



European Standardization Organizations

Webinar for Standard Drafters

Drafting standards in Microsoft Word
Using Word more confidently & efficiently

*We start at
10:00 CEST*

Your webinar moderator



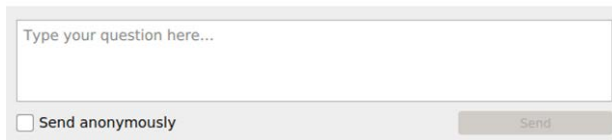
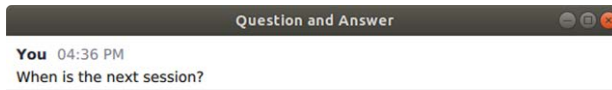
Els Somers

Project Manager Engagement
Governance & Partnerships

esomers@cencenelec.eu

Get the most out of the webinar today

- ▶ Use the Q&A panel to submit your questions



- ▶ Talk about us on Twitter [#training4standards](#) [@Standards4EU](#)

Your speakers today



Martha Houston

mhouston@cencenelec.eu

Project Managers

Editing & Production

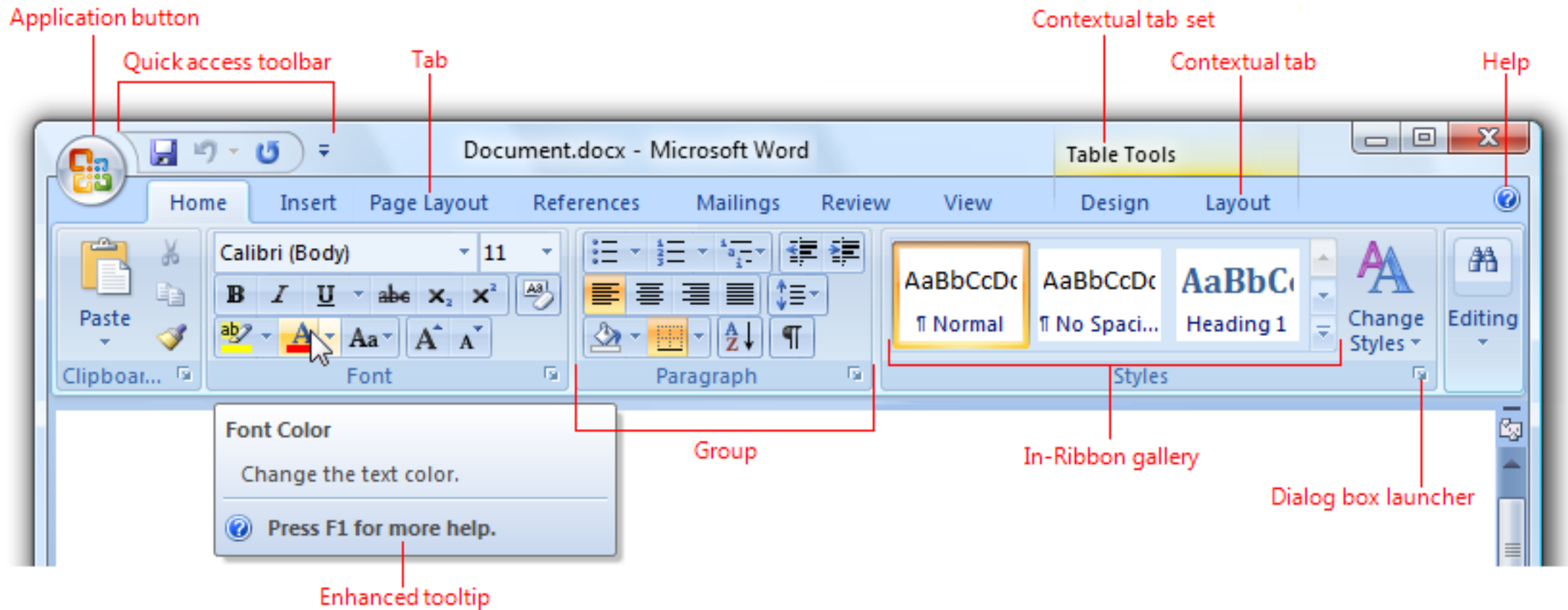
Standardization & Digital Solutions



Marlies De Coninck

mdeconinck@cencenelec.eu

Microsoft Word ribbon terminology

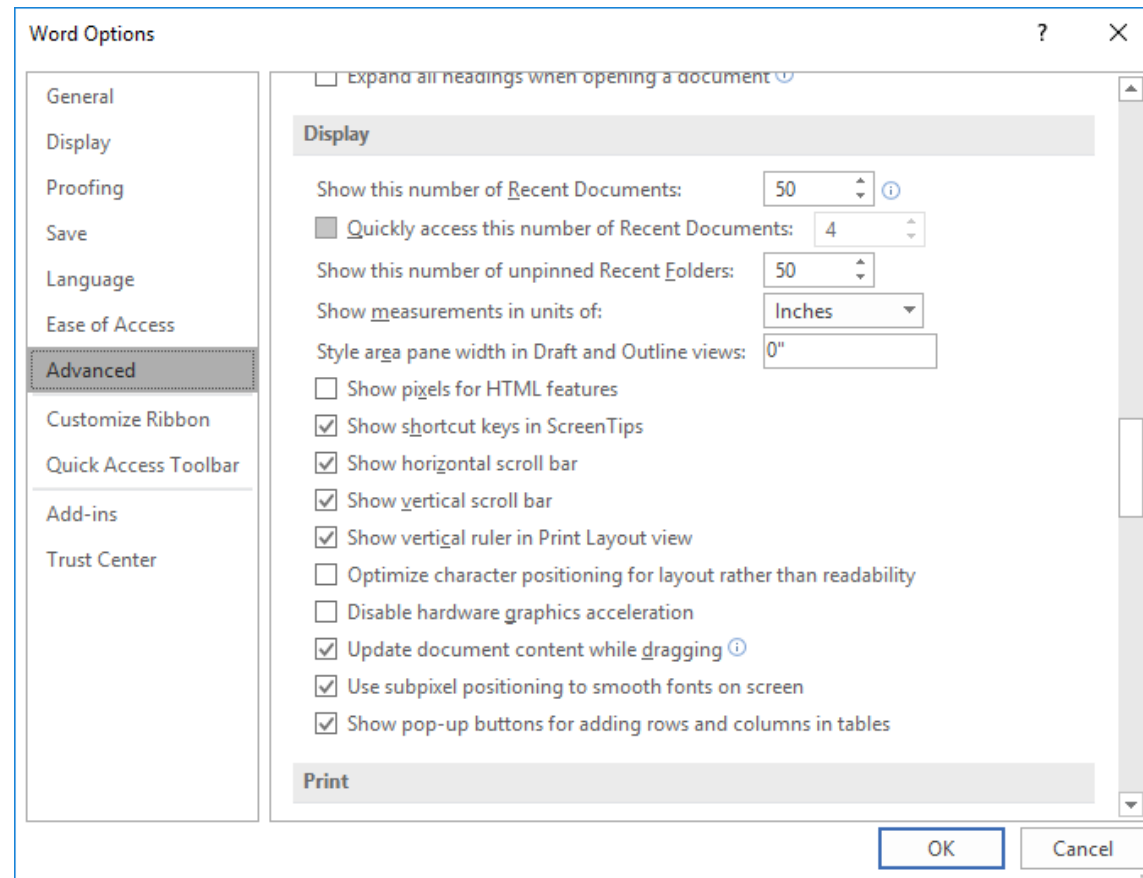


Draft view vs. Print Layout view

- ▶ In the ribbon, select “View” then “Print Layout” or “Draft”
- ▶ Print Layout includes headers and footers
- ▶ Draft shows text without headers and footers

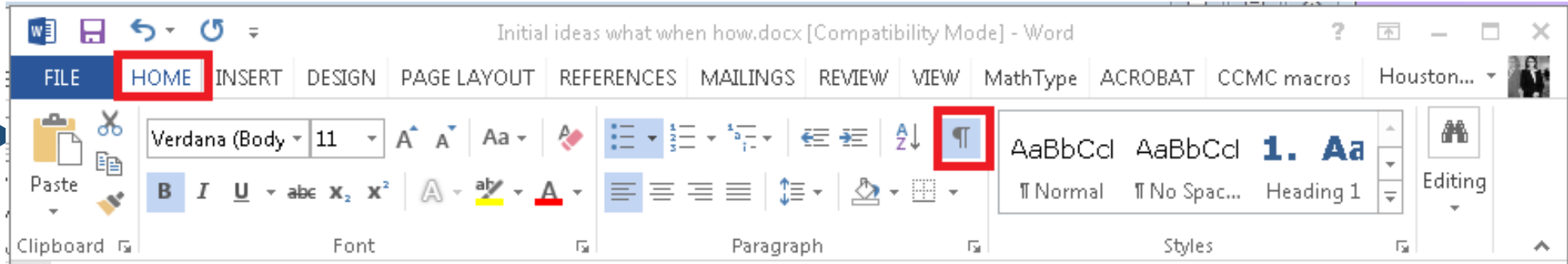
Seeing styles in Draft View

- ▶ Home > Options > Advanced > Display > Set the Style Area Pane Width in Draft and Outline Views field to a value other than 0

