



European
Commission

LegisWrite

User Guide



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Using this book

This course book is designed to present you the various LegisWrite commands.

Version 6.0 features:

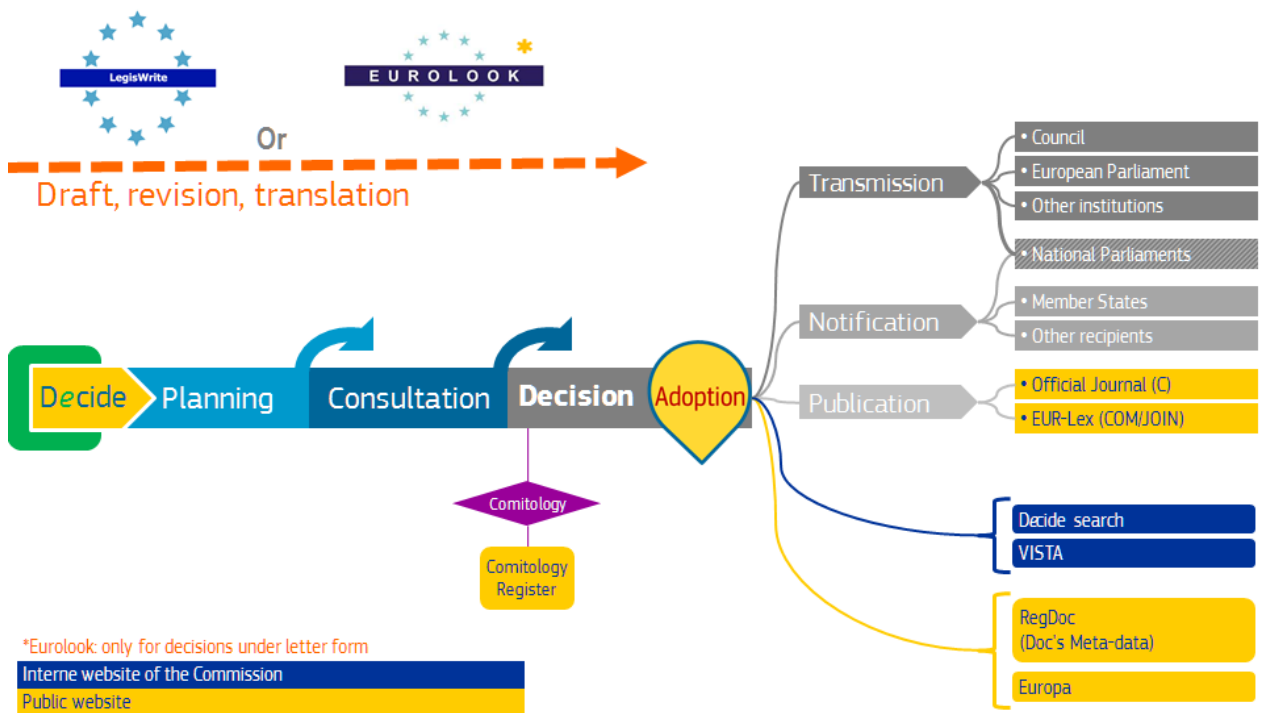
- A new document type “Letter” allows the creation of official letters. It is fully integrated into LegisWrite. (availability to be confirmed)
- The document title (“Titre objet”) can now be formatted easier during document creation and in the “Update document” dialog.
- The previous *Classification* was replaced by a more detailed *Level of sensitivity*. Upon opening a document created with a previous LegisWrite version, the old *Classification* is automatically converted. The new *level of sensitivity* allows for a variety of levels, each with individual properties.
- The *Prepare for distribution* command now allows withdrawing the level of sensitivity from sensitive documents, or to declassify several documents at once (SG users only). For cover page documents, some of the options already available for LegisWrite documents have also been made available.
- The *Utilities* command now allows changing the cover page of the document for certain LegisWrite document types. Applying two different cover pages for document exchange with external stakeholders is feasible, featuring a watermark and a disclaimer information.
- For easing the creation of footnotes with a custom footnote sign, LegisWrite offers a new *Insert special footnote* command.
- The page numbering of documents was changed: the cover page is not counted any more, meaning that the first page with textual content is now page 1.
- The *Sous-titre objet* element has been removed from all documents. Upon opening a document created with a previous LegisWrite version, this element is added to the *Titre objet* element.
- For non-LegisWrite documents featuring a cover page, some alternative wordings can be chosen for the document type displayed in the *Add cover page* and *Update document* dialogs. SG users additionally now have the possibility to modify this document type label via an *Unprotect* button.
- The overview dialog on all supported LegisWrite document types shown during document creation now can link to websites containing additional information (GoPro or others).

“Decide” presentation

Aims

Decide covers the Commission decision-making process from programming to adoption: planning, consultation and decision. Data and documents progress from one step to the next without re-encoding. It also has search and management functions (time tables, planning simulator, list of favourite and recent files) and provides working and non-procedural documents such as Commission agendas and minutes of other institutions' meetings.

The main goal of *Decide* is to offer easy access to and a comprehensive view of the decision-making process, whilst integrating and replacing most existing IT tools.



Decide Planning is the dedicated part of *Decide* for programming the Commission's initiatives. It is fed by the Commission services. Its use is compulsory.

Decide Consultation is the dedicated part of *Decide* for managing the interservice consultation process. Its use is compulsory for all inter-service consultations. ("ISC").

Decide Decision is the final phase of the Commission's Decision Making Process covering the following steps :

- (1) pre-adoption: preparation, revision & translation;
- (2) adoption;
- (3) post-adoption: transmission, notification, publication.

covering all types of acts and procedures (written, oral, by habilitation and by delegation). It also covers the transmission of the staff working documents "stand alone".

For more details please consult:

<https://webgate.ec.europa.eu/fpfis/wikis/display/REGISTRY/DECIDE+EN>

1. Types of documents

In LegisWrite (both full LegisWrite and LegisWrite Cover Page documents), all types of acts and staff working documents are covered:

- **Interinstitutional proposals - Law Initiative (COM/JOIN)**
- **Autonomous acts (C)**
- **Annexes**
- **Letters**
- **Staff working documents (linked or stand-alone)**

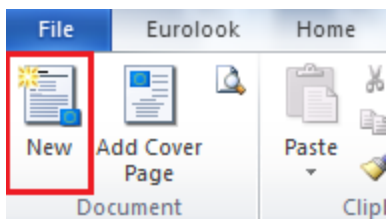
For more details, please consult GoPro:


<https://webgate.ec.europa.eu/fpfis/wikis/display/REGISTRY/Acts+and+documents>

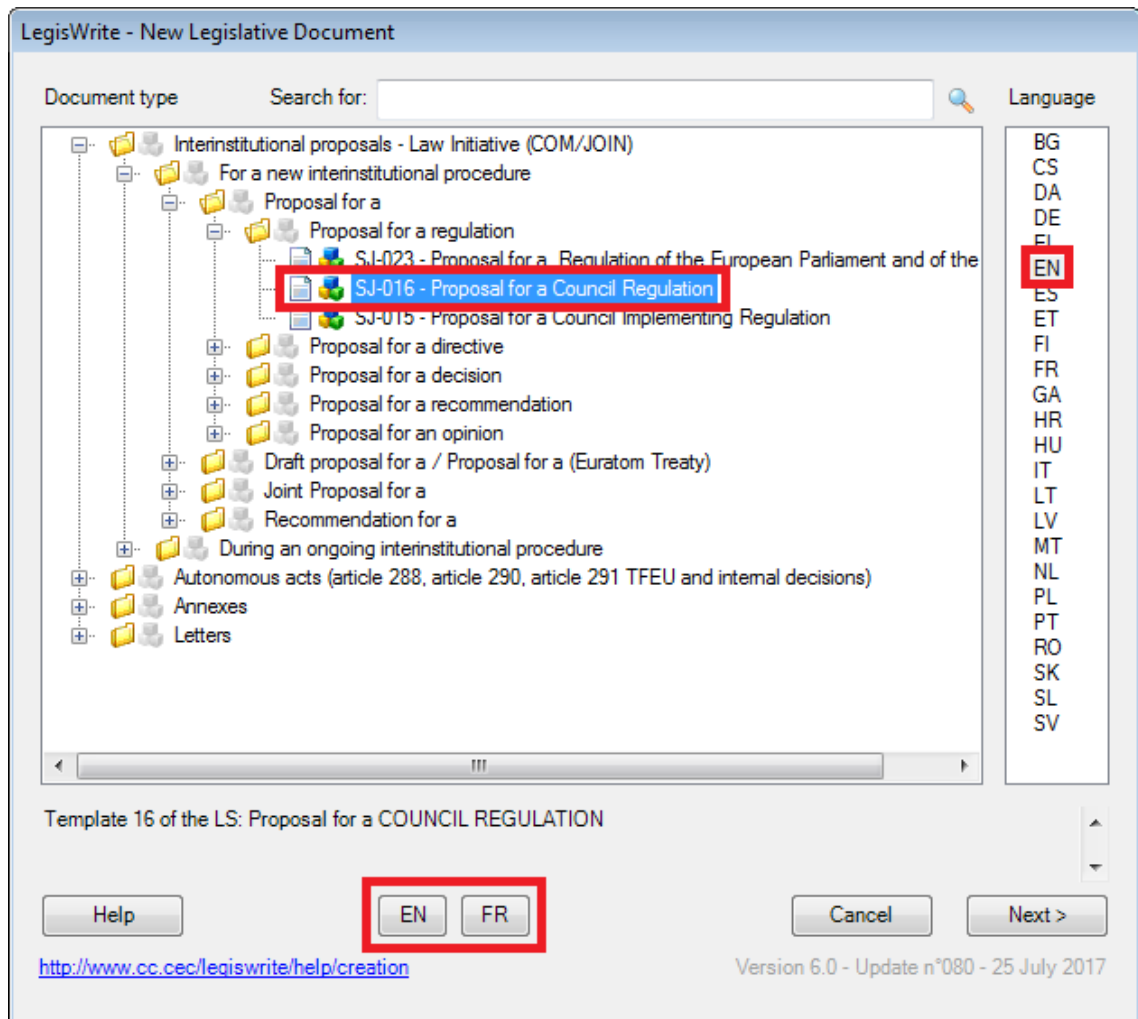
2. Creating a full LegisWrite document (C/COM/JOIN)

To create a full LegisWrite document such as an autonomous act (C) or an interinstitutional proposal (COM/JOIN), use the LegisWrite ribbon to obtain a basic skeleton for your document. You can then fill out the text.

- (1) Launch Word.
- (2) In the "LegisWrite" ribbon, choose [New] in the "Document" group.



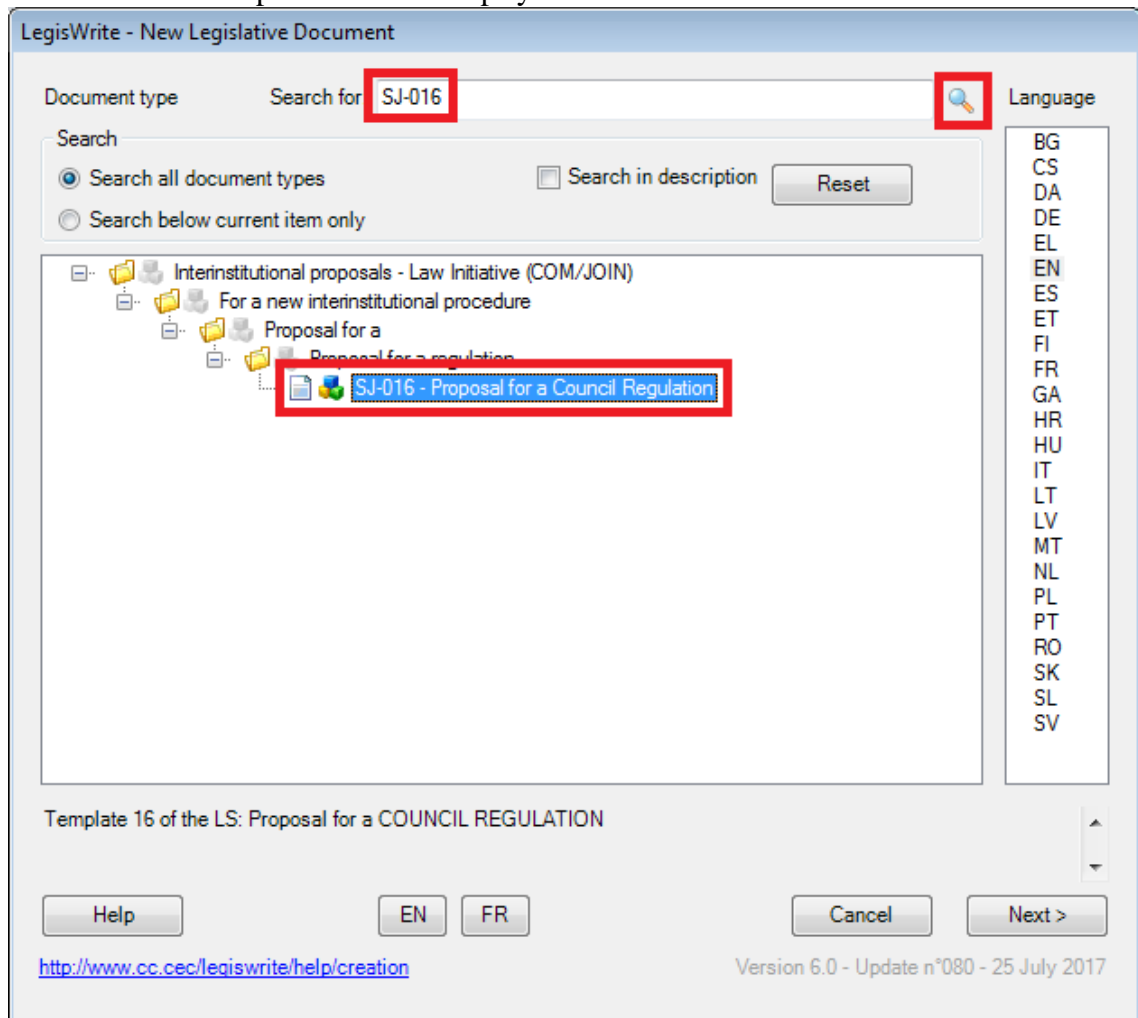
- (3) Select the category, subcategory, etc and finally the type of document you want to create in the tree structure. In front of the template name, there is a direct link to GoPro for more information: 
Below you have the choice between English and French for the creation window



For example when you want to create a Proposal for a Council Regulation, you will have to choose:

- (a) “Interinstitutional proposals – Law Initiative (COM/JOIN)” (which is the document category).
- (b) “For a new interinstitutional procedure”.
- (c) “Proposal for a”.
- (d) “Proposal for a regulation ”.
- (e) “Proposal for a Council Regulation”

- (4) You can also search for a specific type of document, or for its number (e.g. "SJ 023"). Type your search criterion into the search box that appears on top of the window and choose one of the options that are displayed in the search result.



- (5) Select a language.
- (6) Click on the [<Next » >] button.

You get the following window :

LegisWrite - Interinstitutional proposals - Law Initiative

News / Notifications

This is a test version of LegisWrite 6.00. It cannot be used for drafting/modification of documents for futur adoption
For further information, contact [DIGIT LEGISWRITE SUPPORT](#)

Internal reference:

Level of sensitivity: Standard treatment

Interinstitutional reference: 2017 / ()

Package title:

Status: Proposal for a

Document type: COUNCIL REGULATION

Document title:

EEA relevance: (Text with EEA relevance)

Explanatory memorandum

Text of the act

Standard legislative financial statement
(for any other financial statement, consult the BUDG website)
<http://www.cc.cec/legiswrite/help/budg>

- (7) You can already fill out the parts: "internal reference", "interinstitutional reference", "Level of sensitivity", "Package title" (style Supertitre) and "Document title" (style Titre objet). The Document title can be formatted directly in this window using the formatting buttons on top .
- (8) "Statut" and "Document type" are fixed and cannot be changed any more.

Further on you can choose the different parts your document will consist of: "Explanatory memorandum", "Text of the act" and "Financial statement".

Click on the [] button to confirm your choices.

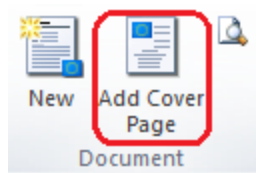
Comment:

The [] button allows you to come back to the previous creation window

3. Creating a LegisWrite cover page document (C/COM/JOIN)

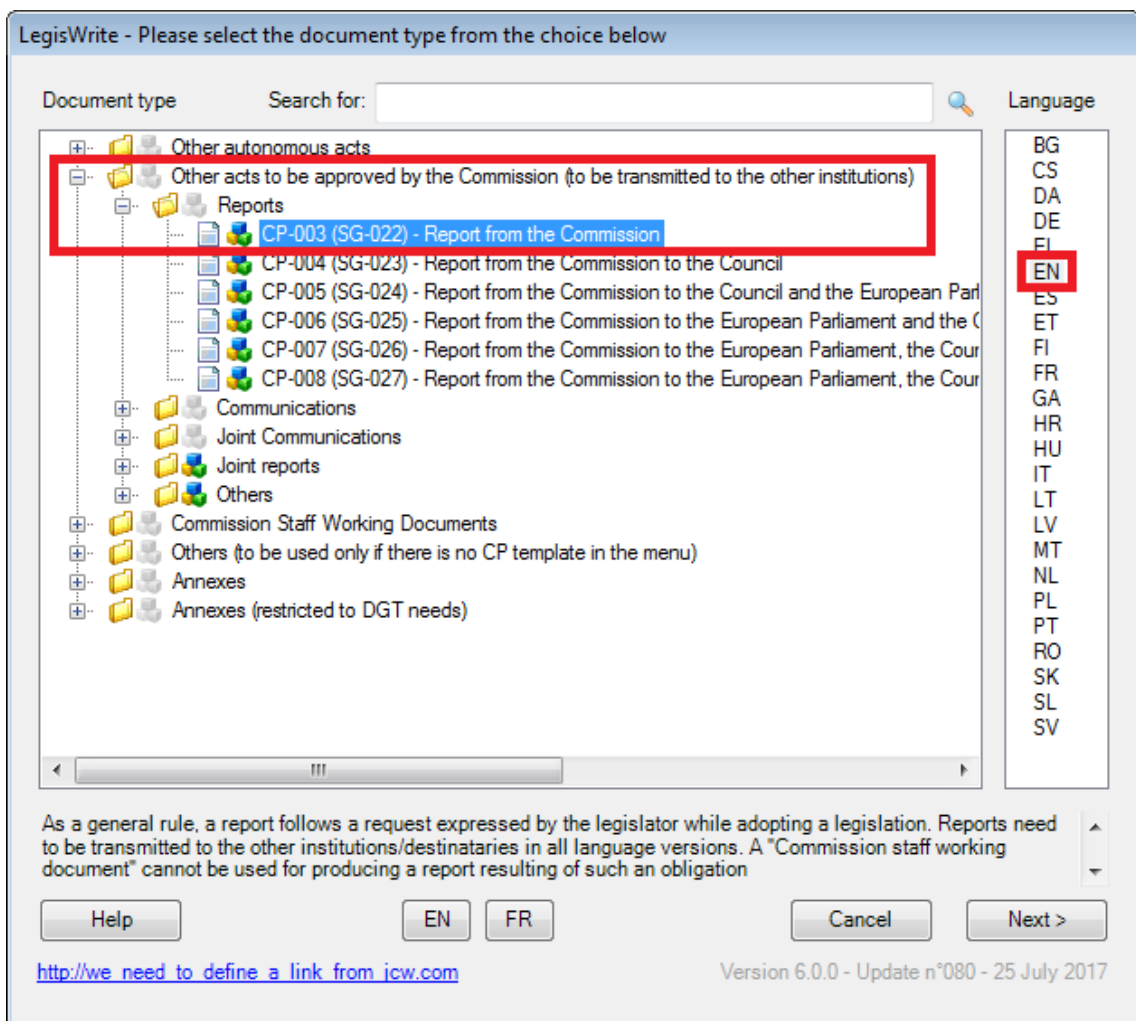
When you are working in a Word document, you have the possibility to insert a LegisWrite Cover Page without actually converting it. The purpose is preserving the formatting of the existing Word document, and avoiding the numerous errors that would be generated on converting the document into LegisWrite, but still being able to register it in e-greffe. Please beware that this action will not transform your Word document into a LegisWrite document: as a consequence only a limited functionality is available for these documents.

- (a) To insert a Cover Page into a Word document go to the LegisWrite ribbon and choose:



"Add Cover Page" in the "Document" group

A window will open, similar to the LegisWrite creation window, in which you will have to specify the type of document in the tree structure, as well as the language in the right column.



In the next window you can fill out all the information the Cover Page has to contain. "Document type" will already be filled out, but can still be changed. The title of the document, "Document title", is an important part that will still have to be written or copied into the field. Below you have the option to "Take up again the document type/title below the Cover Page" in order to have the type and title automatically repeated in the text after the Cover Page (This is mainly used by DGT for translation of the titles)

LegisWrite - Add Cover Page

News / Notifications

This banner can contain news and notifications

Internal reference

Level of sensitivity: Standard treatment

Backup

Language

This document is not split into parts

This is Part /

Corrigendum

Institutional reference Adopted by delegation

()

Template number

Package title

Document type

Document title

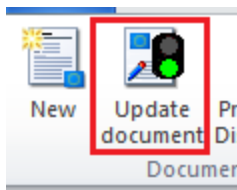
Cross-references { () }

Take up again the document type/title below the cover page

The button below called “Add Cover Page” will remain greyed out as long as you did not specify if the document is split into parts or not. The reason for splitting documents is the size limit of 3.7 MB. As soon as your document exceeds this size limit, you will have to split it into different parts. If you have to split the document, you will have to indicate the total number of parts and the number of the part which is put in that specific document.

After clicking on "Add Cover Page" the result will be the original Word document (without LegisWrite footers) together with a LegisWrite Cover Page, which can also be updated later on if needed.

In Word documents with a LegisWrite Cover Page, the Update document function will be displayed together with a traffic light, just like the Document Quality Check function in LegisWrite documents.



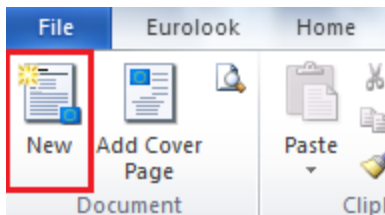
Here only two possibilities exist:

- (a) a green light, when the Cover Page has been updated, the document is ready to be sent to e-greffe
- (b) and a red light, when the Cover page should still be updated.

4. Creating an annex

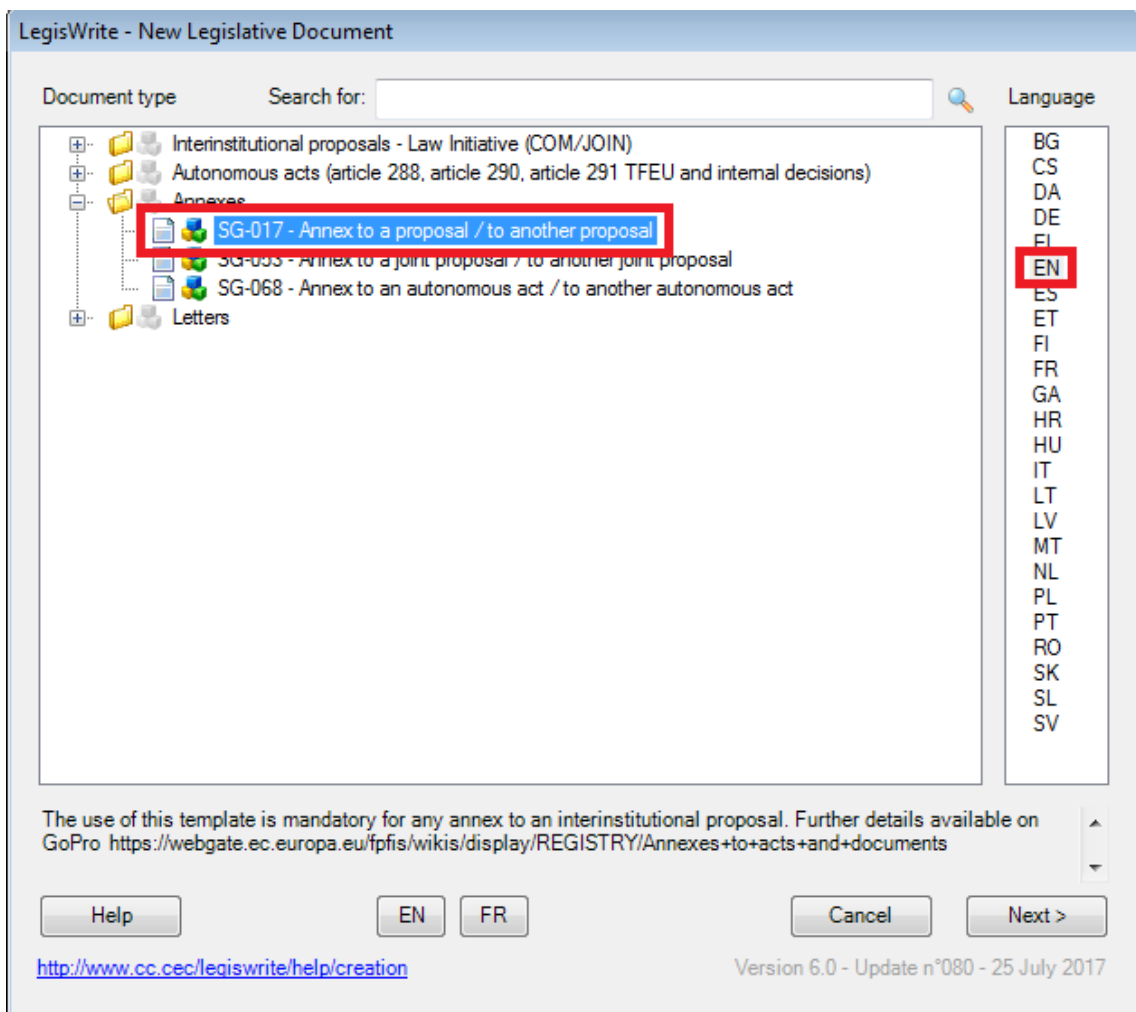
Annexes always have to be separated from the Act. To create a LegisWrite annex, use the LegisWrite ribbon to obtain a basic skeleton for your document. You can then fill out the text.

- (1) Launch Word.
- (2) In the "LegisWrite" ribbon, choose [New] in the "Document" group.



- (3) Select the category, subcategory, etc and finally the type of document you want to create in the tree structure. In front of the template name, there is a direct link to GoPro for more information: 🌐

Below you have the choice between English and French for the creation window



For example when you want to create an Annex to a proposal, you will have to choose:

- (a) “Annexes” (which is the document category).
 - (b) “Annex to a proposal / to another proposal”
- (4) You get the following window :

- (5) You can already fill out the parts: "internal reference", "Level of sensitivity", "Package title" (style Supertitre) (tick to activate) "Main act type" "Main act title" (style Titre objet).

"Document type" is fixed and cannot be changed any more.

Further on you have to fill out the "Main act type" and "Main act title".

You will also need to indicate the number of annexes and annex numbers. If this has not been filled out an exclamation mark will appear and the “Create document” option will be greyed out.

If the entire file to which the annex belongs to, contains only one annex, this annex is unique, and as a consequence you should choose the **Unique annex** option.

If the entire file to which the annex belongs to, contains more than one annex, but your current document only contains one annex, you should choose the **Single annex** option.

For the Single annex you will have to indicate the number of the annex:

Single annex
 Several annexes grouped in the same document
Annex no.

Finally, if your current document already contains several annexes, you should choose the **Several annexes** grouped in the same document option.

For Several annexes grouped in the same document, you have to indicate the numbers of the annexes:

Several annexes grouped in the same document
Annex no. to

(The annex number(s) will finally appear on the cover page of your document.)

- (6) Click on the [<Create Document >] button to confirm your choices.

Comment:

- As soon as you have created the annex, and you press the option “Update document” you will also have Part options on the right.

This document is not split into parts
 This is Part /

The combination of both annex and part options is shown in a preview and will finally appear on the cover page of your document.

- The number of annexes you indicate on the cover page will be inserted in the document, divided by section breaks. If you indicate the document contains 2 annexes for example, the system will put 2 sections with an annex title at the top:



Brussels, XXX
[...] (2017) XXX draft

ANNEXES **1 to 2**

ANNEXES

to the

[mandatory element]

[mandatory element]

|

ANNEX [...]

¶

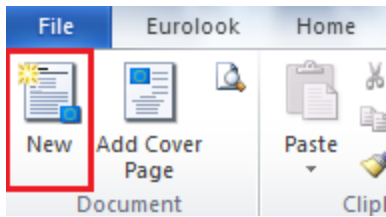
ANNEX [...]

