

Activating RevMan headings and adding text.

The screenshot displays the Review Manager 5.2 interface. On the left, a tree view shows the document structure with sections like 'Intervention review', 'Protocol information', 'Main text', 'Plain language summary', 'Background', 'Description of the condition', 'Description of the intervention', 'How the intervention might work', 'Why it is important to do this review', 'Objectives', 'Methods', 'Results', 'Discussion', 'Authors' conclusions', 'Acknowledgements', 'Contributions of authors', 'Declarations of interest', 'Differences between protocol and published notes', 'Tables', 'Studies and references', 'Data and analyses', 'Figures', 'Sources of support', 'Feedback', and 'Appendices'. A red circle highlights the 'Plain language summary' section in the tree view, with an arrow pointing to the 'Plain language summary' heading in the main text area.

The main text area shows the 'Template for MECIR' document. The 'Protocol information' section is expanded, showing 'Authors' (Anna Hobson¹), 'Contact person', 'Dates', 'What's new', and 'History'. Below this, the 'Abstract' section is expanded, showing 'Plain language summary' and 'Background'. The 'Background' section contains three paragraphs (C1, C2, C3) describing the review question, objectives, and adverse effects. Below this, the 'Description of the condition' section is expanded, showing a list of items to describe the condition or health issue. The 'Description of the intervention' section is also expanded, showing 'How the intervention might work', 'Why it is important to do this review', and 'Objectives'.

Two red callout boxes provide instructions:

- Click on the key symbol in the left hand viewing pane to see the list of headings and sub-headings.
- Click on the + symbol next to each heading (once clicked, it changes to a minus sign). Enter your text below the relevant headings.

To activate headings in RevMan: right click the greyed-out sub-heading, and select 'Activate Heading' in the drop down box.

