00:00:01.050 --> 00:00:04.592

In this video, for the amendment

tracking system online guides,

00:00:04.592 --> 00:00:09.100

we cover module 4 and we look at

creating tables and a note box.

00:00:11.110 --> 00:00:14.770

We'll look at the table styles that

can be used in Amendments. We'll

00:00:14.770 --> 00:00:18.430

insert a new table. Add a

caption to a table. That's like

00:00:18.430 --> 00:00:21.480

having a table heading. Look

at formatting the tables with

00:00:21.480 --> 00:00:25.801

different styles. We'll insert

rows and also have a look at

00:00:25.801 --> 00:00:29.509

column widths. Then we will also

go on to having a look

00:00:29.509 --> 00:00:33.217

at creating a note box that

can be added to our amendment

00:00:33.217 --> 00:00:36.925

document and we'll of course

create a PDF so we can see

00:00:36.925 --> 00:00:39.706

the changes that we've made

to our amendment document.

00:00:41.700 --> 00:00:46.164

In this module we'll be using the

ATS Authoring System. Of course

00:00:46.164 --> 00:00:49.884

to author the document which is

this application here. And

00:00:49.884 --> 00:00:53.604

don't forget we have online

guides available on our website

00:00:53.604 --> 00:00:58.068

and you would navigate to the

ATS authoring tab and there's

00:00:58.068 --> 00:01:01.044

some more videos there covering

this particular topic.

00:01:02.870 --> 00:01:07.558

And you can also get help

through planning

00:01:07.558 --> 00:01:09.316

support planning.support@delwp.vic.gov.au

00:01:10.380 --> 00:01:14.781

Now here I am in our training

environment for the

00:01:14.781 --> 00:01:19.182

demonstration. Now I'll locate my

particular amendment number and

00:01:19.182 --> 00:01:25.415

it's C2185. I have a look at the

folder it takes me to my

00:01:25.415 --> 00:01:29.770

amendment folder and there you go and

now I can see my amendment document

00:01:29.770 --> 00:01:33.790

here. So of course, as we covered in

module three we only select the

00:01:33.790 --> 00:01:36.918

document type. So open up that.

00:01:40.690 --> 00:01:45.786

Now what we might do in this

example is insert a new table in

00:01:45.786 --> 00:01:49.790

this particular set of content.

So 21.01-1 Resorts Profile

00:01:49.790 --> 00:01:53.794

open that up in

content in editor. Now I'm

00:01:53.794 --> 00:01:58.162

actually working from the review

tab. You can see I'm working for

00:01:58.162 --> 00:02:02.166

the review tab, that's why it's

opened up another browser window

00:02:02.166 --> 00:02:04.714

and I'll open that up to edit.

00:02:05.800 --> 00:02:10.597

Now, but just go to the end of

that particular bit of content.

00:02:10.597 --> 00:02:15.025

I'm going to create some two new

paragraphs. So just create a

00:02:15.025 --> 00:02:19.453

couple of paragraphs in my first

paragraph I will insert a new

00:02:19.453 --> 00:02:23.881

table. Now, to do that, I'll

navigate over to my functions

00:02:23.881 --> 00:02:26.095

and I will click the insert

00:02:26.095 --> 00:02:29.981

function. And there I

can see insert table

00:02:29.981 --> 00:02:31.473

very similar to word.

00:02:32.750 --> 00:02:38.938

Now this table I'll have, I'll

give it 5 rows and two columns.

00:02:40.900 --> 00:02:46.864

So now I can see my new table

here now just enter some data in

00:02:46.864 --> 00:02:51.680

the table. If I can write

that correctly.

00:03:01.580 --> 00:03:07.289

And here I have entered the

relevant data for my table.

00:03:08.370 --> 00:03:13.466

Now what I want to do is give

this table a specific caption

00:03:13.466 --> 00:03:18.562

and it's like the captions work

as like a header to this table.

00:03:18.562 --> 00:03:23.658

Now we need to place the cursor

with in any field within that

00:03:23.658 --> 00:03:29.234

table. And we'll select under

Design you'll see the option

00:03:29.234 --> 00:03:35.812

for a table caption. At the

moment it's not set, so once I

00:03:35.812 --> 00:03:40.872

click on that item I will add

some details here.

