EDITING WITH WORD
(Procedures, Tips and Tricks)

Lin Bian
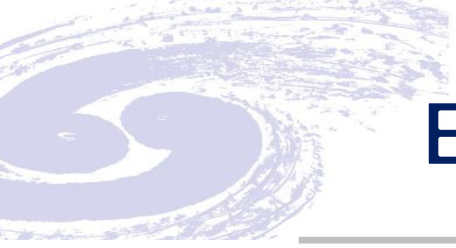
Institute of High Energy Physics, Chinese Academy of Sciences
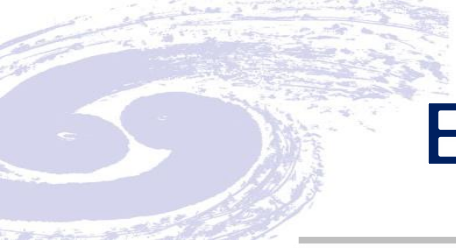
JACoW Team Meeting 2024, Deauville, France

November 2024

Editing with word

- Basic tools
- Procedures and points to note
- Tips and Tricks
- Precautions and Experiences
- Summary

Editing with word

- **Basic tools**
- Procedures and points to note
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Editing with word

- **What is the basic tools for editing with word?**
  - JACoW Template——Current JACoW Template (Word)——Get familiar
    - Citation (reference style) Information——Annex B of Full Template——Pay attention
      https://www.jacow.org/Authors/FormattingCitations（Authors often encounter the most issues here.）
  - Quick JACoW Template Review——Video from Ivan，A brief introduction regarding the key points to note in the template and some minor errors in it.

  - CatScan Tool
  - Reference Search Tool

  - Editor Quality Assuarance Overview
  - Paper editing checklist
- Basic procedures and points to note
- Tips and Tricks
- Precautions and Experiences
- Summary

Quality Assuarance Overview and Checklist

Quality Assurance Overview

	JACoW Template Essentials	Explanation
Title	ALL CAPS CENTERED except for units, symbols, and acronyms. Font: 14 pt, Times New Roman, bold. no hyphenation, no single word on one line. Plural of proper nouns and acronyms have a lowercase "s" (LINACs, PLMs)	Acronym if unsure whether it's a mixed case, check the paper how it is written when no automatic uppercasing is in effect.
Author List	Font: 12 pt, Times New Roman, Upper- and Lowercase. Each Author has Affiliations and Location sorted either "by institute" or "by author". Location: Institute, Acronym, city, country (no zip code). Line break: if author list and affiliation have a line break, place the affiliation on a line by its own (in this case no comma after the last author)	by institute: all authors of the same institute are grouped, the main author starts, further institutes are listed in alphabetical order. by authors: the authors are listed in alphabetical order and carry a superscript number to refer to the institute, which is listed below the authors.
Footnote [*†#]	Font: 8 pt, Times New Roman, non-bold. Located at bottom of left column, horizontal line above. Corresponding Marker/Symbols found in title* or author list[†]. No Hyperlinks	
Section Heading	SECTION HEADING ALL CAPS CENTERED accept for units, symbols, and acronyms. Font: 12 pt, Times New Roman, bold. No numbering, no period "." at the end of a Section Heading. no hyphenation, no single word on one line, no column break directly after Heading. Plural of proper nouns and acronyms have a lowercase "s" (LINACs, PLMs)	Acronym if unsure whether it's a mixed case, check the paper how it is written when no automatic uppercasing is in effect.
Subsection Headings	Subsection Heading Level 2 Font: 12 pt, Times New Roman Italics, Initial Caps/Title Case. No numbering, no period "." at the end of a Subsection Heading	
Third Level Heading	Third Level Section Heading Title Case, run-in to paragraph with 1 em spacing. Font: 10 pt, Times New Roman, bold. No period "." at the end of a Third Level Section Heading but 1 em space	
Main Text	Font: 10 pt, Times New Roman, justified. Paragraph indent: 0.33cm/9.35 pt. No Hyperlinks. Quantity and their unit should stay together on one line. Figure/Fig./Table and their number should stay together on one line. Fix obvious spelling errors	use Shift + Space for non-breakable space
Margins	Must be as prescribed in the template. Margin / A4 / US Letter. Top 37mm 0.75in. Bottom 19mm 0.75in. Left 20mm 0.79in. Right 20mm 1.02in. 2 Column + Gutter (Column Spacing) 5.3mm	
Page	General layout must match JACoW template style. Paper Size PDF: Cropped to JACoW Page Size (595 x 792 pt). No Hyperlinks and No page numbers. Pages Limit: depends on conference series. IPAC/NAPAC Invited Oral 5 pages. Contributed Oral/Poster 3 pages. References 1 additional page (References Only). Fonts embedded in the final pdf	Inquire which paper codes are Invited Orals
Figures	Uniquely numbered no missing numbers. Captions start with "Figure n:", no bold font, below figure, 1 line captions centered, multiline captions justified in full width of the column, no indentation each column. Full-widths figures should be placed top or bottom to ensure text flow top to bottom in each column. All Figures cited in sequence, no omissions. Figure (start of sentence) or Fig. (in text). Graphics should be readable (axis, numbers, symbols)	LaTeX automatically keeps the correct text flow therefore free placement. Figure/Fig. style not enforced
Tables	Uniquely Numbered no missing numbers. Captions start with "Table n:", no bold font, above table, 1 line captions centered, multiline captions justified in full width of the column, no indentation. Preferably in Title Case, but not enforced. All tables cited in text	Exception when directly referred above, i.e. "This can be seen in the table below."
Equations	Uniquely numbered, no missing numbers, equations can be without number, when not referenced. Equation (x) (start of sentence) or Eq. (x) (in text), number always in parentheses	Equation /Eq. style not enforced
References	Uniquely numbered, no missing numbers. All references cited in text, in order referred to in main text. No Hyperlinks. DOI: 8 pt, Liberation Mono (Word, OO); JACoW conferences, journals, books should list DOIs. Alignment: closing bracket right aligned. Journal names, Proceedings in italics	References as per Annex B of JACoW Template. Rule for author name/lists: → "first name initial" (+ middle initials) "last name" => only this sequence → "one author + et al.," => no comma before "et al." → "first author and second author" => "and", no comma before "and" → "first author, second author, and third author," => ", and" with comma before last author → "first author, second author, et al.," => comma before "et al." only if more than one name

•Very useful, as it presents the important aspects of the template in a concise manner. It is a commonly used tool in QA.

•It is very useful for editors. After working for a long time, one may feel fatigued. Having this checklist serves as a reminder, so the editor won't forget any important points.

