

WELCOME
TO TODAY'S WEBINAR



Webinar for Standard Drafters:
Editing & XML – Preparation of an XML file



Your webinar moderator

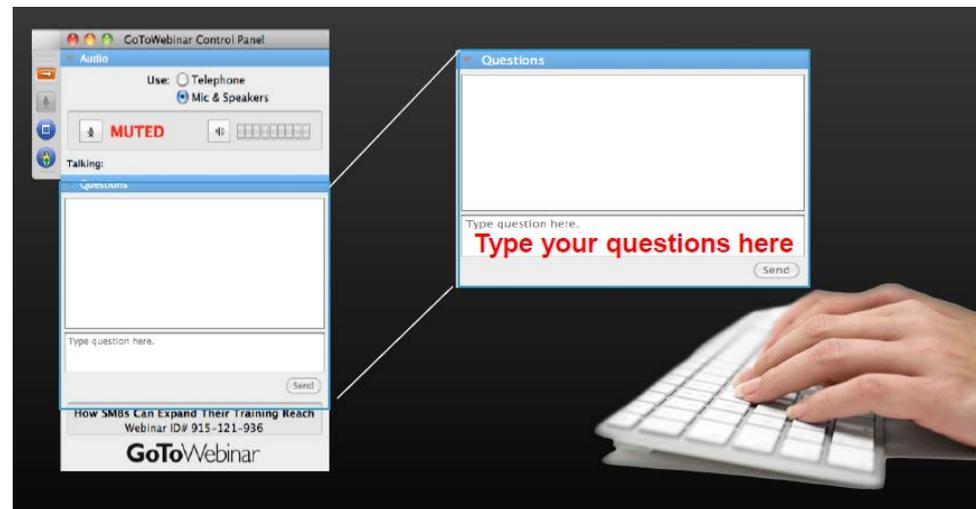


Els Somers
Project Manager
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Your speakers today



Amy Jayne CONLEY

Project Manager
Energy & Living

Standardization & Digital Solutions



Frédéric DUFOUR

Project Manager
Mobility

Standardization & Digital Solutions

To be discussed



- What is XML?
- Who is using it?
- Simple and standard templates & styling
- Common drafting points:
 - Figures
 - Tables
 - Formulae
- Special cases and exceptions
- Conversion to XML

Editing & XML – Preparation of an XML file



What is XML?
Who uses it?

What is XML? (1)



- Unicode-based extension...



- ...convertible into HTML



```
57 <title>European foreword</title>
58 <p>This document (<std><std-ref>prEN&#x00A0;9208:2019</std-ref></std>) has been prepared by the Aerospace and Defe
59 <p>After enquiries and votes carried out in accordance with the rules of this Association, this Standard has recei
60 <p>This document is currently submitted to the CEN Enquiry.</p>
61 </sec>
62 </front>
63 <body>
64 <sec id="sec_1" sec-type="scope">
65 <label>1</label><title>Scope</title>
66 <p>This document belongs to the documents going along with the <std><std-ref>EN&#x00A0;9200</std-ref></std> relati
67 <p>The aims of this document are as follows:</p>
68 <list list-type="bullet">
69 <list-item><label>&#x2014;</label><p>to specify/remind the concept of (Need) Technical Specification (N)TS;</p></li>
70 <list-item><label>&#x2014;</label><p>to define the principles and conditions for drawing up, approving, using and
71 <list-item><label>&#x2014;</label><p>to propose a template of (N)TS.</p></li></list>
72 <p>The template identifies topics and types of related requirements to be covered in a (N)TS without being complet
73 <p>The principle of drawing up a (N)TS applies to both tangible and intangible products (e.g. services).</p>
74 <p>The customer/supplier relationship addressed by these principles may also apply within a single organization. T
75 <p>This document implements and adapts to the context the <std><std-ref>EN&#x00A0;16271</std-ref></std> standard,
76 <p>This document is more explicit about certain aspects of the <std><std-ref>ISO/IEC/IEEE&#x00A0;29148</std-ref></
77 <p>The relationships existing between Functional Performance Specification (FPS) and (N)TS for expression of needs
78 </sec>
79 <sec id="sec_2" sec-type="norm-refs">
80 <label>2</label><title>Normative references</title>
81 <p>The following documents are referred to in the text in such a way that some or all of their content constitutes
82 <ref-list content-type="norm-refs">
83 <ref><std><std-ref>EN&#x00A0;9200</std-ref>, <title>Aerospace series - Programme management - Guidelines for proje
84 </ref-list>
85 </sec>
86 <sec id="sec_3" sec-type="terms">
87 <label>3</label><title>Terms and definitions</title>
88 <p>For the purposes of this document, the terms and definitions given in <std><std-ref>EN&#x00A0;9200</std-ref></std> and the following apply.</p>
89 <p>ISO and IEC maintain terminological databases for use in standardization at the following addresses: </p>
```

European foreword

This document (prEN 9208:2019) has been prepared by the Aerospace and Defence Industries Association of Europe - Standardization (ASD-STAN).

After enquiries and votes carried out in accordance with the rules of this Association, this Standard has received the approval of the National Associations and the Official Services of the member countries of ASD, prior to its presentation to CEN.

This document is currently submitted to the CEN Enquiry.

1 Scope

This document belongs to the documents going along with the EN 9200 relating to Project Management Specification.

The aims of this document are as follows:

- to specify/remind the concept of (Need) Technical Specification (N)TS;
- to define the principles and conditions for drawing up, approving, using and updating a (N)TS;
- to propose a template of (N)TS.

The template identifies topics and types of related requirements to be covered in a (N)TS without being completely exhaustive or mandatory. It should be analysed like a check-list and tailored according to the type of the product of interest, the context of the bodies involved and the contractual details.

The principle of drawing up a (N)TS applies to both tangible and intangible products (e.g. services).

The customer/supplier relationship addressed by these principles may also apply within a single organization. The concepts of customer and supplier are discussed in this document without distinction between internal or external relationship.

This document implements and adapts to the context the EN 16271 standard, in order to meet the specific needs of the aeronautical field and more generally the needs of other fields.

This document is more explicit about certain aspects of the ISO/IEC/IEEE 29148 document dedicated to requirements engineering, such as the responsibility for drawing up a (N)TS on a contractual basis and also the process of drawing it up within a programme (stages and milestones). It also supplements the technical specification framework proposed by ISO/IEC/IEEE 29148, in particular with requirements relating to safety of operation and result assurance.

The relationships existing between Functional Performance Specification (FPS) and (N)TS for expression of needs are given in Annex A.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 9200. Aerospace series - Programme management - Guidelines for project management specification

3 Terms and definitions

For the purposes of this document, the terms and definitions given in EN 9200 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:



What is XML? (2)



- Another deliverable/version we provide along with the PDF and Word files
- Allows standards to be read on many different electronic devices (tablets, smartphones, eReaders, laptops etc.)



Who uses XML?



