





























CiviX Author Custom Actions







Cheat Sheet



A Amendment Bylaw Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Alt + 6	Add Amendment Explanatory Note amd:explannote	Add an amendment explain note which explains the purpose of the amendment	<ul style="list-style-type: none"> - Occurs above an amendment section and explains the amendment purpose - Use Export options to include explain notes in bylaw document; exclude explain notes from the bylaw document; or, create separate document of explain notes.
2		Alt + 7	Add Amending Section amd:section	Add an amending section	<ul style="list-style-type: none"> - Use Renumber Doc function for numbering all amendment sections in document
3		Alt + 8 Enter key	Add Amending Paragraph amd:paragraph	Add an amending paragraph	<ul style="list-style-type: none"> - Use Renumber Section for numbering child elements of current amendment section, e.g. a, b, c, i, ii, iii
4		 Enter key	Add Amending Subparagraph amd:subparagraph	Add an amending subparagraph	<ul style="list-style-type: none"> - Use Renumber Section for numbering child elements of current amendment section, e.g. a, b, c, i, ii, iii
5			Add Bylaw Name Heading amd:lawnamehead	Add a bylaw name heading	<ul style="list-style-type: none"> - For use in Amendment Bylaws where more than one bylaw is affected by the amendments.
6			Add Consequential Amendment Heading bcl:conseq	Add a consequential amendment heading, including section number range	<ul style="list-style-type: none"> - Enter amending section number range e.g. 4–6, for inclusion in the table of contents as: 4-6 Consequential Amendments - The CA heading acts as a container for child elements inserted after, e.g. amending section
7		Alt + Q	Add Double Quoted Text in:doublequoted	Add double quoted inline text	<ul style="list-style-type: none"> - For use in amending sections, paragraphs and subparagraphs
8			Add Single Quoted Text in:singlequoted	Add single quoted text inside double quoted text	<ul style="list-style-type: none"> - For use inside double quoted text when the quoted text contains a quotation.









9			Add Amending Text in:amendingtext	Add amending text fragment	- Appended to bcl:elements inside amending paragraphs, for adding punctuation. e.g., “, and ”
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1 Bylaw Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			Add Bylaw Number byl:bylawno	Re-insert a bylaw number in document	- Bylaw number is present in template. If deleted use button to re-insert
2			Add Bylaw Title byl:title	Re-insert a bylaw title in document	- Bylaw title is present in template. If deleted use button to re-insert - Bylaw title and long title cannot both be present in the document. Delete long title, then insert title from bylaw number position
3			Add Bylaw Long Title byl:longtitle	Re-insert bylaw long title	- Bylaw long title (or title) is present in template. If deleted use button to re-insert long title - Long title and bylaw title cannot both be present in the document. Delete bylaw title, then insert long title from bylaw number position
4			Add Amendments Included (Consolidated Bylaws) byl:amsincluded	Add a consolidation statement containing amendment bylaw numbers included and the last amended date.	- Cursor position: title or long title. - Used at the top of consolidated bylaws to indicate the amendment bylaws affecting the bylaw and the last amended date.
5			Add Explanatory Note byl:explannote	Add an explanatory note element in a new bylaw at top of document	- Used in First Reading+ Bylaw to explain the bylaw purpose. - Explain note occurs after bylaw title/long title and before preamble - See Export menu for explain note options
6		Enter key	Add Preamble byl:preamble	Where preamble exists, adds preamble text element to preamble Where preamble does not exist, adds preamble + preamble text elements	- Preamble is present in template. - To add a new preamble text element with “AND WHEREAS”, use Add Preamble button. To create empty preamble text element below, hit Enter key at the end of current preamble text







