Internal Document

Technical Publications Using Microsoft® Word

THE Open Group
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Preface

The Open Group

The Open Group, a vendor and technology-neutral consortium, has a vision of Boundaryless Information Flow achieved through global interoperability in a secure, reliable, and timely manner. The Open Group mission is to drive the creation of Boundaryless Information Flow by:

- Working with customers to capture, understand, and address current and emerging requirements, establish policies, and share best practices
- Working with suppliers, consortia, and standards bodies to develop consensus and facilitate interoperability, to evolve and integrate open specifications and open source technologies
- Offering a comprehensive set of services to enhance the operational efficiency of consortia
- Developing and operating the industry's premier certification service and encouraging procurement of certified products

In the global eCommerce world of today, no single economic entity can achieve independence while still ensuring interoperability. The assurance that products will interoperate with each other across differing systems and platforms is essential to the success of eCommerce and business workflow. The Open Group, with its proven certification programs, is the international guarantor of interoperability in the new century.

The Open Group provides opportunities to exchange information and shape the future of IT. The Open Group members include some of the largest and most influential organizations in the world. The flexible structure of The Open Group membership allows for almost any organization, no matter what their size, to join and have a voice in shaping the future of the IT world.

More information is available at www.opengroup.org.

The Open Group has over 15 years’ experience in developing and operating certification programs and has extensive experience developing and facilitating industry adoption of test suites used to validate conformance to an open standard or specification.

More information is available at www.opengroup.org/testing.

The Open Group publishes a wide range of technical documentation, the main part of which is focused on development of Technical and Product Standards and Guides, but which also includes white papers, technical studies, branding and testing documentation, and business titles. Full details and a catalog are available at www.opengroup.org/pubs.

As with all live documents, Technical Standards and Specifications require revision to align with new developments and associated international standards. To distinguish between revised specifications which are fully backwards-compatible and those which are not:
• A new Version indicates there is no change to the definitive information contained in the previous publication of that title, but additions/extensions are included. As such, it replaces the previous publication.

• A new Issue indicates there is substantive change to the definitive information contained in the previous publication of that title, and there may also be additions/extensions. As such, both previous and new documents are maintained as current publications.

Readers should note that Corrigenda may apply to any publication. Corrigenda information is published at www.opengroup.org/corrigenda.

This Document

This document describes how to use The Open Group Microsoft Word template for technical publications.

It should be followed to ensure a unified approach to producing document source.

This document is intended for anyone who drafts or writes technical documents for publication by The Open Group using Microsoft Word.

Editors should also refer to The Open Group Technical Publications Writing Style, Doc. No. I801A, December 1998.

References to menu options and window layout are based on Microsoft Word 2000.
Trademarks

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Microsoft® is a registered trademark of Microsoft Corporation in the United States and/or other countries.

The Open Group acknowledges that there may be other brand, company, and product names used in this document that may be covered by trademark protection and advises the reader to verify them independently.
Referenced Documents

The following documents are referenced in this document:

1 Introduction

Along with this document (techpubs_style), you should have received a separate template file – techpubs_template. You should use a copy of the techpubs_template file to develop your document, making every effort to avoid making changes to the style definitions.

This chapter describes the structure and elements of the template file.

1.1 Front Matter

1.1.1 Title Page
Enter the document type and the document title.

1.1.2 Copyright Page
Edit the copyright date using the format Month Year.
Edit the email address for feedback as appropriate.

1.1.3 Contents
The Contents are generated when printing the document. To manually update them, Right-Click on the Contents list and select Update Field.

1.1.4 Preface
The standard introductory section about The Open Group should appear first.
You are required to provide information about "This Document". Include a brief introduction to the document and its purpose, the intended audience and any prerequisite knowledge, a brief overview of the document structure, and typographical conventions.

1.1.5 Trademarks
All trademark references should be listed here.
The Open Group trademark statement should remain in the file. You should make every effort to list other trademark and product attributions used in the document. The general disclaimer text can be used to cover missing attributions, if necessary.

