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.

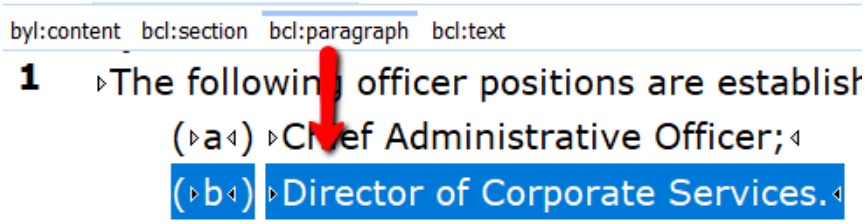
8.1.1 Simple elements

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

Left text + Delete / Backspace

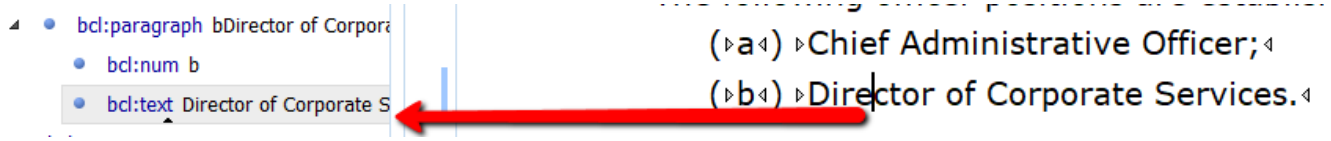
8.1.2 Complex elements

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

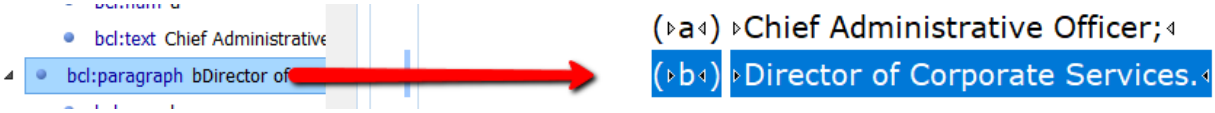


8.1.3 Outline view

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:



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:

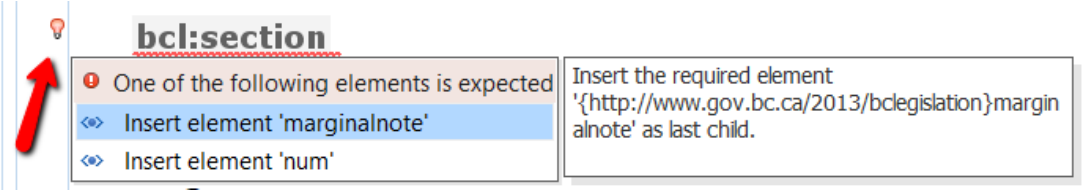
8.1.4 Click and drag selection

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

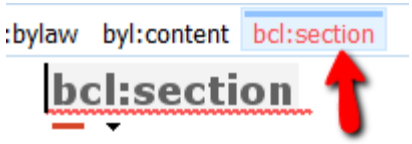
2. Although it looks like the entire element has been selected, when the Delete or backspace key is used to delete the section, a portion of the element is left behind and a jagged red underline is displayed under the remaining part of bcl:section element indicating a schema error.

   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.



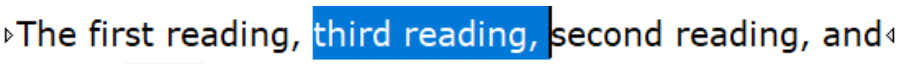
4. To delete the remainder of the section element, hit the **Delete** key a second time or click on the **section breadcrumb** (which is displayed in red as a result of the error) and hit the **Delete** key:



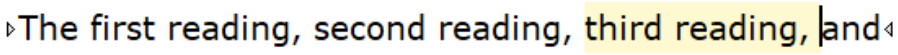
8.2 Copy/cut and paste text only

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):



