

iCorrectProof USER GUIDE

iCorrectProof is a sophisticated web application designed to streamline the proof correction process for authors with an **online proof viewing and correction** system, supported by user-friendly editing functions.

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INSTALLATION REQUIREMENTS

- Operating System: Windows XP, Windows 7, Windows 8
- Browser Version: Google Chrome (version 32 & above)

LOGIN TO *iCorrectProof*

After completing the typesetting process, Integra will send the proof link in an email (see Figure 1 - Sample Email) to the author. Copy the link into the Chrome Browser and press the “Enter” key. This will take you to the *iCorrectProof* login page (see Figure 2 - Login Page).

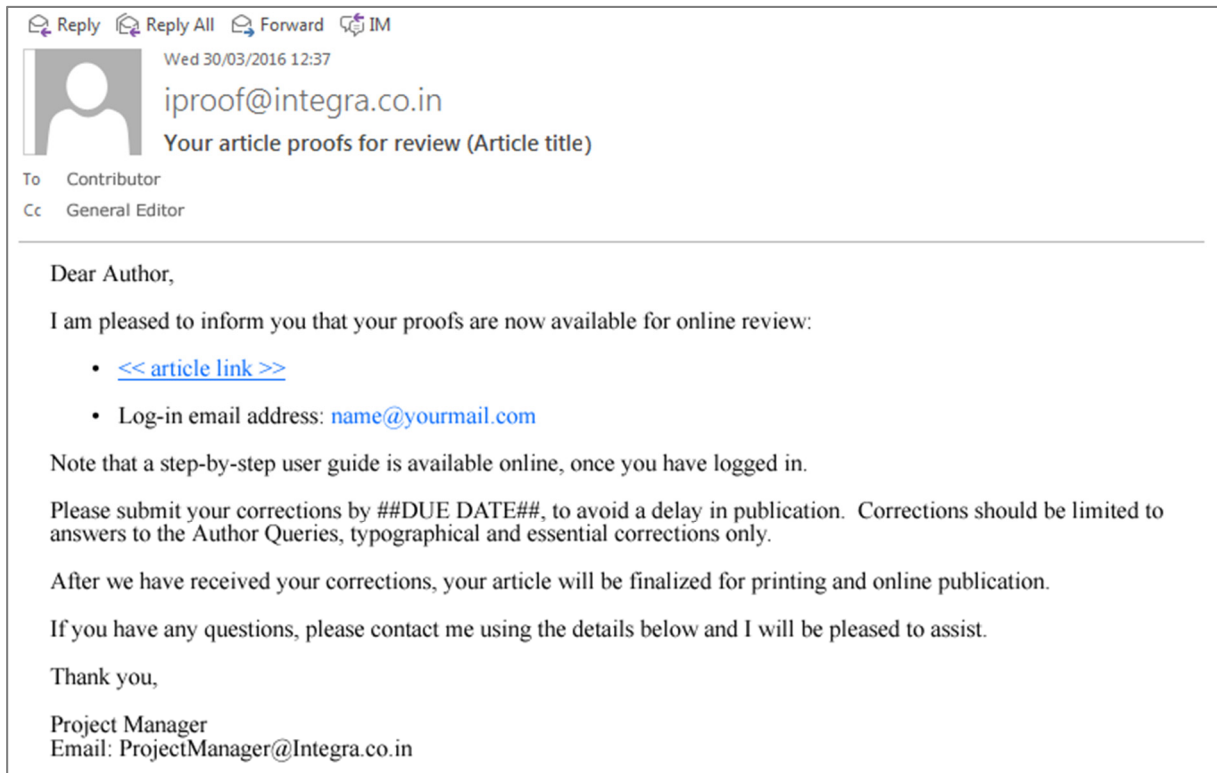


FIGURE 1 - SAMPLE EMAIL

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At the login page, type in your email address and click the “Login” button. This will navigate Author to the iCorrectProof cover page (see Figure 3 - Cover Page).



FIGURE 2 - LOGIN PAGE

After reviewing the instructions on the cover page, click the right arrow button to your article in the editing screen.

Instruction Page

Welcome to the iCorrectProof online correction platform. Your paper is almost ready for publication!

