



eDocs Editor

Your Manuals will meet all [MLR.100 "EASA"](#) standard

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

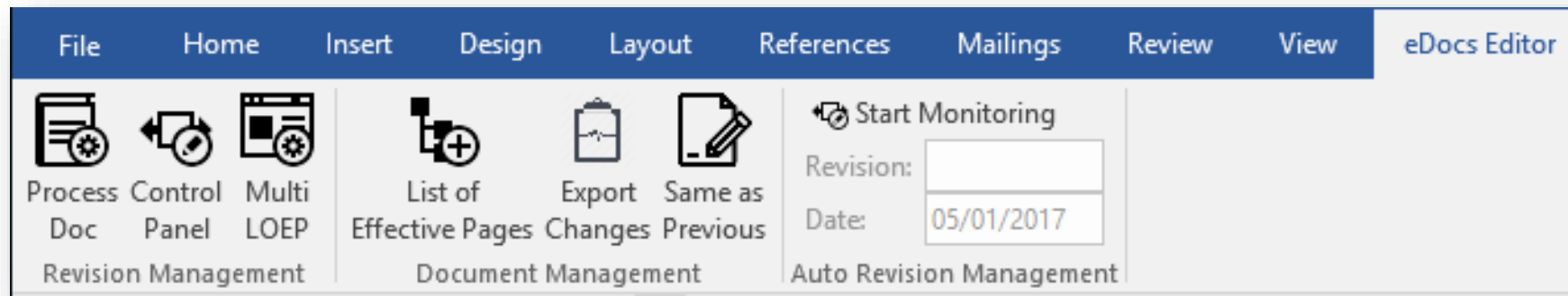
eDocs **Editor** Is an Add in for Microsoft Word for producing Controlled Manuals.

installing eDocs **Editor** Add in gives you the ability make your “Word” document fully compatible with [MLR.100 EASA](#) standard:

1. Use your own original Manuals.
2. Full Revision & Date control for even a single page.
3. Professional pages numbering.
4. Automated List of Effective Pages.
5. Automated Revision control
6. Marking changes.
7. Table of content.
8. Producing a full Manual with all Chapters in one single File.
9. Enabling “Introduction” chapter, before chapter “0”.
10. Appendix control.
11. Use all the benefits of Microsoft Word.

eDocs Editor Add in

Installation of eDocs Editor Add-in shown as “eDocs Editor” Tab in “Word”



eDocs Editor Add in – Quick Start

1. Install “eDocs Editor”

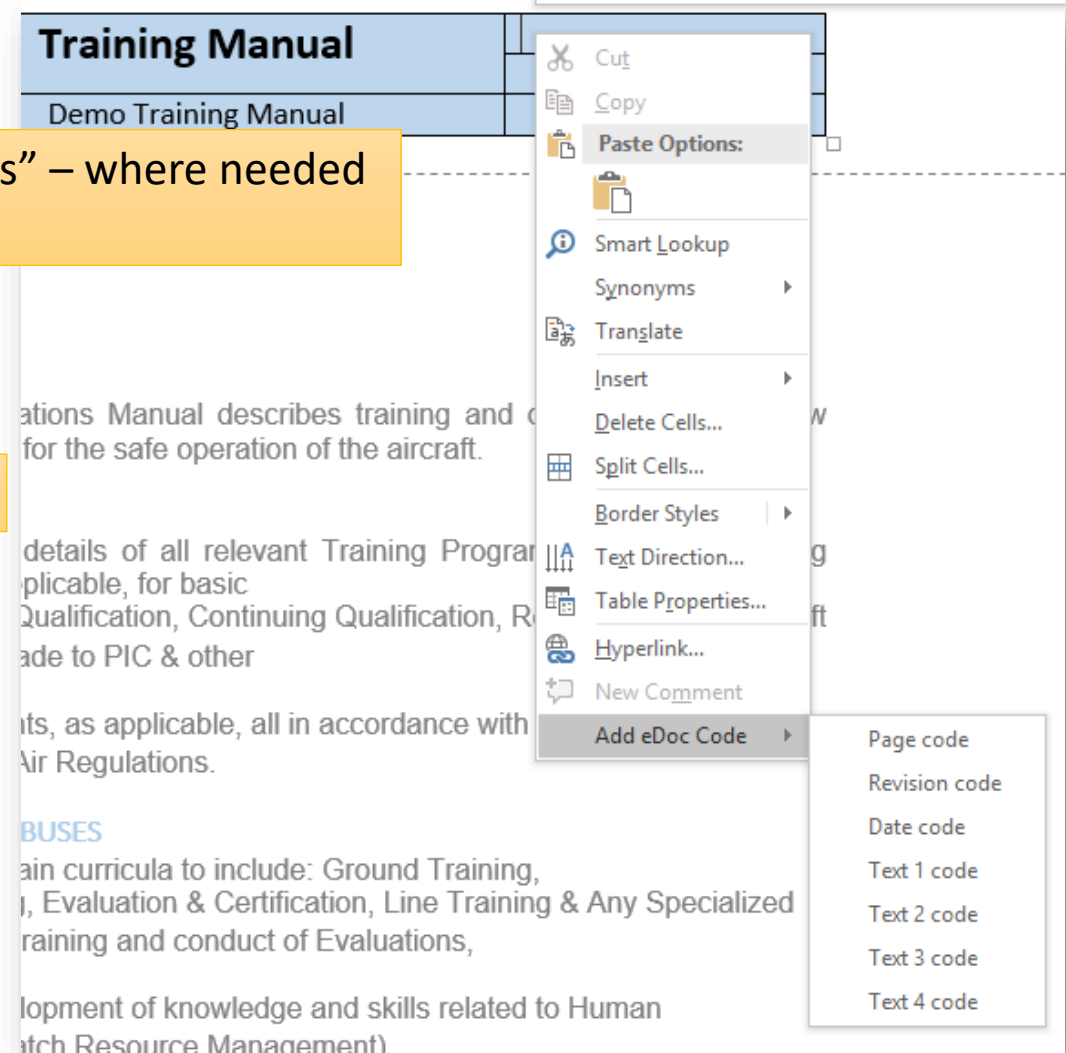
2. Insert “Activation Key”

3. Open Your Document and insert smart “Controlled Fields” – where needed (using mouse right button)

4. Press “Process Doc” button

5. Use “Control Panel” button – to set Rev, Date and more

6. Create “List of Effective Pages”



How eDocs Editor works

eDocs Editor controls “Controlled Fields” that are inserted to the “Header” &/or “Footer”.

Basic knowledge of using “Headings” in Documents editing is needed.

Fields controlled by the eDocs Editor are*:

- Page
- Revision
- Date
- Issue
- Effective Date
- Text 1
- Text 2
- Text 3
- Text 4

* These “Controlled Fields” are inserted by the User to any place in the Document.

Sample of “Controlled Fields”

	Training Manual		1 - P-1
			Rev 0
	Demo Training Manual		11/20/2016

How to prepare your Document for eDocs Editor (recommended)

Your Document

eDocs Editor Document

00 General ED3 ...
00 General ED3 ...
01 Limitations E...
02 Normal proc...
03 Abnormal an...
04 Performance ...
05 Flight Prepar...
06 Mass & Bala...
07 Loading ED3 ...
08 CDL ED3 Rev01
09 MEL ED3 Rev01
10 Survival, eme...
11 Emergency e...
12 Aircraft syste...
Cover page ED0...

Separate File for each Chapter*

OM-B Rev02

All Chapters in one file

First step will be to connect all Chapters to create one book

* If needed - eDocs Editor is capable of controlling Separate File for each Chapter

How eDocs Editor is built (recommended)

1. Cover Page.
2. Pages after cover page that comes before first Chapter.
3. Introduction Chapter.
- 4. Chapters*.**
5. Appendixes.

*Compulsory

eDocs Editor Recommendations

In order to get the best result – follow this recommendations, when preparing your Document for **eDoc***:

1. All Chapters in one single file*.
2. First page of every Chapter must contain “Style” with Numbering.
3. **eDocs Editor** does not need “Section Breaks” at all in order to control Revision, Dates and more.
To simplify your work, it is highly recommended to replace all “Section Breaks” with “Page Breaks” or delete them**.
In places where “Section Breaks” are needed – keep them (It does not effect the Editor – just more work for you)***
Use “Same as Previous” auto button – were needed.
4. Remove all Chapters “Table of Content” and leave only one “Table of Content” at the start of your Document

***If needed - eDocs Editor is capable of controlling Separate File for each Chapter.**

****See full explanation in the coming pages.**

*****In places, where big change is needed to “Header” or “Footer” or if Landscape page is needed.**

Steps for professional Manual

- ① Preparing your Document.
- ② Make your Document an eDoc
- ③ Table of Content
- ④ Create automated List of effective pages
- ⑤ Auto Revision Control – (under development)
- ⑥ Do more (Track changes, publish to PDF, [Introduction Chapter](#))
- ⑦ Installation

1 Preparing your Document.

Please read and follow these steps carefully:

1. Create single file from all your Chapters (recommended)
2. Most of your “Section Breaks” are not needed – replace them with “Page Breaks”
3. Use “Same as Previous” button to best control Headers & Footers
4. Make sure that the first Page of every Chapter starts with “Style” contains Numbering.

Only when you done, with these 3 steps – your document is ready for eDocs Editor.

Please note: you do not need to change anything in the structure of your document, so all the hard work you did up to this point is not lost.

1 Preparing your Document.

Step 1 – Delete or Replace “Section Breaks” with “Page Breaks”

Background information:

Normally, all “Headers” in document are the same. Microsoft created **“Section Break”** in order let you separate one Header from another – when you need to make different “Headers” in a document.

“Page Break” is used to control which Line will be at the top of the page.

