

How to Use the Merge Tool When Consolidating Comments on the DD Form 818 or 818-1

The Merge Tool **MUST** be used in Chrome. It is **not** compatible with other browsers.

Step 1: Export the Comments.

- Open the DD Form 818 you wish to merge with other files.
- Click the “Export Comments” button on the bottom right of the first page.

DoW ISSUANCE COORDINATION AND ADJUDICATION

Today's Date: [X] <Enter Date Here>

SUBJECT: Proposed [Choose an item] XXXX.xx . "Title"

On behalf of my Component, my formal response to this issuance is: [Choose an item] Add Text

My point of contact for this action is: [NAME] [PHONE] [EMAIL] Copy to matrix SME contact info [X]

SIGNATURE

Coordinating Official
a. Name
b. Position Title
c. Component

Copy Component to matrix SME contact info [X]

Export Comments

Add Other Classification Markings

CONSOLIDATED DoW ISSUANCE COMMENT MATRIX

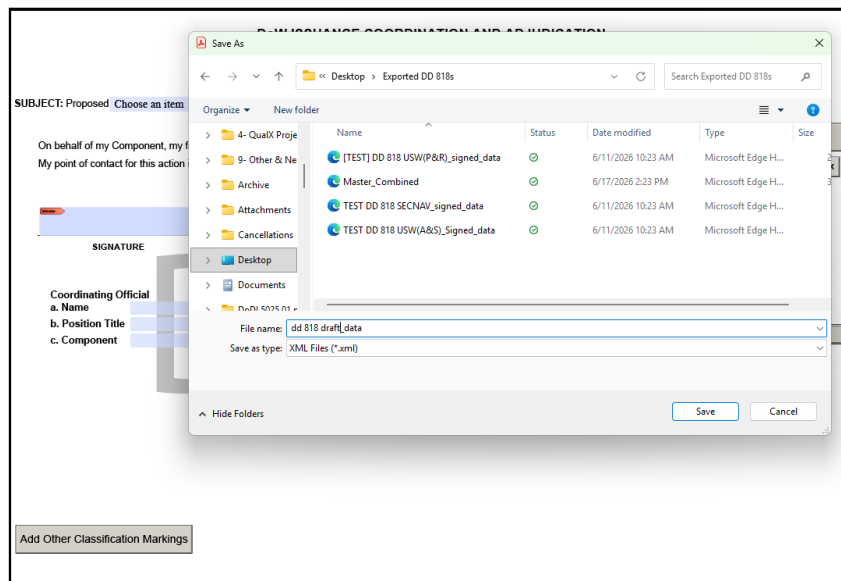
Import Comments

Issuance Type and Number, "Title"

CLASS	#	PAGE	PARAGRAPH	COMMENTS, JUSTIFICATION, AND ORIGINATOR JUSTIFICATION FOR RESOLUTION	POC's COMPONENT AND INFO
	1			☐ Basis for Non-Concur? a. Coordinator Comment and Justification: b. Coordinator Recommended Change: c. Originator Response: [Choose an item] d. Originator Reasoning:	a. COMPONENT [X] b. NAME (Last, First, Middle Initial) c. PHONE NUMBER d. EMAIL Add WHS/DO Comment
	2			☐ Basis for Non-Concur? a. Coordinator Comment and Justification: b. Coordinator Recommended Change: c. Originator Response: [Choose an item] d. Originator Reasoning:	a. COMPONENT [X] b. NAME (Last, First, Middle Initial) c. PHONE NUMBER d. EMAIL Add WHS/DO Comment
	3			☐ Basis for Non-Concur? a. Coordinator Comment and Justification: b. Coordinator Recommended Change: c. Originator Response: [Choose an item] d. Originator Reasoning:	a. COMPONENT [X] b. NAME (Last, First, Middle Initial) c. PHONE NUMBER d. EMAIL Add WHS/DO Comment

Add 1 Row Add 5 More Rows Add 10 More Rows Add 50 More Rows Add 100 More Rows Delete Empty Rows Export Comments

- This will automatically open File Explorer to save the data as an XML file. Name the file as appropriate and select “Save”.



