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## **Editing Tips for Writers of Technical Publications in the Joint Nuclear Weapons Publication System (JNWPS)**

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## **Abstract**

These editing tips contain helpful suggestions to assist writers who are writing, editing, and publishing technical publications in the JNWPS. The suggestions clarify some of the most common writing problems and requirements of two publications used in the JNWPS: *DOE-DTRA TP 1-1, Joint Nuclear Weapons Publications System Operating Procedures, Specifications, and Standards*, and *United States Government Printing Office Style Manual*. Topics include requirements for abbreviations, formats for drafts, layouts of illustrations and tables, appropriate wording for interim changes, guidance for creating a list of effective pages, how to insert and delete pages and paragraphs, referencing other technical publications, use of revision bars, requirements for safety precautions, use of hyphens, and how to place warnings, cautions, and notes. Also included are a writer's checklist, samples of draft title pages, and a section of helpful tips for the writers who use the department's desktop publishing software program, Adobe® FrameMaker®.

## **Acknowledgment**

The author thanks the following Technical Publications Department 2912 staff members for their contributions to the Adobe® FrameMaker® addendum: Scott Lunsford, Charlotte Johnson, Silvano Candelaria, and John Roberts.

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# Editing Tips

## For Writers of Technical Publications

### In the Joint Nuclear Weapons Publication System (JNWPS)

#### 1. ABBREVIATIONS AND ACRONYMS.

##### 1.1 WHEN TO USE.

---

*Abbreviations and acronyms are defined the first time they are used in a manual and the first time they are used in an addendum.*

---

If, for example, you type *war reserve (WR)* in section 1, page 3, of your manual, your reader knows that from that point on you will type *WR*. An addendum is treated as a supplemental manual, and its procedures could be followed separately from the rest of the manual, or at another time. Therefore, redefine *war reserve* as you did in section 1 — i.e., *war reserve (WR)*.

Type *war reserve* without *(WR)* following it if you do not refer to it elsewhere in the manual. You do not have to identify an abbreviation if you use *war reserve* only twice in the manual (for example, the first time on page 3; the second time on page 48) — you may spell it out completely each time.

##### 1.2 APPROXIMATELY VS. APPROX.

---

*Abbreviate “approximately” as “approx.” when the word immediately precedes a numeral.*

---

This rule is historical, and we cannot find any documentation on it today. We think that it originated as an agreement with the Services because they thought it was more convenient or easier to read. However, you may spell it out completely if you want, but do so throughout the manual. Be consistent.

*Examples:*

- . . . air dry for *approx.* 1 h.
- . . . air dry for *approximately* 1 h.
- . . . so that it is *approximately* centered.
- . . . an approximate temperature of 80° F.

### 1.3 RESOURCES.

---

*Use government and Sandia resources to correctly write abbreviations and acronyms.*

---

Before going to the dictionary, use the following sources:

- *United States Government Printing Office Style Manual*, section 9, for abbreviations. Department writers should have their own copies of this style guide.
- Sandia Report, *SAND2002-2019*, for Sandia-approved technical abbreviations and acronyms. The report is on the Sandia web.

## 2. AUTHENTICATION PAGE ARMY TRACKING NUMBER.

---

*All manuals that are distributed to the Army must have an Army tracking number printed below the left-hand Army signature block on the Authentication Page.*

---

The Army gives DTRA a list of 10 five-digit numbers at a time to dispense to the agencies (including Sandia) when the need arises. During the final editing process before publication, the Dept. 2912 editor requests a tracking number from DTRA and tells the writer to include the number on the Authentication Page.

A manual receives a new Army tracking number:

- whenever the manual is revised,
- whenever a permanent change is published, or
- whenever the Army signature block changes.

Some of our manuals do not have tracking numbers because they have not been revised since the Army began using numbers. If the next activity on such a manual is a published change or revision, then we obtain a tracking number at that time.

Most of our Army manuals include the generic and EOD manuals, many of the -2's and -6's, and a few retrofit orders.

*Sample of Army tracking number  
(e.g., 01234) on Authentication  
Page:*

OFFICIAL: JOEL B. HUDSON Administrative Assistant to the Secretary of the Army 01234
--------------------------------------------------------------------------------------------------

THIS PAGE INTENTIONALLY LEFT BLANK.

### 3. DRAFTS.

---

*Create a department title page for draft revisions, new manuals, and permanent changes.*

---

A draft revision, new manual, or permanent change can be mistaken for a final document if it does not have a Department 2912 title page indicating that the publication is a draft. A draft classified manual follows Sandia/DOE classification rules, not JNWPS rules. The Department 2912 draft title page will reflect Sandia/DOE rules.

Below is a typical draft title page for an unclassified new manual. Samples showing classified draft title pages are found in *addendum A*.

December 15, 1997	
PROPOSED NEW TECHNICAL MANUAL DOE-DTRA TP H416-501	
<b>NUCLEAR WEAPONS RETROFIT ORDER</b> <b>REWORK OF H416</b>	
Sil Candelaria, Dept. 2912	1

The first page of the draft should be a draft title page similar to the one above.

With a revision or new manual, the second page of the draft is the actual cover of the manual. *For classified drafts, do not type a date in the “classified by” block at the bottom of the page. Type x’s instead.*

The third page of the draft would be the title page of the manual. *Do not type a date in the “classified by” block or at the lower right corner of the page. Type x’s instead. For a permanent change, use x’s for the change date that follows the change number.*

The fourth page of the draft would be the List of Effective Pages. *Use x’s instead of a date at the bottom of the page, following the change number.*

The last page of the draft would be the authentication page. *For a revision or new manual, do not fill in the date at the top of the page; for a permanent change, do not fill in the date at the bottom of the page. Use x’s.*

THIS PAGE INTENTIONALLY LEFT BLANK.

## 4. FOOTNOTES.

---

*Footnotes are used only in tables and figures, not at the bottom of text pages.*

---

### NOTE

Information on a text page that could require a footnote is formatted as a NOTE (as in this example), immediately preceding or following the paragraph or procedure that is to be noted.

In most cases, use numerals (1, 2, 3, etc.) for footnote numbers. However, when a footnote number is located next to another numeral, as in a group assembly parts list (for example, **813031-00** or **88 in<sup>3</sup>**), do not use a footnote number—use symbols. The following symbol sequence for footnotes is shown in the *United States Government Printing Office Style Manual*, section 15:

813031-00*	(* = asterisk)
823041-01†	(† = dagger)
838219-04‡	(‡ = double dagger)
829567-02§	(§ = section mark)

THIS PAGE INTENTIONALLY LEFT BLANK

## 5. GRAMMAR, CAPITALIZATION, AND COMPOUND WORDS.

### 5.1 WHICH VS. THAT.

---

*“Which” introduces nonessential clauses. “That” introduces essential clauses. They are not interchangeable.*

---

Example of a nonessential clause (the word “which” is preceded by a comma and the clause ends with a comma or a period):

*The report, which I sent you last week, should be of help.*

The example sentence above contains a nonessential clause—*which I sent you last week*. It is nonessential because the sentence is just as important if we leave it out and say: *The report should be of help*. It doesn’t matter when you sent the report; what’s important is that the report should be of help.

Example of an essential clause (the word “that” is not preceded by a comma):

*The report that I sent you last week should be of some help.*

The example sentence above has an essential clause—*that I sent you last week*. It is essential because you are specifying the report that you sent last week. You do not want to confuse it with a report you might have sent two weeks ago or that someone else might have sent. Only the report sent last week by you is important. This clause cannot be left out.

The following is an example from one of our manuals—something that could be written two ways with two different meanings:

- An essential clause, where the word “that” is not preceded by a comma:

*The TES is a specially designed seal that is intended to display visible indications.*

The clause *that is intended to display visible indications* is essential. The clause cannot be left out; therefore, we use “that.” You don’t want to only say, *The TES is a seal*. The rest of the clause is the important part of the sentence.

