

**CUTTING DOCUMENT COSTS –  
MS WORD 97 FOR ENGINEERS**

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## 1. INTRODUCTION

This course is presented as part of the Smiths Aerospace Productivity Improvement Initiative to help Smiths Aerospace Electronic Systems—Grand Rapids Engineers develop Word 97 documents quicker, cheaper, and better, and to reduce cost, time, rework, and frustration in the document preparation process.

This is not strictly a Microsoft® Word proficiency course. Instead, it is meant to be a practical application of Word to the internal document process at Smiths to prevent duplication of effort between Engineer and Document Writer.

Use charge number **110** for this class.

## **2. DOCUMENT PROCESS**

### **2.1 Introduction to Technical Publications.**

Department E520 contains two functional groups: Technical Publications, comprising the Publications Writers, and Technical Writing Support (TWS), comprising the Document Writers.

- a. Pubs Writers – develop Technical Orders (TOs), Technical Manuals (TMs), Illustrated Parts Lists (IPLs), Illustrated Parts Breakdowns (IPBs); also provide I-Level, O-Level, and Depot-Level training to Customers.
  
- b. Doc Writers (TWS) – develop product development documents, such as Software Development Plans, System and Software Requirements Specs, Software Design Specs, Test Plans, Test Procedures, Test Reports, User's Manuals, Reference Manuals, etc. We are the writers that you would work with to develop your engineering documentation. The current Grand Rapids Doc Writers are:
  - Rod Blom – x7709
  - Micki Borrink – x8855
  - Carol Conant – x7411
  - Skip Coryell – x8263
  - Connie Ferris – x8341
  - Bob Fry – x8294

- Matt Lawless – x7855
- Linda Lawrence – x8368
- David Ziegler – x8139

## **2.2 Process flow (for deliverable Engineering documents).**

- Contact Doc Writer (responsibility of Engineer)
- Request doc number from CMO (Doc Writer)
- Determine correct Data Item Description or template (DW)
- If elec. version exists, revise to new document (Eng.); otherwise,
- Generate new document (Eng.)
- Submit to Doc Writer (Eng.)
- Provide charge number to Doc Writer to do the work (Eng.)
- Edit/format document (DW)
- Return to Engineer for review, incorporate Engineer comments (DW) (optional)
- Submit to signature cycle (DW) – DW, Author, Lead Eng., Project Manager, Integrated Logistics Support (ILS), Quality Assurance (QA), Configuration Management (CM), Data Quality (DQ) are some of the usual signatories; determined by IP415
- Incorporate review comments (DW)
- Submit to Data Quality, incorporate DQ comments (DW)
- Submit to Data Manager or Contracts (DW)
- Submit to Customer (Data Manager (DM) or Contracts)
- Receive/incorporate Customer comments (DM, Eng., DW)

- Re-submit to Customer (DM or Contracts)
- Receive Customer approval (DM or Contracts)
- Release document (DQ, CMO)
- Receive Customer request for changes (EPM or Eng.)
- Submit Change Order (CO) to Change Management Organization (CMO) to update document to new revision (Eng. or DW)
- Update document (CMO)
- Approve document by email through virtual Change Control Board, or CCB, process (Eng., QA, CMO)
- Submit new revision to DM or Contracts (CM)
- Submit new revision to Customer (DM or Contracts)
- Receive/incorporate Customer comments (DM, Eng., DW, CMO)
- Re-submit to Customer (DM or Contracts)
- Receive Customer approval (acceptance in UK)(DM or Contracts)
- Release new revision (CMO)

**Note!** When schedule is important, timeliness is everything. Don't submit your data item to the Doc Writer at the last minute, **3 days before** it is due to the Customer. A document's typical development cycle from Doc Writer receipt to submittal to Customer is 4 weeks, and Doc Writers build this into a document's milestone schedule. The 4 weeks includes the review and signature cycles. **When everything is hot, quality suffers:** documents are flagged for correction by signatories and rejected by the Customer.

### **2.3 Document Preparation Manual (DPM) – TDM1981.**

The Document Preparation Manual is the Grand Rapids **in-house standard for the document process and document formatting**. It is the guide that the Doc Writers follow for all documents not contractually formatted in accordance with a Contract Data Requirements List (CDRL) or Data Item Description (DID). If the program contract (via a CDRL or DID) governs the content and format of a document, it takes precedence over the DPM. Section 3 of the DPM gives a detailed description of the document-development processes, and Appendix II provides the minimum standards for formatting. For an electronic version of the DPM, go to:

Smiths Aerospace ES–Grand Rapids Intranet **Home Page** → **Documentation** → **es document preparation manuals** → **manual**

### **2.4 Deliverable vs. non-deliverable documents.**

- a. Deliverable document goes to Customer for approval; rejection by Customer requires Smiths Aerospace to incorporate Customer-requested changes. It may have certain content and structure requirements defined by contract, or contract may call out a Data Item Description. If Customer specifies Supplier format, document follows DPM.
- b. Non-deliverable document is internal only – no Customer approval rights. Follows DPM.

## 2.5 Developmental, Pre-Production, and Production release.

- a. **Developmental release** – This is the easiest and least expensive type of release to obtain. It is not required to follow the format described in the DPM, and requires only two signatures for release: Doc Writer and Function Engineer. While this release is under CMO control and stored in the CMO vault, it is not microfilmed. The baseline is Revision X1 and subsequent revisions are X2, X3, etc. This release can be upgraded to Production release at any time by obtaining the required approval signatures of IP415 and making the document conform to the format of the DPM.

**Note of Caution:** While economical and quick to achieve, you should think it through before choosing this release. A Developmental release should not be used to ship a document in its Final form to the Customer for approval, only for his review and comment. (This would violate the Data Warranty Compliance clause, which is standard in most contracts.)

