WEBVTT

NOTE duration:"00:14:04.8610000"

NOTE language:en-us

NOTE Confidence: 0.907762110233307

4901ab0d-44a8-4783-b1fe-09c138529e8b

00:00:02.390 --> 00:00:05.822

In this video we look at module

five of the amendment tracking

NOTE Confidence: 0.901567399501801

b991d324-9fb6-406b-9c9b-419409b76490

00:00:05.822 --> 00:00:10.092

system. We will be covering the

basic requirements of for all

NOTE Confidence: 0.901567399501801

2cf711e1-0e62-4a16-871c-9bc5ba342000

00:00:10.092 --> 00:00:13.224

images that will be placed

within an amendment document.

NOTE Confidence: 0.901567399501801

35426eb0-a681-43c7-90d6-13c634c1481a

00:00:13.224 --> 00:00:18.096

I'll show you how you can upload

and insert a new image into the

NOTE Confidence: 0.901567399501801

e815f383-3878-456e-99af-5080a2ec6a21

00:00:18.096 --> 00:00:19.836

document and into your folder.

NOTE Confidence: 0.925578117370605

425744f3-b74a-45c0-97c3-924c81063596

00:00:20.690 --> 00:00:24.353

We'll look at how you can

browse an amendment folder to

NOTE Confidence: 0.925578117370605

5bb5fa56-3fa1-40d0-b43e-55d402ce26a0

00:00:24.353 --> 00:00:28.016

find images and replacing an

image. And Lastly, we look at

NOTE Confidence: 0.925578117370605

644d602a-dddf-4e49-9f6c-69cd034118c9

00:00:28.016 --> 00:00:31.679

how you can create a PDF of

the amendment document and

NOTE Confidence: 0.925578117370605

903d5684-6d94-4cba-b742-0385e81003a1

00:00:31.679 --> 00:00:32.678

compare those changes.

NOTE Confidence: 0.750218689441681

2c8f36f5-f220-4551-a15d-44b48c2e82e7

00:00:34.870 --> 00:00:37.974

For this module we will be

using ATS authoring.

NOTE Confidence: 0.896490156650543

bf2aa710-1549-423e-b6dc-a01dc06db749

00:00:41.380 --> 00:00:43.945

And of course, don't forget

there's Eonline guides available

NOTE Confidence: 0.835399746894836

dd36f070-e3f9-4261-85b5-bb692ffdd6cb

00:00:43.945 --> 00:00:48.710

on our DELWP website. And

Lastly, there is support

NOTE Confidence: 0.835399746894836

30fe1c38-79f1-4976-b660-4c166b8452b8

00:00:48.710 --> 00:00:50.582

available at

planning.support@delwp.vic.gov.au

NOTE Confidence: 0.835399746894836

eaf185fe-4b80-43aa-b3b0-083a878d88a5

00:00:50.582 --> 00:00:51.830

NOTE Confidence: 0.91052782535553

97547693-c987-4112-a930-9b357b8a5d2a

00:00:54.140 --> 00:00:58.768

Now let's have a look at the

requirements for any image in a

NOTE Confidence: 0.91052782535553

02a27ef2-2ccb-4acd-820e-2d8571d8a494

00:00:58.768 --> 00:01:00.904

planning scheme ordinance,

including a map.

NOTE Confidence: 0.93060165643692

4e55a05f-40c1-422d-bd61-86d356c10577

00:01:01.590 --> 00:01:05.244

They must meet all of these

requirements, including the

NOTE Confidence: 0.93060165643692

39436eff-e31e-4ac9-ad4f-11effc5097a6

00:01:05.244 --> 00:01:10.522

image is cropped in size to fit

the available space on the page.

NOTE Confidence: 0.93060165643692

5cbb8d53-0367-4f3f-a5e3-1d4788f8f6a9

00:01:10.522 --> 00:01:16.612

No more than 3 Meg in size and

300 pixels per inch as well. It

NOTE Confidence: 0.93060165643692

3098888a-47a6-41c7-b32c-78e0762d276c

00:01:16.612 --> 00:01:21.078

is recommended that any images

are worked on outside of the

NOTE Confidence: 0.93060165643692

62af0c8d-9463-4bc9-8db2-0b84a4806854

00:01:21.078 --> 00:01:25.544

authoring system so that when

you upload the image to your

NOTE Confidence: 0.909708023071289

66620434-1482-4ab5-ab18-86ff352db183

00:01:25.544 --> 00:01:30.341

amendment folder. It will

appear as you would like it to

NOTE Confidence: 0.909708023071289

5049eb07-653f-4937-b993-dbc359e7dfb4

00:01:30.341 --> 00:01:31.857

in your amendment document.

NOTE Confidence: 0.912020444869995

c8d56390-24aa-4e4d-9213-e4af6db6b7a7

00:01:33.150 --> 00:01:37.014

It must be the only image on

any horizontal line in the

NOTE Confidence: 0.912020444869995

89bc0431-c525-48c1-a3d9-b4b27e1521c1

00:01:37.014 --> 00:01:40.234

amendment document, and that

is no images side by side.

NOTE Confidence: 0.884764671325684

dbd2b0ad-7afd-4f2f-83fd-b2fac7920c3d

00:01:42.330 --> 00:01:45.606

Each image is to have a title,

reference number and a border.