(5. continued)

## 5.1 WHICH VS. THAT (continued).

- A nonessential clause, where the word “which” is preceded by a comma.

*The TES, which is intended to display visible indications, is a specially designed seal.*

The clause *which is intended to display visible indications* is nonessential, so we use “which”; the clause could be omitted. The sentence could simply say, *The TES is a specially designed seal*, and you’d get your point across. But you want to give the reader some extra, nonessential information—that the TES is intended to display visible indications—which is not the essential part of your sentence.

## 5.2 CAPITALIZATION.

---

*Use government and Sandia resources to identify words that are capitalized.*

---

Before going to the dictionary, use the following sources:

- *United States Government Printing Office Style Manual*, sections 3 and 4, for capitalization. Department writers should have their own copies of this style guide.
- Sandia Report, *SAND2002-2019*, for Sandia-approved technical abbreviations and acronyms and for identifying the definitions that should be capitalized. The report is on the Sandia web.

### NOTE

Most acronyms, when spelled out in full, are not capitalized!

## 5.3 COMPOUND WORDS.

---

*Use government and Sandia resources to identify compound words.*

---

Before going to the dictionary, look up compound words and hyphenation in the *United States Government Printing Office Style Manual*, sections 6 and 7. Department writers should have their own copies of this style guide.

## 6. HYPHENS AND DASHES.

### 6.1 HYPHENS.

---

*Know when to insert a hyphen following a numeral.*

---

When a number and a noun form a one-thought modifier before a noun (as in *six-story* building), make the noun singular (*story*) and hyphenate the expression (*six-story*) that comes before the noun (*building*). For example:

- ✓ USE A HYPHEN:  
a 5-liter container (“liter” is singular and needs the hyphen)
- ✓ DON’T USE A HYPHEN:  
a container that holds 5 liters (no hyphen with plural “liters”)
  
- USE A HYPHEN:  
an 8-foot ceiling (“foot” is singular and needs the hyphen)
- DON’T USE A HYPHEN:  
a ceiling 8 feet above the floor (no hyphen with plural “feet”)

When two or more hyphenated adjectives have a common basic element and this element is shown only with the last term (as in *10- to 12-hour trip*), insert a suspending hyphen after the incomplete adjective (*10-*) to indicate a relationship with the last term (*trip*). For example:

- ✓ USE ONE SUSPENDING HYPHEN (e.g., 6-):  
a 6- to 8-week delay (a space follows the first hyphen) (“week” is singular)
  
- ✓ USE TWO SUSPENDING HYPHENS (e.g., 6- and 12- ):  
6-, 12-, and 24-month CDs (a comma and a space follow the first and second hyphens) (“month” is singular)

The same rule applies when using numbers with abbreviations. For example:

- 9-V battery (we are pronouncing this as “nine volt battery”; without the hyphen, we would be pronouncing it as “nine volts battery,” which would be incorrect English)
  
- 3-in width (we are pronouncing this as “three inch width”; without the hyphen, we would be pronouncing it as “three inches width,” which would be incorrect English)

**(6. continued)**

## 6.2 DASHES.

---

*Should a hyphen be a dash? Should an en-dash be an em-dash?*

---

Use an en-dash ( – ) to take the place of “through.”

*For example:*

The meeting will be October 10–15.

Use an em-dash ( — ) to signify a break in thought.

*For example:*

Don’t believe him—ever!

In TP writing, we also use an em-dash when referring to the headings and subheadings in other TPs. See the section on Referencing Other Manuals.

## 7. ILLUSTRATIONS AND TABLES.

### 7.1 LOCATION.

---

*Place illustrations and tables at the top of the page.*

---

**TP 1-1** TP 1-1 suggests that, “whenever possible,” figures be located on the same page as the related text or on a facing page. We have seen manuals other than ours that show figures at the top of the page but their text references are found in all kinds of locations: (a) on the page preceding the figure, (b) on the same page as the figure, (c) on the same page, but preceding the illustration, (d) on the same page, but following an illustration, and (e) not on a “facing” page!

**History** The Military Liaison Technical Publications group long ago decided to be consistent with illustration and table locations and to *always place them at the top of the page following the text reference*. Because TP 1-1 gave us lots of choices, it was easy and more convenient to follow this one rule. One of the main benefits was not having to constantly resize our illustrations to fit particular pages or manuals. The goal was *consistency*—to avoid a page-layout hodgepodge.

Suppose you write a new manual and want to place all your illustrations and tables so that they are always placed on the same page as their text references. Here’s what you might have to do:

**. . . the following are NOT recommended . . . !**



You resize each illustration to fit in a specific space immediately following the text reference. *[Depending on the space, some of those illustrations might have to be sized awfully tiny! Too bad you’re not using the original size as is, thus saving yourself a lot of time.]*



Sometimes the space for the illustration (or table) is too small, so you put the illustration on the next page. *[You can be inconsistent; after all, TP 1-1 says you can do it both ways.] [P.S. The next page isn’t a “facing” page, but so what?]*



Like the illustrations, you shrink the type size of some of your tables so that they fit. But not *all* tables; the standard type size is okay for the others. *[Consistency?]*

**BOO!**

You place one of your illustrations or a table before the text reference. *[Does it matter that your readers won’t know why it’s there or what it’s about until the bottom of the page—or maybe the next page—where it’s referenced?]*

(7. continued)

## 7.1 LOCATION (continued).



You begin a table in the last 3 inches of a page, immediately following the text reference, and continue the table on the next page. *[The entire table could have fit on the next page—and would have looked better.]*



<sup>stop!</sup> A few months later, you publish Change 1, adding a new paragraph on page 24. Figure 3-1, which you originally sized to fit into a tiny space on the page, won't fit now. Just push it to page 25—that'll do—and resize it larger, because now you have more space. *[Hope that you'll never have a Change 2, Change 3, etc., because resizing each time is time-consuming.]*



<sup>SOS!</sup> You changed the type size of table 3-5 and made it 9-pitch so that it would fit. Because of Change 1, it now appears on the same page as table 3-6, a similar table. However, table 3-6, which was typed in the standard type size, looks huge compared to table 3-5. You leave it alone because you don't have time. *[The page is irritating and confusing to look at; is the larger table more important?]*

**. . . too many decisions. . . too many inconsistencies . . . !**

If . . .

- we always type our tables using the standard type size,
- we avoid shrinking illustrations just to make them fit a particular space,
- we always try to place illustrations and tables at the top of the page,
- we try to *keep* them at the top of the page, even through changes,
- we avoid placing some illustrations in the middle of the page, some at the top, some at the bottom,

our page layouts will be easier to work with and more consistent looking.

**(7. continued)**

7.1 LOCATION (continued).

*Samples*

The following samples illustrate the TP 1-1 variations for the placement of illustrations and tables and their corresponding text references. Dept. 2912 follows samples (c) and (f).

