

Example 1—Review and edit for: nonsequential content, structure, and navigation

Online Writing Guidelines:

- Divide text into short, self-contained topics.
- Clearly identify main structural divisions.

| Original Document Structure ¹ | Edited Document Structure ¹ |
|---|--|
| Creating GCSC Web Pages ^{2,4} Creating GCSC Web Pages: Quick-Start ⁴ Example: Convert an Existing Page Example: Create a New ³ Page Creating GCSC Web Pages: Work in the Staging Area ⁴ Creating GCSC Web Pages: Develop Web Page Content ⁴ Create a .sunpublishrc File ⁵ Create a New ³ Web Page Convert an Existing Web Page Validate HTML Code ⁵ Creating GCSC Web Pages: Use the sunpublish Tool ⁴ Creating GCSC Web Pages: Push Web Pages ⁴ Creating GCSC Web Pages: Glossary ⁴ | Creating GCSC Web Pages: Introduction ² How to Convert an Existing GCSC Web Page: Quick-Start Example How to Create a GCSC Web Page: Quick-Start Example ³ Working in the Staging Directory: Creating GCSC Web Pages ⁴ Creating a .sunpublishrc File: Creating GCSC Web Pages ^{4,5} Developing Content for GCSC Web Pages ⁴ Converting an Existing Page Creating a Web Page ³ Validating HTML Code in GCSC Web Pages ^{4,5} Publishing GCSC Web Pages Using SunPublish ⁴ Pushing GCSC Web Pages to the Live Site ⁴ Glossary: Creating GCSC Web Pages ⁴ |
| <p>Comments:</p> <ol style="list-style-type: none"> ¹ Seven main topics, each on its own web page ² “Introduction” page not clearly labeled ³ The word “new” is redundant in these two instances ⁴ All seven page titles begin with the same four words ⁵ Two sections under “Develop Web Page Content” do not belong there | <p>Comments:</p> <ol style="list-style-type: none"> ¹ Ten main topics, each on its own web page ² “Introduction” page clearly labeled ³ Two page titles more concise without the word “new” ⁴ Page titles reworded so that they each begin with unique words, but “GCSC Web Page” retained to help preserve context ⁵ Two topics that were previously subsections are now main topics |

Example 2—Review and edit for: nonsequential content, structure, and navigation; the wording and placement of links

Online Writing Guidelines:

- Make the structure obvious and easy to navigate.
- Anticipate the reader’s likely paths through the document.
- Avoid overlinking.
- Prevent reader disorientation by warning readers about unexpected link destinations.
- Choose an appropriate length for link text.

| Original Document: Link index at top of Introduction page <i>only</i> ¹ | Edited Document: Link index at top of every page, and here’s how it appears on the Introduction page ¹ |
|--|--|
| <p><u>Introduction</u>² <u>Quick-Start</u> <u>Example: Convert an Existing Page</u> <u>Example: Create a New Page</u> <u>Related SunPublish Links</u>³ <u>Glossary</u></p> <p>Comments:</p> <p>¹ Link index on this page makes readers expect to see a link index at the top of every page (which was not the case)</p> <p>² Having a link in the link index that takes you to the current page can disorient readers</p> <p>³ Wording of the link text “Related SunPublish Links” might make readers expect to see a list of links that this document’s author created. Readers might become disoriented because this link takes them to a section titled “Related Links” on another web site (the SunPublish v2.0 home page).</p> | <p><u>Introduction</u>² <u>Quick-Start Examples:</u> <u>How to Convert an Existing Page</u> <u>How to Create a Page</u> <u>Related Links</u> on the SunPublish v2.0 Home Page^{3,4} <u>Glossary</u></p> <p>Comments:</p> <p>¹ Link index now available on every page so that the reader does not have to continually return to the “Introduction” page to access these links</p> <p>² Text retained in link index but the live link removed (same guideline applies to all other topics in the link index)</p> <p>³ Link text reworded to let readers know that the link will take them away from this document</p> <p>⁴ Only the text “Related Links” is linked, not the entire line of text</p> |

Example 3—Review and edit for: nonsequential content, structure, and navigation

Online Writing Guidelines:

- Make the structure obvious and easy to navigate.
- Anticipate the reader’s likely paths through the document.
- Provide context in link text and surrounding link text.
- For link text, choose key words or phrases that best represent the content of the link destination.

