

## 2015 Template Demonstration Script

Video	Script
	<b>Using the 2015 Issuance Template</b>
Cover shot	Welcome to the DoD Issuance Online Training: Using the 2015 Issuance Template
Static slide	On May 1, 2015, we introduced new standards and templates for DoD issuances. This is a demonstration of how to take full advantage of the features of the 2015 template.
List of benefits	Benefits of the 2015 templates and standards include: <ul style="list-style-type: none"> <li>• A single template for all DoD issuances</li> <li>• Dropdown menus on the cover page with easy to organize information</li> <li>• Styles to simplify formatting</li> <li>• An automated table of contents</li> <li>• And a simpler way to cite references</li> </ul>
2015 template cover	There is a single template for directives, instructions, and manuals.  You customize based on the issuance type. Fill out the cover page as appropriate.
Painter's palette	The backbone of this template is the Style feature. Using styles you can quickly apply formatting to large amounts of text. Think of each style as a paint color, and the list of styles as a painter's palette. You just need to know what colors to use to format your issuance.
Video demonstration of style	Here's how to use Word "styles" to format the text in your issuance. To do this, we're going to need access to the styles menu. At the top of the "Home" menu bar, you can see some of the styles.  Take a quick look at how the text changes when you select the

<p>Style menu box opens</p>	<p>different styles.</p> <p>If you want to see all of them at once, click on the little diagonal arrow on the bottom right of the “style” menu. This will pull up a larger menu.</p> <p>As you can see, we’ve created styles for the formatting you’ll need. We have headings and plain text at EACH of the paragraph levels, the purpose bullet text, definitions text, captions, references, EVERYTHING.</p>
<p>Section title styled</p>	<p>For this example, we want the section title at the top of the page so we select the text and click on “Section Title”</p> <p>As you see, it formats the font, the spacing, the alignment all in a single click.</p> <p>Next we want our first paragraph to be a “1.1. Heading”. To do this, we select in the text we want to adjust, find the correct style, and click the style in the style menu.</p>
<p>Show formatting button</p>	<p>Before we get to the actual styling, you should select the “show/hide formatting” button in the “Home” menu, “Paragraph” tab.</p> <p>This lets you see spaces, paragraph marks, and other special characters, one of which is called the style separator. That will be very important when formatting areas that have multiple styles – most often a heading and text on the same line.</p>
<p>A text styled</p>	<p>Now, to use the styles, select all the text you’d like to alter, find the style in the style menu, and select it. In this case, it’s labeled “a. Text.” The style includes the correct amount of space between paragraphs, so you won’t need those extra lines. And if they’re in there, you need to take them out.</p>
<p>Click in paragraph to style entire</p>	<p>Also note that you do not need to select all the text. You can just put your cursor inside the paragraph you want to alter and select the style. It will change the entire paragraph. Keep in mind this may alter the paragraph spacing above or below if you don’t include that when you style. So you might need to go back</p>

thing	<p>through and clean it up. This is where the view formatting button really comes in handy.</p>
Old version of issuance	<p>Now, I'm going to go show you an example where I'm adding all the text myself. This is where you'll need to know about the style separator I mentioned earlier. Here's a paragraph in the procedures section. Let's say I already have the text I want to add in an old version of the issuance. I'm going to copy the text, and paste it in the current template. I'm going to show you the recommended way to do that so that this section maintains the correct formatting.</p>
Select text to copy	<p>Okay, so, select the text you want to copy over. Right click and copy or use keyboard shortcut (CTRL+C). Then go to the location in the new issuance you want to paste.</p>
Pasted text all same indents	<p>Right click and select the "Keep Text Only" option. This will keep the text, but remove the source formatting, which is generally the default paste option. If you keep the source formatting, the document will almost certainly NOT be formatted correctly.</p>
Shows what is being discussed	<p>Even when using the Keep Text Only option, the text might take on the indentation of the area that it's being pasted into. So you want to be sure to clear the formatting.</p>
	<p>You can clear the formatting by going to the, Font tab on the Home menu and selecting the clear formatting button.</p>
	<p>Next, I recommend separating the heading from the text of the paragraph onto separate lines. Add the paragraph heading. And then go to the end of the heading line. There, you're going to add a style separator.</p>
	<p>To do this, click "CTRL + ALT + Enter." This will move the next paragraph up. If you have the view formatting button selected, you can see a little paragraph symbol with a box around it. This style separator means you can adjust the text on either side of the separator with different styles. For the heading part, we want "(1) Heading," and for the text, we want "(1) Text." Now it's formatted correctly.</p>

<p>Pro tip tag</p> <p>1 underline illustration</p>	<p>Pro tip: If you need to format several paragraph headings all at the same level, hold down the control key and select the multiple paragraph headings. Then click the “Heading” style to style all paragraphs.</p> <p>If your issuance gets into the lower levels of paragraphs like the a Underline and the 1. Underline, note that you must manually add the underscores for those levels. You can use the pro tip just mentioned to underline multiple numbers or letters.</p> <p>Remember, everything in your issuance should be styled to set the font size, paragraph spacing, and indentations.</p>
<p>7 Style menu illustration</p>	<p>How do I know which styles to pick? You can click the “show preview” check box at the bottom of the list to see what each style actually looks like.</p> <p>There is also a complete list of styles in the DoD Issuances standards</p>
<p>TOC title slide</p>	<p>All issuances include a table of contents. The good news is you don’t have to manually update it. In the next demonstration we’ll show you how you can automatically update the table of contents.</p>
<p>9 Show TOC Jumping to Section 1. Show TOC styles Scroll to</p>	<p>You do not have to and should not manually update the table of contents in the 2015 template.</p> <p>If you make changes in the issuance, they will be reflected in the table of contents when you update it.</p> <p>The table of contents is hyperlinked so that when you click on the paragraph in the table of contents, it will automatically take you to the appropriate spot in the issuance.</p> <p>In the last demonstration, you learned how to apply styles. The styles at the “Section title” and “1.1” levels are directly linked to the table of contents. This is what makes the automatic jump to the appropriate page possible.</p> <p>Another way to quickly jump between paragraphs is to hit</p>

