

# ISO/IEC JTC 1/SC 32 N 0533

Date: 2000-09-20

REPLACES: --

<p style="text-align: center;"><b>ISO/IEC JTC 1/SC 32</b></p> <p style="text-align: center;"><b>Data Management and Interchange</b></p> <p style="text-align: center;"><b>Secretariat: United States of America (ANSI)</b> <b>Administered by Pacific Northwest National Laboratory on behalf of ANSI</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>DOCUMENT TYPE</b>	Information from ISO Central Secretariat (Open)
<b>TITLE</b>	Electronic ISO — Formats and procedure for the submission of files for DIS and FDIS
<b>SOURCE</b>	ISO Technical Management Board
<b>PROJECT NUMBER</b>	
<b>STATUS</b>	This is of importance to Project Editors and Conveners
<b>REFERENCES</b>	
<b>ACTION ID.</b>	FYI
<b>REQUESTED ACTION</b>	
<b>DUE DATE</b>	
<b>Number of Pages</b>	18
<b>LANGUAGE USED</b>	English
<b>DISTRIBUTION</b>	P & L Members SC Chair WG Conveners and Secretaries

Douglas Mann, Secretariat, ISO/IEC JTC 1/SC 32

Pacific Northwest National Laboratory \*, 901 D Street, SW., Suite 900, Washington, DC, 20024-2115, United States of America

Telephone: +1 703 575 2114; Facsimile: +1 703 671 9180; E-mail: [MannD@battelle.org](mailto:MannD@battelle.org)  
available from the JTC 1/SC 32 WebSite <http://www.jtc1sc32.org/>

\*Pacific Northwest National Laboratory (PNL) administers the ISO/IEC JTC 1/SC 32 Secretariat on behalf of ANSI



ISO Central Secretariat

our date  
2000-09-07

our reference  
Submission of files

TO THE CHAIRMEN AND SECRETARIATS OF  
ISO TECHNICAL COMMITTEES AND  
SUBCOMMITTEES AND THE ISO MEMBER  
BODIES

Dear Sir or Madam,

### **Electronic ISO — Formats and procedure for the submission of files for DIS and FDIS**

We are well on the way to an all-electronic ISO system. The tests on the prototype electronic-balloting application were completed at the end of March and in June 2000 the Council and the Technical Management Board took the decision to initiate the transition to an electronic balloting system which includes the delivery of electronic versions of DIS and FDIS for member body ballot. The first operational version of the application has been launched on 7 August 2000 with participation of an initial group of member bodies.

To enable us to ensure that the transition to an all-electronic ISO is as smooth as possible we need you to start supplying us not only with a revisable copy of your files (i.e. a word processor file based on one of the ISO templates) but also a PDF file to act as a reference copy. Information on PDF files — what they are and what tools are available to create them — is provided in annex A.

#### *Why do we need both types of file?*

The revisable copy is useful at DIS stage for commenting purposes. It is essential at FDIS stage for the Central Secretariat to prepare the FDIS which will be submitted for voting. The PDF file is needed to serve as the reference copy, the integrity of which is guaranteed for voting purposes: we need to ensure to the greatest extent possible that what is being voted on is 100 % correct and is not slightly different in different computer environments.

#### *So what do we need?*

At DIS and FDIS submission stages (30.99 and 40.99), please send us both a revisable file based on the ISO template and a PDF reference copy. [At final stage (after the approval vote) unless special arrangements have been made otherwise, please do *not* submit files to us since we will incorporate any necessary modifications in the source files already in our possession.]

//CL\_Electronic\_ISO\_Formats\_for\_DIS\_and\_FDIS\_\_ABC.doc

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

<b>Postal address</b>	<b>Office address</b>	<b>Telephone</b>	<b>Telefax</b>	+ 41 22 733 34 30
Case postale 56	1, rue de Varembe	national (022) 749 01 11	<b>E-mail</b>	central@iso.ch
CH-1211 Genève 20	Genève • Switzerland	international + 41 22 749 01 11	<b>Web</b>	www.iso.ch



*How to submit the required files to ISO/CS?*

Copies of DIS and FDIS files in revisable format are currently submitted to ISO/CS in different ways. However, for the introduction of e-balloting it is essential to adopt a single, well-structured and harmonized procedure, i.e. a single gate into ISO/CS. This single gate is the *ISOTC server*. All you need to do is to copy the various files into predefined folders of the ISOTC server.

A detailed description of the procedure to be followed, and additional explanations covering some key issues (e.g. access to the ISOTC server) are provided at annexes B and C.

*When should you start?*

The time for structuring and harmonizing document submission to ISO/CS is mature. As already stated, this aspect is essential for the implementation of the electronic balloting application. Committee secretariats may start using the new procedure as soon as they can — straight away if desired — and are warmly invited to plan their activities taking this aspect into account. Committee secretariats are invited to provide by **30 September 2000** a target date for their adoption of the new procedure.

Thank you for helping us to move the ISO system forward.

Yours faithfully

Michael A. Smith  
Director  
Standards Department

cc. Vice President (technical)  
TMB members

Attachments:

**Annex A:** *PDF files — What are they and what tools are available to create them?*

**Annex B:** *Procedure for the submission of files of drafts to the Central Secretariat*

**Annex C:** *Information on the use of the ISOTC server*



## PDF files — What are they and what tools are available to create them?

### Introduction

*What is PDF and why do we want you to supply us with a PDF reference copy?*

PDF (the *Portable Document Format* created by Adobe®) is a popular display format which can guarantee to a high degree of probability that a file can be both viewed and printed to give the same result in any computer environment. The software to read and print PDF files is freely available to anyone and so no costs are incurred.

*Can PDF solve all the problems of document portability?*

PDF can solve them to a large extent but problems arise with respect to the use of fonts. For example, if a PDF file is created using fonts available only in the creator's computer or printer then this file can't be guaranteed to view or print correctly in other environments since it depends on which fonts are available. Nevertheless, there are several ways available to prepare a high quality PDF file that will be correct on most people's environments. We have provided in the ITSIG Guide detailed guidelines which will guarantee to the extent possible that any PDF file that you create is of high quality.

*Note:* The ITSIG Guide is available on ISO's *Standards Developers' Information Site* (SDIS) (<http://www.iso.ch/sdis>) in the section *Templates and tools*.

*What tools are available to create PDF files?*

Although the software to view and print PDF files, the Adobe Acrobat® Reader™, is free of charge, that to create PDF files is not and you may not necessarily have these PDF creation tools or the know-how to use them. For this reason, we have listed in the following pages several methods to create PDF files which are free of charge and for which we have provided instructions on their use. Please work your way through the questions and answers to see which method best suites you.

## Procedure

### 1. Do you have Adobe Acrobat® installed?

- Yes Follow the recommendations and set-up configurations given in the [Guide for the use of IT in the development and delivery of standards](#), version 3, 4.3.3 and annex C, available at <http://www.iso.ch/sdis> in the section *Templates and tools*. Note that there are two different configurations, and make sure to use the right one:
- conversion of administrative documents: ISOADMIN.joboptions
  - conversion of drafts (standards): ISOPROD.joboptions

No See 3 and 4 below.

### 2. Does your organization or member body have a PDF generation service?

- Yes Check whether it is compliant with the set-up configurations given in the [Guide for the use of IT in the development and delivery of standards](#), version 3, annex C, available at <http://www.iso.ch/sdis> in the section *Templates and tools*, and if it is you may use this service. If the PDF generation service available in your organization or member body is not compliant with the set-up configurations, see 3 and 4 below.

No See 3 and 4 below.

### 3. Do you have an account on the ISOTC server?

- Yes You may use the tool available on this server to create PDF files for ISO standards-related work — see 4. (Note that you may *not* use this tool to convert documents that do not concern standards work.) Alternatively you could use the Adobe facility described in 5.

- No If you do not have an account on the ISOTC server but would like one, please send an e-mail to [projects@iso.ch](mailto:projects@iso.ch) providing details of your name, the ISO/TC/SC/WG concerned, your organization or member body, and your role. Once you have an account, you may use the tool available on this server to create PDF files for ISO standards-related work — see 4.

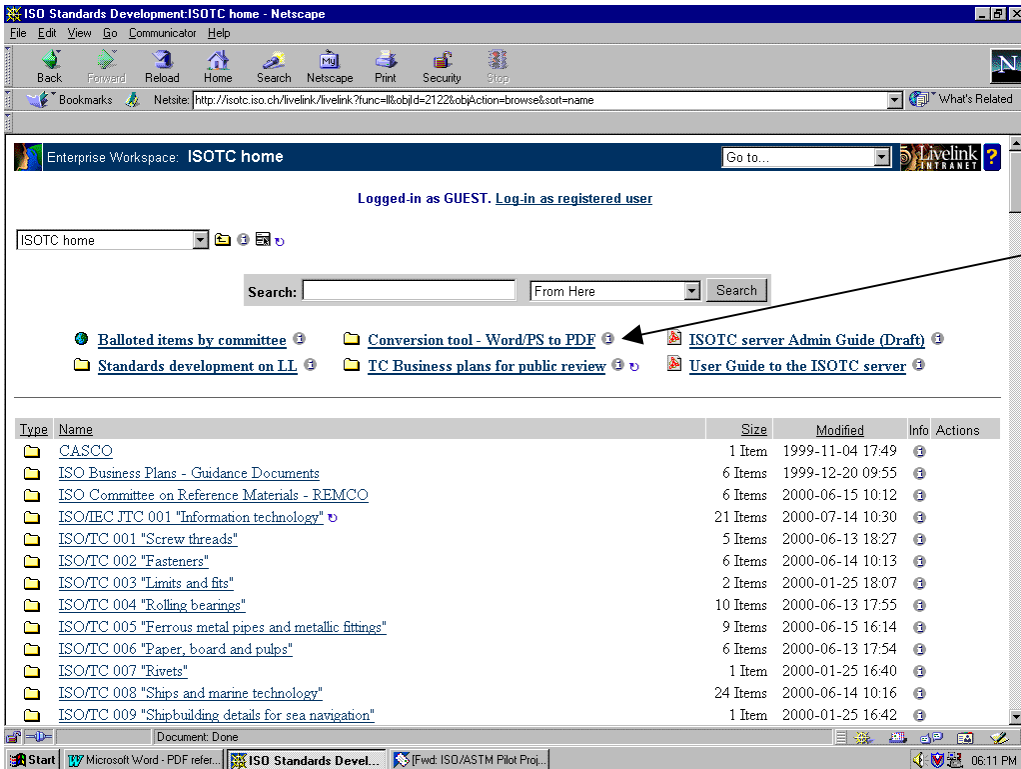
### 4. ISOTC server PDF conversion tool and quality check

Access to the PDF conversion tool on the ISOTC server requires authorization – if you are not yet authorized but would like to be, please send an e-mail to [projects@iso.ch](mailto:projects@iso.ch) providing details of your name, the ISO/TC/SC/WG concerned, your organization or member body, and your role.

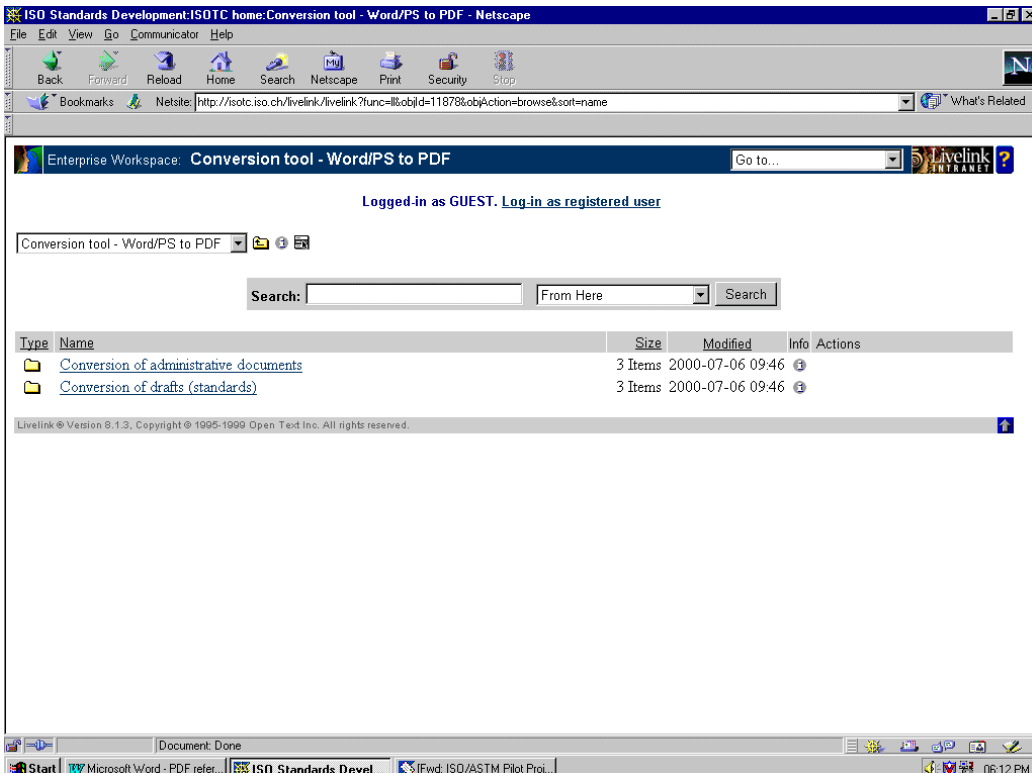
This tool converts source files in Microsoft Word® or PostScript® format to PDF. It operates in the following way (details on the server are in the [User Guide to the ISOTC server](#)).

