



Introduction to Oxygen Web Author

Getting started with the Oxygen Web Author
Spring 2023

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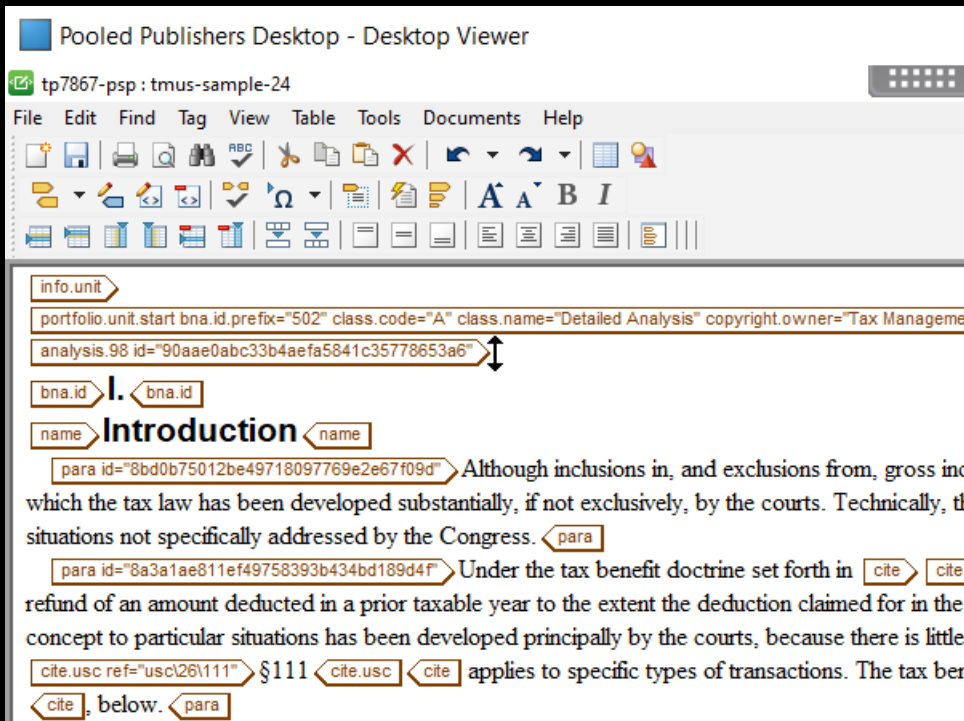
Introduction

What is Oxygen Web Author?

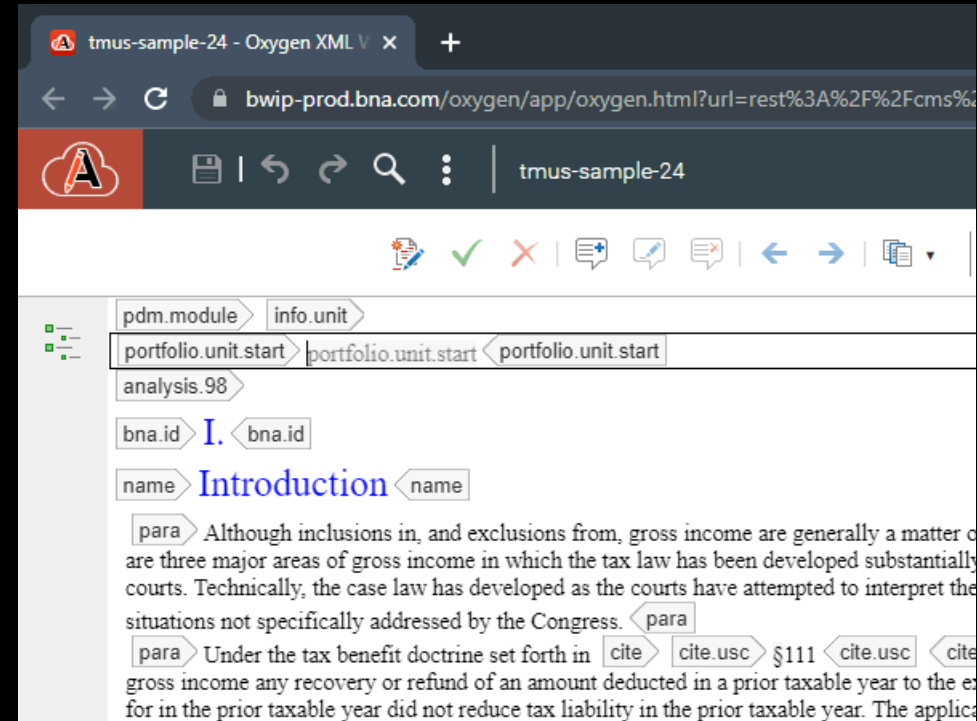
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Arbortext



