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

June 2010

Index

Section I

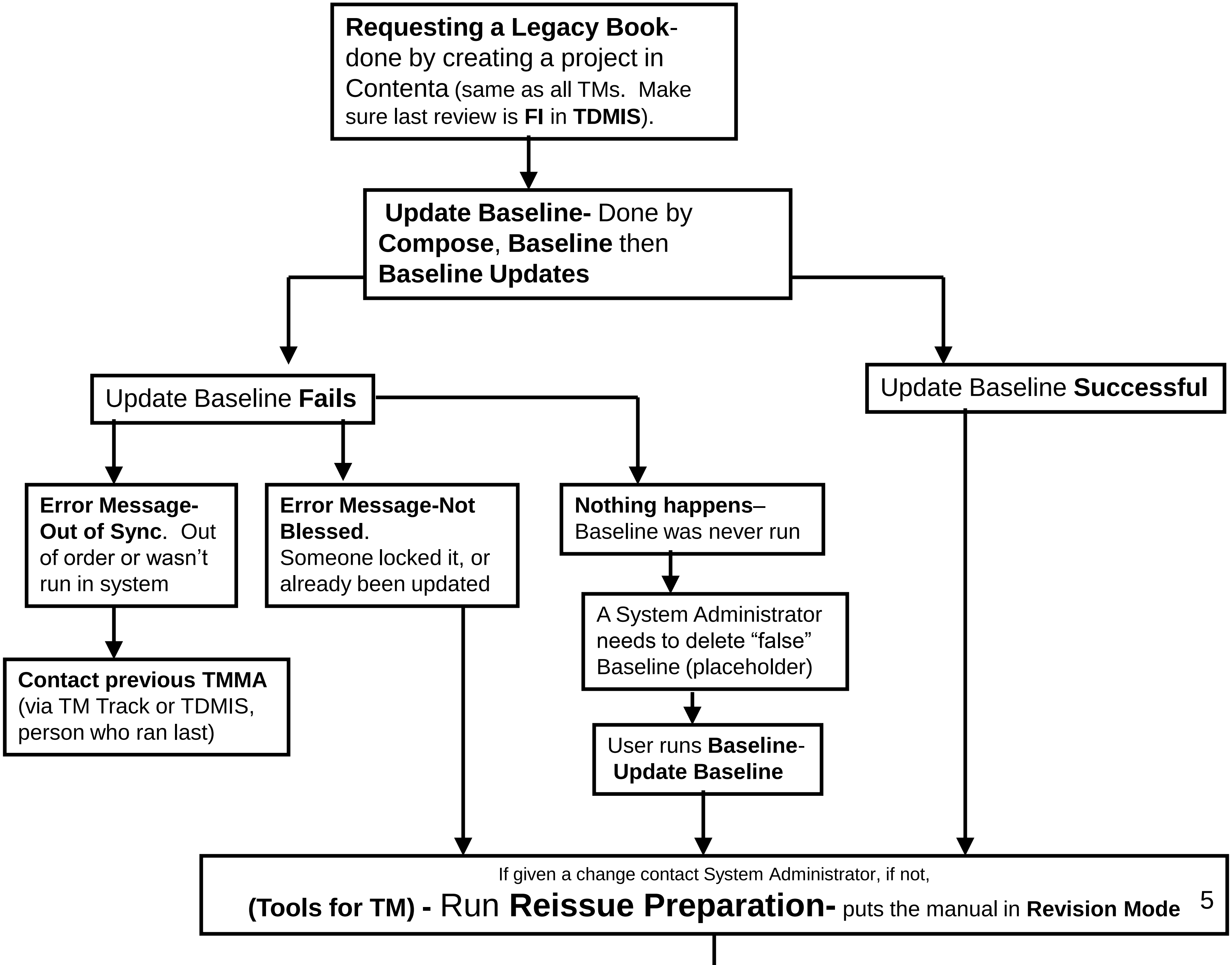
Overview of Revision Process

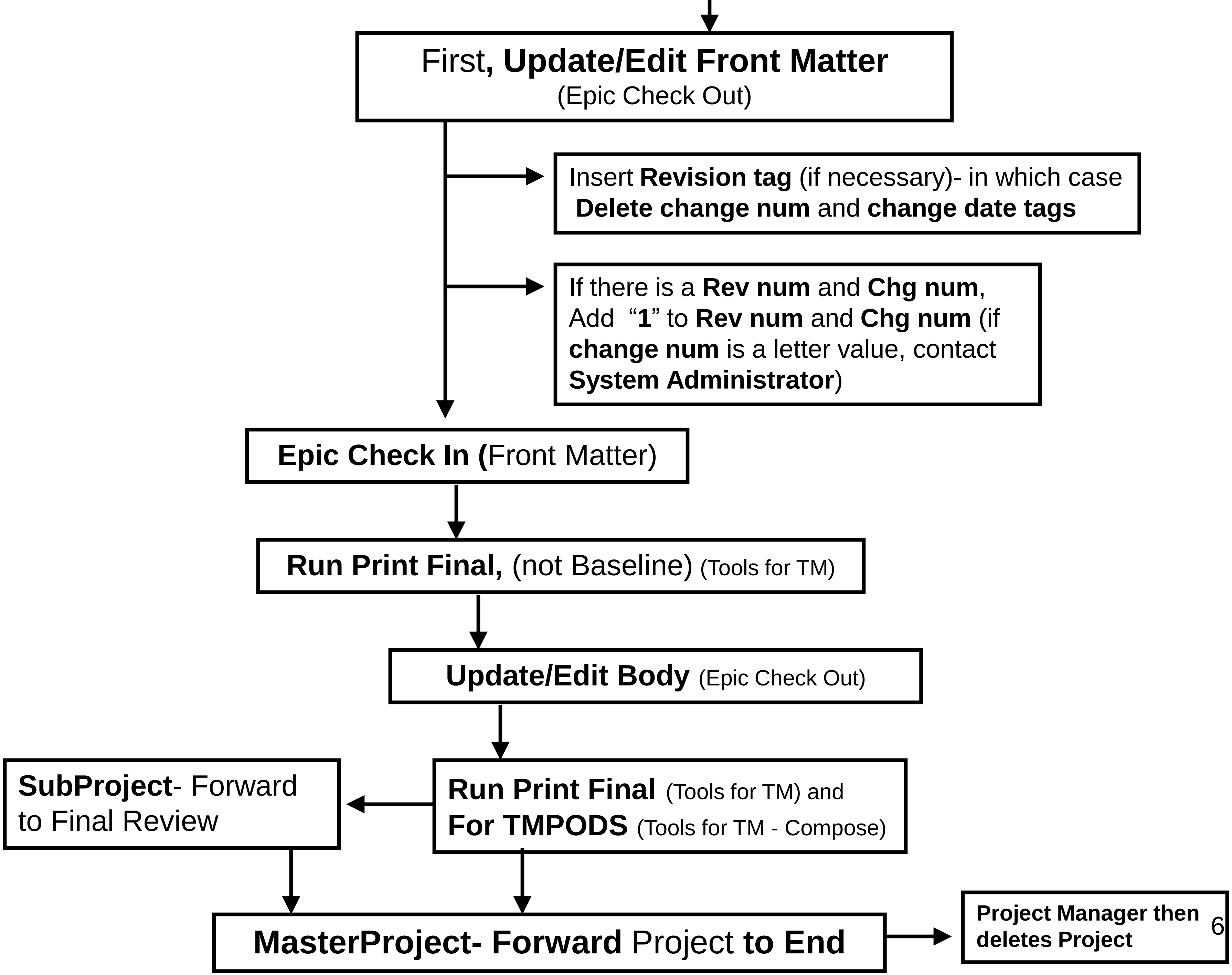
Legacy TM Flowchart and

NADCP TM Flowchart

Legacy TMs

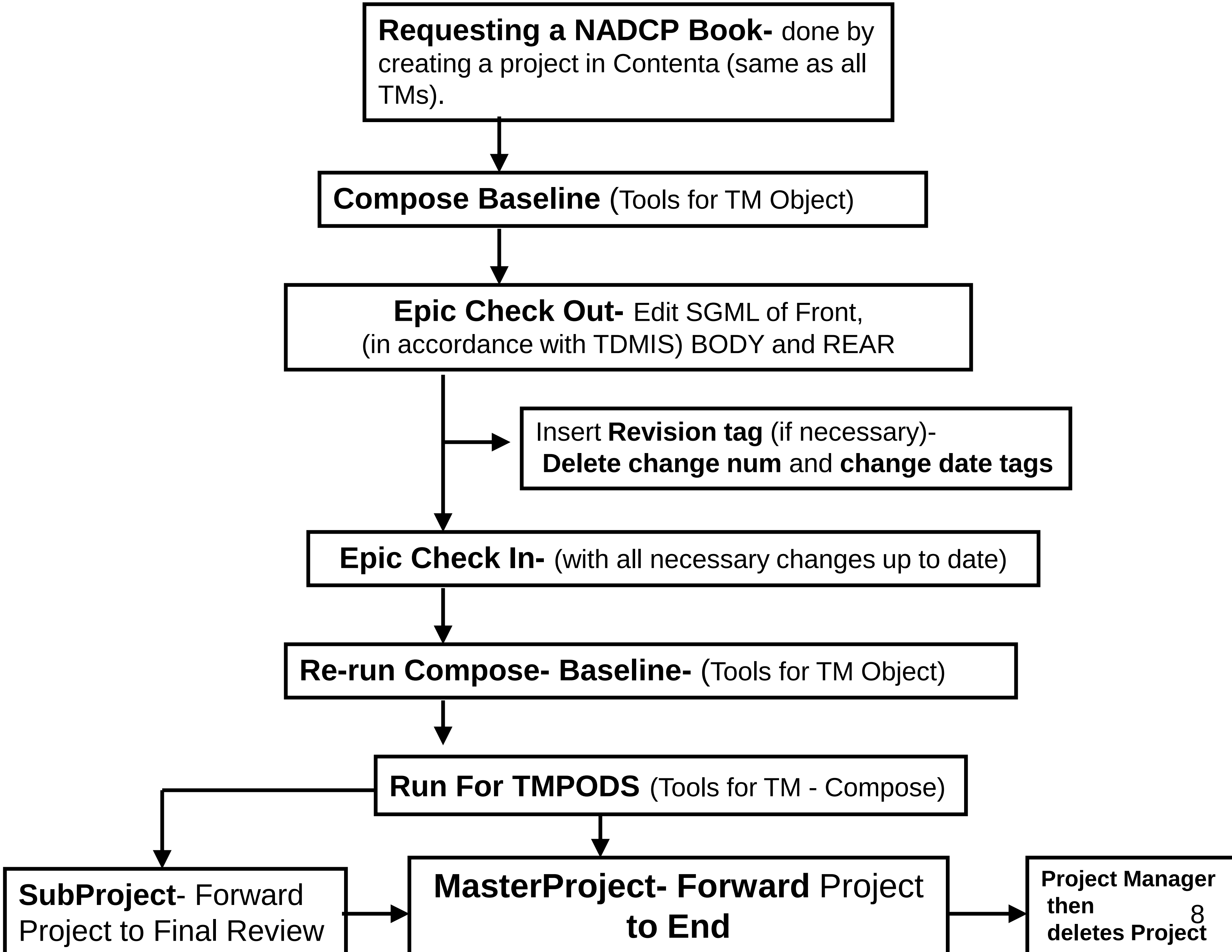
This chart will show the correct process for requesting, editing and finalizing **Legacy Tech Manuals** for correct Contenta processing


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**
Update Baseline **Successful**
Error Message- Out of Sync. Out of order or wasn't run in system
Error Message-Not Blessed. Someone locked it, or already been updated
Nothing happens– Baseline was never run
Contact previous TMMA (via TM Track or TDMIS, person who ran last)
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)
Run Print Final (Tools for TM) and For TMPODS (Tools for TM - Compose)
SubProject- Forward to Final Review
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

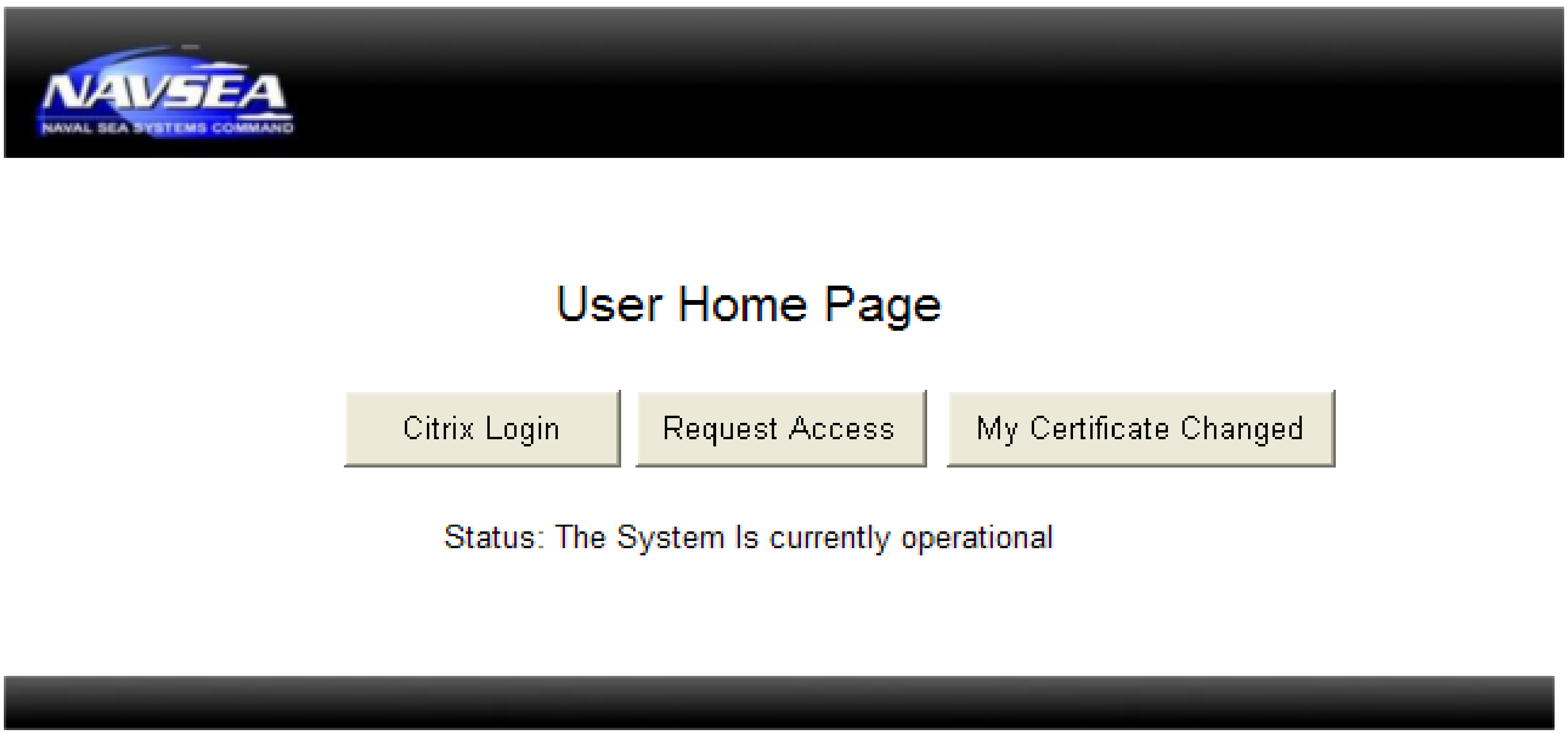
Gaining user account will allow access to database JCALS/Citrix/Contenta to edit TMs

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.
- **<u>You must select “Show Advanced Options” and select the database(s) you need editor access to.</u>**
- After completion, select “Submit” to begin processing the application. Select “Cancel” to end the transaction.

User Information:

First Name: [redacted]

Last Name: [redacted]

Middle Initial [redacted]

Email: [redacted]

Telephone:

Are you a US Citizen? ◉ Yes ○ No

Are you a contractor? ◉ Yes ○ No

Government Agency Information:

Full Activity Name & Code:

Full Mailing Address of Activity:

Government Contract Information:

Full Company Name:

Full Company Mailing Address:

Navy Contract Number:

Full Name of the Navy Contracting Office Representative (COR):

COR's Telephone Number:

COR's Email Address:

General Comments:

Reason for Access:

In order to help us verify the choices made in the next section, please briefly describe the data you need to access and how it will be used.

Type of access requested:

☑ PMS View
☐ EOSS View

Submit Cancel

☑ Show advanced options

WARNING: Only select from these options if you have been so directed. Requesting these options without prior arrangement will result in your access request being denied.

☐ Philadelphia TM Edit
☐ Boston TM Edit
☐ Panama City TM Edit
☐ Crane TM Edit
☐ PMS Edit
☐ EOSS Edit

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**:

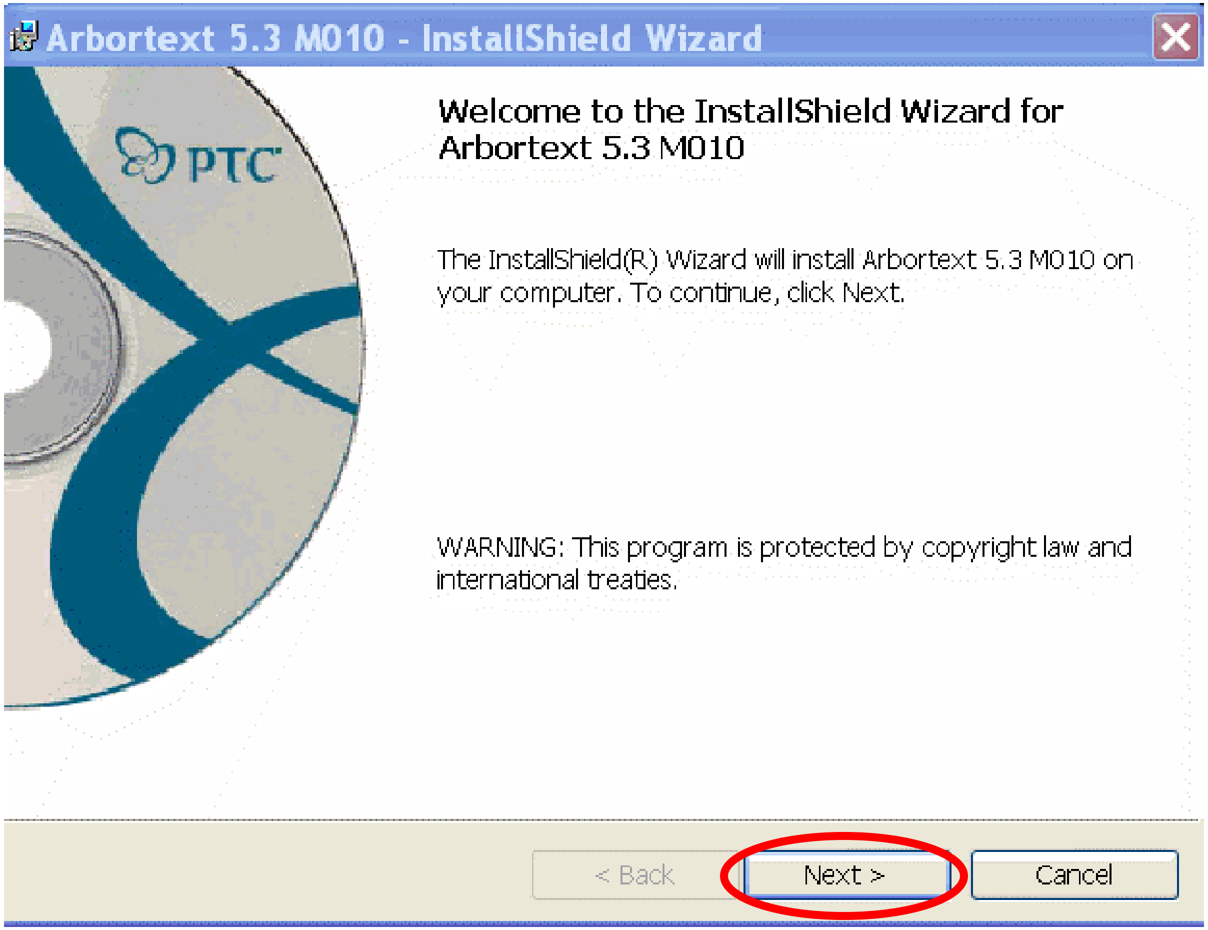
North America

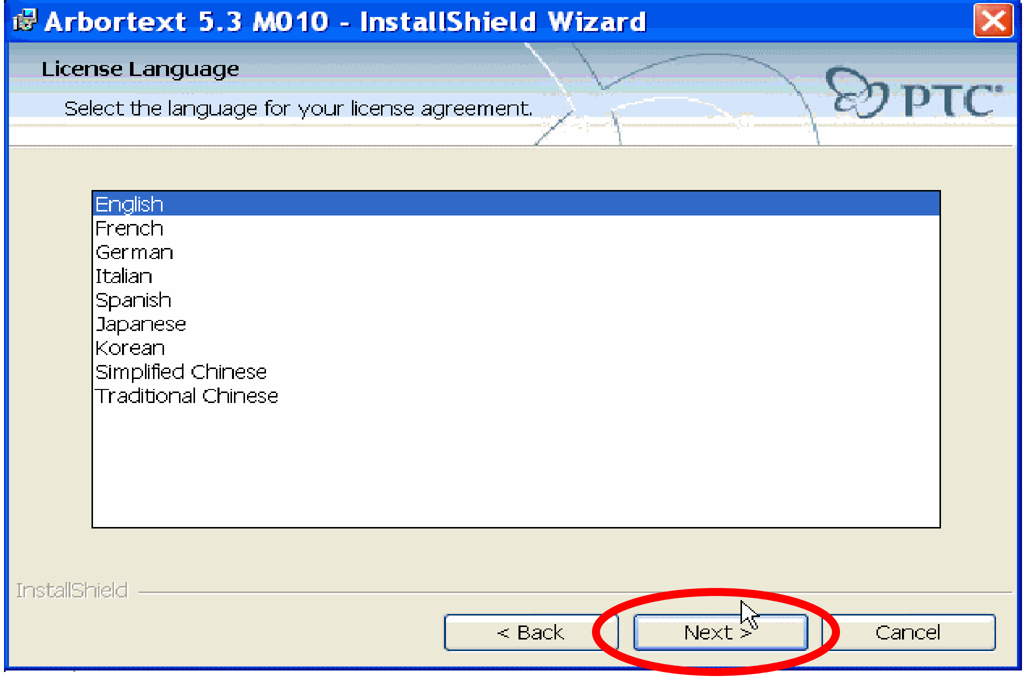
(1) 888-PTC-3776 or (1) 888-782-3776

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

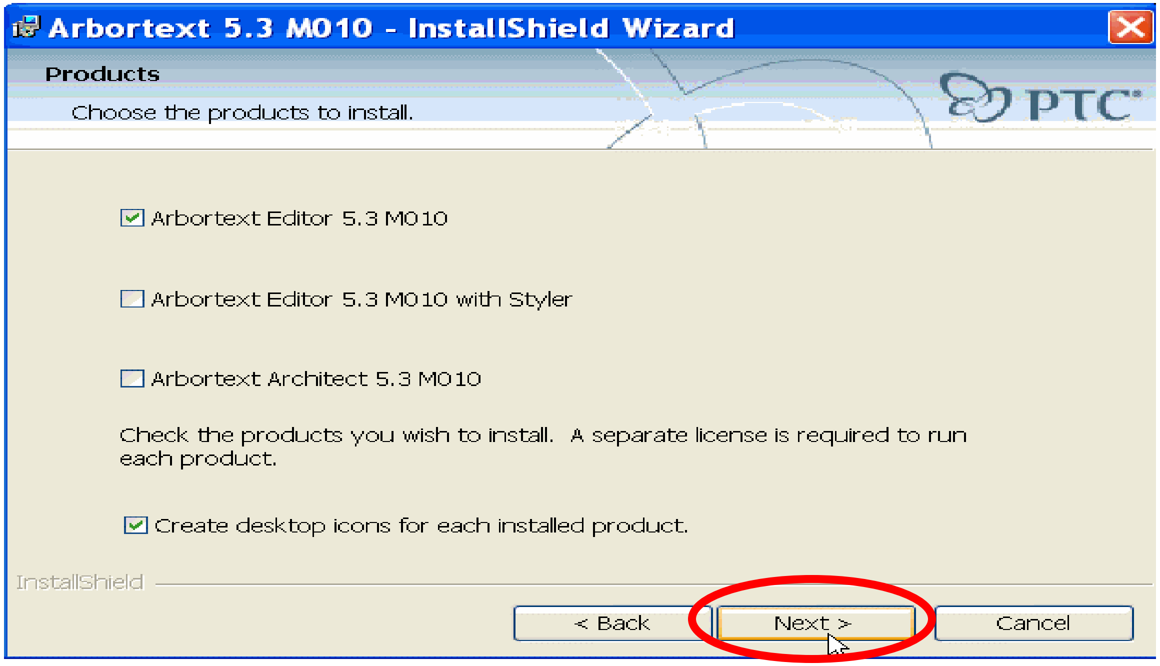
An account should be created at www.ptc.com or with a sales rep over the phone to set an email address where licenses can be sent and managed.

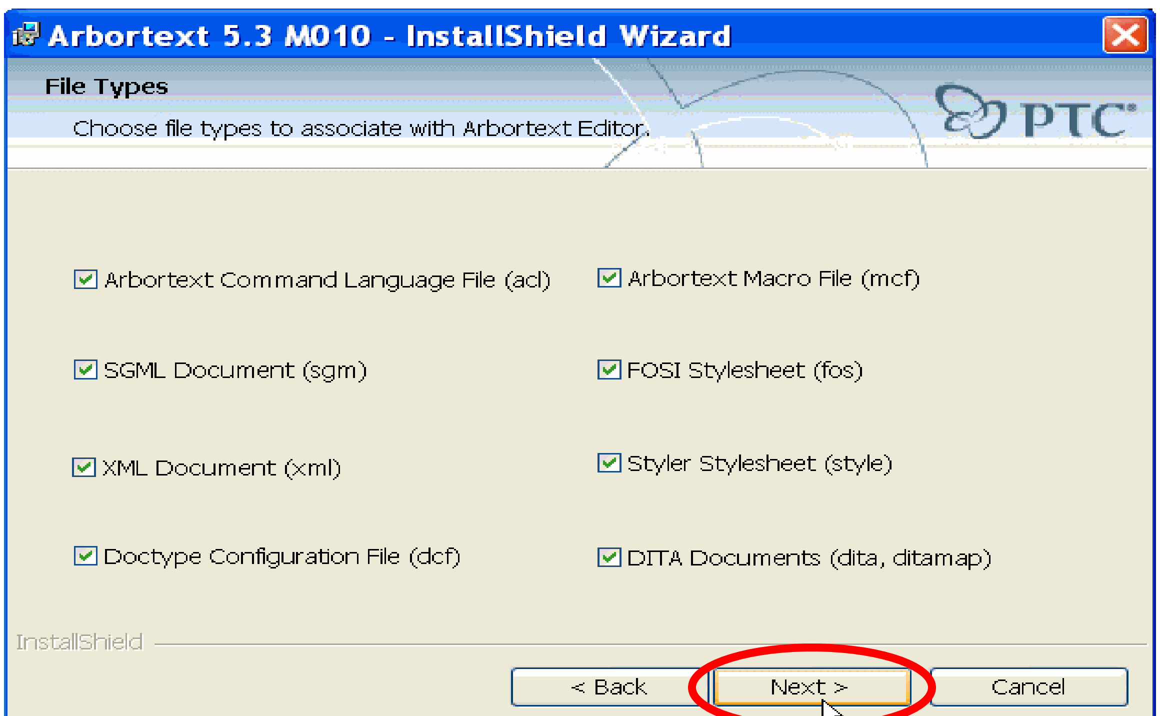
2. Install Arbortext Editor with default settings

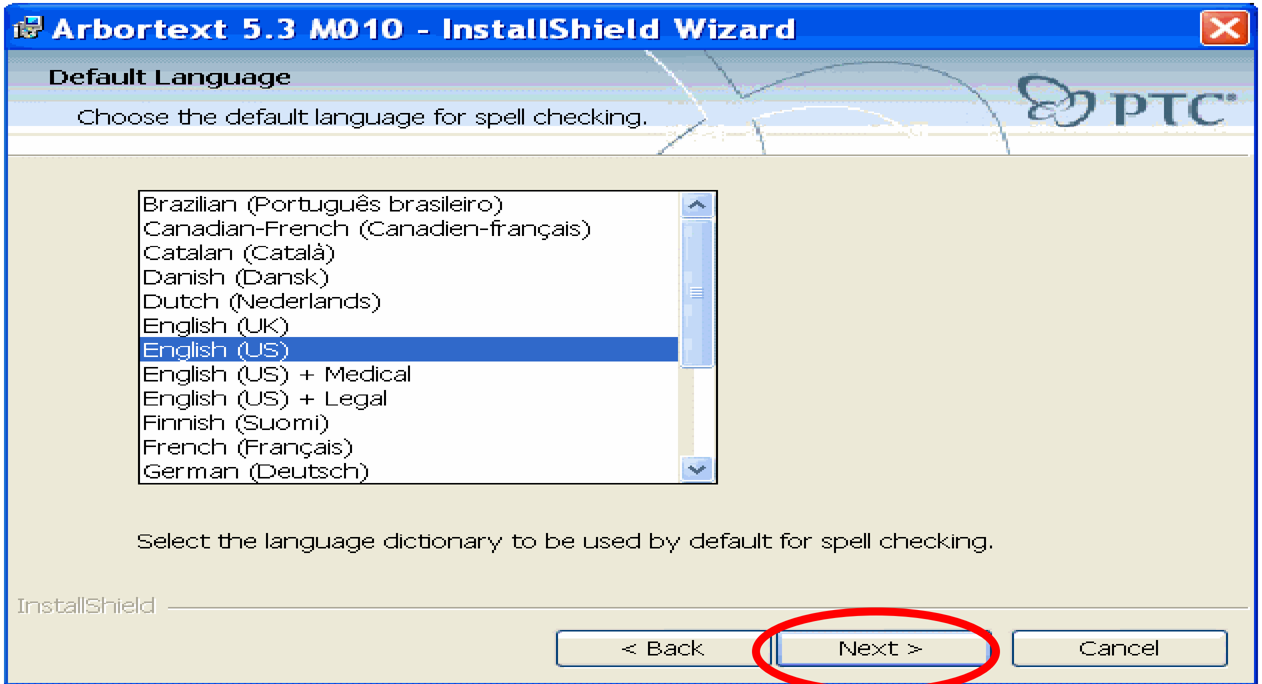


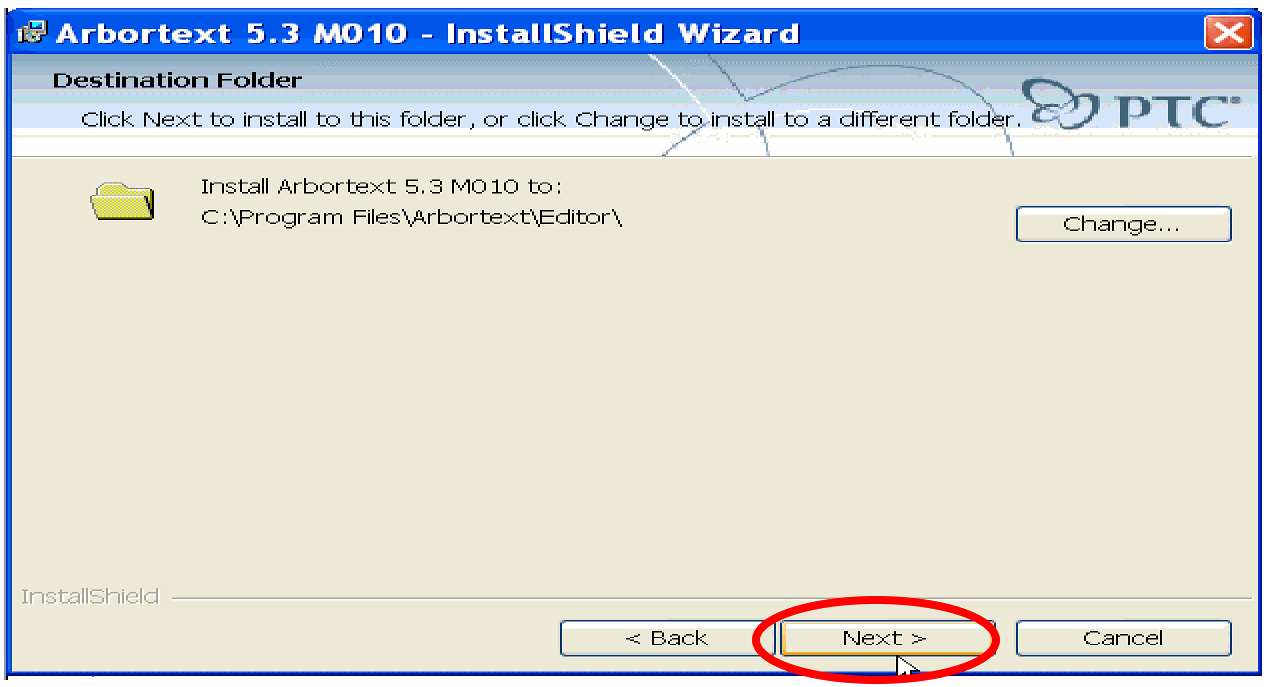

Arbortext 5.3 M010 - InstallShield Wizard
License Language
Select the language for your license agreement.
PTC
English
French
German
Italian
Spanish
Japanese
Korean
Simplified Chinese
Traditional Chinese
InstallShield
< Back
Next >
Cancel

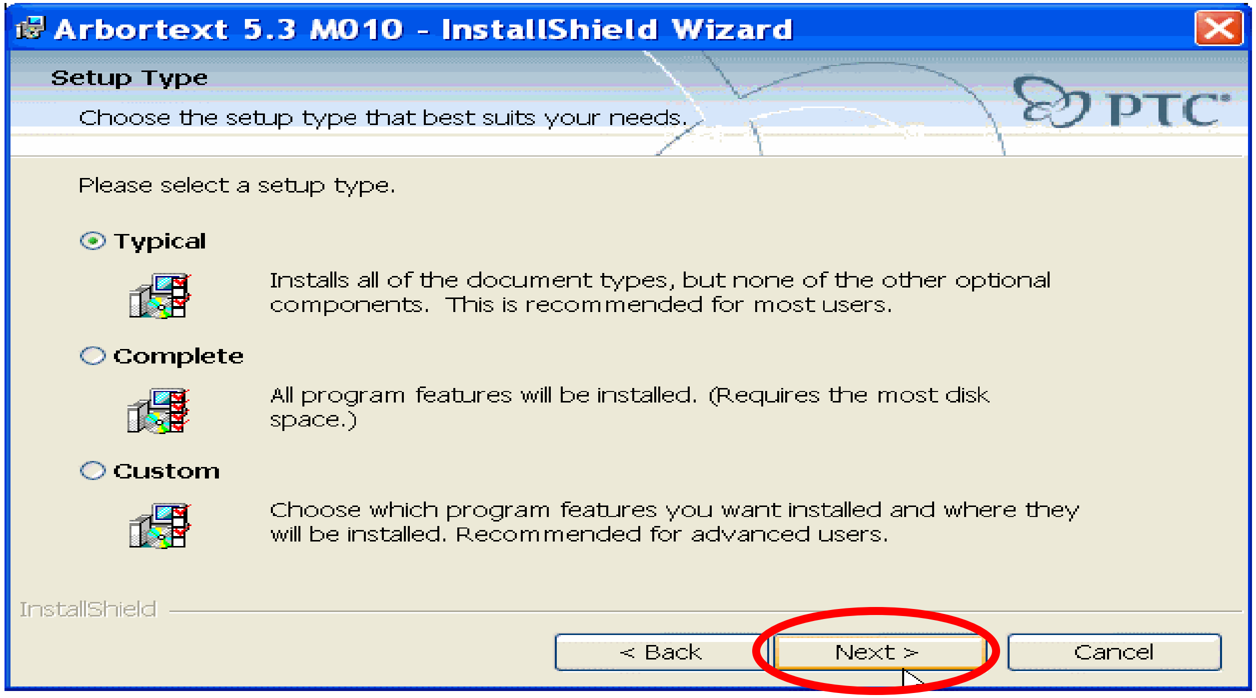

Arbortext 5.3 M010 - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
PTC
PTC CUSTOMER AGREEMENT
THIS LICENSE AGREEMENT IS A LEGAL AGREEMENT BETWEEN YOU, EITHER FOR YOURSELF INDIVIDUALLY OR ON BEHALF OF THE ENTITY THAT PURCHASED THIS SOFTWARE (AS APPLICABLE, 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"
To accept the license and proceed with installation, click Accept.
Print
If you do not accept the license, click Decline.
InstallShield
< Back
Decline
Accept >
Cancel

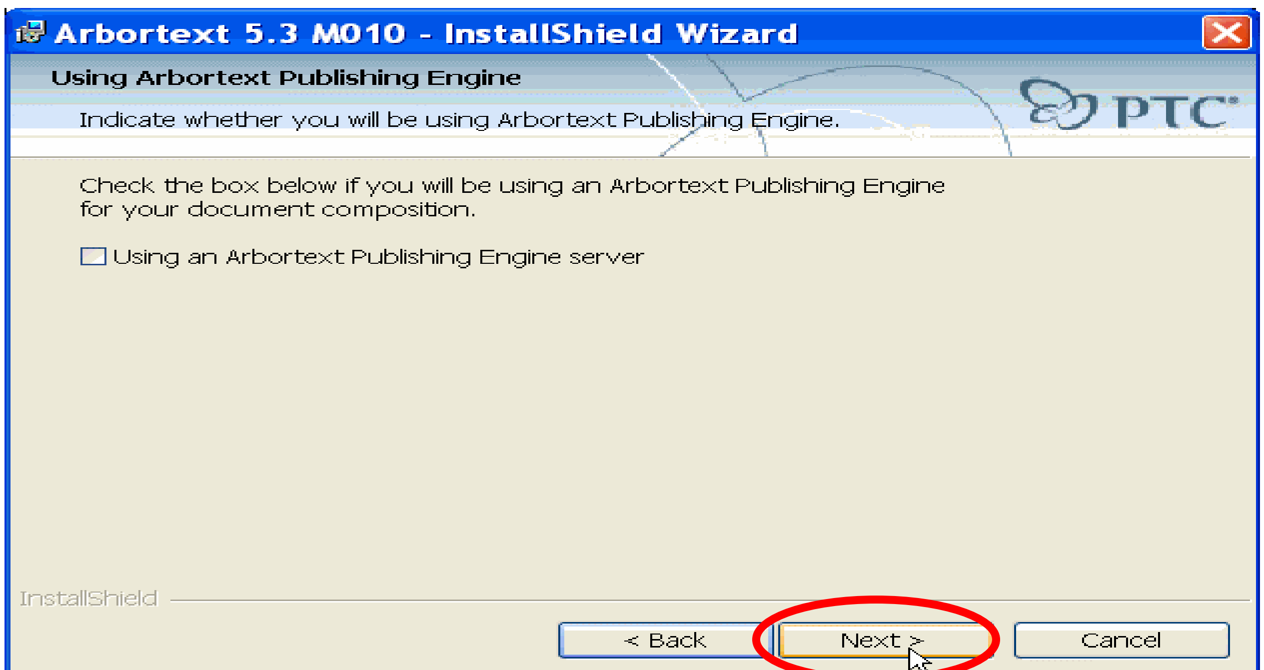

Arbortext 5.3 M010 - InstallShield Wizard
Products
Choose the products to install.
PTC
Arbortext Editor 5.3 M010
Arbortext Editor 5.3 M010 with Styler
Arbortext Architect 5.3 M010
Check the products you wish to install. A separate license is required to run each product.
Create desktop icons for each installed product.
InstallShield
< Back
Next >
Cancel

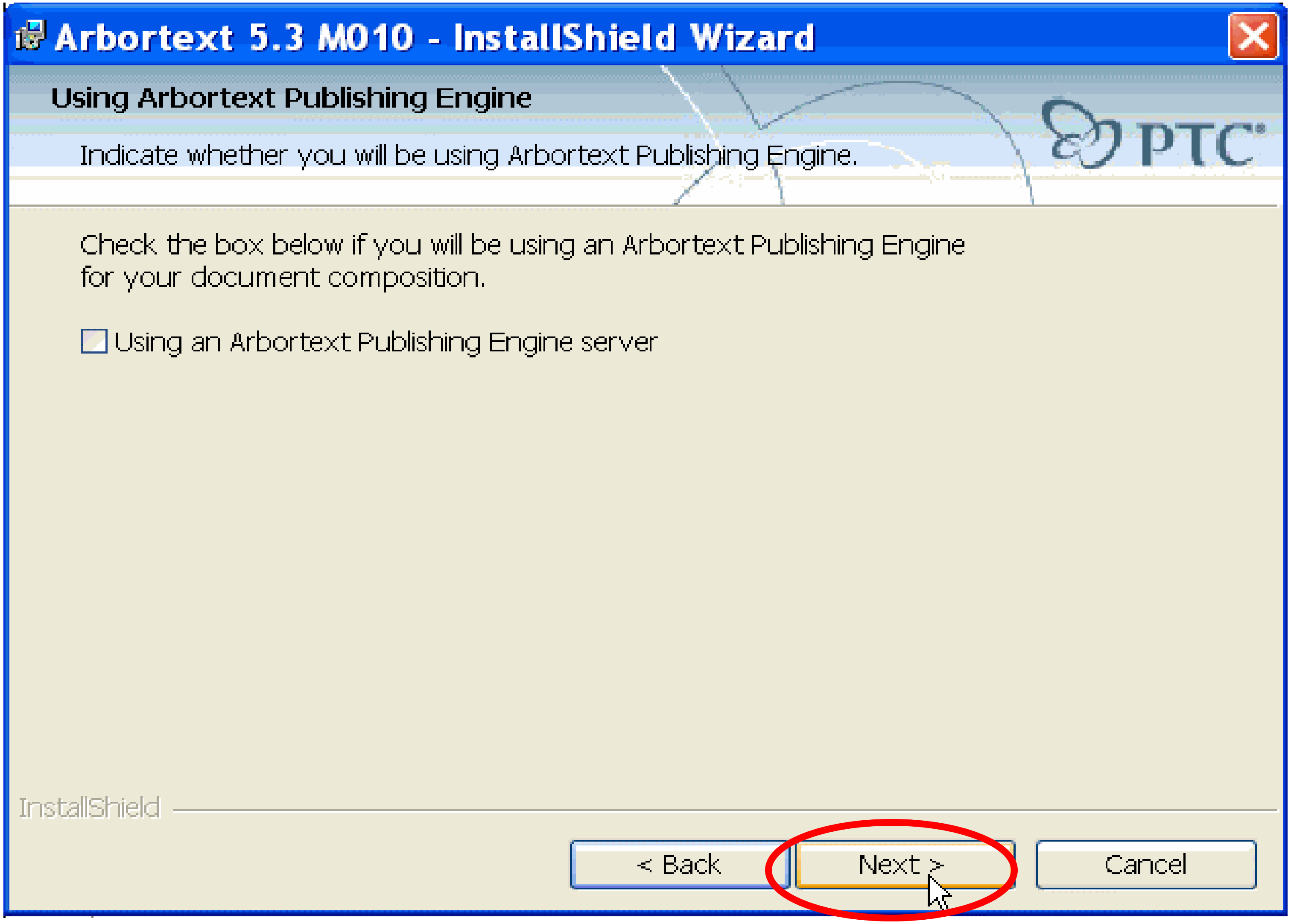

Arbortext 5.3 M010 - InstallShield Wizard
File Types
Choose file types to associate with Arbortext Editor.
PTC
Arbortext Command Language File (acl)
Arbortext Macro File (mcf)
SGML Document (sgm)
FOSI Stylesheet (fos)
XML Document (xml)
Styler Stylesheet (style)
Doctype Configuration File (dcf)
DITA Documents (dita, ditamap)
InstallShield
< Back
Next >
Cancel


Arbortext 5.3 M010 - InstallShield Wizard
Default Language
Choose the default language for spell checking.
PTC
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
< Back
Next >
Cancel

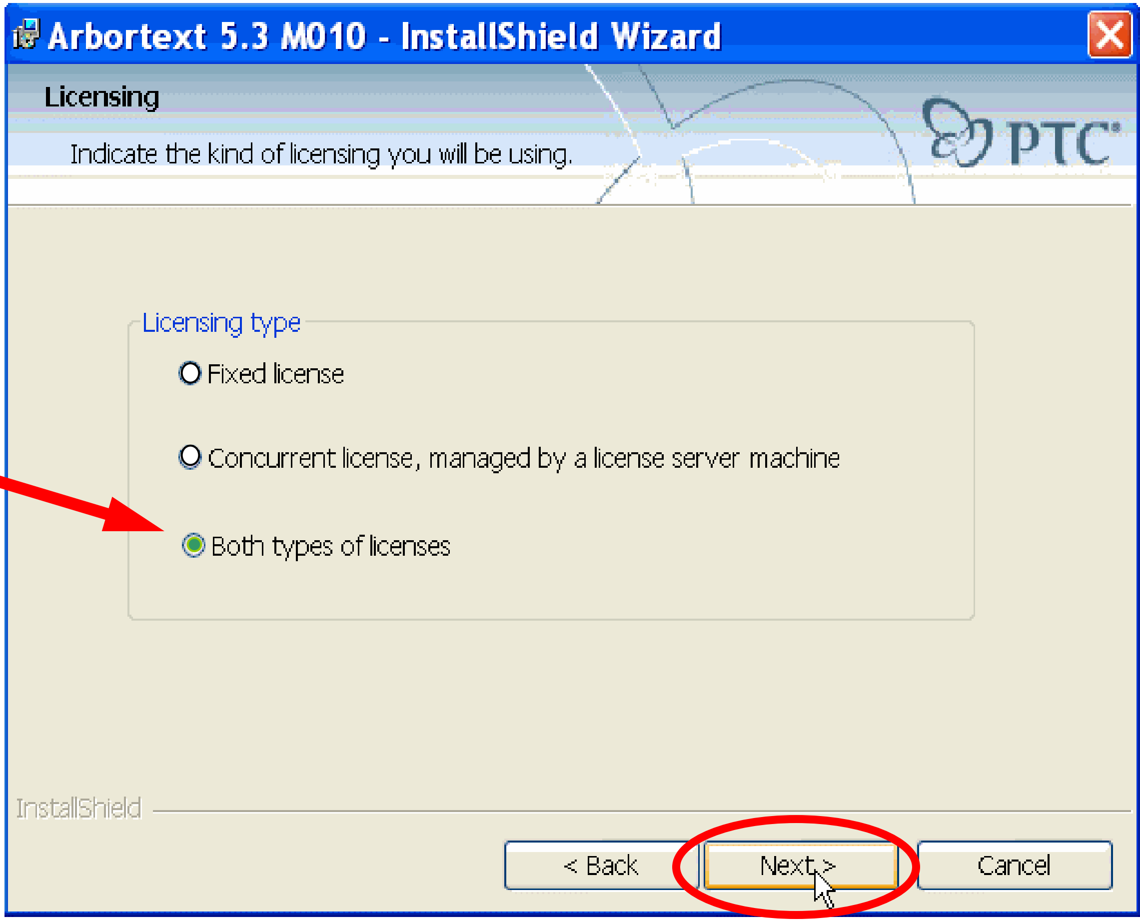

Arbortext 5.3 M010 - InstallShield Wizard
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
PTC
Install Arbortext 5.3 M010 to:
C:\Program Files\Arbortext\Editor\
Change...
InstallShield
< Back
Next >
Cancel

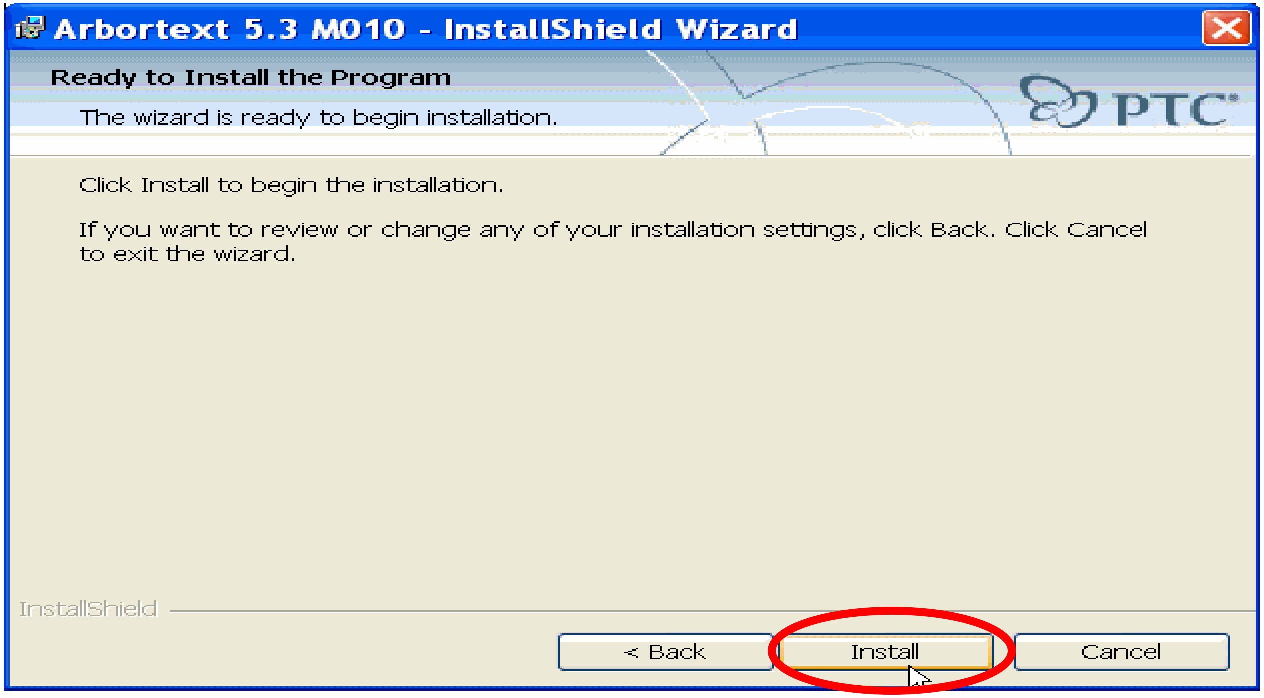

Arbortext 5.3 M010 - InstallShield Wizard
Setup Type
Choose the setup type that best suits your needs.
PTC
Please select a setup type.
Typical
Installs all of the document types, but none of the other optional components. This is recommended for most users.
Complete
All program features will be installed. (Requires the most disk space.)
Custom
Choose which program features you want installed and where they will be installed. Recommended for advanced users.
InstallShield
< Back
Next >
Cancel

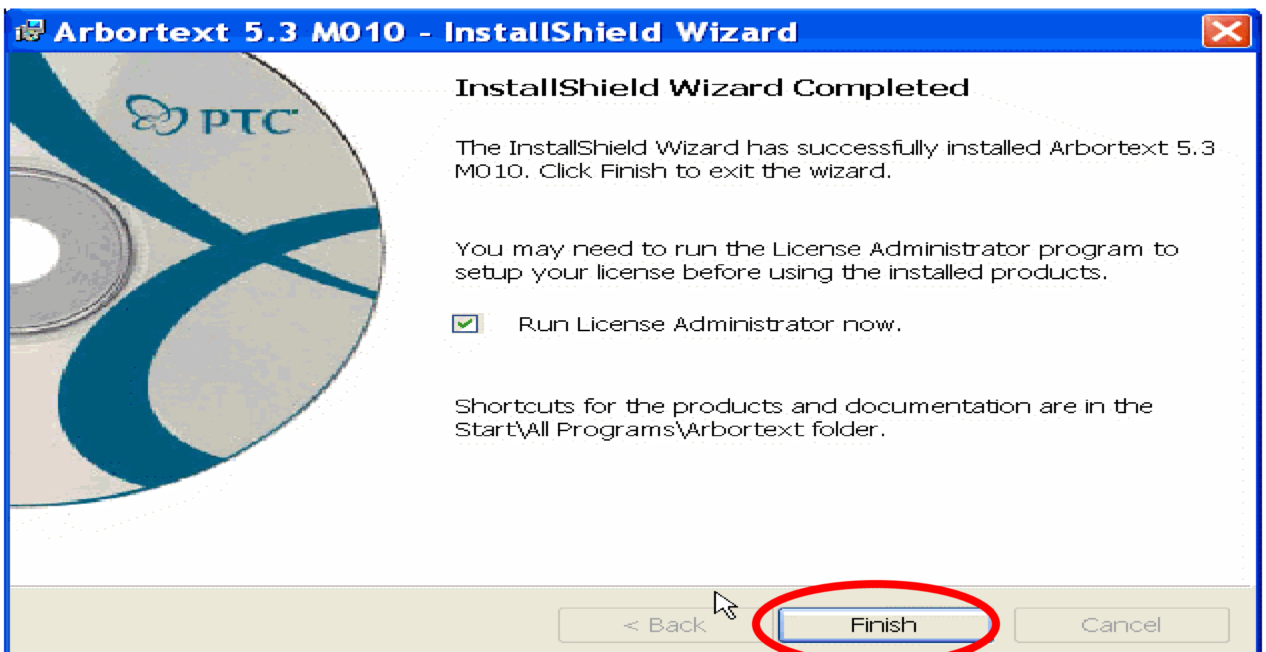

Arbortext 5.3 M010 - InstallShield Wizard
Using Arbortext Publishing Engine
Indicate whether you will be using Arbortext Publishing Engine.
PTC
Check the box below if you will be using an Arbortext Publishing Engine for your document composition.
Using an Arbortext Publishing Engine server
InstallShield
< Back
Next >
Cancel

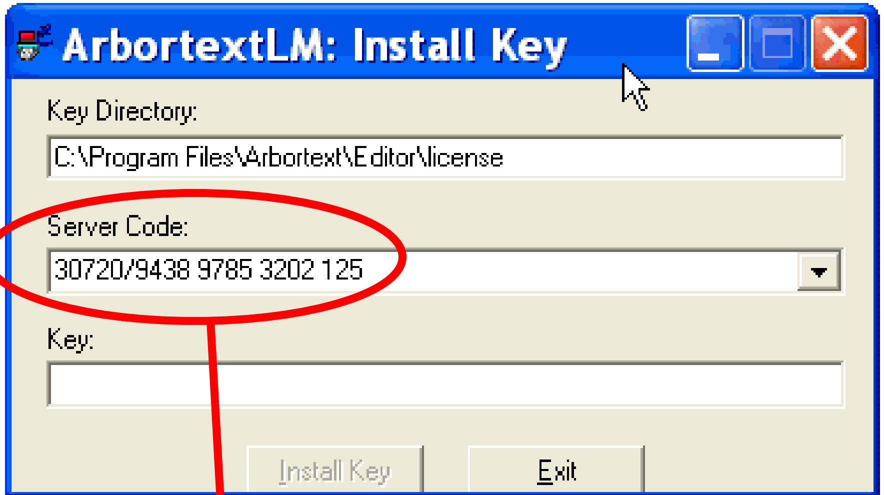

Arbortext 5.3 M010 - InstallShield Wizard
Using Arbortext Publishing Engine
Indicate whether you will be using Arbortext Publishing Engine.
PTC
Check the box below if you will be using an Arbortext Publishing Engine for your document composition.
Using an Arbortext Publishing Engine server
InstallShield
< Back
Next >
Cancel

Both types of licenses should be chosen for necessary flexibility.




Arbortext 5.3 M010 - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
PTC
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
< Back
Install
Cancel


Arbortext 5.3 M010 - InstallShield Wizard
PTC
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.
< Back
Finish
Cancel



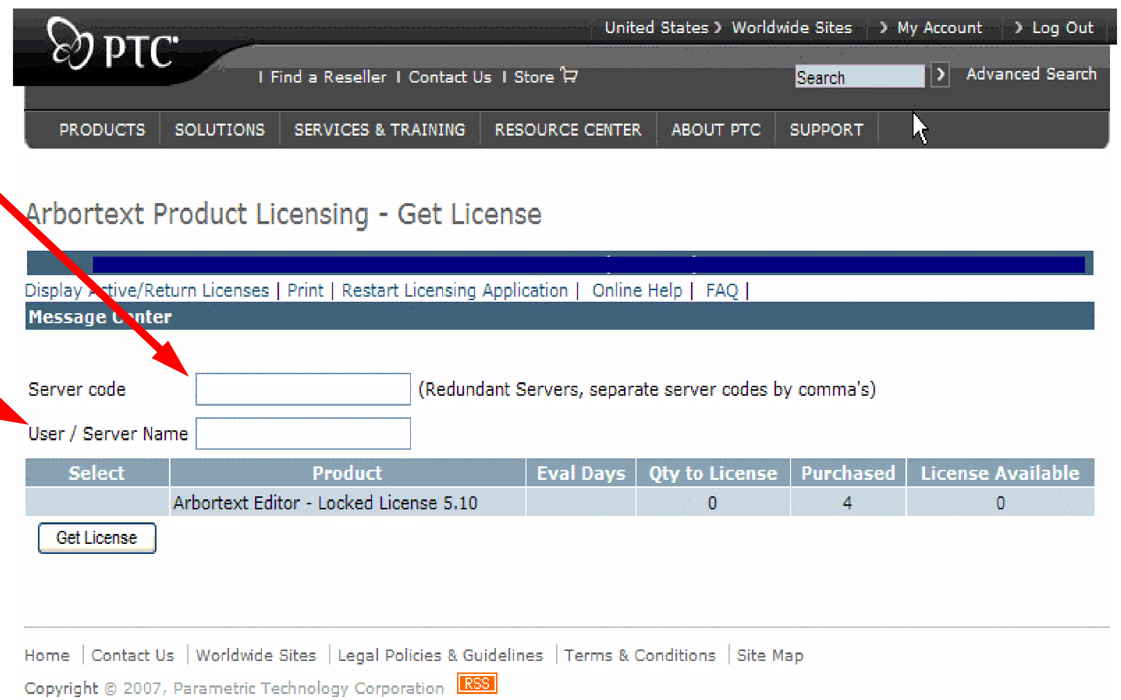
After the installation completes, this window will appear containing the server code and asking for a **Key**. If this does not appear it can be found at,
c:\Program Files\Arbortext\Editor\bin\licadmin.exe

The **Key** can be found when a request is made for a license from the **PTC website**

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

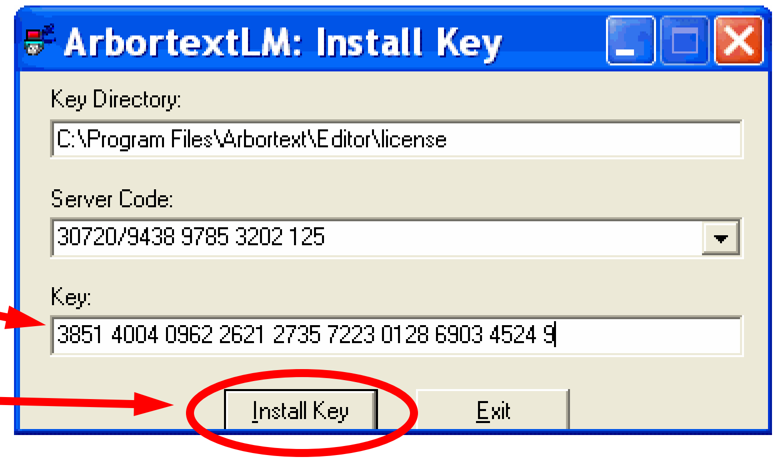
User/Server Name is the name of your machine

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

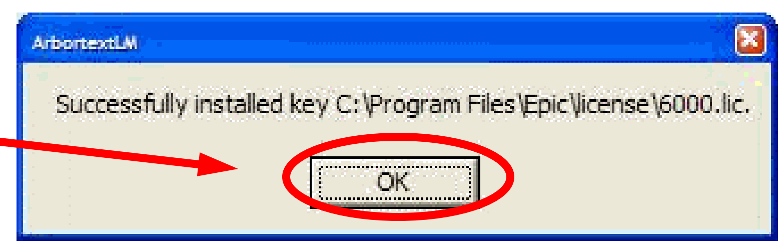


The **Key** will be sent via Email to the user account address. **Copy** and **Paste** the **Key** into the window.

Click **Install Key**

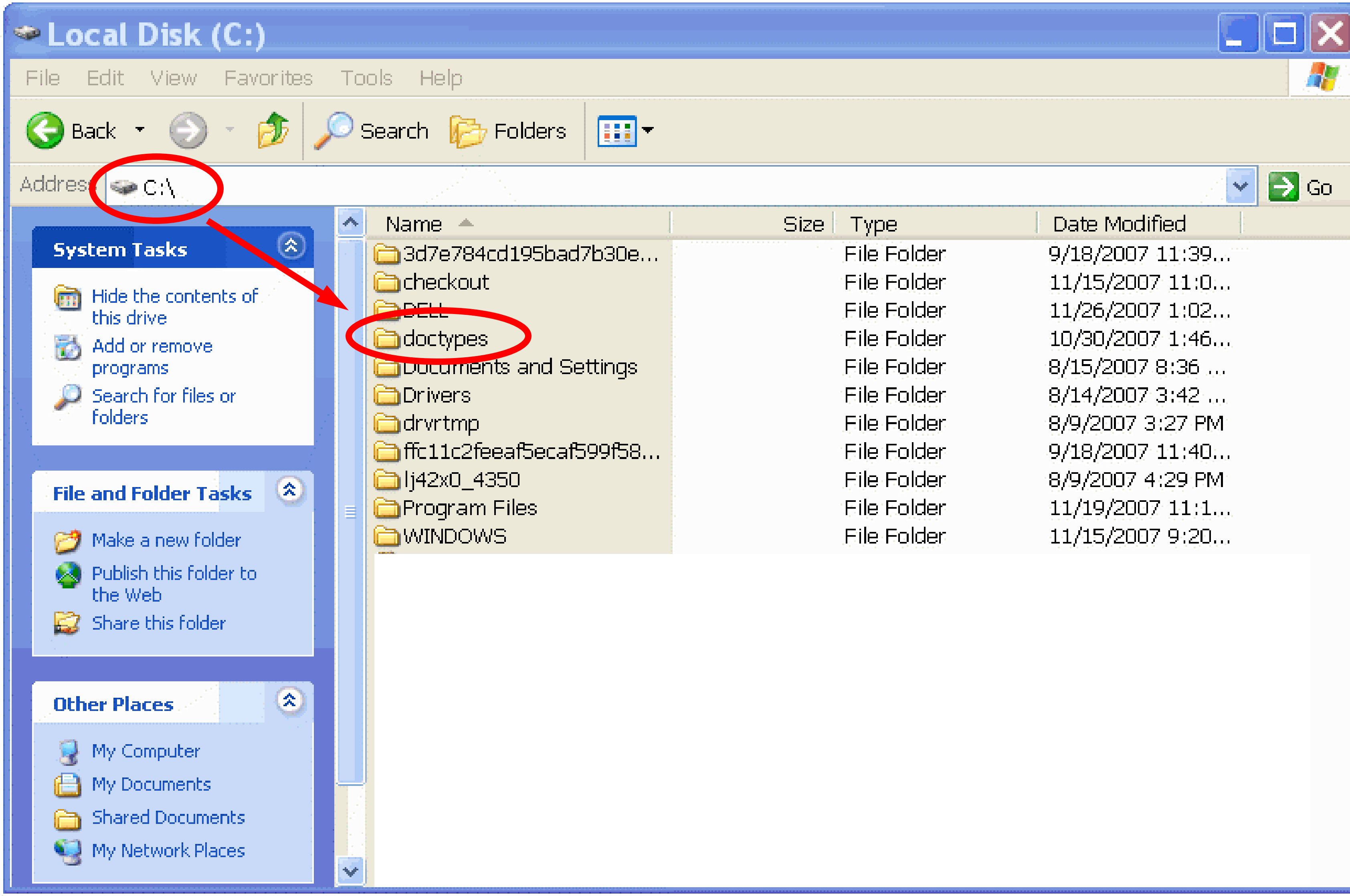


When this message is received Arbortext Installation is complete, Click **OK**



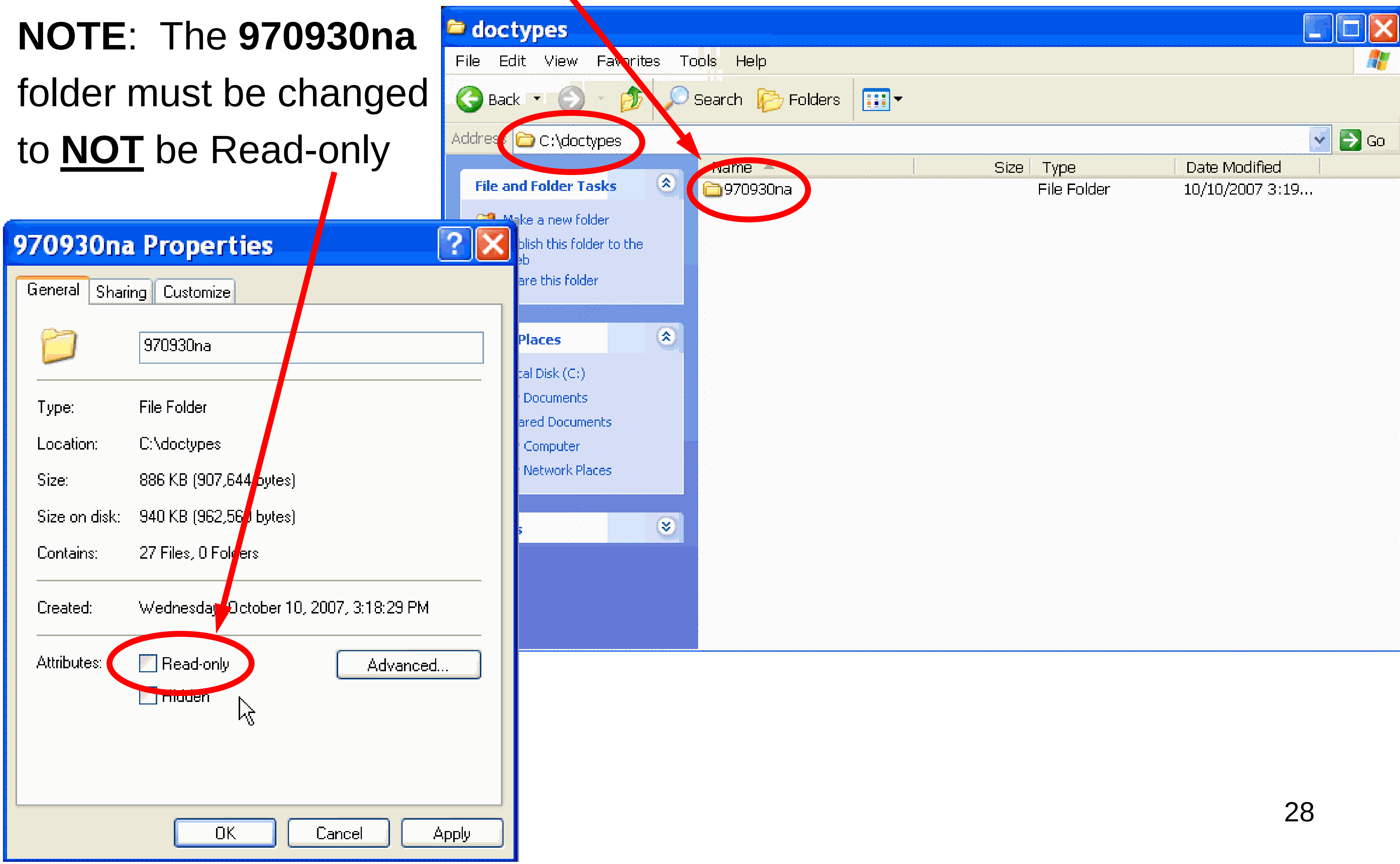
Arbortext should open but more setup needs to be completed for **SGML/Contenta** format recognition.

