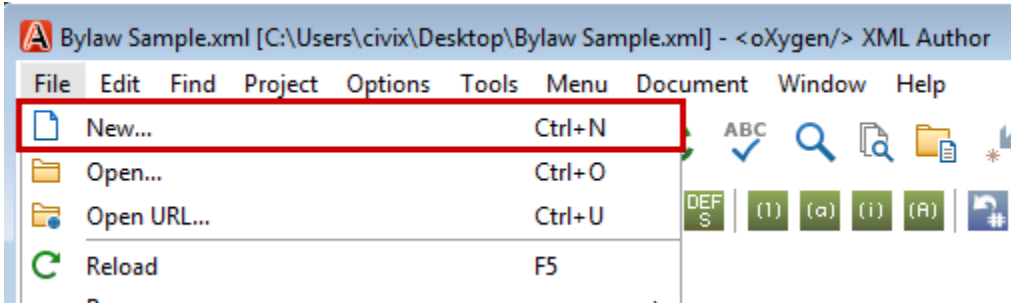
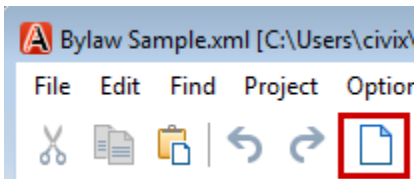


1. Getting Started

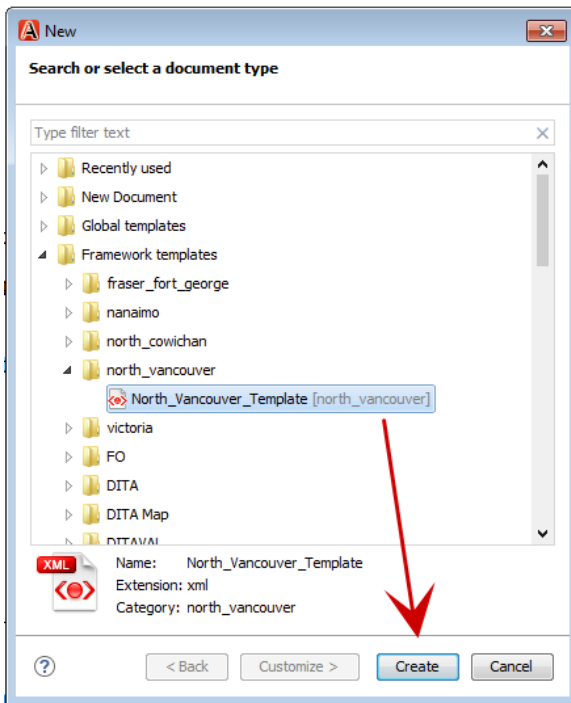
1. To open a bylaw template, open the **File** menu and select **New**:



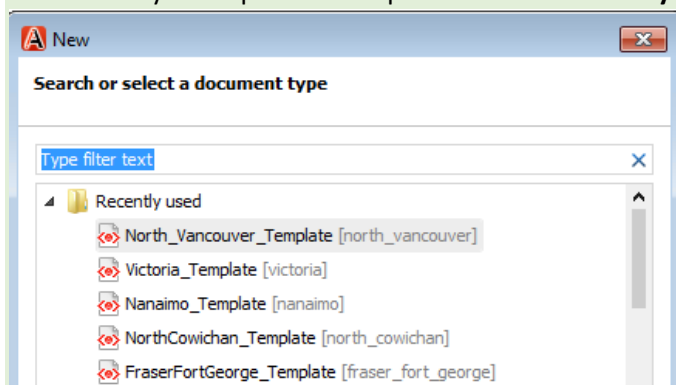
or, click on the **New Document** icon.



