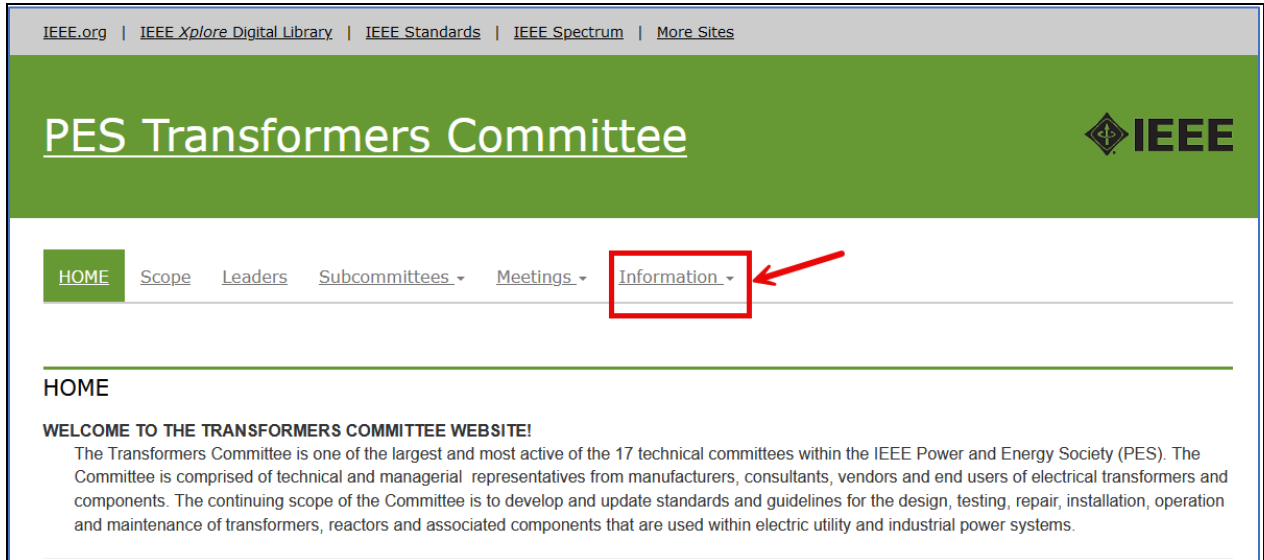


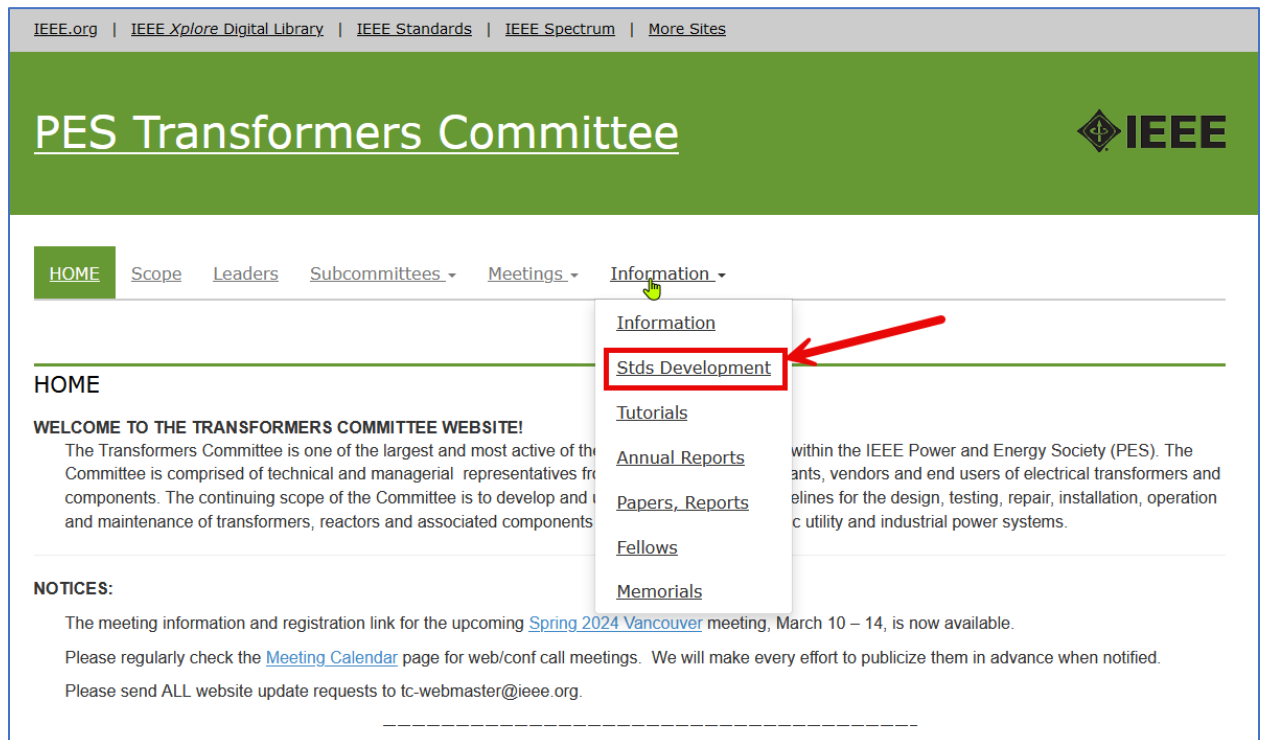
3/1/2024

Initial setup

1. Go to <https://www.transformerscommittee.org/>
2. Click on the **INFORMATION** tab



3. Select **STS DEVELOPMENT**



3/1/2024

4. Scroll down to **FORMS / TEMPLATES** and select **IEEE Style Guide and Word Template** to download the zip file.

REFERENCES

- [My Project User Guide, myProject Key Changes](#) 31Jan2020
- [Transformer Standards Collection \(Compact Disc format\)](#) Purchase the "fruits of our labor" from IEEE-SA!
- IEEE Standards Dictionary:
Access the dictionary at <http://dictionary.ieee.org> or through the [myProject](#) login page.
Once logged in, select the **eTools** button from the top right corner and then select the **Standards**

FORMS / TEMPLATES

- [Standards Development Process](#)
- [IEEE Style Guide and Word Template \(zip file\), 2021 Style Manual](#)

LINKS TO IEEE SA MYPROJECT (PDF printer friendly version)

1. To Show /Join Ballot Invitations ...
<https://development.standards.ieee.org/my-site/open-ballot-invite>

NOTE: Ballot pool invitations are normally open for 30 days. Potential balloters must respond to a

5. Save the **wordtemp.zip** file in an appropriate location

 wordtemp.zip		10/17/2023 2:53 PM	Compressed (zipp...	2,814 KB
--	---	--------------------	---------------------	----------

6. Open the **wordtemp.zip** file and open the **DOC_PREFERRED** folder

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
 DOC_PREFERRED	File folder					10/2/2023 11:17 AM
 DOCX_NO_MACROS	File folder					10/2/2023 11:10 AM
 2021_IEEE_SA_Style Manual.pdf	Adobe Acrobat Document	1,154 KB	No	1,290 KB	11%	5/14/2021 3:26 PM
 READ ME -- 2023 IEEE SA TEMPLAT...	Text Document	1 KB	No	2 KB	44%	10/2/2023 11:15 AM