<p>(a) </p> <p><u>Sample page 18</u> Figure followed by text reference on same page</p>	<p>(b) </p> <p><u>Sample page 19</u> Text reference followed by figure, which is sized small to fit on same page.</p>	<p>(c) </p> <p><u>Sample pages 20 and 21</u> Text reference on one page followed by figure at top of facing page (original size of figure retained).</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p style="text-align: center;"><b><u>Fig. 3-1</u></b></p> <p>3-1 text text text (<b>fig. 3-1</b>) text.</p> <p>3-1-1 text text text text text text.</p> <p>3-1.2 text text text text tet text text text text.</p> <p style="text-align: right;"><b>18</b></p>	<p>3-1.3 text text.</p> <p>3-1.4 text text text text (<b>fig. 3-2</b>) text text.</p> <p style="text-align: center;"><b><u>Fig. 3-2</u></b></p> <p style="text-align: right;"><b>19</b></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>3-2 text text.</p> <p>3-2.1 text text text text text text (<b>fig. 3-3</b>).</p> <p>3-2.2 text text text text text text text text.</p> <p style="text-align: right;"><b>20</b></p>	<p style="text-align: center;"><b><u>Fig. 3-3</u></b></p> <p>3-2.3 text text text text text text text text text text.</p> <p>3-2.4 text text text.</p> <p style="text-align: right;"><b>21</b></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>(d) </p> <p><u>Sample pages 22 and 23</u> Figure at top of page followed by text reference on next facing page.</p>	<p>(e) </p> <p><u>Sample pages 25 and 26</u> Figure followed by text reference on next nonfacing page.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p style="text-align: center;"><b><u>Fig. 3-4</u></b></p> <p>3-3 text text text text text.</p> <p>3-3-1 text text text text text text text text.</p> <p style="text-align: right;"><b>22</b></p>	<p>3-3.2 text text.</p> <p>3-3.3 text text text text (<b>fig. 3-4</b>) text text.</p> <p>3-3.4 text text text text text text text text.</p> <p style="text-align: right;"><b>23</b></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p style="text-align: center;"><b><u>Fig. 3-5</u></b></p> <p>3-4 text text.</p> <p style="text-align: right;"><b>25</b></p>	<p>3-4.1 text text.</p> <p>3-4.2 text (<b>fig. 3-5</b>).</p> <p>3-4.3 text text text text text text text text text text.</p> <p style="text-align: right;"><b>26</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>(f) </p> <p><u>Sample pages 27 and 28</u> Text reference followed by figure on next nonfacing page (original size of figure retained).</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>3-4.4 text text.</p> <p>3-4.5 text text text text (<b>fig. 3-6</b>) text text.</p> <p>3-4.6 text text text text text text text text.</p> <p style="text-align: right;"><b>27</b></p>	<p style="text-align: center;"><b><u>Fig. 3-6</u></b></p> <p>3-5 text text text text text.</p> <p>3-5-1 text text text text text text text text.</p> <p style="text-align: right;"><b>28</b></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

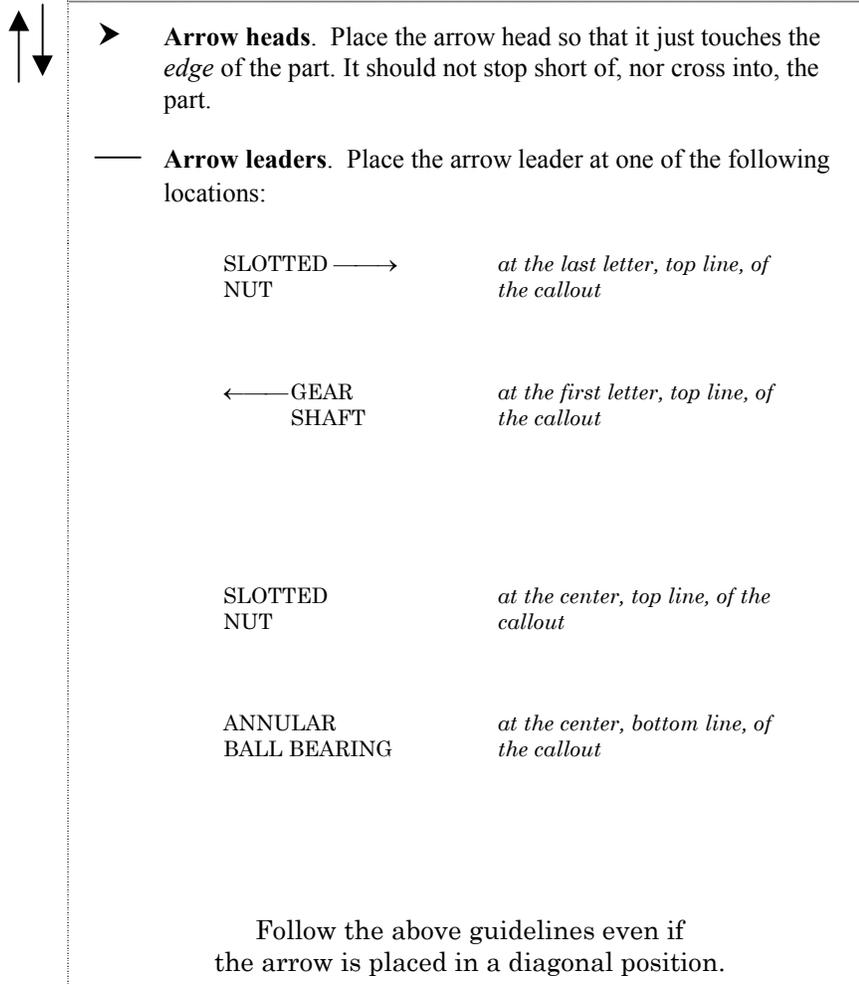
(7. continued)

## 7.2 ARROWS.

---

*Arrow heads and arrow leaders should be placed around the illustration in a consistent manner.*

---



↑ ↓

➤ **Arrow heads.** Place the arrow head so that it just touches the *edge* of the part. It should not stop short of, nor cross into, the part.

— **Arrow leaders.** Place the arrow leader at one of the following locations:

SLOTTED —→ NUT	<i>at the last letter, top line, of the callout</i>
← GEAR SHAFT	<i>at the first letter, top line, of the callout</i>
SLOTTED NUT	<i>at the center, top line, of the callout</i>
ANNULAR BALL BEARING	<i>at the center, bottom line, of the callout</i>

Follow the above guidelines even if the arrow is placed in a diagonal position.

Addendum B contains a sample illustration showing arrow-leader placement.

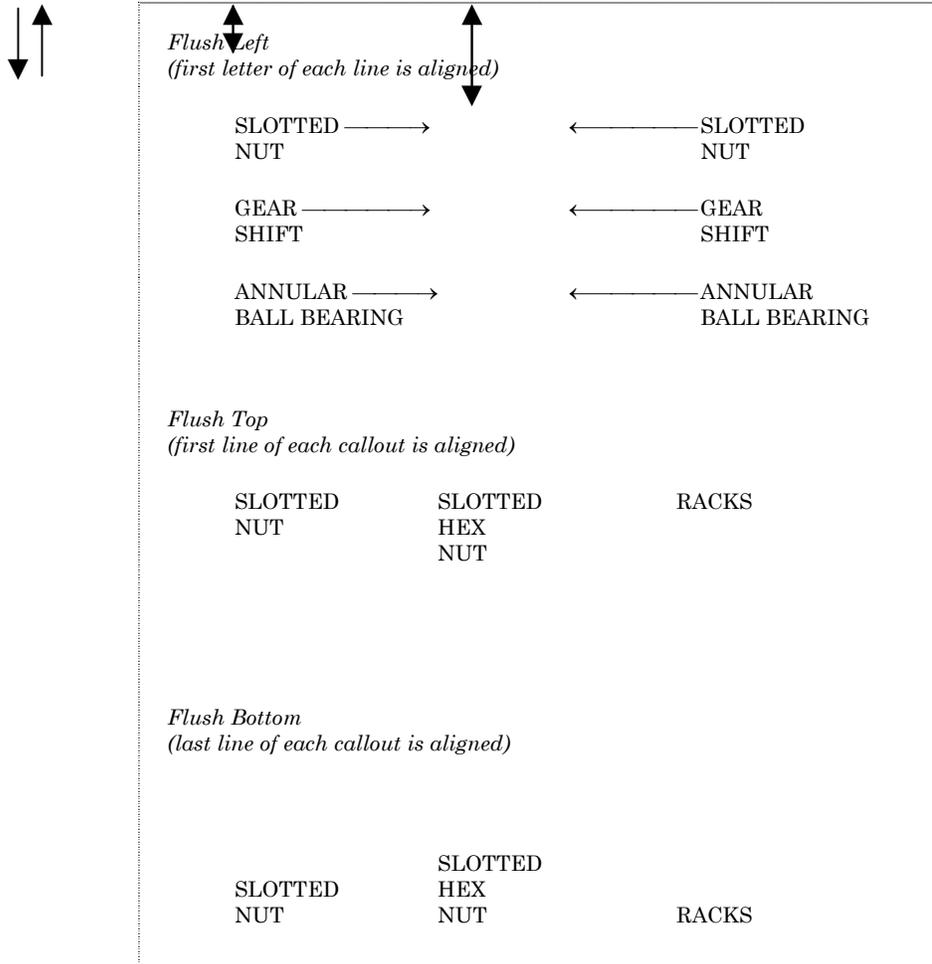
(7. continued)