2. Paste (Ctrl + V)

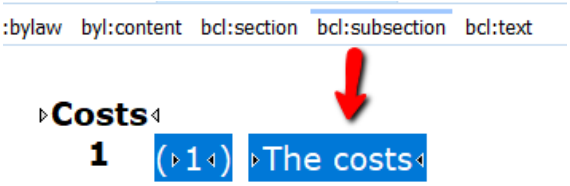


8.3 Copy/cut and paste an xml element

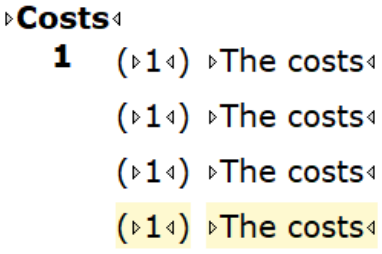
8.3.1 Copy/cut and paste element immediately below

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:

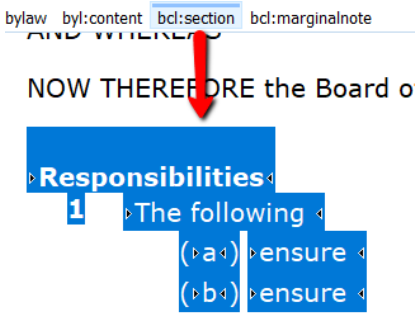


3. If required, use **Renumber Section** to renumber the elements.

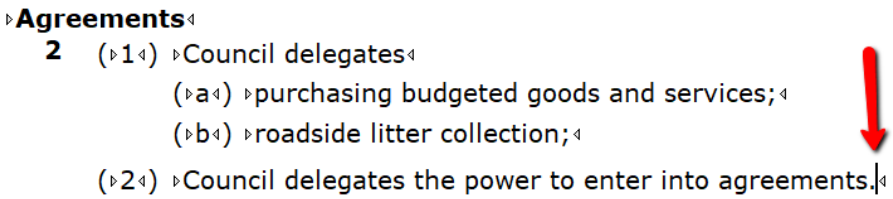
8.3.2 Copy/cut and paste to a new location

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

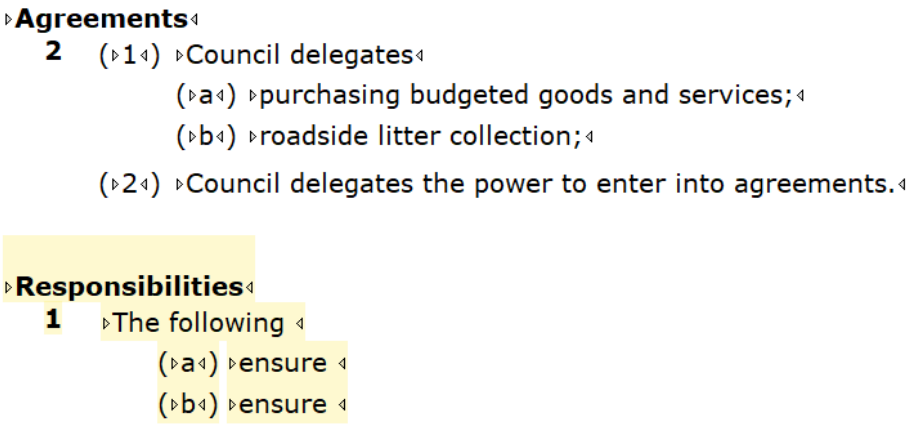
1. Click in the element and then on the **breadcrumb** to select the entire element, e.g. section:



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



3. Click on **Paste**:



8.4 Paste special – Paste as text in a table cell

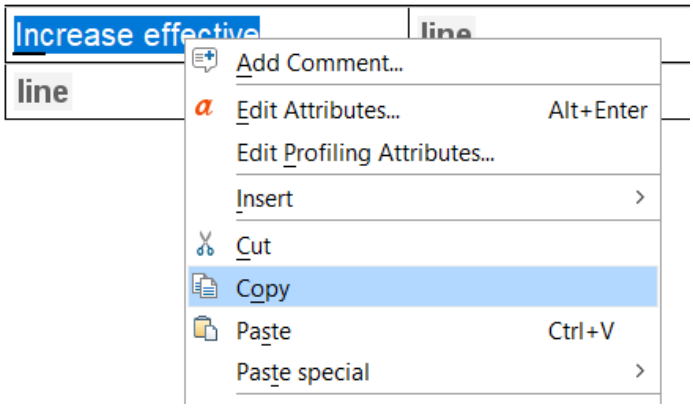
The **Paste Special** action gives you the option to paste text OR paste xml (element + text).

