Web-Based Interactive Electronic Technical Manual (IETM) Common User Interface Style Guide

by
L. John Junod (NSWCCD)
Phil Deuell (AMSEC)
Kathleen A Moore (NSWCCD)
W. J. Rumschlag (AMSEC)

Approved for Public Release. Distribution is unlimited.
# Web-Based Interactive Electronic Technical Manual (IETM) Common User Interface Style Guide Version 2.0

**1. REPORT DATE**
JUL 2003

**2. REPORT TYPE**

**3. DATES COVERED**
00-00-2003 to 00-00-2003

**4. TITLE AND SUBTITLE**

**5a. CONTRACT NUMBER**

**5b. GRANT NUMBER**

**5c. PROGRAM ELEMENT NUMBER**

**5d. PROJECT NUMBER**

**5e. TASK NUMBER**

**5f. WORK UNIT NUMBER**

**6. AUTHOR(S)**

**7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)**
Naval Surface Warfare Center, Carderock Division, 9500 MacArthur Blvd, West Bethesda, MD, 20817-5700

**8. PERFORMING ORGANIZATION REPORT NUMBER**

**9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)**

**10. SPONSOR/MONITOR’S ACRONYM(S)**

**11. SPONSOR/MONITOR’S REPORT NUMBER(S)**

**12. DISTRIBUTION/AVAILABILITY STATEMENT**
Approved for public release; distribution unlimited

**13. SUPPLEMENTARY NOTES**
The original document contains color images.

**14. ABSTRACT**

**15. SUBJECT TERMS**

**16. SECURITY CLASSIFICATION OF:**

a. REPORT
   unclassified

b. ABSTRACT
   unclassified

c. THIS PAGE
   unclassified

**17. LIMITATION OF ABSTRACT**

**18. NUMBER OF PAGES**
111

**19a. NAME OF RESPONSIBLE PERSON**

Form Approved
OMB No. 0704-0188

Prescribed by ANSI Std Z39-18
ACKNOWLEDGEMENTS

The principal authors of this document were:

John Junod – NSWC, Carderock Division,
Phil Deuell – AMSEC LLC,
Kathleen Moore – NSWC, Carderock Division, and
W. J. Rumschlag - AMSEC LLC

Further contributions were made by members of the Interclass Digital Publishing Working Group, Common User Interface Integrated Process Team.
1. This guide is provided for use by all Departments and Agencies of the Department of Defense.

2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Commander, Naval Sea Systems Command, 1333 Isaac Hull Ave. SE, Washington, DC, 20376-0001, Attention: Mr. L. A. McGowan, by letter. Future versions of this document will incorporate changes dictated by the comments.

3. This guide cannot be cited as a requirement. If it is, the contractor does not have to comply.
# TABLE OF CONTENTS

SECTION 1 Introduction ................................................................. 1-1
  1.1 **Scope** ...................................................................................... 1-1
  1.2 **Purpose** .................................................................................... 1-1
  1.3 **Use** .......................................................................................... 1-1
  1.4 **Intended Audience** ................................................................. 1-2
  1.5 **Assumptions** .......................................................................... 1-2

SECTION 2 APPLICABLE DOCUMENTS, REFERENCES AND DEFINITIONS ................................................................................ 2-1
  2.1 **General** .................................................................................... 2-1
  2.2 **Documents / Standards** ............................................................. 2-1
    2.2.1 Naval Sea Systems Command (NAVSEA) / Space and Naval Warfare Systems Command (SPAWAR) ........................................ 2-1
    2.2.2 Department of the Navy (DoN) ............................................. 2-1
    2.2.3 Department of Defense (DoD) ............................................... 2-2
    2.2.4 Other Government .............................................................. 2-2
    2.2.5 Order of Precedence .......................................................... 2-2
  2.3 **Acronyms / Definitions** ............................................................ 2-2
    2.3.1 Acronyms Used in this Guide ............................................. 2-2
    2.3.2 Definitions of Selected Terms ............................................. 2-4

SECTION 3 REQUIREMENTS ............................................................. 3-1
  3.1 **Overview** ................................................................................ 3-1
  3.2 **Physical IETM Screen Layouts - The Inner Shell** .................. 3-1
    3.2.1 General Screen ................................................................. 3-2
    3.2.2 Guide Post Functions .......................................................... 3-3
    3.2.3 Table of Contents ............................................................... 3-4
    3.2.4 Previous/Next ................................................................. 3-5
    3.2.5 Standard Icons ................................................................. 3-5
    3.2.6 Additional Controls, Tools, User Navigation Bars ............... 3-5
3.2.7 Screen Sizes ......................................................................................................... 3-6
   3.2.7.1 PC Screen Size .............................................................................................. 3-6
   3.2.7.2 Personal Digital Assistant (PDA) and Pocket PC Screen Size ...................... 3-6
   3.2.7.3 Electronic Book and Tablet Screen Size ....................................................... 3-6

3.2.8 Browser Inner Shell Margins ............................................................................... 3-7
   3.2.8.1 Usable Inner Shell Real-Estate ....................................................................... 3-7
   3.2.8.2 Inner Shell Colors ....................................................................................... 3-7

3.3 STYLE AND FORMAT REQUIREMENTS .................................................................. 3-8

3.3.1 Display Characteristics/Colors ........................................................................... 3-9
   3.3.1.1 Text Colors / Background ............................................................................ 3-9
   3.3.1.2 Standard Text/Fonts .................................................................................... 3-9
   3.3.1.3 Custom Developed Fonts ............................................................................ 3-9

3.3.2 Security Markings ............................................................................................... 3-10
   3.3.2.1 On Screen and Printed for Various Data Items including Graphics ............... 3-10
   3.3.2.2 Cutting and Pasting Text and Graphics ....................................................... 3-10
   3.3.2.3 On Screen Security Screen Markings Table for the Navigation Bar .............. 3-10

3.3.3 Front and Rear Matter ....................................................................................... 3-12
   3.3.3.1 Paper Domain Only .................................................................................... 3-12
   3.3.3.2 IETM Domain Only .................................................................................... 3-13
   3.3.3.3 Both .......................................................................................................... 3-13

3.3.4 Body .................................................................................................................. 3-13
   3.3.4.1 Change Summaries and Markings ................................................................. 3-13
   3.3.4.2 Lists ......................................................................................................... 3-14
   3.3.4.3 Steps/Procedural ....................................................................................... 3-14
   3.3.4.4 Hot Spots/Links ....................................................................................... 3-14
   3.3.4.5 Dangers, Warnings, Cautions and Notes ......................................................... 3-16
      3.3.4.5.1 Pop-up Dangers, Warnings, Cautions and Notes (If Used) ....................... 3-18
      3.3.4.5.2 Hazardous Material Icons (if used) .......................................................... 3-19
   3.3.4.6 Tables ......................................................................................................... 3-19
      3.3.4.6.1 Large/Complex (TOC-worthy) Tables .................................................... 3-20
      3.3.4.6.2 Small (both TOC and non-TOC-worthy) Tables .................................... 3-20
   3.3.4.7 Graphics ..................................................................................................... 3-20
      3.3.4.7.1 Illustrated Parts Breakdown (IPB) ............................................................. 3-20
      3.3.4.7.2 Troubleshooting Diagrams ................................................................. 3-21
      3.3.4.7.3 TM Illustrations (Traditional Line-Art) .................................................... 3-21
      3.3.4.7.4 In-Line / Out-Line .............................................................................. 3-22
      3.3.4.7.5 Foldouts ............................................................................................... 3-23

3.3.5 Multimedia and Other Items/Functions .............................................................. 3-23
   3.3.5.1 CODECS ..................................................................................................... 3-24
3.3.5.1.1 Windows Media File ................................................................. 3-24
3.3.5.1.2 Moving Pictures Experts Group ............................................. 3-24
3.3.5.1.3 RealAudio/RealVideo File ..................................................... 3-25
3.3.5.1.4 QuickTime File ..................................................................... 3-25
3.3.5.1.5 Audio/Video Interleave File .................................................. 3-25
3.3.5.2 Audio ...................................................................................... 3-25
3.3.5.2.1 Sound .................................................................................. 3-26
3.3.5.2.2 Voice I/O ............................................................................ 3-26
3.3.5.3 Graphics (Photos, etc – other than Traditional Line-Art) .......... 3-27
3.3.5.4 Video ...................................................................................... 3-27

3.4 User Interface .................................................................................. 3-28

3.4.1 Administration ............................................................................ 3-28
3.4.1.1 Metadata/Administrative Information ....................................... 3-28
3.4.1.2 Technical Manual Deficiency/Evaluation Reports (TMDERs) ... 3-29
3.4.1.3 IETM Specific Browser Help .................................................... 3-32
3.4.1.4 Versioning ............................................................................. 3-32

3.4.2 Re-purposing Data and Hardcopy Output .................................. 3-33
3.4.2.1 IETM Printing ........................................................................ 3-33
3.4.2.2 Print On Demand ................................................................... 3-34
3.4.2.3 Sharing Data ........................................................................ 3-34
3.4.2.4 Adobe PDF TMs Deployed in the IETM Domain ................. 3-34

3.4.3 Interactive IETM Session ............................................................. 3-34
3.4.3.1 Session Control ..................................................................... 3-35
3.4.3.2 Access/Authorization Control ................................................ 3-35
3.4.3.3 Bookmarks and Annotations ................................................ 3-37
3.4.3.4 Audit Trails .......................................................................... 3-39
3.4.3.5 Return to Default/Initial State ............................................... 3-39
3.4.3.6 Browsing ............................................................................ 3-39
3.4.3.7 User Interaction/Screen Dialogs ............................................ 3-40
3.4.3.8 Dialog Boxes ....................................................................... 3-41
3.4.3.8.1 Dialog Push Buttons ......................................................... 3-41
3.4.3.8.1.1 Usage of Dialog Push Buttons ..................................... 3-42
3.4.3.8.1.2 Presentation of Dialog Push Buttons ......................... 3-42
3.4.3.8.2 Dialog Cursor Movement ................................................ 3-42
3.4.3.8.3 Radio Buttons, Checkboxes, Text Input, Pull-down Menus, Buttons 3-43
3.4.3.8.4 Dialog Titles .................................................................. 3-43
3.4.3.8.5 Dialog Box Types .............................................................. 3-44
3.4.3.8.5.1 Alert Dialog Box ......................................................... 3-44
3.4.3.8.5.2 Fill-in-the-Blank Dialog Box ....................................... 3-44
3.4.3.8.5.3 Single-Choice Dialog Box ......................................... 3-45
3.4.3.8.5.4 Multiple-Choice Dialog Box ..................................... 3-46
3.4.3.8.5.5 Composite Dialog Box................................................................. 3-47
3.4.3.9 Context Filtering ...................................................................................... 3-48
3.4.3.10 Links to Other Programs – TFW Interface, ATIS Interface .................. 3-48
3.4.3.11 Screen Stacking....................................................................................... 3-50
3.4.3.12 Response Time........................................................................................ 3-50
3.4.3.13 Searching (Current Page vs. IETM vs. Lib vs. Web) ......................... 3-50

APPENDIX A User Interface inner shell Screen .............................................. 1
  A.1 USER INTERFACE SCREEN REGIONS TOOL ........................................... 2
  A.2 USER INTERFACE REGION TEMPLATES DOCUMENTATION .................. 12
  A.3 EXAMPLE TOC.HTM FILE: .................................................................. 12

APPENDIX B STANDARD ICONS AND SYMBOLS ....................................... 1

APPENDIX C Technical Data Set Change Handling ......................................... 1

APPENDIX D Operating Domains and Linking ................................................. 1
  D.1 INTRODUCTION ........................................................................................ 2
  D.2 LINKING .................................................................................................... 2
  D.3 PRINT/PAPER DOMAIN ......................................................................... 4
  D.4 IETM DOMAIN ........................................................................................ 5
  D.5 LIBRARY DOMAIN ................................................................................. 6
  D.6 NET DOMAIN .......................................................................................... 7
SECTION 1 INTRODUCTION

1.1 Scope

The scope of this document is limited to addressing Interactive Electronic Technical Manuals (IETMs) likely being maintained in Standard Generalized Markup Language (SGML) or Extensible Markup Language (XML). These IETMs are to be viewed with a standard browser such as Microsoft’s® Internet Explorer or Netscape’s® Navigator and delivered to run under Advanced Technical Information Support (ATIS), an intra/internet, or a combination thereof.

This document is intended to be used by all activities developing and delivering IETMs and associated products in support of Team Submarine for use on board United States Navy submarines.

1.2 Purpose

The primary purpose of this guide is to establish common minimum requirements for the look and feel, or style, of web-based IETMs. The goal of a common look and feel is ultimately in the best interest of the end user. As migration toward shared data and sailors trained across multiple platforms and equipment increases, the opportunity and responsibility, especially to the end users, is to establish robust standards for a common look and feel (and operation) of products.

The goal is to have the general look and feel of resultant IETMs be such that the end user cannot tell if an IETM was created at one activity or another. Interaction with other IETMs, and the library itself, is similar, no matter what activity created the IETM.

1.3 Use

In order to properly use this document, one must understand the approach that was taken in developing it and how it is structured. In general, the document attempts to establish a baseline environment for IETM developers to use for guidance.

Section 1 defines to what this document applies, the goal of this document, to whom it applies, and the basic assumptions made in preparing the document. Section 2 is self-explanatory. Section 3 is the the requirements section which provides an overview, and the requirements for IETM screen layouts, style, and format, and the user interface. Section 3.2 focuses on the requirements for the screen layouts inside the IETM itself, or the Inner Shell, section 3.3 discusses the general presentation requirements of an IETM, and section 3.4 covers IETM user interface issues.

The appendices contain various detailed information supporting section 3, including example user interface Inner Shell screens, a Table of Standard Icons, Technical Data Set for change handling information, and a discussion of operating domains and linking.
1.4 **INTENDED AUDIENCE**

The intended audience for this document is primarily IETM developers and deliverers. The document applies to all Team Submarine IETM acquisition and development activities, including the creators and developers of the IETMs (both with regard to the IETM content and the selection of presentation software used to display that content). This document can also be used as a guide for IETM developers by other DoD activities.

1.5 **ASSUMPTIONS**

In preparing this document, the following assumptions apply:

1. **Browsers:** The standard Navy downloads associated with IT21 and NMCI should be the target browsers. The NMCI approved browsers currently are Internet Explorer version 5.5 SP 2 128 bit and Netscape 4.76. If the NMCI approved browsers change, the change should be implemented while maintaining the user interface specified in this document.

2. **Source Markup Language:** It is assumed that the IETM’s source markup files will be derived from an approved DTD or Schema from the Navy DTD/FOSI Repository. [http://navycals.dt.navy.mil/dtdfosi/reposdtd.html](http://navycals.dt.navy.mil/dtdfosi/reposdtd.html)

3. **Delivery Markup Language:** It is assumed that the IETMs will be delivered in a version of either HTML or XML appropriate for the browser. (Scripting languages and add-ons/plug-ins are a separate issue.)

4. **It is assumed that the runtime environment includes network ATIS and that compliance and interaction with ATIS is required.**

5. **Specific program requirements are not addressed.**
SECTION 2 APPLICABLE DOCUMENTS, REFERENCES AND DEFINITIONS

2.1 GENERAL

The documents listed below are not necessarily all of the documents referenced herein but are the ones that are needed in order to fully understand the information provided by this guide. Other references are cited throughout this document where they are used. These specifications, standards, and handbooks form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those listed in the latest issue of the Department of Defense Index of Specifications and Standards (DoDISS), and supplements thereto, and are referenced for guidance only. Unless otherwise indicated, copies of the above specifications, standards, and handbooks are available from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111.

2.2 DOCUMENTS/STANDARDS

2.2.1 Naval Sea Systems Command (NAVSEA) / Space and Naval Warfare Systems Command (SPAWAR)

1. Team Submarine Policy and Guidance for Acquisition and Conversion of LTD to Digital Form for Submarine Programs Draft Version C


2.2.2 Department of the Navy (DoN)


   https://tfw-opensource.spawar.navy.mil/

2.2.3 Department of Defense (DoD)

2. Defense Information Infrastructure (DII) Common Operating Environment (COE),
   http://diicoe.disa.mil/coe/


4. Markup Requirements and Generic Style Specification for Exchange of Test and Its Presentation, MIL-PRF-28001C, 2 May 1997,

5. Application of MIL-PRF-28001 Using Standard Generalized Markup Language (SGML),
   MIL-HDBK-28001, 30 June 1995,
   http://astimage.daps.dla.mil/docimages/0002/23/06/28001_PD5

2.2.4 Other Government
1. IETM User-Interaction ("Look and Feel") Guidelines for Aerospace Industries Association (AIA), Technical Publications Symposium May, 1999,

   Defense Systems Management College Press, Fort Belvoir, VA,
   http://www.dau.mil/pubs/misc/ietm%5F00%2D02.doc

2.2.5 Order of Precedence
In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

2.3 **ACRONYMS / DEFINITIONS**

2.3.1 Acronyms Used in this Guide
- ACN: Advanced Change Notice
- ASF: Advanced Streaming Format
- ATIS: Advanced Technical Information Support
- BMP: BitMap
- CALS: Continuous Acquisition and Life-Cycle Support
- CGM: Computer Graphic Metafile
COE       Common Operating Environment
COTS      Commercial Off-the-Shelf
DAPS      Document Automation and Production Service
DII       Defense Information Infrastructure
DoD       Department of Defense
DoDISS    Department of Defense Index of Specifications and Standards
DoN       Department of the Navy
GIF       Graphic Interchange Format
IETM      Interactive Electronic Technical Manual
I/O       Input/Output
IPB       Illustrated Parts Breakdown
IT-21     Information Technology for the 21st Century
JEDMICS   Joint Engineering Data Management Information and Control System
JPEG      Joint Photographic Experts Group
JTA       Joint Technical Architecture
LOC       List of Changes
LOI       List of Illustrations
LOT       List of Tables
MPEG      Moving Picture Experts Group
NAVSEA    Naval Sea Systems Command
NIFF      Navy Image File Format
NMCI      Navy Marine Corps Intranet
NSDSA      Naval Systems Data Support Activity
NSWCCD    Naval Sea Warfare Center Carderock Division
ODA/ODIF  Office Document Architecture / Office Document Interchange Format
PDA       Personal Digital Assistant
PDF       Portable Document Format
POD       Print On Demand
RAC       Rapid Action Change
SGML      Standard Generalized Markup Language
SPAWAR    Space and Naval Warfare Systems Command
SSL       Secure Sockets Layer
SSM       Ship Systems Manual
SSO       Single Sign On
SVG       Scalable Vector Graphics
TDKM      Technical Data Knowledge Management
TDMIS     Technical Data Management Information System
TFW       Task Force Web
TIFF      Tiled Image File Format
TM        Technical Manual
TMDER     Technical Manual Deficiency/Evaluation Report
TMIN      Technical Manual Identification Number
TMMP      Technical Manual Management Program
TMPOD     Technical Manual Print On Demand
TOC       Table of Contents
UFS       User Facing Service
2.3.2 Definitions of Selected Terms

**Annotations**: Annotations are the ability of the system administrator or user to place special notes within a manual. These notes can be public information for all users, such as special information that requires rapid deployment to the manual holders (e.g., “Advance Change Notices”). They also can be private notes needed only by the user to assist in their training or in the performance of their duties.