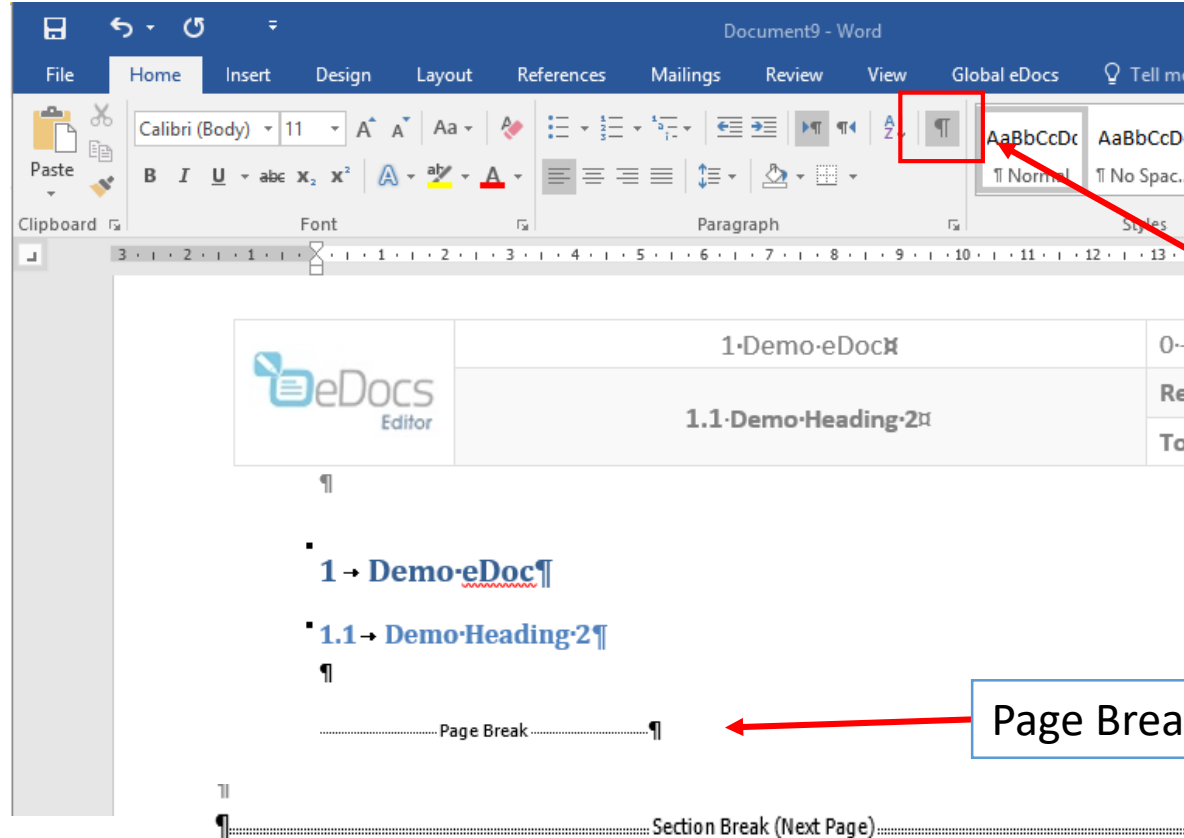
When using “eDocs Editor” **“Section Breaks”** are not needed – because “eDocs Editor” controls every “Header” and “Footer” separately.

“eDocs Editor” uses “Page Break” in order to put Chapters in the start of their page. You can also use “Page Brakes” as needed, throughout all your Document.

See “How to” – next page.

1 Preparing your Document.

Step 1 – Delete or Replace “Section Breaks” with “Page Breaks”



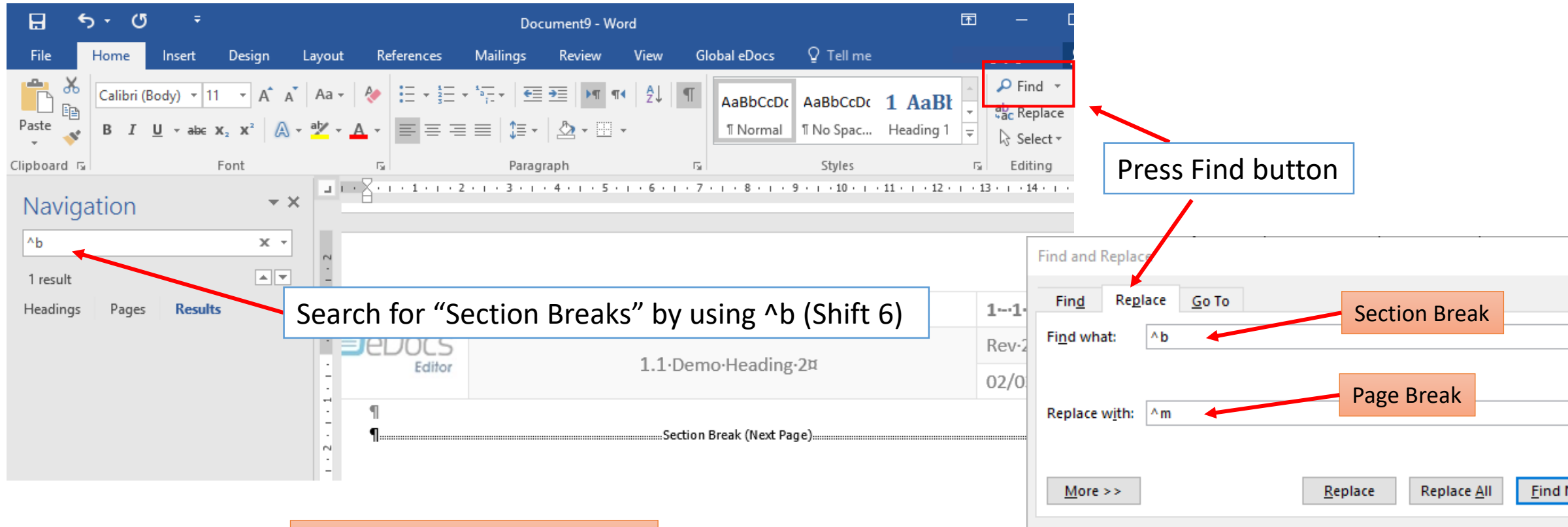
Press this button to show Marks

Page Break

Section Break

Preparing your Document.

Step 1 – Delete or Replace “Section Breaks” with “Page Breaks”



Delete all “Section Breaks”

If needed – replace them with “Page Breaks”

1

Preparing your Document.

Section Break

Step 1 – Use “Same as Previous” function

“Same as Previous” button is very useful, in documents with many “Section Breaks”
It allows better control over different section Header & Footer.*

*In some cases, more then one press on the button is needed.

File

Home

Insert

Design

Layout


References

Mailings


Review

View


eDocs Editor




Process Control




Multi Doc




Revision Management




List of Effective Pages



Export Changes



Same as Previous



Start Monitoring

Revision:


Date: 05/01/2017

Auto Revision Management

Footer -Section 2-

Demo Footer

Same as Previous



Training Manual

Rev 0

12/18/2016

Training Instructions

INTRO - P-8

Header -Section 2-

Operator familiarization, Initial Qualification, Continuing Qualification, Re-Qualification, Aircraft Transition or Conversion, Upgrade to PIC & other

Same as Previous

1

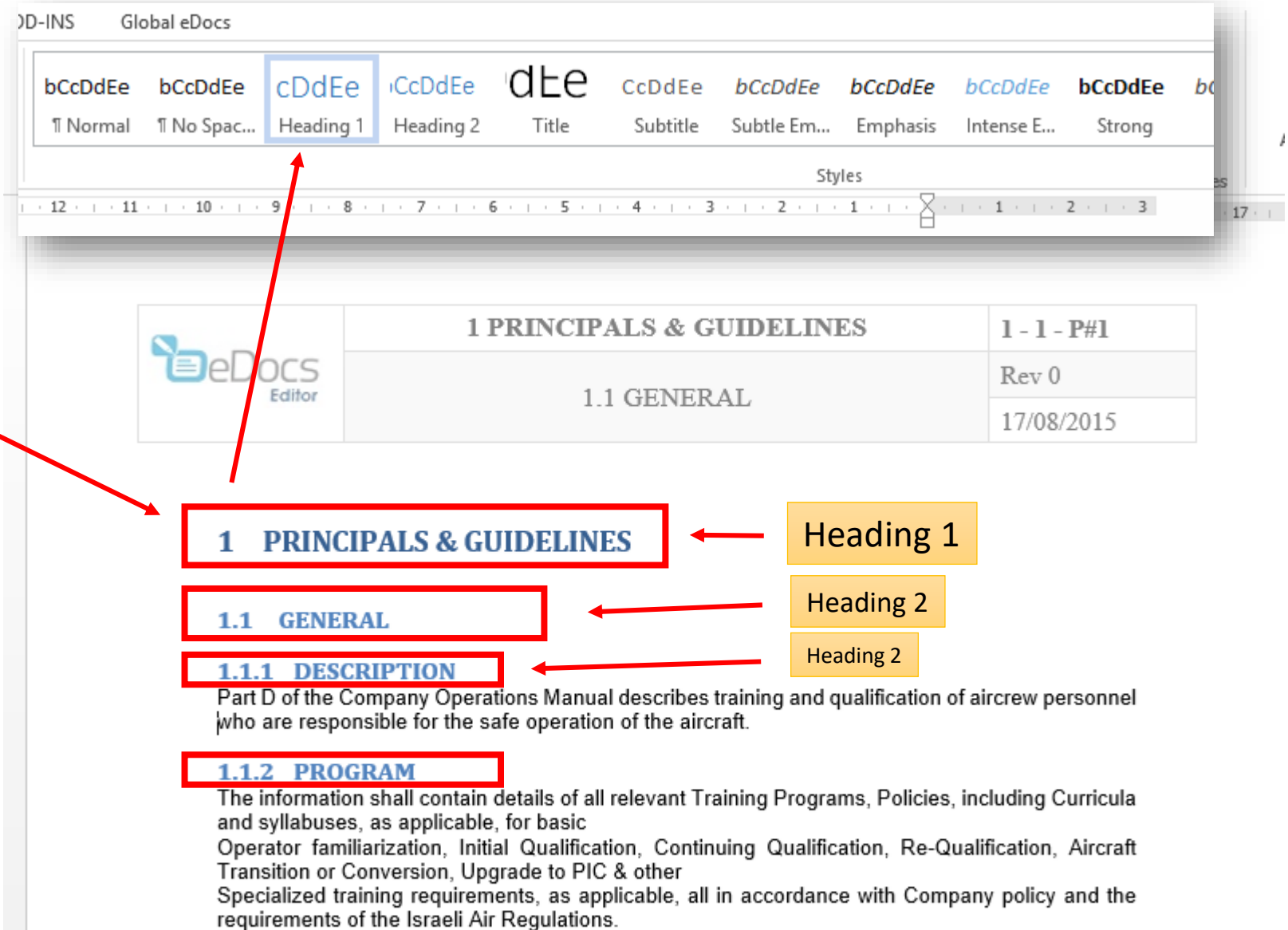
Preparing your Document.

