



European Standardization Organizations

Webinar for Standard Drafters

Drafting for XML: Technical requirements for figures

*We start at
10:00 CEST*

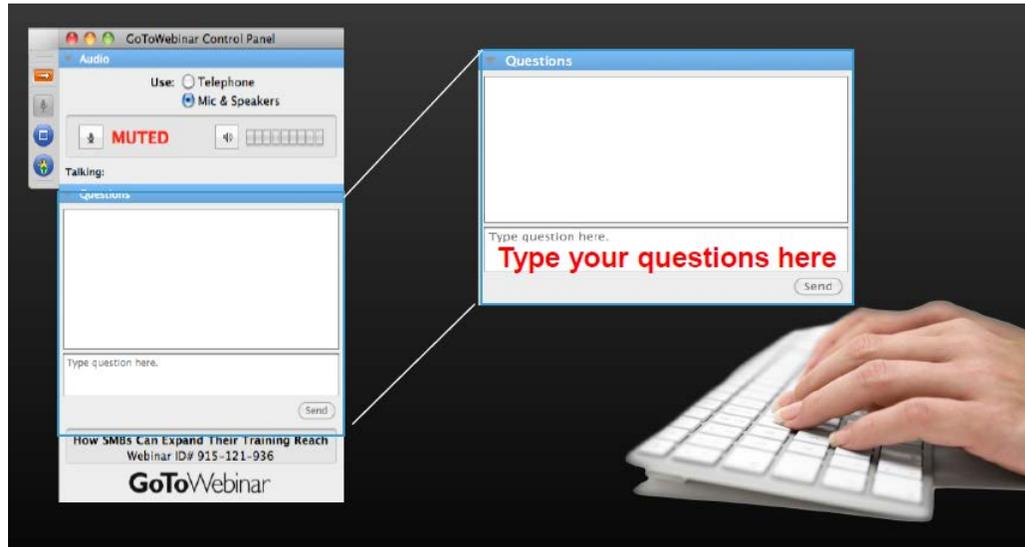
Your webinar moderator



Els Somers
Project Manager
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Get the most out of the webinar today

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



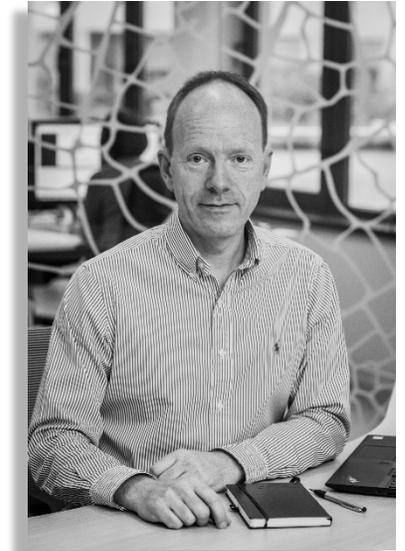
- ▶ Talk about us on Twitter [#training4standards](#) [@Standards4EU](#)

Your speakers today



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*Project Managers
Editing & Production
Standardization & Digital Solutions*



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To be discussed...

- ▶ Introduction
- ▶ Technical requirements
- ▶ Styling and Layout
- ▶ Common problems

- ▶ Internal Regulations Part 3, Clause 28 “Figures” – rules for layout:
 - ▶ CEN: https://boss.cen.eu/ref/IR3_E.pdf (also in F and D)
 - ▶ CENELEC: https://boss.cenelec.eu/ref/IR3_E.pdf (also in F and D)

- ▶ BT decision:
 - ▶ CEN: BT 15/2010

- ▶ Obligatory for CEN, strongly recommended for CENELEC

Technical requirements

Technical requirements

▶ In line with IR3:

Electronic-Transmission-Notice₁



All documents submitted to CCMC shall comply with the CEN-CENELEC Internal Regulations-Part 3, "Rules for the structure and drafting of CEN-CENELEC Publications"

Reference Number:	prEN 1493 ^α
Work Item Number:	00098049 ^α
Title:	Vehicle lifts ^α
Sending date:	2020-03-25 ^α

With reference to the above, **find-in-attachment**, the electronic files appertaining to the following procedure:

Step 20.60 (first working draft)

▶ Separate electronic files:

- ▶ Obligatory for CEN
- ▶ Strongly recommended for CENELEC

Technical requirements

- ▶ .tif(f) or .eps format
- ▶ 600 dpi
- ▶ Compression LZW

► Size 100 %

- Figures to be linked in real size in WORD document
- Resizing not allowed in the standard text (WORD), original size to be used
- Resizing harms the XML handling
- Resizing is a risk of making mistakes, e.g. for diagrams not resized in correct relation of abscissa versus ordinate
- Typical issues with real size figures: figure too large for the WORD page with keys/titles separated or figure so small that unreadable

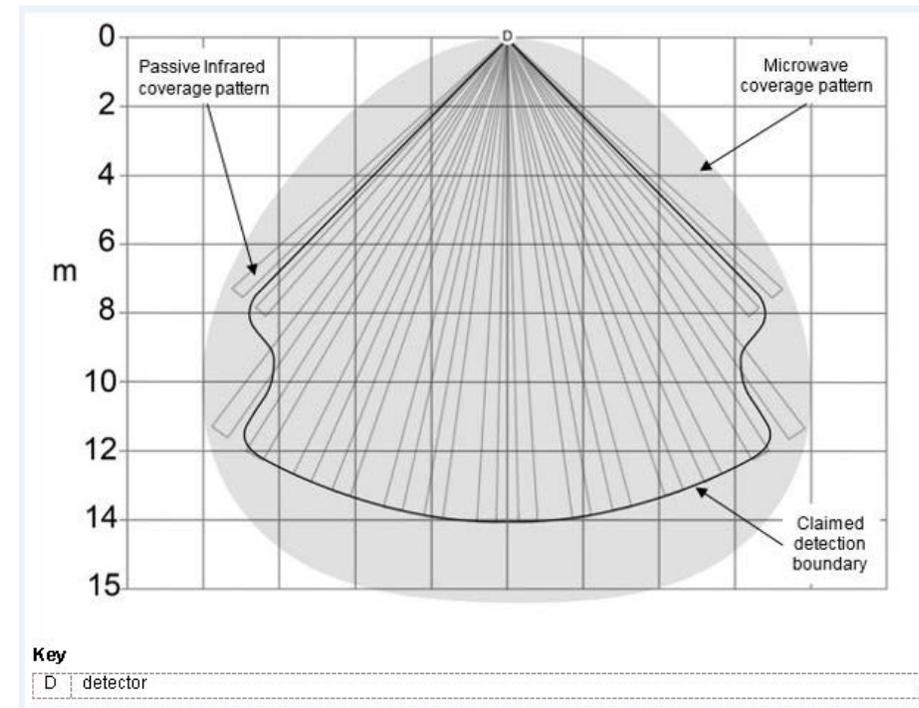
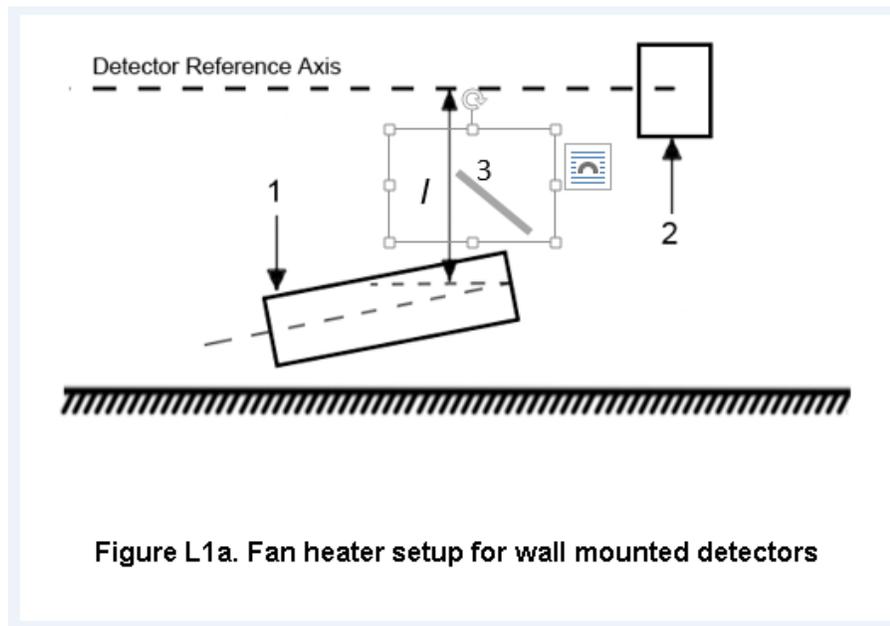