3. Create a directory called **doctypes** at the root of the **c:** drive

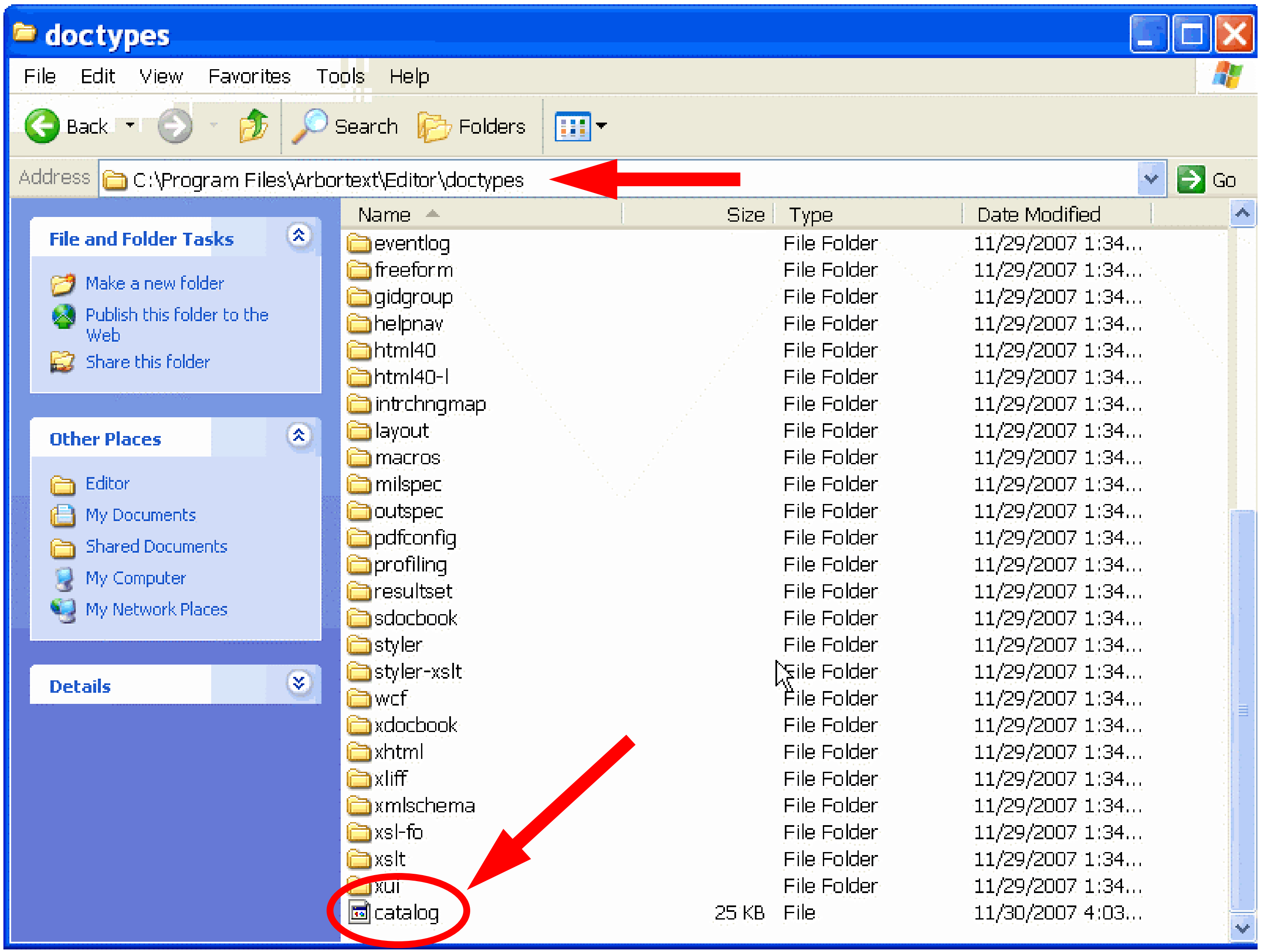


4. Paste the **970930na** directory into this **doctypes** folder

NOTE: The **970930na** folder must be changed to **NOT** be Read-only



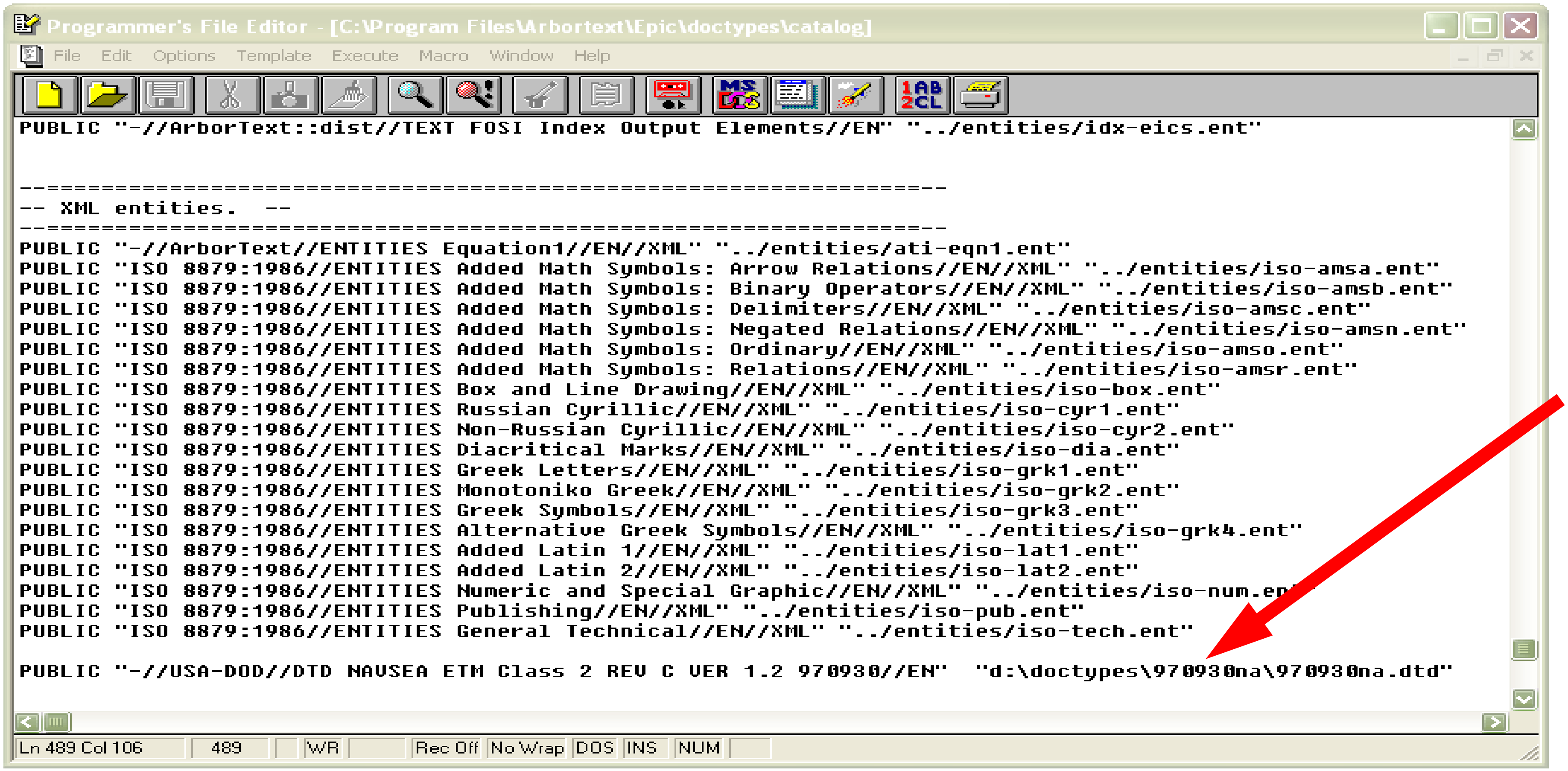
5. Go to **c:\Program Files\Arbortext\Editor\doctypes** and open the **catalog** file with a text editor such as notepad.



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).

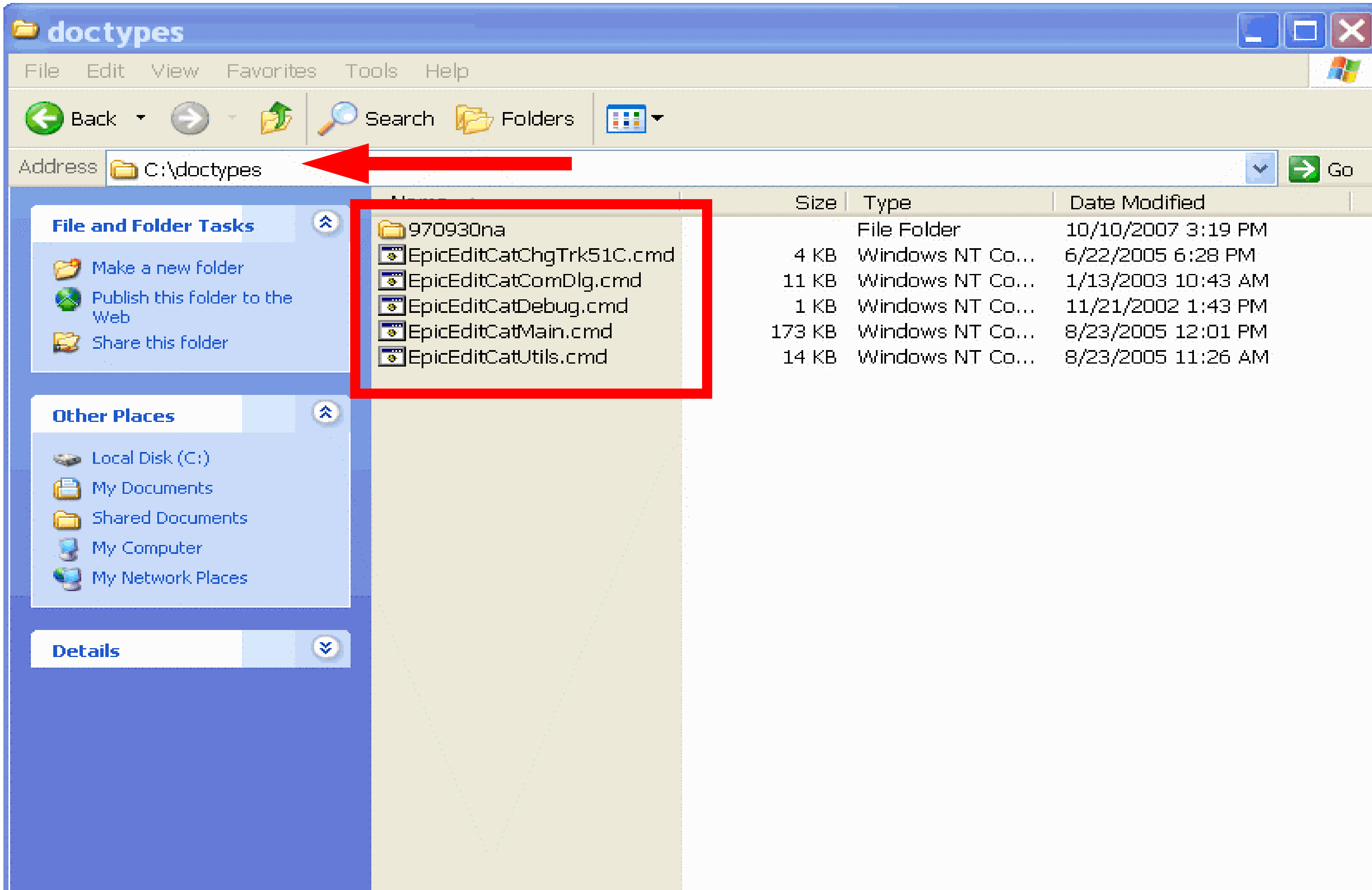
Note: The drive letter should match the drive used for doctypes on your PC, in this example d is used.