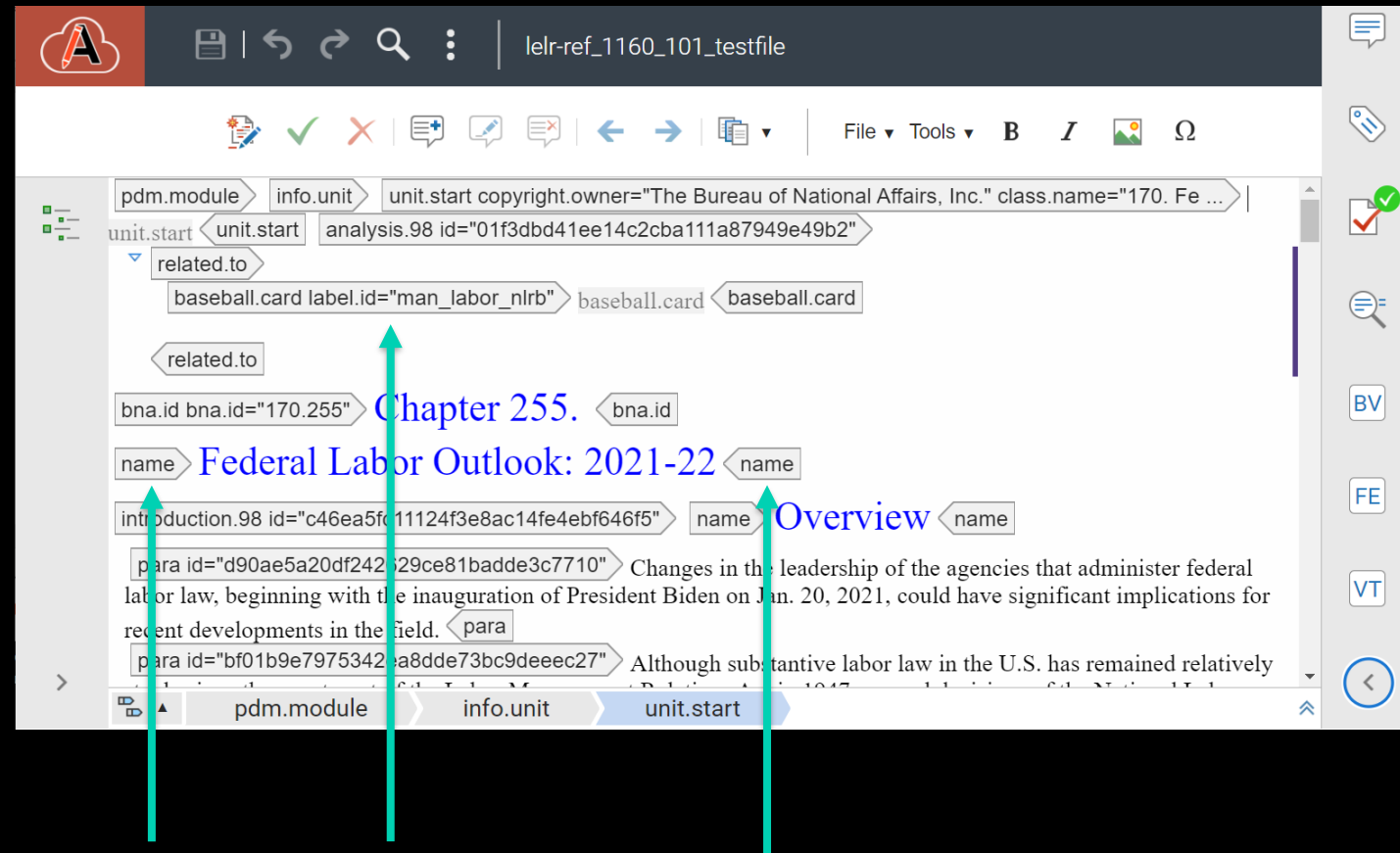
Oxygen Web Author



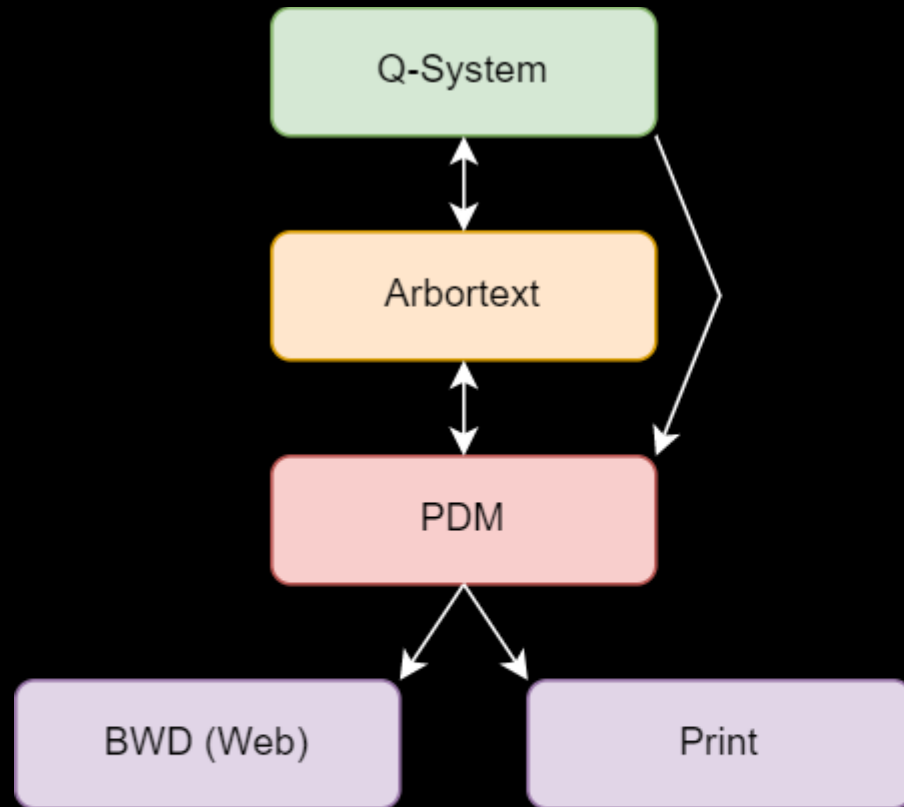
- Oxygen is replacing Arbortext as INDG's structured text editor
- It moves us from SGML to XML data and from a Windows application to a web app

What is XML?

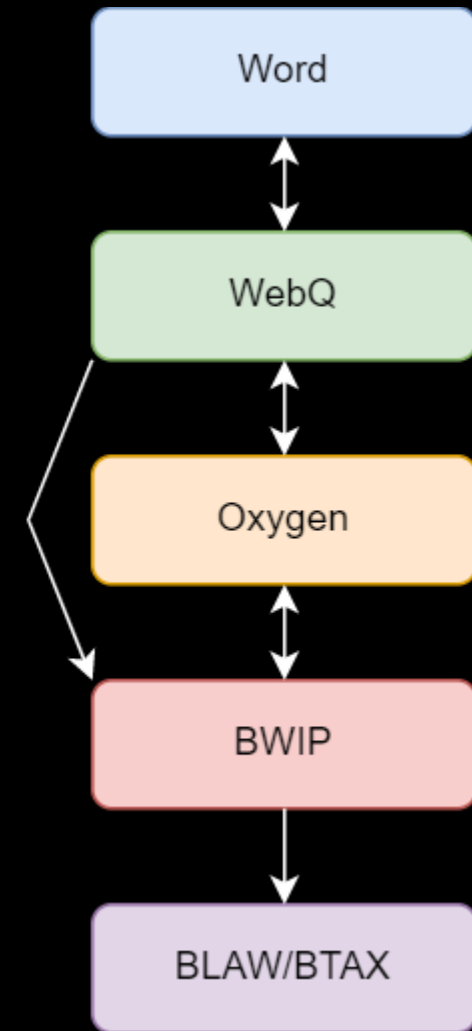
- XML is how we store data in Oxygen. XML uses tags or “elements” to create and define the structure of a document’s data
- XML is more reliable and tightly structured than SGML, the markup language we used in Arbortext, you will see fewer documents fail to publish
- XML allows real-time validation, you will see more frequent data errors when editing, that is a good thing, we’re catching them sooner



Then



Now



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Oxygen Development

- **Oxygen is still being actively developed, the first goal for Oxygen was to launch it with a stable, working, safe configuration so that you all can use it**
- **Much work remains to improve it, you will see things that are not currently supported, and you will see changes over the weeks when you use Oxygen**
- **This training is an introduction, not a complete catalog of Oxygen's features and use**
- **This training is not the end of our support for you**
 - A full documentation portal is being worked on and will be released soon
 - You are welcome to attend another of these sessions as there is a lot to absorb
 - In May we will host weekly office hours so you can come with questions or requests

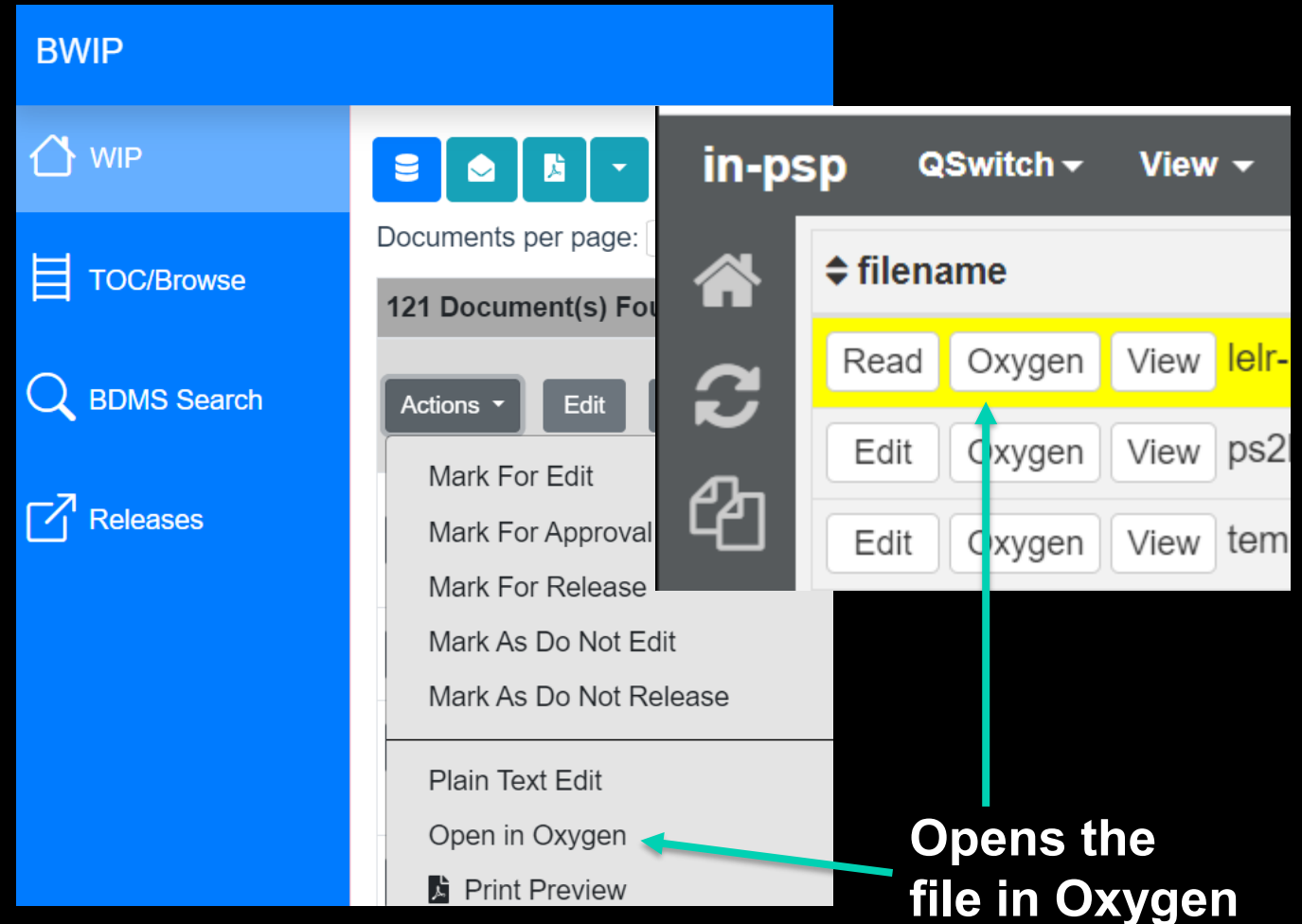
Navigating Oxygen and Customizing Your View