Practical tip: Before submission of any files for conversion to PDF, please refer to the document *PDF reference copy — Creation and content* (in the folder [Providing PDF files for reference documents](#) on the SDIS).

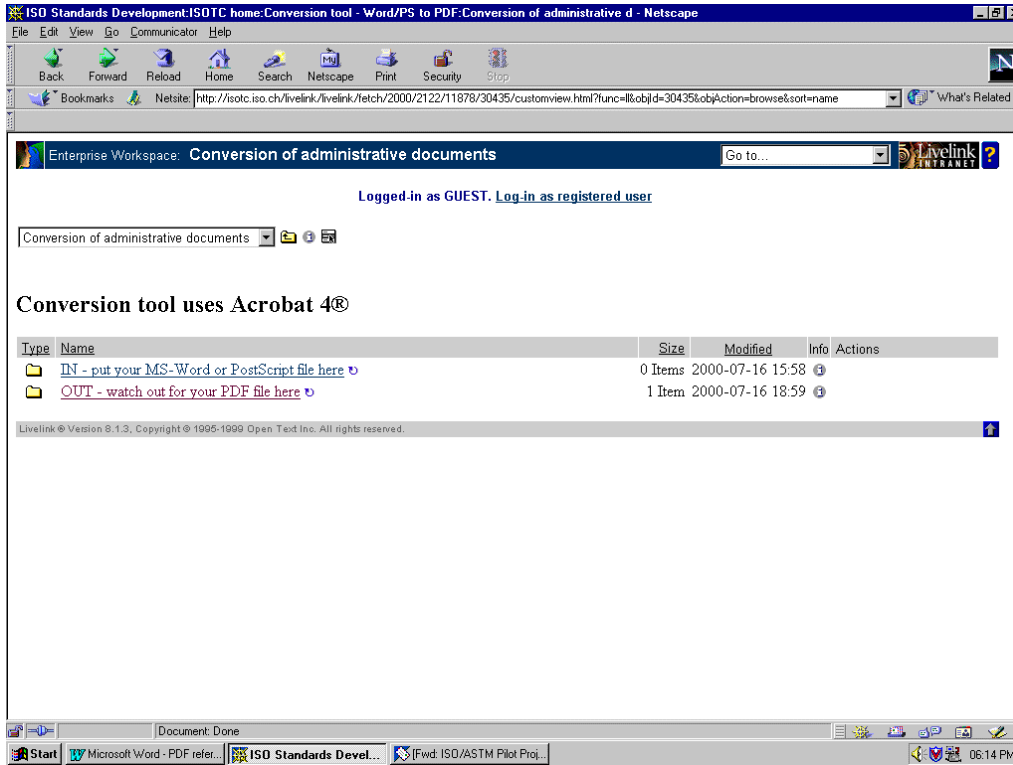
- Log on to the ISOTC server.
- On the ISOTC home page, click on the folder *Conversion tool - Word/PS to PDF*.



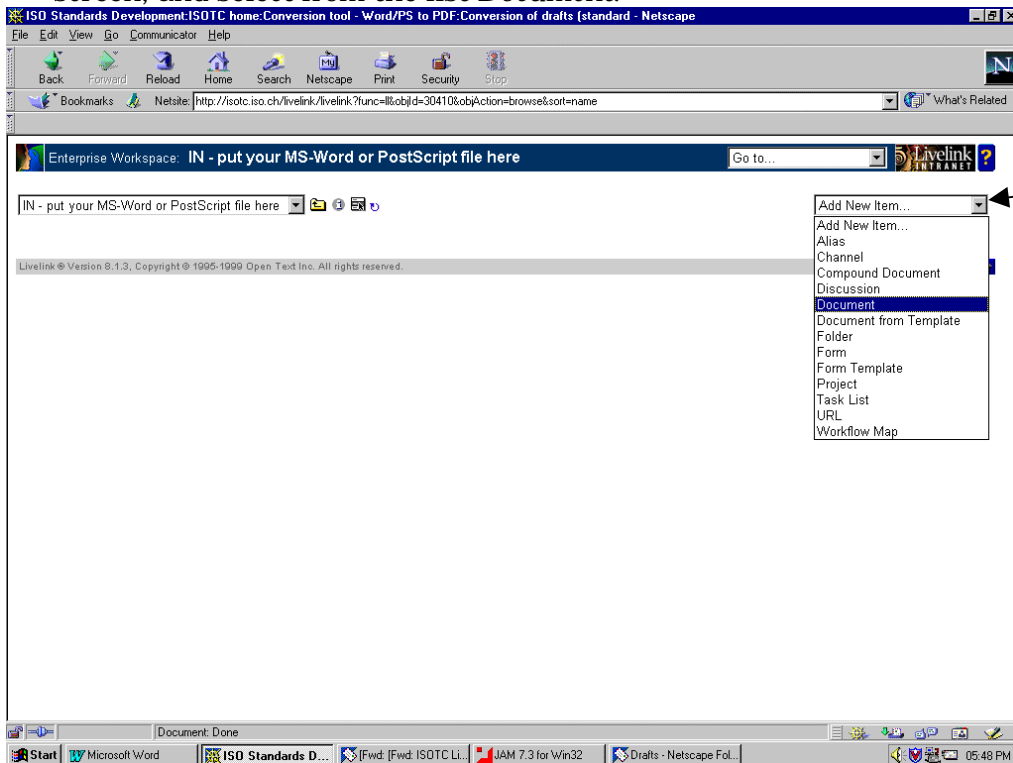
- In the *Conversion tool - Word/PS to PDF* folder, select the folder corresponding to the type of document that you wish to convert:
  - *Conversion of administrative documents* for minutes, working documents, and any other type of administrative document (this service is optimized to ensure file size reduction and hyperlink preservation);
  - *Conversion of drafts (standards)* for DIS, DISP, DAM, etc. and FDIS, FDISP, FDAM, etc. (this service is optimized not only for good document portability but also high print quality).



