



CAS-UB User Guide

*Introduction to Cloud Authoring Service for
Universal Books*

CAS-SUPPORT

Version 2.3

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Antenna House, Inc.

About this User Guide

This publication was created entirely using Antenna House's "Cloud Authoring Service for the Universal Book" (CAS-UB), including the writing, editing and layout of this user guide.

Introduction

Thank you very much for using our "Cloud Authoring Service for the Universal Book" (CAS-UB).

In this tutorial, we will show you how to use the CAS-UB service in order to create your very own publication(s). This tutorial will guide you through the process step by step, while providing an in-depth explanation concerning the intricacies of CAS-UB markup notation.

User Support

If you have any questions regarding CAS-UB or should experience any problems with our service, please feel free to post your questions and/or queries at our Google group: <http://groups.google.com/group/cas-support>.

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Chapter 1 Creating your Publication with CAS-UB

1.1 Concept of Article and Publication in CAS-UB

1.1.1 Publication

CAS-UB is a service which edits and makes EPUB for digital books, electronic files in MOBI format and PDF files for printing or POD (print on demand). These outputs are generically called since MOBI can be made by converting from EPUB (EPUB and MOBI are written distinctively for the purposes of this guide).

1.1.2 Article

The contents of the publication are text and images, etc. Contents are divided by the quantity (length) which can be easily edited and saved as files on the cloud server. Each file is called an "article". How contents should be divided into articles are explained in "Article and Publication Classes".

Reference : Article and Publication Classes (p. 49)

Each publication type has a basic structure that defines it. For example, the typical book usually contains a front matter, main body and other various appendages. The main body of a book consists of a typical hierarchical structure, which may include parts, chapters and (sub)sections. In CAS-UB, the structural framework associated with specific publication types is referred to as its publication class.

CAS-UB allows you to edit contents by adding changes to text, marking up text, and building your publication by changing the structure of articles.

1.1.3 Generation

Generates EPUB or PDF after the editing work finishes. The generation processing creates a publication from a large number of articles. EPUB summarizes two or more XHTML files in a package and constitutes one publication, and each article of CAS-UB becomes a XHTML file which constitutes as an EPUB. Unlike EPUB, PDF is created by connecting all articles into one publication.

CAS-UB does not only collect articles, but also generates table of contents, indexes, a front cover in the case of EPUB or PDF generation. It automatically generates a table of contents and an index, a cover, copyright page, etc. from the content markup and the bibliographic information.

1.1.4 Layout

In CAS-UB, the processing of editing contents and styling contents is treated independently. The layouts are prepared beforehand by CAS-UB as various themes. You can choose your favorite themes when generating EPUB and PDF. With EPUB generation, you can customize the theme. With PDF generation, the layout is adjusted beforehand so that it may be the optimal paper layout, you can also change settings if you like.

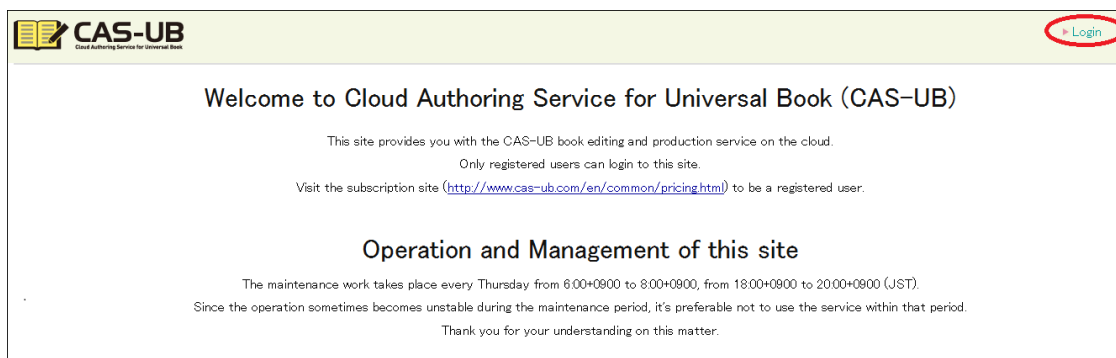
1.1.5 Publication Classes

CAS-UB allows you to build your publication by choosing a publication class and placing articles according to the corresponding structure. The layout is set with the standard components of the chosen publication class. Since several types of layouts for generating PDFs are available for every publication class, you can choose the most suitable one that is appropriate for your particular needs.

Reference : Article and Publication Classes (p. 49)

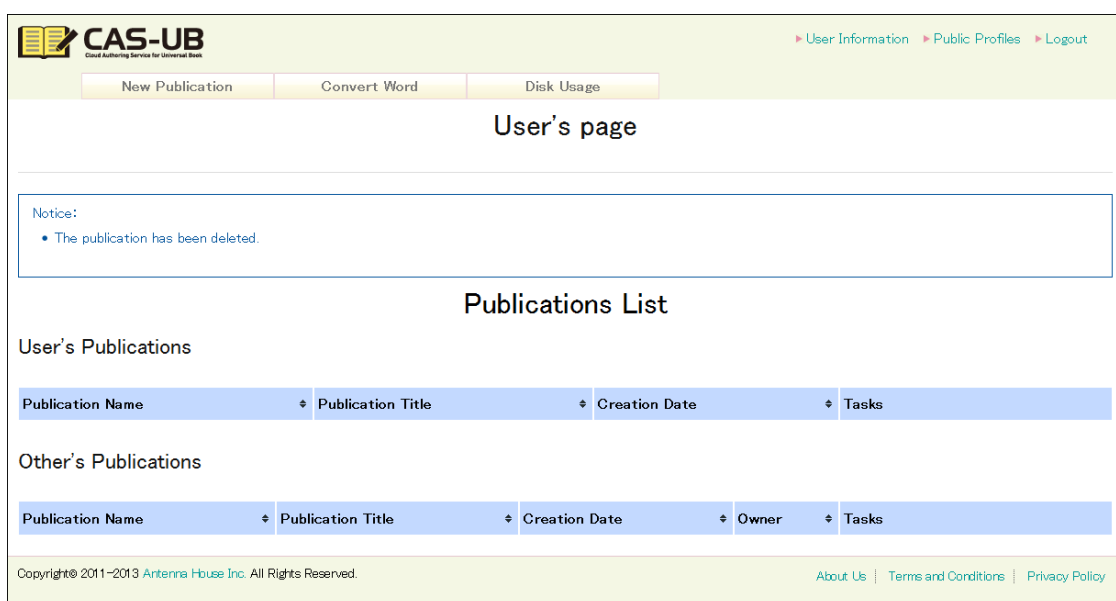
1.2 Logging in CAS-UB

You can start your work on the Web browser. Go to <http://a.cas-ub.com> and click "Login" on the upper right of the screen.



CAS-UB Login screen

When you successfully login, the **Home (Publication List)** screen will be displayed.



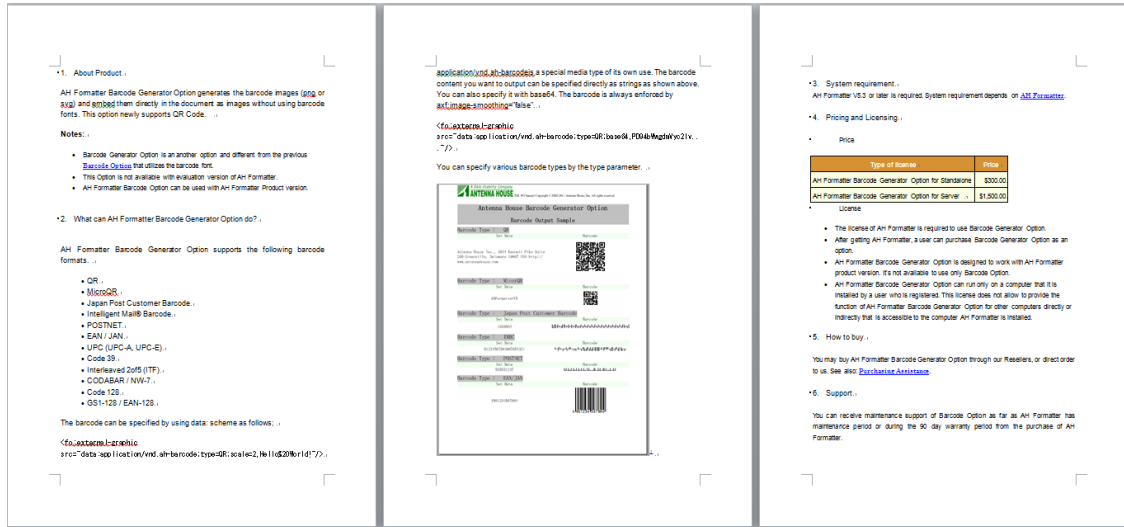
Home (Publication List)

1.3 Creating your first EPUB from Word

1.3.1 Importing a Word file

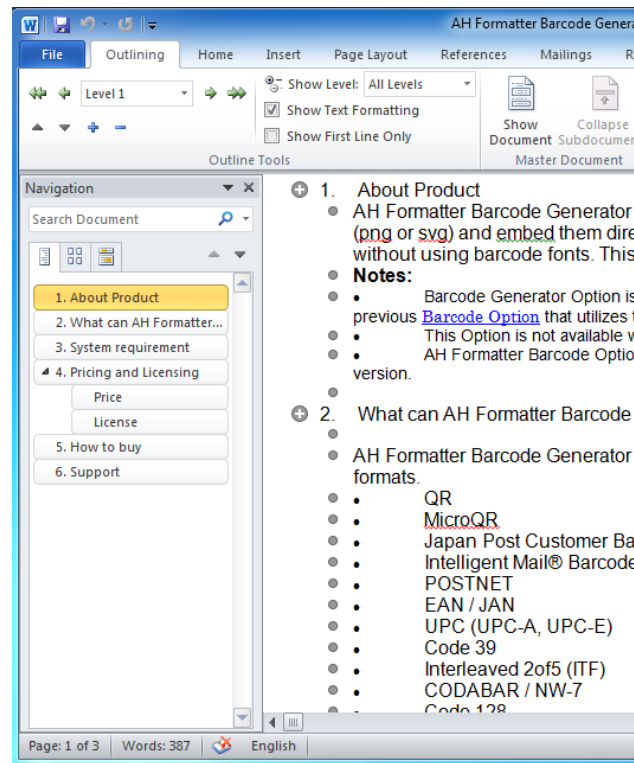
To understand the workflow of publishing with CAS-UB, prepare a Word document and start from **Publications List** screen.

Step 1 : Prepare a Word document Write an article with Word 2007. The finished document has 3 pages when looking at the Print Previewing window.



Word document print preview

In order to import Word document to CAS-UB successfully, use the Word styles as much as possible for the document format. This document was created using the Word list style and the outline is set to the title of the article as shown in the figure below.



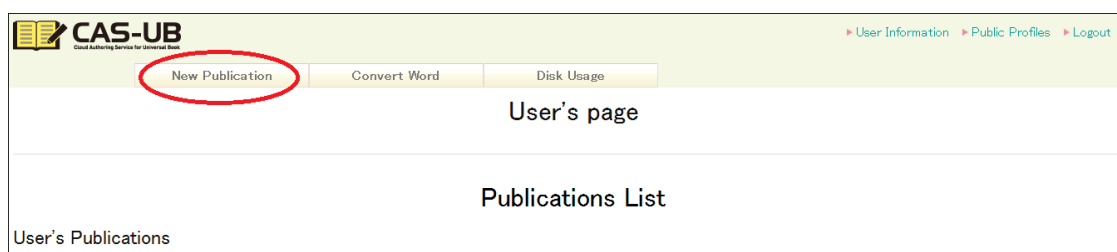
Word document Outline

Save the finished article as “How to make .docxs” in Word docx file format.

Step 2 : Create a new publication

Next, create a new publication on CAS-UB side. Click the “New Publication” on the upper left of the Publica-

tion List screen as show in figure 2.



New Publication

Step 3 : Set the file name and title Set the file name and title of the publication. Enter "AH-Formatter-Bar-code-Opt" as the publication name, enter "AH Formatter Barcode Generator Option" as the publication title. These 2 items are indispensable. Select "Book 2" as the publication class. Do not add any changes to the settings and click the Create button at the bottom of the page.

 The screenshot shows the 'Create New Publication' form. The 'General' tab is selected. The following fields are highlighted with red boxes: 'Publication Name *' (containing 'AH-Formatter-Barc'), 'Publication Title *' (containing 'AH Formatter Barcode Generator Option'), and 'Publication Class' (set to 'Book 2 en'). The 'Settings and Contents' dropdown is also visible, set to 'Default Setting'.

Set Publication Name and Publication Title

 The screenshot shows the bottom of the 'Create New Publication' form. The 'Copy Template' checkbox is unchecked. The 'Create' button is highlighted with a red box.

Save settings

By doing these steps, a publication without articles is created on the CAS-UB server.

Step 4 : Import Word file from the Import & Draft tag Import the Word file created by the Step 1. Click **Import & Draft** to view the screen for importing data as a draft.

AH Formatter Barcode Generator Option

[Outline](#) [Import & Draft](#) [Edit Meta](#) [Images](#) [Bibliography](#) [Include](#) [Style Sheet](#) [Fonts](#) [Update Logs](#) [Search](#) [Replace](#) [Publish](#) [Trash](#)

Outline

Publication AH Formatter Barcode Generator Option

[Save Tree Structure](#)

[Select All](#) [Unselect All](#)

[Delete Selection](#)

[Update List](#)

Move Articles:

Move selection 0 step(s) [Up](#) [Down](#)

[Move Selection](#) To [Publication AH Formatter...](#)

Change Entry Class:

None [Change Entry Class](#)

Add Article:

as [Publication AH Formatter...](#)'s [Child](#)

Title

Click Import & Draft

Select "Microsoft Word 2003 XML" for the import file type. (This setting makes it possible to convert the docx file.) Select Primary Manuscript for the import destination. Set the outline level as 1. These are all default values. Click the Choose File button to open the Word document previously prepared.

Articles

[Draft](#)

[Save Tree Structure](#)

[Select All](#)

[Delete Selection](#)

[Update List](#)

Move Articles:

Move selection 0 step(s) [Up](#) [Down](#)

[Move Selection](#) To [Publication AH Formatter...](#)

Import:

Import File Type [Microsoft Word 2003 XML](#)

Import To [Primary Manuscript](#)

[Primary Manuscript] is a place where you put articles used for generating a publication.

[Draft] is a place where you put unfinished articles.

Save doc or docx documents in Word 2003 XML format in the 'Save As' dialog of MS Word 2003 or later. There may be restrictions in the conversion process of doc or docx documents.

Outline [1](#) When 'Outline Level of Article' is set to '2' a

Level of Word document is divided so that the chapter

Article title is applied to the outline level 1 of a

paragraph specified in Word, the section title

is applied to the outline level 2 of a paragraph

specified in Word.

[Browse...](#) [AH Formatter Barcode Generator Option.docx](#) [Import](#)

Select your Word file

Now it's ready to import, click the Import button and the message "Convert Entries" will appear. Please wait until the message changes to "Primary Manuscript".

[Outline](#) [Import & Draft](#)

Primary Manuscript

Articles

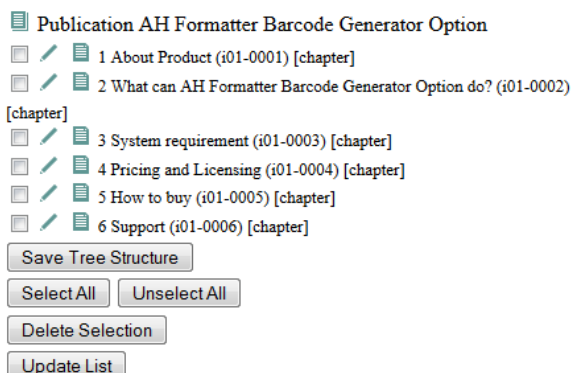
[Draft](#)

Importing finished

When the message changes to "Primary Manuscript", the conversion completes. Click the "Primary Manuscript"

tab to display a new screen.

Outline



When importing finished, 3 articles are made

The Word article is divided into 6 articles by the outline level 1 setting. The titles of Word become the titles of the associated articles. By clicking the pencil icon on the left of the article title, the screen changes to the edit screen for the article contents. You can confirm the conversion result. If necessary you can add or change contents there.

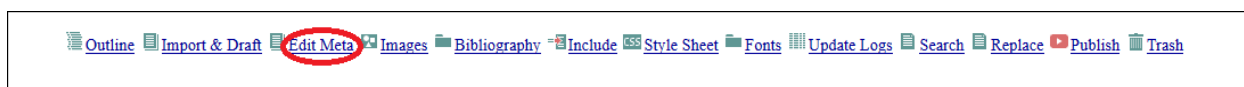


Open the first chapter at the Outline view

1.3.2 Editing Publication Info

Since CAS-UB extracts data which is outputted to a cover and the colophon is created from the publication information, items necessary for a cover and colophon should be written in Publication Information. Also the publication information is registered as the metadata for EPUB3, etc.

The publication information is registered in the **Publication Information** edit screen.



Select Edit Meta

Click the "Edit Meta" tab to change to the edit view for the publication information. Enter the author profile, the revision number, and the publication date.

Author's profile Select Profiles / Author in the **Edit Meta** view, click the Edit button on the right, then click

the "Add" button to view the **Editing Publication Profiles** screen.

Profiles				
What was specified here will be output to the title page or the colophon.				
Copy Profile from Existing Publications				
Author	Name (Pen Name)	Profile	Department / Title	Contact Address Edit

Go to Editing Publication Profiles

Top of Editing Publication Profiles				
Author				
Name (Pen Name)	Profile	Department / Title	Contact Address	Process
Add				
Copy team member's public profile				

Add author's profiles

Enter the required items in the **Edit publication Profiles** screen. This time, Author (Pen name), profile and Public Contact Address are filled in.

Edit Publication Profiles	
Author	
Author (Pen name)	CAS-SUPPORT
Profile (Limited to 800 characters)	CAS-Support team is working for Antenna House. The team creates the user guide and various documents using CAS-UR.
Department / Title	
Public Contact Address	cas-support@antennahouse.com

Enter author's profiles

When you finish entering the items, click the "Save" button to back to the Top of Editing Publication Profiles.

Set Revision Number and Date of Publication Select Revision History in the **Edit Publication Profiles** screen, click the "Edit" button on the right and enter the revision number and the date of publication. Click the "Add" button to back to the previous page.

Revision History			
Revision Number	Date of Publication	Description	Edit

Go to Edit Revision History

Edit Revision History

The information of the revision history to add

Revision Number	Date of Publication	Description	Process
<input type="text" value="1.0"/>	<input type="text" value="ember 30,2013"/>	<input type="text"/>	<input type="button" value="Add"/>

Enter Revision History and Date of Publication

1.3.3 Generating EPUB

Click the **Publish** tab under the publication title to generate an EPUB.



Change Edit Article view to Publish view

In the **Publish** view, change the settings before generating EPUB.

Select the CSS theme in the General view. Click **General** in EPUB3.



General settings

In the **General** setting view, specify **CSS Theme**. You can select any theme you want, but in this example, select Normal Serif (EPUB3). Then click the **Save** button on the upper right.

Setting 1 Load

Setting Name Setting 1

Setting Item	Value	Description
Publishing Office	<input type="text" value="Empty"/>	
Selling Agency	<input type="text" value="Empty"/>	
ISBN	<input type="text" value="Empty"/>	
CSS Theme	<div style="border: 2px solid red; padding: 2px;"> None None Simple 2 Beta Version Green 2 Beta Version Plain 2 Beta Version Oldies 2 Beta Version Silver Gray 2 Beta Version Normal Serif 2 Beta Version Normal Sans 2 Beta Version Simple Green Plain Oldies Silver Gray Normal Serif Normal Sans </div>	
Toc of Nav		Select whether the TOC of the navigation is simple and without the decoration (logical TOC) or landmark.
Output Level of Logical Nav		Select the output level of titles shown in TOC.
Output NCX		Generate TOC (Ncx format) that is compatible with EPUB2.
TOC Output Level of NCX		Select the level of titles to be shown in TOC. If Article is selected, only the title of the article will be shown in TOC.
Output iBooks Meta Information		Makes font settings in Theme effective with iBooks.

Select CSS Theme in General view

Please note that if the CSS theme is not selected, the theme will be None, which means no layout is added to the

generated EPUB.

Specify the publisher logo in the Title Page Click **Title Page** in General.



Set the title page

You can specify the contents that you want to include in a cover page. When an image for a cover page (cover.png) is not specified in the Cover Image view, CAS-UB will automatically generate a cover image. Settings in the Title Page will be the items to be included in the auto generated image. In this example, try uploading a publisher logo.

 A screenshot of a web form titled 'Setting 1'. It has a 'Load' button and a 'Setting Name' field. Below is a table with settings:

Setting Item	Value	Description
Publication Title	Enable	
Publication Subtitle	Enable	
Date of Publication	<input checked="" type="checkbox"/>	Date of publication of this revision.
Revision Number	<input checked="" type="checkbox"/>	
Publisher Logo	<input checked="" type="checkbox"/>	Check on to embed publisher logo within Title Page. Publisher logo file may exist in Images as a 'publisherLogo.jpg' file or may be uploaded by using the following button.
Upload Publisher Logo Image	Browse... publisherLogo.jpg Upload Image(s)	Memorandum
Publisher Company	<input checked="" type="checkbox"/>	
Author	Enable	
Author / Editor	Enable	

 A 'Save' button is in the top right corner. The 'Upload Image(s)' button is circled in red.

Specify the publisher logo in Title Page

Prepare a publisher logo in JPEG format. When the prepared JPEG file is chosen from the **Browse..** button and uploaded by clicking the **Upload Image(s)** button, it is saved in the image folder on the server in the name of 'publisherLogo.jpg'. Click the Save button to save your settings.

Generate EPUB

Click **Generate EPUB** to start processing. "EPUB3 Generating" will be displayed.

 A screenshot of the 'EPUB3' section. It contains a 'Generate EPUB3' button, a '設定 1' dropdown, and a 'Save' button. Below these is a 'Finished EPUB3 Download' button (circled in red) and an 'EPUB3 Check' link. A navigation bar at the top right has links: Generic, Cover Image, Title Page, Colophon, and Misc.


 A screenshot of the 'EPUB3 Generating' screen. At the top is a navigation bar with icons and labels: Outline, Import & Draft, Edit Meta, Images, Bibliography, Include, Style Sheet, Fonts, Update Logs, Search, Replace, Publish, and Trash. In the center, the text 'EPUB3 Generating' is displayed in a large, bold font.



Generate EPUB₃

The generation process may take some time. When the display changes to "EPUB₃ Download", the generation process has been finished.

Since the generation process is performed even if you log off the computer or move to another project without waiting for its completion, you can still download the generation result. If the link "Finished EPUB₃ Download" is displayed under Generate EPUB₃, the previously generated result is available for download. Please note that the generated file will be deleted every maintenance period; it will not be reserved for a long time on the server.



Download the previously generated result

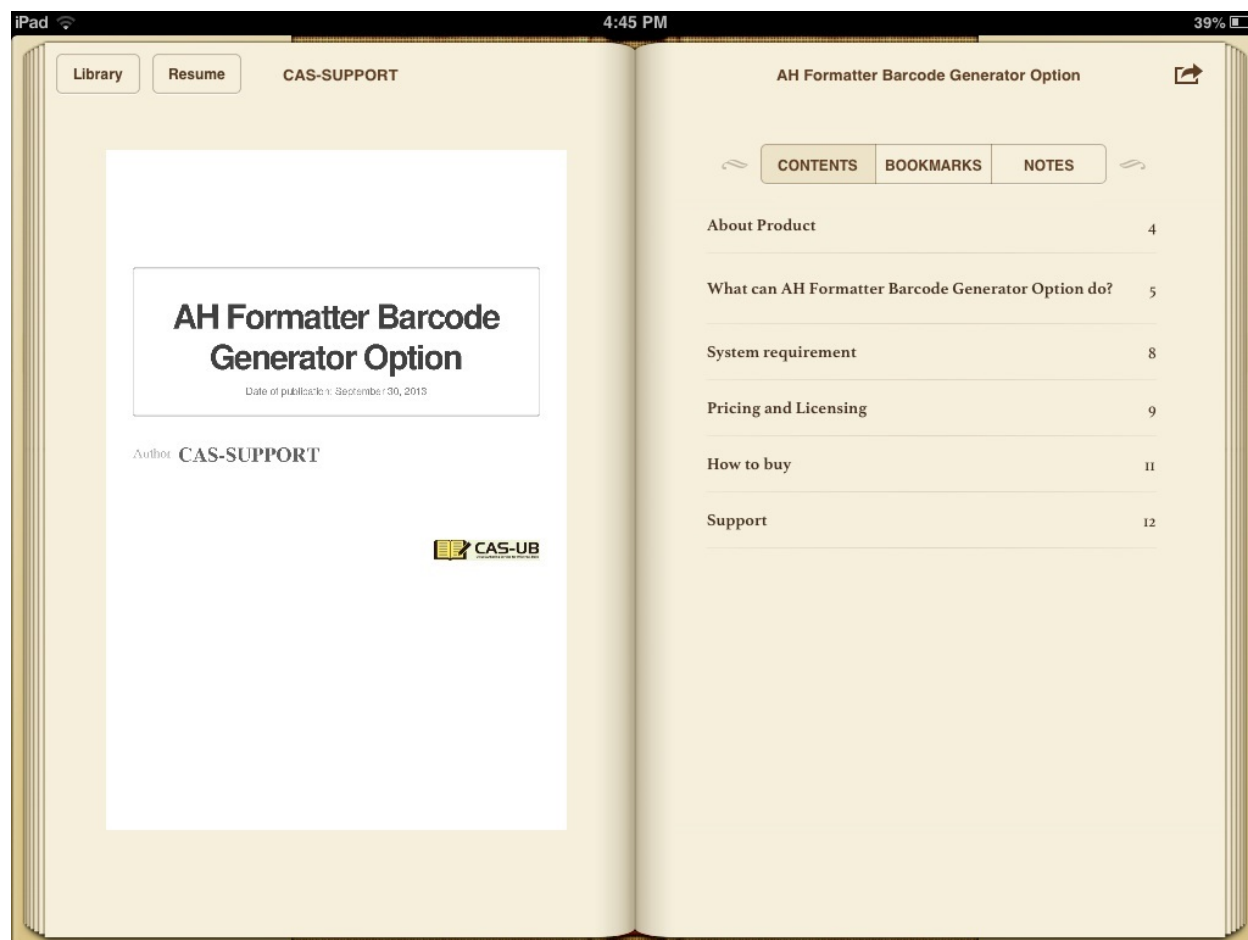
Download Click "EPUB₃ Download" to download the generated EPUB₃.

EPUB may be displayed on a browser without being downloaded depending on the setup of your browser. In this case, please save the file after displaying or right click the "EPUB Download" and click "Save Link As..", etc.

