

## Navigating Document Content – Keyboard, Elements and Breadcrumbs

### 1. Using the Keyboard

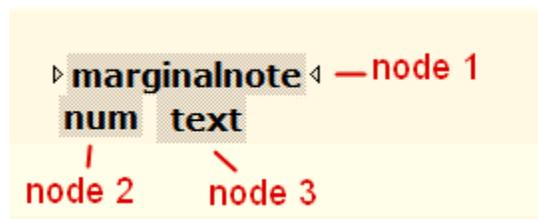
Keyboard	Description
Tab key	Move the cursor to the next XML node
Shift + Tab	Move the cursor to the previous XML node
Ctrl + Right Arrow	Move one word forward
Ctrl + Left Arrow	Move one word backward
Ctrl + Home	Position the cursor at the beginning of the document
Ctrl + End	Position the cursor at the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

### 2. Buttons – 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

### 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:



## 4. Breadcrumbs

byl:content bd:section bd:definition bd:text in:term

Breadcrumbs are found at the top of the document window and describe position and context of the cursor in the document. The position is expressed as a path from the document root to the current element.

In the following example the cursor position is inside an inline term element (in:term); therefore, the inline term breadcrumb is highlighted by a light blue bar. The breadcrumb path tells you that the inline term is inside the text element, which is inside the definition element, which is inside a section, which is inside content, which is inside bylaw.

To select an element click on the breadcrumb.



## 5. Element Prefixes (bcl, byl, in)

Every element resides in a schema. A schema is a set of elements and rules about their use that apply to a particular document type or document collection.

You'll notice that the element names have a prefix, e.g. **bcl:section**, or **byl:title**, or **in:term**.

The prefixes tell you which schema the element is associated with.

For example, the section element, **bcl:section** is associated with the **BC Laws** schema. The **bcl** prefix stands for BC Laws. The bcl schema contains elements and rules that are common to provincial and municipal legislation documents.

The **byl:title** element is associated with the **bylaws** schema. The bylaws schema contains elements and rules that are unique to bylaw documents.

The **in:term** element is an inline element and is associated with the **inline** schema. The inline schema contains elements and rules which are used in statutes, regulations and bylaws.

## 6. Element Types

A **block element** takes up its own line in the document, e.g. bylaw title `<title>Water Bylaw</title>`

An **inline element** occurs inside the text of another element, e.g.

`<text>Under section 215 of the <in:doc>Community Charter</in:doc></text>`

A **complex element** is an element made up of more than one element, e.g.

`<subsection>`

`<num>1</num>`

`<text>In this Bylaw:</text>`

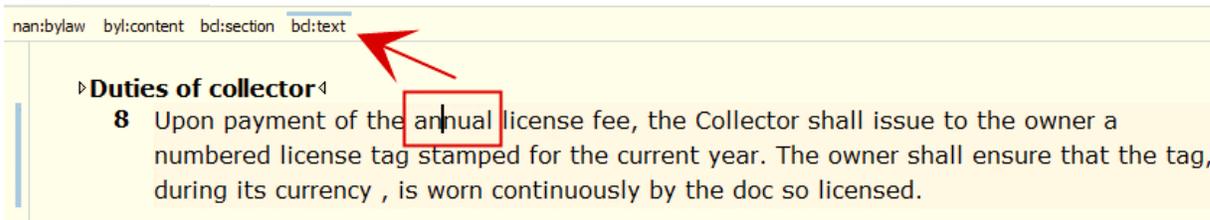
`</subsection>`

## 7. Deleting an Element Using Breadcrumbs - Recommended

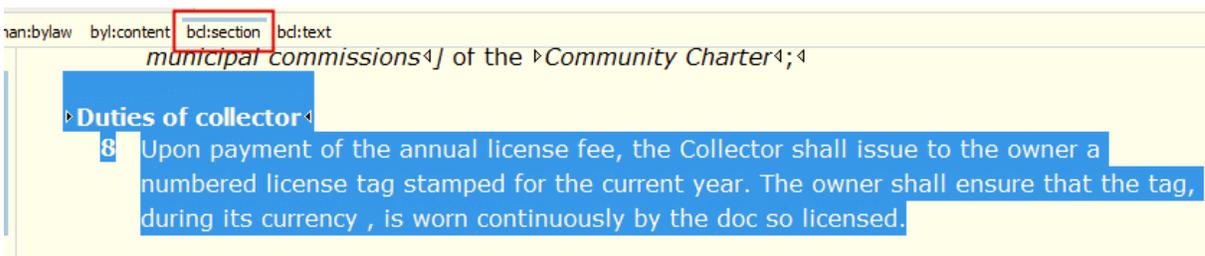
To delete a single element, use the **breadcrumb** to select the element and then use the **Delete** key. The breadcrumb method of selecting an element ensures that you are capturing the entire element. For example,

