

# Increase the Quality and Efficiency of Your Editing Process

K N O W L E D G E W O R K S R A P I D E D I T <sup>TM</sup>

Rapid Edit<sup>TM</sup> products and services facilitate electronic copy editing to improve editing accuracy and efficiency, and reduce composition costs in production. A properly implemented electronic copy editing system can also improve editor job satisfaction.

Cadmus has been doing electronic editing since 1987 and Cadmus editors do over 90 percent of their editing electronically. Using current technology, Cadmus editors handle 30,000 files annually, helping to prepare 120 journals, and many books and conference submissions. Cadmus KnowledgeWorks' editorial group is trained and dedicated to support the needs of the scientific, technical and medical community.

## Cut composition costs up to 30 percent

Electronic editing – properly done – produces files that are ready for fast, efficient coding in the composition process. Cadmus experience has shown that electronically edited files reduce composition costs by 10 to 30 percent.

## Rapid Edit services prepare manuscripts for editing

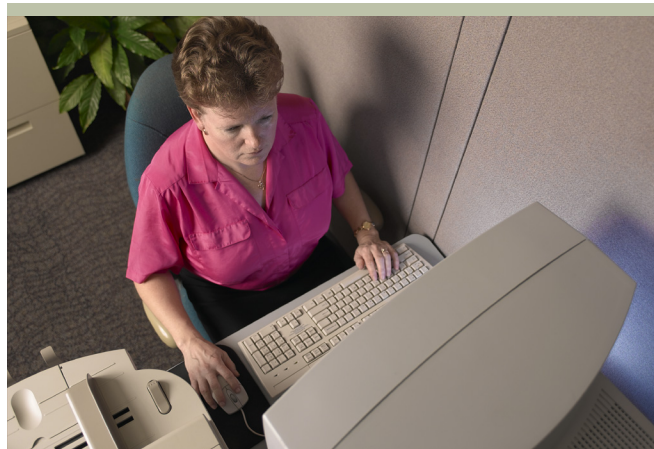
Rapid Edit pre-edit services use specialized software and expertise to prepare author manuscripts for efficient electronic editing by your editors or Cadmus KnowledgeWorks editors.

Rapid Edit services can also generate ancillary deliverables that streamline the publishing process and add to revenue flow.

- Web-ready abstracts a day after manuscript submission
- Lists of product names mentioned in articles, for tie-in marketing
- Insertion of generic codes for later translation into SGML

## Media conversion

The first step in electronic editing is converting the author's files to a standard file format. Rapid Edit



*Rapid Edit services can smooth the transition to streamlined electronic publishing.*

### **Rapid Edit at a glance:**

- *Faster turn-around*
- *Improved editorial consistency*
- *10 to 30 percent savings in composition costs*
- *Complete electronic editorial services available*
- *Pre-edit preparation for your in-house electronic editing*
- *Speed in-house electronic editing with proven tools*
- *Reduces author alterations costs*

media conversion services can accept files from almost any word processing program and deliver output in several common formats.

Rapid Edit media conversion programs do virus checking, adjust formatting codes, convert special characters and symbols, and much more. Cadmus KnowledgeWorks professionals check output files against author's hard copy for conversion completeness.

## StyList services

Rapid Edit StyList pre-edit services add your unique editing and style conventions to the manuscript file.

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Stylist programs automatically check thousands of editorial occurrences and do hundreds of repetitious editorial tasks before the copy editor starts work. This saves time and lets the editor focus attention on content, meaning and expression.

Stylist services ensure that your predefined style points are applied consistently throughout the manuscript. Authors' alterations are reduced, and authors are enthusiastic about the clean proofs they receive.

Stylist services are customized for each journal, and Cadmus KnowledgeWorks will help develop style sheets to your specifications.

### **Fast turnaround fits your workflow**

Turnaround time for Rapid Edit services is typically 24 to 48 hours. Finished files can be couriered with hard copy or delivered electronically via the Internet.

Tables and multi-line equations are often best edited as hard copy because they require dense coding for composition. You get the same quick turnaround on paper proofs for most tables and mathematics.

### **Digital artwork is important too**

Digital images now represent nearly 10 percent of all submissions, and they allow a fully digital workflow and much earlier publication. A well-managed digital art program can reduce costs, reduce cycle times and improve quality. In addition, digital images are available for almost immediate re-purposing.

Cadmus has been publishing digital images since 1997, and now supports 5,000 graphics per month. Rapid Edit services can pre-check authors' digital graphics files and give immediate notice of any challenges related to producibility. This can eliminate problems that come when graphic difficulties are discovered in the late stages of production.

### **Automation tools speed editing tasks**

Rapid Edit solutions also include a set of tools that speed electronic editing by automating routine keyboard tasks.

### **Accelerator**

Accelerator tools let copy editors perform special editing tasks with only a few keystrokes. Functions include navigational aids for moving around in a document quickly, and shortcuts that replace defined terms more easily. Accelerator works with Microsoft Word and XyWrite for Windows.

### **Style Choice**

Style Choice finds journal-specific style violations and lets the editor move swiftly through the manuscript reviewing each instance, which helps increase accuracy and productivity.

### **Final Eyes**

Final Eyes warns editors about incorrect typesetting tags. That significantly reduces the time and expense of manually finding incorrect codes.

### **Tagging Toolbox**

Tagging Toolbox lets editors automatically wrap "start" and "end" typesetting codes around selected blocks of text. Keystrokes – and errors – are reduced to a minimum.

### **Select the editing services and products that fit your workflow**

Rapid Edit services and tools are part of Cadmus KnowledgeWorks' family of products and services for article-based digital workflow in scientific, technical and medical publishing.

You can use Cadmus KnowledgeWorks' Rapid Edit services as a complete electronic editing solution, or to support your in-house editorial staff. Rapid Edit capabilities let you define flexible workflows that link easily with existing systems.

Find out how Rapid Edit – and other powerful, flexible publishing solutions from Cadmus KnowledgeWorks – can support article-based workflow and speed the scholarly publishing process. Visit our Web site at [www.cadmus.com](http://www.cadmus.com). We have a passion for the power of knowledge.

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