

This document is ….

**END OF ….. is:**

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ECSS Secretariat

ESA-ESTEC

Requirements & Standards Division

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Title of handbook

**Foreword**

This Handbook is one document of the series of ECSS Documents intended to be used as supporting material for ECSS Standards in space projects and applications. ECSS is a cooperative effort of the European Space Agency, national space agencies and European industry associations for the purpose of developing and maintaining common standards.

The material in this Handbook is defined in terms of description and recommendation how to organize and perform the work of ….

This handbook has been prepared by the Working Group, reviewed by the ECSS Executive Secretariat and approved by the ECSS Technical Authority.

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Table of contents

[Change log 4](#_Toc424115846)

[Introduction 5](#_Toc424115847)

[1 Scope 6](#_Toc424115848)

[2 References 7](#_Toc424115849)

[3 Terms, definitions and abbreviated terms 8](#_Toc424115850)

[3.1 Terms from other documents 8](#_Toc424115851)

[3.2 Terms specific to the present document 8](#_Toc424115852)

[3.3 Abbreviated terms 8](#_Toc424115853)

[4 Principles 9](#_Toc424115854)

[4.1 Clause four-one 9](#_Toc424115855)

[4.1.1 Clause four-one-one 9](#_Toc424115856)

[4.1.2 Clause-four-one-two 9](#_Toc424115857)

[4.1.3 Equations 10](#_Toc424115858)

[4.1.4 Tables and captions 10](#_Toc424115859)

[Annex A Here the title of the annex 11](#_Toc424115860)

[A.1 Clause A-one 11](#_Toc424115861)

[A.1.1 Clause A-one-one 11](#_Toc424115862)

**Figures**

[Figure 5‑1: Title of the figure 3](#_Toc225592534)

[Figure A-1 : This is an autonamically numbered figure for Annexes which is created by creating a style *Caption:Annex Figure* 3](#_Toc254943764)

[Figure A-2 : Another figure 3](#_Toc254943765)

**Tables**

[Table 5‑1: Title of the table 3](#_Toc225592537)

[Table A-1 : First Table in Annex A 3](#_Toc225592538)

Change log

|  |  |
| --- | --- |
|  | Word file to start with |

Introduction

Introduction

# Scope

Scope

# References

|  |  |
| --- | --- |
| Reference 1 | Title 1 |
| Reference 2 | Title 2 |
|  |  |
|  |  |
|  |  |
|  |  |

# Terms, definitions and abbreviated terms

## Terms from other documents

For the purpose of this document, the terms and definitions from ECSS-S-ST-00-01 apply, in particular for the following terms:

xxx

## Terms specific to the present document

1. first definition

definition text 1

1. second definition

definition text 2

## Abbreviated terms

For the purpose of this document, the abbreviated terms from ECSS-S-ST-00-01 and the following apply:

|  |  |
| --- | --- |
| Abbreviation | Meaning |
| ABB | Expanded meaning |
|  |  |
|  |  |
|  |  |

# Principles

## Clause four-one

### Clause four-one-one

The style “paragraph” is used for descriptive text.

### Clause-four-one-two

Following are the styles for lists in descriptive text of the document

List:level1

List:level2

List:level2

List:level3

Xxx

Xxx

1. Text of the Note.

Style list:level1

Indentpara1

List:Level2

Indentpara2

List:level3

Indenpara3

List:level3

* 1. 1 Text of numbered Note 1.
  2. 2 Text of numbered Note 2.
     + Text of bullet Note
     + Text of bullet Note



Figure 4‑1: Title of the figure

### Equations

If an equation is numbered as shown, then create a 2-column table row as shown below and use *TableCellCenter* styles to centre them .

All other equations can be created as part of the text and centre as appropriate.

|  |  |
| --- | --- |
|  | [4-1] |

### Tables and captions

Table titles cannot be created within the table rows/cells, they have to be created above the table thus:

* Create the caption outside the table using Insert→Reference→ Caption
* Apply the style *Caption Table*.
  + This is a 2nd level bullet
  + xxx
    - This is a 3rd level bullet
    - Another 3rd level bullet
      * A 4th level bullet
      * …
* xxx

Table 4‑1: Title of the table

|  |  |  |  |
| --- | --- | --- | --- |
| Table Heading 1 | Heading 2 | Heading 3 | Heading 4 |
| Info in the table a. | X b. |  |  |
|  |  |  |  |
|  |  |  |  |
| a. Footnote in tables are numbered with letter, starting with “a.”  b. The Tab in the Table Footnote is created by pressing “ CTRL + TAB”  NOTE 1 Notes to Tables are using the style “ Table:Note | | | |

1. Here the title of the annex
   1. Clause A-one
      1. Clause A-one-one
         1. Clause A-one-one-one
            1. Clause A-one-one-one-one

For Annexes the style to be used is paragraph.

For formatting it is permitted to use the various levels of the list:level styles (list:level1 to list:level3) and the Bul-styles (Bul:1 to Bul:4).

Text

This is an example of a numbered list.

This is a sublist in a list

A second sub-item

A second list

xxxx

* + - * 1. Clause A-one-one-one-one

……



: This is an autonamically numbered figure for Annexes which is created by creating a style *Caption:Annex Figure*



: Another figure

: First Table in Annex A

|  |  |  |  |
| --- | --- | --- | --- |
| Table Heading 1 | Heading 2 | Heading 3 | Heading 4 |
| Info in the table | X |  |  |
|  |  |  |  |
| a. Footnote in tables are numbered with letter, starting with “a.”  b. The Tab in the Table Footnote is created by pressing “ CTRL + TAB”  c. xxx  NOTE 1 Notes to Tables are using the style “ Table:NOTE | | | |