

StratML Tagging with Microsoft Word

Quick Start Guide

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Overview

This guide provides the basic information for tagging Strategy documents with Microsoft® Word 2007. It also provides an example of tagging a strategy document with StratML schema.

Please note that Microsoft Word Professional or Enterprise version is required. Other versions of Word do not support XML with custom schemas.

In general, the steps for tagging strategy documents with Microsoft Word are:

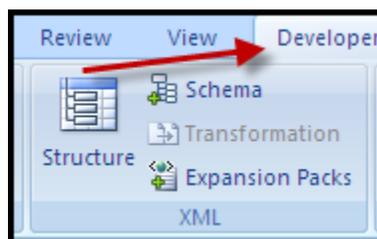
- Attach StratML Schema to the document
- Apply XML tags and attributes
- Save the document as XML

The steps are as described below.

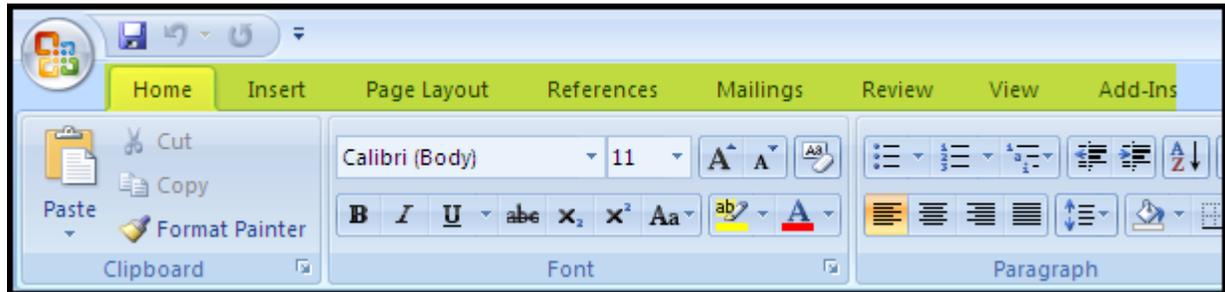
Attach StratML Schema to the document

1. Download the StratML schema from the official site (currently <http://xml.gov/stratml/draft/StrategicPlan.xsd>) and place it in a local folder (such as C:\StratML\StrategicPlan.xsd).
2. Open the strategy document to be tagged with StratML in Word 2007.

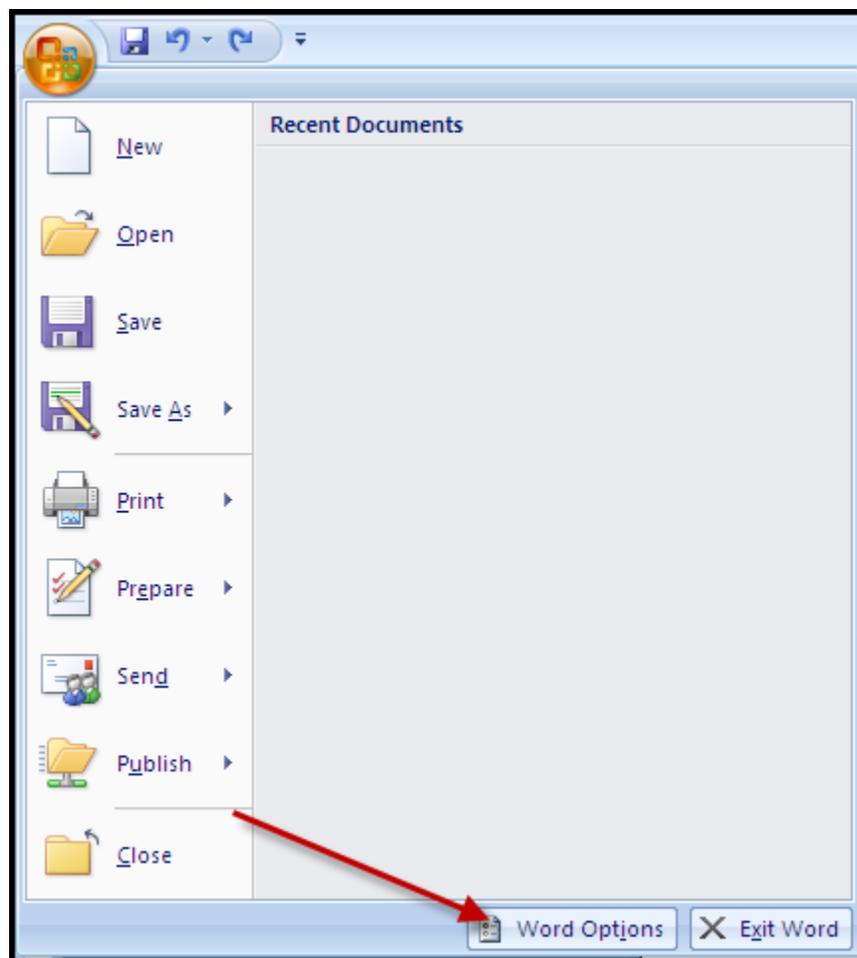
Go to the **Developer** tab in the ribbon at the top:



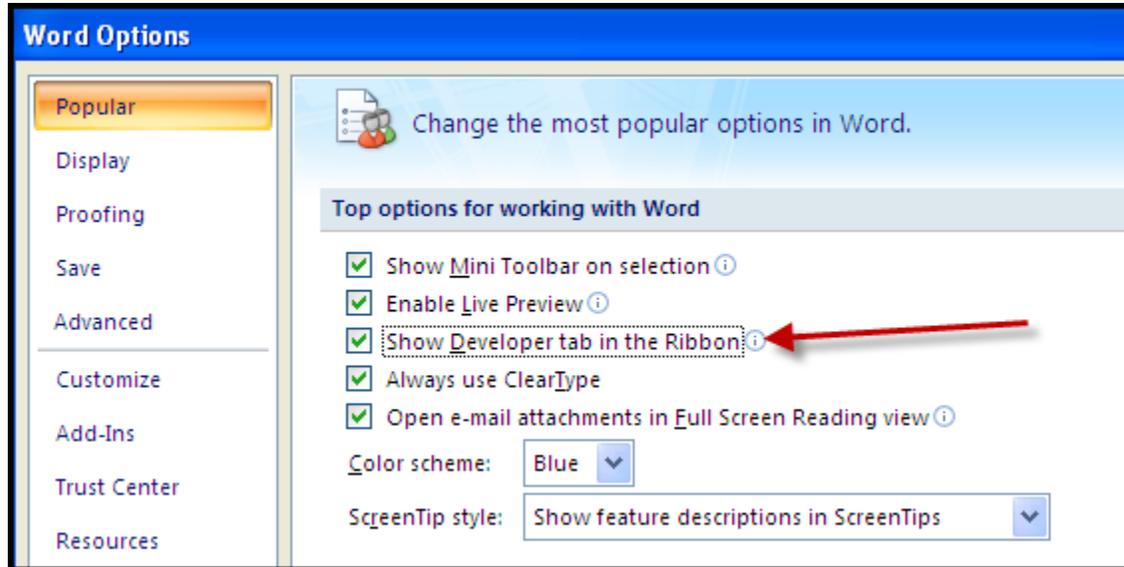
NOTE: If your system does not show the **Developer** tab (as shown in the illustration below), follow the steps given below:



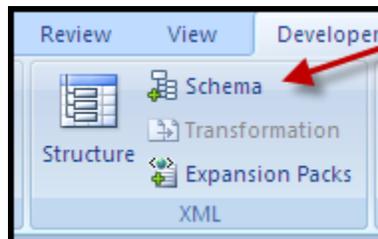
- Click on the **Office Button** in Microsoft Word.



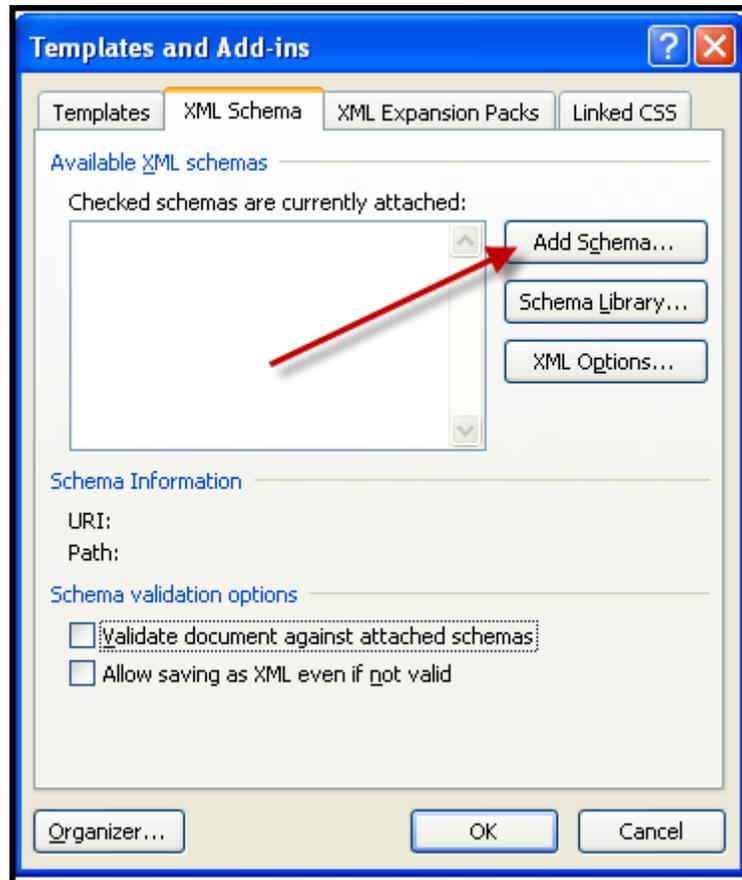
- Go to **Word Options** tab at the bottom and click on **Show Developer tab in the Ribbon** and press **OK**.



