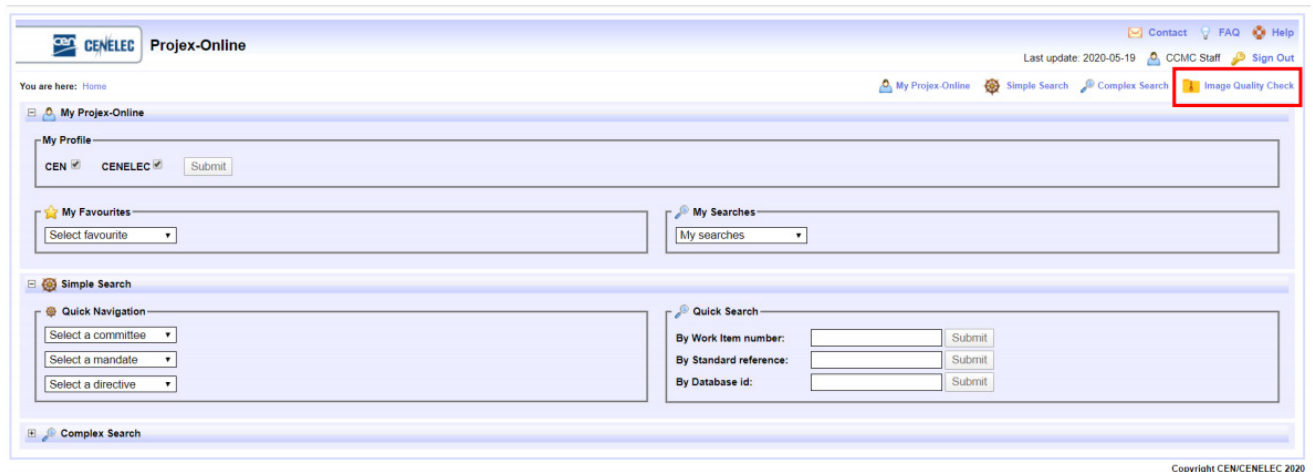


## Using the Image Quality Check Tool.

The Image Quality Check tool can be found on ProjexOnline, in the top-right-hand corner of the page.



Click the link to navigate to the following page:



## IMAGE QUALITY CHECK

To start the analysis, either drag-and drop a zip file below, or select a zip file by clicking on "+ Choose", then click "Submit"

Note: A zip file must contain the Word document and the figure files. Figure files can be in a separate folder, but cannot be zipped within the main zip file.

