2017-06-13

IMPORTANT

Dear Authors,

Please note that this module can be used only for text corrections. For complex corrections like Table changes, figure label corrections, please use traditional method of marking the correction on the proof and fax the same.

We recommend to use Internet Explorer 5 or above.

Thanks and Regards,

Springer Author Correction Team

----

1 eProofing "Online Author Correction" Module

1.1 Introduction

The purpose of this document is to describe our new eProofing "Online Author Correction" module. This module provides an additional functionality to correct proofs online. In this module authors required to type his/her changes in the prescribed format.

1.2 Supported System

Any system that supports JavaScript enabled browser. We recommend using Windows 7 Professional/XP and Internet Explorer version 5 or above. To enable the JavaScript, please click the link: Steps to enable JavaScript in different browsers given the author proof page.

1.3 Author's Main Page

## Figure 1 Author main Proof View Page
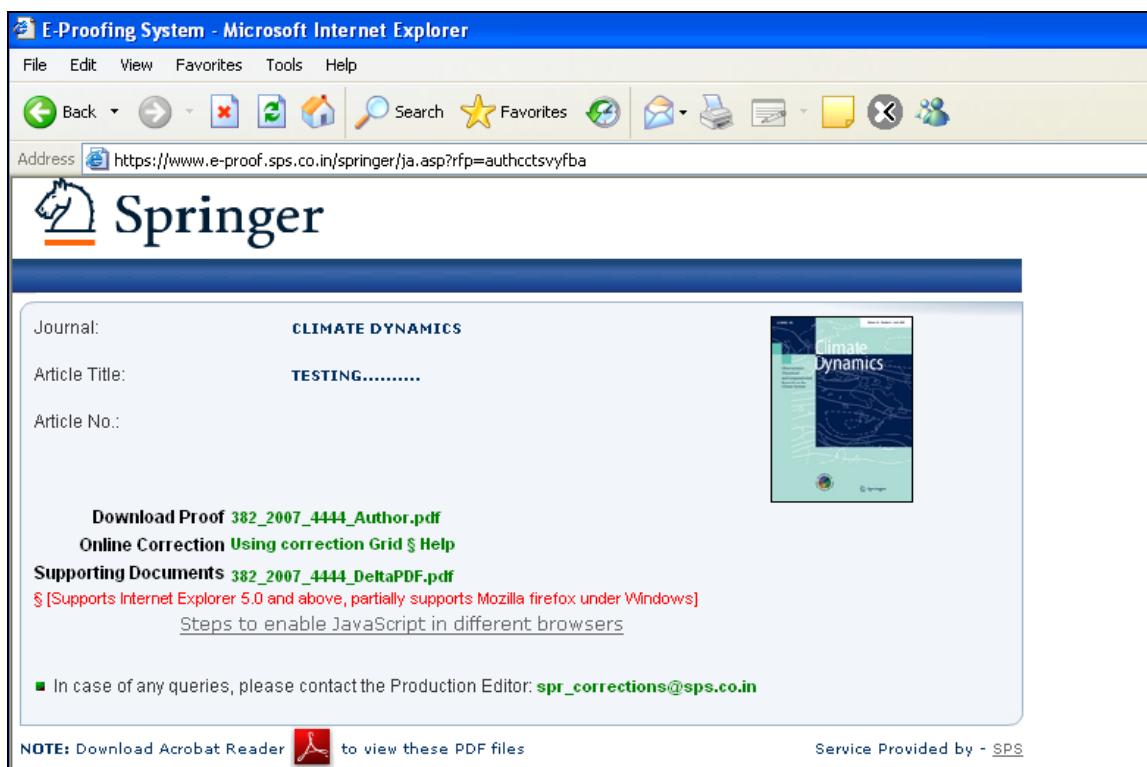
Figure 1 shows the main author page. Here you will see few links.
1. Main link to your proof: This link will enable you to download the page proof.
2. Online Proof Correction link: This link will take you to the Online Proof Correction module. You can also save the PDF proof for your future reference.
3. Supporting Documents: Links to other supporting documents (forms or difference PDF etc.)

1.4 Online Correction Tool

Figure 2 shows the online correction window. This screen has two parts.

1. The left window will display your PDF proof. You can read and navigate to different parts of your proof by using the (Acrobat Reader) browser controls.
2. The right side window will display the correction grid. This is the place where you fill-up various correction details.

Figure 2 Authors Online Corrections View
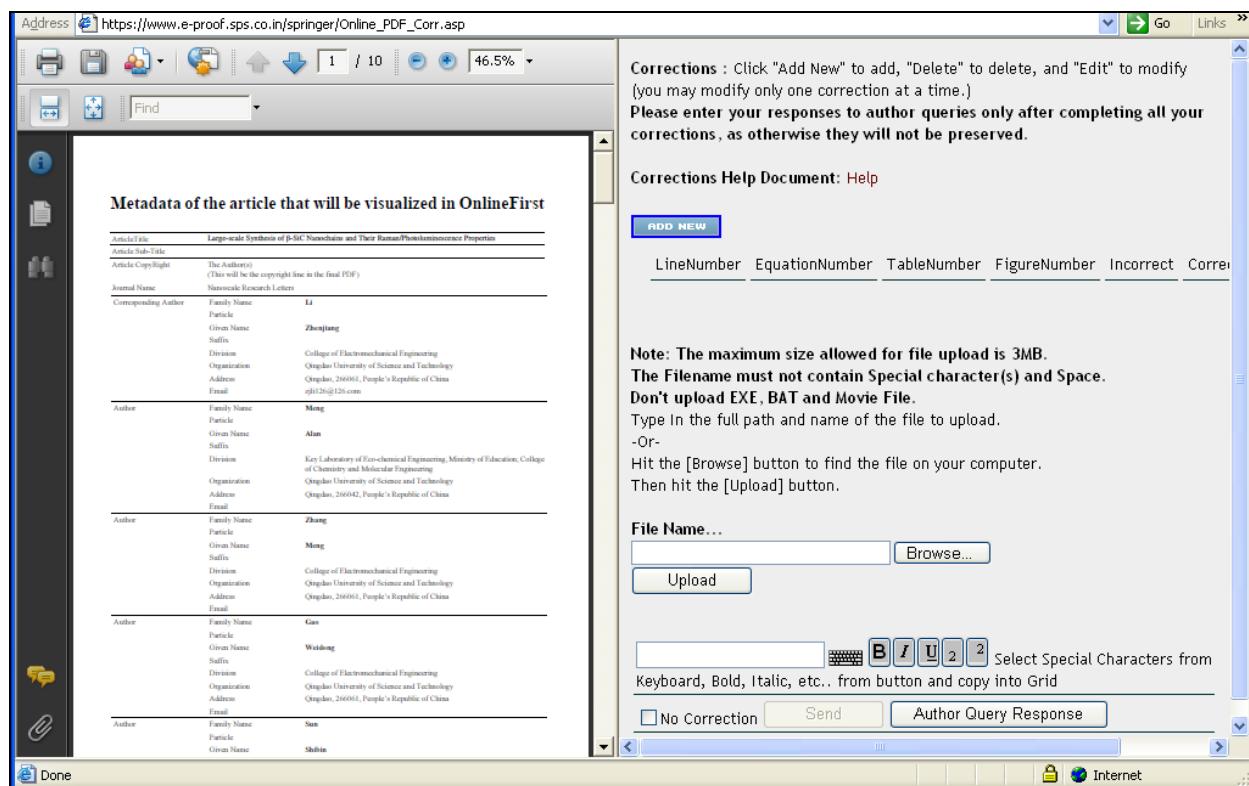
The figure above shows the "Online Corrections View".

1.5 Correction Grid

Figure 3 shows the detailed view of the correction grid.

Figure 3
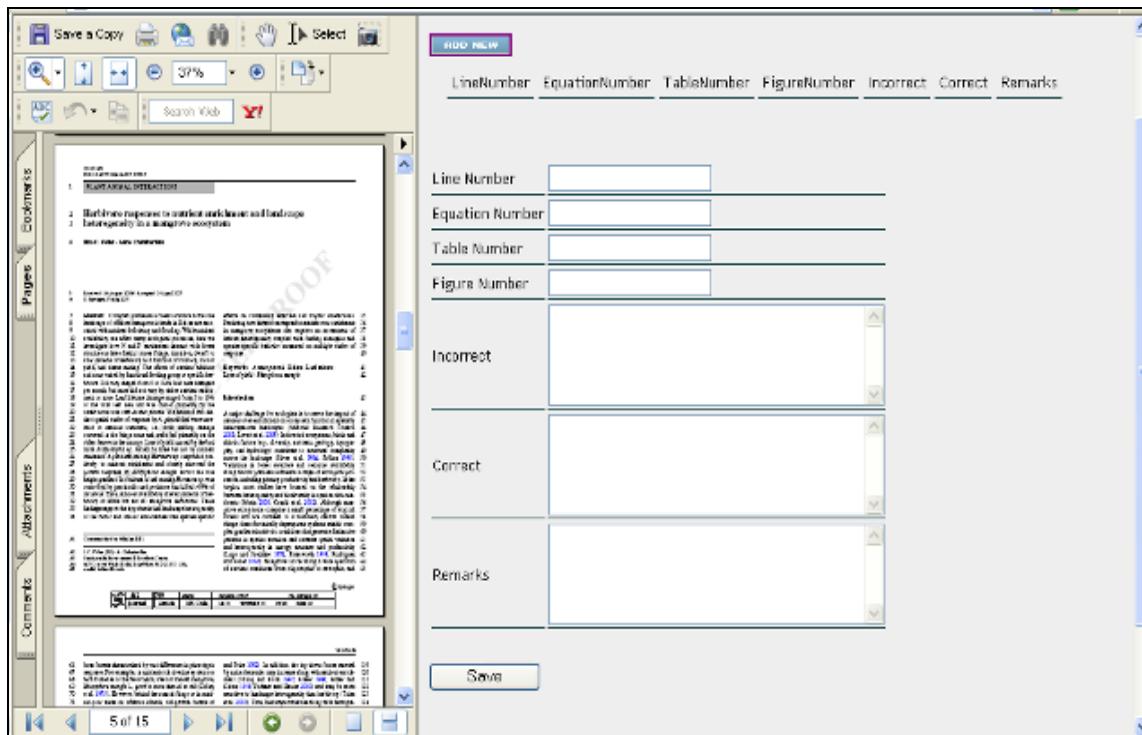
The above figure shows the Grid View which lets you to enter your corrections. The grid has options to enter Line Number, Equation Number, Table Number and Figure Number. During your proof reading if you note any errors, you can enter the corresponding Line Number and then the "Incorrect" part of the text and the suggested "Correct" part of the text.

Correction to table footnotes may be indicated by "TF1", "TF2", etc. and figure footnotes by "FN1", "FN2", etc. in the Table Number and Figure Number.

ADD NEW   You can see the "Add New" button in Figure 3. Clicking this button creates a new row to enter your corrections.

After entering the corrections, click the "Save" button so that a new row of corrections are saved

## Figure 4 Correction Grid
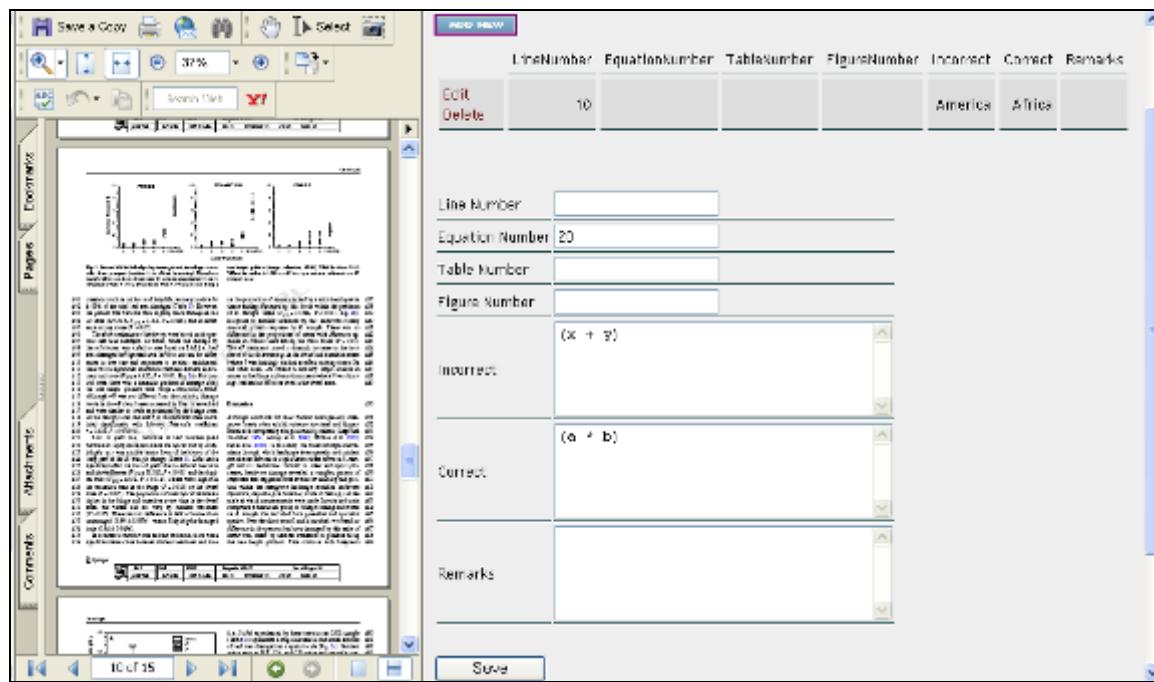
The figure above shows two links, "Edit" and "Delete". After saving your corrections, if you want to edit them, just click the "Edit" link so that your saved corrections are displayed. You can now edit your data and save it again. If you want to delete a row of corrections, just click the "Delete" link next to that row so that it gets deleted.

Figure 5 Correction Grid showing Special Characters
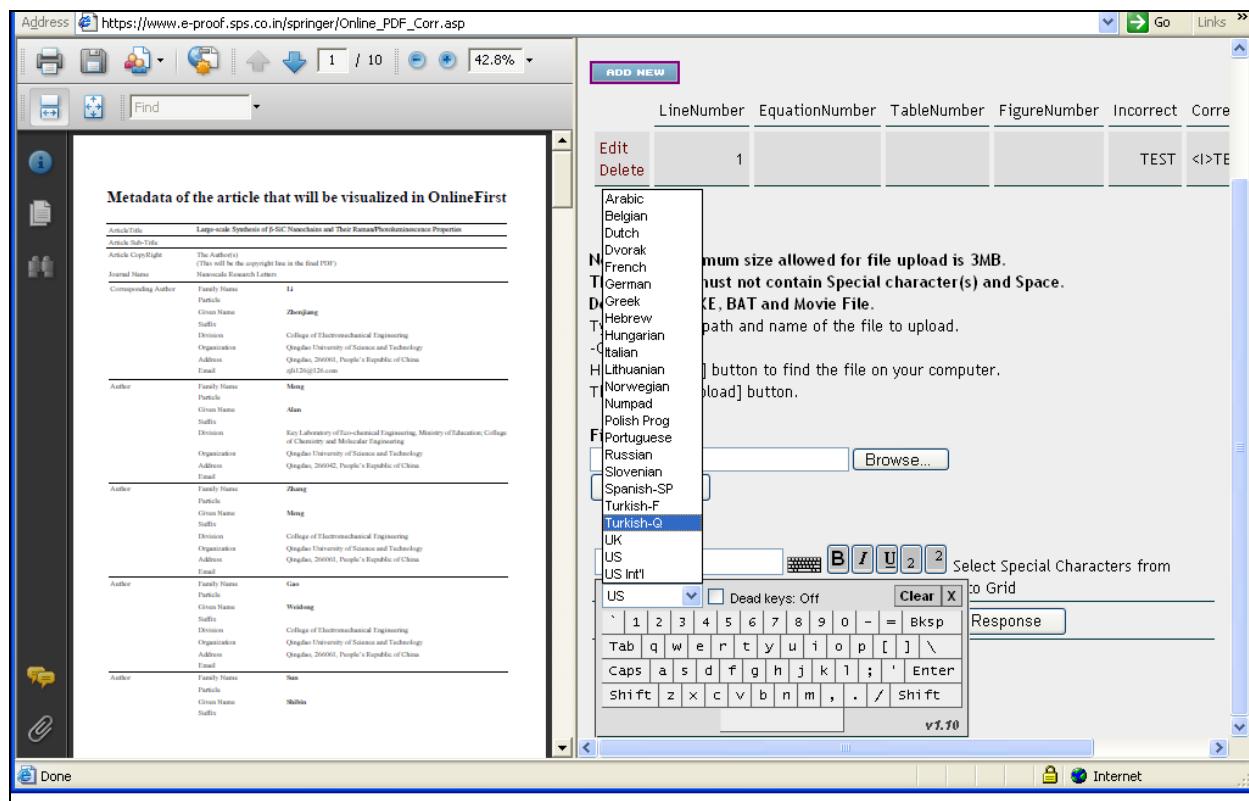
You can see a Keyboard icon, bold, italic, underline, subscript and superscript buttons in the screenshot above. Suppose if you want to enter any special character in the grid, just click the Keyboard icon and select the special character. This special character gets displayed in the text box adjacent to the Keyboard icon. You can copy and paste the special character from the textbox to anywhere in the correction grid. You also have a list of languages to choose from as you wish.

Figure 6 Correction Grid showing Bold, Italic, Underline, Subscript and Superscript Button Characters
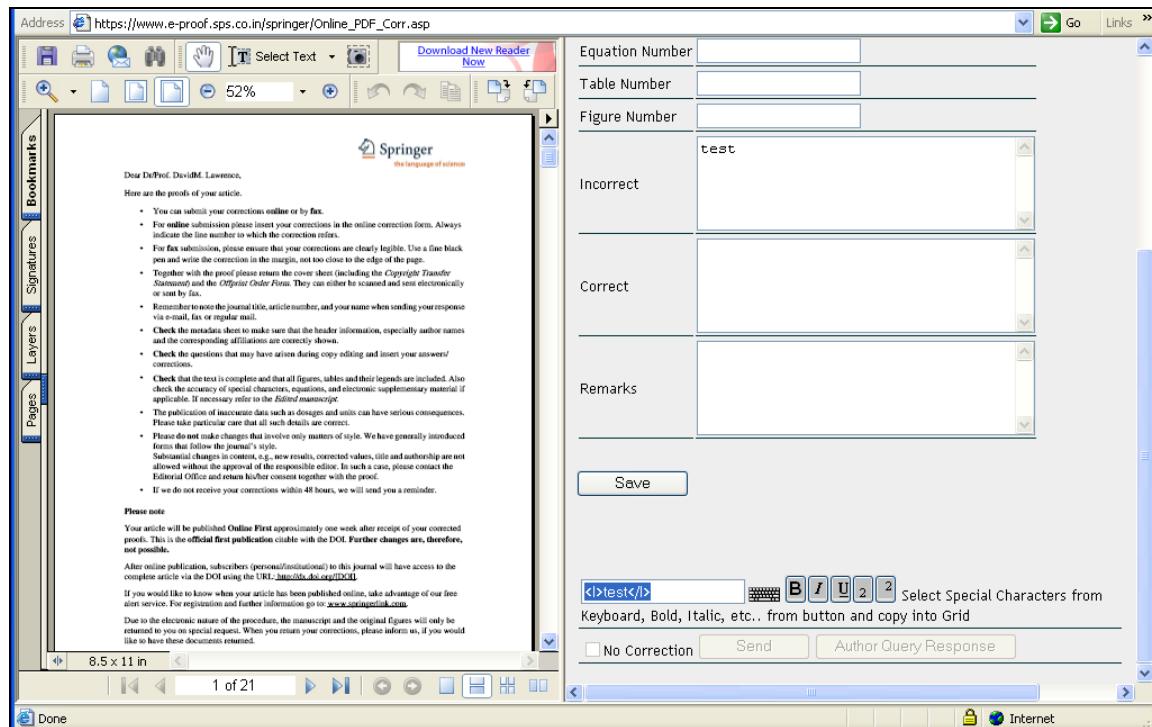
For bold, italic, underline, subscript and superscript formatting, type your correction in the textbox or from the keyboard characters. Select the text, and then click on the button. Now you can copy the text and paste into the grid.

Figure 7 File Upload

The above figure shows the File upload option, the author can upload the file by selecting the **Browse** button to find the file on your computer or type in the full path, name of the file to upload. Finally hit the **Upload** button to upload the file.

The author does not have option to upload the Executable, Batch or Movie File. If the author tries to upload the following warning message **"You cannot Upload the exe/bat/mov file."** displayed as above figure.

Note: The maximum size allowed for file upload is 3MB.
Don't upload EXE, BAT and Movie File.
Type In the full path and name of the file to upload.
-Or-
Hit the [Browse] button to find the file on your computer.
Then hit the [Upload] button.

File Name...

x:\gr1.tif   [Browse...]
[Upload]

Note: The maximum size allowed for file upload is 3MB.
The Filename must not contain Special character(s) and Space.
Don't upload EXE, BAT and Movie File.
Type In the full path and name of the file to upload.
-Or-
Hit the [Browse] button to find the file on your computer.
Then hit the [Upload] button.

File Name...

                         [Browse...]
[Upload]

The following are the file(s) uploaded.
☐ Image.image001.jpg
☐ Image.image007.jpg

[Delete] Delete the upload file

The above figure shows that after uploading the file, the files are listed.

File: Correction_Help.doc   9 of 14

The below figure shows that the author try to upload more than 3MB file.

Figure 8 Files Deletion
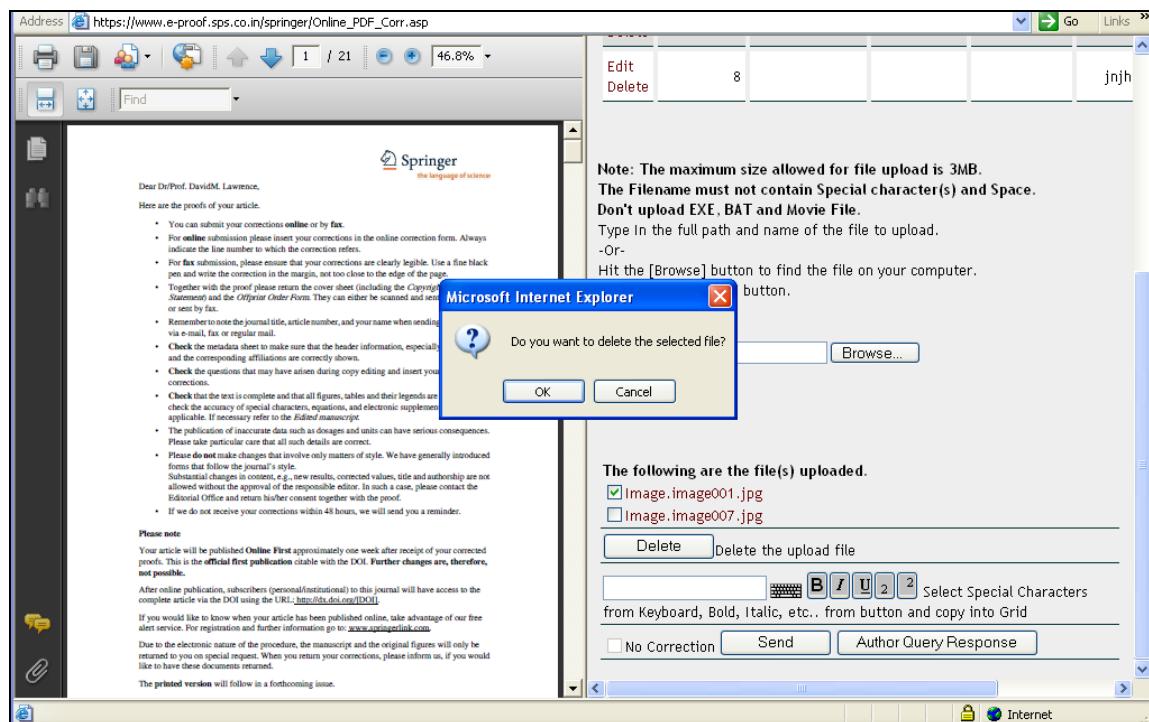
The author can also delete the uploaded file(s).To delete the file, first tick the checkbox, the message pops up to confirm whether the file(s) should be deleted. Click ok button to delete the selected file(s) else click cancel. If no file(s) are checked and the author tries to hit the delete button, popup window alerts with the message **"Select the file(s) to delete"** as Fig 9.

**Figure 9**
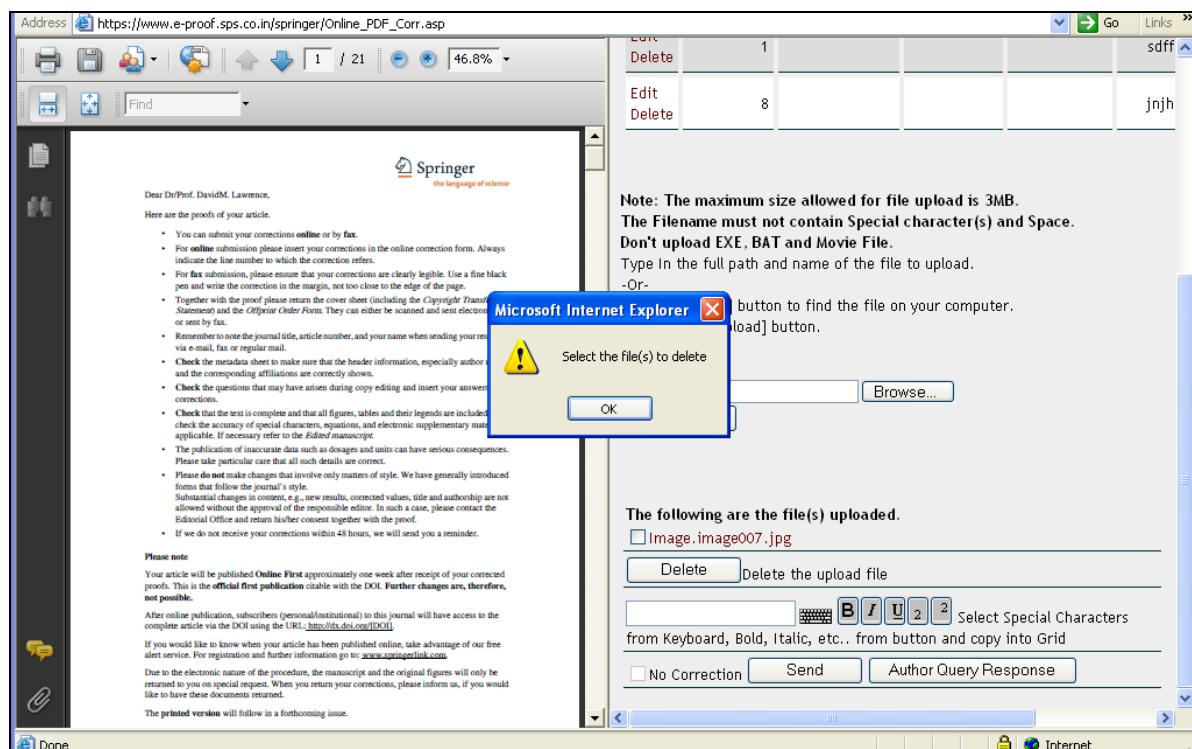
Figure 10 Author Query Responses

You can see two buttons in the figure above: "Send" and "Author Query Response" buttons. When you click the "Author Query Response" button a textbox is displayed where you can enter your response for the queries.

The send button is used to send the corrections that you have saved so far in the grid. Please save the corrections and then send them.

Please make sure if you have sent the online corrections successfully or not, and if you are not sure, please contact Springer corrections team for confirmation.

Figure 11 No Correction
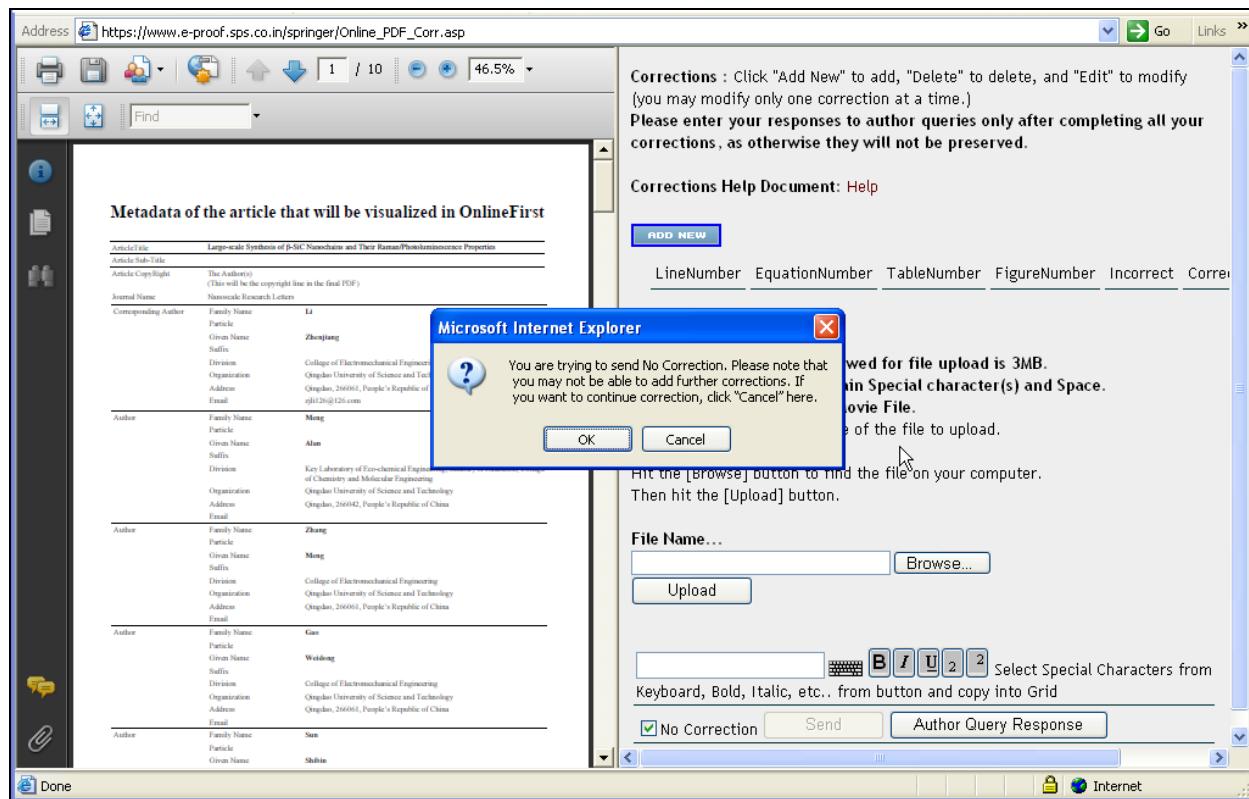
You can also see the "No Correction" check box. If you don't have any corrections, you can click this check box and the correction will be received as Fig 12

Figure 12