00:00:01.520 --> 00:00:05.256

Module three of our videos

regarding the amendment tracking

00:00:05.256 --> 00:00:08.525

System foundation level

training, covers ATS authoring.

00:00:13.710 --> 00:00:17.874

We'll be providing an overview of

ATS authoring and how we can change

00:00:17.874 --> 00:00:20.650

settings, how the amendment

document can be accessed.

00:00:21.960 --> 00:00:24.309

We'll show you how to edit

and format content.

00:00:25.670 --> 00:00:27.728

We'll copy from word using

clipboard.

00:00:29.080 --> 00:00:33.409

Reposition content and also show

you how you can create a PDF of

00:00:33.409 --> 00:00:36.406

the amendment document and

compare changes that have been

00:00:36.406 --> 00:00:39.736

made throughout the process of

authoring your document and what

00:00:39.736 --> 00:00:41.734

to do if content is locked.

00:00:43.800 --> 00:00:46.824

As we've seen previously, the

amendment tracking system is

00:00:46.824 --> 00:00:49.176

made up from different

applications, and we're

00:00:49.176 --> 00:00:51.528

particularly looking at the

ATS Authoring side.

00:00:52.750 --> 00:00:56.758

Don't forget there's online guides

available on our

00:00:56.758 --> 00:00:58.762

planning.vic.gov.au website.

00:00:59.740 --> 00:01:05.716

And guides for authoring

are located and the

00:01:05.716 --> 00:01:10.364

Authoring Tab, and there's

also support available

00:01:10.364 --> 00:01:12.356

planning.support@delwp.vic.gov.au

00:01:17.340 --> 00:01:21.020

To access our amendment document

in ATS authoring, there's a

00:01:21.020 --> 00:01:26.172

couple of ways that we can do

that. The 1st way is

00:01:26.172 --> 00:01:30.220

from the admendment tracking system

where once we find our amendment

00:01:30.220 --> 00:01:31.324

particular amendment number.

00:01:31.830 --> 00:01:34.266

We move over to the right.

00:01:34.800 --> 00:01:39.248

And from this dropdown choose

action select details.

00:01:42.590 --> 00:01:45.615

Now in the amendment detail

00:01:45.615 --> 00:01:50.940

screen. We can see there is a

URL and in this instance I'm

00:01:50.940 --> 00:01:55.490

using a training site, but you

would see the URL taking you to

00:01:55.490 --> 00:01:56.890

the live authoring site.

00:01:57.520 --> 00:02:02.382

You just click on that URL.

Follow that URL and it would

00:02:02.382 --> 00:02:06.496

take you directly to your

amendment folder and what we can

00:02:06.496 --> 00:02:11.732

see here. If I just slide

it down, my slide by down

00:02:11.732 --> 00:02:16.594

I can see I've now been taken to

my C2184 gumnut folder. That's

00:02:16.594 --> 00:02:21.456

my amendment folder. And then in it

I can see my amendment document.

00:02:22.420 --> 00:02:27.120

And that's one way you can find

your amendment document.

00:02:27.980 --> 00:02:31.954

And enter. To author as well,

just double click on that.

00:02:34.110 --> 00:02:40.422

Another way that we can access

the ATS authoring site is from

00:02:40.422 --> 00:02:46.208

our landing page ATS landing

page on planning.gov.vic.gov.au. We

00:02:46.208 --> 00:02:51.994

can select the log into ATS

Authoring Button and this will

00:02:51.994 --> 00:02:55.150

take us straight to the ATS

00:02:55.150 --> 00:02:58.840

authoring application where I

can log in?

00:02:59.790 --> 00:03:01.038

To access my document.

00:03:02.110 --> 00:03:07.262

And once we are logged in to our

authoring system, I can use the

00:03:07.262 --> 00:03:11.678

option from the browse tab,

which is where I am at the

00:03:11.678 --> 00:03:16.094

moment. You might be taken to

the dashboard tab from the menu

00:03:16.094 --> 00:03:17.566

we just picked browse.

00:03:18.260 --> 00:03:24.508

And we can just select C2185 to

see our amendment document.

