Background

The Amendment Tracking System (ATS) produces a link to planning scheme amendments contained within ATS Authoring. Refer to relevant documentation for further information on the Tracking System. Selecting this link will engage your default web browser and either request your login credentials or login automatically (Single-Sign-On for DELWP Planners). Once logged in you will see the amendment document and can proceed to edit the document content.

ATS Authoring will house a ‘master’ set of planning schemes and enable users to draft, amend and publish amendments to planning schemes.

Purpose

This guide assumes that there is a similar guide that summarises the Tracking System and the over-all business process to enable authoring of planning scheme ordinances as part of planning scheme amendment process – please refer to that guide for information on the other elements of this process.

The purpose of this guide is to summarise the key features and functions of ATS Authoring so that you can successfully edit, author and publish planning scheme amendment documents.

Note: This is not a comprehensive guide on every feature and function of ATS Authoring. For additional information see ‘Further Assistance’ (below), or review to the ‘ATS Authoring Additional Features Guide’

Further Assistance

In addition to this guide, and any training provided, you can gain further help from the inbuilt help assistant ‘WalkMe’. Through-out this guide suggested WalkMe tutorials will be listed to seek further help.

Note: WalkMe provides generic self-paced tutorials to help use common ATS Authoring Functions. For ATS Authoring assistance either refer to this Guide or contact your local SME.

Table of Contents

ATS Authoring Orientation/Navigation ........................................................................................................... 2
ATS Authoring Editor ...................................................................................................................................... 5
Inserting content .............................................................................................................................................. 9
Other Tools ..................................................................................................................................................... 13
Table DESIGN Tools ...................................................................................................................................... 17
Table LAYOUT Tools ..................................................................................................................................... 20
Uploading Content ......................................................................................................................................... 23
Content Versions ........................................................................................................................................... 27
Include Comments ......................................................................................................................................... 28
Publishing ....................................................................................................................................................... 30
Extension Guides .......................................................................................................................................... 32
Introduction

As part of the Smart Planning initiative the Department of Environment, Land, Water and Planning (DELWP) is implementing the Planning Scheme Information Management System (PSIMS). PSIMS will:

• Bring the planning scheme amendment process online in an information management system
• Create a centralised system to store Planning Scheme Ordinance, improving search and publishing capabilities
• Improve Ordinance format and structure using templates that have the Ministerial Direction requirements built in
• Allow members of the community and industry to comment electronically on exhibited amendments
• Allow State and Local planners to electronically draft, amend, check, approve and publish Planning Schemes.

PSIMS comprises several components, Intellidox for Tracking and Objective Keystone to provide the Authoring and Publishing component otherwise known as Keystone, or ATS Authoring.

ATS Authoring provides a range of tools, like MS-Word, to edit amendment content. This guide
ATS Authoring Orientation/Navigation

ATS Authoring is a Browser Based application that is used to author Amendment Documents and content.

Key content elements:

- The **Menu** provides access to the main application areas, for example; the **Dashboard** and the **Browse** interfaces. For specific information on these interfaces, refer to the WalkMe Tutorials.

- The *WalkMe* help and *Logout* options are located on the right of the screen.

- The **Application Tabs** provide access to additional tools for the current document, for example, **PUBLISH** and **REVIEW**.

- When a document is open you see the **Document Structure** area on the left which includes the option to search the structure.

- The document **Content** appears in the centre of the window.

- The **Tools** to complete content actions and activities are on the right. More Tools appear as you start to edit content and access various content type.
Structured Document Concepts

ATS Authoring takes what would otherwise be a single planning scheme and breaks it into individual ordinances (or amendments) so that multiple planners can author specific content.

If someone else is authoring a content item, you will be advised of who that is. Although the content would be locked for you to edit, you would still have the option to review and leave comments.

Another key concept is that ATS Authoring documents are published to a consistent output via a publishing template. This means that tools that you may otherwise expect in MS-Word to adjust Font, Colour, etc are not available. The design and look of the final document is governed by predefined publishing rules. The editing options have been simplified to meet preconfigured publishing rules to meet the Ministerial Direction Form and Content of Planning Schemes. Therefore, it is important to remember:

- What you see on the editing screen is not how it will appear when Published.
- You cannot change the font size or colour or even the space between paragraphs.
- You can still apply font face settings; bold, italic, underline, etc.
- There is a selection of content level headings, H1 – H6, however, appearance is set by the publishing rules.
- There are list styles for both bulleted and numbered lists, but again the design is set by predefined rules.
- There are also table styles to meet the required design standard, just select a preset to design a table.
ATS Authoring Editor

First Time Login

When you first access ATS Authoring, either via the Single-Sign-On (SSO), or via login and password, you may be asked a question.

Select the Review option. This will configure your account to the optimum settings for reviewing as well as editing document content.

Note: This preference can be adjusted later, if required - refer ‘SETTINGS Tools’ later in this guide

Review Tab

Once a Tracking System Link is selected and login has completed successfully you will be presented with the document for Review.

Note: Please refer to relevant documentation on the tracking system and how documents are created. This guide assumes the user has selected a link to ATS Authoring and is about to commence editing content.

From the Review tab you can:

• Access content and place content in ‘Edit Mode’
• Use a range of authoring tools to edit and add content.

Place content in Edit Mode

From an open document:

1. Locate the content item to Edit:
   > Browse the document Structure, or
   > Search for Sections / Ordinances.
2. Select a content item (below a Section / Ordinance heading). Selected content is indicated by a blue border.
3. Select the **Edit in content editor** icon [  ] – the content will open in a new browser tab.