+ Choose

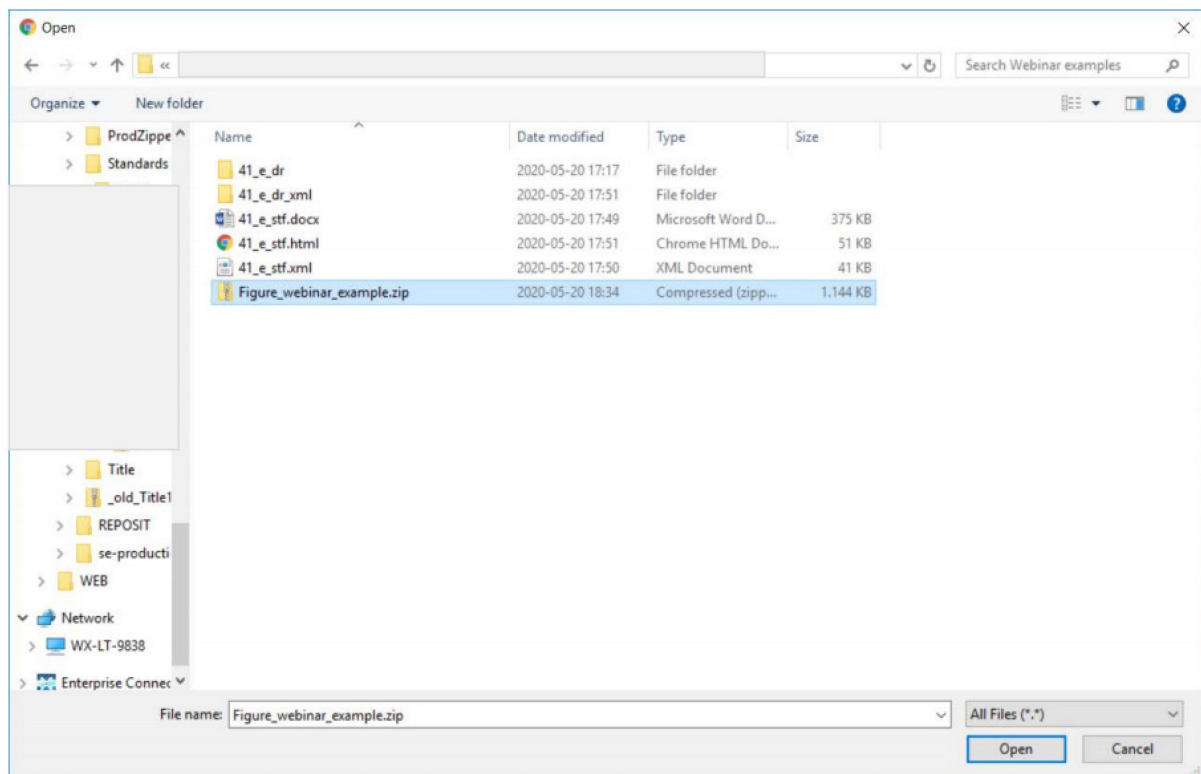
×

Cancel

- For guidance, requirements, and more information on figures, see [4. Providing figure/image files](#)
- Ensure to follow [4.2 Naming of Figure Files](#), before inserting and linking the figures within the Word document
- Ensure that equations are in an accepted format (MathType, Word Equation Tool)
- Note that the button "Correct Resolution" will only attempt to correct the resolution of the figure files and nothing else.
- Please contact [production@cenelec.eu](mailto:production@cenelec.eu) should you need any further information or assistance

Submit

At the center of the page, a zip-file can be uploaded.



The user uploads a zip file containing the figure files and the Word document deliverable.

Once the zip file has been assessed by the tool, a pop-up window will appear showing the quality check details of the figures. Errors will be highlighted in orange. Those results can also be downloaded as an Excel file in which the errors will be highlighted in yellow.

**"Images" tab** checks the figure files contained within the zip file (file naming, resolution, compression and layers)

**Pop-up window**

<div> <span>×</span> <span>Images</span> <span>Word images</span> <span>Word legacy images</span> <span>Word shapes</span> </div>								
Filename	Width (in px)	Height (in px)	X Resolution	Y Resolution	Is colored ?	Image compression	Is single layer	Comments
001.tif	3369	1470	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK
002.tif	3549	1676	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK
003.tif	3162	1211	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK
004.tif	3760	1412	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK

For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page.

[Download report](#)
[Correct resolution](#)
[Close](#)

**Excel file**

	A	B	C	D	E	F	G	H	I
2	Filename	Width (px)	Height (px)	ResolutionX	ResolutionY	Colored	Compression	Single Layer/Page	Comments
3	001.tif	3369	1470	600	600	No	CCITT4	Yes	QC OK
4	002.tif	3549	1676	600	600	No	CCITT4	Yes	QC OK
5	003.tif	3162	1211	600	600	No	CCITT4	Yes	QC OK
6	004.tif	3760	1412	600	600	No	CCITT4	Yes	QC OK
7	For file naming convention see 4.2 naming of figure files <a href="https://boss.cen.eu/reference-material/guidancedoc/pages/prepfiles/">https://boss.cen.eu/reference-material/guidancedoc/pages/prepfiles/</a>								
8									
9									
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[GRAPHIC\\_FILE\\_AUDIT](#)
[FIG\\_IN\\_WORD\\_QC](#)
[FIG\\_IN\\_WORD\\_LEGACY\\_FORMAT](#)
[WORD\\_SHAPE\\_SEARCH](#)
+

**Notes**

- The "Correct resolution" button will only correct the resolution (DPI) of the figures

**“Word images” tab** checks the figures within the Word document (size, scaling, cropping, links)

Pop-up window

<div> <span>×</span> <span>Images</span> <span>Word images</span> <span>Word legacy images</span> <span>Word shapes</span> </div>									
Filename	Width (mm)	Height (mm)	Scale width	Scale height	Cropping	Is image linked ?	Does linked image exists ?	Is link absolute ?	Comments
001.tif	143	62	100	100	0 0 0 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QC OK
002.tif	150	71	100	100	0 0 0 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QC OK
Image not linked	134	51	100	100	0 0 0 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Extension is not .tif nor .tiff</li> <li>The image should be linked</li> <li>The link to the physical image is broken</li> </ul>

For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page.

