

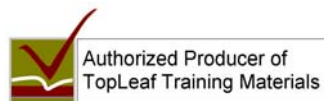


*Developing Documents
With TopLeaf 7*

Training Tutorial – Module 1



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Module 1

What is Covered

- TopLeaf Architecture Overview
- Creating Publications and Partitions
- Page Layout

TopLeaf Architecture Overview

Components

TopLeaf has several component parts:

- The TopLeaf repository
- The formatting engine
- The TopLeaf desktop software
- Other related components (e.g., the PDF generator, image tools, page layout tools, page previewer)

Repository

The Topleaf repository is a system of folders on your machine's hard drive, or on a network drive. These folders maintain the documents, the style information, and the generated page images.

You can have multiple repositories on any desktop. This allows you to set up publications for different purposes. For example, one repository might be for testing, while another might be for production jobs.

Caution: If you use network repositories, each TopLeaf user's workstation must reference the repositories in the same manner. For example, if a repository is on a network share that is mounted as the "Z:" drive on one workstation, the share must be mounted the same way on all workstations where TopLeaf is used.

Formatting Engine

TopLeaf's formatting engine is run whenever you request that a document be composed. The formatting engine uses a **stream-based** model for processing XML.

This has some limits, but because information in a document is only looked at once, there is extremely good performance.

The formatting engine supports **two** different types of documents in TopLeaf: regular documents, and looseleaf documents. Looseleaf documents are long life-cycle documents that are updated many times. TopLeaf is the only composition engine that directly supports looseleaf documents, and it does so at a fraction of the cost of similar systems.

The formatting engine can process SGML and XML documents on input. In fact, any SGML-based markup (such as HTML) can be processed through TopLeaf.

Desktop Software

The TopLeaf workstation software is the software you use to set up documents and their styles, manage page layouts, and so on.

The desktop software is separate from the formatting engine. Consequently, there is no direct interactive formatting of documents. TopLeaf is designed for batch-oriented production of documents. Unlike word processors, you must explicitly run the formatting engine to see the result of a document content or style change.

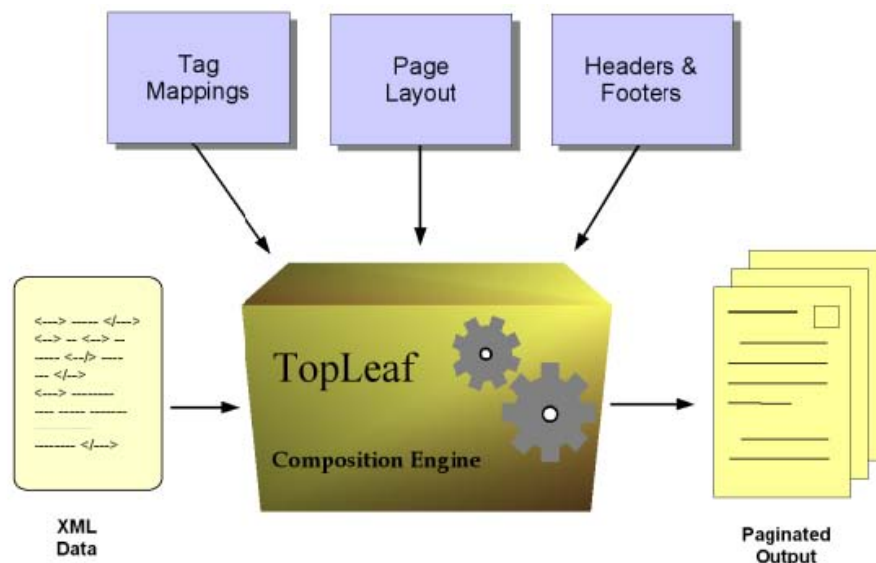


Figure 1-1 – TopLeaf Architecture

The desktop software is used to create tag mappings, page layouts, and headers/footers. Your XML editor is used to create the document. The tag mappings, page layouts, and header/footer information is stored in the TopLeaf repository. The composition engine "reads" all of this information, and creates paginated output pages.

The output pages are generated in a format proprietary to TopLeaf. These can be

previewed or printed within TopLeaf, but are not directly useful.

Each document can be maintained through an update/release cycle. You can "freeze" an image of a document as it was released, and then create a new edition based on the same document by creating a new update.

This is critical for managing looseleaf documents, but is not essential for ordinary documents. However, understanding this capability helps you understand why the TopLeaf repository is structured the way it is.

EXERCISE 1: Browsing the Repository

1. If TopLeaf is not running, start it up. There are two ways to start it: either from the desktop icon, or from the "Start" menu.

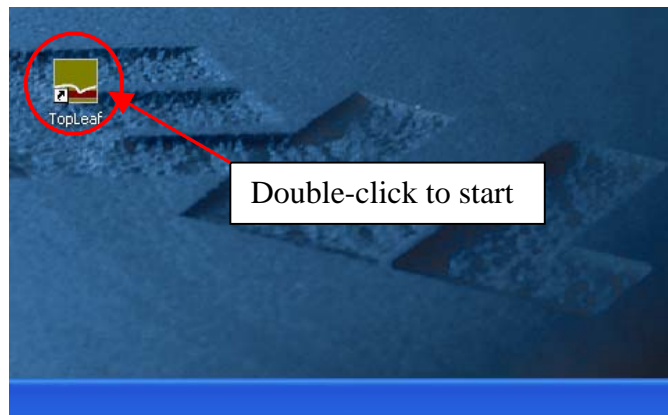


Figure 1-2 – Starting TopLeaf (Desktop Icon)

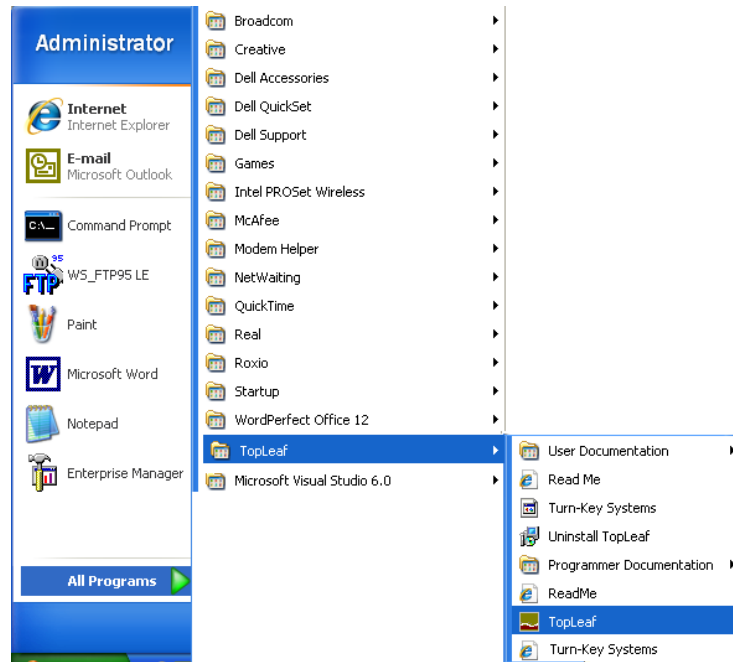


Figure 1-3 – Starting TopLeaf (Start Menu)

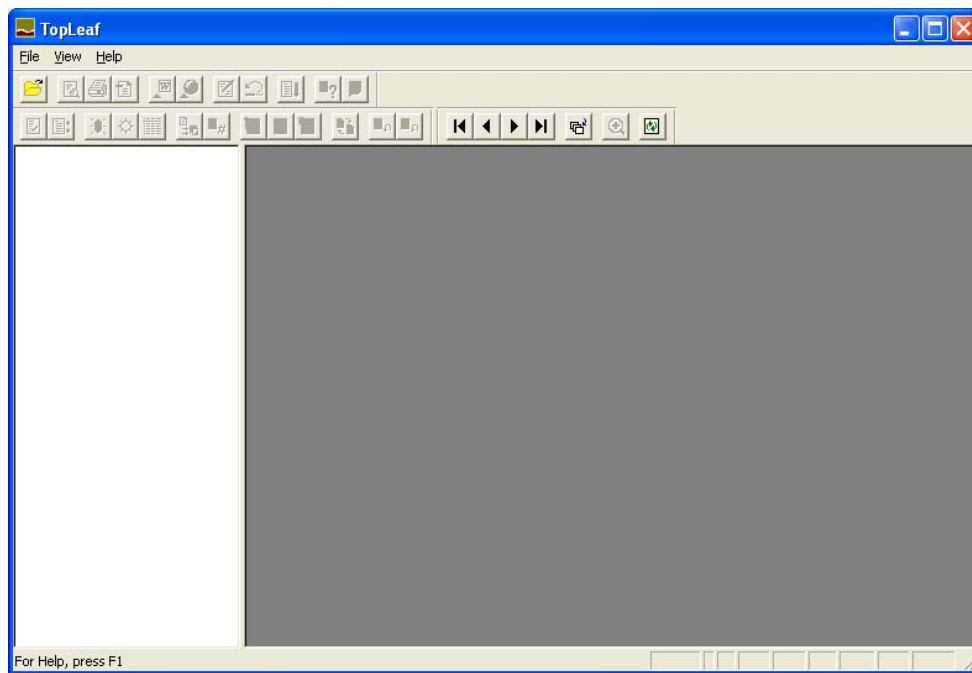


Figure 1-4 – The TopLeaf User Interface

2. Determine the repository setting.

(By default, a new installation of TopLeaf will always have the **C:\Topleaf** folder defined as the repository. You can change this setting whenever there is **no** document opened in TopLeaf.)

3. From the **File** menu choose **Preferences**.

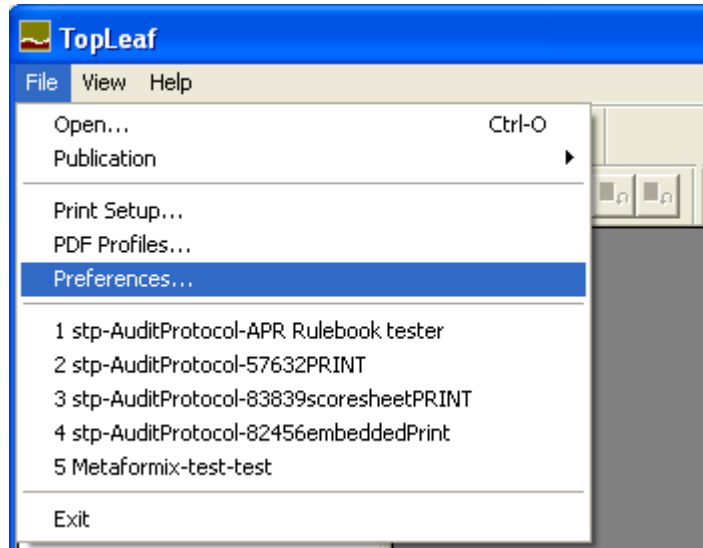


Figure 1-5 – TopLeaf Preferences

The Preferences dialog box opens on the **Folders** tab:

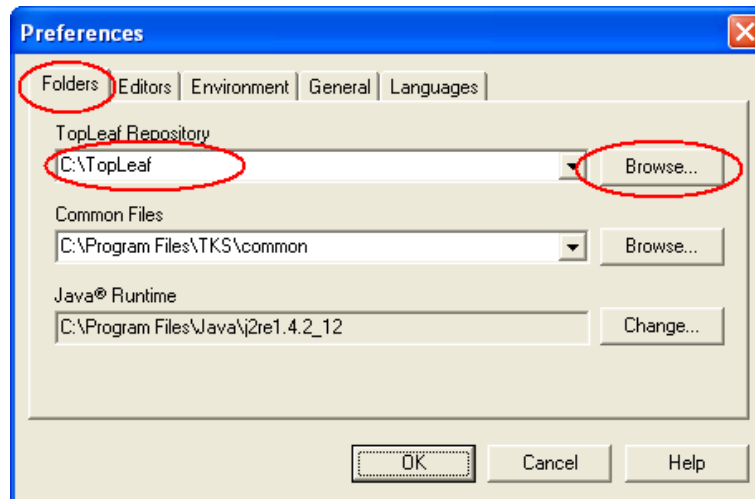


Figure 1-6 – Folders Tab

To change the repository, click the **Browse** button beside the current repository name, and navigate through the Windows Explorer to locate the folder you want for your repository. When you have selected your new repository, you can switch between repositories by using the pull-down arrow beside the repository name, then clicking **OK**. For now, leave the repository at its default setting.

When you click **OK** the Preferences dialog goes away and you are again looking at the TopLeaf workstation.

(NOTE: We'll look at some of these other preferences in another exercise.)

Now that you are sure you have the correct repository, you can open a document from that repository.

4. Choose **Open** from the **File** menu, or click on the "Open Repository" icon on the TopLeaf toolbar.



Figure 1-7 – Open Repository Toolbar Icon

The repository browser opens. This is the main interface to all aspects of repository management: opening, copying, and deleting documents are done from here. For any of these operations, always click on **Open Repository** or choose **Open** from the **File** menu.

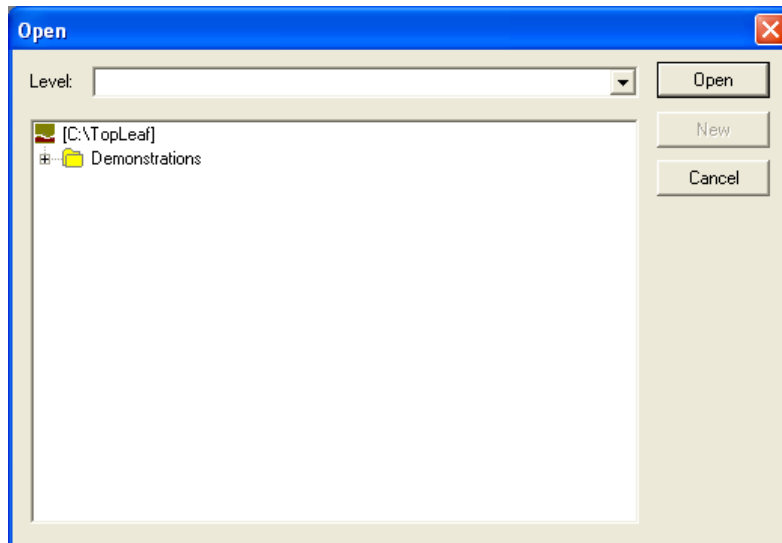


Figure 1-8 – The "Open" Browser

Let's open one of the "Demonstrations" documents.

- Click on the "+" beside the **Demonstrations** folder to expand it.
- Click on the "+" beside the **DocBook** folder to expand it.
- Click on the "+" beside the **Introduction** folder to expand it.
- Click on the **Tutorial** folder name.

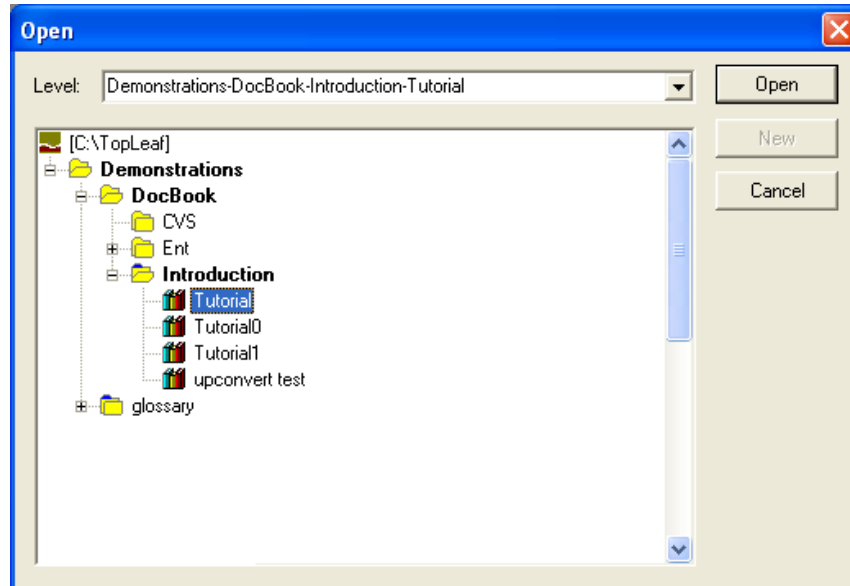


Figure 1-9 – Selecting a Document

Notice that the **Level** field at the top of the dialog shows the complete path within the repository. If you know the path you want to open, you can type it into the Level field, without having to click through the folders in the browser. For example, if you type in: **Demonstrations-Docbook-Introduction** and press Enter, or click **Open**, the browser opens that folder directly. For repositories with thousands of folders, this is a very efficient way to get to where you need to go, so long as you know where you need to get ahead of time!

END OF EXERCISE 1

EXERCISE 2: Open A Document

To open a document, locate the document you wish to open using the repository browser, as you did in the first exercise.

Continuing from Exercise 1, let's open the Tutorial document.

1. With the **Tutorial** document selected, click the **Open** button on the browser dialog.
2. The document opens in TopLeaf, and the browser dialog closes.

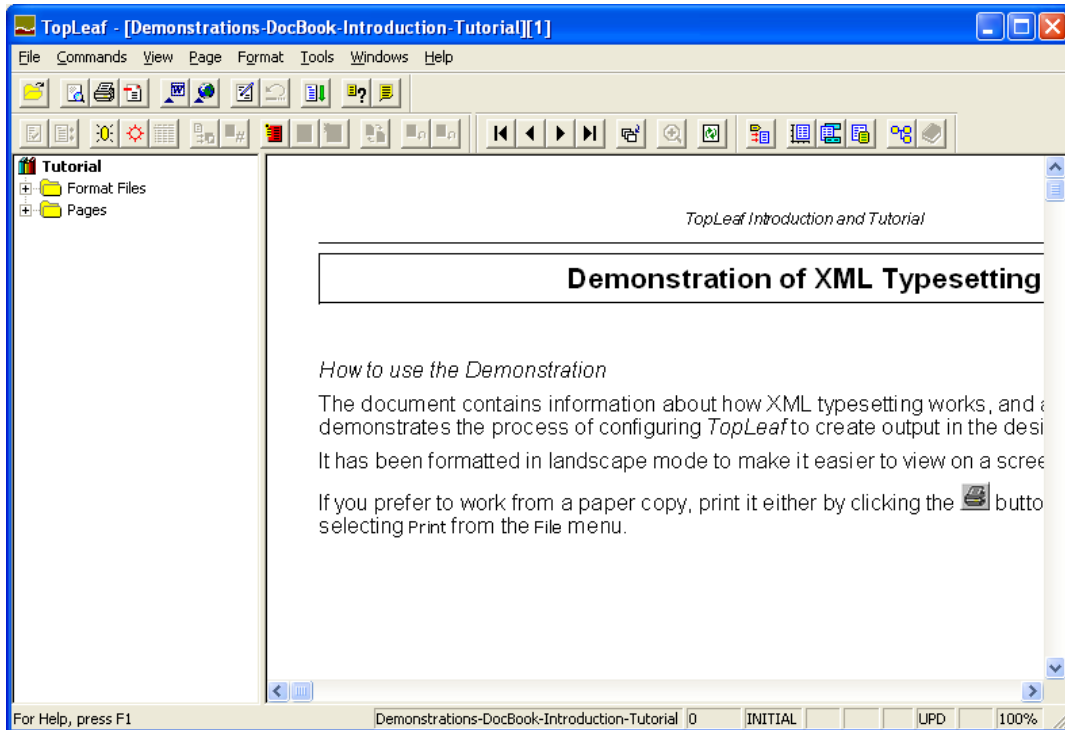


Figure 1-10 –The Tutorial Document Preview

NOTE: The toolbars will not necessarily be positioned as shown in this figure. They can be positioned to suit your own preferences.

Depending on the state of things, you may not see a preview of the first page. Rather, you may see something like this:

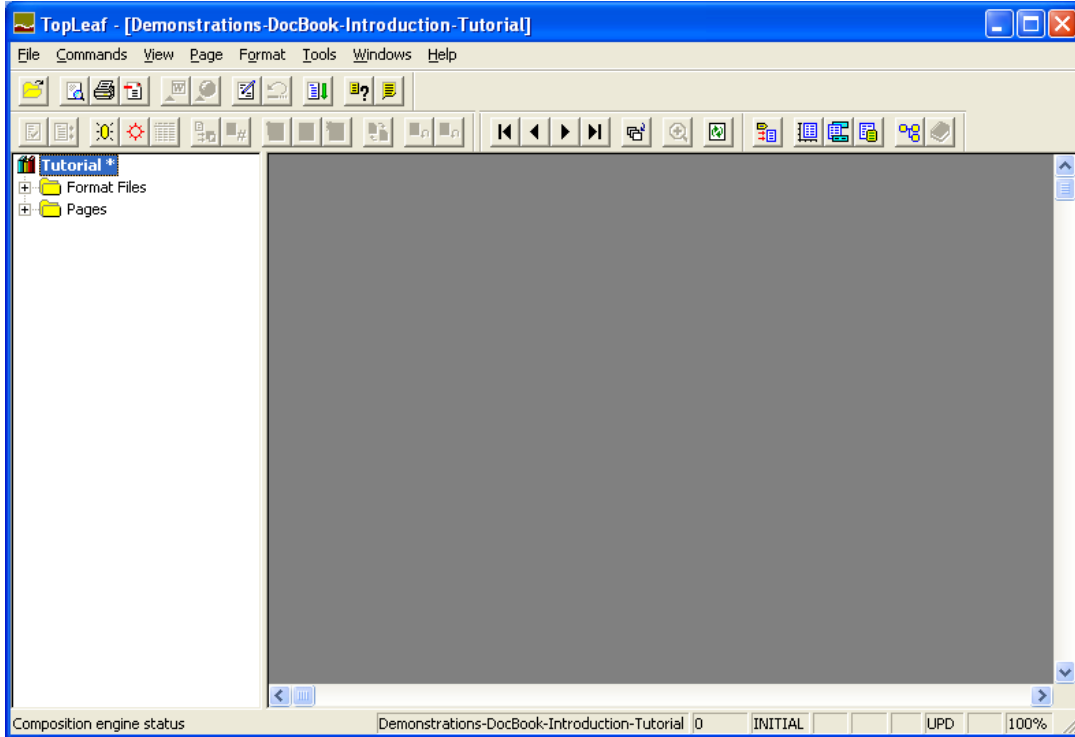


Figure 1-11 –The Tutorial Document with No Preview

The * beside the document's name indicates its content has been changed and so it needs to be composed. Whenever TopLeaf senses the content has been changed, the composed pages within the repository are invalidated, and need to be regenerated. This only happens if the document has been edited through TopLeaf (more on that later).

If your document needs composing, compose it now by choosing **Compose** from the **Commands** menu, or by clicking the **Compose** icon on the TopLeaf toolbar:

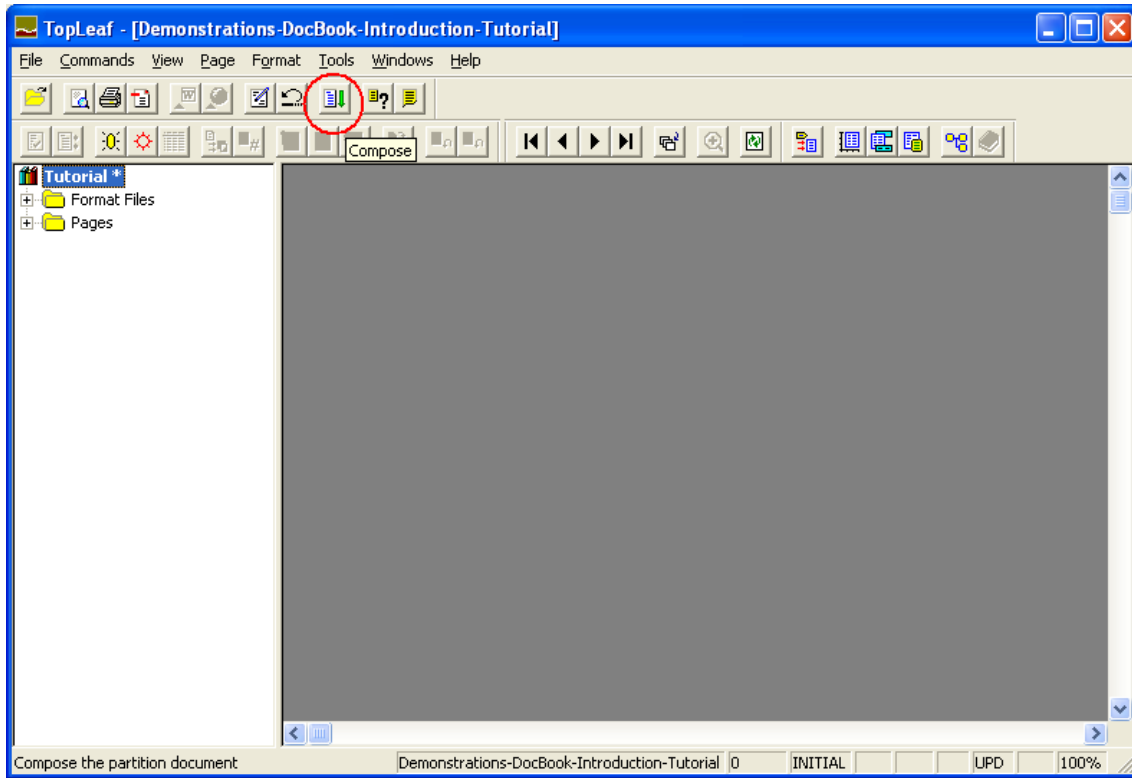


Figure 1-12 – The Compose Button

END OF EXERCISE 2

Understanding The TopLeaf Workstation

The layout of the TopLeaf workstation is designed to provide you basic information about the document you are working on, in a very quick manner. The screen is divided into several areas. The left pane provides access to the document object itself, and its pages. The main area of the screen gives you a preview of the composed pages. The bottom of the window shows you status information.

Within TopLeaf, each document can actually be several separate XML files joined together. No matter how many XML files it has, each document has many other separate files associated with it. These are grouped together and referred to as a **partition** in TopLeaf. Partitions are the unit of job processing in TopLeaf.

Partitions all reside within a **Publication** in TopLeaf. A Publication is a special folder that serves to contain the style information for the document. Many partitions can reside within a single publication. All partitions in a publication share the same style information.

When you open a document in TopLeaf, you are actually opening a **partition**. The status bar at the bottom of the screen shows you **partition status information**.

As mentioned before, there are two types of partitions (documents) in TopLeaf: regular partitions, and looseleaf partitions. These are represented differently in the left pane. The regular partition icon looks like a set of books.

Many of the functions in TopLeaf pertain to looseleaf partitions. These functions are never available to a regular partition. If you want to create a looseleaf partition, be careful: **a publication can only contain one kind of partition - either looseleaf or regular, but never both.**

Partition Status Information

The status line at the bottom of the TopLeaf window shows a variety of status information.

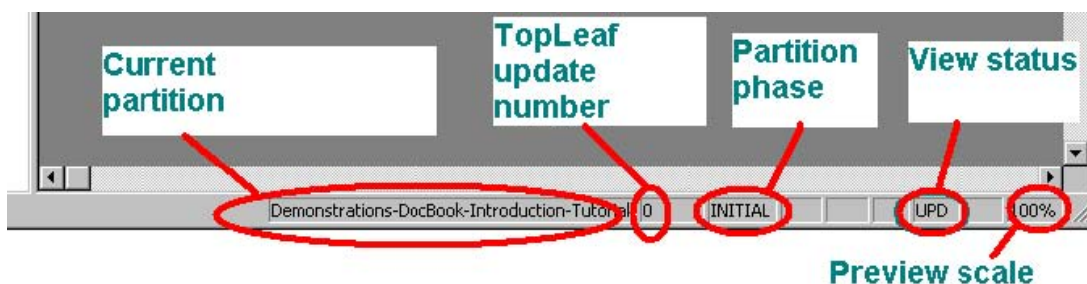


Figure 1-13 – Partition Status Information

Some of this is self-explanatory, such as the current partition's repository path, and the preview zoom scale.

TopLeaf Update Number

For every partition, TopLeaf maintains an "update" history. Each update is represented as a new folder within the partition's folder in the repository. These are numbered from 0 through 999.

Partition Phase

TopLeaf implements the idea of "document phases", primarily for looseleaf management, but these also apply for regular documents. A partition can be in one of three phases: INITIAL, UPDATE or PUBLISHED. The partition phase field shows you which phase the currently-viewed partition is in. In this example, it is "INITIAL".

View Status

The view status field shows which pages (or leaves, in the case of looseleaf) are displayed. You can choose to preview updated pages only, or the entire set of pages in the partition. For documents in their INITIAL phase, the two phases are identical. This field might also show "MOD" or "PUB", depending on which phase you were viewing. That is, you can choose to preview the set of pages in the published phase, or only those that have been modified.

Preview Scale

The preview scale shows you the current preview zoom factor.

EXERCISE 3: Page Previewing

In this exercise, you will learn how to use the page previewer within the main TopLeaf window area.

Page previews are completely static images - just as you would get if you printed the pages to paper. They are useful for checking the effects of style changes on the document, but cannot be used for review purposes. You cannot check PDF features in the preview pages, either.

1. With the Tutorial document open and composed, click on the "+" beside the **Pages** folder to expand the list of pages in the partition.

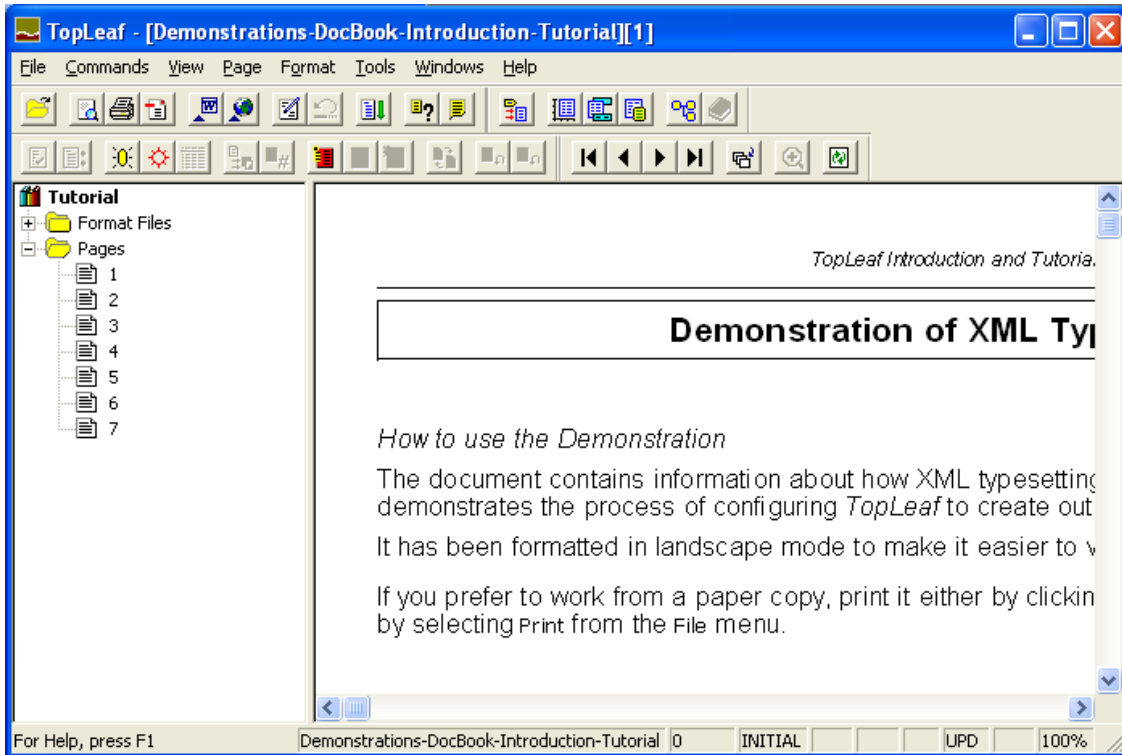


Figure 1-14 – Page List

2. Double-click on a page icon to jump directly to the preview for that page.
3. Click on the left/right/first/last arrows to move through the page previews.

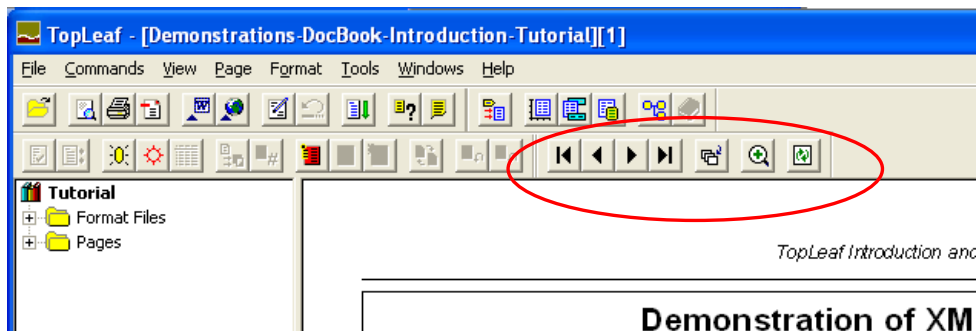


Figure 1-15 – Page Previewer Controls

4. Click the "Goto a specific page" button.

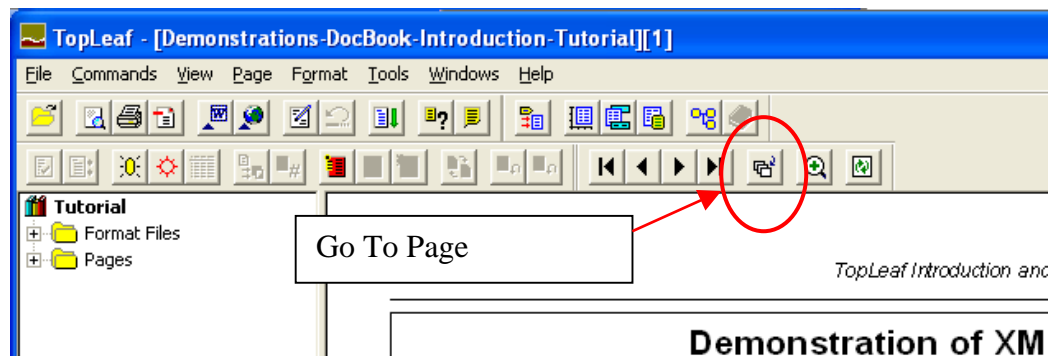


Figure 1-16 – The "Go To Page" Button

5. The "Go To Page" dialog opens. Select the page number you wish to jump to, and click **OK**.

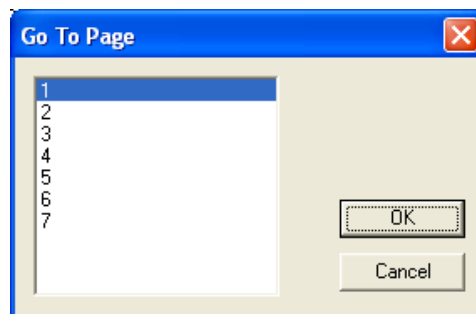


Figure 1-17 – The "Go To Page" Dialog

Why would you ever want to use the "Go To Page" button?

In publications thousands of pages in length, opening the list of pages in the left pane of the TopLeaf workstation can take a significant amount of time. In these cases, it is quicker to use the "Go To Page" dialog box to choose the page you wish to jump to.

As a last note, you can use your keyboard's **Page Up** and **Page Down** keys to navigate through the page previews.

NOTE: You can also use the **Page** menu on the toolbar to access these same functions.

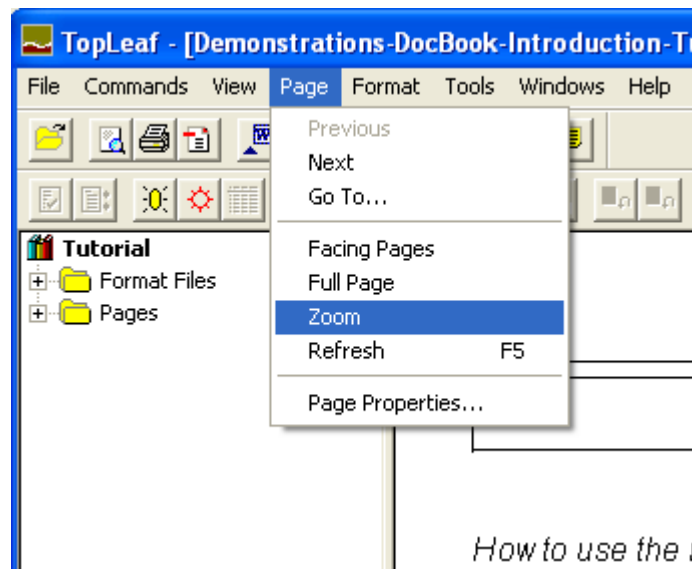


Figure 1-18 – Page Menu on the Toolbar

END OF EXERCISE 3

EXERCISE 4: Zooming

In this exercise you will learn how to use the zoom control in the page previewer area of the TopLeaf workstation.

1. You should still have your Tutorial document opened.
2. Locate the zoom control on the toolbar. You may notice that it is greyed out, meaning it is not enabled.
3. In order for the zoom control to work, you must first mouse-click on anywhere on the page preview. This enables the zoom control.

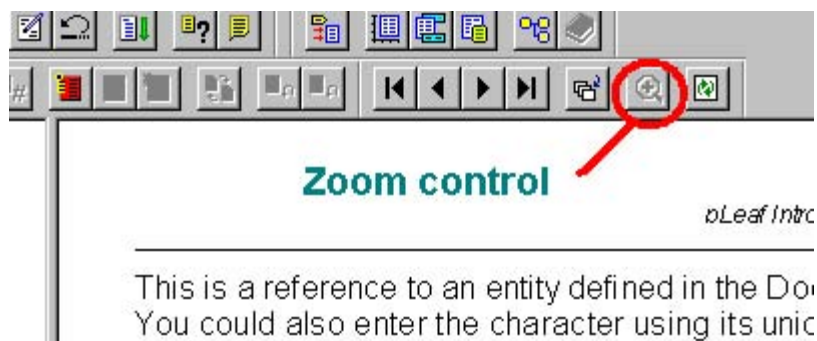


Figure 1-19 – The Zoom Control



Figure 1-20 – Enabling the Zoom Control

4. With the zoom control enabled, click it. This displays the zoom pop-up menu.

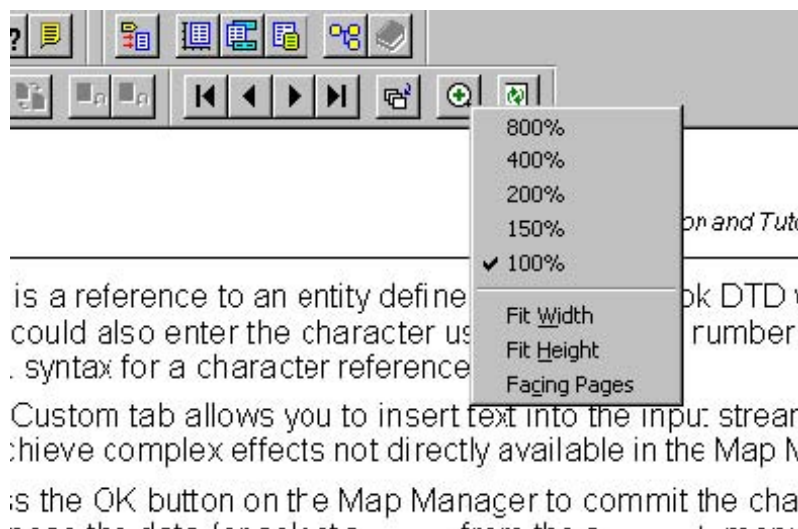


Figure 1-21 – Zoom Pop-up Menu

The currently-selected view is shown with a check-mark. Change the zoom, and try out several of the available options.

5. Use the vertical and horizontal scroll bars on the main preview window to shift the preview left or right, up or down, if you select a zoom factor that is larger than 100%.

NOTE: You can access the zoom features from the main toolbar, as well, under the **Page** menu. In order for the Page functions to work, the preview window must be selected. That is, check to make sure the zoom control is shown enabled before trying to use the Page menu functions.

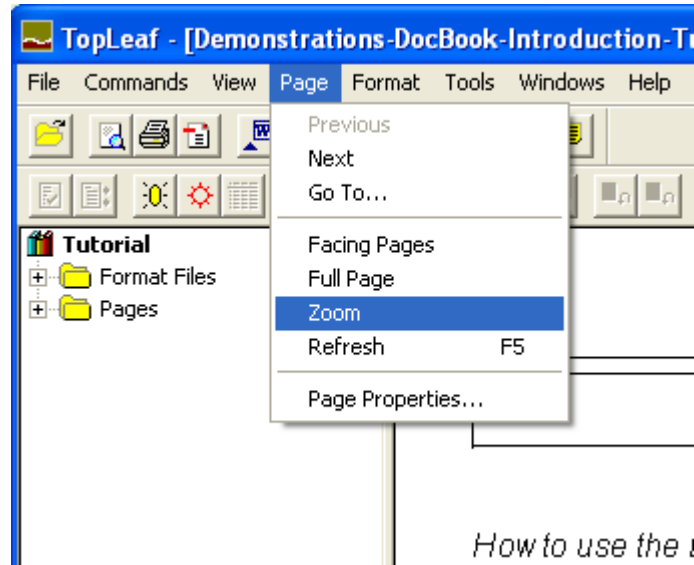


Figure 1-22 –Page Zoom from the Toolbar

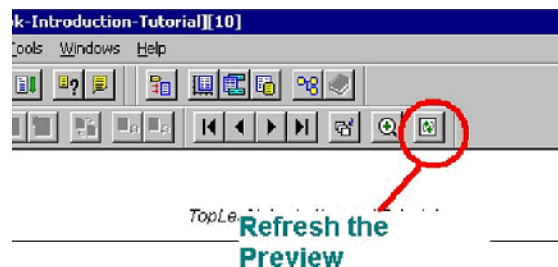
END OF EXERCISE 4

EXERCISE 5: View Refresh

In this exercise, you will use the Refresh function to re-draw the page preview.

Sometimes the page preview window's display becomes garbled. Certain actions, like using the vertical and horizontal scrollbars, can cause some areas of the preview window to not be properly redrawn. This is an annoyance, but does not mean that the composed pages are corrupt in any way. Simply use the Refresh function to redraw the preview window.

- From the **Page** menu, choose **Refresh**. Alternatively, press the **F5** key on the keyboard. Lastly, you can click on the **Refresh** button beside the zoom control:



applied show text inside a <trademark> element in italic, followed by a ™ character.
for the trademark element and select the Font tab. Unche

Figure 1-23 –Refresh Button

END OF EXERCISE 5

Partition and Page Properties

The left pane of the TopLeaf workstation shows the partition icon, its name, and two folders: one containing the format files, and the other the set of composed pages.

Right-mouse-click on a page, and choose **Properties**. This opens the page properties dialog. For regular partitions, there is no information here that you can change.

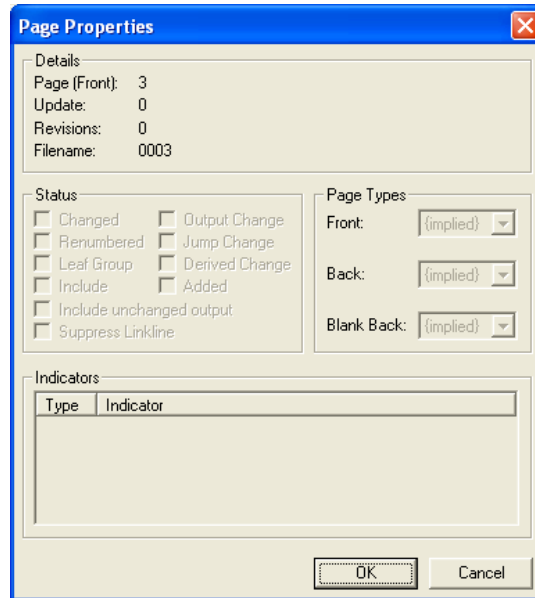


Figure 1-24 – Page Properties

However, even though there is nothing you can change, some useful information can still be discovered. For example, the Filename field shows you the name of the page file as it is stored in the repository. Running statistics such as the update number and the number of revisions to the page are also displayed. Of course, the revision information is only pertinent to looseleaf documents.

Right-click on the partition name and choose **Properties**. This opens the **Partition Properties** dialog.

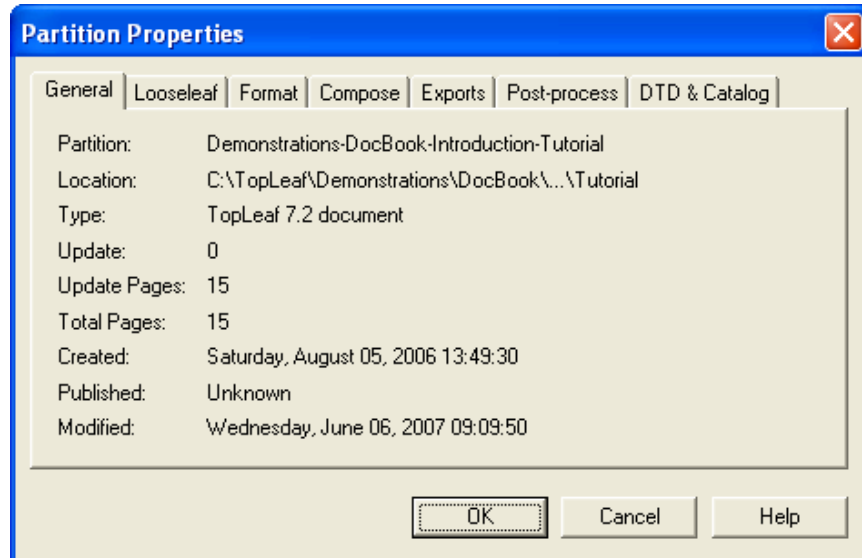


Figure 1-25 – Partition Properties

The **General** tab of the dialog shows some basic information about the partition, such as creation and modified dates, the number of pages within it, and partition path.

Looseleaf Tab

The **Looseleaf** tab shows you information about looseleaf documents. You can convert a document that is in the INITIAL phase into a looseleaf document by clicking on the **Looseleaf Partition** check-box on the looseleaf tab:

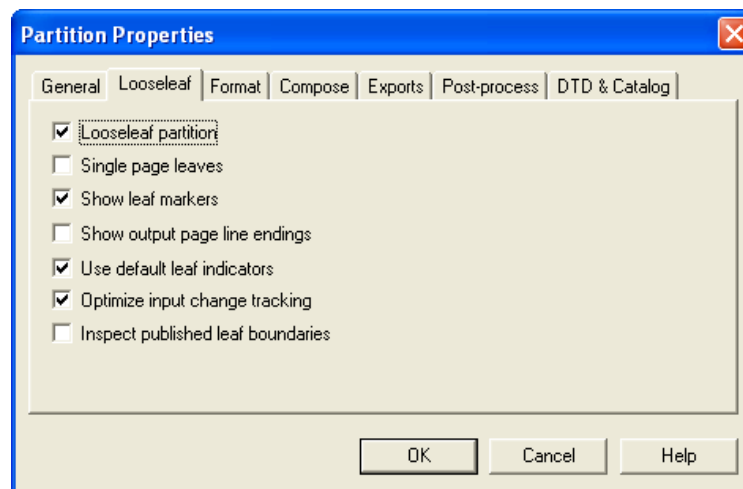


Figure 1-26 – Looseleaf Tab

CAUTION: Looseleaf Partitions Must Exist in Publications Set Up For Looseleaf. Intermixing Looseleaf and Standard Documents in a Publication Is Not Supported.

We won't go into the various aspects of looseleaf documents for now. This will be covered in Module 4.

Format Tab

The **Format** tab lets you set partition defaults pertaining to page styles and page numbering:

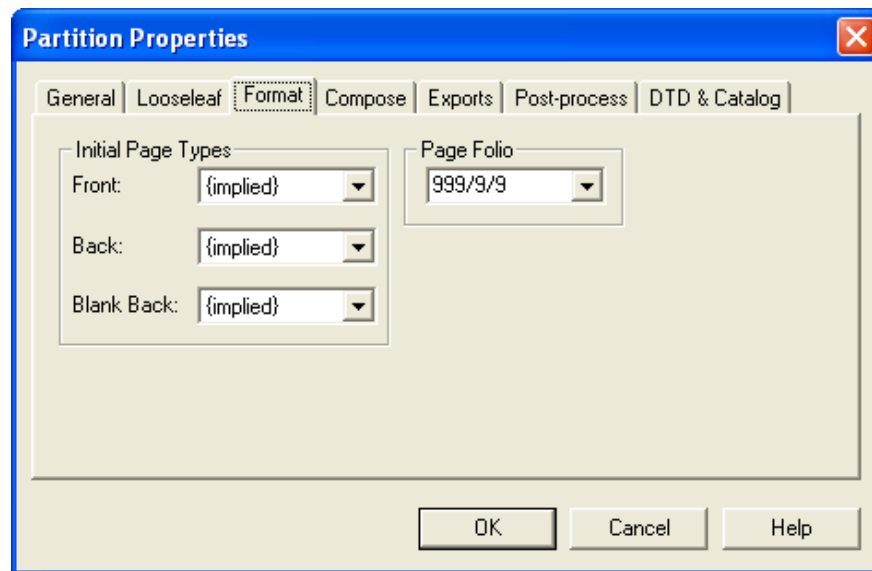


Figure 1-27 – Format Tab

Each publication can have several page layouts available. When set at **{implied}**, the chosen layouts default to those chosen through other means (for example, through style mappings), or other defaults (usually "1 column") selected when the first partition in a publication was created.

The **Page Folio** field lets you select the page numbering style. The "/" characters are looseleaf sub-page separators. For example, in a looseleaf document, if an edit results in information from page 2 going past the end of page 2, looseleaf management prevents the new information going onto page 3. So a page is created between the existing page 2 and page 3. This will be numbered "2/1". You can choose different number styles here, such as 2(a).

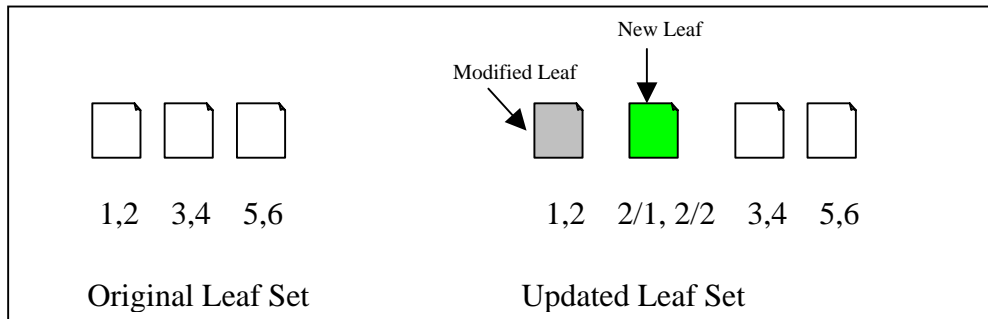


Figure 1-28 – Looseleaf Page Management

Compose Tab

The **Compose** tab lets you change some of the enabled features:

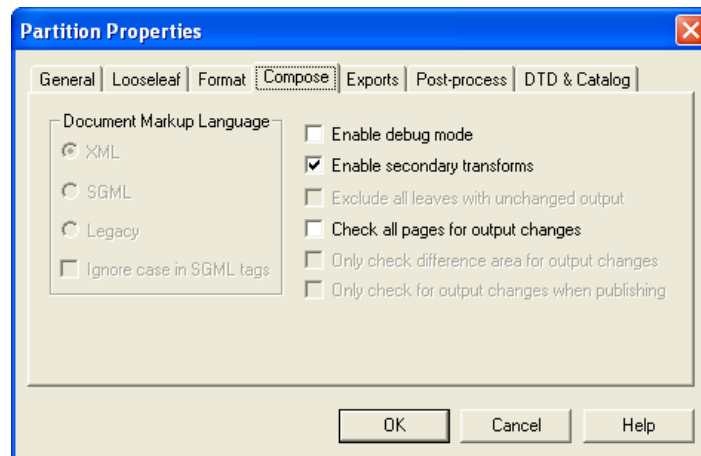


Figure 1-29 – Compose Tab

By default, all new partitions are created with **Enable secondary transforms** turned on. This setting lets you export the formatted document as HTML or RTF. If you never want these features on a specific partition, un-check this setting. Other TopLeaf users will not be able to run transforms until they explicitly re-enable it. The transform functions in the TopLeaf workstation become unavailable when this field is un-checked.

The **Check all pages for output changes** feature is used for looseleaf and change page publishing. If you are not doing looseleaf publishing, **do not enable this feature**.

Exports Tab

The **Exports** tab lets you automate certain functions when TopLeaf composition is executed. This is very nearly a "workflow engine" within TopLeaf.

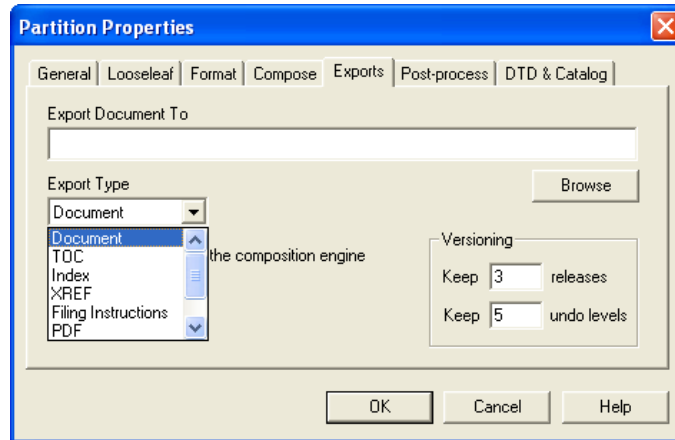


Figure 1-30 – Exports Tab

Each partition can have several additional files associated with it, including a TOC (Table of Contents), Index, Cross-reference (XREF) list, Filing Instructions (looseleaf and change pages only), PDF, HTML and RTF.

On the Exports tab, you can pre-define where exported information is to go; that is, you can pre-define a file name where the export is to be written. These are the options:

- To export the XML file itself from TopLeaf to another location, choose **Document**, and define where the XML file is going to be written by using the **Browse** button to locate the output folder and set the output filename.
- To export a TOC, choose **TOC**, and use the **Browse** button to define where you would like the output to go. (NOTE: A TOC will only contain TOC entries if the document has been set up to assign XML tags to a TOC)
- To export an Index, choose **Index**
- ... and so on, for the rest of the available types.

By setting the **Export after running the composition engine** check-box, the selected export(s) are generated each time the composition engine is run. You can select any or all of the defined exports to be generated in this fashion.

The **Versioning** field defines how many document update/releases to maintain in the repository. The default is three. By having various releases maintained in the repository, you can "roll back" to earlier versions if required (although in doing so, you lose the latest versions). The **undo levels** defines how many edits made when editing the document within TopLeaf can be undone.

Post Processing

TopLeaf can invoke a post-processing program (.EXE or .BAT) after the typesetting run has finished. One example might be to automatically run a program to copy a generated PDF to a location on a web server.

Browse for the name of the program, and enter any required arguments in the box.

If the **Launch after running the composition engine** box is ticked, the postprocessing will be run every time the partition is set, otherwise it will only be run when the partition is actually published.

Tick the **Run in a minimized window** check-box if you want your post-processing to run in the background.

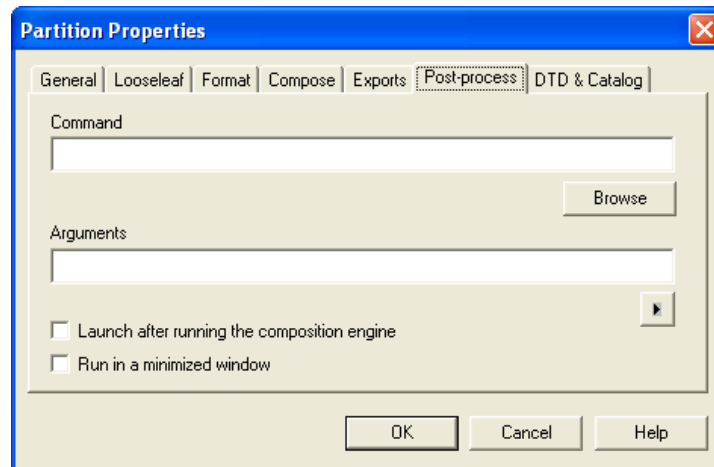


Figure 1-31 – Post-process Tab

DTD and Catalog Tab

Partitions can be created with a DTD or not. Even if the source XML was created using a DTD, you are not required to use a DTD in TopLeaf. Using a DTD has some advantages, such as setting default values for attributes, and declaring entities.

While a DTD and catalog provide additional structure and content, TopLeaf does not validate the document against the DTD. If the version of the DTD you are using is different from the one under which the document was created, you may end up with errors concerning the DTD, and the document may not compose. In these situations, get the correct version of the DTD. If that is not possible (for whatever reason), you can modify the partition to not use a DTD. Entity declarations made in the document in the !DOCTYPE declaration are still honoured, even in DTD-less mode.

NOTE: You choose to use a DTD or not when the first partition in a publication is created.

NOTE: See page 1-27, for details concerning catalogs.

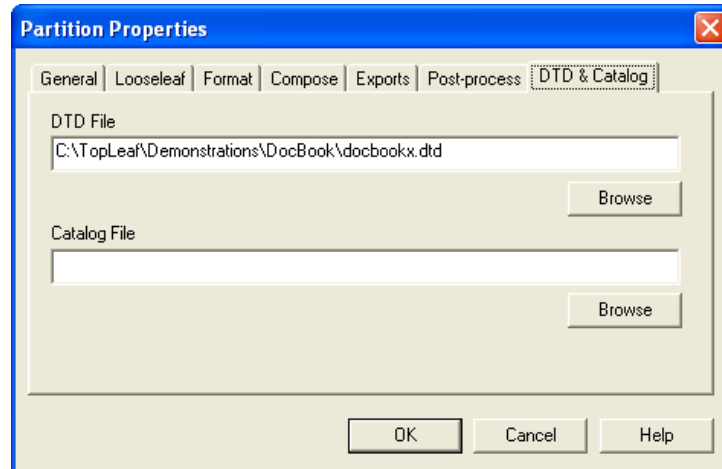


Figure 1-32 – DTD & Catalog Tab

Preferences

In the first exercise, we looked at how to check the repository definition for the session by opening the **Preferences** dialog from the **File** menu. Now we'll take a look at the other preference settings.

If you still have the **Tutorial** document open, you can leave it open. If you closed it, that is fine.

Preferences Dialog

From the **File** menu, choose **Preferences**. This opens the **Preferences** dialog.

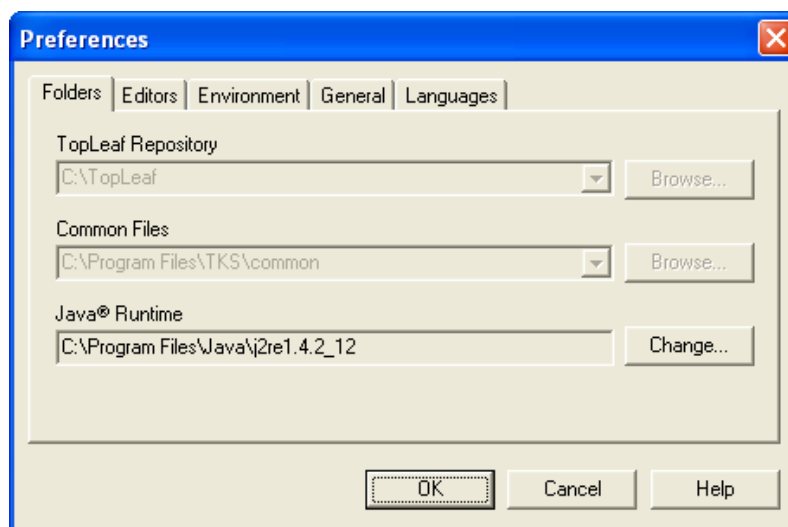


Figure 1-33 – Preferences Dialog

Folders Tab

If you have a document open, the **Folders** tab will have the repository and **Common Files** settings disabled. In order to modify either of these fields, you must have no document open.

You can have as many repositories as you like - these may be defined by function according to how you are developing a publication. Or, you may need to set up different repositories for troubleshooting some documents. You can then copy an existing publication into a repository through Windows Explorer, and as you test various aspects of the document set-up, you are not affecting any production data. **(Some cautions on that later.)**

The **Common Files** setting defines the location of various modules used by TopLeaf. You normally never modify this field.

It is not uncommon to have multiple Java Run-time Editions (JREs) installed on a single workstation. You can modify the JRE setting by clicking the **Change** button on this tab, and browsing for the location of the new JRE.

NOTE: TopLeaf's Java components may restrict you to the use of specific version(s) of the JRE. It may be necessary for you to have multiple JREs installed on your system, so that your different Java programs can make use of the JRE they require.

Editors Tab

The **Editors** tab lets you define which programs to use for editing XML or other files stored in TopLeaf's repository. By defining an editor here, you can automatically bring up a document out of the TopLeaf repository, edit it, and then recompose it in TopLeaf. For documents that are linked, and not stored in TopLeaf, you are editing the link target.

Caution: If you have several repositories defined, and are troubleshooting documents, it is advisable that you do NOT copy linked partitions and edit them. You could unintentionally edit production data. Rather, create a new partition, Unlinked, and copy the production data into the TopLeaf repository. Editing that copy affects only the copy stored in TopLeaf.

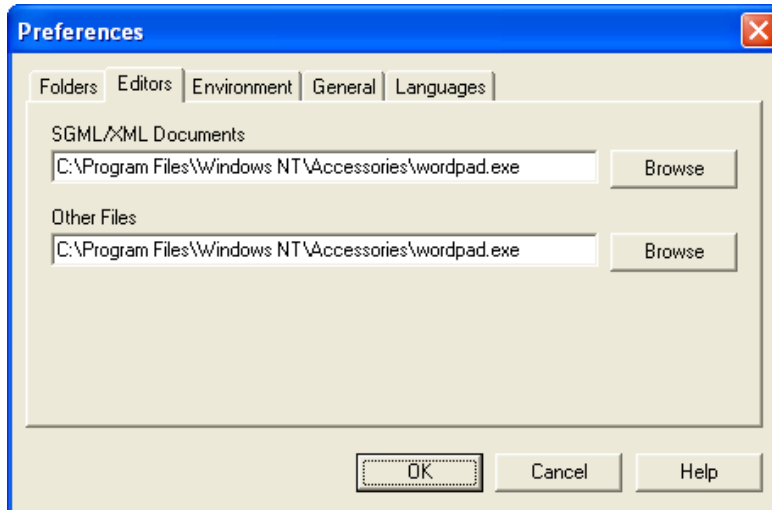


Figure 1-34 – Editors Tab

Environment Tab

The **Environment** tab lets you define items that affect the processing environment of TopLeaf. Environment variables are often used to make information within the computer's memory available to different programs running on that computer.

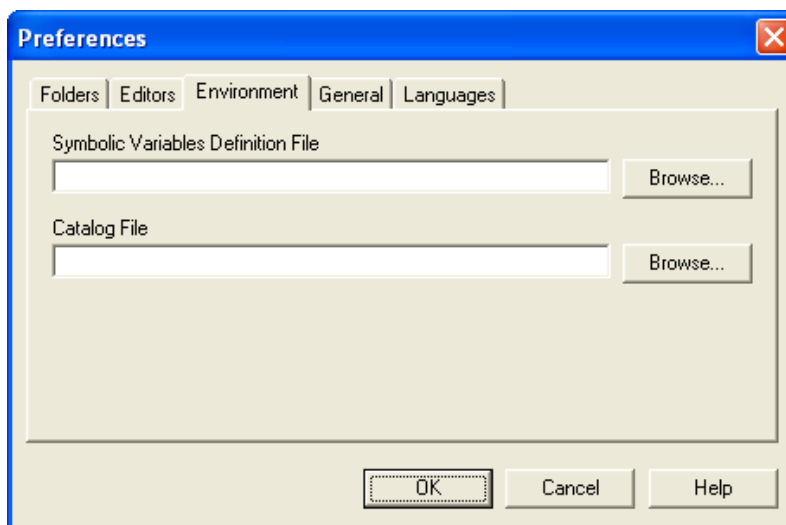


Figure 1-35 – Environment Tab

Two fields can be defined: The **Symbolic Variables Definition File** field, and the **Catalog File** field.

The **Symbolic Variables Definition File** field identifies the name of a text file that declares one or more environment variables referenced from within the content of a mapping custom box.

TopLeaf symbolic variables are strings that contain information about the TopLeaf environment. You can use symbolic variables to identify pathnames to external folders or files referenced from a tag mapping. Variable names are case sensitive and may not contain spaces.

TopLeaf symbolic variables are assigned using the following command:

```
SET variable=string
```

Within a custom box or user customization, symbolic variables are referenced using the following syntax:

```
{$variable}
```

where variable is the name of a symbolic variable.

Example: SET MyName=John

When the composition engine runs, it loads the variables definition file, and these variables become available to the composition engine. A style mapping might be designed to output the variable:

```
<UserName>{$MyName}</UserName>
```

which would output:

```
John
```

in the composed document.

NOTE: If you are using Perl scripts in TopLeaf, the Perl environment **cannot** access variables you define this way, so don't be surprised if they don't work!

The **Catalog File** defines a default Oasis catalog file for TopLeaf to use should a partition not define a catalog. If all your documents use the same Oasis catalog, you can set this preference, and not worry about setting it on the partition properties.

NOTE: Catalogs are only **partially** supported in TopLeaf. See section 13.1.11 of the TopLeaf Help (quoted below):

"TopLeaf's support for the OASIS catalog mechanism is subject to the following restrictions:

- The NOTATION, DELEGATE, BASE and OVERRIDE keywords are ignored.
- TopLeaf will always use the public identifier to resolve an entity if it can.
- References to unresolvable secondary catalog files will generate a nonfatal error.

TopLeaf does not support XML catalogs."

General Tab

The **General** tab contains a variety of miscellaneous settings that are not easily categorized on the other tabs.

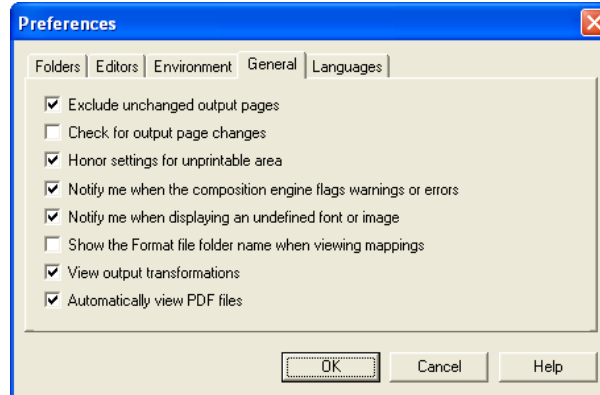


Figure 1-36 – General Tab

The options are defined as follows:

- **Exclude unchanged output** - for a looseleaf document, if the pages of a leaf are listed to be included in the release, then they are to be removed from this list if both pages are unchanged compared to the previous release.
- **Check for output page changes** - for a looseleaf document, include a leaf in the release if either of its composed output pages are different from the previous release. Enabling this check-box tests for all differences in output pages, including things like footnote numbers, continuation table headers, and page headers or footers.
- **Honor settings for unprintable area** - when checked, the print area of the page is offset by the unprintable area setting of the current printer. If not checked, you must ensure that your page margins are large enough to allow for the unprintable area.
- **Notify me when the composition engine flags warnings or errors** - if this is checked, after a typesetting run with warnings and/or errors a dialog will appear asking if you wish to view the composition log.
- **Notify me when displaying an undefined font or image** - if this is checked, the previewer will issue a warning message when a font or image recorded in the output page description cannot be found. This is most likely to happen when the composition has been run on another desktop that has different fonts installed or different network drive mappings.
- **Show the Format file folder name when viewing mappings** - if this is checked the various managers show in their title bars the path containing the file being edited.
- **View output transformations** - this is used as an initial default when converting to HTML or RTF. When selected, the successful completion of a transformation results in the appropriate application being launched to view the result (e.g., Word or Internet Explorer).
- **Automatically view PDF files** -- this starts the PDF reader after a PDF file is created (you must have a PDF reader such as Acrobat installed and associated with the .pdf file type for this to work).

Languages Tab

The **Languages** tab defines, for all users who may log on to your machine, the default document language TopLeaf uses. The document language can influence the hyphenation rules used by TopLeaf when processing content within a document. Because different languages have different hyphenation rules, if you detect odd hyphenation behaviours, check the default language setting in this preference, and then check the language setting for the publication (which will be talked about later).

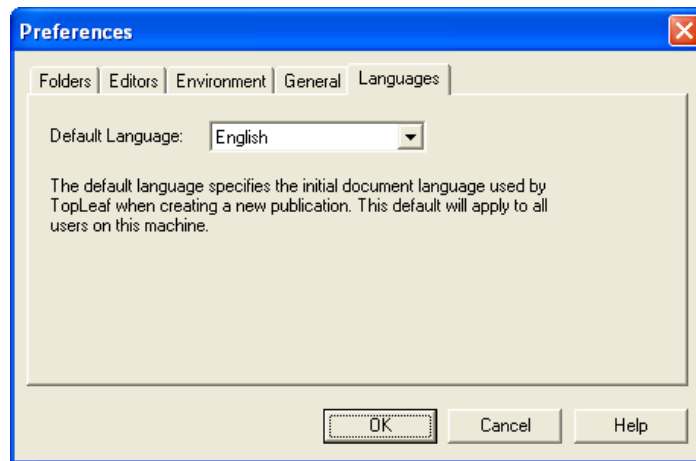


Figure 1-37 – Languages Tab

TopLeaf Help Menu

The **Help** menu gives you access to the on-line help manual, license key information, TopLeaf, and information about Turn-Key Systems, the creator of TopLeaf.

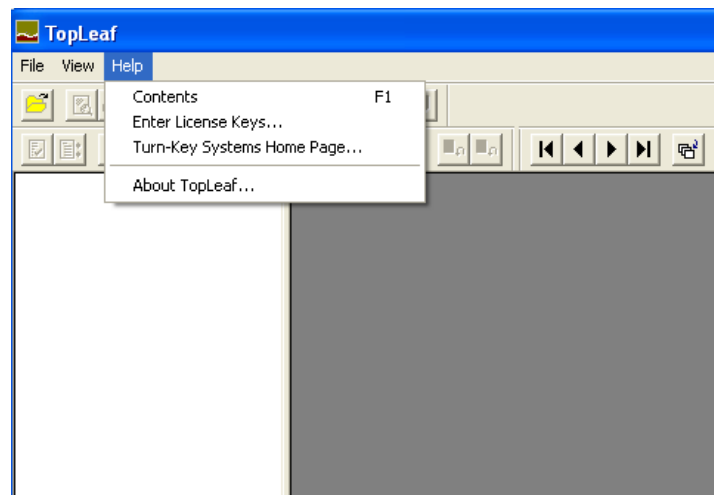


Figure 1-38 – Accessing Help

The Help documentation can be opened from the **Contents** menu item, or by pressing the **F1** key. A PDF version of the help is available from the **Start >> Programs >> TopLeaf >> User Documentation** menu.

The documentation is very complete, but not necessarily organized to your liking, so if you have trouble finding something, try opening the PDF document and using Acrobat's search features to find words or phrases you are looking for.

License Keys

To enter or modify a license key, choose **Enter License Keys** from the Help menu. This opens the license key dialog box.

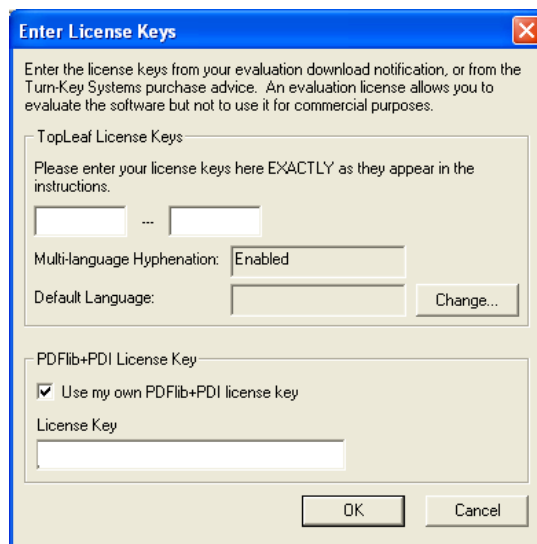


Figure 1-39 – Enter License Keys Dialog

There are two license key areas on the screen: the TopLeaf license key area, and the PDFlib+PDI license key area.

TopLeaf ships with a PDF builder that lacks some features (for example, displaying EPS graphics), and in order to get this functionality, a PDFlib+PDI license is required. This license must be purchased from Turn-Key.

Another separately purchased option is multi-language hyphenation. When you purchase this option, the TopLeaf license key you receive enables it.

After entering or modifying a license key, you must exit TopLeaf and start it up again for the license change to take effect.

Creating a Publication

In this session, we'll begin with starting a publication from scratch. When you installed this module, sample files were also installed. These will be used in these exercises.

EXERCISE 6: Initialize a Publication

1. Select the repository you wish to work in, if it is different from the default. We will be working in the **TLTrain** repository. (This module creates a **C:\TLTrain** repository when installed.) **[HINT: File >> Preferences]**
2. Open the repository browser. **[HINT: File >> Open]**
3. Select the TopLeaf repository (the top-level object listed in the browser):

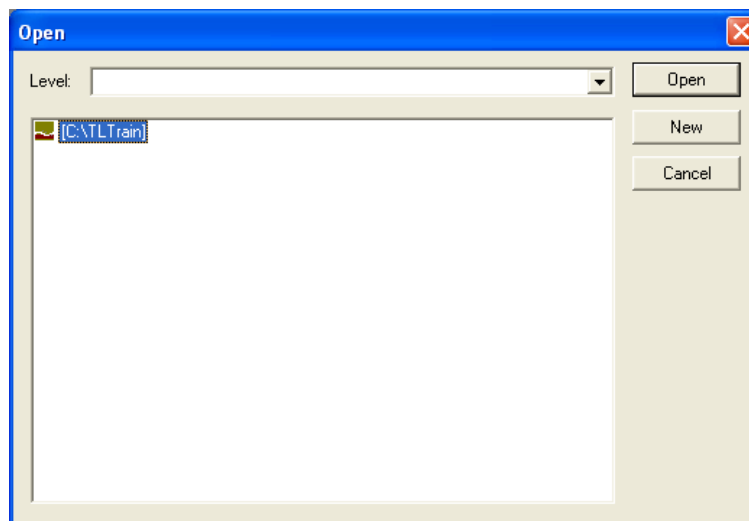


Figure 1-40 – Repository Browser Dialog

4. Click the **New** button. This opens the **New Level** dialog.

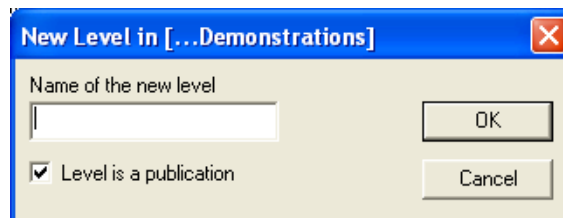


Figure 1-41 – New Level Dialog

Note that the **Level is a publication** check-box is selected. If you want to create a sub-folder that is **not** a publication, but merely an organizational folder into which publications or other sub-folders will be created, then un-check this box. Otherwise, leave it checked.

5. Enter **TrainPub** as the name of the publication.
6. Click **OK**.
7. The **New Partition** dialog opens. For TopLeaf to create a new publication, a partition must be created immediately, so you need to have an XML file available.
8. Enter **Train1** as the name of the partition in the **Name of the new partition** field.
9. Click the **Browse** button beside the **Source document** field, and browse to the file you want to set up in TopLeaf. **Choose the sample included with this tutorial: C:\TLTrain\source\Train1.xml.**

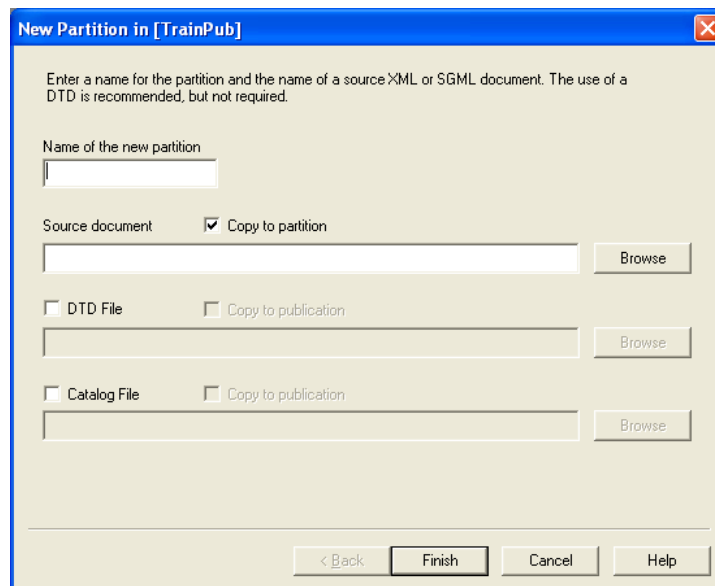


Figure 1-42 – Creating a New Partition

NOTE: The **Copy to partition** check-box is selected. With this selected, a copy of the file you have chosen will be made, and loaded into TopLeaf. It is **not linked** to the source document in any way, but is maintained as a separate copy in the TopLeaf partition. **This is a good method to use when first designing a layout.** Subsequent partitions can be created as linked ones, once all the styling problems have been resolved.

10. If you want to use a DTD, select the **DTD File** check-box. We will **not** use a DTD right now.
11. If you want to use an Oasis catalog file, select the **Catalog File** check-box. We will **not** use a catalog right now.
12. Click the **Next** button. The **Publication Options** dialog is displayed.
13. Select the mapping creation option you prefer. These are:

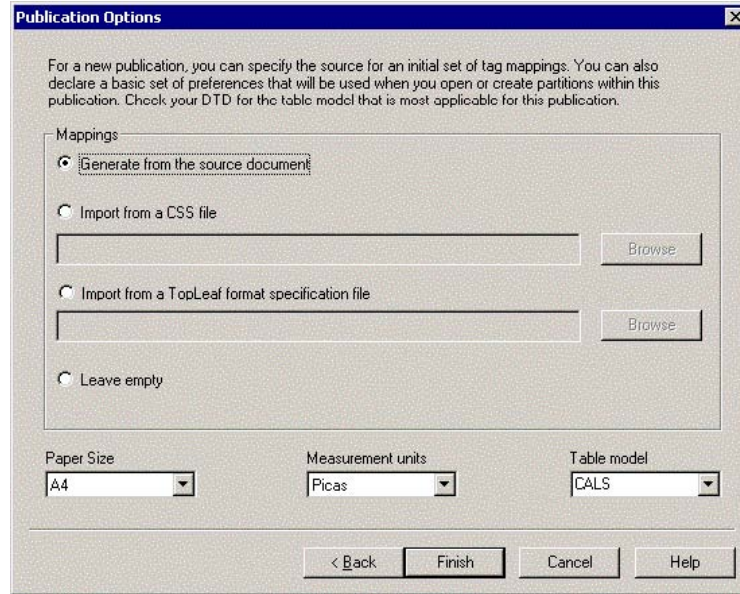


Figure 1-43 – Publication Options Dialog

- **Generate from the source document:** If you leave this radio button selected, TopLeaf will scan the content of the document, and based on the structure, will generate an initial set of tag mappings. **[Mappings refer to the association of a tag with a format style. The style is "mapped" to the tag.]**
- **Import from a CSS file:** If you have a Cascading Style Sheet that has relevant styling information, TopLeaf can read the CSS to create an approximate styling based on the content of the CSS.
- **Import from a TopLeaf format specification file:** If you have previously built a TopLeaf publication, and the style of the new one is similar to the old one, you can import the **format.tlf** file from the old one.
- **Leave empty:** Choose this option to create the partition with **no** tag mappings.

NOTE: In this exercise, we will let TopLeaf create a set of tag mappings, so we leave the **Generate from the source document** check-box checked.

NOTE: When generating tag mappings from a source document, only the tags within the source document being loaded receive mappings. If you have other XML documents, based on the same DTD, that have structures in them that the one you are loading does not have, those structures will **not** be mapped or analyzed in any way.

14. Set the **Paper Size**. By default, the paper size is **A4**. The only other option is **Letter**. TopLeaf needs an initial page geometry definition for the partition. Whichever you select here can be altered later. For now, choose **Letter**.
15. Select the **Measurement units**. By default, units are **Picas**. You can choose from inches, centimeters, millimeters, points and decipoints.

NOTE: A **Decipoint** is **one-tenth** of a point, or 1/720th of an inch. This is TopLeaf's smallest internal measure. When making measurement calculations, TopLeaf always works in decipoints, but the software translates these to the units of measure you have selected. Choose **Picas**.

16. Select the **Table Model**: The table model is set to whichever table model TopLeaf reads from the source document. If there is no table in the document, this defaults to UNKNOWN. There are two table models that TopLeaf supports: CALS and HTML. That is to say, TopLeaf understands both CALS and HTML table markup natively. **But:** a document must only contain one or the other type of table. Select **CALS** as the selected table model.
17. Click the **Finish** button. TopLeaf loads the document, and generates an initial set of tag mappings. It then re-displays the repository browser:
18. Click the **Open** button to open the **Train1** partition.

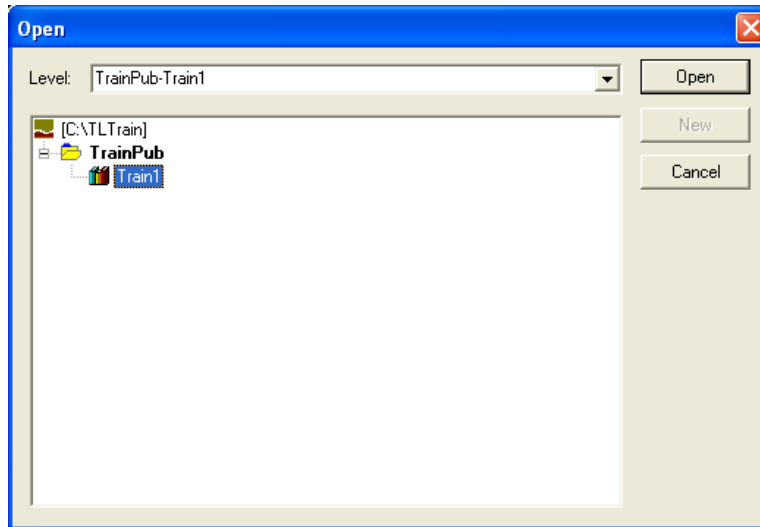


Figure 1-44 – Opening a Partition

19. The partition opens with no page preview, because the partition has not been composed. Click the **Compose** toolbar button or run **Commands->Compose**.

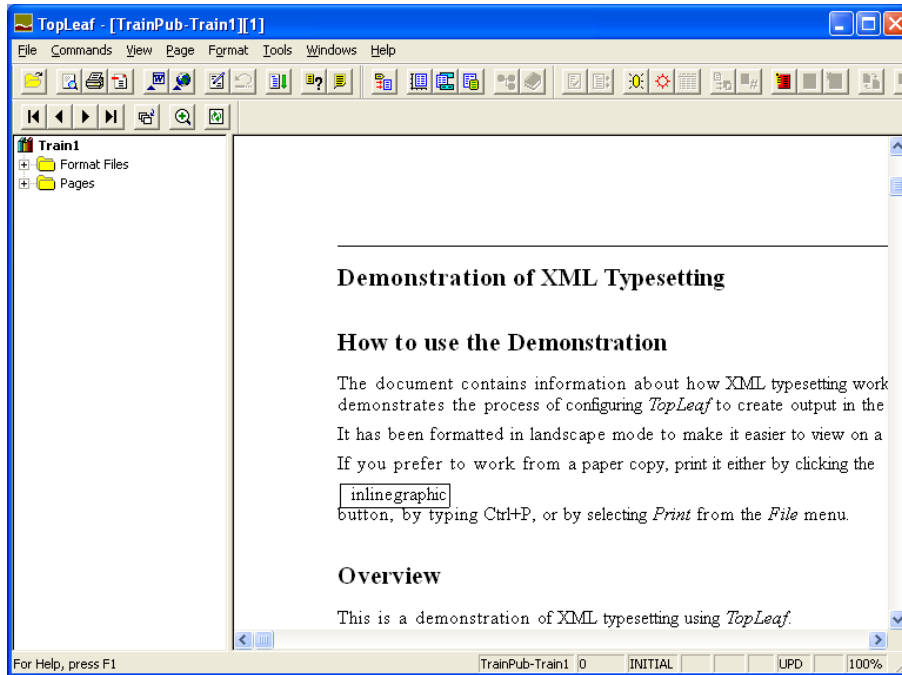


Figure 1-45 – Composed Preview of Partition

END OF EXERCISE 6

Adding Partitions

A publication can consist of many separate XML files, each in their own partition, or, conversely, it can consist of many separate XML files all rolled into one large partition.

There are advantages and disadvantages to each method.

Many Documents, Many Partitions

There are a few basic rules that should be followed when deciding whether to create multiple partition publications or not:

Rule #1: Wherever a page restart must occur, so must a new partition.

If you need pages to re-start at each section, so that, for example, section 1 pages start at "1-1", and section 2 pages start at section "2-1", then each section must be in its own partition.

Rule #2: Whenever you need a TOC, Index or other derived file that must encompass the entire publication, add files to the partition rather than create new partitions.

It simplifies TOC and index creation if all files are in one partition. However, on server-based systems, where most if not all access to documents is through a

program other than TopLeaf workstation software, accessing the component files in a given partition requires special programming. Therefore:

Rule #3: If running documents via a server application which uses the TopLeaf API, run one XML file per partition.

For standard (non-looseleaf) documents, you will, most of the time, add documents to a single partition, rather than add many partitions.

Let's add a second partition anyway!

EXERCISE 7: Add a Second Partition to a Publication

1. Open the repository browser, and select the **TrainPub** publication.
2. Click the **New** button. The **New Partition** dialog opens immediately:
3. Enter **MyDoc** as the name for the new partition.
4. Click the **Browse** button to locate the XML file you want to load. Choose **C:\TLTrain\source\Train1.xml**.
5. Click the **Finish** button.

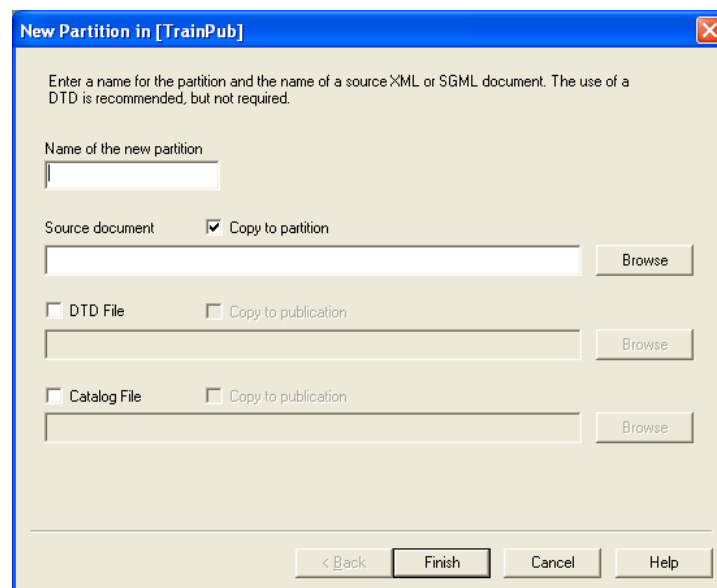


Figure 1-46 – Adding Another Partition

Notice that the partitions are listed in alphabetically ascending order (**MyDoc** comes before **Train1**). In a multi-partition publication, you can generate a complete PDF of the entire publication. However, TopLeaf provides no intrinsic method of establishing a preferred order. The traditional way to manage this is by naming conventions, such as prefixing the name of the partition with a number (such as "00" through "99").

END OF EXERCISE 7