- b. **Pre-Production release** – This type of release is similar to what used to be called a redline release at Smiths Aerospace. The signature requirements are more stringent and are defined in IP415. A Pre-Production release must also follow DPM formatting requirements. This release is more costly than Developmental and takes about an extra 2 weeks to get through the release cycle. However, this type of release is superior to Developmental in that it can be used to support the building of prototypes. This release is stored in the CMO vault and is sent out for microfilming. It can be

upgraded to a Production release by going through the Change Control Board (CCB). The baseline is Revision 1 and subsequent revisions are 2, 3, etc. Changes to a released baseline are accomplished using a formal Change Order (CO). There is little or no advantage to releasing a document as Pre-Production instead of Production.

- c. **Production release** – This type of release is similar to what used to be called a blueline release. It is our highest level of control and our best effort as a company. It is the most costly and time-consuming to obtain. However, it is the only release that will support a full-production effort, and the only release that can be submitted to the Customer for final approval. The signature requirements are the most stringent and are defined in IP415. A Production release must follow DPM formatting requirements. The baseline is Revision “—” and subsequent revisions are A, B, C, etc. Changes to a released baseline are accomplished using a formal Change Order (CO).

## **2.6 Document signature routing process.**

When a document is completed, it is sent for review, electronically or hard copy, to all required signatories as determined by IP415. A Document Approval Route Sheet with the names of the signatories accompanies it, and as each one completes the review, he or she signs the route sheet. After signing, please deliver the document and sheet to the next person on the list; do not return them to the Doc Writer. See Figure 1 for a sample route sheet.

### DOCUMENT APPROVAL ROUTE SHEET

**DOCUMENT NO.:** \_\_\_\_\_ **SUBMITTAL STAGE:** DRAFT PRELIM  **FINAL**

**TITLE:** \_\_\_\_\_

THE FOLLOWING INDIVIDUALS' (OR DESIGNEES') REVIEW AND APPROVAL ARE REQUIRED PRIOR TO RELEASE OR SUBMITTAL TO THE CUSTOMER FOR APPROVAL.

DEPARTMENT	NAME	SIGNATURE	DATE
Preparer/TWS	_____	_____	_____
Fctn. Eng	_____	_____	_____
Dept. Manager	_____	_____	_____
ILS	_____	_____	_____
SQA	_____	_____	_____
CM	_____	_____	_____
DQ	_____	_____	_____

**ORIGINATOR:** COMPLETE INFORMATION AT TOP OF PAGE AND OBTAIN SIGNATURES OF THOSE NECESSARY DEPARTMENTS (AND COGNIZANT INDIVIDUALS) REQUIRED FOR DOCUMENT RELEASE IAW IP4059. UPON RESOLUTION OF ALL COMMENTS, STORE THIS APPROVAL SHEET IN THE ENGINEERING TRACING FILE.

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_ EXT: \_\_\_\_\_ DATE: \_\_\_\_\_

Figure 1. Document Approval Route Sheet

## **2.7 Document review checklist.**

The Doc Writer always completes a checklist before submitting a document for signature, to ensure that all TWS requirements have been met and TWS tasks completed. Table 1 shows a sample document review checklist. This checklist accompanies the document and route sheet.

## **2.8 Quality Assurance (QA), Configuration Management (CM), and Data Quality (DQ).**

QA, CM, and DQ all play a part in the document-development and –review process, and are standard signatories to most documents.

- a. Quality Assurance – QA at Smiths Aerospace monitors all phases of software development to ensure that required processes are conducted and that the products of development activities demonstrate compliance with contract requirements. QA is involved in required document reviews and approvals to ensure that all engineering groups fulfill their responsibilities. To accomplish this, QA undertakes the following activities:
  - Monitors and audits review processes.
  - Audits, as necessary, document revisions against open issues/comments posted at reviews.
  - Contributes to the resolution of documentation questions raised by team members.
  - Conducts independent reviews to establish that developers have indeed reached completion.
  - Grants signature approval to all fully compliant software documents.

Table 1. Document Review Checklist

DOC. NO.:	YV1836	TYPE OF MEDIA:	Word 97
DOC. TITLE	Cutting Document Costs	DATE RCVD FROM ENGINEERING:	5/1/02
AUTHOR:	R. Blom	DATE READY FOR WALKTHRU:	5/8/02
VSS LIB:		DATE WALKTHRU SCHEDULED:	5/13/02
EPA NO.:	E927020306	PROJECT:	PII
DIRECTORY:	D:\My Docs\MS Word for Engineers	DUE DATE:	5/15/02
PROJ ENGR:	A. J. Hackney	DOCUMENT DATE:	15 May 2002
TECH PUBS:	R. Blom		

TASK:	COMPLETE:	NOTES:
<b>Pre-review Checklist:</b>	X	
-----Check deadline	X	
-----Check format	X	Supplier format (DPM)
-----Verify document number & title correct	X	
-----Verify <b>DELIVERABLE</b> or non-deliverable	X	
-----Verify draft, preliminary, or <b>FINAL</b>	X	
-----Verify type of release	X	PRODUCTION RELEASE
-----Check CDRL requirements (no distribution statement)	X	
<b>TWS General Content Review:</b>	X	
-----Verify document meets DID/OI structure requirements	X	
-----Verify document meets DID/OI wording requirements	X	
-----Resolve TBDs with project engineer	X	
-----Edit for conciseness & clarity	X	
-----Write any needed text	X	
-----Verify figures complete	NA	No figures in doc
-----Verify company name correct	X	
<b>Section 1:</b>	X	
-----Verify model, CN numbers are correct	X	
<b>Section 2:</b>	X	
-----Verify APP DOCS paragraph format correct	X	
-----Check wording in paragraphs 2.1, 2.2 & 2.3	X	
-----Verify referenced documents listed in Applicable Documents	X	
-----Verify unreferenced documents deleted from APP DOCS	X	
-----Verify hardware listed under DRAWINGS	X	
-----Verify 2.3 is present if document references software	NA	No software referenced
-----Verify Applicable Documents listed in alphanumeric order	X	
-----Verify referenced document titles correct	X	
<b>TWS General Format Review:</b>	X	
-----Verify Figures & Tables follow first reference	X	
-----Verify Figures pasted (manual/electronic)	NA	No figures in doc
-----Verify acronyms follow MIL-STD & conventions	X	
-----Verify acronym list accurate and complete	X	
-----Determine if Revision History sheet required (set counter)	X	
-----Run Spell	X	
<b>Media Control:</b>	X	
-----File figures (database/document)	X	
-----Complete VSS/CMS control for text files	X	
-----Provide .PDF file to Data Quality		When released
<b>Make Final Check for Total Presentation:</b>	X	
-----All pages in document	X	
-----Document smudge free/clean print	X	
<b>Make Routing Sheet (if required)</b>	X	

