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## PURPOSE OF THIS GUIDE

The Technical Studies Committee (TSC) acknowledges that the current trend for distribution of documents in electronic format will not only continue but will likely increase. The TSC has therefore prepared this Electronic Style Guide to assist document authors with the preparation of documents which are to be circulated to other CSC members or published by the Association Office. This guide is intended to be used by CSC members and committees when creating, exchanging, reviewing and modifying CSC documents. It is assumed that all members of committees are reasonably computer literate, and are familiar with rudimentary word processing and CADD software operating principles.

## CURRENT STYLE GUIDES/STANDARDS

### Specification Sections

Specification section layout principles are set out in the current CSC/CSI publications PageFormat and SectionFormat. The standards which are included in this style guide follow the layout as outlined in these publications with special attention to word processing requirements, formatting and the use of word processor features.

### TEK•AIDS

The content and appearance of TEK•AIDS are currently explained in CSC's 'TEK•AID Preparation Guide'. This Electronic Style Guide will address the word processing issues and requirements related to producing TEK•AIDS not covered in the Preparation Guide.

### Other Publications

There are no published guides for CSC documents other than specifications and TEK•AIDS. This Electronic Style Guide will address additional documents in the appendices located at the end of this manual.

## FILE FORMATS

The following software and version numbers shall be considered standard for CSC document purposes. These versions have been selected for their leading industry usage, and may be updated periodically as the software industry evolves. The software selections are also based on their ability to convert data files to as many operating systems as possible, as well as their ability to operate effectively on mainstream (or older) hardware platforms. Authors may work in any software, as long as it is possible to export to the identified standard formats for review by others.

### Word Processing

#### *Exchange Format*

The document exchange format is a file format to be used exclusively for document exchange only. The format is chosen because of its compatibility with as many other word processors as possible, and its ability to retain as many electronic functions as possible during translation to other formats.

Word processing files should be circulated using the industry standard Rich Text Format (RTF). Most Windows word processors are capable of opening and saving RTF files, and the standard format retains most basic word processing functions (including font formatting such as bold, underline, italics and many advanced formatting such as tables and paragraph styles).

#### *Publication Format*

WordPerfect 6/7/8 format has been selected as the primary standard version for CSC document production. WordPerfect 6/7/8 is a standard file format developed by Corel to promote seamless file transfers between the different WordPerfect for Windows versions. Essentially, the format enables WP 7 and 8 formatting functions to be retained while still allowing WP 6 users to edit the file. This standard should remain for as long as the CSC office uses a WP 6/7/8 compatible word processor and continues to be CSC's primary publication outlet. (NOTE: users of Word should select "WordPerfect 6.0 for Windows" from the Save As dialog to conform to this standard.)

Recently, CSC has begun offering documents in electronic format. There will be copyrighted material involved which may require electronic protection, so two publishing standards have been chosen.

*Unsecure Documents:* To maintain compatibility with the CD-ROM available at this time, HTML format will become a CSC electronic format standard. However, since HTML is inherently unsecure (once users have access, they can freely copy and edit text), only freely available documents should use this format.

*Secure Documents:* Adobe Portable Document Format (PDF) will be used for secure documents. PDF documents can be secured to prevent (or control) opening, selecting text, copying, printing or any combination thereof. Further, free viewers are available for virtually every computer platform.

#### Summary:

- CSC Office-produced Publications: WordPerfect 6/7/8 compatible.
- Electronic Publications:
  - Secure (copyrighted): Adobe Acrobat 3.0 PDF (Portable Document Format), secured as desired.
  - Unsecure (able to copy): HTML (HyperText Markup Language).

#### Drawings

- AutoCAD 14 Compatible

#### Graphics

- Any vector graphics software which will export to EPS, WPG, GIF and JPG formats. BMP format is popular, but historically requires much more disk space than the others.

