

# Template Instructions

## 1 GENERAL

The template is used for the GIFTS documents. The following paragraphs provide a description of the functionality built into this template. The format of listings, steps, bullets, and numbers are required because of DOORS (see GIFTS 03-039, [Authors Guide for Preparation of Requirements Documents](#)).

### 1.1 HEADER

A sample of the header style for requirement documents is shown below. The name of the style is “Header.” The version number must be included; e.g., 0.2, 1.0, 1.1. Note: 1.0 and higher are reserved for baseline documents. Draft documents should use 0.x.

#### Header sample

Title: Document Title	
Document No: GIFTS XX-XXX	Version: X.X

### 1.2 Footer

The verify statement must be on all pages of the document as part of the footer. Page numbers are part of the template footer

#### Footer Sample

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Uncontrolled when printed. Check GIFTS EDMS to verify correct version before use

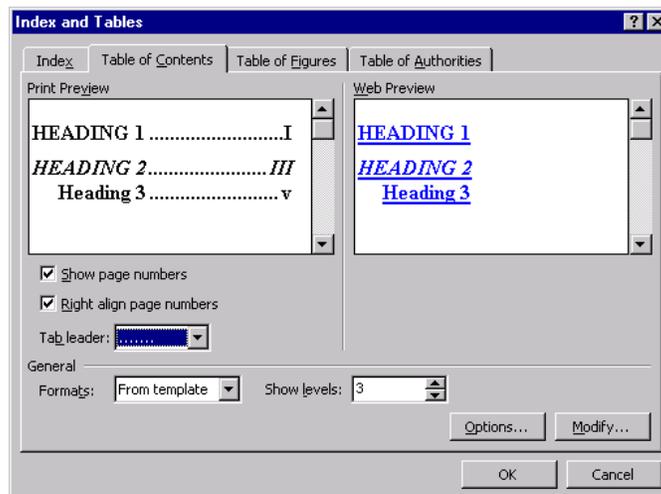
### 1.3 Body

Use the Normal style for all paragraphs within the document.

### 1.4 Table of Contents

#### 1.4.1 Creating New

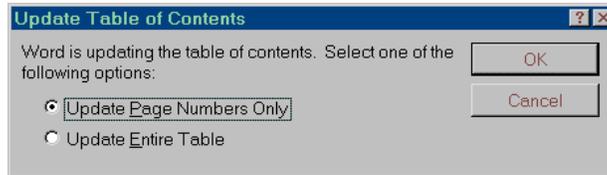
Select the TOC field and on menu line click Insert>Index and tables>click on the Table of Contents tab. The following screen will appear. Verify the Tab leader field has been completed and the Show levels: field shows 3.



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## 1.4.2 Updating

Highlight the complete TOC and press the F9 function key to update an existing TOC. This should be done for each of the TOC fields (text, appendixes, tables, and figures). After pressing the F9 function key, the *Update Table of Contents* dialog box appears.



Select the *Update Page Numbers Only* option if there have been no header changes; otherwise, select *Update Entire Table*.

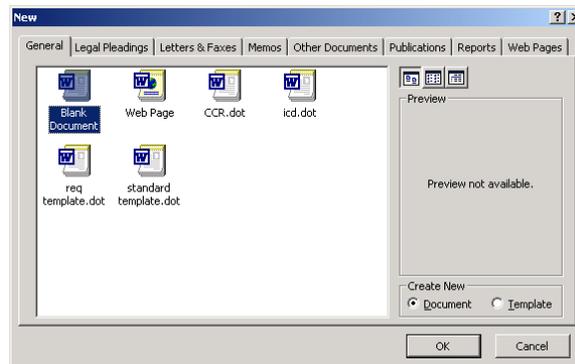
## 1.5 Revision History

Add rows as necessary by placing cursor in last table box and hit tab. A new row will appear.

## 1.6 Applying The Correct Template

### 1.6.1 New Document

Click on File>New and the following popup will appear. Select the correct template and click OK. A word file will open with the template.

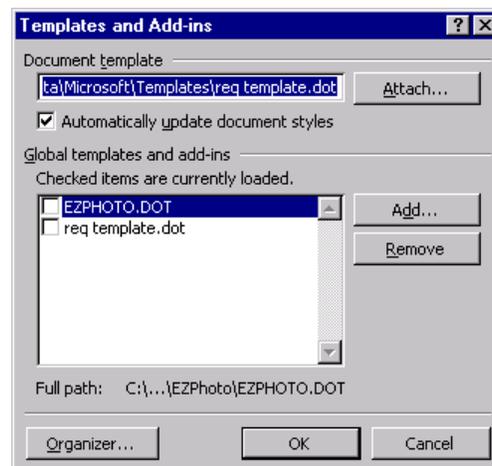


### 1.6.2 Existing Document

Verify correct template is applied to the document. Tools>Templates and Add-Ins>the Templates and Add-ins popup will appear. The name path to the correct template should appear in the Document template field. The document will require deleting header and list numbers if the numbers were typed in.

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## 1.6.3 Using Template For New Document

Click File>New then double click Req Template. A new word document will open with the required front pages.

If the requirement template does not appear in the new templates window contact the Mission Information Manager for a template.