MIL-PRF-32614(TM)
23 January 2019

PERFORMANCE SPECIFICATION
FOR
MANUALS, TECHNICAL: QUICK REFERENCE
GUIDES (QRGs)

This specification is approved for use by the Department of the Army and is available for use by all Departments and Agencies of the Department of Defense.

Comments, suggestions, or questions should be addressed to USAMC Logistics Support Activity, ATTN: AMXLS-AP, Bldg 3307, Redstone Arsenal, AL 35898 or emailed to usarmy.redstone.logsa.mbx.tmss@mail.mil. Since contact information can change, you may want to verify the currency of this address information using the ASSIST Online database at https://assist.dla.mil/.

AMSC 9982   AREA TMSS
DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

1. **SCOPE.**

1.1 <u>Scope</u>. This specification contains the requirements for development of Quick Reference Guides (QRGs).

1.2 <u>Examples/Figures</u>. The figures used in this specification are examples only. The text of this specification takes precedence over the figures. The figures in this specification represent specification-compliant material, but may not represent all variations of specification-compliant material.

2. **APPLICABLE DOCUMENTS.**

2.1 <u>General</u>. The documents listed in this section are specified in sections 3 and 4 of this specification. This section does not include documents cited in other sections of this specification or recommended for additional information or as examples. While every effort has been made to ensure the completeness of this list, document users are cautioned that they must meet all specified requirements of documents cited in sections 3 and 4 of this specification, whether or not they are listed.

2.2 <u>Government documents</u>.

2.2.1 <u>Specifications, standards, and handbooks</u>. The following 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 cited in the solicitation or contract.

STANDARDS

MIL-STD-38784	Department of Defense (DOD) Standard Practice General Style and Format Requirements for Technical Manuals
MIL-STD-40051-1	DOD Standard Practice, Preparation of Digital Technical Information for Interactive Electronic Technical Manuals (IETMs)
MIL-STD-40051-2	DOD Standard Practice, Preparation of Digital Technical Information for Page-Based Technical Manuals (TMs)

SPECIFICATIONS

MIL-PRF-63029	Manuals, Technical: Requirements for Operator's Manuals and Checklists for Manned and Unmanned Aircraft Systems

(Copies of these documents are available online at http://quicksearch.dla.mil.)

2.2.2 <u>Other Government documents and publications</u>. The following other Government documents and publications form a part of this document to the extent specified herein. Unless specified otherwise, the issues are those cited in the solicitation or contract.

DODM 5200.01, Volume 1	Information Security Program: Overview, Classification and Declassification
DODM 5200.01, Volume 2	Information Security Program: Marking of Classified Information
DODM 5200.01, Volume 3	Information Security Program: Protection of Classified Information
DODM 5200.01, Volume 4	Information Security Program: Controlled Unclassified Information (CUI)
DODI 5230.24	Distribution Statements on Technical Documents

(Copies of DOD documents are available online at http://www.eds.whs.mil/DD/.)

2.4 <u>Order of precedence</u>. Unless otherwise noted herein or in the contract, in the event of a conflict between the text of this document and the references cited herein (except for related specification sheets), the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

3. **REQUIREMENTS.**

3.1 <u>Applicability of QRGs</u>. QRGs shall not be used in place of an operator or maintenance manual, but information may be extracted from the associated operator manual. QRGs shall not be used in lieu of other publication types covered by MIL-STD-40051-1/-2 or other technical manual specifications or standards. QRGs shall apply to the end item and not to the components/subcomponents.

3.2 <u>Maintenance level and numbering of QRGs</u>. QRGs shall be used for operator level material only and shall be a type of technical manual. Numbering shall be identical to the operator manual with a QRG suffix (e.g., for an operator manual numbered TM 11-5895-123-10, the associated QRG would be numbered TM 11-5895-123-10-QRG).

3.3 <u>Style and format of QRGs</u>. Unless otherwise stated herein, style and format of page-based QRGs shall be in accordance with MIL-STD-38784. QRGs prepared as electronic manuals only shall follow the style, format, and functionality requirements in MIL-STD-40051-1.

3.3.1 <u>Trim size for printed QRGs</u>. Unless otherwise specified by the acquiring activity, the trim sizes given in TABLE I shall be used for printed QRGs.

TABLE I. Trim Sizes for Printed QRGs.

Trim Size	Folds	Folded Size
8-1/2 x 11 (Full sheet - Portrait)	None	NA
11 x 8-1/2 (Full sheet - Landscape)	May be full sheet or tri-fold	3-3/4 x 8-1/2
6-1/2 x 9-1/2 (Logbook – Portrait)	None	NA
9-1/2 x 6-1/2 (Logbook – Landscape)	None	NA
4 x 5-1/2 (Pocket Size – Portrait)	None	NA
5-1/2 x 4 (Pocket Size – Landscape)	None	NA
11 x 17	Multiple	4 x 5-1/2

Other sizes may be used as directed by the acquiring activity, but they should be coordinated with the Army Publishing Directorate (APD). Non-standard sizes may result in longer printing times if a separate contract must be let and may result in more expense.

3.3.2 Paper types. Unless otherwise specified by the acquiring activity, the paper types listed in TABLE II shall be used for QRGs.

TABLE II. Paper Types for QRGs.

Paper Types
Bond
Card Stock
Glossy
Litho or Matte Coated (Water/Grease Resistant)

Other paper types may be used as specified by the acquiring activity, but they should be coordinated with APD. Non-standard paper types may result in longer print times if a separate contract must be let and may result in more expense. Unless otherwise specified by the acquiring activity, lamination shall not be used.

3.3.3 Page count. QRGs shall be no more than 26 pages.

3.3.4 Title. QRGs shall have the following title:

Quick Reference Guide for *insert equipment nomenclature*

Other terms such as operator guide or pocket guide shall not be used.

3.3.5 Columns. QRGs may have multiple columns as needed to accommodate the information included in the QRG.

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3.3.6 Page numbering. QRGs shall have Arabic page numbers (e.g., 1, 2, 3, etc.). If a single sheet is folded, each flap shall contain page numbers.