¶

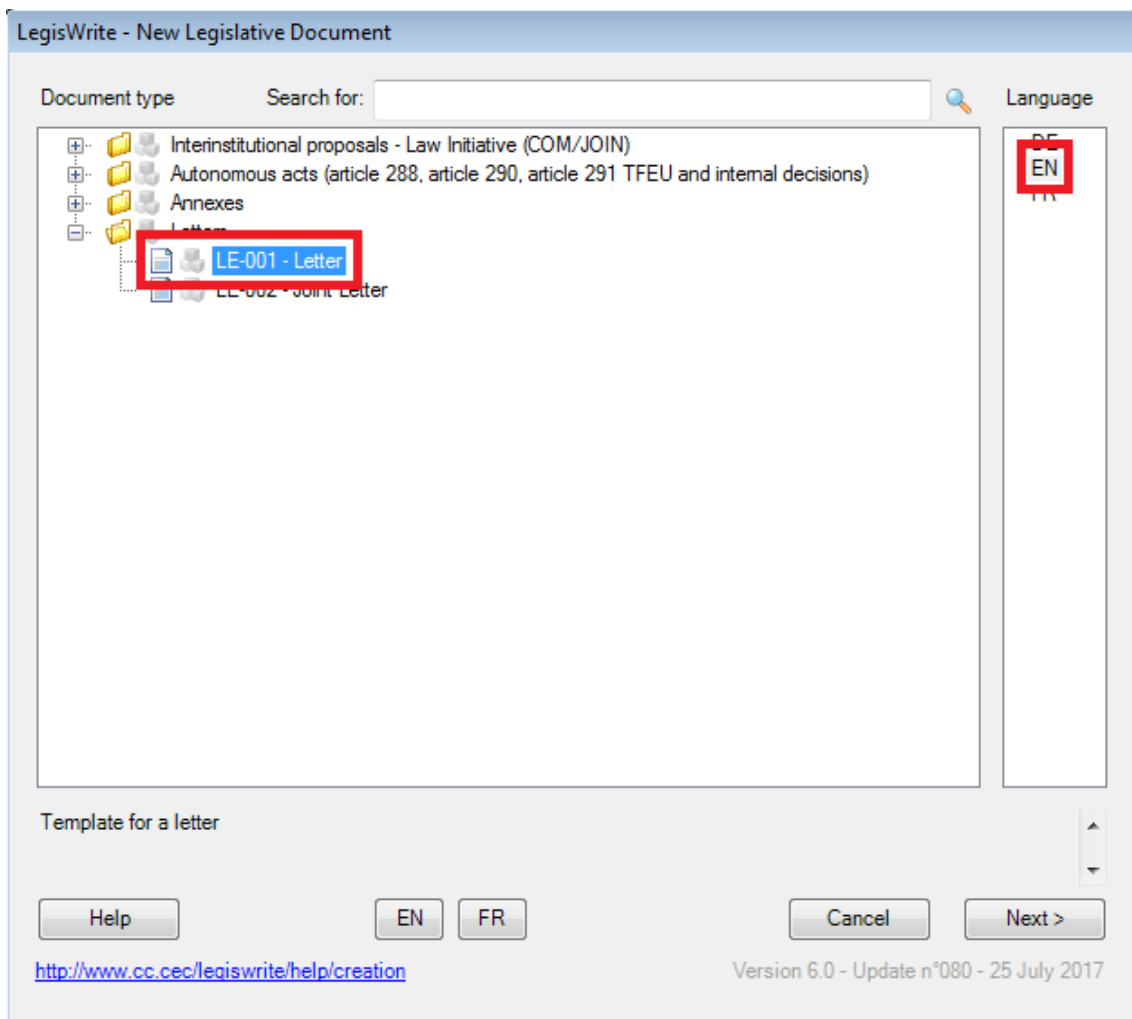
5. Creating a letter (availability to be confirmed)

To create a LegisWrite letter, use the LegisWrite ribbon to obtain a basic skeleton for your document. You can then fill out the text.

- (1) Launch Word.
- (2) In the "LegisWrite" ribbon, choose [New] in the "Document" group.



- (3) Select the category, subcategory, etc and finally the type of document you want to create in the tree structure.
Below you have the choice between English and French for the creation window



For example when you want to create a Letter, you will have to choose:

- (a) "Letters" (which is the document category).
 - (b) "Letter"
- (4) You get the following window :

The screenshot shows a window titled "LegisWrite - LETTER". At the top, there is a "News / Notifications" section with a red banner that says "This banner can contain news and notifications". Below this, the "Level of sensitivity" is set to "Standard treatment" with a "Change..." button. The "Document type" is set to "Letter". The "Addressee(s)" field has two text boxes, each with "B I U" formatting options and a list of fields: "Mr/Ms", "First name NAME", "Street", and "Country ZIP City". The "Subject" field contains "[Mandatory element]". There are three checkboxes: "Your reference", "Enclosure(s)", and "Copies", each with an empty text box. At the bottom, there are buttons for "Help", "Cancel", "< Back", and "Create Document".

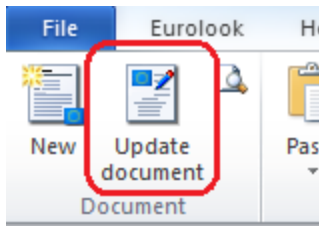
- (5) Obligatory fields to fill out are "Addressee(s)" and "Subject". Other fields like "Level of sensitivity", "Your reference" (tick to activate), "Enclosure(s)" (tick to activate) and "Copies" (tick to activate) can also be filled out.

"Document type" is fixed and cannot be changed any more.

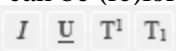
6. Updating the document – Cover Page

1. UPDATING THE COVER PAGE

The cover page will always appear as an image in your text, with the purpose of protecting some fixed fields like "Statut" and "Type du document". Because the Cover Page is turned into an image, it is not possible to click on it to change the text. In order to change the content of the Cover Page, you can click on the "Update Document" button in the "Document" group.



When you have clicked on "Update Document" this window will open:

- (c) Some parts in the Cover Page will be greyed out or fixed in order to protect them. "Document type" and "Adoption date" for example, can never be changed. If you would change these parts in the act, LegisWrite will always restore the original data from the Cover Page.
- The language of the document is also fixed once it has been created. Other parts can only be changed by Secretary General, as they are linked to the adoption of the document. The adoption date for example and the "Institutional reference".
- (d) Parts that you can change are e.g. "Internal reference", "Level of security" (explained in chapter 9 "Security level and Timbre/Marking") and "Document title". The Document title can be (re)formatted directly in this window using the formatting buttons on top .

- (e) By default the option "This document is not split into parts" (top right) is ticked. Should an act / annex consist of several LegisWrite documents, then you can tick the second option and choose the number of the part you are working in and after that choose the total number of parts.

This document is not split into parts
 This is Part 1 / 2

- (f) In the lower part of the window you can tick and fill out the text for the parts that you need in the document, e.g. "Package title", "EEA relevance" and "Authentic languages".

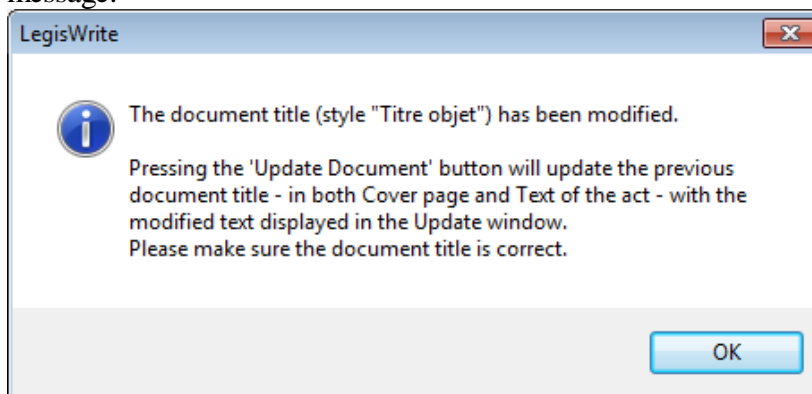
- (g) Cross references can be added at the bottom of the window. Doubleclicking an existing reference will duplicate it. In this way you can edit just a part of the previous reference and save time when similar references have to be added.

Cross-references { SEC (2011) 1234 final } +
 {SEC(2010) 1234 final}

- (h) When you make changes in your document, for example you change "Titre objet" in the text of the act, you will see an exclamation mark appearing next to it when updating the document:

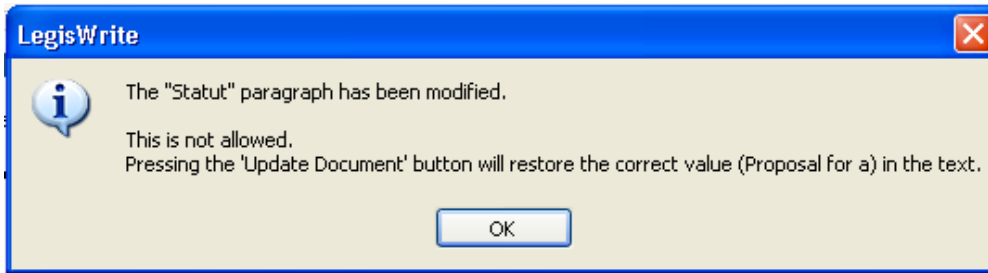
Document title I U T¹ T₁
 establishing guidelines for the general use of former foodstuffs as feed

When you click on the exclamation mark, a window will open, showing you this message:

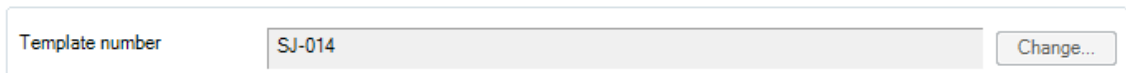


When you click on "OK", the modified text will appear in the Cover Page as well.

- (i) When you would attempt to change the content of "Status" or "Document type" in the text of the act, you will get this message when clicking on the exclamation mark, as those parts are not allowed to be changed :



There is a "Change" button next to the template number, but it is greyed out and you will not be able to change the template number / document type unless you belong to a specific group at the SG.



Comment:

In annexes you will have the option to define whether you have one or more annexes and/or whether the annex is split into parts.

There are several possibilities which are explained in Chapter 2 "Creating an Annex"

7. Formatting

Introduction

A LegisWrite document meets the wish to standardize formatting. The formatting rules allowed in LegisWrite documents have been defined by the General Secretariat and have been made available for the LegisWrite users with the help of styles.

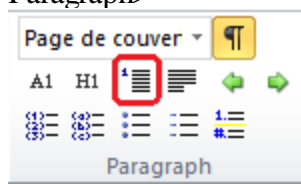
When you define the layout of a document, **it is out of the question to select the text and apply direct formatting**. (that means applying some Word formatting as automatic numbering, margins setup, and so on). You have to **select one style from the available list (and a style allowed in this document part)** to get the presentation you want.

1. STANDARD AUTOMATIC NUMBERING

1.1. Standard numbering on normal text

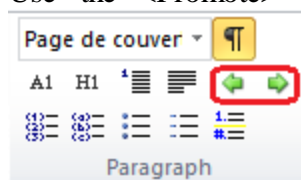
1.1.1. Simple numbering 1., 2.,...

- (1) Type each paragraph.
- (2) Select all the paragraphs and in the "Paragraph" group, click on <Numbered Paragraph>



Heading 1	1. → SCOPE AND DEFINITIONS¶
NumPar 1	1. → The common organisation of the markets in the sugar sector established by this Regulation shall cover the following products.¶
Text 1	Table 1 (...).¶
NumPar 1	2. → For the purposes of this Regulation.¶
Text 1	Table 2 (...).¶
Point 1 (letter)	(a) → "white sugars" means sugars, not flavoured or coloured or containing any other

- (3) Use the <Promote> and <Demote> buttons to change the numbering level.

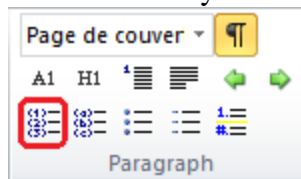


Heading 1	1. → SCOPE AND DEFINITIONS¶
NumPar 2	1.1. → The common organisation of the markets in the sugar sector established by this Regulation shall cover the following products.¶


1.1.2. Numbering (1), (2),...

- (1) Type each paragraph.

- (2) Select all the paragraphs and in the "Paragraph" group, click on Point (number), an automatic style for numbering paragraphs with (1), (2), etc:

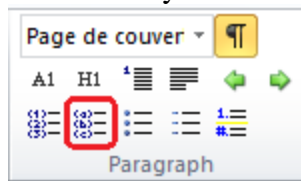


Point 0 (number)	(1) → The overall ceiling of the credits opened shall be EUR 500 million.
Point 0 (number)	(2) → The EIB shall benefit from an exceptional Community guarantee of 100 %, which shall cover the total amount of the credits opened under this Decision and all related sums shall satisfy the following criteria.
Point 1 (letter)	(a) → eligibility in accordance with Article 2.
Point 1 (letter)	(b) → cooperation, and where appropriate co-financing, by the EIB with other international financial institutions in order to ensure reasonable risk-sharing and appropriate project conditionality.
Bullet 2	• → The EIB shall share the work appropriately with the EBRD, according to mutually agreed modalities, and shall report accordingly in accordance


- (3) Use the <Promote> and <Demote> buttons  to change the numbering level.

1.1.3. numbering (a), (b),...

- (1) Type each paragraph.
- (2) Select all the paragraphs and in the "Paragraph" group, click on Point (letter): an automatic style for numbering paragraphs with (a), (b), etc



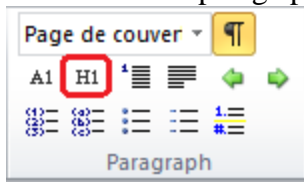
Point 0 (number)	(2) → The EIB shall benefit from an exceptional Community guarantee of 100 %, which shall cover the total amount of the credits opened under this Decision and all related sums shall satisfy the following criteria.
Point 1 (letter)	(a) → eligibility in accordance with Article 2.
Point 1 (letter)	(b) → cooperation, and where appropriate co-financing, by the EIB with other international financial institutions in order to ensure reasonable risk-sharing and appropriate project conditionality.
Bullet 2	• → The EIB shall share the work appropriately with the EBRD, according to mutually agreed modalities, and shall report accordingly in accordance


- (3) Use the <Promote> and <Demote> buttons  to change the numbering level.

1.2. Standard numbering on titles

METHOD

- (1) Type each paragraph.
- (2) Select all the paragraphs and in the "Paragraph" group, click on <Heading> .

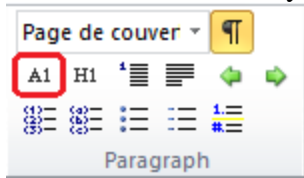


- (3) Use the <Promote> and <Demote> buttons  to change the numbering level.

1.3. Standard numbering in articles

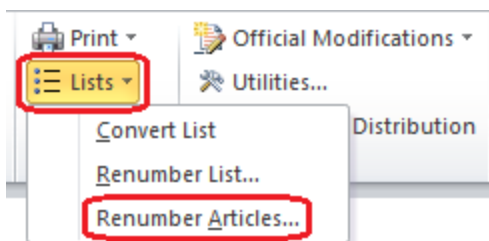
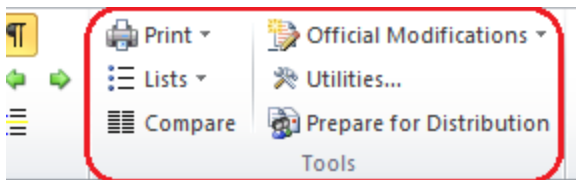
METHOD

- (1) create articles manually, or by clicking on



in the "Paragraph" group.

- (2) To renumber all the articles automatically after you've created them, you can go into the Legiswrite ribbon, the "Tools" group and choose "Lists" > "Renumber articles":



2. MANUAL NUMBERING

Introduction

Automatic numbering is limited to 1., 1.1., etc., or (1) or (a). Paragraphs with special numbering like 1) (a), a, can not have automatic numbering. You will apply a manual numbering on those paragraphs.

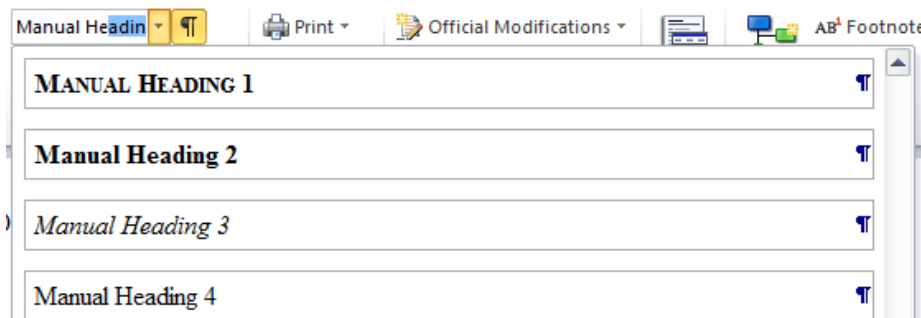
2.1. Specific numbering on titles: (a); a

METHOD

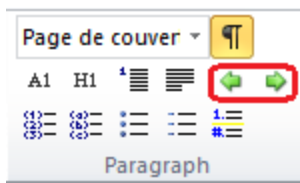
- (1) Move the cursor to the right place in the document.
- (2) Insert the numbering you require, and then press "Tab".
- (3) Select the paragraphs and go into the Word style box in the "Paragraph" group:



select one <Manual Heading x> style.



- (4) Use the <Promote> and <Demote> buttons to change the numbering levels.

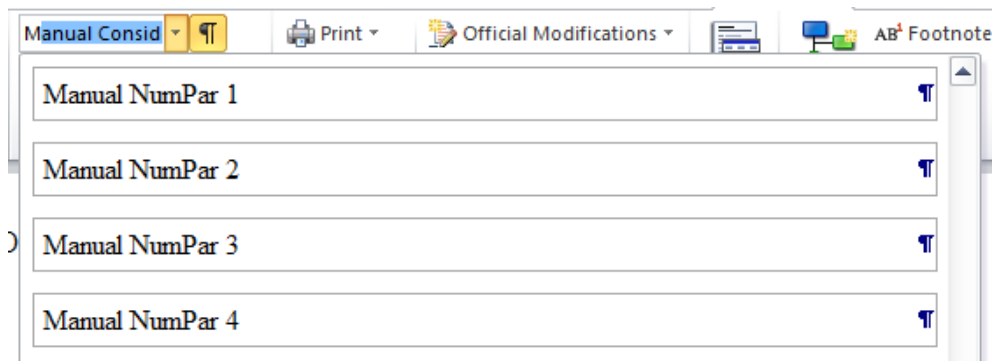



There are four levels of indentation: <Manual Heading 1> to <Manual Heading 4>. All those titles will be aligned left.

2.2. Specific numbering on standard text: (a), a

METHOD

- (1) Move the cursor to the right place in the document
- (2) Insert the numbering you require, and then press "Tab".
- (3) Select the paragraphs and go into the Word style box in the "Paragraph" group: select one <Manual NumPar x> style.



- (4) Use the <Promote> and <Demote> buttons  to change the numbering levels.

There are four levels of indentation: <Manual NumPar 1> to <Manual NumPar 4>. All those titles will be aligned left.

2.3. Toggle Numbering Mode

When your paragraphs are in « Numpar X » styles, « Heading X » styles or «Point (number)» or «Point (letter)» styles, a shortcut in the "Paragraph" group enables you to switch to manual numbering.

- (1) From the LegisWrite ribbon select [Toggle Numbering Mode] in the "Paragraph" group.



automatically generated number will disappear.

- (2) Insert the numbering you require, and then press "Tab".
For example: the original "NUMPAR xx" style is replaced by "MANUAL NUMPAR xx".

Note:

This command can be used to switch from manual numbering ("MANUAL NUMPAR xx") to automatic numbering ("NUMPAR xx"). In this situation, you have to delete the manual numbering and the tab.

3. SINGLE, DOUBLE AND TRIPLE NUMBERING

3.1. Introduction

Authors sometimes need to create numbering which you can not achieve with LegisWrite standard styles.

Numbering can, for example, comprise several numbers and/or letters separated by tabulation, with the number as a whole also separated from the text by tabulation.

Authors might also need to create numbering on **several levels of indentation**.

LegisWrite has special styles enabling you to obtain this kind of numbering.

Combining them allows you to create an advanced ranking system over several paragraphs.

PointTriple 0	“2. → a) → i) → A supplementary amount shall be granted on <u>flue-cured</u> , and <u>dark-air-cured</u> tobaccos grown.”¶
Tiret 3	– → in Belgium,¶
Tiret 3	– → in Germany,¶
Tiret 3	– → in France.¶
Point 2	ii) → That amount shall be equal to 65% of the difference between the premium applicable to the 1998 harvest and the premium applicable to the 1992 harvest for those tobaccos.¶
PointDouble 1	b) → i) → A supplementary amount shall be granted on light air-cured tobaccos grown in Belgium.”¶

Point style creates numbering comprising one number or one letter; the paragraph can be moved up to five places across.

PointDouble style creates numbering with two numbers and/or letters separated by tabular spacing; the paragraph can be moved up to five places across.

PointTriple style creates numbering with three numbers and/or letters separated by tabular spacing; the paragraph can be moved up to five places across.

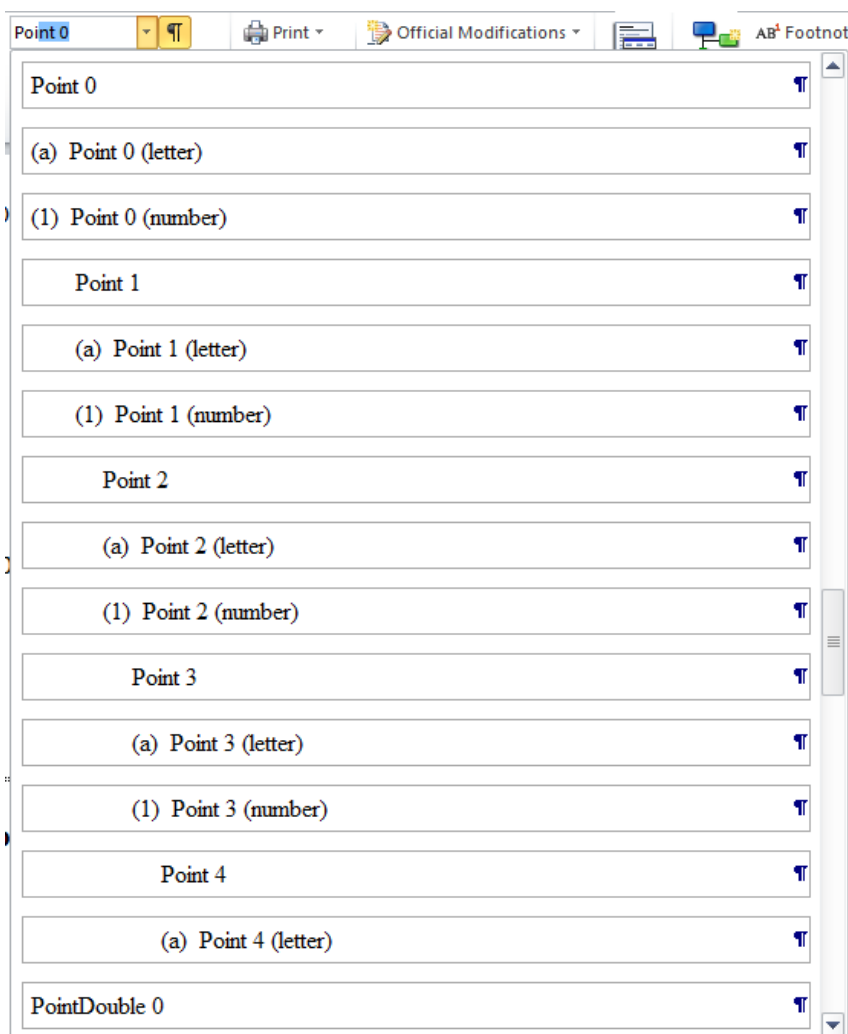
These tools are semi-automatic: the layout is automatic, the numbering, manual.

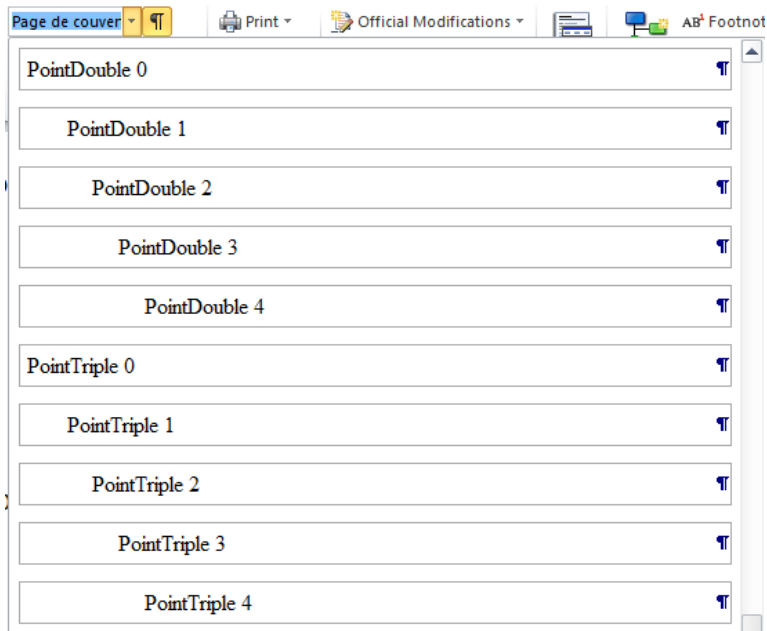
3.2. Method



- (1) Position the cursor in the paragraph
- (2) Insert the specific numbering, then press « tab ».
- (3) For single numbering, select the paragraphs and in the Word style box, choose <Point 0> style.

For double numbering, select the paragraphs and in the Word style box, choose <PointDouble 0> style.

For triple numbering, select the paragraphs and in the Word style box, choose <PointTriple 0> style.



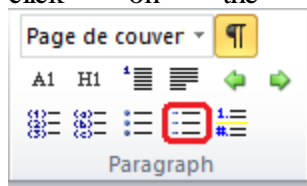




- (4) Use the <Promote> and <Demote> keys   to move your text closer to or further away from the left-hand margin. There are five potential positions: from <Point 0> to <Point 4>, and so on.

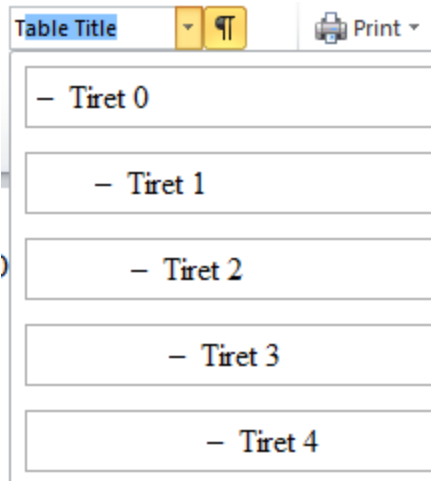
4. MANAGEMENT OF LISTS

4.1. Dashes

- (1) Type your text.
- (2) Select the paragraphs and then select the <Tiret x> style in the Word style box or click on the dash button in the "Paragraph" group:

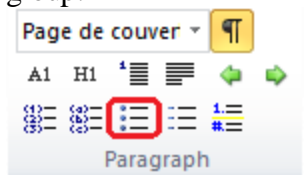



- (3) Use the <Promote> and <Demote> buttons   to move your text closer to or further away from the left-hand margin. There are five potential positions: from <Tiret 0> to <Tiret 4>.

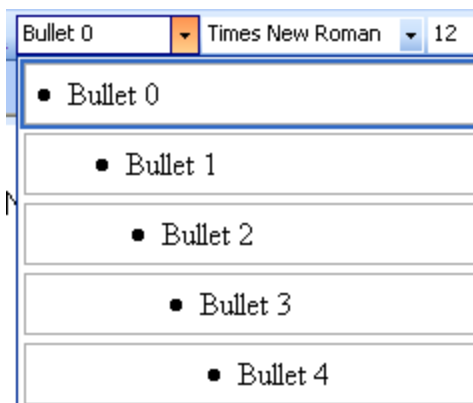


4.2. Bullets

- (1) Type your text.
- (2) Select the paragraphs and then click on the bullet button in the "Paragraph" group:



- (3) Use the <Promote> and <Demote> buttons  to move your text closer to or further away from the left-hand margin. There are five potential positions: from <Bullet 0> to <Bullet 4>



5. CONVERTING "LIST NUMBER" STYLES AND AUTOMATIC "POINT" STYLES INTO MANUAL NUMBERING

Introduction

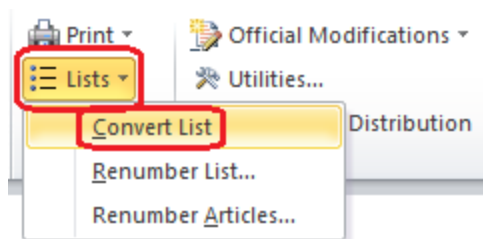
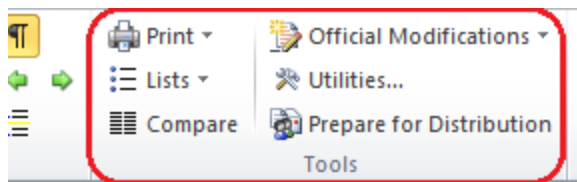
The style "List Number x" comes from Eurolook and is accepted by the Document Quality Check. They can however trigger alignment problems and furthermore make the

work of translators more difficult when translating the documents: in some languages the number of brackets around the numbering is will change. We strongly advise you to use the "Point" styles with manual numbering, so brackets can be added or removed without any problem.

The "Convert List" command allows you to perform this operation automatically. It also allows you to convert the "Point" styles with automatic numbering (number and letter) into a manual Point style.

METHOD

- (1) Select the paragraph(s) for which you find a "List Number" style ("List Number" is included in the name of the style), Point (letter) or Point (number).
- (2) Go into the Legiswrite ribbon, the "Tools" group and choose "Lists" > "Convert List":



The numbering that was previously applied on the paragraphs (lists (1) or (a) or bullets or ,dashes) is kept. The "List Number" styles and the automatic Point (number/letter) styles are replaced by the "Point" styles.They allow to keep the paragraph indentation. The automatic numbering is converted into manual numbering. You can now easily delete a bracket or change the numbering if necessary.

