Webinar of 2020-05-28

Webinar: Webinar for Standard Drafters: "Drafting for XML: Technical requirements on figures"

Questions & Answers

Questions asked by Attendees	Answers from the Presenter
As long as we submit separate figure files, is it okay to simply embed the figures in the Word document, or do you insist on 'link to file'?	Embedding the figures is perfect – it is not necessary to create the links at the time of drafting.
When introducing photos with A5 100% size Tiff files with 600 dpi lead to very heavy weighted files 10 MB or more each. For photos a lower definition 200 or even 100 dpi is fine enough and JPEG (format accepted by ISO) offers more efficient compression. How to handle this when needing to insert 10 photos or more in a document?	While ISO accepts different file formats, they have access to an in-house drawing office, the final format they use is .tiff or .eps. CCMC asks for .tiff or .eps only because we do not have access to a drawing office for conversion ourselves. For the weight or size, there is no requirement or limit. However, if you're having trouble saving or sending the text (particularly as CENELEC uses email to submit texts), then do get in touch via production@cencenelec.eu and we can offer tailored help.
"Language-Neutral figures" … does this mean there can be no text included in the image?	Yes. Please don't include any language (words, phrases, etc) in the figure itself. Where possible, use keys and lettering/numbering. This allows for quicker revisions, and makes life a little easier for translations.
How to deal with flowcharts? They are made in PowerPoint and then converted to .tiff, but is this the best way?	Flowcharts can be provided as a .tiff format (but this cannot be done within CCMC), however it is also easier to draft the flowchart as a table and simply hide the unused borders. This can still be named as a figure, but it means all of the text contained therein is editable.

ISO recently became stricter about the avoidance of vectorised text in image files - all lettering and digits to be editable. Is it the same in CEN, e.g. to take the examples shown by Amy, must the keys and digits on the figures be editable?	Figures provided to CCMC for either CEN or CENELEC have to be language-neutral. The keys have to be editable. CCMC does not have the means to edit the content of figures at this time.
Is the figure title to be sent as a part of the figure file or not?	The figure title should be an integral part of the document's text itself – not included as part of the figure file.
IEC has its own in-house drawings office - they accept any Figure format and re-work in-house to suit their publishing rules. Committees submit agreed content. Has CEN/CLC considered doing the same as IEC?	CCMC is currently considering the possibility of having an in-house figure editor, however this is currently under investigation. At this time, no such possibility exists.
Shall Figures in CENELEC homegrown standards follow the XLM compatibility or is it only highly recommended today?	For the moment there is no requirement for CENELEC to provide figure files at the time of submission for editing. However, if the editor has to create the figure files themselves, they risk the loss of quality in terms of readability/sharpness, which means the final XML file will also be a lower quality. More and more members are creating their PDF files from our XML file, and we are currently obliged to provide XML for 100% applicable deliverables – this includes homegrown texts.
Is this aligned with the ISO requirements on figures? How to handle in case of writing ISO-CEN norms under CEN lead?	For CEN-lead ISO parallel texts, follow the CEN rules. Likewise for CENELEC-lead IEC parallel texts, please follow the CENELEC rules.

I've looked for the templates on https://www.cencenelec.eu/ without luck. If you could include them in the final report, that would be delightful.	Templates for both CEN and CENELEC work can be found on the CEN and CENELEC BOSS sites, under the 'technical work' tab: https://boss.cen.eu/reference%20material/FormsTemplates/Pages/default.aspx https://boss.cenelec.eu/reference%20material/FormsTemplates/Pages/default.aspx
Some figures become too big to fit on one page. Can we rotate them 90 degrees? Or print over two pages?	ideally figures should fit the maximum of one page, including the title. Therefore we may ask you to resize the figure file to fit one single page. However, we are able to have pages appear landscape, which might be an alternative solution. If you're unsure, please do get in touch at production@cencenelec.eu
What is the maximal electronic weight for a figure? MB?	At present, there is no requirement for the weight or size of figure files.
Why do figures have to be numbered sequentially? Many committees find this a problem. Most text books have figured numbered by chapter. Figures in annexes are numbered by annex, so why figures cannot be numbered by chapter? If you have 100 figures and delete Figure 2, you have 98 figure files to renumber. Large standards with more than 100 figures/tables, it is much easier to number them by chapter.	These are the rules defined by the Internal Regulations part 3, which were put together by our members. When drafting with a large number of figures or tables, should you choose to delete a figure, auto-numbering of the figures/tables can help, provided that you remove this before submitting to CCMC for editing.