**Webinar of 2021-12-02**

**Webinar for Standard Drafters 'Simple template'**

**Questions & Answers**

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| 1 | Is the CENELEC template (for fonts, tables, figures, annexes notes, etc) the same as for IEC ? | Unfortunately, IEC and CENELEC still have some differences and the template from IEC cannot be used even for European Amendments of IEC texts. |
| 2 | How accessible are these documents for people who use screen readers? We have many experts in our working group who are blind or partially sighted. | We have addressed this question to our colleagues responsible for accessibility of our current templates, and will identify areas of potential improvement accordingly. |
| 3 | What is the ICS and where can we find it? | The ICS (International Classification for Standards) is intended to serve as a structure, for catalogues of international, regional and national standards and other normative documents and as a basis for standing-order systems for international, regional and national standards. It may also be used for classifying standards and normative documents in databases, libraries, etc. In case of a revision it is included in the publication, further info is given in https://www.iso.org/publication/PUB100033.html. We do introduce the ICS for new documents. |
| 4 | Would you advise to send the template to experts for modifying and returning (with the risk of it being corrupted), or keep a clean version as secretary in which you include all modifications yourself (which is more work, but prevents corruption of the file)? | It perhaps depends on how much needs to be added/modified and if any tables are involved. I don't know how often you have issues with files being corrupted, but I've noticed the most issues we have is with tables, particularly if rows have been deleted/added/merged. For tables I would suggest updating yourself, but normally they should be able to make modifications to the main text. It would depend on your experience as well. If you are having a lot of issues with the files being corrupted, do let us know. |
| 5 | How do you insert a table of figures and table of tables? | Our colleagues presented an excellently comprehensive webinar including this information in May 2020. You can find the webinar recording, slides and Q&A at https://experts.cen.eu/trainings- |

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| | | [materials/events/2021/2021-05-27-webinar-standard-drafters-word/](materials/events/2021/2021-05-27-webinar-standard-drafters-word/) (CEN) and [https://experts.cenelec.eu/trainings-materials/events/2021/2021-05-27-webinar-for-standard-drafters-word/](https://experts.cenelec.eu/trainings-materials/events/2021/2021-05-27-webinar-for-standard-drafters-word/) (CENELEC) |
| 6 | How do you open the navigation menu at the left side of the document? | There are two options. Either you can go to the 'View' tab across the top ribbon, and from the 'Show' section, check the 'Navigation Pane' box.<br><br>Or, you can use the keyboard shortcut 'Ctrl+F'. |
| 7 | I am advised that using justified text in tables can make it difficult to read for visually-impaired persons. I would suggest changing it to left aligned to remove large spaces between words. | Thank you very much for your comment. We will keep this in mind when updating the template! |
| 8 | How can you quickly go to the 'draft view'? | Either you can go to the 'View' tab across the ribbon on the top and in the 'Views' section, click 'draft'.<br><br>Or, you can use the keyboard shortcut 'Ctrl+Alt+N' |
| 9 | Not sure why we should concern ourselves with styling, I thought template would already have this done. | The CCMC Editor will check the styles in the documents during editing and will re-style as necessary, but we have incorporated the styles we use in the template to allow the drafter to already draft a clean document that will look similar to the final version of the document after editing. If the correct styles are used it will make the editing process much more efficient and should hopefully be easy to use. If you use the wrong style, however, we will correct it.<br><br>Being able to modify/apply different styles also helps for when the drafter adds new elements, such as headings, tables, figures, etc. |
| 10 | Simple Template has a space of "3pt" before the Head of a term. Is this correct? Shouldn't it be "0 pt"? | Thank you for your comment. We will check this and update if needed. |
| 11 | Why do you go to heading 9, when the CEN regulations only allow headings up to fifth level? (see IR 3, 22.3.2) | Thank you for your comment. We have had to make some changes to the style palette recently (adding missing styles) and we will keep your |

| | | comment in mind as well while preparing the next version of the template! |
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| 12 | So if an IEC document (based on IEC template) has to be modified through common mods, does it mean that we may need to start "from scratch" with CLC.dot template and copy all texts from IEC and to redo again all the editing ?! Who should do that? | The CENELEC text does not include the IEC text and it will always be just the modifications to the IEC text. The alignment with IEC is something that is part of the discussions with IEC, though we have still historical differences. |
| 13 | The list-example in the current "simple template" does not automatically have any "space" between the lines when pressing "ENTER". Is this intentional or shall the 1,5 spacing be added afterwards by the editor? | We have updated the list styles in the latest version of the template (which will soon be made available) so any issues with spacing/styles have been corrected. For now, the editor can restyle the list which will automatically correct the spacing |
| 14 | Will a recording of these brilliant explanations be shared with participants? It will be very valuable. | Yes, you will receive the presentation + full recording in your inbox afterwards! |
| 15 | The source naming for figures should be made in which way? | We have extensive guidance in the dedicated webinar on Figures from our comprehensive 2020 series: https://experts.cen.eu/trainings-materials/events/2020/2020-05-28-webinars-standards-drafters-figures/ (CEN) and https://experts.cenelec.eu/trainings-materials/events/2020/2020-05-28-webinar-standard-drafters-xml-figures/ (CENELEC)<br><br>In short, keep it simple and clear for the editor! |
| 16 | Is it possible to add annexes? e.g. Annex B, Annex C. How? | Yes, you can click on a new line and style the line as "Annex". this will automatically bring up the Annex numbering, A, B, C, etc. In order to have the correct layout for the title of annexes, this is one of few moments where you can use a soft return! After the heading "Annex A", enter a soft return (shift+enter) and include the status, i.e. "(normative)" or "(informative)". After the status enter 2 additional soft returns and you can type your title. If this is done the entire heading will be styled as "Annex" due to the soft returns. |

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| 17 | What is the difference between Body Text and Normal style? | "Body Text" is the current style we use for paragraph text and any styles you are unsure about. It is similar to the 'Normal' style previously used in the STD template, but we ask that you now use "Body Text". If we receive a document with "Normal" style we will have to change it to Body Text in order to get the XML. |
| 18 | Why does the "formula" format not use Cambria math as font for correct math symbols? | When you insert a formula using plain text, the font should automatically be either Cambria, 11pt (CEN) or Arial 10pt (CENELEC).<br><br>If you use the equation builder tool, you can highlight the finished equation and change the font after styling.<br><br>However, please do be aware that, as the CCMC editors convert all equation builder formulae to MathType, we ensure the font is correct anyway. So if it is not correct at the time of submission, as long as it is correctly styled and laid out (i.e. styled 'Formula' and not laid out in a table), there won't be any problems. |
| 19 | There are 2 different styles: paragraph or body text. Which one has to be used? | All plain text shall be styled as Body text. |
| 20 | our simple template at DIN automatically numbers figures and titles with their title format. Is this also planned for the CEN/CENELEC simple template? | We didn't originally use the auto-numbering (at least the Word function) because this interferes with the eXtyles tool and generally corrupts itself, requiring at times extensive manual fixes. Anything that uses auto numbering will not be picked up and tagged by the eXtyles tool. But it's interesting to know that DIN is using this as part of the title format, and we will check with colleagues to look into a similar option. Thank you! |
| 21 | How do you link the drawing files to the text in the standard? | Go to the 'Insert' tab across the top ribbon, and in the 'Illustrations' section, click the drop-down menu under 'Pictures'. Then, 'This Device'. This will open a pop-up window where you can click through to the folder where your figures are located. |

| | | Once you've selected the relevant figure file, then click the little arrow next to 'insert' and click 'Insert and link'. |
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| 22 | You add a side column showing the styles of texts and titles of each element. How can we find it? | To show the styling pane in the draft view, go to File → Options → Advanced → Display. There, you have the option 'Style pane area width in Draft and Outline view'. Put any number in the box beside it. Then, go to the Draft view, and you can resize the column as desired! |
| 23 | Is it possible to send a normative draft for checking before sending it officially to a TC for enquiry or formal vote stage | We would suggest to address this request to the Technical project manager or to production@cencenelec.eu so that this can be organized in consideration of the resources available. |
| 24 | Concerning French simple template, we still have a problem with the name "Annexe", there is no 'e' at the end. | We will take a look at what we can do to fix this. Thank you for informing us! |
| 25 | Can you repeat how to create the table of contents? How do we add additional titles in there? | To create the table of contents, highlight the existing table of contents and go to the 'References' tab across the top ribbon. Then, in the section 'Table of Contents', click 'Table of Contents' and then from the bottom of the dropdown menu, 'Custom table of contents'.

On the pop-up window, select 'options'. Then 'Reset'. Then, scroll through the menu of styles shown, and put a number 1 beside each of the main headings styles used. Click 'OK' twice, and then 'Yes' when asked to replace the existing table of contents.

Do refer back to the live demonstration in the webinar recording to see how! |
| 26 | At which stage editors can be asked to participate in the drafting meeting? Does PWI has to be active? | Editors can participate at any stage, provided that work has already started. Ideally, there should already be a text available (we cannot advise on technical content, only conformance to the Internal Regulations Part 3), but we also offer general drafting guidance for before you start work, too. |