NOTE Confidence: 0.901375412940979

346a130d-52f3-426a-bb2a-33bd2aef6d70

00:01:46.970 --> 00:01:51.478

The image title is to be written

as text outside of the image and

NOTE Confidence: 0.901375412940979

4b4da764-1f88-48a4-a562-8df72418734a

00:01:51.478 --> 00:01:54.698

include a legend and source where

applicable, as well as a North

NOTE Confidence: 0.901375412940979

1622a522-c007-45de-be64-655947f5848a

00:01:54.698 --> 00:01:55.986

Arrow Scale where applicable.

NOTE Confidence: 0.88264262676239

d9397b9b-d3c4-46a4-999a-2347ba9c1872

00:01:57.670 --> 00:02:03.982

Now what we will do, we'll go

to our amendment document, so

NOTE Confidence: 0.88264262676239

7712981a-0a61-4622-8de4-18b55f35d8c8

00:02:03.982 --> 00:02:05.560

I'll author C2185.

NOTE Confidence: 0.854248821735382

88ac5fa8-5409-40be-9bb5-2ab8fb2c133b

00:02:06.840 --> 00:02:09.216

It will take me to my

NOTE Confidence: 0.898177206516266

a9411eea-78fb-4cf2-983e-952b34c23881

00:02:09.216 --> 00:02:13.301

folder. Now before I actually

enter, I'll just scroll that

NOTE Confidence: 0.898177206516266

cbf947d9-fa32-44a3-8d6a-7c7744f9e5bd

00:02:13.301 --> 00:02:18.686

down so we can see the folder on

the left hand side. You can see

NOTE Confidence: 0.898177206516266

94e37baf-8362-43e2-9d47-81972ba559ba

00:02:18.686 --> 00:02:22.994

that folder. And there sits the

interim publish, but you can see

NOTE Confidence: 0.898177206516266

a37654ab-e65c-43c3-aae6-1c34bb383891

00:02:22.994 --> 00:02:27.302

because I have my filters checked

that I've included images here I

NOTE Confidence: 0.898177206516266

8831ac61-50a5-4a6a-9466-d3ca8149ac33

00:02:27.302 --> 00:02:31.251

can see any images that have

come across from a master

NOTE Confidence: 0.898177206516266

eddf69e5-35f7-4f36-8e91-bc3fa03417e5

00:02:31.251 --> 00:02:35.918

document. So so when I added the

instruction list items in my ATS

NOTE Confidence: 0.898177206516266

5498d309-15f8-48f0-a9a0-e055ffd1a9b0

00:02:35.918 --> 00:02:40.585

tracking system and it's pulled

over the copy of the master so I

NOTE Confidence: 0.898177206516266

0752c1db-5ced-4a47-939c-0ef2f0942b6a

00:02:40.585 --> 00:02:41.662

can work on.

NOTE Confidence: 0.891927242279053

6b7649e7-fb54-4a58-a524-c799d7e148d9

00:02:41.680 --> 00:02:46.300

It does pull in the images from

whatever section I've selected, so

NOTE Confidence: 0.891927242279053

e89882f7-3982-4086-8ef5-6a533e69f7f9

00:02:46.300 --> 00:02:50.535

you can say here's some images

that have come across as

NOTE Confidence: 0.891927242279053

d0ff0ad9-e642-4f1a-ba53-2594a2788528

00:02:50.535 --> 00:02:54.000

selected from the tracking

system we'll enter the amendment

NOTE Confidence: 0.891927242279053

491d895e-7185-40e0-aaf7-d20ea92747a9

00:02:54.000 --> 00:02:57.850

document again file type,

document. That's where we

NOTE Confidence: 0.891927242279053

96ef2d3a-0151-4da3-86c2-e5ce8d38fa29

00:02:57.850 --> 00:03:02.855

go into. Now we might go into

this section 21.05-2, so

NOTE Confidence: 0.891927242279053

28038336-1738-4ec1-a9a4-9983211c9fdc

00:03:02.855 --> 00:03:07.090

let's have a look there. I'll

use my search tool here.

NOTE Confidence: 0.872447609901428

fea9dce1-ca83-4053-a272-c7314616c5df

00:03:08.270 --> 00:03:12.846

21.05-2 and I'll make sure

I check the content part.

NOTE Confidence: 0.872447609901428

89e1591f-b683-4604-ac33-d54c233868f3

00:03:12.846 --> 00:03:17.422

I can see that document there. I'll

open that to edit and it opens

NOTE Confidence: 0.872447609901428

0060261f-21e0-4881-9248-53f5622930fd

00:03:17.422 --> 00:03:19.182

up a new web browser.

NOTE Confidence: 0.854562282562256

a2e60c84-2237-4895-aebd-a8ec81039305

00:03:21.400 --> 00:03:23.689

And again, make sure I'm in edit

NOTE Confidence: 0.914267063140869

b7da6f57-0b88-4b78-bc0f-5d6ff7f8a4c7

00:03:23.689 --> 00:03:29.088

mode. Now if I just Scroll down

to the bottom and say for

NOTE Confidence: 0.914267063140869

488e97ae-4adb-4ff9-b46a-790406506b16

00:03:29.088 --> 00:03:32.828

example, I can see there's, some

images existing here already.