Example:

List of the styles and indentations before:

List Number	(1) Who will be affected by the proposal?
List Number (Level 2)	(a) which sectors of business: The cover
List Number (Level 3)	– breeders of <i>Gallus gallus</i>
List Number (Level 3)	– producers of laying hens a
List Number (Level 3)	– producers of broilers as fr
List Number (Level 3)	– producers of turkeys as fr
List Number (Level 3)	– producers of breeding pig
List Number (Level 2)	(b) which sizes of business (what firms): the proposals will affect all

List of the styles and indentations afterwards:

Point 0	(1) Who will be affected by the proposa
Point 1	(a) which sectors of business: 7 cover
Point 2	– breeders of <i>Gallus gallu</i>
Point 2	– producers of laying hens
Point 2	– producers of broilers as
Point 2	– producers of turkeys as
Point 2	– producers of breeding p
Point 1	(b) which sizes of business (wh firms): the proposals will affect

6. AUTOMATIC MANAGEMENT OF THE NUMBERING IN THE MANUAL "POINT" STYLES

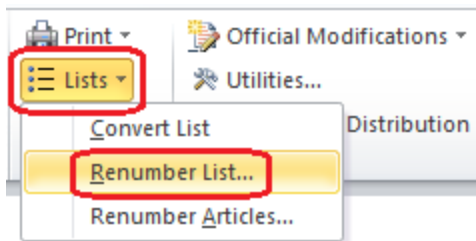
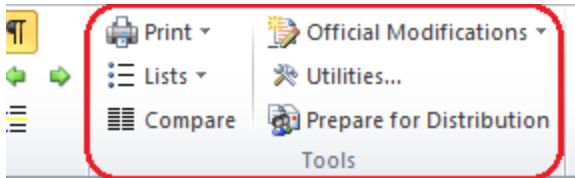
Introduction

Paragraphs formatted with the "Point" styles must begin with a numbering and a tab. Most of the time, the numbering is manually inserted and its format is decided by the user.

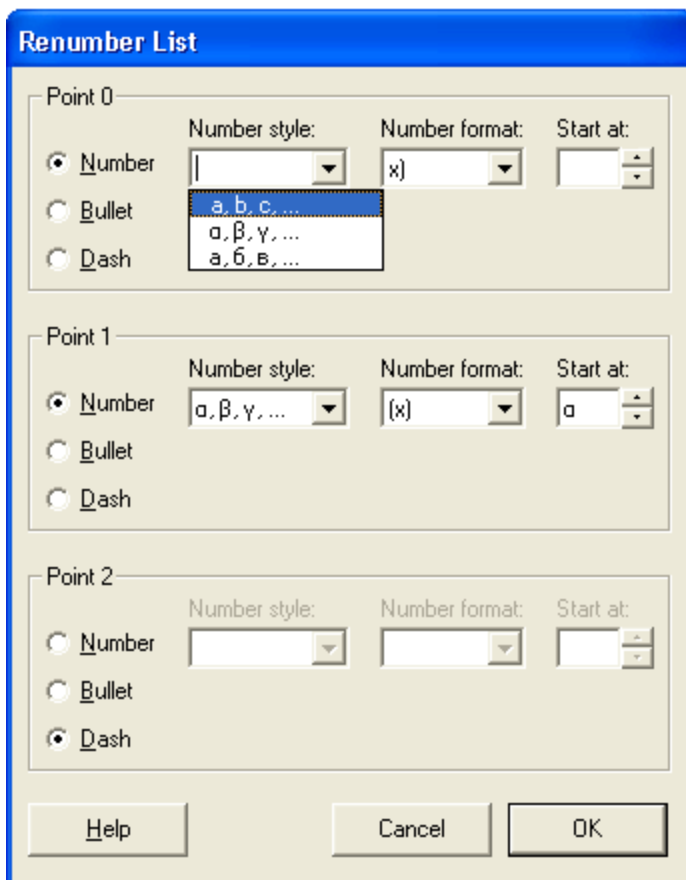
The "Renumber List" command allows to insert or modify the numbering in a quick way on several paragraphs.

METHOD

- (1) Select the list of paragraphs in which the "Point X" styles are applied.
- (2) Select into the Legiswrite ribbon, the "Tools" group and choose "Lists" > "Renumber List":



- (3) Click on [Renumber List]



- (4) The [<Renumber List>] dialogue box opens. For each level of numbering (Point 0, Point 1, etc), used in the text you have selected:

- (a) Choose the list you want: a list of "Number", "Bullet" or "Dash".
 - (b) For a numbered list, fill in the "Number style" field: ("1"; or "i",...). You also have to define the format: "(x)" or "x)". Then fill in the "Start at" field.
- (5) Click on [<OK>].

Example:

List of styles and indentations before:

Point 0	(1)	Who will be affected by the prop
Point 1	(a)	which sectors of busines cover
Point 2	-	breeders of <i>Gallus g</i>
Point 2	-	producers of laying h
Point 2	-	producers of broilers
Point 2	-	producers of turkeys

List of styles and indentations afterwards:

Point 0	a)	Who will be affected by the proposal?
Point 1	i.	which sectors of business: Th cover
Point 2	-	breeders of <i>Gallus gallus</i>
Point 2	-	producers of laying hens a
Point 2	-	producers of broilers as fr
Point 2	-	producers of turkeys as fr

7. INSERTING TITLES WITHOUT NUMBERING

METHOD

- (1) Type your text.
- (2) Select the paragraph(s) and in the Word style box, select <Section Title> or <Part Title> or <Chapter Title>.

8. LEGISWRITE QUICK STYLES

Introduction

All LegisWrite **styles**, described here above, can be **applied using** keyboard **shortcuts**: you will then use the « Quick Styles ». QuickStyles are two-letter codes that are associated with LegisWrite style names.

LegisWrite provides two possibilities for applying a QuickStyle, depending on the QuickStyle option selected. To define the method you prefer, do the following:

- (1) Select [Options] in the LegisWrite ribbon and in the "About" group.
- (2) In the dialog box, tick the [<Inline>] radio button to type the code yourself or the [<Dialog Box >] radio button to get a predefined list.
- (3) Click on [<OK>].

METHOD: Inline

- (1) Position your cursor at the beginning of the paragraph you want to format.
- (2) Type the QuickStyle code.

As the text can not be selected, this method is only suitable for individual paragraphs but not for formatting a text selection.

- (3) Then Press F6 (key on your keyboard).

The paragraph is formatted with the style associated with the QuickStyle you typed in, and the two-letter code is removed from the text.

METHOD: Dialog Box

- (1) Position your cursor in the paragraph or select the paragraph.
- (2) Press F6.
- (3) The list shows the two-character code combinations available in the current document. Select the code of the QuickStyle desired.
- (4) Press RETURN on your keyboard or click on [<OK>].

Shortcuts list

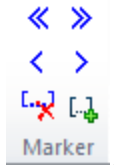
<u>QuickStyle Code</u>	<u>LegisWrite styles</u>	<u>QuickStyle Code</u>	<u>LegisWrite styles</u>
T	ChapterTitle	QN	Quoted NumPar
H1	Heading 1	QT	Quoted Text
H2	Heading 2	ST	Section Title
H3	Heading 3	T1	Text 1
H4	Heading 4	T2	Text 2
I0	Tiret 0	T3	Text 3
I1	Tiret 1	T4	Text 4
I2	Tiret 2	TA	Titre article
I3	Tiret 3	TT	Table Title
I4	Tiret 4	XC	Normal Centred
M1	Manual Heading 1	XL	Normal Left
M2	Manual Heading 2	XP	Normal
M3	Manual Heading 3	XR	Normal Right
M4	Manual Heading 4	B0	Bullet 0
N1	NumPar 1	B1	Bullet 1
N2	NumPar 2	B2	Bullet 2
N3	NumPar 3	B3	Bullet 3
N4	NumPar 4	B4	Bullet 4
O0	Point 0	U0	Point 0 (number)
O1	Point 1	U1	Point 1 (number)
O2	Point 2	U2	Point 2 (number)
O3	Point 3	U3	Point 3 (number)
P1	Manual NumPar 1	L0	Point 0 (letter)
P2	Manual NumPar 2	L1	Point 1 (letter)
P3	Manual NumPar 3	L2	Point 2 (letter)
P4	Manual NumPar 3	L3	Point 3 (letter)
PT	Part Title	L4	Point 4 (letter)

8. Markers

1. INTRODUCTION

In some cases, the elements you insert in your document contain placeholders in addition to normal text.

Marker buttons can be found in the LegisWrite ribbon in the "Markers" group:





Those fields are available in all LegisWrite templates that contain automatic insertions of text. You can also find them in some internal documents.

You will recognize these elements by their blue, green or red colour.

(Blue) Marker style: with blue brackets [...] indicates where you are to make your entry. When you have finished making your entry you can replace all the blue formatting with black formatting and delete the remaining empty fields by using the

Clear All .



(Green) Marker1 style is comments on the current text model, such as explanations about the financial statements. Using the *Clear All*  button causes all *marker1* fields to be removed.

(Red) Marker2 style is bracket fields used by the SG-Finalisation Group. The *Clear All*  button replaces the red markers only in the SG-Finalisation Group's version.

2. METHOD


(1) Open the document.

(2) Go to the field of your choice (**blue brackets**) to fill it in:


- To move upwards in the document, click on <Goto Previous Field> 
- To move towards the bottom of the document, click on <Goto Next Field> 

The field is automatically highlighted.

(3) Fill in the text. It will appear in blue colour.

(4) When you want to insert a new marker you can click on the <Insert Empty Field> button .

Comments

- a) At the end of your work, you can remove all blue formatting and delete remaining empty fields (= blue fields) as well as delete the comments (green text). Use the **<Clear All>**  button.
- b) When using this **<ClearAll>** command and also when using this command in the *[Prepare for Distribution]*, a warning message is displayed if some text has been formatted using the **Marker1** style and if the colour setting of this text has been changed (back to black for example).



Three options are available:

- (a) “Cancel and review ...”: resets all the *marker 1* text colours and cancels the **<ClearAll>** or *[Prepare for Distribution]* command. You have then the opportunity to review the document with the *marker 1* text distinguishable by its specific green colour.
- (b) “Continue but keep ...”: removes *Marker1* formatting on text parts on which the colour has been modified. Then it continues performing the **<ClearAll>** or *[Prepare for Distribution]* command.
- (c) The **<Cancel>** button leaves the document unchanged and cancels the **<ClearAll>** or *[Prepare for Distribution]* command.

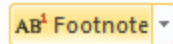
9. Inserting footnotes

1. INTRODUCTION

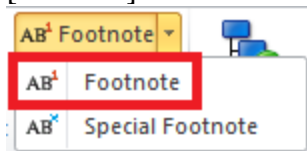
Inserting footnotes in LegisWrite has to be done using the Footnote button in the LegisWrite ribbon. You have the possibility to insert both standard (¹, ², ³, etc.) and special (e.g. symbols) footnotes.

2. METHOD

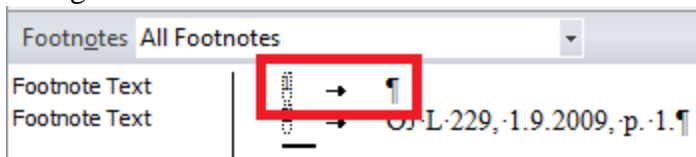
- (1) Place your cursor where you would like to insert the footnote
- (2) In the "LegisWrite" ribbon, choose [Footnote] in the "Insert" group.



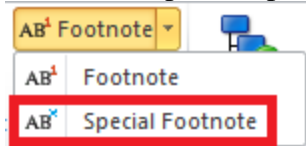
You can also click on the dropdown arrow on the right and choose the option [Footnote]



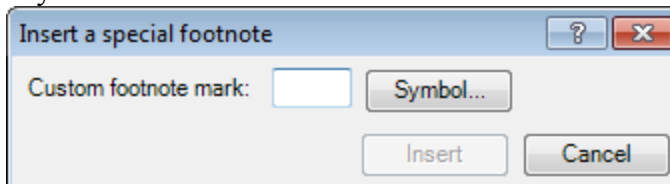
A LegisWrite footnote will be inserted:



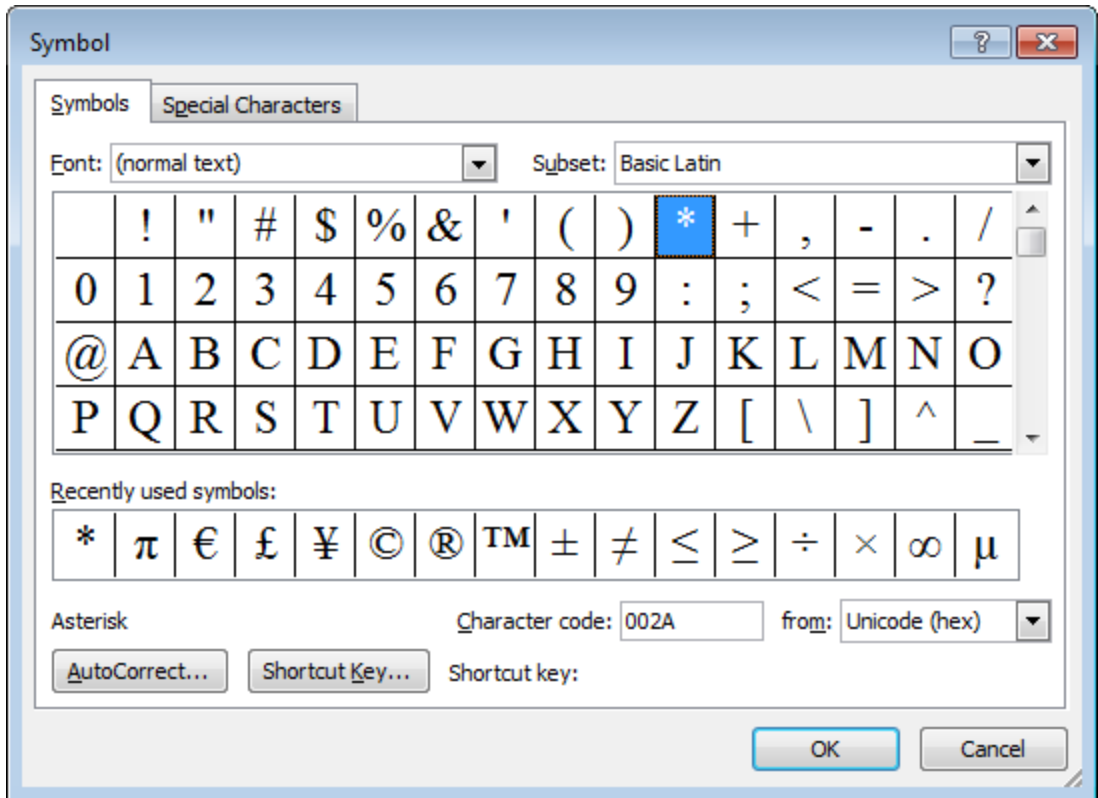
- (3) In order to insert a special footnote click on the dropdown arrow on the right and choose the option [Special Footnote]



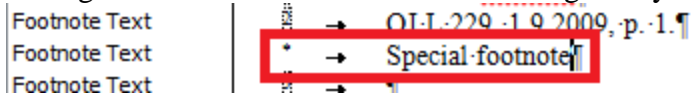
You can then directly type the reference of your footnote or click on the button "Symbol"



When you've clicked on "Symbol" you'll see a window with all possible symbols you can choose from.



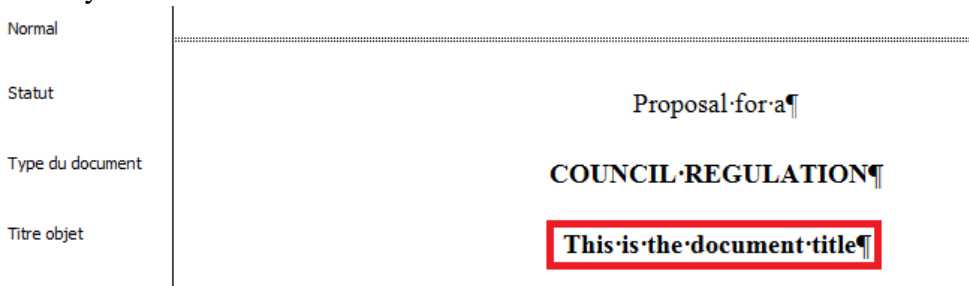
A LegisWrite footnote will be inserted using a * symbol for example:



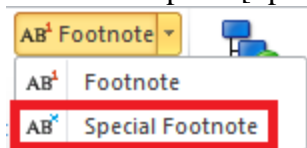
Comment:

You can also insert a footnote on the Cover Page, more specifically in the document title.

- (1) Place your cursor in the document title in text of the act

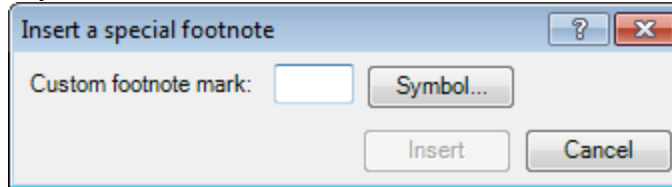


- (2) In order to insert a special footnote click on the dropdown arrow on the right and choose the option [Special Footnote]

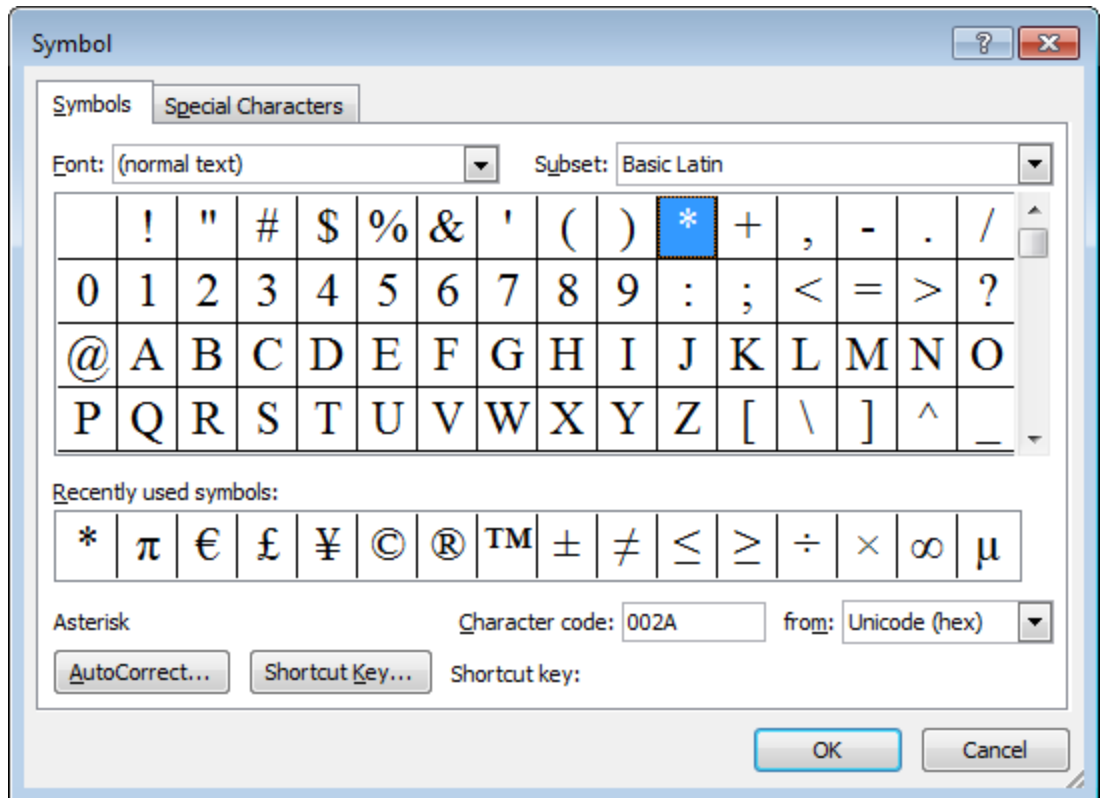


You can then directly type the reference of your footnote or click on the button

“Symbol”

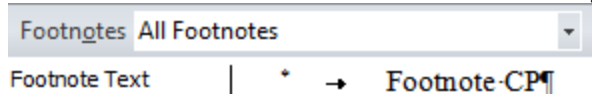


When you've clicked on “Symbol” you'll see a window with all possible symbols you can choose from.

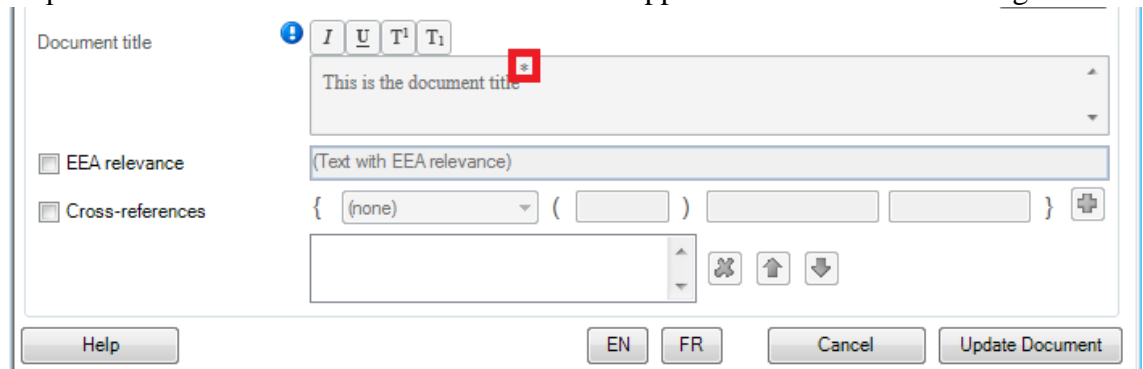


A LegisWrite footnote will be inserted using a * symbol for example:


- (3) The footnote will be inserted but will not yet be visible on the Cover Page.



Press “Update document” for the footnote to appear on the Cover Page.



Proposal for a
COUNCIL REGULATION

This is the document title 

 Footnote CP

EN

→

→

 EN

10. Structure Check

1. INTRODUCTION

A LegisWrite document is first and foremost a **Microsoft Word document**. Its particularity comes from its additional properties. Indeed, LegisWrite documents contain a predefined structure; each element of the official document must be put at a specific position (for instance a preamble always precedes the enacting terms).

To apply on the different paragraphs the structural information, LegisWrite analyses the styles names. For example, the «institution qui agit» style will be specifically linked to the preamble, the «Fait à» style will be found in the signature, and so on.

On the first pages of the “**Quick Reference card**”, you find an example of LegisWrite document with the required styles for each paragraph and then the full diagram structure of a LegisWrite document:

Styles define

- the layout (see previous heading) and,
- the structure

The **Structure Check** command displays the paragraphs hierarchy, enables you to navigate through it and enables you to select one specific part. If the styles sequence does not match with the predefined structure, the Structure Check highlights the faulty styles.

It is compulsory to get a perfect structure check in all LegisWrite documents.

It is important to understand that a structure error in a LegisWrite document corresponds to the wrong use of a style and must be corrected by applying another style on the appropriate paragraph.

It is compulsory to get a correct structure check before sending your document. **The SG and DGT will reject any incorrect documents and send them back to you for correction.**

In the SC (Structure Check) window, we find, sequentially, all the components of the document.

When the structure is correct, you get yellow icons. When there are problems, you get red icons.

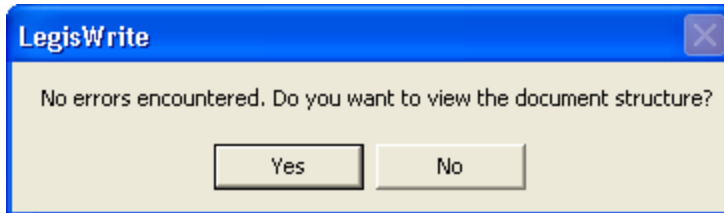
2. METHOD

- (1) In the LegisWrite ribbon, click on [Structure Check] in the "Check" group.



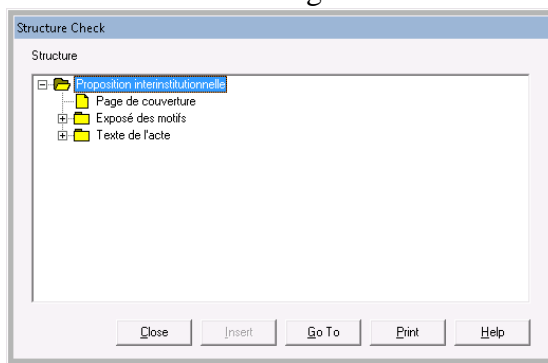
When everything is correct:

You get the following message:

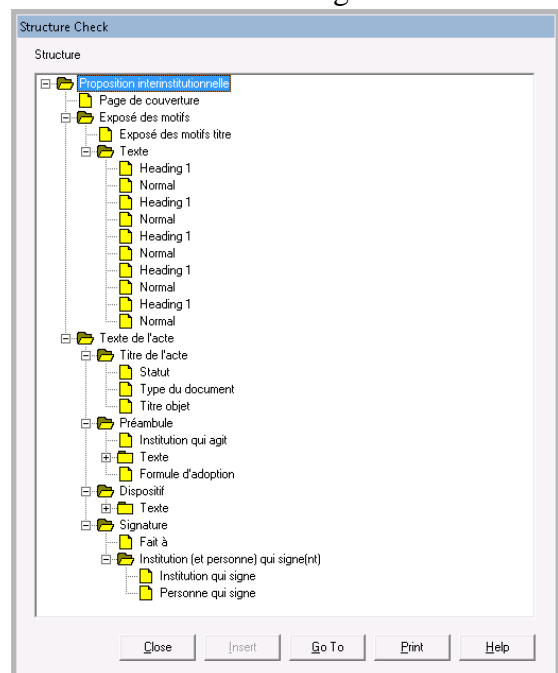


- (2) Click on [<Yes>] to view the structure of a legislative document, displayed as a tree diagram.

Brief diagram



Detailed diagram

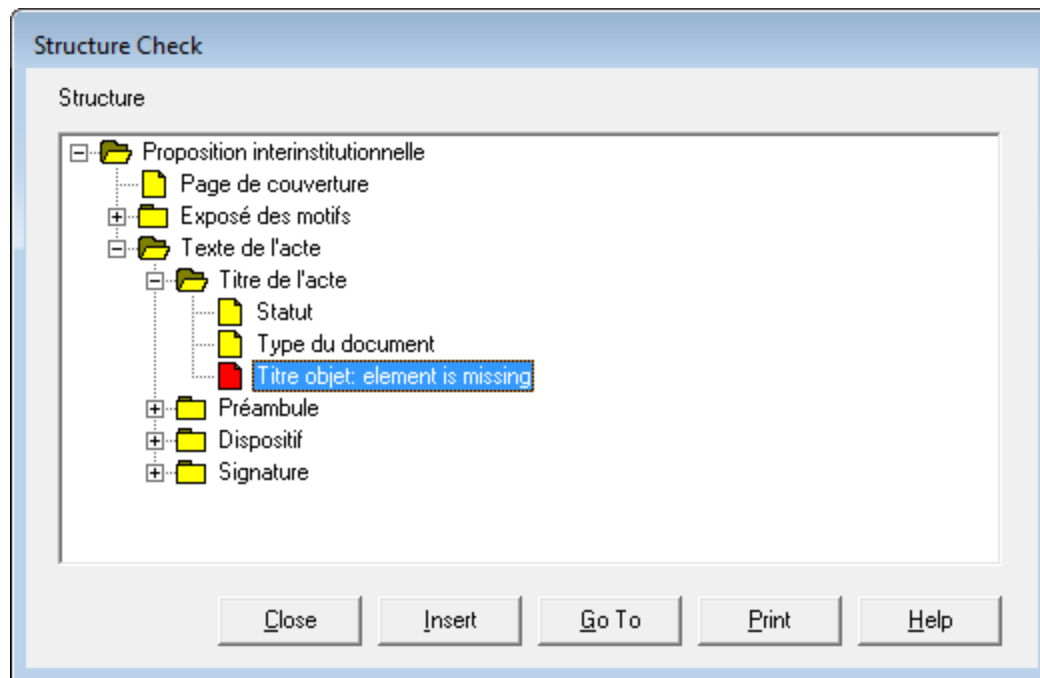


The different components of the structure are indicated with folders icons, and sheets icons correspond to styles used in the document. Folders can either be open (-) or closed (+).

When there is a problem,

The structure is automatically displayed and you find a tree diagram with yellow and red icons.

Correct styles are indicated with **yellow** icons, **wrong styles** with a **red** icon.



- (1) Analyse the structure suggested by LegisWrite and find out the area where you find the first problem.

To be successful, it is important to have the main structure of official documents in mind. You must also know that the check is performed style by style, from the very beginning of the document up to the end.

As soon as the checker finds some incoherence according to the upper element in the hierarchy, you get a red icon.

- (2) Select the first red icon (or the yellow icon preceding it).
- (3) Click on [<Go To>].

The cursor is placed in the document, in the paragraph selected in the window, which means in the area where the problem¹ lies.

- (4) Find out in which component you are and compare its styles sequence with the one you find in the Quick Reference Card for the same component. (If you don't have one, find it on the LegisWrite wiki:
<http://www.cc.cec/wikis/display/Cable/LegisWrite+documentation>

¹ The mistake can be on this paragraph or the preceding one or the next one.

- (5) Correct the structure.

The correction will differ according to the error type: replace a style by another one, delete a paragraph, and so on.

- (6) Check the structure again.

Some comments

- **Never use manual formatting or personal styles to recreate the layout.**
- **Always use the LegisWrite styles. You find the list in the Quick Reference Card.**
- **Never add additional empty paragraphs.**

11. Document Quality Check

1. INTRODUCTION

The aim of the quality check is to ensure that the document meets the presentation and the quality standards established by SG for LegisWrite documents.

This tool checks the used styles, section and paragraphs formatting, margins, graphs, objects document size, etc. It enables you to get homogeneous standardized documents for further transmission and publications.

Quality problems are displayed with the help of comments in the text and they **must be solved before sending the document to DGT and SG.**

Find here detailed explanation of the features detected by the Document Quality Check.

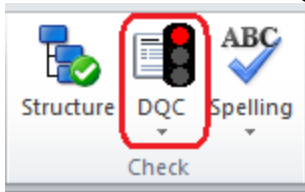
<p>Modified styles (error)</p>	<p>This feature compares the settings of the document styles with the LegisWrite default styles. They will be automatically corrected by the system and you will have to opportunity to show the changes by comments.</p> <p>The "modified styles" errors might occur in the following situations :</p> <ul style="list-style-type: none">- Manual modification of the style features by the user.- Document handling by another application.- Document created with an old LegisWrite version (in which styles were defined in a different way).
<p>Modified margins (warning)</p>	<p>It is important to have similar margins in all LegisWrite documents. Those margins are defined in the applied styles. Nevertheless, Word enables the user to modify the paragraph margin, regardless of the applied style. This is called direct formatting. This one might be the consequence of some actions done by the user, or of document handling by another application or the result of a « copy/paste » coming from another document.</p> <p>The Document Quality Check compares the paragraph margins with the definition of the margins for the applied style. If they differ, the following comments are displayed: "Modified Margins".</p>
<p>Modified numbering (error)</p>	<p>Some LegisWrite styles feature "Bullets and Numbering". The styles involved are Heading (1 to 4), Numpar (1 to 4), Tired (0 to 4), Point (number) (0 to 4), Point (letter) (0 to 4), List number, List dash and List bullet. If the user modifies the item automatically inserted at the beginning of the paragraph (digit, letter, bullet or dash), the Document Quality Check displays the error message "Modified Numbering".</p>

Unknown fonts	<p>Limiting the number of allowed fonts in the LegisWrite documents contribute to get homogeneous presentation in the official documents.</p> <p>LegisWrite styles are defined with the "Times New Roman" font. LegisWrite also accepts "Arial" and "Wingdings" (symbols) fonts. Using another font (direct formatting) will be detected as an error. The message will be "Unknown Font".</p>
Odd/even section breaks	<p>In a LegisWrite document, each new section must start on a new page. In Word, sections are separated with "Section Break – next page". If, by mistake, the user inserts a "Section break of another type, it will be detected as an error by LegisWrite.</p>
Superfluous white space	<p>Spaces and multiple tabulations can not be used to align words or paragraphs. All the same, empty paragraphs can not be used to increase the space between two paragraphs. In those situations, the Document Quality Check displays a warning.</p>
Document version	<p>Word enables to save several versions of a document inside the same Word file. A LegisWrite document may contain only one version. The Document Quality Check will display this message: "Document Versions Detected" if you have several versions in the same file.</p>
Unknown styles	<p>These are personal styles, not accepted by LegisWrite.</p>
Existence of Macros	<p>A macro is a Word function that enables you to record a series of Word commands and instructions together. You group them together as a single command to accomplish a task automatically and repeat the command at different positions in the document.</p> <p>Those macros are recorded in the document and must be deleted before sending the document to SG. If you have some, the Document Quality Check displays a "Macros Detected" message.</p>
Document size	<p>To guarantee efficient work of the different tools used in the adoption process of official documents, (Mail, CISnet, e-Greff), it is important to limit the size to 3.7 MB. A bigger size will result in an error message: "Document is too big" when performing the Document Quality Check.</p>
Modified markers	<p>Markers are specific styles (characters styles) that modify the colour of some text areas: see the Chapter about markers. DQC Checks whether the marker colour was changed manually.</p> <p>If the colour is changed to black for instance, some text might be automatically deleted while they had to be kept.</p> <p>The Document Quality Check checks the colours of those parts and displays a message: "Marker has modified colour settings" when a problem occurs.</p>

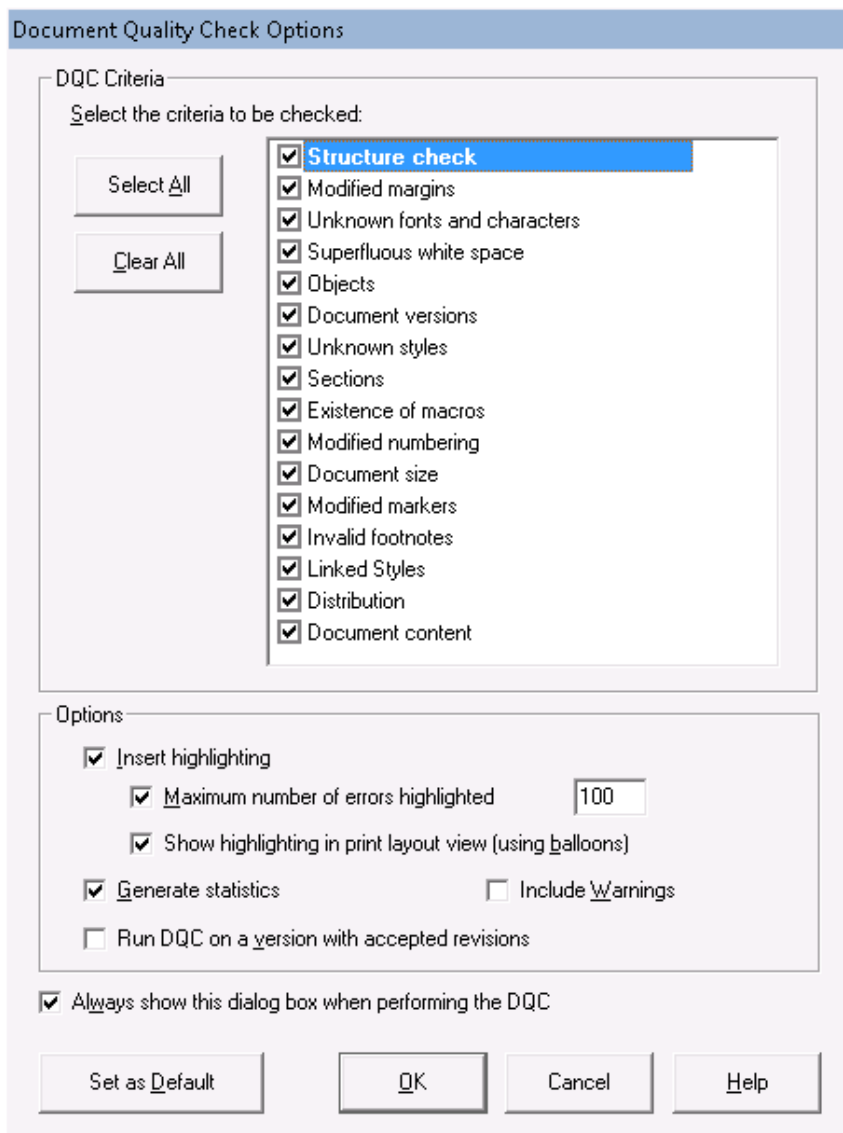
Invalid footnotes	Footnotes are formatted with 2 styles. "Footnote reference" for the number and "Footnote Text" for the text itself. LegisWrite verifies that those 2 styles have not been modified. Between the footnote number and the footnote text, only one tab is allowed.
Objects	<p>"Embedded objects" are elements coming from other Ms-Office applications (for instance, tables, graphs, charts) that have been inserted in LegisWrite documents.</p> <p>When clicking twice on those objects, the other Ms-Office application opens inside Word. As an example, an Excel worksheet might open inside Word for the table to be edited. This function does not comply with the tools that will be used for the publication of LegisWrite documents. And so, an error message will be displayed: "Embedded Object Detected".</p> <p>"Floating objects" are tables or images that are not put "In line with text"</p>
Distribution	Distribution errors are errors that are related to the criteria in the "Prepare for distribution" function in LegisWrite. These criteria are also used by DGT to decide if documents will be accepted for translation or not. Errors in this category are for example: presence of revisions, comments, hidden text and markers. It will also detect a non-LegisWrite ToC.
Document content	The "Document content" criterion will check if the content of the titles (Statut, Type du document, Titre objet) in the Cover Page correspond to the titles in the text of the act. When this information is not identical, an error will be shown, urging the user to click on "Update document". The system will also check if the Cover Page image has not been copied from another document.
Linked styles	Linked styles can be recognised by the word "Char" in the style name; they are created when paragraphs are not selected properly while changing a style. Upon opening a document containing linked styles, a message will appear asking you if you want to repair.
Structure Check	Structure check is included in the DQC, as it should influence the traffic light. The DQC will just indicate that there are structural errors, the correction will have to be done using Structure Check.

2. METHOD

- (1) Launch the checking function. From the LegisWrite ribbon, click on [Document Quality Check] in the "Check" group



The dialogue box containing the criteria is displayed.



- (2) Choose the criteria you want to check.

[<Select All>] and <Clear All>] buttons enable to tick or uncheck all the criteria.

- (3) Choose the options you want. The «insert highlighting» option allows you to keep or to remove the blue parentheses around the problematic parts of the document as well as to view a comment linked to the problem.

- (a) «Maximum number of errors highlighted»: you can reduce the number of highlighted errors. 0 means an unlimited number of errors are to be highlighted.
 - (b) «Show highlighting in print layout view (using balloons)»: When using this option, the document view is changed from Normal to Print Layout view, and Document Quality Check comments are displayed.
 - (c) «Run DQC on a version with accepted revisions» will appear automatically when the document contains "track changes". By default the option is not ticked, which means that the DQC will verify the text with the track changes in it and as a consequence it will detect the error "document contains revisions".
When you do tick the option, LegisWrite will create a second document in which the track changes will be accepted, and it will verify the quality inside of this document. The result of the DQC will be the result of a document without track changes.
 - (d) Make sure «Include Warnings» is ticked so both errors and warnings are shown as comments in the text. By default the option will be unticked.
- (4) Click on <OK>.

Results

The statistical analysis appears:

a) **Tree diagram:**

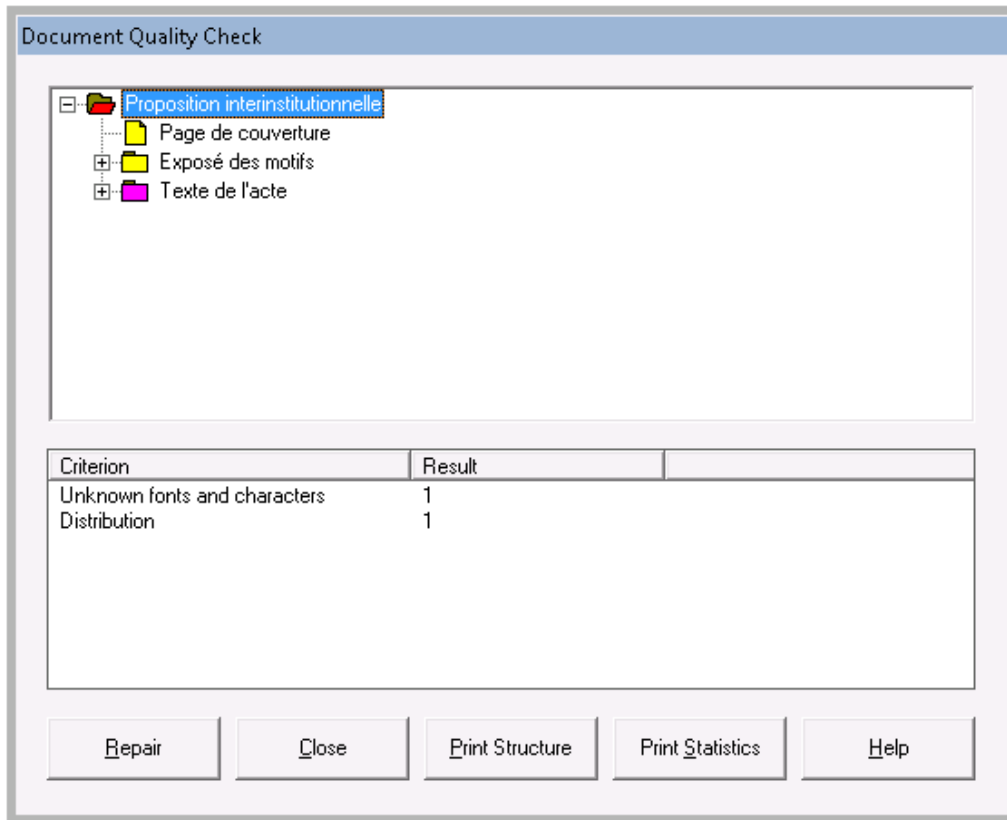
It shows the structure of your document.

Each element coloured red contains at least one quality problem.

Moving around the tree diagram moves the cursor to the corresponding place in the text.

b) **The counters:**

They indicate how many errors or warnings of each type there are in the element selected in the tree diagram.



The traffic light in the LegisWrite ribbon is adjusted

a) **A green light:** 

Your document is correct and does not contain any errors. Warnings will be accepted.

b) **A yellow light:** 

The document has been modified and saved without relaunching the DQC. It is also possible that after an update, the LegisWrite criteria have been modified. Clicking on DQC once more to start the check is necessary.

c) **A red light:** 

Your document is either not correct and contains errors either it has never been checked before. Make sure to repair all these errors before sending the document to e-greffe.

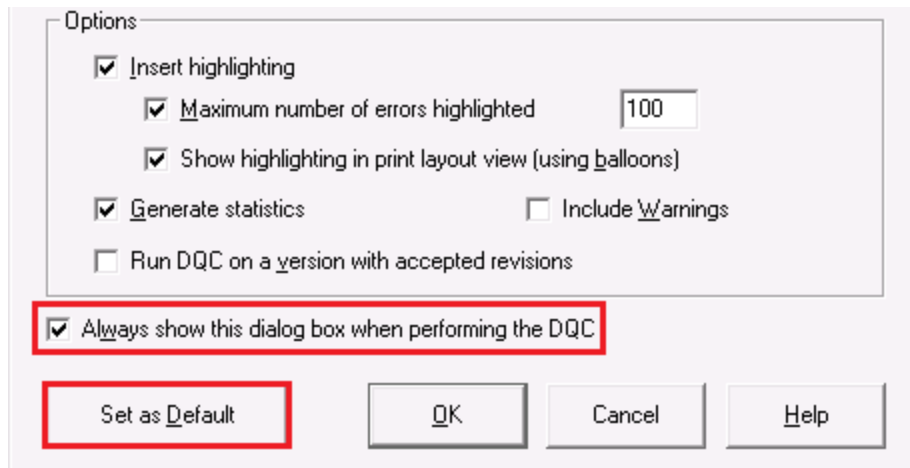
Result in the text:

When an error is detected, the checker highlights the problematic text in the document as it inserts brackets;

By default, the document is visible in the 'Print Layout' view mode and "Word" attaches a LegisWrite comment to the different highlighted errors;

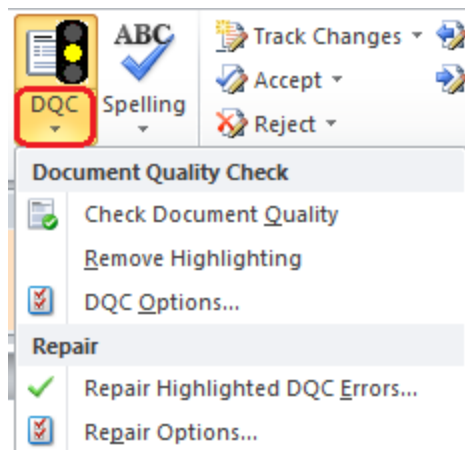
Notes

(a) In the DQC window:



- The «always show this dialog box when performing the Document Quality Check» option allows you to view the "Document Quality Check Options" dialogue box each time you launch the Document Quality Check. The selection is memorised by LegisWrite and is applied until amended via the "LegisWrite" ribbon. Select [document quality] and click on "DQC options".
- The «Set as default» button allows you to define the options you always want to be selected.

(b) In the Document Quality drop down list:

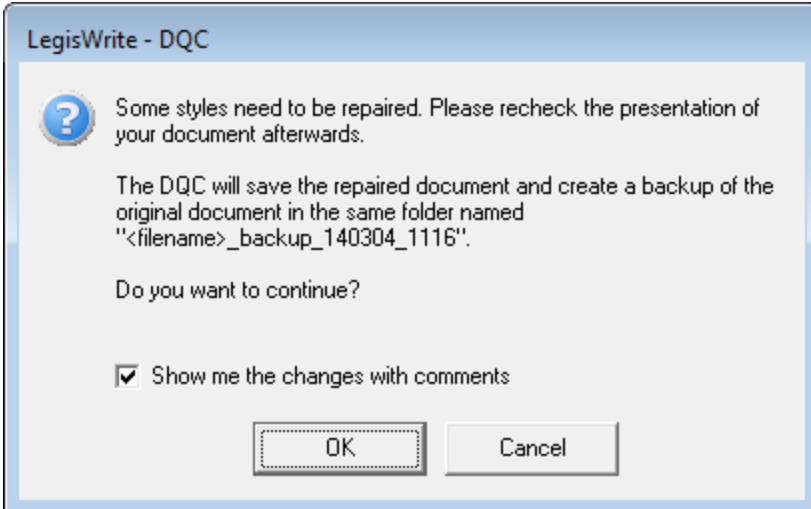


- The [Check Document Quality] option launches the Document Quality Check.
- The [Remove Highlighting] option deletes all comments all at once.
- The [DQC Options] option allows to modify the list of the options your have selected in the [[DQC criteria]] window.
- The [Repair highlighted DQC Errors] option allows to correct interactively or automatically the Document Quality Check. Go to point 4 for further details.
- The [Repair Options] option allows to modify the list of the options your have selected in the [[Repair document options]] window.

3. MANUAL CORRECTION

Here is a table with quick solutions to manually correct all kinds of errors.

This is suitable when you only find few mistakes in the document.

Error/Warning types	Comments displayed in the document	Explanations	Solutions
Modified style	Style has been repaired	One or more style attributes differ from the original settings. In LegisWrite, it is not allowed to change style attributes. Example: If a user changes « Heading 1 » style so that its colour will be red by default, the Document Quality Check will detect the error and the system will reset the original features of the style so it will appear in black again.	<p>Modified styles are corrected automatically when you launch the DQC. A window appears saying styles have to be repaired and you will have the option to tick “Show me the changes with comments”.</p>  <p>If the option is ticked, you will see a warning appearing in your text ("Style has been repaired") on each first paragraph formatted with the repaired style. A backup will be created automatically when you click on “OK”.</p>
Modified Margins	Modified Margin(s)		<ul style="list-style-type: none"> (a) Place cursor in the affected paragraph (b) Keep [CTRL] key pressed and click on [Q], (c) If the result is not compliant with the desired

Error/Warning types	Comments displayed in the document	Explanations	Solutions
			presentation, apply another LegisWrite style.
Modified Numbering	Missing Numbering Modified Numbering		<p>(a) Keep [CTRL] key pressed and click on [Q]. It resets the default features included in the style definition: e.g. the default numbering.</p> <p>(b) If the result is not compliant with the desired presentation, apply another LegisWrite style.</p> <p>(c) One change is accepted: "Restart numbering"</p>
Objects (see point below)	Embedded Object	<p>Comments :</p> <p>The second method indicated here on the right, is the one to be used when inserting an Excel table as a picture in Word. If you want to insert an Excel Graph, a plain copy paste from Excel to Word already gives you the appropriate result.</p> <p>If the document must be translated, send also to DGT the reference files (xls, ppt) that were used to create the</p>	<p>You have to replace the object by a picture. When viewing and printing the document, the result will be the same.</p> <p>(a) Select the object</p> <p>(b) Keep [CTRL] and [SHIFT] keys pressed and press [F9] key on your keyboard</p> <p>OR</p> <p>(a) Select the object and cut it (Edit/Cut)</p> <p>(b) Choose Paste as « Picture »</p> <p>(c) Click on [<OK>]</p> <p>(a) Double click or right click on the table/image and</p>

Error/Warning types	Comments displayed in the document	Explanations	Solutions
	Floating object	<p>pictures.</p> <p>Images or tables that are not put "In line with text"</p>	<p>choose the Tab "Layout"</p> <p>(b) Change the Layout to "In line with text"</p> <p>(c) The repair tool will also apply the correct layout setting</p>
Existence of macros	Macro(s) Detected		<p>(a) In the "Developer" ribbon, click on Macros in the "Code" group</p> <p>(b) Select your personal macros and click on [Delete]</p>
Document size (max. 4 MB)	Document is too big		<p>Contact your legislative coordinator</p> <p>Split the document in several volumes or limit the size of the images (save them as .png before inserting them for example).</p>
Modified Markers	Marker has modified colour settings		<p>(a) Select the text</p> <p>(b) Keep [CTRL] pressed, and click once on the space bar. It removes the marker styles from the selected text and keeps the text.</p>
Unknown fonts	Unknown font "x" used		<p>(a) Select the text,</p> <p>(b) Keep [CTRL] pressed, and click once on the space</p>

Error/Warning types	Comments displayed in the document	Explanations	Solutions
			bar. It resets the font foreseen by default in the style
Superfluous white space	Paragraph is empty Multiple white space		<p>(a) Delete spaces, tabs, or empty paragraphs</p> <p>(b) If the paragraph is no longer at the suitable place, use one of the following method to get it at the correct position:</p> <ul style="list-style-type: none"> • Choose "Text" style or "Point" style to get the appropriate indentation according to the left margin. • Use a Word table to align columns. • Use "Part Title", "Chapter Title" or "Section Title" style to increase the space between titles and text. • Insert a "section break next page" or a page break to start the text on the following page.
Document Versions	Document versions detected		<p>(a) File – Versions,</p> <p>(b) Select the previous version,</p> <p>(c) Press <Delete>.</p>

Error/Warning types	Comments displayed in the document	Explanations	Solutions
Unknown style	Invalid Style "x" used		Replace the style by a LegisWrite style
Odd/even section breaks	Odd/even section breaks detected		Do a "print preview"
Invalid Footnotes	The document contains endnotes	The message is displayed at the top of the document.	<ul style="list-style-type: none"> (a) In the "References" ribbon, in the "Footnotes" group, click on the arrow in the bottom right corner to open the Footnote and endnote dialog box (b) Tick "Endnotes" and click on [<Convert>] (c) Select "Convert all endnotes to footnotes" and click on [<OK>]
	footnote settings	In one or several section, the footnotes presentation is not compliant with the LegisWrite standards.	<ul style="list-style-type: none"> (a) In the "References" ribbon, in the "Footnotes" group, click on the arrow in the bottom right corner to open the Footnote and endnote dialog box (b) Check the attributes : <ul style="list-style-type: none"> (a) Location : footnotes /bottom of the pages (b) Format: <ul style="list-style-type: none"> – Number format : 1,2,3,

Error/Warning types	Comments displayed in the document	Explanations	Solutions
	<p>Style "Footnote Reference" has no superscript</p> <p>Corrupt footnote</p> <p>Footnote has custom reference mark</p> <p>Modified formatting of footnote reference</p>	<p>The "Footnote Reference" style does not have the superscript setting.</p> <p>The commented footnote does not use automatic numbering</p> <p>The formatting of the footnote reference does not comply with the LegisWrite standard</p> <p>The footnote body does not comply with the LegisWrite standard.</p>	<p>– Start at :1</p> <p>(c) Apply changes: apply changes to /Whole Document</p> <p>(c) Click on [OK]</p> <hr/> <p>Put the reference in superscript</p> <p>Insert a new footnote using LegisWrite</p> <hr/> <p>Copy the text and delete the wrong note (corrupted or with manual numbering)</p> <hr/> <p>Select the footnote reference and apply the «Footnote Reference » style</p> <hr/> <p>The footnote reference must be at the beginning of the footnote, followed by a tab character and no further white space</p>

Error/Warning types	Comments displayed in the document	Explanations	Solutions
	Malformed footnote		Make sure there is a tab between the footnote number and the footnote text, no regular space.
	<p>The “Track Changes” function is turned on</p> <p>document contains comments</p> <p>document contains hidden text</p> <p>document contains markers</p> <p>non-LegisWrite ToC detected</p> <p>document contains revisions</p>		<p>In the "Review" ribbon go to "Track Changes", and click on it to deactivate.</p> <p>In the "Review" ribbon in the "Comments" group click on the button to "Delete all comments in document"</p> <p>Select the text, click Format > Font and untick "hidden"</p> <p>Choose "Clear all markers" in the "Marker" group</p> <p>Delete the Word table of contents and click on ToC to add a LegisWrite table of contents</p> <p>In the "Review" ribbon go to "Accept", and click on the button "Accept all changes in document"</p> <p>Or tick the box "Run DQC on a version with accepted revisions" in the first window of the DQC, in order to verify the document without track changes and to avoid having the error "document contains revisions".</p>

<p>Document content</p>	<p>Cover Page not updated</p> <p>The Cover Page does not match the document</p> <p>Titre de l'acte is missing</p> <p>Explanatory memorandum is missing</p> <p>Wrong number of annexes : (x) missing</p>		<p>Click on "Update document" to make sure the titles in the act and the titles in the Cover Page are exactly the same</p> <p>Remove the copied Cover Page and click on "Update document" to re-insert the correct one.</p> <p>Run LegisWrite's "Insert Element" command to insert the Titre de l'acte.</p> <p>Run LegisWrite's "Insert Element" command to insert the Explanatory memorandum.</p> <p>Make sure the number of annexes in your document complies to the number of annexes you have specified in the Cover Page.</p>
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Sections	<p>Odd/even section break detected</p> <p>Page numbers restarted</p>	<p>The document contains a section break that forces the new section to start on an odd or an even page. This is not allowed in LegisWrite</p> <p>Pages can be restarted in split documents or annexes</p>	<p>Place the cursor after the affected section break, into the next section. In the "Page Layout" ribbon, click on the arrow in the bottom right corner of the Page Setup group, and go to the Layout tab in the window that opens. Change the Section start setting to "New Page".</p> <p>Place the cursor after the section break into the next section, where the page numbers are restarted. In the "Insert" ribbon, "Header and footer" group, click on the drop down arrow next to "Page Number" and choose "Format page numbers". Select the "Continue from previous section" option.</p>
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3.1. How to avoid embedded objects?

Introduction

Microsoft Office applications enable to insert for instance Excel objects into Word. Inserting an Excel object generates a link in the Word file towards the Excel file. For technical reasons, this method is not accepted in LegisWrite documents.

Inserting Excel graphs or tables in a LegisWrite document must be achieved by Copy paste: *Copy* in Excel (*Edit / Copy, CTRL + C,*), Then *Paste* in Word (*Edit / Paste, CTRL + V,*).

When you have a graph, the result in Word is a picture. You can not edit the content in Word. If you still need to modify the graph, you must edit it in Excel and insert the modified version in the LegisWrite document.

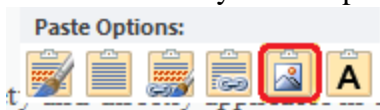
When you have a table, the result in Word is a Word table. You can edit the table and cells directly in the LegisWrite document and you no longer need the Excel source document.

It is also possible if you have a table, to get as result a picture in Word. To do this, follow the instructions below. In this specific case, you can not edit the contents in Word. If you still need to modify the table, you must edit it in Excel and insert the modified version in the LegisWrite document. This procedure also enables you to convert embedded object into picture.

When sending LegisWrite documents that include graphs or tables inserted as « pictures » to DG translation, send the Excel source as well. DG Translation will work in the excel file and will then insert the translated table/ graph as a picture in the LegisWrite document.

METHOD

- (a) Open the document in Excel (transfer) or in Word according to the situation (conversion).
- (b) Select the table.
- (c) « Copy » the table if you are in Excel or « cut » the table if you are in Word.
- (d) Position your cursor in the LegisWrite Document (where you want to find the table).
- (e) When you click paste, choose [Picture] in the paste options that appear.



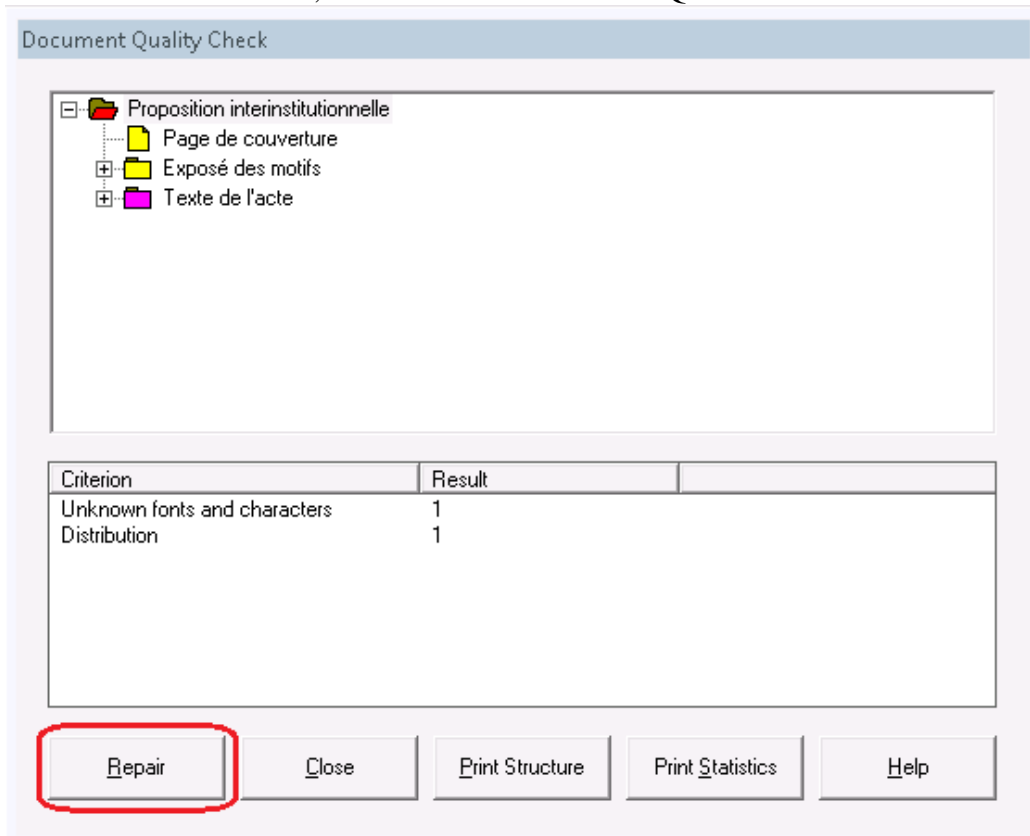
4. INTERACTIVE CORRECTION

This interactive mode is best applied when you are not sure which errors or warnings your document contains. To avoid mistakes due to an automatic repair by the system, always choose the “All interactive” mode.

