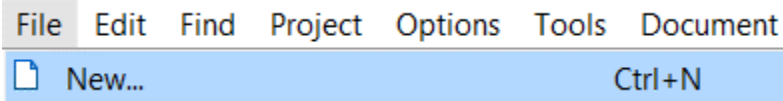# 7   GETTING STARTED

With CiviX Author you can create a new Bylaw or an Amendment Bylaw:
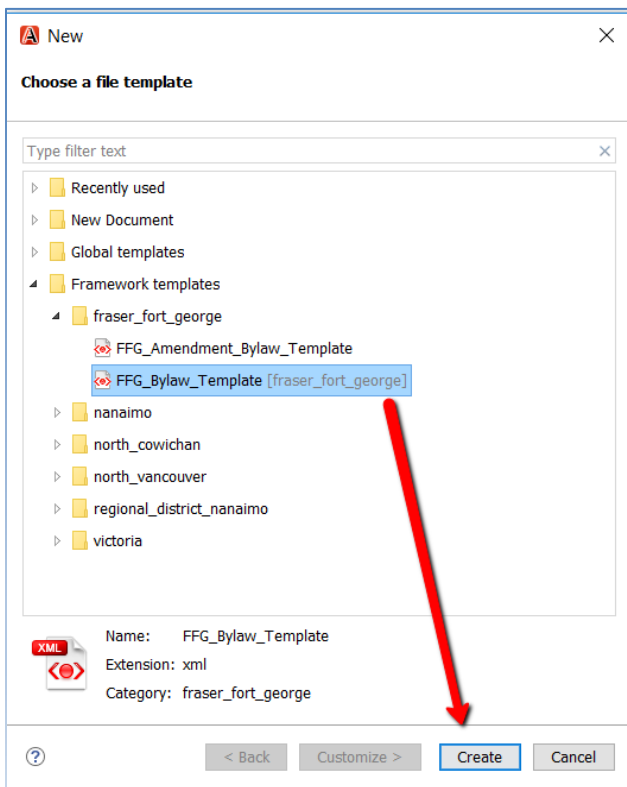
7.1   Create a New Bylaw

To create a new Bylaw:

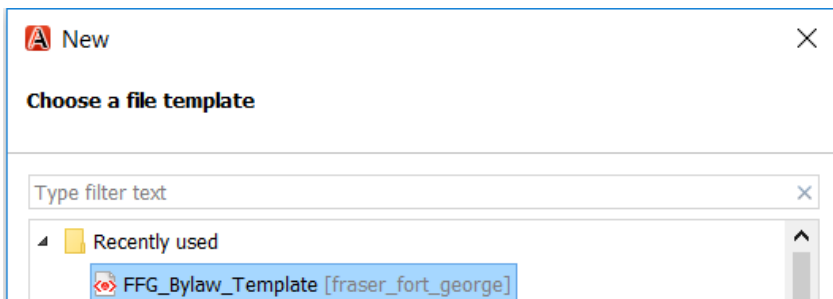1. Open the **File** menu and choose **New**, or click on the new document icon

2. Open the **Framework templates** folder and select the **Bylaw Template** for your jurisdiction.
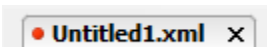   Click **Create**:

   Alternatively, open the template from the **Recently used** folder:

3. The template opens in the Author document window as an "Untitled" document.

4. Use **Save As** to save the document to the appropriate folder in your directory with a new name, e.g., "2151 Bylaw.xml"