1.3.4 Previewing a Generated EPUB with iBooks

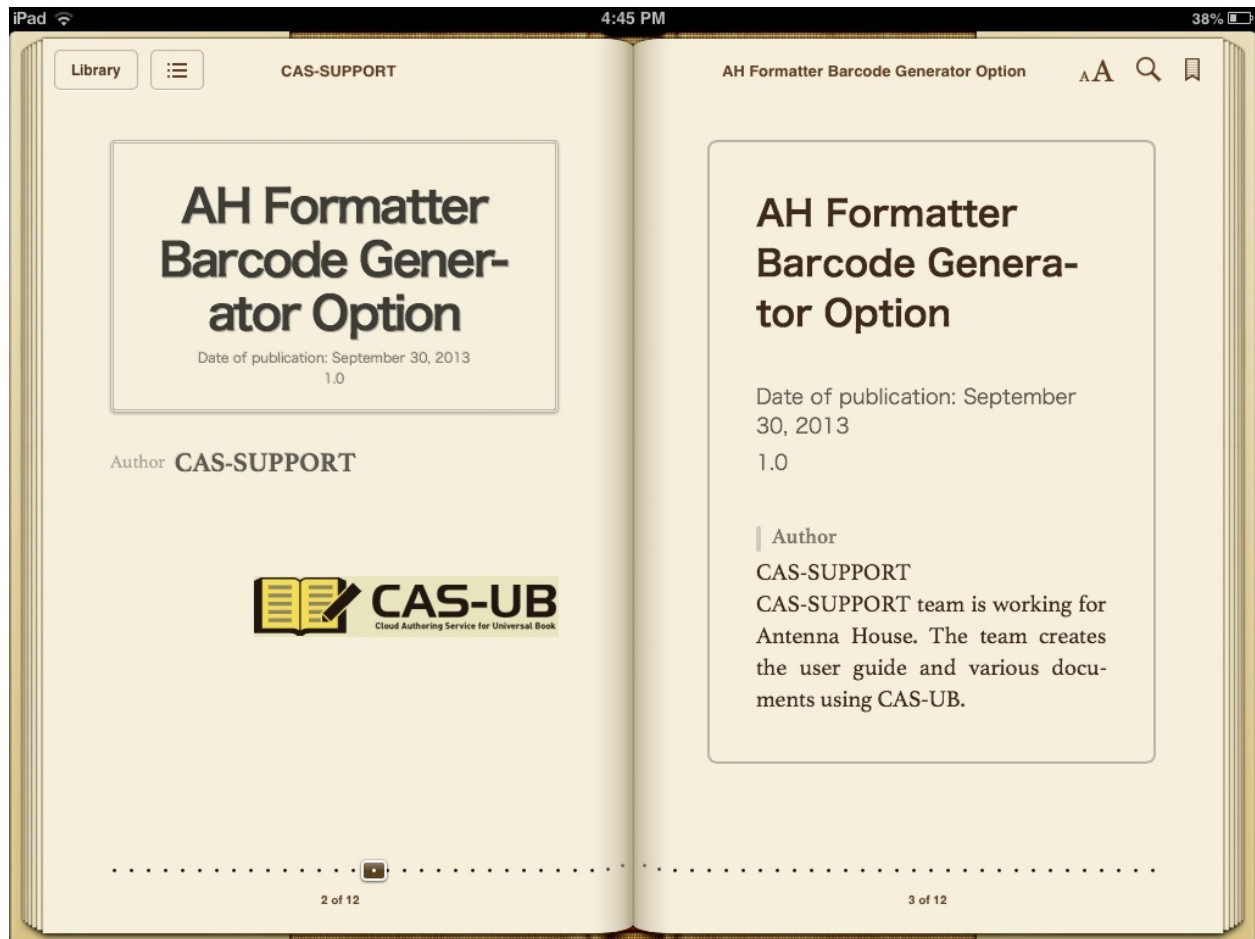
Let's display the completed EPUB₃ with iBooks.

Cover Image and Table of Contents A cover image will automatically be generated by CAS-UB if no cover is specified. The chapters and sections are taken in the Table of Contents by default. You can also change the level taken in the Table of Contents by "**Max TOC Level**" in the **General** view.



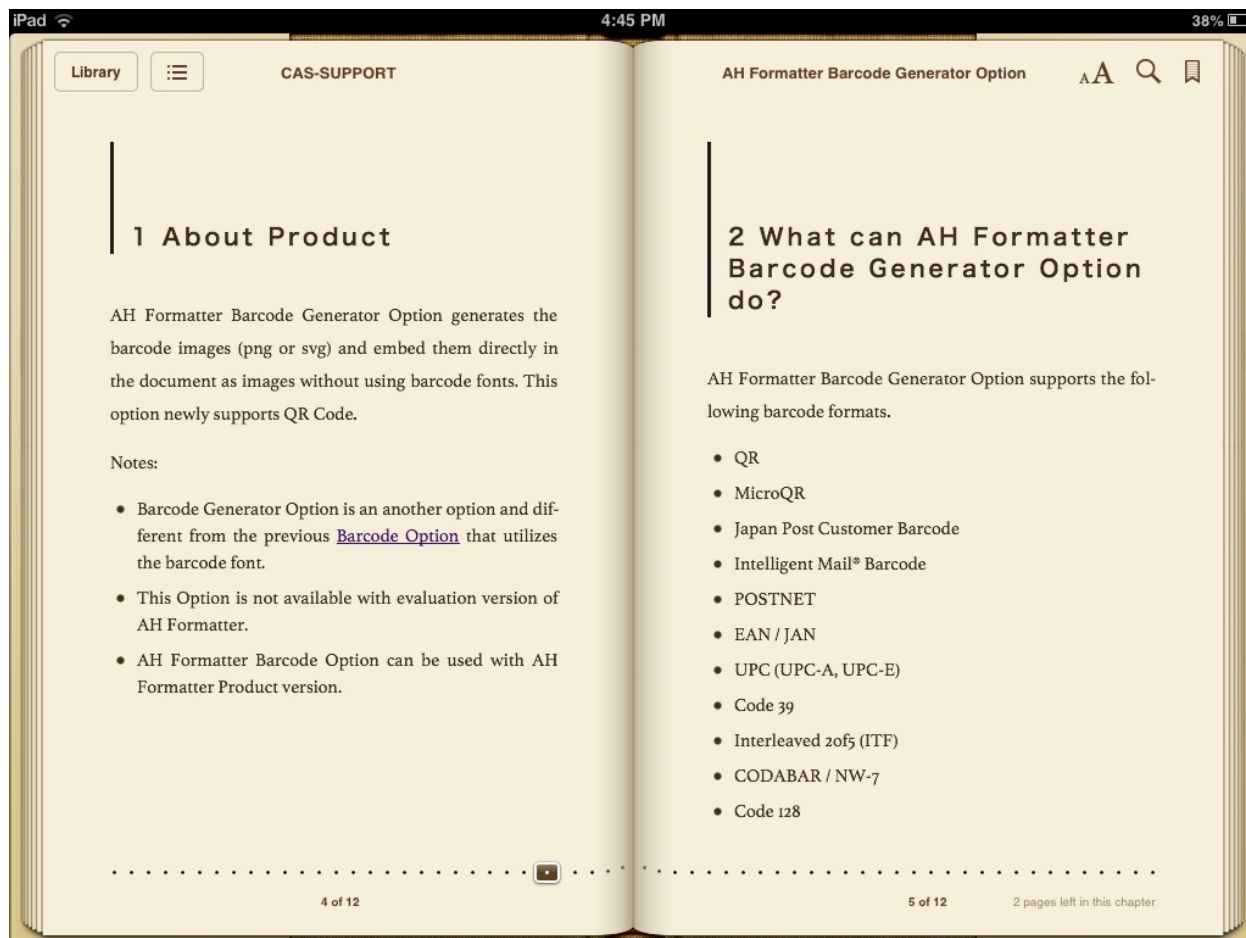
Cover page and Table of Contents

Title page and Copyright If Title Page is set as "yes" in the General view, it will be inserted at the beginning. The content of the title page and copyright is taken from the publication information entered. You can also specify not to generate a title page or copyright page.



Title and Copyright page

Chapters Chapter and section numbers are automatically generated. This is what Chapters 1 and 2 look like:

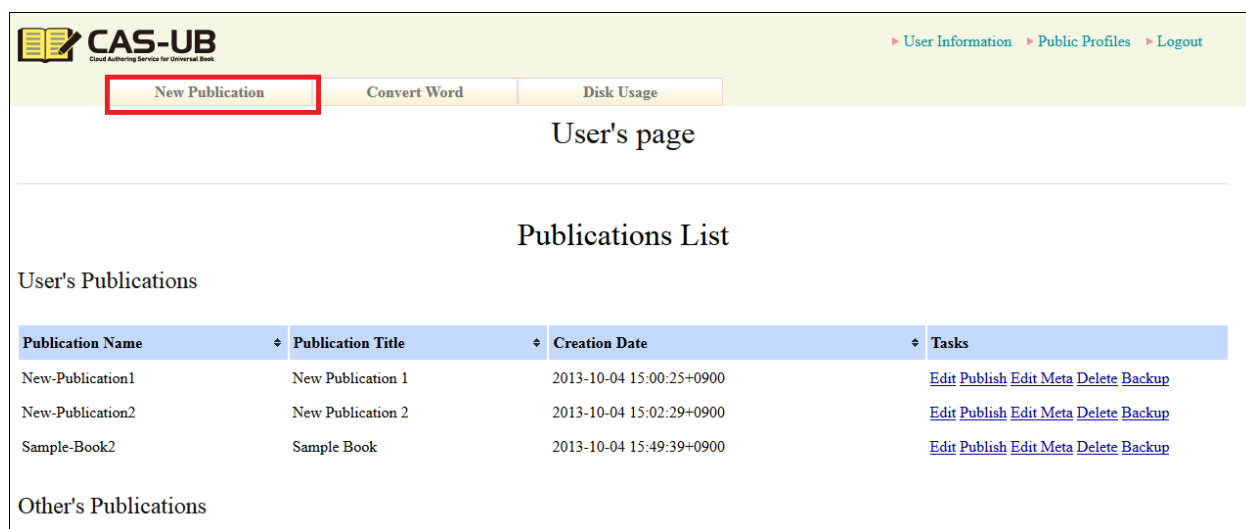


Chapter 2 CAS-UB Features and Edit Screen

2.1 Workflow

2.1.1 Creating a New Publication

To create a new CAS-UB publication, select **New Publication** from the top menu. You will then be given the opportunity to select the mode in which to create the publication on the following page. It is important to keep in mind that the original creator of a publication is always designated as the owner of that publication. Ownership, however, may be changed later at any time.



The screenshot shows the CAS-UB interface. At the top, there is a navigation bar with the CAS-UB logo and the text "Cloud Authoring Service for Universal Books". To the right of the logo are links for "User Information", "Public Profiles", and "Logout". Below the navigation bar, there are three buttons: "New Publication" (highlighted with a red box), "Convert Word", and "Disk Usage". The main content area is titled "User's page" and contains a section titled "Publications List". Under this section, there is a sub-header "User's Publications" followed by a table with four columns: "Publication Name", "Publication Title", "Creation Date", and "Tasks". The table lists three publications: "New-Publication1", "New-Publication2", and "Sample-Book2". Each row has a set of links in the "Tasks" column: "Edit", "Publish", "Edit Meta", "Delete", and "Backup". Below the table, there is a section titled "Other's Publications".

Publication Name	Publication Title	Creation Date	Tasks
New-Publication1	New Publication 1	2013-10-04 15:00:25+0900	Edit Publish Edit Meta Delete Backup
New-Publication2	New Publication 2	2013-10-04 15:02:29+0900	Edit Publish Edit Meta Delete Backup
Sample-Book2	Sample Book	2013-10-04 15:49:39+0900	Edit Publish Edit Meta Delete Backup

2.1.2 Editing the Publication Information

After a publication has been created, the owner may make changes to the publication information and/or members of the writing team by clicking the **Edit Publication Info** button from the top menu. Anyone wishing to be designated as a writer must be registered as a CAS-UB user beforehand. Only the owner is able to alter the publication information, and if you transfer ownership to another user, the owner will still remain as a member of the writing team unless the new owner removes him/her from the list.

2.1.3 Editing an Article

When using CAS-UB, we suggest you divide a publication into several articles. This allows you to arrange the articles hierarchically, while having the ability to reorder them at will. If there are multiple writers, we suggest creating all your chapters and subsections prior to the input of any content.

2.1.4 Generating EPUB and PDF

You can check how a document looks in EPUB/3 or PDF format at any time by publishing the document. Since the appearance of your publication is determined by both the document's format and device used to view it, we suggest you check your work regularly by publishing it in all formats and for all devices.

2.2 Creating a New Publication

2.2.1 Specifying the Creation Mode

The next step is to choose how your new publication shall be created. You currently have two modes to select from:

Create an empty publication

Choosing this option generates a new publication without any content.

Create a new publication from your existing publications

If you want to create a new publication by using the contents of an existing publication as a starting point, select *Create a new publication from your existing publications*. A list of your publications will then be displayed. From there, click the *Select* option in the *Task* column to select one of your publications as the source for the new one. A new page to specify the publication name and title will appear in the next step. The settings are the same as with the *Create an empty publication* option, except that you do not need to specify a publication class.

2.2.2 Setting Items for Creating a New Publication

Whether starting from a clean or an existing publication, you must input some of the meta information for your document. You will be prompted to provide the following:

Owner Name

Your username is displayed. You may change ownership later.

Publication Name

This is the name assigned by CAS-UB to identify this publication. If you specify an existing name, an error will occur. In such a case, you will be forced to select a different one. The publication name cannot be changed after creation and must not begin with "CAS-UB" because this is a reserved name.

Publication Title

This is the actual title of your publication. The publication title can be changed at any time after creation.

Publication Class

This will determine the structure of your publication. Currently, the options are limited to **Book** and **None**. If you are uncertain about which publication class is appropriate for your project, we suggest selecting **None** for now. You will always have the option to change the publication class later if necessary. If you specify any class other than **None** as the publication class, your publication will be created via a template.


[Home \(Publications List\)](#)
[User Information](#)
[Public Profiles](#)
[Logout](#)

Create New Publication

* Required field.

General

Owner Name	User
Publication Name *	<input type="text"/> Name used in the CAS-UB system. The publication name must be 6-25 characters long and must not begin with a number. No white space or symbols may be used except for hyphens (-).
Publication Title *	<input type="text"/> Title of publication. Limited to 100 characters.
Settings and Contents	<input type="text" value="Default Setting"/>
Publication Class	<input type="text" value="None"/>

• None

2.2.3 Description of Publication Classes

None

When generated as an EPUB/3 or PDF, the titles and texts will be organized according to the order of the articles you input. The formatting done via the default style sheet will be minimal.

Book 1

This document class has a large structure which includes a front matter, main body, appendix and copyright page. The main body is divided hierarchically into a series of chapters and sections.

(See the section on publication classes (p. 49) for a detailed description of the classes available on CAS-UB.)

2.3 Editing an Article

After successfully creating a publication, you will be taken to the editing menu. From here, you can access the various chapters/sections and edit the contents of specific parts of your publication.


[Home \(Publications List\)](#)
[User Information](#)
[Public Profiles](#)
[Logout](#)

Sample Book

[Outline](#)
[Import & Draft](#)
[Edit Meta](#)
[Images](#)
[Bibliography](#)
[Include](#)
[Style Sheet](#)
[Fonts](#)
[Update Logs](#)
[Search](#)
[Replace](#)
[Publish](#)
[Trash](#)

Outline

- Publication Sample Book
 - 1 Front matter (201310031257) [None]
 - 1.1 Preface (201310031300) [None]
 - 2 Shiba Inu (201310031300a) [None]
 - 2.1 The third section of Shiba Inu (201310031306a) [None]
 - 3 Pembroke Welsh Corgi (201310031306b) [None]
 - 3.1 The first section of Pembroke Welsh Corgi (201310031308a) [None]
 - 3.2 The second section of Pembroke Welsh Corgi (201310031308b) [None]
 - 3.3 The third section of Pembroke Welsh Corgi (201310031309) [None]

Move Articles:
 Move selection step(s)
 To

Change Entry Class:

Add Article:
 as 's
Title

2.3.1 Creating a New Article

To add a new article to your publication, go to the "Add Article" section of the "Outline" page. A filename with the extension *ent* will be automatically generated for your article. If you wish to name the file yourself, enter one into the "Filename" field.¹⁾ The first article has now been created and is ready for content to be added.

CAS-UB
Global Authoring Service for Universal Book

Home (Publications List) User Information Public Profiles

Sample Book

Outline Import & Draft Edit Meta Images Bibliography Include Style Sheet Fonts Update Logs Search Replace Publish Trash

Outline

- Publication Sample Book
 - 1 Front matter (201310031257) [None]
 - 1.1 Preface (201310031300) [None]
 - 2 Shiba Inu (201310031300a) [None]
 - 2.1 The first section of Shiba Inu (201310031304) [None]
 - 2.2 The second section of Shiba Inu (201310031306) [None]
 - 2.3 The third section of Shiba Inu (201310031306a) [None]
 - 3 Pembroke Welsh Corgi (201310031306b) [None]
 - 3.1 The first section of Pembroke Welsh Corgi (201310031308a) [None]
 - 3.2 The second section of Pembroke Welsh Corgi (201310031308b) [None]
 - 3.3 The third section of Pembroke Welsh Corgi (201310031309) [None]
 - 4 Akita (201310031307) [None]
 - 4.1 The 1st section of Akita (201310031309a) [None]
 - 4.2 The second section of Akita (201310031314) [None]
 - 4.3 The Third section of Akita (201310031318) [None]
 - 5 Appendix (201310031307a) [None]
 - 6 Postface (201310031307b) [None]
 - 7 Reference (201310031308) [None]

Move Articles:
Move selection 1 step(s) Up Down
Move Selection To Publication Sample Book

Change Entry Class:
None Change Entry Class

Add Article:
as Publication Sample Book's Child
Title
Filename 201310031356
Filename can be modified.
No whitespace or symbols except hyphens (-) may be used.
Add New Article
SVG Article

None Select Publication Class

2.3.2 Adding Article Content

Any changes to the title and/or contents of an article will be done in the article editing form.

Outline Import & Draft Edit Meta Images Bibliography Include Style Sheet Fonts Update Logs Search Replace Publish Trash Home (Publications List)

Publication Sample Book View Article Revisions

Previous Article 2 Shiba Inu 201310031300a Select Article Next Article Save Ctrl+Alt+S

Title: Shiba Inu Entry Class: None

Heading List Table Image Text Align Emphasis Index Include Link ID Reference Bibliography ID Reference

1

Please input your content in this field

1) See the section on filename limitations (p. 19) for valid filename characters.

If you wish to use an article class other than **None** (the class designated unless changed by the user), select one from the drop-down menu to the right of the title. The list of article class entries for the publication class **Book 1** includes the following:

- Acknowledgement
- Appendix
- Chapter
- Dedication
- Front Matter
- None
- Postface
- Preface
- References
- Rights
- Section

2.3.3 Notes for Adding Article Content

Saving an Article

If you click any button other than **Save** or **Save Changes and Exit** after entering content, editing may end without saving, and the unsaved content may be lost. You should therefore save your article content periodically while working on your publication. Select **Save Changes and Exit** to finish entering/editing your content and return to the article overview.

Input Characters

- In CAS-UB, some formatting functions (e.g., the indentation of the first line of a paragraph, the spacing between characters, etc.) are defined by style sheets. You do not need to input space characters for indenting or layout purposes.
- When two CR/LF (input by the **ENTER** key) appear consecutively, it is considered the separation point of a paragraph. In cases of three or more of these, the third and all subsequent entries will be ignored.
- One CR/LF is considered as a white space when using the Latin alphabet, but will be deleted to connect Kana and Chinese characters. If you want to change the line in the middle of a paragraph, insert "\\" at the position where you want the line to end. This will generate a line-break.

Mark Up

In CAS-UB, the user can specify functions such as headline or itemization via CAS markup notation, which is an extension of Wiki notation. This markup is analogous to instructions an editor may include in a manuscript for DTP operators during the conventional editing workflow.²⁾

2) See the section on CAS notation (p. 57) for a reference guide to the CAS markup language.

Numbering of Titles and Indexes

- Numbering of chapters, paragraphs, figures and tables is done automatically at the time of generating an EPUB/3 or PDF. You do not need to number them while you are authoring articles.
- CAS-UB automatically generates a temporary number for the article title. They are temporary, and renumbered when outputted as EPUB/3 or PDF. You can markup a heading by using the "=" (equal sign) character at the beginning of a line in the article. Since the heading number is created at the time of generating an EPUB/3 or PDF, please do not number them yourself. The hierarchy level of a heading is specified by the number of "=" characters used. The more "=" characters you use, the deeper the level for that headline will be; a single "=" therefore is the highest level.

Automatically Generated Items

As long as suitable markup is specified within the text, the following contents will be created automatically when published as either an EPUB/3 or PDF:

Table of Contents

A table of contents is created from the article titles and headings within the contents of the articles. Up to which level this data is to be extracted for a table of contents depends on which position the class and article of a publication are designated. You may specify them by selecting **Set Contents of Text** and **Set Layout** in the **Publish** view.

List of Figures and Tables

This list is created by collecting the captions of the figures and tables which will appear in your publication.

Annotation list

An annotation list is created by collecting the foot- and/or end notes included in your publication.

Index

An index is created after collecting what is specified as an index word by the mark up. The organization of terms is done according to the specified key value for sorting.

Article Size Limitation

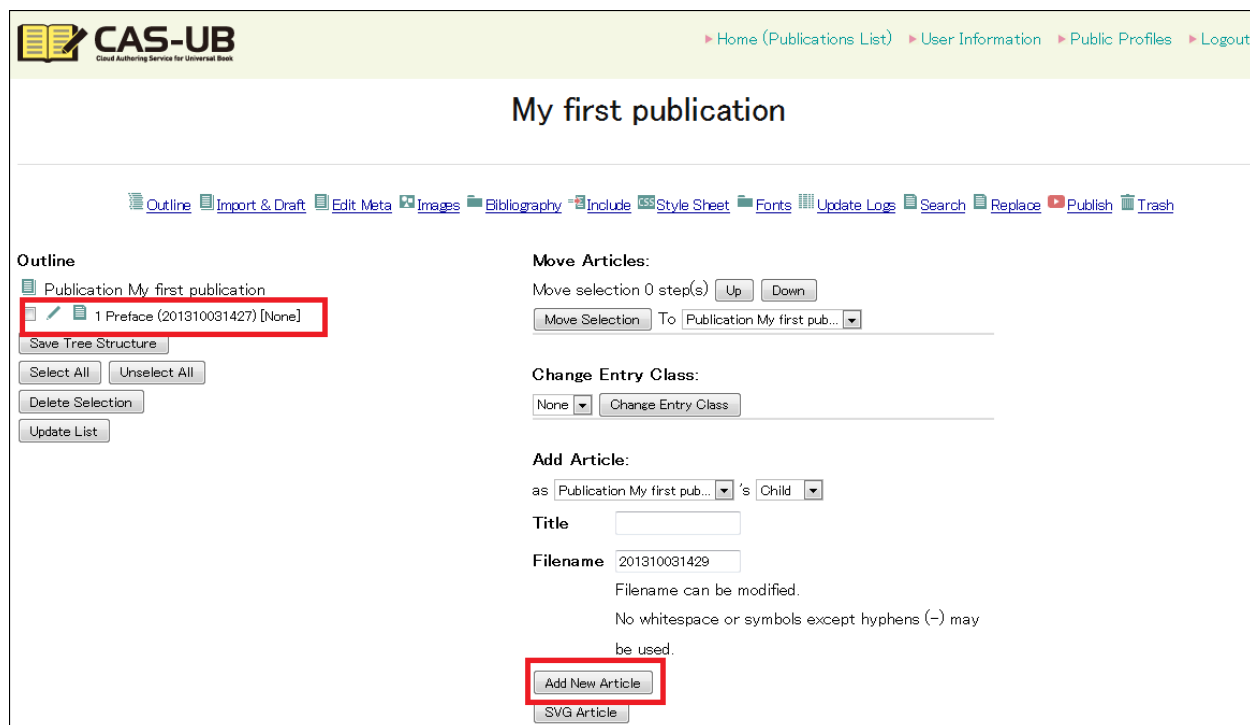
The maximum capacity of one article is 64 KB. An error will occur if an article exceeds this size.

File Name Limitations

The characters which can be used for the file names registered on CAS-UB are alphanumeric, including the "-" character. An extension is provided automatically, so make sure to leave out the "<extension>" part of the file name you would like to use.

2.4 Creating Multiple Articles

If your publication has a complex structure, we recommend you register only the titles of the articles you need first, and then begin entering the content. To register an article which has only a title, switch to the **Outline** view and select **Add New Article** after inputting the title into the appropriate field. You may then register articles one after another by repeating this operation. This creates sibling articles.



CAS-UB
Cloud Authoring Service for Universal Books

Home (Publications List) User Information Public Profiles Logout

My first publication

Outline Import & Draft Edit Meta Images Bibliography Include Style Sheet Fonts Update Logs Search Replace Publish Trash

Outline

- Publication My first publication
 - 1 Preface (201310031427) [None]

Save Tree Structure

Select All Unselect All

Delete Selection

Update List

Move Articles:

Move selection 0 step(s) Up Down

Move Selection To Publication My first pub...

Change Entry Class:

None Change Entry Class

Add Article:

as Publication My first pub... 's Child

Title

Filename 201310031429

Filename can be modified.
No whitespace or symbols except hyphens (-) may be used.

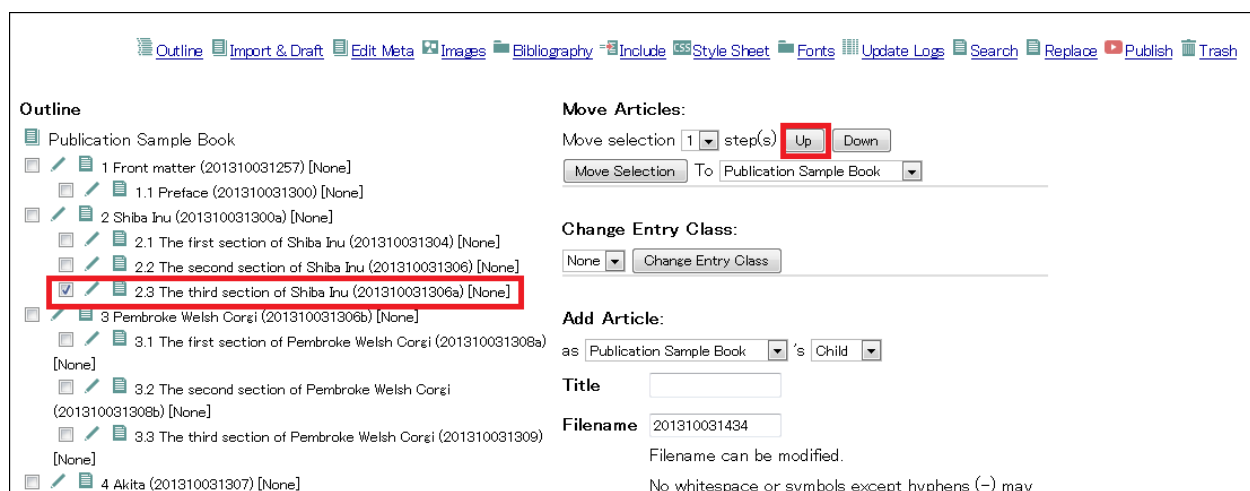
Add New Article

SVG Article

To add a new article as the child of an existing article, go to the bottom of the "edit" view, select **child** from the drop down menu and then add the new article. This will create child articles under the previously chosen parent article.

