

Word5
É
integrated into this software
, drawings with
the software MacDraw II and MacDrawPro
Apple Macintosh
of exploitation 7

- MN
- at the Management of the Studies and Research

Word5

Word5

a double goal and the second is not the least important

Initially

Then, to recover the logical structure of the documents in their digital form for the retro ones to convert into structured documents SGML [bib3]. The required objective is the translation, without seized again documents *Aster*, in consultable electronic documents on Unix Workstation, in the environment of exploitation of *Code_Aster*, by the hypertext techniques. One will refer oneself in [bib4], [bib5], [bib6], to know the approach having governed the development of the technical model of document *Aster*, and of its expression to formalism SGML.

These instructions are thus the fruit of a compromise. Like very compromised, ours will dissatisfy the amateurs of paper by the many tears applied to the code of practice typography page layout. Tastes and colors... The reader and the writer of documents *Aster* will continuously have with the spirit the electronic shape of their paper document. The concern of the Project *Aster* being to offer to the users and developers *Code* an up to date electronic documentation according to the updates of the Code.

1 and their styles

Word5

- Styles of the titles of the documents *Aster*
 -
 - In the style sheet
 - Word 2000
 - Word5
- , the levels of title are useful by the following styles:
- Level 0: style "Contains 0"
 - Level 1: style "Contains 1"
 - Level 2: style "Contains 2"
 - Level 3: style "Contains 3"
 - Level 4: style "Contains 4"
 - MLC MB in the style sheet, there are 8 levels of title.
 - Does one have to add the 4 lacks?

1.1 Examples of titles

Hereafter, them *fac simile* levels of titles of chapters and appendices:

5 Les règles dactylographiques

5.1 Les signes de ponctuation

5.5 Notation des nombres

5.5.1 Le signe moins

5.5.2 Tabulation décimale

An1 Liste des styles et leurs caractéristiques

An1.1 Bla bla bla

An1.1.1 Bla bla bla

The chapters whose titles are of level 1, will in theory always start at the top of a new page. The title of level 1 is preceded by 1

to 3
mark
S

of end of paragraph to the style **Normal** under the top of the page to release this one.

2 and their styles

American style

This is a paragraph with the style **American**. It is characterized by a support on the left on balance 0, without withdrawal of first line. The support on the right is plumb 17.4 cm. This level of text is justified.

2.1 Normal style

This is a paragraph with the style **Normal**. It is characterized by a support on the left on balance 0, encased 2 times.

with
a withdrawal of first line of 0.7 cm.
The support on the right is plumb 17.4 cm.
This level of text is justified.

The Enumèr style
The styles ListeN, List P

One creates a level of text allowing to write enumerations (one says also lists) and to emphasize, if one wishes it, these enumerations by various types of marks of enumeration (one says also labellées lists) or "chips".

It
S
style
S

Enumèr
ListeN and ListeP

is characterized
NT

- by a mark of plumb enumeration 1.40 cm, followed by the text of the enumeration. This one begins in first plumb line 2.10 cm. If an element of an enumeration comprises several lines, then the other lines are supported on the left on the balance 2.10 cm.
-

Warning : The translation process used on this website is a "Machine Translation". It may be imprecise and inaccurate in whole or in part and is provided as a convenience.

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- The example which follows is an enumeration with the style
- Enumèr
- ListeP
- :
- initially a chip (here a round), but it is possible to use other chips [§ 2.3.2],
- then, the first line of the text of enumeration: text supported on the left on the balance 2.10 cm. If an element of an enumeration comprises several lines, then the other lines are supported on the left on the balance 2.10 cm.

Caution

*All the text of item of the enumeration should be contained only in one paragraph.
In the Enumèr style, the mark is obligatory. It is in particular **prohibited** to simulate the effect of an American style using the Enumèr style without mark.*

American
Enumèr
operation
Word5
of one
Enumèr

Example on a style **American** :

This is an American style **encased 3 times**. It is characterized at the origin by a support on the left on balance 0, without withdrawal of first line. The support on the right is plumb 17.4 cm. This level of text is justified.

This is an American style **encased 5 times**. It is characterized at the origin by a support on the left on balance 0, without withdrawal of first line. The support on the right is plumb 17.4 cm. This level of text is justified.

Note that it is presented in the form of a text known as of enumeration without marks of enumeration.

The support on the right is plumb 17.4 cm

The support on the right is plumb 17.4 cm

One recommends the Normal style for the rather literary documents (what is the case for this document) where the paragraphs comprise several lines, American style for the documents where paragraphs not comprising in general that a line alternate with mathematical formulas, drawings, tables.

Enumèr

,
are:

Geneva

Arial

, Courier, Symbol, Corsiva Monotype and DESCARTES

Geneva

with the automat of retro conversion Word-SGML

DESCARTES

American

American

MC with MLC: can you re-examine the § above? Notice/Warning is behind the net in Italic fat/.

The restrictions which follow are justified by the current limitations of the system of rétroconversion of the Word documents in document with format SGML for the establishment of electronic documentation. They will evolve in the direction of a more important taking into account of the characters permitted by Word under OS Mac.

Geneva

DESCARTES

1 a figure (number with 1 figure) follow-up of an indent,

D an alphabetical character followed by an indent,

c) a letter followed by a closing bracket.

S

P

Enumèr

Ms Word 5

- - obtained by making Option + Maj + Indent
 - obtained by making Option + Indent
- , in the form paper,

2.2 Two kinds of

2.3 S

There exist two kinds of tops of the page: top of the page known as **High of first page** and top of the page known as **Top of the page current**. These two tops of the page differ, in fact, only by the nature of the contained information in the control lines.

five

four

- possibly mention "PREDIFFUSION" or "PROJECT",
- documentary
- the name of the Department of membership of the authors,
- the index of the document possibly followed by - PREDI,
- recipients.

o

5

known as "**High of first page**" :

Code_Aster®

Version 3

Titre : Mise en page et consignes dactylographiques Date : 19/05/95
Auteur(s) : **M. BOIN** Clé : D8.01.01 Page : 1/32
Département Mécanique et Modèles Numériques Indice : A
Diffusion : Utilisateurs - Développeurs

For the current pages, one reduces the complete top of the page by removing the line of diffusion and by transferring the index in bottom from current page.