- CEN & CENELEC members
 - Generate PDF files for more flexible viewing
 - National translations
- Translators
 - Preparation of translations prior to launch of Enquiry/Vote and Publication
- Distributed at national level
 - Along with Word and PDF files



Simple and Standard (STD) Templates

Simple and Standard (STD) Templates



- Easiest way to ensure high-quality XML:

Reference documents

Guidance documents

Forms and templates

Formatted Decisions

Profiles

BT Decisions

Home > Reference material > Forms and templates

Forms and templates

TECHNICAL BODY ORGANIZATION

TECHNICAL WORK

- > **Zip file with all forms and templates**
- > [Generic Annex ZA - French translation - German translation](#)
- > [Annex ZA under an Ecodesign Regulation - French translation - German translation](#)
- > [Annex ZA under an Energy Labelling Regulation - French translation - German translation](#)
- > [Annex ZA under EMC Directive](#)
- > [Annex ZA under the Medical Devices Directive - French translation - German translation](#)
- > [Annex ZA under the Medical Device Regulation and IVDR](#)
- > [Annex ZA under the Construction Products Regulation - French translation](#)
- > [Commenting Form](#)
- > [IPR - Patents Declaration form](#)
- > [Drafting A-deviations](#)
- > [Draft Standardization Request - BT Commenting form](#)
- > [Environmental checklist - Service standards](#)
- > [Environmental checklist - Testing standards](#)
- > [Exploitation Rights License Agreement](#)
- > [HAS Consultants - meeting attendance - Guide](#)
- > [HAS Consultants - meeting attendance Request form](#)
- > [New activity field proposal](#)
- > [Proposal for a new work item](#)
- > [STD Template - \(Standard template\) - Overview of the revised template](#)
- > [CEN Simple template for drafting standards - French translation](#)
- > [Transmission Notice](#)

TECHNICAL BODY ORGANIZATION

TECHNICAL WORK

- > [Commenting template](#)
- > [HAS Consultants - meeting attendance - Guide](#)
- > [HAS Consultants - meeting attendance - Request form](#)
- > [IPR- Exploitation Rights License Agreement](#)
- > [IPR - Attendance list](#)
- > [IPR - Patents declaration](#)
- > [IPR - WS exploitation](#)
- > [NWI form NEW!](#)
- > [New Field of Technical Activity](#)
- > [Standard template](#)
- > [SSO - Opinion on draft ENs](#)
- > [Transmission Notice](#)
- > [Vilamoura - Notification of a new national project](#)
- > [Vilamoura - Notification of a revision of a national standard](#)

Simple and Standard (STD) Templates



Today



CEN_Simple_template (1).docx

https://boss.cen.eu/formtemp/CEN_Simple_template.docx

Show in folder



Same for
CENELEC!



STD-Template (1).zip

<https://boss.cen.eu/formtemp/STD-Template.zip>

Show in folder



Download [CEN](#) – [CENELEC](#).



Simple and Standard (STD) Templates



The screenshot shows a Windows File Explorer window titled 'C:\Users\conamy\Downloads\STD-Template (1).zip'. The window is in 'Extract' mode. The left sidebar shows the navigation pane with 'This PC > Downloads > STD-Template (1).zip' selected. The main pane displays a table of files extracted from the zip file.

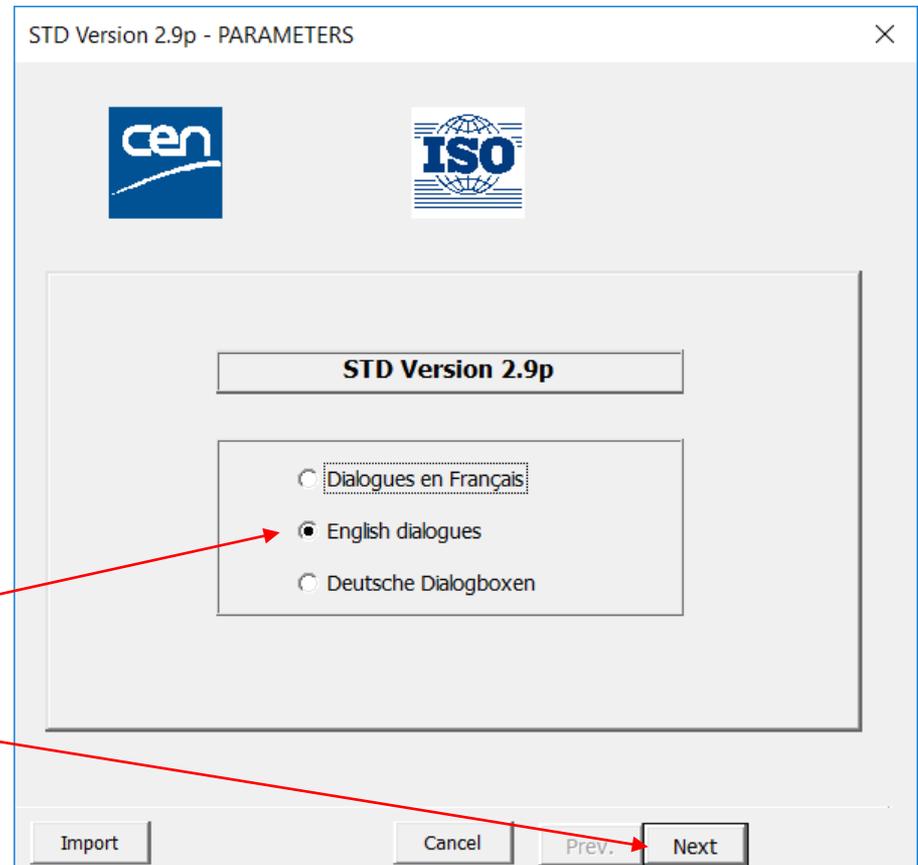
Name	Type	Compressed size	Password p...	Size	Ratio
STD templates installation procedu...	Adobe Acrobat Document	296 KB	No	322 KB	9%
STD.ini	Configuration settings	1 KB	No	1 KB	16%
std_DE.dotm	Microsoft Word Macro-En...	1.317 KB	No	1.338 KB	2%
std_EN_FR.dotm	Microsoft Word Macro-En...	1.317 KB	No	1.338 KB	2%

Standard (STD) template CEN



Open the 'EN/FR' template and click 'Enable macros'.

Click 'English Dialogues' and then 'Next'.



Standard (STD) template CEN



Fill in the information related to the document

Click 'Next'.

You'll then be asked to save your file!

STD Version 2.9p - STANDARDIZATION SYSTEM

CEN | Vienna Agreement | ISO

TC: [dropdown] TC Title: [text] TC Secretariat: [dropdown]

WI: [text] Document: [text] Part No.: [text] Month: [dropdown: May] Year: [text: 2019] Draft No.: [text]

Organization: [dropdown] Document type: [dropdown]

Stage: [dropdown] Doc. sub-type: [dropdown]

Mandate/Directive
 Endorsement
 Patent rights

Doc. language: [dropdown: E] STD Version 2.9p.0

Special character | Cancel | Prev. | Next

Standard (STD) template – Styling



Draft view shows all styling OR press (Ctrl+alt+N)

The screenshot displays the Microsoft Word interface in Draft view. The ribbon includes FILE, HOME, STD, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, and VIEW. The VIEW tab is active, showing options for Read Mode, Print Layout, Web Layout, and Draft. The Draft view is selected, and a red arrow points to it from the text on the left. The main document area shows the text: "This document (prEN 1234-5:2019) has been TC", the secretariat of which is held by AFNO" and "This document is currently submitted to the C". The Styles pane on the right shows a list of styles, with "Normal" selected. The document content includes sections for Foreword, Introduction, and Normative references.