00:03:25.840 --> 00:03:29.195

And it's taken us directly

to our amendment folder and we

00:03:29.195 --> 00:03:30.720

can see our document here.

00:03:31.730 --> 00:03:34.705

Always select the

file type Document.

00:03:36.210 --> 00:03:41.527

In addition to that, from this

screen, what we can see is this

00:03:41.527 --> 00:03:45.617

filter option. Now this filter

option will have either all

00:03:45.617 --> 00:03:50.525

files to be selected and if I

select all and show you

00:03:50.525 --> 00:03:54.206

everything that we've selected,

all the document contents and

00:03:54.206 --> 00:03:58.296

everything and images that have

come through from the master

00:03:58.296 --> 00:04:03.204

file has come through into this

amendment folder. We can see our

00:04:03.204 --> 00:04:06.885

baseline snapshots have come

through and these are some

00:04:06.885 --> 00:04:10.068

updated baseline snapshots

that have come through with

00:04:10.068 --> 00:04:13.560

resubmissions of instruction

lists. So at all times just

00:04:13.560 --> 00:04:16.276

make sure you select the

amendment Document.

00:04:17.300 --> 00:04:21.700

I do recommend just so we don't

select the wrong files.

00:04:22.410 --> 00:04:27.930

From this state, I would always

suggest to have the options of

00:04:27.930 --> 00:04:29.770

files, documents, images and

00:04:29.770 --> 00:04:33.420

snapshot selected. And

therefore you won't select the

00:04:33.420 --> 00:04:36.705

actual wrong content. So

always select the amendment

00:04:36.705 --> 00:04:37.070

document.

00:04:41.660 --> 00:04:43.388

Now that we're in our amendment

00:04:43.388 --> 00:04:46.340

document. We can see we have

00:04:47.460 --> 00:04:51.546

different tabs across here

we've got edit, publish, metadata,

00:04:51.546 --> 00:04:56.765

and review. Now the difference

between edit and review is the

00:04:56.765 --> 00:05:02.155

way the user wants to work. Working

in edit from the edit tab I can

00:05:02.155 --> 00:05:07.160

see all of my content or all of

the items that I've selected

00:05:07.160 --> 00:05:09.085

from my instruction list to

00:05:09.085 --> 00:05:15.376

author. From edit I can see

items that I've chosen to

00:05:15.376 --> 00:05:18.408

modify. If I Scroll down.

00:05:19.250 --> 00:05:23.630

I can also see items that I've

selected and included in my

00:05:23.630 --> 00:05:26.915

instruction list from ATS

tracking to add the following

00:05:26.915 --> 00:05:31.295

ordinance will be added after car

parking. Also down the bottom I

00:05:31.295 --> 00:05:35.675

can see the items that I've

chosen to delete so those, this

00:05:35.675 --> 00:05:38.230

particular sub clause I've

chosen to delete.

00:05:39.370 --> 00:05:44.635

If I want to expand all of these

items from my edit tab, I can

00:05:44.635 --> 00:05:48.145

just click this top down arrow

next to

00:05:48.680 --> 00:05:49.880

Document structure.

00:05:51.080 --> 00:05:56.108

And that expands all of the

content from within. So I have

00:05:56.108 --> 00:05:59.879

what my instruction was

instructed to do for this

00:05:59.879 --> 00:06:04.488

document and the content. So

it's only those ones here with

00:06:04.488 --> 00:06:09.935

one of the document. It looks

like a little page with a turned

00:06:09.935 --> 00:06:14.400

over dog eared, that's where I would

go into authoring to open to.

00:06:14.400 --> 00:06:16.230

Also, you must select the pen.

00:06:16.780 --> 00:06:21.629

And that will open to edit now

because I'm on my edit tab,

00:06:21.629 --> 00:06:25.732

opens in the same browser

window, so I can do whatever

00:06:25.732 --> 00:06:30.581

changes I would like to do at

this stage. Once I've done my

00:06:30.581 --> 00:06:32.446

changes, I can select save.