PAPER

Overall document
Add item to group
- Crop paper first with Acrobat menu tool
- External margins
- Columns separation (toggle on/off column guides)
- Number of pages (+1 only for references)
- Fonts Embedded (except Type 3)

First page
Add item to group
- Authors' list: font - institute - grouping
- Title: All caps centered except sym
- Footnotes: email optional. Check position + margins + size

Headings (no numbering)
Add item to group
- SECTION HEADING
- Subsection Heading
- Third Level Heading (inline)

Main text
Add item to group
- No Hyperlinks.
- Figure/Fig./Table together with number

Figures
Add item to group
- Unique + sequential numbering.
- Caption below image
- Figure X: Sentence case
- Centered text (single line) or justified (multi-line).
- Referenced in text (sequential).

Tables
Add item to group
- Unique + sequential numbering..
- Caption above table
- Table X: Title Case (if Possible)
- Centered text (single line) or justified (multi-line)
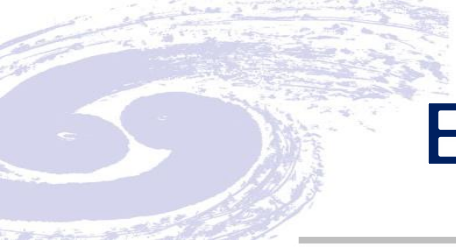- Referenced in text (sequential)..

Equations
Add item to group
- Inside margins
- Unique + sequential numbering (optional)

References
Add item to group
- Unique + sequential numbering...
- Well aligned ([9] vs [99])
- Referenced in text (sequential)...
- No Hyperlinks..
- doi://10.12345/fancy-123: JACoW conferences: must have - journals + books nice to have
- Journal names + Proceedings in italics
- Check with RefDB/DOI.org/google search

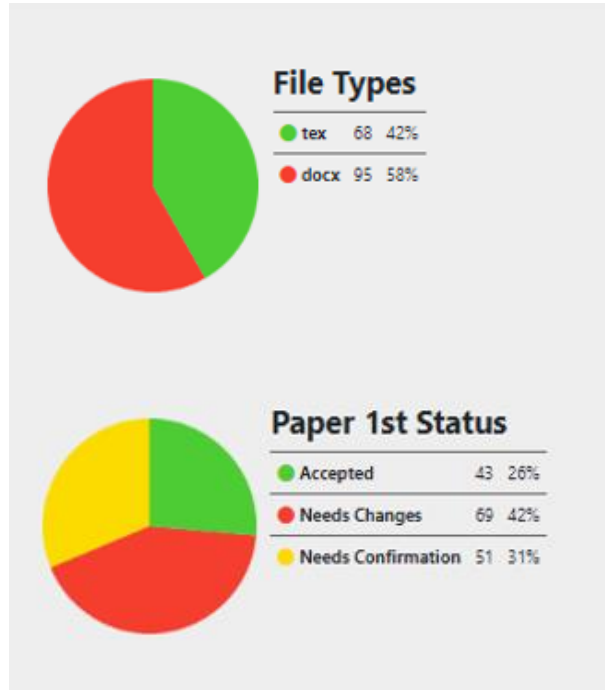### # Printed version corresponds with screen

Editing with word

- Basic tools

- **Procedures and points to note**

- Tips and Tricks

- Precautions and Experiences

- Summary

References: Writing a JACoW paper: hints and reminders: https://ipac-docs.jacow.org/Paper/Writing/general/

Writing a paper in MS Word: resources: https://ipac-docs.jacow.org/Paper/Writing/word/

Statistics -- IBIC2024 papers as an example

File Types
- tex   68   42%
- docx   95   58%

Paper 1st Status
- Accepted   43   26%
- Needs Changes   69   42%
- Needs Confirmation   51   31%

Tags

Tag	Count	%
TC06: Reference or Reference formatting incorrect (missing, multiply defined, wrong order, indentation, hyperlink, inconsistent, wrong, incomplete)	135	83%
TC14: Reference formatting: missing info added, DOI/URL/site name added or corrected	113	70%
TC08: Figure/Table/Reference not referenced in text or missing	101	62%
TC02: Text formatting incorrect (paragraphs, section/sub-section headings, indentation, column/intercolumn width, wrong text flow, number/unit split over lines)	79	49%
TC12: Badly formatted units [italic, spacing, µ italicized]	66	41%
TC09: TC09 Equation/Eq., Figure/Fig., Table wrongly used in text (lower case, abbreviated, period missing), bad placement	66	41%
TC04: Figure formatting incorrect (outside margins, single/multiple line caption not centred/justified/placed above, Caption wrongly labeled [abbreviated, colon missing, wrong font size, bold/italic])	57	35%
TC01: Incorrect Title, Authors, Affiliation formatting (size, full UPPER/lowercase, not in required lowercase [e.g. MHz], city/country missing)	54	33%
TC03: Table formatting incorrect	27	17%
TC00: General Problems related to formatting	19	12%
TC07: Figure/Table/Equation/Reference numbers not in sequence	18	11%
TC05: Footnote formatting incorrect (outside margins, no line above, not at bottom/first column, missing)	16	10%
FC01: PS/EPS/PDF/source or supporting file missing; file wrongly named	15	9%
FC06: LaTeX error: not compilable, package missing, multiply defined labels, or other info	15	9%
TC_03: Table formatting incorrect (not centered, outside of margins...)	14	9%
UT01: Template not used or parameter change; Bounding Box wrong; Incorrect column and/or intercolumn widths; old template used	13	8%
MP03: Too many pages, blank pages	12	7%
MP01: Status set to RED to enable re-upload	10	6%
FC03: BibTeX: wrong reference type, bib field or bib field content, missing bib field	9	6%
FC00: General Problems with files	8	4.9%
FC02: Problem with pictures (too big, color conversion in PDF fails, lines/colors disappearing, numbers not readable, internal problems)	8	4.9%
MP02: Spelling Corrections	6	3.7%
TC11: Equation formatting incorrect [outside margins, Eq. number outside, not Eq. (x)]	5	3.1%
TC_01: Incorrect title, authors affiliation formatting	5	3.1%
TC_04: Figure formatting incorrect (caption missing, outside of margins...)	5	3.1%
FC05: Bad EPS/PS/PDF: Scale to fit; Colour image printed B/W; PostScript/EPS doesn't distill	2	1.2%
TC10: Graphics problem (too slow displaying, too small, resolution too low/high, text not readable)	2	1.2%

- **Paper tags top 3:**
  - Reference Formatting
  - Reference missing info
  - Figure/Table/Reference not referenced