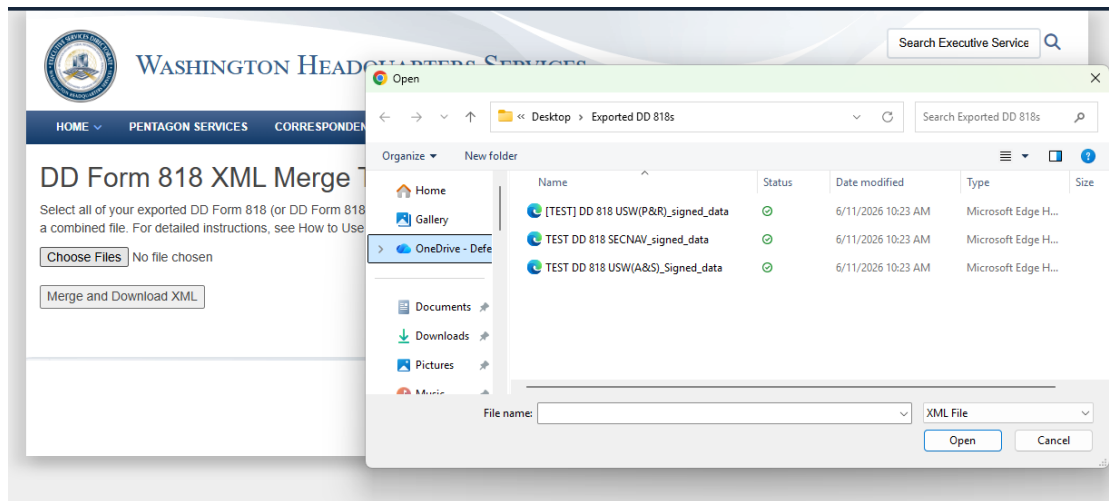
- The XML files for comments you wish to consolidate must be saved in the SAME folder to successfully use the merge tool.
- Repeat Step 1 for all files you wish to merge. Once you have finished exporting the data from all the PDFs you wish to merge, proceed to Step 2.

Step 2: Open the Merge Tool.

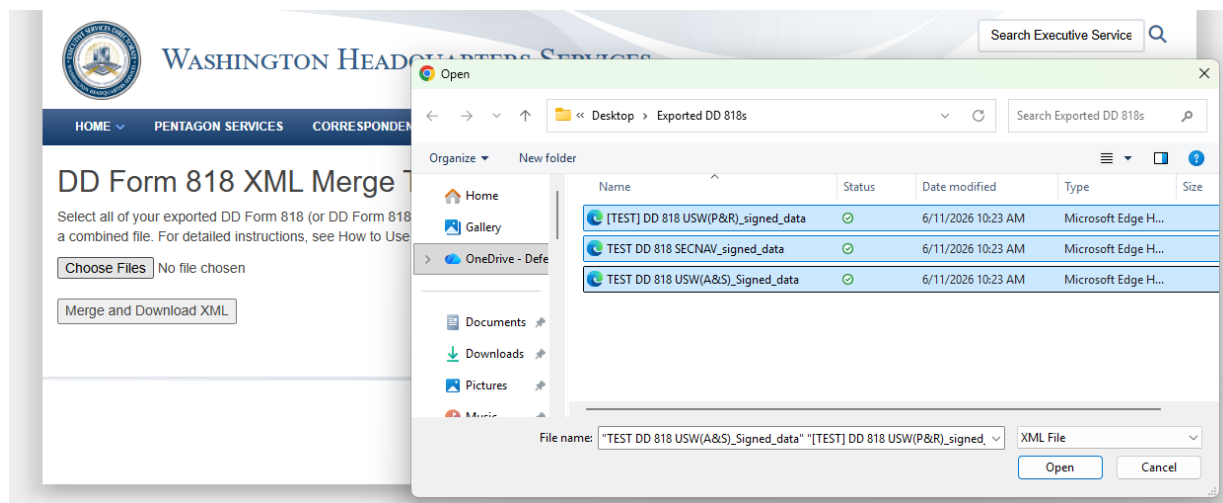
- The Merge Tool is available on the Directives Division Website at <https://www.esd.whs.mil/directives/forms/DD-818-merge-tool/>
- The tool is used directly in the browser and **must** be used in Chrome. It is **not** compatible with other browsers.