- b. Configuration Management – CM identifies all configuration items and their control levels (e.g., CM determines whether a specification must be CO-controlled). CM monitors documentation release status; change orders/proposals; change notices; and configuration review boards, audits, reviews, deviations, and waivers. CM reviews documents to demonstrate that they are in compliance with contractual requirements. See Table 2 for a CM checklist.
- c. Data Quality – DQ ensures that all data prepared at Smiths Aerospace meets the minimum level of quality. DQ accomplishes this task by performing audits and by reviewing documentation as necessary. See Table 3 for a DQ checklist.

Table 2. Configuration Management Checklist

Task	Complete	Notes
<input type="checkbox"/> Does the document correctly identify the following: <ul style="list-style-type: none"> <li>• CI Number</li> <li>• Government Nomenclature</li> <li>• Smiths Nomenclature</li> <li>• Part or Drawing Number</li> <li>• Approved Smiths or Government Acronym</li> <li>• CPIN</li> </ul> <input type="checkbox"/> Are the Smiths documents and Smiths drawings/PNs referenced correctly and relevantly for the document? <input type="checkbox"/> Are the referenced drawings/documents under the proper release status?		

Table 3. Data Quality Checklist

Document No. \_\_\_\_\_ Revision \_\_\_\_\_  
Title \_\_\_\_\_

Task	Notes
<input type="checkbox"/> Have required signatures been obtained IAWIP415?, using the Document Approval Routing Sheet?	
<input type="checkbox"/> Does the data cover sheet comply with these: CDRL, DID, IP, OI and/or DPM? <input type="checkbox"/> Is the document format compliant with these: CDRL, DID, IP, OI and/or DPM? <input type="checkbox"/> If the document was prepared to a tailored DID, does document comply with the approved tailoring? <input type="checkbox"/> If the DID, IP, OI, and/or DPM requires mandatory wording or statements, (e.g., Distribution Statement) is it accurate and correctly placed? <input type="checkbox"/> Have all the sections of the DID, IP, OI, and/or DPM been included in the document, as required? <input type="checkbox"/> Do the preface pages comply with these: CDRL, DID, IP, OI, and/or DPM for numbering? Titles? Format? <input type="checkbox"/> Are paragraphs called out by CDRL, DID, IP, OI, and/or DPM properly titled?	
<input type="checkbox"/> Are paragraphs/topics properly numbered? <input type="checkbox"/> Are subparagraphs in correct font style per the standard?	
<input type="checkbox"/> Are the tables and figures accurately labeled? <input type="checkbox"/> Are figures and diagrams clear, not busy. Do they avoid intersecting lines with text or labels? <input type="checkbox"/> Are "paste-ups" parallel to borders and of matching fonts? <input type="checkbox"/> Do the table of contents, list of figures, list of tables, and list of appendices (if applicable) match the actual reference? <input type="checkbox"/> Are the figures/tables properly referenced in preceding text?	
<input type="checkbox"/> When referencing within the text, are references identified properly as document numbers, not as titles, etc.?	
<input type="checkbox"/> If appendices are included, are they located properly? Correctly numbered? Properly referenced in text? Free of errors, such as spelling? Consistent and relevant?	
<input type="checkbox"/> Are the CM and Document Preparation checklists completed and attached?	
<input type="checkbox"/> Does the document reflect all Customer comments? <input type="checkbox"/> If Customer comments are not to be incorporated, is a letter of rebuttal/explanation included? <input type="checkbox"/> If comments in addition to Customer comments were incorporated, have they been identified for inclusion in the letter of transmittal?	
<input type="checkbox"/> If the document is a revision, has it been properly identified as such? <input type="checkbox"/> If change pages are involved, do they include alphanumeric identification? <input type="checkbox"/> If change bars are used, do they properly identify only the changed text, and are they properly located?	
<input type="checkbox"/> Is the document laid out appropriately for binding? <input type="checkbox"/> Will printing meet reproducibility requirements? <input type="checkbox"/> Is there unnecessary or excessive "white space" in the document? <input type="checkbox"/> Are the pages properly numbered and sequential? Are they complete? <input type="checkbox"/> Are pasteups secure in the master document so they will not be lost or become detached? <input type="checkbox"/> Are the .PDF and native files properly stored in CMO?	

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

## **2.9 Product Data Manager tool (PDM).**

PDM is the online database managed by Configuration Management that tracks and stores all releasable documents (and drawings and software) produced by Smiths Aerospace Grand Rapids and Clearwater sites. For those with full PDM access (Doc Writers), it shows full document titles, signoff status, release status, etc. Call a Doc Writer if you need that information. Otherwise, if a document has been released, the PDM Lookup page on the Intranet shows a PDF version of the document itself.

