Framemaker Working Draft Template Instruction

Introduction

This document provides instructions for using the Framemaker Working Draft Template (T10/01-314r0.zip) for the preparation of draft standards and technical reports. The template itself has instructions/comments imbedded in it to provide the user guidance as well. Those instructions/comments are inserted as 'Editors Note' in BLUE FONT or examples in RED FONT so that the user can easily identify and remove them when appropriate. Annex A in the template and in this document contains a description of the paragraph catalog entries and their meaning/use. Annex B in the template contains several example CDB and data structure formats that you can use to create your own by copying and pasting.

The template zip file contains the following Framemaker files:

a) Book file (WDTemplate.book)
b) Front matter file (WDCover.fm)
c) Revision History file (WDRevHistory.fm)
d) ANSI Cover (WDANSICover.fm)
e) Table of Contents file (WDTemplateTOC.fm)
f) List of Tables file (WDTemplateLOT.fm)
g) List of Figures file (WDTemplateLOF.fm)
h) Forward and Introduction file (WDForIntro.fm)
i) Body file (WDBody.fm)
j) Annex file (WDAnnex.fm)

Rename the files as appropriate for your project. You can add additional files as necessary to make your 'book' more manageable.

There are example tables, CDB structures, and other things throughout the template that you can use to model your own. Just cut and paste what you need and delete what's not useful when done.

Use of these files and document preparation are covered in the following sections.

1 Framemaker information

1.1 Master pages

Framemaker Master pages for these files will have to be edited to reflect the correct information for your project. This will include DocName, DocRev, DocNumber, etc. Check the 'variables' in the files and be sure you have them set to the correct values for your project name, number, etc.

1.2 Reference pages

Framemaker Reference pages for these files contain lines for footnotes, etc. Look it over and use what you need and add additional items that work for you.

1.3 Paragraph and font catalogs

The Paragraph catalog contains the basic setting you will need to develop your working draft. A list of the entries, there meaning and use is in Annex A of this document and the template file (delete before first review).

The Font catalog contains the basic fonts you will need to develop your working draft.

2 Front matter

The front matter consists of mostly boilerplate information except for the document name and number, and the editors information. The user will change the document name and number based on the name of the project and the assigned project number. There are names and contact information on the second page that are subject to change and should be checked to ensure accuracy.

3 Revision history

There is a revision history section that is used to indicate what major changes have been incorporated since the last revision. Including what proposals (by document number) here will help users understand what is happening with your draft (see SAM-2r21 as an example). The revision history is removed prior to forwarding for public review.

4 ANSI Cover

Sample ANSI cover to be modified to reflect your project. The ANSI cover requires one of two patent statements. The choice of patent statement will depend on wether there are any known patents that are necessary to implement the requirements of your draft. If no patents have been brought forth, the alternate patent statement is used. Copies of both are in the template, make the appropriate selection and delete the other.

5 Table of contents, list of tables, and list of figures

These files are automatically generated by Framemaker any time you update book generation. They should be checked to ensure that they came out the way you wanted.

6 Forward and Introduction

These will be modified as necessary for your project. Again, look at existing drafts to see what others have done.

7 Body of draft

The body of the draft is the beginning of normative information.

Clause 1 (Scope) will be changed as necessary for your draft. Some of the elements of this clause are boilerplate (e.g., document roadmap) and are in all drafts.

Clause 2 (Normative References) will be filled out by you to indicate the references used for this draft. You can use references from approved documents and documents in progress. Follow the same format as in the template for all references.

Clause 3 (Definitions, symbols, abbreviations, and conventions) will be modified and added to as necessary for your draft. The template contains some of the basic information you might need. Check it to make sure it is correct for your draft and add/change as necessary.

Clause 4 (General) you will write to describe your project and lay the ground work for the rest of the draft. Again, check existing drafts to see what others have included in their works.

Clause 5 - n (Normative information) you will complete clauses 5 - n to provide the requirements for your project within its scope and objectives.

8 Annexes

You will add annexes as necessary to convey additional normative or informative information. Normative annexes precede informative ones within the document structure. Annexes appear in the order referenced in the body of the working draft given normative before informative.