4. Select the **Edit** icon [  ] to place the content in **Edit Mode** – the tools available (right) will extend to provide a range of authoring tools.
Notes:

- **When in Edit Mode** the content is surrounded by an enlarged blue border.
- Each command has a tool-tip, hover to display.
- Only one person can edit the content, other users will see this content in read-only mode and a message to advise the content is being edited, options available:
  - leave a comment on the content (refer ‘Include Comments later in this guide) and come back later to see if the other user is finished, i.e. the content is no longer locked, or
  - contact the user that has the content locked and advise them to close and save or advise when finished, or
  - If urgent and user who has the content locked is unavailable, contact SSS (Support) and ask them to release the lock on the content.
- Always confirm any changes (✔️ or ✗) and release from **Edit Mode** before closing the browser tab.
  - Closing the browser tab while the content is still in **Edit Mode** will display a confirmation dialog which should be observed, if ignored the content will remained locked to the active user and can only be released by; re-editing the content or requesting SSS to remove the lock.
  - Leaving content locked will prevent other users from editing the content and, in some cases, may prevent other business processes from completing.
BASIC Tools

With the content in Edit Mode, place your cursor within the content, or drag-select text, and you can choose from a range of tools to format the content. The BASIC tools provide common text editing commands such as:

- **Undo** [←] (Ctrl+Z)
- **Redo** [→]
- **Save Content** [💾] – Remain in Edit Mode and Continue Editing.
- **Confirm content changes** [✔️ or ✔️] – Save, close and release from Edit Mode
- **Discard content changes** [✖️ or ✖️] close without saving, release from Edit Mode

Notes: Always **Confirm** or **Discard** to exit **Edit Mode** otherwise content will remain locked to you preventing other users from editing and may prevent some system processes, from completing.

- **FORMAT**: Most text mark-up can be found here; Bold (Ctrl+B), Italic (Ctrl+I), etc.
- **STYLES**: Heading Styles H1 and H2. Refer to the Extension Guide: Headings in Content (H1 thru H6).
- **PARAGRAPH**: Alignment; Left, Centre, Right, and Justify. Numbered Lists, Bullet Styles; Indent and Outdent

Notes:

- The appearance of “styles” on screen does not reflect the PDF output, for example Bullet Styles, the appearance of a bullet is determined by the level at which it appears, i.e.
  - first level (■) – square,
  - second level (–) – en-dash,
  - third level (●) – smaller square

- When a style / mark-up is applied to content the icon changes to blue to indicate that mark-up is on.
- Most mark-up icons are toggles, i.e. the same button to apply mark-up can be used to remove / turn it off.
- Adherence to the Ministerial Directions must be maintained, avoid excessive use of multi-level lists.

---

The requirements of Clause 52.17 of this scheme in force immediately before the commencement of Amendment VC138 continue to apply to an application for:

- A permit lodged before that date.
- An amendment to a permit:
  - the original permit application was lodged before that date; or
  - the original permit application was one that benefited from the following transitional provision.

- A permit lodged within 12 months after that date, if the Secretary to the Department of Environment, Land, Water and Planning (as constituted under Part 2 of the Conservation, Forests and Lands Act 1987) has stated in writing that a report about the proposed removal, destruction or lopping of native vegetation has been generated by the Department of Environment, Land, Water and Planning's native vegetation information systems within 12 months before that date.
Inserting content

The available tools for inserting content and other formatting objects are divided into the following collections:

- **INSERT**: Common content types to insert such as images and tables.

- **REFERENCES**: Not commonly used for Amendment documents, they provide the option to insert references to other document elements, such as Footnotes, Endnotes, and Table motes.

  Notes. Refer to the WalkMe guides for additional information on using tools under the references collection.

- **LAYOUT**: For inserting page breaks or setting the orientation of content to landscape.

- **CLIPBOARD**: Provides additional options for pasting content copied from other sources.

The following pages provide instructions on how to use the INSERT, LAYOUT and CLIPBOARD Tools.

*Note: All actions described in this section of the guide assume that the content is in Edit Mode.*

**INSERT Tools**

*Note: Horizontal Lines[ ] , Excel Data[ ], Table of Contents[ ] and Reusable Content[ ] are not required for Amendment documents, refer to the available WalkMe tutorials for additional information of these object types.*

### Insert / Create a Table

With the content in *Edit Mode*:

1. Position the cursor where you would like to insert the table, suggestion is to create a new paragraph if one is not already available [Enter] on the keyboard.

2. From the INSERT tools (right), select the Insert Table icon [ ] a dialog will appear to specify the number of Rows and Columns for the table.

3. Either type the number of Rows or Columns or use the + and – buttons.

4. With the number of Rows and Columns entered, click the Insert button to complete the action. The table will appear ready for editing.

**Notes:**

- To find out how to adjust the tables further refer; Table DESIGN Tools and Table LAYOUT Tools later in this guide, or the various Change Table … WalkMe tutorials.

- To help troubleshoot specific table challenges refer to the Extension Guides: Working with Tables.

### Insert Symbols

With the content in *Edit Mode*:

1. Place the cursor where the symbol is required.

2. From the INSERT tools (right), select the Insert Symbol icon [ ]. A dialog will appear where you can select from a list of common symbols, use the pull-down look for a specific grouping of symbols or just scroll through the list to find a symbol.

3. Select your symbol of choice to insert it.

**IMPORTANT:** Although the application provides a wide range of symbols to insert, if the fonts configured for publishing do not support that symbol then you may get less than expected results at publish time.
Insert Links

With the content in Edit Mode:

1. Place the cursor where the link is required or select the text that requires a link.

2. From the INSERT tools (right), select the Insert Link icon [ ] .
   A dialog will appear where you can select from a list of link types;
   > Internal – Create links to other areas of the same document, not a suitable link type for Amendment documents.
   > Web – Insert links to websites. When published to PDF the link will be selectable and will launch the default web browser taking the reader to that website.
   > Email – Insert email address links. Like a Web Link except the readers default email application will open with the email address ready for sending.
   > File – Create links to other files stored on ATS Authoring, not a suitable link type for Amendment documents.

3. For the Web or Email link type provide the URL or email address in the first field.

4. In the second field optionally Insert title for the link. If nothing is entered for this field the address in field 1 will be used, or if text was selected at the start, then that text will be used as the title.

Notes:

– It is recommended to only use the Web and Email link types. Amendments documents are not configured for Internal or File linking. Therefore, these are not valid link types for the documents you will be creating.

