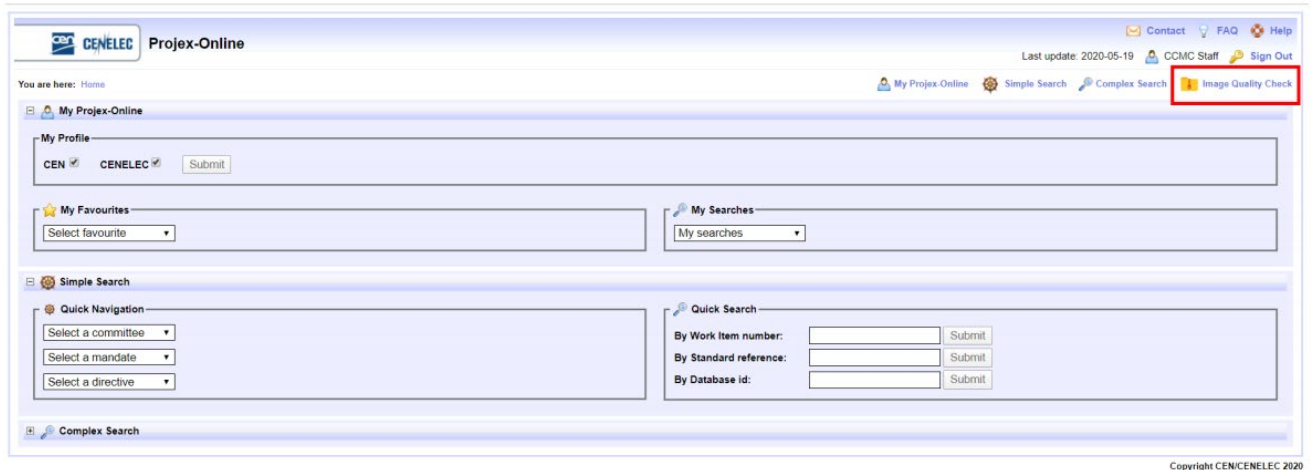


Using the Image Quality Check Tool.

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"

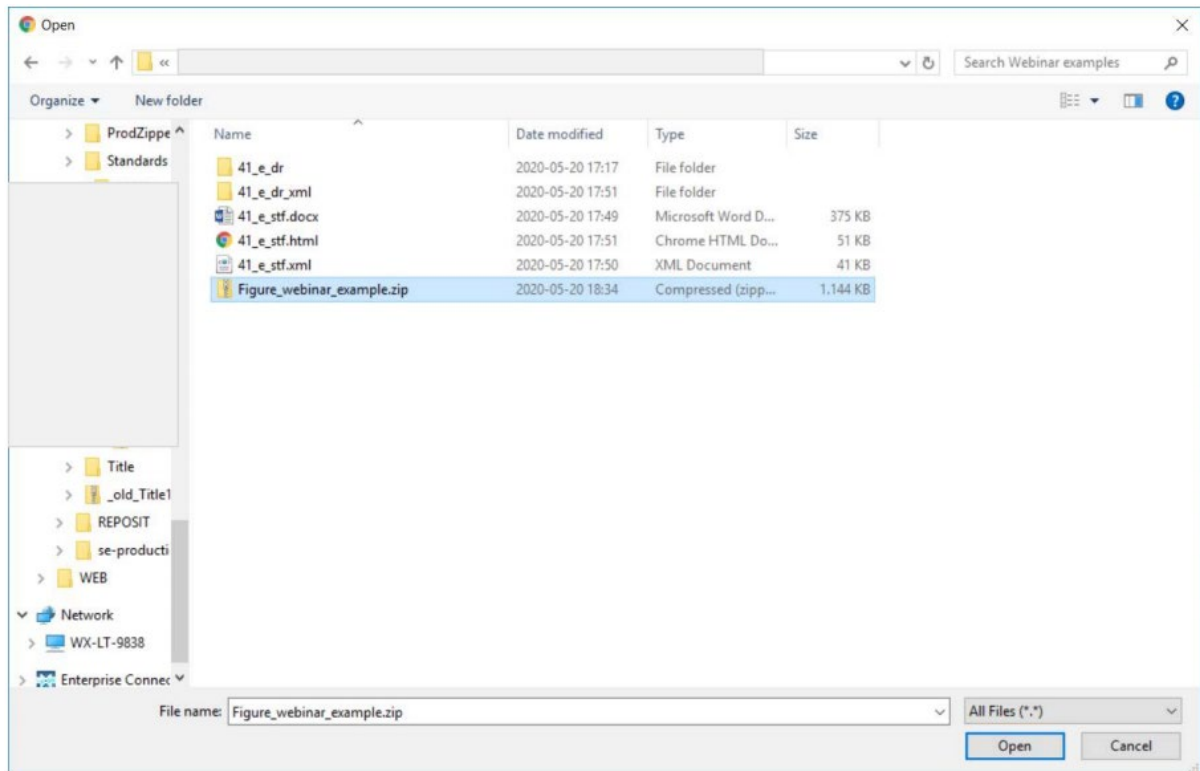
Note: A zip file must contain the Word document and the figure files. Figure files can be in a separate folder, but cannot be zipped within the main zip file.

