# *Merops: File processing and quality control*

Processing a file

1. If the file has already been processed, go straight to Quality control on page 2.

2. Open the document you would like to process using Merops.

3. On the **MEROPS: Home** tab, select the Standard Set you would like to use for this file (the only drop-down option box on the toolbar).

4. Click the **Process documents** button on the **MEROPS: Home** tab.

5. If you wish to change the output file name or folder, you can do so by typing a new name or clicking the Browse button (**…**) next to the **Output folder** text box.

NB: if Merops processes a new/unsaved document, the output files and the original file will be saved in the default output location. This can be set from the **Merops Options** dialog.
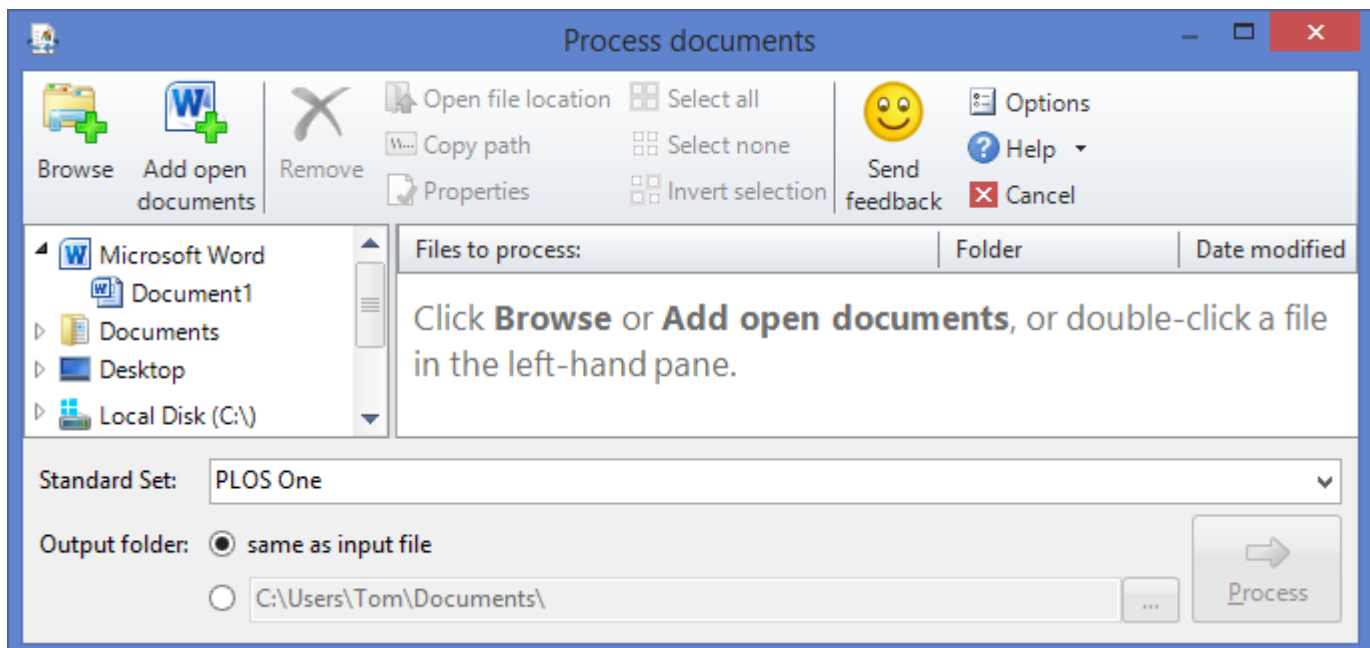
6. Click **Process**. A Progress bar will appear progressing through document processing.

7. At the end of the process, the output files will have been created, and opened according to the current settings. If an error causes the output file not to be completed, contact Shabash who will process the file for you, and solve the problem for future processing.

Quality control

1. Create a new document, based on the Merops Quality Assurance Form for Journal Articles template (Merops Quality Assurance Form.dot).

2. Fill in the form, working through the components in the left-hand column (e.g. Title, Authors, Addresses) and noting whether Merops has correctly identified the components. If Merops has identified the component correctly, or it didn't exist in the document, put an **X** next to 'OK/n.a.' If Merops has failed to identify a component, put an **X** next to 'error', then copy the output text into the **Insert item** column of the form, and add a comment if you feel that the pasted section alone is not enough explanation of what went wrong. You will also then need to apply the correct paragraph style in the document. This can be done easily by clicking the cursor in the paragraph you want to change, then clicking the relevant button on the **Merops Styles** toolbar. If the required style is not on the toolbar, you can use the **Style** drop-down option box on the standard Microsoft Word Formatting toolbar. You can use the **Checked** column in the form to put an **X** when you've checked each component, to help you keep track of things, and ensure everything is checked.

3. Go through the document from top to bottom, looking for errors made by Merops. When you find an error, copy and paste the text into the Quality Assurance form, add a comment if necessary, then correct/reject the error in the document. For more detailed guidance on rejecting errors, see *Reviewing Meropsed Documents: The Basics*.

4. When you have finished checking the document, save and close the document and the Quality Assurance form. These forms should be sent to Shabash on a regular basis, as this will help improve the system considerably.

Reprocessing parts or all of a document

If Merops fails to identify a significant part of the document, such as a number of references, you may be able to see what caused the error in the original file. It is then possible to take the relevant section from the original document, copy it temporarily into a new document, correct the cause of the error, and process it in the same way as described on page 1. As you gain experience, and with further training, you will get better at doing this quickly. You can then copy the section back into the output document. When running on references on their own, add a **References** heading, so Merops knows it's looking at references, but be aware that cross-checking will not occur.