■ Key

- 1: the recipient generates the opening right
- 2: the recipient recovers the opening right
- 3: the recipient send the opening right to the delivery operator
- 4: the delivery operator forwards the opening right to the delivery agent (how this is done is out of scope of this document)
- 5: the delivery agent uses the opening right to open the box

Technical requirements

- ▶ No blank sizes or frames (avoid the need of cropping)
- ▶ Overall readability and sharpness
- ▶ No use of shape elements or text boxes on electronic figures (getting erased, getting lost during XML processing)



Technical requirements

- ▶ Too large electronic sizes slow the XML process down and can cause collapses of WORD during handling and export to XML
- ▶ In case of coloured figures, the information loss regarding publishing limitations could be an issue (e.g. printed black and white paper versions)

▶ Naming

- ▶ 001; 002a, 002b, 002c; A001 (simple naming without specific signs like @, *, -, names, etc.)
 - ▶ Figures in tables/keys: 001_1 (for keys), tbl_1_1 (for tables)
 - ▶ Ensure naming is correct – incorrect naming can be time-consuming and confusing for editors to fix!
- ## ▶ Language-neutral (using keys where needed)
- ## ▶ Title (IR Part 3:2019, 28.2, expected by eXtyles)

Styling and layout

- ▶ Pre-defined styles found in templates

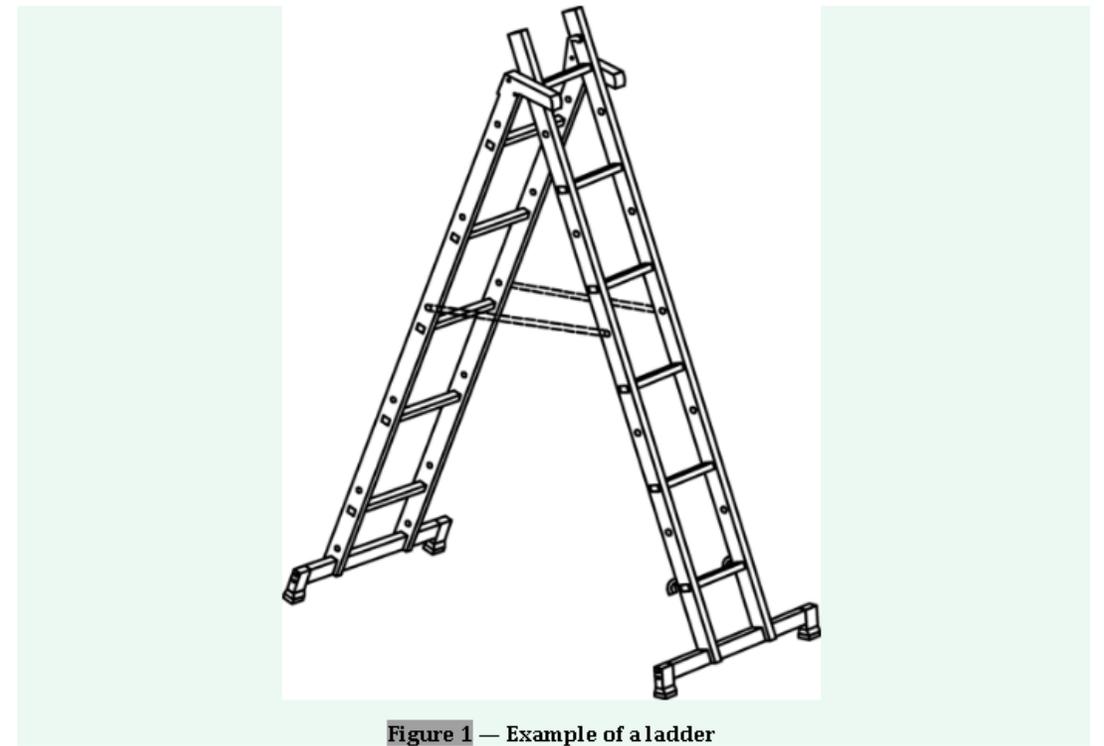
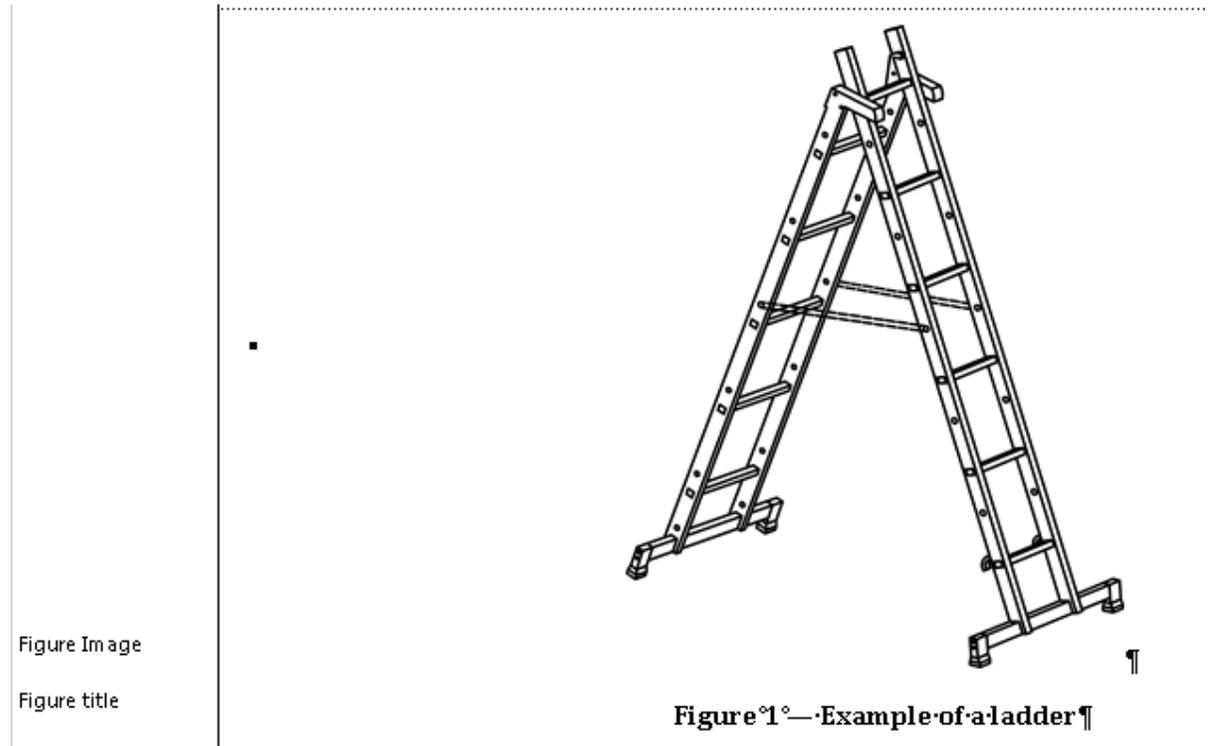
- ▶ Common styles:
 - ▶ Figure image + figure title
 - ▶ Key title + key text (+ laid out in table)
 - ▶ Figure subtitle

