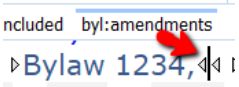
CiviX Author Custom Actions

Cheat Sheet

Bylaw Elements

No.	Button	Shortcut	Action	Description	Characteristics / Features
1	No		**Add Bylaw Number** byl:bylawno	Re-insert a bylaw number in document	1. Bylaw number is present in the bylaw template. 2. If deleted, use button to re-insert. 3. Cursor position: bylaw title or long title
2	T		**Add Bylaw Title** byl:title	Re-insert a bylaw title in document	1. Bylaw title is present in the bylaw template. 2. If deleted, use the button to re-insert. 3. Cursor position: bylaw number 4. Bylaw title and long title cannot co-exist in the document. Use one or the other.
3	LT		**Add Bylaw Long Title** byl:longtitle	Re-insert a bylaw long title in document	1. To replace bylaw title with long title, delete title and use the button. Cursor position: bylaw number 2. Long title and bylaw title cannot co-exist in the document. Use one or the other.
4	AMS		**Add Amendments Included (Consolidated Bylaws)** byl:amsincluded	Add a consolidation statement containing amendment bylaw numbers and the last amended date	1. Cursor position: bylaw title or long title. 2. Enter amendment bylaw numbers + punctuation in the byl:amendment element, e.g. Bylaw 1234, 3. To delete a byl:amendment element, click in empty element + Delete. 4. To add a byl:amendment element to byl:amsincluded: a. position cursor to the right of the previous byl:amendment closing caret at byl:amendments level: 

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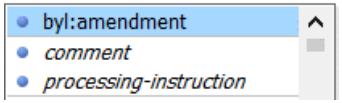
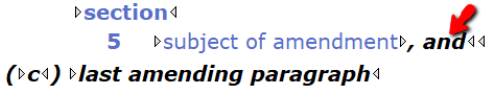
					b. Use Ctrl + Spacebar to open the menu, select byl:amendment and hit Enter:  5. Enter month day, year: July 23, 2019
5	EXP		**Add Explanatory Note** byl:explannote	Add an explanatory note element in a new bylaw at top of document For use in first reading+ bylaws to explain the purpose of proposed bylaw	1. Cursor position: bylaw title or long title 2. Explan note occurs after bylaw title/long title and before preamble 3. See Export to Word menu for explan note options
6	PR	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	1. Preamble is present in the bylaw template. 2. To add a new preamble text element with "AND WHEREAS", use the button. 3. To add an empty preamble text element below, hit Enter key at the end of preamble text.
7	P		**Add Part** bcl:part	Add a part	1. Cursor position: previous element 2. A part is a parent of division and/or section elements, acting as a container.
8	P		**Remove Part**	Remove part while keeping child elements	Cursor position: part text or sections inside part
9	DIV		**Add Division** bcl:division	Add a division	1. Cursor position: previous element 2. A division is parent of section elements, acting as a container
10	DIV		**Remove Division**	Remove division while keeping child elements	Cursor position: division text or sections inside division
11	1	Alt + S Enter key	**Add Section** bcl:section	Add a section ▷marginalnote◁ num ▷text◁	1. To add new section below hit Enter key in marginal note 2. To demote section text to subsection, hit Enter key in section text or use Move Right action
12	1(1)	Alt + B	**Add Section Subsection** bcl:section / bcl:subsection	Add a section subsection ▷marginalnote◁ num (▷1◁) ▷text◁	To promote subsection to section, use Move Left from subsection text position.

