

## How to Install the Templates

The SynOpen templates for Word 2007, 2010 and 2013 do not contain macros, so they can be used from any location on your hard drive without triggering any macro security alerts.

### Option 1 (use from any location)

Depending on your web browser, you can either right-click and choose 'Save Target/Link As' to specify the desired folder, or download in the usual way and then move the file to the desired location after it has been downloaded.

Once downloaded, simply double-click on the .dotx file's icon. A new document based on that template will then open and you can begin to write your manuscript. Be sure to save the new document with a meaningful filename.

### Option 2 (use from within Word)

If you wish, you may save the SynOpen templates to the 'trusted templates' folder on your computer for access from within Word.

**Step 2A** – Locate the 'trusted templates' folder; it is usually

C:\Users\Username\AppData\Roaming\Microsoft\Templates (for **Windows 8, 7 and Vista**)

or

C:\Documents and Settings\Username\Application Data\Microsoft\Templates (for **Windows XP**)

but may have been moved.\* Note that you may need to toggle the folder view to include hidden folders.

\* If your templates folder is not in the usual location and you do not know where it is, follow these steps to determine the path:

For **Word 2010 or Word 2013**: click on the File tab, choose Options >> Advanced >> General >> File Locations then, for all Word versions, double-click "User Templates". A new Windows Explorer window opens, displaying the path to your User Templates folder in the address bar. Download the template to this folder.

For **Word 2007**: click on the Microsoft Office button (top left corner), then click on Word Options >> Advanced >> General >> File Locations

**Step 2B** – Depending on your web browser, you can either right-click and choose 'Save Target/Link As' to specify the correct folder, or download in the usual way and then move the file to the correct location after it has been downloaded.

**Step 2C** – Once the desired template is in your templates folder, open Word. Then,

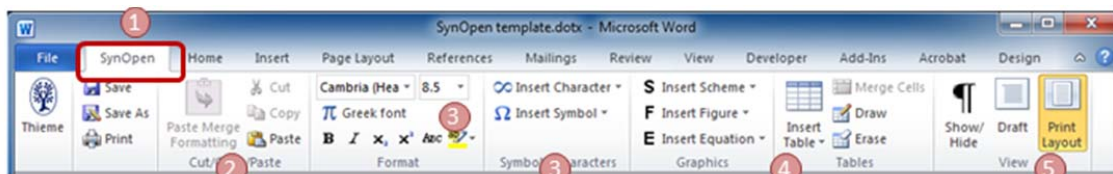
For **Word 2010 or Word 2013**, click on the File tab, then New >> Available Templates >> My Templates

For **Word 2007**, click on the Microsoft Office button, then New >> Templates >> My Templates and select the appropriate .dotx file from among the choices.

A new document based on that template will then open and you can begin to write your manuscript. Be sure to save the new document with a meaningful filename.

## How to Use the Templates

**Important:** The SynOpen ribbon is essential for easy use of the template; it includes all of the template's custom commands as well as other commonly used buttons.



1 The template's functionality is accessible from the **SynOpen custom ribbon tab**.

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 'Merge Formatting' option when pasting (also available from a right-click). 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 2007 users, Merge 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.

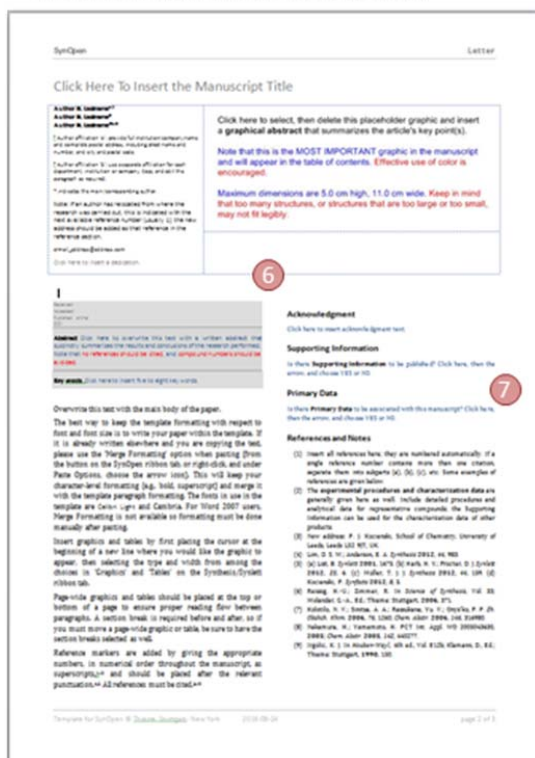
6 The template includes brief explanations of what to include, and where. Some of these are 'click and insert' (e.g., the title) or 'click and choose' (e.g., the Supporting Information); others will need to be deleted or overwritten in the standard way.

7 For the **Supporting Information** and **Primary Data** sections, click in the space, then the arrow to reveal the YES and NO choices. In Draft view, the arrow does not appear; either switch to Print Layout view, or simply overwrite with Yes or No.

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.



Before using the template, be sure to read the Instructions for Authors for the appropriate journal. Please also consult recent articles 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.