### 7.3 CALLOUTS.

---

*Callouts should be placed around the illustration in a consistent manner.*

---



Addendum B contains a sample illustration showing arrow-leader and callout placement.

**(7. continued)**

## 7.4 POINTING HANDS.

---

*When you change part of a drawing or photo, use a “pointing hand” to point to the area on the drawing that you changed.*

---

Always place the pointing hand outside the “margin” of the drawing or photo—never inside the drawing or photo.

A pointing hand looks like this and can be turned in any direction:



*However...* If a callout (with arrow) is revised or added and points to the changed part, place a revision bar next to the callout and **DO NOT** use a pointing hand.

## 7.5 FORMATTING TABLES.

---

*When formatting tables, the column headings should be centered, text in the columns should be lined up, rows should be evenly spaced, and column widths should not be too wide.*

---

Table No. 1 illustrates several formatting problems.

*Problem Table No. 1 — BEFORE*

TP 35-51A ITEM NO.	SEALANT KIT <sup>1</sup>	POT LIFE (hr) <sup>2</sup>
425	PR1221-B1/2, P/N 877-496-00	.5
427	Pro-Seal 706-B2, P/N 870845-00	2
429	Polysulfide B2 (12% catalyst), P/N 209832-03	1.5

<sup>1</sup> For shelf life data, see TP 35-51A, table of Shelf Life Information.  
<sup>2</sup> Pot life is the length of time mixed sealant retains its application characteristics. Pot life is based on exposure of sealant to room temperature and 50% RH during mixing and applying.

1. Headings are not centered left-to-right and top-to-bottom.
2. Item numbers are not centered.
3. Sealant kits are not lined up flush-left.
4. Pot life hours are not centered and are not lined up with decimal point.
5. Rows contain unnecessary horizontal lines.
6. Rows are not evenly spaced above and below.
7. Footnotes are improperly formatted.
8. Headings are in wrong type style.
9. Columns are too wide or too narrow.

(7. continued)

## 7.5 FORMATTING TABLES (Continued).

Table No. 2 corrects the problems seen in table No. 1.

*Table No. 2 — AFTER*

TP 35-51A ITEM NO.	SEALANT KIT <sup>1</sup>	POT LIFE (hr) <sup>2</sup>
425	PR1221-B1/2, P/N 877-496-00	.5
427	Pro-Seal 706-B2, P/N 870845-00	2
429	Polysulfide B2 (12% catalyst), P/N 209832-03	1.5
<sup>1</sup> For shelf life data, see TP 35-51A, table of Shelf Life Information. <sup>2</sup> Pot life is the length of time mixed sealant retains its application characteristics. Pot life is based on exposure of sealant to room temperature and 50% RH during mixing and applying.		

Five problems regarding the footnotes in table No. 1 were corrected:

- Space was added between the two footnotes.
- Space was added between footnote No. 2 and its text to make it match the spacing in footnote No. 1.
- Footnote No. 2 was formatted as a “hanging indent,” which indented the text lines to the right.
- A horizontal line was added above the footnotes.
- Spacing above footnote No. 1 matches the spacing below footnote No. 2.

(7. continued)

## 7.6 TEXT ON SAME PAGE AS FIGURE OR TABLE.

---

*Place text on the same page and below a figure or table **only if** the figure/table takes up less than one-half the page, including the figure or table title.*

---

If you put text below a figure or table, be sure to separate the text from the figure/table by one-half inch or more. Measure from the bottom edge of the figure title to the top edge of the first line of text. For tables, measure from the bottom edge of the table.

*For adding or deleting figures and tables  
and how to number them,  
see the sections on adding and deleting paragraphs.*

## 8. INTERIM CHANGES.

### 8.1 WORDING OF INSTRUCTIONS.

---

*An interim change (IC) tells the reader to add, delete, or change words, parts of sentences, or entire paragraphs, tables, and illustrations.*

---

There are three ways to phrase the directions that you want to convey:

- Changing one to three words:

*a. Page xx, par. xx, change “xxxxxxx” to “xxxxxx.”*

- Changing most or all of a line or sentence:

*b. Page xx, par. xx, change second line to read: “. . . xxxxx xxxxx xxxxx  
xxxxx. xxxxx. . .”*

*c. Page xx, par. xx, change second sentence to read: “. . . xxxxx xxxxx xxxxx  
xxxxx xxxxx.”*

- Adding a new paragraph [or table, or warning, etc.]:

*c. Page xx, par. yy, following par. xx, insert new paragraph to read as follows:*

*yy. xxxxxx xxxxxx xxxxxx xxxxxx xxx  
xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx  
xxxxxx xxxxxx xxxxxx xxxxxx.*

Note: When adding a new paragraph, insert space between the direction and the new text, and further indent the new text. Do not use quotation marks, because the new text is indented.

**(8. continued)**

## 8.2 PROPOSED INTERIM CHANGES.

---

*When writing a proposed (draft) IC, mark it so that it is not mistaken for a final IC.*

---

A proposed IC differs from a final IC in three ways:

- “COORDINATION COPY” or “DRAFT” is placed at the top and bottom of the first page:
- The title of the IC is changed from “CHANGE” to “PROPOSED INTERIM CHANGE.”
- Paragraph 1 of the IC is changed from “This is interim change number . . .” to “This is proposed interim change number . . . .”

## 9. LIST OF EFFECTIVE PAGES (LOEP).

### 9.1 IDENTIFYING “A” AND “B” PAGES IN THE LOEP.

---

*Separate “A” and “B” page numbers from other page numbers.*

---

For example, if Change 2 involves pages 24, 24A, and 24B, list them as:

<u>Page</u>	<u>Change</u>
24	2
24A and 24B	2

Do not list them as:

<u>Page</u>	<u>Change</u>
24 thru 24B	2

### 9.2 TOTAL NUMBER OF PAGES.

---

*All manuals must contain an even number of pages.*

---

All manuals must contain an even number of pages, because pages are printed back-to-back. In other words, every odd-numbered (or “right-hand”) page must have an even-numbered (or “left-hand”) page following it (backing it up). For example:

- the title page (a right-hand page) is backed up by the LOEP (a left-hand page)
- page i is backed up by page ii
- page 1 is backed up by page 2

The last page of a manual has to be a left-hand page. The authentication page is always a left-hand page, because it is the last page of a manual. Even though the authentication page is not numbered, it is considered to be a left-hand page. However, because a source data manual does not contain an authentication page, the last page of text must be a left-hand (even-numbered) page.

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## 10. PAGES.

### 10.1 INSERTING “A” AND “B” PAGES.

---

*An inserted page (i.e., an “A” page) must follow an even-numbered page. An “A” page must be followed by a “B” page.*

---

**Scenario:** You need to insert a new paragraph at the bottom of page 23, but there isn’t room. Page 24 is also full. So you add a new page and name it 23A. What did you do wrong?

