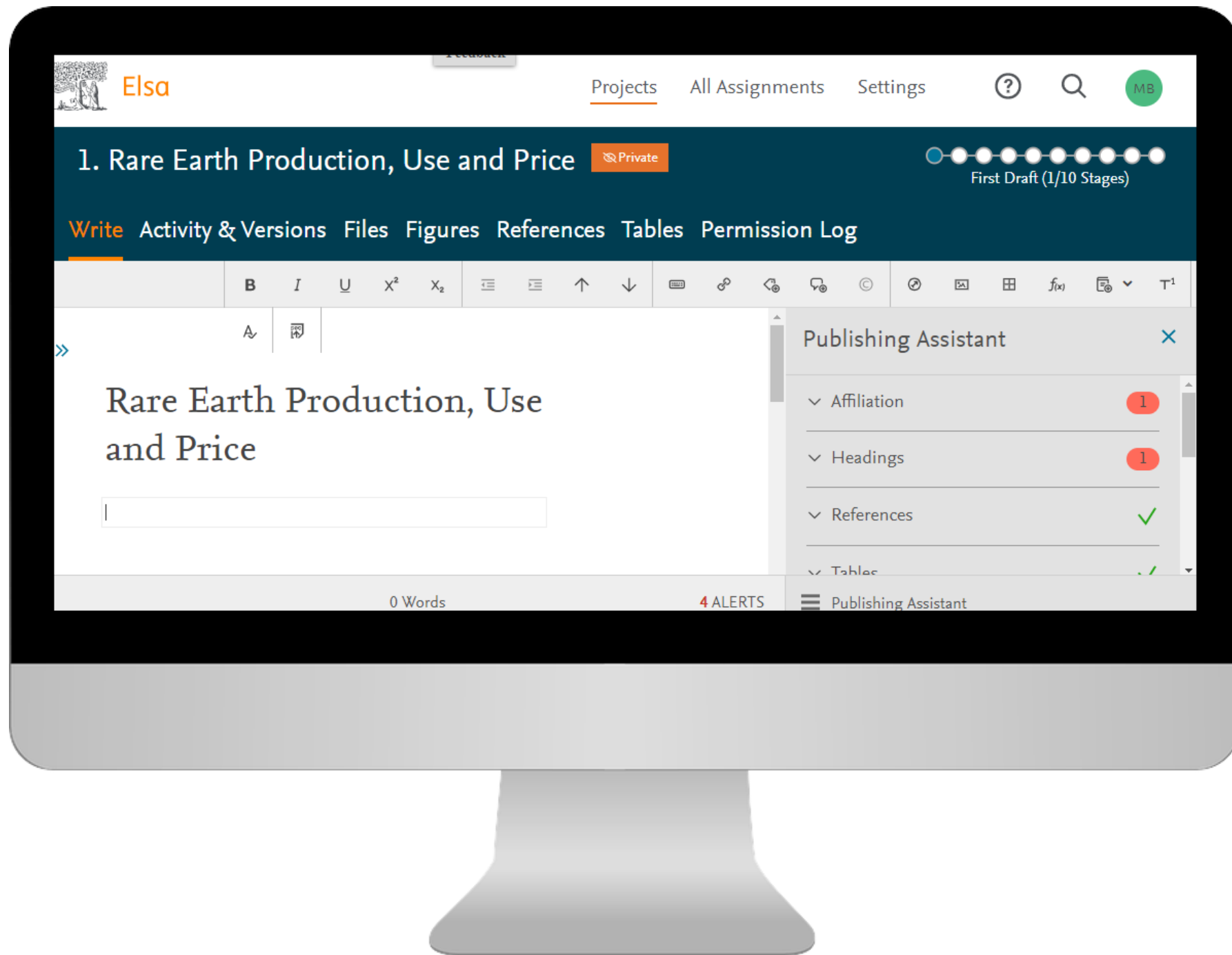# Elsa

Quick Guide for Contributors

ELSEVIER

Why Elsa?