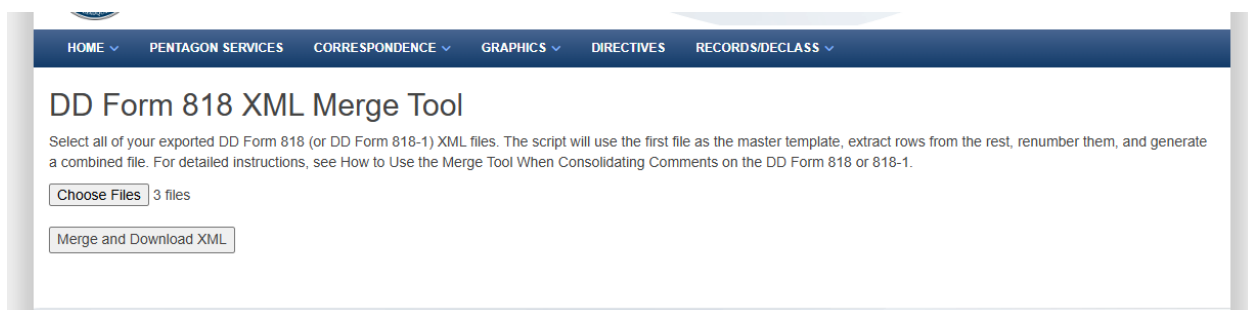
- Click “Choose Files.” This will open file explorer.



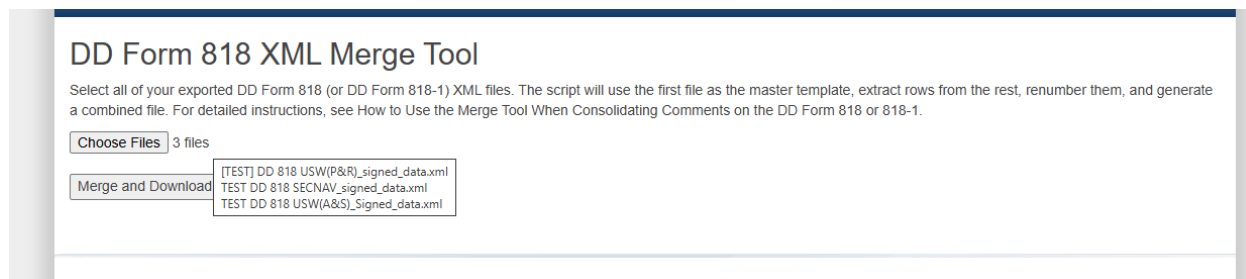
- Hold down the CTRL key and select all the files you wish to merge.



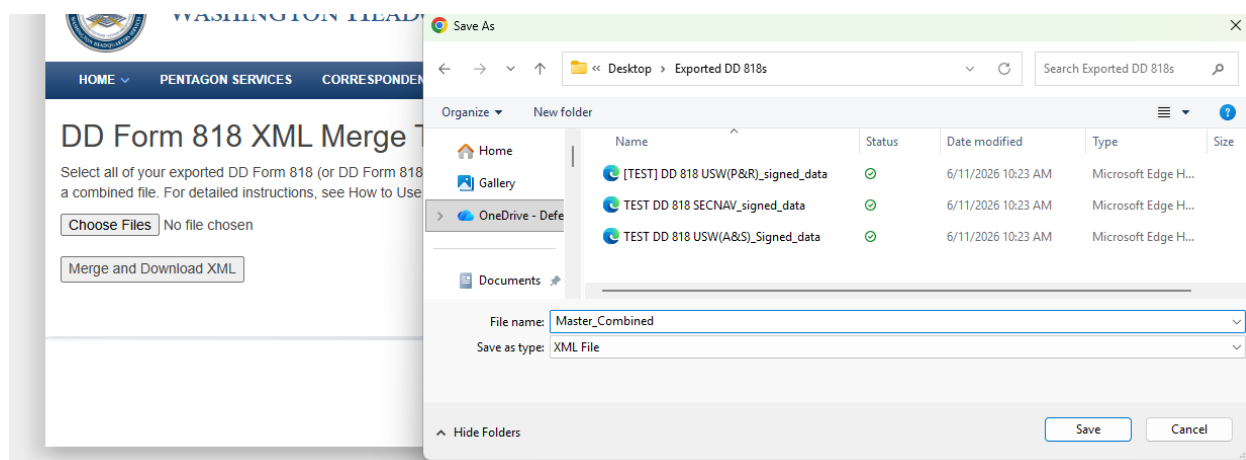
- Click “Open.” Next to the “Choose Files” button, you will see how many files have been selected for the merge.



