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





NADCP TMs

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



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 <u>https://navlogtd.navsses.navy.mil/</u>
- 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.

User Information:
First Name:
Last Name:
Middle Initial
Emak
Telephone:
Are you a US Chizen? @ Yes C No
Are you a contractor? RYes O No
Government Agency Information:
Full Activity Name & Code:
Full Mailing Address of Activity:

Government Contract Information:

Full Company Name:	
Full Company Mailing Address:	E.
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

E 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 <u>www.ptc.com</u> 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



License Language				-	
Select the language for your	icense agreemen	ıt.		D P	τ
English French German Italian Spanish Japanese Korean Simplified Chinese Traditional Chinese					
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Products
Choose the products to install.
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

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File Types	O D D T C
Choose file types to associate with Arbortex	t Editor.
☑ Arbortext Command Language File (acl)	🗹 Arbortext Macro File (mcf)
☑ SGML Document (sgm)	✓ FOSI Stylesheet (fos)
☑ XML Document (×ml)	☑ Styler Stylesheet (style)
Doctype Configuration File (dct)	DITA Documents (dita, ditamap)
InstallShield	
	< Back Next > Cancel

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Select t	ne language dictionary to	be used by default	for spell checking.	
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		< Back	Next >	Cancel
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E Click Next to Click Next to Click Next to Click Next to	5.3 MO10 - Install older install to this folder, or clic stall Arbortext 5.3 MO10 to Program Files\Arbortext\E	< Back	d to a different folde	Cancel

Setup Type	
Choose the se	etup type that best suits your needs.
Please select a	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	
1	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 Arborte	xt Publishing Engine
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Indicate whet	ther you will be using Arbortext Publishing Engine.
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🗟 Arbortext 5.3 M010 - InstallShield Wizard
Using Arbortext Publishing Engine
Indicate whether you will be using Arbortext Publishing Engine.
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 🛛 🔀
Ready to Install the Program The wizard is ready to begin installation.
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.





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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

doctypes

🔇 Back 💌 🕥

Addres

C:\doctypes

NOTE: The **970930na** folder must be changed to **<u>NOT</u>** be Read-only





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

🖻 doctypes						
File Edit View Favorites T	ools Help					
Search Polders						
Address 🛅 C:\Program Files\Arbo	ortext\Editor\doctypes		*	🔁 Go		
	Name 🔺	Size Type	Date Modified	~		
File and Folder Tasks 🛛 🔕	🗀 eventlog	File Folder	11/29/2007 1:34	11 A.		
C Mala a sau fallar	🛅 freeform	File Folder	11/29/2007 1:34			
Make a new rolder	🗀 gidgroup	File Folder	11/29/2007 1:34			
Publish this folder to the	🛅 helpnav	File Folder	11/29/2007 1:34			
Share this folder	🛅 html40	File Folder	11/29/2007 1:34			
	🛅 html40-l	File Folder	11/29/2007 1:34			
	🛅 intrchngmap	File Folder	11/29/2007 1:34			
Other Places	🛅 layout	File Folder	11/29/2007 1:34			
	🛅 macros	File Folder	11/29/2007 1:34			
🛅 Editor	🛅 milspec	File Folder	11/29/2007 1:34			
My Documents	Coutspec	File Folder	11/29/2007 1:34			
Constraints	Capdfconfig	File Folder	11/29/2007 1:34			
Mu Computer	🔁 profiling	File Folder	11/29/2007 1:34			
S my compacer	🔁 resultset	File Folder	11/29/2007 1:34			
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Deheile	🛅 styler-xslt	∑⊊ile Folder	11/29/2007 1:34			
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	🗀 xdocbook	File Folder	11/29/2007 1:34	1		
	🛅 xhtml 🚽 🚽	File Folder	11/29/2007 1:34			
	🔁 xliff	File Folder	11/29/2007 1:34			
	🖻 xmlschema 🚽 🚽	File Folder	11/29/2007 1:34			
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	🔁 xslt	File Folder	11/29/2007 1:34			
	Xui	File Folder	11/29/2007 1:34			
	🕻 🖬 catalog 🌙	25 KB File	11/30/2007 4:03			
				~		

29

- 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"



Copy the five command files (.cmd) into the c:\doctypes folder

(These files may need to be changed so they are **NOT** Read-only)