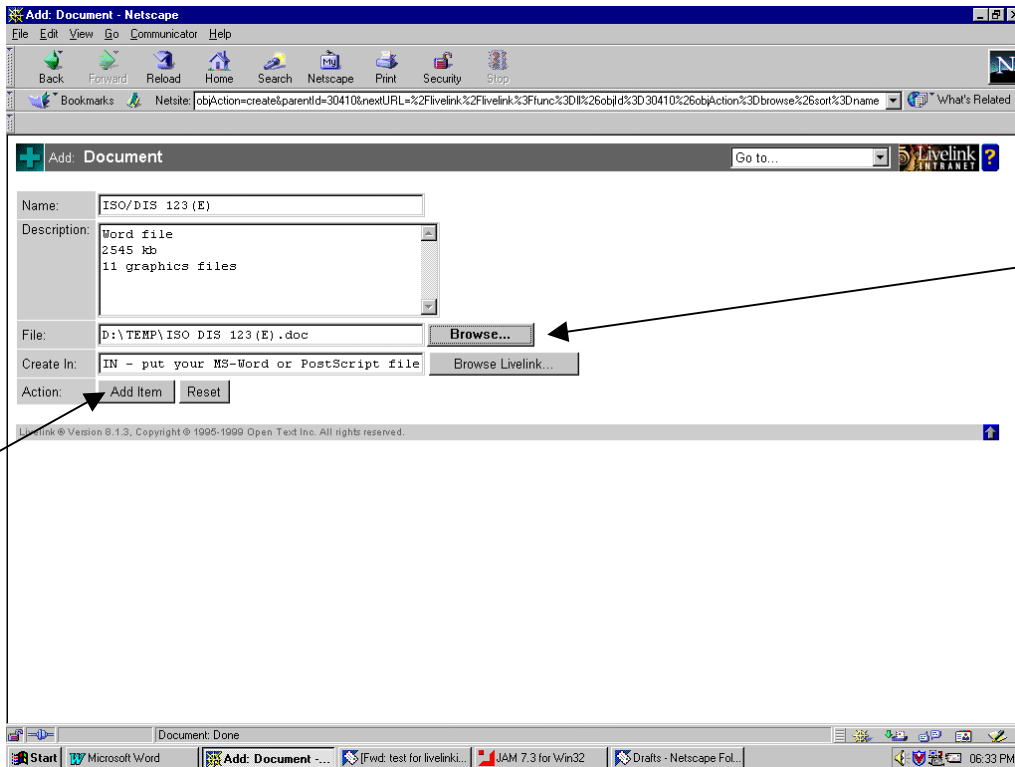
- In the *Conversion of ...* folder, select the folder corresponding to whether you are submitting a draft or administrative document for conversion or whether you wish to collect your PDF file:
  - *IN – put your MS-Word or PostScript file here*
  - *OUT – watch out for your PDF file here*



- In the *IN* folder, click on the drop-down list "Add New Item..." at the top right of the screen, and select from the list *Document*.

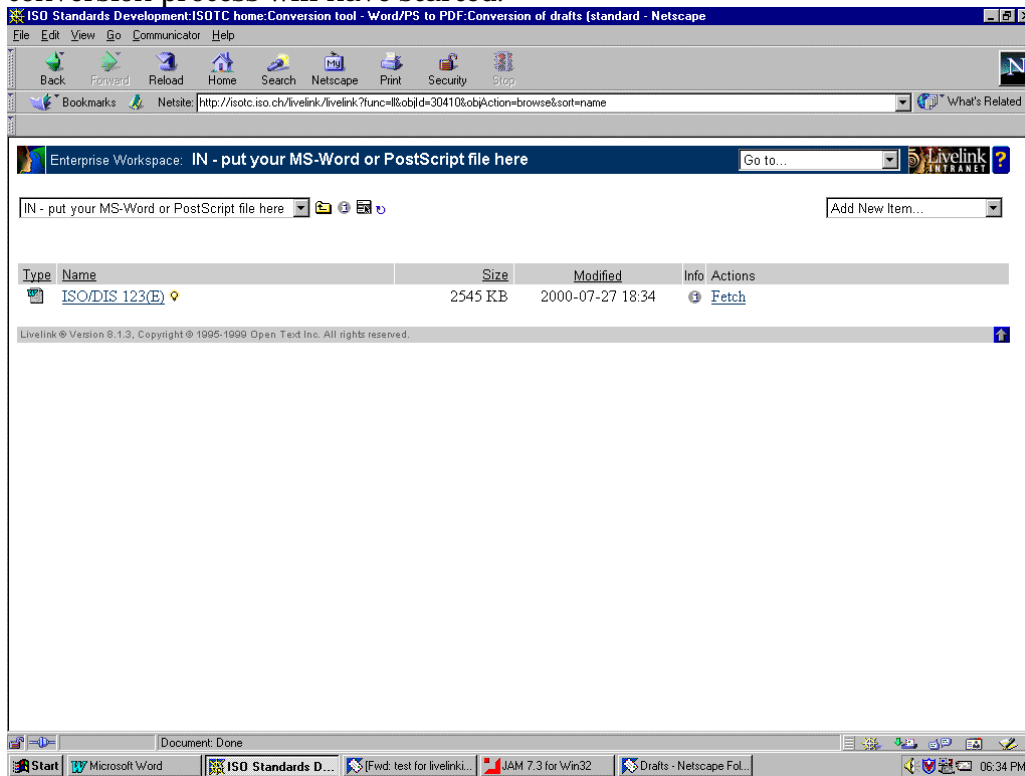


- In the *Add: Document* folder, complete the panels and select your file using the "Browse..." button and then click on the button "Add Item".

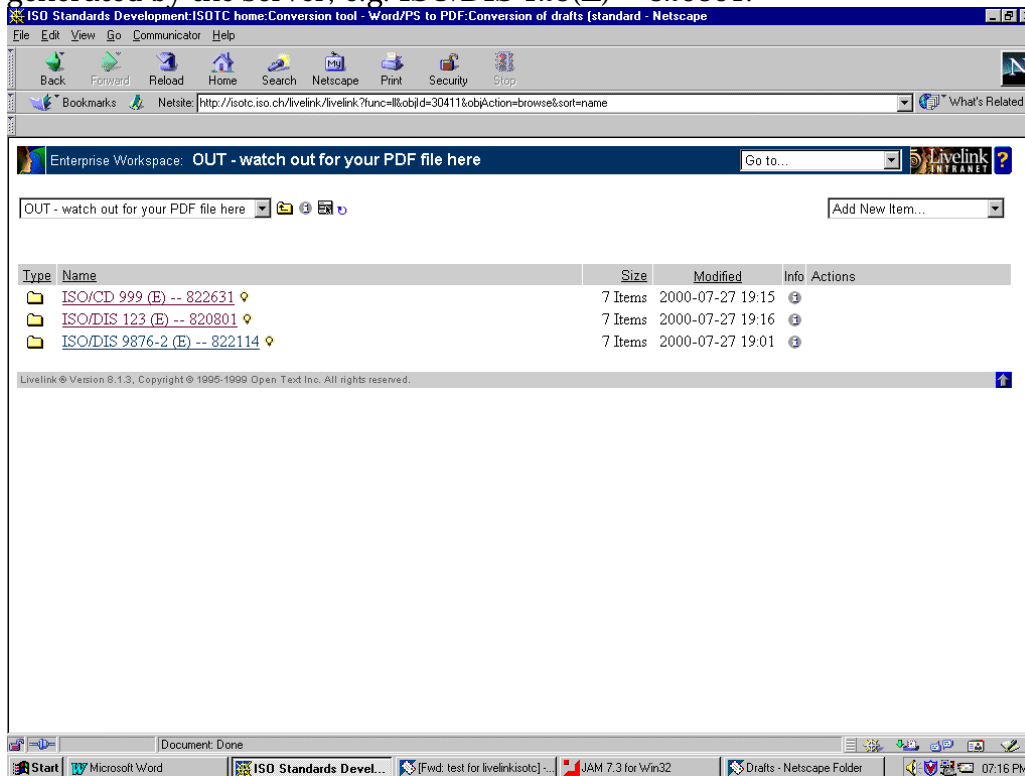


Note that the Word® file submitted for conversion must contain all required graphics at the appropriate places in the file. Your source file remains accessible to other users until the conversion process has started.