13	DEF S		**Add a Definition Section** bcl:section type="definition"	Add a definition section **Definitions** **num** In this "**term**"	1. To add a definition section use the button, or use the Global Definition button in the FUN menu 2. To demote section to subsection, use Move Right action from section text position 3. The blue background indicates that the definition attribute is present, to enable the use of the Global Definition and Previous / Local Definition functions (see FUN menu)
14	DEF	Alt + F Enter key	**Add Definition** bcl:definition	Add a definition **"term"** is defined as	1. To add new definition below, hit Enter key in empty term, or at end of definition text. 2. To move from term to definition text, use Tab key
15	(1)	Alt + U Enter key	**Add Subsection** bcl:subsection	Add a subsection (1) **text**	Cursor position: subsection to sub clause; and amending sections
16	(a)	Alt + P Enter key	**Add Paragraph** bcl:paragraph	Add a paragraph (a) **text**	Cursor position: preamble, explan note, definition, section, subsection to sublease, and amending sections
17	(i)	Alt + A Enter key	**Add Subparagraph** bcl:subparagraph	Add a subparagraph (i) **text**	Cursor position: paragraph, subparagraph, clause, sub clause
18	(A)	Enter key	**Add Clause** bcl:clause	Add a clause (A) **text**	Cursor position: subparagraph, clause, sub clause
19	(U)	Enter key	**Add Sub Clause** bcl:subclause	Add a sub clause (I) **text**	Cursor position: clause, sub clause
20	MN		**Add Sub Marginal Note** bcl:submarginalnote	Add a sub marginal note to a section between subsections, paragraphs or subparagraphs	1. Adds a flush left sub marginal note between subsections, paragraphs and subparagraphs to achieve subheadings within a section 2. Publishes to Word amd HTML flush left, at same font size as marginal note
20	+s	Shift + Enter	**Add Sandwich** bcl:text	Add a sandwich element to the main clause	1. Cursor position: main clause, or previous provision, e.g. This is the main clause (a) paragraph text (b) paragraph text **text**

					2. Use Move Left / Move Right to change sandwich indent level, e.g. from paragraph sandwich to definition sandwich.
21	+S	Alt + Enter	**Convert Sandwich**	Change a sandwich to numbered element or vice versa	Cursor position: subsection, paragraph, subparagraph, clause or sub clause element
22	AP	Enter key on year	**Add Approvals Block** byl:approvals	Add approvals block	1. To add new approval line below, hit Enter key in year element READ A THIRD TIME on month day, year text month day, year 2. The approvals block is present in template. If deleted, use button to re-insert new approvals block
23	S		**Add Signature Block** byl:signatureblock	Add signature block	1. If an additional signature block is required, use button to insert signature block 2. To delete one signature from the signature block, click in signature, select "signature" breadcrumb + Delete key. byl:content byl:signatureblock byl:signature byl:position name, Mayor 3. To delete "name" element, click in name element + Delete key
24	HN	Alt + H	**Add Historical Note** bcl:hnote	Add historical note on its own line at preamble, section, schedule and form level Add historical note on its own line after subsection through sub clause [Bylaw 1234; Bylaw 4123.]	1. Cursor position: preamble, section, left text; and, for child level historical notes: subsection, paragraph, subparagraph, clause, sub clause. 2. Exports to Word at parent indent level. 3. Publishes to HTML at section level always. 4. To change hnote from child to section level, use Move Left

