

## Editing / Amending Advice

- When updating / amending an existing chapter, please use the most up to date chapter from the Manual, converting it to a Word Document.
- Always use the track changes tool – this is a contractual requirement. Although changes made in a different font colour or highlighted areas can be seen, we do not know what may have been *deleted!*
- Recognising that there may be more than one person who looks at the amendments, avoid having 'discussions' or 'asking questions' (by making remarks in track changes) or using comment boxes. tri.x will necessarily have to delete these as they cannot be 'presented' in the manual as such.
- Do not use comment boxes to give instructions to tri.x.
- Ensure that references to other local Documents or tools (where a link to them would be helpful), are attached and (clearly named, e.g. '4.4 Appendix 2' or '3.2.4 Risk Assessment Tool') or the link is included if it links to a local site or Intranet.
- Do not embed documents within documents.
- However, where the chapter is a brand new chapter or a chapter that has been changed 80 – 90%, please just use a Word Document, (track changes need not be used).
- **Note** that many customers think that a significantly changed chapter is 'new' because of the amount of track changes that appear but is often not the case; whole sections of a chapter may mean there is only 30% or so changed. If the amount of track changes are difficult for the author to review the chapter as a whole, consider copying the doc and taking the track changes off; this will give a picture of that the updated version looks and reads like.
- Avoid making changes to a section and just sending *this* section to tri.x, (even if the changes are small). Always send the whole chapter.
- Note that where changes are made as a result of the change of a post title, or process change, (e.g. 'Team Manager' to 'Practice Manager' and 'CAF' to 'Team Around the Child (TAC)') etc, this can be made as a *single instruction* to tri.x, who can then undertake a 'search and replace' exercise throughout the Manual. (Sometimes, however, it is not always as simple as that!).
- If you use / beg / borrow / steal (!) a chapter from another LA, or a significant part of it, you will need their permission to use it:

- Please approach the relevant LA to avoid difficulties in the future. Take care also to identify the chapter has not been created by an independent consultant – there can be clear copyright problems unless permission is sought from the authority.
  - However, if it is a tri.x customer too, then we are happy to do this on your behalf. However, please give advance notice – sometimes getting permission takes a little time from the other LA and the production of the manual cannot be delayed.
  - If using another’s chapter, please copy it to a Word Document (as above) and ‘localise’ it using track changes. It may be ‘new’ to you as a local authority - but it is not new to us if it is from a tri.x customer! Therefore the numerous links, etc. that the chapter has, can be retained, rather than re-created.
  - When amending another LA chapter, please take care to ensure that references to *their* local groups / resources other chapters in the manual are changed to reflect your own! Attention to detail in these respects is key!
- If using a chapter from the Local Children’s Safeguarding Partnership, please supply the link for this; tri.x will not put in a document version of the chapter. This ensures that if the LSCP chapter is changed, then the link will always go to an up to date version of the chapter.
  - We are unable to make changes to customer’s own PDF documents.
  - When sending material in, please provide clear instructions, e.g. Where there is a new and local chapter that has been provided, to advise where in the ‘Contents’ / structure of the manual this is to be located.
  - Additionally, particularly if the update has a number of amendments / additions, consider grouping the chapters in Folders relating to Parts of the Manual.
  - Tri.x will suggest a schedule to ensure that the two Updates per year are met; however, if needed the schedule can be adjusted to meet your local need and be earlier or later within the 6 months. However, an earlier schedule, (for example) will leave a longer period for the following one.
  - Please consider the Manual to be an on-going ‘project’, rather than two periods of frenetic activity per year! As well as being written / amended, the chapter should be ‘checked’ and will need approval by your local process before it can be sent to us. This can take some LAs a little while to undertake, given the pressured diaries and agendas that exist.
  - Please feel able to check things out with us on an ongoing basis.