How to use the NAVSEA Class 2 ETM DTD within the Navy Publishing System at NSWCCD-SSES

June 2010
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Section I

Overview of Revision Process

Legacy TM Flowchart and NADCP TM Flowchart
Legacy TMs

This chart will show the correct process for requesting, editing and finalizing *Legacy Tech Manuals* for correct Contenta processing
Requesting a Legacy Book-
done by creating a project in
Contenta (same as all TMs. Make
sure last review is FI in TDMIS).

Update Baseline- Done by
Compose, Baseline then
Baseline Updates

Update Baseline Fails

Error Message-
Out of Sync. Out
of order or wasn’t
run in system

Contact previous TMMA
(via TM Track or TDMIS, person who ran last)

Error Message-Not
Blessed. Someone locked it, or
already been updated

Nothing happens–
Baseline was never run

A System Administrator
needs to delete “false”
Baseline (placeholder)

User runs Baseline-
Update Baseline

If given a change contact System Administrator, if not,

(Tools for TM) - Run Reissue Preparation- puts the manual in Revision Mode
First, **Update/Edit Front Matter** (Epic Check Out)

- Insert Revision tag (if necessary) - in which case Delete change num and change date tags
- If there is a Rev num and Chg num, Add “1” to Rev num and Chg num (if change num is a letter value, contact System Administrator)

**Epic Check In** (Front Matter)

**Run Print Final**, (not Baseline) (Tools for TM)

**Update/Edit Body** (Epic Check Out)

**SubProject** - Forward to Final Review

**Run Print Final** (Tools for TM) and For TMPODS (Tools for TM - Compose)

**MasterProject** - Forward Project to End

Project Manager then deletes Project
NADCP TMs

This chart will show the correct process for requesting, editing and finalizing **NADCP Tech Manuals** for correct Contenta processing.
Requesting a NADCP Book - done by creating a project in Contenta (same as all TMs).

Compose Baseline (Tools for TM Object)

Epic Check Out - Edit SGML of Front, (in accordance with TDMIS) BODY and REAR

Insert Revision tag (if necessary) - Delete change num and change date tags

Epic Check In - (with all necessary changes up to date)

Re-run Compose - Baseline - (Tools for TM Object)

Run For TMPODS (Tools for TM - Compose)

SubProject - Forward Project to Final Review

MasterProject - Forward Project to End

Project Manager then deletes Project
Section II

Account Request Information

Gaining user account will allow access to database JCALS/Citrix/Contenta to edit TMs
Requesting Account

• Access to the NAVLOGTD Home Page is provided only to those users that have a valid DoD email certificate.

• To access the site, go to https://navlogtd.navsses.navy.mil/

• Please ensure that you select your DoD email certificate or an error will be displayed.
Requesting Account

The screen below will be presented.

Definitions for each option are on the next page
User Home Page Definitions

• CITRIX Login – Select to gain access to NAVLOGTD. (You must already have an account.)

• Request Access – Select this page to request access to NAVLOGTD. See next page for additional details.

• My Certificate Changed – Select this if you already have a CITRIX account, but your certificate has changed.
Request Access Page

- Selecting Request Access located on the Home Page will display the screen on the next page. Enter information in all required fields.

- **You must select “Show Advanced Options” and select the database(s) you need editor access to.**

- After completion, select “Submit” to begin processing the application. Select “Cancel” to end the transaction.
Section III

Arbortext Editor
Setup Instructions

Ordering and setting up the program Arbortext Editor which is used to Edit SGML

(This can be setup before you gain access to Citrix/JCALS/Contenta or have any certificates although it is suggested to request accounts first)
1. Obtain the program, Arbortext Editor with a License

For NMCI users, 5.1F is the current approved version. Non-NMCI users should use version 5.1F or higher, no higher than version 5.3.

Ordering Arbortext Editor and a license can be done by contacting a sales representative at PTC:
North America
(1) 888-PTC-3776 or (1) 888-782-3776

An Arbortext program disk can be used if one is available but one license is needed per user

An account should be created at www.ptc.com or with a sales rep over the phone to set an email address where licenses can be sent and managed.
2. Install Arbortext Editor with default settings
PTC CUSTOMER AGREEMENT

THIS LICENSE AGREEMENT IS A LEGAL AGREEMENT BETWEEN YOU, EITHER FOR YOURSELF INDIVIDUALLY OR ON BEHALF OF THE ENTITY THAT PURCHASED THIS SOFTWARE (AS APPLICABLE, THE "CUSTOMER"), AND PARAMETRIC TECHNOLOGY CORPORATION OR, IF THE PURCHASE WAS MADE IN A COUNTRY SPECIFIED ON SCHEDULE A TO THIS AGREEMENT, THE PTC AFFILIATE SPECIFIED ON SCHEDULE A (AS APPLICABLE, "PTC").

PLEASE READ THE TERMS AND CONDITIONS OF THIS AGREEMENT CAREFULLY BEFORE ACCEPTING THIS AGREEMENT. BY CLICKING ON THE "I ACCEPT" BUTTON BELOW, YOU ARE AGREEING ON BEHALF OF THE CUSTOMER TO BE BOUND BY THIS AGREEMENT AND REPRESENTING THAT YOU ARE AUTHORIZED TO DO SO.

IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, CLICK THE "I DECLINE" BUTTON.

To accept the license and proceed with installation, click Accept.
If you do not accept the license, click Decline.
Default Language
Choose the default language for spell checking.

