





Every new year brings a fresh start, which explains why New Year's resolutions are so popular. If you haven't decided on a resolution yet, consider resolving to create manual content more efficiently by reusing content that already exists.

As our own nod to getting things done fast, the tips below will quickly explain ways you can start reusing content – and how these approaches will increase efficiency, safety, and compliance not only for authoring, but across the entire airline.

### 4 Ways to Start Reusing Manual Content

- 1**  
**Manage all manuals in one system**  
There aren't many efficiency gains to reusing content if you have to toggle between 5 to 7 different authoring systems and work with different authors who are trained in each system to do it. That's why one system that has multiple schemas for OEM and company manuals is so important – not only does it enable content reuse for authoring efficiency, it supports operational efficiency with reduced training and IT support needs.  

- 2**  
**Leverage XML content without XML knowledge**  
An intuitive editor that auto-generates XML enables your airline to reap the benefits of XML content – such as tagging sections of it for reuse in other manuals – without specialized staff that know XML. Additionally, XML schemas enable every stakeholder involved in authoring to work in the same documents without altering their structure, eliminating constant back and forth between authors, SMEs, and safety and compliance officers. It's easy to see how this speeds up authoring. And when manuals are authored faster, other departments, such as training, can get their work done faster, too.  

- 3**  
**Establish a single source of truth for reused content**  
When you have one piece of content that appears across multiple manuals – like a company policy, for example – you can designate the first appearance of that content as the original to be inserted into manuals for different fleets, departments, and AOCs. In addition to efficiency, you'll ensure compliance across your content, and you'll increase safety with increased consistency.  

- 4**  
**Automatically communicate edits to reused content**  
You can ensure that manual owners are automatically notified if content that's reused from another source in one of their manuals has been changed – even if the change happened in a different manual where that same content appears. This can automatically kick off a revision involving these stakeholders or serve simply as a notification for awareness. Either way, consistency across content is maintained, and collaboration is made easy.  


[\(Click to expand\)](#)

Feel free to print out this tip sheet or forward it to a colleague. And if you have any questions, please reach out by replying to this email.

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