🗅 doctypes 📃 🗖 🔀					
File Edit View Favorites Tools Help					
🚱 Back 🔹 🌍 🚽 🏂 Search 🖗 Folders 🛄 🗸					
Address 🛅 C:\doctypes			Go 🔁 🔁 Go		
File and Folder Tasks Image: Comparison of the state of the sta	 970930na EpicEditCatChgTrk51C.cmd EpicEditCatComDlg.cmd EpicEditCatDebug.cmd EpicEditCatMain.cmd EpicEditCatVtils.cmd 	Size Type File Folder 4 KB Windows NT Co 11 KB Windows NT Co 1 KB Windows NT Co 173 KB Windows NT Co 14 KB Windows NT Co	Date Modified 10/10/2007 3:19 PM 6/22/2005 6:28 PM 1/13/2003 10:43 AM 11/21/2002 1:43 PM 8/23/2005 12:01 PM 8/23/2005 11:26 AM		
Other Places Image: Comparison of the second se					
Details					

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
                                                                                                                                             2
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
qlobal 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\EpicEditCatComDlq.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** websites₃₃

Section IV Initial Log In Instructions

8. <u>Set Preferences</u>

Once in Web Content@, Click Preferences

🚰 Content®	Web Client Assig	nments - Micro	psoft Intern. E>	cplore	r	_	
Contenta			Preferences lelp •	<u>Log Out</u>	Search: [My Assignments	•
Assignments	User: Database: tmlegacy				Name:		G 0
₩ <u>Desktop</u> Ŵ <u>Inbox</u>	Assignments: > Inbox Assignments Hist 1-2 • of 2 Actions Activity (select) •	ry Notes		Re (s)	ceived elect)	DueDate (select)	T
	User Notes O Note	s, O New Notes					
<u></u>	••				<u> </u>		

In the Checkout Directory and Import Directory window, enter <u>v:/checkout</u>

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

Preferences -	Microsoft Internet E 💶 🗖 🗙
Preferences	? 🖻
Date Format:	yyyy/MM/dd 💌
Date Input Format:	MM/dd/yyyy 💌
Time Format:	HH:mm:ss 💌
Rows Per Page:	10 💌
Checkout Directory:	v:/checkout
Import Directory:	v:/checkout
 Show Advanced Options 	
	Ok Cancel
E	
9. Set the ICA Client File Security



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.

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Contents	and the second		Search: My Assign	nenta	-		
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Acadha Mana	Inbox						
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	Actions Activity	Preject 4	Received	DasDate			
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11	* SubPreject AB010 ha	s been farwarded to you by Ray Cipella		iniata	-1		
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	* SubPreject AG010 ha * SubPreject AG010 ha * MasterProject SG420 Resembnam * MasterProject SG420 Resembnam	n been forwarded to you by Ray Cipolla is been forwarded to you by Ray Cipolla 1-BO-SUP-030. Jae Flanagan has been forwa 1-BO-SUP-030. Jae Flanagan has been forwa	rded to you by Dave rded to you by Dave	dalata dalata dalata dalata			

Click Create Project



Click Yes/OK to Security Alerts

Securi	ty Alert 🗙
ß	You are about to leave a secure Internet connection. It will be possible for others to view information you send.
	Do you want to continue?
	In the future, do not show this warning
	Yes No More Info





Content@ searching for manual

Locate TM(s) based on Search Criteria



Search Desktop

	Local Intranet	
2	< 🖉 🖸 😼 🔎	1:54 PM

an 🚑 . .



Locating ... Please Wait

🖉 CREATE MASTER PROJECT TOOL - Microsoft Internet Explorer

Search Criteria Configuration: NADCP Publication Number: sg507-ab-mmo-010 Publication Title: Ship Classification: All Ship Classes TM List Entries: No TM list entries _ & ×

ala thaut

If the manual is available, select the

box and choose your TMMA approver/Project Manager from the drop menu



Sending Notification of request...

CREATE MASTER PROJECT TOOL - Microsoft Internet Explorer

Heln Ahout

_ 8 ×

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

CREATE MASTER PROJECT TOOL - Microsoft Internet Explorer		
		Help About
Created Project Statu		
Exit	New Locator Fo	Form



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**.