1 Elsa is an authoring platform. Write and integrate key features (figures, tables, equations, etc.) to your project directly within Elsa.

2 Elsa's Publishing Assistant informs you about missing items and tagging to improve your content's discoverability.

3 Elsa makes communication and monitoring your progress simple. Track your project through easy-to-follow workflow stages and version comparisons.

Ready to get started? Watch out for an email from elsa@notification.elsevier.com with access instructions.

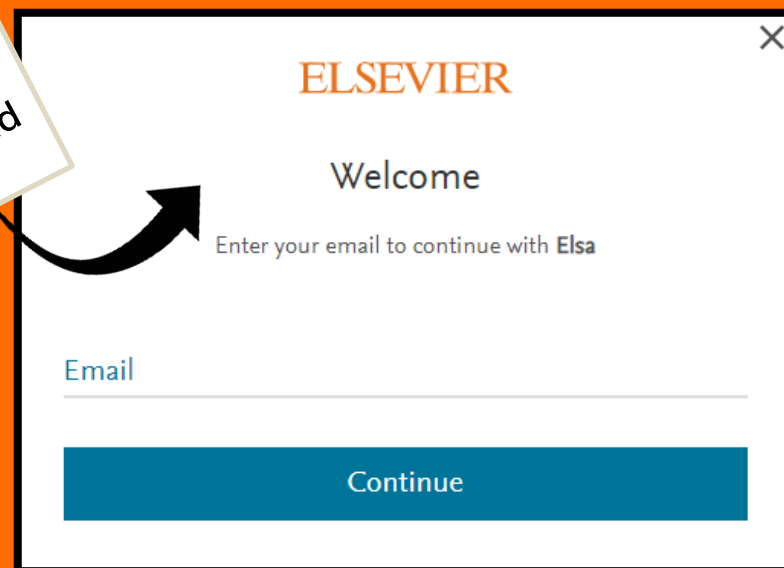# Getting Started: Logging into Elsa and Starting Your Chapter

1 Log in

You'll receive an email inviting you to Elsa.

Hit the **Get Started >** button.

Then, click **Create Account** and follow the instructions to create an account using the same email address.

All you need is Google Chrome and internet!

ELSEVIER

Welcome

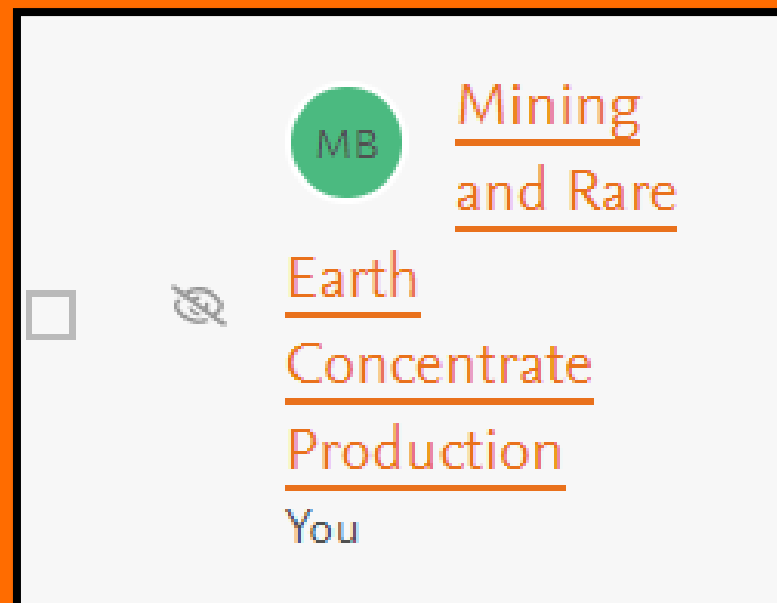Enter your email to continue with Elsa

Email

Continue

2 Find your chapter

Click **All Assignments** at the top of Elsa.