00:03:48.000 --> 00:03:52.108

So I've added the detail, then

I'll save that detail and now we

00:03:52.108 --> 00:03:55.900

can see the details. Now

you can see I've done a

00:03:55.900 --> 00:04:00.324

misspelling, so let's go back in

to re edit that so you can

00:04:00.324 --> 00:04:04.432

edit the table captions in this

way as well. There you go and

00:04:04.432 --> 00:04:07.908

we'll save that. And now I've got

the right details there.

00:04:08.880 --> 00:04:12.156

Now I've created this table

within the amendment document

00:04:12.156 --> 00:04:16.160

straight within and I haven't

formatted this in any style, so

00:04:16.160 --> 00:04:21.256

it will be our default style. I

just wanted to take you to a

00:04:21.256 --> 00:04:24.896

document which will show you

the different styles and what

00:04:24.896 --> 00:04:29.264

they look like in final form.

So just one moment and I'll

00:04:29.264 --> 00:04:31.084

take you to that section.

00:04:33.290 --> 00:04:38.373

Now with the different table styles.

If we create a new table and we

00:04:38.373 --> 00:04:43.065

leave it as the default, which

is this selection here? When we

00:04:43.065 --> 00:04:47.757

look at table styles. So if I go

back to my document.

00:04:48.720 --> 00:04:53.688

Here and I have my cursor placed

anywhere within that table and

00:04:53.688 --> 00:04:57.828

over to the far right again

under the Design function.

00:04:58.830 --> 00:05:02.538

Look at the option for table

styles, and that's at one with

00:05:02.538 --> 00:05:06.910

the paintbrush. And there the

styles, and now the system does

00:05:06.910 --> 00:05:11.390

not give us the naming of this,

but we have Style 1 top left

00:05:11.390 --> 00:05:14.910

style 2 the second one in and

default which this particular

00:05:14.910 --> 00:05:19.710

table is set at is a bottom left

one. So if I wanted to change

00:05:19.710 --> 00:05:23.550

that style to style one, I would

select that and apply that

00:05:23.550 --> 00:05:30.292

change now. If we just

come back to this document here.

00:05:30.292 --> 00:05:36.196

This is what default the default

style looks like. It has some

00:05:36.196 --> 00:05:41.116

row borders, doesn't have column

borders, has no borders and the

00:05:41.116 --> 00:05:43.084

top header is black.

00:05:44.220 --> 00:05:46.626

Has a black background table style

00:05:46.626 --> 00:05:50.342

one Is a table with

00:05:50.342 --> 00:05:57.260

no borders. And the

top row that the header is

00:05:57.260 --> 00:06:01.760

just plain. There's no black

fill in the back.

00:06:02.960 --> 00:06:05.390

Stop table style two has.

00:06:06.180 --> 00:06:09.845

Uh the header row as a

00:06:09.845 --> 00:06:15.420

black background and there are

columns and row borders. You can

00:06:15.420 --> 00:06:20.007

see that there, just a very

faint, so they're the difference

00:06:20.007 --> 00:06:23.343

between the different styles. So

we got default.

00:06:24.010 --> 00:06:29.444

Style 1 and style two. Now it's up

to the user to determine what

00:06:29.444 --> 00:06:33.624

style is applicable for their

document, and they're part of

00:06:33.624 --> 00:06:36.550

the document in accordance with

ministerial direction.

00:06:39.510 --> 00:06:43.220

So returning to our amendment

document, we have created a

00:06:43.220 --> 00:06:47.301

table. I will change this table

that just created for temporary

00:06:47.301 --> 00:06:49.156

signs as table style one.

00:06:49.790 --> 00:06:54.480

We'll apply that. Now I want to

make the first row of this table

00:06:54.480 --> 00:06:59.840

as a header. Oh, so How do I do

that? So again I will select the

00:06:59.840 --> 00:07:03.525

entire row by clicking that

arrow that points to the right.

00:07:03.525 --> 00:07:08.215

So if I select that, it selects

the entire row and to the right

00:07:08.215 --> 00:07:11.230

again. I'm already here

under the design function.

