Reviewing Meropsed Documents:
The Basics

This document introduces Shabash Merops, and summarizes some important points about reviewing documents. We recommend you read this before start using Merops. You can get more detail and help here:

> http://shabash.net/support/default.php

Introducing Shabash Merops

Shabash Merops is a computer program designed to automate much of the copyediting process. It uses intelligent pattern recognition to identify parts of a document, and makes tracked changes to the document to conform to a highly customizable set of editorial rules. It also applies paragraph and character styles, to ensure correct typographic presentation. Finally, it adds comments where user attention is needed. This may be because there is information missing, or because an error found may have multiple suggestions, and the user's input is required. Merops can't (and doesn't try to) replace a copy-editor, but it should make copyediting easier and faster.

Reviewing Merops output documents

A Merops output Word Document is just a normal Word Document. Merops uses tracked changes and comments, which are features of Microsoft Word, not of Merops. If you are not familiar with these, please visit:

> http://office.microsoft.com/en-gb/word-help/track-changes-RZ104046876.aspx

Pattern recognition by its nature can't always be 100% correct, so you'll need to check the changes Merops makes. You may also want to attend to the comments Merops has added. Merops comes with some tools to make this easier, such as ways to reject identical changes or delete identical comments. We strongly recommend that you install Merops, otherwise you may find yourself spending a lot of time deleting repeat comments that could be removed in a fraction of a second. You can install Merops from our website:

> http://shabash.net/downloads/merops3.php
> (please contact support@shabash.net for a username/password for the download)

One very important thing to know about reviewing a Merops output file is that you do **not** need to accept one by one every change you agree with. That would slow you down considerably. Instead, just reject the changes you don't want, and then accept all remaining changes in one go at the end (see **Finish Document** below).

The best view for reviewing output documents

Having the right view settings can make a huge difference to your speed when reviewing documents. The best view setting to use is **Print Layout**, because it shows comments in bubbles and makes them much easier to read and edit. To apply this view, click **View** > **Print Layout** on the menu bar (in Word 2007 or higher, click **Print Layout** on the **View** tab). You should also ensure your tracked changes do not appear in bubbles, as this view is very noisy. In Word 2013, go to the **Review** tab, click **Show Markup**, the select **Balloons**, and then click **Show Only Comments and Formatting in Balloons**. In Word 2007–2010 this option can be found by going to the **Review** tab, then clicking the **Track Changes** menu button, then **Change Tracking Options**. In Word 2003–2007 go to the Word **Options** dialog, click on the **Tracked Changes** tab, then where it says **Use Balloons (Print and Web Layout)**, make sure that the option "Only for comments/formatting" is selected, then click **OK**. Finally, we recommend reviewing documents with tracked format changes hidden (see below).
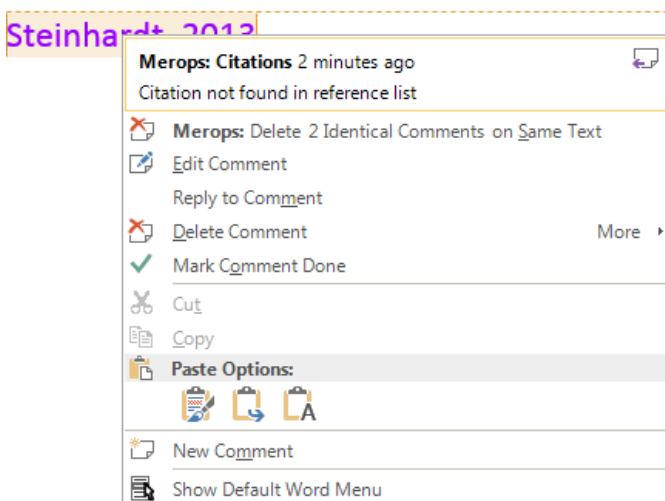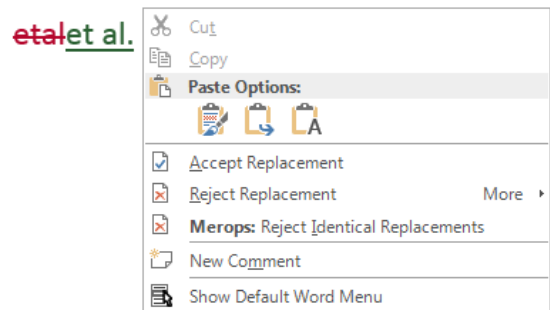
Showing/hiding tracked changes

All tracked changes and comments in a document can be hidden or shown using the ☑ Insertions/Deletions **Show/Hide Insertions and Deletions**, ☑ Comments **Show/Hide Comments**, and ☑ Format Changes **Show/Hide Format Changes** toggle buttons on the **Merops: Reviewing** toolbar.

Right-click context-sensitive menus

When Merops is loaded into Microsoft Word, right-clicking on a comment or a tracked change should give you some extra options in the context-sensitive menu that pops up.