- Brazilian (Português brasileiro)
- Canadian-French (Canadien-français)
- Catalan (Català)
- Danish (Dansk)
- Dutch (Nederlands)
- English (UK)
- English (US)
- English (US) + Medical
- English (US) + Legal
- Finnish (Suomi)
- French (Français)
- German (Deutsch)

Select the language dictionary to be used by default for spell checking.

InstallShield Wizard

< Back  |  Next >  |  Cancel

Arbortext 5.3 M010 - InstallShield Wizard

Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.

Install Arbortext 5.3 M010 to:
C:\Program Files\Arbortext\Editor\
Please select a setup type.

- **Typical**: Installs all of the document types, but none of the other optional components. This is recommended for most users.

- **Complete**: All program features will be installed. (Requires the most disk space.)

- **Custom**: Choose which program features you want installed and where they will be installed. Recommended for advanced users.

Check the box below if you will be using an Arbortext Publishing Engine for your document composition.

- **Using an Arbortext Publishing Engine server**
Check the box below if you will be using an Arbortext Publishing Engine for your document composition.

☐ Using an Arbortext Publishing Engine server
Both types of licenses should be chosen for necessary flexibility.
Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

InstallShield Wizard Completed

The InstallShield Wizard has successfully installed Arbortext 5.3 M010. Click Finish to exit the wizard.

You may need to run the License Administrator program to setup your license before using the installed products.

- [ ] Run License Administrator now.

Shortcuts for the products and documentation are in the Start\All Programs\Arbortext folder.

Finish
The **Server Code** should be copied and pasted to the website.

**User/Server Name** is the name of your machine.

The **Key** will be sent via Email to the user account address. Copy and Paste the **Key** into the window above.

After the installation completes, this window will appear containing the server code and asking for a **Key**. If this does not appear it can be found at, c:\Program Files\Arbortext\Editor\bin\licadmin.exe

The **Key** can be found when a request is made for a license from the **PTC website**.
The **Key** will be sent via Email to the user account address. **Copy** and **Paste** the **Key** into the window.

Click **Install Key**

When this message is received Arbortext Installation is complete, **Click OK**

**Arbortext** should open but more setup needs to be completed for **SGML/Contenta** format recognition.
3. Create a directory called **doctypes** at the root of the **c:\** drive
4. Paste the **970930na** directory into this **doctypes** folder

**NOTE:** The **970930na** folder must be changed to **NOT** be Read-only.
5. Go to **c:\Program Files\Arbortext\Editor\doctypes** and open the **catalog** file with a text editor such as notepad.
6. Paste the following line of text to the bottom with no hard returns and no extra spaces (spaces and returns are critical in this application).

**Note:** The drive letter should match the drive used for doctypes on your PC, in this example d is used.

PUBLIC "-//USA-DOD//DTD NAVSEA ETM Class 2 REV C VER 1.2 970930//EN" "d:\doctypes\970930na\970930na.dtd"
7. **Copy** the five **command files** (.cmd) into the **c:\doctypes** folder
(These files may need to be changed so they are **NOT** Read-only)
8. Modify `c:\ProgramFiles\Arbortext\Editor\lib\init.acl` and paste the following text into the bottom of this file using a text editor such as Notepad:

```
source C:\doctypes\EpicEditCatDebug.cmd
source C:\doctypes\EpicEditCatUtils.cmd
source C:\doctypes\EpicEditCatComDlg.cmd
source C:\doctypes\EpicEditCatMain.cmd
```

![Image of Notepad with added source commands]
To verify this setup worked correctly, there should be a **Content@** menu available when you open **Arbortext**.

Abortext setup is now **complete** to handle TM editing and the **NAVSEA** document type.

The next step is to obtain the correct **Certificates** in order to access **Citrix/JCALS/Contenta** and **TDMIS** websites.
Section IV
Initial Log In Instructions
8. **Set Preferences**

Once in **Web Content@**, Click **Preferences**
In the **Checkout Directory** and **Import Directory** window, enter **v:/checkout**

**Note**: "v: \" is a mapped drive to your "c:\" hard drive as seen by Content@. So "v:\checkout" in Content@ is "c:\checkout" on your hard drive.

Although any directory on the hard drive can be used as a checkout directory, "v:\checkout" was chosen as the standard to avoid problems which may arise from different file naming conventions used.

Hit “Ok” to exit **Preferences**
9. Set the **ICA Client File Security**

When the ICA Client Window appears, the **ICA Client File Security** should be set to

**Full Access**

and **Never ask me again for any application**

This window can be accessed when clicking on the icon on the windows taskbar in the bottom right corner.

Click **“OK”**

Initial Logon Complete.
Section V

Request / Create
Project / SubProject

This section details instructions on how to request a manual and create a project or subproject
First step is to click the **Tools** link next to the *CP_username* Project in the Inbox.
Click **Create Project**
Click **Yes/OK** to Security Alerts
Choose **Legacy** or **NADCP** Configuration

Enter **Publication Number** of manual

Enter **"project"** as Password

Hit **Locate**
If the manual is available, **select the box** and choose your **TMMA approver/Project Manager** from the drop menu. **Hit Create Projects.**
Sending Notification of request…

About to Process SG330-AA-OPI-010
1 of 1 ... Please Wait.
If Request was successful this message will appear. The TMMA approver now has to send the Project which will show up in your inbox with notification. Exit or select another manual.
Creating a **SubProject**

After a Master project is sent to one's Inbox, the project can be made a subproject and forwarded to another editor's Inbox. First click on **Tools** for the **MasterProject**.
Click **New Object** and scroll to choose **SubProject**
Give a **Name** to the SubProject