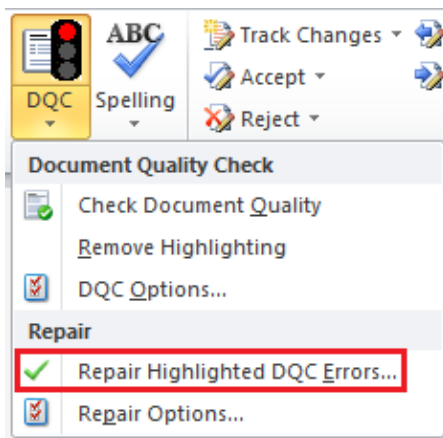
It enables you to choose among a range of solutions suggested by LegisWrite.

METHOD:

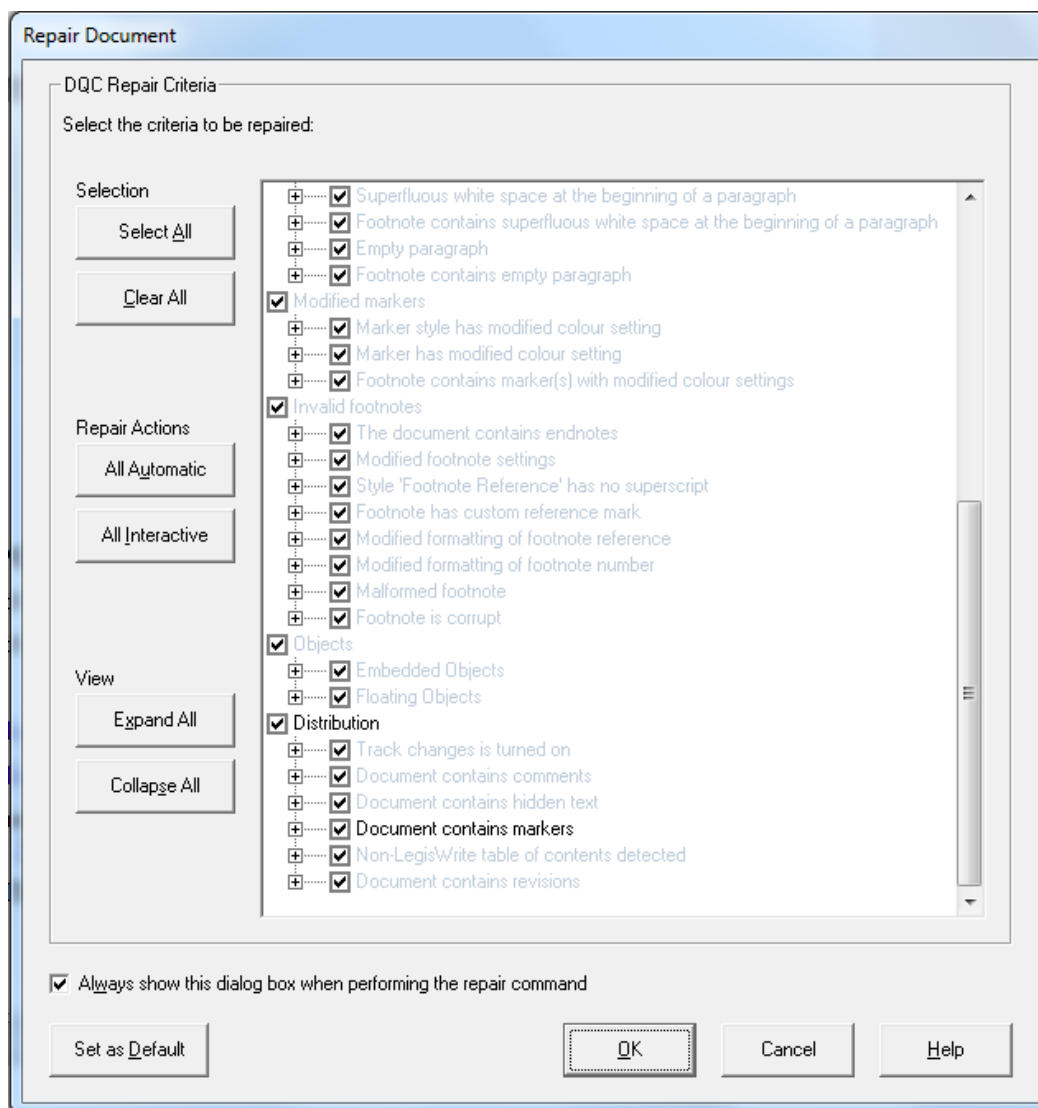
- (1) To launch the correction, there is a button in the DQC window that is called « **Repair** »:



- (2) You also have the option to go to the LegisWrite ribbon after doing the Document Quality Check, choose DQC in the "Check" group and click on [Repair highlighted DQC Errors]



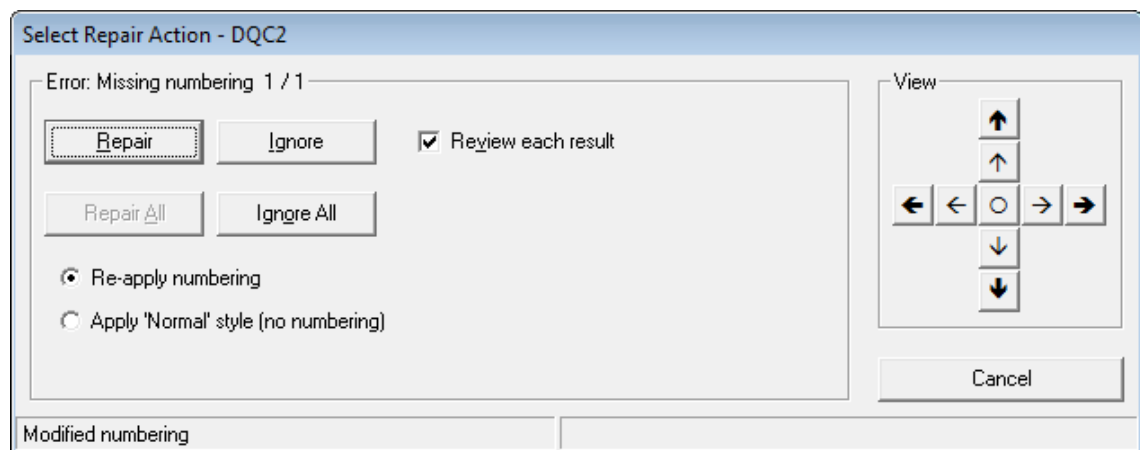
A window displays the criteria that can be interactively or automatically corrected.



- The criteria that can be corrected automatically in the document are in black, the greyed out ones are not available.
 - «Always show this dialog box when performing the Repair Command» option enables you to activate or deactivate the display of the options dialog box when performing the command. This option is memorised by LegisWrite and applied until next modification via "LegisWrite" ribbon, "Check" group: [document quality /Repair options]
 - «Set as default » option enables to define which options you permanently want to keep selected.
- (3) Click on [<select all>] or [<Unselect all>] to tick or uncheck the criteria you want to correct.
 - (4) Click on [<All Interactive>].
 - (5) Click on [<OK>].

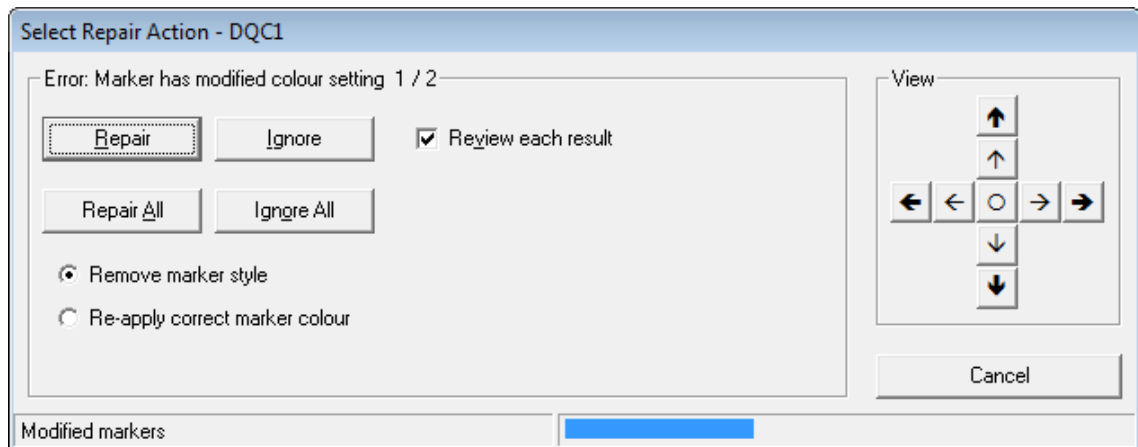
The [[select repair actions]] window is displayed.

For each error type selected, you get a list of solutions.



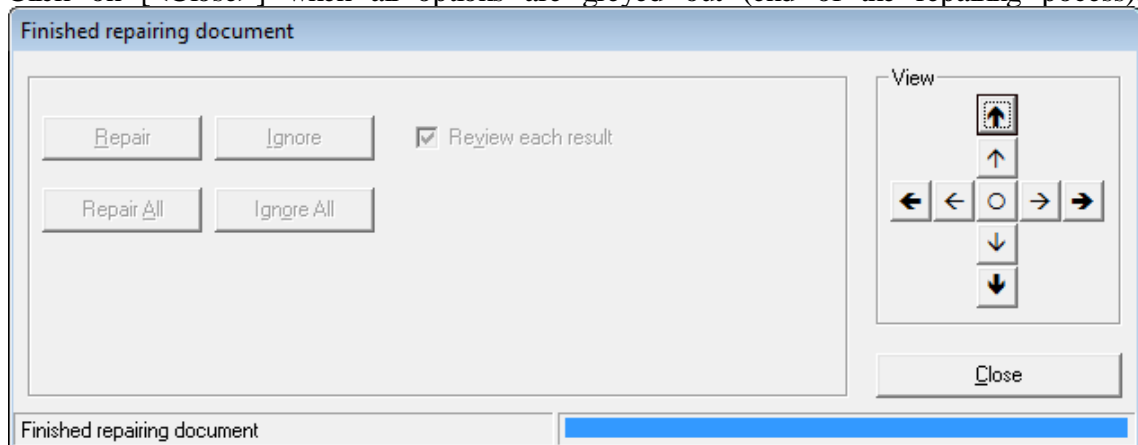
- (6) «Review each result » will be ticked automatically in order to view the result after the correction.
- (7) You can use the arrows to navigate through your text while you are running the repair tool.
- (8) Tick the appropriate solution.
- (9) Click on [<Repair>] to correct the error you see on the screen.
- (10) Click [<Undo>] when you want to undo the previous repair action.(only available if you have ticked « Review each result »

- (11) Click on [**<Next>**] to jump to the following error (only available and necessary if you have not unticked « Review each result »)

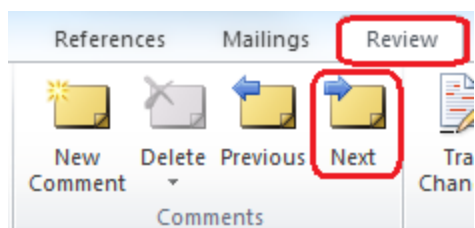


Comments:

- (a) [**<Repair All>**] applies the selected solution on all errors of the active DQC error type in one go.
- (b) [**<Ignore>**] button enables to skip individual errors to go to the following error.
- (c) [**<Ignore all>**] button allows skipping correction of all errors of the active DQC error type.
- (12) Click on [**<Close>**] when all options are greyed out (end of the repairing process).



- (13) The errors that could not be automatically or interactively corrected remain highlighted in the document. Go through the document to repair them manually. To ease navigation between the remaining comments, click on next in the "Comments" group of the Word « Review » ribbon.



Here are some examples of **corrections** that can be **interactively performed**:

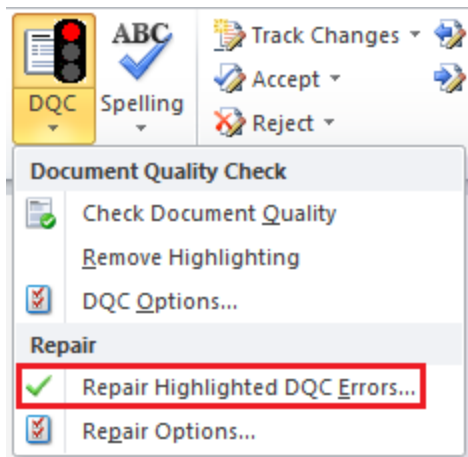
Criterion	Error messages	Actions LegisWrite suggests to do
Modified margins	Modified margins	Remove additional indentation
	Footnote contains modified margins	Remove additional indentation
Unknown fonts	Used in text	The wrong font is replaced by the one used in the paragraph style or by « Wingdings » font
	Used in footnotes	
Superfluous White space	Space/non-breaking-space/tab	Delete superfluous characters, spaces.
	Empty paragraph	Delete the paragraph or insert a marker field
Modified numbering	Missing numbering	Reapply numbering or apply Normal style without any numbering
	Modified numbering	- Resets default numbering. - Applies a style with corresponding numbering.
Modified styles	Style has been repaired	Resets style and applies correct formatting of the paragraphs automatically.

5. AUTOMATIC CORRECTION

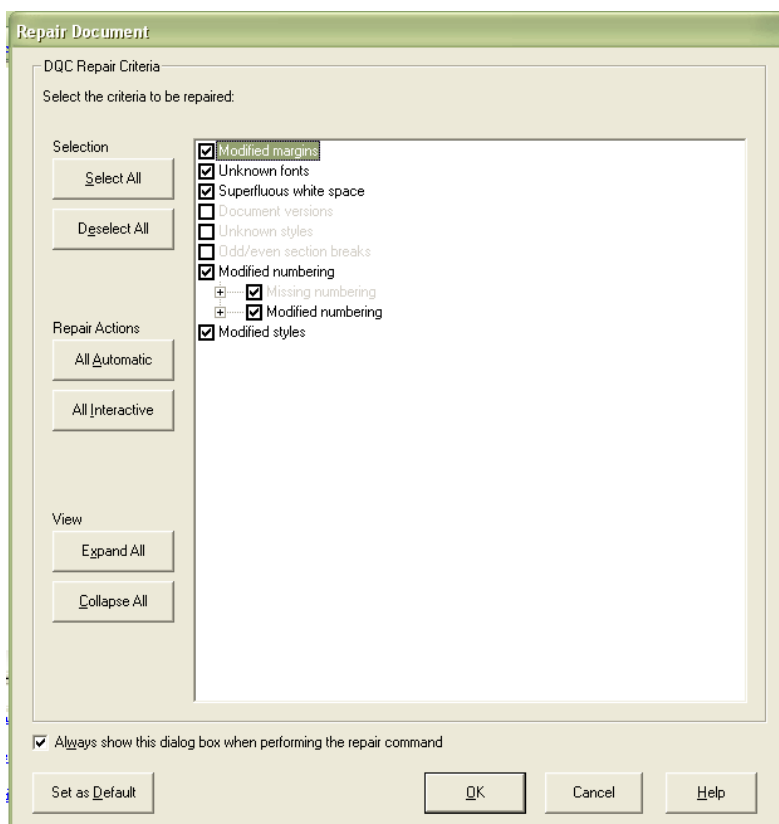
The correction type suits best when you have lots of repetitive errors.

METHOD:

- (1) To launch the correction, in the LegisWrite ribbon choose DQC in the "Check" group and click on **[Repair highlighted DQC Errors]**

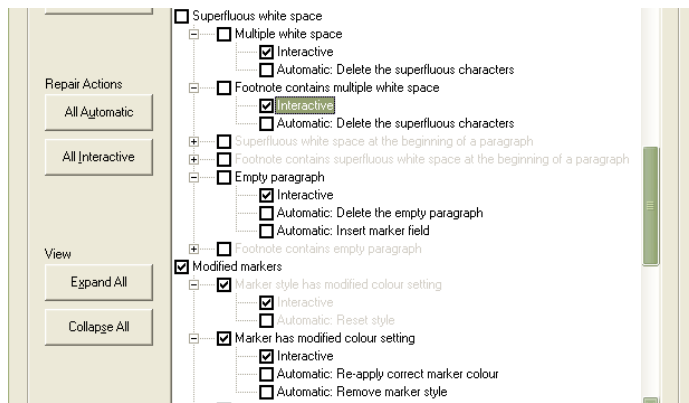


A window displays the criteria that can be interactively or automatically corrected.

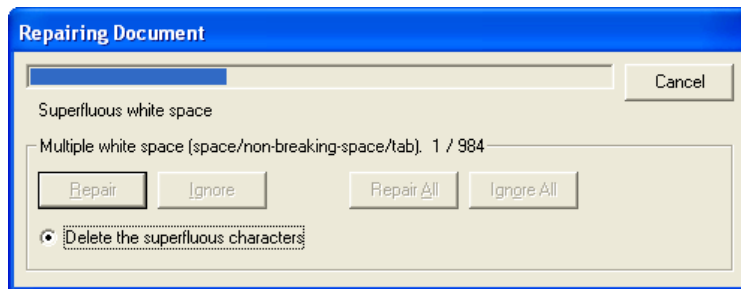


- The criteria that can be corrected automatically in the document are in black, the other ones are not available.
- «Always show this dialog box when performing the Repair Command» option enables you to activate or deactivate the display of the options dialog box when performing the command. This option is memorised by LegisWrite and applied until next modification via "LegisWrite" ribbon, "Check" group : [document quality /Repair options]
- «Set as default » option enables to define which options you permanently want to keep selected.

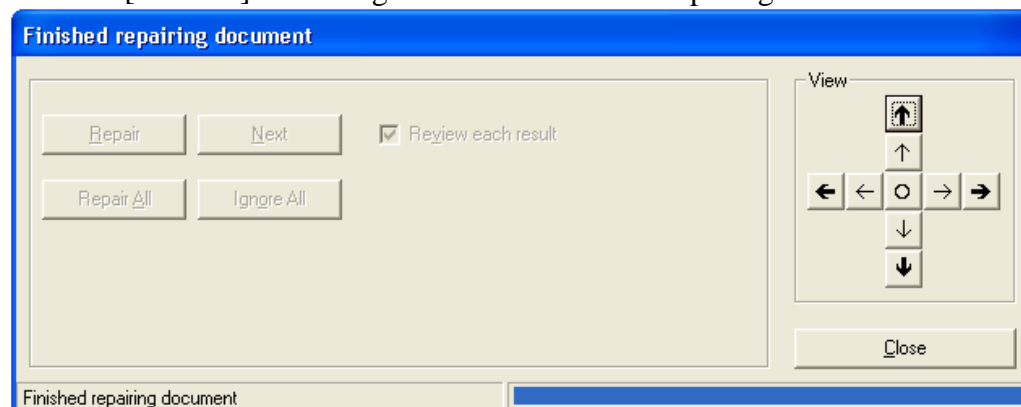
- (2) Click on [<select all>] or [<Unselect all>] to tick or uncheck the criteria you want to correct.
- (3) Click on [<All Automatic>].
- (4) Click on [<Expand all>]. For each criterion, you find a range of solutions.



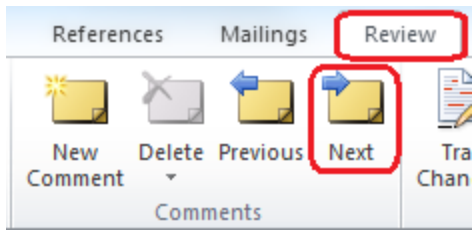
- (5) For each criterion, tick the correction that suits you best.
- (6) Click on [<OK>].
- (7) A window indicates the criterion being corrected and the overall progress.



- (8) Click on [<Close>] when LegiWrite has "finished repairing document"



- (9) The errors that could not be automatically or interactively corrected remain highlighted in the document. In the Word «Review» ribbon, click on next in the "Comments" group in order to check if you still have errors and comments in the document.



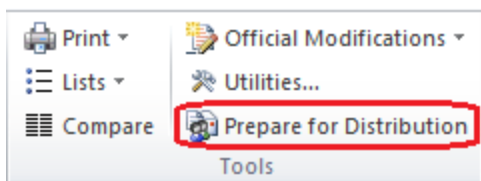
12. Prepare for Distribution

1. INTRODUCTION

When you have finished working, you can improve the quality of certain parts of your document (footer, front page, etc)

2. METHOD

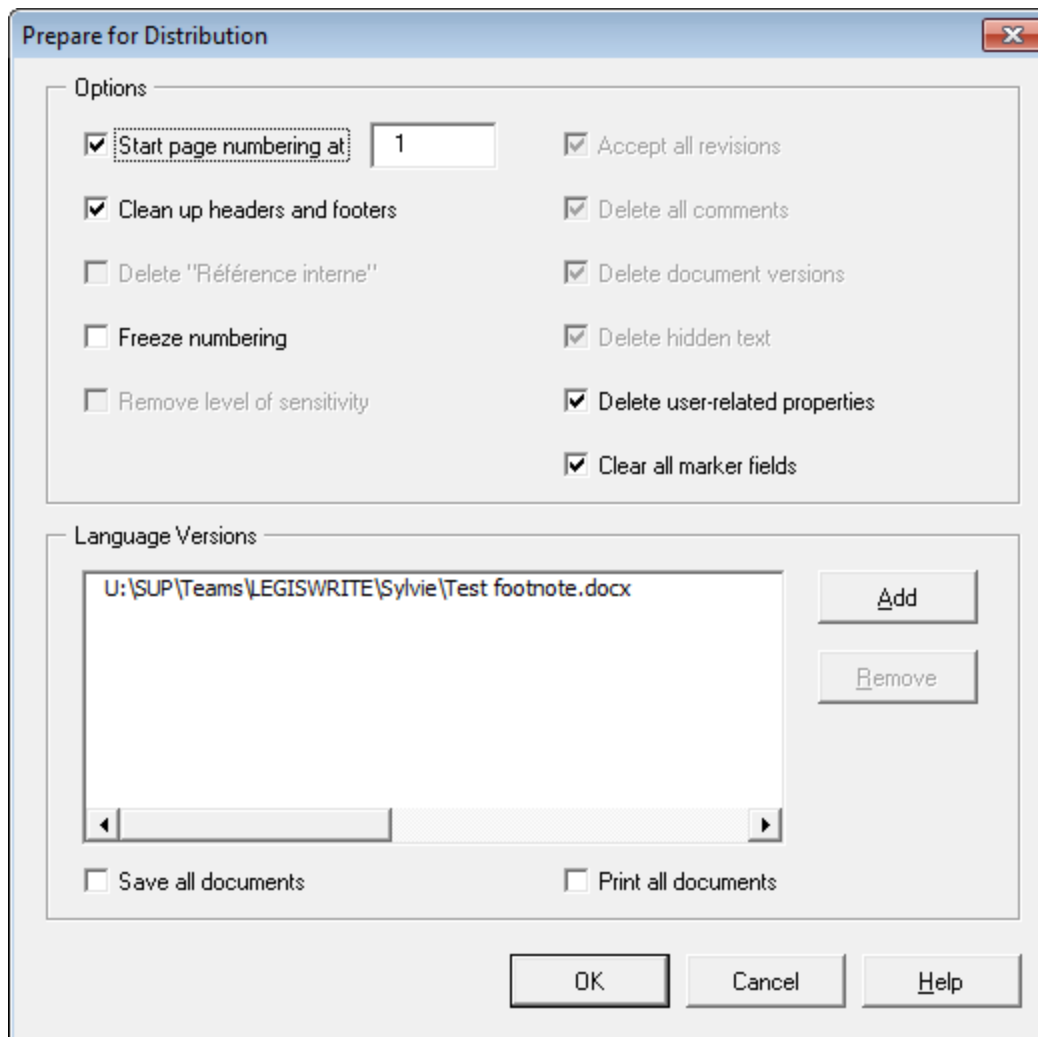
- (1) Open the document.
- (2) In the LegisWrite ribbon, choose [Prepare for Distribution] in the "Tools" group.



- (3) Tick the options you want to apply.

In the [[Prepare for Distribution]] window, select the actions that can be achieved in your document, they are in black.

(4) Confirm your choices by a click on [<OK>].



The options are:

- **Start page numbering at :**

It allows you to choose the number of the page that follows the Cover Page. The number of the Cover Page itself is not displayed.

- **Clean up headers and footers :**

It removes any non-"LegisWrite" information from the headers and footers.

The headers are blank.

The footers contain the page number, the classification if it's other than 'normal' and the language code (twice a page).

- **Delete "Référence interne" :**

It deletes the internal reference number from your document. This option is greyed out if your document does not contain any internal reference.

- **Freeze numbering :**

It replaces all automatic numbering by manual numbering. The NUMPAR X styles become MANUAL NUMPAR X styles and the automatic numbering in your text is converted into character.

It is better not to use this option until your document has been fully approved by the Secretariat General.

- **Remove level of sensitivity:**

This option can be used by the SG to remove the level of sensitivity of a document that used to be marked as “Sensitive treatment”. This command is not available for other levels of sensitivity.

- **Accept all revisions :**

It accepts all the changes made by the "Track Changes" option. Texts marked for addition are added. Texts marked for deletion are deleted.

- **Delete comments :**

It deletes all the comments inserted into your text.

- **Delete documents versions :**

If you used the Word option [File/Version] when you created your document, LegisWrite keeps as the final version the version of your document which is open and deletes the other version.

- **Delete hidden text :**

It deletes the "hidden" paragraph(s) from your document.

- **Delete user related properties :**

It blanks out the statistical data from your Word file. It is no longer possible to identify who created the file.

- **Clear all marker fields :**

It clears all the blue insertion marks ([...]) added by LegisWrite to the standard texts and the financial statement of your document. All text left in blue in your document will become black.

Any green markers will be completely deleted from the document. Red markers remain untouched as they are reserved for SG.

- **Language versions**

In this window you can add other language versions of the same document, in order to perform the prepare for distribution on all of them at the same time.

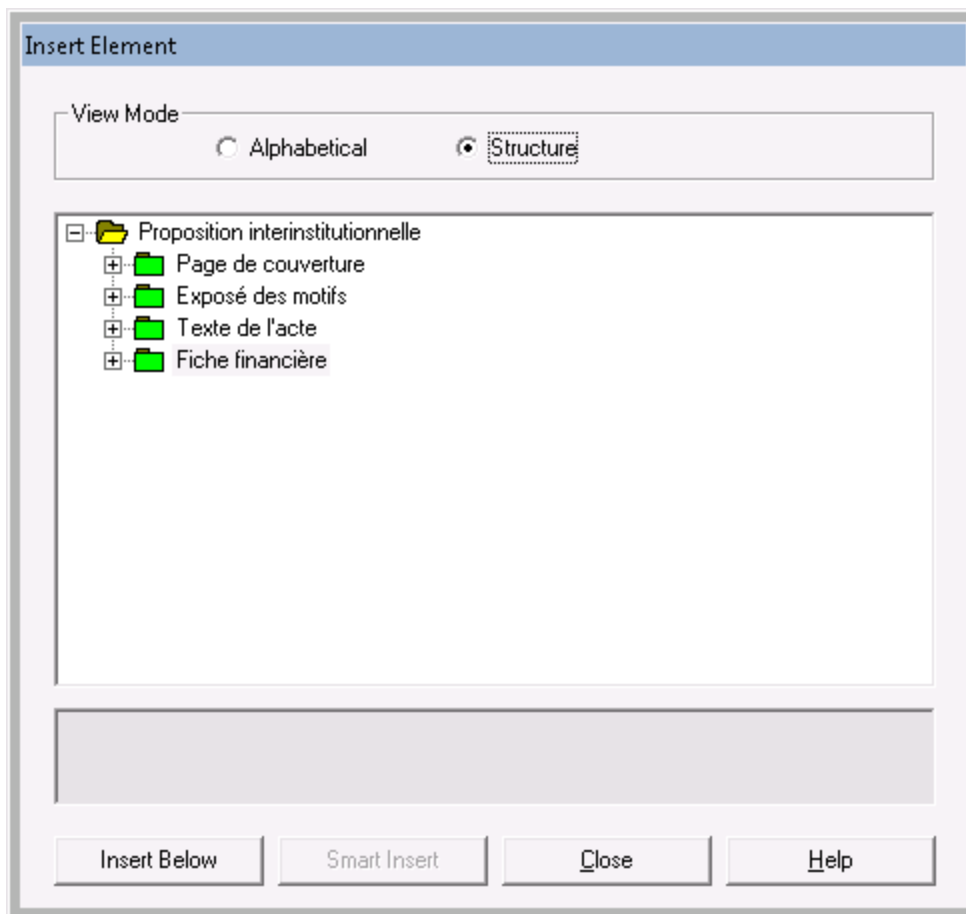
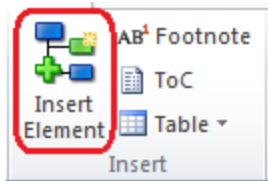
13. Add an element in the structure

Introduction

When you are in a "LegisWrite" document, you get the possibility to add components.

