


Webinar of 2021-05-27

Webinar for Standard Drafters - Drafting standards in Microsoft Word – Using Word more confidently & efficiently

Questions & Answers

1	Will there be a copy of the webinar or a guide to assist with drafting standards made available?	The webinar is available on the CEN-CENELEC YouTube channel: https://www.youtube.com/watch?v=XIVAla_WQGA
2	In section 4 for Abbreviation, where you created a table. Would you label that as a Table?	You can style the content of the table as Table Body.
3	Can you please show how to handle very large tables, that goes over more than one page, so that the table heading shows on every new page?	1) Make sure the table header row is styled as Table header. 2) Select the header row. 3) On the 'Layout' tab, in the 'Data' group, click 'Repeat Header Rows'. Please also see the recording of the webinar. This was shown during the QA time at the end of the webinar.
4	variable items used to be in Times New Roman style + Italic. Is that no longer used?	Yes, for CLC documents, variables are styled as Times New Roman.
5	Please can you explain when you need "non-breaking spaces" and the differences between Em dash and En dash?	Non-breaking spaces are, among others, used in references. E.g. in "EN XXXX:20XX", you would put a non-breaking space between "EN" and "XXXX:20XX", so that Word will not split this across two separate lines. Emdash = — The Emdash shall be used in figure/table titles and for lists. En dash = –
6	Just checked out Ctrl+Shift+C resp Ctrl+Shift+F for the Math Type issue. It works!	Glad to hear it!
7	How can you manage 4 layers of bullet points? I think there are just 2 examples saves in your file. Can you show it, please?	The CEN Simple Template and CLC Standard Template provide 3 levels of bullet points, styled as List Bullet, List Bullet 2, etc.

		To add a 4 th level, simply add another list bullet, and style it as List Bullet 4 (using the Styles pane, which you can open from the 'Home' tab. See the slides and presentation).
8	Should A.1 and A.2 be in the table of Content or only Annex A?	It is not obligatory to have A.1, A.2 etc. in the Table of Contents.
9	I have cases in several (big and old) documents from several WGs and TCs where the level 3 and up paragraph numbers get messed up at places (e.g. randomly reset to 1.x.x) since we're using the "new" IEC template. We have to periodically check the numbering with the navigation panel and restore all these styles manually everywhere it has become wrong. Ever heard of that? Is there a workaround or good practice?	<p>We advise to make sure that the headings are all styled correctly as Heading 1, Heading 2, Heading 3 etc.</p> <p>Try clicking right on the heading and choose "Continue Numbering" from the drop-down list.</p> <p>What might also help: 1) Select the heading. 2) On the 'Home' tab, in the 'Font' group, click 'Clear All Formatting'  3) Then restyle the heading.</p>
10	What is meant by STM template?	<p>There is a CEN Simple Template and a CLC Standard Template to be used to draft the standards.</p> <p>"stm" (e.g. 41_e_stm.docx) is the name we use for the document that contains the tracked changes when comparing the stw (the original draft as submitted to CCMC, e.g. 41_e_stw.docx) with the stf (the edited version of the stw, e.g. 41_e_stf.docx).</p>
11	What does the number added after STM stand for?	<p>41 = Enquiries</p> <p>51 = Formal Votes</p> <p>64 = Publications</p>
12	For a revision. Have we to transfer the content of the published document to the simple template?	Yes, we strongly advise you to do so. It is worth investing some time into this, as it will avoid many styling issues.
13	Could you please explain HOW to create a heading (sometimes it is missing, and you have to create one)	From context, it's unclear if header or heading is meant. To turn text into a heading, copy and paste the style from the simple template (using the paintbrush or CTRL+Shift+C and CTRL+Shift+V. To add a header, double click on the header section of the page to open it and

		then type what you would like to add.
14	And keep the table on the same page?	To keep a table on the same page, the text can be made smaller by copying and pasting the style "Table body (--)" from the Styles pane. To prevent something from breaking over a page, select the appropriate text, click on the dialogue box launcher for "Paragraph" in the "Home" tab, then click on "Line and page breaks" and then "Keep lines together".
15	Would you pls like to show again how to display the styles used on the left side of the screen. (Shown at the beginning.)	Home>Options>Advanced>Display>Set the Style Area Pane Width in Draft and Outline Views field to a value other than 0 Or just have a look at slide 7 of the PowerPoint presentation.
16	Would you recommend the translation tool of Word (versus Google translation)?	We don't have any experience with it since DIN and AFNOR are responsible for providing translations.
17	How do you control numbering of pages?	Open the header or footer of the document, then add the page numbers via "Page number". The alternating header and footer can be achieved by checking "Different Odd & Even Pages"
18	Could you please show how to add a new Annex in simple template?	The Annex heading style can be copied from the simple template. The Annex number, title and whether it is informative and normative is separated by soft returns (i.e. Shift+ Enter) NOT hard returns.