Preliminary judgment

- **Red? Yellow? Green?**

  - Green dot
    - Perfect paper, also in JACoW size
    - Paper can go to QA
  - Yellow dot
    - Source file changed to fix problems
    - Author will proofread and approve or reject
  - Red dot
    - Extensive work necessary, author should fix and resubmit
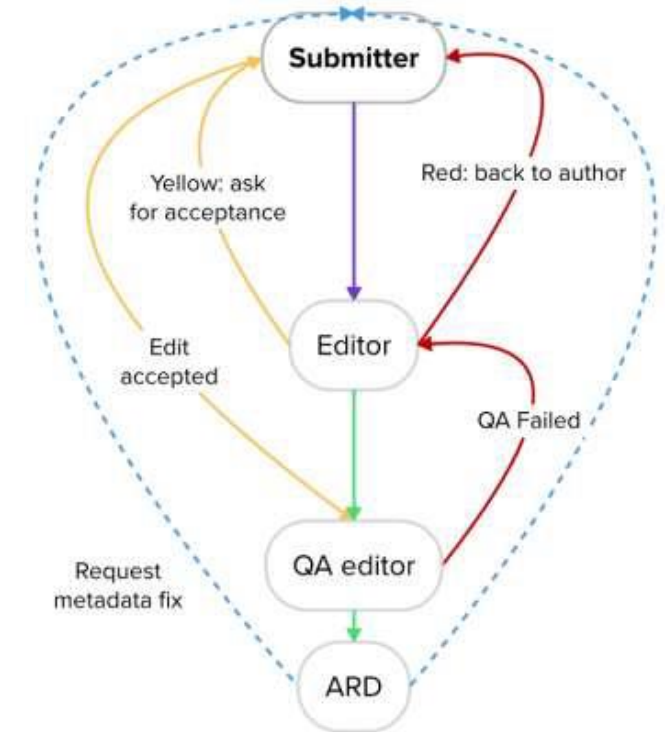
Preliminary judgment

- **Whether I can fix, and how long will it take?**
  - ➤ First check for problems that must be corrected by the author (Use CatScan Tool to help you)
    - • References, figures and tables are not cited in the text
    - • The main content of the references is missing
    - • The whole template is completely wrong...
  - ➤ If there are no problems above, judge how long will take you to fix it and make decision.
    - • If not so bad, go through each item and make revisions.
    - • According to Ivan's recommendation, if it takes more than 10 minutes to fix the paper, you can give a red dot.
  - ➤ Taking notes while checking is a good habit :

Submitter has been asked to make some changes · 7 September 2024 09:26   Hide 🔴

Dear Author,

The following corrections are required:
- There should be no comma after N. Terunuma.
- mu in a unit and all units should not be italic. Use \qty[]{10}{\micro\meter} and so on.
- If Equation and Figure are not located at the beginning of a sentence, use Eq. X and Fig. X.
- Table caption should be before the table and no period at the end.
- A space should be in between number and \%.
- All reference should follow JACoW Template. Please check ANNEX B in JACoW Template. https://refs.jacow.org/ can be use to get a correct reference format for JACoW papers. Journal abbreviation can be checked on https://woodward.library.ubc.ca/woodward/research-help/journal-abbreviations/.

Please make corrections accordingly and upload new files for Editor to proceed.

Give suggestions

(1) Figure 11 is not referenced in the text, I add the "11" here: "Emittance feedback with BBF was reported from SO-LEIL [10] and DIAMOND [11], as shown in the block diagram in Fig. 11 The BBF method offers a faster response and simpler control than the x-y coupling control with a skew quadrupole. "

Tell what is fixed

(2) Many figure caption format is not correct, I modified.

(3) I corrected the body text indent

(4)I modified the reference format

(5)[14] WEB42 should be WEP42, I already corrected.

Step by step

- **Overall document**
- **First page**
- **Headings**
- **Main text**
- **Figures**
- **Tables**
- **Equations**
- **References**
- **Print version corresponds with screen**

PAPER

 # Overall document
Add item to group
- Crop paper first with Acrobat menu tool
- External margins
- Columns separation (toggle on/off column guides)
- Number of pages (+1 only for references)
- Fonts Embedded (except Type 3)

 # First page
Add item to group
- Authors' list: font - institute - grouping
- Title: All caps centered except sym
- Footnotes: email optional. Check position + margins + size

 # Headings (no numbering)
Add item to group
- SECTION HEADING
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 # Main text
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- Figure/Fig./Table together with number

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 # Tables
Add item to group
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- Caption above table
- Table X: Title Case (if Possible)
- Centered text (single line) or justified (multi-line)
- Referenced in text (sequential)..

 # Equations
Add item to group
- Inside margins
- Unique + sequential numbering (optional)

 # References
Add item to group
- Unique + sequential numbering...
- Well aligned ([9] vs [99])
- Referenced in text (sequential)...
- No Hyperlinks..
- doi://10.12345/fancy-123: JACoW conferences: must have - journals + books nice to have
- Journal names + Proceedings in italics
- Check with RefDB/DOI.org/google search

 # Printed version corresponds with screen

Points to note -- Author and Affiliation block

- **Formatting the author-affiliation block: (No Zipcode)**

  - There are two ways to group authors and institutes (although only the first one is documented in the JACoW template):

  - **by institutes:** all authors of the same institute are grouped, the main author starts, further institutes are listed in alphabetical order

  - **by authors:** the authors are listed in alphabetical order and carry a superscript number to refer to the institute

THE JACoW COLLABORATION*

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R. Dowd, K. Riches, E. Tan, N. White,
ANSTO, Australian Synchrotron, Clayton VIC 2168, Australia

THE ENUBET MULTI MOMENTUM SECONDARY BEAMLINE DESIGN

E.G. Parozzi[*,1,2], N. Charitonidis, CERN, 1211 Geneva 23, Switzerland
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THE ENUBET MULTI MOMENTUM SECONDARY BEAMLINE DESIGN

E.G. Parozzi[*,1,2,3], G. Brunetti[3], N. Charitonidis[1], A. Longhin[4,5], M. Pari[4,5], F. Pupilli[5], F. Terranova[2,3]
[1] CERN, 1211 Geneva 23, Switzerland
[2] INFN, Sezione di Milano-Bicocca, piazza della Scienza 3, Milano, Italy
[3] Phys. Dep. Università di Milano-Bicocca, piazza della Scienza 3, Milano, Italy
[4] Phys. Dep. Università di Padova, via Marzolo 8, Padova, Italy
[5] INFN Sezione di Padova, via Marzolo 8, Padova, Italy

Points to note -- Title, Headings, Text and Captions

➢ Please ensure that all units with mixed case (**keV, MeV, GHz, μs, ...**) are written correctly.

➢ The same is true for acronyms like (**SwissFEL, g-2, SuperKEKB, e-BEAM, IsoDAR, ThomX, LhARA, XiPAF, IoT, FCC-hh, HiSOR,** ...). If unsure whether it is a mixed-case acronym, check the paper how it is written when no automatic uppercasing is in effect.

➢ The plural of proper nouns and acronyms in uppercase has to be a LOWERCASE "s" (**LINACs, PLMs**, ...).

