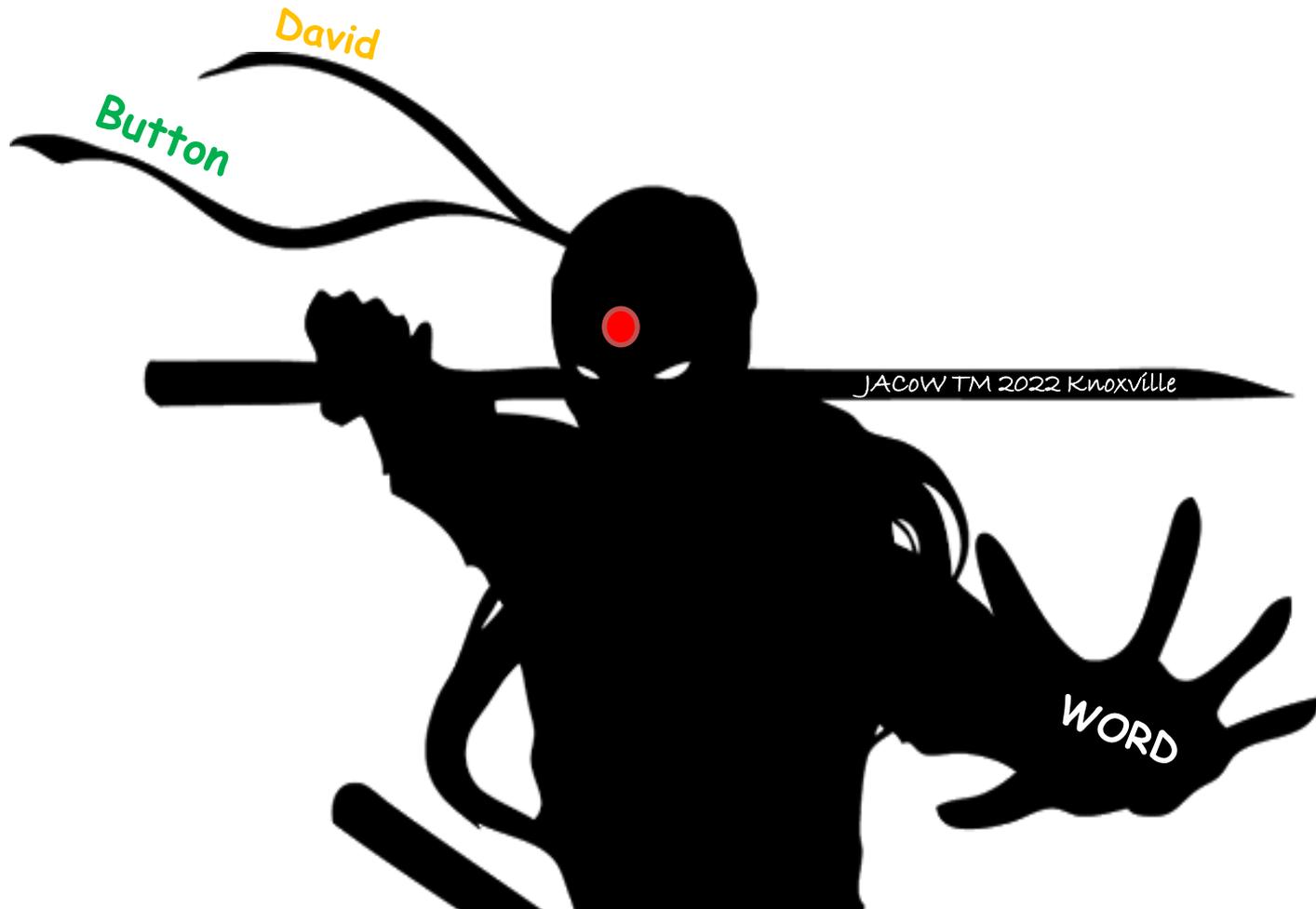
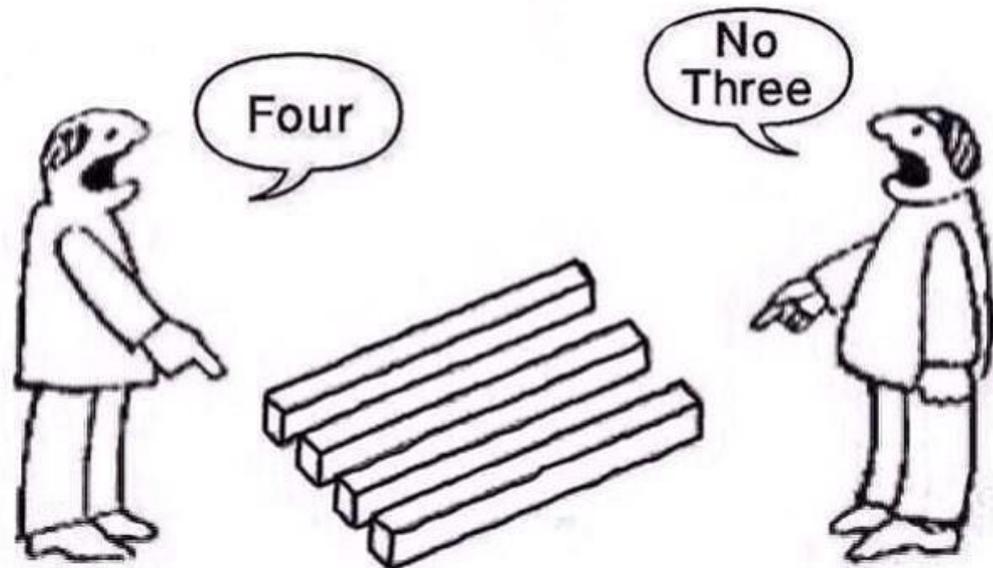
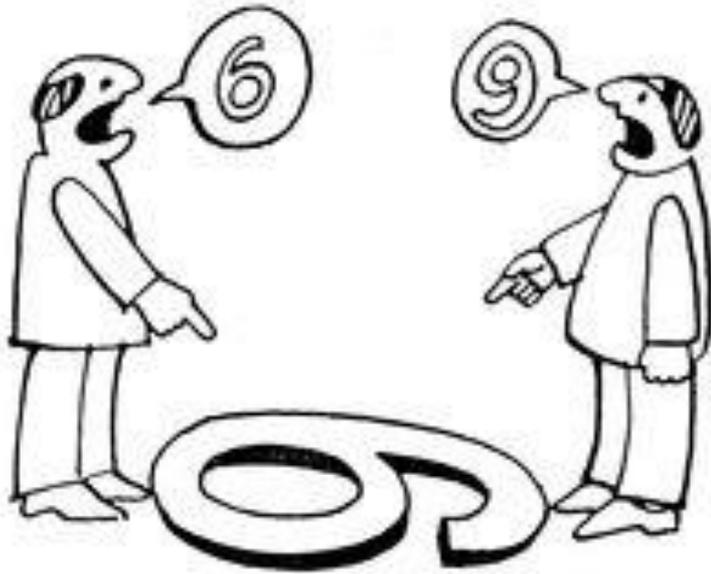


