

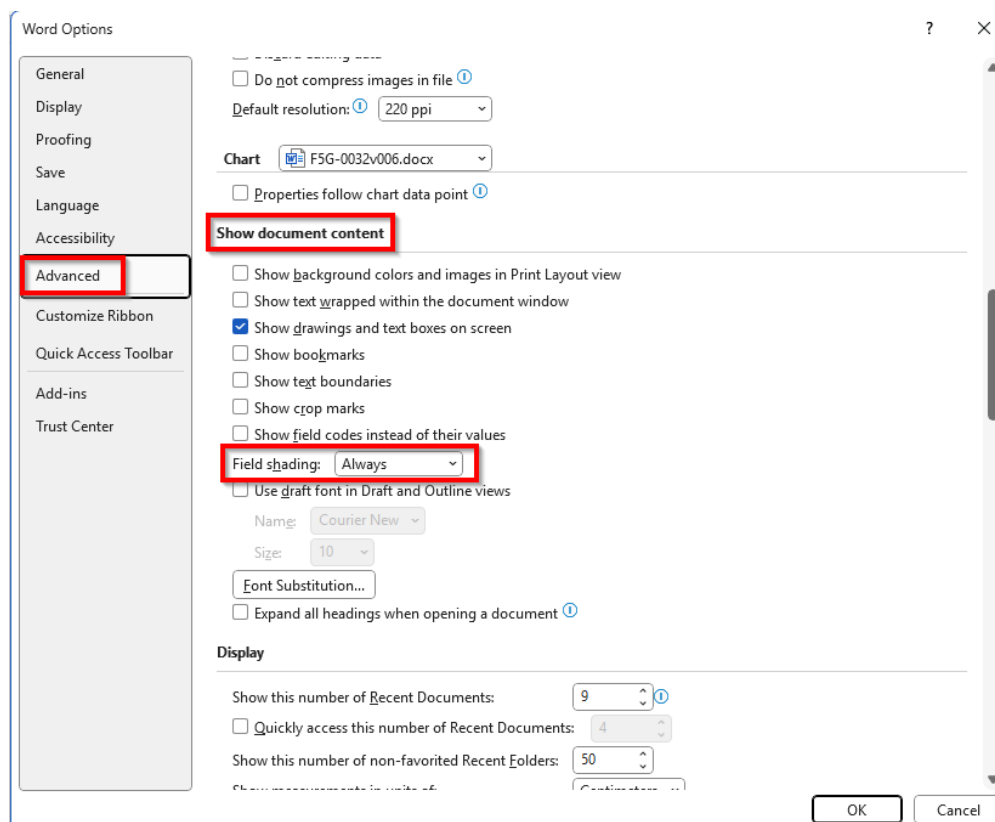
Creating bookmarks and inserting cross-references in Microsoft Word®

In many ETSI documents, rapporteurs make the use of cross referencing of tables, figures, clauses and even references themselves. At times errors can be introduced. This procedure outlines the steps to detect the errors and to repair them/ or add new ones by creating bookmarks and inserting cross-references in Microsoft Word®. The overall aim of these features is to enhance document **navigation**, maintain **consistency**, and **improve accessibility**.

To get started

To make fields (text in grey) **visible** in the content of your Word document, go to File/Options/Advanced and in the section "Show document content/Field shading" => select Always.


NOTE: This will help you see if cross-reference is used or not in your document. If any, you will be able to refresh them (**F9** or **fn+F9**) to see if they are correctly updated and or if there any errors.





Important: *editHelp!* will not de-activate active fields as long as these do not interfere with the editing and pre-processing.


Creating bookmarks in the reference clause and inserting cross references in the text

Sequence numbering for references:

- For clause 2.1:
 - Between two brackets "[]", **open** a field by pressing **Ctrl+F9**.
 - Between two brackets
 - Inside the field, type: { SEQ REF }
 - Then press **F9** to update the field.
 - This will produce: 

NOTE: To apply the same sequence number format to subsequent references in clause 2.1, simply copy the existing field (e.g. ) and paste it in front of each new reference. Then select all inserted fields and press F9 to update them.

- For clause 2.2:
 - Between two brackets "[]", **open** a field by pressing **Ctrl+F9**.
 - Inside the field, type: { SEQ REFI }
 - Then press **F9** to update the field.
 - This will produce: 

NOTE: To apply the same sequence number format to subsequent references in clause 2.2, simply copy the existing field (e.g. ) and paste it in front of each new reference. Then select all inserted fields and press **F9** to update them.

2 References


2.1 Normative references

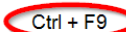
References are either specific (identified by date of publication) or non-specific. For specific references, only the cited version of the referenced document (including any amendments) applies.

Referenced documents which are not found to be publicly available should be identified as ETSI documents which are not found to be publicly available. See [ETSI docbox](#).

NOTE: While any hyperlinks included in this clause shall remain valid throughout the life of the document, their long-term validity should be ensured.