Amendment Bylaw Elements

No.	Button	Shortcut	Action	Description	Characteristics / Features
1	EN	Alt + 6	**Add Amendment Explanatory Note** amd:explannote	Add an amendment explan note which explains the purpose of the amendment	1. Cursor position: preamble, amd:section 2. Occurs above an amendment section, explaining the amendment purpose 3. Use Export options to include / exclude explan notes in bylaw document; or, create separate document of explan notes + Explan Note title. Edit title as required for singular or plural usage.
2	1	Alt + 7	**Add Amending Section** amd:section	Add an amending section	Use Renumber Doc for numbering all amendment sections in document
3	(a)	Alt + 8 Enter key	**Add Amending Paragraph** amd:paragraph	Add an amending paragraph	Use Renumber Section for numbering only the child elements of current amendment section, e.g. a, b, c, i, ii, iii
4	(i)	 Enter key	**Add Amending Subparagraph** amd:subparagraph	Add an amending subparagraph	1. Use Renumber Section for numbering child elements of current amendment section, 2. e.g. a, b, c, i, ii, iii
5	BN		**Add Bylaw Name Heading** amd:lawnamehead	Add a bylaw name heading	For use in Amendment Bylaws where more than one bylaw is affected by the amendments.
6	CA		**Add Consequential Amendment Heading** bcl:conseq	Add a consequential amendment heading, including section number range	Enter amending section number range e.g. 4–6, for inclusion in the table of contents as: 4-6 Consequential Amendments
7	“”	Alt + Q	**Add Double Quoted Text** in:doublequoted	Add double quoted inline text	For use in amending sections, paragraphs and subparagraphs
8	‘’		**Add Single Quoted Text** in:singlequoted	Add single quoted text inside double quoted text	For use inside double quoted text when the quoted text contains a quotation.
9	AT		**Add Amending Text** in:amendingtext	Add amending text fragment	Appended to bcl:elements inside amending paragraphs, for adding punctuation. e.g. 

Inline Elements

No.	Button	Shortcut	Action	Description	Characteristics / Features
1	DOC	Alt + I	**Add Document Name** in:doc	Add a document name element , or surround selected text with document name element to achieve italic style	1. Used for Bylaw or Act names, when italic is required and an external hyperlink is not required. 2. Click in text and use button / shortcut keys to insert element, or select text and use button or shortcut keys to surround selection with tags
2	*D*	Alt + D	**Add a Descriptor** in:desc	Add a descriptor element with italic style + square brackets section 2 *[examination of proposed regulation]*	1. Optional element used to provide an editorial description of an internal or external cross reference 2. Click in text and use button / shortcut keys to insert element, or select text and use button / shortcut keys to surround selection with tags
3	t	Alt + T	**Add Inline Term** in:term	Add a term element with bold style + quotation marks	Used for defined terms occurring outside a definition section, within text: e.g. In this section, “school” includes pre-schools
4	br		**Add line break** in:br	Add a line break to achieve a new line without starting a new paragraph, in: 1. bylaw title / long title 2. schedule title 3. schedule subtitle 4. left text, center text, right text 5. indent1 to indent5 text 6. table 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 second oasis:line element or in an empty oasis:line element.
5	SUP		**Add Superscript** in:sup	Add superscript font	Click in text and use button to insert element, or select text + button to surround with tags
6	SUB		**Add Subscript** in:sub	Add subscript font	Click in text and use button to insert element, or select text + button to surround with tags
7	**B**	Ctrl + B	**Add Bold** in:strong	Add bold font	1. Primarily for use in schedules, forms, and tables 2. Click in text and use button to insert element, or select text + button to surround with tags
8	*I*	Ctrl + I	**Add Italic** in:em	Add italic font	1. Primarily for use in schedules, forms, and tables 2. Click in text and use button to insert element, or select text + button to surround with tags

9			**Remove Inline Tags**	Remove inline tags, e.g. bold, italic, descriptor, doc name, link, etc.	1. Cursor position: inside the inline element. 2. 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: (3) Repealed [BYLAW 1234]	Used for repeal of subsection to subclause

Schedule Elements

No.	Button	Shortcut	Action	Description	Characteristics / Features
1			**Add Schedule** bcl:schedule	Add a schedule	Cursor position: 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)	1. Schedule title is included with Add Schedule action 2. If schedule title is deleted, position cursor in next element in the schedule, and use Re-insert Schedule Title 3. Page breaks occur between schedules in exported Word document
3			**Add Schedule SubTitle**	Add a schedule subtitle(s) after schedule title	1. Unlimited schedule subtitles allowed in schedule 2. Subtitle is not included in table of contents
4			**Add Form** bcl:form	Add form(s) to a schedule	1. Form title is included with Add Form action 2. Form Title is excluded from the table of contents 3. For subtitles in a form, use centre text. 4. All forms occur inside a schedule.
5			**Re-insert a Form Title** bcl:formtitle	Re-insert a form title when it has been deleted	Cursor position: If form title is deleted, position cursor in next element in the form and use button
6		Alt + L Enter key	**Add Left Text** bcl:lefttext	Add left text to schedule or form	1. To add left text below, hit Enter key 2. For use when unnumbered text is required in schedules and forms
7		Enter key	**Add Center Text**	Add centre text to schedule or form	- To add centre text below, hit Enter key