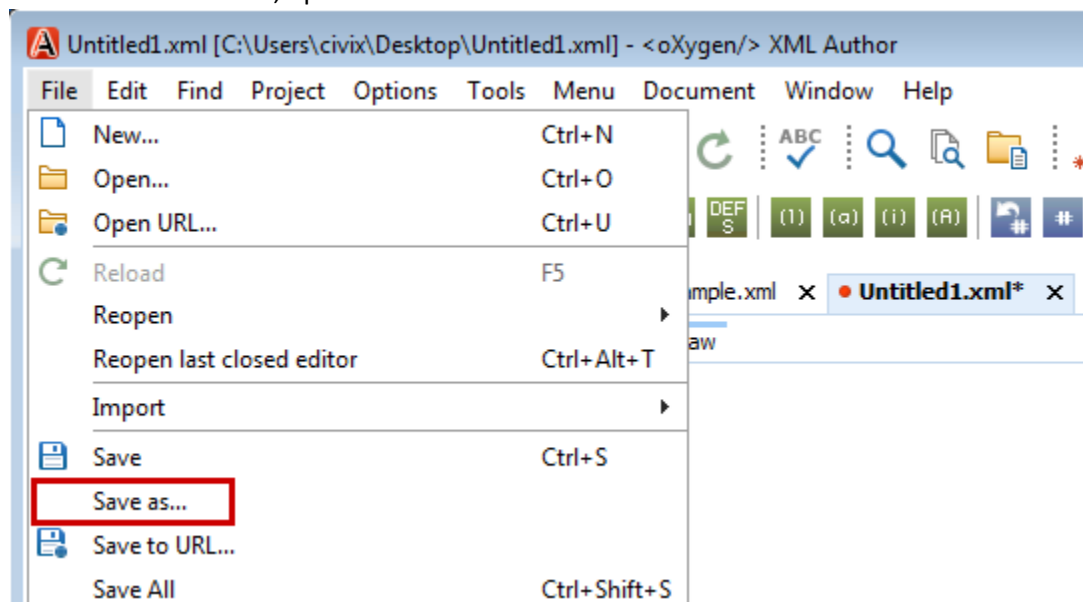
2. In the **New** dialogue, open the **Framework templates** folder and open your jurisdiction folder to access the bylaw template. To open the template, double-click on the **template file** or click on the **Create** button:



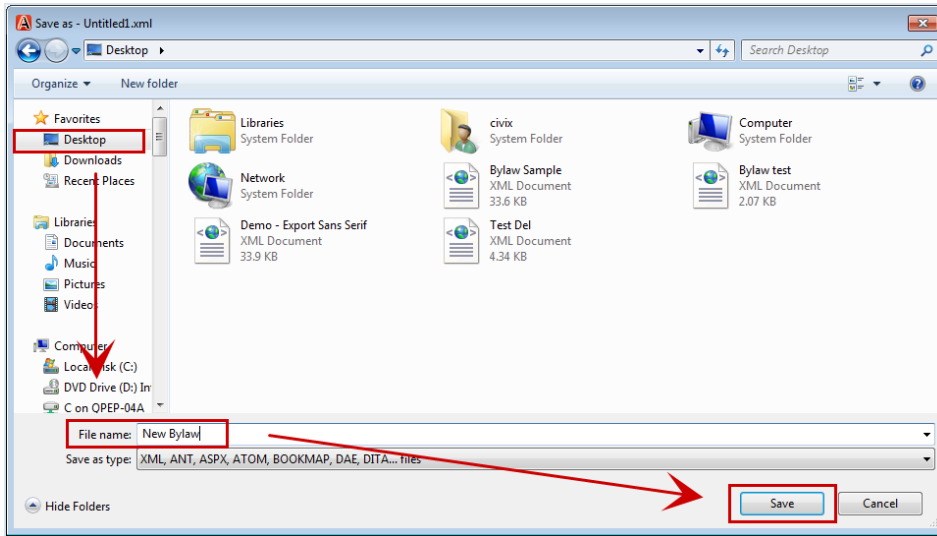
TIP: You may also open the template from the **Recently used** folder:



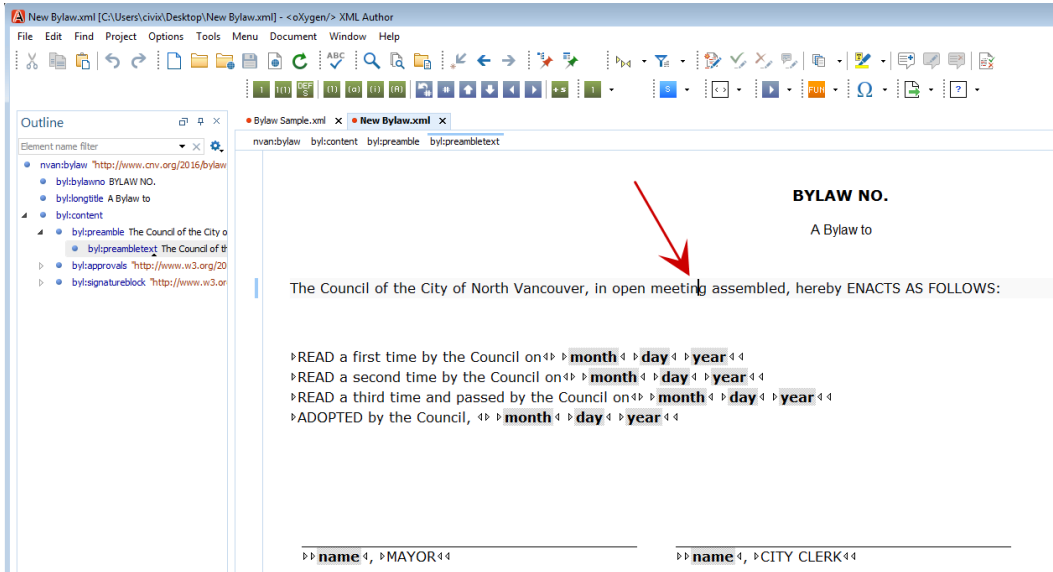
3. To save the document, open the **File** menu and select **Save As**:



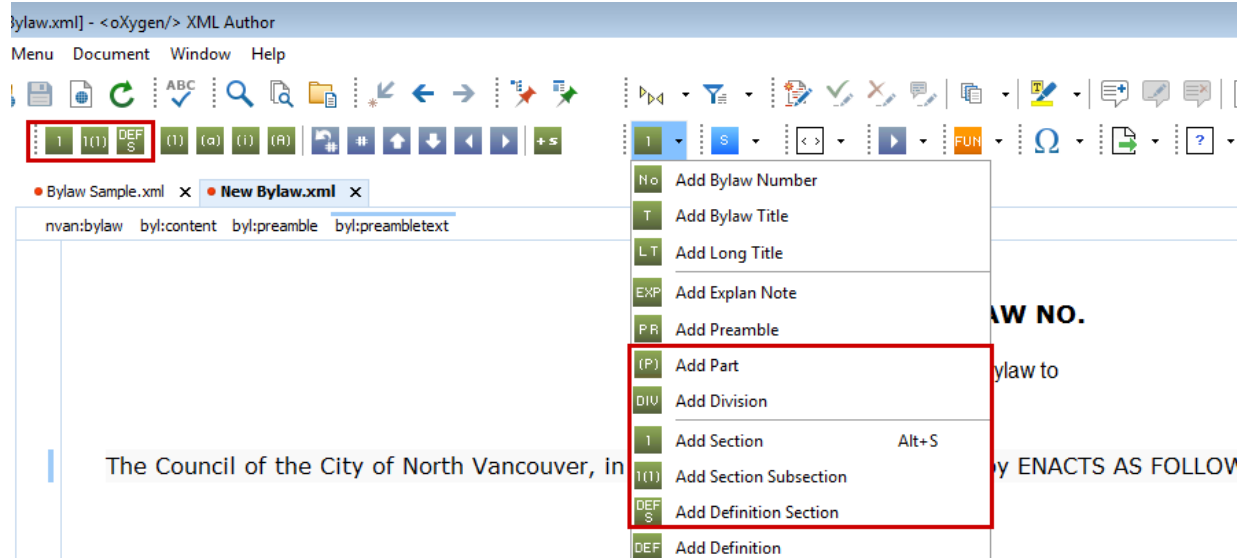
- In the **Save As** dialogue select a location, enter a file name and click on **Save**:



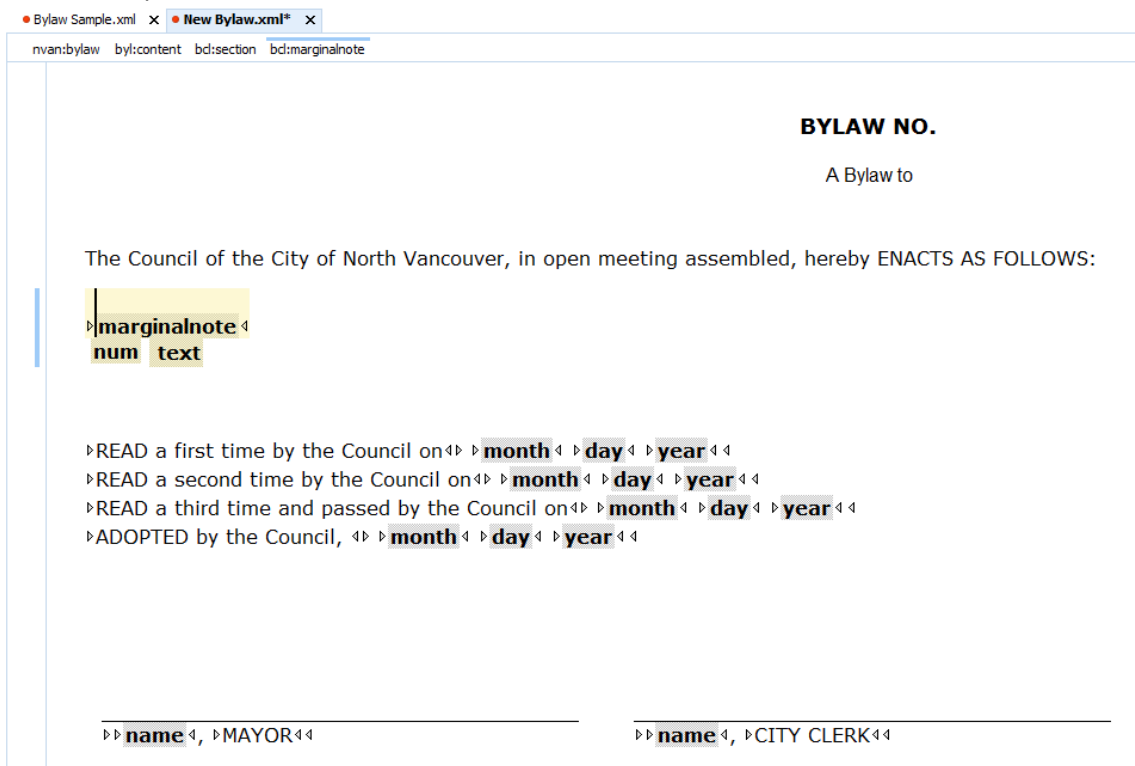
- To insert a new element in the document, click anywhere in the **preamble** element:



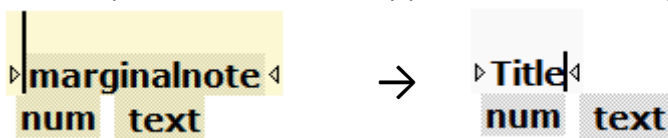
- Now, select an element from the green **Bylaw Elements** drop down toolkit, or from the **Common Elements** toolkit. You may select a Part, Division, Section, Section Subsection, or a Definition Section:



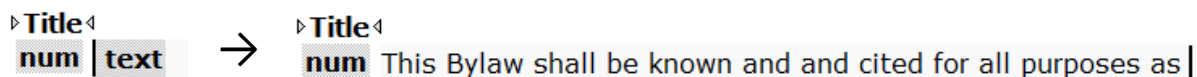
7. In this example a **Section** is inserted.



