



European Standardization Organizations

Webinar for Standard Drafters

Getting Started with the Simple Template

*We start at
14:00 CEST*

Your webinar moderator



Els Somers

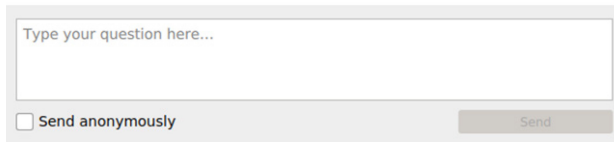
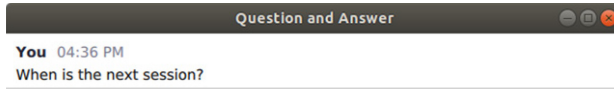
Project Manager

Public Relations

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



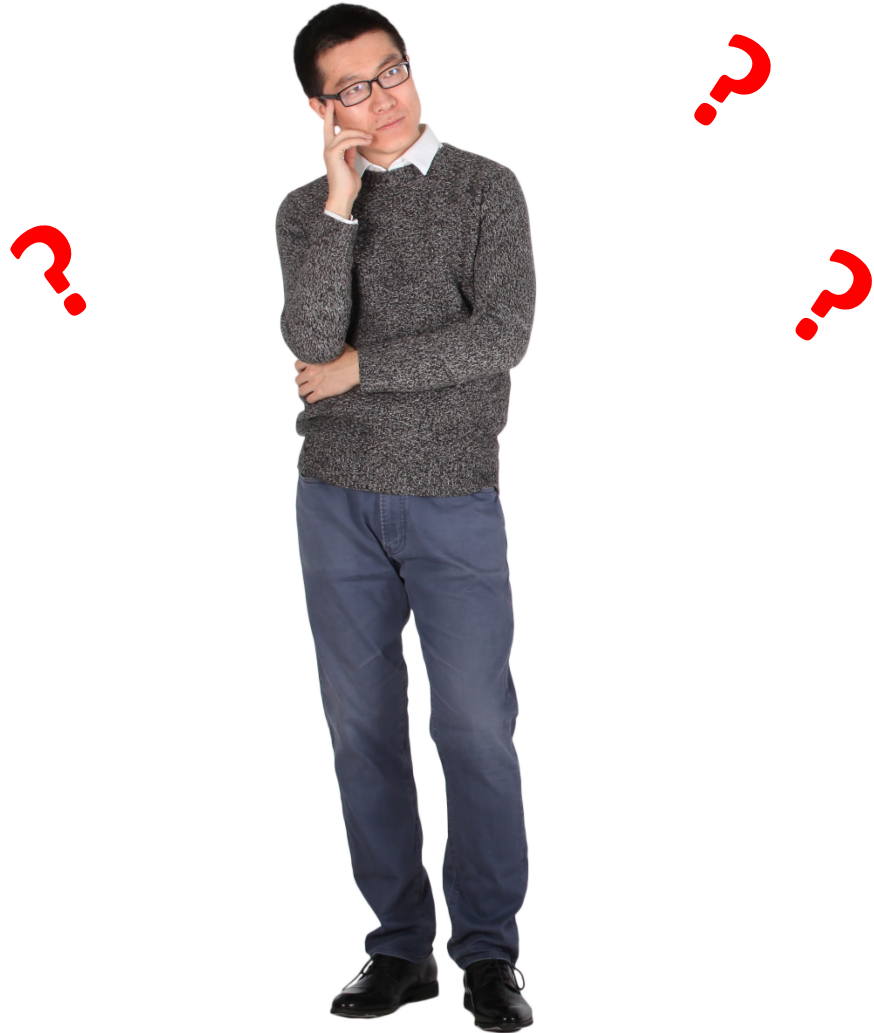
Amy Jayne CONLEY
ajconley@cencenelec.eu

*Project Manager
Editing – Standardization
CEN and CENELEC*

To be discussed

- ▶ Simple templates (CEN and CLC)
- ▶ Why the drafting rules are so important (XML, SI)
- ▶ Templates & Quick Start Guide
- ▶ Using the Simple Templates
- ▶ Using the IQC to check figures for submission

How to get started?



Revisions:

- Which version?
- What do I save it as?
- What was the format again for Clause 3?
- What about amendments?

New project:

- Can I just copy the styles from another document?
- Where do I find the correct text for the Foreword?

The solution:

Use the simple templates!

Templates are available for a variety of documents.

