

INERA
INC

eXtyles®

User
Documentation

GETTING STARTED

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Inera Incorporated

19 Flett Road

Belmont, MA 02478

+1 617 932 1932

eXtyles-support@inera.com

www.inera.com

OVERVIEW OF EXTYLES

eXtyles allows editorial staff to work in the familiar Microsoft Word environment and automatically create XML when their work is complete. It provides a bridge between editorial departments, which need easy-to-use tools, and production departments, which increasingly need XML for web, print, and ePub production.

eXtyles extends the functionality of Word by automating the formatting and structuring of documents derived from various sources and enforcing specific editorial style requirements. It is an integrated suite of tools that simplifies the time-consuming and error-prone aspects of cleaning up, styling, and editing content.

eXtyles Stages

eXtyles processing of documents is performed in the following stages. As a general rule of thumb, eXtyles functions are applied in the order that they appear in the menu, working from top to bottom.

- 1 **Document Check (before eXtyles)**
- 2 **Document Audit: Font Audit**
- 3 **Activate and Normalize**
- 4 **Cleanup**
- 5 **Style Paragraphs**
- 6 **Auto-Redact**
- 7 **Advanced Processing (in order as listed)**
- 8 **Export or Post-Processing Cleanup**

EXTYLES SUPPORT

If you encounter problems while working with eXtyles, please check the support pages at <http://www.inera.com/support/technical-support>. Most common issues are described there.

Technical support queries should be communicated to your organization's internal eXtyles liaison (this person is usually chosen during User Training). He or she will then contact Inera and will be responsible for communicating Inera's replies to the eXtyles users in your organization.

All technical support questions should be sent to eXtyles-support@inera.com. Your assigned Inera representative (usually the person who trained you) will receive these queries, as will the other members of Inera's support team, ensuring that the question will be addressed promptly even if your representative is unavailable at the time.

When you send your query:

Please include a description of the problem and attach the document(s) that illustrate your question. If possible, include all copies of the file, including the \$original, \$base, and working copies. If your question involves an export issue, please also include the XML file.

INSTALLATION

Before installing eXtyles, ensure that you're logged into your PC under an account with administrator privileges. Quit Microsoft Word before running these steps.

To install eXtyles:

- 1 Double-click the install file that you downloaded, which will probably look something like *eXtyles for xxx.exe*, "xxx" representing your company name.
- 2 Enter the relevant information when prompted by the installer, including the serial number.
- 3 If necessary, install any patch files according to the instructions provided by Inera.
- 4 Start Microsoft Word.
- 5 If necessary, accept the security alert to allow macros signed by Inera Inc. to run. You will see the eXtyles menu added to the Word ribbon (or to the Word menus in earlier versions of Word).

If you do not see the eXtyles menu/ribbon in Word after installation, please visit <http://www.inera.com/support/technical-support/installation> or contact eXtyles technical support at eXtyles-support@inera.com.

INSTALLING eXTYLES WITH A HARDWARE KEY

Some customers must have a hardware key, in the form of a small USB drive, inserted into a USB drive on a computer before installing eXtyles. If this is the first time you are installing eXtyles on this specific computer, you must first install the HASP drivers for the key before installing eXtyles as follows:

- 1 Download the HASP drivers from http://www.extyles.com/drivers/HASP_drivers_latest.zip.
- 2 Attach your hardware key from Inera to a USB port on the PC.
- 3 Unzip the downloaded drivers from step 1; inside the resulting folder *Sentinel_HASP_Run-time_setup*, double-click the file *HASPUserSetup.exe*.
- 4 Reboot your PC (at this point, a red light should be glowing on the end of the hardware key).
- 5 You can then install eXtyles as described earlier in this section. When prompted for a serial number, enter the serial number attached to that key.

MICROSOFT WORD AND EXTYLES

eXtyles works as an extension to Microsoft Word. eXtyles manipulates the Word document, but until converting the document to XML, the file remains in DOC (or DOCX) format and can be opened and edited on any system running Word—even on a system that does not have eXtyles installed, such as that of an external reviewer or freelance copyeditor.

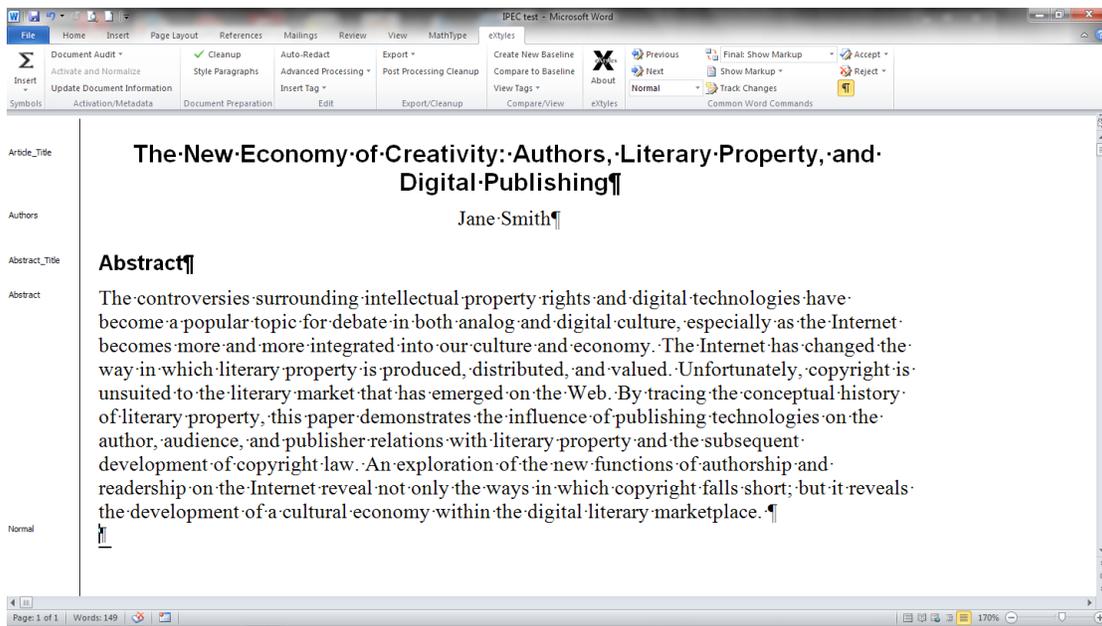
After eXtyles is installed, eXtyles functions are accessible from an eXtyles menu that is added to an eXtyles tab in the Word ribbon or to the Word toolbar. All eXtyles processing is carried out on Word files. Users of eXtyles are expected to be conversant with the standard features and functions of Microsoft Word.

