
	<b>ITTC – Recommended Procedures and Guidelines</b>	<b>4.2.3 -01-03</b> Page 1 of 4	
	<b>Work Instruction for Formatting ITTC Recommended Procedures</b>	Effective Date 2005	Revision 00

## Table of Contents

<b>TABLE OF CONTENTS .....1</b>  <b>FORMATTING A PROCEDURE PROPOSAL .....2</b>  <b>1. OVERVIEW.....2</b>  <b>1.1 General settings.....2</b>  <b>2. STYLES.....2</b>  <b>2.1 Page Header .....2</b> <b>2.2 Page Footer.....2</b> <b>2.3 Table of Contents.....2</b>	<b>2.4 Headings .....2</b> 2.4.1 Level 1 Headings.....3 2.4.2 Level 2 Headings.....3 2.4.3 Level 3 Headings.....3 2.4.4 Level 4 Headings.....3  <b>3. TABLES AND FIGURES.....3</b>  <b>3.1 Tables.....3</b> <b>3.2 Figures .....3</b>  <b>4. REFERENCES .....4</b>
--	---

Updated / Edited by	Approved
Quality Systems Group of 24 <sup>th</sup> ITTC	Quality Systems Group of 24 <sup>th</sup> ITTC
Date: June 5 <sup>th</sup> 2003	Date: June 5 <sup>th</sup> 2003

	<b>ITTC – Recommended Procedures and Guidelines</b>	<b>4.2.3 -01-03</b> Page 2 of 4	
	<b>Work Instruction for Formatting ITTC Recommended Procedures</b>	Effective Date 2005	Revision 00

## Formatting a Procedure Proposal

### 1. OVERVIEW

To simplify formatting of ITTC Recommended Procedure the Quality System Group has prepared a template which comes in a file called ITTC\_Proc.dot. This template is a Microsoft Word template file that includes the basic elements that constitute a formatted text, e.g. headings, captions etc.

When starting to write a procedure one has to double click on the ITTC\_Proc.dot file. Microsoft Word will open a new document that will be based on the ITTC\_Proc.dot model. The new file will contain all of the formatting styles that have been prepared by QS Group, it can be stored as a regular doc file.

The right formatting is necessary in order to be able to correctly transform the text structure when producing the pdf files containing hyperlinks.

#### 1.1 General settings

In order to properly see the hyperlinks and fields embedded in the document you should select the Tool menu, then Options. A box opens and you have to select the View tab. You have to set Field Shading to Always. Then press OK. From now on all hyperlinks and fields will be shaded in grey.

### 2. STYLES

#### 2.1 Page Header

Please fill in the name of the recommended procedure both on first and second page. The procedure number will be filled by the QS Group.

#### 2.2 Page Footer

Please fill in the name of the Committee and the date.

#### 2.3 Table of Contents

The table of contents will be automatically updated. To obtain this, when the procedure is complete you have to go to the first page of the document. Once there you have to position your mouse pointer or the cursor on one of the listed contents and click with the right button. A list of possible actions pops up and you have to choose Update Field. A box will open asking if you want to update page number only or the whole summary. Select the whole summary option and then OK. The Table of contents will be automatically updated.

#### 2.4 Headings

Four levels of headings have been provided in order to automatically get the right numbering.

In order to see the style list you have to make sure that your Word is showing the

Formatting Tool Bar. To do this select the Show menu then the Instrument bar menu and see if Formatting is checked. If it is not, please check the box.

### 2.4.1 Level 1 Headings

Major, or Level 1, Headings can be obtained selecting style ITTC-L1 from the Microsoft Word Style list.

### 2.4.2 Level 2 Headings

Subheading, or Level 2 headings, can be obtained selecting style ITTC-L2 from the Microsoft Word Style list.

### 2.4.3 Level 3 Headings

Sub-Subheading, or Level 3 headings, can be obtained selecting style ITTC-L3 from the Microsoft Word Style list.

### 2.4.4 Level 4 Headings

Sub-Sub-Subheading, or Level 4 headings, can be obtained selecting style ITTC-L4 from the Microsoft Word Style list.

## 3. TABLES AND FIGURES

### 3.1 Tables

When you have to insert a table the usual procedure can be followed. The only thing you have to do is: place the cursor inside the table, choose the Table menu and the select table. Once the table is selected (highlighted) select the centre button on the Formatting Tool Bar.

Tables should have captions. To place a caption select the Insert menu, then Caption. A box opens and you have to choose the label you want to use (Table). Then press OK.

AAAAA	BBBBBB	CCCCC
A1a1a1a1	B1b1b1b1	C1c1c1c1
A2a2a2a2	B2b2b2b2	C2c2c2c2

Table 1: Table 1 caption

A caption will appear under your table. At this point you should highlight the whole line (or lines) and select style ITTC-C from the list.

Table 1 at the beginning of the next paragraph should appear grey shaded on your screen. If it is not please follow the procedure described in 1.1.

Table 1 illustrates ..... This is a reference to a numbered object; it is automatically updated in case you add another element of the same kind before this reference. Using Word 2002, it is obtained choosing Insert menu, Reference, Cross reference. A box pops up in which you have to select the type of object you are referring to, e.g. figure or table (in the upper left box). Then you have to choose the right object (from the list in the lowermost box), and at last you have to specify to insert only label and number (in the upper right box).

### 3.2 Figures

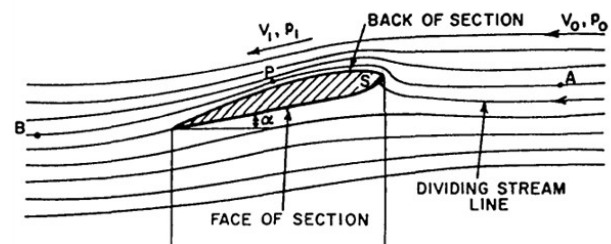



Figure 1: Example of caption

	<b>ITTC – Recommended Procedures and Guidelines</b>		<b>4.2.3</b> <b>-01-03</b> Page 4 of 4
	<b>Work Instruction for Formatting ITTC Recommended Procedures</b>		Effective Date 2005

To insert a figure first of all please change the style of the paragraph that will contain the figure to style ITTC-TB0.

After that the figure can be inserted in the usual way.

Figures should have captions. To place a caption select the Insert menu, then Caption. A box opens and you have to choose the label you want to use (Figure). Then press OK.

A caption will appear under your figure. At this point you should highlight the whole line (or lines) and select style ITTC-C from the list.

Figure 1 at the beginning of the next paragraph should appear grey shaded on your screen. If it is not please follow the procedure described in 1.1.

Figure 1 illustrates ..... This is a reference to a numbered object; it is automatically updated in case you add another element of the same kind before this reference. Using Word 2002, it is obtained choosing Insert menu, Reference, Cross reference. A box pops up in which you have to select the type of object you are referring to, e.g. figure or table (in the upper left box). Then you have to choose the right object (from the list in the

lowermost box), and at last you have to specify to insert only label and number (in the upper right box).

#### 4. REFERENCES

References should look like the following example.

To obtain this please select style ITTC-R1 from the list.

Author, A.B., Author, C.D., 2005, “Something Funny”, ITTC Journal of Extreme Fluid Dynamics, Vol. 1, pp 1 - 100.

#### 5. TEMPLATE

A template in word format has been prepared. To write a new procedure please open the new file using the following template:

