

• Add a table or add a picture (*NOT* PDF)

signifies the unaddressed <u>REQUIRED</u> entry



Requirements Document Wizard (RDW) Post-Export to MS Word Actions



• Once you have exported your document to MS Word using Open Project in MS Word , there are several actions you will need to take to complete your document's formatting.

*Note: You cannot continue to work/modify your document within the software if you <u>ALSO</u> have a version of it open in MS Word. Save and/or close your document in MS word to continue work.

• Consider each of these steps (as your document requires):

UPDATE/AUTOMATE TABLE OF CONTENTS

• To automate the final table of contents, click the 'update table' icon in the upper left corner of the table of contents section, then select 'update entire table' in pop up box.



Update Table of Contents	?	\times
Word is updating the table of co of the following options: Update page numbers or Update entire table	ontents. Se Ny	lect one
ОК	Ca	ncel

REMOVING LINE NUMBERS FOR A FINAL VERSION OF A DOCUMENT

- Click in the document, section, or paragraph from which you want to remove line numbers.
- On the Layout tab, in the Page Setup group, click Line Numbers.
- Choose "None" to remove line numbers from the entire document or section.

FINAL CHECKS

• If you used the <u>PASTE</u> function to enter text into your document, you may need to change the font to the acceptable versions, depending on which one you've used throughout your document:

- 1. Times New Roman, Regular, and size 12, <u>or;</u> 2. Bookman Old Style, Regular, and size 12.
- 1. Arial, size 10 or; 2. Calibri, size 10, for ALL TABLES
- · You may need to adjust the size or positioning of any pictures you've included
- You may need to adjust the positioning of your tables, complete any re-merging of cells that did not translate during your PASTE, and/or adjust cell formats using the **"Table Layout"** tab
- Of course, you may make any updates/changes you wish to once in MS Word—just <u>ENSURE</u> you stay in compliance with the formatting requirements in the JCIDS Manual

WHERE do I get HELP?

• Within the software, there are many places to get help—from the JCIDS Manual <u>and</u> from experts



• When you see this symbol at the TOP of a given section, use it to bring up extracts from <u>BOTH</u> the JCIDS manual directly <u>AND</u> from requirements experts



• When you see this symbol within of a given sub-section, use it to bring up extracts from the JCIDS manual relevant to that sub-section