*You can hover your cursor over this information to see the names of all selected files to confirm the correct files were selected.



- Click “Merge and Download.” You will see a “Success!” message along with an important note for how to save the file and File Explorer will open for you save the merged file. The default file name is “Master_Combined”; however, it can be modified as needed.



Step 3: Import the Comments.

- Open a new DD Form 818 or 818-1 in Adobe.
- Select the “Import Comments” button at the top right of the comment matrix (on the second page of the DD Form 818 and on the first page of the DD Form 818-1).

CONSOLIDATED DoW ISSUANCE COMMENT MATRIX

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CLASS **#** **PAGE** **PARAGRAPH** **COMMENTS, JUSTIFICATION, AND ORIGINATOR JUSTIFICATION FOR RESOLUTION** **POC's COMPONENT AND INFO**

☐ Basis for Non-Concur?

a. Coordinator Comment and Justification:

b. Coordinator Recommended Change:

c. Originator Response: Choose an item.

d. Originator Reasoning:

a. COMPONENT

b. NAME (Last, First, Middle Initial)

c. PHONE NUMBER

d. EMAIL

Add WHS/DD Comment

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Add WHS/DD Comment

Add 1 Row Add 5 More Rows Add 10 More Rows Add 50 More Rows Add 100 More Rows Delete Empty Rows Export Comments

- A warning window will pop up reminding you to select the file you just created using the Merge Tool. Click “Yes.”

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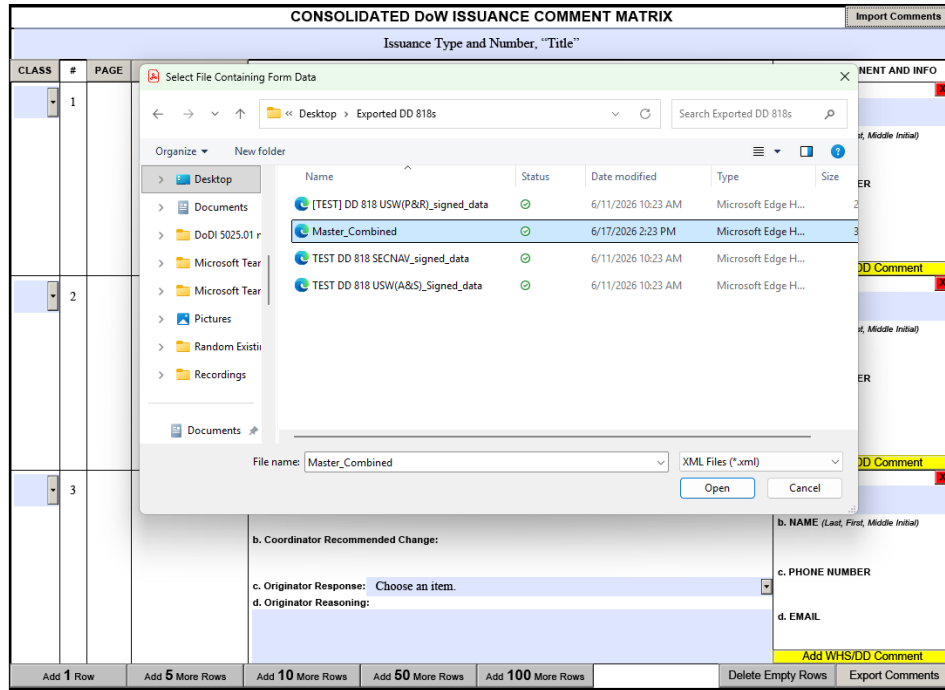
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Warning: JavaScript Window - Import Data

Please select the 'Master_Combined.xml' file generated by the MERGE TOOL to populate this form.

Yes No

- Select the merged XML file and click “Open.”



- The comments will automatically populate in the form. If you are merging a lot of comments, this may take more time to populate.
- See the “Instructions” page on the DD Form 818 and 818-1 for information on how to use these forms.