Check out:
[CEN BOSS](#)
[CENELEC BOSS](#)



Where are the templates?

▶ [Business Operations Support System \(cen.eu\)](http://cen.eu)

OR

▶ [Business Operations Support System \(cenelec.eu\)](http://cenelec.eu)

▶ Reference material

▶ Forms and templates

▶ Technical work

▶ CEN Simple Template for drafting standards /
CENELEC Simple Template for drafting standards

Internal Regulations, part 3

▶ [Business Operations Support System \(cen.eu\)](https://cen.eu)

OR

▶ [Business Operations Support System \(cenelec.eu\)](https://cenelec.eu)

▶ Reference Material

▶ Reference documents

▶ 2 CEN-CENELEC Internal Regulations

▶ [Part 3 \(published 2022\)](#)

How to use the Simple Template?



- ▶ XML!
 - ▶ Obligation to provide XML for 100% eligible deliverables
- ▶ Submission Interface!
 - ▶ Submissions will be rejected if they're not in the Simple Template
- ▶ Overall efficiency
 - ▶ Editing timeframes reduced
 - ▶ Editors → more time on important aspects of text (not just styling!)

Drafting rules

- ▶ **Avoid surprises!**
 - ▶ Differences in how things look
 - ▶ Expectations are managed before editing
 - ▶ Reduction in delays to resolve editorial matters!

- ▶ **IR-3 → Obligatory!**
 - ▶ For all deliverables! EN, TS, TR, Amendments...
 - ▶ Simple template makes this SO easy!

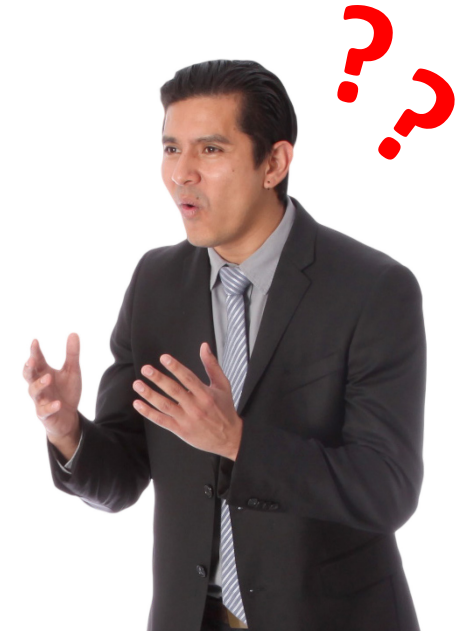


Image Quality Check Tool

- ▶ Projex-Online → Right-hand side link
- ▶ Upload Zip-file
 - ▶ `_e_dr` folder containing all figures inserted and linked in word doc
 - ▶ Word doc (.docx)
- ▶ Generate report
- ▶ Bon appétit!

Image Quality Check Tool

Contact FAQ Help

Last update: 2024-04-26 Amy Jayne Conley Sign Out

My Projex-Online Simple Search Complex Search **Image Quality Check**



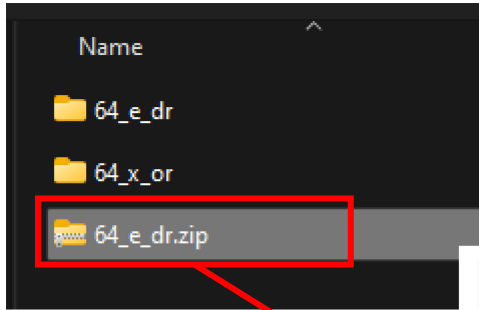
IMAGE QUALITY CHECK

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.

- 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 (MathType, 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

Image Quality Check Tool



+ Choose × Cancel

64_e_dr.zip

- For guidance, requirements, and more information on figures, see [4. Providing figure/image files](#)
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Submit

Image Quality Check Tool

- ▶ Check the following instructions for how to interpret the results!

Image Quality Check Tool Tips!



Important points to remember



- Use the simple templates
- Make sure your figures fit – do the Quality Check
- Contact your editor if you have editorial questions
- Contact the production team if you have procedural or upload questions
- Email: production@cencenelec.eu

Your feedback



Question time

▶ Use the Q&A panel to submit your questions

Question and Answer

You 04:36 PM
When is the next session?

Type your question here...

Send anonymously

Send



European Standardization Organizations

Thank you for your participation!

Next webinars for Standard Drafters

For CEN: [Events & Trainings - Experts CEN](#)

For CENELEC: [Events & Trainings - Experts CENELEC](#)