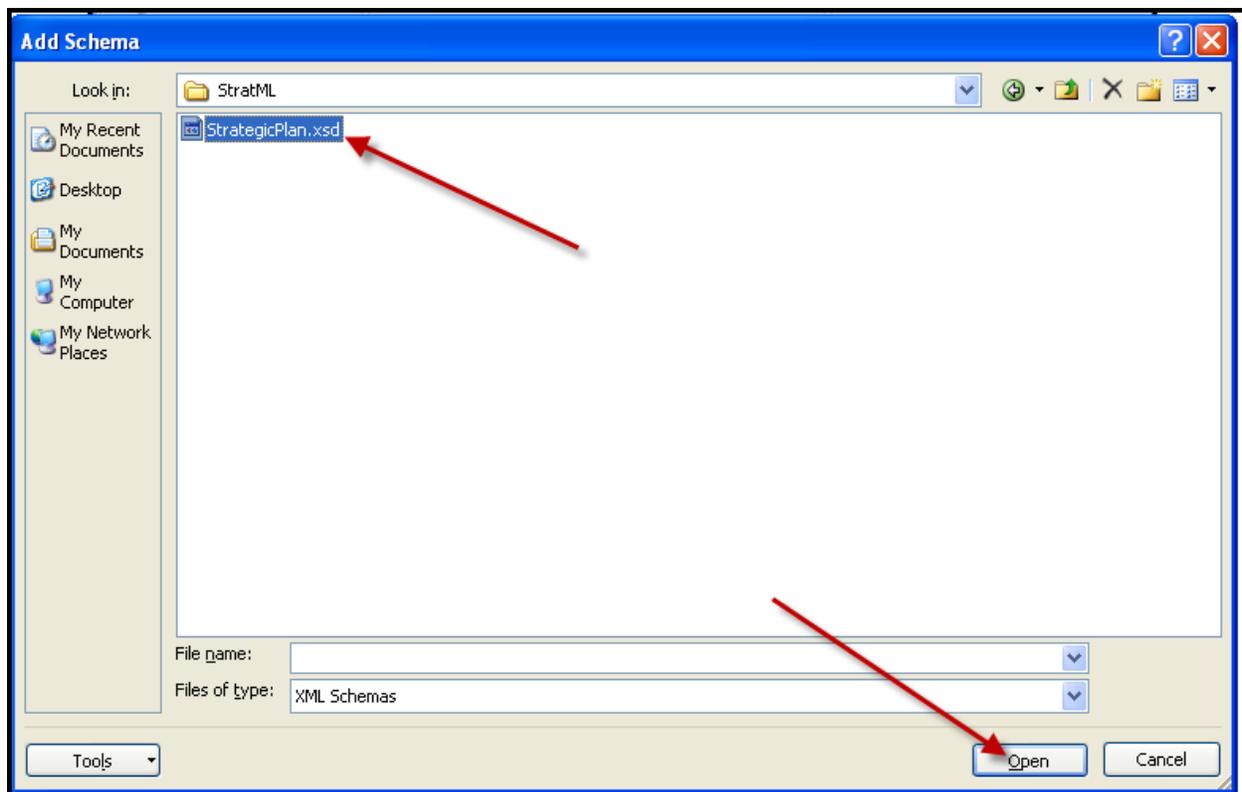
- When the **Developer** tab shows up, click on it. Click on the button "Schema".



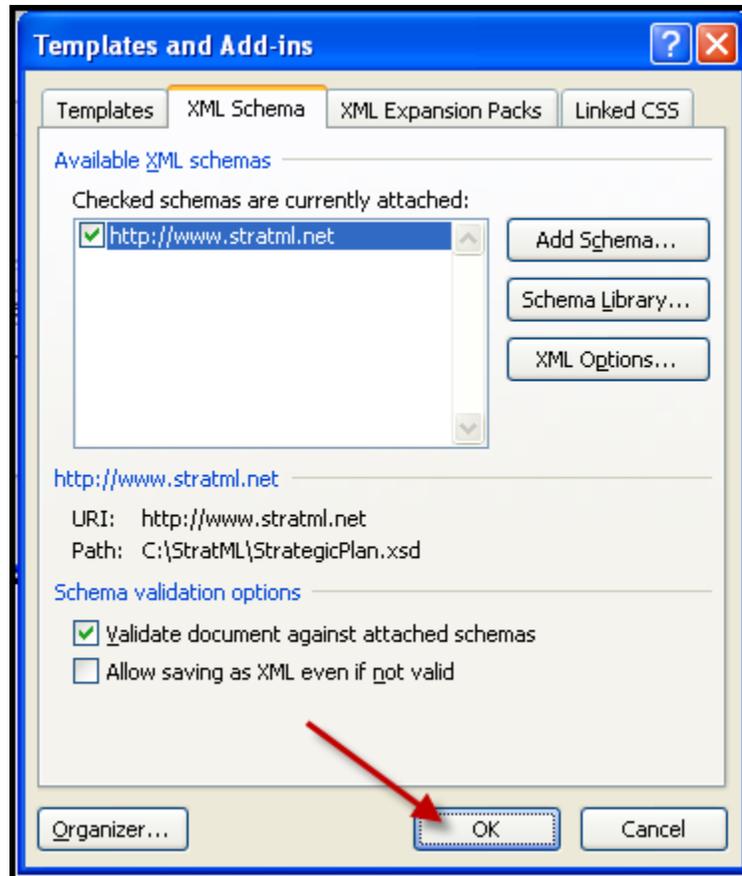
- This opens a dialog box **Templates and Add-ins**.
- Click on **Add Schema** button in the dialog box.