– As at time of writing, there is no mechanism to edit a link, if the link needs to be changed delete the current link and add a new one.

– For additional information on working with links, refer to the Insert a Link WalkMe tutorial.

Insert Images 📸

Notes:

– Images must be uploaded to the ATS Authoring server before they can be inserted into content. Refer to the *Upload Content* guide for further information on uploading and replacing images.

– Images that have easily identifiable names make it easier to search when they are required to be added to content.

With the content in *Edit Mode*:

1. Position the cursor where you would like to insert the image, suggestion is to create a new paragraph if one is not already available [Enter] on the keyboard.

2. From the *INSERT* tools (right), select the *Insert Image* icon [ ] a dialog will appear to either Search for an image or you can use the *Mini Browse* to locate the image.

3. With the image listed / located, *Select* it. A preview of the image will be shown to confirm that this is the correct image.
4. If this correct image is shown select Insert to add this image to the content at the cursor location or select Cancel to start over.

Notes:

– Images may require a size adjustment. Refer to the Extension Guide: Working with images.
– onscreen the image may not appear as expected. A lower resolution of the image is used onscreen but at publish time the image published is the highest resolution available for that image.

Insert / Apply Boxes

Boxes help to format content to specific design. Placing content in a box helps change the appearance or may position text in a specific location on the page. How the box is designed and formatted is determined by the publishing template. Therefore, how the box appears in the editor and how it appears when published may be very different.

With the content in Edit Mode:

1. Place the cursor where the box is required, or select the text to appear within the box.

2. From the INSERT tools (right), select the Insert Box icon [ ] . A dialog will appear.

3. Complete the Insert name field as the box title (optional), this is the same as adding an H2 heading to a box.

Notes: The Insert prefix is not required, but if completed would add a prefix to the content, typically used in conjunction with the Numbering option which by default can be left as Auto.

4. From the pull-down, select the required box type.

Notes:

– There are 7 box styles to select from.
– Not all boxes are configured so you may not get the result you were expecting if you select anything other than Box. The Box style has been configured for Amendment documents to produce the Note style. Refer to the Extension Guide: Working with Note Boxes.
Other Tools

This guide focuses on the common tools required to work with Amendment documents. However, there are many other tools to work with ATS Authoring documents. For information on any of the tools not specifically addressed in this guide, please refer to the WalkMe tutorials or contact your local support representative.

CLIPBOARD Tools

In addition to the inserting content via the Tools, you can use copy and paste from other sources. To assist with pasting content from other sources there are CLIPBOARD tools to Paste plain which removes any formatting that may prevent the content from pasting cleanly.

Tips:
- Try to paste the content directly from the source first, in many cases if the source content has been ‘styled’ using standard MS-Word mark-up that same mark-up may paste into the ATS Authoring editor as is, i.e. you do not need to ‘re-style’. For example, a bulleted list, or even a simple table.
- If the first attempt to paste content does not produce a good result or the result would require too much effort to correct, consider Paste plain.
- Pasted content (or any content) can be moved UP and DOWN the content item to reposition it. This can be useful to reorder list items or even reposition where a table appears.

LAYOUT Tools

From the LAYOUT tools you can add, Page breaks [ ] and change the content orientation from Portrait to Landscape [ ] and vice versa [ ].

Note: The other layout options are available but are not required for Amendment documents, i.e. column break, column span, full page, A3, A3 landscape. Using these layout tools may not produce the desired result.

Insert a Page Break

Inserting page breaks are not required to generate the PDF document and will not be used in the published HTML version on the DELWP website. What circumstances might they use page breaks? i.e. two related tables?

With the content in Edit Mode:
1. Place the cursor where the page break is required.
2. From the LAYOUT tools (right), select the Add page Break icon [ ] a page break will be added after the cursor location. At publish time the content following the page break will appear on a new page.

Delete a Page Break

With the content in Edit Mode:
1. Select the page break object by clicking on it – break shows with a blue border.
2. Press the delete key on the keyboard.

Tips:
- Adding page breaks should be one of the last things applied to avoid removing and re-adding breaks.
- Only add a few breaks at a time, a later break may not be required once an earlier one is added.
- Page breaks when added to the last cell in a table row helps define where a table breaks over a page.
Mark content as Landscape

ATS Authoring addresses landscape content a bit differently to MS-Word. MS-Word requires a section break, then an orientation change for that section and in some cases another section break to switch back to portrait. ATS Authoring simply needs you to indicate what content should be landscape by placing it within a landscape object.

Note: In this example, only the table is landscape, the text before and after the table is not. Therefore, landscape pages include their own page break, you do not need to add a page break.

The PDF output displays the landscape page vertically? When reading the document in PDF you can right click and rotate the image to view it horizontally.

With the content in Edit Mode:

1. Place the cursor within the content, e.g. table, or select the content if several tables, paragraphs, images, etc are to be included within the landscape page

2. From the LAYOUT tools (right), select the Landscape icon [ ] the content will be surrounded with the \landscape page tag. All content within the boundaries of the tag will publish as landscape, any content outside of the tag will publish as per the document default, i.e. portrait.

Notes:

- The Portrait option should never be required this is only used where the overall document is set as landscape and a portrait page is required.
- If the content is too large for one page the document will continue to publish with landscape pages until the end of the landscape tag is reached – you do not need add a landscape object for each page.
- When working with tables the page break and landscape layout tools appear after the table layout tools. Refer to Table Designer or the Page Layout WalkMe for further information on the available layout options.

Remove Landscape Mark-up

With the content in Edit Mode:

1. Place the cursor anywhere within the content that has the \landscape page tag applied.

2. From the LAYOUT tools (right), select the Landscape icon [ ] which will toggle the currently applied setting, as indicated by the blue icon, and remove landscape mark-up.
SETTINGS Tools

To assist users with troubleshooting common content issues or to get a more detailed view of how the content is compiled, there are the SETTINGS Tools;

- **VIEW** - Toggling these on and off will change the behaviours of the Panel Menu. If you have a slow connection disabling these tools may help.
  - Disable action panel auto-expand - prevents panels from expanding when you engage a specific tool, for example show the DISPLAY tools automatically when in a table.
  - Disable animations – some tools have an animated behaviour or icon which can be disabled.