3.3.7 Warnings, cautions, and notes. Any warnings, cautions, or notes contained in the QRG shall be in accordance with the requirements contained in MIL-STD-40051-1/-2 or MIL-PRF-63029 (aviation systems only). Warnings and cautions may be abbreviated in the QRG but shall contain sufficient information to clearly state the danger to personnel or to equipment. Notes may be abbreviated as needed.

3.3.8 Security classification/markings. Only unclassified QRGs shall be prepared. If a system/equipment is considered For Official Use Only (FOUO), FOUO markings for the QRG shall be in accordance with DODM 5200.01 Volumes 1-4.

3.3.9 Updates to QRGs.   When an update to a QRG is required, the QRG shall be revised. No changes shall be prepared for a QRG. No revision summary or transmittal page shall be prepared and no change markings shall be used. A QRG shall be reviewed and, if necessary, updated any time the operator manual is updated to ensure they reflect the same information and that there are no conflicts or disconnects.

3.3.10 Multi-service QRGs. Refer to MIL-STD-40051-1/-2 for requirements related to multi-service TMs.

3.3.11 Use of color. Unless specified otherwise by the acquiring activity, black and shades of black (one color) shall be used for printed QRGs. Prior approval for color will be obtained by the acquiring activity from the Logistics Support Activity (LOGSA). The acquiring activity will provide written approval, designating color(s) to be used. For Electronic Manual Only (EMO) QRGs, no approval is required for color.

3.3.12 General preparation guidance for QRGs. Refer to APPENDIX A of this specification for additional information on development of QRGs.

3.4 Content requirements for QRGs.

3.4.1 Front matter.

3.4.1.1 Cover. QRGs shall contain an abbreviated front cover. Refer to FIGURE 1 for examples of partial page/flap cover information and FIGURE 2 for example of full page front cover. The abbreviated front cover shall contain:

    a. QRG number. Refer to 3.2.

    b. QRG Title. Refer to 3.3.4.

    c. Reporting Errors block. The following statements shall be included (italicized text within parentheses shall be replaced with the appropriate information):

"REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS
You can help improve this manual. If you find any mistakes or if you know of a way to improve the procedures, please let us know. Mail your letter or DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: (*name and address of proponent*). You may also send in your recommended changes via electronic mail or by fax. Our fax number is (*insert Defense Switching Network (DSN) and commercial number of proponent*). Our email address is (*insert address of proponent*). You may also submit your recommended changes at the following website (*insert appropriate Uniform Resource Locator (URL)*). A reply will be furnished to you."

d. <u>Distribution statement</u>. All QRGs shall have a distribution statement on the front cover. The QRG shall have the same distribution statement as the associated operator manual.

e. <u>Export Control Notice</u>. For those publications with export controlled data, the export control label contained in DODI 5230.24 shall be included.

f. <u>Destruction notice</u>. All QRGs marked with distribution statements "B," "C," "D," "E," "F," or "X" shall be marked with the following destruction notice:

"For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document."

g. <u>Supersedure notice</u>. For revisions, the following supersedure notice shall be included on the front cover:

"TM ......-QRG, dated (*insert date*) supersedes TM …..-QRG, dated (*insert date*)."

h. <u>QRG statement</u>. The following statement shall be placed on the first page/flap of the QRG in a box:

> This quick reference guide is for reference purposes only. User should be familiar with (*insert TM number*) before operating (*insert system name*).

i. <u>Service nomenclature</u>. All QRGs shall include the service or acquiring activity's nomenclature.

j. <u>QRG date</u>. The date of the QRG shall be included on the front cover.

3.4.1.2 <u>Warning Summary</u>. A warning summary shall not be included in a QRG.

3.4.1.3 <u>List of effective pages</u>. A list of effective pages shall not be included in a QRG.

3.4.1.4 <u>Title page</u>. A title page shall not be included in a QRG.

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3.4.1.5 <u>Table of Contents (TOC)</u>. A TOC shall be included in a QRG. TOC may be a brief listing of contents (paragraphs/subjects) by title and page number or may be accomplished using tabs. Figures and tables may be listed, but are optional. Refer to FIGURE 3 for example of TOC listing. Refer to FIGURE 4 for TOC using tabs.

3.4.1.6 <u>How to use this manual information</u>. How to use this manual information shall not be included in a QRG.

3.4.2 <u>Rear matter</u>. The following requirements shall be followed for a QRG. Refer to FIGURE 5 for example of full page rear matter. Refer to FIGURE 6 for example of partial page rear matter.

3.4.2.1 <u>Glossary</u>. A glossary may be included in a QRG as specified by the acquiring activity.

3.4.2.2 <u>Index</u>. QRGs shall not contain an index.

3.4.2.3 <u>DA Form 2028s</u>. QRGs shall not contain DA Form 2028s (filled in sample or blanks).

3.4.2.4 <u>Authentication block</u>. The authentication block, provided by the acquiring activity, shall be the last printed text of the QRG. A separate page may be used but is not required. The authentication block may appear at the bottom of the last page/panel of text. Refer to FIGURES 5 and 6 for examples.

3.4.2.5 <u>Foldouts</u>. QRGs shall not contain foldouts.

3.4.2.6 <u>Back cover</u>. For larger QRGs (5 or more pages), a back cover containing the Publication Identification Number (PIN) may be included in the QRG. Refer to FIGURE 5. For smaller QRGs (under 5 pages), a back cover is not required and the PIN shall be placed beneath the authentication block on the last text page/panel. Refer to FIGURE 6.

3.4.3 <u>General contents</u>. A QRG shall contain only operator level material extracted from the associated operator's manual. Refer to FIGURE 7 for an example of a QRG. The following types of information may be included and may contain simple figures to support them:

    a. Reference to operator TM. Prior to contents, a reference to the operator manual shall be included as follows:

    "Refer to (*insert operator TM number*) for detailed information and instructions."

    b. <u>Abbreviated equipment description and data</u>. The QRG may contain basic equipment description information, but it should not contain all of what is in the operator manual. The QRG shall contain only equipment description required to get the user familiar enough with the equipment to set up, power up, and operate the equipment.

