Discussion Topic

1. **How to send?**

   For each and every request user has to use the predefined template. Fill the template and send the same to the TSDSI secretariat pavan@tsdsi.org. Based on the details provided, the request will be processed and will create a Discussion Topic.

2. **Details to be provided in the Template**

   - Name of the Study Group if exists else leave it blank if you want to create new Study Group.

   - Name of the Working Group (Please provide only if valid Study Group exists otherwise it will be treated as invalid).

   - Number of the Discussion Topic (Ex: 1, 2,) (Applicable for comments).

   - Status of the Topic. Available options are Live, Hidden and Member (Not Applicable for comments).

   - Enable Discussion. Either True or False (Not Applicable for comments).

3. **Fields in Topic Template.**

   1. Name of the Topic or Comment (Title)
   2. Study Group
   3. Working Group
   4. Topic ID
   5. Status of the Topic
   6. Enable Discussion
   7. Description

4. **Rules to fill the template:**

   1. **Use images of less resolution in size otherwise the template will be treated as invalid.**
   2. **Don't alter the heading of the template and don't increase the number of tables in the template.**
   3. **Extend the table rows to add supporters but don't create new table.**
   4. **Increase the table height to add more details but don't add any extra row or column inside the Description table.**
   5. **Users can insert table inside the Summary, Description, Impact, References.**
   6. **Save the Document as ".docx" format (Windows 2007 Format), otherwise it will be treated as invalid.**

5. **How to fill?**

   Below are the format of the Study Group and Working Names:

Study Group: SGXX
XX – will take integer value. Example: SG1, SG2, SG10
Working Group: WGXX
XX – will take integer value. Example: WG1, WG2, WG10
Working Group should be under the provided Study Group.

Discussion Topic Number:
XX – will take integer value. Example: 1, 4, 10 (To comment for existing topic).

Status: Live/Member/Hidden (Not Applicable for comments).

6. **How to Open 'docx' in Microsoft Office 2010 and 2013.**

Please read carefully: the solution for Word 2010 Starter is different from the solution for Word 2010 and other versions.

Word 2010 Starter only:
- In Windows Explorer, right-click on a Word file.
- Choose Open With, then Choose Default Program.
- If you see "Microsoft Office Client Virtualization Handler," choose that.
- Making sure that the box for "Always use the selected program to open this kind of file" is checked, click OK.

If you don't see "Microsoft Office Client Virtualization Handler," do nothing and wait for a fix. You should still be able to open Word Starter and open the files from within it.

Word 2010 (local install) and other versions :
- WinKey + R to open the Run box.
- Type "winword /r" or "winword.exe /r" without the quotation marks. Note the space before the /r switch.
- Press Enter.
- You will probably get a message about Windows or Office reconfiguring the application. When it finishes, try again to open a Word file from Windows Explorer.

Alternatively, you can use this method:

- In Windows Explorer, right-click on a Word file.
- Choose Open With, then Choose Default Program.
- If you see "Microsoft Word," choose that.
- Making sure that the box for "Always use the selected program to open this kind of file" is checked, click OK.

7. **Sample Topic Template**

Below is the sample Topic filled template, all the details filled for demonstration. No field is valid.

Discussion Topic

[Form to be used for adding a discussion topic or to comment an existing topic.]
[Instructions for filling are given at the end of the Form]

Title <Provide the name of the Topic in the below box. Don't use bold letters.>
Discussion Topic for Demo

Study Group	SG1
Working Group	WG1
Discussion Topic ID	1
Status	Live
Enable Discussion	True

Description <Provide the Description in the below box.>
Description of the Discussion Topic

After filling the form please send the same to pavan@tsdsi.org.