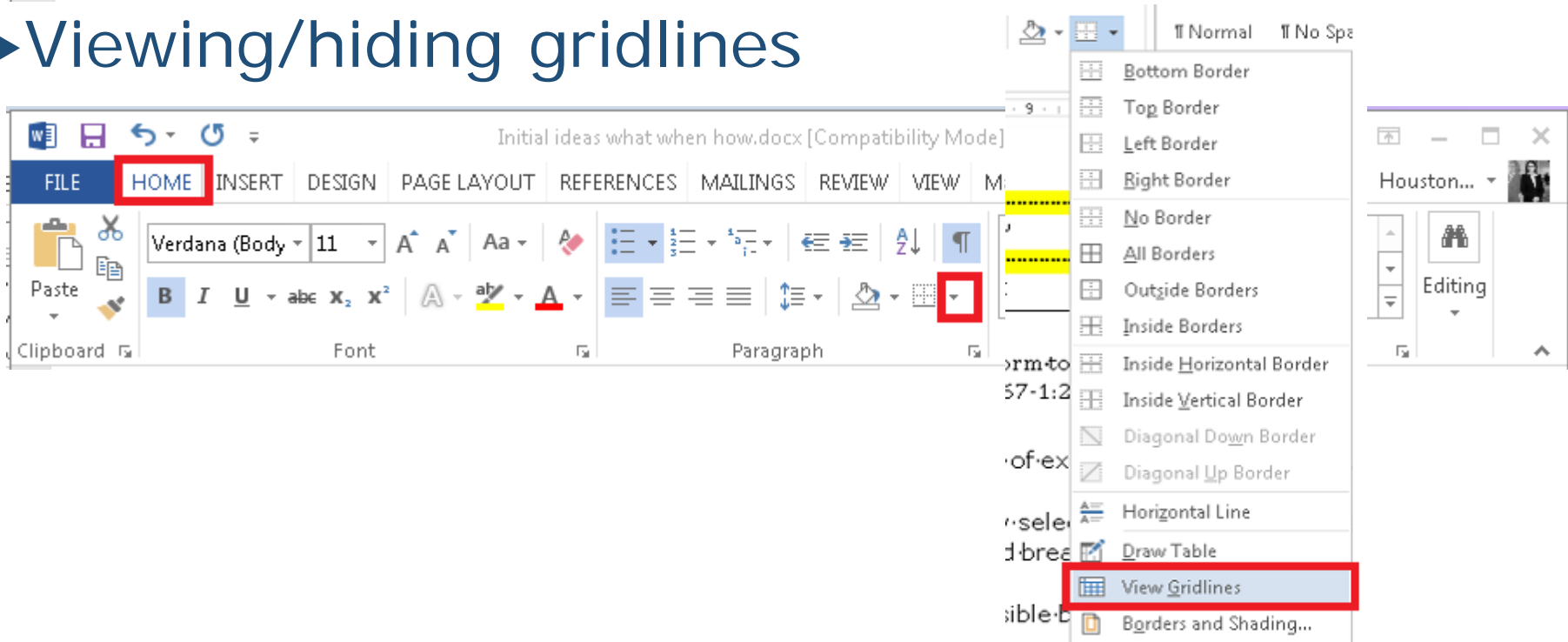


Show or Hide Content

▶ Viewing/hiding formatting symbols



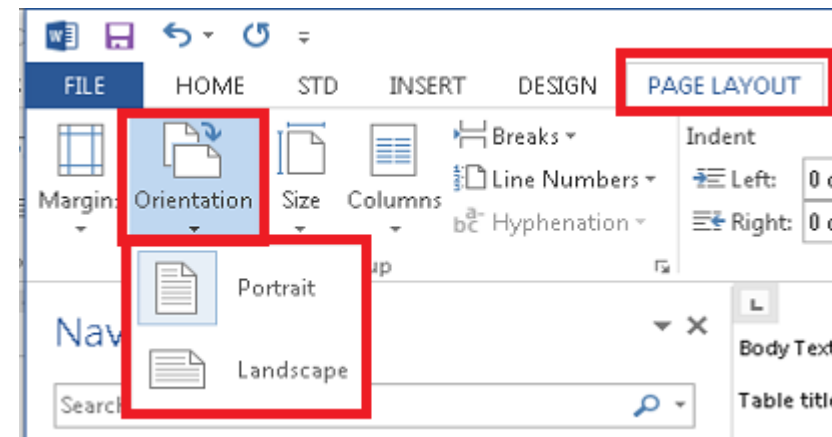
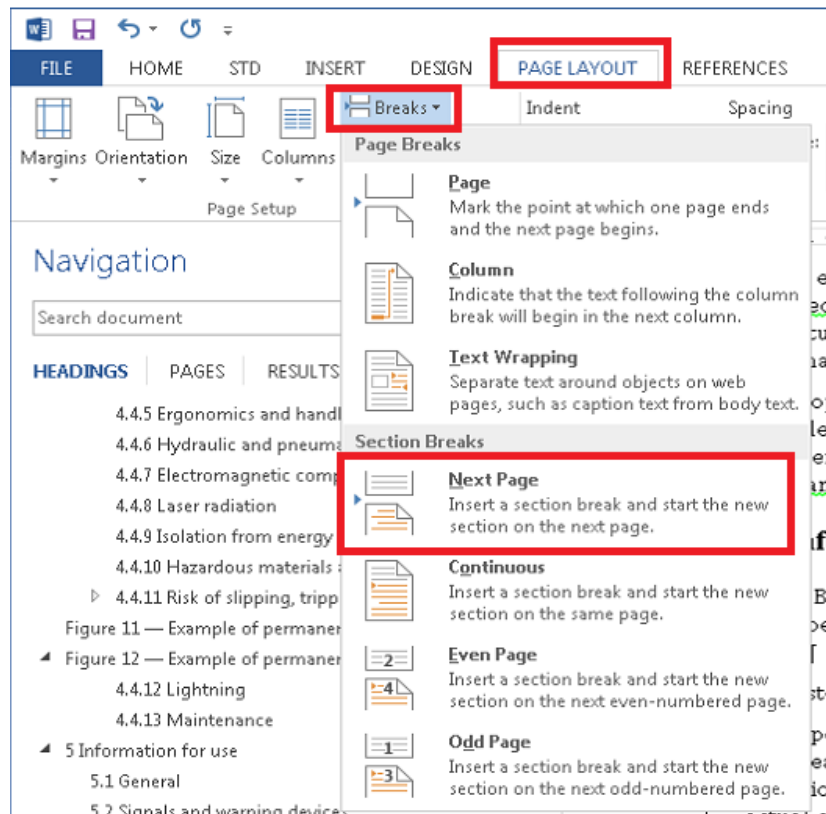
▶ Viewing/hiding gridlines



- ▶ Indentation & the use of invisible borders
 - ▶ Do not use tabs!
- ▶ Hard return (¶) vs. soft return (↵)
 - ▶ Avoid the use of additional hard returns → our tools will remove them!
- ▶ Converting text → table
- ▶ Converting table → text
- ▶ Adding rows/columns/cells

Pages breaks

- ▶ Page Layout > Breaks > Next Page
- ▶ Then the page orientation can be changed



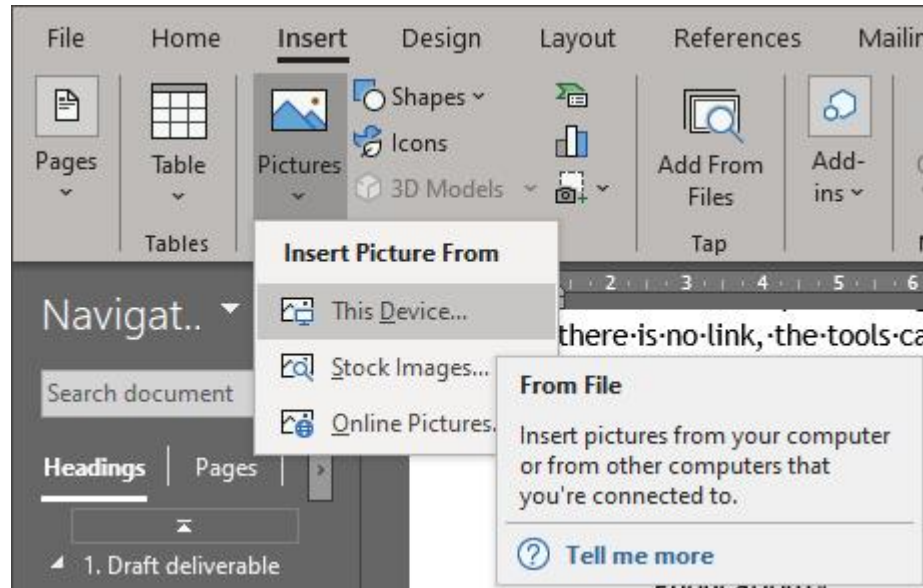
- ▶ Converting text → table (see Tables)
- ▶ Inserting a new equation, numbering it, and styling it correctly:
 - ▶ Style as 'Formula'
 - ▶ 1 tab
 - ▶ number

a2	• A.3→Examples of formulae
Formula	$m_A = \frac{m_1 - m_2}{A} \times 10\,000$

→ (A.1)

