



Technology Transfer's Template and Formatting Tools

User's Guide

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Chapter 1 Overview

Purpose The Technology Transfer template and formatting tools were developed to aid authors of International SEMATECH documents. Using these tools

- complies with International SEMATECH's standards and format
- reduces processing time
- standardizes documents for electronic distribution
- allows authors to prepare draft documents with the look and feel of the final publication

Platforms The template and formatting tools work under Microsoft Word 2000.

Who can use these tools? On-site and off-site authors for International SEMATECH can benefit from these tools. Refer to Chapter 2, *Preparing for Use*, for installation instructions.

Other references Readers are encouraged to refer to the following documentation for more information regarding publishing of Tech Transfer documentation.

- Tech Transfer information published on the International SEMATECH internal website under Divisions/Communications/Tech Transfer Document Production
- Tech Transfer information published on the International SEMATECH public website under Publications/Publishing Resources or <http://www.sematech.org/public/publications/resources.htm>
- Tech Transfer requirements are located in *The Author's Toolkit* (on both websites) at <http://www.sematech.org/public/publications/toolclas/toolhome.htm>
- See also the Author's Toolkit self-paced course that is an on-line tutorial located on the public site at <http://www.sematech.org/public/publications/toolclas/welcome.htm>

Procedures Refer to the following chapters for additional information about using this template and formatting tools.

Topic	See Page
Chapter 2 – Preparing for Use	2-1
Chapter 3 – Creating Documents	3-1
Chapter 4 – The Template	4-1
Chapter 5 – Formatting the Document	5-1
Chapter 6 – Inserting Text, Charts and Graphics	6-1
Chapter 7 – Auto-Numbering and Cross References	7-1
Chapter 8 – Automatic Version Numbering	8-1

Answers to Common Questions

Can existing documents be used?

Existing documents can be converted into template-based documents. See the following sections for additional information:

- How to create a new document on page 3-1
 - How to insert text from other documents on page 6-3
-

Can I add to or change pre-defined styles?

Changing styles defeats an important reason for using the template and formatting tools. Submitting a properly formatted document to Tech Transfer avoids delays caused by having to reformat your document to match International SEMATECH standards.

Can I delete extra section breaks and blank pages?

The template contains important formatting information for the document within section breaks between various sections of the document. **Deleting section breaks will result in irregular page numbering, headers, footers, and page layout. Do not delete section breaks.**

What's the best way to control page layout?

Don't be concerned with excessive white space, placement of page breaks, etc. Page layout will be performed by our Electronic Publishing Specialists after the document has been fully edited and reviewed by your Tech Transfer Team Leader and you have approved all changes.

Continued on next page

Answers to Common Questions, Continued

Why do I have to submit all those separate graphics files?

To keep the document size small enough for easy/quick downloading and viewing, graphics should be linked to the file instead of embedded.

Also, during editing it is not unusual for changes to be made to figures, tables, and spreadsheets. Obviously, this is more easily done to the original file.

Tech Transfer therefore requires that you submit original soft copies of all graphics, spreadsheet, and database files used in your document.

You can paste/embed graphics into your document for placement and to give Tech Transfer an idea of how you want to present your information, but you must still submit the separate files. When the document goes through the Tech Transfer process, the Electronic Publishing Specialists can “lift” the embedded graphics, save them as individual graphic files, and return them to the document. However, their original quality is not guaranteed. Thus, we need to have electronic copies of all items submitted with your file.

Can I use Word features not referenced in this manual?

We have included tools to easily create Tech Transfer documents to meet International SEMATECH standards. However, nothing prevents you from using any of the advanced features available in Word.

For example, your document may need indexes, footnotes, endnotes, citations, etc. Feel free to use whatever other features Word has to offer. The template and formatting tools have been carefully designed so as not to interfere with Word’s built-in features.

Chapter 2

Preparing for Use

Installing the template

Guideline **The template is already installed on your on-site computer.** You must, however, install the template and formatting tools on your off-site computer unless you are attached to the International SEMATECH network.

Installation on off-site PC Follow these instructions to install the template and formatting tools on an IBM-compatible PC not attached to the International SEMATECH network.

Topic	See Page
How to Install the Template on an Off-Site PC from a Diskette	2-2
How to Install the Template on an Off-Site PC from the Web	2-4
Special Notes for PC Users Working Both On-Site and Off-Site	2-5

How to Install the Template on an Off-Site PC from a Diskette

Guideline You must install the template on your off-site computer. Do not install the template on a PC attached to the International SEMATECH network.

Requirement Microsoft Word for Windows must be installed on this off-site computer.

DO NOT INSTALL ON ON-SITE ISMT PC Do not install the template on a networked computer at International SEMATECH. The template receives regular updates and bug fixes. Installing a copy locally on your PC at International SEMATECH will prevent you from accessing the latest network copy!

Copying the template Follow this procedure to copy the template to diskette.

Step	Action
1	Open Word
2	Place the blank diskette in the A: drive.
3	To locate the NewTechxfr2k-Gen.dot template on the International SEMATECH network, select the following sequence from the Word menu bar: Tools/Options/File Locations
4	Double click on User templates .
5	Make a record of the drive and path specified in the Folder name text box. <i>Note:</i> For most of International SEMATECH, this path will be N:\Office2k\Pfiles\MSOffice\Template\Corporate from the Application Server ('dat01' or public)
6	Click on Cancel then on Close .
7	Use Windows Explorer to copy the template to your diskette.

Continued on next page

How to Install the Template on an Off-Site PC from a Diskette, Continued

Installation

Follow this procedure to install the template on an off-site PC.

Step	Action
1	Using Windows Explorer, copy the template from your diskette (A: drive) into the C:\Program Files\Microsoft Office\Templates folder.

Result

When you open Word, check the Word menu bar. You should see **International SEMATECH** between **Table** and **Window**.

How to Install the Template on an Off-Site PC from the Web

Guideline You must install the template on your off-site computer. Do not install the template on a PC attached to the International SEMATECH network.

Requirement Microsoft Word for Windows must be installed on this off-site computer.

Downloading the template Follow this procedure to download the template from the International SEMATECH website.

Step	Action
1	Go to: http://www.sematech.org/public/publications/toolkit/template.htm
2	Click on off-site in the statement: “On-site and off-site authors for International SEMATECH can use this template.”
3	These are the instructions you will see to download the template: <ul style="list-style-type: none">• Start Word• Select Tools/Options from the Word menu bar• Select the File Locations tab• Double click on User templates• Make a record of the drive and path specified in the Folder name text box. <i>Note:</i> For most of International SEMATECH this will be N:\Office2k\PFiles\MSOffice\Template\Corporate• Click on Cancel• Click on Close
4	Using your mouse, right click on Techxfr2k-Gen.dot link.
5	Select Save Target As or Save Link As
6	Save it to C:\Program Files\Microsoft Office\Templates

Special Notes for PC Users Working Both On-Site and Off-Site

**Different
template paths
cause a
problem**

The template file (Techxfr2k-Gen.dot) is located on different drives on your on-site and off-site (or laptop) computers.

You must specify the new location for the template each time you move your document between these locations.

Symptoms

If the **International SEMATECH** menu does not appear in the Word menu bar, the template will not work. None of the formatting tools or special template features will be available to your document.

Solution

The document must be re-attached to the current computer's copy of the Techxfr2k-Gen.dot template when this occurs.

Procedure

Follow this procedure to re-link the template to your document.

Step	Action
1	Select Tools/Templates and Add-Ins from the Word menu bar.
2	Click on the Attach... button. Result: The Attach Template dialog box will pop up.
3	Locate and select the Techxfr2k-Gen.dot template: At International SEMATECH (typically): N:\Office2k\PFiles\MSOffice\Template\Corporate At home (typically): C:\Program Files\Microsoft Office\Templates
4	Click O.K. twice to exit the Attach Template and Templates and Add-Ins dialog boxes.

Chapter 3

Creating Documents

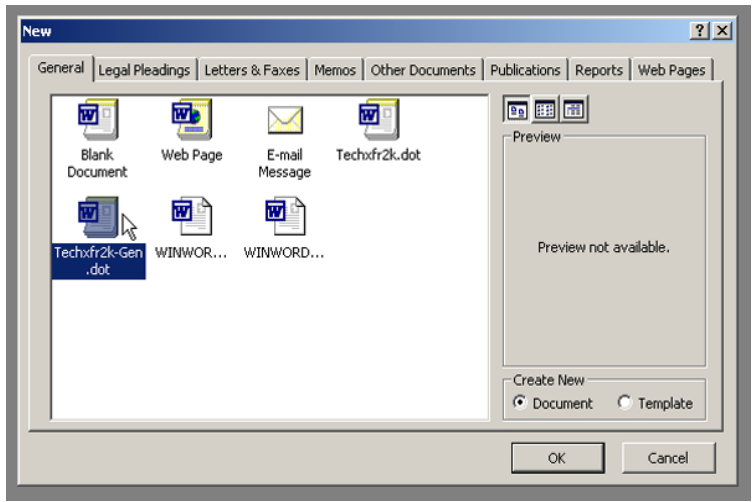
How to Create a New Document

How to start the template

Follow this procedure to start a new document based on the International SEMATECH template and formatting tools.

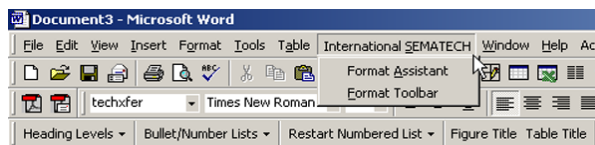
What about existing documents?

If you wish to attach the template and formatting tools to an existing document, follow this procedure to create the front matter, then see *How to Insert Text from Other Documents* on page 6-3.

Step	Action
1	Start Word
2	Select File/New from the menu bar.
3	Select Techxfr2k-Gen.dot from the list of new document templates. <i>Example:</i> 

When You First Use the Template

Confirmation You will know that you have the template activated by locating the **International SEMATECH** pulldown menu included in the Word toolbar.



Field code shading Field Codes (shaded areas) are used to auto-generate text. Typical uses of field codes are Table of Contents entries, auto-numbering, cross references and autotext items.

Do not type in these shaded areas or your changes will be overwritten when you

- reopen your document
- update the document to create a Table of Contents
- add to or change the order of graphics/tables

FastSave settings Word's FastSave feature is automatically disabled by the template when your document is opened.

AutoSave settings If you have enabled file revision control (see page 8-1) you will be prompted to turn off Word's AutoSave feature. AutoSave overwrites the current revision of the document.

Chapter 4

The Template

Using The Template

Boilerplate pages

The template document includes a few pages that appear before and after the body of your document.

Warning: Don't delete section breaks!

Important formatting information for the document is contained within section breaks between various parts of the document. **Deleting section breaks will result in irregular page numbering, headers, footers, and page layout.**

Warning: Don't delete blank pages!

A number of blank pages appear in the document front and back matter. These are placed to enable proper two-sided printing of the document. **Do not delete these blank pages.**

Pages of the template document

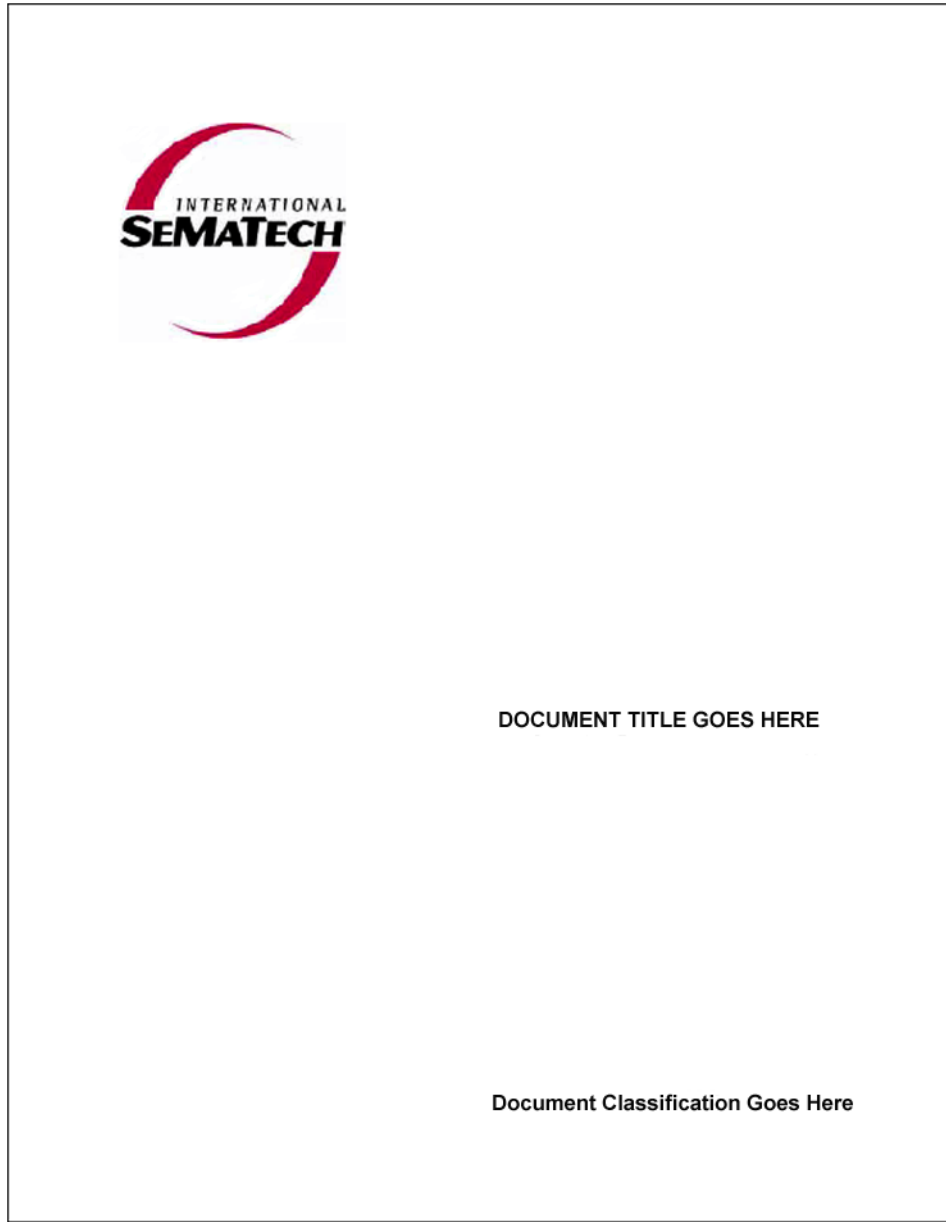
This table lists the pages of the document template. Refer to each section for information about specific template pages.

Topic	See Page
The Front Cover Page	4-2
The Table of Contents, Lists of Figures and Tables, and Acknowledgement Pages	4-4
The Document Body	4-6
The Back Cover	4-8

The Front Cover Page

Diagram

This diagram illustrates the parts of the front cover page.



Continued on next page

The Front Cover Page, Continued

Title The template opens on this page. Enter the document title in the designated area.

Classification Enter the document classification in the designated area. The classifications are as follows:

- International SEMATECH (non-confidential)
 - International SEMATECH Confidential
 - International SEMATECH Confidential and Supplier Sensitive
 - International SEMATECH and Supplier Confidential
 - International SEMATECH or Supplier Confidential (Supplier Sensitive)
 - Supplier Confidential
 - Member Confidential
-

The Table of Contents, Lists of Figures and Tables, and Acknowledgement Pages

Diagram

This diagram illustrates the parts of the table of contents, lists of figures and tables, and acknowledgment pages.

		iii
Table of Contents		
1	EXECUTIVE SUMMARY	1
iv		
List of Figures		
Error! No table of figures entries found.		
		v
List of Tables		
Error! No table of figures entries found.		
vi		
Acknowledgments		

Continued on next page

The Table of Contents, Lists of Figures and Tables, and Acknowledgement Pages, Continued

Location The table of contents, lists of figures and tables, and acknowledgment pages follow the Front Cover page in the template.

Optional pages – don’t delete! You may decide not to use some of these pages if you do not have figures, tables, or acknowledgment citations. **Do not delete these pages;** let Tech Transfer do it for you to avoid losing section breaks or template information.

Updating the lists A properly formatted document (using the figure and table title tools) will automatically generate or update the table of contents and lists of figures and tables. See Chapter 5, *Formatting the Document*, for information on proper formatting.

Follow this procedure to auto-generate the table of contents, list of figures, or list of tables.

Note: Only heading levels 1–3 appear in the table of contents.

Step	Action
1	Select (highlight) the “1 EXECUTIVE SUMMARY” entry under the Table of Contents heading.
2	Press the F9 key. <i>Result:</i> The Update Table of Contents pop up menu will appear giving you two options: Update Page Numbers Only and Update Entire Table.
3	Choose Update Entire Table to create your table of contents.
4	Select the “Error! No table of figures found.” entry under the List of Figures heading.
5	Press the F9 key to get the list of figures.
6	Follow the same procedure for the list of tables.

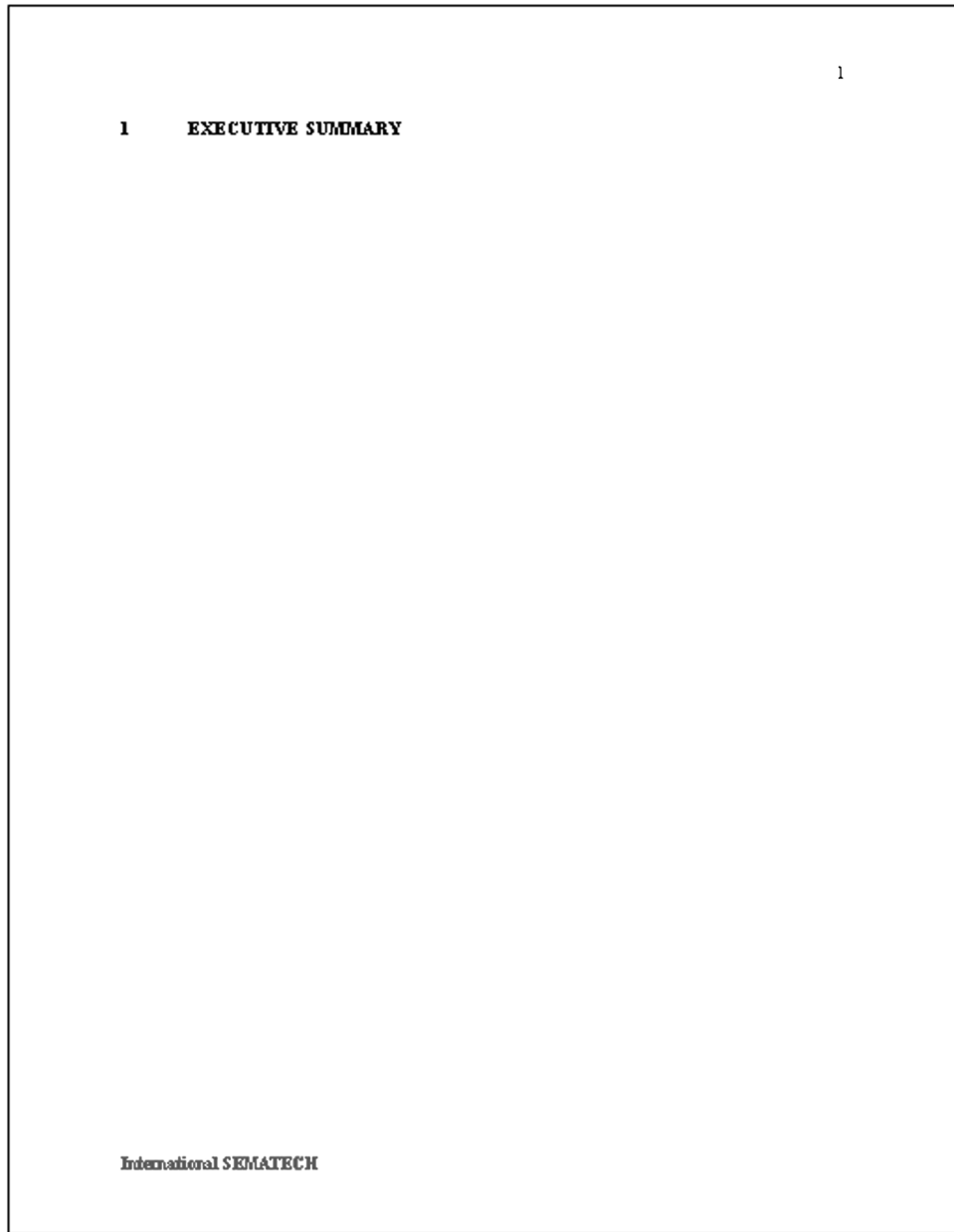
Error! The message “Error! No table of figures entries found” will disappear when a list is updated.

Acknowledgements This is the place to acknowledge individuals who helped with the work or report. Individuals’ names should not appear in the body of the document.

The Document Body

Diagram

This diagram illustrates the parts of the document body.



Continued on next page

The Document Body, Continued

Purpose Your text is placed in the document body.

Proper formatting Proper formatting of the document body is important. It

- ensures adherence to the International SEMATECH format standards and requirements
- reduces document production time
- ensures that your draft looks as it will when published
- allows automatic generation of table of contents and lists of figures and tables
- ensures Tech Transfer can distribute your document in electronic form to International SEMATECH and member companies over the web
- ensures the document can be sent electronically to the high speed printer in the copy center

Format assistant Use the Format Assistant to activate the auto-number feature for figures, tables, cross-referencing and table of contents.

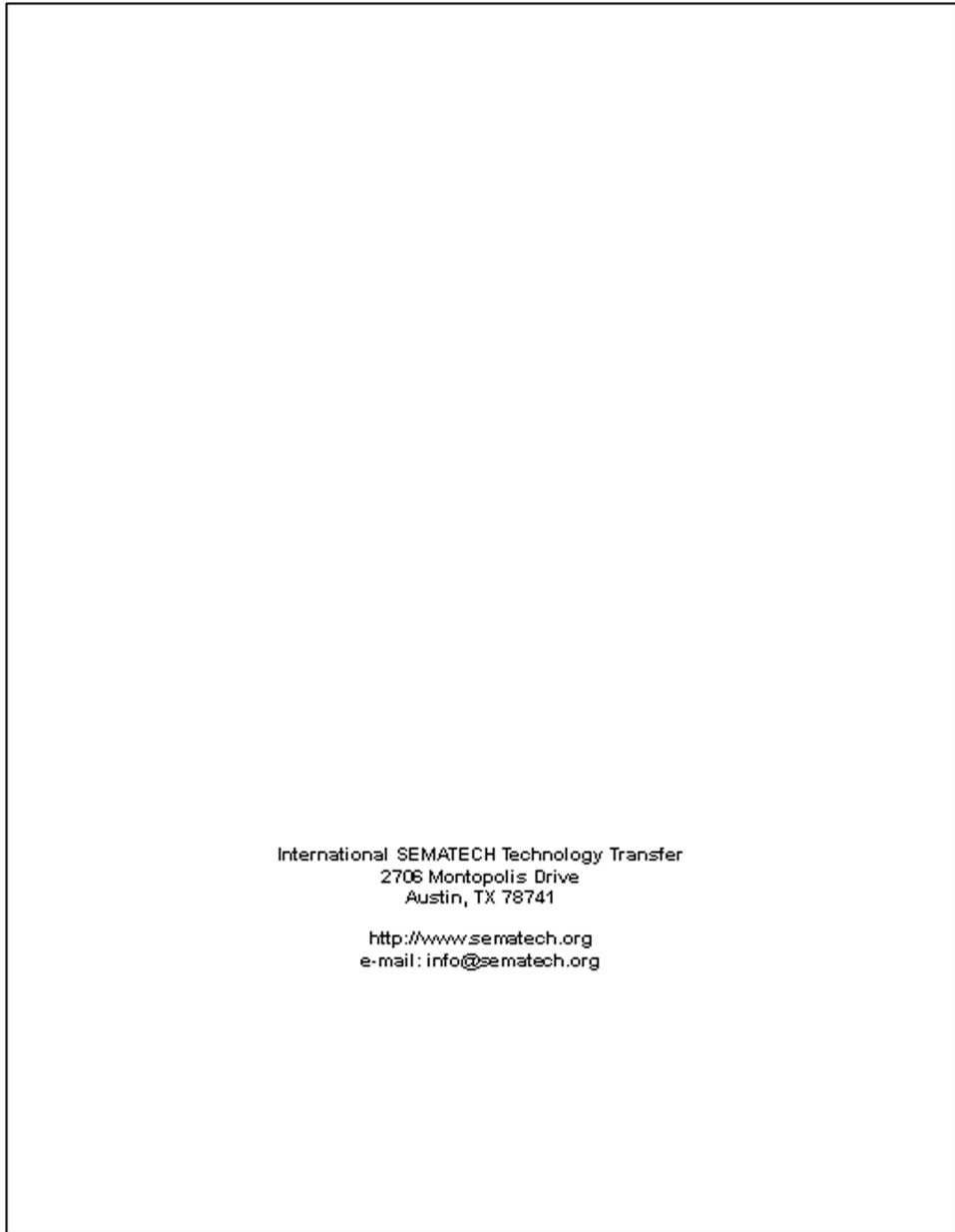
See Chapter 5, *Formatting the Document*.

Format toolbar Use the format toolbar to format your text as you enter it. See Chapter 5, *Formatting the Document*.

The Back Cover

Diagram

This diagram illustrates the parts of the back cover.



Continued on next page

The Back Cover, Continued

Purpose The back cover gives the reader information for contacting International SEMATECH.

Warning:
Don't delete section breaks **Do not delete the section break at the beginning of this section.** This section break contains important formatting information. Deleting this section break will result in irregular page numbering, headers, footers and page layout.

When deleting text that is close to the end of sections, select **View/Normal** from the Word menu bar. This will allow you to see the section breaks. Be sure not to delete them.

Warning:
Don't delete blank pages! A number of blank pages appear before the back cover. These are placed to enable proper two-sided printing of the document.
Do not delete these blank pages.

Chapter 5

Formatting the Document

Formatting Overview

Styles The function of the template is to apply International SEMATECH styles to paragraphs. These styles control the appearance of the paragraphs. Styles also are used to control the format of your document when distributed in electronic form.

Applying styles The Tech Transfer template applies styles to your document by using the toolbar icons.

First step Before you begin formatting, open the **Format Assistant** menu (example seen on page 5-2) and check the needed auto-numbering option. Format your text using the buttons on the format toolbar across the top of the page (see page 5-3 through 5-6).

Viewing styles You can view your document's format component names with a style bar at the left margin of the screen in Normal View. Select **View/Normal** from the Word menu bar.

Additional information Refer to the following sections for additional information and the use of these style tools.

Topic	See Page
Activating the Format Assistant	5-2
Using the Format Toolbar	5-3
Style Names, Toolbar Icons	5-4

Activating the Format Assistant

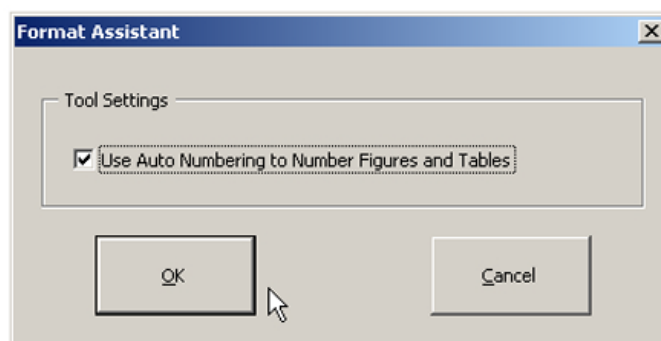
Overview

The Format Assistant activates the auto-numbering feature for figure titles and table titles. It creates cross-referencing fields in your figure and table titles that are then available for use by Word's **Insert/Cross Reference** feature.

Note: This tool setting does not affect section headings.

The dialog box

Open the dialog box by selecting **International SEMATECH** from the Word menu bar. Select **Format Assistant** and the dialog box will appear. This is an example of the **Format Assistant** dialog box.



Settings off by default

Click on **Use Auto Numbering to Number Figures and Tables** then click **O.K.** This setting will continue to remain in effect during your current edit session. *It will need to be set again each time you close and reopen the document.*

Warning: Always click on **O.K.** to close the **Format Assistant** dialog box. If you click on **Cancel** instead, all settings will be disabled.

Advantages

Multiple authors can work on various sections of your document. All of them should use auto-numbering. When these documents are merged (see *How to Insert Text from Other Documents* on page 6-3), auto-numbering will ensure that all sections, figures, and tables are sequentially numbered.

Potential hazards

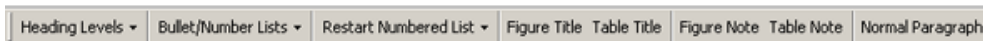
You must ensure that all citations within the document (which refer to these auto-numbered titles) are cross-referenced. For information on creating cross-referenced citations, see *Inserting Auto-Numbered Cross-References* on page 7-3.

You should not have “typed in” references within the document. These will not automatically update themselves if the sections, figures or tables of the document are rearranged.

Using the Format Toolbar

Overview The format toolbar contains icons that activate style assignments and auto-formatting features.

The toolbar The toolbar will span as one row across the top of your screen (included with your Word toolbar).



See the sub-menus and the explanations of styles on this toolbar starting on page 5-4.

Activating the toolbar The toolbar is automatically activated when the template document opens. You can close or reopen it by selecting **International SEMATECH/Format Toolbar** from the Word menu bar.

Style Names, Toolbar Icons

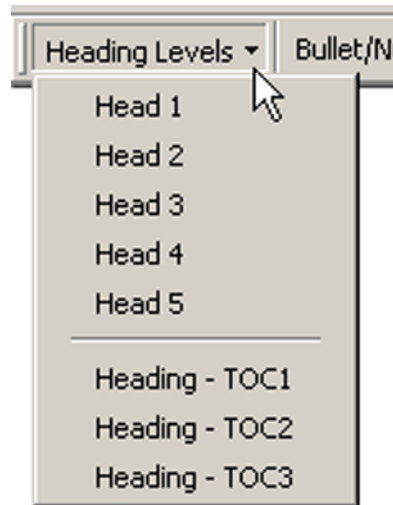
Commonly used styles

The following illustrations and accompanying charts list the commonly used formatting functions. Refer to the rest of this chapter for specific information about using these styles.

Applying styles

Place the cursor anywhere within a paragraph or select multiple paragraphs, then click on the toolbar icon.

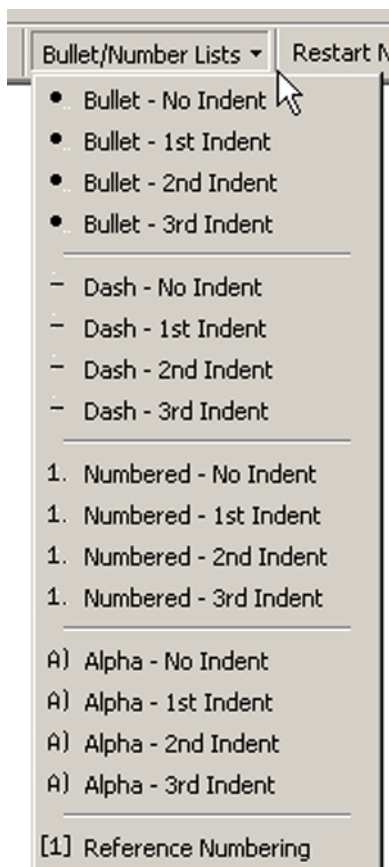
Heading Levels



Name	Function
Head 1	Applies section heading level 1
Head 2	Applies section heading level 2
Head 3	Applies section heading level 3
Head 4	Applies section heading level 4
Head 5	Applies section heading level 5
Heading – TOC1	Applies appendix heading level 1
Heading – TOC2	Applies appendix heading level 2
Heading – TOC3	Applies appendix heading level 3

Style Names, Toolbar Icons, Continued

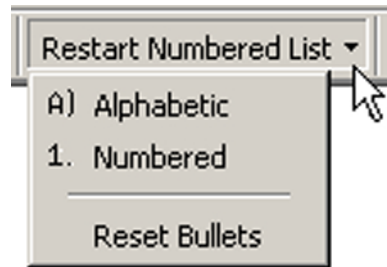
Bullet/Number Lists



Name	Function
• Bullet - No Indent	Applies bulleted list (flush left)
• Bullet - 1 st Indent	Applies bulleted list (indented)
• Bullet - 2 nd Indent	Applies bulleted list (indented further)
• Bullet - 3 rd Indent	Applies bulleted list (indented even further)
– Dash - No Indent	Applies dashed list (flush left)
– Dash - 1 st Indent	Applies dashed list (indented)
– Dash - 2 nd Indent	Applies dashed list (indented further)
– Dash - 3 rd Indent	Applies dashed list (indented even further)
1. Numbered - No Indent	Applies numerical list (flush left)
1. Numbered - 1 st Indent	Applies numerical list (indented)
1. Numbered - 2 nd Indent	Applies numerical list (indented further)
1. Numbered - 3 rd Indent	Applies numerical list (indented even further)
A) Alpha - No Indent	Applies alphabetical list (flush left)
A) Alpha - 1 st Indent	Applies alphabetical list (indented)
A) Alpha - 2 nd Indent	Applies alphabetical list (indented further)
A) Alpha - 3 rd Indent	Applies alphabetical list (indented even further)
[1] Reference Numbering	Applies numerical list in reference format

Style Names, Toolbar Icons, Continued

**Restart
numbered list**



Name	Function
A) Alphabetic	Restarts numbering of alphabetical list
1. Numbered	Restarts numbering of numerical list

Titles



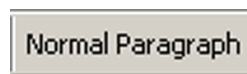
Name	Function
Figure Title	Applies figure title with auto-numbering
Table Title	Applies table title with auto-numbering

Notes



Name	Function
Figure Note	Applies figure note
Table Note	Applies table note

Paragraph



Name	Function
Normal Paragraph	Applies regular paragraph text

Chapter 6

Inserting Text, Charts and Graphics

Situations to Avoid

Cross-hatch patterns

The Adobe portable document format (PDF), used as International SEMATECH's standard for electronic distribution, cannot reproduce cross-hatch fill patterns (like the ones used in pie charts). All cross-hatch patterns will be reproduced as a solid shade when the file is converted to PDF before being put on the Web.

Use contrasting colors in illustrations instead. The colors you assign will show in the PDF file and on color printers.

Test the range of grayscale contrast by printing a black and white copy on a monochrome printer. Be sure that the shades of gray aren't too close in contrast.

Line weight

Do not use the lightest line weight available in charts and illustrations. They will look incomplete, broken or disappear altogether in the PDF file. Select the second choice of lineweight at least.

Colors

Choose colors wisely when creating your graphs or illustrations. **Avoid using yellow.** It is a difficult color to view when lines are thin or close to other colors.

Insertion Procedures

Additional procedures

These procedures instruct you on the proper way to incorporate graphics and text items from other software packages into your document.

Procedures

This table lists the insertion procedures.

Topic	See Page
How to Insert Text from Other Documents	6-3
How to Insert Spreadsheet and Database Tables from Microsoft Applications	6-4
How to Insert Charts and Graphics from Microsoft Applications	6-6
How to Insert Charts and Graphics from Non-Microsoft Applications	6-9
Scanning Hard Copy Graphics	6-12

How to Insert Text from Other Documents

Introduction Use this procedure to insert text from another document.

What about re-formatting? Use the format toolbar to reformat text to the International SEMATECH style. Refer to *Using the Format Toolbar* on page 5-3.

What about text from other word processors? Word does an excellent job of opening other word processor's files. This procedure works well with all popular word processing files.

Insertion procedure Follow this procedure to insert text from other documents.

Step	Action
1	Position the cursor in the template document where you want the text inserted.
2	Open the other (source) document by selecting File/Open on the main menu bar.
3	Select (highlight) the text to be copied.
4	Select Edit/Copy from the menu bar.
5	Press [Alt] + [Tab] to switch back to the template document.
6	Select Edit/Paste from the Word menu bar.

How to Insert Spreadsheet and Database Tables from Microsoft Applications

Introduction Tables from Windows-based spreadsheets (like Microsoft Excel, etc.) and Windows-based databases (like Microsoft Access, etc.) can be inserted directly into your document. Use the following procedure to copy a table from a Windows table-oriented application.

Submit soft copy In case of edits or changes that may need to be made during document production, Tech Transfer needs the original source files (from the original application).

Insertion procedure Follow this procedure to insert a spreadsheet or database table into your document.

Step	Action
1	Position the cursor at the beginning of the paragraph where you want the table inserted.
2	Press [Enter] twice to create two blank paragraphs in your document—one for the table title; one for the table.
3	Place the cursor at the second blank paragraph. <i>Note:</i> The table title will go <i>above</i> the table.
4	Switch to your table-based application. (Hold [Alt] and press [Tab].
5	Select (highlight) the table area.
6	Select Edit/Copy from the menu bar.
7	Switch back to Word by holding [Alt] and pressing [Tab].
8	Select Edit/Paste (or Paste Cells) from the menu bar.
9	Move the cursor to the blank paragraph above the table.
10	Type the table title into the document
11	With the cursor somewhere in the title, click on Table Title in the format toolbar to format the table title and insert the autonumber. <i>Important:</i> Be sure to have Use Auto Numbering to Number Figures and Tables selected (checked). Select this option from the Word menu bar under International SEMATECH/Format Assistant/Tool Settings .

Continued on next page

How to Insert Spreadsheet and Database Tables from Microsoft Applications, Continued

Oversized tables: landscape

Oversized tables may fit best with landscape orientation.

Oversized tables: as pictures

Severely oversized tables may be inserted into your document as graphics, rather than text-based tables. These graphics can then be resized/reduced to fit the space available on one page.

We would like to avoid this whenever possible since the table pasted as a picture cannot be edited or formatted to International SEMATECH style standards.

Replace step 8 on the following page with: Select **Edit/Paste Special** from the Word menu bar. Then choose **Paste/As Picture (Enhanced Metafile)** from the **Paste Special** dialog box.

Note: There is a system limitation on how many rows/columns can be pasted in this manner. Double check to ensure that all the material you intended to paste was actually transferred! If you prefer, Tech Transfer can do this for you.

How to Insert Charts and Graphics from Microsoft Applications

Introduction The following information gives reasons and procedures on copying a chart (graphic) from Excel, Visio, PowerPoint, or other Windows applications to your document.

Submit soft copy Tech Transfer needs the original source files (from the graphic application) during document production. You must submit these soft copy chart and/or graphics files with your document.

Why submit a soft copy?

- **Editing**
During the editing process, it is not unusual for changes to be made to figures. Obviously, this is more easily done to the original file.
Generally, it is possible to “lift” graphics or other embedded items, edit them, and link them back to the document file, but their original quality is not guaranteed. This is especially true for the on-line view of the graphic.
- **File size**
Since documents are now loaded and viewed on the web, file size needs to be kept to a minimum. To keep documents smaller, graphics should be linked to the file instead of embedded.
Graphics that are embedded/pasted into the file will be “lifted” out, saved as a graphic file, and linked back to the document file during the Tech Transfer production process.

Use color We encourage the use of colors in your figures. **Try to avoid using yellow.** It is a difficult color to view when lines are thin or close to other colors.
Proof your color printouts on a black-and-white printer to ensure that there is adequate contrast when your colors are reproduced as gray scales.

Don't use cross-hatch patterns The Adobe portable document format (PDF), used as International SEMATECH's standard for electronic distribution cannot reproduce cross-hatch fill patterns. All cross-hatch patterns will be produced as gray shades when the file is converted to PDF before being put on the web.
Try to use colors instead. Test the range of grayscale contrast by printing a black and white copy to be sure that the shades aren't too close in contrast.

Continued on next page

How to Insert Charts and Graphics from Microsoft Applications, Continued

Landscape pages

Oversized charts and graphics may fit best with landscape orientation.

Trouble-shooting

If you have difficulties with any of the following procedures contact your Team Leader.

Optional insertion

You have the option of just placing picture placeholder labels along with their titles in your document. Tech Transfer can insert the graphics for you. Provide Tech Transfer a printed copy of the graphics for reference along with your graphic files.

The insertion procedure

Follow this procedure to insert a chart or graphic into your document from other Windows applications.

Step	Action
1	Position the cursor at the beginning of the paragraph where you want the figure inserted.
2	Press [Enter] twice to create two blank paragraphs in your document—one for the figure; one for the figure title.
3	Place your cursor at the first blank paragraph. <i>Note:</i> The figure title will go <i>below</i> the figure.
4	Hold [Alt] and press [Tab] to switch to Excel, Visio, PowerPoint or other Windows application where your graphic file is located.
5	Select (highlight) the entire chart or graphic. <i>Hint:</i> In <i>Excel</i> : single click near the margin of the graphic; In <i>Visio</i> : single click on the illustration or select Edit/Select All from the Word menu bar if all pieces of the artwork are not grouped together as one; In <i>PowerPoint</i> : single click on the illustration or select Edit/Select All if all pieces of the artwork are not grouped together as one. Note: Don't include the figure title in the illustration.
6	Select Edit/Copy from the menu bar
7	Hold the [Alt] key and press [Tab] to switch back to Word.
8	Select Edit/Paste Special

Continued on next page

How to Insert Charts and Graphics from Microsoft Applications, Continued

9	<p>Select Picture (or Picture/Enhanced Metafile)</p> <p><i>Note:</i> If the illustration is too large for the page, do the following with your picture still selected. Select Format/Picture from the Word menu bar. Click on the Size “tab.” Under Size and Rotate, click and hold the down arrow next to Width until it reaches 6.5”. Click O.K.</p> <p>Be sure your text is not overlapping your illustration. If it is, select Format/Picture, click on Layout and choose In line with text. Click O.K.</p>
10	Move the cursor to the blank paragraph below the figure.
11	Type the figure title into the document.
12	<p>With the cursor somewhere in the title, click on Figure Title on the format toolbar to format the figure title and insert the autonumber.</p> <p><i>Important:</i> Be sure to have Use Auto Numbering to Number Figures and Tables selected (checked). Select this option from the Word menu bar under International SEMATECH/Format Assistant/Tool Settings.</p>

How to Insert Charts and Graphics from Non-Microsoft Applications

Introduction The following information gives reasons and procedures for inserting figures from graphic files created by non-Microsoft applications.

Formats supported Word can support multiple major graphics applications: files created/supported by Photoshop (.jpg, .gif, .tif, .bmp, .psd); CorelDraw (.cdr); AutoCad (.dwg); Illustrator, Canvas, Designer, HiJaak, etc.

Submit soft copy Tech Transfer needs the original source files (from the graphic application) during document production. You must submit these soft copy chart and/or graphics files with your document.

Why submit a soft copy?

- Editing
During editing it is not unusual for changes to be made to figures. Obviously, this is more easily done to the original file.
Generally, it is possible to “lift” graphics or other embedded items, edit them, and link them back to the document file but their original quality is not guaranteed. This is especially true for the on-line view of the graphic.
- File size
Since documents are now loaded and viewed on the web, file size needs to be kept to a minimum. To keep documents smaller, graphics should be linked to the file instead of embedded.
Graphics that are embedded/pasted into the file will be “lifted” out, saved as a graphic file, and linked back to the document file during the Tech Transfer production process.

Landscape pages Oversized figures may fit best with landscape orientation.

Continued on next page

How to Insert Charts and Graphics from Non-Microsoft Applications, Continued

The insertion procedure

Follow this procedure to insert a chart or graphic created in another application into your document.

Step	Action
1	Create the graphics file using the procedure recommended by your non-Microsoft application.
2	Copy the graphics file to the same directory/folder as your document.
3	Open your Word document and position the cursor at the beginning of the paragraph where you want the figure inserted.
4	Press [Enter] twice to create two blank paragraphs in your document—one for the figure; one for the figure title. <i>Note:</i> The figure title will go <i>below</i> the figure.
5	Place your cursor at the first blank paragraph.
6	From the Word menu bar, select Insert/Picture/From File .
7	When the Insert/Picture dialog box appears click in the Look in: area at the top of the menu to find the location of your document file directory/folder.
8	Select the graphic file name.
9	Click on the down arrow in the lower right corner of the Insert/Picture dialog box and select Insert/Link to File .

Note: If the illustration is too large for the page do the following with your picture still selected. Select **Format/Picture** from the Word menu bar. Click on the **Size** “tab.” Under **Size and Rotate**, click and hold the down arrow next to **Width** until it reaches **6.5”**. Click **O.K.**

Be sure your text is not overlapping your illustration. If it is, select **Format/Picture**, click on **Layout** and choose **In line with text**. Click **O.K.**

How to Insert Charts and Graphics from Non-Microsoft Applications, Continued

Step	Action
10	Move the cursor to the blank paragraph below the figure.
11	Type the figure title into the document.
12	<p>With the cursor somewhere in the title, click on Figure Title on the format toolbar to format the figure title and insert the autonumber.</p> <p><i>Important:</i> Be sure to have Use Auto Numbering to Number Figures and Tables selected (checked). Select this option from the Word menu bar under International SEMATECH/Format Assistant/Tool Settings.</p>

Scanning Hard Copy Graphics

General Information

Occasionally hard copy graphics need to be scanned. Scanners are available throughout International SEMATECH. Contact your Team Leader if you don't have access to one. Scanning can also be done by Tech Transfer.

SEM photos may also be scanned, but superior results may be obtained from TIFF files that are created directly by the SEM tool.

Note: Scanning your graphic is like photocopying it. It will lose a generation of quality. Try to scan an original hard copy for best results.

Chapter 7

Auto-Numbering and Cross-References

Auto-Numbering and Cross-References Overview

Definition Auto-numbering is the process of placing cross-references in a document in a manner that allows Word to automatically update the references when sections are moved, deleted, or inserted in the document.

Advantages Auto-numbering allows easy cut-and-paste editing of the text. Sections, including figures, tables and headings, can be lifted and moved without regard to the numbering—they will be automatically adjusted.

Recommended We recommend that auto-numbering be used. Auto-numbering allows different authors to work on different sections of the same document without being concerned about figure, table and section numbering. Each author's draft document begins with Section 1, Figure 1, and Table 1. As the sections are pasted together, Word will automatically regenerate the numbering and cross-references to consecutively number all entries. See *How to Insert Text from Other Documents* on page 6-3.

Note: The International SEMATECH style is simple consecutive numbering. Example: Figure 1, Figure 2, etc.

Warning! Auto-numbering must be used throughout the entire document. If some sections of a document do not use auto-numbering, they will not update themselves to reflect changes. This will result in incorrect references.

Procedure Follow these procedures, in this order, to implement auto-numbering.

Topic	See Page
Creating Auto-Numbered Figure and Table Headings	7-2
Inserting Auto-Numbered Cross-References	7-3
The Automatic Fields	7-4

Creating Auto-Numbered Figure and Table Headings

Ensure auto-numbering is enabled

You must ensure that auto-numbering is enabled in the **Format Assistant/Tool Settings** dialog box before this procedure will work properly. See how to change tool settings in *Activating the Format Assistant* on page 5-2.

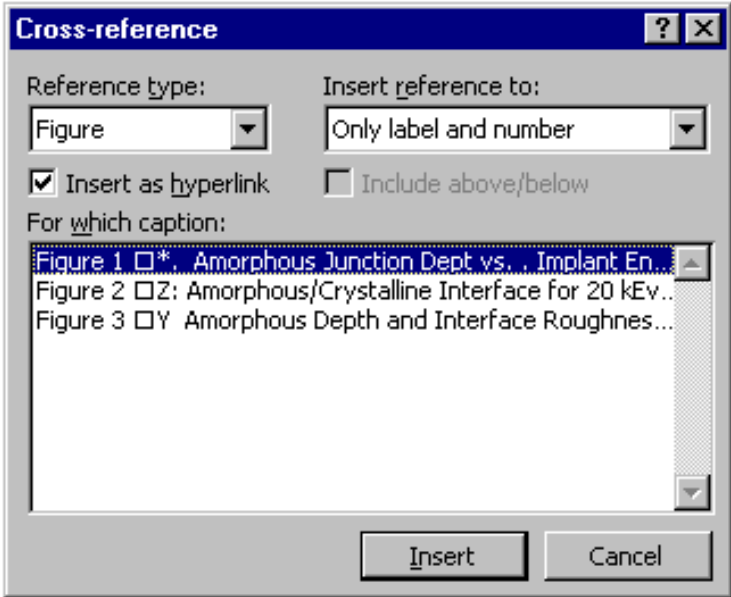
Creating auto-numbered headings

Follow this procedure to insert a figure or table heading into your document.

Step	Action
1	Position the cursor in the template document at the location where you want the heading inserted. <i>Note:</i> Figure headings go below the figure; table headings go above the table.
2	Type the heading title. Do not type “Figure...” or “Table...” at its beginning.
3	With the cursor positioned on the line containing the new heading: For tables: Click on the Table Title template toolbar icon. For figures: Click on the Figure Title template toolbar icon.

Inserting Auto-Numbered Cross-References

Procedure Use this procedure to insert automatic cross-references to sections, figures and tables throughout the text of your document.

Step	Action
1	Place your cursor where you want to insert the reference.
2	Type the word “see.”
3	Select Insert/Cross-reference... from the Word menu bar.
4	Use the Cross-reference dialog box to insert the automatic reference selection you want. Example: 

Note the three sections of the dialog box.

1. Choose **Figure** or **Table** under **Reference type**:
2. Choose **Only label and number** under **Insert reference to**:
3. Choose the figure or table title being referenced.
4. Click **Insert**.

The Automatic Fields

Overview Automatic fields are items of text that rely on “variables” in your document. They are automatically generated and appear on-screen with a shaded background.

The following are examples of automatic fields in your document:

- Table of Contents, List of Figures and Tables
 - Automatically numbered figures/tables and cross-references
-

Don't type in automatic field areas! Any manual typing you do in an automatic (shaded) field will be overwritten later! Although Word will not prevent you from editing the text in automatic fields, your changes will not be kept intact and are subject to automatic replacement.

Updating is not automatic All automatic fields are not automatically updated in your document. For example:

- An existing automatically-numbered figure heading will not be renumbered when a new figure is inserted in front of it.
- Table of contents, lists of figures, and list of tables will not automatically be updated when you add new items to the document.

Updating procedure Follow this procedure to update the automatic fields within the text area of your document (after moving/adding graphics and tables, or after rearranging text):

Step	Action
1	Select (highlight) the area of the document which requires automatic field updating.
2	Press the F9 key and all automatic fields will be updated.

Continued on next page

The Automatic Fields, Continued

Create table of contents

Follow this procedure to create the Table of Contents.

Step	Action
1	Select (highlight) the “1 EXECUTIVE SUMMARY” entry under the Table of Contents heading.
2	Press the F9 key. <i>Result:</i> The Update Table of Contents pop up menu will appear giving you two options: Update Page Numbers Only and Update Entire Table.
3	Choose Update Entire Table to create your table of contents.
4	Select the “Error! No table of figures found.” entry under the List of Figures heading.
5	Press the F9 key to get the list of figures.
6	Follow the same procedure for the list of tables.

Update table of contents

To update the Table of Contents after editing your document follow this procedure.

Step	Action
1	Select (highlight) the area of the table of contents you need to update.
2	Press the F9 key. <i>Result:</i> The Update Table of Contents pop up menu will appear giving you two options: Update Page Numbers Only and Update Entire Table.
3	Choose the appropriate option to update the Table of Contents.

Chapter 8

Automatic Version Numbering

Using Automatic Version Numbering

Definition

Automatic version numbering helps ensure that various revisions of your document are saved as separate documents.

This feature is helpful in cases when a document file has become corrupt or when it is necessary to review or revert to an earlier version of the document.

Enabling automatic version numbering

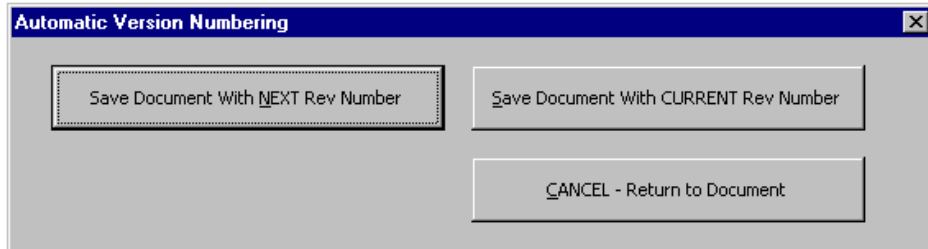
Choose **File/Save As** from the Word menu bar. Specify the following parts of the file name:

- The file name (up to eight characters)
- A period
- The file extension D01

Examples: MYDOC.D01
PROJRPT.D01

Saving files

When closing the file in the future, you will be presented with an automatic version numbering dialog box:



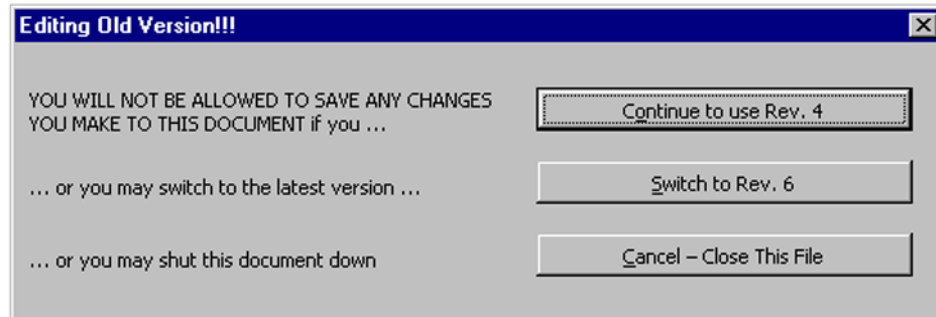
The file extension when increase one number when you select **Save Document With NEXT Rev Number**.

Continued on next page

Using Automatic Version Numbering, Continued

Opening files

If you attempt to open a document from a directory that contains a later version of the same document name, you will be prompted with the following message:



- Click on **Switch to rev (#)** to open the latest version of the document.
- Click on **Continue to use Rev. (#)** to continue. This earlier version of the file will be opened in read-only mode and cannot be saved. You may, however, cut and paste information from it to another file.

If you need to “start over”, that is, work from a previous version of your document, the later version should be removed from the directory first.
