



FAQs for drafters using the Standards Australia Simplified Drafting Template (SDT)

Who is this for?

The Simplified Drafting Template (SDT) is for Standards Australia Drafters, Project Managers and Publishing Services team members.

What is this for?

It is designed to be used by committees when drafting new documents for Standards Australia. It is different to the old template in that it is not designed to represent the final published layout of Standards and other documents published by Standards Australia. It is a significantly simpler document, allowing drafters to focus their valuable time on technical content. Publishing Services will then work with Drafting Leaders and Project Managers to polish the content, and will then format the material into a publishable document ready for Public Comment.

We are developing a separate template for amendments. Also in the pipeline, is a new template which simplifies the drafting of revisions of published Standards (RDT) and other document types published by Standards Australia.

Why these FAQs?

These FAQs are intended to support our Standards drafters in using the Standards Australia Simplified Drafting Template (SDT). We will periodically update these FAQs and they will be hosted on the Standards Australia Website in due course. We will keep drafters up-to-date by email until then.

Who do I contact if I have questions or issues?

Please send any questions through your Project Manager and a member of the Publishing Services team will be in contact as soon as possible.

Which is the recommended Microsoft Word version for drafting in SDT?

We recommend that you use Microsoft Word 2013 (for both PC and Mac).

If you have a different Word version, you may notice that some Word functions and features may not work as well or may work differently. If you are experiencing issues with the SDT, please feel free to contact Standards Australia at mail@standards.org.au

Will I need other software?

No. This template only requires Microsoft Word.

Have the drafting rules changed with SDT?

No, the current Guides for drafting Australian Standards and joint Australian/New Zealand Standards still apply:

- [SG-006 Rules for the Structure and Drafting of Australian Standards](#); and
- [SG-009 Preparation of Standards for Legislative Adoption](#)

These Guides are updated periodically, so please check the Standards Australia website for the current version before commencing drafting (<http://www.standards.org.au/>).

Can I cut and paste text into the SDT?

Yes, however if you are using text produced elsewhere, we recommend you 'strip away' the formatting before you paste it into the SDT as the applied format may affect the SDT formatting. Alternatively use the 'Paste special' function in Word (see below).

NOTE: Don't worry too much about this as we will clean up the formatting for you. We just need the text to be formatted very simply, so that the technical content is clear. This will help keep your document readable and consistent through the drafting stages and as you share the work with other members of your committee.

Cutting and pasting in Word typically also includes the formatting and styles of your other document, so to keep things clean, we recommend the following:

1. Word 2013 'Unformatted Text'

In Word 2013 you can select the option to 'Paste text only', that is, use the 'Keep Text Only' feature. You can also consider changing your Word 2013 'Cut, copy, and paste' action to default to 'Keep Text Only'. Refer to Microsoft Help for more details on ['How you can control formatting when you paste text'](#).

2. Text-only software

Here are some recommended steps using a text-only software like Notepad or Textpad:

- (a) Select and copy the text you want to copy (eg. from Word, a PDF or the Internet)
- (b) Launch Notepad or Textpad, paste the text in, then select and copy the same text again*
- (c) Paste the text into the SDT

By cutting and pasting the text into text-only software, formatting is stripped out. There are number of text-only software packages available.

What happens when I need to insert non-text material like a graphic (drawings, graphs, signage, etc.) or a photograph?

Please clearly label the non-text file (ie. file name), and insert a placeholder in the text of your SDT draft where you would like the non-text file to be reproduced, and reference to the filename of your non-text file. For example:

At about 40 light-years (235 trillion miles) from Earth, the system of planets is relatively close to us, in the constellation Aquarius.

[Aquarius_constellation.png]

What happens when SDT table examples do not cater for my required table?

Our publications support significant complexities in tables. If there are layout issues which will not work, we will work with you through the editorial process to find the clearest solution for the readers. The sample tables simply give an indication of border styles and default alignment of columns. You can either:

1. Adapt an existing table in the SDT and adjust the table properties (ie. borders, shadings). For example, remove borders if you need to present your content in a table without borders; or
2. In Quick Parts, select an appropriate table (Go to Insert Tab > Quick Parts button); or
3. Create a table from scratch (Go to Insert Tab > Table button).

Ensure the basic borders and column arrangement communicate your meaning. You do not need to spend too much time formatting tables as we will do this for you.

What do I need to do with tables that run over more than one page?