The following referenced documents are necessary for the interpretation of this clause:

 [ETSI ES 202 336-1](#): "Environmentally friendly Infrastructure Equipment (Power, Control and Signaling) for Telecommunication Networks"; Part 1: Requirements and Test Methods"










2.2 Informative references

References are either specific (identified by date of publication) or non-specific. For specific references, only the cited version of the referenced document (including any amendments) applies.

NOTE: While any hyperlinks included in this clause shall remain valid throughout the life of the document, their long-term validity should be ensured.

The following referenced documents may be useful in interpreting this clause, but are not required for conformance to this clause:

 ETSI TS 101 231 (V1.3.1): "Telecommunication Networks"; Part 1: Requirements and Test Methods"







Add a bookmark name for each sequence number

- 1) Select the number in brackets.
- 2) Go to Insert > Bookmark (or press Ctrl+Shift+F5).
- 3) Enter the bookmark name in the format: REF_TR1NNNNN.
- 4) Click Add.

This bookmark name will be used to create cross-references to the reference number elsewhere in your document.

Insert a cross reference in the content of your document

To insert a cross-reference to a reference in the content of your document:

- 1) In the content of your document, press Ctrl+F9 to insert a field.
- 2) Inside the field brackets "{ }", type the bookmark name that you have created for your reference (see above clause):

➤ { REF REF_TR1NNNNN \h }

- 3) Then press **F9** to update the field.

Figures/tables automatic numbering and cross references

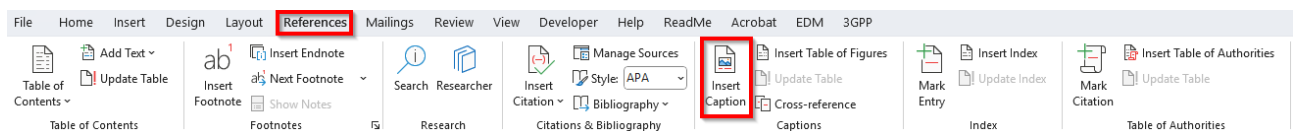
Insert Captions for Figures and/or Tables

In the content of your document, go to the first figure or table title.

EXAMPLE:

- Figure 1: Title
- Table 1: Title

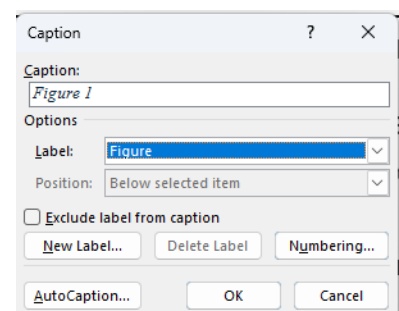
- 1) Go to References > Insert Caption.



- 2) In the Caption window:

- Select **Figure** or **Table** from the *Label* dropdown.
- Click **OK**.

This will automatically insert a numbered caption and create a hidden bookmark that can be used for cross-references.



NOTE 1: Re-apply the appropriate title style after inserting the caption:

- Use the "**TF**" style for figure titles.
- Use the "**TH**" style for table titles.

NOTE 2: Delete any duplicate figure or table numbers if they appear (e.g. you may see something like Figure 1: Figure 4: Title). Remove the non shaded figure/table number.

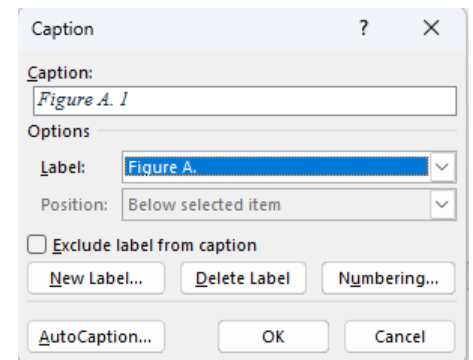
EXAMPLE: Correct format after cleanup:

Figure 1: Title

Table 1: Title

NOTE 3: If you need to create automatic numbering for figures or tables in annexes, click New Label in the Caption window and define a custom label (e.g. "Figure A.", "Table A.", etc.).

NOTE 4: When a caption is inserted for Annexes Figure/Table, an extra space is automatically added between the full stop and the digit. This space needs to manually be deleted (e.g. Figure A. 1).



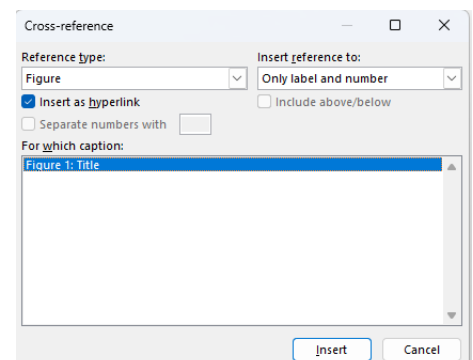
Insert cross reference for figures and tables

To add a cross-reference to a figure or table within your document:

- 1) In the content of your document, place your cursor where you want to insert the reference.
- 1) Go to **References > Cross-reference**.
- 2) In the **Cross-reference** dialog box, set the following options:
 - **Reference type:** *Figure or Table*
 - **Insert reference to:** *Only label and number*
 - In the list, select the specific figure or table you want to reference.
- 3) Click **Insert**, then click **Close**.

