



10 tips to make your file more system independent and less work if it needs to be revised

[Source: *ISO template and model document, version 3.0 — Reference manual*]

NOTE To facilitate your work, it is recommended to set the display parameters so as to show the paragraph marks, tabulation characters, etc.

1 To indent paragraphs

Use the paragraph formatting commands.

EXAMPLE

The model document and the template use a common stylesheet. The stylesheet (in the form of a document skeleton) is designed to ensure that the electronic file of the document that you produce¶

- can be easily processed by the ISO Central Secretariat and other members of the ISO infrastructure with whom you may exchange files, can be easily processed by the ISO Central Secretariat and other members of the ISO infrastructure with whom you may exchange files, and¶
- may be converted to a different word processor format with a certain guarantee of success, may be converted to a different word processor format with a certain guarantee of success.¶

Do not use tabulations.

EXAMPLE

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- → with whom you may exchange files, can be easily processed by the ISO Central Secretariat and →
- → other members of the ISO infrastructure with whom you may exchange files, and¶
- —→ may be converted to a different word processor format with a certain guarantee of success, may be
- → converted to a different word processor format with a certain guarantee of success.¶

2 To create tabular material without rules

Use the table functionality.

EXAMPLE

1× first test×	first result×
2× second test×	second result×
3× third test×	third result×

Do not use tabulations or spaces.

EXAMPLE

- 1→first test → first result¶
- 2→second test→second result¶¶
- 3→third test → third result¶

3 To prevent elements of text that must never be split from being split

Use a nonbreaking space or a nonbreaking hyphen.

EXAMPLES

use·a·length·of· 5°mm*	**
the·standard· ISO°xyz*	**
as·given·in· annex°A*	**
shown·in· Figure°3*	**
published· 1997–02–15*	**
then·use·the· set–up·specified*	**

Do not use a variable space or a line break.

EXAMPLES

use·a·length·of·5· mm*	**
the·standard·ISO· xyz*	**
as·given·in· annex·A*	**
shown·in·Figure· 3*	**
published· 1997·02·15*	**
then·use·the·set· up·specified*	**

4 To hyphenate your document

Use either the hyphenation functionality or optional hyphens unless the hyphen forms part of the normal written form of the word.

Do not insert hard hyphens in words unless they form part of the normal written form of the word.

5 To keep a sequence of paragraphs together

Use the formatting option “Keep with Next”.

Do not insert manual page breaks unless a page break shall always be present at this place in the document.

6 To repeat table headings on each page

Use the functionality of your word processor.

Do not repeat the table heading by copying and pasting the table headings from the first page.

7 To enter footnotes to the text

Use the footnote functionality of your word processor.

Do not enter footnotes to the text as paragraphs positioned at the bottom of the page.

8 To number the lines in a computer listing

Enter the line numbers as text so that they form part of the document.

Do not use the line numbering functionality of your word processor.

9 To position elements on a page

Do not use frames unless absolutely necessary.

10 To format a component of text for which a corresponding style does not exist

Use the formatting commands of your word processor.

Do not use a style for a purpose other than that for which it was defined, e.g. do not use the style TOC to create a form.