Intranet Home Page → click PDM on the bottom of the page

**Note:** PDM will probably be replaced by a data management system called *eDMS* sometime in the future.

## **2.10 Visual SourceSafe (VSS).**

VSS is an electronic library/database for storing and tracking versions of the masters of documents, drawings, software, and procedures. Each project has its own VSS library. The Doc Writers use it to store current versions of the documents they are working on.

To be sure you are working on the latest version of a document, use the VSS version. If you don't have VSS or don't have access rights to a project library, ask the Doc Writer to check out the VSS version for you. If the doc is currently checked out, its owner will first need to check it back in. If you need VSS training, contact any Doc Writer. If you need VSS loaded or access rights to a library, call the Help Desk. They will need the project EPM's authorization to process your request.

**Note:** VSS will be replaced with a document management system called Dimensions in the near future.

### **2.11 Security/export control.**

- a. Remember, there are specific requirements for the labeling of proprietary data, and marking of defense controlled technical data. If you have any questions along these lines, contact the Security Office or your Doc Writer.
  
- b. The Doc Writer is responsible for working with the project to ensure that any required Export Notice, Proprietary Statement, Copyright, and/or any security markings are placed on the document.

### 3. TEMPLATES

Always use an existing Word template when creating a document from scratch; it does much of the formatting for you and contains all the Word styles you'll need for most documents. Don't reinvent the wheel.

Templates provide cost and time savings.

#### 3.1 How templates save time.

- a. They already contain required formatting.
- b. They already contain the required paragraphs.
- c. They already contain the required styles.

**Caution:** If you clone a document from a legacy document, the legacy document might be written in accordance with an old template.

#### 3.2 Template location.

**Always go to the Intranet for the latest template, because they are updated as requirements and company nomenclature change.**

- a. Intranet **Home Page** → **Documentation** → **es document preparation manuals** → **templates**.
- b. Or, at address: *<http://ims-gr.si.com/dpm/dpm-web%20info>*.

### 3.3 Template types.

a. **Dpm-style-doc.dot** – most often-used template – see Appendix I

- **CM** (Configuration Management documents)
- **ED** (Plans)
- **HDP** (Hardware Development Plan)
- **HDS** (Hardware Design Specification)
- **HRS** (Hardware Requirements Specification)
- **→LA** (Non-U.S. Military System Spec, e.g., ICD)
- **LB** (Non-U.S. Military Development Spec, e.g., SRS)
- **LC** (Non-U.S. Military Product Spec, e.g., SDS)
- **LE** (Logistics Support document)
- **NS** (Nuclear Survivability document)
- **PD** (Test Procedure)
- **PF** (Detail Design Spec)
- **PH** (Test Plan/Procedure)
- **PJ** (Field Operating Procedure)
- **PM** (Maintainability Test Procedure)
- **PR** (Reliability Test Procedure)
- **PV** (Integration/Compatibility Test Procedure)
- **UM** (User's Manual)
- **YV** (General Engineering Data)

b. **Cpds.dot** (Computer Program Development Specification)

- c. **Gr-a.dot** (Smiths Aerospace ES–Grand Rapids drawing – **PA**, **PB**, **PLT**, etc.)
- d. **HW-Test-Rpt.dot** (HW Qual Test Report)
- e. **Reference-manual.dot** (Reference Manual – **RM**)
- f. **Sdp.dot** (Software Development Plan – **ED**)
- g. **Slcd.dot** (Software Life Cycle Document – **SL**)
- h. **Sw-test-report.dot** (Software Test Report – **RPTxxxxxx-yyy**)
- i. **Sw-test-report-checklist.dot** (Checklist for Software Test Reports)
- j. **Sw-test-report-process.dot** (Process description for creating SW Test Reports)
- k. **Document-control-form.dot** (CMO form required for document release – used by Document Writers)

### **3.4 How to install templates.**

- a. Click on the template link (open from its current location).
- b. Select File → Save As File ...

- c. Save to your Word 97 template directory  
(e.g., C:\Program Files\Office97\Templates).

### 3.5 How to use templates.

- a. Open MS Word.
- b. Select File → New – a window opens containing your templates.
- c. Click ONCE on filename.dot (the template you want), then OK. (If you double-click on the template itself, the template will open rather than a document based on it, and will forever retain the .dot extension rather than take on the .doc extension of a Word document.)
- d. Word opens a new document based on the template.

### 3.6 Importing a template into existing document.

- a. For new documents, start with correct template.
- b. For legacy documents, can attach correct template, or import styles from correct template, to legacy Word document.
  - (1) To **attach template** – Tools Menu → Templates and Add-Ins → Attach → Select template you want → Open → Automatically update document styles → OK

- (2) To **import styles** – Format Menu → Style → Organizer → under right pane, click Close File, then Open File → Select template you want → Copy styles from right pane to left pane → Close

### **3.7 Changing template styles.**

*Please DO NOT change the template styles to something you think is more appropriate or aesthetic, or create new styles to use in place of existing ones. They have been standardized, reviewed, and approved for Smiths Aerospace documentation requirements. If changed, the Doc Writer will simply have to change them back to the approved styles, causing rework and increasing cost and schedule.*

## **4. IN-HOUSE FORMAT BASICS (DPM)**

### **4.1 Required formatting.**

Formal documents, deliverable and non-deliverable, must contain the following, in accordance with the DPM:

- a. Cover Sheet with the following: Proprietary, export control, copyright, distribution notices, etc., as appropriate; correct Company Name and Address; Date and revision of database
- b. Revision History page (except for some Test Reports)
- c. Table of Contents, List of Figures (if applicable), List of Tables (if applicable)

**NOTE: If the Engineer prefers, the Doc Writer will do any or all of the following:**

- a. Create the Cover Sheet and Revision History page (DW will do)
- b. Create the TOC, LOF, and LOT
- c. Create the acronym list (DW will do)
- d. Populate Section 2. APPLICABLE DOCUMENTS (DW will do)

These are required parts of the Doc Writer's job, not the Engineer's, but if the Engineer wishes to do any of these before submitting the doc to the Doc Writer, it will speed the document through the process.

