

AT4LEX USER GUIDE 0.4

1 CONTENTS

2	Objective.....	4
3	AT4LEX objective	4
4	AT4LEX DASHBOARD OVERVIEW.....	5
4.1	ACTIONS.....	6
4.2	TABS.....	6
5	aT4LEX EDITOR OVERVIEW	7
5.1	ACTION BARs (6).....	9
5.2	FLYING MENU	9
6	STARTING POINT: CREATE A DOCUMENT or SEARCH FOR AN EXISTING DOCUMENT.....	10
6.1	SEARCH FOR AN EXISTING DOCUMENT	10
6.2	Link in preprod:	10
6.3	5.2 CREATE A NEW DOCUMENT	12
6.4	MAIL: AFTER CREATING A NEW Report.....	15
6.5	OWNER ACTIONS IN DASHBOARD.....	16
6.6	SHARE (READ-ONLY / EDIT) USER ACTIONS IN DASHBOARD	17
7	START EDITING A REPORT	18
7.1	OPEN EDITOR.....	18
7.2	FirST TAB: Preface.....	18
7.3	WYSIWYG: What You See Is What You GET.....	19
7.4	START DRAFTING	19
7.5	SAVE/AUTOSAVE AND AUTO PUT-BACK	20
8	DRAFT TEXT MANAGING ELEMENTS	22
8.1	SELECT AN ELEMENT	23
8.2	MODIFY AN ELEMENT.....	25
8.3	DELETE AN ELEMENT	26
8.4	ADD AN ELEMENT.....	27
8.5	MOVE AN ELEMENT.....	27
8.6	CHANGE AN ELEMENT. MOVE.....	28
8.7	COPY/PASTE TEXT.....	28
8.8	COPY/PASTE ELEMENTS	29
8.9	MERGE ELEMENTS.....	29
8.10	BACK/FORDWARD	29
8.11	PASTEXL - COPY TEXT FROM INTERNET/WORD PDF etc.	29
9	DRAFT TEXT ADVANCED FOOOTNOTES.....	31

9.1	VIEW FOOTNOTES	31
9.2	ADD QUICK FOOTNOTES.....	31
9.3	ADD FOOTNOTES.....	31
9.4	MODIFY FOOTNOTES.....	32
9.5	DELETE FOOTNOTES	32
9.6	COPY FOOTNOTES	32
9.7	MOVE FOOTNOTES.....	33
10	DRAFT TEXT ADVANCED TERMS MAINLISTS.....	34
10.1	TERMS FROM MAIN LIST - QUICK TEXT BUTTON.....	34
10.2	TERMS FROM MAIN LIST - TERM BUTTON	35
10.3	DELETE / MOVE / COPY TERMS	36
11	DRAFT TEXT ADVANCED OTHERS	37
11.1	SPELLCHECKER	37
11.2	ADD COMMENTS.....	37
11.3	ADD FOOTNOTE TO COMMENT	39
11.4	MODIFY OR DELETE COMMENTS	39
12	EXPLANATORY STATEMENT AND UNSTRUCTURED TEXTS	40
12.1	AUTOMATIC RENUMBERING.....	40
12.2	BOLD, ITALIC and UNDERLINE.....	41
13	SMART TEXT.....	41
14	ANNEXES.....	43
14.1	Annex I - SHARING A DOCUMENT (READ, EDIT).....	43
14.2	Annex II -FINALISE AND SEND TO TRAD.	43
14.3	Annex III - CONCURRENT ACCESS	43
14.4	Annex IV - PASTEXL.....	43
14.5	Annex IV - MOVE FOOTNOTE	43
14.6	Annex V - DIFFING CONTENT AND STRUCTURE, TRACK CHANGES	43

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 reports, with prefilled text, allowing the user to draft the reports and easily send a final version for translation. The creation of a report in AT4LEX lets several people to take part in the drafting of a report in adding information before sent to translation.

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

AT4LEX Editor allows editing and modifying the automatically prefilled report.

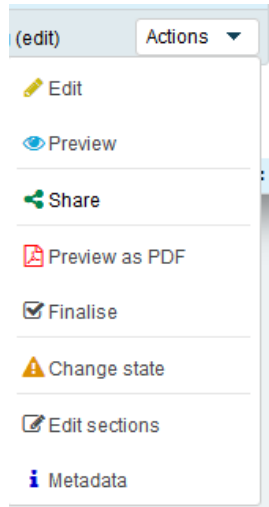
4 AT4LEX DASHBOARD OVERVIEW

The screenshot shows the AT4Lex dashboard interface. At the top, the header includes the AT4Lex logo, the IPOL-EXPO HELPDESK contact information, and the user's name (CERRO GINES, Jesus) and role (COM_STAFF). A search bar is also present. Below the header, there are several tabs: 'Documents Created By Me', 'Documents Sent To Trad', 'Documents Shared With Me', 'Cancelled', 'Start Drafting', and 'Admin'. The 'Documents Created By Me' tab is selected. Below the tabs, there is a 'Document Filter' section with various input fields for filtering documents. Below the filter section, there is a 'List of Ongoing Documents' table. The table has columns for FdR, Type, Creation Date, Procedure No., PE No., Rapporteur, Owner, Dossier No., Title, Version, Status, and Actions. The first row of the table shows a document with FdR 1082448, Type PR, Creation Date 2016-09-09, Procedure No. 2015/2275(INI), PE No. PE575.014-v01-00, Rapporteur Van Orden Geoffrey, Owner Jesus Cerro Gines, Dossier No. AFET/8/04818, Title on Peace Support Operations - EU engagement with the UN and the African Union, Version v01-00, and Status Ongoing (edit). The Actions column for this document has a dropdown menu with an 'Actions' button. The dashboard also includes a 'Filter' button and a 'Clear' button. The footer of the dashboard shows the version information: AT4LEX_DASHBOARD-1.5.0-III, Date: 09.09.2016 16:00:23, Version: 215.