Source: http://assist.dla.mil -- Downloaded: 2026-02-08T23:40Z
Check the source to verify that this is the current version before use.

     c. <u>Basic controls and indicators</u>. The QRG may contain some of the controls and indicators to familiarize the user with the basic controls/buttons/levers of the equipment in order to setup/power up the equipment and perform basic operation of the equipment. Detailed controls and indicators shall be contained in the associated operator manual.

     d. <u>Operator instructions</u>. QRGs may contain operator instructions such as setup/teardown, power up/power down, remove/install, basic emergency steps, etc. QRGs shall only contain those operator instructions necessary to get the user up and running and able to handle minor emergencies. The QRG shall not contain the complete set of operator instructions from the operator manual.

     e. <u>Operator level troubleshooting</u>. The QRG may contain troubleshooting tasks as pertains to operation such as inspection, checking batteries, checking electrical connections, etc. Detailed troubleshooting shall be contained in the associated operator manual. QRG shall not contain all the troubleshooting tasks for the equipment.

     f. <u>Operator level Preventive Maintenance Checks and Services (PMCS)</u>. Operator level PMCS or part of the PMCS may be included in a QRG along with other information. A QRG shall not be used for PMCS information only. A Preventive Maintenance Checklist (PMC) manual shall be used for a separate manual containing only PMCS information. If PMCS is included in the QRG, it should be primarily before, during, and/or after intervals. Other intervals may be included if necessary. Any parts/tools required shall be referenced within the PMCS procedures.

     g. <u>Operator maintenance</u>. Limited operator maintenance may be included in the QRG for things such as basic cleaning/inspection, battery replacement, bulb replacement, software setup, etc. Any parts/tools required shall be referenced within the maintenance procedures. A QRG shall not contain all the maintenance procedures for the equipment. Detailed maintenance procedures shall be contained in the associated operator manual.

The content data shall be prepared in accordance with MIL-STD-40051-1/2 or MIL-PRF-63029 (aviation systems only) but may be formatted differently and may be tailored (reduced).

3.4.4 <u>Prohibited contents</u>. The following content items shall not be contained in a QRG:

     a. Theory of operation.

     b. On-vehicle loading plan.

     c. Stowage and decal/data plate guide.

     d. References.

     e. Components of End Item (COEI).

     f. Basic Issue Items (BII).

g. Additional Authorization List (AAL).

h. Expendable and Durable Items List.

i. Tool Identification List.

j. Mandatory Replacement Parts List (MRPL).

k. Repair Parts and Special Tools List (RPSTL) information.

The above types of information shall be contained in the operator and/or maintenance manual as applicable.

4. **VERIFICATION.**

4.1 Verification. The validation and/or verification requirements for the QRG shall be in accordance with the statement of work and as specified by the acquiring activity (see 6.2e).

5. **PACKAGING.**

5.1 Packaging. For acquisition purposes, the packaging requirements shall be specified in the contract or order (see 6.2f). When packaging of materiel is to be performed by DOD or in-house contractor personnel, these personnel need to contact the responsible packaging activity to ascertain packaging requirements. Packaging requirements are maintained by the Inventory Control Point's packaging activities within the Military Service or Defense Agency, or within the military service's System commands. Packaging data retrieval is available from the managing Military Department's or Defense Agency's automated packaging files, CD-ROM products, or by contacting the responsible packaging activity.

6. **NOTES.**

(This section contains information of a general or explanatory nature that may be helpful but is not mandatory.)

6.1 Intended use. QRGs are intended to provide a fast way to familiarize the user with the equipment and to get the equipment up and running and ready to access the operator manual.

6.2 Acquisition requirements. Acquisition documents should specify the following:

a. Title, number, and date of this specification.

b. Title and number of the QRG.

c. Distribution statement.

d. Reporting Errors and Recommending Improvements.

e. Verification requirements.

f. Packaging requirements.

g. Content selection matrix (APPENDIX C).

6.2.1 Technical Manuals (TMs). The requirement for TMs should be considered when this specification is applied on contract. If QRG TMs are required, specifications and standards that have been authorized and assigned an Acquisitions Management Systems Control (AMSC) number must be listed on a separate Contract Data Requirements List (DD Form 1423), which is included as an exhibit to the contract. The QRG TMs must be acquired under separate contract line item in the contract.

6.2.2 Document Type Definition (DTD)/Stylesheet. APPENDIX B, DTD/Stylesheet Use and Access, provides information on the use of the QRG DTD and associated stylesheet and how to access them.

6.3 Acronyms. The following acronyms are used in the specification:

AAL	Additional Authorization List
AMSC	Acquisition Management Systems Control
APD	Army Publishing Directorate
ASSIST	Acquisition Streamlining and Standardization Information System
BII	Basic Issue Items
CD-ROM	Compact Disc – Read Only Memory
COEI	Components of End Item
CUI	Controlled Unclassified Information
DA	Department of the Army
DOD	Department of Defense
DODI	Department of Defense Instruction
DODM	Department of Defense Manual
DSL	Document Summary List
DSN	Defense Switching Network
DTD	Document Type Definition
EMO	Electronic Manual Only
FOUO	For Official Use Only
IETM	Interactive Electronic Technical Manual
LOGSA	Logistics Support Activity
MIL	Military
MRPL	Mandatory Replacement Parts List
PIN	Publication Identification Number
PMC	Preventive Maintenance Checklist
PMCS	Preventive Maintenance Checks and Services
PRF	Performance

QRG   Quick Reference Guide
RPSTL   Repair Parts and Special Tools List
STD   Standard
SUM   Software User Manual
TM   Technical Manual
TMSS   Technical Manual Specifications and Standards
TOC   Table of Contents
URL   Uniform Resource Locator
USAMC   United States Army Materiel Command

6.4 <u>Definitions</u>.

6.4.1 <u>Acquiring activity</u>. The DOD component, activity, or organization of a using military service, or that organization delegated by a using service, that is responsible for the selection and determination of requirements for Technical Manuals (TMs).

6.4.2 <u>Quick Reference Guide (QRG)</u>. A quick reference guide is a short publication that contains abbreviated information from the operator TM which provides the user with basic information such as controls and indicators, installation, setup, power up/power down, basic troubleshooting, etc. A QRG does not replace the operator TM, but serves to quickly familiarize the user with the equipment and/or to provide the user with basic instructions. A QRG can also serve as a quick reference for the experienced user. A QRG focuses on the most common instructions often accompanied by easy-to-understand illustrations.

6.5 <u>Subject term (keyword) listing</u>.

