IMAGE QUALITY CHECK

Guidance
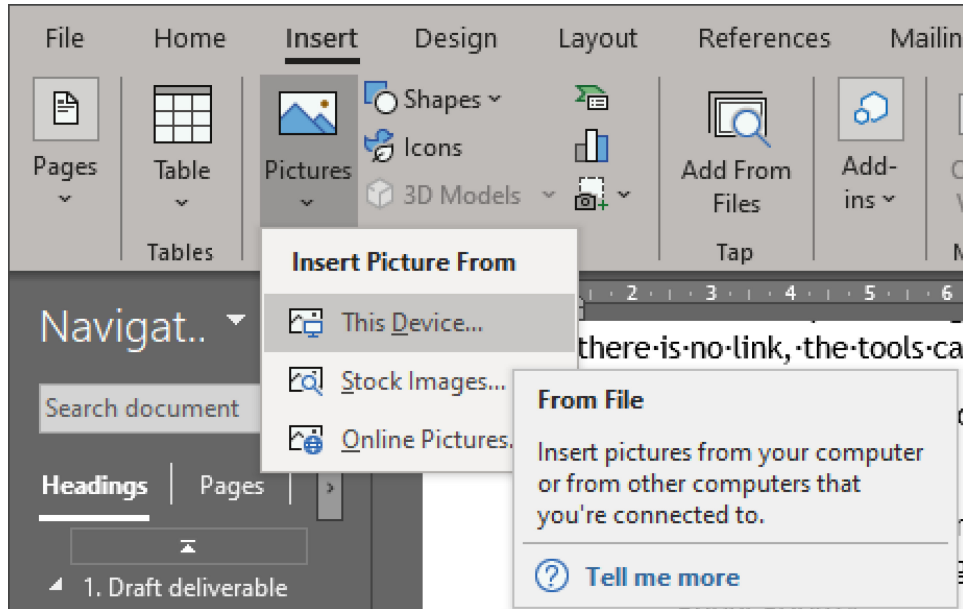
| Version	Date	Author	Modifications description
V1	2022-11-29	CCMC/PROD-SS	
V2	2023-03-23	CCMC/PROD-SS	- Requirement to check "Save picture in documents" - "Legacy" image format re-instated

Contents

Insert and link the figures

- Go to the 'Insert' tab on the top ribbon in Word;
- Click the drop-down menu under 'Pictures', and choose 'This Device'


- Select the file path, and choose the figure file to be inserted.
- From the drop-down menu under 'Insert', choose 'Insert and Link'
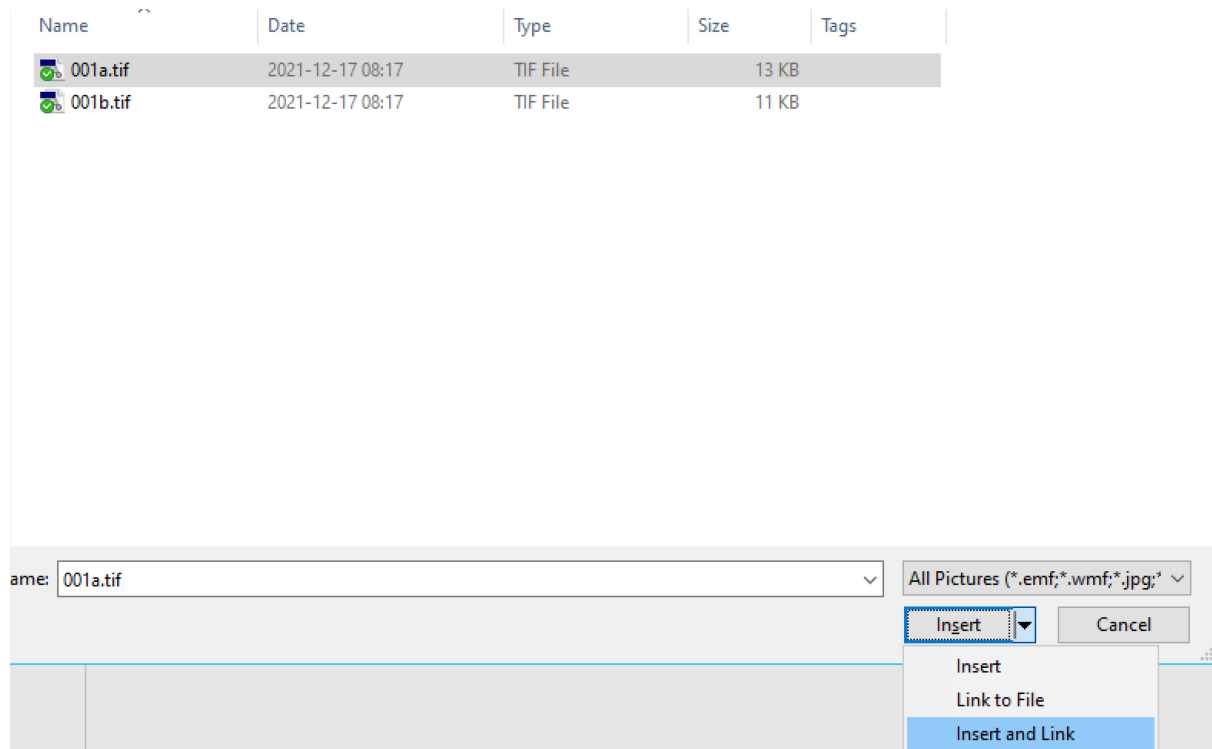
Ensure that the box "Save picture in document" ("Edit Links to Files" window) is ticked, otherwise the links will be considered broken by the Image Quality Check. See below for instructions

