Introduction to ATS Authoring

1. **ATS Authoring Orientation/Navigation**
   - Login / Navigate the interface

2. **Planning Scheme Structure**
   - Virtual Document Structure
   - Completed Example

3. **Authoring – The ATS Authoring Editor**

4. **Inserting Content**

5. **Page Layout Tools**

6. **Table Designer**

7. **Uploading Content**

8. **Reviews, Comments and Versions**

9. **Publishing Concepts**

10. **Additional Capabilities**

Workshop Survey and Close
## Participants

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Login</th>
<th>Folder / Workspace</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELWP-Train1</td>
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<td></td>
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<td>Train-12</td>
<td></td>
</tr>
</tbody>
</table>

[https://planningvic.objective.com/ecc](https://planningvic.objective.com/ecc)

**Password:** atsauthoring
Workshop outcomes

At the conclusion of the workshop you should be able to:
- Login and navigate ATS Authoring
- Access and open Amendment documents and content
- Use a range of authoring tools to edit content
- Publish the output
Workshop Resources

• User Guide
• Training area / Document
• Exercise Book
• Survey
Introduction to ATS Authoring
What is ATS Authoring?

Software-as-a-Service solution (SaaS)
Lives in the “Cloud”
*Collaborative Authoring* ...
Separates content from format
Publishes to pre-defined standards (consistency)
Single source – multiple outputs
1. Open HTML Shortcut on the Desktop

2. Login*: as allocated, e.g. DEWLP-Train#

3. Password: atsauthoring

Replace # with your training number,
For example, DELWP-Train1 or DELWP-Train10

* Single-Sign-On would typically be used if available
1. ATS Authoring
Orientation/Navigation
ATS Authoring Exercises: Pages 1 – 2

1. Let’s Get Started

ATS Authoring Guide: Pages 1 - 3
ATS Authoring - BROWSE
Menu - everywhere
Return to dashboard create new items

Browse
access folder and content appears when required

Help
Self-paced tutorials to complete common tasks

Logout
Help: Screen prompts

Browser messages:

ATS Authoring messages:
Self-paced tutorials
Help you complete a task the first time
Can be re-run any time
Searchable
Will be updated with new lessons
Available when needed
In this lesson we:

• Accessed ATS Authoring
• Navigated the application reviewing an Amendment Document
2. Planning Scheme Structure
What is Collaborative Authoring?

- Multiple users authoring a single document – at the same time.
- Authoring activity assigned via *Tracking System*
- Review content while others are authoring and leave comments
- Consistent output via publishing standards
Traditional Vs. ATS Authoring Documents

Traditional Document

Cover
Table of Contents
Body
Heading
• Paragraph
• Paragraph
Heading
• Paragraph
• Sub-Heading
– Paragraph

ATS Authoring Document

Document Tree
Table of Contents
Region
Section
Content
Section
Content
Section
Content
MS-Word Document

### 43.01 HERITAGE OVERLAY

Shown on the planning scheme map as "HD" with a number (if shown).

**Purpose**

To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

To conserve and enhance heritage places of natural or cultural significance.

To conserve and enhance those elements which contribute to the significance of heritage places.

To ensure that development does not adversely affect the significance of heritage places.

To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

**Scope**

The requirements of this overlay apply to heritage places specified in the schedule to this overlay. A heritage place includes both the listed heritage item and its associated land. Heritage places may also be shown on the planning scheme map.

#### 43.01.1 Permit requirement

A permit is required to:

- Subdivide land.
- Demolish or remove a building.
- Construct a building or construct or carry out works, including:
  - Domestic services normal to a dwelling if the services are visible from a street (other than a lane) or public park.
  - A solar panel, facility attached to a building that primarily serves the land on which it is situated if the services are visible from a street (other than a lane) or public park.
  - A water tank if the reservoir tank is visible from a street (other than a lane) or public park.
  - A fence.
  - Road works and street furniture other than:
    - Traffic signals, traffic signs, fire hydrants, parking meters, post boxes and bollards.

ATS Authoring Document

**Objective Keystone**

### 43.01 Heritage Overlay

**Region**

- 43.01 Heritage Overlay

**Table of Contents**

- Objective Keystone
- Edit
- Structure
- Publish
- Metadata
- Settings
- Review

**43.01 Heritage Overlay**

Shown on the planning scheme map as "HD" with a number (if shown).

**Purpose**

To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

To conserve and enhance heritage places of natural or cultural significance.