BUNCH-RESOLVED 3D BEAM POSITION MEASUREMENT SYSTEM AND ITS APPLICATION IN FELiChEM*

X. Yang, Y. M. Deng, Z. Y. Zhao, H. R. Zhang, Y. F. Xu, Y. B. Leng[†],
NSRL, University of Science and Technology of China, Hefei 230029, P. R. China

➢ Line breaks(**Shift + Enter**) **in author-affiliation block**: if author list and institute has a line break, place the institute on a line by its own (in this case the last author is not separated from the institute by a comma)

➢ Line breaks (**Shift + Enter**) **in title and section headings**:

   ➢ do not let a single word stand on a line,
   ➢ try to break lines by meaning or context,
   ➢ do not hyphenate words.

Points to note -- Formatting references

➢ First check the format of the references (use reference search tools for help)
➢ Then adjust the fonts and alignment

  ➢ If a **DOI for a JACoW conference** is present, the entry "paper xyz..." should/could be removed

  ➢ the **DOI is typeset as** (example with JACoW): doi:10.18429/JACoW-<conference>-<paperID>
    never as a URL like: https://doi.org/10.18429/JACoW-<conference>-<paperID>

  ➢ Pay attention to the font for the DOI links, it is "Liberation Mono"

  ➢ "If a **DOI ends up in a new line** because it cannot be hyphenated and the previous line is spread due to justification, introduce a hard line break at the end of the text before the DOI.

  ➢ Rules about **author names in references** according to IEEE style:
    • "first name initial" (+ middle initials) "last name" → only this sequence
    • "one author + *et al*.," → no comma before "et al."
    • "first author and second author" → "and", no comma before "and"
    • "first author, second author, and third author," → ", and" with comma before last author
    • "first author, second author, *et al*.," → comma before "et al." only if more than one name

Points to note -- Typesetting units

➢ The numerical value always precedes the unit, and a space is always used to separate the unit from the number, e. g. 10.2 m (not 10.2m).

➢ The same should be done with temperature degrees: 30.2 °C (not 30.2°C or 30.2° C).

➢ **Numerical value and unit, Fig. and its number,** are typeset with an unbreakable space between them: use the shortcut CTRL + SHIFT + space to make a space that won't break at the end of the line.

front-end·mixer·shown·in·Fig.°1,·from·1.5°GHz·(3 × f_{RF})··
to·0.5°GHz·(f_{RF});·however,·the·sensitivity·is·reduced.↵

➢ The only exceptions to this rule are for the unit symbols for degree, minute, and second for plane angle (° , ′ , and ″, respectively), for which no space is left between the numerical value and the unit symbol.
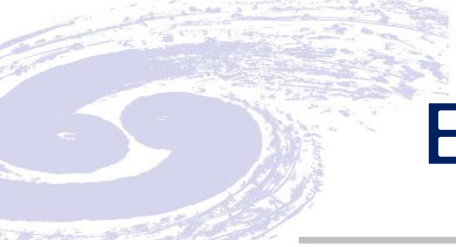
Editing with word

- Basic tools
- Basic procedures and points to note
- **Tips and Tricks** ⟶
  - ➢ Visualization
    - Print Layout View
    - Outline View
    - Text Boundaries
    - Punctuation and hidden symbols
  - ➢ 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 and shortcuts
- Precautions and Experiences
- Summary

12:05 | *David Button (Australian Nuclear Science and Technology Organisation)*
Editing with Word
- TipNTricks - Word2023.pdf
- TipNTricks - Word2023.pptx
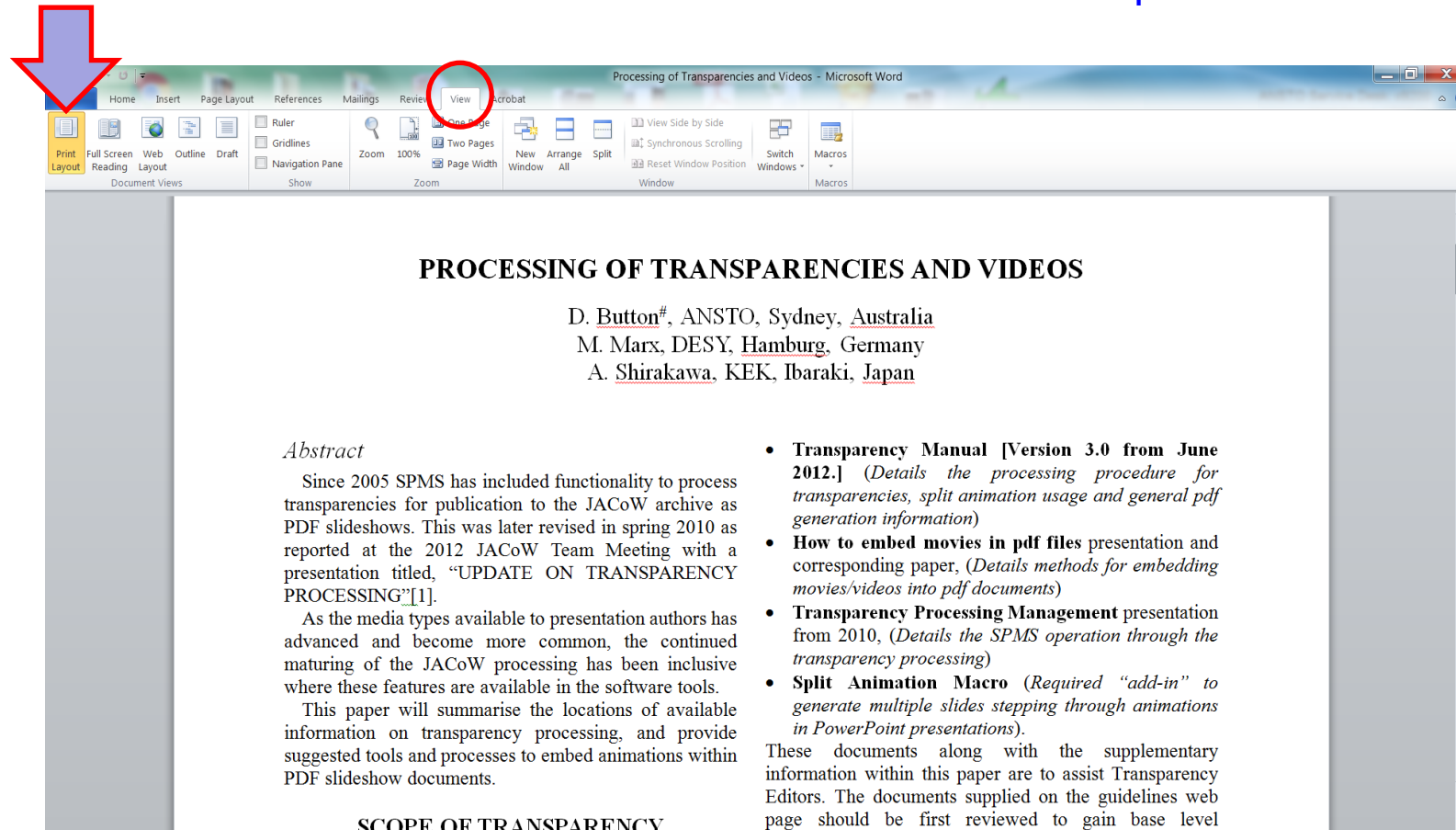
Visualisation -- Print Layout View

Default view we are all use to viewing

- The view of what the document will look like when printed.