#### **4.2 Required paragraphs.**

a. **1. SCOPE** – may include, but is not limited to, the following subparagraphs:

- Introduction
- Identification
- Objective
- Document summary
- Purpose
- Copyrights and Trademarks
- Acronyms and abbreviations

b. **2. APPLICABLE DOCUMENTS**

Includes all documents, drawings, computer programs, and government and non-governments specs and standards referenced in the document after Section 2., including in appendices. **Note:** Document and drawing numbers referenced in SW code printouts, pseudocode, log files, test data, SW script files, computer screen

captures, etc., need not be included in Section 2. **Anything ONLY referenced in scope does not need to go in applicable docs.**

- (1) 2.1 Government documents. – Lists applicable Government documents, including MIL-SPECS, MIL-STDS, and MIL Handbooks.
- (2) 2.2 Non-Government documents. – Lists applicable non-Government documents, including all referenced Smiths Aerospace documents and drawings.
- (3) 2.3 Computer programs. – Lists applicable computer programs.

When referencing a document within the text, do not cite an exact issue. Cite the exact issue in the APPLICABLE DOCUMENTS section.

Part numbers may be referenced in text where the purpose is to identify a specific item (e.g., 553000-01-01 or PLT6207-03-01); however, the document or drawing representing that part is what should be listed in applicable drawings (e.g., 553000 or PLT6207).

Use the following application statements in a document. Apply the statement shown for 2.1 Government documents. and for 2.2 Non-Government documents.

**Example: 2.1 Government documents.**

The following documents of the exact issue shown form a part of this document to the extent specified herein. For those documents showing no date of issue, the latest issue applies.

Use the following application statement for 2.3 Computer programs.:

**Example: 2.3 Computer programs.**

The following computer programs form a part of this document to the extent specified herein.

Note: If there are referenced documents under one numbered paragraph (e.g., “2.1 Government documents.” or “2.2 Non-Government documents.”) but not the other, use this notation: “This paragraph is not applicable to this document.” Note the following:

**Example: 2.2 Non-Government documents.** This paragraph is not applicable to this document.

If there are no referenced computer programs, omit “2.3 Computer programs.”

c. **(3. REQUIREMENTS)**

Barring other contractual requirements, the first two sections are *a/ways* required, the third is recommended unless the required template says otherwise.

**4.3 Acronyms and abbreviations.**

Acronyms and abbreviations must either be included in a list (usually under Section 1. SCOPE) or defined in parentheses on first use. However, even when defined in a list, acronyms and abbreviations that fall *before* the list must be defined in text. Acronyms that fall *after* the list *may* be defined in text but are not required to be.

- Do not define company trade names such as IBM.
- Do not define units of measure such as 10 Hz and 20 amps.

- Do not define an acronym used as part of a model number or a product line that is commercially available. A few examples follow:
  - VAX (This is a product line.)
  - IBM PC Jr. (This is a model number.)
- Do not define acronyms which are now more familiar than their definitions. A few examples follow:
  - RADAR
  - ASCII

#### **4.4 Heading levels.**

Do not go below the template **style *Heading 7*** for paragraph headings. If titled subparagraphs are required under this level, use lettered, enumerated, or bulleted styles, or rewrite the text.

#### **4.5 Heading punctuation.**

Place periods at the end of all paragraph titles at Heading 2 level or below. The HEADING 1 level (e.g., **1. SCOPE**) is the only heading level that receives no ending punctuation.

#### **4.6 Use of TBD (To Be Determined).**

TBDs may be used only in DRAFT documents, not in PRELIMINARY or FINAL documents that are submitted to a Customer for approval.

#### **4.7 References to documents.**

References in text to other documents must reference, at a minimum, the document number. Reference to the title may also be made, but is not sufficient by itself.

## 4.8 References to paragraph headings.

Use the Insert Menu → Cross-reference option to create auto-references to paragraph headings.

## 4.9 Figures and tables.

**Note:** the Doc Writer will format multi-page figures and tables

### 4.9.1 *Referencing.*

All figures and tables must be referenced in text, by label (“Figure”, “Table”) and number only, not by title (e.g., see Figure 8). **No punctuation after the title.**

### 4.9.2 *Placement.*

Figures and tables **must fall immediately after** their first reference or on the next page.

### 4.9.3 *Numbering.*

Number figures and tables consecutively with Arabic numerals in the order of their references.

### 4.9.4 *Creating auto-references.*

Use the *Insert Menu* → *Cross-reference* option to create auto-references to figures and tables.

### 4.9.5 *Creating captions.*

Use the *Insert Menu* → *Caption* option to create figure and table captions. If you don't use *Insert Menu* → *Caption*, *Insert Menu* → *Cross-reference* won't work to create auto-references.

#### 4.9.6 *Caption placement.*

Figure captions go **below** figures, table captions **above** tables.

#### 4.9.7 *Caption capitalization.*

All important words in a figure caption must be initial-capped (e.g., Table 1. Equipment List for the HUMS System Test)

#### 4.9.8 *Caption punctuation.*

- Type a period and two spaces after the label and number and before the title. Do not use a hyphen or dash.
- Do not place periods at the end of figure and table captions.

### 4.10 **Appendices.**

All appendices must be referenced in text.

Identify and number appendices in accordance with the following:

- Identify appendices (on their first sheets only) with the heading “**APPENDIX**” and a Roman numeral. Begin Roman numerals with I and continue in ascending order.
- Number each appendix section as **10.**, **20.**, **30.**, etc., in multiples of 10 for each succeeding appendix.