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**

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

init.acl - Notepad

File Edit Format View Help

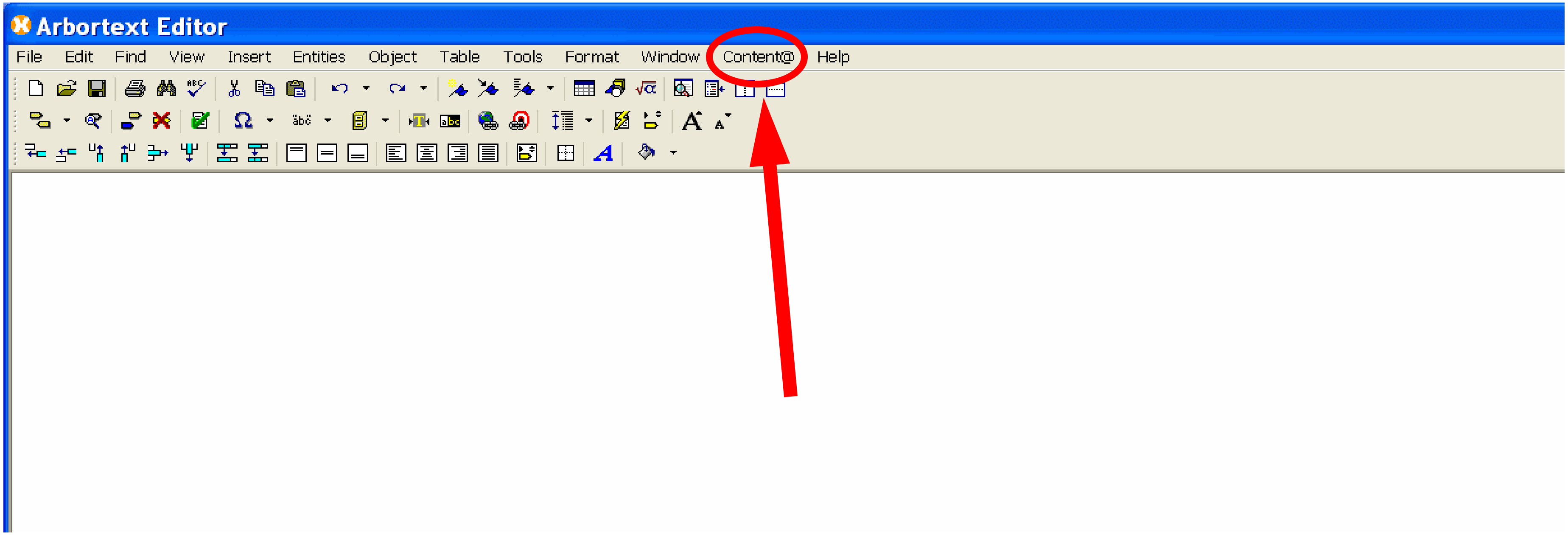
```
    if (!uri)
      {
        # we didn't find a namespace URI.  Therefore this is not namespaced
        # so the prefix should be empty and the localname is the same as the
        # oid_name().
        prefix = '';
        localname = oidName;
      }
}


# Ensure the "libpath" set option is initialized.
# This must be called *after* the above functions are defined.
_custom::handle_lib_directories();

# Initialize list of installed components
global featurecf = $ENV["APTFEATURECF"];
if ( !$featurecf ) {
    $featurecf = find_file_in_path("feature.cf", "e", option("libpath"));
    if ( !$featurecf ) {
        $featurecf = $aptpath;
        if (substr($featurecf, length($featurecf), 1) != $PCS) {
            $featurecf .= $PCS;
        }
        $featurecf .= "lib" . $PCS . "feature.cf";
    }
}
# execute to continue on error
# Use double-quotes around $featurecf in case it contains a
# single-quote.  Don't have to escape backslashes because
# 'source' uses the old-style rules for processing string terms.
if (execute("source -silent \"" . $featurecf . "\"")) {
    $featurecf = $ERROR;
    execute message "$featurecf";
}
unsetvar featurecf;

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

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.

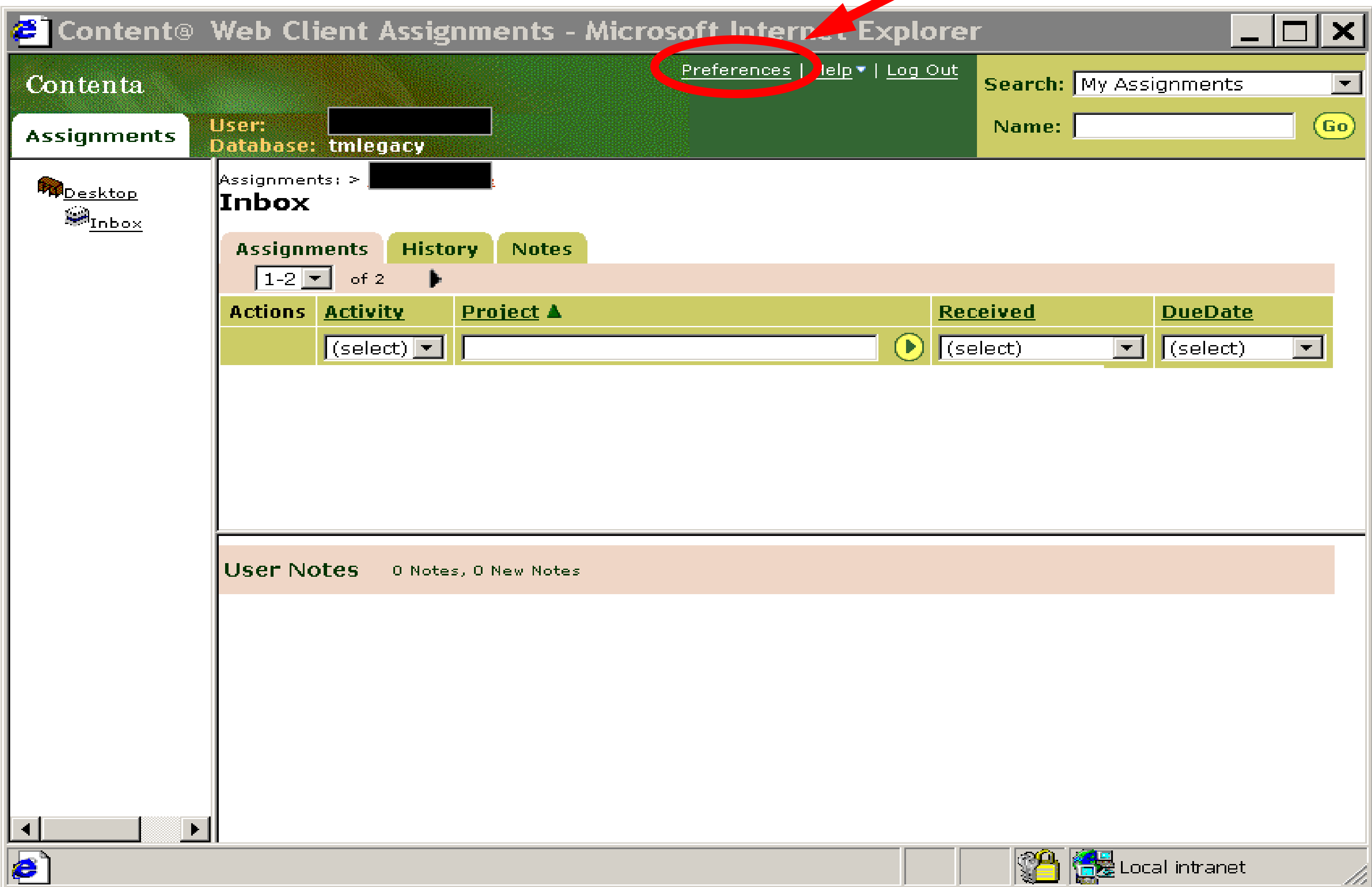
The next step is to obtain the correct **Certificates** in order to access **Citrix/JCALS/Contenta** and **TDMIS** websites.

Section IV

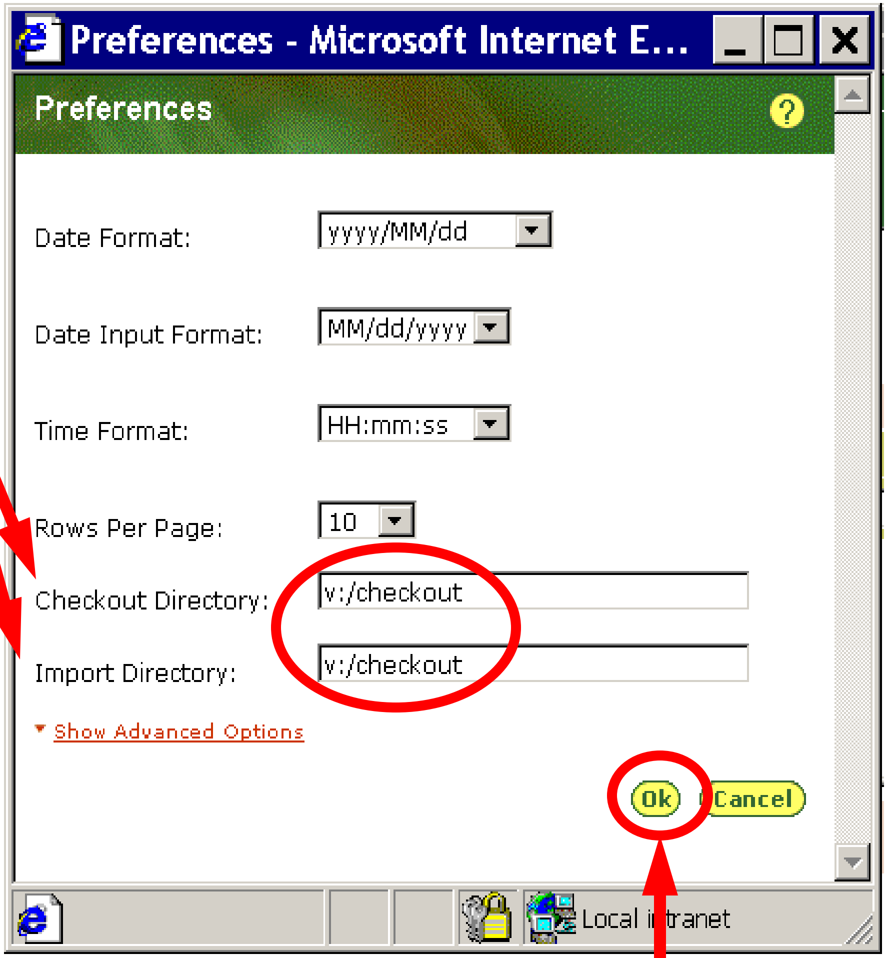
Initial Log In Instructions

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.

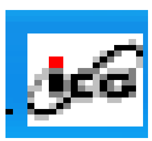
Hit "**Ok**" to exit **Preferences**

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  icon on the windows taskbar in the bottom right corner.

Click “**OK**”

Initial Logon Complete.

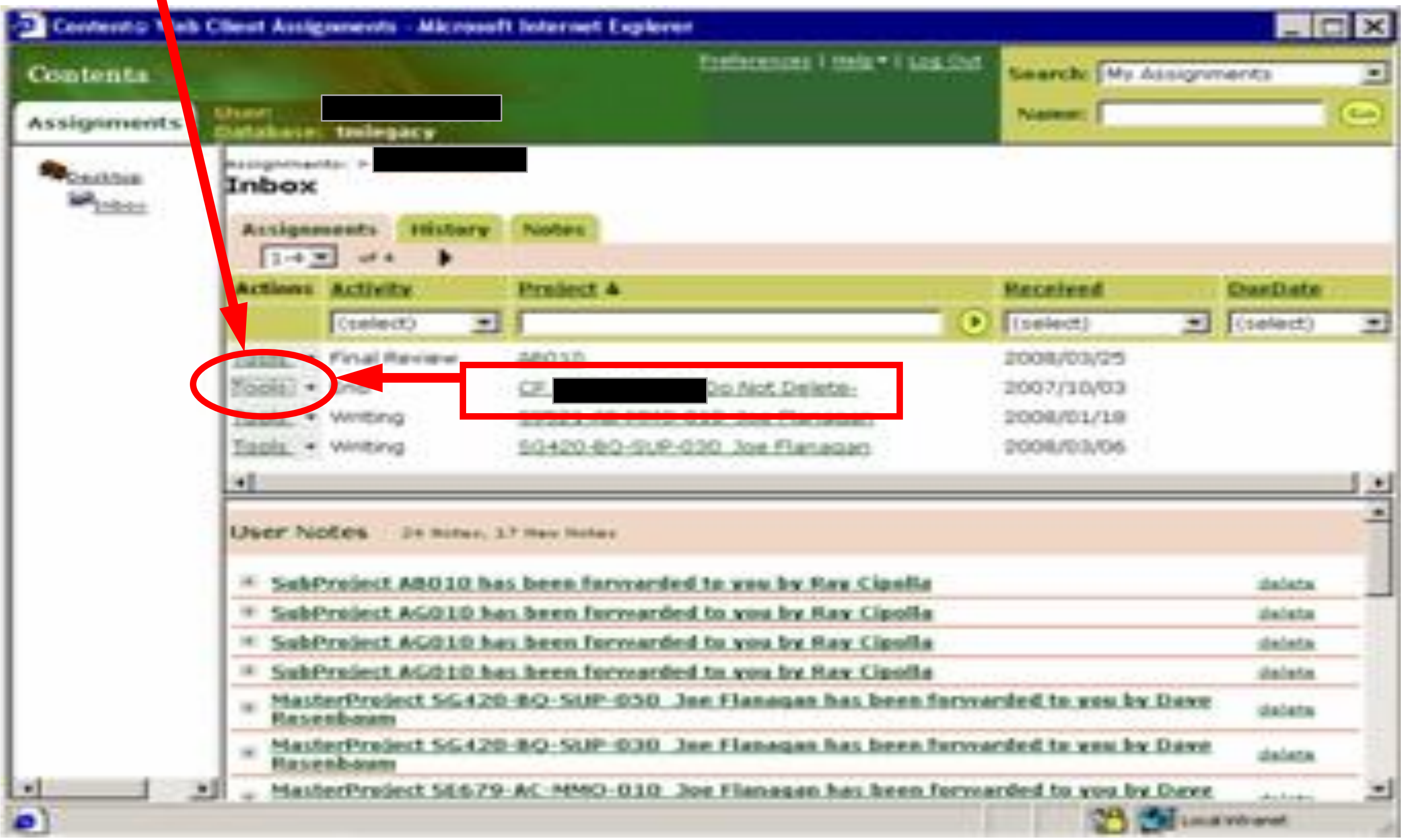
Section V

Request / Create
Project / SubProject

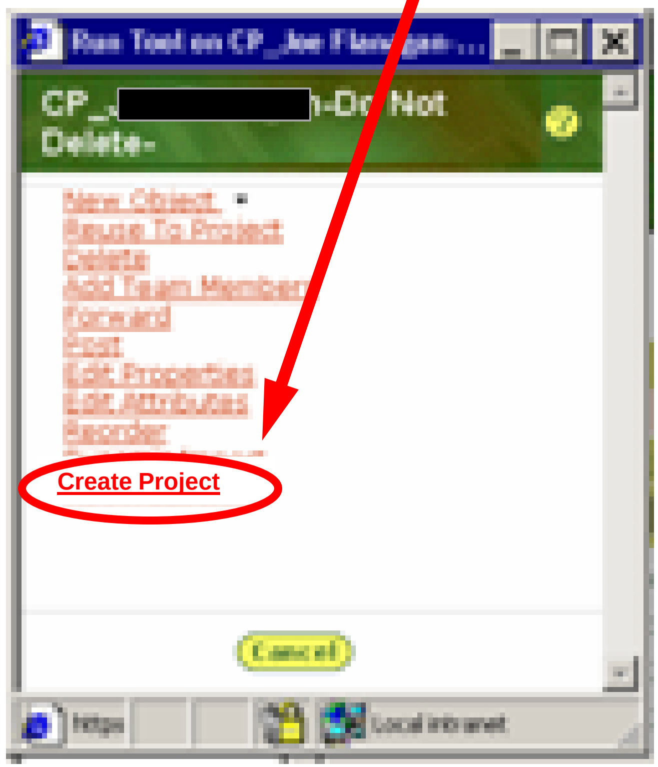
This section details instructions on how to request a manual and create a project or subproject

First step is to click the

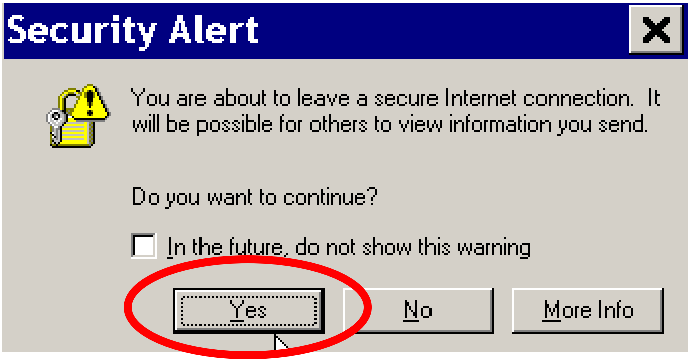
Tools link next to the **CP_username** Project in the Inbox.

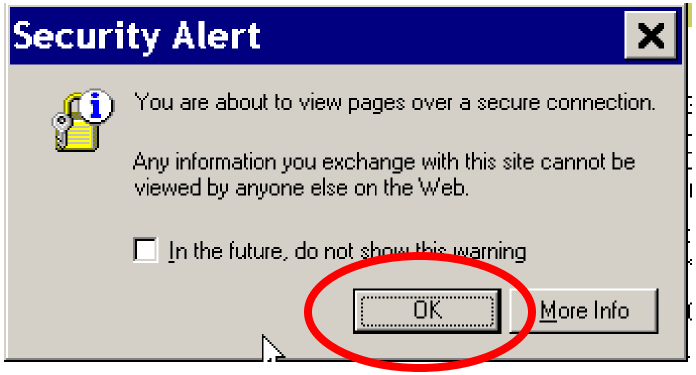


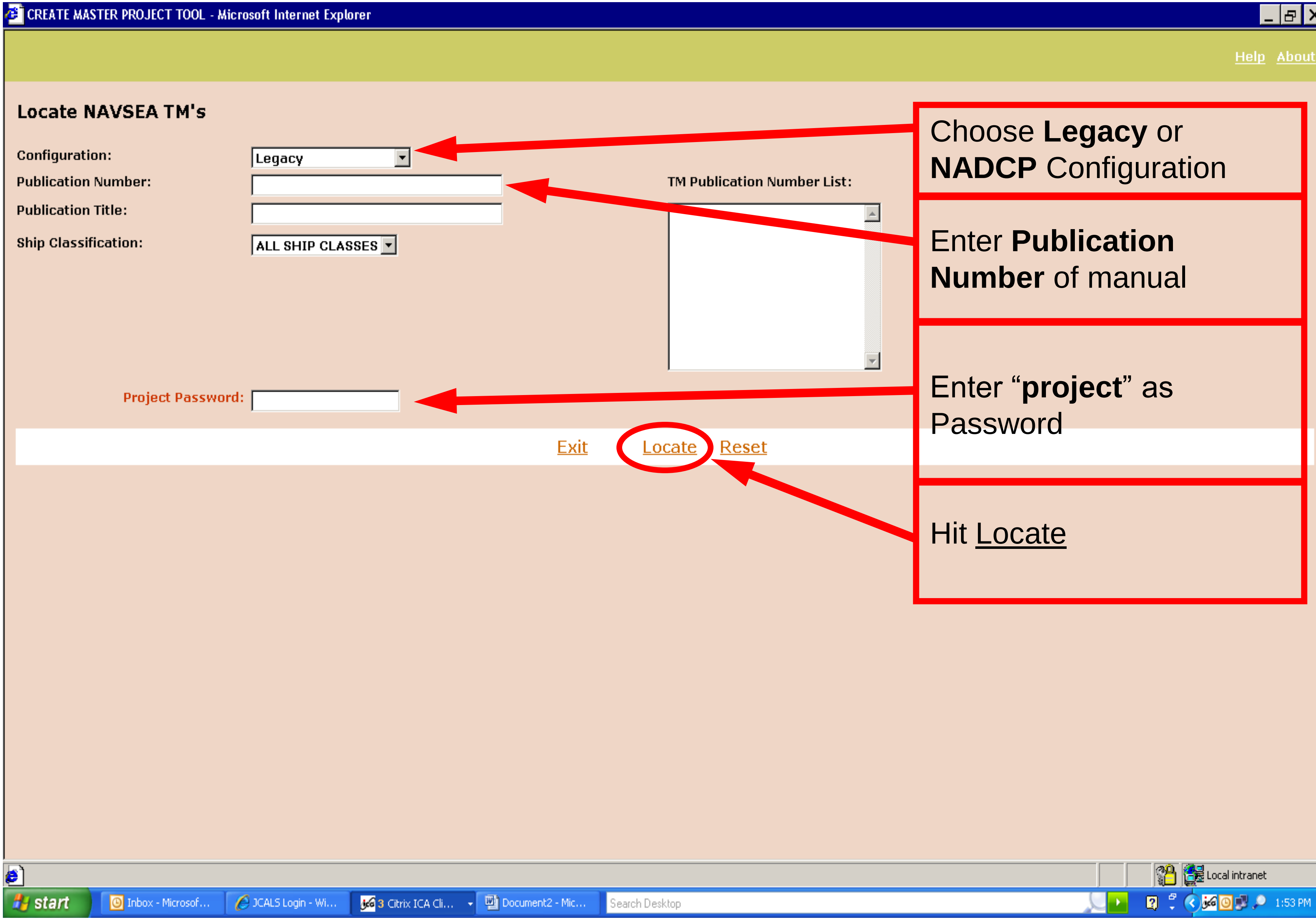
Click **Create Project**



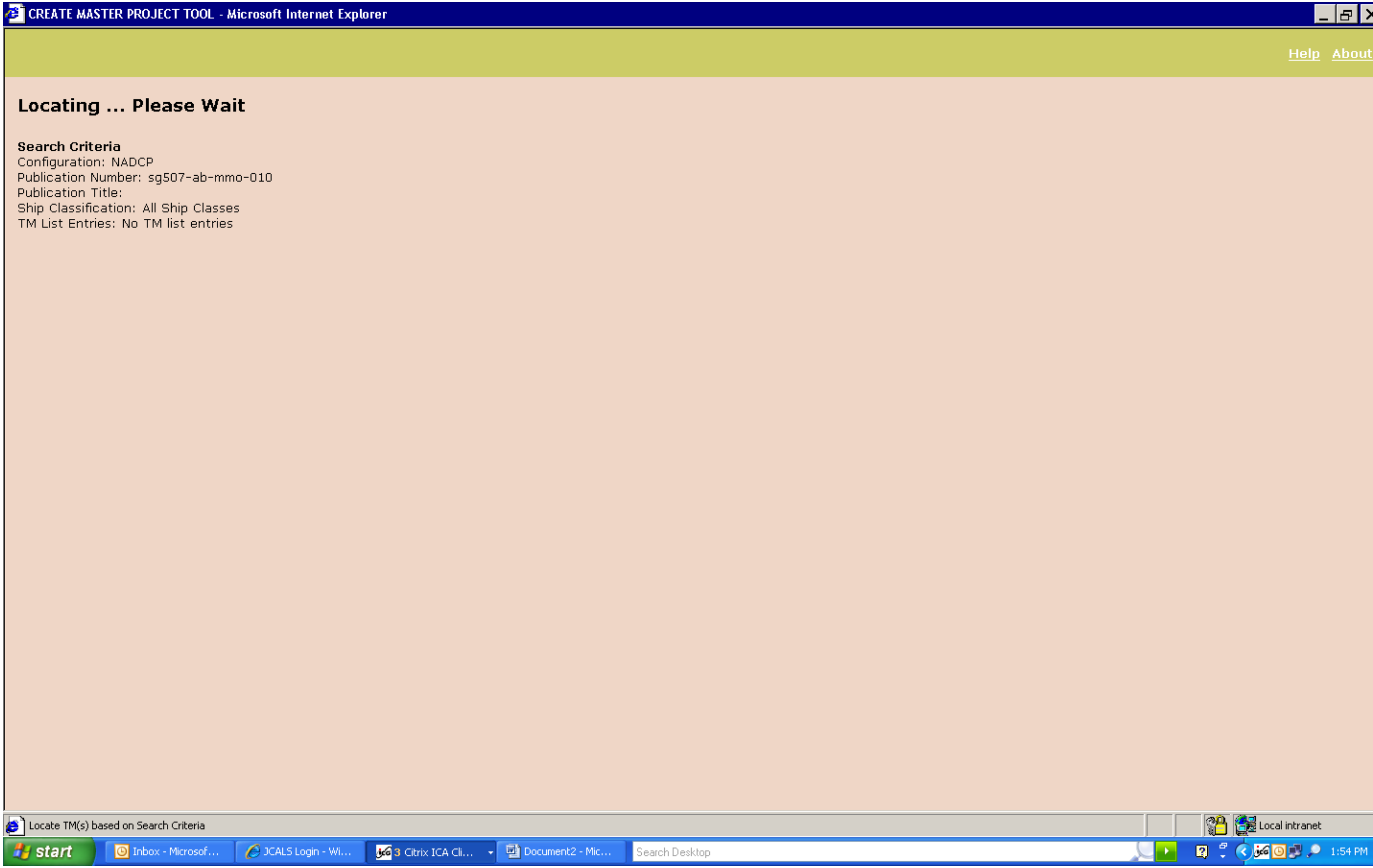
Click **Yes/OK** to Security Alerts





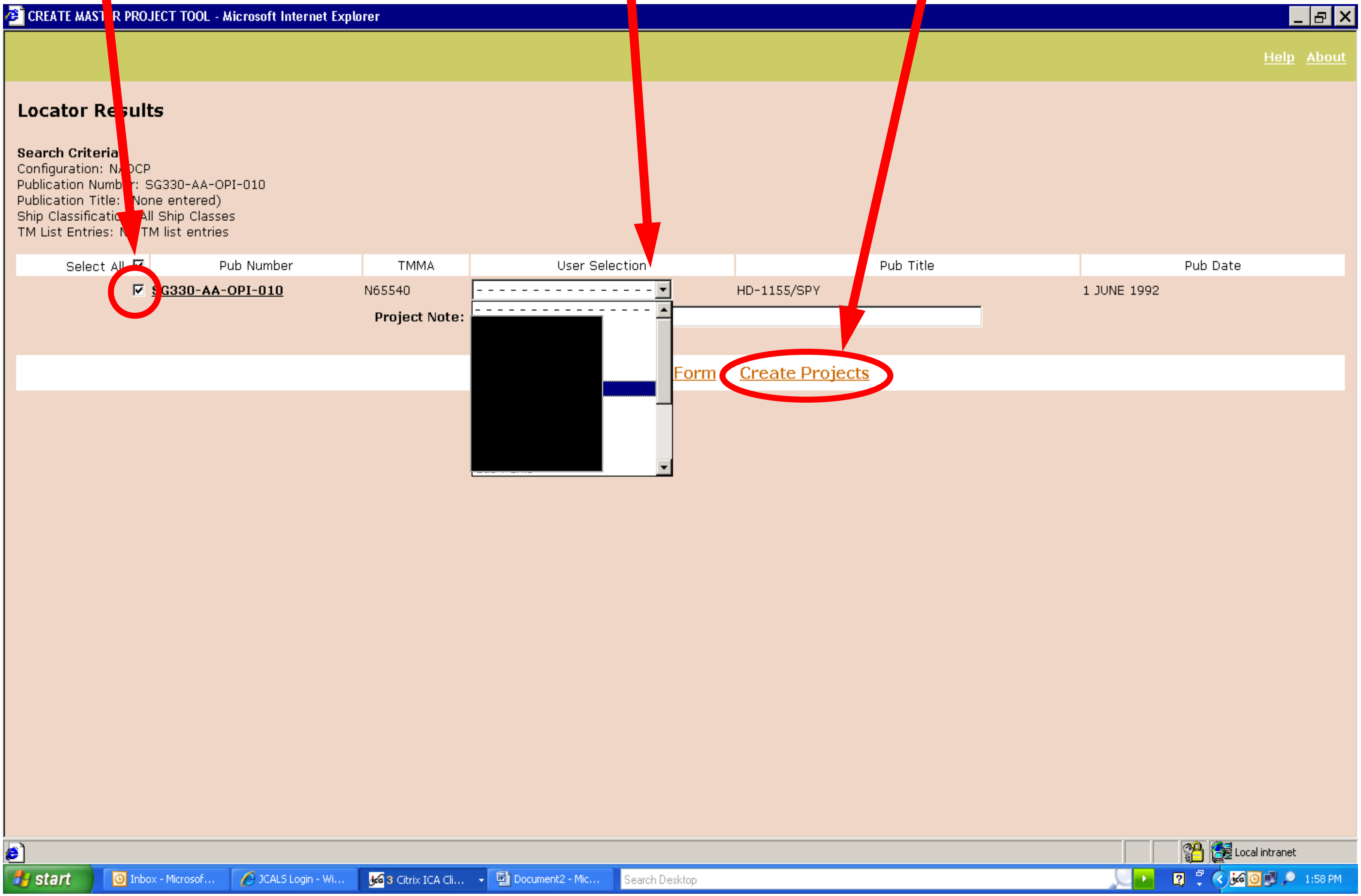

CREATE MASTER PROJECT TOOL - Microsoft Internet Explorer
Help About
Locate NAVSEA TM's
Configuration: Legacy
Publication Number:
Publication Title:
Ship Classification: ALL SHIP CLASSES
TM Publication Number List:
Project Password:
Exit Locate Reset
Choose **Legacy** or **NADCP** Configuration
Enter **Publication Number** of manual
Enter “**project**” as Password
Hit Locate
Local intranet
start
Inbox - Microsof...
JCALS Login - Wi...
3 Citrix ICA Cli...
Document2 - Mic...
Search Desktop
1:53 PM

Content@ searching for manual

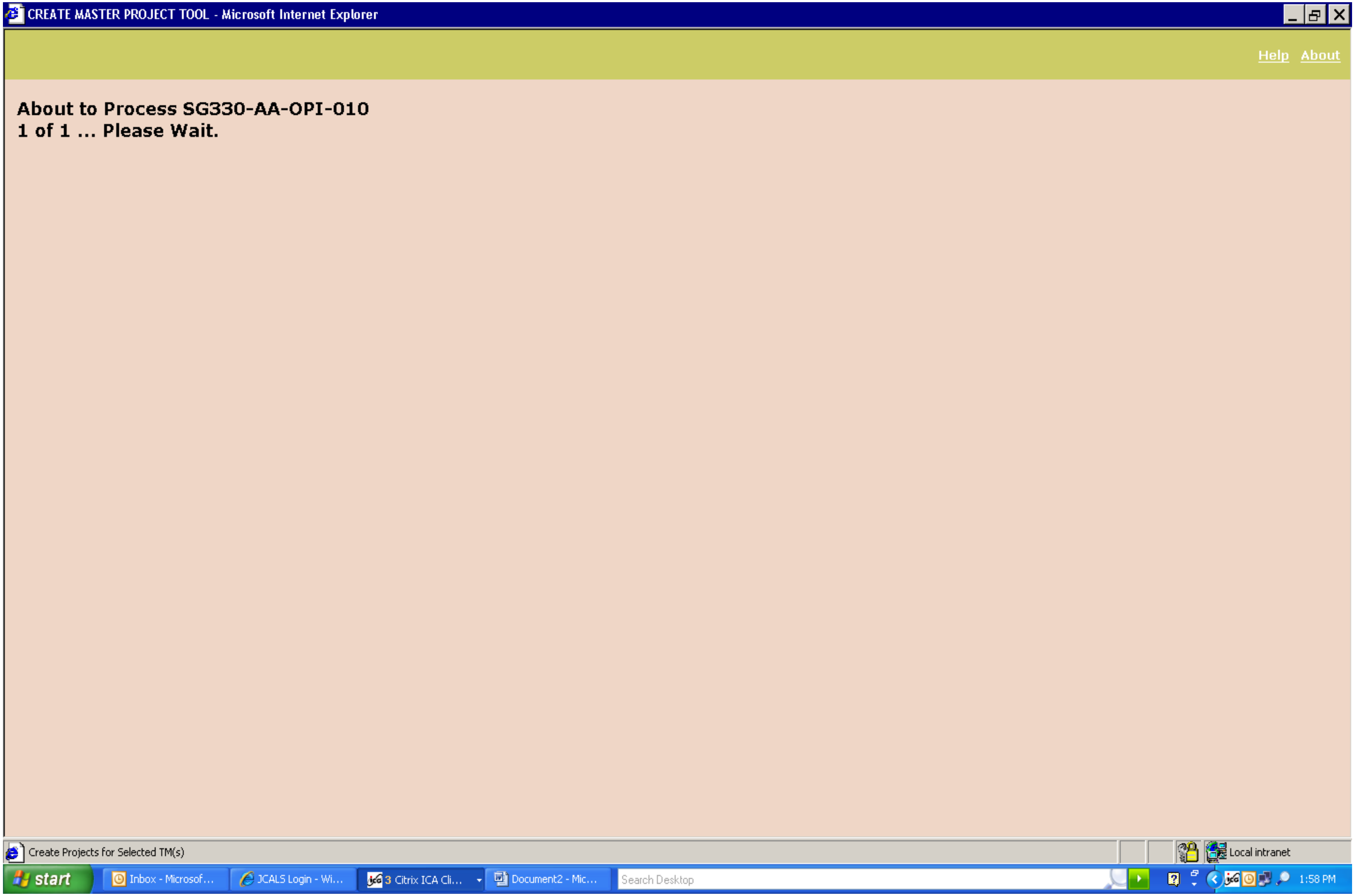


If the manual is available, **select the box** and choose your **TMMA approver/Project Manager** from the drop menu

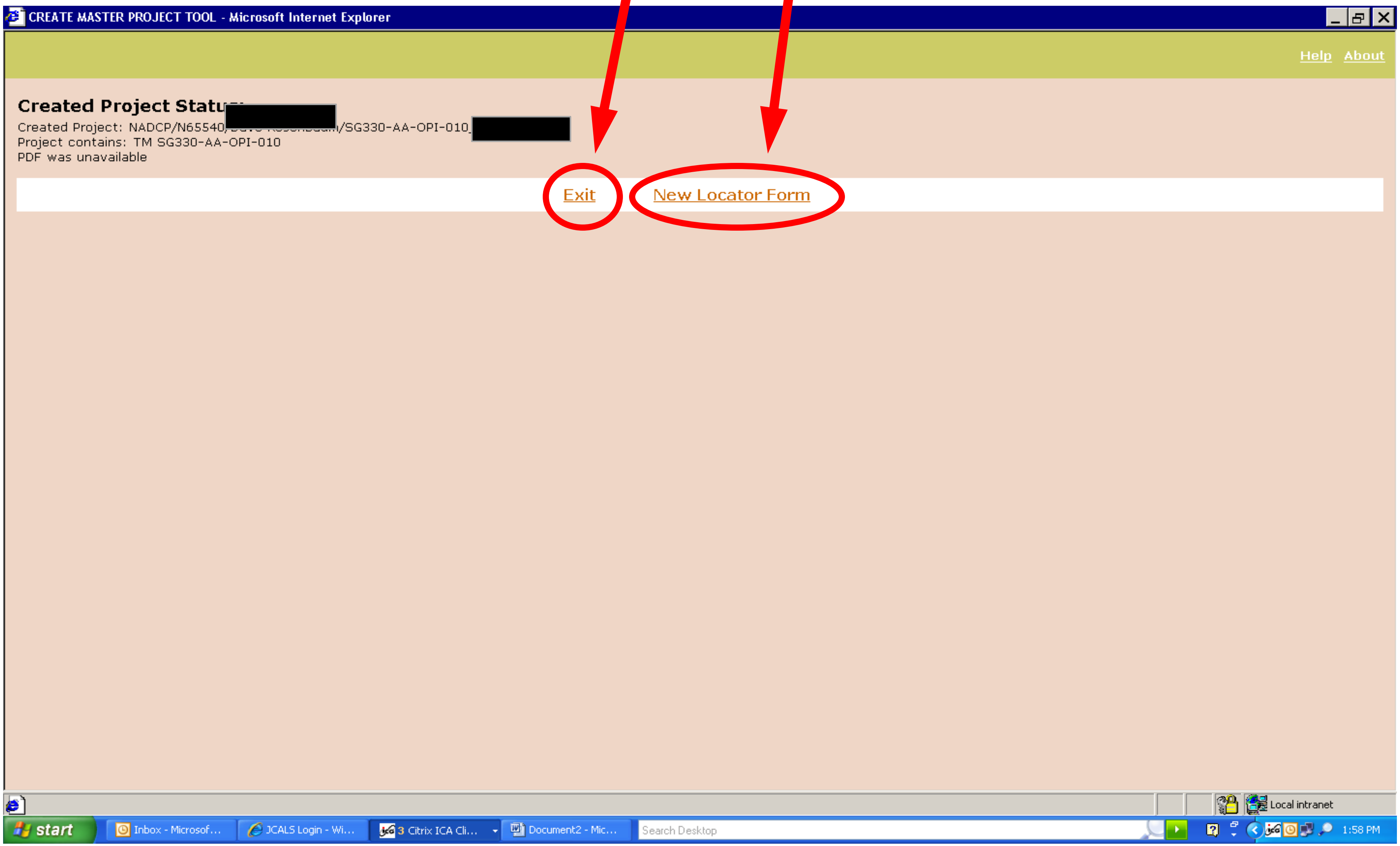
Hit Create Projects



Sending Notification of request…

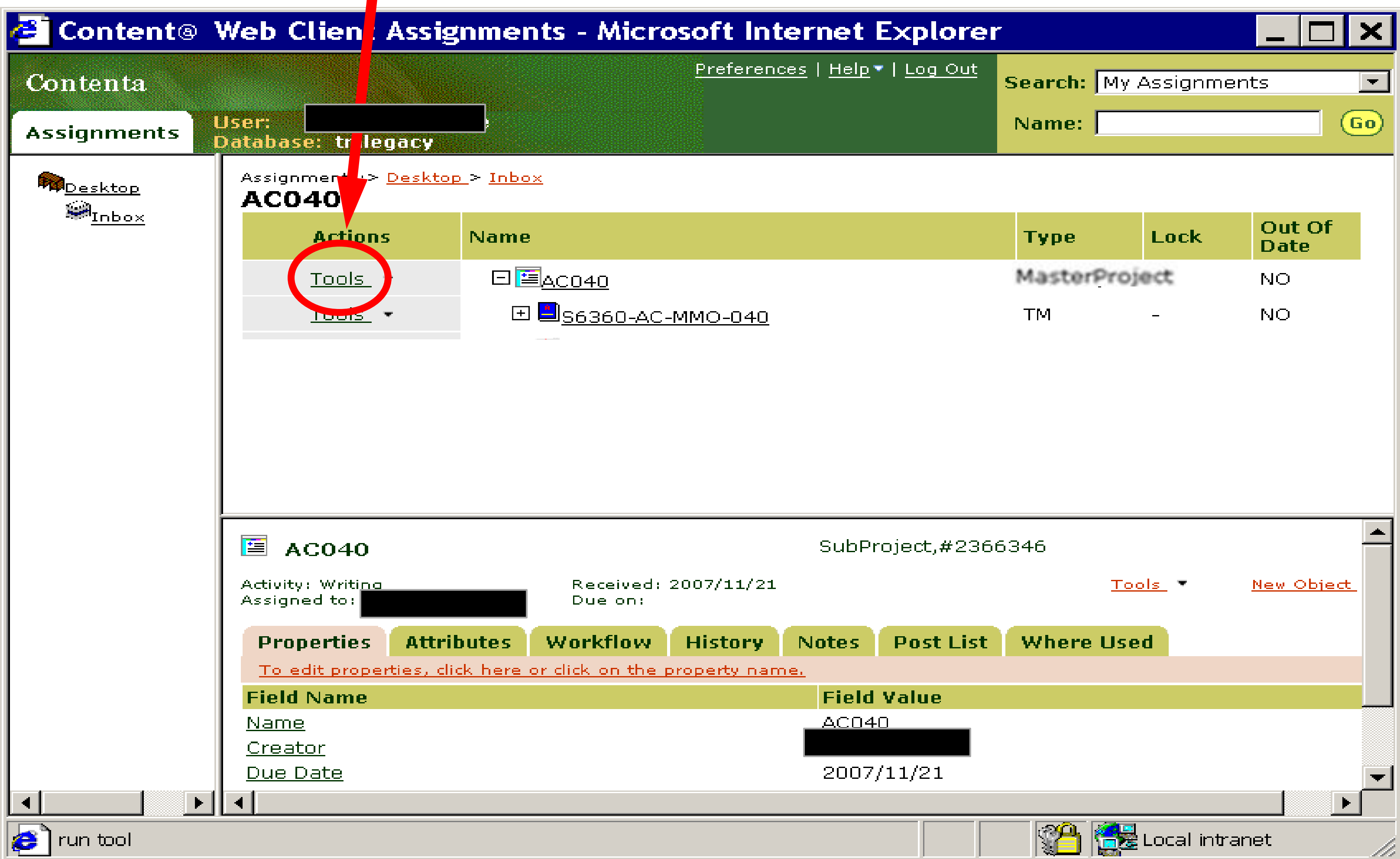


If Request was successful this message will appear. The TMMA approver now has to send the Project which will show up in your inbox with notification. Exit or select another manual



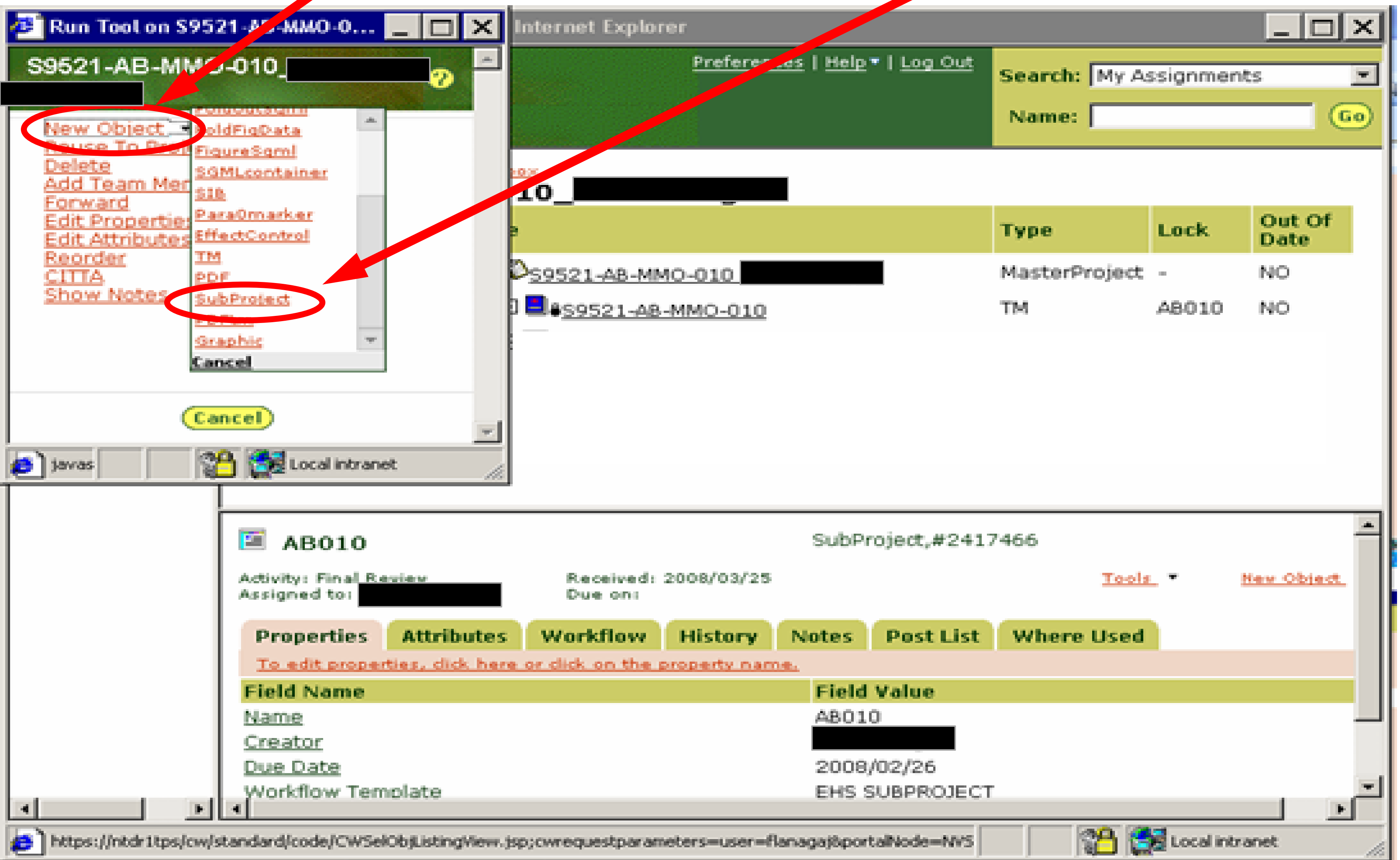
Creating a **SubProject**

After a Master project is sent to ones Inbox, the project can be made a subproject and forwarded to another editors Inbox. First click on **Tools** for the **MasterProject**.



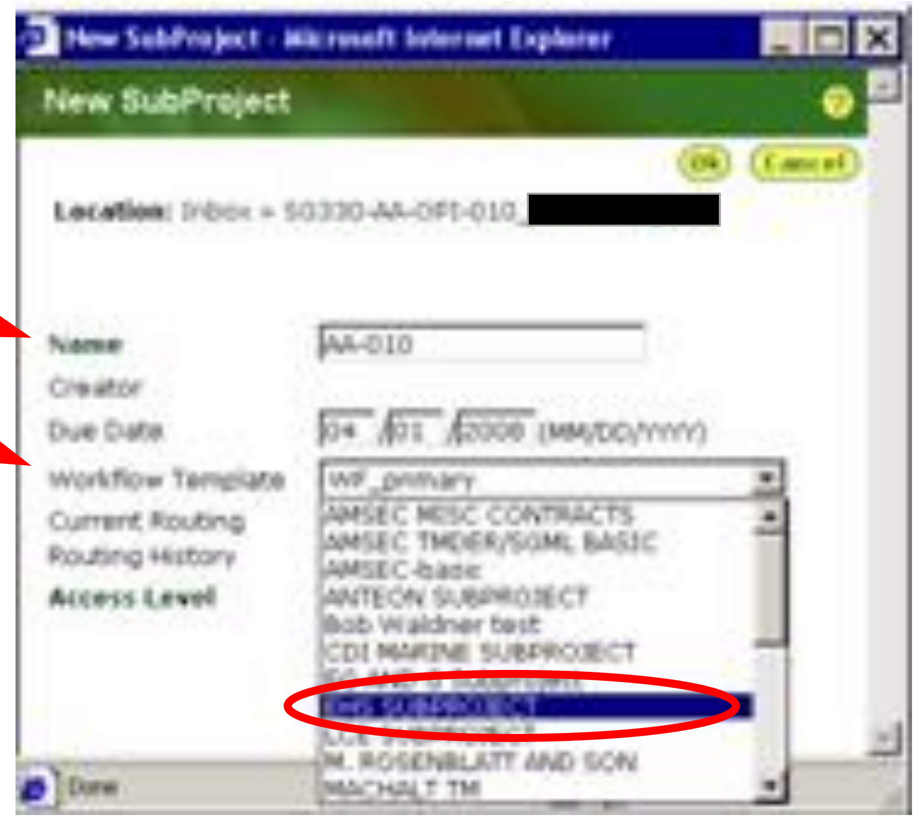
Click

New Object and scroll to choose **SubProject**



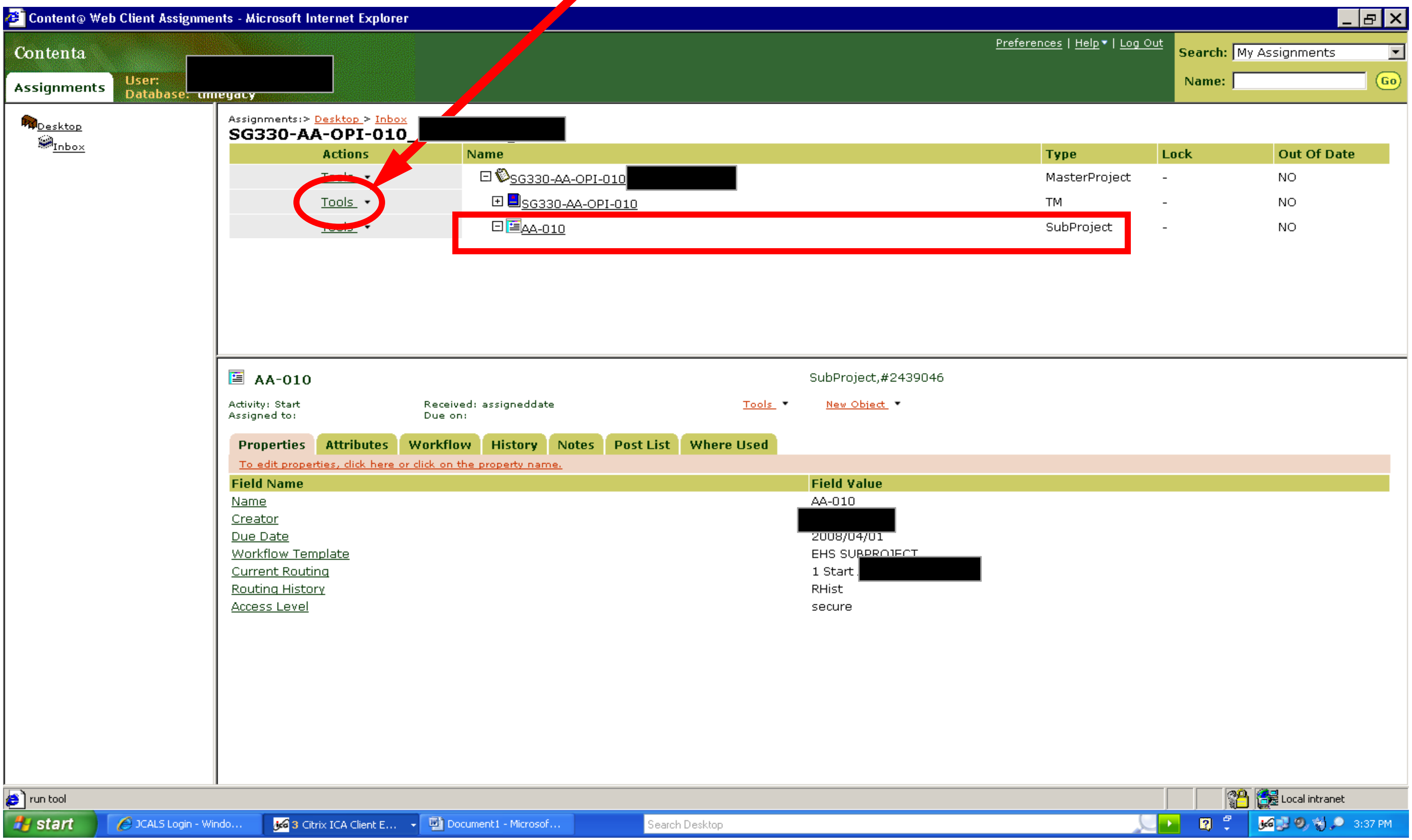
Give a **Name** to the SubProject

Choose the **Workflow Template**
From the drop menu that
should have been setup
by a Program Manager

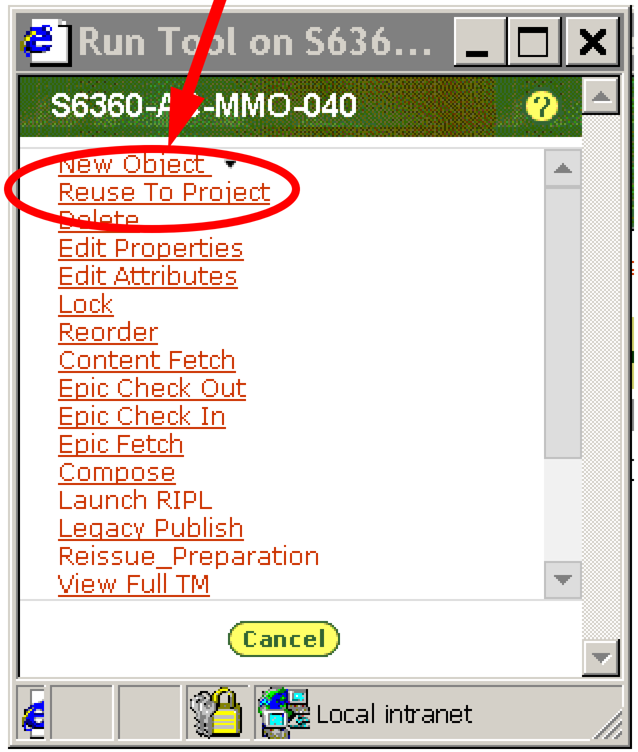


Hit “**Ok**” when finished making name and selecting workflow

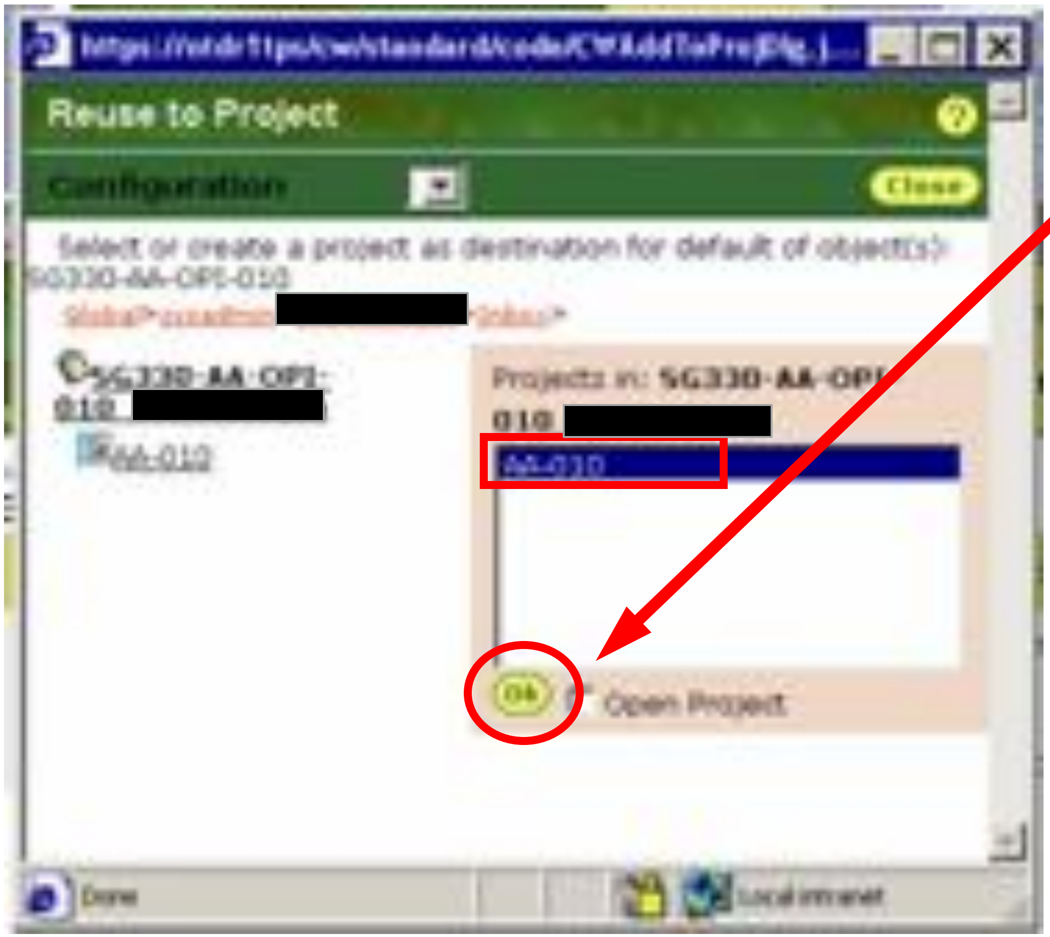
The **SubProject** should be visible.
Next, click **Tools** for the **TM** object



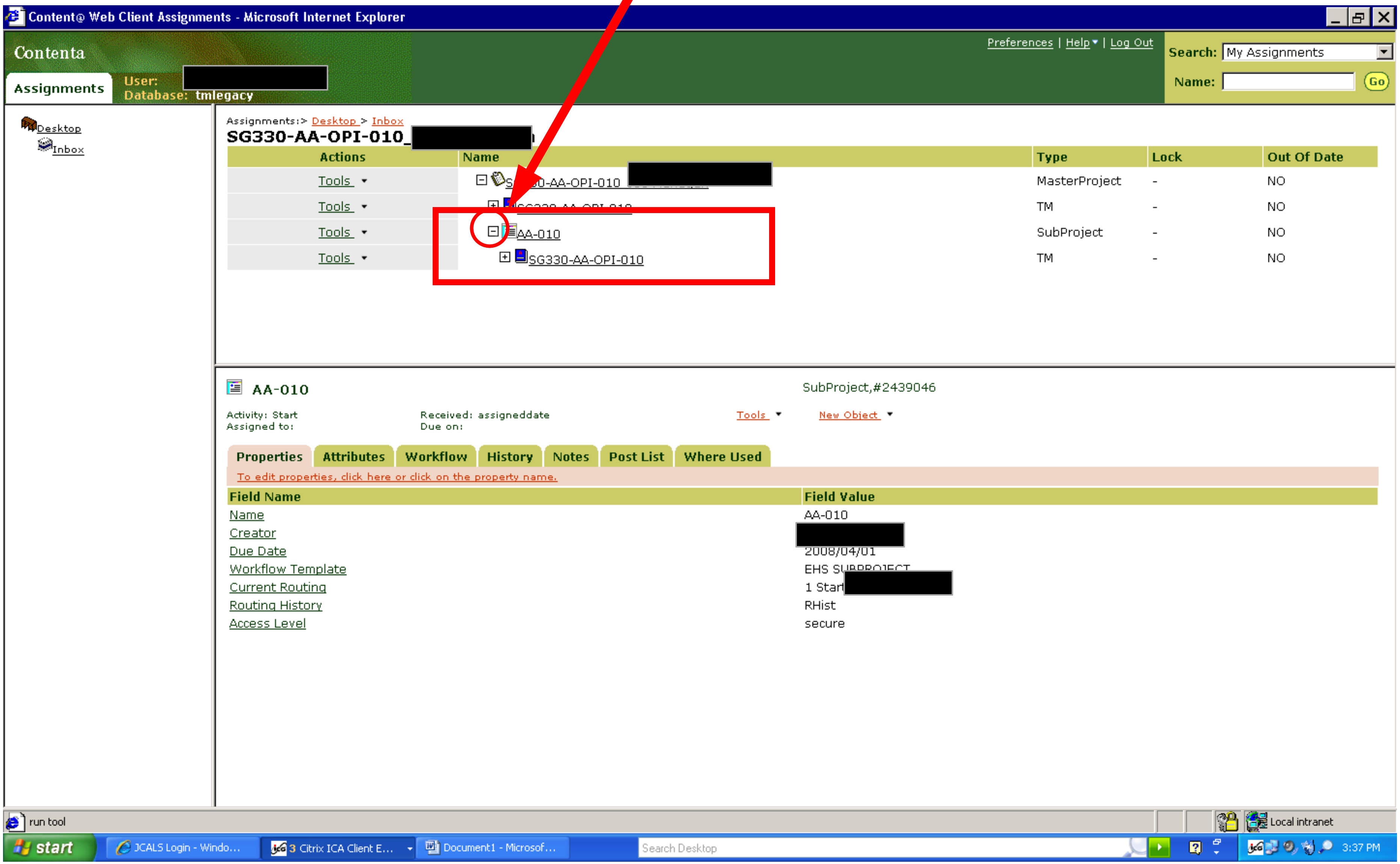
Click **Reuse To Project**



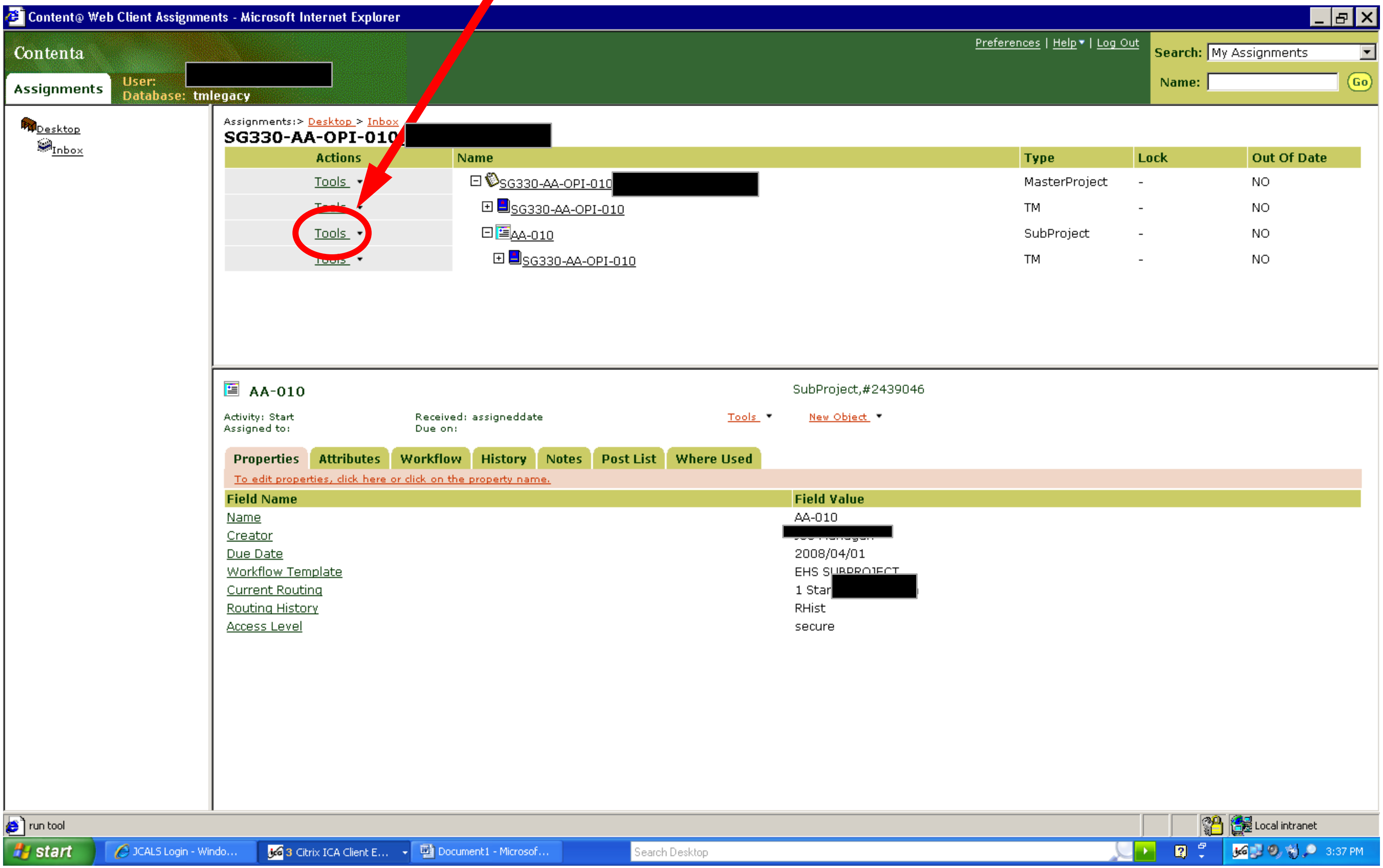
The **Project** should already be highlighted, Hit “**Ok**”



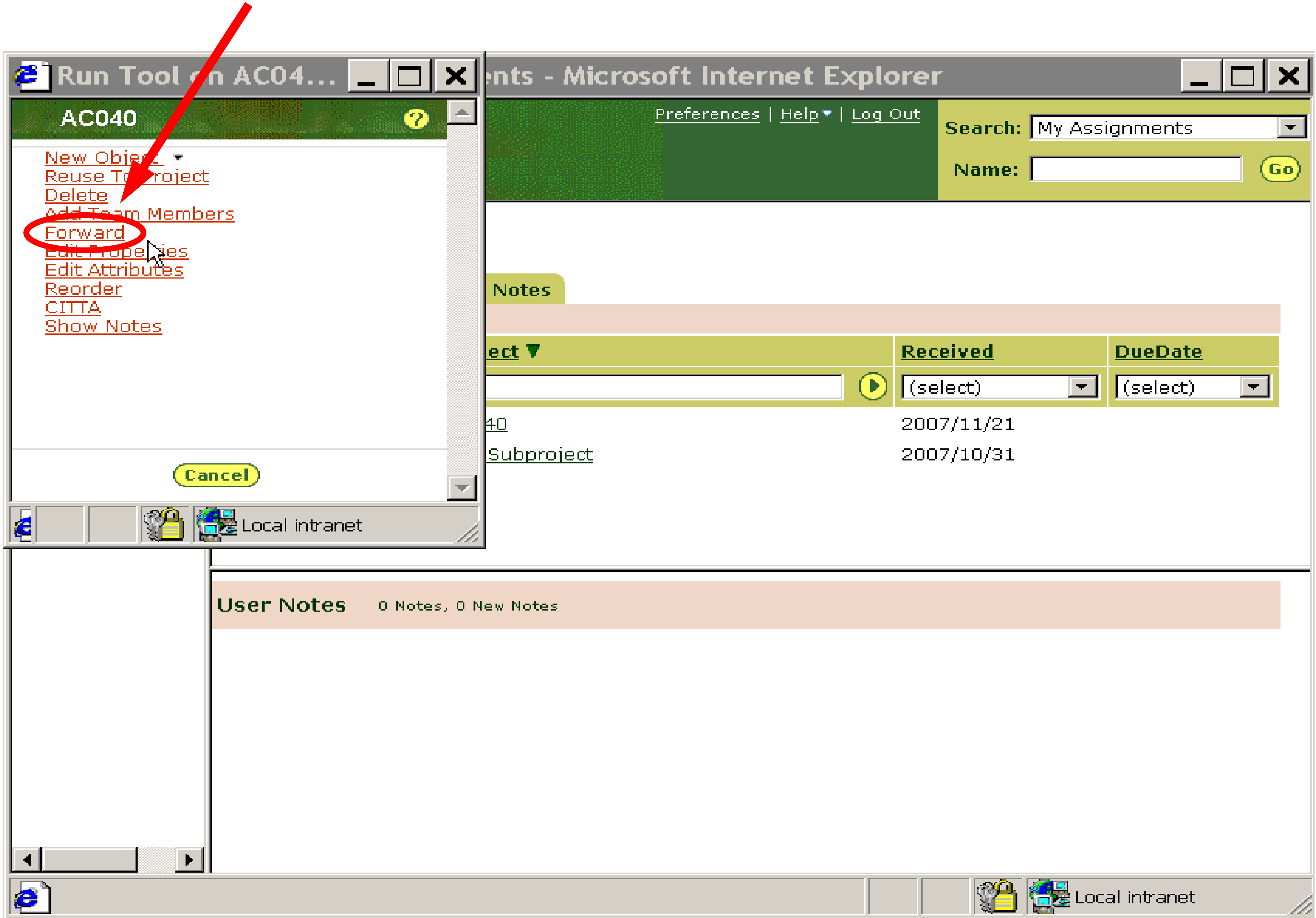
Verify the **TM** was copied into the **SubProject** by **expanding [+]** the **SubProject**



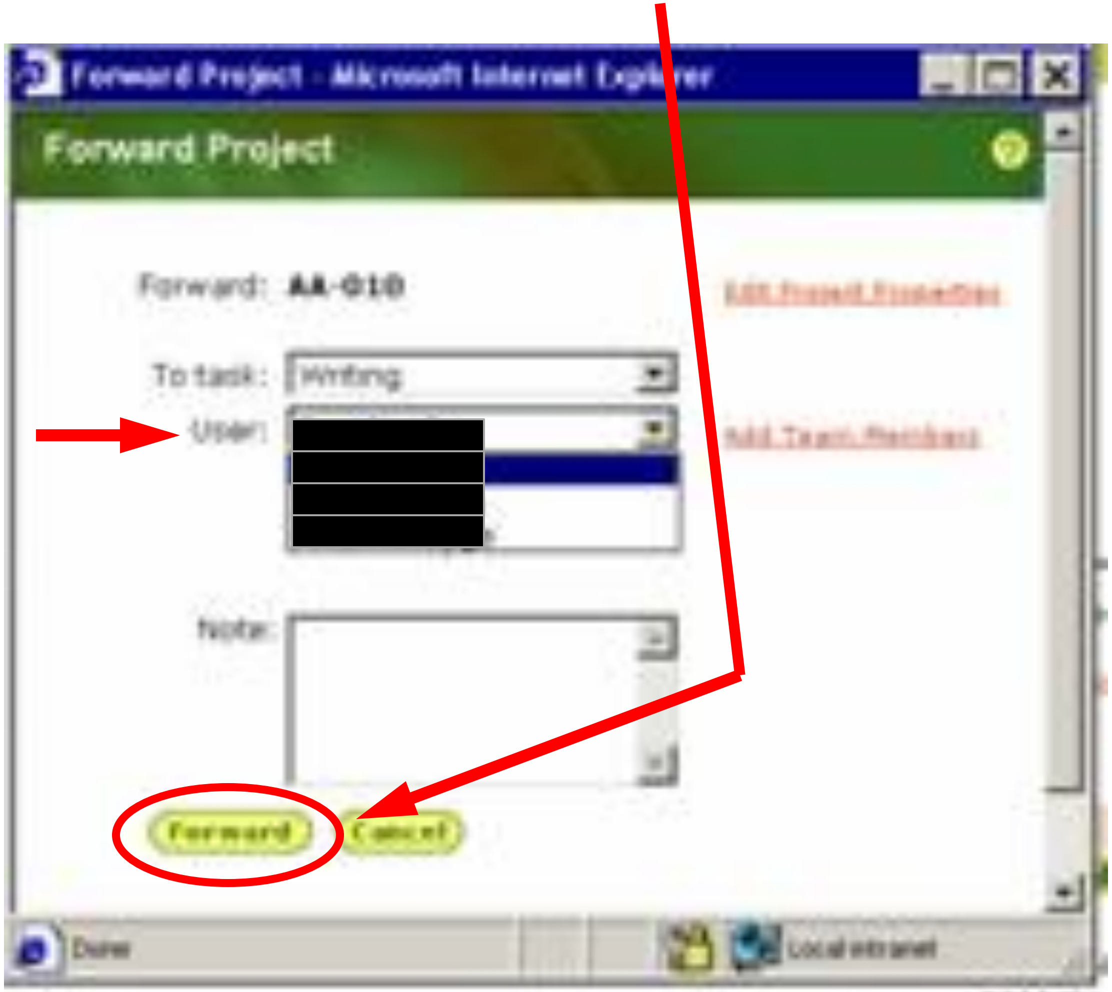
To send a project to someone else in the workflow select the **Tools** for the **SubProject**



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

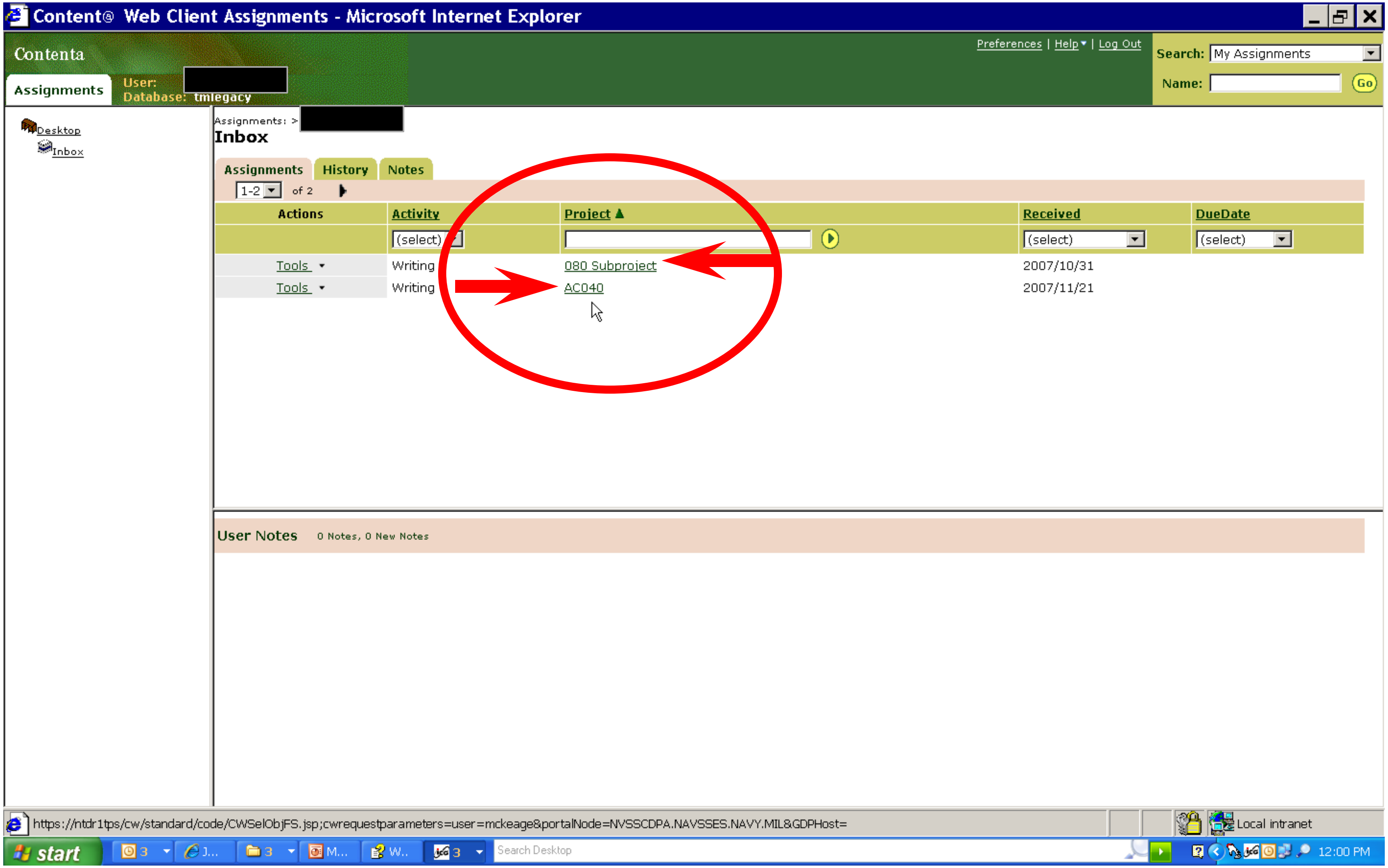
EDIT SGML

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.

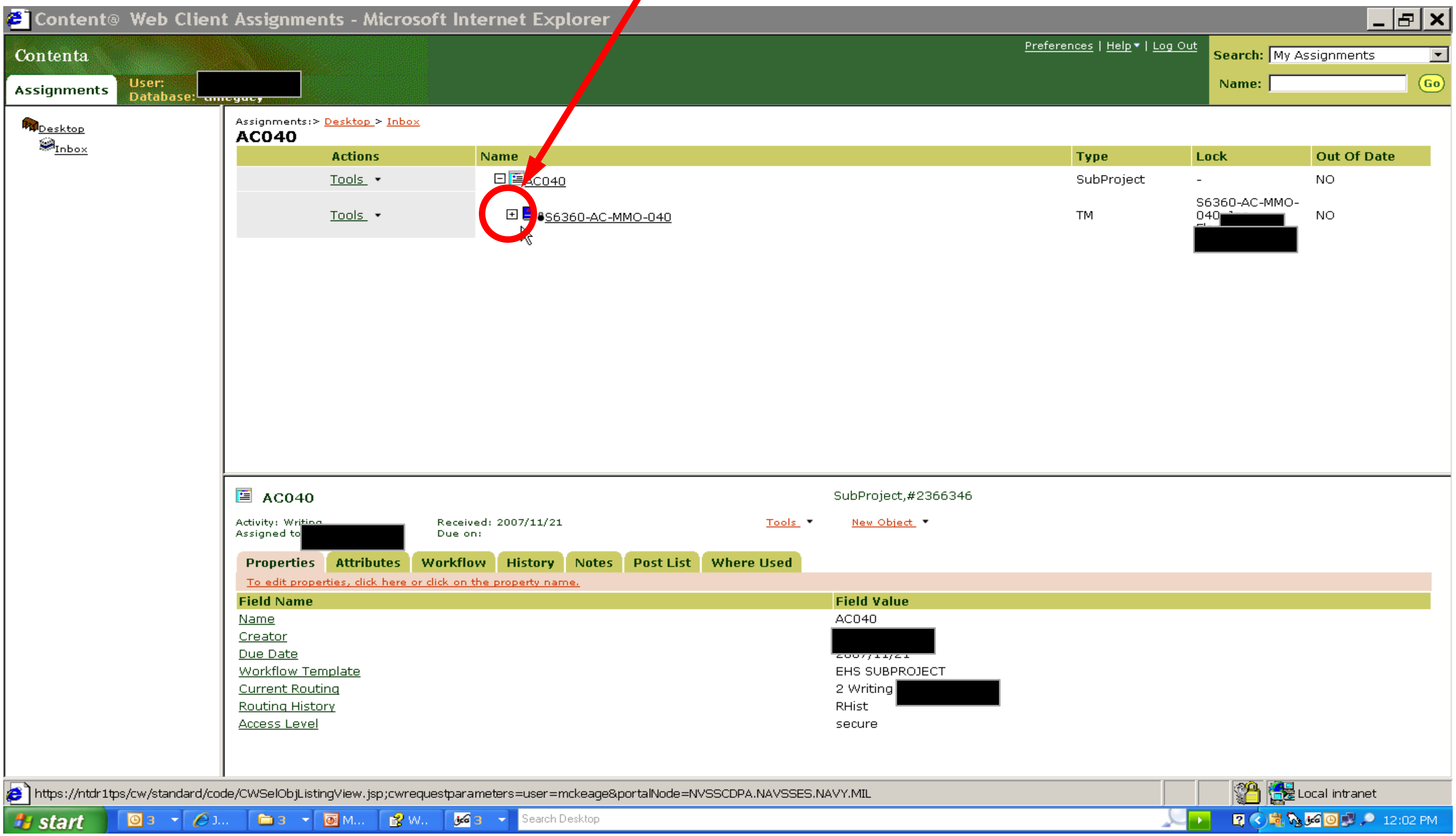
Make sure preferences is set on Content@

The first time on Content@, the **Preferences** should be set. For process, check the **Initial Log In Instructions** section.

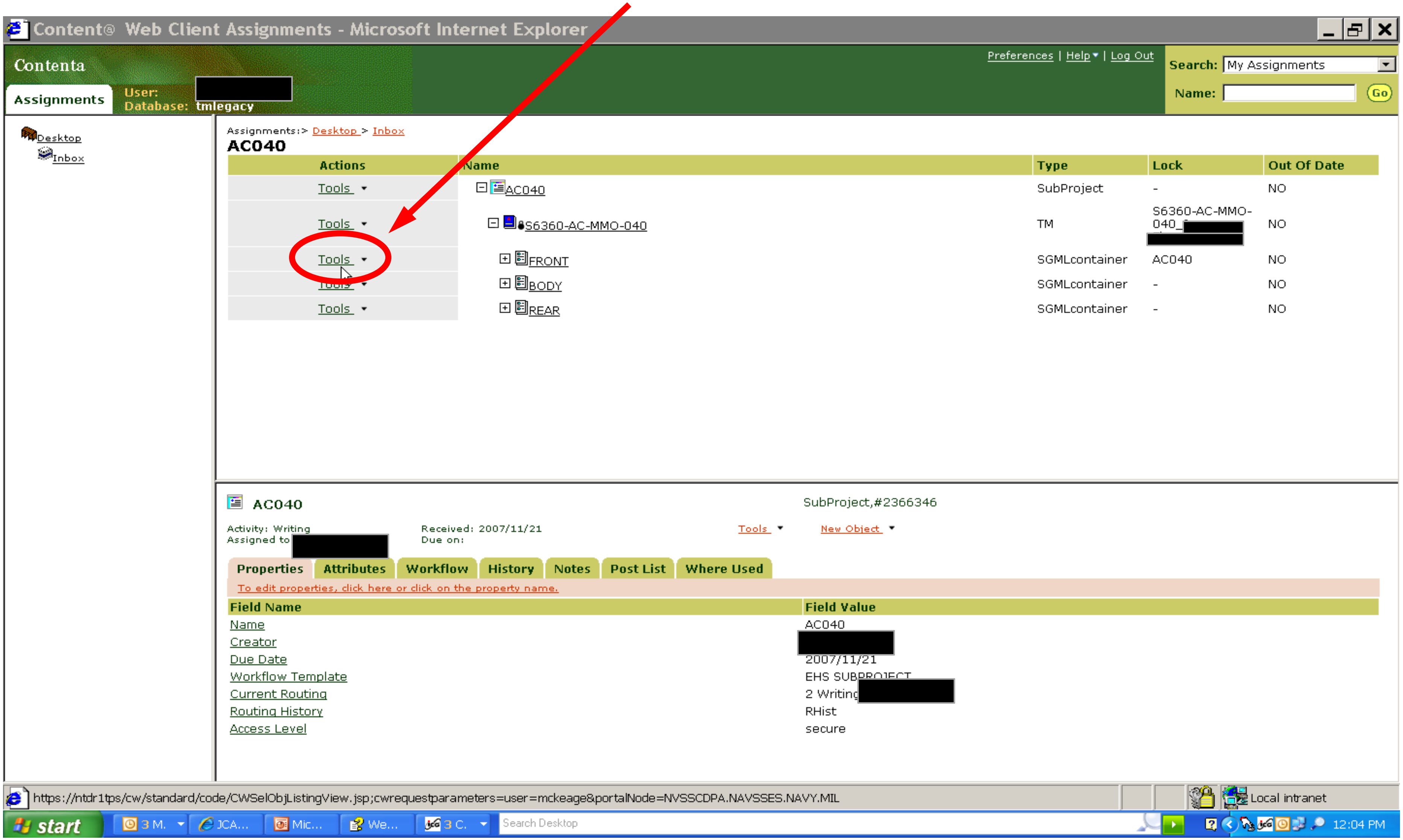