- **CONTENT ITEMS** - Toggling these options will change what you can see and do in content items.
  - Show boundaries: Shows the paragraph boundaries in box form. Expand tables shows cell boundaries.
  - Show Text formatting: Adds tags to text to show formatting such as bold or italics.
  - Show Whitespace: Adds markers to show where empty space exists.
  - Show controls: Only in Edit Mode, Show Controls adds a cog [ ] in the top right corner of each ‘boundary’. Click on the cog [ ] to expand options, which allows you to delete the paragraph, table, image, etc. [ ] or add a new paragraph above [ ] or below [ ] the current item.

- **DOCUMENT VIEW MODE** - Change which document view is set as your default.

  Notes:
  - It is recommended to leave the view mode set to Review.
  - The Examples on the next page shows the same content with all the SETTINGS off and then on.
To ensure dwellings provide functional areas that meet the needs of residents.

**Standard DS6**

Bedrooms should:

- Meet the minimum internal room dimensions specified in Table B10.
- Provide an area in addition to the minimum internal room dimensions to accommodate a wardrobe.

<table>
<thead>
<tr>
<th>Bedroom type</th>
<th>Minimum width</th>
<th>Minimum depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main bedroom</td>
<td>3.0 metres</td>
<td>3.4 metres</td>
</tr>
<tr>
<td>All other bedrooms</td>
<td>3.0 metres</td>
<td>3.0 metres</td>
</tr>
</tbody>
</table>

Living areas (excluding dining and kitchen areas) should meet the minimum internal room dimensions specified in Table B11.

<table>
<thead>
<tr>
<th>Dwelling type</th>
<th>Minimum width</th>
<th>Minimum area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio and 1 bedroom dwelling</td>
<td>3.3 metres</td>
<td>10 sqm</td>
</tr>
<tr>
<td>2 or more bedroom dwelling</td>
<td>3.6 metres</td>
<td>12 sqm</td>
</tr>
</tbody>
</table>
Table DESIGN Tools

Earlier in the guide we looked at creating tables (refer Insert / Create a Table), in this section we will look at how to adjust tables to achieve the designs commonly required in Amendment Documents.

Once a table is created you can adjust some settings, however, the publishing template will take precedent so adjusting settings already defined in the template will have no effect. The typical settings to adjust are:

- Add, Edit the TABLE CAPTION
- Apply a TABLE STYLE
- Define individual CELL TYPE

Notes:

- The DESIGN tab will only appear when the cursor is within a table, if you do not see the DESIGN tab when you are trying to adjust table settings, check the following:
  - The content is in Edit Mode, and
  - The cursor is within a table cell.
- To find out about the other table settings, refer to the various Change Table ... WalkMe tutorials.

Table Captions

Not all tables have captions, but some do have a Heading which in ATS Authoring terms can be considered a caption.

Add or Edit a Caption 🖋️

With the content in Edit Mode:

1. Place the cursor anywhere within the table, any cell will work, the DESIGN tools will now be available.
2. From the DESIGN tools (right), select the Pencil icon [ ] alongside the TABLE CAPTION to place the caption in Edit Mode.
3. With the caption in Edit Mode add or amend the text as required.
4. Select the Tick [✓] to apply the change or Cross [✗] to cancel.
Apply a Table Style

The quickest and easiest way to format / design a table is to apply a **Table Style**. The current publishing template supports three table styles:

### Default Table Style

Any table that does not have a specific style applied uses the Default Style. Therefore, if you create a new table and do not adjust the style it will have this style by Default.

**Notes:**
- This example has **Header** cells for the first row, refer **Change Cell Type** later in this section.
- These tables also have a **Caption** which creates the table title. Refer **Table Captions** earlier in this section.

### Table Style 1

This design is more to layout content in a tabular format, i.e. to mimic a list. This table style has no table borders or heading cells.

### Table Style 2

Very similar to the Default table style with one notable difference, vertical table rules / lines.

**Notes:**
- Most of the tables already appearing in Amendment documents have the correct table style.
- If the Default or Style 2 table does not require a ‘Header’ row, you can turn this off and create tables that just have table rules / lines.
Apply Table Styles

With the content in Edit Mode:

1. Place the cursor anywhere within the table, any cell will work, the DESIGN tools will now be available.

2. From the DESIGN tools (right), select the TABLE STYLE icon [ ] a dialog will display with a selection of table styles.

3. Select the required style from either Style 1, Style 2. Default is applied automatically.

Notes:
- There are more table styles to choose from than just the three identified in this guide. Selecting any style other than the three specified will apply the Default style.
- The icons representing each style are not a representation of how the table will appear when published. During publish the correct table design is applied.

Change Cell Type

There are two types of cells, Text (default) and Header. Any cell can be defined as a Text or Header cell. Most commonly the first row of a table that is required to repeat on subsequent pages is changed to a Header cell.

Apply a Header Cell

With the content in Edit Mode:

1. Place the cursor within a cell, to select several cells (in a row) that are to be marked as Header cells, the DESIGN tools will now be available.

2. From the DESIGN tools (right), select the CELL TYPE tick box for Header Cell [ ]. This is a toggle so to prevent a cell being a Header remove the tick.

Notes:
- Nothing Specific will change in the editor for the Default table style, the font in the cell may show as Bold face even if no bold is applied.
- For Style 2 tables the cell colour changes to Grey.
- These are just visual indicators, it is the publishing template that defines the final appearance of tables cells.
- If all cells in a table row are specified as a ‘Header’ cell, that row will repeat on subsequent pages should the table extend over more than one page.
- Some tables may require the appearance of a header cell / row but not repeat the cells / rows on subsequent pages. For tables that require this design it is possible to manually adjusted cells to give the appearance of a header row without them repeating on subsequent pages. Refer Extension Guide \ Working with Tables \ Apply Manual Header Cells.
Table LAYOUT Tools

The LAYOUT Tools we looked at earlier offer a range of additional settings when working within a table. For Example:

- Add or Delete Rows, Columns
- Split Cells
- Split / Merge Tables
- Delete Tables
- Set ROW HEIGHT and COLUMN WIDTH
- Define Cell CONTENTS alignment.