Check if figures are linked within a document

- Go to "File" tab on the top ribbon in Word
- Click on "Info", then "Edit Links to File"
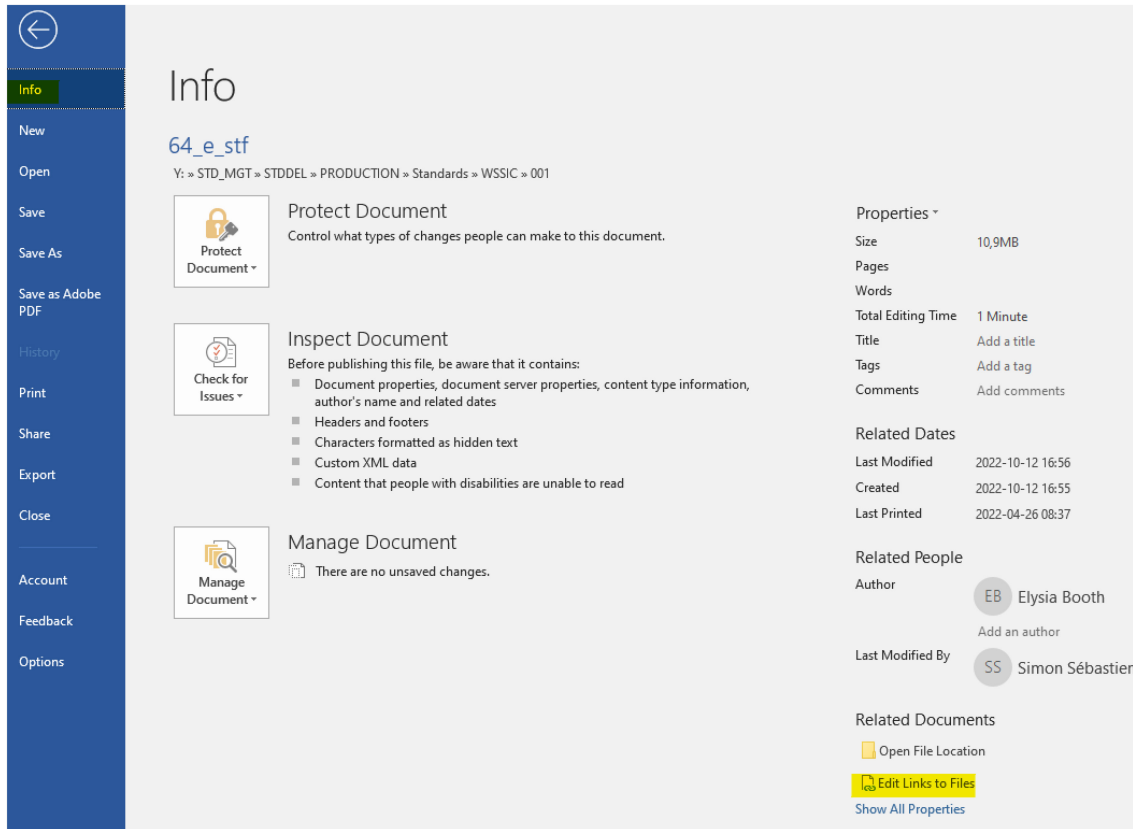
This option can also be added within the Quick Access Toolbar, so that it appears on top of the top ribbon in Word:

- Go to "File" tab on the top ribbon in Word, then click on "Options" and the following pop-up window will appear
- Click on "Quick Access Toolbar"
- Select "File Tab" from the "Choose commands from" dropdown-menu
- Select "Edit Links to Files"
- Click on "Add"
- Ensure that "Edit Links to Files" appears on the right panel
- Click OK
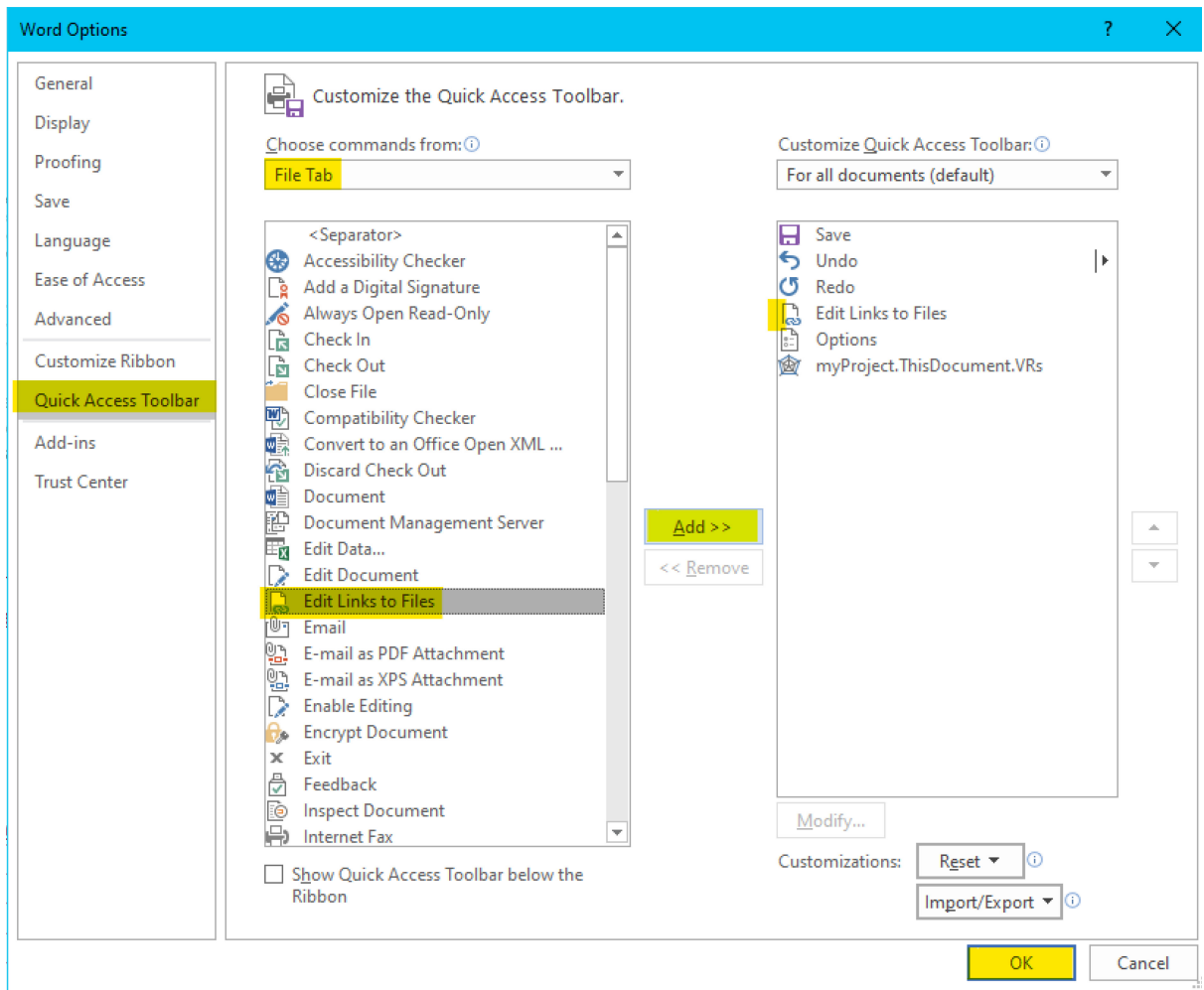
By having this option added in the Quick Access Toolbar, one can immediately notice if items are linked within the Word document:

Linked	Not linked
Related Documents 📁 Open File Location 🔗 Edit Links to Files Show All Properties	Related Documents 📁 Open File Location Show All Properties
or	or
💾 ↶ ↻ 🔗 📄	💾 ↶ ↻ 🔗 📄

When a Word document contains many figures, its size increases which can impact the reactiveness of the Word document. In order to avoid this:

- Insert and link all the figures in the document
- Go to "Edit Links to Files"
- Select all the figures (click on the first figure, hold the "Shift" key on your keyboard, scroll to the bottom and click on the last figure)
- Untick "Save Picture in document"
- Click "OK"
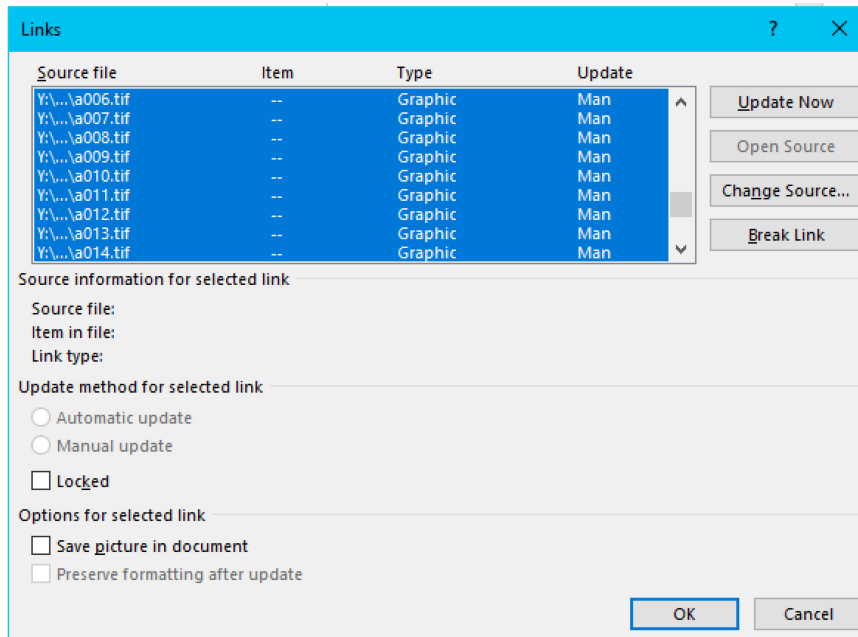
This will keep the links to the figures, but not save them within the document which might result in the figures not "showing", and instead appearing as follows:
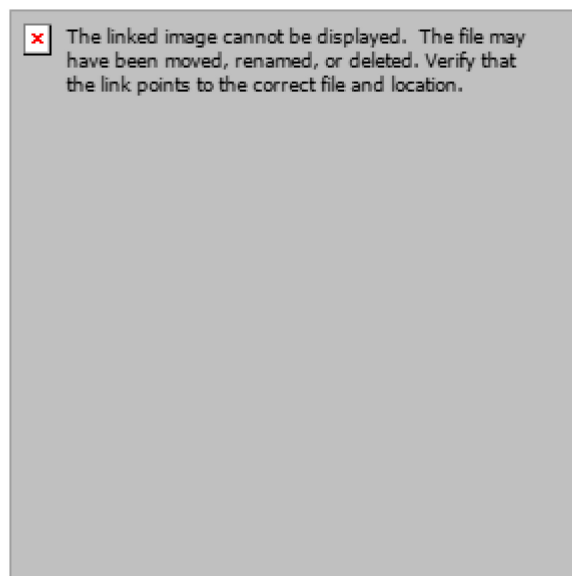
It is therefore mandatory (before submitting the files via the Submission Interface) to repeat this operation backwards:

- – Go to "Edit Links to Files"
- – Select all the figures (click on the first figure, hold the "Shift" key on your keyboard, scroll to the bottom and click on the last figure)
- – Tick "Save Picture in document"
- – Click "Update Now"
- – Click "OK"
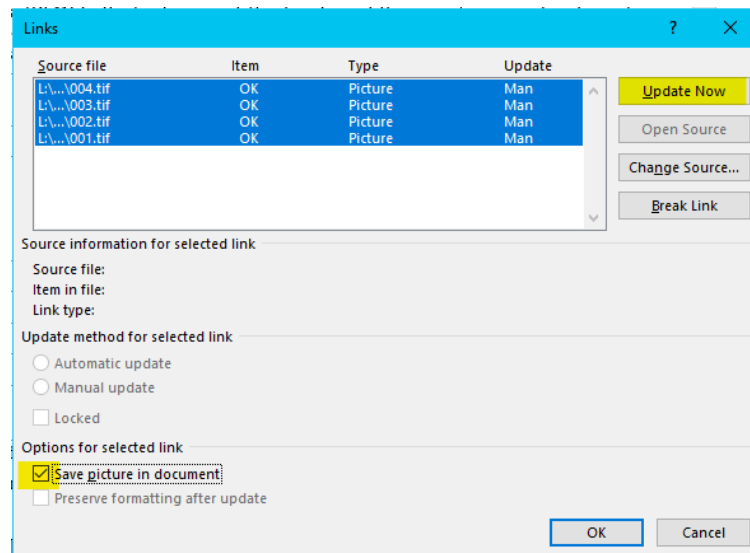
Another alternative would be to draft the document entirely and only insert and link the figures at the very end. However, as this can lead to an oversight of inserting the figures, it is not recommended.

