



User Guide 0.5

DRAFT

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2 OBJECTIVE

This manual intends to guide the users to start using AT4LEX, the document is not a complete reference manual but specific information can be found in the annexes.

3 AT4LEX OBJECTIVE

The objective of AT4LEX is the automatic creation of draft documents, with prefilled text (data coming from Iter), allowing the user to draft reports or opinions and easily send a final version for translation. The creation of a document in AT4LEX allows several users to take part in the drafting process before sending it to translation.

AT4LEX Dashboard enables managing the document status, searching and sharing documents, and starting the AT4LEX **Editor**.

AT4LEX **Editor** enables editing and modifying part of the automatically prefilled report. The editor protects some prefilled parts against user changes.

4 AT4LEX DASHBOARD OVERVIEW

The screenshot shows the AT4LEX dashboard with several numbered annotations:

- 1**: User name and role in the application; depending on the role, users will be able to see different documents in different statuses.
- 2**: Document filter: The user can apply filters to reduce the list of document showed (see 4). Filters are full text, it's not required to type all the text the user is looking for. What is "creation date range"? if it is a date range, it should be "between...and..." Also, if the tab "documents created by me" is active here, why can I filter by "Owner"?
- 3**: Use "Filter" to apply a filter, "Clear" to remove the filter and see all the documents.
- 4**: Each tab (see 7) displays a different list of documents. The default order is by FDR number.
- 5**: User can change the order by clicking in the column.
- 6**: The "Actions" button allows the user to perform several actions, e.g. to edit the document.
- 7**: AT4LEX shows different tabs to the user. The default tab, "Documents created by me", shows the documents created in AT4LEX by the user (Owner)

1- User name and role in the application; depending on the role, users will be able to see different documents in different statuses.

2- Document filter: The user can apply filters to reduce the list of document showed (see 4). Filters are full text, it's not required to type all the text the user is looking for. What is "creation date range"? if it is a date range, it should be "between...and..." Also, if the tab "documents created by me" is active here, why can I filter by "Owner"?

3- Use "Filter" to apply a filter, "Clear" to remove the filter and see all the documents.

4- Each tab (see 7) displays a different list of documents. The default order is by FDR number.

5-User can change the order by clicking in the column.

6- The "Actions" button allows the user to perform several actions, e.g. to edit the document.

7- AT4LEX shows different tabs to the user. The default tab, "Documents created by me", shows the documents created in AT4LEX by the user (Owner)

8- Statuses:

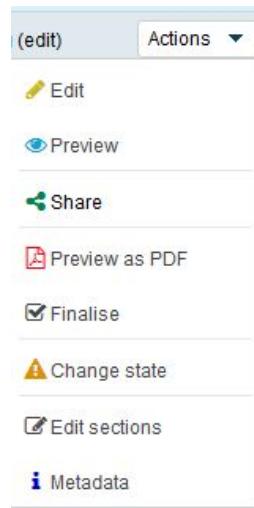
Ongoing: The document is created 1 or more users are working on it. User can edit the document

Finalized:

DRAFT

4.1 ACTIONS

Depending on the document and on the user's role, the user is allowed (or not) to perform certain actions on a given document. E.g (only?) Admin user can delete documents who else can do it?. The list of actions that the owner of a document (Documents created by me TAB) can perform are:



Edit, the user can open the editor and change the text.

Preview, the user can also open the editor in read-only mode to avoid unexpected changes (is there a "visual" difference between the document shown with the preview and the one with edit? because this should be the real reason to have a preview...)

Share, the owner of a document can share the document with other people allowing them to view or edit it.

Preview as PDF, this option allows the user to see the final result in PDF (can it be exported/printed?). can this button be moved after "Preview"?

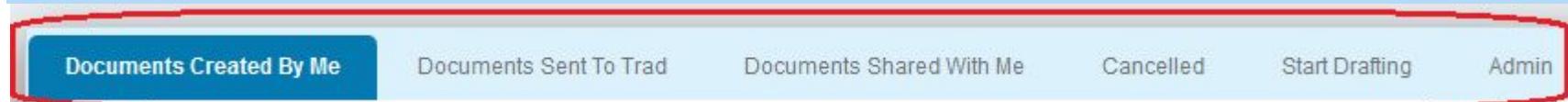
Finalise, tolock the document, so that it cannot be changed anymore in this status.

Change state, Allows the owner to modify the status of the document

Edit sections, allows the owner to add/remove/modify the different sections of a document (e.g Explanatory statement). what is the difference between this and the button "Edit"?

Metadata, shows metadata coming from ITER and related to the document selected .

4.2 TABS



Documents created by Me, only shows the documents created by the user (owner) in status **ongoing or finalised**. Possible actions are listed in 3.1. There is no explanation about the finalization. Question: once the doc is finalized and sent to TRAD, does it stay here? Is there a place where "finished/done/old" documents are stored?

Documents sent to Trad, shows the documents sent to translation **from Iter**, user cannot change the document neither the status. What is the added value of having a separate tab? Is this a list of all documents sent to TRAD, or only of the ones for which the translation is ongoing?

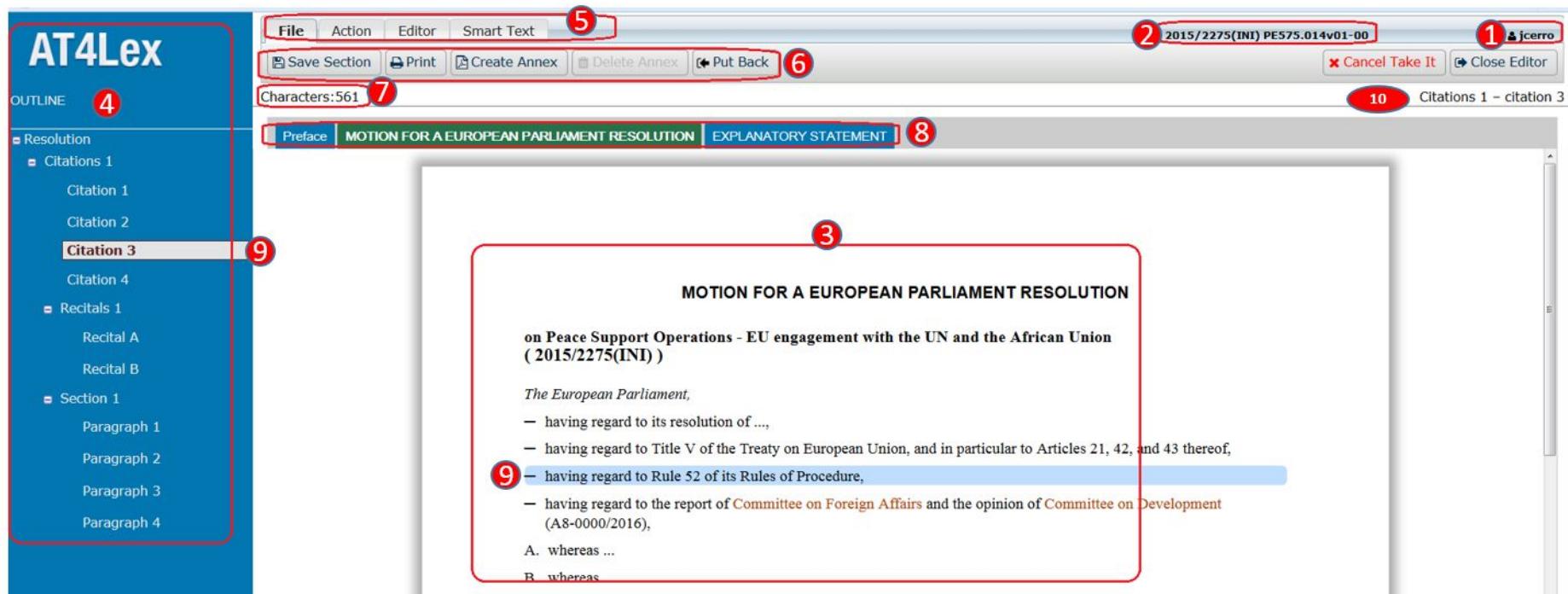
Document shared with me, a user (owner) granted me right to read or edit “his” document Does it mean that, if several people are working on the same document, each of them can see all the ongoing modifications done by the others? Is it in real time?. By default, after creation, the document is shared within the entire secretariat unit. Does it mean that everyone in the secretariat can edit it? So in this tab, I will see all the documents being produced by the secretariat + those (shared) produced outside: is there a way to distinguish them?