**Note:** If a document has 10 or more sections preceding the appendices, number the appendices as sections **100.**, **200.**, **300.**, etc., in multiples of 100 for each succeeding appendix.

Follow the section number with the section title. Place the section number and title below the “APPENDIX” heading. Note the following:

## APPENDIX I

### 10. TEST DATA SHEETS

- Use a section number that is 10 times the appendix number. (For example, use **10.** for APPENDIX I, **20.** for APPENDIX II, **30.** for APPENDIX III, etc.)
- Number paragraphs using the section number as a prefix: (**10.1 Temperature shock data.**)
- Number the pages, figures, and tables of the appendices consecutively, beginning with 1 for each appendix, prefixed with the appendix number:  
(e.g., page I-1, Figure II-3, or Table IV-2).

#### 4.11 Company nomenclature.

The company name and address are as follows:

Smiths Aerospace, Inc.,  
Electronic Systems – Grand Rapids  
3290 Patterson Avenue, SE  
Grand Rapids, MI 49512-1991, USA

In text, it shall be as follows:

Smiths Aerospace, Inc., Electronic Systems – Grand Rapids

and shall be abbreviated as: Smiths Aerospace.

For current company name, address, and logo, go to:

Intranet **Home Page** → **Engineering** → **Disciplines/Function** →  
**“Standards on Line”** → **Drawing Format**

#### **4.12 Section breaks.**

Create Word section breaks after title page, front matter, body, and to separate appendices, because headers and footers vary for these different parts of a document.

Also create section breaks to switch from portrait mode to landscape and back.

#### **4.13 Small figures and tables (local data).**

You need not use a figure or table number and title to label data in columns and rows or in pictorial data pertaining only to an immediately preceding line or numbered paragraph and referenced generically (e.g., by the phrase “as follows”).

However, do label data with a table or figure number and title if it is referenced more than a numbered paragraph away or later in the document. Local data may or may not be boxed and ruled.

Consider using bulleted lists for some local tabular data.

## 5. WORD FORMATTING

### 5.1 Some common problems and solutions.

#### 5.1.1 *Word replaces my styles, formats, or numbering with its own.*

Try the following:

- a. Tools Menu → AutoCorrect → AutoFormat As You Type → Uncheck Define styles based on your formatting (last option).
- b. Tools Menu → Templates and Add-Ins → uncheck Automatically update document styles.

#### 5.1.2 *The template I want doesn't show up under File → New.*

You may not have your templates stored in the right folder, or Word may not be looking in the right folder.

- a. Place all Word templates that you use onto your local disk, in C:\Program Files\Microsoft Office\Templates. See 3.1 for where to get them.
- b. In Word, → Tools Menu → Options → File Locations → select User templates → Modify; set Local Disk(C:)\Program Files\Microsoft Office\Templates as your default template location.

*5.1.3 My table rows break across pages.*

- Table Menu → Select Table → Cell Height and Width → **Uncheck** “Allow row to break across pages”.

*5.1.4 My table runs off the page and I can't see the last column.*

Change view to Normal view, and rearrange column widths.

*5.1.5 I don't want my links to automatically take me to the items they reference.*

- a. Select link(s) you want to change (e.g., x-refs or TOC page numbers)
- b. Re-insert cross-reference over existing one (Insert Menu → Cross-reference → Reference type → Heading), and uncheck the “Insert as hyperlink” box.

*5.1.6 My third-level TOC numbers and below are bolded.*

Select TOC by clicking in left margin opposite first entry (usually 1. SCOPE), then press CTRL+B twice.

*5.1.7 My page endings are different from someone else's printout when I print the same file on my printer.*

- a. Click Tools Menu → Options → Compatibility tab.
- b. In the Options window, **uncheck** the "Use printer metrics to lay out document" option (third from bottom).

- c. Click Default button → Yes, to turn the printer metrics option off permanently. All new documents based on the template of your open document will have printer metrics turned off.

If page endings are still different, create a PDF file and allow only it to be used for printing. Since PDFs are image files, they will always print the same on any printer.

### *5.1.8 My document runs slow in Word.*

Try the following:

- Change to Normal view; other views, especially Page Layout view, chew up memory and horsepower.
- Turn off background repagination – Options Menu → General tab. Must be in Normal View or Outline View. It is always on in Page Layout View.
- Check Track Changes – options may be active even though not visible.
- Work on your local drive; the traffic between your computer and the server slows down response time.

## **5.2 Tips and shortcuts.**

### *5.2.1 Work menu.*

Create a handy list of regularly used files for easy retrieval.

- a. To create – Tools Menu → Customize → Commands → Categories (select Built-in Menus) → Commands (select Work command) → Drag onto toolbar
- b. To use – In oft-used file, Work Menu → Add to Work Menu; adds your file to the list. Click on any file in list to open immediately.
- c. To delete – CTRL+ALT+hyphen → Work Menu → click on file.
- d. To get back to regular cursor, double-click in gray space of any toolbar, then close the Customize menu that comes up.

### *5.2.2 Change case.*

To quickly change the case of a word, phrase, or title, select it and press SHIFT+F3 to toggle between lowercase, Title Case, and UPPERCASE.

### *5.2.3 Repeat last action.*

Press F4 key to repeat whatever your previous action was. Great for typing Roman numeral appendix prefixes in front of TOC page numbers.

### *5.2.4 Select columns of text.*

To select a vertical column of text, press ALT and drag your mouse down over the text, then copy or delete.

### *5.2.5 Drag command button onto toolbar for easy access.*

Tools menu → Customize → Commands tab → Select Commands category in left pane → Drag icon from right pane onto toolbar.

### *5.2.6 Format painter (style painting).*

This is a very handy tool for applying the style properties of a piece of text to another piece of text.

