



eDocs **Editor**

# GlobeleDocs “eDocs Editor” – the easy way to produce professional manuals – using “Microsoft Word”

eDocs **Editor** Is an Add in for Microsoft Word for producing Controlled Manuals.

installing eDocs **Editor** Add in gives you the ability to:

1. Use your own company template – for producing manuals.
2. Full Revision & Date control for even a single page.
3. Professional pages numbering.
4. Automated List of Effective Pages.
5. Marking changes.
6. Table of content.
7. Producing a full Manual with all Chapters in one single File.
8. Use all the benefits of Microsoft Word.

# Steps for professional Manual

- 1 Modify templates – to your company needs
- 2 Copy & paste your Manual to a new eDocs Editor file.
- 3 Change Headings to Heading 1,2 etc.
- 4 Process eDoc – automated process by the software.
- 5 Set Revision & Date.
- 6 Create automated List of effective pages
- 7 Do more (Toc, Track changes, publish to PDF etc.)
- 8 Installation
- 9 Some more topics.

1

## Modify templates – to your company needs

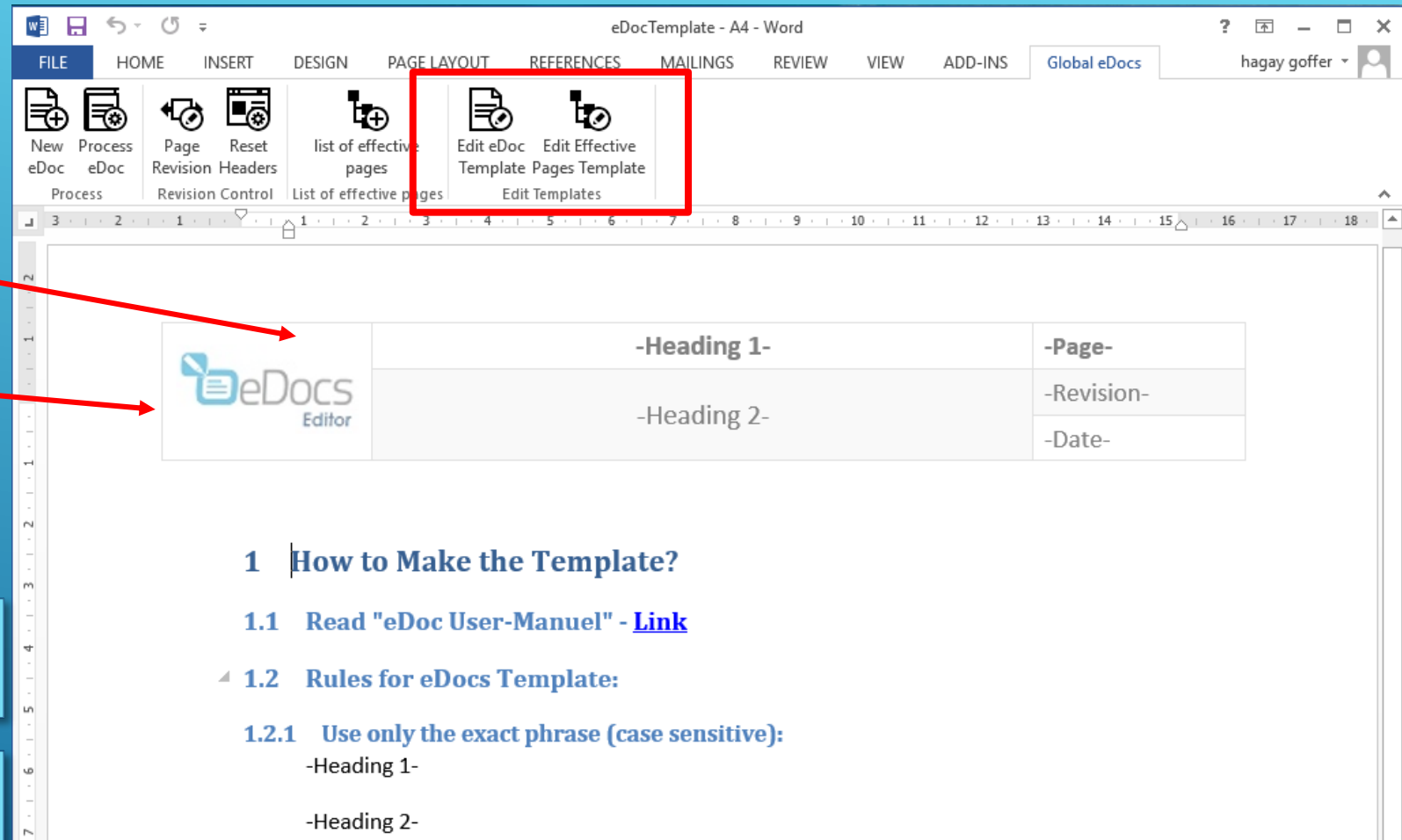
Design Table style  
See next slide

Change Logo

At the List of effective Pages  
template – Edit the list of effective  
pages table.

Save and close the templates after  
you done

Note:  
You can save as many Templates  
you need.



1

## Modify templates – to your company needs

Basic Header


**Header** can be design for any Company needs.


Change Table, Logo, Fonts, Color and more.

After you done – insert the fields shown here (case sensitive):


-Heading 1-  
-Heading 2-  
-Page-  
-Revision-  
-Date-


In the Footer, you are free to insert whatever you need – like book name etc.




	-Heading 1-	-Page-
	-Heading 2-	-Revision-
		-Date-

Other samples of Header design:

	<b>Operations Manual Part A</b>	-Page-
	-Heading 1-	-Revision-
	-Heading 2-	-Date-
		Eff Date:

	<b>Operations Manual Part A</b>	-Page-
	-Heading 1-	-Revision-
	-Heading 2-	-Date-
		Eff Date:

	-Page-	Heading 1-
	-Revision-	
	-Date-	-Heading 2-

2

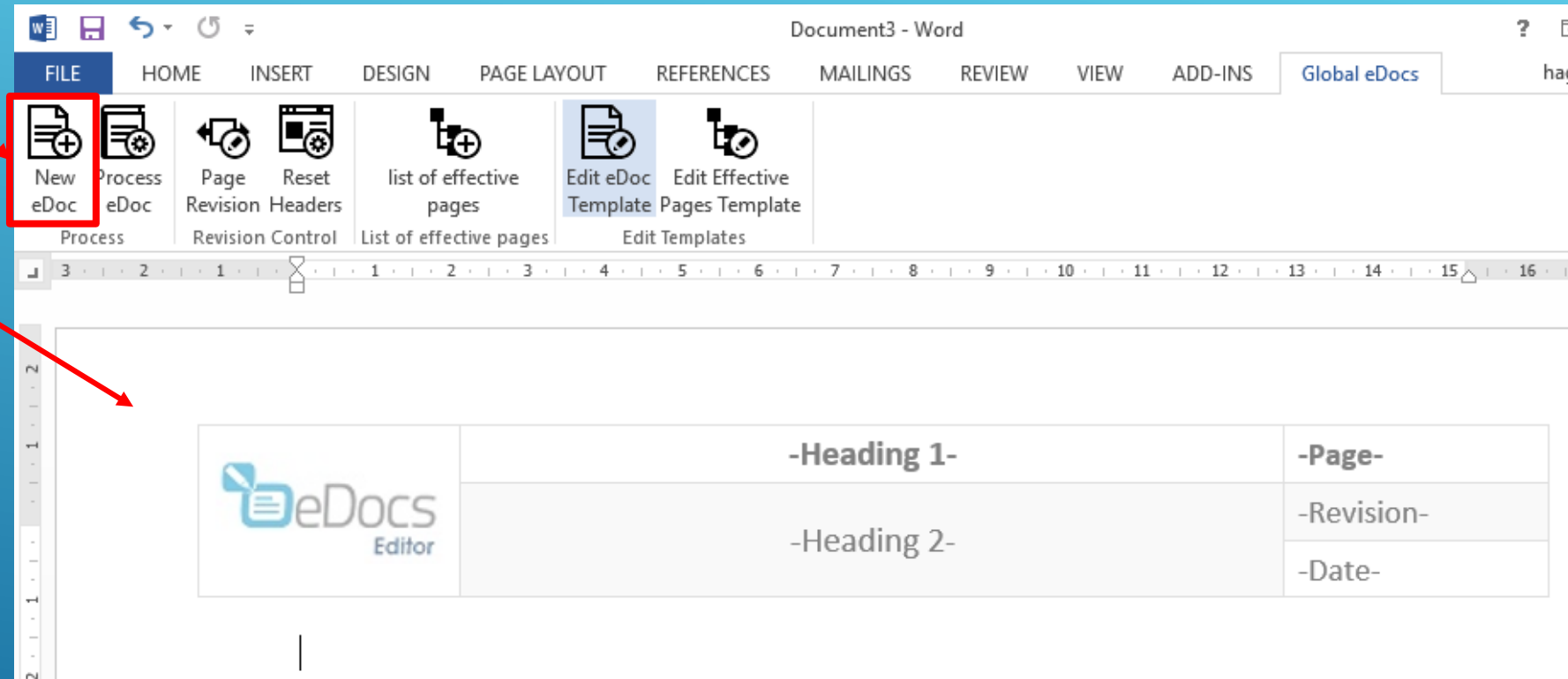
Copy & paste your Manual to a new eDocs Editor file.

