**Insert, replace or format an image video transcript**

1

00:00:00.195 --> 00:00:03.455

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

2

00:00:03.995 --> 00:00:07.135

we show how images can be inserted into selected content

3

00:00:07.715 --> 00:00:10.895

and how existing images can be replaced or formatted.

4

00:00:11.865 --> 00:00:13.405

We will be using a test system

5

00:00:13.675 --> 00:00:16.125

with test data in the following demonstration.

6

00:00:16.795 --> 00:00:20.425

When looking at inserting

7

00:00:20.525 --> 00:00:23.385

or updating an image in ordinance, it's important

8

00:00:23.445 --> 00:00:25.105

to understand the requirements

9

00:00:25.525 --> 00:00:28.265

as noted in the ministerial direction, the form

10

00:00:28.445 --> 00:00:30.265

and content of planning schemes,

11

00:00:31.695 --> 00:00:33.875

the ministerial direction is available

12

00:00:34.055 --> 00:00:38.275

to download from the Planning Vic website at item 14,

13

00:00:38.655 --> 00:00:42.355

it states that images must be less than three megabytes in

14

00:00:42.355 --> 00:00:45.675

file size and be the only image on a horizontal

15

00:00:45.675 --> 00:00:47.875

line where applicable.

16

00:00:48.055 --> 00:00:50.755

The image should also include a legend source,

17

00:00:51.085 --> 00:00:52.555

north Arrow and Scale.

18

00:00:53.665 --> 00:00:55.805

If these items are needed, they would have

19

00:00:55.805 --> 00:00:58.005

to be included in the original image design

20

00:00:58.505 --> 00:01:02.755

as there is no option in Keystone to add them in.

21

00:01:02.755 --> 00:01:04.155

Additional to these requirements,

22

00:01:04.635 --> 00:01:08.435

Keystone will only accept images that are file type of jpeg,

23

00:01:08.915 --> 00:01:10.035

PNG or tiff.

24

00:01:11.115 --> 00:01:12.875

A PDF will not be accepted.

25

00:01:13.985 --> 00:01:17.165

The system will alert the user if the image file does not

26

00:01:17.165 --> 00:01:20.125

meet the required specifications of file, size,

27

00:01:20.185 --> 00:01:23.005

and type to insert a new image.

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00:01:23.385 --> 00:01:24.885

Select the content to edit

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00:01:25.955 --> 00:01:28.245

with the cursor positioned in a new paragraph.

30

00:01:28.695 --> 00:01:31.485

Click on the insert option from the editor toolbar.

31

00:01:32.525 --> 00:01:33.905

Select the image option

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00:01:34.885 --> 00:01:36.895

with the insert image window on screen.

33

00:01:37.305 --> 00:01:39.815

Click the black folder located. Top right.

34

00:01:40.935 --> 00:01:42.785

This will open the amendment folder.

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00:01:43.885 --> 00:01:46.825

In the amendment folder, you'll see the amendment document

36

00:01:47.125 --> 00:01:49.745

and any images that are existing in the document

37

00:01:50.325 --> 00:01:52.065

or that have been previously uploaded.

38

00:01:53.155 --> 00:01:56.815

To upload a new image file, click the upload file button

39

00:01:56.955 --> 00:01:58.335

and select the image file.

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00:02:00.015 --> 00:02:01.525

Click the upload option.

41

00:02:02.575 --> 00:02:05.075

If the file selected does not meet the required

42

00:02:05.395 --> 00:02:08.555

specifications, the user will see an onscreen alert

43

00:02:08.775 --> 00:02:10.635

and the upload will need to be canceled.

44

00:02:11.835 --> 00:02:14.445

Once an image file has been successfully uploaded,

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00:02:14.945 --> 00:02:17.885

select the file to preview and then click insert.

46

00:02:20.755 --> 00:02:23.765

Anytime an image is selected whilst editing content,

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00:02:24.385 --> 00:02:26.165

the image will be highlighted blue

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00:02:26.265 --> 00:02:29.325

and the available editing options will appear under the

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00:02:29.325 --> 00:02:31.125

image section of the actions menu.

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00:02:32.225 --> 00:02:35.155

It's in this section where you can find the change image

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00:02:35.175 --> 00:02:37.715

option, and the user can either upload

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00:02:37.935 --> 00:02:40.755

and insert a new image file, or select

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00:02:40.815 --> 00:02:42.395

and insert an existing file.

54

00:02:47.925 --> 00:02:50.675

Other options available when an image is selected,

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00:02:51.105 --> 00:02:53.715

include the ability to add alternative text

56

00:02:53.935 --> 00:02:55.515

or resizing the image so

57

00:02:55.515 --> 00:02:58.825

that it fits on the page we currently do not

58

00:02:58.885 --> 00:02:59.885

Use. Use the caption

59

00:02:59.885 --> 00:03:03.145

option. Don't forget to confirm the changes.

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00:03:03.285 --> 00:03:06.785

To save, there is an option

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00:03:06.785 --> 00:03:09.625

to upload multiple image files into the amendment

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00:03:09.685 --> 00:03:10.745

folder at once.

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00:03:11.215 --> 00:03:13.145

Then insert into the content later.

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00:03:14.165 --> 00:03:16.865

To do this, navigate to the browse view of Keystone.

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00:03:17.245 --> 00:03:19.505

Ensure the amendment folder is open.

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00:03:19.895 --> 00:03:21.625

Then select the click to browse

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00:03:21.625 --> 00:03:24.665

for file option located at the bottom of the screen.

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00:03:27.545 --> 00:03:30.875

Hold down the control key whilst you select the image files.

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00:03:31.185 --> 00:03:35.835

Then click open. Click the

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00:03:35.835 --> 00:03:39.115

upload button, and when complete, refresh the browser tab

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00:03:39.175 --> 00:03:40.395

to see the files listed.

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00:03:42.185 --> 00:03:44.685

The files can be previewed by selecting it

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00:03:44.865 --> 00:03:46.765

and then clicking on the preview option.

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00:03:47.835 --> 00:03:49.775

The uploaded files are now ready

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00:03:49.775 --> 00:03:52.895

to be inserted into selected content following the steps

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00:03:53.375 --> 00:03:54.455

demonstrated previously.

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00:03:57.615 --> 00:03:59.275

For IT technical assistance

78

00:03:59.335 --> 00:04:00.355

or further information,

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00:04:00.745 --> 00:04:05.275

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

80

00:04:05.715 --> 00:04:05.915

au.