**Insert and format content from a Word document video transcript**

1

00:00:00.185 --> 00:00:03.445

In this video on how to use Keystone to author ordinance,

2

00:00:03.985 --> 00:00:06.125

we demonstrate how users can insert

3

00:00:06.225 --> 00:00:08.445

and format content that has been copied

4

00:00:08.475 --> 00:00:09.565

from a Word document.

5

00:00:12.905 --> 00:00:15.645

We will be using a test system with test data.

6

00:00:15.825 --> 00:00:20.395

In the following demonstration, select

7

00:00:20.395 --> 00:00:22.835

and copy the content from the Word document.

8

00:00:24.065 --> 00:00:27.365

In this example, we do not need to copy the section number

9

00:00:27.545 --> 00:00:30.835

and title with the Keystone document open,

10

00:00:31.375 --> 00:00:34.035

ensure the relevant content section is selected

11

00:00:34.255 --> 00:00:35.395

and unlocked to edit.

12

00:00:37.425 --> 00:00:40.045

As this is a new section being inserted into the planning

13

00:00:40.065 --> 00:00:42.685

scheme, we will remove the placeholder text

14

00:00:42.705 --> 00:00:43.805

and paste the content

15

00:00:44.395 --> 00:00:46.205

that was copied from the Word document.

16

00:00:47.265 --> 00:00:49.675

When pasting the content from a Word document,

17

00:00:49.855 --> 00:00:51.835

you may see some unusual characters

18

00:00:51.935 --> 00:00:55.035

and formatting, so it is important to fix these

19

00:00:55.135 --> 00:00:56.915

and apply appropriate formatting.

20

00:00:57.935 --> 00:00:59.185

This may include the need

21

00:00:59.185 --> 00:01:01.265

to fix any bulleted lists and headings.

22

00:01:02.465 --> 00:01:03.645

In this demonstration,

23

00:01:04.185 --> 00:01:07.445

we are applying heading styles H three to key headings.

24

00:01:08.545 --> 00:01:10.445

The section of text to be formatted

25

00:01:10.585 --> 00:01:13.565

as a bulleted list will need to have the formatting applied

26

00:01:13.905 --> 00:01:16.045

and any unwanted characters removed.

27

00:01:19.305 --> 00:01:21.635

When formatting a bulleted list, you may need

28

00:01:21.635 --> 00:01:23.875

to increase the indent for some listed items.

29

00:01:24.775 --> 00:01:28.445

If you want to keep the changes,

30

00:01:29.065 --> 00:01:32.445

select the confirm option prior to closing the editor tab.

31

00:01:35.085 --> 00:01:38.715

Let's now generate a quick publish of only this section so

32

00:01:38.715 --> 00:01:42.035

that we can see A PDF version with the applied formatting.

33

00:01:44.955 --> 00:01:46.535

For it, technical assistance

34

00:01:46.555 --> 00:01:47.815

or further information,

35

00:01:48.325 --> 00:01:52.735

contact the team at Planning support@transport.vic.gov

36

00:01:53.175 --> 00:01:53.375

au.