00:07:11.890 --> 00:07:15.019

There's a cell type here and I

00:07:15.019 --> 00:07:18.106

will check that to be a header

00:07:18.106 --> 00:07:20.378

cell. There we go there.

00:07:21.030 --> 00:07:22.590

OK.

00:07:24.720 --> 00:07:27.316

Now I'm happy with that new

table that I've inserted, so

00:07:27.316 --> 00:07:30.384

what I'll do is scroll up right up

to the top to save my changes.

00:07:32.250 --> 00:07:33.639

Save my changes.

00:07:35.570 --> 00:07:37.885

I'll close that web browser

00:07:37.885 --> 00:07:43.130

window. And I'll refresh that

page. what I want to do is go

00:07:43.130 --> 00:07:44.510

back to this content.

00:07:45.780 --> 00:07:49.706

I'll stay out of edit mode for

now and write down the bottom. I

00:07:49.706 --> 00:07:53.632

should see my new table. You can

see the new table with this

00:07:53.632 --> 00:07:57.558

section for a temporary zones.

Now let's have a look how we can

00:07:57.558 --> 00:08:02.280

copy. A table from word and

will bring that into the

00:08:02.280 --> 00:08:03.585

content as well.

00:08:05.170 --> 00:08:09.372

OK, let's Come Back to our

document. So we're here.

00:08:09.372 --> 00:08:13.956

I'll still remain in the same bit

of section that I'm changing for

00:08:13.956 --> 00:08:18.540

this 21.0 one dash 1 resorts

profiles. Open that in edit mode

00:08:18.540 --> 00:08:22.742

again. I'm working from the

review tab so it's opened up

00:08:22.742 --> 00:08:26.944

another browser window Click to

open to edit. I'll scroll right

00:08:26.944 --> 00:08:31.528

down to the last item and then

this new paragraph. What I'm

00:08:31.528 --> 00:08:35.730

going to do is copy a table from

a Word document.

00:08:35.840 --> 00:08:41.944

So I'll see what Word document I

have here, I'll open up one.

00:08:42.480 --> 00:08:45.198

I'll open up one of these.

00:08:49.460 --> 00:08:53.240

OK so I have that document

there, So what I'll do with

00:08:53.240 --> 00:08:56.705

that? copying the heading

I'll just will copy. This time

00:08:56.705 --> 00:08:58.595

you can see there's a table.

00:08:59.510 --> 00:09:04.844

You can't see the borders, but I

know it's a tables. I said I'll

00:09:04.844 --> 00:09:09.797

copy that and it it control C

and I'll paste that in,

00:09:09.797 --> 00:09:13.988

I can right mouse click and

paste if I wanted too.

00:09:14.020 --> 00:09:18.921

And there you go there and you

can see the new table. Now

00:09:18.921 --> 00:09:24.199

that's is a quick copy from word

paste into. Now what you can see

00:09:24.199 --> 00:09:28.346

here is some of the formatting

items that come across. Because

00:09:28.346 --> 00:09:32.870

I have copied from word you

could see all these text areas.

00:09:32.870 --> 00:09:37.394

You don't need to worry too much

about that. It is recommended

00:09:37.394 --> 00:09:41.918

as I said as I covered that in

module three, you really

00:09:41.918 --> 00:09:44.934

shouldn't copy tables or things

straight from word.

00:09:44.940 --> 00:09:47.049

into the document.

00:09:48.040 --> 00:09:53.032

Because it can copy code across

and this is an example of what

00:09:53.032 --> 00:09:57.640

can happen when you copy a table

from word straight into the

00:09:57.640 --> 00:10:01.480

document. The best thing would

be to have the clipboard

00:10:01.480 --> 00:10:05.704

settings as paste plain

and then recreate the

00:10:05.704 --> 00:10:09.160

table directly within the

amendment document. In this case

00:10:09.160 --> 00:10:14.152

I am going to do this and just

copy straight from word what

00:10:14.152 --> 00:10:18.760

I'll do while I'm here. Let's

have a look at these column

00:10:18.760 --> 00:10:22.689

widths now. At the moment, if

I'm in the top table, I can

00:10:22.689 --> 00:10:26.316

click and drag the column width.