Visualisation -- Outline View

Flattens document into linear sequence

• Good for finding tricky formatting issue in the document

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, etc.

Visualisation -- Show Text Boundaries

How to Turn On Text Boundaries

File > Options > Advanced > (Check) Show Text Boundaries
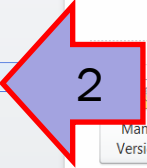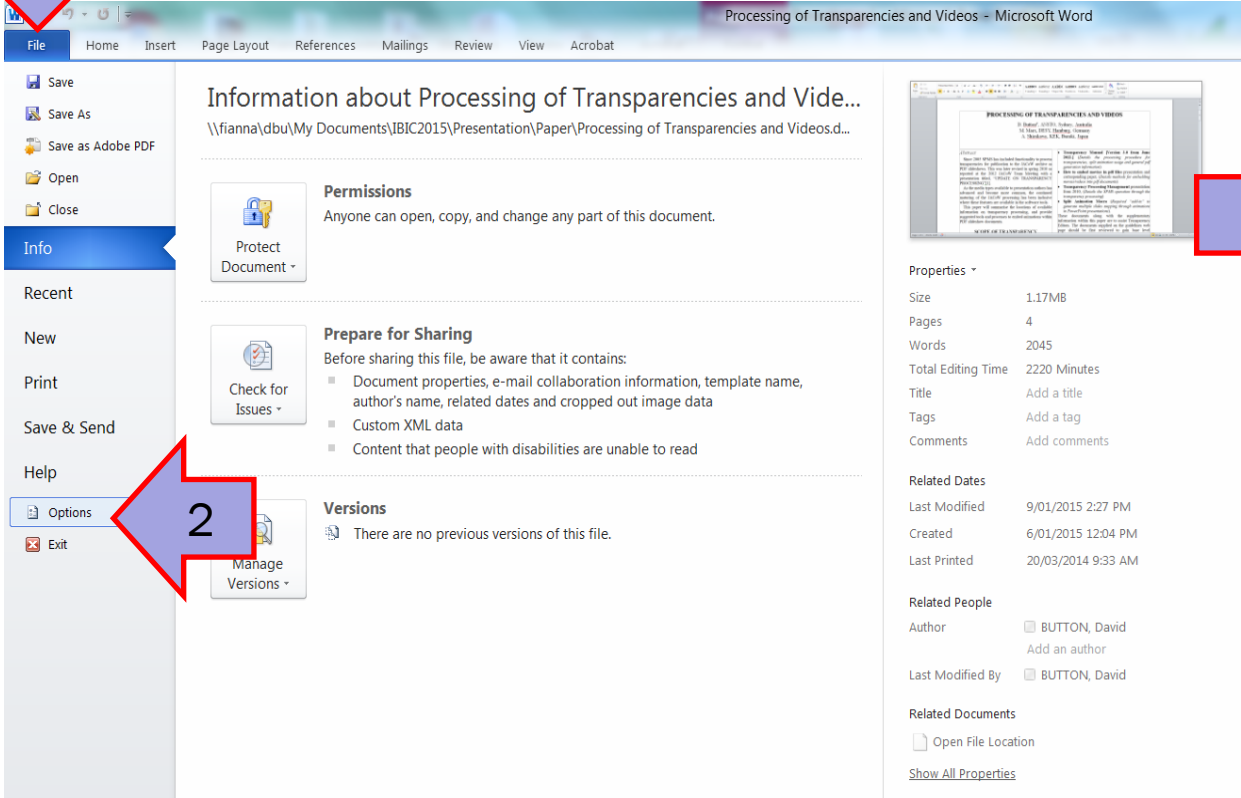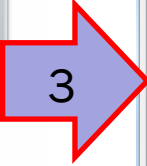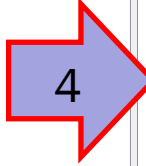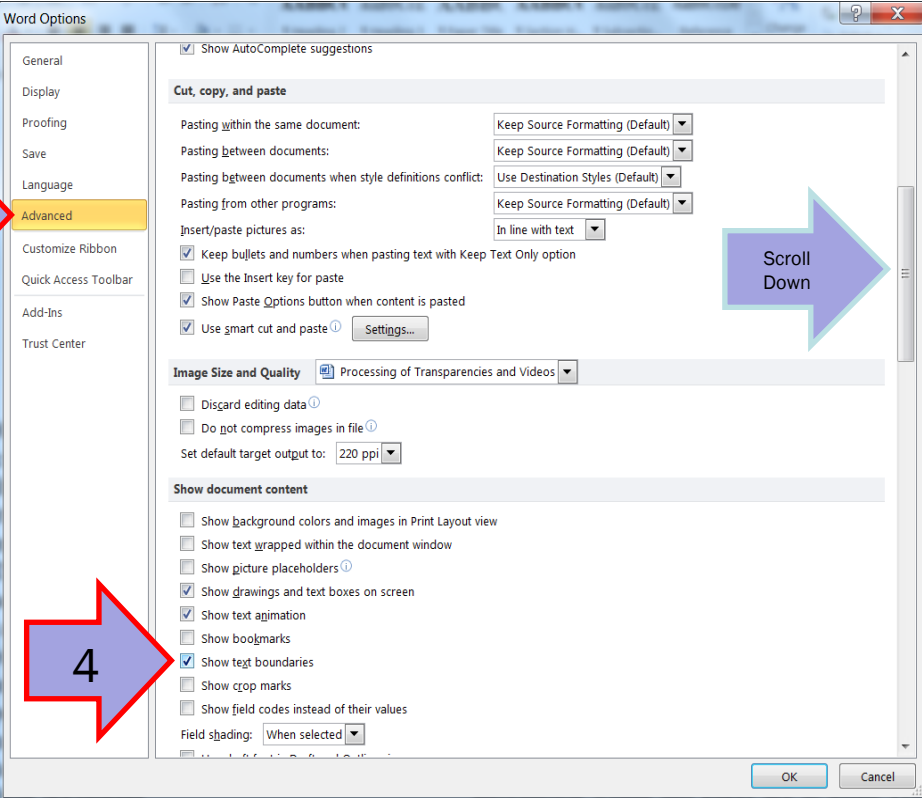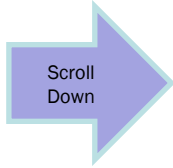
Visualisation -- Punctuation and hidden symbols

Displays non-visual text layout and punctuation characters as symbols

- Can give editor clues as to what the author has done during construction of their document.

