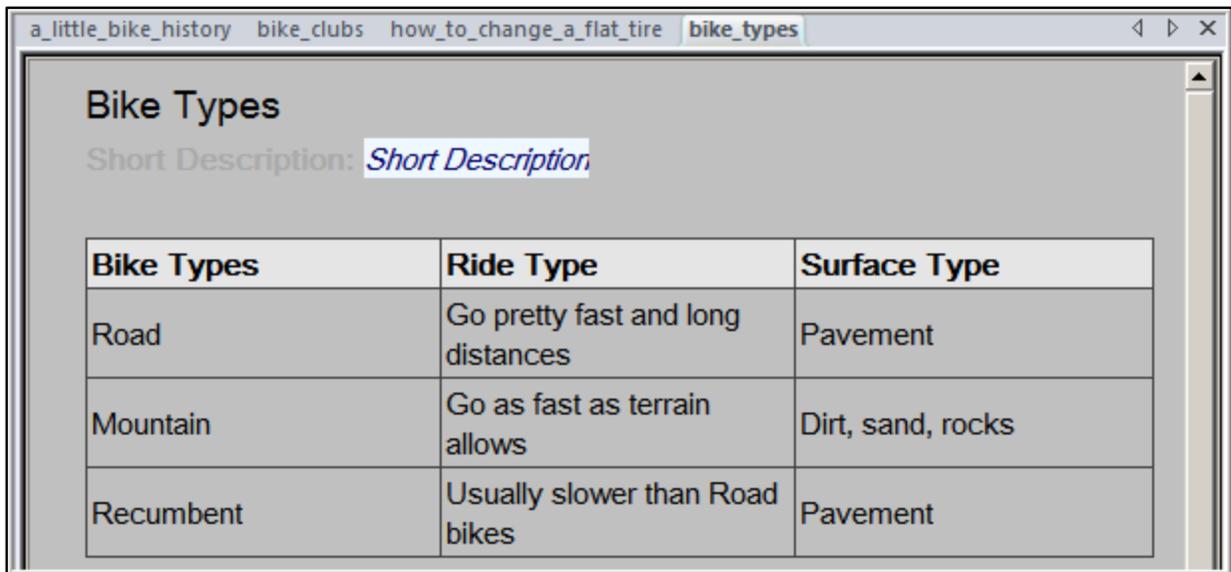


## Opening, Closing and Navigating Through Your Topics

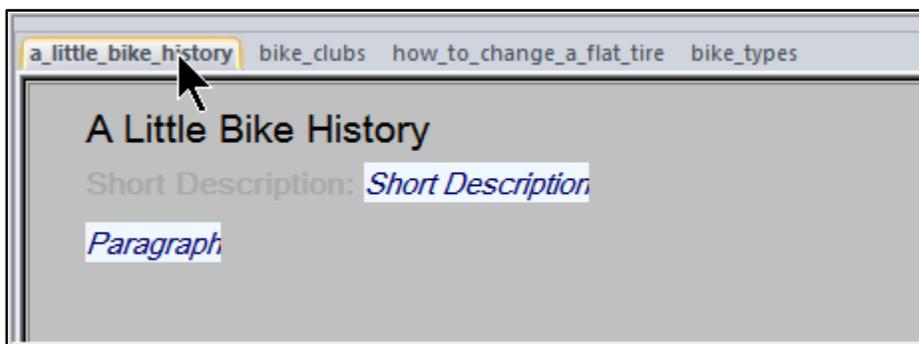
Let's take some time now to learn about topic navigation, mainly how to close and open topics.