Look for **Your Assignments 1**

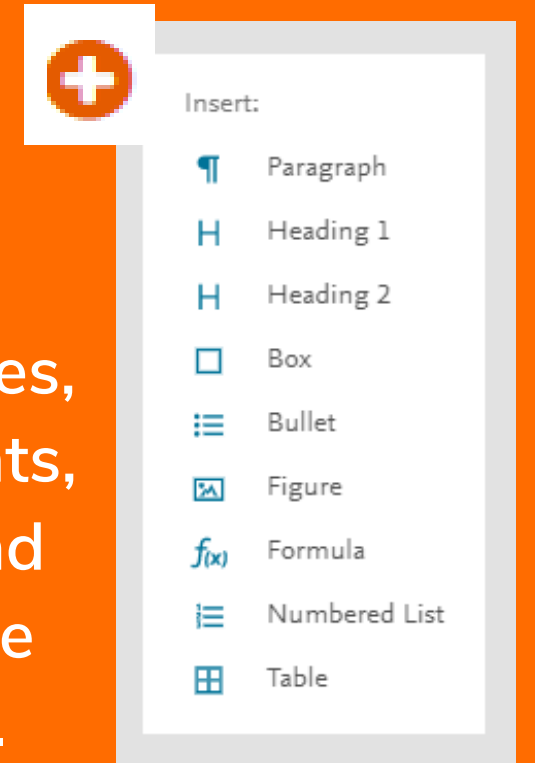Click the name of the chapter(s) you have been assigned to work on.

MB **Mining and Rare Earth Concentrate Production**
You

3 Start writing

Create content using the plus sign.

Insert:
- ¶ Paragraph
- H Heading 1
- H Heading 2
- ☐ Box
- ≔ Bullet
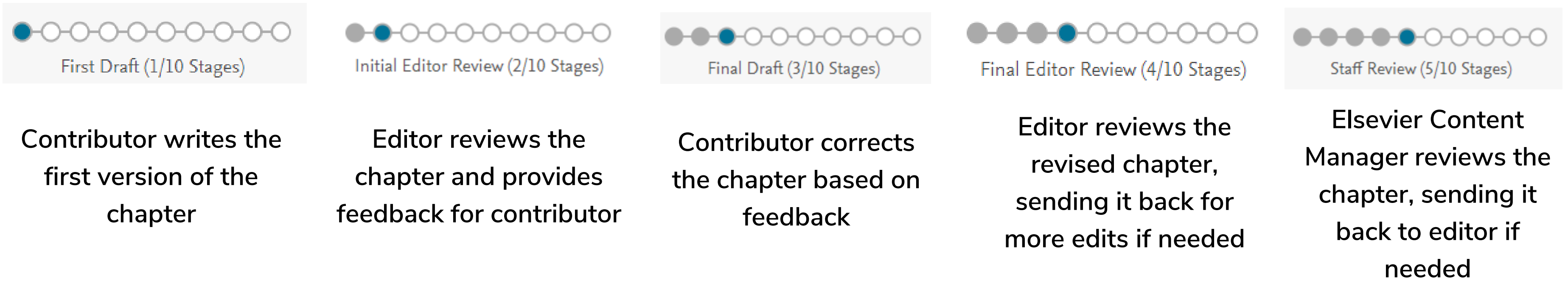- 🖾 Figure
- ƒ(x) Formula
- ≔ Numbered List
- ⊞ Table

Insert footnotes, tags, comments, references, and more using the bar at the top.

The Publishing Assistant will alert you when something's missing.

≡ Publishing Assistant

Publishing Assistant
- ⌄ Callouts — 1
- ⌄ Permissions — 2
- ⌄ Alternative Text — 2
- ⌄ Tags — 1
≡ Publishing Assistant
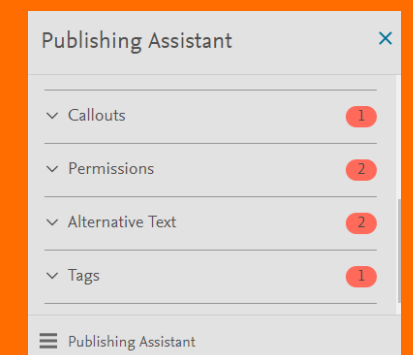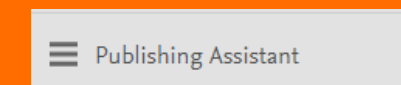
I've Finished My Chapter and Added Figures, References, and Tags. Now What?