To delete a section:

1. Click anywhere in the section. The cursor is positioned inside section text, so the **bcl:text** breadcrumb is highlighted:



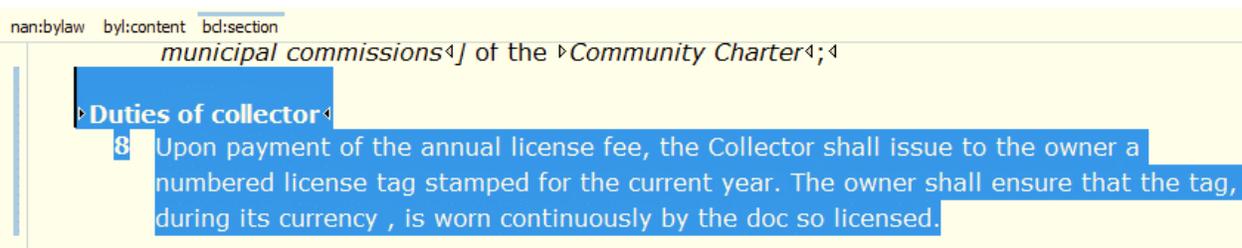
2. Now click in the parent **bcl:section** breadcrumb to the left of bcl:text to select the entire section:



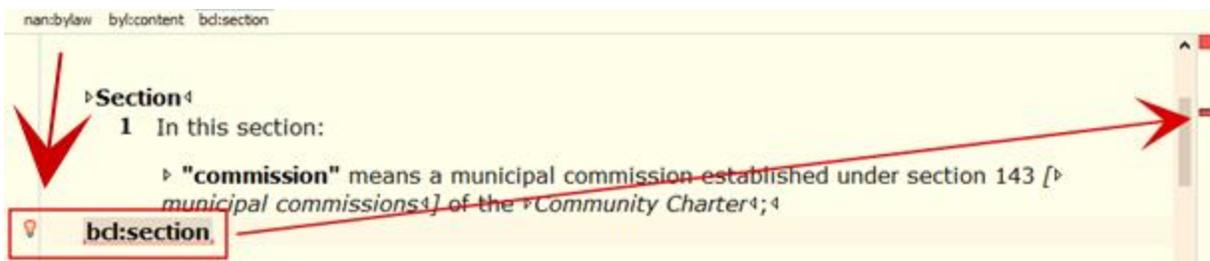
3. Now hit the **Delete** key.

## 8. Problems with Deleting Elements Using Click and Drag Selection

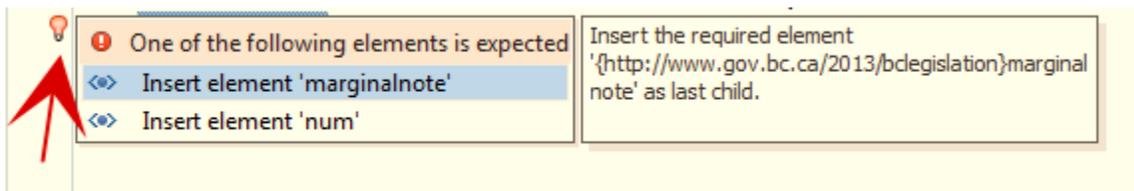
1. In this example, the section element has been selected with a click and drag action:



2. Although it looks like the entire element has been selected, when the Delete key is used to delete the section, a portion of the element is left behind and a jagged red underline is displayed under the remaining part of bcl:section element indicating a schema error. A red lightbulb icon occurs on the left side of the editing window, indicating an error, and a red error bar occurs on the right side of the editing window.



3. The error message can be read by clicking on the lightbulb. The messages indicate that the section element is incomplete and provides actions for re-instating the missing elements; however, the intention is to delete the section.



4. To delete the remainder of the section element, hit the **Delete** key a second time or click on the **section breadcrumb** (which is displayed in red as a result of the error) and hit the **Delete** key.

