

Perspective

Key Icons



Table of Documents: Access all the documents on the system sorted by type of document.



Open Document: A quick way of opening documents by typing its title/abbreviation or by accessing the recently opened list.



Favourites: Create a list of favourite locations, either to a document or to a specific place within a document.



Search: Search in current document, recently opened documents or across selected families of documents. Use **<** **>** to move between search hits.

15/02/2020

View Date: Change the date to see text in the past, present or future.



Copy Location: Create a shareable link to your current document at your current location, view date and time travel view.



Annotations: Create your own notes, either private or shared within a specific group or across all the people in your organisation.





Side-by-side: Display two documents or compare the same document at two different dates/locations.



Colour Key: Move your mouse over the document for an explanation of the colours in use.



Notes: Click to view notes. Also  & .



Settings: Access your account settings to set up news/document alert emails.

Markup & Time Travel

Black text is currently in force.

Italic grey highlighted text is original text not yet in force.

Struck-out text is repealed text.

Gold highlighted text is text that has been inserted.

Green highlighted text is text that is due to be inserted.

Light blue highlighted text is original text coming into force on the View Date.

Underlined text is text that is due to be repealed.

Dark blue text links to another place or document.

Pink text links to a definition.

Purple text shows a phrase being defined.

The Views

Current View: shows all text in force and *original text that is not yet in force* on the View Date.

Between Dates: use this View to identify *original text that comes into force* after the first Date and on or before the second Date, and to identify **insertions** and **repeals** that take effect after the first Date and on or before the second Date.

Past: use this View to identify **insertions** and **repeals** that take effect on or before the View Date.

On This Day: use this View to identify *original text that comes into force* on the View Date, and to identify **insertions** and **repeals** that take effect on the View Date.

Future: use this View to identify **insertions** and **repeals** that have not yet taken effect on the View Date.

All: Combines Past and Future Views - **insertions** and **repeals** that take effect on or before the View Date and **insertions** and **repeals** that have not yet taken effect on the View Date.

We'd love to hear from you

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Learn more about how Perspective works: pendragon.co.uk/training-videos