Cancelled? Document created (by the user?) and then cancelled? what is the reason for keeping them here?

Start drafting, a document could be created (a) from Iter or (b)using this tab. The document will be prefilled with (a) data coming from ITER or (b) input manually by the user

5 AT4LEX EDITOR OVERVIEW

This appears only after doing what is described in chap. 6, right?



1- User.

2- Reference of the document currently open in the editor.

3- Text to be visualized or edited. Some (?) prefilled text cannot be changed. How can I see what is editable here? Could we show the non-editable text in a different color or background?

4- Outline (I don't like this term, can we use something else, like "structure"?), shows the structure of the document and allows changing the structure and manipulating (moving?) the elements.

5- Menus, each menu present different buttons in the action bar (6).

6- Action bar, presenting buttons for the user depending on the selected menu.

7- Characters control bar, this bar also show warnings when the character count is close to the limit.

8- Document section, each section is showed in different tabs. Different users can edit each tab at the same time.

9- Selected element, the user can perform different actions (via the "action" bars) with the selected element, including the edition, deletion, move, copy/paste....

5.1 10- DESCRIBE THE CURRENT POSITION (SELECTED ELEMENT) I PRESUME THE IMAGES WILL BE CHANGED ONCE YOU CAN SHOW A CORRECT STRUCTURE, AS THIS "CITATIONS 1- CITATION 3" DOES NOT EXIST...ACTION BARS (6)

Different Action bars are used:

File action bar: always enabled



It's used to save, reserve, print and close the editor.

Element Action bar: only enabled if an element is selected.



The buttons are only active when an element is selected. User can edit (modify) an element, create new allowed elements, delete copy/paste and merge.

Editor action bar: only enabled if an element is being edited (modify button or double click in the element)



It's used to insert special characters, insert terms or footnotes in the document, or to define different font styles in the Explanatory Statement .

5.2 FLYING MENU



1. Welcomes the fact.....

If the user selects and element, a flying menu is showed, presenting the more frequent element operations: edit (modify)¹, delete or insert a new element.

¹ Advanced users will always press enter in the keyboard or use double click.

6 STARTING POINT: CREATE A NEW DOCUMENT OR SEARCH FOR AN EXISTING DOCUMENT

6.1 SEARCH FOR AN EXISTING DOCUMENT

The user login to the DASHBOARD:

6.2 LINK IN PREPROD:

[<http://www.at4lexepp.ep.parl.union.eu/dashboard-ini/dashboard/home>]

The starting point is the default tab **Documents Created by Me** where the user can see a list of documents and navigate the pages on the list using the arrows on lower right corner: <<, <, >, >>

Status	DocumentId
Ongoing (edit)	Actions ▾
Ongoing (edit)	Actions ▾
Ongoing (edit)	Actions ▾

The order by default on the list is by **FdR**, however it can be changed by clicking any column header.

List of Ongoing Documents											Export in: PDF ▾	Export
Display 10 ▾ documents per page												
FdR	Type	Creation Date	Procedure No.	PE No.	Rapporteur	Owner	Dossier No.	Title	Version - Latest Change	Status	DocumentId	
1082935	PR	2018-08-10	2015/2322(INI)	PE575.127-v01-00	Langen Werner	Annica Michiko Olsson	ITRE/B/05064	on Towards a New Energy Market Design	v01-00 (show history)	Ongoing (edit)	Actions ▾	
1070932	PR	2018-08-10	2015/2115(INI)	PE565.149-v01-00	Marias Nofis	Annica Michiko Olsson	ECON/B/03501	on European Central Bank Annual report for 2014	v01-00 (show history)	Ongoing (edit)	Actions ▾	
1061212	PR	2018-08-10	2014/0094(COD)	PE557.179-v01-00	López Águilar Juan Fernando	Annica Michiko Olsson	LIBE/B/00416	on Union Code on Visas (recast)	v01-00 (show history)	Ongoing (edit)	Actions ▾	

Showing 1 to 3 of 3 documents

Search for the correct document by using the **Document Filter**:

1. Set the data for the document search (Document type, PE Number, Owner not if they are created by me, or is this a document filter applying to the whole list of documents? or Creation date etc.)
2. Click on **Filter** button and the list of documents will display the result of the search can we see how this "result" looks like?

The screenshot shows a user interface for filtering documents. At the top, there are tabs: 'Documents Created By Me' (selected), 'Documents Sent To Trad', 'Documents Shared With Me', 'Cancelled', 'Start Drafting', and 'Admin'. Below the tabs is a 'Document Filter' section with the following fields:

FdR	Document Type	Procedure Number	PE Number	Rapporteur	Dossier Number	Owner	Creation Date	Creation Date Range
FdR	PR	Procedure Number	PE Number	Rapporteur	Dossier Number	Owner	2016-06-28	2016-08-31
Title					Major Version	Document Status		
Title					Major Version	Ongoing (edit)		

Below the filter fields are two buttons: 'Filter' (blue) and 'Clear' (grey). A yellow circular 'QUICK TIP' icon with a lightbulb symbol is located on the left. A large purple callout bubble points from the tip to the text: 'Filters are "full text" queries that ranks results by how relevant they are to the given query about a document and not only whether or not the data equals exact characters. This means that searching for PE541.154 will have the same result as looking for 541.154 and maybe 154. It is not necessary to type in the whole text nor the full name of a person.'

There are two possibilities for creation of date filtering:

1. Set the date of the creation of a document

Creation Date
2016-08-10

or

2. Define a range (Start date - End date)

Creation Date Creation Date Range
2016-08-10 2016-08-19

Attention! The Creation Date filter will search and display the documents from you mean the ones created starting from that date onwards?) the exact creation date filled in the field.

The Creation Date Range will search and display documents created between specified start date and end date filled in the field. Creation Date will specify the search start date and the Creation Date Range will specify the search end date.

Missing: if I want to edit a document included in the group "documents shared with me", will I proceed in the same way? Can you add a screenshot of what a user can see in the "Documents shared with me" screen?



If you don't find the report document please look in the tab **Documents Shared with Me**²

If you are sure the report exists and you can't find the document you can contact the administrator.³

6.3 5.2 CREATE A NEW DOCUMENT

If the document doesn't already exist, there are two ways to create a new document:

1. start the document in AT4LEX from ITER⁴

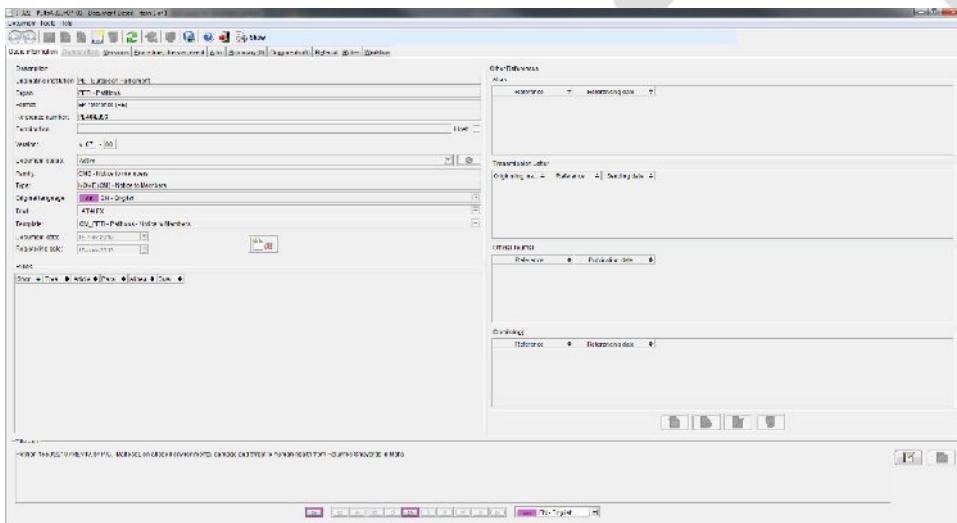


Image to be updated.

In the ITER screen n°, click the AT4LEX button (maybe explain which data should already be present in ITER before pushing this button?). AT4LEX application will open (don't you need to login?)

2. Create the document by selecting **Start Drafting** tab in AT4LEX DASHBOARD

[<http://www.at4lexedv.ep.parl.union.eu/dashboard-ini/dashboard/home>].