First Draft (1/10 Stages)

Contributor writes the first version of the chapter

Initial Editor Review (2/10 Stages)

Editor reviews the chapter and provides feedback for contributor

Final Draft (3/10 Stages)

Contributor corrects the chapter based on feedback

Final Editor Review (4/10 Stages)

Editor reviews the revised chapter, sending it back for more edits if needed

Staff Review (5/10 Stages)

Elsevier Content Manager reviews the chapter, sending it back to editor if needed

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Add comments on specific sections

Comments ✕

Comments Chapter Notes

No comments added yet.

Tip: Add a comment by selecting a row and clicking "Add Comment" 💬 in the top toolbar
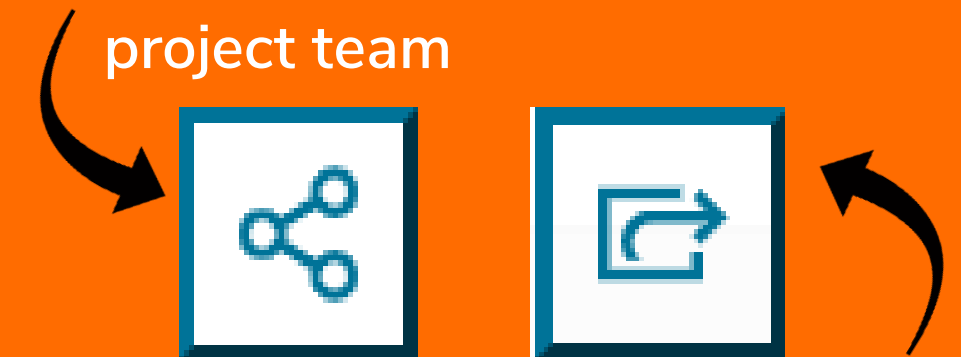
Add notes about an entire chapter

Comments ✕

Comments Chapter Notes

No notes added yet.