EN_1234-5_(E)_tr.docx [Compatibility Mode] - Word

File Home STD Insert Design Layout References Mailings Review View Tell me Conley... Share

Clipboard Paste Font Paragraph

1 1 2 3 4 5 6 7

Foreword This document (prEN 1234-5:2019) has been TC", the secretariat of which is held by AFNO

Foreword This document is currently submitted to the C

Normal

Introduction **Introduction**

Normal This is the introduction to XML.

Normal Scope

Normal This document covers an example for styling

Normal Normative references

Styles pane:

AaBbCcDd	AaBbCcDd	Nationaler	1 AaBb	1.1 AaB
¶ Caption	¶ Emphasis	¶ Figure ti...	¶ Heading...	¶ Heading...
1.1.1 AaB	1.1.1.1 A	1.1.1.1.1	1.1.1.1.1.	1.1.1.1.1.
¶ Heading...	¶ Heading...	¶ Heading...	¶ Heading...	¶ Heading...
1.1.1.1.1.	1.1.1.1.1.	AaBbCcDd	AaBbCcD	AaBbCcD
¶ Heading...	¶ Heading...	¶ Normal	Strong	¶ Subtitle
AaBbCcDd	AaBbC	AaBbCcDd	AaBbCcDd	AaBbCcDd
¶ Table tit...	¶ Title	¶ No Spac...	Subtle Em...	Intense E...
AaBbCcDd	<u>AaBbCcDd</u>	AABBCcDI	AABBCcD	AaBbCcDd
Quote	Intense Q...	Subtle Ref...	Intense Re...	Book Title
AaBbCcDd				
¶ List Para...				
Create a style	Clear Formatting	Apply Styles...		

Standard (STD) template – Styling



- Select the style you want from the palette each time, or click on Format Painter...

The screenshot shows the Microsoft Word interface with the 'STD' tab selected on the ribbon. The document content includes:

Foreword
Foreword
Normal
Introduction
This is the introduction to XML.
Heading 1
1 Scope
Normal
This document covers an example for styling and drafting for XML.

An 'Apply Styles' dialog box is open, showing 'Heading 1' selected in the 'Style Name' dropdown. The dialog has 'Reapply', 'Modify...', and 'Aa' buttons, and a checked 'AutoComplete style names' option.

This close-up shows the 'FILE', 'HOME', and 'STD' tabs. The 'Format Painter' button is highlighted with a red arrow pointing from the text in the main screenshot.

This close-up shows the 'Apply Styles' dialog box with 'Formula' selected in the 'Style Name' dropdown. It includes 'Reapply', 'Modify...', and 'Aa' buttons, and a checked 'AutoComplete style names' option.

Simple Template CEN



CEN/TC XXX

Date: 20XX-XX

prEN XXXX:XXXX

Secretariat: XXX

European foreword

This document (prEN XXXX:XXXX) has been prepared by Technical Committee CEN/TC XXX "Title", the secretariat of which is held by XXX.

This document is currently submitted to the CEN Enquiry.

This document will supersede EN XXXX:XXXX.

In comparison with the previous edition, the following technical modifications have been made:

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

For relationship with EU Directive(s), see informative Annex ZA, which is an integral part of this document.

Introductory element — Main element — Complementary element

Einführendes Element — Haupt-Element — Ergänzendes Element

Élément introductif — Élément central — Élément

Heading 1

Body Text

Heading 1

Body Text

RefNorm

RefNorm

Body Text

Heading 1

Body Text

Body Text

List Bullet

List Bullet

Body Text

TermNum

Term(s)

Definition

1 Scope

Text of the scope.

on about related documents or other parts in a series as necessary, und on the CEN website.]

2 Normative references

The following documents are referred to in the text in constitutes requirements of this document. For dated undated references, the latest edition of the referenced do

EN XXXX-1:XXXX, *General title of series — Part X: Title of pe*

EN XXXX (all parts), *General title of the series*

[NOTE to the drafter: The Normative references clau references, add the following text below the clause titl document.]

3 Terms and definitions

For the purposes of this document, the following terms a given in... and the following apply.

ISO and IEC maintain terminological databases for use in :

- IEC Electropedia: available at <http://www.electroped>
- ISO Online browsing platform: available at <http://www>

[NOTE to the drafter: The Terms and definitions clau definitions, add the following text: "No terms and definitic

3.1

term

text of the definition

prEN XXXX:XXXX (E)

Introduction

Text of the introduction.

Identification of patent holders, if any.

Everything included + fully pre-styled



STD Template CENELEC



prEN-XXXX:YYYY(E)

prEN/TS/TR-Reference-Number-(if-available)::	α
Database-Work-Item-Number::	α
English-Title::	α
French-Title-(if-available)::	α
German-Title-(if-available)::	α

zzForeword	<p>• Foreword</p>
Normal	¶
Introduction	<p>• Introduction</p>
Normal	¶
Normal	¶
Heading 1	<p>• 1 → Scope</p>
Normal	¶
Heading 1	<p>• 2 → Normative references</p>
Normal	<p>The following referenced documents are indispensable for the application of references; only the edition cited applies. For undated references, the latest document (including any amendments) applies.</p>
RefNorm	EN ^a b-c:199x, <i>General title of series of parts</i> — Part c: <i>Title of part</i>
RefNorm	EN ^x yz: (all parts), <i>General title of the series of parts</i>
Normal	¶
Heading 1	<p>• 3 → Terms and definitions</p>
Normal	<p>For the purposes of this document, the following terms and definitions apply / the following apply.</p>

Heading 1	<p>• 4 → Heading-1</p>
Heading 2	<p>• 4.1 → Heading-2</p>
Heading 3	<p>• 4.1.1 → Heading-3</p>
Heading 4	<p>• 4.1.1.1 → Heading-4</p>
Heading 5	<p>• 4.1.1.1.1 → Heading-5</p>
Heading 6	<p>• 4.1.1.1.1.1 → Heading-6</p>
Normal	¶
Heading 1	<p>• 5 → Heading-1</p>
p2	5.1 → sub-clause-without-heading
p3	5.1.1 → sub-clause-without-heading
p4	5.1.1.1 → sub-clause-without-heading
List Number	a) → List-Number
List Number	b) → ¶
List Number 2	1) → List-Number-2
List Number 2	2) → ¶
List Number 3	i) List-Number-3
List Number 3	ii) → ¶
Normal	¶
Note	NOTE → ¶

Everything included + fully pre-styled



Simple and Standard (STD) Templates



- Transmission notice
- Word file
- PDF of word
- Figure files*
 - .eps (illustrator) or .tiff (photoshop)
 - Compression LZW
 - 600dpi
 - Size 100%
 - Even for figures in tables, keys...

Electronic Transmission Notice

All documents submitted to CCMC shall comply with the CEN-CENELEC Internal Regulations Part 3, "Rules for the structure and drafting of CEN-CENELEC Publications."

cen CENELEC

Reference Number :
Work Item Number :
Title :
Sending date :

With reference to the above, find in attachment, the electronic files appertaining to the following procedure:

Stage 20 60 (first working draft)
 COCOR Vote
 Enquiry
 Formal Vote 2nd Enquiry
 2nd FV
 Vote on Technical Specification
 Vote on Technical Report
 3 month UAP
 Publication Reference of decision to launch UAP (For CEN only):
 Corrigendum In case of decision to skip FV following FND, Reference of CEN/TC decision (For CEN only):

The text is sent in the following **ONE** Reference language version in PDF and revisable Word format:

English Reference version
 French Reference version
 German Reference version

COMMENTS:

FROM:
Name:
Technical Body:

*Figure files not obligatory for CENELEC.