So for example, this use is just

00:10:26.316 --> 00:10:30.501

too big and I don't. I don't

like the look of it. I can click

00:10:30.501 --> 00:10:36.370

and drag. To make that column

bit more narrow.

00:10:36.400 --> 00:10:40.324

In this instance, because I have

copied it from word, I don't

00:10:40.324 --> 00:10:43.267

really get that option.

Sometimes you do and again

00:10:43.267 --> 00:10:47.191

'cause of this coding issue. You

might get the option might not

00:10:47.191 --> 00:10:51.115

in as you can see I'm not

getting that option there, so

00:10:51.115 --> 00:10:55.693

let me show you if you do get

stuck with this in Authoring a

00:10:55.693 --> 00:10:59.290

document when you work with

tables. If you wanted to change

00:10:59.290 --> 00:11:02.887

a column width you can by just

clicking anywhere within the

00:11:02.887 --> 00:11:04.849

cell or for example the column.

00:11:05.400 --> 00:11:08.628

And to the far right under

00:11:08.628 --> 00:11:14.169

layout. There is an option to

for column width fit content and

00:11:14.169 --> 00:11:20.154

if I just use that drop down and

at least I'll do as a percentage

00:11:20.154 --> 00:11:26.139

in this example and I'm going to

have it at least 20% so at least

00:11:26.139 --> 00:11:30.120

20%. Of my

00:11:31.910 --> 00:11:35.836

Table will be made up with the

first column and you can see

00:11:35.836 --> 00:11:37.044

that's actually adjusted now.

00:11:38.460 --> 00:11:42.408

Now that I've been able to use

that percentage, if you see if I

00:11:42.408 --> 00:11:46.074

just hover over that column now

I get the option to drag that.

00:11:46.074 --> 00:11:50.586

If I need to, just gotta try and

grab it there you go and I can

00:11:50.586 --> 00:11:55.098

click and drag if I need it too.

You can see I'm able to do that.

00:11:56.000 --> 00:12:02.986

Another thing

that we will look at.

00:12:04.570 --> 00:12:09.817

Is changing the style too. Let's

go back to our design.

00:12:10.320 --> 00:12:15.460

And we'll change that style too

put this style 2

00:12:17.160 --> 00:12:23.150

And apply. OK, now say for

example, I didn't want this row

00:12:23.150 --> 00:12:28.538

of information anymore. I can

highlight that row. I just if I

00:12:28.538 --> 00:12:30.334

can just grab that.

00:12:30.860 --> 00:12:32.624

Arrow and he could say it's not

00:12:32.624 --> 00:12:36.210

grabbing. I'll just

highlight it instead,

00:12:36.210 --> 00:12:40.764

highlight that entire row an

under layout there are options

00:12:40.764 --> 00:12:46.330

to either add or

insert a row after this

00:12:46.330 --> 00:12:47.848

rather have selected.

00:12:49.070 --> 00:12:50.578

Look at add a row before.

00:12:51.660 --> 00:12:54.320

And I can delete a row. So if

I wanted to delete this row.

00:12:54.970 --> 00:12:58.160

I could just come under layout

and this option here to

00:12:58.160 --> 00:13:01.060

delete the row and there you

go. My row is removed.

00:13:02.550 --> 00:13:06.344

If I had done that in error, I

can just come under basic and

00:13:06.344 --> 00:13:09.058

the undo tab will bring

that back.

00:13:11.320 --> 00:13:16.195

So what we can do now we'll come back

to our document. I'll go to the

00:13:16.195 --> 00:13:19.120

Word document again and I'll

copy the second table.

00:13:19.690 --> 00:13:25.234

And I'll paste it into a new

paragraph. You can se that

00:13:25.234 --> 00:13:29.392

pasted through again, you

seeing different formatting in

00:13:29.392 --> 00:13:30.778

different background options.

00:13:30.800 --> 00:13:34.580

Then what you would have seen if

you created their table straight

00:13:34.580 --> 00:13:38.360

into the document and you can

see it's got little text boxes

00:13:38.360 --> 00:13:42.140

here. You don't need to worry

too much about that, but again,

00:13:42.140 --> 00:13:45.290

it is recommended that you don't

copy directly from word.

