



INFORMATION FOR AUTHORS ABOUT IWTO TEMPLATES

VERSION 8.3.2

CONTENTS

1. INSTALLING THE TEMPLATE.....	2
2 PRESENTATIONS TO IWTO.....	2
2.1 IWTO REPORTS.....	2
2.2 IWTO SUBMISSIONS.....	2
3. WHAT IS NEW IN VERSION 8.3.2.....	3
4. CONTROLLING FORMATTING OF REPORTS AND SUBMISSIONS.....	4
4.1 AUTOMATIC OPERATION.....	4
4.1.1 <i>Formatting a Report or a Submission for the first time.</i>	4
4.1.2 <i>Inserting the Title and Author Details.</i>	5
4.1.3 <i>Inserting the Number of an IWTO Report or Submission.</i>	6
4.2 MANUAL OPERATION.....	7
5. DOCUMENT SECURITY.....	7
6. FORMATTING FEATURES.....	8
6.1 HEADINGS AND PARAGRAPHS.....	8
6.2 INSERTING PAGE AND SECTION BREAKS.....	9
6.3 UPDATING LINKED FIELDS.....	9
6.4 INSERTING AN APPENDIX.....	9
6.5 FORMATTING REFERENCES OR CITATIONS.....	10
7. SUBMITTING THE FINISHED REPORT OR SUBMISSION.....	10
7.1 GENERAL INFORMATION.....	10
7.2 REPORTS AND SUBMISSIONS TO TECHNICAL GROUPS ON STANDARDISATION, SPECIFICATIONS, METROLOGY AND TRIALS 10	
7.3 REPORTS TO THE COMMERCIAL TECHNOLOGY FORUM.....	11
7.4 BRIEFING PAPERS.....	11
7.5 SUBMITTING AN ELECTRONIC DOCUMENT BASED ON IWTO TEMPLATES.....	11
8. EXTRACTING AN APPENDIX.....	13

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1. INSTALLING THE TEMPLATE

NOTE: This is an updated Version of the IWTO template. If you have previously used Version 1.0 or 1.0a, 2.0, 3.0 or 4.0 then it is not necessary to delete the templates and other associated files before installing Version 8.3.2. Pointing at the template within Microsoft Explorer, and clicking the right mouse button can determine the version number of each file. Select Properties and then the Summary tab in the dialog that will then be displayed.

Version 8.3.2 files and templates are interchangeable between Microsoft Word for Office 2000, and Microsoft Word XP. Only 3 unique files are now required. These files are.

lwtomail.doc

Readme_Ver_8.3.2.pdf

IWTO_Documents.dot

Support for Word 6.0 has been discontinued

Place **Readme_Ver_8.3.2.pdf** *and* **lwtomail.doc** in a directory or folder where you can find them later when needed. The template file (**IWTO_Documents.dot**) must be placed in your Word template folder. If you are not sure where this is then click on the **T**ools command on the menu bar, click on **O**ptions in the drop down menu, and click on the **F**ile **L**ocations tab in the dialog. The **U**ser **T**emplates file type describes the folder in which your templates are located. You may need to click on the **M**odify button to read the full path of the template folder.

If you wish to isolate the templates, create a specific folder as a sub-directory of your user template folder - call this **IWTO Publications**. Place both templates in this folder. The folder will appear as a tab when you click on **F**ile, **N**ew to create a new document, and the appropriate template can be selected.

Use File Windows Explorer to move the Templates into your User Templates folder. Alternatively, you can open the templates in Word and then use **F**ile command followed by the **S**ave **A**s command to place the template in the User Templates folder. Once you have done this **delete the template files** from their original folder.

When you wish to create a report or submission for IWTO, simply click on **F**ile, **N**ew... and select the appropriate IWTO template to open a new document.

2 PRESENTATIONS TO IWTO

Presentations to IWTO Congresses usually take the form of a report or a submission.

2.1 IWTO Reports

These are reviews, reports of research findings, or reports of other developments that bear specifically on wool production, wool and wool textile metrology, and wool processing. IWTO Reports are usually presented to the Raw Wool Group, the Sliver Group, the Product Specification Group or to the Commercial Technology Forum.

With each Report, authors are required to produce a Briefing Paper (preferably a single page), which provides a brief summary, a synopsis of any commercial implications and a note to advise attendees to conference when and where the Report will be presented and discussed. The prime purpose of the Briefing Paper is to enable commercial attendees to obtain an overview of the technical findings and their commercial implications.

2.2 IWTO Submissions

These are presentations, which recommend amendments to existing IWTO Specifications, Regulations or Arbitration Agreements, or drafts of new Specifications or Regulations. . IWTO Submissions are usually presented to the Raw Wool Group, the Sliver Group and the Product Specification Group.