#### File Archives

- PKZip 2.04g compatible (examples include PKZIP for Windows, WinZIP, Drag and Zip, etc)

## STANDARD SOFTWARE

### Word Processing

The TSC recognizes that as time presses on, users are using a wider variety of word processing programs. Another trend is the flourishing existence of Windows-based word processors - primarily WordPerfect for Windows and Word for Windows. Each software has strengths and weaknesses; no single software is best for every occasion. For purposes of CSC, this document will address issues which are common to Word and WordPerfect, and identify specific features available in both word processors.

It is not the mandate of this document to force users to use any particular word processor to author documents, but to identify which word processor standard will ensure that reviewers will be capable of opening draft files and that the CSC office will be capable of publishing a document authored by others.

#### *'Clean Documents'*

By "clean document", we refer to the avoidance of multiple formatting codes which override each other or of inconsistent use of codes to achieve the desired document look. This concept is particularly important when exchanging documents between users (what appears correct on one computer may display incorrectly on another - unless formatted cleanly). Also, consistency is critically important to the operation of formatting macros.

WordPerfect achieves formatting by a combination of global defaults (stored in the Initial Codes section of the document) and "On-Off" paired codes. By default, WP hides formatting codes from the user so the user can concentrate on the text. One disadvantage to this approach is that many novice users may insert formatting codes inadvertently or incorrectly, and not realize that they are inserting redundant or incorrect codes into the document. Creating documents without redundant codes is known as creating a 'clean document'. Users can view text using the "Reveal Codes" command to verify the placement of codes in the text, and enable the deleting of redundant codes.

In Microsoft Word, most formatting codes are permanently hidden from the user (excepting paragraph marks and tab codes - which can be displayed or hidden as the user desires). All formatting is controlled by character or paragraph "styles". However, the fallback of this scenario is that users can not easily determine whether displayed text is formatted using the underlying Paragraph Style, or has been modified using a Character Style (bold, underline, and font size/colour are all character styles). Liberal use of character styles to modify Word text can lead to discontinuity in text appearance when attempting to make global changes to the document. In practice, it is preferable to modify text appearance by changing the underlying paragraph styles).

The most important concern for creating 'clean documents' in any word processor is formatting consistency, which affects the sharing of documents for review, running macros or using styles. Since document drafts will be circulated to multiple users, and CSC document publication may require running macros or changing styles, document format consistency is critical.

#### *Special Characters*

Due to the possibility of 'special characters' generated by one word processor being unable to export to other word processor formats, the use of special characters is discouraged. Special characters are

any characters other than alpha-numeric characters and basic punctuation (such as trademark and copyright symbols, squared/cubed symbols, etc.). Even files opened by another computer running the same word processor may display those characters incorrectly if the font used to generate them is not available. To encourage clean file exchanges between parties, avoid the use of 'special characters' when writing CSC documents.

### *General Formatting Rules*

The following rules should be adhered to when creating document drafts. If followed, they will assist an author in the creation of a document which can be converted to final form with a minimum of effort.

### Styles

Use 'Style' codes liberally. Styles, by their very nature, encourage consistency. When generating text and to create standard formatting for various paragraph levels, use styles. Automatic paragraph numbering in both Word and WordPerfect can be controlled using numbering styles (Outline styles in WordPerfect and Heading styles in Word). The spacing between specification section paragraphs can also be controlled consistently by using styles.

An additional incentive to use paragraph styles is to assist in file exchanges between Word and WordPerfect users. Experience has shown that text formatted using styles tends to have a greater chance of being converted correctly by the other word processor.

### Indents

In WordPerfect, the use of 'Indent' codes (in lieu of 'Tab' codes) to indent paragraphs is preferred. Tab codes should only be used to indent the first line of a paragraph - nowhere else. Since indented paragraphs are not required in any CSC document, they need not ever be used. In fact, if specifiers prefer to include Indent codes with paragraph styles, there need not be any Indent codes in the specification document, since indenting would be controlled by the paragraph level style.

The importance of 'Indent' codes is particularly evident when running macros designed to search out Tab or Indent codes. For example, if an author has mixed Tab and Indent codes in the document or has inadvertently inserted redundant 'space' characters, a macro searching for '<Indent><Indent>' codes will be unsuccessful in locating those instances.

