



iAuthor User Guide

Document Change Notice

Release Date	Revision Number	Reason for Change
24-03-2023	3	User manual is updated with latest features.

Confidentiality Statement

This document contains confidential and proprietary information of Integra Software Services Private Limited (“Integra”). Contents of this document cannot be copied, modified, reproduced or distributed in any media, without the explicit written permission of Integra.

Copyright © Integra Software Services Private Limited 2020. All rights reserved.

Table of Contents

1	Introduction to iAuthor.....	6
	iAuthor User Interface	6
	1.1.1 Menus.....	6
	1.1.2 Frequently Used Shortcut Keys	7
2	Metadata	7
	2.1 Authors.....	8
	2.2 Affiliations	9
	2.3 Author Notes.....	9
	Author Bios	10
3	Floating Elements	10
	Tables.....	10
	3.1.1 Insert Tables	10
	3.1.2 Edit Tables.....	10
	3.1.3 Delete Tables	11
	3.1.4 Add Rows & Columns	11
	3.1.5 Delete Rows & Column.....	11
	3.1.6 Merge Table Cells	11
	3.1.7 Unmerge Table Cells.....	12
	3.1.8 Table Alignment.....	Error! Bookmark not defined.
	3.1.9 Insert Table Footnotes.....	12
	3.1.10 Edit Table Footnotes.....	12
	3.1.11 Delete Table Footnotes	12
	Images.....	12
	3.1.12 Inserting Images	12
	3.1.13 Delete, Replace Image and Add note	13
	Equations	13
	3.1.14 Inserting Equations.....	14
	3.1.15 Edit, Delete and Refresh Equations	15
4	Citations.....	15
	Cite Images.....	16
	Cite Tables.....	16
	Cite Equations	17
	Cite References	17
	Edit Citations.....	17

	Remove Citations.....	17
	URLs 18	
	4.1.1 Insert URLs.....	18
	4.1.2 Update and Delete URLs.....	18
	References	18
	4.1.3 Insert References by DOI.....	18
	4.1.4 Edit and Delete References	19
	Footnotes.....	19
	4.1.5 Inserting Footnotes.....	19
	4.1.6 Updating Footnotes.....	19
	4.1.7 Deleting Footnotes	19
	Endnotes.....	20
	4.1.8 Inserting Endnotes.....	20
	4.1.9 Updating Endnotes	20
	4.1.10 Deleting Endnotes	20
5	Elements	20
	5.1.1 Insert Keyword.....	21
	5.1.2 Delete Keyword	21
	5.1.3 Update Keyword.....	21
	Abstract.....	21
	Funding	22
	5.1.4 Insert Funding.....	22
	5.1.5 Funding Source	22
	Acknowledgements	22
	Declaration of Interest.....	23
	Article Highlights.....	24
	Article History	24
	Endorsements.....	24
	Preface	25
6	Left side panel.....	25
	1. TOC.....	26
	2. Find and Replace.....	26
	3. Uploading Supplementary Files	27
	6.1.1 Adding a Supplementary File.....	27
	6.1.2 Remove/ Sort/ Download/Search a Supplementary File	27
	4. Pin28	

7	Review.....	29
	7.1.1 Insert Comment.....	29
	7.1.2 Delete Comment.....	29
	7.1.3 Update Comment	29
	7.1.4 Reply/Accept Queries.....	30
	7.1.5 Upload Attachment for Queries	30
	7.1.6 Comment section.....	30
8	Download PDF Proofs	31
9	Submit.....	31
10	Save.....	31
11	Insert Symbols.....	31
	11.1.1 Symbols.....	31
	11.1.2 More Symbols.....	32
12	Track Change.....	32
	12.1.1 Move to Next.....	33
	12.1.2 View Tracked Changes.....	33
13	Toggle Markup Module.....	33
14	View Help (in PDF)	34

1 Introduction to iAuthor

This user guide describes the application interface, features and functionality to help you quickly get started with iAuthor. It also includes instructional topics that are designed to guide you on how to use iAuthor to accomplish your tasks.

iAuthor User Interface

1.1.1 Menus

1. **Home Menu**—you can find options to Redo, undo, cut, copy, paste, formatting options such as bold, italic and underline. You can also find options to superscript, subscript, Text transformation, search and replace, File upload, insert comment and spell check.

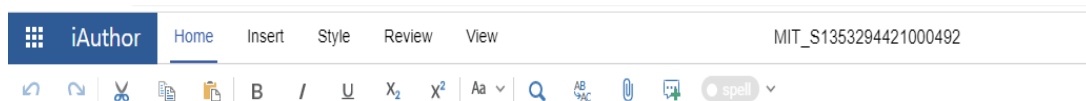


Figure 1: Home

2. **Insert Menu**—you can find options to insert images, tables, equations, symbols, references, citations, notes and link.



Figure 2: Insert Menu

3. **Style Menu**—you can find options to insert titles, paragraph, lists, block quotes, Reference reorder and various other customized styles.



Figure 3: Style Menu

4. **Review Menu**—you can find options to add, accept, reject, and delete comments.
Markup - The iAuthor Markup allows to view the revisions made to your document.

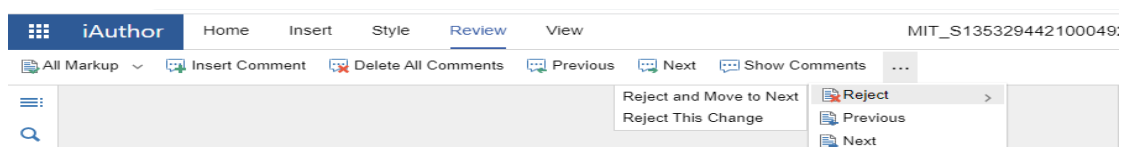


Figure 4: Review Menu

5. **View Menu**—you can also view options to show navigation panel, Table of content and Zoom option.

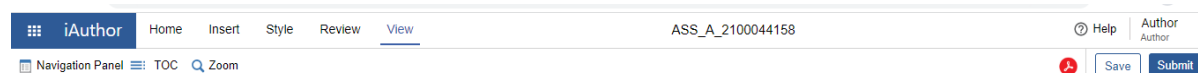


Figure 5: View Menu

1.1.2 Frequently Used Shortcut Keys

Table 1: Frequently Used Shortcut Keys in iAuthor

Shortcut Keys	Action Description
Esc	Cancels a dialog box.
Ctrl+F	Opens search tab.
Ctrl+S	Saves current document.
Ctrl+Alt+1	Inserts level 1 heading.
Ctrl+Alt+2	Inserts level 2 heading.
Ctrl+Alt+3	Inserts level 3 heading.
Ctrl+Alt+4	Inserts level 4 heading.
Ctrl+Alt+5	Inserts level 5 heading.
Ctrl+Alt+L	Inserts an ordered list.
Ctrl+Z	Undo last editing action.
Ctrl+Y	Redo last editing action.
Shift+Enter	Inserts a new paragraph.
Ctrl+P	Opens the print preview (page setup) dialog box.
Ctrl+H	Find and replace

2 Metadata

The metadata contains all required information about an author of the journal or a book. It contains information regarding the author's name, affiliation, biography, and notes. To access the metadata information, click the 'Edit Author Information' button present below the title.

F. J. SCHNEIDER AND Z. NICOLAZZO

WHITENESS AND EDUCATION

Article

Whiteness and anti-racist pedagogy: a critical discourse analysis of two trans* educators' classroom experiences

Finn J. Schneider  ^a and Z Nicolazzo^b

^aUniversity of Minnesota, Minneapolis, USA **AQ1** **AQ2**

^bUniversity of Arizona, Tucson, USA

CONTACT Finn J. Schneider schn1174@umn.edu

Received 3 December 2018

Revised 26 September 2019

Accepted 23 February 2020



Edit Author Information

USER:All

 Refre

 E

AQ2: AI
finn j. s
informat
Please c

 E

AQ3: A
led

 E

AQ4: AI
spelling
term "i
Show m

 E

AQ5: AI

Figure 6: Metadata

2.1 Authors

The user can only swap the Author names

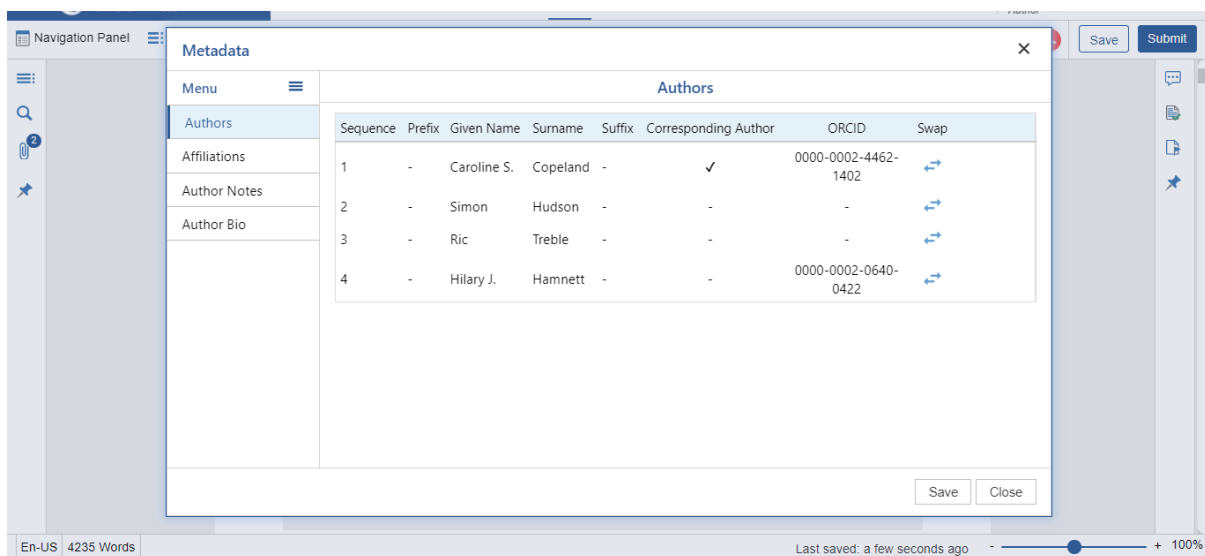



Figure 7: Authors Metadata

-  This icon is used to swap the author's given name and surname.
- Click "Save" button to save the changes

2.2 Affiliations

Author affiliations define the institute or the organization to which the author belongs to. The user can just view the affiliations and can comment in case of any changes to be made.