NOTE Confidence: 0.914267063140869

86d64abf-3e5e-469c-bff8-a3b0f36d12ba

00:03:32.828 --> 00:03:37.316

Now let's have a look how we can

upload images to our amendment

NOTE Confidence: 0.914267063140869

d84643db-7c4c-4fc1-9fa4-527526c548a8

00:03:37.316 --> 00:03:42.552

folder. So if I was to say for

example I didn't have any images

NOTE Confidence: 0.914267063140869

8f218008-939e-4fca-878b-8d95e192d9d8

00:03:42.552 --> 00:03:47.788

at this stage, so I just create

a new paragraph at the end of

NOTE Confidence: 0.914267063140869

15f12a28-a735-4f65-8f37-a7d198037cb0

00:03:47.788 --> 00:03:50.032

that document I just come back

NOTE Confidence: 0.814683973789215

eec4a615-bb56-478e-90de-780e069ec2bb

00:03:50.032 --> 00:03:51.660

down. I'll do it above here.

NOTE Confidence: 0.853507995605469

0b6d7e52-e9a2-4c24-b1f2-87c127685298

00:03:52.520 --> 00:03:56.719

There you go. Now you can see

and I'll cover this in in

NOTE Confidence: 0.853507995605469

ad674b5b-88ce-4070-ae6e-df1bede05599

00:03:56.719 --> 00:04:00.272

modules three and four. If I was

to click the enter.

NOTE Confidence: 0.851449310779572

a394ffed-357b-4031-bd8b-16c9a583b244

00:04:00.970 --> 00:04:04.920

key, from my keyboard it creates a

paragraph within this bulleted

NOTE Confidence: 0.851449310779572

4c98de4f-5ede-49fd-8d66-adf22280526c

00:04:04.920 --> 00:04:10.450

list, so if you recall, just get

rid of that. If you recall, it's that

NOTE Confidence: 0.851449310779572

dd0fb232-70f0-46a5-a70f-9c4d90ea1c1c

00:04:10.450 --> 00:04:14.005

Double enter using your

Enter Key. Hit it twice quickly.

NOTE Confidence: 0.851449310779572

b0035af0-9c9d-44a5-a1ea-eb8439aef646

00:04:14.005 --> 00:04:19.140

It does a new paragraph for me.

OK, so from the new paragraph if

NOTE Confidence: 0.851449310779572

e905d6dc-5808-4497-892a-6b02e190ad9b

00:04:19.140 --> 00:04:23.880

we just place our cursor in the

new paragraph on the options

NOTE Confidence: 0.851449310779572

b7abce39-6153-4aa3-9914-8a65dfff391c

00:04:23.880 --> 00:04:27.830

here under insert, let's select

the insert image option or

NOTE Confidence: 0.851449310779572

306b9ffa-9f34-442e-bfee-2ae52ff12686

00:04:27.830 --> 00:04:32.175

function. Looks like a square

with a mountain in the sun

NOTE Confidence: 0.901470541954041

4c63735d-b5be-4c10-a36d-4af563e72f8f

00:04:32.190 --> 00:04:36.831

or moon in the background. So

if we select that now. We have

NOTE Confidence: 0.901470541954041

24b2e03d-478a-4817-80c8-fa05e24a93a4

00:04:36.831 --> 00:04:40.758

to make sure that we're actually

sitting within our

NOTE Confidence: 0.901470541954041

92f9ee4e-4c0c-4acd-a335-6e28e9ec1b76

00:04:40.758 --> 00:04:44.328

amendment folder. So selecting

this black folder we just have

NOTE Confidence: 0.901470541954041

50b21eba-e00e-4352-80e6-35acdbdebb6f

00:04:44.328 --> 00:04:49.683

to have a look to make

sure we are sitting in the C2185

NOTE Confidence: 0.901470541954041

a4c72931-bd1d-4b07-a68a-287c97882de9

00:04:49.683 --> 00:04:53.967

folder, so I'll just find

that and I'll actually..see you can

NOTE Confidence: 0.901470541954041

270c5c7c-aed5-4553-97e3-7e1161be91c6

00:04:53.967 --> 00:04:58.608

see here, I'm sitting in C2184,

so let's make sure that we've

NOTE Confidence: 0.901470541954041

7da29200-4d85-4d05-b119-4bd293d5acbd

00:04:58.608 --> 00:05:02.178

got C2185 selected and check

on the upload file.

NOTE Confidence: 0.909300982952118

92b29066-c5d3-446e-8f5d-304f337910ca

00:05:02.210 --> 00:05:06.398

Now from our server or from our

flash drive, wherever the images

NOTE Confidence: 0.909300982952118

63764a37-e3f6-45db-baa4-6fa50ed58673

00:05:06.398 --> 00:05:10.586

are located, let's navigate to

the area and we can upload the

NOTE Confidence: 0.909300982952118

f819a35a-26c1-491e-819e-1d607477809e

00:05:10.586 --> 00:05:15.123

images that we want to upload.

So I'll upload one. They can be

NOTE Confidence: 0.909300982952118

42607d82-b371-47a9-b1c2-aa58869567cf

00:05:15.123 --> 00:05:16.868

uploaded one at a time.

NOTE Confidence: 0.895971059799194

885bd5a8-f093-4b30-93be-6c2ec4917cc6

00:05:17.390 --> 00:05:21.998

And I can also upload another

prior to inserting them into my

NOTE Confidence: 0.895971059799194

88b868ed-d8ab-4b6b-9692-f5980122e653

00:05:21.998 --> 00:05:23.918

documents. I'll upload two here.