With each Submission, authors are now required to also produce a Briefing Paper. This

decision was made at the Shanghai Congress in May 2001

3. WHAT IS NEW IN VERSION 8.3.2

- Updated the file IWTOEMAIL.DOC to reflect structural changes including the removal of the Commercial Regulations Committee and the formation of the Contracts and Specifications Committee
- Replaced Commercial Regulations Committee with Contracts and Specifications Committee in the Setup Dialog.
- This README file has been updated to reflect these changes. Note that images in this document have not been updated to reflect the new version number (this is displayed on all forms) except for those that have changed as a result of the above.

4. CONTROLLING FORMATTING OF REPORTS AND SUBMISSIONS

The following sections describe the functionality of the templates in more detail. If you require any help please contact the IWTO head office.

The template, **IWTO_Documents.dot**, contains two sections (separated by a section break). The first is for the Briefing Paper and the second for the Master Paper you intend to present.

The second section contains fields that are linked to the first section so the two sections **should not be separated into different files until the documents are ready to be submitted to IWTO**. A function is provided to automatically separate the Briefing Paper and the Master Paper into two separate files. Each of these files will be named automatically (see section 7.4.1).

4.1 Automatic Operation

4.1.1 Formatting a Report or a Submission for the first time.

When you begin to write your document, use the **File New...** command to open the appropriate template¹ for the report or the submission.

IWTO GROUP, FORUM OR COMMITTEE FOR PRESENTATION

Specify the FORUM and the TYPE of Document

Raw Wool Group

Sliver Group

Product Group

Commercial and Technology Forum

Contracts and Specifications Committee

Type of Doc

Report

Submission

Specify the LOCATION and DATE of the Congress

Location (e.g. Nice)

Month (e.g. December)

Year (e.g. 2001)

CANCEL **OKAY**

IWTO Template Version 8.3.2

FIGURE 1

¹ You will not see the .dot extension whenever you create a new document.

An automatic macro will run and the form shown in Figure 1 will appear, and a command, **IWTO Reports**, will also appear on the menu bar. This command creates a dropdown menu listing all the available options (see Figure 2). The purpose of each of these commands is discussed later.

If you click on the **Cancel** button (Figure 1) the macro will terminate. You can then proceed to prepare the document manually if you wish (see 4.2). However, you can restart the automatic formatting at any time by selecting the **Format Template** command from the **IWTO Reports** command on the menu bar.

The form illustrated in Figure 1 allows you to select the group to which you intend to present your document, the type of document (**Report** or **Submission**) and also enter the details for the particular conference at which the presentation will be made. Once these details are complete, click on the **OK** button.

You will then be prompted to open the file **lwtomail.doc** (see Figure 3). This file is a contact list of all the Group Chairmen, and provides mailing addresses, fax and phone numbers and their email addresses. The **File Open...** dialog will then be displayed.