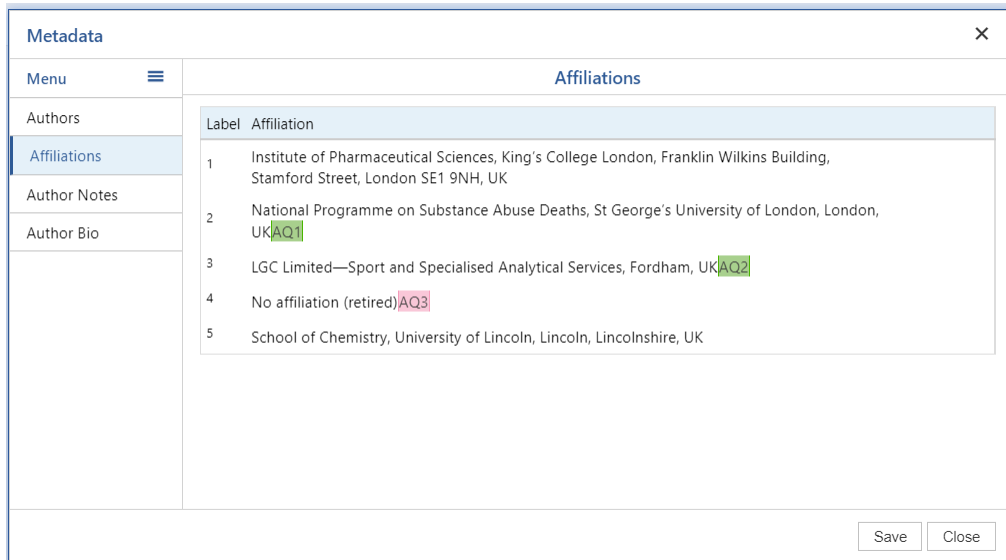


Figure 8: Affiliations

2.3 Author Notes

The user can view the Author notes and can comment in case of any changes to be made.

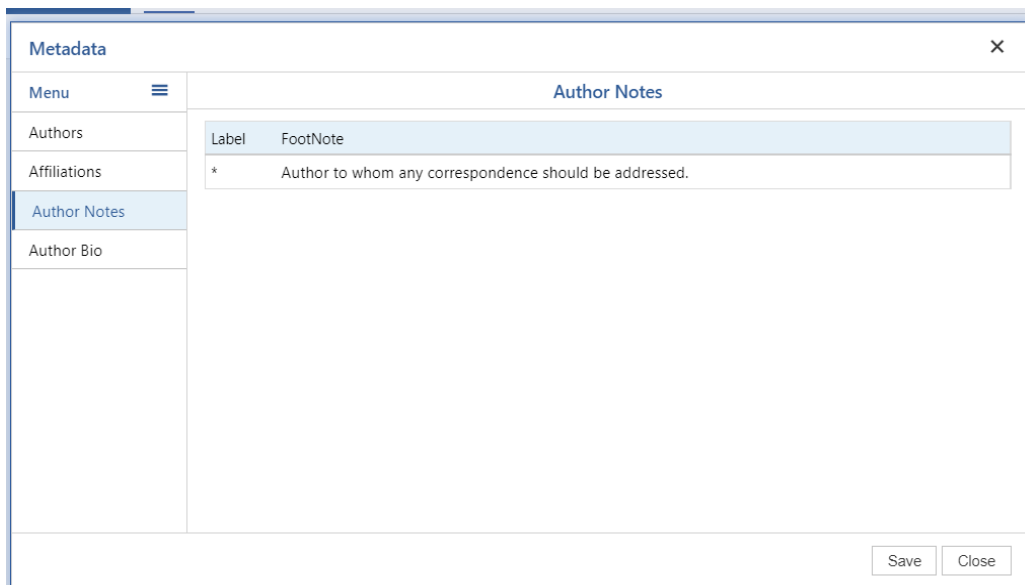


Figure 9: Author Notes

Author Bios

The Author Bio menu is loaded with all the available Author Bio from the current book or journal as shown in the following figure.

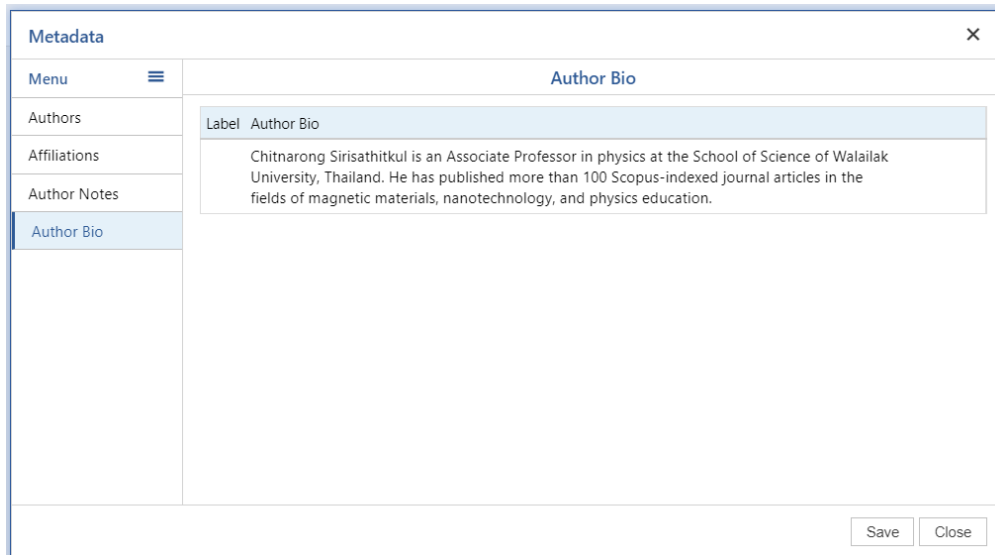


Figure 10: Author Bio

3 Floating Elements

Tables

3.1.1 Insert Tables

A user can draw a table with a maximum number of 10 rows and 10 columns using the drop-down menu.

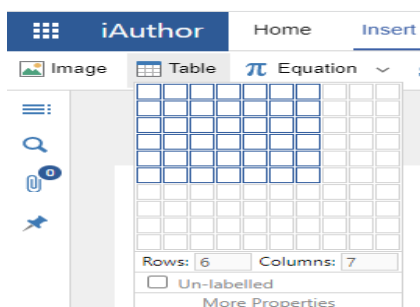


Figure 11: Insert Table

1. Choose **Insert > Table** / Right click at the line of text then select **Insert > Table**.
2. Drag the corner of the table until you have the desired number of columns and rows.
3. To add tables with more than 10 rows and columns use the 'More Properties' option

3.1.2 Edit Tables

You can place the cursor on any cell in the table and edit the table elements as required.

3.1.3 Delete Tables

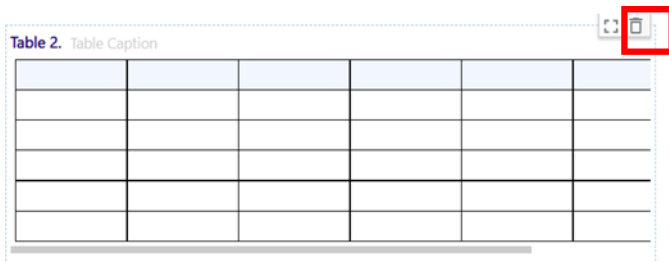


Figure 12: Delete Table

1. Hover the mouse on the selected table.
2. Select the 'Delete' icon present in the upper right corner of the table.
3. To preview the table, click the icon beside delete option.

3.1.4 Add Rows & Columns

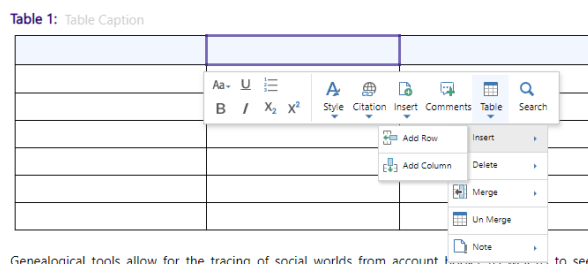


Figure 13: Add Rows & Columns

1. Place the cursor on the table and right click.
2. Choose 'Add Row' from the drop-down menu to insert row.
3. Select 'Add Column' to insert column.

3.1.5 Delete Rows & Column

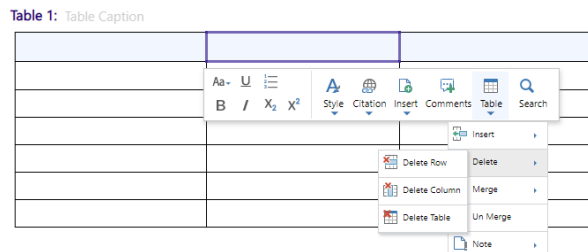


Figure 14: Delete Rows & Columns

1. Place the cursor on the table and right click.
2. Choose 'Delete Row' from the drop-down menu to delete row.
3. Select 'Delete Column' to delete column

3.1.6 Merge Table Cells

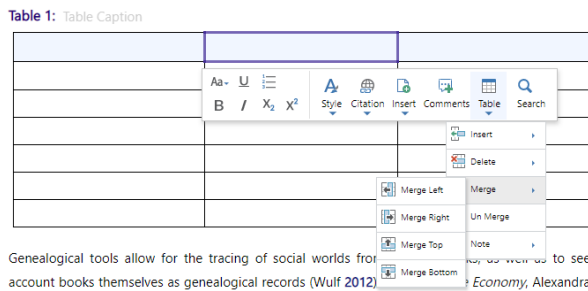


Figure 15: Merge Table cells

1. Right click on the selected table cell and hover over Merge option.
2. Click 'Merge Left' for Left Merge.
3. Click 'Merge Right' for Right Merge.
4. Click 'Merge Top' for Top Merge.
5. Click 'Merge Bottom' for Bottom Merge.