7			Add Part bcl:part	Add a part	- Part acts as a container for child elements such as division and section.
8			Remove Part	Remove part while keeping child elements	- Cursor position: anywhere in part or child elements within part
9			Add Division bcl:division	Add a division	- Division acts as a container for child elements such as section
10			Remove Division	Remove division while keeping child elements	- Cursor position: anywhere inside division or child elements within division
11		Alt + S Enter key	Add Section bcl:section	Add a section including marginal note + number + text	- Hit Enter key in marginal note to add new section below - To demote section text to subsection, hit Enter key in text element or use Move Right action
12		Alt + B	Add Section Subsection bcl:section / bcl:subsection	Add a section including marginal note + number + subsection	- To promote subsection to section text, or use Move Left action from subsection text position
13			Add a Definition Section bcl:section type="definition"	Add a definition section	- To demote section text to subsection, use Move Right action from text position
14		Alt + F Enter key	Add Definition bcl:definition	Add a definition + term	- Hit Enter key in empty term or def element to add definition below, (or when data is present, after last character)
15		Alt + U Enter key	Add Subsection bcl:subsection	Add a subsection number + text	- Hit Enter key in subsection text to add subsection below
16		Alt + P Enter key	Add Paragraph bcl:paragraph	Add a paragraph number + text	- Hit Enter key in paragraph text to add paragraph below
17		Alt + A Enter key	Add Subparagraph bcl:subparagraph	Add a subparagraph number + text	- Hit Enter key in subparagraph text to add subparagraph below
18		Enter key	Add Clause bcl:clause	Add a clause number + text	- Hit Enter key in clause text to add clause below
19		Enter key	Add Sub Clause bcl:subclause	Add a sub clause number + text	- Hit Enter key in sub clause text to add sub clause below











20			Add Sub Marginal Note [changes in progress] bcl:submarginalnote	Add a sub marginal note to a section.	<ul style="list-style-type: none"> - Inserts a flush left sub marginal note inside a section to achieve subheadings between subsections and paragraphs. - Exports to Word at same font size as marginal note
20		Shift + Enter	Add Sandwich bcl:text	Add a sandwich element to the main clause	<ul style="list-style-type: none"> - Insert from main clause above paragraphs, or insert from previous provision to insert immediately below
21		Alt + Enter	Convert Sandwich	Change sandwich to numbered element or vice versa	<ul style="list-style-type: none"> - Cursor position: anywhere in element
22		Enter key on year	Add Approvals Block byl:approvals	Add approvals block	<ul style="list-style-type: none"> - Hit Enter key in year element to insert new approval line below - Approvals block is present in template. If deleted use button to re-insert empty approvals block
23			Add Signature Block byl:signatureblock	Add signature block	<ul style="list-style-type: none"> - To delete one signature from the signature block, click in signature, select "signature" breadcrumb + Delete key. - To delete "name" element, click in name element + Delete key - Signature block is present in template. If block is deleted, or if an additional signature block is required, use button to insert signature block
24		Alt + H	Add Historical Note bcl:hnote	Add historical note at preamble, section, schedule and form level	<ul style="list-style-type: none"> - Inserts inside a preamble after last preamble text. - Inserts inside a section after text (and inside child elements (subsection to sub clause). - Inserts inside a schedule or form level as sibling to left text. Exports at section indent level.


 Inline Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Alt + I	Add Document Name in:doc	Add a document name element , or surround selected text with document name element to achieve italic style	<ul style="list-style-type: none"> - Used for document references such as bylaw or Act names, when italic is required and an external hyperlink is not required. - Click in text and use button to insert element, or





					<ul style="list-style-type: none"> - Select text and use button to surround selection with in:doc element tags - Search by in:doc to find references within a document and collection.
2		Alt + D	Add a Descriptor in:desc	Add a descriptor element with italic style + square brackets	<ul style="list-style-type: none"> - Used to provide a description of an internal or external cross reference (optional) - Click in text and use button to insert element, or - Select text and use button to surround selection with in:desc element tags
3		Alt + T	Add Inline Term in:term	Add a term element with bold style + quotation marks	<ul style="list-style-type: none"> - Used for terms that occur within text, e.g. In this section, “school” includes pre-schools
4			Add line break in:br	Add a line break to achieve a new line without starting a new paragraph	<ul style="list-style-type: none"> - Valid in bylaw title or long title; schedule title, schedule subtitle; left text, center text, right text, indent1 to indent 5; and in table cell oasis:line. - To create a paragraph space between two oasis:line elements in a table cell, insert a line break before the first character of the of the second oasis:line element or in an empty oasis:line element.
5			Add Superscript in:sup	Add superscript font	<ul style="list-style-type: none"> - Click in text and use button to insert element, or - Select text and use button to surround selection
6			Add Subscript in:sub	Add subscript font	<ul style="list-style-type: none"> - Click in text and use button to insert element, or - Select text and use button to surround selection
7		Ctrl + B	Add Bold in:strong	Add bold font	<ul style="list-style-type: none"> - Primarily for use in schedules, forms, and tables - Click in text and use button to insert element, or - Select text and use button to surround selection
8		Ctrl + I	Add Italic in:em	Add italic font	<ul style="list-style-type: none"> - Primarily for use in schedules, forms, and tables - Click in text and use button to insert element, or - Select text and use button to surround selection
9			Remove Inline Tags	Remove inline tags, e.g. bold, italic, descriptor, doc name, link, etc.	<ul style="list-style-type: none"> - Cursor position: inside the inline element. - Removes inline tag elements - Where nested inline elements occur, e.g. bold + italic, removes tags closest to the cursor position


