

Webinar for Standard Drafters (2019-05-23)

[Editing & XML: Preparation of an XML file](#)

Questions & Answers

Questions asked by Attendees	Answers from the Presenter
CENELEC uses line numbering, useful at Enquiry phase, is this going to be introduced for CEN documents?	No, not for the time being. Line numbering is for CENELEC documents and Joint-TC CENELEC-lead documents.
Can the terms and definitions be automatically numbered? It would be very helpful as currently if you remove one you have to renumber them all.	Yes – use autonumbering while you draft your text, and then remove the fieldcoding when you submit to us. To do this: - highlight field codes - ctrl+shift+F9
Math type was deleted from newer versions of Word. What do you suggest to solve this problem?	If you're having issues downloading MathType, contact them directly. However, a reinstall should resolve the problems with it – MathType is an add-on to word, so there shouldn't be an issue using it.
Are the CEN XML-actions coordinated with the actions happening at ISO?	The xml tool which is used at CCMC has the same basis as the ISO xml, but the processes (e.g. Schematron quality-checking, etc.) have evolved over the past few years. Yet, in the case of xml-generated EN ISOs, our xml-generated European pages are still to be combined with the xml versions of ISO texts at national level.
When making reference to other standards is there a preferred set of wording; eg should we write: "shall be in accordance with EN1234" OR "shall be according to EN1234" OR "shall meet the requirements of EN1234" OR any other option?	All of these examples are perfect ways to refer to a reference normatively. However, it is better to insert a space between the EN and the reference number: EN 1234 CEN/TS 1234 CLC/TR 1234
Are you going to provide parallel IEC deliverables with XML format in the near future?	XML is foreseen for the future in parallel IEC deliverables, but there is work to be done with our tools and the rules and regulations before this can happen. Watch this space...
Will there also be XML files for the French and German version be	No – we handle only the English reference versions in CCMC, and the handling of the additional language versions is done by our

available?	translators. If we made any changes to the translation files, it can cause errors which we then have to resolve directly with the translators.
How about cross-references in the text and figures?	Cross-references to figures and tables in the text are obligatory, and can be as simple as 'See Figure/Table X'.
It is a valuable quality assurance to use field codes for automated numbering. You might consider providing a small instruction how to replace automated numbering by plain text at the end of the standard writing. This will help standard writers and assure high quality and little number of mistakes.	To remove field codes from the text and convert to plain text: - highlight field code - ctrl+shift+F9
What about sds and Mac? Seems to only support windows.	Please contact itsupport@cencenelec.eu for more information.
Since there are many items that may cause you problems in converting to XML from Word, how can we check our Word files to see if you are going to have troubles?	As long as one of the simple templates has been used, there shouldn't be an issue. But if needed, editors can take a very quick look over the text prior to submission and offer guidance. Then on transmission notice Editor can be requested.
About Clause 3 "Terms and definition", the STD template and Simple Template show different text boxes. In Simple Template the order of ISO and IEC is switched and the hyperlinks are blue and underlined. In STD Template the order is correct with no highlighted hyperlinks. Which is right, which is to be used?	We will update the templates as soon as possible. Ideally the wording from the Internal Regulations – Part 3 needs to be used.
Where is the XML convertor?	XML conversion to PDF or other format is done at national level. CCMC editors use eXtyles to convert the text to XML – TCs and TBOs are not required to do this.
I understand automatic numbering of figures and tables cause a lot of time to re-do them by hand at CCMC, but NOT using auto	Use autonumbering in your draft, get rid when you submit to us.

<p>numbering causes a lot of time to renumber them time and time again when preparing the drafts. Is there a solution?</p>	
<p>If a line in the document is in a defined style that is included in the Word document but not in the template, will that give you a problem?</p>	<p>Yes – try to use the styles given in the templates. If you're stuck, contact us.</p>
<p>How will the use of XML files impact the translations made by NSB? And how the templates given by CEN/CENELEC can be adapted by NSB?</p>	<p>This is perhaps a question for the NSBs themselves. We recommend you contact yours to find out more information directly.</p>
<p>Is Math Type available for free or are there costs?</p>	<p>MathType is a paid service, but indispensable for large numbers of deliverables which have a large number of formulae. There is a free trial available, but if you regularly have formulae, we strongly recommend you purchase the software. They have subscriptions for many licences.</p>
<p>Does the XML template use the NISO STS tags?</p>	<p>Please feel free to send us more information for this technical question to our CCMC production address (production@cencenelec.eu) or to itsupport@cencenelec.eu.</p>
<p>When you do a consolidation (Amendment or Corrigendum) is it necessary to set up the whole document again or just the amended parts?</p>	<p>Just prepare the amended parts. CCMC editors will take care of the consolidation of the mother standard and the implementation of the instructions (prepared by you) therein.</p>
<p>Are the errors corrected by CCMC or is the report sent to the TC/WG to correct it there?</p>	<p>XML errors are handled within CCMC. However you may receive an error report for any incorrect figures which will tell you the problems.</p>
<p>How many documents is CCMC converting to XML per year? Approximately</p>	<p>No definitive number, but our current goal is 100% home-grown deliverables to have XML, as well as //ISO publications.</p>
<p>What is the email address for Mail Production?</p>	<p>production@cencenelec.eu</p>