Choose the **Workflow Template**
From the drop menu that should have been setup by a Program Manager
Hit “Ok” when finished making name and selecting workflow.
The **SubProject** should be visible. Next, click **Tools** for the **TM** object.
Click **Reuse To Project**
The **Project** should already be highlighted, Hit “**Ok**”
Verify the **TM** was copied into the **SubProject** by expanding [+] the **SubProject**.
To send a project to someone else in the workflow select the **Tools** for the **SubProject**.
Choose **Forward**
Choose the “**User**” in the workflow to receive the project
Hit “**Forward**”

The Project should disappear from the creators Inbox upon Forwarding to another.
The SubProject can be sent back to the sender by the same method of clicking **Tools** for the **TM** clicking **Forward** then choosing recipient.
Section VI

EDIT SGML

The process of Epic Check In and Epic Check Out along with SGML editing. Allows changes and/or updates to be made to a TM which in turn will generate a new PDF Manual.
Make sure preferences is set on Content@

The first time on Content@, the **Preferences** should be set. For process, check the **Initial Log In Instructions** section.
Step 1. Click on the Project or SubProject
Step 2. Expand TM Object
Step 3. Open **Tools** for SGML container
Step 4. Click **Epic Check Out**
Step 5. Click **Yes/OK** to Security Alerts
Two **Warning** windows may appear, if so, Click **Yes** and/or **Always**
Step 6. Click **Yes** at the AppletFile window

A window will appear and disappear quickly if export is successful.
After **Collapsing**[-] and **Expanding**[+] the **TM Object**, the **SGML container** will appear with a **lock** if **Check Out** was successful.
The **SGML** folder can now be found on your hard drive in `c:\checkout\epiccat`
Inside each folder the **SGML File** along with its **grphc/tblfigentities** are contained.
Step 7. Opening the **SGML** File in Editor will allow you to make necessary changes to that section.
NOTE: To view all the tags click on **View** and check **Full Tags**.
View Full Menus by clicking on "Tools" on the menu bar and then "Preferences..."
Then click on “Window” and check the “Full Menus” box (checking “Command Line” may also be useful)

Hit “OK”
Editing the **FRONT** matter

The **FRONT** matter consists of the **Cover page**, Foreward, Table of Contents, List of Illustrations, List of Tables, Safety Summary, and the **Record of Changes**.

Editing the **Front** matter depends on having the correct **TM** information according to **TDMIS**. This requires a **TDMIS** (**Technical Data Management Information System**) account accessible only with the correct Certificate which will allow you to access technical information pertinent to each individual manual.

Access to the **TDMIS** website requires a certificate, a username and password will be given upon request (see **Gaining Certificates and Access to Citrix/JCALS/Contenta/TDMIS**).

Once access is allowed to **TDMIS** (with cert., username and password) the following procedure allows applicable info to be viewed.
1. Open the **TDMIS** homepage on the web, (https://mercury.tdmis.navy.mil)
To find applicable information, click **TMINS**

---

**Welcome to the TDMIS Home Page!**

**View Tech Manuals is available at this time**

**What is TDMIS?**
The Technical Data Management Information System (TDMIS) is a Department of the Navy (DoN) database used to manage and track the life-cycle history of technical manuals (TM). TDMIS currently contains technical manuals from Naval Sea Systems Command (NAVSEASYSCOM), Space and Naval Warfare Systems Command (SPAWARSYSCOM) and Naval Air Systems Command (NAVAIRSYSCOM) Air Traffic Control and Landing System (ATC&LS).

**How Does TDMIS Help Manage Technical Manuals?**
This database contains both the current change and/or revision configuration information and historical information for each technical manual. Other TM information contained in the database include the distribution list, equipment/APL applicability, individual hull applicability and supersede history.

**Who Developed TDMIS?**
TDMIS is sponsored by DoN NAVSEASYSCOM Code 04L and SPAWAR Code 04H. TDMIS software is developed by the Naval Sea Logistics Center Mayport Florida. TDMIS replaced the Enhanced Ships Technical Publications System (ESTEPS) and incorporated the Logistics Technical Data Module (LTD module) and the Shore based Technical Library Management System (TLMS).

Refer questions, inquiries, or problems to:
DSN 298-0669, Commercial (805)228-0669 or submit a Customer Service Request at https://nsdsa2.phdnswo.navy.mil/osr/default.aspx

**08 Cog TMs**
The current Revision and ACN level for NAVSEA 08 Cog TMs are not reflected in TDMIS. The most current Revision and ACN level are reflected in the Cog Activity Semi-Annual Change Summary IAW NAVSEAINST 9210.29C.

**Initial Distribution**
NSDS is providing Initial Distribution for new publications and revisions to all ships on a monthly basis. This process allows the timely delivery to the fleet while ensuring accuracy of configuration technical data in TDMIS. We are currently accepting PDF file formats. Future enhancements will include HTML files. To see a current listing of Initial Distribution CD's click on this link.
2. Click **Search Publications**
3. Select **Pub with Change Data** from the drop down menu to view the **TM** with any applicable Changes.

4. Enter the **TMIN (Pub No)** for the **TM** being edited (* may be used as a wild).

5. Click **Find Books**.
6. Select the **TM (Pub Number)** that shows the latest **Revision** or the one which is **UD** (Under Development).

The following page will show information that will need to match the information on the **Cover page** of the **TM** in **Arbortext**.
The highlighted areas should show the correct data for the TM being edited. This TDMIS information should match the Cover page of the manual.