Geneva

Geneva

Geneva

Geneva
Geneva
Geneva

- - "Logo": (drawing) supported on the left on the balance 15.5 cm.
-
-

Geneva
Geneva
Geneva
Geneva

-
-

Geneva
Geneva

- - Mention "PREDIFFUSION":
- Geneva
- , capital letter, Italic fat, bodies 10 Pt,

Geneva
Geneva
Geneva
Geneva

- • 5^{ème} line:
 - 1 - "Text of the name of the Department of the authors of the document":
- Geneva
- , bodies 10 Pt, italic, Normal, supported on the left on the balance 1.8 cm, all the supports on the left are carried out by left tabulations,
- - "Index: ":
- Geneva
- Arial
- , bodies 8 Pt, italic, Normal, supported on the left on the balance 14.0 cm,
- - "Text of the number of the index":
- Geneva
- Arial
- , bodies 10 Pt, italic, Normal, supported on the left on the balance 15.5 cm.
-
- 7^{ème}
- 7^{ème}

To move

va

Geneva

Top of the page current:

It is low-fat because of repetition of the information which is in the heading of the first page. It is different from the top of first page by the replacement from the line "diffusion" and "index" by a white line.

The Bottom of first page contains the corporate name of DER, the mention "Project Codes of Mechanics" and the copyright. In a graphics which approaches more, with the typographical tools Word5 of standardized graphics of the EDF logo.

the index

One creates two kinds of bottom of page: the bottom of first page and the bottom of current page.

- Geneva
- Geneva
- Index X
- Geneva
- Geneva

The writer will endeavour not to use the fusion of cells; not easily recoverable function currently in the process of rétroconversion Word SGML. It is to better strike two separate simple tables rather than a single complex table.

American

Enumèr

American

American

It is on the presence of the style Captions that the automat of retro-conversion Word SGML activates the process Identification-Reference.

American

MacDraw II or MacDrawPro

American

Geneva

Enumèr

Geneva 10 points, left withdrawal 2.1 cm, first line – 0.7 cm, justified, tab stops 2.8 cm (style following Enumèr)

American

Geneva

Geneva

Geneva

Geneva

Geneva

Geneva

American

the automat of retro-conversion of the Word files towards SGML (has with d) or they complex maintenance the maintenance of the documents (E with m). The latter are not supported by the retro - conversion.

Documentation of Code_Aster Typing page layout and instructions

Summary:

One exposes the typographical tools Word 2000 which allow the writers of documentation *Code_Aster* to organize and format their writings.

Based on the use of a small number of preset styles (style sheet *Code_Aster*) and on a model of page layout, these tools release the writer of the thorough knowledge of the treatment of *texteWord 2000*.

One will retain these tools a system of identification-reference of the components of the documents (levels of structure, figures, formulas mathematical, tables, bibliography) which makes it possible to surf in documentation.

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3 Tools and spirit

The striking and the page layout of documentation paper of the Code of Mechanics *Aster*, are realized in black and white, with the Microsoft software Word 2000. Mathematical formulas and the drawings are seized with éditeur of equations and drafting package integrated in Word. The whole on micro-computer PC, system Microsoft Windows 2000.

This note presents the criteria retained for striking, and the presentation of documentation. It is inspired:

- rules of striking and presentation of the interior of the technical notes currently noted at the Department AMA, and more generally of those usually adopted for the technical notes of EDFResearch and Development . We endeavoured as much as possible to approach us,
- work "TO CREATE it DOCUMENTS Of COMPANY IN MICRO EDITION" [bib1] for the esthetics of presentation, and legibility,
- rules adopted by National Printing works [bib2].

The comprehension of the rules and instructions developed in this document requires the knowledge of the word processing Word 2000 which the basic vocabulary is borrowed. It will not be given the use of the tools Word 2000 who allow to carry out the instructions described in this document.

These provisions have like drank to put at the disposal of developers of *Code_Aster* a small number of typographical tools, which enable them to structure their writings, and thus to write "in real time" their documentation paper. The tools proposed here must give a physical homogeneity to the layout of texts and facilitate the resumption and the maintenance of the documents by other people (secretariat, company of subcontracting).

This document is compiled and presented according to the instructions selected.

4 Physical format of the documents

In the sheet of A4 format, one will define limits beyond whose no text will be printed: they are the margins. And of the verticals on which the texts will come to be pressed: they are the balances.

4.1 Margins

The documentation of *Code_Aster* being printed in recto-back, one defines a gutter margin. It comes to be added to the interior margin. It is located on the right or on the left sheet, according to whether the page carries an even or odd classification.

- Gutter margin: 1.5 cm,
- External margin: 1.2 cm,
- Interior margin: 0.8 cm,
- High and low margin: 1.2 cm.

4.2 Balances

One distinguishes **three balances** principal:

- from left to right: 0 cm, 1.40 cm and 2.10 cm,
- others, towards the line by step of 0.70 cm,
- the texts will rest these balances on the left.

These balances are obtained by the operation of fitment to the step of the preset tabulation in the small Format Document, that is to say 0.7 cm.

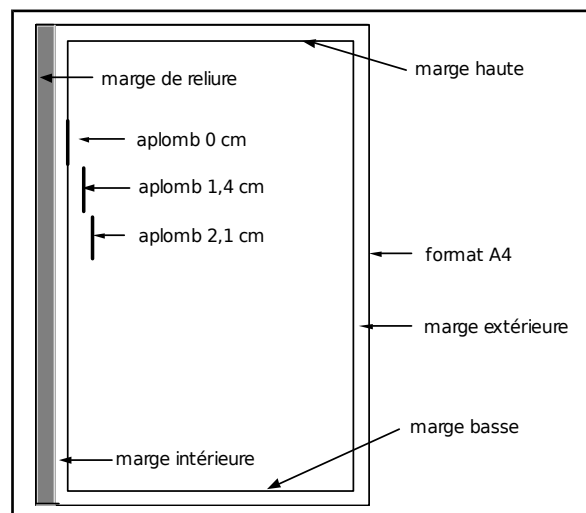


Figure 2.2-a: Margins and balances in the page of A4 format

4.3 Styles

The style sheet is detailed in the document [D8.01.02].

5 Levels of titles

The titles are highlighted compared to the text by a typography in fat, and a body of nature higher than that of the texts. They proceed to the partition of the document (of which the title is of level 0) in level of structures; respectively:

- titles of level 1 for the chapters,
- of level 2 for the sub-chapters,
- of level 3 for the sections,
- of level 4 for the sub-sections.

