

Navigating Document Content – Outline View

1. Document Structure

XML documents form a tree structure that starts at “the root” and branches to “the leaves”.

An XML document is formed like a tree made up of elements.

An XML bylaw document starts with the root element (bylaw) and branches from the root to child elements (e.g. part, section).

Elements can have sub elements (child elements). The terms parent, child, and sibling are used to describe the relationships between elements.

Parent elements have children. Children have parents. Siblings are children on the same level (brothers and sisters), e.g. Section is a parent of subsection. Subsection is a child of section. Subsection 1 and 2 are siblings.

All elements can have text content e.g. <title>**Water Bylaw**</title>

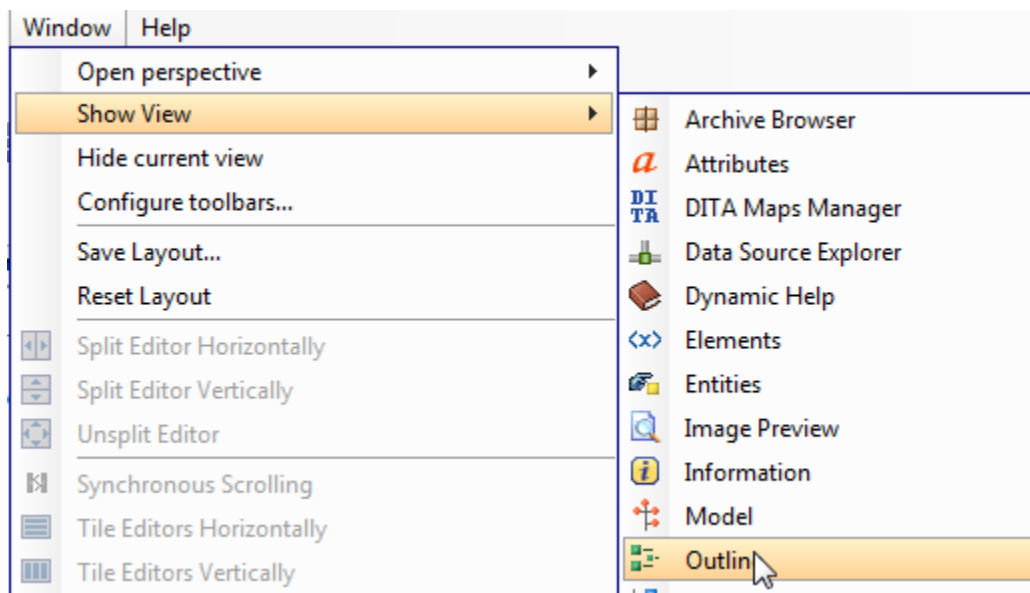
2. Open Outline View

The Outline View provides a way to see the tree structure of the document.

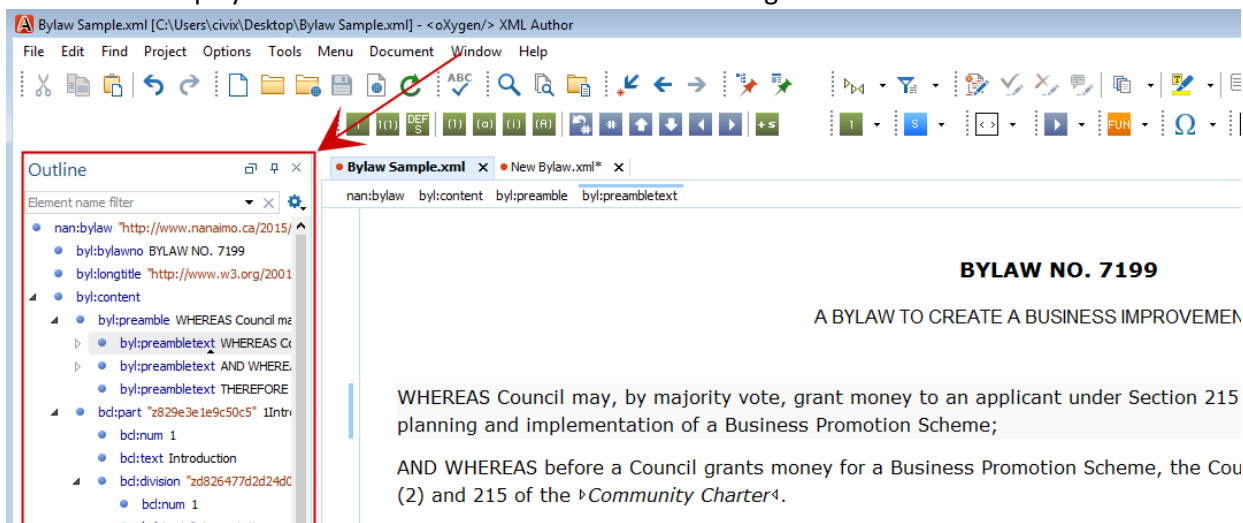
The Outline View window has many uses you may find helpful during the bylaw drafting process.