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Launch Oxygen

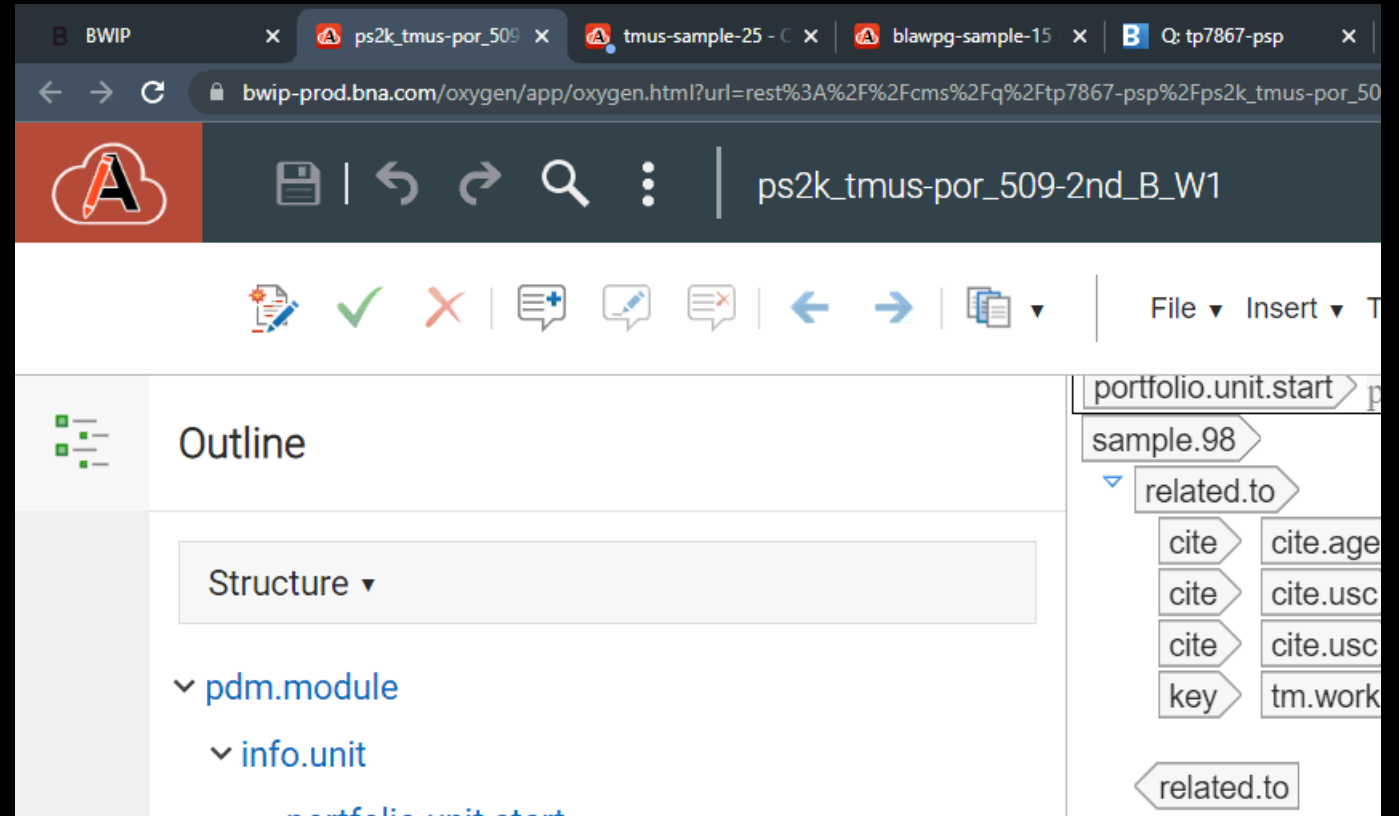
- You can launch from BWIP or the WebQ
- When you launch it will open a new tab for each document, like the Viewer tool
- If you need a sample go to: webq.bna.com/q/in-psp



Oxygen – A Web-based Tool

Sample files: webq.bna.com/q/in-ppsp

- Oxygen will open in a browser tab
- You can have more than one file open, each will appear in their own tab
- Tabs will show the file name which is open



Tip: If your Oxygen display is too small use **Control & +** or **Control** and the mouse wheel to zoom in

Components of Oxygen

1. Menu
2. Toolbar
3. Outline
4. Body
5. Location
6. Sidebar

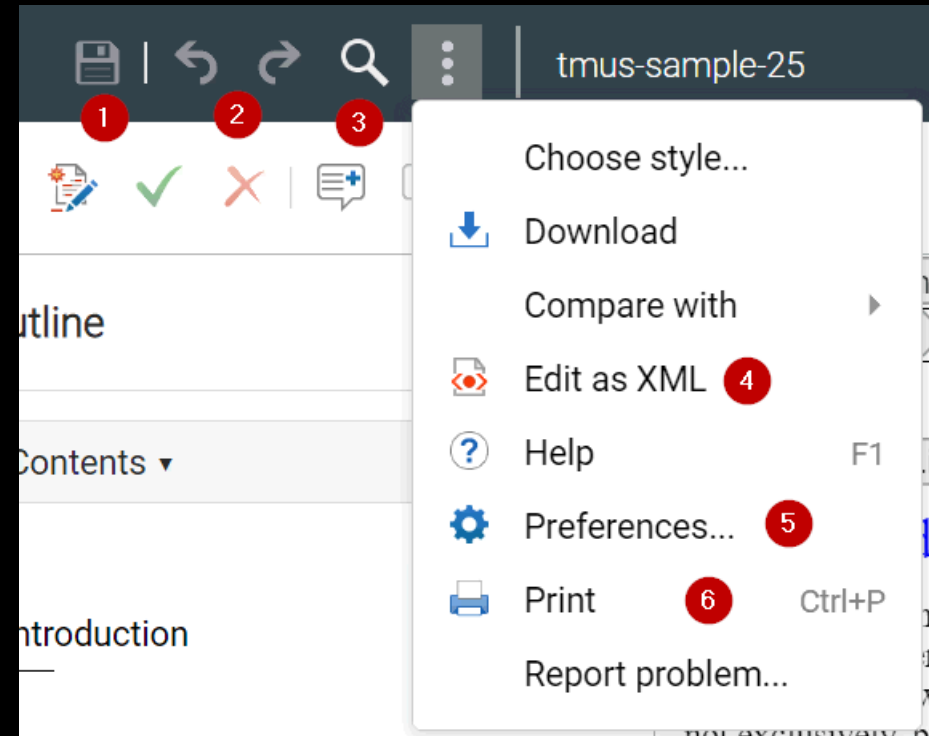
The screenshot displays the Oxygen editor interface for a document titled 'tmus-sample-25'. The interface is divided into several sections:

- 1. Menu:** Located at the top right, it includes a search icon, a refresh icon, and a user profile icon labeled 'tp7867'.
- 2. Toolbar:** A horizontal bar below the menu containing various editing tools like undo, redo, and bold.
- 3. Outline:** A sidebar on the left showing a hierarchical structure of the document, with 'I. Introduction' selected.
- 4. Body:** The main editing area containing text with various tags and citations, such as 'Introduction' and 'Although inclusions in, and exclusions from, gross income are generally a matter of statutory prescription...'.
- 5. Location:** A breadcrumb trail at the bottom of the body area showing the current path: 'pdm.module > info.unit > analysis.98 > bna.id'.
- 6. Sidebar:** A vertical sidebar on the right titled 'Bpub Validation' with a 'refresh' button and a message 'Validation successful'.

Don't worry if your Oxygen window doesn't look like this!

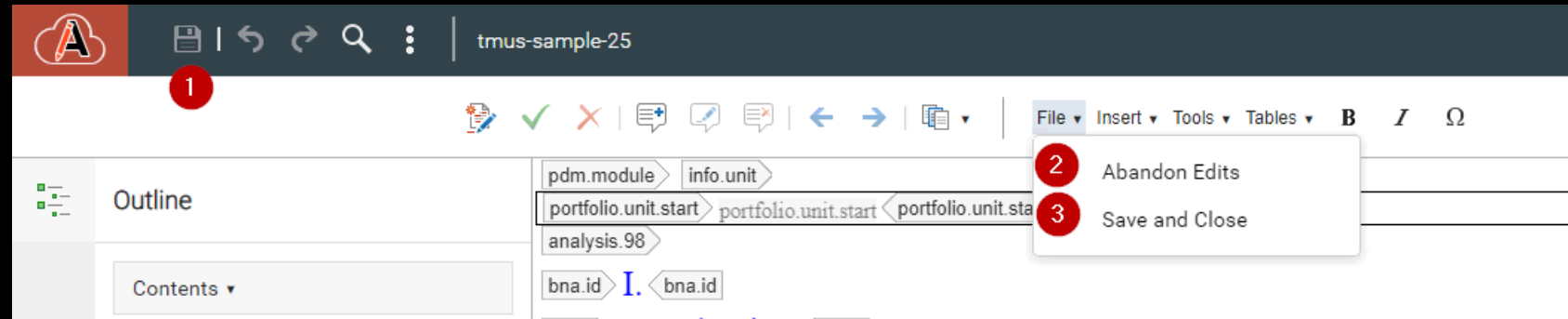
Components of Oxygen –Menu

1. Save, more on the next slide
2. Undo (Ctrl + Z), Redo (Ctrl + Y)
3. Find and Find & Replace (Ctrl + F)
4. Edit as XML – For power users this will replace the PTE, allows raw editing, use with caution
5. Preferences – A few basic settings, you likely won't need to use this
6. Print – This is to print a copy of the text, does not offer any formatting options



Tip: If your Oxygen display is too small use Control & + or Control & - and the mouse wheel to zoom in