| Original Document: Jump list on Introduction page | Edited Document: Jump list on Introduction page |
|--|---|
| <p>Use this document to learn how to:</p> <ul style="list-style-type: none">• <u>Work in the staging area</u>• <u>Develop web page content</u>• <u>Convert an existing web page</u>• <u>Create a .sunpublishrc file</u>• <u>Use the sunpublish tool</u>• <u>Push web pages</u> <p>Comments:</p> <ul style="list-style-type: none">• Only a subset of the main topics are available in this clickable jump list• Order of list items does not accurately reflect the order of tasks readers need to perform• Each list item begins with an imperative verb, which suggests that step-by-step instructions are available at the link destination (when, in fact, overview information is available there)• “How to” is used in the phrase that introduces the list, which also suggests that these links lead to step-by-step instructions• For each list item, the entire line of text is linked• No “Next” links on each web page for readers who prefer reading linearly (related web pages not shown here but links in the jump list lead to these web pages) | <p>Use this document to learn about:</p> <ul style="list-style-type: none">• Working in the <u>staging directory</u>• <u>Creating a .sunpublishrc file</u>• <u>Editing a .sunpublishrc file</u>• <u>Developing web page content</u><ul style="list-style-type: none">-<u>Converting an existing web page</u>-<u>Creating a web page</u>• <u>Validating HTML code</u>• <u>Publishing web pages using SunPublish</u>• <u>Pushing web pages to the live site</u> <p>Comments:</p> <ul style="list-style-type: none">• All main topics (except for topics in link index at top of page) now available through this clickable jump list• Each item in the list (except “Editing a .sunpublishrc file”) leads to a topic that is on its own web page• Each list item now begins with a gerund (“ing” verb form), and the text “how to” is removed• Key words chosen for link text• More context provided in surrounding text (for example, the text “to the live site” in the last bullet gives readers more information about what “pushing” a web page means)• “Go to next topic” links added on each page, allowing readers to move linearly through all topics without repeatedly returning to the jump list |

Example 4—Review and edit for: online writing style

Page 1 of 3

| Original Document: Convert an Existing Page: Quick-Start Example¹ | Edited Document: How to Convert an Existing Page: Quick-Start Example¹ |
|---|---|
| <p>1. Change directory to the staging area³. \$ cd /la/web/gcsc-stage</p> <p>2. Change directory to the one⁵ that contains your content, for example, departments/eng/projects/digi.⁶ \$ cd departments/eng/projects/digi</p> <p>3. Use the mksprc script to create a .sunpublishrc file. \$ /usr/local/bin/mksprc</p> <p>If you want to customize the navbar⁸ links on this web page, edit the .sunpublishrc file with the desired changes. Be sure the first link points to the GCSC home page.⁷</p> <p>Online Writing Guidelines:</p> <p>¹ Identify content in headings as precisely as possible. (Added the text “how to” to cue readers that this topic contains step-by-step instructions.)</p> <p>² Divide text into short, self-contained topics, and label them with meaningful headings.</p> <p>³ Use terms consistently.</p> <p>⁴ Include links to related information.</p> <p>⁵ Avoid using “one” as a pronoun because its antecedent might be unclear.</p> <p>⁶ Be concise.</p> <p>⁷ Write clear, simple text. (Put the paragraph of text into its own step. Make it clear to readers that the step is optional.)</p> <p>⁸ Avoid unnecessary jargon.</p> | <p>Use the Staging Directory²</p> <p>1. Change directory to the <u>staging directory</u>^{3,4}. \$ cd /la/web/gcsc-stage</p> <p>2. Change to the directory⁵ that contains your content. For example:⁶ \$ cd departments/eng/projects/digi</p> <p>Set Up the .sunpublishrc File²</p> <p>1. Use the <u>mksprc</u>⁴ script to create a .sunpublishrc file. \$ /usr/local/bin/mksprc</p> <p>2. (Optional)⁷ To customize the navigation bar⁸ links, edit the .sunpublishrc file.</p> <p>Be sure the first link points to the GCSC home page. For more information, see <u>Editing a .sunpublishrc File</u>⁴.</p> |

Original Document:

Convert an Existing Page: Quick-Start Example¹

Note: This Quick-Start example describes files with a base name of `index`. The base part of the file name can vary. Files called `index.html` comprise the default page to be viewed by a web browser.