Create New eDoc

Choose Template

New eDoc file is created, from your company template

Now, copy your old Manual, and paste it to the eDoc file



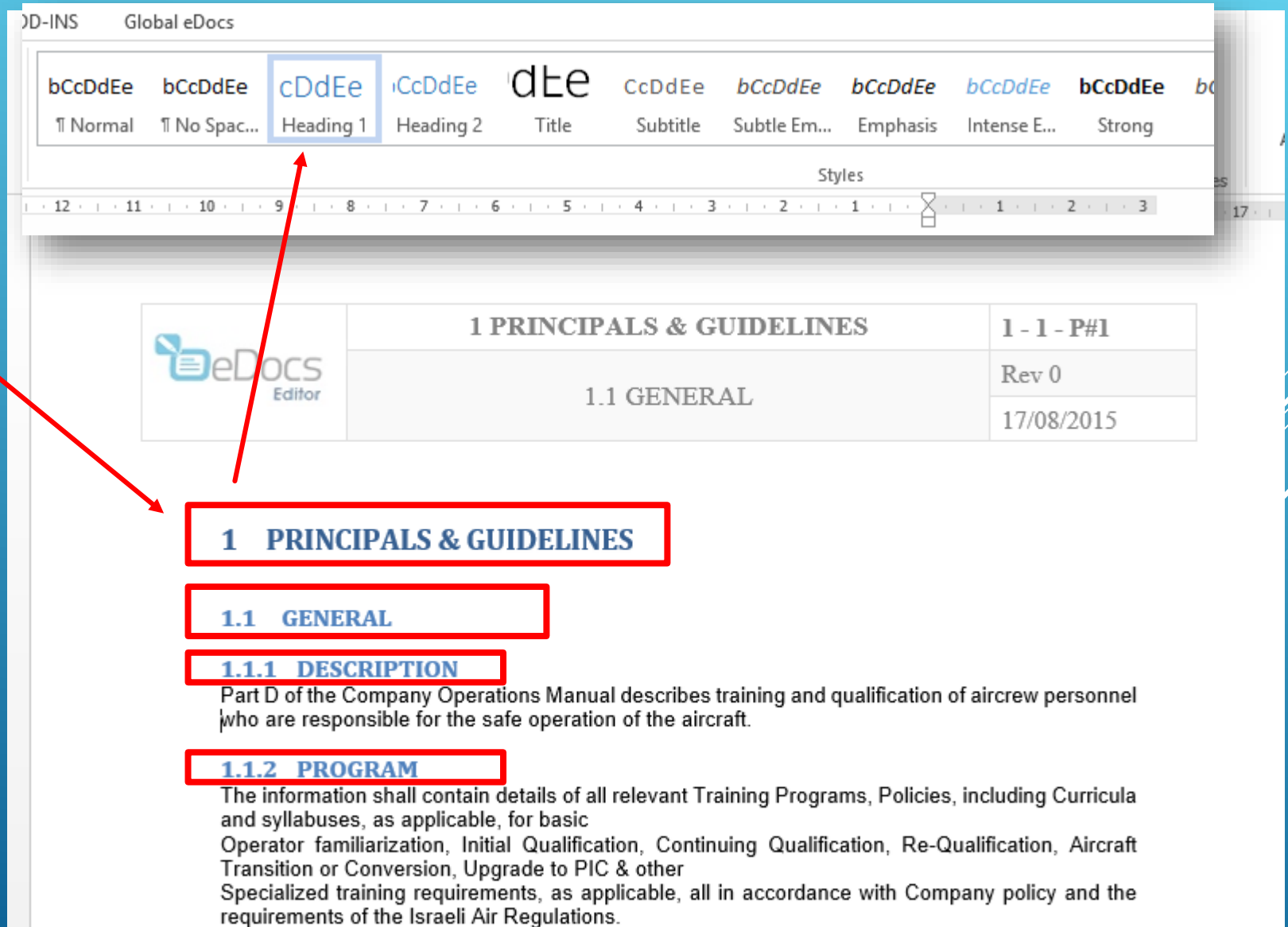
3

Change Headings to Heading 1,2 etc.


Select the Headings,  
and change them to  
Heading 1,2,3 etc.

If you are not  
familiar with  
Microsoft Word  
Heading system –  
ask us for online  
demo.

You can change  
the design of the  
Headings at any  
point, even after  
all document is  
done.



The screenshot shows the eDocs Editor interface. At the top, the 'Styles' ribbon is visible, with 'Heading 1' selected. Below the ribbon, a document structure is shown with a table of contents. The table has three columns: a logo column, a heading column, and a page number column. The headings are '1 PRINCIPALS & GUIDELINES', '1.1 GENERAL', '1.1.1 DESCRIPTION', and '1.1.2 PROGRAM'. The text under '1.1.1 DESCRIPTION' reads: 'Part D of the Company Operations Manual describes training and qualification of aircrew personnel who are responsible for the safe operation of the aircraft.' The text under '1.1.2 PROGRAM' reads: 'The information shall contain details of all relevant Training Programs, Policies, including Curricula and syllabuses, as applicable, for basic Operator familiarization, Initial Qualification, Continuing Qualification, Re-Qualification, Aircraft Transition or Conversion, Upgrade to PIC & other Specialized training requirements, as applicable, all in accordance with Company policy and the requirements of the Israeli Air Regulations.'

	<b>1 PRINCIPALS &amp; GUIDELINES</b>	<b>1 - 1 - P#1</b>
	<b>1.1 GENERAL</b>	Rev 0
	<b>1.1.1 DESCRIPTION</b>	17/08/2015
	<b>1.1.2 PROGRAM</b>	

**1 PRINCIPALS & GUIDELINES**

**1.1 GENERAL**

**1.1.1 DESCRIPTION**

Part D of the Company Operations Manual describes training and qualification of aircrew personnel who are responsible for the safe operation of the aircraft.

**1.1.2 PROGRAM**

The information shall contain details of all relevant Training Programs, Policies, including Curricula and syllabuses, as applicable, for basic Operator familiarization, Initial Qualification, Continuing Qualification, Re-Qualification, Aircraft Transition or Conversion, Upgrade to PIC & other Specialized training requirements, as applicable, all in accordance with Company policy and the requirements of the Israeli Air Regulations.

3


Change Headings to Heading 1,2 etc.

Change the number of the first Chapter, and give it number “0”

It is very important, that the first chapter will be “0”.

Chapter “0” is the only chapter that is not monitored by the eDocs system.

This chapter usually contains, general things, and table of content.

