



One Solution Ahead



CRC Press

ICOLD Congress Proceedings EZ-Edit User Guide

Apex CoVantage, LLC
200 Presidents Plaza
198 Van Buren Street
Herndon, Virginia 20170-5338
USA

Revision History

Rev Num	Release Date	Changes	Author
1.0	October 14, 2019	Initial Release	C. Baumann
1.1	October 15, 2019	UPDATED to remove all references to using template on existing files. Removed Troubleshooting section	C. Baumann
1.2	October 25, 2019	UPDATED file format saving instructions 1.2 added instructions for Art 2.1.6 and Equation 2.1.8 styles;	C. Baumann
1.2	November 15, 2019	UPDATED art style instructions to include the new Art-apply style feature 2.1.6; added additional auto-fill styles (Summary & Resume) 2.1.2	C. Baumann



Contents

1.0	General Guidelines	1-1
1.1	Set WORD Options.....	1-1
1.2	Saving the Document.....	1-1
2.0	Using the Template	2-2
2.1	Accessing the ICOLD Standard Styles	2-2
2.1.1	Congress Proceedings Tab.....	2-2
2.1.2	Auto-Fill Styles	2-2
2.1.3	Auto-Numbered Headings.....	2-2
2.1.4	Emphasis Character styles	2-2
2.1.5	Header Styles.....	2-3
2.1.6	Art-Insert File.....	2-4
2.1.7	Art-Apply Style	2-4
2.1.8	Figure/Table Dual Numbering	2-5
2.1.9	Equations	2-7
3.0	Restrict Document Instructions	3-1
3.1	Restrict Document	3-1
3.1.2	Formatting restrictions.....	3-2
3.1.4	Editing Restrictions	3-3
3.1.5	Exceptions.....	3-3
3.1.6	Enforcing Protection.....	3-3

1.0 General Guidelines

1.1 Set WORD Options

The following WORD settings are recommended:

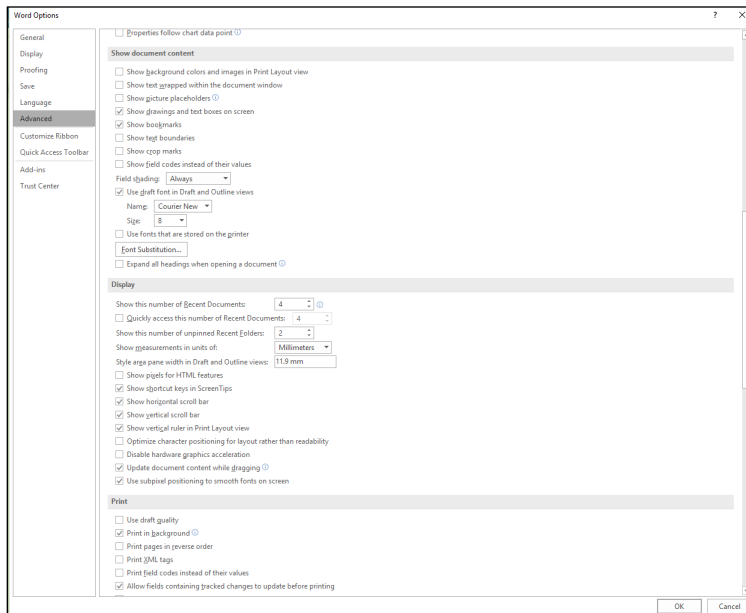
Turn on Bookmarks Display

- Turn on Field Code Shading

To access the Options Menu:

Click the FILE tab and click “Options.”

- Click “Advanced” and scroll through the list to “Show Document Content.”
- Check the boxes next to “Show bookmarks” and set Field Shading to “Always”
- Click “OK” to set these options



1.2 Saving the Document

Files must be saved as [.docm](#) format to preserve the custom macros and access to the Congress Proceedings Ribbon.

2.0 Using the Template

The ICOLD EasyEdit Congress Proceedings template was designed for creating new documents in the ICOLD Congress Proceedings design.

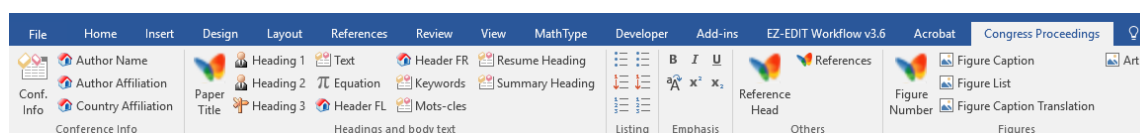
To create a new document, open the [ICOLD EasyEdit Congress Proceedings.docx](#) file by double clicking on the icon in the folder on your desktop.

2.1 Accessing the ICOLD Standard Styles

Access the complete set of styles by clicking on the Congress Proceedings tab in your WORD ribbon.

2.1.1 Congress Proceedings Tab

This tab includes all of the styles available in the ICOLD EasyEdit Congress Proceeding Template.



The styles included in the ICOLD EasyEdit Templates have been named logically to reflect the content of the style. Styles should be applied to the text following this logic.

2.1.2 Auto-Fill Styles

Both the **Keywords** and **Mots-cles** styles auto-fill with the words “Keywords” or “Mots-clés” followed by a colon, when the style is applied.

Both the **Resume Heading (FR)** and **Summary Heading** styles auto-fill with the words “Summary” or “Resume” followed by a colon, when the style is applied.

2.1.3 Auto-Numbered Headings

The text Heading styles have been designed to auto-number the headings when the styles are applied.

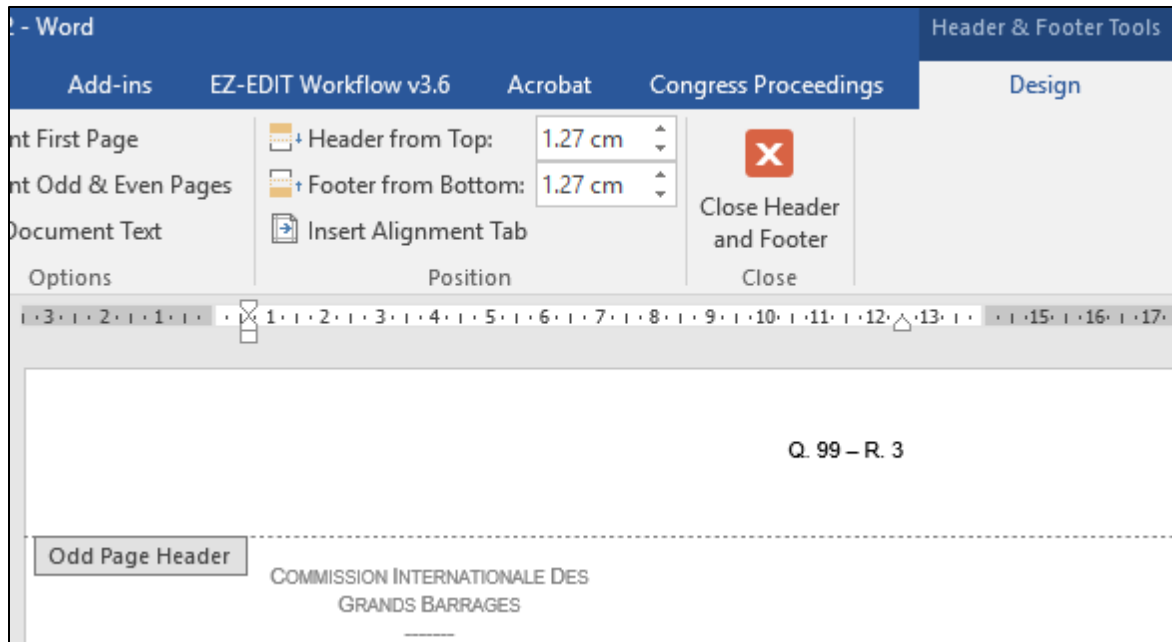
2.1.4 Emphasis Character styles

Easy access to characters used to add emphasis (**bold**, *italic*, ^{superscript}, _{subscript}, etc.) are included in the Emphasis section of the Congress Proceedings tab.

2.1.5 Header Styles

The ICOLD EasyEdit Congress Proceedings template was designed to apply headers to every page of the article (except the first page).

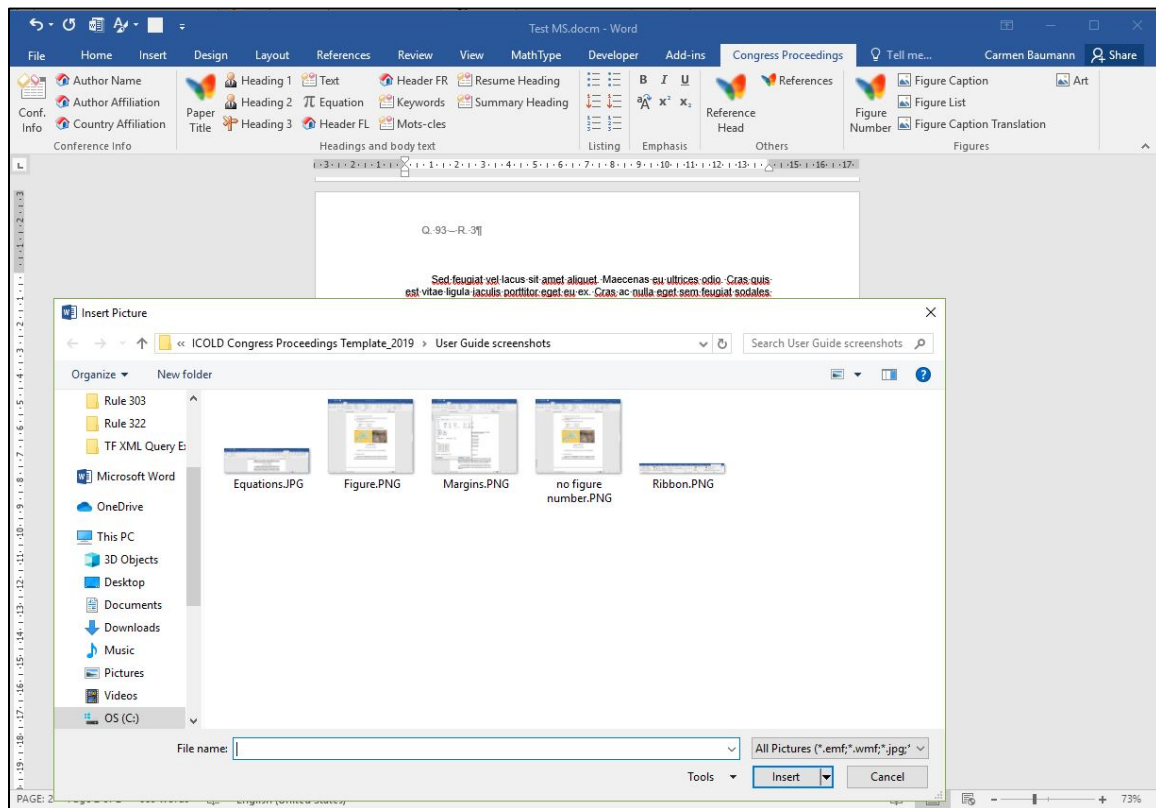
To edit the text of these Headers, double click on the first header applied (you will need to add at least two pages to your document first) and update the text of the header.



2.1.6 Art-Insert File

To insert image files into the manuscript, click the [Art-Insert File](#) style in the Congress Proceedings Ribbon. When clicked, the User is provided access to the folder where the current file is located. The User can navigate to the files he wants to insert, select that file, and the file will be inserted into the document.

The [Art-Insert File](#) style will automatically be applied and will auto-center the figure and add space above and below.



2.1.7 Art-Apply Style

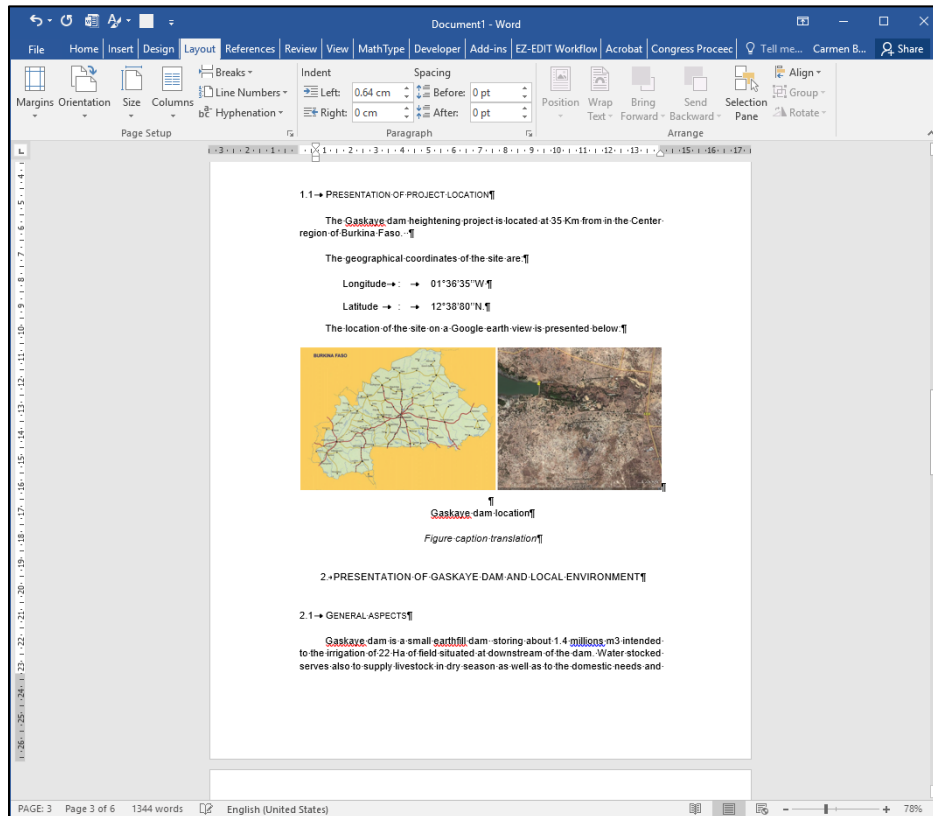
To apply the correct spacing and orientation to art files that already exist in the manuscript, select the image you want to style and click [Art-Apply Style](#) from the Figures section of the Ribbon.

2.1.8 Figure/Table Dual Numbering

The Figure and Table number styles included in the ICOLD EasyEdit templates have been formatted to apply dual numbering that captures the Article Title number and adds the figure/table number sequential.

The label of “Fig.” and “Table/Tableau” is also included in the formatting of this style, and will be added automatically when the style is applied before any text is keyed.

Example showing unstyled Figure Caption text. *Note that the figure number is not present.*



Example showing Figure Number style applied. Applying this style to the empty paragraph automatically adds “Fig.” and the Article number followed by the figure number (“1.1”)

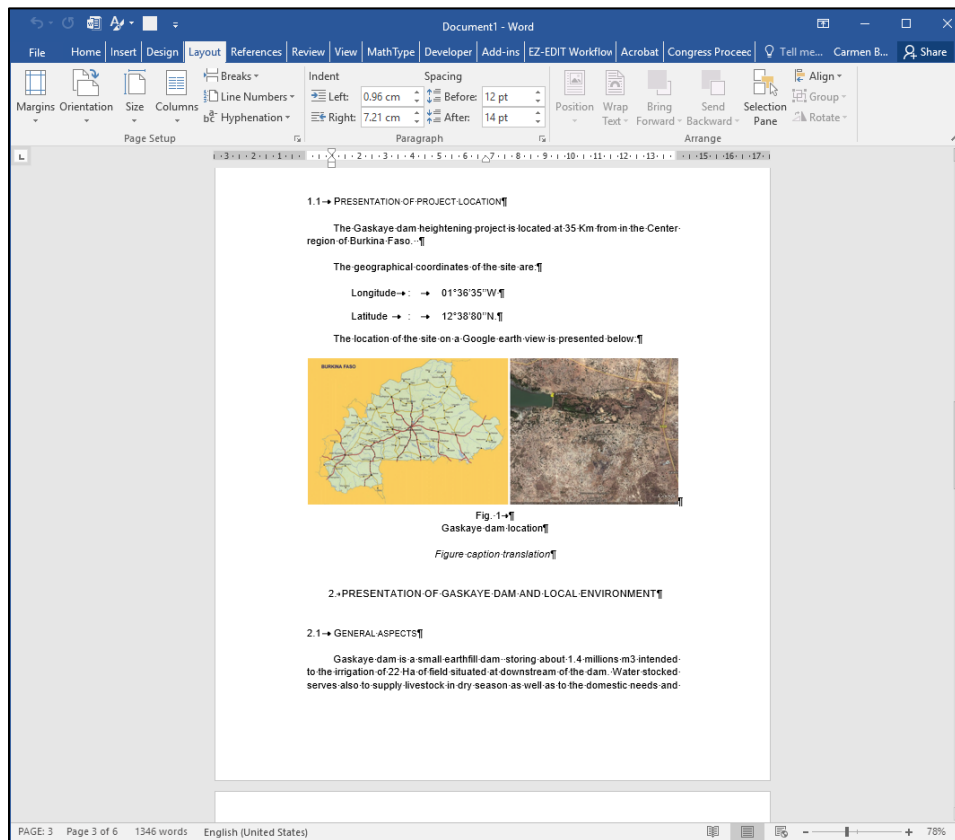
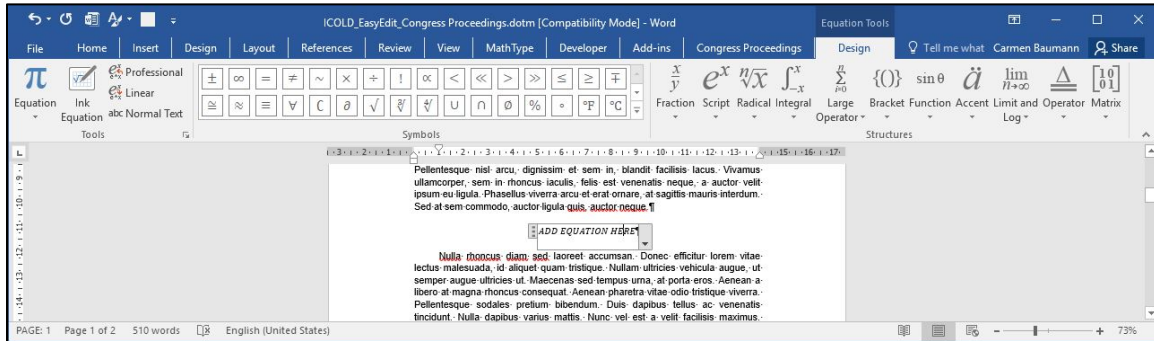


Figure and Table numbering is applied automatically and will start over with each instance of the Article Title style.

IMPORTANT: Figure/Table captions only apply the label and dual numbering, and will not remove any text that has been keyed as part of these styles. If the Figure/Table numbers have been keyed in the source MS, a clean-up of the Figure/Table caption styles, to remove duplicate text, may be necessary.

2.1.9 Equations

To add an equation, click the [Equation](#) style in the Ribbon to gain access to the WORD equation tool. The User may type the equation within this field.



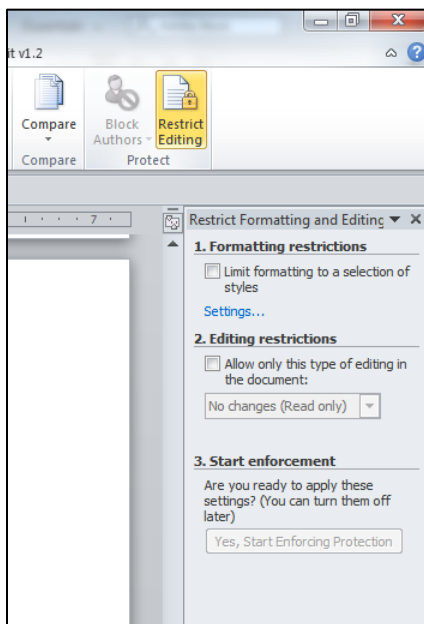
3.0 Restrict Document Instructions

When preparing a manuscript to share with an author or copyeditor, it might be helpful to restrict the file to prevent the user from adding invalid styles, making undocumented text changes, or otherwise damaging the integrity of your carefully styled file. Below are instructions on how to add restrictions to a WORD document.

3.1 Restrict Document

The Restrict Editing feature in WORD restricts the formatting and editing of a document by password protection.

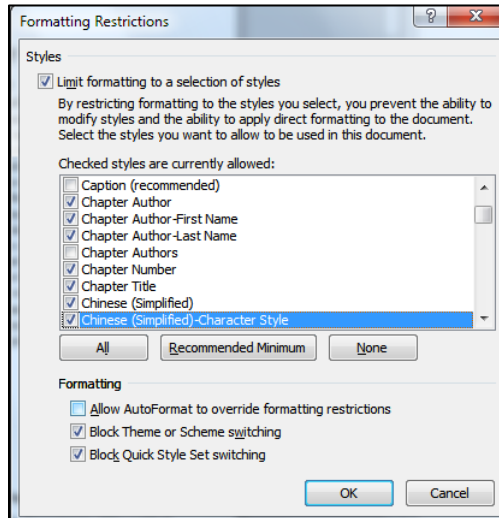
To access the Restrict Document features, click on the REVIEW tab in the Ribbon. The following dialog box will appear on the right side of your view window.



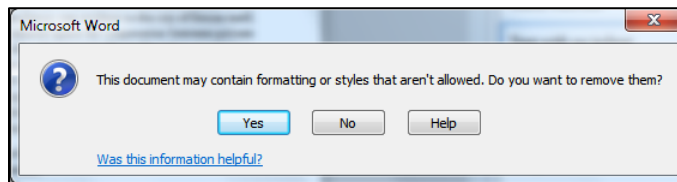
3.1.2 Formatting restrictions

Use this feature to restrict access to a limited number of paragraph and character styles.

- In the dialog box, click Settings...to access the list of styles.



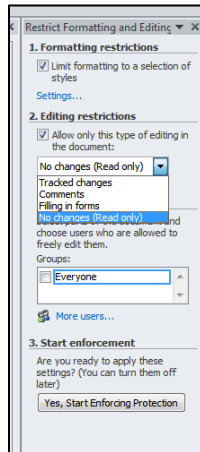
- Click “Limit formatting to a selection of styles”
- Then check the styles you want to allow the user to access
- Click OK
- NOTE: a dialog warning will appear asking if you would like to remove any styles which are present in the document but which you have restricted. Click NO to keep these styles in your document. They will still be restricted from use when you save the file.



3.1.4 Editing Restrictions

Use this feature to limit how changes are made and recorded.

- Click “Allow only this type of editing in the document” and choose from the drop down menu



- Tracked Changes: tracks any and all changes to the document using WORDs Track Changes feature
- Comments: allows ONLY comments to be added to the file
- Filling in Forms: allows ONLY active fields in forms to be completed (not likely to be used for book purposes)
- No changes: allows only a READ ONLY access to the file

3.1.5 Exceptions

This allows selected groups or persons complete access to a restricted file. It is not recommended to use this feature.

3.1.6 Enforcing Protection

When all of the above settings have been completed, click the “Yes, Start Enforcing Protection” button and enter a password of your choice, and Save your document.

