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iAuthor User Guide

Document Change Notice

Release Date	Revision Number	Reason for Change
24-03-2025	3	User manual is updated with latest features
17-09-2025	4	Features not applicable to KLI are removed.

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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.

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.

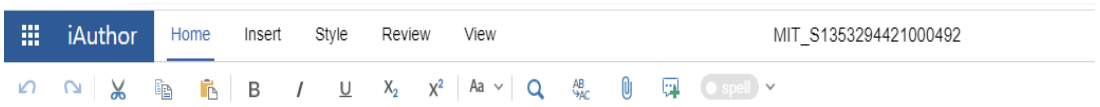


Figure 1: Home

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

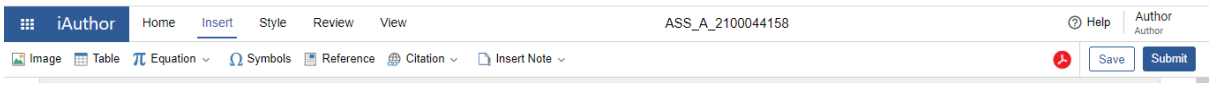


Figure 2: Insert Menu

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

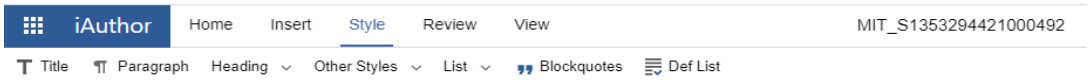


Figure 3: Style Menu

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.

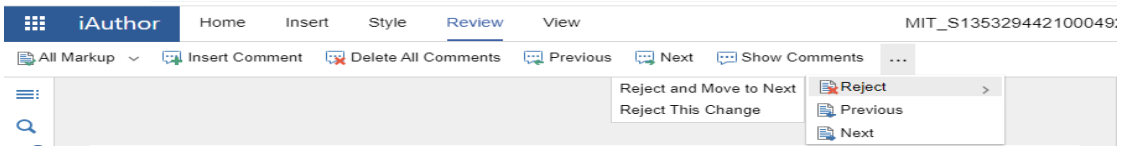


Figure 4: Review Menu

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

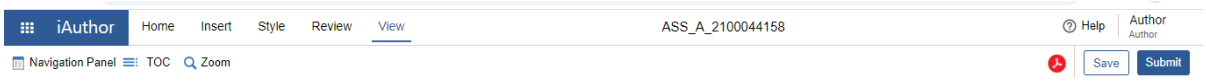


Figure 5: View Menu

1.2 Frequently Used Shortcut Keys

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

Table 1: Frequently Used Shortcut Keys in iAuthor

2 Metadata/Author Details

The metadata contains all required information about an author of the article. It contains information regarding the author's name, affiliation and mail address details. To access the metadata information, click the 'Edit Author Information' button present below the title.

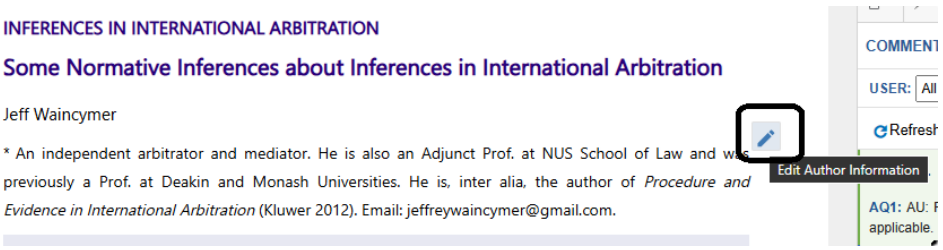


Figure 1: Metadata

2.1 Authors

The user can Add, Edit, Swap name and Delete author names.

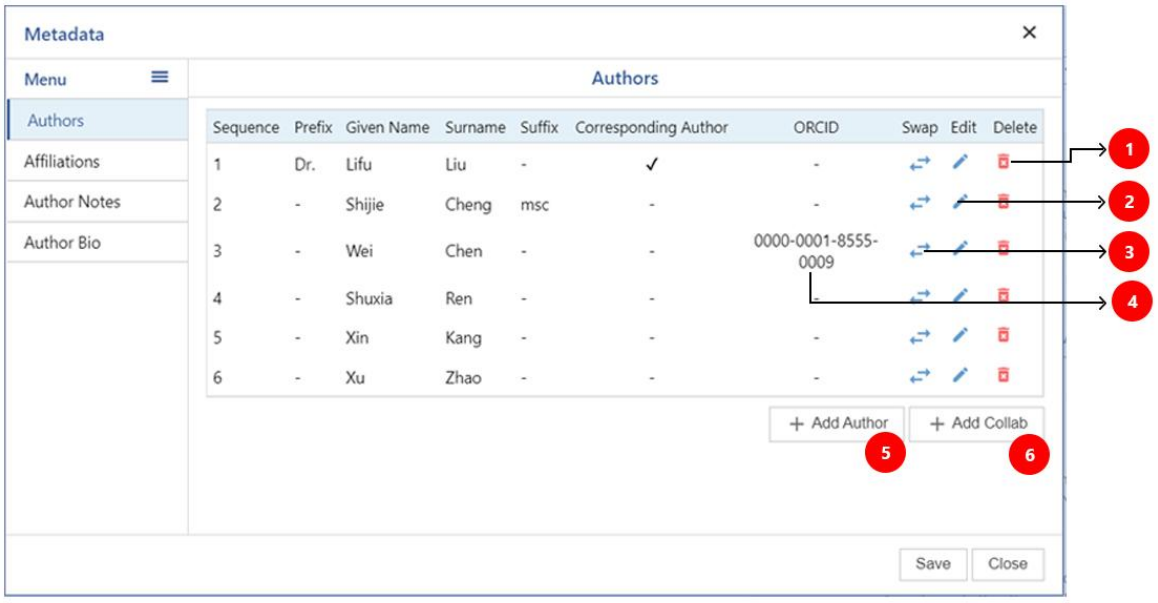


Figure 2: Authors Metadata

1.  This icon is used to delete the author detail.
2.  This icon is used to modify/update the author details.
3.  This icon is used to swap the author's given name and surname.
4. **Add Author** – Click this button to add new author.
5. **Add Collab** – Click this button to add new collaborator.

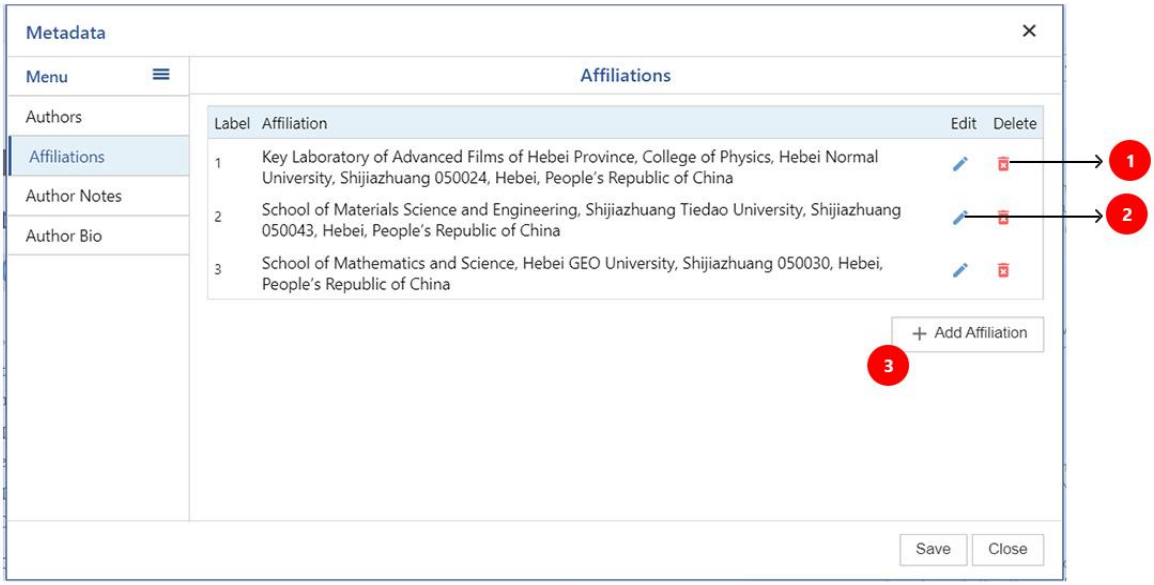


Figure 3: Affiliations

1.  This icon is used to delete the affiliation detail.
2.  This icon is used to modify/update the affiliation details.
3. **Add Affiliation** – Click this button to add new affiliation.

2.2 Author Notes

The user can add affiliation of an author using the Author notes feature. The user can perform the Insert, Edit, and Delete operations in the Author notes.

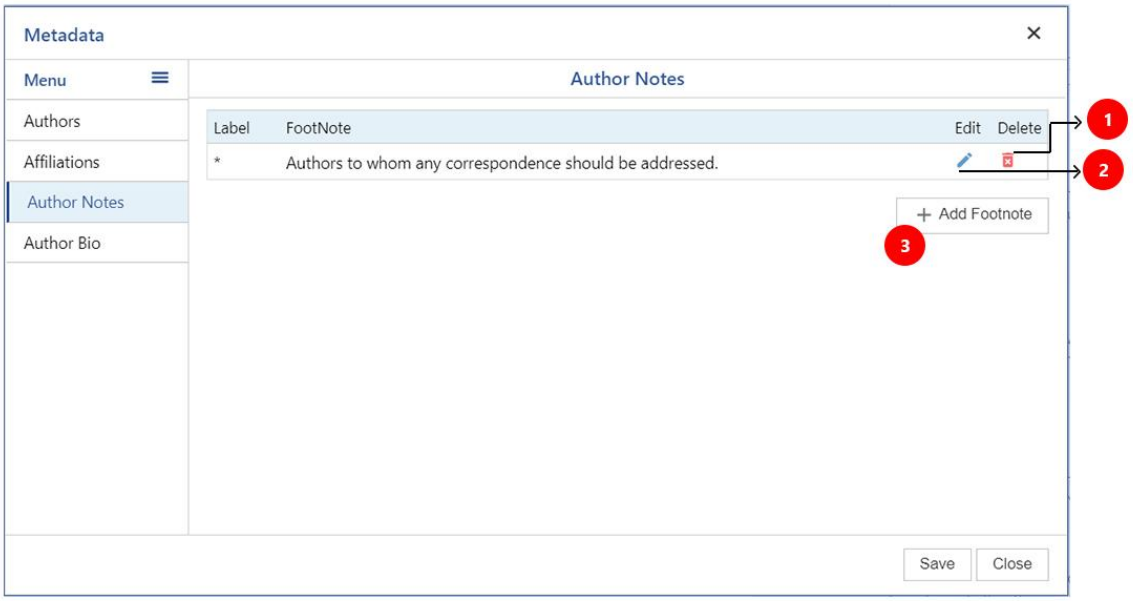


Figure 4: Author Notes

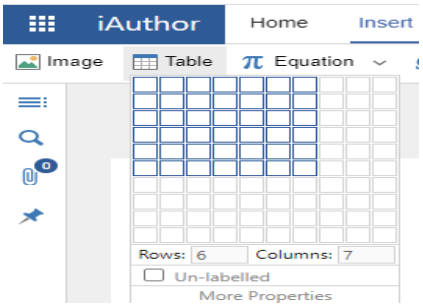
1.  This icon is used to delete the author note.
2.  This icon is used to modify/update the author notes.
3. **Add Footnote** – Click this button to add new footnote.

3 Floating Elements

3.1 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.



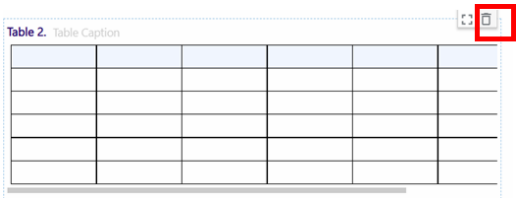
1. Choose **Insert > Table**/Right click at the line of text then select **Insert > Table.**
2. Drag the corner of the table until you have the desired number of columns and rows.
3. To add tables with more than 10 rows and columns use the 'More Properties' option

Figure 11: Insert Table

3.1.2 Edit Tables

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

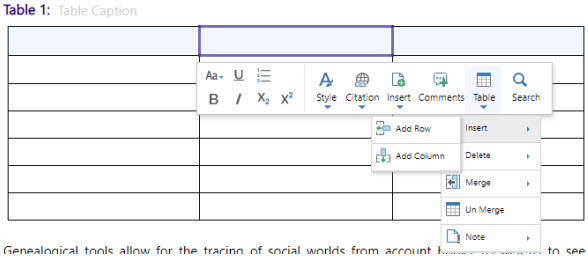
3.1.3 Delete Tables



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.

Figure 12: Delete Table

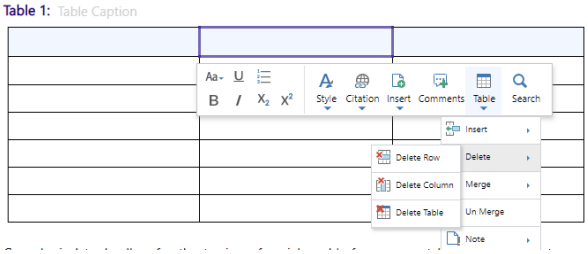
3.1.4 Add Rows & Columns



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.

Figure 13: Add Rows & Columns

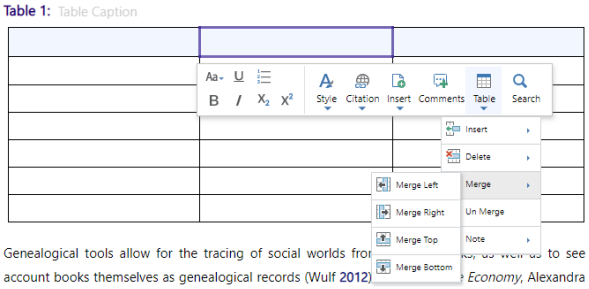
3.1.5 Delete Rows & Column



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

Figure 14: Delete Rows & Columns

3.1.6 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.

Figure 15: Merge Table cells

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

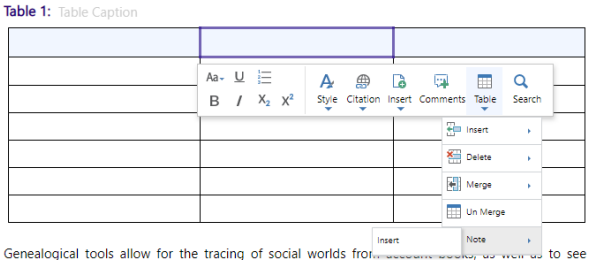


Figure 16: Table Footnotes

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

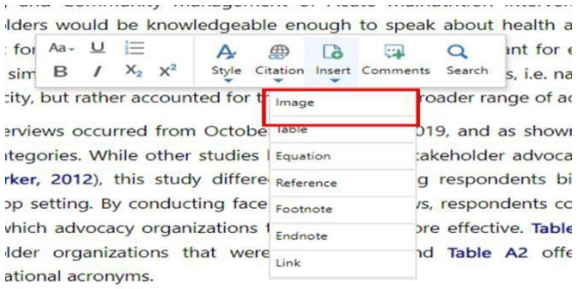
You can simply edit the table footnote by placing the cursor at the inline text.

3.1.10 Delete Table Footnotes

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

3.2 Images

3.2.1 Inserting Images



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 17: Insert image

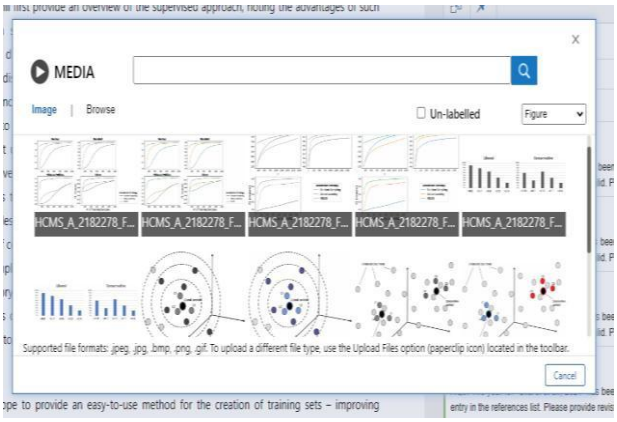


Figure 18: Image dialogue box

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.

3.2.2 Delete, Replace Image and Add note

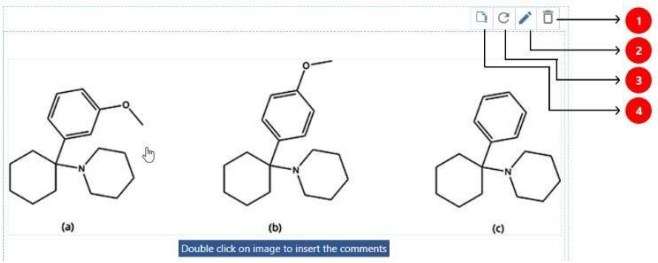


Figure 19: Delete, Replace image and Add note

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.

3.3 URLs

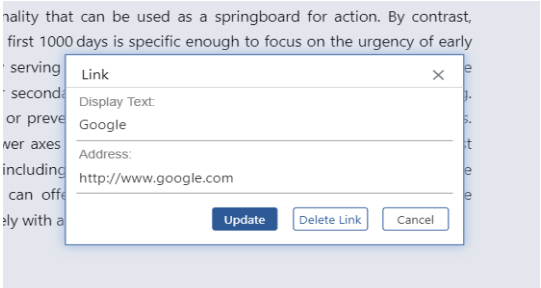
3.3.1 Insert URLs



Figure 20: 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.

3.3.2 Update and Delete URLs



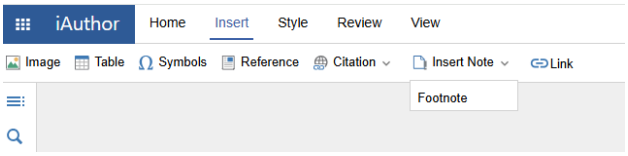
1. To update the URL, double click on the URL.
2. Enter the URL address. Click 'Update'.
3. Click "Delete Link" to delete the URL.

Figure 21: Update and Delete URLs

3.4 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.

3.4.1 Inserting Footnotes



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"

Figure 22: Insert Footnote menu

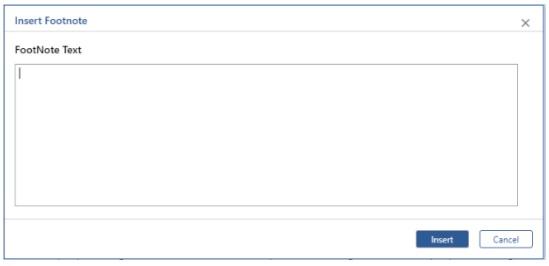


Figure 23: Insert Footnote

3.4.2 Updating Footnotes

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

3.4.3 Deleting Footnotes

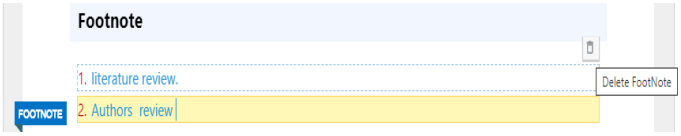


Figure 24: Delete Footnote

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.

4 Elements/Styles

4.1 Keywords

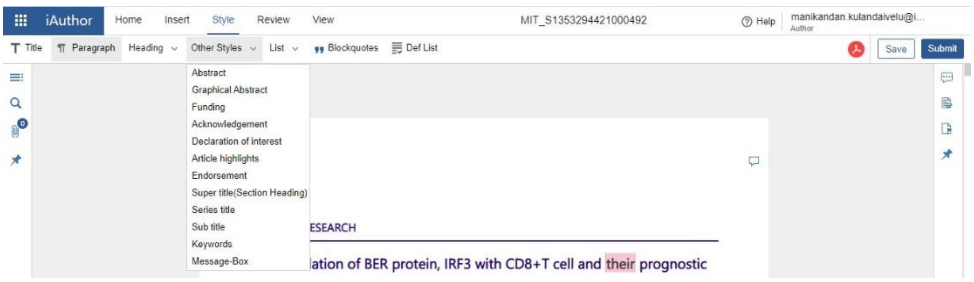


Figure 25: Other Styles

4.1.1 Insert Keywords

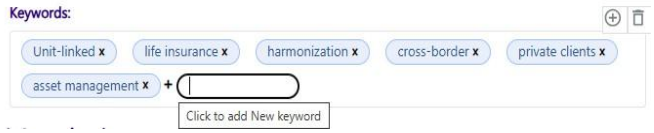


Figure 26: Keywords

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.

4.1.2 Delete Keywords

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.

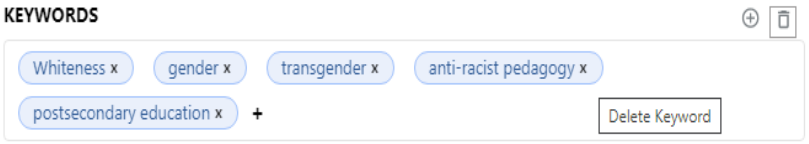


Figure 27: Delete Keywords

4.1.3 Update Keywords

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

4.2 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 28: 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 Styles window.

5 Left Side Panel

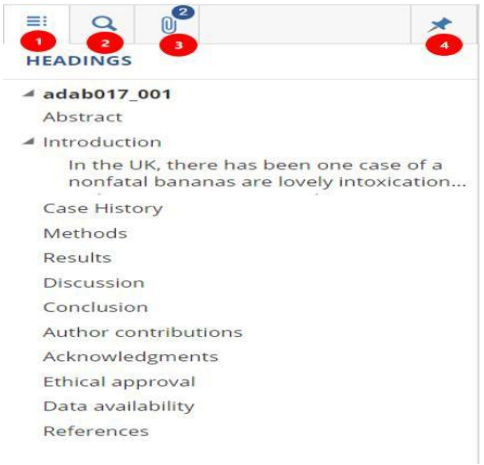


Figure 29: Left Panel

5.1 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.

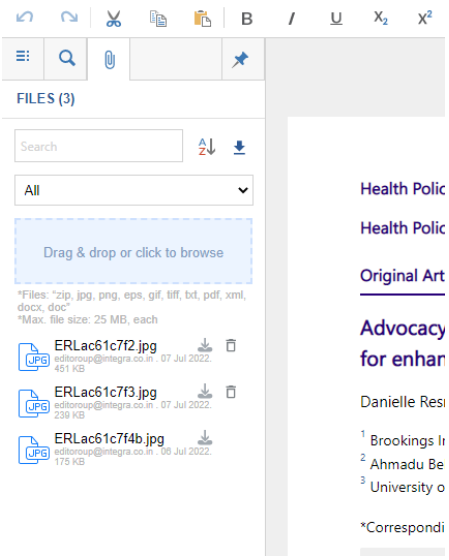
5.2 Find and Replace

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.

5.3 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.

5.3.1 Adding a 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.

Figure 30: Add Supplementary File

5.3.2 Remove/ Sort/ Download/Search a Supplementary File



Figure 31: 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.

5.4 Pin

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

6 Review/Author Queries

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.

6.1 Insert Comment

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

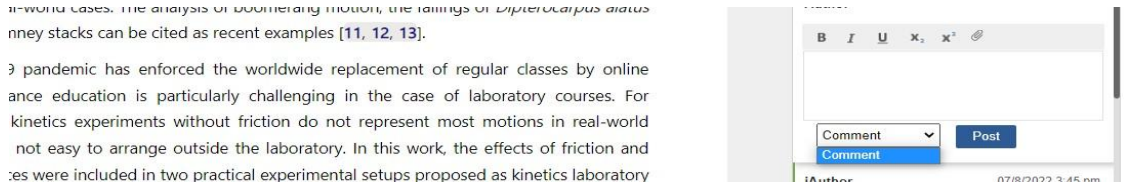


Figure 32: Insert Comment

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

6.2 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.

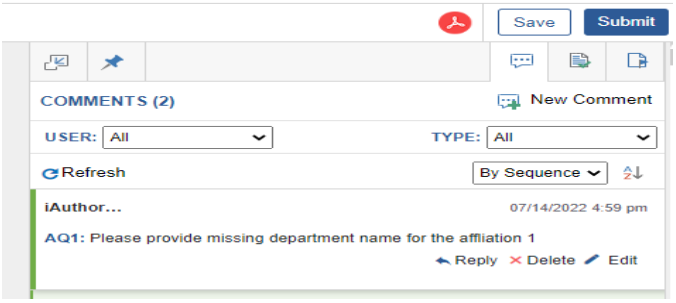


Figure 33: Delete Comment

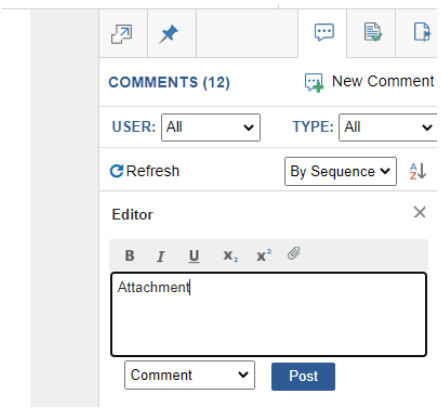
6.3 Update Comment

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)

6.4 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.

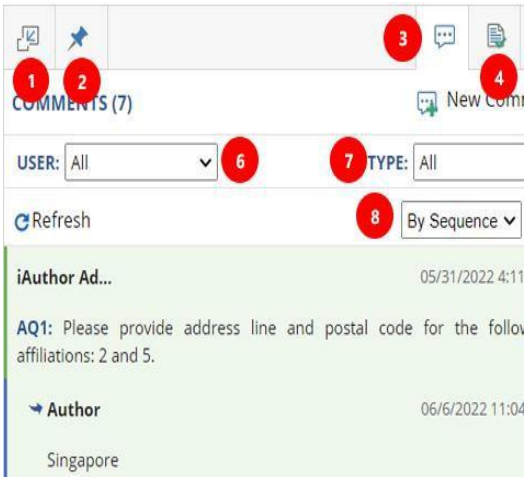
6.5 Upload Attachment for Queries



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.

Figure 34: Update Query

6.6 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

Figure 35: Comment Section

7 Download PDF Proofs

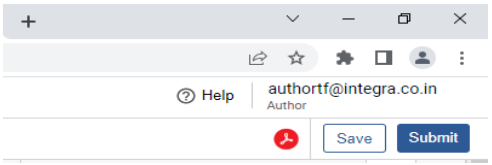


Figure 36: Download PDF

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.

8 Track Changes

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.

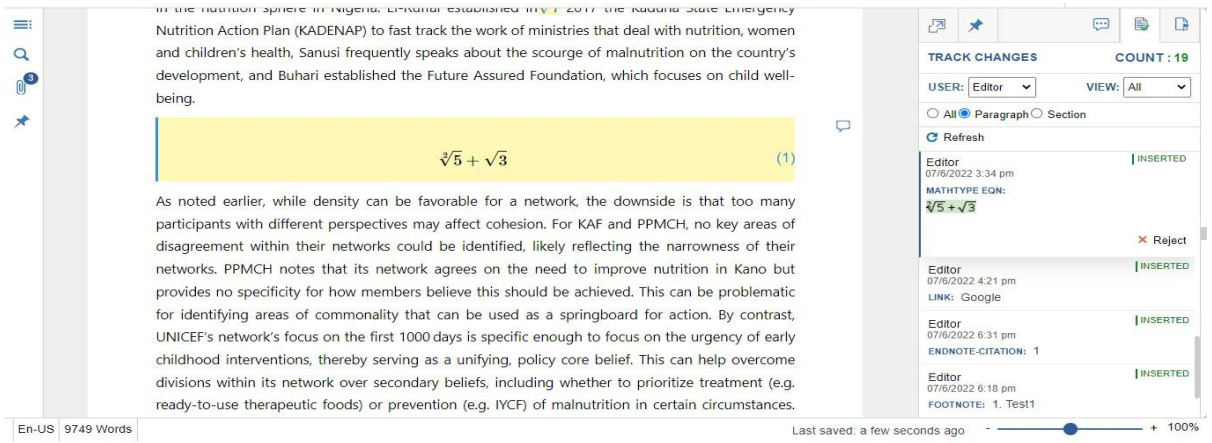
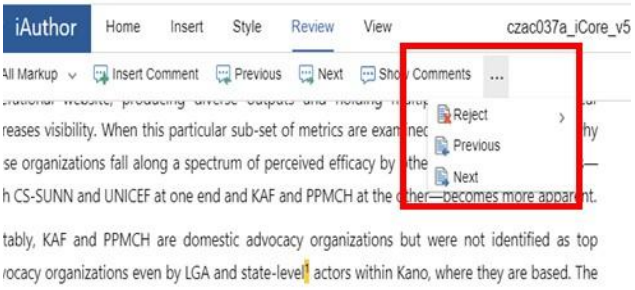


Figure 37: Track Changes

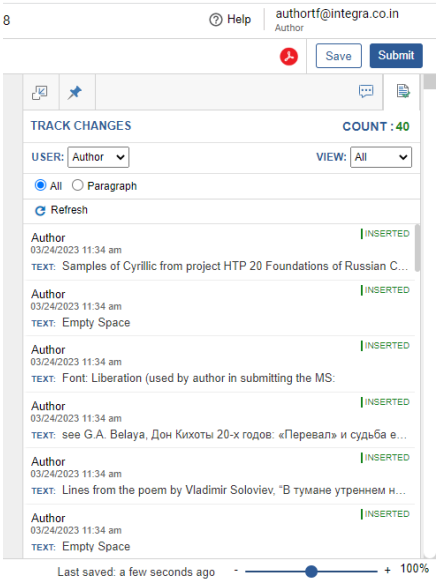
8.1 Move to Next



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.

Figure 38: Move to Next Change

8.2 View Tracked 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.

Figure 39: View Track Changes

9 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**.

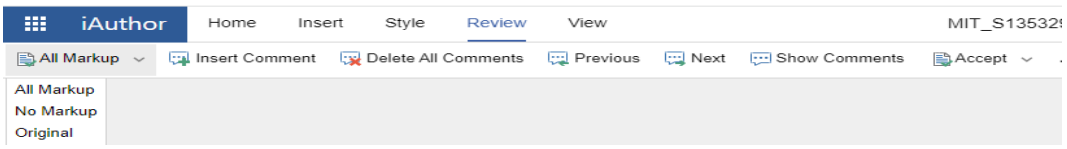


Figure 40: Markup

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.

10 View Help (in PDF)

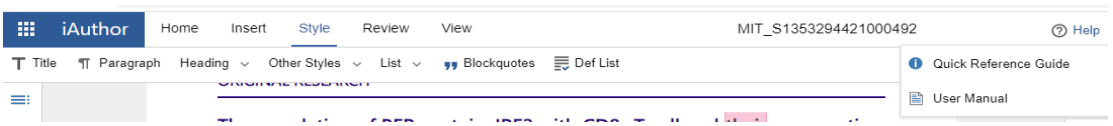


Figure 41: View Help

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.

11 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.

12 Submit

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