Verify the correct Publication Number (Pub No), Distribution Statement (Dist Stat), Stock Number (STKNO also NSN), Publication Date (Pub date), Title and Revision Number (Rev No).
7. Changing the information on the **Cover page** in **Arbortext** is simple text editing. Replacing the incorrect information on this page should not require any tag modification. Verify correct **STKNO** (**nsn**) **Pub No** (**docno**) and **Title** (**nomen**)
In regards to the Dist Stat, if the current statement is incorrect the whole paragraph that follows needs to be changed to reflect the correct statement which can be found on the Distribution Statement List. The Dist Stat is found between the “notice” tags.
The incorrect **Distribution Statement** can be deleted but the “notice” tags should be kept. The cursor should be placed between these tags when inserting the new statement (new paragraph symbols will appear). Hard returns and new paragraphs are done by simply entering text after placing the cursor to the right of the end paragraph symbol or choosing “**para split**” after hitting Enter.
8. Verify correct **Publication Date (pubdate)** from **TDMIS**.

(this date needs to be verified by **TDMIS** which may or may not be the latest change date)

---

**SUPPLEMENT FOR

USS PHILIPPINE SEA CG 58**

**FOREWORD**

**PUBLISHED** 01 JUNE 1990
If there is a **Revision Number (Rev No)** there should be a tag added in **Arbortext**. Putting the mouse next to the "**nsn**" tag and hitting enter should give a list of options of tags to insert click "**revnum**". Between these tags you should enter the correct **Rev No** from **TDMIS**
Between the “revnum” tags you should enter the correct Rev No from TDMIS.

This note should now be visible.
Manuals with **Revision numbers** may need to have a **Superseding Statement** present on the cover page under the **Dist Stat** at the bottom of the **SGML in Arbortext**.

This is determined by scrolling down the **TDMIS page** and clicking “**View more info..**” at the bottom.
If present, the **Pub No** and **Date** should be used in the statement below:

SUPERSEDING STATEMENT: THIS MANUAL SUPERSEDES XXXX-XX-XXX-XXX DATED DD MMM YYYY AND ALL CHANGES THERETO.

---

**Publication Data (Con't)**

<table>
<thead>
<tr>
<th>Pub No:</th>
<th>SG818-A8-MMA-010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev No:</td>
<td>01</td>
</tr>
<tr>
<td>Status:</td>
<td>UD</td>
</tr>
</tbody>
</table>

**Old Publications are:**

<table>
<thead>
<tr>
<th>Pub No</th>
<th>Rev</th>
<th>Stat</th>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG818-A8-MMA-010</td>
<td>00</td>
<td>FI</td>
<td>09/15/1983</td>
<td>DUMBWAITER; MAINTENANCE MANUAL</td>
</tr>
</tbody>
</table>
9. Clarify **Change data** information on **Cover page**. The **change date** should be deleted. “**chgnum**” tags should be used with updates/changes to **Revisions** in which case the “**chgnum**” should match the “**revnum**” (from TDMIS).
10. Verify the correct **Foreword** is in place.

The correct **foreword** should be in place (after other data unique to each manual). There may be one in place but that should be updated to the following version. The **Foreword** is located between the “**foreword**” tags (may be “**foreword id=“fr1”**”).
This is the correct foreword.
("brk" tags need to be inserted before and after the web address to show correctly)

Ships, training activities, supply points, depots, Naval Shipyards and Supervisors of Shipbuilding are requested to arrange for the maximum practical use and evaluation of NAVSEA technical manuals. All errors, omissions, discrepancies and suggestions for improvement to NAVSEA technical manuals shall be forwarded to:
COMMANDER,
CODE 310 TMDER, BLDG 1388
NAVSURFWARCENDIV NSDSA
4363 MISSILE WAY
PORT HUENEME CA 93043-4307
on NAVSEA/SPAWAR Technical Manual Deficiency/Evaluation Report (TMDER), NAVSEA form 4160/1. All feedback comments shall be thoroughly investigated and originators will be advised of action resulting therefrom. One copy of NAVSEA form 4160/1 is at the end of each separately bound technical manual 8-1/2 x 11 inches or larger. Copies of NAVSEA form 4160/1 may be requisitioned from the Naval Systems Data Support Activity Code 310 at the above address. Users are encouraged to transmit deficiency submittals via the Naval Systems Data Support Activity web site located at:


Individual electronic TMs do not contain NAVSEA form 4160/1 but are linked to an electronic version on the resident CD-ROM. Therefore, we encourage the user to transmit deficiency submittals via the Naval Systems Data Support Activity web site located above.

The SGML should look as such;
Ships, training activities, supply points, depots, Naval Shipyards and Supervisors of Shipbuilding are requested to arrange for the maximum practical use and evaluation of NAVSEA technical manuals. All errors, omissions, discrepancies and suggestions for improvement to NAVSEA technical manuals shall be forwarded to:

COMMANDE R

CODE 310 TMDER, BLDG. 1383

NAVSURFWARCENDIV NSDS

4563 MISSILE WAY

PORT HUENEME CA 93043-4307

On NAVSEA SPAWAR Technical Manual Deficiency/Evaluation Report (TMDER), NAVSEA form 4160/1. All feedback comments shall be thoroughly investigated and originators will be advised of action resulting therefrom. One copy of NAVSEA form 4160/1 is at the end of each separately bound technical manual 8-1/2 x 11 inches or larger. Copies of NAVSEA form 4160/1 may be requisitioned from the Naval Systems Data Support Activity Code 310 at the above address. Users are encouraged to transmit deficiency submittals via the Naval Systems Data Support Activity web site located at:


Individual electronic TM's do not contain NAVSEA form 4160/1 but are linked to an electronic version on the resident CD-ROM. Therefore, we encourage the user to transmit deficiency submittals via the Naval Systems Data Support Activity web site located above.
11. Safety Summary should contain applicable information. (found between the “safesum” (“safesum id=“fr2”) tags

The **Safety Summary** is automatically built during publication so it is dependent on having correct tagging and information of **Caution** and **Warning** notes in the SGML. Any text put into this section in Arbortext will be deleted upon publishing.
12. Verify **Record of Changes** is correct. The correct format and information included on the **Record of Changes** should be as follows:

---

**NOTE**

*This Technical Manual (TM) has been developed from an Intelligent Electronic Source known as Standard Generalized Markup Language (SGML). There is no LOEP. All Changes, if applicable, are included. The pagination in this TM will not match the pagination of the original paper TM; however, the technical content is exactly the same.*

---

Found between the “**chgrec**” tags
The **Body** contains most of the **TM** information and is denoted by the “**body**” tags located after the “**front**” tags and before the “**rear**” tags. The **Rear** section contains any appendices information and **TMDER**.
Tables are identified by a **table symbol** and start with the tag that looks like this:

```
<table colsep="1" rowsep="1" id="t1-1" label="1-1">
```

---

**Tables**

**Tables** are identified by a **table symbol** and start with the tag that looks like this.
1. Inserting Tables

Inserting a new table is easily done by placing the cursor where the table is to be placed in Arbortext, hitting the Enter key and selecting table. **Note:** If the drop menu does not show the table option, a table is not able to be inserted in that position.

A pop up screen will then ask the number of **Columns** and **Rows**. (Select **Rows** and **Columns** and hit **OK**, this information can still be modified in the future if necessary)
After hitting **OK** the table will appear between the tags labeled “**table**”. The tables **Attributes** need to be established/modified which can be done by placing the cursor to the right of “**table**” tag and hitting **Ctrl + D** (**Ctrl + A** for some versions).

<table>
<thead>
<tr>
<th>Power Supply, Helo Starter</th>
<th>0961-025-5010</th>
<th><strong>McCarr</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulator, Line</td>
<td>0962-075-5010</td>
<td><strong>Wanlass Corp</strong></td>
</tr>
<tr>
<td>Switch, Disconnect</td>
<td>0962-076-3010</td>
<td><strong>Palmer Elec</strong></td>
</tr>
<tr>
<td>Switchboard, 400 Hz</td>
<td>0962-084-9010</td>
<td><strong>ITE</strong></td>
</tr>
<tr>
<td>Motor-Generator Set, 150 Kw</td>
<td>0961-063-0010</td>
<td><strong>Radiation International</strong></td>
</tr>
</tbody>
</table>
2. Modifying Table Attributes

The tables **Attributes** need to be established/modified which can be done by placing the cursor to the right of “table” tag (as in the previous slide) and hitting **Ctrl + D** (**Ctrl + A** for some versions). **Ctrl+D (Ctrl+A)** is how you “**Modify Attributes**” and will always show a popup window whenever an entity has attributes.

At the **Modify Attributes** window, few attributes will need to be entered.

“1” should be entered in the “**colsep**”, “**rowsep**” and “**tocentry**” fields. This “1” = **yes** (“0” = **no**). “**tocentry**” tells whether an item will be seen in the **Table of Contents/ List of Tables**

The “**id:**” needs to be declared as “**t**” and then the **table number** in the manual, eg; “**t2-2**” This “**id**” will identify and point within the **TM** to this **Table 2-2**.

A “**label**” must also identify the table, this should be entered as the **table number**, eg; “**2-2**” (this label will be used when the table is given a title)

Hit “**OK**” when these fields are entered.
3. Inserting a Table Title

Inserting a table title is done by placing the cursor after the “table” tag and hitting Enter. On the dropdown menu click title. The title should be typed in after the <table> tag.
The table title will appear in *red* italics and then the *blue* italics will appear before the *(Cont.)* (This is how it should look and will generate the correct heading in a PDF)

Entering data into the table is done by putting text into the correct cells.
4. Declaring Table/Column Headers

**Declaring table headers** will allow headings in each column and ultimately control the layout of the table. **All tables should have or be given headers.** If there is no logical header data a blank header row should be inserted.

**Adding column headings** can be done on the left side (view) in **Arbortext** by expanding [+] “table” to see the “tgroup” element.

Next, the “tgroup” element should be expanded [+] showing the “colspec”s and the “tbody” element.
Place the cursor next to the last "colspec" element of the table (under "tgroup" in the left panel view) and hit Enter.

On the options list, choose "thead".

This will cause a Table Markup Error window to appear.

Ignore the error message.

The next step will fix this issue.
Place the cursor after the word “row” (between the two “thead” elements in the left panel) and hit \textbf{Enter}.

Select “\textit{entry}” from the option list. This will allow the table to reappear and there should no longer be an \textbf{error message} that appears you will now be able to add text to the column heading cells.

\textbf{Justification}

All tables have a default alignment of \textbf{left}. The cell text can be aligned differently by placing the cursor in the correct cell and hitting \texttt{Ctrl+D  [Modify Attributes (Ctrl+A)]} click the drop menu next to “\texttt{align:}” and choose the alignment.

Hit “\texttt{OK}”
5. Modifying Table Size (column/row/cell size)

**Changing column width** becomes important with spacing issues on page layout. This is done by finding the “**table**” in question in the left window in **Arbortext** (view) and finding right below where its says, “**tgroup**”

Tables in portrait mode should be limited to **7in.** and landscape limited to **10in.** in width. Larger tables will need a “**foldout**” tag.