1. METHOD

- (1) Check the document structure
- (2) Open the **[[Insert Element]]** window. In the "LegisWrite" ribbon, select [Insert Element], within the "Insert" group.

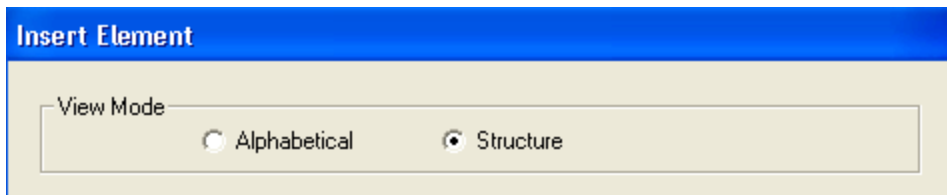


- (3) Select the component.
- (4) Click on [**<Smart Insert>**].

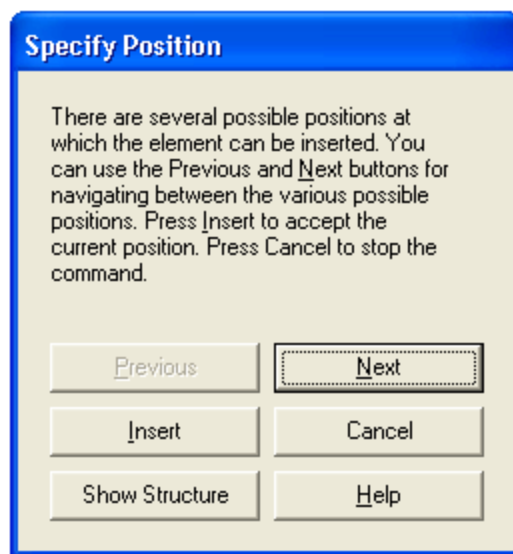
[**<Smart Insert>**] will automatically insert an element **IN THE RIGHT PLACE** in the document (regardless of where the cursor is).

2. MAIN COMMENTS

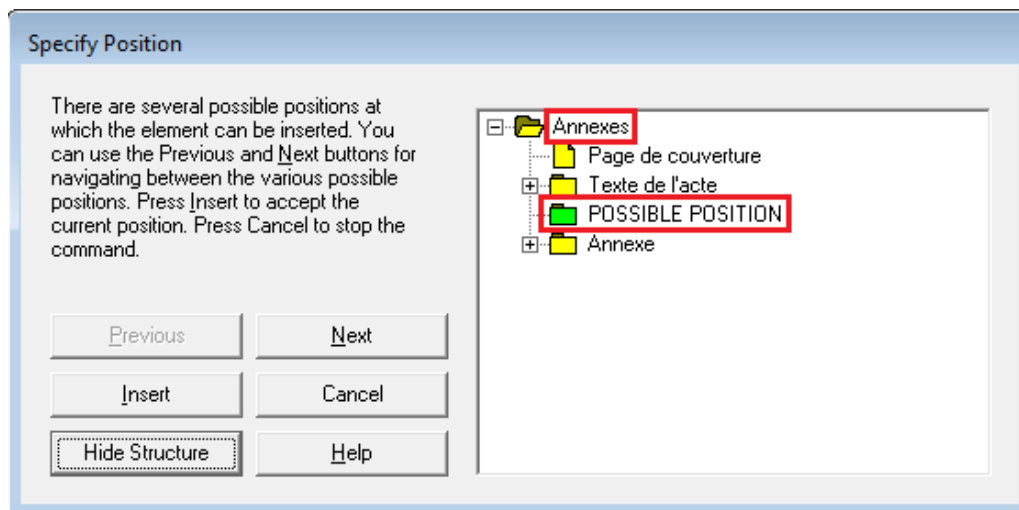
There are two ways to display the elements. To switch from one way to the other on, click on the [**<Structure>**] or [**<Alphabetical>**] buttons.



- (a) In the "**Structure**" display, a legislative document is displayed in the form of a tree structure diagram.
 - (b) In the "**Alphabetical**" display, the information does not appear as a skeleton document; it is simply listed alphabetically from A to Z.
- When using the [**<Smart Insert>**] button, for a component that can be inserted at **different places**, (add an extra annex to a document of the type "Annex to a proposal" for example), "LegisWrite" will ask you where you want to insert the new element and will show you the possible positions. You get this window :



- (a) The [**<Next » >**] button takes you to the next possible insertion point.
- (b) The [**<Previous>**] button takes you to the previous one.
- (c) [**<Insert>**] inserts at the position shown on the screen.
- (d) [**<Show Structure>**] displays the tree diagram with the various possible insertion positions.



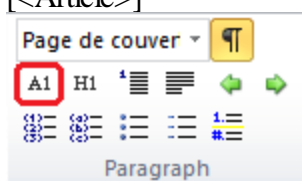
At the same time, in the document a green rectangle indicates the position selected in the structure.

Once the selection is done, click on [**<Insert>**].

➤ **The [**<Insert Below>**] button** inserts the selected element at the end of the paragraph in which the cursor was positioned before opening the [[Insert Element]] window.

➤ **When adding an article in the enacting terms,** it is not necessary to use the « Insert Element » function. The quickest way to act is this one:

- (a) Place the cursor at the end of the article.
- (b) Insert an extra line (return).
- (c) Insert a new article title. In the LegiWrite ribbon in "Paragraph" group, click on [**<Article>**]



- (d) Insert a new paragraph.
- (e) Type the number of the article and the text.

The "Titre Article" style is used and the word "Article" is inserted in the drafting language.

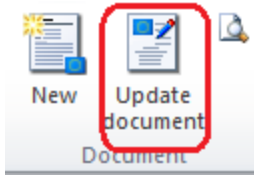
14. Level of sensitivity

Introduction

At any moment in time, it is possible to modify the classification of your document.

METHOD

- (1) To change the classification you will have to update the document. You can check the LegisWrite ribbon and click on the "Update Document" button in the "Document" group.



- (2) Click on the "Change" button next to "Level of sensitivity" (by default, the classification is always "Standard treatment").

LegisWrite - Update Document - ANNEX

News / Notifications

This banner can contain news and notifications

Internal reference

Level of sensitivity: Standard treatment

Language EN

LegisWrite - Level of Sensitivity

Level of sensitivity

Standard treatment

(Type here the chosen marking)

Insert justification footnote

Footnote text [...]

Until...

(time/date) 19 September 2017

JUSQU'AU

UNTIL

When detached...

from any annex(es) - non classified

from annex(es) - non classified

Declassification

Declassification

This document was downgraded/declassified

Date 19 September 2017

By

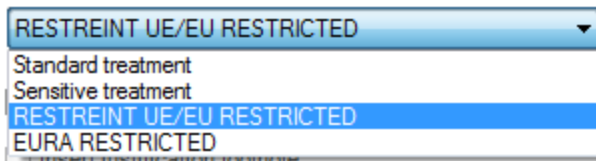
Authority

Help EN FR Cancel OK

Cross-references { (none) () } +

Help EN FR Cancel Update Document

From the dropdown list on the top left, you can choose “Standard treatment”, “Sensitive treatment” “RESTREINT UE/EU RESTRICTED” or “EURA RESTRICTED”. Blue highlighting indicates the classification currently applied in the document.



Depending on the level, several options become available: e.g. for adding a marking, adding a justification footnote or specifying a time or event limit. The limit is inserted into the headers or footers for restrictive levels.

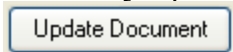
Depending on the chosen level of sensitivity, one or more of these options are available. Also depending on this choice, you might have to specify English and/or French texts for a limit.

If the document is detached from annexes, specific options exist and can be chosen.

Note that some levels of sensitivity are only available for specific user groups or specific installations.

All fields are explained by the  icon

- (3) Click on [<Update Document>] at the bottom of the window



Examples:

A document with a sensitive treatment could look as follows, for instance, if a marking text and a justification footnote are chosen (affects cover page only):

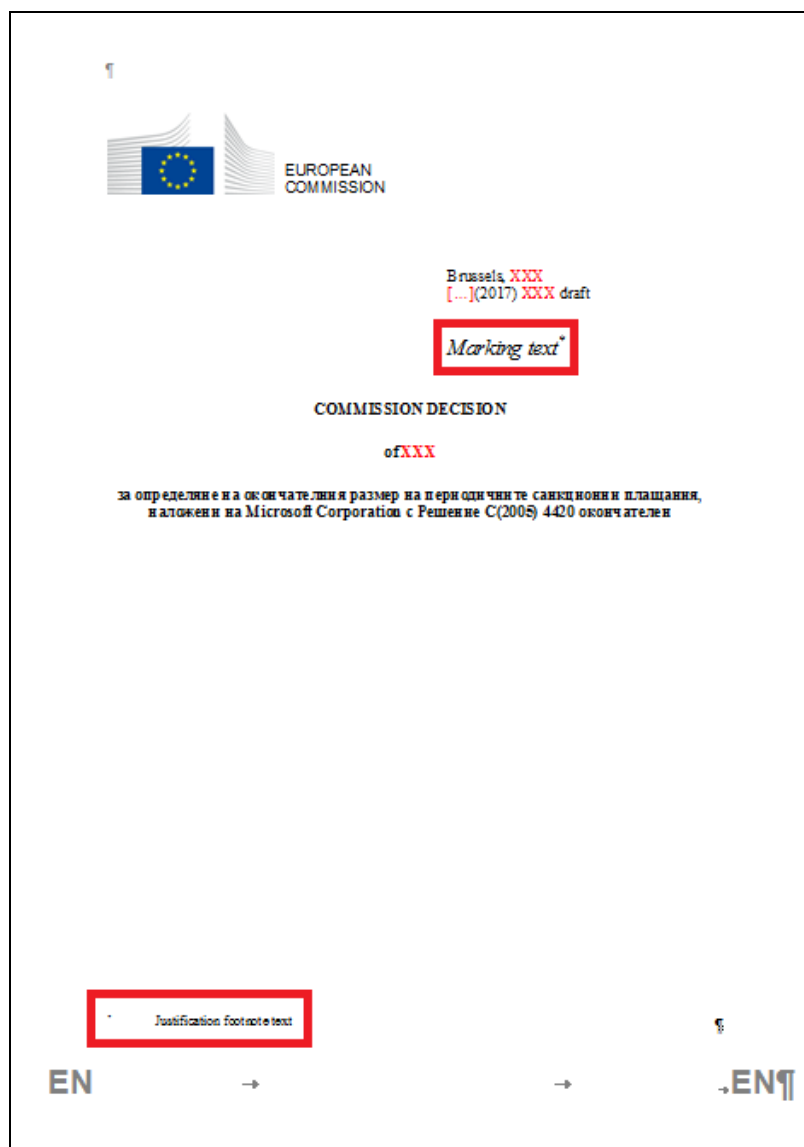
Level of sensitivity

ⓘ

Marking text ⓘ

Insert justification footnote ⓘ

Footnote text



A document with a RESTREINT UE/EU RESTRICTED level of sensitivity and an event limit with French and English texts could look as follows, for instance:

LegisWrite - Level of Sensitivity

Level of sensitivity

RESTREINT UE/EU RESTRICTED ⓘ

(Type here the chosen marking) ⓘ

Insert justification footnote ⓘ

Footnote text [...] ⓘ


Until... ⓘ

(time/date) 19 September 2017 ⓘ

JUSQU'À L'ADOPTION

UNTIL THE ADOPTION

RESTREINT UE/EU RESTRICTED
JUSQU'À L'ADOPTION / UNTIL THE ADOPTION

 EUROPEAN COMMISSION

Brussels, XXX
[...] (2017) XXX draft

COMMISSION DECISION
of XXX

за определене на окончателния размер на периодичните санкционни плащания,
наложени на Microsoft Corporation с Решение С(2005) 4420 окончателен

EN EN

RESTREINT UE/EU RESTRICTED
JUSQU'À L'ADOPTION / UNTIL THE ADOPTION

A document with RESTREINT UE/EU RESTRICTED level of sensitivity being detached could look as follows, for instance:

LegisWrite - Level of Sensitivity

Level of sensitivity

RESTREINT UE/EU RESTRICTED

(Type here the chosen marking)

Insert justification footnote

Footnote text [...]

Until...

(time/date) 24 June 2018

JUSQU'AU


UNTIL

When detached...

from any annex(es) - non classified

from annex(es) - non classified

RESTREINT UE/EU RESTRICTED
Sans l'(les) annexe(s) jointe(s) - non classifié / When detached
from annex(es) - non-classified

 EUROPEAN
COMMISSION

Brussels, XXX
[...] (2017) XXX draft

COMMISSION DECISION
of XXX

за определяне на окончателния размер на периодичните санкционни плащания,
наложени на Microsoft Corporation с Решение С(2005) 4420 окончателен

EN EN

RESTREINT UE/EU RESTRICTED
Sans l'(les) annexe(s) jointe(s) - non classifié / When detached
from annex(es) - non-classified

A document with EURA RESTRICTED level of sensitivity and a time limit could look as follows, for instance (English text only):

LegisWrite - Level of Sensitivity

Level of sensitivity

EURA RESTRICTED

(Type here the chosen marking)


Insert justification footnote

Footnote text [...]

Until...

(time/date) 24 June 2018

**EURA RESTRICTED
UNTIL 24.6.2018**

 EUROPEAN COMMISSION

Brussels, XXX
[...] (2017) XXX draft

COMMISSION DECISION
of XXX

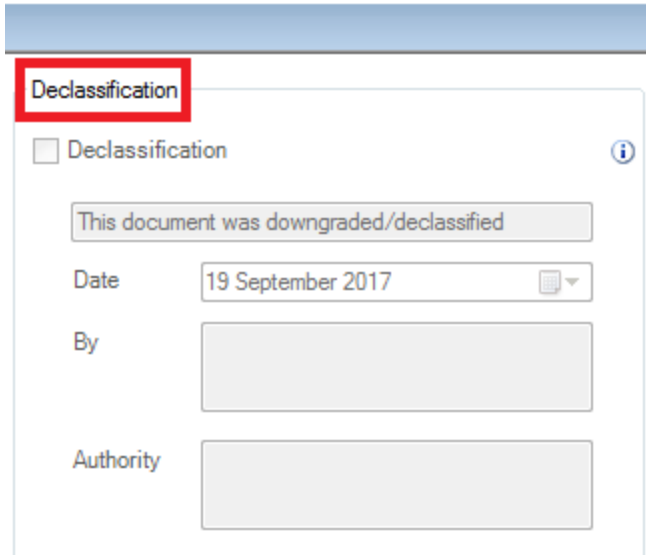
за определени и окончателни размер на периодичните санкционни плащания,
наложени на Microsoft Corporation с Решение С(2005) 4420 окончателен

EN EN

**EURA RESTRICTED
UNTIL 24.6.2018**

Comments

The Declassification option is only available when accessing the dialog via the Update Document command (i.e. not during document creation) and if you belong to a specific user group. When you have the rights of a standard user, this part of the window will be greyed out:



The screenshot shows a dialog box titled "Declassification" with a red border. The dialog is greyed out. It contains the following elements:

- A checkbox labeled "Declassification" with an information icon to its right.
- A text field containing the text "This document was downgraded/declassified".
- A date field labeled "Date" containing the text "19 September 2017" and a calendar icon.
- A text field labeled "By" which is empty.
- A text field labeled "Authority" which is empty.

A former restricted document, declassified by SG can look like this, for instance:

~~RESTREINT-UE/EU-RESTRICTED~~



Brussels, **XXX**
[...] (2017) **XXX** draft

This document was downgraded/decclassified
Date 20.9.2017
By X
Authority XX

COMMISSION DE CISION

of **XXX**

за определяне на окончателния размер на периодичните санкционни плащания,
наложени на Microsoft Corporation с Решение C(2005) 4420 окончателен

5

EN

→

→

→ EN

~~RESTREINT-UE/EU-RESTRICTED~~

15. Page numbering

Introduction

LegisWrite manages page numbering as well as headers and footers. Page numbering is automatically updated when printing or launching a "print preview"

PAGE NUMBERING RULES

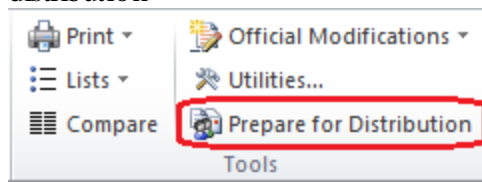
- (a) By default the Cover Page is not numbered.
- (b) The first page of text is numbered with number 1 by default. The following pages will have continuous numbering.

Automatic page numbering is based on the use of sections. To ensure correct numbering, there must be a minimum number of sections. The Cover Page is the first section, the text corresponds to the following section (or sections).

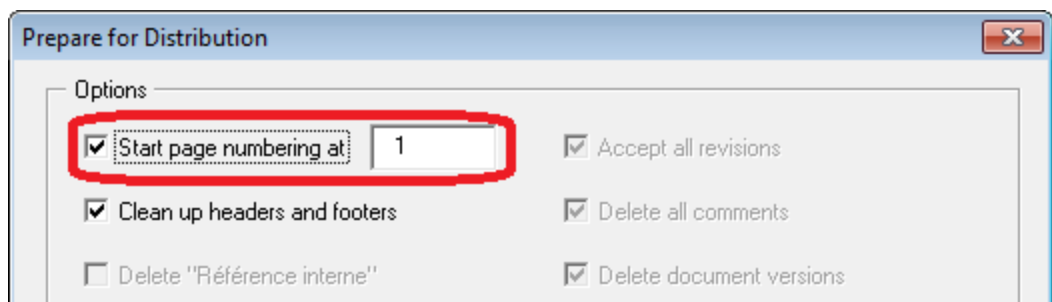
- Cover Page = first section
- Text = second section, with "same as previous"

METHOD TO RESTORE CORRECT PAGE NUMBERING

- (1) In the "LegisWrite" ribbon, go to the "Tools" group and click on "Prepare for distribution"



- (2) In "Start numbering at", check if the number starts at 1 (correct, if necessary)



- (3) Untick others possible options
 - (4) Click on <OK>
- OR**
- (5) Launch the 'Print Preview' ICON

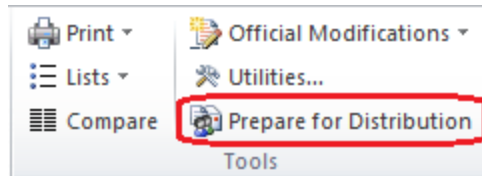
POSSIBLE MODIFICATIONS

1. MODIFICATION OF THE STARTING NUMBER

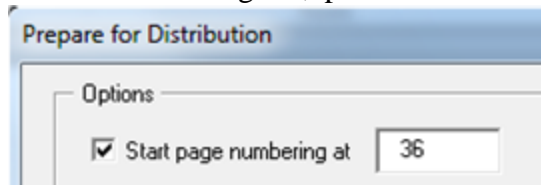
The function "prepare for distribution" allows you to change the starting number. This number is 1 by default.

Example : "Start the page numbers at 36"

- (1) In the "LegisWrite" ribbon, in the "Tools" group, click on "Prepare for distribution"



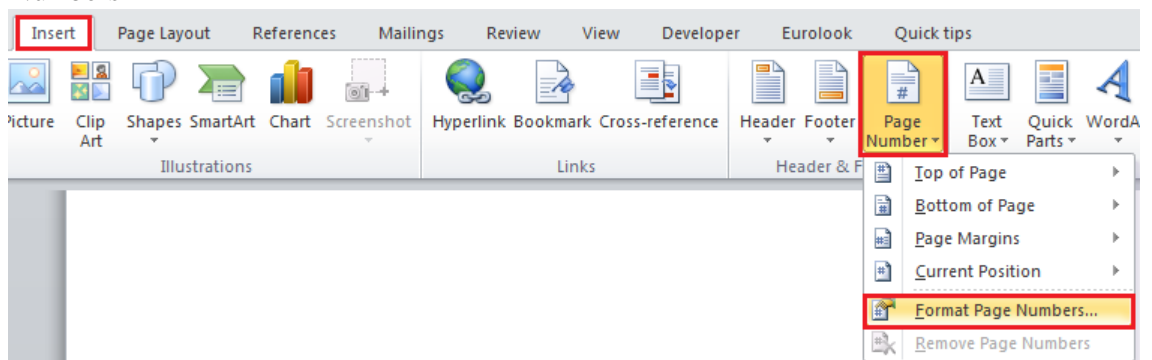
- (1) In "Start numbering at", put 36

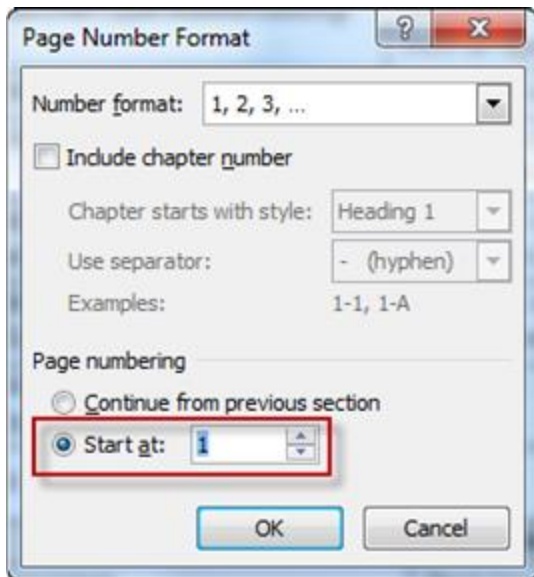


- The Cover Page will get "36." It will not be displayed on the page however.
- The first page of the text will get number "37." The numbering on the following pages will be continuous.

2. MODIFICATION OF THE NUMBERING, STARTING FROM A PARTICULAR SECTION.

- (1) In the "Insert" ribbon, in the "Page Number" part, click on "Format Page Numbers"





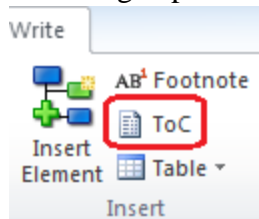
Instead of "Continue from previous section", you will have to choose "Start at", which is put on "1" by default.

In this case the LegisWrite Document Quality Check will display a warning: "Page number restarted".

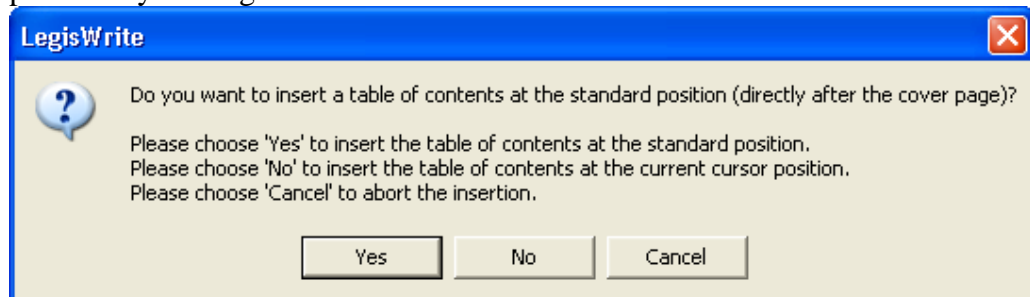
16. Table of Contents

3. INSERTION

- (1) Position your cursor anywhere in the text and click on the <TOC> button in the "Insert" group:



- (2) A message will appear to ask you if the table of contents can be inserted at the standard position, meaning at the beginning of the document, right after the Cover Page. We advise you to always insert the table of contents at this standard position by clicking "Yes".

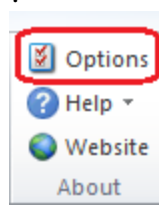


Result

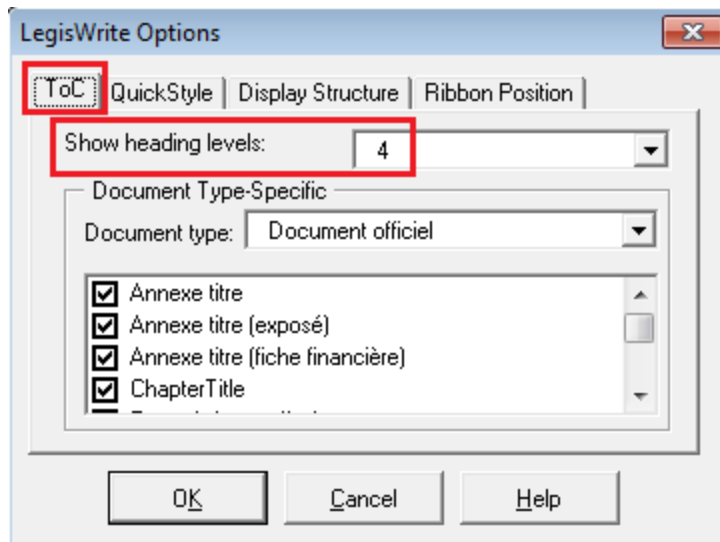
The table of contents is inserted and contains 4 levels of titles as well as all the titles with specific LegiWrite styles.

4. DEFINING THE TABLE

- (1) **To specify the levels of titles** you want to make visible in the table of contents go into the LegiWrite ribbon and click on <OPTIONS> in the "About" group.



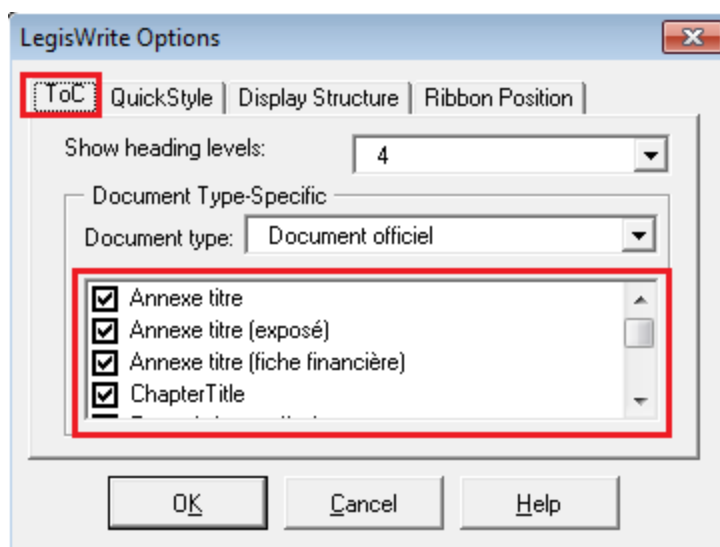
- (2) Click on the [ToC] tab



- (3) Define the level of titles using the "Show Heading levels" option:

level 1,2,3,4 Level 1 enables to display in the TOC the paragraphs on which Heading1 and Manual Heading 1 styles are applied. Level 2 - the paragraphs on which Heading 2 and Manual Heading 2 styles are applied and so on.

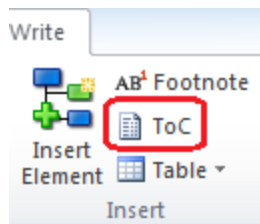
- (4) Select in the drop-down list in front of "Document type" the document type you are working in.
- (5) Other special LegisWrite styles you want to find back in the TOC: by default, can all be ticked in the list below.



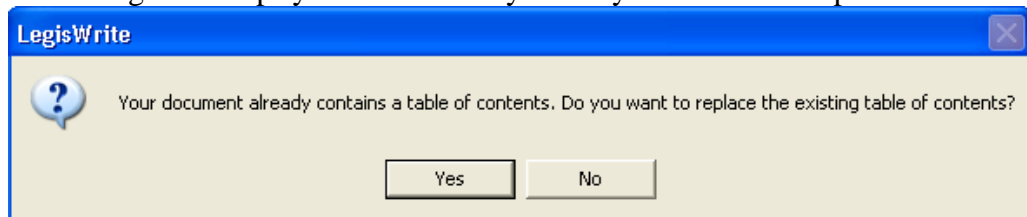
- (6) Click on [**<OK>**]

5. UPDATING

- (1) The ToC will not be updated automatically, so you will have to click on the <TOC> button in the "Insert" group once more



A message is displayed and asks you if you want to replace the table.

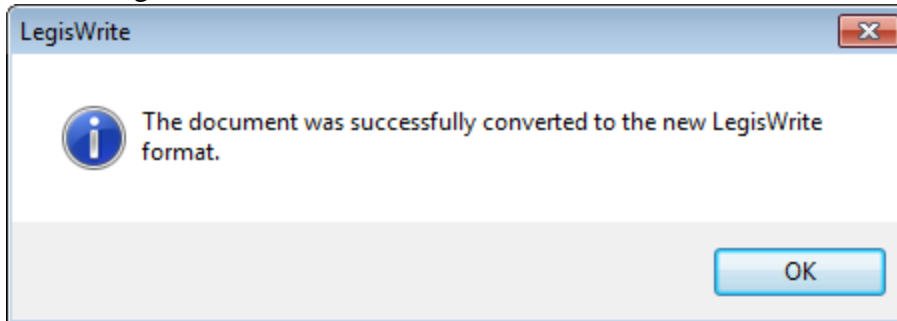


- (2) Confirm the update by clicking on <Yes>.

