

5 NAVIGATION

5.1 Using the Keyboard

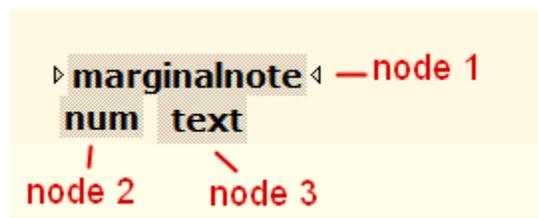
Keyboard	Description
Tab key	Move the cursor to the next XML node
Shift + Tab	Move the cursor to the previous XML node
Ctrl + Right Arrow	Move one word forward
Ctrl + Left Arrow	Move one word backward
Ctrl + Home	Position the cursor at the beginning of the document
Ctrl + End	Position the cursor at the end of the document

5.2 Undo, Redo, Last Modification

Function	Button	Keyboard	Description
Undo		Ctrl + Z	Undo the last action or actions that you made
Redo		Ctrl + Y	Redo the last action or actions that you undid
Last Modification		Ctrl + G	Go to the last modification that you made

5.3 XML Nodes

Node is a general term used to describe the individual parts of an XML document. Every XML element is an element node. In this example, the section element is comprised of three element nodes: marginal note, number and text. To move from one node to the next, use the Tab key:



5.4 Breadcrumbs

ncow:bylaw byl:content bcl:part bcl:section bcl:definition bcl:text in:term

Breadcrumbs are found at the top of the document window and describe the position and context of the cursor in the document. The position is expressed as a breadcrumb path from the document root to the current element. The path reflects the hierarchy of the current element in relation to its ancestor elements.

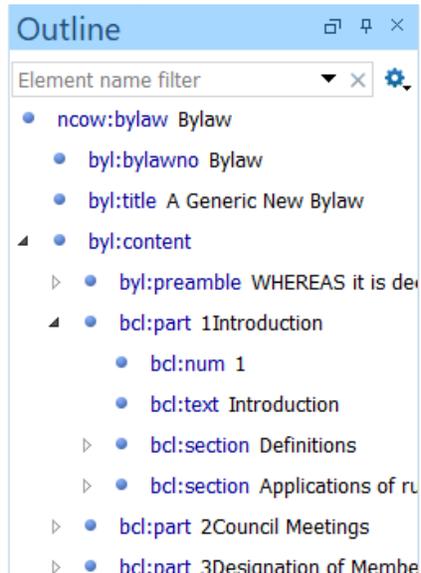
In the following example the cursor position is inside an inline term element (in:term). The inline term breadcrumb is highlighted by a light blue bar. The breadcrumb path tells you the ancestors of inline term are the definition element, section element, content element, and finally the bylaw element, which is the root element. The bylaw element prefix (sometimes referred to as the namespace) denotes the municipality, e.g. nan:bylaw = Nanaimo.



5.5 Outline View Window

The Outline View window displays the document in a tree structure, which shows the hierarchical relationships between elements.

When you open CiviX Author, the Outline View window is displayed by default.



The Outline view allows you to:

- Quickly navigate through the document by clicking on the elements in the tree.
- Delete elements; copy and paste elements.
- Move elements by dragging them to a new position in the tree structure.
- Click in an element in the Outline view to highlight the corresponding element in the editor area, and vice versa. The outline view and editor area are synchronized.

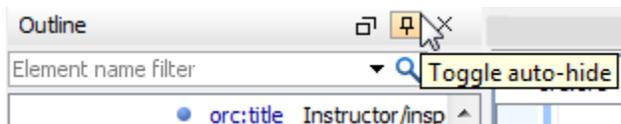
5.6 Open / Hide the Outline View

To open the **Outline View**:

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



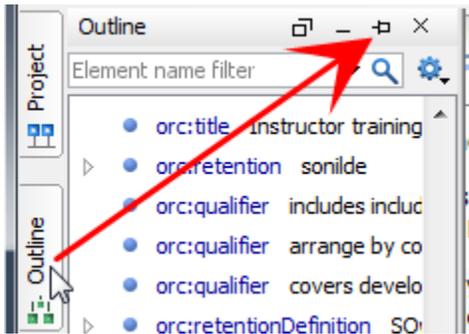
2. To hide Outline view temporarily, click on the toggle auto-hide **push-pin icon**:



In **hide mode**, the Outline view icon will be visible along the left side of the document window:



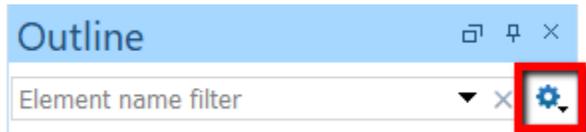
- When you want to re-open the Outline view, hover over **Outline icon** and when the outline view displays, click on the **push-pin icon** to pin it open:



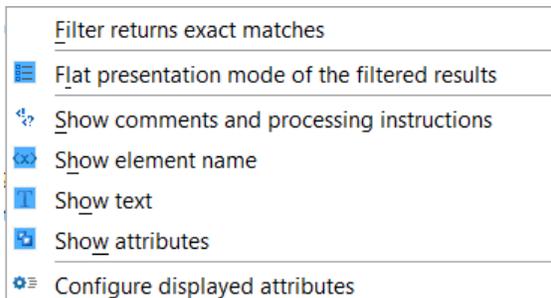
5.7 Outline View Display Settings

To change the **Outline** window display settings:

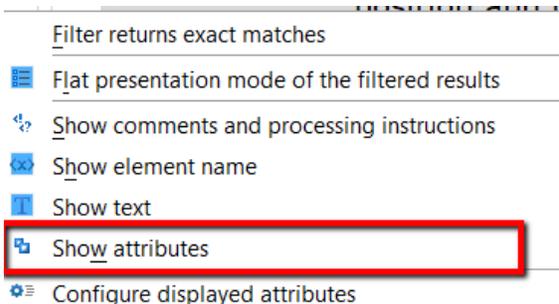
- Click on the **Settings** icon at the top-right corner of the Outline window:



- Click on the display options to turn the display setting on or off.

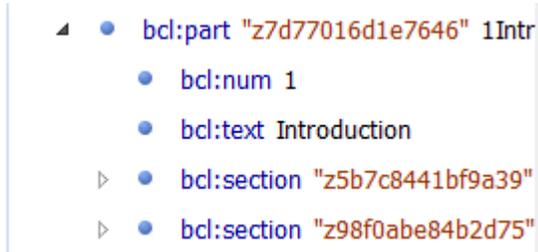


- To hide the element attributes which are associated with some of the elements (displayed in brown text), toggle the Show attributes option off.

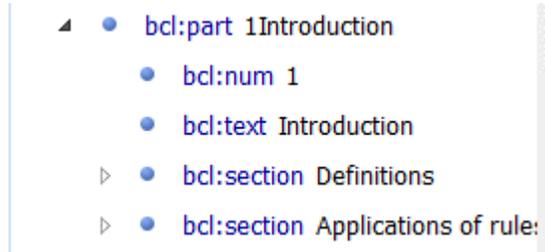


For example:

Show attributes

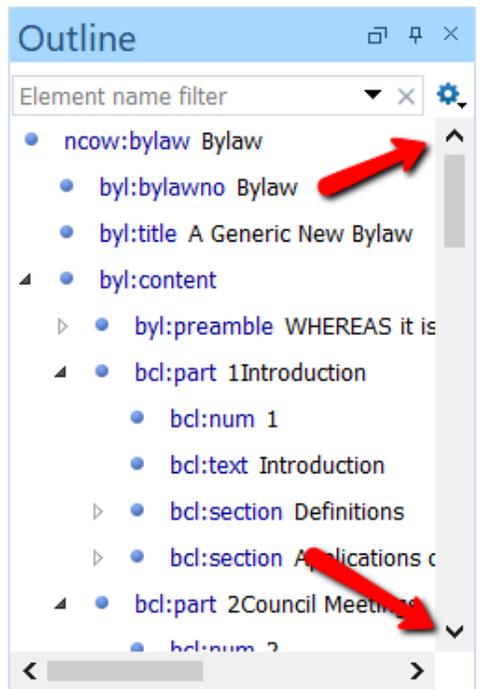


No attributes



5.8 Navigate With Outline View

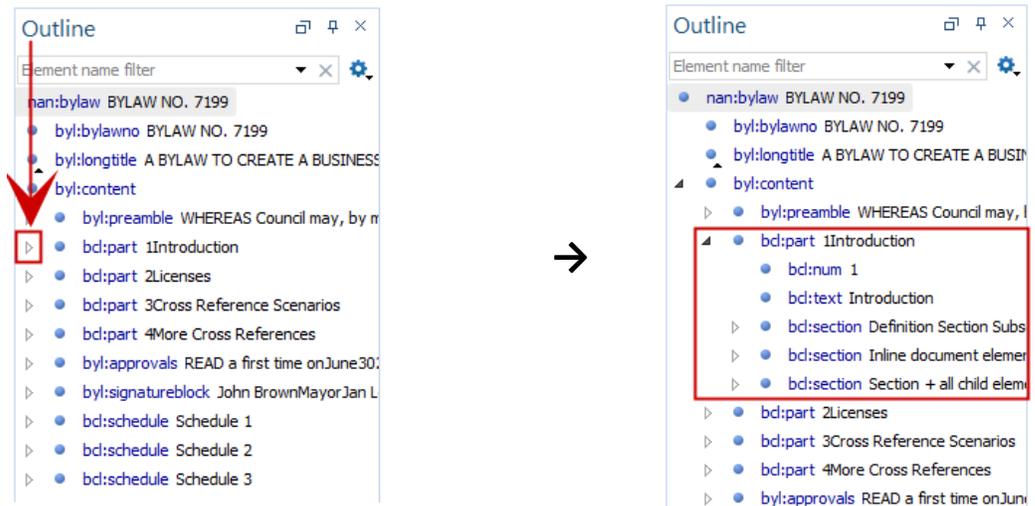
1. Click on the up and down arrows of the scroll bar to navigate up and down within outline view:



2. Click on an element in the Outline View to highlight that element in the document:



- To expand / the tree click in the triangle carets.
For example, click on the caret for the part element (parent) to view the section elements (children):



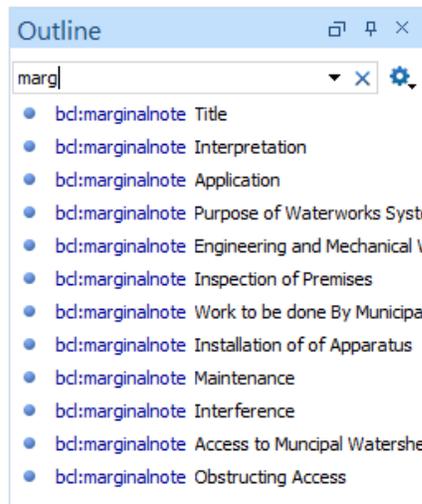
5.9 Element Name Filter

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.

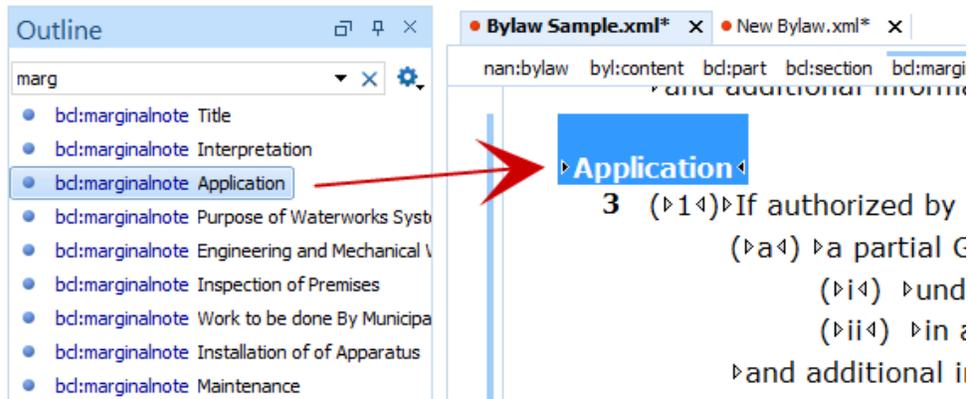


For example, to view all the marginal note elements (section headings) in the document:

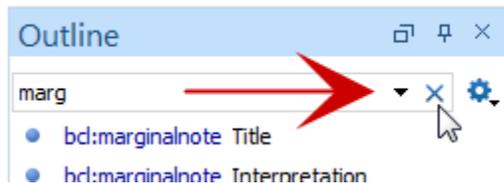
- Type a fragment of the element name “marginal note” in the **Element name filter** box. All the marginal notes in the document are now visible in the Outline view window:



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



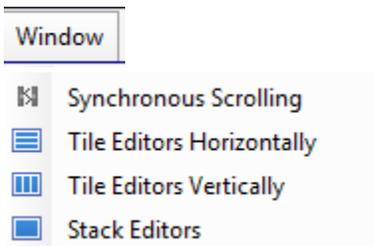
- To exit the element name filter, click on the X:



5.10 Side-by-side View (Tile Editors) and Synchronous Scrolling

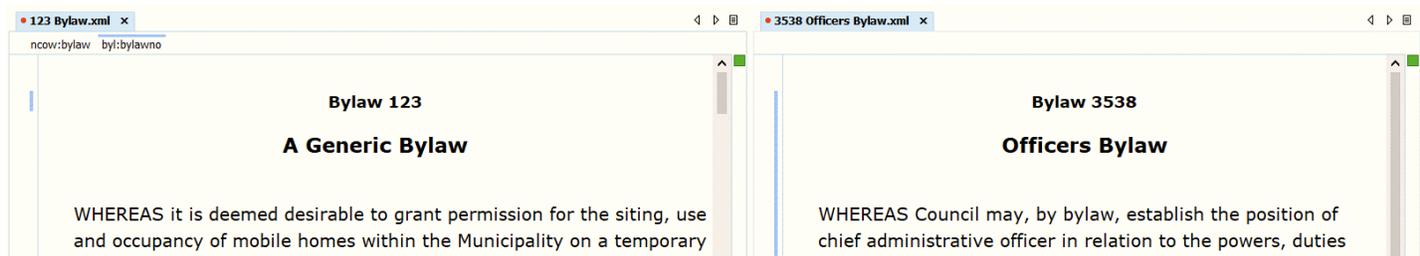
To view documents side-by-side in the document window:

- Select the **Tile Editors Horizontally** or **Tile Editors Vertically** option in the **Window** menu:

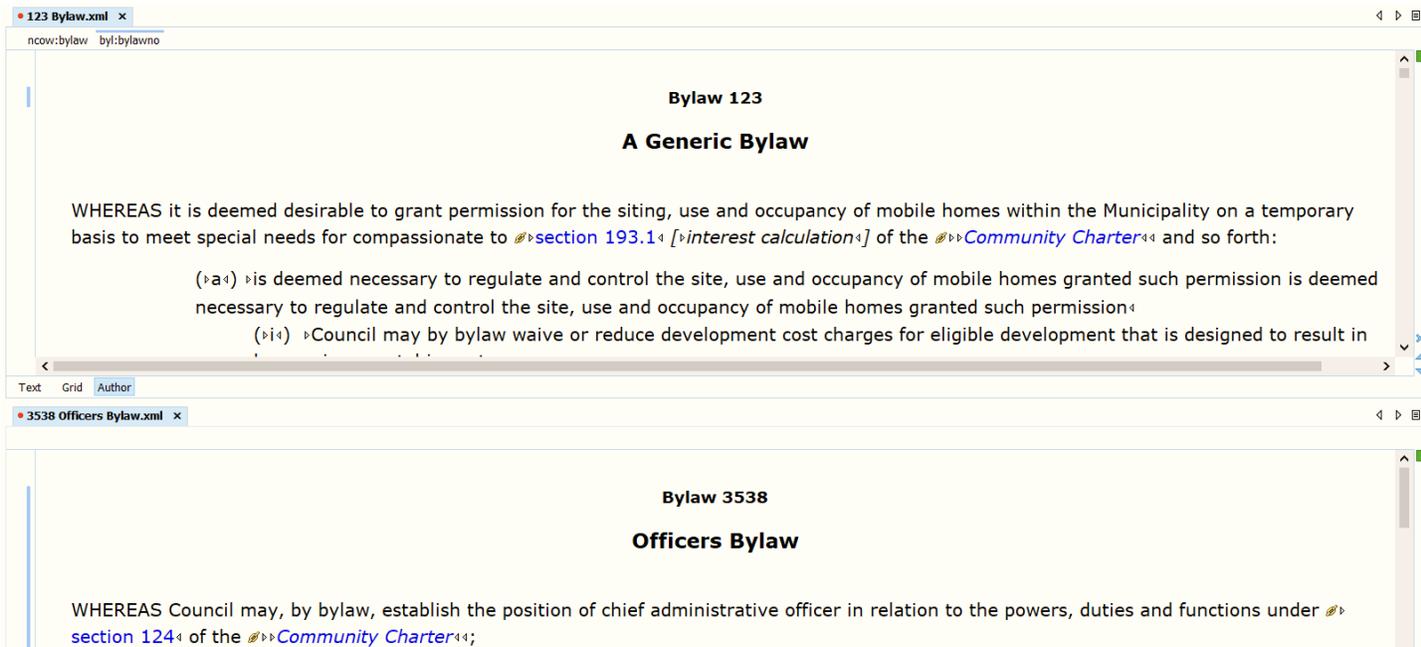


Examples:

Tile Editors Vertically



Tile Editors Horizontally



2. Once you have selected a Tile view, you may click on **Synchronize Scrolling**.
3. To restore the view to single-document view, select the **Stack Editors** option from the Window menu.