Saving Files in Oxygen



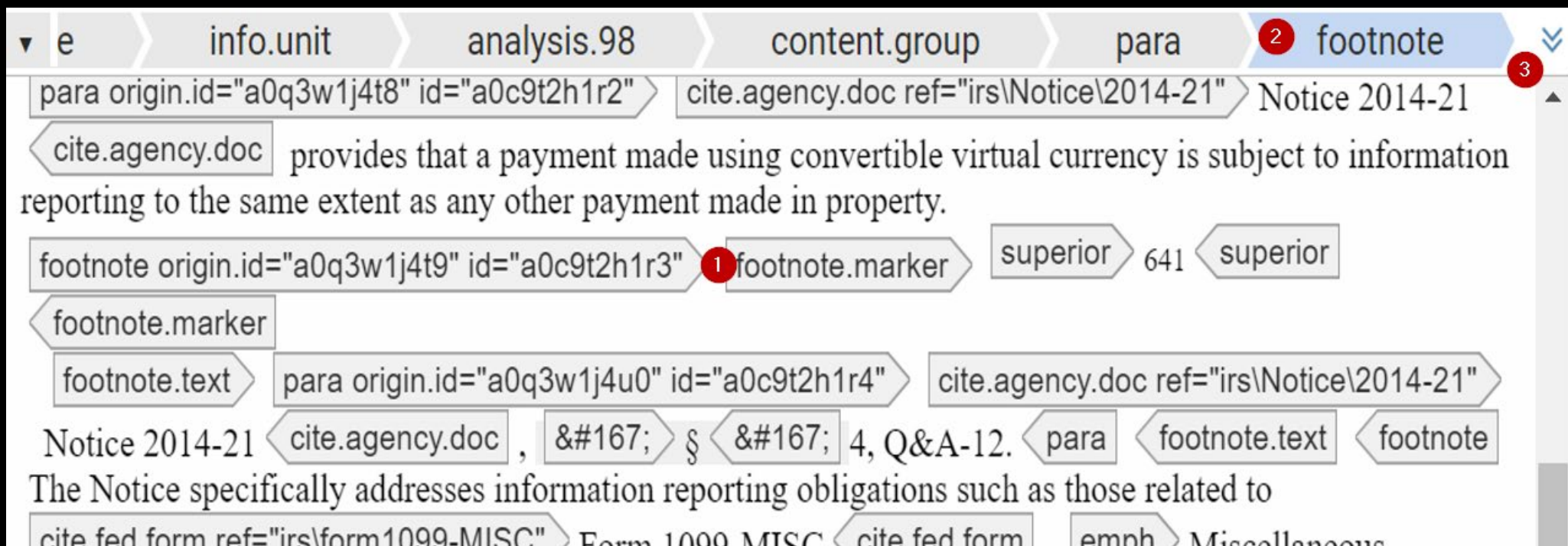
1. **Save, this will save a draft copy of the file. This can be used if your browser or application crashes to avoid lost edits. You should save once in a while when working on a large set of edits but do not need to do it too frequently.**
 2. **Abandon Edits will discard any changes and close the file.**
 3. **Save and Close will save your edits to BWIP or the WebQ and close the file.**
- **Oxygen auto-saves every 60 seconds, the manual save button can supplement this for an added layer of security.**
 - **Do not close your browser tab! Any files you have open should have Abandon Edits or Save and Close run.**
 - **Do not leave documents open overnight, this can cause issues.**

Configuring the Oxygen Display

1. Show/hide outline
2. Set tag display mode
3. Move bar top/bottom
4. Show/hide validation

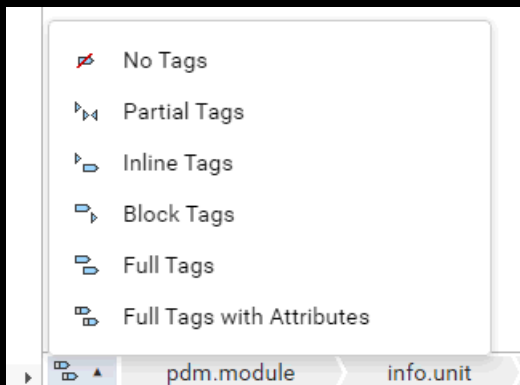
The screenshot displays the Oxygen XML Editor interface. On the left, the Outline panel shows a tree view with 'Contents' expanded to 'I. Introduction'. The main editor area shows XML content with tags like `<bna.id>`, `<name>`, and `<para>`. A context menu is open over a `<para>` tag, listing options: 'No Tags', 'Partial Tags', 'Inline Tags', 'Block Tags', 'Full Tags', and 'Full Tags with Attributes'. On the right, the Bpub Validation panel shows a 'Validation successful' message. Red circles with numbers 1 through 4 are overlaid on the interface to indicate the steps: 1 on the Outline panel, 2 on the tag display mode menu, 3 on the breadcrumb bar, and 4 on the validation panel.

Breadcrumb Trail

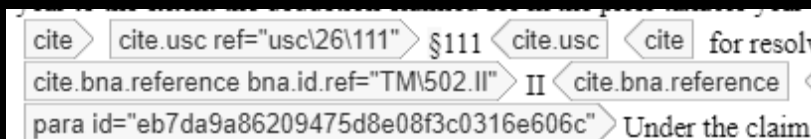


1. **Cursor location**
2. **Breadcrumb showing element structure, clicking an element will select it and the contents**
3. **This arrow moves the breadcrumb trail to the top or bottom of the editing pane**

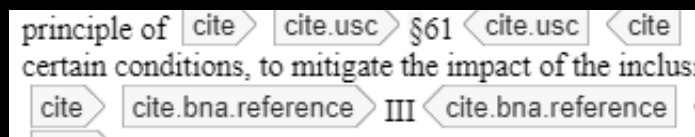
Tag View Mode



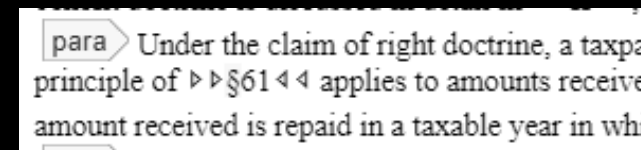
On the far left of the breadcrumb trail there is a button to open the tag view menu



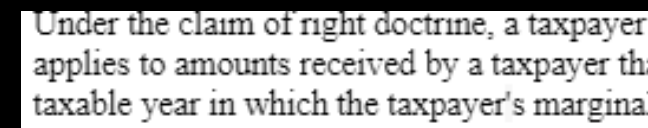
Full Tags with Attributes



Full Tags



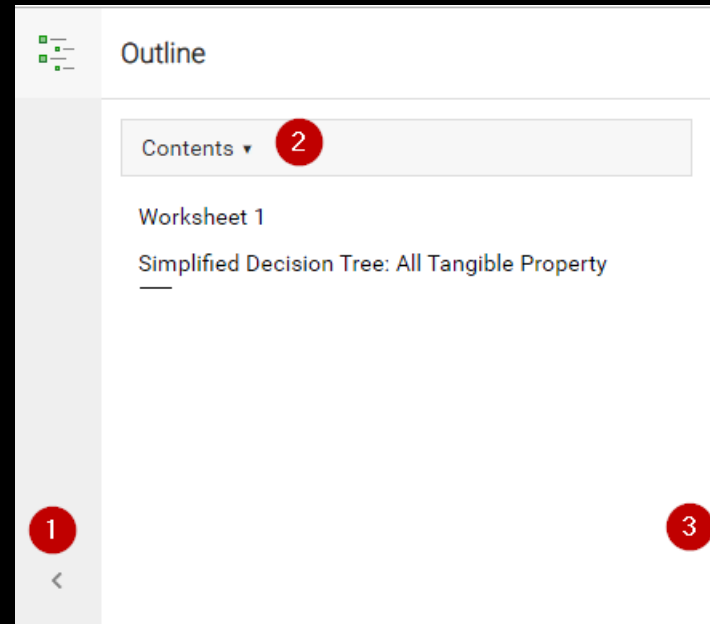
Block Tags



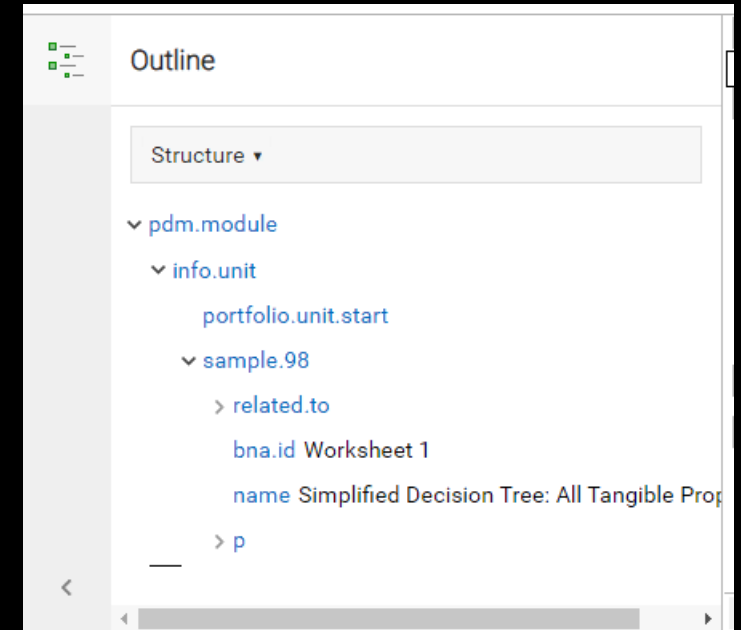
No tags (not recommended)

Outline View

1. Show/hide outline
2. Switch from Contents to Structure view
3. Expand/contract Outline panel



Contents: see the text of your document. In analysis.98 documents, you will see the BNA.ID and the content.group name