Answer: You inserted the new page after an odd-numbered page. Put the paragraph at the top of page 24. The text that no longer fits at the bottom of page 24 should be shifted to new page 24A, followed by new page 24B. Page 24B will read:

THIS PAGE INTENTIONALLY LEFT BLANK

Page 24 (an even-numbered page) is followed by 24A (an odd-numbered page) and 24B (an even-numbered page). Just as page 24 is printed on the back of page 23, page 24B backs up page 24A.

### 10.2 IDENTIFYING “A” AND “B” PAGES IN THE LOEP.

---

*Separate “A” and “B” page numbers from other page numbers.*

---

*(See “List of Effective Pages”)*

**(10. continued)**

### 10.3 BACKUP PAGES.

---

*When preparing a change to a manual, do not print backup pages.*

---

Every odd-numbered page in a manual is “backed up” by an even-numbered page . . . *or* . . . every even-numbered page is backed up by an odd-numbered page. A double-sided page is called a “leaf.” Text is printed on both sides of the leaf.

Who is responsible for providing backup pages to the Print Shop? The department ASA (not the writer).

***Example:***

- You revise page 15 as a change 3 to a manual.
- You give the ASA page 15, which she will send to the Print Shop for publishing. The ASA knows that page 16 (which is not part of change 3) must be sent to the Print Shop as a backup page to page 15.
- The ASA pulls page 16 from the department’s master files and includes it with the Print Shop order.

### 10.4 BLANK PAGES.

---

*Blank pages are even-numbered pages.*

---

If necessary, insert a blank page (which reads “THIS PAGE INTENTIONALLY LEFT BLANK”) at the end of a section so that the next section starts on an odd-numbered (right-hand) page.

A blank page is always an even-numbered (left-hand) page. It is not good editing layout for an odd-numbered page to be a blank.



**(11. continued)**



## 11.4 PROCEDURAL STEPS.

---

*Procedural steps are numbered differently than regular paragraphs.*

---

Examples of text paragraph numbering are “2-3” and “4-1.1.8.” Procedural steps should be numbered like this:

a. b. c. etc.
---------------------

with the following substeps if necessary:

c. (1) (2) (a) (b)
--------------------------------

### **Be Active and Omit the Articles!**

Use “active” voice when writing procedural steps and omit words such as *the*, *a*, and *an* (unless the sentence would not make sense without it). For example:

*Change:* The sealant should be mixed, and then ensure that the dasher rod is moved to a fully extended position.

*To:* Mix the sealant and then move dasher rod to fully extended position.

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## 12. REFERENCING OTHER MANUALS.

### 12.1 REFERENCING A PARAGRAPH.

---

*Never cite a paragraph number when referencing text from another manual.*

---

TP 1-1 states that:

. . . reference to specific paragraphs or sentences [i.e., paragraph numbers] in other publications shall not be made. When a small amount of information is needed from another publication, the applicable portion shall be extracted, modified if necessary, and included in the manual. If a reference to the entire contents or a major portion (one printed page as a minimum) of another publication is necessary, the cross-reference shall be only to the TP. . . short title . . . . However, references shall not be made to a portion of another publication which requires still further references to a third publication. Where reference to a specific procedure is necessary, the title [excluding the paragraph number] of the specific procedure to be used may be included.

We would be in noncompliance with TP 1-1 if, for example, we wrote: “Follow procedures in TP 35-51, par. 7-5.4.” If you want to be specific, you can write: “Follow procedures in TP 35-51 for Replacing Quick-Acting Fasteners” (the title of the paragraph).

(12. continued)

## 12.2 REFERENCING TP 35-51.

---

*Give the reader the major paragraph title and all subparagraph titles.*

---

A typical procedure might read:

*Install container cover in accordance with TP 35-51 procedures for Closing Drum-Type Containers.*

TP 35-51 table of contents shows “Closing Drum-Type Containers” to be the heading for par. 6-8.5. The reader has to skim through many sections, paragraphs, and subparagraphs to find “Closing Drum-Type Containers.” A more helpful way to reference the paragraph would be to give the reader the main section first, followed by the paragraph and subparagraph:

*Install container cover in accordance with TP 35-51 procedures for Packing — Opening and Closing Containers — Closing Drum-Type Containers.*

<p><i>6 Packaging</i> <i>6-8 Opening and Closing Containers</i> <i>6-8.5 Closing Drum-Type Containers</i></p>
-----------------------------------------------------------------------------------------------------------------------

Use an em-dash to separate the headings. Do not use commas, because many headings already contain commas, as in the following example:

*Install pins in accordance with TP 35-51 procedures for Joining and Sealing — Standard Hardware Installation — Installing Cotter Pins — Rod-End Bearings, Clevis Pins, and Flathead Pins.*

<p><i>7 Joining and Sealing</i> <i>7-3 Standard Hardware Installation</i> <i>7-3.2 Installing Cotter Pins</i> <i>7-3.2.2 Rod-End Bearings, Clevis Pins,</i> <i>and Flathead Pins</i></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### 13. REVISION BARS.

---

*Place a change bar alongside the page number to indicate that text was moved but content did not change.*

---

**Scenario:** On page 56, between pars. 8-3.3 and 8-3.4, you add a new par. 8-3.3A and place a change bar alongside it. The addition of the new paragraph causes par. 8-3.4 to flow to page 57. There are no text changes to par. 8-3.4 or to par. 8-3.5, the only other paragraph on page 57. However, you must place a change bar on this page. Why? And where?

In the scenario, the content of pars. 8-3.4 and 8-3.5 did not change; therefore, the change bar is placed next to the page number. The bar indicates that the layout of the page is different.

**Example:**

Original pages 56 and 57	
Par. 8-3.1 Par. 8-3.2 Par. 8-3.3 Par. 8-3.4	Par. 8-3.5
<b>56</b>	<b>57</b>

Revised pages 56 and 57	
Par. 8-3.1 Par. 8-3.2 Par. 8-3.3   Par. 8-3.3A	Par. 8-3.4 Par. 8-3.5
<b>56</b> Change 2	Change 2 <b>57</b>

(13. continued)

**13. REVISION BARS (continued).**

---

*We also place a change bar alongside the page number to indicate a newly added blank page.*

---

The text will read THIS PAGE INTENTIONALLY LEFT BLANK and is always a left-hand page.

In the example below, pars. 8-3.4 and 8-3.5 were originally located on page 58.

<p>8-3.4 xxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  8-3.5 xxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx</p> <p><b>58</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Change 2 adds a new paragraph to follow par. 8-3.4—par. 8-3.4A. Because it won't fit on page 58, a new page 58A is added to the manual. A new blank page 58B must also be added at this time.

<p>8-3.4 xxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxx</p> <p><b>58</b> Change 2</p>	<p>8-3.4A xxxxxxxxxxxxxxxxxxxxxxxx    8-3.5 xxxxxxxxxxxxxxxxxxxxxxxx</p> <p>[right-hand pg]</p> <p>Change 2 <b>58A</b></p>	<p>THIS PAGE . . . BLANK.</p> <p>[left-hand pg]</p> <p><b>58B</b> Change 2</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

Because the layout of page 58 changed, the page number needs a revision bar. Because a blank page 58B has been added, the page number needs a revision bar. Because text on page 58A has been added, the page number does not require a revision bar.

## 14. SAFETY PRECAUTIONS.

### 14.1 WHEN TO INCLUDE IN THE MANUAL.

---

*A safety precautions page (or separate section pertaining to safety precautions) must be included in a manual if the manual contains safety issues.*

---

TP 1-1 states that:

Safety precautions shall be included in procedural-type technical manuals unless a comprehensive section on safety is included in the manual.

