

How to install the templates

The *Synthesis*, *Synlett* and *SynOpen* manuscript templates for Word for Mac contain macros, so it is important that they are placed within the 'My Templates' or the 'User templates' folder in order to avoid a macro security alert. Note that they may still be saved to the desktop or to another folder, but a macro security alert will be triggered every time the template is used.

Please note that the installation instructions vary depending on the Word version and the operating system. The instructions below may need to be altered somewhat with a mix-and-match strategy depending on your system's configuration. If one method does not work, please attempt another before contacting the Editorial Office.

Word 2016:

1. Click on the link; this will start the download process.
2. Determine where your user templates for Word are stored: Open Word, choose Preferences from the main menu. Under Personal Settings, click File Locations, and remember or copy the path to 'User templates'.
3. When the template download is complete, locate the file in your Downloads folder.
4. Drag the file's icon into the 'User templates' folder identified in step 2.
5. Open Word.
6. The new template should now be available under the 'Personal' tab within the 'New' available templates.

Word 2011:

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.
3. When the template download is complete, locate the file in your Downloads folder.
4. Drag the file's icon into your 'My Templates' folder.
5. Open Word.
6. The new template should now be available under 'My Templates' in the 'Word Document Gallery'.

Word 2008:

Note that the macros will not work in Word 2008, but the template is still fully functional – see the notes within the template on how to circumvent the macros.

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.

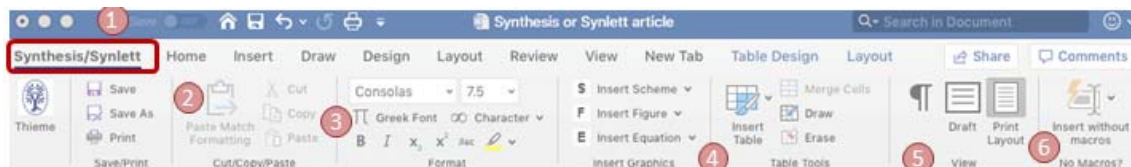
* Please note that some MacOS configurations do not allow the template to function properly (the Synthesis/Synlett toolbar may be missing) if it is placed in the 'My Templates' folder, even though it will then be openable from within the 'Microsoft Project Gallery'.

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 3 of this file (repeated on page 2 of the template files) in order to set up the alternate insertion method.

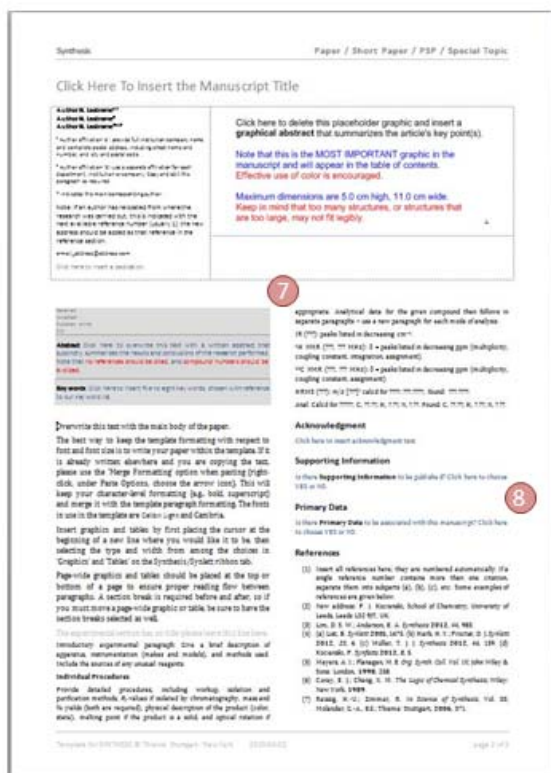
How to use the templates

Important: The Synthesis/Synlett or SynOpen custom ribbon tab 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 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 **'Match 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.
- 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 If **macros have been disabled**, set up AutoText as described on the following page, and select the desired graphic or table from the resulting dropdown.
- 7 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.
- 8 For the **Supporting Information and Primary Data** sections, click in the space, then overwrite with Yes or No. The necessary text and links will be added during proof production.

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

- 9 **Manuscript submission checklist:** Have these items ready before submitting the manuscript online.
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/ty/synthesis/authors/55962.htm
 - instructions for authors: www.thieme.de/ty/synthesis/author-guidelines/58874.htm
 - key word list: <http://www.thieme.de/ty/synthesis/author-tools/58870.htm>
 - Graphical abstract samples: <http://www.thieme.de/ty/synthesis/author-tools/58879.htm>
 - What is "Primary Data"? www.thieme.de/ty/synthesis/author-guidelines/58874.htm
 - ScholarOne (manuscript submission): <http://www.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

This template uses macros to add placeholders for graphics and tables.

If macros are disabled, or if the buttons in the 'Insert Scheme' and analogous dropdown menus shown as 4 on the previous page do not do anything or return errors, please access the functionality in the following way:

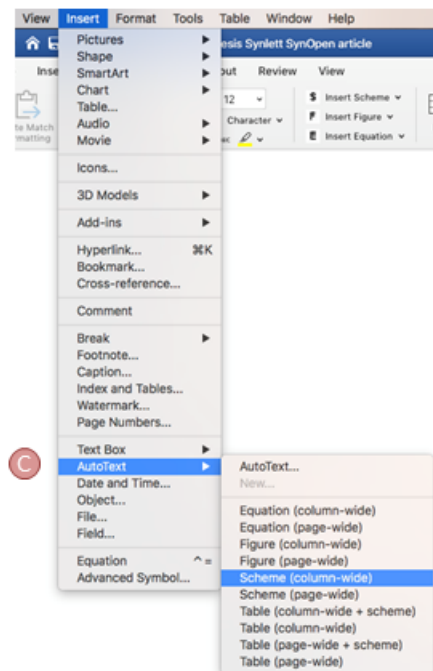
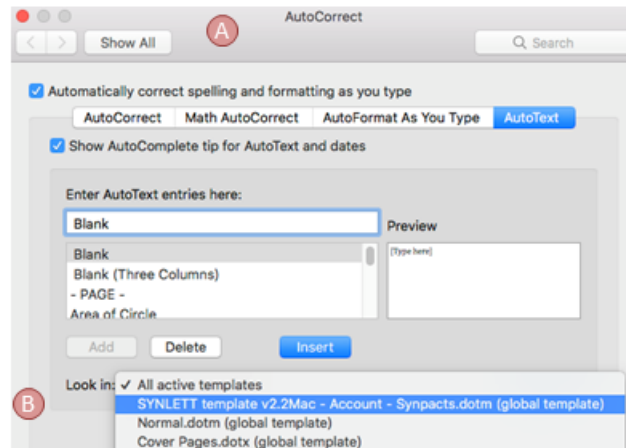
First, activate the template's AutoText entries:

1. On the main menu for Word (not the document ribbon), click on 'Insert', then 'AutoText'.

2. In the window A that pops up, under 'Look in' B, 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.

3. The custom AutoText entries for inserting graphics and tables will then be available from the 'Insert without macros' button (6 on the custom ribbon tab as shown on the previous page). If this gives many more AutoText entries than expected (the template contains only 10), repeat steps 1 and 2 above.



Note that the same AutoText entries will also be available under Insert > AutoText C