**Audit Trails**: Audit trails are the ability of the IETM or system to know where the user has navigated within the IETM or the system.

**Bookmark**: Bookmarks are the capability to mark areas of interest to allow quick access. In today’s environment, the terminology bookmark has been expanded to include “Favorites” and “Shortcuts.”

**Cascading Menus**: A cascading menu is the child of the first menu item selected. In both the drop-down menu format and the pop-up menu format, the child menu appears next to the first menu item selected. There may be several levels of cascading menus.

**Context Filtering**: Context filtering is when the presentation system automatically displays the relevant information applicable to the existing situation. For an example, only a specific piping system would be displayed in a compartment diagram or the level of instructions would be filtered based on the users level of ability (novice vice expert).

**Dialogs**: Dialogs are the pop-ups and in-line collection mechanisms for gathering information for the IETM from the user.

**Guide Post**: The Guide Post is the part of the User Navigation Panel that allows the user to get to and initiate special advanced functions or to return to the standard default ribbon bar.

**Inner Shell**: The Inner Shell is the portion of the IETM, within the browser shell, provided as the client application display area. This is the only portion of the screen real-estate under the developer’s control.

**Outer Shell**: The Outer Shell is the portion of the screen that surrounds the Inner Shell. This part of the screen should not be modified or controlled by the developer.
Pop-Up Menus: Pop-up menus are menus that the user specifically invokes by right mouse clicking. The pop-up menu appears at the cursor location.

Screen Stacking: Screen stacking is when there are several windows open at the same time that are stacked one on top of each other in a staggered fashion. Screen stacking can confuse the novice user and is to be avoided.

Session Control: Session control is the ability to stop and start an IETM session in the middle of work. For highly interactive IETMs, this involves saving the state of the session for later reload to re-establish the user session back to where it was before the interruption.

User Navigation Panel: This part of the Inner Shell provides a Main Menu Bar of the necessary common functions and/or options.
SECTION 3 REQUIREMENTS

3.1 OVERVIEW

The problem as stated in Handbook 511, Section 9, “MAINTAINING A COMMON LOOK-AND-FEEL AMONG DIFFERING IETMs”, is as follows:

“While the use of the common browser does standardize many of the user-interaction features, it is very likely that a custom component will contain its own set of unique user-interaction features layered under the higher-level browser toolbars. These features often conform to a proprietary look-and-feel dictated by the COTS product being employed. However, the need for a procurement-guidance document which can be employed to minimize the differences in look-and-feel among various disparate IETM presentation components that operate in the JIA environment still exists. From both the Training and the Job Performance perspective, the effectiveness of each product is enhanced when it is displayed in accordance with a standard style, even if the actual underlying IETM presentation components vary and are proprietary in nature.”

This document sets out the procurement requirements for the IDPWG community “look-and-feel” style.

Handbook 511 - 9.1 Joint DoD/Industry User-Interaction Guidelines “… The guidance contained herein greatly reduces the existing performance requirements to those few that are really needed, and tightens down those few remaining recommendations to be as specific as possible. The intent is that these guidelines eventually replace the user-interaction requirements sections of MIL-PRF-87268, Manuals, Interactive Electronic Technical: General Content, Style, Format, and User-Interaction.”

IETM technical manual contract requirements and other procurement instruments may specify that delivered IETM view packages conform to the included look-and-feel user-interface recommendations. By doing so, it will be possible to obtain a meaningful level of common DoD IETM look-and-feel interface without the acquisition of a custom IETM system.

Handbook 511 provides guidelines in chapter 9 for the “look-and-feel” of an IETM and encourages a requirements document be created for a community of interest. This document is the look-and-feel requirements for IDPWG IETMs.

3.2 PHYSICAL IETM SCREEN LAYOUTS - THE INNER SHELL

The Inner Shell is the portion of the IETM, within the browser shell, provided as the client application display area. The only portion of the screen real-estate under the developer’s control is the Inner Shell. The Outer Shell is the portion of the screen that surrounds the Inner Shell. The developer should not attempt to modify or control the Outer Shell. As technology
changes, the impact on the Outer Shell is unknown. For example, the Task Force Web Portal and the User Facing Service do not allow the developer the flexibility to control the Outer Shell.

![Inner Shell](image)

Figure 3.1

3.2.1 General Screen

Handbook 511 - 9.2.4 Control Bars

a. The User Navigation Panel (Tool Bar) should provide the necessary choices/options available at the current time

b. The User Navigation Panel is needed with an optional toggle capability to turn it off.

c. The User Navigation Panel should remain accessible by persistent visible indication.

d. Use the standard icons when applicable in the User Navigation Panel.

Within the Inner Shell is a Guide Post in the upper left hand corner and to the right of the Guide Post is an optional Classification and Navigation Panel. To the left below the Guide Post is a resizable area to display list of contents, list of figures, list of tables, etc as selected in the Guide Post. The Navigation Panel is divided into the Library Navigation Panel and the User Navigation Panel with the order of presentation being the Library Navigation Panel above the User Navigation Panel. The general form is the “inverted L” with the Guide Post in the upper left hand corner. The optional status bar should be located at the bottom of the Inner Shell to the right of the resizable display area. The rest of the Inner Shell will contain the Main Display Screen. See Appendix A for examples of standard Inner Shell layouts.

The Guide Post or compass rose icon should always remain visible. If you need the real-estate and you have an exceptionally rare and unusual case, then the Guide Post or compass rose icon representing the minimized Guide Post should provide the means to restore the User
Navigation Bar. This should be used rarely, if ever. You may not remove the Guide Post under any circumstances. It should always appear on top of everything else.

3.2.2 Guide Post Functions

This area allows the user to get to and initiate special advanced functions or to return the user to the standard default as described herein. Many of these functions apply to Class 4 and 5 IETMs rather than Class 2 and 3 IETMs. A logo for the Guide Post is optional.

Right mouse clicking on this area will provide the following Guide Post functions menu via a pop-up.

- Reset User Interface to Standard Default? Y/N (mandatory)
  - If the user interface can be changed, a user should be able to reset the user interface back to the default, defined as the user interface defined upon normal start-up of the IETM for the first time.
- Minimize IETM (optional)
  - This should cause the IETM to disappear from the screen and indicate an active application on the application tool bar for the operating system.
- Exit IETM - (mandatory)
  - This should ask the user if they wish to exit the IETM and then if appropriate to save the session.
- Print Screen - (mandatory)
Print what is on the IETM screen.

- Print Page Equivalent - (optional)
  - Print the present screen including scrolled off information.

- Change to Page View - (optional)
  - Change to a paged view, usually PDF.

- Open New IETM - (optional)
  - Open another IETM in a separate window.

- Pause and Save work/location - (optional)
  - For those IETMs that can pause, save and resume sessions.

- Resume Saved work/location - (optional but if you can save – you should have a resume)
  - For those IETMs that can pause, save and resume sessions.

- Create TMDER (mandatory)
  - Create a TMDER/TPDR for the portion of the IETM currently being used.

- View Change Summary (mandatory)
  - Allow user to view the change summary.

- Resume – Return back to what you were doing - (mandatory)
  - Use the resume if user accidentally brought up the Guide Post and doesn’t need to do anything.

- Get to administrative info (mandatory)
  - Allow user to view the front matter and other administrative information.

- Abort Browse Mode (optional)
  - If browse mode is implemented, allow the user to exit from the browse mode.

- User Navigation Panel (Tool Bar) Toggle (optional)
  - Not recommended. An optional toggle capability to turn off the User Navigation Panel. The Guide Post (or compass rose for a minimized Guide Post) and Classification Bar will remain visible.

- Other Custom Functions available to user (these should be listed on the pop-up menu in addition to the mandatory and implemented optional items)
  - Any custom functions that the IETM provides should be placed here. This way the user knows how to get to them in a standard way.

3.2.3 Table of Contents

<table>
<thead>
<tr>
<th>Handbook 511 - 9.2.12 Information Access (Indices, Electronic TOCs, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. A Table/List of all key entry points should be made available for user access.</td>
</tr>
<tr>
<td>b. Access should be provided via a Hierarchical Breakdown such as:</td>
</tr>
<tr>
<td>1. SSSN (MIL-STD-1808)</td>
</tr>
<tr>
<td>2. LCN</td>
</tr>
<tr>
<td>3. AECMA 1000D</td>
</tr>
<tr>
<td>c. Graphical Interfaces are acceptable.</td>
</tr>
</tbody>
</table>

The area on the left side below the Guide Post is the area where the TOC will appear. This area should have a resizable right-side border (so that the TOC area can be reduced in size.
to the left). When the user hovers the cursor over a TOC item, the full name of the TOC item will appear.

List of Tables – these are displayed in the display area for the TOC and the original TOC is hidden (or simply not displayed) while the List of Tables is presented.

List of Figures - these are displayed in the display area for the TOC and the original TOC is hidden (or simply not displayed) while the List of Figures is presented.

There has been a lot of work on TOCs by various vendors. One vendor’s TOC may load quickly, but be slow to operate, expand, etc. Another’s may load very slowly, but be very quick to operate. It is recommended that all the best practices be shared such that all the TOCs will operate optimally.

3.2.4 Previous/Next

Previous/Next in the Guide Post walks through the fully expanded TOC which need not be displayed at the moment in the left hand TOC/Index of areas. Previous moves you back up the fully expanded TOC and Next moves you down through the fully expanded TOC. It should be noted that the words ‘back’ and ‘forward’ refer to the Outer Shell browser functions which may or may not operate as Previous and Next. Here fully expanded TOC means if all levels of the TOC could be displayed.

3.2.5 Standard Icons

When icons are used, they should be the standard icons. In order to view the icons, the following fonts are REQUIRED as the standard install for NMCI/IT-21 deployed systems: monotype sorts, monotype sorts2, webdings, wingdings, wingdings 2, and wingdings 3. See Appendix B for standard icons.

3.2.6 Additional Controls, Tools, User Navigation Bars

The User Navigation Panel provides a Main Menu Bar of the necessary common functions/options. The User Navigation Panel (ribbon bar) should be laid out as follows:

Note 1: Previous, Next, TOC, History, Search, Print, Feedback, Exit, Help core requirements should appear in exactly this order, left justified, on the first ribbon bar. When a function is not available it should be grayed out. This is so users can depend on these items appearing at a standard location in a standard order.

Note 2: Additional controls, if used, are to be placed on the ribbon bar just below the User Navigation Panel core requirements ribbon bar and should be oriented so that icons are right justified.
Note 3: Accompanying icons are optional; however, the text should always be present.

Pop-up menus – the user specifically invokes with right mouse and the information appears at the cursor. These are highly useful on graphics to provide additional user choices and settings.

The User Navigation Panel can include an option for a user configurable Tool Bar of functions. However, if used, there should be the ability to reset the tool bar to some default via the ‘Return UI to Default’ function.

Cascading menus may appear as a child of the first menu item selected. (In a drop-down menu, this appears next to the first menu item selected. In a pop-up, again it appears next to the first menu item selected). There may be several levels of cascading menus.

3.2.7 Screen Sizes

<table>
<thead>
<tr>
<th>Handbook 511 - 9.2.11 Screen Resolution and Color Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Presentation systems should not presume any fixed display resolution, or size.</td>
</tr>
</tbody>
</table>

Proper planning for the size and resolutions of various devices up front in the planning stages makes life-cycle sense as the presentation technology is always undergoing change (e.g., terminals, desktops, laptops, personal digital assistance devices, etc).

3.2.7.1 PC Screen Size

The minimum screen size that the IETM should be authored to operate on a desktop or laptop is 800 wide x 600 high pixels. The user interface region Inner Shell layout templates in Appendix A are to be used.

3.2.7.2 Personal Digital Assistant (PDA) and Pocket PC Screen Size

The present marketplace has 3 different resolutions for the PDA and Pocket PC:

160 x 160 Monochrome and Color (most vendors support at least in monochrome)
320 x 240 (several vendors supply)
320 x 480 (little vendor support at this writing).

An IETM must be able to be used at these alternative resolutions. The user interface region Inner Shell layout templates in Appendix A are to be used.

3.2.7.3 Electronic Book and Tablet Screen Size

The minimum screen size that the IETM should be authored to operate on an electronic book or tablet is 800 wide x 600 high pixels. The user interface region Inner Shell layout templates in Appendix A are to be used.
3.2.8 Browser Inner Shell Margins
It is recommended that the browser defaults be overridden with the following HTML code:

```html
<BODY MARGINWIDTH="10" LEFTMARGIN="10" MARGINHEIGHT="15"
TOPMARGIN="15">
```

where these values are in pixels.

3.2.8.1 Usable Inner Shell Real-Estate
By using the default margins above of 10 pixels on the left and 15 pixels down, the usable Inner Shell real-estates\(^1\) are:

<table>
<thead>
<tr>
<th>Screen Resolution</th>
<th>Actual Inner Shell Real-Estate (results may vary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 x 600 pixels</td>
<td>717 x 390 pixels with Office Bar</td>
</tr>
<tr>
<td>800 x 600 pixels</td>
<td>723 x 390 pixels w/o Office Bar</td>
</tr>
</tbody>
</table>

While the results vary with actual situation, the key point is that the full real-estate of the Inner Shell cannot be utilized at any given time. Browsers also support turning control bars on and off as well as size adjustment of the various browser panes. Therefore, use of the Inner Shell region should consider and be tested with other environmental conditions to ensure reliable end-user functionality.

3.2.8.2 Inner Shell Colors

a. Presentation system and graphics developers should consider the use of standard “safe” colors visible across multiple presentation systems.

Design should be for the lowest acceptable color of the worst display device (8-bit color PDAs, cell phones, etc). Today’s computers are no longer limited to the 216 safe colors of yesterday. However, prudent design dictates the use of the 8-bit color palette, considering that future use of the IETM may indeed be rendered on a device limited to 8-bits. (See [www.lynda.com/hex.html](http://www.lynda.com/hex.html).)

Below is a table that lists the 216 windows colors with their corresponding HEX values and RGB values. The source for this table is [www.lynda.com/hexh.html](http://www.lynda.com/hexh.html).

---

\(^1\) Adapted from [http://hotwired.lycos.com/webmonkey/99/41/index3a_page3.html?tw=design](http://hotwired.lycos.com/webmonkey/99/41/index3a_page3.html?tw=design)
3.3 STYLE AND FORMAT REQUIREMENTS

Handbook 511 - 9.2.1 Display Format (text/font, graphic, table, lists, object embedding)

a. Use best commercial practices.

b. Use of multiple frames is not a requirement.

This section covers generalized presentation requirements of an IETM and does not cover specific content issues.
3.3.1 Display Characteristics/Colors

When developing an IETM, developers should use the NMCI TFW Navy Enterprise Applications Guide and MIL-HNBK-511. This IETM developers guide further refines the information within those documents.

3.3.1.1 Text Colors / Background

The text should be black (#000000 or #000033) except as noted elsewhere. Background should be white (#FFFFFF) except as noted elsewhere. This aids printing without loss of content. There may be operational exceptions such as night ops and where color has special meaning. Use of the safe color palette (see Inner Shell Colors in the previous section) avoids surprises upon fielding to 8-bit devices such as PDAs.

The NMCI TFW Navy Enterprise Application Development Guide styles.css stylesheet should be used. IMPORTANT NOTE: The styles.css version Oct 26, 2002 uses unsafe colors in a:hover, body, .currentdirectory, .fileselected, .folderselected, .libraryselected, .librarypath, .lightwash, .mediumwash, .message, .nc2, .toolbar, .wpadvice, .wpcontentlist1, .wpcontentlist2, and .wptreetop. Also, the ie_styles.css version Oct 26, 2002 uses unsafe colors in input, select, and textarea.

3.3.1.2 Standard Text/Fonts

Here are the requirements for font standardization of IETMs delivered to the end-user.

<table>
<thead>
<tr>
<th>Electronic Presentation</th>
<th>Normal Font</th>
<th>Arial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Size</td>
<td>Eight (8) points</td>
<td>The minimum size for electronic presentation is 8pts. (This is 8 pts). Don't use anything smaller. This is 6pts.</td>
</tr>
<tr>
<td>Fixed Font (if needed)</td>
<td>Courier New</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hardcopy Presentation</th>
<th>Normal Font</th>
<th>Arial or Times New Roman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Size</td>
<td>8 points</td>
<td></td>
</tr>
<tr>
<td>Fixed Font (if needed)</td>
<td>Courier New</td>
<td></td>
</tr>
</tbody>
</table>

3.3.1.3 Custom Developed Fonts

There is a real problem if you need a custom developed font under NMCI and TFW. An example is the bar over font frequently used in the Ship Systems Manuals (SSMs) – AB, BC, etc. It is advised that an alternative representation be used. In the case of bar over, use the ~AB for representing the font.

The fonts that the community agrees are needed should be made available as a library of re-useable fonts that any developer can obtain and that are included in the standard deployed NMCI environment.
3.3.2 Security Markings

Whenever classified and distribution information is displayed, an indication of the classification/distribution level is to be indicated at the top of the browser and the Navigation Bar of the Inner Shell. Technical data developed using this specification should have security classification markings in accordance with DOD 5220.22-M and 5200.1-R.

3.3.2.1 On Screen and Printed for Various Data Items including Graphics

The security markings should show on the Title Bar at the top of the browser to remind the user of the classification/distribution. By placing the classification/distribution in the title tags of the XML/HTML, the security markings will show on the Title Bar and will be printed on a page printed from the browser.

Example Code:

```html
<TITLE>[ Classification – Distribution – Document Number ]</TITLE>
<TITLE>[ CONFIDENTIAL –NOFORN – S9SSN-XX-SSM-XX0 ]</TITLE>
```

Because graphics can be printed separately from the browser print function, graphics requiring security markings should be stamped with the security markings at the top and bottom of the graphic.

3.3.2.2 Cutting and Pasting Text and Graphics

Carrying the security markings from one document to create another is the responsibility of the individual cutting and pasting the text or graphics. Graphics requiring security markings should be stamped with the security markings at the top and bottom of the graphic.

3.3.2.3 On Screen Security Screen Markings Table for the Navigation Bar

Per SECNAVINST 5510.36 which calls out the GSA Information Security Oversight Office (ISOO) guidelines utilizing the standard 700 series forms (labels) which are presently color coded. Per Defense Security Service Academy (formerly DOD Security Institute) [http://www.dss.mil/search-dir/isec/change_ch8.htm](http://www.dss.mil/search-dir/isec/change_ch8.htm) the standard colors are "orange for Top Secret, red for Secret, blue for Confidential and green for unclassified" which agrees with the 700 series color coding. (Exception can be made if a colored binder exists for the hardcopy version of the legacy technical manual, then the Classification Bar shall be colored to mimic the colored binder.) This is summarized here:
Security screen markings will be shown in the bar across top of the "body" area to remind the user of classification/distribution. The table below provides the marking requirements.