00:13:46.200 --> 00:13:51.075

Now I'll again, I'll make that

first row as a header, row, so

00:13:51.075 --> 00:13:54.825

I'll highlight the entire row

and under layout, sorry,

00:13:54.825 --> 00:13:59.700

design, I should say I will set

the first row that I've just

00:13:59.700 --> 00:14:01.575

selected as the header cell.

00:14:04.210 --> 00:14:11.451

And then I will again change the

column width to be a bit

00:14:11.451 --> 00:14:15.350

narrower there. So under

under layout.

00:14:16.600 --> 00:14:21.470

Column width. At least change it

2% or it already has defaulted

00:14:21.470 --> 00:14:23.787

to percent now and I'll put that

00:14:23.787 --> 00:14:27.350

is 30% there. And enter.

00:14:28.150 --> 00:14:32.596

There you can see that's formatted

a bitter nicer there.

00:14:33.970 --> 00:14:38.290

Now whilst we're in that table so long as

my cursor is placed anywhere

00:14:38.290 --> 00:14:42.250

within a table under design I

will change the table captions

00:14:42.250 --> 00:14:46.930

'cause I want put a little caption

to that table and I'll call that

00:14:46.930 --> 00:14:48.370

table 2 applied zone

00:14:48.370 --> 00:14:53.168

provisions. Then the last thing

I might do here is I might make

00:14:53.168 --> 00:14:56.936

that table style at the moment

it says default and I'll

00:14:56.936 --> 00:15:00.704

leave it as default so we can

see the difference between the

00:15:00.704 --> 00:15:04.158

three. I'll just check what

table style this one was under.

00:15:05.330 --> 00:15:08.619

Just select anywhere and place my

cursor anywhere within the cell.

00:15:09.150 --> 00:15:13.700

And that table style at the

moment is 2 OK there and I'll

00:15:13.700 --> 00:15:17.550

check tables are the table

first table and that was table

00:15:17.550 --> 00:15:22.100

style one so I can see I've

got table style one style too

00:15:22.100 --> 00:15:23.500

and the default here.

00:15:25.090 --> 00:15:28.357

OK, I've got some empty

paragraph, so I'll just get rid

00:15:28.357 --> 00:15:32.515

of those just to tidy up and you

could see it again. It happened

00:15:32.515 --> 00:15:36.376

in I did module 3. I'm unable to

delete that item, but now

00:15:36.376 --> 00:15:39.049

Luckily I have my show

boundaries an show controls

00:15:39.049 --> 00:15:42.316

checked and that's why I can see

this type of screen.

00:15:43.030 --> 00:15:46.603

Just use that option show options,

and I'll delete that paragraph.

00:15:47.410 --> 00:15:51.775

And I might as well do the same there. Just

tidy up my work a bit. I

00:15:51.775 --> 00:15:54.394

don't know what that's an empty

paragraph. They're sitting

00:15:54.394 --> 00:15:58.177

there, there we go, so it looks

a bit neater, but let's save

00:15:58.177 --> 00:16:01.378

that work. Scroll right up to

the top. Save our work.

00:16:05.030 --> 00:16:10.274

And we'll close that browser and

will refresh this window. F5 to

00:16:10.274 --> 00:16:12.459

refresh if you need to.

00:16:13.130 --> 00:16:14.610

And let's have a look

down the bottom.

00:16:15.650 --> 00:16:17.567

There you go, we can see

all three tables.

00:16:18.950 --> 00:16:23.990

The next item I want to cover is

how to insert a note box into

00:16:23.990 --> 00:16:27.686

your amendment document. Now

what a note boxes? if we just

00:16:27.686 --> 00:16:32.390

have a look at an example and

this is a note box, it's where

00:16:32.390 --> 00:16:36.758

some type of text and it turns

out to be small, italic italics

00:16:36.758 --> 00:16:40.506

text. Appears it might be

usually under a table, so

00:16:40.506 --> 00:16:43.332

we'll do. An example we'll

create something very similar

00:16:43.332 --> 00:16:46.472

to what we see here on this

particular planning scheme.