- ▶ Less common styles:
 - ▶ Dimension_100
 - ▶ Figure Note
 - ▶ Figure text

Basic styling – common styles

▶ Simple figure 1

▶ Figure Image + Figure title (using em-dash)



Basic styling – common styles

▶ Simple Figure 1 with Key

- ▶ Figure image, figure title, key title, key text (not visible)

Figure Image

Key Title

Figure title

▪ **Key**

1	platform	⌘
2	load plate	⌘

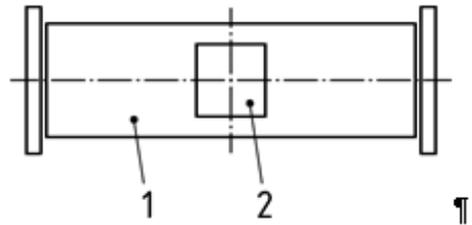
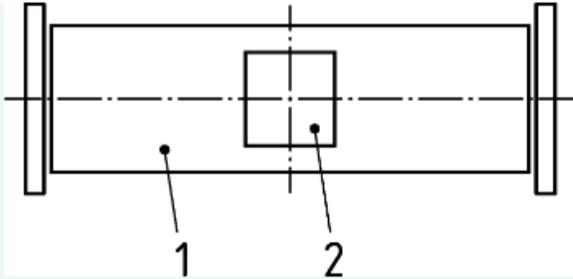


Figure 5 – Bending test of the platform



Key

1	platform
2	load plate

Figure 5 – Bending test of the platform

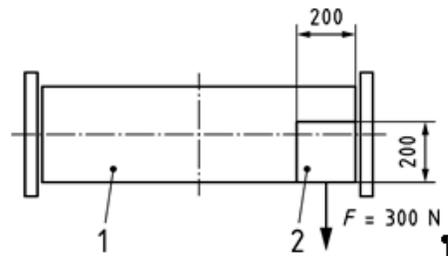
Basic Styling

► Subfigures (incl. key)

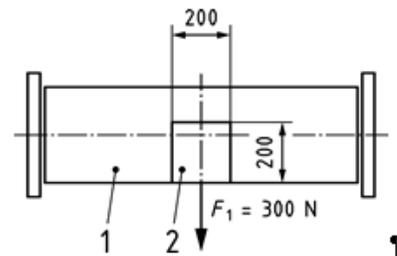
► Figure image + figure subtitle + figure title:

Figure Image

Figure subtitle



a) end and the edge of the platform ¶



b) middle of the platform ¶

Key ¶

1	platform
2	load plate

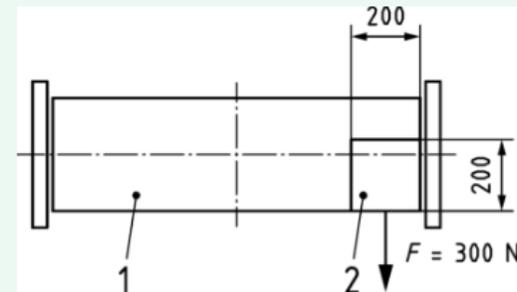
Figure Image

Figure subtitle

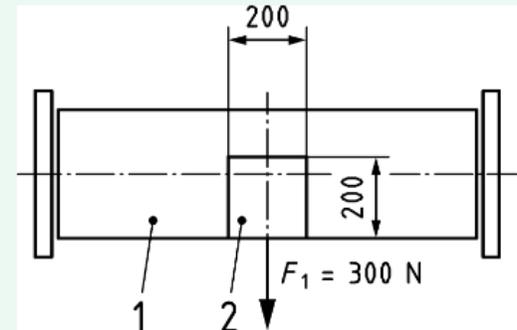
Key Title

Figure title

Figure 8 — Test for stability against overturning ¶



a) end and the edge of the platform



b) middle of the platform

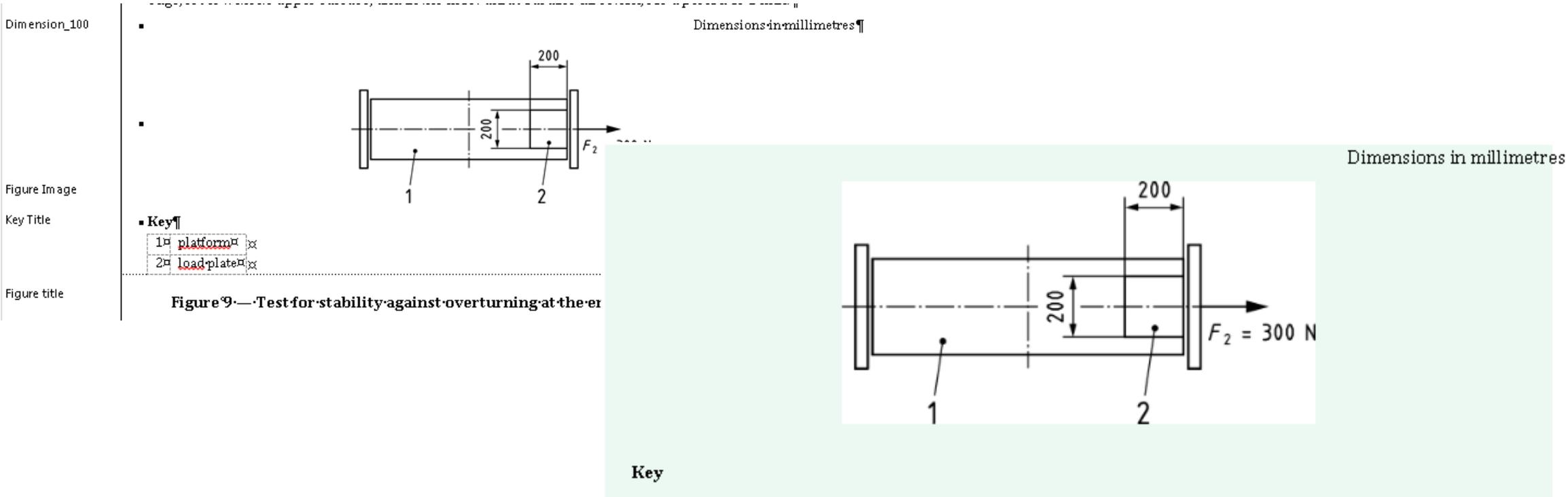
Key

1	platform
2	load plate

Figure 8 — Test for stability against overturning

Less common styles

- ▶ Dimension_100
 - ▶ Dimensions in millimetres/metres/...

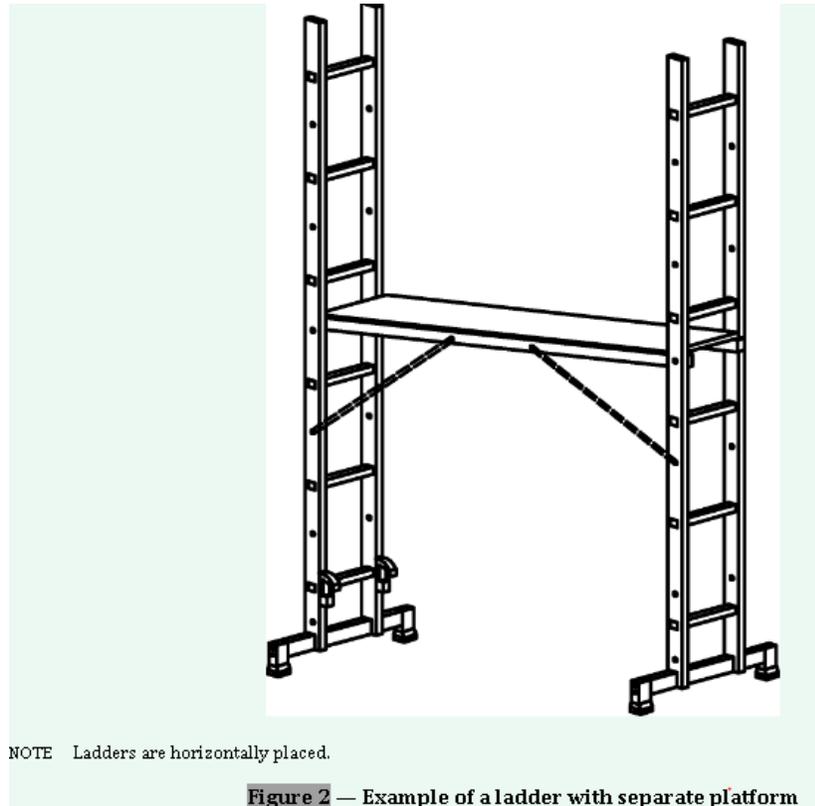
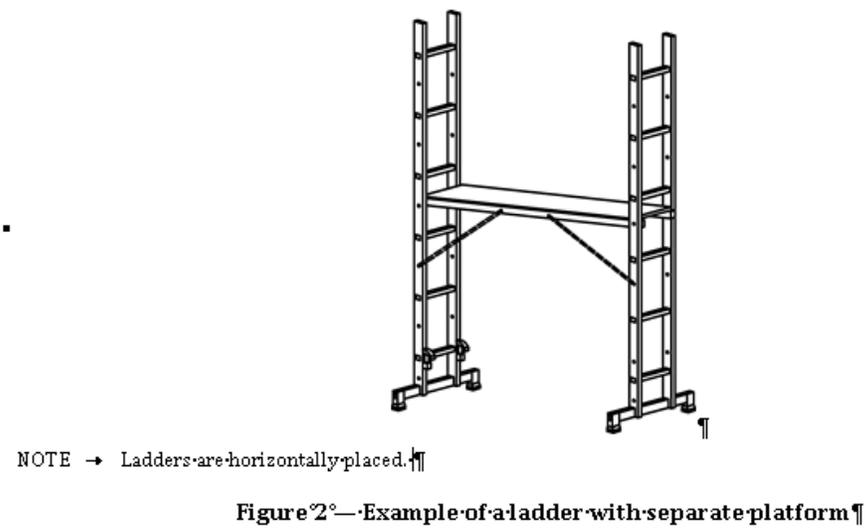