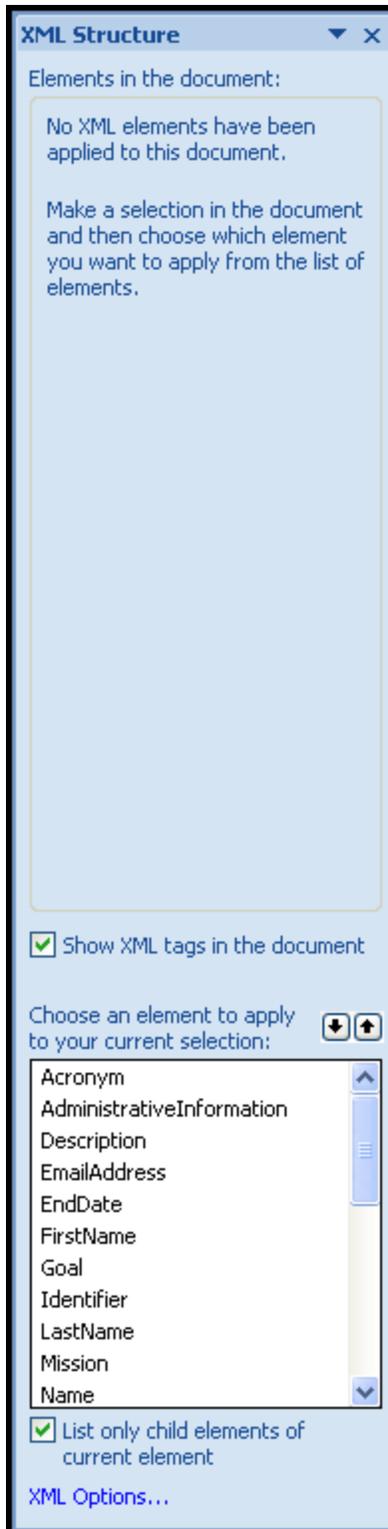
- A Window opens up that asks you to give the location of the schema.
- Click on **Open** and click on **OK** in the dialog box that opens. Browse to the location where the schema is placed (C:\StratML\StrategicPlan.xsd).



- Select the **Schema** and click **OK**.

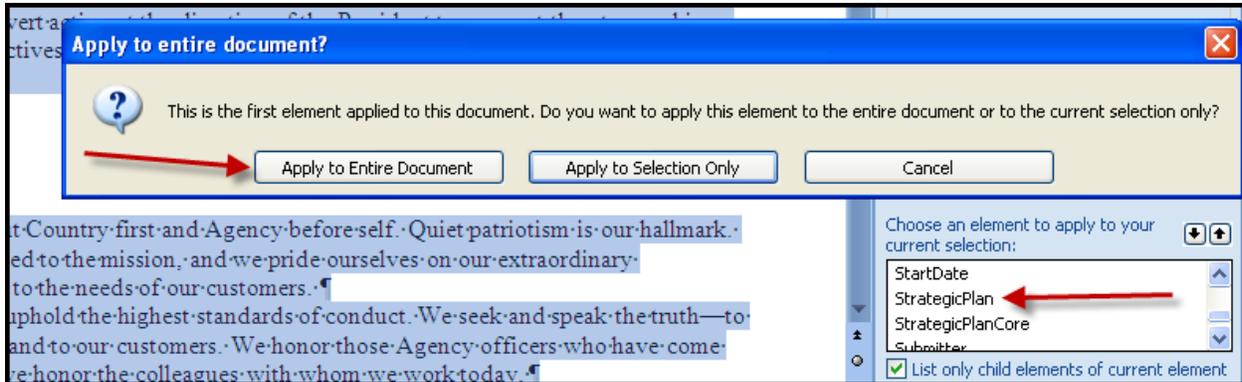


Word will show the **XML Structure** panel. The document can now be tagged with StratML elements.

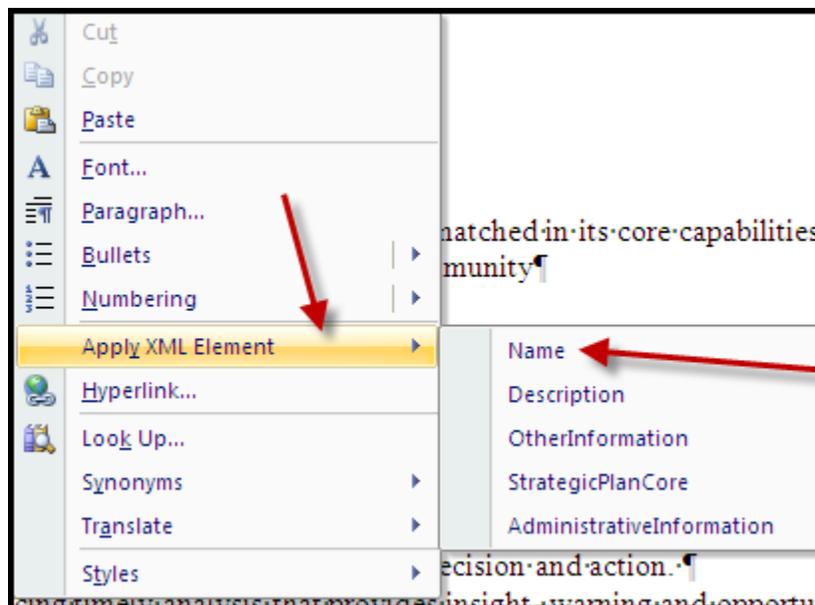


Tagging the Document

1. Select the complete text of the document and click on “StrategicPlan” from the bottom portion of the “XML Structure” panel.
2. Word shows the following dialog box. Click on **Apply to Entire Document**.



3. For tagging specific elements, such as **Name**, select the text to be tagged. Right click and select “**Apply XML Element**”, as shown below. The selected element will be applied to the selected text.

