

### 3\_stylesheets

In this lesson, I will demonstrate how to create a build of your document.

Remember that a build is essentially a process of compiling all materials such as maps, images, and written content into one file or location from which your project summary website or your project website can retrieve information from.

To begin, ensure that you are operating within the E-planning webtop application. Navigate to the subscriptions note in the navigation pain and right click the project that you wish to work with. Select E-planning project, then manage builds. A new window will appear entitled manage project document builds. You may select the appropriate document to work with using the drop-down menu next to the filter by document field. When you have selected the document in the drop-down menu, you will notice that the screen refreshes and the new build button on the right side of the screen will become active. Let's go ahead and click this new build button. A new window will appear entitled new document build. Enter a title for the build that you are creating in this first open field. Keep in mind that what you enter here will be displayed out to the public so you want to keep this professional. Also keep in mind that special characters may cause some technical issues if entered into this build title. After entering a build title, the next field that is available to us is the build type. In this demonstration, let's go ahead and select the print PDF for our build type. If you wish, you can enter in information in this build description area, which is optional. This build description area can be useful for little notes to yourself or to your team members to remind you of what specific builds you have created and what information is contained within there. As you start building out different types of builds down

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the road for a specific project, it can help you distinguish one type of build from another. In the next area, we have the sections field. You will notice that the section field is empty. To the right of this empty box is an edit button. Click on this button to select sections that you would like to build, or you may select the whole document by selecting the top-most box in this next screen. If for example you are working on a large document such as an RMP, you may find it beneficial to create a section of your document for the public to view gradually such as chapter 2, proposed action and alternatives. However, if you would like to display the whole document itself, you can select that top-most box. In this example, I will select the entire document and click the select button in the bottom right section of the screen. This brings you back to the new document build screen that we were just looking at earlier. Take a look at the three check boxes under that edit button. By default, a check mark is automatically marked in that include children box. This will include all of the subsections under a higher level chapter or section. As I mentioned earlier, if you choose to select specific sections to publish such as chapter 2, proposed action and alternatives, you can choose the option to renumber those chapters or sections by putting check marks in the appropriate boxes, so chapter 2 would actually show up as chapter 1 with the appropriate subsections underneath it. Again, this might be useful if you're working with a very large document and you wish to display smaller chunks of your document for the public. With the required fields for build type, title, and sections filled in, click the create button in the lower right area of the screen. This will bring you back to the manage project document builds screen

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that we had seen earlier. Now if you'll look at the middle portion of the screen you will see that the new build that you have just entered in is available. Notice that in the status column of this new build the status will display either started or requested. You can refresh this build status by moving your cursor to the top right of the screen and clicking apply filters. This will refresh the screen. What you are ultimately looking for is that your status of that new build that you've just created moves to the status of done. For larger documents, this may take a few minutes. For shorter documents, this will only take a few seconds. There is no automatic refresh for this screen, so any time you want to do an internal refresh of the statuses, hit that apply filters button in the top right corner of the screen. Now that we have a PDF available for our demonstration project, it is always a good practice to accompany a print or web PDF with an interactive document field.

So let's repeat this process and quickly create a new build for an interactive document. The reason an interactive document build might be useful for you is that when you create a new project website which requires a comment period, an interactive document build will allow for that online commenting feature. However, if you have an environmental assessment or another type of project which does not require a comment period, you can simply proceed with just the print or web PDF formats. In the builds type, we're going to go ahead and select interactive document, and I will need to select sections of my document so I will go ahead and move my mouse over to the edit button and choose that. I'll select

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the whole document and move my cursor down to the bottom right of the screen and click select. With all of the required fields for build title, type, and sections filled in, I can move forward and click the create button to create that interactive document build. Once again, this brings us back to the manage project document build screen. If we look at the middle portion of the screen, we will see that the interactive document build has been started or requested. Once again, if you need to refresh your statuses, click the apply filters button in the upper right corner and look for the done status for these builds. If you are satisfied with the builds that you have just created, let's go ahead and move to the close button in the lower right section of the screen.

Here's some extra information for when you come back to your regular webtop screen. If you were to navigate within your project folder, you would notice that a builds folder is automatically created. If you look inside this folder, those builds that you have just created are included in this folder. From these files right here, your content for your website will be retrieved for your public website. With your style sheets and builds now selected, the next step in the E-planning process is to publish your documents to a website. That information is covered in the next module.