7. Right-click on the **IEEESTD-WORDTEMPLATE_v1_2023.doc** to open it.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
 IEEESTD-WORDTEMPLATE_Amendments-Corri-v7-2023.doc	Microsoft Word 97 - 2003 ...	114 KB	No	418 KB	73%	10/2/2023 11:16 AM
 IEEESTD-WORDTEMPLATE_v1_2023.doc	Microsoft Word 97 - 2003 ...	202 KB	No	625 KB	68%	9/27/2023 10:59 AM
 IEEESTD-WORDTEMPLATE...	Compressed (zipped) Fol...	232 KB	No	232 KB	0%	10/2/2023 11:14 AM

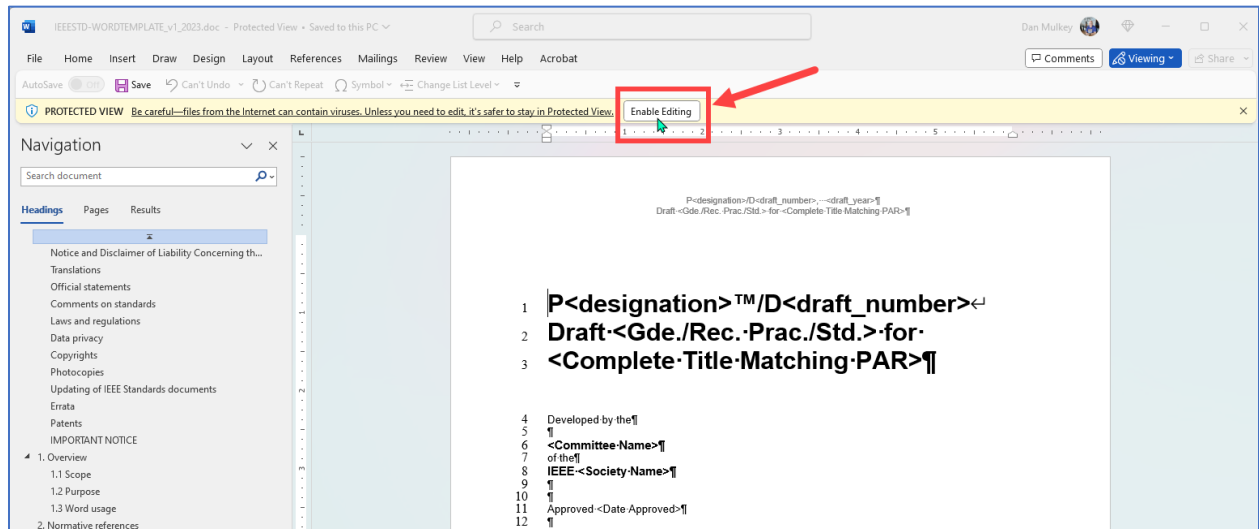
Right-click context menu options:

- Open
- Cut
- Copy
- Delete
- Properties

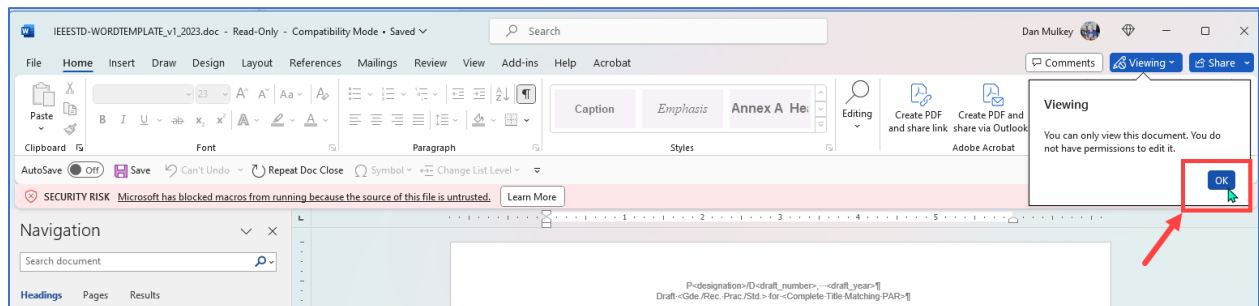
Job Aid – How to Use the IEEE MS Word Standard Template

3/1/2024

8. Click on **Enable Editing**¹

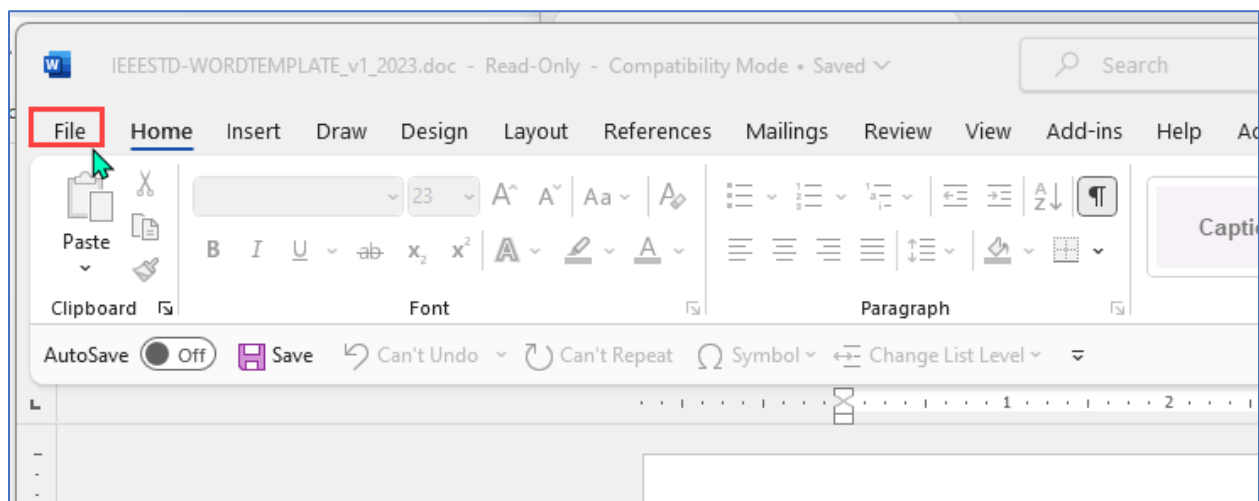


9. Click on **OK**



10. Click on the x to close the **SECURITY RISK** box

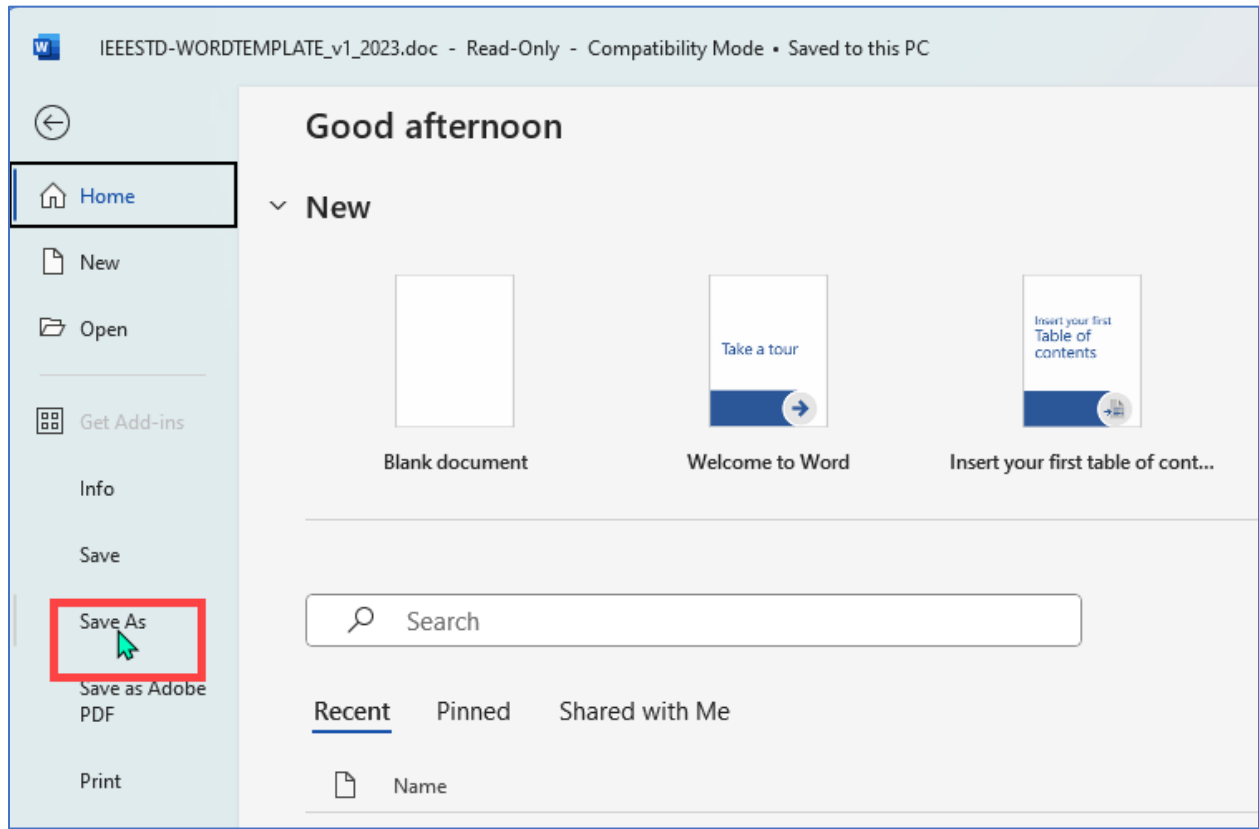
11. Select **File**



¹ NOTE: Depending on your computer settings, you may just need to 'enable macros' instead of following steps 8, 9, and 10.

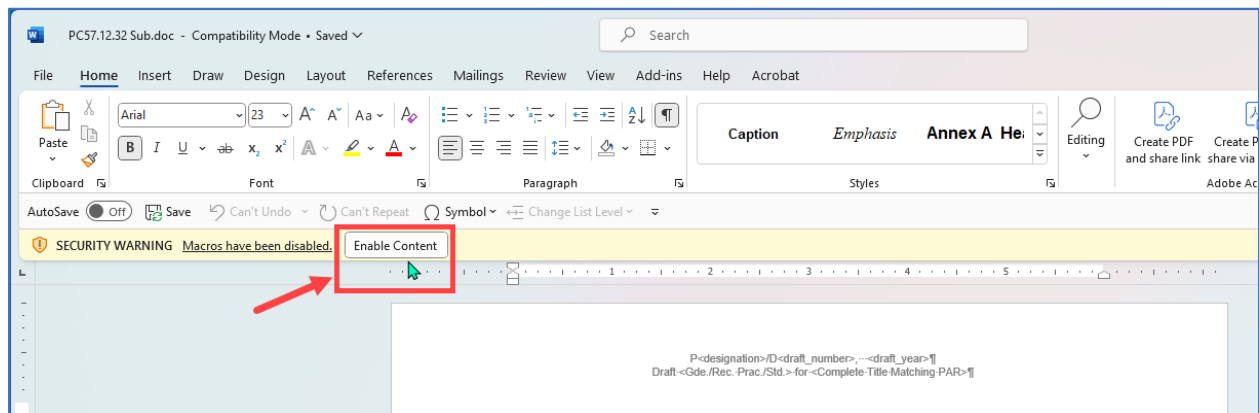
Job Aid – How to Use the IEEE MS Word Standard Template
3/1/2024

12. Select **Save As** and save it with your choice of name in an appropriate location



13. Close and then open the file.

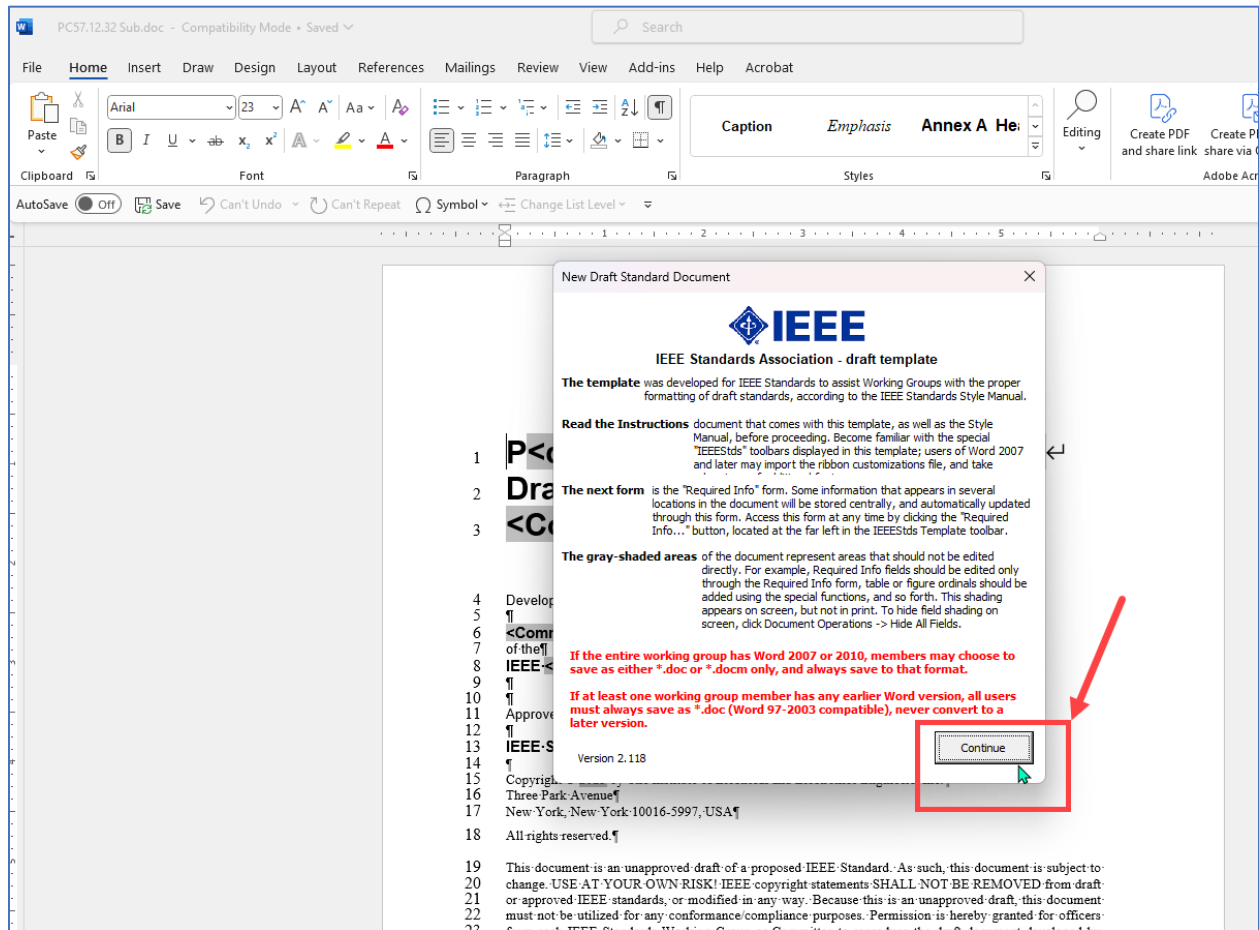
14. Click on **Enable Content**



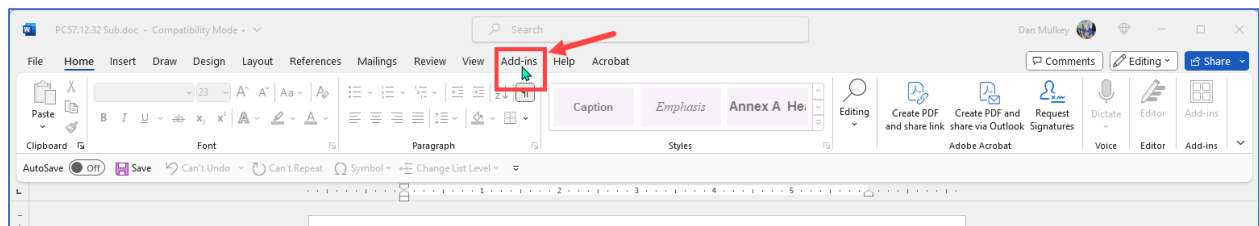
Job Aid – How to Use the IEEE MS Word Standard Template

3/1/2024

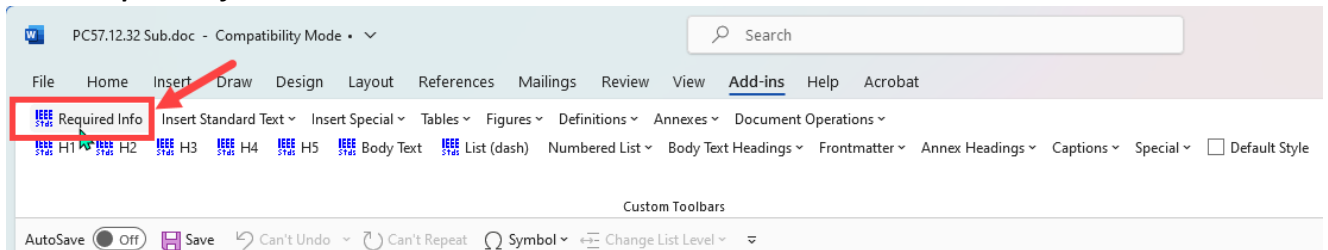
15. Click on **Continue**



16. Select **Add-ins**



17. Select **Required Info**



18. The **Required Information** form will open

3/1/2024

19. On the **Designation and Draft** tab fill in
 - a. The project number – C57.12.32 in this case
 - b. The draft number 1.0
 - c. The month of this draft
 - d. The year of this draft

Required Information

Designation and Draft | Title | Revision/Amendment/Corrigendum | Committees | Working Group

IEEE Standards Project Designation and Draft Number
Get or check the correct Project Designation and Draft Number using the PAR Approval History

a) IEEE P b) Draft

c) Month d) Year

Month and year of development for this draft version

→

OK X Reset This Page X Reset All X Cancel X

CAUTION! Do NOT click on any of the bottom buttons! The “OK” will be used when we are done.

Never ever click on either of the middle two! You will lose unexpected data if you do.

20. Click on the **Title** tab. Select **Standard** from the right dropdown list. The left box is **Trial Use**

Required Information

Designation and Draft | **Title** | Revision/Amendment/Corrigendum | Committees | Working Group

Enter the (draft) Standard Title
Get or check the correct Draft Title using the PAR Approval History

Title: Draft for

Σ

Guide
Recommended Practice
Standard

← →

OK Reset This Page Reset All Cancel

21. Then put the meat of the title in the box after the ampersand symbol

Required Information

Designation and Draft | **Title** | Revision/Amendment/Corrigendum | Committees | Working Group

Enter the (draft) Standard Title
Get or check the correct Draft Title using the PAR Approval History

Title: Draft [v] Standard [v] for

Σ [Submersible Equipment—Enclosure Integrity]

← →

OK Reset This Page Reset All Cancel

22. Click on the **Revision** tab. Select the appropriate type, usually **Revision**, and fill in the text box that opens.

Required Information

Designation and Draft | Title | **Revision/Amendment/Corrigendum** | Committees | Working Group

If applicable, choose a document subtype:

☐ None ☒ Revision ☐ Amendment ☐ Corrigendum

Revision of IEEE Std [C57.12.32-2019]

← →

OK Reset This Page Reset All Cancel

23. Click on the **Committees** tab
- Enter the name of your working group -often it is the same as the standard number
 - Enter **Transformers Committee**
 - Enter **Power and Energy Society**

The screenshot shows the 'Required Information' dialog box with the 'Committees' tab selected. The 'Enter Working Group, Committee and Society Names' section contains three text input fields. The first field is labeled 'Prepared by the' and contains 'Enclosure Integrity' with a red box around it and a red 'a)' to its right. Below it is the text 'Enter name of Working Group'. The second field is labeled 'of the' and contains 'Transformers Committee' with a red box around it and a red 'b)' to its right. Below it is the text 'Enter full name of Committee'. The third field is labeled 'of the IEEE' and contains 'Power and Energy Society' with a red box around it and a red 'c)' to its right. Below it is the text 'Enter name of IEEE Society: "Magnetics Society", "Photonics Society", etc.'. There are left and right arrow buttons between the third field and the 'Reset All' button. At the bottom are 'OK', 'Reset This Page', 'Reset All', and 'Cancel' buttons.

24. Click on the **Working Group** tab and enter the names of the chair and vice-chair

The screenshot shows the 'Required Information' dialog box with the 'Working Group' tab selected. The 'Enter names of the Working Group chairs' section contains two text input fields. The first field is labeled 'Chair:' and contains 'Dan Mulkey' with a red box around it. To its right is a small square button with the Greek letter sigma (Σ). The second field is labeled 'Vice Chair:' and contains 'Jeremy Van Horn' with a red box around it. To its right is a small square button with the Greek letter sigma (Σ). Below these fields is the text 'Enter the rest of the Working Group participants on page iii of the front matter, in the area indicated.' There is a left arrow button below this text. At the bottom right is the text 'Template version: V2.118'. At the bottom are 'OK', 'Reset This Page', 'Reset All', and 'Cancel' buttons.

25. Then activate the macro by clicking on **OK**. Do NOT click on the reset buttons as they will clear your data.

The image shows a 'Required Information' dialog box with a tabbed interface. The 'Working Group' tab is selected. The dialog contains fields for 'Chair' (Dan Mulkey) and 'Vice Chair' (Jeremy Van Horn), each with a small square button containing the Greek letter sigma (Σ). Below these fields is a text instruction: 'Enter the rest of the Working Group participants on page iii of the front matter, in the area indicated.' At the bottom, there are four buttons: 'OK' (highlighted with a red rectangle and a mouse cursor), 'Reset This Page' (with a red X over it), 'Reset All' (with a red X over it), and 'Cancel'. A blue arrow button is also present above the 'OK' button. The text 'Template version: V2.118' is visible in the bottom right corner of the dialog.

Required Information

Designation and Draft | Title | Revision/Amendment/Corrigendum | Committees | Working Group

Enter names of the Working Group chairs

Chair:

Vice Chair:

Enter the rest of the Working Group participants on page iii of the front matter, in the area indicated.

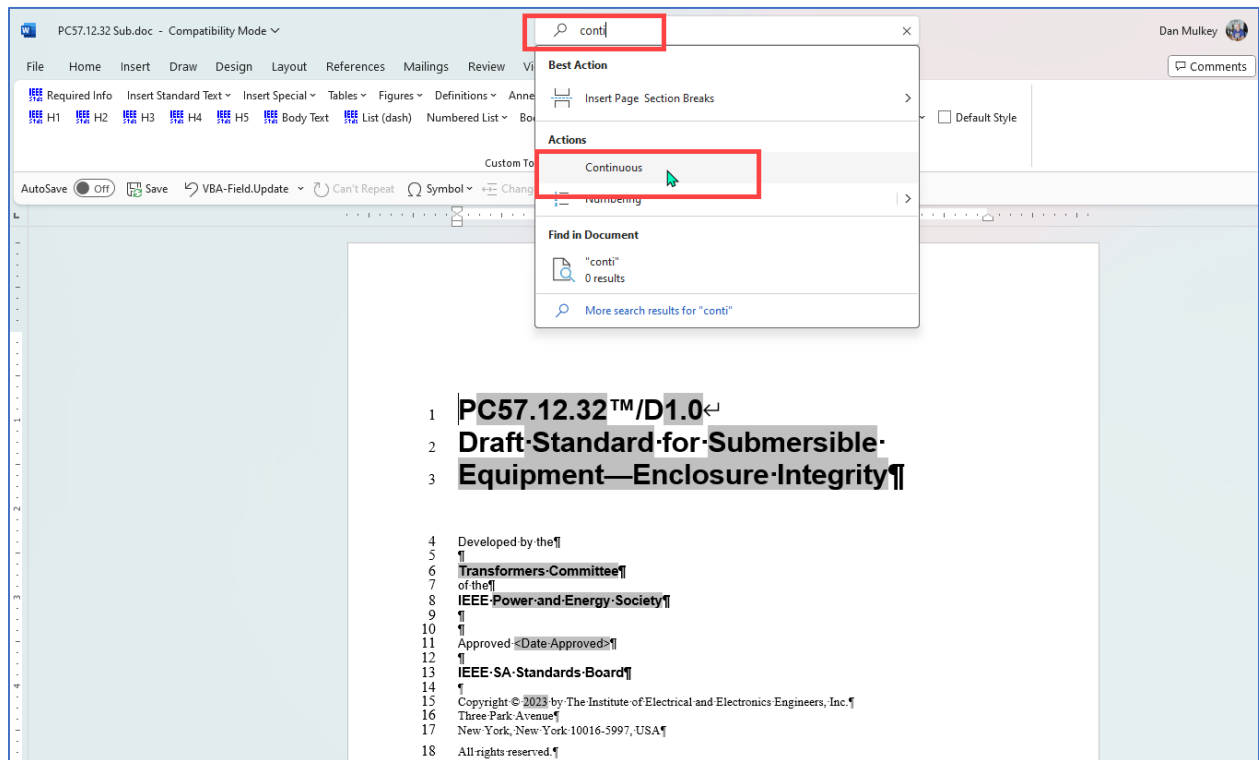
←

Template version: V2.118

Job Aid – How to Use the IEEE MS Word Standard Template

3/1/2024

26. Line numbering is automatically turned on and it is valuable for the forthcoming comment resolution phase. However, resetting at 1 on each page is not helpful, so change it to continuous. Select all – Ctrl + A. Then type “conti” in the search box on the header and select Continuous:



Scroll down and check that the line numbering advances continually through the document.

27. Save the draft document.
28. Save the file – the template is now ready to receive your text.

Add data from the published version and the approved PAR

29. Add the scope from the approved PAR to **1.1**
30. If one was listed in the approved PAR, add the purpose to **1.2**
31. Leave **1.3 Word** usage alone. It is IEEE required language.
32. Leave the language in **2 Normative references** alone and add the references from the previously approved standard.
33. As these are transformer standards, consider adding a reference to **C57.12.80**:

256 **3. Definitions, acronyms, and abbreviations**

257 **3.1 Definitions**

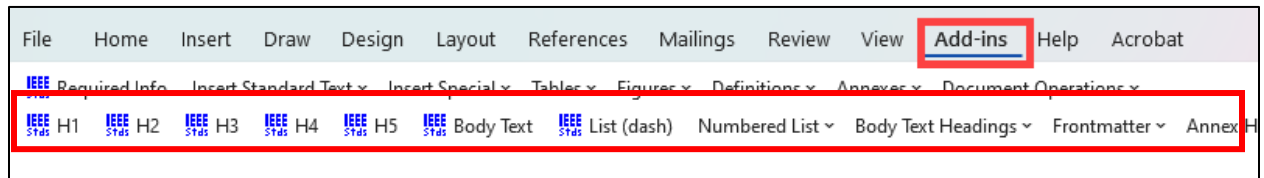
258 For the purposes of this document, the following terms and definitions apply. The *IEEE Standards Dictionary Online* should be consulted for terms not defined in this clause.

260 Transformer terminology found in IEEE Std C57.12.80 shall apply unless modified in this standard.

34. Add footnote information for these two: [Type “f” in the top search box and select Footnote to insert a footnote.]

⁵ *IEEE Standards Dictionary Online* is available at: <http://dictionary.ieee.org>. An IEEE account is required for access to the dictionary, and one can be created at no charge on the dictionary sign-in page.
⁶ Information on references can be found in Clause 2.

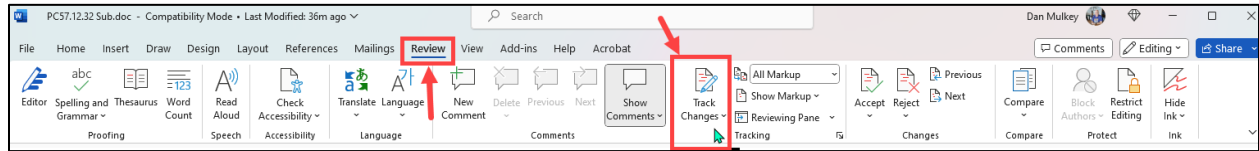
35. After this text add definitions to **3.1**,
36. Add acronyms and abbreviations to **3.2**
37. Make use of the bottom line of the **Add-ins** functions to format added text:



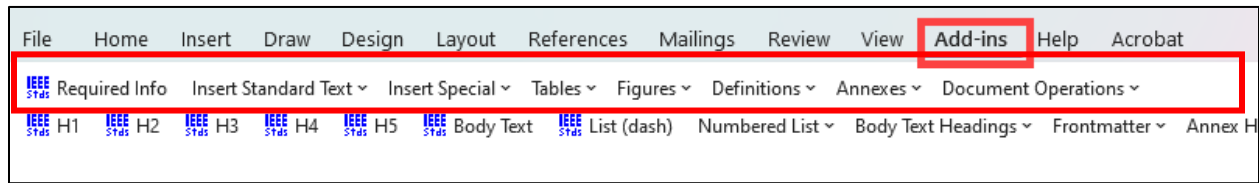
38. The bibliography may be left as **Annex A** or moved to become the last annex.
39. Add the remaining language of the previously approved standard into this template.
40. Draft 1.0 is now ready to be discussed and revised.

Making changes as you work through the draft

41. Before recording substantive changes, make sure that Track Changes is on – **Review** tab, **Track Changes** – white background (as shown) = OFF, shaded background = ON



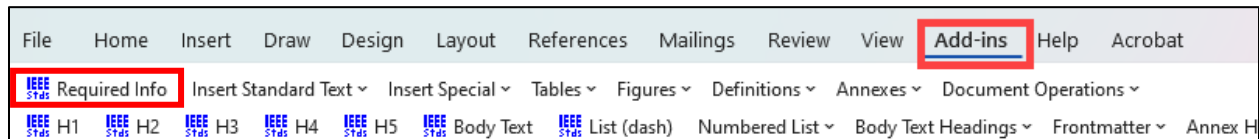
42. Make changes as agreed to by the working group. Use the bottom line of the **Add-ins** functions to format the added/revised text:



43. Save frequently!

Updating the Draft Number and Date

44. To change the draft number and date:
- Save the file with a name that includes the new draft number
 - Close the old file
 - Open the new file
 - Turn off **Trak Changes**
45. Always use the **Required Info** function in the **Add-ins** to update the date and draft number



46. Enter the updated draft number, month, and year. Then press OK.

Required Information

Designation and Draft | Title | Revision/Amendment/Corrigendum | Committees | Working Group

IEEE Standards Project Designation and Draft Number
Get or check the correct Project Designation and Draft Number using the PAR Approval History

IEEE P Draft

Month and year of development for this draft version

Month Year

→

The macro populates a number of locations –

PC57.12.32/D1.4, March 2024
Draft Standard for Submersible Equipment—Enclosure Integrity

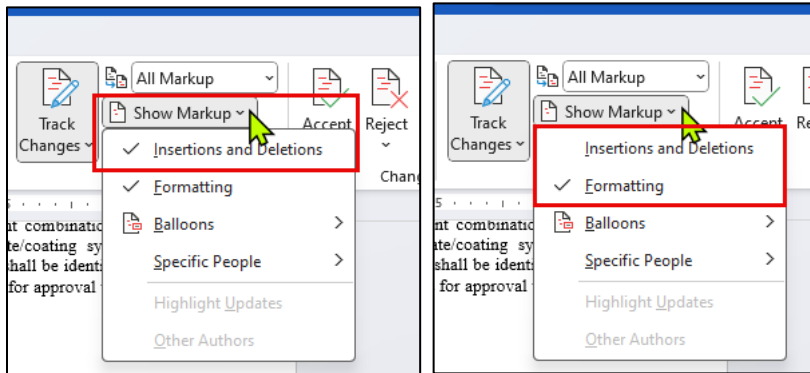
1 **PC57.12.32™/D1.4**
2 **Draft Standard for Submersible**
3 **Equipment—Enclosure Integrity**

3/1/2024

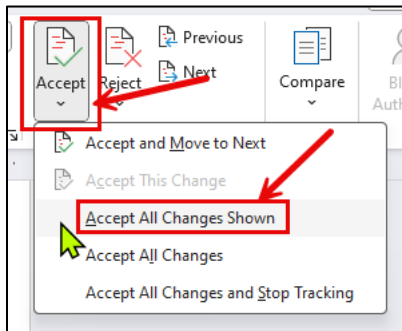
Clean Up for Reviews and Balloting

47. Remove format changes

- a) Save the file with a new name
- b) Close the old file
- c) Open the new file
- d) Click on **Show Markup** then click on **Inserts and Deletions**



- e) This leaves only the format changes showing
- f) Click on **Accept** then **Accept All Changes Shown**



This clears all of the formatting changes, leaving a clearer document

- g) Turn show the **Inserts and Deletions** back on
- h) Save the document

48. Check that line numbering is continuous.

49. Follow the steps to change the page numbering to continuous from the first page to the last.

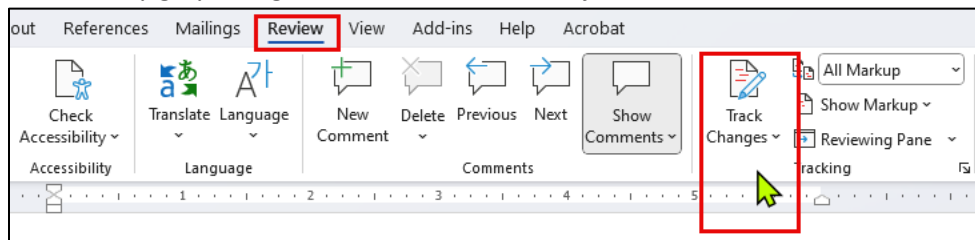
50. The PDF for the initial ballot should show no changes. The PDF for recirculation ballots should show all substantive changes from the initial balloted version, but not the formatting changes.

Correct page numbering to consecutive from first to last page

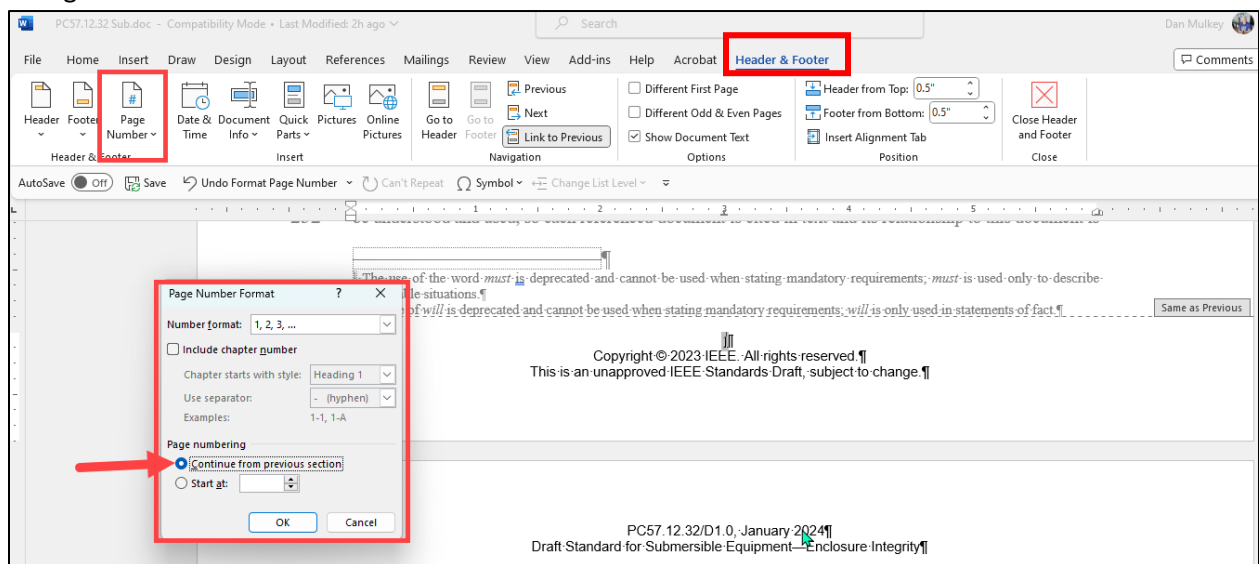
Note:

- A) This way the balloted PDF will only have one set of page numbers, thus reducing errors in comment entries.
- B) **CAUTION:** These changes get mostly reversed whenever the *Required Info* macro runs, so always do them last just before creating the PDF for the ballot.

- 51. Page numbering in the publication of standards has changed to continuous rather than having the front matter in roman numerals. However, the template has not been updated.
- 52. Make sure **Track Changes** is off – Review tab, check **Track Changes** box – this one is **OFF**, **ON** is indicated by gray background as shown in the adjacent **Show Comments** box.



- 53. **Do the following in the order listed!** Scroll to the page with clause 1, the one listed as “1” in the footer. Double click the footer. Select the page number then **Header & Footer** tab, then **Page Number**, then select page numbering to **Continue from previous section**. The page number should change to 10.

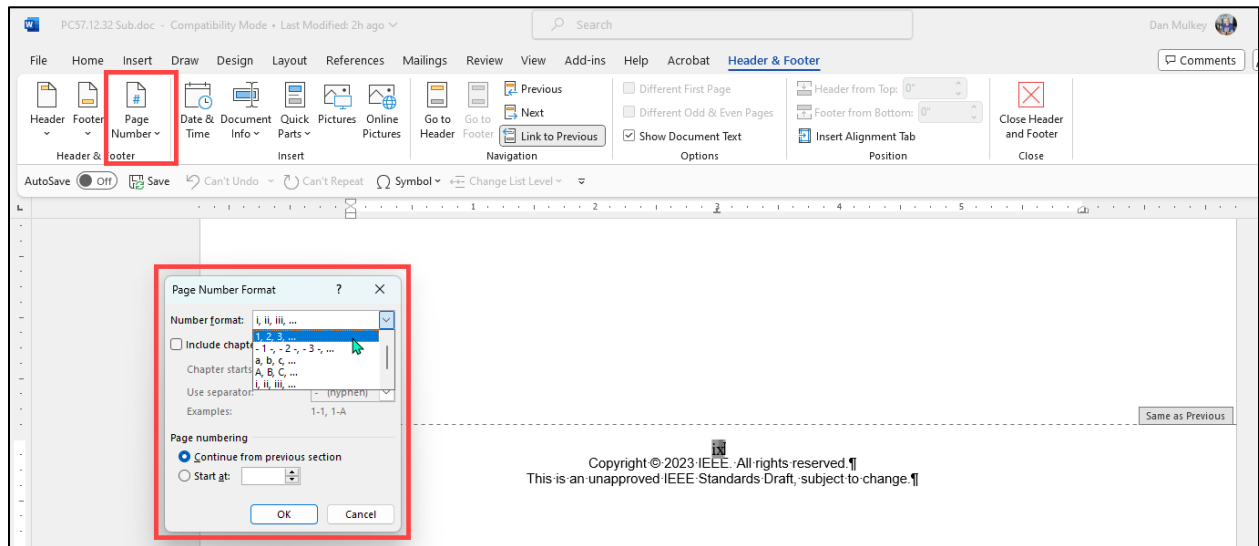


Job Aid – How to Use the IEEE MS Word Standard Template

3/1/2024

54. Scroll **up** one page to page **ix** and format the page number to 1, 2, 3

The page number should change to 9.



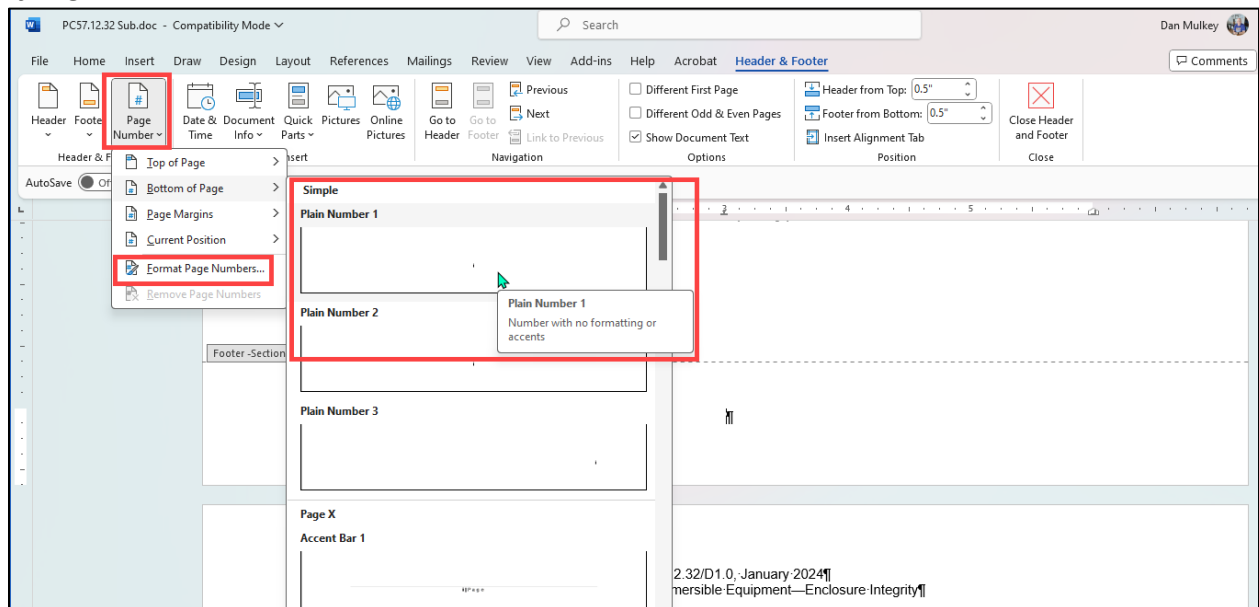
55. Scroll **up** to page **viii** and format the page number to 1, 2, 3 This should change to 8

56. Scroll **up** – the page should now show as 7 – no change needed.

57. Scroll **up** – add the page number (copy from page 7, paste, backspace twice to remove extra paragraph returns) should now show as 6.

58. Keep scrolling **up** – repeating step 34 or 35 as appropriate.

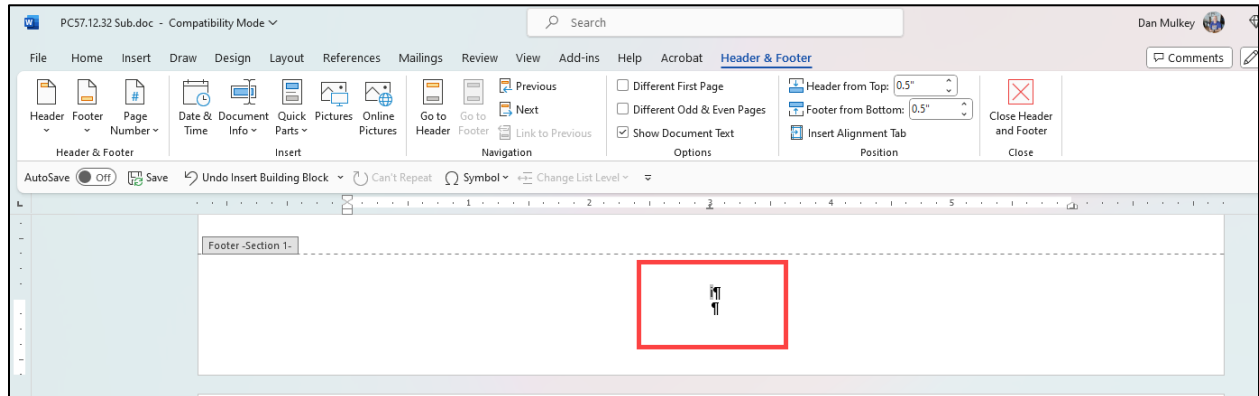
59. Scroll **up** to the first page and add a page number. Click on the **Page Number** button, select **Bottom of Page**, then select **Plain Number**.



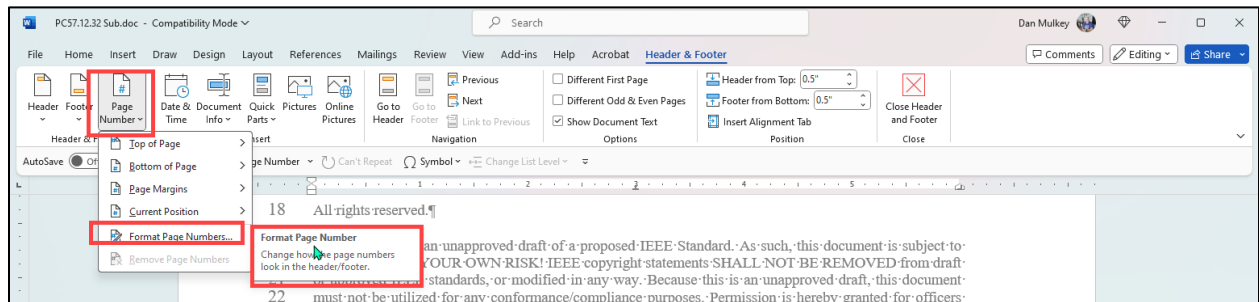
Job Aid – How to Use the IEEE MS Word Standard Template

3/1/2024

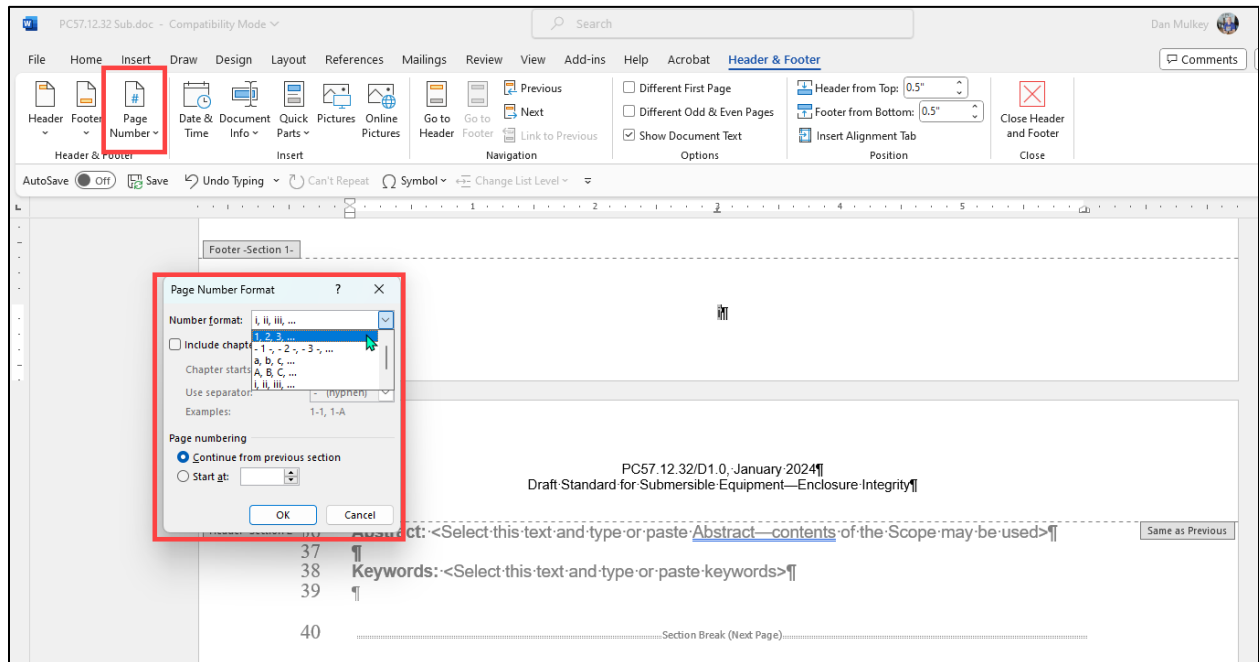
60. Delete the extra paragraph symbol – backspace twice from just in front of the bottom paragraph symbol.



61. Change the format from Roman to Arabic - Click on the **Page Number** button, select **Format Page Numbers, Format Page Number**



62. Then select the **1, 2, 3 ...** format



END