Troubleshooting MS Word:

Please note that 64-bit Microsoft Office does not support eXtyles. Solutions to common compatibility and installation issues involving Word can be found on our support pages at <http://www.inera.com/support/technical-support>.

REVIEWING WORD STYLES

It is often useful, especially after using the eXtyles Paragraph Styling palette, to review the styles you have applied to a document. Opening the Word style width area window on the left side of your document is the easiest way to review the styles you have applied. The Word style width area will be displayed in Word's Draft viewing mode (on your screen only, not in the printed document) to the left of your screen.



You can view applied paragraph styles in Draft view after setting the Style width area window.

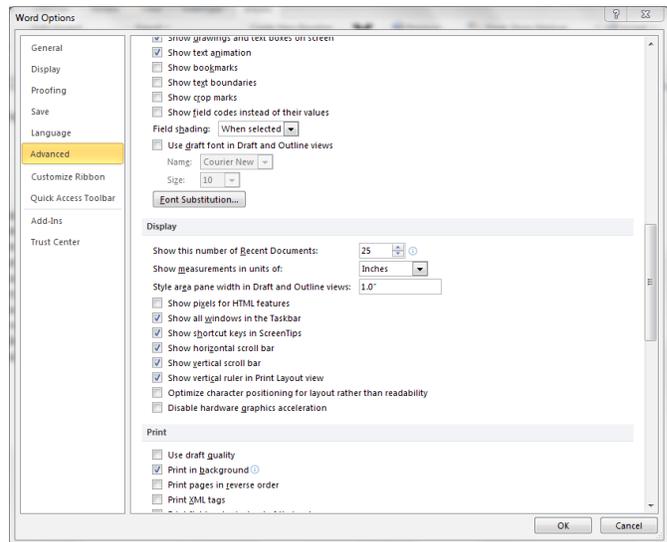
To enable this feature in Word 2007/2010:

- 1 From the Word View tab, select Draft.
- 2 Select the Word Office Button (2007) or the Word File menu (2010).
- 3 Navigate to Options > Advanced > Display > Style area pane width in Draft and Outline views. Set the Style Area Width setting to your preferred width (1.0 inches is a good starting value).

To enable this feature in Word 2003:

- 1 From the Word View menu, select Normal.
- 2 From the Word Tools menu, select Options.
- 3 On the View tab, set Style Area Width to your preferred width (1.0 inches is a good starting value).

Once this window is open, the style name of each paragraph is displayed to the left of your screen. You can page or scroll through your document to review the styles you have applied to each paragraph. Close this window by dragging on the vertical line all the way to the left edge of your Word window, or resetting the value as described in this section to 0.



The Display settings in Advanced Options is about half-way down the page.

REVIEWING TOOLBAR

eXtyles makes use of Word's reviewing tools, including comment balloons. These appear in Word's Print Layout view and are best viewed and manipulated when the Word reviewing toolbar is open.

To open this toolbar in Word 2007/2010, select the Review tab.

To open this toolbar in Word 2003, right-click on any blank area of the main Word toolbar and select Reviewing from the list of optional toolbars.

WORD COMMENTS

Word comments are automatically inserted during some Advanced Processes (e.g., Bibliographic Reference Processing) if eXtyles has discovered an error or ambiguity that requires editorial review (or a query to the author). They may also be inserted by hand with the Comment option from the Word Insert menu. Comments, or queries, are automatically renumbered. They are placed appropriately during export.

Comments inserted during eXtyles Advanced Processing can be viewed by rolling the mouse over the comment insertion point in Word's Normal view. In Print Layout view, comments are included as marginal balloons.

You can also view and manipulate comments using the Word Reviewing toolbar, or Review tab. To view comments, the Display for Review window on the reviewing toolbar must be set to Final Showing Markup. Adding or deleting Word comments will automatically renumber the remaining comments.



You can view and manipulate Word comments by using the tools from the Review tab.

Queries added by Advanced Processing functions have author names of the appropriate Advanced Processing menu item. If you have added other comments, they will appear with your name. You can select to see comments from a specific reviewer, or just from a specific Advanced Processing function, by using the reviewer selection at the top of the Word Comments window.

If an eXtyles Advanced Process adds an unusually large number of queries and you would like to delete all queries from that process, use the Remove Word Comments function in the eXtyles Cleanup dialog. Be sure to first press Clear All, and then check Remove Word Comments, and select the specific process (e.g., eXtyles Citation Match) for which you would like to remove the comments.