



European Standardization Organizations

Webinar for Standard Drafters

Drafting for XML: XML-friendly tables

*We start at
10:00 CEST*

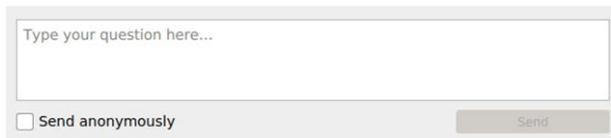
Your webinar moderator



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Your speakers today



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To be discussed...

- ▶ Tables: Background & Use
- ▶ Importance of good-quality tables
- ▶ Drafting and Styling Basics
- ▶ Do's and Don'ts of Drafting
- ▶ Other uses
- ▶ Internal Regulations Part 3: Tables rules
- ▶ Recap & Questions

Tables: Background and Use

Tables: Background & Use

- ▶ Show content in a simplified/more concise way (Cl. 29, IR-3)
 - ▶ numerical data
 - ▶ data from testing

Dimensions in millimetres			
Type	Length	Inside diameter	Outside diameter
	l_1^a	d_1	
	l_2	$d_2^{b\ c}$	
A paragraph containing a requirement. NOTE 1 Table note. NOTE 2 Table note. ^a Table footnote. ^b Table footnote. ^c Table footnote.			

- ▶ Simple to use, but can cause problems
 - ▶ Make the document larger → more prone to XML errors
 - ▶ Complex tables → more prone to parsing errors

Importance of Good-Quality Tables

What can go wrong?

- Corrupted tables in Word
- Editing delays
- Possible errors – introduced while correcting layout
- Problems for members creating pdf from xml

Drafting and Styling Basics

Drafting and Styling basics

► Main styles:

- Table header → used for the header row of a table (first 1-2 rows)
- Table body → used for the main body of the table

NOTE Styles for tables don't appear in the draft view style pane. Use the styling palette to access styles and ensure correct and successful application.

Table title	TOY 4.2.3	
	Ref	
	1	

Style inspector shows styles not visible in style pane



Styles

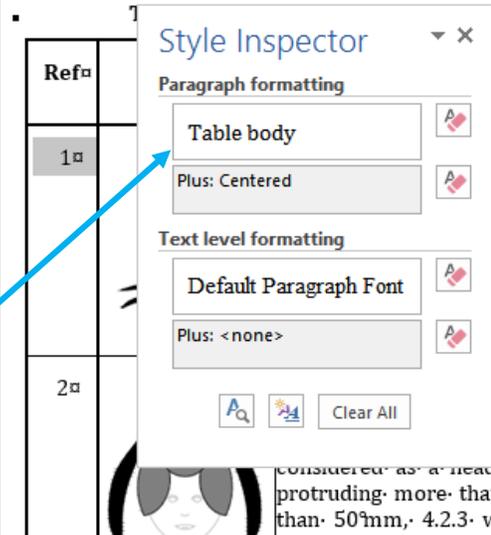
- Clear All
- a2
- a3
- a4
- a5
- a6
- ANNEX
- ANNEX + Not Bold
- ANNEXN
- ANNEXZ
- ANNEXZ + Not Bold
- ANNEXZZ
- au_base
- au_collab
- au_deg
- au_fname
- au_member
- au_prefix

Options...

the surface of the toy, are regarded as present in therefore been considered as such.

The categories of toys covered by 4.2.5 are those incorporate several features e.g. hair, each part particular part of the toy.