### 14.2 WHERE TO INCLUDE IN THE MANUAL.

---

*The safety precautions page must face page 1.*

---

TP 1-1 states that:

The last page of safety precautions shall be a left-hand page preceding page 1 of the text.

<p><b>Safety Precautions</b></p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>(Continued on next page)</p> <p style="text-align: right;"><b>vii</b></p>	<p><b>Safety Precautions</b> (Continued)</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p style="text-align: right;"><b>viii</b></p>	<p><b>SECTION 1</b></p> <p><b>INTRODUCTION</b></p> <p><b>1-1 PURPOSE.</b></p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXX.</p> <p style="text-align: right;"><b>1</b></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

First page of safety precautions  
(right-hand page)

Second page of safety precautions  
(left-hand page)

First page of text  
(right-hand page)

THIS PAGE INTENTIONALLY LEFT BLANK.

## 15. WARNINGS, CAUTIONS, AND NOTES.

### 15.1 ACTIVE VOICE.

---

*Use the “active voice” when writing cautions, warnings, and notes.*

---

Tell your readers what to do (active, i.e., direct and fewer words), not what should be done (passive, i.e., indirect, vague, and extra words). The following examples from TP 1-1 illustrate the difference between active and passive voice:

 <b>WARNING</b> <b>(active voice)</b> Throughout the rest of this procedure, exercise extreme caution when working inside this chassis.	 <b>WARNING</b> <b>(passive voice)</b> Throughout the rest of this procedure, extreme caution should be exercised when working inside this chassis.
 <b>CAUTION</b> <b>(active voice)</b> To avoid damage to the CRT, keep TRACE BRILLIANCE as low as practicable throughout this procedure.	 <b>CAUTION</b> <b>(passive voice)</b> To avoid damage to the CRT, TRACE BRILLIANCE should be kept as low as practicable throughout this procedure.
 <b>NOTE</b> <b>(active voice)</b> Be sure to shut off the telephone system when the radar set is not operating.	 <b>NOTE</b> <b>(passive voice)</b> The telephone system should be shut off when the radar set is not operating.
	

(15. continued)

## 15.2 HAZARD AND RESULT.

---

*State the hazard, followed by the result or reason.*

---

Correctly worded warnings and cautions state the ***hazard*** and the ***result*** or ***reason*** unless obvious. However, don't take it for granted that it is obvious to everyone. For clarity and importance, state the hazard first:

“To prevent damage to tubing [*this is the hazard*], exercise care when installing the assembly.”

Do not write what you don't mean. For example, if you write the sentence as:

“Exercise care when installing the assembly to prevent damage to tubing.”

. . . the sentence would mean that you are installing the assembly in order to prevent damage to the tubing.

## 15.3 PLACEMENT ON THE PAGE.

---

*Warnings and cautions precede the applicable text; notes can go either way.*

---

**WARNINGS AND CAUTIONS.** A warning or caution must be placed immediately before the text paragraph or procedural step that it is referring to.

**NOTES.** Notes may be placed immediately before or immediately after the applicable text, depending on what makes sense and is most helpful to the reader. In either situation, keep the note and its applicable text on the same page.

- If the note is meant to read like a footnote, put it after the text.
- If the reader must have the information before he or she performs a procedural step, then place the note before the step.

**ADDENDUM A**

**SAMPLES OF DRAFT TITLE PAGES**

**UNCLASSIFIED DRAFT COVER**

Date of draft

PROPOSED CHANGE 3 TO TECHNICAL MANUAL  
DOE-DTRA TP XXX-XXX

**MAIN TITLE**

**SUBTITLE**

Writer's Name, Dept. 2912

**CRD OR SRD DRAFT COVER**  
**(This sample is unclassified)**

Date of draft

PROPOSED REVISION OF TECHNICAL MANUAL  
DOE-DTRA TP XXX-XXX

**MAIN TITLE**

**SUBTITLE (U)**

<b>PARAGRAPH</b>	Pursuant to and in accordance with... Director, Information Security Oversight Office, this....
<b>CLASSIFICATION:</b>	

Writer's Name, Dept. 2912

**RESTRICTED DATA**

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

**Classified by:** XXXX, Mgr.,  
Technical Publications, Dept. 2912  
**Date:** (date of draft)  
**Derived from:** CG-W-5, 10/16/95

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**CFRD OR SFRD DRAFT COVER**  
**(This sample is unclassified)**

Date of draft

PROPOSED REVISION OF TECHNICAL MANUAL  
DOE-DTRA TP XXX-XXX

**MAIN TITLE**

**SUBTITLE (U)**

<b>PARAGRAPH</b>	Pursuant to and in accordance with... Director, Information Security Oversight Office, this....
<b>CLASSIFICATION:</b>	

Writer's Name, Dept. 2912

**FORMERLY RESTRICTED DATA**

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**CNWDI DRAFT COVER**  
**(This sample is unclassified)**

Date of draft

PROPOSED NEW SOURCE DATA MANUAL  
DOE-DTRA TP XXX-XXX

**MAIN TITLE**

**SUBTITLE (U)**

**CRITICAL NUCLEAR WEAPON DESIGN INFORMATION**  
**DOD DIRECTIVE 5210.2 APPLIES**

**PARAGRAPH** Pursuant to and in accordance with...  
Director, Information Security Oversight Office, this....  
**CLASSIFICATION:**

Writer's Name, Dept. 2912

**RESTRICTED DATA**

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

**Classified by:** XXXX, Mgr.,  
Technical Publications, Dept. 2912  
**Date:** (date of draft)  
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**ADDENDUM B**

**SAMPLE ILLUSTRATION  
SHOWING CALLOUT AND ARROW PLACEMENT**



**ADDENDUM C**

**ADOBE® FRAMEMAKER® TIPS**

## C1. INSERTING CHANGE BARS FOR NOTE, WARNING, AND CAUTION SIGNS.

The following instructions guide you in drawing change bars for NOTE, WARNING, and CAUTION signs. FrameMaker® does not allow change bars to appear alongside the titles of these signs. For example:

### EXAMPLE NOTE

This is a note. See how the change bar appears to the side of this text but not the title itself?

1. Go to *Graphics>Tools*.
2. Choose *Line* tool .
3. Holding shift key, click and draw a line from top of change bar to top of sign title. For example:

### EXAMPLE NOTE

This is a note. See how the change bar appears to the side of the title and the text?

Reactivate the line by clicking once on it, then choose from the *Graphics Tool Bar* the *Line Widths* icon .

1. Click *Set*.
2. Tab to fourth field and type in “6 pt.”
3. Click *Set*.
4. Click *Line Widths* icon  again and choose fourth line width.

To adjust the alignment of the line to the change bar, reactivate the drawn line and nudge it by holding the *Alt* key and position it with the arrow keys.

## C2. INSERTING CHANGE BARS MANUALLY.

The following instructions describe how to insert change bars manually. Using the option to automatically set change bars (for example, the Automatic Change Bars feature and the Clear All Change Bars feature) is *not* recommended for JNWPS editing.

### NOTE

Before you begin inserting change bars, remove the change bars from the previous version of your document.

1. Go to *Format>Document>Change Bars*.
2. Make the following changes on the pop-up window:
  - a. Change “Distance from Column” to 0.15 in.
  - b. Change “Thickness” to 6.0 pt.
  - c. Change “Position” to Side Closer to Page Edge
  - d. Change “Color” to Black
  - e. Unclick “Automatic Change Bars” and “Clear All Change Bars” if they aren’t already
  - f. Click Set
3. After making a change, highlight it and go to *Format>Style>Change Bar*. The change bar will appear to the side of your change.

### NOTE

FrameMaker® will not allow change bars to appear to the sides of NOTE, WARNING, and CAUTION signs. If you need a change bar to reflect a change or addition to any of these signs, see Inserting Change Bars for Note, Warning, and Caution Signs.