1.1.6 Acknowledgements
Any acknowledgements should be listed here. If there are none, remove this section.
1.1.7 **Referenced Documents**

Referenced Documents should be listed here. Ideally, each reference should include the title, author, date, publisher, and document number.

1.2 **Main Body**

All new sections in the main body of your document should begin on an odd-numbered page. Page numbering should be continuous throughout the document.

1.2.1 **Chapters**

Copy this section to create further chapters.

1.2.2 **Appendixes**

Copy this section to create further appendixes.

1.2.3 **Glossary**

Use the Variable List style for glossary entries.

1.2.4 **Index**

The Index is generated when printing the document. To manually update it, Right-Click on the Index list and select Update Field.

1.2.5 **Parts**

A sample part page is provided on Page 11. Copy this section to create further parts.

1.2.6 **Page Footers**

You should edit the Document Type and Document Title in the footers. Note that there are several parts in the template, all of which should be checked. The first section should have Roman page numbers.
2 Paragraph Formats

This chapter describes how to use the various paragraph styles to develop the content of your document.

2.1 Paragraphs

Use the Body style for basic paragraph text.

2.2 Cross-References

To insert a cross-reference, go to Insert/Cross-Reference.

Select Insert as hyperlink.

For Headings, try to be consistent in the reference style used.

For Figures and Tables, select Only Label and Number.

2.3 Examples

Code examples should appear in constant width font; use the Code Example style.

2.4 External References

References to external documents should be used consistently to avoid confusion. Their full designation should be added to the Referenced Documents section in the front matter.

2.5 Footnotes

To insert a footnote, select Insert/Footnote. The cursor will jump to the footnote field so that you can input text. Use the Footnote Text style.1

2.6 Graphics

Graphics can be incorporated into the document using Insert/Picture.

Add the caption below the figure by selecting Insert/Caption. Use the Caption style.

A colon after the auto-number is preferred. Numbering of figures should be continuous throughout the document.

Figure 1: Sample Figure Caption

---

1 This is a sample footnote.
2.7 **Headings**

For chapter headings, use Heading 1. This style always throws a new odd-numbered page.

Within a chapter, use Heading 2, Heading 3, Heading 4, and Unnumbered Heading.

For appendix headings, use Heading 1 Appendix. Within an appendix, use Heading 2 Appendix and Unnumbered Heading.

2.8 **Index**

To set a marker for an index entry:

- Highlight the text to appear in the index.
- Select Insert/Index and Contents and check Mark Entry.
- Enter data as appropriate and check Mark.

2.9 **Lists**

The preferred list formats are bullet, Arabic numeric, and variable.

For bullet lists, use the Bullet List style. For sublists below bullets, use the Dashed List style.

For numeric lists, use the Numbered List style. For sublists below numerics, use either the Dashed List style or the Numbered Sublist style.

For variable lists, use the Variable List style. You will need to enter the term followed by a tab. If the term is longer than the tab setting, use Shift+Return to start the following description at the correct indent.

2.10 **Notes**

To create a note, use the Note style. Enter the text “Note" in Bold followed by a tab, followed by the text of the note.

For multiple notes, use an Unnumbered Heading “Notes” followed by a Numbered List.

2.11 **Reference Pages**

To start a reference page, enter the name of the function/utility/macro using the Reference Page Name style.

For section headings (NAME, DESCRIPTION, etc.), use the Reference Page Section style. (For the standard names and ordering of these sections, refer to the Writing Style document listed in Referenced Documents.)

For text within the page, use the Reference Page Text style. Other character formats, such as lists, can be used as normal. For example, the SYNOPSIS would typically appear as a Code Example.
Avoid using footnotes in reference pages.

## 2.12 System Items

The following character formats are preferred for system items in normal text.