FJR	Document Type	Procedure Number	PE Number	Rapporteur	Dossier Number	Owner	Creation Date	Creation Date Range
FJR	Document Type ▾	Procedure Number	PE Number	Rapporteur	Dossier Number	Owner	YYYY-MM-ED	YYYY-MM-DD
Title					Major Version	Document Status		
Title					Major Version	Status		

² The tab "Documents Shared with Me" lists the reports created by other users but are being shared (Read-only or Edit access) see "Share a document" for more info.

³ Administrator options (including **Admin tab**) are not included in this reference. Administrator have extra option, including a search in all the reports, the management of the security, the status management, and the deletion of documents.

⁴ If the document has already been created in AT4LEX, it will open directly in the Editor when the users click on the AT4LEX button in ITER.

1. Fill in the PE number e.g. **PE557.179**
2. Fill in the version e.g. **01**
3. Click the **Create** button and the next screen will appear.
4. Where do I see/choose the template?

Documents Created By Me Documents Sent To Trad Documents Shared With Me Cancelled **Start Drafting** Admin

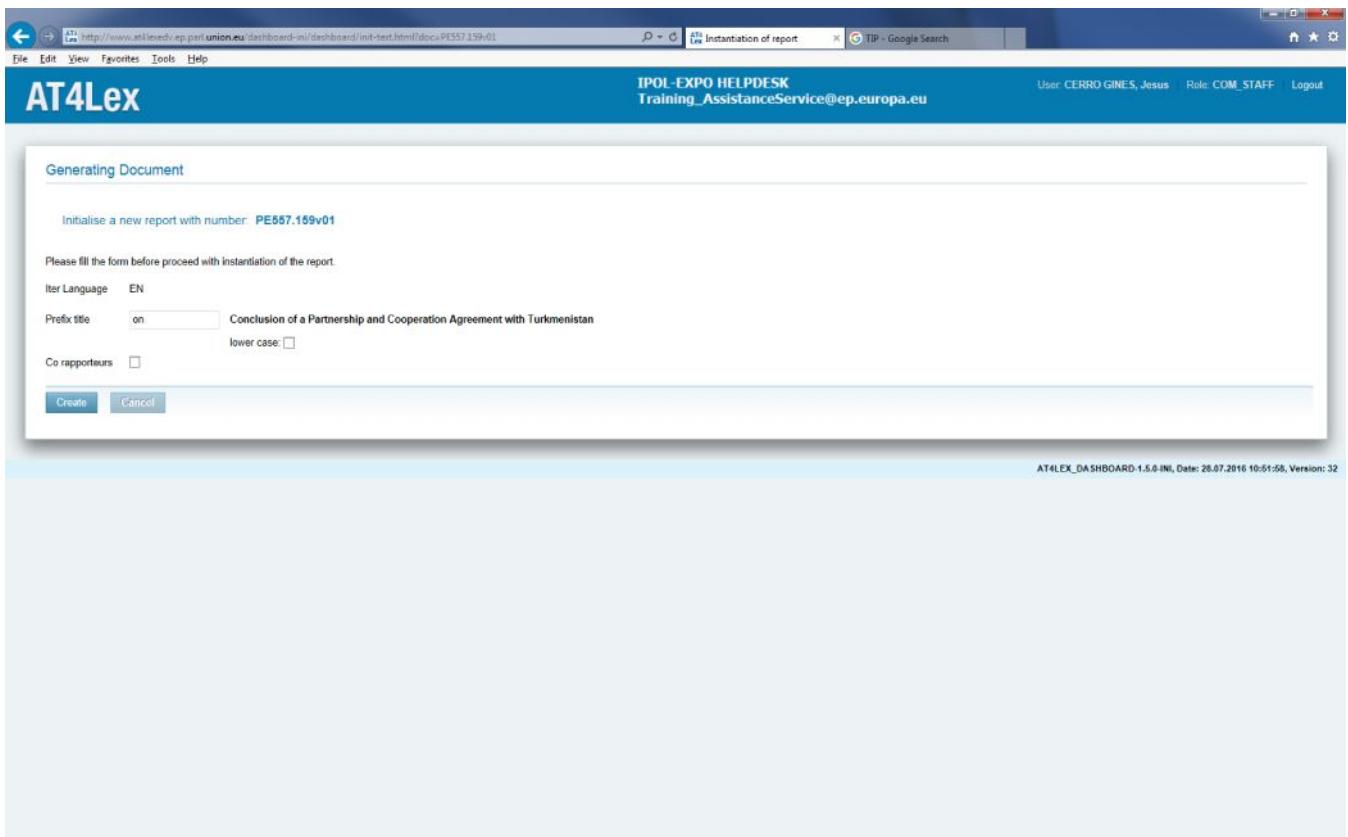
Create INI document

PE Number: **PE557.179** Example: PE357.677

Version: **01** Major version

Create

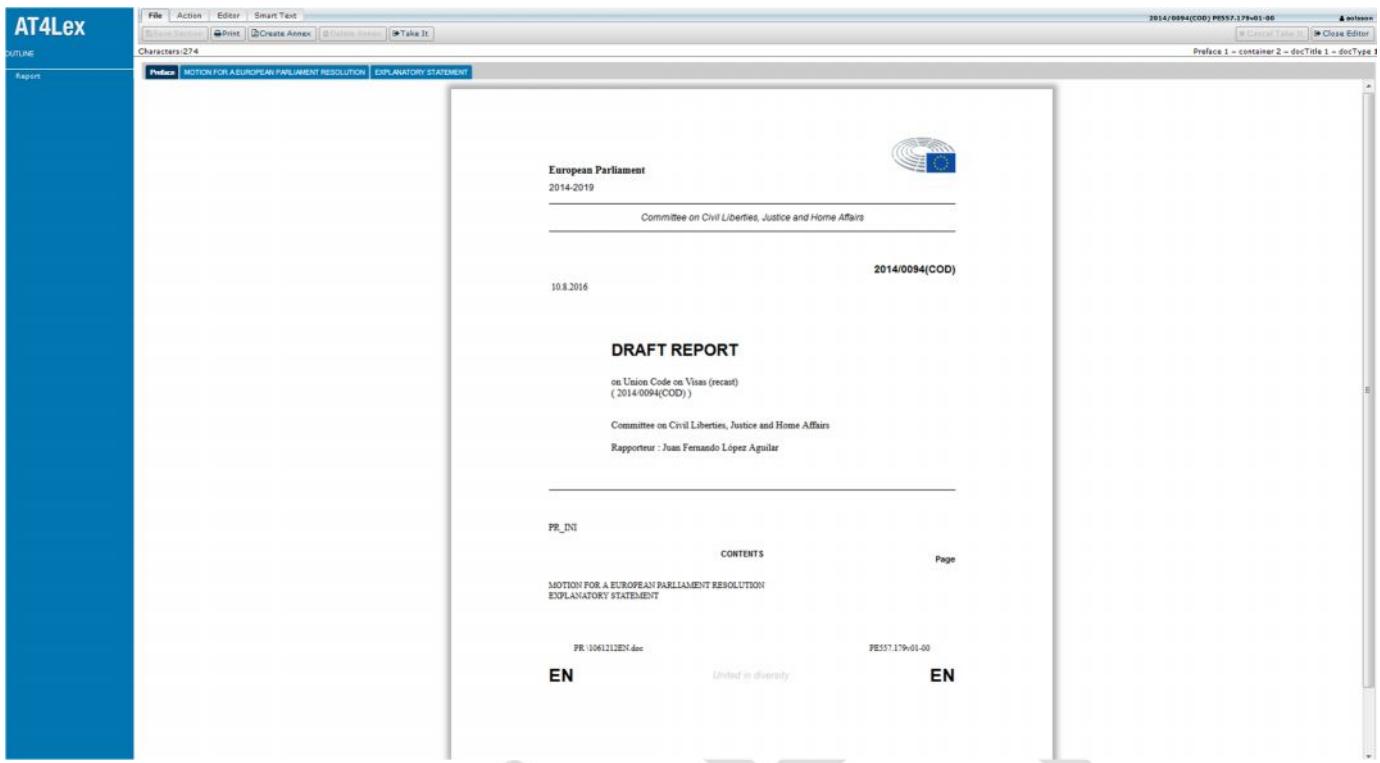




- User can alter the title, change the prefix or define the first letter in lower case. Do you mean that the title is editable?
- In case of XM, the user will be able to define the main language of the document. How? I don't see where this can be done. And why do you call the language field "ITER language"?
- User clicks **Create**