17. Converting an old LegisWrite document to version 6.0

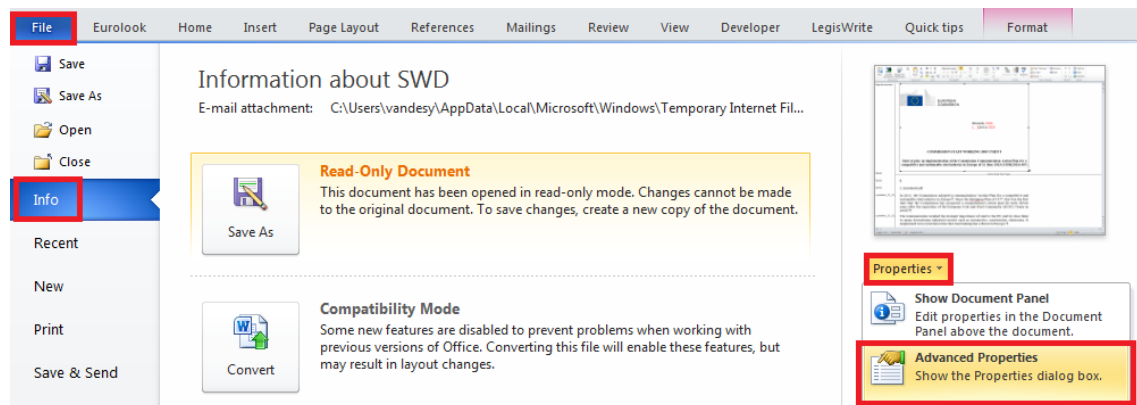
1. METHOD.

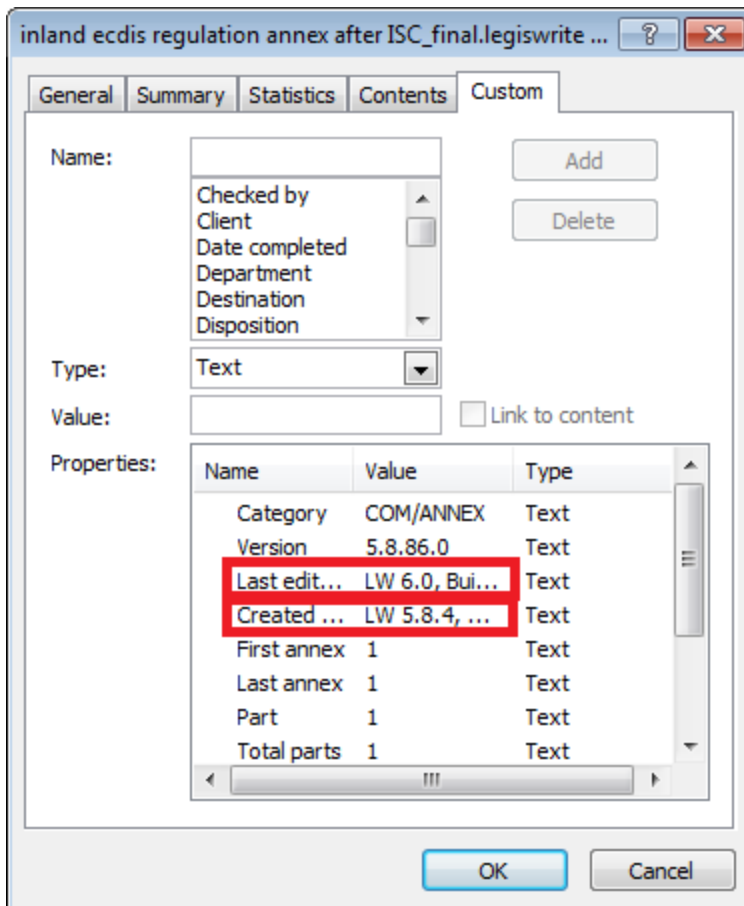
Whenever you open a document that was created with a previous version of LegisWrite, it will be converted to the latest version automatically. You will simply see this message:



As the DQC traffic light will turn to orange after the conversion, make sure to launch the DQC to get a green light.

You can check the current version of the document when you check the version in the File tab > Info > Properties > Advanced properties > Custom tab





As you can see the document is defined as “created using LW 5.8.4” but “Last edited using LW 6.0”. This means this document was originally created in LegisWrite version 5.8.4, but that it has been converted to the latest version 6.0.

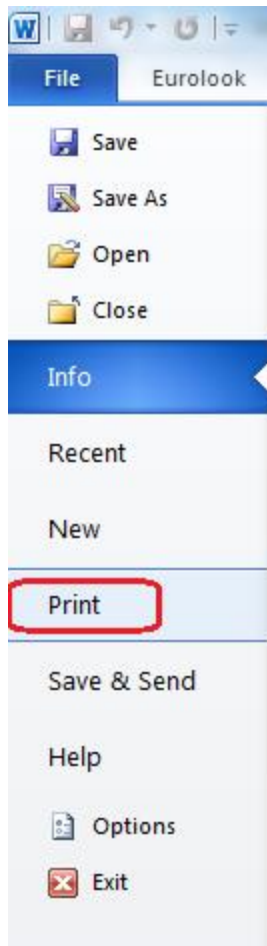
2. ELEMENTS THAT CANNOT BE CONVERTED INTO 6.0:

- Soustitre is no longer accepted, but it will be added to the document title (Titre objet) automatically when the document is converted to version 6.0.

18. Printing

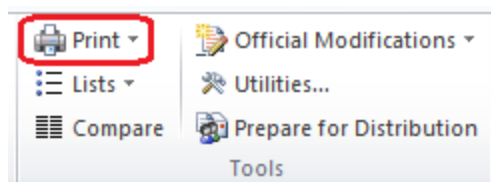
1. METHOD (AS USED IN WORD)

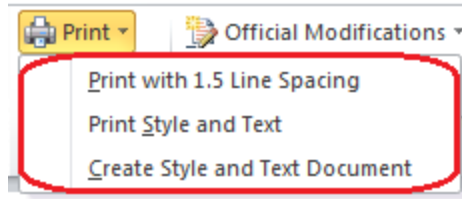
- (1) From the "File" tab, select [Print] in the list:



2. SPECIAL PRINTING FROM LEGISWRITE

- (1) From the LegisWrite ribbon select [Print] in the "Tools" group





(2) Choose one of the settings

(a) Print with 1.5 line spacing

It prints with wider line spacing. This option is used by the lawyer-revisers so that they can insert corrections and notes directly into the text.

(b) Print style & text

It prints the document with a column to the left of the text indicating the correct styles. This option is designed mainly for translators, so that they can see the styles of the original document, and comply with the original structure when producing their translation.

(c) Create style & text document

This simply creates a file containing the text and accompanying styles. This option is designed for trainers.

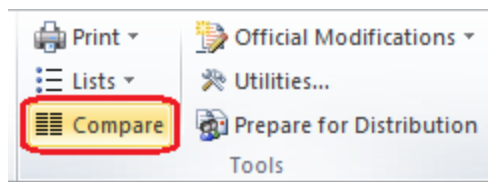
19. Comparison tool

Introduction

You can compare several documents in one go and comparing documents in different languages is also an option. Only documents of the same category, i.e. with a similar structure can be compared. C and COM documents cannot be compared for example. A new document is created with several columns. Each column contains the legislative document in a different language. In each column paragraphs with the same style are aligned.

METHOD

- (1) Open the source document
- (2) Launch the comparison. From the LegisWrite ribbon select [Compare] in the "Tools" group .



A new window will be displayed in which you can select the documents.

Only the LegisWrite documents which are open on your pc at that moment and which are from the same category (and as a consequence have a similar structure) will be available in the list.

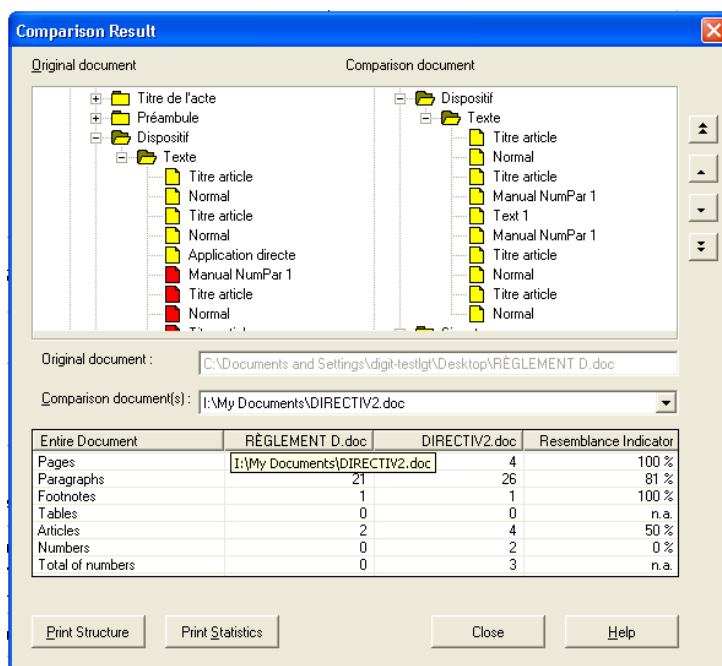
- (3) Select the document(s)

Click on [<Browse>] if the document(s) are not available in the list and select them in the Word window. Click then on [<Open>]

- (4) Click on [<OK>]

LegisWrite opens a window that displays a **statistical table** and the structure of the documents.

You always view the comparison result between the source document and **ONE** other language version.



Explanations of the counters in the statistics table:

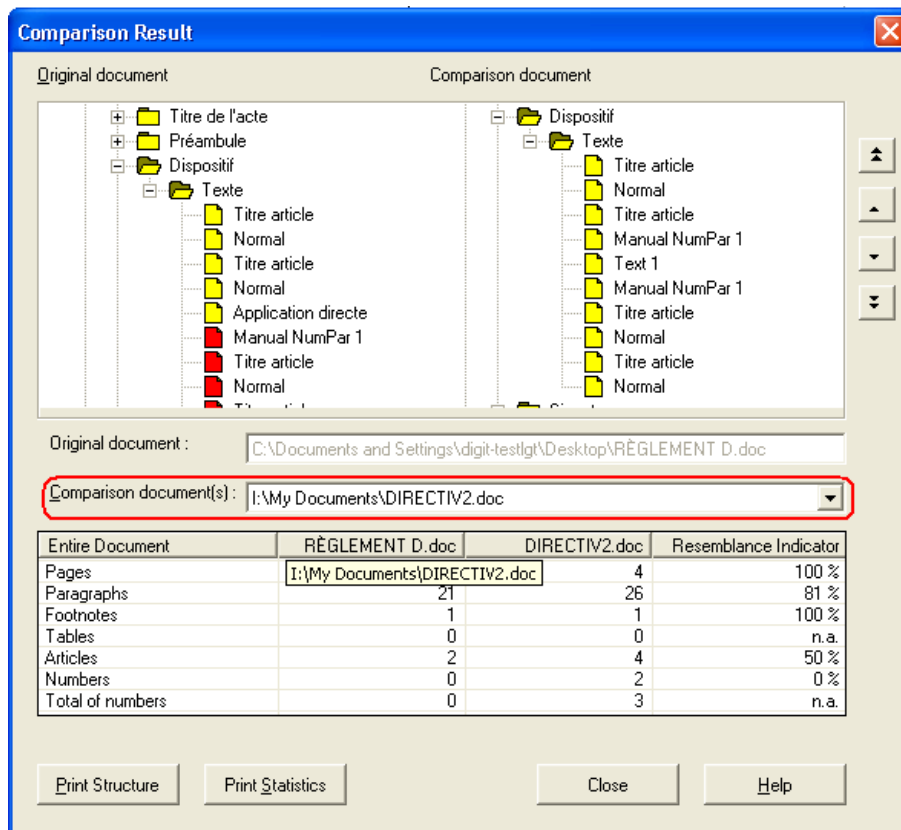
For both documents,

- **Pages** : counts the number of pages in each of the documents
- **Paragraphs**: counts the number of paragraphs;
- **Footnotes**: counts the number of footnotes;
- **Tables**: counts the number of tables;
- **Articles**: counts the number of articles in each of the documents;
- **Numbers**: counts how many numbers there are;
- **Total of numbers**: adds up all the numbers;

These counters refer to whichever part of the tree structure has been selected. To move through the structure, use the mouse or the arrows you find on the right in the window.

The cursor follows the changes in the active document.

- (5) To select another document to view the comparison result, click on the arrow next to 'comparison document' and click on the name of the document

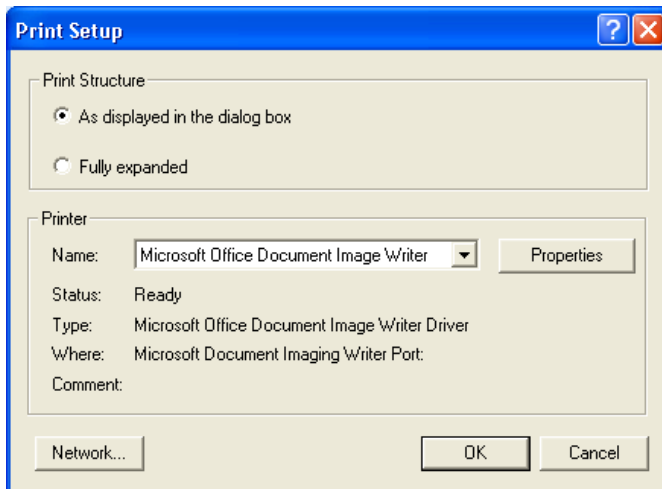


- (6) Click on [<CLOSE>] to leave the window
- The cursor is positioned in the text according to the element selected in the [[Compare result]] window.
 - LegisWrite places the documents **side by side in a new document with columns** and generates statistics. You find in the first column, the active document, then a column for each other linguistic version.

Comments:

- The language **comparison** will only work if your documents are properly structured. If they are not, you will receive an error message
- The [<Print Structure>] **button** opens the following window :
 - You can print the structure of the source document as expanded in the window. Tick then « As displayed in the dialogue box »

- (b) You can also print the complete structure of the source document. Tick then « Fully expanded ».



- The [**< Print Statistics >**] table prints the statistical table of all the linguistic versions included in the comparison.

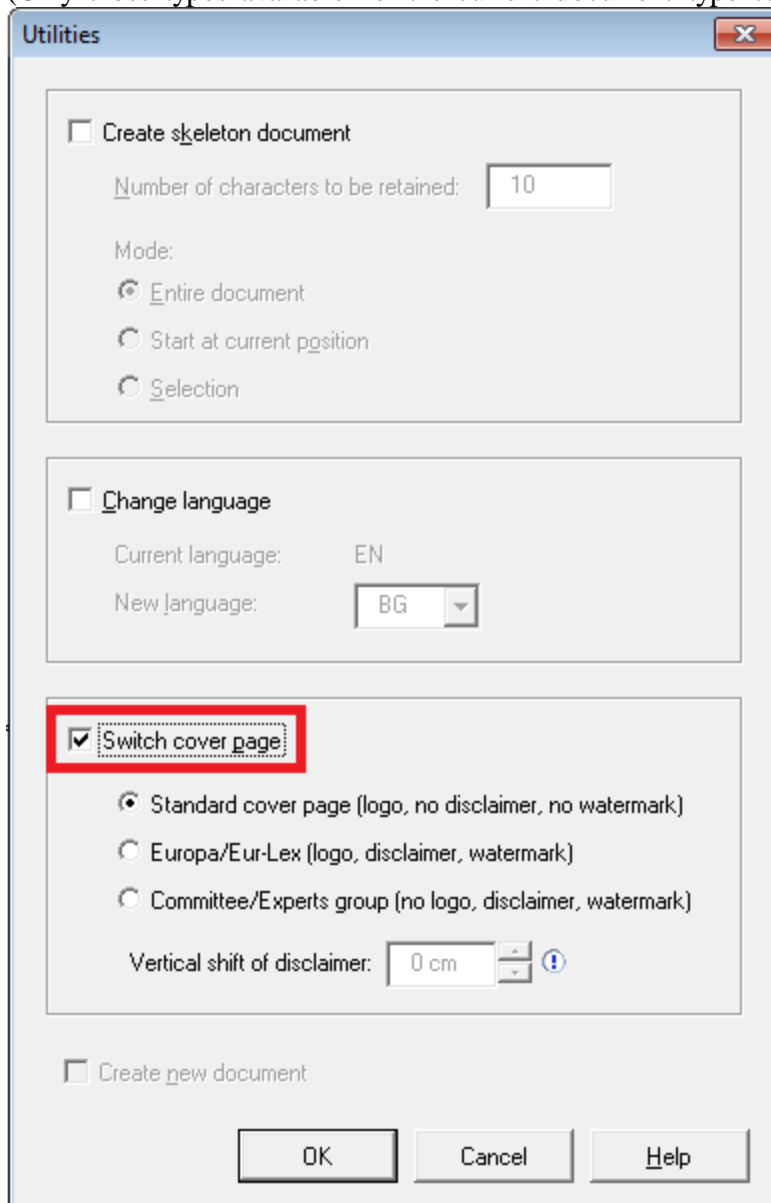
[LegisWrite - Linguistic Comparison Statistics]			
17/03/2010 14:43:29			
Original Document	#0	C:\Documents and Settings\digit-test\gt\Desktop\RÈGLEMENT.D.doc	
Comparison Document(s)	#1	I:\My Documents\DIRECTIV2.doc	
Entire Document	#0	#1	
Pages	4	→ 4 → (100%)	
Paragraphs	21	→ 26 → (81%)	
Footnotes	1	→ 1 → (100%)	
Tables	0	→ 0 → (n.a.)	
Articles	2	→ 4 → (50%)	
Numbers	0	→ 2 → (0%)	
Total of Numbers	0	3	

20. Utilities command

1. SWITCH COVER PAGE

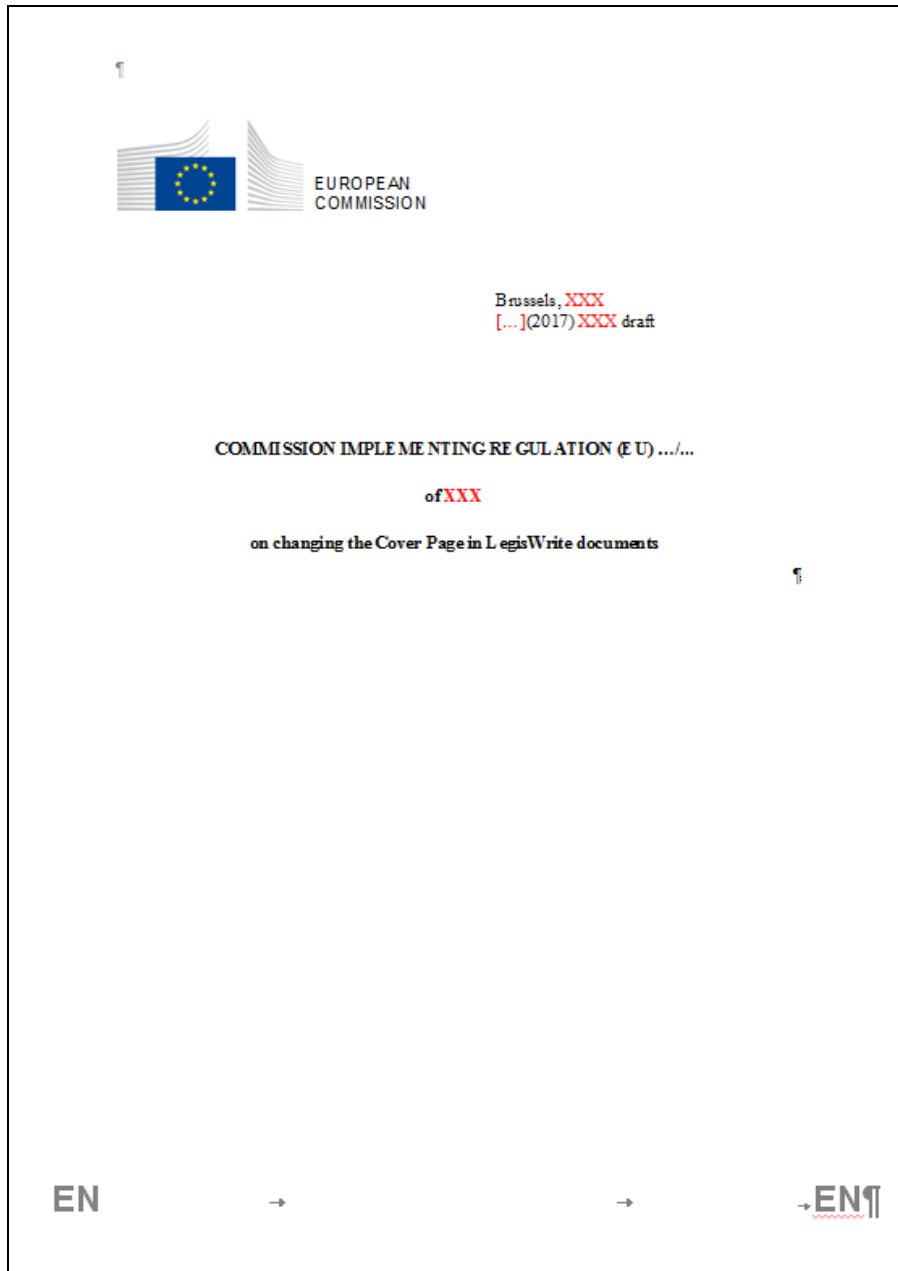
Use the “Switch cover page” option of the Utilities Command when the document is to be transmitted to external stakeholders (e.g. committees, expert groups), or when it comes back from external stakeholders. If you would like to switch the cover page,

- (1) check the Switch Cover Page option and choose the cover page type you need. (Only those types available for the current document type can be chosen!)

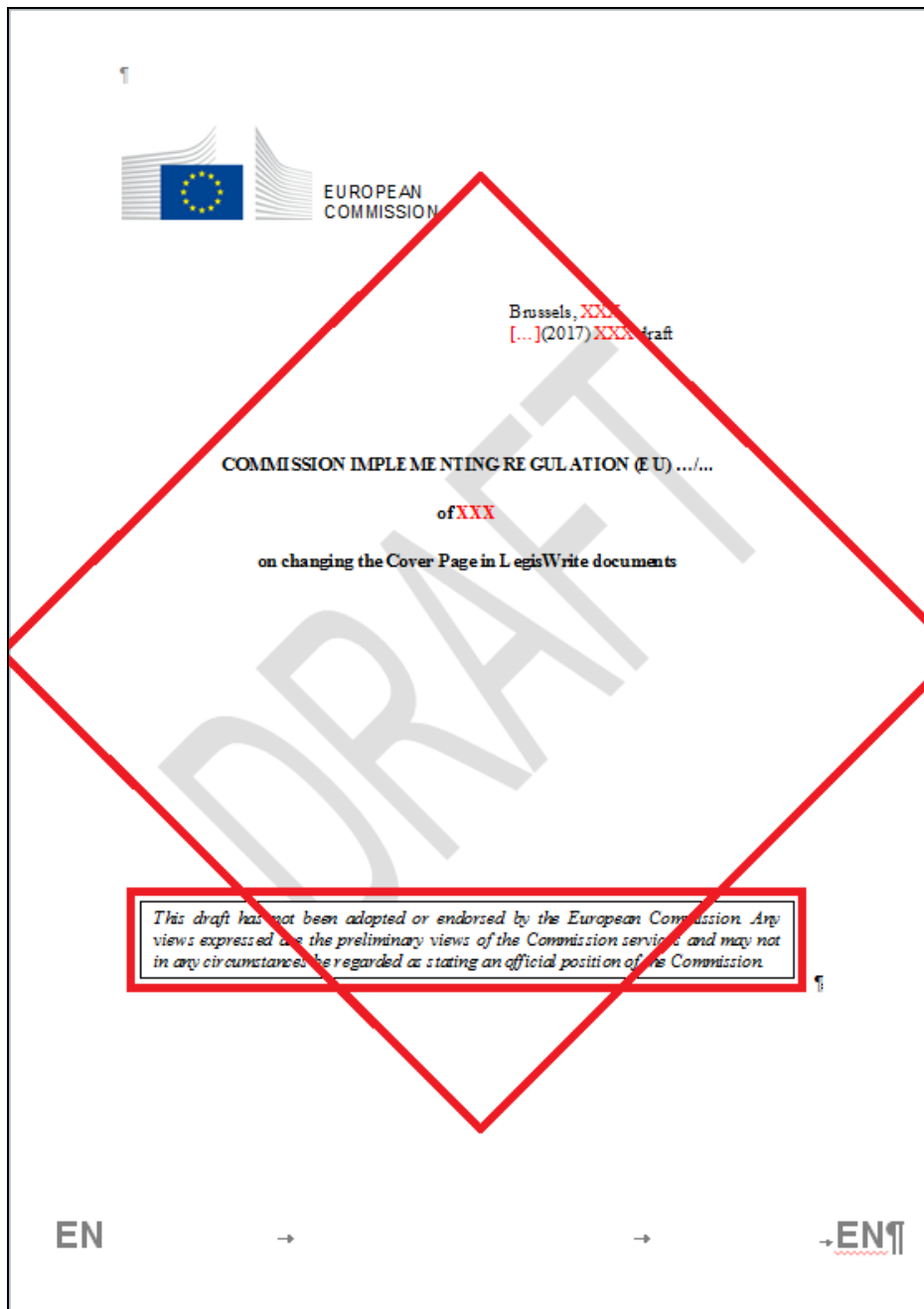


- (2) By acknowledging the change by using the dialog’s OK button, the new cover page is applied to the document.

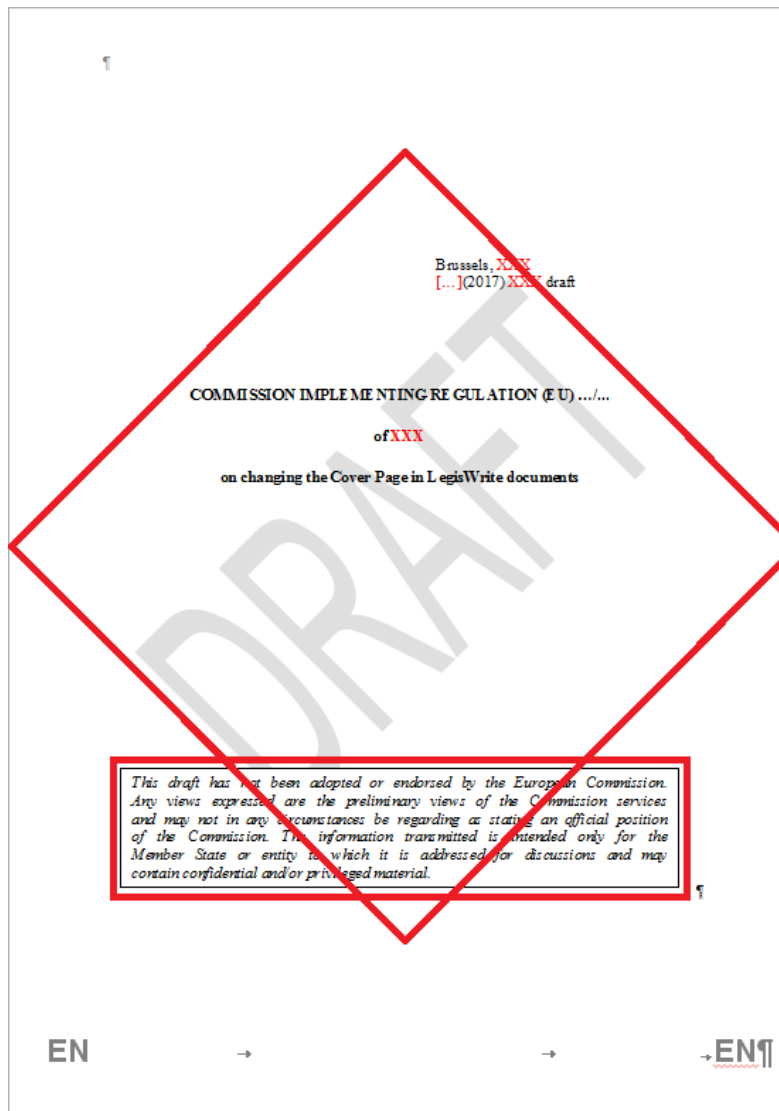
By choosing the standard cover page, the document looks as usual, as it looks directly after document creation:



The Europa/Eur-Lex cover page features a “DRAFT” watermark and a disclaimer text:



The Committee/Expert group cover page also features a “DRAFT” watermark and another disclaimer text, but does not contain the Commission logo:



Comments:

Depending on the content of the cover page, the disclaimer text might overlap other text. In order to avoid this, the Vertical shift of disclaimer controls allow to fine-tune the disclaimer position upwards and downwards a bit.



Change the value using the arrow buttons and check the result of the cover page. As an example, the Expert cover page image above shows the disclaimer being moved downwards.

2. UTILITIES FOR DGT

Translation process

Here are the different steps you might follow to organise the translation of a "LegisWrite" document.

Step 1:

The translation is done in SDL Studio 2011, where the source text will be extracted from Word/LegisWrite and translated in a special editor.

Formatting, footnotes, hyperlinks are applied to translation with tags in the editor:

4	EXPLANATORY MEMORANDUM	100%	EXPOSÉ DES MOTIFS
5	CONTEXT OF THE PROPOSAL	100%	CONTEXTE DE LA PROPOSITION
6	On 12 July 2011, the Commission adopted a proposal for the next Multi-Annual Financial Framework for the period 2014-2020.	99%	Le 12 juillet 2011, la Commission a adopté une proposition relative au prochain cadre financier pluriannuel pour la période 2014-2020.
7	This budget for delivering the Europe 2020 Strategy proposes among others a new Customs programme.	92%	Ce budget destiné à la mise en œuvre de la stratégie Europe 2020 propose notamment un nouveau programme Douane .
8	The Customs 2020 programme will contribute to the Europe 2020 Strategy for smart, sustainable and inclusive growth, by strengthening the functioning of the customs union.	98%	Le programme Douane 2020 contribuera à la stratégie Europe 2020 pour une croissance intelligente, durable et inclusive, en renforçant le fonctionnement de l'Union douanière.
9	COM(2010) 2020 final of 3 March 2010:	100%	COM(2010) 2020 final du 3 mars 2010:

Step 2:

When translation is completed and the content has been revised, a target Word/LegisWrite document is created by replacing the original text with the translated one. This means that the paragraph styles used in the original are kept and not changed in any way. As the original text had already passed structure check and DQC before arriving at DGT, the new target document will also be correct at the level of styles.