Less common styles

▶ Figure Note

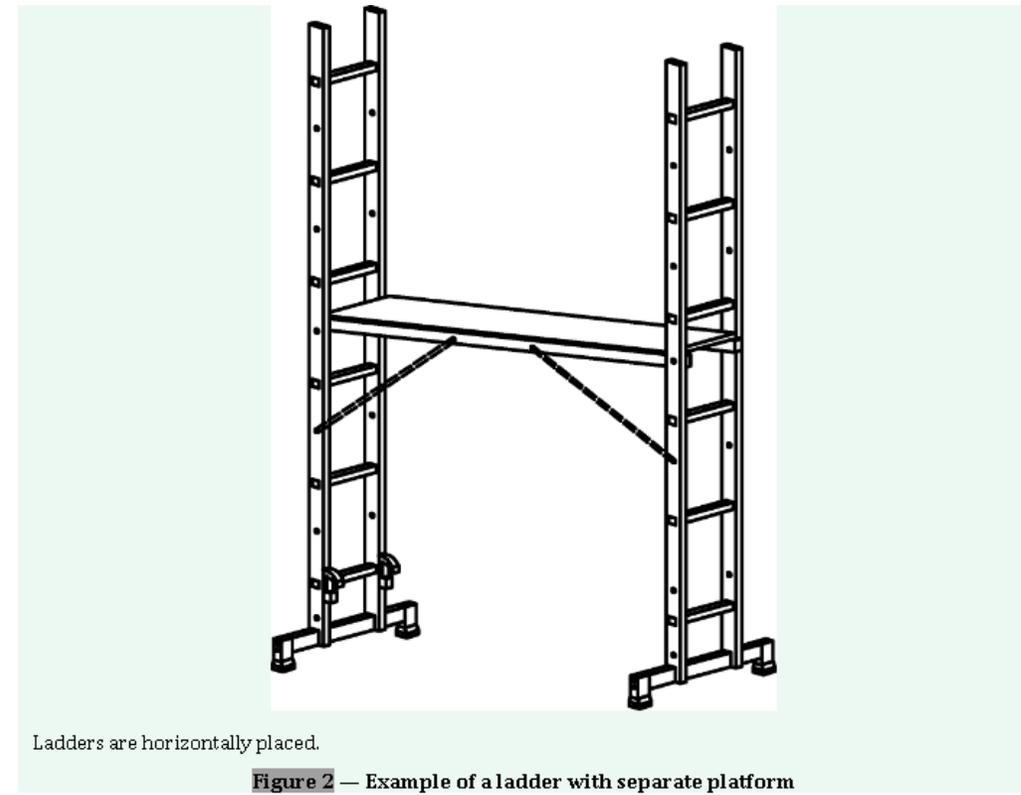
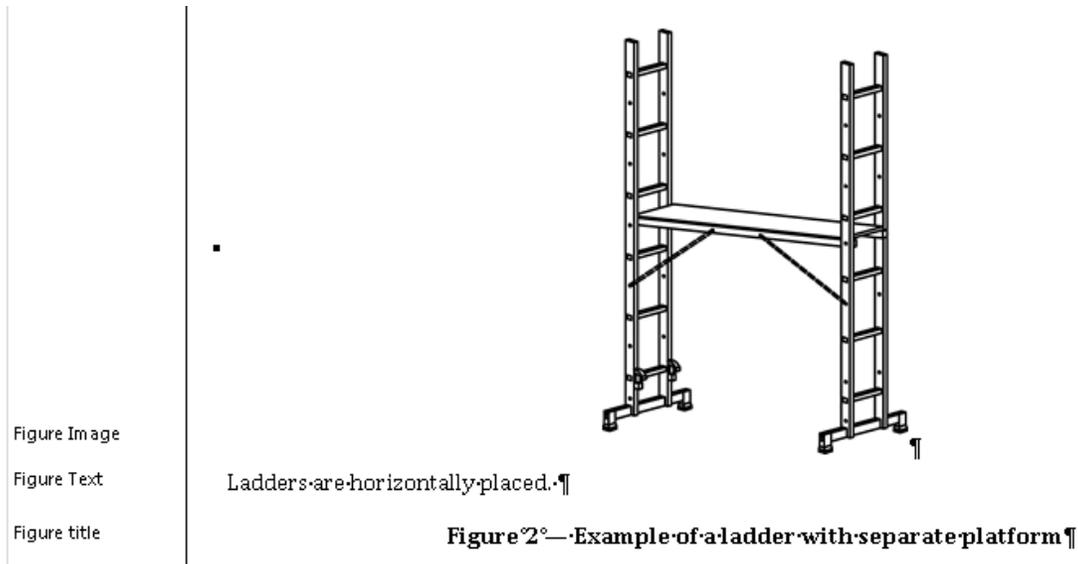
- ▶ Follows same numbering conventions as text if more than one
- ▶ No requirements, recommendations or permissions

Figure Image
Figure note
Figure title



Less common styles

- ▶ Figure text
 - ▶ Explanatory supplementary to key and/or figure note



Layout of figures

- ▶ Simple figure – rely on style for layout
- ▶ Key text SHALL be in a table – hide borders

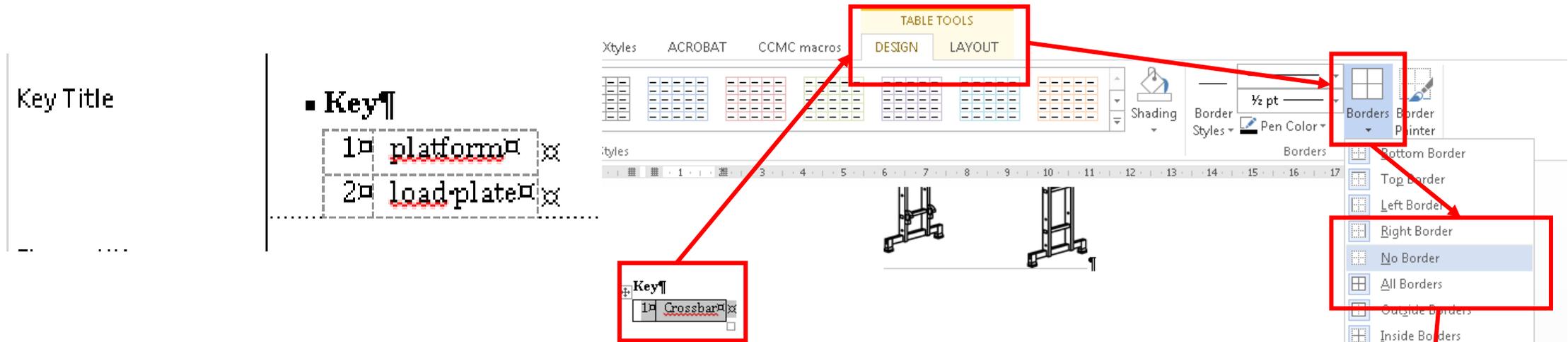


Figure 3 – Example of a crossbar

5.3.8 → Connections should be designed in a manner that arising notch tensions remain low. Screws and nuts shall be secured against unintentional loosening, e.g. by means of self-locking or mechanically locked safety devices.

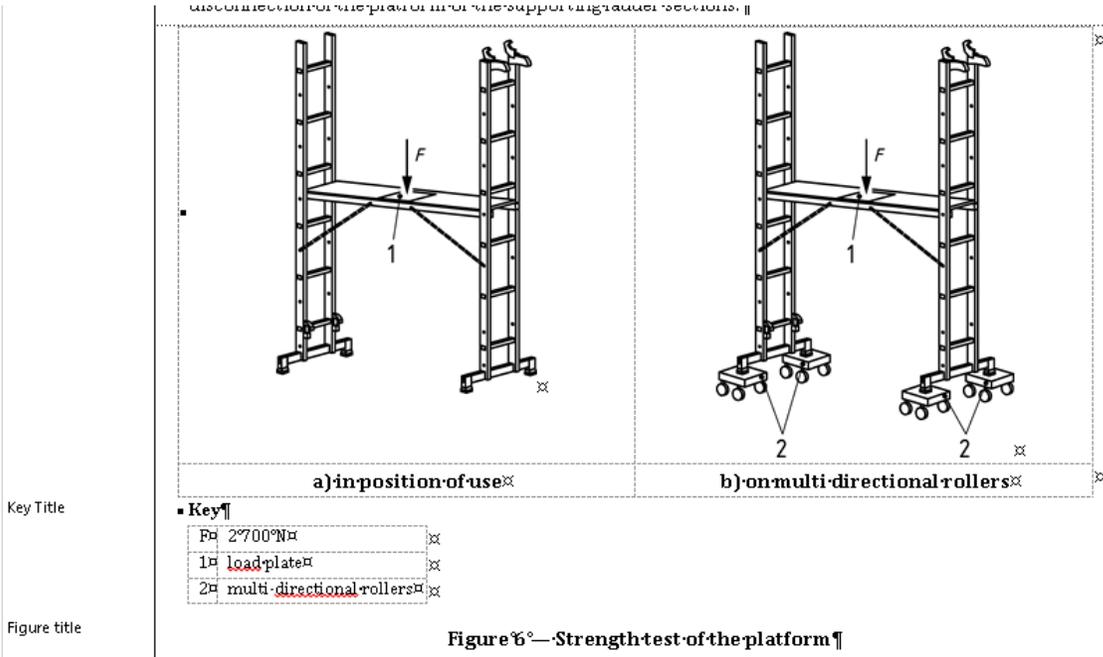
Nails are allowed only if their function is related to the production process, e.g. fixation during the drying of glues.

