User Manual – MS Word Template

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1. INTRODUCTION

This user manual contains all essential information on how to prepare a manuscript that adheres to ACM standards, using the ACM Word-based template. This manual includes a description of the ACM Word template functions, contingencies, alternate modes of operation, and step-by-step procedures for system access and use. A user may write a document directly within the Word template to generate a manuscript. The ACM Word template contains all necessary styles with formatting and macros to validate markup.

Prerequisites and Installation

There are some prerequisites for the templates uses, which include:

Software requirements


Mac 2011

Operating system requirements

Windows 7, 8.1, 10
&
Macintosh

Load ACM Font set

Windows:

The ACM Font set **MUST** be used within all submissions to ACM publications. The easiest way to ensure you have all ACM Fonts on your machine is to copy all fonts provided in the "ACM Fonts" folder and paste them to the following path: "C:\Windows\Fonts".

For Mac:

Please use the below link to add fonts in mac machine.


or


Enable Macros

A security warning might appear on screen to enable content. Just click on 'Enable Content'.

![Security Warning]
2. STEPS TO ATTACH A TEMPLATE IN MS-WORD FILE

- **Open** the document that needs a new template.
- From the **File** tab, select the **Options** command, which opens the Word Options dialog box.
- Select **Add-Ins** in Word Options dialog box. This option appears on the left-hand side of the dialog box (screengrab included below).

- Select **Templates** from the Manage drop-down list (screengrab included below).
• Click the Go button. The Templates and Add-Ins dialog box appears. Whichever template name is appearing in the Document Template field is what is currently attached to the document.
• To select the relevant template, click the Attach button. Word will display the Attach Template dialog box, which works like the Open dialog box (screenshot included below).

![Screenshot of Attach Template dialog box]

• Select the template you want to attach and click the Open button. The template is now attached.
• Back in the Templates and Add-Ins dialog box, click OK. The styles (plus macros) stored in the selected template are now available in your document. (NOTE: If you get a security warning on your screen that says “Macros have been disabled,” just click ‘Enable Content’).
**ACM Templates**

This menu is used to validate a manuscript before creating a layout as per the selected template type. Under **Define Template Style** there are nine different sub-sections. Each sub-section has a unique property to generate a specific ACM template. User can generate any template by selecting one of them.

**Manuscript Validation:** There are some rules to validate applied style, format, required environments etc. in manuscript.

**Define Template Style:** All ACM templates can be created after selecting one of the template option.

**Save As Pdf:** This is used to convert a word template layout into a PDF file.

**Anonymous version** If the user wants to submit an anonymous version of the paper he/she should click on the below mentioned prompt while generating the PDF.
Preparing the ACM Template Layout

There are two ways for a user to prepare a manuscript using the ACM template, for both XML and PDF generation.

i. Use the elements available in the sample docx as place holders and simply type-in the data

ii. Style an already existing document by using the various menu options available in the template.

Using the sample file will help to replicate data with the relevant styles, while this user manual will help to create template with which to apply styles (layout).
3. **WORKFLOW**

Below are the recommended processing steps which a user should follow in order.

ACM Templates ⇒ Head Elements ⇒ Body Elements ⇒ Reference Elements ⇒ Float Elements ⇒ Document History

The above figure shows a view of the ACM template menu bar that contains six different menu sections to perform specific tasks within the template, namely "**ACM Templates**", "**Head Elements**", "**Body Elements**", "**Reference Elements**", "**Float Elements**", and "**Document History**".

**ACM Templates**

Your publication has already determined which template you must use to submit for publishing. You must now choose the template within the **ACM Templates pulldown menu**. Each individual ACM template contains validation rules which will run against your document in order to verify the structure and fonts used within your manuscript.

**Head Elements**

This is the very first menu section of the template and it is responsible for structuring the front area of manuscript.

**Body Elements**

This section is used to identify and mark different elements (or environments) of the manuscript.

**Reference Elements**

This step is used to identify and mark each element of the bibliography.

**Float Elements**

This step is used to cross-link the float elements and bibliography citations.

**Document History**

This step is used to markup history dates.
Appearance in Window machine is below:

![Window machine screenshot]

Appearance in Mac machine is below:

![Mac machine screenshot]
4. DESCRIPTION OF ACM TEMPLATE FUNCTIONS

This section describes the template menu and its specific functions in the ACM template.

Head Elements

Head Elements is the first menu item of ACM Word template which allows a user to identify and mark the front matter of manuscript. There are three categories used to mark the front matter. These are:

- FRONT PART: Includes all the required elements used to markup the front matter of a manuscript.
- AUTHOR MARKUP: Includes all the required sub-elements used to identify each part of an author’s name, such as First Name, Surname, Prefix, etc.
- AFFILIATION MARKUP: Includes all the required elements used to identify each part of an author’s affiliation, such as Organization, Division, City, State, Country, etc.
- HISTORY MARKUP: Includes all the required elements used to identify milestones of a manuscript, such as Received Date, Revised Date, and Accepted Date.

The Head Elements style bar contains the various content classification environments. Below are short descriptions of each classification environment which are used in front matter markup.

Verso: A paragraph style that is used to identify left running head. User has to mark it so it will help to generate header information.

Recto: A paragraph style that is used to identify right running head. As per ACM guidelines, all author groups of a manuscript will appear as a Recto text.

Doc Title: A paragraph style that is used to identify the title of the manuscript. Once an author marks it in the manuscript text, it appears with "Title_document" style as below:
Subtitle: A paragraph style that is used to identify the "subtitle" of a manuscript.

Authors: A paragraph style that is used to identify groups of authors. If there is more than one author in the manuscript, the template automatically identifies and marks authors.

Below is a close look of an author that contains first name, surname, and the author group.

Alina Cristina Negut\textsuperscript{1,2,†}

Sub Elements of Author

If the template fails to identify proper identification, then the "AUTHOR MARKUP" section can be used to mark the author's text.

Auth group: A character style that is used to mark individual author boundary which generally contains first name and surname of an author.
Magnetic Normal Modes of Bi-Component Permalloy Structures

Surname: A character style that is used to mark surname of an author.

First Name: A character style that is used to mark the first name of an author.

Mid Name: A character style that is used to mark middle name of an author.

Role: A character style that is used to mark role of author (e.g. Prof. Dr.).
**Prefix:** A character style that is used to mark the prefix of an author (e.g. Prof., Dr. etc.).

**Suffix:** A character style that is used to mark the suffix of an author (e.g. Jr., Sr. etc.).

**Affiliation:** A paragraph style that is used to identify the affiliation and addresses of authors.

Every affiliation is a form of address. To better understand or identify the accurate address, a user can mark each part as a unique markup (e.g. division, city, country).

**Institution:** A character style that is used to mark the name of an organization and is classified as "OrgName" in affiliation.

**Department:** A character style that is used to mark the division of an organization and is classified as "OrgDiv" in affiliation.
Country: A character style that is used to mark the style as "country" in the corresponding affiliation.

State: A character style that is used to mark the style as "State" in the corresponding affiliation.

City: A character style that is used to mark the style as "City" in the corresponding affiliation.

Street A character style that is used to mark the style as "Street" in the corresponding affiliation.
**Postcode:** A character style that is used to mark the style as "P.O. Box (Pin code)" in the corresponding affiliation.

**Email:** A character style that is used to mark the name of e-mail with the style "Email" in the affiliation.

**Correspondence:** A paragraph style that is used to identify the corresponding address of the author as style **Correspondence**.

**Author Notes:** A paragraph style that is used to identify author footnotes as style **AuthNotes**.

**Abstract Head:** A paragraph style that is used to identify text and marked as **AbsHead**.
Abstract: A paragraph style that is used to mark the abstract text area in the manuscript as style "Abstract".

History: A paragraph style that is used to mark history dates. If user wants to segregates further history dates then three dates are also available. For additional information, see Document History section later in this manual.

CCS Head: A paragraph style that is used to identify and mark the CCS (ACM 2012 Computing Classification System) Head.