### Procedure: Navigating through your Topics

1. Across the top for the editor you can see all your topics starting with **a\_little\_bike\_history** on the far left.



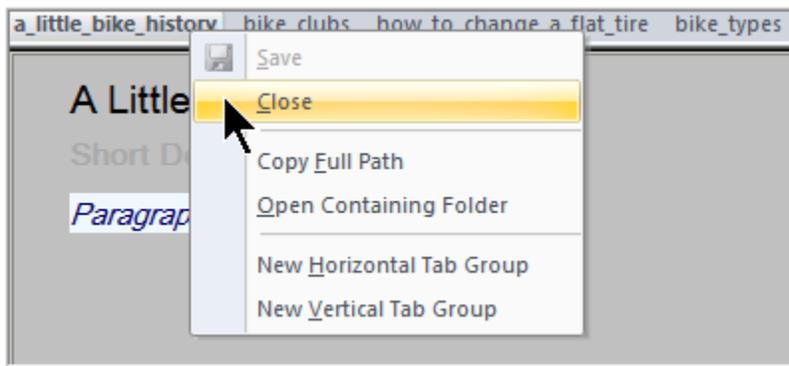
2. Select it



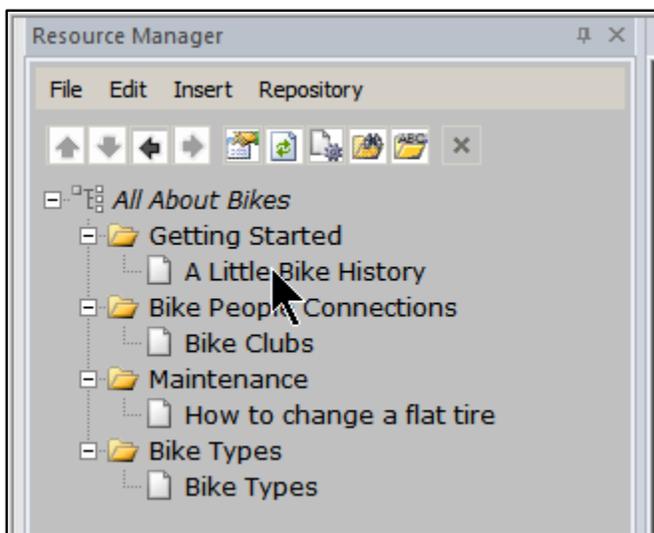
3. You will see its topic



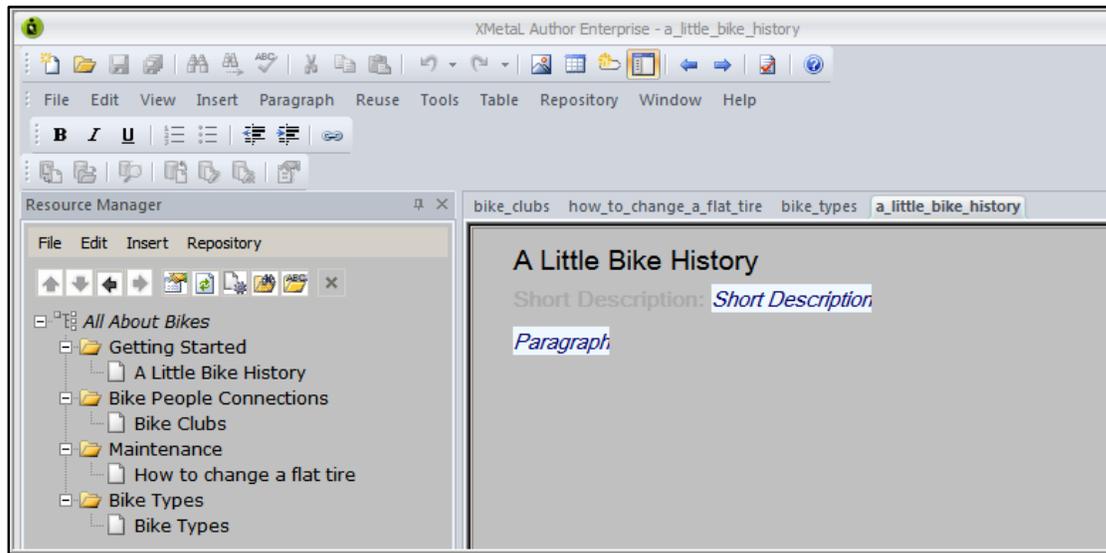
4. To close it, right-click on it > **Close**



