

INERA
INC

eXtyles®

User
Documentation

REVIEWING YOUR DOCUMENT

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DOCUMENT CHECK

When you first open a document in Word for use with eXtyles, before you start working with eXtyles, check the following items by giving the document a quick visual review:

VISUAL FORMAT

Look to see if the document has any formatting that is particularly unusual (e.g., especially large or small fonts, odd typefaces, garbage characters). Such formatting problems may indicate a document that was poorly imported from another Word processing program or will cause other problems as you work with it. If you encounter a document like this, determine which word processor the author used.

To facilitate the visual check of a manuscript, we recommend setting Field Shading in Microsoft Word to Always. This setting will cause all embedded fields (such as citations and references set up with EndNote) to appear with a gray shade. Often this gray shading will aid in identifying potential problems in Word documents.

In Word 2003, go to the Options item on the Word Tools menu (Word 2003). On the View tab, change Field Shading from When Selected to Always.

In Word 2007/2010, select the Office Button/File Button and navigate to Word Options > Advanced > Show document content > Field shading and change from “When Selected” to “Always”.

REFERENCE HEAD

Publishers who use Harvard-style (i.e., name–date) citations and therefore unnumbered references should check to make sure the reference list is preceded by a standard head such as “References,” “Bibliography,” etc. eXtyles Auto-Styling, which runs during Cleanup, automatically applies the appropriate paragraph style to references, eliminating the need to manually style this section of the document. Though eXtyles can usually identify a numbered reference list without a reference head, unnumbered lists require a head for eXtyles to accurately identify the bibliography.

TABLES

Authors have been known to use a variety of creative methods to construct tables in Microsoft Word. eXtyles is optimized for tables that have been built using the Word table editor.

If tables are not converted to the Word table editor prior to eXtyles activation, you may lose the layout of the table, or some eXtyles functions may not work correctly.

Before activating a document with eXtyles, you should convert all tables built in other ways (e.g., tab-delimited, Excel table, etc.) into Microsoft Word tables. For more information about identifying and converting tables, please see “A Table is a Table is a Table.”

GRAPHICS

Graphics embedded in Word files may be left in place during eXtyles processing. However, Inera generally recommends removing these graphics during eXtyles processing for best performance. Embedded images increase the file size of your document and can cause the eXtyles to perform much more slowly. If you prefer to leave graphics in place, it is recommended that you insert linked images instead.

Some workflows may require linked images to be converted to embedded images after eXtyles processing. To easily convert linked to embedded images in Microsoft Word 2007 and 2010:

- 1 In Word 2010, click the File tab, and then select Info. In Word 2007, click the Office button, and then select Prepare.
- 2 Click Edit Links to Files, located under the Related Documents heading. Note that this option only appears if there is a linked file in your document.
- 3 Select the linked files that you want to embed in your document.
- 4 Check the box for Save picture in document.
- 5 Click the Break Link button. A dialog opens; click Yes to confirm this action. The links are removed and the graphics are now embedded in your document.

FILES FROM OTHER PLATFORMS AND FORMATS

MACINTOSH WORD FILES AND ENDNOTE

When opening documents in Word, you may see large empty boxes on either side of bibliographic citations. These boxes appear when the document has been authored on a Macintosh computer in an older version of Word, using older versions of EndNote software to manage and insert bibliographic references and citations. Occasionally, the system issues a message indicating that there is not enough memory to print or display the graphics. The source of the problem is that Microsoft Word cannot interpret the information inserted by EndNote in these older Macintosh files.

If EndNote is not installed on your machine, these boxes are automatically removed when the document is activated in eXtyles.

WORD PERFECT FILES

Word Perfect files should be processed with caution because the integrity of special characters cannot be guaranteed, even if Font Audit shows full support for all listed fonts. For more information about bugs when Word Perfect files are imported into Word, please contact eXtyles-support@inera.com.