5.3.9 → The platform shall have slip-resistant upper surface. The contact surface of any coverings which provide the slip-resistant surface shall adhere firmly to the platform.

5.3.10 → The platform and ladders shall be designed so that it is not possible to position the platform with its upper surface more than 1000 mm from the ground on both ladders. (see Figure 4) A marking

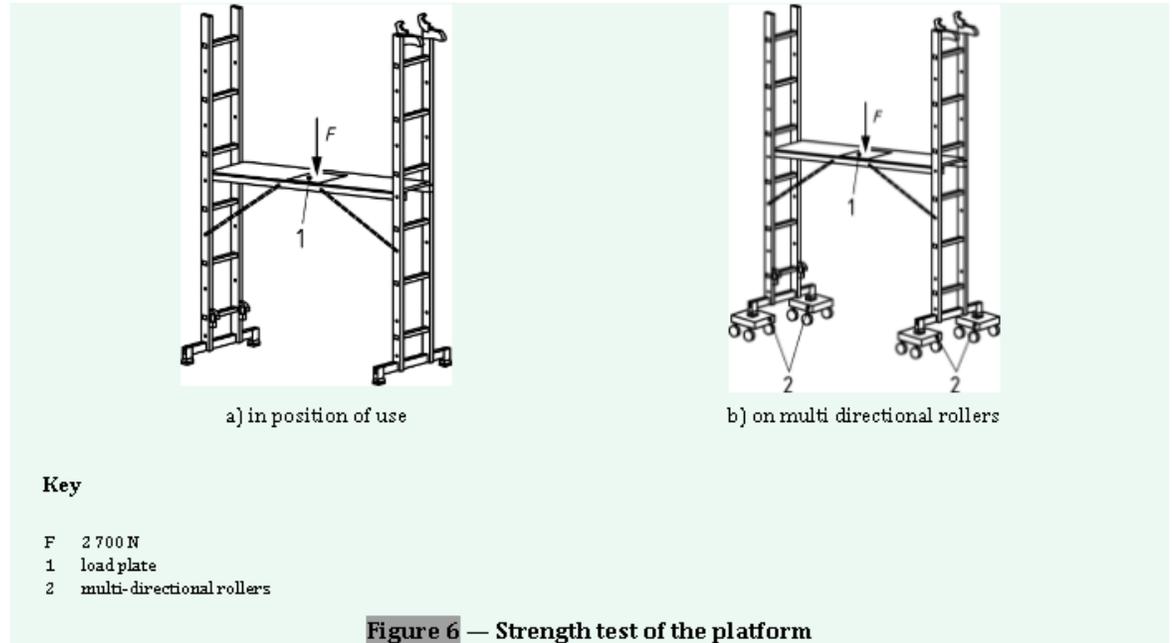
Layout of figures

- ▶ Layout of subfigures in tables
 - ▶ Style **table body** + bold for subtitle
 - ▶ Same styles for Key title and text (if applicable) + figure title



Key Title

Figure title

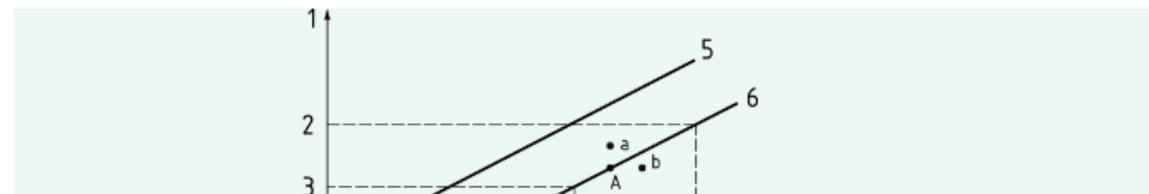


Rules for Figures – IR-3, 28

- ▶ Figures shall be language neutral
- ▶ Figures cannot be split
 - ▶ Subfigures are permitted, but must have one single key
 - ▶ Figure 1a with its own key and figure 1b with its own key is not allowed
- ▶ Figures shall be explicitly referred to in the text:

- "Figure 3 illustrates...";
- "See Figure 6 b)".

Figure 1 shows this process in the form of a graph.



Common problems

Common problems

► Poor quality figures

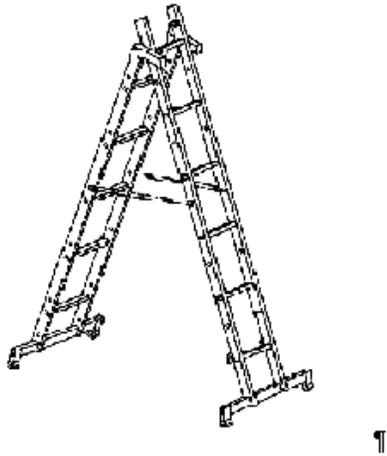


Figure 1 — Example of a ladder

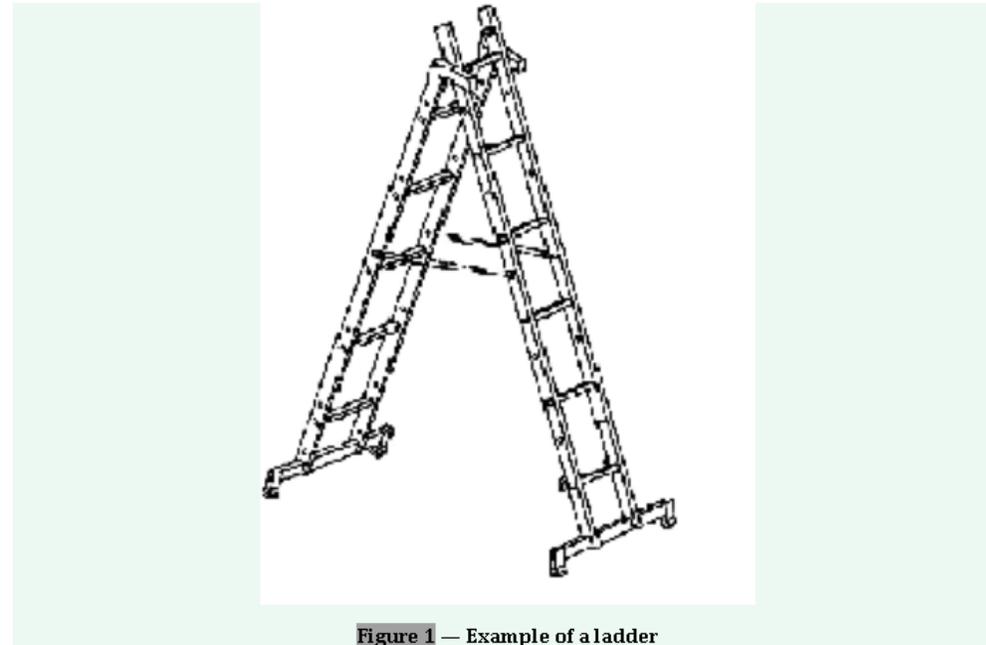


Figure 1 — Example of a ladder

► Missing figures/not provided figures/incorrectly inserted figures

► = unusable XML

001 is missing!