2.5 Moving an Article

To change an article's position, first go to the **Outline** view and check the box at the left column of the article you would like to move. You may then change the ordering of your articles by clicking the **Up** or **Down** button on the right side of the screen list. The number of places (up or down) an article moves is determined by the drop down menu on the left. Remember that entries always move to the corresponding level of their sibling entries.



Outline Import & Draft Edit Meta Images Bibliography Include Style Sheet Fonts Update Logs Search Replace Publish Trash

Outline

- Publication Sample Book
 - 1 Front matter (201310031257) [None]
 - 1.1 Preface (201310031300) [None]
 - 2 Shiba Inu (201310031300a) [None]
 - 2.1 The first section of Shiba Inu (201310031304) [None]
 - 2.2 The second section of Shiba Inu (201310031306) [None]
 - 2.3 The third section of Shiba Inu (201310031306a) [None]
 - 3 Pembroke Welsh Corgi (201310031306b) [None]
 - 3.1 The first section of Pembroke Welsh Corgi (201310031308a) [None]
 - 3.2 The second section of Pembroke Welsh Corgi (201310031308b) [None]
 - 3.3 The third section of Pembroke Welsh Corgi (201310031309) [None]
 - 4 Akita (201310031307) [None]

Move Articles:

Move selection 1 step(s) Up Down

Move Selection To Publication Sample Book

Change Entry Class:

None Change Entry Class

Add Article:

as Publication Sample Book 's Child

Title

Filename 201310031434

Filename can be modified.
No whitespace or symbols except hyphens (-) may

Outline

- Publication Sample Book
 - 1 Front matter (201310031257) [None]
 - 1.1 Preface (201310031300) [None]
 - 2 Shiba Inu (201310031300a) [None]
 - 2.1 The first section of Shiba Inu (201310031304) [None]
 - 2.2 The third section of Shiba Inu (201310031306a) [None]**
 - 2.3 The second section of Shiba Inu (201310031306) [None]
 - 3 Pembroke Welsh Corgi (201310031306b) [None]
 - 3.1 The first section of Pembroke Welsh Corgi (201310031308a) [None]
 - 3.2 The second section of Pembroke Welsh Corgi (201310031308b) [None]
 - 3.3 The third section of Pembroke Welsh Corgi (201310031309) [None]

Move Articles:

Move selection 1 step(s) Up Down

Move Selection To Publication Sample Book

Change Entry Class:

None Change Entry Class

Add Article:

as Publication Sample Book's Child

Title

Filename 201310031434

Filename can be modified.

2.6 Deleting an Article

To delete an unwanted article, select an article from the list and click the **Delete Selection** button. A confirmation message will appear in the upper right portion of the screen. You can then either click the **Delete** button to confirm the deletion of the article, or the **Back** button to abort.

[Outline](#)
[Import & Draft](#)
[Edit Meta](#)
[Images](#)
[Bibliography](#)
[Include](#)
[Style Sheet](#)
[Fonts](#)

Outline

- ☐ ☐ Publication Sample Book
 - ☐ ☐ 1 Front matter (201310031257) [None]
 - ☐ ☐ 1.1 Preface (201310031300) [None]
 - ☒ ☒ 2 Shiba Inu (201310031300a) [None]
 - ☒ ☒ 2.1 The first section of Shiba Inu (201310031304) [None]
 - ☒ ☒ 2.2 The second section of Shiba Inu (201310031306) [None]
 - ☐ ☐ 2.3 The third section of Shiba Inu (201310031306a) [None]
 - ☐ ☐ 3 Pembroke Welsh Corgi (201310031300b) [None]
 - ☐ ☐ 3.1 The first section of Pembroke Welsh Corgi (201310031308a) [None]
 - ☐ ☐ 3.2 The second section of Pembroke Welsh Corgi (201310031308b) [None]
 - ☐ ☐ 3.3 The third section of Pembroke Welsh Corgi (201310031309) [None]
 - ☐ ☐ 4 Akita (201310031307) [None]
 - ☐ ☐ 4.1 The 1st section of Akita (201310031309a) [None]
 - ☐ ☐ 4.2 The second section of Akita (201310031314) [None]
 - ☐ ☐ 4.3 The Third section of Akita (201310031318) [None]
 - ☐ ☐ 5 Appendix (201310031307a) [None]
 - ☐ ☐ 6 Postface (201310031307b) [None]
 - ☐ ☐ 7 Reference (201310031308) [None]

Move Articles:

Move selection step(s)

To

Change Entry Class:

Add Article:

as 's

Title

Filename

Filename can be modified
No whitespace or symbol
be used.

Sample Book

[Import & Draft](#)
[Edit Meta](#)
[Images](#)
[Bibliography](#)
[Include](#)
[Style Sheet](#)
[Fonts](#)
[Update Logs](#)
[Search](#)
[Replace](#)
[Publish](#)
[Trash](#)

[Book](#)

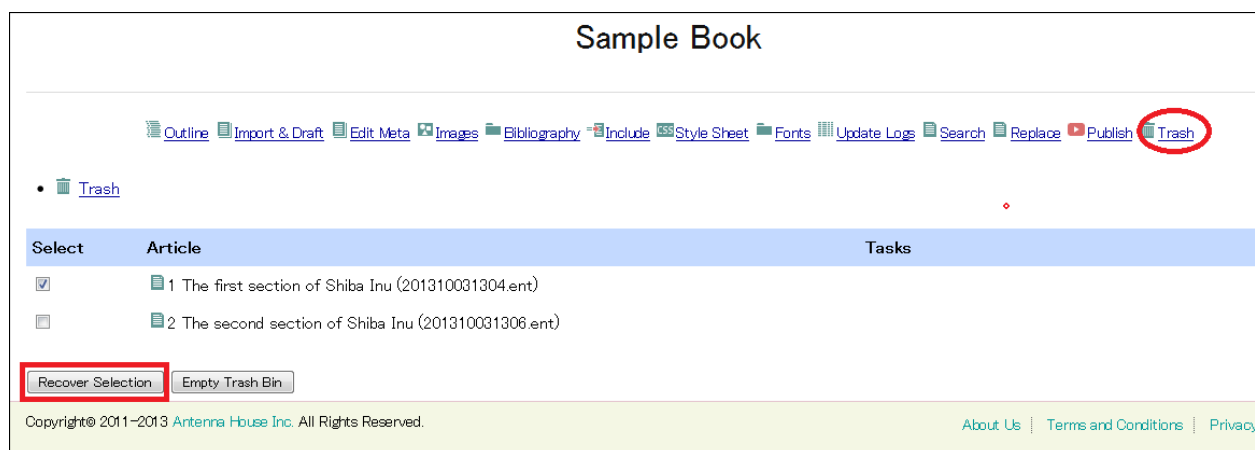
- 2.1 The first section of Shiba Inu (201310031304)
- 2.2 The second section of Shiba Inu (201310031306)

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An article which has other articles below it cannot be deleted. Such an article can only be deleted once its child articles have been erased.

Recovering Deleted Articles All deleted articles will be moved to the **Trash**. To recover an article from the

trash, select an entry from the article list and then click the **Recover from Trashbin** button. Initially, any recovered articles will be relocated to the **Draft** view. You must then move it manually to the **Primary Manuscript** to complete the restoration.

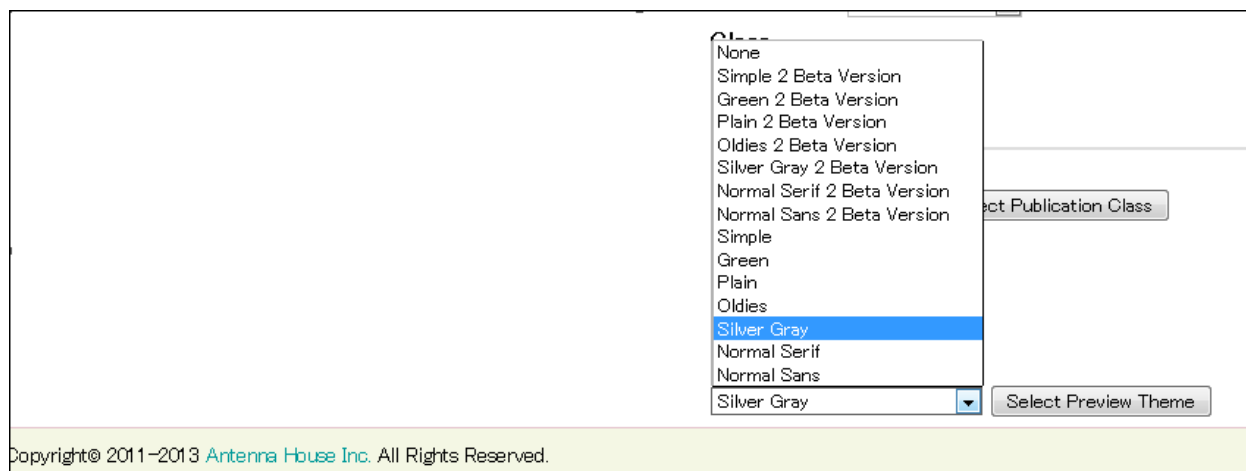


2.7 Selecting a Preview Theme

Several CSS themes for EPUB, EPUB/3 or Kindle (mobi) are prepared in CAS-UB. You can apply your favorite theme when generating EPUB, EPUB/3 or Kindle (mobi).

The CSS theme specified by the "preview Theme" button is applicable to the result of "View Article".

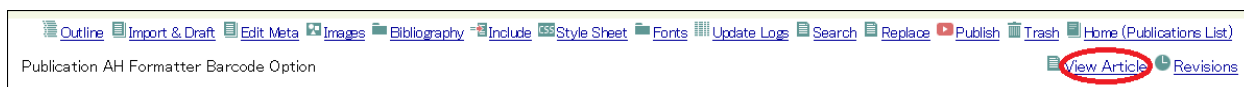
You can select the publication class by clicking the **"Preview Theme"** button on the lower right of the Outline screen. Select a CSS theme from the pull down menu, then click the "Preview Theme" button.



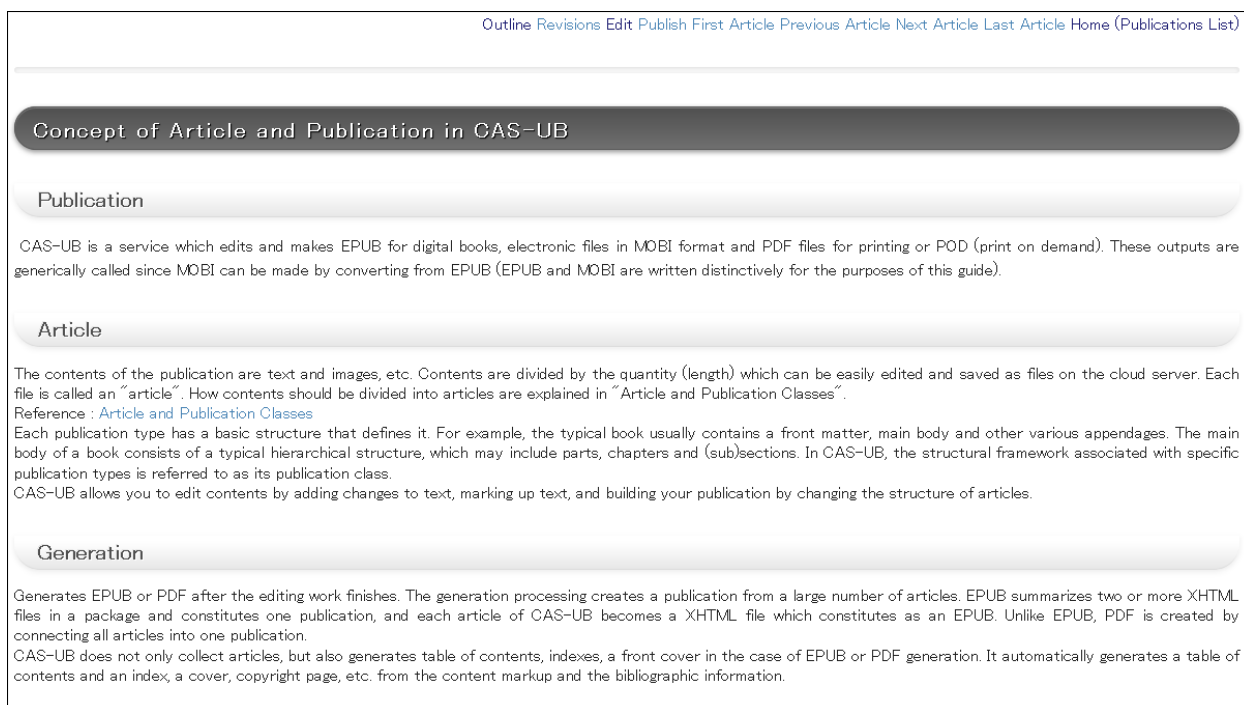
Note The CSS theme for vertical writing is effective only with a browser that supports vertical writing, such as Google Chrome. Neither Mozilla Firefox nor IE displays documents in vertical writing.

2.8 Viewing contents

The contents in an article you have added and edited can be reviewed in the "View Article" screen. You can see how the markups are reflected.



In the "View Article" screen, it starts displaying from the first article of the publication. Click "Next Article" on the upper right of the screen to go to the next article. If there is an ID reference in the screen, the target of the link will be displayed.



Example of viewing an article

The "Preview Theme", CSS theme for EPUB, etc. will be displayed in the result view.

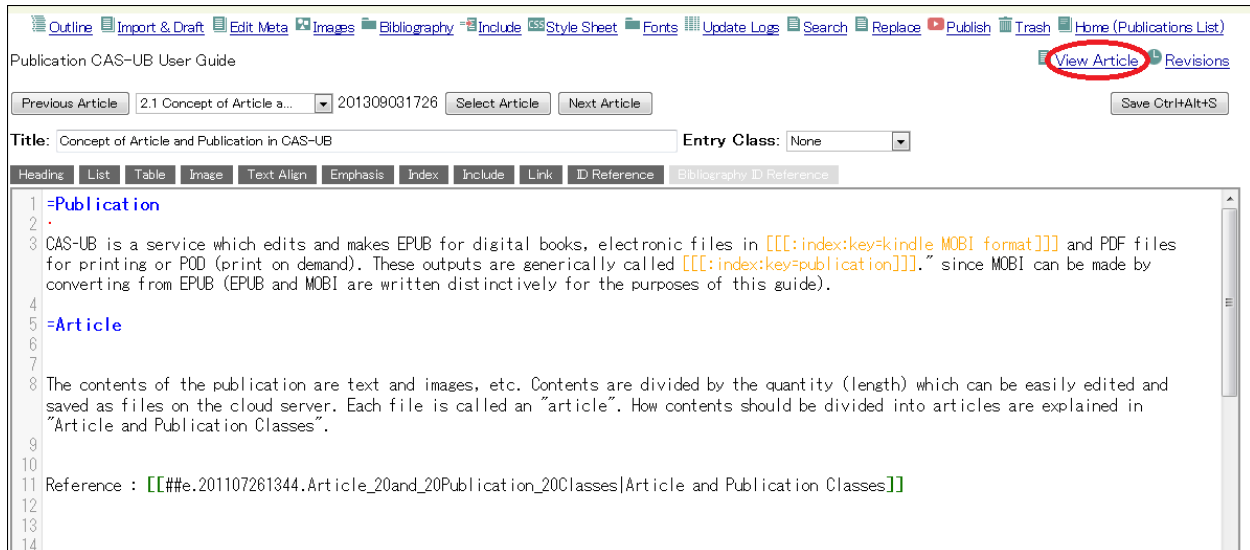
The following navigation menus are available in the "View Article" screen.

- Outline : Go to the "Outline" view.
- Revision : Display the revision of the article currently being previewed.
- Edit : Go to the Edit view.
- Home (Publications List) : Go to the "Publications List" view.
- First Article : Displays the first article of the publication.
- Previous Article : Displays the previous article.
- Next Article : Displays the next article.
- Last Article : Displays the last article of the publication.

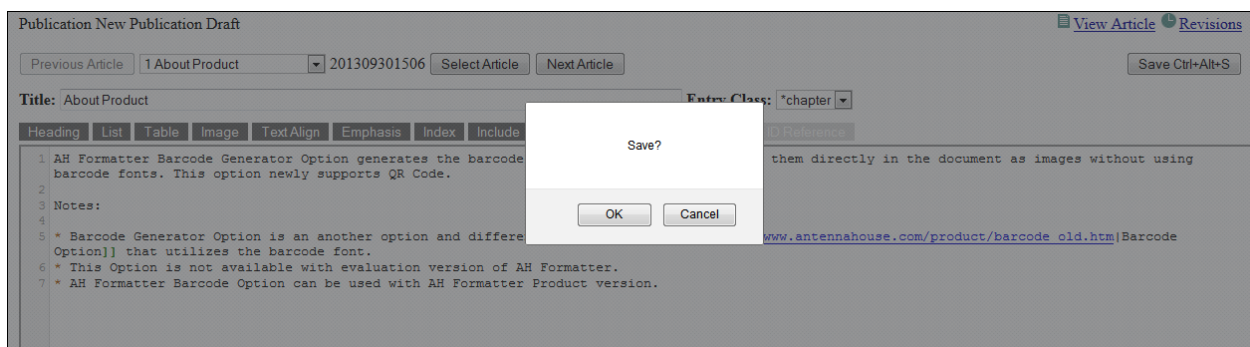
"View Article" can also be selected from the "Edit Article" screen or the "Outline" screen.

2.8.1 Display the content of an article in the "Edit Article Content" screen.

Click "View Article" on the upper left of the Edit view to preview the content.




If you forget to save the content and click "View Article", the "Save ?" message will appear. Click OK to save or click Cancel to cancel it.



The message may differ depending on the browser. With IE, the message may not be displayed.

2.8.2 Display the content of an article in the "Outline" screen.

Click the  icon of the Outline view to preview the content.



2.9 Import & Data

The following operations are applicable in the **Import & Draft** view.

- Import Word, etc. (p. 36)
- Edit and update an article stored in **Draft**. (p. 42)

Articles

Draft

- 1 About Product (201309301506) [*chapter]
- 2 What can AH Formatter Barcode Generator Option do? (201309301506a) [*chapter]
- 3 System requirement (201309301506b) [*chapter]
- 4 Pricing and Licensing (201309301506c) [*chapter]
- 5 How to buy (201309301506d) [*chapter]
- 6 Support (201309301506e) [*chapter]

Save Tree Structure

Select All

Delete Selection

Update List

Import:

Import File Type: Microsoft Word 2003 XML

Import To: Primary Manuscript

[Primary Manuscript] is a place where you put articles used for generating a publication.

[Draft] is a place where you put unfinished articles.

Save doc or docx documents in Word 2003 XML format in the 'Save As' dialog of MS Word 2003 or later. There may be restrictions in the conversion process of doc or docx documents.

Outline: 1

Level of Article: When 'Outline Level of Article' is set to '2' a Word document is divided so that the chapter title is applied to the outline level 1 of a paragraph specified in Word, the section title is applied to the outline level 2 of a paragraph specified in Word.

Browse... No file selected. Import

Move Articles:

Move selection: 1 step(s) Up Down

Move Selection To: Publication New Publicat...

"Import & Data" view

2.10 Editing Publication Information

In CAS-UB, the data which appears on the cover and copyright pages is taken from the information you entered as publication information--this includes new writing team members as well. Please note that each member of the writing team must be a CAS-UB user.

To make any changes to the publication information, select **Edit Meta** located at the upper bar of the screen. Keep in mind that only the *owner* of a publication may edit this information.



The screenshot shows the CAS-UB (Cloud Authoring Service for Universal Book) interface. At the top, there is a navigation bar with links for User Information, Public Profiles, and Logout. Below this, there are three buttons: New Publication (highlighted with a red box), Convert Word, and Disk Usage. The main heading is "User's page". Below this, there is a section titled "Publications List". Under "User's Publications", there is a table with four columns: Publication Name, Publication Title, Creation Date, and Tasks. The table lists three publications: New-Publication1, New-Publication2, and Sample-Book2. Each publication has a set of links in the Tasks column: Edit, Publish, Edit Meta, Delete, and Backup. Below the table, there is a section for "Other's Publications".

Publication Name	Publication Title	Creation Date	Tasks
New-Publication1	New Publication 1	2013-10-04 15:00:25+0900	Edit Publish Edit Meta Delete Backup
New-Publication2	New Publication 2	2013-10-04 15:02:29+0900	Edit Publish Edit Meta Delete Backup
Sample-Book2	Sample Book	2013-10-04 15:49:39+0900	Edit Publish Edit Meta Delete Backup

2.10.1 Publication Information Items

The publication information describes the facts relating to a publication (e.g., the publisher, printer, etc.). You may input the following items:

General

Register the name, title, owner and a publication outline, the latter of which is used as the prospectus when it is opened to the public.

Public/Private

(This function is not yet available.)

Writing Team Members

Register and/or make changes to the members of the writing team. The owner of a publication is automatically registered as a member of the writing team.

Profiles

Register a public profile for each member associated with the publication.

Copyright

Register a copyright owner and notice.

Management Number

Register an ISBN number. When publishing in a variety of formats, different ISBN numbers will be required. Register all the numbers you need and specify which one is used at the time of generating the publication.

Revision History

Register the edition of the publication (e.g., first edition, second edition, etc.). The information may appear on either the cover or copyright page.

Publishing Office

Multiple names can be registered for different publishing offices. You may specify a publishing office at the time of generating the EPUB/3 or PDF.

Selling Agency

Only required if the publishing office differs from the selling agency.

Printing

Register the name of the printing company.

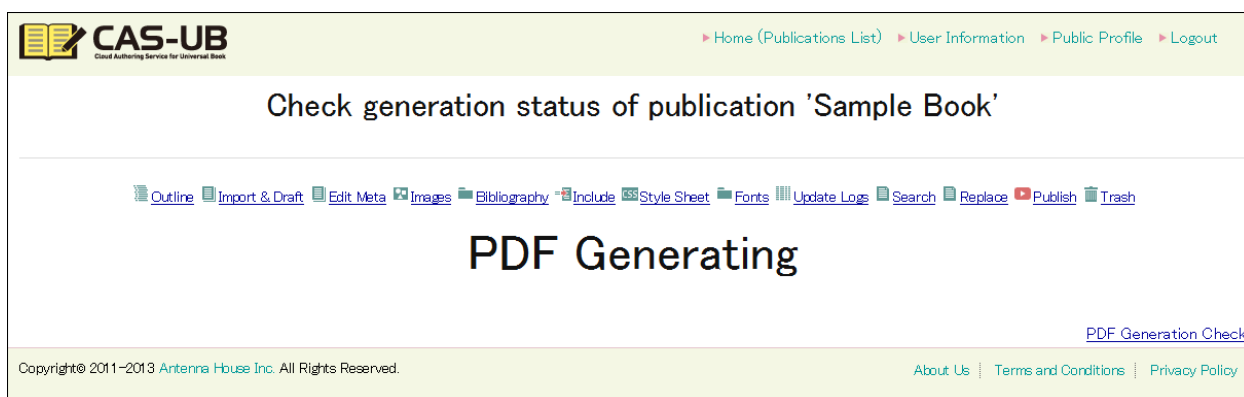
Bookbinding

Register the name of the bookbinding company.

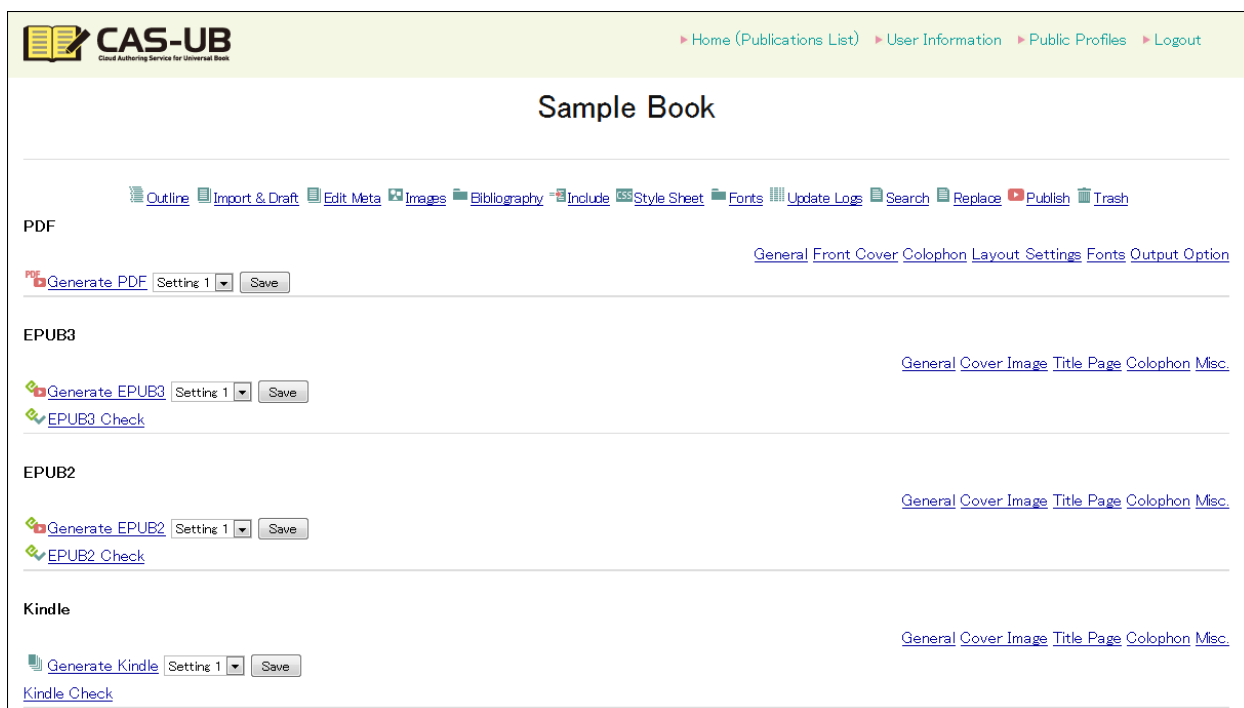
Once you have edited the information according to your wishes, save the changes by clicking the **Save** button located at the bottom of the screen.

2.II Publishing Formats: EPUB/3, Kindle and PDF

Once you have completed adding and editing all of the content, you may check the appearance of your document by publishing it as an EPUB/3, Kindle (mobi) or PDF. To generate a publication, select the **Publish** view from the top menu.



You will find that there are publishing options which are specific to particular formats.



2.II.1 Generating Procedure for PDF and EPUB/3

To publish your work, select **Generate** located on the left side of the screen under the appropriate format. A confirmation message will appear when the generation process begins.