5. To reopen it, double-click on the text in **A Little Bike History**



6. And it opens



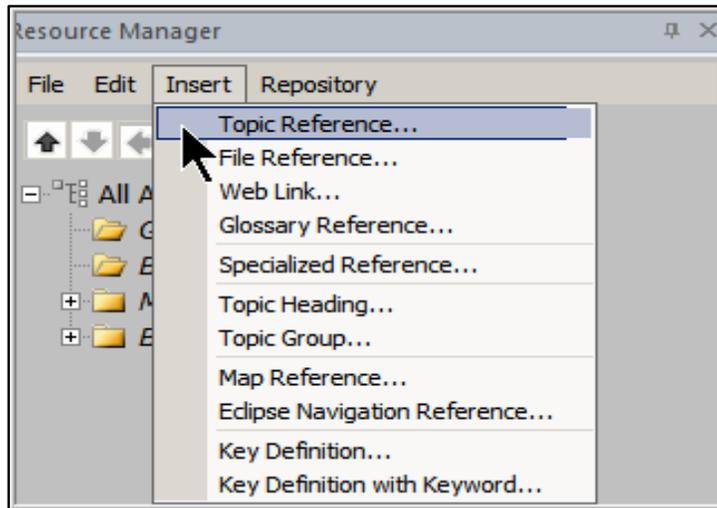
## Shortcut Method for Creating Concepts and Tasks

We are going to show you a faster way to add topics.

In this example we are going to create a new concept **Bike Web Sites** and place it under the **Bike People Connections** heading.