	0 GENERAL	0 - 1 - P#1
	0.1 CAAI ACCEPTANCE	Rev 0
		17/08/2015

0 GENERAL

0.1 CAAI ACCEPTANCE

0.1.1 RECORD OF REVISIONS

REV NR	Date of Revision	Entered by	REV NR	Date of Revision	Entered by
1	10-OCT-2008				
2	02-JUN-2009				
3	01-AUG-2011				



3

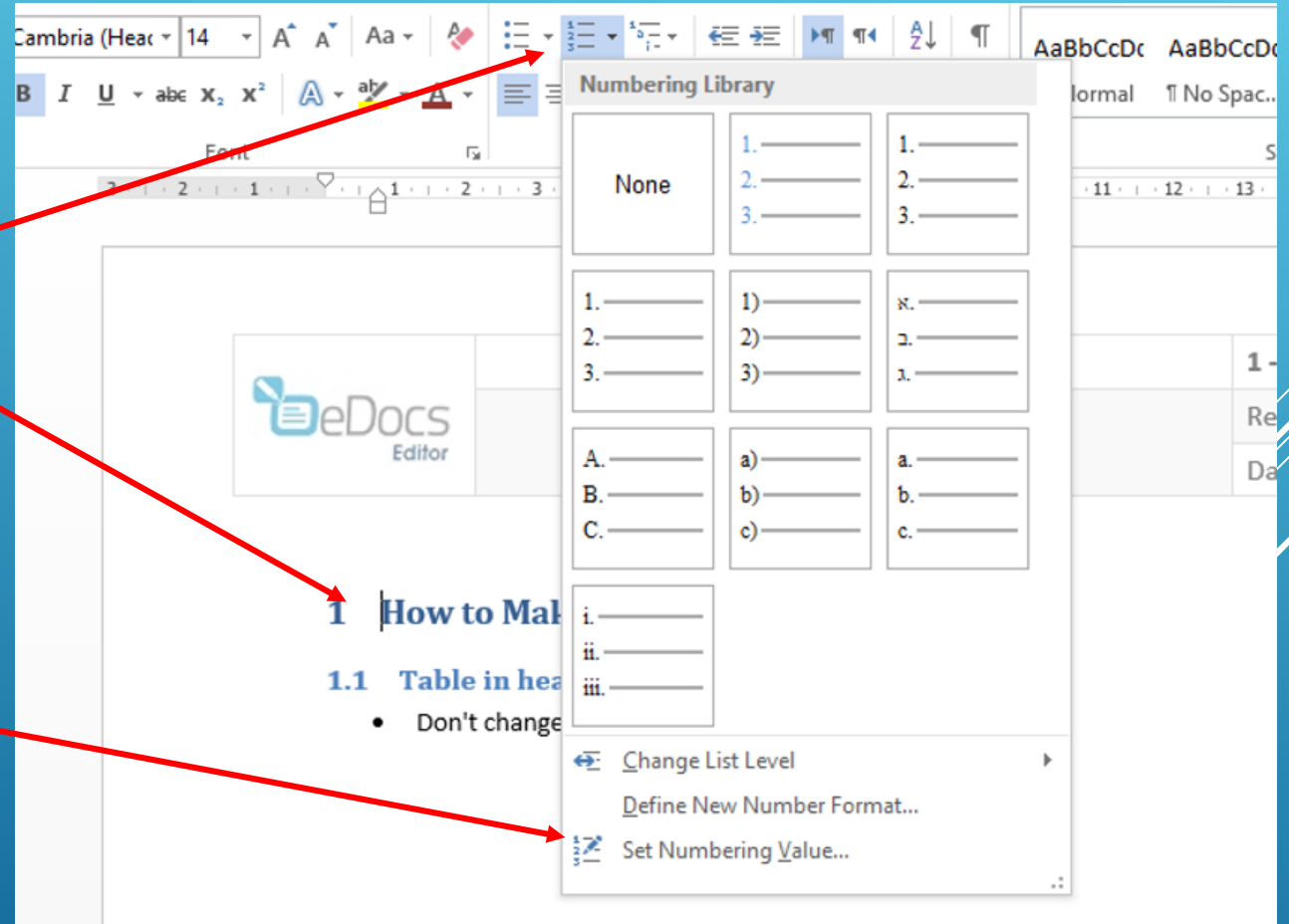
Change Headings to Heading 1,2 etc.

## How to change Chapter to “0”

Put the marker on Chapter “1” heading 1

In the HOME tab – look for the Numbering and open the Numbering Library.

Set numbering Value to “0”




### 3 Change Headings to Heading 1,2 etc.

In chapter “0”, you can use free style, like – “cover”, table of content, List of effective pages, glossary, and more, without effecting the other Chapters.

#### Note !

Inserting Table of content to chapters other then “0” is not aloud when using eDocs system.

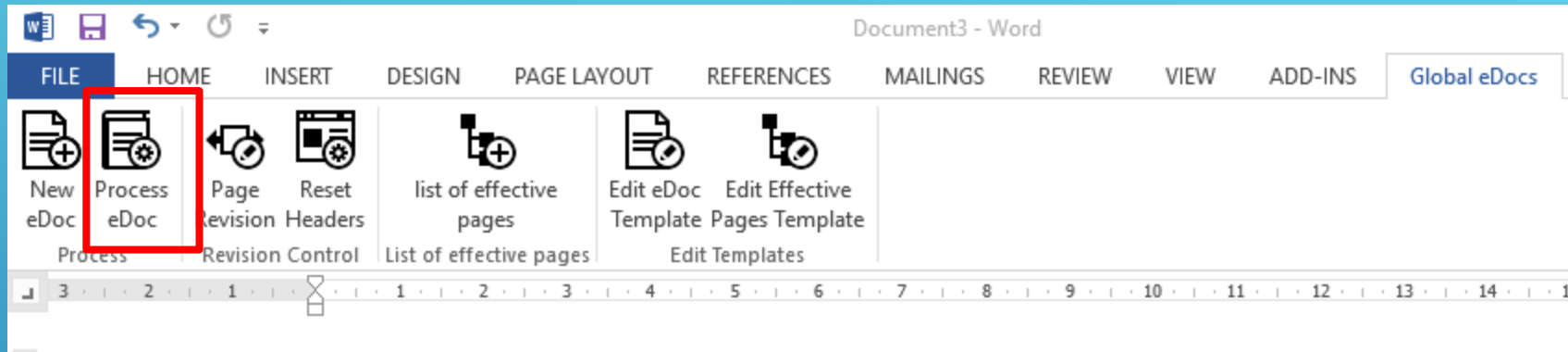
	<b>0 GENERAL</b>		<b>0 - 1 - P#1</b>		
	0.1 CAAI ACCEPTANCE		Rev 0		
			17/08/2015		

<b>0 GENERAL</b>					
<b>0.1 CAAI ACCEPTANCE</b>					
▲ <b>0.1.1 RECORD OF REVISIONS</b>					
REV NR	Date of Revision	Entered by	REV NR	Date of Revision	Entered by
1	10-OCT-2008				
2	02-JUN-2009				
3	01-AUG-2011				

4

Process eDoc – automated process by the software.



Pressing the **Process eDoc button**, will start a process, that is going through your file and organize the chapters and the Headers – and get it ready for Revision Control.

### Note 1

Your file (other then chapter “0”) must not contain Tables that contain **columns** that are longer then 1 page. [See next Page.](#)

If there are tables with **columns** longer then 1 page, you need to split them manually, before pressing **Process eDoc**

### Note 2

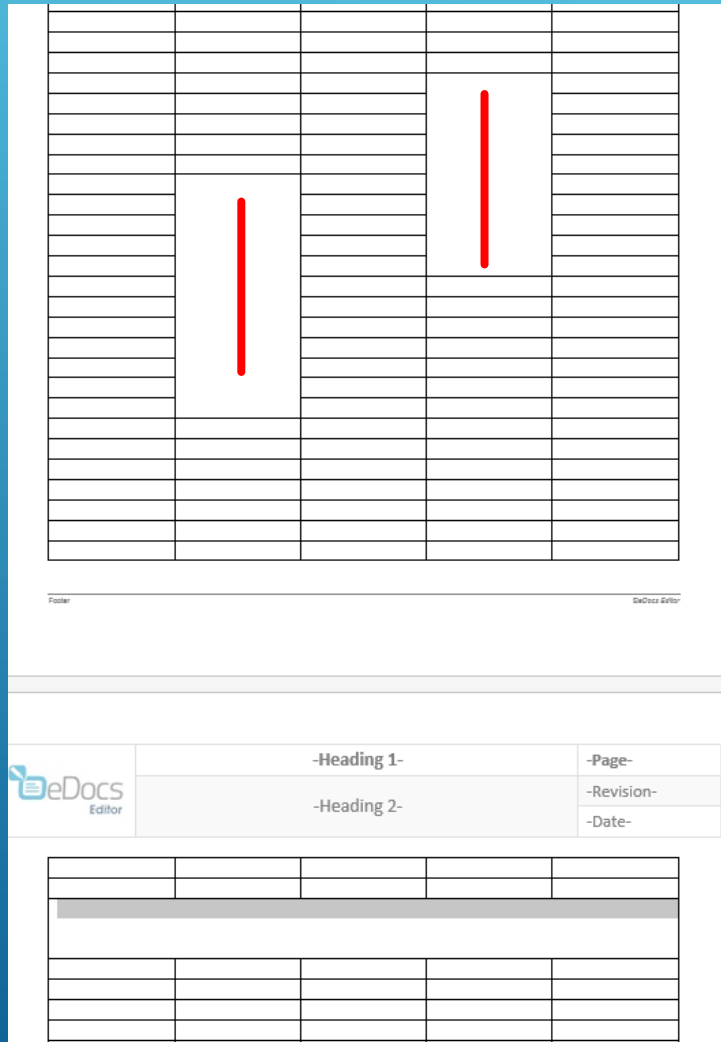
Only Chapter “0” can contain Table of content (for the entire document).

