
Procedure for changing a flat tire

Please follow the below steps to change a flat tire:

Step 1. **Get ready for change:**

- A. Drive or push your car to a safe spot on the side of the road. Request for assistance from fellow travellers if possible.
- B. Turn on hazard lights to warn other drivers.
- C. Use the parking brake to avoid rolling of the car.
- D. Places blocks or large stones around the tires to stabilise the car.

Step 2. **Remove the flat tire:**

- A. Using the lug wrench loosen all the nuts on the flat tire. Do not remove the nuts yet.
- B. Locate the car's jack and use it to lift the car until the flat tire is above the ground.
- C. Remove the loosened lug nuts and remove the flat tire.

Step 3. **Install the spare tire**

- A. Locate the spare tire in the boot of the car.
- B. Align the spare tire to the wheel's bolts and push it in place .
- C. Tighten the lug nuts with hands as much as possible. Then use the lug wrench to tighten completely.
- D. Lower the jack and remove it once the car is on the ground.

Step 4. **Final checks**

- A. Check all nuts are tight and new tire is fixed properly
- B. Place the flat tire and all tools back in place inside the car.
- C. Switch off the park lights.
- D. Drive carefully and get the flat tire repaired or replaced at the earliest.

Concept - Version control for documentation

Document version control is needed in today's world of fast paced information and cross location collaborating teams. It is an important feature in any documentation tool. Any document undergoes many iterations or changes during its lifetime. A document starts with a draft version, and undergoes changes as teams collaborate and work on it until it reaches its intended audience. It's important to track and organise these different versions in a structured manner to ensure its accuracy.

Multiple stages of a document lifecycle include document creation, review, approval, storage and retrieval. Different team members like technical writers, developers and product managers will be working or contributing to the document.

Document version control ensures team members are working on the fresh and correct version and avoid confusions and loss of information. It ensures transparency and accountability during the document creation process.

Some of the **benefits** of document version control are:

1. **Maintain data integrity** - Data integrity is very crucial in any organisation. Version control helps with this and avoids unauthorised access, accidental edits and overwrites.
2. **Minimise errors** - There will be chaos if all team members edit the document at the same time without version control. Some edits will definitely be lost. Minimising errors will definitely eliminate time wastage and increase productivity.
3. **Track changes** - With version control tools, it's easy to check who made what changes to the document. Tools give the version history and someone new on the team can understand the changes the document underwent before arriving at its current state.