

# ***Reference Guide***

## ***for the***

### ***HighWire CME Word to XML Template***

#### **What's inside**

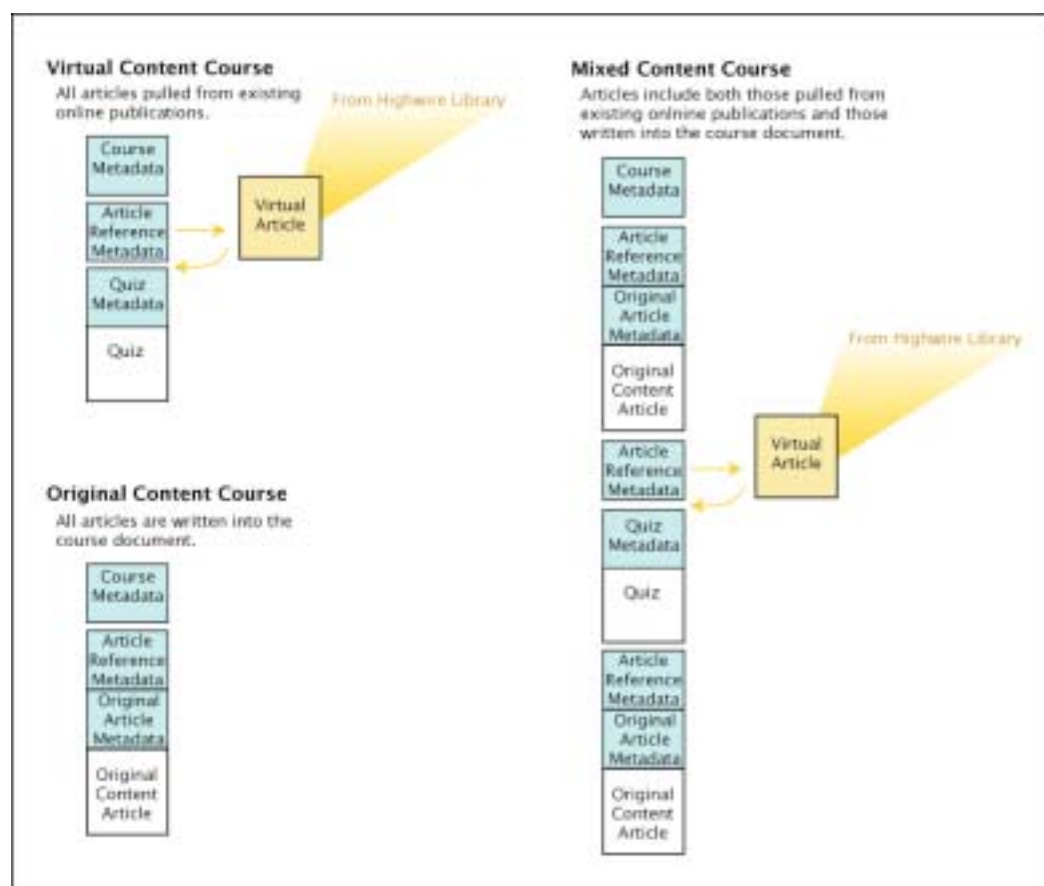
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## Introduction

The cme\_hw\_word2xml template provides a Word-based tool for developing and submitting a CME/CPD course for online publication with HighWire Press. This template uses a predefined set of character and paragraph styles to structure articles and quizzes into a single course document ready for publication. Courses may be written entirely in the template, may draw from existing online publications for "virtual article" content, or may contain both original content and virtual content.



**Figure 1: Three types of course structures**

Use of the cme\_hw\_word2xml template assumes a good knowledge of Microsoft Word's paragraph and character styles and how to apply them in a document.

### Reference Guide Resources

Specialized terms are collected in an alphabetical glossary at the end of this guide. Glossary terms are highlighted in the text.

Tips associated with certain sections may be found in tip boxes to the right of the text.

Look for tip boxes like this one for tips and hints to make your work easier.

Appendices at the end of this guide provide line-by-line instructions for filling in the document information forms.

## Template Overview

The cme\_hw\_word2xml template is designed to address both the appearance of the text (the things your readers will see in the CME course) and the information that the HighWire publication process requires to properly identify, link, and coordinate the parts of your course (the [metadata](#)).

Both types of information are defined by applying the cme\_hw\_word2xml template's predetermined styles. For this reason, authors using the template must familiarize themselves with how the styles are used in the document. The section, **Template Instructions**, provides general instructions on using the template and specific instructions for individual sections within the template.

## Template Sections

A course built with the cme\_hw\_word2xml template will contain article sections, quiz sections, and "Info" or [metadata](#) sections. Figure 1 on page 3 shows how the template may be used to put these sections together to create three different kinds of courses.

While the majority of the cme\_hw\_word2xml template is devoted to the text that readers will see on the screen in the CME course (the quiz and article sections), publishers must pay particular attention to the [metadata](#) sections in the template that provide the [CME Overall Course Info](#), the [Article Info](#), and the [CME Quiz Info](#) data. These [Info](#) sections are set off in the template as tables appearing before the section that they describe. The Course Info table appears at the beginning of the template. At least one of the Article Info tables must appear before each article in the course (See Article Metadata on page 8 for specific requirements). The [CME Quiz Info](#) table must appear before each quiz in the course. These [metadata](#) tables look like this:

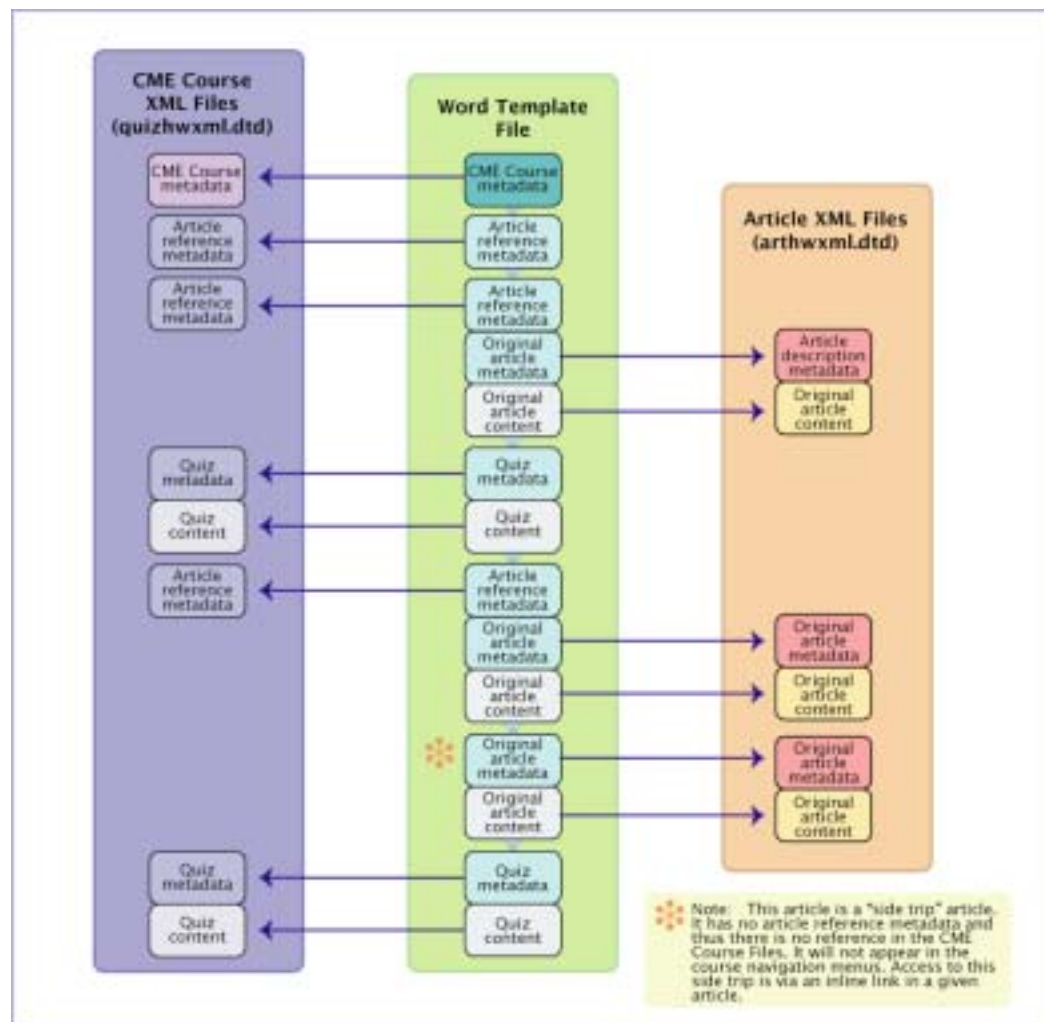
**CME Course Contents Info (Optional):**  
**For Publishers:** Replace the sample text in the table below with the appropriate information for this course. Use one row for each article or quiz in the course, beginning with the first page in the course. Delete this introduction and the table below if you do not wish to create a content list. Sidebar articles are listed without assigning a Page in Course and will not be listed in the course navigation.

Page in Course	Article or Quiz Identifier	Article or Quiz Title	Section Name	Section ID	Page Prerequisite
1	journalcode.voll.issue.page	Initial Observations	Case Background	1	
2	journalcode_quiz.xxx	Initial Questions	Case Background	1	1
	journalcode_name.xxx	Sidebar Article			
3	journalcode.voll.issue.page	Patient Data	Case Background	1	2

Section Break (Start Page)

**Figure 2: Metadata Table**

Info tables give the HighWire processors critical information about the course and its associated articles and quizzes. They must be filled out completely and accurately for the course elements to appear as expected in the online publication. Figure 3 shows how these content and [metadata](#) sections are mapped into HighWire's online publication system.



**Figure 3: Template mapping to HighWire XML document processing**

Information on how to fill out the Info tables in the template is found in the following section, **Template Instructions**, under the heading, **Metadata Sections**.

## Template Instructions

This section provides information on how to use the template with general directions for template use and specific directions for completing specific areas of the template.

## Preparing to Use the Template

Store your cme\_hw\_word2xml.dot file in your version of the Microsoft Office® *User Templates* folder. Start with a fresh document each time you write a course.