10			Add Inline Historical Note in:hnote	Add an inline historical note	- Used for repeal of subsection to subclause, e.g., (3) Repealed [BYLAW 1234]
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 Schedule Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			Add Schedule bcl:schedule	Add a schedule	<ul style="list-style-type: none"> - For first schedule, position cursor in last element of bylaw body, e.g. signature block; for additional schedules, position cursor anywhere inside schedule or form
2			Re-insert Schedule Title bcl:scheduletitle	Re-insert a schedule title above (when it has been deleted)	<ul style="list-style-type: none"> - Schedule title inserts automatically with Add Schedule action - If schedule title is deleted, position cursor in next element below, within the schedule, and use Re-insert Schedule Title. - Schedule title is included in the table of contents upon export - Page breaks occur between schedules in exported Word document
3			Add Schedule SubTitle	Add a schedule subtitle(s) after schedule title	<ul style="list-style-type: none"> - Unlimited schedule subtitles allowed in schedule - Not included in table of contents
4			Add Form bcl:form	Add form(s) to a schedule	<ul style="list-style-type: none"> - Form title inserts automatically with Add Form action - If form title is deleted, position cursor in next element below in the form and use Re-insert Form Title above. - All forms occur inside a schedule. - Form title is not included in the table of contents
5			Re-insert a Form Title bcl:formtitle	Re-insert a form title when it has been deleted	<ul style="list-style-type: none"> - Form Title inserts automatically with Add Form - Form Title occurs once in a form. - For subtitles, use centre text. - Form title is excluded from the table of contents




6		Alt + L Enter key	Add Left Text bcl:lefttext	Add left text to schedule or form	- Hit Enter key to add left text below
7		Enter key	Add Center Text bcl:centertext	Add centre text to schedule or form	- Hit Enter key to add centre text below
8		Enter key	Add Right Text bcl:righttext	Add right text to schedule or form	- Hit Enter key to add right text below
9		Alt + Shift + S	Add Section without Marginal Note bcl:section	Add section without marginal note	- To demote section text to subsection, hit Enter key in text element or use Move Right action
10		Alt + 1 Enter key	Add Indent Level 1 bcl:indent1	Add text at indent level 1	- Hit Enter key to add indent1 below
11		Alt + 2 Enter key	Add Indent Level 2 bcl:indent2	Add text at indent level 2	- Hit Enter key to add indent2 below
12		Alt + 3 Enter key	Add Indent Level 3 bcl:indent3	Add text at indent level 3	- Hit Enter key to add indent3 below
13		Alt + 4 Enter key	Add Indent Level 4 bcl:indent4	Add text at indent level 4	- Hit Enter key to add indent4 below
14		Alt + 5 Enter key	Add Indent Level 5 bcl:indent5	Add text at indent level 5	- Hit Enter key to add indent5 below
15			Add Centred Historical Note bcl:centertext/in:hnote	Add a centered historical note	- Used for referencing the amending legislation that affects the schedule content - Insert from cursor position: schedule title, schedule subtitle, form title, centretext - One occurrence per schedule or form





List Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			Add Text List in:tl	Add a text list	- Used primarily in section, schedule or form - Insert inside section, subsection, paragraph, etc. (sibling of text)





