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Documentation of *the Code_Aster* Page layout and instructions typing

Abstract:

One exposes the typographical tools Word 2000 which make it possible to the writers of the documentation of *the Code_Aster* to organize and to 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 processing 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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1 Tools and spirit

the striking and the page layout of documentation paper of the Code of Mechanical *Aster*, are carried out in black and blank, with the software Microsoft Word 2000. The mathematical formulas and the drawings are seized with the equation editor and the drafting package integrated into 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 Department AMA, and more generally of those usually adopted for the technical notes of EDF-Searches 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,
- of 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 from which the basic vocabulary is borrowed. It will not be given the use of the tools Word 2000 which make it possible to carry out the instructions described in this document.

These provisions have like drank to put at the disposal of developers of *the 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.

2 Physical format of the documents

In the sheet of format A4, 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.

2.1 The margins

the documentation of *the 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.

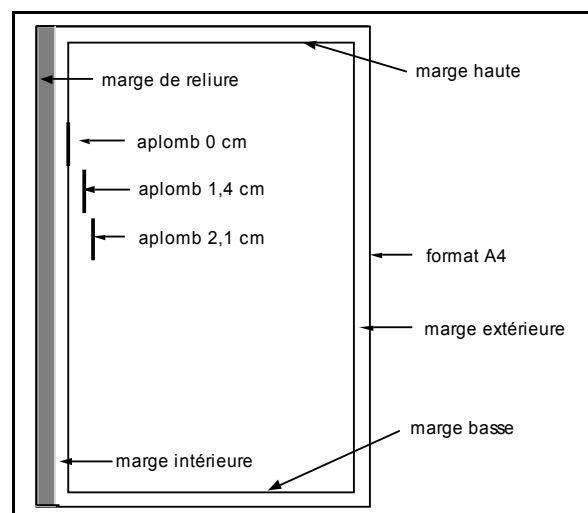
- Gutter margin: 1,5 cm,
- Stroke external: 1,2 cm,
- Stroke interior: 0,8 cm,
- Stroke high and low: 1,2 cm.

2.2 The balances

three **principal balances** are distinguished:

- 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.



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

2.3 the styles

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

3 Levels of titles

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

- titles of level 1 for the chapters,
- level 2 for the sub-chapters,
- level 3 for the sections,
- 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 meaning 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 structure level,
- more generally, to avoid the hollow titles (for example: Introduction, Conclusion),
- to put several sentences by paragraph.

3.1 Titrate 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.

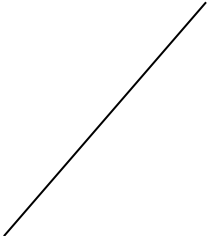
3.2 Titrate chapters and sections

These titles are composed of a classification and a text. The classification is used with the location of the reader, the establishment of the contents by Word 2000 and for 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 key words. Absence of punctuation at the end of the text of the title.

3.3 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 AnnexeX **type**. The levels of title of the appendices are identical to the levels of title of the chapters, sub-chapters...



4 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 tools of setting in opposite (side by side) are 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. He should not there add or move blocks. The purpose is, for the Project *Aster*, the facility of maintenance and resumption of the documents.

4.1 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 bearings 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 search of the bearings on the balances for the components of a text, tables, paving stones, drawings, graphs, must be, for the authors, a constant worry.

4.2 Fitments (or shrinkages)

They apply to the styles, Normal, ListeN and ListePpour to obtain displacements on the right by step of 0,7 cm. It is the said operation, in Word 2000, "of shrinkage" or "fitment".

Example: starting from the styles basic ListeN and ListeP, 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 bearing on the left on the balance 0,7 cm with a shrinkage 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 bearing on the left on the balance 0,7 cm with a shrinkage of first line of 0,7 cm. This level of text is justified.

4.3 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.

4.4 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), ListeN/ListeP, Biblio, Captions, Verbatim.

4.5 Bodies and police of the texts known as literary

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

The Arial **police** 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 outputs of data-processing components of *the Code_Aster* (commands, printing, 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 which is indicating that the presentation (when it is manufactured using tabulations) must be preserved.

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

In theory, one will apply no enrichment to the texts in police force `Courier`

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

the police **Symbol**, **Corsiva Monotype** and **Colonna MT** is 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 *the Code_Aster*".