[Download report](#)
[Correct resolution](#)
[Close](#)

Excel file

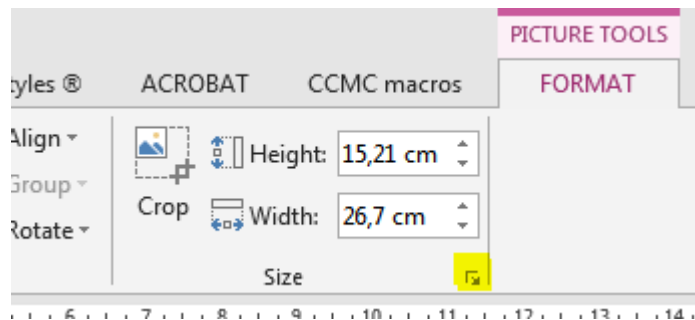
	A	B	C	D	E	F	G	H	I	J	K	L
	Linked filename	Width scale	Height scale	Width (mm)	Height (mm)	Cropping	Comments	Width (px)	Height (px)	Is link absolute ?	Is image linked ?	Does linked image exists ?
2	001.tif	100%	100%	143	62	N/A	QC OK	3369	1470	Yes	Yes	Yes
3	002.tif	100%	100%	150	71	N/A	QC OK	3549	1676	Yes	Yes	Yes
4	Image not linked	100%	100%	134	51	N/A	The image should be linked; The link to the physical image is broken	3162	1211	No	No	No
5												
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[GRAPHIC\\_FILE\\_AUDIT](#)
[FIG\\_IN\\_WORD\\_QC](#)
[FIG\\_IN\\_WORD\\_LEGACY\\_FORMAT](#)
[WORD\\_SHAPE\\_SEARCH](#)

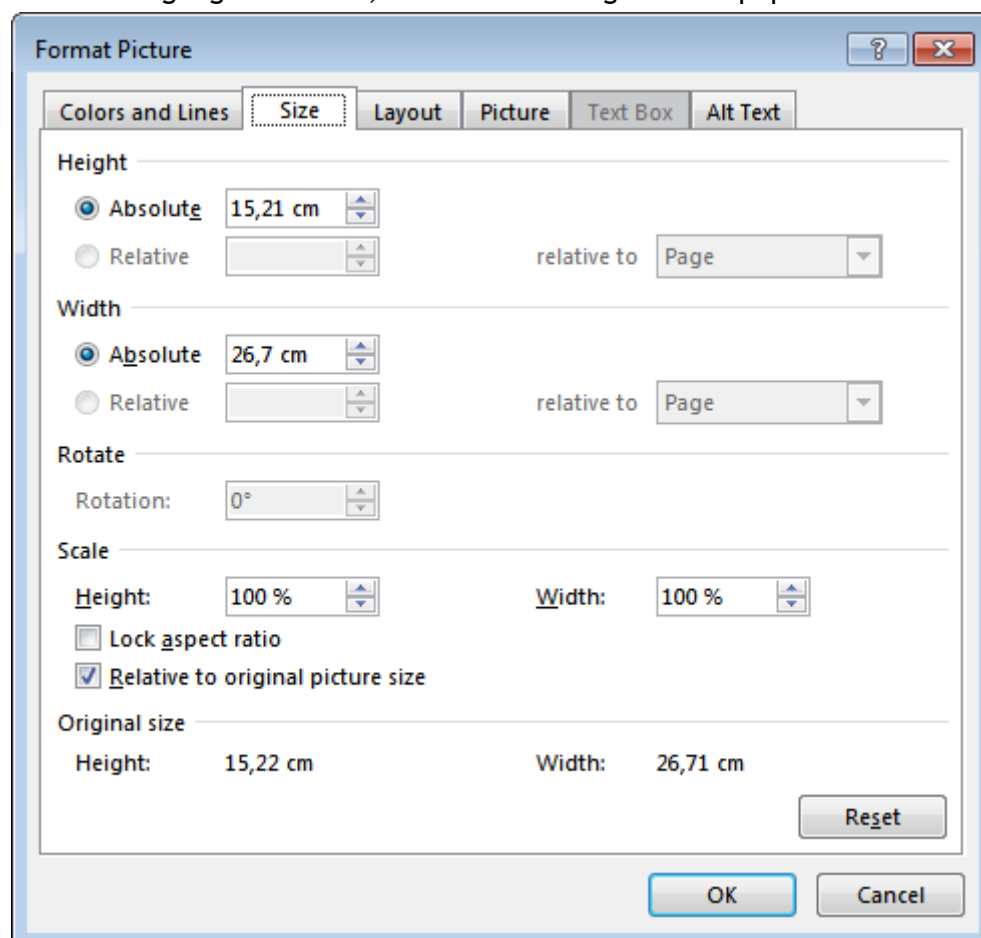
Notes:

- The column “Is link absolute?” will be ticked and highlighted when the figures are linked properly
- Scaling/Cropping: figures shall not be resized/cropped within Word
- The layout of the Excel file will be revised to match the Pop-Up window in order to provide a better readability (i.e. column “Comments” will be moved to the right, columns “Width/Height (px)” will be removed)

To check the output size of a figure, click on the figure, and then from the ribbon across the top of Word, choose 'PICTURE TOOLS' and then 'FORMAT'. This can also automatically appear by double-clicking on the figure.



Click the highlighted arrow, and the following box will pop out:

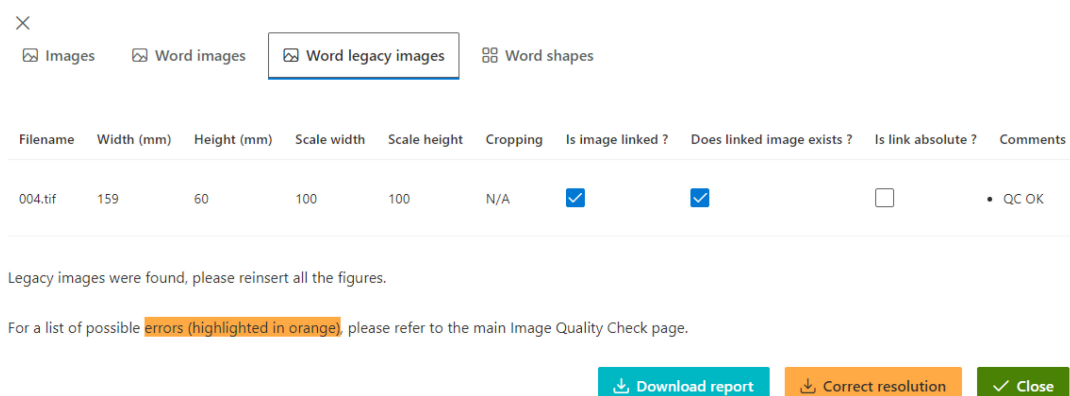


As shown, the 'scale' is 100% for both height and width, relative to original picture size. This means the figure file provided has not been manually cropped or resized in Word, and therefore conforms to the requirements defined in Clause 4.3.

Tip

**“Word legacy images” tab checks the “legacy” figures within the Word document (size, scaling, cropping, links)**

Pop-up window



×

Images Word images **Word legacy images** Word shapes

Filename	Width (mm)	Height (mm)	Scale width	Scale height	Cropping	Is image linked ?	Does linked image exist ?	Is link absolute ?	Comments
004.tif	159	60	100	100	N/A	✓	✓	<input type="checkbox"/>	• QC OK

Legacy images were found, please reinsert all the figures.

For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page.