Contents: see the way the document is tagged and the way elements are nested

Using Oxygen

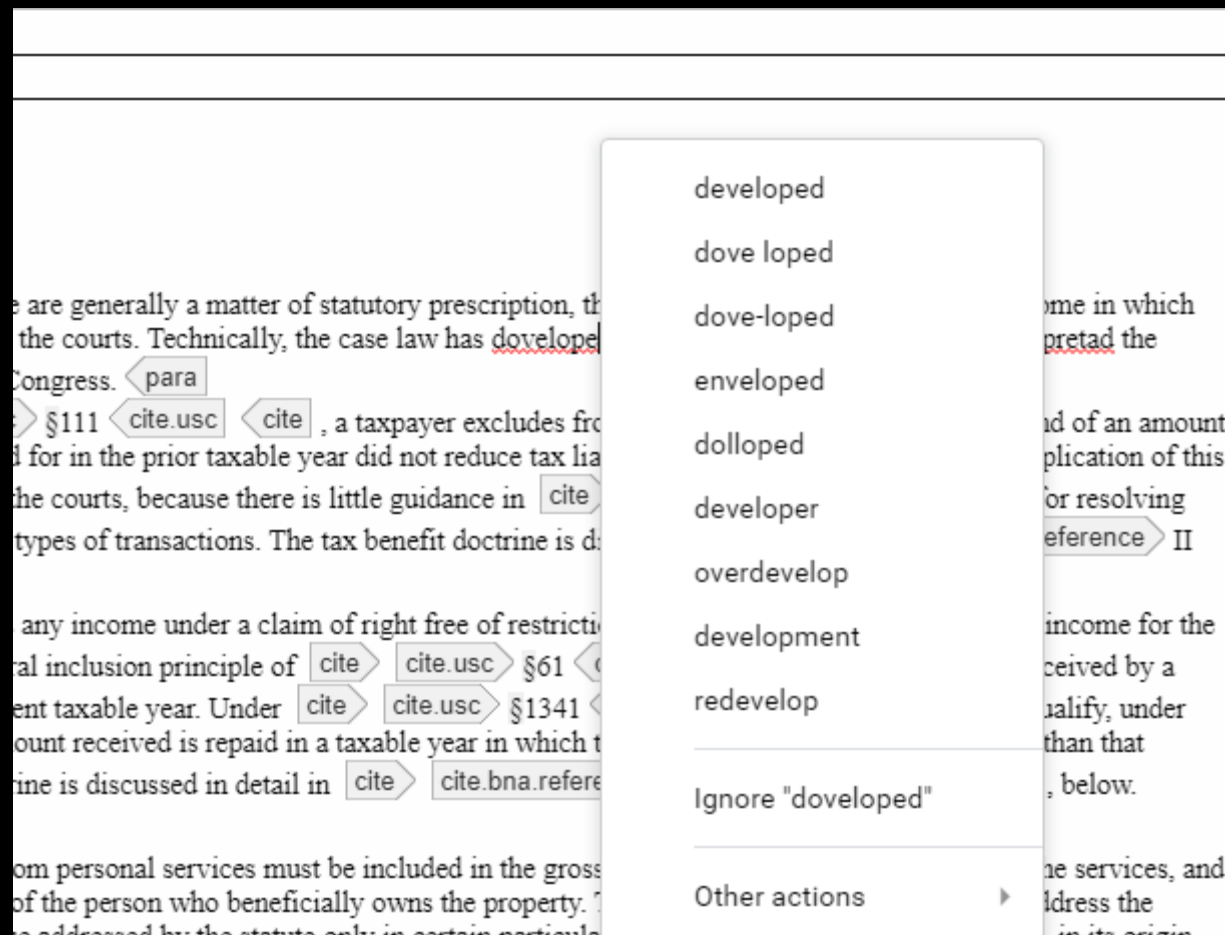
Basic Editing

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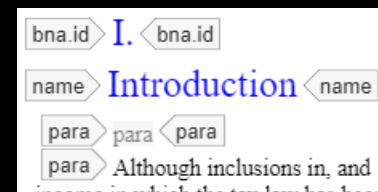
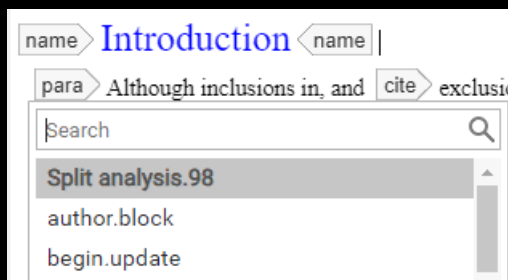
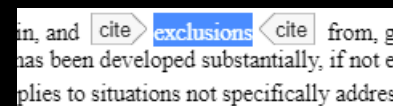
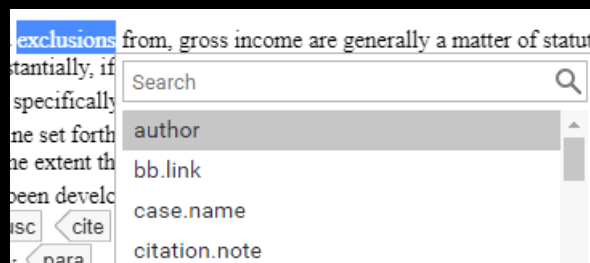
Basic Editing - Text

- Text is added, removed, and changed in the body panel
- Copy/paste works as normal using keyboard shortcuts (Ctrl + C, Ctrl + X, Ctrl + V)
- Spell check is in line with misspelled words highlighted, right clicking will bring up the menu



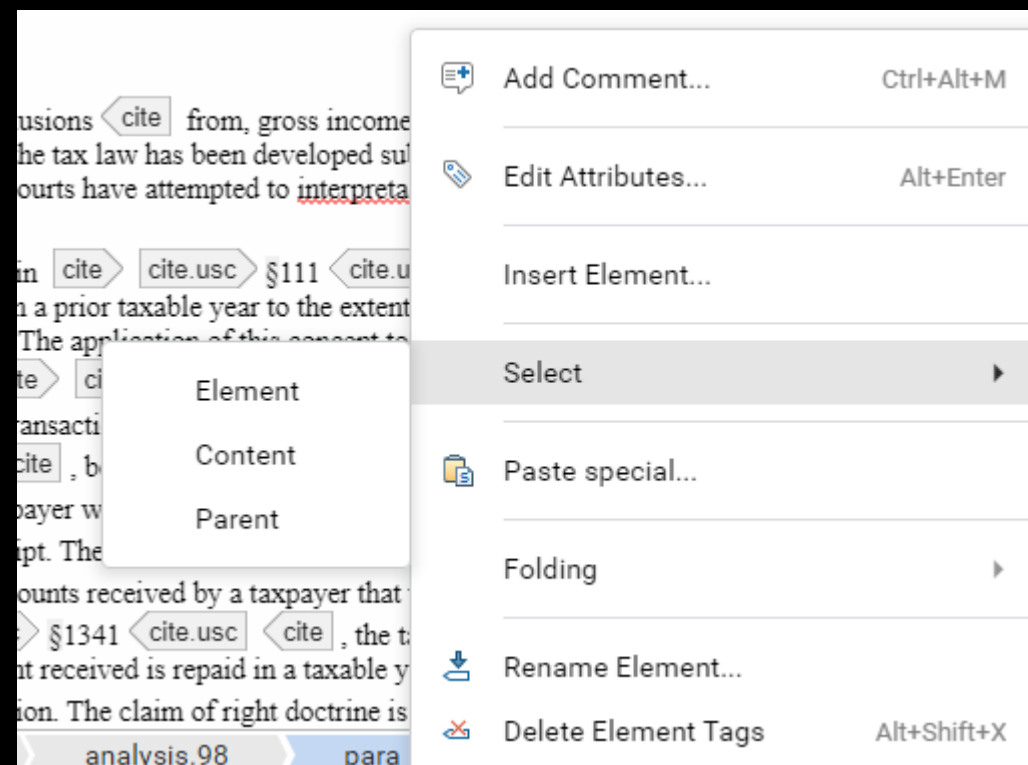
Basic Editing – Adding Tags

- The Enter key is used to add a tag
- You can select text before adding a tag to wrap that text
- Or you can put your cursor before or after text and tags to enter a tag at that spot
- You can also Insert Element from the right click menu



Basic Editing – Right Click Menu

- **Select replicates the F2 shortcuts:**
 - Element: the text and tags wrapping it
 - Content: the text inside the tag
 - Parent: the parent tag and all contents
- **Rename Element:** Change the tag you are inside to another valid tag (e.g. cite to bb.link)
- **Delete Element Tags:** Delete the tag you are inside without removing content

