**Preparation for TAPS Submission (word only)**

Validation

1. Using the submission template to organize your paper. You did this step when submitting documents to Easy Chair.
2. Using Microsoft Word Macro to validate your paper.
   1. Download the version of primary article template which is compatible with your operating system: [Windows](https://portalparts.acm.org/hippo/enhanced_word_templates/Windows/windows.zip), [Macintosh Office 2011](https://portalparts.acm.org/hippo/enhanced_word_templates/MAC_2011/mac_2011.zip), or [Macintosh Office 2016](https://portalparts.acm.org/hippo/enhanced_word_templates/MAC_2016/mac_2016.zip).
   2. Enable Macro for Windows:
      1. Select “Options” from “File.”
      2. Select “Adds-in” from “Word Option” dialogue.
      3. Select “Template” from “Management.”
      4. Select the primary article template that you download.
   3. Enable Macro for Macintosh:
      1. Select “Template and Add-Ins” from “Tools.”
      2. Select “Attach.”
      3. Select the primary article template that you download.
   4. Run “Manuscript Validation” in Microsoft Word.

Note

1. TAPS only accepts the papers that are validated by Macro.
2. If you have any other questions or use Latex to format your paper, please review the full page for [more information](https://authors.acm.org/proceedings/production-information/preparing-your-article-with-microsoft-word).
3. If you have any questions about [TAPS flow](https://authors.acm.org/proceedings/production-information/taps-production-workflow), please review this page for more information.
4. Here are some common errors in the manuscript validation.
   1. missing rights command(s) - one or more of the LaTeX commands given to you when you completed the rights form are not included in the LaTeX source file. You will need to add the missing commands.
   2. invalid LaTeX packages - you are using a LaTeX package that is not on the list of approved packages. You will need to remove that package and implement its function in another way.
   3. missing figures / incorrect paths to figures - one or more figures are missing from the material delivered to TAPS, and/or the paths in the LaTeX source file do not point to the figures.
   4. if your event is sponsored by SIGGRAPH or SIGPLAN and you did not choose the "author year" citation and reference style, this will be reported as an error.
   5. incorrect template used - You need to use the proper Word templates. The "interim" template is not compatible with TAPS.
   6. document not validated - You must run the "Manuscript Validation" macro on your Word document, and have it successfully complete, before delivering the Word document to TAPS.