Step 2 – inspect “Styles”

If you are using Word native “Headings” – make sure correct numbering, as seen in this Pic.

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

It is ok to use different Styling to your Chapters – as long as they are numbered.



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 diagram is shown with the following hierarchy:

- 1 PRINCIPALS & GUIDELINES** (Heading 1)
 - 1.1 GENERAL** (Heading 2)
 - 1.1.1 DESCRIPTION** (Heading 2)

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** (Heading 2)

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.

Red arrows point from the 'Heading 1' label in the diagram to the 'Heading 1' style in the ribbon, and from the 'Heading 2' label to the 'Heading 2' styles in the diagram.

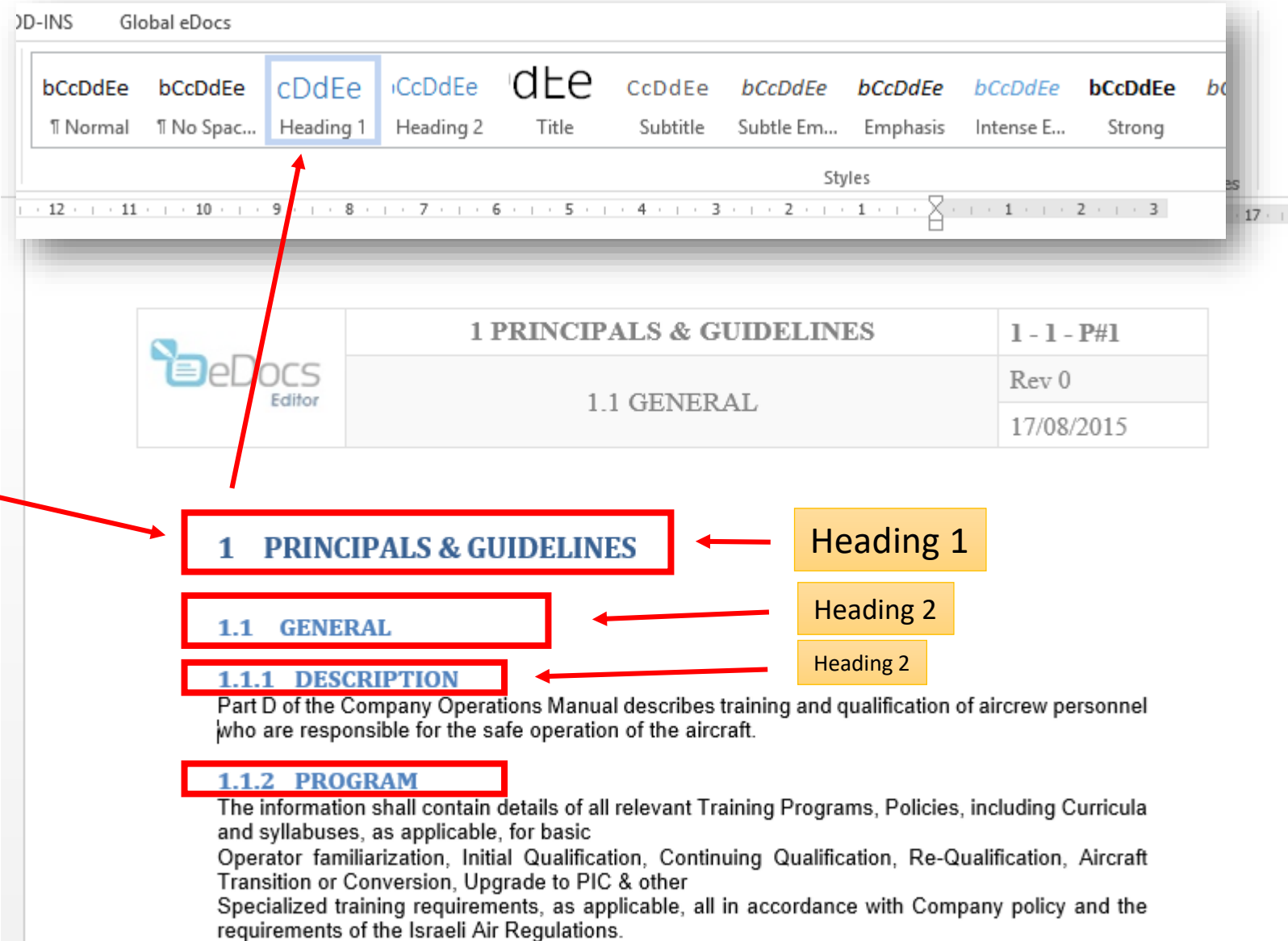
1

Preparing your Document.

Step 2 – if you are using other “Styles” (like Company Styles):

Make sure correct numbering, is set to all “Styles”

At least – the first style must contain numbering.




DD-INS Global eDocs

bCcDdEe bCcDdEe cDdEe iCcDdEe dTe CcDdEe bCcDdEe bCcDdEe bCcDdEe bCcDdEe bCcDdEe

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong

Styles

12 11 10 9 8 7 6 5 4 3 2 1 1 2 3 17

	1 PRINCIPALS & GUIDELINES	1 - 1 - P#1
	1.1 GENERAL	Rev 0
		17/08/2015

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.

Heading 1

Heading 2


Heading 2

1 Preparing your Document.

Step 2 – Change “Headings”

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

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				

1 Preparing your Document.

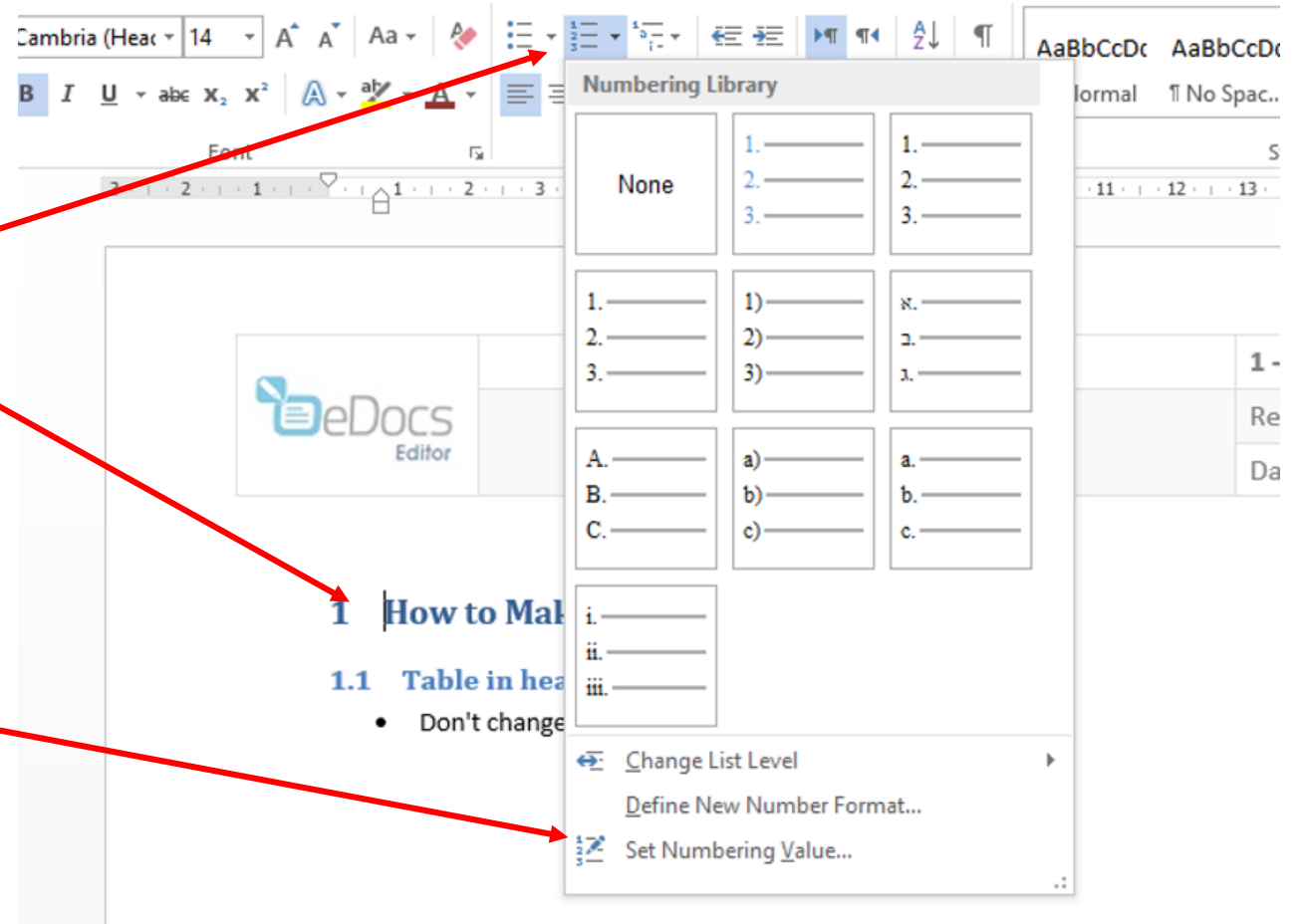
Step 2 – Change “Headings”

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”



1 Preparing your Document.

Step 3 – Chapter start

Make sure that every Chapter starts with “Heading 1” (or other “Company Style”).