+ 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 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

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.

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 https://boss.cen.eu/reference-material/guidancedoc/pages/prepfiles/								
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16									

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

Filename	Width (mm)	Height (mm)	Scale width	Scale height	Cropping	Is image linked ?	Does linked image exist ?	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"> Extension is not .tif nor .tiff The image should be linked The link to the physical image is broken

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

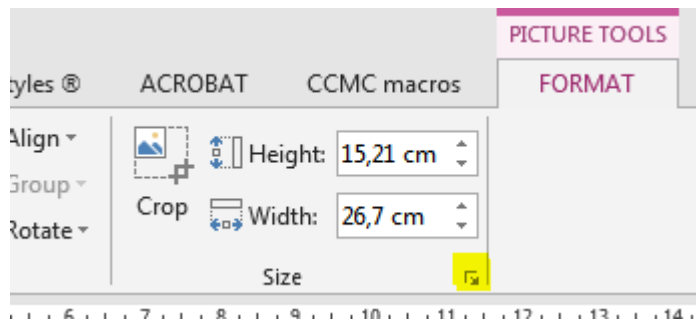
	A	B	C	D	E	F	G	H	I	J	K	L
	Linked filename	Width scale	Height scale	Width (mm)	Height (mm)	Cropping	Comments	Width (px)	Height (px)	Is link absolute ?	Is image linked ?	Does linked image exist ?
2	001.tif	100%	100%	143	62	N/A	QC OK	3369	1470	Yes	Yes	Yes
3	002.tif	100%	100%	150	71	N/A	QC OK	3549	1676	Yes	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
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GRAPHIC_FILE_AUDIT | **FIG_IN_WORD_QC** | FIG_IN_WORD_LEGACY_FORMAT | WORD_SHAPE_SEARCH