00:06:35.730 --> 00:06:40.790

Working from the review tab,

very similar, however I have the

00:06:40.790 --> 00:06:45.390

option to search for particular

parts of sections within my

00:06:45.390 --> 00:06:50.450

amendment document. So say for

example I had a very complex

00:06:50.450 --> 00:06:55.510

amendment document and I didn't

want to scroll through pages and

00:06:55.510 --> 00:07:00.110

pages a list of of information I

can use this.

00:07:00.720 --> 00:07:06.120

function to search for my

document items. So I'll search

00:07:06.120 --> 00:07:13.394

for 43.04. Now here it brings me

up the results so I can see there's

00:07:13.394 --> 00:07:18.102

43.0 for some content for the

DPO schedule number and that

00:07:18.102 --> 00:07:22.382

would be the schedule that I've

included created in my

00:07:22.382 --> 00:07:26.648

instruction list. And the

schedule there. So if I'm

00:07:26.648 --> 00:07:30.104

particularly want that

section, you can now say the

00:07:30.104 --> 00:07:33.560

screens taking me to that

relevant area straight away.

00:07:34.590 --> 00:07:37.382

Review tab now if I want to edit

00:07:37.382 --> 00:07:41.498

that section. I'll select that

icon to edit in content editor.

00:07:42.010 --> 00:07:45.718

That will then open up and then

we'll open up another browser

00:07:45.718 --> 00:07:50.780

window. Now, if you recall when

I worked out of the edit tab,

00:07:50.780 --> 00:07:52.120

that did not occur.

00:07:54.230 --> 00:07:54.840

So.

00:07:56.070 --> 00:07:57.880

I'm now just in that.

00:07:59.220 --> 00:08:03.560

Relevant part of content within

my moment document and by

00:08:03.560 --> 00:08:09.636

selecting the pen again I'm now

ready to edit so it's like a two

00:08:09.636 --> 00:08:12.568

step process. I'll save

that work.

00:08:13.780 --> 00:08:15.640

Close this web browser window.

00:08:17.160 --> 00:08:20.508

And I've come back to the review

tab. There's different ways that

00:08:20.508 --> 00:08:23.298

you can access the content from

within your amendment document.

00:08:24.040 --> 00:08:27.065

Depending how confident you are

with you using the system, you

00:08:27.065 --> 00:08:28.715

might easily like to workout of

00:08:28.715 --> 00:08:33.320

the edit tab. Or you prefer to

work at the review tab, knowing

00:08:33.320 --> 00:08:37.155

that when I work out of the

review tab, it will open up

00:08:37.155 --> 00:08:39.150

another browser window.

00:08:46.040 --> 00:08:50.440

Now once we're in our amendment

Document. One thing I want to

00:08:50.440 --> 00:08:54.440

point out is some of the

functional settings here. We

00:08:54.440 --> 00:08:58.840

have settings, which once I

change this, it will remain the

00:08:58.840 --> 00:09:04.040

same, so once I log out and come

back into the system, however,

00:09:04.040 --> 00:09:09.240

I've left this if I've opened up

the document in review mode, it

00:09:09.240 --> 00:09:13.640

will always open up the document

review mode going forward. Also

00:09:13.640 --> 00:09:17.240

from this screen we can see

there's a help icon

00:09:17.270 --> 00:09:22.184

and by selecting the help

icon, there's a walk me guide it

00:09:22.184 --> 00:09:25.964

and it will walk you through

different instructions. Now be

00:09:25.964 --> 00:09:30.122

mindful this product that we use

for the authoring of our

00:09:30.122 --> 00:09:34.280

amendment documents is used by a

number of businesses around the

00:09:34.280 --> 00:09:38.816

world and it might be insurance

companies, and so there's a lot

00:09:38.816 --> 00:09:42.974

of settings within this ATS

Authoring program that will be a

00:09:42.974 --> 00:09:47.510

global setting that might not be

turned on for the use of.

00:09:47.570 --> 00:09:51.497

What we need it for and for

the authoring of amendments.

00:09:51.497 --> 00:09:56.138

So just be mindful of that.

There is a help, so there is

00:09:56.138 --> 00:10:00.065

a help guide there. I would

recommend users going to our

00:10:00.065 --> 00:10:01.136

online training guides.