Figures

Figures (1)



- Technical requirements – vital for XML
- .eps (illustrator) or .tiff (photoshop)
- Compression LZW
- 600dpi
- Size 100%

Name	Ext...	Size
001a.eps	eps	89.934
001b.eps	eps	87.882
002.eps	eps	125.876
003.eps	eps	11.281
004.eps	eps	31.285
004_1.eps	eps	2.932
005.eps	eps	21.685

Upload your figures
in a zip file and check
them before you
send them in!

cen CENELEC Projex-Online Contact FAQ Help
Last update: 2019-05-18 CCMC Staff Sign Out
My Projex-Online Simple Search Complex Search Image Quality Check

You are here: [Home](#)

Welcome to the CCMC online QualityCheck service for draft standards. The purpose is to guarantee the best possibly quality of European Standards. This service will check different aspects of the uploaded document in accordance with the quality requirements given in the [Drafting European Standards – Electronic preparation](#). At present, the following aspects are checked:

- Quality of Figure Files (Clause 3)
- Figures contained in the Word file (Clause 1.2)
- Shapes contained in the Word file

Whilst it is not forbidden to use Shapes (i.e. textboxes or drawings created in Word), we strongly recommend that they are not used.

Please save your draft standard and figures together in one zip file (figures can be in a separate folder to the Word document), and upload it to be checked online. The result will be sent via email to you shortly after with an excel file containing two sheets covering the first two points mentioned above. If any drawings/textboxes are found in the Word file, a third sheet will list them all.

The following contents are permitted in the zip folder:

- Draft standard, as a Word document
- Figure files, used in the draft. (Note that it is acceptable to have the figures in a separate folder)

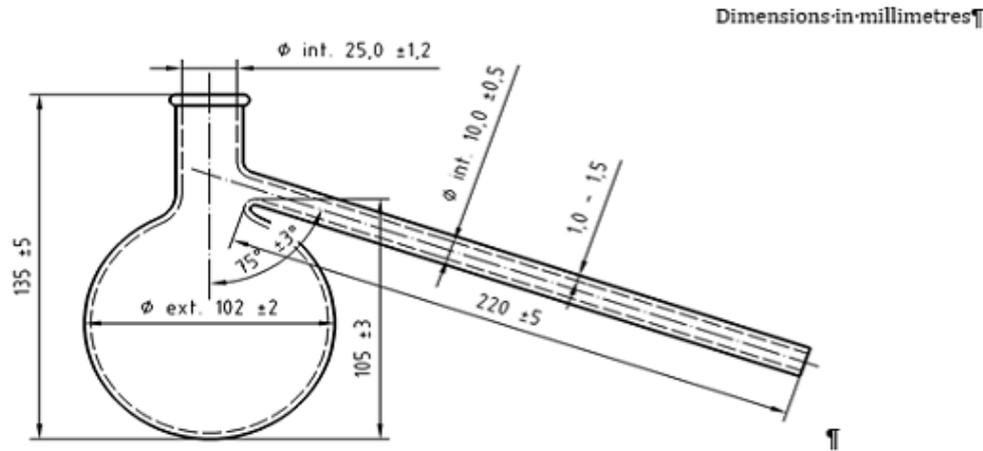
It is also acceptable to upload a Standard draft delivery package. In this case, the PDF file and the transmission notice (file named "Transmission_Notice_<WI Number>.doc(x)") will both be ignored.

No file selected

Figures (2a)



- Why do we need these rules?



Dimensions in millimetres

001 is missing!

Figure 1 — Distillation flask

Figures (2b)



- We can extract figures from PDF... BUT...

Poor Quality!

Distorted images likely!

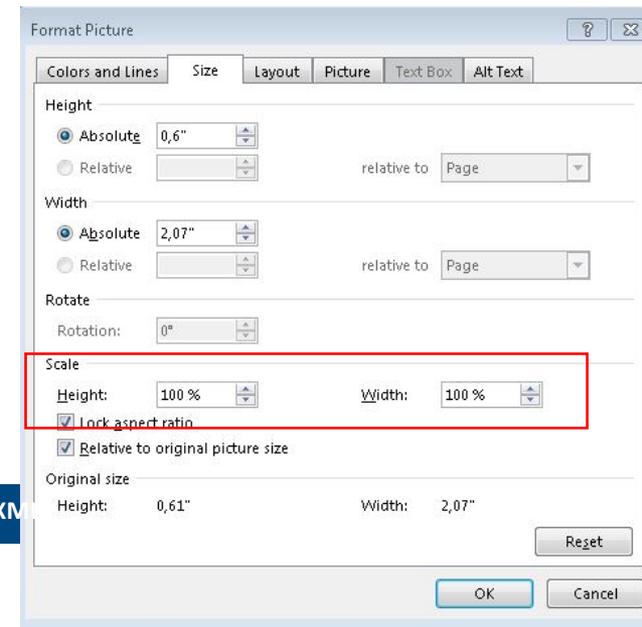
Reduced pixel count!

Reduced readability!

Figures (3)



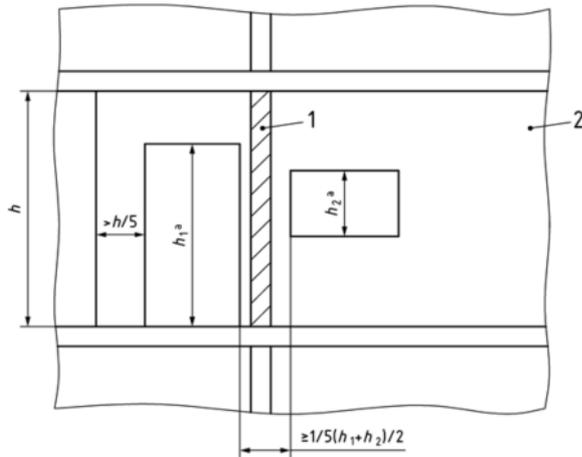
- Incorrect styling
 - Missing figures in HTML
 - Wrong rendering for the PDF → Not useful for members
- Insert figures into text
 - using the 'insert' function – no floating figures or figures in text boxes
- Don't resize in Word
 - resize the figure file itself



Figures (4)



- Text boxes/Autoshape – not allowed
 - Processing removes them
- Formatting



Key

1	stiffened wall
2	stiffening wall
A	door or window

Figure 7 — Minimum length of stiffening wall with openings

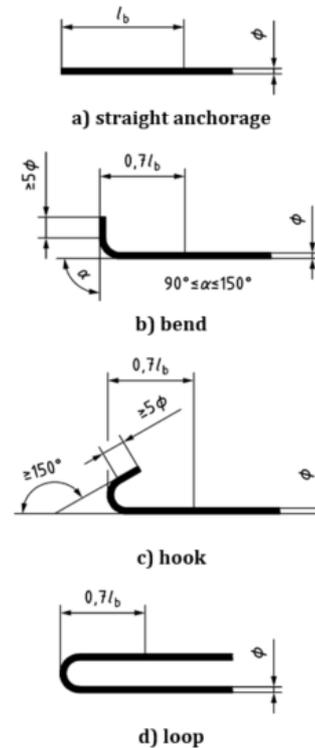


Figure 10 — Anchorage details



Figures (5)