The structure under the sub-section is a paragraph. By definition, it is not numbered. Its title (logical structure) is determined by the direction of the writings which it contains.

A good discipline of writing:

- not to develop more than one idea by paragraph,
- to go up this idea in the title of immediately higher level of structure,
- more generally, to avoid the hollow titles (for example: Introduction, Conclusion),
- to put several sentences by paragraph.

5.1 Title of the document

It is located on first page or flyleaf, supported on the left on the balance 1.4 cm. It does not comprise classification.

For the title of the document, it should be contained only in one paragraph. One will use the slew character of line. One puts plumb lines 2 and following with tabulations.

Example of a title of level 0 (style "Titre0") conforms (scale 1):

**Documentation du Code_Aster
Mise en page et
consignes dactylographiques**

One will note the presence of spaces before the slew character of line.

5.2 Title of the chapters and sections

These titles are composed of a classification and a text. Classification is used for the location of the reader, with the establishment of the contents by Word 2000 and with the activation of the levels of the logical structures for the electronic documents.

The text of these titles is in small letters, except the first letter of the text and the keywords. Absence of punctuation at the end of the text of the title.

5.3 Classification of the titles

Arab numerals. For levels 2 to 4 each figure is followed of a point except the last. No the point for the classification of the title of Level 1. For the appendices, classification is of type **YearnexeX**. The levels of title of the appendices are identical to the levels of title of the chapters, sub-chapters...

6 The shapes of the paragraphs

Working of the paragraphs takes place only with the Word styles. The use of tabulations at ends of presentation (construction of balances for example) is prohibited. The natural tool of setting in opposite (side by side) is the table with invisible edges.

The writer must be satisfied with the use of the styles of the sheet *Aster* (cf [D8.01.02]) associated with the operation of fitment. It should not there add or move blocks. The objective is, for the Project *Aster*, facility of maintenance and resumption of the documents.

6.1 Balances of the texts

The texts are based on the left on the balances previously definite: 1.4 cm and 2.1 cm. These are the supports which give to the page its presentation, and which contribute at the same time to the legibility and the structuring of the writings to the image of the indentations in a data-processing source program. The research of the supports on the balances for the components of a text, tables, paving stones, drawings, graphs, must be, for the authors, a constant worry.

6.2 Fitments (or withdrawals)

They apply to the styles, Normal, ListeN and ListePto obtain displacements on the right by step of 0.7 cm. It is operation said, in Word 2000, "of withdrawal" or "fitment".

Example: to leave styleS ListeN and ListeP basic, one shifts towards the line of a step of 0.7 cm for one to obtain another level of enumeration.

Example: that is to say the following enumeration:

- initially a chip (here a round), but it is possible to use other chips,
- then, the first line of the text of enumeration: text supported on the left on the balance 2.10 cm. If an element of an enumeration comprises several lines, then the other lines are supported on the left on the balance 2.10 cm.

Result after fitment:

- initially a chip (here a round),
- then, the first line of the text of enumeration: text supported on the left on the balance 2.10 cm. If an element of an enumeration comprises several lines, then the other lines are supported on the left on the balance 2.10 cm.

Result after the second fitment:

- initially a chip (here a round),
- then, the first line of the text of enumeration: text supported on the left on the balance 2.10 cm. If an element of an enumeration comprises several lines, then the other lines are supported on the left on the balance 2.10 cm.

Note that the relative balances are preserved.

The examples which precede show the action of a fitment on an enumeration. One can in the same way encase any text provided that it is based on the left on the principal balances.

Example on a text known as **Normal** :

This is a Normal style **encased 3 times**. It is characterized at the origin by a support on the left on the balance 0.7 cm with a withdrawal of first line of 0.7 cm.. This level of text is justified.

This is a Normal style **encased 5 times**. It is characterized at the origin by a support on the left on the balance 0.7 cm with a withdrawal of first line of 0.7 cm.. This level of text is justified.

6.3 Alignment of the texts of low width

The texts which are presented enclosed over a low width because of a significant number of fitments or owing to the fact that they are in a narrow cell of a table will be aligned that to avoid the appearance of the cracks on the left.

6.4 Good use of the styles

The styles Heading, Make dizzy-text, Footer, are used only with the clothes industry the top and low as page. It is advised not to touch there.

The styles which take part in the location of the levels of logical structures of the document and in that of certain components in the document are: Titren (N = 0 to 4), ListNR/ListeP, Biblio, Legend, Verbatim.

6.5 Body and police of the texts known as literary

The authorized police are listed in paragraph 1 of [D8.01.02].

The police **Arial** is the natural police for the text running, in other words for all that is arts person. The body is of 10 points.

The police **Courier** (Bodies 10 Pt) is reserved for the imported texts of electronic files. The property of nonproportionality of this police is used each time one wants to mean with the reader that certain texts of documentation are entries or functional exits of data-processing components of *Code_Aster* (orders, impression, etc...) in which the balances are important.

One assigns to the paragraphs which contain only the Courier police, a specific style. It is the style **Verbatim** the purpose of who is to indicate that the presentation (when it is manufactured using tabulations) must be preserved.

Another use of the police **Courier** relate to the designation of data-processing objects abstracted from *Code_Aster* ; for example, of the names of routines or structures of data.

In theory, one will apply no enrichment to the texts as a police **Courier**

```
(  MODEL:           Mo           [model]
   CHAM_MATER:       chmat           [cham_mater]
   CARA_ELEM:       carac           [cara_elem] )
```

The police **Symbol**, **Corsiva monotype** and **Colonna MT** are used to symbolize names and types of the mathematical objects in the equations. Their use is detailed in the document [D8.01.03] "graphic Charter for the realization of the mathematical formulas in the documentation of *Code_Aster*".

6.6 Indices and exponents

They are with body 8 with a shift of 2 points. Example: 2^{ème} stage, C_p.

6.7 Enrichments

As regards enrichment, the writers have at their disposal and will be satisfied with the following effects: fat, italics, balances. One will retain the following principle in documentation *Aster* :

- fat: to put forward some words (1 to 3),
- italic: to put forward one or more sentences (1 to 3) and for the Latin expressions: italic (example: *of visu, a priori, de facto*).

Cross enrichments are authorized. For example: lubricated italic, not it to misuse, the abuse enrichments harms legibility.

The form “**Remark**”

This form was introduced to make it possible to writers to highlight parts of text by an effect of presentation using authorized enrichments. For example:

Warning

The purpose of the choices of modeling are to illustrate the possibilities of Aster and can deviate from the reality of the phenomena and the commonly allowed code of practice as regards mechanical modeling.