					<ul style="list-style-type: none"> - In schedule / form, insert from left text, indent1 to indent5 (sibling) - Hit Enter key to add text list element below
2			Add Bullet List in:ul	Add a bullet list (unordered list)	<ul style="list-style-type: none"> - Used primarily in byl:explannote, amd:explannote, schedule, form and table - In explain note, insert from explain text - In a schedule or form, insert from left text, indent1 to indent5 - In a table, insert from oasis:line - Hit Enter key to add bullet list element below - To increase / decrease indent level, use Move Right / Move Left
3			Add Number List in:ol 1. 2. 3.	Add a numbered list 1, 2, 3 (ordered list)	<ul style="list-style-type: none"> - Used in schedule, form or table - In a schedule or form, insert from left text, indent1 to indent5, - In a table, insert from oasis:line - Hit Enter key to continue list below - Use Move Right to demote to alpha lower case - Use Move Left to return from alpha to number list
4			Add Alpha List in:ol (a) (b) (c)	Add a lower case alpha list (a) (b) (c) (ordered list)	<ul style="list-style-type: none"> - Used in schedule, form or table - In schedule, insert from left text, indent1 to indent5 - In table, insert from oasis:line - Hit Enter key to continue list below - Use Move Left to promote to number list 1. 2. 3. - Use Move Right to demote to roman lower case (i), (ii), (iii) alpha upper case (A), (B), (C) roman upper case (I), (II), (III)
		Alt + ←	Move Left (promote)	Move current list element to the left to change the indent level and value of the list item	<ul style="list-style-type: none"> - Cursor position: list item (in:li) - Indent current list one level to the left: Ordered list items: 1 number (a) alpha lower case (i) roman lower case (A) alpha upper case (I) roman upper case







		Alt + →	Move Right (demote)	Move current list element to the right to change the indent level and value of the list item	<ul style="list-style-type: none"> - Cursor position: list item (in:li) - Indent current list one level to the right: Ordered list items: <ul style="list-style-type: none"> 1 number (a) alpha lower case (i) roman lower case (A) alpha upper case (I) roman upper case
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 Action Toolbar					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Alt + ↑	Move Up (sibling elements)	<p>Move current element up one position among like-elements.</p> <p>e.g. parts, sections, paragraphs, table text (line elements), tables, schedules, forms</p>	<ul style="list-style-type: none"> - Brings child elements along for the ride. - Ensure cursor position is in element text. - To move Section Subsection, position cursor in marginal note - To move table text (line element), position cursor in text - To move table, select entire table or 2 or more cells
2		Alt + ↓	Move Down (sibling elements)	<p>Move current element down one position among like-elements.</p> <p>e.g. parts, sections, paragraphs, table text (line elements), tables, schedules, forms</p>	<ul style="list-style-type: none"> - Brings child elements along for the ride. - Ensure cursor position is in element text. - To move Section Subsection, position cursor in marginal note - To move table text (line element), position cursor in text - To move table, select entire table or 2 or more cells
3		Alt + ←	Move Left (promote)	<p>Move current element left to next valid position within a section or amending section</p>	<ul style="list-style-type: none"> - Cursor position: text - Follows parent, child, sibling hierarchy rules - To promote Section Subsection to Section position cursor in subsection text <p>Special Cases</p> <ul style="list-style-type: none"> - Move part, division, section from inside an amendment section (blue) to content level

					<ul style="list-style-type: none"> - Move part, division, section from inside conseq\amending section (blue) to content level - Move bcl:section from amd:section\bcl:part\bcl:section to sibling of amd:section - Move bcl:section from amd:section\bcl:part\bcl:division \bcl:section to sibling of amd:section - Move bcl:section from amd:section \amd:paragraph \ bcl:part \ bcl:section to sibling of amd:section - Move bcl:section from amd:section \amd:paragraph \ bcl:division \ bcl:section to sibling of amd:section - Move bcl:section from amd:section \amd:paragraph \ bcl:part \ bcl:division \ bcl:section to sibling of amd:section
4		Alt + →	Move Right (demote)	Move current element right one position to next valid position within a section or amending section	<ul style="list-style-type: none"> - Cursor position: text - Follows parent, child, sibling hierarchy rules - To demote Section to a Section Subsection position cursor in section text
5		Alt + Shift + ↑	Move Section Into Part / Division - Up	Move section from content level into part, up Move section from part level into division up	<ul style="list-style-type: none"> - Cursor position: in section (marginal note, num or text) - Cursor position: in section subsection (subsection 1 text) - Cursor position: in amd:section, amd:lawnamehead, byl:conseqhead
6		Alt + Shift + ↓	Move Section Into Part / Division - Down	Move section from content level into part, down Move section from part level into division, down	<ul style="list-style-type: none"> - Cursor position: in section (marginal note, num or text) - Cursor position: in section subsection (marginal note, num or subsection text) - Cursor position: in amd:section, amd:lawnamehead, byl:conseqhead
7		Ctrl + Shift + ↑	Move Section Out of Part / Division - Up	Move section from part to content level, up Move section from division to part level, up	<ul style="list-style-type: none"> - Cursor position: in section (marginal note, num or text) - Cursor position: in section subsection (marginal note, num or subsection text) - Cursor position: in amd:section, amd:lawnamehead, byl:conseqhead
8		Ctrl + Shift + ↓	Move Section Out of Part / Division - Down	Move section from part to content level, down	<ul style="list-style-type: none"> - Cursor position: in section (marginal note, num or text) - Cursor position: in section subsection (marginal note, num or subsection text)