- Once the upload has been completed, you'll see the name of your file listed and the conversion process will have started.



- The source file is processed, and if the conversion is successful the resultant PDF file will be put, together with the source file and additional log files, in the *OUT* folder. The output folder name specified by you will be followed by a dash and an ID number generated by the server, e.g. ISO/DIS 123(E) -- 820801.



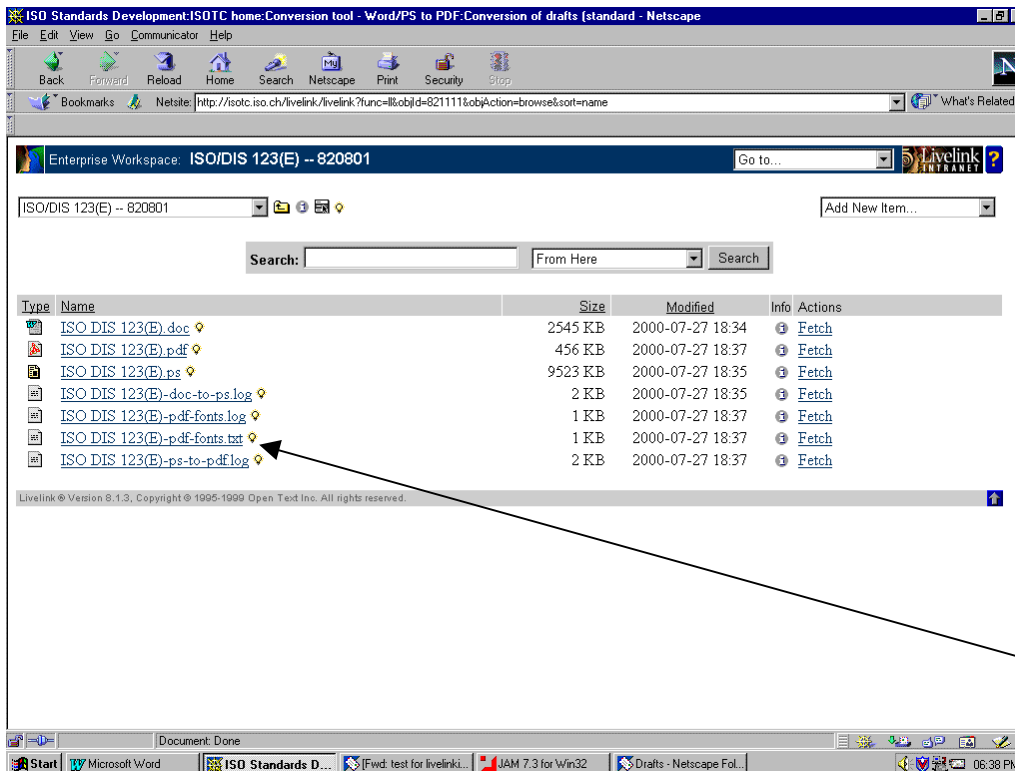
The following example shows the results of successful processing in the folder *Conversion of drafts (standards)*.

As an example of the conversion time, note for the document shown, the following:

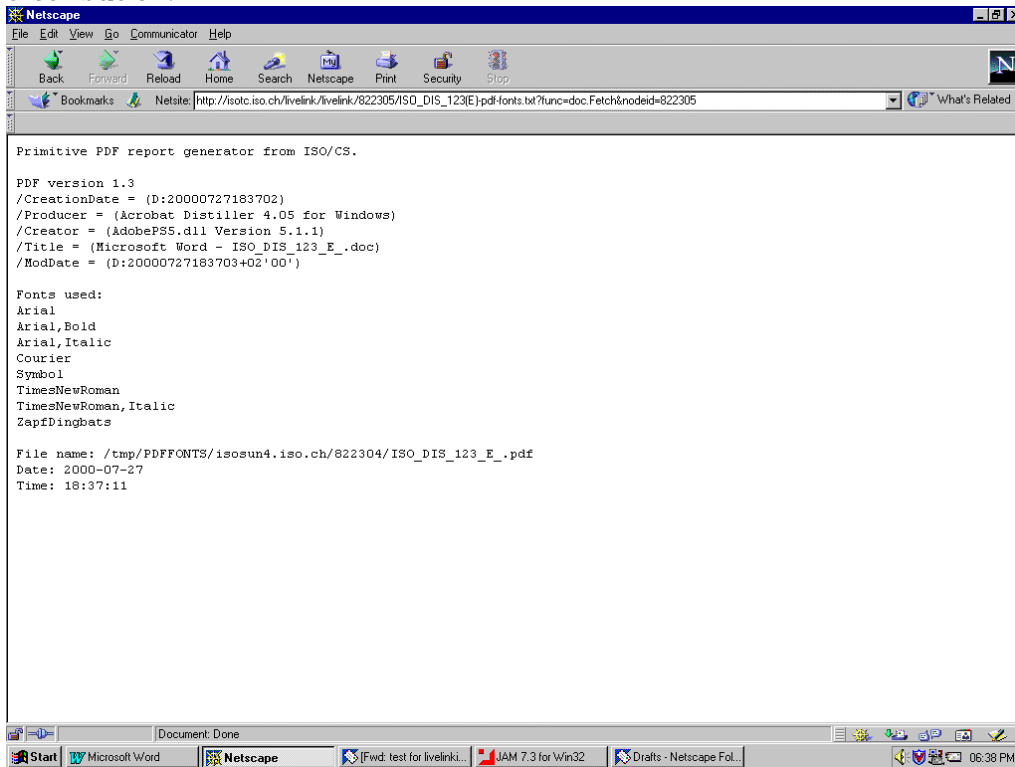
- file size: 2545 kbytes
- number of graphics files: 11
- conversion time: 3 min

By default a source file is converted into a PDF file with the same file name but with the extension *pdf*, i.e. the PDF file corresponding to "ISO DIS 123 (E).doc" is named "ISO DIS 123 (E).pdf".