EXAMPLE: In the content of the document, this what you should have/see:

For more details see Figure 1.
As defined in **Table 1**.



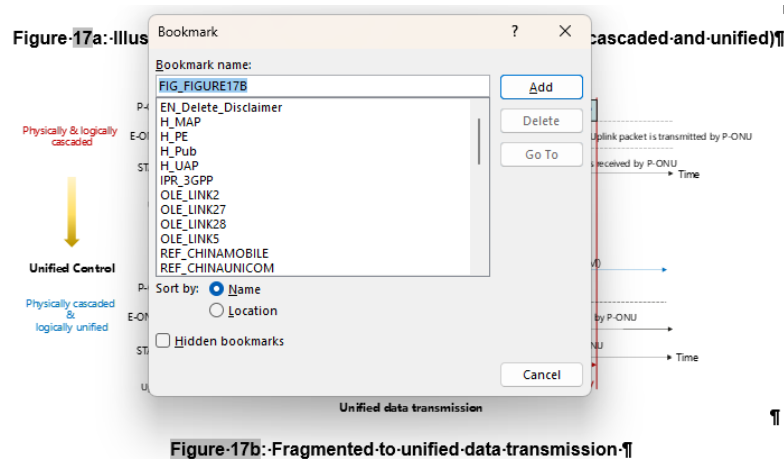
Refer to manual Figures/Tables numbering

1st step - Create a bookmark on the Figures/Tables numbering

If the Figure/Table numbering cannot be changed to sequence number (e.g. Figure 17b), a bookmark can be used to create a cross-reference to easily refer to it.

In the title of the Figure/Table:

- 1) Select the Figure/Table number
- 2) Press Ctrl+Shift+F5
- 3) Add a "Bookmark name" (e.g. FIG_FIGURE17B):



- 4) Click Add

NOTE: In the bookmark name, spaces are not allowed. If needed use an underscore (_) instead.

2nd step - Add the cross-references in the content of the document:

- 1) In the content of your document, press Ctrl+F9 to insert a field.
- 2) Inside the field brackets "{ }", type the following:
 - { REF FIG_FIGURE17B \h }

EXAMPLE: { REF FIG_FIGURE17B \h }

4.7.2 → Description of the use case

4.7.2.1 → Overview

The traditional access network and the on-premises network work independently of each other, forming a physical and logical cascaded topology, shown in Figure 17a and ~~REF FIG_FIGURE17b \h~~ *MERGEFORMAT. The access

Press **F9** to update the field and display the cross-reference (e.g. Figure17b).

4.7.2 → Description of the use case

4.7.2.1 → Overview

The traditional access network and the on-premises network work independently of each other, forming a physical and logical cascaded topology, shown in Figure 17a and Figure 17b. The access network is terminated by the ONU (such as

Tips

In order to hide the shading, go to File/Options/Advanced and in the section "Show document content/Field shading" => select Never or When selected

If you wish to de-activate the cross references in your document select the cross reference and press ctrl+shift+F9 or ctrl+shift+fn+F9 (if using laptop). By doing so, all fields will be de-activated and cannot be re-activated in a single press.

As a good practice before starting the editing of a new document, it is wise sometimes to doublecheck if the cross references are all pointing to the correct references. To check this, activate the Track changes in Review, select the entire document (Ctrl + A) and refresh the document (F9), this will update all the fields and these updates will be marked with revision marks. For example as shown below you can see that the creation of the bookmark for figure 17b was poorly done and when refreshing the active field the error is apparent.

4.7.2 → Description of the use case

4.7.2.1 → Overview

The traditional access network and the on-premises network work independently of each other, forming a physical and logical cascaded topology, shown in Figure 17a and Figure 17a. The access network is terminated by the ONU (such as a P-ONU) while the backhauling network for Wi-Fi is terminated by an E-ONU. The connection between the end user device (like smart phone, laptop), is typically based on Wi-Fi. The uplink transmission (fragmented data transmission in Figure 17a, when the service data packets are generated and encapsulated as the uplink packet in the end user device (the STA in Figure 17a), a packet-sending request is sent to the E-ONU for scheduling. Alternatively, the STA could directly compete for the channel. Trigger-based scheduling can be used to guarantee a well-ordered transmission in the air interface. After an E-ONU receives the uplink packets from the STA over Wi-Fi, the E-ONU request a transmission opportunity from the P-ONU, which allocates an available timeslot through a DBA decision. The uplink packet from the E-ONU is then transmitted and received by P-ONU. A similar procedure will take place again in the optical access network with a transmission request, and grant of a timeslot followed by the data transmission in the access network. This procedure creates an additional packet waiting time due to the waiting period necessary in each segment, when the segments are operating independently of each other.