...on tracked changes

The most useful of all the right-click tools is **Reject Identical Changes**. When you click this, Merops will read through the rest of the document, finding insertions, deletions or replacements identical to the one selected and rejecting them.

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- ✂ Cut
- ⧉ Copy
- 📋 Paste Options:
     - 📋 📋 📋
- ☑ Accept Replacement
- ✖ Reject Replacement   More ▸
- ✖ **Merops: Reject Identical Replacements**
- 🗨 New Comment
- 🖳 Show Default Word Menu

Steinhardt, 2013

Merops: Citations 2 minutes ago
Citation not found in reference list

- ✖ **Merops: Delete 2 Identical Comments on Same Text**
- 📝 Edit Comment
- Reply to Comment
- ✖ Delete Comment   More ▸
- ✓ Mark Comment Done
- ✂ Cut
- ⧉ Copy
- 📋 Paste Options:
     - 📋 📋 📋
- 🗨 New Comment
- 🖳 Show Default Word Menu

...on comments

Right-clicking on comments gives a number of extra options, including **Delete Identical Comments on the Same Text** and in the **Merops: More** menu, **Delete Identical Comments on Any Text**. Right-clicking on unmatched terms gives users the option to add the unmatched term to the custom dictionary (launches the Custom Dictionary Editor and the default global custom dictionary), select from a list of suggestions and replace the term, or look the term up on the Internet.

...on a selection, containing tracked changes or comments

On selected text with one or more tracked changes or comments, you also get a **Revert Selection to Original** button. This is very useful if Merops misidentifies an entire paragraph, or makes a number of repeat errors in a row.

Microsoft Word styles

If Merops fails to identify correctly a paragraph, and has not applied the correct Word style, you will need to apply it manually. The **Merops Styles** toolbar contains the most commonly used styles, and clicking one of the buttons applies the appropriate style to the selection.
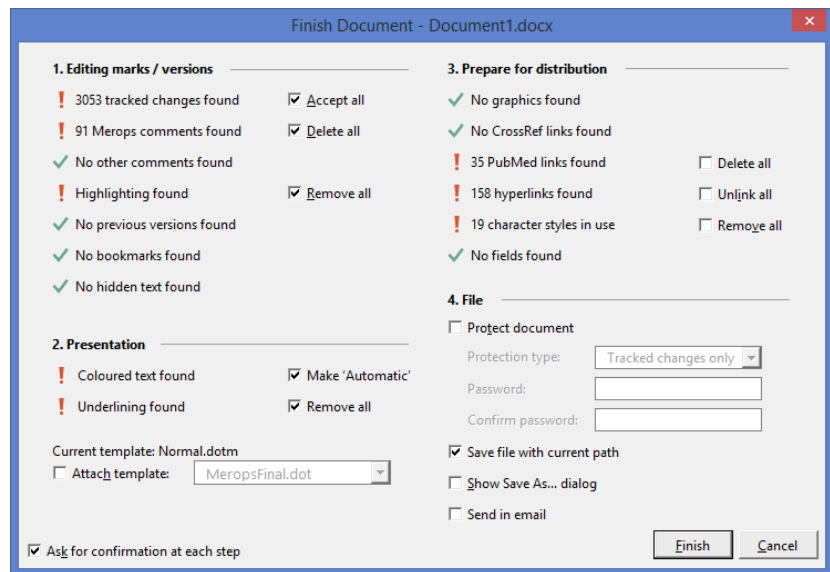
Open original

To open the version of the current document that was created before it was processed by Merops, you can click Open Original **Open Original** on the **MEROPS: Home** tab. For example, if you click this button in a file called 'Doc#9', it will open the file called 'Doc#9-Original' if it exists.

Finish Document

When you have corrected any errors that need correcting and are happy with all the remaining tracked changes, click Finish Document **Finish Document** on the **MEROPS: Home** tab 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 dialog box showing: 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. 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. Ask for confirmation at each step. Finish / Cancel.

Key points for reviewing Merops output documents

- Don't accept EVERY change one by one, accept all remaining at the end.
- Ensure you have the correct view for reviewing (see above).
- It's pattern recognition so it WILL make mistakes, but the extra time you spend on those should be outweighed by the time saved.
- Use **Reject all identical...** and similar tools on the right-click menu to save you time.
- Merops is highly customizable, with over 1500 editorial preferences. Please let us know if Merops is applying the wrong styles for your journal, as we can make changes quickly.

- Reporting errors to us WILL result in faster improvement of the software you use. Suggestions, criticisms and any other feedback is more than welcome and heavily influences development. Please use the **Send Feedback to Shabash** tool, which can be downloaded here: http://shabash.net/downloads/send_feedback_to_shabash.php
- The worst-case scenario if Merops hasn't made sense of something, such as a header, or a table, is that you copy in the original text from the author, and edit that as you would without Merops. If a large section has not been standardized correctly, don't spend several minutes trying to restore what Merops did, or work out what the original was like.
- Errors in cross-checking don't cost you time, they just fail to save you time.