Word Editing Tips and Tricks

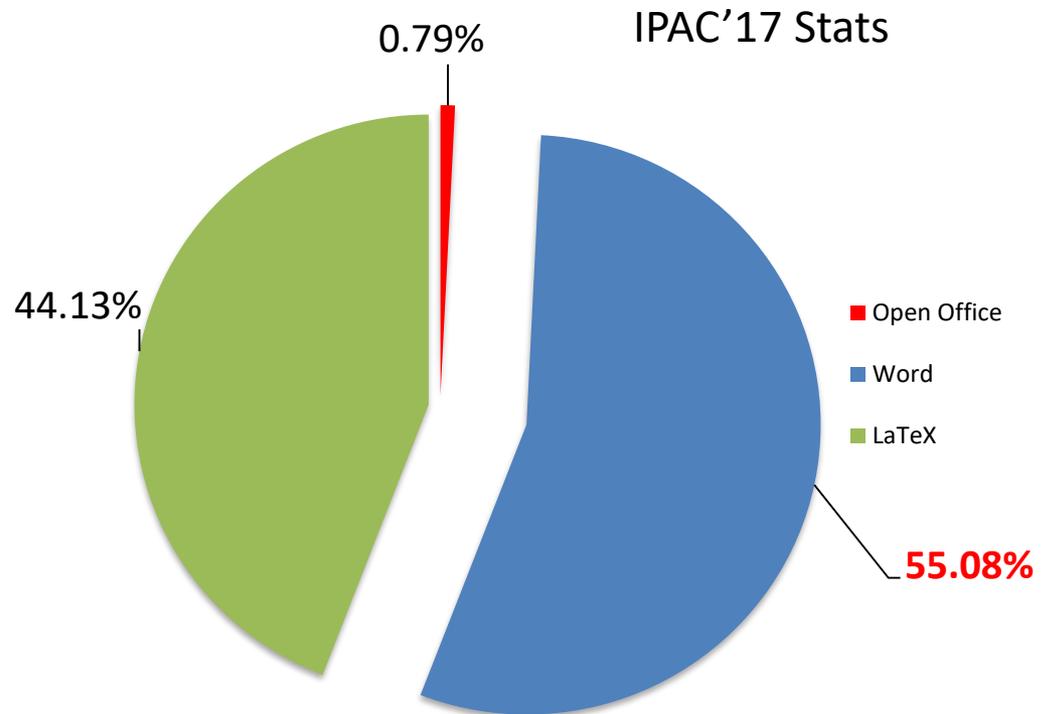


Method Disclosure Statement

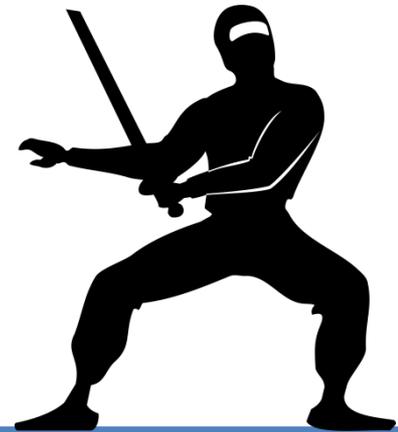


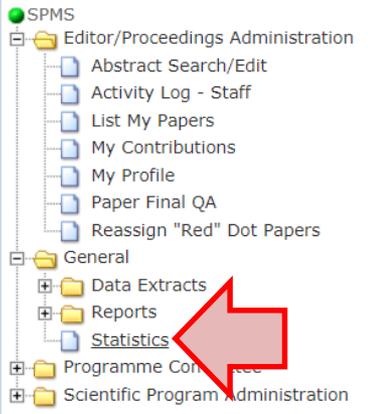
Overview

- **Prerequisites**
 - Template
 - Common Oversights/Mistakes
 - Must fix vs Time Dependant fix
- **Visualisation**
 - Print Layout View (default)
 - Outline View
 - Text Boundaries
 - Punctuation and hidden symbols
- **Red Dot is a Red Dot**
- **Search's**
 - Find
 - Find and Replace
- **Formatting**
 - Styles
 - Format Paint Tool
 - Fudging Line Spacing's (Shift + Ctrl + "<<" OR ">>")
 - Insert Objects Inline with Text
 - Remove Hyper Links
 - Breaks