4.6 Indices and exponents

They are with body 8 with a shift of 2 points. Example: 2nd stage, CP.

4.7 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 keys (1 to 3),
- italic: to put forward one or more sentences (1 to 3) and for the Latin statements: 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 “**Notices**”

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 modelization are illustrating the possibilities of Aster and can deviate from the reality of the phenomena and the commonly allowed code of practice as regards mechanical modelization.

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

4.8 Special characters

the limitations which follow make it possible to ensure a correct display of the documents the Word format and PDF.

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

Ç	C capital cedilla	“	acute accent or apostrophizes
capit al	É E acute accent	¨	dieresis
with	has tiny grave accent	–	less normal minus sign
â	has tiny circumflex accent	≠	sign different of
ä	has tiny dieresis	±	sign more or less
æ	has and E lower-case bound	≤	lower or equal sign
ç	C tiny cedilla	≥	higher or equal monkey
é	E lower-case acute accent	æ	have and E dependant
è	E lower-case grave accent	≈	not very different of
ê	E lower-case circumflex accent	“	quotation mark opening
ë	E lower-case dieresis	”	quotation mark closing
î	I lower-case circumflex accent	...	leader characters (three points)
ï	I lower-case dieresis	On	have capital grave accent
ô	O lower-case accent circumflexe	Œ	O and E capital dependant
û	U lower-case circumflex accent	œ	O and E tiny dependant
ù	U lower-case grave accent	—	tiny
unde rscor e	ü U 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 and the authorizes the tiny and capital alphanumeric characters according to: ! " # \$ % & " () * + , - . / : ; < = > ? @ [] _ " { | } ~ \$

In the Symbol **police** : tiny and capital alphabetical characters and the following characters: 7 □

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

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

5 the typing rules

5.1 the punctuation marks

One gives the rules of processing of **the 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 blank after a point, a comma, a bracket, an accodance, a hook and a quotation mark closing, not front blank,
- a blank before a bracket, an accodance, a hook and a quotation mark opening, not blank after,
- an indivisible blank before and a normal blank 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.

5.2 The 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 compulsory for the paragraphs of ListeN/ListeP styles.

5.3 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.

5.4 Notation of the numbers

One authorizes the comma or the decimal point. 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 "L" homogeneity of the notation in the same document.

5.4.1 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),
- the minus sign less long (—) indent em quadrat (obtained by choosing Special Insertion/Characters).

It is the minus sign less normal than it is necessary to employ. Example: $F = -100\text{ N}$ (and not $F = -100\text{ N}$ or $F = -100\text{ N}$), 1.45×10^{-3} (and not 1.45×10^{-3} or 1.45×10^{-3}).

5.4.2 Decimal tabulation

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

Identification	Reference	Aster	% difference
DX to the point A	the purpose of 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 item D	1.98	1.94	- 2.1
DX at the point E	1.50006	1.50099	+0.4

6 Tops and low of pages

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

6.1 Tops of the page

6.1.1 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 : she contains three lines. The 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,
- it (S) author (S),
- the word of ranking with the index of the document,
- the number of current page/total number of pages.
-
-
-

Line the n°3 is line white, it is used to separate the heading from the text running in the page. The organization and the department of membership of the authors are below this line apart from the heading.

Parts high and low are separated by a double net, average thickness, and below by one line white 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 says "**High first page**" :

Code_Aster ®	Version	6.4
Titre : <i>Mise en page et consignes dactylographiques</i>	Date : 17/07/03	
Auteur(s) : M. COURTOIS, M. BOIN	Clé : D8.01.01-B	Page : 1/1
Organisme(s) : EDF-R&D/AMA		

6.1.2 The typographical

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

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

- 1st line:
[1] "Code_Aster" :

- Arial police force,
- body 24 Pt,
- lubricated italic,
- interlettrage Normal,
- first letter of each key in capital letter,
- it ® of "registered" police force Arial (code ASCII 168), bodies 10 Pt, by exposing of 13 Pt, interlettrage Normal,
- between the R of Aster and the ®: a blank organizes of it Arial, body 14, italic lubricated,
- after the ®: a blank organizes of it 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 bearings on the left are carried out by tabulations on the left.

- 2nd line:
Line white, "Normal" style, bodies 4 Pt.

- 3rd 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 the 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".