Note: As mentioned previously, tables can also have page breaks and landscape layout objects applied. Refer LAYOUT Tools for additional information on using those tools.

Tip: It is highly recommended to save your content before adjusting tables as you can always close without saving should the table layout not work as intended.

Add or Delete Rows and Columns

With the content in Edit Mode:

Add Rows 😕

1. Place the cursor within the cell of a row to add a row either before or after the current location, the Table LAYOUT tools will now be available.
2. From the Table LAYOUT tools (right), select either Insert row before [ 😕 ] or Insert row after [ 😕 ] – a new row will be added with the same number of columns / cells as the row the cursor is in.

Delete Rows 😞

1. Place the cursor within the cell of a row to remove, the Table LAYOUT tools will now be available.
2. From the Table LAYOUT tools (right), select Delete row [ 😞 ] – the current row will be deleted.

Tip: To delete multiple rows, select them first then delete.

Note: Take care deleting rows containing vertical cell merges – you may delete more rows than expected.

Add Columns 😕

1. Place the cursor within the cell of a column to add a column either to the left or right of the current location, the Table LAYOUT tools will now be available.
2. From the Table LAYOUT tools (right), select either Insert column before [ 😕 ] or Insert column after [ 😕 ] – a new column will be added with the same number of rows / cells as the column the cursor is in.

Delete Columns 😞

1. Place the cursor within the cell of a column to remove, the Table LAYOUT tools will now be available.
2. From the Table LAYOUT tools (right), select Delete column [ 😞 ] – the current column will be deleted.

Tip: To delete multiple columns, select them first then delete.

Note: Take care deleting columns containing horizontal cell merges – you may delete more columns than expected.
Merging / Splitting Cells and Tables

Notes: As previously mentioned, take care deleting rows and columns containing cell merges – you may delete more rows and columns than expected. Suggestion would be to re-merge / split to make the table more uniform before deleting rows and columns.

Some tables may require more complex structures such as;

• Split or Merge cells
• Split tables

With the content in Edit Mode:

Split Cells

1. Place the cursor within the cell you want to split into two or more cells, the Table LAYOUT tools will now be available.
2. From the Table LAYOUT tools (right), select Split Cells [ ] a dialog will appear.
3. Select the number Rows and / or Columns to split the cell into.
4. Click Split to complete the action.

Tip: If you only want to split a cell into multiple columns set Rows to 1, or if you only want multiple rows set Columns to 1.

Merge Cells

1. Select one or more cells to merge, the Table LAYOUT tools will now be available.
2. From the Table LAYOUT tools (right), select Merge Cells [ ] the cells will now be merged.

Split Table

1. Place the cursor within the cell where you want to split the table, the Table LAYOUT tools will now be available.
2. From the Table LAYOUT tools (right), select Split Table [ ] the table will now be split into two tables.

Note: If the table has header rows you may need to copy these from the proceeding table if the same header rows are required in the ‘new’ / second table.
**ROW HEIGHT and COLUMN WIDTH**

It’s best to let the content in cells find their own ideal height and width. But for some tables it might be helpful to set a fixed row height or column width.

Notes:
- If you set the row height or column width too small then content will not display correctly, it may overlap (in a column) or flow into the next row.
- Not every column in a table must have the width set. For example, if the left column of a three-column table has a fixed width the other columns will adjust to accommodate the rest of the table / page dimensions.
- If tables are being copied and pasted from other sources, i.e. MS-Word, they may need to be adjusted to meet a suitable format before copy and paste to ATS Authoring. Refer to *Extension Guides \ Working with Tables \ Insert via Copy and Paste*.

**Set ROW HEIGHT /COLUMN WIDTH**

With the content in *Edit Mode*:

1. Place the cursor within the cell where you want to split the table, the Table LAYOUT tools will now be available.
2. From the Table LAYOUT tools (right), select the drop-down menu *At least* for ROW HEIGHT or COLUMN WIDTH to display additional settings.
3. Select the required unit of measure; **mm**, **cm**, **inch**, **px** or **%** for column widths.
4. Provide a value as required and place the cursor within the cell to apply the width.

*Tip: All tables, by default are set to 100% of the page area. Therefore, if you use % values for column widths you can define how much of the tables width a column should be set to.*

**Adjust Cell Content Alignment**

By default, all tables text is **Top Left** aligned to the cell, Including Heading cells. This may work for most tables but in some cases, you may want to adjust the alignment of content. For example, a column of numbers might display better if the content was right-aligned.

*Note: All Header rows are left aligned in the publishing rules, only content cells allow alignment changes.*

The following alignment options are available:
- **Top Left**, **Centre**, and **Right**
- **Middle Left**, **Centre**, and **Right**
- **Bottom Left**, **Centre**, and **Right**

**Change Cell Alignment**

With the content in *Edit Mode*:

1. Place the cursor within the cell, or select several cells in the table, where you want to set the alignment, the Table LAYOUT tools will now be available.
2. From the LAYOUT tools (right), select from the available alignment options.

*Note: When an alignment setting is in effect for a cell the LAYOUT / CONTENTS show the selected alignment, value applied appears as a blue icon.*
Uploading Content

Earlier in this guide we showed how to insert an image where it was mentioned that before you can insert an image it must be uploaded to ATS Authoring first, refer INSERT Tools / Insert Image. This section of the guide focuses on uploading images and how to replace an existing image with a new one.

Note: Other content types can be uploaded to ATS Authoring, however they are not applicable for Amendment Documents. Please refer to the Uploading files and related WalkMe tutorials for information on uploading other types of content.

Upload Images

ATS Authoring supports a range of image formats, however for Amendment documents PNG or JPG files are preferred. There a few options for uploading images, but in this guide, we will look at how to upload an image via the INSERT tools. Refer to the WalkMe tutorials for additional upload options.