As it is impossible to describe all types of toy assessments, Table A.1 is a list of (non-exhaustive to 4.2.5 and is based upon CEN/TR 15371-1:2017



Style Inspector

Paragraph formatting

- Table body
- Plus: Centered

Text level formatting

- Default Paragraph Font
- Plus: <none>

Clear All

Drafting and styling basics

Table Title

Table 1 — Classification of tubings and hoses

Table Header
(First row only)

Class	Maximum working pressure bar	Minimum ambient temperature °C
1 (tubing)	0,2	-20
2 (hose)	10	-30
3 (hose)	30	

Table body
Table body (-)

Hidden border
(not split/merged cell)

Drafting and Styling basics

- ▶ Less common styles
 - ▶ Table footer/note
 - ▶ Dimension 100



Dimensions in millimetres			
Type	Length	Inside diameter	Outside diameter

Table footer note

Table 1^a — Classification of tubings and hoses

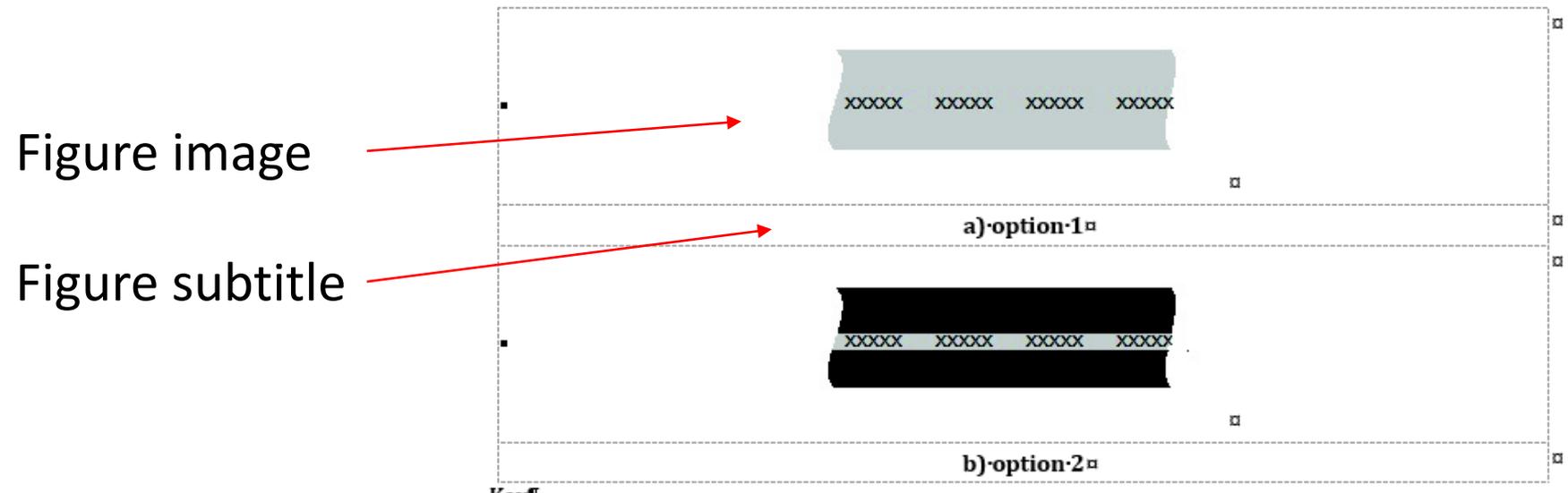
Class	Maximum working pressure bar	Minimum ambient temperature °C
1·(tubing) ^a	0,2	-20
2·(hose)	10	-30
3·(hose)	30	
NOTE Hoses can be used inside or outside.		
^a tubing is any length.		

If the callout in the table is superscript, the corresponding footnote callout has to be superscript too

Table footer

Drafting and Styling basics

- ▶ Figures in table arrays
 - ▶ Figure image + figure subtitle



Drafting and Styling basics

- ▶ Table arrays for list content
 - ▶ Table body for all rows

Table body



a) the manufacturer's name and/or identification symbol	in bold letters;
b) the trade name of the appliance	directly under the manufacturer's name and identification symbols;
c) the serial number	consisting of 12 numbers and letters, mixed.

Do's and Don'ts of drafting Tables

Do's and Don'ts...