Search-- Find (ctrl + f)

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

- Figure sequence and references (*search for "fig."*)
- Sighting of reference in text (*search for "["*)
- Table references (*search for "table"*)
- Etc.
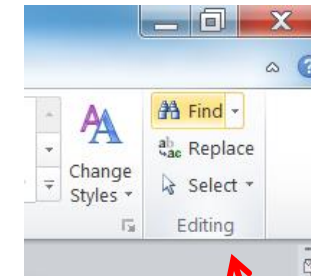
Home Ribbon
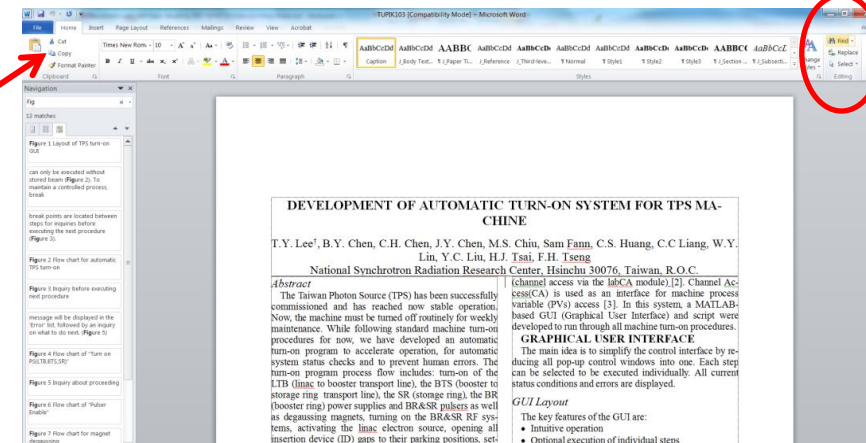
Search -- Replace (ctrl + h)

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

Note: Do Not use "Replace All"

More accurate than scanning and replacing by eye…

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

Formatting -- Styles

The template comes with JACoW required styles as displayed on the Home Ribbon
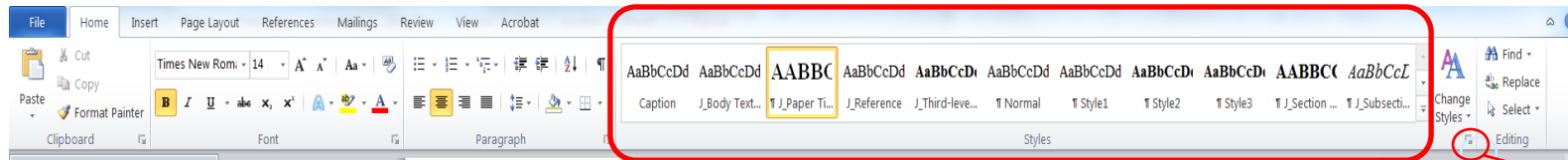
Style	Font	Space Before	Space After
PAPER TITLE	14 pt **UPPERCASE EXCEPT FOR REQUIRED lowercase letters Bold**	0 pt	3 pt
Author List	12 pt UPPER- and lowercase	9 pt	12 pt
Abstract Title	12 pt *Initial Caps Italic*	0 pt	3 pt
SECTION HEADING	12 pt **UPPERCASE Bold**	9 pt	3 pt
Subsection Heading	12 pt *Initial Caps Italic*	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

Styles panel:
- Footer
- Footnote Reference
- Footnote Text
- Header
- Heading 1
- Hyperlink
- JACoW_Abstract_Heading
- JACoW_Author List
- JACoW_Body Text Indent
- JACoW_Bulleted List
- JACoW_Fig_Caption
- JACoW_Fig_Caption Mult
- JACoW_Footnote Text
- JACoW_Numbered list
- JACoW_Paper Title
- JACoW_Reference #10 or
- JACoW_Reference #1-9 v
- JACoW_Reference Italics
- JACoW_Reference url_do
- JACoW_Reference when
- JACoW_Section Heading
- JACoW_Subsection Head
- JACoW_Table_Caption
- JACoW_Table_Caption M
- JACoW_Table_Column_He
- JACoW_Table_Context_Te
- JACoW_Third-level Headi
- Normal
- Style1
- Style2
- Style3
- Table Caption
- Table Caption Multi Line
- Table of Figures

Show Preview
Disable Linked Styles
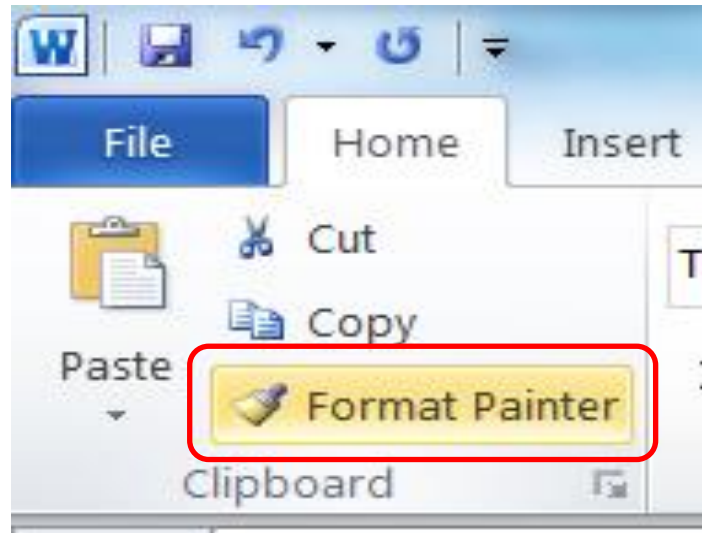Options…

Formatting -- Format Painter Tool

Step1: Highlight the text which is formatted the way you want to copy.

Step2: Select brush, paint the text you want to have the same formatting.
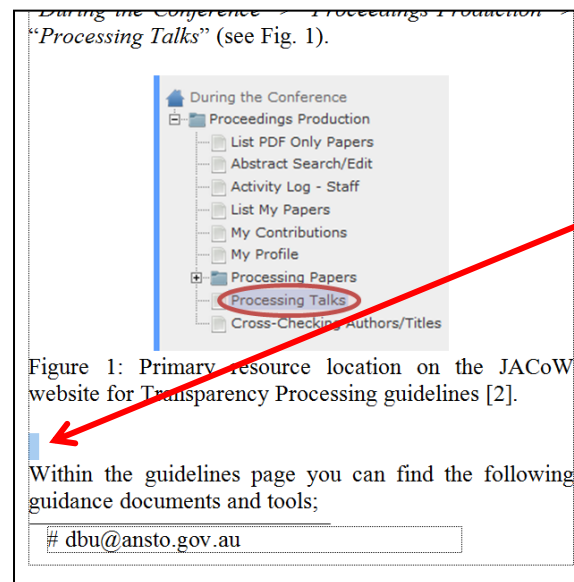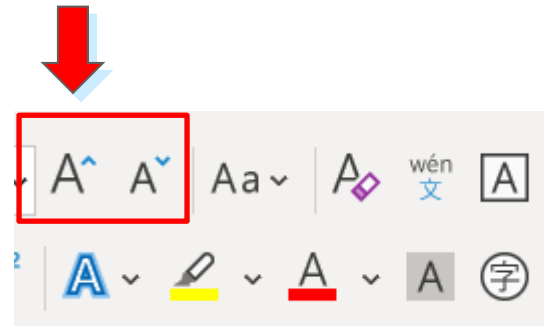
Single click or double clicks

In Pitstop 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 decreasing or increasing the font size on a line.

