

TEMPLATE UPDATE – LOGO, TRADEMARKS

| | DESCRIPTION |
|--|----------------------|
| Product | All |
| ECO Number (s) | 13-130 |
| Document Number(s) and Title(s) | DOC-DES-10037, Rev B |
| Reference Docs | Not Applicable |

• Synopsis

DOC-DES-10037 tracks the changes and provides guidance to [REDACTED] employees regarding the proper use of [REDACTED] trademarks and patent designations. For this alert, the existing Trademark list has changed, in addition to the [REDACTED] logo (no text in the last chevron). These changes required an update to the [REDACTED] AP/TP/DIP WORD template, F to G, DVD covers, manual covers, PowerPoint presentations, and certificates of completion.

NOTE: [REDACTED] documents/manuals must reflect the latest "legal block" content (copyright date, Trademark list, NOTICE statement) when documents are created and revised.

• Detailed Information

A legal block is located on the inside of [REDACTED] manuals. To create documents, book writers can either refer to Style Guide Rev D or higher with the latest quick parts, use the manual template (newly released), or copy the content directly from the **DOC-DES-10037** document.

NOTE: The latest version of **DOC-DES-10037** can be found on the **Dept Docs** page on the Intranet, [REDACTED] [/policy_docs.html](#) . Likewise, the latest WORD/Powerpoint templates are available from the **Doc Mgt > Template** page [REDACTED] [/docmgt_template.html](#)).

• Solution

Engineers and Writers should either use Rev G or higher of the AP/TP/DIP WORD template set (**DOC-DES-10028**) and manual template (**Manual_Template_Rev_B.dotx**), or check **DOC-DES-10037**.

- To install the updated template files (**AP_TP_DIP_Template_File_REV_G_DOC-DES_10028.dotx**, **Normal.dotm**, **Building Blocks.dotx**) onto your PC/laptop, see **DOC-IT-10305**.
- To paste current legal content into an existing document, use the new **Z_Legal_Block** Quick Part. For cover pages, place the cursor at the start of a WORD document that uses the AP/TP/DIP Rev G template, and select **Insert > Cover Page > 1_Coverpage_TOC**.
- For a new back page, select **Insert > Quick Parts > Z_BackCover**.

- Who will this Doc Alert affect?** Personnel who write and assemble manuals or docs with covers. Contact [Joan Thomas](#), 860-613-4450 x217, for assistance.

Table 1: Documentation Revision History

| Rev | Date | Completed By | Description | ECO No. | Checked By |
|-----|------------|--------------|-----------------|---------|-------------|
| A | 04/10/2013 | J. Thomas | Initial Release | N/A | D. Mackeown |

Related Product Lines: : Admin