			bcl:centertext		
8		Enter key	**Add Right Text** bcl:righttext	Add right text to schedule or form	To add right text below, hit Enter key
9	SC	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	1	Alt + 1 Enter key	**Add Indent Level 1** bcl:indent1	Add text at indent level 1	1. To add indent1 below, hit Enter key 2. Use Move Right to demote to Indent2
11	2	Alt + 2 Enter key	**Add Indent Level 2** bcl:indent2	Add text at indent level 2	1. To add indent2 below, hit Enter key 2. Use Move Right to demote to Indent3 3. Use Move Left to promote to Indent1
12	3	Alt + 3 Enter key	**Add Indent Level 3** bcl:indent3	Add text at indent level 3	1. To add indent3 below, hit Enter key 2. Use Move Right to demote to indent4 3. Use Move Left to promote to indent2
13	4	Alt + 4 Enter key	**Add Indent Level 4** bcl:indent4	Add text at indent level 4	1. To add indent4 below, hit Enter key 2. Use Move Right to demote to indent5 3. Use Move Left to promote to indent3
14	5	Alt + 5 Enter key	**Add Indent Level 5** bcl:indent5	Add text at indent level 5	1. To add indent5 below, hit Enter key 2. Use Move Left to promote to indent4
15	HN		**Add Centred Historical Note** bcl:centertext/in:hnote	Add a centered historical note **Schedule** [Bylaw 12134; Bylaw 3125]	1. Used for referencing the amending legislation that affects the schedule content 2. Insert from cursor position: schedule title, schedule subtitle, form title, centretext 3. One occurrence per schedule or form

List Elements

No.	Button	Shortcut	Action	Description	Characteristics / Features
Unordered Lists					
1	TL	Enter key Move Right Move Left	**Add Text List** in:tl	Add a text list 1 The following text list: apple banana	1. Used in bcl:section, schedule or form 2. In schedule / form, insert from left text, or indent1 to indent5 3. To change indent level, use Move Right / Left
2	▪	Enter key Move Right Move Left	**Add Bullet List** in:ul	Add a bullet list • bullet • bullet indent	1. Used in byl:explannote, amd:explannote, schedule, form and table a. In explan note, insert from explan text b. In a schedule or form, insert from left text, indent1 to indent5 c. In a table, insert from oasis:line 2. To change indent level, use Move Right / Left
Ordered Lists					
3	#	Enter key Move Right Move Left	**Add Number List** in:ol type=number	Add a numbered list 1. 2. 3. starting with 1 1. number a. lower-alpha i. lower-roman A. upper-alpha I. upper-roman	1. Used in schedule, form or table a. In a schedule or form, insert from left text, indent1 to indent5 b. In a table, insert from oasis:line 2. Hit Enter key to continue list below 3. Use Move Right to demote to alpha / roman 4. Use Move Left to promote to number / alpha / roman
4	(a)	n/a Enter key Move Right Move Left	**Add Alpha List** in:ol type=lower-alpha	Add a numbered list starting with a. a. lower-alpha i. lower-roman A. upper-alpha I. upper-roman	1. Used in schedule, form or table a. In schedule, insert from left text, indent1 to indent5 b. In table, insert from oasis:line 2. Hit Enter key to continue list below 3. Use Move Right to demote to alpha / roman 4. Use Move Left to promote to number / alpha / roman