<table>
<thead>
<tr>
<th>FORM #</th>
<th>TITLE</th>
<th>Color</th>
<th>Example/Hex Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF 706</td>
<td>TOP SECRET label</td>
<td>Orange</td>
<td>Hex Code #FF9900</td>
</tr>
<tr>
<td>SF 707</td>
<td>SECRET label</td>
<td>Red</td>
<td>Hex Code #FF0000</td>
</tr>
<tr>
<td>SF 708</td>
<td>CONFIDENTIAL label</td>
<td>Blue</td>
<td>Hex Code #33FFFF</td>
</tr>
<tr>
<td>SF 710</td>
<td>UNCLASSIFIED label</td>
<td>Green</td>
<td>Hex Code #00CC00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification Bar (located just below NAV utilities bar in the top of the screen)</th>
<th>Color and Marking for Security Marking Bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unclassified</td>
<td>Text: No text unless distribution markings are required. <strong>Light-Green</strong> background. Color Code for Block: #00CC00</td>
</tr>
<tr>
<td>FOUO “For Official Use Only”</td>
<td>Text: “FOUO” center in the middle of the screen with a <strong>Light-Green</strong> or <strong>Light-Blue</strong> background or hyphenated with the classification such as “CONFIDENTIAL-FOUO”</td>
</tr>
<tr>
<td>Confidential</td>
<td>Text: “CONFIDENTIAL” center in the middle of the screen with a <strong>Light- Green</strong> background Color Code for Block: #33FFFF</td>
</tr>
<tr>
<td>NOFORN</td>
<td>Text: “NOFORN” center in the middle of the screen with a <strong>Light-Green</strong> or <strong>Light-Blue</strong> background or hyphenated with the classification such as “CONFIDENTIAL-NOFORN”</td>
</tr>
</tbody>
</table>
3.3.3 Front and Rear Matter

Front matter consists of the material preceding the first chapter, and rear matter consists of the material that follows the body. Rear matter consists of material following the last chapter. The specific front and rear matter requirements are based on the technical manual contract requirements.

3.3.3.1 Paper Domain Only

The following is the front matter order of presentation for typical technical manual contract requirements:

- Title Page
- List of Effective Pages
- Notice to Users
- Manual Change Request
- Manual Change Form
- Instruction to Manual Holders
- Certification Sheet
- Approval and Procurement Record Pages
- Technical Manual Validation Certificate
- Record of Advanced Change Notices
- Record of Changes
- Master Index
- Foreword
- Preface
- Introduction
- Table of Contents
- List of Tables
- List of Illustrations
- List of Appendices
- Safety Summary

SECRET

Color Code for Block: # FF0000

TOP SECRET

Color Code for Block: # FF9900
3.3.3.2 IETM Domain Only

Components of the front and rear matter that are typically not part of the Table of Contents in the paper domain should be accessible from the IETM Table of Contents or User Navigation Panel. Because the IETM is not page-formatted and contains no page numbers, the List of Effective Pages and the replacement page instructions in the Instructions to Manual Holders are not required. A “What’s New” component should be established from a link on the User Navigation Panel to provide information with links to where data has changed, and to describe IETM functional and cosmetic feature changes.

3.3.3.3 Both

When required to support both hard copy and IETM domains, the developer’s publishing translators should process the different deliverable formats from the same SGML/XML source data.

3.3.4 Body

Most linearly scrolling IETMs will use the following Inner Shell layout for most of the presentation with much of the material in-line. The Highly Interactive IETM should use either the single or left/right or the upper/lower display configuration most of the time. The Inner Shell should not exceed four panes. See Appendix A for examples.

3.3.4.1 Change Summaries and Markings

Change summaries are required and can be accessed via the TOC. For contents of what is in the change summary see Appendix C, Technical Data Set Change Handling. For cleanup of the change summary itself, a revision may contain a summary of the previous change summary itself rather than a fact-by-fact account of the changes.

The user should have the option to view change markings. An option should be provided in the User Navigation Panel to allow the user to view the change markings with the default set to NO so that change markings are not displayed unless the user requests them.

Below is a general overview of change markings. See Appendix C, Technical Data Set Change Handling, for full details.

- Change markings to add new elements should mark the element with italics and the color red so that it is easily distinguishable both on-screen and printed. New elements (e.g., paragraphs, tables, steps, list items, figures - figure title gets marked) are numbered in accordance with MIL-DTL-24784. A new item between 1.2 and 1.3 becomes 1.2A. Change bars are not needed on screen but may be added in the printed copy. Example: *1.2A New Para Title*. *This is new. This is new.*

- Change markings to add new information within an element, such as new text, should be marked with italics and the color red. Change bars may be added in the printed copy. Example: This is unchanged. *This is changed*. This is unchanged.
• Change markings for deleted numbered elements (e.g., paragraphs, tables, steps, list items, figures, etc.) have the word (Deleted) printed in italics and the color red next to the number of the element deleted. Change bars may be added in the printed copy. Example: 1.2 (Deleted)

• Change markings for deleted text within an element replaces the deleted text with three red asterisks. Change bars may be added in the printed copy. Example: This is unchanged. *** This is unchanged.

   a. A visual indication of the existence of a critical change should be displayed in context.
   b. A single user interaction should be available to access the change.
   c. The user should be provided with a visual indication for critical messages at the start of the IETM.

Appendix C also provides full details on handling Rapid Action Changes (RACs) and Advanced Change Notices (ACNs).

3.3.4.2 Lists
Use technical manual contractual requirements to govern the appearance of lists.

3.3.4.3 Steps/Procedural
For check-off lists, use check boxes between the step number and the text.

1. ☑ This is a step.

When the IETM presents technical material in a screen-by-screen fashion (rather than as a scrolling screen), place as many steps as can fill the screen. Screen stacking (e.g., several open windows) should not be used to present multiple steps. Note: Steps appearing one at a time is very time consuming.

A left step with right-hand illustration or an upper step with lower illustration is preferred. If more panes are needed for illustration, keep the number of panes to three or four. When this is not feasible (such as a scrolling screen), place the graphic in-line or place a camera icon in-line so that the illustration can be displayed in another window (out-line). See Appendix A for examples.

3.3.4.4 Hot Spots/Links

Handbook 511 - 9.2.3 Link Behavior/Navigation
   a. Persistent visual indication of link(s) to additional information should be available.
   b. There should be a visual indication of how the link behaves (e.g., goto, gosub, relational).
   c. If you are executing a link that is not a goto or exit link, you should be able to return to the link source from the link destination.
Handbook 511 - 9.2.6 Selectable Elements (Hotspots)

a. All hotspots should be visually indicated.
b. There should be an indication of link destination (target) when the cursor passes over the hotspot.
c. There are three acceptable modes of visual indication of hotspots (selectable areas).
   1. Persistent visual indication that an area is hot.
   2. Cursor changing shape/color.
   3. Object changes while cursor over area (e.g., IPB callout expands).

When highlighting text for selectable elements (hotspots), either use color changes or increase background intensity. Use the standard web practice for text (that is, blue underlined initially and turning purple underlined after the link is followed).

Hotspots in graphics should be non-persistent in their display. For non-textual hotspots, change the cursor to cross-hairs (vier) when the hotspot is moused over.

Links to ATIS should be displayed using the one-click standard web practice of text that is blue underlined initially and turns purple underlined after the link is followed. The link is external to the current document collection and should be identified as an ATIS link. The link would usually be via the reference list to items (e.g., 'reference 22-TMINS XXX-XXXX-XXXX') or in the body of the text to items (e.g., 'See reference 22'). If the ATIS link is in the body, a hover-over should identify it as an ATIS external link. The hover-over indicates that an ATIS link with information about the TM, such as 'ATIS link to TMINS XXX-XXXX-XXXX, Volume 4, Part 3, Chapter 2'. If the hotspot is in the reference list where the TMINS or drawing number is already listed, the hover-over field may indicate 'ATIS link'.

To view figures, foldouts, or tables, when not in-line, use one click standard web practice of text that is blue underlined initially and turns purple underlined after the link is followed. References to in-line objects would bring up the graphic in a separate panning/zooming window effectively allowing it to be viewed out-line. Out-line graphics and tables are viewed in a separate window. Clicking on a graphic to be presented out-line should present the graphic and not send the user to a list of graphics requiring a second mouse click. Reference lists also follow standard web practices. Generally speaking, buttons are not really needed and therefore are optional. Buttons would most likely be used in place of the in-line graphic for large HTML files with many graphics to speed up initial loading. TOC links should all be one click.

Links to view animations, videos, etc. should use one-click standard web practices of text that is blue underlined initially and turns purple underlined after the link is followed. As with tables and figures, the links should include type, number, and title (e.g., 'See Video 7-3, Disassembly Procedures'). Icons may also be used for non-text references. For standardized icons, see Appendix B, Standard Icons and Symbols.
3.3.4.5 Dangers, Warnings, Cautions, and Notes

Handbook 511 - 9.2.7 Warnings, Cautions, Notes.


In the past, warning has been used to denote what is now considered danger and warning. Dangers, warning, cautions, and notes are defined in ANSI Z535.3. Here, a red border is used for both danger and warning. Also, if the requirement is to be ANSI Z535.3 compliant, there is no guarantee that a printout will be readable, due to the choice of background colors.

Here are the 8-bit safe colors to be used for Dangers, Warnings, Cautions, and Notes:

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>FF0000 or FF0033</td>
</tr>
<tr>
<td>Yellow</td>
<td>FFFF00 or FFFF33 or FFFF66</td>
</tr>
<tr>
<td>Light Blue</td>
<td>66FFFF or 33FFFF or 00FFFF</td>
</tr>
<tr>
<td>Black</td>
<td>000000 or 000033</td>
</tr>
<tr>
<td>White</td>
<td>FFFFFF</td>
</tr>
<tr>
<td><strong>DANGER</strong></td>
<td>The danger marking is used to indicate a location, equipment, system, or the ship where imminent hazard exists capable of producing immediate injury or death to personnel or threatens the primary mission of the ship. The symbol used for danger has the word danger in white text inside a red rectangle box with an optional MIL-STD-1222 hazard icon graphic below and the words ‘This is a danger’ with all appearing within a larger white box with a red border.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><img src="image" alt="DANGER" /></td>
<td>This is a Danger.</td>
</tr>
<tr>
<td>Optional</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WARNING</strong></th>
<th>The warning marking is used to indicate a location, equipment, system, or the ship where a potential hazard exists capable of producing injury to personnel if approved procedures are not followed. The symbol used for warning has the word warning in white text inside a red rectangle box with an optional MIL-STD-1222 hazard icon graphic below within a larger white box with a red border.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="WARNING" /></td>
<td>This is a Warning.</td>
</tr>
<tr>
<td>Optional</td>
<td></td>
</tr>
</tbody>
</table>
### CAUTION

The caution marking is used to indicate where a hazard exists that could severely damage equipment, system, or the ship causing loss of mission capability if approved procedures are not followed. The symbol used for caution has the word caution in black text inside a yellow rectangle box with an optional MIL-STD-1222 hazard icon graphic below all appearing within a larger white box with a yellow border.

![CAUTION](image)

This is a Caution.

### NOTE

The note marking is used to indicate a special piece of information. The symbol used for note has the word note in blue text inside a white rectangle box and larger white box with a blue border. It was suggested to make the note marking similar to the danger, warning, and caution that the word note should be in white text inside a blue rectangle box.

![NOTE](image)

This is a Note.

---

### 3.3.4.5.1 Pop-up Dangers, Warnings, Cautions and Notes (If Used)

Handbook 511 - 9.2.7 Warnings, Cautions, Notes.

- a. User should acknowledge pop up warnings and cautions before proceeding.
- b. Pop up alerts should be centered on the screen.
- c. A persistent icon should appear on the screen when alert is applicable.

Pop-up Dangers, Warnings, Cautions, and Notes appear similar to a pop-up menu with an OK button in the center of the user viewing area to alert the user of a specific condition. (These are thus out-line rather than in-line). Some systems display all applicable pop-ups as stacked window frames where the user acknowledges each one individually. In either case, the user should be able to again see the pop-up(s) after they are acknowledged by clicking on the applicable icon in the status footer.

For systems which allow minimized appearance of a pop-up Dangers, Warnings, Cautions, and Notes (as opposed to those that are in-line), the status footer bar at the bottom of the screen will appear and display the appropriate icon as shown below:
### 3.3.4.5.2 Hazardous Material Icons (if used)

Hazardous Material icons are optional. However, if they are used, they should be in accordance with ISO 3864 “Safety colours and safety signs. Part 2: Safety signs in workplaces and public areas - Overview of standardised safety signs”. A draft can be found at: [http://www.unece.org/trans/doc/2001/ac10c4/ST-SG-AC10-C4-2001-30a2e.pdf](http://www.unece.org/trans/doc/2001/ac10c4/ST-SG-AC10-C4-2001-30a2e.pdf).

Hovering the mouse over the icon will pop-up the meaning of a hazardous material icon.

### 3.3.4.6 Tables

The following contains the requirements for tables appearing within the body of the IETM (in-line), and those appearing in their own separate window (out-line).

<table>
<thead>
<tr>
<th>TABLES – GENERAL (mandatory)</th>
<th>Access</th>
<th>View with one click. (That is, without an intermediate stop).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appearance</td>
<td>May view as in-line or out-line table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View with standard web practices</td>
</tr>
<tr>
<td></td>
<td>References</td>
<td>Adherence to MIL-DTL-24784 standard for appearance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOC links should all be one click directly to table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Links in the body or table to tables should be normal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hypertext</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Example: See Table 3.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Icon: (Optional) Black Square surrounded by 2 additional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Squares ☐ (wingdings 2, #170). Example: See ☐ Table 3.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE HEADERS (if</th>
<th>Appearance</th>
<th>The header should not scroll away when rows are scrolled.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Background</td>
<td>No gray background, other colors optional (printing issue)</td>
</tr>
</tbody>
</table>
3.3.6.1 Large/Complex (TOC-worthy) Tables

Large multicolumn tables should have as a minimum a static fixed header. The header should not scroll away when rows are scrolled.

3.3.6.2 Small (both TOC and non-TOC-worthy) Tables

Small tabular text may have no lines, if controlled by style sheet.

3.3.4.7 Graphics

The following contains the requirements for graphics appearing within the body of the IETM (in-line).

3.3.4.7.1 Illustrated Parts Breakdown (IPB)
Illustrated Parts Breakdowns (IPBs) can be displayed using the entire Inner Shell while retaining the Guide Post. Hovering over a part should provide its nomenclature. Right-mouse-clicking should display a menu of options to include related remove/replace/repair procedures, part ordering, training, etc. The IPB should be linked to the parts list, and the parts list should be linked to the IPB.

3.3.4.7.2 Troubleshooting Diagrams

Troubleshooting diagrams should use available NMCI/IT-21 plug-ins for the display to the user via a browser. No special plug-in should be required for the presentation of the troubleshooting information. The recommended formats are webCGM and SVG (neither is currently on the NMCI/IT-21 standard plug-in list); however, legacy systems may continue to use JPEG and BMP as appropriate because these are native to the browser. Display of TIFF and CALS Raster requires a qualified NMCI/IT-21 plug-in (which is not available at this time). Animation of sequences is available by using MacroMedia Flash.

For performing flow-tracing during troubleshooting, the IETM should provide the ability for the user to change the highlight color of the flow trace. (Example: Change the flow tracing color for different piping systems.) Optionally, the IETM may dynamically generate a subset of the schematic/flow for a connection of interest from data (a.k.a. “wire-on-the-fly”).

For complex troubleshooting scenarios, use a three or four pane approach as shown in Appendix A. For less complex scenarios, consider a two pane (left/right, top/bottom) approach with the left or top pane providing the procedure to be followed and the right or bottom pane illustrating what the user is expecting to see or requesting user input.

3.3.4.7.3 TM Illustrations (Traditional Line-Art)


a. Developers should use best commercial practices for graphics format and display.

b. Preferred vector graphics standard: CGM - WebCGM Type 4 Profile (which is moving towards an ISO Std.).

Vector formats are preferred for all new 2-D drawings, schematics, and illustrations and should be either Computer Graphic Metafile (CGM), delivered in accordance with the international specification, ISO/IEC 8632, and the implementation profile specified by WebCGM recommendation, (http://www.w3.org/Graphics/WebCGM REC-WebCGM-19990121) or Scalable Vector Graphics (SVG) delivered in accordance with Recommendation 1.0 of the World Wide
Web Consortium (W3C) ([http://www.w3.org/TR/2001/REC-SVG-20010904/](http://www.w3.org/TR/2001/REC-SVG-20010904/))^2. SVG is preferred for vector graphics requiring animation or gradients.

If multiple graphics support one step, they should appear simultaneously as the available display real-estate allows. Graphics should provide sufficient detail to uniquely identify all maintenance parts including fasteners and consumables associated with the step. The ability to select a portion of a graphic with mouse movement and paste it into another document is optional. The IETM presentation system should provide the user with the ability to view graphic objects with pan, zoom, expand, and magnify.

While generally discouraged for new acquisition, legacy 2-D drawings, schematics, and illustrations may use raster images (e.g., TIFF, BMP, GIF, JPEG) for the simple capture of existing drawings not already in an acceptable vector format.

Raster graphics should not be used in:

1) where there is a requirement for navigation (hot-spotting, hyper-linking) within the image,
2) where there is a requirement to attach metadata or added information to text or graphic elements within the image.

Legacy applications may continue to use MIL-PRF-28002C, Raster Graphics Representation in Binary Format, 30 September 1997, Types 1, 3, and 4. Type 2, the ODA/ODIF format (CALS Type 2) included within MIL-PRF-28002, should not be used. For more information refer to the DON Data Acquisition Guide.

The C4 format (CALS Type 4) is the preferred legacy format for raster engineering drawings within JEDMICS and ATIS (Advanced Technical Information Support). The NIFF format is also acceptable for drawings and schematics.

3.3.4.7.4 In-Line / Out-Line

There are pros and cons to using in-line or out-line strategies for displaying graphics. Displaying all graphics as in-line maintains the feel of a scrolling document for viewing and printing. However, the viewability of the graphic may be compromised, unless pan/zoom is provided. Alternatively, displaying graphics as out-line allows the source to load much quicker and brings up the graphic in another window that can be toggled. The drawback is on the printing side. Unless code is written to pull in the graphics when a section is printed, they will usually be printed en masse at the end.