NOTE Confidence: 0.885824918746948

57bc3980-3cb1-4cf3-8547-cf185d29c46b

00:05:27.530 --> 00:05:32.560

Upload. And say for example,

it's the first image that I

NOTE Confidence: 0.885824918746948

0561e8f7-6bbe-4f6c-8129-b62c369f1c46

00:05:32.560 --> 00:05:35.557

want inserted into that

paragraph. I would select that

NOTE Confidence: 0.885824918746948

c42c55f0-3646-4b13-b38d-c137fdbadcac

00:05:35.557 --> 00:05:38.887

image and again click the

select button. You do

NOTE Confidence: 0.885824918746948

bfdf6b0a-86fa-4fdf-92a9-99971ef37cb3

00:05:38.887 --> 00:05:42.883

get a preview of the image

ready to be inserted, and once

NOTE Confidence: 0.885824918746948

b31e0c8b-f57c-43d4-9de4-b5c0286853f7

00:05:42.883 --> 00:05:46.546

you click insert it will insert

the image within your amendment

NOTE Confidence: 0.885824918746948

8153f83b-0658-4436-97c5-12ee834677b0

00:05:46.546 --> 00:05:46.879

document.

NOTE Confidence: 0.911202311515808

2c7b0ad6-1c9b-4947-ba0c-934deea73d89

00:05:49.470 --> 00:05:54.468

You can resize the image to make

sure it fits on the page. As

NOTE Confidence: 0.911202311515808

1bdcf4c9-ca11-4fe8-a3b4-9e89c908bc1a

00:05:54.468 --> 00:05:58.752

suggested earlier, you should do

a lot of the image editing work

NOTE Confidence: 0.911202311515808

d23da07e-c65c-40f5-9ad4-bfaaa98068b7

00:05:58.752 --> 00:06:00.537

outside of Authoring though, but

NOTE Confidence: 0.894868016242981

90bbb548-2235-4c29-8c13-027c3d8744d9

00:06:00.537 --> 00:06:04.895

you can resize using the

option. So once you've got your

NOTE Confidence: 0.894868016242981

389852f7-a6f9-4e72-9cb0-6503bd8b43fa

00:06:04.895 --> 00:06:08.675

image selected, you'll see if I

click off that image, I lose

NOTE Confidence: 0.894868016242981

17a18aed-088f-4b3a-bbc9-c58847b729c5

00:06:08.675 --> 00:06:12.770

those options on the right hand

side. Once I select the image, I

NOTE Confidence: 0.894868016242981

ee0a09fb-9120-417c-af91-8c3f641ba7e1

00:06:12.770 --> 00:06:16.865

have the option to change their

sizes so I can actually make it

NOTE Confidence: 0.676289141178131

c870e5f5-f131-4121-97d3-87c60c297a63

00:06:16.865 --> 00:06:20.550

smaller. There you go. Or bigger.

NOTE Confidence: 0.888315379619598

23de8266-9ba3-49cd-8228-99dfa8890317

00:06:21.090 --> 00:06:23.000

So just bring that down.

NOTE Confidence: 0.85859876871109

7b15d16a-ded5-4aa6-9f3e-f3f1b6332104

00:06:23.670 --> 00:06:31.590

Let's insert another image on

the new line, and so

NOTE Confidence: 0.85859876871109

910cd526-82e8-442b-8ec9-18b590056ba5

00:06:31.590 --> 00:06:35.550

again we'll click insert image.

NOTE Confidence: 0.89349752664566

358b1c6f-0eea-4ba6-bdfc-89ae47bcf98c

00:06:36.180 --> 00:06:41.066

And I'll navigate to my folder.

I should ... and it does take me

NOTE Confidence: 0.89349752664566

26b2d17b-a9ad-4e63-a791-8e895be04c82

00:06:41.066 --> 00:06:44.207

straight away because I've

already been in this location.

NOTE Confidence: 0.89349752664566

9cd854d4-3320-44de-9b87-2c2fd75e3cb0

00:06:44.207 --> 00:06:48.395

It takes me straight to that

folder, so I'll select the this

NOTE Confidence: 0.802621006965637

750c476c-ee07-4fa2-9cb2-aedd7529481d

00:06:48.395 --> 00:06:53.629

image here. And insert and again

I can resize if needed.

NOTE Confidence: 0.858488500118256

0184030b-7516-488e-91c9-ac21fc85a0b2

00:06:55.430 --> 00:07:01.522

All right? Just some final things

when we work with images. If I

NOTE Confidence: 0.858488500118256

59bf82ac-2229-43ea-b811-55fc959c9e4d

00:07:01.522 --> 00:07:03.934

select the image that I have

NOTE Confidence: 0.924157917499542

c30df450-4995-412d-b31a-746e6db5dce4

00:07:03.934 --> 00:07:08.470

just inserted. Under layout you

can actually choose how that

NOTE Confidence: 0.924157917499542

fdb42195-00b3-4143-ace6-a0d59cf3484a

00:07:08.470 --> 00:07:10.330

positions on your amendment

NOTE Confidence: 0.908438742160797

8f596f88-aeb7-4e1b-bffb-1cf49ce9644b

00:07:10.330 --> 00:07:13.820

document. Also under the image

NOTE Confidence: 0.894348800182343

d34632c6-6bfa-49ea-a0b0-f28e40d94d57

00:07:13.820 --> 00:07:18.610

option. You can change the

caption. At the moment it says not

NOTE Confidence: 0.894348800182343

b084960d-c0fa-4ef5-9440-445e952104fc

00:07:18.610 --> 00:07:21.330

set. So if I change that to be

NOTE Confidence: 0.946483016014099

5cd2b329-5235-41f4-b063-c016948f5472

00:07:21.330 --> 00:07:25.005

Map Reference 0405 or

NOTE Confidence: 0.889236748218536

a6fa3529-2bd5-4224-bcca-47884cf0360c

00:07:25.005 --> 00:07:28.876

something. And save that.