- Large numbers of figures
 - Longer processing times
 - Increases the overall document size

- For further drafting guidance:
<https://www.cencenelec.eu/aboutus/ourservices/Training/webinarstdrafters/Pages/2017.aspx>



Tables

Tables (1)



- Simply drafted tables only
 - Merging cells causes problems:

Table 2¹ — Corrected fractionation temperature for various altitudes

Elevation above sea level m	Fractionation temperature for various altitudes °C				
192*	227*	263*	317*	362*	
191*	226*	261*	316*	361*	
190*	225*	260*	315*	360*	
189*	224*	259*	314*	359*	
189*	224*	258*	313*	358*	
188*	223*	258*	312*	357*	
187*	222*	257*	311*	356*	
186*	221*	256*	311*	355*	
186*	220*	255*	310*	354*	
185*	220*	254*	309*	353*	
184*	219*	254*	308*	352*	
184*	218*	253*	307*	351*	
183*	218*	252*	306*	350*	
182*	217*	251*	305*	349*	
182*	216*	250*	304*	349*	
181*	215*	250*	304*	348*	
180*	214*	249*	303*	347*	
180*	214*	248*	302*	346*	
179*	213*	248*	301*	345*	
192*	227*	263*	317*	362*	
191*	226*	261*	316*	361*	
190*	225*	260*	315*	360*	
189*	224*	259*	314*	359*	
189*	224*	258*	313*	358*	
188*	223*	258*	312*	357*	
187*	222*	257*	311*	356*	
192*	227*	263*	317*	362*	
191*	226*	261*	316*	361*	
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188*	223*	258*	312*	357*	
187*	222*	257*	311*	356*	
192*	227*	263*	317*	362*	
191*	226*	261*	316*	361*	
190*	225*	260*	315*	360*	
189*	224*	259*	314*	359*	
189*	224*	258*	313*	358*	
188*	223*	258*	312*	357*	
187*	222*	257*	311*	356*	

Table 2 — Corrected fractionation temperature for various altitudes

Elevation above sea level m	Fractionation temperature for various altitudes °C				
192	227	263	317	362	
191	226	261	316	361	
190	225	260	315	360	
189	224	259	314	359	
189	224	258	313	358	
188	223	258	312	357	
187	222	257	311	356	
186	221	256	311	355	
186	220	255	310	354	
185	220	254	309	353	
184	219	254	308	352	
184	218	253	307	351	
183	218	252	306	350	
182	217	251	305	349	
182	216	250	304	349	
181	215	250	304	348	
180	214	249	303	347	
180	214	248	302	346	
179	213	248	301	345	
180	214	249	303	347	
180	214	248	302	346	
179	213	248	301	345	
192	227	263	317	362	
191	226	261	316	361	
190	225	260	315	360	
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189	224	258	313	358	
188	223	258	312	357	
187	222	257	311	356	
188	223	258	312	357	
187	222	257	311	356	
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191	226	261	316	361	
190	225	260	315	360	
189	224	259	314	359	
189	224	258	313	358	
188	223	258	312	357	
187	222	257	311	356	
188	223	258	312	357	
187	222	257	311	356	
192	227	263	317	362	
191	226	261	316	361	
190	225	260	315	360	
189	224	259	314	359	
189	224	258	313	358	
188	223	258	312	357	
187	222	257	311	356	
188	223	258	312	357	
187	222	257	311	356	
192	227	263	317	362	
191	226	261	316	361	
190	225	260	315	360	
189	224	259	314	359	
189	224	258	313	358	
188	223	258	312	357	
187	222	257	311	356	

EN-13358:201

187*	222*	257*	311*	356*
192*	227*	263*	317*	362*
191*	226*	261*	316*	361*
190*	225*	260*	315*	360*
189*	224*	259*	314*	359*
189*	224*	258*	313*	358*
188*	223*	258*	312*	357*
187*	222*	257*	311*	356*
192*	227*	263*	317*	362*
191*	226*	261*	316*	361*

Tables (2)



- Complex tables also cause problems
 - Hide borders where possible
 - Try to avoid merging/splitting cells for layout

Data1	Data4
Data2	Data5
Data3	Data6

Avoid

	Data4
Data1	Data5
Data2	
Data3	Data6

OK!

Tables (3)



- Using the 'hide borders' feature can remove issues with layout:

Library	Constructional detail	Description												
		<p>Rolled or extruded products subjected to normal stresses:</p> <ol style="list-style-type: none"> plates and flats with as rolled edges; rolled sections with as rolled edges; seamless hollow sections, either rectangular or circular. 												
		<p>Tables containing text and figures</p> <p>Tables can contain images, as shown in the example below. In this case, the figures are not inserted as, e.g. "Figure 1", but separate figure files will have to be provided in the drawing (in .tif or .eps format) for any images.</p> <p>Table 10.1 — Plain members free from welding</p> <table border="1"> <thead> <tr> <th>Constructional detail</th> <th>Description</th> <th>Requirements</th> </tr> </thead> <tbody> <tr> <td> </td> <td> <p>Rolled or extruded products subjected to normal stresses:</p> <ol style="list-style-type: none"> plates and flats with as rolled edges; rolled sections with as rolled edges; seamless hollow sections, either rectangular or circular. </td> <td> <ol style="list-style-type: none"> ①, ②, ③: Defects, sharp edges and rolling flaws should be removed by grinding until a smooth transition is achieved with mean surface roughness in the order of mill scale ($R_a \leq 200 \mu$) <p>Repair by welding not allowed, requiring full technical delivery conditions:</p> <ol style="list-style-type: none"> ①: Class A3 acc. to EN 10163-2. ②: Class D3 acc. to EN 10163-3. ③: Option 1.5 acc. to EN 10210-1 or EN 10210-2. </td> </tr> <tr> <td> </td> <td></td> <td> <ol style="list-style-type: none"> ①, ②, ③: Defects, sharp edges and rolling flaws should be removed by grinding until a smooth transition is achieved. <p>Repair by welding should be followed by grinding until a smooth transition is achieved.</p> </td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> </tbody> </table>	Constructional detail	Description	Requirements		<p>Rolled or extruded products subjected to normal stresses:</p> <ol style="list-style-type: none"> plates and flats with as rolled edges; rolled sections with as rolled edges; seamless hollow sections, either rectangular or circular. 	<ol style="list-style-type: none"> ①, ②, ③: Defects, sharp edges and rolling flaws should be removed by grinding until a smooth transition is achieved with mean surface roughness in the order of mill scale ($R_a \leq 200 \mu$) <p>Repair by welding not allowed, requiring full technical delivery conditions:</p> <ol style="list-style-type: none"> ①: Class A3 acc. to EN 10163-2. ②: Class D3 acc. to EN 10163-3. ③: Option 1.5 acc. to EN 10210-1 or EN 10210-2. 			<ol style="list-style-type: none"> ①, ②, ③: Defects, sharp edges and rolling flaws should be removed by grinding until a smooth transition is achieved. <p>Repair by welding should be followed by grinding until a smooth transition is achieved.</p>			
Constructional detail	Description	Requirements												
	<p>Rolled or extruded products subjected to normal stresses:</p> <ol style="list-style-type: none"> plates and flats with as rolled edges; rolled sections with as rolled edges; seamless hollow sections, either rectangular or circular. 	<ol style="list-style-type: none"> ①, ②, ③: Defects, sharp edges and rolling flaws should be removed by grinding until a smooth transition is achieved with mean surface roughness in the order of mill scale ($R_a \leq 200 \mu$) <p>Repair by welding not allowed, requiring full technical delivery conditions:</p> <ol style="list-style-type: none"> ①: Class A3 acc. to EN 10163-2. ②: Class D3 acc. to EN 10163-3. ③: Option 1.5 acc. to EN 10210-1 or EN 10210-2. 												
		<ol style="list-style-type: none"> ①, ②, ③: Defects, sharp edges and rolling flaws should be removed by grinding until a smooth transition is achieved. <p>Repair by welding should be followed by grinding until a smooth transition is achieved.</p>												