Action Toolbar

No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Alt + ↑	**Move Up (sibling elements)**	Move current element up one position among like-elements. e.g. parts, sections, paragraphs, table text (oasis:line elements), tables, schedules, forms	1. Cursor position: a. To move children (subsection to subclause) - text element. b. To move entire section - marginal note c. To move table oasis:line / text – oasis:line d. To move table, select entire table or 2 or more cells 2. Brings child elements along for the ride.
2		Alt + ↓	**Move Down (sibling elements)**	Move current element down one position among like-elements. e.g. parts, sections, paragraphs, table text (oasis:line elements), tables, schedules, forms	1. Cursor position: a. To move children (subsection to subclause) - text element b. To move entire section - marginal note c. To move table oasis:line / text – oasis:line d. To move table, select entire table or 2 or more cells 2. Brings child elements along for the ride.
3		Alt + ←	**Move Left (promote)**	Move current element left to next valid position within a section or amending section	1. Cursor position: text 2. Follows parent, child, sibling hierarchy rules 3. To promote Section Subsection to Section, position cursor in subsection text **Special Cases – Amendment Provisions** a. Move part, division, section from inside an amendment section (blue) to content level b. Move part, division, section from inside conseq\amending section (blue) to content level c. Move bcl:section from amd:section\bcl:part\bcl:section to sibling of amd:section d. Move bcl:section from amd:section\bcl:part\ bcl:division \bcl:section to sibling of amd:section e. Move bcl:section from amd:section \ amd:paragraph \ bcl:part \ bcl:section to sibling of amd:section

					f. Move bcl:section from amd:section \ amd:paragraph \ bcl:division \ bcl:section to sibling of amd:section g. 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	1. Cursor position: text 2. Follows parent, child, sibling hierarchy rules 3. 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	1. Cursor position: in section (marginal note, num or text) 2. Cursor position: in section subsection (subsection 1 text) 3. 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	1. Cursor position: section - marginal note, num or text 2. Cursor position: section subsection - marginal note, num or subsection text 3. Cursor position: 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	1. Cursor position: section - marginal note, num or text 2. Cursor position: section subsection - marginal note, num or subsection text 3. Cursor position: amd:section, amd:lawnamehead, byl:conseqhead
8		Ctrl + Shift + ↓	**Move Section Out of Part / Division - Down**	Move section from part to content level, down Move section from division to part level, down	1. Cursor position: section -marginal note, num or text 2. Cursor position: section subsection - marginal note, num or subsection text 3. Cursor position: amd:section, amd:lawnamehead, byl:conseqhead
9			**Surround Sections / Divisions with New Part**	Surround available sections and/or divisions with a new part	1. Opens a dialogue displaying available sections not already inside a part 2. 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	1. Opens a dialogue displaying available sections and divisions not already inside a division

					2. 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 which are children of 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 which are children of 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 or form	Table options include 1. Global Templates 2. My Template 3. Custom Table
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			**Convert 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	1. Cursor position: in any cell of the table, or in the first table title element. 2. 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	Cursor position: inside table cel at entry or line level
6		Alt + R Right-click / Table Tab in last cell	**Insert Row**	Add one or more row to current table, above or below current row	1. Cursor position to add row: any cell 2. Cursor position to add header row: any header cell 3. Cursor position to add new row at bottom of table: last cell of table + Tab