What that will do, that will

NOTE Confidence: 0.889236748218536

3f7c4bcd-c989-4446-b668-dab63b309112

00:07:28.876 --> 00:07:31.716

make that reference

appear at the top of that

NOTE Confidence: 0.889236748218536

9d6ff823-5d21-4d0f-8626-d98e3671d39c

00:07:31.716 --> 00:07:34.556

image. That will

come through in print form.

NOTE Confidence: 0.904472768306732

fb9355e8-556a-4e87-a672-2f260bfd02f6

00:07:35.630 --> 00:07:40.796

Now say for example, I had an

image down here and all I was

NOTE Confidence: 0.904472768306732

8e2b3d0f-4355-41c9-b750-d50da1f7bd37

00:07:40.796 --> 00:07:44.117

doing was replacing the image

within this amendment document

NOTE Confidence: 0.904472768306732

07287ca1-4d08-4693-a6e9-204e9ec0de21

00:07:44.117 --> 00:07:48.176

within my section. Once you

select on the image and I'll

NOTE Confidence: 0.904472768306732

e6b595c7-9289-4062-b266-014ffb8baecc

00:07:48.176 --> 00:07:52.235

select off it again, you can

see this menu is dynamic, but

NOTE Confidence: 0.904472768306732

82640413-af95-47c7-80c2-467ad2fddc8c

00:07:52.235 --> 00:07:57.032

once I select on the image I

have the option to change an

NOTE Confidence: 0.904472768306732

5b94a358-9129-4913-81c0-8d2c178ae1a6

00:07:57.032 --> 00:08:01.460

image. So once I select change

image again, it brings up my

NOTE Confidence: 0.904472768306732

e112d935-7593-448a-9ea2-8e18c532cce7

00:08:01.460 --> 00:08:06.257

folder. So let's have a look.

I'll just make sure. I'm in my

NOTE Confidence: 0.904472768306732

e5244a36-ea2b-43e5-bb70-f52e6812cd61

00:08:06.257 --> 00:08:08.102

amendment folder just to double

NOTE Confidence: 0.900532007217407

edfbdf53-8c5c-4ed6-8cc9-408c1f8cd1cd

00:08:08.102 --> 00:08:13.225

check. And yeah I am. C2185.

And that's because we just

NOTE Confidence: 0.900532007217407

f25374e1-058b-49fc-941c-94fb932180df

00:08:13.225 --> 00:08:18.335

got into that earlier on. So I

can come down here and I can

NOTE Confidence: 0.900532007217407

98ccb3c4-c34b-4565-9ffa-2bf7d57cbf3d

00:08:18.335 --> 00:08:22.350

select for example, I'll choose,

say for example, I wanted to

NOTE Confidence: 0.900532007217407

4836bd9b-af4c-40b7-a6c5-e6775d35b092

00:08:22.350 --> 00:08:26.730

replace this particular image

with a new one to be uploaded. So

NOTE Confidence: 0.900532007217407

fa8c9590-eaca-415b-ada6-e609dee476f7

00:08:26.730 --> 00:08:31.110

I can select my image and click

select and insert and that

NOTE Confidence: 0.900532007217407

aa6fec94-624e-4af9-a58d-0fce963935af

00:08:31.110 --> 00:08:32.935

replaces the image quite easily.

NOTE Confidence: 0.760762870311737

a209dff7-95c1-49bf-ab3f-c96935a7fea9

00:08:34.640 --> 00:08:39.096

I'm while I'm here might

resize that down.

NOTE Confidence: 0.89379495382309

2a23c370-47e4-4d6a-a353-847b685a86f3

00:08:40.230 --> 00:08:44.429

It is best when you're inserting

images to make sure you put them

NOTE Confidence: 0.89379495382309

824c5e3b-8384-4ecd-9c0d-b1d0acd40867

00:08:44.429 --> 00:08:49.274

in a new paragraph and you can

see that here. I have

NOTE Confidence: 0.89379495382309

95cd3e28-86b5-4d75-bef2-7115fb5c99c9

00:08:49.274 --> 00:08:52.504

my show boundaries and show

controls checked and that's why

NOTE Confidence: 0.89379495382309

dbf10f75-f6d9-47a3-b603-e21afb1008a9

00:08:52.504 --> 00:08:56.703

I can see this. If I uncheck

that then you don't see those

NOTE Confidence: 0.89379495382309

f31516c8-3e16-4fc9-a378-e40abe278e34

00:08:56.703 --> 00:08:58.641

lines. So I'll just bring that back.

