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.

This manual covers the following:

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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
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).

![Login Page](image)

**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](image)

**FIGURE 3 - COVER PAGE**
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.

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: 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: 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.
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).

<table>
<thead>
<tr>
<th>Introduction</th>
</tr>
</thead>
</table>

The starting point for this paper is the persistence of gender inequality in employment. Gender inequality has been exacerbated by the rise in precarious work and the erosion of the standard employment relationship, two trends that impact disproportionately on women, particularly where increasingly limited employment rights remain based on the dominant male full-time permanent job paradigm.1

The International Labour Organization (ILO) 1st formally elaborated its Decent Work Agenda (DWA) in 1999. The ILO's conception of decent work, which built on the ILO Declaration on Fundamental Principles and Rights at Work, is described as involving:

- The importance of gender equality to decent work is illustrated in the ILO's 2008-2009 campaign around 'gender equality at the heart of decent work' and the designation of gender equality as a 'cross-cutting objective' in the implementation of the four strategic objectives of the DWA: creating jobs, guaranteeing rights at work, extending social protection and promoting social dialogue.

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.

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FIGURE 6 - FORMATTING THE TEXT
FIND AND REPLACE
Click the find and replace button from the toolbar, and the dialog box will open (see 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).
SHORTCUT KEYS
Following are the common functions & their corresponding short cut keys.

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

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](image-url)
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.

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.
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.

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).

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.
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.

In the text, a button will be available with the name of the query number (see 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.
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.

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).

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.
**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.

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).

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