- ▶ In table titles use EmDash “—” to separate the designation number and title

**Table 10.3 — Welded built-up sections and longitudinal welds
and not**

Table 10.3: Welded built-up sections and longitudinal welds

- ▶ Table titles always precede the table
 - No text in between title and table EXCEPT dimensions

Table 3 — Dimension of type 2 test specimens

Dimensions in millimetres

D_n or a_n	b	min. b_1	L_0	L	r
$20 \leq D_n < 50$	$a_n + \frac{D_n}{10}$	$b + 10$	80	≥ 120	60

Do's and Don'ts...

- ▶ No splitting or sub-dividing tables!

- Table spanning more than one page?

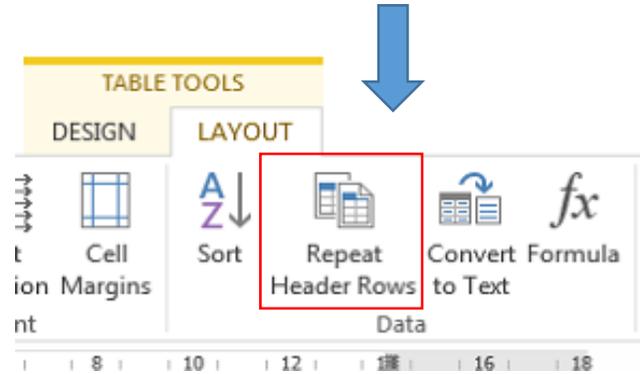


Table 2^a—Corrected fractionation temperature for various altitudes^b

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

- ▶ Check styling!

- Header rows style as "Table header"

- ▶ Table title does not need to be repeated

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

Do's and Don'ts...

- ▶ Avoid mixing merged & unmerged cells, malformed rows

Avoid

Data1	Data4
Data2	Data5
Data3	Data6

OK!

	Data4
Data1	Data5
Data2	
Data3	Data6

Create rows and hide border lines

- ▶ If necessary to merge rows/columns, do so at the end of the drafting process

Do's and Don'ts...

- ▶ Avoid long cell rows that span multiple rows
 - Problem for generating PDF from multiple pages
 - Insert an invisible line in the cell to break the row

Floor, accessible roof	<u>Internal partition walls</u> not reinforced: <ul style="list-style-type: none"> — partitions of brittle material or non-flexible: $w_2+w_3 \leq L/500$ — partitions of non-brittle materials: $w_{\max} \leq L/400$ reinforced walls: $w_2+w_3 \leq L/350$ removable walls: $w_2+w_3 \leq L/250$	$w_2+w_3 \leq L/300$	$w_1+w_2-w_c \leq L/250$
	<u>Flooring:</u> <ul style="list-style-type: none"> — tiles rigidly fixed: $w_2+w_3 \leq L/500$ — small tiles or deflection not fully transmitted: $w_2+w_3 \leq L/350$ — resilient flooring: $w_2+w_3 \leq L/250$ 		

Table 2 — Corrected fractionation temperature for various altitudes

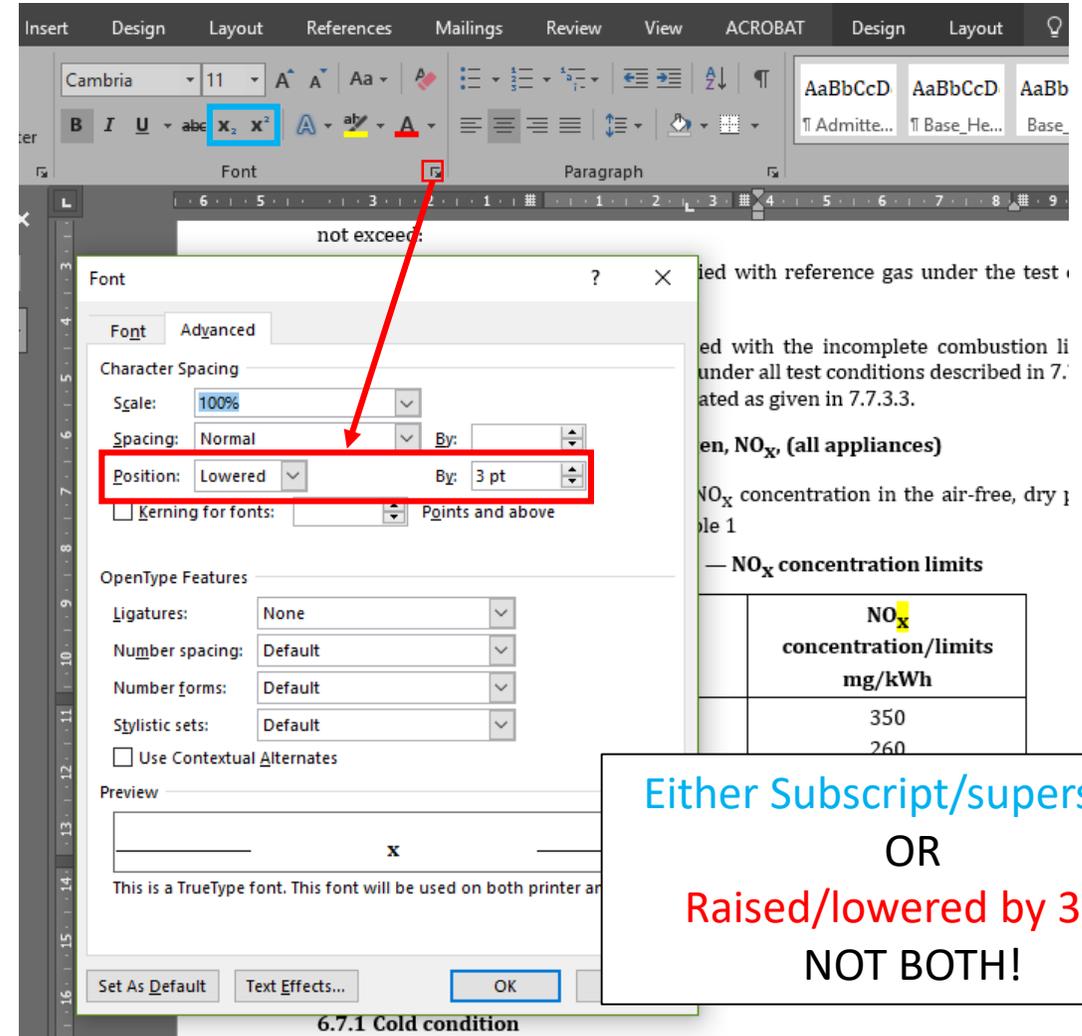
Elevation above sea level m	Fractionation temperature for various altitudes °C				
192	227	263	317	362	
191	226	261	316	361	
190	225	260	315	360	
189	224	259	314	359	
189	224	258	313	358	
188	223	258	312	357	
187	222	257	311	356	
186	221	256	311	355	
186	220	255	310	354	
185	220	254	309	353	
184	219	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	
214	248	302	346		
213	248	301	345		
227	263	317	362		
226	261	316	361		
225	260	315	360		
224	259	314	359		
224	258	313	358		
223	258	312	357		
222	257	311	356		
227	263	317	362		
226	261	316	361		
225	260	315	360		
224	259	314	359		
224	258	313	358		
223	258	312	357		
222	257	311	356		
227	263	317	362		
226	261	316	361		
225	260	315	360		
224	259	314	359		
224	258	313	358		
223	258	312	357		
222	257	311	356		
227	263	317	362		
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	
187	222	257	311	356	



Do's and Don'ts...

- ▶ Superscript/Subscript vs Raised/Lowered
 - ▶ Either to be used – not both
 - ▶ If both → errors in XML
 - ▶ Time consuming to fix

- ▶ Only use a, b, c – not *



The screenshot shows the Microsoft Word interface with the Font dialog box open. The 'Position' dropdown is set to 'Lowered' and the 'By' field is set to '3 pt'. A red box highlights these two fields, and a red arrow points from the ribbon to the dialog box. The background text is partially visible, showing technical specifications for NO_x concentration limits.

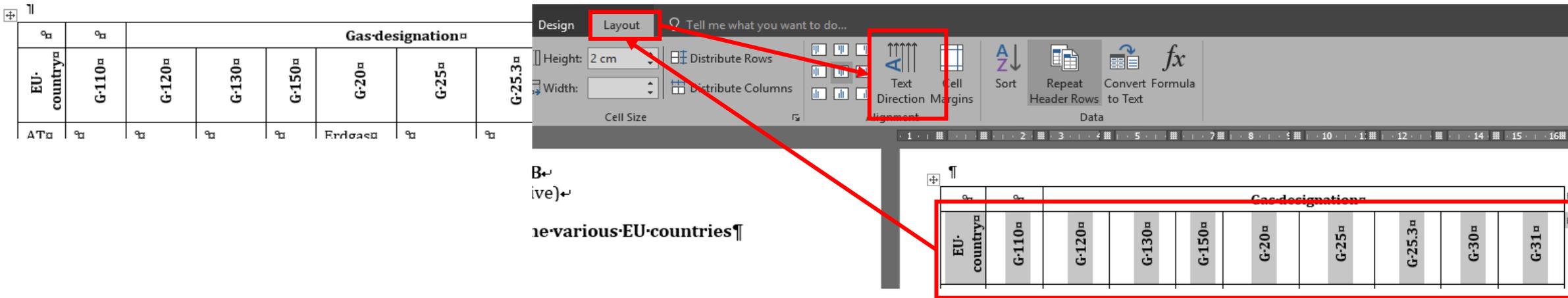
NO _x concentration/limits mg/kWh
350
260

6.7.1 Cold condition

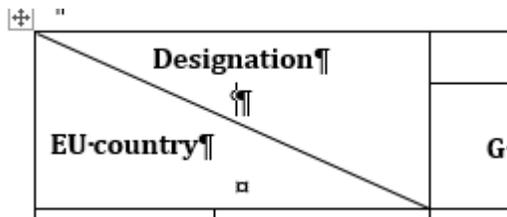
Either Subscript/superscript
OR
Raised/lowered by 3pts
NOT BOTH!

Do's and Don'ts...

- ▶ Vertical text is permitted where necessary
 - ▶ Can save space to avoid landscape tables
 - ▶ Can increase readability – keep to headers only!



- ▶ Don't split cells diagonally



Do's and Don'ts...

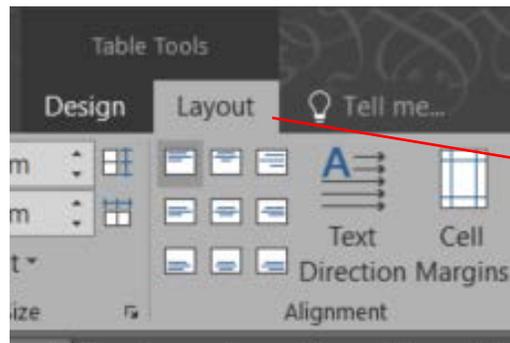
- ▶ Frequent use of tabs and indentation in cells
 - ▶ Is an issue particularly when creating XML (styling), and PDF

→ Header
Test
→ Test
→ → Test

- ▶ To resolve this, indents can be replaced by additional columns or justifications

Use Word justifications

Create columns & hide borders



Header
Test
Test
Test

OK

	Header	
Test		
	Test	
		Test

Do's and Don'ts...

- ▶ Avoid use of Autoshapes!   
- ▶ Instead, create a figure file of the image that can be inserted and linked in the document
- ▶ Also **not** supported by XML - black/dark background with white text

Heading

Do's and Don'ts...

- ▶ Cite all tables in the text!
- ▶ No tables as images
 - Tables should always be drafted in Word, to be edited/translated and correctly styled
- ▶ Figures are not allowed to contain text
 - EXCEPT for Flowcharts which should be designated as figures (and **not tables**) and a separate figure file provided

Other uses for Tables

Other uses for Tables

- ▶ 'array' tables for layout
 - ▶ Formulae explanations – **NOT formulae themselves!**
 - ▶ Neater lists/information where tabs don't align text properly

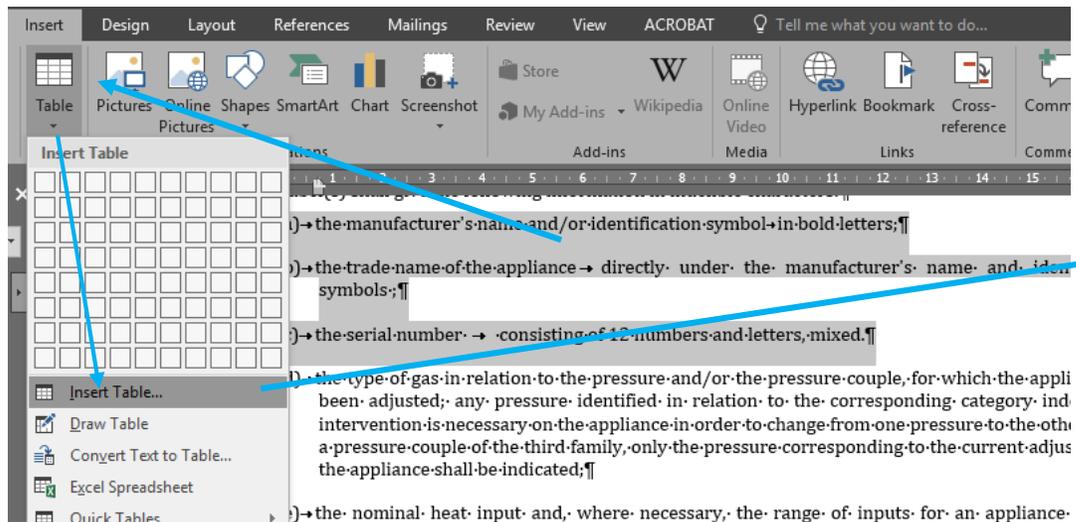
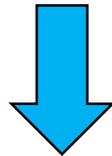
V_{\square}	is the leakage of dry undiluted products of combustion, in cubic metres per hour (m^3/h) per kilowatt (kW) of heat input; \square
a_1^{\square}	is the CO_2 concentration in laboratory air when CO_2 is not injected, in percent, (%); \square
a_2^{\square}	is the CO_2 concentration in laboratory air when CO_2 is injected, in percent, (%); \square
b^{\square}	is the CO_2 concentration in hood when CO_2 is not injected, in percent, (%); \square
c^{\square}	is the CO_2 concentration in hood when CO_2 is injected, in percent, (%); \square

- ▶ Layout of multiple subfigures
 - ▶ where a vertical/linear layout would cross several pages
 - ▶ improves readability and saves page space

Other uses for Tables

► How to create a table array with hidden borders:

- a) → the manufacturer's name and/or identification symbol → in bold letters; ¶
- b) → the trade name of the appliance → directly under the manufacturer's name and identification symbols; ¶
- c) → the serial number → consisting of 12 numbers and letters, mixed. ¶

