8 EDITING

8.1 Delete Elements

To delete an element, make sure that the entire element is selected, including any visible opening and closing tags.

8.1.1 Simple elements

For simple elements, like left text, selection can be achieved with triple-click + the Delete key or Backspace key.

Left text	+ Delete / Backspace
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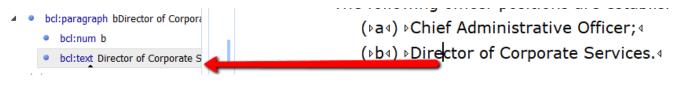
8.1.2 Complex elements

For complex elements, select the element with the **breadcrumb + Delete** key.



8.1.3 Outline view

1. To delete an element in **Outline view**, click in the element in the document to highlight it in Outline View



2. Then click in the **top level of the element** in Outline view + **Delete** key:

	- Demon a	(<code><code><code>ba4</code>) <code><code>bChief Administrative Officer;4</code></code></code></code>
	 bcl:text Chief Administrative 	
4	bcl:paragraph bDirector of	(+b+) •Director of Corporate Services.•

3. To select a range of elements, in **Outline view** click in the first element + hold down the **Shift key** + click in the last element in the range + **Delete** key:



8.1.4 Click and drag selection

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

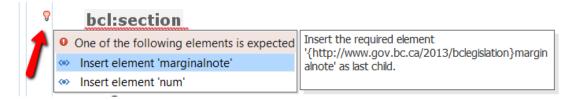


2. Although it looks like the entire element has been selected, when the Delete or backspace key is used to delete the section, a portion of the element is left behind and a jagged red underline is displayed under the remaining part of bcl:section element indicating a schema error.

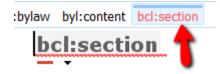
A red lightbulb icon occurs on the left side of the editing window, indicating an error, and a red error bar occurs on the right side of the editing window.



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:



8.2 Copy/cut and paste text only

X 🗈 ቬ

To edit **text** within an element use the **keyboard shortcuts** (**Ctrl + C**, **Ctrl + X** and **Ctrl + V**) or Edit toolbar buttons for **Copy**, **Cut** and **Paste**:

1. Select text + cut (Ctrl + C):

▷The first reading, third reading, second reading, and

2. Paste (Ctrl + V)

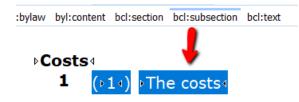
▹The first reading, second reading, third reading, and

8.3 Copy/cut and paste an xml element

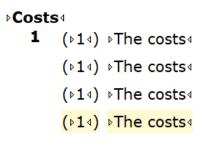
8.3.1 Copy/cut and paste element immediately below

To cut/copy and paste an entire element such as preamble text, a section, subsection, or paragraph:

1. Click in the element, e.g. subsection, then click on the element's **breadcrumb** at the top of the document window to select the entire element:



2. Use **Ctrl + C** to copy the element, and then (if pasting immediately below) use **Ctrl + V repeatedly** to paste:



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3. If required, use **Renumber Section** to renumber the elements.

8.3.2 Copy/cut and paste to a new location

To cut/copy and paste an element into a new location:

1. Click in the element and then on the **breadcrumb** to select the entire element, e.g. section:



2. Cut or copy the element, then position the cursor at the end of the last element above the target location:

▶Agreements∢

- 2 (▷1◀) ▷Council delegates◀
 - (bad) purchasing budgeted goods and services;4
 - (bd) broadside litter collection;
 - (>24) >Council delegates the power to enter into agreements.
- 3. Click on Paste:

▶Agreements

- 2 (▷1◀) ▷Council delegates◀
 - (bad) purchasing budgeted goods and services;
 - (b) broadside litter collection;
 - (>24) >Council delegates the power to enter into agreements.4

Responsibilities

- 1 <mark>▶The following ∢</mark>
 - <mark>(⊧a₄)</mark> ⊧ensure ∢
 - (▶b∢) <mark>▶ensure</mark> ∢

8.4 Paste special – Paste as text in a table cell

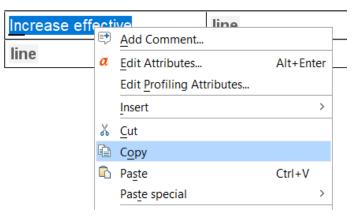
The Paste Special action gives you the option to paste text OR paste xml (element + text).