^2 NOTE: Programs with existing investment in CGM/webCGM data need not change to SVG. Both SVG and CGM/webCGM data can reside in the same data base management system (DBMS). The size of the existing CGM/webCGM repository investments in authoring and publishing tools may justify continued acquisition of CGM/webCGM graphics. Furthermore, CGM/webCGM can be transformed into SVG with relative ease and newer CGM/webCGM tools can create SVG from CGM/webCGM on the fly for delivery to the web.
For these reasons, a compromise is recommended. Graphics should initially be displayed in-line, mainly to support printing. When the graphic is selected, then another window should open with pan/zoom controls, etc.

3.3.4.7.5 Foldouts

By their sheer size, foldouts are difficult to handle within the IETM. Depending on individual program requirements, developers may have to provide hard copy foldouts, in addition to whatever is supplied with the IETM, to supplement their product.

3.3.5 Multimedia and Other Items/Functions

The use of multimedia in IETMs marks the great distinction between a traditional hard copy manual and a modern IETM. The information conveyed through multimedia greatly enhances the presentation of the subject matter and increases the retention of the material by the user. Multimedia includes audio, graphics, video, and animation.

The textual information for procedures, instructions, or steps should not be replaced by multimedia. Audio, video clips, and animations will not be played automatically. Audio, video clips and animations will be manually started by pressing "play" on a standard Windows Media Player or QuickTime Movie and Audio Viewer control panel. Developers need to ensure that the user can use the multimedia format being delivered. The current NMCI multimedia players and plug-ins are RealNetworks RealPlayer 8, Microsoft Windows Media Player v7.01, MacroMedia Shockwave v 8.0, MacroMedia Flash Player 5.0, Apple QuickTime Movie, and Audio Viewer v 5.0, and Internet Pictures IPIX v6.2,0.5.

<table>
<thead>
<tr>
<th>Media</th>
<th>File Type</th>
<th>MIME</th>
<th>Microsoft Media Player v7.01</th>
<th>Apple QuickTime Movie and Audio Viewer v 5.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio</td>
<td>Windows Media</td>
<td>wma, and wax</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Audio</td>
<td>Audio files</td>
<td>wav</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Audio</td>
<td>MIDI files</td>
<td>mid and midi</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Audio</td>
<td>MIDI files</td>
<td>rmi</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Audio</td>
<td>MIDI files</td>
<td>smf and kar</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Audio</td>
<td>AIFF Format sound</td>
<td>.aif, aifc, and aiff</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Audio</td>
<td>AIFF Format sound</td>
<td>cdda</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Audio</td>
<td>AU Format sound</td>
<td>au and snd</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Audio</td>
<td>ULaw files</td>
<td>ulw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio</td>
<td>CD audio track</td>
<td>cda</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MP3</td>
<td>MP3 format sound</td>
<td>mp3 and m3u</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
### CODECS

The following subsections provide an explanation of the common codecs.

#### 3.3.5.1.1 Windows Media File

These are the new Microsoft file formats to be streamed over the Internet, a computer, or network. An Advanced Streaming Format (ASF) file can contain video, audio, slide shows, and synchronized events. Windows Media Audio (WMA) contains audio. Windows Media file with Audio/Video (WMV) is the same as the ASF, except that it can be downloaded instead of streamed from a server far away.

#### 3.3.5.1.2 Moving Pictures Experts Group

These files are a series of evolving Video/Audio standards:

- **MPEG-1**: A video standard (quality slightly worse than VHS) widely used Video-CD and CD-I media.

- **MPEG Audio Layer-3 (MP3)**: This audio compression technology is capable of compressing CD-quality audio by a factor of 12 with almost no quality loss. MPEG Audio Layer-1 and MPEG Audio Layer-2 are the previous versions of MP3.
• MPEG-2: This video standard (very high quality) is used on DVD discs and digital TV broadcasts.

• MPEG-4: This is a new version of the previous MPEG standards. It is designed for streaming of multimedia data over a wide range of bit rates.

3.3.5.1.3 RealAudio/RealVideo File

RealAudio/RealVideo (.rm, .ra, and .ram files) is the current alternative to Microsoft Windows Media file formats and is utilized for streaming live or pre-recorded contents over the Internet. However it is also possible to play a RealAudio or RealVideo file directly from a computer or network. The RealPlayer must be installed on the computer to be able to play RealAudio/RealVideo files.

3.3.5.1.4 QuickTime File

These are files for the Apple rich media player, which supports a wide range of formats (Indeo, MP3, H.263, H.262, Sorenson Video 1 and 2, Cinepak, etc.). MOV and QT is the exact same file format; however, MOV is the most used format today. There is also two more file formats used in conjunction with the Apple QuickTime player: QTX and QTR. These are expansion modules for the player itself, much like windows codecs are contained in DLL files. These files are like the Macintosh DLL format.

3.3.5.1.5 Audio/Video Interleave File

The AVI file is defined by Microsoft and is the most widely used audio/video format on Windows platforms. However, it is not at all the easiest file to play. It is not compressed with one specific codec; rather, it is a file that can be compressed (or completely uncompressed) with any one of hundreds of codecs (examples: DivX, MPEG-4v2, Indeo 3.2, I263, Cinepak, etc.).

3.3.5.2 Audio

Recent audio compression algorithms allow for acceptable audio quality using much smaller file sizes. The decision as to which CODEC to use should be based on compatibility with Windows Media Player, QuickTime Movie, and Audio Viewer, and obtaining acceptable audio quality with the smallest possible file size. WAV files for all audio should be avoided because of file sizes that require significant bandwidth when run over a computer network.

Provide no Audio for Classified Information.
3.3.5.2.1 Sound

   a. Developers should use best commercial practices when implementing sound.
   b. The user should take action to hear the sound. (No automatic playing of sound.)
   c. User controls muting and volume via system controls (versus embedded controls within the application). Optional: Application can provide convenient access to the system controls.

In general, controls are provided within the control or operating system for audio. The following are the preferred controls:

<table>
<thead>
<tr>
<th>CONTROL</th>
<th>ICON</th>
<th>LOCATION/EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Volume Controls</td>
<td>Speaker</td>
<td>Usually by the operating system in a system control panel</td>
</tr>
<tr>
<td></td>
<td>Such as:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volume Up</td>
<td>Icon:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volume Down</td>
<td>Icon:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mute</td>
<td>Icon:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Play</td>
<td>Icon:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop</td>
<td>Icon:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.3.5.2.2 Voice I/O

   a. Voice I/O should be used only as supplemental input/output and navigation.
   b. Keyboard and pointing devices should be the primary input, and visual display should be the primary output.

<table>
<thead>
<tr>
<th>ICON燹</th>
<th>LOCATION燹</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn on Voice Input Recognition</td>
<td>Text: Voice Recog On Icon: ☀️</td>
<td>Optional-Local Nav Util Bar if it can be used immediately in-context. Otherwise it is a general capability – it should be an optional enhancement that can be accessed through the Guide Post.</td>
</tr>
<tr>
<td>Turn Off Voice Recog.</td>
<td>Text: Voice Recog Off Icon: ☯️</td>
<td>Optional-Local Nav Util Bar</td>
</tr>
<tr>
<td>Voice Recog On Indicator</td>
<td>Text: Voice Recog On Icon: ☀️</td>
<td>Status Footer</td>
</tr>
</tbody>
</table>
3.3.5.3 Graphics (Photos, etc – other than Traditional Line-Art)

Use graphic formats that are native to the browser, such as JPEG or GIF. The JPEG format is preferred for half-tone images and photographs. For print purposes, provide 150 or 300 dpi resolution.

The acceptable formats are:

- Adobe PDF
- BMP (BitMap)
- GIF (Graphic Interchange Format)
- JPEG (Joint Photographic Experts Group)
- TIFF (Tiled Image File Format)

3.3.5.4 Video

Recent streaming video and video compression algorithms allow for acceptable video quality by using much smaller file sizes. Video files that are compatible with Windows Media Player and QuickTime Movie and Audio Viewer should be used. Streaming video, such as ASF and WMV and MPEG, are preferred over MOV and AVI. AVI files for all video should be avoided because of file sizes that required a significant amount of bandwidth when run over a computer network.
3.4 USER INTERFACE

This section covers the user interface requirements of an IETM regarding administrative information, repurposing of IETM information, interactivity with an IETM, and searching within an IETM.

3.4.1 Administration

Administration of the IETM content requires a consistent approach to reduce confusion to the end user.

3.4.1.1 Metadata/Administrative Information

Handbook 511 - 9.2.22 Administrative Information (e.g., effectivity, authorization, distribution, validation/verification). Administrative information should be displayable.

Source 87268 Spec paragraph: 3.2.1.1
Administrative information. All IETMs shall contain the following administrative information for subsequent user selectable display:

a. Identification of the technical manual title, assigned technical manual number, and document version, as applicable

b. Classification level of the IETM (shall also be presented upon initial entry to the IETM by the user)

c. Date, baseline date plus date of latest and all previous changes, if applicable

d. Verification, change, or revision status, as applicable

e. Preparing activity

f. Activity with technical control of the IETM

g. Activity responsible for configuration management of the equipment/system

h. Address for forwarding deficiency reports or other evaluative comments

i. Method of obtaining additional copies and the format of those electronic copies

j. Distribution statement

k. Export control notice, if applicable

l. Summary of documents and/or technical manuals that are referenced in the IETM but not included in the automatically accessible data available to the IETM at the time it is used, if applicable
m. General notes describing the physical method for identifying the specific equipment to which
this IETM applies, the method for identifying the change configuration status of equipment when
not immediately obvious to a qualified user, and the relationship of the IETM to the particular
equipment under maintenance

Access to all of the above items, required in all Navy IETMs, shall be provided through menu
selection via a menu bar which is displayed when the IETM is first accessed; i.e., when the log-
on is first acknowledged by the IETM. If the IETM is classified, the overall classification level
of the IETM must be shown to the user. A recommended practice would have the window
initially accessed show the overall classification level of a classified IETM.

Administrative information has always been a required part of technical information.
Handbook 511 indicates that it should be displayable. MIL-PRF-87268A indicates the kind of
information to be covered.

NOTE: There is presently a draft of the metadata which encompasses the administrative
information for the Technical Data Knowledge Management (TDKM) project.

Administrative Information should be available during the use of the IETM via the
“Guide Post” area, which is selected by clicking on the upper left hand corner. This will then
provide a mandatory function so that the user is able to access the administrative information.

Classification level of the highest level should be shown for specific content chunk (e.g.,
if screen-by-screen then the chunk is a screen; if scrollable-file-by-scrollable-file, then the chunk
is the scrollable-file), displayed at the top of the client area above the navigation bar.

3.4.1.2 Technical Manual Deficiency/Evaluation Reports (TMDERs)

<table>
<thead>
<tr>
<th>Handbook 511 - 9.2.21 Feedback to Originator (e.g., TMDRS, Form-2028, AFTO 22).</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. A single user interaction should be available to select the function. (e.g., a button,</td>
</tr>
<tr>
<td>double mouse click).</td>
</tr>
<tr>
<td>b. The preferred user interface is a form.</td>
</tr>
<tr>
<td>c. The system should provide an output compatible with the user environment.</td>
</tr>
<tr>
<td>d. There should be a “Form fill-in completed” function before returning to the IETM</td>
</tr>
<tr>
<td>(e.g., “submit,” “done,” “okay,” “close-out”). )</td>
</tr>
<tr>
<td>e. The system should automatically generate an electronic locator (e.g., address, version)</td>
</tr>
<tr>
<td>and to the greatest extent possible, relevant fields on the form should be automatically filled-in</td>
</tr>
<tr>
<td>(e.g., user ID, system state, etc.).</td>
</tr>
</tbody>
</table>
To invoke the TMDER, right mouse on the upper left corner Guide Post area and select “Submit TMDER” from the pop-up menu.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ICON</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit TMDER</td>
<td>⊗Submit TMDER</td>
<td>Guide Post-Right Mouse Pop-up Menu&lt;br&gt;NOTE: Fires off another&lt;br&gt;Out-Line Window with the&lt;br&gt;fill-in form that can be&lt;br&gt;moved by the user in order to reference the ETM on&lt;br&gt;which the TMDER is being submitted.</td>
</tr>
<tr>
<td>Form Complete-Submit</td>
<td>Button with Text: ‘Submit TMDER’</td>
<td>Bottom of Form in the Out-Line Window.&lt;br&gt;If the system is not online, then the system should save the TMDER for later upload to the appropriate system when connected.</td>
</tr>
<tr>
<td>Form Cancel</td>
<td>Button with Text: ‘Reset/Clear Form’</td>
<td>Bottom of Form in the Out-Line Window. User can simply close the Out-Line Window containing the TMDER Form</td>
</tr>
<tr>
<td>Form Print</td>
<td>Button with Text: ‘Print Form’</td>
<td>Bottom of Form in the Out-Line Window</td>
</tr>
</tbody>
</table>


Please use this form to indicate deficiencies, problems, and recommendations relating to publications.
For attachments to this TMDER, please attach them to an e-mail to tmder@phibeam.navy.mil.
Be sure to identify the Publication number and the Report Control Number.

For further information on this TMDER form, contact TMDER Support (SHIPDA Tech. I - TMDER@SHIPDA.NAVY.MIL) or e-mail TMDER support

***You must enter RECOMMENDED CHANGES TO PUBLICATION information before clicking the Submit TMDER button, or your TMDER submission may be disposed of***

<table>
<thead>
<tr>
<th>Publication No.</th>
<th>Revision Number</th>
<th>Revision Date</th>
<th>TM Change</th>
<th>Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE600-3-30D-010</td>
<td>03</td>
<td>11117850</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 3.4**

<table>
<thead>
<tr>
<th>User Name</th>
<th>Report Control Number</th>
<th>Format in OCR code</th>
<th>10-30XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOFTWARE USER MANUAL FOR THE DOD/WIN ATLAS VERSION 4.1</td>
<td>.02</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page No.</th>
<th>Paragraph</th>
<th>Recommended Changes and Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 3.5**

<table>
<thead>
<tr>
<th>User Name</th>
<th>Report Control Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOFTWARE USER MANUAL FOR THE DOD/WIN ATLAS VERSION 4.1</td>
<td>.02</td>
</tr>
</tbody>
</table>

**Figure 3.5**
3.4.1.3 IETM Specific Browser Help

IETM Specific Browser Help is in addition to the standard browser help and is a method for providing training on IETM features and functions. The IETM Specific Browser Help should provide TMMA contacts, glossary of terms, a description of IETM features, and how to use each function.

3.4.1.4 Versioning

It is recommended that Appendix C on change management be consulted. The following is excerpted from the appendix.

The following are types of changes that require versioning:

- **Revision** – A revision occurs when more than 25% of the technical content changes and incorporates the new data and previous changes.

- **Re-Issue** - Similar to a Revision but at the Change Level. A method of "cleaning-up" a data set that has received many changes over its life-cycle

- **Change** – something in the technical data package has changed. Not enough to trigger a revision.

Changes can be marked in the SGML/XML with the following attributes:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Explanation</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chnglevel</td>
<td>Change Level for Change to be distributed</td>
<td>Blank (or “0”), &quot;1&quot;, &quot;2&quot;, &quot;3&quot;...&lt;br&gt;Note: Translation determines alpha or numeric on output</td>
</tr>
<tr>
<td>Chngtype</td>
<td>Type change whether inserting or deleting</td>
<td>&quot;add&quot; or &quot;delete&quot;</td>
</tr>
</tbody>
</table>

Example of changes of word(s) within an element at various change levels:

<table>
<thead>
<tr>
<th>Chnglevel</th>
<th>“delete”</th>
<th>“add”</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td>Look at the spoon</td>
</tr>
<tr>
<td>1</td>
<td>Spoon</td>
<td></td>
<td>Look at the ***</td>
</tr>
<tr>
<td>2</td>
<td>Moon</td>
<td></td>
<td>Look at the moon</td>
</tr>
<tr>
<td>3</td>
<td>Moon</td>
<td>Loon</td>
<td>Look at the loon</td>
</tr>
</tbody>
</table>
Example of changes of paragraphs or steps, or list item within an section at various change levels:

<table>
<thead>
<tr>
<th>Chnglevel</th>
<th>“delete”</th>
<th>“add”</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td>Look at the spoon. Look at the lagoon.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1. Look at the spoon</td>
<td>[Deleted]</td>
<td>Look at the lagoon.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Look at the moon</td>
<td>Look at the moon Look at the lagoon.</td>
</tr>
<tr>
<td>3</td>
<td>Look at the moon</td>
<td>Look at the loon</td>
<td>Look at the loon Look at the lagoon.</td>
</tr>
</tbody>
</table>

3.4.2 Re-purposing Data and Hardcopy Output

The data within the IETM should be presented to allow re-purposing or sharing. Other logistics products, such as training and work packages, capture or reference IETM data either in whole or at sublevels. The capability should exist to allow the data to be printed, referenced through hyperlinks, and transferred to another product by saving and “cutting and pasting.”

3.4.2.1 IETM Printing


a. Printed output is strongly discouraged.
b. Print capability should be used primarily for graphics.
c. All printer output should have version number and/or printed date/time stamp.
d. When customer needs printed output:
   1. Printer output should not have to conform to normal paper TM specifications
   2. Satisfactory Options:
      (a) “Pre-composed” files (such as Adobe PDF) can be attached.
      (b) “On-the-fly” composition for printing (of logical element) built into the viewing application.
      (c) Screen print. Preferred method: print data content of active window only.

IETM printing may involve printing the complete manual or a section, such as a paragraph, table, or graphic. Printing the entire manual is discouraged unless a print-on-demand feature is provided. The use of the standard browser print option “Print all linked documents” is discouraged. This feature generates wasted paper because duplicate documents are printed as each link’s document is printed.

Classification must appear on printed output. Assume the available printer can print only black-and-white and thus ensure that the use of colors lends itself to printing.
3.4.2.2 Print On Demand

A print-on-demand feature would allow printing of the complete manual similar to a current hard copy manual or logical sections such as a chapter or a set of instructions. Currently, this is accomplished by placing a hyperlink from the IETM to an Adobe PDF file of the manual.

As the fleet becomes more dependent on IETMs and less on traditional hard copy manuals, the need to print complete manuals will decline. However, the information needs to be presented to allow a user to print a logical chunk of data, such as a set of instructions, an operating procedure, or a piping diagram.

3.4.2.3 Sharing Data

Data sharing can occur before or after publication. Data sharing prior to publication should be via reference, and at publication, the share data should be embedded where used. Post publication data can be shared between logistics products by referencing hyperlinks or copying. Sharing through referencing is the preferred method, but implementation issues evolve with ensuring referenced material is available to the user and managing target links. To reduce management of target links, IDs should be persistent. The data should also be presented to allow sharing through copying either through saving using “Save as” or by “cutting and pasting”.

3.4.2.4 Adobe PDF TMs Deployed in the IETM Domain

The Adobe PDF manuals deployed in the IETM domain should be text-searchable, hyperlinked for cross-references, and have a bookmarked TOC.

