

## CiviX Author Custom Actions

### Cheat Sheet

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

9			<b>Add Amending Text</b> in:amendingtext	Add amending text fragment	- Appended to bcl:elements inside amending paragraphs, for adding punctuation. e.g., “, <b>and</b> ”
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1 Bylaw Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			<b>Add Bylaw Number</b> byl:bylawno	Re-insert a bylaw number in document	- Bylaw number is present in template. If deleted use button to re-insert
2			<b>Add Bylaw Title</b> 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			<b>Add Bylaw Long Title</b> 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			<b>Add Amendments Included (Consolidated Bylaws)</b> 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			<b>Add Explanatory Note</b> 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	<b>Add Preamble</b> 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			<b>Add Part</b> bcl:part	Add a part	- Part acts as a container for child elements such as division and section.
8			<b>Remove Part</b>	Remove part while keeping child elements	- Cursor position: anywhere in part or child elements within part
9			<b>Add Division</b> bcl:division	Add a division	- Division acts as a container for child elements such as section
10			<b>Remove Division</b>	Remove division while keeping child elements	- Cursor position: anywhere inside division or child elements within division
11		Alt + S  Enter key	<b>Add Section</b> 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	<b>Add Section Subsection</b> 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			<b>Add a Definition Section</b> 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	<b>Add Definition</b> 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	<b>Add Subsection</b> bcl:subsection	Add a subsection number + text	- Hit Enter key in subsection text to add subsection below
16		Alt + P Enter key	<b>Add Paragraph</b> bcl:paragraph	Add a paragraph number + text	- Hit Enter key in paragraph text to add paragraph below
17		Alt + A Enter key	<b>Add Subparagraph</b> bcl:subparagraph	Add a subparagraph number + text	- Hit Enter key in subparagraph text to add subparagraph below
18		Enter key	<b>Add Clause</b> bcl:clause	Add a clause number + text	- Hit Enter key in clause text to add clause below
19		Enter key	<b>Add Sub Clause</b> bcl:subclause	Add a sub clause number + text	- Hit Enter key in sub clause text to add sub clause below

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

 <b>Inline Elements</b>					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Alt + I	<b>Add Document Name</b> 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"> <li>- Used for document references such as bylaw or Act names, when italic is required and an external hyperlink is not required.</li> <li>- Click in text and use button to insert element, or</li> </ul>

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

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

6		Alt + L Enter key	<b>Add Left Text</b> bcl:lefttext	Add left text to schedule or form	- Hit Enter key to add left text below
7		Enter key	<b>Add Center Text</b> bcl:centertext	Add centre text to schedule or form	- Hit Enter key to add centre text below
8		Enter key	<b>Add Right Text</b> bcl:righttext	Add right text to schedule or form	- Hit Enter key to add right text below
9		Alt + Shift + S	<b>Add Section without Marginal Note</b> 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	<b>Add Indent Level 1</b> bcl:indent1	Add text at indent level 1	- Hit Enter key to add indent1 below
11		Alt + 2 Enter key	<b>Add Indent Level 2</b> bcl:indent2	Add text at indent level 2	- Hit Enter key to add indent2 below
12		Alt + 3 Enter key	<b>Add Indent Level 3</b> bcl:indent3	Add text at indent level 3	- Hit Enter key to add indent3 below
13		Alt + 4 Enter key	<b>Add Indent Level 4</b> bcl:indent4	Add text at indent level 4	- Hit Enter key to add indent4 below
14		Alt + 5 Enter key	<b>Add Indent Level 5</b> bcl:indent5	Add text at indent level 5	- Hit Enter key to add indent5 below
15			<b>Add Centred Historical Note</b> 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, centertext - One occurrence per schedule or form

List Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
<b>Unordered Lists</b>					
1			<b>Add Text List</b> 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"> <li>- In schedule / form, insert from left text, indent1 to indent5 (sibling)</li> <li>- Hit Enter key to add text list element below</li> </ul>
2			<b>Add Bullet List</b> in:ul	Add a bullet list	<ul style="list-style-type: none"> <li>- Used primarily in byl:explannote, amd:explannote, schedule, form and table</li> <li>- In explain note, insert from explain text</li> <li>- In a schedule or form, insert from left text, indent1 to indent5</li> <li>- In a table, insert from oasis:line</li> <li>- Hit Enter key to add bullet list element below</li> <li>- To increase / decrease indent level, use Move Right / Move Left</li> </ul>
<b>Ordered Lists</b>					
3			<b>Add Number List</b> in:ol type=number  1. 2. 3.	Add a numbered list 1. 2. 3.  Use Move Right / Left to change type to: type = lower alpha a. b. c. type = lower roman i. ii. iii type = upper alpha A. B. C. type = upper roman I, II, III	<ul style="list-style-type: none"> <li>- Used in schedule, form or table</li> <li>- In a schedule or form, insert from left text, indent1 to indent5,</li> <li>- In a table, insert from oasis:line</li> <li>- Hit Enter key to continue list below</li> <li>- Use Move Right to demote to alpha / roman</li> <li>- Use Move Left to promote to number / alpha / roman</li> </ul>
4			<b>Add Alpha List</b> in:ol type=lower-alpha  a. b. c.	Add a lower case alpha list a. b. c. to the table or schedule  Use Move Right / Left to change type to: type = lower roman i. ii. iii. type = upper alpha A. B. C. type = upper roman I. II. III.	<ul style="list-style-type: none"> <li>- Used in schedule, form or table</li> <li>- In schedule, insert from left text, indent1 to indent5</li> <li>- In table, insert from oasis:line</li> <li>- Hit Enter key to continue list below</li> <li>- Use Move Right to demote to alpha / roman</li> <li>- Use Move Left to promote to number / alpha / roman</li> </ul>
		Alt + ←	<b>Move Left (promote)</b>	Move current list element to the left to change the indent level and value of the list item	<ul style="list-style-type: none"> <li>- Cursor position: list item (in:li)</li> <li>- Indent current list one level to the left: <ol style="list-style-type: none"> <li>1. number <ol style="list-style-type: none"> <li>a. lower-alpha <ol style="list-style-type: none"> <li>i. lower-roman <ol style="list-style-type: none"> <li>A. upper-alpha <ol style="list-style-type: none"> <li>I. upper-roman</li> </ol> </li> </ol> </li> </ol> </li> </ol> </li> </ol> </li> </ul>

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

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

9			<b>Surround Sections / Divisions with New Part</b>	Surround available sections and/or divisions with a new part	<ul style="list-style-type: none"> <li>- Opens a dialogue displaying available sections not already inside a part</li> <li>- To select a range of elements, hold down Shift key + click on first and last elements</li> </ul>
10			<b>Surround Sections with New Division</b>	Surround available sections with a new division	<ul style="list-style-type: none"> <li>- Opens dialogue displaying available sections and divisions not already inside a division</li> <li>- To select a range of elements, hold down Shift key + click on first and last elements</li> </ul>
11		F11	<b>Update Document Numbering</b>	Number or renumber the entire document, including part, division, section, amendment section and child elements	<ul style="list-style-type: none"> <li>- Excludes numbering of bcl: elements inside amending elements (amd:section, amd:paragraph, amd:subparagraph)</li> </ul>
12		Alt + F11	<b>Update Section Numbering</b>	Number or renumber the child elements in the current section or amendment section, not including section number	<ul style="list-style-type: none"> <li>- Excludes numbering of bcl: elements inside amending elements (amd:section, amd:paragraph, amd:subparagraph)</li> </ul>

