Appendix E

POWERPOINT SLIDES FOR TEACHING *STREAM TOOLS* BASICS IN 30 MINUTES

30-minute fast track to STREAM Tools

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Motivation

- Compatibility
  - Internal (reuse, sharing)
  - External (extraction, sharing)
- Streamlining of information processing
- Automation of routine functions
- Rigor in writing and in typesetting

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Requirements for a Typesetting System

- Auto-numbering of headings, figures, tables, equations, and references
- Auto-numbered text can be reused in manuscripts of different format
- The system is based on commonly available software
- The system can be learned quickly by all co-authors

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STREAM Tools Highlights

- Use BasicTemplate files that suit your manuscript
  - BasicTemplateSingleColumn.doc
  - BasicTemplateDoubleColumn.doc
  - BasicTemplateThesisOrBook.doc
- Use templates for headings, figures, tables, equations
- Use End Note for references
- Use color-coding and comment codes for communication between co-authors

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Software

- Required
  - Microsoft Word
- Recommended
  - End Note – for references
  - MathType – for equations
  - CorelDraw – for figures

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Templates

- Template files – download them
- Template manuscript elements – reuse the ones provided in the file
- General approach:
  - 1) Copy the entire template for each manuscript element
  - 2) Paste the template at the new desired location
  - 3) Replace the old text with the new text, but do not touch the auto-features
  - 4) Press **Ctrl-A, F9** for updates across the entire document

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Elements of a Manuscript

- Headings
- Equations
- Figures and Tables
- References
- Miscellaneous

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Headings

- Reuse the template or change paragraph style
- To update Table of Contents, press **Ctrl-A, F9**
- To cross-reference a heading
  - Click **Insert**, **Reference**, **Cross-Reference**
  - Select: *Reference type:* **Heading**
  - Select: *Insert reference to:* **Heading number**
  - Unselect: *Insert as hyperlink*
  - Select the desired heading from the list
  - Click **OK.**

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Equations

- Reuse the template, remember to copy the entire line
- It is better to use MathType, but one can do without it in many cases
- To update the equation number, press **Ctrl-A, F9**

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Cross-Referencing an Equation

- To prepare for cross-referencing
  - Bookmark the equation number
  - Give the bookmark a descriptive name, that starts with eq
    - good example: eqMagneticField
    - bad example: eq4
- To cross-reference
  - Click **Insert, Reference, CrossReference, Bookmark**
  - Unselect *Hyperlink*
  - Click **OK.**
  - Add parentheses manually as needed

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Figures and Tables

- Reuse the template, copying both the graphics and the caption
- To update numbering, press **Ctrl-A, F9**
- When pasting new graphics, especially Line Art *do not* use **Paste** or **Ctrl-V**
- Instead, click **Edit, Paste Special, Picture (Enhanced Metafile)**

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Pasting a Figure

- Copy/Paste the figure template
- **Paste Special as Picture**
- To adjust settings if needed
  - Right-click on the graphics
  - Click **Format Picture, Layout, In line with Text** (little rectangles change from outline to black)
  - Center the figure
- Adjust figure size
- Type in a new caption

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Cross-Referencing a Figure or a Table

- To insert cross-reference
  - ➢ Click **Insert, Reference, Cross-reference**
  - ➢ Select *Reference type:* **Figure**
  - ➢ Select **Only Label and Number**
  - ➢ Uncheck Hyperlink
  - ➢ Pick the desired figure from the list
- If figure is far from the reference, you may choose to cross-reference the page as well: "Figure 3 on page 12"
- Remove or add bold and italics as needed

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References

- Use EndNote or Reference Manager
- The subject is beyond the short introduction
- EndNote and Reference Manager are very similar packages. In an ideal world, there would be only one of them, and compatibility would be less of an issue

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Conclusions

- *STREAM Tools* system provides writers with LaTeX-like capabilities while preserving the convenience of Microsoft Word
- *STREAM Tools* is not about individuals mastering typesetting, its main benefit is in streamlined collaborative writing
- Auto-features maybe confusing, but they are very useful in the long term
- Learning *STREAM Tools* beyond basics takes several hours, and can be done in steps

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