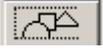
### C3. INSERTING INTENTIONALLY BLANK PAGES.

A graphic, which informs the reader of pages that are intentionally left blank, has been designed for your use. The instructions below show you how to insert the graphic.

1. At the end of your last text line on the last page of your section, hit **Enter**. A new paragraph will follow. Do not worry about the tag that appears—it doesn't matter.
2. Go to **Format>Paragraphs>Designer** (or press **Ctrl M**). This is the Paragraph Designer.
3. From the **Basic** tab, click the down arrow of the **Paragraph Tag**, choose **Intent Blank**, then click **Apply**. A page should appear with the title "THIS PAGE INTENTIONALLY LEFT BLANK."

## C4. MOVING AND INSERTING GRAPHICS.

To ensure the quality of an illustration or photo, use the following instructions to move a graphic throughout your document. (These instructions also should be followed if you are inserting a new graphic.)

1. Hold **Ctrl** key and click on border of frame, then hit **Delete** key. This should delete frame, graphic, and figure title.
2. Go to page where you want to place graphic.
3. Click on **Graphics>Tools** and choose from it the **Graphic Frame** icon .
4. With this tool, draw an appropriate-sized frame for your graphic, starting at top left corner of page.
5. Go to **Graphics>Runaround Properties** and check “Run around Bounding Box.” Then click **Set**. Doing this pushes your text below the frame.

### NOTE

To import your graphic into the frame, make sure the frame is activated; that is, the frame should have eight small black boxes—or handles—appearing around the border. If the frame is not activated, hold the Control key and click on the border.

6. Go to **File>Import>File** and locate folder where your graphic is housed. Single-click the graphic and click **Import** (or double-click the graphic) and it will automatically appear in your frame.
7. Adjust graphic or frame accordingly.

## C5. ACCESSING FRAMEMAKER'S® HOME PAGE.

Follow the instructions below to access FrameMaker's® home page for answers to your questions—or to answer someone else's question.

1. Begin at the *FrameMaker® Menu* bar.
2. Click *Help*.
3. Click *Adobe Links*.
4. Click *Home Page*.
5. At the home page and under *Support* in the red banner, click *Support home*.
6. At the next page, click *User to User Forums*.
7. At the next page, scroll down until you find *Adobe FrameMaker* on the left side of your screen, then click *All Platforms*.
8. On the following screen and above the *Registered Users Login*, press the hotlink for *Search*.
9. Click the second choice in the *Search* box—"Search forum messages only under the current forum or topic threat (FrameMaker)"—and then type keywords for your topic in the field below. You will then see a series of questions that other users such as yourself have asked and answered. Perhaps your answer is one of them.

*For example:*

In the search field, type "special characters." A series of user questions will appear. You can scan these questions to see if any of them are similar to yours. Maybe someone has answered it already.

## C6. INSERTING “A” AND “B” PAGES.

These instructions will help you insert pages (e.g., A and B pages; C and D pages) in an existing manual. If the pages are to be inserted within the middle of the file, consider this scenario:

### *Scenario*

Section 6 of T562-2 contains four pages: page numbers 17–20. You need to insert four new pages of text, which will be page numbers 18A–18D. The way FrameMaker sets up its files, you need to break Section 6 into three separate files: (1) a file for pages 17–18, (2) a file for pages 18A–18D, and (3) a file for pages 19-20.

Follow these instructions:

1. Open T562-2book.book.
2. Open Section 6.
3. Go to **File> Save As**, save the new file under the same directory that holds the other T562-2 files, and rename the file appropriately. For example, “T562-2\_Section\_6” may now become “T562-2\_Section 6\_pg. 12-17,” with pages 12–17 being the first six pages of Section 6.
4. Go to **Special>Delete Pages** and delete the pages you do not need. For example, if Section 6 consists of pages 17–20, and you need only pages 17–18, then you would type “19” in the **Start Page** field and “20” in the **End Page** field. Click **Delete**.
5. Save the new file.
6. Open the original Section 6 file.
7. Go to **File>Save As**, save the new file under the same directory that holds the other T562-2 files, and rename the file appropriately, e.g., “T562-2\_Section\_6\_pg.18-20.”
8. Go to **Special>Delete Pages** and delete the pages you do not need. This time, type “17” in the **Start Page** field and “18” in the **End Page** field. Click **Delete**. The numbering for this file may revert back to display page numbers 17 and 18, when they should read page numbers 19 and 20. See instruction 12 below for renumbering.
9. To insert your additional pages, use the templates. Because the directories for unclassified and classified computers are different, the following instructions allow you to find templates on the unclassified side.
  - a. Got to **File>Open**.
  - b. In the “Look In:” window, double-click the folder “JNWPS\_Pubs on Fs02891nt”
  - c. Double-click the folder “FrameMaker Help & Admin.”
  - d. Double-click the folder “FrameMaker Templates.”
  - e. Double-click the folder “Templates.”
  - f. Double-click the folder “Unclass.”
  - g. Double-click the file “A&B pages-template.fm.”

- h. Go to **File>Save As**, and save the A and B pages template under an appropriate name in the folder where the other “T562-2” files are. For instance, save the file under the name “T562-2\_pgs.\_18A–D”.
10. There are two formatting elements you need to deal with now:
- a. In your “T562-2\_pgs.\_18A–D” file, go to **View>Master Pages**. This takes you to two header and footer pages: one for the A page and one for the B page.
  - b. In the header for both pages, change the short title to “T562-2.”
  - c. In the footer of each page, you will see “X#/X#.” The “#” sign is a variable for the page numbers A, B, C, D....
  - d. Change the “X” on both pages to read “18.” This number will appear on every additional page.
  - e. Add your new text, illustrations, tables, etc.
  - f. Save the file.
- a. You now have three files: “T562-2\_Section 6\_pg. 17–18”; “T562-2\_pgs.\_18A–D”; and “T562-2\_Section 6\_pg.\_19–20.” To insert these files into the book, perform the following steps.
11. Go to your book and highlight the file above the location in which you need to add your new file. For example, highlight Section 6 (you will delete this file later; you do not need it) by single-clicking onto it.
- a. Go to **Add>Files**. Your T562-2 files will pop up.
  - b. To highlight and add all three files at the same time, hold the control key down and single-click each of the three files.
  - c. Click **Add**. Your files now appear in the book.
12. Now renumber all three files. “T562-2\_Section 6\_pg. 17–18” should still have the page numbers 17 and 18. “T562-2\_pgs.\_18A–D” should automatically read 18A, 18B, 18C, and 18D. Just because the original template reflects only A and B pages, as you add more pages, the alpha numbering will automatically roll over. However, you need to change the page numbers for “T562-2\_Section 6\_pg.\_19–20.” To do so, follow these instructions:
- a. Right-click on the “T562-2\_Section 6\_pg.\_19–20” file and go down to **Renumbering** on the pop-up menu.
  - b. Once the **Numbering Properties** window pops up, make sure the Chapter tab reflects the correct chapter number (in this case, “6”). The **Page** tab should have the first radio button clicked; type in the first page of this file: “19.”
13. In the book, open each new file to see if the numbering is correct. If correct, delete from the book the original file “Section 6.”
14. Go to **File>Save Book**.

**To add A and B pages to the end of a file, follow instructions 9–11.**

## C7. DELETING UNNECESSARY SPACE FOLLOWING A SUBPARAGRAPH HEADER.

When a subparagraph header contains enough words so that the header ends at the right margin, sometimes the sentence that follows the header leaves a line space above it, where a space is not wanted.

*This is what can happen:*

2-3.1    **THIS IS A SUBPARAGRAPH HEADER ENDING AT THE MARGIN.**

This is the sentence that immediately follows the header, with unwanted space above the sentence.