In Word, whole paragraphs are 'indented' using a button on the button bar. Single lines (such as the first line of a paragraph) can be indented by using a Tab code. This distinction may not be noticed with one-line paragraphs, but is important nonetheless. Again, there are currently no CSC documents requiring Tabs, so they should be avoided in Word as well.

When generating a table of values or schedules, most novice users will use Tabs or Indents to format the data. However, different fonts and tab settings (even between two computers running the same word processor) will skew the formatting. It is far preferable to use the word processor's 'Table' function to achieve horizontal spacing - even for the smallest tables. Both Word and WordPerfect handle tables well during file imports, and tables are also supported by the RTF file exchange format.

### *Global Formatting Codes*

In WordPerfect, global formatting codes (codes which apply to the entire document) are located in the document's 'Initial Codes' area (WP 5.1), or at the beginning of the document as a style (WP 6 or later, WP for Mac). Any formatting intended to apply to the entire document, should be placed here.

In Word, global formatting codes are stored in the paragraph styles used within the document. Every paragraph uses a style (the 'Normal' style is the default). In addition, styles can be based on other styles, so that 'subsets' of styles can all be changed by changing the root style. Typically, a 'global' style in Word refers to the Normal style. Global page-related formatting (such as page size, margins, etc.) is controlled separately using a 'Page Format' command.

Only paragraph (in WP) or character related codes, intended to modify the default formatting in one specific location, should be placed within the body of the document.

Recommended default settings for all CSC documents include the following codes:

Language: Canadian English

Justification: Left

Hyphenation: Off

Top/Bottom Margins: 0.5", 0.5"

Left/Right Margins: 1.0", 1.0"

Widows/Orphans: On

Tab Set: (refer to published formatting standards for individual documents)

### *Automatic Paragraph Numbering*

Automatic paragraph numbering is indispensable to a specification writer. These codes display and print paragraph numbers in accordance with the paragraph 'level' they have been assigned. This feature gives the author the flexibility to insert, delete, promote or demote paragraphs easily; the word processor automatically renumbers all succeeding paragraphs accordingly.

In WordPerfect, the look and use of this feature depends on the paragraph numbering definition. A standard definition can be devised to conform to the CSC PageFormat numbering system. The definition has also been selected to easily effect conversion of a document to the CSI numbering system, by simple replacement of the paragraph definition code.

WordPerfect 6 and later versions use an 'Outline' style to determine numbering style and formatting. WordPerfect 5.1 supports Outline styles, but its use was not enforced by the software. However, using Outline styles in WP5.1 will allow users to add and remove automatic paragraph numbers without the need for a macro. For these reasons, CSC recommends the creation and use of a named Outline Style called "CSC PageFormat". Each level of style consists of an automatic number code and appropriate numbers of indents relative to the paragraph level. With WordPerfect, the text "PART" can precede the Level 1 number (a feature not possible using versions of Word earlier than Word 97).

Word 6 and higher offers automatic numbering by using one of three methods: field codes (static), 'Bullets and Numbers' function, and 'Heading Numbering'. Since field codes must be updated manually, they are not recommended. With Bullets and Numbers, it is too easy to fool the software into displaying inaccurate numbers (such as when a table is inserted between paragraphs). That leaves Heading Numbering as the best alternative, where text is formatted using built-in Heading

styles configured to display numbering. Note that difficulties with numbering in Word have been greatly relieved in Word 97, but CSC recommends using the Heading Numbering method for compatibility with older versions.

Specification paragraph 'levels' should be configured to appear as follows:

1	Level 1	(Part)
1.1	Level 2	(Article)
.1	Level 3	(Paragraph)
.1	Level 4	(Sub-Paragraph)

### *Hidden Text*

Hidden text is a character attribute (like bold or italics), which determines whether a character will display on the screen or print. This function has been found to be useful for enhancing specification notes, since they require viewing while editing a specification, but are not generally printed for a project specification.