NOTE Confidence: 0.894069969654083

1fcafb06-65bb-4a76-9c90-7f8079d52bc0

00:08:59.260 --> 00:09:04.317

Come down to the bottom again so

that is how you can easily

NOTE Confidence: 0.894069969654083

7d1bfe12-1479-4b5b-83c5-cd92b31229c3

00:09:04.317 --> 00:09:07.818

upload images and change images

within your amendment document.

NOTE Confidence: 0.894069969654083

23d5dbaf-94a0-4bdd-8bbd-d71e3b460570

00:09:07.818 --> 00:09:10.152

Let's save that work that we've

NOTE Confidence: 0.910944163799286

3e55a912-7912-4d21-b8bd-d80e5125e6e0

00:09:10.152 --> 00:09:14.125

just done. And we'll close

that web browser window

NOTE Confidence: 0.910944163799286

5d3ddfb3-0a14-4659-8ab6-2f48c35263a1

00:09:14.125 --> 00:09:17.810

because I am working out of

the review tab and I'll

NOTE Confidence: 0.910944163799286

28f9e0dd-f95b-4a10-a765-9ded927fe66a

00:09:17.810 --> 00:09:20.825

refresh my screen and we'll

see those changes come

NOTE Confidence: 0.910944163799286

9e22795e-4540-48a8-a9c7-438f74596446

00:09:20.825 --> 00:09:21.160

through.

NOTE Confidence: 0.800628006458282

63993eef-6ee7-4890-8a75-50d0f068cbbb

00:09:22.500 --> 00:09:26.790

And the bottom, we can say those

beautiful images there.

NOTE Confidence: 0.878684103488922

4928af2e-7139-49f2-9cc9-a7f0476fa57d

00:09:26.790 --> 00:09:31.452

One thing I do want to point

out. Say for example you want to

NOTE Confidence: 0.878684103488922

68d9de2f-25a0-4ec8-89ea-262b88f45155

00:09:31.452 --> 00:09:35.781

load up a lot of images into

your folder, so you could do

NOTE Confidence: 0.878684103488922

0e26e9bb-68ef-4aa1-ae56-1dc941090796

00:09:35.781 --> 00:09:39.444

your prep work. You could easily

use the browse function here,

NOTE Confidence: 0.878684103488922

70f16e1c-8f73-4065-980a-fcd2131b881a

00:09:39.444 --> 00:09:44.439

and if I go to browse it will take

me to all of my amendment folders

NOTE Confidence: 0.878684103488922

1fab682b-d1f3-4509-9993-ac1b27c90ad8

00:09:44.439 --> 00:09:49.101

and I can see I'm in my amendment

folder here for C2185 and again

NOTE Confidence: 0.878684103488922

70ccd5e6-f99b-48a6-95d1-8302a7179e5b

00:09:49.101 --> 00:09:50.766

I can, from this option,

NOTE Confidence: 0.902126312255859

90191ceb-69df-4c95-873b-9cbea65b1a9e

00:09:52.410 --> 00:09:56.183

and making sure I have my

filters checked to show images.

NOTE Confidence: 0.902126312255859

55787855-6293-4ab5-a6ce-c7c1a2d61f03

00:09:56.183 --> 00:10:00.642

So what you can do down here you

select this function here to

NOTE Confidence: 0.902126312255859

9c732d46-015c-4333-8896-3cf3080ab18b

00:10:00.642 --> 00:10:02.357

Click to browse for file.

NOTE Confidence: 0.931067407131195

3138cd97-f245-40e3-992f-d423491839b6

00:10:02.940 --> 00:10:07.008

And then browse for the image

that you would like to add

NOTE Confidence: 0.881991505622864

3653d006-5a7e-4da5-90d3-505fafbb102a

00:10:08.390 --> 00:10:10.289

from your desktop.

NOTE Confidence: 0.767280876636505

34837190-0985-45bd-b955-1e16a50b229b

00:10:10.800 --> 00:10:12.680

And I'll add that one.

NOTE Confidence: 0.871617138385773

5e7e3fd9-b0d8-4ed2-8c2c-38325fb5043a

00:10:13.190 --> 00:10:18.096

And it does ask you, Upload as

image or a file.

NOTE Confidence: 0.877483129501343

850b23ad-ed0e-4394-b254-8da413d2c5a5

00:10:19.160 --> 00:10:22.484

I would select it being an

image. Keep that as an image

NOTE Confidence: 0.877483129501343

88958fe4-9c23-4b2a-ba92-241255227dc7

00:10:22.484 --> 00:10:25.808

there and it just because it

creates a file type here. So

NOTE Confidence: 0.877483129501343

ecc89d62-67f2-4348-a0a8-892e3641a9ca

00:10:25.808 --> 00:10:28.578

make sure you leave that as

image and select upload.

NOTE Confidence: 0.910665988922119

bf846807-2d75-410c-a8fa-a45864f177e5

00:10:31.720 --> 00:10:33.320

And that's being processed now.

NOTE Confidence: 0.92196661233902

225a6475-fc66-450e-b1f9-e5d138bfc37f

00:10:34.110 --> 00:10:38.403

And of course, if you refresh

this browser window.

NOTE Confidence: 0.896861374378204

c19858c8-0472-4fe9-a3f4-3257842504c0

00:10:39.120 --> 00:10:42.794

What you'll see is those images

as new images have been

NOTE Confidence: 0.896861374378204

24e22fb3-0c89-4882-8c71-43f163874496

00:10:42.794 --> 00:10:47.136

uploaded. At this stage you can

only upload one image at a time.

