

IEEE-SA Word Template

for Working Group Document Development

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Transformer Committee Meetings

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Agenda

- **Why use the IEEE-SA template?**
- **How does the template change the way I work now?**
- **Overview of template**
- **Demonstration of template**

Why use an IEEE-SA template?

- **Saves time for volunteers**
- **Base structure and formatting built in**
- **Speeds up production process**
- **Easier maintenance of legacy docs**
- **Links to PAR & Style Guide**

How does the template change the way I work now?

- **Start new document with template**
- **Paste existing information into template**
- **Documents published using templates = less steps**
- **Work from templates for revisions**

Overview of template

Body

- Overview or Scope
- Normative references
- Definitions
- Bibliography & cross references
- Notes, footnotes
- Lists
- Figures, equations
- Warning boxes
- Tables
- Annexes
- Table of contents
- Amendments & corrigenda

Front matter

- Draft copyright statement
- Introduction
- Participants
- Abstract
- Keywords

Demonstration of template

- 1. Security**
- 2. Toolbars**
- 3. Required info**
- 4. Body**
- 5. Front matter**

Contact information

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<http://standards.ieee.org/resources/development/writing/templates.html>