WordPerfect and Word both allow users to hide/display hidden text by toggling a menu or button command.

In WordPerfect, users can use the “View | Hidden Text” command; hidden text which is viewed will also be printed. Users can change the WordPerfect default by using the Display Settings in the program Preferences (or Settings). In Word, viewing of hidden text can be toggled using the “Show/Hide” button (or more permanently using the “Tools | Options | View” menu); printing of hidden text is controlled separately by a setting in the “Tools | Options | Print” menu.

### *Protecting Text*

The concept of text protection comes from the tendency of word processors to move text vertically as paragraphs are inserted or deleted, occasionally leaving ‘orphaned’ or single lines at the bottom of a page or the top of a succeeding page. There is also a desire, especially with specifications, to keep Part titles together with Article titles, and to keep article titles together with the first paragraph.

Word and WordPerfect both handle splitting of a two-line paragraph into orphaned lines by using a feature called widows/orphans. In WordPerfect, a style can be placed at the top of the document to apply to all paragraphs (or included in paragraph styles). In Word, it is recommended that the widow/orphan feature be included in all paragraph styles.

To keep separate paragraphs together (such as a Part and Article title), WordPerfect users can use a “Conditional End of Page” code, which specifies the number of paragraphs to keep together. Here, a code is placed on the first affected line, and applies to successive lines. This code is best used in a paragraph style, and can then automatically be applied to all Part level paragraphs of a specification. Likewise an Article level style can include a Conditional End of Page code to tie it to the first paragraph.

A more common method of keeping text together is with the WordPerfect “Block Protect” command. This is a special “paired” code, which keeps any characters between an On code and Off code on the same page. This code is best used in unusual situations where the Conditional End of Page is not easily accessible, since it is too easy to unknowingly delete one of the On or Off codes, or to unknowingly insert three new paragraphs between the codes (which would widen the block of text which must be kept on a single page).

In Microsoft Word, paragraphs can contain a “Keep with next” attribute, which ensures the word processor will never separate two adjoining paragraphs onto separate pages. With this feature, Part level paragraphs are tied directly to Articles, and Articles are again tied directly with the following (first) paragraph. This is most easily accomplished by using separate paragraph styles for the different levels of paragraphs, and including the “Keep with Next” attribute in the appropriate styles.

### *Page Numbering*

Page numbers are generally straight forward, but can create a daunting scenario if users require page numbering to restart somewhere in the document (such as renumbering to Page 1 after a Table of Contents).

In WordPerfect, users can simply place a number code at the top of the desired page. All subsequent page numbering will renumber accordingly. Typically, this might be useful for an appendix, where a new number and possibly a new page header is desired.

In Word, numbering can be a little tougher to handle. Numbering of pages is directly related to document “sections”. A document section is a Word’s term for breaks or separations in the document, intended to separate different sub-portions. The only way to re-start numbering in Word is to insert a section break, then specify that the new section should re-start page numbering at one (or any other desired number) using the page number format function.

### *Headers/Footers*

In WordPerfect, the placement of header and footer codes is critical when determining which page the header/footer will become active. To maintain uniformity in CSC documents, always locate header/footer codes at the very beginning of page 1 of a document; the code **MUST** be located before any text characters, in order to be effective in the same page the code is located. When a header/footer is not desired for page 1 (such as in a title page), use the 'suppress' command to suppress the header/footer on the first page.

In Word, headers and footers are treated as separate entities and edited accordingly. The Page Setup function allows users to identify in which pages headers and footers display. Headers and footers themselves are edited using the ‘View Header/Footer’ command. Refer to Page Numbering section above for hints on how to re-start numbering in headers or footers.

### *Document Conversions*

For reasons explained elsewhere in this guide, document conversions between word processor formats should be limited to draft documents only. The original document (which resides with the author) should be considered the ‘master’ and never exported to another format unless necessary for final publication. Draft documents may need to be exported for circulation and imported again by the author for review comments, but should never be used as a ‘master’. Word processing software, although claiming efficient conversion, are rarely so (even between different versions of the same word processor, or between DOS and Windows versions).

