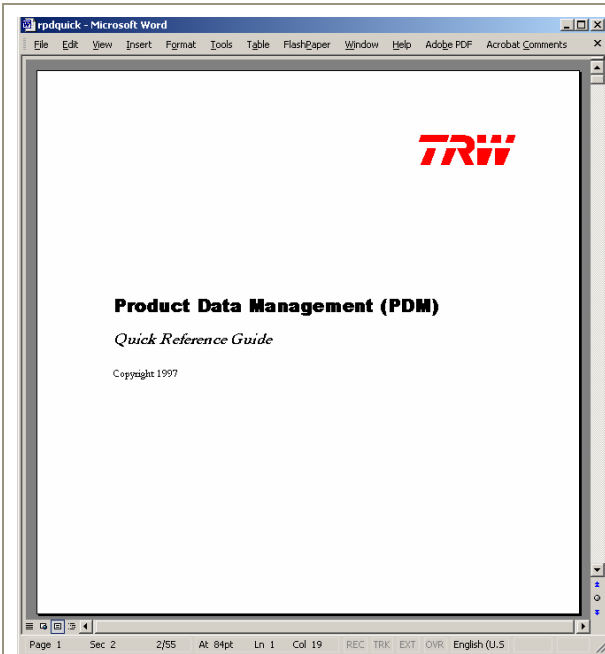


# TRW Product Data Management (PDM) System Quick Reference Guide

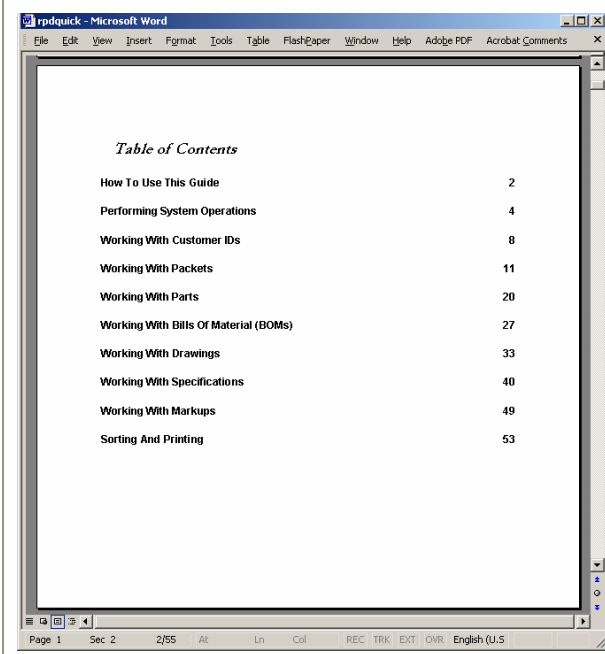
**Developed For:** The Emdicium Group, Inc.

**My Role:** Writer, editor

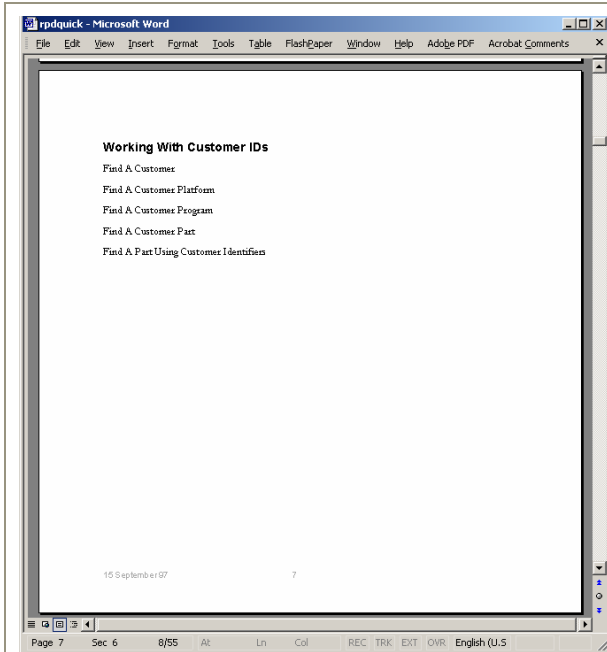
**Description:** Print Quick Reference Guide. Developed in Microsoft Word.