5. The template contains the standard elements and content for a new bylaw such as bylaw number, bylaw title, preamble, section, approvals and signature block:
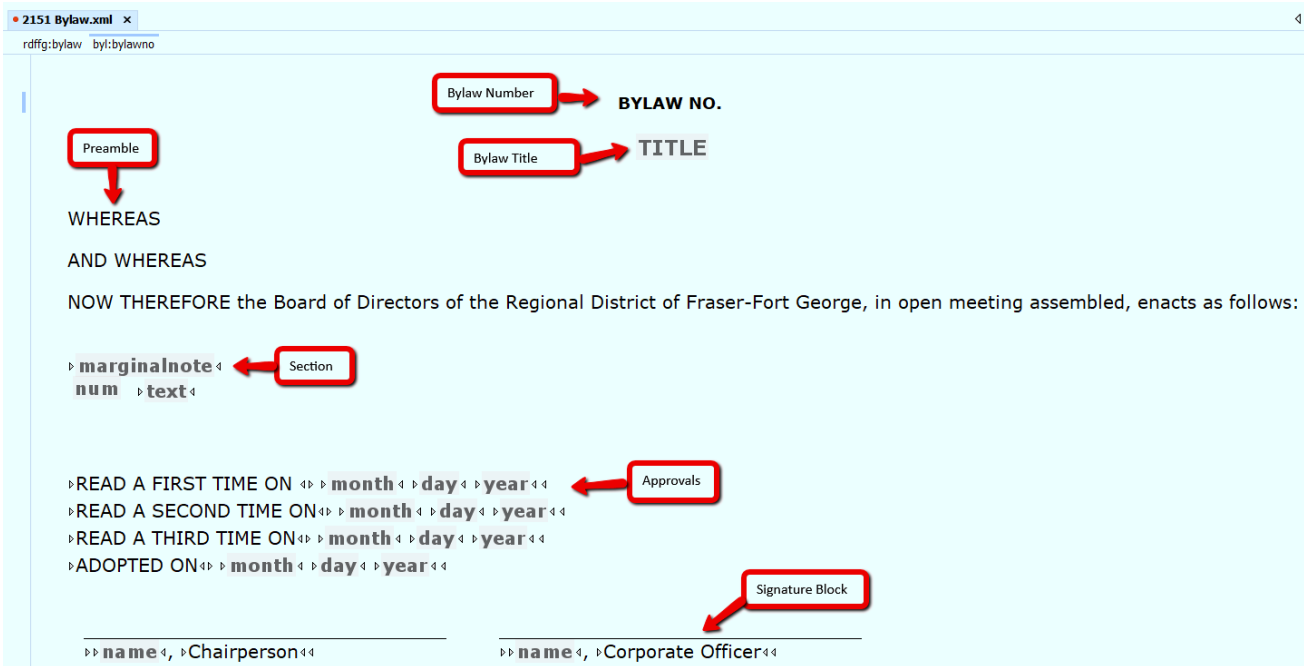
6. To enter a bylaw number, click in the **bylaw number element** and enter the number:

Note: The bylaw number element's content and format is variable across municipalities.

7. Click in the **title** element placeholder and enter the bylaw title:

8. Click in the **preamble text** element after "WHEREAS" and enter text as required:

9. Use the **Tab** key to navigate to the first node of the section element, the **marginal note**. Enter text as required. Hit the **Tab** key twice to navigate to the text node and enter text as required. (Skip the number element for now. The automated numbering function can be used to number the bylaw provisions.)

marginalnote
num   ▸text◂

→

▸**Officer positions**◂
num   ▸The following officer positions are established:◂

10. When you're ready to add a new element, such as a paragraph, ensure the cursor position is in the **section text node**, open the green **Bylaw Elements** toolbar and click on the **Add Paragraph** button.
Alternatively use the shortcut keys **Alt + P**:

1 ▾

(a) Add Paragraph   Alt+P

▸**Officer positions**◂
num   ▸The following officer positions are established:◂

→

▸**Officer positions**◂
num   ▸The following officer positions are established:◂
(▸num◂) ▸text◂

11. Enter text in the new paragraph element as required.
At the end of the sentence, hit the **Enter** key to add a new paragraph element below:

▸**Officer positions**◂
num   ▸The following officer positions are established:◂
(▸num◂) ▸Chief Administrative Officer;◂

→

▸**Officer positions**◂
num   ▸The following officer positions are established:◂
(▸num◂) ▸Chief Administrative Officer;◂
(▸num◂) ▸text◂

12. To number / renumber the document, use the **F11** key, or open the **Actions menu** and click on the **Renumber Document** button:

▸ ▾

Renumber Document

▸**Officer positions**◂
1   ▸The following officer positions are established:◂
(▸a◂) ▸Chief Administrative Officer;◂
(▸b◂) ▸Director of Corporate Services.◂

13. Continue building your document by adding elements from the green **Bylaw Elements** menu,
e.g. Section Subsection:
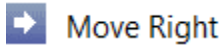
1(1) Add Section Subsection   Alt+B

▸ **marginalnote** ◂
num   (▸1◂) ▸text◂   Section Subsection
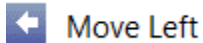
14. With cursor position in the subsection text element, use the **Enter** key to add a new like-element (subsection) below:
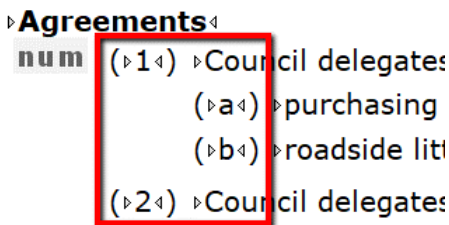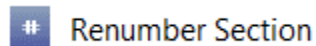
▷**Agreements**◁
num (▷1◁) ▷text◁

→

▷**Agreements**◁
num (▷1◁) ▷text◁
　　　(▷**num**◁) ▷text◁

15. Use the **Move Right** button (Alt + right arrow keys) to demote a subsection to a paragraph:

→ Move Right

▷**Agreements**◁
num (▷1◁) ▷text◁
　　　(▷**num**◁) ▷text◁

→

▷**Agreements**◁
num (▷1◁) ▷text◁
　　　　　(▷**num**◁) ▷text◁

16. Use the **Move Left** button (Alt + left arrow keys) to promote a paragraph to a subsection.

← Move Left

▷**Agreements**◁
num (▷1◁) ▷text◁
　　　(▷**num**◁) ▷text◁

→

▷**Agreements**◁
num (▷1◁) ▷text◁
　　　(▷**num**◁) ▷text◁

17. Enter content into the text elements as required, and use the **Renumber Section** button (Alt + F11) to number the child elements in the current section, i.e. subsection and paragraph numbers:

Renumber Section

▷**Agreements**◁
num (▷1◁) ▷Council delegates
　　　(▷a◁) ▷purchasing
　　　(▷b◁) ▷roadside litt
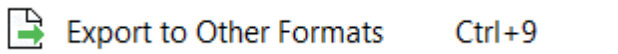(▷2◁) ▷Council delegates

18. Use **Renumber Document** to number or renumber the entire document, including section numbers, their child elements, and part and division numbers:
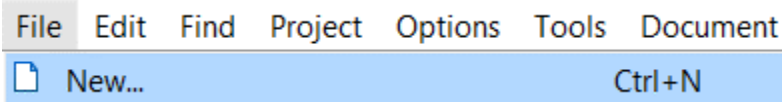
Renumber Document
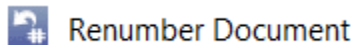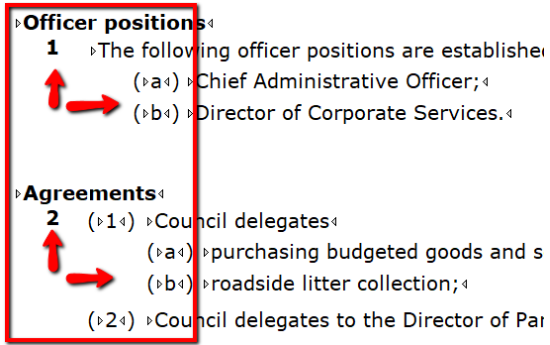
19. When you have finished drafting your document, open the **Export** toolbar to export the document to other formats such as Word or PDF:
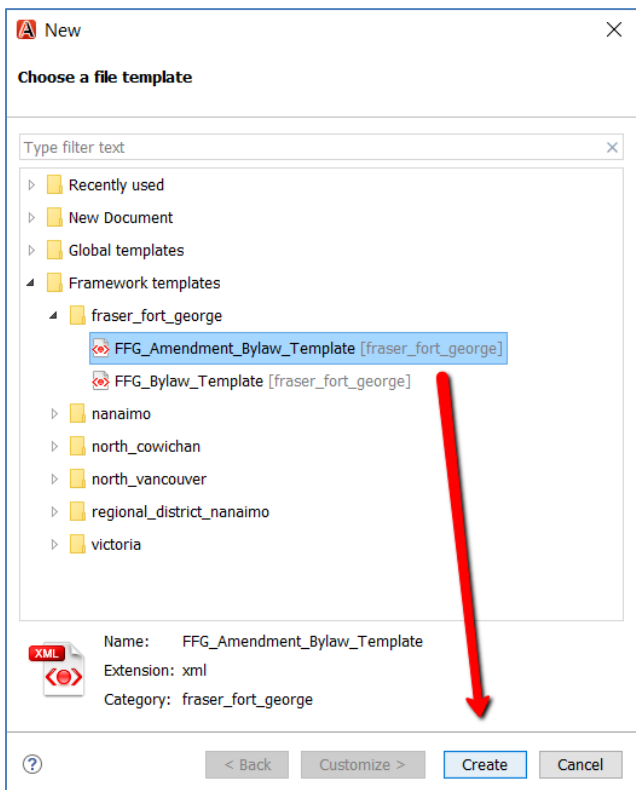

7.2 Create an Amendment Bylaw
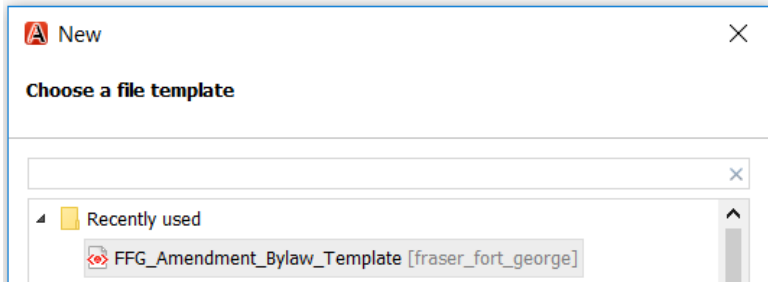
To create an Amendment Bylaw:

1. Open the **File** menu and choose **New**, or click on the new document icon
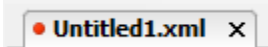

2. Open the **Framework templates** folder and select the **Amendment Bylaw Template** for your jurisdiction. Click **Create**:

Alternatively, open the template from the **Recently used** folder:

3. The template opens in the Author document window as an "Untitled" document.

4. Use **Save As** to save the document to the appropriate folder in your directory with a new name,
   e.g. Save As: "2151 Amend.xml"

5. The template contains the standard elements and content for an Amendment Bylaw such as bylaw number, bylaw title, preamble (enacting clause), amending section, approvals and signature block:
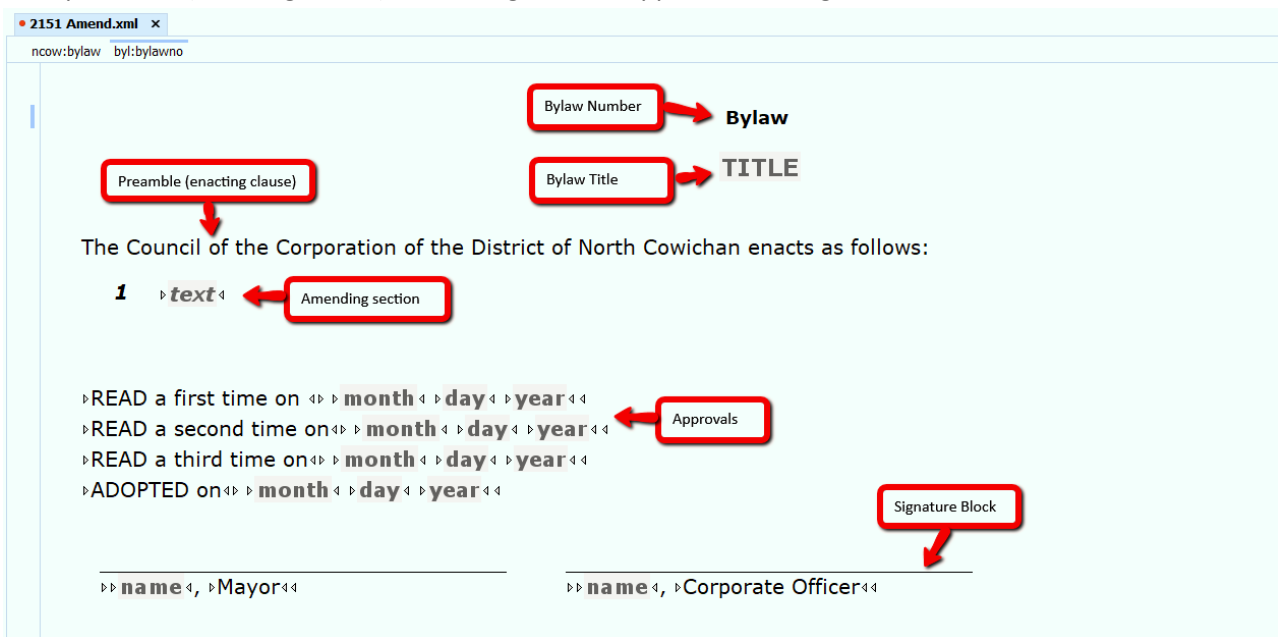
6. To enter the bylaw number, click in the **Bylaw Number** element and enter the number:

Note: The bylaw number element's content and format is variable across municipalities.

7. Click in the **Title** element placeholder and enter the bylaw title:

8. Click in the amending section text element and type in content as required.

1 ▷text◁ → **1** ▷*Section 7 is repealed.*◁

9. To add an amending section below, hit the **Enter** key at the end of the sentence, or open the **Amending Elements** toolbar and click on the **Amending Section** button (Alt + 7):

Add Amending Section

1 ▷*Section 7 is repealed.*◁ → **1** ▷*Section 7 is repealed.*◁

num ▷text◁

10. When the amendment is adding a provision to the bylaw, e.g. a new section, position the cursor in the amending text, open the **Bylaw Elements** menu and add a **section** inside the amending section.

The section element displays in blue in the Author environment as a visual aid in the drafting process to help differentiate between bylaw elements inside the amending section (the subject of the amendment) and bylaw elements that are at content level:

Add Section

num ▷*The following section is added:*◁ → num ▷*The following section is added:*◁

▷**marginalnote**◁
num ▷text◁

11. Enter content in the section marginal note, number and text nodes; then, add a new amending section with the **Amending Section** button or shortcut keys (Alt + 7)

Add Amending Section

num ▷*The following section is added:*◁ → **1** ▷*Section 7 is repealed.*◁

▷**Dog kennels**◁
19 ▷A dog kennel must be◁

▷**Dog Kennels**◁
19 ▷A dog kennel must be◁

num ▷text◁

12. For amendments which involve striking out and replacing words, enter content as required in the amending section, e.g. "Section 21 is amended by striking out":

num ▷*Section 21 is amended by striking out*◁

13. Open the **Amendment Elements toolbar** and insert **Double Quoted Text** (Alt + Q):

num ▸Section 21 is amended by striking out "▸in:doublequoted◂"◂

14. Enter text in the Double Quoted element, e.g. "school":

num ▸Section 21 is amended by striking out "▸school◂"◂

15. Hit the **Tab** key to move outside the quoted text element, add a space if required:

num ▸Section 21 is amended by striking out "▸school◂"◂

16. Continue entering content in the amending section text:

num ▸Section 21 is amended by striking out "▸school◂" and substituting◂

17. Add a second **Double Quoted** text element and repeat step 14 and 15.

num ▸Section 21 is amended by striking out "▸school◂" and substituting "▸learning centre◂".◂

18. When you're ready to add a new element, such as another amending section or an amending paragraph, ensure the cursor position is in in the section text node and use the buttons or short cut keys to insert.

1	Add Amending Section	Alt+7
(a)	Add Amending Paragraph	Alt+8
(i)	Add Amending Subparagraph	

19. Continue building your document.