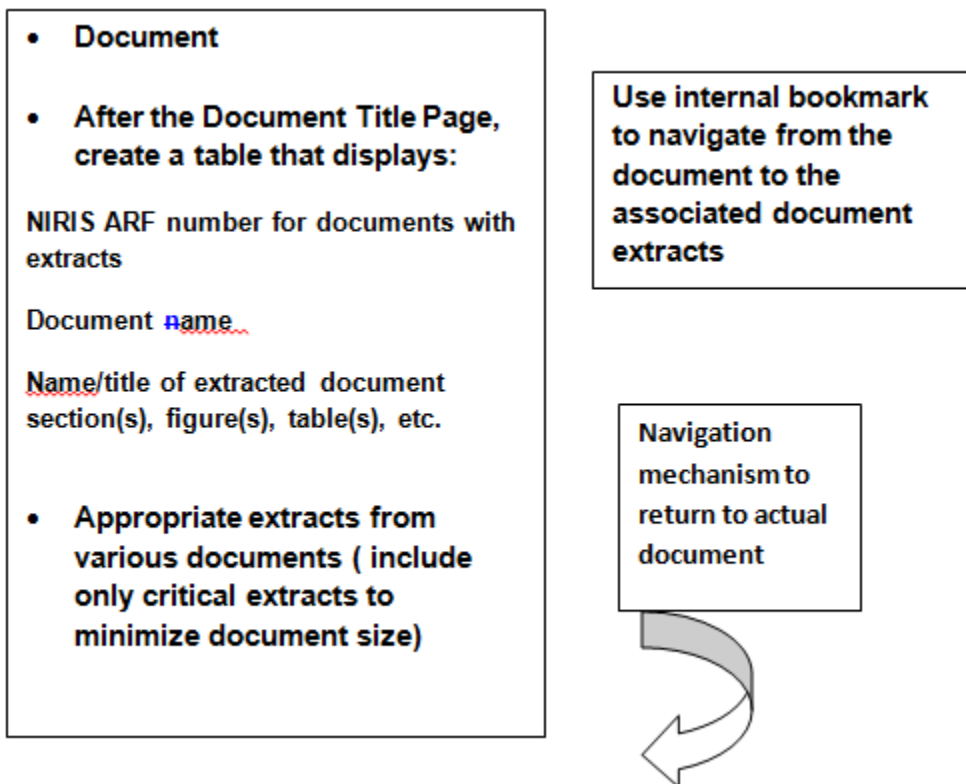

Appendix W Streamline Document Construction

.PDF Document Construction

- Create a single .PDF file consisting of the actual document and the specific linked/bookmarked information including document extracts/sections/parts, pictures, tables, figures, etc.
- The actual document will be placed first in the .PDF file; the bookmarked extracts/sections/parts, pictures, tables, figures, etc., will be placed behind the document in both in paper and electronic format. This requirement refers only to the bookmarked information and is not meant to limit the inclusion of appropriate graphics/photos in the body of the document.
- Bookmarked documents should be included in a table/bibliography as appropriate and the following information needs to be included: Document Name, Name/title of extracted document section(s), figure(s), table(s), and the NIRIS ARF number
- Bookmarked information should only include critical extracts and not entire documents to maintain reduced file sizes. Information in the reference and bibliography sections do not need to be included in the .PDF file unless there is a bookmark or link to critical information.



- Complete the NAVFAC document template, 'Document Data Sheet' Section #9, NOTES, which requires document creators to provide the number of pages in the streamlined document and the total number of pages in the auxiliary document extracts.

Submission Requirements

- **Submit one copy of the complete .PDF file of the document on CDROM or DVD as appropriate.**
- **Submit one complete paper copy of the document**
 - Pages will be in the same order as the .PDF file
 - Submit the paper document with tabs and blank pages, as appropriate, included
 - Submit the paper document in an expandable file folder, do not hole punch, do not use plastic covers or binders
 - Fill in the NAVFAC Document Data Sheet, Section #9, NOTES, to detail the number of 'official' report pages and the number of bookmarked auxiliary document pages. The information is designed to help with downloading and printing the document.
 - Example:
 - Official document = pages 1-37
 - Complete document = pages 1-500
- The Record of Decision Toolkit and the Management and Monitoring Approach request that document creators convey information with high quality resolution graphics and in formats (e.g.3-D CSMs and comprehensive graphics) that may result in large files.
- File Optimization/Size Reduction
 - If the electronic version of a document becomes too large, it is difficult to download from NIRIS.
 - If a document is over 50MB, the document must be reviewed by the document creator before submission to determine if the document can be optimized.
- **Do NOT submit document Native Files for Inclusion in NIRIS**
 - NIRIS cannot upload, maintain and store native files
 - Native Files are not part of official records
 - Records Management will not maintain and store native files