Please review this online version of your proof carefully; once your corrections have been submitted, it will be considered ready for publication. **At this stage, please limit your corrections to the correction of errors, and do not add new material or delete existing content.**

Please complete the following steps:

1. Click the arrow to the right and carefully review all information on the title page, particularly author name(s) and affiliation(s).
2. Respond to all Author Queries [AQs] and make necessary amendments directly in the text (avoid leaving instructions/comments unless essential). *Note: all AQs must be answered before you submit the corrections to your proof.*
3. Read the entire proof and make necessary amendments directly in the text. Please ensure that your corrections, if any, are kept to a minimum.
4. Submit corrections when you are sure you have answered all of the author queries and proofread the entire article. Further changes will not be accepted.
5. You will receive a copy of the requested changes via email for your own records.

FIGURE 3 - COVER PAGE

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EDITING SCREEN: TOP TOOL BAR

In *iCorrectProof*, the top tool bar (see **Error! Reference source not found.**) contains buttons for: Home, PDF Preview, Generate PDF, Save, Revision, and Approve. These features are explained in detail below.



FIGURE 4 - TOP TOOL BAR



HOME: NAVIGATE TO THE COVER PAGE.



PDF PREVIEW: When the email notification is sent out, the typeset PDF is also sent available. To access this PDF, click the “PDF Preview” button. This will open the original typeset PDF in a separate browser tab. This PDF can be saved or printed out.



GENERATE PDF: Used to generate the revised PDF with the updated content changes made in *iCorrectProof*. This is further explained in “Generate PDF” section (page11).

Save

SAVE: The “Save” button on the top tool bar is used to save & close the document, but it still stays with Author / Editor (i.e., it will not be moved to next activity). Use the *iCorrectProof* link provided in the email to open the file again. *Note: Auto save is a default feature in the platform, but it requires an active internet connection.*

Approve

APPROVE: Once you’ve made necessary changes, click “Approve”. A confirmation message will appear; click “OK” to save the file and send an auto-email to the General Editor for final approval. When the General Editor approves, the file will be sent back to Integra to finalize the issue for printing.

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EDITING SCREEN: TEXT EDITING

INSERT & DELETE

iCorrectProof allows text changes (insert & delete), where you can directly click in the text area and can either type the new text or use Backspace/Delete key to remove text (see Figure 5 - Text Editing Area).

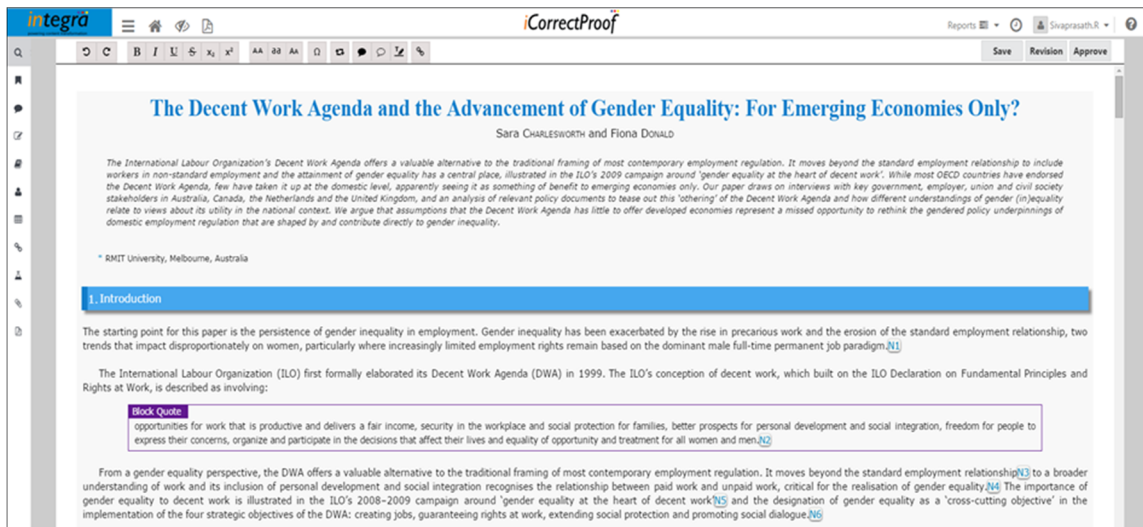


FIGURE 5 - TEXT EDITING AREA

FORMATTING STYLES

iCorrectProof allows users to apply formatting styles like Bold, Italic, Underline, Strike-through, Subscript and Superscript. This format change is available in an intuitive context menu (see Figure 6 - Formatting the Text) and user should select the text, right click and should apply the required formatting style.