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:

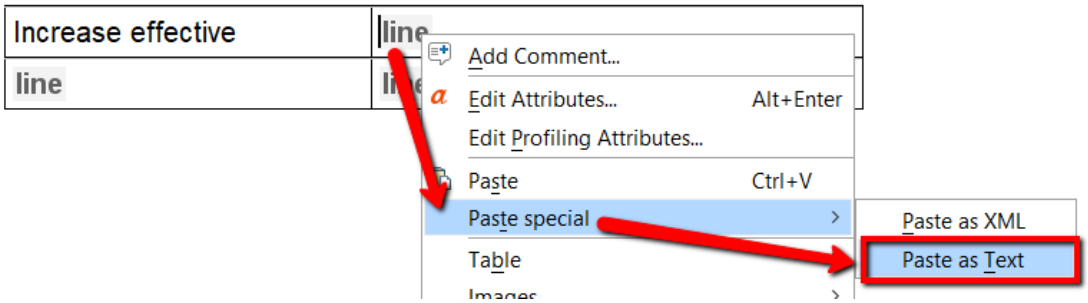
1. **Triple-click** in the text to select all the words in the line element:

Increase effective	line
line	line

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



3. 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**:

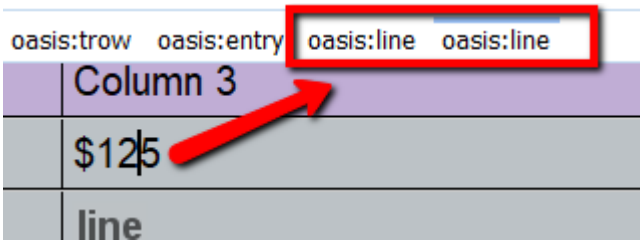


4. The text is pasted into the empty line element:

Increase effective	Increase effective
line	line

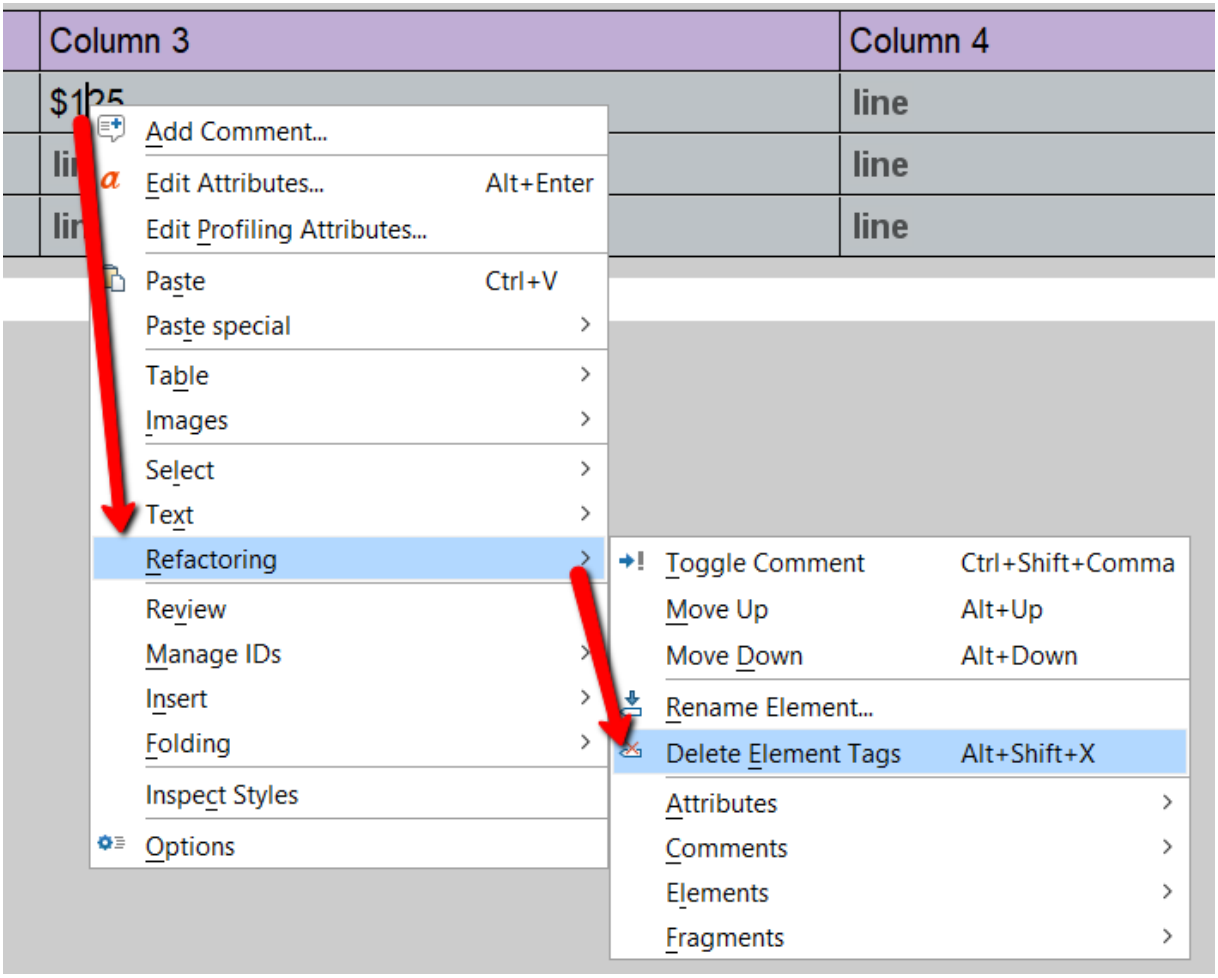
8.5 Remove duplicate line tags in a table cell