To copy text in a table cell "line" element and paste it into the empty line element in another cell without duplicating the line element:

1. Triple-click in the text to select all the words in the line element:

Increase effective	line
line	line

2. **Copy** the selection (Edit > Copy / Ctrl + C / or right-click > Copy):



 Position the cursor in the empty line element in the next cell, right-click to open the context menu, and select Paste Special > Paste as Text:

Increase effective	line line a	Add Comment Edit Attributes Alt+Enter Edit Profiling Attributes		
		Pa <u>s</u> te	Ctrl+V	
	•	Paste special	>	<u>P</u> aste as XML
		Ta <u>b</u> le	\rightarrow	Paste as <u>T</u> ext
		Images	>	

4. The text is pasted into the empty line element:

Increase effective	Increase effective
line	line

8.5 Remove duplicate line tags in a table cell

If a line element has been inadvertently copied into another line element in a table cell, you will notice duplicate breadcrumbs for oasis:line:

oasis:trow oasis:entry		oasis:line	oasis:line
Colu	mn 3	7	
\$12	5		
line			

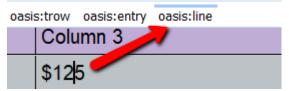
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To remove the extra line element:

 Place your cursor in the line element, Right-click to open the context menu, and select Refactoring > Delete Element Tags

Colu	mn 3				Colum	n 4	
\$125			1		line		
	Add Comment				line		
lii	Edit Attributes	Alt+Enter			line		
lir	Edit Profiling Attributes				line		
	Paste	Ctrl+V					
	Paste special	>					
	Ta <u>b</u> le	>					
	<u>I</u> mages	>					
	Select	>					
	Te <u>x</u> t	>					
	<u>R</u> efactoring	4	→!	Toggle Comme	nt	Ctrl+Shift+Co	mma
	Review	· \		<u>M</u> ove Up		Alt+Up	
	<u>M</u> anage IDs	>		Move <u>D</u> own		Alt+Down	
	l <u>n</u> sert	>	\$	Rename Elemer	nt		
	Folding	>	*	Delete Element	Tags	Alt+Shift+X	
	Inspe <u>c</u> t Styles			<u>A</u> ttributes			>
0	Options			<u>C</u> omments			>
				Elements			>
				<u>F</u> ragments			>

2. In the breadcrumbs, only one oasis:line element is now present, as expected:



8.6 Paste Special – Paste as XML in a table cell

The **Paste Special** action gives you the option to paste text OR paste xml (element + text)

For example, to copy a list element in a table cell and paste as XML into the next cell:

1. Position the cursor anywhere in the list element and select the in:ul breadcrumb (inline unordered list):

oas	is:tgroup	oasis:tbody	oasis:trow	oasis:entry	oasis:line	in:ul	in:li
						·	
	Colum	nn 2			Colu	nn 3	
	• ap	inana	dered bi	ut list:	Paste	e the	e list as <u>xml</u> :

2. Copy the selected element with Edit > Copy (Ctrl + C). Position the cursor at the end of the line element in the target cell. Right-click and select Paste special > Paste as XML.

Column 3	Column 4		
Paste the list as xml:	Add Comment		
a	Edit Attributes	Alt+Enter	
	Edit Profiling Attributes		
•	Pa <u>s</u> te	Ctrl+V	
	Paste special	 >	Paste as XML
line	Ta <u>b</u> le	>	Paste as <u>T</u> ext

3. The entire list element + content is pasted into the cell as child of oasis:line

-

Column 2	Column 3
This is an unordered bullet list: • apple • banana • pear	Paste the list as xml: • apple • banana • pear

4. Notice the difference if the bullet list is pasted as **text only** (see second image):

Column 3	Colur	nn 4		
Paste the list as <u>xml</u> : • apple	The	🗊 Add Comment		
• banana		a Edit Attributes	Alt+Enter	
• pear		Edit Profiling Attribute	es	
		Pa <u>s</u> te	Ctrl+V	
line	line	Paste special	>	Paste as XML
line	line	Ta <u>b</u> le		Paste as <u>T</u> ext

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Column 3	Column 4
Paste the list as <u>xml</u> : • apple • banana • pear	The apple banana pear

8.7 Content Completion Assistant

The Content Completion Assistant displays a list of elements that are allowed in the current editing context (position of cursor). Content Completion can be especially helpful if you have inadvertently deleted an element, e.g. the "line" element from a table cel, and wish to re-insert it.

To access the Content Completion Assistant, hit the Ctrl + Spacebar keys.