7		Right-click / Table	**Delete Row**	Delete the current row	1. Cursor position to delete row: any cell of row 2. To select a row a. click and drag to select row b. hover cursor near left table border until arrow appears + right-click with mouse 3. To delete all text in the row, select the row, right-click + select Refactoring / Remove Text
8		Alt + C Right-click / Table	**Insert Column**	Add one or more column to the left or right of current column	Cursor position to insert column: any cell
9			**Delete Column**	Delete the current column	1. Cursor position to delete column: any cell of column 2. To select a column a. click and drag to select column b. hover cursor near top table border until arrow appears + right-click with mouse 3. To delete all text in the column, select the column, right-click + select Refactoring / Remove Text
10			**Merge Cells**	Merge the selected cells into one cell	1. Select one or more cells: above/below or left/right 2. Select one or more rows 3. Select one or more columns 4. Select one or more rows and columns
11			**Distribute Columns**	Equally distribute the selected columns in the table	Select one more rows across two or more columns.
12		Alt + Comma	**Move Row Up**	Move the current table row up	Cursor position: in oasis:line element
13		Alt + Period	**Move Row Down**	Move the current table row down	Cursor position: in oasis:line element
14			**Update Row Numbering**	Apply or update numbering in the rows of the selected column	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	1. Select the column to sort by 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	1. Select one column to sort by 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	1. Select one or more columns 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	1. Select one or more columns to sort alphabetically across columns, Z-A 2. Works alphabetically or numerically 3. Excludes column headers

Table Styles

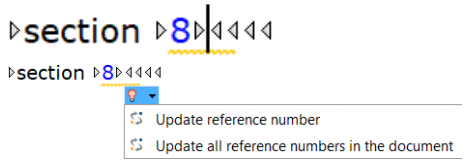
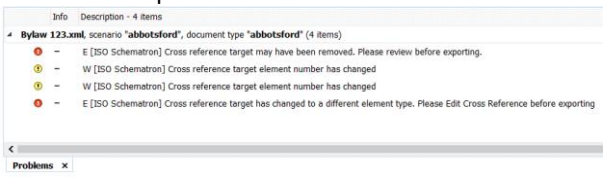
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			**Align Table**	Align the selected table to left, center, right or default within the page	1. Select entire table (hover arrow top left corner or, click and drag) 2. In the Align Table dialogue select Left, Center, Right or Default 3. 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	Select one or more cells, rows, or columns
3			**Centre-Align Table or Table Text**	Center text horizontally within the cell(s)	Select one or more cells, rows, or columns
4			**Right-Align Table or Table Text**	Align text to right side of cell	Select one or more cells, rows, or columns
5			**Turn On All Table Borders**	Turn on all borders in the table	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	1. Select entire table 2. Turns off all vertical, horizontal, inside and outside borders
7			**Toggle Top Cell Border**	Turn on/off the top border of selected cells	Select one or more cells
8			**Toggle Bottom Cell Border**	Turn on/off the bottom border of selected cells	Select one or more cells
9			**Toggle Left Cell Border**	Turn on/off the left border of selected cells	Select one or more cells
10			**Toggle Right Cell Border**	Turn on/off the right border of selected cells	Select one or more cells

Special Functions Menu

No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Ctrl + G	**Global Definition**	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. When one or more definition sections is present, adds selected word(s) to the first (global) definition section in the document	1. The Global Definition section is the first definition section in the document. 2. To select a single word, position the cursor anywhere in the word 3. To select multiple words click and drag 4. To create a definition section subsection, position cursor in section text and use Move Right 5. All Definition Sections display in CiviX Author with a light blue background colour. 6. The colour does not display in Word or HTML
2		Ctrl + Shift + G	**Previous / Local Definition**	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	1. To select a single word, position the cursor anywhere in the word. 2. To select multiple words click and drag