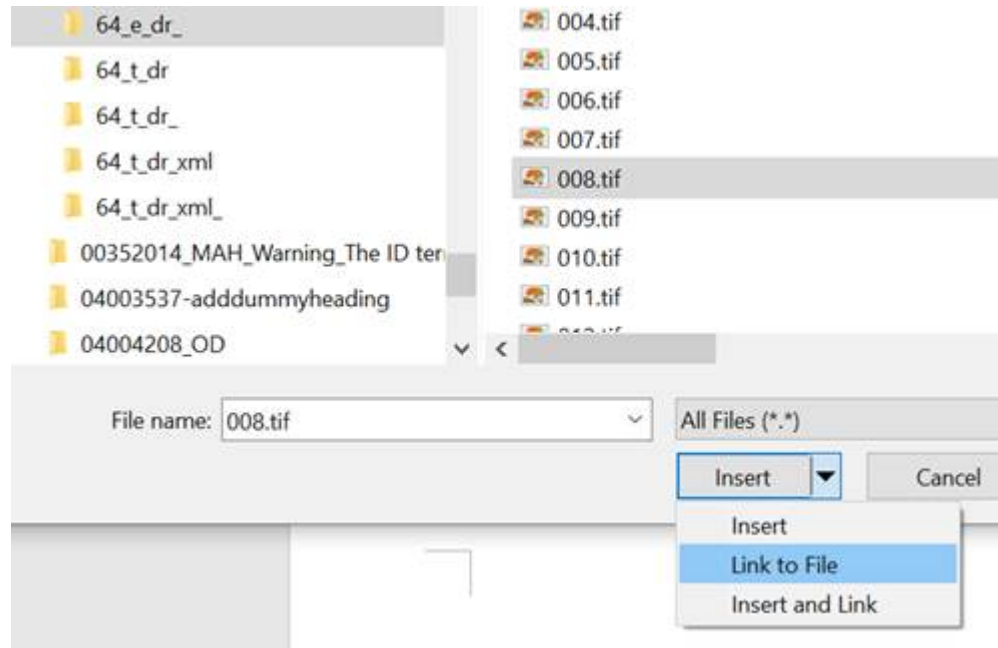
Inserting figures (1/3)

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



Inserting figures (2/3)

- ▶ Select the file path and choose the figure file to be inserted.
- ▶ From the drop-down menu under 'Insert', choose 'link to file'



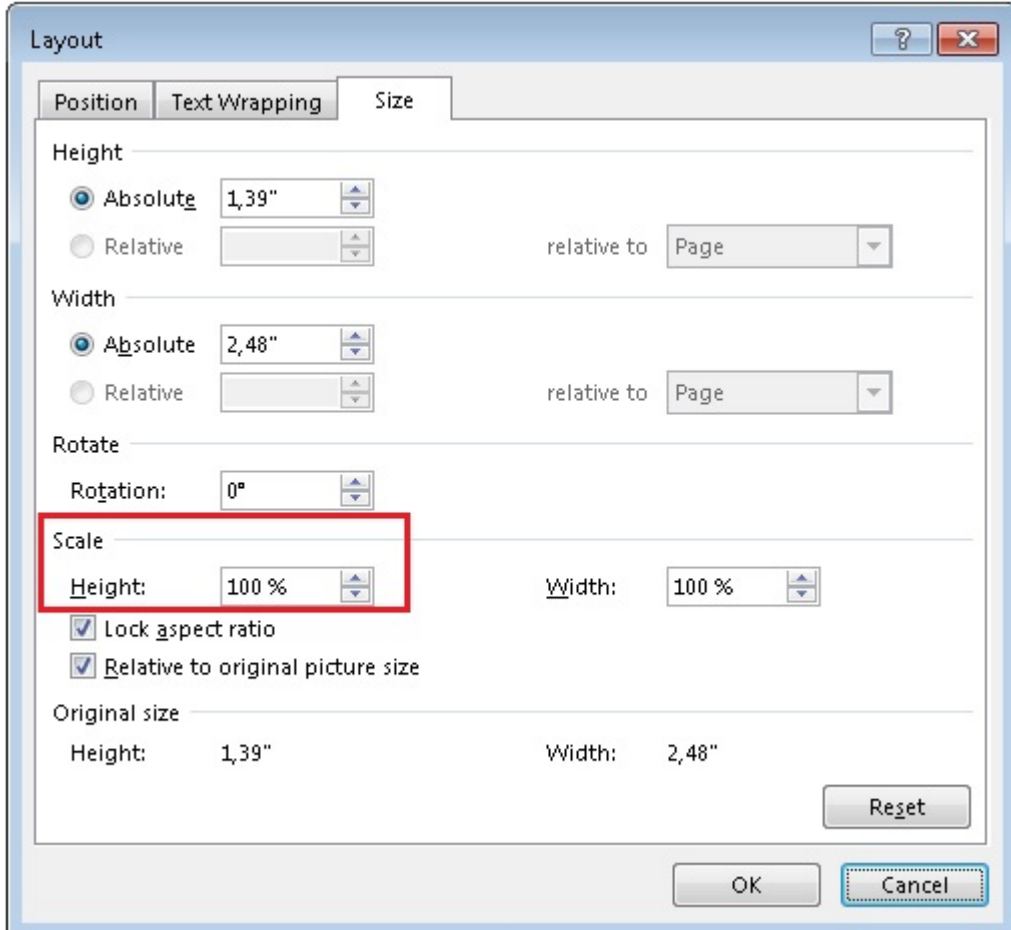
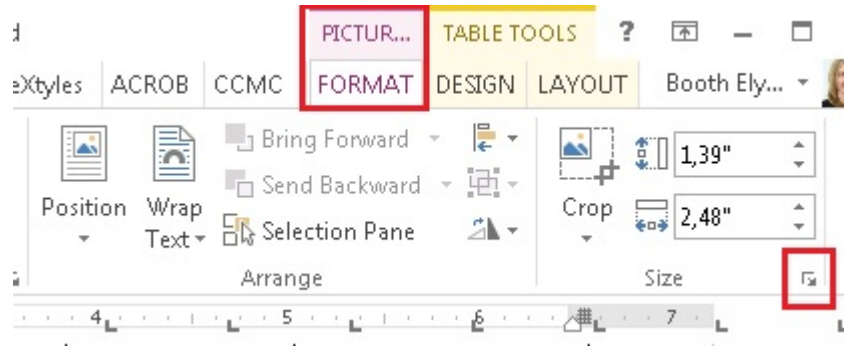
- ▶ If the figure is not visible, choose 'Insert and Link' instead. Note that this can increase the overall file size of the deliverable.