00:16:48.210 --> 00:16:52.423

So let's open up the content

back to our amendment document.

00:16:52.423 --> 00:16:57.402

Course will open up this content

to edit and let's place a note

00:16:57.402 --> 00:17:02.381

box. Again, make sure in edit

mode and we know we're in edit

00:17:02.381 --> 00:17:04.296

because got those thick blue

00:17:04.296 --> 00:17:11.304

borders. We place a note box,

we'll place it at the end of this

00:17:11.304 --> 00:17:17.128

particular table here. So to do

that we want to insert a new

00:17:17.128 --> 00:17:22.056

paragraph first. Now if you

recall in module three we looked

00:17:22.056 --> 00:17:23.848

at some editing functions.

00:17:24.570 --> 00:17:29.145

If I was to put a, hit my enter

key, place my cursor at this

00:17:29.145 --> 00:17:32.805

last item here and hit enter

key, you can see a paragraph's

00:17:32.805 --> 00:17:34.330

being created. It's within this

00:17:34.330 --> 00:17:38.880

table still. So if you recall,a

double in. If you hit your

00:17:38.880 --> 00:17:41.260

enter key twice quickly from

the keyboard.

00:17:42.500 --> 00:17:46.020

It does create a paragraph

outside of that table. Also,

00:17:46.020 --> 00:17:50.244

if you want to use these show

options and it'll create an

00:17:50.244 --> 00:17:54.116

empty paragraph below the

table as well so that now I've

00:17:54.116 --> 00:17:57.636

got two empty paragraphs

there. So let's insert a note

00:17:57.636 --> 00:18:01.508

box into that new paragraph

here. So from the functions on

00:18:01.508 --> 00:18:05.028

the right hand side we'll

select insert and there's an

00:18:05.028 --> 00:18:07.844

option here and it says to

insert box.

00:18:08.980 --> 00:18:10.690

So insert that.

00:18:11.220 --> 00:18:14.875

Now. The type of box will be a

00:18:17.070 --> 00:18:20.526

The new note box will put it

similar to what looks like.

00:18:20.526 --> 00:18:21.966

We'll call it, note one.

00:18:22.620 --> 00:18:25.090

So call that note one.

00:18:25.630 --> 00:18:26.650

With a colon.

00:18:28.020 --> 00:18:34.170

Let's use this drop down an we

want that to be appear as a box.

00:18:35.010 --> 00:18:35.780

And.

00:18:37.490 --> 00:18:41.884

We'll set this auto to none so

it's what we wanted so it's

00:18:41.884 --> 00:18:46.278

going to be the name of this box

that we're inserting and it'll

00:18:46.278 --> 00:18:50.672

be a type of box and none for

that next option and click

00:18:50.672 --> 00:18:55.404

insert. So now we can see this

note one box and what I'll do

00:18:55.404 --> 00:18:58.784

just for this instance. I'll

just copy some text here.

00:18:59.610 --> 00:19:03.258

Just to show you the example of

what it will look like.

00:19:04.750 --> 00:19:10.882

OK, and again I can do the same.

I'll insert another box here so

00:19:10.882 --> 00:19:13.072

in under the insert options.

00:19:13.620 --> 00:19:18.050

And select this one and I call

this note 2.

00:19:20.800 --> 00:19:25.456

And the type is a box, an output

set that as none.

00:19:26.150 --> 00:19:29.774

And I'll just copy some data so

I can set that in.

00:19:30.980 --> 00:19:31.730

Just copy that.

00:19:32.610 --> 00:19:38.941

Across

OK, so let's save our work. So

00:19:38.941 --> 00:19:43.417

we've done tables and note box

Lets save work and let's do a

00:19:43.417 --> 00:19:49.012

publish to PDF so we can have a

look at those changes. So I just

00:19:49.012 --> 00:19:53.115

close that browser tab again.

I've worked out of the review

00:19:53.115 --> 00:19:57.591

tab. Let's now navigate to the

publish tab here, and if you

00:19:57.591 --> 00:20:02.440

recall from module 3, when we

had to look at this publish tab,

00:20:02.440 --> 00:20:06.543

we had different snapshots and

base lines that might have been

00:20:06.543 --> 00:20:08.035

created for the document.