				Move section from division to part level, down	- Cursor position: in amd:section, amd:lawnamehead, byl:conseqhead
9			Surround Sections / Divisions with New Part	Surround available sections and/or divisions with a new part	- Opens a dialogue displaying available sections not already inside a part - To select a range of elements, hold down Shift key + click on first and last elements
10			Surround Sections with New Division	Surround available sections with a new division	- Opens dialogue displaying available sections and divisions not already inside a division - To select a range of elements, hold down Shift key + click on first and last elements
11		F11	Update Document Numbering	Number or renumber the entire document, including part, division, section, amendment section and child elements	- Excludes numbering of bcl: elements inside amending elements (amd:section, amd:paragraph, amd:subparagraph)
12		Alt + F11	Update Section Numbering	Number or renumber the child elements in the current section or amendment section, not including section number	- Excludes numbering of bcl: elements inside amending elements (amd:section, amd:paragraph, amd:subparagraph)

 Table Operations					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Ctrl + T Right-click / Table	Insert Table	Opens Insert Table dialogue with table options Insert a table inside section, schedule and form	Table options include - Quick Table, - Custom Table, - My Templates, and - Global Templates
2			Save Table as Template	Save the current table as a template for future use	- Create the table, enter content as desired, click on Save As Template button to name and save the table to My Templates for future use.
3			Covert Top Row to Header Row	Convert the top row of the table to a header row	- Cursor position: in any cell of the top row

4			Add Table Title	Add a table title to the table Add a second table title to the table	<ul style="list-style-type: none"> - Cursor position: in any cell of the table, or in the first table title element. - Maximum occurrence of table title is two per table.
5		Enter Key	Add Line Element	Re-insert a line element in empty cell, or add new line element below	<ul style="list-style-type: none"> - Cursor position: inside table cel at entry or line level
6		Alt + R Right-click / Table	Insert Row	Add one or more row to current table, above or below current row	<ul style="list-style-type: none"> - Cursor position: in any cell + Insert Row - Cursor position: in any header cell + Insert Row to add header rows, or - Cursor position: in any cell of row, right-click + select Table / Insert Row
7		Right-click / Table	Delete Row	Delete the current row	<ul style="list-style-type: none"> - Cursor position: in any cell of row + Delete Row, or - Cursor position: in any cell of column, right-click + select Table / Delete Row - To select a row use click and drag, or hover cursor near left table border until arrow appears + right-click with mouse - To delete all text in the row, select the row, right-click + select Refactoring / Remove Text - To delete all text + line elements in the row, select row + Delete key
8		Alt + C Right-click / Table	Insert Column	Add one or more column to the left or right of current column	<ul style="list-style-type: none"> - Cursor position: in any cell of column + Insert Row, or - Cursor position: in any cell of column, right-click + select Table / Insert Column
9			Delete Column	Delete the current column	<ul style="list-style-type: none"> - Cursor position: in any cell of column + Delete Column, or - Cursor position: in any cell of column, right-click, select Table / Delete Column - To select a column use click and drag, or hover cursor near top table border until arrow appears + right-click with mouse - To delete all text in the column, select the column, right-click + select Refactoring / Remove Text - To delete all text + line elements in the row, select column + Delete key









