

## ***Electronic Operation Order (OPORD)***

The electronic OPORD is a rapid staff planning tool that provides Microsoft Word (MS Word) templates for all parts of a notional OPORD. Users require a basic understanding of MS Word. System requirements are a minimum of Windows 95, MS Word 95, and 35 MG hard drive space. The OPORD Download Zip File performs best with Windows 98 or newer operating systems.

### ***Unzip the OPORD Download Zip File***

Once the download completes and is placed on your desktop, unzip the OPORD Download Zip File. Once WinZip completes, click **Actions, Select All, Extract**. Name the extract location as C:\. **You have to know this location to continue setup**. Click **Extract**. Exit from the WinZip program.

### ***Find Extracted OPORD Files to Load the Electronic Op Order Folder to Your Desktop***

Go to **My Computer, Explore, C: drive**. **Do not click the Electronic Op Order folder**. Scroll down, locate **setup.exe** and click. A screen appears. Click **OK**. The next screen appears where you **must** change the directory from C:\Electronic Op Order\ to D:\. (A file cannot copy to itself.) Continue to follow Wizard instructions.

### ***Creating a Shortcut to Your Desktop***

This is optional. Click **Start>Programs>Electronic OP Order>Electronic OP Order w/file cabinet**. **Right** click. Move the new icon to your desktop. Click on it to open the OPORD main page.

### ***OPORD Main Page and OPORD Development***

The OPORD main page has several tags. To start OPORD development, click **Begin Order**. The Document Menu (Pick-List) page should appear. Click on the document(s) you want. A check mark appears for the document(s) selected. Click **Save Checked Files to Your Order**. A dialogue box should appear asking **Do you want to proceed?** Click **Yes**. The Document Menu page should appear listing your selected files.

Next, click **Do Universal Carry-Throughs**. Type text in the **Text box(es)**. Close the file. This activates the universal carry-throughs onto all previously selected OPORD files. When completed, a dialogue box appears asking **Do you want to save the universal carry-throughs file?** Click **Yes**.

Once the universal carry-throughs complete and you close your file, you'll return to the Document Menu page where selected files appear. Select a file, click on **View Document**, and start working on your OPORD. If you would like to work on your OPORD later, click **Exit**.

To continue on your OPORD, **right** click **My Computer>Explore>C: drive>Electronic Op Order folder>Your Op Order**. (The Your Op Order folder was automatically created when you selected Save Checked Files To Your Order.)

Please note the instructions in "Common Problems and Fixes" below will assist you in creating your OPORD if problems arise.

## **Electronic OPORD Folder Contents**

**Do not tamper with these files. You may destroy the operating program.** This folder contains everything you need to create OPORDs.

- Background Information folder.
- Carry-Through folder
- Master OPORD folder (these are the master templates).
- Other Formats folder.
- Electronic OPORD Links file.

## **Common Problems and Fixes**

Some formatted text may shift, not wrap properly or change point size or font based on individual PC settings. This is unusual, but can happen.

Not all appendixes, tabs, etc., have approved formats. Some have only "1. (U) Situation." and no text. This allows for placement of the automatic tab function. If automatic tabs are not desired, go to the **Style** box on the **Tool** bar and change **OPORD** to **Normal**.

If spell check isn't working, click **Format>Style> Modify> Format>Language>English US>OK>OK>Apply**.

To correct or change the carry-through feature, place the documents containing the carry-through feature to be corrected in the Your OPORD folder. Then go to the carry-through file and correct. If corrections cannot be made in the carry-through text box, change the macro security setting. With the carry-through file open, click **Tools> Macro>Security>Medium>OK**. Exit the file, reopen, and proceed.

Links will print a slightly lighter shade of black. If desired, delinking the words eliminates this. Place the cursor and click just before the linked word or phrase so that the word or phrase isn't highlighted. Click **Tools>Link**. Then click **Remove Link** in the bottom left corner of the box that appears. Verify font and point size of new text. Change if necessary.

Text may be imported from other documents or web sites by using **Copy>Paste**. Use the automatic tab function to create the paragraph or subparagraph number or letter where you want to insert the new text. Then **Copy>Paste**. When pasting the text initially, place it one line below where you want it to be. Paste, change font and point size if necessary, place and click the cursor where you want the new text to be. Delete to move the new text into the final position.

Only **Copy>Paste** one subparagraph at a time for the automatic tab to function properly.

Import graphics with **Copy>Paste**. Delete the box in the document that serves as a placeholder. Make sure there is plenty of blank space between the text where you are going to insert the image. **Cut>Paste**.

Use **Edit>Find** to locate specific information or refer to particular units.

The default security classification is UNCLASSIFIED. Higher classifications must be changed by going through headers and footers.

Templates are simple to revise. Fill in blanks, cut and paste text and graphics from electronic files of other unit OPORDs or SOP's, as appropriate. **Remember to save completed text as a name different from the program folder name.**

### ***OPORD Library***

The following references will assist in developing your OPORD.

- Joint Operations Planning and Execution System Vol II 1996.
- JP 1-02, DoD Dictionary of Military and Associated Terms Apr 2001.
- MCWP 3-40.3, Comm and Info Systems Nov 1998.
- MCWP 5-1, Marine Corps Planning Process Jan 2000.
- MCRP 5-12A, Operational Terms and Graphics Sep 1997.
- MCRP 5-12C, Marine Corps Supplement to DoD Dictionary of Military and Associated Terms Jul 1998.
- MCRP 5-12D, Organization of Marine Corps Forces Oct 1998
- MEF Planner's Reference Manual Sep 1999.

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