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eXtyles®

User Documentation

CLEANUP

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Cleanup

Use the Cleanup function to automatically remove unnecessary white space and Word formatting attributes that are not needed for eXtyles processing.

Select Cleanup from the eXtyles menu. The following dialog box will open:

The default settings for the Cleanup dialog will be customized to meet your organization's needs.

When the Cleanup dialog appears, check the boxes of the operations you want included in the process and click OK.

Cleanup supports the following operations:

Dialog Section	Operation	Description
Normalize Document	Style Whole Document with Default Style	All paragraph styles are converted to the Default Style (the Word style "Normal," unless a specific override is a part of your configuration).
Auto-Style	Regular Body Paragraphs with Style	All regular body paragraphs are converted to the style selected in the dropdown box. Local italic and boldface markup is retained.
	Tables	Tables created with the Word Table Editor are automatically styled with Table Head, Table Body,a nd Table Footnote paragraph styles. Table titles are automatically styled even if they are outside of the table.
	References	Numbered references, or unnumbered references that follow a heading such as "References," are automatically styled as Reference paragraphs.

The following White Space Cleanup options will be performed on the entire document.

White Space	Remove Section Breaks	Word's section breaks are removed.
	Remove Page Breaks	Word's page breaks are removed.
	Remove Column Breaks	Word's column breaks are removed.
	Remove Space Between a Number and %	Spaces between a number and the % sign are removed.

The following White Space Cleanup options may be set to exclude text in a specified font. Please see the description of this feature following the table for more information.

White Space	Convert Tabs to Spaces	Each tab character is converted to a single space.
	Remove Multiple Spaces	Multiple spaces are converted to a single space. Note that this step is performed after converting tabs to spaces, so all extra white space is removed.
	Remove Start and End Paragraph Spaces	Leading and trailing spaces in paragraphs are removed. Note that this step is performed after converting tabs to spaces, so all extra white space is removed. Nonbreaking spaces and soft returns are also removed.
	Remove Blank Paragraphs	Blank paragraphs are removed.
	Remove Optional Hyphens	Discretionary hyphens are removed.

Dialog Section	Operation	Description
	Soft Returns	Soft returns—that is, line breaks inserted with Shift-Enter—are converted to spaces or hard returns.
Character Style to Face Markup Conversion	Built-in Styles	Converts Word's built-in character styles, such as Emphasis and Strong, to plain face markup. This conversion may exclude the Word character styles for "Hyperlink," "Footnote Reference," "Endnote Reference," and "Comment Reference," depending on your configuration.
	User-Defined Styles	Converts cases of user-defined character styles to plain face markup. This conversion is most important in preparing the document for advanced processing functions.
Auto Text to Plain Text	Word Fields	Word fields are converted to text. In particular, fields generated by add-in products such as EndNote are automatically converted to plain text.
	Auto-Numbered Headings and List	Numbers generated with Word's auto-numbering feature in headers and in numbered lists are converted to plain text.
Comments and Bookmarks	Remove Word Comments	Remove Word comments in the file. The default is to remove all comments. You can also remove comments from specific reviewers by selecting the reviewer from the drop-down list.
	Remove Word Bookmarks	Remove Word bookmarks from the file. We recommend selecting this option to avoid conflicts with eXtyles Advanced Processes.
Graphics Action	Leave Graphics/ Remove Graphics/ Export and Remove Graphics	eXtyles Cleanup can remove all graphics from your manuscript, allowing eXtyles functions to work faster. The default setting is to leave graphics as they are ("Leave Graphics"), or you can select "Remove Graphics" and "Export and Remove Graphics." If you choose to export graphics, they will be placed in a subfolder of the document and named according to the document. Equations and Excel worksheets are not removed when this option is selected. Advanced configuration capabilities for this option are available. Please consult the eXtyles Configuration Guide for further information.

Dialog Section	Operation	Description
	Graphics replacement text box	When you chose to remove graphics, they are replaced with a text string to identify where they were located, and to which exported file they correlate. The default text is "[INSERT FIGURE %Z]" where "%Z" becomes "001", "002", etc. as sequential graphics are removed. This text may be altered to meet your specific needs. Please consult the eXtyles Configuration Guide for further information. *Note:* This option is disabled unless you select "Remove Graphics" or "Export and Remove Graphics."
Tables	Remove Borders	Removes borders on all cells and on the whole table. Unchecked by default.
	Center Columns	Centers text in all table columns. Unchecked by default.
	Remove Shading	Removes all shading in tables. Unchecked by default.
	Add Top/Bottom Border	Adds a X pt. rule to top and bottom of all tables. Unchecked by default.
	Left Justify First Column	Left-justifies text in first column of all tables. Unchecked by default.
	Insert Space in Empty Cell	Inserts a single non-breaking space in empty tables cells. Checked by default.
	Add Header Border	Adds a border to the heading rows of a tables. Unchecked by default.
	Remove 1st-Line Indent	Unindents first line of all table cells. Unchecked by default.
	Auto-Fit Contents	Removes any specific width settings and applies auto-fit to all table cells. Unchecked by default.

Auto-Style Regular Body Paragraphs

The eXtyles Auto-Style Regular Body Paragraphs with Style option in the Cleanup dialog can be set to automatically apply your organization's custom body paragraph style to all regular body paragraphs in the Word file, dramatically reducing the time spent manually applying paragraph styles to the manuscript.

This Cleanup function distinguishes between regular body paragraphs and "special paragraphs" to prevent the incorrect auto-styling of headings, equations, and other non-body paragraph types. A paragraph is deemed a "special paragraph" and is not auto-styled by eXtyles if it meets one or more of the following criteria:

- The paragraph is styled as MTDisplayEquation (i.e. a MathType Display or Right-numbered equation), Footnote Text, or Endnote Text. To configure this criterion, please contact your eXtyles representative.

- The paragraph is not a Body Text level paragraph in Word's Outline view.

- The paragraph begins with a left indent.

- The paragraph is centered or right-aligned.

- The entire paragraph is in the selected font for Preformatted text (e.g. Courier - this font can be preset in your configuration or can be selected from the Cleanup dialog) or in the font of Word's HTML Preformatted style. To configure this criterion, please contact your eXtyles representative.

- The entire paragraph is styled with an ALL CAPS or SMALL CAPS font or character style.

- The paragraph is shorter than the default 60 characters and ends with a period.

- The paragraph is manually entered in all capital letters and is shorter than the default 60 characters. To configure this criterion, please contact your eXtyles representative.

- The paragraph starts with a lower-case letter.

- The paragraph starts with a space.

- The paragraph starts with an inline shape (e.g. Word drawing object).

- The paragraph starts with a word that suggests a table or figure caption (e.g. "Table", "Figure", "Fig.", "Plate"), followed by punctuation (period, colon, em or en dash or hyphen), a table or figure number followed by punctuation, or the end of the paragraph. The lists of title words include words for "figure" and "table" in a number of European languages; to configure these lists, please contact your eXtyles representative.

- The first character of the paragraph is bold, italic, superscript, raised, or lowered.

- The first character of the paragraph is a digit.

- The first character of the paragraph is a special character in a special character font (e.g. Symbol). Special characters include but are not limited to: opening parentheses, square brackets, angle brackets and braces, asterisk, daggers, raised dot, dashes, and bullets.

- The first character of the paragraph is an opening parenthesis, square bracket, angle bracket or brace, asterisk, raised dot, or dash — and is not in a special character font.

Video documentation for this enhancement is available at http://www.inera.com/support/

WHITE SPACE CLEANUP:
EXCLUDING PARAGRAPHS IN A SPECIFIED FONT

In some documents, you might wish to run white space–related Cleanup features but exclude certain paragraphs from this type of cleanup. For instance, programming code often has intentional blank lines and intentional leading spaces on lines within it that should not be removed during Cleanup, although the rest of the document should have no blank lines. The same is true for verse and poetry, in which white space is often intentional and should be retained.

So that users don't have to forgo use of the white space Cleanup features entirely, eXtyles now allows users to specify that paragraphs in a specified font should not be affected by some of the white space–related Cleanup options. That is, you can set computer code in Courier and specify that paragraphs in Courier should not be affected by white space cleanup operations; you can set verse in a font such as Garamond and specify that paragraphs in Garamond should not be affected by white space cleanup operations.

To Exclude or Not To Exclude

The new ability to exclude paragraphs from white space–related Cleanup features is optional. You may still run all Cleanup features on all paragraphs in your documents if you prefer, by leaving the Exclude Text in Font checkbox unchecked.

The following subset of white space Cleanup options may (optionally) be set to not run on paragraphs in a specified font:

- Convert Tabs to Spaces

- Remove Multiple Spaces

- Remove Start and End Paragraph Spaces

- Remove Blank Paragraphs

To use this feature, check your document for elements that eXtyles should skip when running these options. After Activation, eXtyles will automatically protect paragraphs that are in a constant-width font or that are correctly tagged with a paragraph style that is set in a constant-width font. You should check any verse/poetry paragraphs to make sure they're in a font that isn't used elsewhere in the document and apply such a font if necessary.

In addition, the paragraphs in question must be entirely in the excluded font: paragraphs in a mix of fonts will not be excluded from these Cleanup operations. For instance, if you have programming code paragraphs that contain both Courier and Courier New, select the whole code block and change the font to one of these fonts and then specify that font as the excluded font in the Cleanup dialog. Similarly, set the font of any verse or poetry

sections that should not be affected by these options to a font that doesn't appear elsewhere in the document, and then specify the chosen font as the excluded font in the Cleanup dialog.

eXtyles will then not apply the white space–related Cleanup functions to paragraphs in the specified font, which means that tabs, extra spaces, leading and trailing spaces, and blank paragraphs will be retained for paragraphs that are in the specified font.

Monospace Fonts:

Authors sometimes apply a code (monospace) font instead of using a monospaced paragraph style. eXtyles protects these paragraphs from white space Cleanup as well.

During Activation, eXtyles checks the document for paragraphs that are in a monospace font but not a monospace-font paragraph style. eXtyles then applies a monospace-font paragraph style (HTML Preformatted) to exclude these paragraphs from the subset of white space operations during Cleanup. The HTML Preformatted paragraphs can then be styled as usual during the Style Paragraphs stage.

When you use the new feature and exclude paragraphs in the specified font, the Cleanup features Normalize Document and Auto-Style will also automatically skip paragraphs in the specified font, so that code or verse or otherwise protected paragraphs will not be tagged with your base paragraph style.

ADDITIONAL CLEANUP DIALOG FEATURES

The Cleanup dialog contains three buttons, located along the right-hand side of the dialog box, to allow rapid setting selections:

- *Set All*

Select all options in the dialog.

- *Clear All*

Clear all options in the dialog. Click this button first if you want to run just a single operation, such as removing comments from a specific reviewer only.

- *Reset*

Set the default check boxes of the dialog to default choices.