If generation takes a while, click **Generation Check** periodically. When the display changes to **Download**, the generation has completed. To download the generated PDF or EPUB/3, click the **Download** link.

Generated PDF and EPUB/3 files may be viewed on a browser, and, once displayed, you have the option to save the file.

The option to utilize a specific setting is found in the drop down menu to the left of the "Generate" link for each format. On the right side of the page, you will find links to control the various options which define the style and layout of the document to be published.

2.11.2 PDF Generation Setup

Set Content of Text

Specify whether an automatically generated item is to be generated or not.

Set Front Cover

Specify how to handle images for the front cover and which items from the publication information will appear on the cover.

Set Copyright Page

Specify items from the publication information to appear on the copyright page.

Set Layout

Specify a basic page geometry. Advanced settings are also available under "Advanced Layout Settings".

Output Options

Specify various PDF related options for generating your publication.

Once you have changed the settings according to your desired output, select **Save** located at the lower right of the menu page to save them. You also have the option to create three preset setting configurations for use with

specific projects. These are located in the drop down menu located to the right of the **Generate** link.

2.11.3 Generation Setup for EPUB/3

Set Content of Text

Specify whether an automatically generated item is to be generated or not, a design theme and the maximum level for the table of contents (NCX) to be output.

Set Front Cover

Specify items from the publication information to appear on the cover.

Set Copyright Page

Specify items from the publication information to appear on copyright page.

Set Cover Image

Specify whether to use the contents prepared by the design theme, or another image for generating the front cover.³⁾

Misc.

Specify various EPUB/3 related settings here.

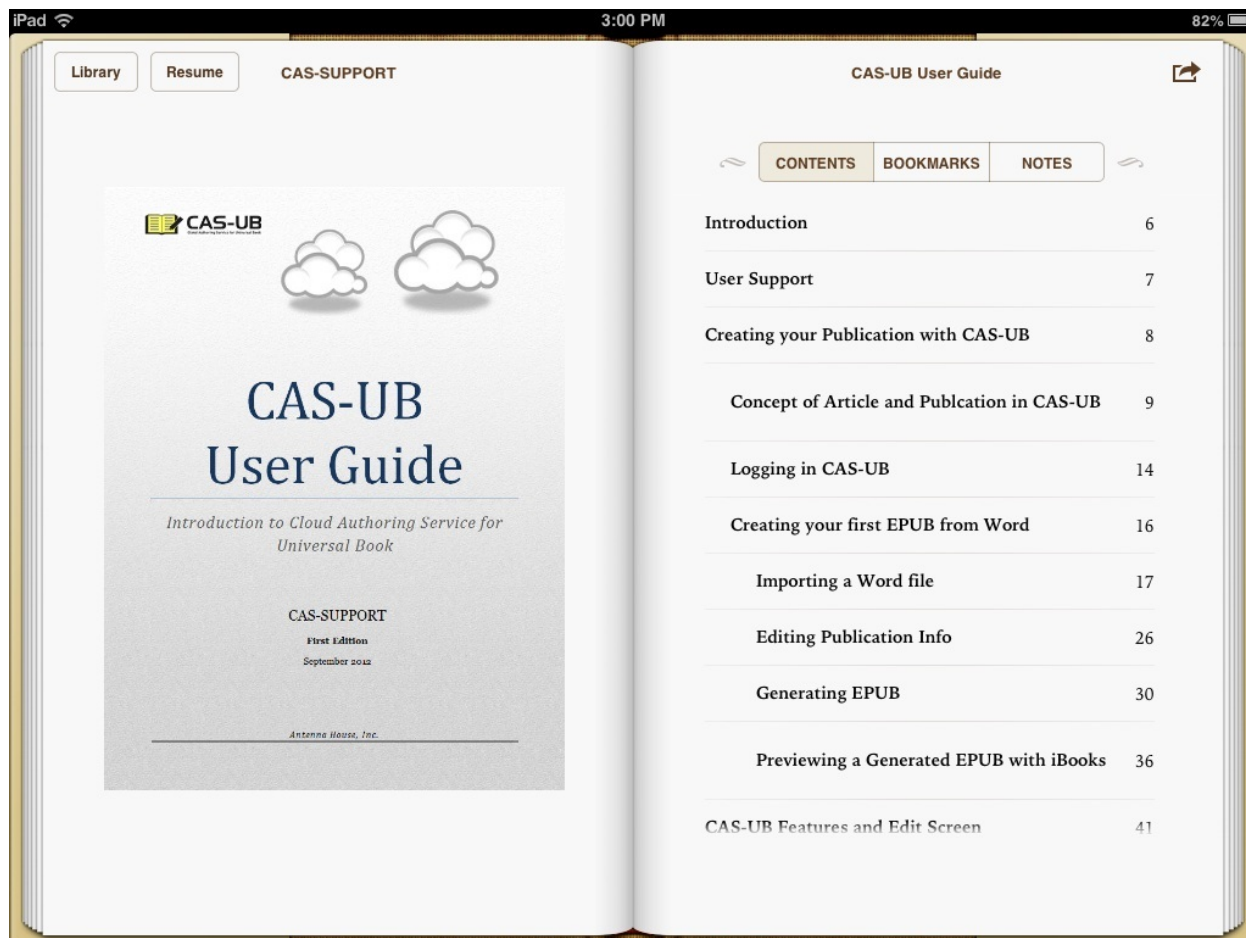
Once you have changed the settings according to your desired output, select **Save** located at the lower right of the menu page to save them. You also have the option to create three preset setting configurations for use with specific projects. These are located in the drop down menu located to the right of the **Generate** link.

2.11.4 Display Generated EPUB

Let's display the completed EPUB₃ with iBooks.

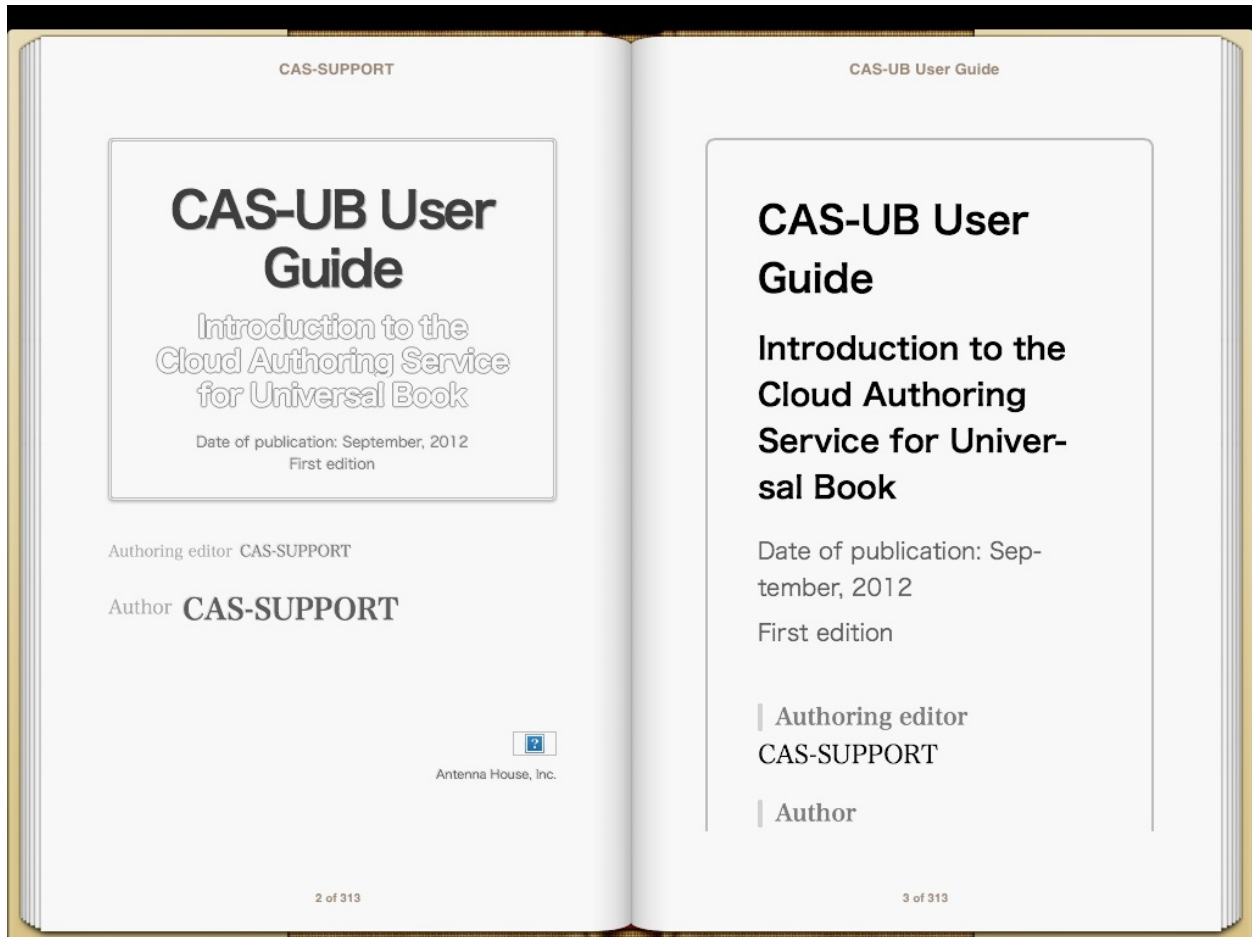
Cover image and Table of Contents The cover is a custom image uploaded to CAS-UB. If no cover image is uploaded, it will automatically be generated by CAS-UB. The chapters and sections are taken in the Table of Contents by default. You can also change the level taken in the Table of Contents by "**Max TOC Level**" in the **Generic** view.

³⁾ Refer to the section on uploading images (p. 35), if you wish to use another image.



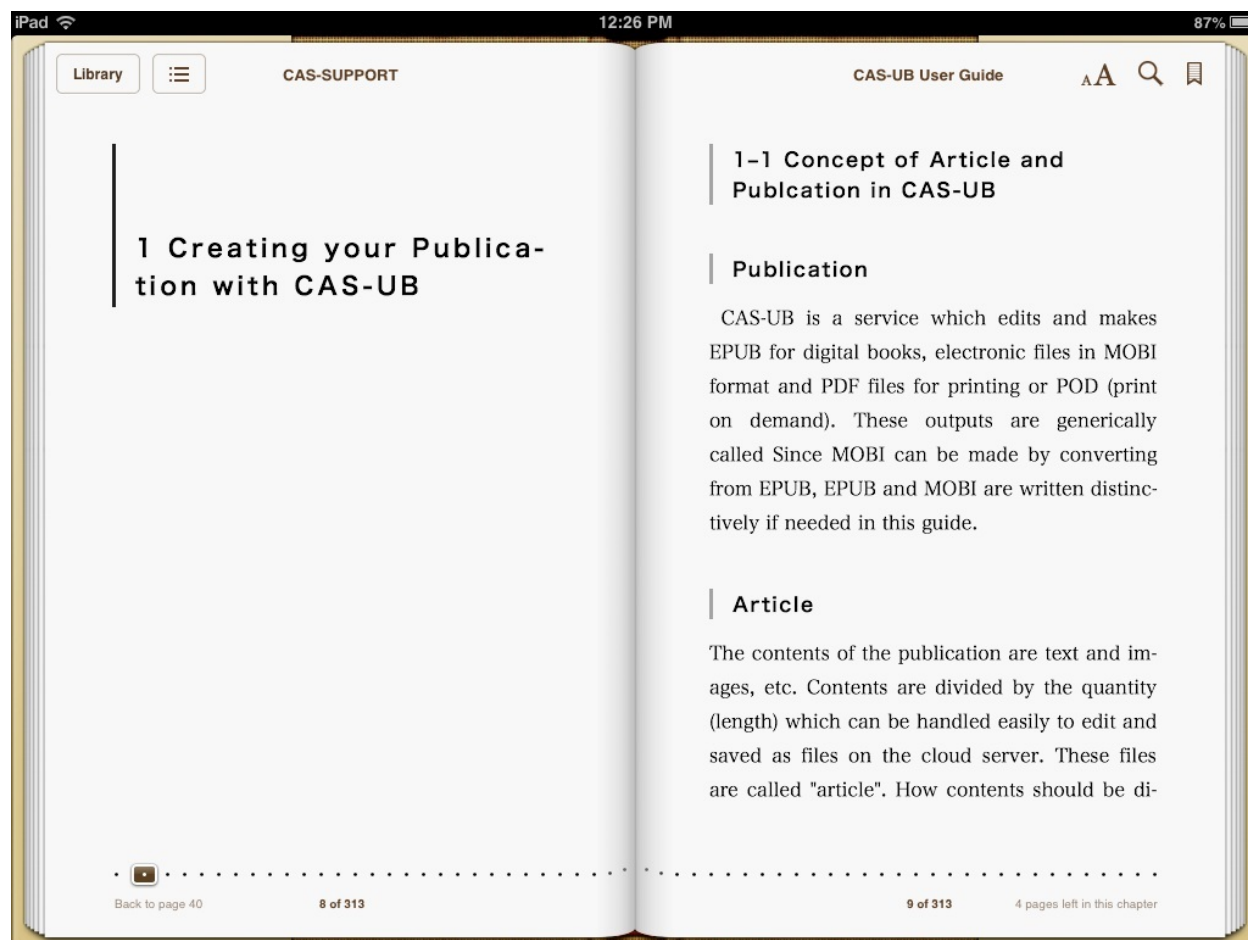
Cover page and Table of Contents

Title page and Copyright If Title Page is set as "yes" in the Generic view, it will be inserted at the beginning. The content of the title page and copyright is taken from the publication information entered. You can also specify not to generate a title page or copyright page.



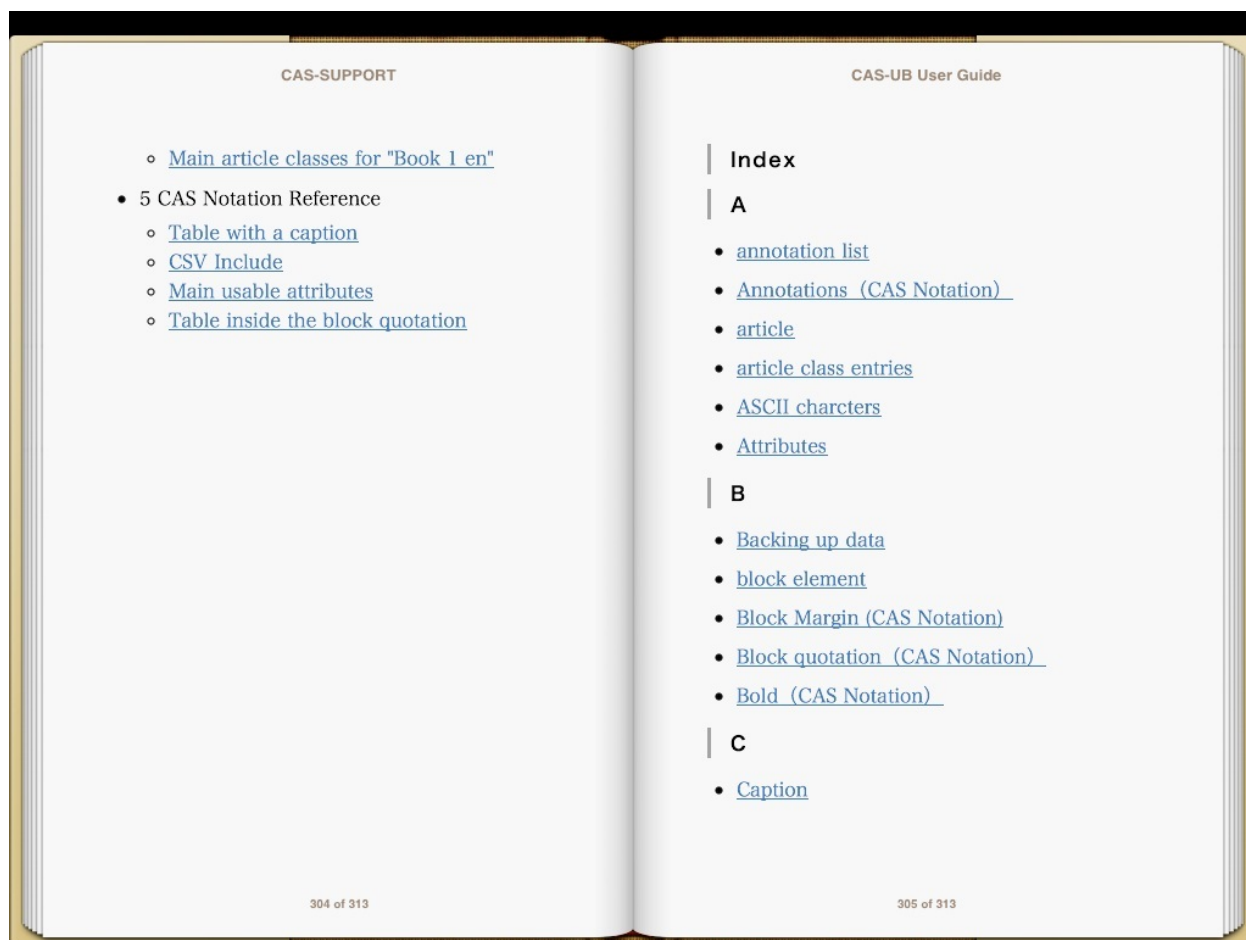
Copyright page

Chapter 1 Chapter and section numbers are automatically generated. This is what Chapter 1 looks like:



Chapter 1

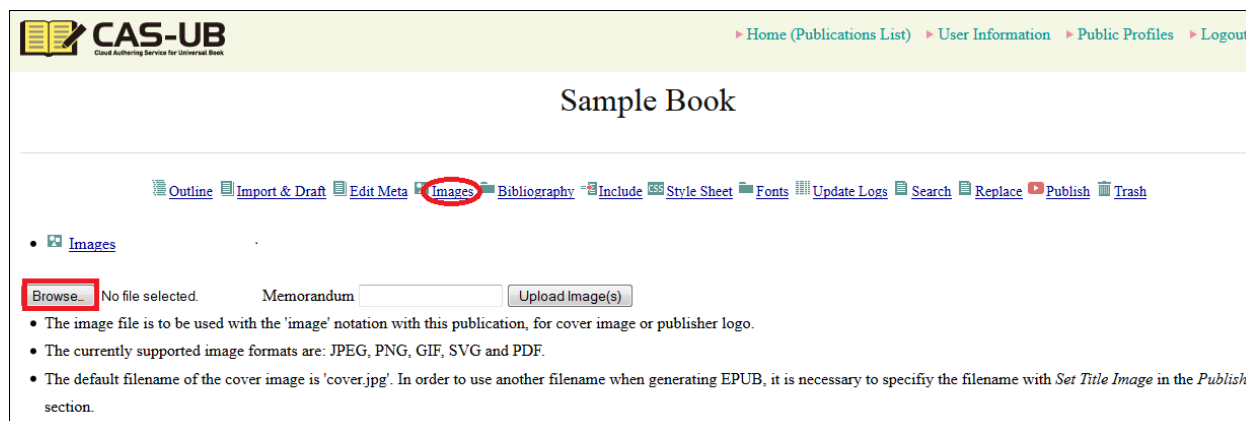
Index An index is automatically generated at the end of the publication containing a list of all articles in alphabetical order linking to the corresponding articles.



Index

2.12 Uploading Images

To upload images select **Images** from the top center of your screen to be taken to the images management view. Images should be uploaded individually for each publication. Sharing images between publications is currently not supported.



Specify an image to be uploaded by selecting **Choose File** located on the left hand side of the page. Currently supported image formats include: JPEG, PNG, GIF, SVG and PDF. Of these, PDF is available only for use as the front cover of a PDF output file. The file name of any image should consist of alphanumeric characters including hyphens.

To upload several images simultaneously, upload a ZIP archive including all the files you wish to use. Each image file will be extracted from the ZIP archive and then registered as a files within your CAS-UB publication. **Please note:** *there will be no warning for overwriting existing files if you use a ZIP archive to upload multiple images simultaneously.*

2.13 Importing Files

You have the option to add to the content of your CAS-UB publication by importing files. The following file formats are supported:

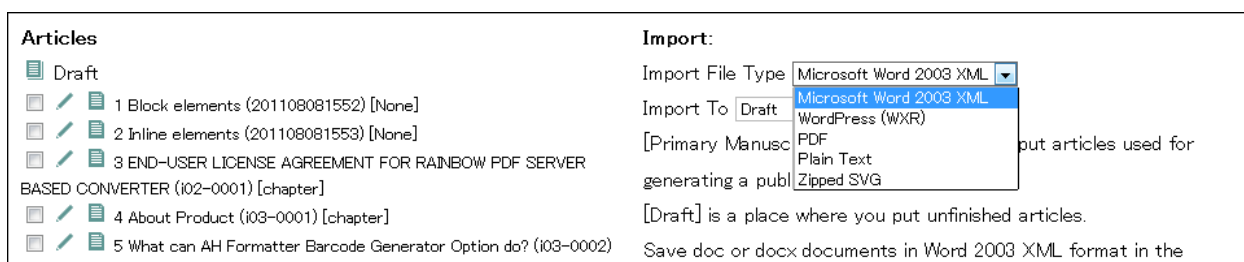
- Microsoft Word
- WordPress
- PDF
- Plain text
- SVG in ZIP format

You can import files in the **Import & Draft** view.



2.13.1 Import File Type

The settings differ depending on the file types that are being imported, so if you change a file format from the drop down menu labeled **Import File Type**, the settings displayed will be changed.



Please refer to the instructions of the associated file you would like to import.

- Importing Microsoft Word (p. 38)
- Importing WordPress (p. 39)
- Importing PDF (p. 39)
- Importing Plain Text (p. 41)
- Importing Zipped SVG (p. 41)

2.13.2 Import To

Specify the directory where you wish to store the imported file using the **Import To** drop down menu.

Articles <input type="checkbox"/> Draft <input type="checkbox"/> 1 Block elements (201108081552) [None] <input type="checkbox"/> 2 Inline elements (201108081553) [None] <input type="checkbox"/> 3 END-USER LICENSE AGREEMENT FOR RAINBOW PDF SERVER BASED CONVERTER (i02-0001) [chapter] <input type="checkbox"/> 4 About Product (i03-0001) [chapter] <input type="checkbox"/> 5 What can AH Formatter Barcode Generator Option do? (i03-0002) [chapter] <input type="checkbox"/> 6 System requirement (i03-0003) [chapter] <input type="checkbox"/> 7 Pricing and Licensing (i03-0004) [chapter] <input type="checkbox"/> 8 How to buy (i03-0005) [chapter]	Import: Import File Type <input type="text" value="Microsoft Word 2003 XML"/> Import To <input type="text" value="Draft"/> [Primary Manuscript] where you put articles used for generating a publication. [Draft] is a place where you put unfinished articles. Save doc or docx documents in Word 2003 XML format in the 'Save As' dialog of MS Word 2003 or later. There may be restrictions in the conversion process of doc or docx documents.
---	--

You can select either **Primary Manuscript** or **Draft**.

If you use all the imported results, select **Primary Manuscript**.

If you use a part of the imported results, select **Draft**. Then move only the necessary articles to **Primary Manuscript** after importing files.

2.13.3 Import

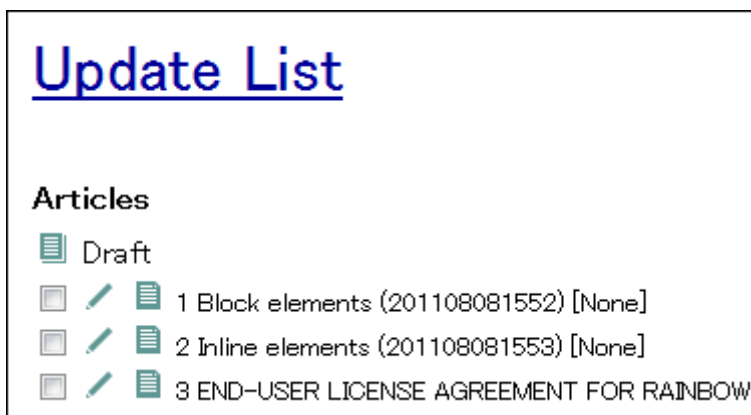
Specify the file to be imported by clicking the **Choose File** button and then the **Import** button located at the right to begin the process.

Import: Import File Type <input type="text" value="Microsoft Word 2003 XML"/>	
Import To <input type="text" value="Draft"/>	where you put articles used for generating a publication.
[Primary Manuscript] Draft	

If the import destination is **Primary Manuscript**, a big image of **Primary Manuscript** will be displayed to the left once the file has been successfully imported. Click the big image of **Primary Manuscript** to go back to the **Outline** to see the imported result.

<h2 style="text-align: center; color: blue; text-decoration: underline;">Primary Manuscript</h2>	
Articles <input type="checkbox"/> Draft <input type="checkbox"/> 1 Block elements (201108081552) [None] <input type="checkbox"/> 2 Inline elements (201108081553) [None] <input type="checkbox"/> 3 END-USER LICENSE AGREEMENT FOR RAINBOW	

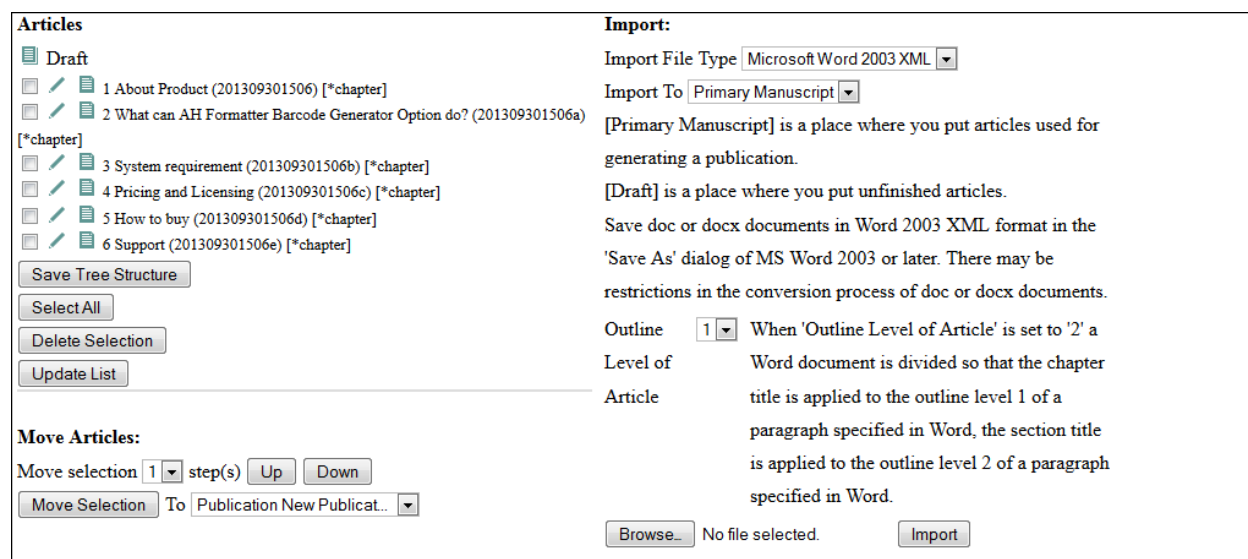
If the import destination is **Draft**, a big image of **Update List** will be displayed to the left once the file has been successfully imported. Click the big image of **Update List** to see a list of imported drafts.



