AUTHOR BOOK PROJECT SETUP INSTRUCTIONS

Manuscript Format

Text

- 8½ x 11-inch page
- 1- to 1½-inch margins all around
- Double-spaced lines, flush left (NO justified text—it leaves deceptive white space)
- Preferred Font: `12-point Courier or other mono-spaced font`
- `OK to use` serif for body text `and` sans serif for headings `(for example,` Times New Roman for body text `and` Arial for headings`)`
- *Please do NOT use fancy typefaces* or more than 2 fonts *in the documents.*
- *Italics* and **boldface** type styles are acceptable.
- <u>Underlining</u> is OK to denote <u>italics</u>; asterisks are OK to denote *boldface type*
- Please no frills such as heading ornaments or other decorative dingbats or page art.
- Your book project should be set up in separate chapter files, instead of the entire book in one large file.
- Provide your files digitally in Microsoft Word, OpenOffice Writer, WordPerfect, or other standard word processing software files.
- Hard-copy editing and shipping will incur extra charges, and the changes to the word processing files will be the author's responsibility. I use standard proofreader's marks; a "cheat sheet" will be provided to help you interpret these marks.

Illustrations

- Photos and other bitmap graphics must be 300 dpi (dots per inch) or better.
- Provide all art *at the size you wish to use them in your book.* Use a photo-editing or paint program to properly size your graphics (Adobe Photoshop, Photoshop Elements, PaintShop Pro, Windows Paint, Gimp, etc.).
- Bitmap graphics can be successfully downsized (higher dpi resaved at a lower dpi), but not upsized (lower dpi resaved at a higher dpi).
- Please do NOT resave .jpg images. Jpg format uses *lossy compression,* in which pixels are lost each time the file is saved, degrading the artwork. Preferred formats are .tif or high-resolution .png.
- Line-art should be scanned at 600 dpi at the dimensions you wish them to appear in your book. They may be saved as black&white or grayscale. If you are experienced with computer graphics, line-art looks best when converted to vector art through a tracing application such as Adobe Streamline or Corel Trace. Vector graphics are accepted in either .eps or .wmf/.emf format.
- There will be an extra charge if the designer needs to convert or edit any of your graphics.

The Editing/Rewriting Process

CyberScribe edits electronically for accuracy, time saving, and author convenience. On-screen editing allows all changes to be tracked (recorded), so the author can see exactly what was changed, when, by whom, and the result. The Reviewing Toolbar in Microsoft Word is an excellent tool designed specifically for this purpose. A similar function may be found in OpenOffice Writer and in WordPerfect, described later.

If you don't know how to use this feature in your word processor, what follows is a quick tutorial. It's very easy and hopefully you'll find it indispensable in understanding what the editor has done and useful in fine-tuning your documents. As a bonus, electronic editing does not require that authors learn industry-standard proofreading marks.

Editing Conventions

Red is the traditional color used by the first editor. When more than one person edits your document, colors are assigned to each editor so everyone involved in the project will know just by looking at the color, if the edit is the first, second, third, or fourth. Typesetters and layout designers use another color, usually brown.

First edit: **red**   Second edit: **green**
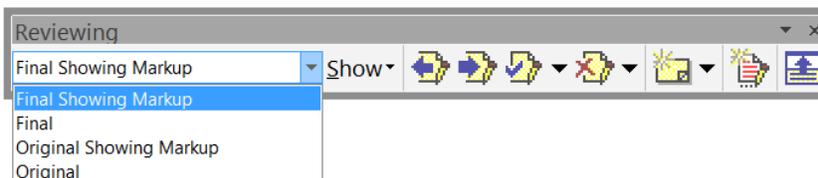Third edit: **violet**/**purple**   Fourth edit: *variable*
Author edit: **black** or **blue**   Layout edit: **brown**

## Tracking and Accepting/Rejecting Changes in Microsoft Word (version 2002 shown)

- Open the **Review/Track Changes Toolbar** under the **View** menu >**Toolbars**>**Reviewing**, or access via CTRL SHIFT E.


- **Display for Review**: (far left menu)—four ways to view your document…

- **Final Showing Markup**: default value for editors
- **Final**: shows all changes had they been accepted, without markup
- **Original Showing Markup**: same as Final Showing Markup (ignore)
- **Original**: show document as is was, without changes or markup
- **Show Menu**:
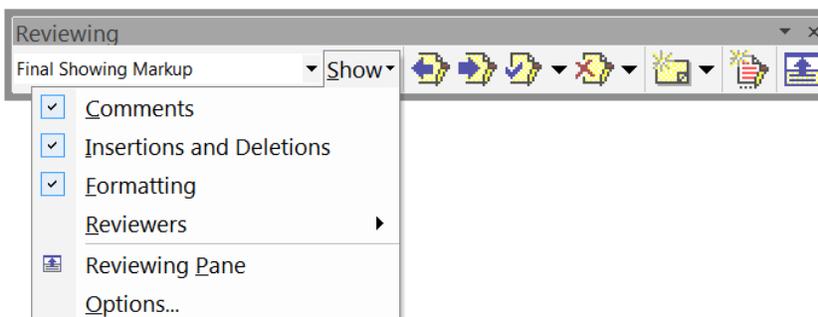
- **Comments**: shows all comments or queries (in balloons to the far right with a leading line, depending on your version of Word) inserted by reviewers, with date and time. Text is highlighted to notify you that there is a comment/query.
- **Insertions and Deletions**: shows all text inserted or deleted in the document
- **Formatting**: shows all formatting changes made to the document
- **Reviewers**: If there is more than one reviewer (editor) for your document, you can see the changes made by all the editors or just one at a time. This menu also reveals the time and date the changes were applied. You will always know who did what, and when.
- **Reviewing Pane**: This area appears at the bottom of your document, providing detailed information about the changes made.
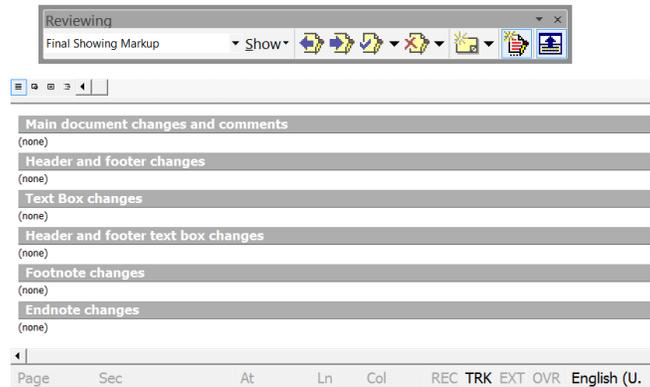

This pane appears at the bottom of the document window when the Review Pane is toggled on

- **Previous**: goes back to previous change made in document by your editor (reviewer)
- **Next**: advances to next change made to document by your editor (reviewer)
- **Accept Changes**:
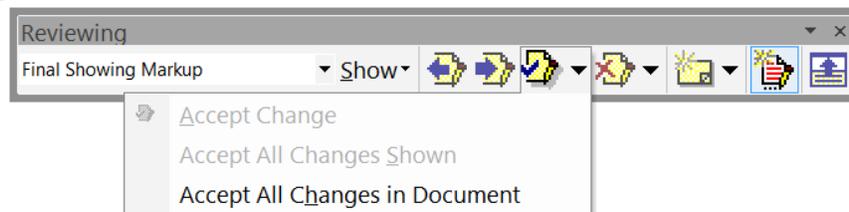
- **Accept Change** (the one the cursor is on now)
- **Accept All Changes Shown**: Be careful! Make sure you really want to do this.
- **Accept All Changes in Document**: Be careful! Make sure you really want to do this.
- **Reject Changes**:
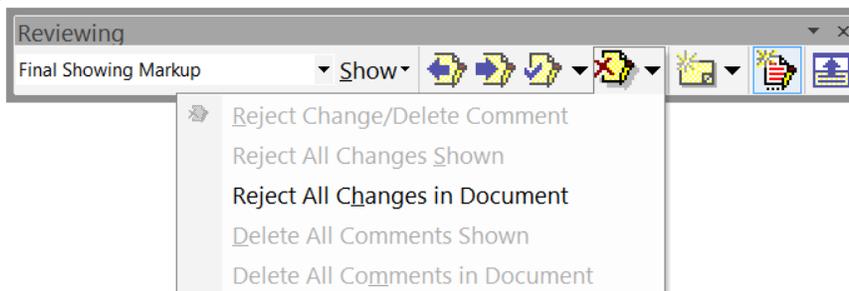
- **Reject Change/Delete Comment** Deletes both changes and comments (the one the cursor is on now)
- **Reject All Changes Shown**: Deletes changes; leaves comments.
- **Reject All Changes in Document**: Deletes all changes; leaves comments. Be careful! Make sure you really want to do this.

- **Delete All Comments Shown**: Deletes comments; leaves changes.
- **Delete All Comments in Document**: Deletes all comments, leaving changes. Be careful! Make sure you really want to do this.
- **Toggle Tracking**: on or off
- **Add or Remove Buttons**: (you may ignore this)

Tracking and Accepting/Rejecting Changes in OpenOffice Writer (version 4 shown)

OpenOffice has no Review Toolbar, but tracks changes instead in a built-in macro under a very simple menu system.
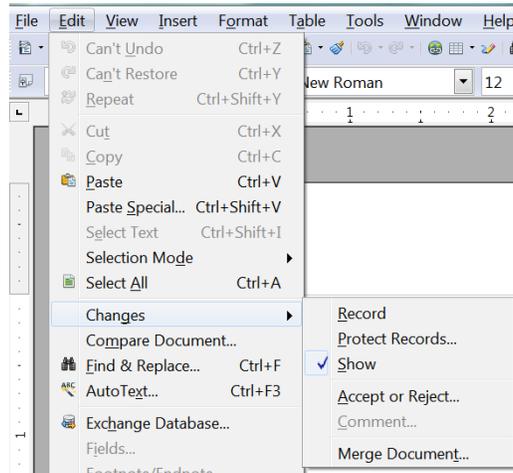
- Access the **Edit menu**, choose **Changes**
- **Record**: starts recording the changes. Just type and watch words change to red strikethrough as you delete and colored underline as you add text. If you move to a marked change with the mouse pointer, you will see a reference to the type of change, the author, date and time of day for the change in the Help Tip. If the Extended Tips are also enabled, you will also see any available comments on this change. Turn off this feature when you are done editing by deselecting it (no check-mark).
- **Protect Records...**: password-protect the changes made in a document during editing. To turn off the function or to accept or reject changes it is necessary to enter the correct password first.
- **Show**: the default situation; allows you to see all changes editor has made.
- **Accept or Reject...**: When you edit a document in which others have made changes, you can accept or reject the changes individually or all together. If you have put multiple copies of the document in circulation, first merge these into one document. Select a change on the **List** tab. The change is selected and displayed in the document and you can now enter your decision with one of the buttons.

Notes:
- If one editor has modified another editor's change, you will see the changes hierarchically arranged with a plus sign for opening up the hierarchy.
- If the list of changes is too long, you can switch to the **Filter** tab in the dialog and specify that you only want to see the changes of certain editors, or only the changes of the last day, or that you want the list to be restricted in some other way.
- Color-coded entries display the result of the filter that is set. Entries in black can be accepted or rejected and match the filter criteria. Entries in blue do not themselves match the filter criteria, but have sub-entries that are included by the filter. Gray entries cannot be accepted or rejected and do not match the filter criterion. Green entries do match the filter but cannot be accepted or rejected.
- **Comment...**: You can enter a comment on each recorded change by placing the cursor in the area of the change and then choosing **Edit**>**Changes**>**Comment**. In addition to Extended Tips, the comment is also displayed in the list in the **Accept or Reject Changes** dialog.

- **Merge Document...**: When a document has been edited by more than one person, it is possible to merge the edited copies into the original. The only requirement is that the documents differ only and exclusively in the recorded changes—all other original text must be identical.
    - Open the original document into which you want to merge all copies.
    - Choose **Edit**>**Changes**>**Merge Document**. A file selection dialog appears.
    - Select the copy of the document from the dialog. If there have been no subsequent changes to the original document, the copy is merged into the original.
    - If changes have been made to the original document, an error dialog appears that informs you that the merge is unsuccessful.
    - If a merge is successful, you will see the recorded changes from the copy in the original document.

Notes:
- To change the settings for tracking changes, choose **Tools**>**Options**>**OpenOffice Writer—Changes**.

Tracking and Accepting/Rejecting Changes in Corel WordPerfect (2001 version shown)

Review Document as a Reviewer (Editor)
- Click **File**>**Document**>**Review**.
- Click **Reviewer**.
- In the dialog box, type your user name and initials, and click OK.
- Click the **Set color** button on the property bar, and click a color on the color palette to choose the color for your changes.
- Edit the document.
- Click **Close**.
- **Save** the document.

Notes:
- You can use all WordPerfect features, except Sort, to edit a document. Only text editing changes are marked with a color.
- You can edit additions that other users have made; however, you cannot edit or undo previous deletions that other users have made.

Review Document as an Author (Accept/Reject Changes)
- Click **File**>**Document**>**Review**.
- Click **Author**.
- Click one of the following:
    - **Go to previous**—moves to the previous change
    - **Go to next**—moves to the next change
- Click one of the following:
    - **Show/hide**—displays or hides margin markers
    - **Display annotations**—shows the edited text with or without color markings
    - **Insert current annotation**—accepts the current annotation
    - **Insert all annotations**—accepts all annotations
    - **Delete the current annotation**—rejects the current annotation
    - **Delete all annotations**—rejects all the annotations in the document
- **Save** the document.

Notes:

- When you are reviewing the document as an author, and you want to move through the document from change to change, you cannot move through subsections, such as headers, footers, and footnotes.
- Highlighting the reviewer's notes by selecting text and using the highlight feature on the property bar is not the same as using **Next** and **Previous** as it will not give consistent results and the Author buttons will not work correctly.
- If you save a reviewed document in another file format, for example Rich Text Format (.rtf files), the document will not be in review mode when you open it. The reviewer's remarks are lost because the added text (red) and the deleted text (strikethrough) revert to regular text. You should not save the document to a different file format until ***Review documents*** is complete.
- You can also review a sub-document as an author by clicking in the sub-document and clicking the **Next** button to move from change to change in the sub-document.

Style Sheets

Your document also requires a **Style Sheet**, which accompanies your project for its duration in the editing process. A Style Sheet denotes particular spellings, capitalizations, abbreviations, punctuation, number, and formatting conventions to maintain consistency. This document is essential when you use more than one editor.

A separate **Design Style Sheet** for typesetting and layout may accompany documents destined for book production and publication.