4

Process eDoc – automated process by the software.

**Good !**

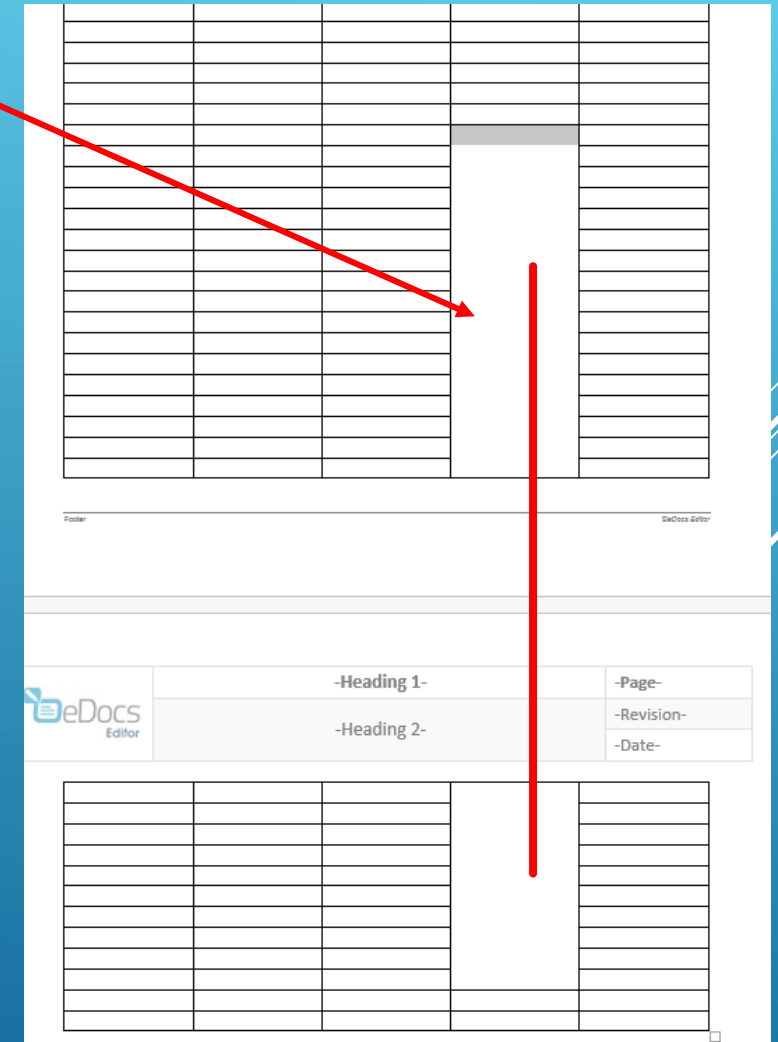
Table is larger  
then one page,  
but columns are  
not longer then  
one page.



The screenshot shows the eDocs Editor interface. At the top is a large table with 5 columns and 20 rows. Two vertical red lines are drawn in the second and fourth columns to indicate their widths. Below the table is a footer area with the eDocs Editor logo and a table with 3 columns and 3 rows. The columns are labeled '-Heading 1-', '-Page-', and '-Revision-'. The rows are labeled '-Heading 2-', '-Revision-', and '-Date-'. Below this is another table with 5 columns and 10 rows.

**Not Good !**

The Table contains  
column that is  
longer then the  
page – split the  
table using the split  
function



The screenshot shows the eDocs Editor interface. At the top is a large table with 5 columns and 20 rows. A vertical red line is drawn in the fourth column to indicate its width. A red arrow points from the text 'Not Good !' to this line. Below the table is a footer area with the eDocs Editor logo and a table with 3 columns and 3 rows. The columns are labeled '-Heading 1-', '-Page-', and '-Revision-'. The rows are labeled '-Heading 2-', '-Revision-', and '-Date-'. Below this is another table with 5 columns and 10 rows.

4

Process eDoc – automated process by the software.

The process will start, and you can monitor the progress on the screen.

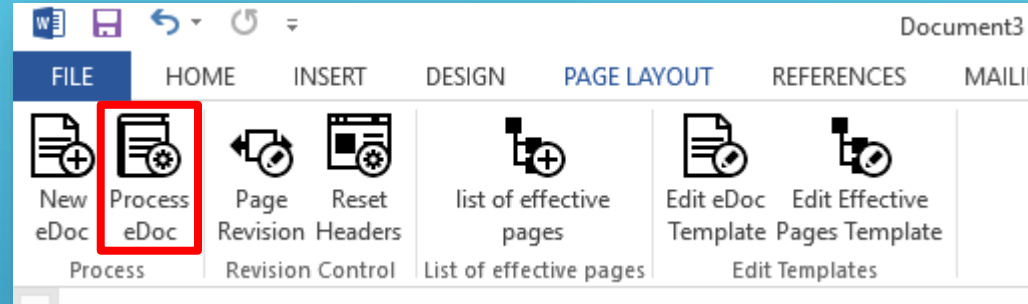
The process contains 2 scans:


1. Fast initial scan.
2. Slow deep scan.

**Be patient** – for a full book, with hundreds of pages – and many Chapters, it can take 30-40 min. depending on your computer.

In case of mistake in the process – notification will appear.

This process need to be done only ones.



	<b>4 AIRBUS FLEET1</b>	<b>4 - 3 - P-1</b>
	4.3 ENRICHMENT FLIGHTS	Rev 31
		25/08/2015

### 4.3 ENRICHMENT FLIGHTS


#### 0.1.40.1. GENERAL

The nature of company flights, and the allocation of flight priority to trainee pilots at their various training stages, may cause... The purpose of enrichment flights is to... The purpose of these flights is to raise personal flight levels and to practice as many elements as possible, including various types of approach, landing and takeoff. Takeoffs and departures will be practiced under manual control, raw data, AP coupling at low altitude, flights without auto-throttle, and other high skill exercises, all without affecting flight safety and passenger comfort.

#### 0.1.40.2. IMPLEMENTATION

- Enrichment flights (approximately 100 hours) will be... approximately 20-25 sectors (about trainee as PF (70% takeoff
- The purpose of these flights is to raise personal flight levels and to practice as many elements as possible, including various types of approach, landing and takeoff.
- Takeoffs and departures will be practiced under manual control, raw data, AP coupling at low altitude, flights without auto-throttle, and other high skill exercises, all without affecting flight safety and passenger comfort.

Processing



Working on your eDoc, please wait...

