



## M-AIS apsXML® 5.X (Editor) eAIP Editorial Course

### Who should attend the course?

This course provides the definitive introduction to the usage of the apsXML® system for eAIP production. It is aimed at editorial staff with the responsibility for keeping eAIP content up-to-date. It is suitable for eAIP staff at all levels from Trainees to Administrators.

### How long is the course?

3 Days.

### What are the benefits of attending?

Delegates will learn to navigate the apsXML® File menus, dialog boxes, context-sensitive menus and icons to gain full access to the eAIP editorial features.

Delegates will learn to perform all tasks involved in the creation and editing of the eAIP and its component parts and files using the eAIP File Management tools.

Delegates will learn to place links to the SDO static data via the APS datalink placement tools and by using automatic table generation tools.

### What are the prerequisites?

You should have attended both the "Working with structured Documents" course or have a similar level of knowledge of FrameMaker.

You should have a working knowledge of the eAIP and its related documentation in Annex 15 and Doc 8126.

You need to be familiar with PCs and the Windows environment.

## Course Outline

### Getting started

- Starting apsXML®
- Setting session defaults
- Setting the session defaults
- Preferences and advanced options
- Setting session preferences
- Advanced options

### Creating new structured eAIP files:

- Create a new eAIP from templates
- Navigating documents with the structure view
- Setting up the eAIP
- Validation of the eAIP books

### Creating an eAIP in the document management database:

- AIP creation
- Automated 3 part addition
- File addition
- PAMS metadata management

## Validating the new eAIP:

- Making the ad book valid
- System messages
- Validating the whole eAIP
- Viewing reports

## Managing eAIP production

- Starting AIP manager
- Working with eAIP structure commands
- Making a new eAIP structure

## eAIP file Library functions

- Checking eAIP files in and out of the database
- Checking out eAIP files
- Checking in eAIP files
- Cancelling a file check out operation
- Get a copy of a files

## eAIP file Metadata

- AIP file database information
- Get file history
- Delete files from the database
- Set/unset a file as section 0.4
- Set file properties for aps & PAMS operations
- Alternative methods of adding file headings and section titles
- Multi-file manipulations
- Using group functions

## eAIP amendment order

- Managing the eAIP amendment process
- Ordered amendment process
- Keeping the eAIP structure valid
- EAIP elements recognition
- Structured authoring technique

## Making amendments

- Marking eAIP text insertions
- Marking eAIP text deletions
- Making database linked amendments
- Inserting datalinks into eAIP documents
- Inserting composite datalinks into eAIP documents

## Generating eAIP tables

- Automatic table generation
- EAIP route generation options
- Table properties
- Examining table properties.
- Further table exercises

## Previewing changes

- EAIP preview for file amendment checking
- Printing single files and books using aps XML®

# Training Locations

At M-AIS we have three options for the location of training courses:

- We host training courses at our training facility in Edinburgh, Scotland
- For EAD courses we can hold courses at the GroupEAD facility in Frankfurt
- We can also arrange for training to take place at the client site