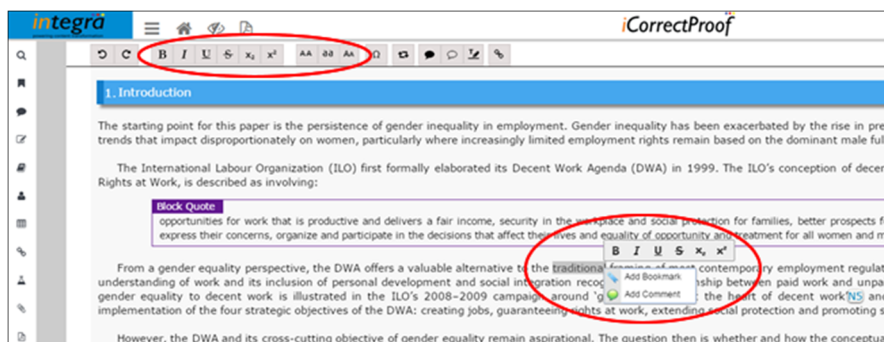


FIGURE 6 - FORMATTING THE TEXT

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FIND AND REPLACE

Click the find and replace button from the toolbar, and the dialog box will open (see Figure 7 - Find & Replace).

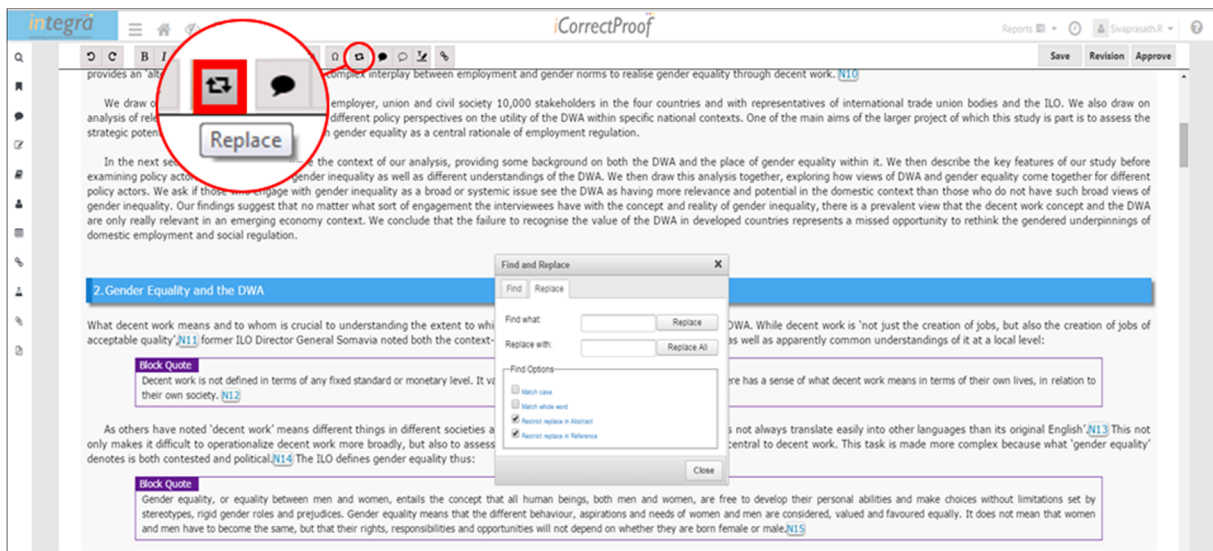


FIGURE 7 - FIND & REPLACE

SPECIAL CHARACTERS

To insert special characters, place the cursor where the special character should be used. Then click the symbol button in the toolbar. The character pallet will open and a character can be selected and inserted in the text (see Figure 8 - Special Characters).