Be sure to remove the two example annexes in the template when your finished with them.

9 Document preparation

9.1 PDF introduction

All working drafts shall be posted as Acrobat (*.pdf) files. When uploading drafts to the T10 Web site be sure to upload the source files as well as the PDF files. This will allow the administrator to rebuild documents if necessary.

9.2 General

Compare the PDF file size to the Framemaker file size, the PDF should be smaller.
Run "Tools/PDF Consultant/Audit Space Usage" and look for anomalies.
Run "File/Properties/Fonts... /List All Fonts" and verify there are no unexpected fonts in your document.
Verify the bookmarks are all there and that they work.
Verify that "Table of Contents" links work.
Verify that "see x.y" links work.

9.3 PDF file optimization

To compact PDF files with Acrobat 5 open the file and save it with the "Save as..." function. This will often save some space. Save additional space by selecting "Tools/PDF Consultant/Optimize Space..." and make sure the following options are selected:

check: Remove Bookmarks with invalid destinations.
check: Remove Link annotations with invalid destinations.
check: Change Unused Named Destinations/radio: Remove unused only
Then save the PDF file.

9.4 Framermaker 6 PDF Setup

In Framemaker 6 to setup the PDF file select the "Format/Document/PDF Setup..." menu and fill in the appropriate information for your document.

Under the "Bookmarks" tab include all the appropriate paragraph types (i.e., all heading types) and check "Generate PDF Bookmarks".

Under the "Document Info" tab be sure to put in the correct information about you and your project.

Acrobat 5 is probably a better choice for creating PDF files but does add an additional step.

Annex A

A.1 Paragraph formats

This file is a template for the body of a T10 standard. This paragraph is the basic paragraph format for T10 standards, called 'Paragraph'.

Table 1 shows the paragraph formats available from the paragraph catalog for this document.

Table 1 — Working Draft Paragraph Formats

Paragraph Name	Description
Head0 Head1 Head2 Head3 Head4 Head5 Gloss2	The are the clause and subclause header paragraphs for the standard's body. 'Head0' is used for a clause title. 'Head1, …2, …3, …4 and …5', are used to insert the x.1, x.1.1, x.1.1.1, x.1.1.1.1, and x.1.1.1.1.1 subclauses, respectively. 'Gloss2' is used for glossary entries.
Annex0 Annex0i Annex0t Annex1 Annex2 Annex3 Annex2g	The are the clause and subclause header paragraphs for an Annex. 'Annex0, …0i, and …0t' are used for the annex title. 'Annex0t' is used to add "(Normative)" on the second annex title line or 'Annex0i' is used to add "(Informational)" on the second annex title line. 'Annex1, …2, and …3' are used to insert the A.1, A.1.1, and A.1.1.1 subclauses, respectively. 'Annex2g' is used for glossary entries in an annex.
Paragraph ParagraphNoSpace	Paragraph is used for most body paragraphs 'ParagraphNoSpace' is used when there should be no white space before or after the paragraph. Note: the paragraph formats that surround a paragraph also affect the white space before and after the paragraph.
UnOrderListReset UnOrderList0 UnOrderList1	These tags produce an a,b,c ordered list. The a) entry should use the 'UnOrderListReset' paragraph. Subsequent list entries at the same level as a) use the 'UnOrderList0' paragraph. One additional level of indention and numbering can be obtained using the 'UnOrderList1' paragraph.
OrderedListReset OrderedList0 OrderedList1	These tags produce a 1,2,3 ordered list. The 1) entry should use the 'OrderedListReset' paragraph. Subsequent list entries at the same level as 1) use the 'OrderList0' paragraph. One additional level of indention and numbering can be obtained using the 'OrderedList1' paragraph.
Note NoteColReset NoteCol	These paragraph formats are used for body notes. 'Note' is a single note. If two or more notes appear one after the other,'NoteColReset' starts the group of notes with the word "Notes" and is followed by 'NoteCol' paragraphs for each note.
Table TableAnnex Figure FigureAnnex	These are the table and figure title paragraph formats for the standard's body and annexes.
TableFootnote	This paragraph is used for normative table notes (called table footnotes by ISO). Normative table notes must appear in the bottom most footing row in the table. Use Table > Add Rows or Columns (Add Row To Footing) to get footing rows. Do not put normative table notes in a row in the body of the table.