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

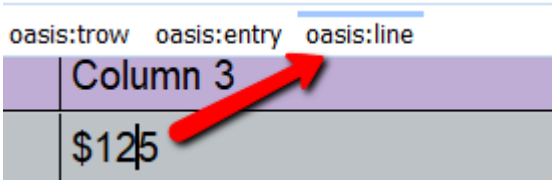


To remove the extra line element:

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



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

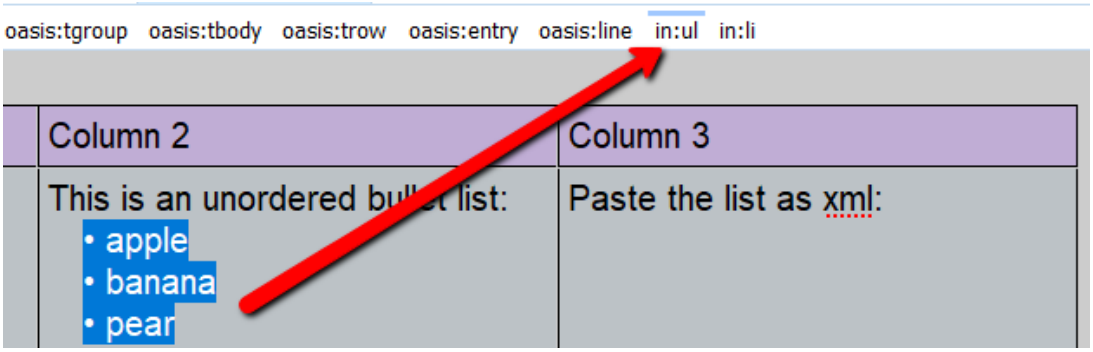


8.6 Paste Special – Paste as XML in a table cell

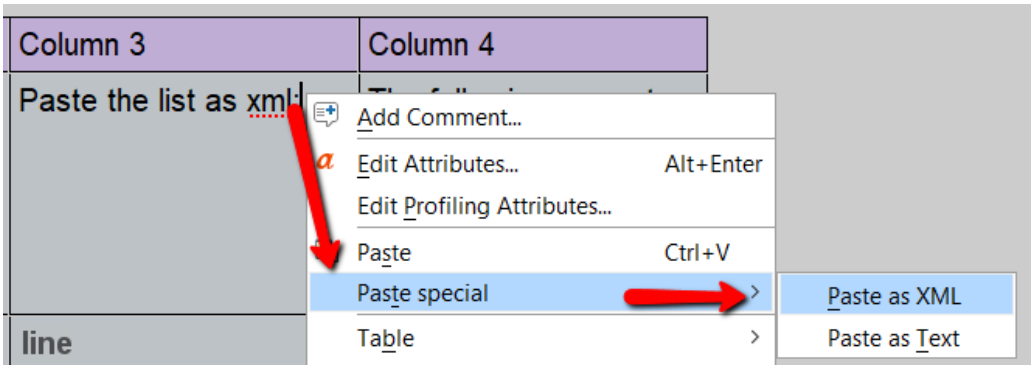
The **Paste Special** action gives you the option to paste text OR paste xml (element + text)

