**Applying the styling guide from Ministerial Direction - The Form and Content of Planning Schemes video transcript**

1

00:00:00.155 --> 00:00:02.495

In this video, we take a look at the most common

2

00:00:02.505 --> 00:00:05.655

formatting options that are available in Keystone

3

00:00:05.965 --> 00:00:08.095

that can be used to meet the styling guide

4

00:00:08.355 --> 00:00:11.255

as outlined in the ministerial direction, the form

5

00:00:11.595 --> 00:00:13.375

and content of planning schemes.

6

00:00:15.495 --> 00:00:16.995

We will be using a test system

7

00:00:17.185 --> 00:00:19.875

with test data in the following demonstration.

8

00:00:23.045 --> 00:00:25.245

Ministerial directions can be found on the

9

00:00:25.365 --> 00:00:26.725

Planning Victoria website.

10

00:00:27.745 --> 00:00:30.355

They are listed under the guides and resources section,

11

00:00:30.895 --> 00:00:33.395

or use the search functionality to find them.

12

00:00:35.635 --> 00:00:38.685

It's on this page that you'll find the downloadable local

13

00:00:38.685 --> 00:00:40.605

provision templates in Word format

14

00:00:41.995 --> 00:00:45.255

useful when preparing new schedules for a planning scheme.

15

00:00:46.895 --> 00:00:49.235

The ministerial direction covering the form

16

00:00:49.655 --> 00:00:52.995

and content of planning schemes is also on this page.

17

00:00:54.105 --> 00:00:56.205

The document can be downloaded to view

18

00:00:59.505 --> 00:01:00.855

directions on the inclusion

19

00:01:00.875 --> 00:01:04.575

of images can be found at item 14, where the image size,

20

00:01:04.845 --> 00:01:06.935

placement, and title is noted.

21

00:01:08.705 --> 00:01:11.605

On pages eight and nine, there is an a TS section

22

00:01:12.095 --> 00:01:13.765

where you will find a style guide

23

00:01:13.765 --> 00:01:16.325

that shows key formatting options that are

24

00:01:16.325 --> 00:01:18.565

to be applied when authoring using the system.

25

00:01:19.675 --> 00:01:22.495

The style guide shows which areas are automatically

26

00:01:22.525 --> 00:01:25.175

formatted and the options for bulleted lists,

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00:01:25.595 --> 00:01:28.055

tables heading styles, and note boxes.

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00:01:29.415 --> 00:01:31.445

Let's now take a look at applying some

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00:01:31.445 --> 00:01:34.165

of the formatting options noted in the style guide

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00:01:34.225 --> 00:01:36.565

to the selected content using Keystone

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00:01:37.545 --> 00:01:39.595

with the selected content open to edit,

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00:01:39.925 --> 00:01:43.555

place your cursor onto any paragraph to update the text

33

00:01:43.575 --> 00:01:46.035

to be formatted with a selected heading style.

34

00:01:48.915 --> 00:01:51.765

Then select any text that needs to be formatted

35

00:01:51.825 --> 00:01:52.845

as a bulleted list.

36

00:01:55.365 --> 00:01:57.065

Use the increase indent option

37

00:01:57.125 --> 00:01:59.945

to format bulleted items as a second level.

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00:02:00.965 --> 00:02:04.265

The ministerial direction states that provisions are

39

00:02:04.265 --> 00:02:06.425

to be structured with no more than three levels

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00:02:06.525 --> 00:02:07.985

of bullets or numbering.

41

00:02:10.125 --> 00:02:12.405

Continue using the available formatting options

42

00:02:12.505 --> 00:02:14.285

to update the text as needed.

43

00:02:16.895 --> 00:02:19.425

When formatting tables use the design

44

00:02:19.485 --> 00:02:20.945

and table control options

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00:02:21.015 --> 00:02:23.905

that are available from the toolbar or from the actions.

46

00:02:23.935 --> 00:02:28.535

Menu options include adding a table caption

47

00:02:28.875 --> 00:02:30.455

and applying a table style.

48

00:02:32.245 --> 00:02:34.795

Refer to the guidance video that covers creating

49

00:02:34.895 --> 00:02:36.235

and updating tables.

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00:02:37.355 --> 00:02:40.165

Alternatively, use the in-app guides available

51

00:02:40.305 --> 00:02:42.445

by selecting the question mark located

52

00:02:42.505 --> 00:02:43.725

at top right of screen.

53

00:02:45.715 --> 00:02:48.065

Don't forget to confirm your changes prior

54

00:02:48.125 --> 00:02:50.625

to moving onto another item to author

55

00:02:50.965 --> 00:02:52.305

or closing out of the system.

56

00:02:53.355 --> 00:02:56.225

After confirming the changes made, you may like

57

00:02:56.225 --> 00:02:58.705

to publish the updated section. To review

58

00:02:58.705 --> 00:03:00.005

The applied formatting

59

00:03:03.845 --> 00:03:05.545

for it, technical assistance

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00:03:05.605 --> 00:03:09.425

or further information, contact the team at Planning Support

61

00:03:09.985 --> 00:03:12.105

Transport vic gov au.