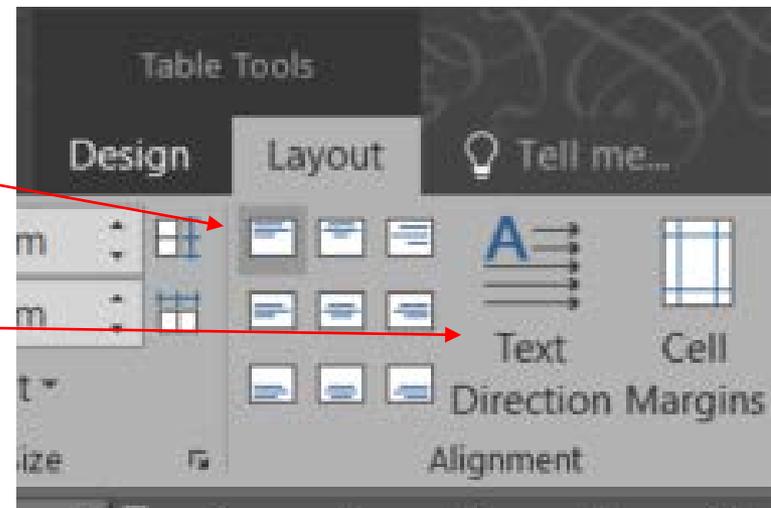
Tables (4)



- Layout
 - Don't use tabs for layout
 - Use the layout options in word:

Left, centre and right justifications

Use 'Text direction' for lengthy table header descriptions



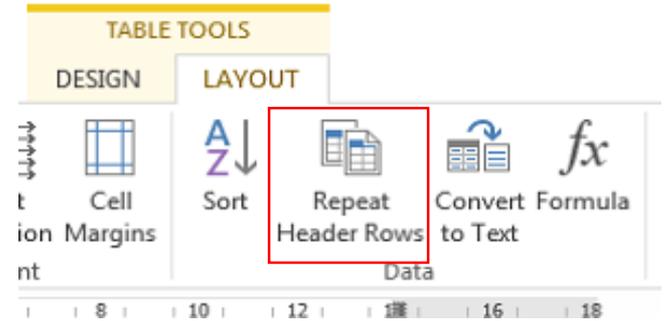
Tables (5)



- Split tables
 - Table longer than one page? Repeat header rows!

Table 2¹—Corrected fractionation temperature for various altitudes¹

Elevation above sea level, m	Fractionation temperature for various altitudes ¹ , °C				
192	227	263	317	362	
191	226	261	316	361	
190	225	260	315	360	
189	224	259	314	359	
185	220	254	309	353	
184	219	254	308	352	
184	218	253	307	351	
183	218	252	306	350	
182	217	251	305	349	
182	216	250	304	349	
181	215	250	304	348	



T

Elevation above sea level, m	Fractionation temperature for various altitudes ¹ , °C				
180	214	249	303	347	
180	214	248	302	346	
179	213	248	301	345	
188	223	258	312	357	
187	222	257	311	356	
192	227	263	317	362	
187	217	257	311	356	



Tables (6)



- Nested tables

257	311	356		
263	317	362		
257	311	More information	A	B
			C	D

- Black/coloured backgrounds with white text

Table 2 — Corrected fractionation temperature for various altitudes

EN-1234:2019(E)

Table 2 — Corrected fractionation temperature for various altitudes

Elevation above sea level m	Fractionation temperature for various altitudes °C			
192	227	263	317	362
191	226	261	316	361
190	225	260	315	360

Elevation above sea level m	Fractionation temperature for various altitudes °C			
192	227	263	317	362
191	226	261	316	361



Tables (7)



- Autonumbering
 - Applicable also for figures – avoid!
 - XML Processing → Flat plain text for titles
- Tables as figures
 - Tables need to be editable:
 - Translators
 - CEN/CENELEC Editors
- Too many tables
 - Numbered tables
 - Layout of text, formulae and figures



References in text

References in text (1)



- Please be aware that the references contained in Clause 2 and in the final Bibliography will be "tagged" ...

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

[EN 12663-1:2010+A1:2014](#), *Railway applications — Structural requirements of railway vehicle bodies — Part 1: Locomotives and passenger rolling stock (and alternative method for freight wagons)*

[EN 13032-1:2004+A1:2012](#), *Light and lighting — Measurement and presentation of photometric data of lamps and luminaires — Part 1: Measurement and file format*

- ... just like in the text itself:

4.7 Electronic equipment

4.7.1 Hardware

Electronic equipment shall be designed to conform to the requirements of [EN 50155](#) and [EN 50121-3-2](#).

- So...

References in text (2)



- Please be careful your references are correct:

4.1.3 Track level access

If required in the technical specification, means shall be provided to ensure access and egress to and from the track level for staff on dedicated doors. Details need to be clarified in the technical specification as far as not defined in **WI 025352**.

- **No** references to Work Items!

4.2.1.5 Ability to withstand vibration and shock

The entrance system shall be designed to withstand the load cases as defined for vibrations and shocks as defined for equipment attachments in **TS 2063**. When required in the technical specification vibration and shock testing of mechanical components shall be carried out in accordance with **TR 2054**. The acceptance criteria for such test shall be defined in the technical specification.

- **No** wrong references to Technical Reports or Technical Specifications as "TR XXX" or "TS XXX"!



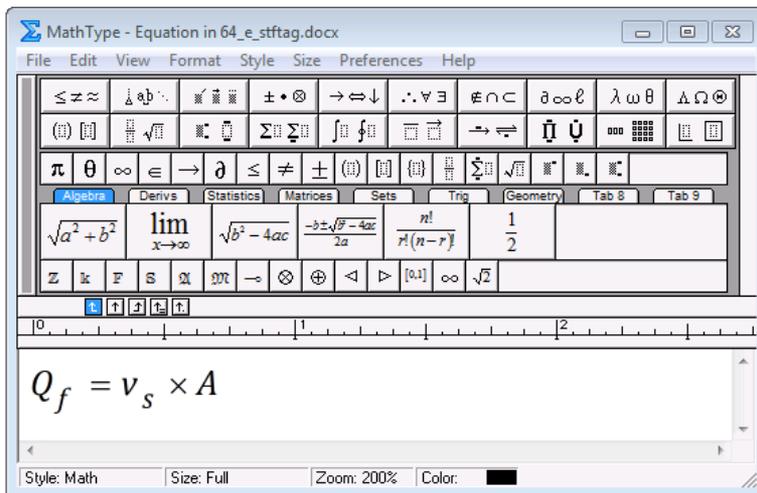
Formulae

Formulae (1)