To conserve and enhance those elements which contribute to the significance of heritage places.

To ensure that development does not adversely affect the significance of heritage places.

To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

**Scope**

The requirements of this overlay apply to heritage places specified in the schedule to this overlay. A heritage place includes both the listed heritage item and its associated land. Heritage places may also be shown on the planning scheme map.

#### 43.01.1 Permit requirement

A permit is required to:

- Subdivide land.
- Demolish or remove a building.
- Construct a building or construct or carry out works, including:
  - Domestic services normal to a dwelling if the services are visible from a street (other than a lane) or public park.
3. ATS Authoring Editor
The REVIEW Tab:

**Document structure on the left**
- Can select a section / heading to go directly to that content
- Structure can be hidden away
- New items can be added to the structure

**Document in the middle**
- Scroll through the document
- Select / edit allowed content (locked content is read only)
- Add comments

**Tools and actions on the right**
- Dynamically changed based on current mode
- The right tool for the job when you need it
Important Note

The Screen Display is NOT the Printed Document!

Do not adjust the content on screen to meet a document design

The publishing process will apply appropriate rules to format and present the document to the DELWP Standard

As we are working in a browser you may need to Refresh (F5 🔄) the browser from time-to-time.
Edit
Save
Save and close
Close without saving

Unsaved content
Content item "Are there contaminants in our drinking water?" has unsaved changes. Do you want to save or discard your changes?

Save  Discard  Cancel

Shown on the planning scheme map as RLZ with a number (if shown).

Purpose
To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

To provide for residential use in a rural environment.

To provide for agricultural land uses which do not adversely affect the amenity of surrounding land uses.

To protect and enhance the natural resources, biodiversity and landscape and heritage values of the area.

To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
• Similar to MS-Word
• Some keyboard short-cuts
• Content in edit mode locked to that user
• Indicates to other user if content is locked and by whom
• Always save / discard and exit edit mode – DO NOT JUST CLOSE THE BROWSER TAB
• Save, Undo, Open in new tab
• Format text
• Apply embedded styles
• Set paragraph placement
• List styles*; bullets, numbered

* Adjusting list style format in the editor will have no impact as the styles are defined in the publishing template; i.e. any adjustment will be overridden at publish time.
<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Login</th>
<th>Folder / Workspace</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELWP-Train1</td>
<td>Train-01</td>
<td></td>
</tr>
<tr>
<td>DELWP-Train2</td>
<td>Train-02</td>
<td></td>
</tr>
<tr>
<td>DELWP-Train3</td>
<td>Train-03</td>
<td></td>
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<td>Train-04</td>
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<td>DELWP-Train10</td>
<td>Train-10</td>
<td></td>
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<tr>
<td>DELWP-Train11</td>
<td>Train-11</td>
<td></td>
</tr>
<tr>
<td>DELWP-Train12</td>
<td>Train-12</td>
<td></td>
</tr>
</tbody>
</table>

https://planningvic.objective.com/ecc

Password: atsauthoring
ATS Authoring Exercises: Pages 2 – 3

2. Place Content in Edit Mode
3. Adjust Editor Settings
4. Adjust the Content

ATS Authoring Guide: Pages 2 - 6
4. Inserting Content
• Boxes
• Images
• Tables
• Symbols*
• Excel data*
• Links – Internal, Web, Email*
• Table of Contents*
• Reusable Content*

* Will Not be covered at this time
• 7 Box styles
• Adjust Border and Background colour to create custom styles
• Publishing template includes a customised box designs to format the NOTE style

Notes: Any content appearing in the box is automatically set to italics. The title or (H2) appearing as the first item in the box provides the note 'prefix'. When published the prefix is placed in the left margin.
Editing Tools: Insert Images

Most common image formats supported:

- Photos: PDF, PNG*, JPG (JPEG)*
- Clipart: PNG*, GIF
- Vector: PDF*, SVG

Searchable

Preview before insert

* DELPW Recommended formats
Notes about Images

Terminology:

DPI: Dot’s Per Inch.
• The number of dots or pixels in a single inch.
• The more dot’s the higher the quality of the picture (more resolution, more sharpness and detail,…)

Resolution:
• Detail an image contains.
• Higher DPI means higher resolution* or detail

Print Resolution:
• Sharpness of a displayed or printed image
• 300dpi** standard print resolution

Web:
• Display / Monitor resolution
• Typically 72dpi

A note about images:

The number of pixels printed per inch is known as ...