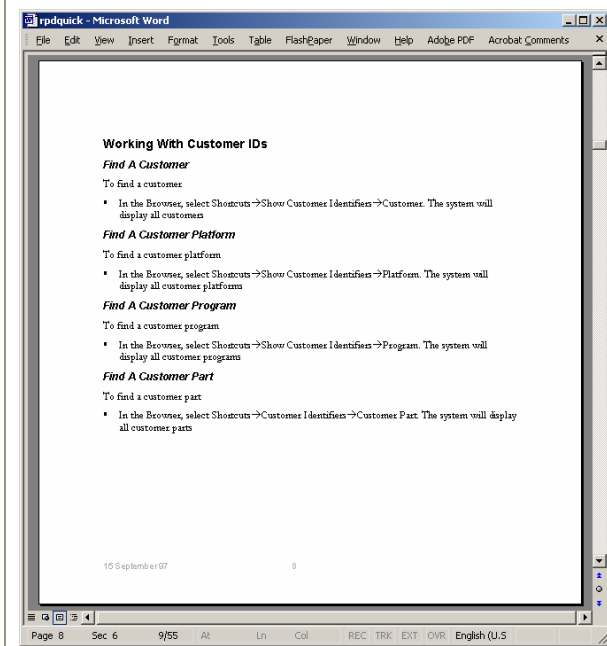
The **Quick Reference Guide** was developed to support TRW's Product Data Management (PDM) system classroom training and be used later, on the job.



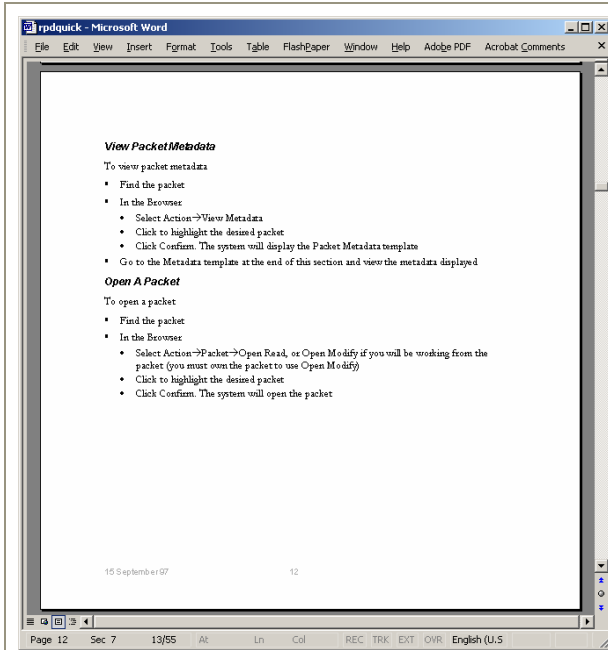
It begins with a **Table of Contents** that lists the **major content areas** covered.



**Lists of tasks** in each major content area are provided in **tabbed sections**.

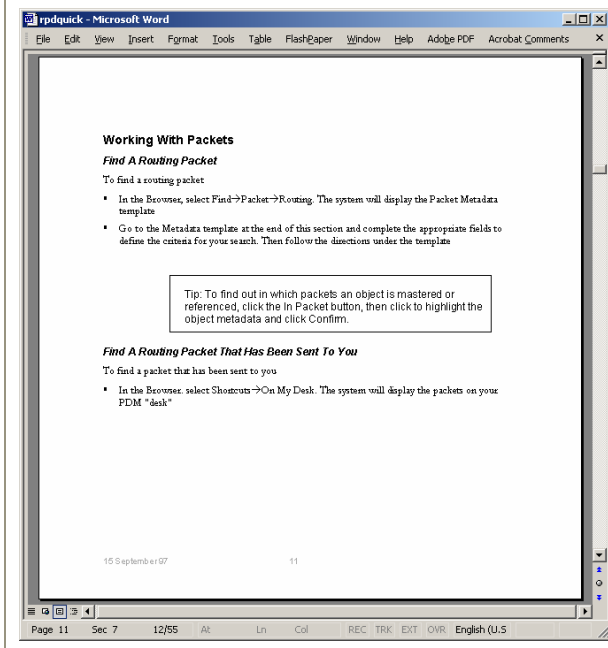


**Steps** in each procedure are presented clearly and simply.



To avoid redundancy and where logical to do so, a procedure refers to a previous procedure.

In this case, to View Packet Metadata, the procedure tells the user to first “Find the packet.” The procedure for finding the packet immediately precedes the one shown.



Strategically placed “tips,” embedded in the procedures, help the user remember key tasks . . .

**“Tip: To find out in which packets an object is mastered or referenced, click the In Packet button, then click to highlight the object metadata and click Confirm.”**