

## APPENDIX B

### MS Word Template Instructions

This appendix includes instructions for using the MS Word template. Appendix C includes a copy of the template itself. To be functional, an electronic version of this template will have to be downloaded from TRB's Maintenance Practices Web Board over the Internet as described in Chapter 2, Part 2. In addition, both files will need to be saved separately *into the same directory* on your computer hard drive.

#### INTRODUCTION

The template allows you to simplify the process of composing a maintenance practice by standardizing the structure and text style. The template was developed as a Word document and requires an understanding of that word processing program to use. The template follows the format presented in Chapter 4 of the hard-copy Guidebook. By using the template, you will be able to focus on the content of your practice instead of being concerned with formatting it.

If you need help while developing a practice, the template contains links to relevant sections of the Guidebook. The first set of links will take you to instructions for completing individual practice sections (creating a practice title, summarizing local conditions, etc.). The second set of links will take you to specific sections of the Guidebook to obtain more general guidance (information on writing well, inserting pictures, obtaining reference material, regulatory compliance, etc.).

#### INSTRUCTIONS FOR USING THE TEMPLATE

##### Downloading the Template

The template file can be downloaded from the Maintenance Practices Web Board as described in Chapter 2, Part 2, "Using the Web Board."

##### Installing the Template File on Your Computer

For the links contained in the template to function, *the template and Guidebook must be saved as two separate files into the same directory* on your computer hard drive. Note that the template is an MS Word file, while the Guidebook is an Adobe PDF file.

##### Using the Template to Write a Maintenance Practice

When you're ready to write a maintenance practice, open the template file. If you try exiting the file at any time, the

program will ask you to give that file a new name, thereby preserving the original (blank) template for future use when developing other practices. You can always download another blank template from the Web Board if needed.

The template contains numerous gray-shaded areas. These shaded areas are form fields where you can enter new text. Click once on the shaded box and start typing; a standard font style and size has already been applied to these form fields. Existing instructions contained in the shaded areas will disappear as you type in new text. Note: You may have to delete any instructional text that remains in the shaded areas.

#### Page Numbering and Footers

Page numbering occurs automatically; it has been included in the template's footer. It is recommended that you also add the practice title to the footer. To do so, or to change or delete the page numbering,

1. Click "View" from the toolbar, then "Header and Footer."
2. A window box appears. Select the footer by clicking on the icon that looks like a page with a rectangular box above and below the page. This switches between header and footer. (Note: different versions of Word may have different features.)
3. With the cursor in the footer box, type in the practice title.
4. You can also change or delete the page numbering while the header/footer box is still open.
5. Click on "Close" when finished and you'll be taken back to your document. You can always go back into the footer to make additional changes by following the steps described above.

#### Section Headings

Since use of the practice format is voluntary, you may want to delete some section headings and add new ones. To do so, you can add text, delete text, or bold text as you would any Word document.

#### Using the Step-by-Step Procedures Section

The step-by-step procedures section of the template format may have more or fewer blank steps (i.e., rows) than you actually need to complete your particular practice. Adding and deleting rows is done from the "Table" menu.

To add new step rows,

1. Position your cursor to the left of the letter “S” of the word “Step” in an existing row that’s above or below where you want the new row to appear.
2. Click on the “Table” toolbar, then “Insert.” From there click on “Rows Above” or “Rows Below” depending on where you want the new step added. A new row will be inserted as commanded.
3. Repeat the insertion step for as many rows as needed.

To delete unneeded step rows,

1. Position your cursor to the left of the letter “S” of the word “Step” in an existing row that you want deleted.
2. Click on the “Table” toolbar, then “Delete.” From there, click on “Rows.” The row will be deleted.
3. Repeat the deletion step for as many rows as needed.

### Pictures

A cell is provided to the far right of each step for inserting a picture or graphic if needed. Refer to Chapter 3 of the Guidebook for instructions on how to insert a picture into a Word document. If a picture is not used in the cell provided, the text “[Insert image of step, as needed]” will need to be manually deleted from that box before printing.

If you are *not* using pictures for a given step, you can merge the empty picture cell of the table with the text cell, which will make the text extend all the way to the right margin. To do so, use your cursor to highlight both cells (place cursor in left cell, click, hold, and drag to right cell until both cells are highlighted). Then go to the “Table” toolbar and click on “Merge Cells.” The two cells will now become one. (Sample Practice #5 was developed with separate cells for pictures located to the right of each step, while Sample Practice #7 was developed by merging the two cells because pictures were not used.)

### Template Links

As mentioned above, the template contains links to sections of the Guidebook to assist you with the practice. Click on an underlined link and the appropriate reference text will open in a new window. You can switch back and forth between the two programs by clicking on the “Word” or “Adobe” icons found at the bottom of your screen “Window”

tool bar. Remember, for the links contained in the template to function, *the template and Guidebook must be saved as two separate files into the same directory* on your computer hard drive. Since the Guidebook is in Adobe PDF format, you can reference any of the Guidebook sections, but, depending on your Adobe version, you may not be able to “cut and paste” material from those sections. A free download of the latest version of Adobe Reader, which will allow you to cut and paste material from the Guidebook, is available at [www.adobe.com](http://www.adobe.com). Click on “Help,” “Adobe Reader Help,” and then “Editing Adobe PDF Documents” for instructions on how to cut and paste material.

### Printing the Final Maintenance Practice

Before printing the final maintenance practice, you will need to delete the box of “Links to Instructions” on page one of the template. To do so:

1. Move your mouse over a corner of the box until the cursor turns into a four-pointed arrow.
2. Click once with the four-pointed arrow to select the whole box. (See the box on this page that has been selected; the border is highlighted and there are small black squares at the corners.)
3. Click “Delete,” and the box and its contents will disappear.



# APPENDIX C

## MS Word Template

**Title of Practice**  
**Topic (e.g., Electrical): Task Description**  
**(e.g., Repair and Replace)**  
**Component Application, If Applicable**  
**Bus Application, If Applicable**

### Agency Name

Enter Agency Name  
 Enter Address  
 Enter Phone, Fax

### Date

Enter date this practice was most recently issued.

### Version

Enter version number here and, if applicable, date of superseded version.

### Legal Disclaimer

Enter legal disclaimer here as applicable.

### Copyright

Enter copyright information here as appropriate.

### Objective/Purpose

State the purpose of the maintenance practice in concise terms by answering: what are you trying to achieve with this practice?

### Glossary of Terms

Identify and define any unique terms.

### Summary of Local Conditions

Summarize local climatic, operating (e.g., duty cycle) and shop conditions affecting specific portions of this practice.

### Parts

List all parts (individual and kits) needed to complete this practice and the total cost of those parts.

### Time Standard

Specify how much labor time is required to perform all the tasks in this practice.

### Links to Instructions for Using This Template

(delete this box before printing)

- Title of Practice
- Legal Disclaimer
- Copyright Information
- Objective/Purpose
- Glossary of Terms
- Summary of Local Conditions
- Parts
- Time Standard
- Special Tools
- Safety Precautions/ Applicable Regulations
- Hazardous Materials
- Step-by-Step Procedures

### Links to Guidebook

- Entire Guidebook
- Legal Considerations
- Using the Web Board
- Obtaining Reference Material
- Prioritizing Reference Material
- Tailoring Practices to Local Conditions
- Developing Time Standards
- Integrating Practices with Training
- Regulatory Compliance
- Writing Effectively
- Using Photos/Graphics
- Developing Practices
- Step-by-Step Instructions