PDFs for technical manual print on demand (TMPOD) primarily provide a digital means to automate printing of TMs through DAPS. These manuals are sent to NSDSA for placement in the Navy stock system to support print requisitions. Because they are used primarily to provide printed manuals, PDFs created for TMPODs need not have the higher user functionality required of PDF manuals deployed in the IETM domain. The PDF manuals deployed in the IETM domain are not acceptable as a camera-ready copy because they contain color-coded hyperlinked cross-references, which will print in gray-scale or show as light print for hard copy.

3.4.3 Interactive IETM Session

This section covers the user interface requirements for Session Control, Context Filtering, and State Handling for highly interactive (e.g., class IV) IETMs. Both Handbook 511 and MIL-PRF-87268 address some of the issues within this section. Further clarification of these references will be provided in this section.
3.4.3.1 Session Control

Handbook 511 - 9.2.9 Session Control (Suspend, Resume, Nested Sessions).

a. The user should be able to suspend a session at any time (e.g., for a break or emergency).
b. A resume function should be capable of re-starting the session at the same point it was suspended.
c. At the time of resume, the user should be advised that some key parameters/condition settings may be out-of-date (e.g., aircraft safe for maintenance, temperature change, or other people worked on the end-item/platform during the suspension).
d. The system should support the three Exit Modes:
   1. Complete (Save and update history)
   2. Abort (Don’t save or update history)
   3. Suspend (See a. above).

Session control is the ability to stop and start an IETM session in the middle of work. For highly interactive IETMs, this involves saving the state of the session for later reload to re-establish the user session back to where it was before the interruption.

All highly interactive (e.g., class IV) IETMs should support the ‘complete’ (save and update history file) and ‘suspend/resume’ functionality. The ‘abort’ should only be allowed in ‘browse’ mode on the end-user client.

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>ICON</th>
<th>LOCATION / EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Complete</td>
<td>Icon: Check Mark</td>
<td>Mandatory – Via automatic pop-up at end of session</td>
</tr>
<tr>
<td>Normal Exit</td>
<td>Text: Complete</td>
<td>Example: ✓ Complete</td>
</tr>
<tr>
<td>Abort Session</td>
<td></td>
<td>(Only in Browse Mode) same as end browse mode Example:</td>
</tr>
<tr>
<td>Suspend Session</td>
<td>Icon: Pause (two vertical bars)</td>
<td>Through Guide Post Example: II Pause Session</td>
</tr>
<tr>
<td>Resume Session</td>
<td>Icon: N/A</td>
<td>Through Guide Post Example: Session Resume</td>
</tr>
<tr>
<td></td>
<td>Text: Session Resume</td>
<td></td>
</tr>
</tbody>
</table>

3.4.3.2 Access/Authorization Control

The table below provides a summary of the five TFW authorization methods in the TFW Appendix G Application Security of the Navy Enterprise Application Development Guide. For technical manual information the General Public Service should not be used. New applications should work with Portal-supplied Common Identity, and IETM applications will still manage users for means of authorization.
<table>
<thead>
<tr>
<th><strong>Advantages</strong></th>
<th><strong>Disadvantages</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A General Public Service</td>
<td>Higher Performance</td>
</tr>
<tr>
<td>The portal provides no common identity information; however, the interface is un-encrypted</td>
<td>Higher risks because host server is exposed to the general Internet population; however, equality to current risk assumed.</td>
</tr>
<tr>
<td>No application userID/password infrastructure required.</td>
<td>Should not be used for applications requiring any form of authentication/authorization.</td>
</tr>
<tr>
<td>Easy to implement</td>
<td></td>
</tr>
<tr>
<td>An SSL Service</td>
<td>Most browsers support SSL.</td>
</tr>
<tr>
<td>Portal provides no common identity information; however, the interface is encrypted.</td>
<td>Requires a DoD PKI server certificate.</td>
</tr>
<tr>
<td>Existing means of application authentication can still be used.</td>
<td>Lower performance.</td>
</tr>
<tr>
<td>Common Identity is available to provide personalization of the service.</td>
<td></td>
</tr>
<tr>
<td>Higher performance without SSL.</td>
<td>The existing applications will need modifications to support the common identity (mapping).</td>
</tr>
<tr>
<td>Should not be used for applications requiring any form of authentication/authorization.</td>
<td></td>
</tr>
<tr>
<td>Support for the user's identity is now shifted away from the application/service developer. The application owner no longer needs to manage user passwords, but must still manage users for means of authorization.</td>
<td></td>
</tr>
<tr>
<td>Requires a DoD server certificate.</td>
<td></td>
</tr>
<tr>
<td>Common identity may be used for re-authentication to the application/service, because passwords are sent encrypted.</td>
<td></td>
</tr>
<tr>
<td>Use of this combination would be to mimic a SSO capability. An application/service may choose to accept the passed common identity to allow access and perform authorization for that user.</td>
<td>Can eliminate multiple login screens.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Portal-supplied Common Identity with COTS Single Sign On (SSO) product and SSL. The portal provides Common Identity information, and the interface is encrypted. Level of Trust: The service uses the common identity as its authentication, through the SSO product. Data sent over the UFS interface will also be encrypted providing trust that it will not be compromised in transit. This methodology provides a high level of trust.</td>
<td>Support for the user identity is now shifted away from the application/service developer. The application owner no longer needs to manage user passwords, but must still manage users for means of authorization. Passwords are never sent over the UFS interface.</td>
</tr>
</tbody>
</table>

### 3.4.3.3 Bookmarks and Annotations

Handbook 511 - 9.2.20 User Annotations (e.g., comments, user notes, redlines, bookmarks).

- a. There should be a persistent visual indication that an annotation exists.
- b. The default initial presentation of annotations is to appear minimized.
- c. If there are levels of annotations (e.g., public, private, etc.), they should be visually differentiated.

Bookmarks are the ability to mark areas of interest to allow quick access. In today’s environment, the terminology bookmark has been expanded to include “Favorites” and “Shortcuts.” The use of the browser’s bookmarking function has several implementation issues. The current browsers bookmark only at the page or document level and not to a paragraph, table, or figure. Another issue pertains to IETM Library deployments and ATIS Volume IDs. After each IETM update is installed, the users must update their bookmarks for that particular IETM.

Annotations are the ability of the system administrator or user to place special notes within a manual. These could be public information for all users such as special information that requires rapid deployment to the manual holders like “Advance Change Notices.” Alternatively,
they could be private notes needed only by the user to assist in their training. Annotations are not easily supported within the browser, but a special function could be developed.

When an IETM bookmark and annotation function is developed, NMCI and IT21 requirements should be explored to determine the path where users can save their annotations. The following table details functions and Icons that should be part of the annotation function.

<table>
<thead>
<tr>
<th>ANNOTATION</th>
<th>PUBLIC Icon</th>
<th>PRIVATE Icon</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redline</td>
<td>---</td>
<td>-----</td>
<td>Local Nav Utilities Bar</td>
</tr>
<tr>
<td>Create Bookmark</td>
<td>---</td>
<td>[Icon]</td>
<td>Note: Ask whether creating or navigating to Bookmark</td>
</tr>
<tr>
<td>Goto Bookmark</td>
<td>[Icon]</td>
<td>[Icon]</td>
<td>Local Nav Utilities Bar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note: Ask whether creating or navigating to Bookmark</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If navigating to bookmark, update the “TOC” and the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>“Main” Areas to reflect destination</td>
</tr>
<tr>
<td>Bookmark minimized</td>
<td>[Icon]</td>
<td>[Icon]</td>
<td>Main/Full-Main Area</td>
</tr>
<tr>
<td>Create User Note</td>
<td>----</td>
<td>[Icon]</td>
<td>Local Nav Utilities Bar</td>
</tr>
<tr>
<td>User Note minimized</td>
<td>[Icon]</td>
<td>[Icon]</td>
<td>Main/Full-Main Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Action: Selecting opens User note as a pop-up</td>
</tr>
</tbody>
</table>
3.4.3.4 Audit Trails

Audit trails are the ability of the IETM or system to know where the user has navigated. The development of support functions using “cookies” is a method for audit trails. Cookies can be tied to a user during a session, but depending on the network, these may not be transferred from station to station as the user moves through the ship. Additionally, the user can easily remove the cookie audit trail.

3.4.3.5 Return to Default/Initial State

This is the ability to reset a configurable user interface back to a default. That is, if lost, the user can activate the return to the default or initial state. This also applies to simulations and flow-tracing. The user will be given a pop-up asking if he wants to return to the initial default state. He must answer with the ‘yes’ button (or the ‘y’ key) prior to actually returning to the default state.

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>ICON</th>
<th>LOCATION / EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return UI to Default</td>
<td>Icon: Picture Frame with</td>
<td>Through Guide Post</td>
</tr>
<tr>
<td></td>
<td>Panes Internal with smiley</td>
<td>Example: ☺</td>
</tr>
<tr>
<td></td>
<td>face</td>
<td></td>
</tr>
</tbody>
</table>

3.4.3.6 Browsing

Handbook 511 - 9.2.2 Browse Capability. Browse capability should be available.
   a. User controlled access mode.
   b. No tracking of activities.
   c. Not rigidly tied to IETM controls.

MIL-PRF-87268 Spec paragraph:
3.5.2.1.3 BROWSE BACK, BROWSE NEXT, and BROWSE EXIT. These functions shall be required for all systems for which the NEXT and BACK functions set interactive system variables that are used to effect subsequent navigation through the IETM. These navigation functions shall act as NEXT and BACK, but shall not set or reset system variables automatically or through dialogs. Once either BROWSE BACK or BROWSE NEXT is selected, other navigation functions shall not be available until the user returns to the originating window by
invoking the BROWSE EXIT function. The presentation system shall provide a distinct visual indication that the system is in browse mode. When either the BROWSE BACK or the BROWSE NEXT function is not logical (such as at the beginning of a string or at a mandatory branch point), only the complementary BROWSE function shall be active. System variables shall still be set and shall be activated and logged to a temporary state table. It is not necessary to post system variables to the permanent state table when in browse mode.

Browsing is the ability to preview an IETM session prior to work. For highly interactive IETMs, this involves not saving the state of the session during browsing for later tracking or reloads because it is not yet being performed.

<table>
<thead>
<tr>
<th>ICON</th>
<th>LOCATION / EXAMPLE</th>
</tr>
</thead>
</table>
| Begin Browse Mode | Icon: Eyeglasses  
Text: Browse |
| Browsing Mode Indicator | Icon: Eyeglasses  
Text: Browse Mode On |
| End Browse Mode | Icon: Eyeglasses \ with “no or don’t” slash \  
Followed with Text: Browse |

3.4.3.7 User Interaction/Screen Dialogs


a. Support should be provided for both pop-up dialog box and in-line dialogs in the display frame itself.
b. Developers should use best commercial practices for entering data in dialog boxes (e.g., radio buttons, check-boxes, fill-ins, combo boxes, scrolling selection lists, etc.).
Dialogs are the pop-ups and in-line collection mechanisms for gathering information for the IETM from the outside world. The types of information to be collected can include, but is not limited to, whether or not specific operations have been performed, the present condition of the system, and the environmental situation.

3.4.3.8 Dialog Boxes

MIL-PRF-87268 Spec paragraph: 3.1.4
Dialogs. Dialogs shall be formulated as prompting questions which are intended to be presented by the EDS to the user. Dialogs shall be developed so that they require a user to respond (i.e., enter data) before any subsequent processing is undertaken. The dialog information in the IETMDB shall be formulated so that once a dialog is presented to the user, and answered, certain assertions about the user's environment are able to be made. The information associated with Dialogs shall permit the presentation system to provide actions to follow all completed Dialogs. Each of the immediately subsequent procedures available for presentation to the user shall be conditional upon one of the possible answers requested by the prompt.

MIL-PRF-87268 Spec paragraph: 3.4.1.4
Dialogs and dialog controls. A dialog box shall be used as the principal means by which the user converses with the underlying IETM application software. It shall be displayed in a separate window, which may overlay the primary window, and shall contain a heading and one or more graphical controls (buttons). Dialogs shall be one of five kinds: alerts, fill-in-the-blanks, single/multiple choice, selection-in-list, or composite. Dialog boxes shall appear in a consistent and prominent location on the display. All Dialogs shall contain the OK function and, with the exception of information only alerts, the CANCEL function. The OK or the CANCEL functions shall finish the user interaction with the dialog box. The layout and arrangement of all Dialogs shall allow the user to differentiate between the material they contain and other types of displayed information. See the figure for examples of different types of Dialogs.

Whenever possible, the dialog boxes will appear in the center of the screen. The appearance of the dialog boxes within an IETM should be consistent throughout the IETM. With the exception of information only alert dialogs, all dialog boxes will contain an OK function and a CANCEL function. Information only alerts only require an acknowledgement, and therefore, only require an OK function. If the user activates the CANCEL function, the IETM display will return to the display that existed immediately prior to the display of the dialog box. Additionally, dialogs may contain a HELP function to provide further information about the dialog box.

3.4.3.8.1 Dialog Push Buttons

MIL-PRF-87268 Spec paragraph: 3.4.1.4.3
Dialog push buttons. Dialog boxes shall contain graphical controls called push buttons. A push button shall be a word or graphic icon on the screen used to select or initiate an action. Push buttons shall be large enough allow positioning of the cursor on the push button. Push buttons or choices shall provide visual feedback when selected. Push buttons shall be found on every type
of dialog box. They shall each be single action entities. Push buttons shall indicate selections made or invoke a general action (e.g., CANCEL or OK). Push button shapes shall be consistent, (e.g., box, circle, or arrow) with the name of the selection or action written inside of the shape. Common push buttons (OK, CANCEL) shall be displayed along the bottom of the dialog box. The common dialog buttons shall correspond to completing the last selection before leaving the dialog box.

Dialog push buttons are used as a means for the user to communicate with the IETM. Push buttons can be radio buttons (e.g., in single-choice dialog boxes), check boxes (e.g., in multiple-choice dialog boxes), or functions (e.g. the selectable function OK on an alert dialog box).

### 3.4.3.8.1.1 Usage of Dialog Push Buttons

MIL-PRF-87268 Spec paragraph: 3.4.1.4.3.1
Usage of push buttons. When presented with a dialog box, the user shall be required to complete the dialog or acknowledge its presence. The method of completing a dialog transaction shall be the use of push buttons. This shall be done by moving the cursor onto the push button and activating the SELECT function. After selecting the preferred options, the user shall have at least two push buttons located in the bottom of the box. The two buttons shall have the following functions "OK" and "CANCEL". "CANCEL" shall be equivalent to the CANCEL function and shall be used to cancel the dialog box. The "OK" function shall communicate to the application software that the user has completed the dialog.

When a dialog box is displayed, the user will have an opportunity to communicate information to the IETM through push buttons. The user-input information is displayed only and is not actually communicated to the IETM until the user activates the OK function by clicking on the “OK” push button. If the user selects the “CANCEL” button, no information will be sent to the IETM and the IETM will return to its previous display.

### 3.4.3.8.1.2 Presentation of Dialog Push Buttons

MIL-PRF-87268 Spec paragraph: 3.4.1.4.3.2
Push button presentation. Common push buttons ("OK", "CANCEL", and "HELP") shall be displayed along the bottom of the dialog box. The common dialog buttons shall correspond to a completion of action, which is the last selection the user makes before leaving the dialog box.

The common push buttons will be displayed in the following order centered along the bottom of the dialog box: "OK", and where they exist, "CANCEL" and "HELP".

### 3.4.3.8.2 Dialog Cursor Movement

MIL-PRF-87268 Spec paragraph: 3.4.1.4.1
Dialog cursor movement. The selectable only movement mode shall be used when filling in Dialogs. The cursor shall move only to items which require input from the user.
The default location of the cursor (the location of the cursor when the dialog box is initially displayed) in a dialog box is at the first selectable item (uppermost). When the selectable only movement mode is used, it restricts the allowable cursor locations to the radio buttons, check boxes, fill-in-the-blank spaces, and push buttons within the dialog box. Cursor movement can be accomplished through the tab and enter keys and through point and click input from a pointing device such as a mouse, trackball, or stylus. The user response method for moving the cursor should be consistent throughout the operation of the IETM.

Cursor movement within dialog boxes should be consistent throughout the IETM. The most common way to navigate through a dialog box is to use the tab key to move from field to field and the enter key to signify "OK" or that the technician is finished with the dialog box. These keys can be used in conjunction with the point-and-click method. The user should be able to move the cursor back within the dialog box either via the backspace key or the pointing device. Pressing the Enter key should send all data items which have been entered into the dialog box to the IETM processor, and thus finish the dialog box. Pressing the Enter key is functionally equivalent to pressing the “OK” push button.

### 3.4.3.8.3 Radio Buttons, Checkboxes, Text Input, Pull-down Menus, Buttons

The following are the maximum dimensions for various controls.

<table>
<thead>
<tr>
<th>FORM ELEMENT</th>
<th>MAXIMUM DIMENSIONS³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio Buttons</td>
<td>11 x 11 with 7 pixels afterwards</td>
</tr>
<tr>
<td>Checkboxes</td>
<td>12 x 12 with 6 pixels afterwards</td>
</tr>
<tr>
<td>Text Input Field</td>
<td>24 x 169 pixels at 20 points</td>
</tr>
<tr>
<td>Text Area</td>
<td>77 initial default height for one row and goes to 80 for 3 rows high x 184 pixels (at 20 columns)</td>
</tr>
<tr>
<td>Pull-Down Menu</td>
<td>23 pixels high x longest selectable text within menu</td>
</tr>
<tr>
<td>Multiple Selections</td>
<td>38 x 54 pixels</td>
</tr>
<tr>
<td>Submit Button</td>
<td>24 x 72 pixels</td>
</tr>
</tbody>
</table>

### 3.4.3.8.4 Dialog Titles

All dialog boxes used in Navy IETMs will contain a dialog title. All titles should be centered at the top of the dialog box and displayed in all uppercase letters. Titles should be presented in a distinctive manner so that they cannot be confused with messages, response alternatives, or other text items.

---

³ Adapted from http://hotwired.lycos.com/webmonkey/99/41/index3a_page5.html?tw=design
3.4.3.8.5 Dialog Box Types

Dialog box design throughout the IETM should remain consistent to preserve a common "look and feel".

3.4.3.8.5.1 Alert Dialog Box

MIL-PRF-87268 Spec paragraph: 3.4.1.4.4
Alert Dialogs. Alert messages shall include Warnings, Cautions, and Notes; any message, communication, notice, or output which requires manual acknowledgment by the user; or message generated as a result of erroneous user inputs or sequence control actions. Alerts shall be used to provide information regarding the processing status of user inputs and requests. They shall also be used to provide information about the status of the system's internal components (e.g., low battery power, improper functioning of the operating system or memory module).

An alert is any message which must be acknowledged by the user before he can proceed. An alert or alert message must be displayed in a dialog box. Alerts should be brief, consistent, strictly factual, informative, and written in the active voice (e.g., "Do not operate near an open flame!").