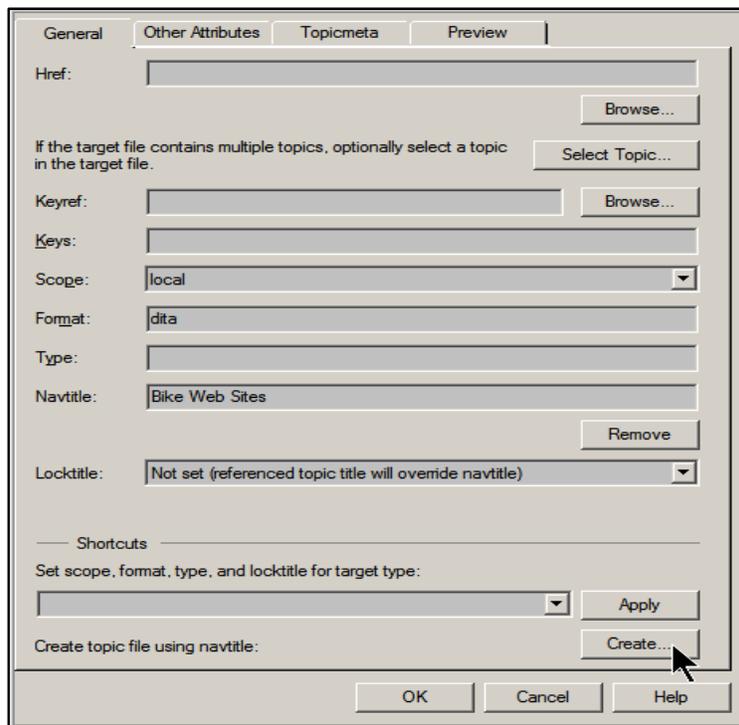
## Procedure: Shortcut

1. Under **Resource Manager > Insert > Topic Reference**

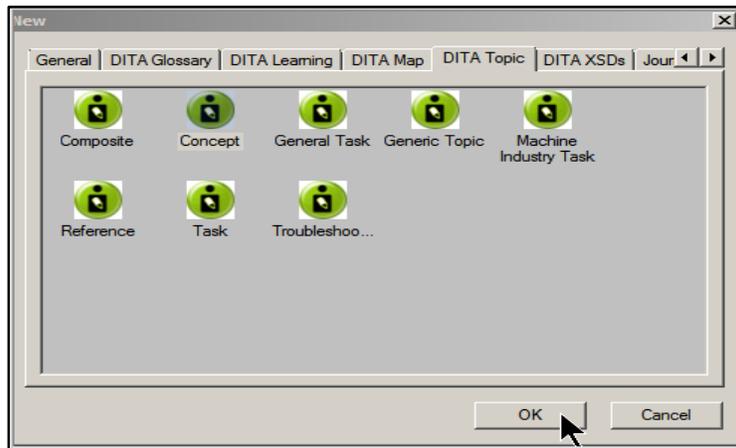


2. In **Navtitle**, enter the name of your concept or topic

We will enter **Bike Web Sites > Create**



3. Select **Concept** icon > **OK**

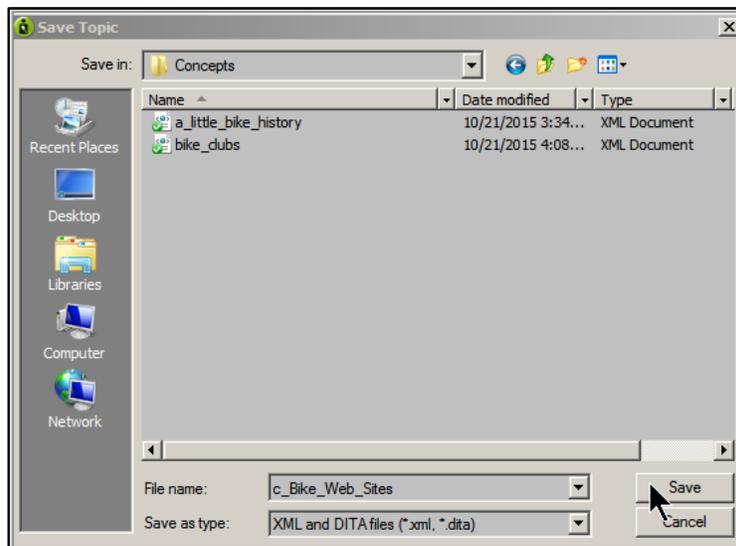


4. In **Save in**, browse to your **Concepts** folder

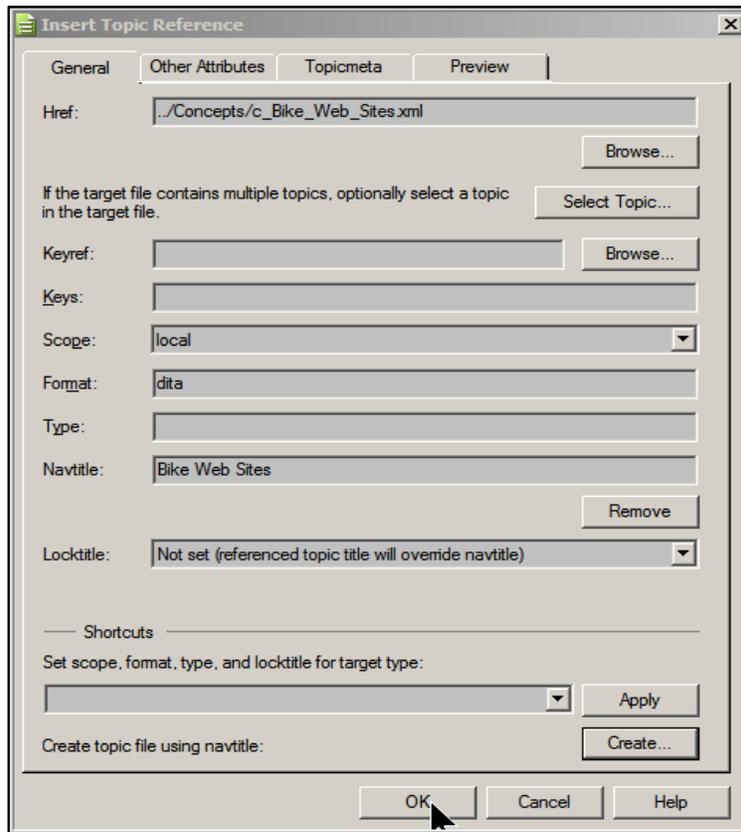
Notice that under **File name**, XMetaL has inserted **c\_Bike\_Web\_Site**

In other words, it put a c suffix (for concept) and inserted underscores between your concept name.