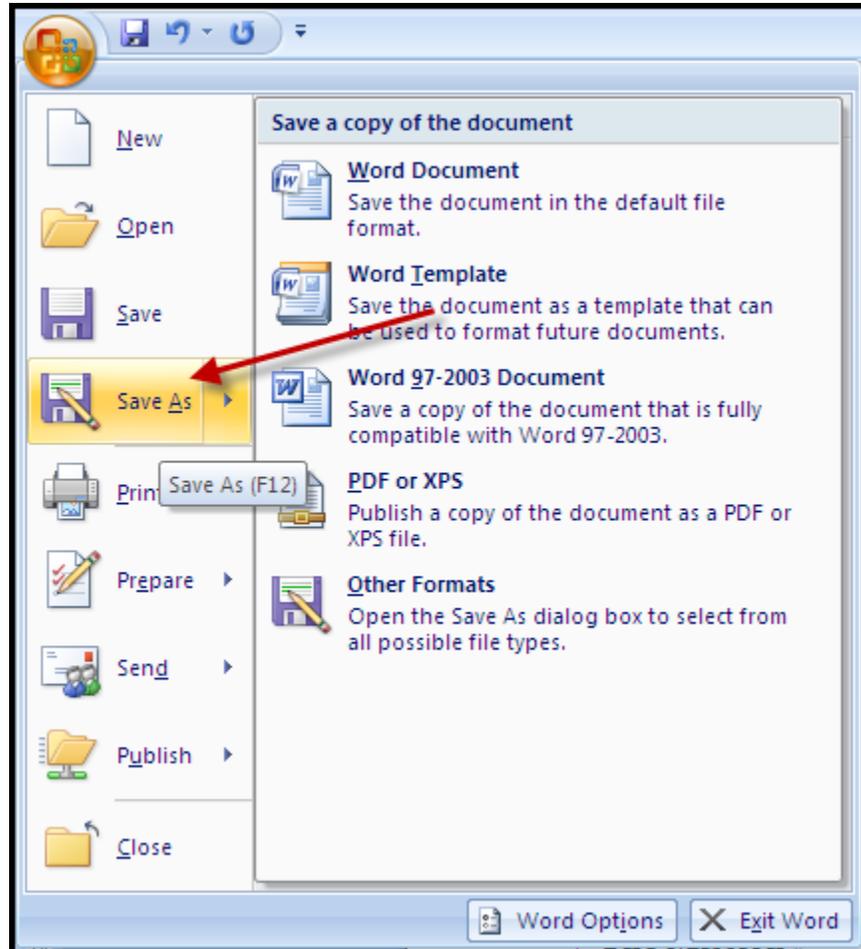


4. Please note that during the tagging process, a squiggly would show up in the left border of the text of the document from the beginning till the end. This is due to the fact that the document is invalid while being tagged.

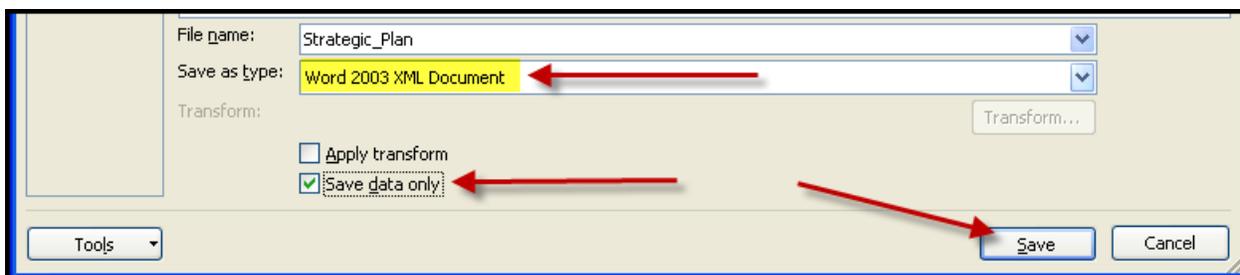
5. Continue tagging one element at a time by selecting these, and on right-clicking, apply different XML tags, such as **Name** or **Identifier** or **Description** as required on all items till the end of the document.

Saving the File as XML

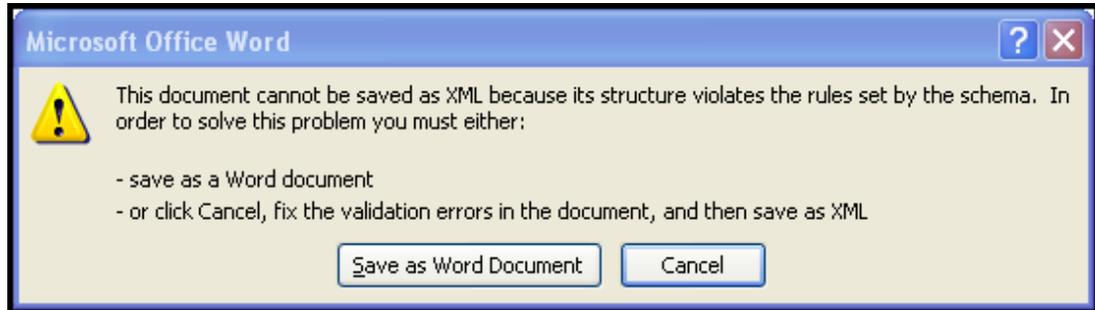
- To save the tagged file, go to Word Office button and click on **Save As**.



- Select the "Save as type" to be "Word 2003 XML Document". Check "Save data only."