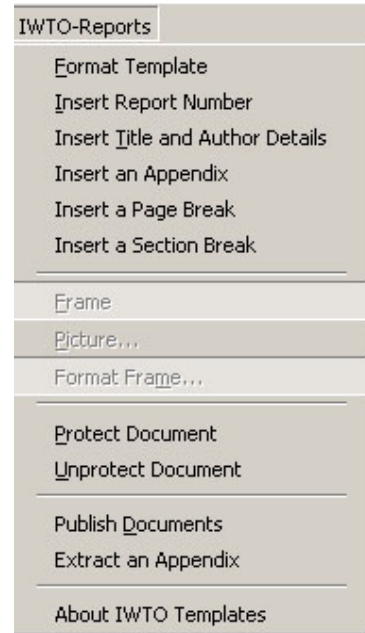


FIGURE 2

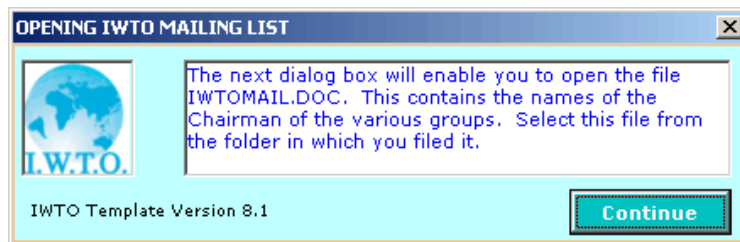


FIGURE 3

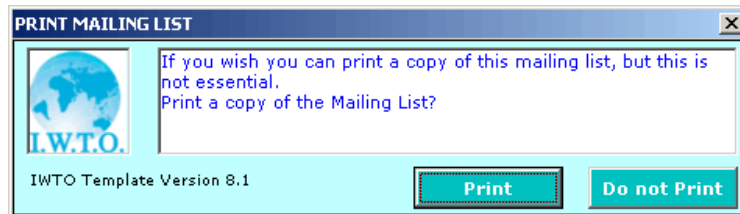


FIGURE 4

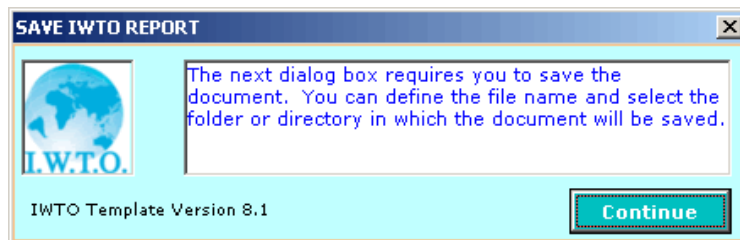


FIGURE 5

Use this to select and open **lwtomail.doc**. Once this file is opened you will be prompted by a form, which asks whether or not you wish to print **lwtomail.doc** (see Figure 4). This is optional, but on the first occasion it is recommended. The macro will extract the details for the Group to which you propose to present your paper, and insert these into the relevant fields in the new document. You then be advised to save the document (Figure 5) and the Word File Save dialog will open and allow you to select a folder and name the saved file.

At a later stage, you may wish to change the Group or Forum to which you will present your paper. You can do this at any time by opening your document, and clicking on the **IWTO Reports** command on the menu bar and selecting the **Format Template** command from the drop down list. The macro will run again and you can change the details.

4.1.2 Inserting the Title and Author Details

Click on the **IWTO Reports** command on the menu bar. Select **Insert Title and Author Details** from

the drop down list (see Figure 2) and complete the displayed form (Figure 6). Use the **TAB** or **SHIFT+TAB** key, not the ENTER key, to move between the fields of this form.

FIGURE 6

Type the title of the document, the names of the authors, their organisations and the organisation addresses in the appropriate text box. When there is more than one author type their names as a continuous string e.g.

A.J. Watson, P.J Smith & D.W. Jones

The names of the organisations they represent, and the organisation addresses, **must** be entered on separate lines in the appropriate text box, and in the **same order** as the names of the respective authors.

When the details are complete, click the **OK** button in the form.

4.1.3 Inserting the Number of an IWTO Report or Submission.

The Group Chairmen or the staff of IWTO will allocate the Report or Submission Number once the titles of the papers are received. You will usually not know this number when you start to write your paper, but this option will allow you to insert the number in the paper at any stage during its preparation.

Click on the **IWTO Reports** command on the menu bar. Select **Insert Report Number** from the drop down list. The dialog in Figure 7 will be displayed. If you have the Report or Submission Number then click on continue, otherwise contact the Group or Committee Chairman to obtain a report number.

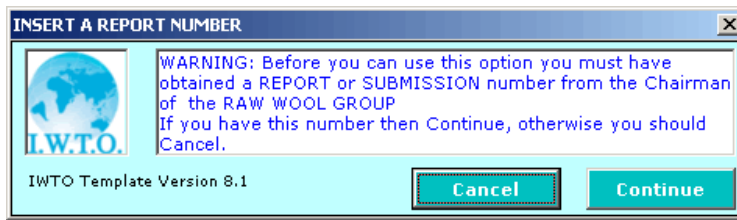


FIGURE 7

After you click on the **Continue** button on the dialog illustrated in Figure 7 another dialog, shown in Figure 8 will then be displayed. Enter the Report or Submission number in the field provided and click on the **Continue** button. Note that you **do not** have to enter the prefix to the report number (RWG, SG, CTF etc). The macro will do this automatically when you first format the document as described earlier.

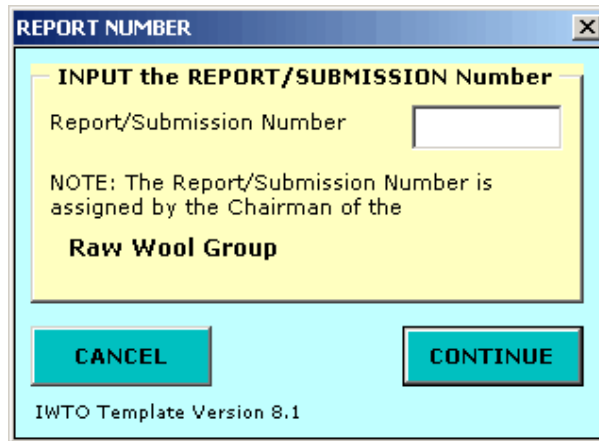


FIGURE 8

4.2 Manual Operation

You are not required to use the dialog boxes to enter the relevant details into the template. You can do this manually if you wish. This option is not recommended because it is more likely to lead to errors. However, it may be useful if you have reason to edit some of the details at a later stage.

The information can be typed directly into the fields on the first page of the template. If you are uncertain about what is to be typed into the different fields, then position the cursor in the field and press the **F1** function key. A small help dialog will be displayed which will tell you what the contents of the field should be.