🚰 Content®	Web Clien Ass	ignments - Mic	rosoft Int	ernet l	Explorer				×
Contenta			Preferen	<u>es Help</u>	l <u>Log Out</u>	Search: 🖪	ly Assignm	ents	<u> </u>
Assignments	User: Database: tr legacy					Name:		G	1 0
Ma <u>Desktop</u>	Assignment > <u>Desk</u> AC040	top > Inbox							
* <u>Inbo×</u>	Actions	Name				Туре	Lock	Out Of Date	
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	<u>Icers</u> •		<u>C-MMO-040</u>			тм	-	NO	
				SubPr	oject,#2366	346			
	Activity: Writing Assigned to:	Received Due on:	d: 2007/11/21			:	Tools -	<u>New Object</u>	
	Properties Att	ributes Workflow	History	Notes	Post List	Where U	Ised		
	To edit properties,	click here or click on th	e property nan	<u>ne.</u>					
	Field Name			Field	Value				
	Name			AC04					
	Due Date			2007/	/11/21				
< I I I				2007)	11/21				◄
									-

Click New Object and scroll to choose SubProject





New SubProject		
Location: Indian = Si	0330-M-OFE-010_	(faurt
Name Dreator Due Date	(04-010	
Workflow Template Current Routing Routing History Access Level	W#_primary AMSEC MESC CONTRACTS AMSEC THOER/SOME BASIC AMSEC-bade ANTEON SUBPROJECT Bob Waldner bast CDI MARINE SUBPROJECT SO WARD E MARINE	1 1.1
-	M. ROSENBLATT AND SON	

Hit "**Ok**" when finished making name and selecting workflow

New SubProject		0
Location: Inbox = 1	0330-AA-OPI-010_	
Name	AA-010	
Creator Sue Date	Da for from anoresees	
workflow Template	10050000000	
Current Routing	and and	
Access Level	secure .	

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

🚰 Content@ W	/eb Client Assignme	nts - Microsoft Inter	net Explorer							_	. 8 ×
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The **Project** should already be highlighted, Hit "Ok"

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

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

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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

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Step 3. Open Tools for SGML container

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Step 4. Click Epic Check Out



Step 5. Click Yes/OK to Security Alerts

Securi	ty Alert 🛛 🗙
ß	You are about to leave a secure Internet connection. It will be possible for others to view information you send.
	Do you want to continue?
	In the future, do not show this warning
	Yes No More Info



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

Warn	ing - HTTPS 📉 🔀
?	Hostname Mismatch The hostname in the server security certificate does not match the name of the server.
	Hostname of the URL: ntdr1tps Hostname from the certificate: ntdrtmcw.ntdr
	Do you want to proceed?



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

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

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

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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







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



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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**



This screen will allow you to search on Publications/Changes by Publication/Change will be returned in a list box that will allow you then to see the details of the individu printed using the print feature of your browser.

Note: Stock number search will now search both basics and changes for the matching Stock Number. Publication d Publication with change data can only be view by Pub number. Publication change data can be viewed by change n Drop down box to make your selection of publication Number, Title, Stock Number or Change number.

p down box to select the type of data you would like to view.

Publication with Change Data (can only be viewed by Pub Number)

Pub Number

INFORMATION SYSTEM

For Publication/Change Numbers or Stock Numbers enter partial or entire numbers for search. Be sure to include deselect Pub Number search and enter MMA in the following search box. For Title searches enter as much of the title change records. If you wish to see all publications with the word 'pump' in the title just enter the word 'pump' in the 'fresh water' in the Title, enter all words in the search box and select the 'OR' from the drop down box.

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

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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).**⁸⁰

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)



Command:

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)



Command:

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**

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



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.

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SUPERSEDING STATEMENT: THIS MANUAL SUPERSEDES XXXX-XX-XXX-XXX DATED DD MMM YYYY AND ALL CHANGES THERETO. ⁸⁸

 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).

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-	ORDER 12470. VIOLATIONS OF THESE EXPORT LAWS ARE SUBJECT TO SEVERE CRIMINAL PENALTIES₽
-	¶DESTRUCTION NOTICE: DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF THE DOCUMENT.
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-	foreword
-	FOREWORD
۰۵ ۱	The purpose of this supplement is to augment Appendix A of the Corrosion Control Manual for CG, 49 and Follow. Corrosion control items applicable to CG, 58 and not found in the baseline manual are included in
-	this supplement. This supplement is to be used in conjunction with the baseline manual. Corrosion control methods, systems, procedures and corrosion problems detailed in the baseline manual are also applicable to CC
-	S8.IP
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۵	contents
-	TABLE OF CONTENTS
-	ChapterPage Chapter Page
-	FOREWORD