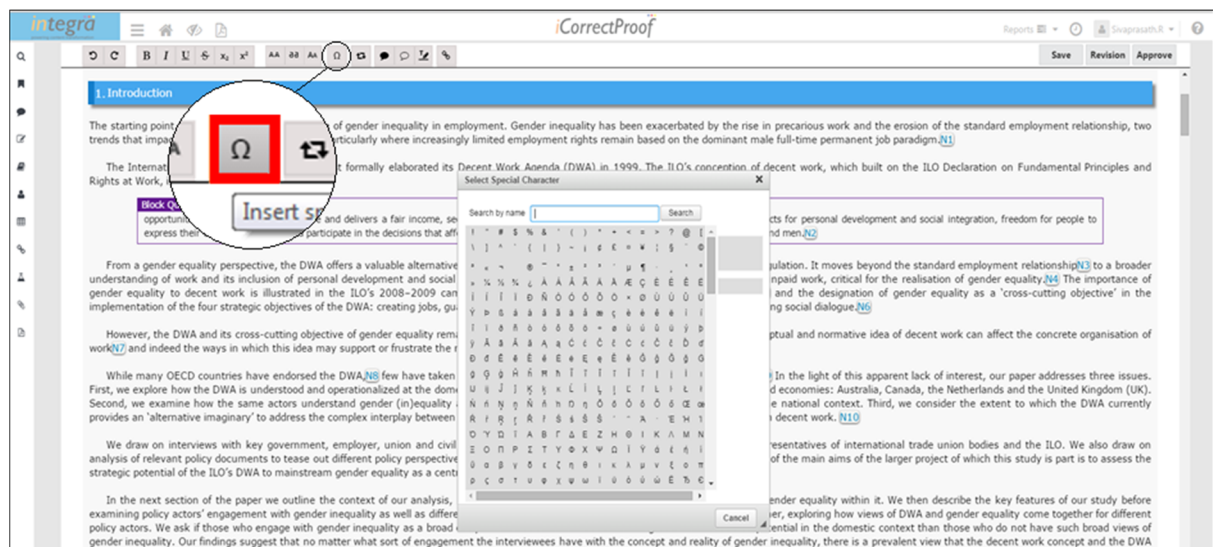


FIGURE 8 - SPECIAL CHARACTERS

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SHORTCUT KEYS

Following are the common functions & their corresponding short cut keys.

Short cut	Function
Ctrl+Z	Undo operation
Ctrl+Y	Redo operation
Enter (Return)	Ends a paragraph and starts a new one
Backspace, Del	Deletes a character
Ctrl+X	Cuts a text fragment to clipboard
Ctrl+C	Copies a text fragment (to clipboard)
Ctrl+V	Pastes a text fragment into the <i>iCorrectProof</i> text stream
Ctrl+B	Applies bold formatting to a text fragment
Ctrl+I	Applies <i>italics</i> formatting to a text fragment
Ctrl+U	Applies underline formatting to a text fragment
Ctrl+H	Opens Find & Replace

EDITING SCREEN: PROOFREADING FUNCTIONS

COMMENTS

If you are unable to make the correction, insert a comment to explain what you want. This is useful for Images, equations, etc., where an explanation helps the typesetter correctly make the revision. The comments inserted by the user are listed in a separate pane for easy reference.

To insert a comment, place the cursor in the text where the comment is relevant, and either click on the “Comment” icon in the tool bar (see Figure 9 - Add Comment) or right-click and select “Add Comment” to open the comment dialog box. Once the comment is made, click “Save” and the comment will be added to the document.