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

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

Formatting -- Inline with text

Documents which have figures or objects which are not inline with text are highly unstable and almost impossible to edit without document layout changing unpredictably.

You need to place the figures/objects inline with text.

Note: You may have to use the "**Group**" tool if the figure are made up of a number of objects.
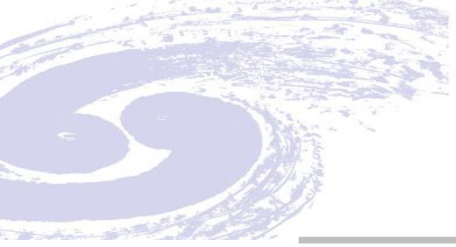
Example:
Author has constructed figure in a text box with text wrapped around the shape.

*(**To Get Menu**: Select Shape/Object, Right Click)*

Formatting -- Inline with text -Grouping

Objects to Group
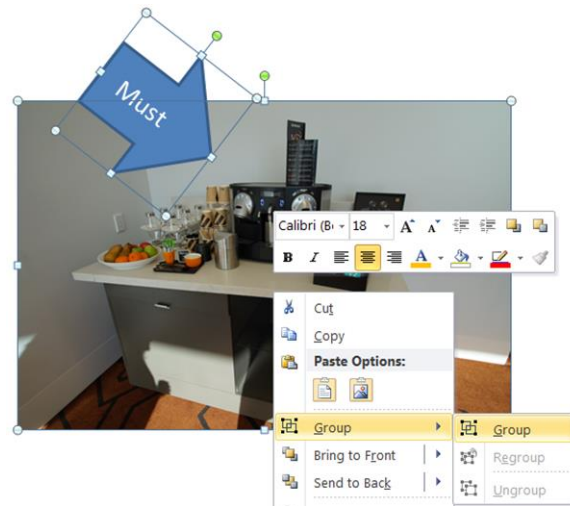
Can now be place inline
with text

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".
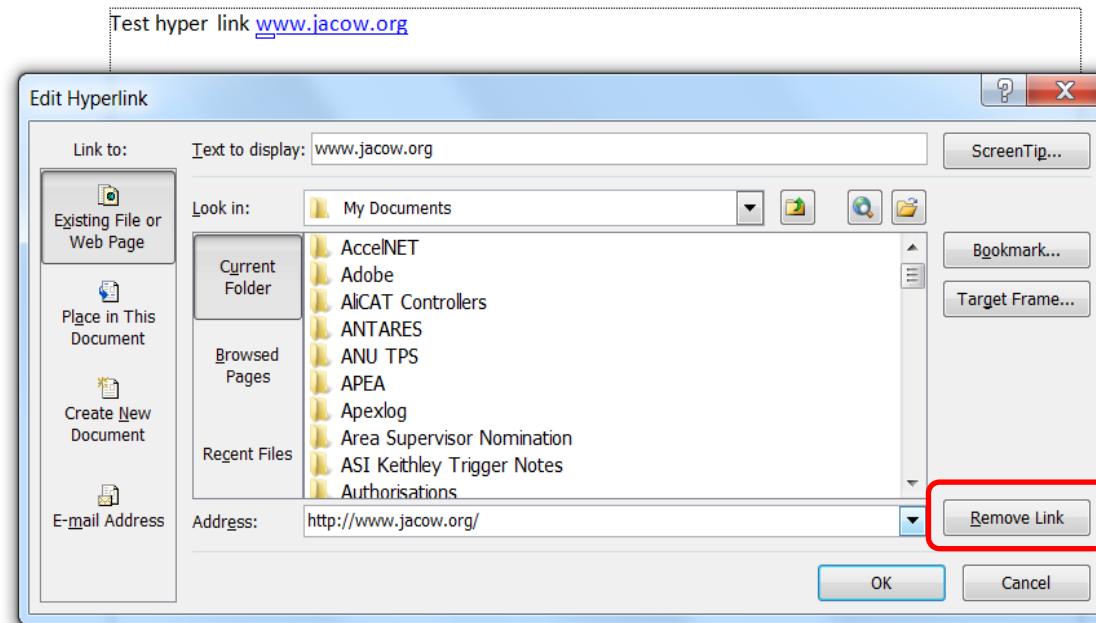
www.jacow.org
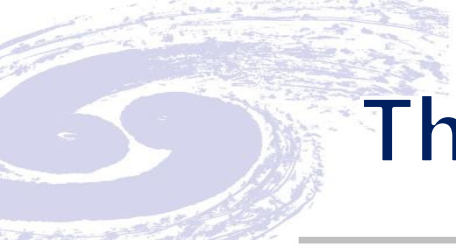
The use of different Breaks

Name	Shortcut	Description
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
Unbreakable Space	Ctrl + Shift + Space	Use to adjoin item such as units which should remain to adjacent values

Shortcuts when editing with word

➢ The shortcut key will be displayed when the mouse hovers over a command icon.
➢ So you could explore more when practicing.

	Shortcut	Description			Shortcut	Description
	Ctrl + A	Select all on page		★	Ctrl + +	Superscript (toggle)
	Ctrl + Shift + A	all CAPS (toggle)			Crtl + -	insert unbreakable hyphen
★	Ctrl + B	Bold (toggle)		★	Crtl + Shift + <	decrease font size
★	Ctrl + D	font panel		★	Crtl + Shift + >	increase font size
	Ctrl + Shift + D	double underline			Ctrl+Shift+Enter	Column Break
	Ctrl + E	Center (toggle)		★	Crtl+Shift+Space	unbreakable space
★	Ctrl + I	Italic (toggle)			Ctrl+Backspace	Delete Word back
★	Ctrl + J	Justify paragraph			Ctrl+Delete	Delete Word
	Ctrl + K	insert hyperlink			F1 + Shift	show formatting
	Ctrl + Shift + K	small capitals		★	F3 + Shift	case toggle (CAPS, lowercase, original)
	Ctrl + L	paragraph left aligned			F7 + Shift	Thesaurus
	Ctrl + R	paragraph right aligned			F7 + Alt	Next Misspelling
	Ctrl + U	underline text			....	Explore more ^_^
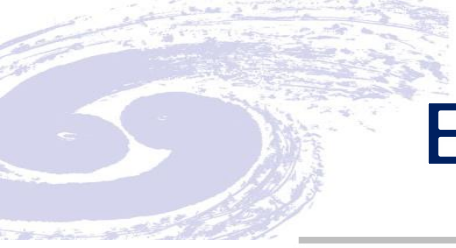
Editing with word

- Basic tools
- Procedures and points to note
- Tips and Tricks
- **Precautions and Experiences**
- Summary

Precautions and Experiences

- **Informing the authors in advance is important:**

JACoW Template

Use of the JACoW templates is mandatory—**always download the latest version of the JACoW template before starting to write a paper**, even if you are an experienced author and/or have submitted a paper in a previous JACoW conference.