Do not work directly on the template: Open a new document *using* the template via the Project Gallery or the File -> New dialog (depending on your version of Word). If you have stored your template correctly (see the section above), your template will be available via these paths when you open Word. When you save a document opened in this way it will have a .doc file type, rather than the .dot file type of the template and will leave the template unaffected.

*Warning: if you work directly on the template, your changes will change the template itself and you risk introducing changes to the template which may result in very undesirable behavior.*

Before you begin working with the template adjust your preferential settings in Word to:

Turn **on** the paragraph marks in the document (simply click on the pilcrow button [ ¶ ] in the toolbar which toggles the Show/Hide paragraph marks.

Turn **off** all of Word's automatic editing tools such as autonumbering, autocompletion, and automatic correction and the "smart quotes" and "smart select" features. Many of the lists in a course (reference lists, lists of questions, lists of answers, etc.) must all be manually numbered and the numbers themselves must be styled. Automatic correction will interfere your work.

Turn **on** the *style area* to the left of the text in your document. Word will display style names right next to your text in Normal or Outline views—a handy way to keep track of what paragraph styles are applied.

## Working with Styles

The formatting and processing information for your course is carried in the predefined paragraph and character styles in the cme\_hw\_word2xml template. For this reason it is essential that you do **not** create new styles or modify the styles provided. Styles that are not part of the predefined set within the template will not be recognized by the document processing service and will not reflect in the online publication. Your finished document should contain only the styles that are defined in the cme\_hw\_word2xml template.

A new document opened from the cme\_hw\_word2xml template will not be blank. The template provides at least one instance of each style in use in the body of the template as well as single instances of each type of **metadata** information block.

For more information on the location of your template folder, see the Microsoft Knowledge Base Articles: 210884 (for Word 2000), 291186 (2002), 826867 (2003).

### Turn on Style Area

Mac: Go to Word>Preferences>Window and enter a size in inches in the "Style area width" box (e.g. 1.5) and click ok.

Windows: Go to Tools>Options>View and set the Style area width to a size in inches as above.

### Warning:

Do not use the Format Painter tool to apply styles. This tool only applies the visual formatting, not the required underlying style. Use the Style pulldown from the formatting palette or toolbar.

## Types of Styles

Styles in this template are grouped in four general categories:

Styles with an "a" prefix (aKeyword\_HW, aVol\_HW, etc.) are used in article sections.

Styles with a "c" prefix (cCourseName\_HW, cInfoKeyword\_HW) are used in course-level sections.

Styles with a "ca" prefix (caArticleRef\_HW) are used in the CME Article Reference block.

Styles with a "cq" prefix (cqAnswer\_HW, cqInfoID\_HW) are used in quiz sections.

The root style for undifferentiated text in all articles in this template is the paragraph style aText\_HW. Use it as your basic paragraph format. Do not use "Normal" or "Body Text" which are Word's built-in styles. If you copy and paste into the template from another document, you will need to reapply HighWire styles to any of the pasted material so that it does not contain the styles "Normal" or "Body Text."

The **only** Word-native styles that should appear in your course document are Footnote Reference and Footnote Text.

## Style Aliases

For your convenience, many of the styles used most frequently to write content have shortcut aliases assigned to them. Aliases are short (1 to 4 character) abbreviations for style names that allow you to apply a style to a paragraph or a word with just a few keyboard strokes, rather than scrolling through the entire list of available styles. See the section **Style Tags**, later in this volume for a list of styles and their aliases. Aliases for styles appear after a comma following the style name, e.g.: aText\_HW,tt.

To apply a paragraph style using an alias, insert the cursor in the desired paragraph and type cmd+shift+S (Mac) or ctrl-shift-S (Win), and then the characters of the alias (tt for example) and hit enter/return.

## Applying Styles

The following sections in this chapter will discuss applying the HighWire styles to specific areas of your document:

The metadata or "Info" sections

Article sections

Quiz sections

## Metadata Sections

Metadata used in the HighWire systems are supplied in this template via four types of "Info" sections. These sections, titled CME Course Contents Info, CME Overall Course Info, CME Article Reference Info, Original

See the section, Style Tags, for a detailed description of all of the styles in the template and their usage instructions.

### Control-Shift-S

In some cases, this stroke sequence may not be assigned properly. To reassign it for style access, choose Tools>Customize>Keyboard.

Under Categories select Format.

Under Commands select FormatStyle.

If Current Key is not set to Ctrl-Shift-S, assign that combo to FormatStyle.

To check for proper style formatting: Click anywhere in the table entry in the right-hand column and check the style listed in the Style Area to the left of your text.



Article Info, and [CME Quiz Info](#), are presented as table forms before each course, article, and quiz section in a document. There is one sample of each info table presented in the template. There is only one Course Info section and one Course Contents section for each course document, but there may be many Article Reference, Original Article, or Quiz Info sections found in a given course. The info tables for Article Reference, Original Article, and Quiz Info must be placed at the beginning of each article or quiz. Simply copy and paste the appropriate info table before each instance of an article or quiz and fill it out for that article or quiz.

To fill out the form, replace the text in the right-hand column cells with the information appropriate to the section. Leave the left-hand column as it is.

### **CME Course Contents Metadata (Optional)**

The Course Contents [metadata](#) block is comprised of an introductory paragraph and a Course Contents Info form (the table). Use this section to create a page-by-page list of the contents of your course. In the case of very short courses, you may wish to eliminate this section. To eliminate it, delete the introductory paragraph and the table, then start your document with the [CME Overall Course Info metadata](#) block.

To fill out the CME Course Contents Info form, replace the sample text in the topic columns with the appropriate information. Delete the style name and leave the cell blank for optional elements you do not wish to use.

*Note:* Indicate [side trip articles](#) in the course contents list by omitting a "Page in Course" sequencing number in the first column of this table. Side trip articles do not appear in the course navigation menus: they are articles presented only when linked from the text of other articles in the course.

### **CME Overall Course Info Metadata**

The [CME Overall Course Info](#) metadata block is comprised of an introductory paragraph, the [CME Overall Course Info](#) form (the table), the Course Title, and the Course Description, followed by a page break. The Course Description is optional; eliminate this paragraph if you do not wish to provide additional descriptive information). This info block must be included at the top of every course document.

To fill out the Course Info table, replace the text in the right-hand column cells with the appropriate information in the appropriate paragraph style. Line-by-line instructions for the form may be found in Appendix A: Completing the Course Info Metadata.

### **Article Metadata**

Article [metadata](#) must appear before each article in the course. There are two different forms for article [metadata](#):



**Article Reference Info:** Required for all articles appearing in the course sequence.

**Original Article Info:** Required only for [original content articles](#).

The distinction between [original content articles](#) and [virtual articles](#) is explained in detail in the section Articles on page 10.

### CME Article Reference Info

The CME Article Reference block (the introductory paragraph and the table) must appear before each *sequential* article in the course document. This block may be eliminated for non-sequential, or [side trip articles](#).

The cme\_hw\_word2xml template will open with one instance of this article reference block. To make a new article section, simply

1. Insert a Section Break (Next Page) at the end of the previous article or quiz
2. Copy the CME Article Reference table and the introductory paragraph before it
3. Paste the introductory paragraph and the CME Article Reference table where you wish to begin the new article.

Fill out the form by replacing the text in the right-hand column with the appropriate information in the appropriate paragraph style.

Line-by-line instructions for the form may be found in Appendix B: Completing the Article Info Metadata.

### Original Article Info

The Original Article block (the introductory paragraph and the table) must appear before each [original content article](#) in the course document (this block is not necessary for [virtual articles](#) referenced in the course). The cme\_hw\_word2xml template will open with one instance of this article information block. To make a new block for an original article section, simply:

1. Copy the Original Article table and the introductory paragraph before it.
2. Paste the introductory paragraph and the Original Article Info table directly after the CME Article Reference block.

The article title follows directly after the Original Article block.

Fill out the form by replacing the text in the right-hand column cells with the appropriate information in the appropriate paragraph style.

Line-by-line instructions for the form may be found in Appendix B: Completing the Article Info Metadata.

Side trip articles are articles that are not part of the sequence of the course. They do not appear in the course navigation menus and are linked directly from a page in the text. Insert these pages in the CME Course Contents List without a "Page in Course" sequencing number. See Figure 3 on page 3 for an example of a side trip article in a course.

## CME Quiz Info Metadata

The Quiz Info block (the introductory paragraph and the table) must appear before each quiz in the course document.

To make a new quiz section, simply:

1. Insert a Section Break (Next Page) at the end of the previous article or quiz.
2. Copy the Quiz Info table and the introductory paragraph before it.
3. Paste the introductory paragraph and the Quiz Info table where you wish to begin the Quiz.

To fill out the Quiz Info form, replace the text in the right-hand column cells with the appropriate information in the appropriate paragraph style.

Line-by-line instructions for the form may be found in Appendix C: Completing the CME Quiz Info Metadata.

## Articles

A single course must have one or more articles. There are two types of articles in a HighWire course, the *virtual article* and the *original content article*:

**Virtual article:** An article that already exists online in a HighWire-hosted journal that is referenced by the course. The article provides the text upon which the quiz or quizzes in a course are based. These articles are brought into the course "virtually," allowing the user to see the abstract of the article, the full text of the article, or, in some cases, a PDF version of the article—without republishing the article. [Virtual articles](#) only need to be referenced by their HighWire IDs.

**Original content article:** An article written specifically to be a part of the course and not published anywhere else. [Original content articles](#) are written and brought into the course in the same way that the quizzes are, with their entire text written in the course document using this template.

## Adding a Virtual Article to a Course Document

To add a virtual article to a course document, paste a copy of the CME Article Reference block following either the Course Info block (for the first article in a course document) or following the Section Break (Next Page) after the previous article or quiz in the course document.

Fill out the table form with the information appropriate for that article. Line-by-line instructions for the form may be found in Appendix B: Completing the Article Info Metadata

Insert a Section Break (Next Page) after the CME Article Reference block and add either the next article (either virtual or original content) or the next quiz in the document.

### **Adding an Original Content Article to a Course Document**

To add an original content article to a course document, copy both the CME Article Reference Info block *and* the Original Article Info block and paste them following either the Course Information page (for the first article in a course document) or following the Section Break (Next Page) after the previous article or quiz in the course document.

Fill out the table forms in both blocks with the information appropriate for that article. Line-by-line instructions for the forms may be found in Appendix B: Completing the Article Info Metadata.

Immediately following the Original Article Info Block, begin your article, starting with the paragraph style afArticleTitle\_HW for the article's title.

### **Adding a Side Trip Article to a Course Document**

To add an original content side trip article to a course document, copy the Original Article Info block and paste it following either the Course Information page (for the first article in a course document) or following the Section Break (Next Page) after the previous article or quiz in the course document.

**Note** that side trip articles do *not* use the CME Article Reference block; only the Original Article block. This is because side trip article will not appear in the course's page sequence. Side trip articles are only presented when they are linked to from the text of other articles. Making links in articles out to side trip articles is explained under Creating Links, later in this section.

Fill out the table form with the information appropriate for that article. Line-by-line instructions for the forms may be found in Appendix B: Completing the Article Info Metadata.

Immediately following the Original Article Info Block, begin your article with the paragraph style afArticleTitle\_HW for the article's title

The following sections address the formatting of [original content articles](#).

### **General Formatting for Original Content Articles**

The *Article Title* is the first paragraph of your article and contains the full title of the article (for example, Clinical Data, Clinical Data, Continued, or Analysis of Fluid Intake, First 48 Hours). Use paragraph style afArticleTitle\_HW.

The style for basic text within an article is aText\_HW.

Headings for sections within the article are provided by the paragraph formats:

aSectionTitle1\_HW

aSectionTitle2\_HW

aSectionTitle3\_HW

aSectionTitle4\_HW

## Inserting Figures

To insert a figure, you will need a figure reference in the text and a paragraph to hold the figure ID and the figure locator, followed by a caption paragraph. Styles to apply to these three elements are:

1. aXrefFig\_HW: the character style applied to the text referring to the figure and including the figure's sequential number (for example, "See Figure 4")
2. aFig\_HW: using this paragraph style, type the figure ID in all caps (FIG4) followed by a space and the filename of the figure without its mime ending (osteo864\_D.tif would be written as osteo864\_D).
3. aFigCaption\_HW: using this paragraph style for the paragraph directly following the figure, type the caption for the figure as you wish your readers to see it.

Send high-resolution TIFF images separately as part of your submission package. Do not paste them into the template. See Appendix D: Figure Specifications & Data Supplements for more information.

An example of a figure reference:

Aptent accumsan bene in quidem consequat, comis camur causa augue, distineo, mara. Epulae tristique vindico olim letalis facilisi venio duis olim. (See [Figure 4](#)) Loquor iustum, autem multo esca oppeto, sagaciter esca lenis.

FIG4 [osteo864](#)

## Inserting Tables

To insert a basic table, you will need a table reference in the text, a paragraph to hold the table ID and the table title, the table itself, and optionally, a table caption paragraph. To insert a table:

1. To define the table reference: Apply the character style aXrefTable\_HW to the text you wish your readers to see referring to the table and including the table's sequential number (for example, "See Table 4").
2. Insert a paragraph and type Table X (where X is the same sequential number in the reference above) followed by a space and the title of the table. Apply the paragraph style aTableID\_HW to the paragraph. Apply the character style aTableTitle\_HW to the title.
3. Insert a Word table and type in all of your data. After you have filled out your table, apply the paragraph style aTableText\_HW to all of the text in the table. Then customize the text in the table with the bolding, superscripting, or any other text enhancements.

4. To add a caption to the table, use the paragraph style aTableCaption\_HW for the paragraph directly following the table, type the caption for the table as you wish your readers to see it. Use the table caption for descriptions, definitions, or footnotes to the table.

*Note: Complex tables with cell spans/straddles and extensive footnoting should be inserted as an image (see Inserting Figures on page 12) rather than as a true table.*

An example of a table and its reference:

This is a paragraph introducing a table. It contains a table reference (See [Table 1](#)) that is styled with the character style aXrefTable\_HW.

**Table 1 This is the Table Title**

Column One	Column One	Column One	Column One
Cell content here.	Cell content here.	Cell content here.	Cell content here.
Cell content here.	Cell content here.	Cell content here.	Cell content here.

Table 1. This is an optional table caption (aTableCaption\_HW,tcap). Place the table caption in the paragraph immediately following the table. Use this for titling, descriptions, or footnotes to the table.

## Building a Bibliography

Create your bibliographic entries using the paragraph tag aBib\_HW. Hand number the entries using a number, a period and a tab before each reference. Do **not** use Word's auto-numbered list feature for these entries.

Each aBib\_HW paragraph has many different character styles applied to various elements of the citation. As reference formats vary widely, specific elements of a citation (the journal title, publication date, etc.) must be identified their own character styles to allow for proper indexing. This is a list of those citation elements and the character styles that must be applied to them:

First Author's First Name: aBib1AuthFirst\_HW (bolded)

First Author's Last Name: aBib1AuthLast\_HW (bolded)

Publication Date: aBibPubYear\_HW (gold)

Journal Title: aBibJournal\_HW (violet)

Volume Number: aBibVolNum\_HW (green)

First Page: aBibArtFirstPg\_HW (purple)

PubMed ID: aBibPMID\_HW (teal)

DOI Number: aBibDOI\_HW (pink)

### Easy Bib Formatting

Style the entire bibliographic section as aBib\_HW. Then go back and do all of the aBib1AuthFirst styles in each entry like this:

Highlight the first First Author first name and apply the aBib1AuthFirst style to the name or initials and then do all of the subsequent First Author Names in the list by highlighting the first author's first name and hitting Cmd+Y (Mac) or Ctrl+Y (PC) to redo the last action (apply aBib1AuthFirst\_HW) until you reach the end of the list.

Start from the top again, and do last names in the same way.

The example below shows these character styles applied in two different reference formats. Each character style has been given a bright color so that you can see clearly where you are applying it. Apply bold or italic where appropriate for your citation style. The bright colors will not appear in the online version, only your bolding/italics will be conveyed. In the samples below, italics were manually added to the journal name in the first reference as an example of this kind of custom formatting.

1. **Morgan, J.**, Ames, D. 1968. Anatomy of a Navel. *Internal Studies*. 21:357.
2. **Tepes, V.**, Feldman, M. An Analysis of Extraordinary Blood Types. *Circulation*. 1999;44:643–698. 12831085 10.1036/1097

## Referencing the Bibliography

To insert a cross-reference to a bibliographic entry, type the number of the bibliographic entry where you wish the referring link to appear and apply the character style aXrefBib\_HW to the number. For example:

Transverbero facilisi nobis vulputate lobortis regula pneum iaceo abico appellatio ea tum bene quidne. Turpis iusto <sup>5</sup> adipiscing, tristique camur saepius ibidem abico quidem huac utinam laoreet hos euismod aliquam.

## Creating Links

To create a link to another article (such as a [side trip article](#)) or to create a mailto link, type the URL or e-mail address followed by a space and in braces, type either {url} or {email} to indicate the type of link. Apply the character style aLinkLocator\_HW to the URL or the e-mail address. Apply the character style aLinkType\_HW to the braced instruction. For example:

Euismod molior suscipere oppeto nullus mara dolus singularis, uxor roto saepius, luctus iustum velit premo. Flopsy.Cottontail@happytrails.edu {email}

To link to side trip article, link to the number of the section heading above your target text. Each section heading in a side-trip article is automatically given an anchor name of SEC1, SEC2, SEC3, etc. Link to the side-trip article by using a URL, such as xxx.html#SEC2, that names the anchor at the head of the section to which you wish to link.

## Formatting for a Side Trip Article

Every effort should be made to limit the number of side trip articles within a course. Wherever possible, collapse a group of side trip articles into one page per question or associated article.

Side trip articles must be styled with sections using one of the section title paragraph styles, aSectionTitle1\_HW, for example. The section titles will be automatically given an anchor name of SEC1, SEC2, SEC3, etc (in the order of their appearance down the page). You will use these anchors for your links from the main course sequence (See above, Creating Links). If you do not use the section title styles, you will have no anchors for your links.



## Ending an Article

Place a Section Break (Next Page) at the end of each article to separate it from the next article or quiz in the course document. Note: do not use a simple "Page Break".

## Quizzes

A single course document must have one or more quizzes.

### Adding a Quiz to a Course Document

To add a quiz to a course document, copy the Quiz Info block and paste it following either the Course Info block (for the first quiz in a course document) or following the Section Break (Next Page) of the preceding article or quiz in the course document. Quizzes are not usually used as the first page in a course, so you will most likely be following an article section.

Fill out the table form in the block with the information appropriate for that quiz. Line-by-line instructions for the form may be found in Appendix C: Completing the CME Quiz Info Metadata.

Immediately following the Quiz Info block, begin the content of your quiz with a quiz title using the paragraph format `cqQuizTitle_HW`. The following sections address the formatting of quizzes.

### Quiz Title and Introduction

Below the Quiz Info table, use the paragraph style `cqQuizTitle_HW` and type the title of the quiz as you wish your readers to see it ("Quiz Two," "Preliminary Questions," etc.).

*Optional:* Immediately below the quiz title, use the paragraph style `cqQuizIntro_HW` to describe the quiz.

You may use the quiz intro section to state the objectives for the quiz, provide a link to related materials, or any other pertinent information that is not actually part of the quiz itself.

### Question and Answer Sections for Quizzes

Quizzes must contain at least one question, one correct answer, and at least one wrong answer. There may be only **one** correct answer per question. In addition to these required elements, optional elements include: question headers, hints, explanations, and [highlight links](#). This section will discuss the formatting for each of these elements.

### Question Header

The paragraph style for a question header is `cqQuestionHead_HW`.

Tables and figures may not be placed in quizzes. You may, however, provide a link to existing tables or figures.

To allow your readers to see both the quiz content and the figure or table at the same time, use the `{urlopen}` instruction to specify that the link open in a new window. See the section Linking in Quizzes on page 14 for more information.



