Reviewing Meropsed Documents: Additional Tools

Change Case

The **Aa Case** **Change Case** button shows a menu of case-changing options:

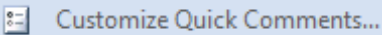|		
Abc.	**Sentence case**	Applies sentence case to selected text.
abc	**lower case**	Makes selected text all lower case.
Ab C	**Title Case**	Capitalizes the first letter of the first and last word, plus all nouns, pronouns, verbs, adverbs and adjectives, but not conjunctions, articles or short prepositions. Some words, such as the word 'yet', should be capitalized or not, depending on the context in which they are used, so it may be worth checking the capitalization Merops has applied.
A.B.	**INITIALISM**	Makes selected text all upper case and removes points.
ABC	**SMALL CAPS**	Applies small caps formatting to selected text. Small caps is a format that makes lowercase text appear as capital letters in a reduced font size.
ABC	**UPPER CASE**	Makes selected text all upper case.
aA	**ALL CAPS**	Applies all caps formatting to selected text. All caps is a format that makes all text appear as capital letters.

User-defined comments

Merops uses comments in Microsoft Word to alert the user to something that needs attention that could not be automated. Merops also comes with tools to help copy editors add comments that need the attention of the author. It may be that there is missing information, or that something does not make sense to the editor, and needs clarification or rewording by the author. The **MEROPS: Reviewing** toolbar has a **Comments** menu button, which allows you to add a comment with prewritten text. A number of fixed comments are given by Merops, but you can also add you own custom comments. To do this, click the **Comments** menu button, then click **Customize Quick Comments**. Customize Quick Comments...

Invert Table

Sometimes, you may want to flip a table diagonally, so the columns become rows and the rows become columns. This tedious task can be done for you by clicking inside the table and then clicking the **TABLE TOOLS: LAYOUT** tab, and then clicking **Invert Table** from the **Merops table tools** section. Tables with horizontally *and* vertically merged cells cannot be inverted.

Look Up

Clicking the   **Look Up** button shows a menu of websites to launch in your default browser and automatically search for the selected word or phrase. You may find this useful if Merops has alerted a word as 'This term was not matched'.

Insert Document Part

The **Insert Document Part** menu gives you a really quick way to insert common paragraphs into your document that conform to your house style. To use the tools, click Insert Doc. Part ▾ **Insert Document Part** on the **MEROPS: Review** toolbar, then choose the paragraph you want to insert. You'll then need to fill in any highlighted sections with the correct details.

In Merops 3, you can insert the following paragraph templates:

- Abbreviation List
- Abstract
- Correspondence Info
- Document Title
- Keywords
- Reference (Book)
- Reference (Book Chapter)
- Reference (Journal Article)

Place Marker

If you want to leave you current location in a document, but be able to go back to your original location quickly, you can use the Merops marker. The   **Place Marker** button on the **MEROPS: Reviewing** toolbar places a bookmark at the current cursor position. From anywhere in the document, the cursor can be moved back to this position by pressing the   **Go to Marker** button. To remove this bookmark, click   **Remove Marker**.

Merops Symbols toolbar

You can use the **Insert Symbol** menu to insert into your document symbols that are not on your keyboard. Common symbols you may want to insert are the en dash (–) and the multiplication sign (×).

To insert a symbol using the **Insert Symbol** menu, first click in your document where you want to insert the symbol.
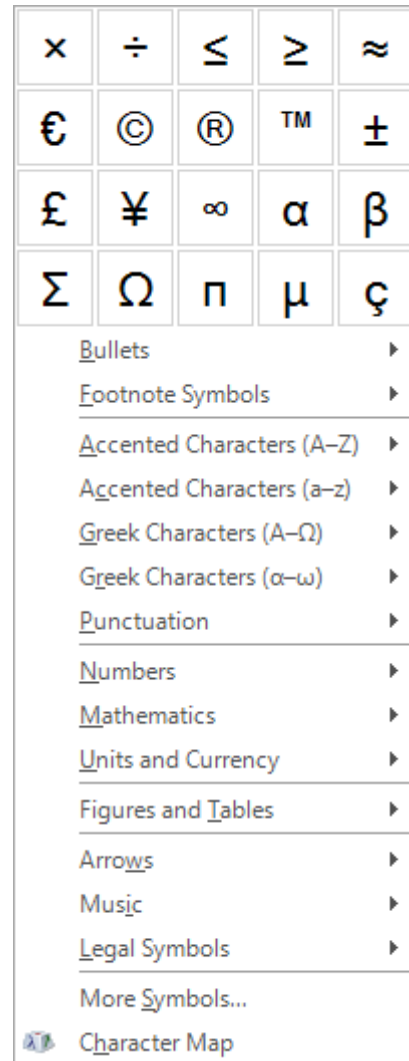
Click **Symbols Plus** on the **MEROPS: Reviewing** toolbar. If the symbol is visible at the top of the toolbar menu, click the button to insert it into your document. If the symbol is not visible, find the symbol on the menu below. Once this has been inserted, it will be added to the top of the menu for next time.

Reference renumbering tools

Merops 3 comes with some brand new tools to help you add, delete, and merge numeric references automatically. In order for these tools to work, the following must be true:

1. All existing numeric citations in the document **must** be given the "Cross-reference" Microsoft Word character style.*

2. All references in the reference list **must** be given the "Bib Entry" Microsoft Word paragraph style.*

3. The document **must not** contain multiple chapters (i.e. the numbers restart at each chapter, with one reference list per chapter).

* This would usually be done by Merops when the document is processed, but you will need to manually style any that Merops may have missed.

These tools can be found on the 1–3 Numeric Refs ▾ **Reference Renumbering** menu on the **MEROPS: Reviewing** toolbar.

When using all of these numeric reference tools, you will be given the option to track the changes made. We recommend you keep this option turned on, so you can review the changes made.

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Note: Merops doesn't currently take into consideration the fact that a table at the end of the document may contain citations that should be sequenced according to the location of the table citation. To work around this, if you have tables at the end of the document containing citations, cut and paste the tables after the citation, run the tools, then put them back.

You can find more detailed instructions for the reference renumbering tools here:

http://shabash.net/support/winhelp/Reference renumbering.htm

Finish Document

When you have corrected any errors that need correcting and are happy with all the remaining tracked changes, click

Finish Document on the **Merops Main** toolbar to show the **Finish Document** dialog box.

Finish Document then inspects the document for things you might want to deal with. If the dialog tells you tracked changes were found, check the **Accept all** checkbox. Click **Finish** to accept all changes and carry out any other actions you have selected.

Finish Document - Document1.docx

1. Editing marks / versions

! 3053 tracked changes found	☑ Accept all
! 91 Merops comments found	☑ Delete all
✔ No other comments found	
! Highlighting found	☑ Remove all
✔ No previous versions found	
✔ No bookmarks found	
✔ No hidden text found	

2. Presentation

| ! Coloured text found | ☑ Make 'Automatic' |
| ! Underlining found | ☑ Remove all |

Current template: Normal.dotm
☐ Attach template: MeropsFinal.dot ▾

☑ Ask for confirmation at each step

3. Prepare for distribution

✔ No graphics found	
✔ No CrossRef links found	
! 35 PubMed links found	☐ Delete all
! 158 hyperlinks found	☐ Unlink all
! 19 character styles in use	☐ Remove all
✔ No fields found	

4. File

☐ Protect document

Protection type:	Tracked changes only ▾
Password:	
Confirm password:	

☑ Save file with current path
☐ Show Save As... dialog
☐ Send in email

Finish   Cancel