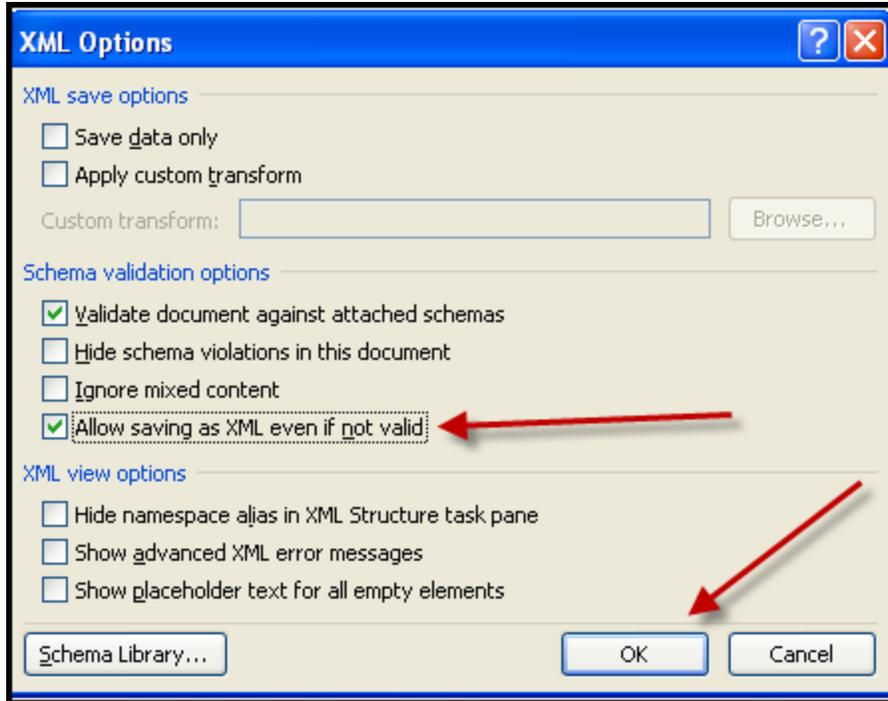


- Word will prompt with a message that the file cannot be saved as it is invalid.



7. To allow saving the document even if the XML is not valid:
 - First, click on **XML Options** in **XML Structure** on the right-hand panel.
 - A dialog box opens up that has a check box for **Allow saving as XML even if not valid** option.
 - Click in the check box and press **OK**.
 - Now save the file.

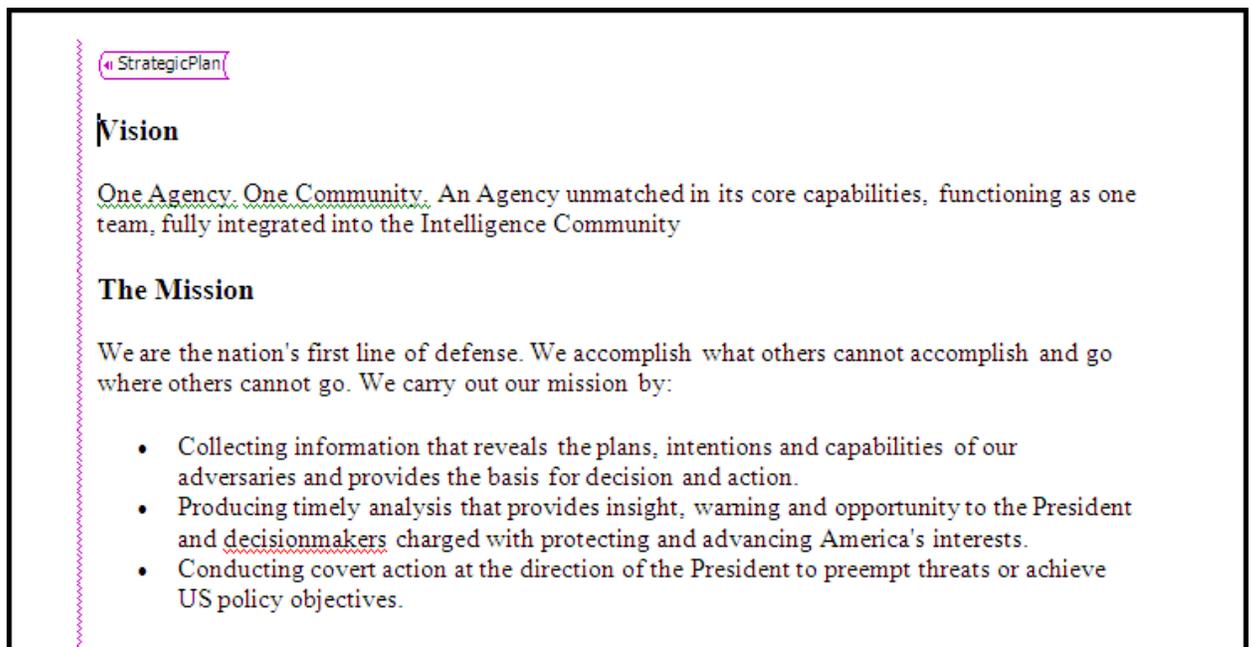
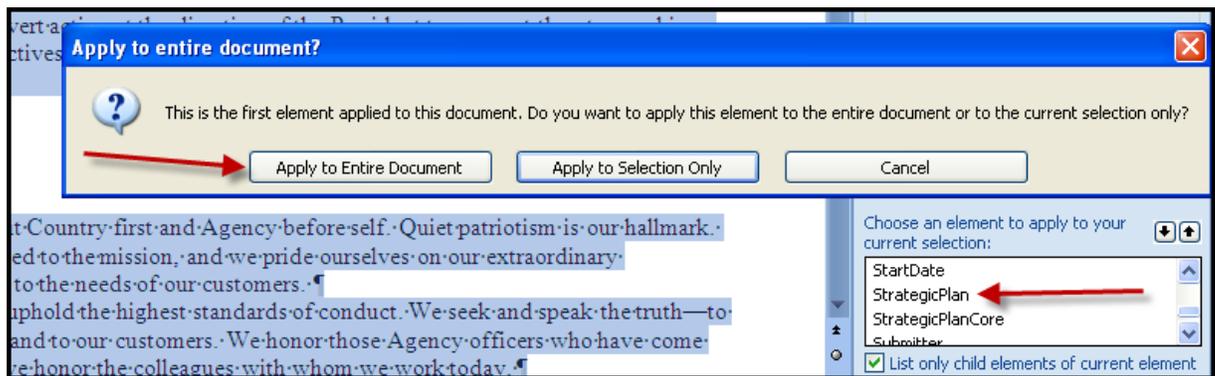
The screenshot shows a window titled "XML Structure" with a tree view of XML elements. The root element is "StrategicPlan", which contains a "Name" child. Below "Name" is "StrategicPlanCore", which contains "Vision" and "Mission" (both with warning icons), followed by three "Value" elements, and finally a "Goal" element. Each "Value" and "Goal" element has "Name" and "Description" children. The "Value" element in the middle of the list is selected. Below the tree view, there is a checkbox "Show XML tags in the document" which is checked. Below that is a section "Choose an element to apply to your current selection:" with a list box containing "Name" and "Description". At the bottom, there is another checked checkbox "List only child elements of current element" and a link "XML Options..." with a red arrow pointing to it.