NOTE Confidence: 0.896861374378204

b8ac6128-5a33-44c9-9fa4-0d4d26cb3569

00:10:47.136 --> 00:10:51.812

so say for example, if I was to do

the process this way, upload my

NOTE Confidence: 0.896861374378204

69507b07-4ca1-4bdb-99cb-f77e3bc5a871

00:10:51.812 --> 00:10:55.486

images first into my amendment

folder and then come into my

NOTE Confidence: 0.896861374378204

03f3c7cf-4512-4438-b881-969a30b5f95d

00:10:55.486 --> 00:10:56.822

amendment document. Which is

NOTE Confidence: 0.851004719734192

ea300820-ca6d-4a4c-8759-2b7057cc22df

00:10:56.822 --> 00:10:59.080

this document here.

NOTE Confidence: 0.895238935947418

9af39454-d0bd-4fbf-b4fb-c92386c5f857

00:11:01.240 --> 00:11:05.800

And then go through the normal

processes of adding a new image

NOTE Confidence: 0.895238935947418

817c2b7f-98b9-403e-8404-00bff07b9f2e

00:11:05.800 --> 00:11:10.740

into a particular set of

content. So I'm just in a bit of

NOTE Confidence: 0.895238935947418

e77018b9-6964-491d-b987-6c3738d65eaa

00:11:10.740 --> 00:11:14.540

content there and again insert

using image function, browse to

NOTE Confidence: 0.88403183221817

89f1b869-e68a-475c-a9f6-c5a103906afa

00:11:14.540 --> 00:11:18.980

my folder. This again should

default to the folder that I had

NOTE Confidence: 0.88403183221817

d2ee96ac-feb7-486b-b4a9-354e142bed13

00:11:18.980 --> 00:11:22.352

earlier on and you can see

there's a new image there and

NOTE Confidence: 0.88403183221817

b967faa5-9b58-4891-84a7-4296da546655

00:11:22.352 --> 00:11:26.005

I'll select that and insert and

that's just an image that I had

NOTE Confidence: 0.88403183221817

e5007bd4-4d4b-4f9b-9b45-f1db2900679b

00:11:26.005 --> 00:11:29.096

from a session that I did

earlier on. And that is easily

NOTE Confidence: 0.88403183221817

a080ff81-8478-4958-a53c-6aa5746810fd

00:11:29.096 --> 00:11:32.187

working with images. So I won't

save that recent change. I'll

NOTE Confidence: 0.88403183221817

79737c6f-68a5-4f7b-8a7f-054fb6ac1491

00:11:32.187 --> 00:11:35.278

just discard that for now and

I'll close that browser tab

NOTE Confidence: 0.88403183221817

7d364156-ef22-46c2-9ce9-bd6de13eb86d

00:11:35.278 --> 00:11:38.650

window. I'll just do a bit of

browser management here. What's this

NOTE Confidence: 0.88403183221817

6ecc3540-f636-4ece-bdc0-84cd1eb1eced

00:11:38.650 --> 00:11:42.022

one? I'll close that one as

well. I've got few browser tabs

NOTE Confidence: 0.88403183221817

c28b0bbf-2408-412d-90f6-d776db6c4f07

00:11:42.022 --> 00:11:45.956

open. It is really important, if

you work out of the review

NOTE Confidence: 0.929206311702728

27a76818-1038-472c-bf20-b45b57cfb334

00:11:45.956 --> 00:11:49.200

tab, that you manage

your browser windows.

NOTE Confidence: 0.880383670330048

a90af8a0-f878-4b91-9680-2568f3aede6b

00:11:50.510 --> 00:11:53.072

No we're back in our amendment

document. So let's publish

NOTE Confidence: 0.880383670330048

f8e85af9-e290-4dc5-a681-106a97e3670e

00:11:53.072 --> 00:11:56.732

print PDF our Amendment

document so we can have a

NOTE Confidence: 0.880383670330048

3546acae-76c6-43e7-a7ee-58c16d3f92b0

00:11:56.732 --> 00:12:00.758

look at the changes and we'll

also choose to compare the

NOTE Confidence: 0.880383670330048

65f913c7-db70-41c6-9fd1-da2c5eda5d83

00:12:00.758 --> 00:12:04.418

changes too. So first of all

we we'll select publish,

NOTE Confidence: 0.880383670330048

2dbe0db4-1f8e-472a-b23f-0dda6bc120b8

00:12:04.418 --> 00:12:05.516

print, PDF, RGB.

NOTE Confidence: 0.935779273509979

3a0b2168-2777-444f-b1a4-6e4ea120f173

00:12:07.650 --> 00:12:10.247

And that will generate a

file shortly.

NOTE Confidence: 0.839376747608185

f9106dc0-dbc3-4625-8788-dc3694053d2f

00:12:11.380 --> 00:12:13.260

We'll select the eye icon.

NOTE Confidence: 0.918153464794159

537bf8d6-c01d-4df6-8d60-e6a87ebd3194

00:12:16.110 --> 00:12:21.102

And Scroll down to that section

of content which is 21.05 right

NOTE Confidence: 0.918153464794159

9f9eff27-2b81-4599-b3b5-021b8ccb8c62

00:12:21.102 --> 00:12:22.350

down the bottom.