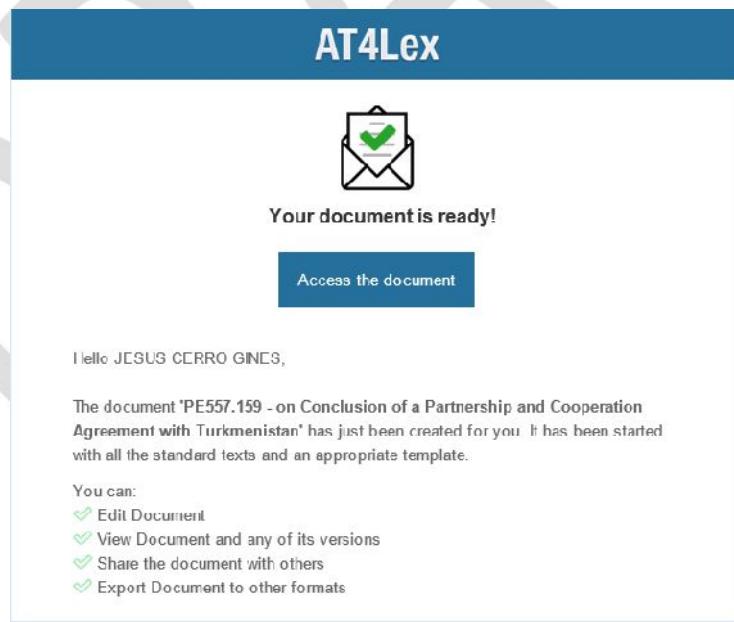


- User can **Confirm** the creation or close the window to cancel
- After creation (takes a few seconds), the AT4LEX Editor will automatically be opened in **Read mode**.



6.4 MAIL: AFTER CREATING A NEW REPORT

The user and the administrators receive an e-mail with a link to open the created document.



The document appears in the tab [Document Created By me](#) for the user creating the document (Owner).

Attention! The committee staff (except the creator) will see the new report in the tab [Document Shared With Me](#). The committee staff receives edit access by default.

6.5 OWNER ACTIONS IN DASHBOARD

The person creating the report becomes the **owner** of the document and is able to manage the status of the document and to share it with different actors through the drop down Actions list that is available on the right of each row in the ongoing document list:

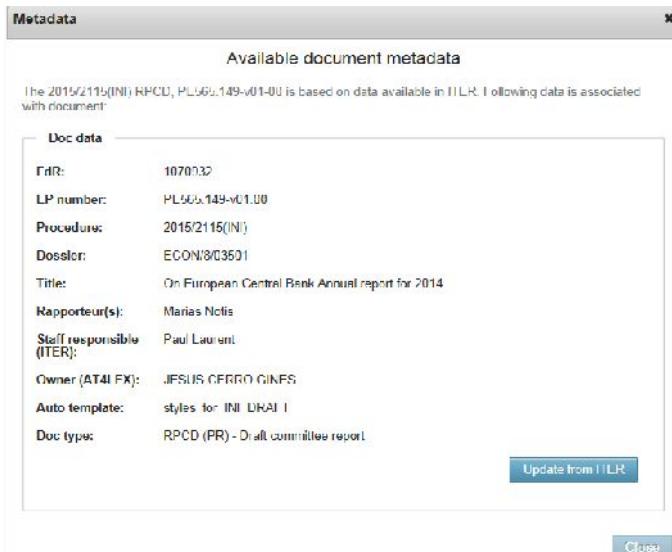


List of Ongoing Documents										Print	PDF	Excel
Reply: 10 1 document per page												
Edit	Type	Creation Date	Procedure No.	PL No.	Rapporteur	Owner	Dossier No.	Title	Version - Latest Change	Status	DocumentId	
1011212_HR	2013-08-12	23740094(CDU)	PES07.17-01-20	López Aguirre Juan Ramón	Annick Wichtko-Götzen	LBB000041C	on Union Code on Patent Record	IC1 UV [show history]	Ongoing (edit)	Actions		

Do you mean that, once the user has pushed "create" and the documents opens in "read" mode, he has to go back to the list "documents created by me" and choose one option here below to start drafting it?

Personally, I would directly open the document in "edit" mode.

- | | |
|--|---|
|  Edit | The owner of the Report (Documents Created by Me) can open the Editor and edit the text. |
|  Preview | The owner can open the Editor in Read mode (safe mode to avoid unexpected changes or generating locking issues). |
|  Share | The owner can share the report with other people. See Annex 1: Sharing a document (Read, Edit). |
|  Preview as PDF | Preview the file as PDF. |
|  Finalise | Finalise the document. This will allow sending the document to Translation from ITER. See Annex 2: Finalise and send to Trad. |
|  Change state | Change status of document (Ongoing (edit) / Finalised (Read-Only)). |
|  Edit sections | Add or remove sections. E.g. add or remove Explanatory Statement . Removing the explanatory statement only remove the link to the document. what does this mean? The content/text itself is not removed. If the user add the Explanatory Statement later, the content will be kept. |
|  Metadata | Shows metadata of a document. |



is the notion of "template" kept somewhere or am I missing something?

6.6 SHARE (READ-ONLY / EDIT) USER ACTIONS IN DASHBOARD

The owner of the report can give Read-Only and Edit access when a document needs to be shared with another user within the EP.

1. Go to the Actions menu at the end of the document list in **Documents Created By Me** tab
2. Select  from the drop down Actions list
3. Fill out the user names of those with whom to share access with in Filter box - names will be displayed in Available Users box.
4. Drop and drag the names in either the Only-Read box or the Edit access box
5. Click the Save button
6. The selected users will now see the document in their tab **Documents Shared With Me**
7. The user(s) receive(s) an email similar to the creation mail.

Document is shared x

Info You can share this document with any user within EP. We encourage you to share it with responsible MEP office and appointed political group advisers.

Document sharing space

Filter: olsson

Available Users

Olsson Irene Olsson Erik	Only-Read Olsson Annica Michiko
-----------------------------	------------------------------------

Edit access

Morgan Mary Hennigan Irene Ewiakova Natalia Pedersen Jeanette Borno Maguire Marcia Jurigova Silvia Eggink Ieva Ruiz-riuseño Francisco Manuel Sevon Kjell Pianeta Carine
--

The available actions should correct the

 Preview

Save Close and discard changes

for **Read-Only** (you label in the screen)users:

The available actions for **Edit access** users:

 Edit
 Preview

7 START EDITING AN EXISTING REPORT

7.1 OPEN EDITOR

To open the AT4LEX EDITOR:

Click on the drop down Action list on Dashboard to start editing a document.

User can open document in View only you mean ""Preview"? No changes allowed: what does this mean? If we are talking about editing a report, why no changes allowed?

 Edit

 Preview

The rest of the user guide will consider that Edit mode is being used.

AT4LEX Editor could also be opened directly from ITER. even if the person who opens the document is not the owner? How do you control the write/read access to a doc. when you open it from AT4AM?

7.2 FIRST TAB: PREFACE

The Editor shows in different tabs the separate parts of a document.

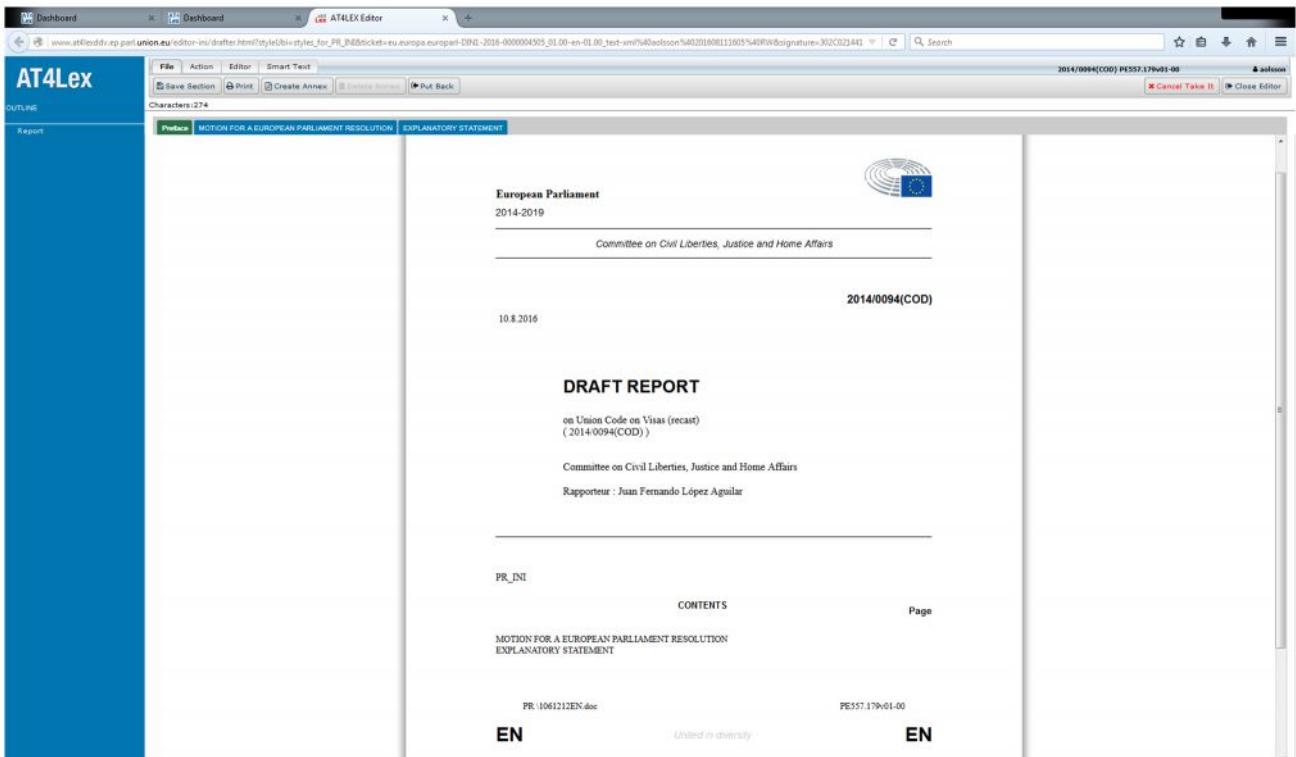
- Preface
- Motion For Resolution
- Explanatory Statement
- Annexes
- Minority Opinions

The tab that is being visualized appear in dark Blue (for the other colors go to...).



7.3 WYSIWYG: WHAT YOU SEE IS WHAT YOU GET

AT4LEX Editor is a Web editor based in XML technology. The Report in the Web Browser looks as close as possible to the printed version.



However, since web pages do not have paging, small differences could be present. New users can always

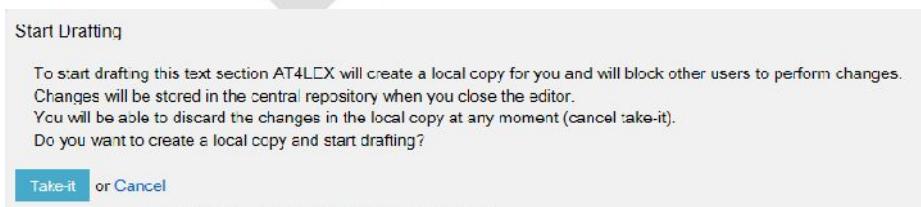
check if the document is correct by using the [Preview as PDF](#) action.
"Preview"? what is the difference?

[Preview as PDF](#)

and why not

7.4 START DRAFTING

When the user clicks the tab [**MOTION FOR... RESOLUTION**](#) or other available tab .The Start Drafting popup appears.



In order to start editing the user must click the [Take-it](#) button. This will reserve this copy for the user and prevent other users from editing this document section at the same time. However, other users can still edit other **non-reserved** sections of the document at the same time. For more info, please consult the Annex III: Concurrent access. Once the user ends editing, he must "put-back" the section, which is then released to other users.

When the user "takes" a section (tab), the tab becomes Green. Only the user with tabs in green can edit the sections of the document (Clicking Take-it button). If the section should be edited by someone else it must be put back (Clicking Put-Back button).



- Dark Blue means tab is being **visualized** on screen.
- Dark Green means current tab **visualized and reserved** by the user.
- Light Green means that this part is **reserved** by the user. do you mean that a user can reserve a part and visualise another at the same time?
- Light Blue means that the tab is **not reserved**.

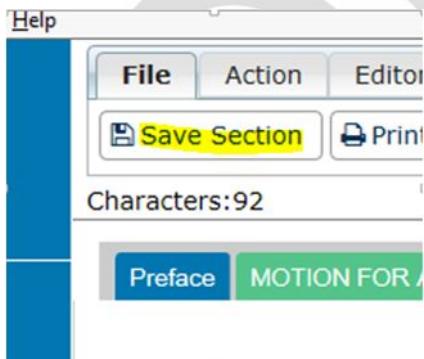
Could all this be simplified a bit?

If another user already reserves the part of the document-section the following message is displayed, until the user PUT BACK the section.



7.5 SAVE/AUTOSAVE AND AUTO PUT-BACK

When the user is editing the report, he/she is working on a local copy⁵ and can at any moment save the changes made here by clicking Save Section in the File menu:



The system will always perform a save when the user changes from one section to another. E.g. changing from Motion to Explanatory.

The system always performs a save (backup) every 5 minutes on a local copy. In worst case scenario (electricity cut) the user will lose maximum 5 minutes of the work.

In order to avoid that a user locks a part of the document section permanently, the system will Put-back the local copy to server on the following conditions.

- User clicks close Editor:

⁵ Changes made by the user and saved in the local copy are only visible by the user. Only when the changes are put-back to the server will they be visible to other users.

- User closes the browser
- Network problems
- User finishes the browser task
- Lost session because of windows shutdown
- Electricity cuts
- User clicks **Put-Back** button

I don't agree: I think that, apart from the last case (where the user explicitly performs an action to replace the text existing in the server with the one drafted in the local copy), the user should always be asked to confirm if he wants to overwrite the version already existing in the server). Also, if every 5 min you do an automatic save on the work done on a local copy, then it should be possible to store this local copy somehow, so that any accidental shutdown will not make that all the work is lost

If the user doesn't wish to keep any changes made or wants to undo them, just click **Cancel Take It**.



This will delete permanently the local copy

8 DRAFT TEXT: MANAGING ELEMENTS

This title is not clear

We strongly recommend using the Editor as explained in this guide, alternative utilizations may exist but are not supported/recommended. Not clear, what do you mean exactly?

AT4LEX Editor is a structure Editor trying to guarantee the correct structure of the documents. The text is divided into elements. Elements can be added, modified, removed, copied or merged.

AT4LEX will automatically define the format and numbering for the corresponding element. User only needs to focus on typing the content).

Example of such elements are citations (“visas”), recitals (“considerants”) and paragraphs.

Two menus are used to draft text: Action Menu and Editor Menu.

Action Menu

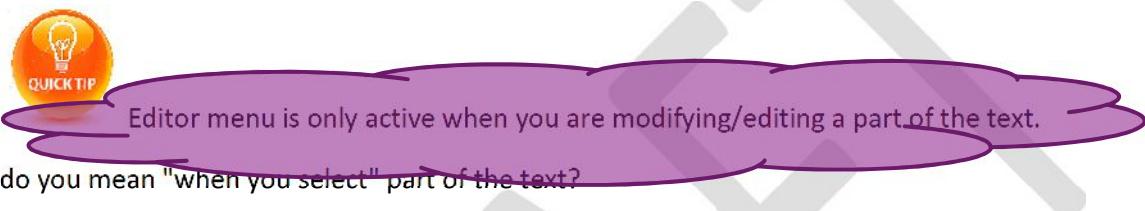


can we say that these are actions performed on text elements?

Editor Menu



I would change the name of this menu, because AT4LEX is an "Editor", while here you just deal with some functionalities related to fonts, special characters or terminology



8.1 SELECT AN ELEMENT

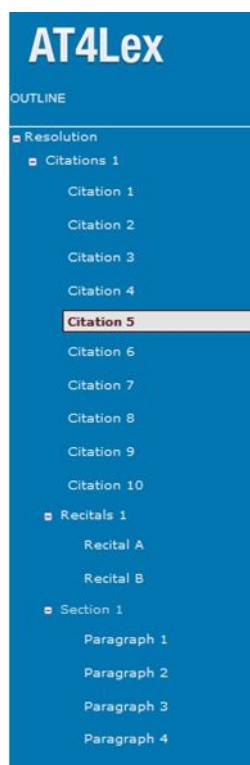
How to select an element in 3 different ways:

1. Position the mouse pointer more than 3 seconds (a lot...) on the element text and a flying menu appears when the element is selected



2. Use the **key arrows** to change the selection what selection? the element text? it's not clear Can't you just doubleclick on the element?