“**table**”

(Table 2-2)

“**tgroup**”

“**foldout**”
Expand [+] the “tgroup” and you will see the column specifications (colspec) for each column in the table.

Changing column width can be done by either clicking/expanding [+] on The Attributes icon next to colspec. (Note: If the units are not inches they can easily be changed by typing “in” after the number)
Placing the cursor next to “colspec” and hitting Ctrl + D (Ctrl + A) will also allow you to change width of the column in the “colwidth” field.

Enter the desired length of the column in inches into the “colwidth” field.
NOTE: **Changing height** should not be done. The cell will expand vertically to accommodate data entered.

Adding columns/Deleting columns and Adding rows/Deleting rows can be done by placing the cursor in the necessary cell to add change by **right clicking** the mouse and using the options **Insert** or **Delete**.
6. Deleting a Table

To **delete a table**, highlight the whole table including "**table**" tags and hit **Delete** key.

```
table colsep="1" rowsep="1" id="t3-2" label="3-2"
```
Figures

Figures are identified by the following tags and symbols.

Start tag

```
figure orient="land" id="f2-2" label="2-2"
```

Figure symbol

```
title Pipe Hangers, Typical
graphic boardno="fig1" reprowid="7.02in" reprodep="7.86in"
```

End tag

```
figure
```

Left panel graphic element with figure number

The terms “figure” and “graphic” are used interchangeably and ultimately mean the same thing, except when SGML tagging, Figures/graphics do not appear in the SGML file as they are kept within Content@. When using a “graphic” tag, a specific figure within that folder on Content@ is called upon when the SGML is published into a PDF.
Graphic Fetch - A folder containing manuals graphics can be downloaded to your local machine by doing a **Graphics Fetch** in Contenta. This may only be necessary when verifying/modifying the graphics in the TM.

First step is to click **Tools** for the “BODY”
Click “Graphic Fetch”

Click **Yes / OK** to any Security Alerts
Choose **Save**

Navigate to the `c:/checkout [C$ on 'Client' (V:)])` folder and click **Save**
When **download** is **complete** click **Close**

Hit **Exit**

Please wait for *File Download* dialog box.
There should now be a `.zip` folder in your `c:/checkout` folder containing `.tif` files of the figures for the manual. (If there is figures in the Safety Summary in the manual they will not be included in this `.zip` folder). A figure can be added to or deleted from this folder which will then need to be rezipped and loaded back onto Contenta. This is done by Graphic Load.

Note: Any new or deleted figures need to be modified in the Graphic Entities folder in Arbortext Editor.
Graphic Load is used to load back a .zip folder into Contenta after a figure has been modified on your desktop. The only reason to do a Graphic Load is because a figure was modified in some way. After a figure is modified on your local machine, go to Contenta and click Tools for the TM.
Next, Click **Graphic Load**

Click **Yes / OK** to any Security Alert(s)
Click **Browse**…

Click "**OK**" to Restrictions window
Navigate to the c:/checkout [C$ on 'Client' (V:)] folder, choose file, and hit **Open**.

Click **Load Graphics**.
After window appears, click **Exit**.

The modified graphic(s) should now appear in the TM after publishing.
Inserting a Figure/Graphic

Start by placing the cursor at the correct place where the figure will be inserted. Hit the **Enter** key (Insert MarkUp) and choose the “figure” option. **Note:** If the drop menu does not show the “figure” option, a figure is not able to be inserted in that position.
Next step is to add the title of the **Figure** in the “**title**” tags. Doing this will give the text that will be shown with the **figure** in the PDF as seen below the tags in **red italics** in Editor.
The figure attributes need to be set. This is done like all the rest, place the cursor to the right of the “figure” tag and hit Ctrl+D (Ctrl+A)

The “id:” needs to be declared as “f” and then the **figure number** in the manual, (“f2-2”) This “id” will identify and point within the TM to this **Figure 2-2**.

A “label” must also identify the figure, this should be entered as the **figure number**, (“2-2”) (this label will be used with the figure title label)

The **tocentry** should be “1”, “tocentry” tells whether an item will be seen in the Table of Contents/ List of Illustrations

Hit “OK”
The “figure” start tag should now appear with the figure info.

You can change the layout of the figure on the page from “portrait” to “landscape” by modifying attributes (Ctrl+D, Ctrl+A) in the “orient:” field.

**NOTE**: When using portrait, limit the height of the figure to less than 8.2 inches and landscape to 6.5 inches.
Graphic Entities

The Graphic Entities folder is used to tell Contenta which figures to call upon when publishing. New figures should be added to the .zip folder from Contenta and should then be added here. This is done by clicking “Entities” on the menu bar in Editor and choosing “Graphic…” (as with Inserting a “graphic” tag) Choose “New…”
The “Name:” should be the next available number.

The “File name:” should be the TM number-fig#.tif

The “Notation:” should be tif

Hit Ok

The new figure should now be able to be inserted.
Inserting a “graphic” tag should be done by placing the cursor next to the figures “title” tag and go to the Menu bar and hit “Entities” Choose “Graphic…” on the drop down menu.
The TMs **Graphic Entities** folder will appear with the figures **Name**, **File Name** and **Notation** (tif).
To choose a **figure** to be inserted, click the correct figure, hit **“Insert”** then hit **“Close”**

The **graphic** tag should now be present, the next step is to clarify the figure size. This is done by placing the **cursor** next to the **“graphic”** tag and hitting **Ctrl+D** (Ctrl+A)
The dimensions of the figure should be placed in the “reprodep” (height) And “reprowid” (width) fields.