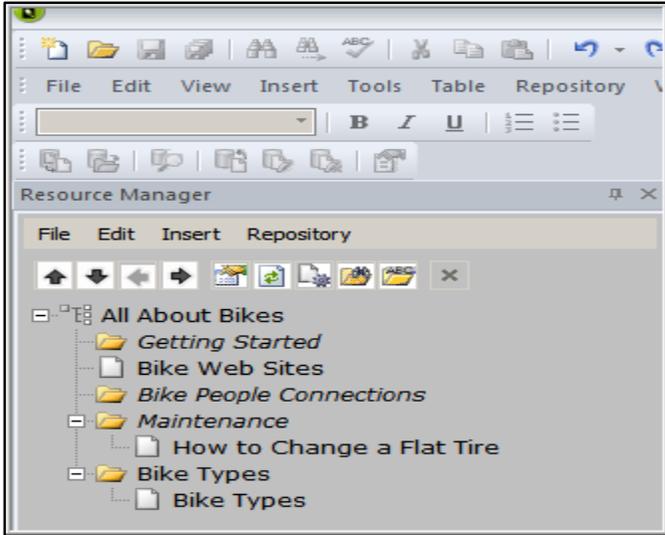
**Save**



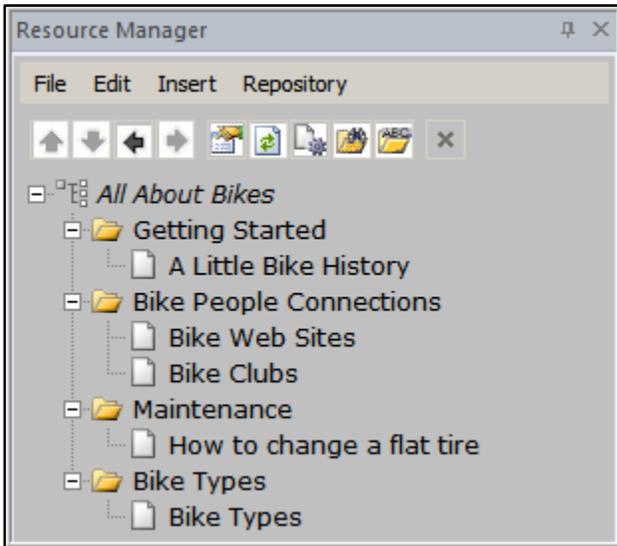
5. OK



6. Notice that XMetaL that it inserted **Bike Web Sites** in **Resource Manager** for us—we didn't have manually insert it as we did before  
Drag and put **Bike Web Sites** under **Bike People Connections** heading

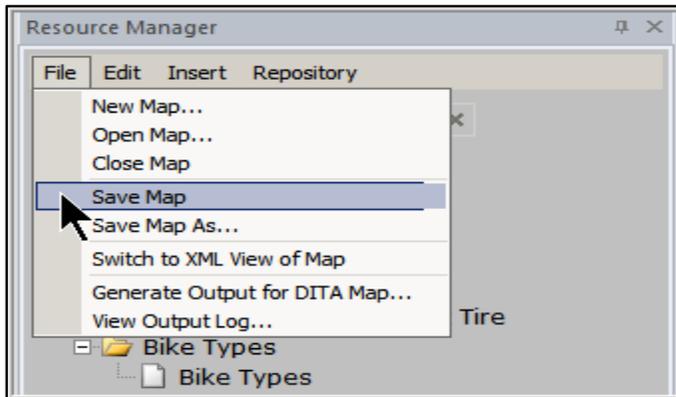


7. You should now see



8. As a last step, let's save our map

Under **Resource Manager > File > Save Map**



By using this shortcut, you have saved seven steps in creating topics.