10			Merge Cells	Merge the selected cells into one cell	<ol style="list-style-type: none"> 1. Select one or more cells: above/below or left/right 2. Select one or more rows or columns
11	N/A		Split Cells	Split the current cell into multiple cells	<ol style="list-style-type: none"> 1. To split a cell, insert a row or column and Merge Cells as required.
12		Alt + Comma	Move Row Up	Move the current table row up	Cursor position: in cell text or empty line element
13		Alt + Period	Move Row Down	Move the current table row down	Cursor position: in cell text or empty line element
14			Update Row Numbering	Apply or update numbering in the rows of the selected column	<ol style="list-style-type: none"> 1. Select entire column to update row numbering 2. Ignores table headers 3. Sorts by content in the first line of the cell 4. Ignores decimal numbers 5. Does not handle columns containing merged cells
15			Sort Rows by Column Ascending, A-Z	Sort the rows alphabetically by the selected column A-Z, keeping row content together	<ol style="list-style-type: none"> 1. Select the column to sort by, keeping the row content together 2. Works alphabetically or numerically 3. Excludes column headers 4. Allows partial column selection
16			Sort Rows by Column Descending, Z-A	Select one or more columns to sort content alphabetically Z-A, keeping row content together	<ol style="list-style-type: none"> 1. Select the column to sort by, keeping the row content together 2. Works alphabetically or numerically 3. Excludes column headers 4. Allows partial column selection
17			Flow Ascending Across Columns	Alphabetize cell entries across one or more columns A-Z	<ol style="list-style-type: none"> 1. Select one or more columns to sort alphabetically across columns, A-Z 2. Works alphabetically or numerically 3. Excludes column headers
18			Flow Descending Across Columns	Alphabetize cell entries across one or more more columns Z-A	<ol style="list-style-type: none"> 1. Select one or more columns to sort alphabetically across columns, Z-A 2. Works alphabetically or numerically 3. Excludes column headers








Table Styles



No.	Button	Shortcut	Action	Description	Characteristics / Features
All Table Types					
1			Align Table	Align the selected table to left, center, right or default within the page	<ul style="list-style-type: none"> - Select entire table (hover arrow top left corner or, click and drag) - In the Align Table dialogue select Left, Center, Right or Default - Default replaces Left, Center, or Right alignment with the default indent level of table's parent element (section, paragraph, etc.)
2			Left-Align Table Text	Align text to left side of cell	<ul style="list-style-type: none"> - Select one or more cells, rows, or columns
3			Centre-Align Table or Table Text	Center text horizontally within the cell(s)	<ul style="list-style-type: none"> - Select one or more cells, rows, or columns
4			Right-Align Table or Table Text	Align text to right side of cell	<ul style="list-style-type: none"> - Select one or more cells, rows, or columns
Custom Table Styles (not for use with Global Templates)					
5			Turn On All Table Borders	Turn on all borders in the table	<ul style="list-style-type: none"> - Select entire table - Turns on all vertical, horizontal, inside and outside borders
6			Turn Off All Table Borders	Turn off all borders in the table	<ul style="list-style-type: none"> - Select entire table - Turns off all vertical, horizontal, inside and outside borders
7			Toggle Top Cell Border	Turn on/off the top border of selected cells	<ul style="list-style-type: none"> - Select one or more cells
8			Toggle Bottom Cell Border	Turn on/off the bottom border of selected cells	<ul style="list-style-type: none"> - Select one or more cells
9			Toggle Left Cell Border	Turn on/off the left border of selected cells	<ul style="list-style-type: none"> - Select one or more cells
10			Toggle Right Cell Border	Turn on/off the right border of selected cells	<ul style="list-style-type: none"> - Select one or more cells