Step 1. Click on the **Project** or **SubProject**



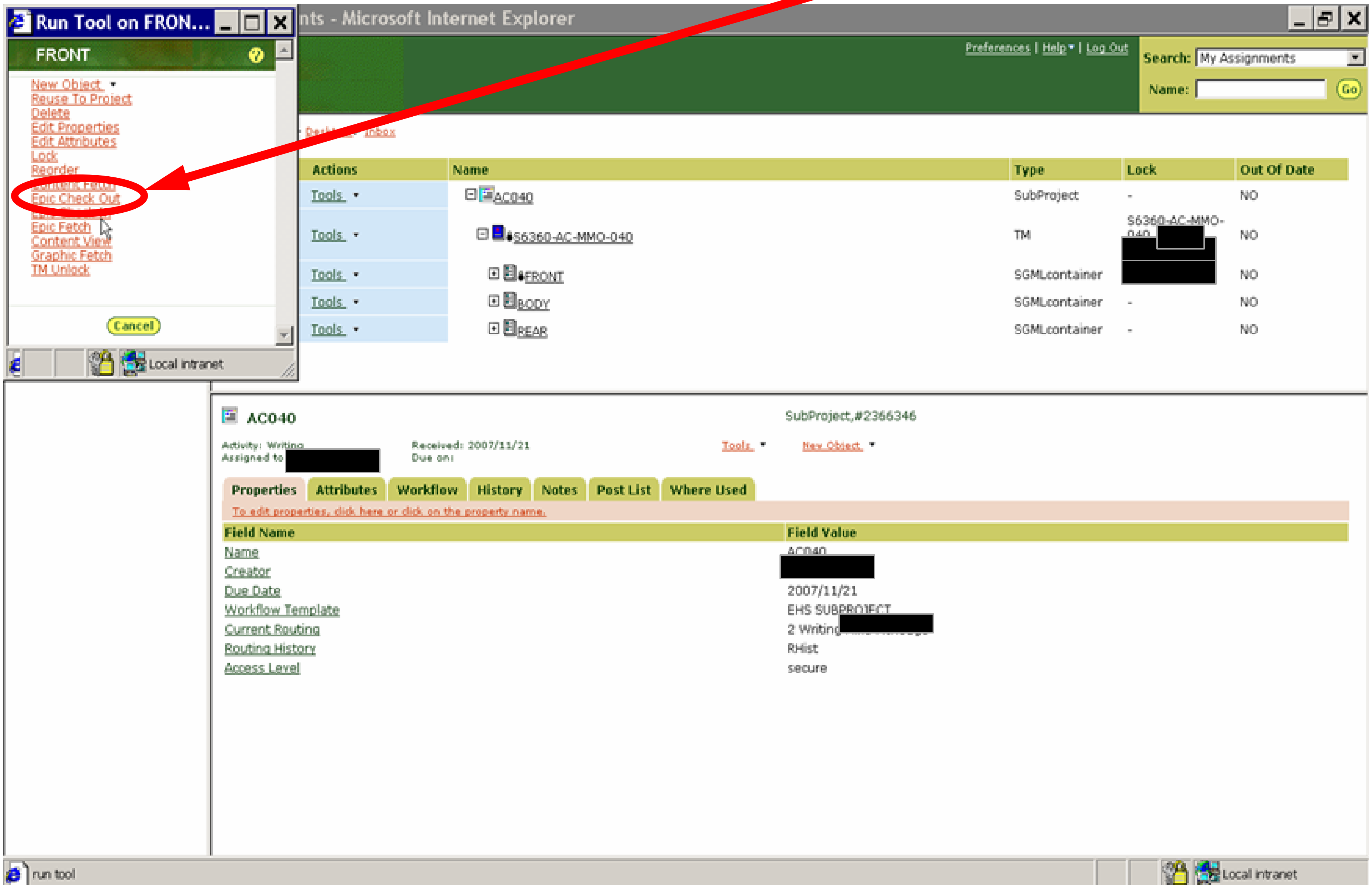
Step 2. Expand TM Object



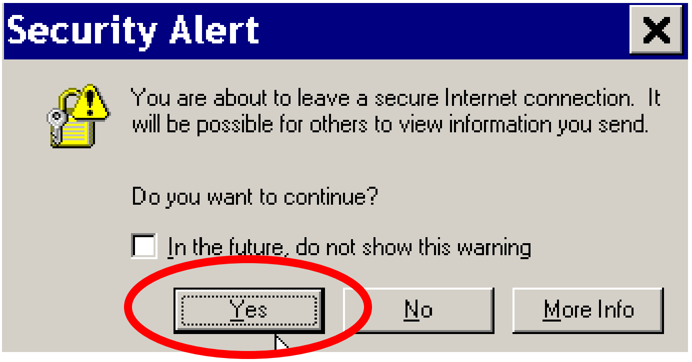
Step 3. Open **Tools** for SGML container

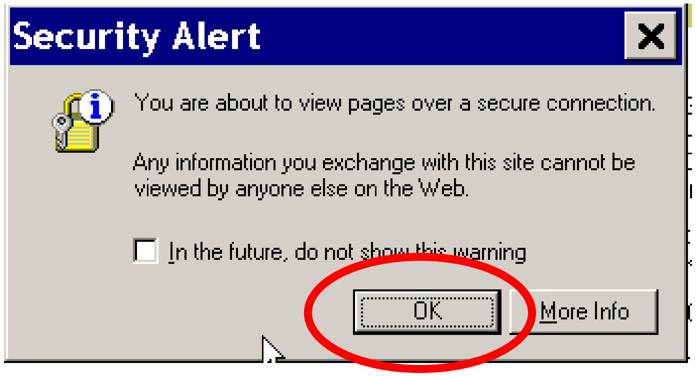


Step 4. Click **Epic Check Out**

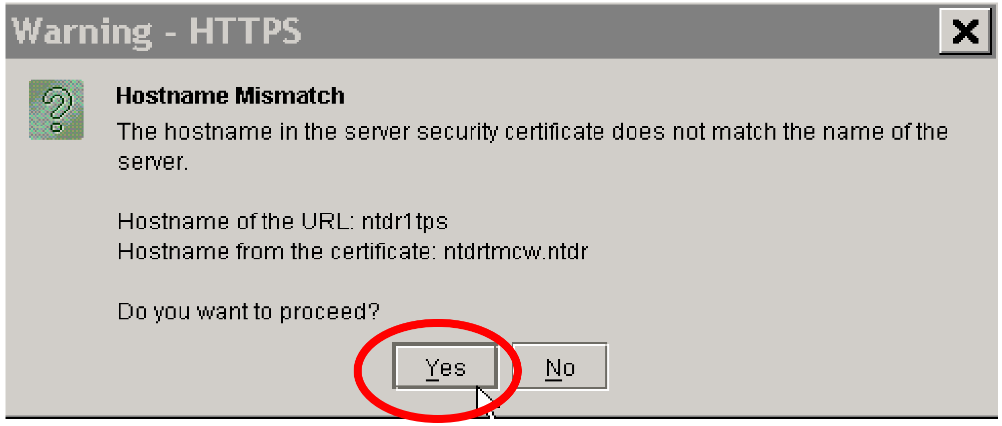


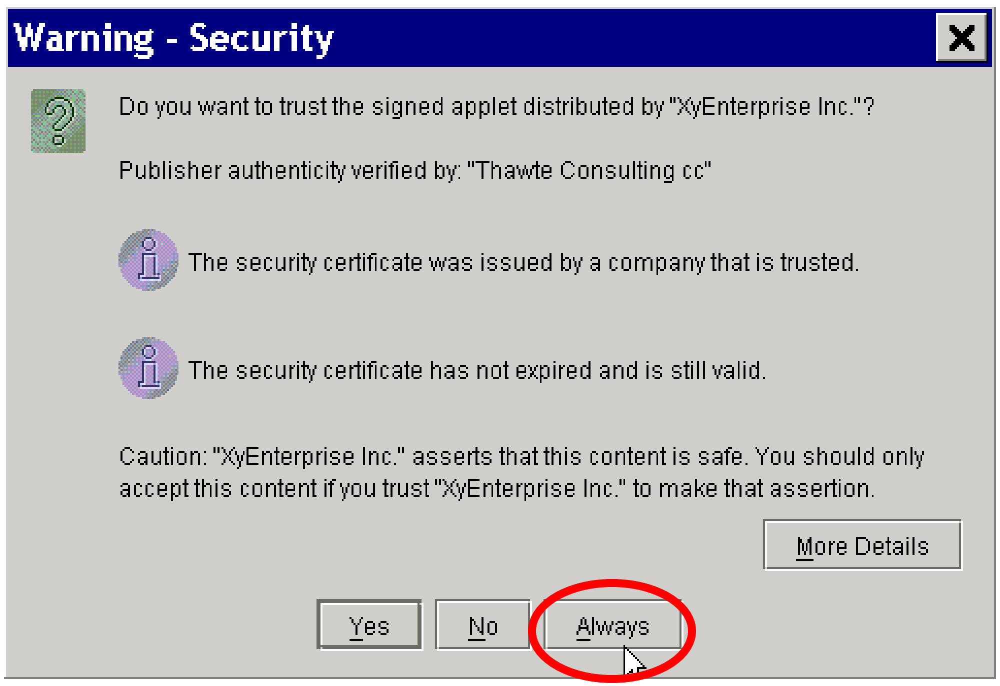
Step 5. Click **Yes/OK** to Security Alerts



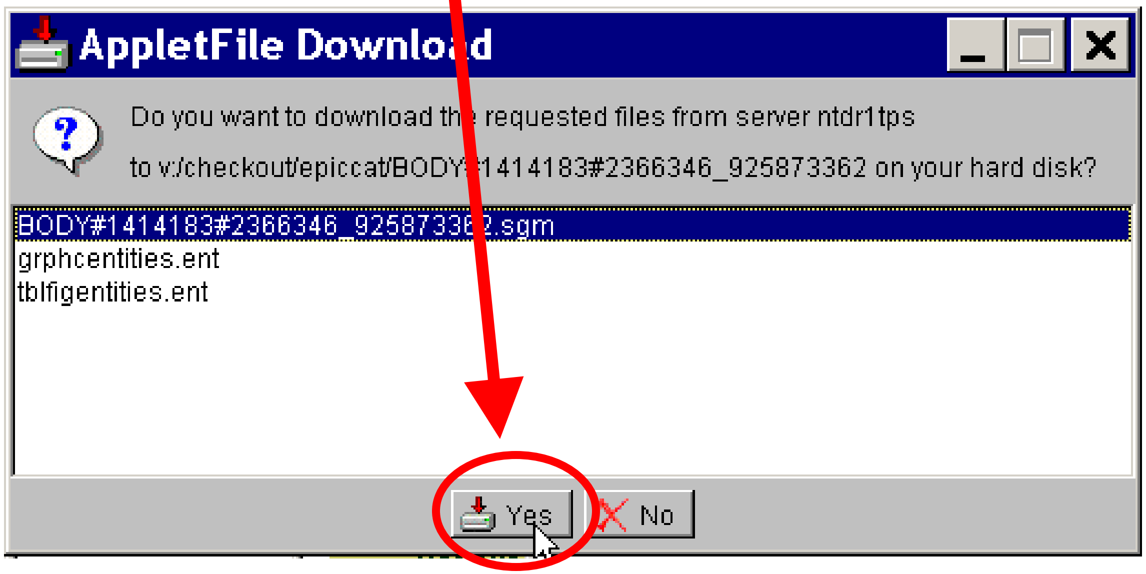


Two **Warning** windows may appear, if so, Click **Yes** and/or **Always**



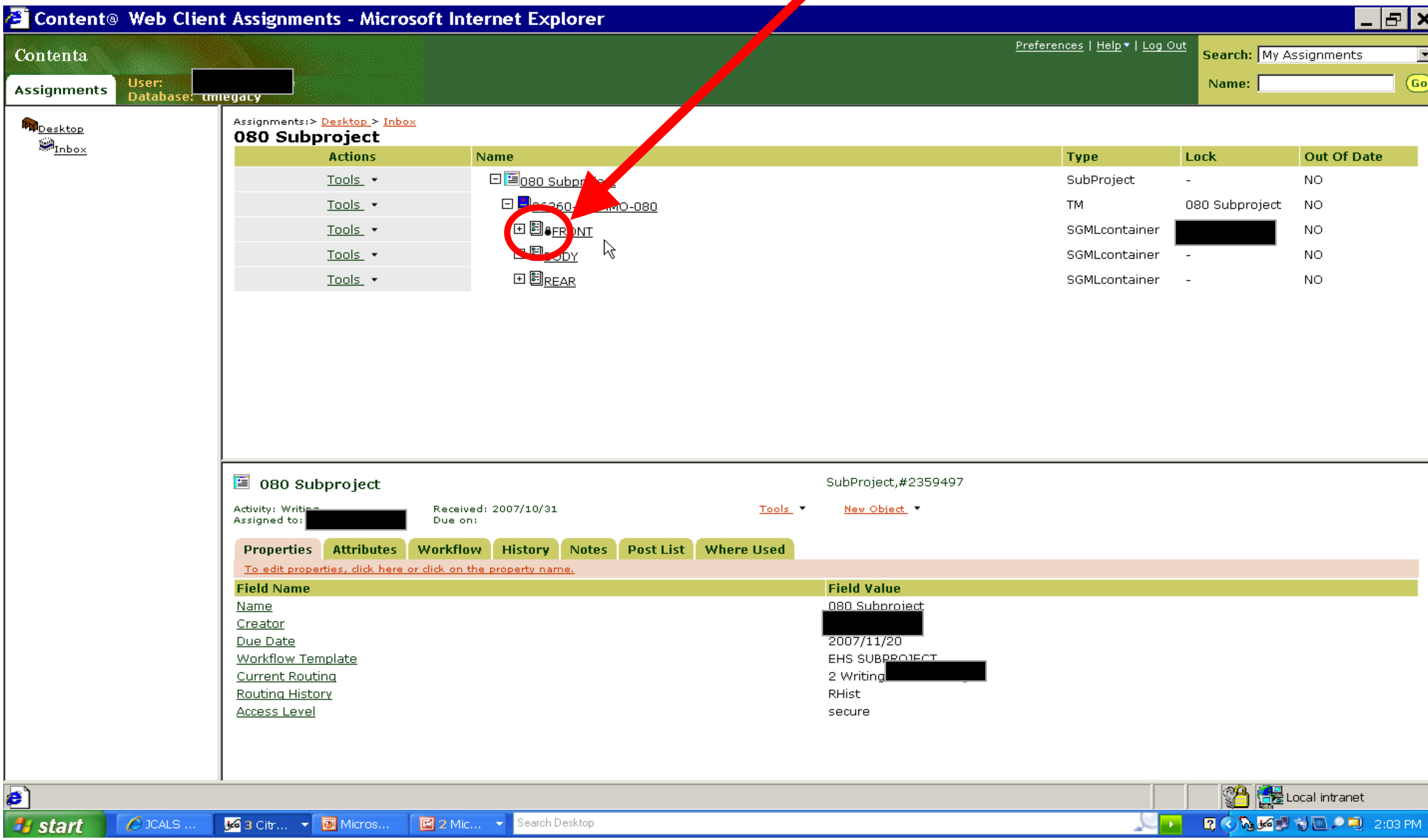


Step 6. Click **Yes** at the AppletFile window

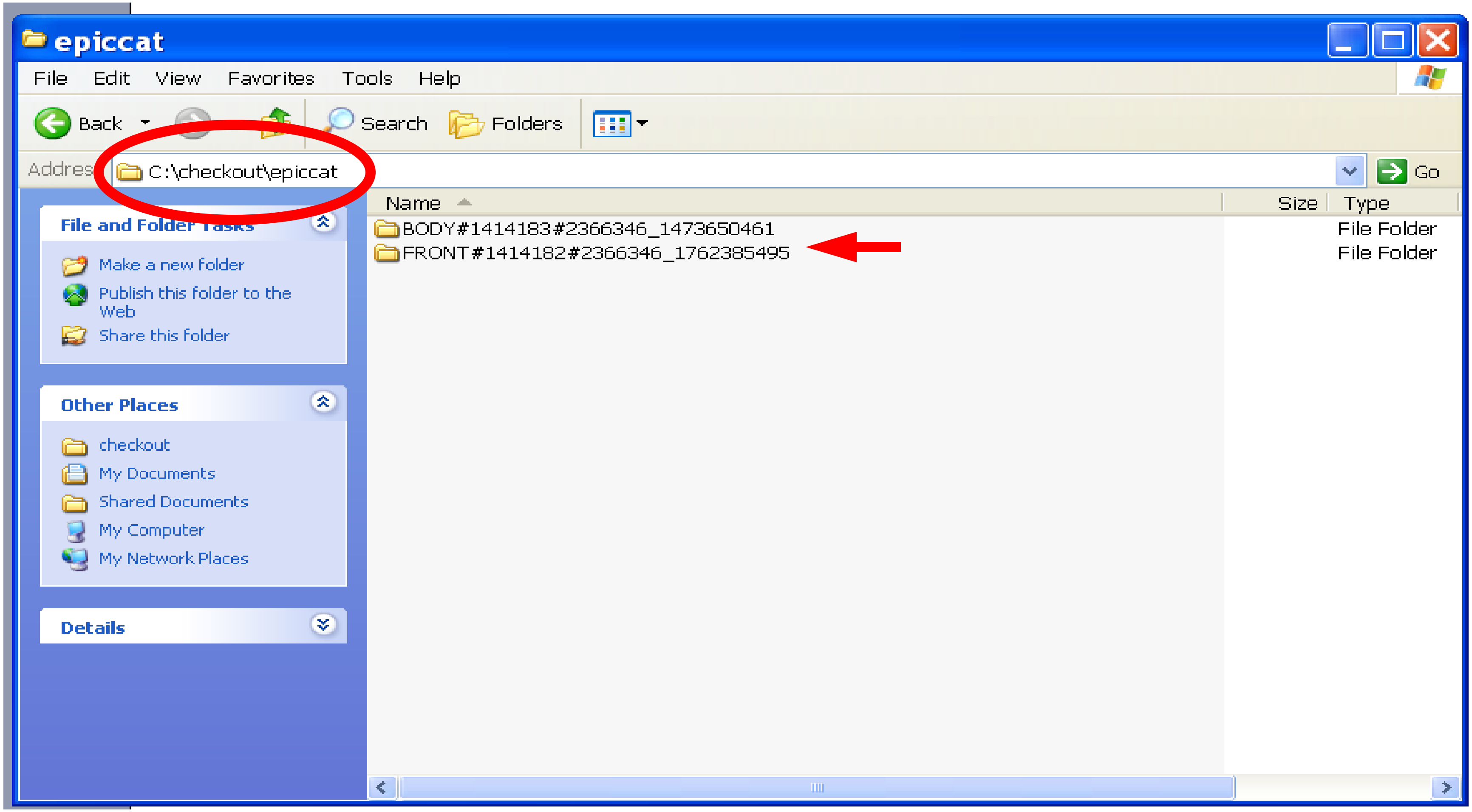


A window will appear and disappear quickly if export is successful

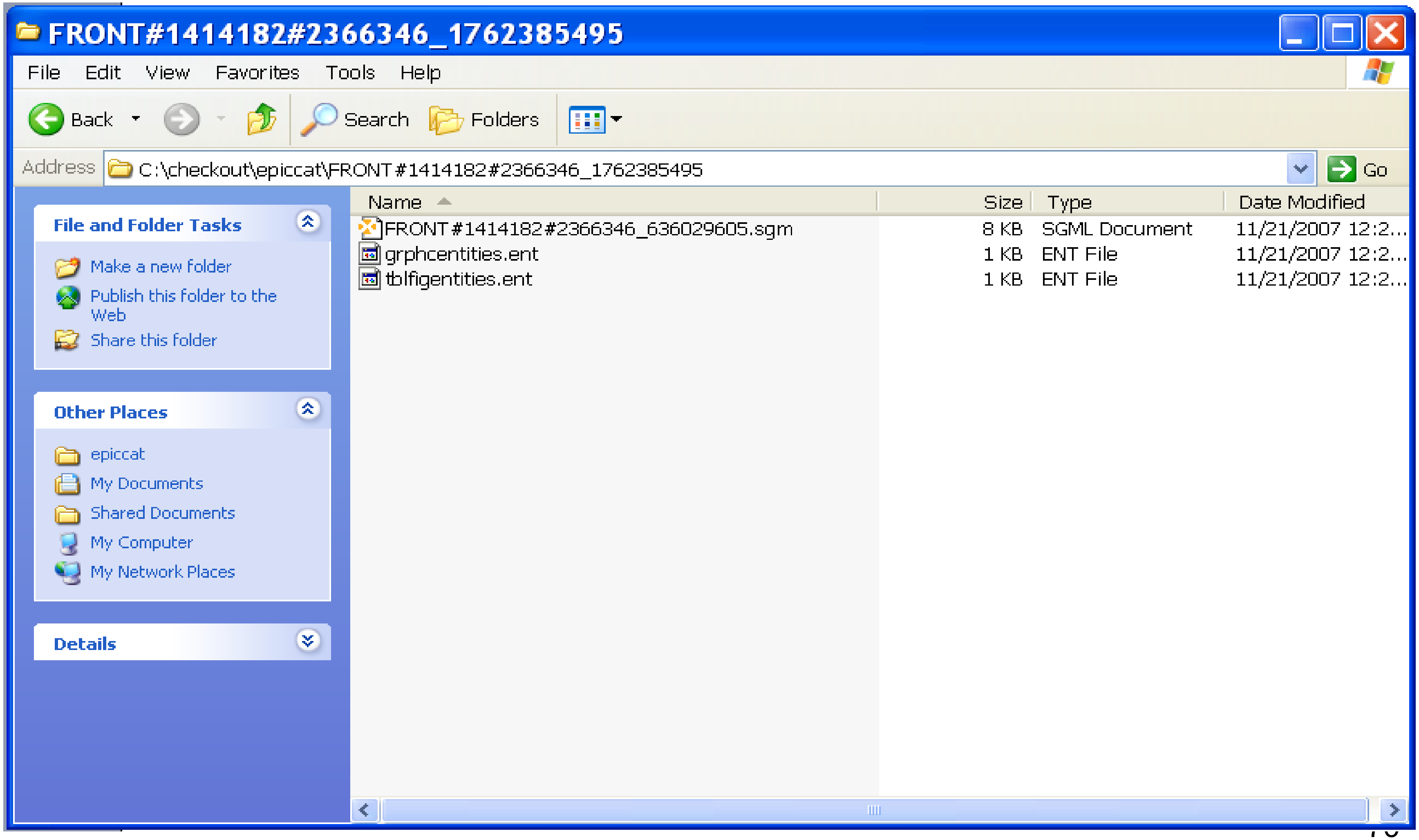
After **Collapsing[-]** and **Expanding[+]** the **TM Object,** the **SGML container** will appear with a **lock** if **Check Out** was successful



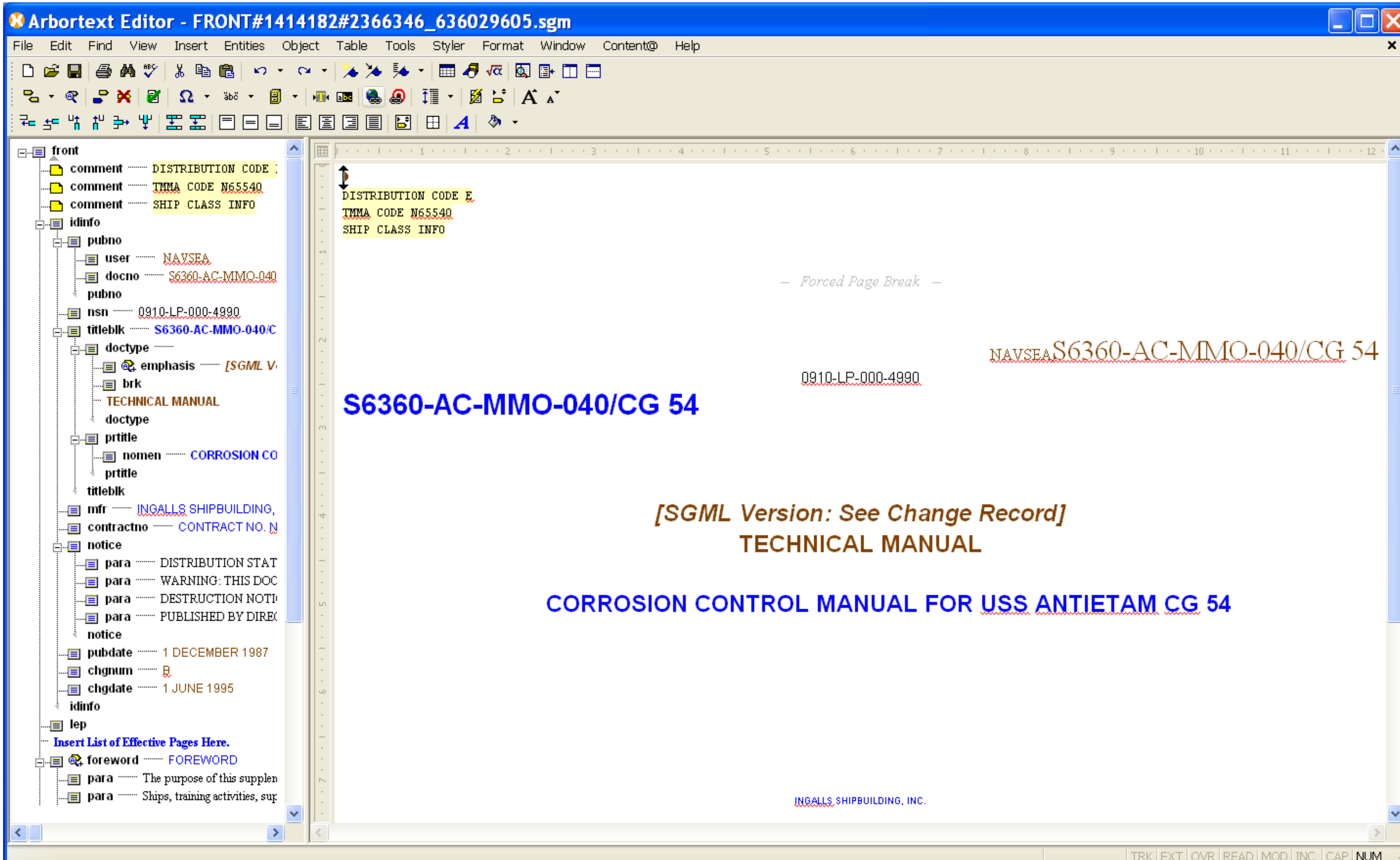
The **SGML** folder can now be found on your hard drive in **c:\checkout\epiccat**



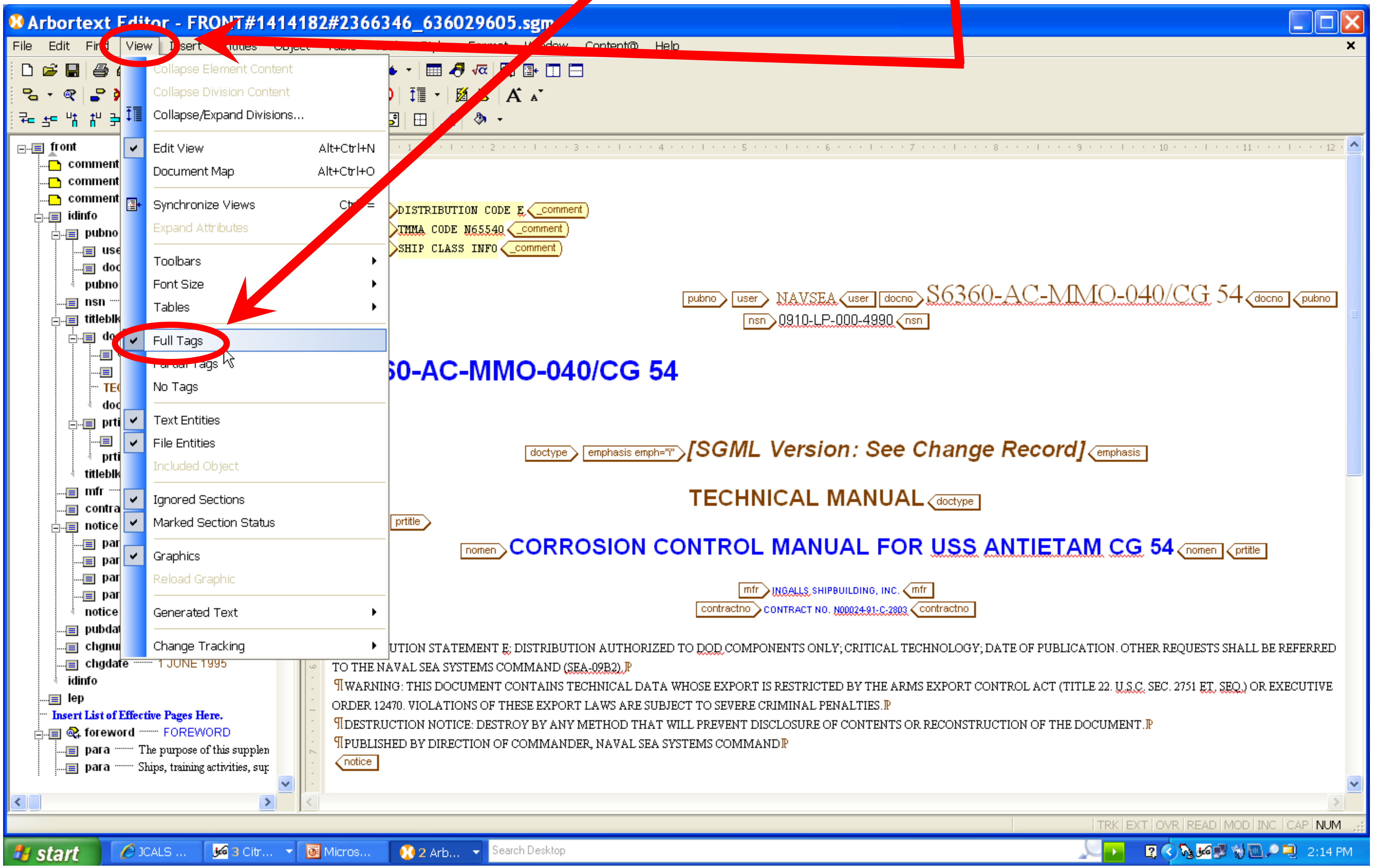
Inside each folder the **SGML File** along with its **grphc/tblfigentities** are contained



Step 7. Opening the **SGML** File in Editor will allow you to make necessary changes to that section

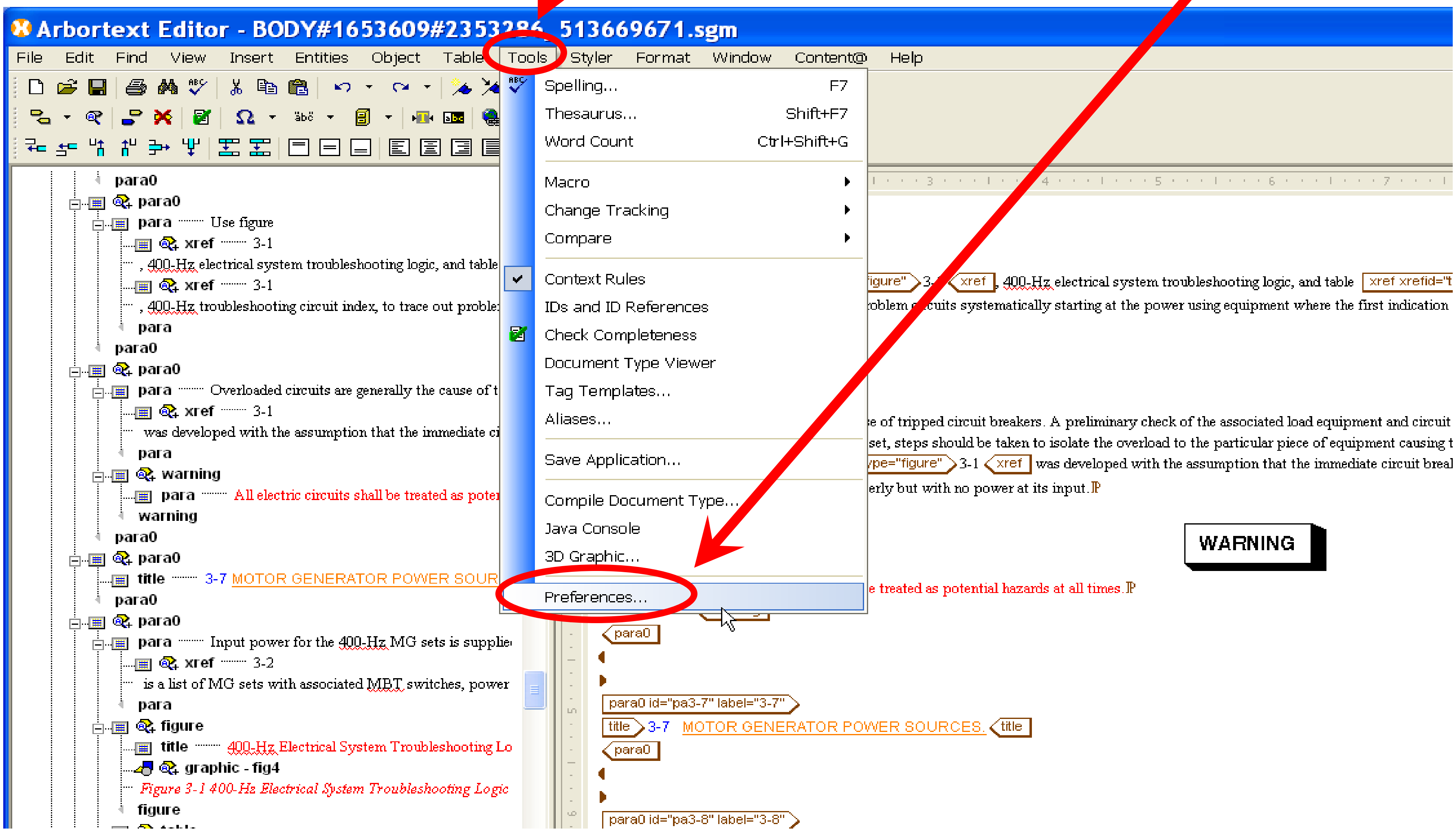


NOTE: To view all the tags click on **View** and check **Full Tags**



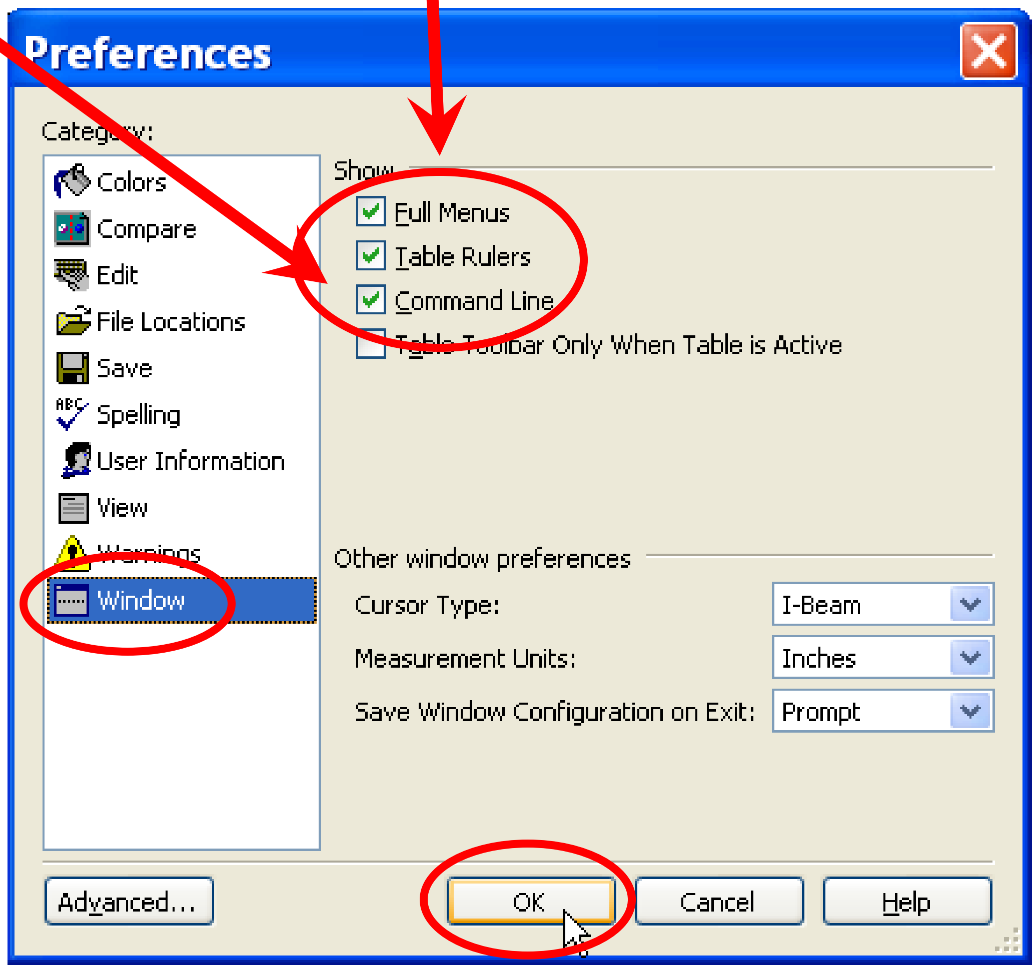
View Full Menus

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.**

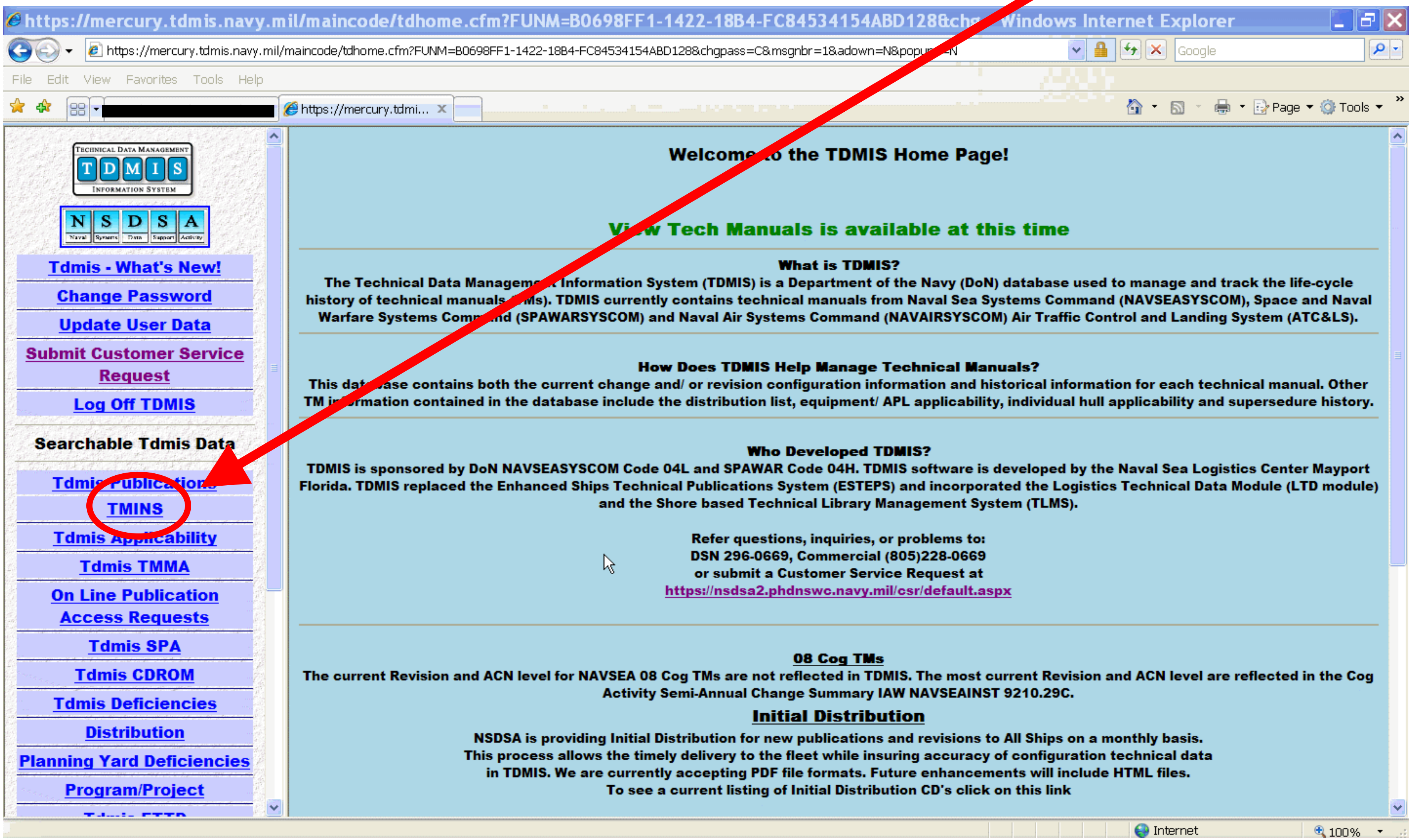
Editing the **Front** matter depends on having the correct **TM** information according to **TDMIS.** This requires a **TDMIS** (**Technical Data Management Information System**) account accessible only with the correct Certificate which will allow you to access technical information pertinent to each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

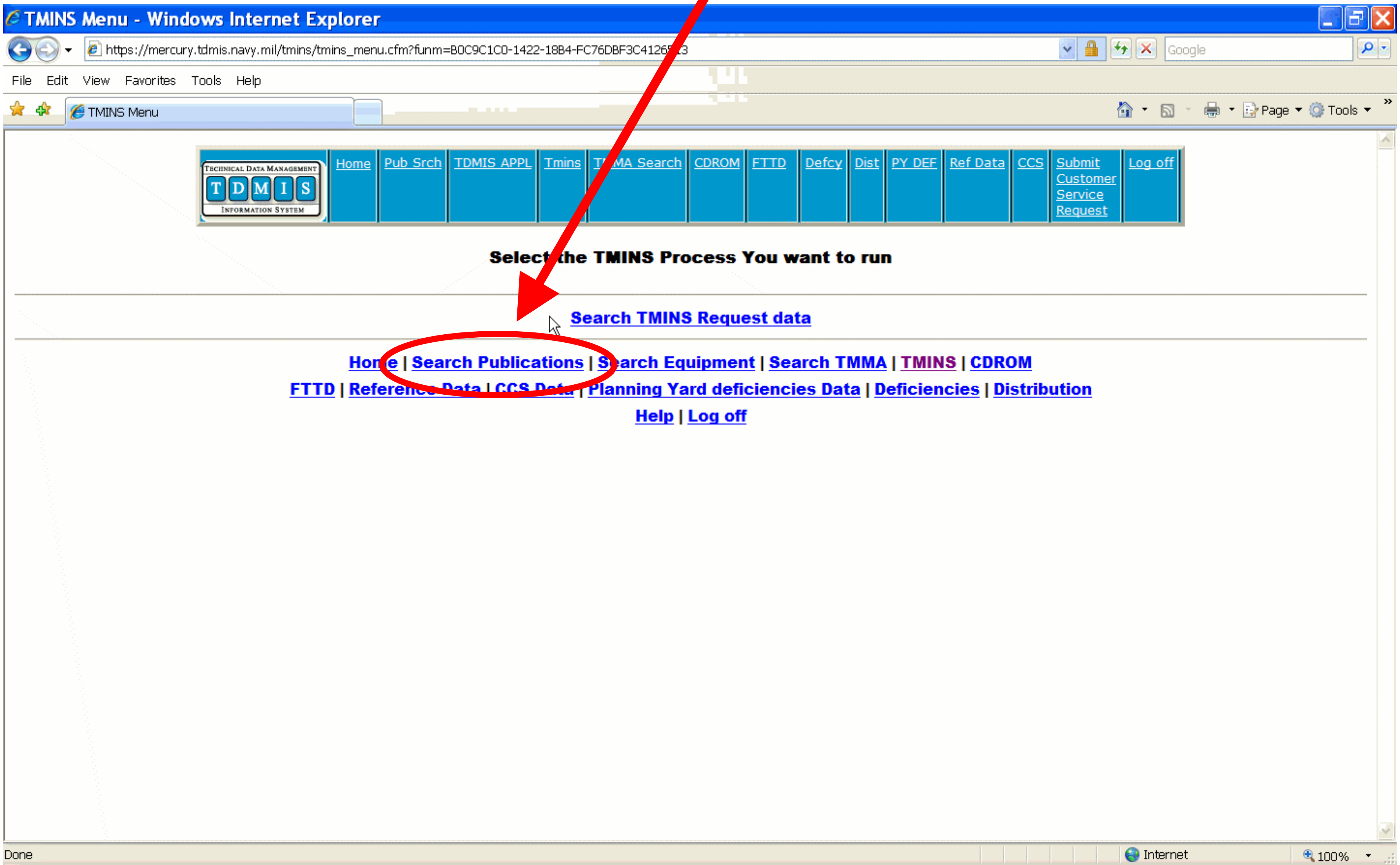
Once access is allowed to **TDMIS** (with cert., username and password) the following procedure allows applicable info to be viewed.

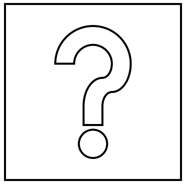
1. Open the **TDMIS** homepage on the web, (https://mercury.tdmis.navy.mil)

To find applicable information, click **TMINS**



2. Click Search Publications

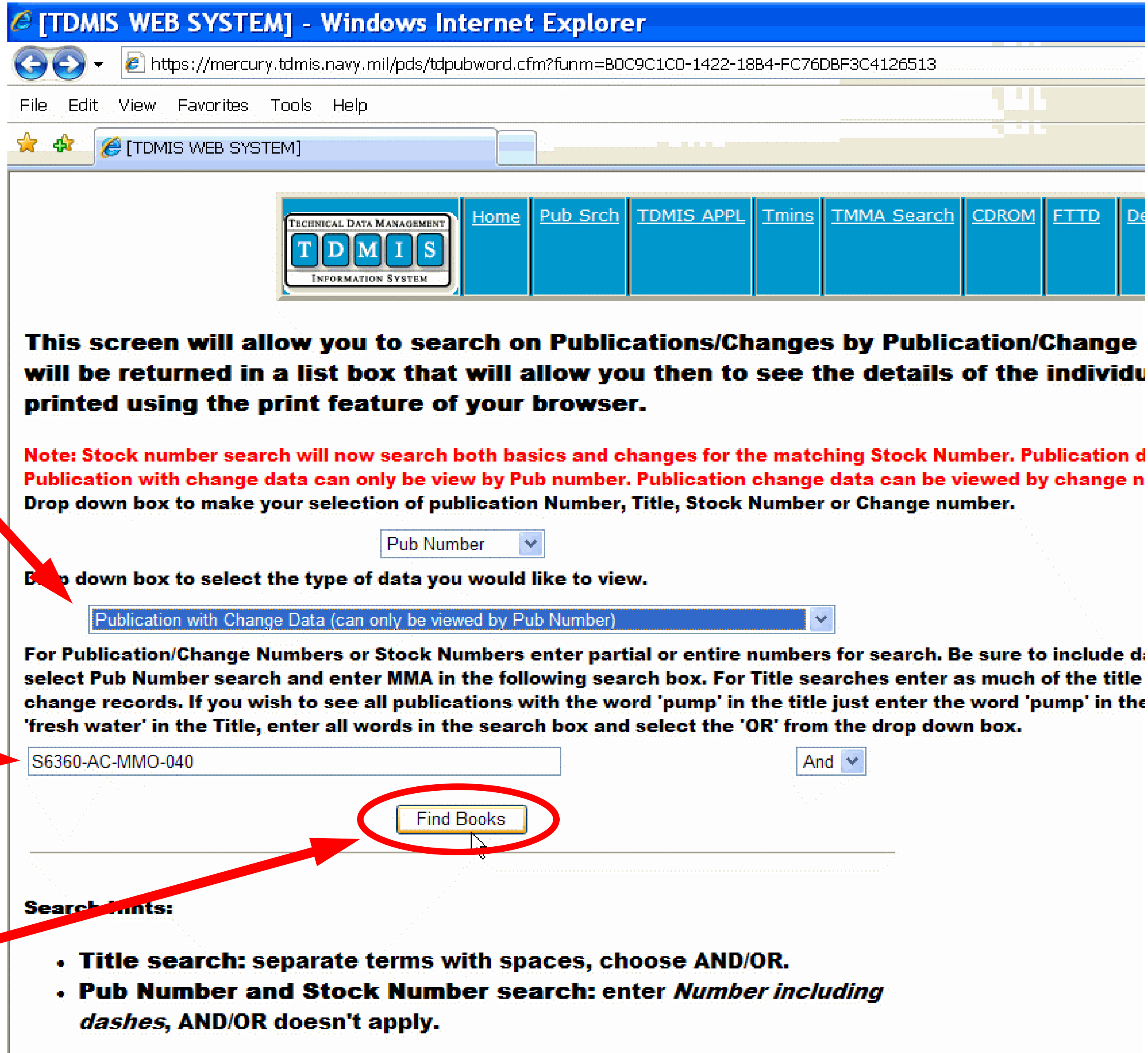


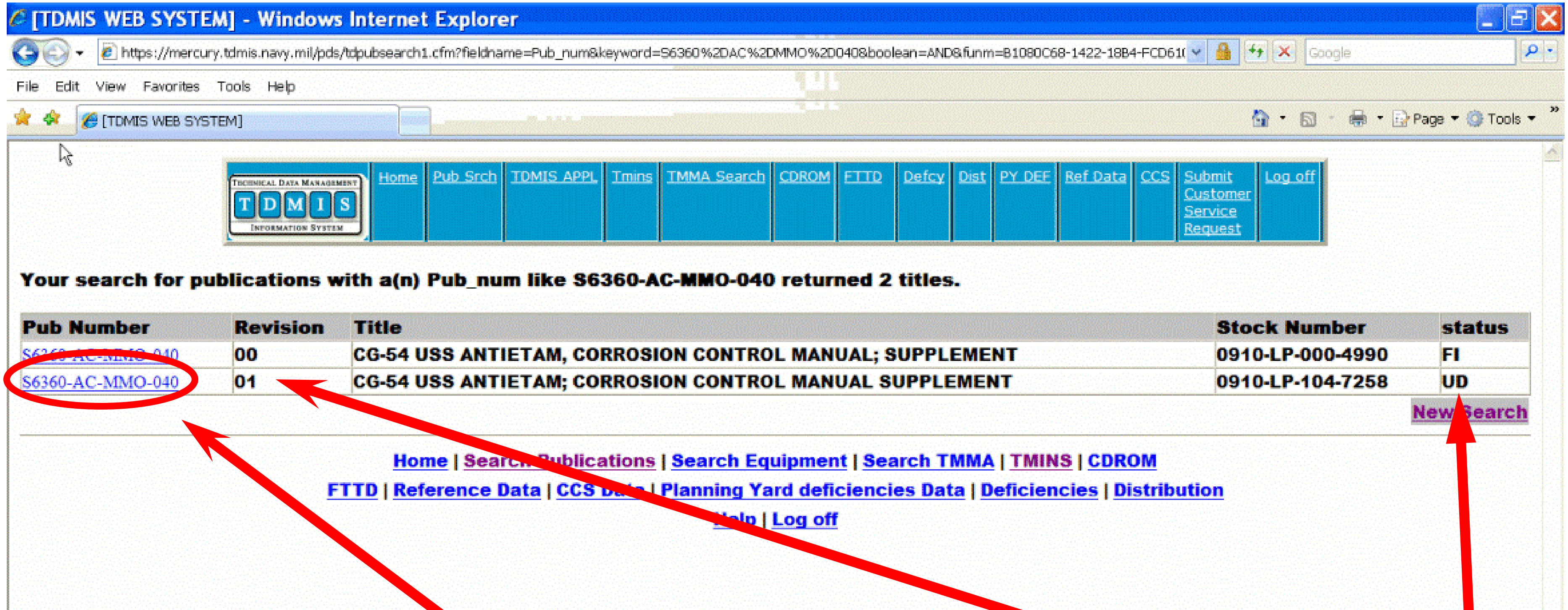


3. Select **Pub with Change Data** from the drop down menu to view the **TM** with any applicable Changes

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

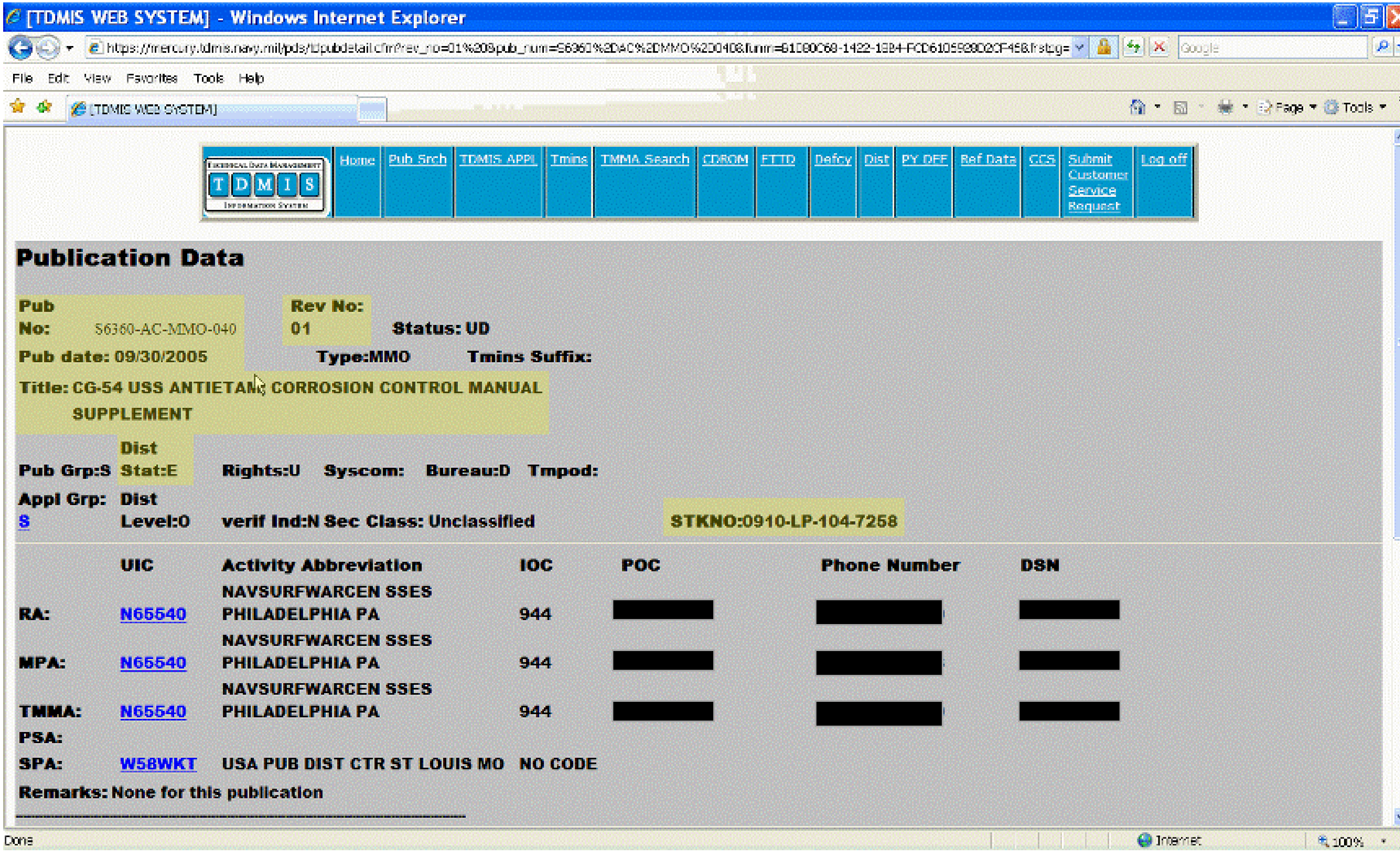
5. Click **Find Books**





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

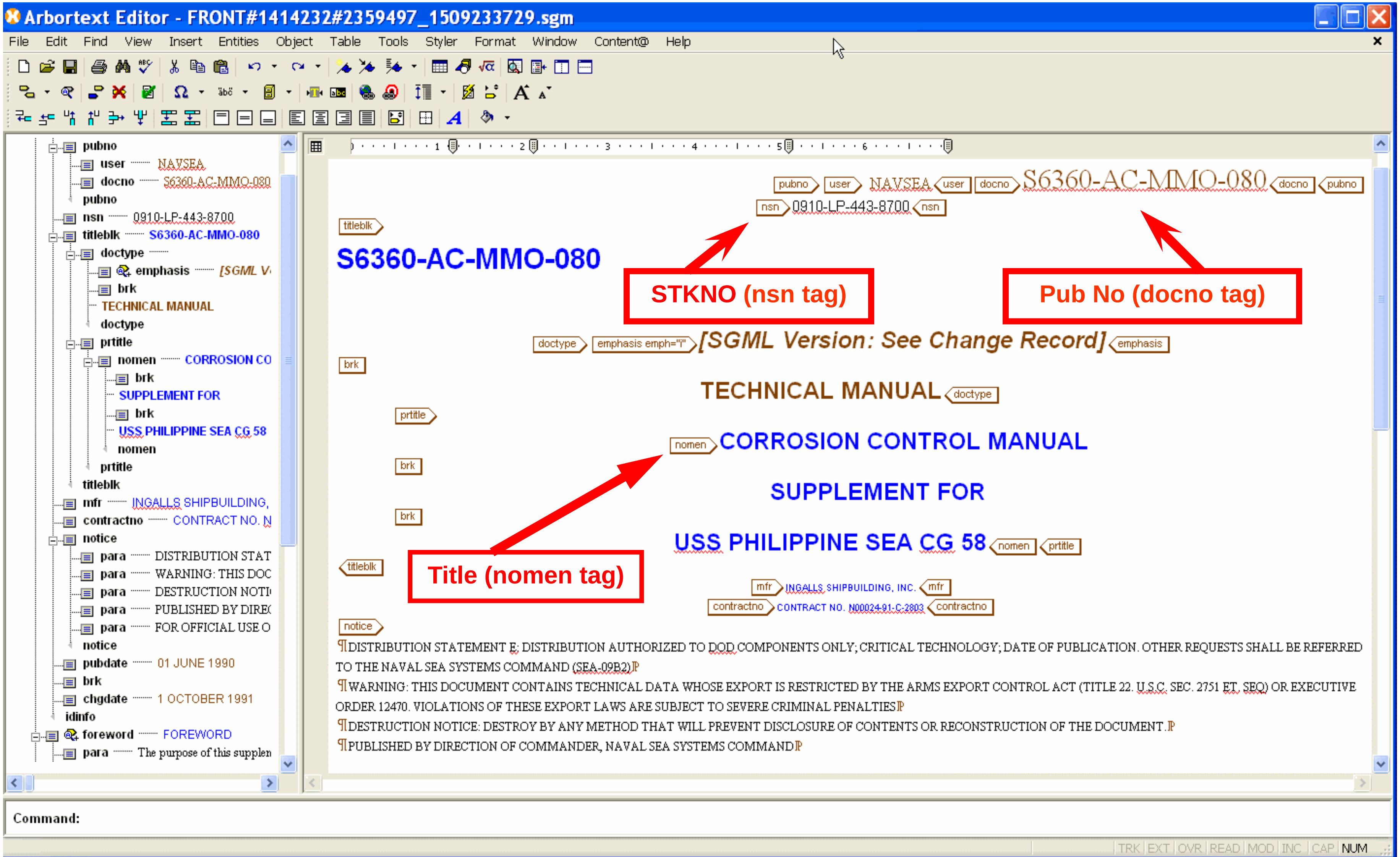
The following page will show information that will need to match the information on the **Cover page** of the **TM** in **Arbortext**.



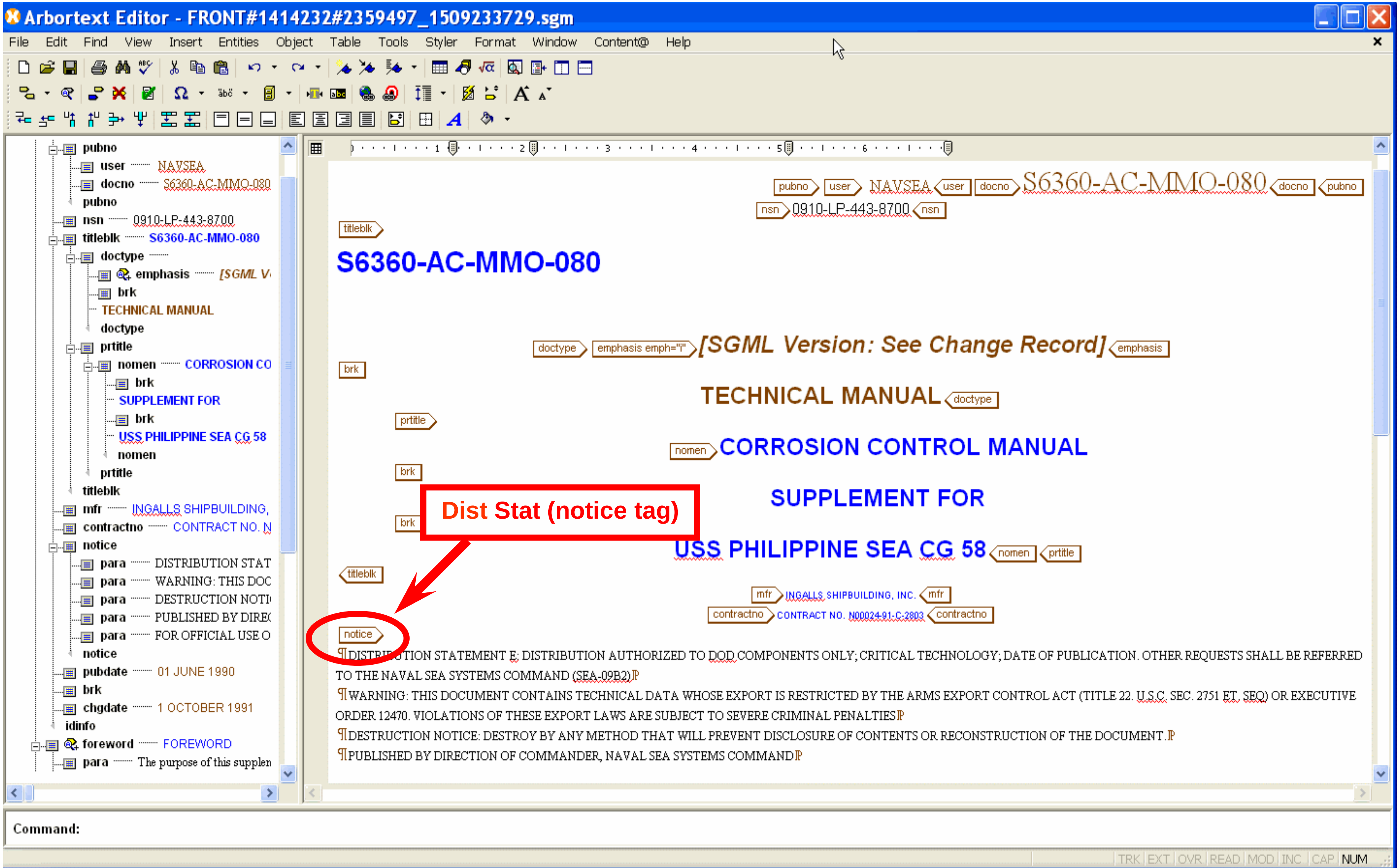
The highlighted areas should show the correct data for the **TM** being edited. This **TDMIS** information should match the **Cover page** of the manual.

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).**

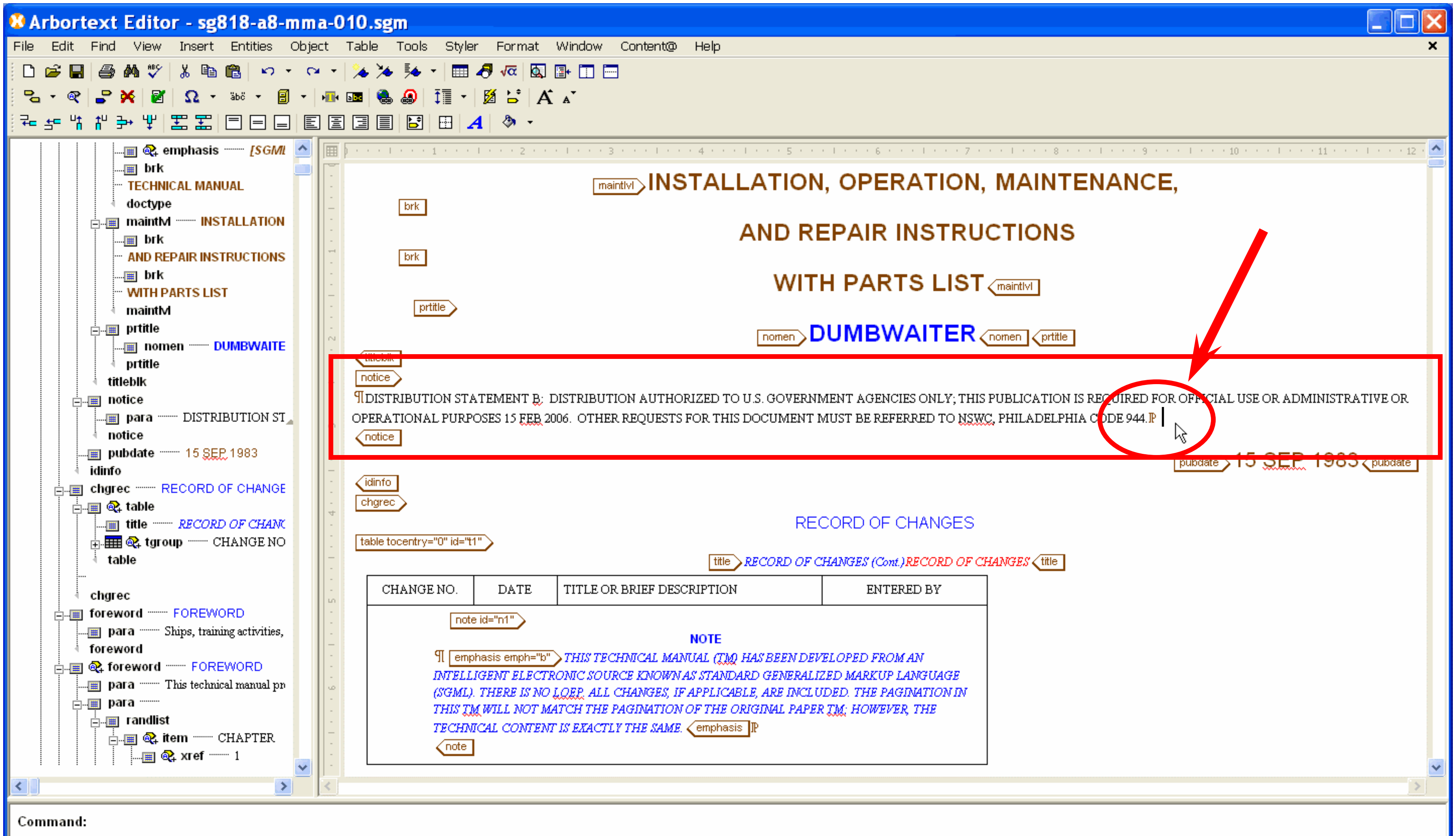
7. Changing the information on the **Cover page** in **Arbortext** is simple text editing. Replacing the incorrect information on this page should not require any tag modification. Verify correct **STKNO (nsn), Pub No (docno)** and **Title (nomen)**



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**

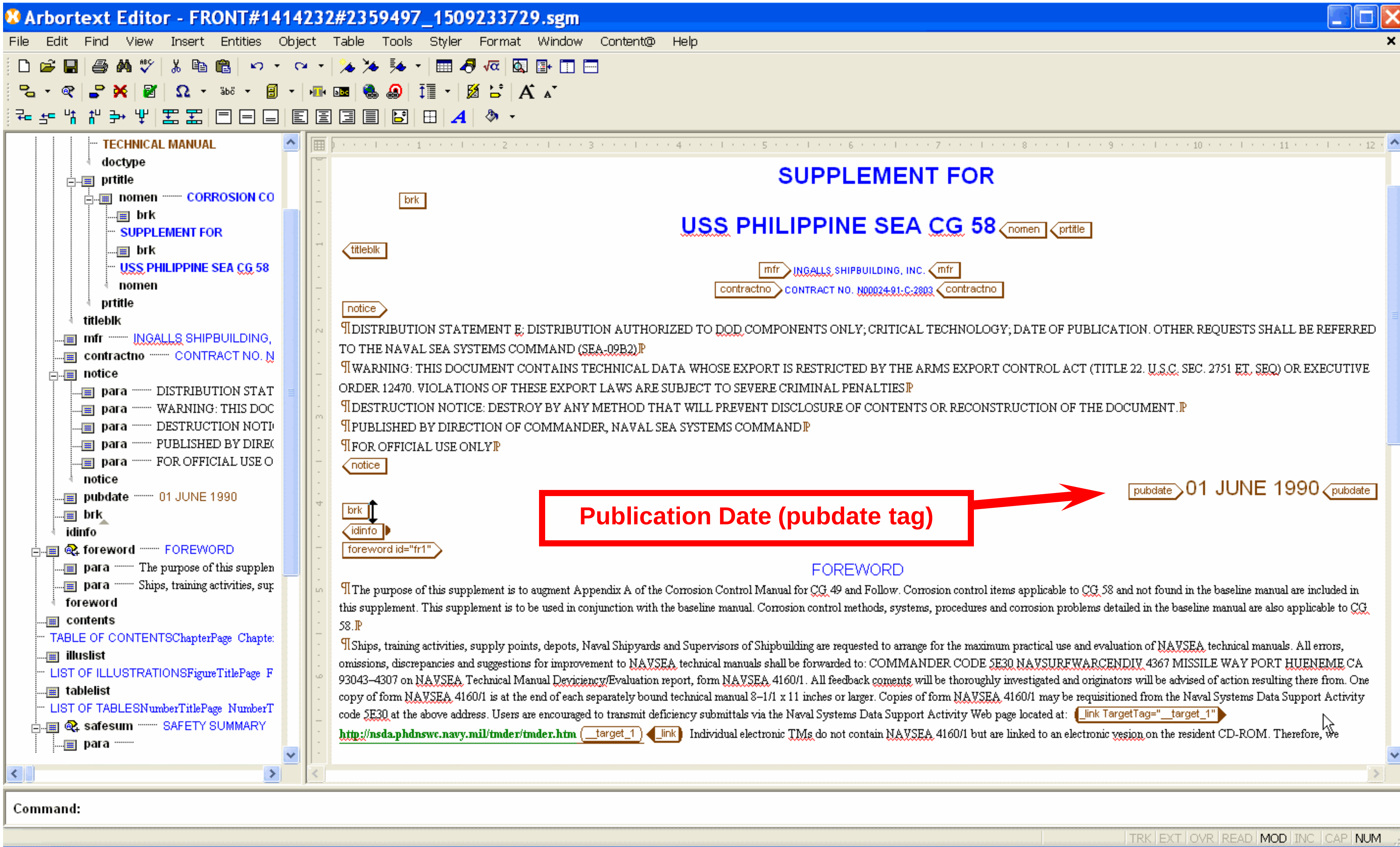


The incorrect **Distribution Statement** can be deleted but the “**notice**” tags should be kept. The cursor should be placed between these tags when inserting the new statement (new paragraph symbols will appear). Hard returns and new paragraphs are done by simply entering text after placing the cursor to the right of the end paragraph symbol or choosing “**para split**” after hitting **Enter**

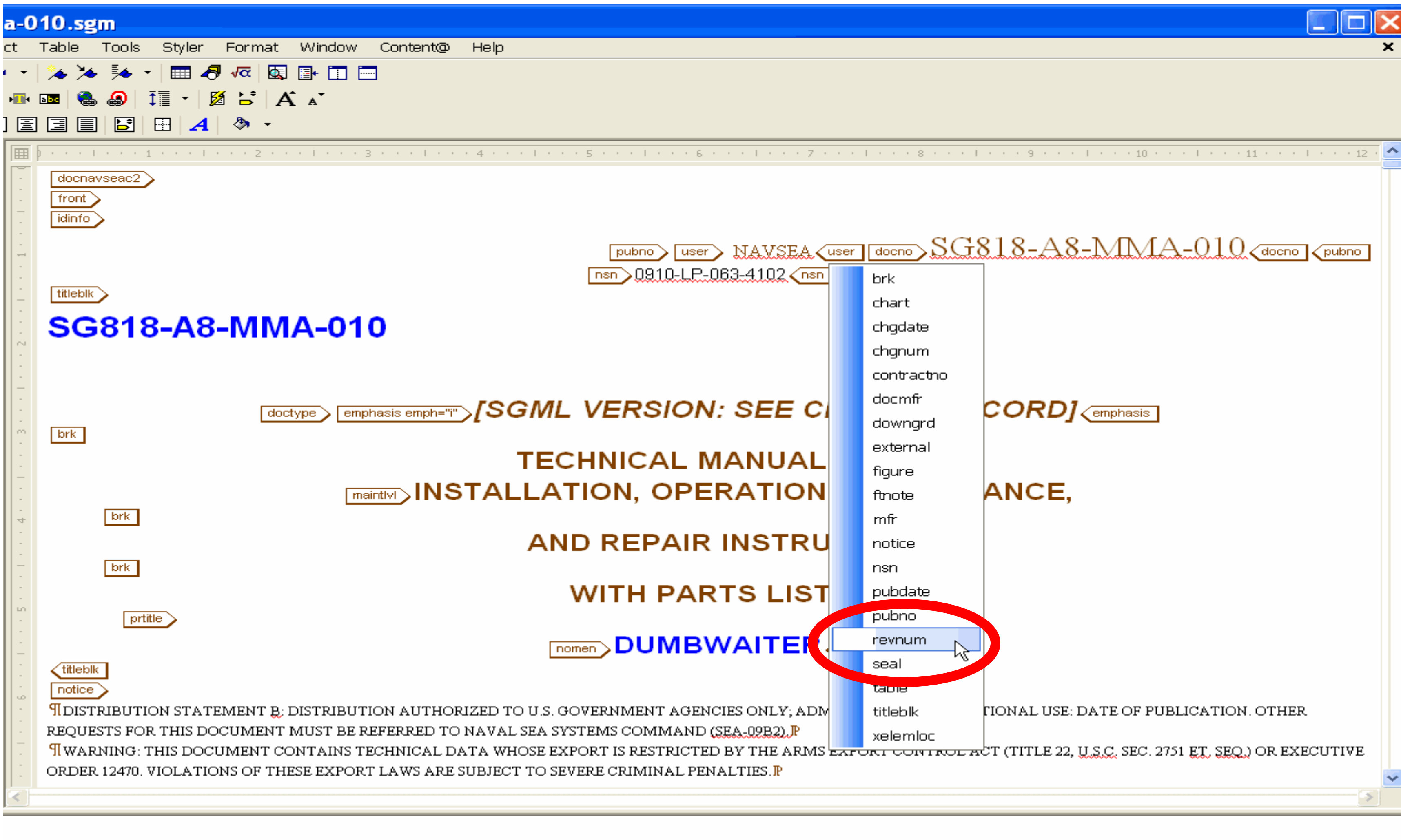


8. Verify correct **Publication Date (pubdate)** from **TDMIS.**

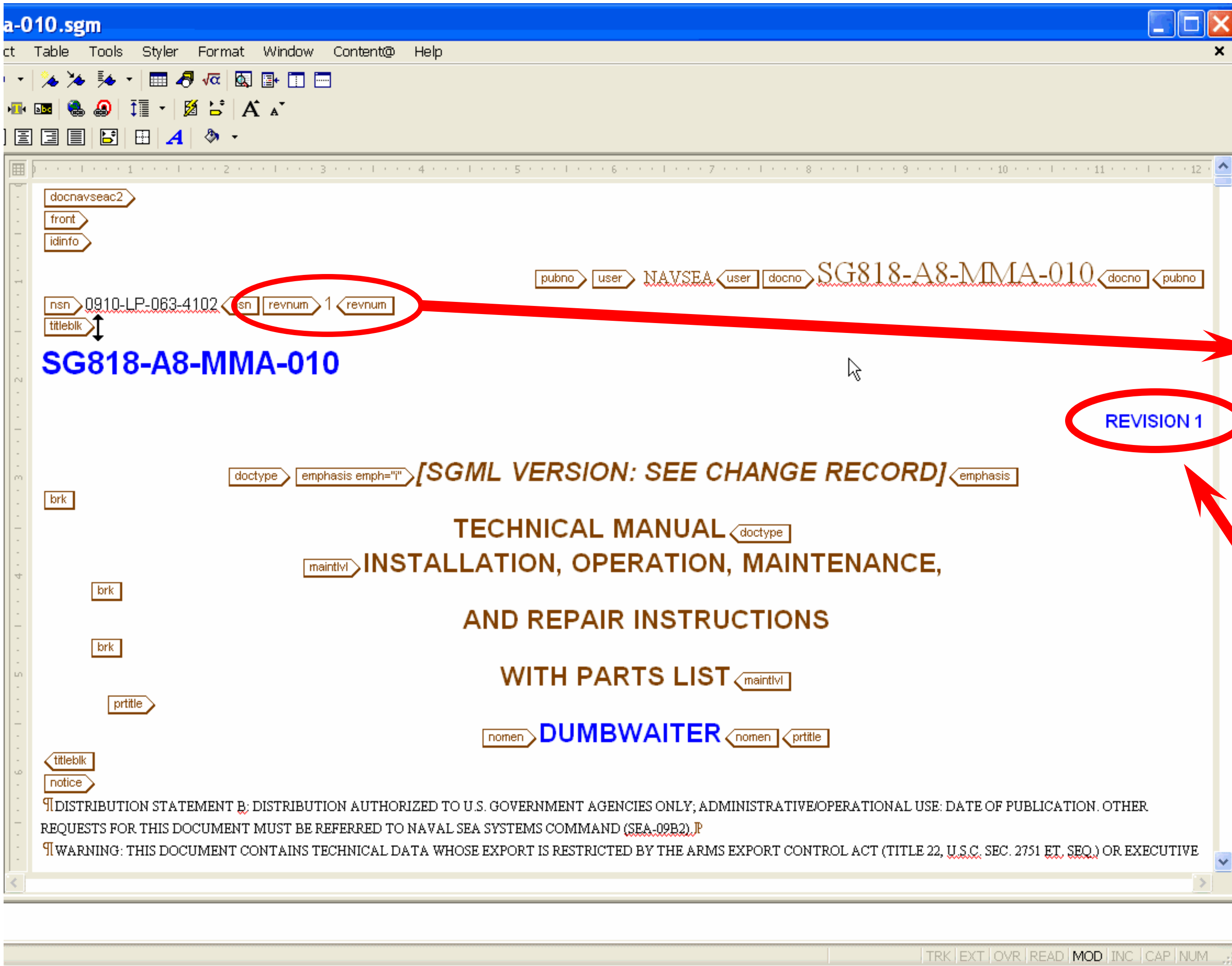
(this date needs to be verified by **TDMIS** which may or may not be the latest change date)

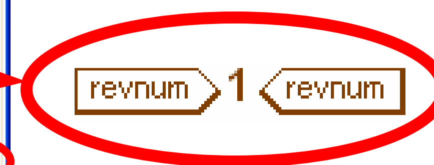


If there is a **Revision Number** (**Rev No**) there should be a tag added in **Arbortext**. Putting the mouse next to the “**nsn”** tag and hitting enter should give a list of options of tags to insert click “**revnum**”. Between these tags you should enter the correct **Rev No** from **TDMIS**



Between the “**revnum**” tags you should enter the correct **Rev No** from **TDMIS.**

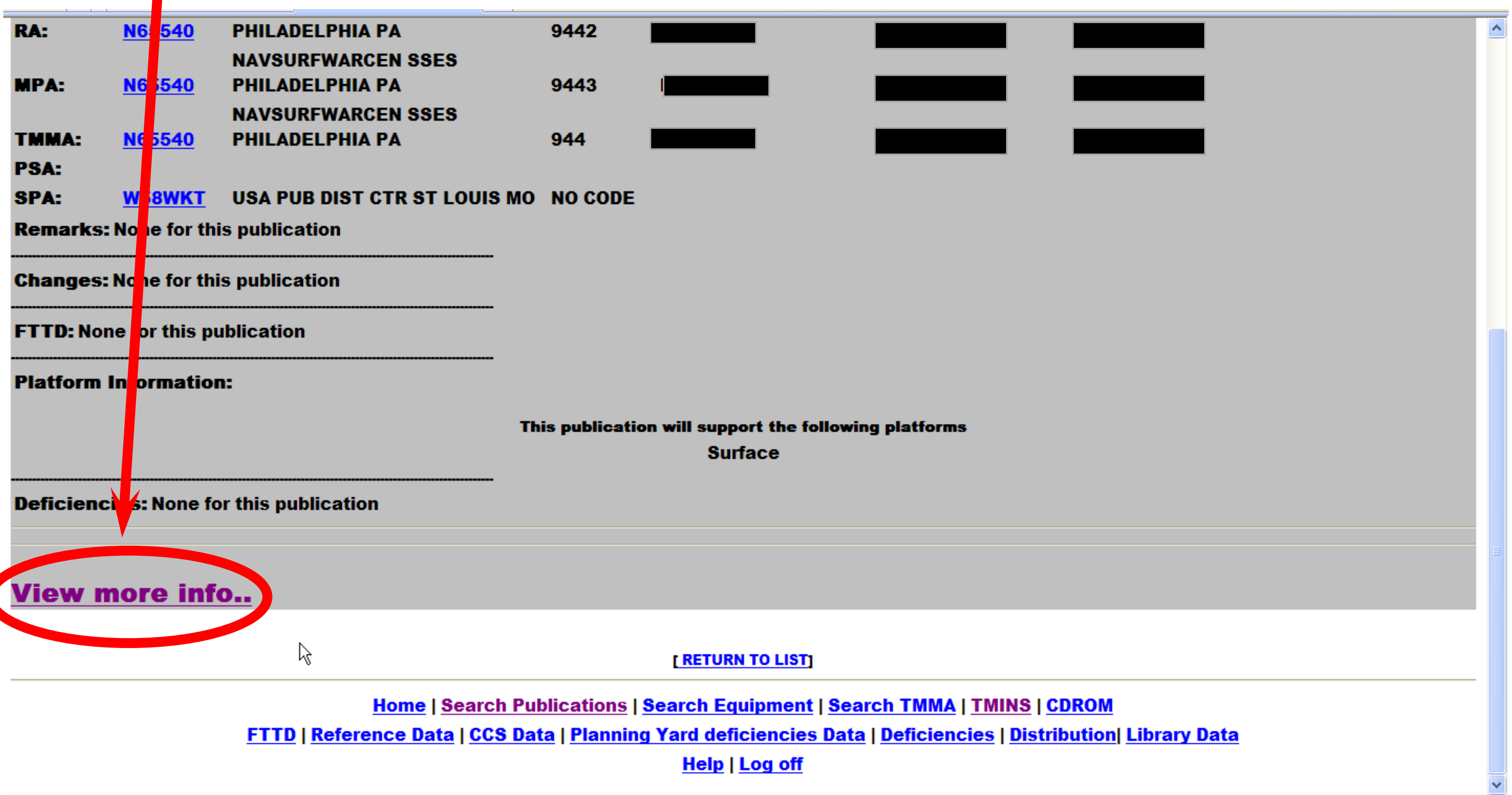




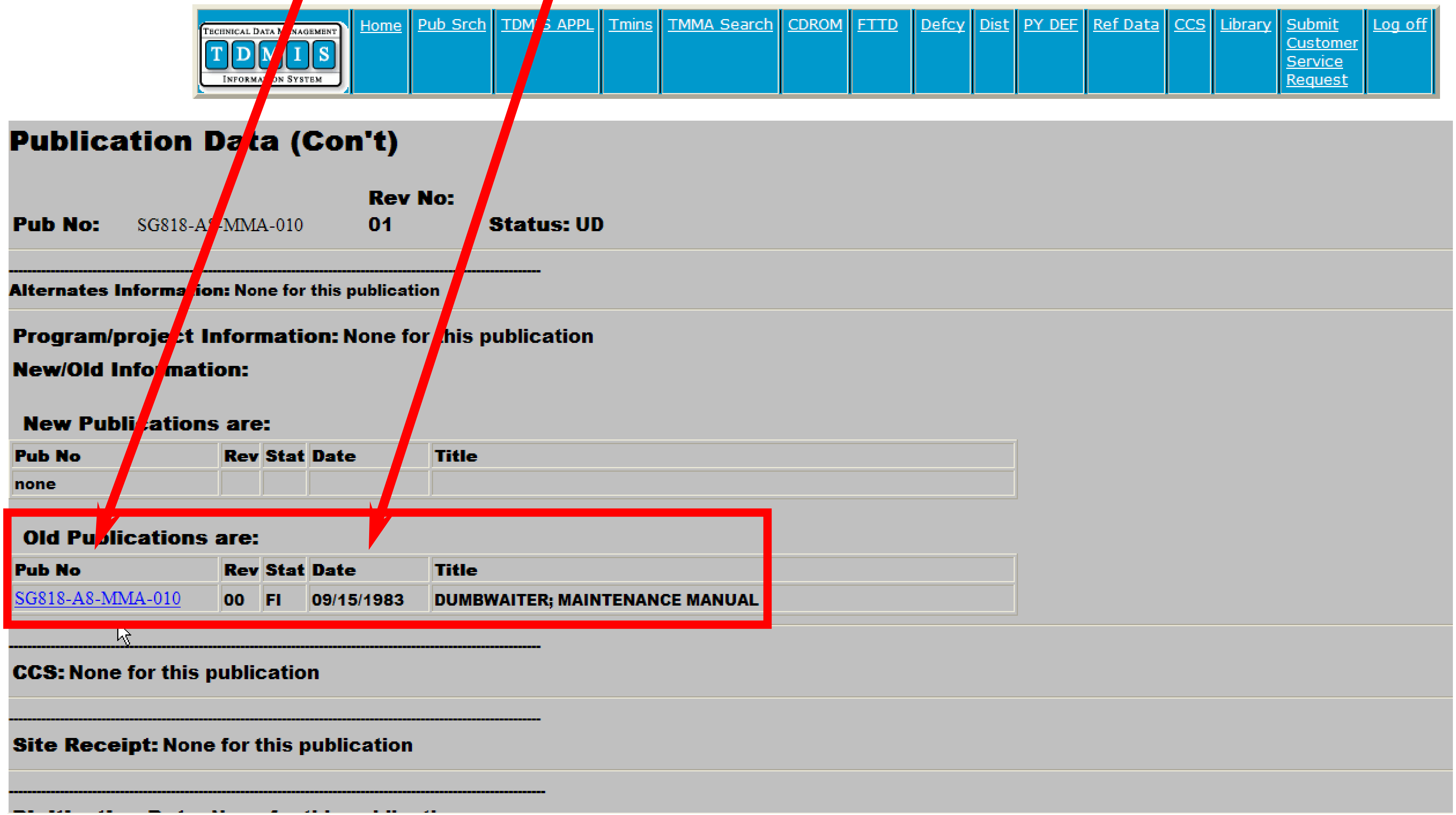
This note should now be visible.

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



Home | Pub Srch | TDMIS APPL | Tmins | TMMA Search | CDROM | FTTD | Defcy | Dist | PY DEF | Ref Data | CCS | Library | Submit Customer Service Request | Log off

Publication Data (Con't)

Pub No: SG818-A8-MMA-010 **Rev No:** 01 **Status: UD**

Alternates Information: None for this publication

Program/project Information: None for this publication

New/Old Information:

New Publications are:

Pub No	Rev	Stat	Date	Title
none				

Old Publications are:

Pub No	Rev	Stat	Date	Title
SG818-A8-MMA-010	00	FI	09/15/1983	DUMBWAITER; MAINTENANCE MANUAL

CCS: None for this publication

Site Receipt: None for this publication

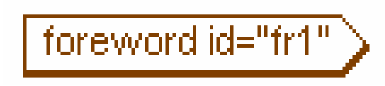
SUPERSEDING STATEMENT: THIS MANUAL SUPERSEDES XXXX-XX-XXX-XXX DATED DD MMM YYYY AND ALL CHANGES THERETO.

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:

https://nsdsa2.phdnswc.navy.mil/tmder/tmder-generate.asp?lvl=1

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;

foreword

FOREWORD

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:

brk

https://nsdsa2.phdnswc.navy.mil/tmder/tmder-generate.asp?lvl=1

brk

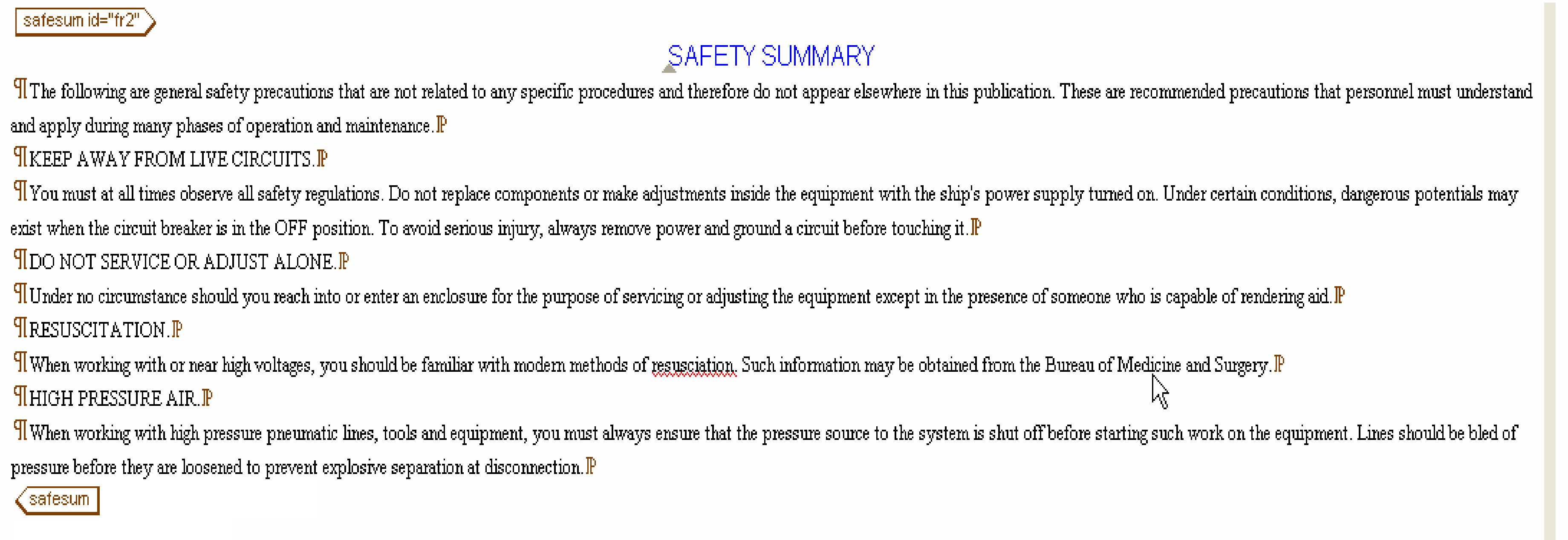
Individual electronic TMs do not contain NAVSEA form 4160/1 but are linked to an electronic version on the resident CD-ROM. Therefore, we encourage the user to transmit deficiency submittals via the Naval Systems Data Support Activity web site located above.

foreword

Break tags entered by placing the cursor before and right after the address and hitting **Enter** and choosing “**brk**” at both spots.

11. Safety Summary should contain applicable information.

(found between the “**safesum**” (“**safesum id=“fr2”)** tags


safesum id="fr2"

SAFETY SUMMARY

¶The following are general safety precautions that are not related to any specific procedures and therefore do not appear elsewhere in this publication. These are recommended precautions that personnel must understand and apply during many phases of operation and maintenance.

¶KEEP AWAY FROM LIVE CIRCUITS.

¶You must at all times observe all safety regulations. Do not replace components or make adjustments inside the equipment with the ship's power supply turned on. Under certain conditions, dangerous potentials may exist when the circuit breaker is in the OFF position. To avoid serious injury, always remove power and ground a circuit before touching it.

¶DO NOT SERVICE OR ADJUST ALONE.

¶Under no circumstance should you reach into or enter an enclosure for the purpose of servicing or adjusting the equipment except in the presence of someone who is capable of rendering aid.

¶RESUSCITATION.

¶When working with or near high voltages, you should be familiar with modern methods of resusciation. Such information may be obtained from the Bureau of Medicine and Surgery.

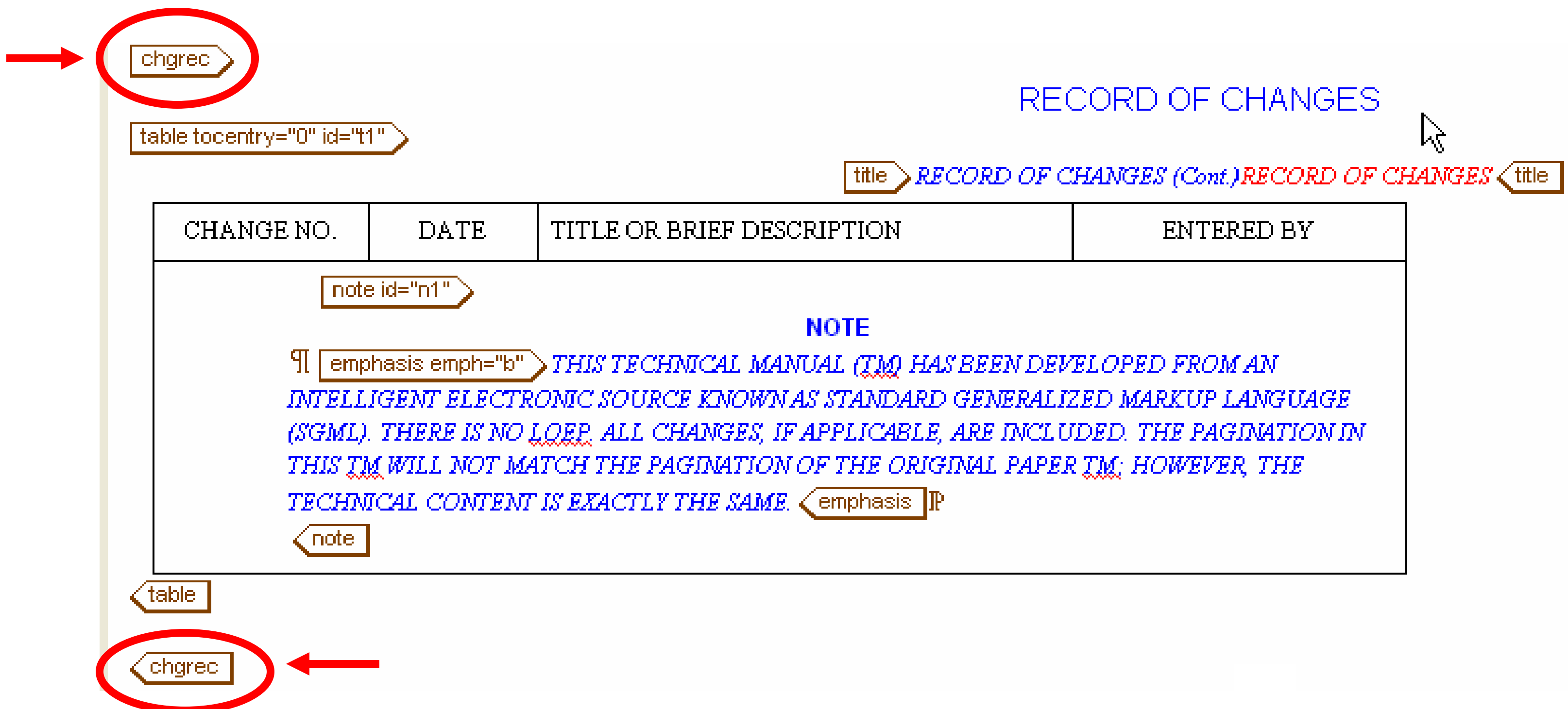
¶HIGH PRESSURE AIR.

¶When working with high pressure pneumatic lines, tools and equipment, you must always ensure that the pressure source to the system is shut off before starting such work on the equipment. Lines should be bled of pressure before they are loosened to prevent explosive separation at disconnection.

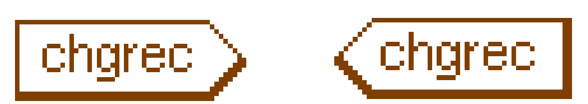
safesum

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:



Found between the “**chgrec**” tags



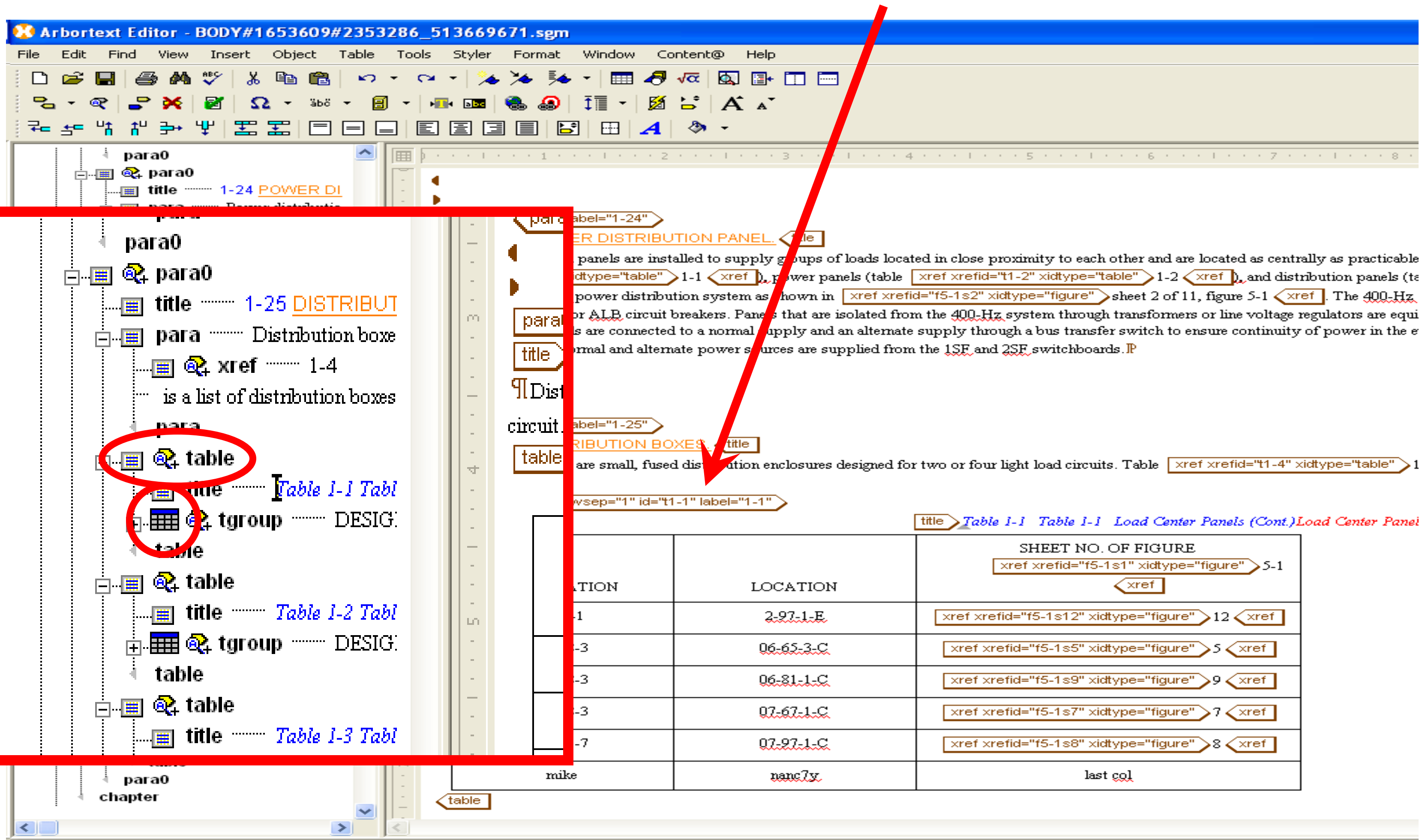
Body EDITING

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

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"

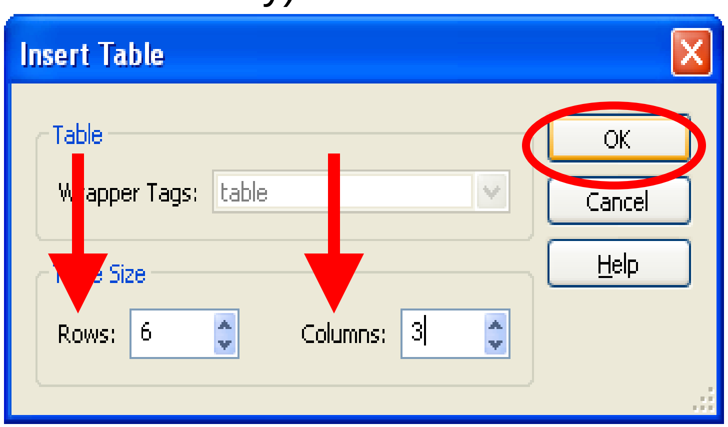


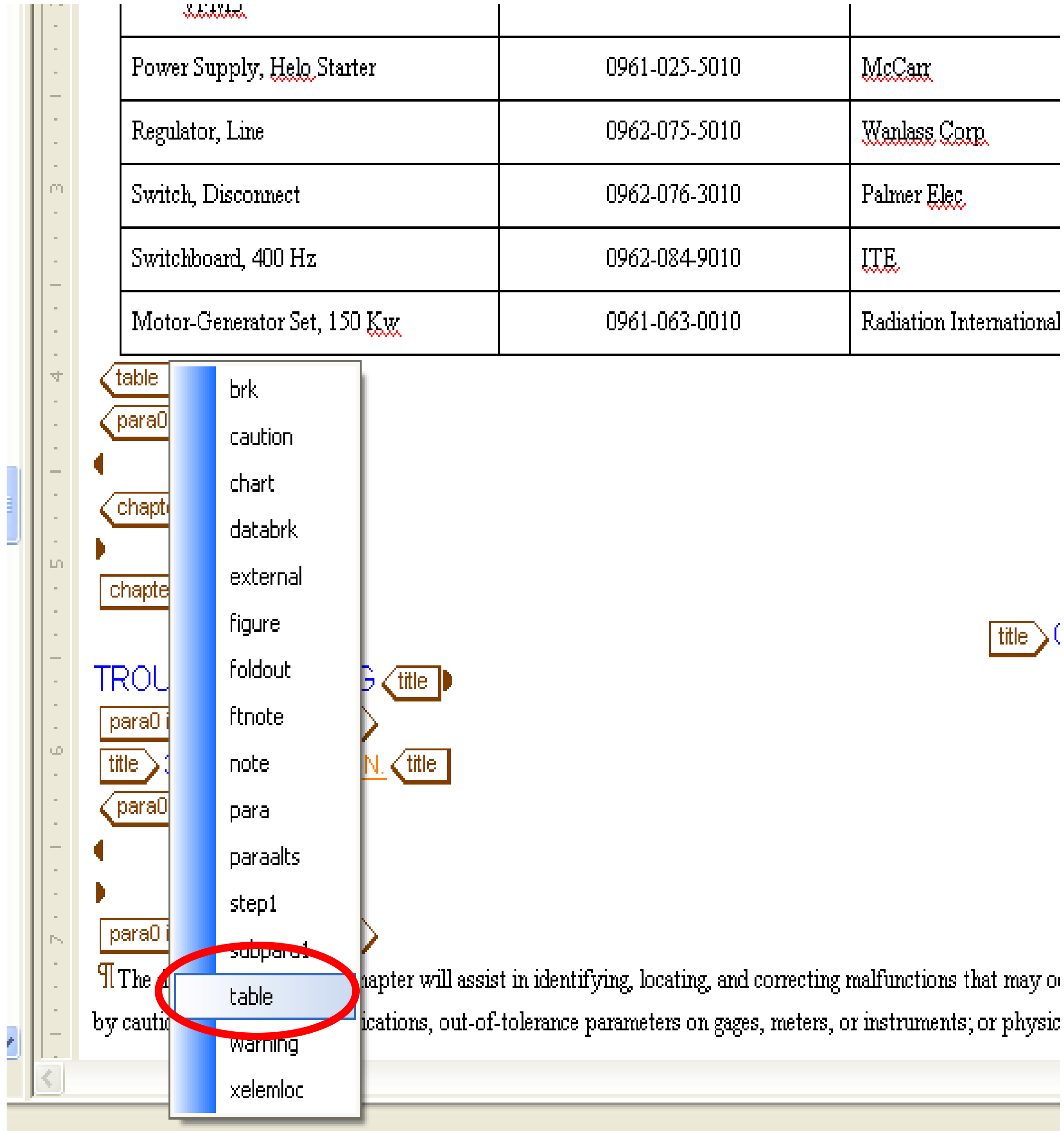
1. Inserting Tables

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 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).

Power Supply, Helo Starter	0961-025-5010	McCarr
Regulator, Line	0962-075-5010	Wanlass Corp
Switch, Disconnect	0962-076-3010	Palmer Elec
Switchboard, 400 Hz	0962-084-9010	ITE
Motor-Generator Set, 150 Kw	0961-063-0010	Radiation International

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.

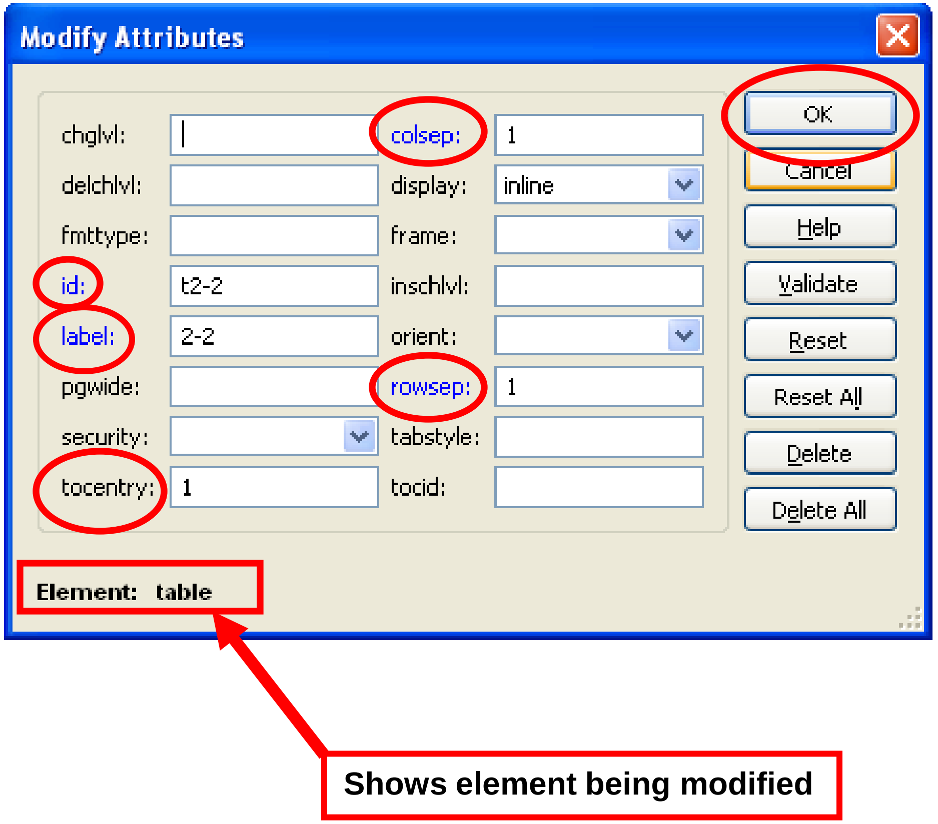
At the **Modify Attributes** window, few attributes will need to be entered.

"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 T**able 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**.

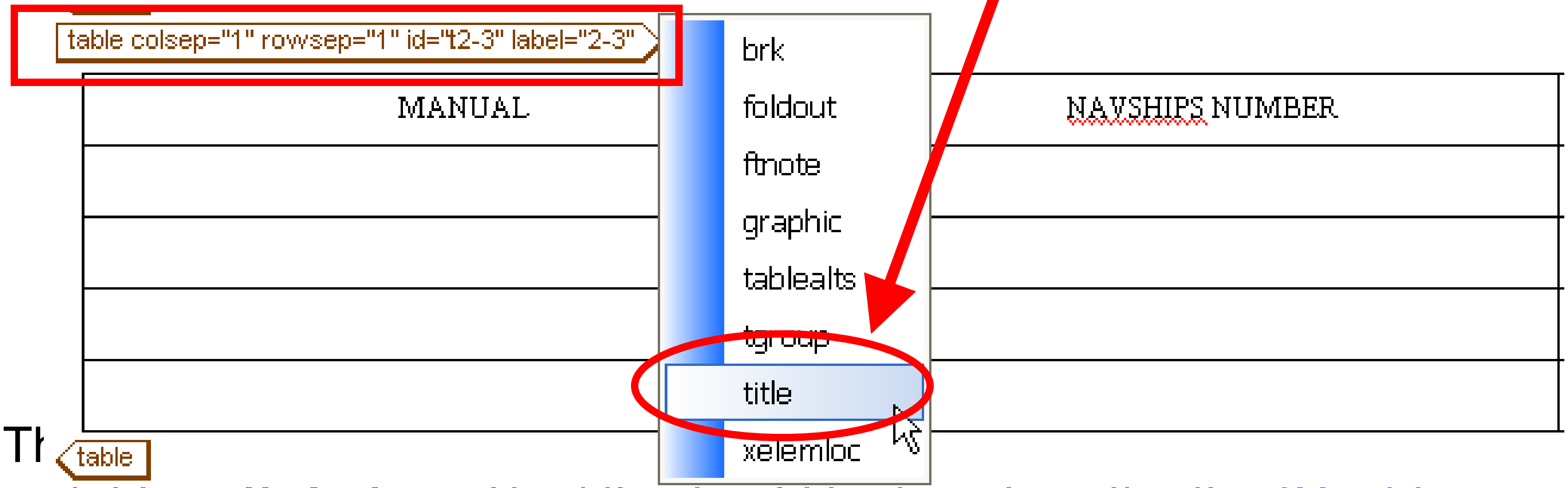
A "**label**" must also identify the table, this should be entered as the **table number**, eg; "**2-2**" (this label will be used when the table is given a title)

Hit "**OK"** when these fields are entered.



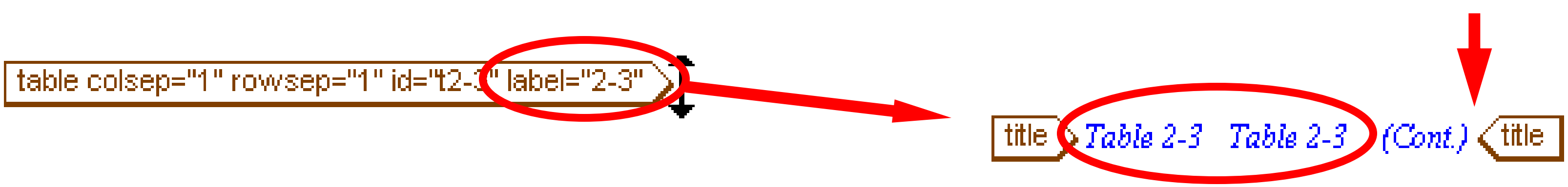
3. Inserting a Table Title

Inserting a table title is done by placing the cursor after the “**table**” tag and hitting **Enter**. On the dropdown menu click **title**.



Th

tables **attributes**. The title should be typed in after the *(Cont.)*



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)

title *Table 2-3 Table 2-3 Equipment Technical Specifications (Cont.)Equipment Technical Specifications* title

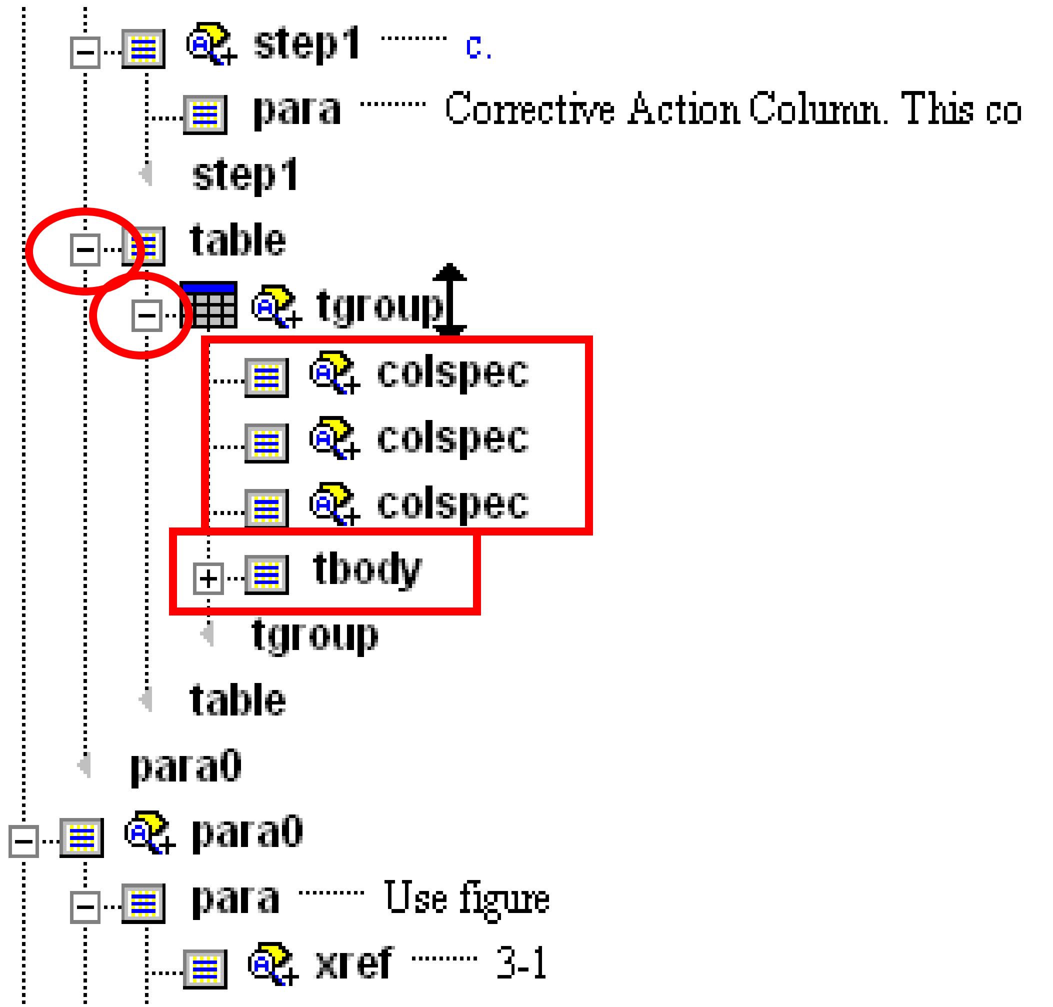
Entering data into the table is done by putting text into the correct cells.

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

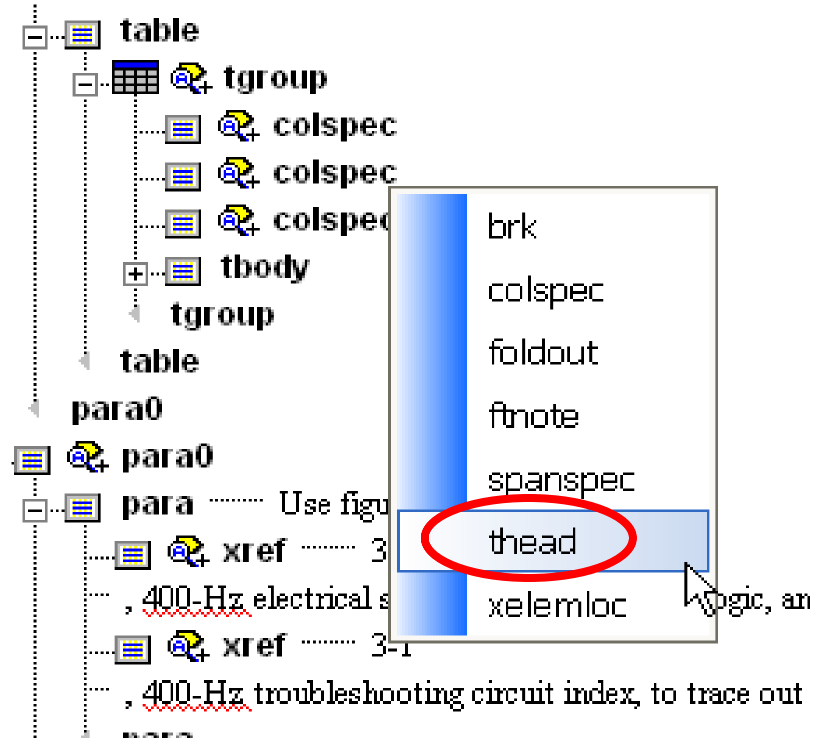
Adding column headings can be done on the left side (view) in **Arbortext** by **expanding [+] “table”** to see the “**tgroup**” element.

Next, the “**tgroup**” element Should be **expanded [+]** showing the “**colspec**”s and the “**tbody**” element

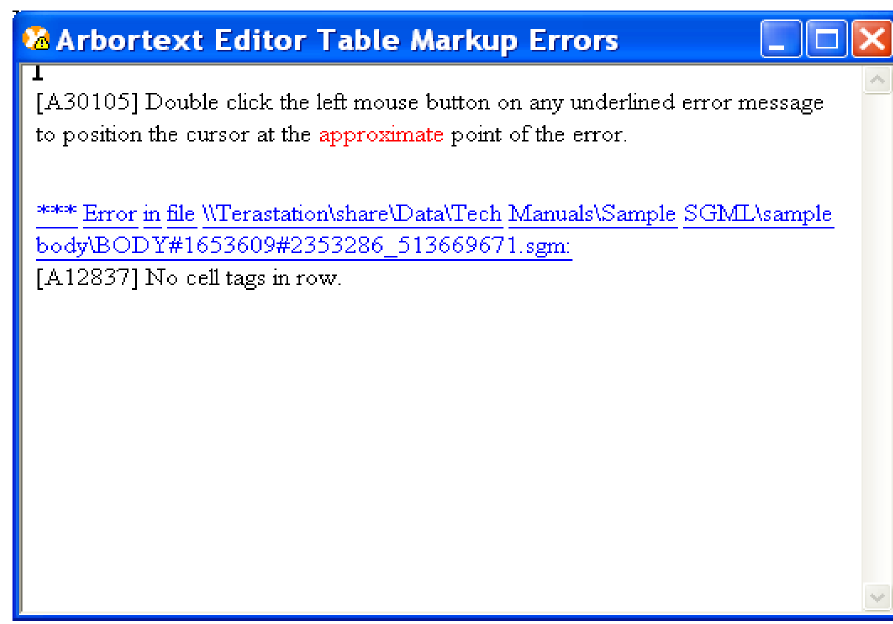


Place the cursor next to the last "**colspec**" element of the table (under "tgroup" in the left panel view) and hit **Enter**.

On the options list, choose "**thead**"



This will cause a **Table Markup Error** window to appear.

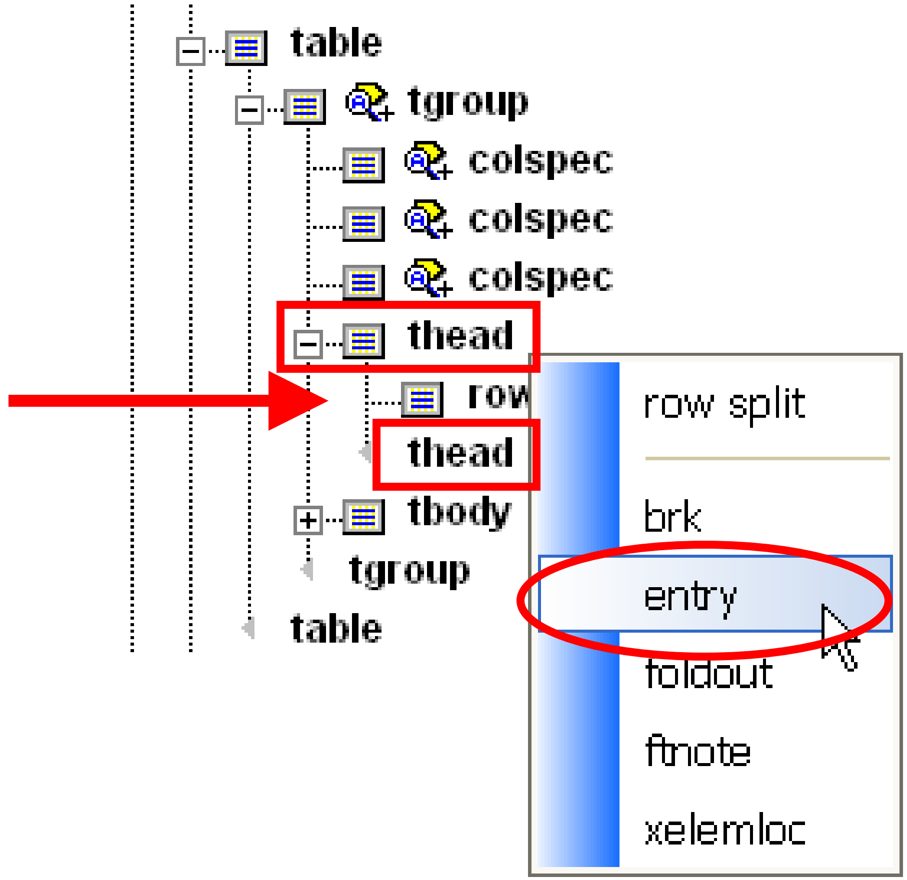