For example, an author may use MS Word to generate an original document. For circulation, the author should:

- export the draft document into the ‘exchange’ format,
- send the exchange document to reviewers,

- receive comments from reviewers,
- incorporate comments into the original (untouched) file.

In this way, any inaccuracies or redundant software codes resulting from file translations will not be incorporated into the original document.

In cases where a document author uses another word processing software, a conversion to the current CSC office standard may be required at Final Form stage. Regardless, a one-time review of codes and formatting should always be performed by the publisher prior to final publication.

#### *Use of Table of Contents*

A practical feature for 'reference' type documents is the automatic Table of Contents feature. A benefit to creating automated Tables of Content is that they can be created and updated automatically at any time during draft stages. A disadvantage is that such tables may not always translate properly to other word processor formats for draft circulation (disappointing, but in most cases the 'automation' codes are simply removed, leaving only text -- sufficient for draft reviews).

In both WordPerfect and Word, text within the document (such as article titles) is highlighted and marked as a TofC level. A 'Generation' process is then performed to automatically create an accurate Table of Contents complete with page numbers. The accuracy of this feature is dependant on the author's resolve to ensure that all desired headings are marked as TofC text. The location of the Table of Contents is determined by a 'TofC code, which also determines formatting options (such as leader lines and word wrapping options).

The 'TofC' code is generally located at whatever location in the document the author wishes the Table of Contents to appear. When specifying the TofC defaults, the user should select at least 2 or 3 levels and select the display format for each level as 'Flush Right with Leaders'. Levels of 'TofC' codes determine the number of indents from the left margin a particular sub-heading is located in the generated Table of Contents.

#### **CADD Drawings**

The AutoCAD release 14 DWG file format will be the standard used within CSC. All details and other 'drawing' type files should be created and saved to a DWG file format using AutoCAD. Authors who do not use AutoCAD can create their drawing in their native software, and convert files to DWG (this may require an intermediate conversion: ie. DC2 -> DXF -> DWG).

Exchange of drawing details for review should allow for the fact that not everyone will be using AutoCAD. Therefore, the industry standard DXF (Drawing Exchange Format) should be used for review purposes.

Because of the difficulty in placing CAD drawings within a word processing document, all CAD drawings are to be included in CSC publications as Appendices. Authors should provide the CSC Association office with both softcopy AutoCAD 14-compatible DWG file format (for records), as well as a laser-printed hard copy suitable for publishing.

Refer to the joint CSC/CSI document “Uniform Drawing System” for standards on CADD layering, drawing layout, file and drawing naming, etc. The TEK•AID Preparation Guide also has guidelines for details destined for publication in a TEK•AID.

## Graphics

Graphics includes charts, graphs, scanned photos - any type of graphic image not created by a computer-aided drafting program. These graphics are generally stored as either ‘vector’ images (where objects in image are referenced mathematically) or ‘bitmap’ images (stored as a collection of tiny coloured pixels). The most evident difference being that vector images are scalable without loss of resolution (sharpness).

Both WordPerfect and Word support displaying a wide range of graphics formats, but neither is particularly adept at creating or editing graphics files. For this reason, CSC recommends the use of a vector-editing graphics program (to allow scaling without quality degradation) with a capability to export bitmap images (almost all programs have export capability). The only reasonably widely accepted vector file format is the Windows Meta File (WMF) format.

Where possible, vector file format should be used. For publication, when the image size and application are known, bitmap images can be exported from the software and used. CSC therefore recommends that graphics software be capable of exporting to the following formats:

Vector images:

- WMF (Windows Meta File)

Bitmap images:

- EPS (Encapsulated PostScript) format, widely used in the publishing industry.
- WPG (WordPerfect Graphic) format since, at the time of publication of this paper, is used by the CSC office for publication.
- GIF (Graphics Interchange Format), popular for Internet use.
- JPG, also used for Internet graphics and have superior file size compression with little loss in quality.