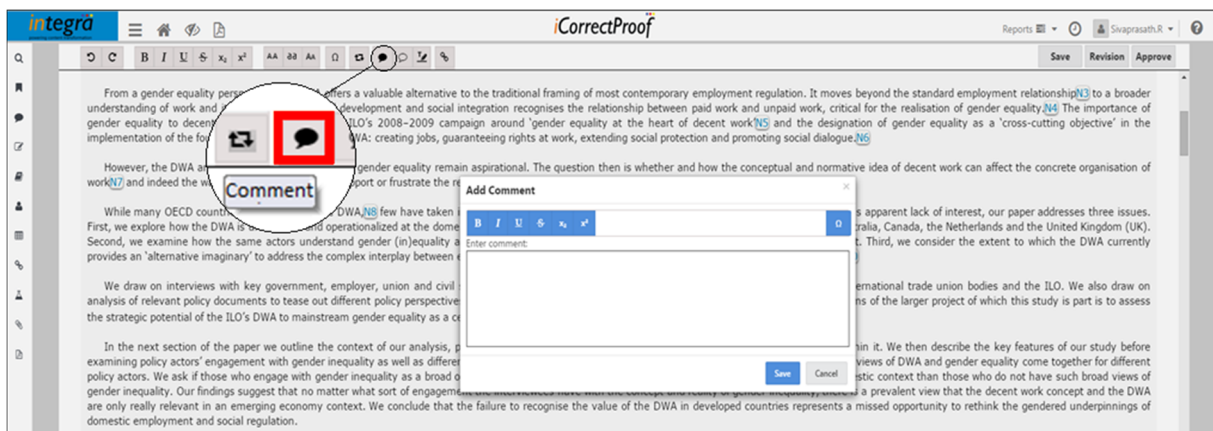


FIGURE 9 - ADD COMMENT

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To see a list of all comments, click the “Comments” icon in the Side Panel (see Figure 10 - Comments in Side Panel). The search option will also find words in the comments. Comments can be deleted by clicking the “x” in the comment list.

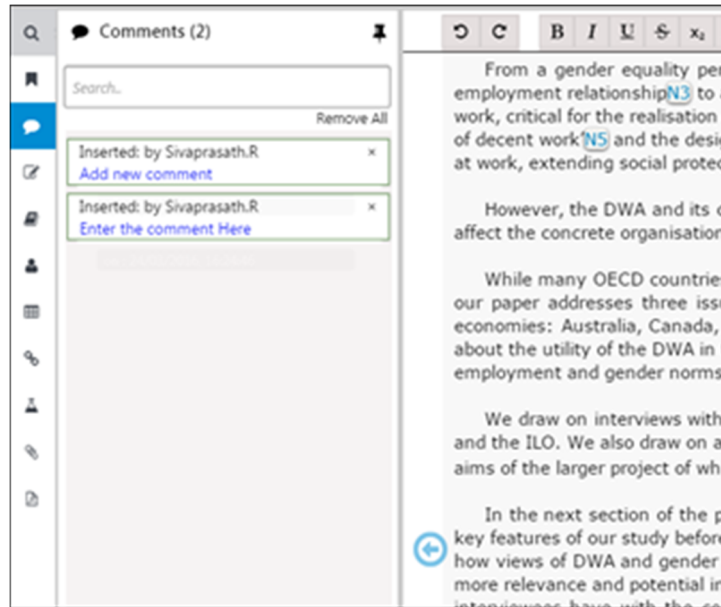


FIGURE 10 - COMMENTS IN SIDE PANEL

BOOKMARK CREATION

Bookmarks can be added as reminders in the proofing process. To insert a Bookmark, right-click and select, “Add Bookmark.” The bookmark icon will be inserted in the text stream.

All bookmarks are shown in a separate Bookmark pane, which can be referred later. See Figure 12 for the bookmarks in the editor and in the side panel for the list of bookmarks.

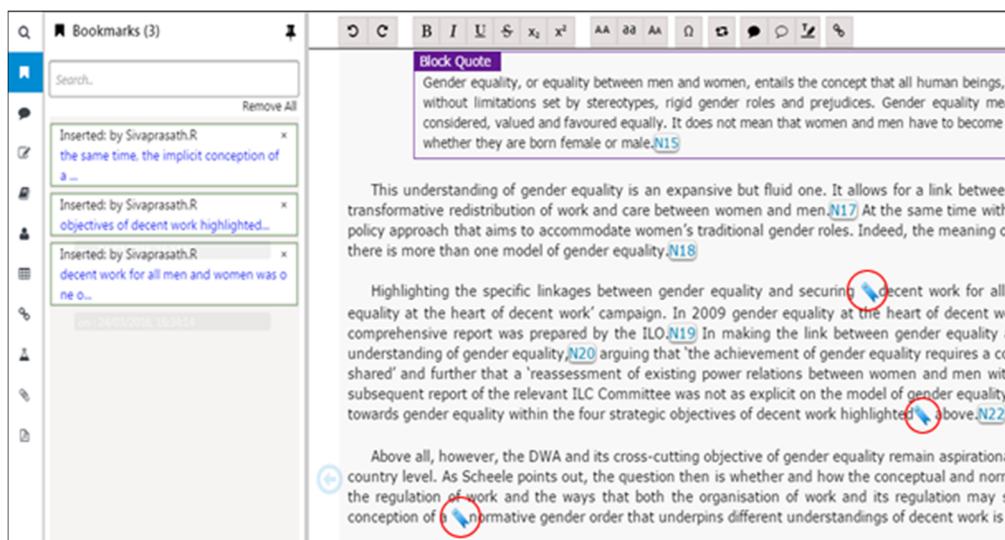


FIGURE 11 - BOOKMARKS

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TRACK CHANGES

iCorrectProof records the changes that are made to the text. The changes will be coloured differently for easy identification, and identified with the user name, date and time (see Figure 12 - Track Changes).