**Note** In code examples, constant width font is used for everything.

<table>
<thead>
<tr>
<th>System Item</th>
<th>Character Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure</td>
<td>Bold</td>
<td>aiocb</td>
</tr>
<tr>
<td>Structure member</td>
<td>Italic</td>
<td>aio_lio_opcode</td>
</tr>
<tr>
<td>Data type</td>
<td>Bold</td>
<td>long</td>
</tr>
<tr>
<td>Function</td>
<td>Italic, plus () in normal font</td>
<td>system()</td>
</tr>
<tr>
<td>Function argument</td>
<td>Italic</td>
<td>arg1</td>
</tr>
<tr>
<td>External variable</td>
<td>Italic</td>
<td>errno</td>
</tr>
<tr>
<td>Header</td>
<td>Bold, surrounded by &lt; … &gt;</td>
<td>&lt;sys/stat.h&gt;</td>
</tr>
<tr>
<td>Keyword</td>
<td>Bold</td>
<td>#define</td>
</tr>
<tr>
<td>Macro with argument</td>
<td>Italic, plus () in normal font</td>
<td>assert()</td>
</tr>
<tr>
<td>Macro without argument</td>
<td>Italic</td>
<td>INET_ADDRSTRLEN</td>
</tr>
<tr>
<td>Utility command</td>
<td>Bold</td>
<td>a, c</td>
</tr>
<tr>
<td>Conversion specifier</td>
<td>Constant width</td>
<td>%A</td>
</tr>
<tr>
<td>Environment variable</td>
<td>Italic</td>
<td>PATH</td>
</tr>
<tr>
<td>Error</td>
<td>Normal font, surrounded by [ … ]</td>
<td>[EINTR]</td>
</tr>
<tr>
<td>Filename</td>
<td>Bold</td>
<td>/tmp</td>
</tr>
<tr>
<td>Literal character</td>
<td>Constant width, surrounded by backquotes</td>
<td><code>c</code></td>
</tr>
<tr>
<td>Literal string</td>
<td>Constant width, surrounded by doublequotes</td>
<td>“abcde”</td>
</tr>
<tr>
<td>Parameter</td>
<td>Italic, surrounded by &lt; … &gt; in normal font</td>
<td>&lt;directory pathname&gt;</td>
</tr>
<tr>
<td>Special character</td>
<td>Normal font, surrounded by &lt; … &gt;</td>
<td>&lt;newline&gt;</td>
</tr>
<tr>
<td>Limit</td>
<td>Normal font, surrounded by { … }</td>
<td>{LINE_MAX}</td>
</tr>
<tr>
<td>Constant</td>
<td>Normal font</td>
<td>_POSIX_VDISABLE</td>
</tr>
<tr>
<td>Utility</td>
<td>Italic</td>
<td>awk</td>
</tr>
<tr>
<td>Utility operand</td>
<td>Italic</td>
<td>file_name</td>
</tr>
<tr>
<td>Utility option</td>
<td>Bold, preceded by –</td>
<td>–c</td>
</tr>
<tr>
<td>Utility option argument</td>
<td>Italic</td>
<td>width</td>
</tr>
</tbody>
</table>
2.13 Tables

For tables, use the Table Column Heading style for column headings and the Table Text style for the content of the cells.

A single line border is preferred for all cells.

For tables that span multiple pages, make sure the Table/Heading Rows Repeat option is selected.

Add the caption by selecting Insert/Caption. Use the Caption style.

A colon after the auto-number is preferred. Numbering of tables should be continuous throughout the document.

Table 1: Sample Table Caption
3 Other Facilities

3.1 Change Tracking
Microsoft Word will track changes using the Tools/Track Changes option.

3.2 Comparing Documents
Microsoft Word will compare two versions of a document using the Tools/Track Changes/Compare Documents option.

3.3 Line Numbering
To add line numbering, switch to the Print Layout view. Select the entire document and go to File/Page Setup. Click the Layout tab and Line Numbers. Select Add Line Numbering.

3.4 Export Formats
For publication, export as PDF and HTML.
A Sample Reference Page

The following sample reference page is taken from the Single UNIX Specification, Version 3.
**NAME**
encrypt – encoding function (CRYPT)

**SYNOPSIS**

```c
XSI #include <unistd.h>
void encrypt(char block[64], int edflag);
```

**DESCRIPTION**
The `encrypt()` function shall provide access to an implementation-defined encoding algorithm.

The key generated by `setkey()` is used to encrypt the string `block` with `encrypt()`.