Ignore the error message.

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 **Enter.**

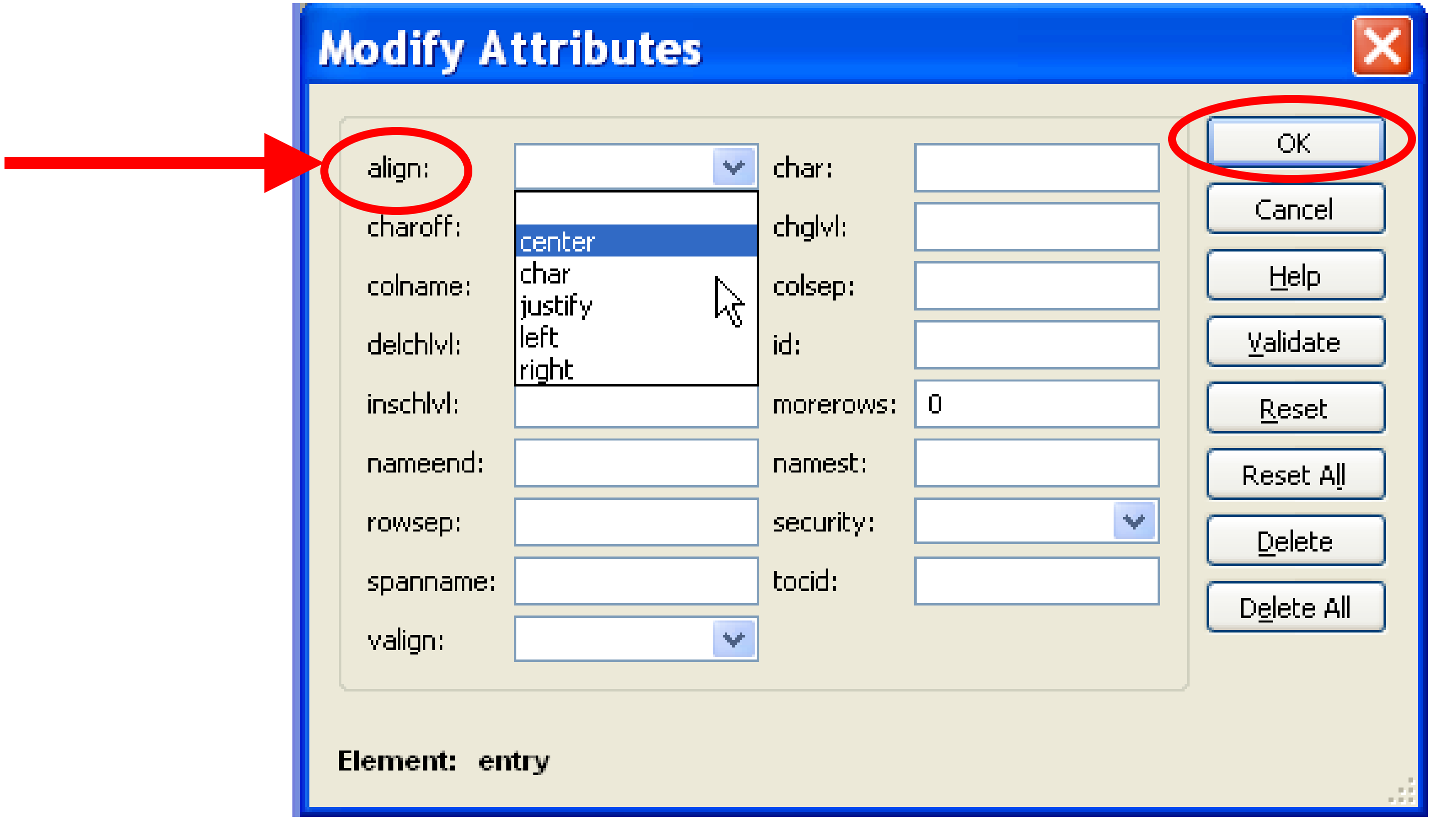
Select “**entry**” from the option list. This will allow the table to reappear and there should no longer be an **error message** that appears you will now be able to add text to the column heading cells.



Justification

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

Hit “**OK**”


Modify Attributes
align:
charoff:
colname:
delchlvl:
inschlvl:
nameend:
rowsep:
spanname:
valign:
center
char
justify
left
right
char:
chglvl:
colsep:
id:
morerows:
0
namest:
security:
tocid:
OK
Cancel
Help
Validate
Reset
Reset All
Delete
Delete All
Element: entry

5. Modifying Table Size

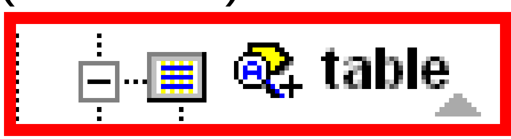
(column/row/cell size)

<u>Changing column width</u> 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**”

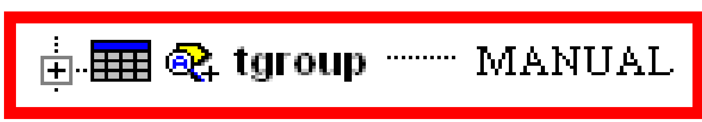
Tables in portrait mode should be limited to **7in**. and landscape limited to **10in**. in width. Larger tables will need a “**foldout**” tag.

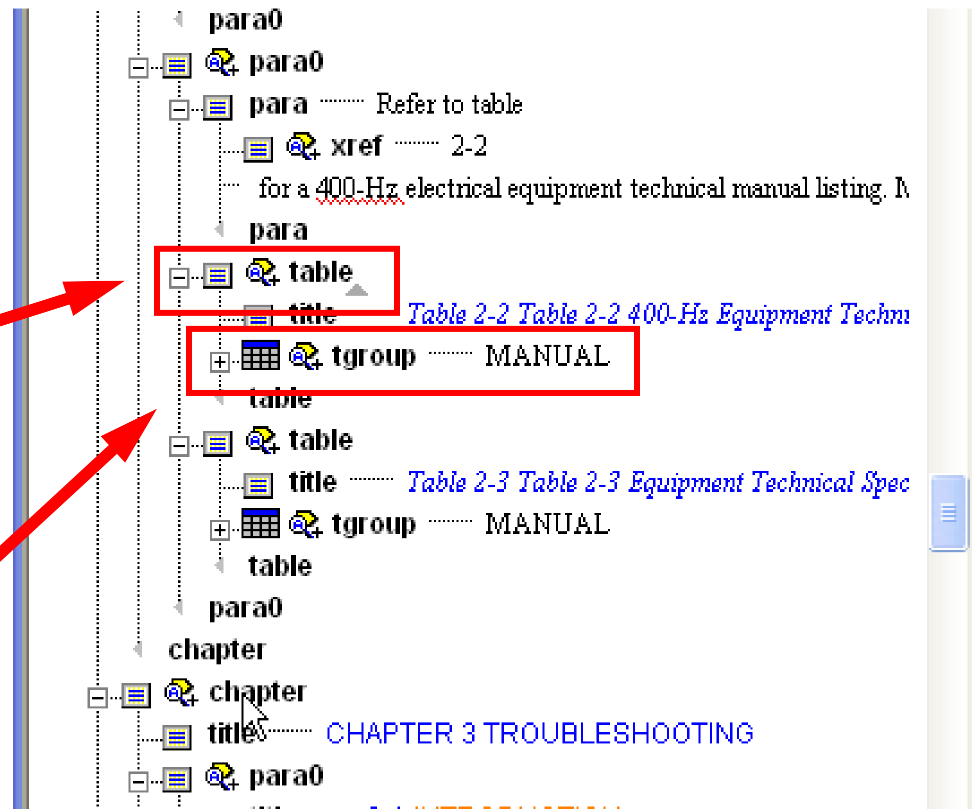
“table”

(*Table 2-2*)

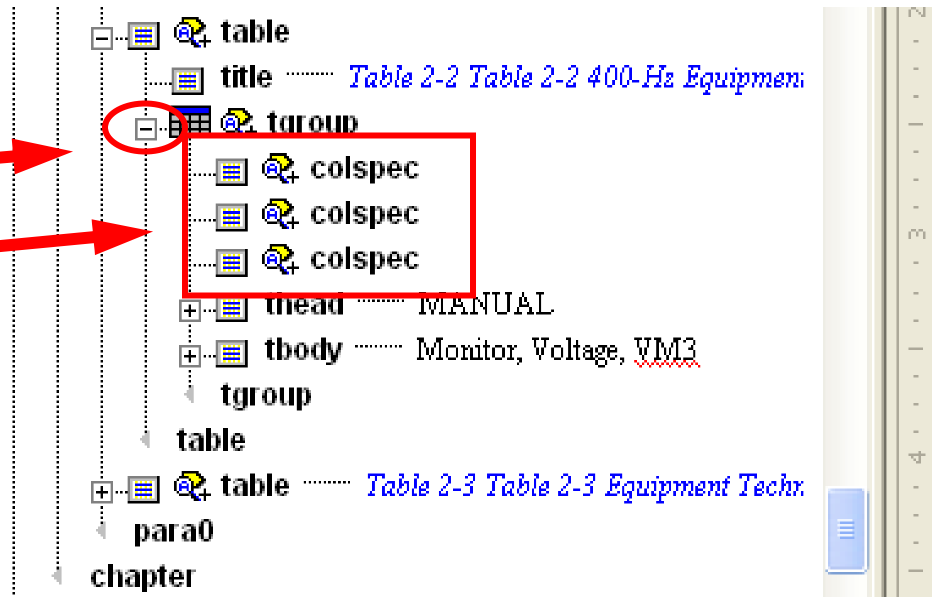


“tgroup”

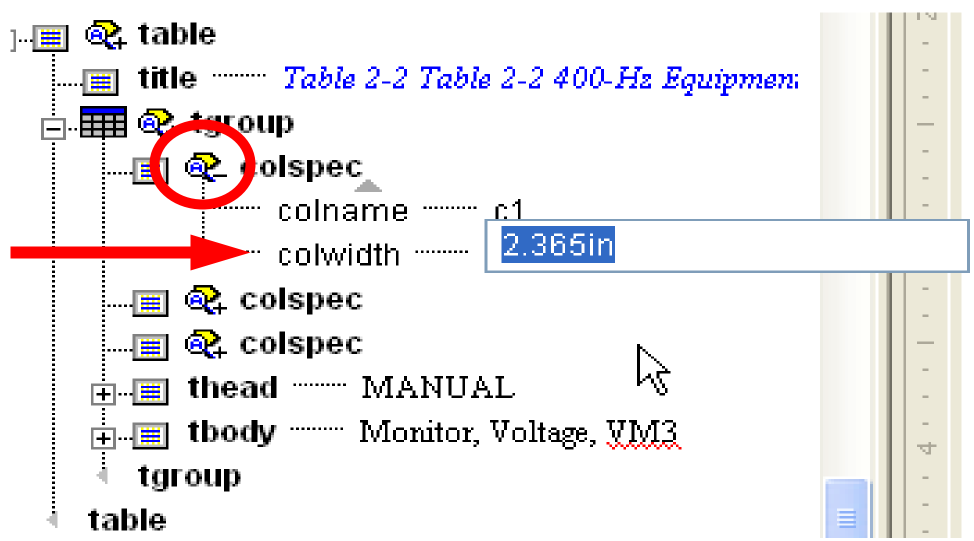




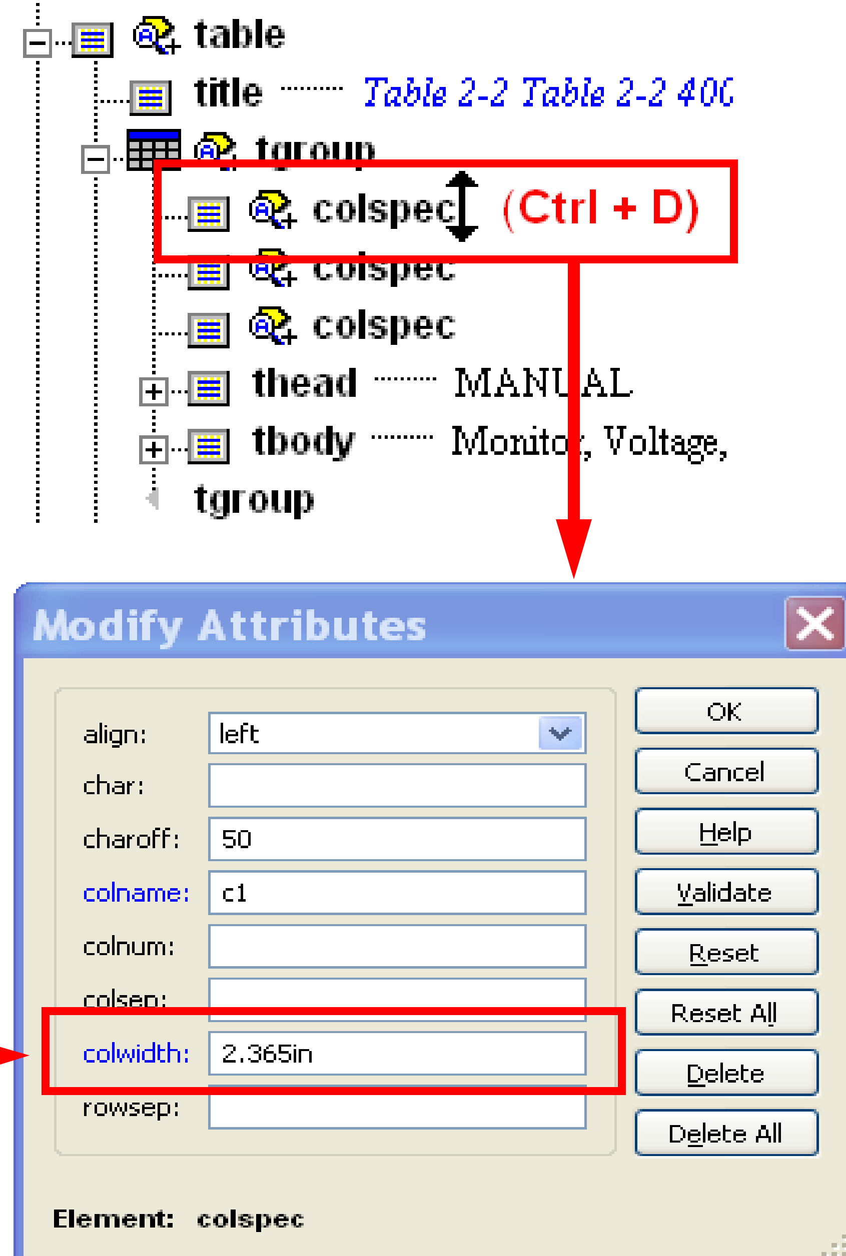
Expand [+] the “**tgroup**” and you will see the **column specifications** (**colspec**) for each column in the table.



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)



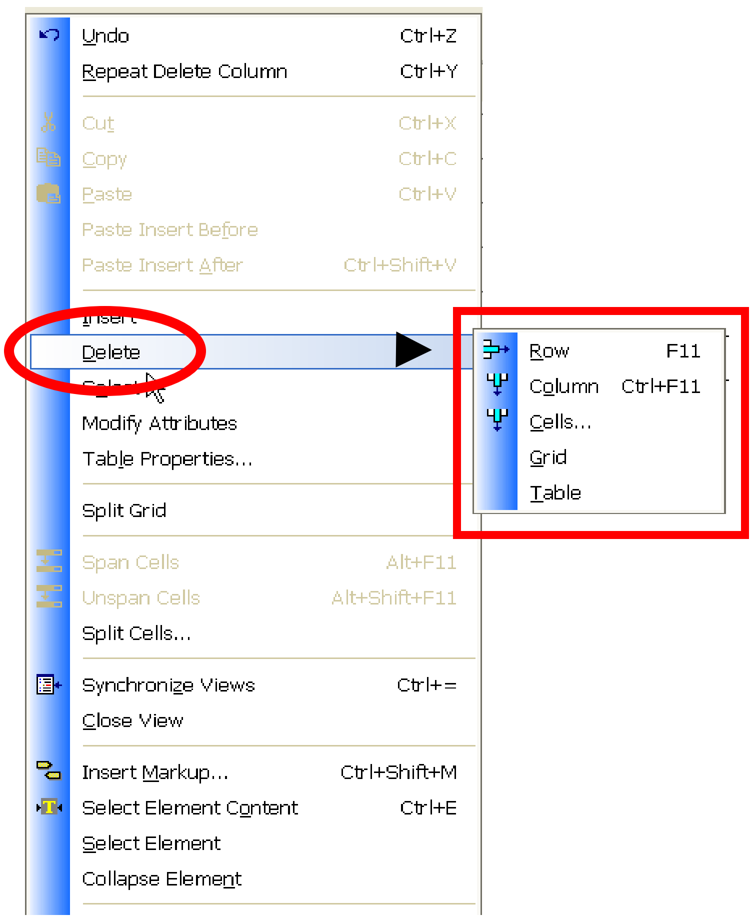
Placing the cursor next to "**colspec**" and hitting **Ctrl + D** (**Ctrl + A**) will also allow you to change **width** of the column in the "**colwidth**" field

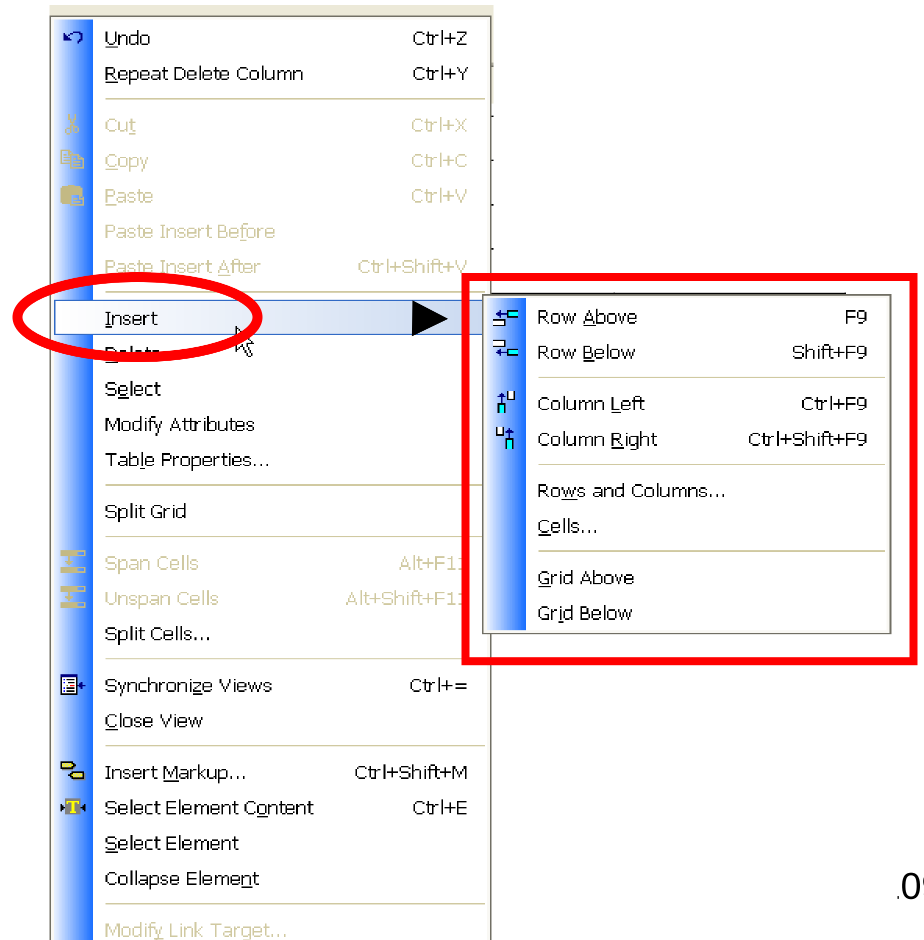


Enter the desired length of the column in inches into the "**colwidth**" field

NOTE: <u>Changing height</u> should not be done. The cell will expand vertically to accommodate data entered.

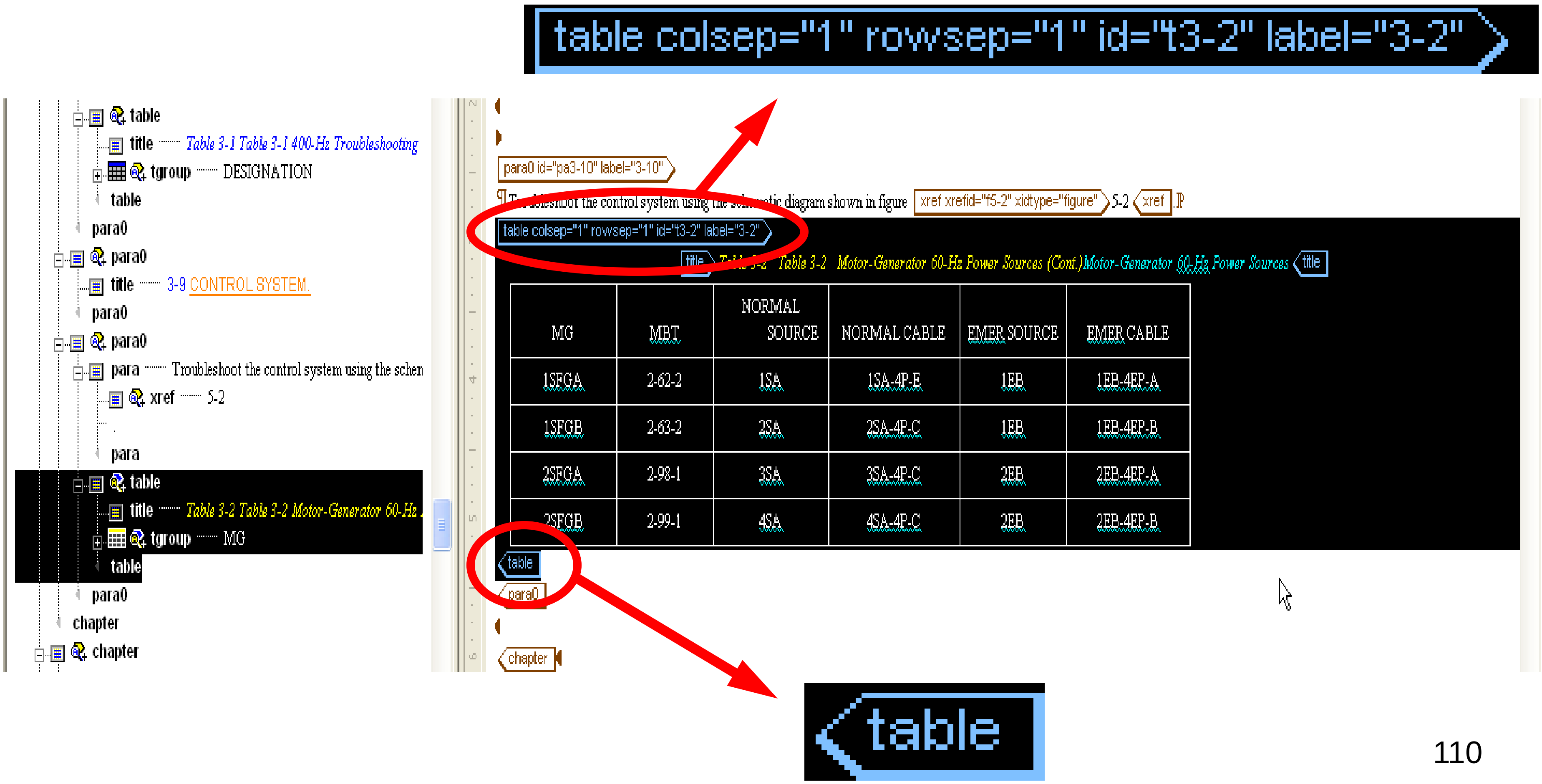
<u>Adding columns/ Deleting columns</u> and **<u>Adding rows/ Deleting rows</u>** can be done by placing the cursor in the necessary cell to add change by **right clicking** the mouse and using the options **<u>I</u>nsert** or **<u>D</u>elete**





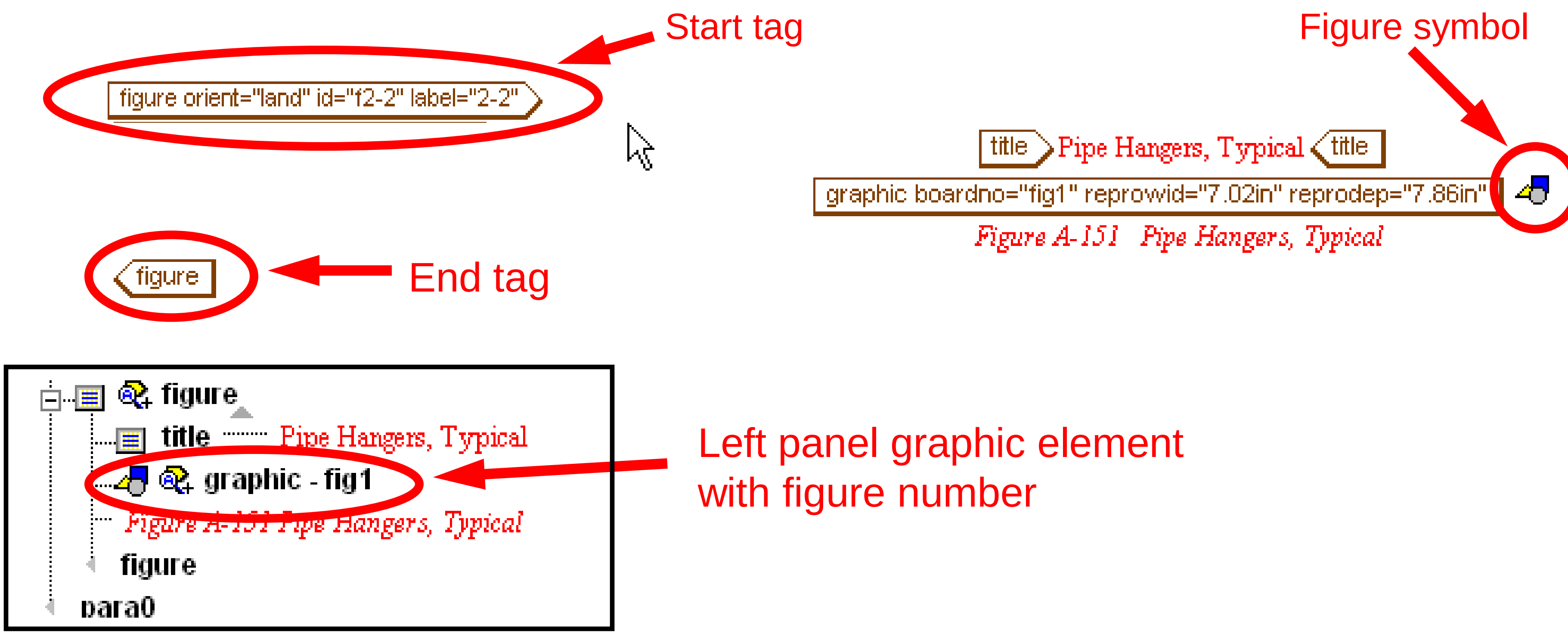
6. Deleting a Table

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



Figures

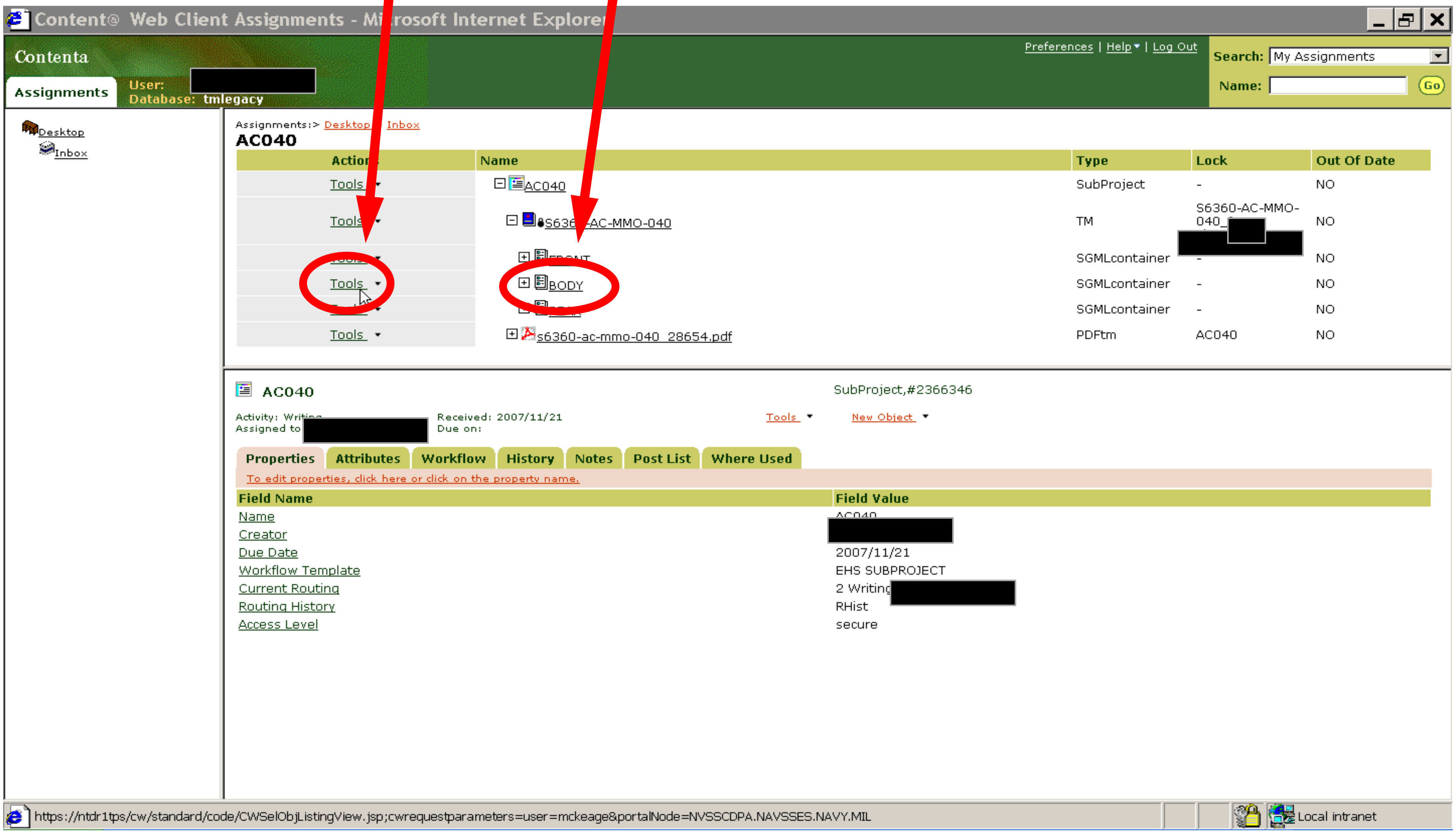
Figures are identified by the following tags and symbols.



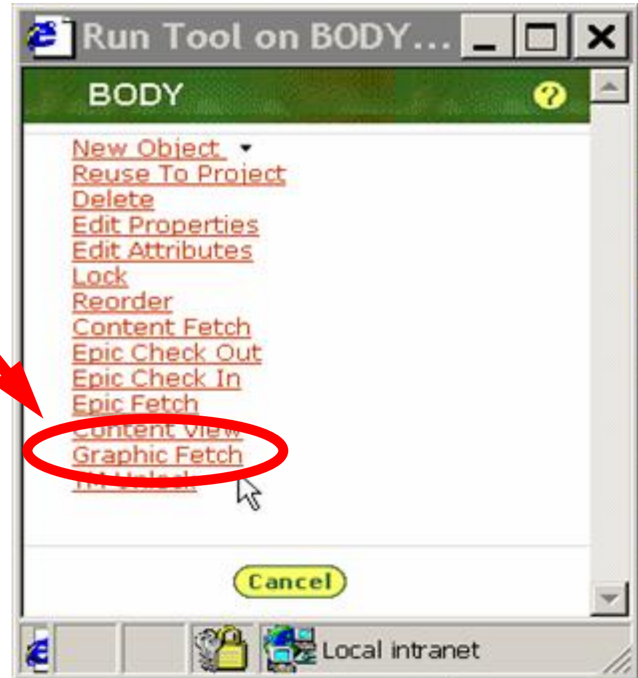
The terms "**figure**" and "**graphic**" are used interchangeably and ultimately mean the same thing, except when **SGML** tagging,. **Figures/graphics** do not appear in the **SGML** file as they are kept within Content@. When using a "**graphic**" tag, a specific **figure** within that folder on Content@ is called upon when the **SGML** is published into a **PDF**.

Graphic Fetch- A folder containing a manuals graphics can be downloaded to your local machine by doing a G**raphics Fetch** in Contenta. This may only be necessary when verifying/modifying the graphics in the TM.

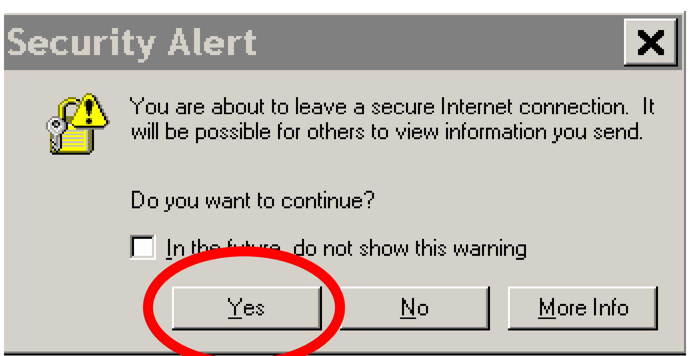
First step is to click **Tools** for the “**BODY**”

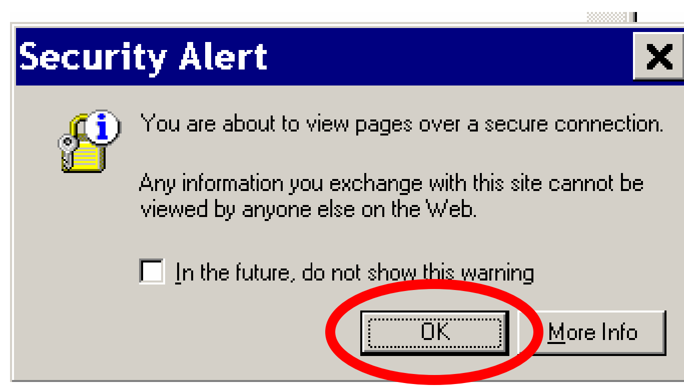


Click “**Graphic Fetch**”

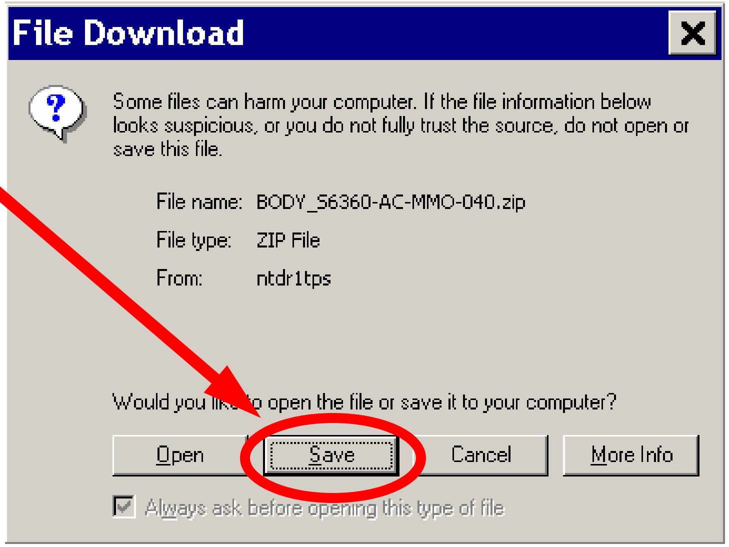


Click **Yes** / **OK** to any Security Alerts

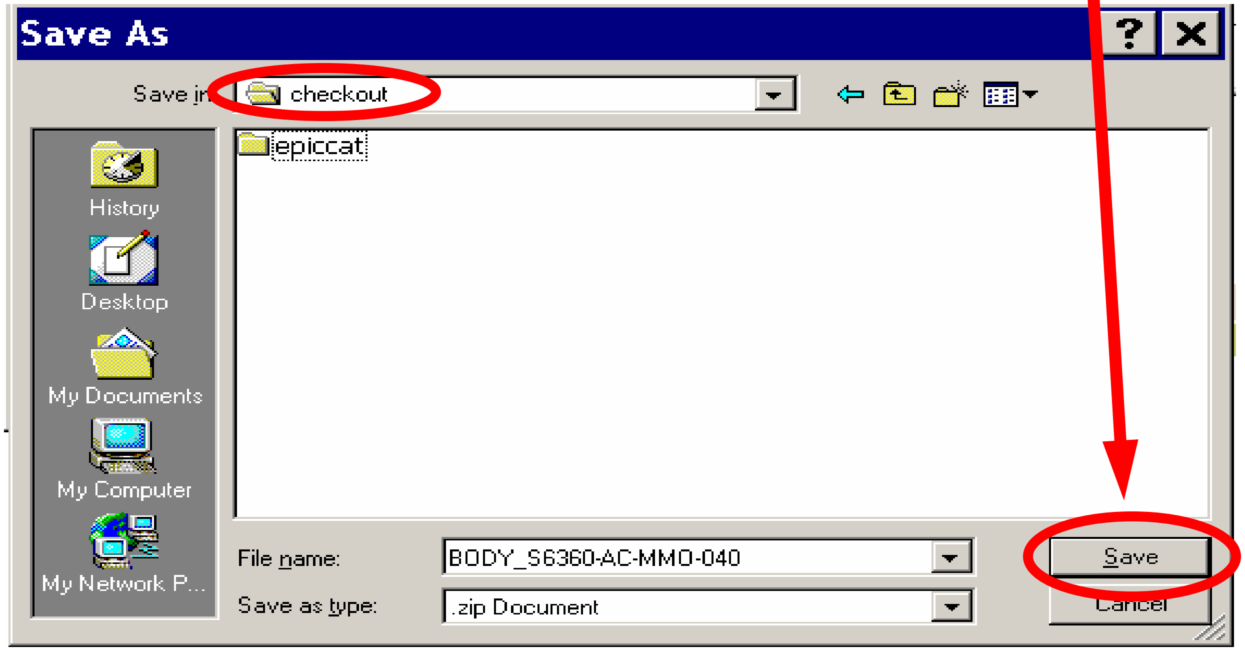




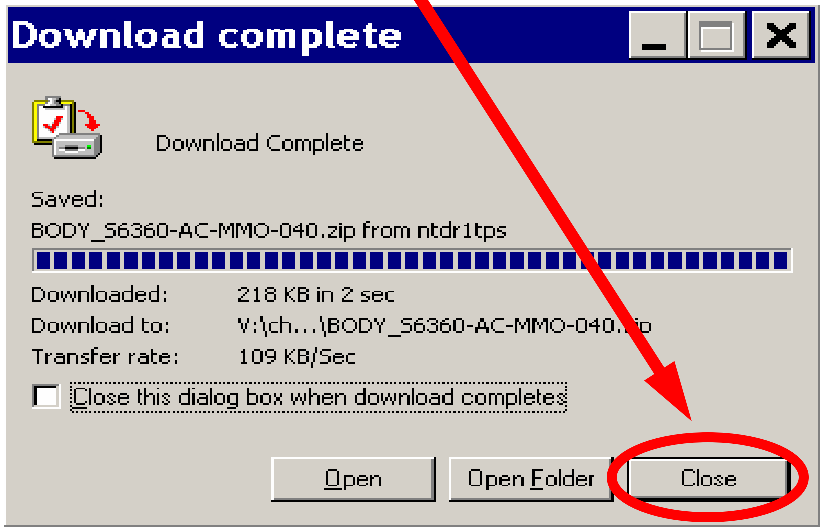
Choose **Save**



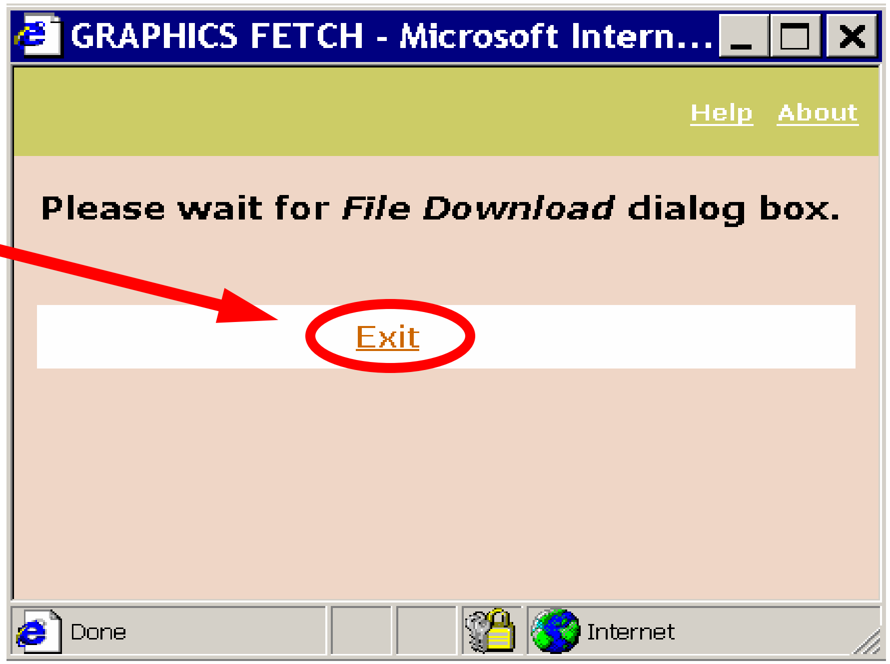
Navigate to the **c:/checkout** [**C$ on 'Client' (V:)**] folder and click **Save**



When **download** is **complete** click **Close**



Hit **Exit**

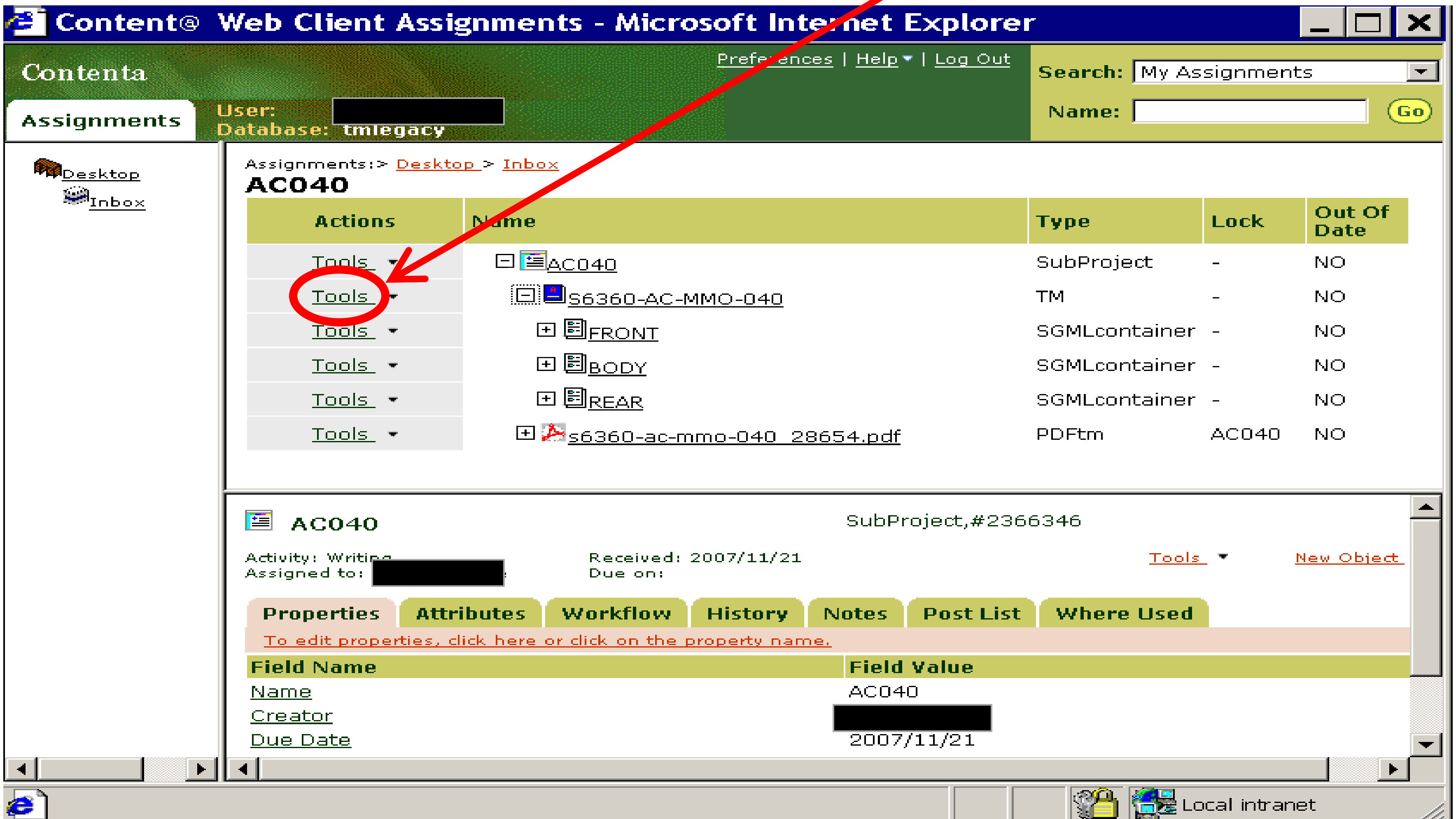


There should now be a **.zip** folder in your **c:/checkout** folder containing **.tif** files of the figures for the manual. (If there is figures in the Safety Summary in the manual they will not be included in this .zip folder). A figure can be added to or deleted from this folder which will then need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

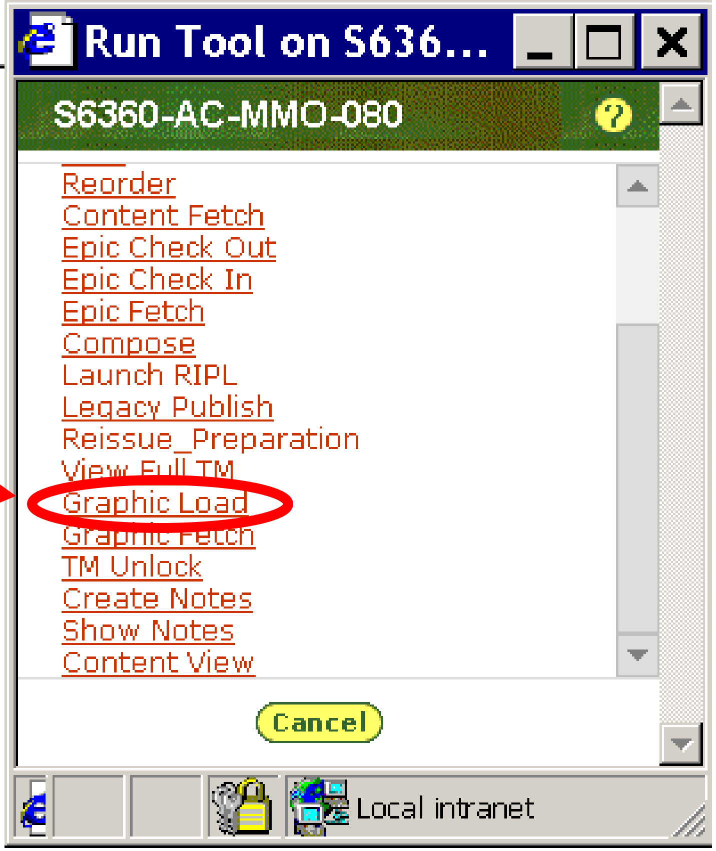
Note: Any new or deleted figures need to be modified in the Graphic Entities folder in Arbortext Editor.

Graphic Load

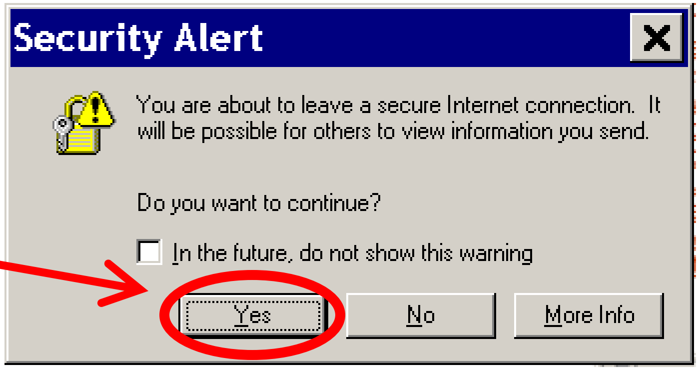
Graphic Load is used to load back a **.zip** folder into Contenta after a figure has been modified on your desktop. The only a reason to do a **Graphic Load** is because a figure was modified in some way. After a figure is modified on your local machine, go to Contenta and click **Tools** for the **TM**.

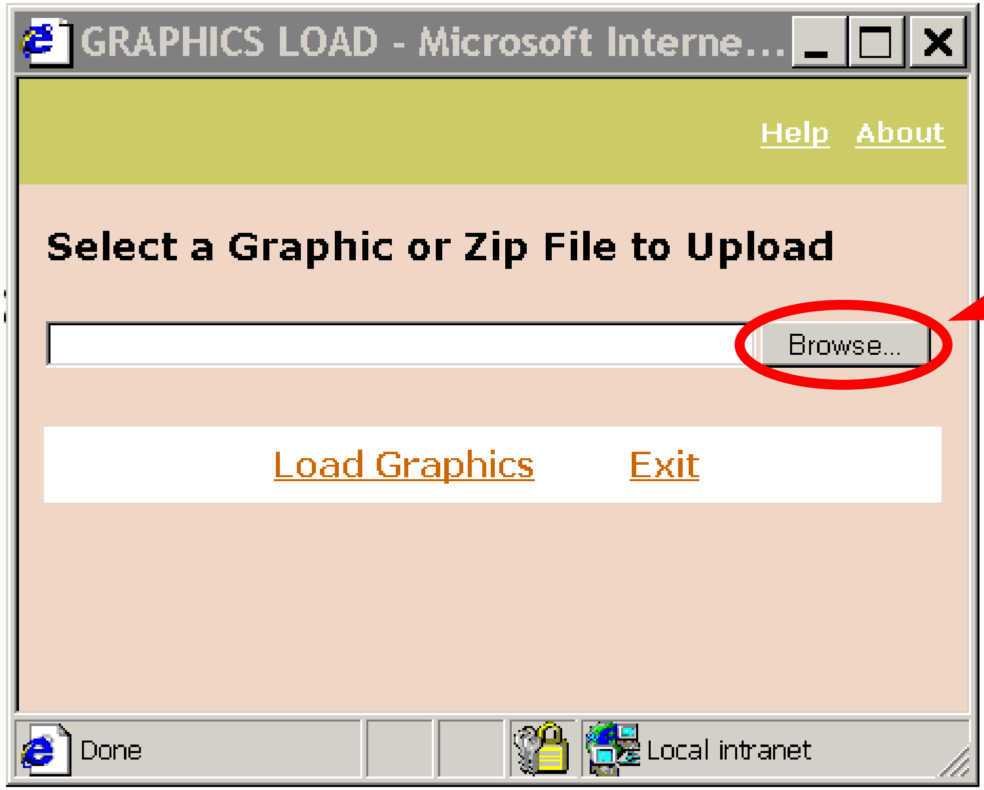


Next, Click **Graphic Load**



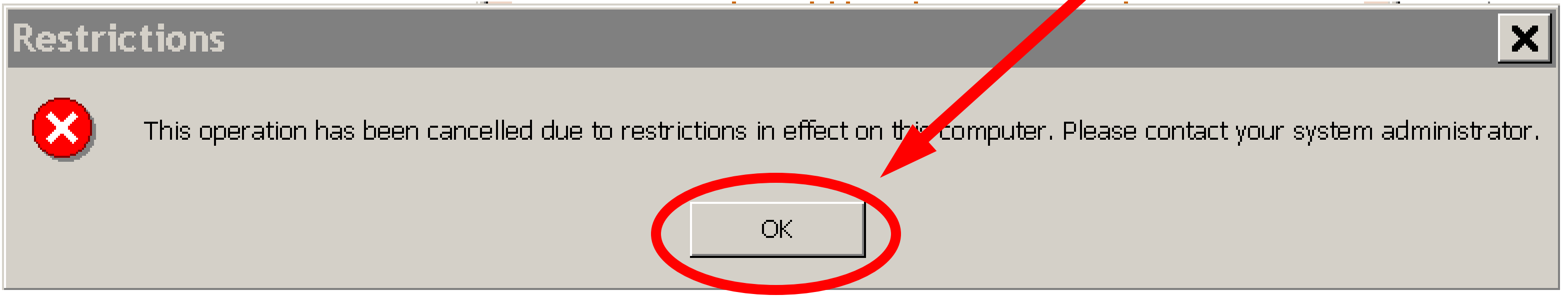
Click **Yes** / **OK** to any Security Alert(s)

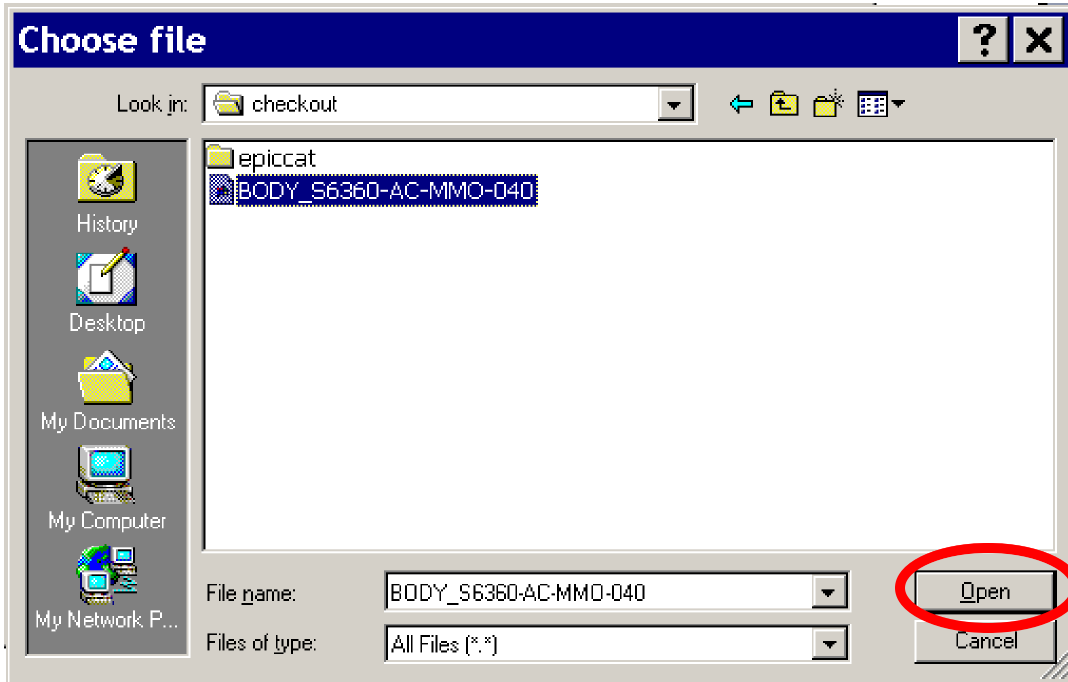




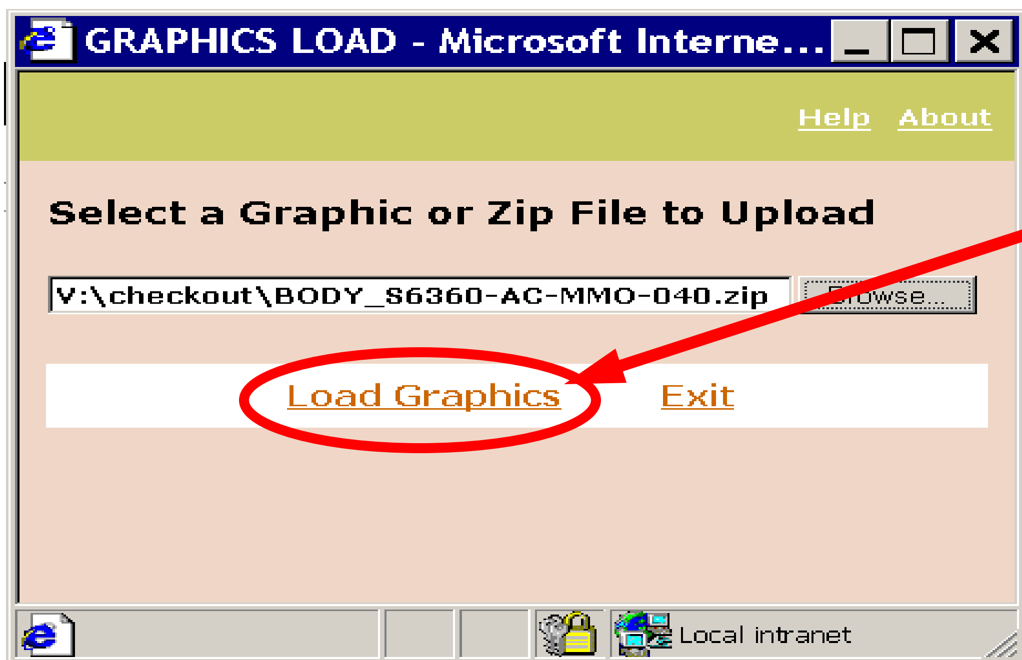
Click **Browse**…

Click “**OK**” to Restrictions window





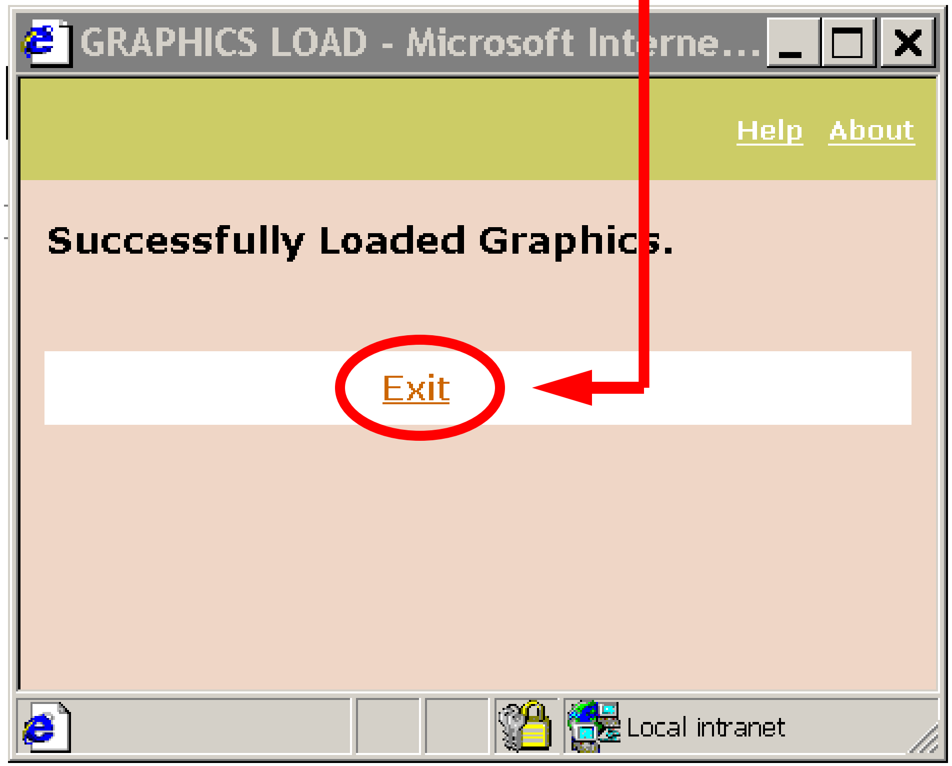
Navigate to the **c:/checkout** [**C$ on 'Client' (V:)**] folder, choose file, and hit **<u>Open</u>**



Click

<u>Load Graphics</u>

After window appears, click **Exit**.

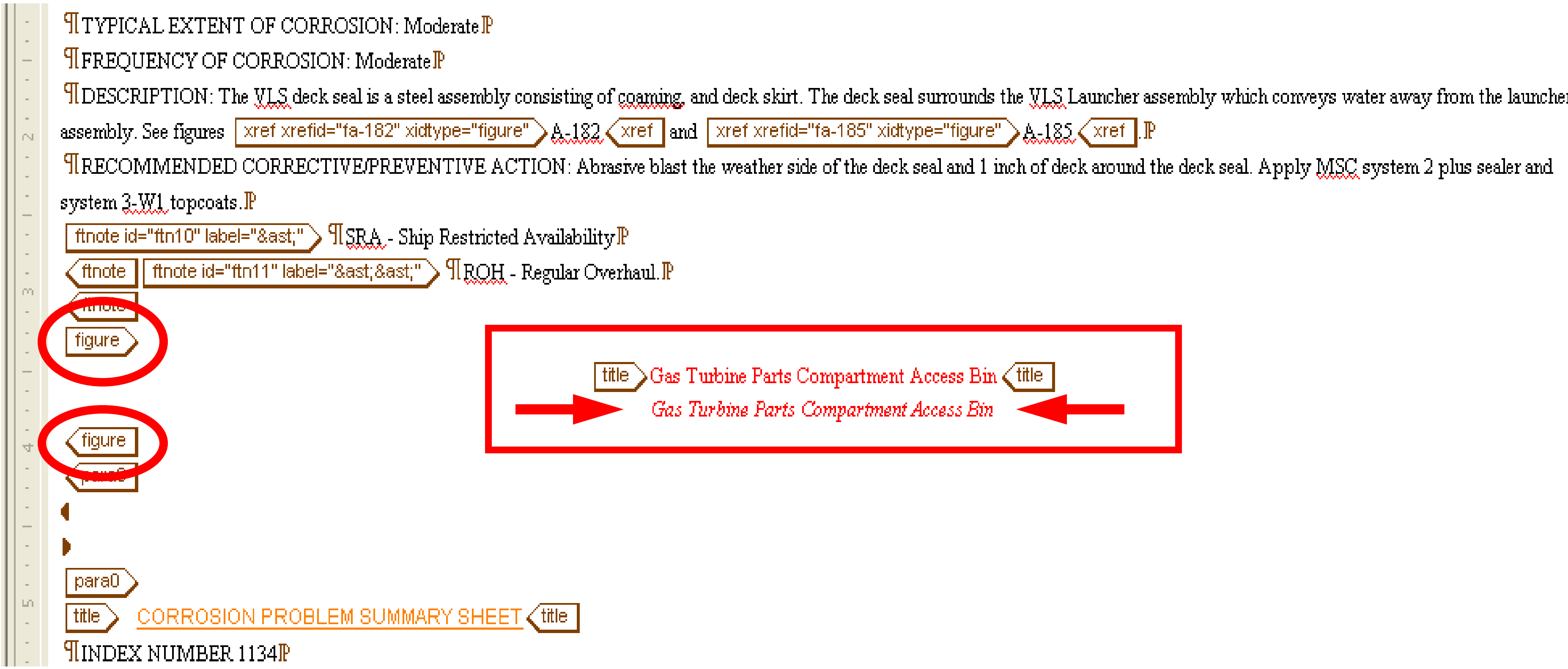


The modified graphic(s) should now appear in the TM after publishing.

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.**