To check all the track changes, click on the Track Changes Icon in the left tool bar, and the list will appear in the side pane. Search can also be used to find specific changes. To get the date & time, hover the mouse on an entry and the date / time will be displayed in a popup.

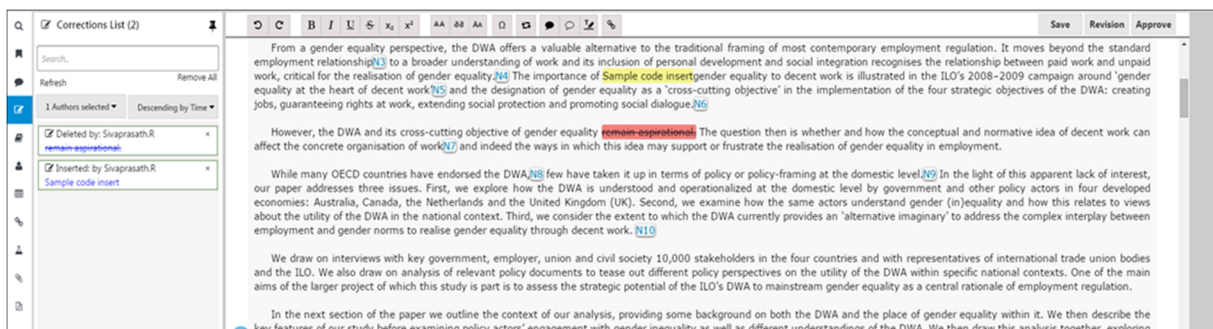


FIGURE 12 - TRACK CHANGES

TABLES

iCorrectProof allows editing of text within the table. Table construction features such as adding rows, columns, deleting rows, columns, merging rows, columns, etc. is also possible by right-clicking and selecting a command (see Figure 13 - Table Editing Menu).

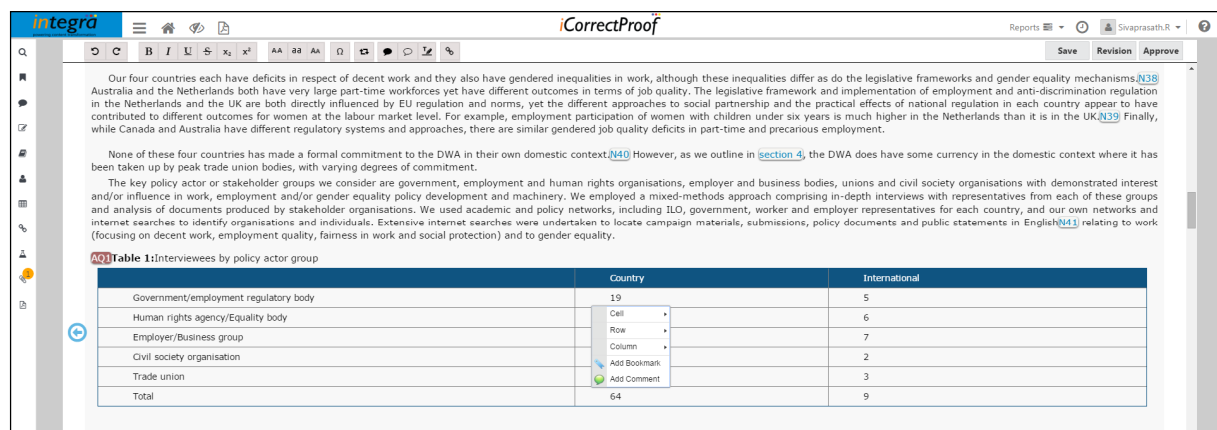




FIGURE 13 - TABLE EDITING MENU

All the tables available in the document are listed in the side panel. So, user can click and navigate to the table very easily (see Figure 15.1). Similarly, this option is also available for Figures  and Equations .