Inserting figures (3/3)

► Properly inserted?

<https://projex.cencenelec.eu/pgImageQualityCheck.aspx>



Rescaling figures to 100%

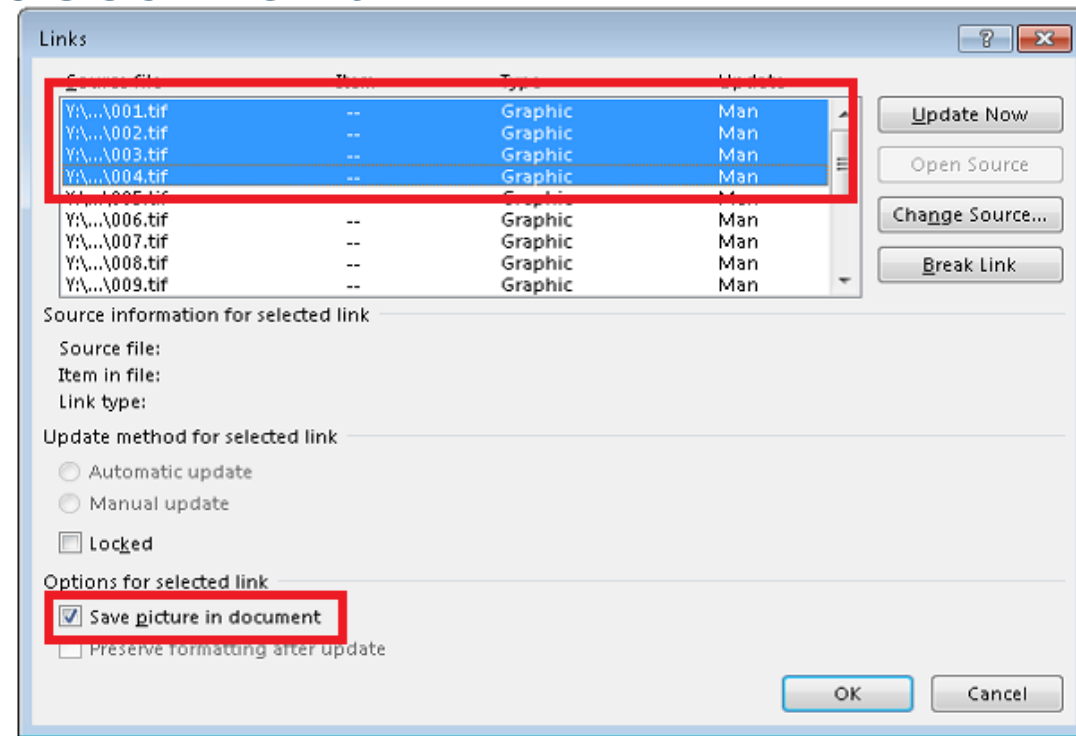


File size and figures

- ▶ In cases where the file size becomes too large because of figures
- ▶ File > Edit Links to Files > Select all figure files and remove the check by “Save picture in document”