Upload a Single Image via INSERT

With the content in Edit Mode:

1. Position the cursor where you would like to insert the image, for full block images the suggestion is to create a new paragraph if one is not already available [Enter] on the keyboard.
2. From the INSERT tools (right), select the Insert Image icon [ ] a dialog will appear to either Search for an image or you can use the Mini Browse to locate the image.
3. Select the Mini Browse icon [ ] the Mini Browse window will be available to access folders where images are stored and can be uploaded.
4. Select the UPLOAD FILE button to engage Windows Explorer.
5. Navigate your local or network drives to locate the image to upload.
6. Select an image to upload.

7. Click the **Open** button on the *Windows Explorer* location to *Open for Upload* and return to ATS Authoring.

8. From *Mini Browse*, select **UPLOAD** to upload the image.

**Notes:**

- *This method allows for one image at a time to be uploaded.*
- *It is possible to upload multiple images via ATS Authoring BROWSE, refer to the Uploading files WalkMe tutorial for further information on using BROWSE to upload images.*
- *Some images in MS Word are made up of multiple images such as a map, legend or text that belongs in the map the images should be joined as one image before uploading to ATS Authoring.*
Replace an Existing Image

There are a couple of options for replacing images, but in this guide, we will look at how to replace an existing image via the INSERT tools. Refer to the WalkMe tutorials for additional image replacement options.

With the content in Edit Mode:

1. Locate the image to replace and select it, the IMAGE tools will now be available.
2. From the IMAGE tools (right), select CHANGE IMAGE. This will engage the same interface that was used to insert the image.
3. Select the Mini Browse icon [ ■ ] the Mini Browse window will be available to access folders where images are stored and can be uploaded.

4. Select the image, as if to insert, but select the REPLACE WITH… button. This will engage Windows Explorer.
5. Navigate your local or network drives to locate the image to use as a replacement and select it.
6. Click the Open button on the Windows Explorer location to Open for Upload / Replace and return to ATS Authoring.
7. From Mini Browse, select REPLACE to upload the image the new image replacing the current one.

Notes:

– Replacing an image will update all documents that include that image.

– Image formats of the same type must be used for replacing, i.e. if the original image was a JPG (or JPEG) then the replacement must also be a JPG. If another image type is used it may result in the image and / or the document no longer publishing.

– If part way through the process it is decided that the replace should be a new image, deselect the image from the file list and proceed to upload as normal.

– It is possible to replace images via ATS Authoring BROWSE, refer to the Uploading files WalkMe tutorial for further information on using BROWSE to replace images.
Content Versions

When content is placed in *Edit Mode* a new version of the content is created. Older versions of the content are accessible to review, compare and if required restored. This can be useful to observe how content has altered from one version to another or can be very helpful to undo an edit and restore to an earlier version.

*Note: You cannot access content versions when the content is in *Edit Mode*.*

Access on Older Version

From an open document **REVIEW** tab:

1. Locate the content item to *Edit*:
   - Use the left navigation, or
   - Scroll to review

2. Select the content item (below the heading) – indicated by a blue border.

3. Select the *Edit in content editor* icon [ ] – the content will open in a new browser tab.

4. Without placing the content in *Edit Mode*, expand the **VERSIONS** tools (right) to display a list of previous versions.

Comparing Versions

While viewing the list of versions:

1. Select a version from the list to enable the *Comparing version* view. Depending on the version selected you will be able to:
   - *Show Incremental Differences*. This will indicate changes by highlighting *Additions in Green*, *Deletions in Red* and *Changes in Orange / Amber*.
   - *Make Current*. This will restore the previous version and make it the new current version. No old versions are deleted including the one replaced, i.e. if you wanted to undo *Make Current* you can restore again.

*Note: To turn off comparing versions select the version you are comparing again. It is a toggle, so it will turn the *Comparing version* view off.*
Include Comments

Rather than edit content, or if content is locked, you can leave a comment. Comments are visible to all users who have access to the content.

Notes:
- You cannot access content versions when the content is in Edit Mode.
- Comments appearing on a content item show [ 1 ] – number next to icon indicates number of comments.

Add / Review Comments

From an open document REVIEW tab:

1. Locate the content item to Edit:
   > Use the left navigation, or
   > Scroll to review
2. Select the content item (below the heading) – indicated by a blue border
3. Select the Edit in content editor icon [ ] – the content will open in a new browser tab.
4. Without placing the content in Edit Mode, expand the COMMENTS tools (right) to display a list of comments for the content item (if any).
5. Without placing the content in Edit Mode, select some text to comment on – it will show with a blue highlighted background when selected.
6. Select the NEW COMMENT button. A dialog will appear where you can type a comment.
7. Select CREATE to add this comment.

Notes:
- Comments cannot be edited, but they can be deleted.
- Each content item, paragraph, images, etc can have multiple comments.
- Comments can remain within content and do not need to be deleted to prevent them from publishing. There are publishing options to produce a PDF either with comments or without comments (default).
Delete Comments

From a content item that has comments:

1. Without placing the content in *Edit Mode*, expand the **COMMENTS** tools (right) to display the list of comments for the content item.

2. Select a comment from the list. The comment will expand and the area of the document that has the comment will highlight in yellow.

3. With the comment selected, click the delete icon [ ![delete icon](image)](image), the comment will be removed.

**Notes:**

- Anyone who can access the content and read a comment can delete comments.
- Deleted comments cannot be recovered.
- Comments are not kept across versions.
- For additional information on working with comments, refer to the relevant WalkMe tutorials.
Publishing

Once the document is completed or you just want to see what all the edits look like, we can run the publishing process. It is also possible to see previously published version of the from the *Publishing Queue*.

*Note*: Publishing can only be completed from the open document view.

---

The Publishing Queue

From the open document:

1. Select the **PUBLISH** tab to display the *Publishing Queue*. A list of previous publishes (or **Snapshots**) will be listed (if any).