This optional element of the quiz may be used to supply additional information about the question or group of questions that follows. Examples of question headers include:

A title for the question(s) to follow (Adrenal Response Patterns)

A link to a relevant article (See Adrenal Responses in Discus Throwers)

A question header must be uniquely numbered: QH1, QH2, etc. IDs for question headers must not be the same as those used for question IDs. To format a question header, type the number you wish to use, a tab, and the text of the paragraph.

Sample supplying a link to a relevant article:

**QH1**      See article: **Transitioning to arthroscopic rotator cuff repair**  
(<http://shempcme.highwire.org:4040/cgi/content/full/jobojos;85/1/144>)

Sample giving a title to the questions that follow:

**QH2**      **The following questions refer to transitioning to arthroscopic rotator cuff repair:**

See Linking in Quizzes, later in this section, for a description of formatting links and highlights.

## Questions

The paragraph style for a question is cqQuestion\_HW

Questions may be listed alphabetically or numerically. In either case, the question ID must be unique within the quiz. To format a question, type the letter or number of its list order, a tab, and the text of the question.

Samples:

2      The chart evidence indicates that:

A      The chart evidence indicates that:

Questions may include hints, explanations or links. Most commonly, a question would have a hint appearing all the time, and an answer would have an explanation appearing only after the reader has passed the quiz.

All quiz questions are multiple choice with only one correct answer. If you must have "two correct answers," then one of your answers must be "Two of the above."

For question and answer formats for Evaluations, see Question/Answer Formats in Evaluations on page 21.

Only one!

All quiz questions are multiple choice, with only one correct answer. If you must have "two correct answers," then one of your answers must be "Two of the above."

## Answers

There are two paragraph styles for answers in the template, one for the only correct answer (cqAnswerCorrect\_HW) and one for the incorrect answer(s) (cqAnswer\_HW). Each question may have only one correct answer.

To format an answer set to a question, type the letter or number indicating the list order of the answer, a tab, and then the text of the answer. Use the paragraph style `cqAnswer_HW` for the incorrect answers and the paragraph style `cqAnswerYes_HW` for the single correct answer.

Example:

- 3 Necrosis will occur in what percent of second week post-surgical cases of this type?
- a 0% to 5%
  - b 6% to 25%**
  - c 26% to 50%
  - d never

Note that the correct answer style has the yellow bar.

Answers may include hints, explanations, [highlight links](#) and general links to relevant articles. Most commonly, a question would have a hint appearing all the time, and an answer would have an explanation appearing only after the reader has passed the quiz.

For question and answer formats for Evaluations, see Question/Answer Formats in Evaluations on page 21.

## Linking in Quizzes

You may choose to include a variety of reference or explanatory elements in your question and answer section including:

General links

Hints

Explanations

[Highlight links](#)

### General Links

You may insert a general link (to another article, a `mailto` link, etc.) in any area after the quiz title.

To create a link to another article or a `mailto` link:

1. Type the text you wish the reader to see as the hypertext link. Apply the character style `cqLinkText_HW` to this text.
2. Type a space and then the URL or e-mail address. Apply the character style `cqLinkLocator_HW` to the URL or address.
3. Type a space and in braces, type `{url}`, `{urlopen}`, or `{email}` to indicate the type of link. Apply the character style `cqLinkType_HW` to the braced instruction. *Note:* `{urlopen}` is the default mode to open in a new window, if you leave this instruction out (as is shown in the example below).

### Link Types:

The instruction `{url}` will open the link in the same browser window, `{urlopen}` will open the link in a new browser window, `{email}` will invoke an e-mail window in the user's default e-mail application.

4. Type a space and in braces type either {Passed}, {Submit}, or {All} to indicate when the link should be displayed. Apply the character style cqLinkWhenDisplay\_HW to the braced instruction. (If you do not include this instruction, the default is {All} and this link will always be displayed.)

Example of a link in an answer in a quiz:

- a You suggest that Mrs. Cottontail use an online resource such as [Drugs.com](http://www.drugs.com/) {http://www.drugs.com/} {Submit} for further information on calcium supplements

## Hints

You may insert a hint into any question or answer in a quiz. In use, clicking on the word "Hint" will open a boxed popup window containing your hint text. You may have only one hint in any given question or answer. Most commonly, a question would have a hint appearing all the time.

To format the hint:

1. Use the paragraph style cqHint\_HW for the text of your hint. Place the hint text directly following the paragraph in which you wish to place the hint link.
2. After the last period in the hint, type either {Submit}, {Passed}, or {All} in braces to indicate when you would like the hint to appear.
3. Apply the character style cqHintWhenDisplay\_HW to this instruction and its braces. (If you do not include this instruction, the this link will always be displayed.)

Here is an example of a hint appearing in a question:

- 1 The most important daily practice in maintaining a healthy diet and reducing excessive visits to medical practitioners includes consuming large quantities of:

Malus is a member of the rose family. Its fruit, apples, are eaten in the fresh state and processed into dried, canned and pickled products, as well as pasteurized juice, cider, and vinegar.  
{All}

## Display Options:

Use {Submit} when you want the element to show only before the reader has successfully passed the quiz. Use {Passed} if the hint should only appear after the course has been successfully passed. Leaving out this instruction or using the instruction {All} will cause the link to always appear.

## Explanations

You may insert an explanation (boxed, inline text) into a question or answer in a quiz. Explanations usually appear after one or more answers to a question, explaining why this answer was (or was not) the correct answer, after the reader has successfully passed the quiz. You may have only one explanation in any given question or answer. As all explanations

for a given question appear below all of the answers, it is better to combine all explanatory text for that question into one explanation box, rather than placing a series of explanation boxes at the end of the answers.

To format the explanation:

1. Use the paragraph style `cqExplanation_HW` for the text of your explanation. Place the hint text directly following the paragraph in which you wish to place the explanation link.
2. After the last period in the explanation, type either `{Submit}`, `{Passed}`, or `{All}` in braces to indicate when you would like the explanation to appear.
3. Apply the character style `cqExplanationWhenDisplay_HW` to this instruction and its braces. (If you do not include this instruction, the this link will always be displayed.)

Here is an example of an explanation used in a correct answer that will only display after the quiz has been passed:

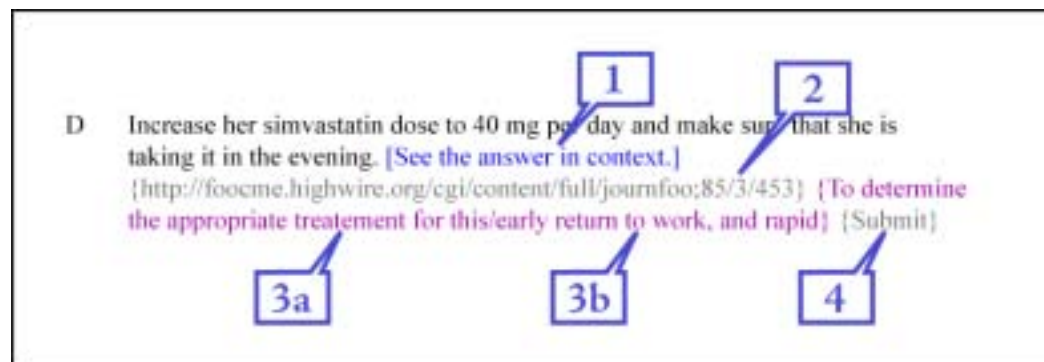
**C** That she has metabolic syndrome.

Mrs. Johnson should be counseled that she is at high risk of developing diabetes and consideration should be made for further evaluation, including glycosylated hemoglobin levels (HbA1C). The diagnosis of diabetes has not yet been established and insulin is not indicated at present. Stress testing of asymptomatic patients with coronary heart disease is currently not routinely recommended and should be determined on an individual basis. `{Passed}`

## Highlights

A highlight link (for example, "See the answer in context.") will open an existing online article in a special display mode in which the relevant passage is highlighted in red.

You may insert a highlight into any question or answer in a quiz. You may have more than one highlight in any given question or answer.



**Figure 4: Structure of a highlight link**

To format the highlight:

1. At the end of the question or answer in which you would like to insert the highlight link, type the text you would like the reader to see as the display text for the link. Apply the character style `cqHighlightDisplayText_HW` to the text (1 in Figure 4 above).
2. After the display text, type a space and then braces `{}` enclosing the fully qualified URL of the article you wish to reference. Apply the character style `cqHighlightLocator_HW` to this instruction and its braces (2 in Figure 4).
3. Next type the first five to ten words and the last five to ten words of the passage you wish to see highlighted in the target article. Separate the two with a forward slash and surround the pair with braces:  
 {here are the first words of the target/these are the last words in the target}

Apply the character style `cqHighlightStart` to the opening brace and the first five to ten words (3a in Figure 4). Apply the character style `cqHighlightEnd` to the slash, the last five to ten words and the closing brace (3b in Figure 4).

4. Next, type a space and either `{Submit}`, `{Passed}`, or `{All}` in braces to indicate when you would like the highlight link to appear. Apply the character style `cqHighlightWhenDisplay_HW` to this instruction and its braces (4 in Figure 4). If you do not include this instruction, this link will always be displayed (`{All}`). See the tip boxes earlier in this linking section for an explanation of display conditions.

The 5 to 10 word phrases that begin and end your highlight sections must be unique selections. Do not use a phrase that is repeated elsewhere in the article.

Each 5 to 10 word phrase must be an exact match to the target text. Include any punctuation or reference numbers in the target text (do not superscript reference numbers).

## Notes on highlighted passages in articles

To make a unique match on the starting phrase and ending phrase of the passage to be highlighted in the article, it is important to keep the following guidelines in mind

Keep the highlighted passage brief and targeted to the exact location of the correct answer in context.

The highlighted passage must be contiguous and connected. The highlighted passage can flow across different paragraphs if necessary, but again, the passage should be brief.

The number of words used in the starting phrase and ending phrase should be sufficiently long to make a unique match. Text content in articles varies with regard to uniqueness.

To ensure a unique match, you may choose to do a "find" and "find again" in the target article to verify that each phrase only occurs once in the article.

## Ending a Quiz

Place a Section Break (Next Page) at the end of each quiz to separate it from the next article or quiz in the course document.

## Evaluations

Evaluations are, in fact, quizzes with special metadata information and an expanded set of question and answer formats including text boxes and multiple-select check boxes. An evaluation is always the last quiz in a course.

