Additional Instructions – Five-Paragraph Order Training Tool

AFNet to SIPR transfer

In order to transfer order template tool to SIPRNet, utilize local command preferred method. If no standard process to transfer from NIPRNet to SIPRNet, you can use a service provided by Intelink at: https://www.intelink.gov. (See Figure 1)
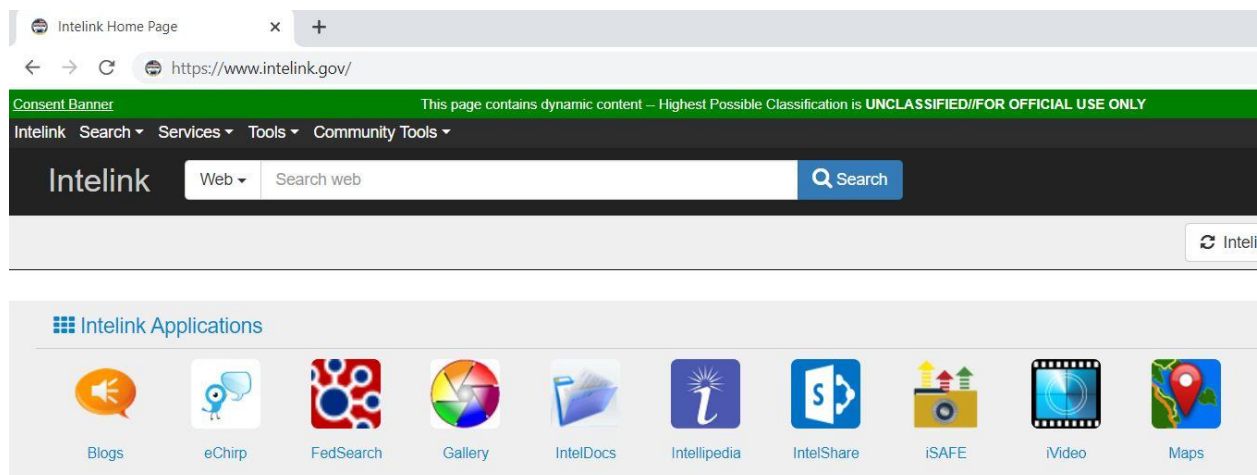