The CSC logo and name (in English and french) must be included in all documents created for CSC. For the benefit of members, the CSC logo and name is available in electronic soft copy. Use of the logo is defined in the CSC Graphic Standards.

## File Archiving (Zipping)

In most cases, committee members will exchange files via electronic mail. In these cases, files (any and all types) should be compressed via the ZIP compatible format (PKZIP, version 2.04g compatible). PKZIP 2.04g for DOS is available from PKWare or most electronic bulletin boards as 'shareware' software. PKWare also markets a Windows version, or third party utilities can be used such as WinZIP by Niko Mak Software and Drag and Zip by Canyon Software, and a plethora of smaller shareware software capable of performing ZIP archives.

Apple Macintosh users should use software that creates and expands ZIP compatible files. As with IBM compatible computers, there exists many Macintosh shareware programs known to be compatible with PKZIP 2.04g.

## ELECTRONIC FILE NAMING

One of the most basic rules of computer physics is that no two files with the same name may exist in the same location. This principle causes problems for authors who wish to have a document distributed and returned with red-line and strike-out notations. Reviewers need a standard naming convention for renaming their reviewed document, for easier retrieval and use of the author.

### *General*

Use only alpha-numeric characters, hyphens or underscore characters. Although some operating systems support other characters, the simplest and safest approach is to avoid them.

The legal maximum length of filenames in Windows 95 or later is 256 characters. However, as a rule of thumb, shorter filenames make documents much easier to manage. The best compromise is to use just enough characters that the name describes the content adequately to someone who is not familiar with slang abbreviations.

For example, the filename "ECCm256.doc" might look familiar to the ECC secretary, but not to anyone else. A better name might be "ECC-Minutes-256.doc" if you are referring to minutes of a meeting numbered 256. Adding dates to filenames for dated documents (like minutes) is acceptable.

### *Filename Syntax*

The following file naming syntax should be followed, to allow smoother file exchange and permit better document organization:

xxx-yyy-zzz.ext

Where,

www (optional) = CSC committee abbreviation

xxx = Document name: descriptive, yet brief

yyy = Document Draft number

zzz (optional) = Reviewer initials

ext = File Extension

**CSC Committee Abbreviation:** This is an abbreviation of CSC committee name. Examples of existing committees might be TSC (Technical Studies Committee), Education Certification Committee (ECC), etc. Since the people involved are primarily internal CSC volunteers, widely accepted abbreviations are acceptable here.

**Document name:** This should be a name as short as possible, yet long enough that the contents can be easily and instantly discerned. Acronyms can be used, but only if the acronym will be commonly known by anyone receiving the file. Normally 5 - 15 characters should be sufficient length to describe the document in relative detail.

**Draft Number:** This portion should consist of two or three characters which describe the draft number of the document being circulated. Minimum 2-character draft numbers are recommended, such as 01 (this will assist sorting of files where the quantity of drafts exceeds 9).

**Reviewer Initials:** When drafts are being updated, reviewers will append their initials immediately after the draft number of the filename. Reviewer initials will be two or three alpha-characters.

**File Extension:** This three-character string will always reflect the type of document. Since Microsoft Windows depends so heavily on associating file extensions with user software, this standard will ensure that even neophyte computer users (who rely on file associations to open files using the correct software) have no difficulty opening files.

Common file extensions are:

WPD = WordPerfect

DOC = Microsoft Word

RTF = Rich Text Format (a widely adopted exchange file format standard)

DWG = AutoCAD Drawing

DXF = Drawing Exchange File

## **DRAFT DOCUMENT EXCHANGE PROCEDURE**

**Authors:** Create a file with a "01" draft number ("00" will not be used) until the first circulation for comments. Once complete and ready for circulation, incorporate the current date into the document footer and save the file. Then, immediately copy the draft 01 to a draft 02, and use the new draft 02 file to incorporate 01 comments received from the various reviewers. Finally, save the draft as an RTF file (with an RTF file extension) and circulate to reviewers for comments.