Special Functions Menu




No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Ctrl + G	Global Definition	<p>When no definition section is present, Global Definition creates a new definition section and places it at the top of the document at content level or part level, and adds the selected word(s) to the definition section.</p> <p>When one or more definition sections is present, adds selected word(s) to the first (global) definition section in the document</p>	<ul style="list-style-type: none"> - The Global Definition section is the first definition section in the document. - To select a single word, position the cursor anywhere in the word - To select multiple words click and drag to highlight words. - To create a definition section subsection, position cursor in section text and use the Move Right action to demote section text to subsection. - All Definition Sections display in CiviX Author with a light blue background colour. - The background colour does not export to Word.
2		Ctrl + Shift + G	Previous / Local Definition	<p>When multiple definition sections are present, adds selected word(s) to the nearest previous definition section travelling up the document, or if cursor position is currently in a definition section adds the word(s) to current (local) definition section.</p>	<ul style="list-style-type: none"> - To select a single word, position the cursor anywhere in the word. - To select multiple words click and drag to highlight the words.
3		Ctrl + Shift + D	Toggle Definition Section	<p>Changes a regular section to a definition section or vice versa.</p>	<ul style="list-style-type: none"> - When the definition attribute is applied to a section, the definition section displays a light blue background colour.
4		Ctrl + D	Sort Definitions	<p>Sort definition terms alphabetically</p>	<ul style="list-style-type: none"> - Cursor position: anywhere in the term or definition element - Case sensitive sorting (lower case precedes upper case)
5		Alt + G	Go to Term	<p>Searches term elements in the document to see if the selected word is found in a definition element or inline term elsewhere in the document.</p>	<ul style="list-style-type: none"> - When the word is found, a dialogue opens and displays the term and its location in the document. - The user has the option to go to the term location, or remain at current location.
6		Alt + Shift + G	Go To Term Back Button	<p>Return from a found definition term location to the original position in the document.</p>	




7		F3	Create AutoText	Create a new Auto Text entry. Insert, edit or delete existing AutoText entries.	<ul style="list-style-type: none"> - AutoText allows user to quickly insert saved words, phrases or sentences by typing just a few characters. - AutoText entries are comprised of text only.
8		F4	Insert AutoText	Type in AutoText shortcut + F4 (or Insert button) to insert the word, phrase or sentences into the element.	<i>Example:</i> Type “rd” and hit the F4 key to insert “Regional District”
9			Activate All Cross References	Apply cross reference links to all cross references in the document	<ul style="list-style-type: none"> - Cursor position: anywhere in document and use button - Highlights non-existent section numbering in red for correction - Skips incorrectly formatted references, e.g. section (2) instead of section 2
10		Ctrl + R	Activate Cross Reference	Apply cross reference link(s) to the selected cross reference	<ul style="list-style-type: none"> - Select the cross reference with click and drag and use button or shortcut keys: section 2
11		F6	Insert Internal Cross Reference	Create an internal cross reference from the current section (source) to one or more sections (targets) within the document.	<ul style="list-style-type: none"> - The cross reference is inserted with the appropriate prefixes, e.g. section 2 , subsection (3); - Singular and plural syntax is automatically applied to the prefix. - Click on the cross reference hyperlink to go to the target section in the document. - The Preflight Check action updates cross references when target sections have changed position in the document.
12		Alt + F6	Edit Internal Cross Reference	Edit the internal cross reference by returning to the Insert Cross Reference dialogue	<ul style="list-style-type: none"> - To access the Edit Cross Reference function, position the cursor in the cross reference text and click on the Edit Cross Reference button.
13		Ctrl + Period	Update Cross References / Preflight Check	When element order changes, use the Preflight Check button in the Export menu to update the Cross References.	<ul style="list-style-type: none"> - When the order of like-elements changes, the cross reference will be updated automatically, e.g. (c) becomes (b); - When the element type changes, e.g. subsection becomes paragraph, the affected number will be highlighted in red, necessitating Edit Cross Reference.

14		F8	Import Legislation	Import content from XML documents, including XML document collections on BC Laws and XML Bylaw documents stored on a local directory.	<ul style="list-style-type: none"> - Allows import of xml elements from target documents into the current xml document, before or after selected element. - Valid elements for import include entire parts, divisions and sections. - Invalid elements for import from Acts and Regulations include partial sections; tables; formulas; images; and other BC legislation elements not in use in bylaws.
15		Ctrl + L	Insert External Link	Insert external hyperlinks to: <ul style="list-style-type: none"> - A statute or regulation on BC Laws - A specific part, division, section or schedule (anchor) in a statute or regulation on BC Laws, e.g. section 2 of the Bee Act - Website addresses - A PDF document on a website 	<ul style="list-style-type: none"> - Links are active in the XML document and in the output documents (Word, HTML, PDF)

 Export Functions					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Ctrl + Period	Run Preflight Check	Checks the document integrity for: <ul style="list-style-type: none"> - Cross References - Punctuation check (future) 	<ul style="list-style-type: none"> - Cross Reference – auto-updates cross reference section numbering when target has changed order among like-elements, e.g. section 2 (1) becomes subsection 3 (1). When the target element changes type, e.g. subsection (2) becomes paragraph (a), the number colour changes to red, indicating that a manual update is required using the Edit Cross Reference function.
2		Ctrl + 9	Export Document to Other Formats (Word)	Export document to other document formats: <ul style="list-style-type: none"> - Word Export options:	<ul style="list-style-type: none"> - The Export function converts the XML document into Word format.