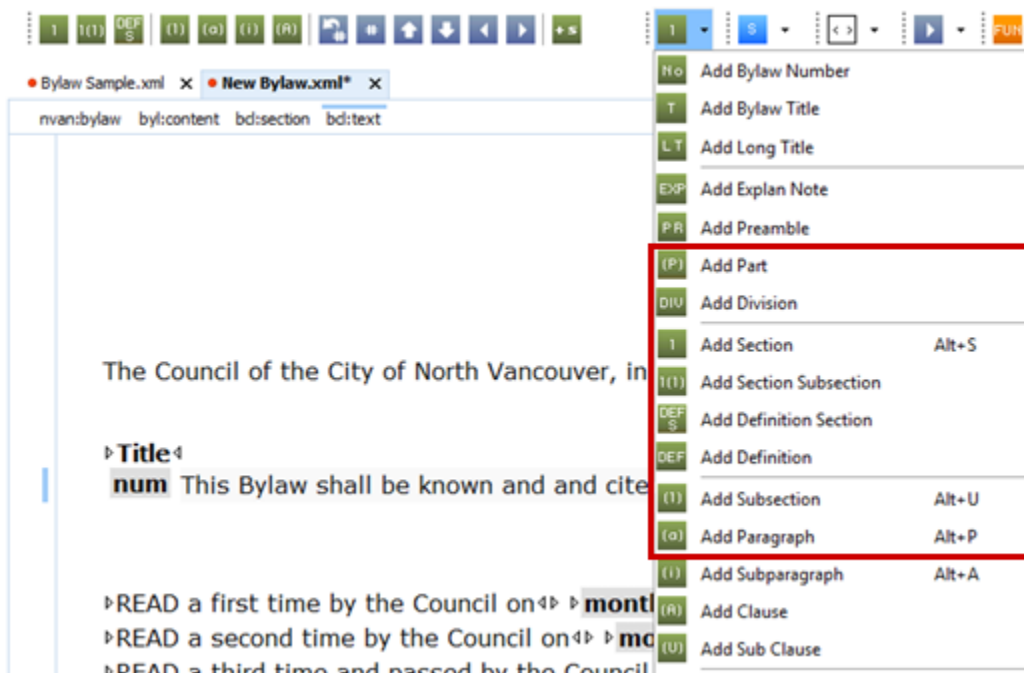
8. The cursor position is automatically positioned in the marginal note element. Type in the content:



9. Use the **Tab** key to move the cursor to the **text** element and type in the content:



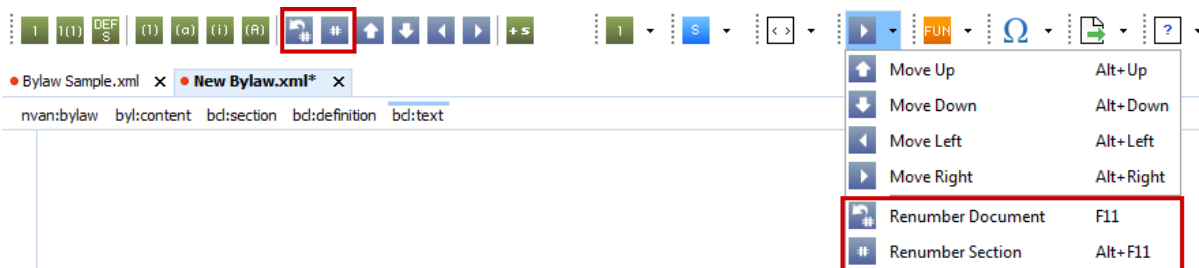
10. When you have finished entering content in section 1, ensure the cursor position remains inside the current section text and insert another element, e.g. subsection, paragraph, section, definition section, etc.



11. Upon insertion of this Definition Section, the cursor position is in the term element. Type in the term being defined, then hit the **right-arrow key twice** to move to the right of the closing quotation mark and the character space that occurs between the term and the text that will follow:



12. At any time, use the **Renumber Section** function to number the child provisions in the current section, or use the **Renumber Document** action to number the entire document:



nvan:bylaw byl:content bd:section bd:definition bd:text

BYLAW NO.

A Bylaw to

The Council of the City of North Vancouver, in open meeting assembled, hereby ENACTS AS FOLLOWS:

▶ **Title**◀

→ **1** This Bylaw shall be known and and cited for all purposes as the New Bylaw.

▶ **Definitions**◀

→ **2** In this bylaw:

▶ **"Animal"** means a mammal◀