TOC.	CTRL+F.
Navigation panel appears	<p>This brings up a panel that lets you click between paragraphs.</p> <p>Now we can scroll back to the table of contents.</p> <p>As you can see, Word pulls the information from the styles and puts it in the table of contents.</p> <p>So if you change a paragraph name or section title, or if you move a paragraph to a different page, the new name or page number will be reflected in the table of contents.</p>
Showing in TOC.	<p>However, you must tell Word to update the table of contents.</p> <p>Right-click on the table of contents and it will turn gray.</p> <p>Hit “Update field” and then “Update entire table.”</p> <p>Click “OK.”</p> <p>But sometimes the correct formatting isn’t used.</p>
Jump to paragraph that’s wrong.	<p>In this entry, the casing is incorrect. It’s easy to fix, though! Let’s jump down to the paragraph in question.</p>
Clear formatting button	<p>While this paragraph looks correct because it has the right style applied, it was originally typed with the wrong case.</p> <p>Once we clear the formatting, you can see the error.</p>
Casing button	<p>You can either just retype the paragraph title or use the casing button to make the appropriate fixes.</p> <p>For these sections select “capitalize each word”</p> <p>Then you just reapply the style, and the problem is fixed.</p>
Scroll back up to TOC.	<p>Now, when we update the table of contents, you can see that the correction took effect.</p>

<p>Show navigation bar fixes.</p>	<p>An easy way to see if your corrections are effected is to hit CTRL + F, select the far left icon and your Table of Contents listing is shown. If you change an error in the source information, it will appear immediately in that panel.</p>
<p>10 Title slide</p>	<p>If you have tables or figures in your issuance, you will create captions that generate a list of tables and figures in the table of contents.</p>
<p>11 caption demonstration Visual of TOC  uncaptioned table  Go to styles for captions</p>	<p>In the table of contents, there are also lists of tables and figures. The information in these lists is linked to what's called a table or figure caption.</p> <p>In this demonstration, you'll learn how to apply captions to your tables and figures.</p> <p>Let's caption the table.</p> <p>First, highlight the entire table by clicking on this icon.</p> <p>Right-click on the table and select "Insert caption." This will bring up a dialogue box.</p> <p>Under options, make sure the label is set to "Table and the position is set to ABOVE.</p> <p>Then in the caption field, insert your table title.</p> <p>Hit "OK."</p> <p>Now your table has a title. Like everything else in the template, captions also have an assigned style.</p> <p>Apply the table/figure caption style, and now your caption is properly formatted.</p> <p>Let's add another caption, but this time to the figure.</p>

<p>Visual of figure</p> <p>Scroll to TOC</p>	<p>Right-click on the figure and hit “Insert caption.”</p> <p>Change the label to “Figure” and type in the title of the figure.</p> <p>Again, apply the table/figure caption style to format the caption.</p> <p>Now that you’ve inserted the captions, let’s make sure they’re linked in the table of contents.</p> <p>Right-click on the list of tables until it turns gray.</p> <p>Hit “update field.”</p> <p>The table caption and page number now appear in the table of contents.</p> <p>Let’s do the same thing to the list of figures.</p> <p>The figure caption is updated.</p> <p>Since these lists are separate from the general table of contents, you must update each list individually.</p>
<p>12 Glossary title slide</p>	<p>The template provides a table in the Glossary for inserting acronyms. All acronyms used at least three times in the issuance must be included. Add rows as necessary.</p>
<p>13 definition styles</p>	<p>There is a style for both the term and the definition in the Glossary. Use the Styles palette to format both</p>
<p>References title slide</p>	<p>The list of references is now at the end of the issuance. Watch this demonstration to see how to cite and sort references.</p>
<p>Sample text that shows references and Reference (#).</p>	<p>The references in the 2015 template have been simplified.</p> <p>You will no longer use reference letters in DoD issuances.</p> <p>Cite the publication type and number or the name throughout</p>

<p>Delete Reference (#)</p> <p>Show Page 40 of DoD Issuance Standards.</p> <p>Scroll to reference list of original document.</p> <p>References highlighted and then styled</p> <p>Moving titles to after CFR and USC</p> <p>References selected and click on Sort button.</p> <p>Dialog box</p>	<p>the entire issuance. For example, “DoD Instruction 5025.01” or “the June 11, 2014 Deputy Secretary of Defense Memorandum.”</p> <p>Appendix 7A of the DoD Issuance Standards provides specific guidance on citing different types of references.</p> <p>The reference list now appears at the end of the document. It is always on the last page of your issuance.</p> <p>Like everything else in the template, references have a style.</p> <p>Your references should be listed in alphabetical order by type. For instance all DoD directives together and then all DoD instructions.</p> <p>In the list of references United States Code and Code of Federal Regulations are listed before the title number.</p> <p>Once all of the references are properly cited, you can use the sort feature to make sure they are in alphabetical order.</p> <p>First, select all of the references, and then hit the sort button on the Home ribbon.</p> <p>When the dialog box pops up, check your sort setting. The sort should organize text in ascending order--that is A to Z.</p> <p>Once you confirm your setting, hit “OK.”</p> <p>The new format makes removing or adding references much simpler.</p>
<p>16-helicopter</p>	<p>And now you’re set to use the template. If you still have questions about anything, download the guide to using MS Word Styles on the DoD Issuances Website or email the directives Division.</p>