				adds the word(s) to current (local) definition section.	
3		Ctrl + Shift + D	**Toggle Definition Section**	Changes a regular section to a definition section or vice versa.	When the definition attribute is applied to a section, the definition section displays a light blue background colour. The attribute is required for the Global Defection, and Previous / Local Definition functions to work.
4		Ctrl + D	**Sort Definitions**	Sort definition terms alphabetically	1. Cursor position: anywhere in the term or definition element 2. Case sensitive sorting (lower case precedes upper case)
5		Alt + G	**Go to Term**	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.	1. When the word is found, a dialogue opens and displays the term and its location in the document. 2. 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**	Return from a found definition term location to the original position in the document	
7		Alt + N	**Insert Definition Reference**	Add a definition reference which links the reference to a term defined within a definition element	1. Cursor position: text 2. Opens the Definitions found dialogue with a list of defined terms in the document in order of occurrence 3. Publishes def refs to HTML with hover box feature
8		F3	**Create AutoText**	Create a new Auto Text entry. Insert, edit or delete existing AutoText entries.	1. AutoText allows user to quickly insert saved words, phrases or sentences by typing just a few characters. 2. AutoText entries are comprised of text only.
9		F4	**Insert AutoText**	Type in AutoText shortcut + F4 (or Insert button) to insert the word, phrase or sentences into the element.	*Example:* Type “rd” and hit the F4 key to insert “Regional District“
10			**Activate All Cross References**	Apply cross reference links to all cross references in the document	1. Cursor position: anywhere in document + button 2. Highlights non-existent section numbering in red for correction 3. Skips incorrectly formatted references, e.g. section (2) instead of section 2

11		Ctrl + R	**Activate Cross Reference**	Apply cross reference link(s) to the selected cross reference	4. Select the cross reference with click and drag and use button or shortcut keys: section 2
12		F6	**Insert Internal Cross Reference**	Create an internal cross reference from the current section (source) to one or more sections (targets) within the document.	1. The cross reference is inserted with the appropriate prefixes, e.g. section 2 , subsection (3); 2. Singular and plural syntax is automatically applied to the prefix depending on operator selected. 3. Click on the cross reference hyperlink to go to the target section in the document.
13		Alt + F6	**Edit Internal Cross Reference**	Edit the internal cross reference by returning to the Insert Cross Reference dialogue	1. To access the Edit Cross Reference function, position the cursor in the cross reference text and click on the Edit Cross Reference button. 2. In dialogue use “Back” button to undo the reference one node at a time; then, select new targets.
14		Validate button to view all errors in bottom panel F2 to sustain view of error message and Quick Fix options	**Schematron Cross Reference Errors**	When the target of a cross reference is moved up or down resulting in a change to the number, e.g. section 8 becomes section 9, or paragraph (b) becomes (a), a yellow validation error displays on the cross reference. section 8 Use the **Quick Fix** to update the number for current cross reference or all cross references with numbering order errors. When target of cross reference changes element type, e.g. from subsection to paragraph, a red validation error displays on the cross reference. Follow validation instructions to **Edit Cross Reference**. section 4 (2) When target of cross reference is deleted, a red validation error displays on the cross reference. Follow validation instructions to **Delete cross reference**.	1. Quick Fix and Instructions can be accessed via the lightbulb icon. 2. To view lightbulb icon, click inside the cross reference, and hover below until lightbulb appears below or in left window border. 3. Click in lightbulb for info and fixes.  4. Validation messages and fix options can also be accessed by clicking on the error in right vertical bar. 5. Use **Validate** button to display all errors the Problems panel at bottom of window 

15		F8	**Import Legislation**	Import part, division and section content from XML documents form the following collections: 3. BC Statutes and Regulations 4. Bylaw XML documents stored on a local directory	1. Allows import of xml elements from target documents into the current xml document, before or after selected element. 2. Valid elements for import include entire parts, divisions and sections. 3. Invalid elements for import from Acts and Regulations include partial sections; tables; formulas; images; and other BC legislation elements not used in bylaws, e.g. Act title
16		Ctrl + L	**Insert External Link**	Insert external hyperlinks to: 1. A statute or regulation on BC Laws 2. A specific definition, part, division, section, or schedule (anchor) in a statute or regulation 3. A bylaw on CiviX Server 4. A specific definition, part, division, section or schedule in a Bylaw 5. Website addresses 6. A PDF document on a website	1. Links are active in the XML document and in the output documents (Word, HTML, PDF) 2. Links to section and definition anchors display as hover box in the Bylaw collection 3. Hover box feature coming soon to anchors in Statutes and Regulations