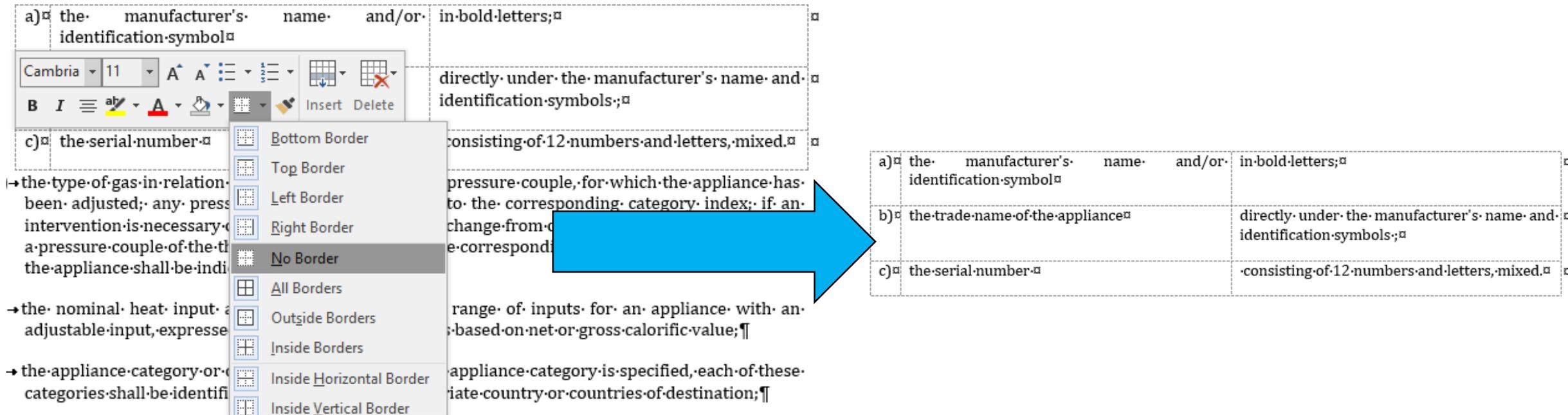


a) → the manufacturer's name and/or identification symbol → in bold letters; ¶	
b) → the trade name of the appliance → directly under the manufacturer's name and identification symbols; ¶	
c) → the serial number → consisting of 12 numbers and letters, mixed. ¶	

Other uses for Tables

▶ one tab = two cells → 3 tabs = 4 cells

▶ Highlight table → 'no border' → borders invisible!



The screenshot shows a Microsoft Word document with a table containing three rows of text. A context menu is open over the table, with the 'No Border' option selected. A large blue arrow points from the 'No Border' option to the resulting table on the right, which has no visible borders.

a) the manufacturer's name and/or identification symbol	in bold letters;
	directly under the manufacturer's name and identification symbols;
c) the serial number	consisting of 12 numbers and letters, mixed.

a) the manufacturer's name and/or identification symbol	in bold letters;
b) the trade name of the appliance	directly under the manufacturer's name and identification symbols;
c) the serial number	consisting of 12 numbers and letters, mixed.

Other uses for Tables

- ▶ Table arrays should be used sparingly
- ▶ They contribute to a heavy document → XML parsing problems

Internal Regulations Part 3: Tables Rules

IR3 rules for Tables

- ▶ The simpler, the better!
- ▶ Tables are numbered sequentially up until the Annexes
 - Annex numbering restarts, preceded by the annex letter (Table A.1)
- ▶ Subdivision of tables (e.g. Table 1a) or tables within tables **not allowed**
- ▶ Tables shall be explicitly referred to in the text
- ▶ Notes and footnotes shall be located within the table
 - Notes preceding footnotes!
- ▶ Footnotes shall use lower case letters ^a ^b ^c – No *
- ▶ Footnotes may contain requirements, but NOTES may not
 - ▶ IR3, Table 8 – how to use notes & footnotes

Remember...

- ▶ CCMC editors are available for editorial help prior to submission
 - ▶ Online or in person
 - ▶ Teams, Zoom or email possible

- ▶ If in doubt, get in touch!
 - ▶ production@cencenelec.eu

- ▶ Consult all [Webinars for Standards Drafters](#)

- ▶ Keep it simple!

Question time

▶ Use the Q&A panel to submit your questions



Type your question here...

Send anonymously

Send



European Standardization Organizations

Thank you for your participation!

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Next webinar on 15th October 2020: [Drafting for XML: Formulae and equations](#)