It typographically is treated as follows: the text “Warning” in Normal lubricated encased 2 times, the text of the warning in italic Normal encased 3 to 4 times, borders left with thin net.

6.8 Special characters

The limitations which follow make it possible to ensure a correct posting of the documents the Word format and pdf.

In the police **Arial**, in complement of the alphanumerics capital letters and tiny and of the characters! # \$ % () * + , - . / = ? @ [] , one authorizes:

Ç	C with cedilla capital letter	‘	acute accent or apostrophizes
É	E capital letter acute accent	¨	dieresis
with	tiny grave accent has	–	less normal minus sign
â	tiny circumflex accent has	≠	sign different from
ä	tiny dieresis has	±	sign more or less
æ	has and E lower-case bound	≤	lower or equal sign
ç	Tiny c with cedilla	≥	higher or equal monkey
é	E lower-case acute accent	æ	has and E dependent
è	E lower-case grave accent	≈	not very different from
ê	E lower-case circumflex accent	“	opening quotation mark
ë	E lower-case dieresis	”	closing quotation mark
î	I lower-case circumflex accent	...	leader characters (three points)
ï	I lower-case dieresis	With	capital grave accent has
ô	O lower-case circumflex accent	Œ	O and E capital letters dependent
û	U lower-case circumflex accent	œ	O and E lower-case dependent
ù	U lower-case grave accent	—	underlined white
ü	U lower-case dieresis	“	double typo quotation mark opening
ö	O lower-case dieresis	”	double typo quotation mark closing
°	degree	‘	simple typo quotation mark opening
§	sign paragraph	’	simple typo quotation mark closing
∞	infinite sign		nonbreaking hyphen
•	round chip	&	and commercial
®	Registered sign		sup with
©	Copyright sign	<	inf with
™	sign Trade Mark		

In the police **Courier**, one authorizes the tiny and capital alphanumerics and the characters according to: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [] _ ` { | } ~ \$

In the police **Symbol** : tiny and capital alphabetical characters and following characters: □ □

In the police **Corsiva monotype** : alphabetical characters capital letters.

In the police **Colonna MT** : characters R NR Z C

7 Typing rules

7.1 Punctuation marks

One gives the rules of treatment of **eleven** following punctuation marks: the point, the comma, the bridge comma, two points, brackets, hooks, accodances, quotation marks, the question mark, the point of exclamation, suspension points:

- a white after a point, a comma, a bracket, an accodance, a hook and a quotation mark closing, not front white,
- a white before an opening bracket, accodance, hook and a quotation mark, not white afterwards,
- an indivisible white before and a normal white after the double signs: two points, not comma, question marks, exclamation and suspension.

In an enumeration, the elements of the enumeration are followed of a comma, except the last element which is followed of a point.

7.2 Marks of enumeration

They bear the generic name of “chips”. The allowed marks of enumeration are the following ones:

- a round chip,
 - 1) an indent,
 - 8) a figure followed by a closing bracket,

The round chip is the mark of enumeration not numbered of first level and the indent of second level. It is repeated that the marks of enumeration are obligatory for the paragraphs of StyleS ListNR/ListeP.

7.3 Spacings or leadings out

One calls spacing or leading out, the distance between two lines of text. It is also the distance which separates a paragraph from another paragraph, or a typographical element like a framing, or the wall of a cell of a table. It is expressed in typographical points or of many lines, or of end marks of paragraph, with a body or given style:

- between a text and a title, whatever their respective level: 1 end mark of paragraph of Normal style,
- between a title and a text, whatever their respective level: 1 end mark of paragraph of Normal style,
- between lines of title: Automatic spacing,
- between lines of text: Automatic spacing. Except for the contents.

7.4 Notation of the numbers

The comma or the decimal point is authorized. Accepted scientific notation.

Examples:

124.344 or 124,344 or 1.24344 X 10² or 1.24344 X 10² or .124344E3

But one will take care of the homogeneity of the notation in the same document.

7.4.1 The minus sign

Not to confuse the minus sign with the indent. In Word 2000 one finds:

- the indent (-),
- less normal minus sign (–), indent en quad (obtained by choosing Special Insertion/Characters),
- less long minus sign (—) indent em quadrat (obtained by choosing Special Insertion/Characters).

It is the minus sign less normal than it is necessary to employ. Example: F= – 100 NR (and not F= - 100 NR or F=-100 NR), 1.45 X 10⁻³ (and not 1.45 X 10⁻³ or 1.45 X 10^{—3}).

7.4.2 Decimal tabulation

When one organizes numbers in decimal notation (with point or comma) in a column of table the decimal tabulation will be used:

Identification	Reference	Aster	% difference
DX at point A	62,860	62,821	- 1.6
DX at the point B	2.72	2.68	- 1.6
DX at the point C	322.28	322.24	- 1.8
DX at the point D	1.98	1.94	- 2.1
DX at the point E	1.50006	1.50099	+0.4

8 Tops and low of pages

The purpose of the tops and low of pages are to gather information which makes it possible to the reader of the documents to locate those in the whole of the documents which are emitted concerning *Code_Aster*, in particular those constituting the Handbooks of technical documentation.

8.1 Tops of page

8.1.1 Functional elements

The high part : commune with all the tops of the page. It comprises from left to right:

- the name of the Code: *Code_Aster*®,
- the number of version of the Code from which the document applies,
- the logo (here the site is left blank).

The low part : it contains three lines. two higher lines are control lines. One finds from top to bottom there and from left to right:

- the title of the document, the date of seizure of the document,
- (S) the author (S),
- the key of ranking with the index of the document,
- the number of current page/total number of pages.
-
-
-

Line N°3 is a white line, it is used to separate the heading from the text running in the page. The organization and it

Département of membership of the authors is below this line apart from the heading.

Parts high and low are separated by a double net, average thickness, and below by a white line with body 4. This one serving to release the high part of the heading as the control lines.

Example (*fac simile*) of top of the page known as “**High of first page**” :

Code_Aster®

Version

6.4

Titre : Mise en page et consignes dactylographiques
Auteur(s) : M. COURTOIS, M. BOIN

Date : 17/07/03
Clé : D8.01.01-B Page : 1/1

Organisme(s) : EDF-R&D/AMA

8.1.2 Typographical realization

The tops and low of page are carried out with the styles "Heading", "Make dizzy-text" and "Normal".