  Operator
  Technical Manual

TRIFOLD

POCKET SIZE
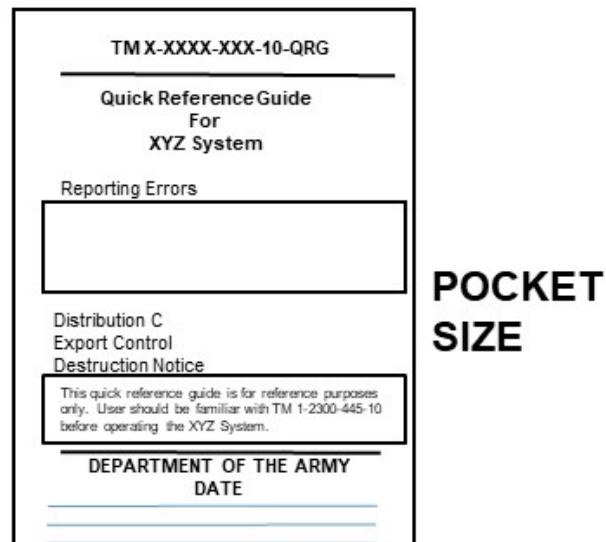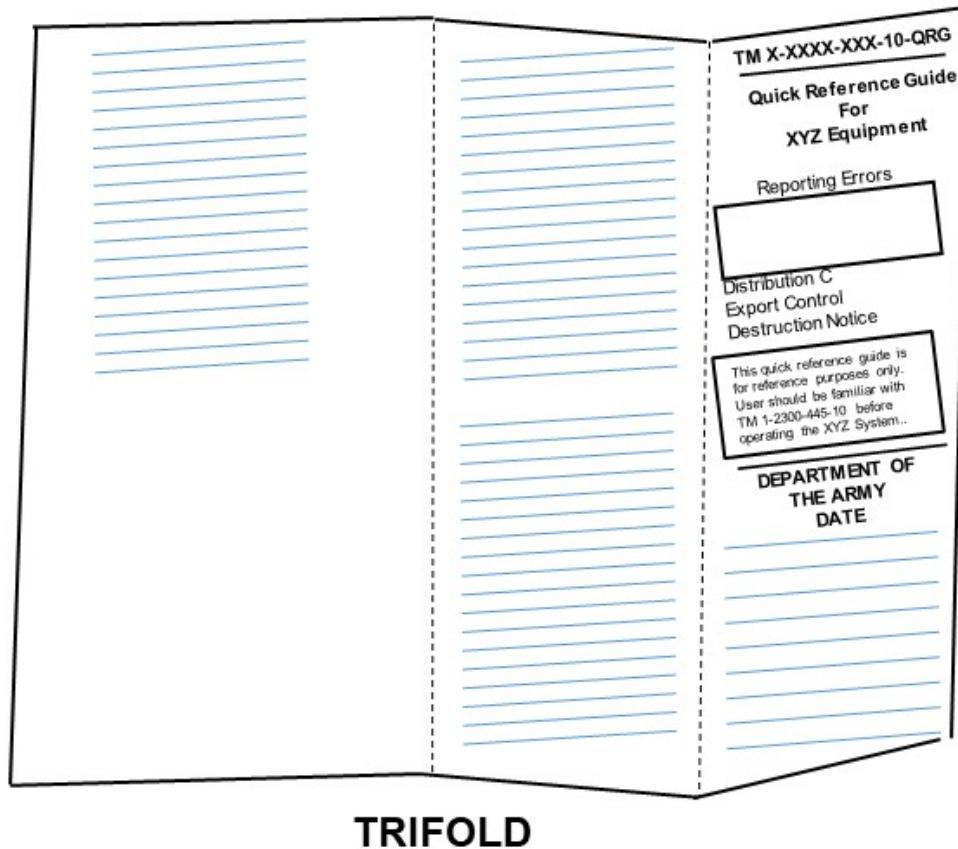
FIGURE 1. Example of partial page/flap front cover information.

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TM X-XXXX-XXX-10-QRG

Quick Reference Guide
For
XYZ System

REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS
You can help improve this manual. If you find any mistakes or if you know of a way to improve the procedures, please let us know. Mail your letter or DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: (*name and address of proponent*). You may also send in your recommended changes via electronic mail or by fax. Our fax number is (*Insert Defense Switching Network (DSN) and commercial number of proponent*). Our email address is (*Insert address of proponent*). You may also submit your recommended changes at the following website (*Insert appropriate Uniform Resource Locator (URL)*). A reply will be furnished to you.

DISTRIBUTION STATEMENT C
EXPORT CONTROL
DESTRUCTION NOTICE
SUPERSESSION NOTICE

This quick reference guide is for reference purposes only. User should be familiar with TM 1-2300-445-10 before operating the XYZ System.

DEPARTMENT OF THE ARMY
DATE

FIGURE 2. <u>Example of full page front cover information</u>.

TABLE OF CONTENTS

FIGURE 3. <u>Example of TOC using a list</u>.