2. Expand [ ] a snapshot to find out more;
   
   - **Snapshots** record the date created and by whom.
   
   - The **Snapshot Name** and **Description** can be edited [ ]. Requires **Snapshot** to be unlocked.
   
   - If the **Snapshot** contains PDF(s) you can select it to view [ ] or download [ ].
   
   - To Identify Milestone (or critical) **Snapshots** they can be locked [ ]. Locked **Snapshots** are indicated by a green padlock [ ].
   
   - **Unlocked Snapshots** can be deleted [ ] – with the correct privileges.

*Notes:*

- The way PDF’s are viewed or downloaded is dependent on your personal browser preferences.
- For additional information on working with Snapshots, refer to the relevant WalkMe tutorials.
Create a Snapshot and Publish a PDF

From the open document:

1. Select the PUBLISH tab to display the Publishing Queue. A list of previous publishes (or Snapshots) will be listed (if any).

2. From the list of available publishing options select a publishing option. This will start the publish process. Options include:

   - **CREATE SNAPSHOT** – Produces a Snapshot only, no PDF. Used for point in time record and can be used for document compare. Refer to relevant WalkMe Tutorials for additional information on Document Compare.

   *Note: These SNAPSHOTS are also created by the solution automatically when required.*

   - **PUBLISH PRINT PDF (CMYK)** – Not used by DELWP. Produces a High-Quality PDF suitable for commercial grade printing. This produces a larger file size to capture several elements required by print providers. Should only be used if the intended output requires a high-quality print-out

   - **PUBLISH PRINT PDF (RGB)** – All Amendment Documents should be published with this option. It produces a high-quality PDF with reduced size.

   - **PUBLISH WED PDF** – Produces a lower quality PDF suitable for emailing or hosting on a website. Note, image quality is very low with this option to reduce file size.
Extension Guides

This section of the guide provides a few examples of some authoring activities you may need to complete to finalise the format/design of an Amendment. The instructions previously provided in this guide outline the core steps, but here we cover some specific examples and some suggestions on how to improve the content.

Structured Headings

Headings appearing in the document structure are referred to as ‘Sections’. Headings with clause numbers in the document structure have a Date Stamp (Amendment in operation date and the Amendment number/code). They are:

<table>
<thead>
<tr>
<th>Ordinance name</th>
<th>Number format</th>
<th>VPP Example</th>
<th>LPP Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clause</td>
<td>XX</td>
<td>11 Settlement</td>
<td>21 Municipal Strategic Statement</td>
</tr>
<tr>
<td>Sub-Clause</td>
<td>XX.XX</td>
<td>32.08 General Residential Zone</td>
<td>22.01 Neighbourhood Character</td>
</tr>
<tr>
<td>Sub-Clause-Section</td>
<td>XX.XX-XX</td>
<td>55.03-2 Building Height Objective</td>
<td>22.03-2 Policy Objectives</td>
</tr>
<tr>
<td>Schedule</td>
<td>X</td>
<td>NA</td>
<td>Schedule 1 to Clause 32.08 General Residential Zone</td>
</tr>
<tr>
<td>Schedule Section</td>
<td>X.0</td>
<td>NA</td>
<td>5.0 Decision Guidelines – Schedule 1 to Clause 32.08 General Residential Zone</td>
</tr>
</tbody>
</table>

Notes:

- **ATS uses the ordinance numbers and the ordinance title to identify each piece of content. Thus, an ordinance could have the same number but different title.**
- **The Sub-Clause-Section and Schedule Section is the smallest piece of content in the ATS system.**
- **Ordinances may have ordinance numbers that are ‘smaller’ than the Sub-Clause-Section such as 22.04-1.1 (a Sub-Section). ATS Authoring will include this as a text (or Embedded) heading within a Sub-Clause-Section.**
Headings in Content (H1 thru H6)

Headings appearing within the content are referred to as ‘Embedded’ (or Content Level Headings). Embedded headings appearing with Sub-Section are numbered but no date stamp, for example:

• Sub section i.e. 32.01-1.1
• Sub-sub section i.e. 32.01-1.1-1
• Schedule sub-sub section i.e. 1.1-1

There are six (6) Content Headings; H1 thru H6 – Planning document only use the first 2.

H1 – Non-date stamp (amendment gazetral date) Heading

The H1 heading has a special layout that will present the heading as an ordinance without any date stamp. There are some rules that dictate the behaviour of this type of ordinance heading:

• The ordinance heading must be within an H1 style
• The heading must start with a number and match a specific syntax. This number syntax is required to position the number in the left margin - see below for an example of an H1 with and without the number syntax.

Note: To see how the Ministerial Directions headings align with the ATS Authoring view and PDF Output, Refer Compare Headings later in this section.

H2

The H2 has two uses; outside and inside of a box. Outside of a Box an H2 functions as a ‘Major’ heading. Inside the ‘Note’ box it creates the note prefix (Refer Extension Guide: Working with Boxes), outside.

H3 – H6

There is no specific styling applied to the remaining heading levels, they are all formatted the same and appear as a Bolded heading.
Comparing Headings

The following table and diagram summarises how the ATS Authoring Headings align with the Ministerial Direction design:

<table>
<thead>
<tr>
<th>Ministerial Direction Heading Names</th>
<th>ATS Authoring Equivalent</th>
<th>ATS Authoring Metadata Value – Defines Appearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head A</td>
<td>Section – in the Document Structure, H1 in Section Content</td>
<td>Clause or Schedule</td>
</tr>
<tr>
<td>Head B</td>
<td>H2 in the Section Content</td>
<td>N/A</td>
</tr>
<tr>
<td>Head C</td>
<td>Section – in Document Structure H1 in Section Content (if there is no date)</td>
<td>Sub-Clause, Sub-Clause Section, Schedule Section</td>
</tr>
<tr>
<td>Head D</td>
<td>H3 in the Section Content</td>
<td>N/A</td>
</tr>
<tr>
<td>Head E</td>
<td>H3 in the Section Content</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Ministerial Direction Example

ATS Authoring Screen View

ATS Authoring Published PDF
Working with Note Boxes

There are various box styles that can be applied, but only one is configured for Amendment documents, Custom 'Box'.