You **must** ensure that the document is protected whenever you utilise this option (**see section 5**). If you do not then the formatting of the field may be destroyed and the **F1** function key will not work.

Once you enter any text into a field, as you exit the field all relevant links to the field will be updated and the document will be automatically saved.

5. DOCUMENT SECURITY

The templates are password protected. This means that while document protection is applied you cannot alter the headers and footers, or the title sections of the document, nor will you be able to apply Heading and Paragraph styles.

These and other functions of Word are not available when a document is protected, and you may need to utilise them while you are preparing your paper. Particular examples are the **Insert Frame**, and **Format Frame** commands (Office 97 uses Text Boxes instead of frames, but the same restriction will apply). To enable you to access these commands and utilise the features they provide you can **Unprotect** and **Protect** your document whenever you need to do so. Simply click on the **IWTO Reports** command on the menu bar and select the **Unprotect Document** or **Protect**

Document command.

The **IWTO Reports** command drop down list also provides direct access to the **Frame** and **Format Frame** functions whenever document protection is removed.

You **must reapply document protection** whenever you have completed such operations. If you do not the formatting of the document may be accidentally changed.

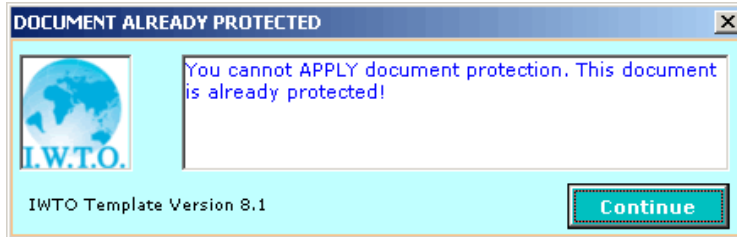


FIGURE 9

If you attempt to apply or remove document security when it has already been applied or removed, an error message will be displayed (see Figure 9).

Document protection is automatically reapplied every time you open the document.

6. FORMATTING FEATURES

It is ***strongly recommended*** that authors commence typing their reports and submissions directly onto the template **and do not attempt to cut and paste** from documents prepared in another style. Starting outside the IWTO template and pasting text into it later can significantly alter the format (fonts, paragraphs, margins, etc) used.

6.1 Headings and Paragraphs

Please note that you will not be able to apply Heading and Paragraph styles unless you execute the **Unprotect Document** command from the **IWTO Papers** command on the menu bar.

The template provides standard heading and paragraph styles. Except for the Briefing paper the standard paragraph font is Arial 10. There are four heading styles and one paragraph style. It is strongly recommended that you use these styles.

HEADING 1	Arial Bold, Font 12, All Caps, Paragraph 6pts before and 3 pts after
Heading 2	Arial Bold, Font 11, Paragraph 6pts before and 3 pts after
Heading 3	Arial Bold, Font 10, Paragraph 6pts before and 3 pts after
<u>Heading 4</u>	Arial Regular, Font 10 Underlined, Paragraph 6pts before and 3 pts after
Normal	Arial Regular, Font 10, Paragraph Justified and 6 pts before and 3 pts after

It is also strongly recommended that you use page breaks instead of allowing text to flow from one page to the next. One of the problems with Word documents is that if you minimise the margins to allow maximum utilisation of the page, the pagination may change when the document is printed on a different printer. This occurs because different printers have different non-printable margins. In order to minimise this possibility the margins for the IWTO template are fairly generous, and inserting a page break at the bottom of each page will help minimise this even further.

It is further recommended that you size your figures and diagrams to at least 1/3 of a page and whenever possible position them in the centre of the page. Objects such as graphs and pictures are very susceptible to the effects of repagination arising from the differences between printers, particularly when they are positioned at the very top or the very bottom of the page.

It is good practice not to insert figures and diagrams until you have completed your text. This minimises problems that arise when new text is inserted in the document. Figures and Diagrams are generally in the form of objects, prepared in other applications such as Excel, Visio etc, or constructed within Word using the Draw facility. Objects can either be pasted directly into the document, or pasted such that the links to the original application used to create the object are maintained. While the latter approach is useful when documents refer to data that is being updated, it is not necessary for submissions or reports to IWTO, particularly if the approach recommended

above is adopted. Figures and diagrams inserted as pictures tend to create fewer problems and actually result in smaller documents.

When using the Draw facility provided by Word, it is important to use the Group facility when you have completed your drawing to embed all the individual drawing objects within the one object. Text relating to drawing objects should be inserted in text boxes so that it can be grouped with the other drawing objects.

6.2 Inserting Page and Section Breaks

A key feature (first introduced in Version 8.0) is the facility to insert Page Breaks and Section Breaks from the **IWTO Papers** command on the menu bar.

To insert a Page Break locate the cursor at the point where the break is to be inserted and select the **Insert a Page Break** command from the IWTO Papers drop down menu.