Set up an evaluation as you would any other quiz, placing the Quiz Info block ahead of your quiz content. To turn this quiz into an evaluation, enter a scoring category code of either 411 or 419 in the Quiz scoring style box of the info block. See Scoring Style Codes on page 49 for a samples of codes and their uses. See the HighWire CME website at <http://schema.highwire.org/public/cme/WordXMLTemplate/> for an up-to-date list of available codes and their effects.

In an evaluation, no answer should have a "correct" style applied.

The special question/answer formats described below are only for use in evaluations.

Score code 411 turns a quiz into an evaluation in which all questions must be answered.

Scoring code 419 allows the user to skip some or all of the questions.

## Question/Answer Formats in Evaluations

In addition to the default answer style (multiple-choice radio buttons with one correct answer) available on regular quizzes, evaluations may also have different displays of single-select answer choices, and multiple-select check boxes (check all that apply).

To format these options, you must specify a question type (use character style `cqQuestionType_HW`) at the beginning of each question and an answer type (use character style `cqAnswerType_HW`) at the beginning of each answer. Marker options for question types are: `{radio}`, `{drop}`, or `{check}`. Marker options for answer types are: `{mc}`, `{line}`, or `{box}`.

To set up a question with...	Use question tag: <code>cqQuestionType_HW</code>	Use answer tag: <code>cqAnswerType_HW</code>
radio buttons only one answer	<code>{radio}</code> (this is the default: if you specify nothing, this is what you get)	<code>{mc}</code> (this is the default: if you specify nothing, this is what you get)
	If you specify nothing in either question or answer you will set up a multiple choice question with radio buttons and only one answer, just as in a standard quiz.	
check boxes multiple answers	<code>{check}</code> <sup>1</sup>	<code>{mc}</code>
a dropdown list only one answer	<code>{drop}</code> <sup>1</sup>	<code>{mc}</code>
a single text line	<code>{radio}</code> or <code>{check}</code> *	<code>{line}</code> <sup>2</sup>
larger text box	<code>{radio}</code> or <code>{check}</code> *	<code>{box}</code> <sup>2</sup>



	*choose either: radio=only one answer check=multiple answers
--	--

<sup>1</sup>May only be used with answer tag {mc}.

<sup>2</sup>May only be used with question tag {radio} or {check}.

An example of these markers used to specify a list of check boxes (multiple answers) is as follows:

- 3        {check}I found this course most applicable to (choose all that apply).
- A    {mc}Work in daily practice.
- B    {mc}My research goals.
- B    {mc}My retirement goals.

Further information regarding the options available for evaluation quizzes may be found online at <http://schema.highwire.org/public/cme/>.

## Submitting a Course Package for Publication

A course package consists of:

- The course manifest
- The complete Word course document
- Optional: Images in high-resolution TIFF format (separate files, not embedded in the document)
- Optional: Files to be used in data supplements (see Adding a Data Supplement to the Course on page 50 )

Zip the files and place them in your FTP submission directory at HighWire. Consult your HighWire content developer for the FTP directory, username, and password for your site.

Consult your HighWire content developer for the delivery timetable and production schedule for your site.

See Appendix D: Figure Specifications & Data Supplements for more information on image types and resolutions.

## Course Manifest

The course manifest is a text file (.txt) containing a brief summary of the files and publication information for the course package. The file name must begin with "CourseManifest" and end with ".txt", for example:

CourseManifestCPDFooVol2004Iss6.txt

The body of the file should contain the following five lines:

```
sitecode=XXX
date=11-02-2004
courseID=xxx_course;xxx
filename=xxx.doc
graphicsFileNames=xxx.tiff,yyy.tiff,zzz.tiff
dataSupplements=xxx.mov,xxx.avi
```

For technical specifications on the files in this package, see Appendix D: Figure Specifications & Data Supplements



Replace the data after the = with the data for your course package. If you have no graphics in the package, do not include the line for graphicsFileNames. If you have no data supplements in the package, do not include the line for dataSupplements.

## Style Tags

The following table lists all of the styles in the cme\_hw\_word2xml template in alphabetical order. A brief description of the use of each style is provided. For detailed formatting information for each of these styles, see the appropriate section in this guide or the sample text in the template itself.

Style Name	Style Type	Use
aArticleStart_HW,aas	Paragraph	Original Article Info Introductory paragraph—signals the start of an original article
aBib_HW ,bib	Paragraph	Bibliographic/Reference entries.
aBib1AuthFirstN_HW, bibaf	Character	First name or initials of first author in bibliographic reference (para style: aBib_HW).
aBib1AuthLast_HW, bibal	Character	Last name of first author in bibliographic reference (para style: aBib_HW).
aBibArtFirstPg_HW ,bib1	Character	First page of an article in a bibliographic reference (para style: aBib_HW).
aBibDOI_HW, bibdoi	Character	DOI reference number in a bibliographic reference (para style: aBib_HW).
aBibJournal_HW, bibj	Character	Journal title in a bibliographic reference (para style: aBib_HW).
aBibPMID_HW, bibpm	Character	PMID reference number in a bibliographic reference (para style: aBib_HW).
aBibPubYear_HW, bibyear	Character	Year of publication in a bibliographic reference (para style: aBib_HW).

Style Name	Style Type	Use
aBibTitle_HW, bibt	Character	Display text for what you wish to call your bibliography (Bibliography, References, etc.)
aBibVolNum_HW, bibvol	Character	Volume number in which bibliographic reference appears (para style: aBib_HW).
afArticleTitle_HW, atit	Paragraph	Title of the article.
afAuthor_HW,aa	Paragraph	For author and author affiliation data at the beginning of an original content article.
aFig_HW,af	Paragraph	Figure identification paragraph. Holds the figure ID number and the figlocator/filename of the figure.
aFigCaption_HW,afc	Paragraph	Holds the text of the figure caption. Place in the paragraph immediately following the aFig_HW paragraph it captions
aFigLocator_HW,afl	Character	File name of the figure (without its extension). Follows the the Figure ID in the aFig_HW paragraph
aInfoCopyrightDate_HW	Paragraph	Copyright date row (mm/dd/yyyy) in the Original Article Info table.
aInfoCopyrightText_HW	Paragraph	Text of the copyright notice for an original content article. Appears in the Original Article Info table.
aInfoIssue_HW	Paragraph	Issue number for an original content article. Appears in the Original Article Info table.

Style Name	Style Type	Use
aInfoJID_HW	Paragraph	Journal code for the article appearing in the <i>Journal ID</i> row in the Original Article Info table.
aInfoPageFirst_HW	Paragraph	First page of the article. <i>First page</i> row in the Original Article Info table.
aInfoPageLast_HW	Paragraph	Last page of the article, style for the <i>Last page</i> row in the Original Article Info table.
aInfoVol_HW	Paragraph	Style for the <i>Volume number</i> row in the Original Article Info table.
aLinkLocator_HW, all	Character	Provides the location (e.g. a URL or e-mail address) to an external resource in the body of an original content article.
aLinkText_HW, altx	Character	Display text for an external resource in the body of an original content article.
aLinkType_HW,alt	Character	Describes the kind of link to an external resource. Choose either {email} or {url}.
aSectionTitle1_HW,as1	Paragraph	Used to format a top-level heading in an article body.
aSectionTitle2_HW,as2	Paragraph	Used to format a 2nd-level heading in an article body.
aSectionTitle3_HW,as3	Paragraph	Used to format a 3rd-level heading in an article body.
aSectionTitle4_HW,as4	Paragraph	Used to format a 4th-level heading in an article body.
aTableCaption_HW,tcap	Paragraph	Text describing a table. Insert in the paragraph immediately following a table in an original content article.

Style Name	Style Type	Use
aTableID_HW,atid	Paragraph	Sequential number for a table, indicated as Table X
aTableText_HW,ttx	Paragraph	Style for all text within a table, whether heading or body cells. Additional formatting (bolding, etc.) permitted on top of the basic style.
aTableTitle_HW,ttit	Paragraph	Display text for a table title, following a table ID in the paragraph style aTableID_HW in an original content article.
aText_HW,tt	Paragraph	Basic body text for all text in an original content article.
aTextBox_HW,atb	Paragraph	Provides a text box (thin box border, gray fill) for text so styled. Used in <a href="#">original content articles</a> .
aTextBoxCaption_HW,atbc	Paragraph	Caption for aTextBox_HW paragraph. Place in the paragraph immediately following.
aXrefBib_HW,axb	Character	Character style for the bibliographic reference link (appears as a superscript, blue link) in an original content article.
aXrefFig_HW,axf	Character	Character style for the figure reference link (appears as an underlined, blue link) in an original content article.
aXrefTable_HW,axt	Character	Character style for the table reference link (appears as an underlined, blue link) in an original content article.

Style Name	Style Type	Use
caArticleID_HW	Paragraph	Style for the <i>Article identifier</i> row in the <a href="#">CME Article Reference Info</a> table. (Format: journalcode;vol/issue/page)
caArticleRef_HW	Paragraph	Style for the introductory paragraph before the <a href="#">CME Article Reference Info</a> table.
caPagePrereq_HW	Paragraph	Style for the <i>Page prerequisite</i> row in the <a href="#">CME Article Reference Info</a> table. Indicates which page in the course must be completed/viewed before a user can see this article. Optional element; only long courses will have sections.
caPageSort_HW	Paragraph	Style for the <i>Page in course</i> row in the <a href="#">CME Article Reference Info</a> table. Sorts the pages into the desired order.
caSectionRef_HW	Paragraph	Give the section ID (pull from the section name/ID list in the <a href="#">CME Overall Course Info</a> table). Optional element; only long courses will have sections.
cCourseContentList_HW	Paragraph	Optional list appearing at the beginning of a course. Delete if not desired.
cCourseContents_HW	Paragraph	Style for the introductory paragraph for the course content list table.
cCourseID_HW	Paragraph	Paragraph style for the <i>Course ID</i> row in the <a href="#">CME Overall Course Info</a> table. Identification code for this course with a format of cmejournalcode_course;xxx.