TM X-XXXX-XXX-10-QRG

Controls & Indicators

Setup\teardown

Power up/Power down

Troubleshooting

Cleaning/Battery Replacement

Bulb replacement
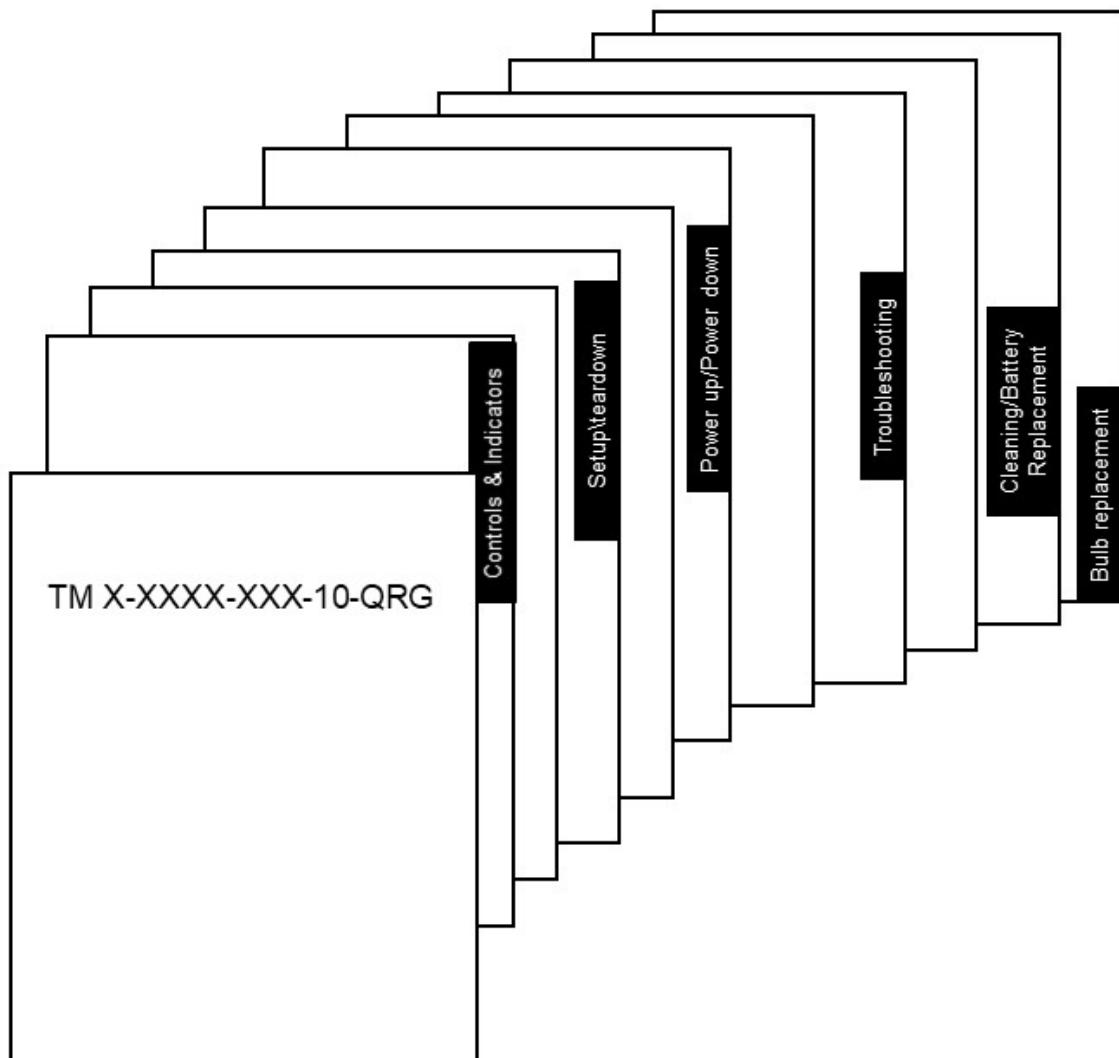
FIGURE 4. Example of TOC done with tabs.

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:

MARK F. AVERILL
Acting Administrative Assistant
to the Secretary of the Army

ABN 1212122

Initial Distribution: _____
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PIN XXXXXX

FIGURE 5. Example of full page rear matter.
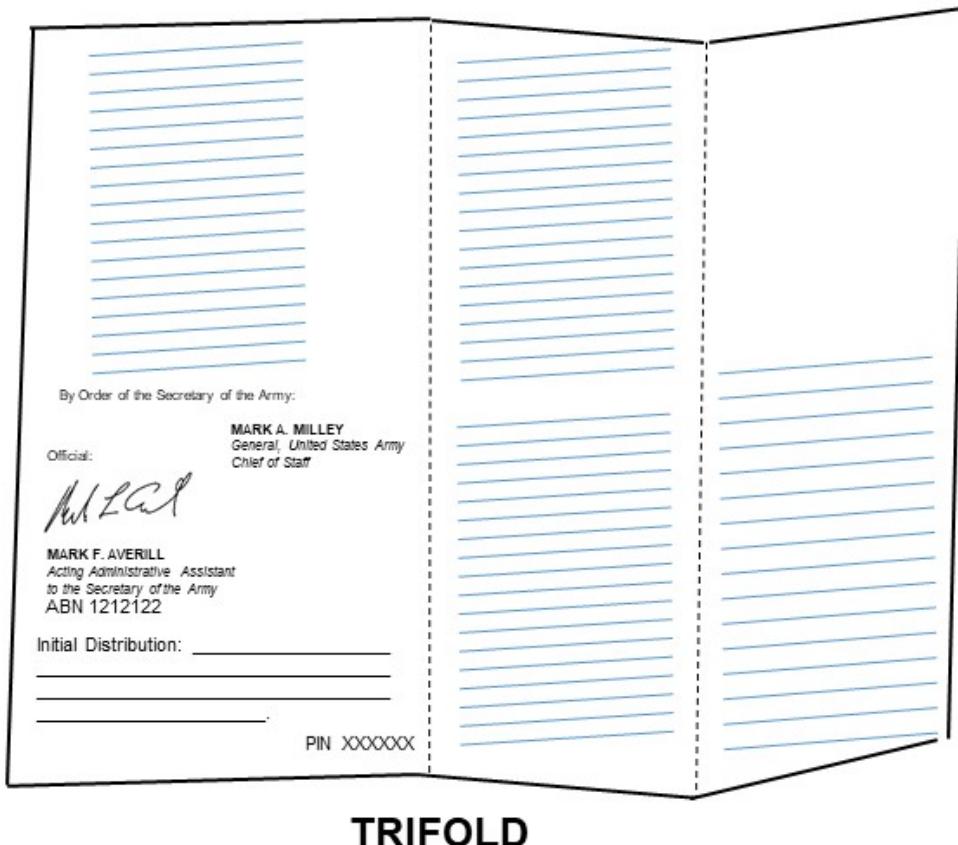
TRIFOLD
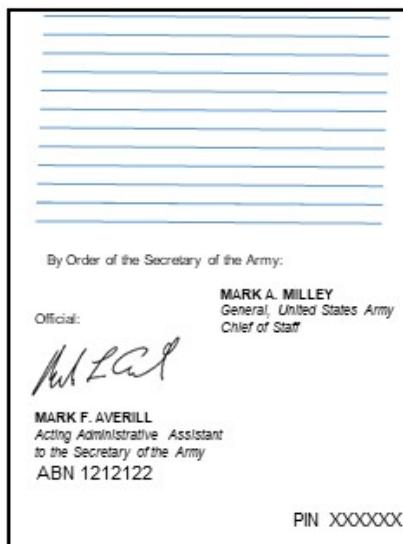
POCKET SIZE

FIGURE 6. <u>Example of partial page/flap rear matter</u>.

