
















# 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.
-  **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.

We'd love to hear from you

helpdesk@pendragon.co.uk or 0800 980 1332

Learn more about how Perspective works: [pendragon.co.uk/training-videos](https://pendragon.co.uk/training-videos)

## 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- ~~**Struck-out text**~~ is repealed text.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- Underlined text** is text that is due to be repealed.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.