Hit “OK”

The “graphic” tag should have the figures dimensions.
Modifying Graphics/ Figures (size)

**Graphic size** can be changed by modifying the graphic attributes. This is done by placing the cursor next to the “**graphic**” tag and hitting Ctrl+D (Ctrl+A). This will bring up the **graphics attributes**.

![Modify Attributes](image.png)
The **graphics width** and **height** can be modified by changing the inches in the “reprowid” (width) and “reprodep” (height) fields.

When the dimensions are modified Hit “OK”
Inserting Foldouts

Inserting a **foldout** requires the use of a “**foldout**” tag outside of the “**figure**” tags. Place the cursor in the correct position and hit **Enter** (Insert Markup), select “**foldout**”.

---

**Figure A-151  Pipe Hangers, Typical**

Pipe Hangers, Typical

---

EM SUMMARY SHEET

---

A-182

---

A-185

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A-185
The “foldout” tags should encompass the “figure” tags. This may require copying of the data including tags and paste in between the “foldout” tags. The format should look like this;
Foldout Types

- There are two types of foldout that can be created. Standard and Expanded.
  - **Standard** size are for images that do not exceed 8.2 inches in height.
  - **Expanded** are for images that are up to 10 inches in height.

**NOTE:** The expanded foldouts will have a offset of 2.5 inches from the right margin. This allows for the insertion of the header and footer data.
The “foldout” attributes need to be modified to establish the page size. Place the cursor inside the “foldout” start tag and hit Ctrl+D (Ctrl+A). The Modify Attributes window will appear and have the field for “pgstyle”. This field should be filled in with either; 2, 3, 4, 5, 6 or 7 for standard and 22, 32, 42, 52, 62 or 72 for expanded.

See the next pages for exact page dimensions for each foldout type.

Hit “OK”

The “foldout” start tag should now have the “pgstyle” on it.
Foldout Dimensions

<table>
<thead>
<tr>
<th>Page Style</th>
<th>Page Dimensions</th>
<th>Max Image Height</th>
<th>Max Image Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>11 x 17</td>
<td>8.2 inches</td>
<td>15.8 inches</td>
</tr>
<tr>
<td>3</td>
<td>11 x 22</td>
<td>8.2 inches</td>
<td>20.9 inches</td>
</tr>
<tr>
<td>4</td>
<td>11 x 34</td>
<td>8.2 inches</td>
<td>32.8 inches</td>
</tr>
<tr>
<td>5</td>
<td>11 x 44</td>
<td>8.2 inches</td>
<td>42.9 inches</td>
</tr>
<tr>
<td>6</td>
<td>11 x 52</td>
<td>8.2 inches</td>
<td>50.8 inches</td>
</tr>
<tr>
<td>7</td>
<td>11 x 62</td>
<td>8.2 inches</td>
<td>59.7 inches</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page Style</th>
<th>Page Dimensions</th>
<th>Max Image Height</th>
<th>Max Image Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>11 x 17</td>
<td>10 inches</td>
<td>11 inches</td>
</tr>
<tr>
<td>32</td>
<td>11 x 22</td>
<td>10 inches</td>
<td>16 inches</td>
</tr>
<tr>
<td>42</td>
<td>11 x 34</td>
<td>10 inches</td>
<td>28 inches</td>
</tr>
<tr>
<td>52</td>
<td>11 x 44</td>
<td>10 inches</td>
<td>38 inches</td>
</tr>
<tr>
<td>62</td>
<td>11 x 52</td>
<td>10 inches</td>
<td>46 inches</td>
</tr>
<tr>
<td>72</td>
<td>11 x 62</td>
<td>10 inches</td>
<td>55.9 inches</td>
</tr>
<tr>
<td>82</td>
<td>11 x 90</td>
<td>10 inches</td>
<td>83.5 inches</td>
</tr>
</tbody>
</table>
Emphasis tag

The “emphasis tag” is used to make text bold, underlined, italics, etc…

First, place the cursor at the desired spot for the emphasized text and Insert Markup (Enter key). Choose emphasis from the menu (if “emphasis” doesn’t appear as a choice the tag can not be in that position).
The text to be emphasized should be put inside these **emphasis** tags.

(such as grade 5 or 8 of MIL-S-001222G)

To set emphasis, place the cursor inside the tags and **Modify Attributes** (Ctrl+D, Ctrl+A)

emph:

- **b** = bold
- **i** = *italics*
- **u** = underlined

Hit “**OK**”
An “xref” tag is used to link text to another section of the electronic manual similar to hypertext for quick referencing. This is done by **Inserting Markup (Enter)** when the cursor is in the correct place of the text. Choose `xref` from the list.
The **Modify Attributes** window will appear. **xidtype:** has a dropdown menu to choose either **table**, **figure**, **text** or **note**. The id of the reference should be chosen. The **xrefid:** is the id of the reference. Every **chapter**, **para**, **note**, **figure** and **table**, etc... is given an id which is found on their start tag.

Figures have an id of “f” then the **figure number** (f1-2) and subfigures use the id, “s” after the figure # (f1-2s2). Tables work the same way with a “t” instead of “f” (t1-2). Chapters have the id, “c” and chap # (c2). Notes have the id, “n” and their number (n2), Paragraphs have the id, “pa” and their # (pa3-2.2). Warnings have an id, “w” and their # (w2).

If there is a question of what “xrefid” to use the id can be found on the start tag of the reference to be linked.

Hit **“OK”** when finished.
Put the number of the figure, chapter, table, paragraph, info, etc… between the “xref” tags.