4. Use the `convert` script to convert the existing `index.html` page to a `.content` file.
\$ `/usr/local/bin/convert index.html`
`index.content` created.

Check that the content between the `START` and `END CONTENT` comments doesn't⁹ contain old-style `navbar`⁸ information.⁷

Online Writing Guidelines:

- ¹ Identify content in headings as precisely as possible.
- ² Divide text into short, self-contained topics, and label them with meaningful headings.
- ⁴ Include links to related information.
- ⁷ Write clear, simple text. (Put the paragraph of text into its own step.)
- ⁸ Avoid unnecessary jargon.
- ⁹ Avoid using contractions.
- ¹⁰ Duplicate the information if doing so will help prevent readers from making a mistake. (Step 2 and the Note above it were not contained in the original document. In the original document, this information was contained only in the overview topic, "Convert an Existing Web Page.")

Edited Document:

How to Convert an Existing Page: Quick-Start Example¹

Note: This Quick-Start example describes files with a base name of `index`. The base part of the file name can vary. Files called `index.html` comprise the default page to be viewed by a web browser.

Convert the Web Page²

1. Use the `convert`⁴ script to convert the existing `index.html` page to a `.content` file.
\$ `/usr/local/bin/convert index.html`
`index.content` created.

Note: Sometimes, no content from the original `.html` file gets copied to the new `.content` file.¹⁰

2. Check if content from the original `.html` file was copied to the new `.content` file.¹⁰
 - a. If no content was copied, paste the entire HTML data in your `.html` file between the `START` and `END CONTENT` comments to the new `.content` file.
 - b. In the new `.content` file, manually remove the code described in [HTML Code Removed by `convert` Script⁴](#).
3. Check that the content between the `START` and `END CONTENT` comments does not⁹ contain old-style navigation bar⁸ information.⁷

Original Document:
Convert an Existing Page: Quick-Start Example¹

5. Run the `spell` command on your `.content` file.¹¹

6. Use the `weblint` tool to validate your HTML code.
`$ weblint -x netscape index.content`

Warnings are written to standard output. Continue to run `weblint` as you resolve problems.

7. Use the `sunpublish` command to publish the `.content` file.
`$ sunpublish -config `pwd`/.sunpublishrc -pages index.content`

An `index-new.html` file (called the *published web page*) is created on the staging site³ for you to check. The URL for the new web page is:
`http://gcsc-stage/departments/eng/projects/digi/index-new.html`

8. When you're⁹ satisfied with the published web page, use the `golive` script to push the `-new.html` page to the live site.
`$ golive`

This¹² copies the `index-new.html` file to the parallel location on the live site and removes the `-new` tag from the file name. The URL for the live web page in this example is:
`http://gcsc.west/departments/eng/projects/digi/index.html`

Online Writing Guidelines:

- ¹ Identify content in headings as precisely as possible.
- ² Divide text into short, self-contained topics, and label them with meaningful headings.
- ³ Use terms consistently.
- ⁴ Include links to related information.
- ⁹ Avoid using contractions.
- ¹¹ Use a consistent presentation for steps in a procedure. (In the original document, the command syntax for Step 5 was omitted.)
- ¹² Avoid using “this” as an indefinite pronoun because its antecedent might be unclear.

Edited Document:
How to Convert an Existing Page: Quick-Start Example¹

Run the Web Page Checkers²

1. Run the `spell` command on your `.content` file.¹¹
`$ /usr/bin/spell index.content`

2. Use the `weblint`⁴ tool to validate your HTML code.
`$ weblint -x netscape index.content`

Warnings are written to standard output. Continue to run `weblint` as you resolve problems.

Publish the Web Page²

1. Use the `sunpublish`⁴ command to publish the `.content` file.
`$ sunpublish -config `pwd`/.sunpublishrc -pages index.content`

An `index-new.html` file (called the *published web page*) is created in the staging directory³.

2. Review the published web page.

In this example, the URL for the new web page is:
`http://gcsc-stage/departments/eng/projects/digi/index-new.html`

Push the Page to the Live Site²

When you are⁹ satisfied with the published web page, use the `golive`⁴ script to push the `-new.html` page to the live site.
`$ golive`

This script¹² copies the `index-new.html` file to the parallel location on the live site and removes the `-new` tag from the file name. In this example, the URL for the live web page is:
`http://gcsc.west/departments/eng/projects/digi/index.html`