- 1- User and role in the application, depending on the role users will be able to see different documents in different statuses.
- 2- The user can use the filters to reduce the list of document showed (see 4). Filters are fulltext, it's not required to type all the text the user is looking for.
- 3- This button apply a filter. Use clear to remove the filter and see all the documents.
- 4- En each tab (see 7) a different list of documents is displayed to the user. The by default order is FDR.
- 5-User can change the order clicking in the column.
- 6- The action button allows the user to edit the document but also to perform other actions.
- 7- AT4LEX shows different tabs to the user. By default tab, created by me, shows the documents created in AT4LEX by the user (Owner)

4.1 ACTIONS

Depending on the document, the user could or not perform certain actions. E.g Admin user can delete documents. The list of action for the owner of a document (Documents created by me TAB) are:



Edit, the user is able to open the editor and change the text.

Preview, the user can also open the editor in read-only mode to avoid unexpected changes.

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

Preview as PDF, this option allow the user to see the final result in PDF.

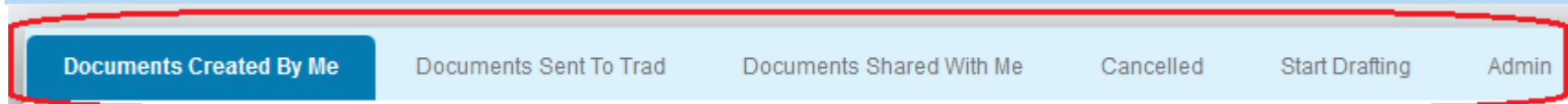
Finalise, the document cannot be changed anymore in this status.

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

Edit sections, allows the owner to add or remove sections. E.g Explanatory statement.

Metadata, shows metadata from ITER.

4.2 TABS



Documents created by Me, only shows the documents created by the user (owner) in status **ongoing or finalized**. Possible actions are listed in 3.1.

Documents sent to Trad, shows the documents sent to translation **from Iter**, user cannot change the document neither the status.

Document shared with me, a user (owner) granted me right to read or edit “his” document. By default, after creation, the document is shared within the entire secretariat unit.

Start drafting, a document could be created from Iter or using this tab. The document will be prefilled.

5 AT4LEX EDITOR OVERVIEW



1- User.

2- Document that is open in the editor.

3- Text to be visualized or edited. Some prefilled text cannot be changed.

4- Outline, represent the structure of the document and allow changing the structure and manipulating 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.

The screenshot shows the AT4Lex web editor interface. On the left is a blue sidebar with the 'AT4Lex' logo and an 'OUTLINE' section (4) containing a tree of document elements: Resolution, Citations 1, Citation 1, Citation 2, Citation 3 (9), Citation 4, Recitals 1, Recital A, Recital B, Section 1, Paragraph 1, Paragraph 2, Paragraph 3, and Paragraph 4. The main editor area has a top menu bar (5) with 'File', 'Action', 'Editor', and 'Smart Text'. Below it is a toolbar (6) with 'Save Section', 'Print', 'Create Annex', 'Delete Annex', and 'Put Back'. The top right shows a document ID (2: 2015/2275(INI) PE575.014v01-00) and a user profile (1: jcerro). A status bar at the bottom right shows 'Characters:561' (7) and 'Citations 1 - citation 3' (10). The document content is displayed in tabs (8), with 'EXPLANATORY STATEMENT' selected. The main text area (3) contains the title 'MOTION FOR A EUROPEAN PARLIAMENT RESOLUTION on Peace Support Operations - EU engagement with the UN and the African Union (2015/2275(INI))'. It begins with 'The European Parliament,' followed by a list of points: '— having regard to its resolution of ...', '— having regard to Title V of the Treaty on European Union, and in particular to Articles 21, 42, and 43 thereof,', '— having regard to Rule 52 of its Rules of Procedure,' (9), and '— having regard to the report of Committee on Foreign Affairs and the opinion of Committee on Development (A8-0000/2016),'. It then lists 'A. whereas ...' and 'B. whereas ...'.

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

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

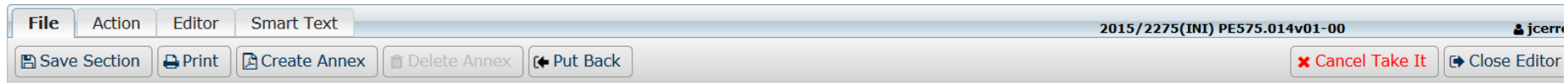
9- Selected element, the user can perform different actions with the selected element, including the edition, deletion,move, copy/paste....

10- Describe the current position (selected element)

5.1 ACTION BARs (6)

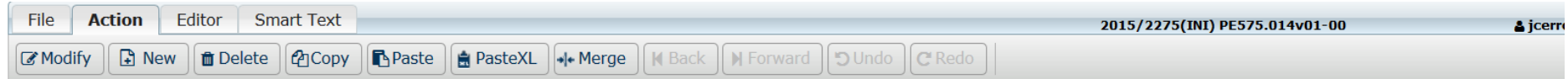
Different Action bars are used:

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.



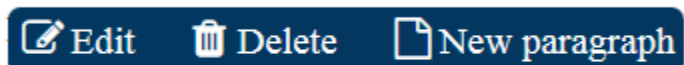
The buttons are only active when an element is selected. User can edit (modify) an element, create new allowed elements, delete copy/paste and merge.

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



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

5.2 FLYING MENU



If the user select 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 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 **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	2016-08-10	2015/2322(INI)	PE575.127-v01-00	Langen Werner	Annica Michiko Olsson	ITRE/8/05064	on Towards a New Energy Market Design	v01-00 (show history)	Ongoing (edit)	Actions ▾
1070932	PR	2016-08-10	2015/2115(INI)	PE565.149-v01-00	Marias Nolis	Annica Michiko Olsson	ECON/8/03501	on European Central Bank Annual report for 2014	v01-00 (show history)	Ongoing (edit)	Actions ▾
1061212	PR	2016-08-10	2014/0094(COD)	PE557.179-v01-00	López Aguilár Juan Fernando	Annica Michiko Olsson	LIBE/8/00416	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 or Creation date etc.)
2. Click on **Filter** button and the list of documents will display the result of the search

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

Document Filter

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)		

Filter Clear



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

2016-08-10

Creation Date Range

2016-08-19

Attention! The **Creation Date** filter will search and display the documents from 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.



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 CREATE A NEW DOCUMENT

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

1. Create the document in AT4LEX from ITER⁴

Image to be updated.

Click the AT4LEX button.

2. Create the document by selecting **Start Drafting** tab in AT4LEX DASHBOARD
(<http://www.at4lexedv.ep.parl.union.eu/dashboard-ini/dashboard/home>).

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.

[Documents Created By Me](#) [Documents Sent To Trad](#) [Documents Shared With Me](#) [Cancelled](#) [Start Drafting](#) [Admin](#)

Create INI document

PE Number: Example: PE357.677

Version: Major version

The screenshot shows a web browser window with the AT4Lex application. The browser's address bar shows the URL: <http://www.at4lex.eu:ep.europa.eu/dashboard-init/initialisation.html?doc=PE557.159v01>. The browser tabs include 'AT4Lex Instantiation of report' and 'TIP - Google Search'. The application header is blue and contains the 'AT4Lex' logo on the left, and on the right, it says 'IPOL-EXPO HELPDESK', 'Training_AssistanceService@ep.europa.eu', and a user profile for 'User: CERRO GINES, Jesus' with a role of 'COM_STAFF' and a 'Logout' link.

The main content area is titled 'Generating Document'. It contains the following form elements:

- A message: 'Initialise a new report with number: PE557.159v01'.
- A prompt: 'Please fill the form before proceed with instantiation of the report.'
- A label 'Iter Language' followed by a text input field containing 'EN'.
- A label 'Prefix title' followed by a text input field containing 'on' and a text area containing 'Conclusion of a Partnership and Cooperation Agreement with Turkmenistan'.
- A label 'lower case:' followed by a checkbox.
- A label 'Co rapporteurs' followed by a checkbox.
- At the bottom of the form are two buttons: 'Create' and 'Cancel'.

In the bottom right corner of the application area, there is a small text string: 'AT4LEX_DASHBOARD-1.5.0-INIT, Date: 26.07.2016 10:51:58, Version: 32'.

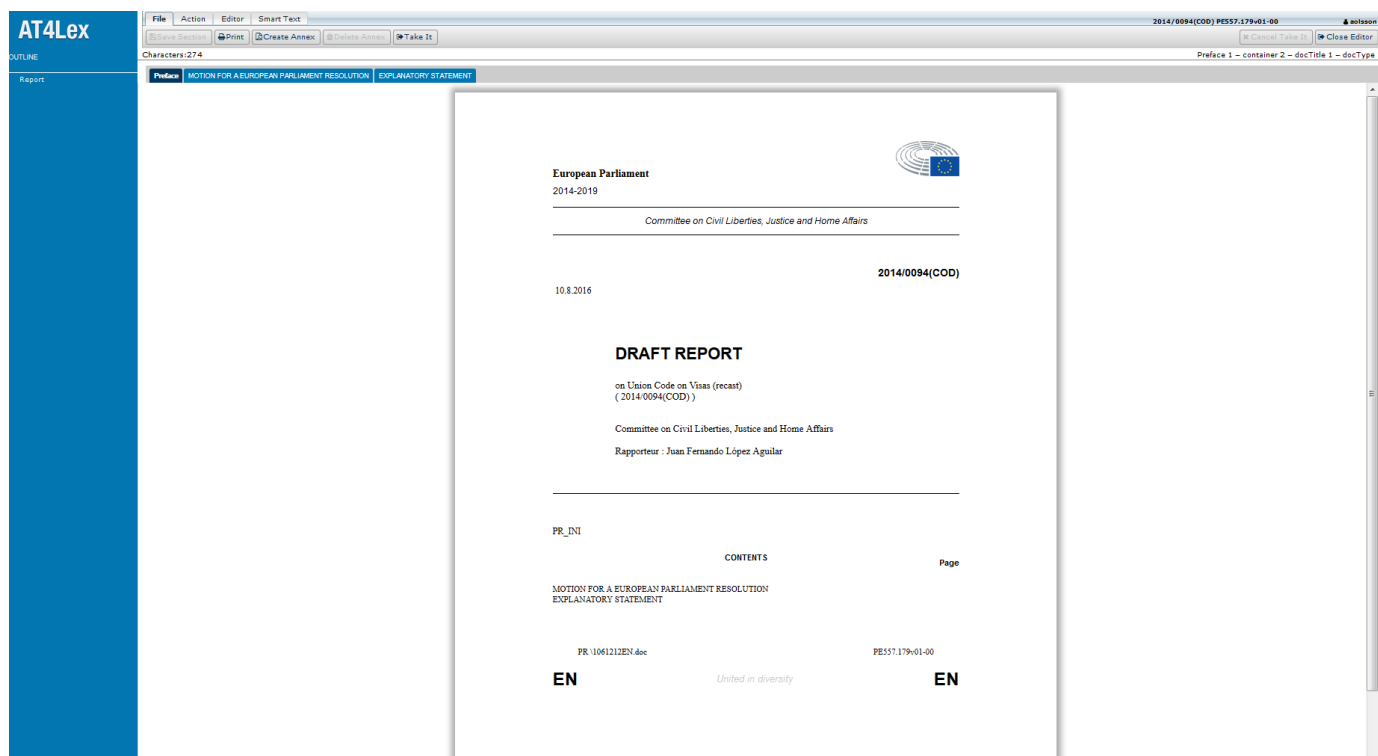
- User can alter the title, change the prefix or define the first letter in lower case.
- In case of XM, the user will be able to define the main language of the document.
- User clicks Create

The screenshot shows a modal dialog box titled 'Confirm provided input' with a close button (X) in the top right corner. The dialog contains the following text:

- Pe number: PE557.159
- Version: 01
- Language: EN
- Title: on Conclusion of a Partnership and Cooperation Agreement with Turkmenistan

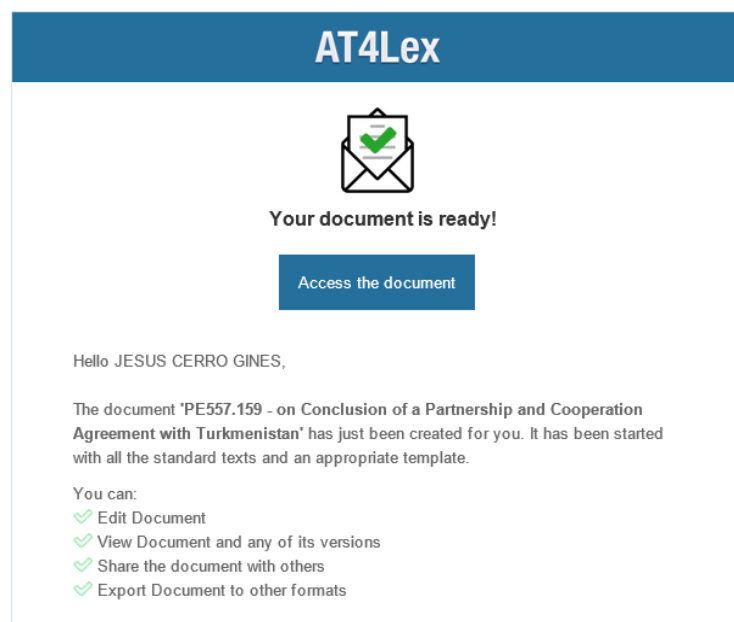
At the bottom right of the dialog are two buttons: 'Confirm' and 'Close'.

- 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:



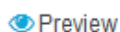
List of Ongoing Documents Export in: PDF | Export

Display 10 documents per page

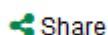
FdR	Type	Creation Date	Procedure No.	PE No.	Rapporteur	Owner	Dossier No.	Title	Version - Latest Change	Status	DocumentId
1061212	PR	2016-08-10	2014/0094(COD)	PE557.179-v01-00	López Aguilár Juan Fernando	Annica Michiko Olsson	LIBE/8/00416	on Union Code on Visas (recast)	v01-00 (show history)	Ongoing (edit)	Actions



The owner of the Report ([Documents Created by Me](#)) can open the Editor and edit the text.



The owner can open the Editor in Read mode (safe mode to avoid unexpected changes or generating locking issues).



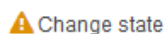
The owner can share the report with other people. See Annex 1: Sharing a document (Read, Edit).



Preview the file as PDF.



Finalise the document. This will allow sending the document to Translation from ITER. See Annex 2: Finalise and send to Trad.



Change status of document (Ongoing (edit) / Finalised (Read-Only)).



Add or remove sections. E.g. add or remove [Explanatory Statement](#). Removing the [explanatory statement](#) only remove the link to the document.

The content/text itself is not removed. If the user add the [Explanatory Statement](#) later, the content will be kept.



Shows metadata of a document.

Metadata

Available document metadata

The 2015/2115(INI) RPCD, PE565.149-v01-00 is based on data available in ITER. Following data is associated with document:

Doc data


FdR:	1070932
EP number:	PE565.149-v01.00
Procedure:	2015/2115(INI)
Dossier:	ECON/8/03501
Title:	On European Central Bank Annual report for 2014
Rapporteur(s):	Marias Notis
Staff responsible (ITER):	Paul Laurent
Owner (AT4LEX):	JESUS CERRO GINES
Auto template:	styles_for_INI_DRAFT
Doc type:	RPCD (PR) - Draft committee report

Update from ITER


Close

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  **Share** 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

 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:

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-risueño Francisco Manuel

Sevon Kjell

Plaquet Carine

Save

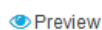
Close and discard changes

The available actions



for **Read-Only** users:

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



7 START EDITING A REPORT

7.1 OPEN EDITOR

To open the AT4LEX EDITOR:

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

 Edit

User can open document in View only. Not changes allowed:

 Preview

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

AT4LEX Editor could also be opened directly from ITER.

7.2 FIRST TAB: PREFACE

The Editor present the reports in different tabs that are forming separate parts of a document.

- One for the Preface
- Motion For Resolution
- Explanatory Statement
- Annexes
- Minority Opinions

The tab that is being visualized appear in dark Blue.

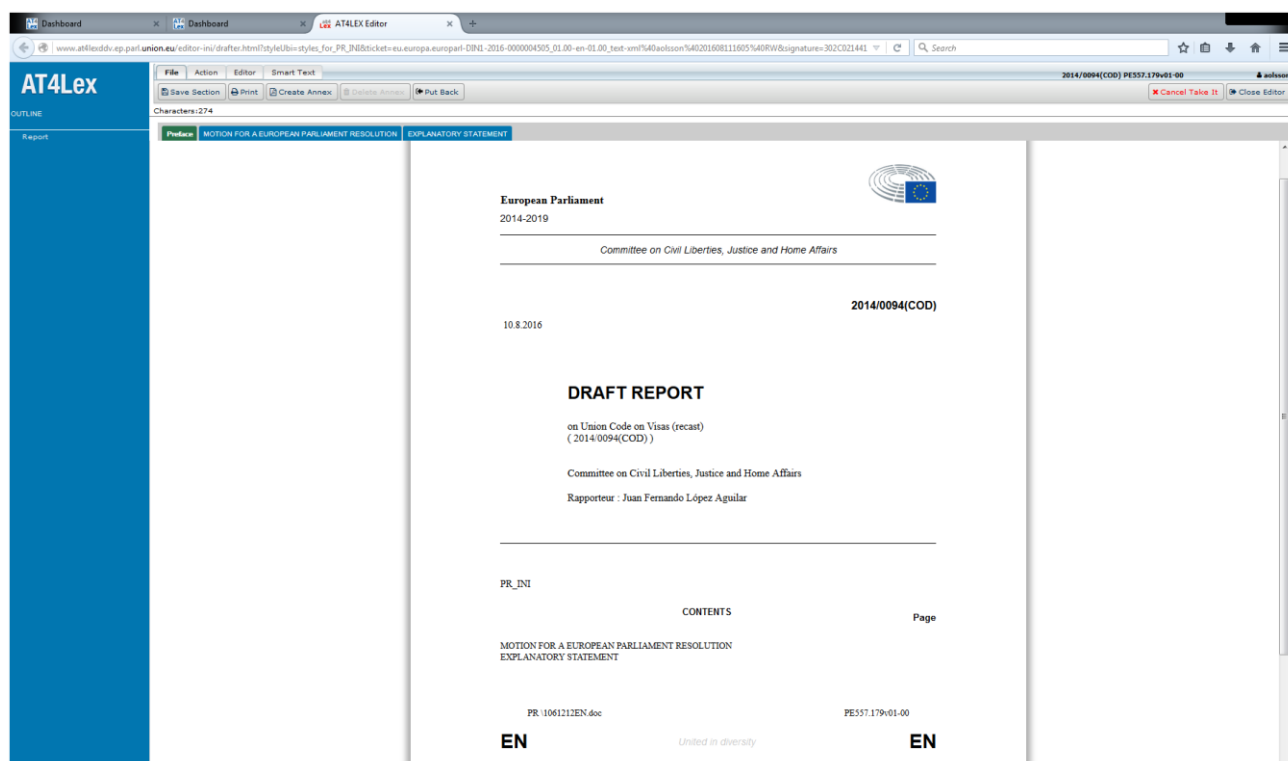
Preface

MOTION FOR A EUROPEAN PARLIAMENT RESOLUTION

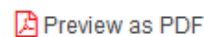
EXPLANATORY STATEMENT

7.3 WYSIWYG: WHAT YOU SEE IS WHAT YOU GET

AT4LEX Editor is a Web editor based in XML technology. We presented the Report in the Web Browser as closed as possible to the printed version.

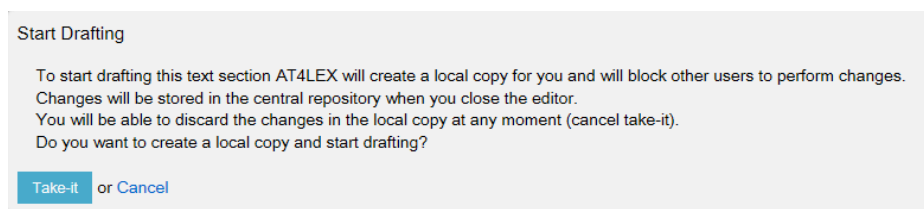


Web pages for example do not have paging, neither the XML, so small differences could be present. New users can always check if the document is correct by using the [Preview as PDF](#) action.



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 should 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. Although other users can edit other **non-reserved** sections of the document at the same time. For more info, please consult the Annex III: Concurrent access.

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).



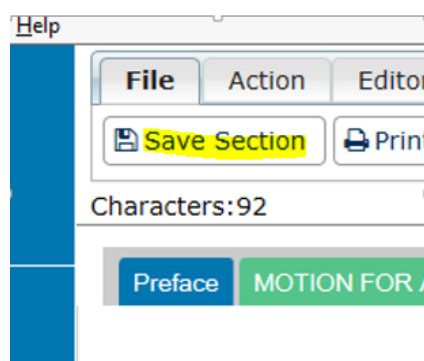
- Dark Blue means tab is being **visualized** on screen.
- Dark Green means current tab **visualized and reserved** by the user.
- Light Green means that this part is **reserved** by the user.
- Light Blue means that the tab is **not reserved**.

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.

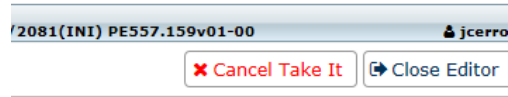
- User clicks close Editor :
- User closes the browser



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.

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

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



8 DRAFT TEXT MANAGING ELEMENTS

We strongly recommend using the Editor as explained in this guide, alternative utilizations may exist but are not supported/recommended.

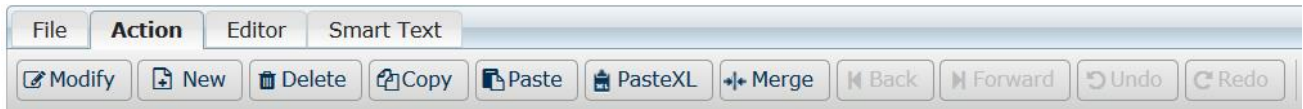
AT4LEX Editor is a structure Editor trying to guarantee the consistency of the documents. The text is divided into elements. Elements can be added, modified, removed, copied or merged.

AT4LEX will automatically define the format and numbering for the corresponding element. User must focus only on the content (typing characters).

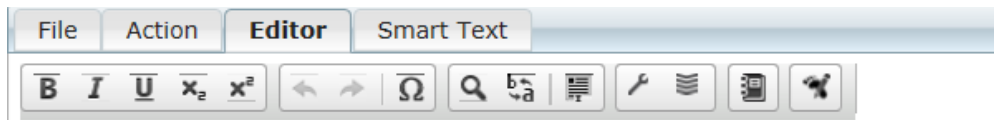
Example of such elements are citations (“visa”), recital (“considerants”) and paragraphs.

Two menus are very useful in order to draft text: Action Menu and Editor Menu.

Action Menu



Editor Menu

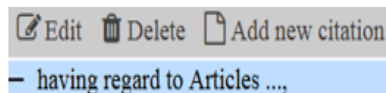


Editor menu is only active when you are modifying/editing a part of the text.

8.1 SELECT AN ELEMENT

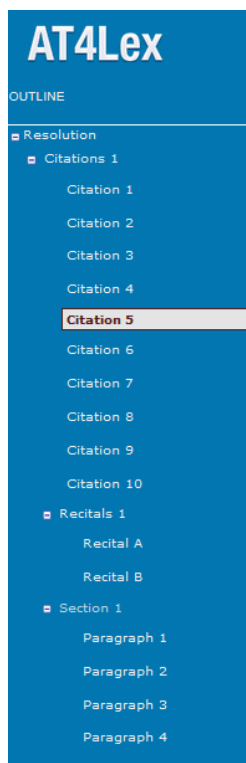
How to select an element in 3 different ways:

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



2. Use the **key arrows** to change the selection

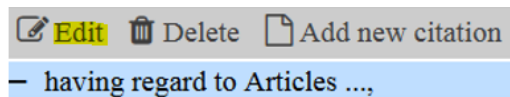
3. An element can also be selected clicking in the **Outline** (Left side of screen)



8.2 MODIFY AN ELEMENT

The user can modify an element in 3 different ways:

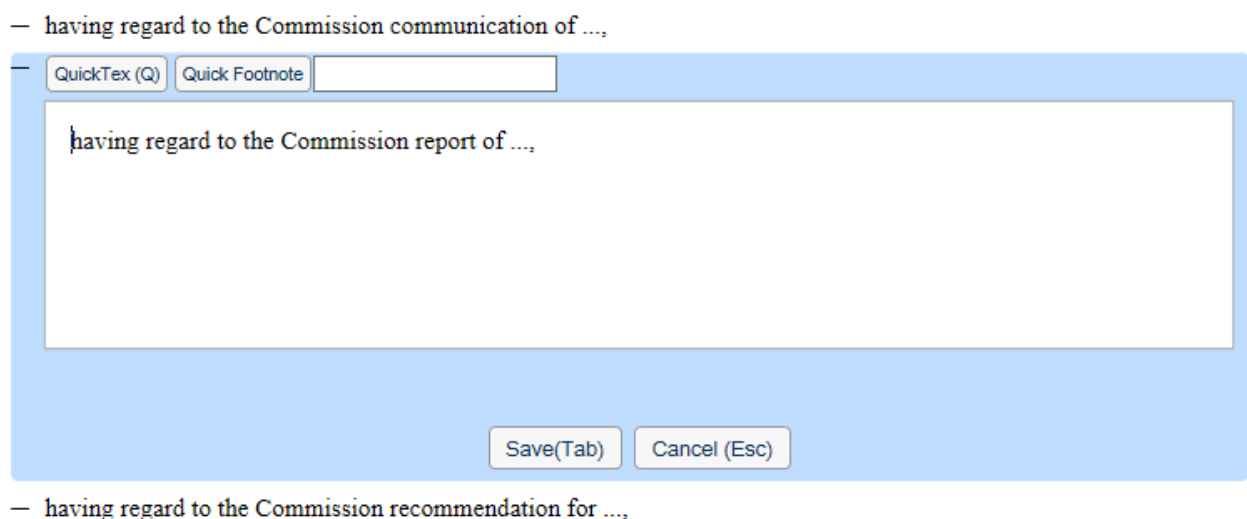
1. Select the element to be modified and click **Edit** in the flying menu



2. **DoubleClick** directly on the element to edit
3. Select the element and Use the button **Modify** in the Action menu

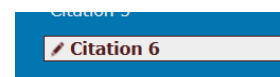


An Editor will open and the user will be able to modify the text of the element. **Only text modifications are allowed!**



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 an 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



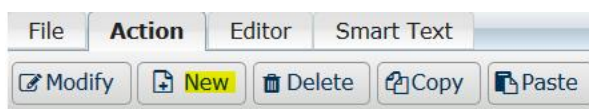
8.4 ADD AN ELEMENT

The user can add an element and in 3 different ways.

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



2. Use **CTRL+ENTER**⁷ key on the keyboard
3. Use the **New** button in the Action Menu



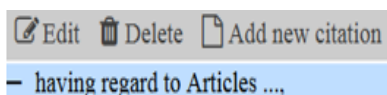
In case of complex structure, the **New** button in the Action Menu is recommended (e.g. Explanatory Statements). **New** button shows the full list of allowed elements that can be inserted.

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**.

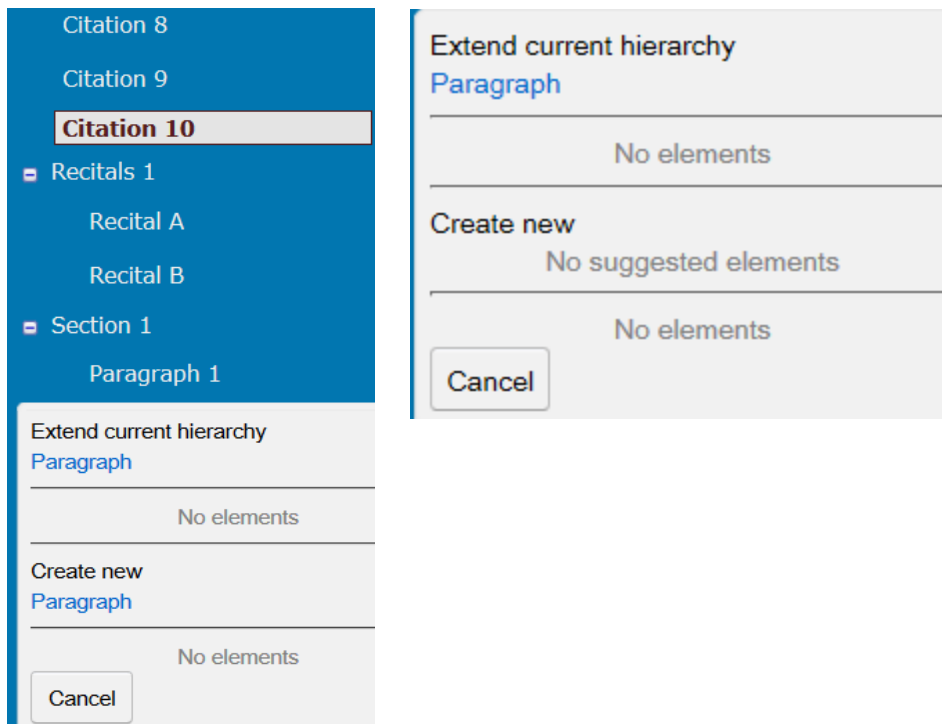


⁷ CTRL+ALT+ENTER will insert a new child element (e.g. a subparagraph) if allowed.

8.6 CHANGE AN ELEMENT. MOVE

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

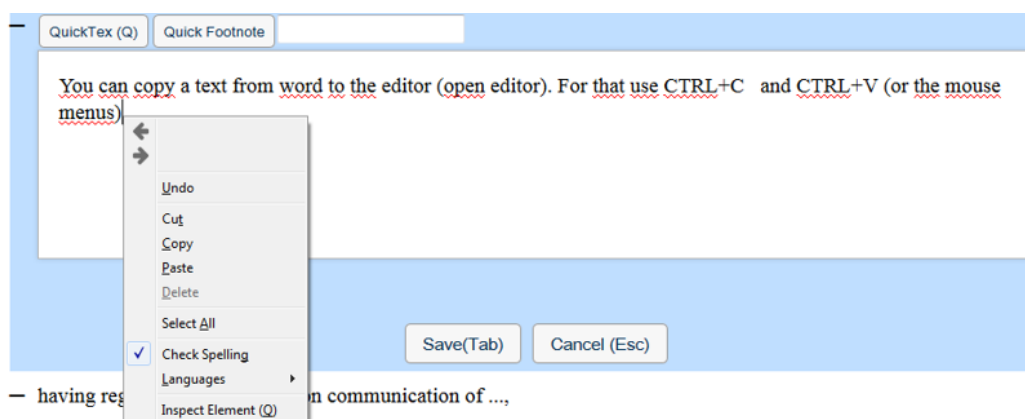
1. Click on the element and move it (drop-and-drag) to the new position e.g. Citation to paragraph.
2. In the menu select the new element type.



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.



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

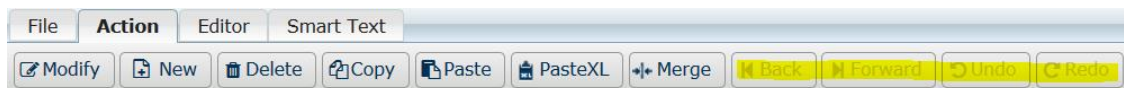
8.9 MERGE ELEMENTS

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



8.10 BACK/FORWARD

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



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).



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

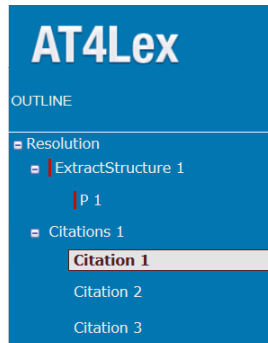
1. Copy text from internet/WORD/PDF⁸ - **(CTRL+C)**
2. Click the **PasteXL** in the Action Menu - text box opens on top of the page
3. Paste copied text in the Editor - **(CTRL+V)** - text box is marked in red

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

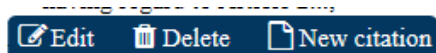
Here we describe advanced options required to draft text. Alternative ways of using the described option could exist but are not supported.

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.

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.



- having regard to Articles ... ¹,
- having regard to Council D ¹ text of footnote
- having regard to the Commission communication of ...,
- having regard to the Commission report of

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.

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. **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...](#)

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 V.

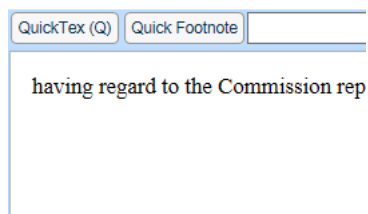
Attention! If the entire element containing a footnote is moved, the footnote will be moved and renumbered.

10 DRAFT TEXT ADVANCED TERMS MAINLISTS

10.1 TERMS FROM MAIN LIST - QUICK TEXT BUTTON

How to insert predefined term from list:

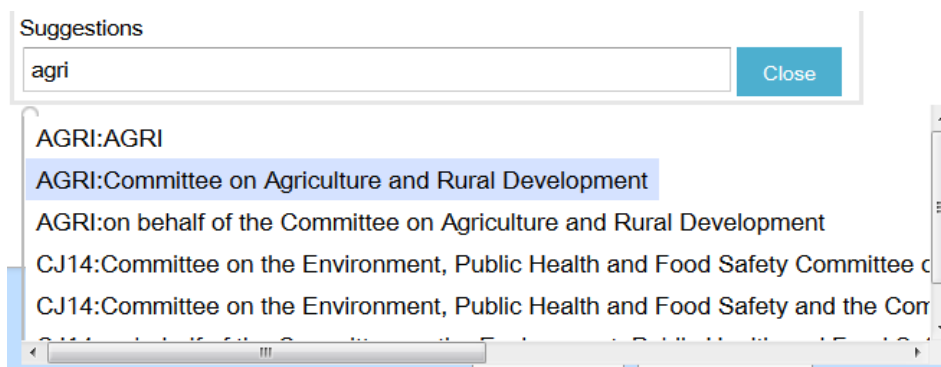
1. **DoubleClick** to edit the element you want to insert a predefined term
2. Place the cursor exactly where you want the predefined term to appear
3. Use **CTRL+Q** or click in the **Quick Text button**



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

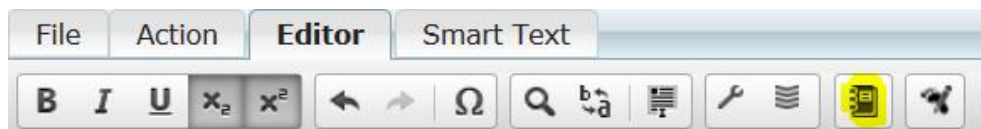
Attention! The inserted term will appear in red.

having regard to the Commission report of ...
— 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 overlook 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.

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.

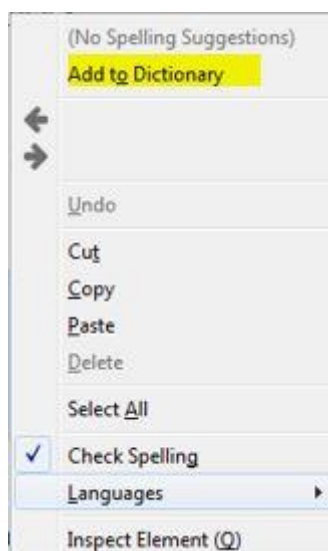
Attention! Only insert and delete are supported.

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.



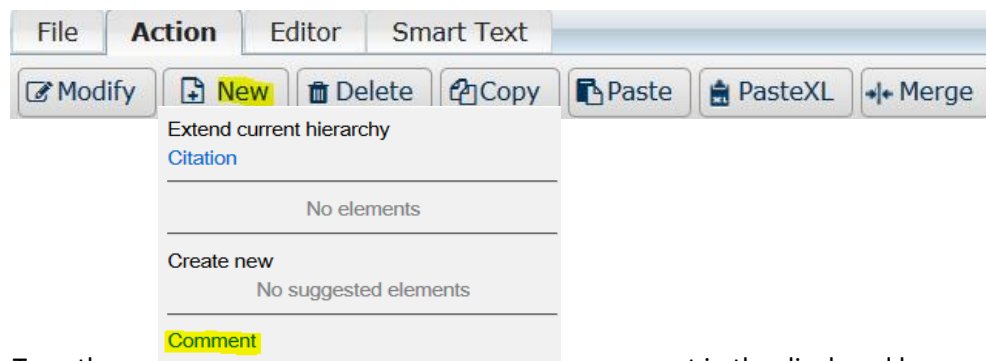
Alternatively you can add words to the dictionary or change the dictionary to another language (useful for XM documents).



11.2 ADD COMMENTS

1. Select the element you want to insert a comment with a single click

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



3. Type the comment in the displayed box

QuickTex (Q) Quick Footnote

Type your comment here

Save (Tab) Cancel (Esc)

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.

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

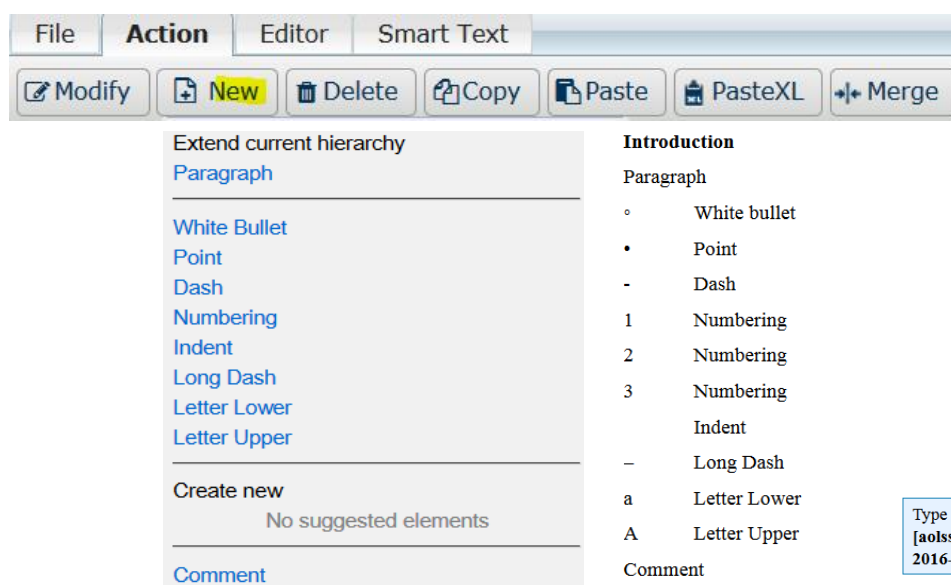
The Editor works in the same way in the Explanatory statement as in previous sections, but the control is reduced and the user will find more freedom for the elements to be inserted.



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. Chose 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



12.1 AUTOMATIC RENUMBERING

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

The user change the position of the elements (move)

The user add new elements or remove them.

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 is possible. In addition, the user can change the numbers.

Attention! Click the number to change numbering - Click element text to change content.

12.2 BOLD, ITALIC AND UNDERLINE

Go to the **Editor** tab If **Bold**, *Italic* or Underlined need to be used in the element.



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.



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),

These citations cannot be edited.

⁹ The renumbering includes also the footnotes number.

Immutable citation.

Cannot modify this citation.

Close

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 form 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 [], but only the [text footnote]

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

3. Click in the marked footnote and move
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.