Image resolution:
• has *everything* to do with printing
• has *nothing* to do with image appearance on screen

* High resolution = Large file size
** Recommended resolution for ATS Authoring Images
Screen Vs. Resolution

72 dpi
72 dots per-inch

300 dpi
300 dots per-inch
Screen Vs. Resolution

• What may appear on the browser / screen (72dpi) is not what will print (300dpi)
• Don’t adjust the image size to meet the display, consider the printed result
### Full Page Images (Covers)

<table>
<thead>
<tr>
<th>Page Type</th>
<th>Width</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 Page Full page image</td>
<td>210mm</td>
<td>297mm</td>
</tr>
<tr>
<td></td>
<td>216mm*</td>
<td>303mm*</td>
</tr>
<tr>
<td>A5 Page Full Page image</td>
<td>148mm</td>
<td>210mm</td>
</tr>
<tr>
<td></td>
<td>154mm*</td>
<td>216mm*</td>
</tr>
<tr>
<td>DL Page Full Page image</td>
<td>99mm</td>
<td>210mm</td>
</tr>
<tr>
<td></td>
<td>105mm*</td>
<td>216mm*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 column –1 column image</th>
<th>Width</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90mm</td>
<td>230mm</td>
</tr>
</tbody>
</table>

### Resolution

<table>
<thead>
<tr>
<th>Width</th>
<th>Pixels @ 300dpi**</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>216mm</td>
<td>(216mm * 300)/25.4720 = 2543.97 pixels</td>
<td>Produces a perfect size / scale for full A4 image</td>
</tr>
<tr>
<td>154mm</td>
<td>(154mm * 300)/25.4720 = 1813.75 pixels</td>
<td>Produces a perfect size / scale for full A5 image</td>
</tr>
<tr>
<td>105mm</td>
<td>(105mm * 300)/25.4720 = 1236.65 pixels</td>
<td>Produces a perfect size / scale for full DL image</td>
</tr>
</tbody>
</table>

* Bleed includes the area beyond the page required by a printer to produce a full page image, 3mm on each edge required.

** 300 dpi is the perfect resolution for print. A simple formula can be used to convert pixels to mm and vice versa:

\[
\text{pixels} = \left( \frac{\text{mm} \times \text{dpi}}{25.4720} \right)
\]

\[
\text{mm} = \left( \frac{\text{pixels} \times 25.4720}{\text{dpi}} \right)
\]
Tables:
• Word Upload tables are converted on import
• Copied and pasted from Word and Excel*
• Created in ATS Authoring via the insert tools

* This can have mixed results, i.e. not all tables from other sources will paste expected
A note about Copy and Paste

• From most applications, email, word, excel
• May need to use paste plain to remove unsupported formatting
• The *Boundaries Settings* can help identify formatting challenges
ATS Authoring Exercises: Pages 4 – 5

5. Insert / Create a Table
6. Create a Note Box
7. Insert an Image
8. Copy and Paste
9. Reposition Content

ATS Authoring Guide: Page 7 - 11
5. Page Layouts
• Page and column breaks
• Column spans
• Landscape page
• Full Page – A3 and A4*

* Will not be covered in today’s workshop
Workshop Exercises 10 - 12

ATS Authoring Exercises: Page 6

10. Apply Landscape
11. Insert a Page Break
12. Layout Challenge

ATS Authoring Guide Pages 11 - 14
6. Table Designer
Table Design

- Table Styles*
  - Border / Rules / Lines defined by template
- Header cells (repeat)
- Content Cell Alignment

* Publishing template controls the design of all table styles
• Add / Delete Rows, Columns
• Split the Cells, Table
• Merge Cells
• Set table / cell alignment
• Control table / column width
• Control row height
ATS Authoring Exercises: Page 7

13. Apply ATS Table Styles
14. Adjust Table

ATS Authoring Guide Pages 15 - 20
7. Uploading Content
ATS Authoring Upload

• Upload Word, Excel, Images and Files (Native)*
• Upload single or multiple* files (same type)

Image formats

• PDF
• JPG**
• PNG**
• BMP
• SVG

* Not covered in today’s workshop, focus is on images
** Preferred image formats
ATS Authoring Exercises: Page 8

