

Advanced Sample Linking

This is a placeholder ASL 1.1 – ws+-en installation

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Inserting Table of Contents - 2h_module heading no break

TOC 1 for the numbered items, TOC 2 and 3 are for the subheadings. All tags are applied automatically when the TOC is generated.

You can either use the existing TOC in this document, add the TOC table from Auto Text, or you can create a new TOC.

To use the existing TOC:

- 1 Right-click anywhere in the TOC
- 2 Select **Update field** to **add** any new fields to it.

To add a TOC from Auto Text:

- 1 Click on the page that the TOC should be added to.
- 2 Click **Auto Text** and then select **Table of Contents**.
- 3 Right-click on the TOC and then select **Update field** once you have your content to update the TOC.

To create a new TOC:

- 1 Click **References > Table of Contents > Custom table of contents...**
- 2 Click **Options** and set the TOC level hierarchy.
- 3 Click **OK**.
- 4 Click **OK** if prompted to replace the current table of contents.

Heading 1 should be level 1, heading 2 should be level 2 and so on. 1ha_section heading should be level 2. Scroll down to ensure you update all styles. Delete the number in the TOC level field to exclude it from the main TOC when it is generated.

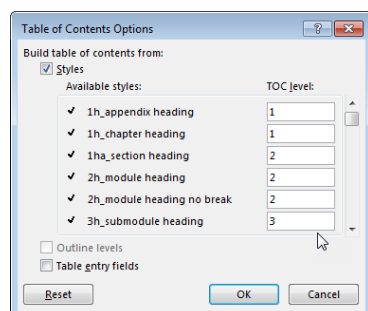


Figure 1 Table of contents options. Setting the TOC hierarchy.

Paragraph Styles – 2h_module heading

Use Section breaks as needed to avoid having to constantly redo headers and footers.

Use title-style capitalization for document titles, chapter names, and first-level headings. Use sentence-style capitalization for subheadings (headings 2, 3, and 4), figure and table captions, and sidebars.

Paragraph tag examples - 2h_module heading no break

Explanations of each style are in the Paragraph tag explanations section on Page 4.

Body text

Emphasis

Body no break

Body text no break after

Boi_body indented

Boib_body indented no break before

Boi_body more indented

3h_submodule heading no break

4h_run-in heading no break¹

- bu1_bullet
- bu1_bullet no break
 - bu1_bullet indented
 - bu2_bullet
 - bu2_bullet no break
 - bu2_bullet indented
- 1** Numbered list – 1 s1_step1
- 2** And so on
 - 1** s1i_indented step 1
 - 2** s1in_indented step 1 no break
 - 3** s1na_indented step1 no break after
- 3** Another Step s1step 1
 - a** ss1_substep
 - b** ss1_substep
- ✓ ckL_checklist
- ✓ ckL_checklist no break

¹ A footnote example

1ha_section heading

Section headers are optional. They are used to collect a set of similar topics into a cohesive group.

Equations

When inserting an equation, use the 'eq_equation' tag.

Type equation here.

When inserting a list of equations, use 'Numbered Equation' in the Auto Text drop-down menu

Type equation here.

1

Paragraph tag explanations and keyboard shortcuts

Table 1 Paragraph tag explanations

Paragraph Tag	Explanation	Shortcut
1ha_section heading	Section headers are optional. They are used to collect a set of similar topics into a cohesive group	ALT S
2h_module heading	Heading Two. Use when you want a page break before the heading	
2h_module heading no break	Heading Two without a page break	ALT 2
3h_submodule heading	Heading Three. Use when you want a page break before the heading	
3h_submodule heading no break	Heading Three without a page break	ALT 3
4h_run-in heading	Heading Four. Use when you want a page break before the heading	ALT Q
4h_run-in heading no break	Heading Four without a page break	ALT W
AgilentCaution	Used to format 'Caution' in the left column in a Caution table	
AgilentNote	Used to format 'Note' in the left column in a Note table	
AgilentWarning	Used to format 'Warning' in the left column in a Warning table	
am_anchor	Use before inserting an invisible or ruled table, or figure caption or just a small space between one block of text and another	
Gxxxxx-9xxxx	Barcode font tag for the part numbers on the back page of the document	
Back page bullets	Bullet tag for the 'In this book' list on the back page of the document	
Back page copyright and legal text	Tag used for the copyright, revision number and legal text on the back page of the document	
blank_page	Tag used for 'This page is intentionally left blank.' text on blank pages inserted between chapters to ensure the new chapter begins on an odd numbered page	

Paragraph tag explanations and keyboard shortcuts

Table 1 Paragraph tag explanations

Paragraph Tag	Explanation	Shortcut
Body	Main body text. This text will split across pages	ALT B
body nobreak	Main body text that keeps the paragraph together, preventing it from breaking across two pages and keeps it together with the next paragraph, preventing them from splitting across two pages	
body nobreak after	Main body text tag that keeps this tagged body text (will split this tagged text across the pages if necessary) with the following text, preventing the two text blocks from splitting across two pages	
boi_body indented	Indented text (use after bu1_bullet or s1_step 1)	ALT E
boi_body more indented	Indented text (use after bu2_bullet or ss1_substep)	
boib_body indented nobreak before	Indented text (use after bu2_bullet or ss1_substep) that keeps this text together preventing it from splitting across two pages	
bu1_bullet	First level bullet. This text will split across two pages	ALT 7
bu1_bullet indented	First level bullet indented to start at bu2_bullet indented location	ALT R
bu1_bullet no break	First level bullet that keeps this bullet text together so that it doesn't split across two pages and keeps the next bullet together with it if the two bullets were to otherwise spread across two pages	
bu2_bullet	Second level bullet	ALT 8
Bu2_bullet indented	Second level bullet indented	
bu2_bullet no break	Second level bullet that keeps this bullet text together so that it doesn't split across two pages and keeps the next bullet together with it if the two bullets were to otherwise spread across two pages	
ca_caution	Text within a caution table. You will not normally use this, as AutoText automatically formats the caution table	
ca_caution bullet	Bulleter text within a caution table	ALT C,B
ca_caution check	Check mark with text within a caution table	ALT C,C
1 ca_caution step	Numbered text within a caution table	ALT C,S
Callout 2	Used for additional text in callout boxes. Add callouts using Auto Text. You will not normally use this, as AutoText automatically formats the callout	
Caption	Indented caption text paragraph tag. Captions can be added using Auto Text. Remember to un-bold the caption text, leaving the figure or table number bolded	ALT F
Caption to margin	Caption text paragraph tag. Captions can be added using Auto Text. Remember to un-bold the caption text, leaving the figure or table number bolded	
ckl_checklist	Bullets for a checklist	
ckln_checklist no break	Bullets for a checklist that will not split across the page and will keep this line together with the next line, preventing it from spreading across two pages	
cn_code nocheck	Paragraph tag used when describing lines of code. This is not checked by the grammar or spelling checker	
co_callout	Callout paragraph tag. Add callouts using Auto Text. You will not normally use this, as AutoText automatically formats the callout	
Cross-reference	Format to mark a cross-reference within the document.	
def_definition sidebar	Not used often because this is automatically applied to format the text inside the 'Definition sidebar' Auto Text item	
Default Paragraph Font	Not used.	
Emphasis (Italic)	Body text italicized	ALT X
eq_equation	Used when inserting an equation into the document	