Table 1 — Working Draft Paragraph Formats

Paragraph Name	Description
TableNote	This paragraph is used for non-normative table notes (called table notes by ISO). Non-normative table notes must appear in the second from the last footing row in the table (immediately before the table footnotes row containing normative table notes). Use Table > Add Rows or Columns (Add Row To Footing) to get footing rows. Do not put non-normative table notes in a row in the body of the table.
CellBody CellBodyLeft	'CellBody' is the FrameMaker standard cell body paragraph tag. 'CellBodyLeft' is a left aligned version of 'CellBody'.
CellHeading CellHeadingLeft	These are the two paragraph formats used for column headings in tables.
CDBFullByteAligned CDBMultiByteAligned	These paragraph formats are used to properly format field names in data structures with full byte and multi-byte values.
CDBbyte0 CDBbyteNumber	These paragraph tags may be used to automatically number the row bytes in a CDB table, provided that all CDB bytes are shown on separate rows.
PageHeader PageFooter	These are the paragraph formats for page headings and footings. They should be used only in the master pages.
EdNote	This is the Editor's Note paragraph format. You will want to edit the paragraph numbering to insert your initials

A.2 Character formats

Table 2 shows the character formats available from the character catalog for this document.

Table 2 — Working Draft Character Formats

Name	Description
FieldName	Use this to put field names in small caps.
NotBold	Used by the Table Sheet variable (see A.3.1)
Superscript	Used by cross reference for table footnotes.

A.3 Variables

A.3.1 Standard variables

Table 3 shows the FrameMaker standard variables modified by this document for use in working drafts.

Table 3 — FrameMaker Variables Modified For Working Drafts

Name	Description
Table Sheet	Append this to a table title when the table crosses a page boundry

Table 4 shows the working draft related variables defined in this document.

Table 4 — Working Draft Variables

Name	Description
DocANSInumber	ANSI number for the standard
DocISOnumber	ISO number for the standard
DocName	Name of standard (e.g., "SCSI Primary Commands -2 (SPC-2)"
DocProject	NCITS project number for standard
DocRevDate	Date of current revision
DocRevNumber	Number of current revision
DocStatusType	Either "Working Draft" (typical) or "dpANS" (after letter ballot)

A.4 Cross Reference Formats

Table 5 shows the working draft related variables defined in this document.

Table 5 — Working Draft Cross Reference Formats

Name	Text	Description
(see clause)	(see clause x)	Use for parenthetical references to clauses
(see dot-clause)	(see $x.y.z$)	Use for parenthetical references to subclauses
(see figure)	(see figure x)	Use for parenthetical referencest to figures
(see table)	(see table x)	Use for parenthetical referencest to tables
Annex	Annex x	Use for a start of sentence reference to an annex
annex	annex x	Use for a mid-sintence reference to an annex
Clause	Clause x	Use for a start of sentence reference to a clause or any reference to a subclause (avoid doing this)
clause	clause x	Use for a mid-sintence reference to a clause
dot-clause	$x.y.z$	Use for a mid-sentence reference to a subclause
Figure	Figure x	Use for a start of sentence reference to a figure
figure	figure x	Use for a mid-sintence reference to an figure
Table	Table x	Use for a start of sentence reference to a table
table	table x	Use for a mid-sintence reference to an table
tableFootnote	x	Use in tables for references to table footnotes

A.5 Table Formats

Table 6 shows the working draft related variables defined in this document.

Table 6 — Working Draft Table Formats

Name	Example	Description
CodeList	table 1	Use for a table where there are lines between the rows
CodeList0Lines	this table	Use for a table where there are no lines between the rows
DataStructure	none	Use for a data structure such as a mode page or a CDB format
Figure	none	Use for a figure