The "OK" button will in general be the only input push button displayed since the normal user reaction to an alert dialog will be acknowledgment of the alert. However, the "HELP" button may also appear in alert dialogs to provide the user with further information about the alert. The figure shows an example of an alert dialog box with an optional icon.

![Alert Dialog Box](image)

Figure 3.6

3.4.3.8.5.2 Fill-in-the-Blank Dialog Box

MIL-PRF-87268 Spec paragraph: 3.4.1.4.6
Fill in the blank Dialogs. This shall be the dialog type that provides for the input of alphanumeric characters in response to displayed questions and/or data entry fields (e.g., inputting user identification data when signing on to the computer system; entering the title and/or number of database frames that contain errors or discrepancies, etc.).
MIL-PRF-87268 Spec paragraph: 3.4.1.4.6.1
Fill in the blank presentation. For all fill in the blank type Dialogs, data entries shall be prompted explicitly by displayed labels for data fields. The user shall be given the capability to DELETE or otherwise change previously filled in entries.

Fill-in-the-blank type dialogs allow input of alphanumeric characters in response to displayed questions and/or data entry fields (for example: inputting user-identification data when signing-on to the computer system). The dialog-box design must indicate clearly the nature of the required input, limitations on number or type of alphanumeric characters, units (if input is a measurement), and any other required conventions.

Wherever possible, the data field label should be placed on the same line as user input. Labels for data fields should be distinctive. Field labels will be placed in close proximity to their respective data entry area and will end with a colon (:). The figure uses the technician's input of built-in test results as the means of illustrating the "fill-in-the-blank" dialog box. The cancel button provides the user with the capability to abort the action.

![Figure 3.7](image)

**3.4.3.8.5.3 Single Choice Dialog Box**

MIL-PRF-87268 Spec paragraph: 3.4.1.4.5.1
Single choice (radio buttons). Selectable items that are mutually exclusive (i.e., only one item from the list can be selected at any one time) shall be presented as a single choice dialog constructed using radio buttons. Radio buttons shall be grouped into lists of mutually exclusive choices. Each radio button shall appear as a consistent shape (e.g., a circle) and shall be marked with a visual indicator when the button is selected.

Single choice dialogs will be displayed using radio buttons. Radio buttons will be circles. The user selects the choice by pointing and clicking in the appropriate circle. A filled circle will indicate that the choice has been made. In a single choice dialog, only one choice may be made. The visual indication to the user that a choice has been made should be displayed immediately upon selection. Disabled radio buttons will not be selectable but may be visible.
Another method that is acceptable is a combo box with drop down choices, a common example is the entry of the state of residence on a web form such as AL.

3.4.3.8.5.4 Multiple Choice Dialog Box

MIL-PRF-87268 Spec paragraph: 3.4.1.4.5.2

Multiple choice (check boxes). A multiple choice dialog shall be the type of dialog in which one or more selections are able to be made from a group of choices. Multiple selections shall be made using check boxes. Check boxes shall be grouped into lists of non-mutually exclusive choices. The user shall be given the capability to check one or more of these boxes as needed using the cursor or number selection technique. Each button shall appear as a consistent shape (e.g., a square) and shall be marked with a visual indicator when the button is selected. Check boxes shall employ different shapes from radio buttons.

The visual cue for multiple-choice dialogs will be square check boxes. The visual indicator will be an "X" or a checkmark (✓) contained within the square when a choice is made, as shown in the figure. The visual indicator will appear at the instant of selection.

Multiple choice dialog boxes allow the user to choose one or more alternatives from a group of related choices which are displayed to the user. One or more choice selections can be made by using the check boxes. The figure presents the user with a multiple choice dialog box which allows selection two of four possible maintenance conditions preparatory to beginning a maintenance action.
3.4.3.8.5.5 Composite Dialog Box

MIL-PRF-87268 Spec paragraph: 3.4.1.4.8
Composite dialog. A combination of the previous types of Dialogs may be located together in one composite dialog box.

The composite dialog is a dialog box in which the user is presented different types of dialog choices. The composite dialog box may contain any combination of fill-in-the-blank dialogs, single-choice dialogs, and multiple-choice dialogs.
3.4.3.9  Context Filtering

<table>
<thead>
<tr>
<th>Feature</th>
<th>Effectivities</th>
<th>Manually Modify Configuration?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS 2 Systems (Linear)</td>
<td>Must be written into initial document as discrete choices</td>
<td>None</td>
</tr>
<tr>
<td>CLASS 3 Systems (Linear Chunked)</td>
<td>Use either a class 2 discretely authored in choices or a class 4 interactive dialog</td>
<td>Via Guide Post – Optional Section</td>
</tr>
<tr>
<td>CLASS 4 Systems (Highly Interactive Database Driven)</td>
<td>Obtain input from user via interactive dialog</td>
<td>Via Guide Post – Optional Section</td>
</tr>
</tbody>
</table>

Context filtering is where the presentation system automatically displays the relevant information applicable to the existing situation. (For an example, only a specific piping system would be displayed in a compartment diagram or the level of instructions would be filtered based on the users level of ability (novice vice expert).

3.4.3.10  Links to Other Programs – TFW Interface, ATIS Interface

MIL-PRF-87268 Spec paragraph: 3.2.1.6
Instructions for interactions with IETM utility functions. Information shall be provided which describes procedures for all utility functions included as supplements to the primary functions of the IETM (e.g., preparation and submission of associated maintenance action reports; accumulation and submission of the IETM deficiency reports citing IETM errors of problems in using the IETM; ordering of needed parts; work center maintenance management; use for on station training; acquisition of additional IETM discs). Instructions on use of these functions shall be included in the body of "How to Use This IETM" information.

Handbook 511 - 9.2.23 Interface to External References and Systems. A single user interaction should electronically link to external references (e.g., another IETM) or external systems (e.g., CAMS, IMDS, FEDLOG, GCSS, Supply Support/Parts Ordering, etc.).

Developers can be expected to deliver into different platform and configuration environments. The importance of developers knowing and understanding what environments they are deploying into cannot be overstated. Some developers will be faced with deploying
their products into a wide variety of environments, while others may have the luxury of only delivering into the latest environments. These environments are continually changing but may include Automated Installation, Stand-Alone, Networked/Web Server, ATIS, and Web ATIS configurations. Additional information or indices will be required as part of the IETM delivery to support other systems, such as the Generic Index of Technical Publication, TDMIS and ATIS Indices, and training. This document will not specifically address each of these, but the developers need to understand the environment required for their IETM’s use.

In order to be delivered to an end-user via Task Force Web (TFW)/Web Enabled Navy (WEN), the developer must provide a TFW User Facing Service (UFS). Please refer to TFW Navy Enterprise Application Development Guide, para 2.1.8, “User Facing Service Interface” for details.

![Diagram](https://www.homeport.navy.mil)

**Figure 3.11**
3.4.3.11 Screen Stacking

The following figure illustrates screen stacking where multiple windows are opened and overlap each other.

![Screen Stacking Figure]

Figure 3.12

Screen Stacking is an option which can confuse the novice user, and this practice is to be avoided. The one exception is for those systems which handle minimized alerts (Danger, Warning, Caution, and Note) in accordance with section 3.3.4.5 with a persistent icon in the status bar representing the alert condition present.

3.4.3.12 Response Time

Handbook 511 - 9.2.18 Performance (Response Time by Context).

a. Developers should implement a less than 2-second response time goal.
   b. If the response time is greater than 2 seconds, the system should provide visual feedback to the user (e.g., use a standard cursor for Processing Indication).

The operating system usually handles the system busy indication. Developers should ensure that if the IETM is expected to be busy for more than 2 seconds, the cursor changes to an hourglass until the busy condition passes and then returns to its previous form.

3.4.3.13 Searching (Current Page vs. IETM vs. Lib vs. Web)

Handbook 511 - 9.2.8 Search & Lookup.

a. Use the standard icon to get the user into a search mode.
   b. The user should be presented with the search options available.
   c. At a minimum, a Keyword search against valid entry points (TOC/List of Content) should be available.
d. The system should provide a search capability against Metadata (e.g., Keywords, tagged data, indexable data, searchable data, etc.) when it exists.

Searching is the ability to request information about a topic and then quickly find the correct information. A sailor needing to repair a hydraulic system’s globe valve would want to quickly find information on a specific valve and not have to manually search a returned list of shipboard valve marks or a list containing unrelated data such as heart valves. The search capability should include keywords and strings including alphanumeric and hyphenated words and the ability to further refine a search within a returned list of possibilities.

Searching occurs from different domains: the current page, the current IETM, a specific library or digital collection, and the intra/internet. Each domain will use a different set of search engines. While the browser’s native functions can be utilized for page searching, searching a whole IETM will require a search engine that can search all the current IETM’s files and build the list of possible candidates for the user. A search within a specific library, digital collection, or the intra/internet is usually handled by that system’s search engine. For example, ATIS has several built-in search capabilities, and the Internet has search engines such as Infoseek, Yahoo, and Google.

All individual IETM search engines should support the capability to search keywords and full text strings, including alphanumeric and hyphenated words. They should support advanced Boolean searches and the ability to further refine a search within a returned list of possibilities.

The following table details functions that should be part of the search engine.

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>ICON</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search – Using additional Subdialog for metadata etc</td>
<td>:Search Advanced</td>
<td>Local Nav Utilities Bar Results:</td>
</tr>
<tr>
<td>Launch Search</td>
<td>:Search</td>
<td></td>
</tr>
<tr>
<td>Search TOC with Simple Keyword</td>
<td>:Search TOC</td>
<td>Top of TOC Results: Takes you to that point in the TOC</td>
</tr>
<tr>
<td>Search TOC Again/Find Next</td>
<td>:Search TOC</td>
<td></td>
</tr>
<tr>
<td>Search Local Document</td>
<td>:Search Document</td>
<td>Local Nav Utilities Bar</td>
</tr>
<tr>
<td>Search Doc Again/Find Next</td>
<td>:Search Document</td>
<td></td>
</tr>
<tr>
<td>Search Library</td>
<td>:Search Library</td>
<td>Library Navigation Bar Results in: “Main” (or “Full Main”) Area</td>
</tr>
<tr>
<td>Search Libr. Again/Find Next</td>
<td>:Search Library</td>
<td></td>
</tr>
</tbody>
</table>
APPENDICES
APPENDIX A  USER INTERFACE INNER SHELL SCREEN
A.1 User Interface Screen Regions Tool

This section is intended to be used to lay out standard Inner Shell screens for all developers. Screen shots are provided as visual guidance. There are several examples that allow developers to split up their main display region in a variety of ways to suit specific needs. Most will probably use the basic main screen layout. The regions and a basic description are listed below.

- **Guide Post Region** – Used to get to custom or IETM-specific controls.
- **Library Navigation / Control Bar Region** – Reserved for higher level (above the IETM) controls (e.g., for the library, portal, etc.).
- **Local Navigation / Control Bar Region** – Reserved primarily for the current ETM controls.
- **Classification / Distribution Marking Bar Region** – self-explanatory – (i.e., “UNCLASS FOUO” or “CONFIDENTIAL NOFORN”).
- **Table of Contents Region** – self-explanatory.
- **Status Bar Region** – Used to communicate status and other messages to the end user.

![Diagram of Inner Shell Screen Regions](image)

**Figure A-1**
A.1.1 Single Main Frame Layout

This example shows the layout with TOC and just the main single frame layout with classification bar and status bar. This will likely be the most widely used layout.

Figure A-2
A.1.2 Left | Right Dual Frames Layout

This example shows the layout with the TOC and a left | right frame layout with all the other bars / regions included.

Figure A-3
A.1.3 Upper | Lower Dual Frame Layout

This example shows the layout with the TOC and an upper | lower frame.

![Diagram of upper and lower dual frame layout](image-url)

Figure A-4
A.1.4 Quadrant Frame Layout
This example shows a quadrant-based frame layout with the TOC and all bars/regions.

Figure A-5
A.1.5 Triple Frame Layout

This example shows a triple frame layout (upper left, upper right, and lower) with the TOC.

Figure A-6
This example shows another triple frame layout (upper, lower left, and lower right) with the TOC with all bars/regions.

Figure A-7
This example shows another triple frame layout (upper left, lower left, and right) with the TOC with all bars/regions.

Figure A-8
This example shows another triple frame layout (left, upper right, and lower right) with the TOC but without the Classification Bar.

Figure A-9
A.1.6 No TOC Frame Layout

This is the layout for use with graphics, foldouts, parts, and schematics to give more screen real estate to the user. Note that the user can still access the “Guide Post”. (Whether or not a graphic is displayed in a separate window is a separate issue.)

Use TARGET="dlinman" to change.

Use the return button on the local nav bar

Example - you can view parts or schematics in this layout.

Figure A-10
A.2 User Interface Region Templates Documentation

Source code for the given examples will be provided in the next version of this document.

A.3 Example TOC.HTM File:

Source code for the example Table of Contents will be provided in the next version of this document.
APPENDIX B STANDARD ICONS AND SYMBOLS

As a part of the common user interface, the following standard icons and symbols should be used by developers.

NOTE: The following table makes use of these fonts: symbol, webdings, wingdings, wingdings 2, and wingdings 3.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
<th>Function</th>
<th>Indicator</th>
<th>Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse Mode</td>
<td>Preview the IETM without executing it. (That is, don’t take any automatic actions such as submitting a part order automatically to supply)</td>
<td>Begin Browse Mode</td>
<td>Icon: Eyeglasses Text: Browse</td>
<td>✽ Browse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Browsing Mode Indicator</td>
<td>Icon: Eyeglasses Text: Browse Mode On</td>
<td>✽ Browse Mode On</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End Browse Mode</td>
<td>Icon: Eyeglasses slashed across Followed with Text: End Browse</td>
<td>✻ End Browse</td>
</tr>
<tr>
<td>Links Additional</td>
<td>Links to other elements the IETM knows how to get to or return from. GOTO means that the user cannot return via the ETM to this point (possibly through history, but return here is not guaranteed). NOTE:: Clear the gosub indication if set.</td>
<td>GOTO</td>
<td>Icon: Arrow Pointing Down. Text: Goto</td>
<td>✷ Goto</td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td>GOSUB</td>
<td>Icon: Points Both Directions pointing left and right. Text: Gosub</td>
<td>↔ Gosub</td>
</tr>
</tbody>
</table>

B-1
RELATIONAL means that related materials (possibly more than one) are available. Works exactly like a gosub.

Gosub/Relational in process indication/Return Icon

Icon: Book Stack
Text: Related Materials

Related Materials

Icon: Points Both Directions pointing left and right
Text: Return

Return

External Links
External Systems linked into the IETM.

Link to Supply to Check on Part.

Icon: Supply Truck
Text: Supply

Supply

Link to Maintenance Administration (e.g., AME or game, etc.).

Icon: Hammer and wrench
Text: Maint Admin

Maint Admin

Call supervisor, QA

Icon: Telephone
Text: Call QA/Supervisor

Call

Classification Bar
Bar across the top of the "body" area to remind user of classification/distribution.

Unclassified

Text: No text unless distribution markings are required. __blue__ background

Color Code for Block: #33FFFF

Confidential

Text: “Confidential” center in the middle of the screen with a __light green__ background

Color Code for Block: #00CC00

FOUO (For Official Use Only)
FOUO is a distribution marking and can apply to Unclassified and Classified data

Text: “FOUO” center in the middle of the screen with a __light blue__ or __light green__ background or hyphenated with the classification, such as CONFIDENTIAL-FOUO
<table>
<thead>
<tr>
<th>Classification Markings</th>
<th>Icon in Status footer to remind user of classification/distribution.</th>
<th>Unclassified</th>
<th>Icon: Open Lock (Black)</th>
<th>(U)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential</td>
<td>Icon: Locked Lock (Blue) with “C”</td>
<td>Confidential</td>
<td>Icon: Locked Lock (Blue) with “NF”</td>
<td>(NF)</td>
</tr>
<tr>
<td>NoForn</td>
<td>Icon: Red Lock with “S”</td>
<td>Secret</td>
<td>Icon: Orange Lock with “TS”</td>
<td>(TS)</td>
</tr>
<tr>
<td>Top Secret</td>
<td>Icon: Rain Clouds</td>
<td>Top Secret</td>
<td>Icon: Rain Clouds</td>
<td>Abort</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Controls - (aka EXIT Modes)</th>
<th>Pause, Resume or Exit a Session</th>
<th>Session Suspend</th>
<th>Icons: Pause (two vertical bars)</th>
<th>Text: Pause Session</th>
<th>II Pause Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Resume</td>
<td>Session Resume</td>
<td>Session Resume</td>
<td>Session Resume</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session Complete- Normal Exit</td>
<td>Icon: Check Mark</td>
<td>Session Complete- Normal Exit</td>
<td>Icon: Check Mark</td>
<td>Text: Complete</td>
<td>✓ Complete</td>
</tr>
<tr>
<td>Session Abort Only in Browse Mode</td>
<td>Icon: Rain Clouds</td>
<td>Session Abort Only in Browse Mode</td>
<td>Icon: Rain Clouds</td>
<td></td>
<td>✹ Abort</td>
</tr>
</tbody>
</table>

NoForn
NoForn is a distribution restriction and can apply to Unclassified and Classified data.

Text: “NoForn” center in the middle of the screen with a light blue or light green background or hyphenated with the classification, such as CONFIDENTIAL-NOFORN.

Secret
Text: “Secret” center in the middle of the screen with a red background.

Color Code for Block: #FF0000

Top Secret
Text: “Top Secret” (white) center in the middle of the screen with an orange background.