Figure 1 — Example of a ladder

Common problems - troubleshooting



- ▶ Quality of figures
 - ▶ How to check before you submit!

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Common problems

Welcome to the CCMC online QualityCheck service for draft standards. The purpose is to guarantee the best possibly quality of European Standards. This service will check different aspects of the uploaded document in accordance with the quality requirements given in the [Drafting European Standards – Electronic preparation](#). At present, the following aspects are checked:

- Quality of Figure Files (Clause 3)
- Figures contained in the Word file (Clause 1.2)
- Shapes contained in the Word file

Whilst it is not forbidden to use Shapes (i.e. textboxes or drawings created in Word), we strongly recommend that they are not used.

Please save your draft standard and figures together in one zip file (figures can be in a separate folder to the Word document), and upload it to be checked online. The result will be sent via email to you shortly after with an excel file containing two sheets covering the first two points mentioned above. If any drawings/textboxes are found in the Word file, a third sheet will list them all.

The following contents are permitted in the zip folder:

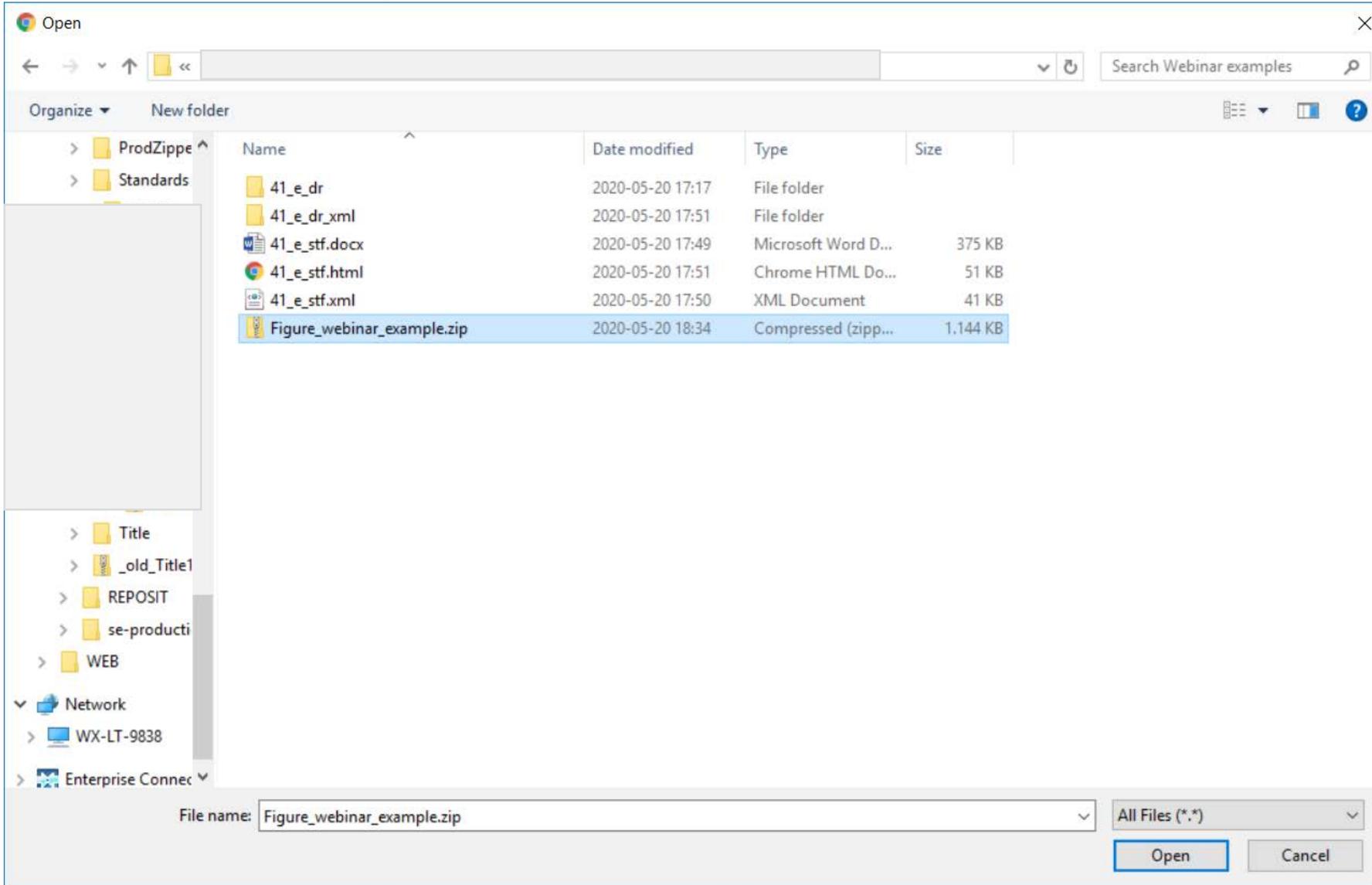
- Draft standard, as a Word document
- Figure files, used in the draft. (Note that it is acceptable to have the figures in a separate folder)

It is also acceptable to upload a Standard draft delivery package. In this case, the PDF file and the transmission notice (file named "Transmission_Notice_<WI Number>.doc(x)") will both be ignored.

Details on the zip file requirements and the explanation of Quality Check Results can be found in the [User Guide](#).

No file selected

Common problems - troubleshooting



Common problems - troubleshooting

- ▶ You receive an email with an excel sheet, checking:
 - ▶ Naming of figures
 - ▶ File types
 - ▶ Technical requirements