*This is how it should look:*

2-3.2    **THIS IS A SUBPARAGRAPH HEADER ENDING AT THE MARGIN.**

This is the sentence that immediately follows the header, *without* unwanted space above the sentence.

Follow these instructions to delete the unwanted space.

1. Select **Ctrl M**.
2. Select the **Basic** tab.
3. In the box **Above PgF**, change the measurement to 0.85 pt. (Do not change **Below PgF**.)

## C8. MOVING A TABLE TO THE TOP OF THE NEXT PAGE.

To move a table from one page to the top of the next page, proceed as follows:

1. Select **Ctrl T** on the keyboard for **Table Designer**.
2. Select the **Basic** tab.
3. Pull down menu **Start**.
4. Select **Top of Page**, then **Apply**.

## C9. INSERTING POINTING HANDS.

Follow these instructions to insert a left or right pointing hand onto an illustration:

1. Double-click in illustration to launch Adobe® Illustrator®.
2. Click **Text Tool** from tool palette on left side of screen.
3. Place cursor where pointing hand is to be placed.
4. On keyboard, type capital **B** (for left-pointing hand) or capital **C** for right-pointing hand.
5. Select (highlight) the capital **B** or **C**.
6. In menu bar, select **Type>Font>More>Wingdings 2**.
7. To make pointing hand larger, highlight pointing hand and select **Type>Size>24**.
8. To rotate pointing hand, highlight pointing hand and select **Rotate Tool** in tool palette.
9. To bold the pointing hand, select **Fill** (i.e., the black square) in tool palette to see **Color/Attributes** menu. Go to **Weight** button and scroll to 1 pt.
10. Save and close Adobe® Illustrator®.

## C10. ALIGNING TEXT IN A TABLE COLUMN.

These instructions will show you how to line up text in a table column.

1. Click on required cell in table. **Table Body** will appear in formatting bar.
2. Select **Format>Paragraphs>Designer**.
3. Select **Basic** tab and check that **Indents** are **O** and **Alignment** is **Left**.
4. Click **Table Cell** tab and adjust information in cell, adjusting **Cell Margins**.
5. **Apply** changes.

## C11. USING ARROWS.

When using Adobe® Illustrator® and editing an imported graphic, follows these steps:

1. From toolbox, select **Line Segment Tool (/)** and draw a line.
2. Leaving line highlighted, select **Filter>Stylize>Add Arrowheads** from the menu bar.
3. From dropdown window **Add Arrowheads**, select arrowhead style to attach to start or end of drawn line.
4. Resulting arrow can be moved, rotated, lengthened, or shortened as necessary.

## C12. ADJUSTING SPACE IN A TABLE ROW.

If your table headings have too little top-margin space above the text, compared to the amount of bottom-margin space below the text, like this:

1 <sup>ST</sup> COLUMN HEADING	2 <sup>ND</sup> COLUMN HEADING
--------------------------------	--------------------------------

Then do this:

1. Highlight entire row.
2. Open *paragraph designer* (*Ctrl M*).
3. Click on *Table Cell* tab.
4. In *Cell Margin* column, adjust the top from 0.0 to 5.0 (or to whatever number you need to make the space above the text match the space below the text). Make no other adjustments, and do not select anything in the pull-down lists.

Your table should now look like this:

1 <sup>ST</sup> COLUMN HEADING	2 <sup>ND</sup> COLUMN HEADING
--------------------------------	--------------------------------

## C13. DELETING CROP MARKS.

Sometimes crop marks may appear on the computer screen and on the printed illustration. Do the following to delete the crop marks:

1. Go to *Objects* on the tool bar.
2. Click on *Crop Marks*.
3. Choose *Release*.

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**ADDENDUM D**

**WRITER'S CHECKLIST**

## Writer's Checklist

Page	√	Item
Front Cover and Title Page	___	Are titles in correct point size? (18-pt short title, 14-pt TECHNICAL MANUAL and/or SOURCE DATA MANUAL title, 22-pt main title, 18-pt subtitle)
	___	Is each line of title centered?
	___	Is last word of title followed by "(U)"? (for classified manuals)
	___	Is reference to Army, Navy, Air Force applicable in the statement "Published under the authority of . . . ."?
	___	Is Sandia logo included on source data manuals?
	___	Do cover and title page show latest "Classified by" information and correct date? (for revisions and new manuals)
	___	Is JNWPS USAGE WARNING up to date? (e.g., DTRA, not DSWA)
	___	If manual is unclassified, does DISTRIBUTION STATEMENT C paragraph show current publication date of manual? (also check back cover)
___	Is Air Force designator preceded by "60N" (e.g., T.O. 60N-) (for -6 manuals)	
List of Effective Pages	___	For Secret manuals, does total page count shown on List of Effective Pages and on title page agree?
	___	Is total page count an even number?
	___	Are paragraphs at top of page up to date?
Table of Contents	___	Do headings, page numbers, and figure or table titles shown in TOC match those that are in manual?
	___	For a permanent change, are deleted paragraphs, figures, and tables identified?
	___	Are page numbers lined up flush right on every page?
Safety Page	___	Is last page of Safety Precautions an even-numbered page?
(Continued on next page)		

Page	√	Item
All Pages	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Is classification (SECRET or CONFIDENTIAL) correct on top/bottom of each page?</p> <p>Is top/bottom classification 24 pt on every page of revision or new manual?</p> <p>Is RESTRICTED DATA block located in upper right-hand corner of even-numbered pages and in upper left-hand corner of odd-numbered pages? (check GAPLs and other “landscape” pages)</p> <p>Does correct short title appear at the top of every page?</p> <p>Are page numbers in Arial bold?</p> <p>For CNWDI manuals, does the CNWDI statement appear on front cover, title page, bottom of page 1, bottom of last page of text, and back cover?</p> <p>Is the CNWDI statement in Arial bold?</p> <p>If manual contains blank pages, are they even-numbered pages?</p>
Change pages	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Does every change page contain at least one revision bar?</p> <p>Does change number appear on every change page?</p> <p>Are inserted (added) paragraphs correctly numbered so that remaining paragraph numbers did not change?</p> <p>Are deleted paragraphs identified correctly so that remaining paragraph numbers did not change?</p> <p>Do blank pages and deleted pages show revision bar correctly?</p> <p>Are revision bars shown correctly to identify when text moved to another page?</p> <p>Does point size of top/bottom classification match existing type size of manual?</p> <p>Do page numbers match type style of original manual?</p>
Figures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Are illustrations centered?</p> <p>Is figure title centered?</p> <p>Do illustrations begin at top of page (where first line of text would be)?</p> <p>Are inserted (added) figures correctly numbered so that remaining figure numbers did not change?</p>

(Continued on next page)

Page	√	Item
Figures, cont'd	<input type="checkbox"/>         	Are deleted figures identified correctly so that remaining figure numbers did not change??  Is blue line number 1/2 inch below lowest part of drawing or callout?  Is figure title 1/2 inch below blue line number?  Are callouts in Times New Roman font?  Are callout numbers on IPBs in Arial font and all the same size?
Tables	<input type="checkbox"/>         	Are tables centered?  Is title of table centered?  Does table title begin at top of page, where first line of text would be?  Are inserted (added) tables correctly numbered so that remaining table numbers did not change?  Are deleted tables identified correctly so that remaining tables numbers did not change??  Are column headings in Arial bold?  Are column headings in all caps, with subheads in initial caps?
Authentication Page	<input type="checkbox"/>         	For a permanent change, does change number and date appear at bottom of page?  Does date at top of page match original publication date on title page?  Are all signature blocks and DTRA information up to date?  Do signature blocks correspond to the military designators shown on the title page?  Is Army authentication number revised if required?  Are change bars included where appropriate?

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