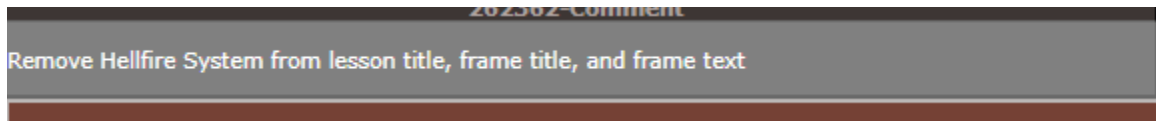**When addressing a comment in meld for Frame Title/Text/Lesson Title changes:**

For example Troy left this comment on frame in a lesson:

262362-Comment

Remove Hellfire System from lesson title, frame title, and frame text

Troys comment in meld:
Remove Hellfire System from lesson title, frame title, and frame text.

When addressing this comment in the notes section of the comment

262362-Comment	Assigned To	Comment Date	Comment By	Addressed	Addressed By	Date Addressed	Verified	More Info
Remove Hellfire System from lesson title, frame title, and frame text	GA	4/7/2025	Troy Bowen	✔	Amanda Hannigan	4/8/2025	✔	More Info - N

Leave information for what was done like this:

Old Frame title: MTS/Hellfire System Safety and CRM Overview

New Frame title: MTS System Safety and CRM Overview

Old Lesson Title: Multi-spectral Targeting System (MTS)/Hellfire System Safety and Crew Resource Management (CRM) Overview

New Lesson title: Multi-spectral Targeting System (MTS) Safety and Crew Resource Management (CRM) Overview

Old Text: Welcome to the MTS/Hellfire System Safety and CRM Overview lesson. This lesson describes MTS/Hellfire safety and CRM procedures.

New Text: Welcome to the MTS Safety and CRM Overview lesson. This lesson describes MTS safety and CRM procedures.

With the "Old Frame title" for example, this is what the original title of the frame was called before being addressed by Troy's comment. Afterwards the "New Frame title" is what the title is called after addressing Troy's comment for removal

When it comes to body text, in this case it's called "old text/new Text" you can copy and paste the old text right out of the meld Edit content/Content tab, just make sure you removed any meld mark up code: /@F /@R (Block:2), ect to make it clean and easily understandable.

The note will look like this after it's all said and done:

Comment: Remove Hellfire System from lesson title, frame title, and frame text
Location Identifier:
Comment By: Bowen, Troy
Comment Date: 4/7/2025 7:16:58 PM
Assigned To: GA
Comment Addressed: ✔
Addressed By: Hannigan, Amanda
Date Addressed: 4/8/2025 11:44:09 AM
Notes: Old Frame title: MTS/Hellfire System Safety and CRM Overview New Frame title: MTS System Safety and CRM Overview Old Lesson Title: Multi-spectral Targeting System (MTS)/Hellfire System Safety and Crew Resource Management (CRM) Overview New Lesson title: Multi-spectral Targeting System (MTS) Safety and Crew Resource Management (CRM) Overview Old Text: Welcome to the MTS/Hellfire System Safety and CRM Overview lesson. This lesson describes MTS/Hellfire safety and CRM procedures. New Text: Welcome to the MTS Safety and CRM Overview lesson. This lesson describes MTS safety and CRM procedures.

If the removal of content is a question you will put:

Old question/new Question followed by the old distractors/New distractors

Old Question: What is the capital of the United states?

Old Distractors:

A. Washington DC
B. Seattle
C. Virginia
D. Plymouth

New Question: Name the Allies of the United nations in WW2.

A. Japan, Korea, Oceania, and United Kingdom
B. United Kingdom, United States, Soviet Union, and china
C. United Kingdom, United States, Mexico, and Canada
D. United States, Canada, Oceania, and France

FRAME REMOVAL SHOULD BE DONE BEFORE ANY OTHER COMMENTS ARE ADDRESSED IN MELD

For Frame Removal:

The Removal of a frame **MUST BE DONE** before addressing comments. If comments are addressed first and frames removed afterwards it will mess up the order of the comments when they are exported for FDO review.

When removing a frame in meld you will leave a comment on the first frame of the lesson, typically the distribution statement.

Stating what frame was removed:

Removed Frame 29

In the notes section you will detailed the frame removed again, followed by the title of the frame and why it was removed. For example:

Removed Frame 29

Title: Summary 2

Removed due to no-go items – Hellfire

It will look like this after all information has been added:

What to do if a frame requires extensive revisions that will not fit in the note:

Sometimes a frame in Meld will require extensive revisions that cannot all fit in one note:

In this case you will add the old text, if it will all fit into the original comment. You will then make an second comment titled "Continuation of Comment made by -----"

| Remove Hellfire System from lesson title, frame title, and frame text | GA | 4/7/2025 | Troy Bowen |

For that comment for example you would make a new comment like this:

You will then add all the new text to it by marking it as you would above, using "new text", "new title", ect. If the new content still DOES NOT FIT in the continuation you will make the exact same comment but add part 2 on to it:

Comment: 🔍

Continuation of comment
made by Troy Bowen, part 2

☐ Add to Queue

Location Identifier:

Select a Rework Type

Assign:
Unassigned ▾

☐ Select Multiple Frames