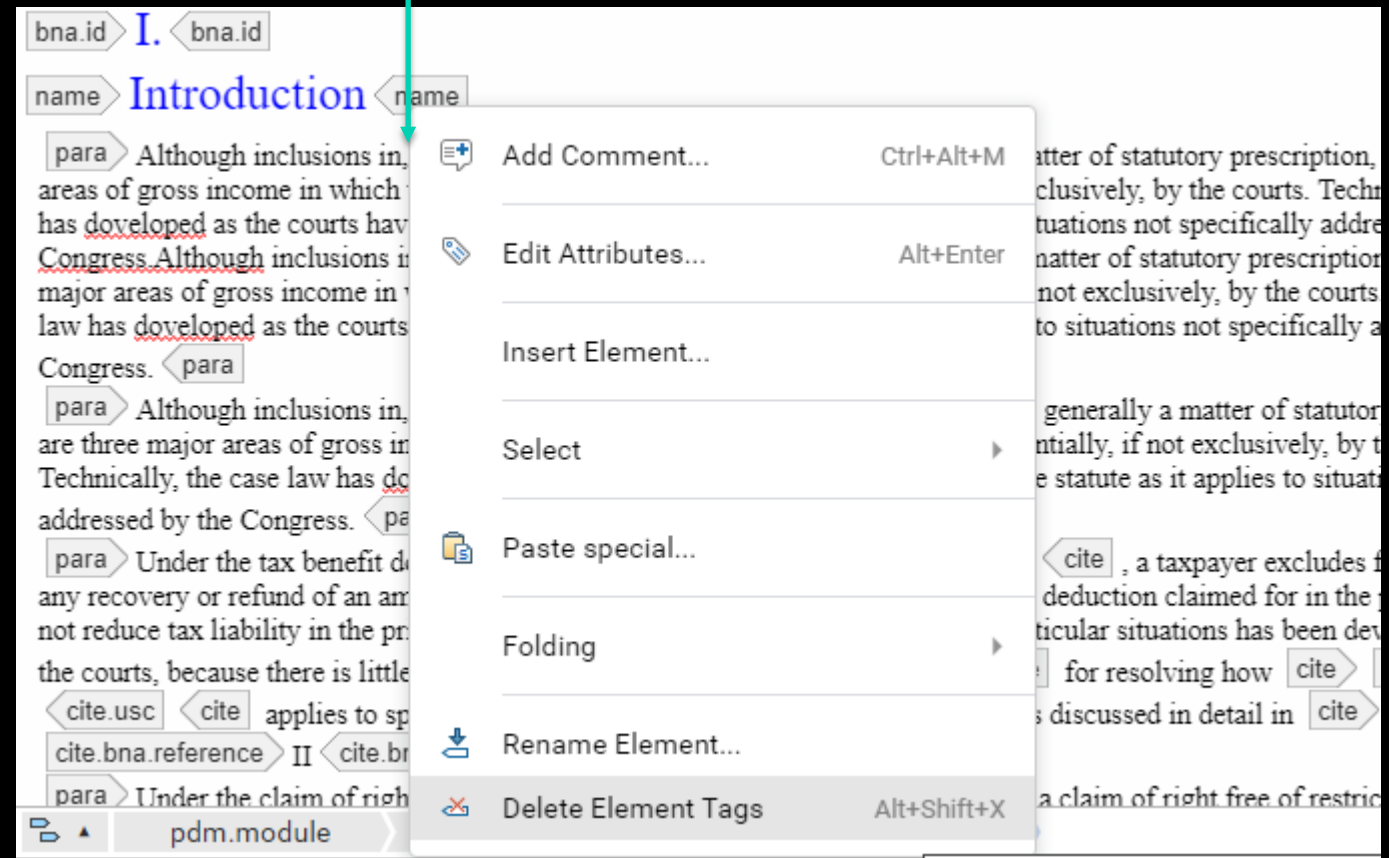


(Add Comment, Edit Attributes, Paste Special, and Folding covered in later slides)

Basic Editing – Don't Break XML!

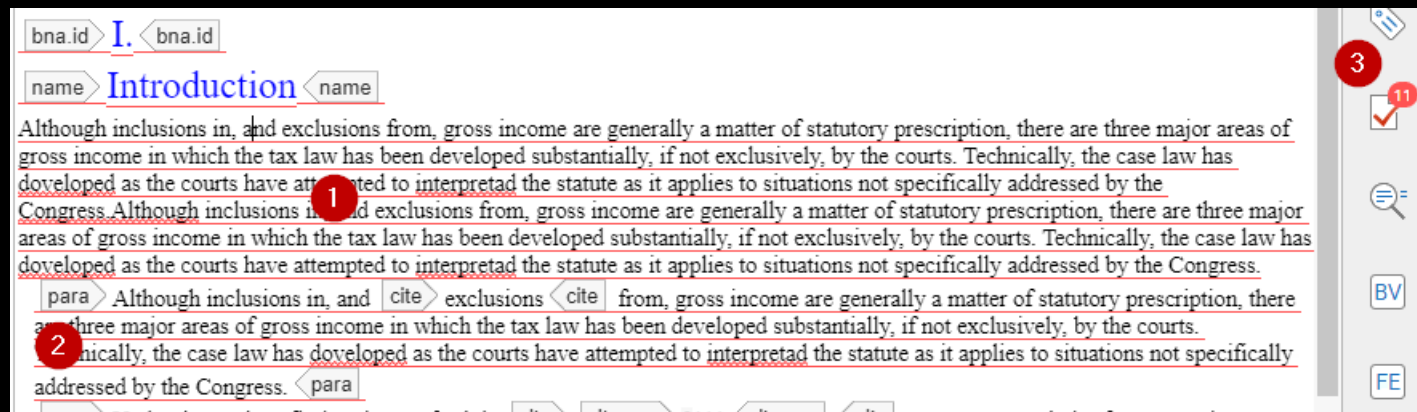
- **Be careful with Delete Element Tags!**
- Using this tool, or others you can cause XML to be invalid
- In the example on the right, we will select delete element with our cursor inside a <para> tag

Cursor position



Basic Editing – Oops, You Broke XML

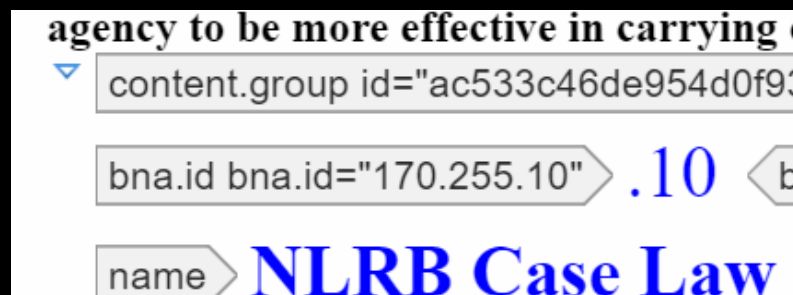
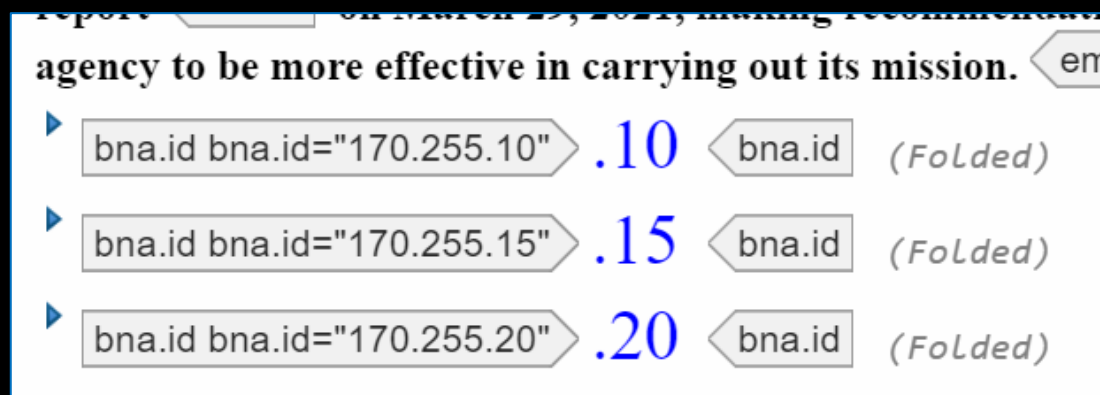
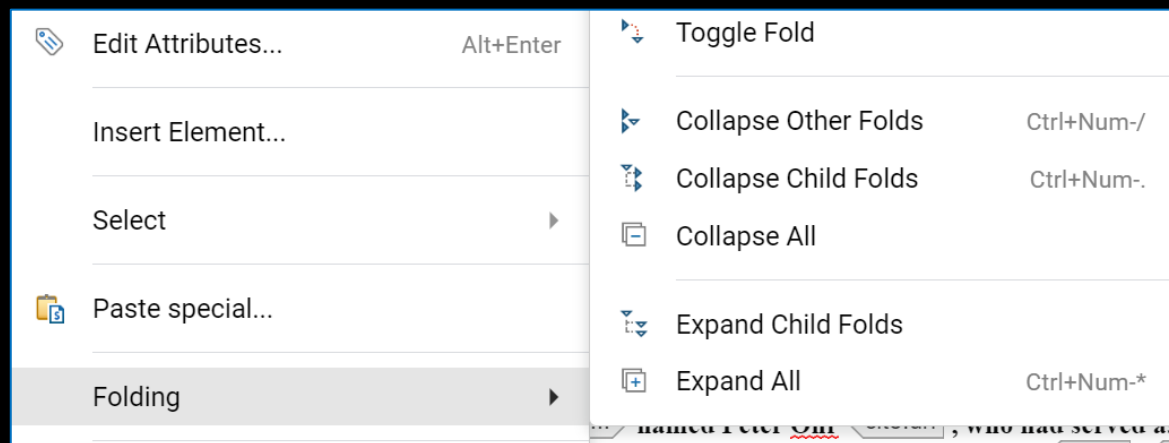
- After deleting the <para> element we are left with invalid XML, the text was left but is no longer part of a valid <para>
- After 1-2 seconds you will see red lines appear on this invalid text (1)
- In this case the entire document has become invalid so sections previously valid will also have a red line (2)



