

## How to Install the Templates

### Word 2011

The SynOpen templates for Word 2011 contain macros, so it is important that they are placed within the 'My Templates' folder in order to avoid repetitive security alerts.

1. Click on the link; this will start the download process.
2. Open a Finder window and locate the 'My Templates' folder (usually /Users/<username>/Library/Application Support/Microsoft/Office/User Templates/My Templates). The Library folder may be hidden; if so, click the Go menu and hold down Option/Alt.
2. When the template download is complete, locate the file in your Downloads folder.
3. Drag the file's icon into your 'My Templates' folder.
4. Open Word.
7. The new template should now be available under 'My Templates' in the 'Word Document Gallery'.

### Word 2008

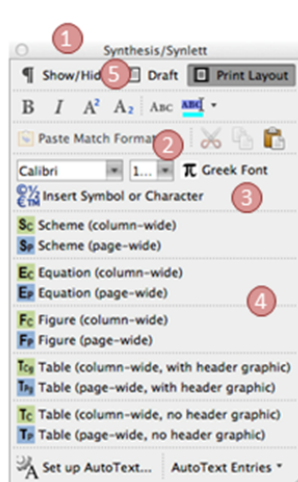
1. Click on the link; this will start the download process.
  2. When the template download is complete, locate the file in your Downloads folder.
  3. Drag the file's icon into the desired folder.\*
  4. To start a new manuscript, double-click to open the template in Word. Any warnings about macros can be ignored, as they will not execute in Word 2008.
- \* Please note that some MacOS configurations do not allow the template to function properly (the Synthesis/Synlett toolbar may be missing) if it is placed in the 'My Templates' folder, even though it will then be openable from within the 'Microsoft Project Gallery'.

#### **For Word 2008 users and those who choose not to allow macros to run:**

Although these template files contain macros and the macros do simplify selection and insertion of graphics/tables, they are not essential for full template functionality. Please see the instructions on page 2 of the template files in order to set up the alternate insertion method.

## How to Use the Templates

**Important:** The SynOpen custom toolbar (as shown for Synthesis/Synlett in the sample below) is essential for easy use of the template; it includes all of the template's custom commands as well as some other commonly used buttons.



1 The template's functionality is accessible from the **Synthesis/Synlett custom toolbar**. Set visible with View > Toolbars > Synthesis/Synlett.

2 The best way to keep the template formatting with respect to font and font size is to write your paper within the template. If it is already written elsewhere and you are copying the text, use the 'Match Formatting' option when pasting (also available using keystrokes  $\text{^} + \text{V}$ ). This will keep your character-level formatting (e.g., bold, subscript) and merge it with the template paragraph formatting. The fonts in use in the template are Calibri Light and Cambria. For Word 2008 users, Match Formatting is not available so formatting must be done manually after pasting.

3 To insert symbols and special characters, select from the Symbols/Characters galleries, or type in regular font, select the desired text, and convert it into Greek font.

4 For **graphics** and **tables**, use the custom buttons to choose and insert placeholders with the necessary formatting and section breaks.

There are three graphics types: **Schemes** are single reactions, reaction sequences, or mechanisms. **Figures** contain no reaction or retrosynthetic arrows. **Equations** are mathematical expressions or single reactions.

5 **Page-wide graphics and tables** should be placed at the top or bottom of a page to ensure proper reading flow between paragraphs. Section breaks (continuous) are required before and after, so if a page-wide graphic or table must be moved, the section breaks must go with it. Breaks can be revealed by switching to Draft view or with the 'Show/Hide' toggle button.



6 The template includes brief explanations of what to include, and where. Some of these are 'click and insert' (e.g., the title); others will need to be deleted or overwritten in the standard way.

7 For the **Supporting Information** and **Primary Data** sections, click in the space, then write either YES or NO. During manuscript preparation, these will be updated with the appropriate text/links.

Note that there are different templates depending on the journal and the article type, as the required sections vary.

8 **Manuscript submission checklist:** Have these items ready before submitting the manuscript online.

9 **Useful links:** More information is available on the Thieme Chemistry website.