Download report Correct resolution Close

Excel file

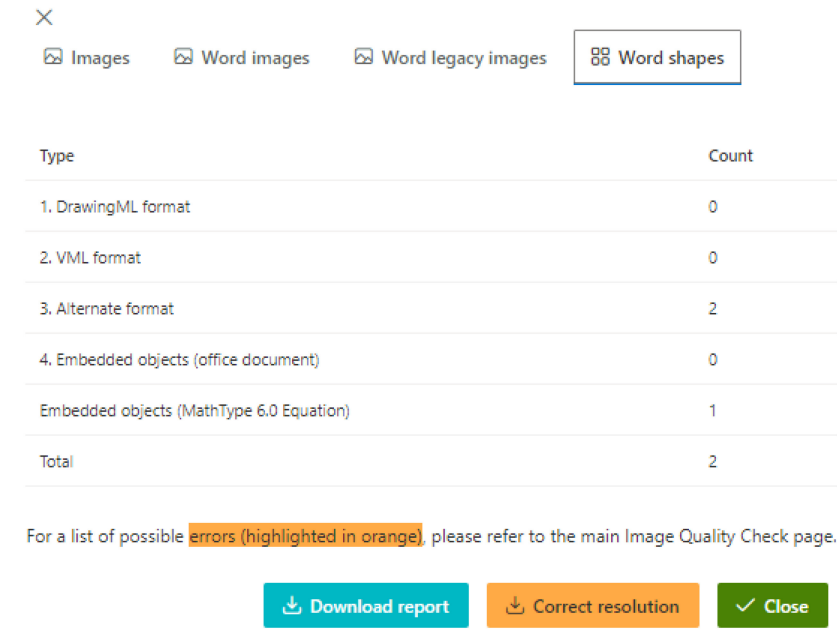
	A	B	C	D	E	F	G	H	I	J	K	L
	Linked filename	Width scale	Height scale	Width (mm)	Height (mm)	Cropping	Comments	Width (px)	Height (px)	Is link absolute ?	Is image linked ?	Does linked image exist ?
2	004.tif	100%	100%	159	60	N/A	QC OK	3760	1412	No	Yes	Yes
3												
4												
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GRAPHIC\_FILE\_AUDIT FIG\_IN\_WORD\_QC **FIG\_IN\_WORD\_LEGACY\_FORMAT** WORD\_SHAPE\_SEARCH

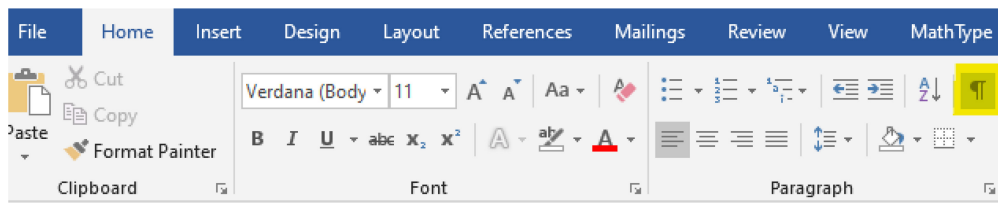
Notes

- Legacy-format images often come from images contained in older version of Word (i.e. using a previous edition of a standard drafted in “.doc”)
- ~~If (and only if) items are listed on this tab, the corresponding figure must be re-inserted & linked within the Word document.~~ Legacy image format can be used again since late March 2023
- the layout of the Excel file will be revised to match the Pop-Up window in order to provide a better readability (i.e. column “Comments” will be moved to the right, columns “Width/Height (px)” will be removed)

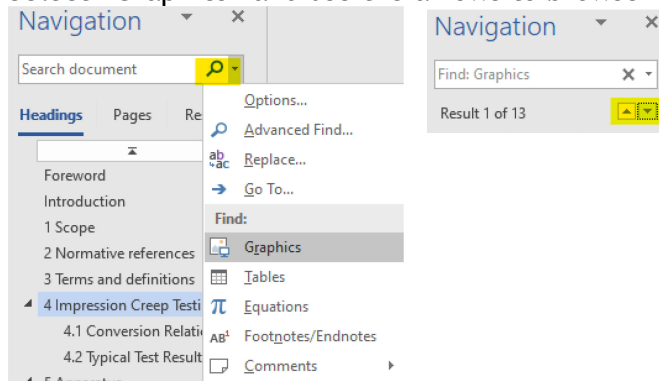
**“Word shapes” tab** checks if autoshapes/shapes/textboxes are found within the Word document.  
Often times, shapes found in Word documents are empty textboxes which appear “hidden” from view

Pop-up window	 <p>For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page.</p>
Excel file	
Notes:	<ul style="list-style-type: none"> <li>- Equations in MathType format will be shown in this tab as “Embedded objects (MathType 6.0 Equation)”. They are listed, but are excluded from the “Total” as they are not blocking.</li> </ul>

- Enable the **paragraph mark** for a better visibility:




- **Find figure/equations/shapes/objects**, open the Navigation pane View → Show → Navigation Pane (or with Ctrl+F on the keyboard) Select “Graphics” and use the arrows to browse



example: → here the 22 incremental samples form the combined sample.

#### **E.6→ Procedure for sampling bulk material: Step 6¶**

 If necessary, reduce the combined sample representatively to produce the needed samples (3.7 and 6.5) of the required sizes.

Example: → In this example three final samples are produced from the combined sample.

To remove a shape, right click on the blue anchor and click “cut”