- Additionally, the Validation widget on the right will light up with errors, more on this later
- If you notice this happen the best thing to try is undo (Ctrl+Z)

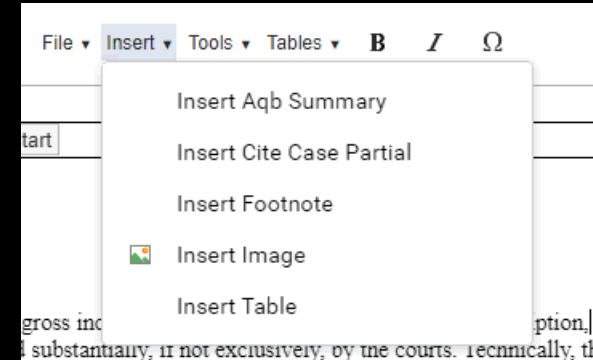
Oxygen Display – Folding

- When working with large documents folding allows you to collapse some elements like <content.group> to make editing easier
- Folding commands are per-element
- Folded elements will display an arrow symbol you can click to expand or close
- Only certain elements are foldable



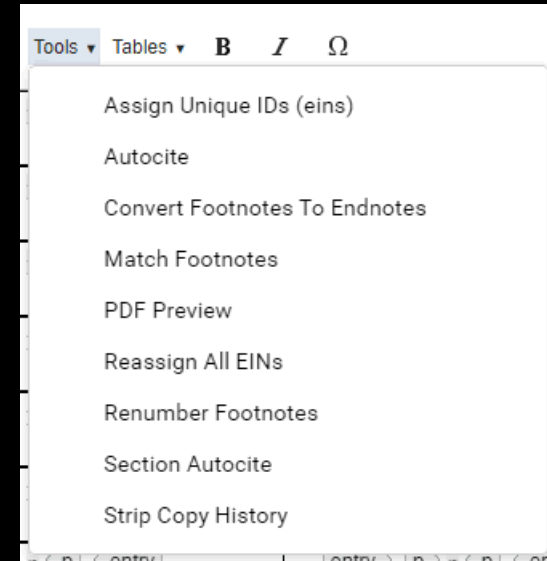
Toolbar Part 1 - Insert

- **Insert Aqb Summary** – not supported at this time, under active development
- **Insert Cite Case Partial** – similar to Arbortext this inserts a case by the BNA Case ID (BLAW Doc ID), a full panel like in Arbortext is in the works
- **Insert Footnote** – similar to Arbortext, we will discuss the Footnote viewer in a later slide
- **Insert Image** – similar to Arboterxt, this inserts an image based on an Orca image ID
- **Insert table** – this is outside the scope of this session, tables are another area of active development



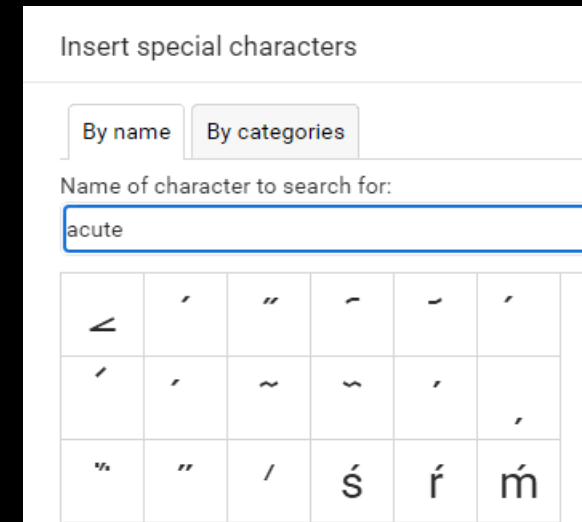
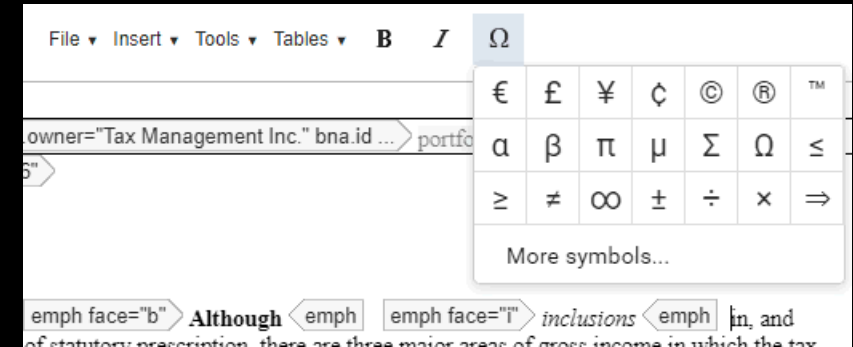
Toolbar Part 2 - Tools

- **Autocite** – opens autocite panel, this is under active development and will be improved
- **PDF Preview** – as with Arbortext this will depend on the document you have open and is not supported by all
- **Footnote/endnote tools** – Similar to Arbortext
- **EIN tools/copy history** – typically used in specific cases, check with production staff if unsure on when to use these



Toolbar Part 3 – Formatting and Symbols

- The B and I symbols insert their respective `<emph>` tagging
- The symbol menu allows you to insert special characters and symbols, some are located on this first panel, others you can search or browse for under “More symbols...”
- **WARNING:** not all symbols in this menu are supported by our products. Please don't add symbols you did not previously use in Arbortext. We're working to sync the list here with what is supported but for now please use caution.



Right Panel Tools

Comments, Attributes, Validation, and More

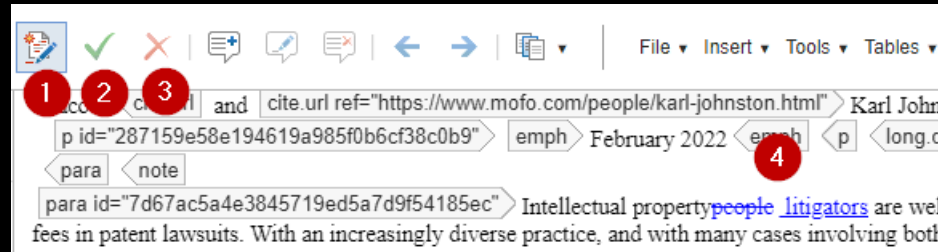
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Change Tracking

Oxygen change tracking can be toggled on from the toolbar, when on any edits you make will be shown as pending suggestions which can be approved or rejected. These persist when the document is saved.

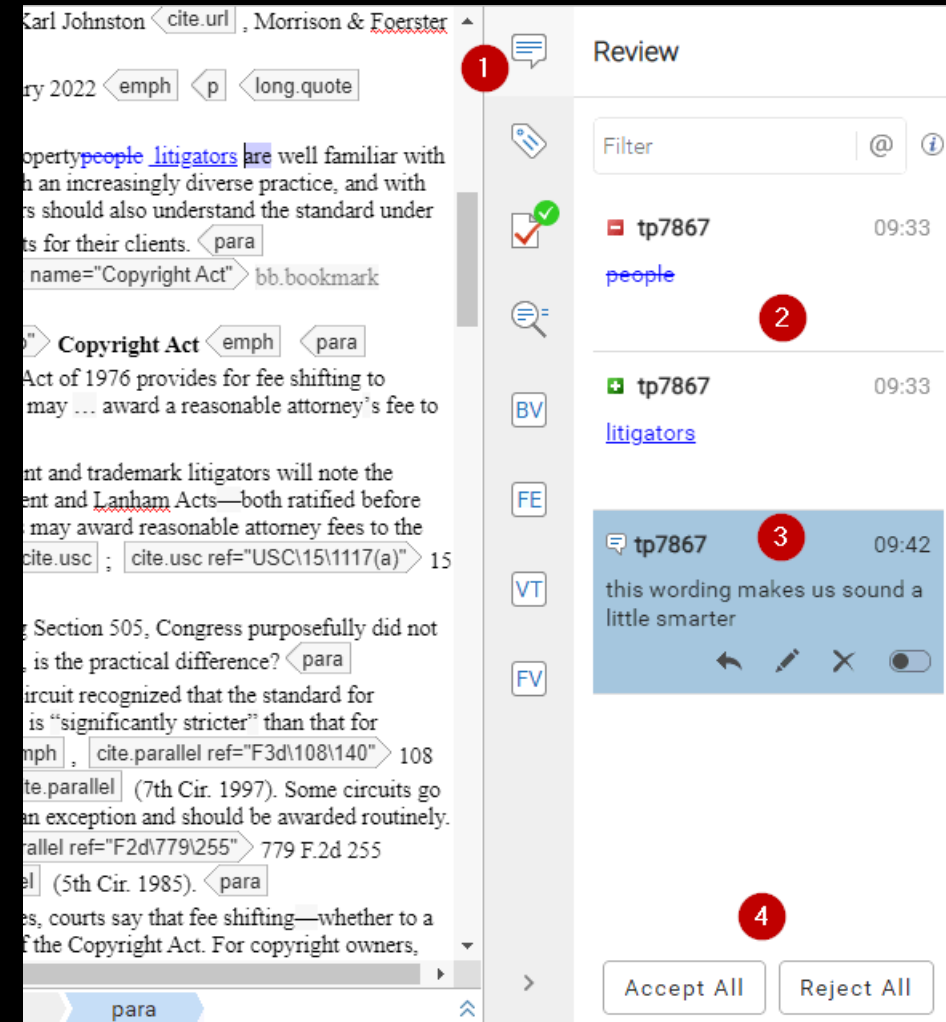
1. Toggle change tracking on
2. Approve change
3. Reject change
4. In-line tracking



Approved changes will be added to the document and show up on product when published, rejected changes are discarded. You can also approve or reject changes by right clicking on them.