For example, to re-insert a missing line element from a table cel:

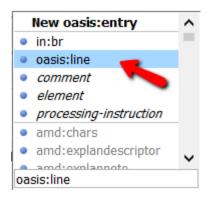
1. Position the cursor in the cel:

line	
line	

2. Hit the Ctrl + Spacebar keys on the keyboard to open the Content Completion Assistant:



3. Use the arrow keys to get to the desired element in the list of allowable elements in this context. When you reach **oasis:line**, **double-click** or hit the **Enter** key to insert it in the table cel.



8.8 Remove Text

To remove text from an element while leaving the element intact, use the **Remove Text** function accessed via the context menu, with **Right-click > Refactoring > Remove Text**.

To remove text from an element and its children:

1. Select the element with the breadcrumb. In this example select **subsection**:

byl:content bcl:section bcl:subsection bcl:text					
(<pre>>iiid) >for-profit affordable rental housing, andd >(>ivd) >low environmental impact development.d</pre>					
(+3+) •The revitalization program is intended to accomplish the objectives by encouraging ((+a+) +investment and development of industrial and commercial land, (
(+b+) +rejuvenation of mixed use commercial areas, and • (+c+) +construction of rental, supportive, and higher density housing. •					

2. In the area selected, **right-click** on the mouse and choose **Refactoring > Remove Text** from the context menu:

ion p	orograr	m is intended	to accom	plisł	n the objective	s by encouragin	
ent a		elonment of ir omment			commercial la	nd,∢	
tion	_	ttributes ofiling Attributes	Alt+Enter	as, and « ner density housing.«			
	Insert		>				
	<mark>‰ <u>C</u>ut</mark>]			
ies a	Copy		Ctrl+V	:horize∢			
ax e		special	>	ø⊳s	ø section 226₄ of the Ø b Communication ø b		
is B	Select		>				
evel	Te <u>x</u> t		>	ance	e with ø⊧sectio	on 563∢ of the Ø	
	<u>R</u> efact	oring	> >	+! <u></u>	oggle Comment	Ctrl+Shift+Comma	
	Review	v	>		love Up	Alt+Up	
	<u>M</u> ana <u>o</u>	ge IDs	>		love <u>D</u> own	Alt+Down	
i tha	<u>F</u> oldin	g	>	*	urround with Tags	Ctrl+E	
	I <u>n</u> spec	t Styles		2	ename Element		
•	Option	าร		× 🚽	elete <u>E</u> lement Tags	Alt+Shift+X	
				⊠ F	emove <u>A</u> ll Markup		
emp	cemption available under this Byla			⊡* F	em <u>o</u> ve Text		

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3. The empty subsection and paragraph elements remain:

(▷num 4) ▷ text 4 (▷num 4) ▷ text 4 (▷num 4) ▷ text 4 (▷num 4) ▷ text 4

8.9 Rename elements, e.g. change center text to subtitle

In a few scenarios, the Rename Element function may be helpful.

In this example, the centertext element has been used to create a schedule subtitle. To replace the center text element with the schedule subtitle element without losing the content:

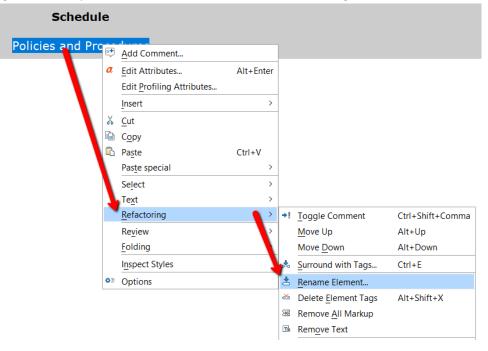
1. Click in the **center text element** content. The centertext breadcrumb is highlighted by a thin blue line:



2. Click on the centertext breadcrumb to select the element:



3. Right-click to open the context menu and select Refactoring > Rename Element:

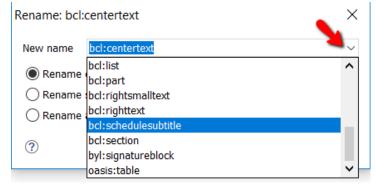


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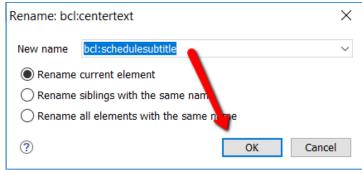
4. In the **Rename Element** dialogue, select the **Rename current element** option (or, if you want all center text elements changed to schedule subtitle, select Rename all elements with the same name).

	Schedule				
1	Rename: bcl	centertext	Delisie		cedures
-	New name	bcl:centertext current element siblings with the same r all elements with the sa		Cancel	

5. From the **New name** menu, select the "schedule subtitle" element:



6. Click on **OK**:



7. The center text element has been replaced by the schedule subtitle element and the content is preserved:



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