



JRA4

WORD TEMPLATE MANUAL

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1 Introduction

1.1 Object

The document is aimed at describing how to use the Word document and minutes templates in order to write documents in the framework of the *Joint Research Activity* (JRA4) of the *European Interferometry Initiative* (EII).

1.2 Reference documents

- [1] JRA4-PLA-0000-0001, JRA4 Documentation Management Plan
- [2] JRA4-MOD-0000-0001, JRA4 Word Document Template
- [3] JRA4-MOD-0000-0002, JRA4 Word Minutes Template

1.3 Abbreviations and Acronyms

EII	European Interferometry Initiative
JRA	Join Research Activity

2 Required files

JRA4-MOD-0000-0001.dot	Word Document Template
JRA4-MOD-0000-0002.dot	Word Minutes Template

These files can be downloaded from the JRA4 documentation server at <http://eii-jra4.ujf-grenoble.fr>. If using a web browser to download there is evidence that some browser versions may "corrupt" the file. If you have difficulty in using the template following download then try again with a different browser or with dedicated ftp software (set to *binary* or *image* mode).

To make the templates available in Word, these files have to be copied in the templates directory of Microsoft Office. For Office97, this is "C:\Program Files\Microsoft Office\Templates". This directory may be divided into various subdirectories to make your classification clearer, this is up to you. Similarly the template name of the file may be changed if this will help you (but retain the ".dot").

3 Reference guide

3.1 Document creation

To create a new document, open Word application, choose *New* in the *File* menu, and select the appropriated JRA4 template as shown on Figure 1.

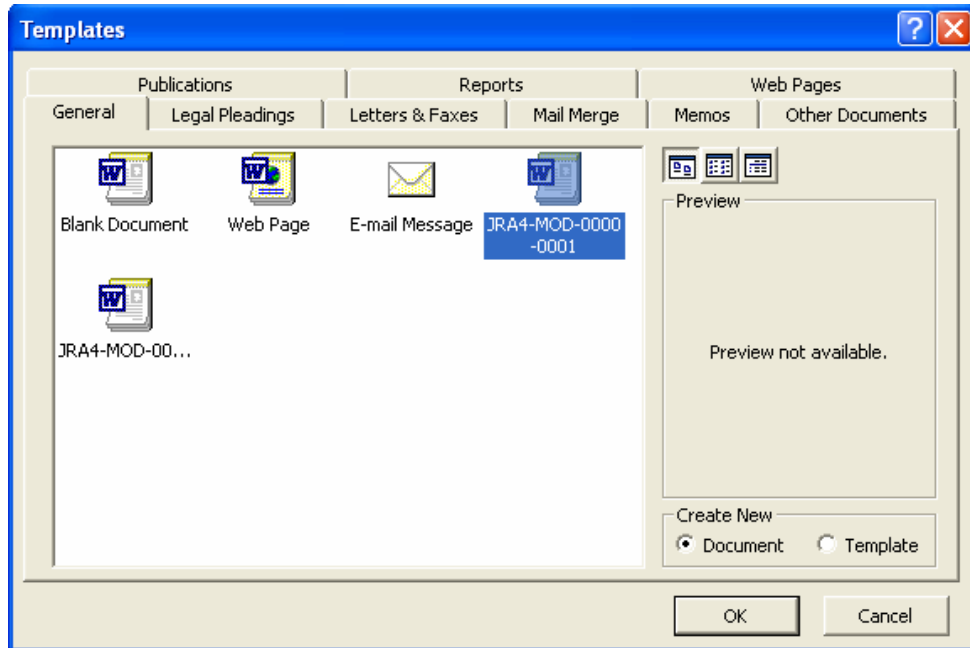


Figure 1 : New document

3.2 Document parameters

The author of the document should first define the parameters that will be used throughout the whole document (automatic insertion) for the title page, the header and the footer.

There are 4 parameters: the document title, the document number that should comply with the JRA4 numbering scheme, the author name and the revision number. These parameters should be defined using *Properties* in the *File* menu as shown on Figure 2.