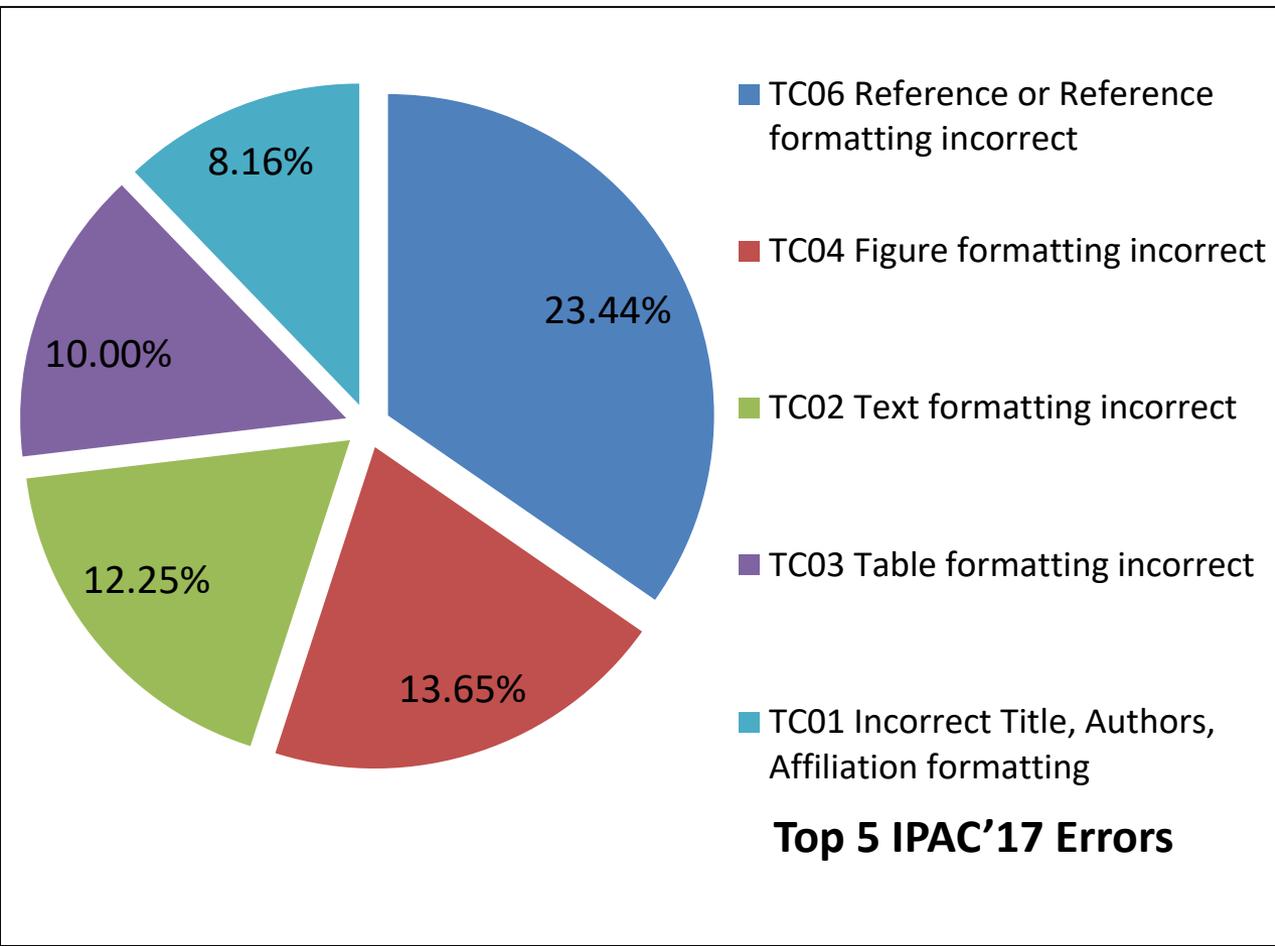
Prerequisites Resources



JACoW Template	http://www.jacow.org/Authors/MSWord
Citation Information	http://www.jacow.org/Authors/FormattingCitations Annex B of Full Template
Statistic of paper errors	<p><i>“Arm Yourself with Knowledge”</i></p>  <p>The screenshot shows a navigation menu for SPMS. The menu items are: Editor/Proceedings Administration (expanded), Abstract Search/Edit, Activity Log - Staff, List My Papers, My Contributions, My Profile, Paper Final QA, Reassign "Red" Dot Papers, General (expanded), Data Extracts, Reports, Statistics (highlighted with a red arrow), Programme Conferences, and Scientific Program Administration.</p>
	https://[your_previous_instance]/rpt_stats.html

Prerequisites - Resources

Common Errors



23.44%	TC06 Reference or Reference formatting incorrect (missing, multiply defined, wrong order, indentation, hyperlink, inconsistent, wrong, incomplete)
13.65%	TC04 Figure formatting incorrect (caption missing, outside margins, single/multiple line caption not centred/justified/placed above, caption wrongly labeled [abbreviated, colon missing, wrong font size, bold/italic])
12.25%	TC02 Text formatting incorrect (paragraphs, section/sub-section headings, indentation, column/intercolumn width, wrong text flow, number/unit split over lines)
10.00%	TC03 Table formatting incorrect (not centered, outside margins, caption below table, wrongly labeled, not in Initial Caps, single/multiple line caption not centred/justified)
8.16%	TC01 Incorrect Title, Authors, Affiliation formatting (size, full UPPER/lowercase, not in required lowercase [MHz], country missing)
5.07%	TC08 Figure/Table/Reference not referenced in text or missing
3.83%	TC00 General Problems related to formatting
3.80%	TC05 Footnote formatting incorrect (outside margins, no line above, not at bottom/first column, missing)
2.64%	MP04 Comments to the Author/Editor in Chief
1.99%	MP00 Miscellaneous or Formatting Problems
1.93%	TC09 Equation/Eq., Figure/Fig., Table wrongly used in text (lower case, abbreviated, period missing)
1.63%	TC07 Figure/Table/Equation/Reference numbers not in sequence
1.45%	MP02 Spelling Corrections
1.33%	MP03 Too many pages, blank pages
1.28%	UT00 General problems with template usage
1.16%	UT01 Template not used or parameter change; Bounding Box wrong; Incorrect column and/or intercolumn widths; old template used
1.13%	FC01 PS/EPS/PDF/source or supporting file(s) missing
1.07%	FC06 LaTeX (error: not compilable, package missing, multiply defined labels, or other infos)
1.04%	FC00 General Problems with files
0.77%	FP01 Font Problems (wrong font, wrong font size, not embedded, Type3/bitmap font as main text, too many fonts >50)
0.68%	TC11 Equation formatting incorrect (outside margins, Eq. number outside, not Eq. (x))
0.62%	FC02 Problem with pictures (too big, color conversion in PDF fails, lines/colors disappearing, numbers not readable, internal problems)
0.30%	FP00 General Problems with Fonts
0.24%	TC10 Graphics problem (too slow displaying, too small, resolution too low/high, text not readable)
0.18%	FP02 Font Problems (missing character, unknown glyph, unknown encoding: PDF doesn't contain readable text for search/export)
0.15%	FC04 Multiple or Unusable Files
0.12%	FC05 Bad EPS/PS/PDF: Scale to fit; Colour image printed B/W; PostScript/EPS doesn't distill
0.12%	UT02 A4 on US or US on A4 to produce PostScript/PDF



Visualisation Print Layout View

Processing of Transparencies and Videos - Microsoft Word

Home Insert Page Layout References Mailings Review **View** Acrobat

Print Layout Full Screen Reading Web Layout Outline Draft Ruler Gridlines Navigation Pane Zoom 100% One Page Two Pages Page Width New Window Arrange All Split View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros

PROCESSING OF TRANSPARENCIES AND VIDEOS

D. [Button](#)[#], ANSTO, Sydney, [Australia](#)
M. Marx, DESY, [Hamburg](#), Germany
A. [Shirakawa](#), KEK, Ibaraki, [Japan](#)

Abstract

Since 2005 SPMS has included functionality to process transparencies for publication to the JACoW archive as PDF slideshows. This was later revised in spring 2010 as reported at the 2012 JACoW Team Meeting with a presentation titled, “UPDATE ON TRANSPARENCY PROCESSING”^[1].

As the media types available to presentation authors has advanced and become more common, the continued maturing of the JACoW processing has been inclusive where these features are available in the software tools.

This paper will summarise the locations of available information on transparency processing, and provide suggested tools and processes to embed animations within PDF slideshow documents.

- **Transparency Manual [Version 3.0 from June 2012.]** (*Details the processing procedure for transparencies, split animation usage and general pdf generation information*)
- **How to embed movies in pdf files** presentation and corresponding paper, (*Details methods for embedding movies/videos into pdf documents*)
- **Transparency Processing Management** presentation from 2010, (*Details the SPMS operation through the transparency processing*)
- **Split Animation Macro** (*Required “add-in” to generate multiple slides stepping through animations in PowerPoint presentations*).

These documents along with the supplementary information within this paper are to assist Transparency Editors. The documents supplied on the guidelines web page should be first reviewed to gain base level

SCOPE OF TRANSPARENCY

Default view we are all use to viewing

- Gives as name suggests the view of what the document will look like when printed.



Visualisation Document Outline

Processing of Transparencies and Videos - Microsoft Word

File Outlining Home Insert Page Layout References Mailings Review **View** Acrobat

Print Full Screen Web Outline Draft Ruler Gridlines Navigation Pane Zoom 100% One Page Two Pages Page Width New Window Arrange All Split Synchronous Scrolling Switch Windows Macros

PROCESSING OF TRANSPARENCIES AND VIDEOS

- D. Button¹, ANSTO, Sydney, [Australia](#)
- M. Marx, DESY, [Hamburg](#), Germany
- A. Shirakawa, KEK, Ibaraki, [Japan](#)

Section Break (Continuous)

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SCOPE OF TRANSPARENCY PROCESSING

- The scope of work required in the processing of transparencies has 3 main aspects;
- 1. Managing transparency process status within SPMS.
- 2. Editing slides to "split" animations, and
- 3. production of pdf file, and embedding of multimedia for upload to SPMS.

Resources

- Detailed guidelines for Transparency Editors step by step instructions can be

Flattens document into linear sequence

- Good for finding tricky formatting issue in the document, elements which have moved outside of workable view.



Visualisation

Punctuation and hidden symbols

Processing of Transparencies and Videos – Microsoft Word

File Home Insert Page Layout References Mailings Review View Acrobat

Times New Romi. 14 A Aa

ABBC AaBbCcL AABBC AABBC AaBbCcL AaBbCcDd

Heading 2 Heading 3 Paper Title Section H... Subsectio... Reference

Find Replace Select Editing

Clipboard Font Paragraph Styles

PROCESSING·OF·TRANSPARENCIES·AND·VIDEOS¶

D·Button[#],·ANSTO,·Sydney,·Australia¶
M·Marx,·DESY,·Hamburg,·Germany¶
A·Shirakawa,·KEK,·Ibaraki,·Japan¶

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Displays non-visual text layout and punctuation characters as symbols

- Can give editor clues as to what the author has don during construction of their document, can however flow your view.



Visualisation

Show Text Boundaries

PROCESSING OF TRANSPARENCIES AND VIDEOS

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Shows the boundaries to which sections of text can exist within

- Good for giving simple clues to the layout problem in document such as figure and table placement and oversize, indenting in place of centering, etc.



Visualisation

Show Text Boundaries

How to Turn On Text Boundaries

1

2

3

4

Scroll Down

Word Options

General

Display

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Show AutoComplete suggestions

Cut, copy, and paste

Pasting within the same document: Keep Source Formatting (Default)

Pasting between documents: Keep Source Formatting (Default)

Pasting between documents when style definitions conflict: Use Destination Styles (Default)

Pasting from other programs: Keep Source Formatting (Default)

Insert/paste pictures as: In line with text

Keep bullets and numbers when pasting text with Keep Text Only option

Use the Insert key for paste

Show Paste Options button when content is pasted

Use smart cut and paste [Settings...](#)

Image Size and Quality Processing of Transparencies and Videos

Discard editing data

Do not compress images in file

Set default target output to: 220 ppi

Show document content

Show background colors and images in Print Layout view

Show text wrapped within the document window

Show picture placeholders

Show drawings and text boxes on screen

Show text animation

Show bookmarks

Show text boundaries

Show crop marks

Show field codes instead of their values

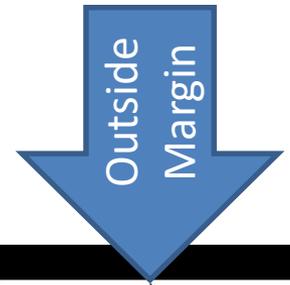
Field shading: When selected

OK Cancel

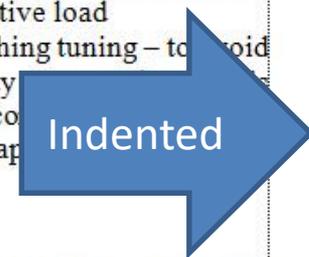
File > Options > Advanced > (Check) Show Text Boundaries



Visualisation Show Text Boundaries



- 2-phase 9 kV at 11.78 MHz for a capacitive load of 25 pF (15 pF – each inner drift tube capacitance, 10 pF – capacitance of the ceramic RF feedthrough) – RF transformer pi-mode - coil grounded in the middle resonating with a capacitive load
- Simple frequency and matching tuning – to avoid frequency tuner in the cavity implemented in the primary coil. This allows cheap variable capacitor electric.



RF Circuitry Simulations

The schematic presented on Fig. 6 is developed and simulated with Micro-Cap [4]. C4 and C5 present the capacitive load of the cavity. L1, L2 – secondary and L3, L4 – primary coils of the RF transformer. C1 and C2 – are variable capacitors for frequency and matching tuning. Resistors R1, R2 and R3 take into account

coils are installed for rough and fine tuning.

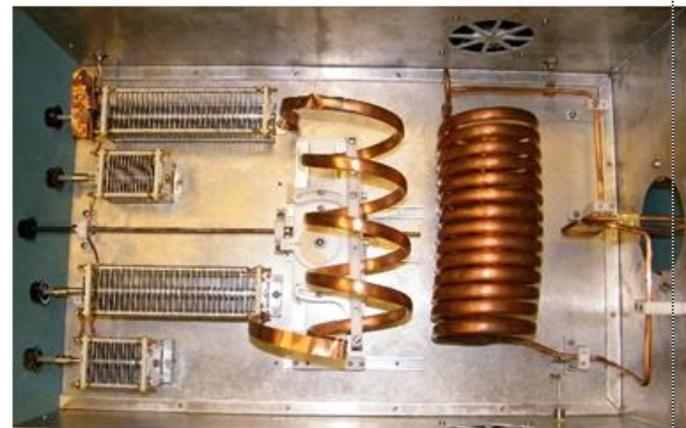
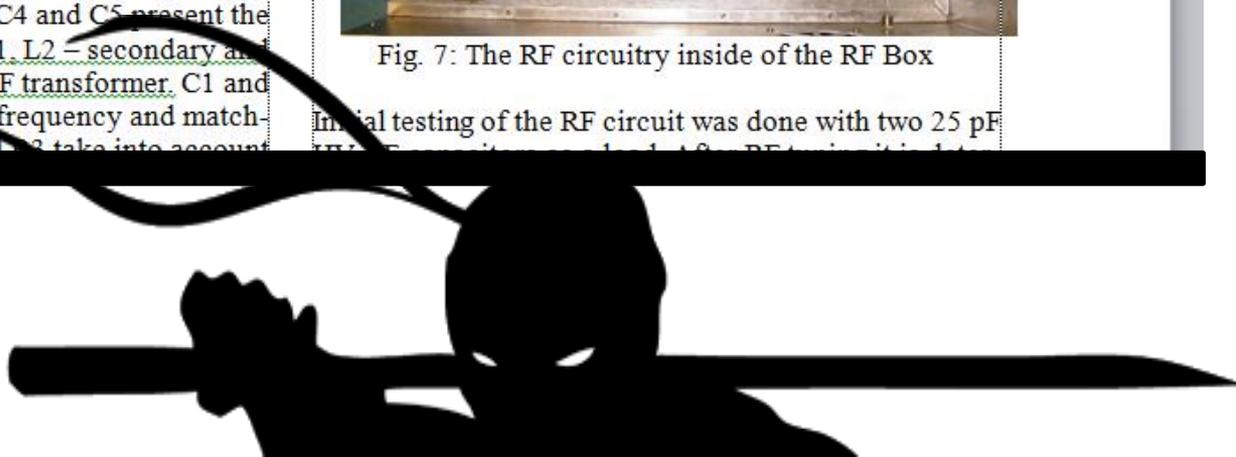


Fig. 7: The RF circuitry inside of the RF Box

Initial testing of the RF circuit was done with two 25 pF



Red Dot is a Red Dot



2x Resources

Author + Editor ←

Editors Time is a Premium!!!



Send Clear instructions back to the author



TUPAB044 - RED

* Please download and use the current template and copy and used the paste as unformatted feature to each section so that the formatting of the template is correct.

* Abstract title formatting wrong, this should be Title case not All Uppercase.

* Footnote formatting wrong. see JACoW template.

* Do not use hyperlinks in the document, remove using "control + k".

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* Wrong font sizes and types used throughout document, and paragraph line spacings, see template.