The **Insert a Section Break** command will insert a section break that starts a new page. More importantly this command will also ensure that the correct headers and footers are also created on the pages within the new section. In particular it ensures that the page numbering in the footer continues from the previous section.

After you **Insert a Page Break** or **Insert a Section Break** the document will be automatically saved and document protection reapplied if it has been removed.

6.3 Updating Linked Fields

With earlier versions of the templates alterations to the fields on the Briefing paper page were not updated in the linked fields on the Summary page, and in the header and footers of the main document. This is an oddity of Word. You can force the fields to update by closing and re-opening the document, or by activating the **File Print Preview** command.

In this version these links are automatically updated whenever the relevant fields are amended.

6.4 Inserting an Appendix

Version 8.0 provides a command for inserting Appendices to the main document.

Authors **MUST** use this command whenever they insert an Appendix, and it does require them to plan the contents of any Appendices in advance. This command is closely linked to the **Extract an Appendix** command, which has been created to assist the Chairman to extract Appendices that contain specific recommendations to change the text of an IWTO Specification or Regulation (see section

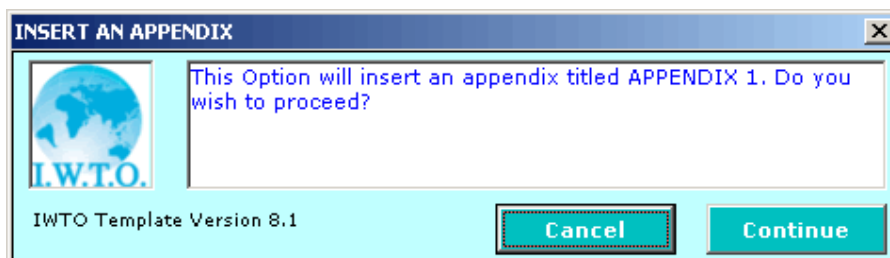


FIGURE 10

When you select this command the dialog in Figure 10 will be displayed. Note that this shows the Appendix Number that will be assigned. You cannot nominate this yourself, hence the importance of planning the contents of Appendices in advance.

The command inserts a section break starting a new page and the appendix title at the top of the page. It also inserts a bookmark that is used by the Extract an Appendix command to locate the individual appendices in the document. **It is most important that this bookmark is not deleted, either accidentally or deliberately.** The number of each appendix created by the author is stored within the file properties for the document.

6.5 Formatting References or Citations

The following formats must be used when referencing other documents. Examples of each format are provided in the template **IWTO_Documents.dot**.

Referencing IWTO Reports - Post 1999:

Author, A.N., Author, A.S. and Author, A.T. (Year) *Title*. IWTO T&S Committee, Place, Report Number

Referencing IWTO Reports - Prior to 1999:

Author, A.N. (Year) *Title*. IWTO T&S Committee, Place, Report Number

Referencing IWTO Submissions - Post 2000:

Author, A.N. (Year) *Title*. IWTO T&S Committee, Place, Submission Number

Referencing Appendices to Reports or Submissions- Pre 2001:

Author, A.N. (Year) *Title*. IWTO T&S Committee, Place, Group, Appendix Number

Referencing papers to Commercial Committees:

Author, A.N., Author, A.S. and Author, A.T. (Year) *Title*. IWTO Commercial Committee, Place, Report Number

Referencing IWTO test methods:

IWTO-Test method number-year: *Title*

Referencing papers from Journals:

Author, A.N. (Year) *Title*. Journal, Volume (issue), Page

Referencing Conference Papers

Author, A.N. (Year) *Title*. Conference, Place, Volume, Page

7. SUBMITTING THE FINISHED REPORT OR SUBMISSION

7.1 General Information

Conference papers are distributed electronically; therefore all authors must provide electronic copies of their submissions and reports (e-mail, diskette or CD-ROM).

7.2 Reports and Submissions to Technical Groups on Standardisation, Specifications, Metrology and Trials

Reports and submissions related to the development of Test Specifications, such as proposals for new or amended texts and/or the results of supporting research data and round trials are normally presented within the Technical Groups.

Initially, the titles of these papers, together with a brief outline, should be sent to the chairman of the relevant Technical Group. Each Group Chairman will allocate a Technical Group Report or Submission number and cross-reference them to their agendas.

The outline is required only to assist the Chairmen to decide whether the report is best presented in the Technical Groups or in the Commercial Technology Forum. In some cases, the Group Chairman might redirect your request to the chairman of the T&S Committee, if s/he considers that your presentation is more appropriate in the Commercial Technology Forum (or vice versa).

Once the report number has been allocated, the final text should be e-mailed or sent on disk *in the appropriate format* to the relevant Group Chairman. The receipt of a Report or a Submission that has not used the IWTO format could see the Report or Submission being returned to the author(s) for correction and potentially miss the deadlines for the Congress.