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TM 1-2300-445-10-QRG

Quick Reference Guide
For
WOW Printer

REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS
You can help improve this manual. If you find any mistakes or if you know of a way to improve the procedures, please let us know. Mail your letter or DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: (*name and address of proponent*). You may also send in your recommended changes via electronic mail or by fax. Our fax number is (*Insert Defense Switching Network (DSN) and commercial number of proponent*). Our email address is (*Insert address of proponent*). You may also submit your recommended changes at the following website (*Insert appropriate Uniform Resource Locator (URL)*). A reply will be furnished to you.

Distribution C. _____
_____

Destruction Notice_____
_____

This quick reference guide is for reference purposes only. User should be familiar with TM 1-2300-445-10 before operating the WOW printer.

DEPARTMENT OF THE ARMY
DATE

FIGURE 7. <u>Example of a complete QRG.</u>

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TM 1-2300-445-10-QRG

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1.0 Note

This quick reference guide will guide you through loading paper, inserting cartridges, and other printer setup steps. If you want animated setup guide, insert CD and then follow onscreen instructions. Refer to TM 1-2300-445-10 for detailed information.

2.0 Electronic help

The electronic help is automatically installed during printer software installation.

3.0 Controls and Indicators
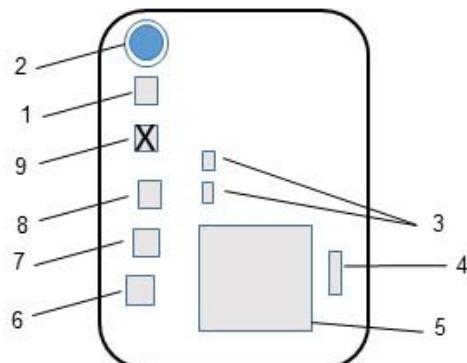
Figure 1. Control panel.

1

FIGURE 7. Example of a complete QRG - Continued.

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TM 1-2300-445-10-QRG

3.0 Controls and Indicators – Cont.

Table 1. Control Panel.

1	Scan. Initiates scan function.
2	Power. Turns printer on or off.
3	Fit-to-page light. Indicates whether enlarge or reduce has been selected.
4	Attention light. Indicates a paper jam, printer is out of paper, or other event that requires your attention.
5	Control panel display. Indicates the number of copies, media errors, ink level, and cartridge errors.
6	Start copy color. Starts color copy.
7	Start copy black. Starts a black-and-white copy.
8	Fit to page. Enlarges/reduces original on glass.
9	Cancel. Stops current operation.

4.0 Ink cartridge installation and usage
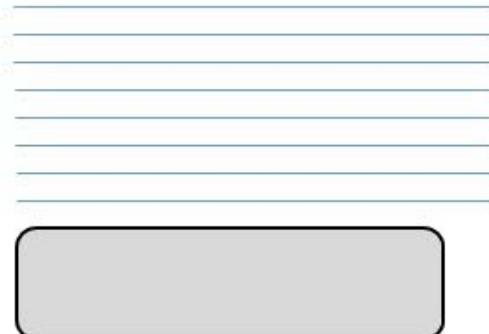
Figure 2. Ink cartridge installation.

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FIGURE 7. Example of a complete QRG - Continued.

TM 1-2300-445-10-QRG

5.0 Paper installation

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Figure 3. Paper installation.

6.0 Power specifications

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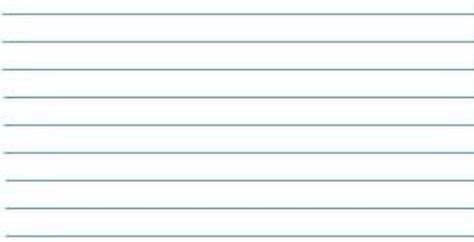
7.0 Troubleshooting

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FIGURE 7. <u>Example of a complete QRG - Continued</u>.

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TM 1-2300-445-10-QRG

7.0 Troubleshooting – Cont.

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8.0 Warranty Information.

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**FIGURE 7. <u>Example of a complete QRG - Continued</u>.**
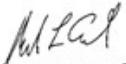
TM 1-2300-445-10-QRG

By Order of the Secretary of the Army:

Official:

MARK A. MILLEY
General, United States Army
Chief of Staff

MARK F. AVERILL
Acting Administrative Assistant
to the Secretary of the Army

ABN 1212122

Initial Distribution: _____
_____
_____
_____.

FIGURE 7. <u>Example of a complete QRG - Continued</u>.

PIN XXXXXX
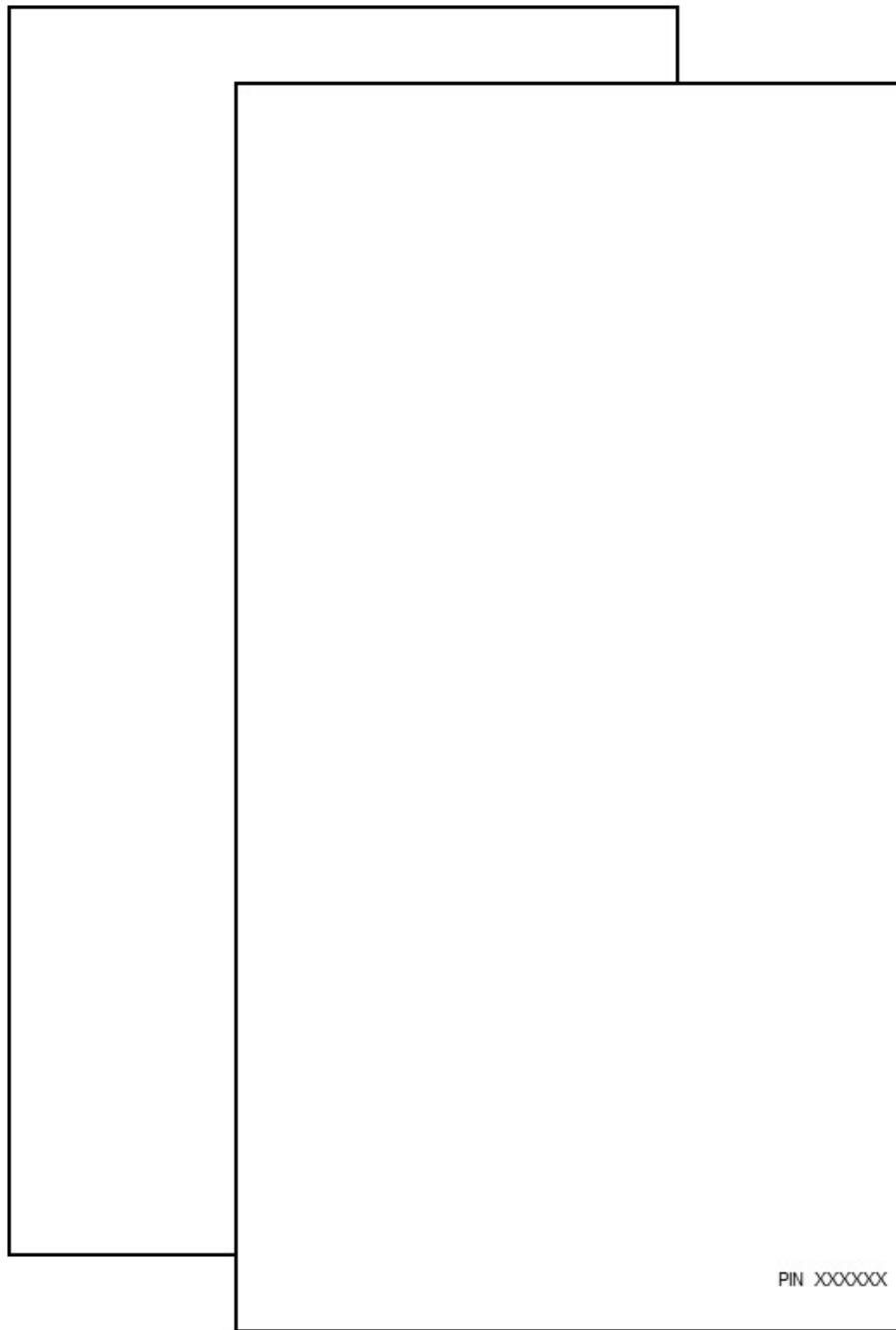
FIGURE 7. <u>Example of a complete QRG - Continued</u>.

APPENDIX A

HOW TO WRITE A QUICK REFERENCE GUIDE INFORMATION

A.1 **SCOPE.**

This appendix is not a mandatory part of this specification. This appendix provides additional guidance for writing a quick reference guide.

A.2 **APPLICABLE DOCUMENTS**.

Refer to Section 2 of this specification.

A.3 <u>**REQUIREMENTS**</u>.

A.3.1 <u>When to use quick reference guides</u>. When beginning any project, consider whether users would benefit from a QRG. The following are a few situations where quick reference guides are ideal:

    a. <u>Setup</u>. If the product requires a setup process to access and use the electronic operator manual, a QRG can provide the user with the basics to get up and running. An operator manual will provide more detail, but a QRG can satisfy the needs of advanced and experienced users.

    b. <u>Core tasks</u>. If the uses of the product are varied but several core tasks are performed most often, a QRG can provide the basic steps for those tasks, while all of the tasks are described in the operator manual. Depending on the length or complexity of the core tasks, three to six tasks may fit on each side of the QRG. This allows users to accomplish the bulk of their work without having to search through the operator manual.

    c. <u>Software</u>. A QRG can be used to provide basic software user information to help a user access and start the software. Detailed software instructions should be contained in the software users manual (SUM) or operator manual.

    d. <u>Transition from legacy systems</u>. When a new model replaces an old one, a QRG could help the user transition to the new model. The detailed information for the new model would be in the operator manual.

    e. <u>Large documentation set</u>. If your operator manual is very large and/or has multi-volumes, consider the resistance users may feel to searching through that much material. Decide whether there is a set of information most important for users to know going forward.   If so, a quick reference guide could be prepared to provide this basic information.

A.3.2 <u>Developing and selecting the content</u>. One of the most challenging aspects of creating a QRG is deciding what to include. If the QRG is part of a larger documentation set, produce as much of the other documentation as possible first. This helps with product familiarization and provides perspective when deciding what information is most important for the user. Leverage existing content where available. During production of the QRG, divide the content into two categories: (1) essential tasks and information, and (2) important but non-essential tasks and information. As development continues, there may be room for some extra non-essential information. Alternately, some information may need to be removed to adhere to page count guidance.

A.3.3 <u>Designing the layout</u>. Not all information and tasks will fit in the same design. While having QRG templates can be helpful in development, the templates are not static molds into which content can be inserted. For example, some help material may need four columns, others two, others may need a full-sized image, and some may have long, complicated tasks. A large visual with callouts may be required. Other content may call for lists of steps without the need for screenshots. In some cases, conceptual reference information and workflow diagrams may be needed instead of procedural steps. Because of the variety of material, the layout and design of the QRG needs to be flexible with the content. In some situations, the design must be created around the content.

A.3.4 <u>Learning design</u>.   There are four main principles of design: contrast, repetition, alignment, and proximity.   To see about 15 sample quick reference guide layouts, go to http://idratherbewriting.com/quickreferenceguides. The following subparagraphs briefly summarize each of the four design principles:

    a. <u>Contrast</u>. Contrast helps establish hierarchical relationships among information. For example, adding contrast between headings and text helps the user better understand how the various sections of the document fit together. Most designers do not employ enough contrast. For example, if the only contrast between headings and text involves bold or full caps, then provide more contrast by selecting a font that contrasts with the paragraph text, and/or making the font a larger size. Contrast also draws the eye. This is why headers sometimes have a strong background color with light text. Additionally, strong color at the bottom of a document can act as a visual anchor.

    b. <u>Repetition</u>. Repeating a consistent design throughout the document can give integrity to the whole. For example, column and heading consistency can help unify a design. But more explicitly, if you have a small logo or other shape, this helps strengthen the coherence of the whole and reinforces unity of design. Repetition of headings with bullets and note or tip styles can also establish a repeating design that unifies the document in a visually appealing way.

c. Alignment. Alignment is most apparent when something is out of place. Symmetry with paragraph blocks, images, headings, and other elements is easy on the eyes. However, alignment is more than symmetry. Content can be aligned along a strong right or left edge. This alignment can strengthen and sharpen design. Text should rarely be centered because centered text lacks alignment along a specific edge. As with the other principles, alignment of content in design establishes relationships with other content. Alignment lets the reader know about the connection and relationship of the different units of content in the document. For example, carelessness about the left alignment of a numbered list will result in messy content that may lead the reader to wonder if the list is one conceptual unit or multiple units.

d. Proximity. Proximity refers to the grouping of like objects near each other. If objects do not have any relationship with each other, they should not appear close together. In a QRG, you may want to group important tasks in the main column, while keeping subordinate, less important tasks in a side column. The visual grouping lets users know, without even reading the text, that the location of the content has a relationship with the meaning of the content.

A.3.5 Starting with commercial layouts. It can be helpful to rely on layouts from commercial product quick reference or quick start guides as starting points. Commercial examples all have at least one thing in common: compelling images. Good QRG layouts rarely consist only of text. Balancing text with a graphic or two can enliven the document design and make the QRG more useful to its target audience. Ideally, when brainstorming a design, choose a visual that reinforces the intended meaning, such as a diagram or illustration. However, because a QRG offers limited space to convey information, be sure that images communicate useful information to the reader. Finally, remember that QRGs should not be overloaded with excessive content. Be selective. Most appealing QRG layouts have limited text, often no more than several hundred words per page.

A.3.6 Tools. A number of tools are available for producing quick reference guides.

A.3.7 Challenges. The benefits of the quick reference format outweigh the costs, but challenges also exist. Be prepared to overcome the following challenges when creating QRGs:

a. Time and associated cost to create. Even though the QRG is just one or two pages, it can take time to write. Unlike the operator manual, where space is practically unlimited, QRGs are written for a specific information space, requiring the author to make decisions about what to include, how to include information in a minimalistic way, and how to lay out the information in an attractive design.

b. Limited reuse of content. To compress the content, abbreviate sentences and condense content to make it fit. This condensed content usually cannot be single-sourced with operator manual content. Similar data will be in both the QRG and operator manual, which requires keeping both datasets current.

A.3.8 <u>Benefits</u>.   In spite of the challenges, QRGs have several benefits:

a. <u>Communication of simplicity</u>. One page instruction sheets must be easy to use. The overall impression of simplicity should be epitomized in the QRG.

b. <u>Material read and used</u>. Almost everyone can read through a QRG. It is a consumable, manageable amount of information. Having something smaller to help a soldier get started can be very beneficial.

c. <u>Documentation usability</u>. From a documentation usability point of view, quick reference material matches how people use products at home. Short instructions with just a few pages are more likely to be read by users. The short version will give the user enough information to start using the product.

APPENDIX B

DOCUMENT TYPE DEFNITION (DTD) AND STYLESHEET USE AND ACCESS

B.1 SCOPE.

B.1.1 <u>Scope</u>. This appendix provides information for use and accessing of the DTDs and Stylesheets associated with this specification.

B.2 APPLICABLE DOCUMENTS.

This section has been tailored out as not applicable.

B.3 REQUIREMENTS.

B.3.1 <u>Use of the DTD/Stylesheets</u>. The DTD/stylesheets referenced in this specification interprets the technical content and structure for the requirements contained in this specification and its use is mandatory.

B.3.2 <u>Obtaining the DTD/Stylesheets</u>. The DTD/stylesheets may be obtained from the Logistics Support Activity (LOGSA)
website: https://www.logsa.army.mil/#/tmsspecs or via e-mail to
usarmy.redstone.logsa.mbx.tmss@mail.mil. Requests may also be mailed to:

USAMC Logistics Support Activity
ATTN: AMXLS-AP
Redstone Arsenal, AL 35898-7466

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APPENDIX C

CONTENT SELECTION MATRIX

C.1 SCOPE.

C.1.1 <u>Scope</u>. This appendix is to be used by the acquiring activity to specify which optional requirements of this specification are to be contractually imposed in the acquisition of QRGs. This appendix is a mandatory part of this specification. The information contained herein is intended for compliance.

C.2 APPLICABLE DOCUMENTS.

This section has been tailored out as not applicable.

C.3 REQUIREMENTS.

C.3.1 <u>Application</u>. This appendix is intended to be copied/reproduced, completed, and become a part of the Technical Manual Contract Document Summary List (DSL) for solicitation/contract application. An editable version of TABLE C-I is available at the LOGSA website (https://www.logsa.army.mil/#/tmsspecs).

C.3.2 <u>Explanation of columns in TABLE C-I Content Matrix for QRG</u>. Column 1, TM Content, is self-explanatory. Column 2, QRG, is the type of requirement where R indicates required content and shaded cells indicate that content is optional or as required. Column 3, MIL-PRF-32614 Reference, identifies the applicable paragraph in this specification. Column 4, Element Name, is self-explanatory.

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TABLE C-I. Content Matrix for QRG

TM Content	QRG	MIL-PRF-32614 Reference	Element Name
TM Requirements Matrix for Quick Reference Guide			
FRONT MATTER	R	3.4.1	
Cover Information	R	3.4.1.1	
Table of Contents	R	3.4.1.5	
CONTENTS		3.4.3	
Operator TM reference	R	3.4.3a	
Equipment Description and Data		3.4.3b	
Controls and Indicators		3.4.3c	
Operator Instructions		3.4.3d	
Operator Troubleshooting		3.4.3e	
Operator PMCS		3.4.3f	
Operator Maintenance		3.4.3g	
REAR MATTER	R	3.4.2	
Glossary		3.4.2.1	
Authentication Block	R	3.4.2.4	
Back Cover		3.4.2.6	

CONCLUDING MATERIAL

Custodians: Preparing Activity:

Army - TM   Army - TM

Review Activities: Project Number:

Army - AR, AT, AV, CR,   TMSS 2018-007
    EA, GL, MI

NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at https://assist.dla.mil/online/start.