Using the Image Quality Check Tool

The Image Quality Check tool can be found on ProjexOnline, in the top-right-hand corner of the page.
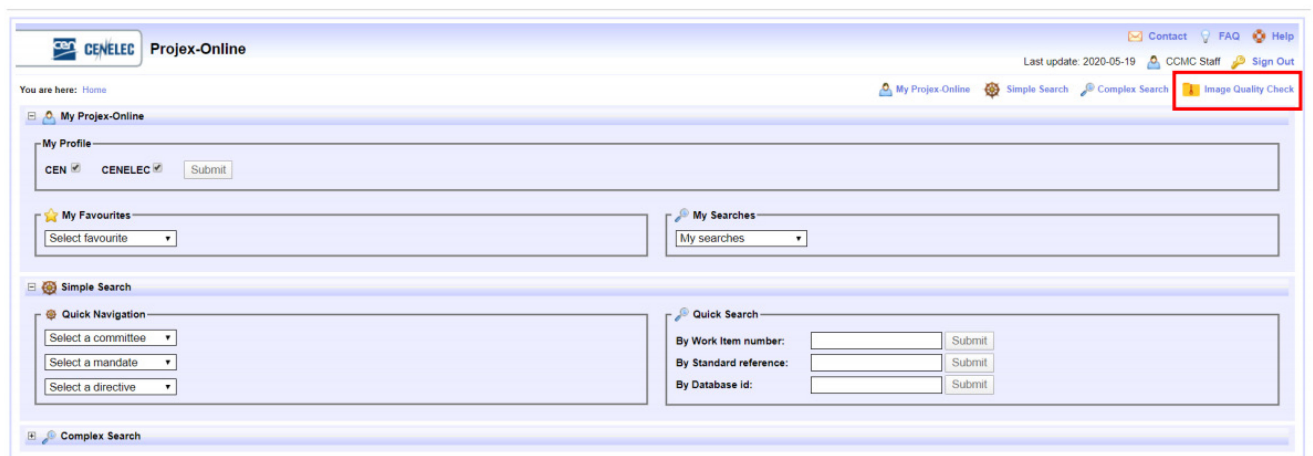
Click the link to navigate to the following page:

IMAGE QUALITY CHECK

To start the analysis, either drag-and drop a zip file below, or select a zip file by clicking on "+ Choose", then click "Submit"

Note: A zip file must contain the Word document and the figure files. Figure files can be in a separate folder, but cannot be zipped within the main zip file.

+ Choose **✕ Cancel**

- For guidance, requirements, and more information on figures, see 4. Providing figure/image files
- Ensure to follow 4.2 Naming of Figure Files, before inserting and linking the figures within the Word document
- Ensure that equations are in an accepted format (MathTtype, Word Equation Tool)
- Note that the button "Correct Resolution" will only attempt to correct the resolution of the figure files and nothing else.
- Please contact production@cencenelec.eu should you need any further information or assistance

Submit

At the center of the page, a zip-file can be uploaded.
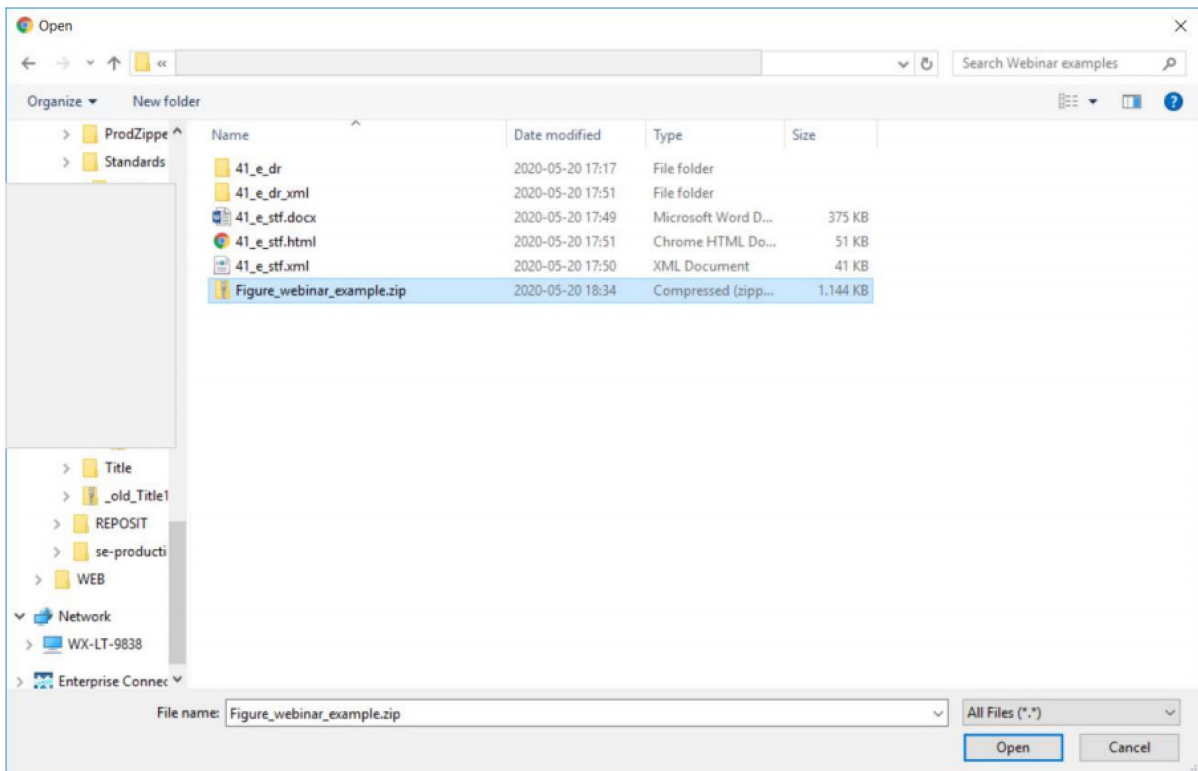
The user uploads a zip file containing the figure files and the Word document deliverable.