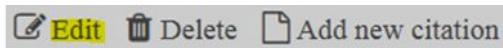
3. An element can also be selected clicking in the **Outline** (Left side of screen)



8.2 MODIFY AN ELEMENT

The user can modify an element in 3 different ways:

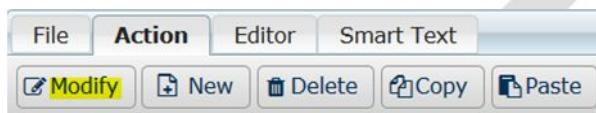
1. Select the element to be modified and click **Edit** in the flying menu



— having regard to Articles ..., is the flying menu adapted to the structure that is being modified? If you are in a visa, will it propose "add a new visa"?

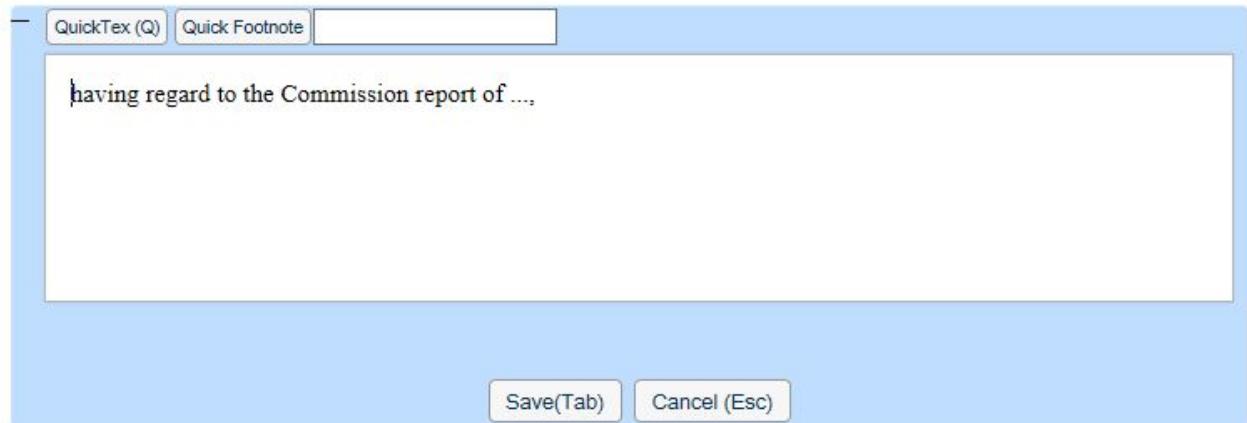
2. **DoubleClick** directly on the element to edit

3. Select the element and Use the button **Modify** in the Action menu



An Editor will open and the user will be able to modify the text of the element. **Only text modifications are allowed!**

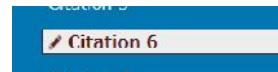
— having regard to the Commission communication of ...,



— having regard to the Commission recommendation for ...,

Changes can be saved at any moment by clicking the **Save** button, or use **TAB** key⁶, or you can discard the changes.

When a user is editing an element, it is marked with a pen in the Outline:



⁶ For advanced users we recommend the use of keyboard shortcuts to improve the drafting speed.

8.3 DELETE AN ELEMENT

The user can delete a whole element in 3 different ways:

1. Select the element to be deleted and click **Delete** in the flying menu



2. Select the element and use **Delete** key on the keyboard

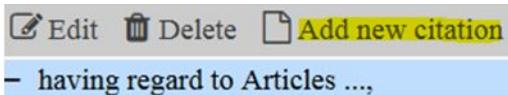
3. Select the element and click **Delete** button in Action menu



8.4 ADD AN ELEMENT

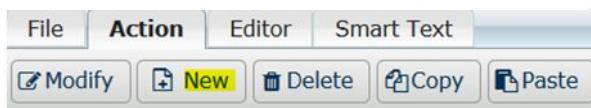
The user can add an element in 3 different ways.

1. Select the element and use **Add new citation** in the flying menu



2. Use **CTRL+ENTER⁷** key on the keyboard

3. Use the **New** button in the Action Menu



In case of complex structure, the **New** button in the Action Menu is recommended (e.g. Explanatory Statements). **New** button shows the full list of allowed elements that can be inserted.

is an Explanatory statement a complex structure?

8.5 MOVE AN ELEMENT

By using the **up/down arrow + ALT** an element can be moved up/down.



Please be careful with the position of mouse pointer, we recommend the flying menu **not to be active**.
pas clair...



8.6 CHANGE AN

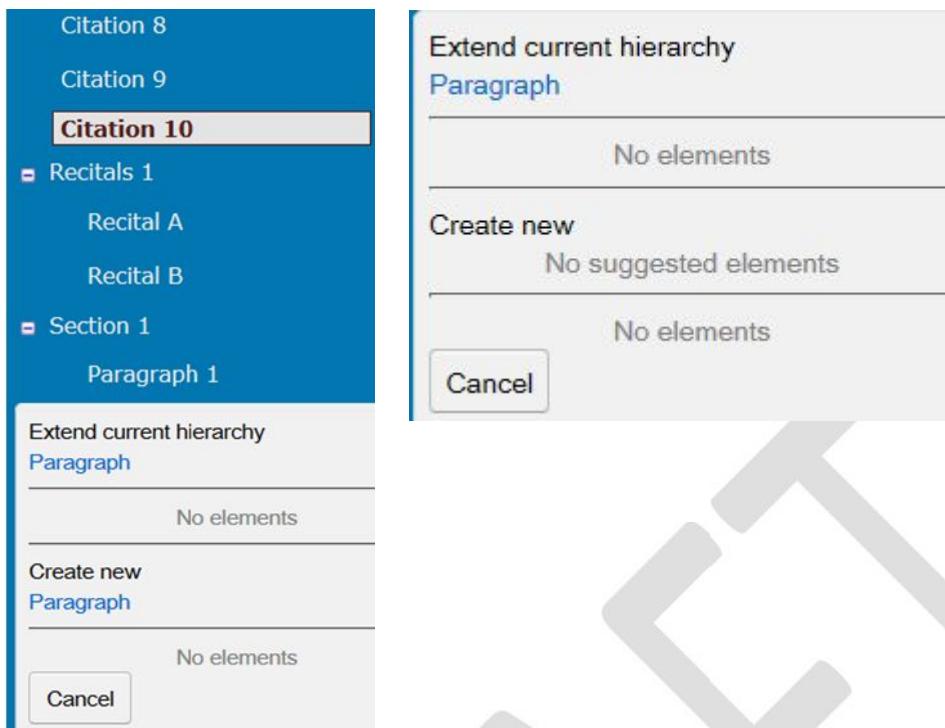
ELEMENT. MOVE

The user can change the structure type of an element from the Outline.

1. Click on the element and move it (drop-and-drag) to the new position e.g. Citation to paragraph.

⁷ CTRL+ALT+ENTER will insert a new child element (e.g. a subparagraph) if allowed.

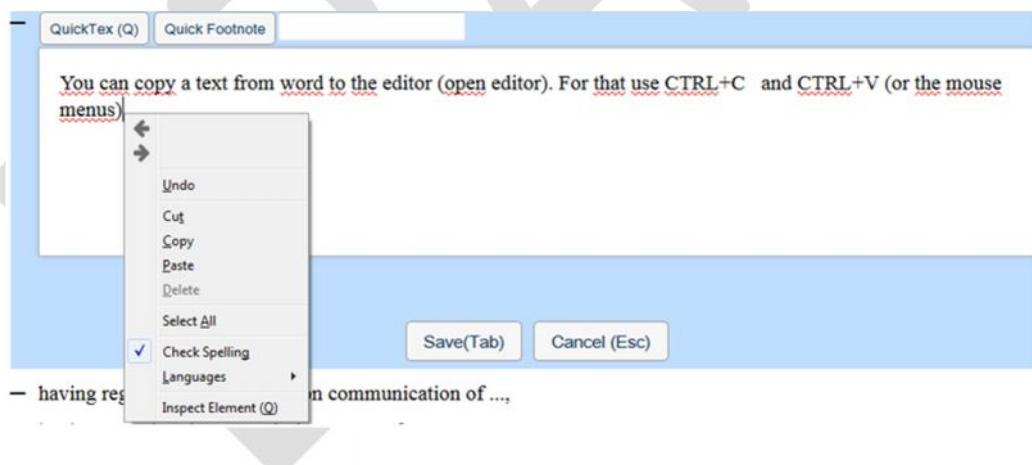
2. In the menu select the new element type.