**Reviewers:** Open the circulated draft (typically in RTF format) and save to your word processor's default file extension. Incorporate changes or add comments using your word processor's red-line and strike-out function to show edited text. In WordPerfect 7 or later, use the automatic red-line / strike-out feature ("File | Document | Review"). Prior to WP 7, users will need to make changes manually or use narrative comments to indicate changes. In MS Word, use the "Tools | Revisions | Mark Revisions While Editing" command to automatically include redline / strikeouts changes. Include narrative comments in a one-cell table immediately preceding the affected paragraph.

Note that older versions of WordPerfect contained a "compare document" function, which created a new document showing deleted text and added text. Some testing has discovered this method to be unreliable, usually resulting in paragraphs being marked as "new" when they are not. Use at your own risk.

Once a review is completed, reviewers should save the document as an RTF file, alter the filename by appending the reviewer initials. When the author receives marked-up files from reviewers, the filenames should all be unique and sorted correctly by draft number and by reviewer initials.

If exchanging files other than word processing files (this should be minimal in the case of CSC documents), reviewers may wish to generate a separate word processing document which includes comments. Where comments for drawings cannot be fully explained using words, the reviewer may rename and revise the drawing (using specified file name conventions) with appropriate notification to the author regarding the extent of changes.

**FINAL FORM CREATION**

When submitting a Final Form copy to CSC association office for publication, files should be provided in a word processor version compatible with the current office standard. Authors should configure their documents to use the Windows “Times New Roman” font.

The following procedure should be followed to finalize the draft for publication:

- Paginate the document, reviewing as you proceed for any unforeseen formatting changes which may have been triggered by new format codes and by the printer configuration.
- If a Table of Contents is required, 'Generate' the table when all paginating has been completed.

Standard publication fonts for CSC publications is as follows:

- Basic Document Text: Windows ‘Times New Roman’, 12 pt size.
- Specification Text: Windows “Courier New”, 12 pt size (10 cpi fixed).

APPENDIX A

INTERNAL CORRESPONDENCE

This category of documents consists of the following: Facsimile Memos, Memorandums, Board of Directors reports, Committee reports, Meeting Minutes. Each of these documents has been standardized, and is available as 'Templates'. The templates each include the CSC logo and name (where applicable), and each is formatted to the standard described.

Standard font: Times New Roman, unless indicated otherwise.

Facsimiles and Memorandums

Font size:  
CSC/DCC Name: 12 pt  
CSC Address: 9 pt  
Body of Memo: 11 pt  
Justification: LEFT  
Logo: Top left corner  
T/B Margins: 0.5", 0.5"  
L/R Margins: 1.0", 1.0"

Board of Directors' Reports

Font size:  
CSC/DCC Name: 12 pt  
Chapter Address: 9 pt  
Body of Report: 11 pt  
Justification: LEFT  
Language: CE  
Logo: Top left corner  
T/B Margins: 0.5", 0.5"  
L/R Margins: 1.0", 1.0"  
Title Block:  
Chapter Name  
Director's Name

Committee Reports

Font size:  
CSC/DCC Name: 12 pt  
Address: 9 pt  
Body of Report: 11 pt  
Header:  
Committee's name at left margin,  
Date at centre,  
Page number at right margin.  
Justification: LEFT  
Language: CE  
Logo: Top left corner  
T/B Margins: 0.5", 0.5"  
L/R Margins: 1.0", 1.0"

Meeting Minutes

Font size:  
CSC/DCC Name: 12 pt  
Address: 9 pt  
Body of Minutes: 11 pt  
Header:  
"Minutes of Meeting" at left margin  
Page number at right margin  
Cover page, to contain following titles:  
Date of Meeting  
Attendees  
Absent Members  
Committee Name  
Columns (started immediately following cover page data):  
Left column: 1" - 5.75"  
Right column: 6" - 7"  
Locate members' surnames next to action items in right column.  
Justification: LEFT  
Logo: Top left corner  
T/B Margins: 0.5", 0.5"  
L/R Margins: 1.0", 1.0"

## APPENDIX B

### PUBLICATION DOCUMENTS

Development of CSC documents of any type (TEK•AIDs, educational manuals, and others) should be formatted according to the guide documents (such as the TEK•AID Preparation Guide). This section will highlight specific electronic issues which are not currently addressed by the other guide documents.