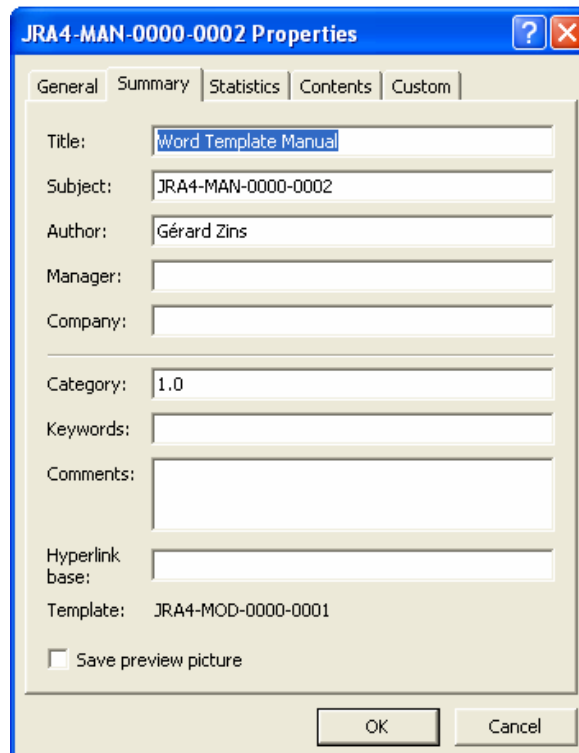


Figure 2 : File properties

3.3 Cover page

The date of the last edition has to be updated directly in the header, as shown on Figure 3.



Figure 3 : Edition date

For document, the list of authors has to be given, as shown on Figure 4

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Figure 4 : Authors

3.4 Document Body

This section does not attempt to address the detailed structure of the document; it just defines the styles to be used.

3.4.1 Heading

The *Heading* styles should be used for document's sections and subsections.

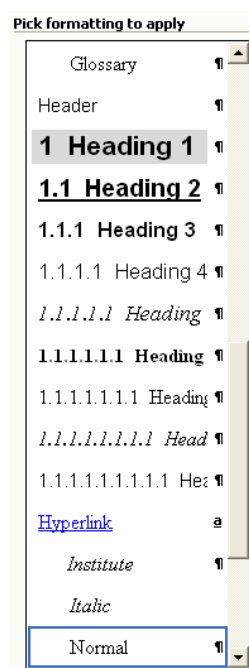


Figure 5 : Heading styles

3.4.2 Glossary

The *glossary* style should be used for this list, e.g.

EII European Interferometry Initiative

3.4.3 References

The reference list is a numbered list created using the *reference* style.
The reference style to use is as follows:

[1] Document number, revision, date (optional), title, author.

or

[2] Book title, author, publisher, year

3.4.4 Main Body

Body text in a document should normally be written using the *Normal* style. Other styles are permitted when emphasis/clarity, etc. is required, but no others have been specifically defined. Some other styles are defined and available for use: e.g. *Source Code* for including code fragments.

3.5 Document publishing

Documents should be published as PDF. To produce PDF file, print the document using the PDF driver as shown on Figure 6.

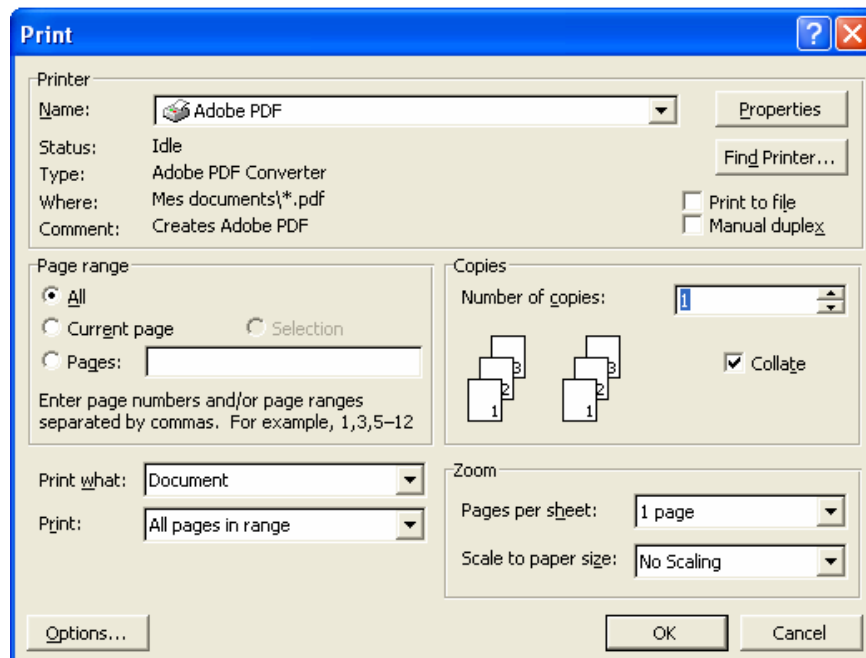


Figure 6 : PDF production