	2 COMPANY SPECIFIC SOP'S	2 - 1 - P-1
	2.1 NORMAL CHECK LIST	Rev 2
		02/03/2016

2. COMPANY SPECIFIC SOP'S

2.1. NORMAL CHECK LIST

Heading 1

INTRODUCTION

Rushed and unstabilized approaches are the largest contributory factor in CFIT and other approach and landing accidents.

Rushed approaches result in insufficient time for the flight crew to correctly:

- ▲ Plan;
- ▲ Prepare; and,
- ▲ Execute a safe approach.

2

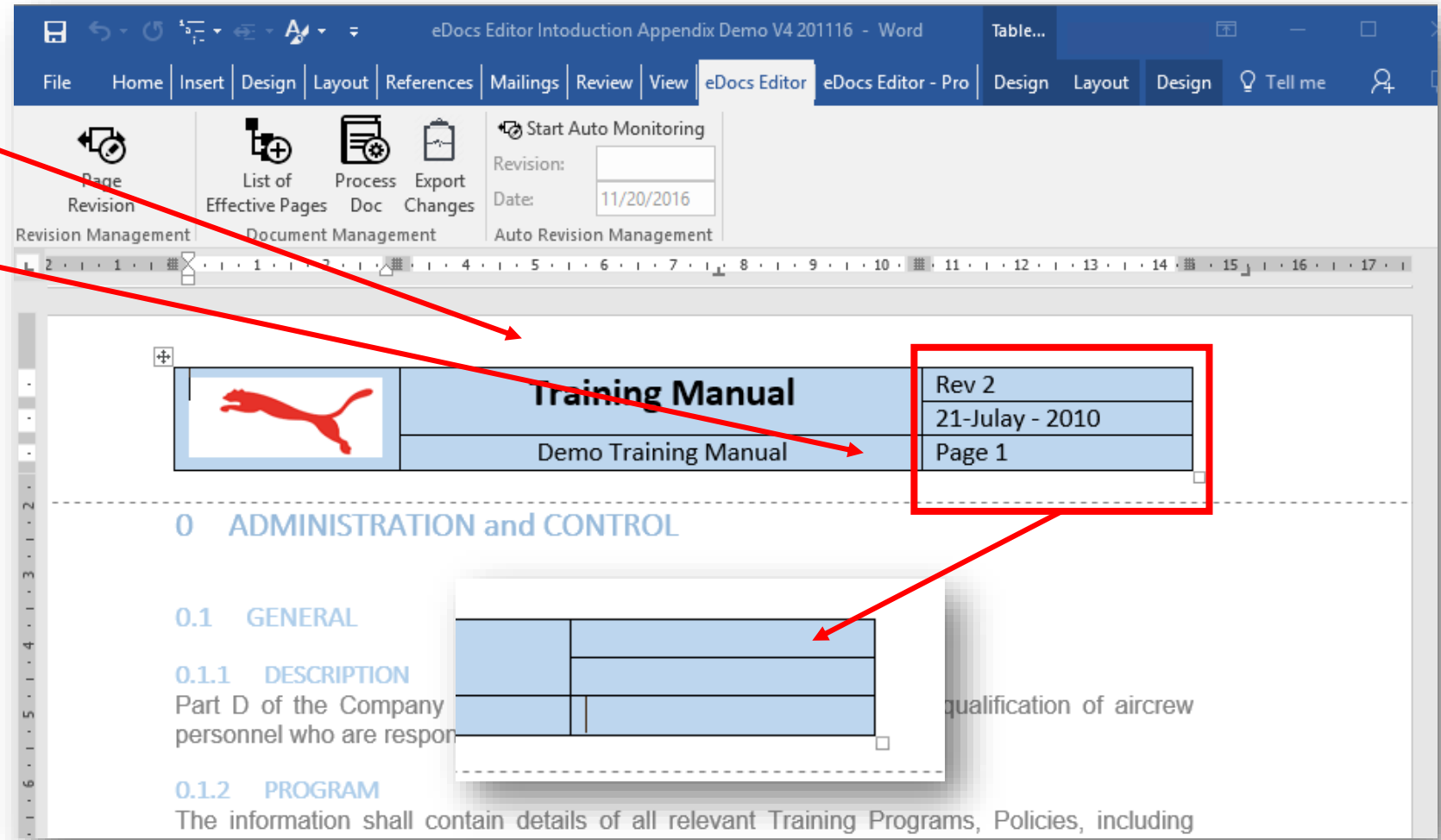
Make your Document an eDoc.

Open your Document in “Word”

Double click on the Header

Clear fields that you
want to control.Use “right mouse button”
to select “Controlled
Field”*

*see next page



The screenshot displays the eDocs Editor interface. The title bar reads 'eDocs Editor Introduction Appendix Demo V4 201116 - Word'. The ribbon includes tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, eDocs Editor, eDocs Editor - Pro, Design, Layout, and Tell me. The eDocs Editor tab is active, showing a 'Revision Management' section with 'Start Auto Monitoring', 'Revision: 11/20/2016', and 'Date: 11/20/2016'. Below the ribbon is a horizontal scroll bar. The main document area shows a header table with a red jaguar logo, the title 'Training Manual', and a subtitle 'Demo Training Manual'. To the right of the header is a table with three rows: 'Rev 2', '21-Julay - 2010', and 'Page 1'. Below the header is a section titled '0 ADMINISTRATION and CONTROL'. Under this section is a table of contents with entries for '0.1 GENERAL', '0.1.1 DESCRIPTION', and '0.1.2 PROGRAM'. The '0.1.1 DESCRIPTION' entry is expanded, showing a table with three rows and two columns. The first row contains 'Part D of the Company' and 'personnel who are respon'. The second row contains 'qualification of aircrew'. The third row contains 'The information shall contain details of all relevant Training Programs, Policies, including'.

Training Manual	
Demo Training Manual	

Rev 2
21-Julay - 2010
Page 1

0 ADMINISTRATION and CONTROL

0.1 GENERAL

0.1.1 DESCRIPTION

Part D of the Company	personnel who are respon
	qualification of aircrew
	The information shall contain details of all relevant Training Programs, Policies, including

0.1.2 PROGRAM

2

Make your Document an eDoc.

Use “right mouse button”
to select “Controlled Field”

Select “Controlled Field” from the
list –and it will be inserted to the
“Header”

The “Error” – is what expected in
this stage

	Error! No document variable supplied.

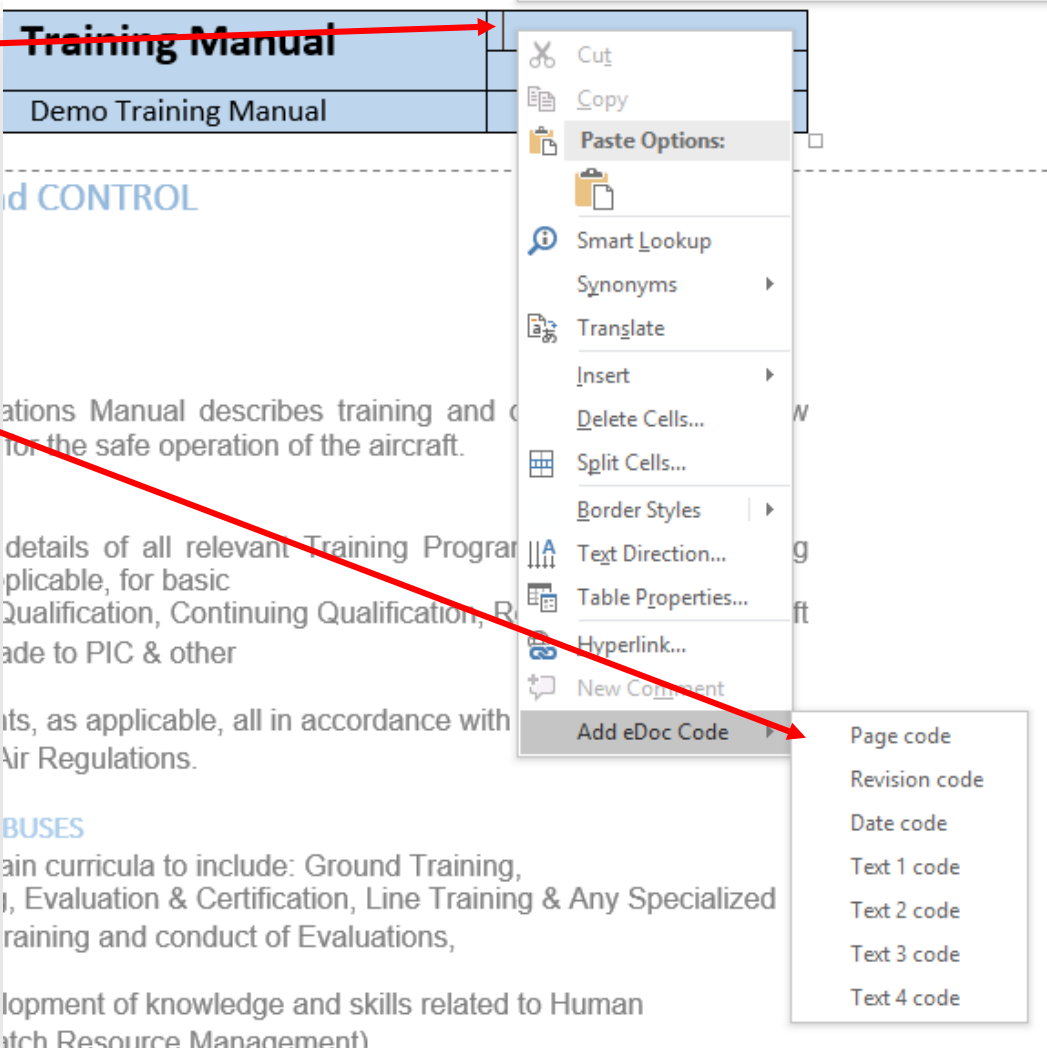
	Error! No document
	Error! No document
	Error! No document

Page Field

Revision Field

Date Field

Fields can be inserted in any order, and
in any place.