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,

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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
Image: 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: P Imanuals. All errors, omissions, discrepancies and suggestions for improvement to NAVSEA technical manuals shall be forwarded to: P Imanuals. All errors, omissions, discrepancies and suggestions for improvement to NAVSEA technical manuals shall be forwarded to: P Imanuals. CODE 310 TIMDER, BLDG, 1388 P Imanuals. Not supply points, depots, Naval Shipyards and Supervisors of Shipbuilding are requested to arrange for the maximum practical use and evaluation of NAVSEA technical manuals. Imanuals. All errors, omissions, discrepancies and suggestions for improvement to NAVSEA technical manuals shall be forwarded to: P Imanuals. Code 310 TIMDER, BLDG, 1388 P Imanuals. Not supply and the supervisor of Shipbuilding are requested to arrange for the maximum practical use and evaluation of NAVSEA technical manuals shall be forwarded to: P Imanuals. All errors, omissions, discrepancies and suggestions for improvement to NAVSEA technical manuals. Imanuals. All errors, omissions, discrepancies and suggestions for improvement to NAVSEA technical manuals. Imanuals. All errors, omissions, discrepancies and suggestions. Imanuals. All errors, omissions, discrepancies and suggestions. Imanuals. All errors, omissions, discrepancits, and terrors, omissions.
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https://nsdsa2.phdnswc.navy.mil/imder/imder-generate.asp?ivl=1. brk Individual electronic TMg 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. P 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

I 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.

I 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. P

¶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. P

¶RESUSCITATION.P

¶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. P ¶HIGH PRESSURE AIR.P

I 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:



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" >



96

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)



			<u>un</u>	Xtel					
		Pow	er Su	pply, <u>Helo</u> Start	er		0961-025-501	0	McCarr
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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).

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-		Switch, Disconnect	0962-076-3010	Palmer Elec	
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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)



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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.



100

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.



🕻 Arbortext Editor Table Markup Errors

[A30105] Double click the left mouse button on any underlined error message to position the cursor at the approximate point of the error.

*** Error in file \\Terastation\share\Data\Tech Manuals\Sample SGML\sample body\BODY#1653609#2353286_513669671.sgm:

[A12837] No cell tags in row.

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"

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rowsep: spanname: valign:		security: tocid:	×	Delete All

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 para0 need a "foldout" tag. ...📺 🔍 para0 📩 📺 para Refer to table for a 400-Hz electrical equipment technical manual listing. N "table" para 📺 🔍 table *Table 2-2* Table 2-2 Table 2-2 400-Hz Equipment Techni 🗄 🎹 🚱 tgroup 📟 MANUAL 📺 🍭 table, table 📩 📺 😪 table "tgroup" 🗄 🎹 🚱 tgroup 📟 MANUAL table para0 🗄 🛲 🙉 tgroup 📟 MANUAL chapter 👝 🗐 🔍 chapter — CHAPTER 3 TROUBLESHOOTING 🕰 para0





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.

Adding columns/ Deleting columns and Adding rows/ Deleting

<u>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>Insert</u> or <u>Delete</u>



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 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 Yes / OK to any Security Alerts





Choose <u>Save</u>	File Download X
	Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
	File name: BODY_56360-AC-MMO-040.zip
	File type: ZIP File
	From: ntdr1tps
	Would you like to open the file or save it to your computer?
	<u>O</u> pen <u>Save</u> Cancel <u>M</u> ore Info
	Always ask before opening this type of file

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



When download is complete click Close





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**.

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	<u>Tools</u> •	⊡ 🖹 <u>Body</u>				SGMLcontainer	-	NO	
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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.

•	¶TYPICAL EXTENT OF CORROSION: Moderate P
-	¶FREQUENCY OF CORROSION: Moderate P
-	RDESCRIPTION: The VLS deck seal is a steel assembly consisting of coaming, and deck skirt. The deck seal surrounds the VLS Launcher assembly which conveys water away from the launcher
à.	assembly. See figures xref xrefid="fa-182" xidtype="figure" A-182 xref and xref xrefid="fa-185" xidtype="figure" A-185 xref .P
2	RECOMMENDED CORRECTIVE/PREVENTIVE ACTION: Abrasive blast the weather side of the deck seal and 1 inch of deck around the deck seal. Apply MSC system 2 plus sealer and
_	system 3-W1 topcoats.P
:	ftnote id="ftn10" label="*" > \$\TSRA Ship Restricted Availability!
	ftnote ftnote id="ftn11" label="**" NROH - Regular Overhaul. P
	figure fi
	para0 title CORROSION PROBLEM SUMMARY SHEET ↓ title ¶INDEX NUMBER 1134₽

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)

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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.