Add the Format Painter to the toolbar using the previous tip (it's in the Format category). When you want to make something in your document look like something else, select the item to be mimicked, click on the paintbrush icon on the toolbar, and drag it over (paint) the other item or click next to it in the left margin.

If you want to do several paints, lock the Format Painter on by double-clicking it. Single-click it to turn it off again.

**Note:** Do not use the Previous Page or Next Page buttons to get to your paint "target," or you will lose your paint.

### *5.2.7 Change table columns to exact widths.*

Place cursor in table. In Table Menu → Select Table → Table Menu again → Cell Height and Width → Columns tab → change column widths in inches as you advance from column to column. Also works for row heights.

### *5.2.8 Switch between two or more Word documents.*

If two or more Word documents open in the same window, instead of switching in the Window menu, press CTRL+F6 to toggle back and forth.

## **6. DOORS**

### **6.1 What is DOORS?**

Requirements management tool – Dynamic Object-Oriented Requirements System (DOORS); see DOORS SYSTEM DESCRIPTION handout.

- a. Each requirement statement or paragraph in a requirements doc becomes an object with a unique identifier that remains constant. These objects are linked between docs, up to higher level docs and down to lower level docs.
- b. Objects are contained within modules that are stored in a database.
- c. Keeps requirements uniform between docs.
- d. Provides comprehensive traceability, between requirements, design, and testing, between SRS, SDS, Test Procedure, Test Report.

### **6.2 Which programs use DOORS?**

- a. Programs currently using it – AB-139, NH-90, Sea King, Peace Marble VDAS, WAH-64 HUMS, UAE F-16 Block 60, KC-10A, and maybe A-129 Stinger.
- b. New programs that will be using it – 767 Tanker, C-130 AMP, JSF.

### 6.3 DOORS deliveries.

DOORS deliveries could go one of two ways:

- (1) Delivery is standalone DOORS database module(s)
  - (a) Must include the following:
    - Cover Sheet with the following: Proprietary, export control, copyright, distribution notices, etc., as appropriate; correct Company Name and Address; Date and revision of database
    - Section 1. SCOPE as required by CM
    - Section 2. APPLICABLE DOCUMENTS
  - (b) Document format requirements won't govern module.
  - (c) Doc Writer will proof module for grammar, style, spelling, punctuation, and referenced documents, though not for format.
- (2) Word document shell (Title page, Rev History page, TOC, LOF, LOT, Sections 1. and 2.) references DOORS database(s) in Section 3. Doc Writer will still proof database(s) for grammar, style, spelling, punctuation, and referenced documents

The DPM will be updated to reflect these procedures.

Most Doc Writers have taken the DOORS training.

## **APPENDIX I**

### **10.DPM-STYLE-DOC TEMPLATE**

The following pages contain the most common Smiths Aerospace, Inc., Electronic Systems – Grand Rapids template for in-house requirements, dpm-style-doc.dot.

**XXX  
FOR THE  
XXX  
OF THE  
XXX [PROGRAM NAME]**

**SUBMITTED UNDER:  
CONTRACT NO.: XXX-XX  
DATA ITEM NO.: XNNN**

Prepared by:

Smiths Aerospace, Inc.,  
Electronic Systems – Grand Rapids  
3290 Patterson Avenue, SE  
Grand Rapids, MI 49512-1991, USA  
[Address only if required by DID or customer]

DISTRIBUTION STATEMENT C: [Distribution statement goes here if required. A sample follows.] Distribution authorized to U.S. Government agencies and their contractors, Critical Technology and Administrative and Operational use, as determined 7 January 1991. Other requests for this document may be referred to WRALC/LBKA.

**PROPRIETARY DATA – IN CONFIDENCE**

THE INFORMATION CONTAINED HEREIN IS PROPRIETARY TO SMITHS AEROSPACE, INC., ELECTRONIC SYSTEMS – GRAND RAPIDS, AND SHALL NOT BE REPRODUCED OR DISCLOSED IN WHOLE OR IN PART OR USED FOR ANY DESIGN OR MANUFACTURE EXCEPT WHEN SUCH USER POSSESSES DIRECT WRITTEN AUTHORIZATION FROM SMITHS AEROSPACE, INC., ELECTRONIC SYSTEMS – GRAND RAPIDS

**READ THIS FIRST AND THEN DELETE ENTIRE PAGE, INCLUDING PAGE BREAK.**

This MS Word template was set up by a committee from Technical Publications (Bill Fischer and Rod Blom) to create most Smiths Aerospace Product Development documents that must conform to the Data Preparation Manual (DPM), TDM1981. DPM documents must contain only three required sections:

**1. SCOPE; 2. APPLICABLE DOCUMENTS; 3. REQUIREMENTS.**

A list of categories covered by this template is shown below by document number prefix.

- CM (Configuration Management)
- ED (Plan)
- HDS (Hardware Design Specification)
- HRS (Hardware Requirements Specification)
- LA (System Specification, Non-U.S. Military, Commercial)
- LB (Development Specification, Non-U.S. Military, Commercial)
- LC (Product Specification, Non-U.S. Military, Commercial)
- LE (Logistics Support)
- NS (Nuclear Survivability)
- PD (Test Procedure)
- PF (Detail Design Specification)
- PH (Test Plan/Procedure)
- PJ (Field Operating Procedures)
- PM (Maintainability Test Procedure)
- PR (Reliability Test Procedure)
- PV (Integration/Compatibility Test Procedure)
- Reports
- TP (Punched Tape content definition)
- TSTRS (New Hardware and/or Software Development Instructions)
- UM (User's Manual)
- VC (Hardware Assurance Requirements)

- YM (Class II Modification)
- YV (Engineering Data, General)

Documents not covered are listed below:

- Documents contractually covered by a DID
- Documents covered by OI or IP (e.g., SW Dev. Plan, Eng. Project Plan, SW Life Cycle Document)
- Non-DPM documents:
  - CA, CB, CC specs (U.S. Military specs)
  - Smiths Aerospace drawings and DOD-STD-100 drawings

Please scroll through this template before using it; take a look at each style and the text it produces to see how it will best work for you. The template should cover almost all situations.