Training Manual

Demo Training Manual

CONTROL

ations Manual describes training and for the safe operation of the aircraft.

details of all relevant Training Program applicable, for basic Qualification, Continuing Qualification, Rade to PIC & other

nts, as applicable, all in accordance with Air Regulations.

BUSES

ain curricula to include: Ground Training, , Evaluation & Certification, Line Training & Any Specialized raining and conduct of Evaluations,

lopment of knowledge and skills related to Human (atch Resource Management)

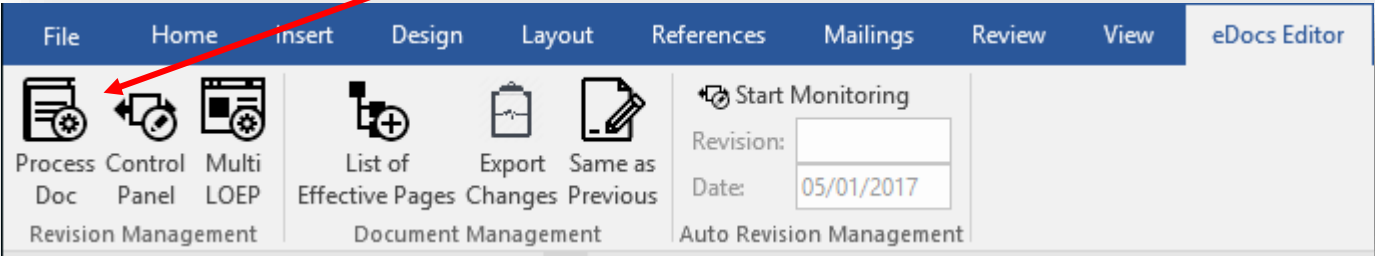
Context Menu:

- Cut
- Copy
- Paste Options:
- Smart Lookup
- Synonyms
- Translate
- Insert
- Delete Cells...
- Split Cells...
- Border Styles
- Text Direction...
- Table Properties...
- Hyperlink...
- New Comment
- Add eDoc Code
 - Page code
 - Revision code
 - Date code
 - Text 1 code
 - Text 2 code
 - Text 3 code
 - Text 4 code

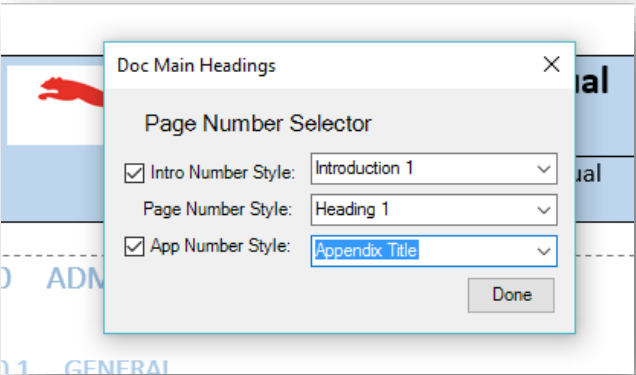
2

Make your Document an eDoc.

Now – Press “Process Doc”



In the dialog box – select the style that controls Page Numbering*
Press “Done”



*If you do not use
“Introduction” Chapter or
“Appendixes” – unmark them

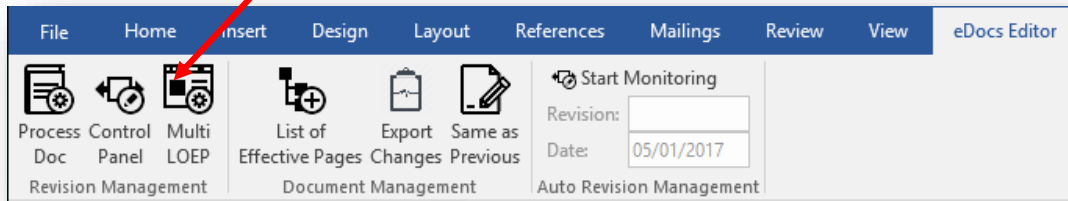
When Process is done you will have professional numbering

Manual	0 - P-1 ●
	Error! No document
ing Manual	Error! No document

2 Make your Document an eDoc.

Controlling Revision, Date & Text “Controlled Fields”

Press “Control Panel” button.



In the dialog box – set what needed, select desired pages, or all – and “Save”

Change Page Revisions -

Use:

☒ Revision: Rev 1

☒ Date: 11/20/2014

☐ Text 1: Demo Text 1

☐ Text 2: Demo Text 2

☐ Text 3: Demo Text 3

☐ Text 4: Demo Text 4

Page	eDoc Page	Revision	Date	Text 1	Text 2	Text 3	Text 4
<input type="checkbox"/> 1	INTRO - P-1	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 2	INTRO - P-2	Rev 1	11/20/2014	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 3	INTRO - P-3	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 4	INTRO - P-4	Rev 1	11/20/2014	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 5	INTRO - P-5	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 6	INTRO - P-6	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 7	INTRO - P-7	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 8	INTRO - P-8	Rev 1	11/20/2014	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 9	INTRO - P-9	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 10	INTRO - P-10	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 11	INTRO - P-11	Rev 9	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 12	0 - P-1	Rev 10	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 13	0 - P-2	Rev 9	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 14	0 - P-3	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 15	0 - P-4	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 16	1 - P-1	Rev 1	11/20/2014	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 17	1 - P-2	Rev 9	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 18	1 - P-3	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 19	1 - P-4	Rev 10	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 20	1 - P-5	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4

☐ Select All ☐ Clear All

Save Close

2

Make your Document an eDoc.

The outcome on the “Header”

	Training Manual	0 - P-1
		Rev 0
	Demo Training Manual	11/20/2016

The outcome in the dialog box

Change Page Revisions -

Use:

☒ Revision:

☒ Date:

☐ Text 1:

☐ Text 2:

☐ Text 3:

☐ Text 4:

Page	eDoc Page	Revision	Date	Text 1	Text 2	Text 3	Text 4
<input type="checkbox"/> 1	INTRO - P-1	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 2	INTRO - P-2	Rev 1	11/20/2014	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 3	INTRO - P-3	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 4	INTRO - P-4	Rev 1	11/20/2014	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 5	INTRO - P-5	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 6	INTRO - P-6	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 7	INTRO - P-7	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 8	INTRO - P-8	Rev 1	11/20/2014	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 9	INTRO - P-9	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 10	INTRO - P-10	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 11	INTRO - P-11	Rev 9	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 12	0 - P-1	Rev 10	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 13	0 - P-2	Rev 9	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 14	0 - P-3	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 15	0 - P-4	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 16	1 - P-1	Rev 1	11/20/2014	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 17	1 - P-2	Rev 9	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 18	1 - P-3	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 19	1 - P-4	Rev 10	11/21/2045	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4
<input type="checkbox"/> 20	1 - P-5	Rev 0	11/20/2016	Demo Text 1	Demo Text 2	Demo Text 3	Demo Text 4

☐ Select All ☐ Clear All

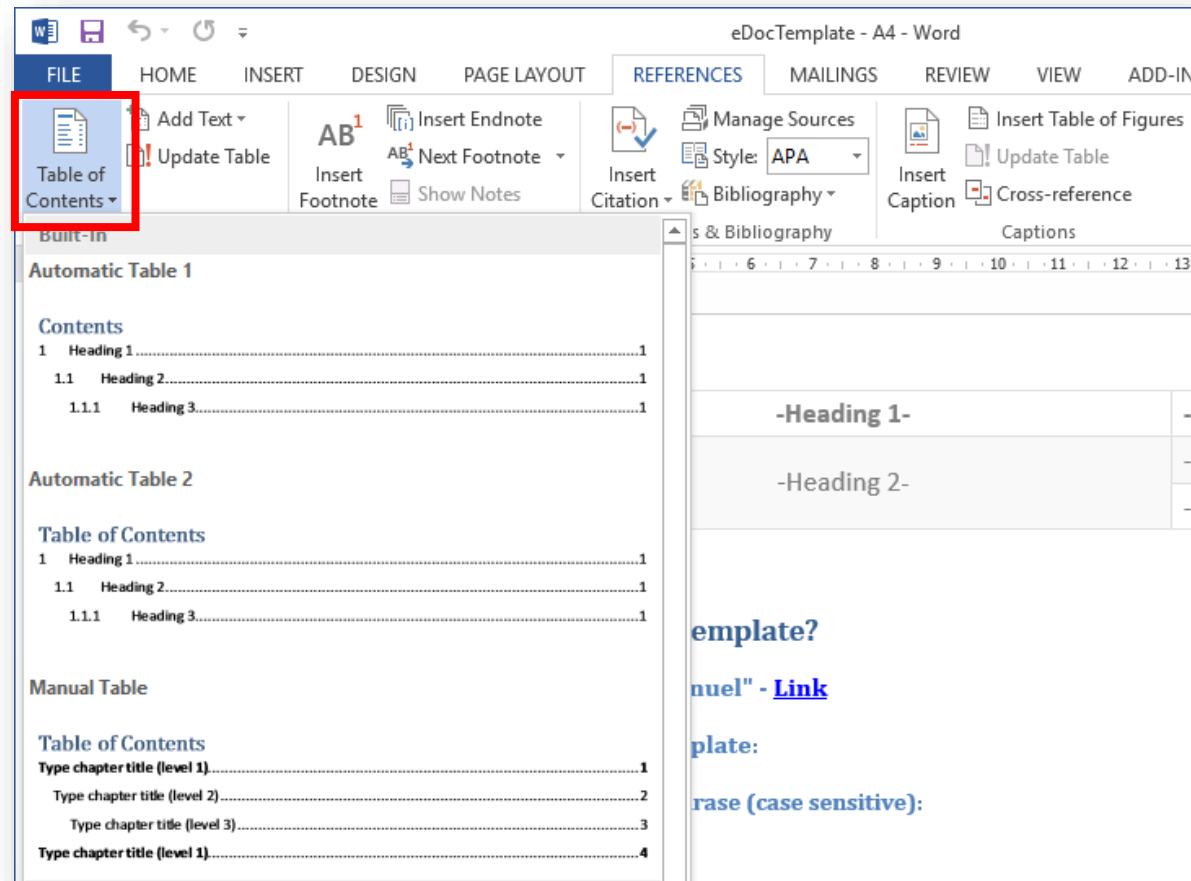
Using the Dialog box – every page can be controlled – separately!!