To open Outline view:

1. Click on the **Window** menu, select **Show View**, and select **Outline**:



2. CiviX Author displays Outline view in the left frame of the editing window:



3. To **hide** Outline view and keep it on standby mode, click on the **push-pin icon**  at the top of the window:

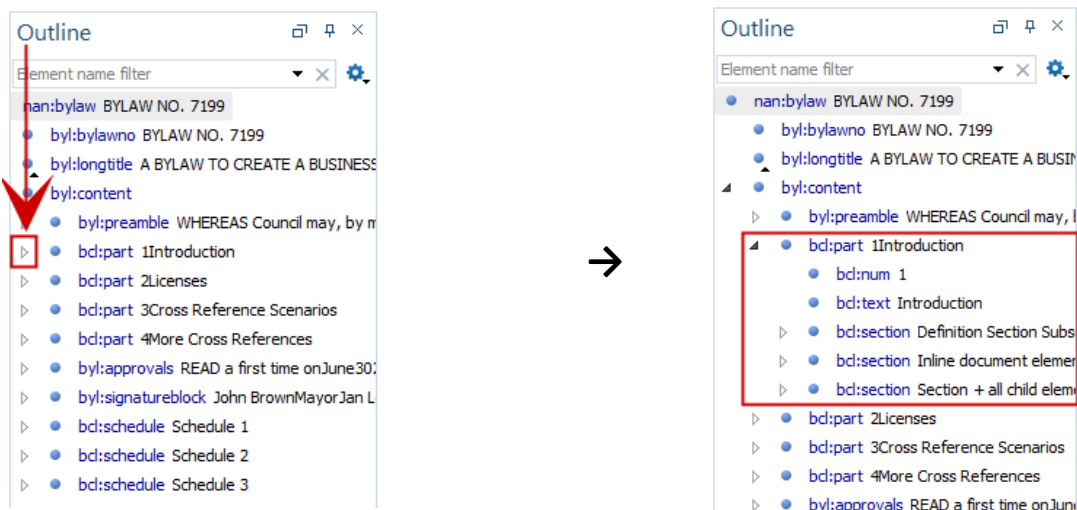


4. The menu can now be accessed when you need it, by clicking on the **Outline icon** on the left side of the window:



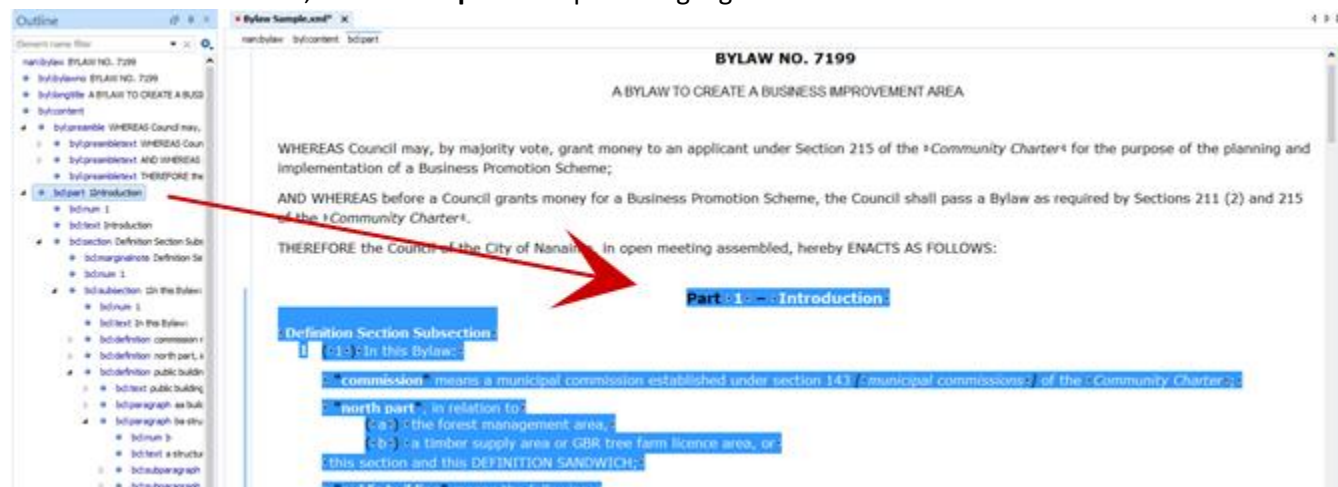
5. To fix the menu in place, click on the **pin icon**: .