Modif	y Attributes	X
		ОК
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tocen	ry: port	
tocid:		
		<u></u>
Elemen	t: figure	.::

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 "<u>New...</u>"

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	fig10		s6360-ac-mmo-040-fig10.tif		tif	
	fig11		s6360-ac-mmo-040-fig11.tif		tif	Modify
	fig2		s6360-ac-mmo-040-fig2.tif		tif	
	fig3		s6360-ac-mmo-040-fig3.tif		tif	Delete
	fig4		s6360-ac-mmo-040-fig4.tif		tif	Insert
	fig5		s6360-ac-mmo-040-fig5.tif		tif	
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	fig9		s6360-ac-mmo-040-fig9.tif		tif	
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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.

8 Arbortext Editor 80DY#1414183#7366346	_1003489107.sgm
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Graphic	M AREA OR COMPONENT: VLS Deck SealP
Marked Sections	COCCURRENCE: 01 level, frame 97 forward and frame 434 aft P
and	EXTENT OF CORROSION, Madamic P
Notations	NCV OF CORROSION: Moderate P
para	UDESCRIPTION: The VIS deck seal is a steel assembly consisting of coaming and deck skirt. The deck seal surrounds the VIS Laurcher.
para RECOMMENDED CORRECTIVE/PREVENT:	assembly. See figures [xref xrefid="fa-182" xidtype="figure"] A-182 (xref] and [xref xrefid="fa-185" xidtype="figure"]. 185 (xref]
⊨	RECOMMENDED CORRECTIVE/PREVENTIVE ACTION: Abrasive blast the weather side of the deck seal and 1 inch or deck around
	system 3-W1 topcoats.P
4 finote	ftnote id="ftn10" label="*">¶SRA - Ship Restricted AvailabilityP
Dara ROH - Regular Overhaul.	ttnote id="ftn11" label="**" ¶ROH - Regular Overhaul.P
ftnote	ftnote
📋 📺 🍕 figure 📃	figure orient="land" id="f2-2" label="2-2"
title Gas Turbine Parts Compartment Access Bin	title Gas Turbine Parts Compartment Access Bin (title
Figure 2-2 Gas Turbine Parts Compartment Access Bin	Figure 2-2 Gas Turbine Parts Compartment Access Bin
para0	para
Title CORROSION PROBLEM SUMMARY SHEE	
para INDEX NUMBER 1134	para0
DETERMINE AREA OF OCCURRENCE: Gee Turbine Comb	Title CORROSION PROBLEM SUMMARY SHEET (title
para TYPE OF CORROSION: Galvanic	¶INDEX NUMBER 1134P
ara	¶PROBLEM AREA OR COMPONENT: Gas Turbine Combustion Air Intakes
para FREQUENCY OF CORROSION: High	I AREA OF OCCURRENCE: Gas Turbine Combustion Air Intakes Forward and Aft

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"

fig1 s6360	-ac-mmo-040-fiq1.tif	+	10	
-	aa mina a ta ngaran		IT C	Duplicat
fig10 s6360	-ac-mmo-040-fig10.tif	t	if 🛛	Dyplicade
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fig2 s6360	-ac-mmo-040-fig2.tif	t	if 🗧	
fig3 \$6360	-ac-mmo-040-fig3.tif	t	if L	Delete
fig4 \$6360	-ac-mmo-040-fig4.tif	t	if 🛛	Insert
fig5 \$6360	-ac-mmo-040-fig5.tif	t	if 📐	
fig6 \$6360	-ac-mmo-040-fig6.tif	t	if 🛛	Find v
fig7 s6360	-ac-mmo-040-fig7.tif	t	if 🔽	Count Lises
fig8 \$6360	-ac-mmo-040-fig8.tif	t	if 🗌	
o	25-mmo-040-6a0 #f		10	

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)



be placed in the " reprodep " (height)	Modify /	Attributes		
	boardno:	rig2		Cancel
Hit " OK "	delchlvl:			
	graphsty:	outline	*	<u>V</u> alidate
	inschlvl:			Reset
	reprodep:	8.5in		Reset All
	reprowid:	¦∔.02in		Delete
	scalefit:			Delete All
	tocid:			
	Element: g	raphic	Element bei	ng modified
The " graphic " tag should have the figures	dimensi	ons.		