3

Table of Content

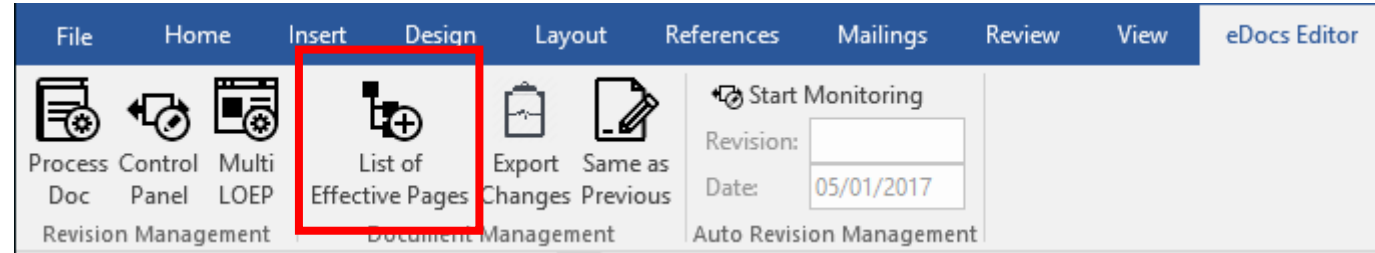
Use “Word” automated Table of content, as needed.

Note – After inserting Table of Content – “Process eDoc” is needed



Create automated List of effective pages

List of Effective Pages button creates a List of effective pages, inside the document.



“List of Effective Pages” is auto updated, but when inserting new pages – delete the table, and press “List of Effective Pages” button, again.

Note!

insert “Table of content” before inserting “List of effective Pages”

	Training Manual	INTRO - P-10
		Rev 0
	Demo Training Manual	11/20/2016

LIST OF EFFECTIVE PAGES

List of Effective Pages							
Page	Chap	Date	Rev	Page	Chap	Date	Rev
1	INTRO - P-1	11/20/2016	Rev 0	20	1 - P-6	11/20/2016	Rev 0
2	INTRO - P-2	11/20/2014	Rev 1	21	2 - P-1	11/20/2016	Rev 0
3	INTRO - P-3	11/20/2016	Rev 0	22	2 - P-2	11/20/2016	Rev 0
4	INTRO - P-4	11/20/2014	Rev 1	23	2 - P-3	11/20/2016	Rev 0
5	INTRO - P-5	11/20/2016	Rev 0	24	3 - P-1	11/20/2016	Rev 0
6	INTRO - P-6	11/20/2016	Rev 0	25	3 - P-2	11/20/2016	Rev 0
7	INTRO - P-7	11/20/2016	Rev 0	26	3 - P-3	11/20/2016	Rev 0
8	INTRO - P-8	11/20/2014	Rev 1	27	3 - P-4	11/20/2016	Rev 0
9	INTRO - P-9	11/20/2016	Rev 0	28	3 - P-5	11/20/2016	Rev 0
10	INTRO - P-10	11/20/2016	Rev 0	29	3 - P-6	11/20/2016	Rev 0
11	0 - P-1	11/20/2016	Rev 0	30	3 - P-7	11/20/2016	Rev 0
12	0 - P-2	11/20/2014	Rev 1	31	3 - P-8	11/20/2016	Rev 0

4

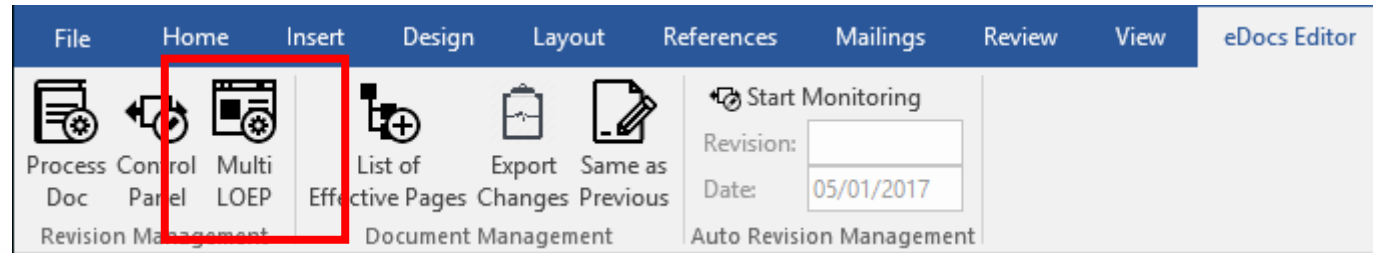
Create automated List of effective pages – Multi Files

Multi LOEP button creates a “List of effective pages” from Chapters, that are divided to separate files.

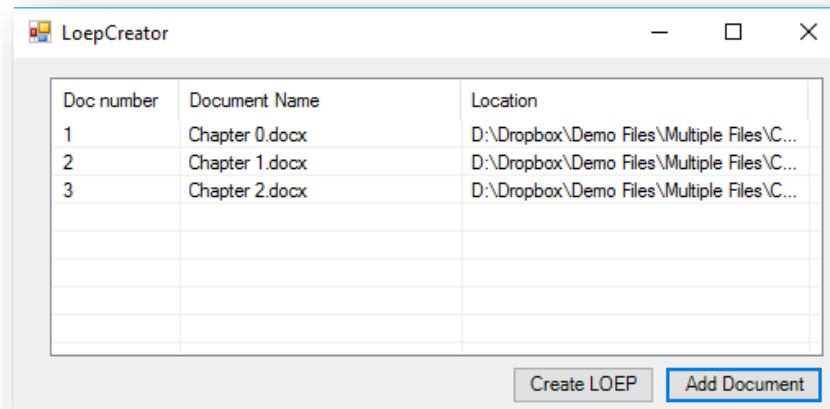
27/02/2017 10:33	Appendix
14/04/2017 10:20	Chapter 0
27/02/2017 10:13	Chapter 1
27/02/2017 10:23	Chapter 2

Note!

insert “Table of content” before inserting “List of effective Pages”



1. Put Mouse on the place “LOEP” is needed
2. Press Multi LOEP button
3. Use “Add Document” to select Chapters.
4. Press “Create LOEP” button



Create automated List of effective pages – Multi Files

File Home Insert Design Layout References Mailings Review View eDocs Editor

Process Control Multi List of
Doc Panel LOEP Effective Pages
Revision Management Document

LIST OF EFFECTIVE PAGES

Chapter 0			
From Page	To Page	Revision	Date
INTRO - P-1	INTRO - P-4	Rev 0	02/03/2017
INTRO - P-5	0 - P-2	Rev 2	02/03/2033
0 - P-3	0 - P-3	Rev 3	02/03/2044
0 - P-4	0 - P-7	Rev 2	02/03/2033
0 - P-8	0 - P-10	Rev 4	02/03/2044
0 - P-11	0 - P-13	Rev 2	02/03/2033
0 - P-14	0 - P-14	Rev 4	02/03/2044
0 - P-15	0 - P-16	Rev 2	02/03/2033
0 - P-17	0 - P-18	Rev 4	02/03/2044
0 - P-19	0 - P-21	Rev 2	02/03/2033

Chapter 1			
From Page	To Page	Revision	Date
1 - P-1	1 - P-3	Rev 2	02/03/2033
1 - P-4	1 - P-10	Rev 0	02/03/2017
1 - P-11	1 - P-15	Rev 1	02/03/2022
1 - P-16	1 - P-17	Rev 0	02/03/2017
1 - P-18	1 - P-18	Rev 1	02/03/2022
1 - P-19	1 - P-20	Rev 0	02/03/2017
1 - P-21	1 - P-21	Rev 1	02/03/2022

Chapter 2			
From Page	To Page	Revision	Date
2 - P-1	2 - P-5	Rev 1	02/03/2022
2 - P-6	2 - P-15	Rev 6	02/03/2066
2 - P-16	2 - P-21	Rev 1	02/03/2022