The `block` argument to `encrypt()` shall be an array of length 64 bytes containing only the bytes with values of 0 and 1. The array is modified in place to a similar array using the key set by `setkey()`. If `edflag` is 0, the argument is encoded. If `edflag` is 1, the argument may be decoded (see the APPLICATION USAGE section); if the argument is not decoded, `errno` shall be set to [ENOSYS].

The `encrypt()` function shall not change the setting of `errno` if successful. An application wishing to check for error situations should set `errno` to 0 before calling `encrypt()`. If `errno` is non-zero on return, an error has occurred.

The `encrypt()` function need not be reentrant. A function that is not required to be reentrant is not required to be thread-safe.

**RETURN VALUE**
The `encrypt()` function shall not return a value.

**ERRORS**
The `encrypt()` function shall fail if:

- [ENOSYS] The functionality is not supported on this implementation.

**EXAMPLES**
None.

**APPLICATION USAGE**
Historical implementations of the `encrypt()` function used a rather primitive encoding algorithm. In some environments, decoding might not be implemented. This is related to some Government restrictions on encryption and decryption routines. Historical practice has been to ship a different version of the encryption library without the decryption feature in the routines supplied. Thus the exported version of `encrypt()` does encoding but not decoding.

**RATIONALE**
None.

**FUTURE DIRECTIONS**
None.

**SEE ALSO**
crypt(), setkey(), `<unistd.h>`

**CHANGE HISTORY**
First released in Issue 1. Derived from Issue 1 of the SVID.
B Sample Part Page

The Part page is derived from the Title page.

Edit the part number (which uses the Part Number style) and part title (which uses the Part Title style) as appropriate.

Part pages would normally appear on an odd-numbered page – the following is an example only.
Part 1

Title of Part
Glossary

Use the Variable List style (refer to Section 2.9) to build the Glossary as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>

Index

<table>
<thead>
<tr>
<th>Term</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;unistd.h&gt;</td>
<td>10</td>
</tr>
<tr>
<td>acknowledgements</td>
<td>1</td>
</tr>
<tr>
<td>appendix</td>
<td>2</td>
</tr>
<tr>
<td>chapter</td>
<td>2</td>
</tr>
<tr>
<td>contents</td>
<td>1</td>
</tr>
<tr>
<td>copyright</td>
<td>1</td>
</tr>
<tr>
<td>cross-reference</td>
<td>3</td>
</tr>
<tr>
<td>encrypt</td>
<td>10</td>
</tr>
<tr>
<td>example</td>
<td>3</td>
</tr>
<tr>
<td>export format</td>
<td>7</td>
</tr>
<tr>
<td>footnote</td>
<td>3</td>
</tr>
<tr>
<td>glossary</td>
<td>2, 13</td>
</tr>
<tr>
<td>graphics</td>
<td>3</td>
</tr>
<tr>
<td>headings</td>
<td>4</td>
</tr>
<tr>
<td>index</td>
<td>2, 4</td>
</tr>
<tr>
<td>line numbering</td>
<td>7</td>
</tr>
<tr>
<td>list</td>
<td>4</td>
</tr>
<tr>
<td>note</td>
<td>4</td>
</tr>
<tr>
<td>page numbering</td>
<td>2</td>
</tr>
<tr>
<td>part</td>
<td>2</td>
</tr>
<tr>
<td>part page</td>
<td>11</td>
</tr>
<tr>
<td>preface</td>
<td>1</td>
</tr>
<tr>
<td>reference</td>
<td>3</td>
</tr>
<tr>
<td>reference page</td>
<td>4, 9</td>
</tr>
<tr>
<td>references</td>
<td>2</td>
</tr>
<tr>
<td>system item</td>
<td>5</td>
</tr>
<tr>
<td>table</td>
<td>6</td>
</tr>
<tr>
<td>title page</td>
<td>1</td>
</tr>
<tr>
<td>trademarks</td>
<td>1</td>
</tr>
</tbody>
</table>