00:10:02.810 --> 00:10:07.166

Another area that might be

useful is when you first get

00:10:07.166 --> 00:10:09.938

your ATS Authoring password

and log on.

00:10:11.200 --> 00:10:16.100

You can change the password and

in any stage and so here I can

00:10:16.100 --> 00:10:20.300

just select change password enter

my old password enter my new and

00:10:20.300 --> 00:10:25.390

select change. Now coming back

to our moment document. Other

00:10:25.390 --> 00:10:31.760

areas that I would like to point

out is once I am in a particular

00:10:31.760 --> 00:10:37.675

part of content to edit and

save, for example are going to a

00:10:37.675 --> 00:10:39.495

modify for a subclause.

00:10:40.570 --> 00:10:44.434

21.82 We have this

00:10:44.434 --> 00:10:47.400

subclause header. And the

00:10:47.400 --> 00:10:52.824

section that I want to change so

I can choose to change the

00:10:52.824 --> 00:10:57.682

header if I wish this again by

the clicking on the pen or the

00:10:57.682 --> 00:11:01.499

content again selecting the pen

and going into edit mode. What

00:11:01.499 --> 00:11:06.357

we can see here? We're not in

edit mode yet to thin blue line

00:11:06.357 --> 00:11:10.174

around our content. To the far

right we have options that

00:11:10.174 --> 00:11:14.338

appear as I click through put

certain parts of my document and

00:11:14.338 --> 00:11:18.155

their options change they're dynamic

this menu and I call these

00:11:18.155 --> 00:11:21.524

functions - change. As I move

throughout my amendment document.

00:11:21.524 --> 00:11:26.360

One tip, if you like, is I have my

content items, under settings,

00:11:26.360 --> 00:11:30.080

content items I've got showed

boundaries and show controls on.

00:11:30.080 --> 00:11:33.800

Now this is really useful if

you're struggling with working

00:11:33.800 --> 00:11:37.520

through a particular document

and you have spaces appearing in

00:11:37.520 --> 00:11:42.356

the final form and you need to

edit those spaces out, you are

00:11:42.356 --> 00:11:46.448

unable to do that using the

normal delete Keys because it's

00:11:46.448 --> 00:11:50.540

locked for some reason, and

often it happens with lists or

00:11:50.540 --> 00:11:54.462

tables. What you can do is make

sure you have your show

00:11:54.462 --> 00:11:56.820

boundaries and show controls

checked and there's a little

00:11:56.820 --> 00:11:59.440

option. Once you have show

controls, check there's a little

00:11:59.440 --> 00:12:02.052

option. To the far right, if I

00:12:02.052 --> 00:12:04.956

just select in edit mode

of course.

00:12:06.640 --> 00:12:11.398

Now I know I'm edit mode 'cause

I have my thick blue border

00:12:11.398 --> 00:12:15.058

around this particular bit of

content. If I select that cog,

00:12:15.058 --> 00:12:17.254

the top right of that paragraph.

00:12:19.170 --> 00:12:23.298

Select that cog. I now have a

button to delete and it's

00:12:23.298 --> 00:12:26.738

deleting this element so that

click that delete button.

00:12:26.738 --> 00:12:30.522

What that would do is delete that

entire paragraph. Now that works

00:12:30.522 --> 00:12:34.650

well if you're trying to delete

an entire list rather than, you

00:12:34.650 --> 00:12:37.746

know, backspace backspace

backspace. So if I select the

00:12:37.746 --> 00:12:42.218

cog and I select delete, my

entire list is gone. Now if I

00:12:42.218 --> 00:12:47.034

didn't want to do that, and I've

done a mistake, I can just come

00:12:47.034 --> 00:12:49.098

back here and under basic I

00:12:49.098 --> 00:12:52.867

just. Open up that function.

There is an undo key.