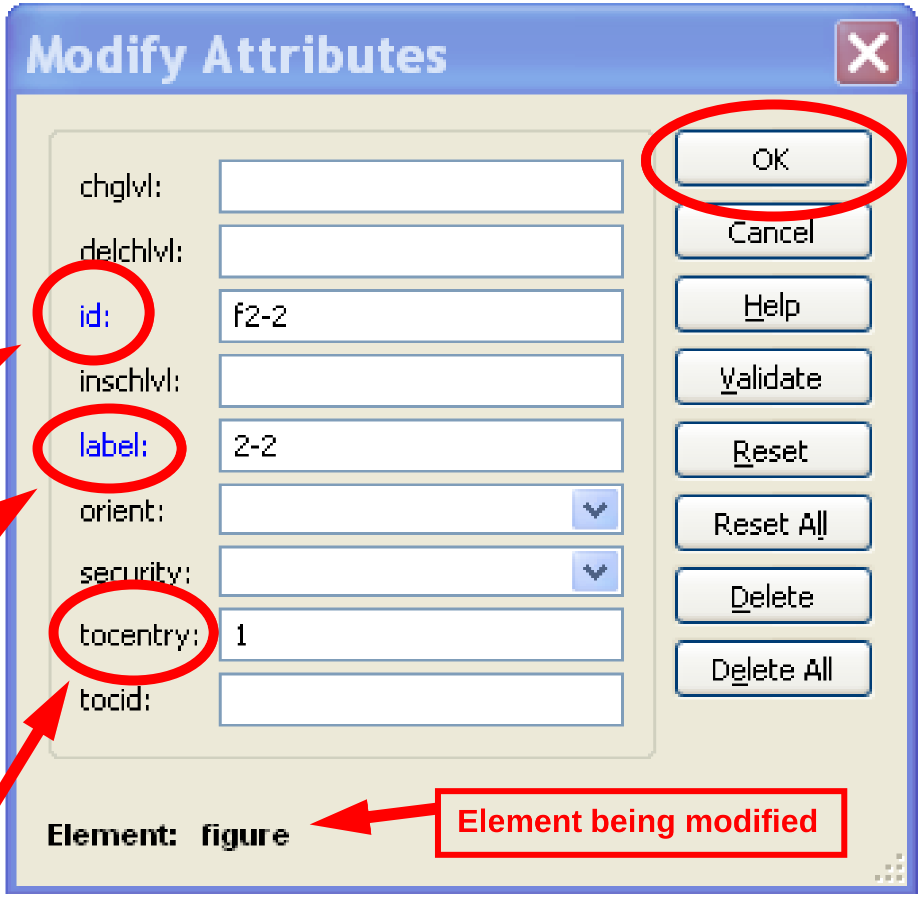
Next step is to add the title of the **Figure** in the “**title**” tags. Doing this will give the text that will be shown with the **figure** in the PDF as seen below the tags in red *italics* in Editor.



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**.

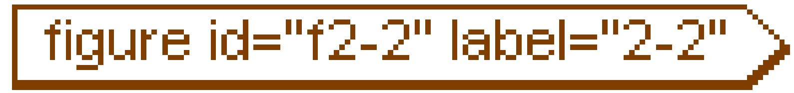
A "**label**" must also identify the figure, this should be entered as the **figure number**, ("**2-2**") (this label will be used with the figure title label)



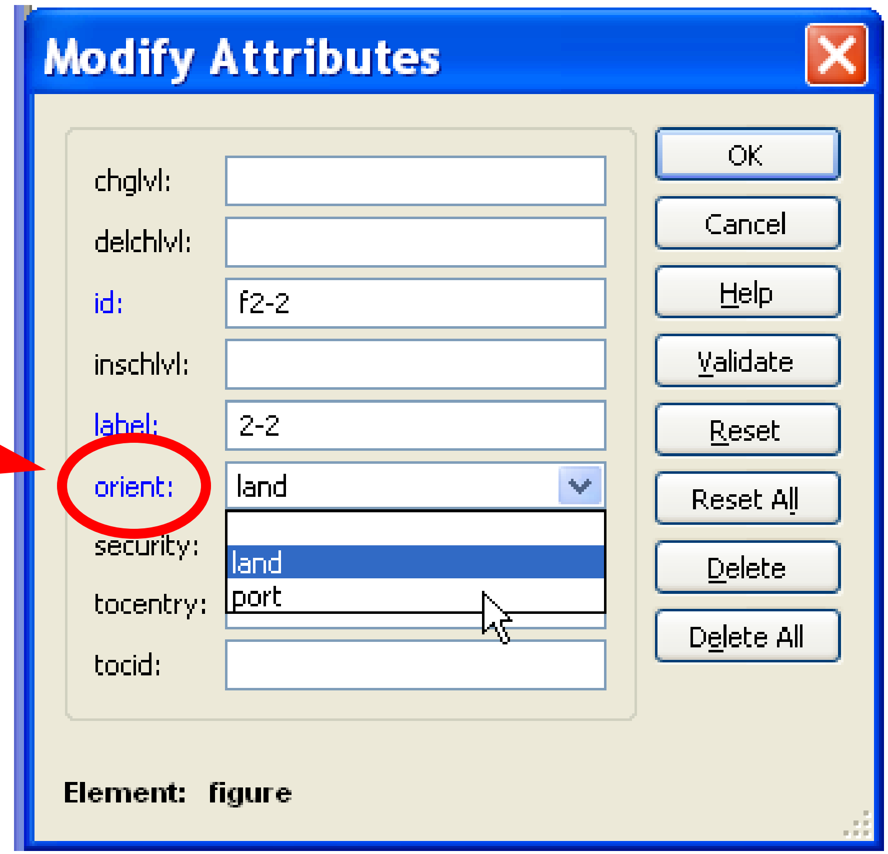
The "**tocentry**" should be "**1**", "**tocentry**" tells whether an item will be seen in the T**able of Contents/ List of Illustrations**

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.

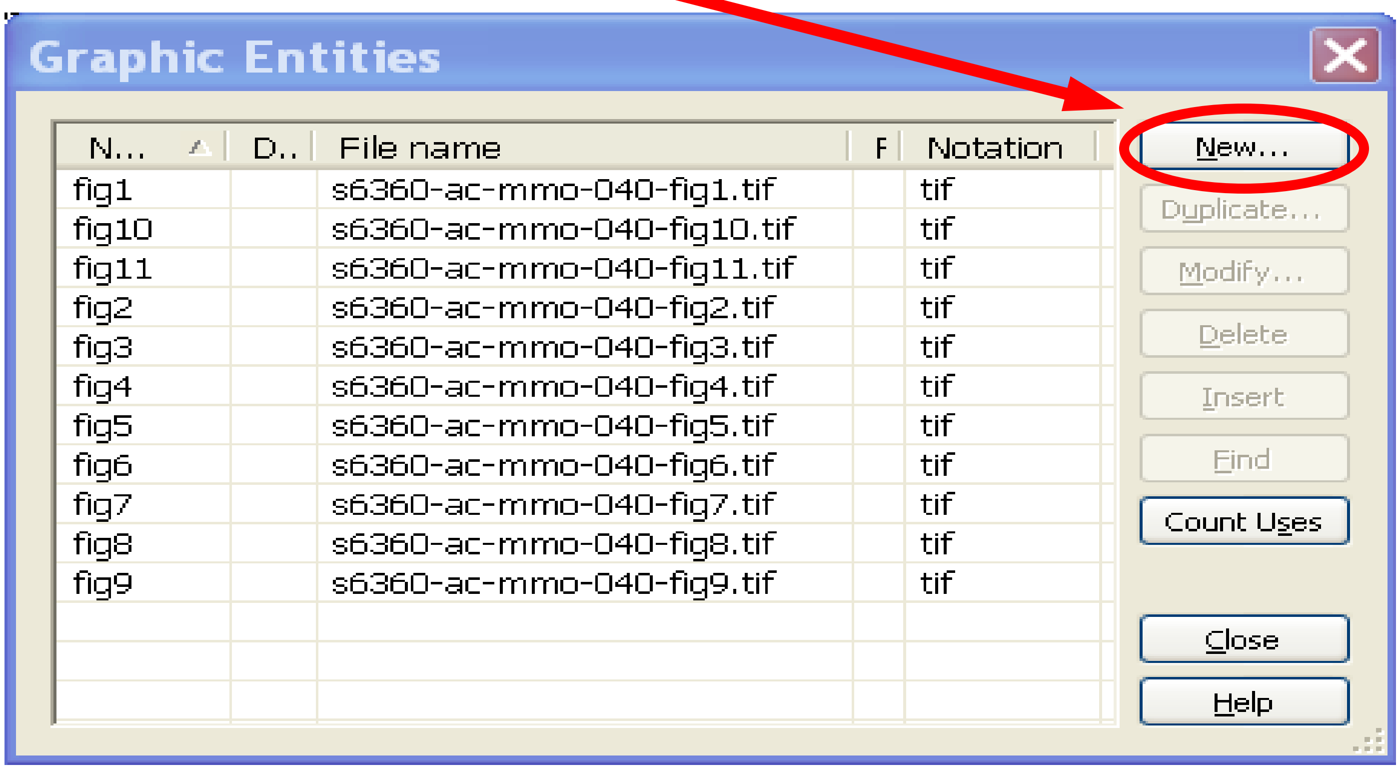


NOTE: When using **portrait,** limit the height of the figure to less than **8.2** inches and **landscape** to **6.5** inches.

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…**"

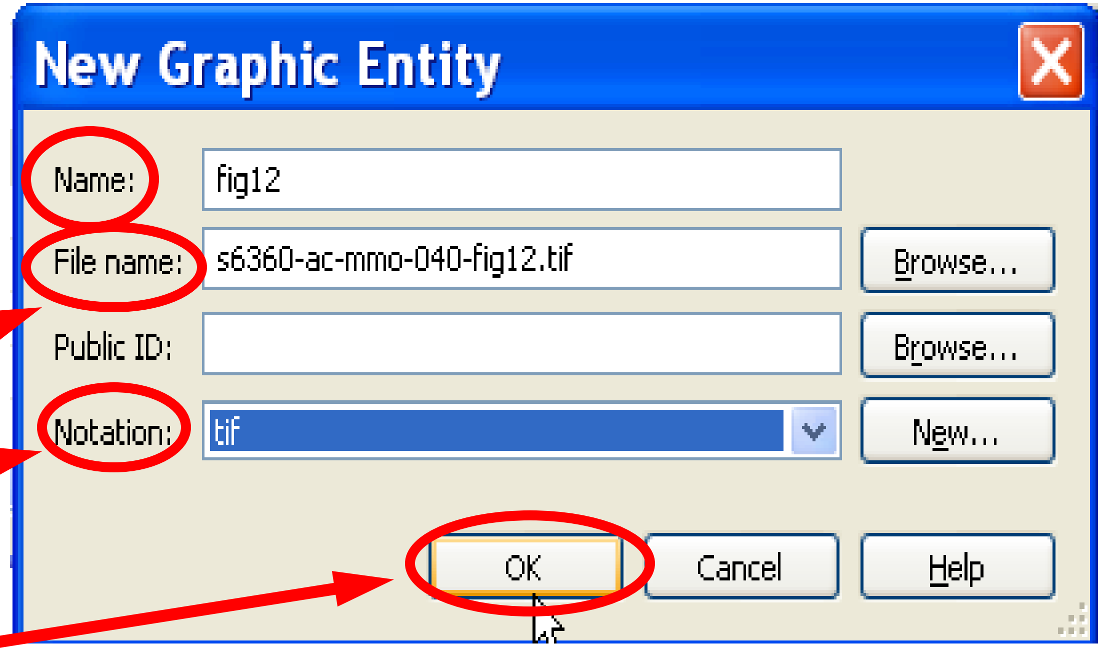


The “**Name:**” should be the next available number.

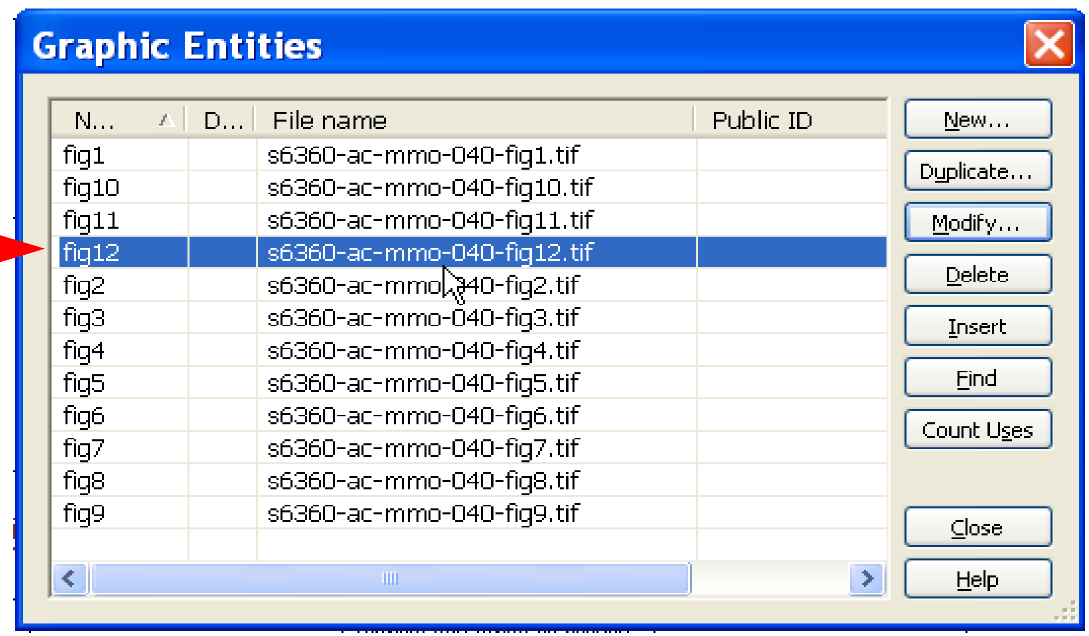
The “**File name:**” should be the **TM number-fig#.tif**

The “**Notation:**” should be **tif**

Hit **Ok**

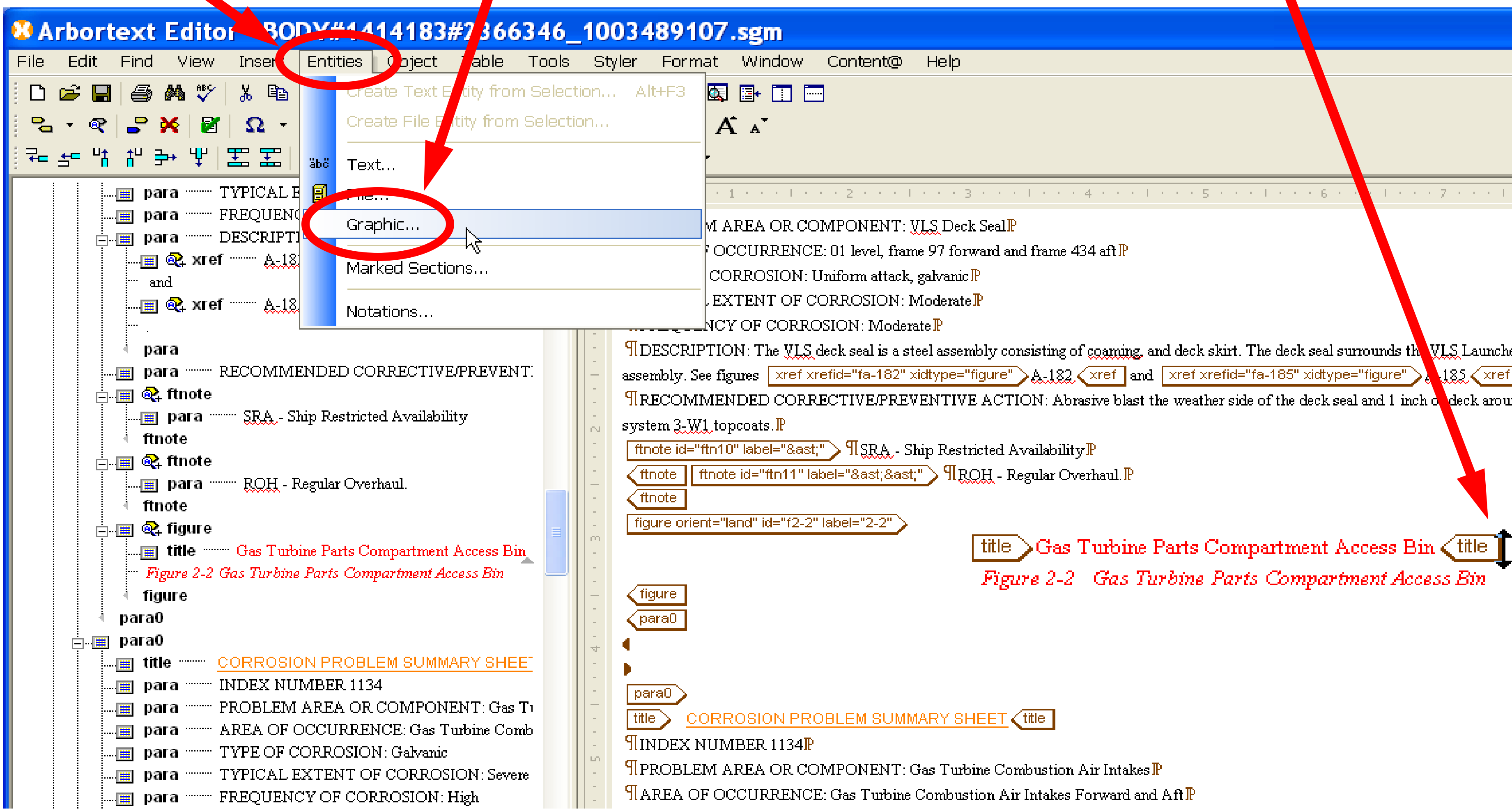


The new figure should now be able to be inserted.

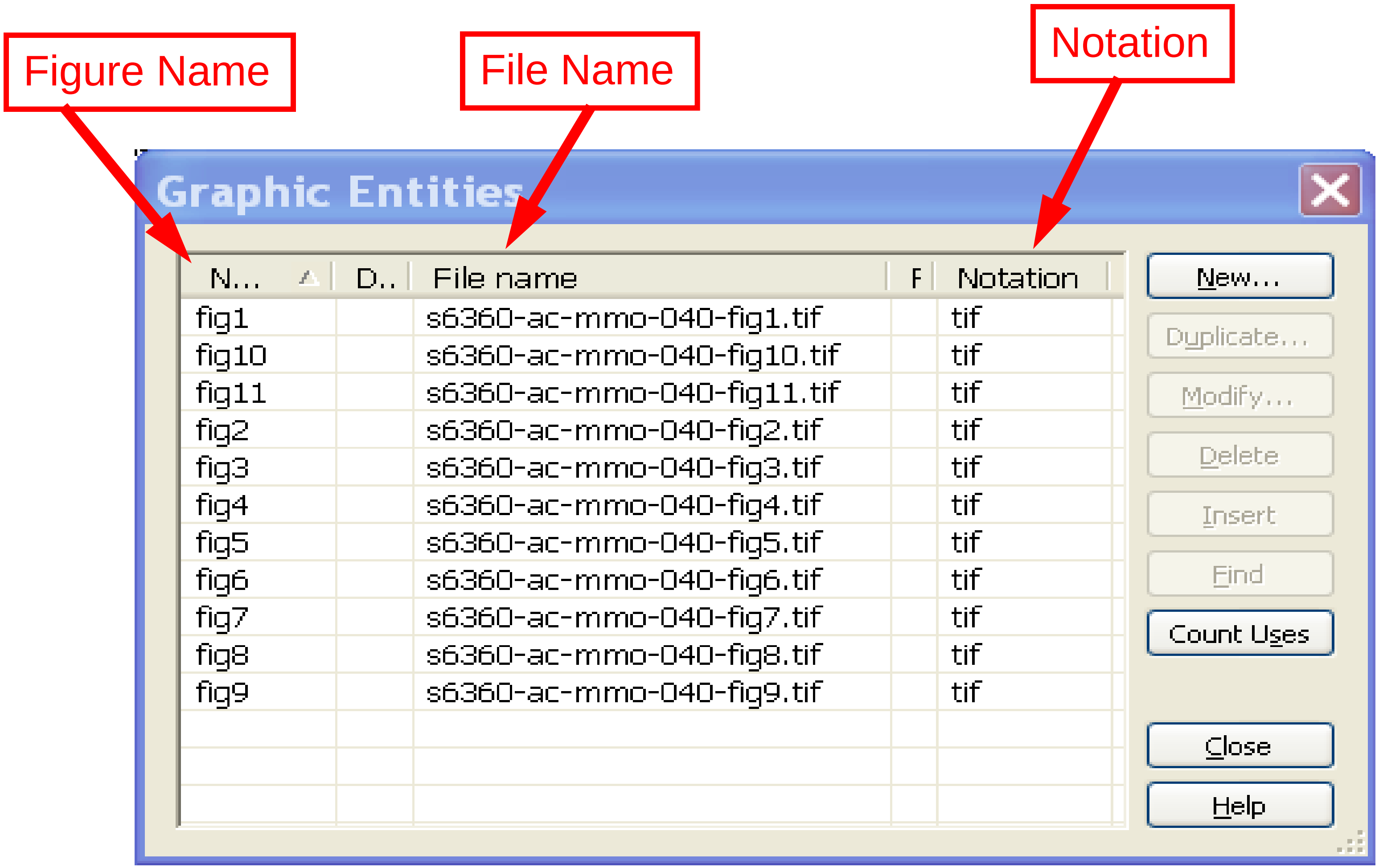


Inserting a “graphic” tag

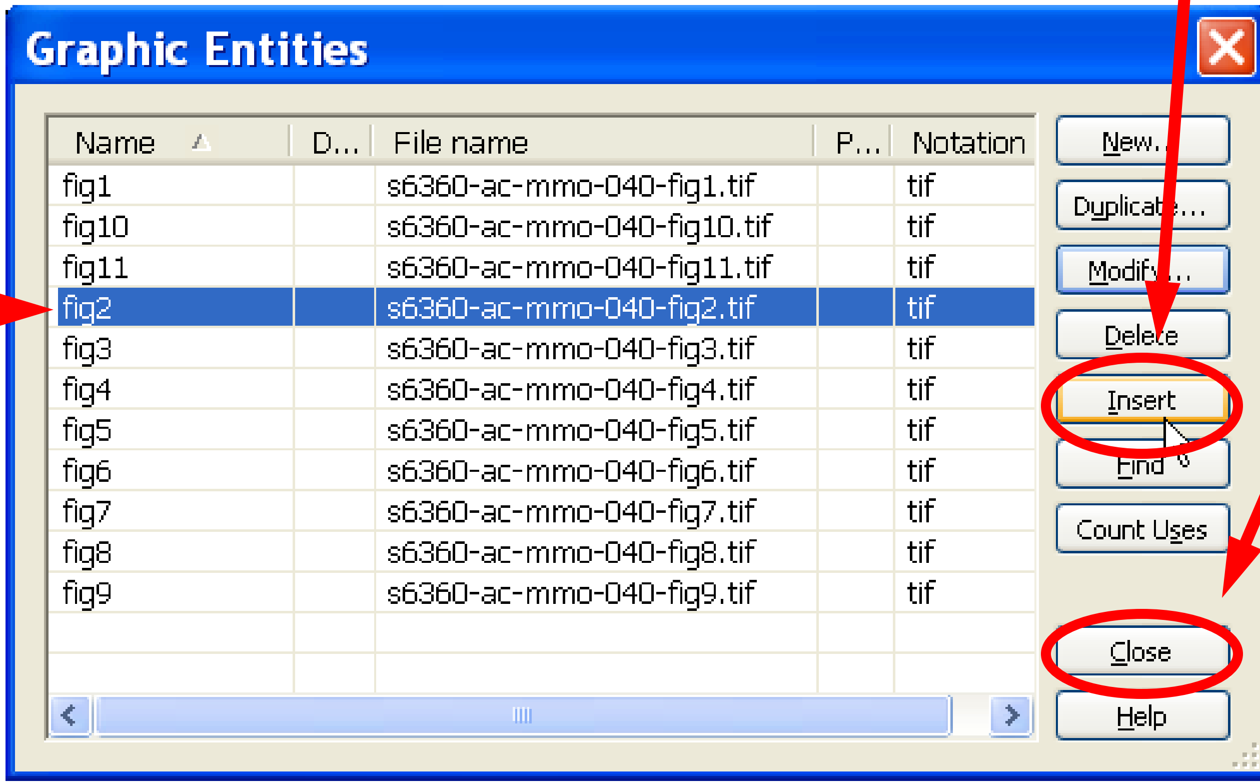
Inserting a “**graphic**” tag should be done by placing the cursor next to the figures “**title**” tag and go to the **Menu** bar and hit “**Entities**” Choose “**Graphic…**” on the drop down menu.



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**”

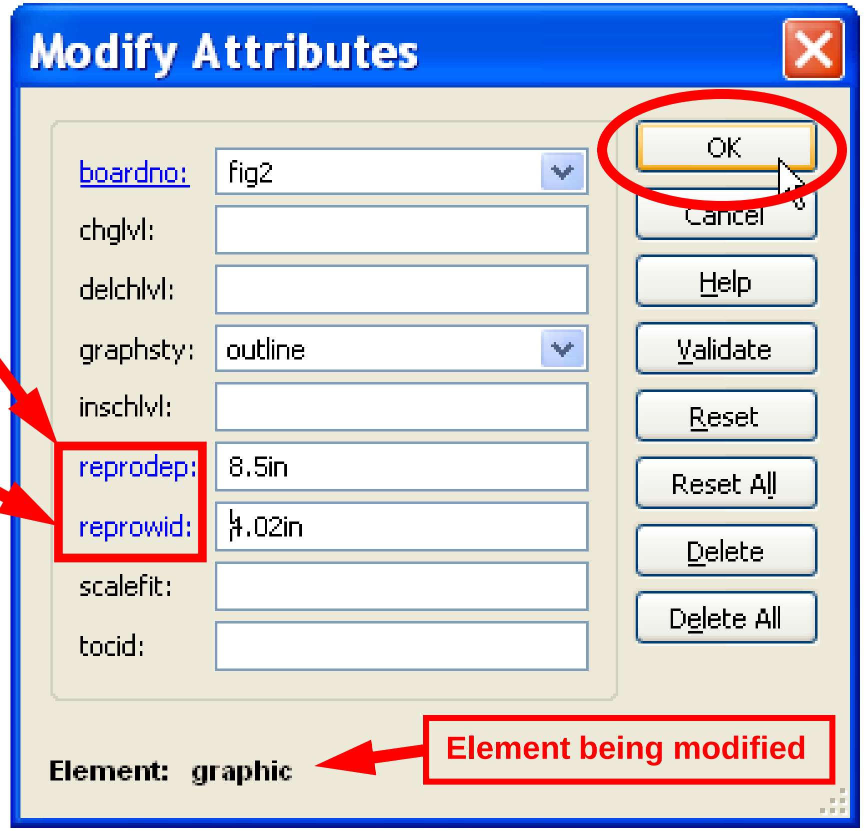


The “**graphic**” tag should now be present, the next step is to clarify the figure size.

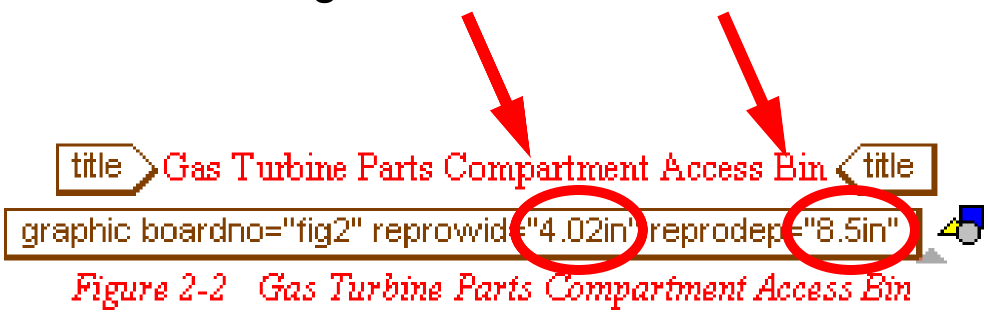
This is done by placing the **cursor** next to the “**graphic**” tag and hitting **Ctrl+D (Ctrl+A)**

The dimensions of the figure should be placed in the “**reprodep**” (**height**) And “**reprowid**” (**width**) fields.

Hit “**OK**”

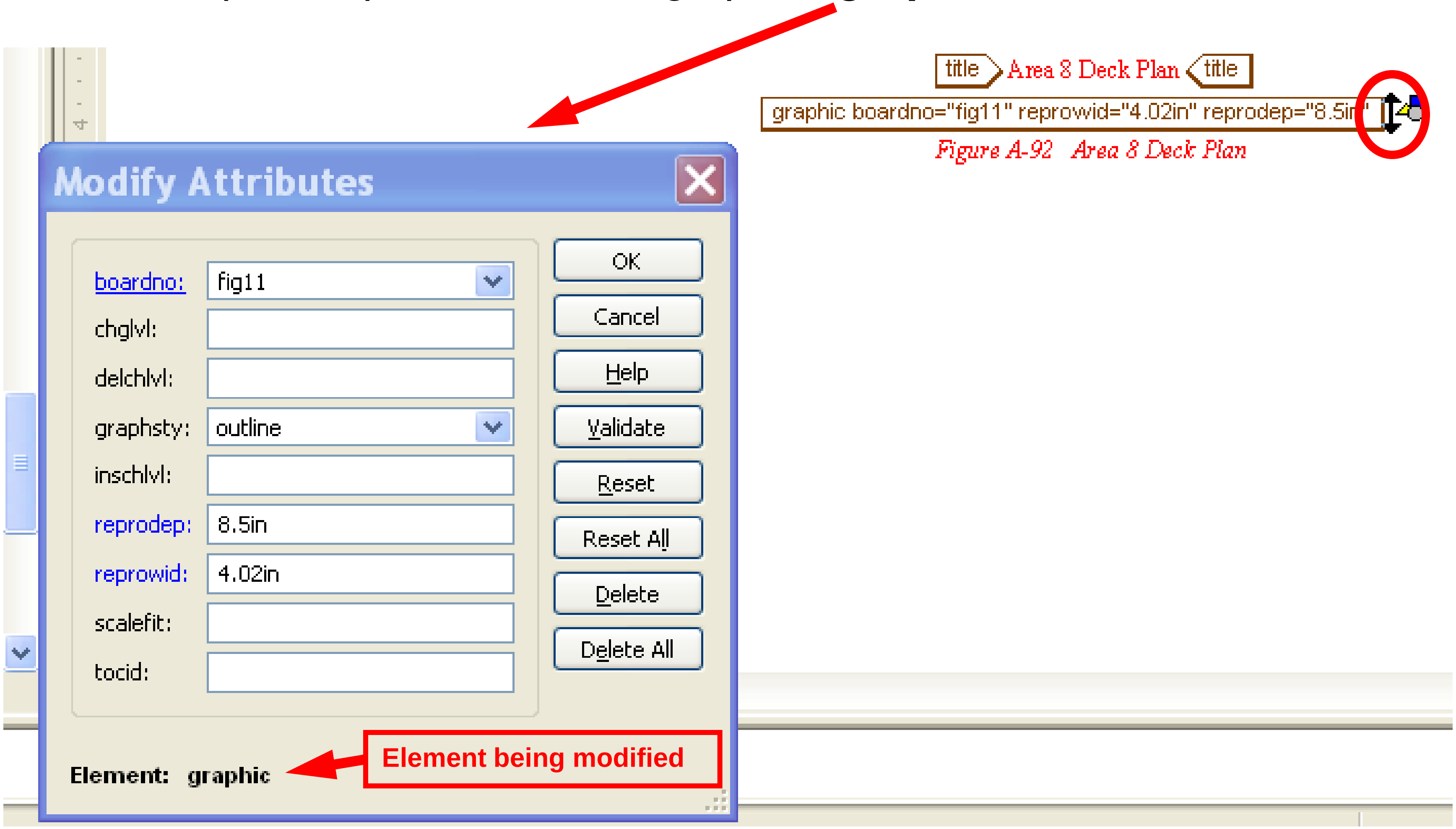


The “**graphic**” tag should have the figures dimensions.

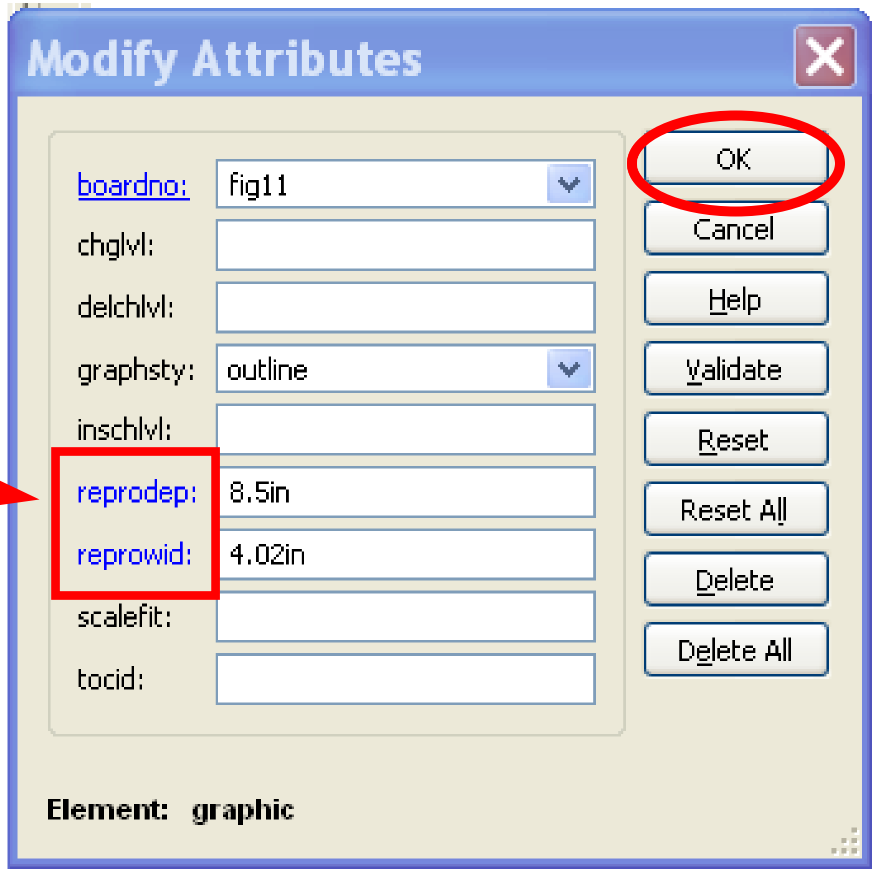


Modifying Graphics/ Figures (size)

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**.



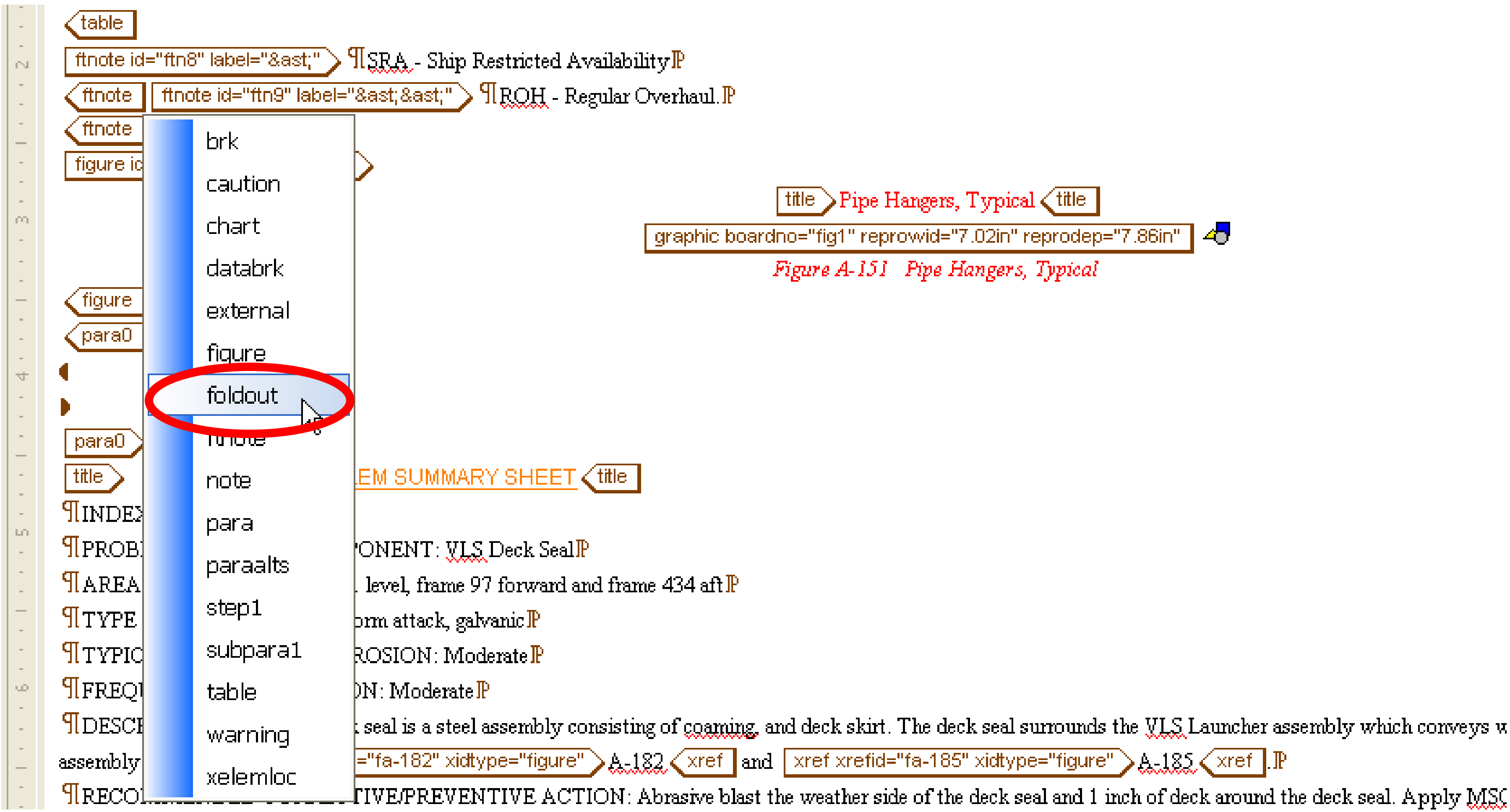
The **graphics width** and **height** can be modified by changing the inches in the "**reprowid**" (**width**) and "**reprodep**" (**height**) fields.



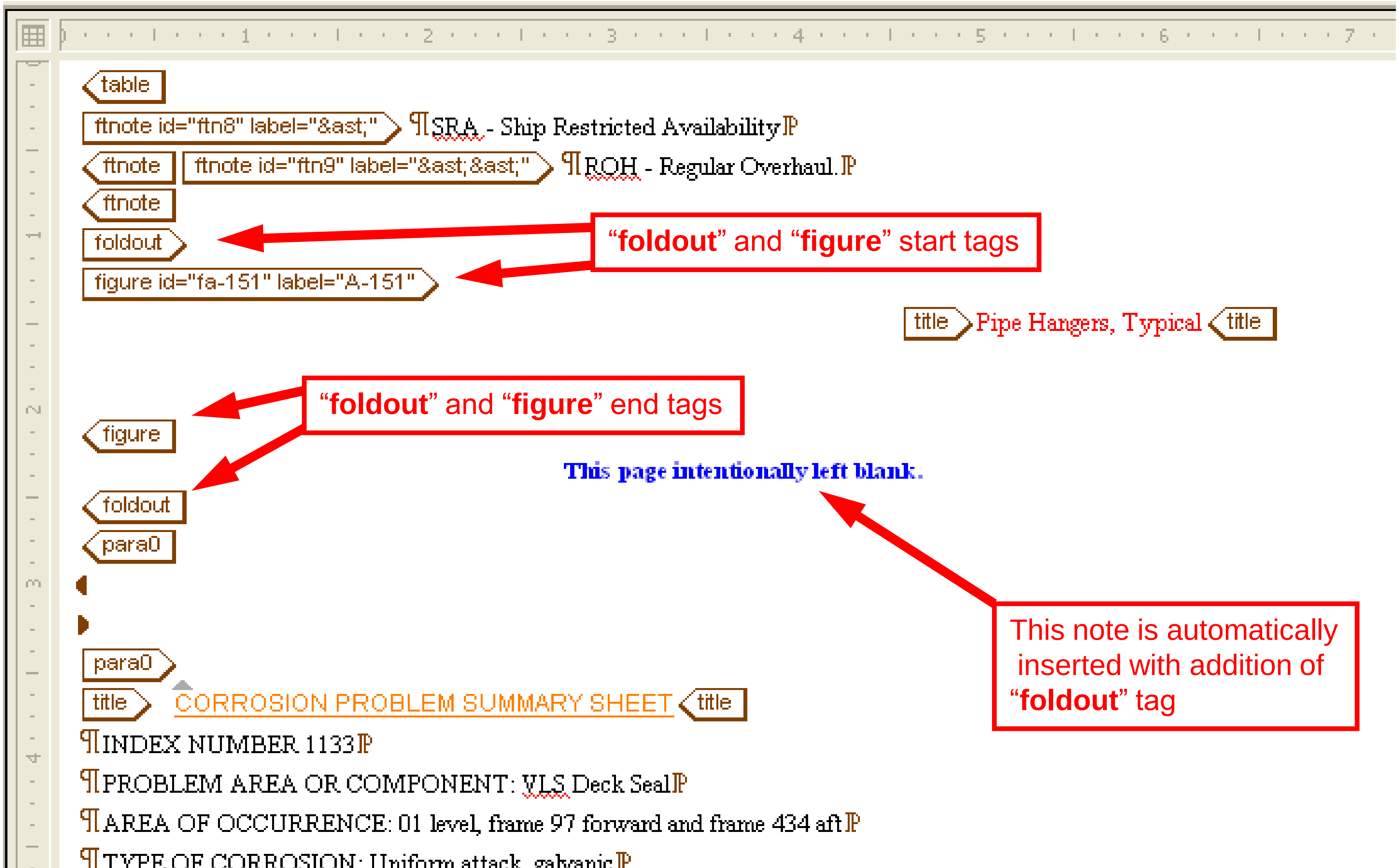
When the dimensions are modified Hit "**OK**"

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**".



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;

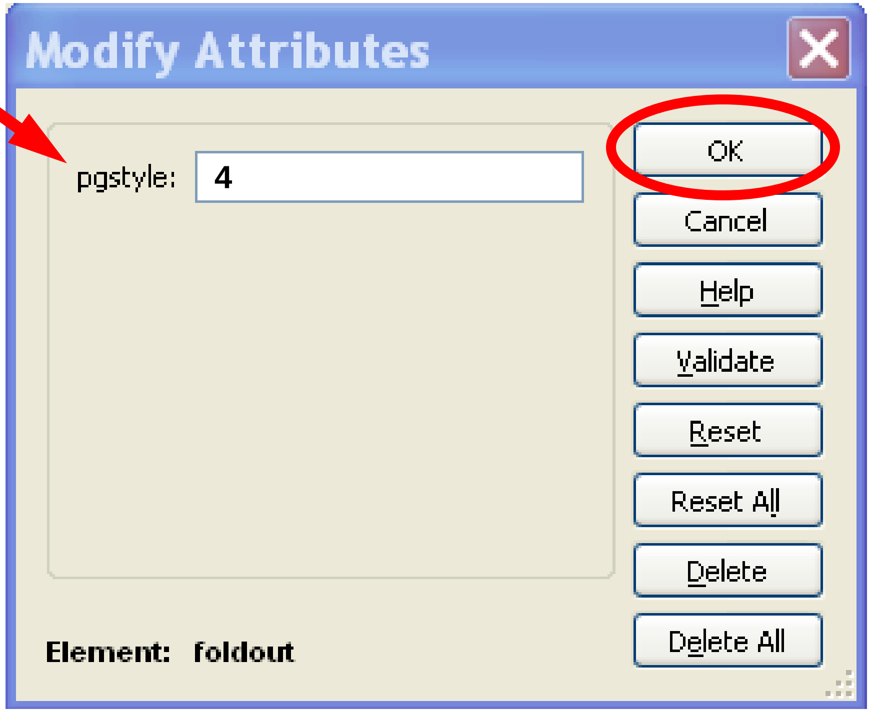


Foldout Types

- 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

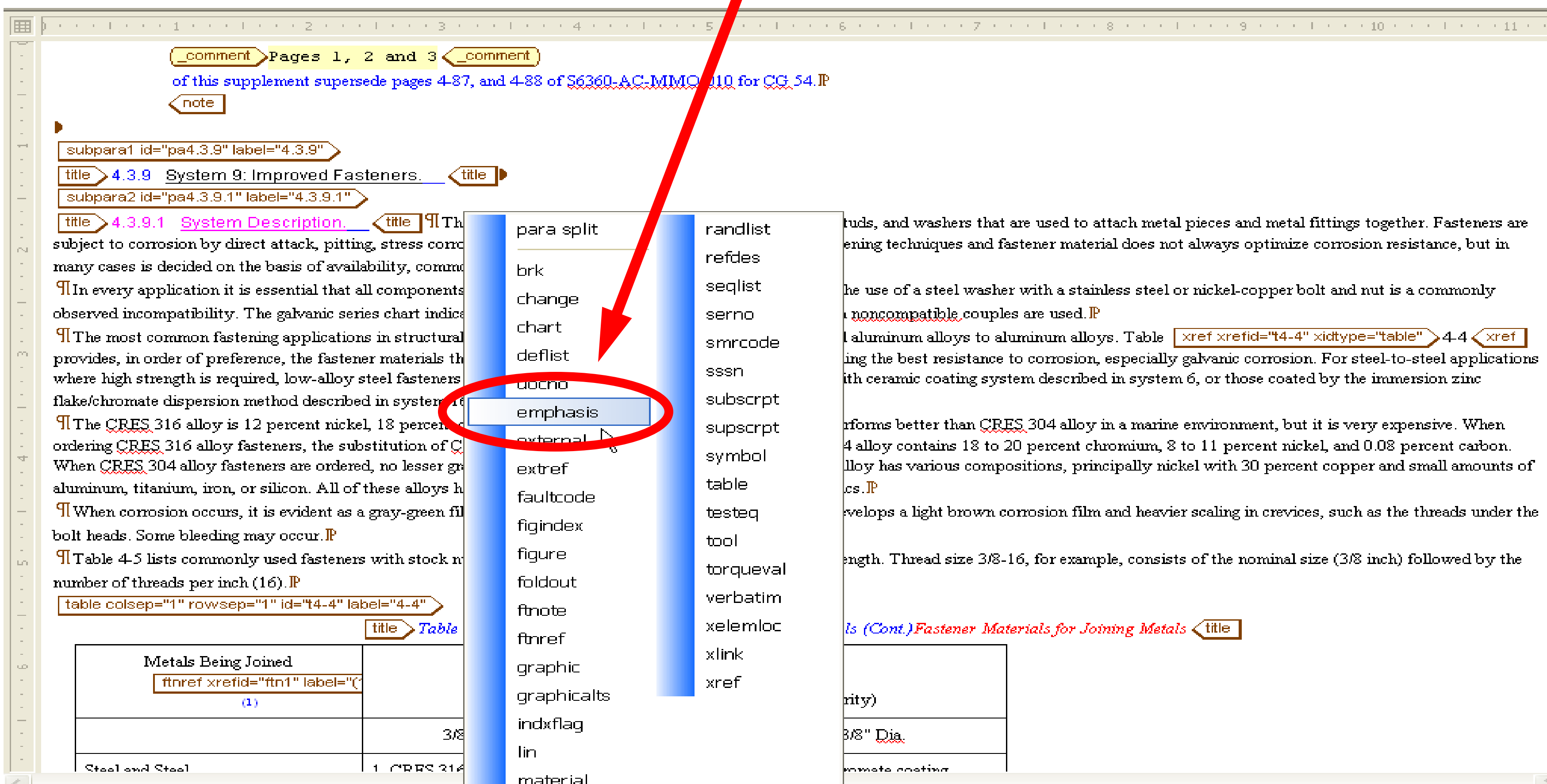
Standard Foldout Image Specification			
Page Style	**Page Dimensions**	**Max Image Height**	**Max Image Width**
2	11 x 17	8.2 inches	15.8 inches
3	11 x 22	8.2 inches	20.9 inches
4	11 x 34	8.2 inches	32.8 inches
5	11 x 44	8.2 inches	42.9 inches
6	11 x 52	8.2 inches	50.8 inches
7	11 x 62	8.2 inches	59.7 inches

Expanded Foldout Image Specification			
Page Style	**Page Dimensions**	**Max Image Height**	**Max Image Width**
22	11 x 17	10 inches	11 inches
32	11 x 22	10 inches	16 inches
42	11 x 34	10 inches	28 inches
52	11 x 44	10 inches	38 inches
62	11 x 52	10 inches	46 inches
72	11 x 62	10 inches	55.9 inches
82	11 x 90	10 inches	83.5 inches

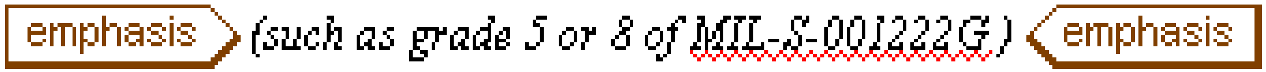
Emphasis tag

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

First, place the curosr 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).

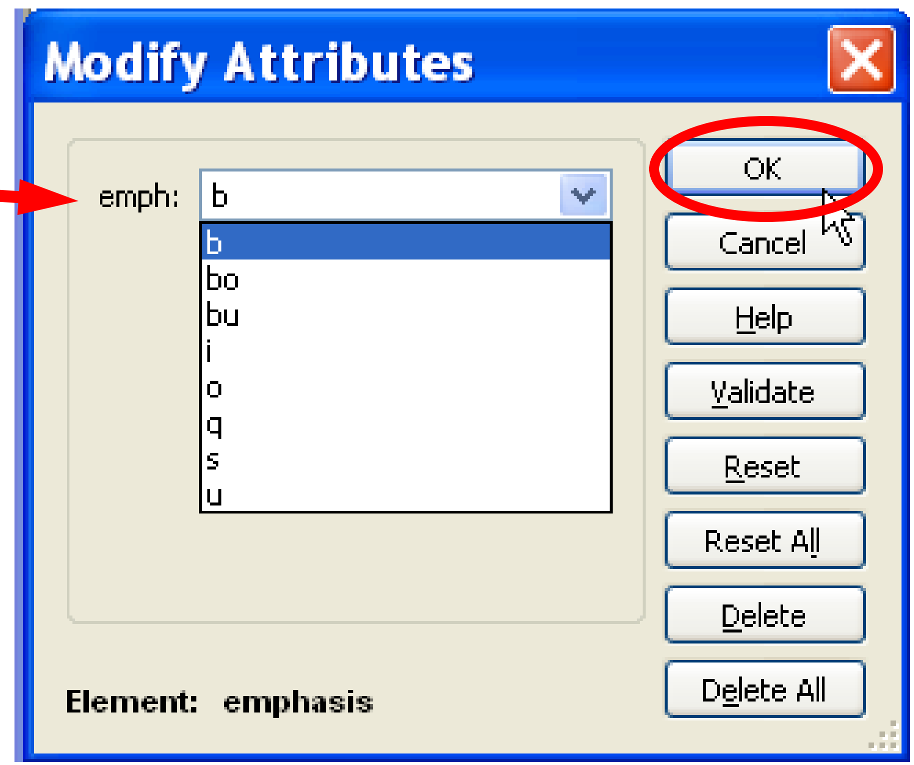


The text to be emphasized should be put inside these **emphasis** tags.



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

emph:



b = bold

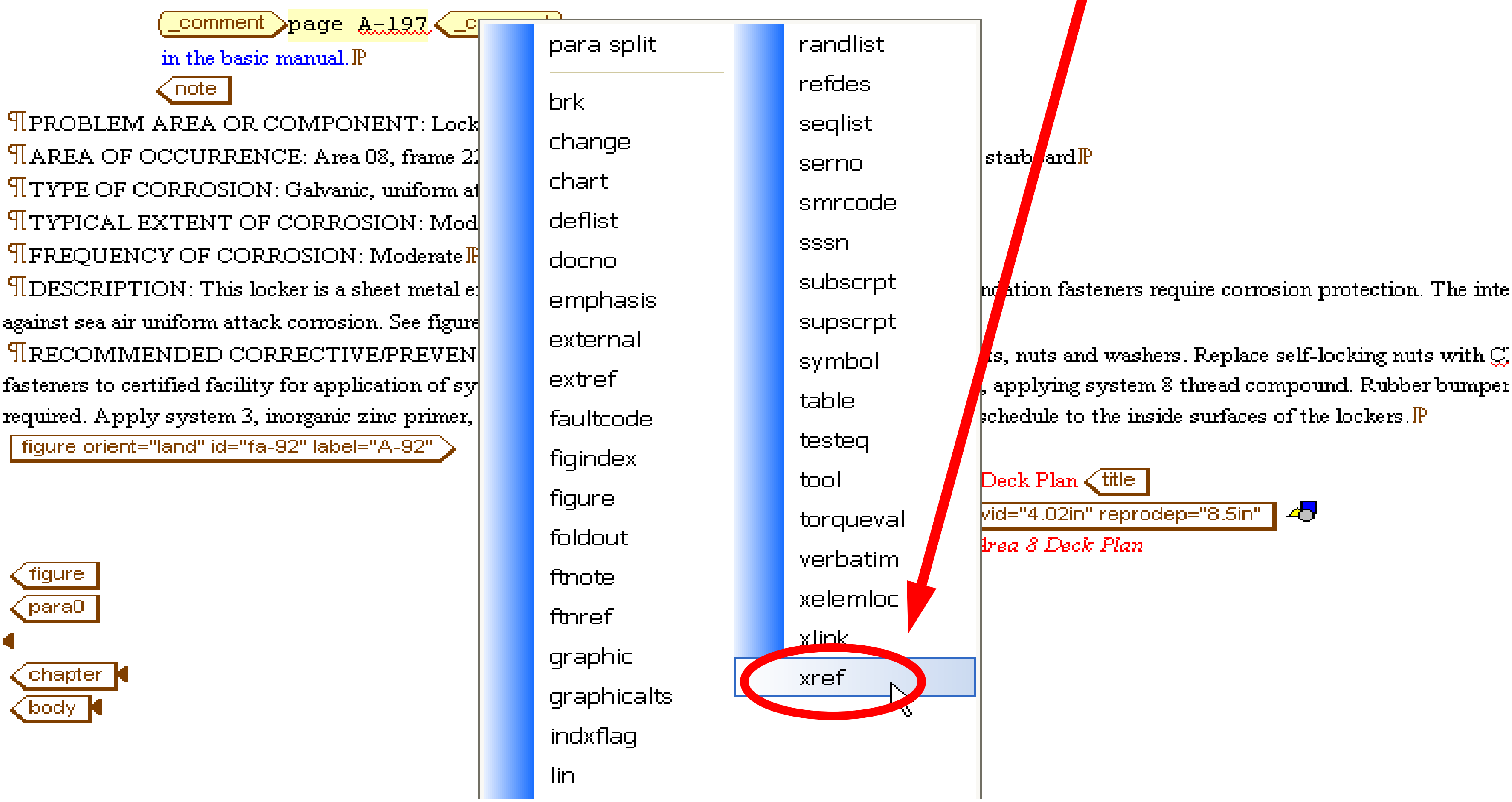
i = *italics*

u = <u>underlined</u>

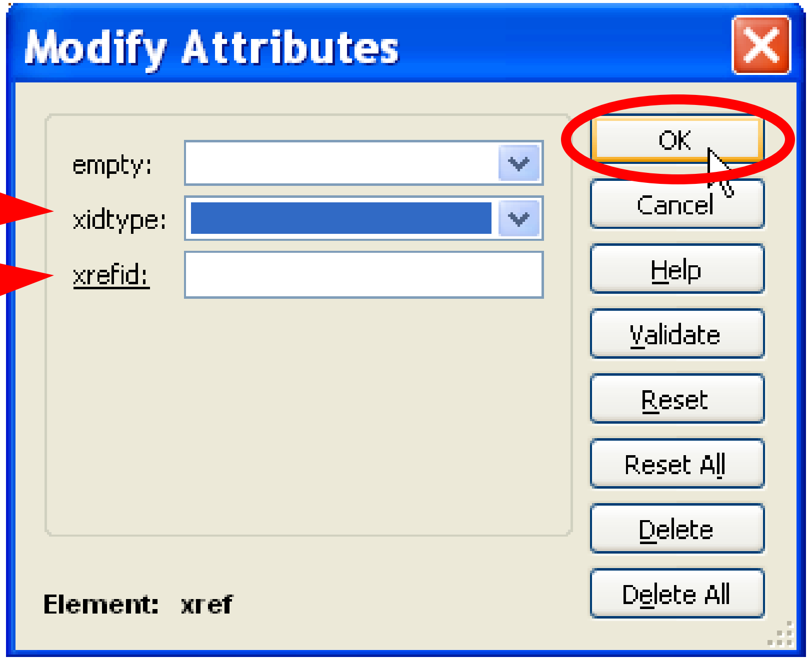
Hit "**OK**"

“xref” tag

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,

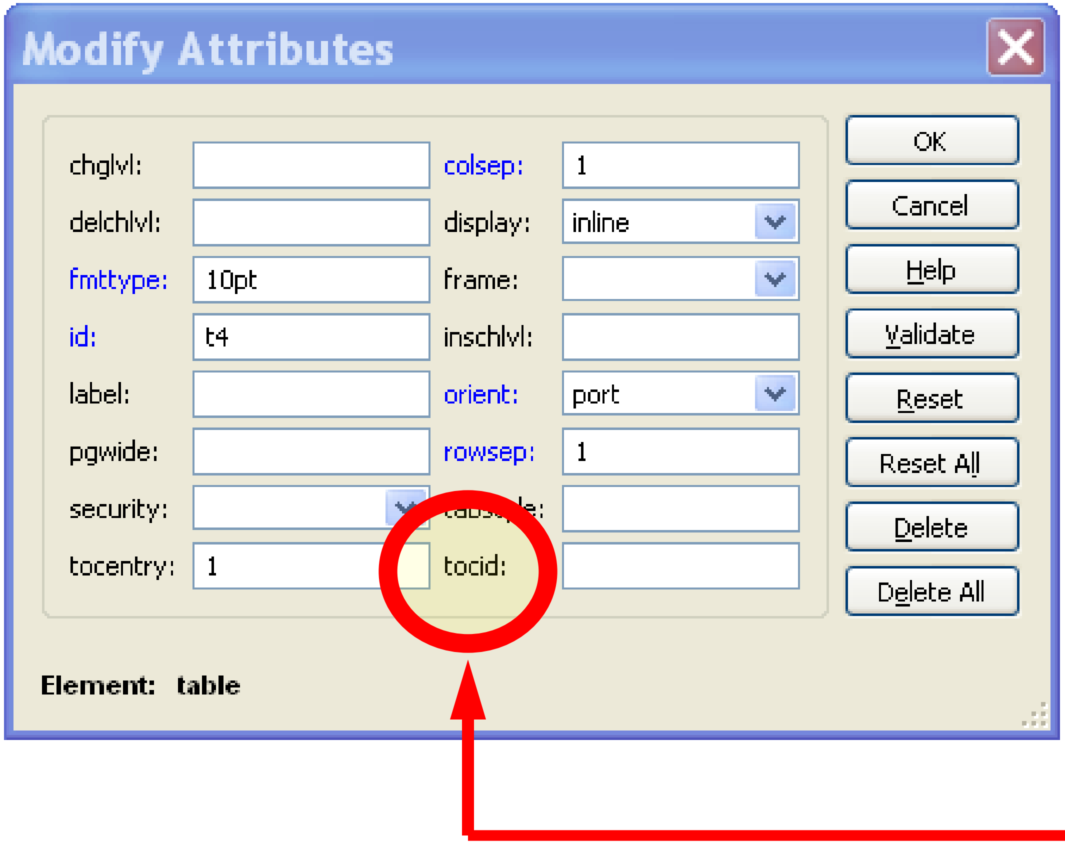
(See Table xref xrefid="t5-1" xidtype="table" 5-1 xref)

(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

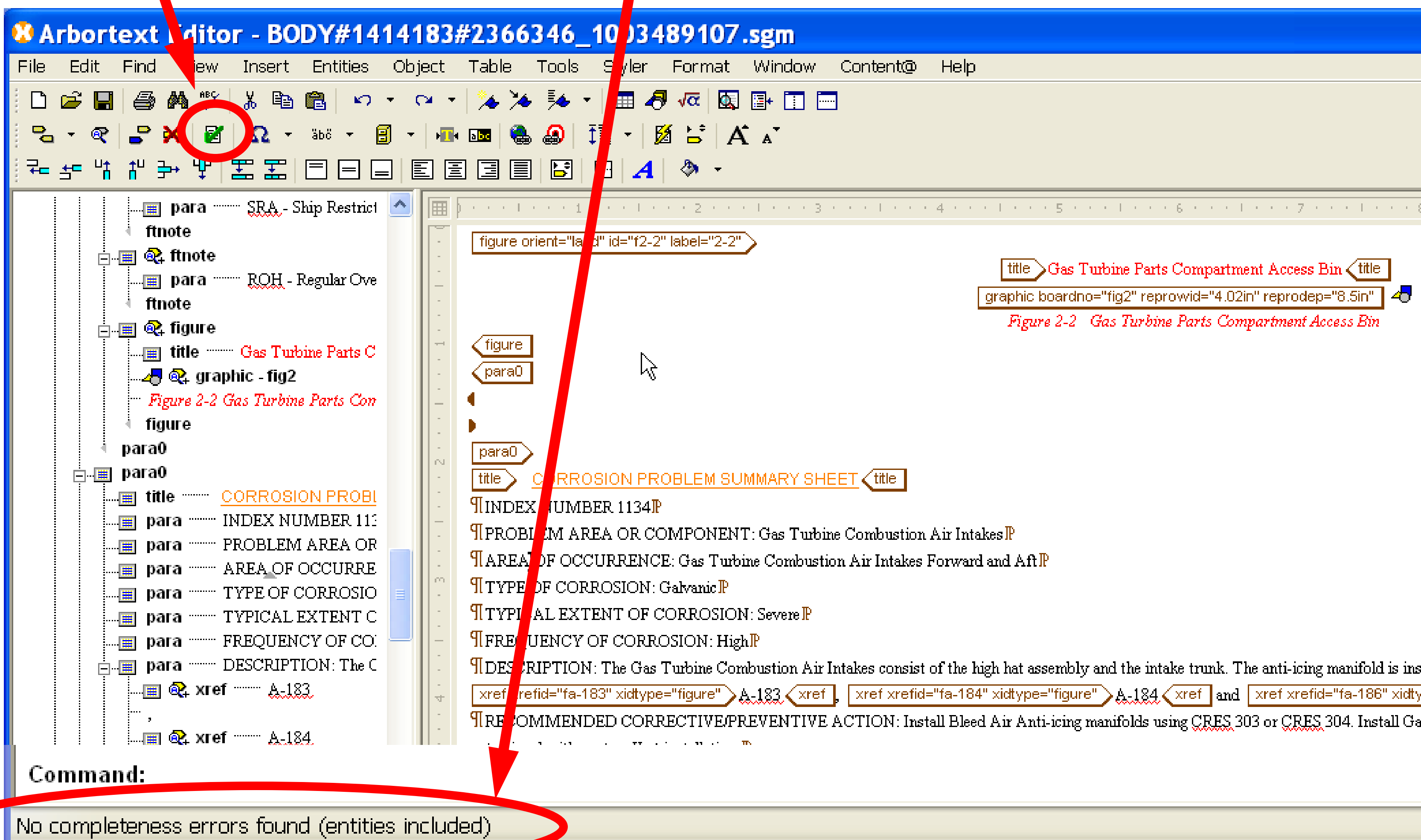


When to use the
"tocid"

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.**



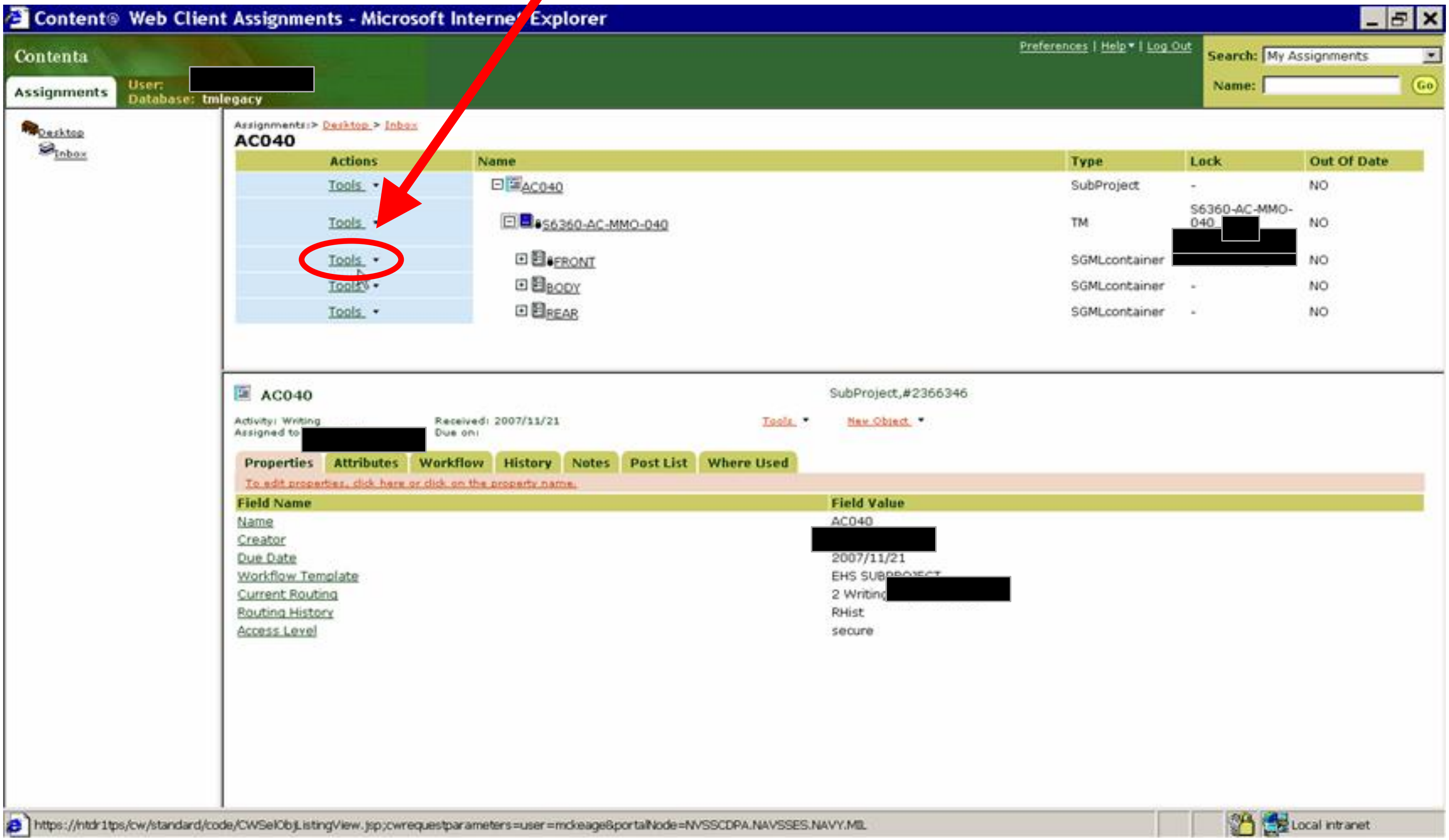
When all changes are done and saved to the **SGML** file, the next step is **Epic Check In**

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.

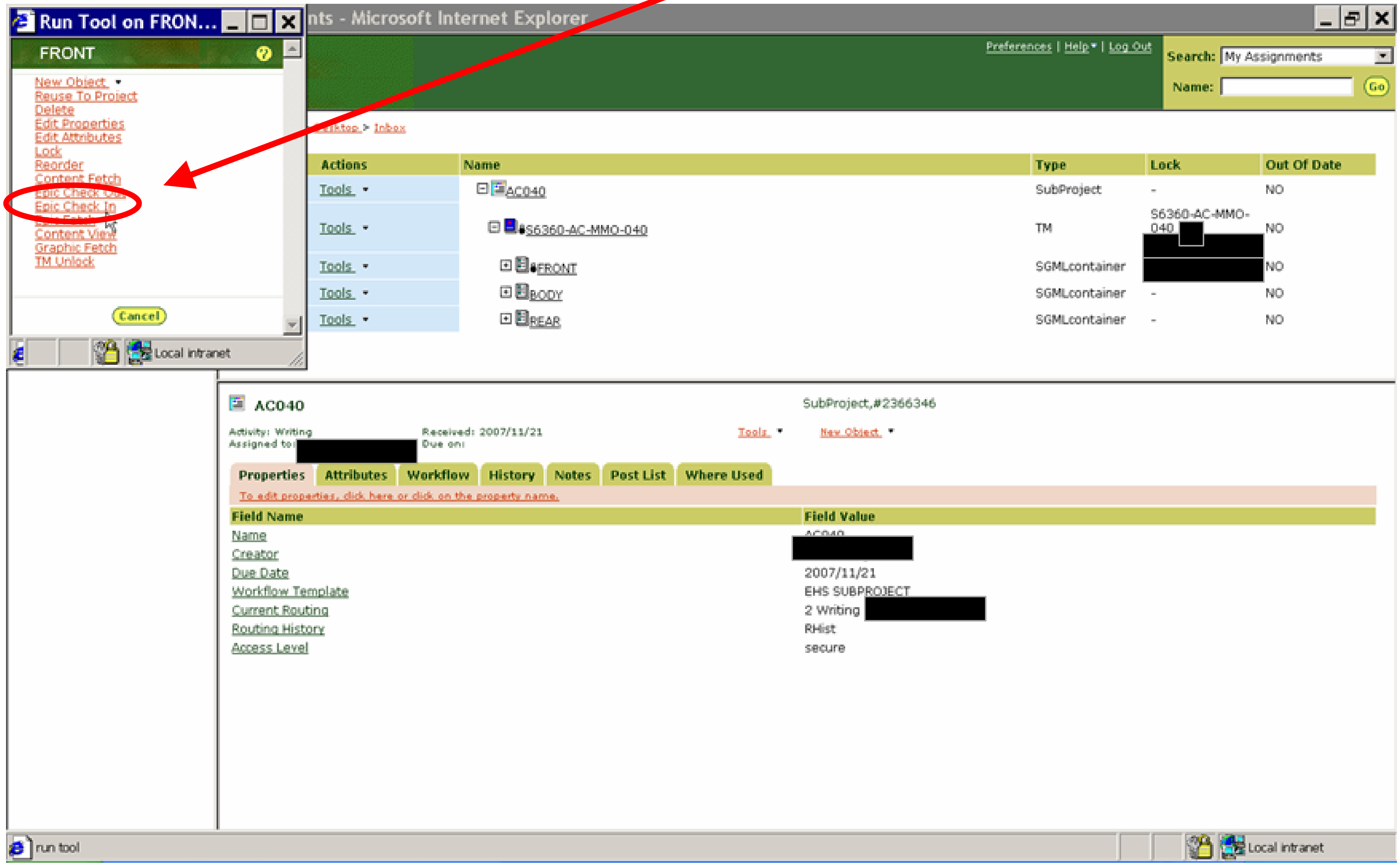
Epic Check In

(only for sections which were last **Checked Out**)

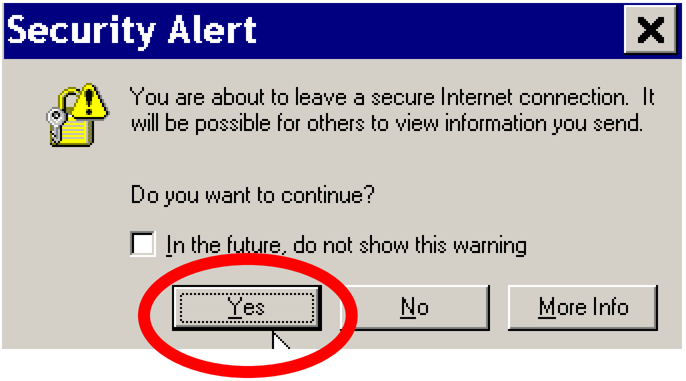
1. Click the **Tools** for the **SGML Container**

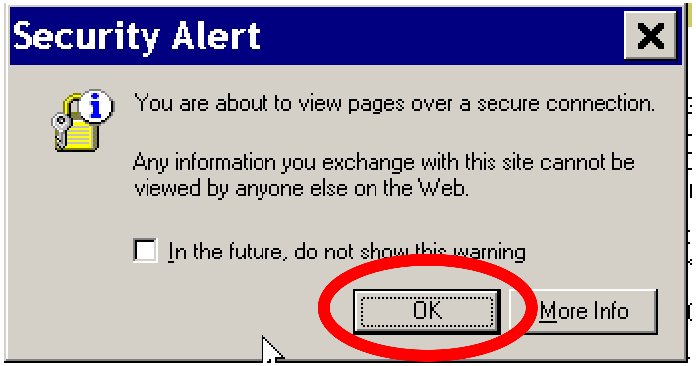


2. Click **Epic Check In**

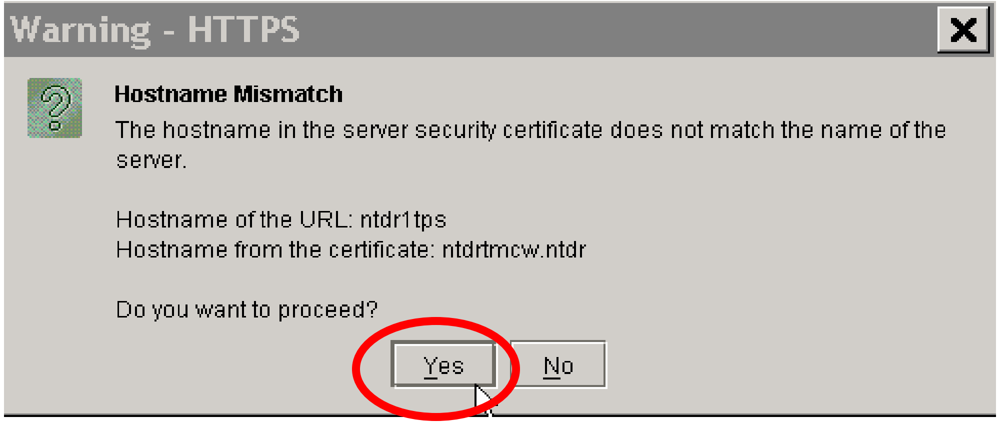


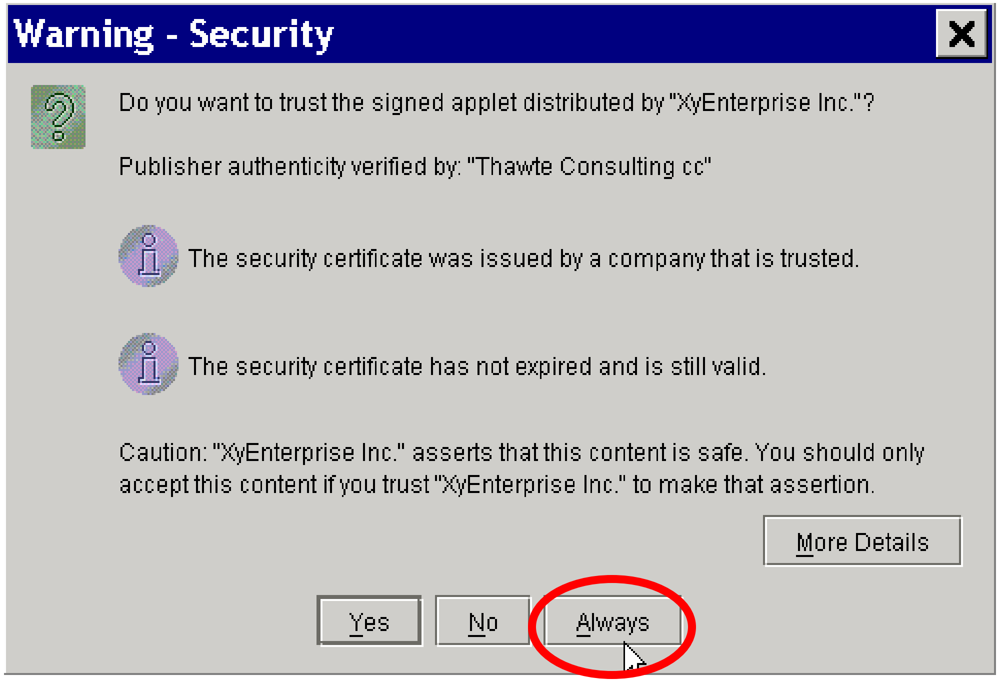
3. Click **Yes/OK** to Security Alerts



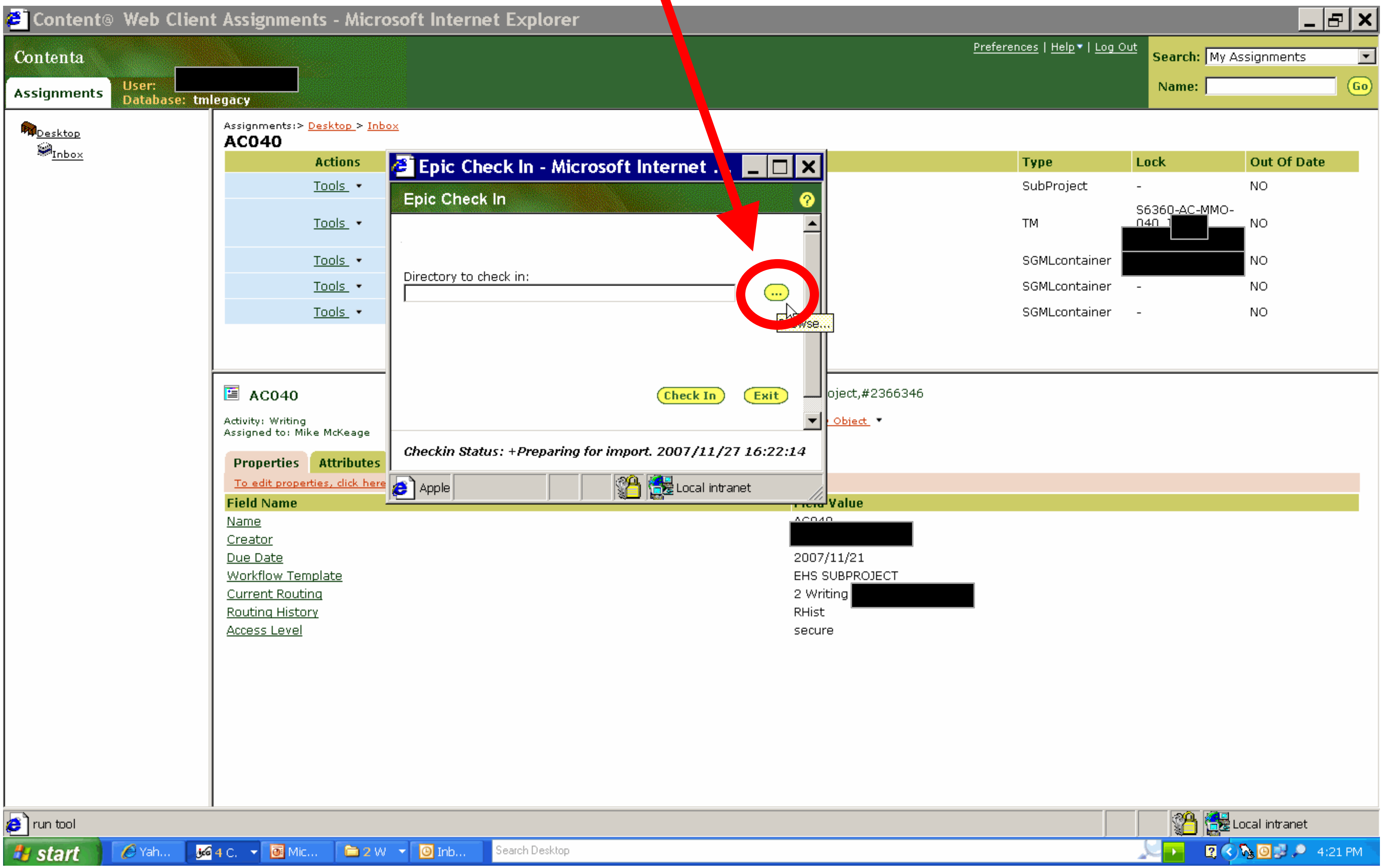


Two **Warning** windows may appear, if so, Click **Yes** and/or **Always**

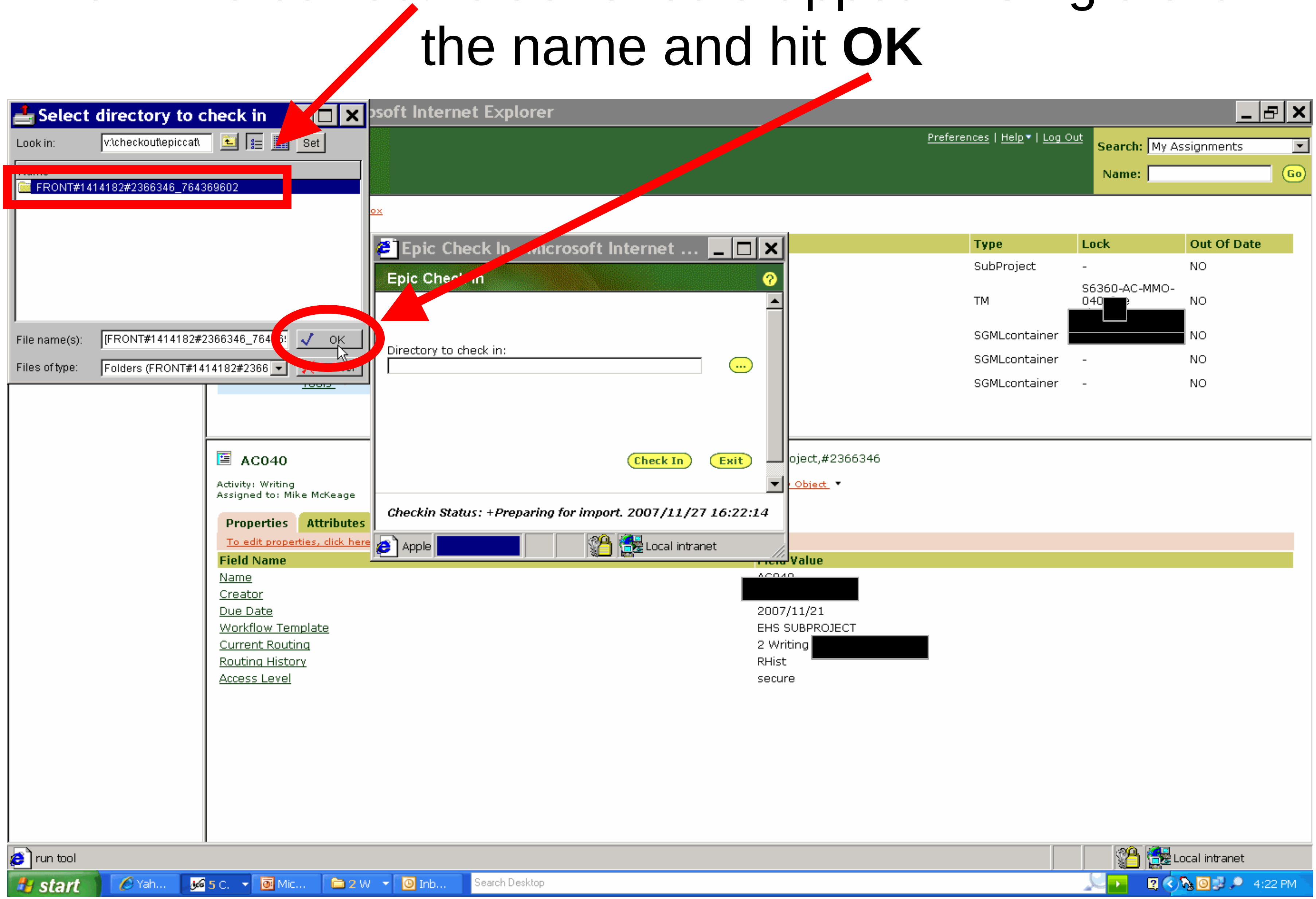




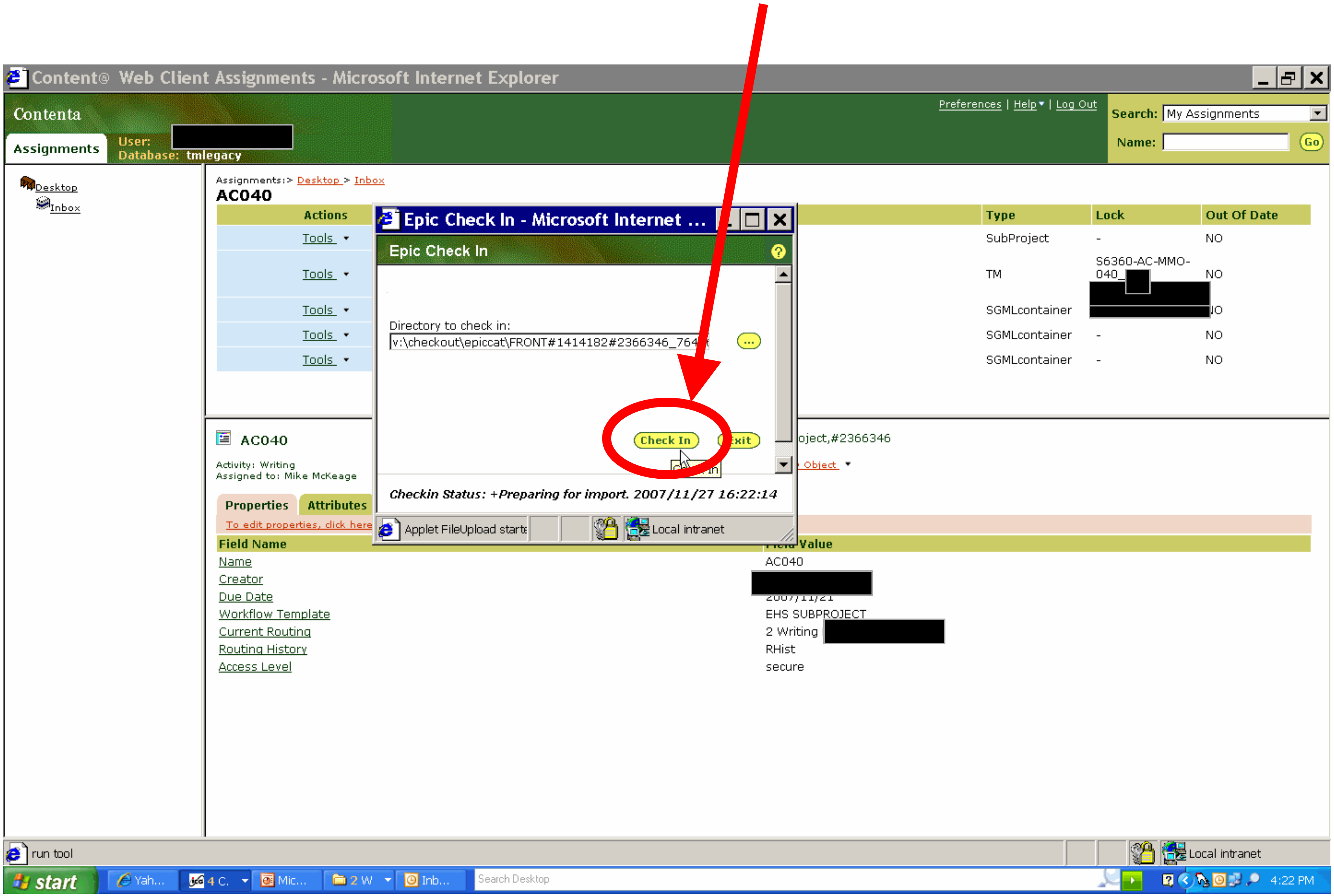
4. Click the … (**Browse**) button