Appendix			
From Page	To Page	Revision	Date
A - P-1	B - P-2	Rev 1	23Jan2017



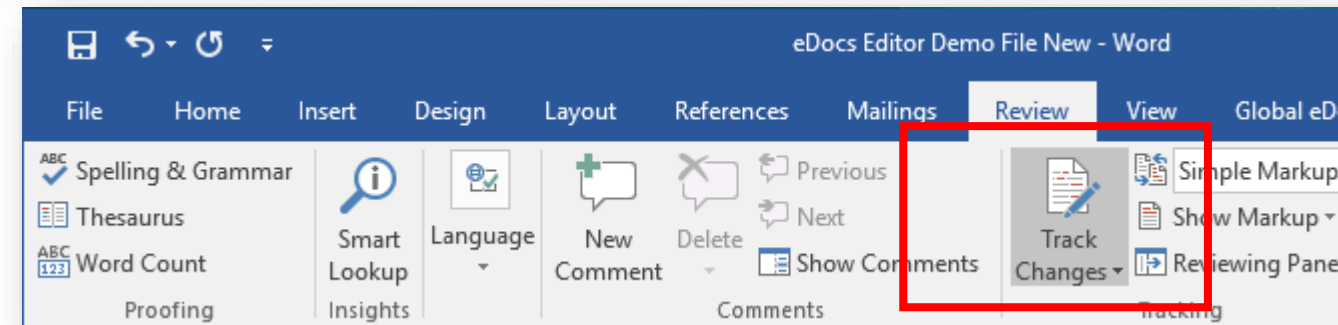
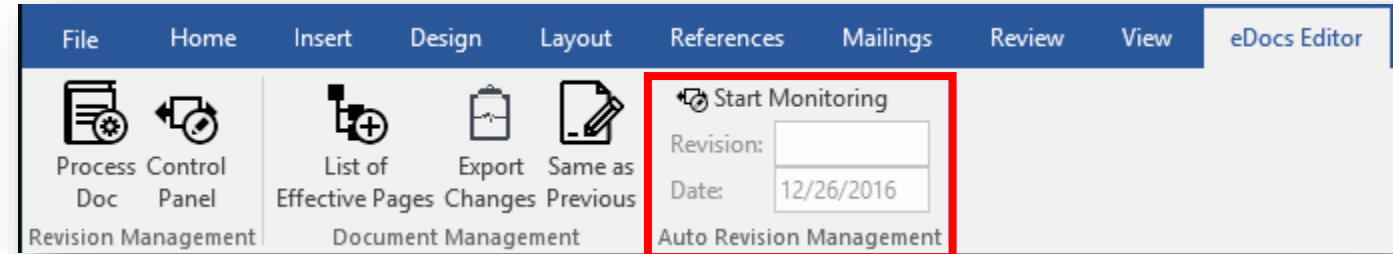
Auto Revision Control

To start New Revision:

1. Press “Auto Page Revision” button – wait for the process to end.
2. Write new Revision and date.
3. **“Track Changes” will start automatically**
Set “Track Changes” (see Chapter 6 for setup explanation)
4. Add or delete text from your Document (changes will be marked)
5. Press “Process eDoc” button.
6. Go to “List of Effective Pages” page:
 - If pages were added, or deleted – delete “List of Effective Pages” table, and create new one – using “List of Effective Pages” button.
 - If no pages are added or deleted – your work is done!

Note!

“Table of content” is auto refreshed when pressing “List of Effective Pages” button.





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 Israir.

1.1.6 GENDER

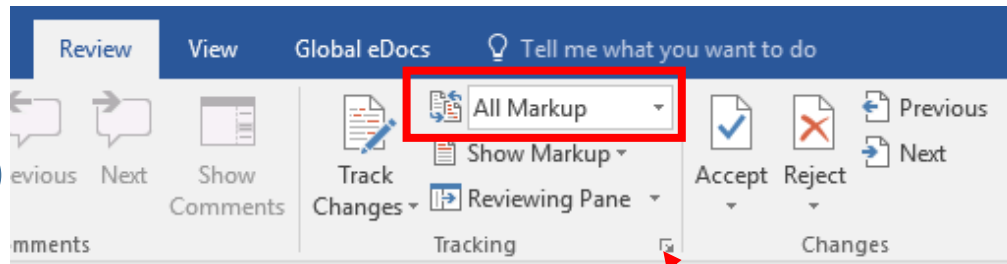
For the sake of brevity this document generally uses masculine forms, but is intended for both genders.

1.1.7 PRINCIPLES & POLICY

Do more – Track Changes

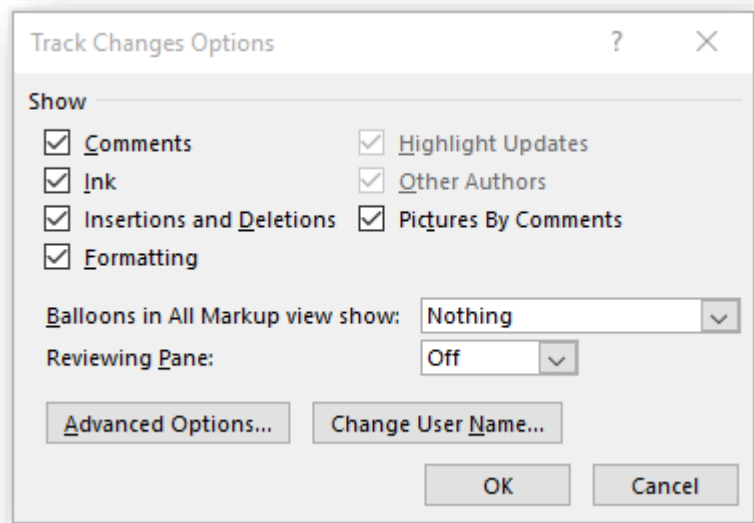
The method described here ensures that PDFs produced by “word” will show changes without mistakes

Set your Track Changes panel as instructed:

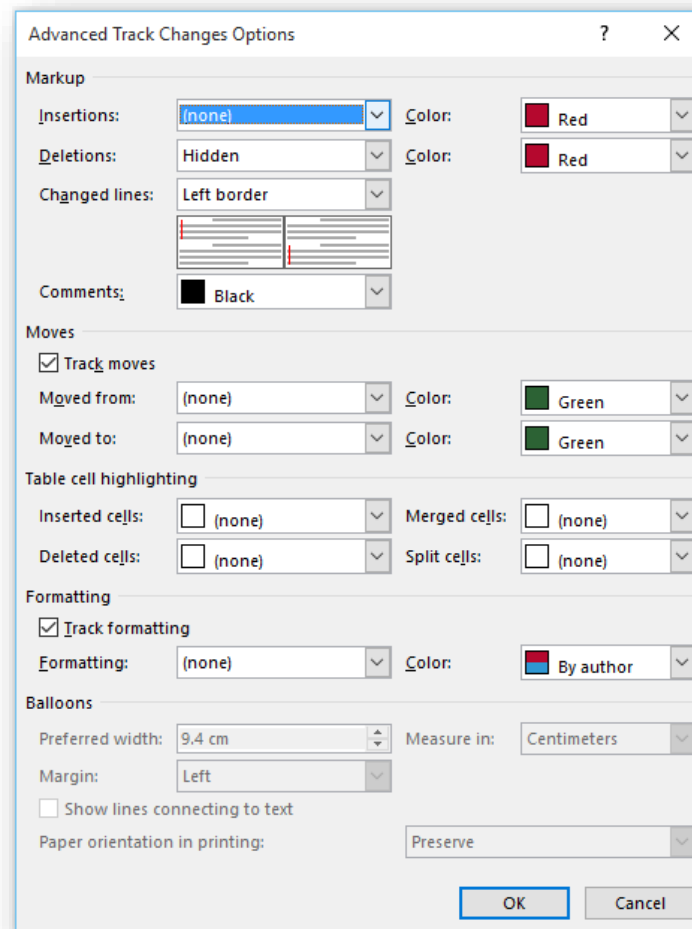


Press to open

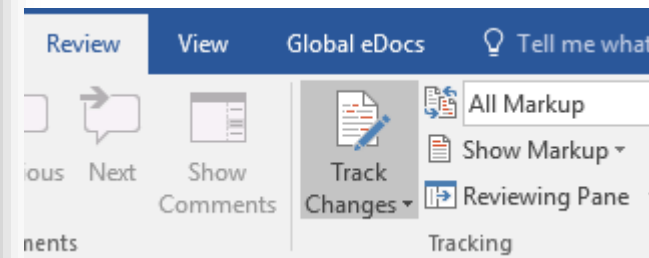
Set the panel as shown in the picture.
Press **Advanced Options**