8.7 COPY/PASTE TEXT

Different ways of copy/paste exists in AT4LEX:

You can copy a text from word to the Editor (open Editor) by using **CTRL+C** and **CTRL+V** or the mouse menu.



8.8 COPY/PASTE ELEMENTS

User can also copy an element directly from AT4LEX to AT4LEX. you mean copy a full element? what about the nature of this element? if it's a visa it will stay a visa also once copied into a new structure?



1. Select the element
2. Click **Copy** in the Action menu
3. Select the new position
4. Click **Paste** in the Action menu

8.9 MERGE ELEMENTS

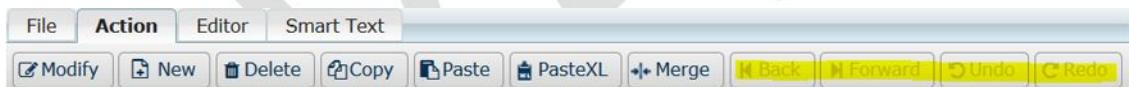
Merge button can be used to merge two contiguous elements. The user should manually delete the element merged.



do you reall mean merge 2 whole elements,i.e. making a recital out of 2?

8.10 BACK/FORDWARD

Back and **Forward** have the same function as undo/redo of the elements.



so why give the same function twice?

8.11 PASTEXL - COPY TEXT FROM INTERNET/WORD PDF ETC.

With PasteXL button the user can copy text from any source (internet, MS Word, Pdf etc.) and then drag the paragraphs of the pasted text to become new elements (e.g. new citations). Ok, but can you explain what is the added value of using this instead of a normal copy/paste?



In order to correctly perform this operation the user should thoroughly select the correct PasteXL text.

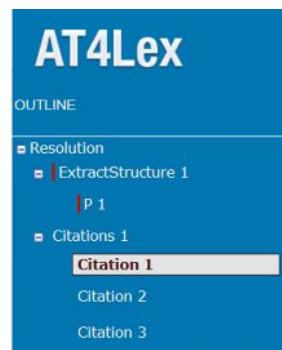
1. Copy text from internet/WORD/PDF⁸ - (**CTRL+C**)
2. Click the **PasteXL** in the Action Menu - text box opens on top of the page
3. Paste copied text in the Editor - (**CTRL+V**) - text box is marked in red

Testing PasteXL: Following text is copied from Internet - Property is a better investment for retirement than a pension, according to the Bank of England's chief economist, Andy Haldane.

⁸ Paragraphs in PDF are usually cut, so a paragraph will appear as multiple paragraphs.??

4. Use drop and drag in the **Outline** to move the red marked element to chosen part of the text.

This is a more complex operation
PasteXL.



that will be further explained in the Annex IV:

9 DRAFT TEXT: ADVANCED FOOTNOTES

Here we describe advanced options required to draft text. Alternative ways of using the described option could exist but are not supported.

I don't understand a clue

9.1 VIEW FOOTNOTES

AT4LEX is a web editor. In AT4LEX each section is shown in a Web Page, sections cannot be divided into pages but are shown as continuous text, footnotes are always at the end of the webpage (section). You can scroll down to see all the footnotes of a section. Do you mean that even if in the web editor there are not pages (so all the footnotes go to the end), once converted to a non-web version, with pages, the footnotes will anyway appear at the right place at the end of a page?

You can also see the content of a footnote by placing the mouse pointer in the footnote number: A tooltip will show you the footnote.

You can also see the content of a footnote by placing the mouse pointer in the footnote number: A tooltip will show you the footnote.



9.2 ADD QUICK FOOTNOTES

Quick Footnotes are inserted at the end of the text and the content appears at the end of the page.

1. **DoubleClick** to select an element to edit
2. Type the footnote text in the empty area next to **Quick Footnote** button
3. Click on **Quick Footnote** button and the footnote is added at the end of text/end of page
4. To save the changes made in the element use **TAB** or **Save button**.

If you repeat the steps you can add multiple footnotes at the end of the same element.

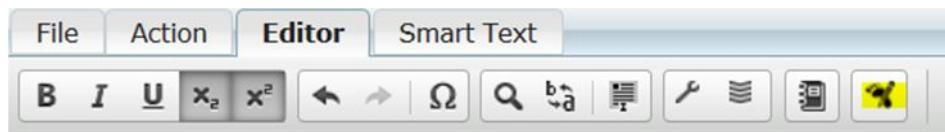
can we see how it works (screenshot)?

9.3 ADD FOOTNOTES

How to add a footnote in any chosen position in the text:

1. **DoubleClick** to select an element to edit
2. Place the cursor in the correct place at the end of a word

3. Click the **Footnote** button in the Editor menu:



4. Insert your text between the brackets []

having regard to the Commission report of on behalf of the Committee on Agriculture and Rural Development... [Insert footnote here](#),

5. Remove the blue text “[Insert your footnote here...](#)”
6. Save the element: **TAB**

Attention!

Footnotes must always contain at least one character, if you remove the last character of the footnote the footnote will be removed automatically what about empty spaces?. **First insert your text and then delete blue text!**

9.4 MODIFY FOOTNOTES

How to modify footnotes:

1. **DoubleClick** to select the element containing the footnote to be modified - the content of the footnote is in blue
2. Modify your text between the brackets []



having regard to the Commission report of on behalf of the Committee on Agriculture and Rural Development... [Insert footnote here](#),

3. Then remove incorrect footnote text
4. Save the element: **TAB** or Save

Attention!

Footnotes must always contain at least one character, if you remove the last character of the footnote the footnote will be removed automatically. **First insert your text and then delete!**

9.5 DELETE FOOTNOTES

In order to delete footnotes you should delete all the characters in the footnote.

1. **DoubleClick** to select the element containing the footnote to be deleted
2. Delete the footnote text
3. Save the element: **TAB**

Attention! If the whole element is deleted the footnote will also be deleted.

9.6 COPY FOOTNOTES

How to copy footnotes:

1. Carefully mark the text of a footnote, and copy selected text (**CTRL+C**)
2. Create a new footnote and paste copied text (**CTRL+V**) (see [Add footnotes](#))
3. Remove the text [Insert footnote here...](#)

can you copy the selected text of a footnote in a non-footnote text?

9.7 MOVE FOOTNOTES

We recommend to first copy the footnote to the new place and then delete it from its previous place. Use **SHIFT + arrows** to better control the marking. Although it is possible to move footnotes it could be difficult for new users. Please consult Annex IV.

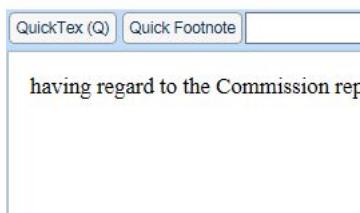
Attention! If the entire element containing a footnote is moved, the footnote will be moved and renumbered. You mean that it will remain as glued to the element?

10 DRAFT TEXT: ADVANCED TERMS MAINLISTS

10.1 TERMS FROM MAIN LIST - QUICK TEXT BUTTON

How to insert predefined term from list:

1. **DoubleClick** to edit the element where you want to insert a predefined term
2. Place the cursor exactly where you want the predefined term to appear
3. Use **CTRL+Q** or click in the **Quick Text button**



4. A suggestion list is opened:



5. Type in a few characters of the text you want to insert or the code. E.g. AGRI



6. Select the term you want to insert. The text will be inserted where the cursor is positioned
7. Adjust the spaces if needed and save: **TAB** or Save button

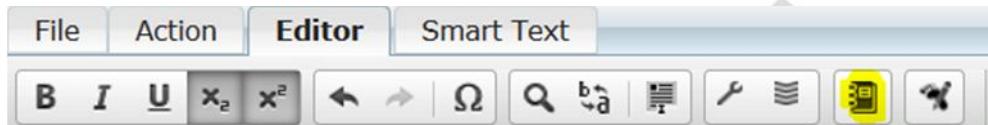
Attention! The inserted term will appear in red.