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

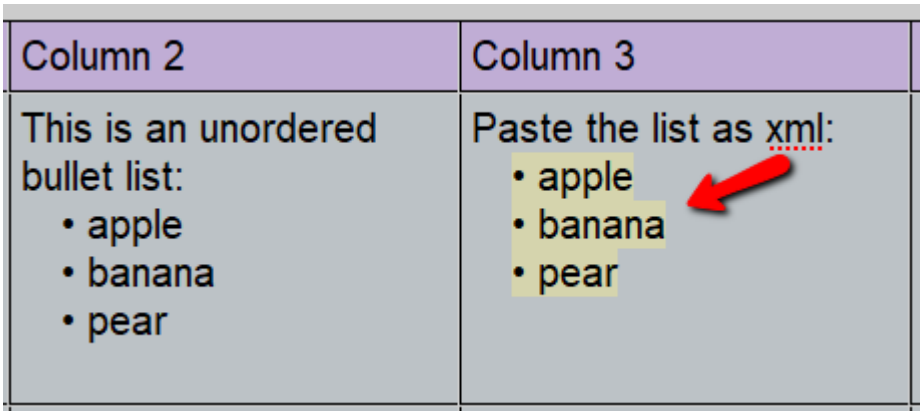
1. Position the cursor anywhere in the list element and select the **in:ul breadcrumb** (inline unordered list):



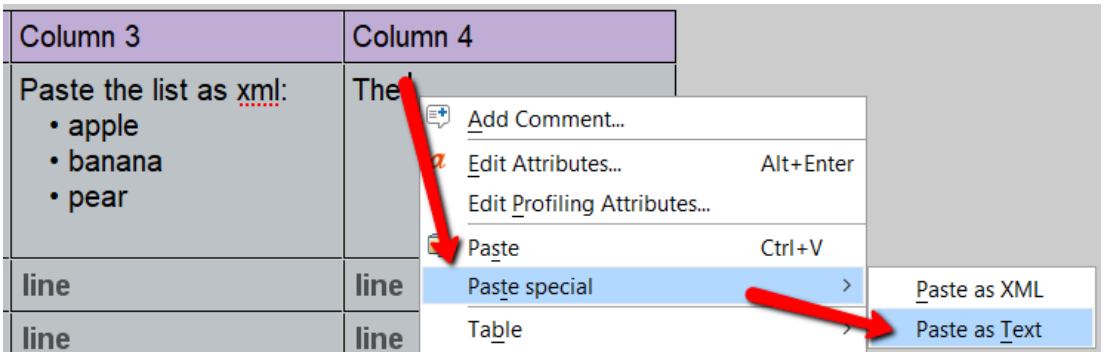
2. Copy the selected element with **Edit > Copy** (Ctrl + C). Position the cursor at the end of the line element in the target cell**. Right-click** and select **Paste special > Paste as XML**.