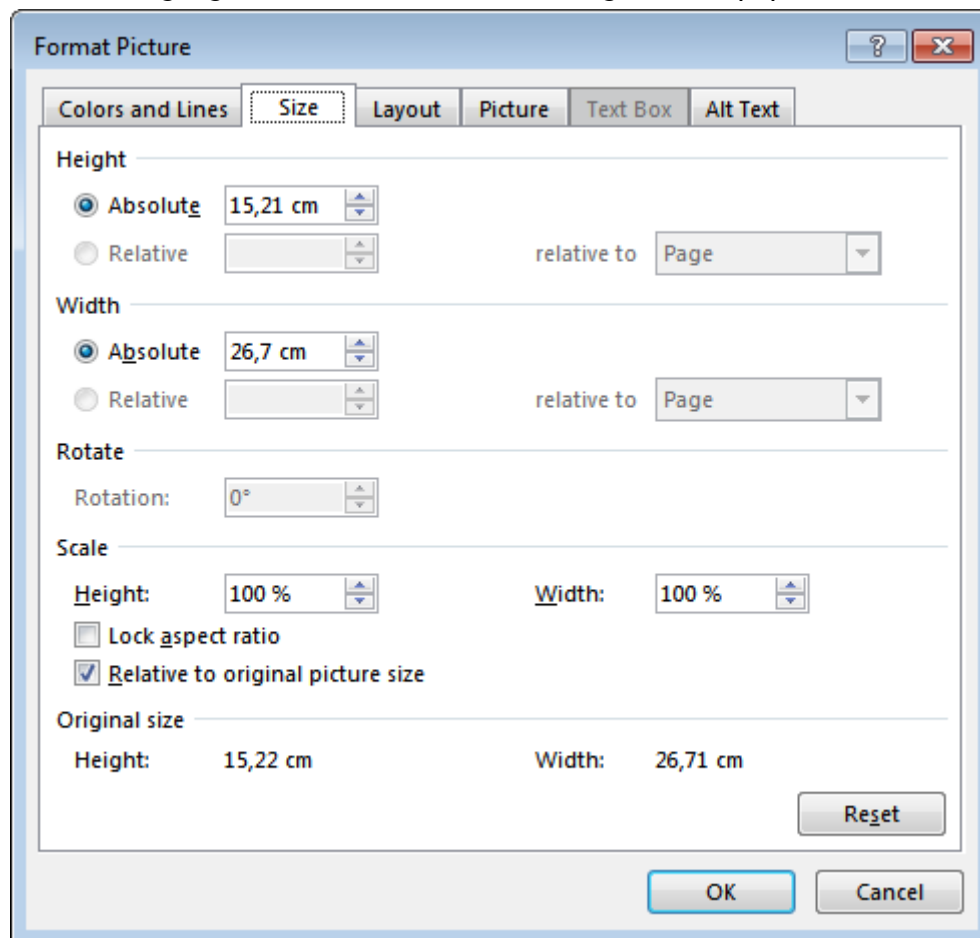
Notes:

- 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:



Tip

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.

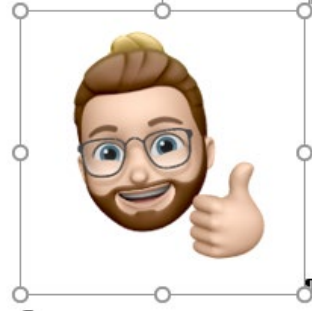
“Word legacy images” tab checks if the Word document contains “legacy” images which cannot be checked by the tool

Pop-up window																																																																																																																																																																																																																																																																																																												
Excel file	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> </tr> <tr> <th></th> <th>Linked filename</th> <th>Width scale</th> <th>Height scale</th> <th>Width (mm)</th> <th>Height (mm)</th> <th>Cropping</th> <th>Comments</th> <th>Width (px)</th> <th>Height (px)</th> <th>Is link absolute ?</th> <th>Is image linked ?</th> <th>Does linked image exist ?</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>004.tif</td> <td>100%</td> <td>100%</td> <td>159</td> <td>60</td> <td>N/A</td> <td>QC OK</td> <td>3760</td> <td>1412</td> <td>No</td> <td>Yes</td> <td>Yes</td> </tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>15</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>16</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>17</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>18</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>20</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>21</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>22</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		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													5													6													7													8													9													10													11													12													13													14													15													16													17													18													19													20													21													22												
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Notes	<ul style="list-style-type: none"> - 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 - 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) 																																																																																																																																																																																																																																																																																																											

Examples



Legacy
Square outline selection



Picture
Bullet outline selection

“Word shapes” tab checks if autosshapes/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

The screenshot shows a pop-up window titled 'Word shapes' with a close button (X) in the top left. Below the title are four tabs: 'Images', 'Word images', 'Word legacy images', and 'Word shapes' (which is selected). The main content is a table with two columns: 'Type' and 'Count'.

Type	Count
1. DrawingML format	0
2. VML format	0
3. Alternate format	2
4. Embedded objects (office document)	0
Embedded objects (MathType 6.0 Equation)	1
Total	2

Below the table, there is a note: "For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page." At the bottom of the window are three buttons: "Download report" (blue), "Correct resolution" (orange), and "Close" (green).