Some example xref tags,

(See Table xref xrefid="t5-1" xidtype="table" 5-1 xref)
(See Chapter xref xrefid="c6" xidtype="text" 6 xref)
(See Figure xref xrefid="f1-1" xidtype="figure" 1-1 xref).
(See Figures xref xrefid="f7-1s1" xidtype="figure" 7-1 xref, xref xrefid="f3-5s1" xidtype="figure" 3-5 xref.
(See xref xrefid="pa6-4.1" xidtype="text" Motor Assembly xref)
When to use the “tocid”

The “tocid” is used when **Modifying Attributes** to anything that is added while doing a **change** that will need to show up in the **Table of Contents**.
Completeness Check

A complete check can be done after changes have been made on an SGML in Arbortext before Epic Check In to see if the SGML was done or changed correctly. Click the green checkbox at the top and see the message at the bottom.

Command:

No completeness errors found (entities included)
When all changes are done and saved to the **SGML** file, the next step is **Epic Check In**

**Note:** When saving and closing the SGML file in Arbortext, **the cursor should not be left within any tags.** The cursor should be left outside any tags so the Epic Check In process proceeds without error.
Epic Check In
(only for sections which were last Checked Out)

1. Click the **Tools** for the **SGML Container**
2. Click Epic Check In
3. Click **Yes/OK** to Security Alerts
Two **Warning** windows may appear, if so, Click **Yes** and/or **Always**
4. Click the ... (Browse) button
5. The correct folder should appear. Single click the name and hit OK.
6. Click **Check In**
Successful **Check In** will show this box, hit **Exit**
After **Collapsing[−]** and **Expanding[+]** the **TM Object**, the lock should be gone. **Check In complete**
**Note**: After a section of **SGML** is **Checked In**, a copy will still remain in your `c:\checkout\epiccat`. This folder should be managed and cleaned out when necessary to avoid confusion of manual sections.
Section VII

Publishing / Compose
End Project / SubProject

Publishing or “Composing” generates a PDF file of the SGML files along with the Graphics files. The NAVSEA Publishing System uses a program which runs outside of Content@ called the XML Professional Publisher (XPP).

Note: The process is different for Publishing NADCP TMs as opposed to Legacy TMs.
Publishing NADCP TMs

The NADCP publishing process can be seen on the NADCP TM Flowchart.

It begins with all sections of SGML being Checked In (unlocked)

Go to the **Tools** for the **TM**
Click Compose
Click **Yes/OK** to any Security Alerts

![Security Alert 1](image1)

![Security Alert 2](image2)
Click **Baseline**
These settings usually do not need changing, (if email address is incorrect notify System Administrator) Click **Ok**

Should be “**No**”
At this point **Content@** will export the **SGML** with **Graphics** files and run **XPP** to generate a **PDF** to the project.
When “Data export complete,”

Hit Exit

When composing baseline, an email is sent to the TM editor as well as the System Admins. If will notify you and the Sys Admins of a successful or unsuccessful Compose.

When compose is successful **collapsing [-]** and **expanding [+]** the project in Content@, the PDF file should now be available.
Content View and Content Fetch are options on the Tools menu for the PDF file in Content@
Content View will open the PDF file to be viewed. Content Fetch will allow the PDF file to be saved to your local machine and be viewed.
Navigate to the `c:/checkout [C$ on 'Client' (V:) ]` folder and click **Save**.

After the file is saved, the PDF should be found in the checkout folder and able to be viewed on your local machine without a Content@ connection.
Compose - For TMPODS

When finishing a project and composing baseline, For TMPODS should be done to make a separate “foldouts” PDF along with the other TM PDF. This is found under Compose on the Tools menu for the TM.
These settings usually do not need changing, 
(if email address is incorrect notify System Administrator)

Click Ok
When Data export complete, Hit Exit
When compose is successful **collapsing [-] and expanding [+]** the project in Content@, the PDF file of the foldouts separated should now be available.
Publishing Legacy TMs

The Legacy publishing process can be seen on the Legacy TM Flowchart.

After requesting the Project the next step is to Update Baseline. Click Tools for the TM.
Click **Compose** then Click **Baseline Updates**
Click **Yes/OK** to any Security Alerts
These settings usually do not need changing,
(if email address is incorrect notify System Administrator)

Click **Ok**
When Data export complete, Hit **Exit**
Next step will be to Run **Reissue Preparation**, First click the **Tools** for the **TM** and choose **Reissue Preparation**

This will put the **TM** in Revision Mode. The next step will be to do **Epic Checkout** of the **FRONT** matter and update the information on the Cover. This includes inserting correct **Revision tag** and other such info from **TDMIS**. Then do an **Epic Check In** of the **FRONT** matter. Next step is to run **Print Final**.
Running **Print Final** is done by clicking **Tools** for the **TM** and choosing **Compose** then choose **Print Final**
These settings usually do not need changing, 
(if email address is incorrect notify System Administrator)

Click **Ok**
When Data export complete, Hit Exit
When compose is successful, **collapsing [-]** and **expanding [+]** the project in Content@, the PDF file should now be available.

**Print Final PDF file of TM**

**collapse and expand**
This **Compose - Print Final** is just to check if this book was processed correctly. The PDF file can be deleted and the BODY and REAR matter of the TM can now be edited. Once all corrections/updates are made to the whole **TM** the **Compose - Print Final** should be done again. The last step in publishing Legacy books is to **Compose - For TMPODS** which is done by the same process as the **NADCP** books by clicking **Tools** for the **TM**, choosing **Compose** then choosing **For TMPODS**.
Section VIII

System Administration

Section under construction