

How Do I...?

This document is intended to assist editors who have worked in Arbortext and are now working in Oxygen.

New ways of doing things

How do I...	In Arbortext	With Oxygen
Open the text editor	Use the Arbortext icon on the Citrix desktop.	The text editor opens automatically in a web browser tab when you select a document to edit.
Create a new document	File > New from the Arbortext menu bar OR Enter a command on the Arbortext command line	All documents are created in the WebQ and opened in Oxygen for editing. You can: 1. Use Sendcopy to Queue from BWIP to model a new document off an existing published document in BDMS OR 2. Use the Copy function in the WebQ. Most work groups in Editorial maintain a set of “template” files in the WebQ for the types of documents it publishes. a. Select the template that corresponds to the document you want to create b. On the WebQ side bar, select the Copy icon c. A panel will display. Select the queue where you want the file copy to be stored and a new file name. Filenames cannot include space characters. d. Click the Copy as template button
Use keyboard shortcuts instead of a mouse	These keys are the same in Arbortext and Oxygen	
	Shortcut Key	Function
	Ctrl + c	Copy highlighted content into the paste buffer
	Ctrl + f	In Oxygen, the Find/Replace dialog opens in the right pane. After you click in this pane you can use: <ul style="list-style-type: none"> • Tab/Shift + Tab to navigate between fields and options, • Space to toggle checkbox options, and • Enter to invoke an action.

	Ctrl + p	Print for proofreading. Note that this option does not format the content as it would appear on your product. For example, footnotes appear in-line and are not denoted in a special font.
	Ctrl + v	Insert content from the paste buffer at the point of the cursor
	Ctrl + x	Cut the highlighted content into the paste buffer
	Ctrl + s	Save the file as a backup
	Ctrl + z	Undo previous action
	Ctrl + y	Redo the last action that you "Undid"
	Ctrl + Alt + m	Insert a comment at the location of the cursor
	Tab/ Shift + Tab	In Arbortext, this navigated the file itself tag-by-tag. In Oxygen the Tab key navigates forward/back through the document via the breadcrumb trail.
Insert markup/tags	F6 key or Tag > Insert Markup	Press Enter OR Press right mouse button and choose Insert Element The Insert Markup dialog displays. Start typing the name of the element or use the scrollbar to highlight the element you want to insert.
Enter or Modify attributes	F7 key or Tag > Modify Attributes	Press Alt + Enter OR Click the Attributes icon on the right pane toolbar to display the attribute form in the right pane.
Copy data from one document to another	Ctrl+c/Ctrl+v	<ol style="list-style-type: none"> 1. Highlight text or text and tags from another Oxygen window or from a BPub Viewer and add it to your paste buffer with Ctrl+c 2. Locate your cursor where you want to paste the content 3. If your copied content is text-only (ie, no XML tags) paste it using Ctrl_v 4. If your copied content contains markup that you want to retain,

		<ol style="list-style-type: none"> a. Press the right mouse key and select Paste Special b. Paste the content in the text box c. Select the Paste as XML checkbox d. Click OK
Suppress tables in my document to make it easier to work on the main text	Click inside the table start tag and choose View > Collapse Element	<ul style="list-style-type: none"> • Click inside the table start tag • Press the right mouse button • Select Folding >
Edit large files efficiently	Split Screen OR Document Map	<p>Tips:</p> <ul style="list-style-type: none"> • Use the Outline View to scroll through the document. Click on an element or text to jump to that part of the document for editing • Use Folding to collapse the document by large chunks such as content groups. Expand and collapse as needed • Display footnotes in the Footnote Viewer to jump to specific footnotes
Find tags	Find > Tags OR <ft> on the command line	<p>FE on the right pane toolbar Type the element in the text box</p>
Find attributes	Command line "fav"	<p>You can use FE on the right pane toolbar to find attributes by entering the following strings:</p> <ul style="list-style-type: none"> • find an attribute on any element: //*[@attribute-name] <i>Example: //*[@document.designation]</i> • find an attribute for a specific element: //element-name[@attribute-name] <i>Example: //cite.state.law[@tm.ref]</i> • find an attribute with a specific value: //element-name[@attribute-name='value'] <i>Example:</i> <i>//cite.state.law[@tm.ref='GA\stat\se123-45-67']</i>
Complex searching		<p>In the right pane or XML mode:</p> <ul style="list-style-type: none"> • find an element: just type in the element name (no brackets) • find an element in a parent element: //parent-element/child-element ex: //content.group/example • find any element in an ancestor: //ancestor-element//element ex: //content.group//cite.usc

