



Requirements Document Wizard (RDW) (Version 2.0)

Frequently Asked Questions

DAU

• WHEN does my Document save?

- Your document saves when you perform one of these actions:
 1. Hitting the **Apply** button after updating any sub-section
 2. Hitting the **Save and Close** action on the menu
 3. Hitting the **Save** button at the bottom of the preview screen

***Note:** Once a document saves, you cannot revert to a previous version

• WHERE does my Document save?

- The default location where documents save is your personal Documents folder **C:\Users\ \Documents\RDW-ApplicationFiles\Projects**
- To change the default, navigate to and choose **Saved Files Location** then, hit **Change Location**



Browse

• WHERE do I access new templates?

- To manage which templates are available to users, navigate to **Activate Project Templates** and use the toggle buttons to choose

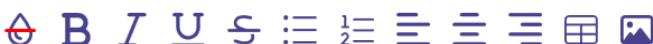


Settings



• HOW do I add Smart-text?

- All sections where users can enter Smart-text has this menu along the bottom:



- The available functions include:

- Black or **Red** font (toggle)
- **Bold**, **Italicize**, **Underline**, **Strike-through**
- Bullets and numbered list
- Left- or right-justify and centered text
- Add a table or add a picture (**NOT PDF**)

• HOW do I add a picture to my document?

- Where pictures are expected (e.g. the “OV-1” in the ICD), there are explicit controls to add and remove pictures

Select Image

Remove Image

- You may also add pictures anywhere in the document using the icon – in .jpg/.jpeg format

• HOW do I add a table to my document?

- Where larger tables are expected (e.g. “Figure B- 1: CR and Gap/Overlap Table” in the ICD), there are directions to navigate to:



and then

View Documents

Show Help

- At that location, navigate to the relevant folder and table, listed by figure # and name
- Manipulate and make entries as you need, then **SAVE** the Excel to a known location of your choice
- Then you can copy and paste the table into the software

***Note:** you will have to **redo** the merging of any cells once you copy and paste

- You may also add tables anywhere in the document using the icon

• WHAT do these symbols mean?

Section 2

Section 2

- The **GREEN** checkmark signifies that you've addressed all the mandatory elements within a given section and/or that the section is **OPTIONAL** (which means you are not required to make any entries)

Section 3

Section 3

- The **RED** triangle or circle signifies that you have not yet addressed all of the **REQUIRED** elements within a given section
- Further, **red font** within a sub-section signifies the unaddressed **REQUIRED** entry



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Post-Export to MS Word Actions

DAU

- 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 ALSO 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.



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 PASTE function to enter text into your document, you may need to change the font to match the default settings. The default settings for the software include:
 - 1. Times New Roman, Regular, and size 12 for all text and rich text blocks
 - 2. Arial, Regular, 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 ENSURE you stay in compliance with the formatting requirements in relevant Manual, Instruction, or Regulation.

WHERE do I get HELP?

- Within the software, there are many places to get help—from the various Manuals and from experts
 - When you see this symbol at the **TOP** of a given section, use it to bring up extracts from **BOTH** the JCIDS manual directly AND from requirements experts
 - When you see this symbol within of a given sub-section, use it to bring up extracts from the Manual or Instruction relevant to that sub-section



JCIDS Extraction

SME-Curated Help