#### *Draft Circulation*

Documents which will be eventually produced in column format should be drafted and circulated without the use of columns. This will assist reviewers in concentrating on the technical content rather than the formatting. In addition, free-flow text is easier to read on-screen as well as easier to manipulate using a word processor during editing. If desired, the final draft may be circulated in column format to give reviewers an idea of the final document appearance.

#### *Draft Footers*

To assist differentiation between differing drafts of a document (in addition to file naming standards), a draft footer should be created using the following format, where '#' symbol represents the current draft number, and [DATE] represents a 'hard-coded' date. A hard-coded date is one that is typed in, and does not consist of an automatically self-updating date code.

Sample:

CSC [Document Description]	DRAFT #	[DATE]
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Final Form documents (ready for publication) will have footers removed (or changed if required by the document publication standard). Beyond the above guidelines, the author is expected to create the balance of the text and/or drawings within each document in accordance with the appropriate document guide (refer to other Appendices for document guides).

APPENDIX C

EDUCATIONAL DOCUMENTS

CONSTRUCTION SPECIFICATIONS HANDBOOK (CSH)

This publication does not require any further special treatment, however softcopy drafts should follow the guidelines outlined earlier in this document.

Title Page  
Introduction  
Standard text (waivers, copyright)  
Table of Contents  
Draft/Final copy 'Styles'

Settings:

Publication Date Format: publish dates as '[Month 20##]' (ie. 'September 2001')  
Font: Times New Roman 12 pt  
L/R Margins: 1.0", 1.0"  
T/B Margins: 0.5", 0.5"  
Tab Settings: Relative, every 0.5"  
Header (Odd): Right justified text, Chapter Title bolded

Chapter [#] [Chapter Title] Page ^B
---

Header (Even): As above, except left justified text  
Hyphenation: OFF  
Justification: LEFT  
Print: Double-sided

EDUCATION SEMINARS (INSTRUCTORS' MANUALS)

This Appendix will identify required elements for all manual chapters or updates. Basic pages required are:

Title Page  
Introduction  
Standard text (waivers, copyright)  
Table of Contents  
Draft/Final copy 'Styles'  
Overhead Projector Documents

Settings:

Publication Date Format: publish dates as '[Month 20##]' (ie. 'September 2001')  
Font: Times New Roman 12 pt  
Header (Every page): First line bold, case as indicated:

Day # - [MONDAY] Page [1.1.^B]
-----------------------------------

Footer (Every page): Arial 10 pt font, first line blank, manual's sponsor name against left margin; create leader lines by using CENTER command twice (SHFT-F6,SHFT-F6), and FLUSH RIGHT command twice (ALT-F6,ALT-F6), then superscript leaders to make bullets

[CSC-AS-TTF] ..... Workshop Instructor's Manual ..... June 1999

Overhead Projector Documents:

Font: Times New Roman 11 pt

Header:

Construction Specifications Canada  
[Name of Course] Page [#]

HOME STUDY COURSE (HSC)

Historically, Course Manuals have not been drafted to a formal standardized format. This Appendix will identify required elements for all future or updated manual chapters or updates. Basic pages required are:

- Title Page
- Introduction
- Standard text (waivers, copyright)
- Table of Contents
- Draft/Final copy 'Styles'

Settings:

Publication Date Format: publish dates as '[Month 20##]' (ie. 'September 2001')

Font: Times New Roman 12 pt

L/R Margins (before header): 1.0", 1.0"

L/R Margins (after header): 1.0", 2.0"

T/B Margins: 0.5", 0.5"

Tabs: Relative, every 0.5"

Justify: FULL

Header (Odd pages): Right justified, case as shown:

Part [#]  
[PART TITLE]  
Page #

Header (Even pages):

Part [#]  
[PART TITLE]  
Page #