3.1.7 Unmerge Table Cells

1. Select the cells you want to unmerge and right click on the table.
2. Select 'Unmerge' icon from the context toolbar.

3.1.8 Insert Table Footnotes

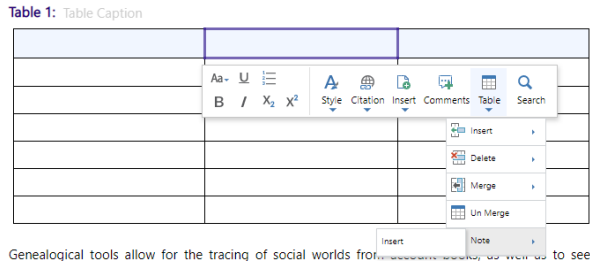


Figure 16: Table Footnotes

1. To add footnote, right click on the cell and select **Notes > Insert**.
2. The inserted footnote appears at the bottom of the table.
3. To cite the footnote, right click on the cell and select **Notes > Cite**.
4. Select from the available notes, the text will be cited.

3.1.9 Edit Table Footnotes

You can simply edit the table footnote by placing the cursor at the inline text.

3.1.10 Delete Table Footnotes

Select the footnote and click the 'X' button present in the right corner of the window.

Images

3.1.11 Inserting Images

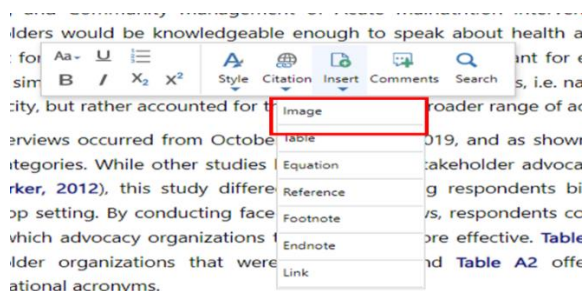


Figure 17: Insert image

1. To insert an image, place the cursor in the position you the image to be inserted.
2. From the menu bar, select **Insert > Image** or Right click and select **Insert > Image**.

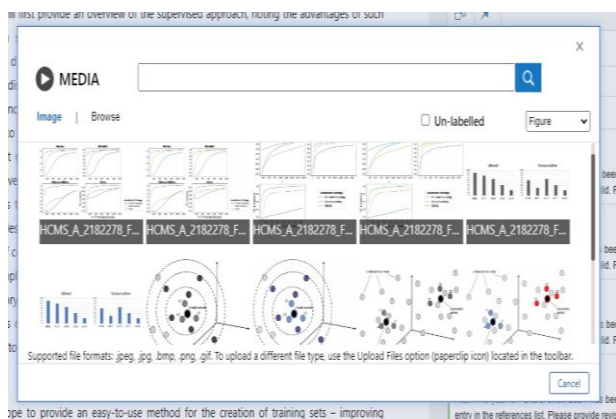


Figure 18: Image dialogue box

1. Choose the image you want to insert in the document. Use the search bar to search for illustrations that are already added in the document.
2. Select the browse option to browse images on your local drive.
3. "Un-labelled" option is used to insert image without label.

3.1.12 Delete, Replace Image and Add note

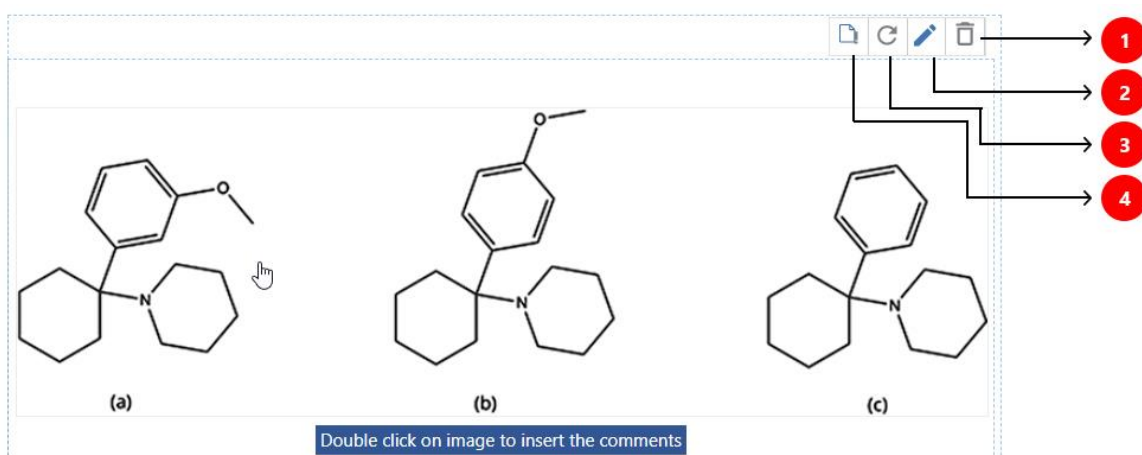


Figure 19: Delete, Replace image and Add note

1. **Delete figure**- Press the 'Delete' key at the top right corner of the image to delete an image.
2. **Replace figure** - Click on the Edit Figure icon present at the right corner of the image. The media dialog box appears. Choose the image you want to replace in the document and click Insert button.
3. **Refresh image**- Click the "refresh" option present at the right corner of the image to reload the image.
4. **Add Note** – Click the "Add note" option to add note at the bottom of the image. The user can enter the context directly.
5. To add comment, Double click anywhere in the image and add comment.

Equations

iAuthor supports the following two types of equation:

- MathType—MathType is the representation of mathematical notations in the document using the LaTeX editor.
- ChemType—ChemType equations are the symbolic representation of chemical equations using symbols and formulae.

3.1.13 Inserting Equations

iAuthor displays equations in the following formats:

- Inline Equation—an equation represented inline within a paragraph text.
- Display Equation—an equation displayed in a separate paragraph of its own.

3.1.13.1 Inserting Equations Using Menu bar

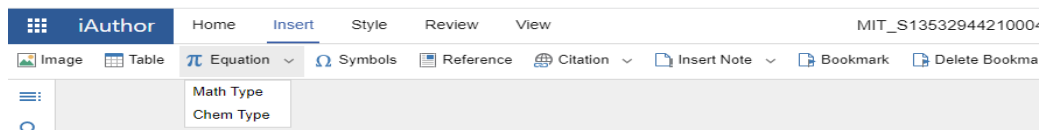


Figure 20: Insert equation

To insert a new equation:

1. Place the cursor on the editor where you want to insert the equation.
2. Select Insert > Equation.
3. Choose MathType or ChemType equation. The 'Add Equation' window will appear.

Note: Use the 'Help' icon to know more information about the how to use LaTeX and MathML editor.

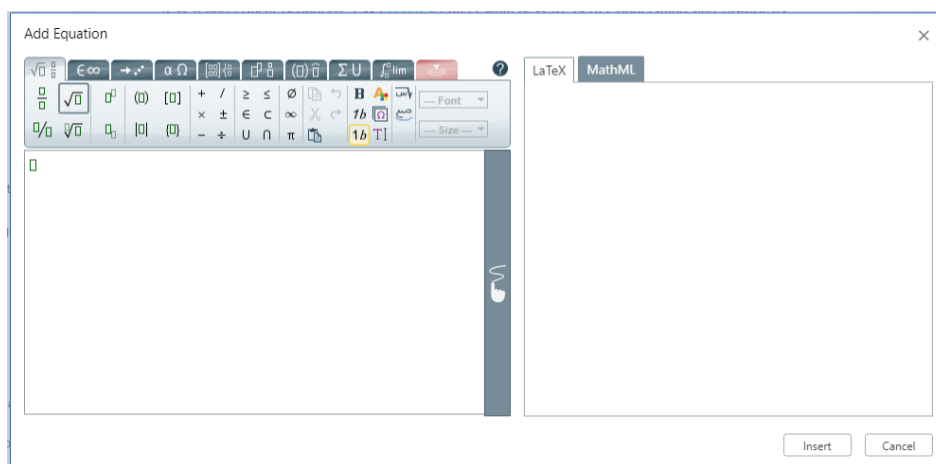


Figure 21: Equation editor

Note: iAuthor also supports the copy-paste and undo-redo operation in equations.

3.1.13.2 Insert Equations Using Context Toolbar

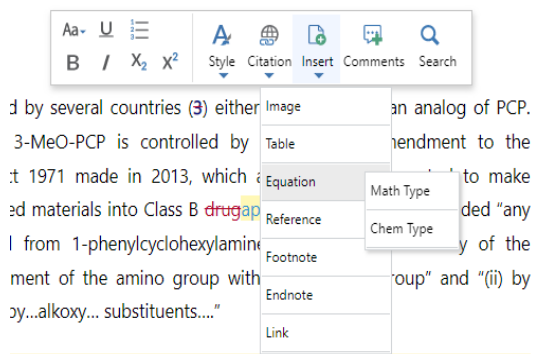


Figure 22: Context toolbar

1. Right click on the mouse or select the text to view the context toolbar in iAuthor.
2. Click 'Insert' and choose 'Equation' option from the drop-down list.
3. Select the type of equation. The equation pop-up window will appear.
4. Write the equation and click 'Insert' to add the equation.

3.1.14 Edit, Delete and Refresh Equations

You can edit both inline and display equation using the following methods. As you edit an equation, the syntax of the equation adjusts as necessary.

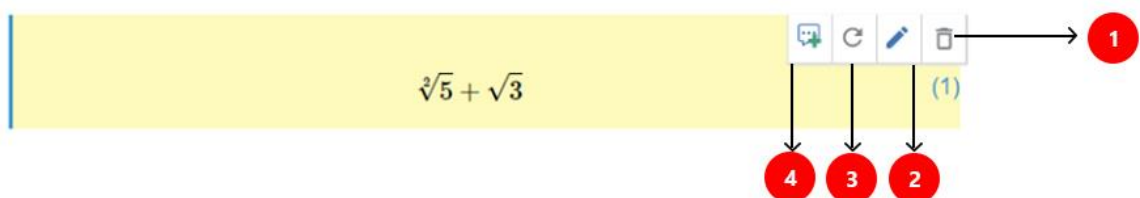


Figure 23: Edit Delete and Refresh Equations

1. **Delete equation**- Press the 'Delete' key at the top right corner to delete an equation.
 2. **Edit equation** - Double click the respective equation (or) click the 'Pencil' icon to edit an equation.
 3. **Refresh image** - Click the "refresh" option present at the right corner to reload the equation.
 4. **Add comment** – Click the "Add comment" option to add a comment.
- Re-rendering equation** - The lazy loading concept is used to view the equations in iAuthor. So, as you scroll down, equations will appear.

4 Citations

A citation refers to cited information; when a journal/book explicitly refers to another published piece of writing or reference content.