Excel file

The screenshot shows an Excel spreadsheet with the following data:

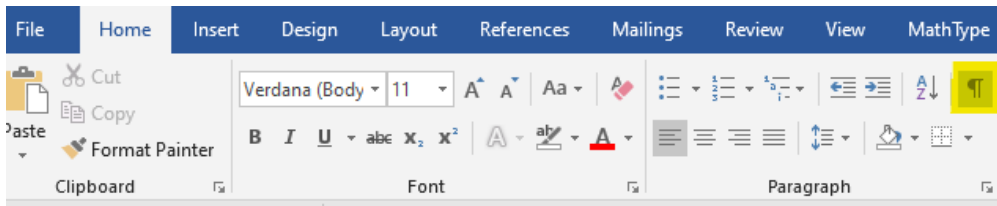
	A	B	C	D	E
2	Type	Count			
3	1. DrawingML format	0			
4	2. VML format	0			
5	3. Alternate format	2			
6	4. Embedded objects (office document)	0			
7	Embedded objects (MathType 6.0 Equation)	1			
8	Total	2			
9					
10					
11					
12					
13					
14					
15					

The spreadsheet has a tab bar at the bottom with the following tabs: GRAPHIC_FILE_AUDIT, FIG_IN_WORD_QC, FIG_IN_WORD_LEGACY_FORMAT, and WORD_SHAPE_SEARCH (which is the active tab).

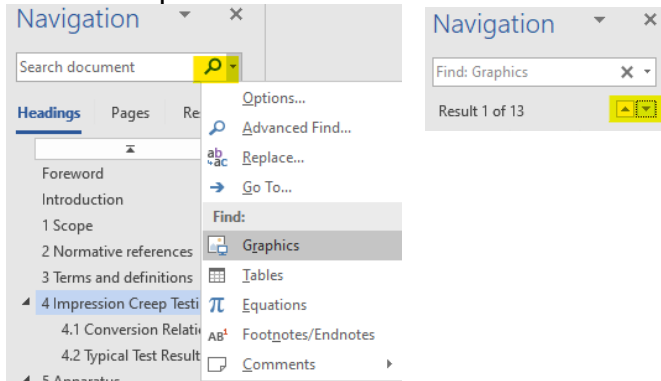
Notes:

- 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.

- 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¶

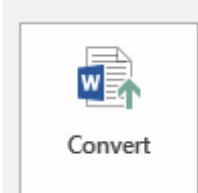


If necessary, reduce the combined sample representatively to produce the needed number of samples (3.7 and 6.5) of the required sizes.

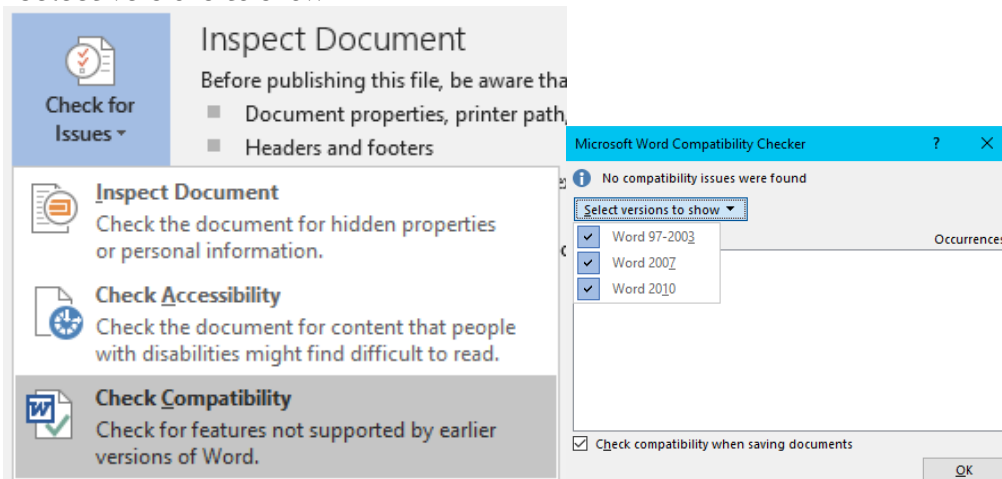
Example: → In this example three final samples are produced from the combined sample.

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

- Convert “Legacy” images (.doc to .docx):
Open the “legacy” document (.doc)
Go to File > Convert



Go to File > Check for Issues > Check Compatibility > select all options in “Select versions to show”



Go to File > Save as > save as a Word Document “.docx”

Close the Word document

Re-open the new .docx and check the figures and their links