00:20:08.240 --> 00:20:12.920

But let's publish print PDF and

let's have a look at those new

00:20:12.920 --> 00:20:16.160

tables and the notebox that

we've inserted, when that's

00:20:16.160 --> 00:20:17.240

really that'll appear.

00:20:17.830 --> 00:20:21.587

On the far right you can see

I've done this at 3:26 today,

00:20:21.587 --> 00:20:25.055

selecting their icon that looks

like a little eye. I can download

00:20:25.055 --> 00:20:26.211

it if I wish.

00:20:26.870 --> 00:20:29.834

I'll just select that for now so

it opens up another browser tab

00:20:29.834 --> 00:20:34.280

to view. And what we'll do we'll

find that section of content

00:20:34.280 --> 00:20:37.987

that we've just been working on,

which is 21.01 resorts profile.

00:20:41.640 --> 00:20:43.915

And right down the end of the

00:20:43.915 --> 00:20:46.810

content. We should see our new

00:20:46.810 --> 00:20:50.950

tables. So they've got. We got

the temporary section for

00:20:50.950 --> 00:20:55.149

temp zones and you can see the

table then you can see that

00:20:55.149 --> 00:20:59.025

first table that I created in

the system. It was as default.

00:20:59.025 --> 00:21:01.609

It was set also that was set as

00:21:01.609 --> 00:21:05.536

table style one. And so that's

how that appears there table

00:21:05.536 --> 00:21:08.803

style two of course, with the

borders and rows and the

00:21:08.803 --> 00:21:10.288

default, which is the black

00:21:10.288 --> 00:21:14.264

heading. So one thing that we

can see here with this second

00:21:14.264 --> 00:21:17.826

table I inserted I didn't have a

header cell, so that's why I

00:21:17.826 --> 00:21:21.114

don't have a black background on

the top row. There was one

00:21:21.114 --> 00:21:24.676

there, and what we can see here

is the last item. They're note

00:21:24.676 --> 00:21:27.142

boxes that we've created. That's

how you do those.

00:21:28.800 --> 00:21:33.240

Now again, if I wanted I just

close that web browser, and

00:21:33.240 --> 00:21:38.050

while I'm on my publish tab, say

for example I wanted to compare

00:21:38.050 --> 00:21:41.750

the changes, the recent changes

I've done with the previous.

00:21:41.750 --> 00:21:45.809

Item that I've created, I'll

just I'll do as compared against

00:21:45.809 --> 00:21:48.761

the snapshot. I'll compare that

against baseline created

00:21:48.761 --> 00:21:53.189

comparison and we covered this

in model 3 as well. Just touch

00:21:53.189 --> 00:21:54.296

on it now.

00:21:58.010 --> 00:21:59.882

So I selected the item I've

00:21:59.882 --> 00:22:04.485

clicked create comparison. And

this is comparing my document as

00:22:04.485 --> 00:22:09.050

it stands right now, to the

baseline that was generated when

00:22:09.050 --> 00:22:13.200

I submitted the amendment. The

instruction list through to ATS

00:22:13.200 --> 00:22:16.105

authoring on the 7th of May at

00:22:16.105 --> 00:22:19.850

9:52. And that comparison

is ready, so I'll have a

00:22:19.850 --> 00:22:20.660

look at that.

00:22:22.550 --> 00:22:27.314

We can see the items that we

have created brought into the

00:22:27.314 --> 00:22:32.883

planning scheme. And we can see

our items that we've added,

00:22:32.883 --> 00:22:36.906

including those note boxes down

there and the tables.

00:22:39.020 --> 00:22:42.323

So we've successfully included

some tables and applied some

00:22:42.323 --> 00:22:45.259

styles and Formatted and

created note box And Lastly,

00:22:45.259 --> 00:22:50.030

we did look at the creating a

PDF of our amendment document and

00:22:50.030 --> 00:22:51.131

compared some changes.

00:22:53.360 --> 00:22:58.521

In the next module, which

is module five, we look in depth

00:22:58.521 --> 00:23:02.491

at images. We will be inserting,

uploading and replacing images

00:23:02.491 --> 00:23:04.079

within our amendment document.