

CiviX Author Drafting Tool for Bylaws

Cheat Sheet

Custom Author Actions						
No.	Button	Shortcut	Action	Description	Cursor position for insertion	Characteristics
Bylaw elements						
1			Add Bylaw Number	Bylaw number is present in template. If deleted from template, use button to insert bylaw number	bylaw title	Includes jurisdiction prefix, e.g. Bylaw BYLAW NO. NO.
2			Add Bylaw Title	Bylaw title (or long title) is present in template. If deleted from template, use button to insert bylaw title	bylaw number	Bylaw title and long title cannot both be present in the document. Delete long title, then insert title
3			Add Bylaw Long Title	Bylaw long title (or title) is present in template. If long title is deleted from template, use button to insert long title	bylaw number	Long title and bylaw title cannot both be present in the document. Delete bylaw title, then insert long title
4			Add Explain Note	Insert explanatory note element Used in First Reading bylaw to explain the bylaw purpose.	bylaw title or long title	Explain note occurs before preamble Hit Enter key in explain text to add explain text below. See Export menu for explain note options
5		Enter key	Add Preamble	Preamble is present in template. To insert a new preamble element, use button	preamble text	Hit Enter key in preamble text to add preamble text below.
6			Add Part	Insert part heading	preamble section schedule title schedule subtitle	Part is a child of content

Custom Author Actions						
No.	Button	Shortcut	Action	Description	Cursor position for insertion	Characteristics
					form title	
7			Add Division	Insert division heading	part section	Division is a child of content and of part
8		Alt + S	Add Section	Insert section	preamble section part division schedule title schedule subtitle form title	The first child element of a section is paragraph
9			Add Section Subsection	Insert section + subsection	See Add Section	
10			Add Definition Section	Insert a section + definition	See Add Section	
11			Add Definition Section + Subsection	Insert a section + subsection + definition	See Add Section	
12		Alt + F Enter key	Add Definition	Insert a definition + term	section text subsection text	Hit Enter key anywhere in def to add definition below
13		Alt + U Enter key	Add Subsection	Insert a subsection number + text	subsection	Hit Enter key in subsection text to add subsection below
14		Alt + P	Add Paragraph	Insert a paragraph number + text	explan text preamble text section text subsection text definition	Hit Enter key in paragraph text to add paragraph below
15		Alt + A	Add Subparagraph	Insert a subparagraph number + text	paragraph subparagraph	Hit Enter key in subparagraph text to add subparagraph below
16		Enter key	Add Clause	Insert a clause number + text	subparagraph clause	Hit Enter key in clause text to add clause below
17		Enter key	Add Sub Clause	Insert a sub clause number + text	clause subclause	Hit Enter key in sub clause text to add sub clause below
18		Shift + Enter	Add Sandwich	Insert a sandwich element to the main clause	main clause	Insert from main clause above paragraphs

Custom Author Actions						
No.	Button	Shortcut	Action	Description	Cursor position for insertion	Characteristics
19	AP		Add Approvals Block	Approvals Block is present in template. If deleted from template, use button to insert approvals element from previous element	last element in body of bylaw	Hit Enter key in year element to insert additional approval elements inside approvals block
20	S		Add Signature Block	Signature block is present in template. If signature block is deleted, or if an additional signature block is required, use button to insert signature block	section signature	If only one signature is required in the signature block, click in signature, select "signature" breadcrumb and use Delete key
21	HN	Alt + H CIVBY-135	Add Historical Note	Insert historical note at section level	section	Inserts before closing section tag.
Schedule Elements						
1	S		Add Schedule	Add schedule	signature block or last element in body of bylaw form	Insert from cursor position in last element of bylaw body, e.g. signature block; or where schedule exists, insert from anywhere inside schedule.
2	T1		Add Schedule Title	Schedule Title inserts automatically with Insert Schedule. If deleted from schedule, use button to insert schedule title. Use up arrow key to move cursor to schedule level (watch breadcrumbs), then: - click on button and follow the prompts; or, - use Ctrl + spacebar to access context menu and select bcl:scheduletitle	schedule level	Maximum 1 title per schedule Schedule Title is included in the Table of Contents upon export
3	T2		Add Schedule Subtitle	Add schedule subtitle(s) after schedule title	schedule title schedule subtitle	Unlimited schedule subtitles allowed in schedule