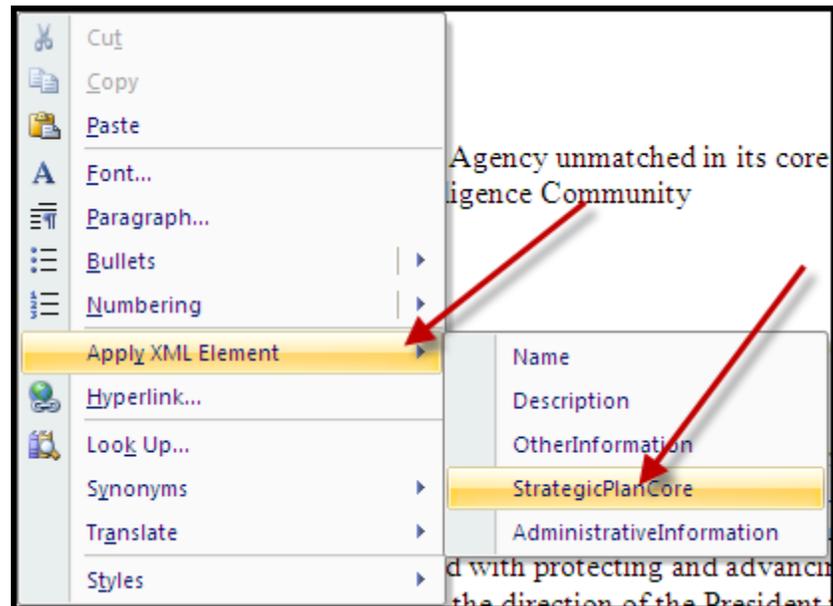
Document Tagging Example

In this section, we will take a sample document and tag a few elements with the StratML schema.

1. Open the document in Word.
2. Follow the steps given above to attach the schema.
3. Select the complete text of the document and click on **StrategicPlan** from the bottom portion of the **XML Structure** panel.
4. Word shows the following dialog box. Click on **Apply to Entire Document**.



5. Now apply **StrategicPlanCore** tag to the text till the end as shown below.



« StrategicPlan(

« StrategicPlanCore(

Vision

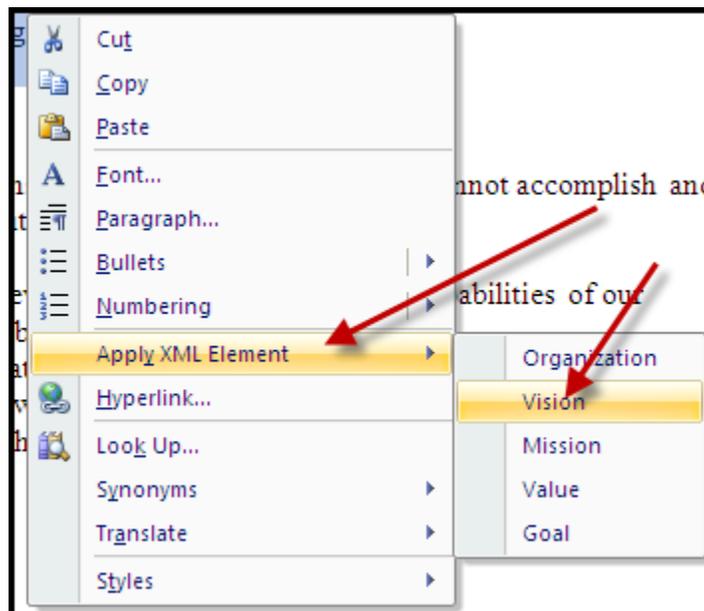
One Agency. One Community. An Agency unmatched in its core capabilities, functioning as one team, fully integrated into the Intelligence Community