Simply let them run for as long as you need them to. Our typesetting software will insert the traditional 'Continued' lines and run the headings onto each new page.

Similarly if you need to insert a landscape table, place a section break either side and set the page orientation as is normal in Word documents.

What style do I need to use for table captions or labels on figures?

Simply use the style 'Centered table figure title'.

Do I apply a different font size for table examples?

You may, but our publishing system will adjust the font size in tables automatically to ensure they fit within the page margins when printed on an A4 page size, portrait or landscape orientation.

Can I change the list numbering?

Yes! The SDT auto-numbers lists. If you need to change the numbering, for example, restart a new list in a new subsection, you can apply Word 2013's 'Restart' feature, that is, place your cursor next to the numbered list item, right click and select 'Restart at 1'.

If the list numbering in your document gets a bit messy, we recommend you turn off automatic numbering, and just indicate clearly, according to SG-006, the list levels and we will format the lists for you. See also Word 2013 Help on "[Turn on or off automatic bullets or numbering](#)".

What happens when I have multiple Notes in the same clause?

Instead of numbering your Note items using a list style, please set your Note as follows using the Note style in Word. For example:

NOTE 1: The planets may also be tidally locked to their star, which means the same side of the planet is always facing the star, therefore each side is either perpetual day or night.

NOTE 2: This could mean they have weather patterns totally unlike those on Earth, such as strong winds blowing from the day side to the night side, and extreme temperature changes.

Our publishing software will handle the formatting for you.

What if my Note relates to a list item?

Please make sure you insert your Note where it should appear, then apply relevant indents to indicate its context.

What do I do when my Note has an additional paragraph?

Simply apply the appropriate indent to the hanging paragraph to indicate its context, for example:

NOTE 1: NASA's planet-hunting Kepler space telescope also is studying the TRAPPIST-1 system, making measurements of the star's minuscule changes in brightness due to transiting planets.

Operating as the K2 mission, the spacecraft's observations will allow astronomers to refine the properties of the known planets, as well as search for additional planets in the system.

NOTE 2: This could mean they have weather patterns totally unlike those on Earth, such as strong winds blowing from the day side to the night side, and extreme temperature changes.

In the past, the non-breaking space has been used in many places in the document, do I need to insert these?

All non-breaking spaces will be inserted globally using an automatic editorial tool. There is no need to put these into drafts. Use simple spaces throughout the draft.

Why has the tab space between my numbered headings dropped after I changed the numbering?

Sometimes the Word 2013 auto-numbering feature may play up. When this happens to numbered headings like the Heading 3 Style, for example:

“5.1.1Calculations of the TRAPPIST-1 system”

Leave it as it is, and we will fix it up.

What happens when I have a modified adoption for Australia, an Appendix ZA?

We have designed the SDT using Word 2013 which currently doesn't allow us to customise the Appendix auto-numbering to include modified adoption numbering. If you have an appendix, please indicate as follows, and we will apply the correct naming convention accordingly:

ZA = AAA

ZB = BBB

ZC = CCC

How do you attach the template to an existing Word document?

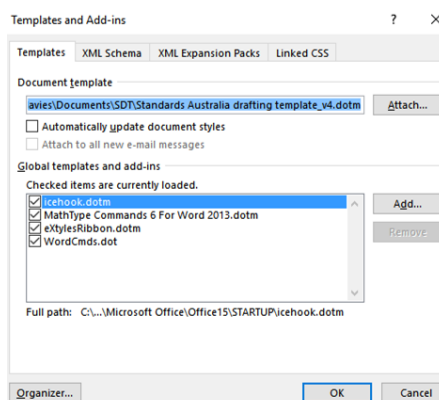
If you double click on the template file supplied, this opens a new document in Word for you with the template attached already. You simply need to save the file and commence drafting.

To attach the file to an existing document:

- Save the template file to your required location.
- In Word 2013, go to File -> Options -> Add ins -> (bottom left of screen) select from drop down Manage menu 'Templates':



- Click on Go ->.
- Click on Attach box in the section headed Document template. This will allow you to browse. Browse to the location you saved the template.
- When you have selected the template, double click on it. The file and pathway will appear in the Attach window (see the sample screen shot below).
- Click OK.
- This has loaded this template to your document:





Acknowledgments

Standards Australia thanks the many committee members who provided feedback on the pilot version of this template. We also thank ISO and IEC for their models which have greatly informed the features in this tool.