Cancel

5

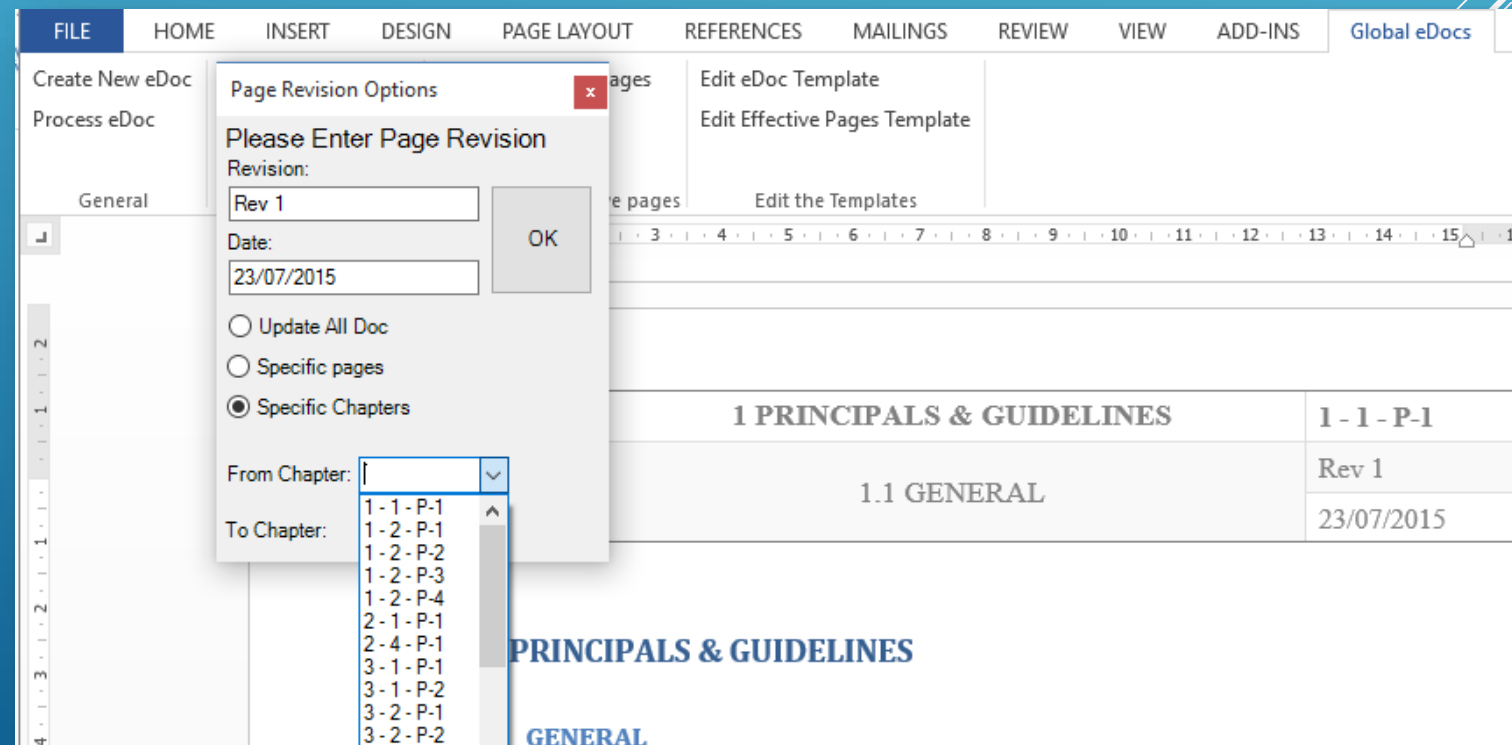
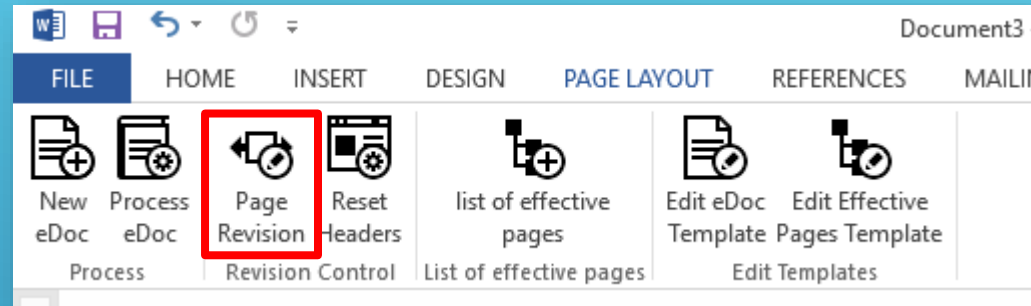
## Set Revision &amp; Date.

**Page Revision** button, uses to control Revision and Date, throughout the Document.

Revision & Date boxes, are free writing – that means that you can use your own style of numbering.

The options are:

- **Update all Doc.**
- **Specific pages** – change Rev and Date for selected range of pages.
- **Specific Chapters** - change Rev and Date for selected range of Chapters and subchapters



5

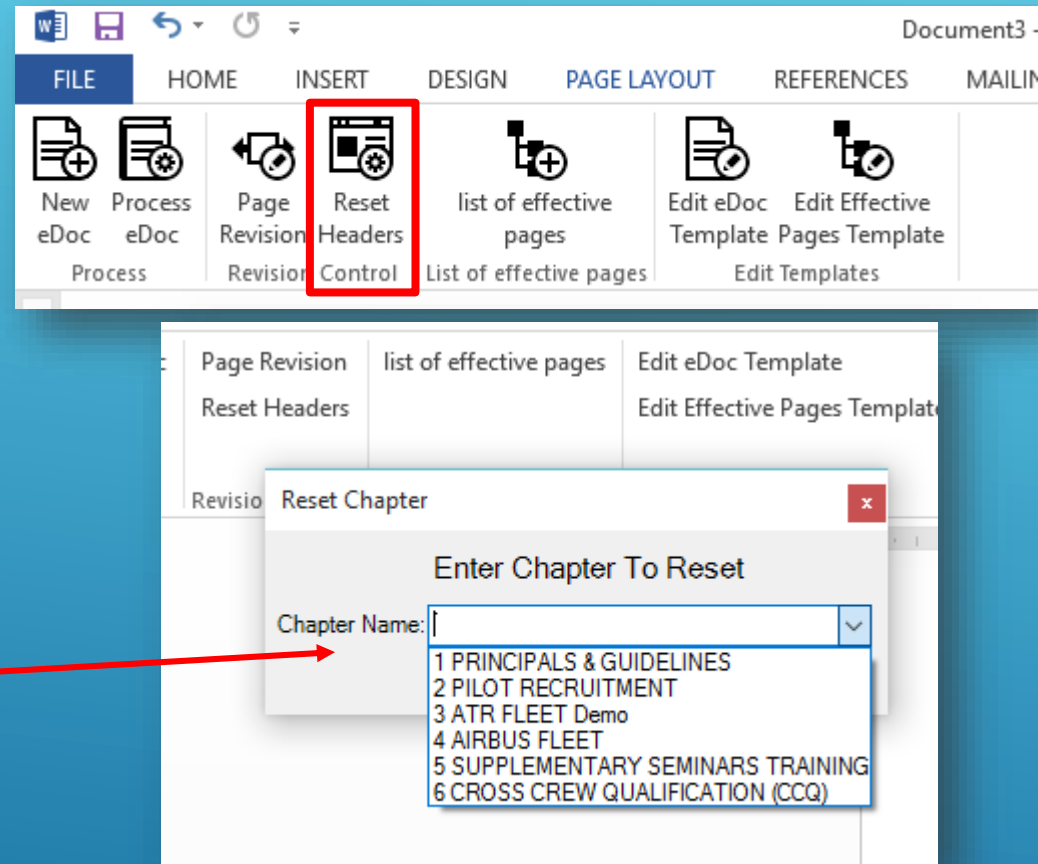
## Set Revision &amp; Date.

**Reset Headers** button, uses to reset the Headers in a single Chapter, after editing.

When changing, adding or deleting text from a Chapter, it is necessary to **Reset the Headers** and the page numbering, to adjust to the new text.

Press Reset headers button and select desired Chapter.

After completion of the process, set revision and date to the chapter, using Page Revision button.

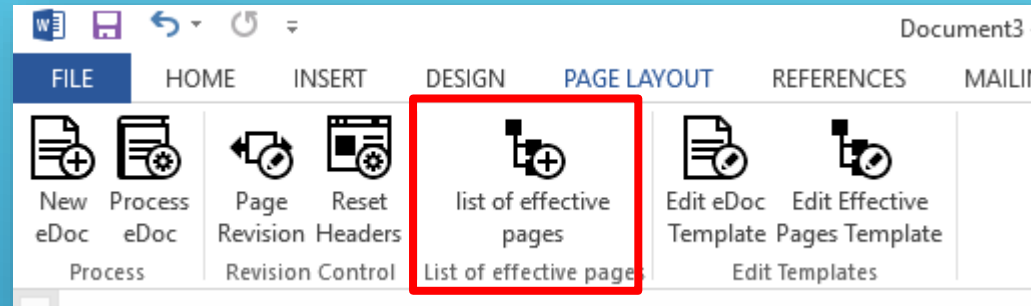



6

## Create automated List of effective pages

**List of Effective Pages** button creates a new File with List of Effective Pages table.

You can copy paste the table to Chapter "0" in your Manual



	List of Effective Pages		Page: 1
	List of Effective Pages		Revision
			Date

### 1.1 List of Effective Pages

List of Effective Pages							
Chap	Page	Date	Rev	Chap	Page	Date	Rev
1	1 - 1 - P-1	08/26/2015	Rev 0	4	4 - 4 - P-1	08/26/2015	Rev 0
1	1 - 4 - P-1	08/26/2015	Rev 0	5	5 - 1 - P-1	08/26/2015	Rev 0
2	2 - 1 - P-1	08/26/2015	Rev 0	5	5 - 2 - P-1	08/26/2015	Rev 0
2	2 - 1 - P-2	08/30/2015	Rev 1	5	5 - 4 - P-1	08/26/2015	Rev 0
2	2 - 2 - P-1	08/30/2015	Rev 1	x	x	x	x
2	2 - 2 - P-2	08/30/2015	Rev 1	x	x	x	x
3	3 - 1 - P-1	08/30/2015	Rev 1	x	x	x	x
3	3 - 1 - P-2	08/30/2015	Rev 1	x	x	x	x
3	3 - 2 - P-1	08/30/2015	Rev 1	x	x	x	x
3	3 - 2 - P-2	08/30/2015	Rev 1	x	x	x	x
3	3 - 2 - P-3	08/30/2015	Rev 1	x	x	x	x



7


Do more – Edit Chapter “0”

Chapter “0” is normally -  
“**Administration and Control**” and  
contains the Cover page and all  
the general parts of the manual –  
Table of content, Distribution list,  
List of effective pages and more.