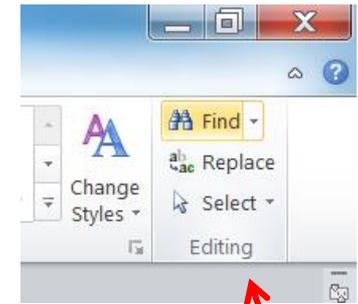
* Figure 11 split across pages.

* Reference list formatting wrong, see template, and JACoW website references and citations.

* You are allowed 3 pages + 4th page for references only.

* Figure 12 not referenced in main text.

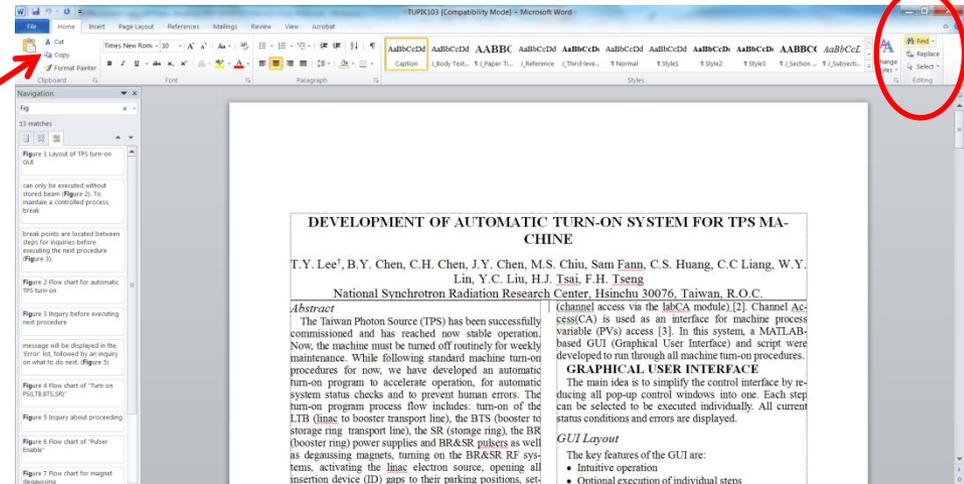
Search's Find (ctrl – f)



The find tool can be use to locate existence of in text references such as;

- Figure references (*search for “fig.”*)
- Sighting of reference in text (*search for “[”*)
- Table references (*search for “table”*)
- Etc.

Home Ribbon



TUPIK103 - RED

- * Figure captions.
- * Title text spacing between Author list and text paragraphs.
- * Sub Section Headings
- * Reference list indenting and formatting.
- * Random line next to abstract.
- * Figure 1,4,6,7,8,9, and 10 not referenced in text.

Search's Replace (ctrl – h)

Find What: "Fig."
Replace With: "Figure"



(Fig. 1), operates with a fundamental frequency of 11.8MHz so that one of every three RFQ buckets is filled. The RFQ requires an ion injection energy of 2.04 keV/u ($\beta=v/c=0.208\%$ with a phase acceptance for 60% transmission of $\Delta E/E_{\pm}(-1.5\%,+4.5\%)$ and $\Delta\phi_{\pm}=\pm 25\text{deg}$ (35MHz). The transverse acceptance is 140 μm .

Fig. 1: The ISAC Pre-buncher, RF booster and RFQ.

The injection energy acceptance requires that the ions (typically radioactive ions produced via the ISOL method) have to be extracted from a source at a terminal volt-

the ion with final velocity in all cases of 0.208%.

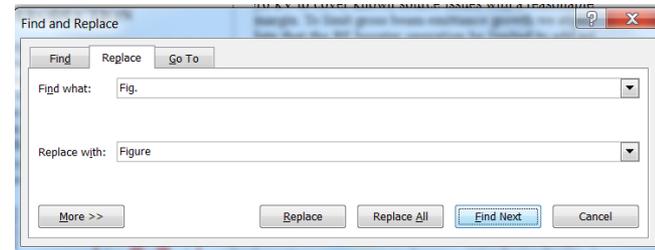
Fig. 2: The electrode geometry, field and design.

ELECTRODE DESIGN

The RF booster is a three gap device operating at 11.78 MHz in push pull mode with a tube to ground voltage from 0 to 8.5kV. The drift tube geometry is chosen to optimize the efficiency over the velocity range of interest. Due to the large velocity swing a graded beta structure is chosen (Fig. 2). The tube lengths and gap dimensions are shown in Table 1.

Table 1: Electrode geometry

Device	Length	V_0	β_0



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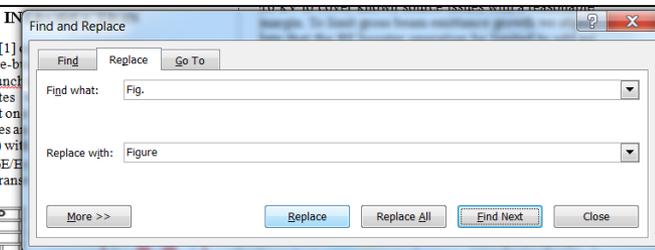
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Can iterate through document, and replace appropriate as "Found" in sequence, only replace the ones required.

More accurate than scanning and replacing by eye...

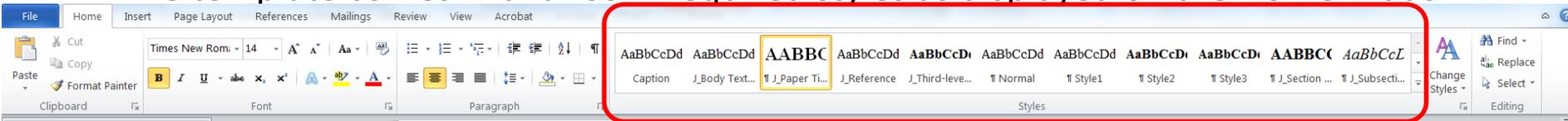
Note: Do Not use "Replace All"

THPIK003 - RED

- * Indent missing at start.
- * Figure Captions wrong.
- * table title wrong.
- * Figure 4 caption indented, remove.
- * Figure 3 formatting really wrong.
- * Figure 5 indented not centred, center as per template descriptions.
- * Figure 7 hanging outside margin, center to column.
- * Equations, there is a section on this in the template as well, consider using same method as that of eq(1).