 <b>Table Operations</b>					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Ctrl + T Right-click / Table	<b>Insert Table</b>	<p>Opens Insert Table dialogue with table options</p> <p>Insert a table inside section, schedule and form</p>	<p>Table options include</p> <ul style="list-style-type: none"> <li>- Quick Table,</li> <li>- Custom Table,</li> <li>- My Templates, and</li> <li>- Global Templates</li> </ul>
2			<b>Save Table as Template</b>	Save the current table as a template for future use	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
3			<b>Covert Top Row to Header Row</b>	Convert the top row of the table to a header row	<ul style="list-style-type: none"> <li>- Cursor position: in any cell of the top row</li> </ul>
4			<b>Add Table Title</b>	<p>Add a table title to the table</p> <p>Add a second table title to the table</p>	<ul style="list-style-type: none"> <li>- Cursor position: in any cell of the table, or in the first table title element.</li> <li>- Maximum occurrence of table title is two per table.</li> </ul>

5		Enter Key	<b>Add Line Element</b>	Re-insert a line element in empty cell, or add new line element below	<ul style="list-style-type: none"> <li>- Cursor position: inside table cel at entry or line level</li> </ul>
6		Alt + R Right-click / Table	<b>Insert Row</b>	Add one or more row to current table, above or below current row	<ul style="list-style-type: none"> <li>- Cursor position: in any cell + <b>Insert Row</b></li> <li>- Cursor position: in any header cell + <b>Insert Row</b> to add header rows, or</li> <li>- Cursor position: in any cell of row, <b>right-click</b> + select Table / Insert Row</li> </ul>
7		Right-click / Table	<b>Delete Row</b>	Delete the current row	<ul style="list-style-type: none"> <li>- Cursor position: in any cell of row + <b>Delete Row</b>, or</li> <li>- Cursor position: in any cell of column, <b>right-click</b> + select Table / Delete Row</li> <li>- To <b>select a row</b> use click and drag, or hover cursor near left table border until arrow appears + right-click with mouse</li> <li>- To <b>delete all text</b> in the row, select the row, right-click + select Refactoring / Remove Text</li> <li>- To <b>delete all text + line elements</b> in the row, select row + Delete key</li> </ul>
8		Alt + C Right-click / Table	<b>Insert Column</b>	Add one or more column to the left or right of current column	<ul style="list-style-type: none"> <li>- Cursor position: in any cell of column + <b>Insert Row</b>, or</li> <li>- Cursor position: in any cell of column, <b>right-click</b> + select Table / Insert Column</li> </ul>
9			<b>Delete Column</b>	Delete the current column	<ul style="list-style-type: none"> <li>- Cursor position: in any cell of column + <b>Delete Column</b>, or</li> <li>- Cursor position: in any cell of column, <b>right-click</b>, select Table / Delete Column</li> <li>- To <b>select a column</b> use click and drag, or hover cursor near top table border until arrow appears + right-click with mouse</li> <li>- To <b>delete all text</b> in the column, select the column, right-click + select Refactoring / Remove Text</li> <li>- To <b>delete all text + line elements</b> in the row, select column + Delete key</li> </ul>
10			<b>Merge Cells</b>	Merge the selected cells into one cell	<ol style="list-style-type: none"> <li>1. Select one or more cells: above/below or left/right</li> <li>2. Select one or more rows or columns</li> </ol>

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

 <b>Table Styles</b>					
No.	Button	Shortcut	Action	Description	Characteristics / Features