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AUTHOR QUERIES

Author queries must be answered before an article can be approved or sent back for revisions. All the Author queries in an article are displayed at the top of the file (see **Error! Reference source not found.**). Double-click the query row to navigate the query citation.

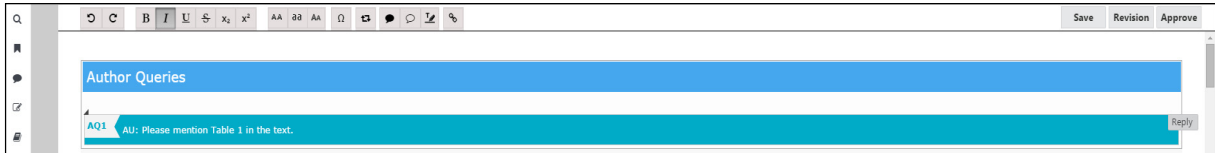


FIGURE 14 - AUTHOR QUERY LIST

In the text, a button will be available with the name of the query number (see Figure 15 - Author Query in Text).

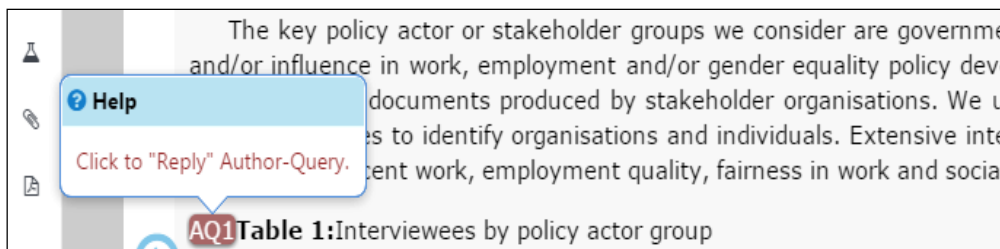


FIGURE 15 - AUTHOR QUERY IN TEXT

Double-click either the query in the list or the AQ button to open the dialog box in which to respond to the question (see Figure 16 - Author Query Reply) and save the response. You can navigate to next or previous query from this dialog box.

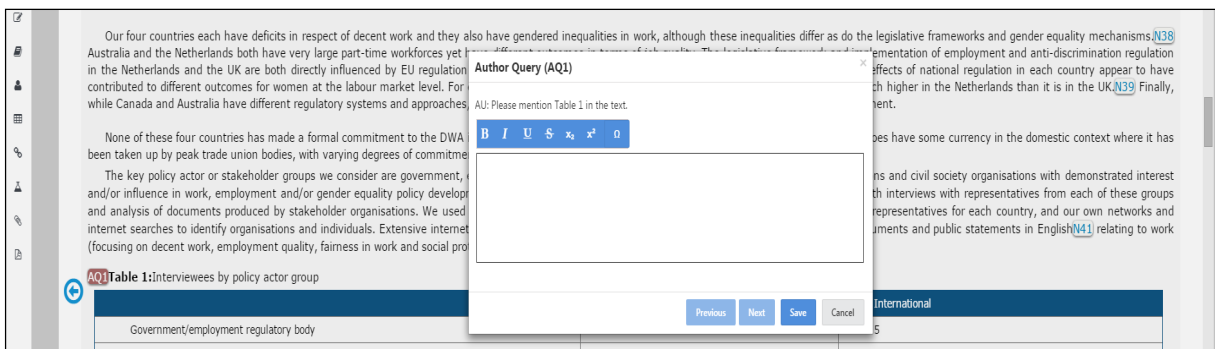


FIGURE 16 - AUTHOR QUERY REPLY

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FOOTNOTES

Notes are indicated by “N1, N2...” in the text. Let the mouse hover over these buttons to display the text of the note. When user hover the mouse on these buttons, the actual note is displayed in the popup (see Figure 17 - Note Popup). Click on the note to edit.

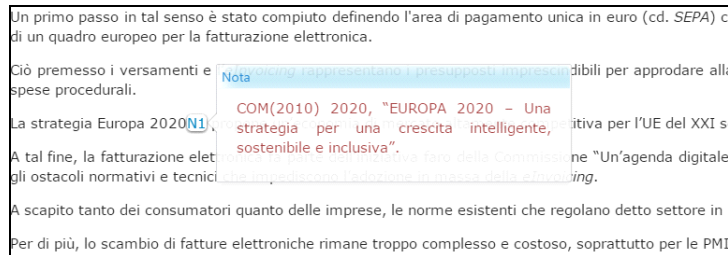



FIGURE 17 - NOTE POPUP

A list of notes is available by clicking the note icon  in the left tool bar.