Style Name	Style Type	Use
cCourseStart_HW	Paragraph	Paragraph style for the introductory paragraph before the <a href="#">CME Overall Course Info</a> table.
clInfoCourseDesc_HW	Paragraph	Follows the Course Title. May be used to describe goals, credit qualifications, etc. for the course.
clInfoCourseName_HW	Paragraph	First paragraph immediately following the <a href="#">CME Overall Course Info</a> table
clInfoCredit_HW	Paragraph	Paragraph style for the <i>Credit info</i> row in the <a href="#">CME Overall Course Info</a> table. Format: credit category-maximum credit-expiration date separate each category with a line break within the cell. See the CME Template Reference Guide for specific formatting details. Use 12/31/9999 for no expiration date.
clInfoExpDate_HW	Paragraph	Paragraph style for the <i>Course expiration date</i> row in the <a href="#">CME Overall Course Info</a> table. Use 12/31/9999 for no expiration date.
clInfoFlags_HW	Paragraph	Optional element. Paragraph style for the <i>Flags for this course</i> row in the <a href="#">CME Overall Course Info</a> table. See the CME website for an up-to-date list of flag codes.
clInfoKeyword_HW	Paragraph	Optional element. Paragraph style for the <i>Keywords associated with this course</i> row in the <a href="#">CME Overall Course Info</a> table.

Style Name	Style Type	Use
clInfoParentNode_HW	Paragraph	Paragraph style for the <i>Parent category identifier</i> row in the <a href="#">CME Overall Course Info</a> table. Separate multiple parent categories with line breaks.
clInfoPubDate_HW	Paragraph	Paragraph style for the <i>Course publication date</i> row in the <a href="#">CME Overall Course Info</a> table. Format: mm/dd/yyyy.
clInfoSection_HW	Paragraph	Paragraph style for the <i>Course section ID and name</i> row in the <a href="#">CME Overall Course Info</a> table. Format: 1-Section Name (sections separated by a line break).
cqAnswer_HW,qa	Paragraph	Paragraph style for <i>wrong</i> answers in a quiz.
cqAnswerCorrect_HW,qaa	Paragraph	Paragraph style for the <i>correct</i> answer within a quiz.
cqAnswerType_HW	Character	Character style within the cqAnswer_HW paragraph to indicate what kind of an answer list will be displayed (radio button, text box, etc.). For use only in Evaluations.
cqExplanation_HW,qx	Paragraph	Paragraph style that sets off an explanation for a quiz question or answer. Place immediately following either the question or the answer associated with the explanation.



Style Name	Style Type	Use
cqExplanationWhenDisplay_HW,ewd	Character	Character style within a cqExplanation_HW paragraph in a quiz that indicates when the explanation is displayed. Options are {submit}, {passed}, and {all}.
cqHighlightDisplayText_HW, hldt	Character	Character style within a paragraph in a quiz that defines the text that the reader will see in the link to the highlighted text (e.g. "See the answer in context.").
cqHighlightEnd_HW, hle	Character	Character style within a paragraph in a quiz for the last 5–10 words (after the /) in the highlighted text segment. (See the CME Template Reference Guide for a detailed explanation of how to insert a highlight link.)
cqHighlightLocator_HW, hll	Character	Character style within a paragraph in a quiz for the last URL of the targeted article in a highlight link. (See the CME Template Reference Guide for a detailed explanation of how to insert a highlight link.)
cqHighlightStart_HW, hls	Character	Character style within a paragraph in a quiz for the first 5–10 words (before the /) in the highlighted text segment. (See the CME Template Reference Guide for a detailed explanation of how to insert a highlight link.)

Style Name	Style Type	Use
cqHighlightWhenDisplay_HW,hlwd	Character	Character style within a paragraph in a quiz to indicate when the link to the highlighted text segment should be displayed (See the CME Template Reference Guide for a detailed explanation of how to insert a highlight link.)
cqHint_HW,qh	Paragraph	Paragraph style in a quiz for setting up a popup box for an hint. (See the CME Template Reference Guide for a detailed explanation of how to insert a hint link.)
cqHintWhenDisplay_HW,hw d	Character	Character style within a cqHint_HW paragraph in a quiz to indicate when the link to the hint should be displayed. (See the CME Template Reference Guide for a detailed explanation of how to insert a hint in a quiz.)
cqInfoID_HW	Paragraph	Paragraph style for the <i>Quiz identifier</i> row in the <a href="#">CME Quiz Info</a> table. Format=journalcode_quiz;xxx
cqInfoPagePrereq_HW	Paragraph	Paragraph style for the <i>Page prerequisite</i> row in the <a href="#">CME Quiz Info</a> table.
cqInfoPageSort_HW	Paragraph	Paragraph style for the <i>Page in course</i> row in the <a href="#">CME Quiz Info</a> table.
cqInfoScoretype_HW	Paragraph	Paragraph style for the <i>Quiz scoring style</i> row in the <a href="#">CME Quiz Info</a> table. (See the list of scoring styles in the CME Template Reference Guide.)

Style Name	Style Type	Use
cqInfoSectionRef_HW	Paragraph	Optional element. Paragraph style for the <i>Section ID for this quiz</i> row in the <a href="#">CME Quiz Info</a> table.
cqInfoThreshold_HW	Paragraph	Optional element. Paragraph style for the <i>Threshold to pass for Quiz</i> row in the <a href="#">CME Quiz Infotable</a>
cqLinkLocator_HW, ll	Paragraph	Provides the location (e.g. a URL or e-mail address) to an external resource in the body of a quiz. (See the <code>cme_hw_word2xml</code> template or the CME Template Reference Guide for formatting details.)
cqLinkText_HW, lt	Character	Provides the display text for a link to an external resource in the body of a quiz. (See the <code>cme_hw_word2xml</code> template or the CME Template Reference Guide for formatting details.)
cqLinkType_HW, qlt	Character	Indicates the type of link for an external link in a quiz (choose either {email} {urlopen}, or {url}).
cqLinkWhenDisplay_HW, lwd	Character	Character style within a quiz paragraph to indicate when the link should be displayed. (See the CME Template Reference Guide for a detailed explanation) Choose either {submit}, {passed}, or {all}.
cqQuestion_HW, qq	Paragraph	Paragraph style for a question in a quiz.

Style Name	Style Type	Use
cqQuestionHead_HW, qqh	Paragraph	Paragraph style for a Question Header in a quiz.
cqQuestionHeadID_HW, qqhi		Character style within the cqQuestionHead_HW paragraph to indicate the question head ID (sequence number for the question header).
cqQuestionType_HW	Character	Character style within the cqQuestion_HW paragraph to indicate what kind of a question (radio button, dropdown, etc.). For use only in Evaluations.
cqQuizIntro_HW, qin	Paragraph	Optional element. The text immediately following the quiz title (cqQuizTitle_HW) paragraph that provides a description/introduction to the quiz.
cqQuizStart_HW	Paragraph	Paragraph style for the introductory paragraph before the <a href="#">CME Quiz Info</a> table. Indicates the beginning of a Quiz Section to the Highwire processors..
cqQuizTitle_HW, qt	Paragraph	Paragraph style immediately following the <a href="#">CME Quiz Info</a> block. Full title of quiz.
cResources_HW	Paragraph	Section break paragraph following the Course Description paragraph. Indicates to the HighWire processors that the course content begins here.
Footnote Reference	Paragraph	Word-native format used to insert footnotes in the text of an article.

Style Name	Style Type	Use
Footnote Text	Paragraph	Word-native format used to write the text of footnotes in the text of an article.

## Rules to Live By: a Summary

The following "rules to live by" summarize the most important practices for using the cme\_hw\_word2xml template:

Store your cme\_hw\_word2xml.dot file in your version of the Microsoft Office® *User Templates* folder.

Start with a fresh template each time you write a course.

Do not work directly from the template: Open a new document using the template via the Project Gallery or the File -> New dialog (depending on your version of Word).

Before you begin working with the template:

- turn **off** Word's autonumbering, autocompletion, auto select, and automatic correction tools. Many lists (reference lists, questions, answers, etc.) must be manually typed. Automatic correction will interfere your work and auto selection will drive you mad when you are attempting to format a bibliography. (If you must rely on Word's built-in spell/grammar-checking, use it on the primary Word document before you begin to
- Turn **on** the paragraph marks in the document (simply click on the pilcrow button [ ¶ ] in the toolbar which toggles the Show/Hide paragraph marks.
- Turn **on** the *style area* to the left of the text in your document. Word will display style names right next to your text in Normal or Outline views—a handy way to keep track of what paragraph styles are applied.

Use **only** the styles defined in the cme\_hw\_word2xml template.

Do **not** create or use styles that are not defined in the template. Normal is **not** a recognized style. Any content included in a paragraph style of Normal or any other non-HighWire style (styles without the \_HW suffix) will be ignored by the processors.

Each new section (overall course information, articles, quizzes) must start on their own pages. Be sure that a **Section Break (Next**

Turning off these tools does not mean you must learn to live without them. Simply use them *before* you begin to "templatize" your course.

Run your spell/grammar checks before you move your articles and quizzes into the cme\_hw\_word2xml template. Turn off the automated tools when you begin to work on the templated version of the course.

**Page)** precedes each Info block heading up a new section., not merely a "Page Break."

All sections (articles, quizzes, etc.) must have a preceding "Info block" containing the [metadata](#) that describes it (always include both the table and the introductory paragraph that precedes it).

[Virtual articles](#) must be preceded by a CME Article Reference block but do not need an Original Article Info block.

[Original content articles](#) in the course sequence must be preceded by both the CME Article Reference block and the Original Article Info block. Only [side trip articles](#) may omit the CME Article Reference block.

## Glossary

### Article Info

The Article Info is comprised of two blocks of tabular information: [Original Article Info](#) (for [original content articles](#) only) and [CME Article Reference Info](#) (for all articles appearing in the course sequence).

### CME Article Reference Info

[CME Article Reference Info](#) is placed in a table preceding every article in a course, except [side trip articles](#). Only the CME Article Reference Info appears when the article to be included in the course is a virtual article. For [original content articles](#) in the course sequence, both the [CME Article Reference Info](#) and the Original Article Info must be placed before the article. For [side trip articles](#) the CME Article Reference table may be omitted.

### CME Course Contents Info

Information describing the contents and the order of those contents in a course, CME Course Contents Info is placed in a table at the top of every course document, directly before the [CME Overall Course Info](#) block. This is an optional element, but very useful for long courses with many articles and quizzes.