All Table Types					
1			<b>Align Table</b>	Align the selected table to left, center, right or default within the page	<ul style="list-style-type: none"> <li>- Select entire table (hover arrow top left corner or, click and drag)</li> <li>- In the Align Table dialogue select Left, Center, Right or Default</li> <li>- Default replaces Left, Center, or Right alignment with the default indent level of table's parent element (section, paragraph, etc.)</li> </ul>
2			<b>Left-Align Table Text</b>	Align text to left side of cell	<ul style="list-style-type: none"> <li>- Select one or more cells, rows, or columns</li> </ul>
3			<b>Centre-Align Table or Table Text</b>	Center text horizontally within the cell(s)	<ul style="list-style-type: none"> <li>- Select one or more cells, rows, or columns</li> </ul>
4			<b>Right-Align Table or Table Text</b>	Align text to right side of cell	<ul style="list-style-type: none"> <li>- Select one or more cells, rows, or columns</li> </ul>
Custom Table Styles (not for use with Global Templates)					
5			<b>Turn On All Table Borders</b>	Turn on all borders in the table	<ul style="list-style-type: none"> <li>- Select entire table</li> <li>- Turns on all vertical, horizontal, inside and outside borders</li> </ul>
6			<b>Turn Off All Table Borders</b>	Turn off all borders in the table	<ul style="list-style-type: none"> <li>- Select entire table</li> <li>- Turns off all vertical, horizontal, inside and outside borders</li> </ul>
7			<b>Toggle Top Cell Border</b>	Turn on/off the top border of selected cells	<ul style="list-style-type: none"> <li>- Select one or more cells</li> </ul>
8			<b>Toggle Bottom Cell Border</b>	Turn on/off the bottom border of selected cells	<ul style="list-style-type: none"> <li>- Select one or more cells</li> </ul>
9			<b>Toggle Left Cell Border</b>	Turn on/off the left border of selected cells	<ul style="list-style-type: none"> <li>- Select one or more cells</li> </ul>
10			<b>Toggle Right Cell Border</b>	Turn on/off the right border of selected cells	<ul style="list-style-type: none"> <li>- Select one or more cells</li> </ul>

No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Ctrl + G	<b>Global Definition</b>	<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"> <li>- The Global Definition section is the first definition section in the document.</li> <li>- To select a single word, position the cursor anywhere in the word</li> <li>- To select multiple words click and drag to highlight words.</li> <li>- To create a definition section subsection, position cursor in section text and use the Move Right action to demote section text to subsection.</li> <li>- All Definition Sections display in CiviX Author with a light blue background colour.</li> <li>- The background colour does not export to Word.</li> </ul>
2		Ctrl + Shift + G	<b>Previous / Local Definition</b>	<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"> <li>- To select a single word, position the cursor anywhere in the word.</li> <li>- To select multiple words click and drag to highlight the words.</li> </ul>
3		Ctrl + Shift + D	<b>Toggle Definition Section</b>	<p>Changes a regular section to a definition section or vice versa.</p>	<ul style="list-style-type: none"> <li>- When the definition attribute is applied to a section, the definition section displays a light blue background colour.</li> </ul>
4		Ctrl + D	<b>Sort Definitions</b>	<p>Sort definition terms alphabetically</p>	<ul style="list-style-type: none"> <li>- Cursor position: anywhere in the term or definition element</li> <li>- Case sensitive sorting (lower case precedes upper case)</li> </ul>
5		Alt + G	<b>Go to Term</b>	<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"> <li>- When the word is found, a dialogue opens and displays the term and its location in the document.</li> <li>- The user has the option to go to the term location, or remain at current location.</li> </ul>
6		Alt + Shift + G	<b>Go To Term Back Button</b>	<p>Return from a found definition term location to the original position in the document.</p>	

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

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

 <b>Image Toolbar</b> Formats jpg, gif, png are valid. The images are converted to base64 binary format upon insert					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			<b>Insert Image</b>	Insert image inside <ul style="list-style-type: none"> <li>- section text</li> <li>- schedule/form - left text, indent 1 to 5</li> <li>- table cell line element</li> </ul>	Cursor position <ul style="list-style-type: none"> <li>- Section – at end of text</li> <li>- Subsection to clause – at end of text (inserts at same indent level as parent clause)</li> <li>- Schedule / Form – insert from left text, right text, centre text</li> <li>- Table – insert from line element</li> </ul>
2		Right-click / Image	<b>Resize Image</b>	Resize image (pixels)	<ul style="list-style-type: none"> <li>- Click on image to select + user Resize button or right-click and select Images / Resize</li> <li>- Select Constrain Height or Width to resize height and width by same proportion.</li> <li>- To revert to original size, use Ctrl + Z + F5 (Refresh)</li> </ul>