The Mission

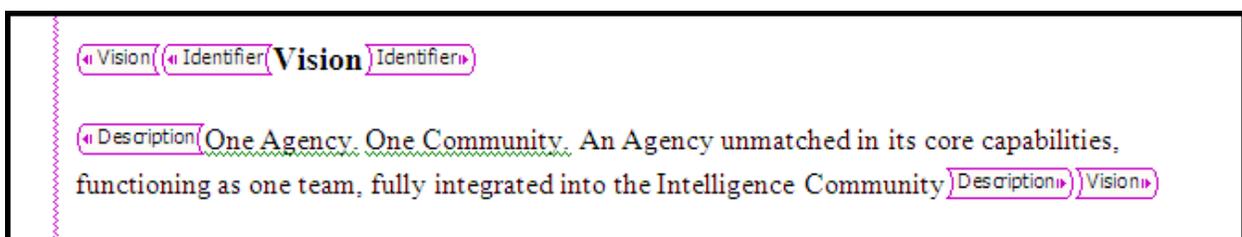
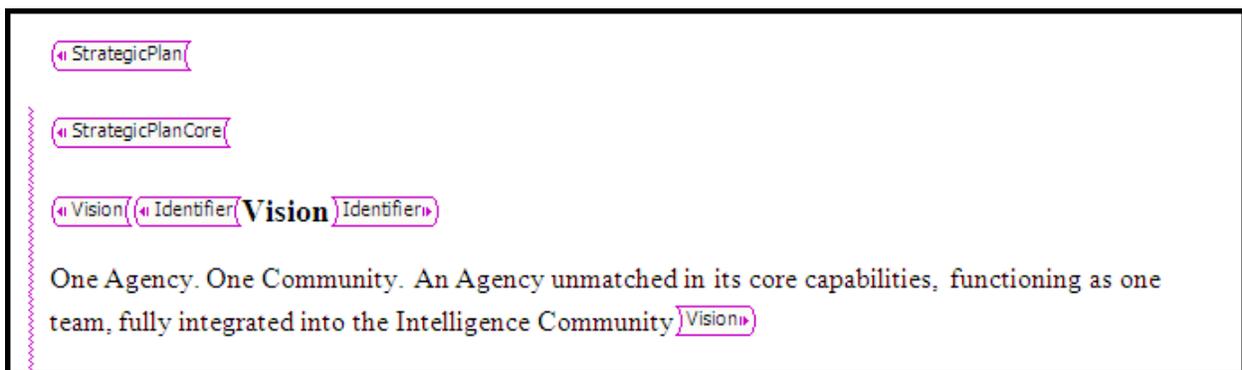
We are the nation's first line of defense. We accomplish what others cannot accomplish and go where others cannot go. We carry out our mission by:

- Collecting information that reveals the plans, intentions and capabilities of our adversaries and provides the basis for decision and action.
- Producing timely analysis that provides insight, warning and opportunity to the President and decision makers charged with protecting and advancing America's interests.
- Conducting covert action at the direction of the President to preempt threats or achieve US policy objectives.

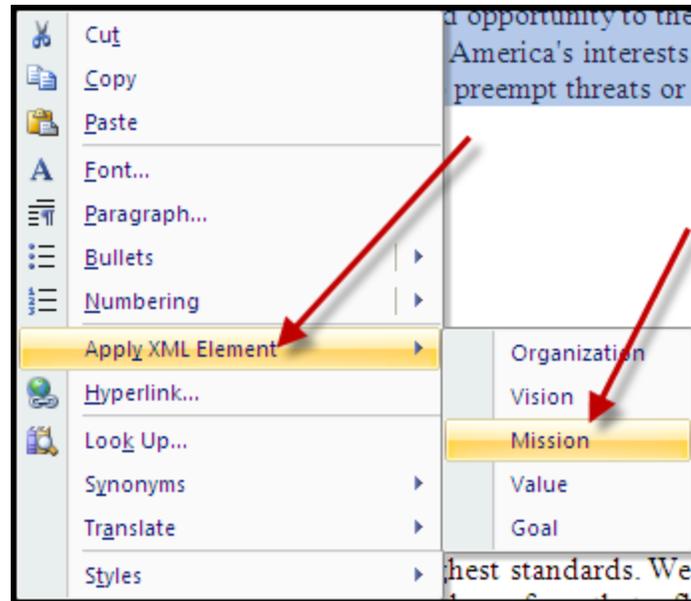
- Similarly, apply the **Vision** and **Identifier** tags to the relevant portions.



- For tagging specific elements, such as **Identifier** or **Description**, select the text to be tagged. Right click and select “**Apply XML Element**”, as shown below. The selected element will be applied to the selected text.



8. The next **Identifier** is tagged similarly as shown below, and so on till the end of the document.



« StrategicPlan (

« StrategicPlanCore (

« Vision (« Identifier **Vision** Identifier »

« Description (One Agency. One Community. An Agency unmatched in its core capabilities, functioning as one team, fully integrated into the Intelligence Community » Description ») Vision »

« Mission (« Identifier **The Mission** Identifier »

« Description (We are the nation's first line of defense. We accomplish what others cannot accomplish and go where others cannot go. We carry out our mission by:

- Collecting information that reveals the plans, intentions and capabilities of our adversaries and provides the basis for decision and action.
- Producing timely analysis that provides insight, warning and opportunity to the President and decision makers charged with protecting and advancing America's interests.
- Conducting covert action at the direction of the President to preempt threats or achieve US policy objectives. » Description ») Mission »

Contact Information

For questions related to StratML schema and initiative, please go to <http://www.xml.gov/stratml/>.

If you have any questions about tagging strategy documents with Microsoft Word or about this guide, please contact Ictect, Inc. The contact information is as-follows:

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