— having regard to the Committee on Agriculture and Rural Development recommendation for ...,
— having regard to the Commission proposal for ...

10.2 TERMS FROM MAIN LIST - TERM BUTTON

Another way to insert a term or to get an overview over all predefined terms is to navigate from inside the list of terms.

1. **DoubleClick** to edit the element where you wish to insert a term
2. Place the cursor at the right position in the text
3. Click **Term** button  in the Editor menu and all the categories of terms will appear.



4. Navigate the tree and select by Double-clicking the term chosen



5. The selected term will be inserted where the cursor is positioned and the term screen will automatically close.

Is there some sort of alphabetical (or other) order?

10.3 DELETE / MOVE / COPY TERMS

How to delete all the words of a term: If an incorrect term has been inserted - just highlight it and delete as you would do in a normal text.

It is not recommended that you try to move or play with terms.

Attention! Only insert and delete are supported. do you mean that, once inserted, a term is locked and cannot be modified?

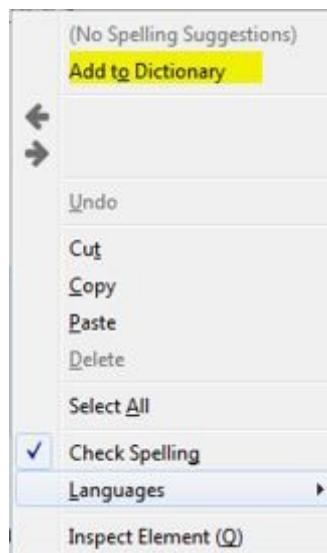
DRAFT

11 DRAFT TEXT: ADVANCED OTHERS

11.1 SPELLCHECKER

Misspelled words are marked - underlined red.

Edit by Right-Clicking on the word and suggested words to replace the misspelled word are proposed. Click to select the correct word if the word is incorrect and/or **Add to Dictionary** if word should be added to dictionary.



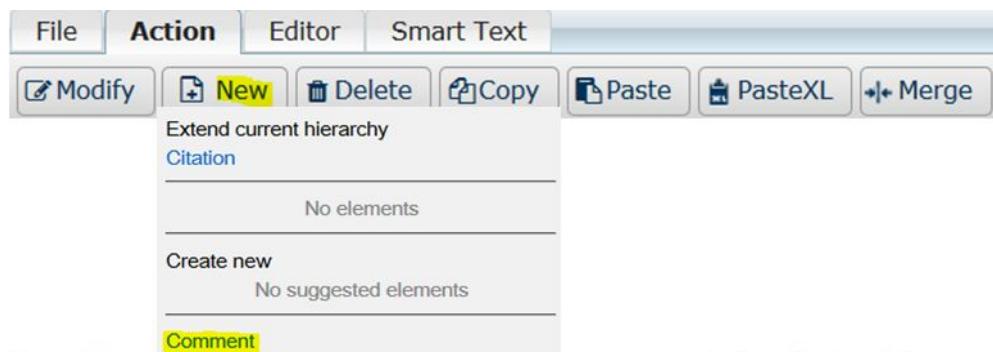
Alternatively you can add words to the dictionary or change the dictionary to another language (useful for XM documents).



11.2 ADD COMMENTS

1. Select the element you want to insert a comment with a single click
2. what is the use for those comments? they are addressed to whom?

3. Click on **New** and **Comment** in the Action menu



4. Type the comment in the displayed box

A screenshot of a comment input dialog box. It has two buttons at the top: 'QuickTex (Q)' and 'Quick Footnote'. Below them is a large text area with the placeholder 'Type your comment here'. At the bottom are two buttons: 'Save(Tab)' and 'Cancel (Esc)'. A large, semi-transparent watermark reading 'DRAFT' is visible across the entire image.

Username and time stamp will be added automatically to the comment

Type your comment here...

[aolsson]

2016-08-17 09:41

Attention! Added comments are not present in the PDF file. why?

11.3 ADD FOOTNOTE TO COMMENT

Footnotes can be added to comment by inserting **Quick Footnote**- see ADD QUICK FOOTNOTES

11.4 MODIFY OR DELETE COMMENTS

- **DoubleClick** click on the comment box to edit and modify text
- **SingleClick** on the comment box and delete to remove the whole comment.

12 EXPLANATORY STATEMENT AND UNSTRUCTURED TEXTS

The Editor works in the same way in the Explanatory statement as in previous sections, but the control is reduced and the user will have less restrictions on the structure of this part.



The user can insert any element in any order and also alter the numbering. ??

Attention! When creating a new paragraph in Explanatory Statement the starting position must be on the pre-written sentence to be able to create a new paragraph. Probably the first pre-written sentence will be modified by the user - the following elements are created as indicated:

1. Go to Action tab and Click on **New**
2. Select the element where the new element will be inserted.
3. Choose which element to be used, Paragraph, White bullet, Numbering, Point etc.
4. Write in the text in text box
5. Save the element: **TAB** or Save button

File Action Editor Smart Text

Modify New Delete Copy Paste PasteXL Merge

Extend current hierarchy

Paragraph

White Bullet Point Dash Numbering Indent Long Dash Letter Lower Letter Upper

Create new

No suggested elements

Comment

Type your comment here...
[aolsson]
2016-08-17 11:11

12.1 AUTOMATIC RENUMBERING

In text strictly structured, e.g. motion for resolution, the editor will renumber the list of elements if:

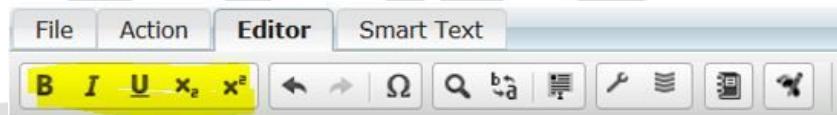
- the user adds new elements, remove them or changes their position

The editor will always renumber the list of elements⁹ except for non-structured text (e.g explanatory statement). In such text the user can perform uncontrolled structures. The editor will renumber automatically when possible. In addition, the user can change the numbers.

Attention! Click the number to change numbering - Click element text to change content. not clear/ you just said that the editor renumbers automatically... do you mean that, if you add a new element at the beginning of a list of 20 exiting elements, you must then click on each of the existing numbers to change each of them?

12.2 BOLD, ITALIC AND UNDERLINE

Go to the **Editor** tab If **Bold**, **Italic** or **Underlined** need to be used in the element. I imagine that you must select part of a text to apply this style



13 SMART TEXT

Smart text will be used for COD reports. And basically will help the user to automatically generate citations and recitals via an easy wizard. too vague



For INI reports 2 or 3 citations are automatically generated.

- having regard to the report of the Committee on Economic and Monetary Affairs and the opinions of the Committee on Employment and Social Affairs , the Committee on Industry, Research and Energy , the Committee on Legal Affairs , the Committee on International Trade and the Committee on the Internal Market and Consumer Protection (A8-0000/2016),

⁹ The renumbering includes also the footnotes number.

These citations cannot be edited.

Immutable citation.

Cannot modify this citation.

Close

DRAFT

14 ANNEXES

14.1 ANNEX I - SHARING A DOCUMENT (READ, EDIT)

14.2 ANNEX II -FINALISE AND SEND TO TRAD.

14.3 ANNEX III - CONCURRENT ACCESS

14.4 ANNEX IV - PASTEXL

[Copy a text from internet/WORD/PDF¹⁰](#)

[Click in the PasteXL. Action Menu](#)

[Paste the copied text in the editor. CTRL+V](#)

[The text is marked in red.](#)

[Use the Change an element \(MOVE\) option to move the red elements to other text part.](#)

14.5 ANNEX IV - MOVE FOOTNOTE

1. Select and edit the element containing the footnote
2. Carefully mark the footnote to be moved. Including the **[I]**, but only the **[text footnote]**

We recommend using **SHIFT+arrow** to better control the marking.

3. Click in the marked footnote and move where? should be explained or shown
4. Save the element.

14.6 ANNEX V - DIFFING CONTENT AND STRUCTURE, TRACK CHANGES

¹⁰ Paragraphs in PDF are usually cut, so a paragraph will appear as multiple paragraphs.