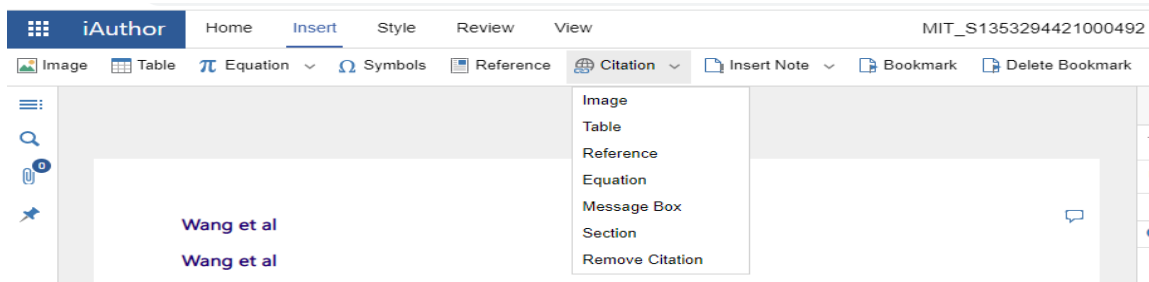
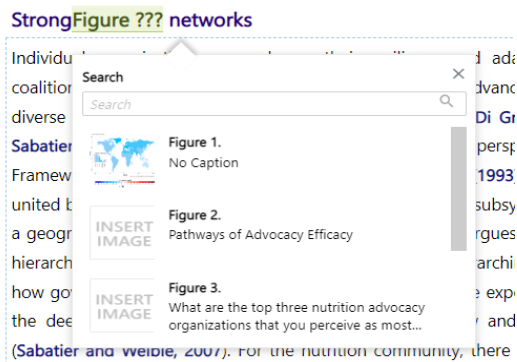


Figure 24: Citations

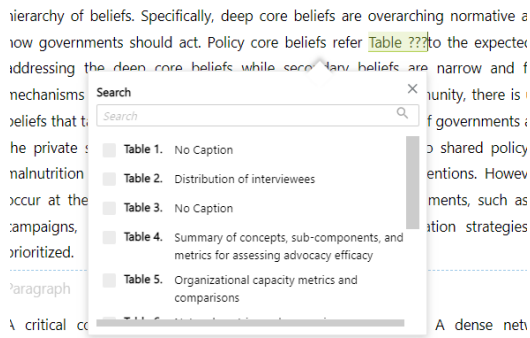
Cite Images



1. Select the text or place the cursor where you want to insert citation.
2. Select **Insert > Citation > Image** or right click and select citation
3. Select the images from the drop down list to

Figure 25: Cite Images

Cite Tables



1. Select the text or place the cursor where you want to insert citation.
2. Select **Insert > Citation > Table**.
3. Select the table from the drop down list to refer a table.

Figure 26: Cite Tables

Cite Equations

g about how we experience race and gender, as well
 restly. (Adams and Holman Jones, 2014) Equation ???

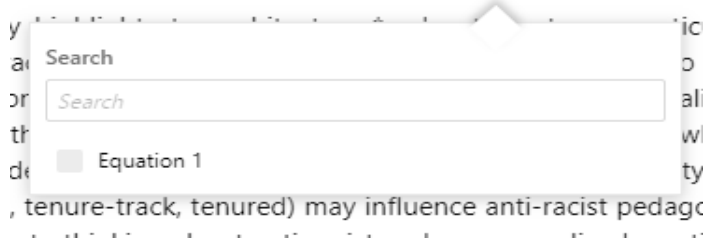


Figure 27: Cite Equations

1. Select the text or place the cursor where you want to insert citation.
2. Select **Insert > Citation > Equation**.
3. Select the equation from the drop down list to refer an equation.

Cite References

restly. (Adams and Holman Jones, 2014) [???

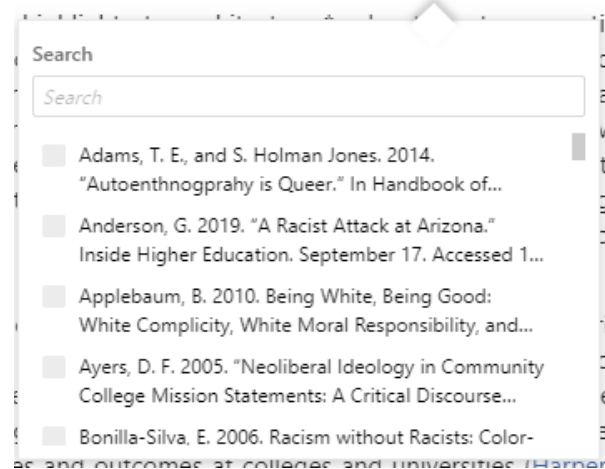


Figure 28: Cite References

1. Select the text or place the cursor where you want to insert citation.
2. Select **Insert > Citation > Reference**.
3. Select the reference from the drop down list to cross-refer a link.

Edit Citations

1. Double click on the citation. The citation redirects you to referred table, image, or equation.
2. You can edit the reference.

Remove Citations

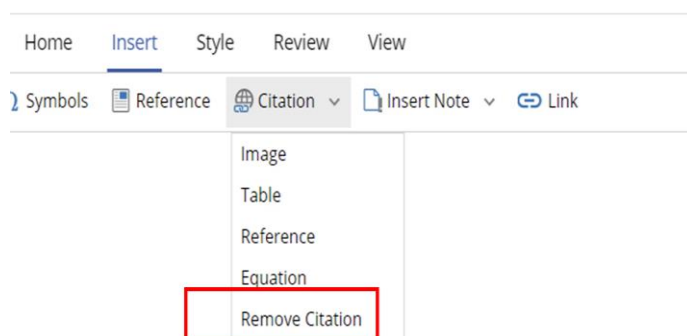


Figure 29: Remove Citations

1. Place the cursor on the citation you want to remove.
2. Select **Insert > Citation > Remove Citation**. The citation is removed with the text being retained. (or)
3. Right click the citation to access the context toolbar.
4. Select Citation > Remove Citation to delete the citation.

URLs

4.1.1 Insert URLs

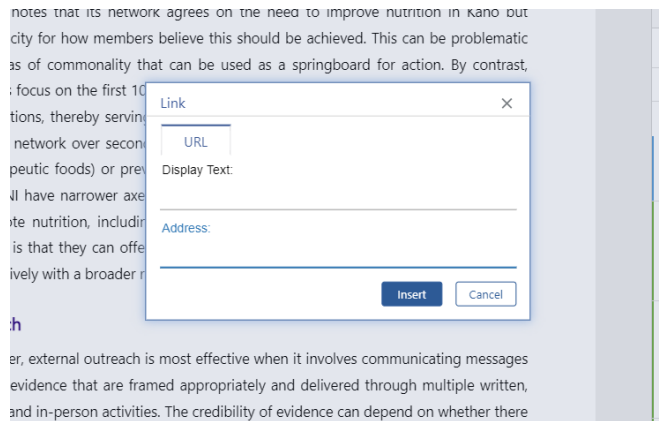


Figure 30: Insert URL

1. Place the cursor inline or select the text you want to insert link.
2. Select **Insert > Link**.
3. Enter the web address URL and click 'Insert'.
4. **Note:** **Ctrl+Click** the URL to visit the webpage.

4.1.2 Update and Delete URLs

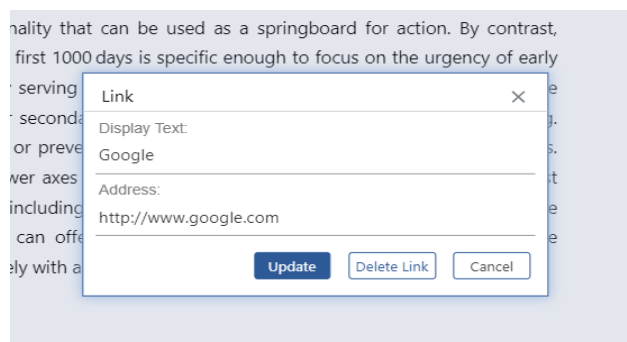


Figure 31: Update and Delete URLs

1. To update the URL, double click on the URL.
2. Enter the URL address. Click 'Update'.
3. Click "Delete Link" to delete the URL.

References

4.1.3 Insert References by DOI



Figure 32: Insert References

1. Place the cursor where you want to insert references.
2. Select **Insert > References**.
3. Go to 'DOI' tab. Enter the DOI number and click Search.
4. Or go to 'PubMed' tab enter the number and click Search.
5. Or use parse/enter manually as well.
6. Click 'Save' to add the reference.

4.1.4 Edit and Delete References

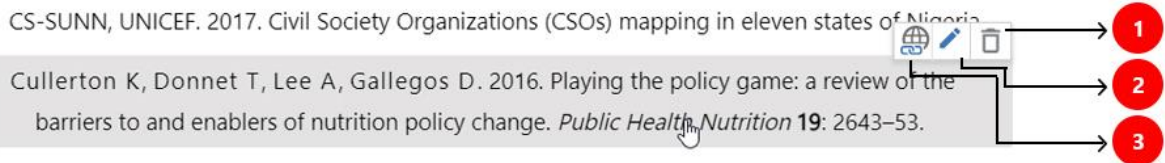


Figure 33: Edit and Delete References

1. **Delete reference**- Press the 'Delete' key at the top right corner to delete the reference.
2. **Edit reference** - Click the 'Pencil' icon to edit the reference.
3. **Citation details** - Click the "Citation details" option to see where the reference got cited.

Footnotes

A footnote is a comment placed at the end of a page that comments on, or cites a reference for, a specific area of the text.

4.1.5 Inserting Footnotes

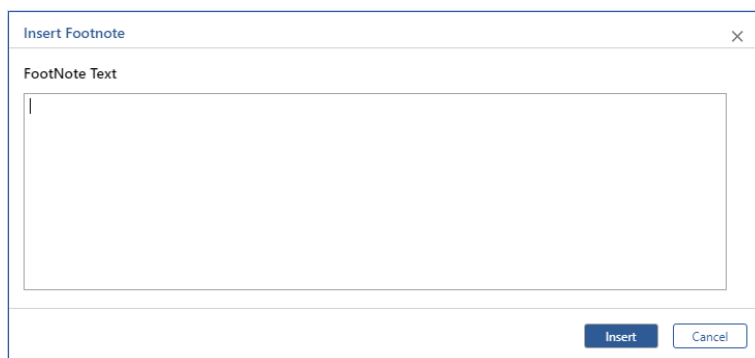


Figure 34: Insert Footnote

1. Select **Insert > Insert Note**
2. Choose 'Footnote' from the drop-down list.
3. Enter the text in the footnote text box and Click "Insert"

4.1.6 Updating Footnotes

1. Double click the footnote sequence or number to access the footnote section.
2. Click the footnote to edit the text.

4.1.7 Deleting Footnotes

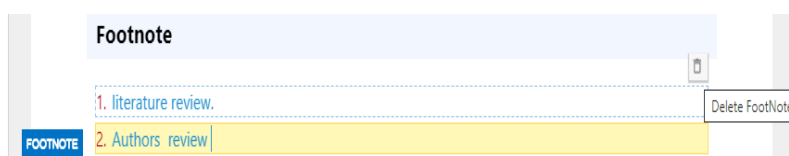


Figure 35: Delete Footnote

1. Double click the footnote sequence or number to access the footnote section.
2. Press 'Delete' or 'Backspace' key to delete the footnote. (or)
3. Click the 'Delete' button present on the right end of the footnote.

Endnotes

An endnote is found at the end of a chapter or book. It comments or cites a reference about a quoted text.

4.1.8 Inserting Endnotes

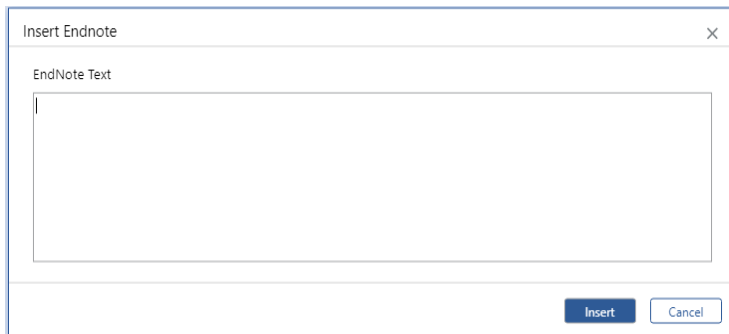


Figure 36: Insert Endnote

1. Select Insert > Insert Note.
2. Choose 'Endnote' from the drop-down list. The 'Insert Endnote' dialog appears.
3. Enter the text in the Endnote text and click "Insert" button.

4.1.9 Updating Endnotes

1. Double click the endnote sequence or number to access the endnote section.
2. Click the endnote to edit the text.

4.1.10 Deleting Endnotes

Click the 'Delete' present at the right corner of the endnote section.

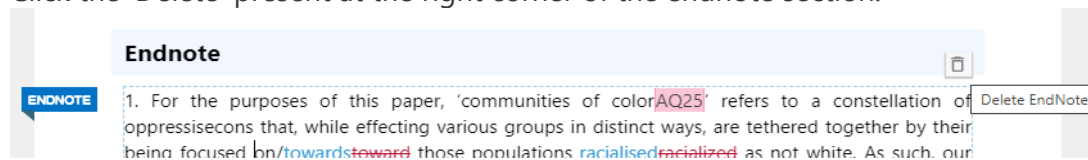


Figure 37: Delete Endnote

5 Elements

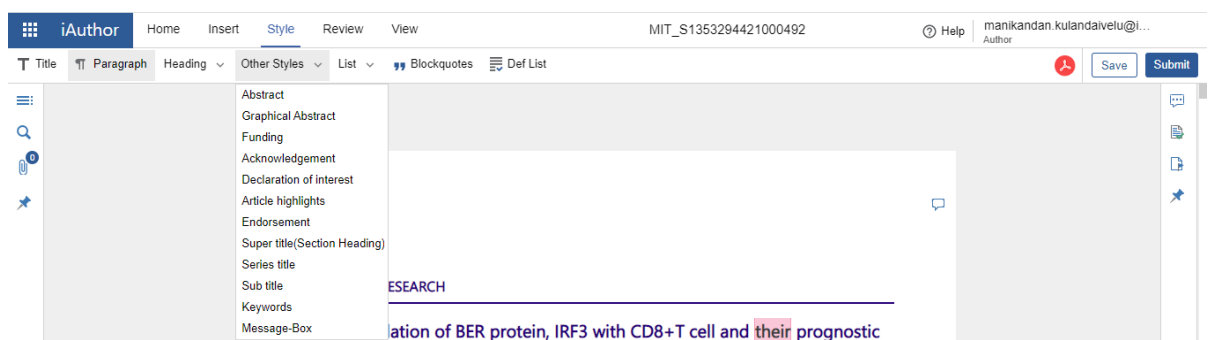


Figure 38: Other Styles

5.1.1 Insert Keyword

ABSTRACT

This study employs critical discourse analysis to understand how two white and trans* postsecondary teachers make sense of ourselves as racialised actors who attempt to utilise critical pedagogy in our classrooms. Our discourse of whiteness was co-constituted with discourses of trans*ness and resisting trans* oppression. Analysis highlighted the relevance of our minoritised gender identities to our race-talk, offering important considerations for imagining new ways to disrupt white supremacy. Specifically, taking up whiteness not as an essentialised, single-axis notion, but as co-entangled with other identity and power formations elucidates how white educators can continue to invest in anti-racist pedagogical practice.

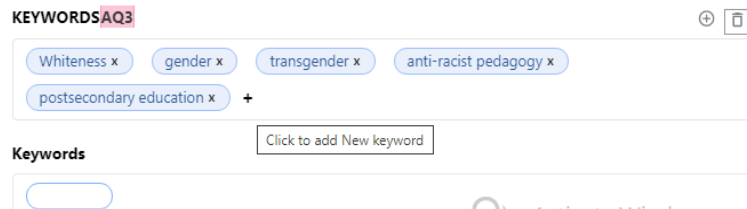


Figure 39: Keywords

5.1.2 Delete Keyword

Click the 'X' icon at the end of each keyword. To delete a keyword group, Click the delete icon present at the right corner of the window.

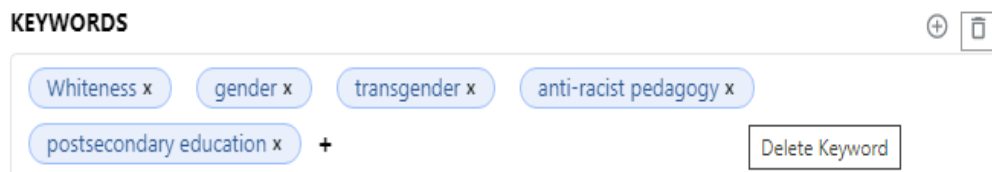


Figure 40: Delete Keywords

5.1.3 Update Keyword

To edit or update a keyword, double click on the keyword and edit the keyword.

Abstract

Abstract is a short summary of your research paper, which gives a quick gist about the article.

Place the cursor where you want to insert the abstract.

1. Go to **Styles > Other Styles**. Choose **Abstract** from the drop-down list to insert a new abstract.
2. Enter your information in the abstract window.



Figure 41: New Abstract

3. You can also select an existing paragraph as an abstract by selecting the entire paragraph and applying the Abstract option from the Other Style window.

1. Go to Style tab.
2. Select **Style > Other Styles > Keywords**.
3. Click the '+' icon to enter a new keyword.
4. Enter the keyword text and press Enter.

Funding

This feature allows the user to specify funding source, award id and map the funding-source with funding information such as Funder ID, Funder name, Alter Funder Name, Abbreviation Funder Name, Language, DOIURI, Journal ID, Funding Body Type, Country, Created, Modified. User can view all the funding information by using funding feature.

5.1.4 Insert Funding

To insert a new funding,

1. Place the cursor where you want to insert the funding element.
2. Select **Style > Other Styles**. Choose **Funding** from the drop-down menu.

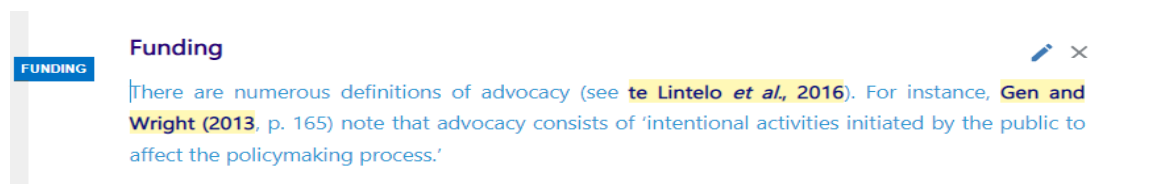


Figure 42: Insert Funding

5.1.5 Funding Source



Figure 43: Funding Source

1. **Style** – Clicking on “Style” displays the **Funding-source** and **Award-id** options
2. **Hide/Show Style** - This highlights all the funding-source and award-id in funding.
3. **Clear Style** – This is used delete the applied styles in funding tab. Select the text in funding element to clear the style. Click clear style and the selected style is removed
4. **Update Style** - Select the text in funding element, where you want to update the style.
5. **Funding-source** - Funding source is used to specify the name of funder. Select the text you want to insert as funding source. Click funding-source in style option.
6. **Award ID** - It is a unique reference id provided a specific funder. Click Style and select the text. Choose award-id in style and the award id is inserted.

Acknowledgements

Acknowledgements are formal statements of gratitude from authors for those who have contributed and assisted in creating the journal/book. Acknowledgements are usually present at the end of the manuscript.

To add a new acknowledgement:

1. Place the cursor where you want to insert the acknowledgement.
2. Go to **Styles > Other Styles**. Choose **Acknowledgement** from the drop-down list.
3. Enter your information in the acknowledgement window.

Acknowledgement

A democratic society requires access to education that serves to liberate rather than indoctrinate (hooks 1994). At the same time, the U.S. system of higher education is characterised by structural oppression and a legacy of restricted access for particular groups of people (Watkins 2001). Even as access to education for marginalised groups is improved, systemic oppression continues to asymmetrically shape learning experiences and outcomes at colleges and universities (Harper and Hurtado 2011). A powerful site of potential learning, the postsecondary classroom exists as a microcosm of the institution of higher education and is characterised by similar relationships of power, hegemonic social formations, and dominant discourses such as white supremacy (Casey 2017). If the potential of higher education to create transformative, emancipatory learning and disrupt systems of domination is to be realised, it will be necessary to better understand how discourses of whiteness shape educators' pedagogical efforts. White educators' leveraging anti-racist pedagogy in an effort to create emancipatory learning experiences that resist and destabilise hegemonic epistemologies is one way to work towards disrupting white supremacy in postsecondary education (Linley 2017; Quaye 2012; Teel 2014). Casey (2017) described classrooms as 'sites of imminent possibility, in which we can strive to live out versions of our best selves, our best ideas, and our deepest commitments' (148), capturing the potentiality of anti-racist pedagogy to transform the racialised power formations that characterise education. Imagined this way, the work of better understanding white educators' efforts at disrupting white supremacy in the classroom is characterised by urgency and hope.

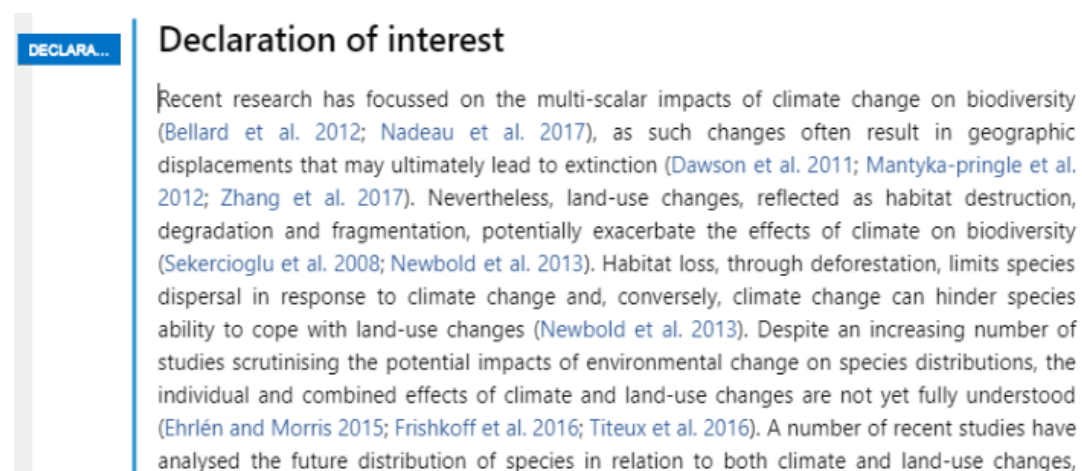
Figure 44: Acknowledgement

Declaration of Interest

All authors must disclose their relevant financial interests, acknowledging their contribution in the document.

To add a declaration of interest,

1. Place the cursor where you want to insert the declaration of interest.
2. Go to **Styles > Other Styles**. Choose **Declaration of interest** from the drop-down list.
3. Enter your information in the Declaration of interest window.



DECLARA...

Declaration of interest

Recent research has focussed on the multi-scalar impacts of climate change on biodiversity (Bellard et al. 2012; Nadeau et al. 2017), as such changes often result in geographic displacements that may ultimately lead to extinction (Dawson et al. 2011; Mantyka-pringle et al. 2012; Zhang et al. 2017). Nevertheless, land-use changes, reflected as habitat destruction, degradation and fragmentation, potentially exacerbate the effects of climate on biodiversity (Sekercioglu et al. 2008; Newbold et al. 2013). Habitat loss, through deforestation, limits species dispersal in response to climate change and, conversely, climate change can hinder species ability to cope with land-use changes (Newbold et al. 2013). Despite an increasing number of studies scrutinising the potential impacts of environmental change on species distributions, the individual and combined effects of climate and land-use changes are not yet fully understood (Ehrlén and Morris 2015; Frishkoff et al. 2016; Titeux et al. 2016). A number of recent studies have analysed the future distribution of species in relation to both climate and land-use changes,

Figure 45: Declaration of Interest

Article Highlights

Article highlights summarizes the key information and core findings of an article. This feature allows the author to highlight the impact of their article.

To add an article highlight,

1. Place the cursor where you want to insert the article highlights.
2. Go to **Styles > Other Styles**. Choose **Article Highlights** from the drop-down list.
3. Enter your information in the Article Highlights window.

Article highlights

A democratic society requires access to education that serves to liberate rather than indoctrinate (hooks 1994). At the same time, the U.S. system of higher education is characterised by structural oppression and a legacy of restricted access for particular groups of people (Watkins 2001). Even as access to education for marginalised groups is improved, systemic oppression continues to asymmetrically shape learning experiences and outcomes at colleges and universities (Harper and Hurtado 2011). A powerful site of potential learning, the postsecondary classroom exists as a

Figure 46: Article Highlights

Article History

An article history provides the complete details about the article.

To add an article history,

1. Place the cursor where you want to insert the article history.
2. Go to **Styles > Other Styles**. Choose **Article History** from the drop-down list.
3. Enter your information in the Article History window.

HISTORY

Article history

Recent research has focussed on the multi-scalar impacts of climate change on biodiversity (Bellard et al. 2012; Nadeau et al. 2017), as such changes often result in geographic displacements that may ultimately lead to extinction (Dawson et al. 2011; Mantyka-pringle et al. 2012; Zhang et al. 2017). Nevertheless, land-use changes, reflected as habitat destruction, degradation and fragmentation, potentially exacerbate the effects of climate on biodiversity (Sekercioglu et al. 2008; Newbold et al. 2013). Habitat loss, through deforestation, limits species dispersal in response to climate change and, conversely, climate change can hinder species ability to cope with land-use changes (Newbold et al. 2013). Despite an increasing number of studies scrutinising the potential impacts of environmental change on species distributions, the individual and combined effects of climate and land-use changes are not yet fully understood (Ehrlén and Morris 2015; Frishkoff et al. 2016; Titeux et al. 2016). A number of recent studies have analysed the future distribution of species in relation to both climate and land-use changes,

Figure 47: Article History

Endorsements

A journal endorsement is the official statement of approval or support for the journal.

To add a new endorsement:

1. Place the cursor where you want to insert the endorsement.
2. Go to **Styles > Other Styles**. Choose **Endorsement** from the drop-down list.

3. Enter your information in the 'Endorsement' window.

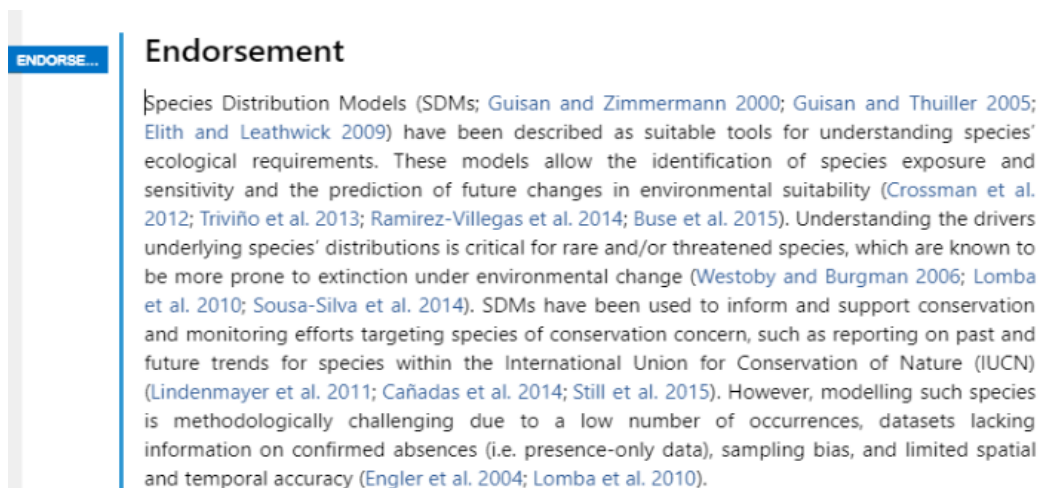


Figure 48: Endorsement

Preface

A preface is a short introduction about the article that explains the author's motives for creating the article.

To add a new preface:

1. Place the cursor where you want to insert the preface.
2. Go to **Styles > Other Styles**. Choose **Preface** from the drop-down list.
3. Enter your information in the 'Preface' window.

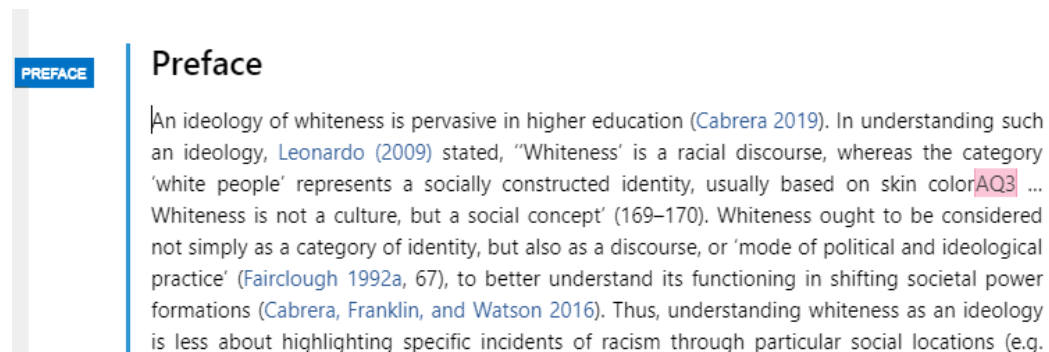


Figure 49: Preface

6 Left side panel

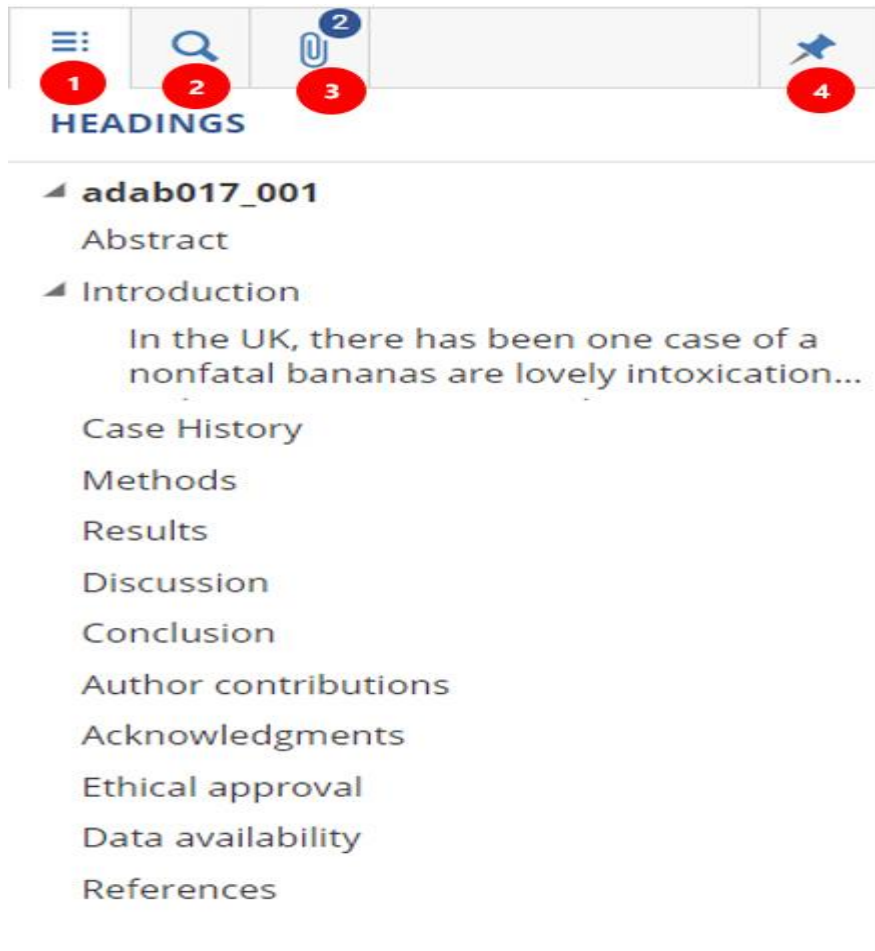


Figure 50: Left Panel

1. TOC

The Table of Contents gives the reader the ability to view the document as a whole and its individual topics. iAuthor generates a TOC based on the selected tags and elements.

To view a TOC:

1. Go to View > TOC.
2. The 'TOC' window opens in the left panel of the iAuthor window.

2. Find and Replace

1. Click on the search option, a search panel appears with the 'Find' field. In this field, enter the phrase or text that you want to find in the document.
2. Click 'Find'. The found phrase or text is highlighted in your topic.
3. You can also search for a text using the Context toolbar. Right click and select search icon to find a text using the context toolbar.
4. You can replace any text used in a document using the replace tab.

3. Uploading Supplementary Files

A supplementary file is an additional file which could be a picture, a Microsoft word document, a movie, a sound file, an excel spreadsheet, or any other file that requires another program to open it. iAuthor allows the users to add any kind of reference files as attachments for the authors attention or reference.

6.1.1 Adding a Supplementary File

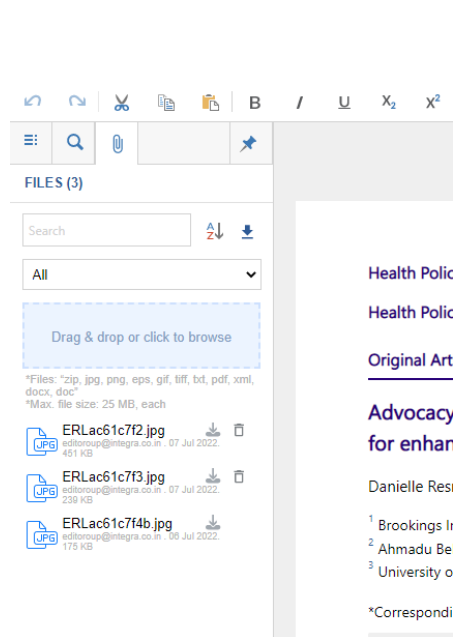


Figure 51: Add Supplementary File

1. Go to the 'Attachment' tab present on the left panel of the iAuthor window.
2. Ensure that the document is no larger than 25 MB.
3. You can drag and drop the files into the system.
4. You can click the browse tab to browse the file from your local drive and upload it into iAuthor.
5. Select the file you wish to attach from your computer and click the 'Upload' button. Once the document has been uploaded they will appear on the attachment window.

Note: iAuthor supports the following file formats: doc, docx, xml, pdf, zip, txt, jpg, png, tiff, eps, gif.

6.1.2 Remove/ Sort/ Download/Search a Supplementary File

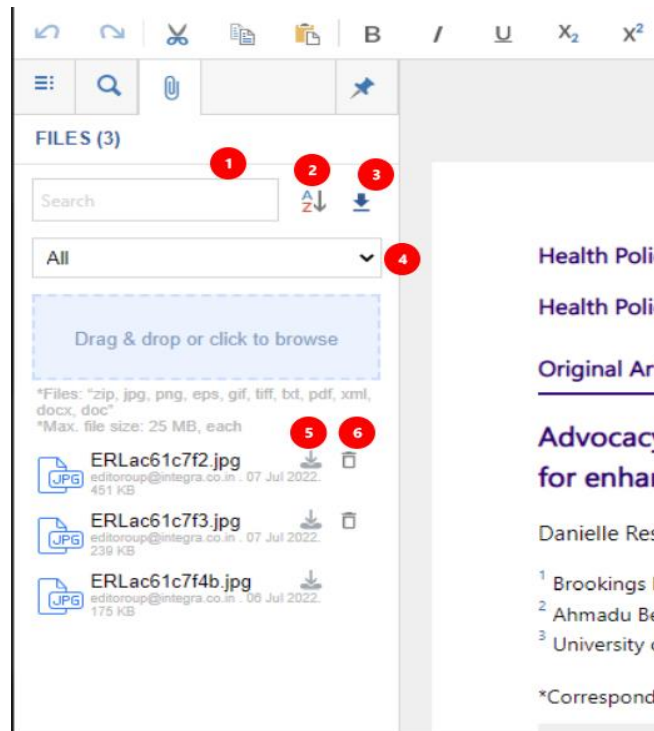


Figure 52: Supplementary File Functionalities

1. **Search option** - Enter the file name or a keyword in the search bar of the attachment window to search for the supplementary files.
2. **Sort** - Use the 'Sort' button to sort the supplementary files in ascending/descending order in the attachment window.
3. **Download All** – Click the 'Download' icon to download all the attachments selected in the filter. Copy of the attachment is downloaded.
4. **Filter** – The attachments can be filtered as "Direct attachment", "Insert/Replaced image" and "All".

Direct attachment – The files which are directly drag and dropped in the supplementary section.

Insert/Replaced image – The image which is inserted in the article

All – This includes both direct attachment and insert/replaced image.

5. **Download** – Click the download option to download the specific file.
6. **Delete** – Click the delete option to delete the specific file.

4. Pin

Pin/Unpin can be used to expand/Collapse the panel respectively.

7 Review

Author Queries (AQs) are query tags inserted as comments into iAuthor for the attention of the author and typesetter. A query to the author can be inserted at any place in the document, including within embedded notes. The author can accept, reject, and reply to an author query.

7.1.1 Insert Comment

1. Place the insertion point where you want to insert the comment.
2. Select **Review > Insert Comment (or) Right click and select Insert Comment**. The comment appears in the comments panel in the iAuthor window.
3. Type the comment/query in the comment box.
4. Click 'Post' to insert the comment.

...world cases. The analysis of bootstrapping motion, the findings of *Dipterocarpus alatus* mney stacks can be cited as recent examples [11, 12, 13].

...pandemic has enforced the worldwide replacement of regular classes by online ance education is particularly challenging in the case of laboratory courses. For kinetics experiments without friction do not represent most motions in real-world not easy to arrange outside the laboratory. In this work, the effects of friction and es were included in two practical experimental setups proposed as kinetics laboratory

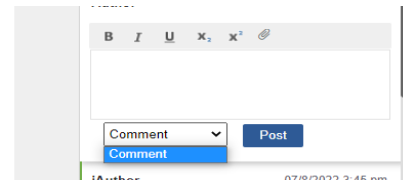


Figure 53: Insert Comment

Note: If a comment is added, then a comment icon will be displayed at the start of the paragraph where the comment is inserted.

7.1.2 Delete Comment

1. Go to the 'Comments' tab on the right-hand side of your document.
2. Select a comment you would like to delete and click 'Delete' icon to delete. (OR)
3. Click the Comment in the editor itself. A pop up balloon will be displayed. Click 'Delete' icon to remove the comment.

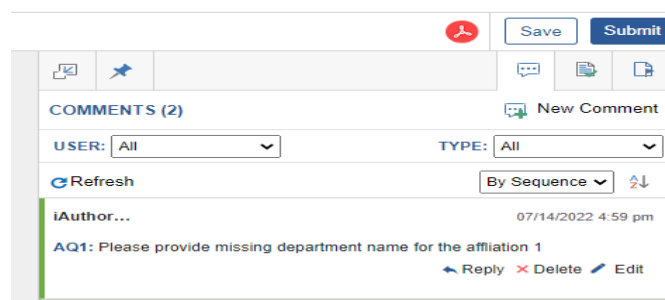


Figure 54: Delete Comment

7.1.3 Update Comment

1. Go to the 'Comments' tab on the right-hand side of your document.
2. Select a comment you would like to edit and click 'Edit' icon in the comment. (OR)

7.1.4 Reply/Accept Queries

1. Go to the 'Comments' tab on the right-hand side of your document.
2. Select a query/comment you would like to reply and click 'Reply' option to reply.
3. Click 'Accept' to accept the author query raised. On accepting, the query color changes to light green and the icon changes to double tick.

7.1.5 Upload Attachment for Queries

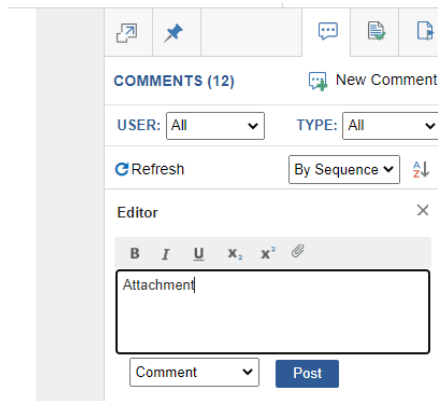


Figure 55: Update Query

1. Go to the 'Comments' tab on the right-hand side of your document.
2. Select a comment/query for which you would like to add an attachment.
3. Click the 'Attachment' icon in the format toolbar inside the comment box.
4. Browse and upload the attachment into the query.
5. Click 'Update' to save the changes.

7.1.6 Comment section

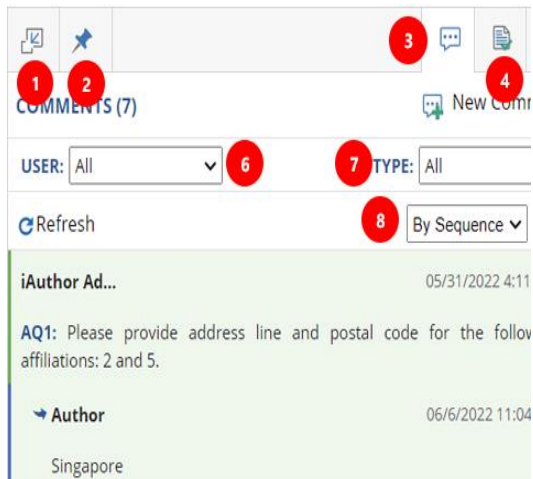


Figure 56: Comment Section

1. **Maximize** – Click to maximize the right panel.
2. **Pin/Unpin** - It can be used to expand/Collapse the panel.
3. **Comment section** – It displays the Comments/Author queries and Replies.
4. **Track changes** – It displays the changes made.
6. **User type** – Select the type of user and their respective comments/queries will be displayed.
7. **Type** – Filter the comment type, whether to display Author query/comment/typesetter query/All
8. **Sort** – Sort the comment section by sequence/by time

8 Download PDF Proofs

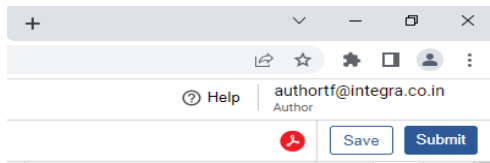


Figure 57: Download PDF

1. Click the 'Download PDF' button present on the right corner of the window.
2. The output PDF is downloaded and saved in your local drive.
3. This PDF will not have the final text design applied, therefore it will not look like the final version.

9 Submit

Click the Submit button at the top right corner of the window to move the file to next activity for revision in iAuthor.

10 Save

iAuthor has an auto save feature that occurs every 1 minute.

To manually save your changes in the document:

1. Select the 'Save' button present in the right corner of the iAuthor window. (or)
2. Press 'Ctrl+S' to save your changes.

11 Insert Symbols

iAuthor allows you to add various symbols to your text. You can choose from the various fractional numbers, shapes, and icons available in the symbols tab. Your custom style can use any combination of numbers, letters, and symbols.

11.1.1 Symbols

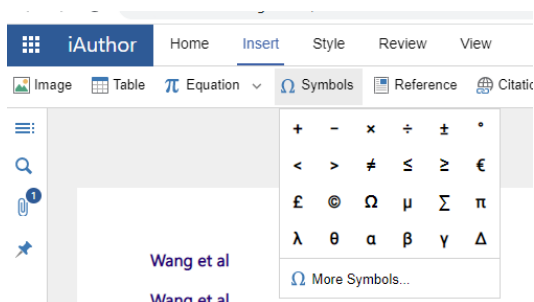


Figure 58: Symbols

1. Place the cursor where you want to insert the symbol.
2. Go to Insert > Symbols.
3. Find the symbol you want to insert and click the symbol. The symbol is inserted in the desired position.

11.1.2 More Symbols

You can also insert special characters by selecting 'More Symbols' from the 'Symbols' drop-down menu on the toolbar as shown in the following figure

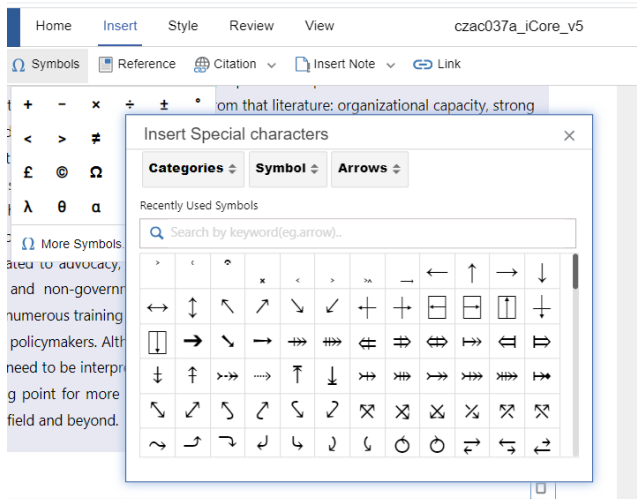


Figure 59: More Symbols

1. **Search** - Choose 'Search' results in the 'Insert Special Characters' window. Enter the symbol name in the search bar and press 'Enter' key.
2. **Categories** - Choose 'Categories', the two main symbol categories will be displayed. Choose the desired symbol category and corresponding character type in the next available drop-down menu and Insert.

12 Track Change

iAuthor allows you to track your own edits as you make them. By default, the track changes are enabled globally throughout your document. You can then accept or reject edits.

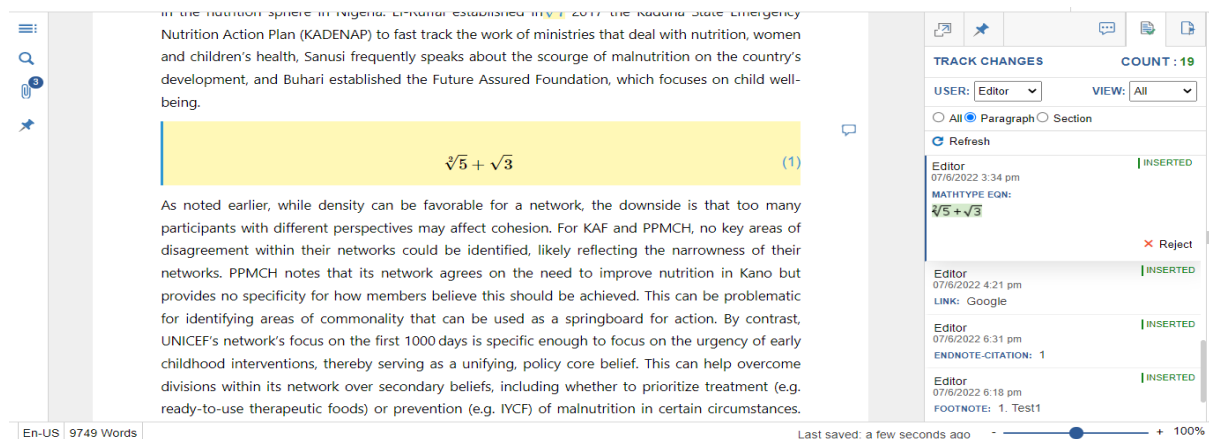


Figure 60: Track Changes

12.1.1 Move to Next

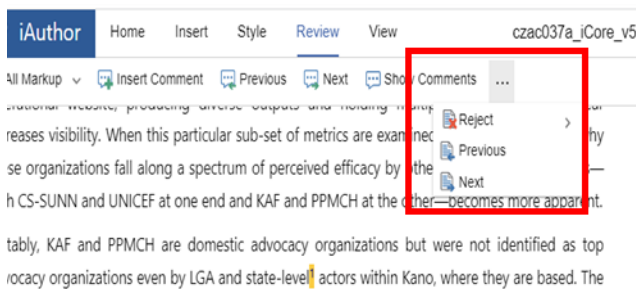


Figure 61: Move to Next Change

1. Go to Review > More options (...)
2. **Reject** – To reject the selected change.
3. **Previous** – To move to the previous change.
4. **Next** – To move to the next change.

12.1.2 View Tracked Changes

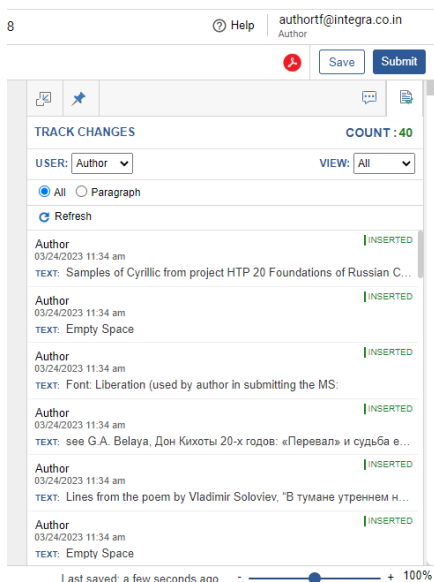


Figure 64: View Track Changes

1. Go to the 'Track Change' toolbar present in the right corner of the iAuthor window.
2. Choose the view type from the drop down list as shown in the following figure.
3. The user type can also be filtered.
4. The radio buttons can be used to select the change paragraph wise or section wise or overall document.

13 Toggle Markup Module

The iAuthor Markup module allows you to view the revisions made to your document. This option allows you to determine what type of revisions you would like to view in iAuthor, using the three different markup views.

To access the markup feature, go to **Review > All Markup**.

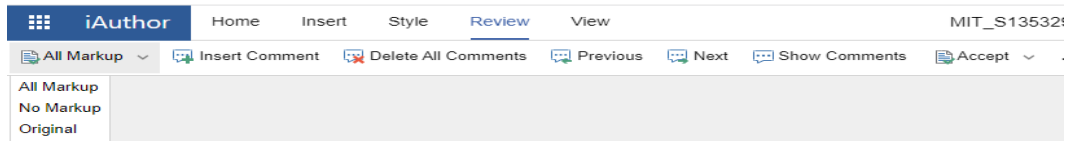


Figure 65: Markup

Following are the three different types of markup in iAuthor:

1. **All Markup**—displays all edits highlighted in the document.
2. **No Markup**—hides markup and displays how the final document will look if changes are incorporated.
3. **Original**—displays the original document without any edits.

14 View Help (in PDF)

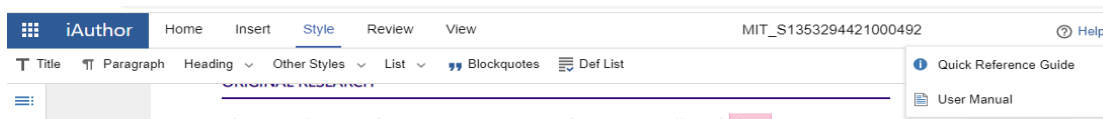


Figure66: View Help

1. To know more about the iAuthor features, click the 'Help' icon.
2. **Quick reference Guide** –Click this to access the landing instruction page.
3. **User Manual** – This provides extended information about iAuthor.