Related Documents

-  Open File Location
-  **Edit Links to Files**
- Show All Properties

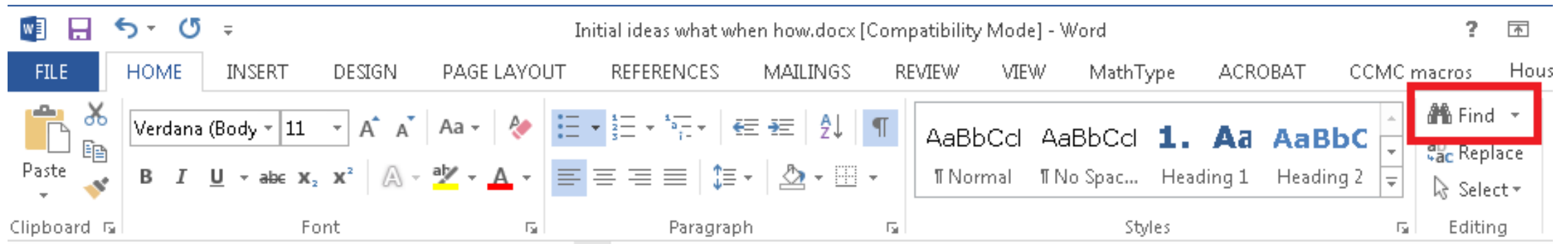


Export figures from PPT

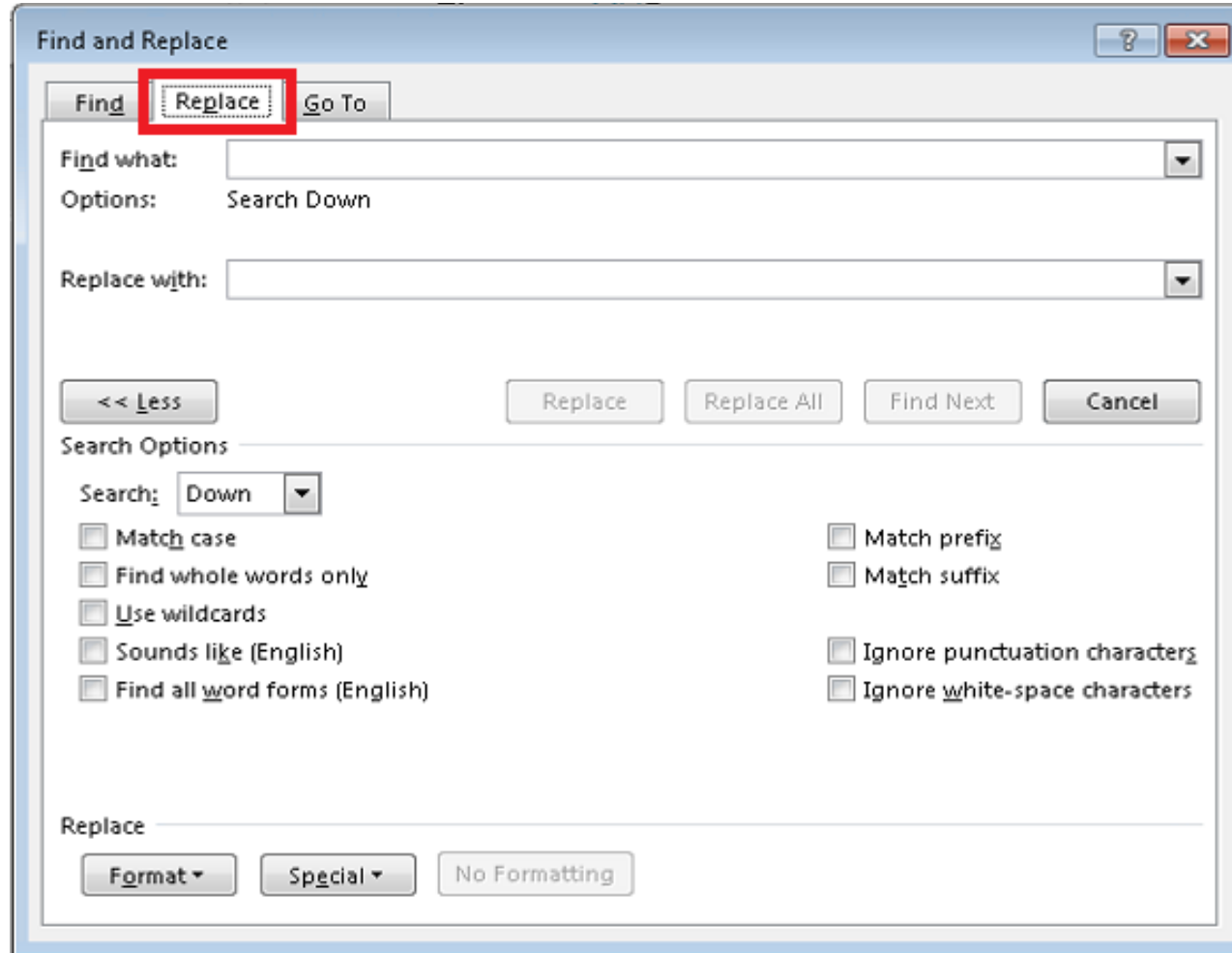
- ▶ <https://docs.microsoft.com/en-us/office/troubleshoot/powerpoint/change-export-slide-resolution>
- ▶ Emergency solution!

Using Search

- ▶ Can be used to search for graphics, tables, equations, etc.
- ▶ Advanced find can be used to find formatting or formatting marks
- ▶ Ctrl+F or

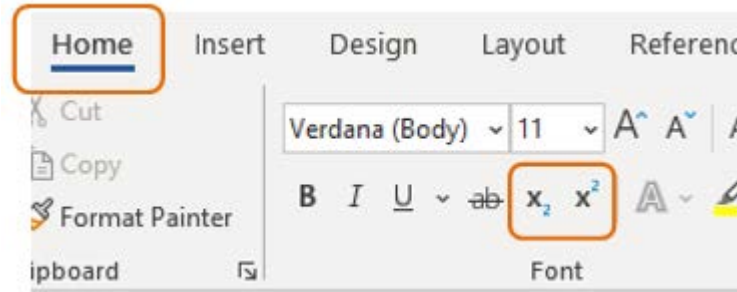


Search and Replace



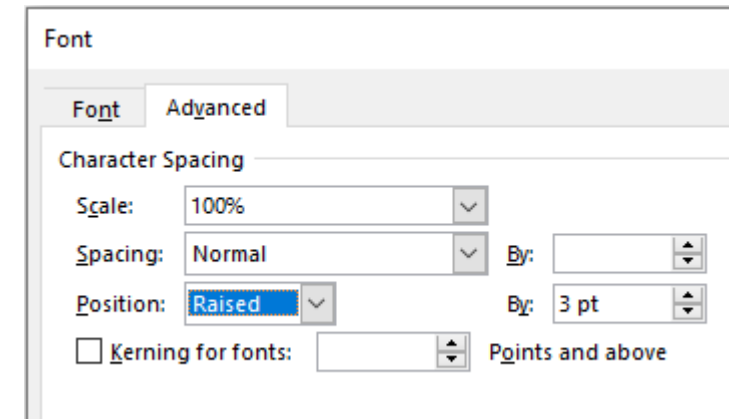
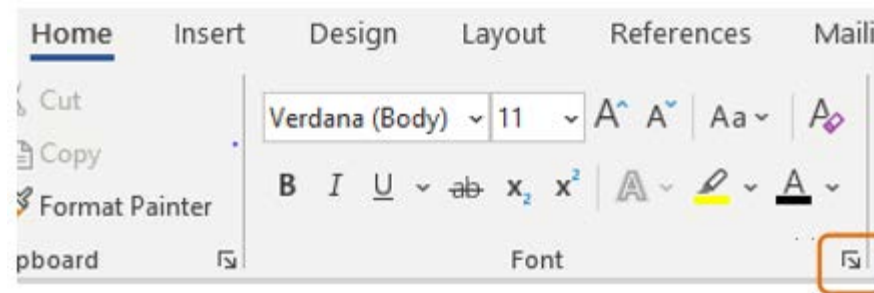
Superscript/subscript