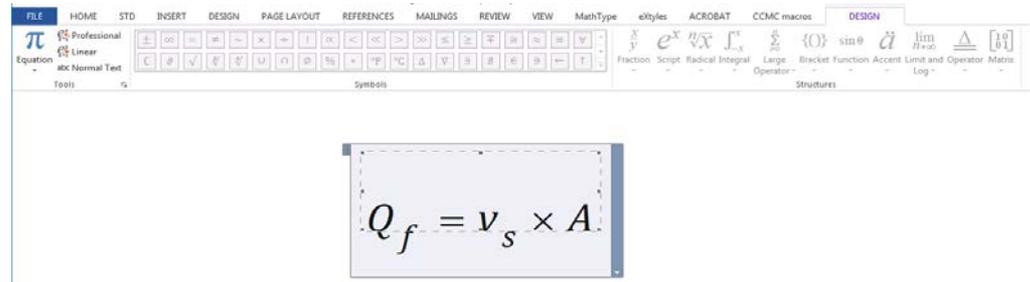
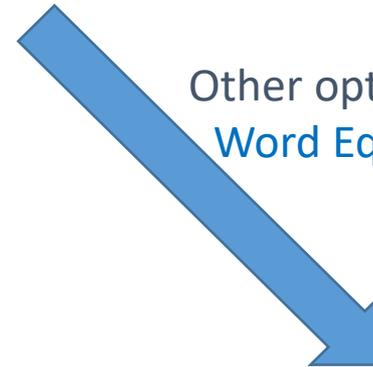


Create your formula:

Recommended option:
With the **Math Type** tool



Other option: With the
Word Equations tool



Formulae (2)



Do **not** provide these as **figure files**!

Not convertible!
Not processable!
Not changeable!

$Q_f = v_s \times$

Otherwise conversion into xml will not be possible!

Formulae (3)



Style your formulae as... "Formula"!

C.4.3.3 Modelling the phenomenon

$$Q_f = v_s \times A$$

(C.10)

Then v_s can be calculated as:

$$Q_f = v_s \times A$$

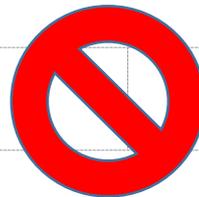
(C.10)

But... do **not** style your formulae **in tables**!

C.4.3.3 Modelling the phenomenon

$$Q_f = v_s \times A$$

(C.10)



Then v_s can be calculated as:



Conversion to an XML file and HTML format

Conversion into an xml file (1)



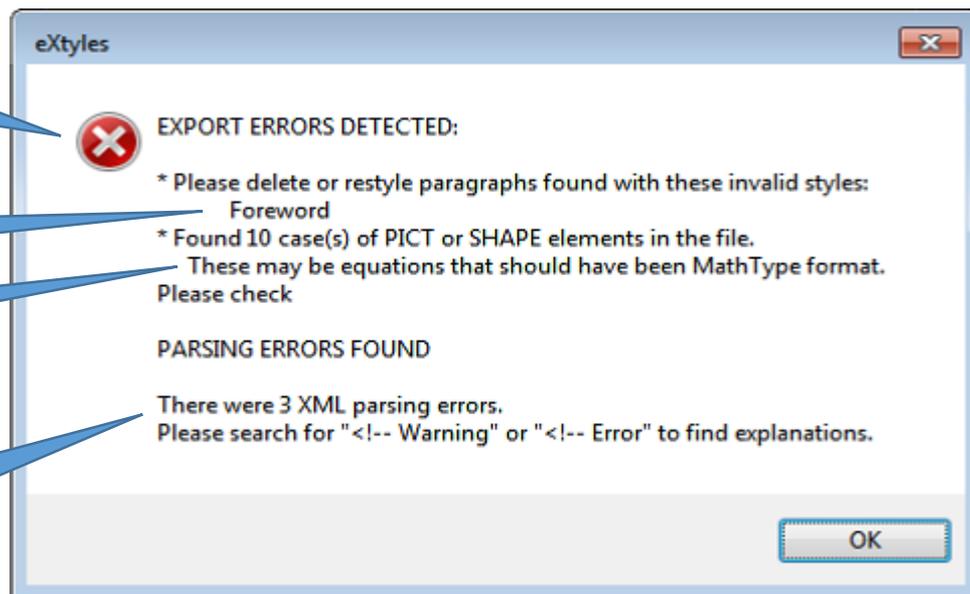
- Once the Word version of the document is edited, we at CCMC convert it in xml...
- Except that certain conversion problems may occur...

Dear Mr CCMC Editor, in order to convert this Word file in xml, please sort this out:

The style "Foreword" does not exist

Certain formulae were not properly converted;

And you know what? There are three additional styling inconsistencies!



Conversion into an xml file (2)



- Okay – it is sorted now.
- And.. now it is working!

Heading 1	1 Scope	231	</front>
Body Text	This document applies to passenger body side entrance systems of all newly designed railway vehicles such as tram, metro, suburban, mainline and high-speed trains that carry passengers. The requirements of this document also apply to existing vehicles undergoing refurbishment of the door equipment, as far as it is reasonably practicable.	232	<body>
Body Text	This document also specifies the requirements for testing of entrance systems.	233	<sec id="sec_1" sec-type="scope">
Body Text	This document makes reference to manual and power operated entrance systems. For manual doors, clauses referring to power operation are not applicable.	234	<label>1</label><title>Scope</title>
Body Text	This document does not apply to the following:	235	<p>This document applies to passenger body side entrance systems of all newly designed railway vehicles such
List Continue 1	— entrance systems for equipment access, inspection or maintenance purposes and for crew only use;	236	<p>This document also specifies the requirements for testing of entrance systems.</p>
List Continue 1	— doors on freight wagons; and	237	<p>This document makes reference to manual and power operated entrance systems. For manual doors, clauses re
List Continue 1	— doors or hatches specifically provided for escape under emergency conditions.	238	<p>This document does not apply to the following:</p>
Heading 1	2 Normative references	239	<list list-type="bullet">
Body Text	The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.	240	<list-item><label>#x2014;</label><p>entrance systems for equipment access, inspection or maintenance purpos
RefNorm	<std>EN 12663-1:2010+A1:2014, Railway applications — Structural requirements of railway vehicle bodies — Part 1: Locomotives and passenger rolling stock (and alternative method for freight wagons)</std>	241	<list-item><label>#x2014;</label><p>doors on freight wagons; and</p></list-item>
RefNorm	<std>EN 13032-1:2004+A1:2012, Light and lighting — Measurement and presentation of photometric data of lamps and luminaires — Part 1: Measurement and file format</std>	242	<list-item><label>#x2014;</label><p>doors or hatches specifically provided for escape under emergency condi
RefNorm	<std>EN 13272:2012, Railway applications — Electrical lighting for rolling stock in public transport systems</std>	243	</sec>
Heading 1	3 Terms and definitions	244	<sec id="sec_2" sec-type="norm-refs">
Body Text	For the purposes of this document, the following terms and definitions apply.	245	<label>2</label><title>Normative references</title>
Body Text	ISO and IEC maintain terminological databases for use in standardization at the following addresses:	246	<p>The following documents are referred to in the text in such a way that some or all of their content const
List Continue 1	• IEC Electropedia: available at http://www.electropedia.org/	247	<ref-list content-type="norm-refs">
List Continue 1	• ISO Online browsing platform: available at http://www.iso.org/obp	248	<ref><std><std-ref>EN#x00A0;12663#x2011;1:2010+A1:2014</std-ref>, <title>Railway applications#x00A0;#x2014
TermNum	3.1	249	<ref><std><std-ref>EN#x00A0;13032#x2011;1:2004+A1:2012</std-ref>, <title>Light and lighting#x00A0;#x2014
Term(s)	access device	250	<ref><std><std-ref>EN#x00A0;13272:2012</std-ref>, <title>Railway applications#x00A0;#x2014; Electrical li
Definition	operating element used to unlock a locked door in order to allow for door opening from outside when the door is not available for normal operation	251	</ref-list>
		252	</sec>
		253	<sec id="sec_3" sec-type="terms">
		254	<label>3</label><title>Terms and definitions</title>
		255	<p>For the purposes of this document, the following terms and definitions apply.</p>
		256	<p>ISO and IEC maintain terminological databases for use in standardization at the following addresses:</p>
		257	<list list-type="bullet">
		258	<list-item><label>#x2022;</label><p>IEC Electropedia: available at <uri> http://www.electropedia.org/ </uri></p>
		259	<list-item><label>#x2022;</label><p>ISO Online browsing platform: available at <uri> http://www.iso.org/obp </p>
		260	<term-sec id="sec_3.1"><label>3.1</label>
		261	<tbx:termEntry id="term_3.1">
		262	<tbx:langSet xml:lang="en">
		263	<tbx:definition>operating element used to unlock a locked door in order to allow for door opening from outsi