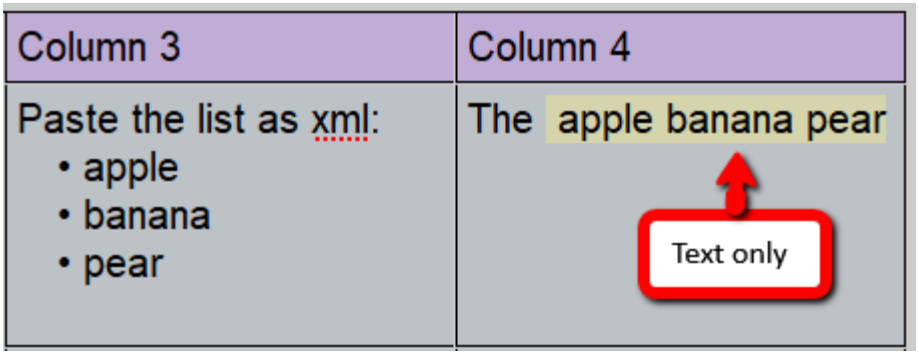


3. The entire list element + content is pasted into the cell as child of oasis:line



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





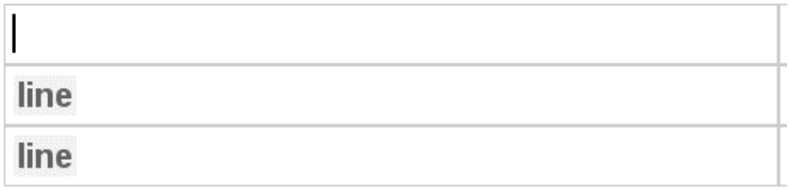
8.7 Content Completion Assistant

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.

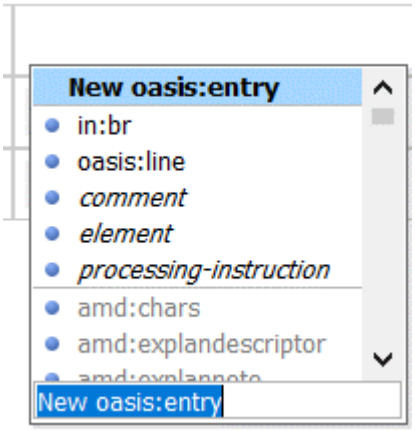
To access the Content Completion Assistant, hit the **Ctrl + Spacebar** keys.

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

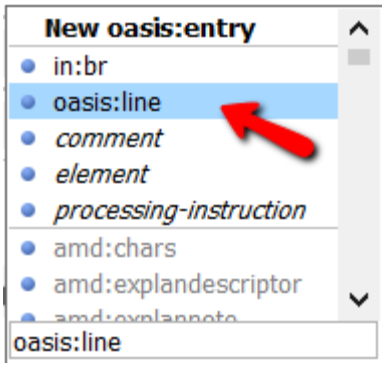
1. Position the cursor in the cel:



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.