**NOTE: This template is intended to make your job easier and promote consistency between documents, as well as conformance to Smiths Aerospace standards, but special situations may require tailoring. Tailoring requires approval from all required signatories.**

If the Proprietary Notice is not required, delete from cover and header.

We would appreciate your feedback. Please call or e-mail one of us with your comments.

PROPRIETARY DATA – IN CONFIDENCE  
PROPERTY OF SMITHS AEROSPACE – DO NOT REPRODUCE OR DISCLOSE

XXyyyy  
15 October 2001

**Revision History**

CHG ORDER	REV	DESCRIPTION	DATE	APPROVED
	—	PRODUCTION RELEASE.		

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## 1. SCOPE

Section 1 may include, but is not limited to, the following subparagraphs:

- 1.1 Identification
- 1.2 Purpose
- 1.3 Copyrights and Trademarks
- 1.4 Acronyms and abbreviations. A sample acronym list follows:

The following acronyms and abbreviations are used throughout this document and are defined here for convenience. [Samples]

ACS	Automatic Communications System
CI	Configuration Item
CPCI	Computer Program Configuration Item
CRT	Cathode Ray Tube
DTM	Data Transfer Module
EMI	Electromagnetic Interference
GPS	Global Positioning System
INU	Inertial Navigation Unit
LAT/LON	Latitude/Longitude
LRU	Line Replaceable Unit
OPF	Operational Flight Program
OGP	Operational Ground Program
RAM	Random Access Memory
SRU	Shop Replaceable Unit
UTM	Universal Transverse Mercator
UUT	Unit Under Test

## 2. APPLICABLE DOCUMENTS

### 2.1 Government documents.

The following documents of the exact issue shown form a part of this document to the extent specified herein. For those documents showing no date of issue, the latest issue applies.

#### SPECIFICATIONS:

##### Military

MIL-H-46855B	Human Engineering Requirements for Military Systems, Equipment, and Facilities
--------------	--

#### STANDARDS:

##### Military

MIL-STD-483	Configuration Management Practices for Systems, Equipment, Munitions, and Computer Programs
MIL-STD-1472C	Human Engineering Design Criteria for Military Systems, Equipment, and Facilities

**OTHER PUBLICATIONS:**

Handbooks

MIL-HDBK-454N Electronic Equipment, General Guidelines for

**2.2 Non-Government documents.**

The following documents of the exact issue shown form a part of this document to the extent specified herein. For those documents showing no date of issue, the latest issue applies.

**SPECIFICATIONS:**

Smiths Aerospace, Inc., Electronic Systems – Grand Rapids

CBXXXX-YYY Software Requirements Specification for the XXXX

CCXXXX-YYY Software Design Specification for the XXXX

**STANDARDS:**

Industry standards:

ANSI Y14.2 ANSI Standard XXXX

**DRAWINGS:**

Smiths Aerospace, Inc., Electronic Systems – Grand Rapids

P173843 Printed Wiring Board, Vibration Acquisition Unit

**OTHER PUBLICATIONS:**

Smiths Aerospace, Inc., Electronic Systems – Grand Rapids

EDXXXX Software Development Plan for the XXXX

**2.3 Computer programs.**

The following computer programs form a part of this document to the extent specified herein.

**INDUSTRY PROGRAMS:**

Smiths Aerospace, Inc., Electronic Systems – Grand Rapids

549963 Software, Operational Flight Program, XXXX

**3. REQUIREMENTS**

**3.1 Second level paragraph.**

Normal text.

**3.1.1 Third level paragraph.**

Normal text.

**3.1.1.1 Fourth level paragraph.**

Normal text.

**3.1.1.1.1** *Fifth level paragraph.*

Normal text.

**3.1.1.1.1.1** *Sixth level paragraph.*

Normal text.

**3.1.1.1.1.1.1** *Seventh level paragraph.*

1. Number:list text
2. Number:list text
3. Number:list text

- Bullet:list text
- Bullet:list text
- Bullet:list text

- a. Step:1 text
  - (1) Step:2 text
    - (a) Step:3 text

The electromagnetic compatibility requirements are shown in Table 1. The block diagram is shown in Figure 1

Table 1. Electromagnetic Compatibility Tests

<b>EMI</b>	<b>Requirement</b>
Conducted Emissions	DCE01 (Power Lines) Air Limits
Conducted Emissions	DCE02 (Signal Lines) Air Limits
Radiated Emissions	DRE01 Air Limits
Radiated Emissions	DRE02 (H field) Air Limits

Figure 1. Block Diagram

## APPENDIX I

### 10. APPENDIX TITLE

#### 10.1 Second level paragraph.

Normal text.

##### 10.1.1 *Third level paragraph.*

Normal text.

##### 10.1.1.1 *Fourth level paragraph.*

Normal text.

##### 10.1.1.1.1 *Fifth level paragraph.*

Normal text.

##### 10.1.1.1.1.1 *Sixth level paragraph.*

Normal text.

##### 10.1.1.1.1.1.1 *Seventh level paragraph.*

See Figure I-1. See Table I-1.

Figure I-1. Program Organization

Table I-1. Fixed Location Addresses

<b>Entry - Fixed Locations</b>	<b>Start Offset (Hex Bytes)</b>	<b>End Offset</b>
Not Used	00000	00003
Status Data	00004	000FF
Configuration Data	00100	007FF
Unused	00800	00BFF
Unused	00C00	00EFF