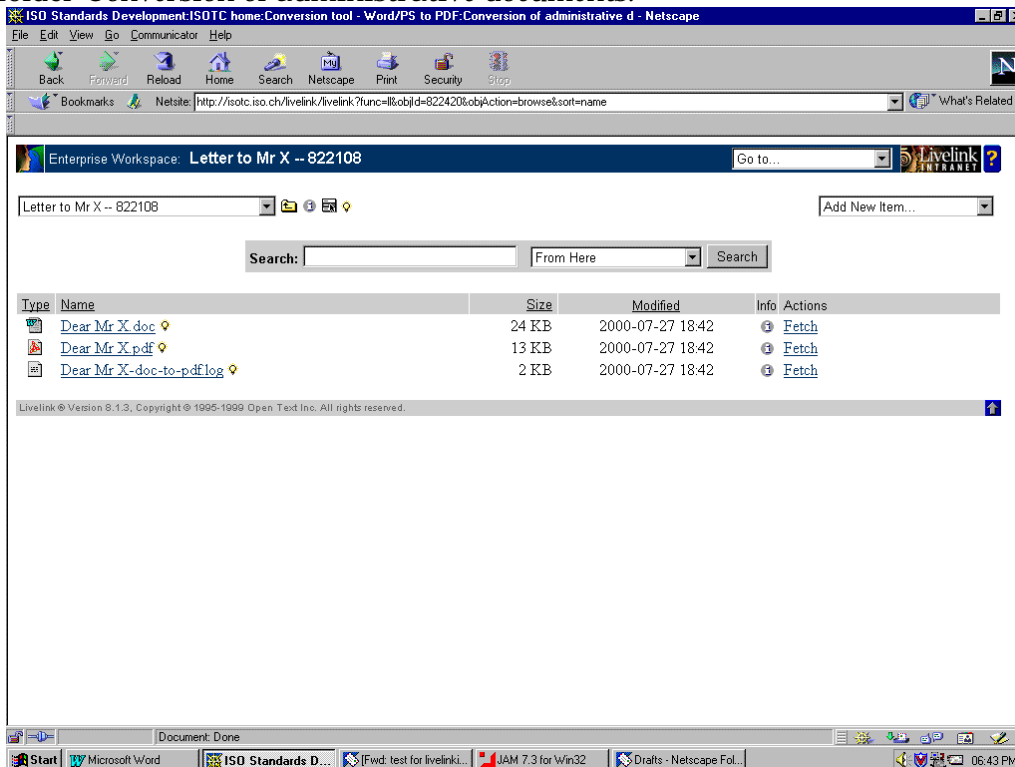
The file is kept in the *OUT* folder for 2 days, after which time it will be deleted automatically. The file is accessible only to you and to no other user.



The file ...-pdf-fonts.txt contains a primitive PDF report listing the fonts used in the PDF file. Please check that for any special fonts used, their licensing conditions allow their distribution.



The following example shows the results of successful generation of a PDF file in the folder *Conversion of administrative documents*.



- To download the generated PDF file to your local system, using the right-hand button of the mouse, click on the entry [Fetch](#) under the column *Actions* for the file. In the menu

which opens, select the option *Save Link As...* (if you use the Netscape browser) or *Save Target As...* (if you use Microsoft Internet Explorer) and specify the location in your local system to which you want to download the file.

Practical tip: Before submission of any PDF files to the ISO/CS, please check them using the PDF reference copy — Checklist (in the folder [Providing PDF files for reference documents](#) on the SDIS).

- If the conversion is unsuccessful, the output folder name specified by you will be followed by a dash, an ID number generated by the server and the text "ERROR", e.g. ISO/DIS 123(E) -- 820801 ERROR.

The log files generated by the conversion tool will be kept in the *OUT* folder until deletion by the ISOTC administrator.

If you need help in interpreting the error messages, send an e-mail to [livelinkisotc@iso.ch](mailto:livelinkisotc@iso.ch).

#### 5. *Adobe web-hosted services*

Adobe has a web-hosted service *Create Adobe® PDF Online* (<http://createpdf.adobe.com>) to convert various formats (Microsoft Word®, PostScript®, CorelWordPerfect®, TIFF, etc.) to PDF. The terms and conditions of this service are subject to change and so check out the web site for up-to-date information. (At the time of writing of this document a user can register free of charge to use this service to make up to 3 free conversions of a certain file size and length.) Adobe also provides a subscription service.

Another Adobe service *InProduction Preflight Online* (<http://preflightpdf.adobe.com>) provides a quality check of your PDF files. Again, the terms and conditions of this service are subject to change and so check out the web site for up-to-date information. (At the time of writing of this document a user can register for 10 trial preflights.) Adobe also provides a subscription service.

#### 6. *Still problems?*

If you have problems with using the services on the ISOTC server, send an e-mail to [livelinkisotc@iso.ch](mailto:livelinkisotc@iso.ch).

If you have more general problems and need help please do not hesitate to contact us, providing details of the problems that you have encountered as well as a copy of the file you wish to convert, at the following e-mail address: [livelinkisotc@iso.ch](mailto:livelinkisotc@iso.ch).



**Annex B:**  
**Procedure for the submission of files of drafts to  
the Central Secretariat**

The platform for the submission of files of drafts is the ISOTC server. Each ISO technical committee and subcommittee has a number of default folders for the submission of the files of drafts to the Central Secretariat. When the files are placed into these default folders, an automatic notification is sent via e-mail by the server to the group in the Central Secretariat dealing with your committee. The files are then moved from the ISOTC server to the internal production chain in the Central Secretariat for the preparation of these files for balloting or publication.

There are two ways of submitting these files to the Central Secretariat:

- a)** submission of a single ZIP File containing various document files (e.g. drafts, reports, etc.) in which case follow steps 1, 2, 3 and 4 below;
- b)** separate submission of the files one-by-one (follow steps 1, 2 and 4 to 8 below)

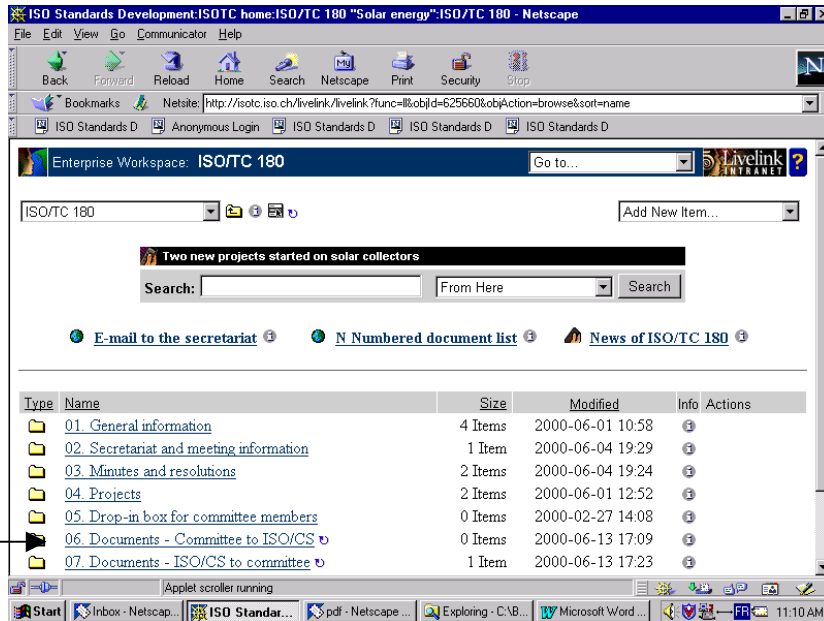
## Submission of files to the ISOTC server