ATTACHMENTS

After making corrections, additional files can be attached (figures, word documents, etc.) using the “Attachment” icon from the side panel, which will open the attachments side panel window (see Figure 18 - Attachments).

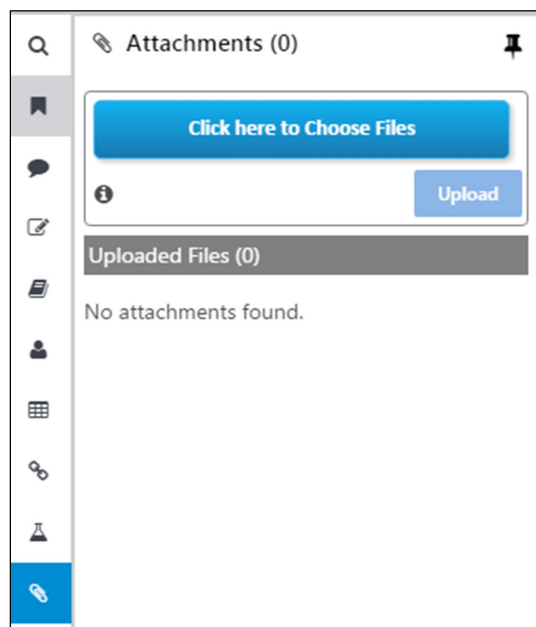


FIGURE 18 - ATTACHMENTS

Click the blue button to attach files. *iCorrectProof* supports uploading the following file types: .jpg, .jpeg, .png, .gif, .eps, .tiff, .pdf, .zip, .doc, .docx, .xls, and .xlsx. The maximum file size limit for each file is 5MB.

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GENERATE PDF

In *iCorrectProof*, “Generate PDF” button on the top tool bar is used to generate Track changes galley PDF. The PDF will be generated with all the textual changes incorporated in the document.

When you click the "Generate PDF" button (see Figure 19 - Generate PDF), the revised PDF will be generated in real time. A progress indicator panel will appear in the upper right-hand corner of your screen (see Figure 20 - PDF Progress Panel), which shows the current status of the PDF generation.



FIGURE 19 - GENERATE PDF

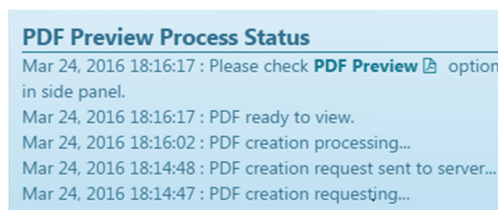


FIGURE 20 - PDF PROGRESS PANEL

Once the progress indicator displays the “PDF ready to view” message, click the “View PDF” icon in the side panel and once again click an entry from the PDF list. This will download the PDF. The panel will list all the PDF generated for reference purposes (see Figure 21 - Side Panel PDF Reference List).

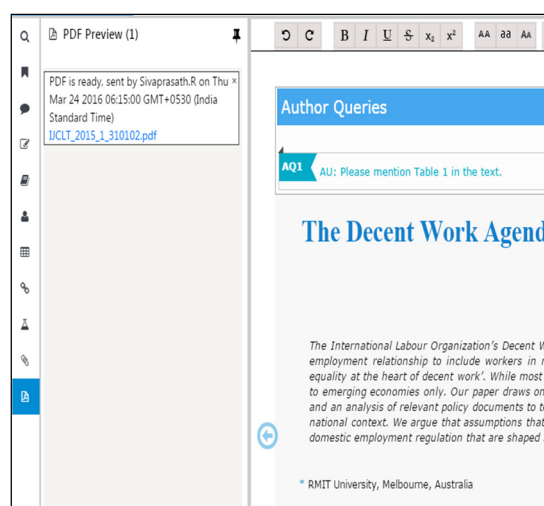


FIGURE 21 - SIDE PANEL PDF REFERENCE LIST

In the revised PDF, track changes will be also be displayed.