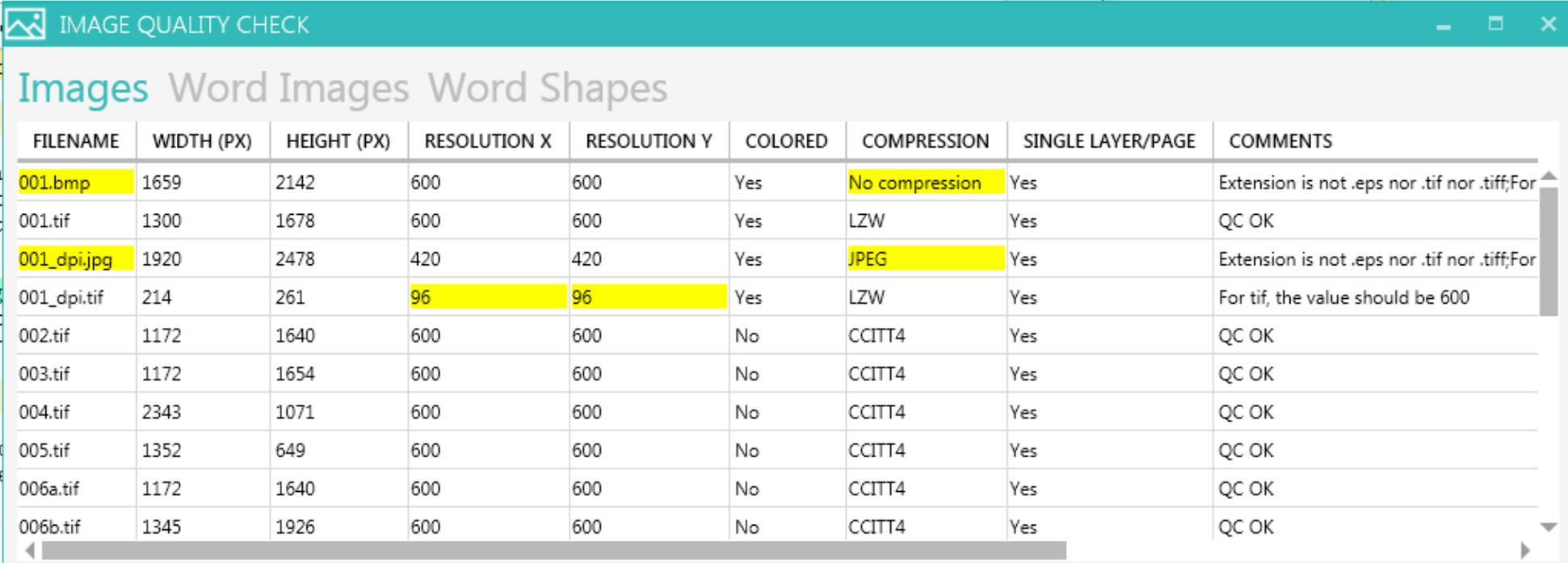


IMAGE QUALITY CHECK

Images Word Images Word Shapes

FILENAME	WIDTH (PX)	HEIGHT (PX)	RESOLUTION X	RESOLUTION Y	COLORED	COMPRESSION	SINGLE LAYER/PAGE	COMMENTS
001.bmp	1659	2142	600	600	Yes	No compression	Yes	Extension is not .eps nor .tif nor .tiff;For
001.tif	1300	1678	600	600	Yes	LZW	Yes	QC OK
001_dpi.jpg	1920	2478	420	420	Yes	JPEG	Yes	Extension is not .eps nor .tif nor .tiff;For
001_dpi.tif	214	261	96	96	Yes	LZW	Yes	For tif, the value should be 600
002.tif	1172	1640	600	600	No	CCITT4	Yes	QC OK
003.tif	1172	1654	600	600	No	CCITT4	Yes	QC OK
004.tif	2343	1071	600	600	No	CCITT4	Yes	QC OK
005.tif	1352	649	600	600	No	CCITT4	Yes	QC OK
006a.tif	1172	1640	600	600	No	CCITT4	Yes	QC OK
006b.tif	1345	1926	600	600	No	CCITT4	Yes	QC OK

Common problems

- ▶ Single layer/page
 - ▶ Merge the layers of the figure → reduces size of figure
 - ▶ Good idea if lots of figures

- ▶ Remember language-neutrality of figures
 - ▶ Use an EDITABLE key and numbering/lettering
 - ▶ Helps translators and aids smoother revisions while drafting

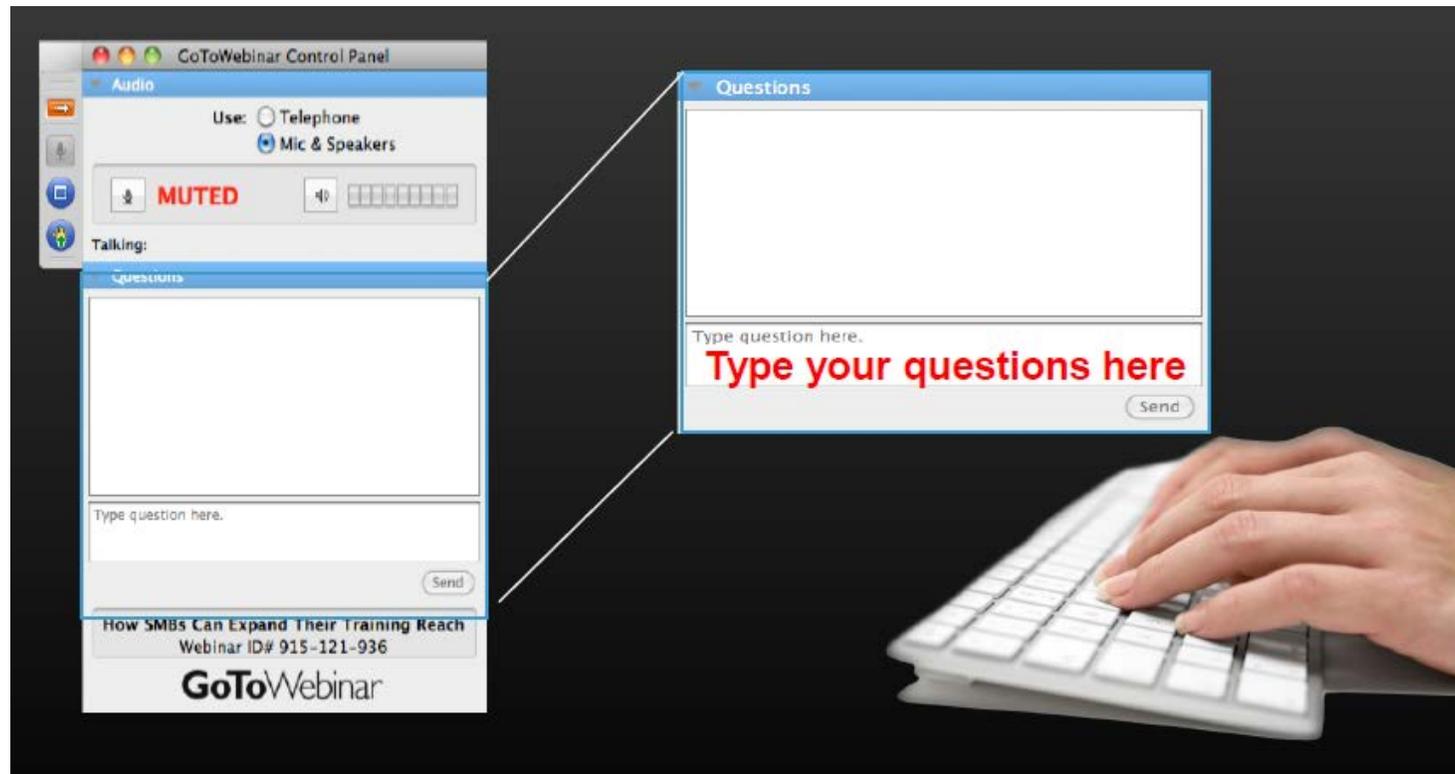
- ▶ If in doubt about your Figures at any point, get in touch!
 - ▶ production@cencenelec.eu

Ending thought...

- ▶ Using standardized figures following standardization rules and regulations in a standardized way in technical standards are the ultimate goal of a standardizer.

Question time

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





European Standardization Organizations

Thank you for your participation!

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

Next webinar on **25 June 2020**: Drafting for XML: Normative references and in-text citations