Figure 1 – Intelink Homepage

Follow the guidance to establish an account. Once your account is established, navigate to the ISAFE, Secure Access File Exchange Service by selecting "Tools" then "ISAFE." (See figures 2 and 3)
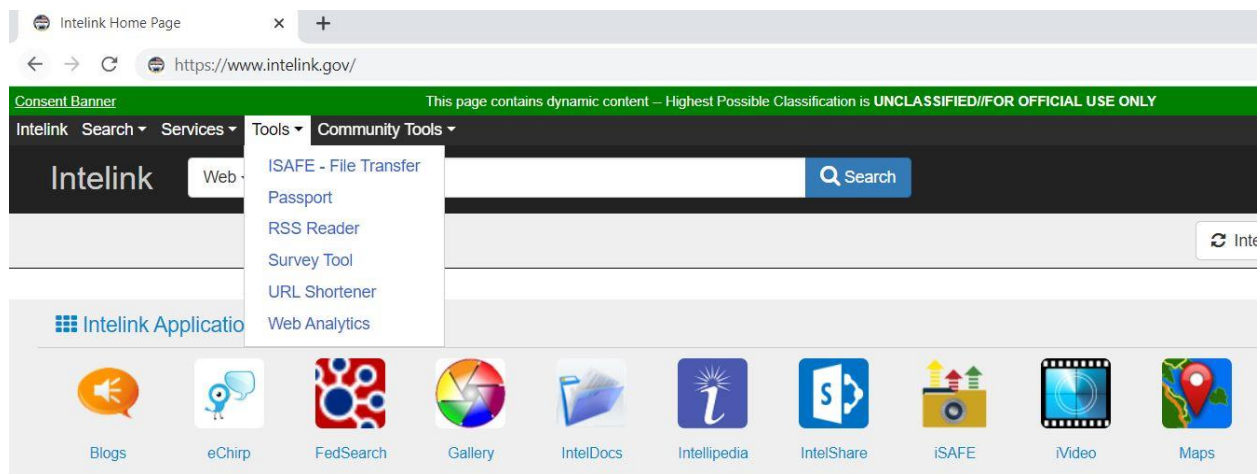
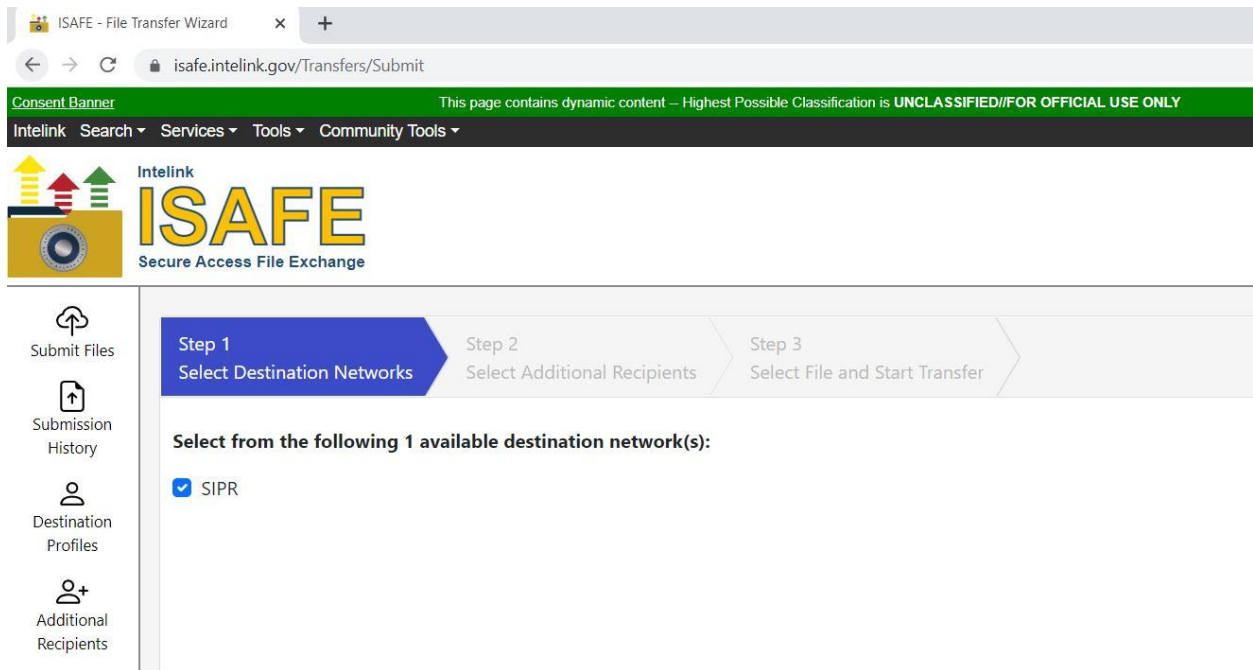

Figure 2 – Intelink Tools

Figure 3 – Intelink ISAFE

Follow the instructions to create a "Destination Profile" and then step through the application to upload the Orders Template to ISAFE for transfer to SIPRNet.

Displaying the Developer Tab

Should you need to update the selections in the Drop-Down or Combo boxes, you must activate the "Developer Tab" in Microsoft Word.