The other box styles can be used but for Amendment documents they will all look the same at publish time.
Working with Tables

Tables are always a challenge but with a bit of planning and by not making them too complex, it is possible to format tables to produce a clean consistent output.

In this extension guide we provide some suggestions that may help format your tables

**Use what is there**

- The Amendment publishing template is already configured with all the tables styles you are ever likely to need. Refer to the *Table DESIGN Tools* section to see examples of the available table styles.
- The *Header Cell* setting can be applied to any table cell. So, in effect if you ever need to have a cell with white text on a black background, apply the *Header Cell Setting*.
- Use *Merge Cells* to ‘span’ a cell across two rows or columns

![Example Table](image)

**Layout Tables**

- If you have a series of tables that are similar in structure, but the columns are uniform, set their column widths the same, e.g. first column on every table set to 30%.
- Remember, only one column really needs a column setting. You don’t need to work out what percentage of 100 each column needs to be. Set one column first, test it and then apply to additional columns – but only if needed.
- Don’t try to set columns with larger content too narrow. If you make a column too small the content might end up like the example – right.
- Don’t forget, you can manually specify where a table breaks over a page – place the page break in the last cell of the last column to start all cells that follow on the next page.
- If a table spans across multiple pages and the first row(s) need to appear on subsequent pages, apply the *Header Cell* setting.
Apply Manual Header Cells

By default, table header rows will repeat on pages following when a table extends over more than one page. In some cases, this may result in table header rows repeating when they are not required. To prevent this the cells can be switched off from being Header Rows, but their appearance reverts to that of a normal cell.

However, it is possible to manually adjust a table cell / row so that they look like a header but do not repeat. This can be achieved by adjusting individual cell settings.

**Important:** Please only use this technique if repeating headers are not required but it header cells are to appear at publish time. This method should not be used to apply header rows for normal tables, there are DESIGN settings for this and these should be used in the first instance.

With the content in Edit Mode:

1. Select the cell(s) to be formatted as header cells.
2. From the DESIGN Tools uncheck the option to mark as **Header Cell** (if selected). This will unmark the cells as being header cells and stop them from repeating on subsequent pages.
3. Select the current colour option for **CELL FONT COLOUR**, it may show no colour and an , the **Colour Picker** pop-up will appear:
   a. From the **Colour Picker**, set the text colour to ‘White’ by entering the value ‘255’ for; Red (R), Green (G) and Blue (B) – the colour swatch will change to ‘White’.
   b. Click **Update** to apply the change.
4. Select the current colour option for **CELL BACKGROUND**, it may show no colour and an , the **Colour Picker** pop-up will appear:
   a. From the **Colour Picker**, set the cell background colour to ‘Black’ confirm the value ‘0’ for; Red (R), Green (G) and Blue (B) – the colour swatch may already show as ‘Black’.
   b. Click **Update** to apply the change.

The Cells will now show with white text on a black background as per the published table header row.

**Important:** No other manual table adjustments should be made. If additional changes are made this may affect the final published output.
Insert Table via Copy and Paste

Content can be copied from other sources and pasted into ATS Authoring. In some cases, the volume and presentation of the content can result in the content not pasting as required or not at all. In situations where the content is copying with unwanted formatting – use the Paste Plain option from the CLIPBOARD tools.

However if the content is a table, paste plain will also remove the table elements which you may still require. If the content to be pasted is a table, these steps may help:

Notes:

- This example outlines copying a table from MS-Word and pasting to ATS Authoring.
- If the Table is too large Microsoft Internet Explorer may be unable to handle the paste process and, in some cases, may paste as text not as a table.
- Chrome should be able complete the process, therefore, this process should be completed by users with access to the Chrome Browser

From MS-Word

1. Complete any adjustment of the table.
2. Place the cursor in the table and from the Table Tools \ Design tab in Word, select Clear from the Table Styles (at the bottom of the list of styles). This will set the table to use the most basic of table styles

Note: Depending on the table you may need to reply the correct font colour and effectively style the table, so it has minimal custom settings.

3. Use MS-Word Save-As to save the document in an HTML Format (Web Page (*.htm, *.html). This will remove any word elements that may affect the copy process
4. From the New HTML View of the document, select and copy the table
5. The copied table can now be pasted into the ATS Authoring Editor.
Working with Images

Here are some suggestions that may help when working with images.

LAYOUT Tools

The LAYOUT Tools we used for page breaks and apply landscape also have some additional tools when working with images.

- **Block** [ ], **Left** [ ], **Centre** [ ], and **Right** [ ]
- **Inline Left** [ ], **Centre** [ ], and **Right** [ ]

In most cases the default placement for an image is left aligned. If you wish to place an ‘icon’ (or in-line / in-text) image, use the **Inline Centre** option.

Some other considerations when working with images:

- Poor quality / low resolution images will still publish poorly.
- Although images and be resized post insert, always size down NEVER UP. Make a small image larger will produce a poor-quality output.
- There is no image formatter, so all images need to be cropped and cleaned-up prior to import. It is also recommended to size the images to meet page requirements prior to import.
- A large image doesn’t make it better. Large images (both in resolution and dimensions) need to be scaled down and in some cases the resolution reduced at publish time. However, all the original data is kept so this adds to the overall file size of the finished document for no gain in quality.

Image sizes

The following table provides some suggested images and resolution size calculations that may help to achieve optimum image quality.

<table>
<thead>
<tr>
<th>Page Type Images (Covers)</th>
<th>Resolution Formula (Using Image Width)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 Page Full page image</td>
<td>210mm 297mm*  210mm 2473.38 pixels</td>
<td>Produces a perfect size / scale for full A4 image</td>
</tr>
<tr>
<td>½ Page image</td>
<td>148mm 210mm*  154mm 1813.75 pixels</td>
<td>Produces a perfect size / scale for ½ page image</td>
</tr>
</tbody>
</table>

* Full page excluding page margins