Paragraph tag explanations and keyboard shortcuts

Table 1 Paragraph tag explanations

Paragraph Tag	Explanation	Shortcut
eqn_equation numbered	Not used often because this is automatically applied to format the equation and number inside the 'Numbered Equation' Auto Text item	
Figure_caption	Figure titles	ALT F
Footer	Footer text	
Front page legal	Used for any legal statements required on the front page of this document such as 'For research purposes only' and so on.	
ge_entry	Used to format a glossary entry if a glossary is used	
gl_letter	Used to format the glossary letter used to indicate terms starting with that specific letter	
GUILabel	Used to indicate text describing computer display or UI options	ALT G
GUILabel table	Use this for labeling text in a table with the GUILabel tag	ALT G,T
Header	Header text. Not used often because this is automatically applied to format the header when the header is inserted into a document from the Auto Text drop-down menu. The contents are also automatically generated using the 2h_module heading no break tag but can be modified.	
Header line two	Header text 2 nd line. Not used often because this is automatically applied to format the 2 nd line of the header when the "Header electronic documents only" is inserted into a document from the Auto Text drop-down menu. The contents are also automatically generated using the '2h_module heading no break' tagged text. Modify the tag the header links with to change the displayed text	
Hyperlink	Use to format text to indicate a hyperlink within table of contents. To format a hyperlink within the document text, use 'Cross-reference'.	
Image	Use before inserting an image into the document	ALT I
Image to margin	Use before inserting a large image into the document	ALT O
la_label	Used to format text vertically instead of horizontally.	
Left Callout	Used to format the text in the left callout. This should be applied automatically when you insert the 'Left Callout' from Auto-text	
no_note	Text within a note table. You will not normally use this, as AutoText automatically formats the note table	
nob_note bullet	Bulleted text within a note table	ALT N,B
noc_note check	Check mark with text within a note table	ALT N,C
non_note numbering	Numbered list to use within a note table.	ALT N,N
Normal	Use before inserting a note, caution, or warning table	
pt_procedure title	Used to format the table title for the procedure tables. Not used often because this is automatically applied to format the title when the table is inserted using Auto Text	ALT D
Pt_stepsequence_goal	Subtitle for procedures. Next line will be a numbered step.	
s1_step 1	Numbered lists. Lines will split across pages	ALT 4
s1i_indented step 1	Numbered lists indented to the same level as the ss1_substep list. Lines will split across pages	ALT A
s1in_indented step 1 no break	Indented numbered list that keeps the text together preventing it from separating across two pages. It will also keep this step and the next item together to avoid separating them across two pages	
s1_step 1 no break	Numbered list that keeps the text together preventing it from separating across two pages. It will also keep this step and the next item together to avoid separating them across two pages	

Adding the Auto Text icon to the Quick Access bar

Table 1 Paragraph tag explanations

Paragraph Tag	Explanation	Shortcut
s1in_step 1 no break after	Keeps this numbered text step (it will split this step across two pages) and the next step together if the two steps were to otherwise spread across two pages	
ss1_substep	Lettered lists. Lines will split across pages	ALT 5
t1_product title	Product name on title page	
t1s_product subtitle	Component name on title page	
t2_manual title	Guide type on title page	
ta_table text	Regular text in tables	ALT T,E
ta_table text bold	Bolded text in tables	
tab_table bold/heading	Heading text in tables	ALT T,H
Tabfn_table footnote	Tag used for table footnotes. Table footnotes are added from the Auto Text drop-down menu and are already formatted using this tag	
Tabfn1_table footnote number text	Use this tag on the footnote number text. You must enter the numbers manually and then apply this tag.	
tai_table text indent	Use to indent text within a table	
tanc_table text nocheck	When table text is tagged with this tag, Microsoft Word will not use spelling and grammar check on the tagged table text	
tbt_table title	Table caption tag	ALT T,T
tbu1_table bullet	Bullets in a table cell	
tbu2_table bullet indented	Indented bullets in a table cell	
td_table decimal	Table tag used to align numbers by the decimal point	
TOC 2	Formats the level 2 entries in the TOC. This should be automatically applied if you insert the TOC from Auto-text or just update the existing TOC in the document.	
ts1_table step	Numbered list in a table cell	
ts1_table step 1	First step in a procedure within a table	
Ts1_table step 2+	Table steps in a procedure within a table from step 2 onwards	
tsc_table check mark	Check mark style for text in a table	
tss1_table substep	Lettered list in a table cell	
URL back page	Formats the agile.com URL on the last page of the document	
wa_warning	Text within a warning table. You will not normally use this, as AutoText automatically formats the warning table	
wab_warning bullet	Bulleted text within a warning table	ALT W,B
wac_warning check	Check marked text within a warning table	ALT W,C
was_warning step	Numbered text within a warning table	ALT W,S

Adding the Auto Text icon to the Quick Access bar

AutoText is used to insert items such as a Warning, Caution, a table, a Note etc. into your document. This helps with consistency and makes editing easier.

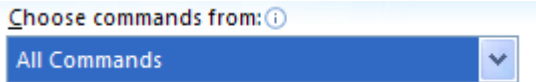
To put the AutoText option on your Quick Access Toolbar:

1 Click the arrow on the right side of your menu:



Tables

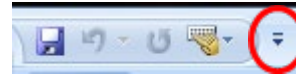
- 2 Click **More Commands**.
- 3 Choose **All Commands** from the 'Choose commands from' drop-down.



- 4 Scroll down until you find **AutoText** and then select it.
- 5 Click **Add**.
- 6 Click **OK**.

It should now appear on your Quick Access toolbar.

To insert an AutoText item into your document:



- 1 Click the spot you want to add it.
- 2 Click the 'Normal' paragraph tag.
- 3 Click the arrow to the right of the AutoText icon.
- 4 Select the item you want to add.
- 5 Edit the text.

Tables

Inserting tables and captions

To insert a table or caption:

- 1 Position the cursor where you want to place the table.
- 2 Choose **Insert > AutoText** and then select the desired table.

The table is displayed. You can modify the table size to suit your content. It is highly recommended that the tables all look consistent though throughout the document.

Large invisible table

Useful when trying to align text up without any lines.

Ta_table text	Ta_table text	Ta_table text
Ta_table text	Ta_table text	Ta_table text
Ta_table text	Ta_table text	Ta_table text

Small invisible table

Ta_table text	Ta_table text	Ta_table text
Ta_table text	Ta_table text	Ta_table text

2 column ruled table

Table 2 tbt_table title

Tab_table bold/heading	Tab_table bold/heading
Table text here.	Table text here.

Tables

Table 2 `tbt_table` title

Table text here.	Table text here.
------------------	------------------

3 column ruled table

Table 3 `tbt_table` title

<code>Tab_table</code> bold/heading	<code>Tab_table</code> bold/heading	<code>Tab_table</code> bold/heading
Table text here.	Table text here.	Table text here.
Table text here.	Table text here.	Table text here.

Procedure table simple

Pt_procedure title – Procedure table (simple)

Steps	Detailed Instructions
1 <code>Ts1_table</code> step	a <code>Tss1_table</code> substep
2	b <code>Tss1_table</code> substep
	c
<ul style="list-style-type: none"> <code>Ts1_table</code> step <ul style="list-style-type: none"> <code>Tbu1_table</code> bullet <code>Tbu1_table</code> bullet indented 	d <code>Tss1_table</code> substep

Procedure table complex

Pt_procedure title – Procedure table (complex)

Steps	Detailed Instructions	Comments
1 <code>Ts1_table</code> step <ul style="list-style-type: none"> <code>Tbu1_table</code> bullet indented 	a <code>Tss1_table</code> substep ¹ b <code>Tss1_table</code> substep ² c <code>Tss1_table</code> substep d <code>Tss1_table</code> substep	<ul style="list-style-type: none"> <code>Tbu1_table</code> bullet ✓ <code>Tsc_table</code> check mark
2 <code>Ts1_table</code> step <ul style="list-style-type: none"> <code>Tbu2_table</code> bullet indented 	a <code>Tss1_table</code> substep b <code>Tss1_table</code> substep c <code>Tss1_table</code> substep	<code>Td_table</code> decimal aligns the numbers to the decimal point 1.2334 4.66 335.32 2.267

¹ Table footnotes need to be done manually (`tabfn_table` footnote paragraph tag). The number above is manually typed in and uses the '`tabfn1_table` footnote number text' paragraph tag.

² You can add this table footnote using Table footnotes in Auto Text. Modify the size to suit your table if needed.

Definition side bar

This is the line above where the definition side bar is added.

To keep the box aligned with this line, either add a line above the text the definition is attached to, or move the box itself.

This is a definition sidebar. It is found in the Autotext selections. To add it, click on the line you want it added to and then select it from the Autotext list.

Numbered equations

Use 'Numbered Equation' from the Autotext drop-down and then either enter the equation or click 'Type equation here' and select an existing equation from the Equation drop-down menu in Insert > Equation.

Type equation here.

2

Headers and footers

Headers and footers are automatically generated based on what you put as the section title and manual title and type. They are also automatically created as you increase the page count, however, if a section break is missed, or added, it can cause problems.

NOTE

Before adding or changing a header or footer, always check that 'Link to previous' and your section breaks are correctly set to avoid overwriting other header or footers.

Headers and footers are predefined in the Auto Text drop-down menu.

The header line references the '2h_module heading no break' tag. This can be modified to reference a different heading. This is useful if you choose to use the 1ha_section heading and 2h_module heading or 2h_module heading no break

'Table of Contents' table

Add the Table of Contents from Auto Text or copy/paste the one in this document into your existing document and then right-click it to update the table for your content. Updating a pasted table of contents will only work if the style names are the same between this template and your document.

Instructions are included with the table. The 'Table of Contents' is on Page 2.

Note, caution and warning messages

NOTE

Note text must align with the body text. Ensure there is an 'am_anchor' formatted space above and below it.

- Note bullet
- 1 Note numbering
- ✓ Note check

NOTE

- 1 If you have a procedure with steps, use the following indented Note (no_note indented):
Note text must align with the body text. Ensure there is an 'am_anchor' formatted space above and below it.

A caution message is used when failure to observe instructions could result in damage to equipment (Agilent supplied and/or other associated equipment).

CAUTION

Enter caution text here.

- Caution bullet
- 1 Caution step
- ✓ Caution check

A warning message is used in the text when failure to observe instructions or precautions could result in death or injury. The list of symbols that appear in conjunction with warnings are detailed in the next section.

WARNING



Name of warning
Detail of hazard. Information on how to avoid the hazard.

- Warning bullet
- 1 Warning step
- ✓ Warning check

WARNING

Name of warning
Detail of hazard. Information on how to avoid the hazard.

- Warning bullet
- 1 Warning step
- ✓ Warning check

Inserting notes, cautions, and warnings

To insert a note, caution or warning:

- 1 Position the cursor where you want to place the note statement.
- 2 Choose Insert | AutoText | Note (or Caution or Warning).

The Note/Caution/Warning AutoText table is displayed.

Images

Select the 'Image' or 'Image to margin' tag and then insert the image. Position the graphic as "with text in line".

Predefined callouts, if needed, are in the Auto Text drop-down menu.

The easiest way to add a figure caption is to select "Figure caption text" from the Auto Text drop-down menu and then un-bold the caption text.



Figure 2 Figure caption

Back matter content

Fill out the appropriate information

To create the barcode:

- 1 Type the document number bracketed by asterisks (for example *Gxxxx-9xxxx*).
- 2 Select the Barcode font (3 of 9 is the actual name) from the font drop down menu.
- 3 Press SHIFT and ENTER at the same time.
- 4 Repeat steps 1 – 2.
- 5 Select both lines of the barcode.
- 6 Choose font size 18.
- 7 Ensure the line break and paragraph marker are NOT using the barcode font. Turn on Show/Hide paragraph marks if it isn't on already.



Back matter content

For printed material, this page should always be present (with text or the blank page text) so that the back page matter can appear on the last page (so that the LC can easily scan the barcode to pack it properly).

In This Document

The manual describes the following (list appropriate content): (Body)

- Introduction (Back page bullets)
- Site Requirements and Specifications
- Software and Hardware Installation
- Operation of Hardware and Software
- Maintenance Procedures
- Instrument Cleaning
- Spare Parts

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GXXXX-9X00X (Body)

