

Using headings in the documentation

This document will reveal which options are available within the Documentation view to ensure clear structuring of content with the help of headings. You will also discover how the outline level impacts on automatic numbering.

1 Introduction



The Documentation view in the Document Editor allows you to easily split up content by using headings. All headings appear above the step level.

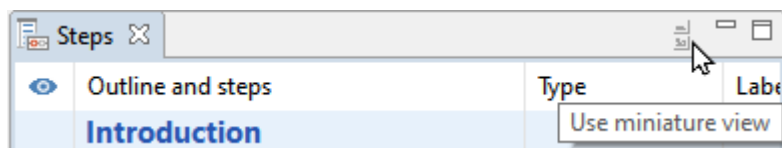
Step 4

2 Chapter 2

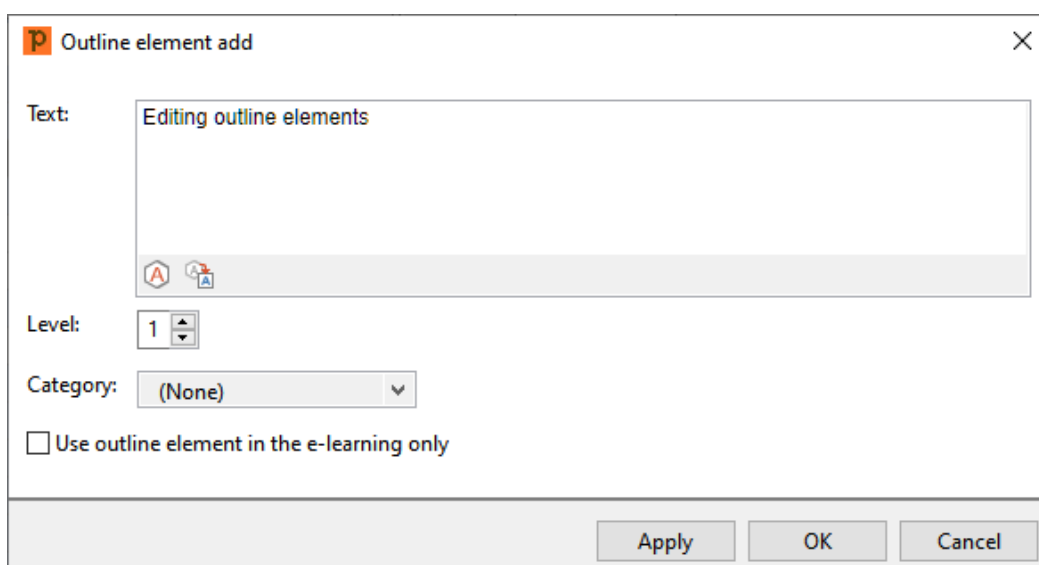
2 Inserting outline elements

You can use as many outline elements as you want in the steplist. To insert a new outline element, either use the functions in the "Outline" function group on the "Structure" tab, the context menu for the steplist or the key combination **Ctrl** + **⇧** + **G**.

-  An outline element is always inserted just below the active step. You can adapt the outline element whenever the need arises, e.g. by double-clicking its title. To move an outline element to a different position within the steplist, you can simply use drag & drop. The steps located below the outline element are not moved along with it.
-  In cases where you also want the outline elements to be displayed in the "e-learning" view, you need to deactivate the Miniature view in the steplist.



3 Editing outline elements



Outline elements can be edited at any time after their insertion. The most convenient way of doing this is via the Properties window which can be opened by double-clicking the respective element.

The **Text** field is where you should enter the appropriate text. You can also use AutoTexts here.

The **Level** field allows you to specify the hierarchical level of the element. You can choose between the levels 1 to 9. The Document Editor automatically assigns consecutive numbers to the headings based on their position within the steplist and their level. Whenever an element is moved, its number may change accordingly.

E-learning	Documentation
1	Outline level 1
1.1	Outline level 2
	Step 1
▫	Lorem ipsum
	Step 2
▫	Dolor sit amet
	Step 3
1.2	Outline level 2
	Step 4
2	Outline level 1
2.1	Outline level 2
2.2	Outline level 2
2.3	Outline level 2
3	Outline level 1
4	...



-  Outline elements, for which the option **Use outline element in the e-learning only** is set, do not appear in the documentation and are not taken into account when it comes to numbering.
-  If the Producer document is used as part of a comprehensive documentation, for example if it is included in a manual for a specific topic or course, the numbering is automatically adjusted. The numbers you see in the single document export are then moved "down" by the necessary number of levels to make room for the new levels that originate from the course structure.
In the event of a documentation export from the course tree for a complete course category, this could then look as follows:

Table of contents for a course category

1	COURSE 1	1
1.1	Course section	2
	Producer document	2
	Heading in the document level 1	3
	Heading in the document level 2	4
	Heading in the document level 2	5
	Heading in the document level 1	6
	Heading in the document level 2	7
	Heading in the document level 2	8
	Producer document	8
	Heading in the document level 1	9
	Heading in the document level 2	10
	Heading in the document level 2	11
	Heading in the document level 1	12
	Heading in the document level 2	13
	Heading in the document level 2	14
1.2	Course section	15
	Producer document	15
	Heading in the document level 1	16
	Heading in the document level 2	17
	Heading in the document level 2	18
	Heading in the document level 1	19
	Heading in the document level 2	20
	Heading in the document level 2	21
2	COURSE 2	22
2.1	Course section	23
	Producer document	23