graphic boardno="fig2" reprowide"4.02in" reprodep="8.5in"

40

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 A	ttributes	×	title Area 8 Deck Plan title graphic boardno="fig11" reprovvid="4.02in" reprodep="8.5in Figure A-92 Area 8 Deck Plan
111	boardno: chglvl: delchlvl: graphsty: inschlvl: reprodep: reprowid: scalefit:	fig11	OK Cancel <u>H</u> elp <u>V</u> alidate <u>R</u> eset Reset All <u>D</u> elete	
~	tocid:	raphic Element bei	D <u>e</u> lete All	

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**"

			ок
	<u>boardno:</u>	fig11 💌	
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-	reprodep:	8.5in	Reset All
	reprowid:	4.02in	Delete
ſ	scalefit:		Delete All
	tocid:		

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)



"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 <u>xrefid:</u> 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.

Modify	Attributes		×
			ОК.
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<u>×refid:</u>			
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			Reset All
			Delete
Element:	xref		Delete All

Figures have an id of "f" then the

figure number (f1-2) and subfigures use the id, "s" after the figure # (f1-2s2).

<u>Tables</u> work the same way with a "t" instead of "f" (t1-2).

<u>Chapters</u> 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).

<u>Warnings</u> 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

Modify Attributes

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label:		orient:	port	*	Reset		
pgwide:		rowsep:	1		Reset All		
security:	×	cabs, ¹ 9;			Delete		
tocentry:	1	tocid:			Delete All		
Element: table							
		Ť			.:		

When to use the <u>
"tocid</u>"

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, <u>the cursor should not be left within</u> <u>any tags</u>. 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**

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2. Click Epic Check In



3. Click Yes/OK to Security Alerts





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

Warn	ing - HTTPS 📉 🔀
?	Hostname Mismatch The hostname in the server security certificate does not match the name of the server.
	Hostname of the URL: ntdr1tps Hostname from the certificate: ntdrtmcw.ntdr
	Do you want to proceed?



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

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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



158

Click Compose

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Click Yes/OK to any Security Alerts

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£	You are about to leave a secure Internet connection. It will be possible for others to view information you send.
	Do you want to continue?
	In the future, do not show this warning
	Yes No More Info





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

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	Email Address:	
	Size Images: O Yes • No	
	Load Graphics: O Yes O No	
	Ok Cancel Reset	
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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 View / Fetch

Content View and Content Fetch are an options on the Tools menu

for the PDF file in Content@

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S6360-AC-MMO-080				<u>Preferenc</u>	<u>Help</u> ▼	<u>Log Out</u>	Search: My	/ Assignme	nts	•
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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



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

Save As				? ×
Save in:	Checkout	•	⇔ 🗈 📸 🎟 ▼	
History History Desktop My Documents My Computer	epiccat			
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My Network F	Save as <u>type</u> :	Document		Cancel

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

Compose - For TMPODS - I	licrosoft 💶 🗖 🗙
Compose - For TMPODS	
Style Sheet: TM 👤	
Email Address:	
Size Images: O Yes O No	ļ
Load Graphics: 🔿 Yes 💿 No	
Ok Cancel Reset	Ð
	v
🔊 Process Compose Base	🖌 🔂 Local intranet



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

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	Actions	Jame	Туре	Lock	Out Of Date
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	<u>Tools</u> •	⊡ <mark>≫</mark> chg2_fs_s6360-ac-mmo-040-xf_15404.pdf	PDFtm	AC040	NO
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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**

🐔 Content®	Web C	ilient Assig	nments - Microsoft Internet Explore	r		_ 🗆 🗙
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		4				



Click Yes/OK to any Security Alerts

Securi	ty Alert 🛛 🗙
£	You are about to leave a secure Internet connection. It will be possible for others to view information you send.
	Do you want to continue?
	In the future, do not show this warning
	Yes No More Info



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

🕘 Compose - Baseline Update	s - Micr 💶 🗖 🗙
Compose - Baseline Update	s
Style Sheet: TM 💌	
Email Address:	
Size Images: O Yes • No	
Load Graphics: 🔿 Yes 💿 No	
Ok Cancel Reset	
	
é 100 100 100 100 100 100 100 100 100 10	Eccal intranet

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

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Compose - P	rint Final		
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e Done		Local intranet	t //


When Data export complete, Hit **Exit**



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

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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