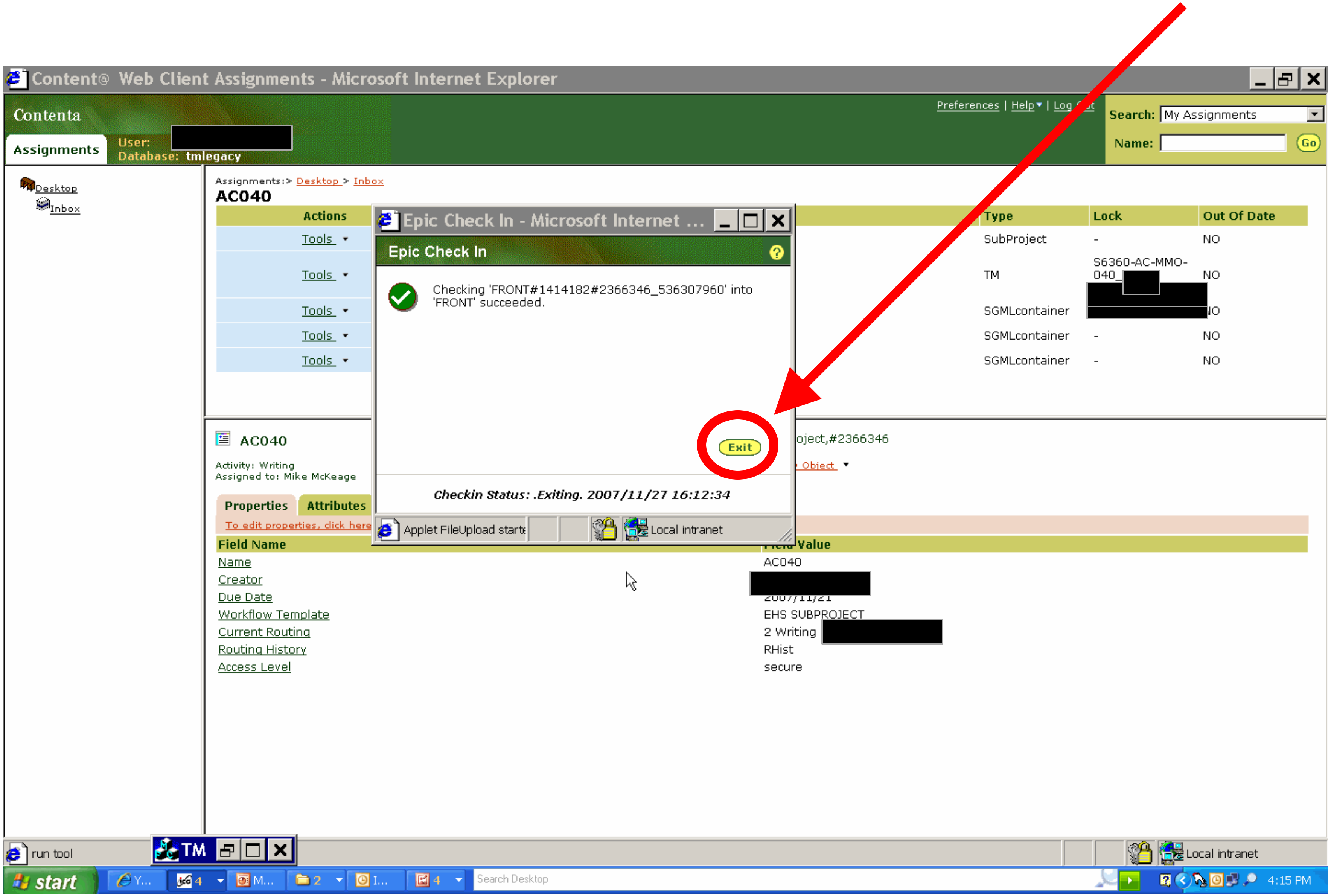
5. The correct folder should appear. Single click the name and hit **OK**



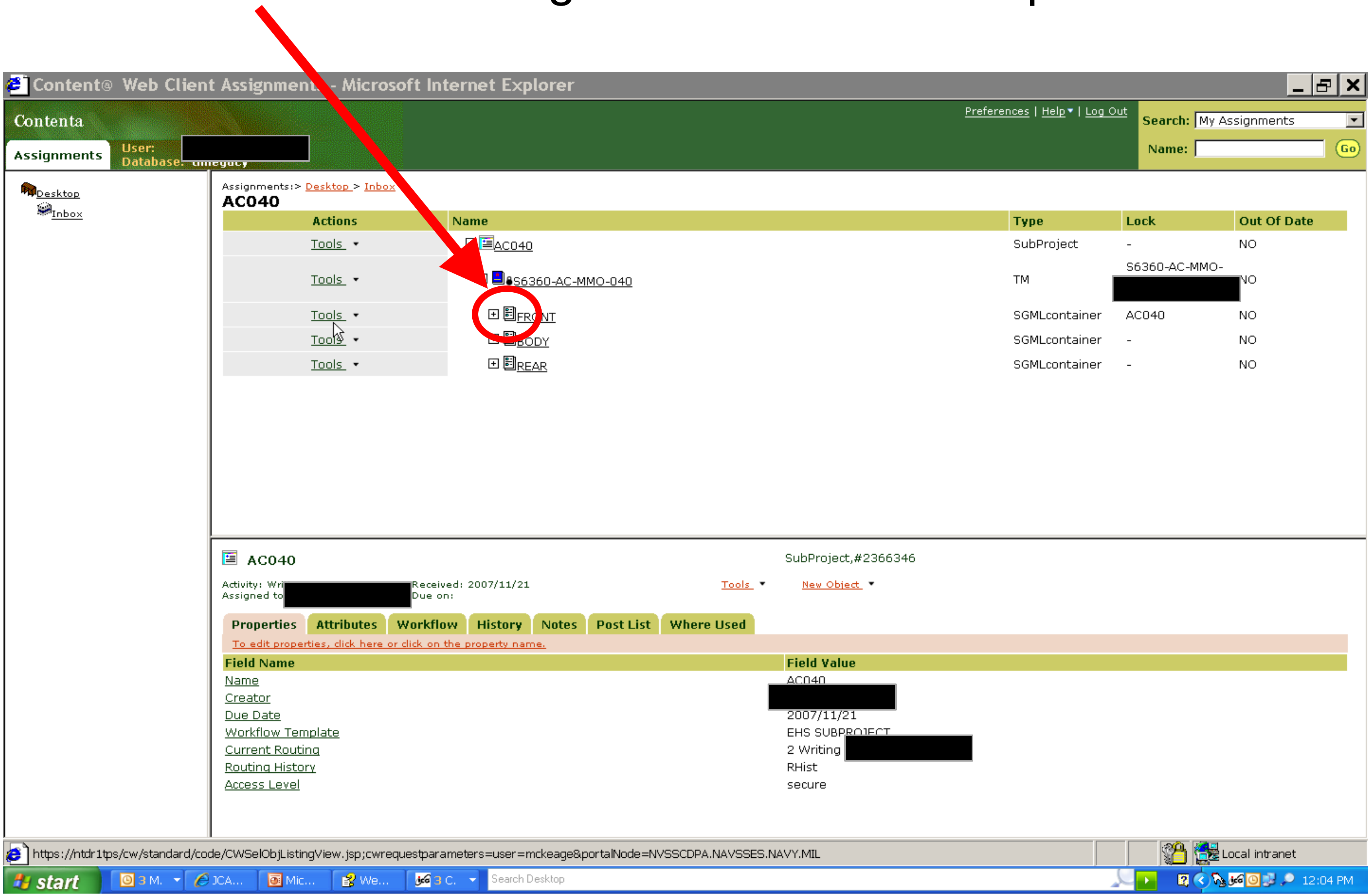
6. Click **Check In**



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.

<u>Section VII</u>

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).

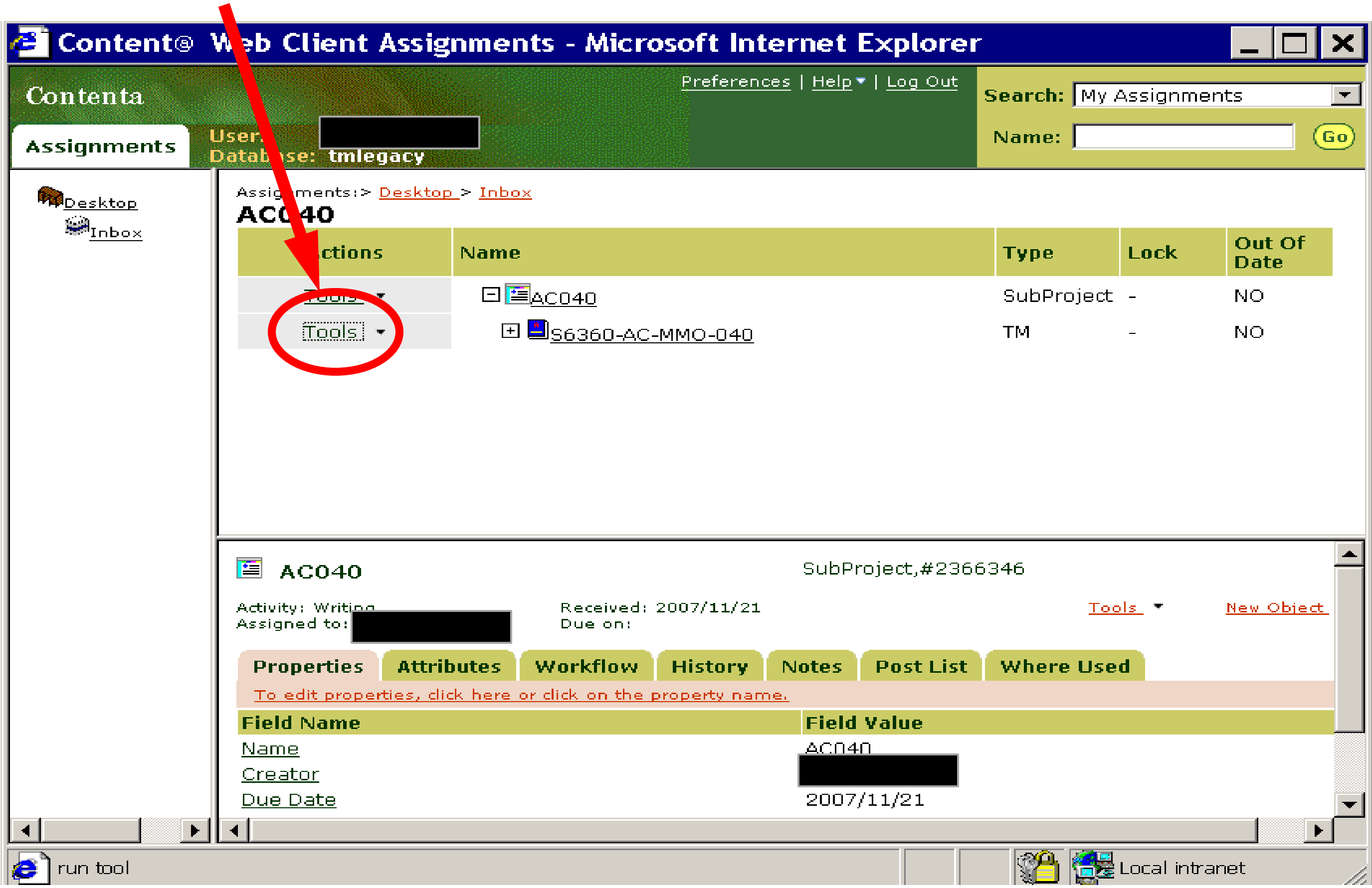
Note: The process is different for Publishing NADCP TMs as opposed to Legacy TMs.

Publishing NADCP TMs

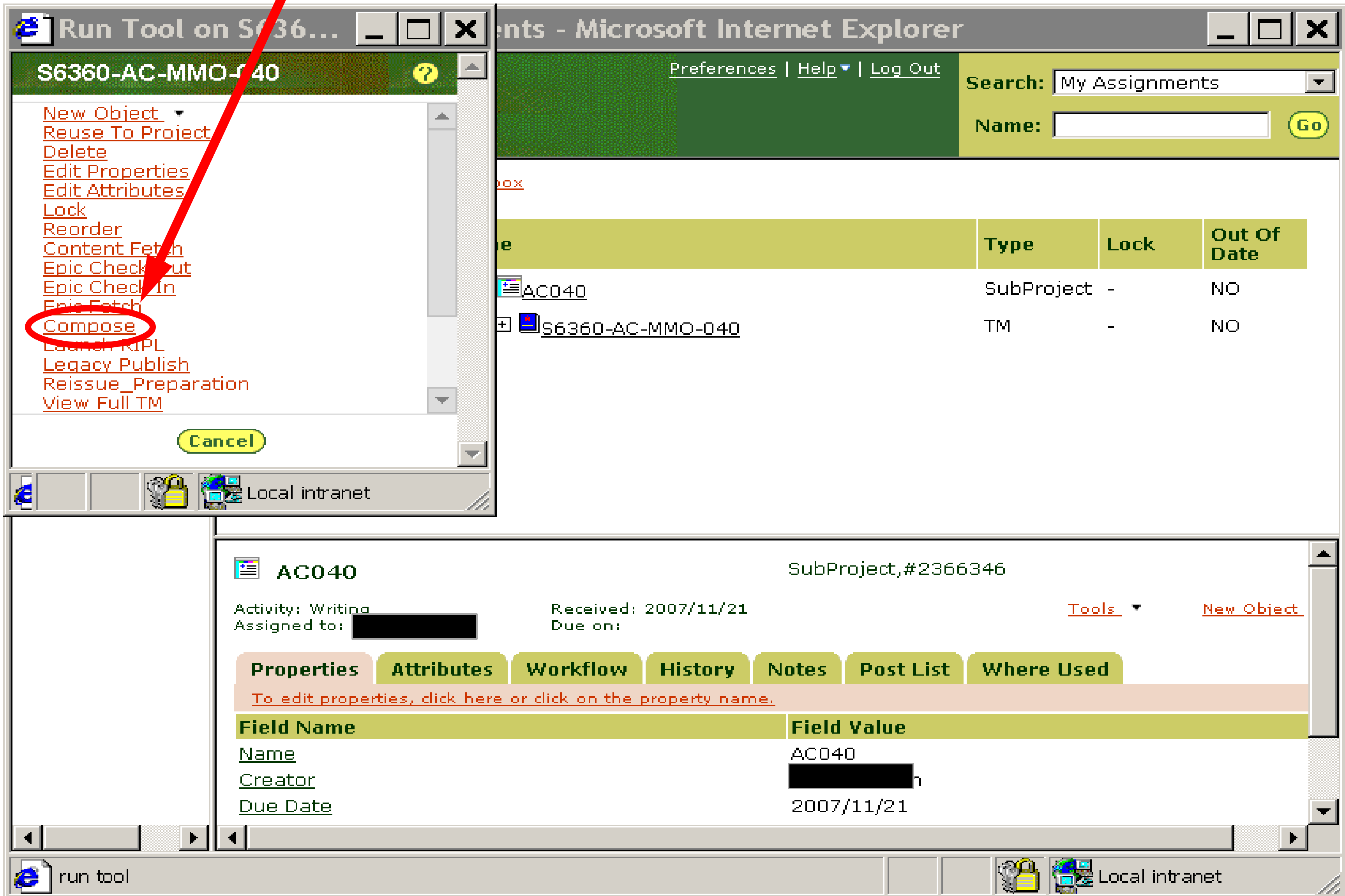
The NADCP publishing process can be seen on the NADCP TM Flowchart.

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

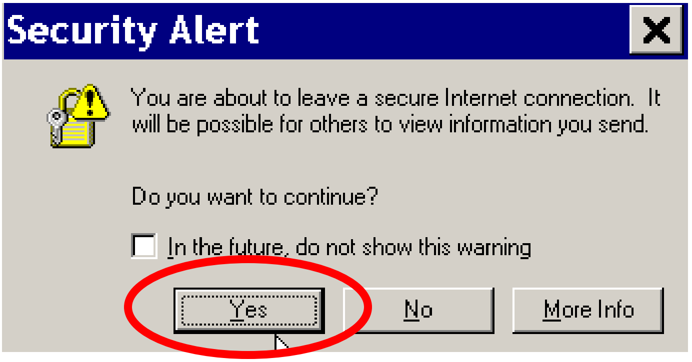
Go to the **Tools** for the **TM**

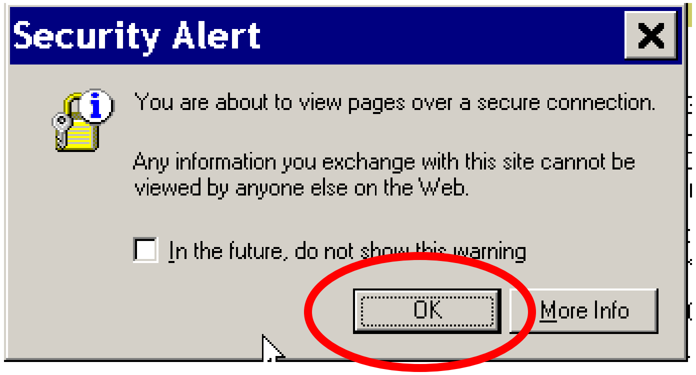


Click **Compose**

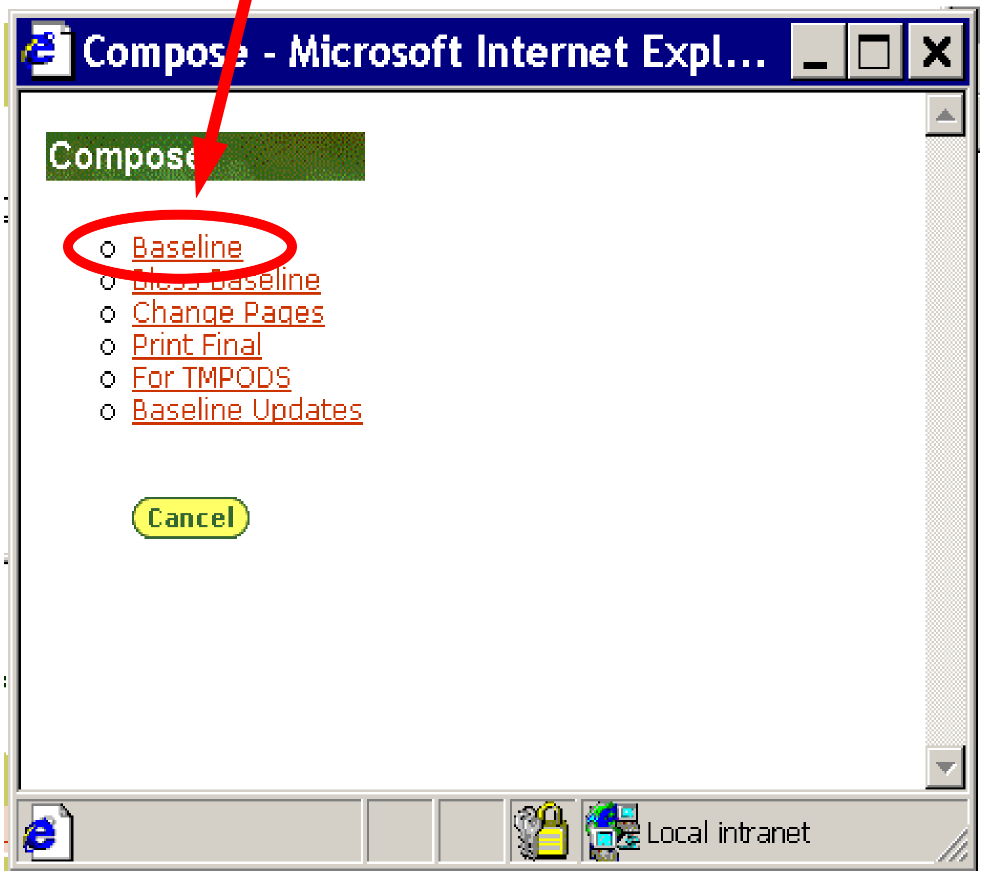


Click **Yes/OK** to any Security Alerts



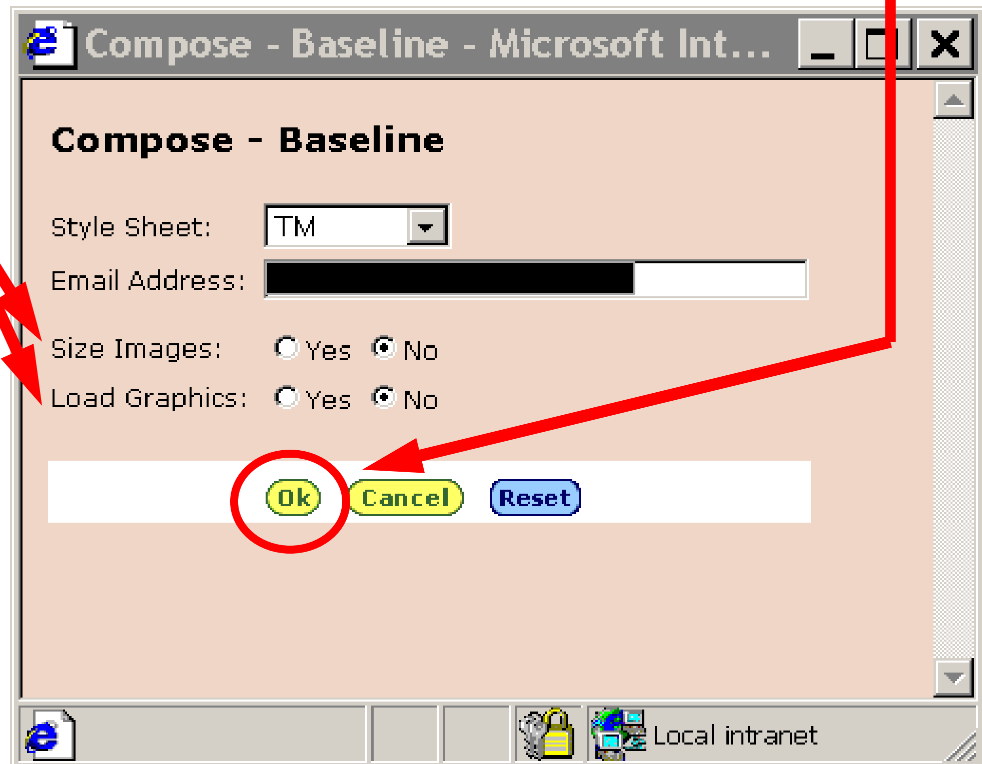


Click **Baseline**

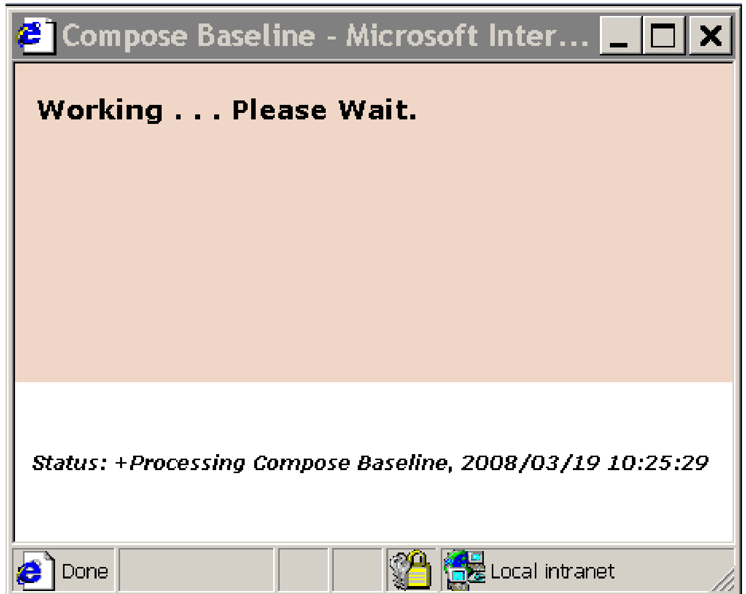


These settings usually do not need changing, (if email address is incorrect notify System Administrator) Click **Ok**

Should be “**No**”



Compose Baseline…working



At this point **Content@** will export the **SGML** with **Graphics** files and run **XPP** to generate a **PDF** to the project.

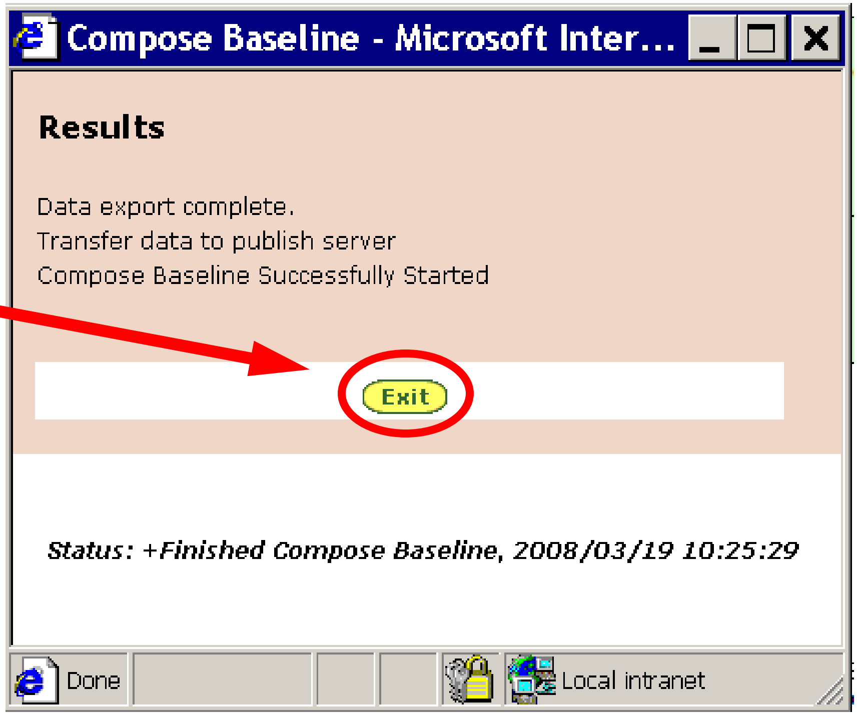
When “**Data export complete**,”

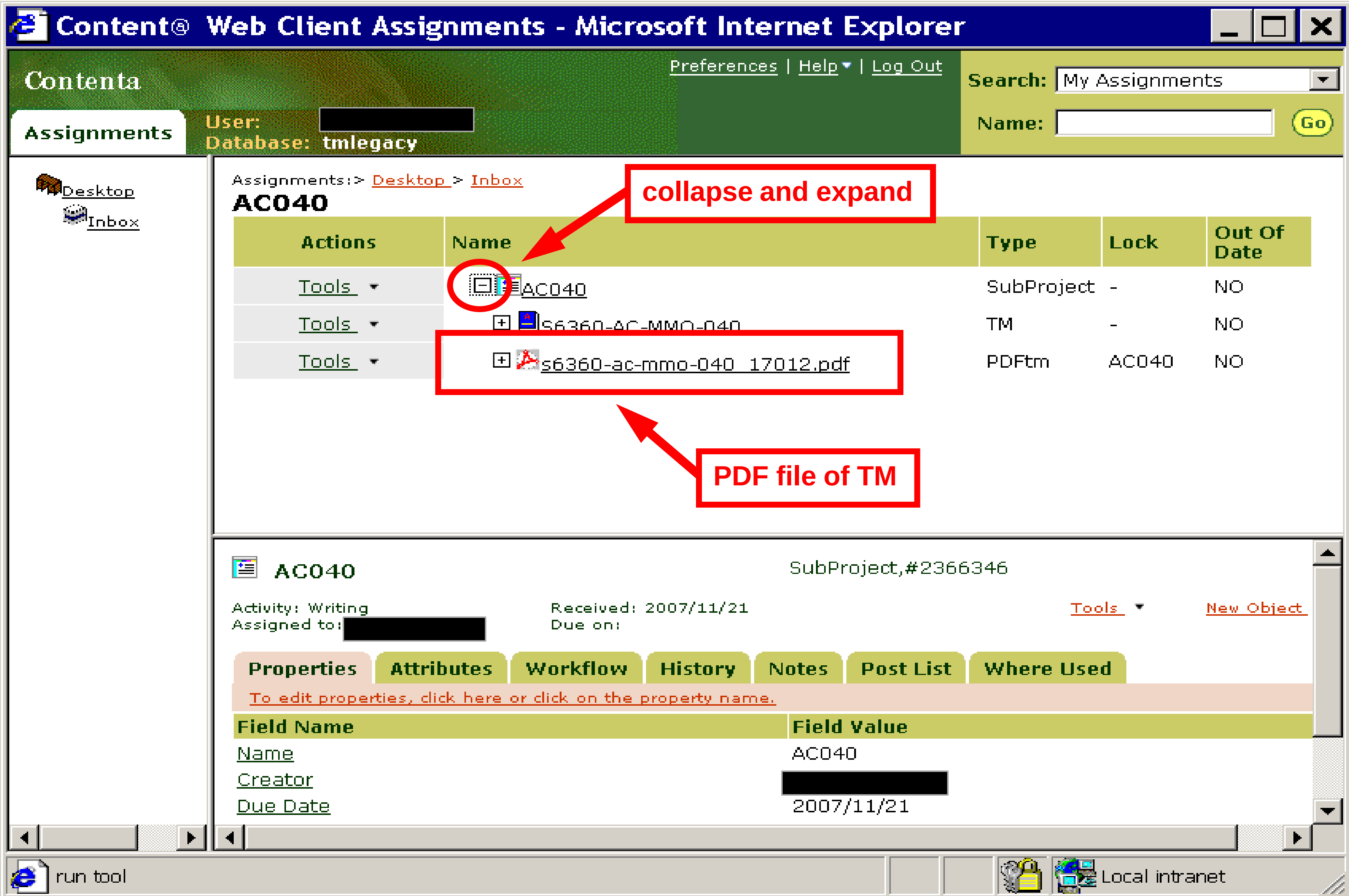
Hit **Exit**

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

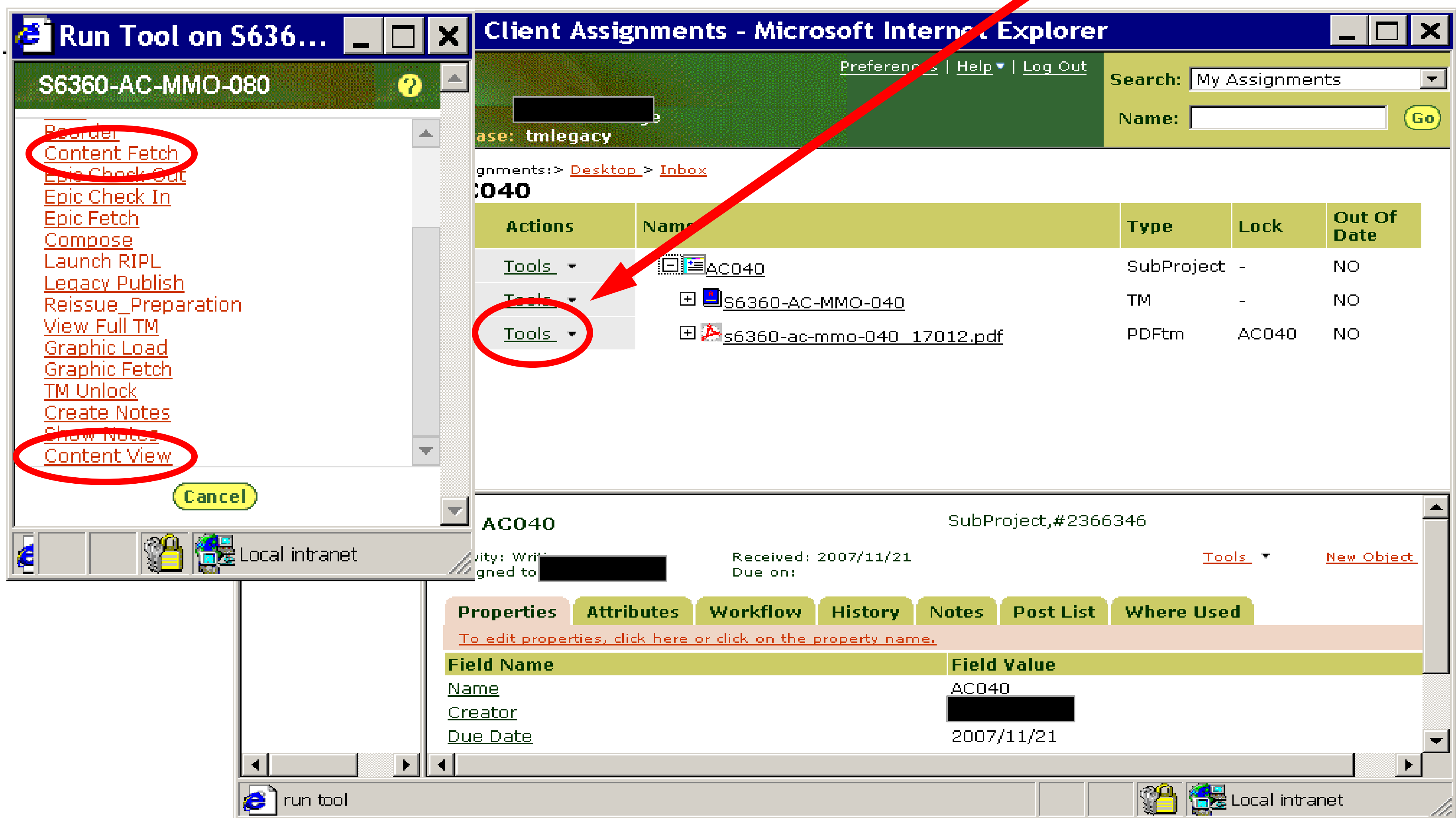
expanding [+] the project in Content@, the PDF file should now be available.




Content® Web Client Assignments - Microsoft Internet Explorer
Contenta
Preferences | Help | Log Out
Search: My Assignments
Name:
Go
Assignments
User: [redacted]
Database: tmlegacy
Desktop
Inbox
Assignments:> Desktop > Inbox
AC040
collapse and expand
Actions
Name
Type
Lock
Out Of Date
Tools
AC040
SubProject
-
NO
Tools
S6360-AC-MMO-040
TM
-
NO
Tools
s6360-ac-mmo-040_17012.pdf
PDFtm
AC040
NO
PDF file of TM
AC040
SubProject,#2366346
Activity: Writing
Assigned to: [redacted]
Received: 2007/11/21
Due on:
Tools
New Object
Properties
Attributes
Workflow
History
Notes
Post List
Where Used
To edit properties, click here or click on the property name.
Field Name
Field Value
Name
AC040
Creator
[redacted]
Due Date
2007/11/21
run tool
Local intranet

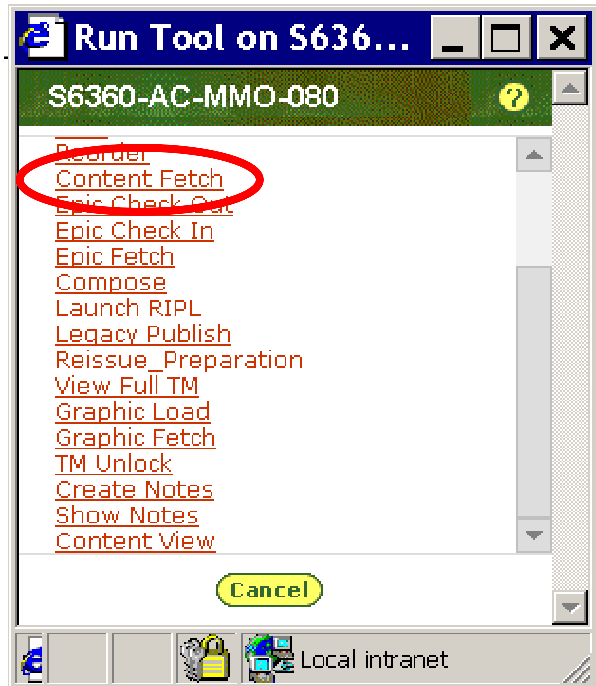
Content View / Fetch

Content View and **Content Fetch** are an options on the **Tools** menu for the PDF file in Content@



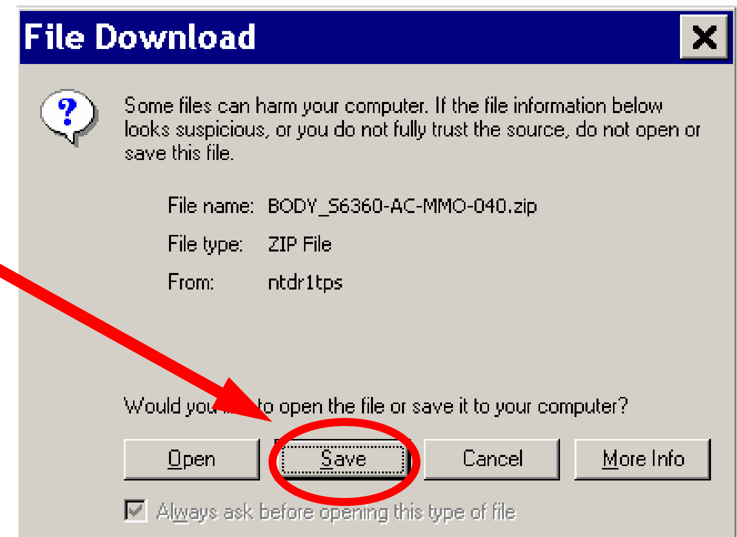
Content View will open the PDF file to be viewed. **Content Fetch** will allow the PDF file to be saved to your local machine and be viewed.

Content Fetch

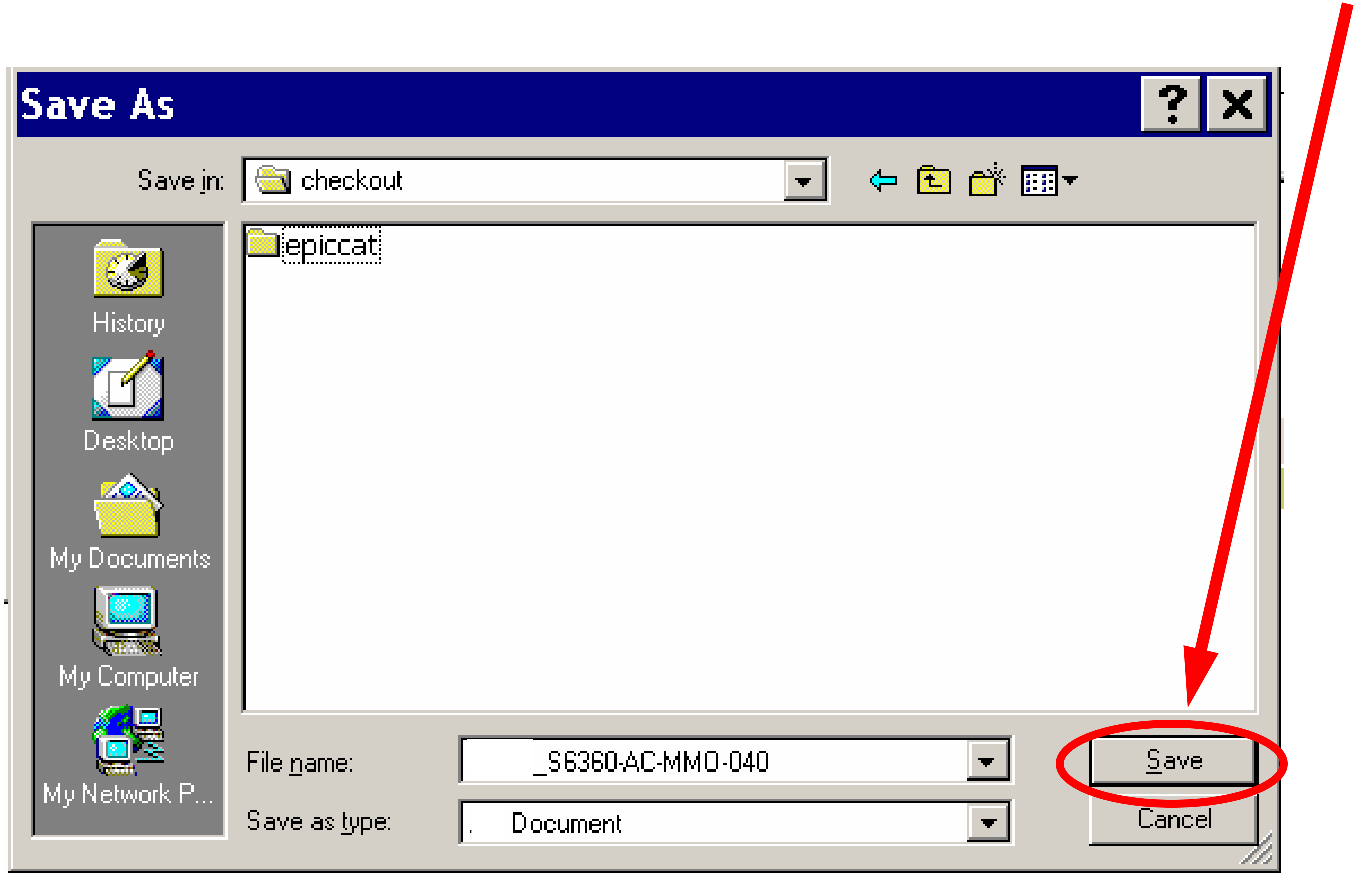


Choose

Save



Navigate to the **c:/checkout** [**C$ on 'Client' (V:)**] folder and click **Save**

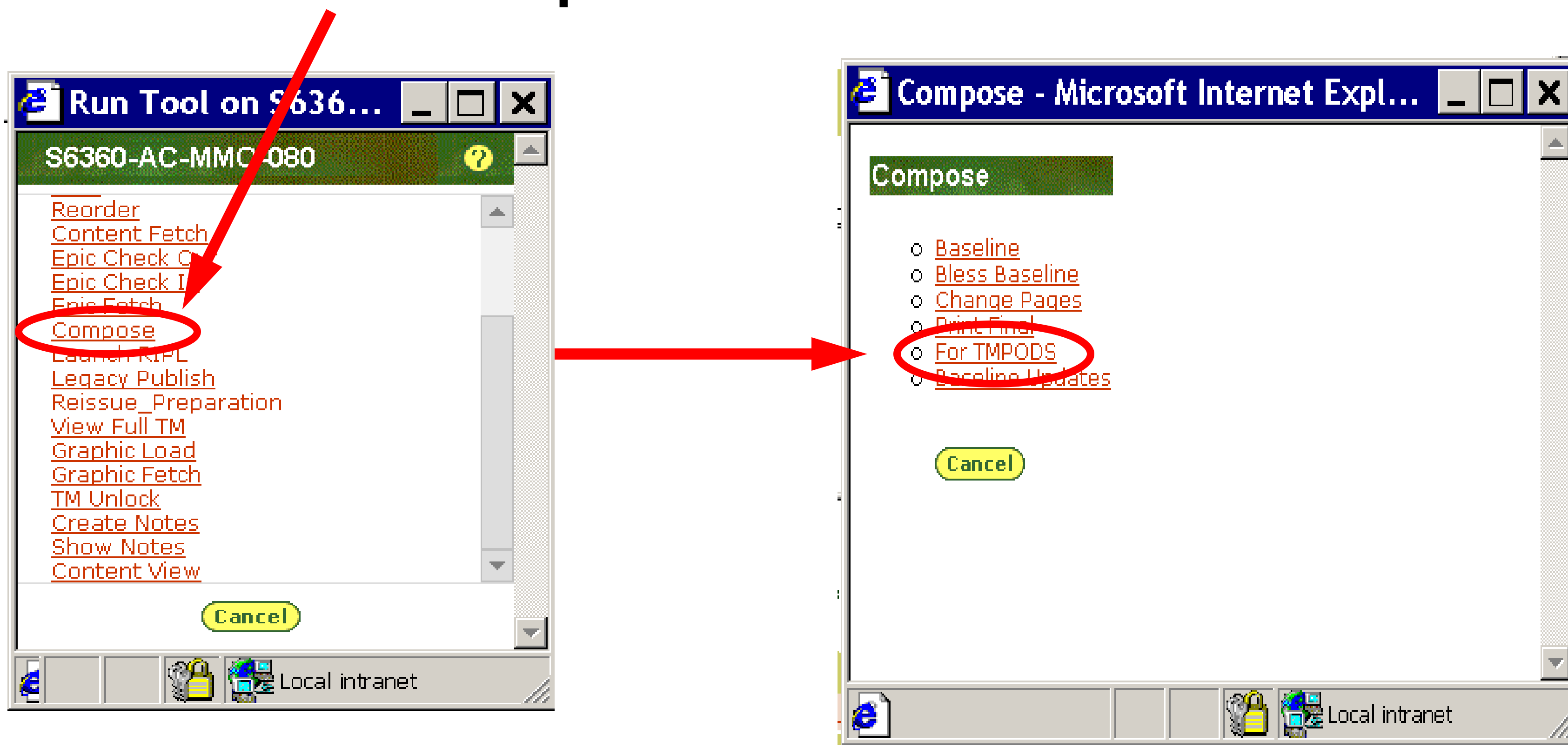


After the file is saved, the PDF should be found in the checkout folder and able to be viewed on your local machine without a Content@ connection.

Compose - For TMPODS

When finishing a project and composing baseline,

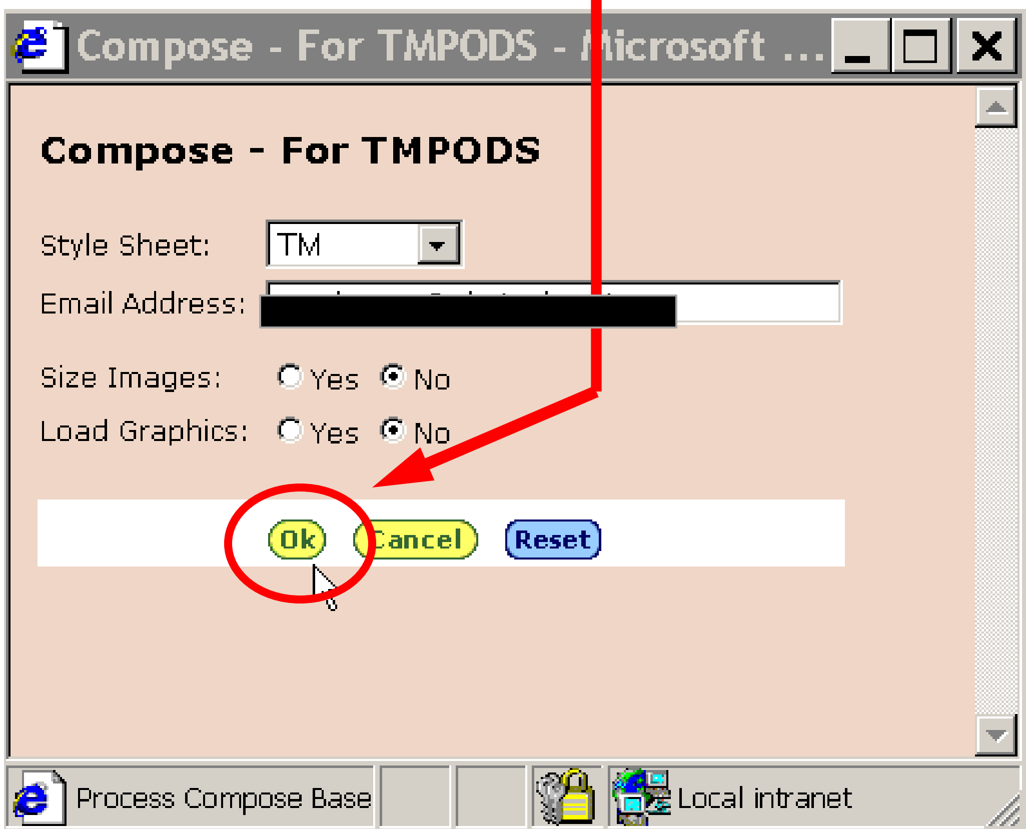
For TMPODS should be done to make a separate “foldouts” PDF along with the other TM PDF. This is found under **Compose** on the **Tools** menu for the **TM**.



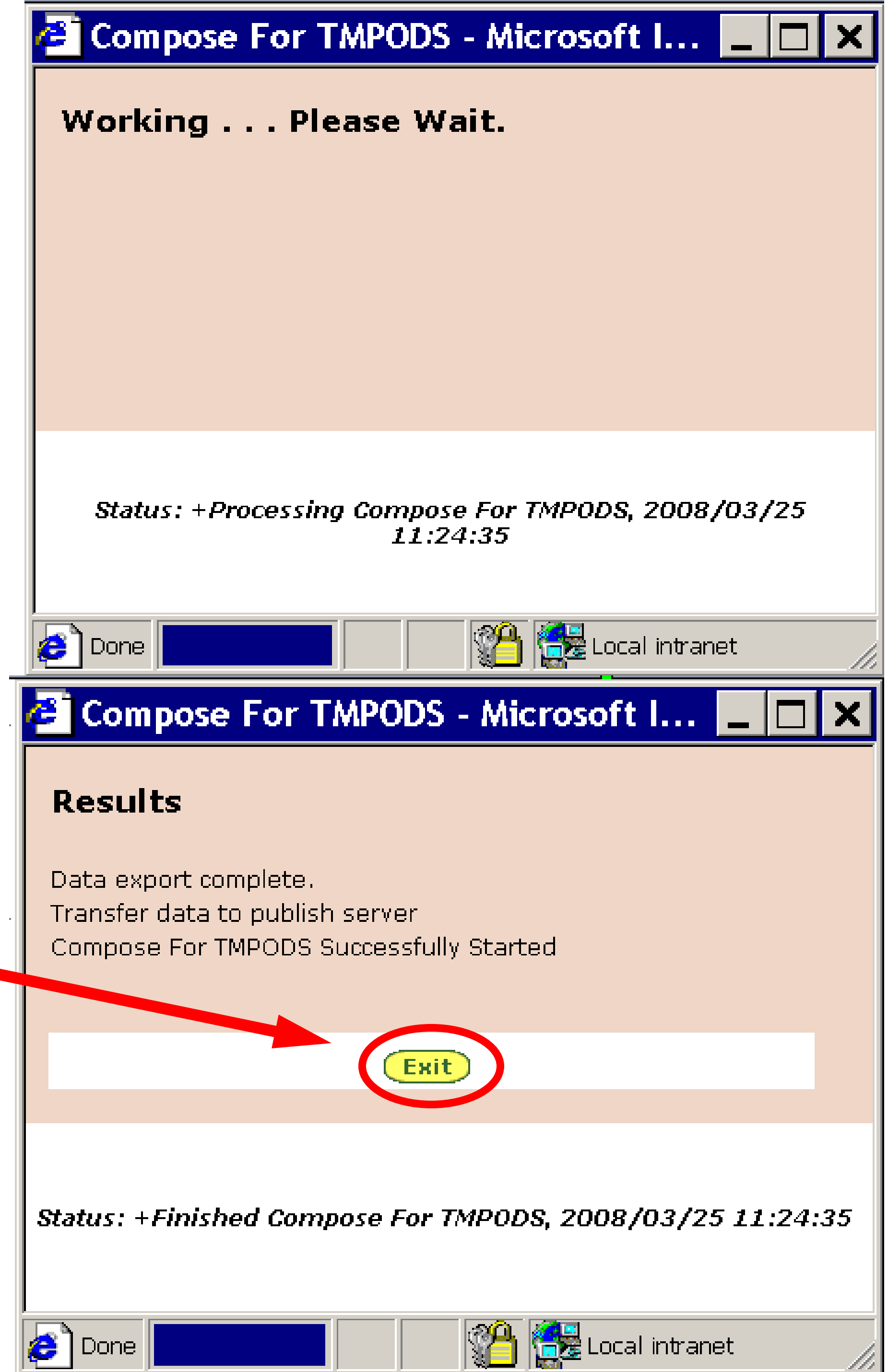
These settings usually do not need changing,

(if email address is incorrect notify System Administrator)

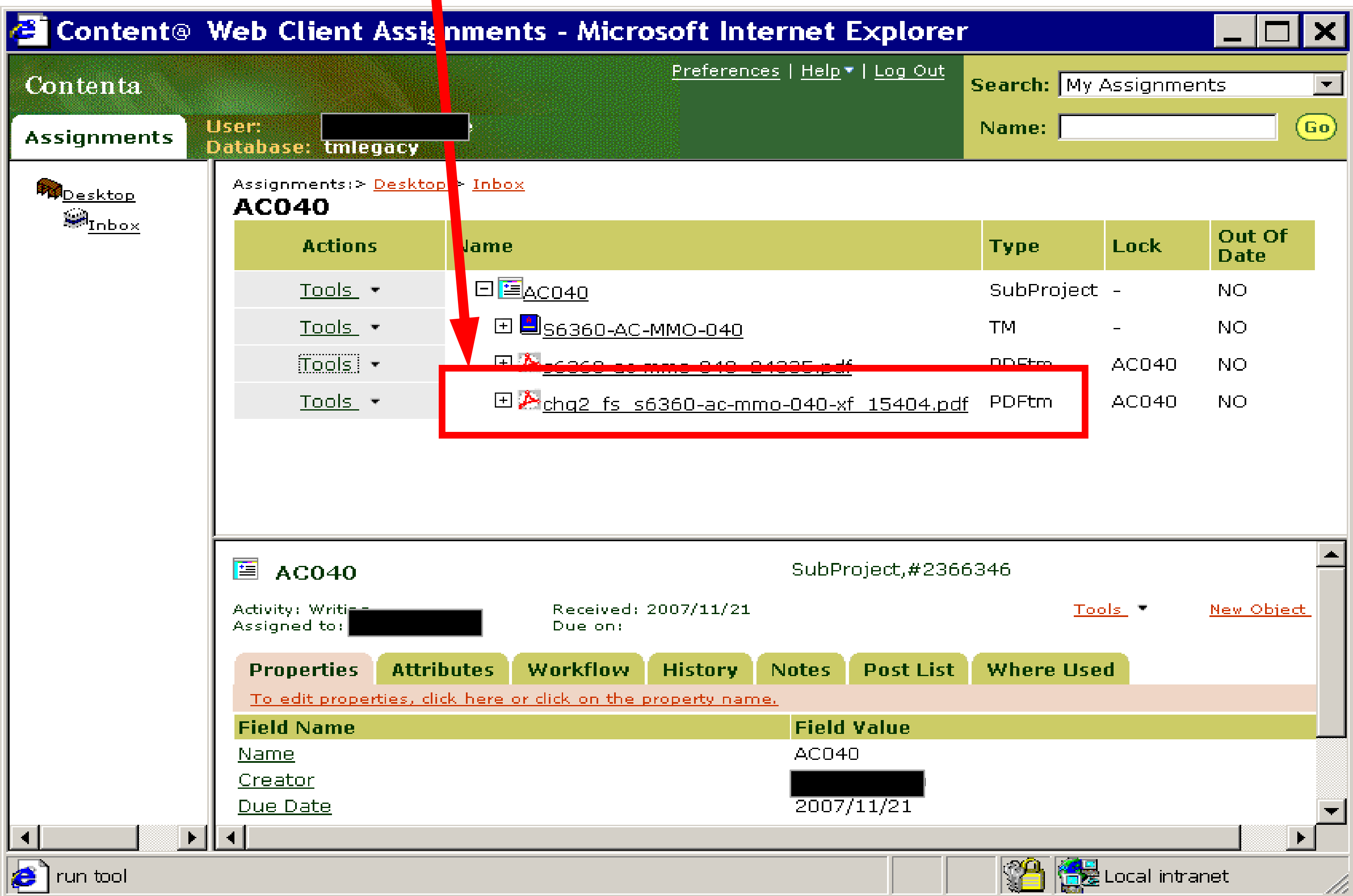
Click **Ok**



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.

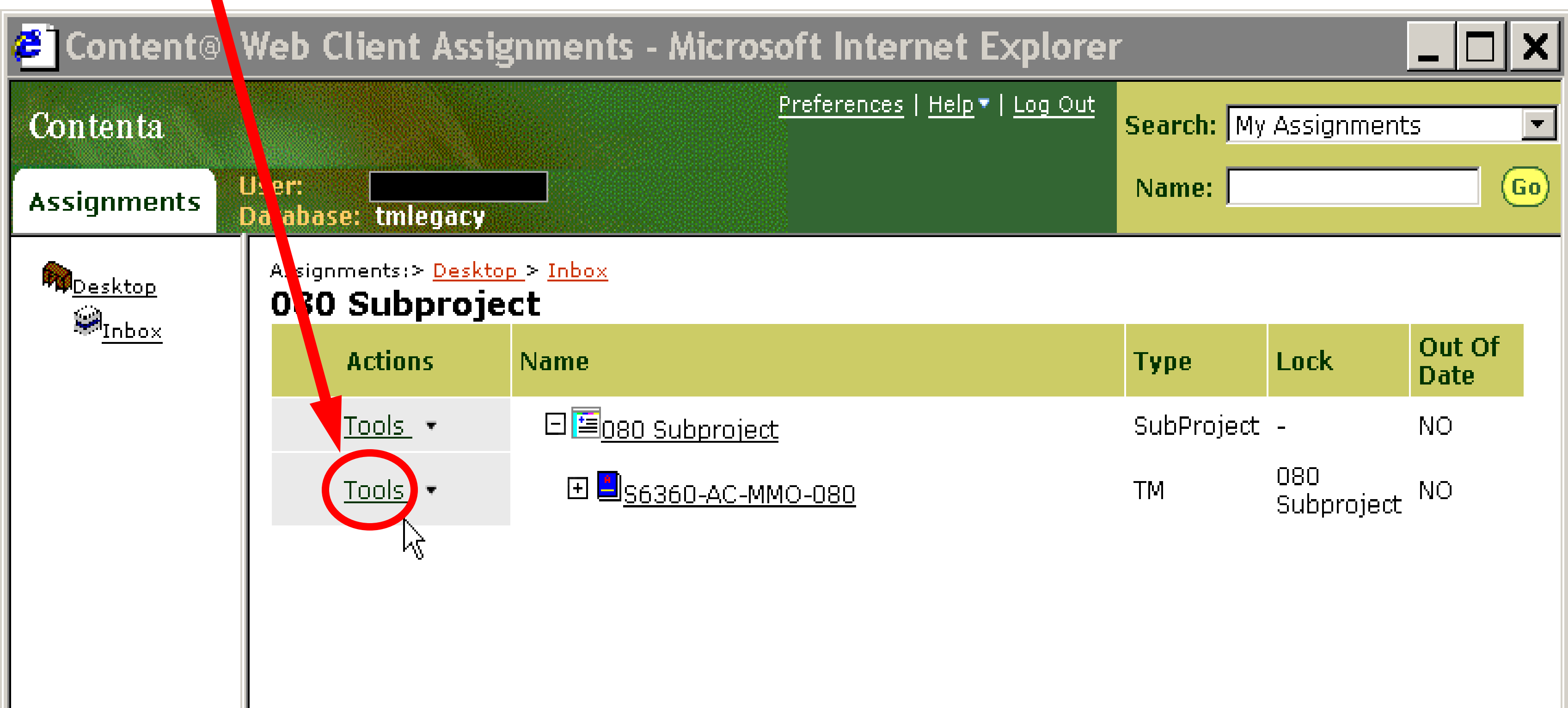


Publishing Legacy TMs

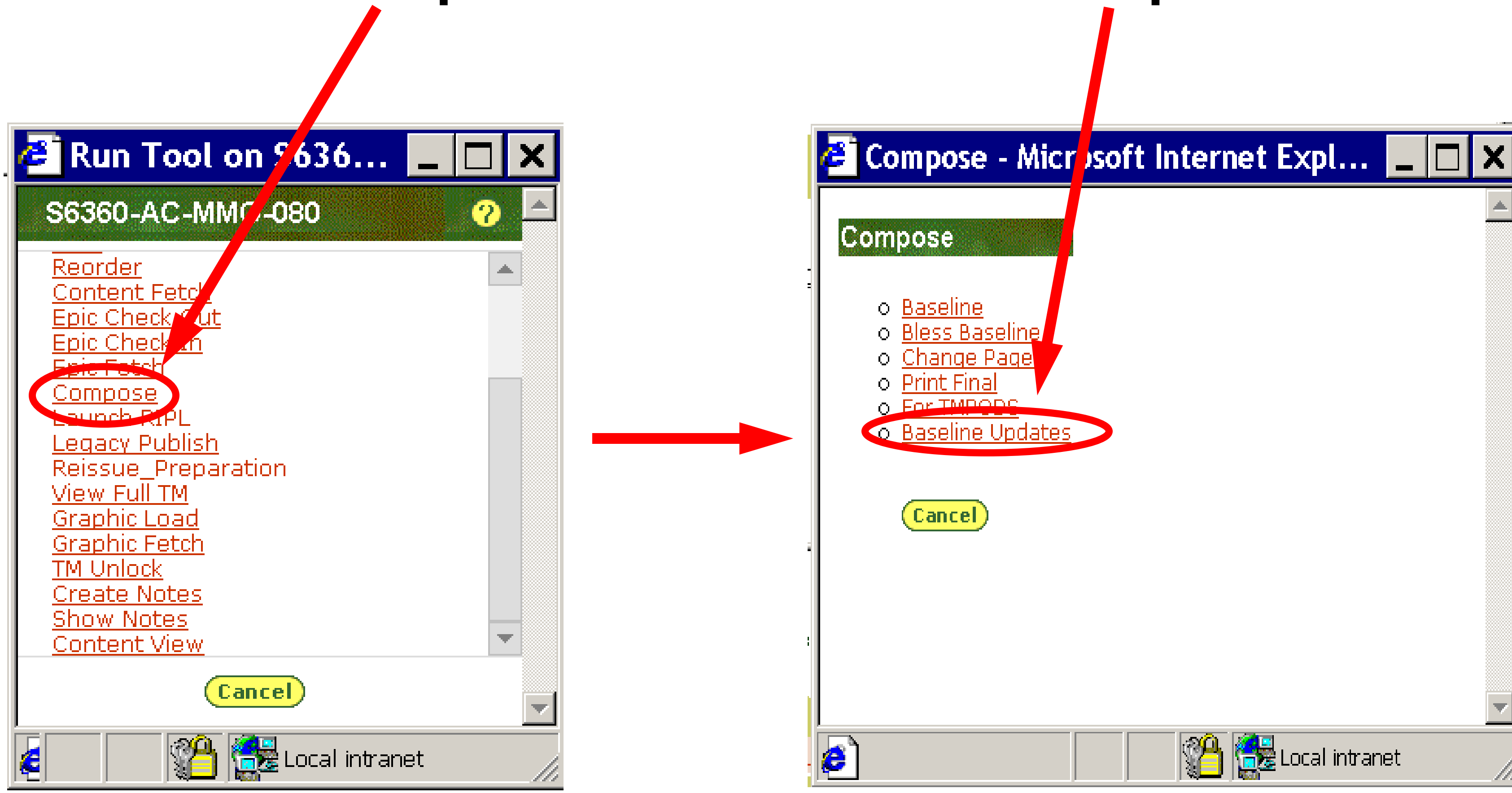
The Legacy publishing process can be seen on the **Legacy TM Flowchart.**

After requesting the Project the next step is to **Update Baseline**.

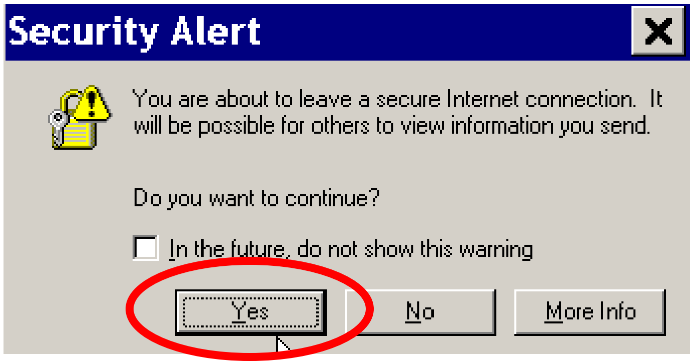
Click **Tools** for the **TM**

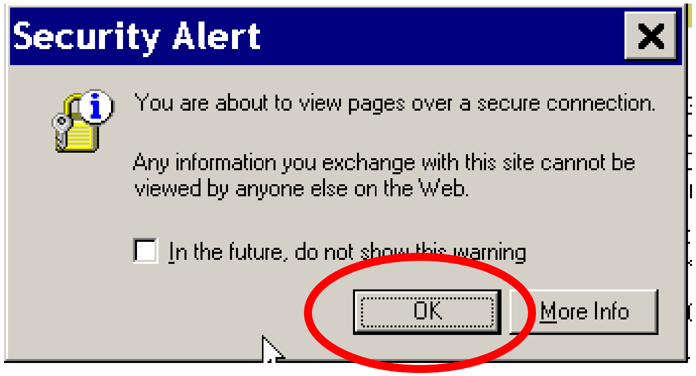


Click **Compose** then Click **Baseline Updates**



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

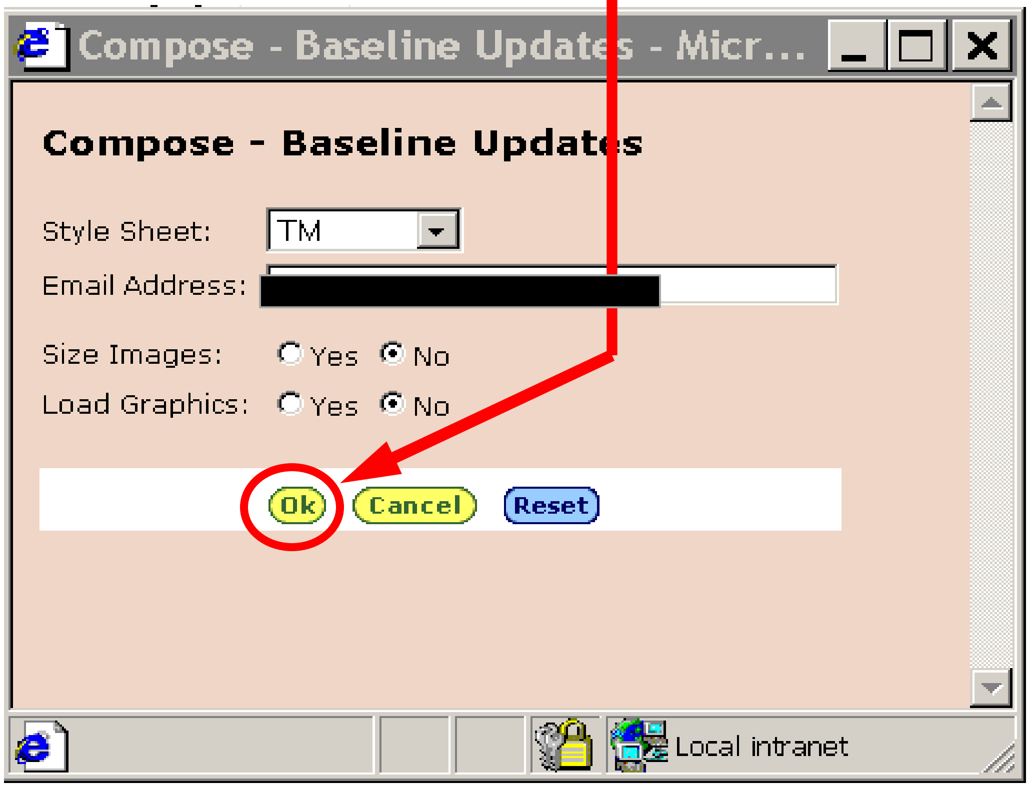


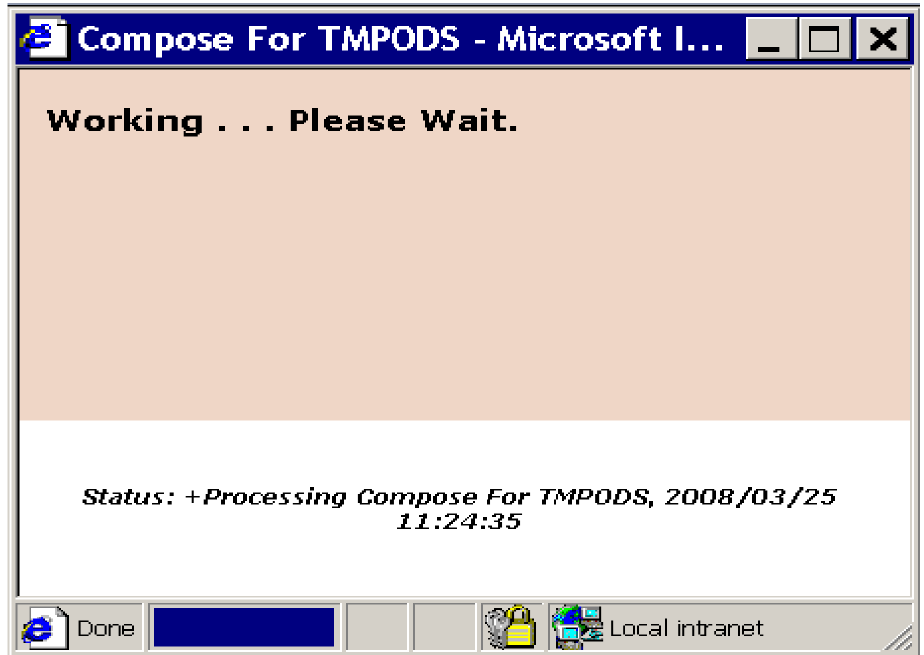


These settings usually do not need changing,

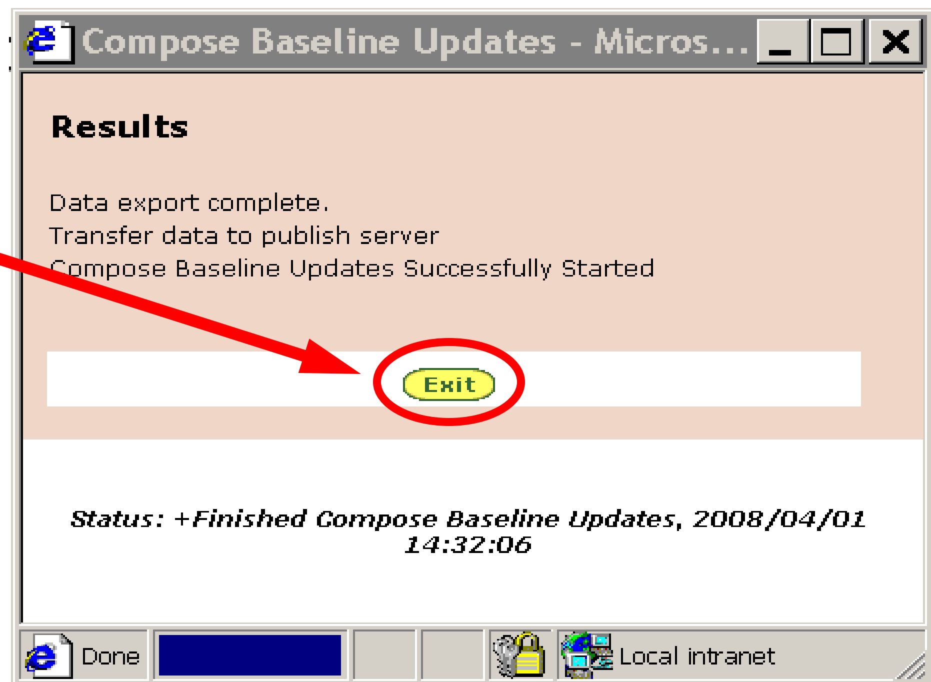
(if email address is incorrect notify System Administrator)

Click **Ok**

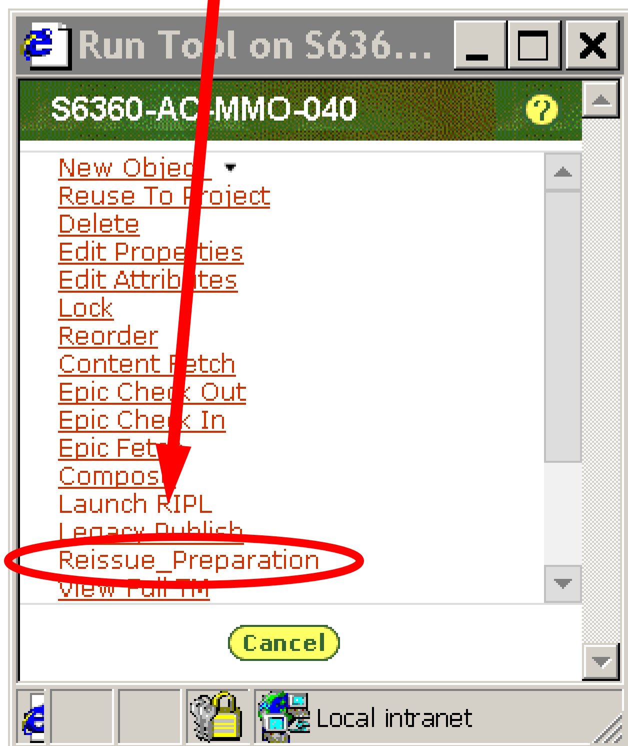




When Data export complete,
Hit **Exit**

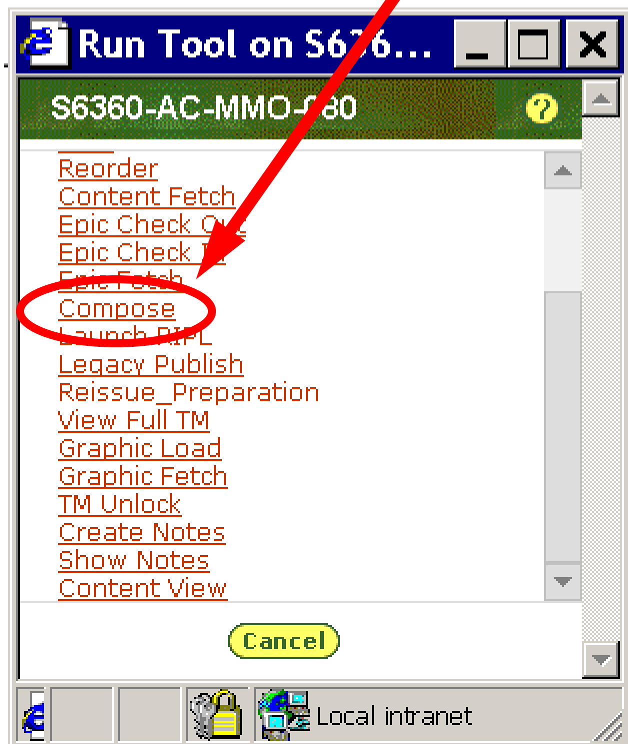


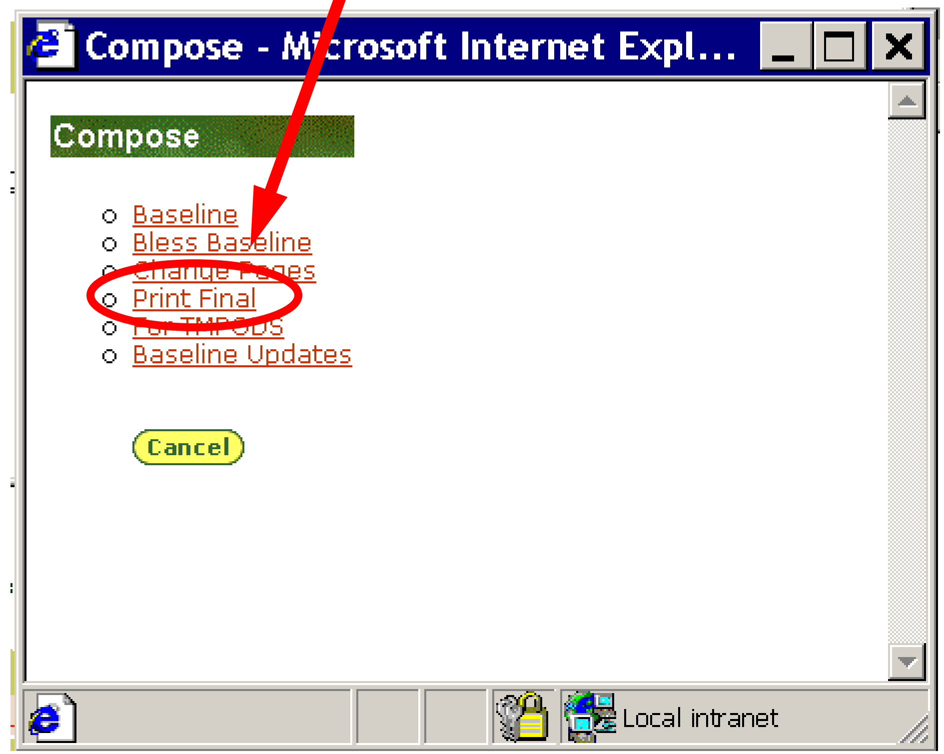
Next step will be to Run **Reissue Preparation,** First click the **Tools** for the **TM** and choose **Reissue Preparation**



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**

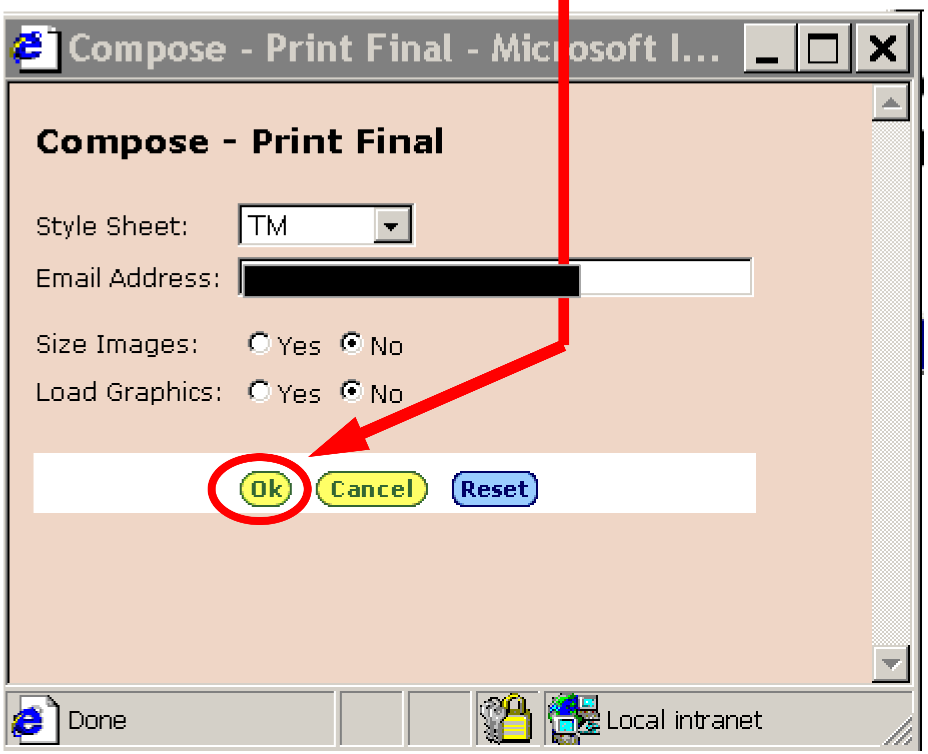


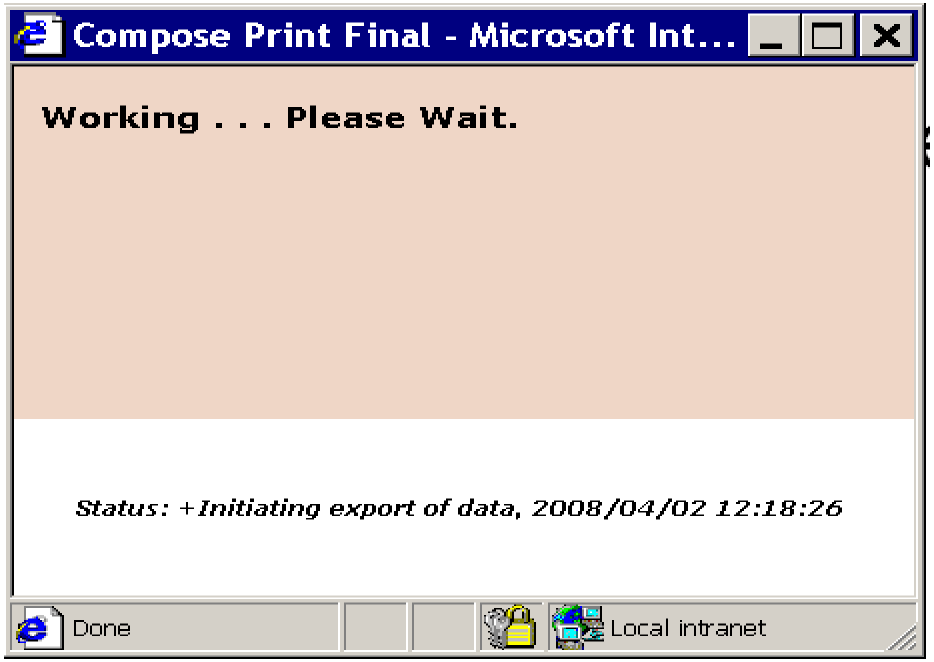


These settings usually do not need changing,

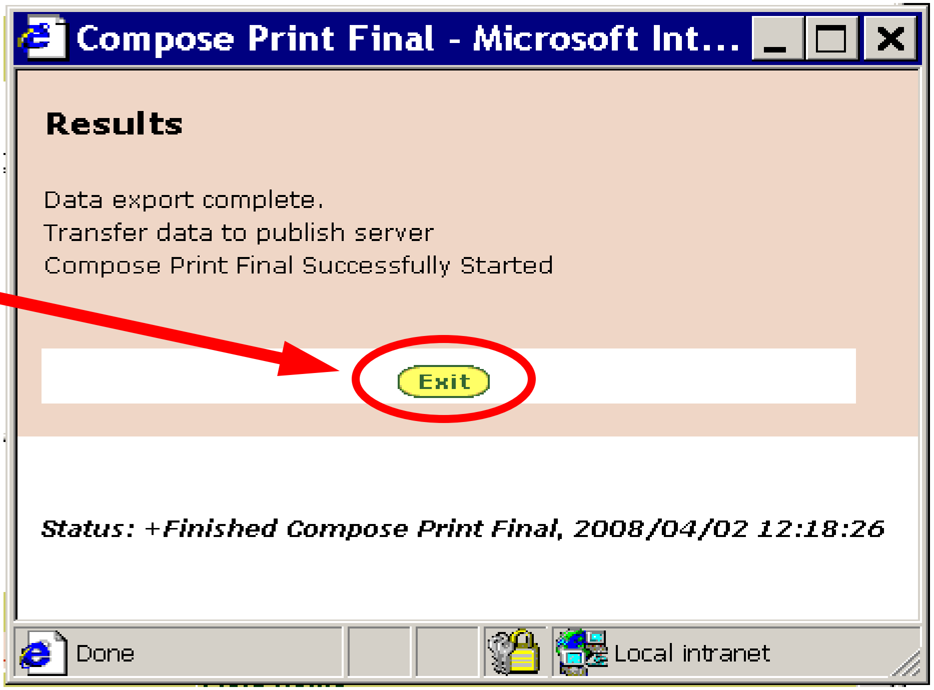
(if email address is incorrect notify System Administrator)

Click **Ok**

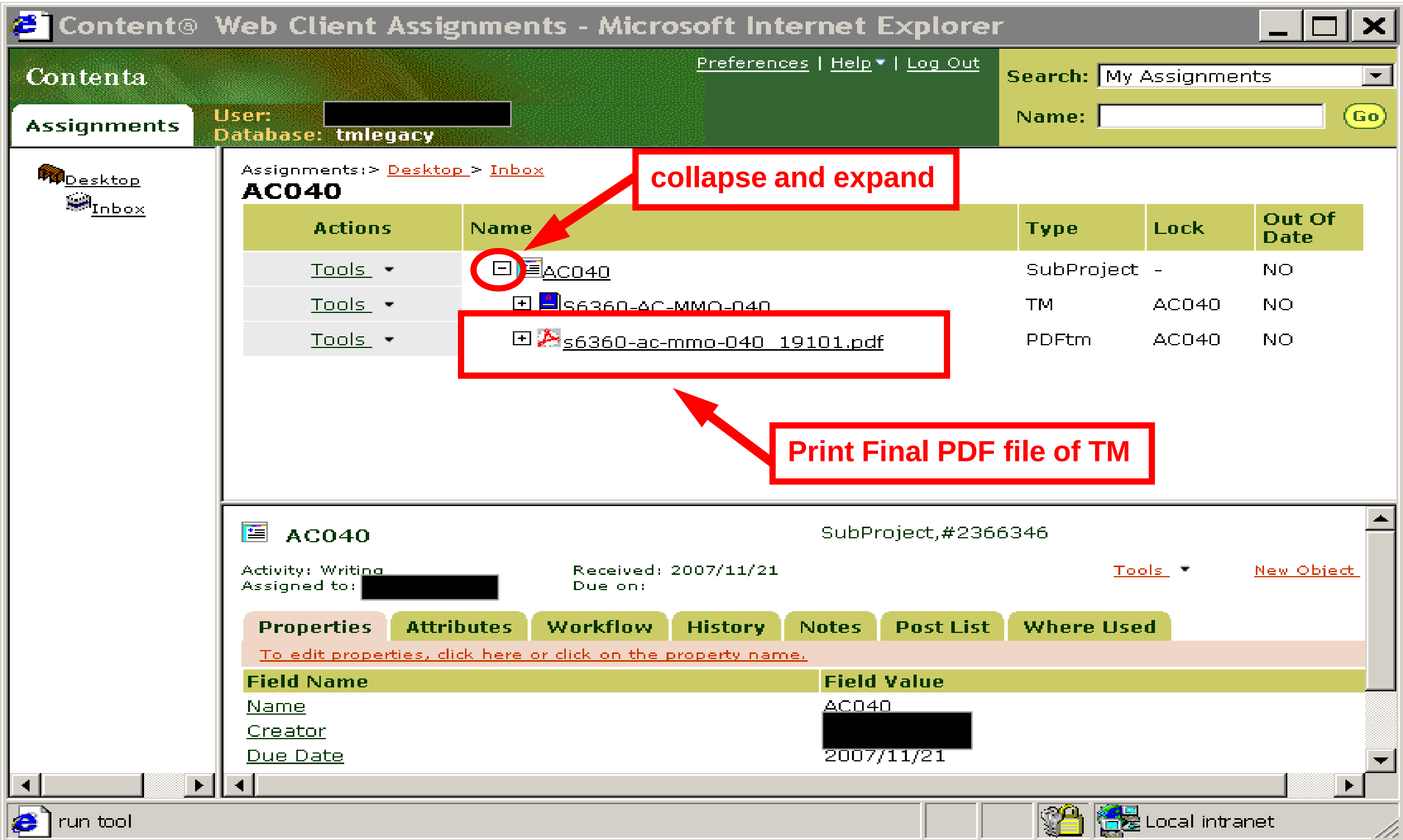




When Data export complete, Hit **Exit**



When compose is successful, **collapsing [-]** and **expanding [+]** the project in Content@, the PDF file should now be available.



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**.

<u>Section VIII</u>

System Administration

Section under construction