► Home tab < Font



Raised/Lowered

Home tab < Font < Dialog box launcher



Style Inspector

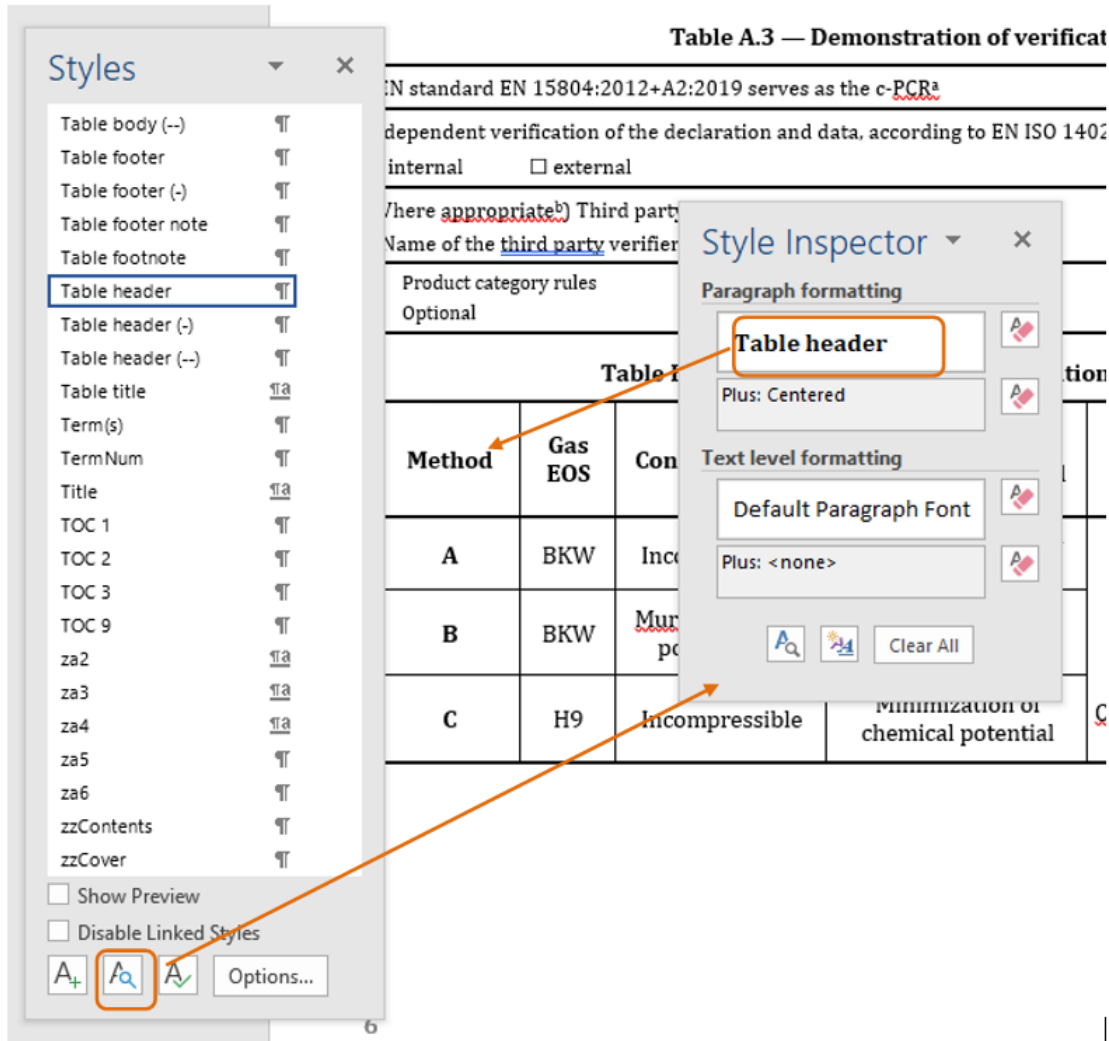


Table A.3 — Demonstration of verification

EN standard EN 15804:2012+A2:2019 serves as the c-PCR^a

independent verification of the declaration and data, according to EN ISO 14026:
internal external

(where appropriate^b) Third party verification
Name of the third party verifier

Product category rules
Optional

Method	Gas EOS	Con
A	BKW	Inco
B	BKW	Mur po
C	H9	Incompressible

MINIMIZATION OF chemical potential

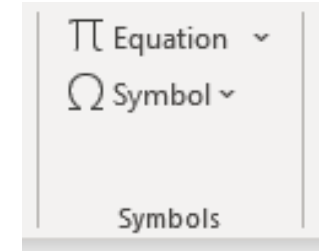
6

► Shows styles that are not visible in the style pane

Shortcuts


Name	Symbol	Shortcut Windows	Shortcut Mac
Em dash	—	Ctrl + Alt + minus (-)	Option + Shift + Dash (-)
En dash	-	Ctrl + minus (-)	Option + Dash (-)

- ▶ Can also be inserted by inserting the symbol at 'Insert' tab
- ▶ Or by using Word's AutoFormat

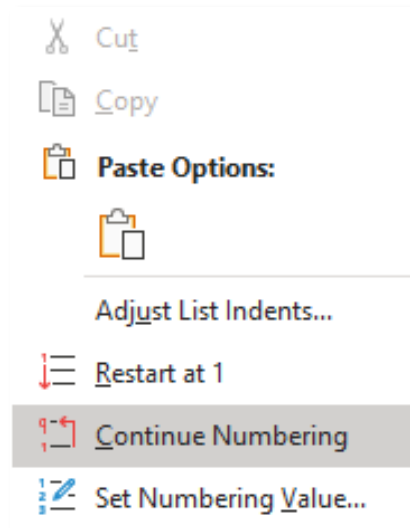


Name	Symbol	Shortcut Windows	Shortcut Mac
Non-breaking space	°	Ctrl+Shift+Space	Command+Shift+Space
Non-breaking hyphen	-	Ctrl+Shift+Hyphen	Command+Shift+Hyphen
Copy formatting		Ctrl+Shift+C	Command+Shift+C
Paste formatting		Ctrl+Shift+V	Command+Shift+V

Copy/paste formatting

- ▶ Several options:
 - ▶ Format Painter  Format Painter
 - ▶ Ctrl+Shift+C and Ctrl+Shift+V