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 1. section text 2. schedule/form - left text, indent 1 to 5 3. table cell line element	Cursor position 1. Section – at end of text 2. Subsection to clause – at end of text (inserts at same indent level as parent clause) 3. Schedule / Form – insert from left text, right text, centre text 4. Table – insert from line element
2		Right-click / Image	**Resize Image**	Resize image (pixels)	1. Click on image to select + user Resize button or right-click and select Images / Resize 2. Select Constrain Height or Width to resize height and width by same proportion. 3. To revert to original size, use Ctrl + Z + F5 (Refresh)

3		Right-click / Image	**Align Image Centre**	Align image in centre of page	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	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	Click on image to select + Align button / right-click and select Images / Resize

Export Functions

No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Ctrl + 9	**Export Document to Other Formats (Word)**	Export document to Word format Export options: 1. Include Comments / Private Comments 2. Generate a Table of Contents 3. Draft Version (applies watermark) 4. Explanatory Notes ○ Exclude ○ Include in bylaw document ○ Include in separate document	The Export function converts the XML document into Word format.

HTML Publishing Options

No.	Button	Shortcut	Action	Description	Characteristics / Features
1			**Toggle Table of Contents**	Turns off table of contents for publishing XML documents in HTML format on the web	1. For use in bylaws which do not require a Table of Contents. 2. In Author, displays a red message in the document indicating that the table of contents has been deactivated for web publishing
2			**Toggle Signature Block**	Turns off the Signature Block for publishing XML documents in HTML format on the web	In Author, displays a red message in the document indicating that the signature block has been deactivated for web publishing

3			**Table Table Fixed Width (Override)**	Overrides / restores the fixed width attribute of the table for publishing in HTML	**Publish in Word** 1. When tables are inserted in Author, a default width value is included which allows tables exported to Word to fit within the page margins 2. **Publish in HTML** 1. When tables are published in HTML with fixed with on, a table exceeding the monitor / device width, displays a horizontal scroll bar navigating table content. 2. When tables are published in HTML with fixed width off, the table auto-fits to the device width.
4			**Remove All Review Elements**	Removes all highlights, comments, and track changes from the XML document for publishing to Word or HTML	If track changes are present the action will "Accept" changes (inserted text is kept / deleted text is removed)
5			**HTML Preview**	Generates a preview of the XML document in HTML format	A temporary HTML file is created with which Author users can preview how the XML content will look when published to the web in HTML format

Other Functions

No.	Button	Shortcut	Action	Description	Characteristics / Features
1			**Help**	Links to the CiviX Tutorials site at http://www.civixsuite.com/tutorials.asp	The site has videos and written instructions on the use of CiviX
2		Right-click	**Add Comment**	Add a comment to the document	Cursor position – click in a word, or select multiple words and click on the Add comment button Export Options 1. Include Comments in Word documents 2. Include Private Comments in Word documents
3		Right-click	**Edit Comment**	Edit / show an existing comment	Cursor position – click in comment or highlighted text to open Edit Comments dialogue
4		Right-click	**Remove Comment**	Delete a comment	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**	Apply “Private” attribute to the comment Remove “Private” attribute from comment	1. Cursor position - Click in comment and use button to open dialogue. Select “Private” option 2. Change author of the comment to “Private” or revent to “your.name”. 3. Changes colour of comment (bubble and highlight)
7			**Insert Symbol**	Insert symbol / special characters	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	1. To remove highlights, right-click in highlight > Remove highlights; or use the Remove All Review Elements function in the HTML toolbar 2. Highlights survive export to Word 3. Highlights are excluded when published to HTML
9			**Track Changes**	When turned on Track Changes displays inserted content with underline + colour; and deleted content with strikethrough + colour	1. User is advised that Track Changes are used at own risk. 2. Custom functions, e.g. Update Numbering, Activate Cross References, etc. are not designed to handle track changes. 3. Please turn Track Changes OFF when custom functions are used. 4. Export to Word accepts all track changes, i.e. inserted content exports as black text; deleted content is not present