- 4th 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) "Word: ": Arial, bodies 8 Pt, italic, Normal, supported on the left on the balance 7,5 cm,
 - 2) "Text of the code of the word": with the format AN.NN.NN - 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 the format XX/XX, Arial, bodies 10 Pt, italic, Normal, supported on the left on the balance 15,5 cm. Style "Make dizzy-text".

1
•
•

- 5th line:
Line white. "Normal" style with body 10.

- 6th line:
 - 1) "Organization (S): ": Arial, bodies 8 Pt, italic, Normal, supported on the left on the balance 0 cm,

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- 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 6th line.

6.2 The Bottom of page

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

6.2.1 The 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 of the document.

6.2.2 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 tab stop left,
- “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.

6.3 Position Tops and Low of page in the page

In order to allow a good printing of the upper part of the ® in **the Code_Aster**® writes in the Tops of the page (heading), the distance between 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 printing of its laser printer.

Between lower edge of the page and lower edge of the bottom of page: 1,2 cm.

7 First Role

7.1 page

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

- at the top of Top of first page,
- bellow 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, **the abstract** of the document. This one must always appear before the first title of level 1.

7.2 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. Outdistance between 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.
- Outdistance between 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.

8 Tables

8.1 Balances

One will search the balances 0 cm, 0,7 cm, 1,4 cm, etc (by step of 0,7 cm) for left edge of the frame of the table. The width maximum of the table and identical to the width of the text of Normal style is 17,4 cm.

8.2 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.

Key word	Element types attached to the MECHANICAL modelization
BARS	BAR
CABLE	CABLE, CABLE POULIE
COQUE	COQUE_AXIS, COQUE_C_PLAN, COQUE_D_PLAN, DKT, DST, DISCRETE
Q4G	COQUE
COQUE CYL	DIS_T, DIS_TR
POUTRE	POU_D_E, POUT_D_T, POU_D_TG, POU_C_T, FLUI_STRU

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

8.3 The texts in the cells

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

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

8.4 Identification of the tables

It comprises the character string "Table" followed by the classification of the structure level in which it appears, of an indent, numerical row of the table in the structure level, 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 to be with the style **Captions** (attention with the orthography without é).

The identification and the mention of a legend are not compulsory. 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 Normal style 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, LICOEF, NU, 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 object <code>.VALE</code> containing the terms of the matrix.
in	NBMAT	I	number of <code>matr_elem</code> which one wants to assemble.
in jxin	LIMAT	V_K8 V_CO	lists names of MATR-ELEM.
in	LICOEF	V_R	lists multiplying real coefficients of <code>matr_elem</code> .
in jxin	NU	K8 CO	name of a concept <code>nume_ddl</code> on which MATASS will be based.
in jxin	MATPROF	K8 CO	name of a concept <code>matr_asse</code> whose classification will be used as support to MATASS. the arguments NU and MATPROF are mutually excluded (one from the two K8 contains: "").
in	RTBLO	R	size of the blocks of the matrix (RTBLO is used if MATPROF is white).
in	MOCLE	K4	"ZERO" if one wants to give to zero the matrix before assembly "CUMU" if one wants to cumulate the values.
in	DBG	I	0,1 parameter of debug. 0: no printing. 1: printing of debug.

Table 8.4-1: Element types associated by the mathematical

9 key words 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 *the Code_Aster*".

9.1 Site

the formulas not identified out of a paragraph with the Normal style and are 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.

9.2 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 structure level in which it is then of its row (numerical) under this structure level, number and row are separated by an indent. A formula is never captioned.

Example: éq 4.2.3-5, i.e. 5th formula of the paragraph under the title of classification 4.2.3.

This classification line takes seat on the same one 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:

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

éq 9.2-1

10 Figures and drawings

the drawings are generated with the drafting packages of Word or 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.

10.1 Site

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

10.2 Identifier and legends of the figures

To identify and caption a figure are not compulsory. 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.