CCS Description: A paragraph style that is used to identify and mark the CCS (ACM 2012 Computing Classification System) descriptions of a manuscript.
**NOTE:** To insert into the ACM article Word template, copy and paste the formatted text from the CCS tool ([http://dl.acm.org/ccs/ccs.cfm](http://dl.acm.org/ccs/ccs.cfm)) using the “view CCS display” link into the “Categories and Subject Descriptors” section:

An additional step is necessary to ensure that the proper CCS terms are added to the Digital Library citation page:
1. From the “view CCS TeX Code” listing, click on “Show the XML Only”
2. Highlight and copy the XML code from the window
3. If you are using Microsoft Word 2010 or higher you must insert the XML code into your word document’s properties:
   a. From your word document, click on "File", then the "Info" tab on the left side panel, and then click Properties and select Show Document Panel.
   b. Click within the “Tags” metadata field and paste the XML data.
   c. Paste the data into the “Comments” metadata field as well.

Or

**NOTE:** If you are using and older version of Microsoft Word you must insert an additional page after the last page of your document and paste the XML code into the new last page. This page will be removed from the manuscript before publishing the file.

**Keyword Head:** A paragraph style that is used to identify and mark the Keyword Head.

**Keywords:** A paragraph style that is used to identify and mark author supplied Keywords.
Body Menu

The Body Menu is used to structure the body of the manuscript. This part has several elements like sections (Heading 1, Heading 2, Heading 3, etc...), paragraph, listing, floats, equations, which all have their own properties and layouts. Below is a screenshot for body styling menu, which have different environments.

When you click on the sub-section Body Element, you get the above window to structure the manuscript using the styling form. There are different sections like Heading, Table/figure. A user can click and apply the desired style on the manuscript and the cursor will automatically move from paragraph to paragraph.

Each environment has its own style, which is very much required in terms of template creation and xml generation. For error-free validation and manuscript generation, user needs to mark each and every part of the content with appropriate style, which is available in the template and suggested in user manual.

**Heading 1:** A paragraph style that is used to identify and mark section level 1 and style as Head1.

**Heading 2:** A paragraph style that is used to identify and mark section level 2 and style as Head2.

**Heading 3:** A paragraph style that is used to identify and mark section level 3 and style as Head3.
2.2 ° Quasi-Static Measurements: MOKE and MFM

2.2.1 ° Component Structures

Hysteresis loops were measured in the longitudinal configuration by magneto-optical Kerr effect (MOKE) using a Photo.

Heading 4: A paragraph style that is used to identify and mark section level 4 and style as Head4.

Math: A paragraph style that is used to identify and mark display numbered math with style DisplayFormula.

Un-Math: A paragraph style that is used to identify and mark display un-numbered math with style DisplayFormulaUnnum.

Table: A paragraph style that is used to identify and mark caption of table with style TableCaption.
while the two with positive slope are the \( f(CO) \) and the \( EM(CO) \) modes.

**Table 2:** Comparison of Coefficients from Atomistic

<table>
<thead>
<tr>
<th></th>
<th>AtmH</th>
<th>MS-CGx</th>
<th>MS-CG/DPdx</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.78x</td>
<td>14.32x</td>
<td>17.4 (-2%)x</td>
</tr>
</tbody>
</table>

**Table Note:** A paragraph style that is used to identify table footnote and style as **TableFootnote**.

**Enunciation:** A paragraph style that is used to identify and mark all type of enunciation as style "Statement".

**Figure:** A paragraph style that is used to identify and mark caption of figure with style **FigureCaption**.

**Lemma 1:** Frequency-slope of the modes, one can immediately understand the localization of modes into dots of different materials looking at their slope.

**Figure 2:** MFM images of the bi-component Py/Co dots for different values of the applied magnetic field which are indicated by greek letters along both the major and minor hysteresis loop.
Para: It is a paragraph style, used to identify and mark paragraph with style Para.

ParaContinue: It is a paragraph style, used to identify and mark paragraph with style ParaContinue. It is similar to Para style and use to mark continuation para after Math equations.