Step 3:

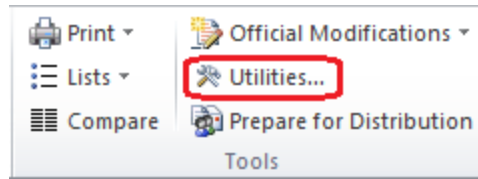
After the creation of the final translated document, an assistant will open this text in Word/LegisWrite from Translator's Desktop (aka TraDesk, replacing the former Dossier Manager), in order to be able to use the "Change Language" utility (see Point 2 "Utilities"), as well as "Update Cover Page" and to go through the Action2 checklist (a series of verifications to insure quality, including structure, DQC and the use of the LW Compare function). The translation is then sent to the requester using e-Greffé.

3. UTILITIES

"Change language" command

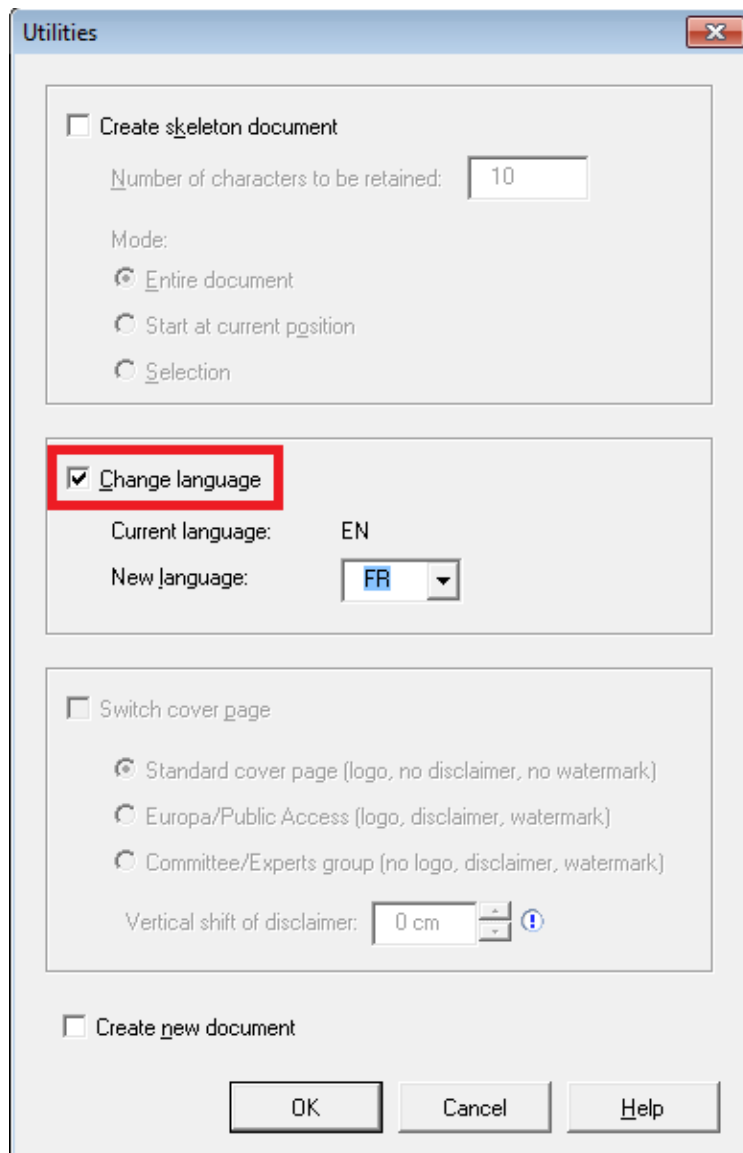
- (1) Call up the document to be translated via Dossier Manager.

- (2) In the "LegisWrite" ribbon, click on [UTILITIES] in the "Tools" group.



- (3) Tick "Change language".
- (4) Select the language you are translating into. For some types of documents, the choice of languages will be limited, depending on the languages available in the creation dialog.
- (5) NEVER TICK "Create New Document".

(6) Click on [<OK>]



(7) We also advise you to update the Cover Page after this action, to make sure the changes in the text (in this case translation) are reflected in the Cover Page as well.

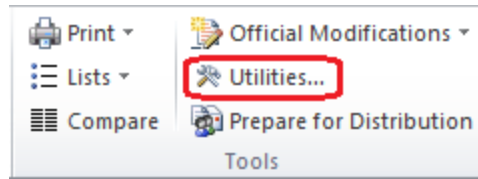
Results

- "LegisWrite" keeps the styles of the original document and translates some standard texts
- It uses the right spelling and grammatical dictionaries for the target language.

"Create Skeleton Document" command

(1) Call up the document to be translated via Dossier Manager.

- (2) In the "LegisWrite" ribbon, click on [UTILITIES] in the "Tools" group.



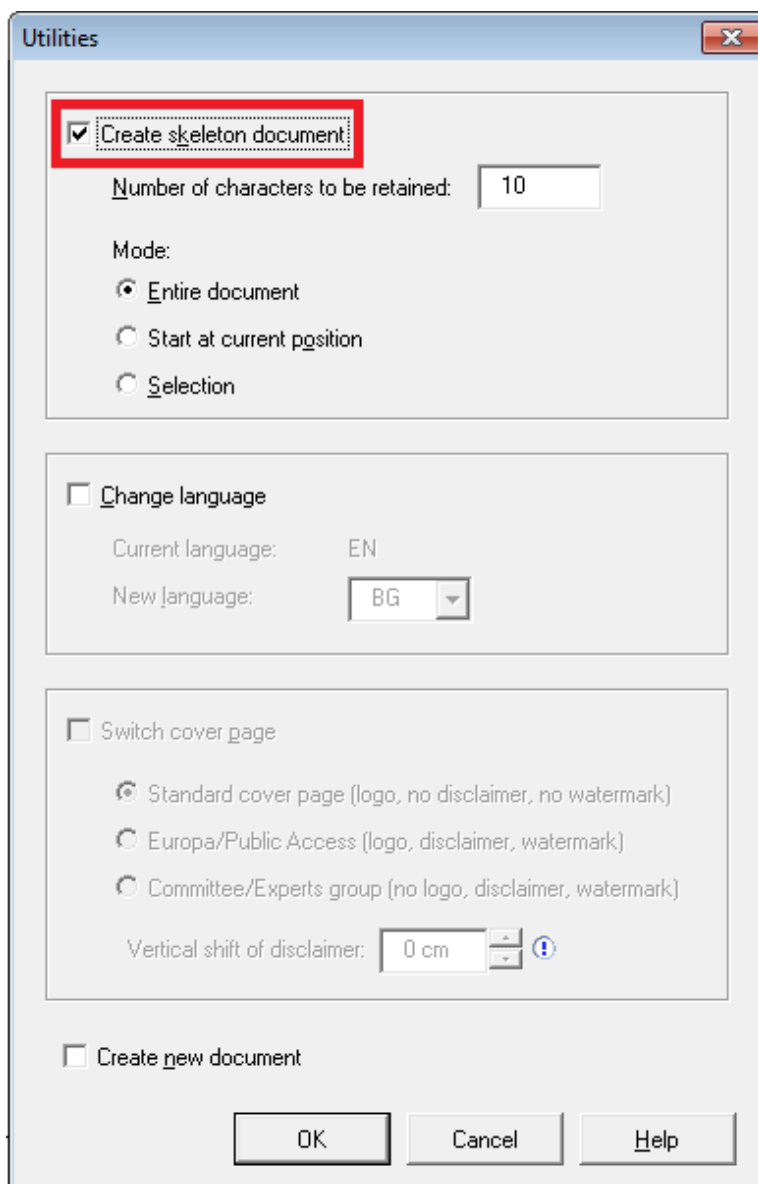
- (3) Tick "Create Skeleton Document"
- (4) Select the number of characters to be retained:

LegisWrite allows you to keep a certain number of characters (0 to 999) in each of the paragraphs to be translated. This is so you will have points of reference in the new document.

If you select "0" characters, LegisWrite will keep only the structure of the original.

Decide whether to keep the number of characters chosen:

- (a) for the entire document;
- (b) starting at current position;
- (c) or for the text selected before using the command



- (5) (If necessary) tick "Change Language"
- (6) Click on [**<OK>**].

Result:

It keeps the styles of the original document even if you select 0 characters when creating the skeleton document.

Main comments:

- It is important **not to delete structural elements** (format /style); in the event of an "accident", don't forget the Word [**<undo>**] function.
- It is important **not to modify the skeleton structure** (e.g., do not put in unnecessary carriage returns).

- Take care not to delete paragraph marks, as they contain the style applied to the paragraph. We recommend using the SHOW/HIDE button so that you can see them

21. Display options

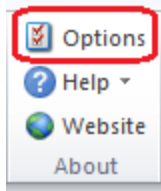
Introduction

By modifying the LegisWrite options, you can decide if you prefer a colour display structure or a black and white display structure

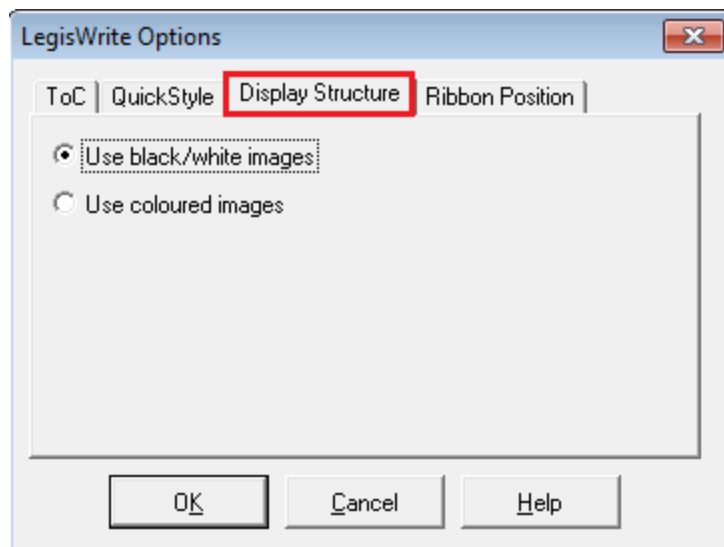
This choice influences the presentation of **"Structure check"**, **"Quality check"** and of the **"Insert Element"**.

METHOD

- (1) In the "LegisWrite" ribbon click on <Options> in the "About" group.

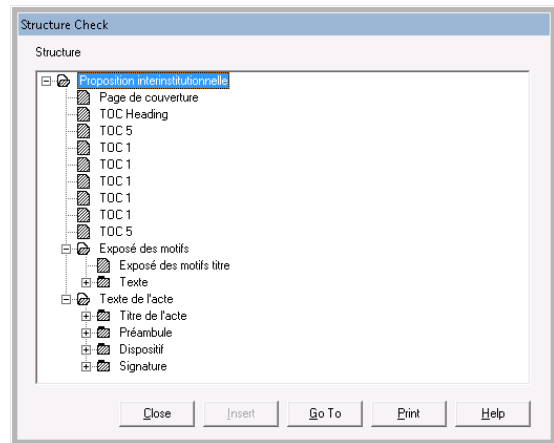
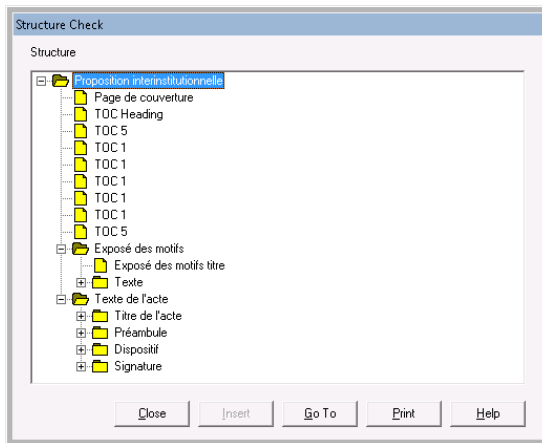


- (2) Click on the "Display Structure" tab



- (3) Tick one mode:
 - (a) If you tick the "use coloured images" option you'll receive a colour display structure ,
 - (b) If you tick the "use black/white images" option you'll receive a black and white display structure.

(4) Click on [<OK>].



22. LegisWrite about

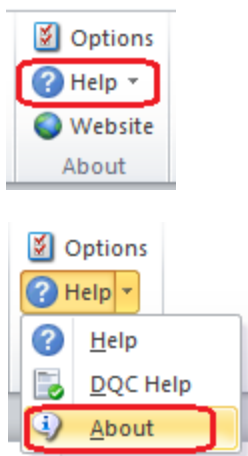
Introduction

It is important to always use the last LegisWrite version. The tool is permanently enhanced and reflects the latest requirements, evolutions requested by the SG, legal service, dg Budget. That might mean new structures for documents but also new templates for financial statements, and so on.

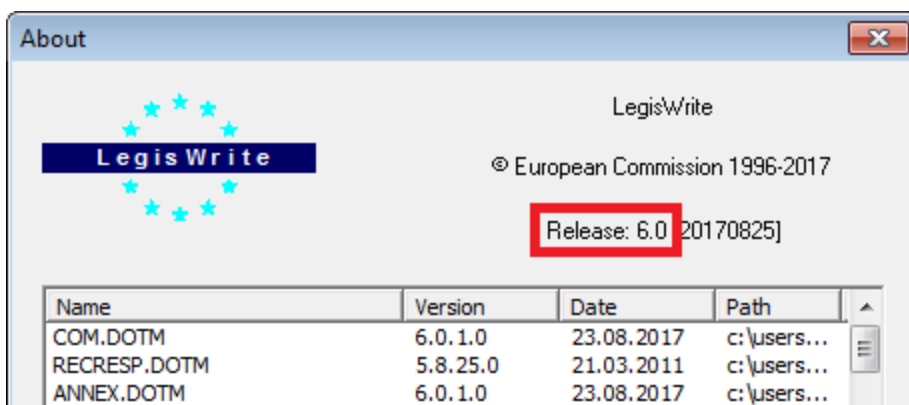
The current LegisWrite version is version 5.8.3

METHOD

- (a) Go into the LegisWrite ribbon and click on [Help] and [About] in the "About" group



- (b) Check the « Release » number



- (c) Click on [<OK>] to leave the window.

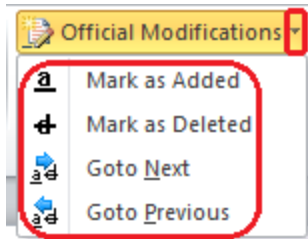
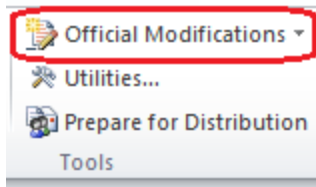
23. Official modifications


Introduction

When working in re-examined or amended proposals you will have to use particular additional buttons in the LegisWrite ribbon to indicate those official modifications in a specific way.

METHOD

- (a) Open or create a LegisWrite document
- (b) Type your text at the appropriate position
- (c) You can find the buttons for the official modifications here:



- (d) Select the added text and click on the <Mark as Added> button 

Your text is now underlined to indicate the insertion.



Or

Select the text you want to delete and click on the "Mark As Deleted" button



Your text is now " in strikethrough" to indicate the deletion.

Comments:

- When clicking on the <Goto Previous Modification> button , you immediately reach the place of the previous modification on top of your cursor
- When clicking on the <Goto Next Modification> button , you will reach the place of the next modification after your cursor.

Annex 1 Converting Word documents into LegisWrite

Introduction

When you create a legislative document, **parts of it** often already exist in other documents and parts of it are sent to you by other departments.

It is therefore important to develop a working method whereby you can **retrieve** parts of existing documents and insert them into a LegisWrite document

In some cases **documents** have completely been **drafted** in **Word** or **Eurolook**. In this chapter, a workflow in which an existing document is **converted** into "LegisWrite" documents is described.

The goal of this module is to present you with a working method which will help you to perform these tasks.

METHOD

- (a) Step 1: Create a LegisWrite document skeleton (template)

For **complete conversion**, create an appropriate LegisWrite skeleton for the document you have in the old format

- (a) Find out the main titles and components of the document
- (b) Create the LegisWrite document. Follow the instruction given in chapter one of this user guide.

In case of **partial retrieval**, insert the «new» component into the LegisWrite document

- (a) Use the [Insert Element] command to create the additional component. Refer to chapter 7 in this user guide

- (b) Step 2: import the text into the LegisWrite document

Import by copy/paste the contents of the different components. **Take care to keep the LegisWrite styles** as they have been inserted and selected by LegisWrite.

So when you want to copy one paragraph and the style in LegisWrite is not the same as in the source document, you have to select the text without taking the paragraph mark (that contains the paragraph's style). Then paste this part of text in the LegisWrite paragraph. Use Copy / Paste > Keep Text Only or Ctrl C / Ctrl V in order to keep the (structure) styles in the LegisWrite template.

If the text is correct and there are only some styles that are different in a big part of text, you can Copy/Paste the entire text and afterwards reformat it by applying the LegisWrite styles.

As far as titles are concerned, it is compulsory to always maintain the LegisWrite styles. Never replace them by other styles.

(c) Step 3: format the text

Check the formatting of the imported text and if necessary, reformat.

(d) Launch a Structure check

(e) Launch a Document Quality Check.

Advice:

(a) Delete any blank paragraphs

(b) Delete any paragraphs which have been inserted automatically but not used

(c) Apply the appropriate styles to ensure the structure is as it should be
examples :

– Use the "Titre article" style for the titles of all the articles of the act.

(d) Use the appropriate styles to obtain the right indentation levels for the various levels of numbering

– The automatic numbering styles 'Heading x', 'NumPar x', 'Point (number)' and 'Point (letter)'

– The semi-automatic numbering styles in LegisWrite: 'Point', 'PointDouble', 'PointTriple'

(e) Remove any manual formatting

(f) Check the layout of the footnotes

– Use the 'footnote reference' style for the numbering of the footnotes in your text and in the footnote window;

– use the 'footnote text' style for the text of the footnote and separate the numbering from the text using the "Tab" key if necessary

Reminder: Word shortcuts that can be used in LegisWrite documents

➤ If a style must be applied on separate paragraphs, you can for instance, apply this style once. Then, put your cursor on the other paragraph and press the F4 key. The format painter can also be used.

➤ **The shortcut " CTRL key pressed + one click on the SPACE BAR"** removes direct formatting from the characters in the selected text, e.g. character size, colour of the text, bold, underline, etc.

- **The shortcut " CTRL key pressed + one click on Q"** removes direct formatting from the paragraph wherein the cursor is positioned, e.g. margins, alignments, etc

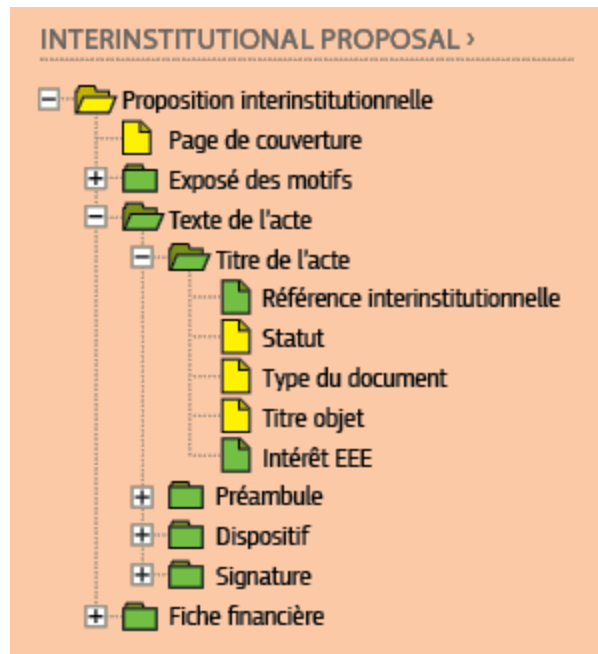
Annex 2 Useful links

LegisWrite Wiki: news, workbooks on-line training, FAQ, ... :	https://webgate.ec.europa.eu/fpfs/wikis/display/DIGITB2Support/LegisWrite+documentation+-+Current+release+6.0
E-Greffe information site with the list of legislative coordinators:	https://webgate.ec.europa.eu/fpfs/wikis/display/REGISTRY/List+of+Legislative+coordinators
Legislative technical rules manuals released by the legal service: Drafter's Assistance Package	http://www.cc.cec/wikis/display/dap/Home
Inter-institutional Style Guide of the OPOCE:	http://publications.europa.eu/code/en/en-000500.htm
Manual of operating procedures of the Commission: GoPro	https://webgate.ec.europa.eu/fpfs/wikis/display/REGISTRY/Home

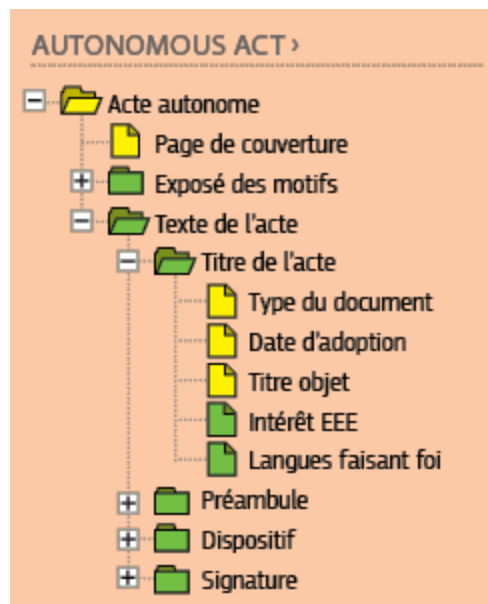
Annex 3 Structure of LegisWrite documents

Structure of the categories

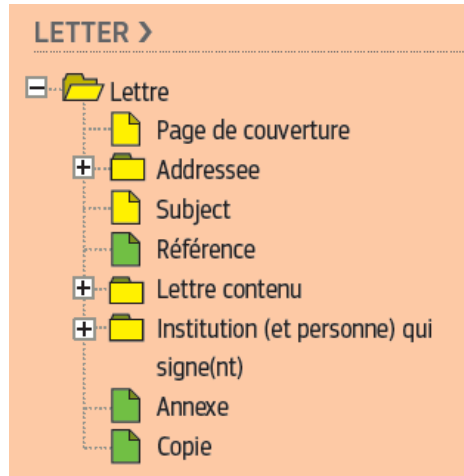
INTERINSTITUTIONAL PROPOSAL



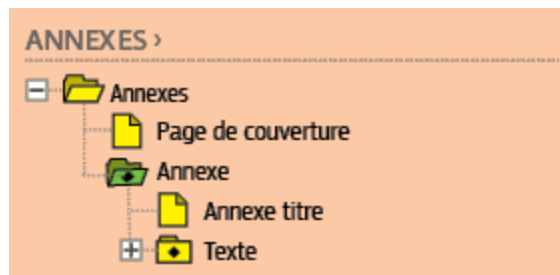
AUTONOMOUS ACT









LETTER



ANNEX



LEGEND

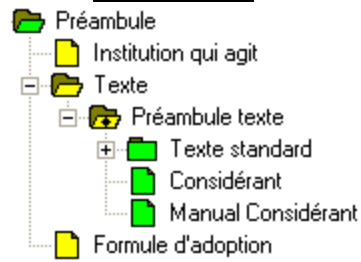
 Compulsory group which has to appear only once in the legislative document	 Compulsory group which has to appear once or several times in the legislative document
 Optional group which may appear only once in the legislative document	 Optional group which may appear once or several times in the legislative document
 Compulsory style which must appear, but only once in the group	 Optional style which may appear once in the group

Structure of the common elements

EXPLANATORY MEMORANDUM



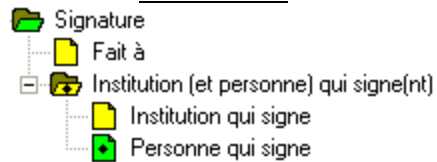
PREAMBULE



ENACTING TERMS



SIGNATURE



Annex 4: Example styles from QRC

The following text provides examples and explanations on the usage of LegisWrite styles.

Part Title

Chapter Title

SECTION TITLE

3. HEADINGS

Headings are automatically numbered paragraphs. There are 4 possible levels. Similar to all LegisWrite styles, numbering, margins and formatting are predefined. They cannot be changed without creating a LegisWrite Quality Check error.

3.1. Heading Level 2

All heading styles can be used in the table of contents.

3.1.1. Heading Level 3

By default the paragraph coming just below a heading style is formatted with "Text 1" style, which aligns properly with the title text.

3.1.1.1. Heading Level 4

Heading 4 is the last possible level of heading.

1 BIS. MANUAL HEADING

In order to change the numbering of a given heading, the corresponding "Manual Heading" style can be used. In such a case, the desired number must be typed manually and must be followed by a tab.

4. ARTICLES

Articles in a legal text begin with the article number which is formatted with the style "titre article". When using a manual line break (Shift+Enter) after the "titre article" an optional title can be added on the following line that has just been created.

Article 1
Optional Title

5. THE CONTENT OF THE ARTICLE MAY BE SUBDIVIDED INTO NUMBERED PARAGRAPHS. THE STYLE "NUMPAR" WILL BE USED FOR THIS PURPOSE.

5.1. Up to 4 levels of sub-numbering are available.

6. NUMPAR STYLE IS DEFINED WITH ARABIC NUMBERS FOLLOWED BY A FULL STOP.

2bis. As for heading styles, "Manual Numpar" styles are provided for a specific numbering.

7. THE NUMPAR STYLES ARE NOT INDENTED. THIS MEANS THAT THE NUMBERS WILL ALWAYS BE ALIGNED ALONG THE LEFT MARGIN OF THE TEXT.

Article 2
Renumbering

Article numbers are inserted manually. The LegisWrite function "Renumber Articles" allows changing the number of a series of articles in one go. This is helpful in case a new article has to be inserted in the middle of the existing ones.

8. ENUMERATIONS

Specific families of styles have been defined for enumerations: Point, Bullet and Tired styles. These styles feature indentation: changing their level will change the alignment with regard to the left margin.

8.1. Automatic numbering

Point styles offer two possibilities of automatic numbering: "Point (number)" and "Point (letter)"

(1) This paragraph is formatted with "Point 1 (number)". The level 1 has been chosen to achieve a proper alignment with the preceding text.

A new paragraph without any number can be inserted. The style "Text 2" aligns with the text of the Point 1 style.

(2) Another list is included in the following lines :

(a) Point (letter) style with a level 2 has been chosen.

"Text 3" style at this position allows some text without any number.

(b) Point (letter) produces an alphabetic list of items.

- (c) It is defined with small Latin letters as well as two surrounding brackets

8.2. Manual numbering

For more numbering possibilities, the "Point" styles offer a manual mode:

- i) The style name is "Point" followed by the desired indentation level.
- ii) The numbering must be typed at the beginning of each line followed by a tab.
 - a) Indentation is made possible by changing the level of the style.
 - b) Manual numbering allows you to choose any combination of brackets
- iii) The LegisWrite function "renumber list" helps you to renumber manual lists.

8.3. Bullets and Dashes

The styles "Bullet" and "Tiret" are used for non-numbered lists.

Tiret 1 aligns below Text 1 style

Another list is indented below

- Bullet style has been chosen here.
- Up to 4 level are available.

8.4. Advanced numbering

"PointDouble" and "PointTriple" styles allow having two or three numbers at the beginning of the line.

- I. A) (i) PointTriple 1 has one indentation from the margin and is foreseen for 3 manually inserted numbers before the text. Each of them is followed by a tab.

Document History

Version	Date	Comments	Modified pages
1.0	August 2007	Document created by DIGIT	
1.1	October 2007		
1.2	03.01.2008	Insertion of the description of new commands: "Renumber List" and "Convert List"	p. 30,31,32
		Minor changes: paragraphs numbering	
		Screen capture about confidentiality has been updated	p. 72,73
1.3	20.08.2009	Updated the document: updated links, pictures, inserted information on Eurolook styles – p.29, corrected information on available templates in LW documents.	
2.0	24.11.2010	Adjusted manual to the latest version 5.8: modified text and screenshots in each chapter. Added parts "2. Update the document", "12 Converting an old document", "19. Insert a Cover Page into a Word document" and annexes 5 and 6.	
2.1	17.03.2011	Added new 5.8 DQC criteria and repair description. Changed description for conversion of documents	p. 37-39,44-51, 72-78
2.2	12.12.2011	Adjusted manual to the latest version 5.8.1	p. 11-13,16-18,42,47,54,60,67 72,73,75,90,97
2.3	09.01.2012	Adjusted manual to Windows 7	Replaced screenshots and references to toolbars and menus
2.4	09.10.2012	Adjusted manual to the latest version 5.8.2	p. 10,12,34,43,44, 56,59,73-75,94, 96,99,100,101
2.5	05.11.2013	Adjusted manual to the latest version 5.8.3	9,11-13,16-21,40-41,46-49,57,60, 72-74,79,90,98, 103-104,111,113-115
2.6	10.11.2014	Adjusted manual to the latest version 5.8.4	p. 10, 41,51,70,72 98,101,107
2.7	10.02.2016	Adjusted manual to the changes in Decide	p.5-8
3.0	25.10.2017	Adjusted manual to the latest version 6.0	