SCIENCE AND TECHNOLOGY ORGANIZATION

COLLABORATION SUPPORT OFFICE

How to Use the STO Formatting Templates

Information Management and Systems Branch
CSO, Paris, France

mailbox@cso.nato.int

This short paper explains how to use the STO formatting templates. The idea behind the templates is to provide Authors with a Word Processing tool that will assist them in creating documents that will be published by the STO. The templates contain pre-defined "STYLES" that reflect the STO formatting specifications. The names of the STYLES are all prefixed by the letters "STO", so that they can be easily identified – see Section 2.0 and 3.0 for instructions on the use of these STYLES.

1.0   CHOOSING THE CORRECT TEMPLATE

There are basically two different types of document, one for a report of a Task Group and the other an individual paper that will form part of the proceedings of an STO Symposium, Lecture Series or Specialists' Meeting. Both of these document templates have been produced with A4 or US Letter settings. The document templates can be downloaded from the STO Website (https://www.sto.nato.int/Pages/support-for-authors.aspx). The table below explains which template to use:

Template	Format	Notes
Symposium or Lecture Series (EN-MP) Template	A4	Use this template if your paper is part of an STO Lecture Series, Symposium or Specialists' Meeting. This template is formatted for A4, which is the default standard for Europe.
Symposium or Lecture Series (EN-MP) Template	US Letter	Use this template if your paper is part of an STO Lecture Series, Symposium or Specialists' Meeting. This template is formatted for US Letter, which is which is the default standard in Northern America.
Task Group Report (AG-TM-TR) Template	A4	Use this template if your paper is the result of an STO Task Group. The resulting report may be a AG, TM or TR. This template is formatted for A4.
Task Group Report (AG-TM-TR) Template	US Letter	Use this template if your paper is the result of an STO Task Group. The resulting report may be a AG, TM or TR. This template is formatted for US Letter.

2.0   USING THE TEMPLATES FOR THE CREATION OF A NEW REPORT

For Users of MS WORD 97/2000:

Step 1: Select all the existing 'sample' text in the Template (from the Menu, Edit → Select All) and delete it (from the Keyboard, press the DELETE key).

Step 2: Open the STYLE Menu Tab (from the Menu, Format → Styles). A list of pre-defined STO STYLES will appear in a 'drop-down' menu1.

Step 3: Click on the STYLE you wish to use, select APPLY and commence typing.

Step 4: To change STYLES, press the ENTER key to move to the next line and then simply choose another STYLE from the drop-down menu and select APPLY. Note that Word will continue to apply the STYLE currently in use until another one is selected.

For Users of MS WORD 2002/2003:

Step 1: Select all the existing 'sample' text in the Template (from the Menu, Edit → Select All) and delete it (from the Keyboard, press the DELETE key).

Step 2: Open the STYLE Menu Tab (from the Menu, Format → Styles). A list of pre-defined STO STYLES will appear on the right-hand side of the screen[1]

Step 3: Click on the STYLE you wish to use, and commence typing.

Step 4: To change STYLES, press the ENTER key to move to the next line and then simply click on another STYLE from the menu on the right-hand side of the screen. Note that Word will continue to apply the STYLE currently in use until another one is selected.

3.0   REFORMATTING A REPORT ALREADY FORMATTED IN MS WORD

For Users of MS Word 97/2000:

Step 1: Copy the contents of your existing WORD document (from the Menu, Edit → Select All → Edit → Copy) into the STO Template (from the Menu, Edit → Paste).

Step 2: Place you cursor in front of the text you wish to reformat and open the STYLE Menu Tab (from the Menu, Format → Styles). A list of pre-defined STO STYLES will appear in a 'drop-down' menu2.

Step 3: Click on the STO STYLE you wish to use, and select APPLY.

For Users of MS Word 2002/2003:

Step 1: Copy the contents of your existing WORD document (from the Menu, Edit → Select All → Edit → Copy) into the STO Template (from the Menu, Edit → Paste).

Step 2: Place you cursor in front of the text you wish to reformat and open the STYLE Menu Tab (from the Menu, Format – Styles). A list of pre-defined STO STYLES will appear on the right-hand side of the screen[2].

Step 3: Click on the STO STYLE you wish to use.

3.0   HEADERS/FOOTERS

The Headers and Footers in the templates for a Symposium or Lecture Series contain specific information about the STO Publication and the document itself. In order to automatically generate this information, the

---

[1] The STYLES for Footnote References and Text do not contain the STO Prefix.

[2] STYLES associated with the original document will also appear in the list.

following data must be entered into the Document Properties Summary Tab as follows – see Figure 1 and Table below:
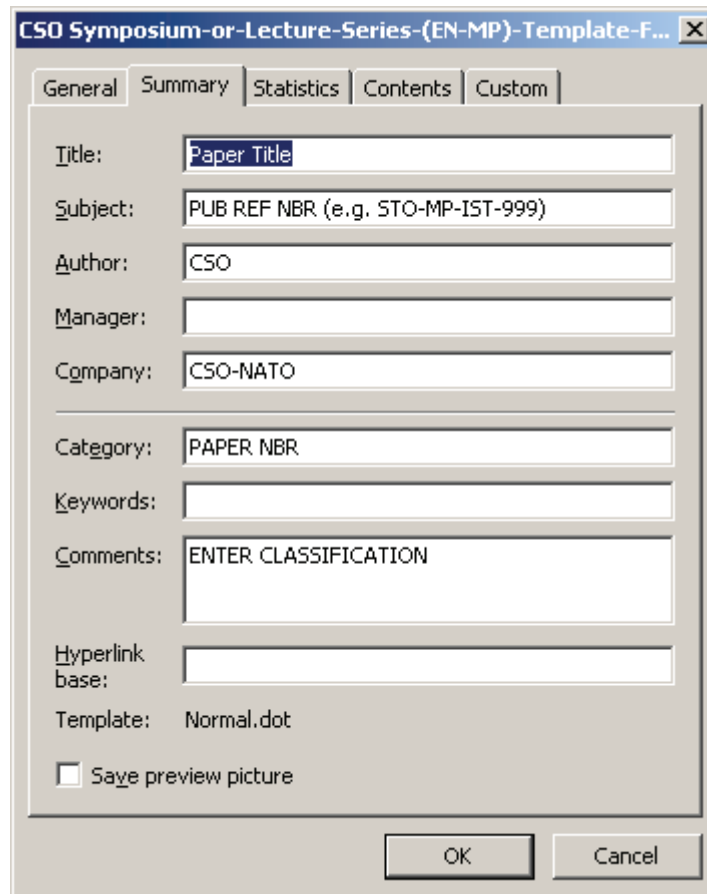

Figure 1: Document Properties Summary Tab (for EN or MP Paper).

(From the Menu: File → Properties → Summary Tab)

Title	Enter the title of the Paper
Subject	Enter the Report Reference (e.g. STO-MP-IST-999)
Author/ Company	Leave the text as CSO/ CSO-NATO
Category	Enter the Paper Number as a simple numeric entry (e.g. 1, 2, 3 . . . .)
Comments	Enter the CLASSIFICATION of the Report in CAPITAL LETTERS. This field can be left BLANK if the Report is open for public release

Please note that the Headers and Footers will NOT be visible until you display the document in Print Preview mode (from the Menu: File → Print Preview → Close).