Comment Panel

- Change tracking also shows up in the comment panel, the first option on the right pane of Oxygen (1)
- You can see all the pending edits in this panel (2)
- You can also see comments and reply to them, or delete them when resolved (3)
- Comments can be added from the toolbar, right click menu or with Ctrl + Alt + M
- You can also accept or reject all pending changes (4)
- Comments are replacing sticky notes!



Attribute Panel

- The attribute panel is the second option in the right pane
- Currently assigned attributes for the tag your cursor is in will be displayed here and can be edited
- New attributes can be added with the button at the bottom
- This is context sensitive, as you move your cursor this will change to reflect the current tag

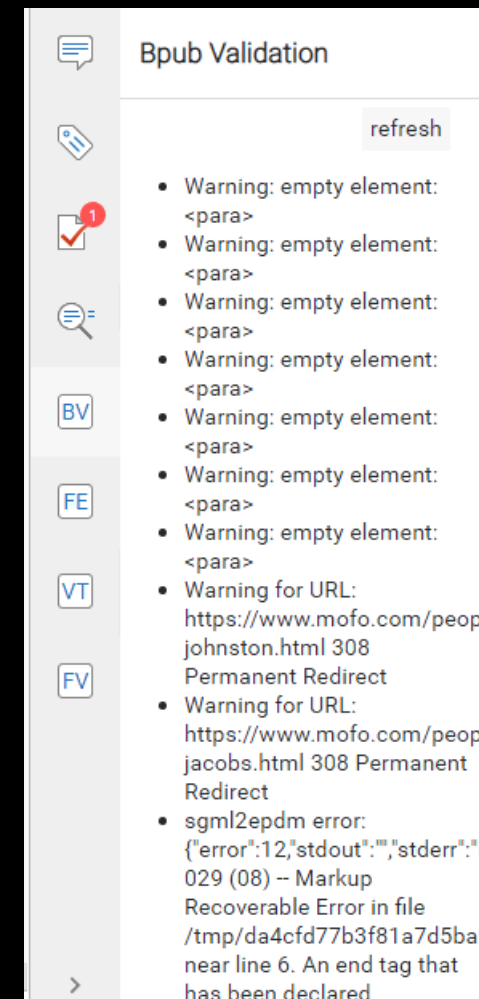
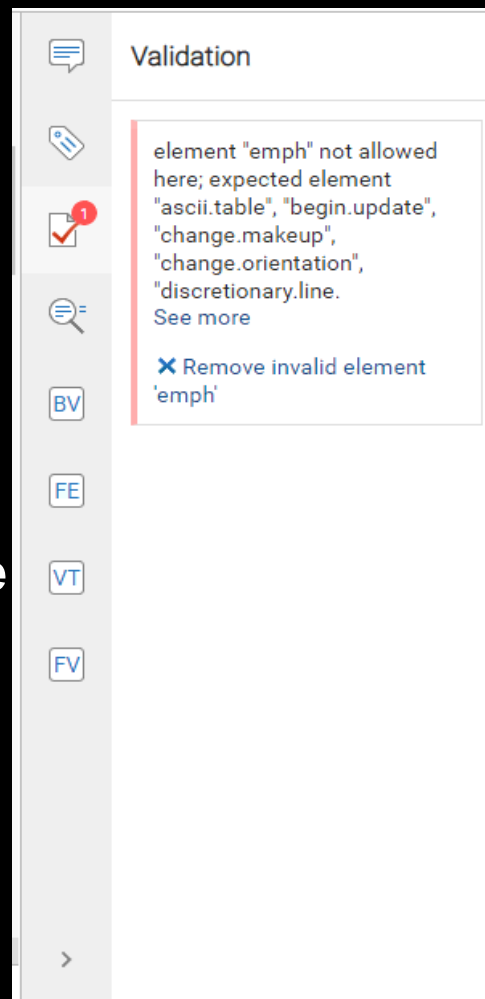
Attributes

class.code	1200
class.name	Litigation
republish.date	20220222
service.code	blawpg-ref
subclass.code	525520
unit.code	PP-134280
unit.name	Attorney's Fees in Copyright

Add Attribute

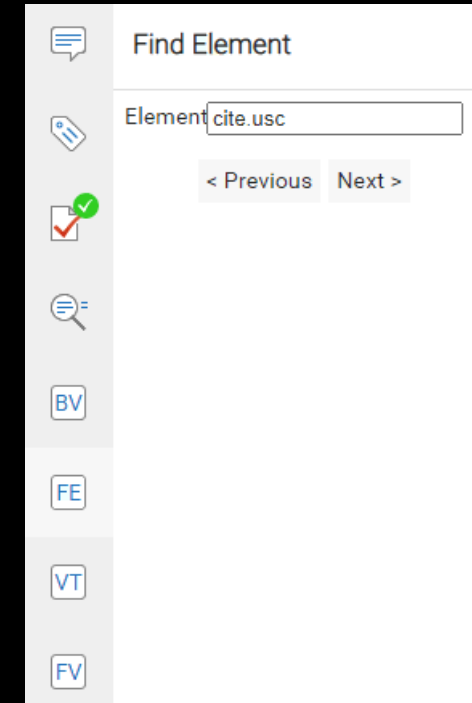
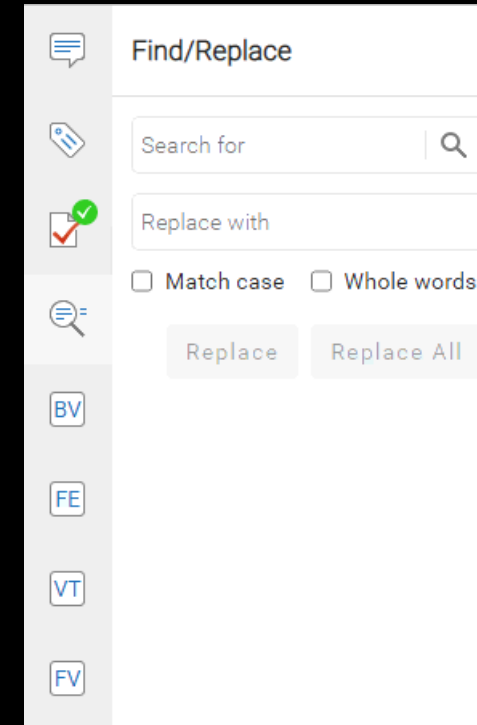
Validation and BPub Validation Panels

- The third option (checkmark) is the Validation panel, this will check for XML validity and updates automatically, any errors here are critical and will prevent publishing
- The fifth option (BV) is BPub Validation, this only runs when you open it but provides a more complete validation
- Warnings in BPub Validation will not prevent publishing but should be reviewed
- We're working to add the "click to error" function



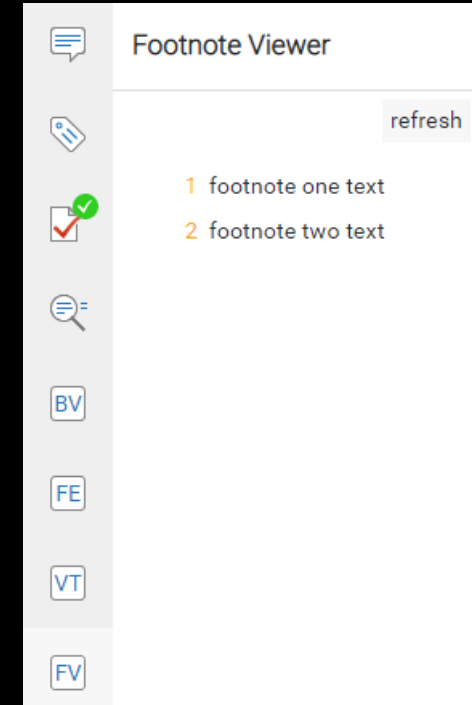
Find/Replace and Find Element

- Find/Replace can be opened from the menu, magnifying glass icon, or Ctrl + F
- It allows text finding and replacement
- Find Element can be opened from the FE button
- Find Element allows you to search for an element or tag
- Find Element is a custom tool built by INDG and will see future enhancements to more easily search and manipulate XML data



Footnote Viewer

- The last option on the right pane, FV is the footnote viewer
- This will display the document's existing footnotes, clicking on one will jump to it in the body text
- To see changes to footnotes you must click refresh



What's Next for Oxygen?

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Future Development

- **Oxygen is still being worked on as the top priority for the publishing team**
- **New possibilities: automatic tax rate data**
- **Virtual office hours starting 11am Friday 5/5, invite to come**
- **Features still being worked on:**
 - Autocite
 - AQB summaries
 - Creation of new docs & phasing out the WebQ
 - Save/Get replacement
 - Full case citation panel
- **Arbortext is going away, start using Oxygen today!**

Q&A

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