Formatting Styles

The template comes with JACoW required styles as displayed on the Home Ribbon



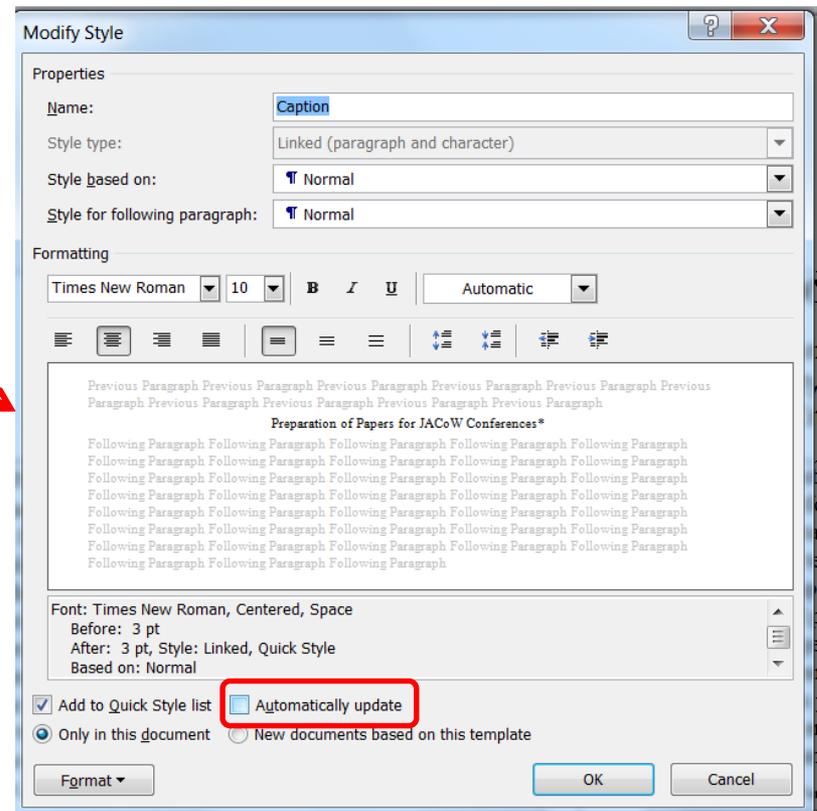
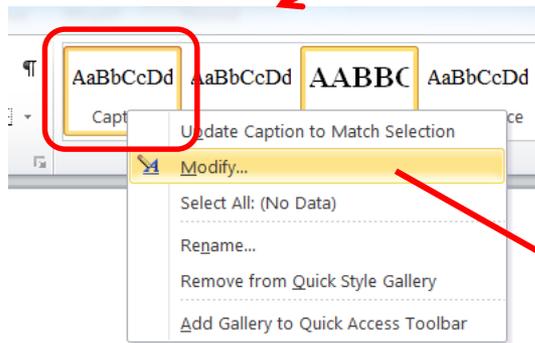
Style	Font	Space Before	Space After
PAPER TITLE	14 pt UPPERCASE EXCEPT FOR REQUIRED lowercase letters Bold	0 pt	3 pt
Author List	12 pt UPPER- and lowercase	9 pt	12 pt
<i>Abstract Title</i>	12 pt <i>Initial Caps</i> <i>Italic</i>	0 pt	3 pt
SECTION HEADING	12 pt UPPERCASE Bold	9 pt	3 pt
<i>Subsection Heading</i>	12 pt <i>Initial Caps</i> <i>Italic</i>	6 pt	3 pt
Third-level Heading	10 pt Initial Caps Bold	6 pt	0 pt
Figure Caption	10 pt	3 pt	≥3 pt
Table Caption	10 pt	≥3 pt	3 pt
Equation	10 pt base font	12 pt	12 pt
References ¹ when ≤ 9	9 pt, justified with 0.52 cm (0.2 in) hanging indent	0 pt	3 pt

Formatting Styles

The template comes with JACoW required styles as displayed on the Home Ribbon



Right Click

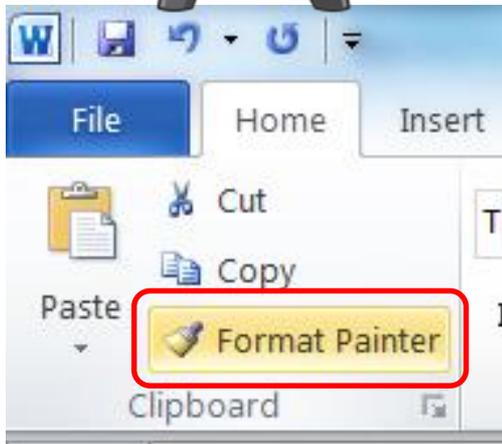


If “Automatically update” is checked then every time you modify the justification of one caption, it will change for every caption in the document of that type. **Un-Check if Checked.**

Formatting

Format Painter Tool

1. Highlight the text which is formatted the way you want to copy.
2. With the select brush paint the text you want to have the same formatting.



TUPAB044 - RED

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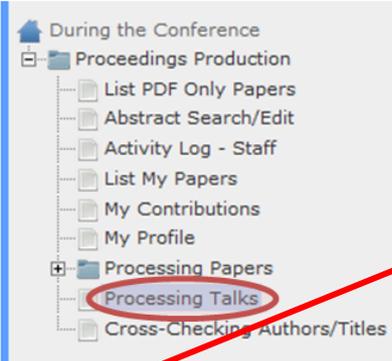
* You are allowed 3 pages + 4th page for references only.