		<ul style="list-style-type: none"> • find occurrence of an element in a parent or ancestor (good for finding nested elements): //element//element[#] ex: //analysis.98//content.group[2] (finds ALL second nested level content.group elements, NOT the second occurrence of a content.group) • find an attribute on any element: //*[@attribute-name] ex: //*[@document.designation] • find an attribute for a specific element: //element-name[@attribute-name] ex: //cite.state.law[@tm.ref] • find an attribute with a specific value: //element-name[@attribute-name='value'] ex: //cite.state.law[@tm.ref='GA\stat\se123-45-67']
Global edits that include tags and/or attributes	Command line. Enter a command string. Repeat it with up-arrow, Enter	<p>To Search and Replace Text and/or Tags,</p> <ol style="list-style-type: none"> 1. Switch to the Edit as XML mode 2. Press Ctrl + Shift + f to display the search/replace bar or click the icon in the upper right corner and select Find/Replace 3. Type a word, tag, or attribute value after the Replace: prompt and press Enter. 4. The prompt will change to read With: 5. Type the replacement and press Enter 6. You will see a new prompt <ul style="list-style-type: none"> • Choose Yes to change the first/next instance • Choose No to skip the first instance and move the cursor to the next instance • Choose All to change all instances. <i>Editors are strongly discouraged from using this option due to the risk that they will corrupt their document.</i> • Choose Stop to cancel the Replace operation. 7. Switch the document back to the Author mode. 8. Always check the file validation in the right pane to verify that you have not accidentally corrupted the document by editing the tags and attributes manually.

How do I?

Recover a document from BWIP if my edit session times out (either autosave or a manual save/Ctrl+s)?

Recover a document from WebQ if my edit session times out (either autosave or a manual save/Ctrl+s)?

Understand BWIP edit history between using AT and Oxygen

PDF Preview What document types are supported?

No Longer (or not yet) Supported

As part of migrating from Arbortext to the Oxygen Web Editor, some legacy tools, processes and procedures are no longer available.

In some cases, this deprecation is due to changes in platform from a desktop application to a web based text editor. The move enables editors to work in BPub without going through Citrix, which was a high-priority for many INDG editors.

In other cases, Arbortext tools and functionality were deprecated in order to keep Oxygen simpler and easier to maintain overall.

If you discover that an Arbortext tool has been deprecated that is critical to your efficiency, please contact the development team using a JIRA service desk ticket. They will investigate your request and assess whether it can be recreated in Oxygen.

Oxygen does not support:

- Shortcuts mapped to the “F” keys (F1, F2, etc.).
- Thesaurus
- Adding words to a spellcheck dictionary.
- Change case
- Word count or character count
- Creating new files directly in the text editor. All new files are created in the WebQ and opened in Oxygen for editing
- Command line operations because there is no command line in Oxygen. Some command line tools have not been migrated, such as the Document Guide tool (“dg”)
- The ability to collapse a single element, such as a table or footnote. Oxygen “folding” is configured for each specific element, and has only been set up to work for content.group so far.
- User-defined macros (aka Save/Get keys)
- Some of the custom dialog boxes in Arbortext, such as the “Related.to” panel, Image panel, and “Cite Tags” panel.
- Tools that were created for news content, such as **Mark String As...** and **Find Headshot**.
- Document stack, as it existed in Arbortext. Instead, each open file appears as a separate browser tab.
- Drag/drop across documents.