- Manuscript submission checklist:**
- cover letter, including a statement of the work's significance
  - full mailing address, telephone and fax numbers, and e-mail address of the corresponding author
  - e-mail address for each author
  - original Word file
  - original graphics files zipped into one zip file
  - eye-catching graphical abstract as an individual file
  - 5-8 key words
  - separate Supporting Information file
  - separate zipped Primary Data files (optional)
- Useful links:**
- SynThesis information and tools for authors: [www.thieme.de/06/synthesis/authors/559642.htm](http://www.thieme.de/06/synthesis/authors/559642.htm)
  - Instructions for authors: [www.thieme.de/06/synthesis/author/author/55874.htm](http://www.thieme.de/06/synthesis/author/author/55874.htm)
  - Key word list: [www.thieme.de/06/synthesis/author/author/55879.htm](http://www.thieme.de/06/synthesis/author/author/55879.htm)
  - Graphical abstract samples: [www.thieme.de/06/synthesis/author/author/55879.htm](http://www.thieme.de/06/synthesis/author/author/55879.htm)
  - What is 'Primary Data'? [www.thieme.de/06/synthesis/author/author/55874.htm](http://www.thieme.de/06/synthesis/author/author/55874.htm)
  - ScholarOne (manuscript submission): <https://mc.manuscriptcentral.com/synthesis>

Before using the template, be sure to read the Instructions for Authors for the appropriate journal. Please also consult a recent issue of the journal to see the actual format of the publication and the layout of the particular article type.

The template contains instructions and guidelines for the type of text, graphics, or data required in different sections (you may choose to print a copy before overwriting it). It is important that all settings (page setup, line spacing, font type and size, etc.) within the template be left unchanged and that you follow the instructions to overwrite your text in the appropriate places.

## Special Note Regarding Macros

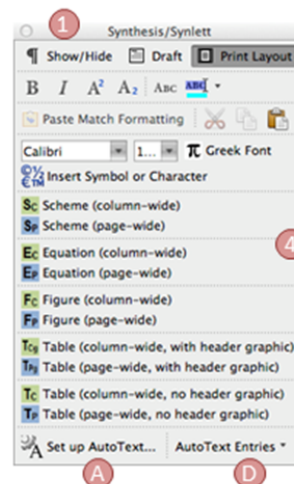
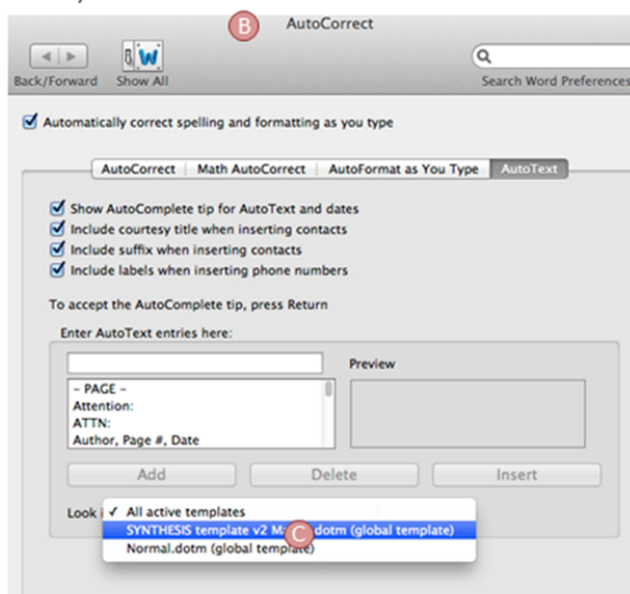
**Users of Word 2008 will not be able to use the macro functionality in this template** (Microsoft did not include Visual Basic for Applications – a popular method for introducing functionality and customization – in Word 2008).

**Some users of Word 2011 or later may also decide to disable macros, or these may have been disabled by a system administrator.**

If either of the above applies to you, or if the 'Insert Scheme (column-wide)' and analogous buttons **4** do not do anything, please access the functionality in the following way:

First, activate the template's AutoText entries:

1. On the Synthesis/Synlett toolbar **1**, click on 'Set up AutoText...' **A**
2. In the window **B** that pops up, under 'Look in' **C**, select the attached template\* and then click OK (do not choose any AutoText entries; simply click OK).



\* The name of the template will depend on which template you are using, but the choice should be obvious).

Then, the custom AutoText entries for inserting graphics and tables will be available from 'AutoText Entries' > Normal **D**