The mailing and contact addresses of the chairmen of the Technical Groups are provided in a document titled **Instructions for Authors**, circulated by the IWTO Secretariat.

7.3 Reports to the Commercial Technology Forum.

Technical reports on more general issues of metrology, or on physical and chemical topics (i.e. those relating to research and development of industrial processes and/or applications of technology), are normally presented in the Commercial Technology Forum. The instructions for submission of Reports for the Commercial Technology Forum are different from those for submissions to the three Technical Groups.

The title of the paper (accompanied by an indicative summary of a maximum of an A4 page, and the Name(s) of the Author(s) and their Institute(s)) should be sent to the Chairman of the IWTO Technology & Standards Committee for allocation of a Report number.

The contact details of the Chairman are provided in a document titled **Instructions for Authors**, circulated by the IWTO Secretariat.

Whilst the changes to the schedule of technical meetings has provided more time for the presentation and discussion of reports in the Forum, the number of reports presented by any one Institute or organisation will continue to be limited to a maximum of 3.

7.4 Briefing Papers

To encourage commercial delegates to participate in Technology & Standards Committee activities relevant to their sector, all authors of Reports and Submissions presented to either a Technical Group or to the Commercial Technology Forum are required to prepare a separate 1-page Briefing Paper.

This paper should contain a 'Summary of Findings', provide a short statement on the 'Commercial Implications - Current & Future' and direct the reader as to where/when the reports will be discussed.

Sets of Briefing Papers are appended to the Technical Group agendas and to the official List of Reports for the Forum (as appropriate). They will be circulated with the agenda of the Contracts and Specifications Committee Committee, so that:

- all National Committees will learn what is developing, and will have a concise set of summaries to copy and distribute economically to their members; and
- interested members can then obtain from their National Committee (or download from the web site) a full copy of any technical report that specifically interests them; and
- ultimately, commercial delegates will be encouraged to attend the Commercial Technology Forum and/or Technical Group meetings, where those topics of interest to them are to be discussed.

Please note that *the briefing paper must **not** be incorporated within the Technical Report itself*. It must be sent as a separate document.

7.5 Submitting an Electronic Document based on IWTO Templates

Once you have completed your Report or Submission and all the details regarding the Group to which is to be submitted and the number assigned to it have been determined, you will need to separate the Briefing Paper from the Master Paper.

Before proceeding to do this, please ensure that you close any other applications other than Word. The process of separation requires sufficient free memory and may fail if insufficient memory is available.

Open your document and click on the **IWTO Reports** command on the menu bar and select the **Publish Documents** command from the drop down list. A dialog giving you're the option to proceed or to abort will be displayed (Figure 11). If you continue then a second dialog will be displayed (Figure 11), which will allow you to update any links that you have created in the document if required.

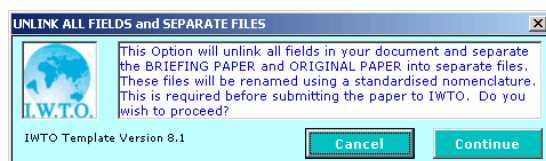


FIGURE 11

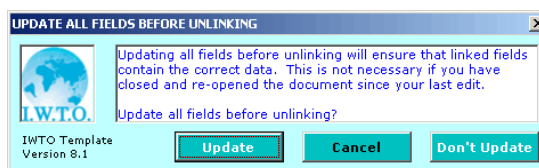


FIGURE 12

The macro will then convert all fields to text, break any existing links and create two separate files. Both files will be saved in the same directory as the document from which they are derived. The dialogs shown in Figures 13 & 14 will be displayed.