00:12:53.900 --> 00:12:56.275

OK, or alternatively, don't save

00:12:56.275 --> 00:13:01.530

your changes. So what we can see

here with the general formatting

00:13:01.530 --> 00:13:05.688

we have paragraphs we have

heading styles. Now I can only

00:13:05.688 --> 00:13:09.846

see these outline boxes because

again under settings I have my

00:13:09.846 --> 00:13:11.736

show boundaries checked. If I

00:13:11.736 --> 00:13:14.796

uncheck that. You see a

difference in appearance

00:13:14.796 --> 00:13:15.368

with editing.

00:13:16.740 --> 00:13:19.810

OK, so all work in this

demonstration. I'll work with

00:13:19.810 --> 00:13:23.187

my show boundaries and that's

the way I prefer to work

00:13:23.187 --> 00:13:25.950

anyway. I can see there's all

different heading styles.

00:13:27.220 --> 00:13:29.560

To format content.

00:13:30.110 --> 00:13:31.916

In terms of heading styles, or

00:13:31.916 --> 00:13:35.378

bulleted lists. Just to the far

right, we have our basic

00:13:35.378 --> 00:13:38.270

functions. So I can bold text.

00:13:38.800 --> 00:13:42.370

I can change to italics.

00:13:43.490 --> 00:13:47.670

If I'm in a particular bit

of content, say for example

00:13:47.670 --> 00:13:51.470

within a paragraph

within a heading, if I just

00:13:51.470 --> 00:13:55.270

click my cursor within this

paragraph, I can then select

00:13:55.270 --> 00:13:59.070

the heading styles. We have

heading 1 heading 2 and

00:13:59.070 --> 00:14:02.490

heading three. Now just make

sure whatever heading styles

00:14:02.490 --> 00:14:05.530

you choose are in accordance

with ministerial direction.

00:14:06.740 --> 00:14:12.300

With lists. We can say that there's

bulleted lists there, it looks

00:14:12.300 --> 00:14:15.444

like this blank

paragraphs, but it's actually

00:14:15.444 --> 00:14:19.767

not that could be coming from. I

guess previous content that's

00:14:19.767 --> 00:14:24.028

been imported. But if I wanted

to create a new

00:14:24.730 --> 00:14:28.933

paragraph and I'll insert a

new paragraph under this

00:14:28.933 --> 00:14:33.136

particular section got my

new paragraph just hit the enter key

00:14:33.136 --> 00:14:35.938

and I could enter some text.

00:14:38.290 --> 00:14:43.738

And so,

for example,

00:14:43.738 --> 00:14:49.186

I had

some site

00:14:49.186 --> 00:14:50.548

information.

00:14:52.710 --> 00:14:56.665

Global works, just entering any

00:14:56.665 --> 00:15:02.190

information here. And pool

sites and say for example, I

00:15:02.190 --> 00:15:07.230

want to create this as a

bulleted list. I would have my

00:15:07.230 --> 00:15:12.270

text here and easily to the far

right. I would check the

00:15:12.270 --> 00:15:14.370

bulleted list option for

formatting.

00:15:15.580 --> 00:15:17.813

And that creates a bulleted

list. You can see that changing.

00:15:20.940 --> 00:15:25.296

I can also, if I need to indent

certain content, further select

00:15:25.296 --> 00:15:29.652

the content and I have now the

option to increase the Indent.

00:15:31.460 --> 00:15:35.260

OK, now there are rules with

this authoring system, you

00:15:35.260 --> 00:15:40.200

can only indent into 2 levels

of a bullet point and they do

00:15:40.200 --> 00:15:42.860

appear different when we

print this document.

00:15:45.160 --> 00:15:50.607

Now say for example, if I wanted

to copy some of my information

00:15:50.607 --> 00:15:55.635

from a Word document, I will

access my Word document from my

00:15:55.635 --> 00:16:01.984

folder. And here I am. I've got

my Word document and say for

00:16:01.984 --> 00:16:07.600

example, I want to create. I'm

going to put this into than you

00:16:07.600 --> 00:16:12.784

22.07, so I'll just copy that

from word. Return to my

00:16:12.784 --> 00:16:16.230

Amendment Document. And I'll

just save the previous changes

00:16:16.230 --> 00:16:18.840

that I've done. Don't forget,

always save your changes.

00:16:19.880 --> 00:16:20.969

Just to confirm.