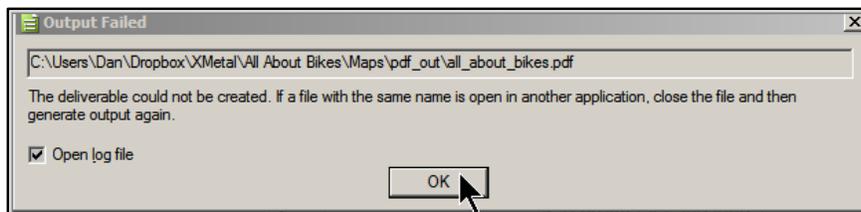
Because we will use this shortcut from this point on the tutorial

## Troubleshooting Your Output

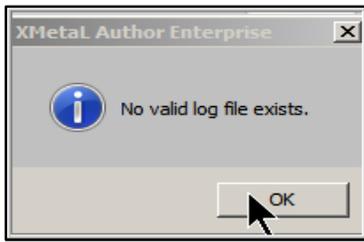
If you repeat generating your output, you will get the message  
Click **Yes**



If you do not close the file from your previous generation, you will get this unclear message:  
**OK**



Click **OK**



Close your previous pdf output and these message will not appear.

Just remember to close your output after every generation and you'll have no problem.

## Best Practices

Before using XMetal, organize your topics by creating a number of folders to save your files (topics) in:

- Concepts
- Tasks
- Maps
- Images
- References

As soon as you create your map, save it: Under **Resource Manager**, **File > Save**

As soon as you create a concept, task or reference, save it: **ctrl + S**

To save everything (all maps and all topics): **File > Save All**

## Summary

You are off to a good start so let's review what you have accomplished so far.

In essence, with XMetal you are creating a map, then topics (concepts, tasks, references), then linking them under your map and finally outputting your map.

To organize your topics, you first created a core folder to hold all of them—in the example, you created an **All About Bikes** folder and within it you created **Maps**, **Concepts**, **Images**, **References**, and **Tasks** folders.

Next you opened up XMetal and created a map and named it **All about Bikes**. This will be the title page of your document and you can change it later.

And, as a good practice, you should immediately save your map after you create it.

Next you created four headings—**Getting Started**, **Bike People Connections**, **Maintenance**, and **Bike Types**—in which you will place your topics.

You outputted your document to view what you have done so far.

You created your first concept **A Little Bike History** and saved it, inserted into the **Resource Manager** and then placed it in **Getting Started**.

You outputted your document and reviewed it.

You created another concept topic **Bike Clubs** and saved it and placed it in **Bike People Connections**.

Next you created your first task **How to Change Tire**, saved and inserted it placed it in **Maintenance**.

Finally, you created your first reference **All Bike Types** saved and inserted it and then placed it in **Bike Types**.

And to finish, to outputted you document a final time and reviewed it.

It's an iterative process and we recommend you modify your document and review it before adding a lot of additional content—we call it “chuck reviewing,” that is, review as you go.

## Overview of Document Creation

## **XMetaL 10 Authoring Process**

**1. Create a Map (Title of your document)**

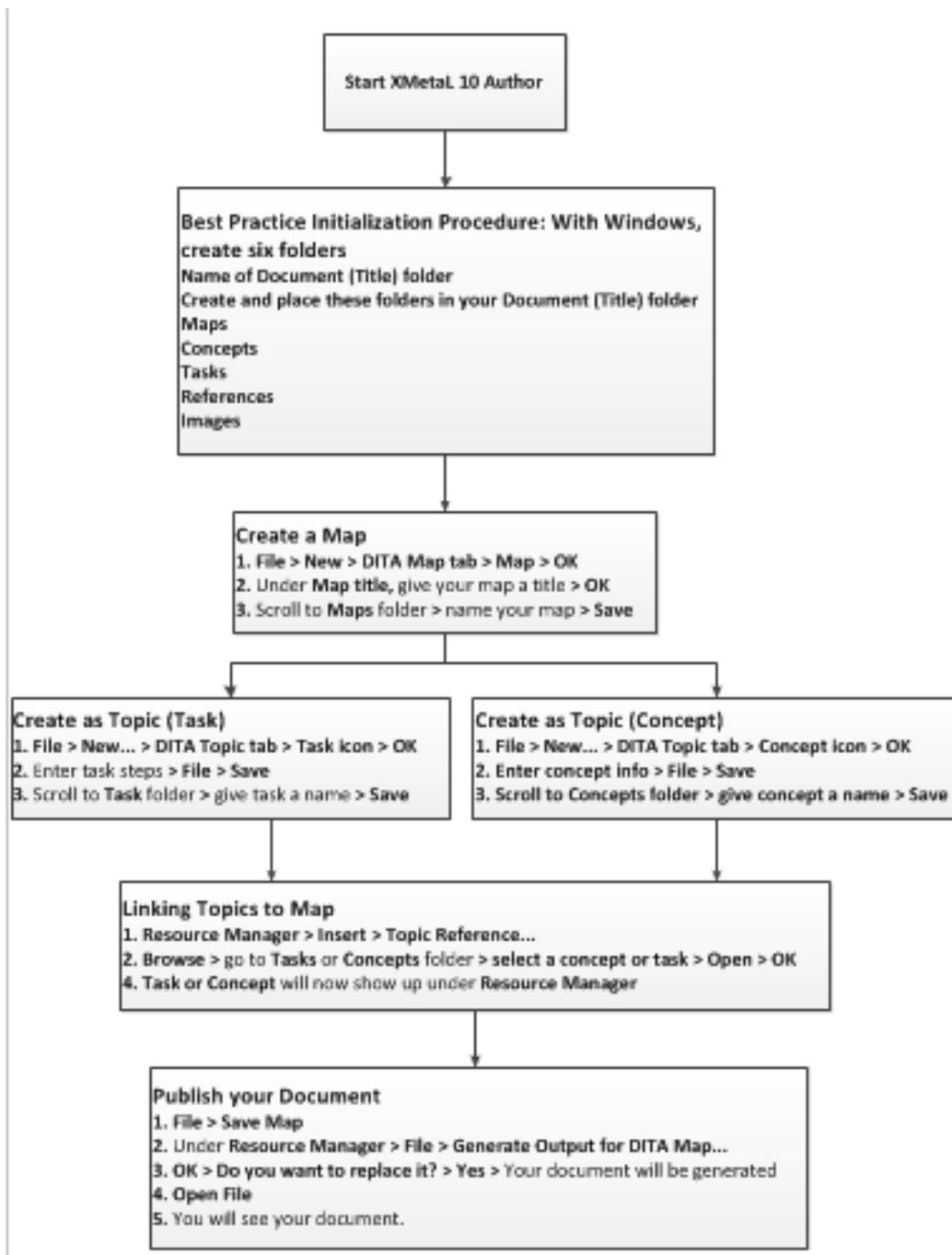
**2. Create your Topics (Concepts, Tasks, References)**

**3. Link your Map to your Topics**

**4. Generate (output) your Map and obtain a PDF of your document**

**5. Repeat steps 2 to 4 until you get your final desired document**

[Detailed Document Creation](#)



## Review Questions

For answers, see page Error! Bookmark not defined..

1. As a best practice before you even start XMetaL, it's a good idea to create folders entitled **Maps, Concepts, Tasks, Reference**, and Images and keep them all in a folder that has the title of your document.
    - a. True
    - b. False
  2. A Map ...
    - a. Links all your topics
    - b. Acts like an organizer for your topics
    - c. Is not necessary to produce your output
    - d. Is similar to a table of contents
  3. Creating Topic Headings in your map is an excellent way to organize your topics into major categories
    - a. True
    - b. False
  4. The **Resource Manager** contains your **Maps** that link to your topics
    - a. True
    - b. False
  5. Of all three major topics, the References topic is the one used most
    - a. True
    - b. False
  6. Under the **Resource Manager**, you can reposition your topics using...
    - a. Arrows (up, down, left, right)
    - b. Drag and Drop
    - c. Cut and paste
- Using Insert function