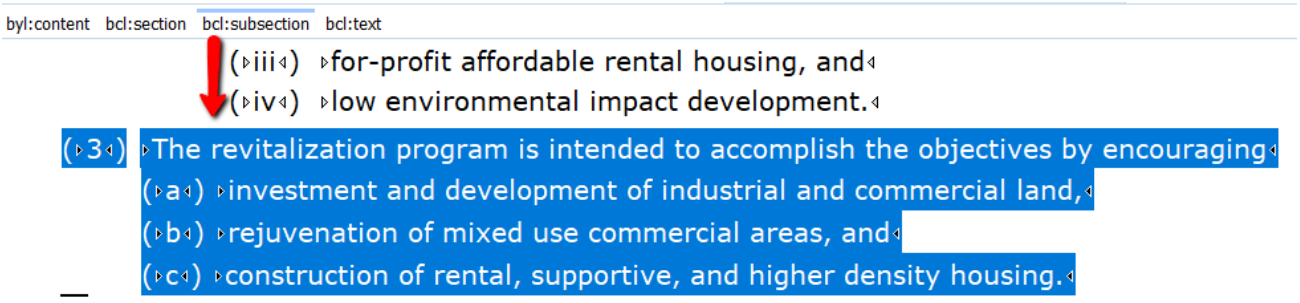


8.8 Remove Text

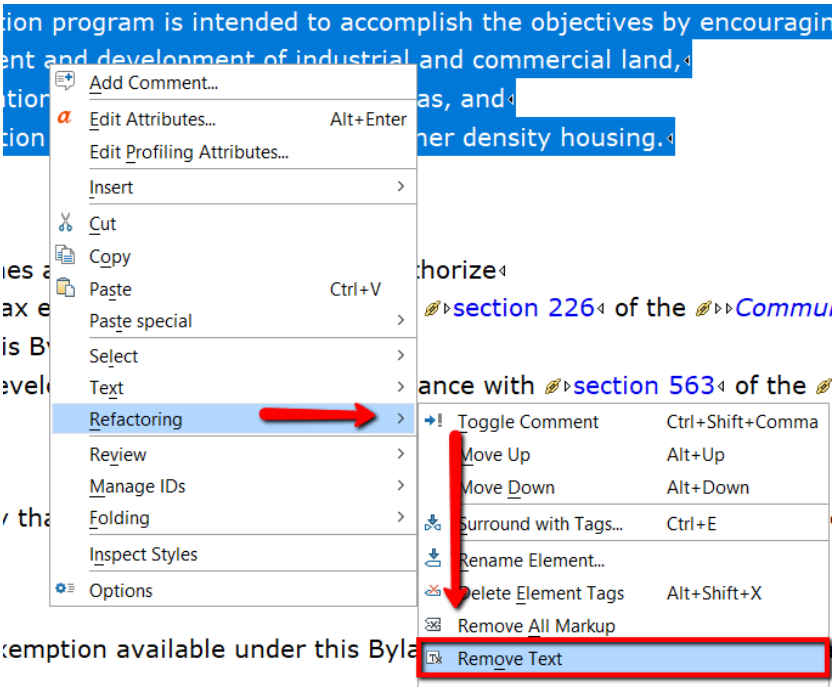
To remove text from an element while leaving the element intact, use the **Remove Text** function accessed via the context menu, with **Right-click > Refactoring > Remove Text**.

To remove text from an element and its children:

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



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



3. The empty subsection and paragraph elements remain:

(num) text
(num) text
(num) text
(num) text

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

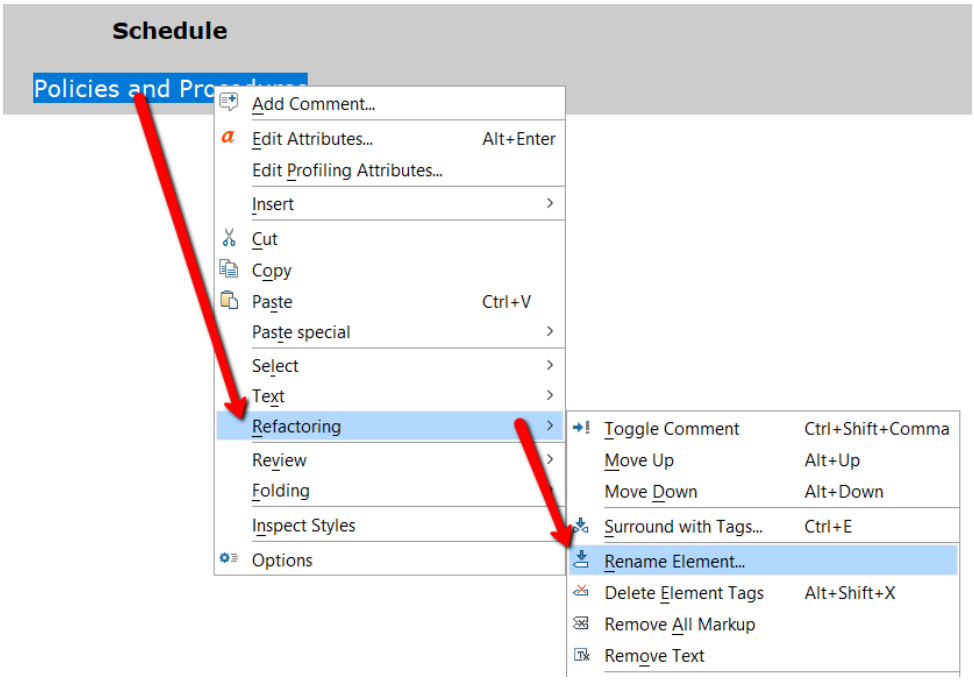
In a few scenarios, the **Rename Element** function may be helpful.

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:

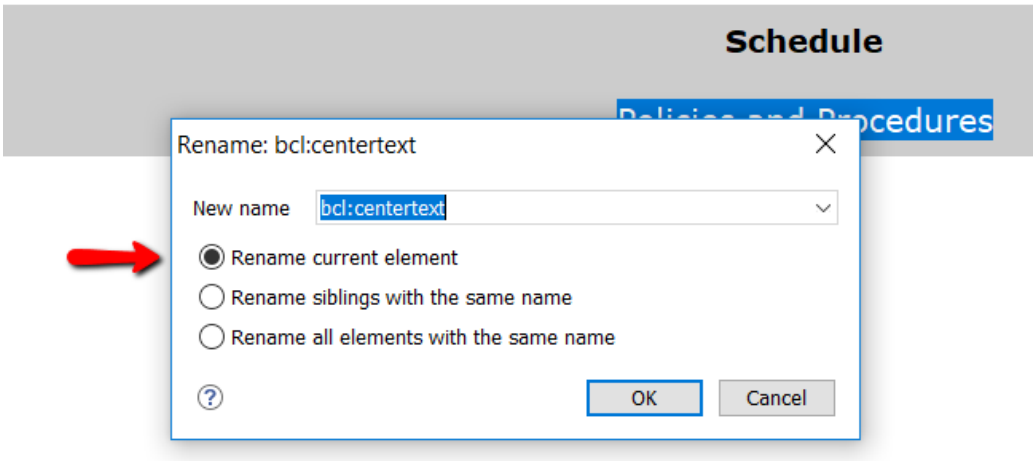
1. Click in the **center text element** content. The centertext breadcrumb is highlighted by a thin blue line:

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

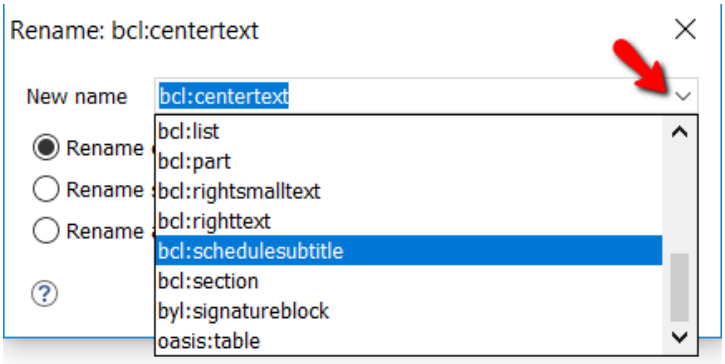
3. **Right-click** to open the context menu and select **Refactoring > Rename Element**:



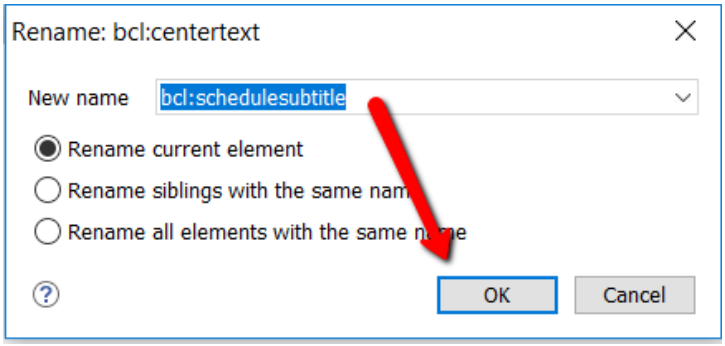
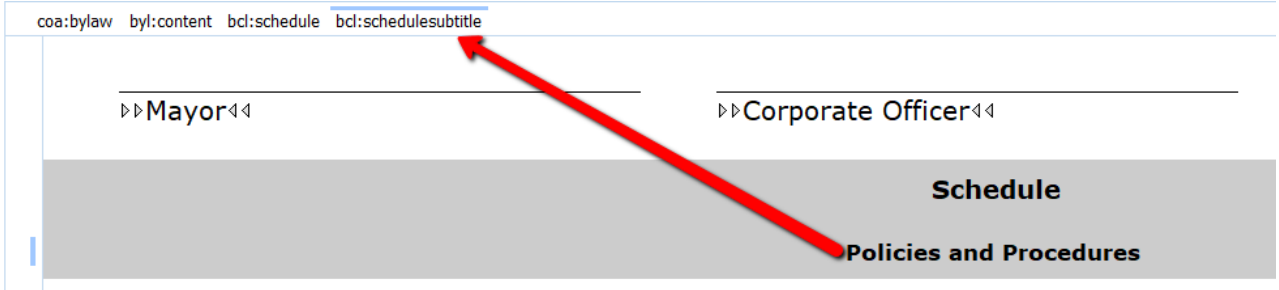
4. In the **Rename Element** dialogue, select the **Rename current element** option (or, if you want all center text elements changed to schedule subtitle, select Rename all elements with the same name).



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: