

## Surviving Word 2007

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For 7 years, I have tweaked and retweaked my toolbars in Word. My macros and add-in programs are configured just as I like them. Now Microsoft has introduced Word 2007. The latest and greatest . . . has a completely new look. Menus have been replaced with the ribbon, a sleek display of the same tools and features but in a predetermined setup that changes on the basis of the context of your actions. Microsoft's rationale for the new layout? It will help authors to make documents more visually appealing and to discover features that they may not have used in previous versions because they were "hidden". For the author, this is a bonus. For the editor who took the time to customize a workspace, it can be nightmarish.

Bruce D Rosenblum, CEO of Inera Inc, demonstrated Word 2007 and noted a few things that editors need to look for when authors compose works in this new version.

Word 2007 has a new file format. It consists of XML in a ZIP wrapper with a .docx file extension. A benefit to this format is size—about 25% of that of the same document in .doc format. Word 2007 can write to .doc or .rtf formats, and Word 2003 can read .docx files with a free converter. This XML format is not semantic XML, and it won't work for publishers requiring the NLM DTD or a similar format.

Word 2007 has *two* equation editors: The most irksome is a new proprietary (yet nameless) editor that is poised for logical use by authors when Insert Equation is selected. Unfortunately, when a .docx file with a "new" equation is converted to another format (such as .doc or .rtf for use with an earlier version of Word), the equations become uneditable images. Unless a publisher uses Word 2007 for its entire workflow, the equations will need to be rekeyed for publication purposes. The second equation editor in Word 2007 is a slimmed-down version of MathType, hidden in Insert Object (select Microsoft Equation 3.0). When authors use Microsoft Equation 3.0 and save as .docx, .doc, or .rtf, the equation can be opened in an older version of Word, and the equations are then editable in MathType (or the same slimmed editor in Word 2007 will open if you do not have MathType). The distinction between equation editors will be important to note in your author instructions, and editorial staff should be trained to spot the different formats.

Word 2007 has its own citation manager. Authors simply type the appropriate data

into a form, and the software composes the bibliography. Rosenblum selected several styles, but none works well for a scientific journal, and several errors were noticed in the resulting citations. Some key elements (such as volume number for a journal entry) are not default fields. If this feature is improved in updates, it could prove helpful to editors when authors use this manager. (Note: A file conversion will change citations to text.)

As an editor, should one hurry to update Word? Rosenblum recommends that publishers not rush into an upgrade. One toolbar above the ribbon is customizable by the user, and keyboard shortcuts can still be used and customized, so one big challenge in moving to Word 2007 is the appearance and layout of on-screen tools. If other departments in your office are making the switch, there is an argument for keeping the current version in the editorial wing. Old macros may or may not work; these will need to be tested. Macros are available only on the add-ins ribbon, which is not always visible; an extra click and mouse movement are required to get there. If you have custom add-ins, contact your vendors and learn of their upgrade plans. Macintosh users should be aware that macros will no longer work in Word 2008 for Macintosh. Before you switch, test the entire workflow thoroughly. Good luck. ☹