6. Click on the **triangle caret** symbols to view the first level of child elements inside the current element:



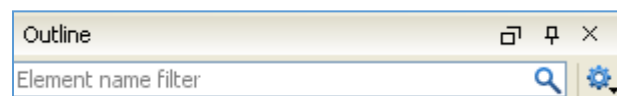
3. Select Elements

To select an element in the document you may click on the element in Outline View, e.g. to select an entire part and all its child elements, click on **bcl:part**. The part is highlighted in the document window:



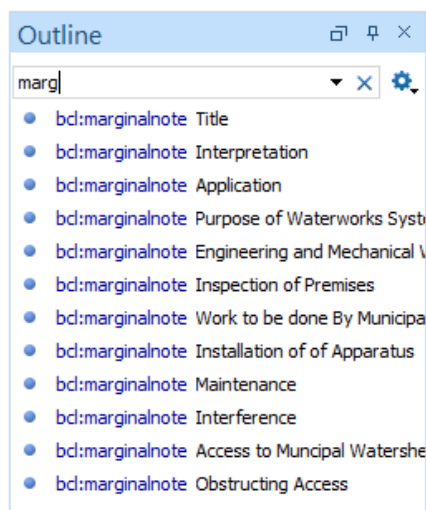
4. Element Name Filter

To filter the document by element type, e.g. part, division, section, term, cross reference, etc. use the **Element name filter** in the Outline view.

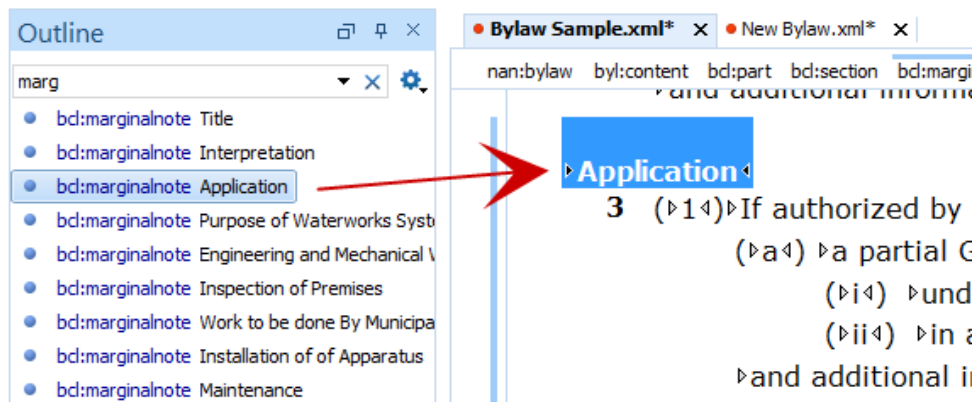


For example, to view all the marginal note elements (section headings) in the document:

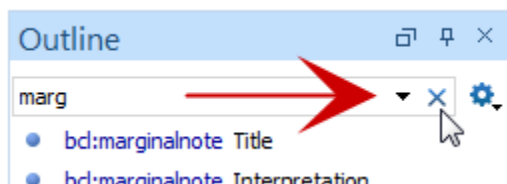
1. Start typing in “marginal note” in the **Element name filter** box. All the marginal notes in the document are now visible in the Outline view window:



2. Click on any of the marginal notes in Outline view and the marginal note will be highlighted in the document:



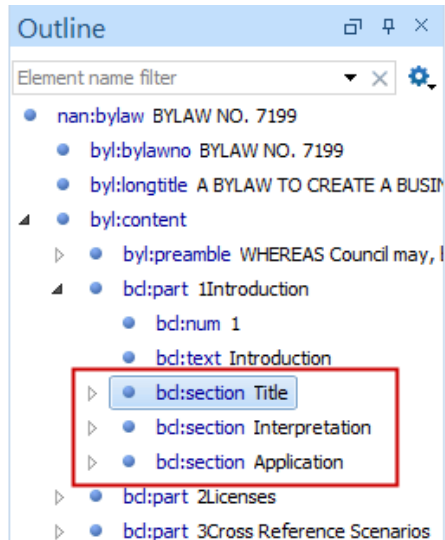
3. To exit the element name filter, click on the **X**:



5. Delete elements in Outline View

To quickly delete multiple adjacent elements, e.g. three sections in a row

1. In the Outline View, click in the **top section** you want to delete. Notice that it is highlighted in blue:



2. Now hit the **Delete** button 3 times to delete the 3 adjacent sections.