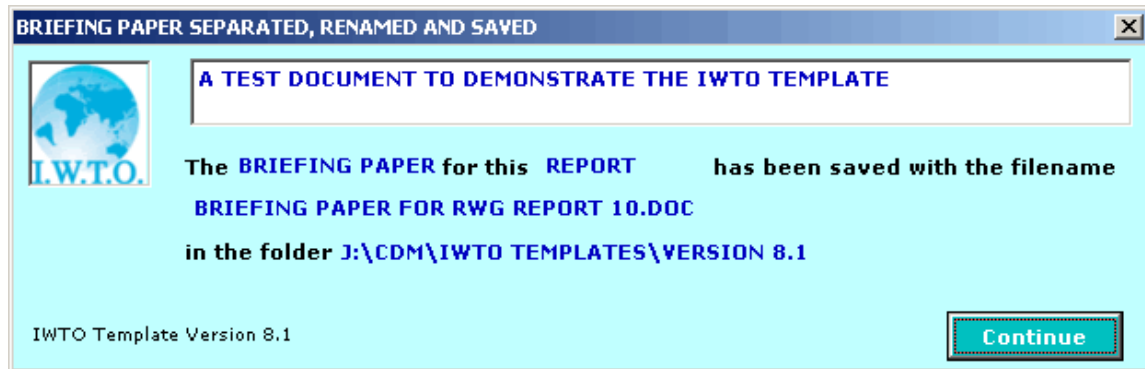


FIGURE 13

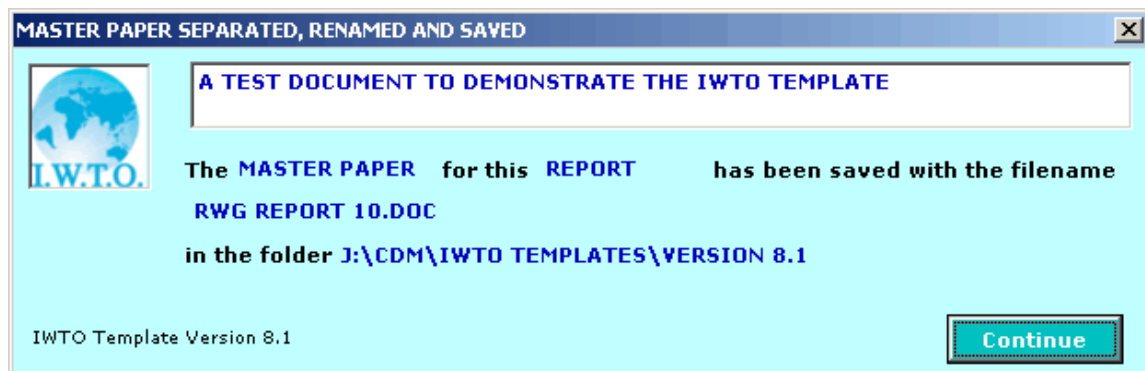


FIGURE 14

It is particularly important that the file names are unique and defined by the same convention when they are being forwarded as electronic documents. The convention used (see section 3) ensures that they can be readily identified when they are received. **Do not change these filenames.**

Once this operation is complete, email both files to the relevant Group Chairman.

If the formatting of the document is very complex, you may experience some difficulties during this operation. However the original document is not modified in any way and consequently, if an error occurs, the integrity of the original will be maintained. ***It is important to ensure that the name of the original document is not the same as the name that will be assigned to the Briefing Paper or the Master Copy.*** If you are concerned that the original document may be corrupted then it is advisable to create a back up copy before implementing this procedure.

The paper can be manually prepared, in cases where difficulties do occur, by removing document protection, selecting the entire document and pressing the **Ctrl+Shift+f9** keys simultaneously. You will need to repeat this while viewing the Headers and Footers for the different sections. The two sections can then be separated manually. Please ensure that you use the file naming conventions defined above.

8. EXTRACTING AN APPENDIX

The Shanghai Congress in May 2001 suggested that a facility be provided in the template to allow Group Chairmen to extract a selected appendix as a separate file. The reason for this is that any recommended amendments to IWTO Specifications or Regulations must be included in an Appendix to the Report or Submission. The facility to extract an appendix then allows the Chairman to make any further alterations that may be decided upon during the meeting, and supply a correct copy to the IWTO Secretariat once the General Assembly has accepted the changes.

Please note that this function is intended for use by Group Chairmen but Authors can also use it. The integrity of the source document is maintained. However, when you select the command Extract an appendix from the drop down menu the dialog illustrated in Figure 15 will always be displayed, giving you the option to abort or proceed.

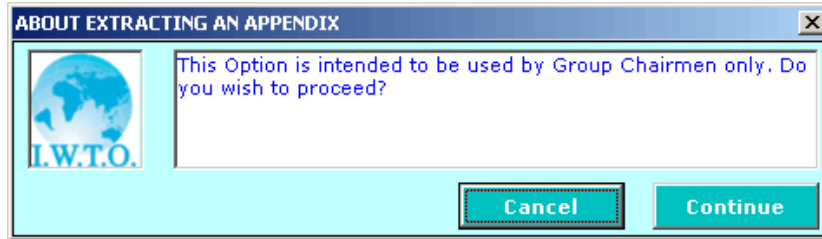


FIGURE 15

This function does not work if the Report or Submission has not been published. If you attempt to extract an appendix from an unpublished document an error message will be displayed (see Figure 16).

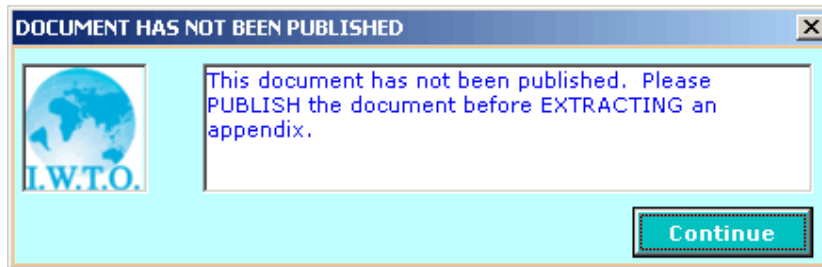


FIGURE 16

The function is designed to extract an appendix from a published Master Paper. It will not work on a published Briefing Paper. If you attempt to apply it to a Briefing Paper the error message shown in Figure 17 will be displayed.

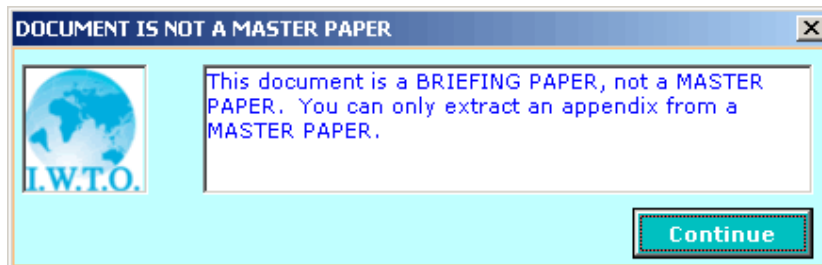


FIGURE 17

The function will not work if an appendix or appendices do not exist, or if they have been created manually without using the **Insert an Appendix** command (see Figure 18).

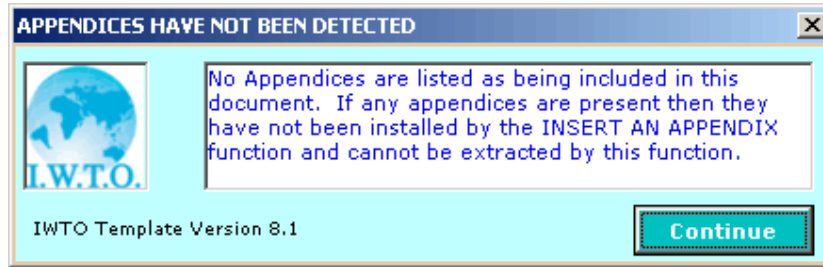


FIGURE 18

If all necessary criteria are met the dialog illustrated in Figure 19 is displayed.

All the appendices in the document are listed, and the required appendix is selected from this list by pointing and clicking using a mouse.

The selected appendix will then be displayed in red font in the separate box. Clicking the continue button will complete the process.

When the appendix has been extracted and saved the dialog shown in Figure 20 will be displayed. The extracted appendix will be saved in the same folder as the source document. The file naming convention is:

APPENDIX [nn] FROM [xxx] [Type] [mm].doc

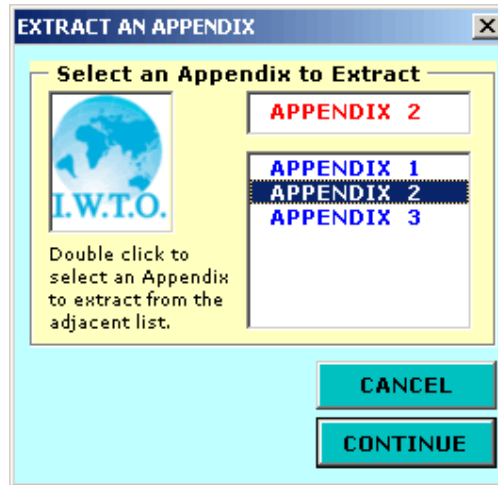


FIGURE 19

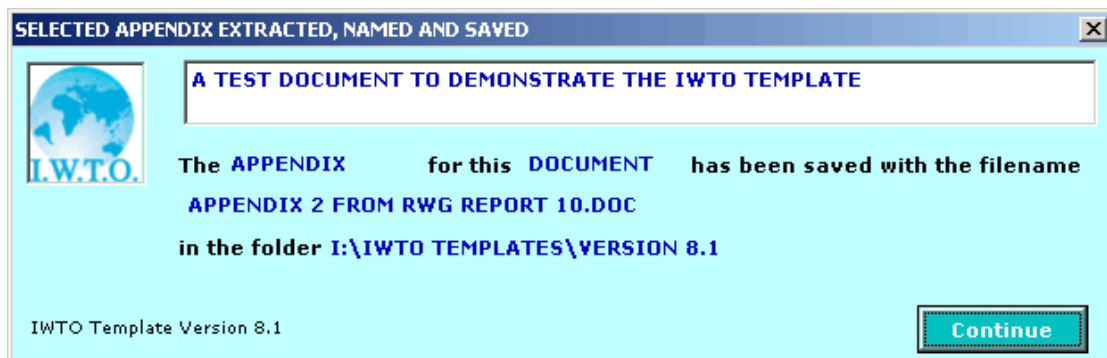


FIGURE 20

where [nn] is the appendix number
 [xxx] is the code for the group
 [Type] is the type of document from which the appendix was extracted (REPORT or SUBMISSION)
 [mm] Is the number of the REPORT or SUBMISSION