3 Set the panel as shown in the picture.



4 When needed –
press the Track
Changes button

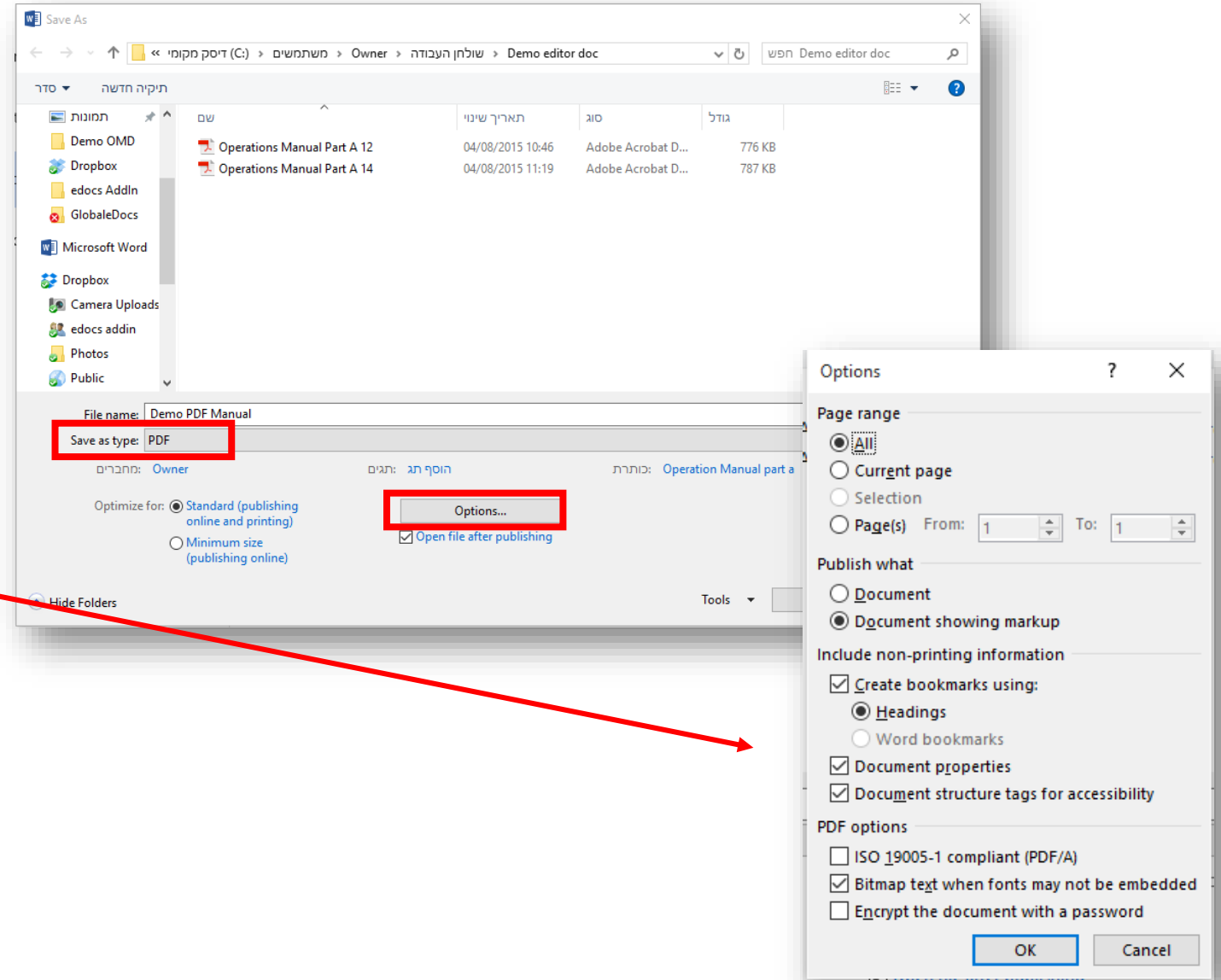


Do more – Publish to PDF

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.





Do more – Introduction Chapter

“eDocs Editor” lets you create chapter
“Introduction” – before “Chapter 0”

Create Styles “Introduction 1&2” and use
them in the Chapter before Chapter “0”.

Revision and Dates in “Introduction”
chapter, are managed the same way as
other chapters.

Styles

Course_Title	¶
Course_Title_Cont	¶
Date	¶
Default	¶
Duration	¶
editsection	a
E-mail Signature	¶
Emphasis	a
Endnote Text	¶
Envelope Address	¶
Envelope Return	¶
figure	¶
Footer	¶
Footnote Text	¶
Head1	¶
Head2	¶
Head3	¶
HTML Address	¶
Index 1	¶
Index 2	¶
Index 3	¶
Index 4	¶
Index 5	¶
Index 6	¶
Index 7	¶
Index 8	¶
Index 9	¶
Index Heading	¶
Introduction 1	¶
Introduction 2	¶
List	¶
List 2	¶
List 3	¶



Introduction

INTR-10

LIST OF EFFECTIVE PAGES

Rev 3

03/13/2016

LIST OF EFFECTIVE PAGES

List of Effective Pages							
Page	Chap	Date	Rev	Page	Chap	Date	Rev
2	INTR-1	03/13/2016	Rev 3	18	2 - 1 - P-1	03/03/2016	Rev 1
3	INTR-2	03/13/2016	Rev 3	19	2 - 1 - P-2	03/03/2016	Rev 1
4	INTR-3	03/13/2016	Rev 3	20	2 - 2 - P-1	03/03/2016	Rev 1
5	INTR-4	03/13/2016	Rev 3	21	3 - 1 - P-1	03/03/2016	Rev 1
6	INTR-5	03/13/2016	Rev 3	22	3 - 1 - P-2	03/03/2016	Rev 1
7	INTR-6	03/13/2016	Rev 3	23	3 - 2 - P-1	03/03/2016	Rev 1
8	INTR-7	03/13/2016	Rev 3	24	3 - 2 - P-2	03/03/2016	Rev 1
9	INTR-8	03/13/2016	Rev 3	25	3 - 2 - P-3	03/03/2016	Rev 1
10	INTR-9	03/13/2016	Rev 3	26	3 - 2 - P-4	03/03/2016	Rev 1
11	INTR-10	03/13/2016	Rev 3	27	3 - 2 - P-5	03/03/2016	Rev 1
12	0 - 1 - P-1	03/03/2016	Rev 1	28	3 - 2 - P-6	03/03/2016	Rev 1
13	0 - 2 - P-1	03/03/2016	Rev 1	29	3 - 2 - P-7	03/03/2016	Rev 1
14	0 - 2 - P-2	03/03/2016	Rev 1	30	4 - 1 - P-1	03/03/2016	Rev 1
15	0 - 2 - P-3	03/03/2016	Rev 1	31	4 - 4 - P-1	03/03/2016	Rev 1
16	1 - 1 - P-1	03/03/2016	Rev 1	32	4 - 6 - P-1	03/03/2016	Rev 1
17	1 - 4 - P-1	03/03/2016	Rev 1	x	x	x	x




Do more – Appendixes Chapters

“eDocs Editor” lets you create chapter “Appendixes” – at the end of the document.


Create Styles “Appendix 1&2” and use them in the Appendixes Chapters at the end.

Revision and Dates in “Appendixes” chapter, are managed the same way as other chapters.

	Introduction	INTR - 10
	LIST OF EFFECTIVE PAGES	Rev 0
		05/24/2016

LIST OF EFFECTIVE PAGES

List of Effective Pages							
Page	Chap	Date	Rev	Page	Chap	Date	Rev
2	INTR - 1	05/24/2016	Rev 0	19	2 - 1 - P-2	05/24/2016	Rev 2
3	INTR - 2	05/24/2016	Rev 0	20	2 - 2 - P-1	05/24/2016	Rev 0
4	INTR - 3	05/24/2016	Rev 0	21	3 - 1 - P-1	05/24/2016	Rev 0
5	INTR - 4	05/24/2016	Rev 0	22	3 - 2 - P-1	05/24/2016	Rev 0
6	INTR - 5	05/24/2016	Rev 0	23	3 - 2 - P-2	05/24/2016	Rev 0
7	INTR - 6	05/24/2016	Rev 0	24	3 - 2 - P-3	05/24/2016	Rev 0
8	INTR - 7	05/24/2016	Rev 0	25	3 - 2 - P-4	05/24/2016	Rev 0
9	INTR - 8	05/24/2016	Rev 0	26	3 - 2 - P-5	05/24/2016	Rev 0
10	INTR - 9	05/24/2016	Rev 0	27	3 - 2 - P-6	05/24/2016	Rev 0
11	INTR - 10	05/24/2016	Rev 0	28	3 - 2 - P-7	05/24/2016	Rev 0
12	0 - 1 - P-1	05/24/2016	Rev 2	29	3 - 2 - P-8	05/24/2016	Rev 0
13	0 - 2 - P-1	05/24/2016	Rev 0	30	4 - 1 - P-1	05/24/2016	Rev 0
14	0 - 2 - P-2	05/24/2016	Rev 0	31	4 - 4 - P-1	05/24/2016	Rev 2
15	0 - 2 - P-3	05/24/2016	Rev 0	32	4 - 7 - P-1	05/24/2016	Rev 0
16	1 - 1 - P-1	05/24/2016	Rev 0	33	Appx - A - P-1	05/24/2016	Rev 0
17	1 - 4 - P-1	05/24/2016	Rev 0	34	Appx - B - P-1	05/24/2016	Rev 0
18	2 - 1 - P-1	05/24/2016	Rev 0	35	Appx - B - P-2	05/24/2016	Rev 0

	Appendix A	Appx - A - P-1
	General	Rev 0
		05/24/2016

A. Appendix A

General

1. The applicant must possess Israeli citizenship and must reside in Israel from the



Installation

Close all Word documents before installation.

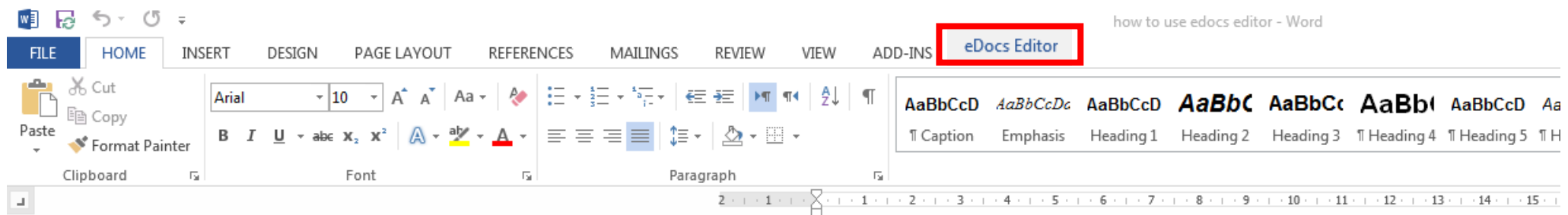
Install eDocs Editor Add in like any other software installation.

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 “eDocs Editor” Tab*

In first activation of the Editor, you will be asked to insert product key.



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



Installation

If eDocs Editor is not shown – follow this procedure:

