

## PRODUCT FACT SHEET for DITA Exchange Word Editor™ for Subject Matter Experts

The table below describes the (configurable) DITA Exchange features available for Subject Matter Experts (SME):

Feature	Description
Supported Microsoft Word versions	DITA Exchange Word Editor is available for Microsoft Word 2010 (preferred) and Microsoft Word 2007.
Open and Save a topic	DITA Exchange Word Editor can Open an existing topic file stored in SharePoint, and save the *.dita file back to SharePoint (stored as *.xml in SharePoint). The topic file is validated against the DITA dtd during the process.
Insert element	Inserting an element is controlled by the DITA dtd
Emphasis, bullet or numbered lists, indenting lists and erase (pasted) formatting code	Identical to the standard Word feature. The user will – with no tagging – be able insert emphasis, bullet and numbered list according to the DITA dtd.
Insert Table	Identical to the standard Word feature. The table functions ‘insert row’, ‘insert column’ are available on right click or via the layout menu
Insert Image	The DITA Exchange standard set up is configured to allow the user to insert graphics stored in SharePoint. The user can quickly find the relevant graphics based on metadata filtering.
Insert Hyperlink	Insert links to external URL's Insert link to element in the topic Insert link to other topics Insert link to element in other topic
Insert Symbol	Identical to the standard Word feature.
Paste	Identical to the standard Word feature. Paste from clipboard, paste via NotePad.
Spelling and Grammar	Checking Spelling and Grammar like in normal Word.
Research, Thesaurus, Translate and Translation Screentip	Identical to the standard Word feature. On the Fly translation directly from Word, utilizing the Microsoft web-based translation services.
Set Language	Identical to the standard Word feature. Allows the user to check spelling in specific languages like in normal Word.
Insert Comment	Similar to the standard Word ‘insert comment’ feature, but here the user will insert a <draft-comment> (including timestamp and author name) which will be stored in the *.dita file for later reference.
Help	End User Documentation maintained by the DITA Exchange team.
About	Copyright and Software Build information including a button for checking for new DITA Exchange Word Editor upgrades.

## PRODUCT FACT SHEET for DITA Exchange Word Editor™ for XML Experts

The table below describes the (configurable) DITA Exchange features available for XML Experts:

Feature	Description
New topic	DITA Exchange Word Editor can start a New topic from the advanced menu. This button can also be configured to be available for SME's
	The Information Types; Topic, Reference, Concept and Task are available out of the box
	Specializations can be implemented on request
Metadata Management	The Metadata stored inside the *.dita file are synchronized with SharePoint lists.
	The Metadata are presented to the user via the standard Word Document Information Panel (DIP) from where the user can chose the right value from e.g. dropdown or choice lists.
	Metadata can also be edited via the XML view directly in the <prolog> element
	Configuring Metadata are done server side – please see specific DITA Exchange Metadata Management Documentation
	Configuring Metadata Values are managed server side via Term Store in DITA Exchange Server
XML Authoring	Toggle on and off to support <b>content authoring</b> in 'Normal View' and <b>content tagging</b> in 'XML View'
	XML Tree View is available.
	Full Element Pane. Also accessible via right mouse click.
	Attributes on individual DITA elements can be edited by the user
Experimental features	<p>DITA Exchange experimental features can be accessed by e.g. DITA Exchange Partners:</p> <p><i>Template Design:</i> Allowing the user to inject non-editable content controls in the topic (e.g. useful for inserting 'Instructional Text', 'Standard Text' etc.</p> <p><i>Equations:</i> Editing equations and storing the equations as MathML in the topic XML</p> <p>COMING SOON:</p> <p><i>Compare Versions:</i> Comparing versions of topics in a 'Track Changes' view.</p> <p><i>SmartArt:</i> Support for Microsoft SmartArt</p> <p><i>Where Used:</i> (Already available in DITA Exchange Server UI) information about in which ditamaps the current topic is referenced</p>