Chapter “0” is the only Chapter  
that is not monitored by eDoc  
system.

In Chapter “0” you will need to  
edit **Header** and **Footer** manually,  
and it will not effect other  
chapters.

**Chapter “0” is the only Chapter  
that can contain “Table of  
Content”**

	<b>0 Administration and Control</b>	<b>0 - 1 - P#1</b>
	0.1 Table of Content	Rev 2
		17/08/2015

<b>0 Administration and Control</b>	<b>1</b>
0.1 Table of Content	1
0.2 DISTRIBUTION LIST	5
0.3 LIST OF EFFECTIVE PAGES	5
<b>1 PRINCIPALS &amp; GUIDELINES</b>	<b>6</b>
1.1 GENERAL	6
1.2 USE OF AIRCRAFT DURING TRAINING	7
<b>2 PILOT RECRUITMENT1</b>	<b>11</b>
2.1 GENERAL	11
2.2 ENTRY REQUIREMENTS	11
2.3 APPLICATION REFUSAL	11
2.4 RECRUITMENT PROCESS	11
<b>3 ATR FLEET Demo1</b>	<b>13</b>
3.1 F/O INITIAL TYPE RATING Demo	13
3.2 UPGRADE TRAINING TO CAPTAINCY	15
<b>4 AIRBUS FLEET1</b>	<b>17</b>

7

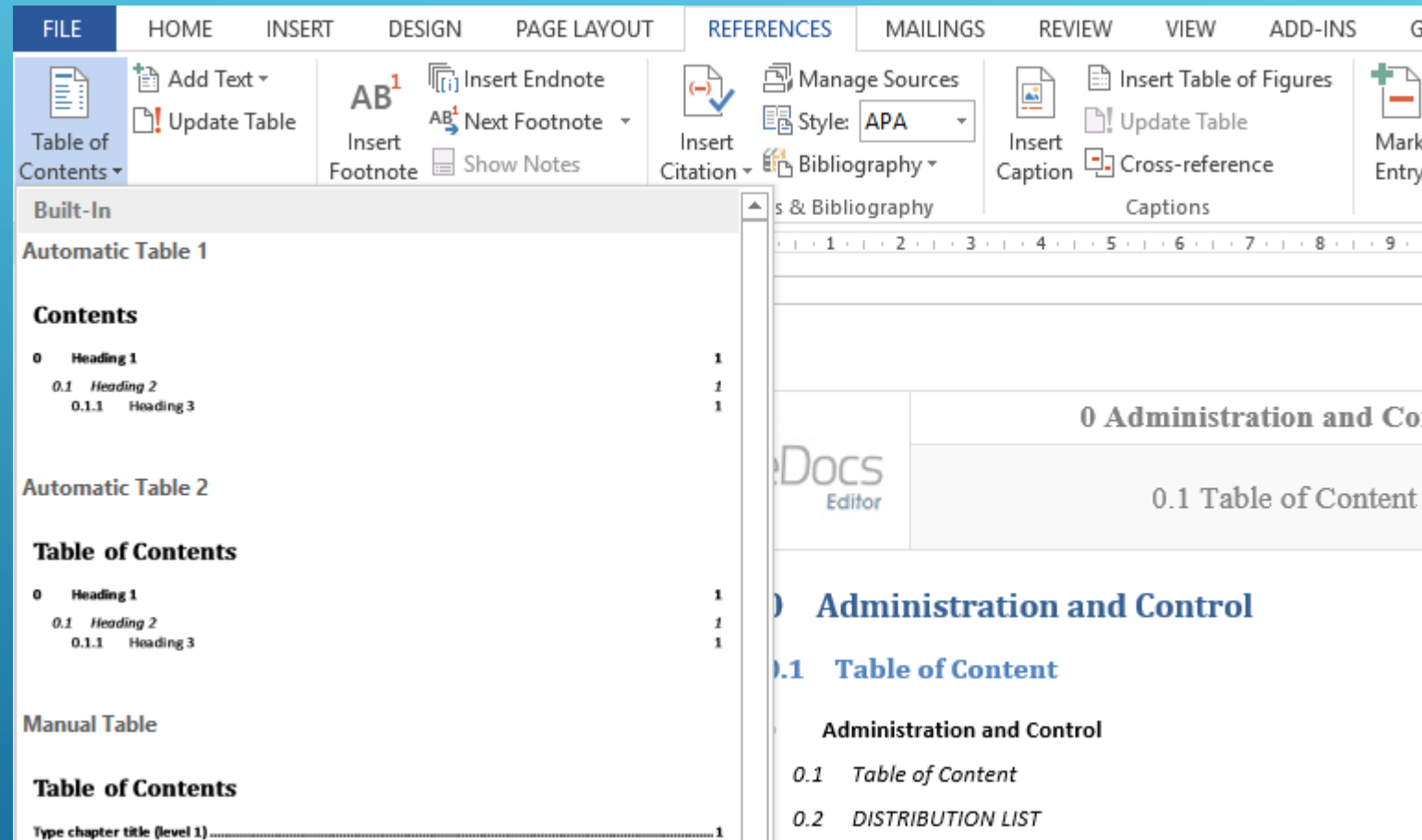
## Do more – Table of Content

For **Table of content** – use the automated **Table of Content** button in the “word”.

Choose the design of the table from the Manu.

Note !

Table of content can be located only in Chapter “0”!



The screenshot displays the eDocs Editor interface with the REFERENCES tab selected. The ribbon includes options for adding text, updating tables, inserting endnotes and footnotes, and managing sources and citations. A preview of a Table of Contents is shown on the right, featuring a hierarchical structure with chapter titles and page numbers.

**Table of Contents Preview:**

Chapter	Title	Page
0	Administration and Control	1
0.1	Table of Content	1
0.2	DISTRIBUTION LIST	1

7

## Do more – Track Changes

**Track Changes** Use “Word” Track Changes to monitor and present changes of the last revision.

Unlike legal document, in Aviation Manuals, you need to present the changes in the published book.

eDoc Editor System is set to turn off “Track Changes” – when processing the document, in order to keep only the markings of the changes you made.

	1 PRINCIPALS & GUIDELINES	1 - 1 - P-1
	1.1 GENERAL	Rev 31
		25/08/2015

## 1 PRINCIPALS & GUIDELINES

### 1.1 GENERAL

#### 1.1.1 DESCRIPTION

Part D of the Company Operations Manual describes training and qualification of aircrew personnel who are responsible for the safe operation of the aircraft.

#### 1.1.2 PROGRAM

The information shall contain details of all relevant Training programs, Policies, including Curricula and syllabuses, as applicable, for basic Operator familiarization, Initial Qualification, Continuing qualification, Re-Qualification, Aircraft Transition or Conversion, upgrade to PIC & other Specialized training requirements, as applicable, all in accordance with Company policy and the requirements of the Israeli Air Regulations.

#### 1.1.3 CURRICULA AND SYLLABUSES

The Training Manual shall contain curricula to include: Ground training, Simulator Training, A/c Training, Evaluation & Certification, line Training & Any Specialized Training. Also Procedures for Training and conduct of evaluations, Training Programs for the development of knowledge and skills related to Human Performance (CRM/DRM-Dispatch resource Management).