00:16:22.370 --> 00:16:27.570

So I'll find my area for 22.07

for some new content.

00:16:28.430 --> 00:16:29.900

And here we are here.

00:16:30.540 --> 00:16:34.324

And I'll get into that relevant

content section, open for edit,

00:16:34.324 --> 00:16:38.796

and now I'm in edit mode. Now

'cause I have my thick blue

00:16:38.796 --> 00:16:41.204

borders at the end of this new

00:16:41.204 --> 00:16:45.298

paragraph. As I've copied the

information from my Word

00:16:45.298 --> 00:16:47.734

document, I can just paste that

00:16:47.734 --> 00:16:53.526

directly. Into my new paragraph

so we can see.

00:16:54.070 --> 00:16:58.854

This is a new information here

Now, say for example I want to

00:16:58.854 --> 00:17:03.638

change the policy basis heading

to a heading style two to be in

00:17:03.638 --> 00:17:07.318

accordance with Ministerial

direction. I can just make sure

00:17:07.318 --> 00:17:10.998

my cursor is placed anywhere

within this section of content

00:17:10.998 --> 00:17:15.046

and click. I didn't need to

highlight the entire text, it

00:17:15.046 --> 00:17:18.726

will change everything within

that area or that boarded area.

00:17:19.510 --> 00:17:24.496

Now I have copied a bulleted

list from word.

00:17:24.500 --> 00:17:28.713

It's recommended that you

don't copy lists from word that

00:17:28.713 --> 00:17:33.309

you actually would use it as

import items from word is clean

00:17:33.309 --> 00:17:36.373

text. I will change this

particular paragraph. This

00:17:36.373 --> 00:17:41.352

paragraph of this item here to

heading style 2 as well so you

00:17:41.352 --> 00:17:42.884

can see that change.

00:17:43.570 --> 00:17:49.510

Now. If I create a

new paragraph just by selecting

00:17:49.510 --> 00:17:50.878

my enter key.

00:17:51.670 --> 00:17:55.895

What we can see here is it's

created a new bulleted list and

00:17:55.895 --> 00:17:59.795

I didn't want that. I want a new

paragraph outside of this

00:17:59.795 --> 00:18:03.045

bulleted list. If that ever

occurs. When you're editing a

00:18:03.045 --> 00:18:08.232

document. Push your enter key

twice, so double click your

00:18:08.232 --> 00:18:12.780

enter key and now I know I've

got two paragraphs, but it

00:18:12.780 --> 00:18:17.328

actually allows you to get out

of the list. Another tool if

00:18:17.328 --> 00:18:21.497

that ever happens and you're

stuck in a list and you can't,

00:18:21.497 --> 00:18:26.424

create a new paragraph at the

top right. As long as you have

00:18:26.424 --> 00:18:30.214

your show, remember it show

boundaries, show control. So

00:18:30.214 --> 00:18:35.141

long as you have that on you can

select that option. I can insert

00:18:35.141 --> 00:18:38.766

a paragraph. An empty

paragraph below, and that does

00:18:38.766 --> 00:18:41.979

the same thing, so that's

inserted. An empty paragraph

00:18:41.979 --> 00:18:45.549

below this particular list,

a couple of tools there

00:18:45.549 --> 00:18:49.119

Double clicking your enter key or

double hitting double hitting

00:18:49.119 --> 00:18:53.760

your enter key very quickly is

one of the easiest ways to do

00:18:53.760 --> 00:18:58.401

that. Now, if I want to copy

that same content from word and

00:18:58.401 --> 00:19:02.685

say, for example, I copied this

bulleted list again and I bring

00:19:02.685 --> 00:19:06.255

that back into my limit

document, it is suggested that

00:19:06.290 --> 00:19:09.780

under clipboard settings you

would use this paste plain. You

00:19:09.780 --> 00:19:13.619

would have that checked and

always paste plain. So if I

00:19:13.619 --> 00:19:18.505

paste the text in you can see it

hasn't come up with those dots

00:19:18.505 --> 00:19:22.693

and then from then I can then

create my bulleted list. So

00:19:22.693 --> 00:19:26.183

through my formatting

functions here, so under basic.