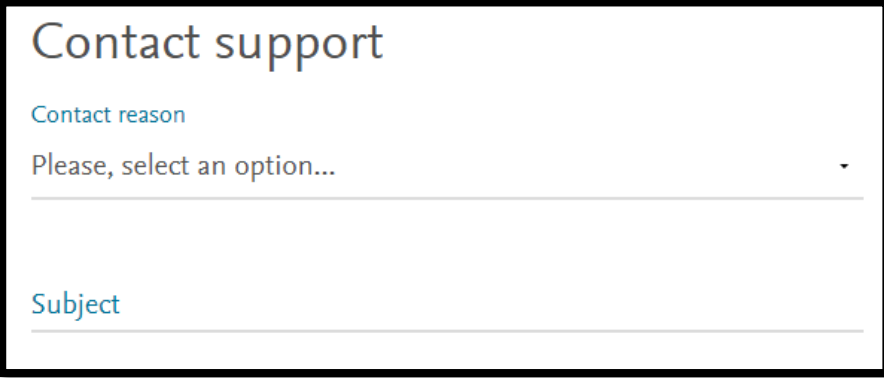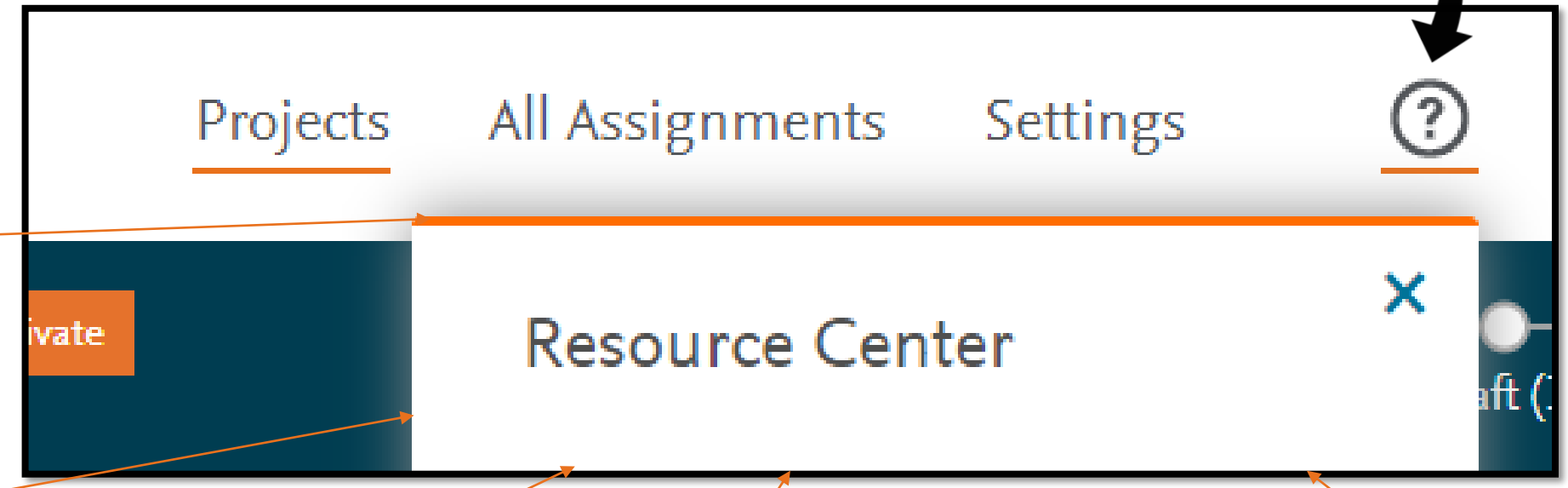Tip: Add a note by clicking "Add Note" above.

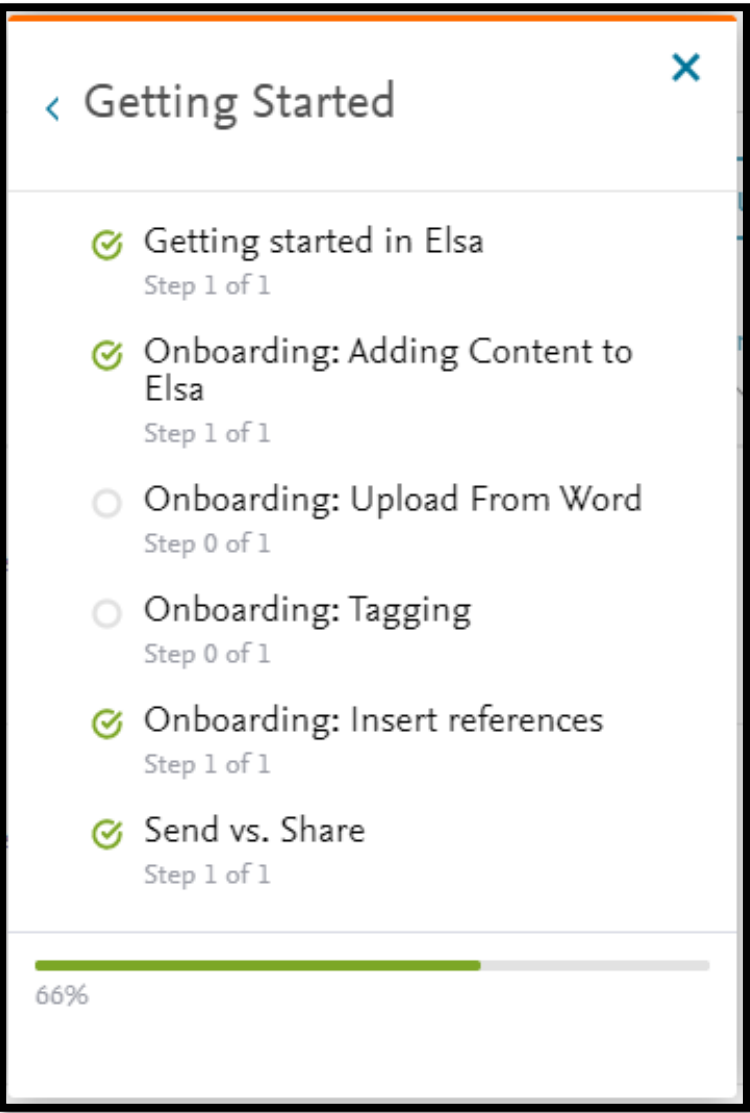**Share the most updated version of your work with your project team**