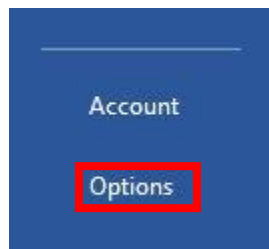Note: If you do not already have the Developer Tab displayed…
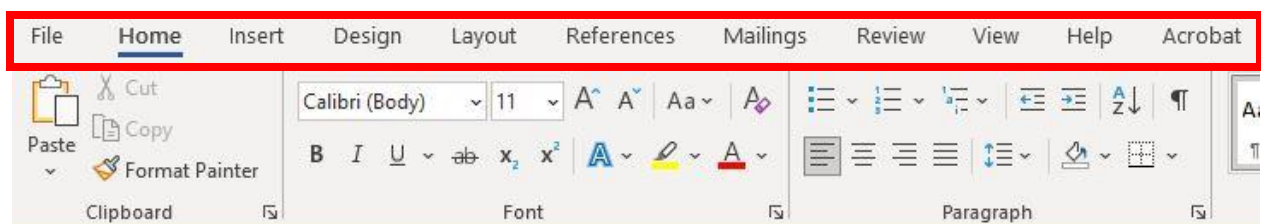
…follow these instructions to activate the editing capabilities required to modify the Drop-Down and Combo boxes in the order template
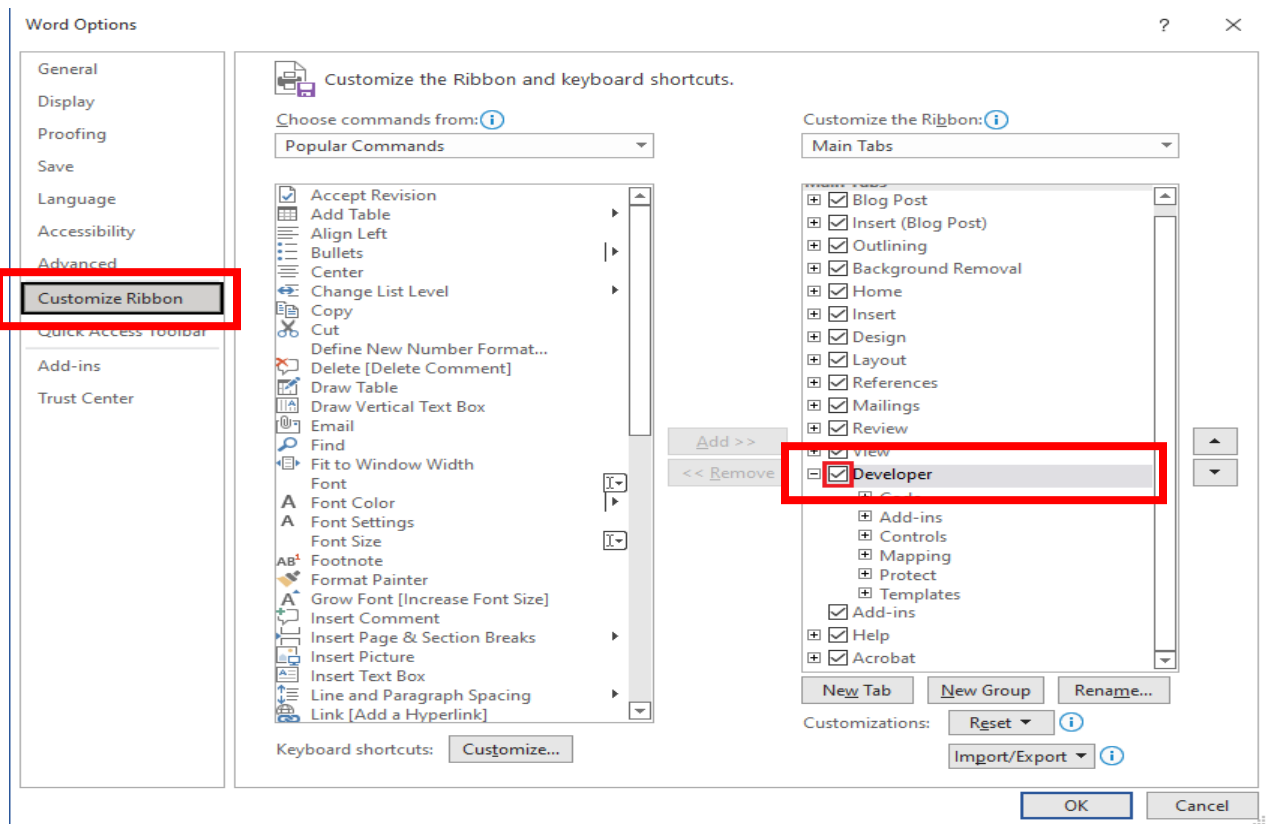
1. Click "File"
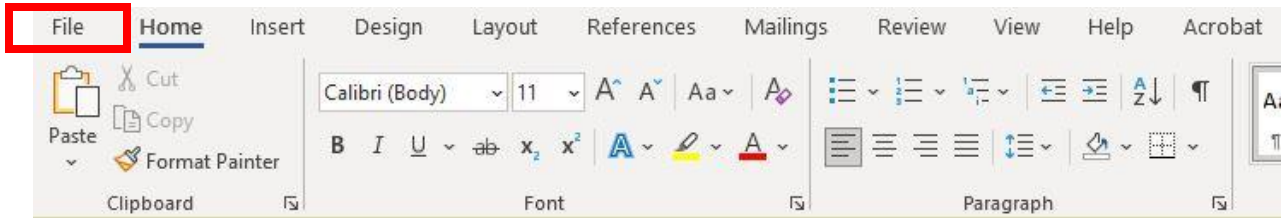
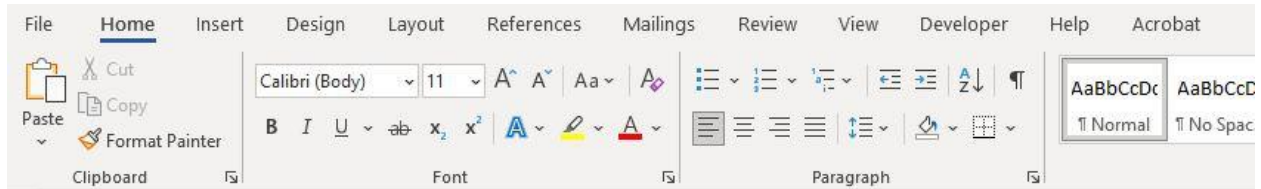2. Click "Options" (toward the bottom of the list)