00:19:26.730 --> 00:19:30.217

And bulleted list and they go. I

have a bulleted list.

00:19:31.030 --> 00:19:36.100

And what we can do, So there's a

bit of formatting there. Also,

00:19:36.100 --> 00:19:41.950

if I had a bit of content that I

want to reposition and I didn't

00:19:41.950 --> 00:19:46.630

want to have to change the

entire or re type the entire

00:19:46.630 --> 00:19:50.920

area, there is a way using the

under the clipboard function

00:19:50.920 --> 00:19:56.380

where you can move an item up

and down and what that means if

00:19:56.380 --> 00:20:00.670

I select, for example, this

particular list and I wanted it

00:20:00.670 --> 00:20:05.904

to appear. After the list

below, I can select the move

00:20:05.904 --> 00:20:10.278

down option OK and keep

moving the list down.

00:20:11.440 --> 00:20:14.401

Alright, so that's actually

moving that list down and

00:20:14.401 --> 00:20:18.349

again you can even move the

list up if you wish, and

00:20:18.349 --> 00:20:21.310

that's one way you can

reposition content. Before I

00:20:21.310 --> 00:20:24.929

actually save the changes, I

might just delete a bit of

00:20:24.929 --> 00:20:27.890

content here, so I'll just

select all everything under

00:20:27.890 --> 00:20:30.851

objectives. Just as an example

and delete that entire

00:20:30.851 --> 00:20:31.509

paragraph, OK.

00:20:32.890 --> 00:20:36.778

Save our changes and again we've

worked from the edit tab, so

00:20:36.778 --> 00:20:40.666

there's no need to

refresh our page or to close

00:20:40.666 --> 00:20:44.976

browser tabs. Now let's now save

the changes that have currently

00:20:44.976 --> 00:20:50.136

done. Let's have a look at what

that looks like in PDF form or a

00:20:50.136 --> 00:20:55.528

print. Print copy of our

document. So what we can do and

00:20:55.528 --> 00:21:00.016

it is suggested after you save

your changes and if you

00:21:00.016 --> 00:21:04.504

especially if you've done a lot

of changes in a complex

00:21:04.504 --> 00:21:08.648

amendment. I would at least come

here to the published tab and

00:21:08.648 --> 00:21:13.115

create a snapshot. Or published

print PDF and we're going to go

00:21:13.115 --> 00:21:16.565

into the difference between

these two in another module. But

00:21:16.565 --> 00:21:20.360

for this example, what will do

ia, select publish print PDF?

00:21:20.960 --> 00:21:26.014

CMYK will be a high

resolution print. No need to do

00:21:26.014 --> 00:21:30.346

that and published web PDF. We

don't use that, so let's just

00:21:30.346 --> 00:21:35.039

use a publish print PDF. So once

I select that, what is the

00:21:35.039 --> 00:21:39.010

occurring, the system is now

generating a copy of my

00:21:39.010 --> 00:21:42.620

amendment document. This is only

my amendment document with the

00:21:42.620 --> 00:21:46.591

items that I've selected from my

instruction list. It'll show me

00:21:46.591 --> 00:21:48.396

the changes that have occurred.

00:21:48.620 --> 00:21:52.052

And it'll be - it won't.... This is

not a document that will show

00:21:52.052 --> 00:21:55.220

me track changes. it will show me

the changes that have actually

00:21:55.220 --> 00:21:57.860

put into the system that's

appeared now here. So let's

00:21:57.860 --> 00:22:01.028

select the eye icon. You can

download it if you wish. If you

00:22:01.028 --> 00:22:04.196

need to send that off, but

let's choose the eye icon. Have

00:22:04.196 --> 00:22:07.628

a look at our document and we'll

be able to see our amendment

00:22:07.628 --> 00:22:10.532

document. This is not what the

document will look like in

00:22:10.532 --> 00:22:13.964

final form, and we can see that

because it's got all of the

00:22:13.964 --> 00:22:15.284

items that we have selected.