List Paragraph: A paragraph style that is used to identify and mark text with style "List Paragraph". It is the MS Word default style.

AckHead: A paragraph style that is used to identify and mark Acknowledgments with style Ackhead.
Acknowledgment: A paragraph style that is used to identify and mark the Acknowledgment text with style AckPara.

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RefHead: A paragraph style that is used to identify and mark bibliography section with style ReferenceHead.

File: Insert that .bib file into the tex source file and comment out the command \bibliography{...}

Reference: A paragraph style that is used to identify and mark the bibliography section with style Bib_entry.

Spin Dynamics in Confined Magnetic Structures Springer-Verlag, Berlin 2003
Appendix Head1: A paragraph style that is used to identify and mark the appendix section level one with style AppendixH1.

Appendix Head2: A paragraph style that is used to identify and mark the appendix section level two with style AppendixH2.

Appendix Head3: A paragraph style that is used to identify and mark the appendix section level three with style AppendixH3

DOI: A character style that is used to identify and mark the DOI number with style DOI

ORCID: A specific bookmark to identify the ORCID number of an author. For this markup user have only to select the text area (author name) and click on ORCID button. NOTE: This will not show in the manuscript but by bookmark utility user can cross verify it. It will have a naming convention like ORCID_X. where X denotes sequence number of ORCID.
Grant Sponsor: A character style that is used to identify and mark Grant Sponsor with style **GrantSponsor**

Grant Number: It is a character style used to identify and mark the grant number with style **GrantNumber**

Extract: It is a paragraph style used to identify and mark the Extract with style. "Extract".

"Instead of using pairwise RTS/CTS-frequency negotiation, we propose lightweight frequency assignments, which are good choices for many deployed comparatively static WSNs. We develop new toggle transmission and snooping techniques to enable a single radio transceiver in a sensor device to achieve scalable performance, avoiding the non-scalable "one-control-channel + multiple-data-channels" design."
**AlgorithmCaption**: A paragraph style that is used to identify and mark the caption/title of Algorithm with style *AlgorithmCaption*.

```plaintext
ALGORITHM: 1: Iterative Algorithm
```

**Algorithm**: A paragraph style that is used to identify and mark the text of Algorithm with style *Algorithm*.

```
current position is inside circle
```
Reference Elements Menu

The Reference Elements menu is used to mark bibliography for elements such as authors, journal/book/chapter title, pages, year, edition, DOI, publisher ISBN, ISSN etc.

The above screenshot shows the sub-section which allows Global Marking for reference element. After clicking on the menu of Reference Element it shows a window form containing all bibliography elements to identify and mark them.

There are buttons to mark each bibliography element such as author group (surname middle name, first name), editors, publisher, city, country, article title, journal title, book title, volume, issue, year, proceedings etc.

The last button Miscellaneous is used to mark those elements that are not bibliographic elements.

Reference Markup Panel

Reference numbering: This is used to mark references in a sequence with their IDs. There is a prompt option for the user to select the reference type using a numbered or name-date reference style.

Auth Group: A character style that works the same as the Front Part author group. It shows a dotted boundary and covers author name.
**Surname**: A character style that is used to identify and mark surname of author style as "Surname".

**First Name**: A character style that is used to identify and mark the first name of an author style as "Firstname".

**Mid Name**: A character style that is used to identify and mark the surname of an author style as "MidName".

**Editor Group**: A character style that works same as author group. It shows a dotted boundary and covers an editor's name.

**Ed Surname**: A character style that is used to identify and mark an editor's surname of author style as "EdSurname".
**Ed First Name:** A character style that is used to identify and mark an editor's first name of an author style as "EdFirstName".

**Ed Mid Name:** A character style that is used to identify and mark an editor's middle name of author style as "EdMidName".

**Publisher:** A character style that is used to identify and mark the publisher element of reference style as "Publisher".

**Country:** A character style that is used to identify and mark the Country element of a reference style as "Country".

**State:** A character style that is used to identify and mark a State element of the reference style as "State".
City: A character style that is used to identify and mark the city element of the reference style as "City".

Street: A character style that is used to identify and mark a street element of the reference style as "Street".

Role: A character style that is used to identify and mark a role element in the author reference style as "Role".

Article Title: A character style that is used to identify and mark an article title element of the reference style as "ArticleTitle".
Journal Title: A character style that is used to identify and mark a journal title element of the reference style as "JournalTitle".

Book title: A character style that is used to identify and mark a book title element of the reference style as "BookTitle".

Year: A character style that is used to identify and mark a year element of the reference style as "Year".
Volume: A character style that is used to identify and mark a volume element of the reference style as "Volume".

URL: A character style that is used to identify and mark a URL element of the reference style as "URL".

Pages: A character style that is used to identify and mark the pages element of the reference style as "Pages".
**Issue:** A character style that is used to identify and mark an issue element of the reference style as "Issue".

**Edition:** A character style that is used to identify and mark an edition number element of the reference style as "Edition".

**Proceeding:** A character style that is used to identify and mark a Proceeding in the reference style as "Proceeding".

**Thesis:** A character style that is used to identify and mark a Thesis in the reference style as "Thesis".
Report: A character style that is used to identify and mark a Report in the reference and style as "Report".

Patent: A character style that is used to identify and mark a Patent in the reference style as "Patent".

ISSN: A character style that is used to identify and mark an ISSN in the reference style as "ISSN".
**ISBN:** A character style that is used to identify and mark an ISBN in the reference style as "ISBN".

**DOI:** A character style that is used to identify and mark a DOI in the reference style as "DOI".

**CODEN:** A character style that is used to identify and mark a Coden in the reference style as "CODEN".

**Prefix:** A character style that is used to identify and mark a Prefix in the reference style as "Prefix".

**Suffix:** A character style that is used to identify and mark a Suffix in the reference style as "Suffix".
Degree: A character style that is used to identify and mark a Degree in the reference style as "Degree".

Collab: A character style that is used to identify and mark a Collab in the reference style as "Collab".

Miscellaneous: A character style that is used to identify and mark a Miscellaneous in the reference style as "Miscellaneous".
Float Elements Menu
This Cross-Linking menu is used to cross-link each float element such as bibliography, figure, table, equation, scheme etc. Under the Cross-Linking menu there are two different sub-sections:

- Identify/ link floats
- Reference cross-linking

Identify/link Floats
It helps to mark all float elements automatically based on different patterns. All float elements such as tables, figures, equations, text box are identified and marked automatically.

Reference Cross-linking
This menu helps to mark reference citations automatically in the body text corresponding to their bibliography element.

Manual Cross-Linking
In most of the cases if cross-linking does not work as per the requirement then please follow the below link to create manual cross-linking.
https://support.office.com/en-us/article/Add-or-delete-bookmarks-f68d781f-0150-4583-a90e-a4009d99c2a0

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>Bookmark name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>tb{table number}</td>
</tr>
<tr>
<td>Figure</td>
<td>Fig{figure number}</td>
</tr>
<tr>
<td>Equation</td>
<td>Eq{equation number}</td>
</tr>
</tbody>
</table>
Document History

Document history maintains all the required elements used to identify the milestones of a manuscript, such as Received Date, Revised Date, Accepted Date.

**History**: A paragraph style that is used to provide a granular look at a manuscript’s publication history. Authors may also include additional details to provide a deeper look at the manuscript history than the suggested three publication dates (Received, Revised, and Accepted).

**Received Date**: A character style that is used to identify and mark a received date in the reference style as "Received Date".

**Revised Date**: A character style that is used to identify and mark a revised date in the reference style as "Revised Date".

**Accepted Date**: A character style that is used to identify and mark as accepted in the reference style as "AcceptedDate".

**NOTE**: All three dates will also appear in History paragraph style.
MetaData
An author can add the required metadata for his/her paper as shown in the below depicted screenshot. The ACM journal Metadata information box becomes available once the user clicks on the required layout template. Please note this metadata differs for journals and proceeding papers. This metadata will auto generate the bibliographic strip and ACM reference format in your paper. If you have already manually placed this data in your file, please verify and remove the manually placed data from the manuscript to avoid duplicity.
An author will need to fill in all Meta information before PDF generation.
NOTE: You can get the list of Journal codes from ACM’s website.

Journal Metadata

![Journal Metadata Form]

Proceeding Metadata

![Proceeding Metadata Form]
Metadata text will be auto-stored and will be a part of the Word manuscript but will not be visible in the PDF. It will be stored as hidden information at the end of the manuscript.

**Permission Block** A paragraph style that is used to mark specific text which is received by the user via e-mail to be placed in footnote text area of manuscript.
5. **ASSUMPTIONS/RULES TO USE THIS TEMPLATE**

Users will follow the styles defined in the template to mark the environments. Some of the common standard environments are mentioned below.

**Author**

Added character styles to the template for various elements of author byline, such as 'Given Name', 'Surname', 'Prefix', 'Suffix', 'Role' etc.

When there are multiple authors with multiple affiliations, each author should be linked to his/her affiliation.

**Affiliation**

Added character styles to the template for various elements of affiliations such as 'Organization Name', 'Division Name', 'Address', 'Post Box', 'City', 'State', 'Zip Code' and 'Country' etc.

**Displayed and Inline Equations**

Displayed and inline equations should be created using MathType or the Word equation editor. This will enable the equations to convert from Word to XML correctly.

**Tables**

Need to include tables as both text and image paragraph styles to identify table caption or Table footnotes.

**Linking**

Authors should use the MS Word cross-references feature to hyperlink referenced text, including footnotes, table footnotes, figures and sections.

**Section Heading**

Authors should to use the MS Word style for styling section headings.

**Bibliography Tagging**

Need to follow the styles in the template in more detail.
6. **STYLES DESCRIPTION**

Styles are predefined text attributes to be applied to a \ or **character**. There are assigned names that should make it easier to recognize their intended use. A **paragraph** style applies to every character within a paragraph. A **character** style applies only to specified characters within a paragraph and remaining paragraph retains its underlying paragraph style.

**Paragraph style**

A paragraph style includes everything that a character style contains, but it also controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders. In draft mode paragraph style can be viewed in left style panel of Word.

Click anywhere in a paragraph to apply the style to the entire paragraph.

**Character style**

Character styles do not include formatting that affects paragraph characteristics, such as line spacing, text alignment, indentation, and tab stops.

Click anywhere in a word to apply the style to the entire word. Or you can select more than one word to apply the style. We can view character style by selecting the text and pressing using the key combination of **Ctrl + shift + s**.

**Recommendations:**

1. We recommend working in Draft view [Click view menu and select draft option in "Views" ribbon] for your document so that the user can see and verify the applied styles for an environment simultaneously.
2. To apply any paragraph style move the cursor to the beginning of the respective element and click on required style.
3. Errors are inserted as “queries” so a user can correct them and restyle the environment.
4. Certain elements are color-coded (for example figure captions and table captions) to represent that they have been properly identified by the template.
5. **Ctrl+Break** can be used to get rid of any processing error that interferes with the styling process of the document.
6. Some of the ACM templates required logo information at the time of PDF generation. A user should place the required logo at the same location where the template indicates.

**Identification of Environment**

To prepare a standard validated manuscript, it is essential to identify each element in the content and mark. For example, to identify an author group in a document, it is mandatory to mark surname, first name, and author group to retain and identify each author group. If any content is not marked as a template style, it can be missed out from the final layout.
7. Document History

<table>
<thead>
<tr>
<th>Serial no.</th>
<th>Version</th>
<th>Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ver 1.0</td>
<td>10 Oct 2016</td>
<td>Creation of user manual</td>
</tr>
<tr>
<td>2</td>
<td>Ver 2.0</td>
<td>3 Nov. 2016</td>
<td>Modify interface and screenshots for template.</td>
</tr>
<tr>
<td>3</td>
<td>Ver 2.1</td>
<td>11 Nov 2016</td>
<td>Insert some tips regarding metadata.</td>
</tr>
</tbody>
</table>