Post-Processing Cleanup

The eXtyles Post-Processing Cleanup feature makes another pass through a document that has already been processed with eXtyles for the next step in your workflow. It is generally used for documents that will be sent to a composition application such as Adobe InDesign.

Certain options in Post-Processing Cleanup should not be run on files that will be exported from Word to XML with eXtyles. They should only be run if the eXtyles Word file is to be directly imported into another application.

To run Post-Processing cleanup:

1. Select eXtyles > Post-Processing Cleanup.

2. When the Post-Processing Cleanup dialog appears, check the boxes of the operations you want included in the process and click OK. Check a box only if you're sure it's necessary, especially if you're exporting to valid XML afterward. If you'd like the default settings adjusted, please contact eXtyles-support@ inera.com.

Warning: For some organizations, all Post-Processing Cleanup options are turned off by default, as most will strip information necessary for a valid XML export of the Word file and should never be run.

Post-Processing Cleanup may include the following operations.

Comments

Operation	Description
Apply to Reviewers	Allows the editor to select which reviewers' comments will be processed. Either All Reviewers or just the comments associated with specific functions (e.g., eXtyles Reference Check) can be selected.

Operation	Description
Convert Word Comments to Text	Converts Word comments to inline text. The comments can be placed (a) before the highlighted text to which the comment has been applied, (b) after the highlighted text to which the comment has been applied, or (c) in a list at the end of the Word document. Converted comments can be prefixed and suffixed with user-definable text strings. The inserted text can optionally be made a colored font and/or boldface. Disabling this option also disables the controls for comment placement, prefix, suffix, color, and boldface. This function should not be used if the file is to be exported to XML.
Before/After Text/Document End	Controls whether the comment is placed before or after the highlighted text to which the comment has been applied. The default setting is After, and in general Inera recommends this setting.
Prefix/Suffix	A Word comment, when inserted into the body text, may be prefixed and suffixed with user-definable text. In addition, the text can include a unique number for each comment, the comment author's name, and the comment author's initials. These insertions are controlled with the following control codes: %N = The comment author name %I = The comment author initials %D = The comment number %Z = The comment number, padded with leading zeros For example, the default prefix/suffix text shown in the dialog will take the comment "This is a comment" and insert it as " [[Q1: This is a comment Q1]]" where 1 is the number of the comment.

Operation	Description
Color	When enabled, this option will change the comment font to one of six color options (black, blue, red, green, gray, or violet) so that comments stand out from surrounding text.
Make Comments Bold	When enabled, this option will insert comments as boldface text so that they stand out from surrounding text.
Remove Word Comments	Remove Word comments in the file. The default is to remove all comments. However, you can also remove comments from specific reviewers by selecting the reviewer on the drop-down list.

Text Color

Remove Word Text Highlights	eXtyles sometimes makes use of Word's highlighting to make certain text stand out or easier to proof. This option will remove all highlights that have been applied to the text, whether by eXtyles or by an editor.
Remove Word Text Shading	eXtyles sometimes makes use of Word Background Text Shading to make certain text stand out or easier to proof. This option will remove all text shading that has been applied to the text, whether by eXtyles or by an editor.

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Remove Paragraph Shading	eXtyles sometimes makes use of Word's Paragraph Shading to make certain text stand out or easier to proof. This option will remove all paragraph shading that has been applied to the text, whether by eXtyles or by an editor. Note that this option will remove paragraph shading even if it has been applied to paragraphs inside tables.

Word Styles

Convert User-Defined Character Styles to Face Markup	Converts application of user-defined character styles to plain face markup. This cleanup is helpful in to prepare the document for desktop publishing where it is not desired to keep character styles. . This function can also be used in conjunction with "Remove Text Shading" and "Remove eXtyles Tags" to "cleanup" a reference list after eXtyles processing. This function should not be used if the file is to be exported to XML.
Remove Unused Word Styles	Removes any Word paragraph and character styles that are not in use in the document. This feature is mostly an aid to certain tools used with Quark XPress to index content.

eXtyles Tags

Remove eXtyles Tags	This function is used to remove the tags that eXtyles inserts at the start and end of each reference. If no paragraph style has been selected in either drop-down menu, please select the paragraph style used for your reference list. Some publications have two paragraph styles for references. If your publication has multiple styles for references, please select both. If not, the second field may be left empty. This function should not be used if the file is to be exported to XML.

Other

Remove Hyperlinks starting with text	This function enables users to strip hyperlinks to Medline abstracts or DOIs that were automatically inserted during eXtyles reference validation processes. This function should not be used if the file is to be exported to XML.
Convert Footnotes and Endnotes to Plain Text	For organizations that prefer to maintain Word Footnote and Endnote structure during copy-editing (by default, Word Footnotes and Endnotes are converted to plain text and moved to the end of the document at Cleanup). For more information, contact your support representative at Inera (extyles-support@inera.com).

Convert plain-text Footnotes and Endnotes to Word Footnotes and Endnotes	This function allows plain-text notes to be converted to Word Footnotes and Endnotes. For more information about handling of footnotes and endnotes in eXtyles, see "Appendix E: Using eXtyles with Footnotes and Endnotes." To discuss your footnote and endnote workflow, contact your support representative at Inera (extyles-support@inera.com)

In addition, Post-Processing Cleanup has three buttons to rapidly create default settings:

- **Set All:**   Set all options in the dialog to active.

- **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

- **Reset:**   Resets the default check boxes of the dialog

Recommended settings for a Word-to-PDF workflow

If your organization publishes PDFs from Word – or you use a workflow that requires the removal of all eXtyles character styles and colors – then you will find the following settings helpful in cleaning up your document after eXtyles processing.

- **Remove Word Text Highlights:**   This removes all colored highlighting, such as that applied during Auto-Redact

- **Remove Word Text Shading:**   This removes all text shading, such as the colored shading applied to references, citations, and authors

- **Convert User-Defined Character Styles to Face Markup:**   This removes the character styles, such as those applied references, citations, and authors, while preserving facemarkup such as italics and bold.

- **Remove eXtyles Tags:**   This removes fielded tags, such as <jrn> in a reference list.

Insert Tags

The items on the eXtyles Insert Tag menu allow greater control over the XML output. Use the Insert Tags function to enter character-level tags for cases that require hierarchical XML markup in which character styles need to be nested or cases in which a tag must contain attribute information.

The primary section of the Insert Tag menu consists of tags for various reference types (Book Reference, Conference Reference, etc.) to allow the type of reference to be tagged manually if the eXtyles Bibliographic Reference Processing fails to identify the reference type correctly, even when the reference is correctly copy-edited. To use these tags, follow these steps:

To use this feature, follow these steps:

1. Remove the incorrect tags from the start and end of the problematic reference..

2. Highlight the entire paragraph with the reference.

3. Select the appropriate reference type from the Insert Tag menu.

After applying the tag manually, you may add additional markup to the reference with Word character styles as necessary.

View Tags Menu

The View Tags menu item (formerly Hide/Show Tags) has three options: Hide Tags, Show Tags, and Show Tags and Attributes. You will not see any difference between the latter two options, and you should continue to use Show Tags.