00:22:16.490 --> 00:22:20.380

And you can see the areas

that I've deleted and

00:22:20.380 --> 00:22:24.659

removed, but of course this

isn't a document that will

00:22:24.659 --> 00:22:26.215

show you the differences.

00:22:27.310 --> 00:22:32.367

Or track changes. One way you

can look at your document to see

00:22:32.367 --> 00:22:37.035

as a comparison is compare it to

a particular snapshot taking at

00:22:37.035 --> 00:22:42.092

a particular time. So let's have

a look if I took it, I'll

00:22:42.092 --> 00:22:46.760

compare it to the baseline. Now

this is comparing my document to

00:22:46.760 --> 00:22:50.261

the time when the amendment

document was created, originally

00:22:50.261 --> 00:22:52.984

at 151 on the 5th of May.

00:22:53.940 --> 00:22:57.444

So select that create

comparison. Now this will

00:22:57.444 --> 00:23:03.138

generate a PDF that I can view

with the same options to either

00:23:03.138 --> 00:23:05.766

download or to view on screen.

00:23:06.320 --> 00:23:09.470

When that's ready, I'll

view that on screen just

00:23:09.470 --> 00:23:13.320

by selecting the eye icon. Now

what will be able to see

00:23:14.860 --> 00:23:16.608

Are the differences between.

00:23:18.450 --> 00:23:22.386

What the master did look like

and the changes have made, so

00:23:22.386 --> 00:23:25.666

we've got some formatting

changes here in blue, we've got

00:23:25.666 --> 00:23:27.306

some deleted items in red.

00:23:28.420 --> 00:23:30.976

And if I Scroll down in my

amendment document.

00:23:32.340 --> 00:23:35.052

I'll see some added items here

00:23:35.052 --> 00:23:40.290

in green. And that's an easy

way we can look at your

00:23:40.290 --> 00:23:43.130

amendment document and the

changes that have occurred.

00:23:45.940 --> 00:23:49.612

Now the last thing I want to

show and demonstrate is what

00:23:49.612 --> 00:23:52.978

happens if you enter into an

amendment document to do some

00:23:52.978 --> 00:23:57.262

authoring and then when you work

from the edit tab or if you come

00:23:57.262 --> 00:24:01.240

from the view tab. But you see

some content is locked what to

00:24:01.240 --> 00:24:05.218

do So what we can see here on

screen is that this particular

00:24:05.218 --> 00:24:06.442

ordinance 22.07-1.

00:24:07.030 --> 00:24:10.882

Is actually locked. It's got a

lock beside it. So if I select

00:24:10.882 --> 00:24:14.734

that icon, it says that it's

locked by another user. OK, so

00:24:14.734 --> 00:24:18.907

now what you need to do is

contact that user and get them

00:24:18.907 --> 00:24:22.117

to reopen that content. Either

save their changes or discard

00:24:22.117 --> 00:24:25.969

whichever one it is that they

choose so you'll know who that

00:24:25.969 --> 00:24:27.895

person is going to have their

00:24:27.895 --> 00:24:32.486

name. And get them to get out of

that bit of content and

00:24:32.486 --> 00:24:35.929

therefore you'll be able to

access it like you would with

00:24:35.929 --> 00:24:39.685

any other sections. OK, so

that's a bit of a tip there.

00:24:41.830 --> 00:24:46.042

So we've looked at the settings

in ATS authoring, how we can

00:24:46.042 --> 00:24:50.254

access the document, how we can

edit and format content, how we

00:24:50.254 --> 00:24:53.764

can use work, the copying

function, and copy items from

00:24:53.764 --> 00:24:57.625

word. Again, it's recommended

that you clean the text by using

00:24:57.625 --> 00:25:01.486

the clipboard tool to remove any

coding. How we can reposition,

00:25:01.486 --> 00:25:05.347

reposition content? Creating a

PDF of the amendment an what to

00:25:05.347 --> 00:25:07.453

do if the content is locked?

00:25:08.540 --> 00:25:12.440

In module 4 we'll look at how we can

create a table and a note box

00:25:12.440 --> 00:25:16.340

and how we can format tables

and will also create a PDF of

00:25:16.340 --> 00:25:18.440

the document and compare

changes as well.