The template files can be downloaded from the following links:

Microsoft Word template: http://jacow.org/Authors/MSWord (download Word_Templates.zip directly) – Microsoft Word is a word processing software developed by Microsoft.

LaTeX Templates: http://jacow.org/Authors/LaTeX (download LaTeX_Templates.zip directly) – LaTeX is a high-quality typesetting system; it includes features designed for the production of technical and scientific documentation.

Do NOT reuse the source file from a previous paper to avoid use of possibly old template parts.

Ensure that the template you download corresponds to the version of software you are using. **Do NOT** convert documents across different platforms, MAC < > PC, or across different versions of Microsoft Word on the same platform.

Always use the styles contained in the templates. These styles will automatically ensure correct typesetting and layout, and ensure you are not called to fix these problems again.

- Basic Hints and Tools
- Detailed instructions on how to write a good JACoW paper are included in the JACoW template. We suggest to also read through the following pages or use the linked tools to ensure an acceptable quality of your papers:
  - Common Author Oversights
  - Formatting Citations
  - Reference Search Tool (instructions)
  - CAT Scan Editor – docx & LaTeX validator (instructions)
  - Description of Electronic Processing of Submissions

Precautions and Experiences

- **When editing:**
  - ➤ Take a note about the main problems of the paper in case for looking up and communicating with the authors
  - ➤ When scaling the figure in the text, we should ensure that the figure is clear, and pay attention to the annotation text in the figure to maintain it is not misplaced.
  - ➤ Fair to all the papers
    - It is important to have all editors working to the same level of pickiness, clearly identifying what must be fixed, and those things you do not want to spend a lot of editing time on.
    - The proceedings needs to maintain a unified quality.
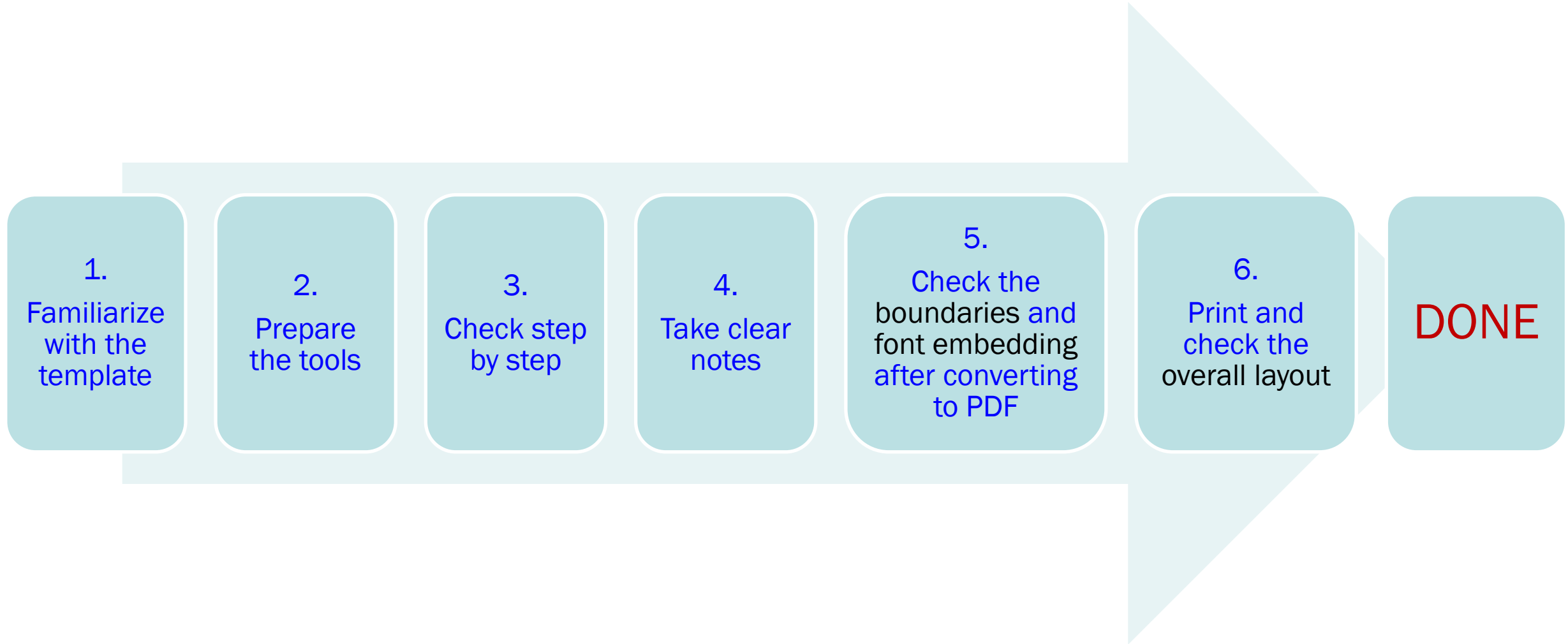   - It will not cause controversy because of favoritism.
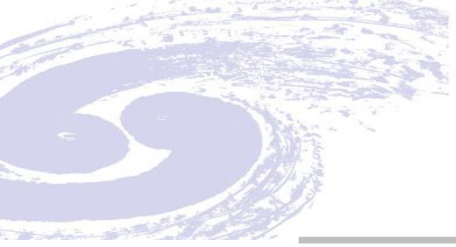
- **When transfer to PDF:**
  - ➤ **NOTE**: Always use the **Adobe PDF Printer** with JACoW's settings
  - ➤ **DO NOT USE** *»PDFMaker«* nor *»Save As PDF«* in Word nor any *»Generic PostScript Printer«*.

Summary

1.
Familiarize with the template

2.
Prepare the tools

3.
Check step by step

4.
Take clear notes

5.
Check the boundaries and font embedding after converting to PDF

6.
Print and check the overall layout

DONE

Thanks for your attention!
Enjoy and take it easy^_^