The committee working area for each TC and SC has the same default folder structure (see below). The folder used for the submission of files to the Central Secretariat is folder No. 6:

### 06. Documents - Committee to ISO/CS

To place the files into this folder, please proceed as follows:

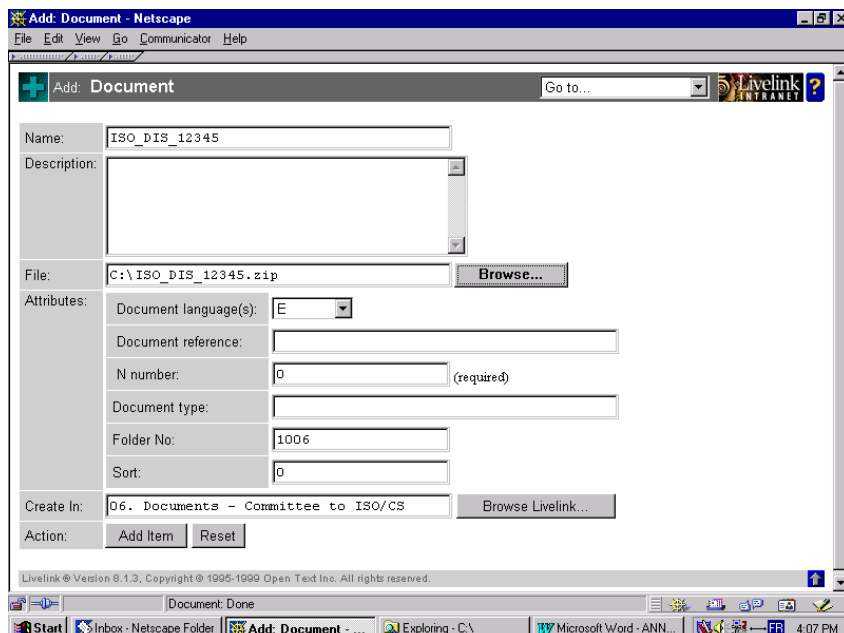
#### 1. Navigate into the folder structure of your committee



2. Click on folder No. 6 Documents -- Committee to ISO/CS, the folder used for the submission of files to the Central Secretariat.

#### a) Submission of a single ZIP File

3. From the "Add New Item..." menu at the top right of the screen, select from the list *Document*, which will open the following screen:



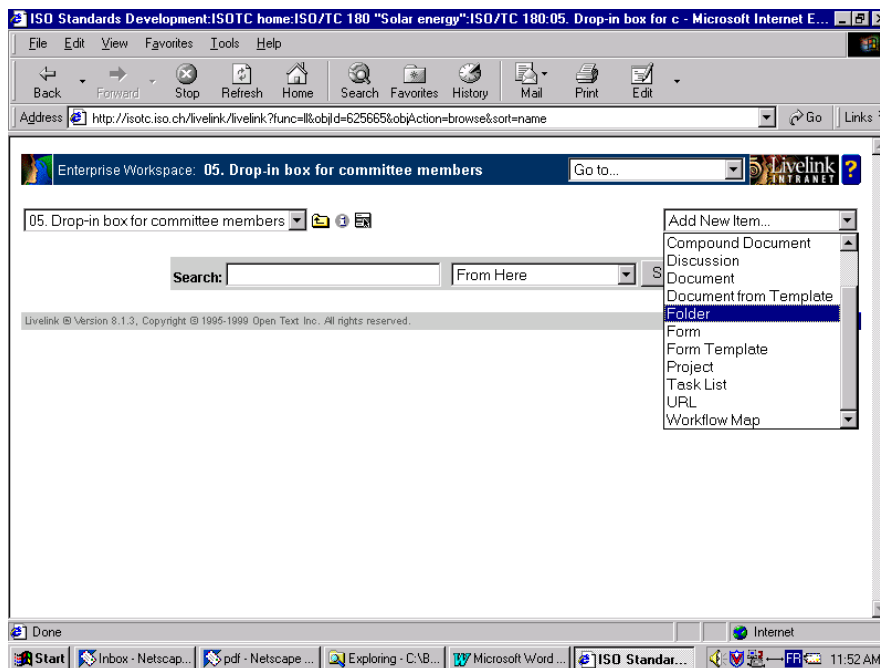
4. Enter a name for the document in the field *Name* following the naming conventions given at the end of this document.

Click on the *Browse*-button to navigate in your local system in order to select the file you wish to upload. Ignore the other fields in the panel displayed under *Attributes*.

Once the upload has been completed, you'll see the name of your file listed.

#### b) Separate submission of files

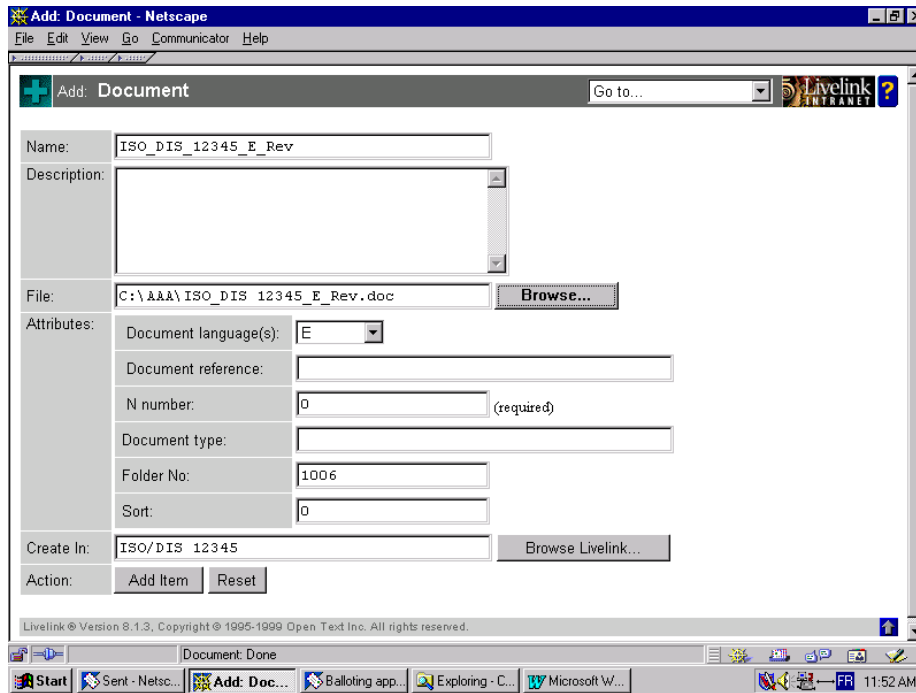
5. To upload individual files, it is necessary to create first a folder as follows. Click on the "Add New Item.." -drop-down list at the top right of the screen, and select from the list *Folder* to create a folder for the files you are submitting. Enter the name of this folder (e.g. ISO/DIS 12345) in the field *Name* and then click on the button "Add Item".



