

# Word Working Draft Template Instruction

## Introduction

This document provides instructions for using the Word Working Draft Template (T10/01-315r0.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' or examples in RED FONT so that the user can easily identify and remove them when appropriate. The template zip file contains the following

Much of the information in Clause 1 thru 4 are from the SAS draft standard that was used as a to create the template (thanks to Rob Elliott). Use what is useful to your project and change or delete the rest as necessary. There are example tables, CDB structures, and other things in 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.

## 1 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.

## 2 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.

## 3 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 whether 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.

## 4 Table of contents, list of tables, and list of figures

These files are generated by Word when instructed to do so. They should be checked to ensure that they came out the way you wanted.

## 5 Forward and Introduction

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

## 6 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.

## 7 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 example annex in the template when you're finished.

## 8 Document preparation

### 8.1 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.

### 8.2 General

Compare the PDF file size to the Word 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.

### 8.3 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.