Send the chapter to the next workflow stage

Need some more help?
Check out our Resource Center!

Click on the ? symbol in the top right of Elsa

Projects   All Assignments   Settings   ?

Resource Center

Contact support

Contact reason

Please, select an option...

Subject

Support center: search FAQs and directly contact a support specialist

Announcements: what's new

Join our Elsa User Community

Connect with other Elsa users to share tips and ideas in our Elsa User Community via Slack. Click on the link below to join the community!

Join now ›

< **Getting Started**

✓ Getting started in Elsa
Step 1 of 1

✓ Onboarding: Adding Content to Elsa
Step 1 of 1

○ Onboarding: Upload From Word
Step 0 of 1

○ Onboarding: Tagging
Step 0 of 1

✓ Onboarding: Insert references
Step 1 of 1

✓ Send vs. Share
Step 1 of 1

66%

Getting started: step-by-step onboarding training

Webinars: watch past videos and sign up for future trainings

Elsa Author Training: Elsa for Monographs

Lisa Gervais

Jun 16 2020 | 34 mins

Play

Elsa Webinar: Monographs
Learn everything you need to know to work on a monograph project in Elsa

Hosted by Lisa Gervais
16 June 2020

In this 60 minute training led by Elsevier staff, we'll go through how editors/authors work on monograph titles use Elsa.

Guides: product walkthroughs

ELSA ONBOARDING

How to Add Figures

You can add JPG, PNG, and TIFF figure files directly to your chapter. Click the guide button below for instructions.

Go to guide
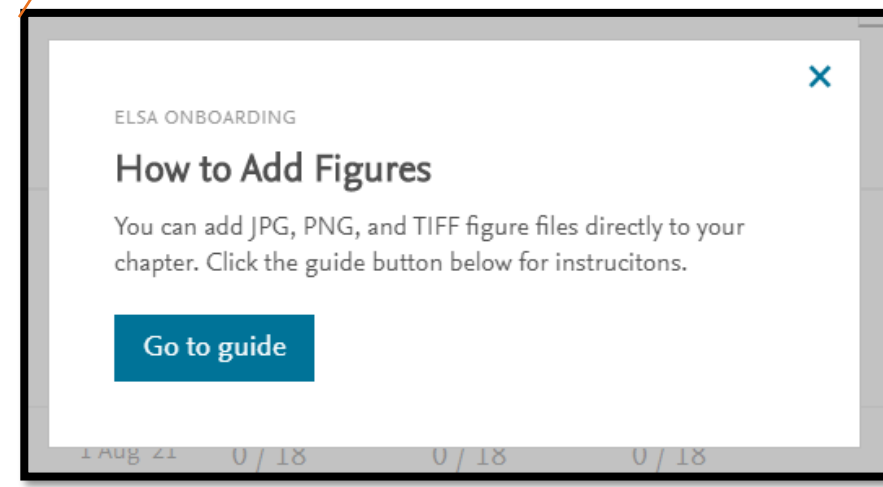
Whether you learn by reading articles, watching videos, or with one-on-one support, we've got you!