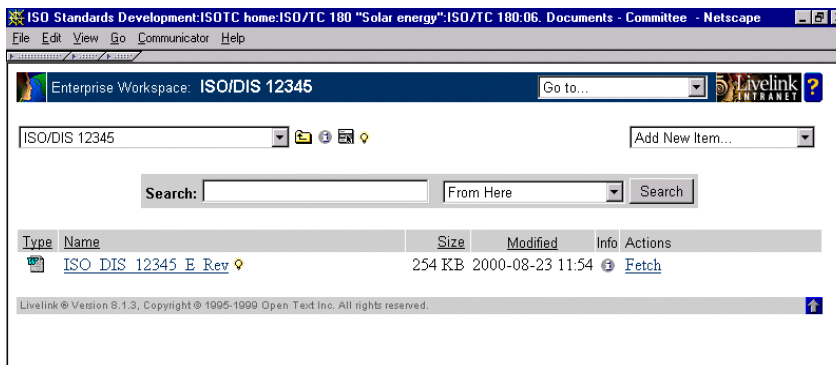
6. Click on the folder name, which moves you inside the folder.

7. From the "Add New Item.." menu at the top right of the screen, select from the list *Document*, which will open the screen displayed under 8.:

8. Enter a name for the document in the field *Name* in accordance with the naming conventions given at the end of this document. Click on the *Browse*-button to navigate in your local system in order to select the file you wish to upload. Ignore the other fields in the panel displayed under *Attributes*.



Once the upload has been completed, you'll see the name of your file listed.



9. Repeat steps 7 and 8 for all the files you wish to submit to the Central Secretariat (e.g. files in PDF-format, Word-template-files, files with graphics).

### Naming conventions for submitted files:

**Revisable files** (using ISO/(F)DIS 12345 and ISO/(F)DIS 9999-1 as an example):

ISO\_DIS\_12345\_E\_Rev // ISO\_FDIS\_12345\_E\_Rev (English version)

ISO\_DIS\_12345\_F\_Rev // ISO\_FDIS\_12345\_F\_Rev (French version)

ISO\_DIS\_9999-1\_E\_Rev (E-version of DIS) // ISO\_FDIS\_9999-1\_F\_Rev (F-version of FDIS)

### PDF files:

ISO\_DIS\_12345\_E\_PDF // ISO\_FDIS\_12345\_F\_PDF

ISO\_DIS\_9999-1\_E\_PDF // ISO\_FDIS\_9999-1\_F\_PDF

**ZIP files** (containing both revisable and PDF files):

ISO\_DIS\_12345 // ISO\_FDIS\_9999-1



## 1 Address (URL) of the ISOTC server

The ISOTC server can be found on the Internet under the following address (URL):

<http://isotc.iso.ch/livelink/livelink>

or through a link from the section *ISO servers* to *ISOTC home* from ISO's main Internet site *ISO Online* (<http://www.iso.ch>)

## 2 Log-in to and log-out from the ISOTC server

### 2.1 Log-in

The ISOTC server and each working area of a particular ISO committee has a protected and an unprotected part. A user enters the server by default via the unprotected area, which is identified through the message "**Logged-in as GUEST. Log-in as registered user**". Clicking on the hyperlink Log-in as registered user, will display the log-in screen for authentication of users which have been registered. Another possibility to access the protected working area is to click on the drop-down box with the designation "**Go to...**", which will display the option "**Login as registered user**". If you click on this option, the Log-in screen appears and you are asked to enter your **username** and **password**. Please note that both the username and password are case-sensitive, i.e. they have to be entered exactly as provided to you. As username please type in (**in small letters**):

"....." (without quotation marks)

As password, please type in:

"....." (without quotation marks)

Then click on the button: Log-in.

This displays a new screen. Please click on the entry *ISOTC home* which will display the list of all ISO/TCs. Move to the entry of the ISO/TC you are interested in and click on it. This opens the folder with the substructure of particular ISO/TC. If you are registered to this TC you can see the full substructure, if not, then you can only see the publicly accessible part of the substructure.

### 2.2 Log-out

At the top of the screen, you see a horizontal bar with a drop-down box and the instruction "**Go to...**". Click on the arrow to the right of Go to..." and a list of available options appears. Option three from the bottom is "**Log-out**". Move with your mouse cursor to the option Log-out and click on it. The log-out screen with your name appears. Click on the button "Log-out" and you

leave the ISOTC server. To quit your browser, click on the Close or Exit option from your browser menu.

### 3 Navigation between folders and access to documents

There are several types of items in the ISOTC server. The most widely used are **folders** (or directories) and **documents**. If you want to see to which type an item belongs, move the cursor to the icon left of an entry and the type of the item is displayed, i.e. you receive the information whether the item is a folder, a document or another type of item.

### 4 Open, download and print a document

To open a particular document you have two options, the **View**-option and the **Fetch**-option.

#### 4.1 View a document

To use the **View**-option click on the underlined name to the left in the list. This will display a document automatically in a simple display-format (i.e. in HTML-format). If the file is in PDF-format, it will be displayed as a PDF-file.

#### 4.2 Fetch a document

The second option is to click on "**Fetch**", which will open the document in its native format, e.g. as a Word- or WordPerfect-file, a PowerPoint-, Excel- etc. file, depending on which file-type it is.

This option is only available, if you have the required programme installed so that you can load the file in its native format.

**IMPORTANT:** Please note that any **changes** you make to a document if you open it via the Fetch-Option will *not* be saved.

#### 4.3 Download a document

To download a document click with the right button of your pointing device on the entry Fetch to the right of the document you wish to download. The *Netscape-Browser* displays a window which contains the option *Save Link as ...*. Indicate to which location on your system (i.e. disk drive and folder) you wish to download the file.

**IMPORTANT:** The *Netscape-Browser* assumes by default that the file is an HTML-file and adds therefore automatically the file name extension \*.html. If your file is not an HTML-file, please overwrite in the *Save As..* menu the extension \*.html with the correct file name extension (e.g. \*.doc for a Word-file, \*.ppt for a PowerPoint-file, etc.). The *MS-Internet Explorer* (Version 5) seems to be able to identify the correct file type, so that this problem does not occur.

#### 4.4 Print a document

To print a document, just use the print option of your browser/reader or your word processor, depending on whether you use the "View" or the "Fetch" option.