Top of first page, from top to bottom, is composed:

- 1^{ère} line:
[1] "Code_Aster" :

- -organizes Arial,
- -bodies 24 Pt,
- -lubricated italic,
- -Normal leading,
- -first letter of each word in capital letter,
- -the ® of "registered" police Arial (ASCII code 168), bodies 10 Pt, while exposing of 13 Pt, Normal leading,
- -between the R of Aster and the ®: a white as a police Arial, body 14, lubricated italic,
- -after the ®: a white as a police Arial, body 24, lubricated italic.
- "Version": Arial, bodies 12 Pt, italic, Normal, supported on the left on the balance 10.8 cm.
- "Number of the version": Arial, bodies 12 Pt, italic, Normal, supported on the left on the balance 14.0 cm.

-

Paragraph framed in bottom of a double net.

Style "Heading", all the supports on the left are carried out by tabulations on the left.

- 2^{ème} line:

White line, "Normal" style, bodies 4 Pt.

- 3^{ème} line:

- 1) "Title: ": Arial, bodies 8 Pt, italic, Normal, supported on the left on the balance 0 cm,
- 2) "Text of the title: ": Arial, bodies 10 Pt, italic, Normal, supported on the left on the balance 1.8 cm,
- 3) "Date : ": Arial, bodies 8 Pt, italic, Normal, supported on the left on the balance 14.0 cm,
- 4) "Text of the date: ": with format JO/MO/AN, Arial, bodies 10 Pt, italic, Normal, supported on the left on the balance 15.5 cm,
- 5) Style "Make dizzy-text".

- 4^{ème} line:

- 1) "Author (S): ": Arial, bodies 8 Pt, italic, Normal, supported on the left on the balance 0 cm,
- 2) "Name of the authors": Arial, bodies 10 Pt, italic, Normal, supported on the left on the balance 1.8 cm, name of the principal author in first and fat. Names separated by a comma,
1
- 1) "Key: ": Arial, bodies 8 Pt, italic, Normal, supported on the left on the balance 7.5 cm,
- 2) "Text of the code of the key": with the AN.NN.NN format- A, Arial, bodies 10 Pt, italic, Normal, supported on the left on the balance 11.8 cm,
- 3) "Page": Arial, bodies 8 Pt, italic, Normal, supported on the left on the balance 14.0 cm,
- 4) "Text of the number of the pages": with format XX/XX, Arial, bodies 10 Pt, italic, Normal, supported on the left on the balance 15.5 cm. Style "Make dizzy-text".

1

•

•

- 5^{ème} line:

White line. "Normal" style with body 10.

- 6^{ème} line:

- 1) "Organization (S): ": Arial, bodies 8 Pt, italic, Normal, supported on the left on the balance 0 cm,

- 2) "Text of the name of the organization and the department of the authors of the document":
Arial, bodies 10 Pt, italic in capital letter.

Top of the page current:

It contains all the information listed above except the 6^{ème} line.

8.2 The Bottom of page

It gathers information which could not find their niche in the tops of the page.

8.2.1 Functional elements

The Bottom of page contains the name of the handbook of the documentation of the Code, the number and the name of the booklet, and the number of note H document.

8.2.2 Typographical realization

The Bottom of page is composed:

- "Name of the handbook of documentation": Arial, bodies 8 Pt, italic, supported on the left on the balance 0 cm,
- "Number and title of the booklet in the handbook of documentation": Arial, bodies 8 Pt, italic, supported on the left on the balance 5.0 cm by a left tab stop,
- "Number of note H": Arial, bodies 8 Pt, italic, supported on the right on the balance 17.4 cm by a right tab stop.

Style Footer.

Paragraph framed in top by a fine simple net.

8.3 Position Tops and Low of page in the page

In order to allow a good impression of the upper part of the ® in **Code_Aster**® written in the Tops of the page (heading), the distance between the higher edge of the page and the upper part of the heading is of 1.2 cm. This indication does not exempt to take care of the internal adjustments of the high margin of impression of its laser printer.

Between the lower edge of the page and the lower edge of the bottom of page: 1.2 cm.

9 First page

9.1 Role

To ensure the booklets a presentation independent of the handbooks (drawn except for), a flyleaf is created. It is composed:

- at the top of Top of first page,
- in bottom of the Bottom of page,
- in the center, Name of the Handbook of membership of the booklet, number of the booklet in the Handbook, the name of the document. Then, the title of the document and below possibly, it **summary** document. This one must always appear before the first title of level 1.

9.2 Typographical realization

- "Normal" style with fitment.
- "Name of the Handbook", "Booklet X", "Document": Arial, body 12, fatty, supported on the left on the balance 1.4 cm, first character of the name of the Handbook in capital letter, first character of "Booklet" and "Document" in capital letter. Distance enters bottom from the top of page and the name of the Handbook: 11 end marks of paragraph to the Normal body text, is 5 cm.
- Distance enters the text "Document X" and the first line of the title of the booklet: 4 end marks of paragraph to the Normal body text, is 2 cm.

10 Tables

10.1 Balances

One will search the balances 0 cm, 0.7 cm, 1.4 cm, etc (by step of 0.7 cm) for the left edge of the framework of the table. The width maximum of the table and identical to the width of the text of Normal style is 17.4 cm.

10.2 Framings of the cells

It is advised to employ only the framings necessary to the legibility of the table. Presence or absence of the framing is left with the appreciation of the writer.

Keyword	Types of elements attached to modeling MECHANICS
BAR	BAR
CABLE	CABLE, CABLE_POULIE
HULL	COQUE_AXIS, COQUE_C_PLAN, COQUE_D_PLAN, DKT, DST, Q4G
HULL	COQUE_CYL
DISCRETE	DIS_T, DIS_TR
BEAM	POU_D_E, POUT_D_T, POU_D_TG, FLUI_STRU

The framing is a net or possibly a “fine line”, the lower edge of the cells of the first line (head) can possibly be a higher thickness. The writer will appreciate according to the wealth of the contents of the cells of the table and the size of this one, the aesthetic effect of the edge of the head.

10.3 Texts in the cells

They are with the styles Normal, ListeN, List P, with their fitments. One accepts same enrichments as in the current text. One will take care to avoid the cracks generated by the justification of the texts in narrow column by using the support on the right.

Paragraphs in the head: the style is recommended Normal centered, lubricated to which one adds 2 Pt before and after the paragraph.