Once the zip file has been assessed by the tool, a pop-up window will appear showing the quality check details of the figures. Errors will be highlighted in orange. Those results can also be downloaded as an Excel file in which the errors will be highlighted in yellow.

Tab "Images"

	"Images" tab checks the figure files contained within the zip file (file naming, resolution, compression and layers)
Pop-up window	
Excel file	
Notes	- The "Correct resolution" button will only correct the resolution (DPI) of the figures

Tab "Word images"

	"Word images" tab checks the figures within the Word document (size, scaling, cropping, links)
Pop-up window	![Pop-up window screenshot showing Word images tab with columns: Filename, Width (mm), Height (mm), Scale width, Scale height, Cropping, Is image linked?, Does linked image exists?, Is link absolute?, Comments] Rows: 001.tif — 143 — 62 — 100 — 100 — 0 0 0 0 — ✓ — ✓ — ✓ — QC OK 002.tif — 150 — 71 — 100 — 100 — 0 0 0 0 — ✓ — ✓ — ✓ — QC OK Image not linked — 134 — 51 — 100 — 100 — 0 0 0 0 — ☐ — ☐ — ☐ — • Extension is not .tif nor .tiff • The image should be linked • The link to the physical image is broken For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page. ⤓ Download report ⤓ Correct resolution ✓ Close
Excel file	See table below
Notes:	- The column "Is link absolute?" will be ticked and highlighted when the figures are linked properly - Scaling/Cropping: figures shall not be resized/cropped within Word - The layout of the Excel file will be revised to match the Pop-Up window in order to provide a better readability (i.e. column "Comments" will be moved to the right, columns "Width/Height (px)" will be removed)

Excel file contents:

	A	B	C	D	E	F	G	H	I	J	K	L
2	Linked filename	Width scale	Height scale	Width (mm)	Height (mm)	Cropping	Comments	Width (px)	Height (px)	Is link absolute ?	Is image linked ?	Does linked image exists ?
3	001.tif	100%	100%	143	62	N/A	QC OK	3369	1470	Yes	Yes	Yes
4	002.tif	100%	100%	150	71	N/A	QC OK	3549	1676	Yes	Yes	Yes
5	Image not linked	100%	100%	134	51	N/A	The image should be linked; The link to the physical image is broken	3162	1211	No	No	No
6												
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17												