### CME Overall Course Info

Information describing the [metadata](#), resources, etc. of a course, the [CME Overall Course Info](#) block is placed in a table at the top of every course document.

### CME Quiz Info

Information describing the [metadata](#) of a quiz, the Quiz Info is placed in a table preceding every article in a course.

### highlight links

Highlight links in quizzes allow your reader to link to referenced material in an existing online article. The relevant passage in the target article is highlighted in red.

## Info sections

Metadata sections in HighWire's template that describes the contents of a course, an article, or a quiz. (See Glossary entries for CME Article Reference Info, Original Article Info, [CME Overall Course Info](#), and [CME Quiz Info](#).)

## logical relationships

Logical relationships in this template refer to relationships between style elements occur as a result of order, proximity, or inclusion. HighWire's document processing services can rely on the use of styles and their logical relationships. For example, a paragraph styled as aFig\_HW that is followed immediately by a paragraph styled aFigCaption\_HW establishes a logical relationship between the two paragraphs; that the caption "belongs" to the figure before it. This is a logical relationship based on proximity rules (nothing between them) and order (caption follows figure). If these two paragraphs are the second figure/caption pair in an article, they will be labeled as Fig. 2, an example of a logical relationship based on order.

## metadata

Literally, data that describes data. Metadata in HighWire's template is data that describes the contents of a course, an article, or a quiz. Metadata is contained in the "Info" sections of the template (See Glossary entries for Article Info, [CME Overall Course Info](#), and [CME Quiz Info](#).)

## Original Article Info

Information describing the contents, volume, issue, etc. of an [original content article](#), Original Article Info is placed in a table preceding every [original content article](#) in a course.

## original content articles

These are articles that are written specifically for the CME course. They are not published elsewhere online. The complete text of the article appears in the course document. These articles must be preceded by both an [CME Article Reference](#) block and an [Original Article Info](#) block.

## proximity rules

Proximity rules allow HighWire's document processing service to make inferences of logical relationships based on proximity of style elements. For example, a paragraph styled as cqHint\_HW with {Passed} in the character style of cqHintWhenDisplay\_HW at the end invokes a proximity rule that says that this hint should be displayed only after the quiz has been passed. (See Glossary entry for [logical relationships](#) for more information on this aspect of the template.)



**side trip articles**

These are [original content articles](#) that provide auxiliary information. They are not part of the formal course sequence and do not appear in the navigation menus of the course. Readers access them only through inline links in the text of one of the main articles or one of the quizzes of the course. Add a side trip article to a course by including it in the [CME Course Contents Info](#) without a "Page in Course" number in the first column. Reference it in the text of an article using general linking described on page 14. Side trip articles are preceded by a Section Break (Next Page) and an Original Article block, but have no CME Article Reference block.

**virtual articles**

These are articles that have already been published online in a HighWire-hosted journal and are imported by reference into the CME course. Only the [CME Article Reference](#) block naming the article will appear in the course document.

## Appendix A: Completing the Course Info Metadata

The Course Info metadata consists of two metadata blocks:

*CME Course Contents Info:* An optional info block listing the contents, ordering, and sections of a course. Only longer or more complex courses will need this block. If you choose not to use it, simply delete the introductory paragraph, the table, and the section break that follows the table.

*CME Overall Course Info:* A required info block containing the metadata describing the course as a whole.

You must use the Course Contents Info block if you are including side trip articles in your course.

### The CME Course Contents Info

The block is comprised of an introductory paragraph and the Course Contents table, followed by a Section Break (Next Page). The CME Course Contents Info table contains 7 columns. Data for each of the columns is described in this section.

#### Page in Course

This determines the order of the articles and quizzes in your course. Only side trip articles (which are not listed in the course navigation) are not assigned a page number (leaving the cell blank).

#### Article or Quiz Identifier

This is the ID of the article or quiz. The formats are as follows:

Both [original content](#) and [virtual articles](#):  
journalcode;volume/issue/page.

Side trip articles: journalcode\_name;xxx.

Quizzes is journalcode\_quiz;xxx

#### Article or Quiz Title

Written as you wish it to be seen in the course navigation.

#### Section Name

Write the section names as you wish to see them in the course navigation. Used only in longer, more complex courses.

#### Section ID

Numerical sequencing number used to group articles and quizzes under sections. Used only in longer, more complex courses.

To group several articles or quizzes in the same section, copy and paste the same section name and section ID for each of them.

#### Page Prerequisite

Number indicating which page a reader must read before being permitted to see this one. This is optional. You may choose to have some pages in a course with prerequisites while leaving others open.

## CME Overall Course Info

The block is comprised of an introductory paragraph and the Course Info table, followed by a Section Break (Next Page). All of these pieces must be included at the start of every course document.

To fill out the Course Info form, replace the text in the right-hand column cells with the appropriate information in the appropriate paragraph style. Instructions for each line of the form are as follows.

### Course ID

This is determined by the publisher's naming conventions.

The format is:

(cmejournalcode\_course;nnn)

The paragraph style for the row is cCourseID\_HW

In the raw template:

Course ID	cCourseID_HW
-----------	--------------

As filled in properly:

Course ID	nejmcme_course;22
-----------	-------------------

### Keywords associated with this course

List the keywords in this course, separated by semicolons, for example:  
arterial; circulation effects; circulation

Keywords should begin with author names.

The paragraph style for the row is clnfoKeyword\_HW

In the raw template:

Keywords associated with this course (separated with a line break)	clnfoKeyword_HW
---	-----------------

As filled in properly:

Keywords associated with this course (separated with a line break)	Erika Mustermann Sven Medelsvensson Maria das Couves Louise Hovick arterial circulation effects circulation cardiovascular
---	---

### Course Publication Date

The public date for the publication of this course. The format for this entry is : mm/dd/yyyy.

The paragraph style for the row is clnfoPubDate\_HW

### Course Expiration Date

The date at which will no longer be accepted for credit.

The paragraph style for the row is clnfoExpDate\_HW

### Examples for Course Dates

In the raw template:

Course Publication Date	clnfoPubDate_HW
Course Expiration Date (mm/dd/yyyy)	clnfoExpDate_HW

As filled in properly:

Course Publication Date	04/25/2003
Course Expiration Date (mm/dd/yyyy)	04/24/2004

### Parent Category

This is determined by the publisher's naming conventions.

The format is:

journalcode\_node;xxxx

Separate parent categories with line breaks.

The paragraph style for the row is clnfoParentCode\_HW

In the raw template:

Parent category identifier (cmejournalcode_node;xxx) (separated with a line break)	clnfoParentNode_HW
--	--------------------

As filled in properly:

Parent category identifier (cmejournalcode_node;xxx) (separated with a line break)	shempcme_node;WomenInMedicine
--	-------------------------------

### Credit Category Information

Course credit is described in a hyphenated group in the Course Info table. Each course may have more than one credit category assigned to it. For each credit category in the course, use one hyphenated block, separated by a line break, using the format:

credit category-maximum credit-expiration date.

The paragraph style for the row is clnfoCredit\_HW

### Credit Category

Numerical code for the credit category applied for this course. Consult your content developer at HighWire for the credit category numbers appropriate to your CME courses.

*Maximum Credit Allowed (for this Credit Category)*

How many credit hours can be allocated for this course? Rendered in a decimal format as in 2.0, 1.5, 1.0, etc.

*Credit Expiration Date (for this Credit Category)*

Formatting is mm/dd/yyyy

In the raw template:

Credit information (credit category-maximum credit- expiration date e.g. 14-1.5-mm/dd/yyyy) (separated with a line break) See the list of credit category numbers in the Reference Guide.	clInfoCredit_HW
---	-----------------

As filled in properly for 3 different credit categories on the same course:

redit information (credit category-maximum credit- expiration date e.g. 14-1.5-mm/dd/yyyy) (separated with a line break) See the list of credit category numbers in the Reference Guide.	14-2.5-11/25/2005 9-1.5-1/1/2206 24-0-12/31/9999
--	--

**Flags for this course**

List the flag codes in this course. (See the HighWire CME website at <http://schema.highwire.org/public/cme/WordXMLTemplate/> for an up-to-date list of available flags and their effects.) Separate flag codes by line breaks.

The paragraph style for the row is clInfoFlags\_HW

In the raw template:

Flags for this course (optional) (separated with a semicolon) See the list of flags in the Reference Guide.	clInfoFlags_HW
---	----------------

As filled in properly:

Flags for this course (optional) (separated with a semicolon) See the list of flags in the Reference Guide.	4 6 9
---	-------------

## Course Section ID and Name

Identify each section in this course with a hyphenated pair (sectionID-SectionName), pairs separated by semicolons.

The paragraph style for the row is clInfoSection\_HW

In the raw template:

Course section ID and name (as you wish to see it in the navigation, e.g., 1-Section Name). (separated with a line break)	clInfoSection_HW
--	------------------

As filled in properly:

Course section ID and name (as you wish to see it in the navigation, e.g., 1-Section Name). (separated with a line break)	1-Introduction 2-Review of Case 3-New Data 4-Case Continued
--	--

## Flag Codes

Flag codes control the appearance/nonappearance of a variety of elements on the pages of your online course. The following table shows two of the available flag codes controlling navigational elements. Please consult your content developer at HighWire before applying flags to your course. Some flags are not appropriate for all courses. See the HighWire CME website at

<http://schema.highwire.org/public/cme/WordXMLTemplate/> for an up-to-date list of available flags and their effects.

Code	Flag Name	Effects
4	show_next_prev	Shows the Previous and Next arrows on the pages of the course.
6	show_up_in_next_prev	Shows the up arrow between the Previous and Next arrows on the pages of the course.

## Appendix B: Completing the Article Info Metadata

This section provides line-by-line instructions for completing the two Article Info metadata blocks:

CME Article Reference Info (all articles in the course sequence)

Original Article Info (new, original content articles only)

### CME Article Reference

This metadata section must appear before all sequential articles in the course. It is omitted only before original articles that are [side trip articles](#).

#### Article identifier

The format for the article identifier is journalcode;vol/issue/page

The paragraph style for the row is caArticleID\_HW

In the raw template:

Article identifier (journalcode;vol/issue/page)	caArticleID_HW
--	----------------

As filled in properly:

Article identifier (journalcode;vol/issue/page)	nejm;29/4/243
--	---------------

#### Page in course

Assign a sorting order for this article. For example, an article that will have two articles and a quiz before it should be given the number 4 as it is the 4th page in the course. If the right-hand column is made blank, the default sort order for articles and quizzes in a course will be the order in which they appear in the document.

The format for a page is a single number: 1, 22, 7, etc.

The paragraph style for the row is caPageSort\_HW

#### Page Prerequisites

*Optional:* Assign the page in the course that must be read before the reader is permitted to see this article.

The format for prerequisite is a single number.

The paragraph style for the row is caPagePrereq\_HW

In the raw template:

Page in course	caPageSort_HW
Page Prerequisite	caPagePrereq_HW



As filled in properly:

Page in course	4
Page Prerequisite	3

### Section ID for this article

*Optional:* Give the section ID of this article. Choose from among those established in the Course Info block under Course Section ID and Name. Sections work in conjunction with certain flags on the course as a whole. Consult your content developer at HighWire if you are interested in implementing sections in the course.

The paragraph style for the row is aSectionRef\_HW

In the raw template:

Section ID for this article (Course Section ID)	caSectionRef_HW
---	-----------------

As filled in properly:

Section ID for this article (Course Section ID)	4
---	---

## Original Article Info

This metadata block is used for [original content articles](#) *only*.

### Journal ID

Give the HighWire journal ID code for the journal in which this article appears. For [original content articles](#), this will be the journal code of the CME site only.

The paragraph style for the row is aInfoJID\_HW

### Volume Number

Give the volume number in which this article appears. The volume number corresponds to the current year, for example, 2004.

The paragraph style for the row is aVol\_HW

### Issue in which the article appears

Give the issue number in which this article appears. This issue is the next number in sequence for courses with original content this year.

The paragraph style for the row is aInfoIssue\_HW

### First and last page of article

The paragraph style for the row is aInfoPageFirst\_HW

The paragraph style for the row is aInfoPageLast\_HW

These are the same number and will be the same as the page sort order for this article in the CME Article Reference block.

### Copyright date for this article

Give the copyright date of this article. This will match the publication date for the course in the [CME Overall Course Info](#) block.

The format is mm/dd/yyyy

The paragraph style for the row is aInfoCopyrightDate\_HW

### Copyright text for this article

Give the copyright text of this article.

The format includes what you want to see as text. Include punctuation.

The paragraph style for the row is aInfoCopyrightText\_HW

In the raw template:

Journal ID (cmejournalcode)	aInfoJID_HW
Volume number (current year, e.g., 2004)	aInfoVol_HW
Issue in which article appears (next in sequence per year)	aInfoIssue_HW
First page (same as page in course in table above)	aInfoPageFirst_HW
Last page (same as page in course in table above)	aInfoPageLast_HW
Copyright date	aInfoCopyrightDate_HW
Copyright text	aInfoCopyrightText_HW

As filled in properly:

Journal ID (cmejournalcode)	nejmcme
Volume number (current year, e.g., 2004)	2004
Issue in which article appears (next in sequence per year)	5
First page (same as page in course in table above)	2
Last page (same as page in course in table above)	2
Copyright date	10/24/2004

Copyright text	&copy; Uncle John's Barn Publishing Group Ltd. , Riverside Lane
----------------	---

### Author Information

For author information use the paragraph style afAuthor\_HW. Use one table row per author. Use line breaks (not paragraph returns) between name, title, and contact information. For multiple authors, insert a new row in the table for each author.

List the first author first in the list.

In the raw template:

Author Information Separate information with line breaks. Use one table row for each author.  AuthorFirstName LastName, Degree (optional) Title (Optional) Affiliation Correspondence Address	afAuthor_HW
--	-------------

To duplicate the row, preserving the styles in the template, place the cursor in the Author Information row and choose from the Table Menu, Insert->Rows Below.

As filled in properly:

Author Information Separate information with line breaks. Use one table row for each author.  AuthorFirstName LastName, Degree (optional) Title (Optional) Affiliation Correspondence Address	Peter Rabbit, MD Director of Carotene Research Farmer Brown Clinic 23 Bunny Trail Lane, Forest Glen, MN 55905 Phone: (507) 555-2633 Fax: (507) 555-2545 E-mail: p_rabbit@fbclinic.edu
--	---

## Appendix C: Completing the CME Quiz Info Metadata

### Quiz ID number

Fill in the right-hand column with the quiz ID number.

The format for a quiz id is journalcode\_quiz;ordering number for quiz

The paragraph style for the row is cqInfoID\_HW

In the raw template:

Quiz identifier journalcode_quiz;xxx	cqInfoID_HW
---	-------------

As filled in properly:

Quiz identifier journalcode_quiz;xxx	shempcme_quiz;testQuiz1
---	-------------------------

### Page in course

Assign a sorting order for this quiz. For example, a quiz that will have two articles preceding it should be given the number 3 as it is the 3rd page in the course.

The format for a page is a single number: 1, 22, 7, etc.

The paragraph style for the row is cqInfoPageSort\_HW

### Page prerequisite

*Optional:* Assign the page in the course that must be completed before the reader is permitted to see this quiz.

The format for a prerequisite is a single number: 1,22, 7, etc. Make the right-hand column blank if you do not wish to assign a page prerequisite to this quiz.

The paragraph style for the row is cqInfoPrereq\_HW

In the raw template:

Page in course	cqInfoPageSort_HW
Page prerequisite (optional)	cqInfoPrereq_HW

As filled in properly:

Page in course	6
Page prerequisite (optional)	5

### Section ID

*Optional:* Assign a section ID for this quiz. Choose from among those established in the Course Info block under Course Section ID and Name. Make the right-hand column blank if you do not wish to assign a section

to this quiz. Sections work in conjunction with certain flags on the course as a whole. Consult your content developer at HighWire if you are interested in implementing sections in a course.

In the raw template:

Section ID for this quiz (optional)	cqInfoSectionRef_HW
-------------------------------------	---------------------

As filled in properly:

Section ID for this quiz (optional)	2
-------------------------------------	---

### Quiz scoring styles

Fill in the right-hand column with the category number for the style of scoring you wish to apply to the quiz. See the section, Scoring Style Codes at the end of this appendix for a list of available codes.

The paragraph style for the row is cqInfoScoretype\_HW

In the raw template:

Quiz scoring style See list of scoring styles in the Reference Guide	cqInfoScoretype_HW
---	--------------------

As filled in properly:

Quiz scoring style See list of scoring styles in the Reference Guide	24
---	----

### Threshold to pass for quiz

*Optional:* Fill in the right-hand column with a number representing the percentage required to pass this quiz. For example, if all questions must be answered correctly, type 100; if 70% must be correct, type 70. If you do not wish to set a threshold, make the right-hand column empty in this row.

The paragraph style for the row is cqInfoThreshold\_HW

In the raw template:

Threshold to pass for Quiz (optional) (if 70% is required, then "70", etc.)	cqInfoThreshold_HW
--	--------------------

As filled in properly:

Threshold to pass for Quiz (optional) (if 70% is required, then "70", etc.)	70
--	----

## Scoring Style Codes

Scoring style codes are designated in the CME Quiz Info table in the "Quiz Scoring Style" row. The following table gives some samples of the available score type codes and a description of their effects on the scoring of a quiz. See the HighWire CME website at

<http://schema.highwire.org/public/cme/WordXMLTemplate/>  
for an up-to-date list of available codes and their effects.

Code	Code Name	Description
24	some_correct_basic	This is the most common scoring code, it means the user must answer all questions. The threshold can = 0 or a real percentage or 100.  The "_basic" designation means no deduction for wrong answers.
411	evaluation_all_answers	Changes a quiz to an evaluation quiz in which all questions must be answered.
419	evaluation_no_check	Changes a quiz to an evaluation quiz in which a user is permitted to skip some or all of the questions in the evaluation.

## Appendix D: Figure Specifications & Data Supplements

### Figure Specifications

All figures in original courses should be included in the submission package as separate files, not embedded in the course document.

All images should be high-resolution RGB TIFFs. The longest dimension (horizontal or vertical) should be 1280 pixels. These images will be resized in production to small, medium and large display formats. Use the following resolutions for each image type:

Line art (graphs, tables, pen and ink drawings)	1200 dpi
Continuous tone gray scale (black and white photographs, shaded pencil drawings, x-rays)	600 dpi
Continuous tone color (color photographs, cell slides, heat graphs)	300 dpi

### Using Tables for Images

In some cases, tables should be submitted as images rather than as text. In the case of large, complex tables with cell straddles/spans, or extensive footnotes, submitting them in the Word-native tables embedded in the text of your document risks losing the complex formatting. Such tables should be submitted instead as high-resolution RGB TIFF images at the line art resolution of 1200 dpi. Bring them into your original article as you would any other figure (see Inserting Figures on page 12).

### Adding a Data Supplement to the Course

CME courses may be enriched with additional resources, such as images, movie files, audio files, and PowerPoint presentations. These items may be included in a course as "data supplements."

All data supplements must be named in the Course Manifest (See Course Manifest on page 22 for a description of the contents and formatting of the Course Manifest) on the line following the graphic list.

Files for data supplements should be included "as is" in the Submission Package. HighWire will create the data supplements from the files. Accepted file types are listed in the following table.

Mime Type	Description	Suffix
text/plain	Plain Text	txt
text/html	HTML Page	html
text/html	HTML Page	htm



image/jpeg	JPEG Image	jpg
image/jpeg	JPEG Image	jpeg
image/gif	GIF Image	gif
video/quicktime	QuickTime Video	mov
video/mpeg	MPEG Movie	mpg
video/x-msvideo	Microsoft AVI Video	avi
application/pdf	Adobe PDF	pdf
application/msexcel	Microsoft Excel Spreadsheet	xls
application/x-zip-compressed	ZIP Compressed File	zip
application/mspowerpoint	Microsoft Powerpoint	ppt
application/msword	Microsoft Word Document	doc
video/x-ms-wmv	Microsoft Windows Media Video	wmv

If your site is configured for data supplements, and you wish to add them to your courses, consult your HW content developer for guidance.

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