10.4 Identification of the tables

It comprises the character string “**Table**” followed by the classification of the level of structure in which it appears, of an indent, digital row of the table in the level of structure, of the character “two points” and the text of the legend. This character string must be contained in only one paragraph; if not, it is advisable to use the slew character of line.

The empty paragraph and the paragraph containing the legend must appear right after the table and be with the style **Legend** (attention with the orthography without é).

The identification and the mention of a legend are not obligatory. One applies the style Captions only if the table is identified. A legend without identification will not be with the style Captions but, for example, with the style Normal lubricated and centered using the icon of centering.

Example of complete table with text in the cells, identification and legend:

SUBROUTINE ASSMAT		(MATASS, NBMAT, LIMAT, LICOEUF, NAKED, MATPROF, RTBLO, MOCLE, DBG)	
in jxout	MATASS	K8 V_OJB	name of the concept <code>matr_asse</code> to create. If there exists, it is supposed that it has good dimensions. One preserves all the profile and one modifies only the object <code>.VALE</code> . containing the terms of the matrix.
in	NBMAT	I	number of <code>matr_elem</code> that one wants to assemble.
in jxin	LIMAT	V_K8 V_CO	list of the names of <code>matr_elem</code> .
in	LICOEUF	V_R	list of multiplying real coefficients of <code>matr_elem</code> .
in jxin	NAKED	K8 CO	name of a concept <code>nume_ddl</code> on which will rest MATASS.
in jxin	MATPROF	K8 CO	name of a concept <code>matr_asse</code> whose classification will be used as support to MATASS. arguments NAKED and MATPROF are mutually excluded (one from both K8 contains: ' ').
in	RTBLO	R	size of the blocks of the matrix (one uses RTBLO if MATPROF is white).
in	MOCLE	K4	'ZERO' if one wants to give to zero the matrix before the assembly 'CUMU' if one wants to cumulate the values.
in	DBG	I	0.1 parameter of debug. 0: no impression. 1: impression of debug.

Table 8.4-1: Types of elements associated by the keywords

11 Mathematical formulas

A whole document is devoted to the drafting of the formulas in documentation Aster. It is the document [D8.01.03] "graphic Charter for the realization of the mathematical formulas in the documentation of Code_Aster".

11.1 Site

The formulas not identified out of a paragraph are with the style Normal and centered using the icon of centering. When the formula is too long, the body of the characters is not decreased, but it is parcelled out.

Spacing before and after the formula is of an end mark of paragraph.

11.2 Identification of the formulas

Only the important formulas or equations are identified. They will be then except paragraph. The identification of the formula understands the character string "éq" followed by the number of the level of structure in which it is then of its row (digital) under this level of structure, number and row are separated by an indent. A formula is never captioned.

Example : éq 4.2.3-5, i.e. 5^{ème} formula of the paragraph under the title of classification 4.2.3.

This classification takes seat on the same line as the formula, on the right; in other words, image of the formula and identification are in only one line and only one paragraph.

One applies to this paragraph the style Captions, then one supports on the right with the icon of alignment on the right, and one centers the formula by intercalating tabulations between the formula and his identifier.

Mathematical example of identified formula:

$$\left(-j\omega^3 \mathbf{M} - \omega^2 \mathbf{M} + j\omega \mathbf{C} + \mathbf{K} \right) \mathbf{x} = \sum_{i=1}^k k_i(\omega)_n^i e^{j\phi_i} \cdot \mathbf{g}(P)$$

éq 9.2-1

12 Figures and drawings

The drawings are generated with the software of drawing of Word or of PowerPoint. The writer will retain that the size of a readable drawing on paper (300 PPP) is not it any more on cathode screen. Very often, it is too small thus not easily readable in 72/80 pp. to give an order of magnitude, the writer will thus not present drawings of size lower than 4 X 4 cm.

12.1 Site

The not identified drawings are with the style Normalcentered using the icon of centering.

12.2 Identifier and legends of the figures

To identify and caption a figure are not obligatory. The Identifier of the figure understands the number of the level of title under which it appears followed by its row (small letter), number and row are separated by an indent.

Example: **Figure 7.1 - has**, i.e. 1^{era} figure of the paragraph under the title of classification 7.1.

This identifier takes seat before the legend, it is separated by from it two points. Identification and legend must be in the same paragraph. If identification and legend make several lines, one uses the slew character of line.

For the identified figures, the paragraph containing the figure, the empty paragraph which follows it, and the paragraph which contains the identification and the legend are with the style Captions.

It is necessary to identify advisedly. The writer identifies his figure by what he judges that it has an interest such as him or another author will call there by referring it. It may be that a long text refers to the aforementioned figure and that the reader consulting this text in electronic documentation will wish that the figure is always in opposite. To identify a figure will allow to iconize it in the electronic document and by revelation to locate it in a window "outside the text" and thus to have it always in front of the eyes.

Example of an identified and captioned figure:

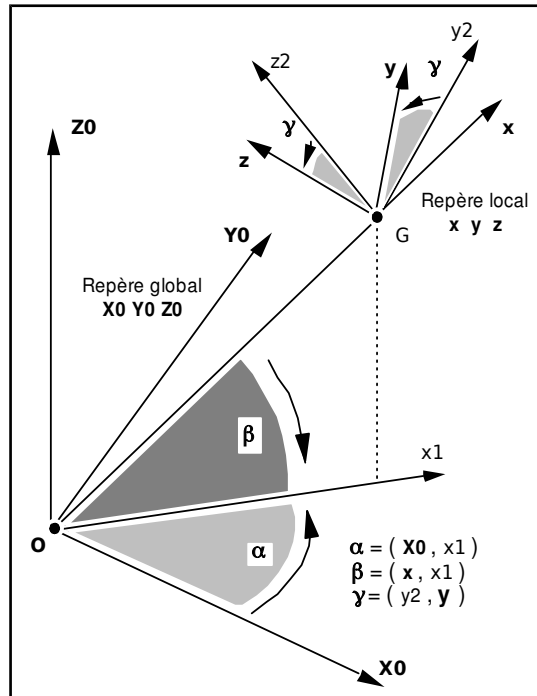


Figure 10.2-a: Rules of passage of the total reference mark to the local reference mark in Code_Aster

13 Contents

It appears after the flyleaf, in title of first level not numbered.

The units of the numbers of page are plumb 16.1 cm by a right tab stop.

The leader characters (guide of tabulation) are supported on the right by a plumb right tab stop 15 cm.

Each level of title is transcribed in the contents by a style specific to these contents:

- Title of level 1: style "Tdm 1", classifications are plumb 1.4 cm by a left withdrawal, the texts of the title are plumb 2.1 cm by a left tab stop, paragraph spacing of the title of level 1: 14 front Pt, justification on the left,
- Title of level 2: style "Tdm 2", classifications are plumb 2.1 cm by a left withdrawal, the texts of the title are plumb 3.6 cm by a left tab stop, paragraph spacing of the title of level 2: car, justification on the left,
- Title of levels 3 and 4: styles "Tdm 3" and "Tdm 4", classifications are plumb 3.6 cm by a left withdrawal, the texts of the title are plumb 5.0 cm by a left tab stop, paragraph spacing of the titles of levels 3 and 4: car, justification on the left.

Example: extract of the contents of this document including one *fac simile* is presented hereafter:

Table des matières

8	Tableaux	22
8.1	Aplombs	22
8.2	Encadrements des cellules.....	22
8.3	Les textes dans les cellules.....	22
8.4	Identification des tableaux.....	22
9	Formules mathématiques	24
9.1	Emplacement.....	24
9.2	Identification des formules.....	24
10	Figures et dessins.....	25
10.1	Emplacement.....	25
10.2	Identificateur et légendes des figures	25
11	Table des matières	27
12	Rédaction de la bibliographie	28
13	Page blanche	29
14	Maquette de documents techniques de type Aster	29
15	Bibliographie	29
Annexe 1	Liste des styles et leurs caractéristiques	30
Annexe 2	Syntaxe des identificateurs et des références	32
Annexe 3	Baisers défendus	32
Annexe 4	Cotation des composants de la page de garde	33

14 Drafting of the bibliography

Currently, it should be carried only under one title of level 1, having for title "Bibliography". The paragraph of this level are with the Biblio style.

The identification of an element of bibliography is done by a number between hooks for the documents external with documentation *Aster*, by the key of the document for the documents *Aster*. The identifier is supported on the balance 1.4 cm, the text on the balance 3.6 cm.

The text of item of bibliography is free. It is up to the author to make there appear the elements usually present in a bibliography.

Example: to see in [§15] the bibliography mentioned in this document.

15 White page

The documents being drawn in recto-back, it is necessary that those comprise an even number of pages systematically. Also, when the last page carries an odd number, one creates an additional page (page carrying an even number), containing the mention "left Page intentionally white".

This mention is located in medium of page, with 20 end marks of paragraph, under the top of the page current, with the body text of "Normal" style.

16 Model of technical documents of type *Aster*

The Person in charge of Documentation of *Code_Aster* holds at the disposal of writers *Aster* Word models for the realization of their documentation.

17 Bibliography

- NR. BONNEFONS, NR. BOUTITIE, C. DUBOIS, S. DURAND-GASSELIN, Y. KÉRUEL: To create documents of company in micro edition. Dunod Editor (1988).
- NR. DUCLOS: Recalls of some typographical rules to the use of any author of technical notes. Internal note EDF-DER ICI-52/93/00. January 1993.
- Mr. BOIN, School of summer 91: Electronic documents: state of the art in modeling of documents and prospects for electronic documentation for *Code_Aster*. Report EDF HI. February 1992.
- V. JOLLY, J.L. VULDY: Formalization of the model of document *Code_Aster*. Reports EDF HI-53/93/009 and HM-24/0063. June 1993.
- F. GRANDPA, J.L. VULDY: SUITED, automatic stages of the hypertextualisation. Report EDF HI-53/7793. February 1992.
- J.L. SANSON, C. ESPERT: Conversion of and towards SGML. Report EDF HN-46/94/060. October 1994.

Annexe 1 List of the styles and their characteristics

The styles whose name is lubricated, besides their function of presentation, have a function of location of the paragraphs having to be the object of a particular treatment in electronic documentation.

For working of **paragraphs** :

Styles	Characteristics
Normal	Arial 10 points, supported on the left, justified (style according to Normal)
ListeN ListeP	Arial 10 points, withdrawal first line – 0.7 cm, justified (styles according to ListeN/ListeP)
Verbatim	Courier 10 points, left withdrawal 0.7 cm, aligned on the left (following style Verbatim)

For working of **titles** :

Styles	Characteristics
Title 0	Normal + Arial 18 points, fat, withdrawal first line 1.4 cm, low double framing (Normal style following)
Title 1	Arial 14 points, fat, left withdrawal 1.4 cm, first line – 1.4 cm, aligned on the left, low simple framing (Normal style following)
Title 2	Arial 12 points, fat, left withdrawal 1.4 cm, first line – 1.4 cm, aligned on the left (style according to Normal)
Title 3	Arial 10 points, fat, left withdrawal 1.4 cm, first line – 1.4 cm, aligned on the left, (Normal style following)
Title 4	Arial 10 points, fat, left withdrawal 2.1 cm, first line – 2.1 cm, aligned on the left (style according to Normal)

For working of **contents** :

Styles	Characteristics
Tdm 1	Normal + left withdrawal 2.05 cm, first line – 0.67 cm, right 0.01 cm, aligned on the left, line space 14 points, tab stops 2.1 cm, 15 cm aligned on the right..., 16.08 cm aligned on the right.
Tdm 2	Normal + left withdrawal 3.63 cm, first line – 1.55 cm, right 0.01 cm, aligned on the left, tab stops 3.6 cm, 15 cm aligned on the right..., 16.08 cm aligned on the right.
Tdm 3	Normal + left withdrawal 5.33 cm, first line – 1.69 cm, right 0.03 cm, aligned on the left, tab stops 5.33 cm, 15 cm aligned on the right..., 16.08 cm aligned on the right.
Tdm 4	Normal + left withdrawal 5.33 cm, first line – 1.69 cm, right 0.03 cm, aligned on the left, tab stops 5.33 cm, 15 cm aligned on the right..., 16.08 cm aligned on the right.

For working **tops and low of page** :

The style Footer relates to only the clothes industry of the footer.

Styles	Characteristics
Heading	Normal + police 24 Pt, italic: withdrawal first line 0 cm, low double framing, tab stops 10.8 cm, 14.0 cm, 15.5 cm, Normal style following.
Make dizzy-text	Normal + police 10 Pt, italic: withdrawal first line 0 cm, aligned on the left, tab stops 1.8 cm, 7.5 cm, 10.8 cm, 11.8 cm, 14.0 cm, 15.5 cm, aligned on the right, style according to Make dizzy-text.
Footer	Normal + police 8 Pt, italic, tab stops 6.0 cm left, 17.4 cm right-hand side.

For working of **items of bibliography** :

Styles	Characteristics
Biblio	Organizes Arial 10 Pt, left withdrawal 3.6 cm, withdrawal of first line – 2.2 cm, tab stop 3.63 cm, justified, style according to Biblio

For working of **Identifications** and **legends** figures, equations and tables:

Styles	Characteristics
Legend	NormalizedL + fatty, centered, style according to Normal

Annexe 2 Syntax of the identifiers and the references

It is pointed out that the obligatorily identified objects are the levels of title (including Title 0). Other components of the document identifiable and thus addressable within the space of documentation Aster (Handbooks of Administration, Reference, Data-processing Description, Use, Validation are: figures, the equations (mathematical formulas), tables, the bibliography.

	Identification	Reference
Document	U2.02.02	[U2.02.02]
Part of document	1.3.3	[\$1.3.3]
Figure	Figure 2.5.3 - C	[Figure 2.5.3-c]
Table	Table 2.3.1 - 1	[Table 2.3.1-1]
Mathematical formula	éq 1.9 - 3	[éq 1.9-3]
Bibliography	[3]	[bib3]

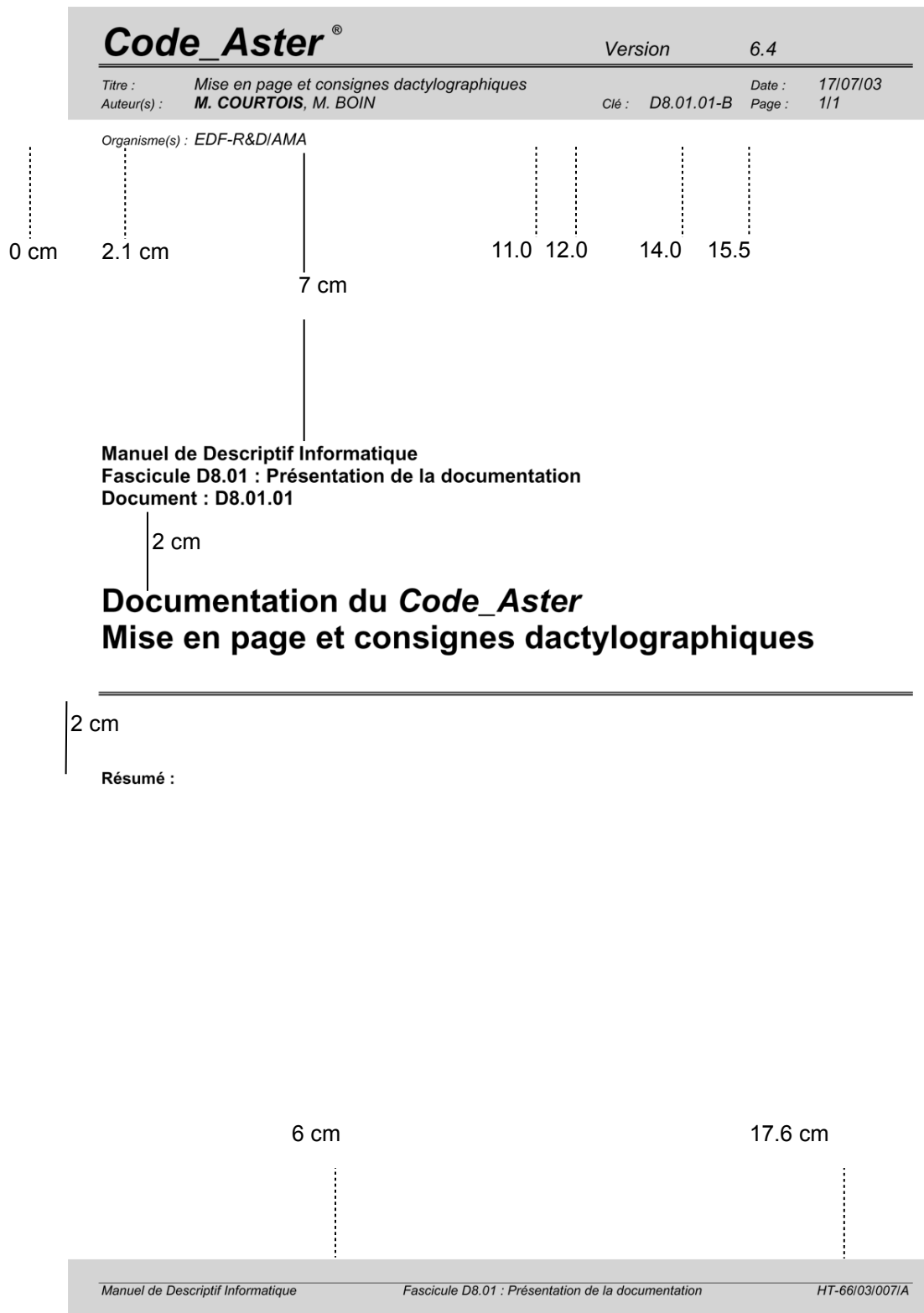
Example : The reference to the figure 1.5.6-of a the R6.09.03 document is written [R6.09.03 Appears 1.5.6-a].

Annexe 3 Defended kisses

They disturb the conversion of the Word files to format pdf (intended at the same time for the consultation on line and the production of handbooks paper).

- 1) to create a paragraph of style Titrate NR empty or without classification,
- 2) to use a style Titrate NR to underline a paragraph,
- 3) to create new styles, to modify the nouns, to add or remove characteristics with the existing styles,
- 4) to use tabulations at ends of presentation, apart from those whose blocks are defined in the styles (the contractual tool of setting in opposite is the table with invisible edges),
- 5) to use the footnotes,
- 6) to use entries of glossary,
- 7) to frame paragraphs,
- 8) to gray cells of tables,
- 9) to position paragraphs in absolute in the page using the order "Tallies",
- 10) to use characters underlined, shaded, in relief and the small capital letters,
- 11) to write an enumeration without label,
- 12) to use sections (with the Word direction) in the document,
- 13) to use the multicolones.

Annexe 4 Quotation of the components of the flyleaf



Intentionally white left page.