Sheet tabs: GRAPHIC_FILE_AUDIT | **FIG_IN_WORD_QC** | FIG_IN_WORD_LEGACY_FORMAT | WORD_SHAPE_SEARCH | ⊕

Tip	To check the output size of a figure, click on the figure, and then from the ribbon across the top of Word, choose 'PICTURE TOOLS' and then 'FORMAT'. This can also automatically appear by double-clicking on the figure.
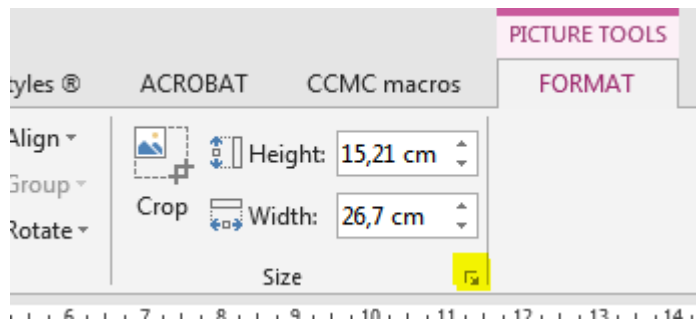
Click the highlighted arrow, and the following box will pop out:
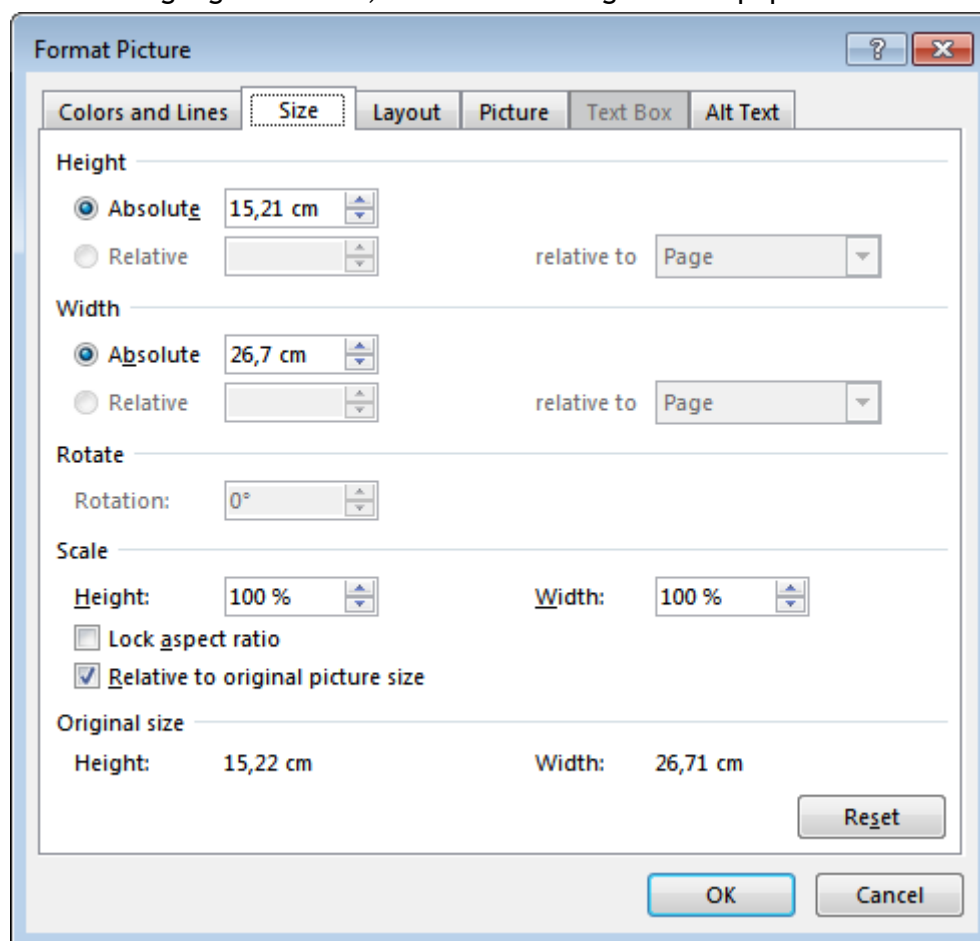
As shown, the 'scale' is 100% for both height and width, relative to original picture size. This means the figure file provided has not been manually cropped or resized in Word, and therefore conforms to the requirements defined in Clause 4.3.
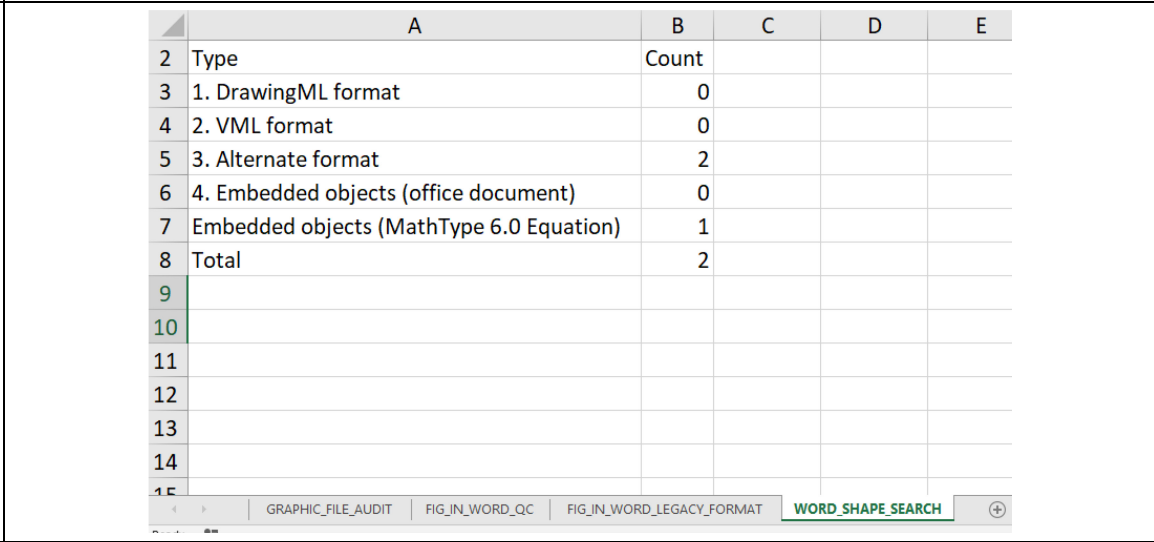
Tab "Word legacy images"

	"Word legacy images" tab checks if the Word document contains "legacy" images which cannot be checked by the tool

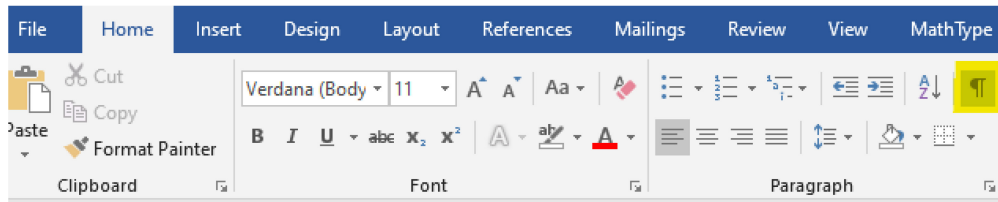|	
Pop-up window	✕ ⊡ Images ⊡ Word images **⊡ Word legacy images** ⊞ Word shapes | Filename	Width (mm)	Height (mm)	Scale width	Scale height	Cropping	Is image linked ?	Does linked image exists ?	Is link absolute ?	Comments
004.tif	159	60	100	100	N/A	☑	☑	☐	• QC OK	 Legacy images were found, please reinsert all the figures. For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page. ⬇ Download report ⬇ Correct resolution ✓ Close
Excel file	
Notes	- Legacy-format images often come from images contained in older version of Word (i.e. using a previous edition of a standard drafted in ".doc") - ~~If (and only if) items are listed on this tab, the corresponding figure must be re-inserted&linked within the Word document.~~ Legacy image format can be used again since late March 2023 - the layout of the Excel file will be revised to match the Pop-Up window in order to provide a better readability (i.e. column "Comments" will be moved to the right, columns "Width/Height (px)" will be removed)

Excel file table:

	A	B	C	D	E	F	G	H	I	J	K	L
2	Linked filename	Width scale	Height scale	Width (mm)	Height (mm)	Cropping	Comments	Width (px)	Height (px)	Is link absolute ?	Is image linked ?	Does linked image exists ?
3	004.tif	100%	100%	159	60	N/A	QC OK	3760	1412	No	Yes	Yes

Excel tabs: GRAPHIC_FILE_AUDIT | FIG_IN_WORD_QC | **FIG_IN_WORD_LEGACY_FORMAT** | WORD_SHAPE_SEARCH ⊕

Tab "Word shapes"

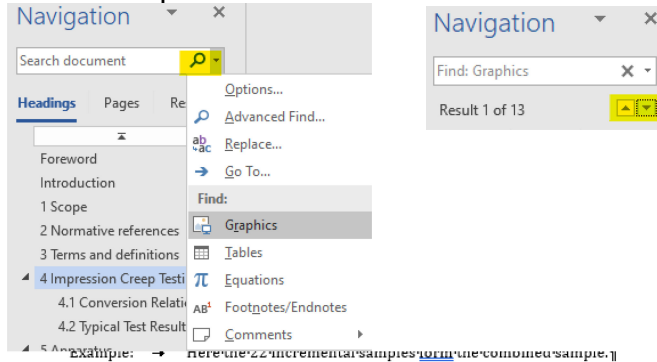|	
	"Word shapes" tab checks if autoshapes/shapes/textboxes are found within the Word document. Often times, shapes found in Word documents are empty textboxes which appear "hidden" from view
Pop-up window	
Excel file	
Notes:	- Equations in MathType format will be shown in this tab as "Embedded objects (MathType 6.0 Equation)". They are listed, but are excluded from the "Total" as they are not blocking.

Tips

Tips	- Enable the **paragraph mark** for a better visibility: - **Find** figure/equations/**shapes**/objects, open the Navigation pane View → Show → Nagivation Pane (or with Ctrl+F on the keyboard) Select "Graphics" and use the arrows to browse To remove a shape, right click on the blue anchor and click "cut"