				<ul style="list-style-type: none"> - Include Comments / Private Comments - Generate Table of Contents - Draft Version (applies watermark) - Explanatory Notes <ul style="list-style-type: none"> o Exclude o Include in bylaw document o Include in separate document 	
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 HTML Publishing Options					
No.	Button	Shortcut	Action	Description	Characteristics / Features
			Toggle Table of Contents	Turns off table of contents for publishing XML documents in HTML format on the web	<ul style="list-style-type: none"> - For use in bylaws which do not require a Table of Contents. - In Author, displays a red message in the document indicating that the table of contents has been deactivated for web publishing
			Toggle Signature Block	Turns off the Signature Block for publishing XML documents in HTML format on the web	<ul style="list-style-type: none"> - In Author, displays a red message in the document indicating that the signature block has been deactivated for web publishing

Other Functions					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			Help	Links to the CiviX Tutorials site at http://www.civixsuite.com/tutorials.asp	<ul style="list-style-type: none"> - The site has videos and written instructions on the use of CiviX
2		Right-click	Add Comment	Add a comment to the document	<ul style="list-style-type: none"> - Cursor position – click in a word, or select multiple words and click on the Add comment button Export Options <ul style="list-style-type: none"> - Include Comments in Word documents - Include Private Comments in Word documents
3		Right-click	Edit Comment	Edit / show an existing comment	<ul style="list-style-type: none"> - Cursor position – click in comment or highlighted text to open Edit Comments dialogue






4		Right-click	Remove Comment	Delete a comment	<ul style="list-style-type: none"> - Cursor position - Click in comment or highlighted text and use the Remove button
5			Comments Review Panel	Opens a comments review panel	
6			Apply Private to Comment	<p>Apply “Private” attribute to the comment Remove “Private” attribute from comment</p>	<ul style="list-style-type: none"> - Cursor position - Click in comment and use button to open dialogue. Select “Private” option - Change author of the comment to “Private” or revert to “your.name”. - Changes colour of comment (bubble and highlight)
7			Insert Symbol	Insert symbol / special characters	<ul style="list-style-type: none"> - Inserts Unicode for special characters and symbols such as em dash, letters with accents, mathematical symbols, etc.
8			Highlight	Allows application of highlight to text in Author, for export to Word	<ul style="list-style-type: none"> - To remove highlights, right-click in highlight > Remove highlights - Highlights survive export to Word - Highlights are excluded when published to HTML



Image Toolbar

Formats jpg, gif, png are valid. The images are converted to base64 binary format upon insert

No.	Button	Shortcut	Action	Description	Characteristics / Features
1			Insert Image	Insert image inside <ul style="list-style-type: none"> - section text - schedule/form - left text, indent 1 to 5 - table cell line element 	Cursor position <ul style="list-style-type: none"> - Section – at end of text - Subsection to clause – at end of text (inserts at same indent level as parent clause) - Schedule / Form – insert from left text, right text, centre text - Table – insert from line element
2		Right-click / Image	Resize Image	Resize image (pixels)	<ul style="list-style-type: none"> - Click on image to select + user Resize button or right-click and select Images / Resize - Select Constrain Height or Width to resize height and width by same proportion. - To revert to original size, use Ctrl + Z + F5 (Refresh)
3		Right-click / Image	Align Image Centre	Align image in centre of page	<ul style="list-style-type: none"> - Click on image to select + Align button / right-click and select Images / Resize
4		Right-click / Image	Align Image Left	Align image with indent level of current text element	<ul style="list-style-type: none"> - Click on image to select +Align button / right-click and select Images / Resize
5		Right-click / Image	Align Image Right	Align image with right page margin	<ul style="list-style-type: none"> - Click on image to select + Align button / right-click and select Images / Resize