

3_obj2_authoringtask_screen

Objective 2 - Navigate to a Document or a Documents Section You Have Been Assigned: My authoring task feature provides a method to navigate through the project's cabinet directly to the parts of the document you are assigned. Here are the step-by-step directions for navigating to a document section assigned to you. In my authoring task, right click on a single document section. Note, you cannot simultaneously navigate to two objects at the same time. A context menu will appear. Click the navigate to object option. Your screen will refresh to show the virtual document or section or the assigned task in the display pain. It may take a few moments for your screen to refresh. The display pain may also contain folders and icons that represent chapters or sections of that document. Also note that the bread crumbs will show you currently where you are in the project's cabinet. To open and edit the document, simply right click on the document section, and when the context menu appears click on the edit option. The edit webpage dialogue box will appear. Ensure that the all root and descendants radio button is selected, and then click the okay button. This will open your selected document or section in Arbortext. Once you have completed your work in Arbortext, you are ready to close your document and check it back in. To check the document back in, first save your document and then close the Arbortext window. There should be a key next to the document or section you checked out and edited. Right click on the document next to the key. Click on the check-in option and the check-in screen will appear. You will want to check in your document, because until you do so no one will be able to access your document including your team lead. You will be prompted to choose a version

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for your document. You can track the content changes by choosing either minor version or major version. Use minor version if you made simple editorial changes. Use major version if you made large-scale significant changes. It is not recommended to use the same version option because this destroys the previous version and you will lose tracking of that version. This tracking of versions will assist you in developing your project file and administrative record. Clicking on navigate to object is only one method to located the document object assigned to you. You can also navigate to the authoring section using your subscriptions o by drilling down through the E-planning projects cabinet.