- ▶ ‘Continue numbering’
 - ▶ For (sub)clauses & numbered lists



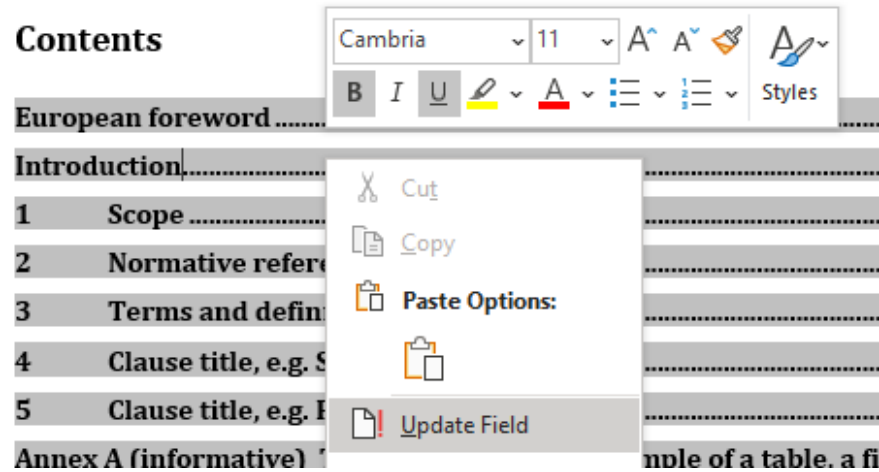
- ▶ To be removed before submitting draft to CCMC!
 - ▶ For example in-text citations (“see 5.2.3”), Figure numbering, etc.
 - ▶ When editor runs tools, links are broken

To cover most eventualities, two distinct (and hierarchical) levels of method validation, V1 (Error! Reference source not found., Error! Reference source not found.), resp. V2 (Error! Reference source not found.), are described in this document. The validation levels are organized as shown in Error! Reference source not found. ¶

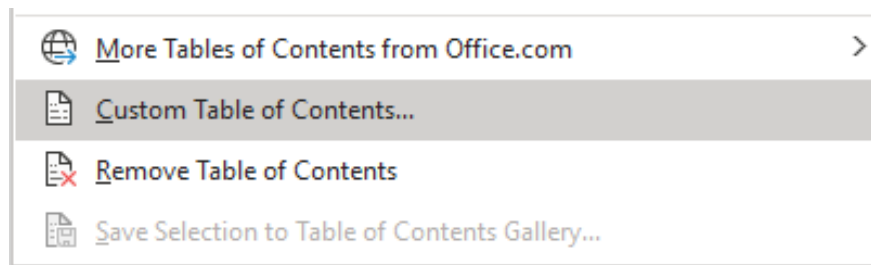
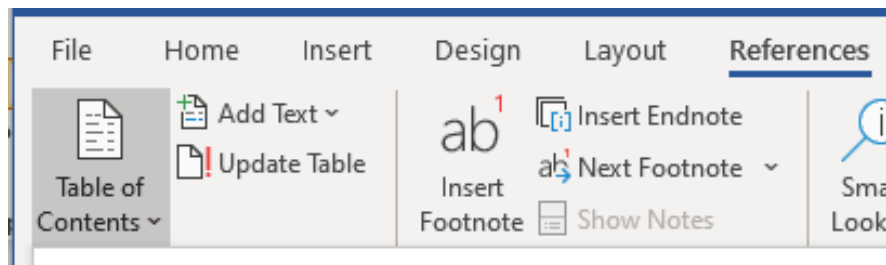
- ▶ “Remove” all fields in a document:
 1. Select (avoid selecting the TOC)
 2. Right-click, then click ‘Toggle Field Codes’
 3. CTRL+Shift+F9 (cmd+shift+F9 for Mac)

Table of contents

- ▶ Update the TOC (right-click + Update Field)

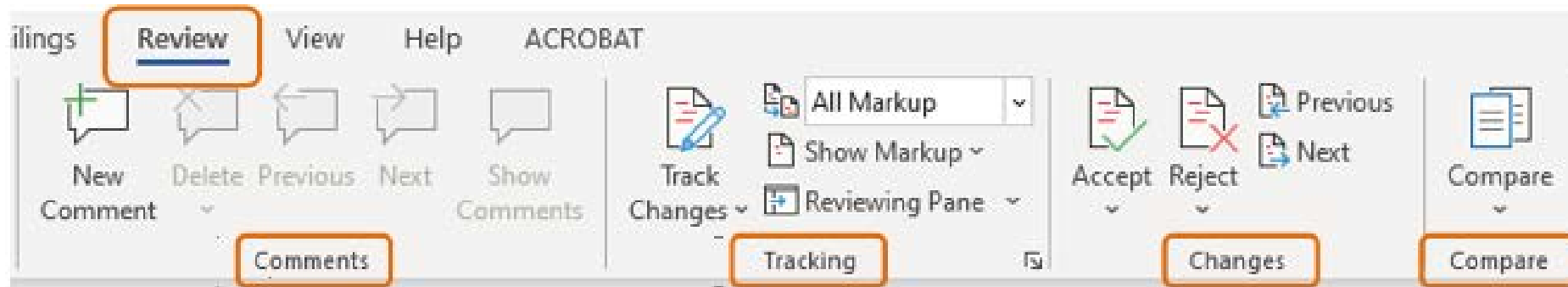


- ▶ Insert a new TOC ('References' tab)



Stm and tracked changes

- ▶ How editors create the stm ('Compare')
 - ▶ Check equations !
- ▶ Functionalities on the 'Review' tab

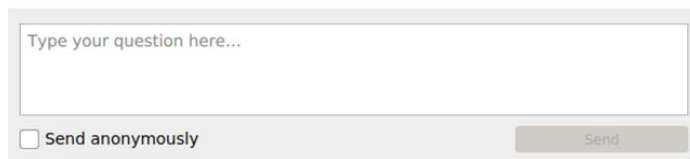
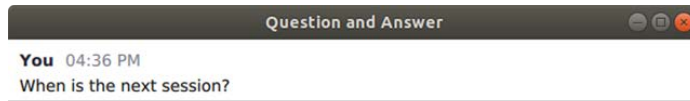


Before we close ...

- ▶ [CEN Simple Template](#) & [CENELEC Standard Template](#)
- ▶ [CEN](#) & [CENELEC](#) BOSS
- ▶ When in doubt, get in touch:
 - ▶ Editors
 - ▶ production@cencenelec.eu
 - ▶ PM for technical/procedural questions

Question time

▶ Use the Q&A panel to submit your questions



Type your question here...

Send anonymously

Send



European Standardization Organizations

Thank you for your participation!

Next webinar

2021-06-10 - [CEN approach on addressing environmental issues in standardization](#)

Series of webinars for standards drafters 2020: Available [here](#).