Color Code for Block: #FF9900
<table>
<thead>
<tr>
<th>Graphic Hotspot Icon</th>
<th>For use on graphics with hotspots.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Spot Indication</td>
<td>ICON: Text or Cross-Hair When highlighting text for selectable elements (hot-spots), either use color changes or increase in background intensity. Use the standard web practice of text that is blue underlined and turns purple after followed.</td>
</tr>
<tr>
<td>Search</td>
<td>Search Local TOC Icon: Magnifying Glass</td>
</tr>
<tr>
<td></td>
<td>ꠕ:Search TOC</td>
</tr>
<tr>
<td></td>
<td>Search Library Icon: Magnifying Glass</td>
</tr>
<tr>
<td></td>
<td>ꠕ:Search Library</td>
</tr>
<tr>
<td></td>
<td>Search Local Document Icon: Magnifying Glass</td>
</tr>
<tr>
<td></td>
<td>ꠕ:Search Document</td>
</tr>
<tr>
<td></td>
<td>Search Again/Find Next Test: Repeat Search</td>
</tr>
<tr>
<td></td>
<td>Search Up (Double Arrow Up)</td>
</tr>
<tr>
<td></td>
<td>Search Down (Double Arrow Down)</td>
</tr>
<tr>
<td></td>
<td>Repeat Search</td>
</tr>
<tr>
<td>Working Under:</td>
<td>In IETMs which can keep track of what Dangers, Warnings, Cautions and Notes Apply - These Symbols would be used to indicate the user is working under one or more of these conditions. Optionally, the number applied to a given situation can be displayed as an external script.</td>
</tr>
<tr>
<td>Danger</td>
<td>Minimized Danger Icon Danger(s) Apply Icon: Red Triangle with &quot;D&quot;</td>
</tr>
<tr>
<td>Warning</td>
<td>Minimized Warning Icon Warning(s) Apply Icon: Red Triangle with &quot;W&quot;</td>
</tr>
<tr>
<td>Icon used to indicate that you can create</td>
<td>Public Bookmark</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Private Bookmark</td>
<td>Icon: Open Book (Blue)</td>
</tr>
<tr>
<td>Public Note</td>
<td>Icon: Hand holding pencil (Black)</td>
</tr>
<tr>
<td>Private Note</td>
<td>Icon: Hand holding pencil (Blue)</td>
</tr>
<tr>
<td>Submit TMDER NOTE: Fires off another Outline Window with the fill-in form that can be moved by the user so they can reference the ETM they are submitting the TMDER on.</td>
<td>Icon: Tag Out Symbol Text: Submit TMDER</td>
</tr>
<tr>
<td>Comment</td>
<td>Icon: Piece of paper with upper right corner turned in Text: Create Comment</td>
</tr>
<tr>
<td>Suggested Changes/Feedback</td>
<td>Icon: Clipboard Text: Create Feedback</td>
</tr>
<tr>
<td>Form Complete - Submit</td>
<td>Button with Text: Submit</td>
</tr>
</tbody>
</table>
### Bookmarks and Notes, Annotation

**TRAVERS ET OR READ.**

<table>
<thead>
<tr>
<th>Form Cancel</th>
<th>Button with Text: Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Bookmark</strong></td>
<td>This is a Bookmark: Icon: Open Book-Black Text: None Go to a Bookmark: Icon: Open Book-Black Text: Goto Bookmark</td>
</tr>
<tr>
<td><strong>Private Bookmark</strong></td>
<td>Icon: Open Book (Blue) Text: None</td>
</tr>
<tr>
<td><strong>Public Note</strong></td>
<td>This is a Note: Icon: Hand holding pencil-Black Text: None Read a Note: Icon: Hand holding pencil-Black Text: Read Note</td>
</tr>
<tr>
<td><strong>Private Note</strong></td>
<td>Icon: Hand holding pencil-Blue Text: None</td>
</tr>
</tbody>
</table>

### Print Icons

Clicking on Print produces a dialog box with the following choices.

<table>
<thead>
<tr>
<th>Print ETM Graphic</th>
<th>Icon: Printer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Active ETM Window</td>
<td>Icon: Printer</td>
</tr>
<tr>
<td>Print ETM Page</td>
<td>Icon: Printer</td>
</tr>
<tr>
<td>Print ETM on Demand</td>
<td>Icon: Printer</td>
</tr>
</tbody>
</table>

### Audio Control Icons

<table>
<thead>
<tr>
<th>Access Volume Controls</th>
<th>Icon: Speaker Text: Audio Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume Up</td>
<td>Icon: Rising Triangle</td>
</tr>
<tr>
<td>Volume Down</td>
<td>Icon: Descending Triangle</td>
</tr>
<tr>
<td>Mute</td>
<td>Icon: Speaker with slash through it Text: Mute</td>
</tr>
<tr>
<td>Play</td>
<td>Icon: Small Triangle Text: Play</td>
</tr>
<tr>
<td>Stop</td>
<td>Icon: Small Square Text: Stop</td>
</tr>
<tr>
<td>Turn on Voice Input Recognition</td>
<td>Icon: Ear with sound coming in Text: Voice Recog On</td>
</tr>
</tbody>
</table>

B-6
<table>
<thead>
<tr>
<th>Feature</th>
<th>Icon Description</th>
<th>Text Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn off Voice Recognition</td>
<td>![Ear with sound slashed across]</td>
<td>Voice Recog Off</td>
</tr>
<tr>
<td>Turn on Voice Output</td>
<td>![Head with sounds coming out]</td>
<td>Voice Recog On</td>
</tr>
<tr>
<td>Turn off Voice Output</td>
<td>![Head with sounds slashed across]</td>
<td>Voice Recog Off</td>
</tr>
<tr>
<td>General Navigation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next</td>
<td>![Right Pointing Arrow]</td>
<td>Next</td>
</tr>
<tr>
<td>Previous [Chronological]</td>
<td>![Left Pointing Arrow]</td>
<td>Previous</td>
</tr>
<tr>
<td>Back [Logical]</td>
<td>![Arrow Pointing up and left]</td>
<td>Back</td>
</tr>
<tr>
<td>TOC</td>
<td>![Stack of documents]</td>
<td>TOC</td>
</tr>
<tr>
<td>Undo</td>
<td>![Curled Arrow CCW]</td>
<td>Undo</td>
</tr>
<tr>
<td>User Navigation Panel Minimized</td>
<td>![Compass Rose]</td>
<td>User Navigation</td>
</tr>
<tr>
<td>Parts (IPB/RPSTL)</td>
<td>![Number 10 in a circle]</td>
<td>Parts</td>
</tr>
<tr>
<td>Diagnostics</td>
<td>![+/-]</td>
<td>+/- Diagnostics</td>
</tr>
<tr>
<td>Wiring Diagrams</td>
<td>![Off Page Connector with X inside]</td>
<td>Wiring</td>
</tr>
<tr>
<td>Support Equipment</td>
<td>![Waving Flag]</td>
<td>Support Equipment</td>
</tr>
<tr>
<td>Training</td>
<td>![Schoolhouse]</td>
<td>Training</td>
</tr>
<tr>
<td>Multimedia Icon</td>
<td>![Movie Projector]</td>
<td>Multimedia Icon</td>
</tr>
<tr>
<td>Full Motion Video Icon</td>
<td>![Clapboard]</td>
<td>Full Motion Video Icon</td>
</tr>
<tr>
<td>Animation Icon</td>
<td>![Comedy and Tragedy Masks]</td>
<td>Animation Icon</td>
</tr>
</tbody>
</table>
| Graphic Reference | Icon: Still Camera  
<table>
<thead>
<tr>
<th>Text: Graphic</th>
<th>![Graphic]</th>
</tr>
</thead>
</table>
| Graphics Submenu | Multiple Icons on a pop-up:  
| Disk to allow save  
| Printer to allow printing  
| Envelope to allow emailing  
| Folder to allow saving in photo area. |  ![Graphics Submenu] |
| Zoom Graphic | Icon: Magnifying Glass with + for Zoom In and with - for Zoom Out |  ![Zoom Graphic] |
| Pan Graphic | Icon: Hand  
| Note: Hand just above is acceptable |  ![Pan Graphic] |
| Acronyms/Abbreviations | Icon: aA Symbol  
| Text: Acronyms |  ![Acronyms/Abbreviations] |
| Acronyms/Abbreviations | Icon: aA Symbol  
| Text: Abbreviations |  ![Acronyms/Abbreviations] |
| Help | Icon: Question Mark  
| Text: Help |  ![Help] |
| Version Information | Icon: Interstate Road Sign  
| Text: Version Info |  ![Version Information] |
| Performance Indicator | Icon: Hour Glass |  ![Performance Indicator] |
| Return UI to Default | Icon: Picture Frame with panes internal with Smiley Face |  ![Return UI to Default] |
| Reference to Text | Icon: Standard Web Practice - Blue Underlined Text as link to Text |  ![Reference to Text] |
| Reference to Table | Icon: Black square surrounded by two additional squares |  ![Reference to Table] |
| Reference to External Object | Icon: Lightning Bolt |  ![Reference to External Object] |
| Related Materials | Icon: Stack of books  
| Text: Related Materials |  ![Related Materials] |
| Step Completed | Icon: Checkbox |  ![Step Completed] |
APPENDIX C  TECHNICAL DATA SET CHANGE HANDLING
OVERVIEW

The proper handling of change information and the production of change packages are very important in the configuration management of electronic source data and presentation to the users of technical data sets. Production of technical data set change packages from SGML/XML begins with SGML/XML change tagging. Automatic labeling of these change tags can then take place in a consistent manner. Publishing of the SGML/XML then continues with different visual treatments for electronic and paper versions of the technical data sets.

The IDPWG SGML/XML Community has agreed to the following ground rules:

- Developers should be migrating toward auto-generation of the labels, numbering, and cross-references (e.g., xrefs).
- All SGML/XML IDs should be persistent.
- Automatically generate the Table of Contents (TOC), List of Illustrations (LOI), List of Tables (LOT), List of Changes (LOC).
- Responsibility of the preparing activity to maintain the integrity of their data. Whether the deleted information is retained within the SGML/XML is up to the preparing activity.
- A means to retrieve a previous version, archived, will be ALWAYS be maintained.

SGML/XML Tags

The support of SGML/XML change tagging uses an SGML/XML element, called CHANGE, to support in-line changes (tables, figures, steps, paragraphs, and reference list, etc.).

**Using the CHANGE element.** Two SGML/XML attributes, CHNGLEVEL and CHNGTYPE, exist on all elements in the DTD to support higher level changes within the content of the data set. An example of before change and after change SGML/XML is shown below. Notice that the CHNGLEVEL attributes for the publish unit (e.g. PARTVOL2) starts as "0" but after the changes, the CHNGLEVEL attributes and the CHANGE element are both equal to “3” having progressed through “2”. This will allow the publishing system (especially IETMs) to distinguish between new and old changes so that old changes are not inadvertently marked as changes in a current production cycle.

**Before Change Tags:**

```
<ssm ID="TEST1" DOCSTAT="FORMAL" BOATTYPE="VIRGINIA">
<vol2 ID="ABC CHNGLEVEL="0"> <title>SYSTEM</title> 
<PARTVOL2 ID="SSM2-0" LABEL="0" CHNGLEVEL="0">

........
<para CHNGLEVEL="0">Look at the spoon.</para>
......</ssm>
```
SGML/XML Change Processing

The processing of SGML/XML change tags for publication requires consideration of the following: 1) handling of deleted information, 2) auto-enumeration, and 3) handling of change information at revision.

First, the method of handling deleted information must be analyzed and defined. For example, if a labeled figure is deleted from a data set, then the figure is removed but placeholders in the content and within the table of contents (TOC) typically appear indicating that the figure has been deleted. The change processing of every element identified in the DTD that carries change attributes must be defined/handled.

Second, auto-enumeration occurs in those process lanes where intelligent SGML/XML is being used in conjunction with an intelligent publishing system capable of automatically and intelligently labeling SGML/XML. If the SGML/XML already contains hard-coded labels that do not require modification, then the auto-enumeration factor does not come into play. Under the assumption that the SGML/XML is intended for use with an intelligent publishing system then that publishing system must be capable of properly handling the labeling of added and deleted elements within the SGML/XML.

For example, if a new object (e.g. a SUBPARA1) is added in between two existing objects then the label for the new object must be labeled. This could be a renumbering of the new and following objects or may require A/B type labeling (e.g. Figure 4A). The contract specifications should identify how to label the changes.

Third, at revision, all change tags are removed and the SGML/XML is basically re-baselined.
Publishing

Visual treatments for both paper and electronic products must be addressed. The treatments are different and can be handled by using the SGML/XML tags and/or a configuration management scheme.

For the paper product, developers use a configuration management approach to identifying differences between the previously distributed paper product and the new one. Commercial-off-the-shelf software is used to determine the difference (aka, “diffy”) between the previous and current versions of the product to produce change bars on the sides of the pages next to the detected differences.

For the electronic technical data set product, developers use the SGML/XML attribute, CHNGLEVEL, of the element being processed and of the publish unit to determine whether or not to apply a change style. For example, if the CHNGLEVEL of the publish unit is “4” and the CHNGLEVEL of the element in question is “2,” then no change style is applied to the element. However, if both the CHNGLEVEL on the publish unit and on the element are both equal to “4,” then a change style is applied to the element. The optional change bars, if used, should be added at left side of line on which the change occurs.

Example of changes of word(s) within an element at various change levels:

<table>
<thead>
<tr>
<th>Chnglevel</th>
<th>“delete”</th>
<th>“add”</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td>Look at the spoon</td>
</tr>
<tr>
<td>1</td>
<td>Spoon</td>
<td></td>
<td>Look at the ***</td>
</tr>
<tr>
<td>2</td>
<td>Moon</td>
<td></td>
<td>Look at the moon</td>
</tr>
<tr>
<td>3</td>
<td>Moon</td>
<td>Loon</td>
<td>Look at the loon</td>
</tr>
</tbody>
</table>

Example of changes of paragraphs or steps, or list item within an section at various change levels:

<table>
<thead>
<tr>
<th>Chnglevel</th>
<th>“delete”</th>
<th>“add”</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td>1. Look at the spoon. 2. Look at the lagoon.</td>
</tr>
<tr>
<td>1</td>
<td>1. Look at the spoon</td>
<td></td>
<td>1. [Deleted] 2. Look at the lagoon.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Look at the moon</td>
<td>1. Look at the moon 2. Look at the lagoon.</td>
</tr>
<tr>
<td>3</td>
<td>Look at the moon</td>
<td>Look at the loon</td>
<td>1. Look at the loon 2. Look at the lagoon.</td>
</tr>
</tbody>
</table>
### Types of Changes and Impact to Paper and Electronic Medium

<table>
<thead>
<tr>
<th>Type Change</th>
<th>Paper</th>
<th>IETM</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Note all Changes should be rolled into a Revision.</td>
<td>All changes are part of the baseline.</td>
<td>All changes are part of the baseline and change markings are removed.</td>
</tr>
<tr>
<td></td>
<td>No change bars.</td>
<td>No change bars.</td>
</tr>
<tr>
<td></td>
<td>Pages are consecutively numbered.</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>All A or B pages are removed, and pages are consecutively renumbered.</td>
<td>No A or B numbers.</td>
</tr>
<tr>
<td></td>
<td>All elements (Tables, Figures, Steps, and Paragraphs, Reference Lists, etc.) are consecutively numbered</td>
<td>All elements (Tables, Figures, Steps, and Paragraphs, Reference Lists, etc.) are consecutively numbered.</td>
</tr>
<tr>
<td></td>
<td>No change level is displayed on the bottom of the page for the chapter.</td>
<td>The change level displayed for the IETM is &quot;0&quot;.</td>
</tr>
<tr>
<td></td>
<td>TOC is updated.</td>
<td>TOC is updated</td>
</tr>
<tr>
<td></td>
<td>While incorporating changes into revision, compile a list of changes and make list available to user via TOC.</td>
<td>While incorporating changes into revision, compile a list of changes and make list available to user via TOC.</td>
</tr>
<tr>
<td>Type Change</td>
<td>Paper</td>
<td>IETM</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Similar to a Revision but at the Change Level. A method of &quot;cleaning-up&quot; a data set that has received many changes over its life-cycle.</td>
<td>All changes are part of the baseline at the highest change level.</td>
<td>Change level of the baseline is at the highest change level and individual change markings are removed.</td>
</tr>
<tr>
<td>No change bars.</td>
<td>No change bars.</td>
<td>---</td>
</tr>
<tr>
<td>All A or B pages are removed and the pages are consecutively renumbered.</td>
<td>All elements (Tables, Figures, Steps, and Paragraphs, Reference List, etc.) are consecutively numbered.</td>
<td>All elements (Tables, Figures, Steps, and Paragraphs, Reference List, etc.) are consecutively numbered. No A or B numbers.</td>
</tr>
<tr>
<td>The highest change level is displayed on all pages at the bottom.</td>
<td>The change level displayed for the IETM is the highest change level.</td>
<td>The change level displayed for the IETM is the highest change level.</td>
</tr>
<tr>
<td>TOC is updated</td>
<td>TOC is updated.</td>
<td>TOC is updated.</td>
</tr>
<tr>
<td>While incorporating changes into re-issue, compile a list of changes and make list available to user via TOC.</td>
<td>While incorporating changes into re-issue, compile a list of changes and make list available to user via TOC.</td>
<td>While incorporating changes into re-issue, compile a list of changes and make list available to user via TOC.</td>
</tr>
<tr>
<td><strong>Change</strong></td>
<td>Only changes for this distribution receives the change bar, optional</td>
<td>Only changes for this distribution receives the change bar, optional</td>
</tr>
<tr>
<td></td>
<td>Highest change level receives the change bar and the change level displayed on the bottom of the page.</td>
<td>The change level displayed for the IETM is the highest change level.</td>
</tr>
<tr>
<td></td>
<td>TOC is updated if delete or add a figure, table, section, etc. (i.e. affecting a TOC worthy element.)</td>
<td>TOC is updated.</td>
</tr>
<tr>
<td>Type Change</td>
<td>Paper</td>
<td>IETM</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Type Change</td>
<td>While processing changes, compile a list of changes and make list available to user via TOC.</td>
<td>While processing changes, compile a list of changes and make list available to user via TOC.</td>
</tr>
<tr>
<td>ACN or RAC</td>
<td>Handled as message ACNs.</td>
<td>Handled as a Change as part of the next update.</td>
</tr>
</tbody>
</table>
SGML/XML Change Attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Explanation</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chnglevel</td>
<td>Change Level for Change to be distributed</td>
<td>Blank (or “0”), &quot;1&quot;, &quot;2&quot;, &quot;3&quot;... Note: Translation determines alpha or numeric on output.</td>
</tr>
<tr>
<td>Chngtype</td>
<td>Type change whether inserting or deleting</td>
<td>&quot;add&quot; and &quot;delete&quot;</td>
</tr>
</tbody>
</table>

These attributes can occur with the `<change>` element to modify a word or words as well as on core primitive constructs such as: `<para>`, `<para0>`, `<section>`, `<table>`, `<figure>`, `<warning>`, `<caution>`, `<note>`, `<foldout>`, `<subpara>`, `<seqlist>`, `<item>`, `<step>`, etc. to change the whole core primitive construct.

NOTE 1: The process of creating a “reissue” or “revision” version of the document modifies these attributes through an automated process. The change tags are removed at ‘revision’ and the change levels reset to "0".

NOTE 2: Responsibility of the preparing activity to maintain the integrity of their data. Whether the deleted information is retained within the SGML/XML is up to the preparing activity. A means to retrieve a previous version, archived, will be ALWAYS be maintained.