NOTE Confidence: 0.861496448516846

f0454ecf-2f1a-4506-bbe9-71bc934b3c37

00:12:22.900 --> 00:12:29.380

And what we'll see is the images

and you can see if you recall, I

NOTE Confidence: 0.861496448516846

141ea330-9e4f-4c35-838c-87bf5452f3d7

00:12:29.380 --> 00:12:34.564

typed in a caption and that's

that caption that's come up on

NOTE Confidence: 0.861496448516846

94ebc262-4451-4d28-8353-4d548c6a7518

00:12:34.564 --> 00:12:35.860

the image itself.

NOTE Confidence: 0.926031887531281

9a0f8d9e-3eb6-490b-920b-1dfb634c14c5

00:12:36.380 --> 00:12:40.120

And of course, if we wanted to

compare this to.

NOTE Confidence: 0.900622725486755

039725d3-24fa-4b4f-af66-80d459822b8b

00:12:40.640 --> 00:12:44.127

Previous snapshots, here's one

that I took a snapshot on the

NOTE Confidence: 0.900622725486755

3ad68831-b3ad-4cee-aff5-78a48bad4fc6

00:12:44.127 --> 00:12:48.248

11th of May and I worked on the

document. I'll just create a

NOTE Confidence: 0.900622725486755

50128451-7e04-4ed8-b211-19c749ddeecc

00:12:48.248 --> 00:12:51.418

comparison and I'll see the

changes in my amendment document

NOTE Confidence: 0.900622725486755

41ae869e-191b-4e7c-a6f8-adb35463b02c

00:12:51.418 --> 00:12:55.539

between the 11th of May and

today, which is the 12th of May.

NOTE Confidence: 0.900622725486755

1dd905ca-5f51-4cfd-a72b-7c56e1a0f4b7

00:12:55.539 --> 00:12:59.660

So in the last day of all the

work I've done on this

NOTE Confidence: 0.900622725486755

ed9de319-282b-43b2-9a4b-c497d5a361e2

00:12:59.660 --> 00:13:01.245

amendment, I'll see the changes

NOTE Confidence: 0.869988918304443

435f3c86-dd8a-44db-9ea5-2507b59d5f03

00:13:01.245 --> 00:13:06.780

I've made and it's similar, as

we know from previous modules,

NOTE Confidence: 0.869988918304443

e21715ca-1786-4505-b337-94dbbafc13a1

00:13:06.780 --> 00:13:11.587

similar to the track changes

function in Word. So we'll just

NOTE Confidence: 0.869988918304443

33cc85f9-6fc1-420b-ae6a-a05c9761a176

00:13:11.587 --> 00:13:15.520

quickly Scroll down. There is

some formatting changes.

NOTE Confidence: 0.78600537776947

0fe0a4ca-2427-4c9e-b859-c2be958757bd

00:13:16.110 --> 00:13:18.420

There we are.. we're scrolling a bit

NOTE Confidence: 0.916196286678314

6f74b7db-2cc1-460b-8d61-9d031cd2bfa4

00:13:18.420 --> 00:13:23.359

too fast. But you can say that

changes coming through, so we

NOTE Confidence: 0.769319534301758

00e6f3e1-9e2c-4d99-b168-41c2e344b8e0

00:13:23.359 --> 00:13:25.220

have. We have

NOTE Confidence: 0.874340116977692

0e57599e-9579-423c-8fc1-0fd51419f6fc

00:13:25.900 --> 00:13:29.617

Blue for some formatting.

Green, new images. There's a

NOTE Confidence: 0.874340116977692

3373f0b7-bfa2-4267-87af-68c469f4070c

00:13:29.617 --> 00:13:33.747

new image coming in here and

some formatting changes too,

NOTE Confidence: 0.874340116977692

5ea60bca-f066-4dea-bf1d-9906d8310de6

00:13:33.747 --> 00:13:37.464

and you'll see again that

reference number Green 'cause

NOTE Confidence: 0.874340116977692

64437553-ef99-4f6d-84d2-1bedee9781aa

00:13:37.464 --> 00:13:42.420

it's we've added that in and

with the new image and that

NOTE Confidence: 0.874340116977692

81d85161-1c74-438c-9718-1d2a9eab27eb

00:13:42.420 --> 00:13:46.137

comes through there, so

hopefully that helps you with

NOTE Confidence: 0.874340116977692

e5032273-a7db-4c4e-a337-d05f9e5bc833

00:13:46.137 --> 00:13:49.441

inserting your images. Just to

recap there are requirements

NOTE Confidence: 0.874340116977692

862a4f37-f915-44db-9598-9dfcfe1a6e8e

00:13:49.441 --> 00:13:51.919

for images. That's a checklist

there.

NOTE Confidence: 0.913494765758514

5a3f0e73-1927-489d-a01a-92a09eaabf4c

00:13:54.280 --> 00:13:57.789

And now in our next module

module six, we actually look

NOTE Confidence: 0.913494765758514

a5198e75-4955-4dd1-bae7-59ec92660204

00:13:57.789 --> 00:14:00.979

at versions and how we can

review and compare content

NOTE Confidence: 0.913494765758514

56994782-9346-468f-8d05-5d348500f26d

00:14:00.979 --> 00:14:03.531

using the versions functions

in the authoring system.