#### 1.1.4 ACCEPTANCES

The Training Manual must be approved or Accepted by the ICAA. In general, the Pilot Training Manager is responsible for the training outlined in this part of the Operations Manual. However, due to the Specific nature of flight and line training of aircrew, the responsibility for many of these training activities may be delegated to the Fleet Managers. Furthermore, the Pilot Training Manager has the authority to alter or cancel, on an ad-hoc basis, aircrew training or training requirements outlined in OM part D.

#### 1.1.5 APPLICABILITY

The information contained in this section of the Manual applies to all aircrew employed by ~~Israil~~.

#### 1.1.6 GENDER

For the sake of brevity this document generally uses masculine forms, but is intended for both genders.

#### 1.1.7 PRINCIPLES & POLICY

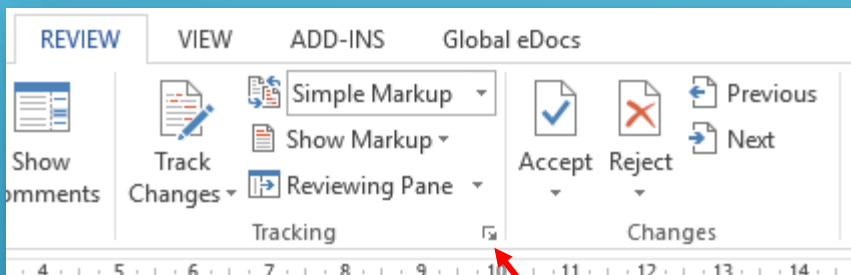
7

## Do more – Track Changes

The method described here ensures that PDFs produced by “word” will show changes without mistakes

Set your Track Changes panel as instructed:

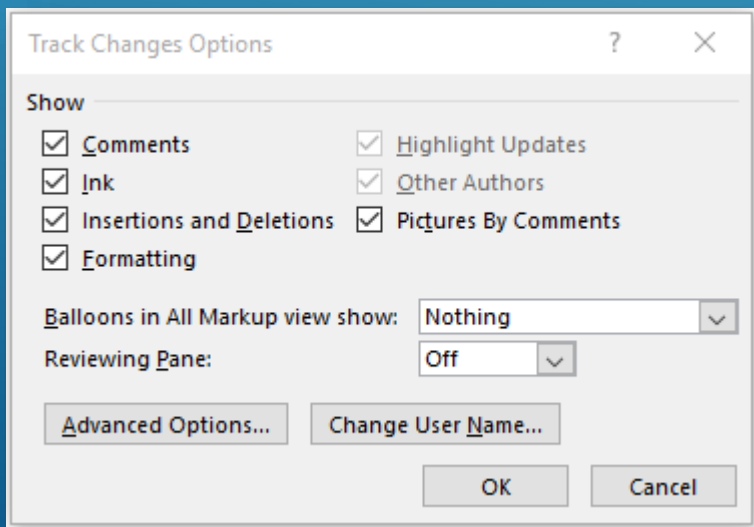
1



Press to open

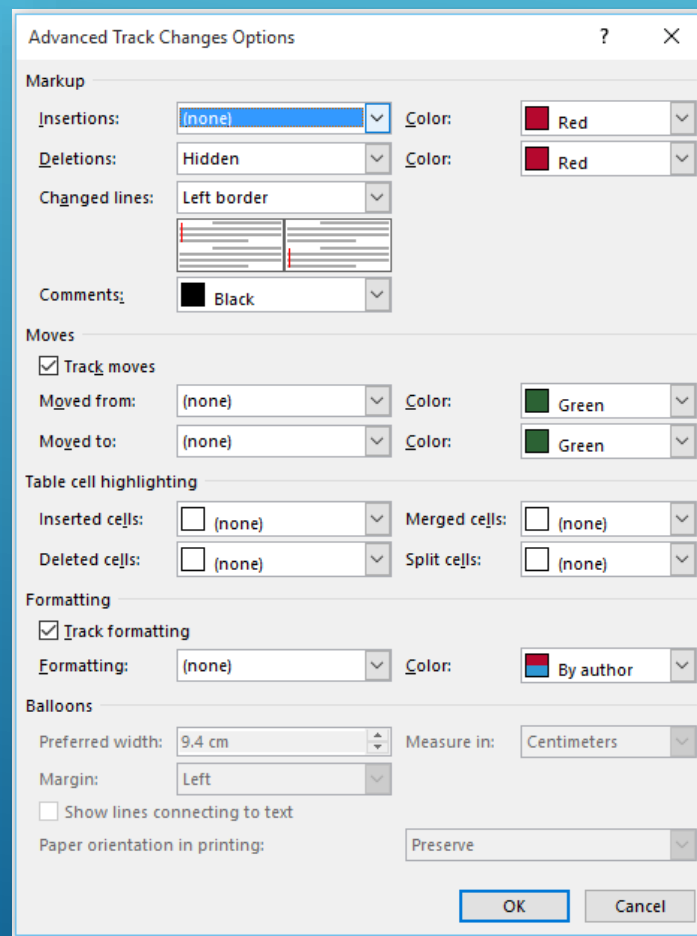
Set the panel as shown in the picture.  
Press Advanced Options

2



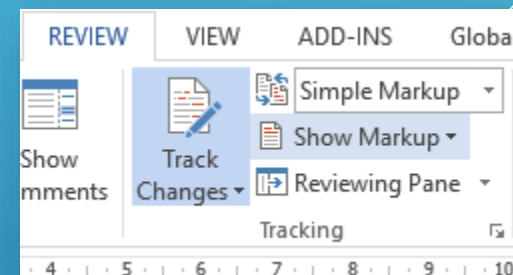
3

Set the panel as shown in the picture.



4

When needed –  
press the Track  
Changes button



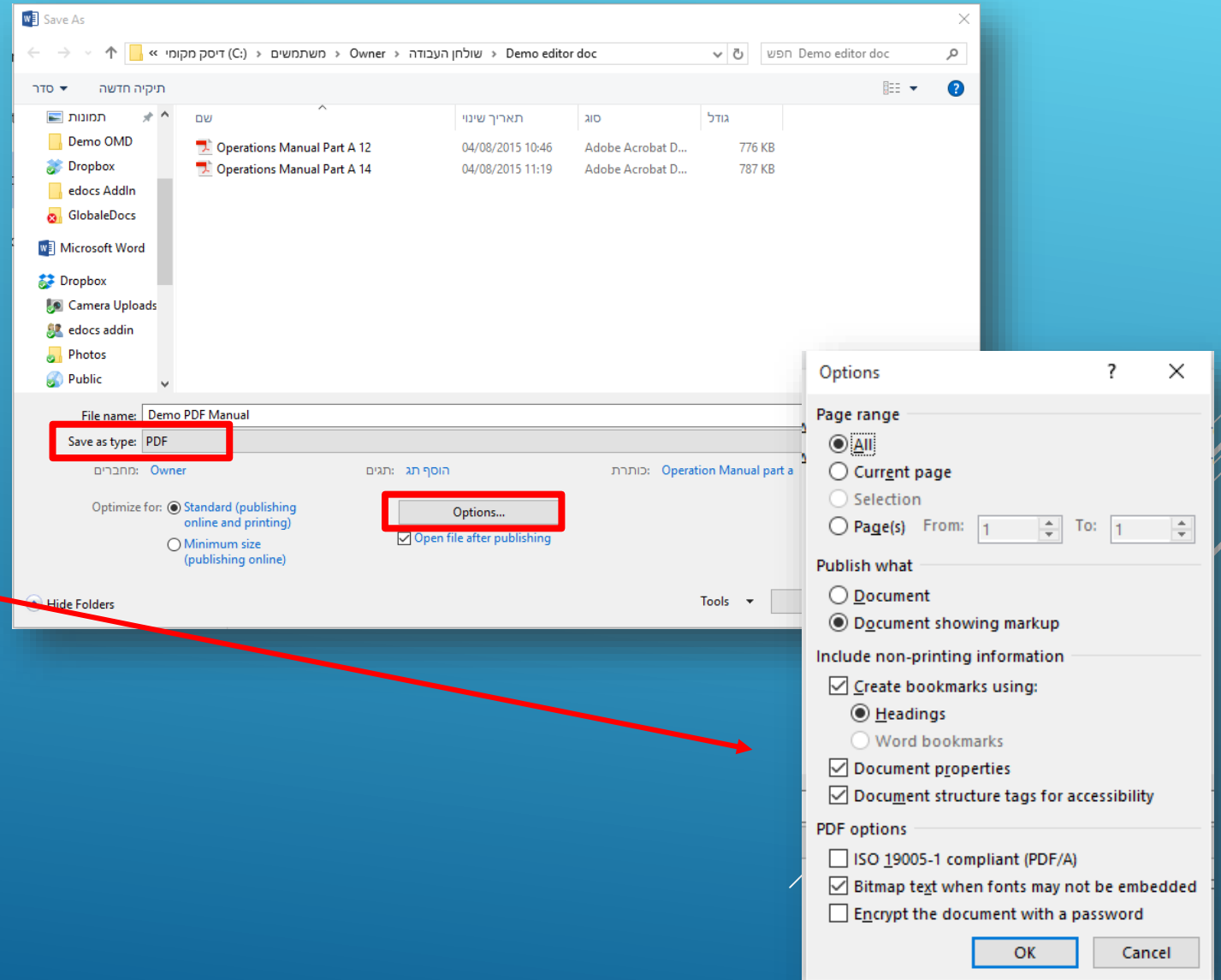
7

## Do more – Publish to PDF

Publish to PDF is done best using Save as PDF implemented in Microsoft Word.