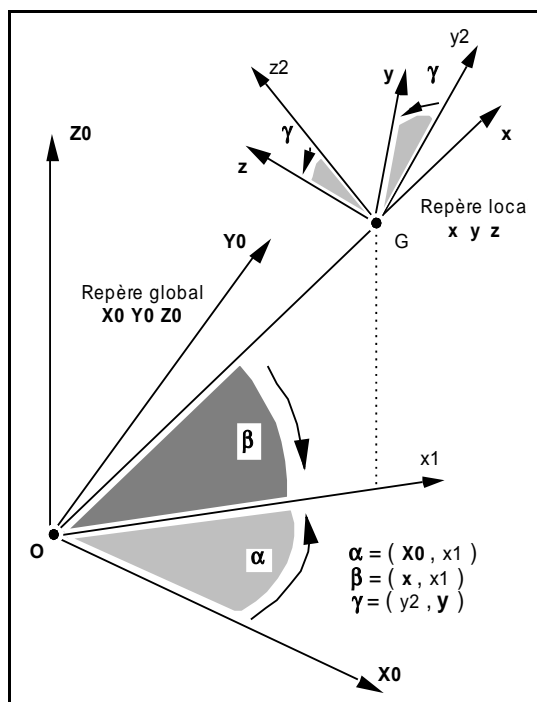
Example: **Figure 7.1 - has**, i.e. 1st figure of the paragraph under the title of classification 7.1.

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 "L" to iconize 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:



**Appear 10.2-a: Rules of transition of the total reference to the local coordinate system
in *the Code_Aster***

11 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:

- Titrate level 1: style "Tdm 1", classifications are plumb 1,4 cm by a left shrinkage, 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 shrinkage, 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 shrinkage, 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: extracted the contents of this document whose *fac simile* is presented hereafter:

Table des matières

8 Tableaux	22
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8.2 Encadrements des cellules	22
8.3 Les textes dans les cellules	22
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9.2 Identification des formules	24
10 Figures et dessins	25
10.1 Emplacement	25
10.2 Identificateur et légendes des figures	25
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12 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 word of the document for the documents *Aster*. The identifier is leaned 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.

13 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.

14 Model of technical documents of Aster type

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

15 Bibliography

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

Annexe 1 List 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 processing in electronic documentation.

For working of **the paragraphs** :

Characteristic	styles
Normal	Arial 10 points, supported on the left, justified (style according to Normal)
ListeN ListeP	Arial 10 points, shrinkage first line – 0,7 cm, justified (styles according to ListeN/ListeP)
Verbatim	Courier 10 points, left shrinkage 0,7 cm, aligned on the left (following style Verbatim)

For working of **the titles** :

Characteristic	styles
Contains 0	Normal + Arial 18 points, fat, shrinkage first line 1,4 cm, framing low double (Normal style following)
Title 1	Arial 14 points, fat, left shrinkage 1,4 cm, first line – 1,4 cm, aligned on the left, framing low simple (Normal style following)
Title 2	Arial 12 points, fat, left shrinkage 1,4 cm, first line – 1,4 cm, aligned on the left (style according to Normal)
Title 3	Arial 10 points, fat, left shrinkage 1,4 cm, first line – 1,4 cm, aligned on the left, (Normal style following)
Title 4	Arial 10 points, fat, left shrinkage 2,1 cm, first line – 2,1 cm, aligned on the left (style according to Normal)

For working of **the contents** :

Characteristic	styles
Normal Tdm	1 + left shrinkage 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.
Normal Tdm	2 + left shrinkage 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.
Normal Tdm	3 + left shrinkage 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.
Normal Tdm	4 + left shrinkage 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.

Characteristic	styles
Heading	Normal + police 24 Pt, italic: shrinkage first line 0 cm, low double framing, tab stops 10,8 cm, 14,0 cm, 15,5 cm, Normal style following.
normal	Make dizzy-text + police 10 Pt, italic: shrinkage 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.
Normal footer	+ police 8 Pt, italic, tab stops 6,0 cm left, 17,4 cm right.

For working of **the items of bibliography** :

Characteristic	styles
Biblio	Organizes Arial 10 Pt, left shrinkage 3,6 cm, shrinkage of first line – 2,2 cm, tab stop 3,63 cm, justified, style according to Biblio

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

Characteristic	styles
Captions	Normal + fatty, centered, style according to Normal

Annexe 2 Syntax of the identifiers and of the references

One recalls that the obligatorily identified objects are the levels of title (including Title 0). The 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]
Started from 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]

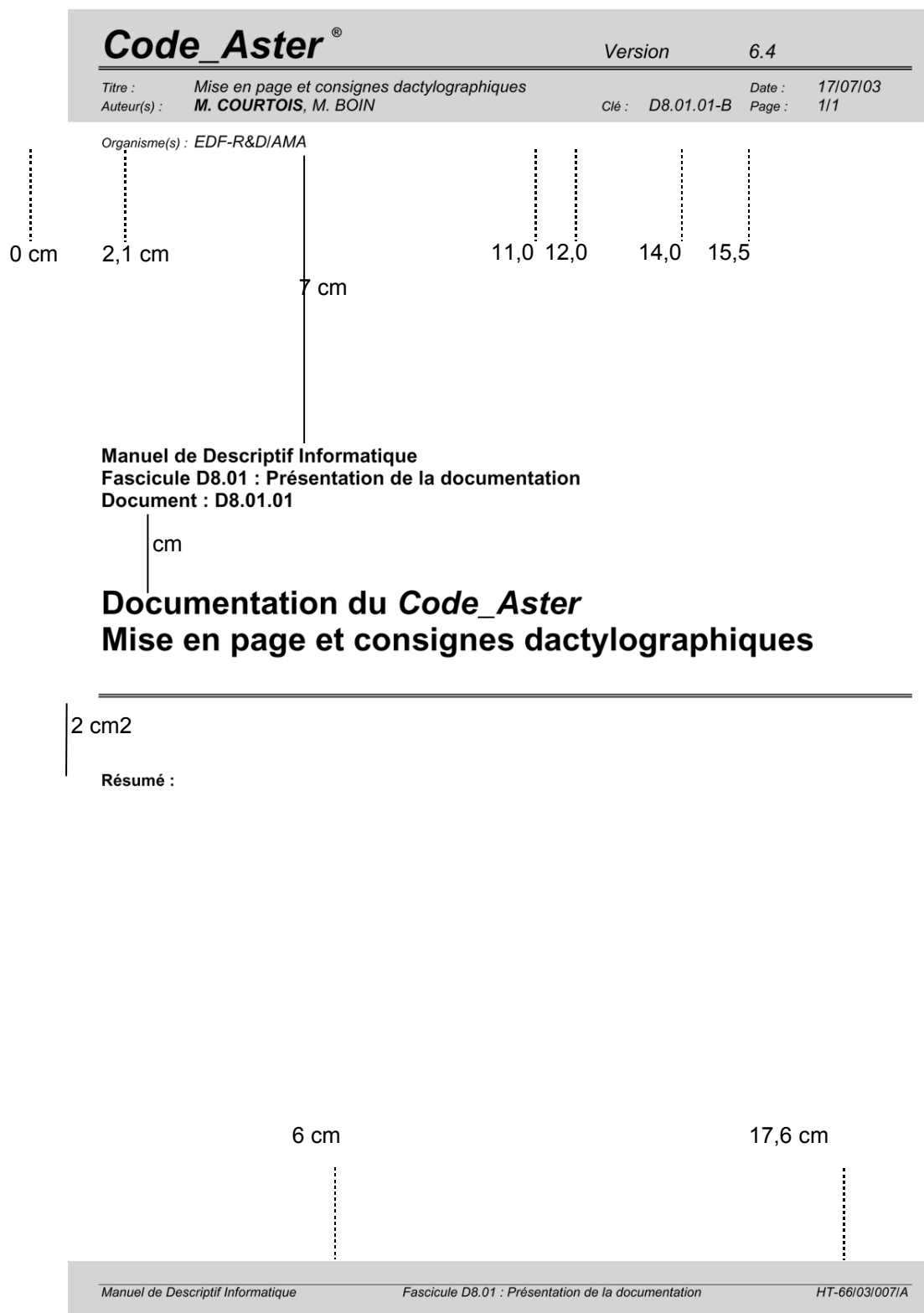
Example : The reference to the figure 1.5.6-of a the R6.09.03 document is written [R6.09.03 Appears 1.5.6-a].

Annexe 3 Defended kisses

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

- 1) to create a paragraph of style Titres N empties or without classification,
- 2) to use a style Titres N 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 tools of setting in opposite are 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 command "Tallies",
- 10) to use underlined characters, shaded, in relief and the small capital letters,
- 11) to write an enumeration without label,
- 12) to use sections (with the Word meaning) in the document,
- 13) to use the multicolonnes.

Annexe 4 Quotation of the components of the flyleaf



intentionally white left Page.