3. Click "Customize Ribbon" then click the Developer box on the right side as shown below to select
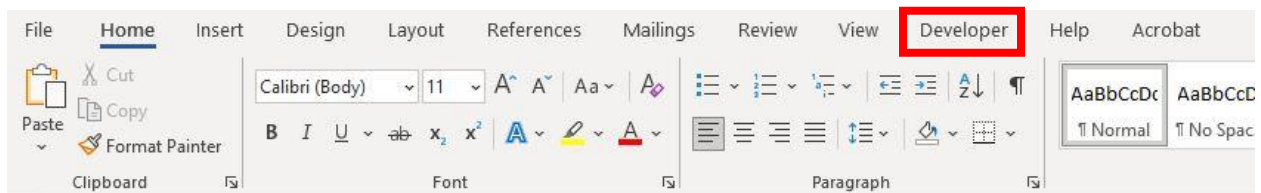

4. Click "OK" to exit Options and return to your document
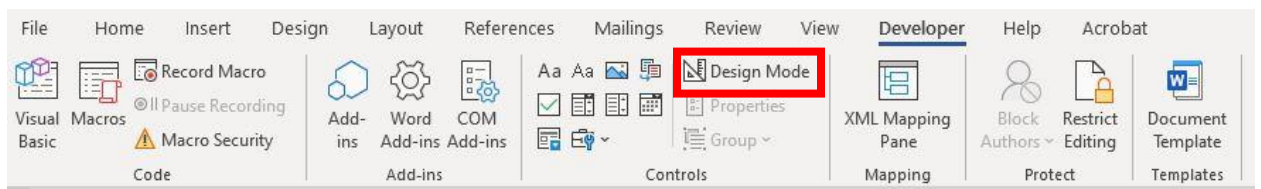5. You should now see the Developer Tab on your menu

Modifying ComboBox Content

In order to make changes to the order template Drop-Down and Combo boxes you must now enter Design Mode through the Developer tab, first select the "Developer Tab"
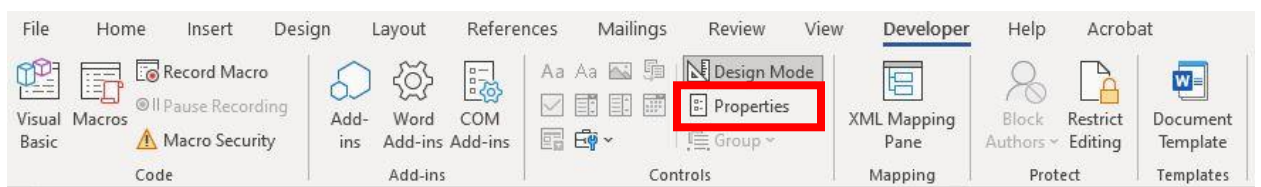

Then select "Design Mode"

Click the ComboBox in the order tool you would like to edit

Click Properties

Update the items from the list in the properties using the Add, Modify, Remove, Move Up, or Move Down buttons (see figure below).

Content Control Properties   ?   ✕

General

Title: | Select or type a Situation

Tag: | Select or type a Situation

Show as: | Bounding Box ⌄

Color: 🪣 ▾

☐ Use a style to format text typed into the empty control

    Style: | Default Paragraph Font ⌄

    𝒜ₐ New Style...

☐ Remove content control when contents are edited

Locking

☐ Content control cannot be deleted

☐ Contents cannot be edited

Drop-Down List Properties

Display Name
Choose an item.
A state-sponsored act of aggression
A political uprising in a partner or al
Adversary force in the Area of Opera
A humanitarian crisis / natural disast
A terrorist attack

Add...

Modify...

Remove

Move Up

Move Down

OK   Cancel

When you are finished making desired changes, click "OK" to return to the order.

Close "Design Mode" by deselecting the button, then click the area you modified in the order to confirm your changes.

1. (U) Situation. Click or tap here to enter text.

   ⋮ Select or type a Situation

   a. (U) General. Choose an item. ▾ as endangered the Choose an item. of Click or tap here to e⌐ Choose an item.
A state-sponsored act of aggression or threat of aggression against a partner or allied nation

   b. (U) Area of C A political uprising in a partner or allied nation
Adversary force in the Area of Operations (AOR)

   c. (U) Enemy. E A humanitarian crisis / natural disaster
A terrorist attack

   d. (U) Friendly. Enter friendly's estimates here.

Be sure to save the order template with your changes by using "Save As" and renaming the file once you have completed making changes to the template.