# CENELEC Standard Template — Quick Start Guide

# Contents

# Introduction

Welcome to the CENELEC Standard Template Quick Start Guide!

This document will provide a comprehensive overview of the CENELEC Standard Template, and how to use the Template to draft quickly and efficiently, whether you're starting new work, or revising an existing standard. This document is supplementary to the content found on the CENELEC BOSS website.

Happy drafting!

# 1 Getting Started

You have downloaded the CENELEC Standard Template from the CENELEC BOSS – now what?

The Standard Template contains all the applicable styles needed to provide an XML file. At present, CENELEC Editors have the obligation to provide an XML file as part of the standards deliverable package for 100 % of applicable deliverables. This is why the Standard Template is an indispensable tool for all involved!

The template itself is easy to use. Throughout the template, you will see there are portions of red and blue text. The red text is text that should be edited accordingly in each document (e.g. in Clause 2). The blue text is a note to the drafter and shall therefore be deleted prior to submission.

The template is a flat Word document, so editing it according to your needs is easy, provided you have access to Word. Simply open the template as normal, and you're ready to start drafting!

If you are drafting a new standard that does not have a previous edition, you can simply type straight into the template. If an existing standard is being revised, then the text of that standard can be copy-pasted into the template.

All obligatory components are found in the Standard Template, clearly defined for your convenience. In addition, the updated rules from the Internal Regulations Part 3 are applied, too, but further information on those can be found on the CENELEC BOSS.

## 2   Using the template

### 2.1 General

The Standard Template is a flat Word document designed to be drafted straight into.

The structure given in the template is a guide. After Clauses 1, 2 and 3, your standard will likely follow a different structure. This means you'll need to apply a number of different styles, all of which are found within the template.

It is advised that you draft with the paragraph markers ¶ visible (although this is not obligatory).

For CENELEC deliverables, the font is Arial, and the size for plain body text is 10 pt.

### 2.2 Styling Palette

The styling palette is handy to have open during the drafting process. The palette gives you access to every style found in the document. Each style is clearly named so you can choose which style you need without too much hassle.

To open the styling palette, select the 'Home' tab from the ribbon across the top of Word, and go to the 'Styles' section. Click the small arrow highlighted in Figure 1.
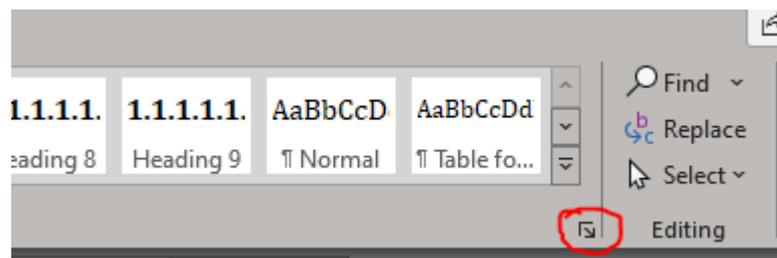


**Figure 1 ⎯ Opening the Styling Palette**

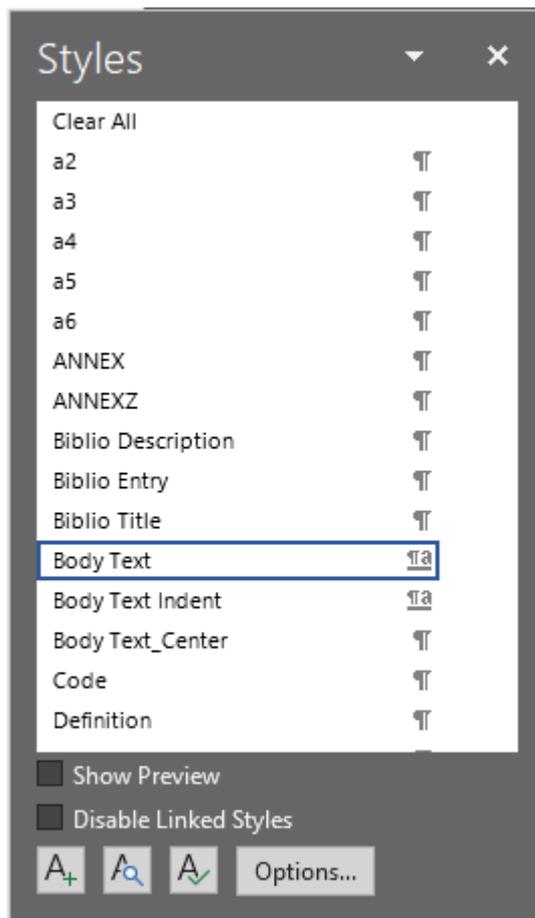The styling palette is shown in Figure 2.

**Figure 2 — The Styling Palette**

The palette is a separate window which you can move around, resize as desired, and fully scrollable.

## 2.3 How to see applied styles

When applying the styles, it's always best to use the draft view, rather than the default print view. The draft view allows you to see each style in a left-hand-side pane, allowing you to apply the styles quickly and easily.

The draft view is found under the 'View' tab across the top ribbon, in the first section (see Figure 3). Alternatively, the keyboard shortcut 'Ctrl+Alt+n' can be used. For a comprehensive list of useful keyboard shortcuts, see Annex B.
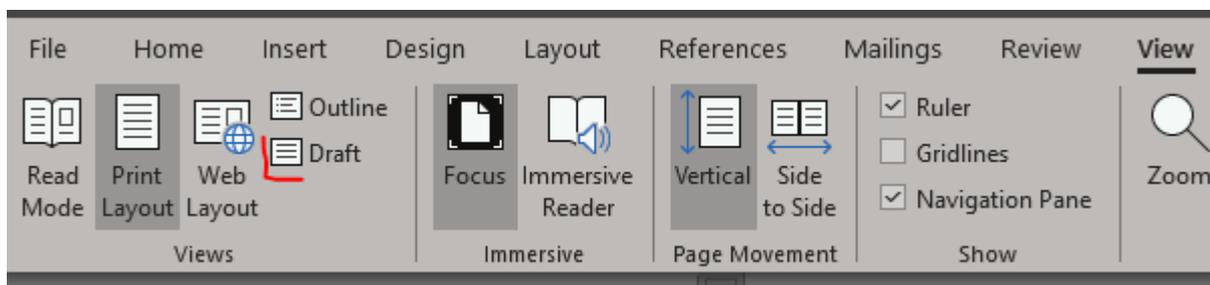


**Figure 3 — Finding the Draft View**

When you're in the draft view, if you do not see a style pane on the left-hand-side, you need to adjust your settings. To do this, open up the settings in Word using 'File' and then 'Options'. This will open a pop-up window shown in Figure 4. Under the 'Advanced' tab, scroll down to 'Display'.
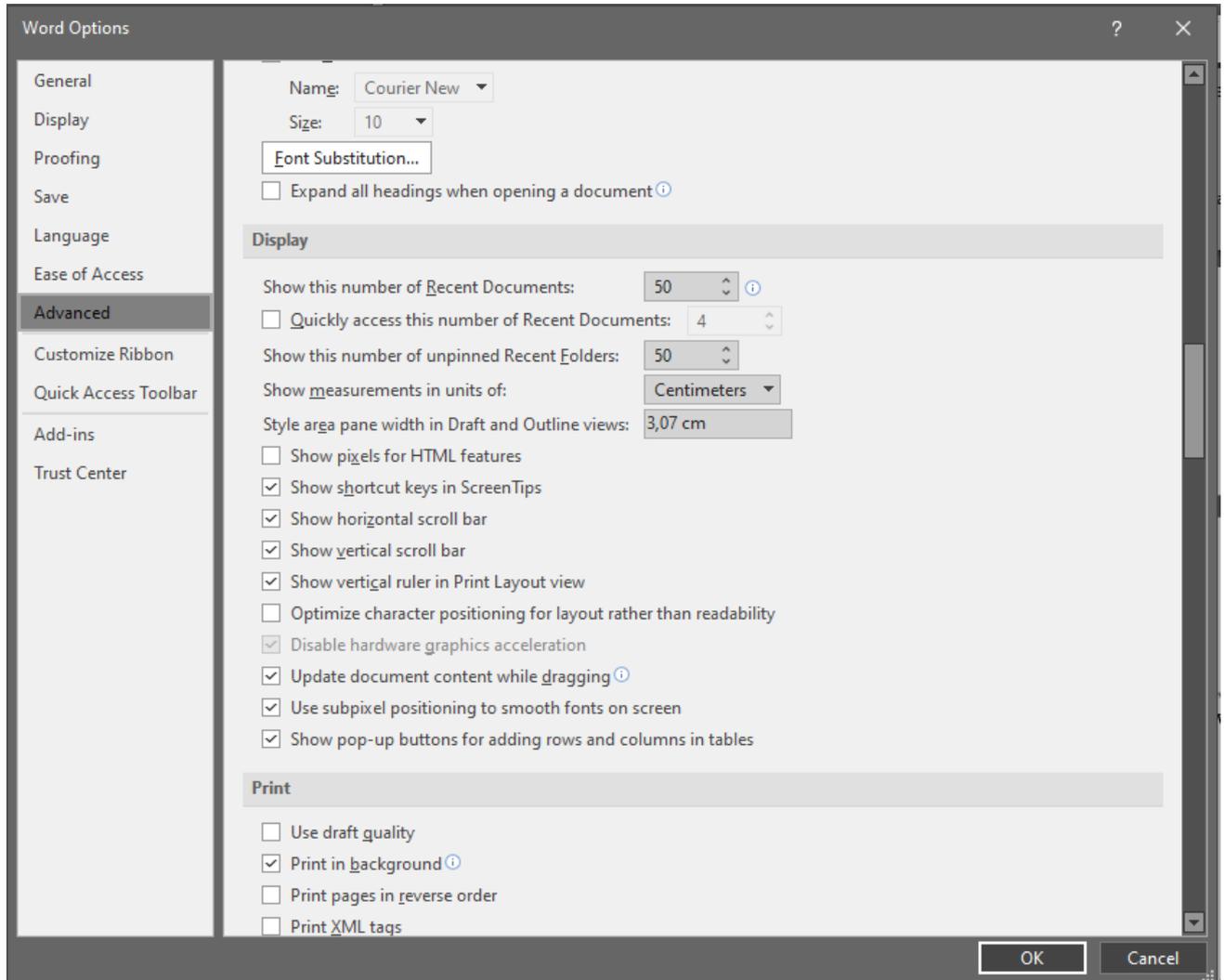


**Figure 4 — Setting the Styling Pane**

The row 'Style area pane width in Draft and Outline Views' needs to be set at around 3 cm (1 inch). The pane can then be dragged to the right to increase the size, if needed.

## 2.4 Applying styles throughout the document

Applying styles is straightforward – a simple 'point and click'. Once the palette is open, you can simply highlight or click on the text you wish to style and click the chosen style in the palette.

If you want to apply a single style to a number of different paragraphs through the text, but these paragraphs are in different clauses, you can use the format painter tool, too. If you don't want to click, or you prefer keyboard shortcuts, styles can be copy-pasted.

To copy a style, highlight the text and press 'Ctrl+Alt+C'. To paste, highlight the desired text and press 'Ctrl+Alt+V'.

If you're applying styles in the draft view, you **do not need to highlight the text** to copy and paste styles. You can simply click the text, copy the style, click the text to be styled, and then paste!

## 2.5 Inserting Symbols

If you need to add a table or a figure to your deliverable, XML requires that you use an 'Em' dash in the title. This is simply a long dash and is found under the 'symbols' function in Word. Go to the 'Insert' tab across the top ribbon, and select 'Symbol' and then 'More symbols' (see Figure 5).

When you use each symbol, it'll appear in the 'Recently used symbols' row at the bottom of the window in Figure 5. You can also set up a keyboard shortcut key if you regularly have a lot of tables and figures.
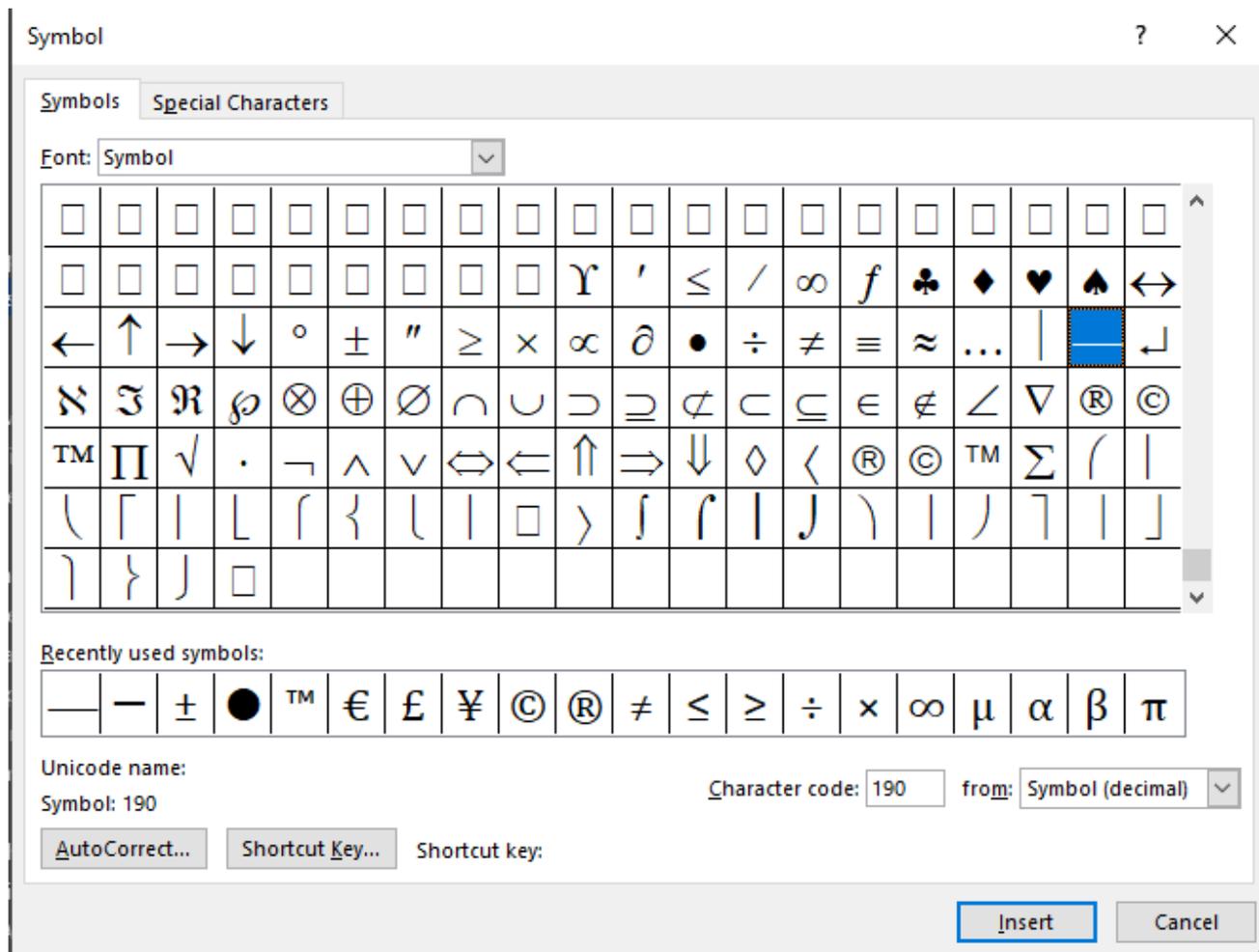


**Figure 5 — Em Dash**

Inserting symbols this way is a better alternative to using the equation builder, too. See Clause 6.3 for additional guidance on formulae.

# 3  Front Matter

## 3.1 General

The front matter of your deliverable is the European Foreword and the Introduction. Each of these elements have their own drafting rules, and the styling behind them is a little different.

## 3.2 European foreword

### 3.2.1  Template information

The European foreword is an **obligatory** element. Its placement in the Standard Template is fixed: after the table of contents but before the Introduction/clause 1.

The Standard Template contains the correct template text for the foreword. The black text shall remain, as this is official template text. The red text is editable. Certain components in the foreword can be deleted, however.

1.  This document (prEN XXXX:XXXX) has been prepared by CLC/TC/SC/SR XXX "Title".

2.  This document is currently submitted to the CENELEC Enquiry/Primary Questionaire/Vote on TS/TR.

3.  The following dates are proposed:

    | | | |
    |---|---|---|
    | • latest date by which the existence of this document has to be announced at national level | (doa) | dor + 6 months |
    | • latest date by which this document has to be implemented at national level by publication of an identical national standard or by endorsement | (dop) | dor + 12 months |
    | • latest date by which the national standards conflicting with this document have to be withdrawn | (dow) | dor + 36 months (to be confirmed or modified when voting) |

4.  This document will supersede EN XXXX:XXXX and .

5.  In comparison with the previous edition, the following technical modifications have been made:

6.  This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s) / Regulations.

7.  For relationship with EU Directive(s) / Regulations, see informative Annex ZZA, ZZB, ZZC or ZZD, which is an integral part of this document.

**Point 1** is obligatory text. The 'X' elements in red, i.e. the document reference, TC number, Title and Secretariat, are editable.

NOTE        In some cases, it is possible you do not have a reference yet. If this is the case, leave the text as it is, and the CCMC Editor will add the correct reference.

**Point 2** describes the stage the text is at. This is the official template text. If you are drafting an EN, keep the first option. For a Technical Specification or Technical Report, choose the second or third option.

**Point 3** is the implementation dates table. Nothing needs to be filled out for this section.

**Point 4** covers the superseding information. If the text is a first edition, this shall be deleted.

**Point 5** is only applicable if the text is a revision. If so, please add a short list of only the main changes which have been made to the text in comparison with the previous edition.

**Points 6 and 7** are only applicable to deliverables which are harmonized. If your deliverable is not harmonized, this text shall be deleted.

In the case of revisions, where the publication text of the previous edition has been used, anything outside the scope of this clause shall be deleted.

### 3.2.2  Styling the European foreword

The European foreword has its own special styles which are only used for the foreword.

- **Title**: 'Foreword Title'
- **Text**: 'Foreword Text'
- **Lists**: 'List Continue' or 'List Bullet' or 'List Number'

NOTE        Using 'Body text' or adapting the Heading 1 style in the foreword will generate XML errors.

## 3.3 Introduction

### 3.3.1  What is the Introduction?

The introduction is largely an optional element. However, if there are any patent rights, the Introduction becomes obligatory in order to include the patent declaration. Further guidance on this can be found on the CEN BOSS, or by contacting your CCMC contact point. The template contains the text that needs to be included in the Introduction if patent rights have been identified, but if there are no patent rights then the text after the Note to drafter shall be deleted prior to submission.

The introduction shall not contain any requirements.

### 3.3.2  Styling the Introduction

The introduction shall be styled as follows:

- **Title**: 'Intro Title'
- **Text**: Body Text

# 4    Main Body – Obligatory Clauses

## 4.1 Clause 1 - Scope

The scope is **always** Clause 1 of your document, whether it's a regular EN, a Technical Specification (TS) or a Technical Report (TR).

The scope **only** contains statements of facts. No requirements, recommendations or permissions are allowed. The CEN Editor will systematically remove these, and redraft accordingly.

**Styling for Clause 1:**

- **Title**: Heading 1
- **Text of the Scope**: Body Text

## 4.2 Clause 2 – Normative References

The normative references clause is **always** Clause 2, **even if it is empty**.

The correct and up-to-date introductory wording is given in the Standard Template, including the correct wording for if this clause is empty.

Clause 2 references are normatively referred to in the main body of the text. The list of references should be checked thoroughly prior to submission to ensure:

- Each reference is actually normative (if not, the CENELEC Editor will transfer it to the Bibliography);
- Each reference is still valid and publicly available; and

- Each reference has the correct reference and title.

For any non-EN/ISO/IEC/ETSI, a TC decision may be necessary to determine that there is no European equivalent available. It is up to the TC to assess whether a TC decision is necessary or not.

Normative references to directives and legislation is **not permitted under any circumstance**.

**Styling for Clause 2**

- **Title**: Heading 1

- **Introductory wording**: Body Text

- **References**: RefNorm

## 4.3 Clause 3 – Terms and definitions

### 4.3.1 General

The terms and definitions clause is **always** Clause 3, **even if it is empty.**

The correct and up-to-date introductory wording is given in the Standard Template, including the correct wording if the clause is empty.

**Styling for Clause 3:**

- **Title**: Heading 1

- **Introductory** wording: Body text

- **Lists in introductory wording** (if applicable): List bullet/List Continue

- **Term number**: TermNum

- **Term**: Term

- **Definition**: Definition

- **Notes to Entry**: Note

- **Source**: Definition

### 4.3.2 Drafting the definitions

Definitions shall be a single sentence/phrase with no full stop at the end. They shall be able to seamlessly replace the term in the text. They shall not contain any requirements, recommendations, or permissions.

If supplementary information is needed, then a 'Note x to entry' can be used. Notes to entry shall be numbered, even if there is only one note given. Notes to entry can contain requirements, recommendations, or permissions.

Did you take the definition from a different text? The source can go between square brackets below the definition (and below the note to entry, if applicable). The source is **informative** and can therefore contain any kind of reference. See Example 1.

EXAMPLE 1     [SOURCE: EN 1234-5:2021]

# 5   Main Body – Generic Clauses

## 5.1 Symbols and Abbreviations

In some cases, you may like to add the explanations of symbols and abbreviations used in your text. There are two options to do this:

- Option 1: add the symbols and abbreviations under Clause 4; or
- Option 2: split clause 3 into two subheadings, where:
  - 3.1 = Terms and definitions
  - 3.2 = Symbols and abbreviations.

If you have a large volume of terms and definitions, the first option is preferable, just to keep things clean and simple.

Additionally, it is cleaner to lay out the symbols and abbreviations in a table and hide the table borders.

**Styling for symbols and abbreviations:**

- **Title**: Heading 1 (or Heading 2, if splitting Clause 3).
  - **Not in a table**:
    - **Each symbol/abbreviation and explanation**: Body Text
  - **In a table**:
    - **Each table row**: Table Body

## 5.2 Generic Clause Styling

Within each additional clause, there are additional styles to use to help structure and layout your deliverable with ease.

When using subclauses, avoid hanging paragraphs, since these are impossible to refer to in the text. Heading 1 shall be directly followed with Heading 2 if subclauses are used. In this instance, you may use 'General' or 'Introduction' as a heading. See Figure 6.



**Figure 6 — Hanging Paragraphs examples**

In some cases, **numbered paragraphs** may be used (i.e. in apparatus/reagents clauses). These are great for when you'd like to refer to a specific paragraph in a specific clause.

**Styling for generic clauses:**

- **Clause title**: Heading 1
- **Subclause Title**: Heading 2/Heading 3/Heading 4… up to Heading 9
- **Text**: Body Text
- **Numbered paragraphs**:
    - **x.1** – p2
    - **x.1.1** – p3
    - **x**.**1.1.1** – p4

# 6 Additional components of the text

## 6.1 Tables

Tables are used to lay out information in a clear and concise way.

Tables shall be simply drafted. If you need to merge cells, do so at the very end of drafting, otherwise cells can become corrupted, which can lead to tricky errors when the CEN Editor creates the XML version of the text.

Tables shall have at least the following components:

- Clear number designation (e.g. Table 1), with an optional concise title
- A clearly defined header (making the header bold is an easy way to do this)
- Simply-drafted content.

Tables may also include:

- Footnotes
- Notes
- Figures/formulae in cells
- Dimensions (always right-justified)

Tables can break across multiple pages. If this is the case, simply repeat the header row. To do this, highlight the header row(s) and choose the layout tab from the top ribbon in Word. Then, click 'Repeat Header Rows', and this will repeat the row selected across the top of each page.

**Do not** use nested tables, i.e. a table within a cell. These are systematically removed by the editor, as XML does not support them. This can however be time-consuming and create errors, so please don't do it!

Additional things to avoid when drafting tables:

- White text on black backgrounds (XML does not support white text)
- Coloured text on coloured backgrounds
- Vertical text

Example of a perfect table:

**Table 1 — A perfectly drafted table**

Dimensions in millimetres

| | Table header<br>Additional header info | Clearly-defined |
|---|---|---|
| Table content | Table content with footnote[a] | - |
| Table content | - | - |
| [a] A footnote to the table. The callout above is superscript OR raised. The callout in this cell is also superscript OR raised. | | |
| NOTE This is a table note. It follows the same rules as a regular main body note. | | |

**Styling for tables:**

- **Title**: Table title
- **Dimensions**: Dimension_100
- **Header** (all header rows): Table header
- **Table content**: Table Body
- **Footnotes**: Table Footer
- **NOTES to tables**: Table Footer Note

In some cases, you may need to reduce the font size of the text in your table. In such cases, use:

- **Header**: Table header (-) for 10pt; Table header (--) for 9pt
- **Table content**: Table Body (-) for 10pt; Table Body (--) for 9pt

## 6.2 Figures

Figures are used to display information more concisely, in the form of a diagram, for example.

Figures shall be language-neutral; this means no text can be contained therein. There are some exceptions to this rule. See the CENELEC BOSS Drafting guidance page for detailed information and technical requirements.

NOTE    Figure files are not required for submission, but providing the figure files improves the quality of the deliverable immensely.

Figures shall contain at least a figure image and a figure number designation (e.g. Figure 1, Figure 2, Figure A.1, Figure B.2), and preferably an optional title. Figures may also contain:

- Dimensions
- Notes
- Text
- Key and explanations
- Subfigures and a letter designation (e.g. a), b), c)).

Figures shall be laid out as follows:



**Key**

| 1 | key content (hide the borders) |
|---|---|
| 2 | key content (hide the borders) |

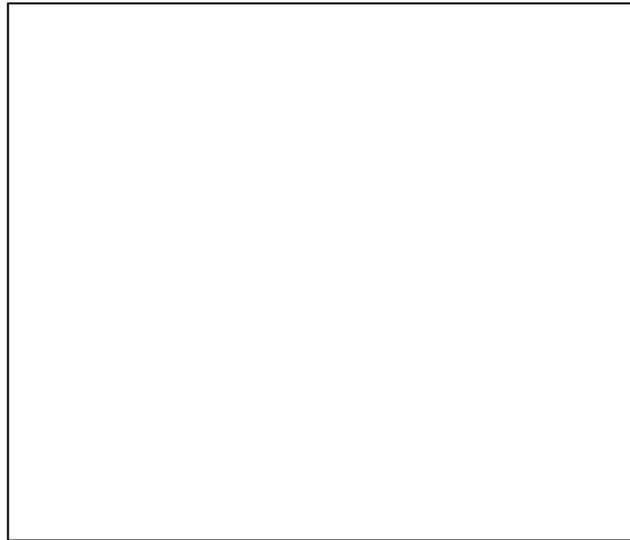NOTE        Figure note content
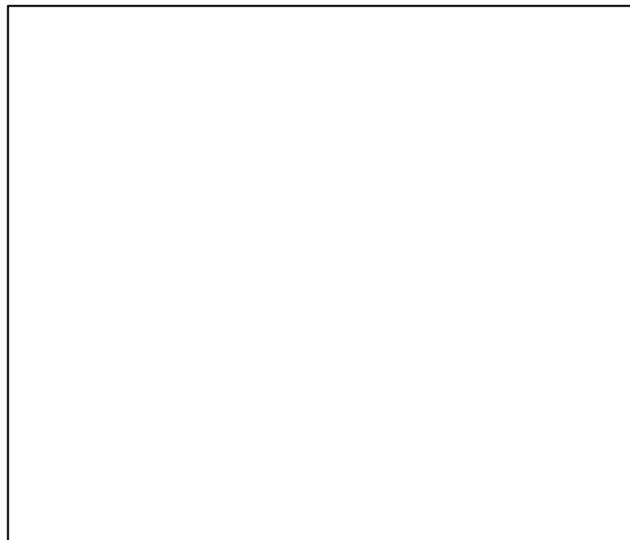
Figure text content

<p align="center">**Figure X ⎯ Title of figure**</p>

For subfigures, the principle is the same, except that subfigure titles are styled '**Figure Subtitle**' instead. The subfigure designation shall be simply 'a), b), c)', with an optional title.

For all subfigures in the same figure, only one key shall be provided. See the example below, which shows how to lay this out.

**a)**



**b)**

**Key**

| | |
|---|---|
| 1 | key content (hide the borders) |
| 2 | key content (hide the borders) |

NOTE        Figure note content

Figure text content

**Figure X ⎯ Title of figure**

**Styling for figures:**

- **Figure/subfigure**: Figure Image
- **Dimensions**: Dimension_100
- **Notes to figures**: Figure Note

- **Supplementary figure text**: Figure Text

- **Key title**: Key title

- **Key content**: Key text (and laid out in a table with borders hidden)

- **Title** (and subfigure title): Figure title

## 6.3 Formulae

Formulae are a simple way to display any calculations that are indispensable for the use of the document.

CENELEC Editors strongly recommend the use of MathType (a paid software add-in for Word), especially if you have a huge number of formulae across a large number of standards. However, if MathType isn't available, Word has useful tools to help.

If you have a simple formula, it is better to use the keyboard to type it out as plain text. Symbols like +, - and = are generic characters and fully supported by XML. Additional symbols, for example any Greek or mathematical symbols, can be found using the 'Symbol' function in Word (the same place you go to for the Em dash).

For more complex formulae, however, you may use the Equation Builder in Word. In the 'Insert' tab across the top ribbon, there is the option beside 'Symbol', called 'Equation'. Click this, and it'll insert a blank formula. From there, simply type in the information you need! See Figure 7.

For the layout, please only rely on the style given at the end of this subclause to lay the formula out properly, especially if you choose to number the formula. **Do not** lay the formula out using a table. These have to be manually removed by the CENELEC Editor, which is time-consuming.

When numbering a formula, type out your formula with the desired method, and then insert a tab using the keyboard. Then, write your number between parentheses. Once you apply the style, the number will jump across to the right side of the screen, leaving your formula on the left.

NOTE        If the styling does not work as described, please leave it as it is and your CENELEC Editor will correct it.
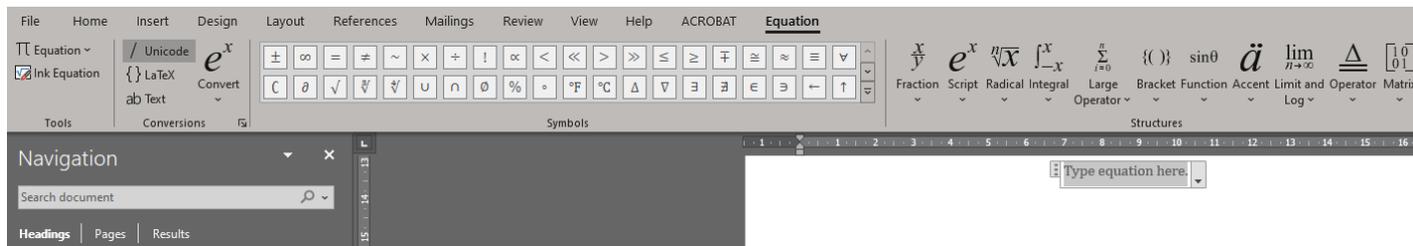


Figure 7 —— Using the Equation Builder

**Styling for formulae:**

- **Formula**: Formula

- '**Where'**: Body Text

- **Explanations**: Table body (lay out in a table, hide the borders).

## 6.4 Annexes

Annexes are found after the main body of the text. They follow the same rules as the main body of the text, but the styling of the heading elements is a little different.

There are two types of Annex:

- General Annex:
    - Informative or normative
    - Letter designation (Annex A, Annex B…)
- Annexes for harmonized deliverables
    - Annex ZZ

The Simple Template contains the generic Annex ZZ, but additional templates specific to certain legislation can be found on the CENELEC BOSS, and pasted directly into the Simple Template. Annex ZZ templates can be found at https://boss.cenelec.eu/reference-material/formstemplates/pages/

**Styling for general annexes:**

- **Main Annex title**: ANNEX
- **Annex clause headings**: a2, a3, a4

NOTE        Annex clause headings start from heading 2 because of the letter at the beginning (e.g. A.1, B.2).

**Styling for Annex ZZ:**

- **Main Annex title**: ANNEX Z
- **Annex clause headings**: zza2, zza3
- **'WARNING'**: Notice

## 6.5 Bibliography

The bibliography is the final element of the text and is informative. It contains all the references that aren't mentioned normatively in the text, alongside anything else you want the user of the deliverable to access, too.

Bibliographic entries can be either numbered or un-numbered. Numbering is useful if you want to refer to a reference in the text. To number a bibliographic reference, use square brackets, and a tab:

[1] tab EN XXXX-X, *Title*

In some cases, you may want to organise your bibliography under some headings. As regular headings (as described elsewhere in this document) are not permitted, the 'biblio description' style is available. Simply type the heading you'd like, and then style it as usual. If preferred, this style can be made bold to better define the heading.

**Styling for Bibliography:**

- **Title**: Biblio Title
- **References**: Biblio Entry
- **Descriptions/Headings**: Biblio Description

## 6.6 Code

Where lines of code are needed, these can be drafted normally as plain text. The code style uses the 'Courier New' font, which is acceptable and supported by XML. If you don't want your code to be in Courier New, you can simply style it as 'Code' and then highlight the text and change the font back.

**Styling for Code:**

- **Code lines**: Code
- **Font**: Courier New

# 7 Finishing touches

## 7.1 Introduction

Once you've finished drafting the text, there are a few key things to handle before creating a final clean PDF file, and submitting the text package to CCMC. Headers and footers are a required element of the text, so do ensure they're both present.

## 7.2 Headers and footers

### 7.2.1 Headers

In the headers, you need to add the reference of the text (if you have it), the year of the text, and the language. It shall be laid out as follows:

**prEN XXXX:YYYY (E)**

For Enquiry drafts, the reference always starts with 'prEN'.

For Formal Votes, the reference always starts with 'FprEN'.

Technical Specifications and Reports are always 'FprCEN/TS' and 'FprCEN/TR', respectively.

The year is always the year in which the text will be launched to the ballot – NOT the year it is submitted.

The language is 'E' for English, 'F' for French and 'D' for German.

For new work, it is possible (and probable) that you won't have a reference for the text yet, in which case it can be left as prEN XXXX. The CENELEC Editor will add the reference in when they edit the text.

### 7.2.2  Footers

Footers always contain the page numbers. They shall be left or right-justified, depending on the page number (see clause 7.2.3). Only the number itself is necessary; there is no need to add 'page' or anything else.

### 7.2.3  Justification of headers and footers

Even-numbered pages shall be **left-justified.** Odd-numbered pages shall be **right-justified**. Ensure that the justification is continuous after any page-breaks or page-orientation changes.

## 7.3 Table of Contents

Do you use the table of contents as an overview of the document while drafting? Do you regularly meet problems with it corrupting, or not updating? An easier way to see an overview of your text is to use the Navigation bar on the left-hand side of the screen. The Navigation bar allows you to see all the headings (including tables and figures) that are present in the document – you can even hide entire clauses/subclauses by using the small arrow at the side.

**To create the Table of Contents from scratch:**

Once you've finished drafting, however, the table of contents will need to be updated. It is also an obligatory element, coming before the European Foreword and after the Title Page.

The Table of Contents shall start with the word 'Contents' justified to the left, and 'Page' in smaller font to the right. As a rule, 'Contents' is font size 14 and bold, and 'Page' is font size 10 and not bold.
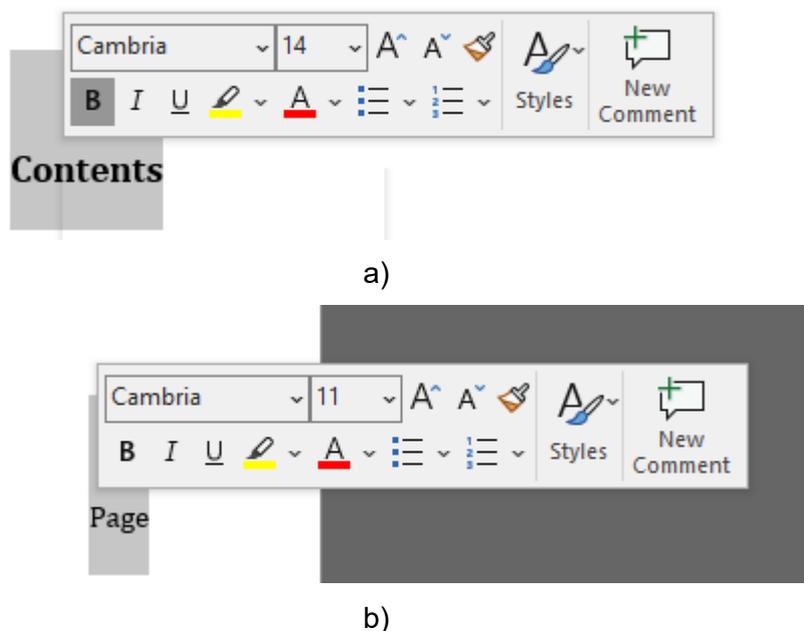


a)



b)

**Figure 10 — Table of Contents header**

Add a hard return after the word 'Page'. Go to the ribbon across the top of Word, and choose the 'References' tab → 'Table of Contents' → 'Custom Table of Contents'.
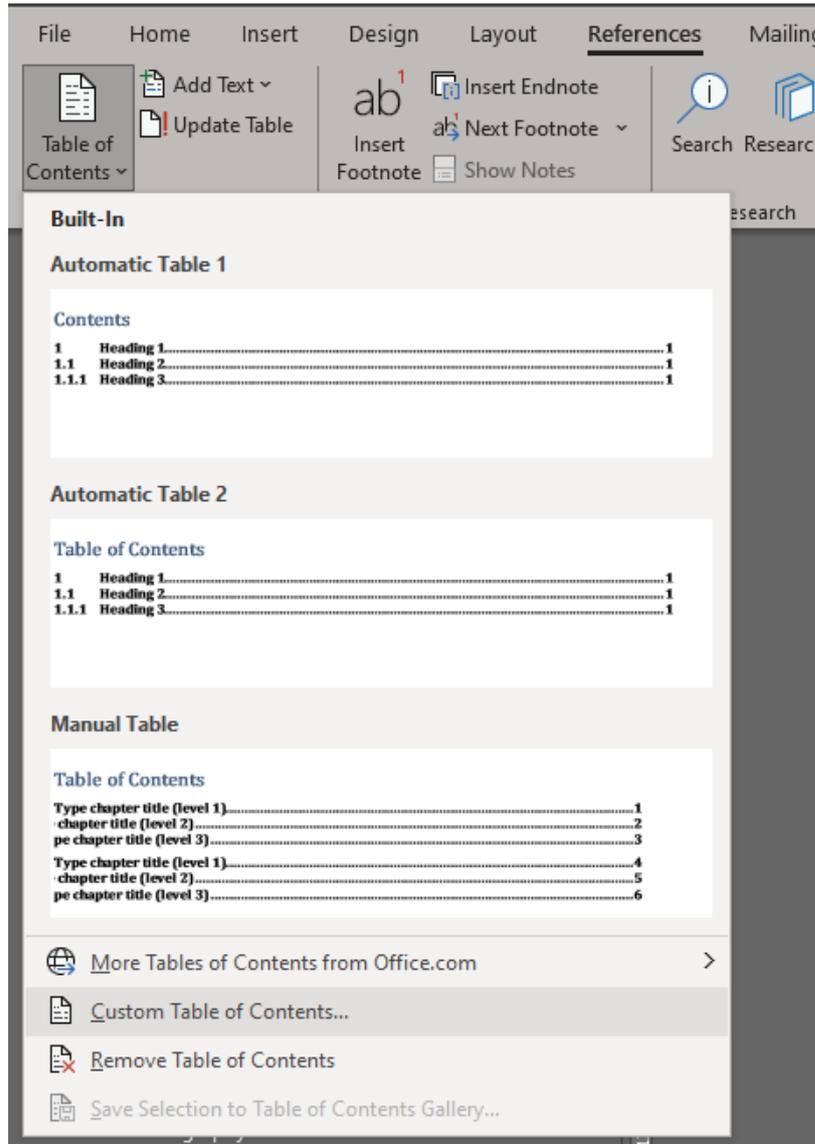
**Figure 11**

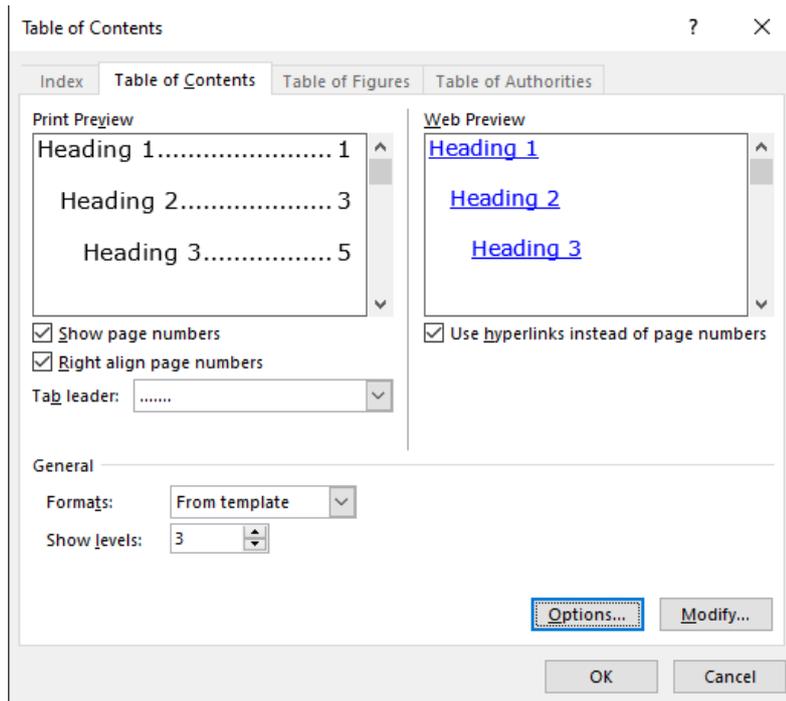Click this, and a dialogue box will appear. Click 'Options'.

**Figure 12**

You will then be presented with a list of elements to be included in the Table of Contents. Pay attention to the number of subclauses you have; a large number of subclauses will create a longer Table of Contents, which can needlessly increase the overall page count of the document.

As a rule, the following elements should be included in the Table of Contents:

—   ANNEX (and ANNEX ZZ if your text is harmonized)
—   Biblio Title
—   Foreword Title
—   Headings 1, 2 and 3 (or just headings 1/2 if there are a lot of subclauses)
—   Intro Title

To add these elements, in the dialogue box, click 'Reset'. This will remove any unnecessary elements from the list. Then, after each of the headings in the list above, add a number 1 in the corresponding boxes, except for Headings 2 and 3, which need a 2 and 3 respectively (see Figure 13).
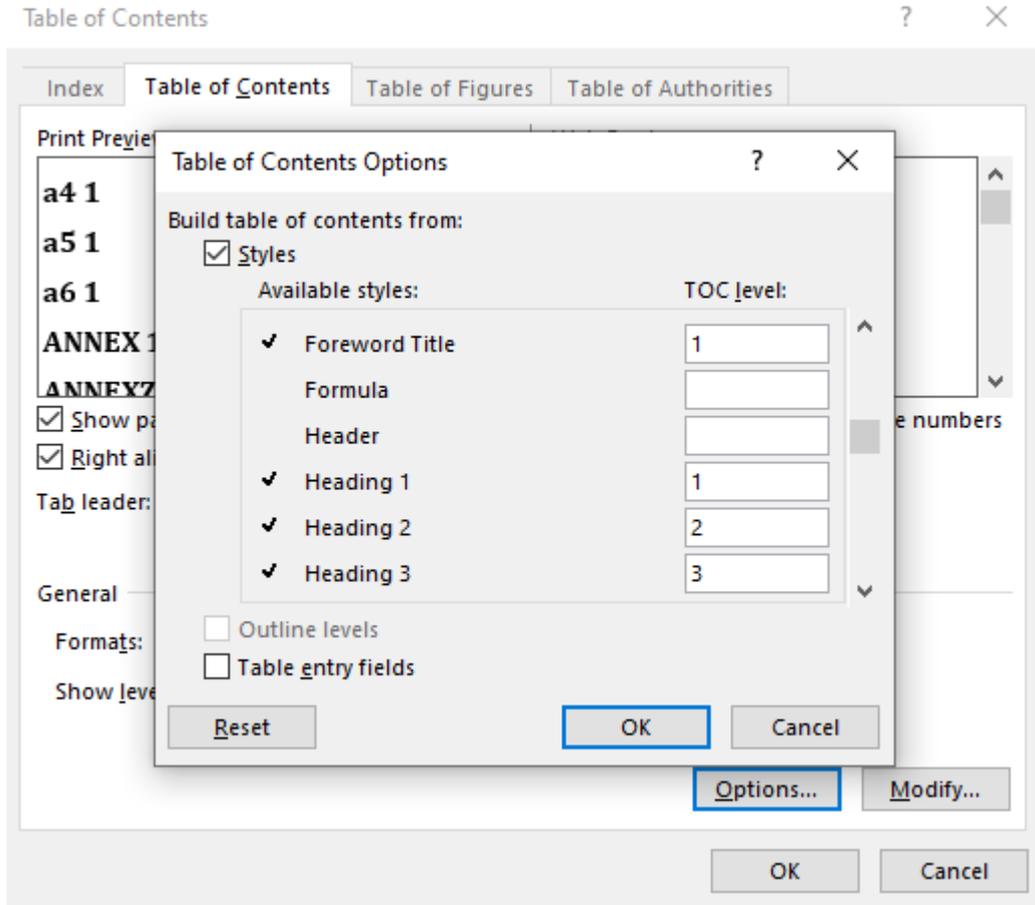
**Figure 13**

Once all the elements are added, click 'OK' and then again, and the Table of Contents will appear. From there, any modifications you bring to the text can be included simply by right-clicking anywhere on the Table of Contents, and clicking 'Update Entire Table'.

**To replace an existing Table of Contents**

Highlight the existing Table of Contents, and then follow the same steps outlined above. The only difference is that, when you click OK in the dialogue box shown in Figure 13, you will be asked if you'd like to replace the selected Table of Contents. Click 'OK', and the new Table will appear.
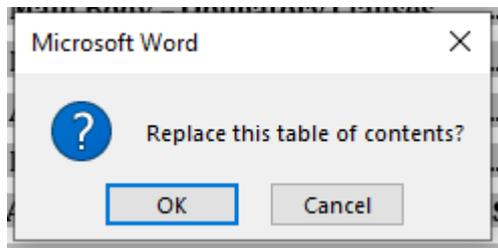


**Figure 14**

## 7.4 Creating the PDF

The final clean PDF file can be generated either using the Adobe Acrobat extension in Word (if you have that software installed), or by saving the Word document as a PDF (Save As → PDF file).

# Annex A
## (informative)

# Useful Information Sources

## A.1 General

In addition to this Quick-Start Guide, CENELEC offers plenty of drafting guidance and help to make sure that your deliverable is of the highest-quality. If you're stuck on any of the drafting elements, you can access any of the resources outlined in this annex.

## A.2 Webinars

The CENELEC editors regularly give webinars tailored to drafting. These webinars are usually in-depth on any specific drafting element and come with a YouTube recording and a PDF of the presentation, as well as a Q&A sheet containing audience questions, and responses from the editors.

The most up-to-date webinars are from 2020.

Webinars for Standards Drafters from 2020.

In addition, there is a dedicated webinar for the Standard Template, including a live demonstration, from 2021.

Webinar for Standards Drafters – Standard Template Quick Start and Drafting Guidance.

## A.3 Internal Regulations Part 3

The Internal Regulations Part 3 (IR-3) is the standard for standards. The rules outlined in the IR-3 are closely followed by the editors, and are used in every webinar – even in this document, too! It is worth keeping a bookmark in your preferred web browser with a direct link to the IR-3, so that you can ensure you have the latest rules for drafting at your fingertips.

See specifically Annex A for a comprehensive checklist of all the elements of a standard to make sure you've covered everything necessary.

Internal Regulations Part 3:2019

## A.4 Still stuck?

If you still need help, you have some options:

1. Contact Mail Production

   If you do not have an editor already allocated to a text (for example, you're starting new work or you haven't yet submitted anything), then you can contact production@cencenelec.eu and a colleague will happily pass on your question to an editor.

2. Contact your CCMC contact point

   This information is found on ProjexOnline. Usually, it is the editor allocated to your document. However, you can also contact the Technical Sectoral PM, and they will be able to guide you to an editor for help.

Editors can also be present at your meetings, too! We can offer live help either in person, should you be present in the Management Centre, or via Zoom or Teams. Just ask!

# Annex B
## (Informative)

# Useful Keyboard Shortcuts

When drafting your document, lots of mouse-clicking can become quite tedious. Table B.1 contains a list of common keyboard shortcuts you might find useful while drafting.

NOTE    Additional keyboard shortcuts within MS Word can be researched online.

**Table B.1 — Common keyboard shortcuts**

| Keyboard Shortcut | What does it do? |
|---|---|
| Ctrl+A<br>Ctrl+C<br>Ctrl+V | Selects all text in the document<br>Copies all selected text to clipboard<br>Pastes all text copied to clipboard |
| Ctrl+arrow keys | Jumps the cursor along entire words |
| Ctrl+Shift+arrow keys | Highlights entire words/sentences, as well as entire table cells/rows |
| Ctrl+Shift+C<br>Ctrl+Shift+V | Copies style of highlighted paragraph<br>Pastes style of highlighted paragraph |
| Ctrl+Alt+n | Used to enter draft view, to see the styling pane and styles behind each paragraph |
| Ctrl+Z<br>Ctrl+Y | Used to undo the previous action (typing/styling)<br>Used to redo the previous action if it was undone accidentally |
| Ctrl+d | Opens up the font dialogue box (for advanced font settings – e.g. raised/lowered super/subscripts) |
| Esc | Exit dialogue boxes |
| Alt + underlined letters<br>e.g. Alt+F | Completes the action described by the underlined letter<br>(e.g. save, cancel…) |
| Tab key/arrow keys | Can be used to scroll through menus |
| Ctrl+Enter | Soft return (not recommended for formatting/layout purposes) |
| Ctrl+F, search for ^l | Finds soft returns in the text (so they can be replaced with hard returns) |
| Ctrl+F, search for ^p | Finds hard returns in the text |