15. Upload and Insert an Image
16. Replace Images

ATS Authoring Guide Pages 21 - 24
8. Reviews, Comments & Versions
• Every change is tracked automatically
• Who made the change and when is recorded in the version history
• **Show Incremental Diff** displays where changes have been made within a version
• **Make Current** can restore an earlier version
• Comments can be included without requiring edit access
• Comments can be viewed via the **COMMENTS** Tools and within the content
• Comments record who made the comment and when
ATS Authoring Exercises: Page 9

17. Review and Compare Content Versions
18. Review and Comment

ATS Authoring Guide Pages 25 - 27
9. Publishing Concepts
Flow Based Publishing Process

Publishing Rules govern the print presentation

• Page rules
• Heading / Structure Rules
• Content rules, e.g.
  • All Section of the same Level are published the same
  • Can’t have ‘sometimes’ rules
  • No manual adjustment of a single section, list item, etc.
Publishing documents

Publish tab options:

1. **Publish Queue** – view earlier snapshots / publishes

2. **Create Snapshot** – new point in time version of the document

3. **Publish Print PDF (CMYK)***
   - 4 Colour output suitable for printing, large file size

4. **Publish Print PDF (RGB)****
   - 3 Colour output, large file size

5. **Publish Web PDF***
   - For distribution via the internet / email (reduced file size and image quality)

* Not used for ATS Authoring
** Preferred Publish Format
ATS Authoring Exercises: Page 10

19. Publish the Document
20. Review the Results
21. Browse Challenge Exercise (Time Permitting)

ATS Authoring Guide Pages 21 – 24
Additional Features Guide Page 3 - 6
10. Additional Capabilities
Additional Capabilities

- Refreshing Amendments
- Interim Publish
• The Content may already have been updated.
• Someone else may be updating the same content.
• Message to indicate the current view may not be the latest.
• A Refresh workflow is available to re-load the content and apply any changes.
Refreshing Amendments

Train-01 - Amendment C239

Table Of Contents

Planning Scheme: boro - Boroondara

The following ordinance will be modified in Clause 37.02 Schedule 1, Clause 81.01 Schedule

SCHEDULE 1 TO THE COMPREHENSIVE DEVELOPMENT ZONE

Master Content has changed since last synchronize.

Shown on the planning scheme map as CDZ1

CONCEPT PLAN – 800 TOORAK ROAD COMPREHENSIVE DEVELOPMENT PLAN, AUGUST 2005

Land

Land located at 800 Toorak Road, Glen Iris on the southern side of Toorak Road (as indicated on the Comprehensive Development Plan).
Refresh Completed Email - Complete

From: keystone@objective.com <keystone@objective.com>
Sent: Monday, 30 July 2018 6:49 AM
To: Planner Name<delwp.planner@delwp.vic.gov.au>
Subject: Refresh Amendment C239

C239 https://planningvic.objective.com/ecc/#!/Browse?document=2389555 has been refreshed. The following contents were refreshed:
01.01 VPP A Sub-Clause Title Modified 02/02/2011
Refresh Completed Email – Not Refreshed

From: keystone@objective.com <keystone@objective.com>
Sent: Monday, 30 July 2018 6:49 AM
To: Planner Name<delwp.planner@delwp.vic.gov.au>
Subject: Refresh Amendment C239

C239 https://planningvic.objective.com/ecc/#!/Browse?document=2389555 has passed through the Refresh Amendment process but no content required refresh
• **Notes:**
  • Refresh *workflow* locates the updated content and supplies that to the amendment.
  • The screen will still need to be refreshed once the workflow has completed – F5.
• What would my amendment look like if the full plan were gazetted?
  • Interim publish provide an plan preview option.
  • Does not publish the entire plan, only those that have this affected content.
  • Interim published PDF’s are saved in the amendment folder – available for download.
Interim Publish

Provide the Amendment Name

Destination folder will be automatically set to the same folder as the amendment

Provide a suffix to identify the interim publish PDF file

Once all required values are provided, Run Interim Publish

* Indicates a required field.
An email will be sent when the request completes, addressed to:
sean.gilmour@objective.com
The Destination Folder field is only available to members of DELWP SSS.
Your Publish Request (Ref: 2739) for Amendment ndw_ppf_modify4 has been submitted.

Amendment: * ndw_ppf_modify4

Destination folder: enter folder name

Name suffix: * nicks test

Produce PDF Comparisons:

VPP prefix: nvpp_ppf

Run Interim Publish
Any Questions?
Please complete the small survey and provide your feedback on today’s session:

https://tinyurl.com/ocl-ks-edu