* Figure 12 not referenced in main text.

Formatting

Fudging Line Spacing's (Shift + Ctrl + “<” OR “>”)

In Pitspot the editor will use the move tools to improve the layout and distribution of text. You can use a small trick to do this in word. This is done by increasing or decreasing the font size on a line.



During the Conference > Proceedings Production
“Processing Talks” (see Fig. 1).

- During the Conference
 - Proceedings Production
 - List PDF Only Papers
 - Abstract Search/Edit
 - Activity Log - Staff
 - List My Papers
 - My Contributions
 - My Profile
 - Processing Papers
 - Processing Talks**
 - Cross-Checking Authors/Titles

Figure 1: Primary resource location on the JACoW website for Transparency Processing guidelines [2].

Within the guidelines page you can find the following guidance documents and tools;

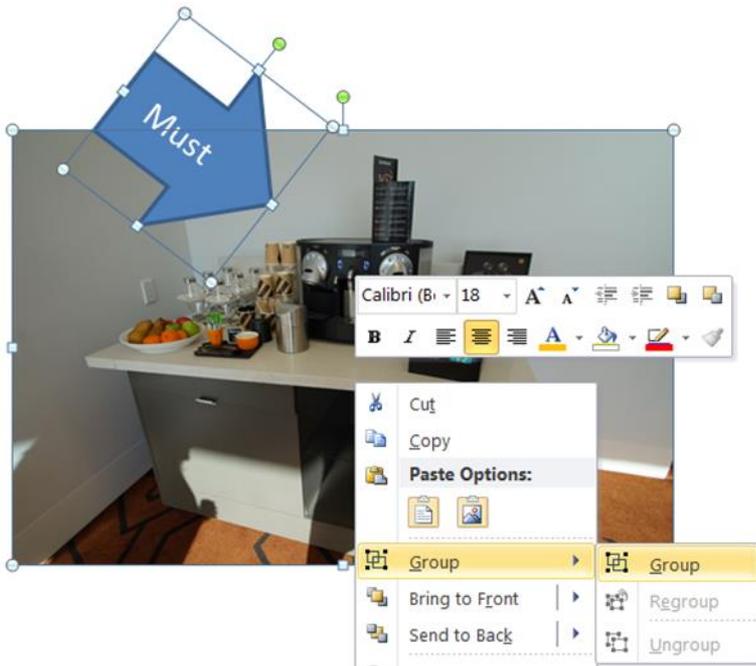
dbu@ansto.gov.au

1. Select Blank Line
2. Use Shift + Ctrl AND “<” or “>”

Formatting

Inline with text -Grouping

Objects to Group



Can now be place inline with text



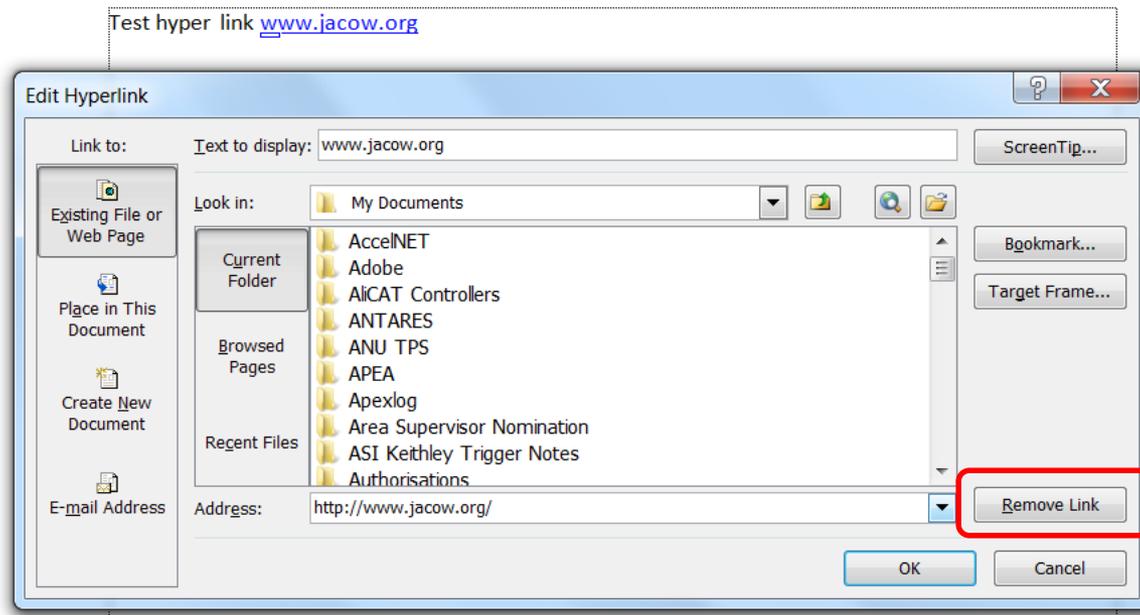
WEPIK008 - YELLOW

- * Sub-section headings.
- * All figure captions. All were text boxes, content moved inline with text.
- * **PRESENT STATUS AND PLAN** make bold.

Formatting

Removing Hyperlinks (ctrl + k)

The final PDF JACoW format document should not have any hyper links. To remove hyperlinks in the word document use the “Ctrl + K” Edit Hyperlink menu, click “Remove Link”.



www.jacow.org



Formatting Breaks

Paragraph Break New Line	Enter	Standard carriage return
Line Break	Shift + Enter	Goes to next line without new paragraph
Page Break	Ctrl + Enter	Starts text on next page
Column Break	Ctrl + Shift + Enter	Starts text in top next column
Section Break (Continues Break)	Page Layout Page Setup Breaks	Used when changing from column sections
Unbreakable Space	Ctrl + Shift + Space	Use to adjoin item such as units which should remain to adjacent values