NOTE 3: The SGML/XML value of the “chnglevel” attribute will be a positive integer starting at zero. Translation to an alpha (such as “B”) will be done by the process utilizing the SGML/XML not within the SGML/XML.
## Actions for Tag Additions and Deletions

<table>
<thead>
<tr>
<th>Tag</th>
<th>Add</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Word, Group of Words, or Sentence within an Element</strong></td>
<td>A change bar, optional, should show up on the line where the word(s) was added. New words added should be in <em>red italics</em>. Wrap the change with the <code>&lt;change&gt;</code> element. Set the attribute values as follows: <code>chngtype</code> =“add” <code>chnglevel</code> enter the applicable value for this change level.</td>
<td>Information should be completely removed within the text. If no “add” for this chnglevel (or higher chnglevel), indicate deleted information with three red asterisks (**<code>). A change bar, optional, should show up on the row where the information was deleted. Wrap the change with the </code>&lt;change&gt;<code>element. Set the attribute values as follows:</code>chngtype<code>=“delete”</code>chnglevel` enter the applicable value for this change level.</td>
</tr>
<tr>
<td><strong>Section</strong></td>
<td>The section number is either 1 or 1A depending on the impact of the location. A change bar, optional, should show up on the entire section. New words added should be in <em>red italics</em>. On the <code>&lt;section&gt;</code> element, set the following attributes as below: <code>chngtype</code> =“add” <code>chnglevel</code> enter the applicable value.</td>
<td>The section should be completely removed within the text. If no “add” for this chnglevel (or higher chnglevel), the section number should remain with the word [Deleted] in red italics beside it. A change bar, optional, should show up on the now deleted paragraph within the text. On the <code>&lt;section&gt;</code> element, set the following attributes as below: <code>chngtype</code> =“delete” <code>chnglevel</code> enter the applicable value.</td>
</tr>
</tbody>
</table>

NOTE: The change level for the section is changed only when the section is added or deleted, or when the change tags are removed at revision and the change levels reset to "0".

NOTE: The change level for the section is changed only when the section is added or deleted, or when the change tags are removed at revision and the change levels reset to "0".
<table>
<thead>
<tr>
<th>Tag</th>
<th>Add</th>
<th>Delete</th>
</tr>
</thead>
</table>
| Para | A change bar, optional, should show up on the entire added paragraph. The new paragraph should be in *red italics*.  
On the `<para>` element, set the following attributes as below:  
`chngtype` = “add”  
`chnglevel` enter the applicable value  
NOTE: The change level for the paragraph is changed only when the paragraph itself is added or deleted, or when the change tags are removed at revision and the change levels reset to "0". | The paragraph should be completely removed within the text. If no “add” for this chnglevel (or higher chnglevel), the paragraph number should remain with the word [Deleted] in red italics beside it. A change bar, optional, should show up on the now deleted paragraph within the text.  
On the `<para>` element, set the following attributes as below:  
`chngtype` = “delete”  
`chnglevel` enter the applicable value  
NOTE: The change level for the paragraph is changed only when the paragraph itself is added or deleted, or when the change tags are removed at revision and the change levels reset to "0". |
<table>
<thead>
<tr>
<th>Tag</th>
<th>Add</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure</td>
<td>The figure number is either 1 or 1A depending on the impact of the location. A change bar, optional, should show up on the entire figure. The figure number and caption added should be in <em>red italics</em>. On the <code>&lt;figure&gt;</code> element, set the following attributes as below: chngtype' =“add” ‘chnglevel’ enter the applicable value. NOTE: The change level for the figure is changed only when the figure is added, deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
<td>The figure should be completely removed. If no “add” for this chnglevel (or higher chnglevel), the figure number should remain with the word <em>[Deleted]</em> in red italics beside it. A change bar, optional, should show up on the now deleted figure. On the <code>&lt;figure&gt;</code> element, set the following attributes as below: chngtype' =“delete” ‘chnglevel’ enter the applicable value. NOTE: The change level for the figure is changed only when the figure is added, deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
</tr>
<tr>
<td>Foldout</td>
<td>The foldout number is either 1 or 1A depending on the impact of the location. A change bar, optional, should show up on the entire foldout. Foldout caption should be in <em>red italics</em>. On the <code>&lt;foldout&gt;</code> element, set the following attributes as below: chngtype' =“add” ‘chnglevel’ enter the applicable value. NOTE: The change level for the foldout is changed only when the foldout is added or deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
<td>The foldout should be completely removed. If no “add” for this chnglevel (or higher chnglevel), the foldout number should remain with the word <em>[Deleted]</em> in red italics beside it. A change bar, optional, should show up for the now deleted foldout title. On the <code>&lt;foldout&gt;</code> element, set the following attributes as below: chngtype' =“delete” ‘chnglevel’ enter the applicable value. NOTE: The change level for the foldout is changed only when the foldout is added or deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
</tr>
<tr>
<td>Tag</td>
<td>Add</td>
<td>Delete</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Para0      | The para0 number is either 1 or 1A depending on the impact of the location. A change bar, optional, should show up on the entire para0. New para0 added should be in *red italics*.  
On the `<para0>` element, set the following attributes as below: `chngtype` = “add”  
`chnglevel` enter the applicable value.  
NOTE: The change level for the para0 is changed only when the para0 is added, deleted, or when the change tags are removed at revision and the change levels reset to "0". | The para0 should be completely removed. If no “add” for this chnglevel (or higher chnglevel), the para0 number should remain with the word [Deleted] in red italics beside it. A change bar, optional, should show up on the now deleted para0 Title.  
On the `<para0>` element, set the following attributes as below: `chngtype` = “delete”  
`chnglevel` enter the applicable value.  
NOTE: The change level for the para0 is changed only when the para0 is added, deleted, or when the change tags are removed at revision and the change levels reset to "0". |
| Subpara 1, 2, 3.. | The subpara 1,2,3… number is either 1 or 1A depending on the impact of the location. A change bar, optional, should show up on the entire subpara. New subpara added should be in *red italics*.  
On the `<subpara 1,2,3 ...>` element, set the following attributes as below: `chngtype` = “add”  
`chnglevel` enter the applicable value.  
NOTE: The change level for the subpara is changed only when the subpara is added, deleted, or when the change tags are removed at revision and the change levels reset to "0". | The subpara should be completely removed. If no “add” for this chnglevel (or higher chnglevel), the subpara 1,2,3 … number should remain with the word [Deleted] in red italics beside it. A change bar, optional, should show up on the now deleted subpara.  
On the `<subpara 1,2,3 ...>` element, set the following attributes as below: `chngtype` = “delete”  
`chnglevel` enter the applicable value.  
NOTE: The change level for the subpara is changed only when the subpara is added, deleted, or when the change tags are removed at revision and the change levels reset to "0". |
<table>
<thead>
<tr>
<th>Tag</th>
<th>Add</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seqlist</td>
<td>A change bar, optional, should show up on the entire added seqlist. The new seqlist should be in <em>red italics</em>.</td>
<td>The seqlist should be completely removed. If no “add” for this chnglevel (or higher chnglevel), the seqlist number should remain with the word <em>[Deleted]</em> in red italics beside it. A change bar, optional, should show up on the now deleted seqlist.</td>
</tr>
<tr>
<td></td>
<td>On the <code>&lt;seqlist&gt;</code> element, set the following attributes as below: chngtype’ =“add” ‘chnglevel’ enter the applicable value</td>
<td>On the <code>&lt;seqlist&gt;</code> element, set the following attributes as below: chngtype’ =“delete” ‘chnglevel’ enter the applicable value</td>
</tr>
<tr>
<td></td>
<td>NOTE: The change level for the seqlist is changed only when the seqlist itself is added, deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
<td>NOTE: The change level for the seqlist is changed only when the seqlist itself is added, deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
</tr>
<tr>
<td>Item or Step</td>
<td>A change bar, optional, should show up on the <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> added. If the item or step is added between items or steps, the numbers increase and the first line of each &quot;new&quot; <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> shows a change bar. New items or steps added should be in <em>red italics</em>.</td>
<td>The <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> should be completely removed. If no “add” for this chnglevel (or higher chnglevel), the <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> number should remain with the word <em>[Deleted]</em> in red italics beside it. A change bar, optional, should show up on the now deleted <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code>.</td>
</tr>
<tr>
<td></td>
<td>On the <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> elements, set the following attributes as below: ‘chngtype’ =“add” ‘chnglevel’ enter the applicable value</td>
<td>On the <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> elements, set the following attributes as below: ‘chngtype’ =“delete” ‘chnglevel’ enter the applicable value</td>
</tr>
<tr>
<td></td>
<td>NOTE: The change level for the <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> is changed only when the <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> itself is added, deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
<td>NOTE: The change level for the <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> is changed only when the <code>&lt;item&gt;</code> or <code>&lt;step&gt;</code> itself is added, deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
</tr>
<tr>
<td>Tag</td>
<td>Add</td>
<td>Delete</td>
</tr>
<tr>
<td>-----</td>
<td>-----</td>
<td>--------</td>
</tr>
<tr>
<td>Warning, Caution, and Note</td>
<td>A change bar, optional, should show up on the entire added Warning, Caution or Note. The new Warning, Caution, or Note should be in red <em>italics</em>. On the Warning, Caution or Note element, set the following attributes as below: <code>chngtype</code> = “add” ‘chnglevel’ enter the applicable value</td>
<td>The Warning, Caution or Note should be completely removed. If no “add” for this chnglevel (or higher chnglevel), the Warning, Caution or Note should be replaced with the word Warning, Caution or Note (as appropriate) with <em>Deleted</em> in red italics beside it. A change bar, optional, should show up on the now deleted Warning, Caution or Note. On the Warning, Caution or Note element, set the following attributes as below: <code>chngtype</code> = “delete” ‘chnglevel’ enter the applicable value</td>
</tr>
</tbody>
</table>

*NOTE: The change level for the Warning (W), Caution (C) or Note (N) is changed only when the W,C,N itself is added, deleted, or when the change tags are removed at revision and the change levels reset to "0".*
<table>
<thead>
<tr>
<th>Tag</th>
<th>Add</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>The table number is either 1 or 1A depending on the impact of the location. A change bar, optional, should show up on the entire table. The added table should be in red italics. On the &lt;table&gt; element, set the following attributes as below: chngtype’=&quot;add&quot; ‘chnglevel’ enter the applicable value. NOTE: The change level for the table is changed only when the table is added, deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
<td>The table should be completely removed within the text. If no “add” for this chnglevel (or higher chnglevel), the table number should remain with the word [Deleted] in red italics beside it. A change bar, optional, should show up on the now deleted paragraph within the text. On the &lt;table&gt; element, set the following attributes as below: chngtype’=&quot;delete&quot; ‘chnglevel’ enter the applicable value. NOTE: The change level for the table is changed only when the table is added, deleted, or when the change tags are removed at revision and the change levels reset to &quot;0&quot;.</td>
</tr>
<tr>
<td>Row of a Table</td>
<td>A change bar, optional, should show up on the row where the information was ADDED. New words added should be in red italics. To add a &lt;row&gt; to a &lt;table&gt;, set the following attributes on the &lt;row&gt; element to: chngtype’=&quot;add&quot; ‘chnglevel’ enter the applicable value in the appropriate attribute. The original text should be completely removed within the row. If no “add” for this chnglevel (or higher chnglevel), the first cell of the row should remain with the word [Deleted] in red italics inside. A change bar, optional, should show up by that row.</td>
<td>To delete a &lt;row&gt; to a &lt;table&gt;, set the following attributes on the &lt;row&gt; element to: chngtype’=&quot;delete&quot; ‘chnglevel’ enter the applicable value in the appropriate attribute.</td>
</tr>
<tr>
<td>Tag</td>
<td>Add</td>
<td>Delete</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Table Entry</td>
<td>A change bar, optional, should show up on the row where the information was added. New words added should be in <em>red italics</em>. See the para element for setting the element attributes.</td>
<td>Information should be completely removed within the text. If no “add” for this chnglevel (or higher chnglevel), indicate deleted information with three red asterisks (**`). A change bar, optional, should show up on the row where the information was deleted. See the para element for setting the element attributes.</td>
</tr>
</tbody>
</table>
APPENDIX D  OPERATING DOMAINS AND LINKING
D.1 INTRODUCTION

To better communicate the issues associated with designing, delivering, and deploying similarly styled IETMs, it is necessary to define various operating domains. The use of these domains will help to simplify the discussion and allow isolation of certain issues to a given domain. If a developer does not have a requirement to support a given domain, then any issue that only applies to that domain may be ignored. For example, if an IETM is only to be deployed as a stand-alone product (i.e., no library interaction and no requirement for printing), then several domain issues can be ignored.

The focus of this guide is the IETM Domain; see Section D.4 below. However, in order to properly take into account the greater web functions, deployment strategies and associated implications, the other domains need to be defined so that they can be understood and addressed by the developer. Throughout this appendix, issues that only apply in a given domain will be so identified.

D.2 LINKING

Another critical focus area is linking, or cross-referencing, an inherent and powerful feature of the web, that will allow seamless interaction between a variety of IETMs produced by a variety of activities. Much of the power of web-enabled products centers on this feature. A discussion of cross-referencing and linking must be associated with and defined in terms of the various domains. For the purposes of this guide, the following descriptions for links (cross-references) apply and will be used in the following sections defining the various domains.

D.2.1 Basic Link Types

See Figure D-1 below for a diagram of these basic link types.

- **LINK** – a link from anywhere within one file to another location anywhere in that same file.

- **FILE LINK** – a link from anywhere within one file to the beginning of another file, but not a specific location within that other file. May be resolved two ways, either directly to the file or via http.

- **FILE LINK TO TARGET** - a link from anywhere within one file to a specific location in another file. May be resolved two ways, either directly to the file or via http.
D.2.2 Advanced Link Types
See Figure D-2 below for a diagram of advanced link types.

- **FILE LINK VIA INTERMEDIARY** - a link from anywhere within one file to the beginning of another file, but not a specific target within that file via an intermediary program. These links could either be via known links in the intermediary index or they may not be known. In the case of the latter, the intermediary program would have to know how to handle file links to products that have not been pre-indexed (i.e., possibly by using another index similar to a web-based indexed server with query capability, or these types of links would not work properly).

- **FILE LINK VIA INTERMEDIARY TO TARGET** - a link from anywhere within one file to a specific target in another file via an intermediary program. These links to targets could either be via known or unknown links with targets in the intermediary index. It is assumed that the receiving program knows how to handle calls with targets. In the case of unknown links several conditions may exist:
  
  1. the intermediary program doesn’t contain a file link;
  2. the intermediary program does contain a file link, but no target;
  3. the intermediary program contains file links with targets, but not the exact one required.

For these situations, the intermediary program would have to know how to handle file links with targets to products that have not been pre-indexed (i.e., possibly by using another index similar to a web-based indexed server with query capability, or these types of links would not work properly).
Developers need to understand and define, in advance, the types of linking/cross-referencing they will support, and in which, as well as across which, domains they will support them, since these decisions will likely affect how the technical manual is authored and published.

![Diagram of advanced link types](image)

**Figure D-2 Advanced Link Types**

### D.3 PRINT/PAPER DOMAIN

This area is associated with the production of hardcopy from the deployed IETM as opposed to camera-ready hardcopy that may be produced separately from the deployed IETM. Producing hardcopy from the deployed IETM can be done in a variety of ways:

- Natively within the browser by printing windows, selections, frames, etc., using built-in features of the browser
- Non-natively, but still within the browser, by using specialized scripting and/or third party add-ons (e.g., Adobe PDF).

Natively printing from the browser works reasonably well with expected results. It will not produce a traditional hardcopy output with all elements like a table of contents, etc. especially with the wide use of frames. This method of printing should be reserved for printing snapshots of information that can be carried about for use in maintenance, etc.

Printing via the use of specialized scripting or third party add-ons shows promise for allowing the end user a pseudo-capability for Print On Demand (POD). In essence, there are two versions of the data stored, one optimized for on-line viewing, and one representing the traditional hardcopy version. It should be noted that having PDF version of graphics and foldouts on the CD may facilitate an effective viewing capability. If an IETM is required to be delivered in a hardcopy form, then an inexpensive method is to produce PDF and include it on a
CD. If a given IETM is not required to be delivered in hardcopy form, then including a PDF is probably not cost-effective.

It should be noted that printing anything other than 8 ½-inch by 11-inch pages might be problematic because there is no guarantee that the end user site will have the capability to print larger sizes. If the foldouts are included the main body PDF file, they will likely produce unreadable results when printed. For this reason, foldouts and large tables, for example, will require special handling.

D.4 IETM DOMAIN

The IETM domain is the primary focus of this guide, whose goal is to deliver to the end user a variety of IETMs produced by a variety of activities such that all look, feel, and operate similarly. This domain is split into two sub-domains, Single IETM and Multiple IETM, to differentiate between single IETMs and collections of IETMs, or a family of related documents, delivered together by a single activity.

D.4.1 Single IETM Domain

The Single IETM Domain (see Figure D-3 below) is the lowest-level domain discussed in this guide. It constitutes a single document, usually represented by a single Technical Manual Identification Number (TMIN). It may be delivered as a single file or as many files depending on the overall size. While splitting it up may make sense from a size perspective, this may cause other problems (i.e., now searches across the IETM cannot be accomplished with the native browser menu search selection). This document will likely have many internal LINKS, FILE LINKS, and FILE LINKS TO TARGETS. NOTE: Internal in this context means within one TMIN.

![Figure D-3 Single IETM Domain](image)

D.4.2 Multiple IETM Domain

The Multiple IETM Domain (see Figure D-4 below) is the next level up domain. It constitutes a collection or family of related documents (e.g., related TMINs). An example would be the Ship Systems Manual (SSM) or an equipment manual where each volume has its own
TMIN. It will most assuredly be delivered as many files. In addition to the internal links found in the Single IETM Domain, there will likely be many external FILE LINKS, and FILE LINKS TO TARGETS between the single IETM Domains which makeup this Multiple IETM Domain. There also will exist FILE LINKS VIA INTERMEDIARY to IETMs outside the Multiple IETM Domain; see Library Domain below.

![Multiple IETM Domain Diagram]

**Figure D-4 Multiple IETM Domain**

### D.5 Library Domain

The Library Domain (see Figure D-5 below) is the next level up domain above the Multiple IETM Domain and introduces the concept of some controlling processes, or an intermediary, to help resolve links. This intermediary process may simply be normal web services or may be some 3rd party specialized application. It constitutes many documents and/or families of documents (e.g., many TMINs, some totally unrelated to others). It will be made up of many files and possibly even require different browsers. In addition to the links found in the Single and Multiple IETM Domain(s), there will be many external FILE LINKS VIA INTERMEDIARY, both with and without TARGETS.

**NOTE:** The developer needs to understand the mechanics of the Library Domain to ensure the methodology of link processing.
ATIS is an example of a Library Domain controlled by a third-party process to assist in the resolution of links. In the case of ATIS, it fulfills the role as a library manager by keeping track of versions of products and providing configuration-based indices to help identify applicable products, primarily engineering drawings and technical manuals. A client-server version of ATIS now exists, and a web version is under development.

**D.6 NET DOMAIN**

The Net Domain is the next-level-up domain above the Library Domain and introduces web servers. In addition to the links found in the other domains, there will likely be links between the servers.

The Net Domain (see Figure D-6 below) can consist of an Intranet and Internet. Either one of these may or may not be integrated with the Library Domain. (If the Library Domain uses simple web services, then they are effectively the same.)
Figure D-6 Net Domain