Conversion into an html format (1)



- Before we at CCMC process a deliverable, we always make sure xml files can be converted into html pages...

1 Scope

This document applies to passenger body side entrance systems of all newly designed railway vehicles such as tram, metro, suburban, mainline and high-speed trains that carry passengers. The requirements of this document also apply to existing vehicles undergoing refurbishment of the door equipment, as far as it is reasonably practicable.

This document also specifies the requirements for testing of entrance systems.

This document makes reference to manual and power operated entrance systems. For manual doors, clauses referring to power operation are not applicable.

This document does not apply to the following:

- entrance systems for equipment access, inspection or maintenance purposes and for crew only use;
- doors on freight wagons; and
- doors or hatches specifically provided for escape under emergency conditions.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 12663-1:2010+A1:2014, *Railway applications — Structural requirements of railway vehicle bodies — Part 1: Locomotives and passenger rolling stock (and alternative method for freight wagons)*

EN 13032-1:2004+A1:2012, *Light and lighting — Measurement and presentation of photometric data of lamps and luminaires — Part 1: Measurement and file format*

EN 13272:2012, *Railway applications — Electrical lighting for rolling stock in public transport systems*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

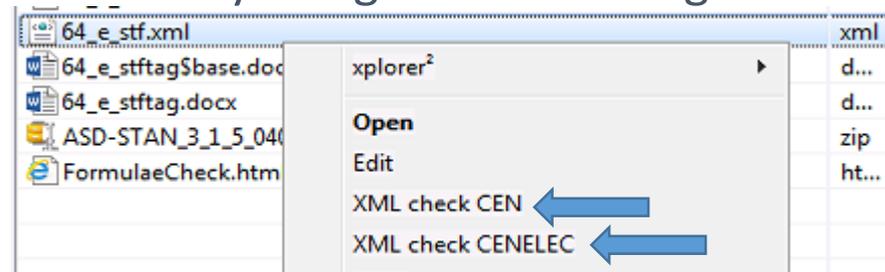
- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

3.1

access device

operating element used to unlock a locked door in order to allow for door opening from outside when the door is not available for normal operation

- ... by using our converting tool



- ... and then by checking the html versions



Conversion into an html format (2)



- When we generate the html version, certain additional inconsistencies will be pointed out in an electronic report...

Hello, Mr CCMC Editor!

Schematron validation result

Type	Error number	Error message	Location
error	SEC_8	Hanging paragraph is found before 4.1.1.1 or it is badly styled (wrong structure).	/standard[1]/body[1]/sec[4]/sec[1]/sec[1]/sec[1]

Oh-oh...
There is an error -

a hanging paragraph...

before Subclause 4.1.1.1...

(unless there is a mistake regarding the styling of the following subclauses);...

so, Mr CCMC Editor, please correct in the Word file what needs to be corrected in Subclause 4.1.1.1 and then regenerate the xml and html files!

- Any problem regarding the conversion of formulae will be pointed in a formula report:

Dear Mr CCMC Editor, please have a look at the formulae in D.2.1 and D.2.2, and to the 66th formula – these may not be properly converted on the html version.

And by the way, please have a look at the formula in C.4.2.2.1 as well, as it may go missing and/or not appear properly in the html version.

MathML(Mathtype) equation checking result

Font check : the following files contain wrong fonts:

mml_m48(D.2.1) mml_m49(D.2.2) mml_m66()

WARNING: missing EPS file(s):

inline (C.4.2.2.1)



Deliverables not currently available

Deliverables currently not available in XML



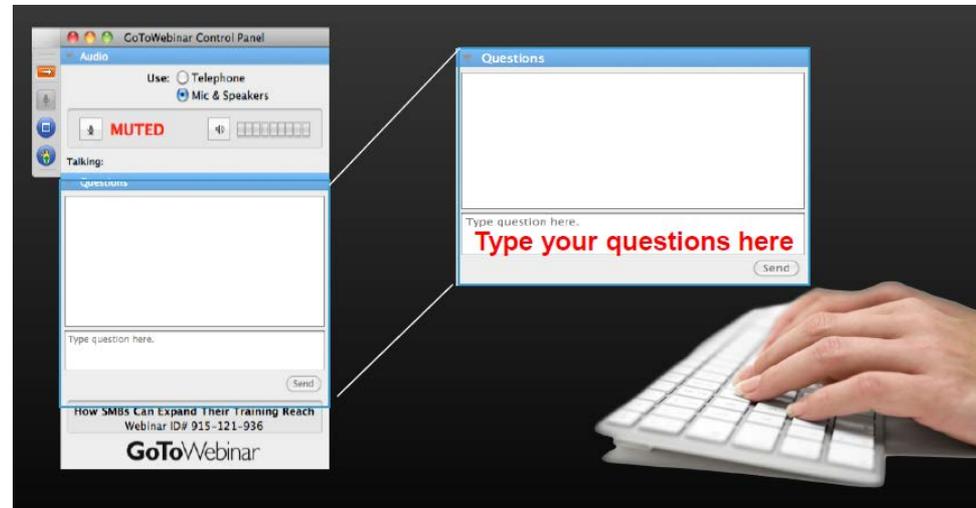
- Certain CWAs, when not drafted with the simple template
- //IEC deliverables
- // ISO CDVs and FDIS
- Amendments and corrigenda to Pubs where the mother std was not prepared in XML
- Trilingual deliverables



Question time



Use the Q&A panel to submit your questions



THANK YOU
FOR YOUR PARTICIPATION



Webinar for Standard Drafters: Editing & XML – Preparation of an XML file

Next webinars:

10-10 webinar on 11th of June:

[Public access to documents and communications exchanged with the EU institutions](#)

Webinar for Standard drafters: dates to be confirmed!

- Series of webinars on Drafting Rules
- New Internal Regulations Part 3

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