3		Right-click / Image	<b>Align Image Centre</b>	Align image in centre of page	- Click on image to select + Align button / right-click and select Images / Resize
4		Right-click / Image	<b>Align Image Left</b>	Align image with indent level of current text element	- Click on image to select + Align button / right-click and select Images / Resize
5		Right-click / Image	<b>Align Image Right</b>	Align image with right page margin	- Click on image to select + Align button / right-click and select Images / Resize

 <b>Export Functions</b>					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Ctrl + Period	<b>Run Preflight Check</b>	Checks the document integrity for: <ul style="list-style-type: none"> <li>- Cross References</li> <li>- Punctuation check (future)</li> </ul>	- 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	<b>Export Document to Other Formats (Word)</b>	Export document to other document formats: <ul style="list-style-type: none"> <li>- Word</li> </ul> Export options: <ul style="list-style-type: none"> <li>- Include Comments / Private Comments</li> <li>- Generate Table of Contents</li> <li>- Draft Version (applies watermark)</li> <li>- Explanatory Notes <ul style="list-style-type: none"> <li>o Exclude</li> <li>o Include in bylaw document</li> <li>o Include in separate document</li> </ul> </li> </ul>	- The Export function converts the XML document into Word format.



## HTML Publishing Options

No.	Button	Shortcut	Action	Description	Characteristics / Features
			<b>Toggle Table of Contents</b>	Turns off table of contents for publishing XML documents in HTML format on the web	<ul style="list-style-type: none"> <li>- For use in bylaws which do not require a Table of Contents.</li> <li>- In Author, displays a red message in the document indicating that the table of contents has been deactivated for web publishing</li> </ul>
			<b>Toggle Signature Block</b>	Turns off the Signature Block for publishing XML documents in HTML format on the web	<ul style="list-style-type: none"> <li>- In Author, displays a red message in the document indicating that the signature block has been deactivated for web publishing</li> </ul>

## Other Functions

No.	Button	Shortcut	Action	Description	Characteristics / Features
1			<b>Help</b>	Links to the Civix Tutorials site at <a href="http://www.civixsuite.com/tutorials.asp">http://www.civixsuite.com/tutorials.asp</a>	<ul style="list-style-type: none"> <li>- The site has videos and written instructions on the use of Civix</li> </ul>
2		Right-click	<b>Add Comment</b>	Add a comment to the document	<ul style="list-style-type: none"> <li>- Cursor position – click in a word, or select multiple words and click on the Add comment button</li> </ul> <b>Export Options</b> <ul style="list-style-type: none"> <li>- Include Comments in Word documents</li> <li>- Include Private Comments in Word documents</li> </ul>
3		Right-click	<b>Edit Comment</b>	Edit / show an existing comment	<ul style="list-style-type: none"> <li>- Cursor position – click in comment or highlighted text to open Edit Comments dialogue</li> </ul>
4		Right-click	<b>Remove Comment</b>	Delete a comment	<ul style="list-style-type: none"> <li>- Cursor position - Click in comment or highlighted text and use the Remove button</li> </ul>
5			<b>Comments Review Panel</b>	Opens a comments review panel	
6			<b>Apply Private to Comment</b>	Apply “Private” attribute to the comment Remove “Private” attribute from comment	<ul style="list-style-type: none"> <li>- Cursor position - Click in comment and use button to open dialogue. Select “Private” option</li> <li>- Change author of the comment to “Private” or revert to “your.name”.</li> <li>- Changes colour of comment (bubble and highlight)</li> </ul>

7			<b>Insert Symbol</b>	Insert symbol / special characters	<ul style="list-style-type: none"> <li>- Inserts Unicode for special characters and symbols such as em dash, letters with accents, mathematical symbols, etc.</li> </ul>
8			<b>Highlight</b>	Allows application of highlight to text in Author, for export to Word	<ul style="list-style-type: none"> <li>- To remove highlights, right-click in highlight &gt; Remove highlights</li> <li>- Highlights survive export to Word</li> <li>- Highlights are excluded when published to HTML</li> </ul>