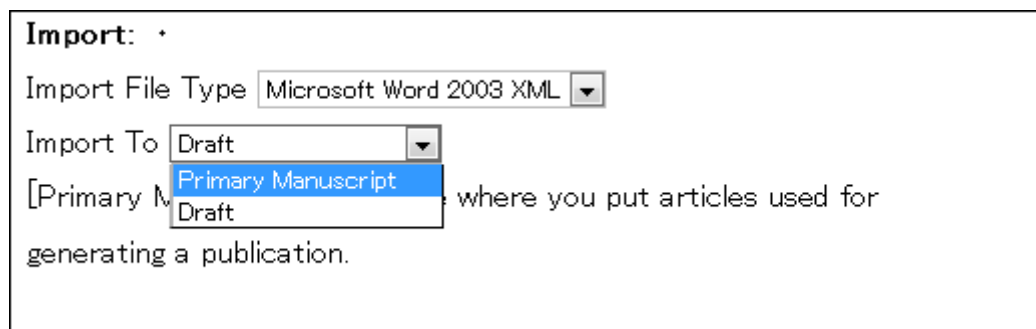
2.13.4 Importing Microsoft Word

Supported file formats for **Word (Microsoft Word 2003 XML)**, are **Word 2003 XML format (WordML)** (Word 98-2000), Microsoft DOC (Word 98-2003) and DOCX (Word 2007/2010).

When you select **Microsoft Word 2003 XML** from the drop down menu labeled **Import File Type**, the edit view will change as follows:



If the outline level feature in Word is used for the imported Word file, an article will be divided by the position of the outline level. You can specify the outline level of 1 to 3. By setting the outline level in Word correctly, you can reduce the amount of your work.



The result of the imported Word document will be processed as follows:

- Any text formatting which can be expressed via CAS notation will be automatically marked up when the file is imported.
- For documents containing inline images, only JPG and PNG will be imported. Line drawing and mathematical expressions are currently not supported.
- Errors may occur when attempting to import complex and/or format-heavy documents.
- A big file will be divided in portions when the contents of an article comes up to 20,000 characters. It will be easier to divide up the file beforehand or set the outline level to the Word draft and import it to reuse the content.

Caution

- Although the outline level which divides an article can be specified by 1 to 3, if the number of division time increases, it may take too long to display or get a timeout error.
- When the division of an article set with the Word outline view does not work correctly or if the markup of the contents are not applied when importing DOC/DOCX files, open the document with Word and save as Word 2003 XML document.

Reference : Import & Draft (p. 27), Importing Files (p. 36)

2.13.5 Importing WordPress

One of the supported file formats available to import is **WordPress (WRX)**.

When you select **WordPress (WRX)** from the drop down menu labeled ***Import File Type***, the edit view will change as follows:

The screenshot shows a web interface for importing WordPress content. On the left, under the heading "Articles", there is a "Draft" section with a list of articles, each with a checkbox, a pencil icon, and a document icon. The articles are:

- 1 About Product (201309301506) [*chapter]
- 2 What can AH Formatter Barcode Generator Option do? (201309301506a) [*chapter]
- 3 System requirement (201309301506b) [*chapter]
- 4 Pricing and Licensing (201309301506c) [*chapter]
- 5 How to buy (201309301506d) [*chapter]
- 6 Support (201309301506e) [*chapter]

Below the list are buttons: "Save Tree Structure", "Select All", "Delete Selection", and "Update List". On the right, under the heading "Import:", there is a dropdown menu for "Import File Type" set to "WordPress (WRX)", and another dropdown for "Import To" set to "Primary Manuscript". Below these are two paragraphs of text: "[Primary Manuscript] is a place where you put articles used for generating a publication." and "[Draft] is a place where you put unfinished articles." At the bottom right are buttons for "Browse..." (labeled "No file selected."), "Import", and "Draft".

Import WordPress by dividing it into articles.

Reference : Import & Draft (p. 27), Importing Files (p. 36)

2.13.6 Importing PDF

Another supported file format available to import is **PDF 1.3 to PDF 1.7**. Once imported in CAS-UB, it can be converted to an EPUB format.

- Characters and raster images in PDF can be imported.
- A preface, table of contents, chapters and a postface can be divided into articles by specifying the page number.
- If a PDF has a bookmark, it is divided according to the page setting of the bookmark.
- The information which does not need to be taken in by CAS-UB, such as page numbers or headers, can be

cut by specifying the top/bottom right/left margins of the original PDF.
When you select **PDF** from the drop down menu labeled **Import File Type**, the edit view will change as follows:

Articles

- ☐ Draft
- ☐ 1 About Product (201309301506) [*chapter]
- ☐ 2 What can AH Formatter Barcode Generator Option do? (201309301506a) [*chapter]
- ☐ 3 System requirement (201309301506b) [*chapter]
- ☐ 4 Pricing and Licensing (201309301506c) [*chapter]
- ☐ 5 How to buy (201309301506d) [*chapter]
- ☐ 6 Support (201309301506e) [*chapter]

Save Tree Structure

Select All

Delete Selection

Update List

Move Articles:

Move selection 1 step(s) Up Down

Move Selection To Publication New Publicat...

Import:

Import File Type PDF

Import To Primary Manuscript

[Primary Manuscript] is a place where you put articles used for generating a publication.

[Draft] is a place where you put unfinished articles.

Cover

Preface

TOC

Chapter

Postface

Margin

Browse... No file selected. Import

When importing PDF, it is necessary to specify the divided positions of an article. There are logical page numbers and physical page numbers in PDF, please use the physical page number with CAS-UB. To display the physical page number, open Adobe Reader, go to Edit - Preference - Page Display in Categories - Page Content Information, and uncheck "Use logical page numbers".

- **Cover:** The page specified as a cover page will not be taken in as an article. Please prepare an image separately by taking a screenshot, then upload it.
- **Preface:** Specify the starting and ending page number of a preface connected with a hyphen. Example: 2-4
- **TOC:** Specify the starting and ending page number of a TOC connected with a hyphen. Example: 5-10
- **Chapter:** Specify the page number of every chapter title page separated with a comma (.). Example: 11,24,36,55
The paragraph in the beginning of a page serves as a title of a chapter. When the chapter breaks in the middle of a page, you need to cut/paste and adjust the chapter title and contents after importing the PDF. Since an article is divided when the contents of a chapter exceed about 20,000 characters, you will have to cut/paste and adjust the contents in CAS-UB to your liking.
- **Postface:** Specify the starting and ending page number of a postface connected with a hyphen. Example: 61-70
- **Margin:** The trimmed margins must be specified in order of left, top, right, and bottom with a comma (,) separating each value. The unit of measure is in millimeters (mm). Example: 10, 15, 10, 15

Caution

- If a PDF has a bookmark, the settings for "preface" "TOC", "chapter", and "postface" will be disregarded and it will be divided according to the page setting of the bookmark.
- The following PDFs cannot be correctly imported since there is no text information (character code data).
 - Scanned PDF
 - PDF whose character information is outlined by the DTP software, etc.
- Since there is no information to show the flow and structure of a text in PDF, you will not be able to markup the format of a title, ordered list, or a table automatically. In addition, even if a document looks simple, the text may not be acquired as the same appearance.

Reference : Import & Draft (p. 27), Importing Files (p. 36)

2.13.7 Importing Plain Text

With **importing plain text**, character encodings such as UTF-8, UTF-16, Shift-JIS, EUC, and JIS are all supported and auto-detected.

When you select **Plain Text** from the drop down menu labeled **Import File Type**, the edit view will change as follows:

Articles

- ☐ ☐ ☐ Draft
- ☐ ☐ ☐ 1 About Product (201309301506) [*chapter]
- ☐ ☐ ☐ 2 What can AH Formatter Barcode Generator Option do? (201309301506a) [*chapter]
- ☐ ☐ ☐ 3 System requirement (201309301506b) [*chapter]
- ☐ ☐ ☐ 4 Pricing and Licensing (201309301506c) [*chapter]
- ☐ ☐ ☐ 5 How to buy (201309301506d) [*chapter]
- ☐ ☐ ☐ 6 Support (201309301506e) [*chapter]

Save Tree Structure

Select All

Delete Selection

Update List

Import:

Import File Type

Import To

[Primary Manuscript] is a place where you put articles used for generating a publication.

[Draft] is a place where you put unfinished articles.

No file selected.

When importing plain text, if there is an equal sign (=) at the start of a line, the line will be set as an article title.

Reference : Import & Draft (p. 27), Importing Files (p. 36)

2.13.8 Importing Zipped SVG Files

When **importing SVG files**, a zipped file of several SVG files can be imported as a SVG Article.

By importing a zipped SVG file, individual SVG file contained in a zip will be imported as a separate svg article.

When you select **Zipped SVG Files** from the drop down menu labeled **Import File Type**, the edit view will change as follows:

Articles

- ☐ ☐ ☐ Draft
- ☐ ☐ ☐ 1 About Product (201309301506) [*chapter]
- ☐ ☐ ☐ 2 What can AH Formatter Barcode Generator Option do? (201309301506a) [*chapter]
- ☐ ☐ ☐ 3 System requirement (201309301506b) [*chapter]
- ☐ ☐ ☐ 4 Pricing and Licensing (201309301506c) [*chapter]
- ☐ ☐ ☐ 5 How to buy (201309301506d) [*chapter]
- ☐ ☐ ☐ 6 Support (201309301506e) [*chapter]

Save Tree Structure

Select All

Delete Selection

Update List

Import:

Import File Type

Import To

[Primary Manuscript] is a place where you put articles used for generating a publication.

[Draft] is a place where you put unfinished articles.

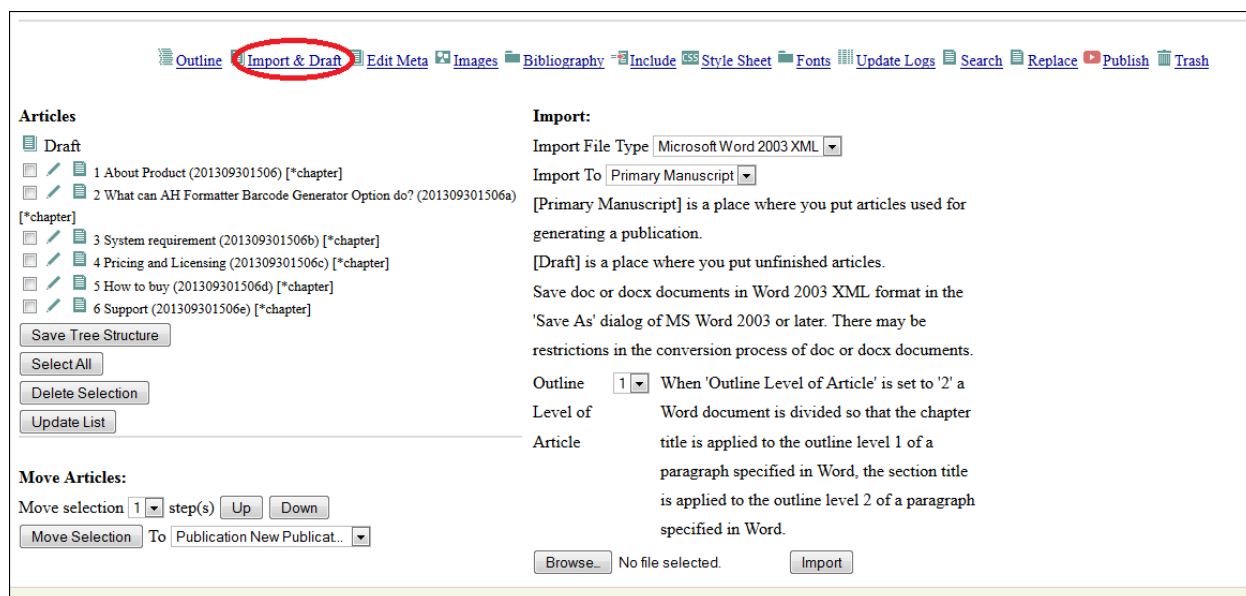
No file selected.

By uploading a zipped SVG with Uploading Images (p. 35), it can be treated as an image file as well as JPEG, etc.

Reference : Import & Draft (p. 27), Importing Files (p. 36)

2.14 Draft

Draft is a temporary storage place for articles being saved, but are still to be determined as to where it will be put in the publication. **Draft** is shown in an **External Data Input** view.



Example of display when articles are stored in Draft

2.14.1 Input an article in Draft

Follow the next steps to input an article in Draft.

- Import files (p. 36)
Choose **Draft** in the **Import To** drop down menu
- Move an article from the Outline view (p. 21)
Under **Move Articles**, specify **Draft** as location the article will be saved in.
- Recover the deleted article from the Trash bin (p. 22)
In the Trash (p. 22) view, click the Recover Selection button. Any recovered articles will be relocated to the **Draft** view.

2.14.2 How to operate an article in Draft

The following operations are available for articles stored in Draft. The operation method is the same as Outline view.

- Moving an article (p. 21)
- Deleting an article (p. 22)
- Viewing contents (p. 24)
- Editing an article


2.14.3 Move an article

Using the same operation as the "Move Selection" at the **Outline** view, you can move your article anywhere in **Draft** or in **Primary Manuscript**. Check the article you wish to move, then click the **Move Selection** button.


2.14.4 Delete an article

Check the article you wish to delete, then click the **Delete Selection** button to move the draft to the trash bin.

2.14.5 View Contents

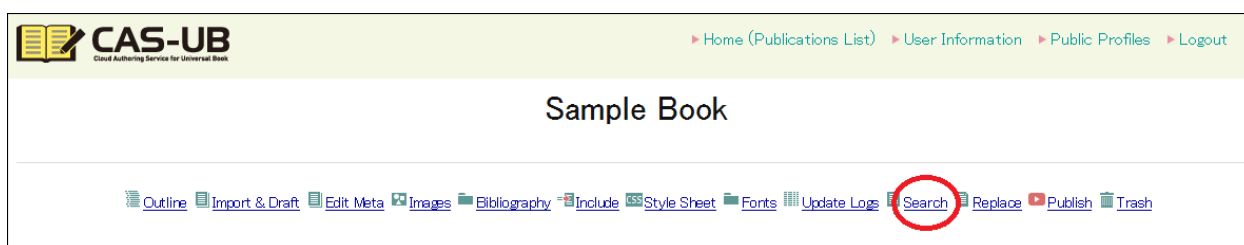
When you click the  icon located on the left of the title, the markup in the article and preview theme will take into affect and be displayed.

2.14.6 Edit an article

When you click the  icon located on the left of the title, you will go back to the Edit Article view.

2.15 Searching Content

Once you have reached a stage in your publication where it contains a considerable amount of content, it may become difficult to locate a specific part you wish to make changes to. In order to quickly find specific content in your publication, use the **Search** function built into CAS-UB. Simply input a key phrase into the search bar and click the **Search** button. The resulting list will show you in which article(s) the term(s) you entered will be found.



2.16 Markup Assistance Features

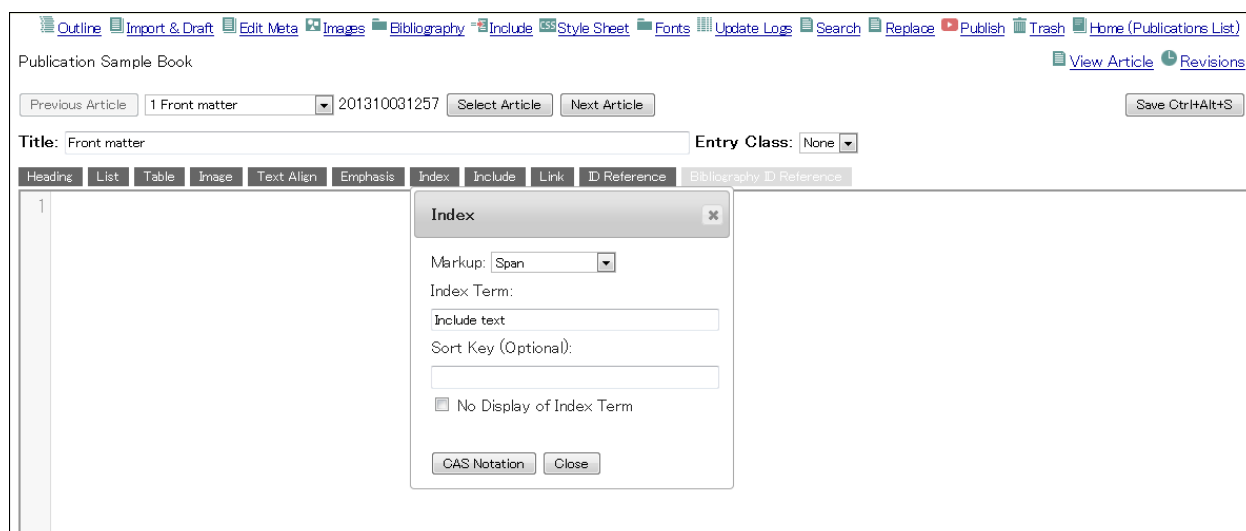
There are some important features provided above the frame for editing an article to assist you in the creation of markup. **Please note:** *these features are not available for use with Internet Explorer. If you wish to use them, you must change the browser you are using to Mozilla Firefox or Google Chrome.*

- **Heading** : Insert the markup for a heading.
- **List** : Insert the markup for a list.
- **Table** : Insert the markup for a table.
- **Images**: Specify the uploaded file and insert the markup for the corresponding image.
- **Text Align**: Specify the alignment of the text in a block.
- **List** : Insert the markup for an emphasis.
- **Index** : Insert the markup for an index.
- **Include** : Specify an uploaded text file to incorporate into your publication and insert the appropriate markup.
- **Link** : Insert the markup for a link.
- **Upload Images** : Upload an image and insert the markup of the image.
- **ID Reference** : Insert the markup for a reference link.

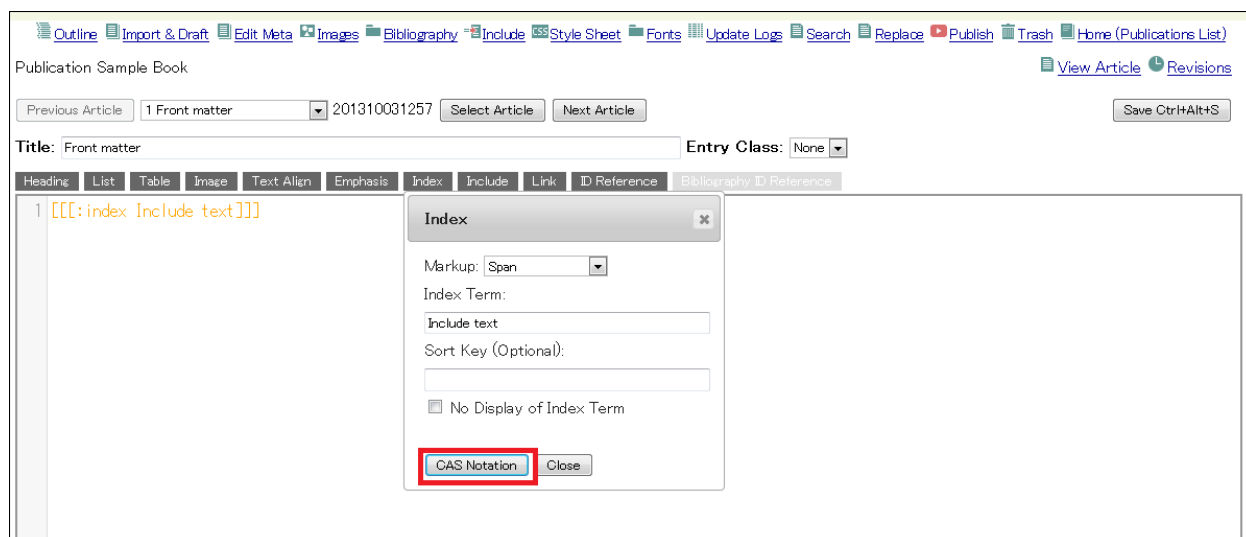


Inserting an Index

After selecting a word to be specified as an index term, click the ***Index*** button to view the frame for entering the appropriate markup and reading of the term.



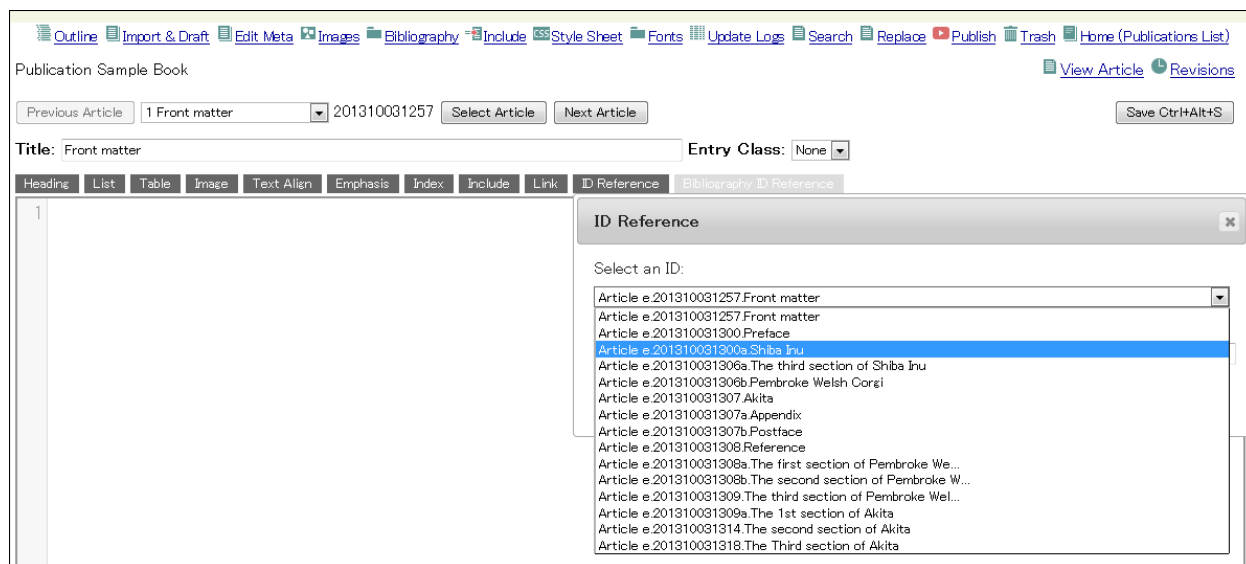
Enter the reading and click the ***CAS Notation*** button to insert the index markup for that term.



(For more information, see the sections on index entries (p. 67) and Refer to Article (p. 76).)

Inserting an ID Reference Link

To insert the markup for a link, select the ID reference from the pull down menu, then click the **CAS Notation** button on the left side. *Make sure your cursor is placed in the position where you want it to appear in the text before you click the button.*



Some examples of ID reference markup include the following:

ID reference for a chapter of an article
`[[#e.201108021925a.ID and Reference|Article]]`

ID reference for a figure with caption

[[##f.201108021926a.Caption of a figure|Image]]

ID reference for a chapter marked up within the article

[[##h.201108021925a.Example of ID reference markup|Item]]

ID reference for a table with caption

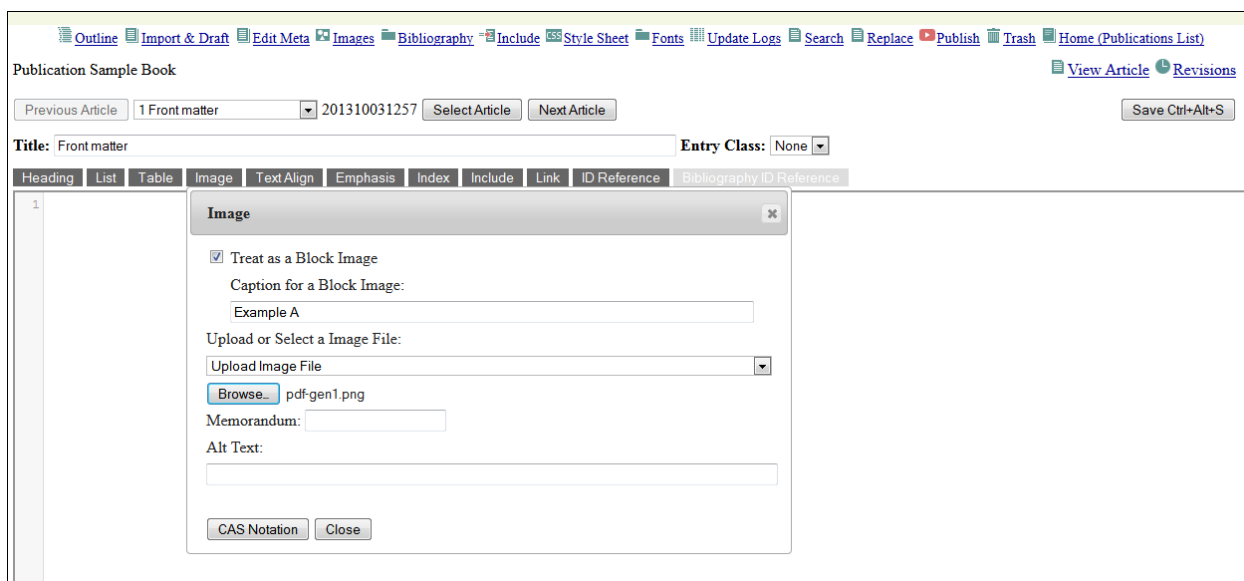
[[##t.201107261358.main article classes for the book_EF_BC_91_20|Table]]

You may specify an arbitrary anchor text on the right side of the "|". If an anchor is not specified, the original title or caption will be inserted as anchor character strings.

(See the section on ID reference (p. 76) for the supporting markup.)

Inserting an Image

To specify an uploaded image file and insert the necessary mark up for it, select a file from the drop down menu on the left side.



Specify an image, then click the **CAS Notation** button to insert a markup for that image.

Publication Sample Book

Previous Article 1 Front matter ▼ 201310031257 Select Article Next Article

Title: Front matter Entry Class: None ▼

Heading List Table Image Text Align Emphasis Index Include Link ID Reference Bibliography ID Reference

```

1 [[[ :fig =Example A
2 {{search.png}}
3 ]]]
4

```

An example of the format of the markup for images:

```

[[[:fig =Enter Caption
{{gazou.png | gazou.png}}
]]]

```

- Exchange "Enter Caption" with the caption you wish to appear with the image. Since ID will be given if a caption is added, reference ID can be referred from other articles.
- When a caption is unnecessary, simply delete "=Enter Caption" from the mark up.
- The "=" is also unnecessary if no caption is to be added.
- The right-hand side of the "|" will be an alternative text for the image in EPUB/3. Input suitable content if necessary.
- If you want to insert an image within the paragraph, leave the file reference itself "{{image.png | image.png}}" and delete the mark up for the caption "[[:fig =Enter Caption]]]".

(See the sections on images/figures (p. 68) and uploading images (p. 35) for more information.)

Inserting a Text File

Specify a text file to be included by clicking the **Choose File** button and enter any necessary comments. Click the **CAS Notation** button to upload or select a text file and the markup for it. It will be inserted where the cursor is positioned within the body of your text. When the same file name of an included text file has already been uploaded, a warning will appear stating that the file previously uploaded with that file name will be overwritten.

Please note: *this warning will not appear in Internet Explorer.*

- The included text should be saved in UTF-8 character encoding.
- The file name should only consist of alphanumeric characters, dashes and underscores.

Below is an example of the markup for an included text file:

```
<<include charcode.csv>>
```

If the included text is in csv format, add "table": <<include charcode.csv table>>.

(See the section on importing files (p. 36) in the CAS notation reference for further details.)

Chapter 3 Article and Publication Classes

3.1 What is a Publication Class?

Each publication type has a basic structure that defines it. For example, the typical book usually contains a front matter, main body and various other appendages. The main body of a book consists of a typical hierarchical structure, which may include parts, chapters and (sub)sections. The following are examples of publications with their own unique make-up: books (including chapters, sections and paragraphs), treatises, reports and so on. In CAS-UB, the structural framework associated with specific publication types is referred to as its publication class.

CAS-UB allows you to build your publication by choosing a publication class and placing articles according to the corresponding structure. The layout is set with the standard components of the chosen publication class. Since several types of layouts for generating PDFs are available for every publication class, you can choose the most suitable one that is appropriate to your particular needs.

For EPUB/3, CAS-UB has several CSS themes for every publication class. There is also an option to upload custom CSS style sheets (recommended only for advanced users). Keep in mind, however, that the layout of any EPUB/3 document will vary depending on the device and software used to view it.

3.2 Publication Class: *None*

The publication class may be changed at any time, so you are free to select ***None*** from the drop down menu until you have decided which publication class will best fit your needs. When using this setting, PDFs and EPUB/3s will simply be generated in the order the articles appear in the outline.

The following are the differences between ***None*** and ***Book 1***:

- Only the horizontal setting is available
- Single page layout is used
- Register marks are invalid
- Title pages contain only data (no layout)
- Colophon pages contain only data (no layout)
- No drop folio, headline, header or footer will be available
- Page numbers are sequence starting from the first page of the publication and located at the bottom center of each page
- Chapter and other serial numbers are not supported
- Captions have no figure or chart numbers
- A table of contents, chart lists, note lists and index will not be extracted
- ID reference is not converted into the referenced text
- Annotation texts are shown as text in parentheses (no foot- or end notes)

3.3 Publication Class: *Book 1*

Book 1 is the class for an independent book and has a large structure which includes the following components:

the front matter, a main body (text), and the back matter. The main body is divided into a series of chapters and (sub)sections. A specification of the article class according to this structure is required for the articles of a "Book 1" publication. You can change this specification when editing your articles.

Some parts such as the front cover, tables of contents and copyright page are created automatically (or semi-automatically) when you generate an EPUB/3 or PDF.

Article Class	Generation	Specification
Front Cover	Semi-automatically	Inserted at the top of a publication. You can specify whether to use the design of the active theme or to use an image. You can specify this individually for EPUB/3 and PDF.
Copyright	Semi-automatically	Items quoted from the publication information and outputted to the copyright page can be specified at the time of generation. Specification can be made individually for EPUB/3 and PDF.
Front Matter	Manually	An article of this class is not automatically generated to EPUB/3 or PDF. The introduction is placed in this position.
Preface	Manually	When it is under Front Matter, it is always arranged just behind the front cover when generating PDF.
Table of Contents	Automatically	Inserted in front of the text when generating PDF. When generating EPUB/3, it is output as a table of contents of the EPUB/3. You can specify the maximum level to be output to the table of contents for EPUB/3 and PDF individually.
Chapter	Manually	Main body (text). The first "None" article appearing directly below the Primary Manuscript is also treated as a chapter.
Section	Manually	Main body (text). Please specify a section to the article placed under a chapter. A "None" article placed under a chapter is also treated as a section.
List of Figures or Tables	Automatically	Inserted after the text. Charts without captions are not included in the chart list, and a list will not be generated if there are no charts with captions included in your publication.
Index	Automatically	Inserted after the text. Individual terms will not be generated if the appropriate markup is not present.

Main article classes for "Book 1 en"

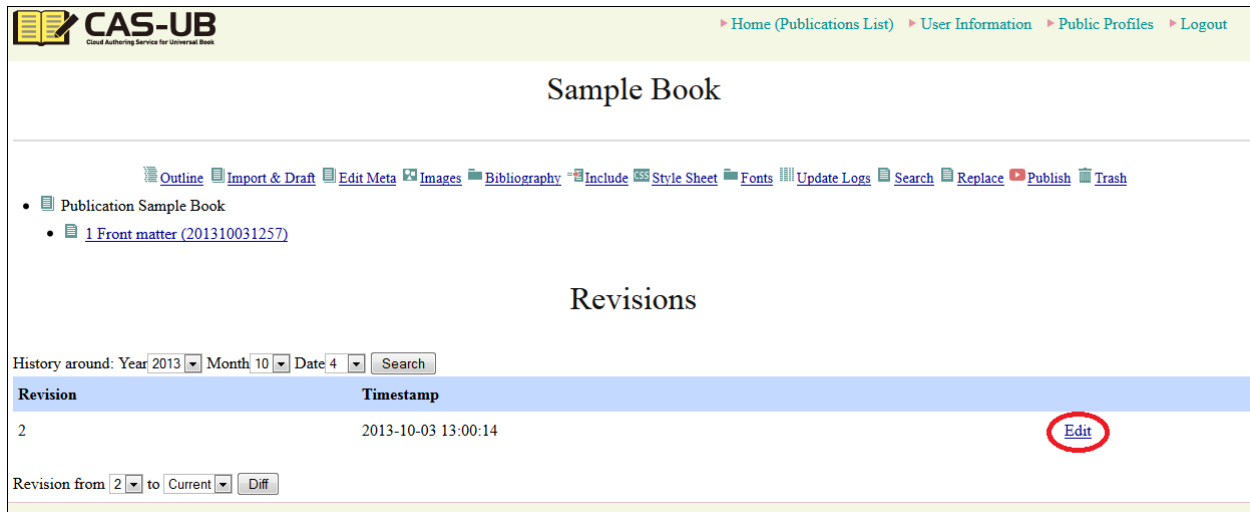
3.3.1 Notes for using "Book 1"

- When generating an EPUB/3, the output is arranged according to the ordering of the articles (regardless of article class), except items which are generated automatically or semi-automatically.
- When generating a PDF, if the articles specified as the foreword and afterword are position inaccurately positioned, it will automatically be repositioned to the proper place within your publication.

Chapter 4 Data Management

4.1 Revisions

Whenever you begin to edit your publication, the status at that time will be saved as part of the revision history. To access past versions of your work, select **revisions** located at the right side of the page. Choose an article from the list displayed to see a list of time stamps from that article and click **Edit** at the right of the time stamp you wish to access. You can edit the article from that point and save the updated version if so desired.



4.2 Backing Up Data

You can compress and download your publication at any point of the editing process as a ZIP file, enabling you to back up a current version at any time. A revision log containing information as to the time, team member and contents edited will be kept as well. This gives you the ability to track a publication throughout its development.

Available Backup Data You can only back up data in its current state--any version prior to the back up can not be saved. For this reason, it will be impossible to refer to past revisions once you have restored your data.

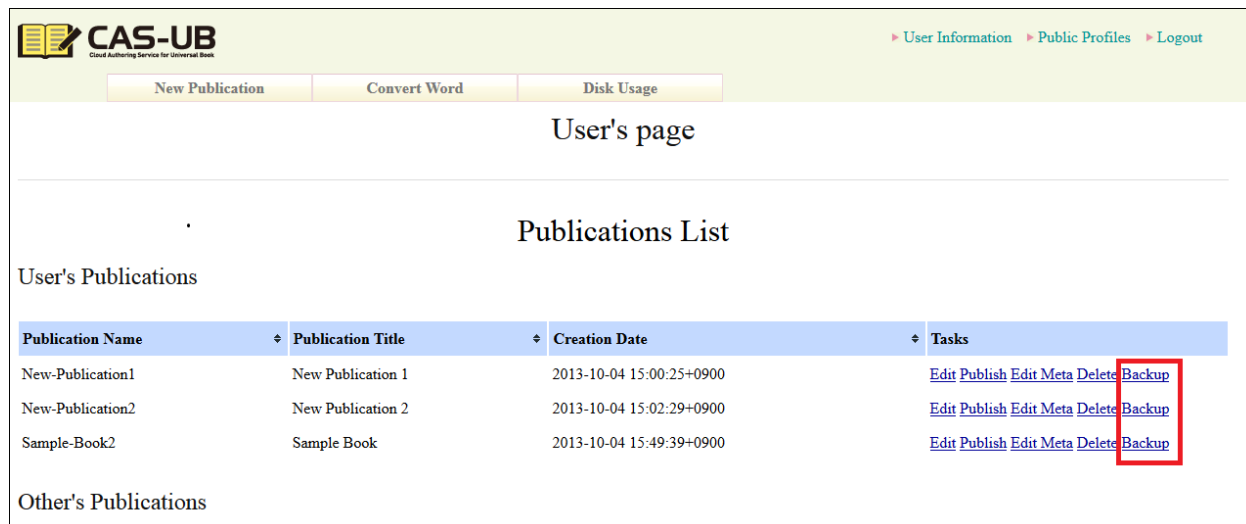
Backup Data Formats Since CAS-UB was designed to conform with industry standards, you can reuse data relatively easily by extracting ZIP archives. The following are the two exceptions:

- Within an Atom entry, the element and attribute qualified by the ajax name-space prefix are the original

extensions of CAS-UB. Compatibility with other systems is not supported.

- Although CAS notation is a CreoleWiki- based Wiki syntax, it contains some corrections and many extension markups.

Backup Operation The backup operation is restricted to the owner's publications. From the **Publications List** screen, select **Backup** at the right side of the target publication to go to the **Backup** screen.

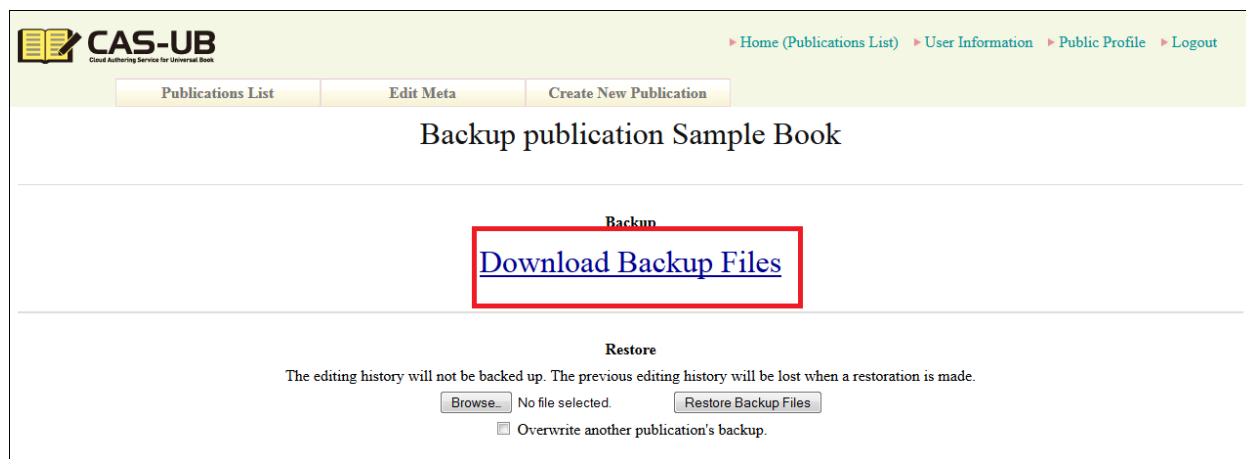


The screenshot shows the CAS-UB interface. At the top, there's a navigation bar with 'User Information', 'Public Profiles', and 'Logout'. Below it, a secondary bar contains 'New Publication', 'Convert Word', and 'Disk Usage'. The main heading is 'User's page'. Underneath, it says 'Publications List' and 'User's Publications'. A table lists three publications:

Publication Name	Publication Title	Creation Date	Tasks
New-Publication1	New Publication 1	2013-10-04 15:00:25+0900	Edit Publish Edit Meta Delete Backup
New-Publication2	New Publication 2	2013-10-04 15:02:29+0900	Edit Publish Edit Meta Delete Backup
Sample-Book2	Sample Book	2013-10-04 15:49:39+0900	Edit Publish Edit Meta Delete Backup

Below the table, it says 'Other's Publications'.

Select **Download Backup Files** to download the file. We recommend you save it by including the date it was downloaded when labeling it.




The screenshot shows the CAS-UB interface for the 'Backup publication Sample Book'. At the top, there's a navigation bar with 'Home (Publications List)', 'User Information', 'Public Profile', and 'Logout'. Below it, a secondary bar contains 'Publications List', 'Edit Meta', and 'Create New Publication'. The main heading is 'Backup publication Sample Book'. Underneath, it says 'Backup' and 'Download Backup Files' (highlighted with a red box). Below that, it says 'Restore' and 'The editing history will not be backed up. The previous editing history will be lost when a restoration is made.' There are two buttons: 'Browse...' and 'Restore Backup Files'. A checkbox labeled 'Overwrite another publication's backup.' is also present.

4.3 Restoring Data

You can upload the ZIP file of a backed-up (p. 51) publication from your computer to the CAS-UB server, recovering it to the state of the backup. Keep in mind, however, that doing so will cause you to lose the editing history contained on the CAS-UB server once the restoration is made. Only the person listed as the owner of a publication is able restore it.

Steps to Restore Restoring can also be performed from the "Backup" screen.



[User Information](#)
[Public Profiles](#)
[Logout](#)

[New Publication](#)
[Convert Word](#)
[Disk Usage](#)

User's page


Publications List

User's Publications

Publication Name	Publication Title	Creation Date	Tasks
New-Publication1	New Publication 1	2013-10-04 15:00:25+0900	Edit Publish Edit Meta Delete Backup
New-Publication2	New Publication 2	2013-10-04 15:02:29+0900	Edit Publish Edit Meta Delete Backup
Sample-Book2	Sample Book	2013-10-04 15:49:39+0900	Edit Publish Edit Meta Delete Backup

Other's Publications

Specify a ZIP file to be restored by clicking the **Choose File**, and then select **Restore Backup Files** located on the right side to restore the file.



[Home \(Publications List\)](#)
[User Information](#)
[Public Profile](#)
[Logout](#)

[Publications List](#)
[Edit Meta](#)
[Create New Publication](#)

Backup publication Sample Page

Backup

[Download Backup Files](#)

Restore

The editing history will not be backed up. The previous editing history will be lost when a restoration is made.

No file selected.

☐ Overwrite another publication's backup.

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Once the restoration has been successfully made, you will receive a notification.

Notice:

- OK restore sample-page.p.zip

Backup

[Download Backup Files](#)

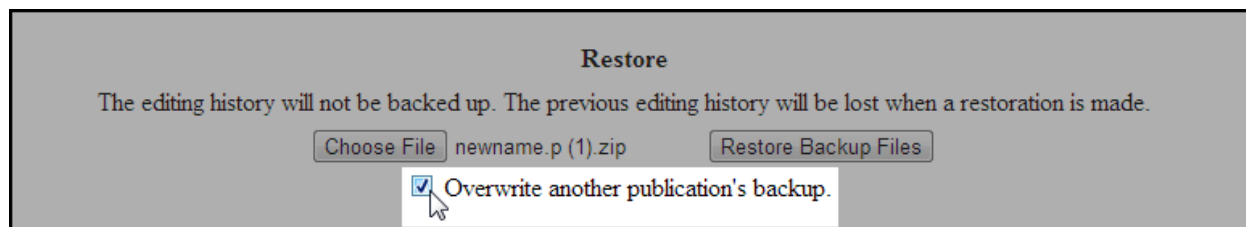
Restore

The editing history will not be backed up. The previous editing history will be lost when a restoration is made.

No file selected.

☐ Overwrite another publication's backup.

Overwriting by Another Publication's Backup Although the ability to restore a backup file with the name of a different publication is not supported, you can make it available to check. Go to **Overwrite another publication's backup** and select **Restore Backup Files**. *Please note:* the overwritten data will be lost once the backup files have been restored.



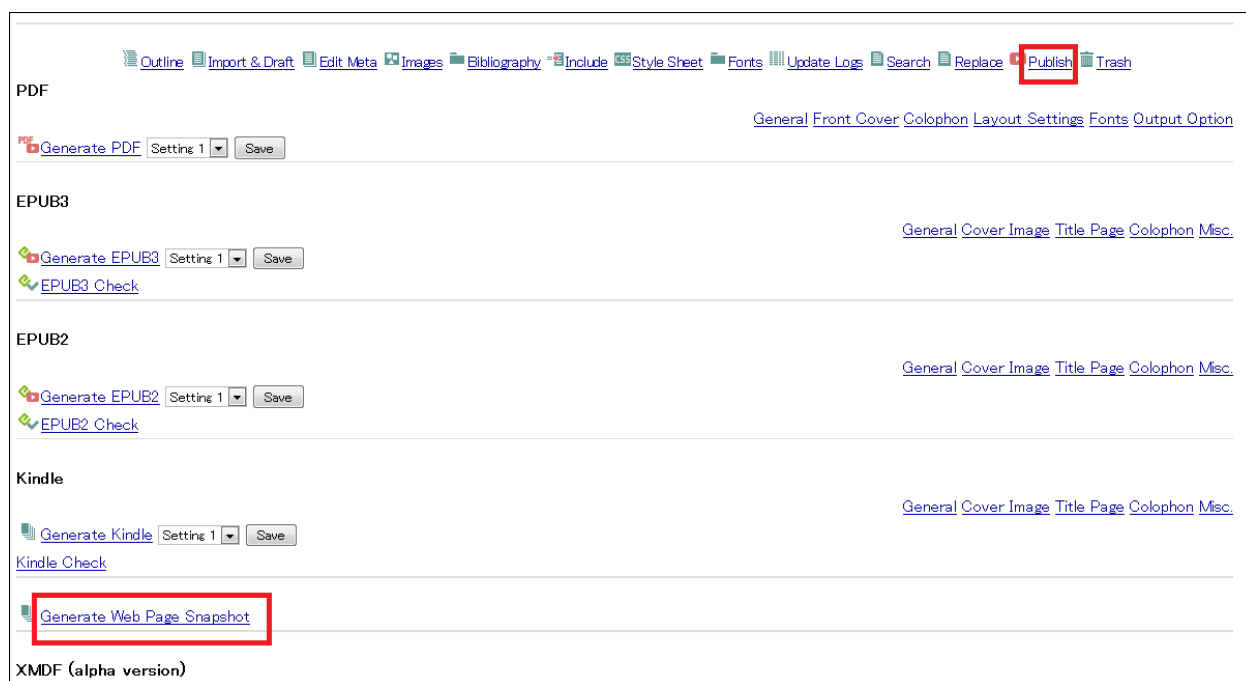
4.4 Generating Web Page

You are able to generate a web page snapshot of the whole publication a Zip file in XHTML format. Once the Zip has been extracted, you can view your work via a web browser without having to make any changes to the file.

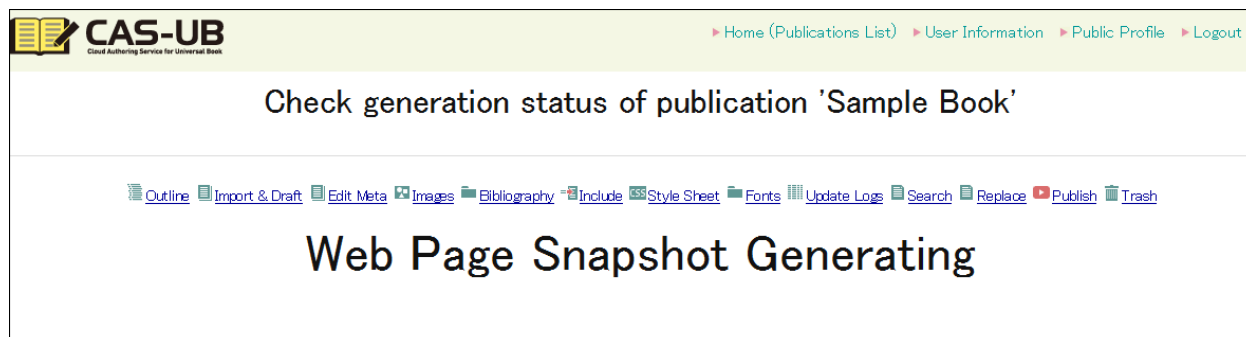
When you select **Generate Web Page Snapshot**, a XHTML file is created for each article, and an index will be created containing a list of all articles in order of registration. Automatically generated items--excluding the cover and copyright pages--will not be created. The processing of contents such as adding title numbers, chart numbers and anchor character strings of a reference will also not be generated as part of the web page.

The preview theme specified on the **Outline** page will be applied as the design theme to the resulting publication. If no theme is necessary, select **Hold** as the preview theme and then click **Publish**.

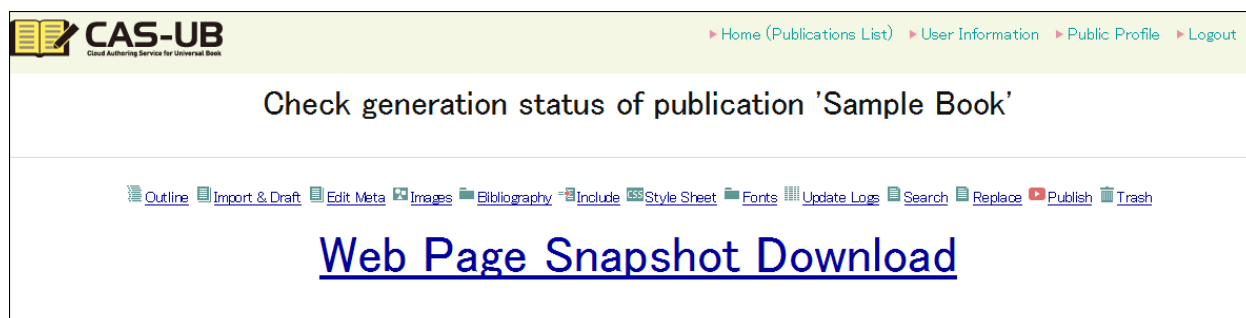
The link to generate a web page snapshot is located at the bottom left of the **Publish** page.



Once you have selected **Generate Web Page Snapshot**, you will be directed to a screen with a link labeled "Web Page Snapshot Generation Check." When the file has finished generating, the link will change and become active. If you find the process is taking a long time, we recommend attempting to generate the file again once some time has passed.



Once the generated file has completed, the screen display will change from "Web Page Snapshot Generation Check" to "Web Page Snapshot Download". Click the **Web Page Snapshot Download** link to download the ZIP file of the generated web page.



Chapter 5 CAS Notation Reference

5.1 Markup

Markup refers to the addition of specific keywords or notation elements into the contents of an article, which control the layout and appearance of the final publication. Markup controls elements such as the directions of headlines, the formatting for block quotations or the placement of images within a text--similar to the specifications an editor includes in a manuscript for DTP producers in conventional editing work.

With CAS-UB, markup is carried out by using CAS notation which has been adapted from Wiki notation. Since you are able to view the effects of markup in the preview, you can continuously write, check, edit and save your work very easily. The characters used for markup are limited to ASCII characters.

5.1.1 Conversion

The Markup embedded within the content of your publication is converted into XHTML elements and attributes when generated as an EPUB/3, Kindle (mobi), PDF or any other output format supported by CAS-UB.

5.2 Elements and Attributes

A document is defined by basic units referred to as *elements*. An element can be classified in one of two ways: either as a block element, or as an inline element. A *block element* occupies the area of more than one line when it is displayed on a page (e.g., a paragraph). On the other hand, an *inline element* occupies a part of a block element (e.g., a sentence in a paragraph). The characteristics of an element can be affected by setting or changing its attributes. Attributes provide additional information about an element. You may apply attributes to any element controlled via markup language. All attributes consist of two components: a key defining the attribute name and a corresponding value limiting the behavior of that key.

5.3 Paragraph

A series of character strings is referred to as a *paragraph*. There is no special markup notation for specifying a paragraph. CAS-UB processes character strings according to the following parameters when creating a paragraph.

- An empty line (beginning at the line break) is required between paragraphs.
 - An empty line is required before all paragraphs except for the first paragraph of an article. Therefore it is necessary to insert the line feed twice between paragraphs in the text body.
 - In order to end a paragraph (excluding the last paragraph of an article), it is necessary to input an empty line.
- When both the last character of the previous line and the first character of the next line are non-ASCII characters, the last line feed of the previous line will be deleted and the two lines connected. When either is ASCII (English, etc.), the line feed will remain.
- An empty character at the beginning of a line will be deleted.

ASCII characters ASCII characters include alphabets, numbers (0 to 9) and symbols. (See below)

!"#\$%&'()*+,-./:;<=>?@ 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz {}~[\]^_`

Line feed A *Line feed* is a control character inputted by pressing the **ENTER** key. It appears as empty space on the screen.

White character The character which expresses a blank space on a screen indicates one of the following: a full-width white character,¹⁾ a tab²⁾ or a half-width white character³⁾. CAS-UB treats both the tab and half-width white character as a white character. A full-width white character, however, will not be treated as a white character. (If it comes at the beginning of a line, it will not be deleted.)

Example of CAS Notation

<p>A white space at the beginning of a line will be deleted.</p> <p>A line feed at the end of a line will be deleted.</p> <p>This line will be connected with the previous line and make one paragraph.</p> <p>It is necessary to distinguish the beginning of a paragraph, title and/or list by the empty line.</p> <p>* This line will be regarded as not being a list but connected with the previous line.</p> <p>End of the paragraph</p> <p>* This line will be a list item.</p> <p>CSS is an abbreviation for Cascading Style Sheets.</p>
--

A white space at the beginning of a line will be deleted.

A line feed at the end of a line will be deleted. This line will be connected with the previous line and make one paragraph.

It is necessary to distinguish the beginning of a paragraph, title and/or list by the empty line. * This line will be regarded as not being a list but connected with the previous line.

End of the paragraph

- This line will be a list item.

CSS is an abbreviation for Cascading Style Sheets.

5.4 Title

The *title* is marked up by "=" and the number of "=" expresses the level of the title. The end mark (on the right side) is optional, and a white space placed before the beginning mark (on the left side) is permitted.

Example of CAS Notation

= level 1 (maximum) = == level 2 ==
--

- 1) The character inputted by pressing the **SPACE** key in kana/kanji input mode.
- 2) The character inputted by pressing the **Tab** key.
- 3) The character inputted by pressing the **SPACE** key in alphabet input mode.

```

=== level 3 ===
===== level 4 =====
===== level 5 =====
===== level 6 =====
=== This is also level 3 #1
=== This is also level 3 #2 =
=== This is also level 3 #3 ==
=== Markup in the title**analysis** //Are you going to?// ===

```

Example of Display

5.4.3 level 1 (maximum)

level 2
level 3
level 4
level 5
level 6
This is also level 3
This is also level 3
This is also level 3
Markup in the title**analysis** //Are you going to?//

4)

5)

5.4.4 Markup for title

Any markup that appears in the title text will not be expressed. The only markup which can be added to a title is the class attribute at the beginning.

CAS Notation

```

==:center Title with the Attribute

```

Example of Display

Title with the Attribute

5.5 List

The following rules apply to creating the markup for a *list*:

- 1) Since a list becomes one block, you must insert an empty line before and after the block of a list. An empty line between the items of a list is not necessary.
- 2) Each item of a line starts must begin with either a "*" or "#". The white character at the beginning of a

4) The level of the title designated by the markup becomes a relative value in relation to the level of the article it appears in. Since the article directly under the "Primary Manuscript" will be the level 1, the level 1 title in this article will be treated as the level 2.

5) In the processing of the title, ID is created automatically and cannot overlap within a report. For this reason, when there is the same title within an article, add "#" or "+" at the end of a title. Half-width alphanumeric characters may be used as the identification characters. See the section on ID referencing (p. 76) for more information. When you want to add "#" as a character, escape (p. 80) by adding tilde (expressed as "~#").

line will be ignored. If you wish to include anything other than attributes (p. 78) after the initial "*" or "#", a white space is required.

- 3) A block of a list will end by a blank line.
- 4) One list item ends when the next list item is written, the lower-level item is written or the block of a list ends.
- 5) An item can go across multiple lines like a paragraph. A forcible line feed (p. 63) can may be included by inserting a "\\".
- 6) Bold, italic, links, and preformatted (p. 74) inline text can be used inside of each item. However, they cannot go across multiple items.
- 7) A list may be nested by inserting either a "*" or "#" at the beginning of a line. It is necessary, however, to deepen the nest a single entry at a time.

5.5.1 Ordered lists

Any paragraph beginning with "#" will become an ordered list item.

CAS Notation

```
# The first item
# The second item goes across 2 lines\\
The second line of the second item
## The first list item nested under the second item.
## The second list item nested under the second item.
# **The third item is bold.**
```

Example of Display

- 1) The first item
- 2) The second item goes across 2 lines
The second line of the second item
 - a) The first list item nested under the second item.
 - b) The second list item nested under the second item.
- 3) **The third item is bold.**

5.5.2 Unordered lists

Any paragraph beginning with "*" will become an unordered list item.

Unordered list and bold If the line started from "***" is inputted (excluding the beginning line of an ordered list block), it will be processed as a nested unordered item. "***" within a line will be processed as the start of the bold text.

CAS Notation

```
* The first item
* The second item goes across 2 lines\\
The second line of the second item
** The first list item nested under the second item.
** The second list item nested under the second item.
* ***The third item is bold.**
```

Example of Display

- The first item
- The second item goes across 2 lines
The second line of the second item
 - The first list item nested under the second item.
 - The second list item nested under the second item.
- **The third item is bold.**

5.6 Definition List

A *definition list* is a list of terms and corresponding definitions.

To create a list of definitions, start the line with a "*" and then enclose the term with two hyphens "--". The text of the definition should be inserted immediately following the final "--".

CAS Notation

```
*-- term 1--definitions for term 1
*-- term 2--definitions for term 2
```

Example of Display

term 1

definitions for term 1

term 2

definitions for term 2

5.7 Emphasis

There are three types of emphasis which can be expressed via markup: *strong emphasis* (bold), *emphasis* (italic) and *cautions* (underline). Any character string that runs across multiple lines may be emphasized.

5.7.1 Strong emphasis (bold)

Enclose the character string you want to emphasize with two asterisks "***" to make it bold.

CAS Notation

```
**Bold**
```

Example of Display **Bold**

5.7.2 Emphasis (italic)

Enclose the character string you want to emphasize with two forward slashes "/" to italicize a portion of your text. The display of an italicized text may vary depending on the software and/or device used to view the document.

CAS Notation

```
//Italic//
```

Example of Display *Italic*

In cases where you wish to markup a character string as both italic and bold, the markup for the italic must come first. If bold is specified first, the markup for italic will be disregarded and appear in the displayed text.

CAS Notation

```
//**Italic and Bold**//
```

Example of Display ***Italic and Bold***

5.7.3 Caution (underline)

Enclose the character string you want to emphasize with underscores " _ ". The display of an underlined text may vary depending on the software and/or device used to view the document.

CAS Notation

```
An __underline__ can be placed under a portion of text.
```

Example of Display An underline can be placed under a portion of text.

5.8 Ruby

The markup for *ruby* by the CAS notation will be performed as follows.

CAS Notation

```
((((魑魅魍魎|ちみもうりょう)))
```

Example of Display ちみもうりょう
魑魅魍魎

5.9 Super- and Subscripts**5.9.1 Superscript**

A character string enclosed within two carets "^^" will be expressed as a *superscript*.

CAS Notation

```
m^^2^^ (square meter)
```

Example of Display m² (square meter)

5.9.2 Subscript

A character string enclosed within two commas ",," will be expressed as a *subscript*.

CAS Notation

$H_{2,},O$

Example of Display H_2O

A character string may contain both super- and subscripts.

CAS Notation

$\Sigma^{^5}_{n=1,}$

Example of Display $\Sigma_{n=1}^5$

5.10 Forcible Linefeed

The markup for a *forcible linefeed* is a double backslash "\\" (half-width symbol). Simply insert "\\" into the position where you wish to force a line break in the paragraph.

CAS Notation

<p>Whenever a double backslash \\ appears in a sentence, the line break will occur in that position. Break a line at the end of the sentence. \\ The next sentence will start at the beginning of the following line.</p>

Example of Display Whenever a double backslash appears in a sentence, the line break will occur in that position. Break a line at the end of the sentence. The next sentence will start at the beginning of the following line.

6)

5.11 Horizontal Lines and Forcible Page Breaks

A *horizontal line* to delimit an area and/or a *forcible page break* may be inserted into the main body of an article.

Horizontal lines

Four successive hyphens "----" may be used to create a horizontal line that stretches across the screen. The area before and after the horizontal line is limited to white space--no other characters may be used. Since a horizontal line is treated as a block, drawing two successive lines requires that an empty space be inserted between them.

Forcible Page Breaks

Four successive plus signs "++++" inserted into your text will force a page break. The following applies to all forcible page breaks:

- The markup for a forcible page break will require an empty line before and after the markup.
- A forcible page break will appear as a horizontal line in the preview display.
- A forcible page break will break a page in PDF, but will be displayed as a horizontal line in EPUB/3.

6) Although "\" (U+005C) is a backslash, it is displayed as yen sign in the Windows Japanese environment. For Mac users, it can be inserted by entering "Option + \ key".

5.12 Annotations

An *annotation* is inserted to supplement some aspect of the main text (e.g., an explanation, definition, proviso, etc.). The markup for an annotation is created by placing double parentheses on both sides of the notation content "(((" and "))". In the preview display, an annotation will appear at the end of its parent line in a smaller font and bracketed by a single set of parentheses.

If the ":footnote" attribute value is specified just after the beginning markup of annotations, the text will be treated as a footnote when published as a PDF file.

When generating a PDF for print publication, annotations may be expressed as either foot- or end notes.⁷⁾

CAS Notation

This sentence will be supplemented by an annotation. ((:footnote Where this annotation appears depends on the format and/or device you are using to view this user guide.))

Example of display This sentence will be supplemented by an annotation.⁸⁾

5.13 Tables

Only *tables* consisting of rows and columns may be marked up via CAS notation. Any complicated table which contains a merged cell or diagonal must be separately created as a figure to be embedded in the body of your article.

5.13.1 Markup for Tables

- For the markup of tables, all cell delimiters are separated by a pipe symbol "|". The equal sign "=" following the pipe symbol indicates the title cell. The following may be embedded in table cells: links, bold and/or italicized text, forcible line breaks and any preformatted items.
- Inserting a line feed code (the **Enter** key) in the middle of a cell is not supported. A line feed can only be specified by "\\n" (half-width symbol).⁹⁾
- For PDFs, a header row is inserted for every page break by specifying one in the table. Specify "|=:ah_head" to the first of the row to process as a header row.
- For PDFs, column width can be specified by attributes. Specify ":width=<width>" after the "|" (and after any other specified attributes as well). Specify a numerical value expressed in units (p. 83) to define <Width>. If it is specified in the first row, it will be applied to the entire column.
- There are two types of tables you can create via CAS-UB markup: simple and specialized (p. 73).

5.13.2 Simple Tables

The following govern the behavior of simple tables:

- Captions cannot be added. (Because ID cannot be added, captions will not be added to a list of figures)
- Tables will be placed at the marked up position within the text body.
- There is neither an empty space before nor after a table.

7) For the **Book 1** publication class, annotations other than footnotes are placed at the end of the publication in the "Notes" section. For EPUB/3, the ":footnote" attribute value cannot be used. All annotations will be expressed as either end notes or in-text notations.

8) Where this annotation appears depends on the format and/or device you are using to view this user guide.

9) See the section on forcible line breaks (p. 63) for more information.

- Borders will not be added.
- Tables are left aligned in horizontal writing, top aligned in vertical.

CAS Notation

= row header 1-a	= row header 2-a	= row header 3-a
= column header 1-b	Cell 2-b	Cell 3-b
= column header 1-c	Cell 2-c	Cell 3-c

Example of Display

row header 1-a	row header 2-a	row header 3-a
column header 1-b	Cell 2-b	Cell 3-b
column header 1-c	Cell 2-c	Cell 3-c

5.13.3 Specialized Tables

Enclose your table with "[[:tbl....]]]", if you wish to create a specialized block (p. 73) (a specialized table is a species of specialized block).

The following are features of a specialized table:

- Captions may be added to a specialized (p. 73) table. ID can be added, and an ID reference (p. 76) will be made available.
- A white space will be added before and after the table (top/down in horizontal writing, left/right in vertical writing.)
When a caption is added, a white space will be added between the caption, as well as before and after the table.
- Borders may be added to a specialized table. However in EPUB/3, their appearance may not conform to your designated CSS theme.
- In PDF, the following layouts can be specified using the attributes for a specialized block:

Markup	Attribute name	Explanation
[[:tbl Table]]]	No attribute	The table row appears in block progression, and a page break will occur in the middle of a table. If a header row is specified, one will appear repeatedly following every page break.
[[:tbl:lrtb Table]]]	lrtb	Same behavior as above when in horizontal writing mode. In vertical writing mode, tables will be positioned vertically and the rows run from top to bottom. A page break will occur whenever the table does not fit the page. A header row will be repeatedly placed following every page break if specified.
[[:tbl:as-fig Table]]]	as-fig	Regardless of the writing direction, the table will be positioned horizontally. Floating figures and images are supported. Page breaks will not occur in the middle of the table.

- Although a specialized table may be positioned horizontally or vertically (depending on the writing format)

in PDF, it is also possible to left/right align an entire table (horizontal writing mode), or top/bottom align it (vertical writing mode) by setting the attributes. The following are supported attributes:

- **start**: The table will be left aligned in horizontal writing mode, top in vertical writing mode.
- **left** : *same as start*
- **center** : The table will be center aligned.
- **end** : The table will be right aligned in horizontal writing mode, bottom in vertical writing mode.
- **right** : *same as end*

CAS Notation

```
[[[:tbl =Table with a caption
|=width=50mm row header 1-a |= row header 2-a |= row header 3-a |
|= column header 1-b |Cell 2-b |Cell 3-b |
|= column header 1-c |Cell 2-c |Cell 3-c |
]]]
```

Example fo Display

row header 1-a	row header 2-a	row header 3-a
column header 1-b	Cell 2-b	Cell 3-b
column header 1-c	Cell 2-c	Cell 3-c

Table with a caption

5.13.4 Loading a table in CSV format

CSV files uploaded to your publication using the Include (p. 77) feature may be read as tables.

The following options are available for CSV files:

- hh -- The first row is treated as a header. (Marked up as "|=")
- vh -- The first column is treated as a header. (Marked up as "|=")
- hh vh -- The first column and row are treated as headers.

The extension of a CSV file must be entered as "csv" (lower case), and the encoding of the text file must be UTF-8. If any periods other than ".csv" are input, an error will occur.

CAS Notation

```
<<include foo.csv table>>

[[[:tbl =CSV include
<<include foo.csv table hh vh>>
]]]
```

Contents of foo.csv

```
first row 1-a, first row 2-a, first row 3-a
first column 1-b, cell 2-b, cell 3-b
first column 1-c, cell 2-c, cell 3-c
```

Example of Display

first row 1-a first row 2-a first row 3-a
 first column 1-b cell 2-b cell 3-b
 first column 1-c cell 2-c cell 3-c

first row 1-a	first row 2-a	first row 3-a
first column 1-b	cell 2-b	cell 3-b
first column 1-c	cell 2-c	cell 3-c

CSV Include

5.14 Index Entries

An *index entry* consists of the contents of an element, and its reading is specified as a value of the key attribute. An index entry may be marked up to contain emphasized text (i.e., bold and italic) or range. You also have the option of creating nested indexes for your CAS-UB publication.

Simple Index

CAS Notation

```
**:index E-books**
//:index E-books//
[[[:index E-books]]]
```

Example of Display **E-books**

E-books
 E-books

If you do not wish to have the index term displayed in the body of your text, simply insert ":nodisp" immediately following the initial "[[" .

CAS Notation

```
[[[:nodisp:index E-books]]]Electronically delivered books can be easily made using CAS-UB
```

Example of Display Electronically delivered books can be easily made using CAS-UB

Nested Index The following is an example of nested index:

[E]

E-books 25
 -- how to make 38

To make a nested index, you must specify the parent ("prim") and secondary terms("second"), specify second as a

child after specifying mindex as parents' and child's index word.

CAS Notation

```
[[[:mindex Explain [[[:second how to make]]] [[[:prim E-books]]]. ]]]
```

Example of Display Explain how to make E-books.

5.14.9 Two Nested Indexes.

【E】

E-books 25
-- how to make 38

【H】

how to make 25
-- E-books 38

When you want to use the two index terms “E-books” and “how to make” in two ways like, “E-books/how to make” “how to make/E-books”, markup as follows:

CAS Notation

```
[[[:index Describe **:both how to make** **:both E-books**]. ]]]
```

Example of Display Describe **how to make E-books**.

5.15 Images and Figures

Images and *figures* may be uploaded and used by specifying the file name. When you upload them to CAS-UB, they are saved in the images folder prepared for each publication registered on our server. In order to display images and figures in an article, use the following markup “`{{image file name|alternative text}}`”

The supported image file formats include: JPEG, PNG, GIF (raster) and SVG (vector).¹⁰⁾

The following rules apply when creating file names for images and figures:

- The characters which may be used for a file name must be half-width alphanumeric characters and “-”.
- The extension of the file name must be lower case.

When placed within a line, images and figures become inline images. If enclosed with `[[[:fig]]]` and specified as an inline area (p. 71), they become block images.

Block images and figures are reduced proportionally to the body region when published as a PDF. If they are inline images, they will appear in the actual size and may extend beyond the parameters of the body region. In EPUB/3, images and figures will often be scaled to screen width depending on the e-reader.

¹⁰⁾ In EPUB, SVG display may vary depending on the device used to view the publication.

CAS Notation

In this sentence, a marked up image is treated as an `{{CAS-Mark.jpg |CAS service mark }}` inline image.

If you want to treat an image as a block image, make it a specialized block.

```
[[[:fig
{{CAS-Mark.jpg |CAS Service Mark}}
]]]
```

The image above will be treated as a block image (independent paragraph.)

":fig" is an attribute name that indicates the image block.



Example of Display In this sentence, a marked up image is treated as an inline image.

inline image.



The image above is treated as a block image (independent paragraph).

5.15.3 Image and Figure Captions

Captions may be added to images and figures by creating special blocks (p. 73). When a caption is attached to a special block, an ID (p. 67) will be assigned.

Insert a half-width white space and "=" after "[[:fig". Simply insert your caption immediately following the "=",¹¹⁾

CAS Notation

```
[[[:fig =Caption of Figures
{{CAS-Mark.jpg |CAS service Mark }}
]]]
```

Example of Display



Caption of Figures

¹¹⁾ Captions will appear under the figure in EPUB/3 and at the top of the figure in PDF format. You may also indicate where the caption will appear (either top or bottom) by specifying the V2 theme in the layout settings for publishing a document as a PDF.

5.15.4 Specifying image size

The size of images may be defined via attributes (p. 78) ("width" and "height"). Specify ":attribute name =value" immediately following "{", then input the numeric value expressed in units (p. 83). A half-width white space is required between the value and image file name.¹²⁾

CAS Notation

```
[[[:fig =width~=specify 50% : 50% width of the body region
{{:width=50% CAS-Mark.jpg | CAS-Mark.jpg}}
]]]

[[[:fig =height~=specify 10mm : Same as the height of the body text
{{:height=10mm CAS-Mark.jpg | CAS-Mark.jpg}}
]]]
```

Example of Display



width~=specify 50% : 50% width of the body region



height~=specify 10mm : Same as the height of the body text

5.15.5 Cover Images

- Cover images may be specified by setting the image file names as one of the following: cover.png, cover.jpg or cover.gif.
- In Apple iBooks (v1.2), although these images will be icons of a bookshelf, any file designated "cover.svg" will not.

5.16 Preformatted Block

An area enclosed by three curly brackets ("{{{") will become a preformatted block. Markup is not interpreted within preformatted blocks, and any notation that appears inside of this area will be displayed in the body of your text. The tilde is the only exception and may be used as an escape character within a preformatted block.

CAS-UB does not support the nesting of preformatted blocks.

CAS Notation {{{

```
This text exists within a preformatted block; //it will be neither italic
/**nor bold.**
}}}
```

¹²⁾ The size setting is effective only when your document is published as a PDF. In EPUB/3, it is possible to designate the size setting by using a CSS style sheet. How an image appears, however, will depend on the device used to view the publication.

This text exists outside a preformatted block; //it will be italic
//**and bold.**

Example of Display

This text exists within a preformatted block; //it will be neither italic
//**nor bold.**

This text exists outside a preformatted block; *it will be italic* **and bold.**

5.17 Specifying an Inline Area

Specify an inline area by enclosing it with brackets ("[[[" - "]]]"), and then specify a block area (p. 72). Any item which is not marked up as existing within a block area will appear inline.

CAS Notation

Specifying the inline area means [[[:index specifying the inline area]]] as a section that exists as part of a sentence.

Example of Display Specifying the inline area means specifying the inline area as a section that exists as part of a sentence.

In the example above, the phrase “specifying the inline area” has been specified as an index entry (p. 67).

5.18 Block Quotations

Any quotation set off from the main text is referred to as a *block quotation*. These are typically used in cases where a quote consists of two or more lines of text. The text of the quote appears indented and in a smaller font. The following applies to the markup for block quotations:

- Input "|>>" above the first line of your quote and "|<<" under the last line.
- Block quotations may be nested.
- Markup which appears within block quotations will be interpreted.
- Lists may be included within a block quotation.

CAS Notation

This is the last line of the preceding paragraph.

|>>

This is the start of a block quotation. It will be set off from the text that surrounds it. It appears in a smaller font to further differentiate it from the rest of the main text. Block quotes are typically used for longer quotes that take up two or more lines of text.

|<<

This is the first line of the subsequent paragraph.

Example of Display This is the last line of the preceding paragraph.

This is the start of a block quotation. It will be set off from the text that surrounds it. It appears in a smaller font to further differentiate it from the rest of the main text. Block quotes are typically used for longer quotes that take up two or more lines of text.

This is the first line of the subsequent paragraph.

5.19 Specifying Block Areas

If you want to specify an individual section of your article, enclose it with three brackets ("[[[" - "]]]"). The markup for area specification may be applied to the entire block area (*div* element in HTML) or an inline area (*span* element of HTML) under the following rules:

- 1) The first markup should be placed at the beginning of the line. A white space in that position will be deleted.
- 2) An attribute plus "=" may be placed after the first markup. If a line break follows, it will be interpreted as the start of the specified block area.
- 3) The final markup should be positioned at the beginning of the line. A white space in that position will be deleted.
- 4) Any other markup will be interpreted as part of the specified inline area.

The area specification determines the behavior of a block in conjunction with an accompanying attribute. CAS notation defines five attributes. These five are referred to as *special blocks* and are shown below with their respective markup.¹³⁾

- column (***col***)
- summary (***sum***)
- figure (***fig***)
- table (***tbl***)
- annotation (***ann***)

See the section on special blocks (p. 73) for more information.

CAS Notation

```
[[[
This begins a specified block area.

* list item
** list item

This sentence includes//italic//.
http://www.antenna.co.jp/
]]]
```

Example of Display

```
This begins a specified block area.

* list item
```

¹³⁾ If only the area is specified, it is a meaningless markup and CAS-UB cannot distinguish how it will be displayed unless an accompanying attribute is included in the markup. A markup error message "MARKUP ERROR: No class is given <div>" will be embedded in the PDF, and the contents of the block area will be displayed in the body of the document as well.

****** list item

This sentence includes// italic//.

[[http://www.antenna.co.jp/]]

Because the block area is only specified in the example above, the message "there is a strange div" will appear if published as a PDF. Keep in mind that it is also necessary to specify any required attributes (p. 78) in the markup.

5.20 Special Blocks

When specifying block areas, you have the option of adding attributes and captions, creating what is referred to as a *special block*.

Indicate the type of block you wish to create via the appropriate class attribute immediately following the start of the block area. The five special block types supported by CAS-UB are shown below with their respective markup:

- column (*col*)
- summary (*sum*)
- figure (*fig*)
- table (*tbl*)
- annotation (*ann*)

5.20.1 Caption

A caption may be added to a special block. On the same line as an opening mark ("[[["), any character string placed after "=" will be designated as the caption.¹⁴⁾ The following shows an example of combining a special block with a caption:

CAS Notation

```
[[[
This is not a special
block (It's only a div.)
]]]
```

* ↑ If only specifying the area, there is no meaning on the context, no distinction on a display, neither. Such a markup is invalid.

```
[[[ = This is a caption.
This is a div with a
caption that is not a special block.
]]]
```

¹⁴⁾ ID is automatically assigned to the caption of a special block and may not overlap within a single article. If the same caption appears more than once in an article, add an identification character (e.g., "#" or "+") at the end of the caption. A half-width alphanumeric character may also be used as an identification character. If you wish to use "#" as a character, add a tilde beforehand and escape (p. 80) ("~#"). See the section on ID referencing (p. 76) for more information.

* ↑ Since the attribute is required for specifying the area, such a markup is invalid.

```
[[[:sum
The attribute name is sum, there is no caption.
]]]
```

```
[[[:col = This is a caption.
The attribute name is col, a caption is added.
]]]
```

Example of Display

This is not a special
block (It's only a div.)

- ↑ If only specifying the range, there is no meaning on the context, no distinction on a display. Such a markup is invalid.

```
[[[ = This is a caption.
This is a div with a
caption that is not a special block.
]]]
```

- ↑ Since the attribute is required for specifying the area, such a markup is invalid.

```
[[[:sum
The attribute name is sum, there is no caption.
]]]
```

```
[[[:col = This is a caption.
The attribute name is col, a caption is added.
]]]
```

5.2I Typewriter

No markup in any area of a paragraph enclosed by ("{{{")and ("}}}") will be interpreted. They will be treated as preformatted inline text (typewriter).

CAS Notation

Within the parentheses {{{ ({{CAS-Mark.png |Figures are not inserted}}) }},
markups are not interpreted.

Example of Display Within the parentheses ({{CAS-Mark.png |Figures are not inserted}}) , markups are not interpreted.

Note: If the block area is specified as preformatted, page breaks will not appear in most e-readers. If a situa-

ble line break is not inserted in a long text, individual sentences will be difficult to read, and the display may possibly collapse in some readers.

5.22 Internal and External Links

Internal links to other articles within your publication can be placed in your text by specifying the ID of the article you wish to link to. When in editing mode, choose the appropriate article from the drop down menu labeled **ID Reference** towards the bottom of the page. Once you have selected an article, click the **CAS Notation** button to the left of the menu. Keep in mind that the markup for the ID reference will be placed in the body of your text where the cursor is located at that time.

For *external links*, you should markup the link to a Web page using the following form: `[[URL |anchor text]]`.¹⁵⁾

See the section on ID Reference (p. 76) for more information.

CAS Notation

```
* [[http://www.abc.co.jp/ |ABC Company Web page]]
* ABC Company Online Shop : [[https://www.abc.co.jp/shop/html/]]
* ABC Web page (FTP site) : ftp://www.abc.co.jp/
```

Example of Display

- ABC Company Web page
- ABC Company Online Shop : <https://www.abc.co.jp/shop/html/>
- ABC Web page (FTP site) : <ftp://www.abc.co.jp/>

5.22.3 Options for Displaying a URL

When viewing either an EPUB/3 or PDF on commonly used devices, simply clicking the anchor should navigate you to the intended destination. Displaying the URL is not required.

When printing to PDF, however, a link destination cannot be referred to unless printed. You can specify to output the URL when generating PDF in CAS-UB by adding an exclamation mark "!" before the URL. A half-width white space is required between "!" and URL. You may also include the option to browse the link destination by opening another window. To do so, simply insert ">" before the URL. If you wish to specify both output to PDF and to browse by opening a new window, you must insert the "!" first, before the ">" (see the last example).

CAS Notation

```
* [[! http://www.antennahouse.com/ | Antenna House Home]]
* [[> http://www.antennahouse.com/ | Antenna House Home]]
* [[!> http://www.antennahouse.com/ | Antenna House Home]]
```

Example of Display

- Antenna House Home(<http://www.antennahouse.com/>)

¹⁵⁾ Because CAS-UB neither detects the URL nor automatically generates a corresponding anchor, any URL without the appropriate markup will not be linked.

- Antenna House Home
- Antenna House Home(<http://www.antennahouse.com/>)

5.23 ID Reference

5.23.1 Reference by ID

ID will automatically be added to the following items:

- title (Title (p. 58) reference)
- caption (Caption (p. 73) reference)

You may link to a specific destination by specifying the ID as a reference destination. To specify a link to an external page (p. 75), simply input the entire URL in place of an ID.

In order to process an ID reference, input either `[[Reference destination ID|anchor text]]` or `[[Reference destination ID]]`. When the anchor text is omitted, the title or caption of a reference destination is outputted as anchor text. When editing your article, use the **ID reference** feature to obtain internal IDs.

See the section on markup assistance features (p. 43) for more information.

The following applies to creating ID reference markup:

- A reference starting with "#" is used to refer to a destination within the same article.
- A reference starting with "##" is used to refer to a different article from the same publication.
- If a reference destination is neither a URL, nor begins with "#", it will be interpreted as the specified file name of an article without the extension and will be applied to the relative URL (`{reference}.html`). When the anchor text is not specified, an article title is inserted as anchor text when generating an EPUB/3 or PDF. The file name of an article is displayed at the right side of an article title in a list of articles, etc. For example, although the file name of this article is 201108021925a.ent, you must not add .ent when you specify the link destination.
- When the reference destination is URL, CAS-UB does not check whether the reference destination is correct or not.
- When the specified ID does not exist in your publication, the warning "ID Not Found:<specified ID>" will be inserted when generating PDF. In EPUB/3, "WARNING:???" will be added to the anchor text of a link.

CAS Notation

* `[[##h.201108021927a.Attribute_2oNames_2oand_2oValues]]` will be referred.

* `[[##h.201108021927a.Attribute_2oNames_2oand_2oValues | Attribute, Names and Values]]` will be referred.

* `[[#h.201108021927a..reference by ID]]` will be referred.

* `[[201108021927|Types of Publication]]` will be referred.

* `[[201108021927]]` will be referred.

Example of Display

- 5.25.1 Attribute Names and Values (p. 79) will be referred.
- Attribute, Names and Values (p. 79) will be referred.
- #h.201108021927a..reference by ID will be referred.
- Types of Publication (p. 77) will be referred.

- 5.24 Including Files (p. 77) will be referred.

5.24 Including Files

You have the option to import entire files to your CAS-UB publication, which will enable you to incorporate large amounts of existing content into your document. To do so, click the ***Include*** link at the top center of your page. You will then be directed to a page where you can upload new files or view the files you have already uploaded to your CAS-UB publication.

The following applies to any files you wish to upload and import into your publication:

- The file should only be a text file.
- Available encoding is UTF-8 only.
- For files in CSV format, the extension must be .csv (all lower case). When importing a table in .csv format, a table option will be required.
- Each file must be individually uploaded and saved to any CAS-UB publications you wish to import it to. File sharing is currently not supported by CAS-UB.
- If the pre option is specified, the contents of an include text will be treated as a Preformatted Block (p. 70) and will not be evaluated by CAS notation.

The target include can be uploaded on the Include File Management screen.

You can also upload files while editing. See also Markup Assistance Features (p. 43) for details.

CAS Notation

Include without the pre option

```
<<include include-test.txt >>
```

Include with the pre option

```
<<include include-test.txt pre>>
```

Contents of include-test.txt

```
---Starting from<
```

```
This is text to be included in the text body.
```

```
* The target include file is ** text file** only.
```

```
>to the end---
```

Example of Display Include without the pre option (The markup within the include text will be evaluated.)
This is a text to be included in the documentation.
Include without the pre option (Include text will be inserted as a preformatted block (p. 70)).

```
This is a text to be included in the documentation.
```

Uploading include text You can also upload files while editing. See also Markup Assistant Features (p. 43) for details.

In the Management screen of the include file, you can upload or delete the include text, confirm the contents.

5.25 Attributes

By adding an attribute to an element in HTML, you are able to define how it will be interpreted and displayed in your CAS-UB publication.

You may apply attributes to any element controlled via markup language. All attributes consist of two components: a key defining the attribute name and a corresponding value limiting the behavior of that key. When working on your CAS-UB publication, you may also specify class attributes available in general purpose HTML. The table below contains a list of attribute names along with a description of what they define, what elements they can control and what format(s) support them.

Attribute Name	Effect	Usable Element	PDF	EPUB3.0	EPUB
nodisp	Hidden		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
index	index	paragraph, inline area specification strong emphasis, emphasis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
mindex	nested index		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
prim	nested index		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
both	nested index 2		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
key=	index term		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
tbl	specialized table	block area specification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
fig	specialized figure	block area specification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
sum	summary	block area specification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
col	column	block area specification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ann	annotation	block area specification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
footnote	Footnote	annotation	<input type="radio"/>		
left	left (top) align	paragraph, title, inside the table cell	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
left	left (top) align	entire table	<input type="radio"/>	<input type="radio"/>	
start	left (top) align	paragraph, title, inside the table cell	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
start	left (top) align	entire table	<input type="radio"/>	<input type="radio"/>	
center	center	paragraph, title, inside the table cell	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
center	center	entire table	<input type="radio"/>	<input type="radio"/>	
end	right (bottom) align	paragraph, title, inside the table cell	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
end	right (bottom) align	entire table	<input type="radio"/>	<input type="radio"/>	
right	right (bottom) align	paragraph, title, inside the table cell	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
right	right (bottom) align	entire table	<input type="radio"/>	<input type="radio"/>	
start1	left (top) margin	paragraph, block quotation	<input type="radio"/>		
start2		preformatted block			
start3					

end1	right (bottom) margin	paragraph, block quotation	○	
end2		preformatted block		
end3				
tcy	tate-chu-yoko	inline area specification	○	○
emark	emphasis mark	inline area specification	○	○
emark2		strong emphasis, emphasis		
emark3				
width	figure width, table column width	figure, inside the table cell	○	○
height	figure height	figure	○	○

Main usable attributes

5.25.1 Attribute Names and Values

- Specify the value of a class attribute by inserting a colon ":" immediately following the CAS markup symbol. When publishing your document as an EPUB/3, a specified class attribute value will be added to the token sequence delimited by the white space. For PDFs, only the attribute values defined in the PDF layout specifications will be interpreted.
- [':' character string 1 '=' character string 2 white space] means to specify the value (character string 2) to the attribute name (character string 1). In EPUB output, if the specified attribute is not defined in XHTML, although the attribute is effective, EPUBCheck will generate an error and delete it. In PDF output, only the attributes and attribute values defined in "PDF layout specification (under creation.);" will be effective.
- If a ":", "=", or white space appears within the character string of an attribute name or value, you should insert a *tilde* to escape.

The following CAS notation examples are given along with their corresponding HTML markup.

CAS Notation

We will explain how to specify [[[:index Attribute]]]attributes and attribute names.

Example of Display We will explain how to specify attributes and attribute names.

HTML

We will explain how to specify attributes and attribute names.

5.25.2 Class attributes

Class attributes may be applied to arbitrary HTML elements. The value of a class attribute is defined by using the following formula: "**string**"

CAS Notation

:center This sentence will appear in the center of the page.

Example of Display This sentence will appear in the center of the page.

HTML

```
<p class="std">This sentence will appear in the center of the page.</p>
```

5.26 Using CAS Notation Characters as Normal Characters in Your Publication

If you wish to use a CAS notation character as a normal character to appear in your publication, you must insert a "~" (tilde) to indicate that the character is to be interpreted literally rather than as CAS markup. The "~" is the escape symbol and will be interpreted as such when working in the CAS-UB environment.

Rules for Escaping

- 1) The character immediately following "~" will be displayed and not interpreted as markup.
- 2) Only one subsequent character will be escaped--nothing else. For example, if "~{" is written, then "{" will be interpreted as the markup.
- 3) Escaping will not be interpreted inside URLs. For example, the tilde in the address "http://example.jp/~ichiro/" will not be interpreted as an escape.
- 4) Escaping will not be interpreted within preformatted blocks or typewriter mode.
- 5) If you want to use the tilde itself as a normal character, simply insert "~" in order to escape it.

When to Use

- Whenever you need to prevent an item from becoming part of a list, simply escape the list symbols ("*" or "#").
- Whenever you need to add a ":", "=", or " " (white space) within the character strings of an attribute name or its value.

CAS Notation

```
~# 1
```

Example of Display # 1

5.27 Reserved Symbols

As we are constantly striving to improve our product, CAS notation will continue to expand in order to support each new feature we implement. As such, the following characters have been reserved:

- @@
- ##
- \$\$
- %%
- &&
- ++
- ""

If you wish to use any of the reserved symbols as characters to appear in your CAS-UB publication, simply escape them by inserting a tilde ("~") as you would other CAS notation characters. If a reserved symbol is used without escaping, the following warning message will be displayed in the published document:

SYS-WARNING: @@ is reserved for future function. Please escape with tilde(~)

5.28 Cascading Style Sheets

A cascading style sheet may be added to your CAS-UB publication for greater control over the parameters of your visual layout. There is no guarantee, however, that all of your defined CSS properties will be displayed in your published document.

Style sheets may be incorporated into your CAS-UB publication according to the following rules:

- The file name of any style sheet must be ***style.css***.
- Available encoding is UTF-8 only.
- Style sheets must be uploaded to the style sheet folder prepared for every publication.
- When images are referred within a style sheet, they must also be uploaded to the style sheet folder.

5.29 Special Characters

You may wish to include *special characters* that are not available for simple insertion via the keyboard (e.g., unicode characters, emoticons, pictorial symbols, ancient characters, etc.). With CAS-UB, this can be done by using the markup that references the specific numbers for any of those characters.

The markup for special characters begins with "{{&" and ends with "}}". If you wish to specify multiple characters in succession, you must delimit them via a semicolon ";" and begin each character string with "&#".

CAS Notation

```
{{&#0169;&#0174;}}
```

Example of Display ©*

5.30 Block Margins

When creating your CAS-UB document, you may wish define the right and left margins (top and bottom in vertical writing mode) to a specific value for the entire document. To do so, simply apply the desired parameters to a special block. **Please note:** this markup is effective only when publishing your document as a PDF.

Margins can be specified either in the PDF Advanced Settings (p. 87) (under **Block Margins (p. 94)**), or by adding attributes (p. 78) to a block. Block margin specifications are effective for the following blocks:

- Paragraph (p. 57)
- Block quotations (p. 71)
- Preformatted block (p. 70)

The following are attributes for block margins:

- start margin of a block 1 attribute name : start1
- end margin of a block 1 attribute name : end1
- start margin of a block 2 attribute name : start2

- end margin of a block 2 attribute name : end2
- start margin of a block 3 attribute name : start3
- end margin of a block 3 attribute name : end3

CAS Notation

:start1endi Change the start margin of this paragraph to the width set to start1 and change the end margin to the width set to end1.

|>>:start2

Change the start margin of this block quotation into the width set to start2.

[[[:tbl =Table inside the block quotation

|Witdh=25% |Witdh=25% A|Witdh=25% B|Witdh=25% C

|1|a|b|c

|2|d|e|f

|3|g|h|i

]]]

|<<

{{{:start3:end1

Change the left and right margins of ****Preformatted block****.

Set the start margin to :start3 and end margin to :end1.

}}}

The image below shows the interface for defining block margins via the PDF Advanced Settings (p. 87):

Title of list of tables		LOT
Block margin		
Margin of block start 1	5em	start1
Margin of block end 1	6em	end1
Margin of block start 2	10em	start2
Margin of block end 2	10em	end2
Margin of block start 3	10em	start3
Margin of block end 3	2em	end3
Anchor		

Example of Display Change the start margin of this paragraph to the width set to start1 and change the end margin to the width set to end1.

Change the start margin of this block quotation into the width set to start2.

Witdh=25%	Witdh=25% A	Witdh=25% B	Witdh=25% C
1	a	b	c

2	d	e	f
3	g	h	i

Table inside the block quotation

Change the left and right margins of ****Preformatted block****.
Set the start margin to :start3 and end margin to :end1.

5.31 Units

Units are required when specifying the value of the markup and generation for your CAS-UB publication. The following units may be used:

Absolute units

- **pt** : **point** (one point = 1/72 inch) *Mainly used for specifying the size of the character.*
- **pc** : **pica** (1 pica = 12 points) *Mainly used for specifying the size of the character.*
- **in** : **inch** (1 inch = 2.5 centimeters) *Mainly used for specifying the width and height.*
- **cm** : **centimeter** *Mainly used for specifying the width and height.*
- **mm** : **millimeter** *Mainly used for specifying the width and height.*

Relative units

- **em** : The relative value against the basic character size of 1, which is the width of the capital letter of M. *Mainly used for specifying the size or width of the character.*
- **rem** : The relative value against the basic character size of 1, which is the width of the capital letter of M. *Mainly used for specifying the size or width of the character.*
- **lh** : The relative value against the basic character size of 1, which is the height of the capital letter + space between lines. *Mainly used for specifying the white space before and after the block.*
- **%** : The ratio against the higher rank block. *Mainly used for specifying the width and height.*
- **px** : **pixel** ¹⁶⁾ *Mainly used for specifying the image size.*

5.32 Creating Links in Your Publication

Internal Links If you want to create links to figures or paragraphs within your publication (e.g., to refer to an image, a figure or another chapter of your publication, etc.), you can use the CAS notation functionality below the input fields. First, select the internal destination you wish to link to by choosing an ID from the drop down menu, and then click the **CAS Notation** button to insert the link into your text.

¹⁶⁾ In EPUB/3 and Kindle (mobi) formats, the pixel count will be determined by the display resolution of the output device. For PDFs, however, the pixelation will be the absolute unit converted by 96dpi.

Entry Class: front matter ▼

ID Reference ×

Select an ID:

Annotation a.201108021924a.Note: ▼

Annotation a.201108021924a Note: ▲

Annotation a.201309091628.Note

Annotation a.201309121654.Caution

Annotation a.201309121658.Caution.2

Article e.201107111055.Front matter

Article e.201107111055a.Introduction

Article e.201107111426.User Support

Article e.201107111430.CAS-UB Features and Edit Screen

Article e.201107111431.Workflow

Article e.201107131758.Creating a New Publication

Article e.201107261344.Article and Publication Classes

Article e.201107261349.Publication Class: None

Article e.201107261358.Publication Class: Book 1

Article e.201107261523.Editing an Article

Article e.201107271525.Publishing Formats: EPUB/3, Kindl...

Article e.201107271550.Creating a New Article

Article e.201107271551.Adding Article Content

Article e.201107271552.Notes for Adding Article Content

Article e.201107281553.PDF Generation Setup

Article e.201107281553a.Generation Setup for EPUB/3 ▼

Entry Class: front matter ▼

Link

ID Reference

Bibliography ID Reference

ID Reference

Select an ID:
Annotation a.201108021924a.Note: ▼

Anchor Text:

CAS Notation

Close

Chapter 6 PDF Advanced Settings [Book 1 en] Generalbook en v2

The layout of a published PDF may be controlled by selecting **Layout Settings** on the PDF generation screen. The items available for manual setting will vary depending on publication type and layout themes. The advanced layout settings for **Generalbook en v2** include the following items:

- Paper Size (p. 87)
- Paper Size and Margin (p. 88)
- Text
- Page Number
- Header Layout
- Pages
- Cover Page
- Table of Contents
- Title Number Level
- Chapter Title Page
- Chapter (Title Level 1)
- Section (Title Level 2)
- Subsection (Title Level 3)
- Title Level 4
- Title Level 5 or Lower (p. 92)
- Emphasis Mark
- Itemized List (p. 93)
- Ordered List (p. 92)
- Figure Layout (p. 93)
- Table (p. 93)
- Figure Caption (p. 94)
- Figure Number (p. 94)
- List of Figures or Tables (p. 94)
- Block Margins (p. 81)
- Anchor Text (p. 95)
- Strong Font (p. 95)

6.1 Paper Size

Select the paper size for your published document from the following sizes:

- Shortie (5.5x 8.5 in)
- Letter (8.5x 11.0 in)
- Executive (7.25 x 10.5 in)
- Legal (8.5x 14 in)
- Envelope #10 (4.12 x 9.5 in)
- Envelope Monarch (3.88 x 7.5 in)
- Tabloid or Ledger (11.0 x 17.0 in)
- A5 Letter [European] (14.8 x 21.0 cm)
- B5 Letter [European] (17.6 x 25.0 cm)

- A4 Letter [European] (21.0 x 29.7 cm)
- Paper 1
- Paper 2
- Paper 3

6.1.1 Custom Paper Setting

Paper 1, **Paper 2** and **Paper 3** are reserved for your own custom paper sizes and may be defined in the **Custom Paper Setting**. To add your own custom sizes, follow the steps below:

- 1) Select the name you want to register from the list on the left, then click the **Load** button to view the settings.
- 2) Enter the name of a paper into the input column of **paper size name**. (We recommend using the paper size as the name.)
- 3) Enter the paper width (in units) into the appropriate column.
- 4) Enter the paper height (in units) into the appropriate column.
- 5) After inputting all three items, click the **Save** button located at the lower right.

Copy the Custom paper size from other publications. You may utilize custom paper sizes already assigned to one of your other CAS-UB publications:

Select ▼ from the column located in the center to show a list of your publications. Select the publication which already has the custom paper size and select **Copy the custom paper size from the other publications** button located on the right side.

6.2 Paper Size and Margin

The following paper size and margin settings may be used:

- Paper width
- Paper height
- Left/Right margin
- Top/Bottom margin
- Gutter (Specify a margin required for bookbinding publications.)
- Top offset

Paper width and height will be determined by the paper size (p. 87). If you want to change the size, change the paper size (p. 87) settings.

Specify left, right, top, and bottom margins by the value expressed in units (p. 83)

Specify gutter and top offset by the numerical value expressed in units (p. 83).

6.3 Characters

The following settings may be applied to the characters of your text:

- **Default font family** (e.g., serif, sans-serif, monospace, etc.)
- **Default font size** (The size defined will be the standard value expressed in **em** units (p. 83).)
- **Default line height** (The size defined will be the standard value expressed in **lh** units (p. 83).)

6.4 Page Numbers

The following may be applied to page numbers:

- Font family
- Font size
- Position
 - Top Left
 - Top Right
 - Top Center
 - Top Outside
 - Bottom Left
 - Bottom Right
 - Bottom Center
 - Bottom Outside

Specify the font size for a page number by the numerical value expressed in units (p. 83). If **em** is used as the unit, the relative value against the character size of the text may be specified. For example, "1em" will be the same as the character size of the text.

If either **Top Outside** or **Bottom Outside** is specified as the position of the page number, the number will appear on the left for odd pages and on the right for even.

6.5 Running Headers

The following settings may be applied to the layout of running headers:

- Position
 - Center
 - Outside
- Style
 - Single (The chapter title appears on odd pages.)
 - Double (The chapter title appears on odd pages, and the section title on even pages.)
- Font family
- Font size

The default positioning for a running header is left side for odd pages and right side for even. The positioning of the header, however, may be specified.

6.6 Front Cover

In order for a cover page to be generated, you must set the option to "**Cover page = yes**" in either the **Advanced Layout Settings** (PDF) or the **MISC.** (EPUB/3) tabs.

You have two options when designating a cover page: an automatically generated cover page (comprised of your publication information), or you may create your own cover and upload it to CAS-UB as an image file. (In the case of the latter, make sure you have selected to use a user image for your cover in the settings.)

The following are settings you may specify when using an automatically generated cover page:

- Specify the vertical and/or horizontal position
- Specify the alignment
 - left
 - center
 - right
- Specify the right/left margins
- Specify the font
- Specify the font size

Logo If you want a logo to appear on the cover page, it must be uploaded under the file name ***publisherLogo.jpg***. Also, the logo will not appear on the cover if you do not have the publishing agency logo selected for output.

6.7 TOC

You can determine the layout and content to be included in the automatically generated table of contents (TOC) for your CAS-UB publication. To control the content which appears in your TOC, you must define the levels of your (sub)titles. You may designate whether the entries consist of chapters, sections, subsections, etc. ***Please note:*** a table of contents will not be created unless ***Table of contents = yes*** option in the generation setup (p. 29) is specified.

You may control the following settings for your TOC:

- **TOC output level** (Specify the chapter as level 1, the section as level 2 and so on down to level 6.)
- **Position of TOC page number** (Indicate where the page number of a (sub)title appears.)
- **TOC leader** (When TOC page numbers appear at the "end of the line," leaders [dotted lines] may be selected for "all" [entries], "chapters only" or "none".)

6.8 Title Number Level

Specify the title levels to appear in the main text of your CAS-UB publication via the drop down list in the generation setup (p. 29). The following are the settings that may be applied to your (sub)titles:

- 0: Without number
- 1: Chapter only (level 1 only)
- 2: Chapter and section (level 1 and level 2 may be specified)

You have the option of designating up to 6 title levels.¹⁾

6.9 Chapter Cover Page

You may control the layout of chapter title pages via the following settings in the generation setup (p. 29):

- **Chapter cover page**
 - single (Create a chapter cover page with the section beginning on the reverse side.)
 - double (Create a chapter cover page with content appearing on both sides.)
 - no cover and odd (No chapter cover pages will be created, and each section will begin on an odd page.)

¹⁾ Keep in mind that specifying the title levels will have an impact on the contents which appear in your TOC.

- no cover and no force (No chapter cover pages will be created, and each new section will begin on the page immediately following the section preceding it.)
- **Vertical position of chapter cover page title** (Specify the starting position of the chapter title in block progression dimension.)
 - center
 - custom (Specify the position of the *Chapter cover page title*.)
- **Vertical position of chapter cover page title (custom)** (When Vertical position of chapter cover page title is set to **Custom**, the starting position of a line can be specified by a numerical value expressed in units (p. 83).)
- **Horizontal position of chapter cover page title** (Select the alignment of the title within a line)
 - left aligned
 - centered
 - right aligned
- **Horizontal position of chapter cover page title (custom)** (Specify the left and right margins by a numerical value expressed in units (p. 83).)

6.10 Level 1 Title

You may specify the following style options for the level 1 (chapter) title:

- Font family and size
- Position of title (left justified or center)
- Indentation
- Numbers appearing before or after the title
- Space appearing between the chapter number and title

6.11 Level 2 Title

The following style options may be specified for level 2 titles:

- Font family and size of level 2 title number/text (expressed in units (p. 83))
- Delimiter between chapter and section number
 - 1.1 (period)
 - 1–1 (en dash)
- Alignment of level 2 title
 - center
 - left justified
- Indentation of level 2 title (expressed in units (p. 83))

A space of **rem** is inserted between the title and number (section). Keep in mind that section numbers will not be generated when the "Level 2 Title" options are set to either "o" (No chapter/section) or "1" (chapter only).

6.12 Level 3 Title

The following style options may be specified for level 3 titles in the generation setup (p. 29):

- Font family and size of level 3 title number/text (expressed in units (p. 83))
- Font weight of level 3 title number/text
 - normal

- bold
- Alignment of level 3 title
 - center
 - left
- Display align of level 3 title (The level 3 title [subsection] will be set to 2 lines. Specify the vertical alignment.)
 - center
 - after (bottom aligned)
- Indentation of level 3 title (expressed in units (p. 83))

The subsection number will not be generated if the options are set to either "o" (without number) or "1" (chapter only).

6.13 Level 4 Title

The following style options may be specified in the generation setup (p. 29) for level 4 titles:

- Font family and size of level 4 title number/text (expressed in units (p. 83))
- Font weight of level 4 title number/text
 - normal
 - bold
- Style of level 4 title (Specify the alignment of the level 4 title within lines.)
 - inline title (Start the text body from the same line of the title.)
 - block title (Start the text body from the next line of the title.)
- The level 4 title will be set to 1 line when the style is designated as ***Block Title***.
- When the style is designated as ***Inline Title***, a space of ***rem*** will be inserted between the title and text body.
- Whenever a table (p. 93), preformatted block (p. 70) or special block (p. 73) immediately follows a level 4 title, the title will be displayed as a block title, even if the style is set to inline title.
- Level 4 titles are fixed left-aligned, and the beginning of the title will be indented ***rem***.

6.14 Title Levels 5 and 6

There are no user specified options for title levels 5 or 6. The following are the fixed settings that will be applied:

- Font family of text/number (IPAex Mincho)
- Font size of text/number (1em)
- Font weight of text/number (emphasis)
- Number of lines (1 line)
- Alignment (left-aligned)
- Indentation (1em)

6.15 Ordered and Itemized Lists

6.15.1 Ordered Lists

You have the option to specify the numbering style of any ordered lists appearing in your CAS-UB publication. For nested lists, the secondary style may differ from the primary, if so desired. The following styles are available:

- I.

- 1)
- a.
- a)

6.15.2 Itemized Lists

You may also specify the icons for your itemized lists. For nested lists, the secondary icon may differ from the one used as the primary, if so desired. The following are supported icons:

- None
- Disc
- Circle
- Square
- Box
- Dash

6.16 The Layout of Figures, Images and Tables

Figure, Image and Table Floating Floating figures, images and tables may be incorporated into your CAS-UB publication if they are marked up as a special block (p. 73). The following options may be applied:

- **Floating**
Items will be floated in order of appearance and centered within the body region.
- **H-1**
Items will be centered within the body region.
- **H-1-a**
Items will be right aligned. If there is room on the left side of an item, the text will be poured.
- **H-1-b**
Items will be left aligned. If there is room on the right side of an item, the text will be poured.
- **H-2**
Items will be centered within the body region. Although items will be arranged in order of appearance, their position may be altered to prevent any large white spaces.
- **H-2-a**
Items will be floated in order of appearance and right aligned. If there is a room on the left side of an item, the text will be poured.
- **H-2-b**
Items will be floated in order of appearance and left aligned. If there is a room on the right side of an item, the text will be poured.

Spaces between Figures/Images/Tables and Text

The space between the text body and a figure, image or table will be transformed into a special block (p. 73). You may specify its value in units (p. 83).

6.17 Tables

You may define the font size used for a table by specifying its numerical value in units (p. 83). Set the font size to **rem** to make it equal to the size of the body text.

6.18 Figure Captions

You may specify the layout of any captions added to the figures, images, and tables marked up as special blocks (p. 73) in your CAS-UB publication. The following layout options are available:

- Vertical position of caption (Specify whether the caption is to be placed over the item or underneath it. For floating figures, a caption will be placed over the the figure regardless of your designated settings.)
 - top
 - bottom
- Horizontal position of caption
 - left
 - center
 - right
- Indentation of caption (Specify the numerical value in units (p. 83).)
- Font family and size of caption (Specify the numerical value in units (p. 83).)

6.19 Figure Numbers

The following settings are available for figure numbers:

- Number of figure caption
 - output
 - not Output
- Style of figure caption
 - 1 (figure number only)
 - 1-1 (en Dash)
 - 1.1 (period)
- Prefix of figure and/or table number

6.20 List of Figures or Tables

A list of figures and tables will be automatically generated for your publication if specified in the generation setup (p. 29). You may substitute your own title for the list of figures/tables in place of the default.

- Title of list of figures and tables (default = List of Figures and Tables)
- Title of list of figures (default = List of Figures)
- Title of list of tables (default = List of Tables)

6.21 Block Margins

You may define the parameters for margins when the left and right margins (top and bottom in vertical writing) of a block are specified to be changed by the block attributes. You must specify the numerical value in units (p. 83).

- Margin of block start 1 (attribute name = start1)
- Margin of block end 1 (attribute name = end1)
- Margin of block start 2 (attribute name = start2)
- Margin of block end 2 (attribute name = end2)
- Margin of block start 3 (attribute name = start3)

- Margin of block end 3 (attribute name = end3)

For more information, see the entry on block margins (p. 81) in the CAS notation reference section.

6.22 Anchor Texts

You may specify the display of an anchor text when a title and/or caption are referenced (p. 76). The following items may be displayed as the reference anchor text:

- Anchor with title number
- Anchor title
- Anchor page number

Please note: if "no" is specified in regards to anchor text, the phrase "reference destination" will appear in its place.

6.23 Strong Font

You may select the display settings for a strong font. The following are available style options:

- Strong font family
- Strong font size (Specify the value in units (p. 83).)
- Weight of strong font

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