Use the technique described to produce best PDFs Manuals out of eDocs **Editor**.

Save as PDF – open Options mark the options described in the picture – then Save.



## 8

## Installation

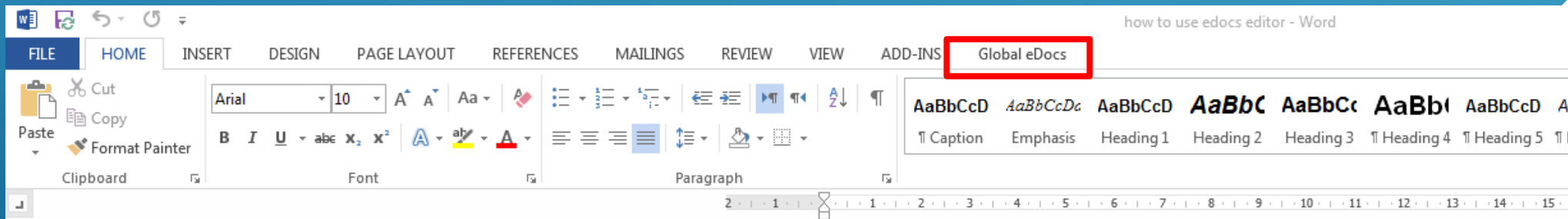
Close all Word documents before installation.

Install eDocs Editor Add in like any other software installation.

Continue the installation even if your windows will not recognize the software (this will not harm your computer in any way).

In some cases the installation process will download missing Windows components – install them when instructed, before finishing the eDocs Editor installation.

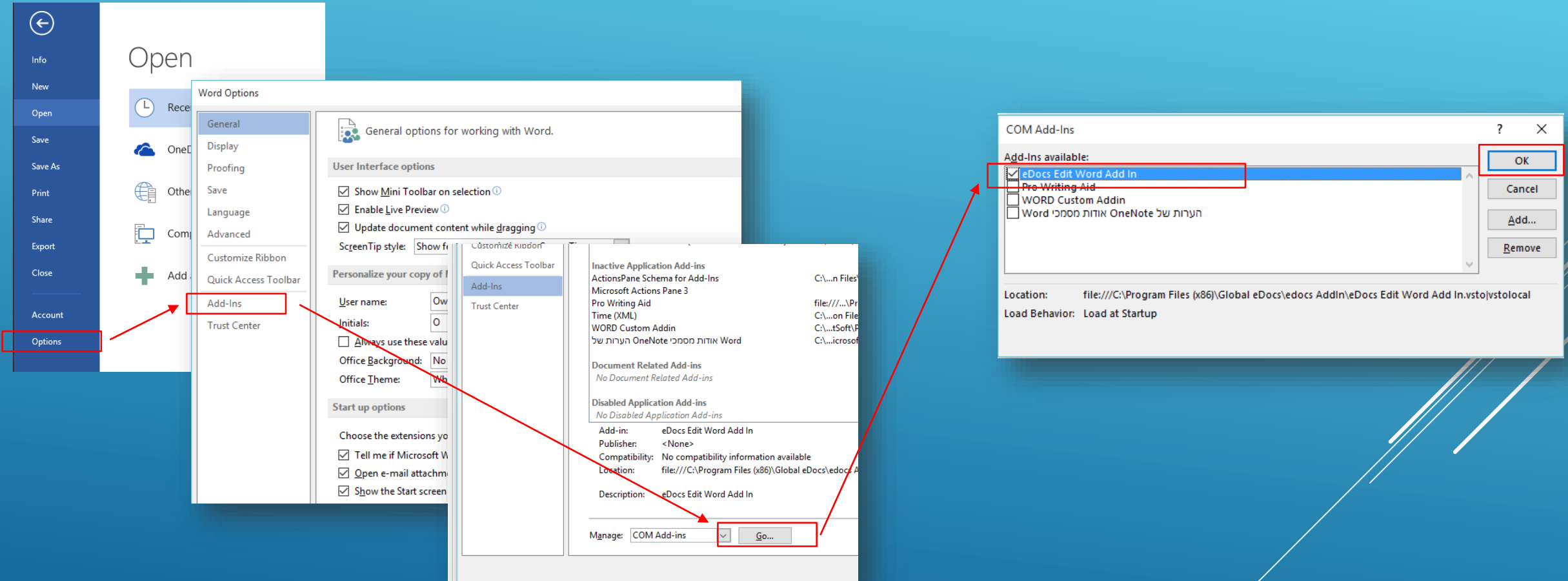
Open “Microsoft Word” – look for the “Global eDocs” Tab\*



\* If the Tab is invisible – see explanation at the next slide.

## Installation

If GlobaleDocs Tab is not shown – follow this procedure:





Some more topics.

## Page overview





9

Some more topics.

# Style

eDocs Editor uses Headings 1 & 2 for display on the Header.

You can modify Headings as you wish, as long as you keep the name “Heading 1, Heading 2” etc.

Heading 1 is always Chapter name, and will be put at the top of the page automatically by the software.

Heading 2, is sub chapter, and the first one on each page will be written on the Header.

Use all the other Headers as needed – prefer Heading 3,4,5,6 etc.

Your Airline LOGO	1 Heading 1
	1.1 Heading 2

**1** | Heading 1

**1.1** Heading 2

**1.1.1** Heading 3

**1.1.1.1** Heading 4

**1.1.1.1.1** Heading 5

**1.1.1.1.1.1** Heading 6

Some more topics.

## Page numbering

Page numbering is an automated process that contains three parts:

- Chapter number.
- Sub chapter number.
- Page number.

Page number starts from “1”, for each sub chapter.

This gives you the ability to add or delete pages inside sub chapter, without affecting all chapter pages.

1 - 1 - P-1

Revision

Date

9

Some more topics.

## Revision and Date

Revision & Date can be assign to each page separately, or for numerous pages together.

You are free to use any style of Revision, Temporary Revision or issue.

You can adjust font size, style and box width on your template.

Date can be writhen in any desired format – without limitations.

	1 - 1 - P-1
	Revision
	Date

9





Some more topics.

## Page numbering Revision & Date

Sample for page numbering, revision and date, for Chapter 1 of a Demo Manual.

You can see that the pages marked in red, have different Rev & Date.

In this presentation, we will show you how easy it is to control revisions & dates, for each page.

	<b>1 PRINCIPALS &amp; GUIDELINES</b>	<b>1 - 1 - P-1</b>
	1.1 GENERAL	Rev 0
		23-July-2015
	<b>1 PRINCIPALS &amp; GUIDELINES</b>	<b>1 - 2 - P-1</b>
	1.2 USE OF AIRCRAFT DURING TRAINING	Rev 0
		23-July-2015
	<b>1 PRINCIPALS &amp; GUIDELINES</b>	<b>1 - 2 - P-2</b>
	1.2 USE OF AIRCRAFT DURING TRAINING	Rev 1
		05-Aug-2015
	<b>1 PRINCIPALS &amp; GUIDELINES</b>	<b>1 - 2 - P-3</b>
	1.2 USE OF AIRCRAFT DURING TRAINING	Rev 1
		05-Aug-2015
	<b>1 PRINCIPALS &amp; GUIDELINES</b>	<b>1 - 2 - P-4</b>
	1.2 USE OF AIRCRAFT DURING TRAINING	Rev 0
		23-July-2015