Custom Author Actions						
No.	Button	Shortcut	Action	Description	Cursor position for insertion	Characteristics
4			Add Centre Text	Add centre text to schedule or form	schedule title schedule subtitle form title any other schedule element	Hit Enter key to add like-element below
5		Alt + L	Add Left Text	Add left text to schedule or form	See Add Centre Text	Hit Enter key to add like-element below
6			Add Right Text	Add right text to schedule or form	See Add Centre Text	Hit Enter key to add like-element below
7			Add Section without Marginal Note	Add section with no marginal note	See Add Centre Text	
8		Alt + 1	Add Indent Level 1	Add text at indent level 1	See Add Centre Text	Hit Enter key to add like-element below
9		Alt + 2	Add Indent Level 2	Add text at indent level 2	See Add Centre Text	Hit Enter key to add like-element below
10		Alt + 3	Add Indent Level 3	Add text at indent level 3	See Add Centre Text	Hit Enter key to add like-element below
11		Alt + 4	Add Indent Level 4	Add text at indent level 4	See Add Centre Text	Hit Enter key to add like-element below
12		Alt + 5	Add Indent Level 5	Add text at indent level 5	See Add Centre Text	Hit Enter key to add like-element below
13			Add Form	Add a Form inside a new schedule (no schedule title) Add a Form inside existing schedule (with schedule title)	signature block or last element of body of bylaw; schedule title or last element of schedule	Form always inserts inside schedule. Unlimited form titles are allowed in form
14			Add Form Title	Form title inserts automatically with Add Form Use button to insert a second form title	Form title	Forms can have multiple form titles
Amendment Bylaw Elements						
			Act Name Heading			

Custom Author Actions						
No.	Button	Shortcut	Action	Description	Cursor position for insertion	Characteristics
			Add amendment explain note			
			Add Amending Section			
			Add Amending Paragraph			
			Add Amending Subparagraph			
			Add double quoted text			
			Add single quoted text			
			Amendment Text	Appended to content inside the amending clause, as a continuation of the clause		
Action Toolbar						
1		Alt + ↑	Move Up	Move current element up one position among like-elements	Within the element	Brings child elements along for the ride To move section, click in marginal note
2		Alt + ↓	Move Down	Move current element down one position among like-elements	Within the element	Brings child elements along for the ride
3		Alt + ←	Move Left	Move current element left one position	Within the element	Brings child elements along for the ride Limited by document structure rules
4		Alt + →	Move Right	Move current element right one position	Within the element	Limited by document structure rules
5		F11	Renumber Document	Renumber the entire document, including part, division, section and child elements	any element	
6		Alt + F11	Renumber Section	Renumber the child elements in the current section, not including section number	section	

Custom Author Actions						
No.	Button	Shortcut	Action	Description	Cursor position for insertion	Characteristics
 Functions Menu						
1		Ctrl + D	Sort Definitions	Sort definition terms alphabetically	term or text of definition element	Case sensitive
2		Alt + G	Go to Term	Check if the current word or selected words is found in a term element in the document, and travel to a found term(s)		
3		Alt + Shift + G	Go Back	Allows user to return from found term to their original position in the document.		
4		Ctrl + I	Import Legislation	Import XML content from: BC statutes and regulations; and, bylaw documents stored on local directory	anywhere in document	
5		F6	Insert Cross Reference	Insert a cross reference to a section(s) within the document.	text	
6		Alt + F6	Edit Cross Reference	Edit the current cross reference	cross reference	
7		Ctrl + L	Insert Link	Insert hyperlinks to: <ul style="list-style-type: none"> - statutes and regulations (on BC Laws); - anchors in statues and regulations (e.g. section, part, schedule); - websites - files stored on local directory 		Links are active in the XML and Word documents.