

Introduction to Structured Authoring

Virtual Duration: 1 x 2 hour

Chapter 1

Document Structure

- Open and manipulate Structure View
- View element boundaries in Document Window
- View element boundaries as tags in Document Window
- Select elements in Document Window and Structure View
- Use keyboard to navigate through elements in Structure View
- View attributes in Structure View
- Open and manipulate Element Catalog
- Review list of element terms

Chapter 2

Editing Structure

- Insert new elements
- Type text in new element
- Wrap elements around existing text
- Change elements
- Merge two or more elements into one
- Split element into two
- Unwrap an element
- Recognise incorrectly placed and missing elements
- Move elements by dragging in Structure View

Chapter 3

Attributes

- Change attribute display
- Change prompting for attributes on element insertion
- Provide attribute values for new elements
- Modify attribute values of existing elements
- Recognise invalid attributes and correct them

Chapter 4

Validation

- Use Element Validation window
- Specify scope of validation
- Correct invalid structure