

CiviX Author Drafting Tool for Bylaws

Custom Actions

Cheat Sheet

Amendment Bylaw Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Alt + 6	Add Amendment Explanatory Note	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	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	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	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	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	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	Add double quoted inline text	<ul style="list-style-type: none"> - For use in amending sections, paragraphs and subparagraphs

8			Add Single Quoted Text	Add single quoted text inside double quoted text	- For use inside double quoted text when the quoted text contains a quotation.
9			Add Amending Text	Add amending text fragment	- Appended to bcl:elements inside amending paragraphs, for adding punctuation. e.g., “, and”

Bylaw Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			Add Bylaw Number	Re-insert a bylaw number in document	- Bylaw number is present in template. If deleted use button to re-insert
2			Add Bylaw 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	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 Explanatory Note	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
5		Enter key	Add 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

6			Add Part	Add a part	- Part acts as a container for child elements such as division and section.
7			Remove Part	Remove part while keeping child elements	- Cursor position anywhere in part or child elements within part
8			Add Division	Add a division	- Division acts as a container for child elements such as section
9			Remove Division	Remove division while keeping child elements	- Cursor position anywhere inside division or child elements within division
10		Alt + S Enter key	Add 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
11		Alt + B	Add Section Subsection	Add a section including marginal note + number + subsection	- To promote subsection to section text, or use Move Left action from subsection text position
12			Add a Definition Section	Add a definition section	- To demote section text to subsection, use Move Right action from text position
13		Alt + F Enter key	Add 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)
14		Alt + U Enter key	Add Subsection	Add a subsection number + text	- Hit Enter key in subsection text to add subsection below
15		Alt + P Enter key	Add Paragraph	Add a paragraph number + text	- Hit Enter key in paragraph text to add paragraph below
16		Alt + A Enter key	Add Subparagraph	Add a subparagraph number + text	- Hit Enter key in subparagraph text to add subparagraph below
17		Enter key	Add Clause	Add a clause number + text	- Hit Enter key in clause text to add clause below
18		Enter key	Add Sub Clause	Add a sub clause number + text	- Hit Enter key in sub clause text to add sub clause below
19		Shift + Enter	Add Sandwich	Add a sandwich element to the main clause	- Insert from main clause above paragraphs, or

					<ul style="list-style-type: none"> - insert from previous provision to insert immediately below
20		Alt + Enter	Convert Sandwich	Change sandwich to numbered element or vice versa	<ul style="list-style-type: none"> - Cursor position anywhere in element
21		Enter key on year	Add Approvals Block	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
22			Add Signature Block	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
23		Alt + H	Add Historical Note (bc: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 (subject to sub clause). - Inserts inside a schedule or form.

 Inline Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Alt + I	Add Document Name	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 - 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	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 Superscript	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
5			Add Subscript	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
6		Ctrl + B	Add Bold	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
7			Add Italic	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
8			Add Inline Historical Note (in:hnote)	Add an inline historical note	<ul style="list-style-type: none"> - Used for repeal of subsection to subclause, e.g., (3) Repealed [BYLAW 1234]
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

Schedule Elements					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			Add 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	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	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	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	Add left text to schedule or form	<ul style="list-style-type: none"> - Hit Enter key to add left text below
7		Enter key	Add Centre Text	Add centre text to schedule or form	<ul style="list-style-type: none"> - Hit Enter key to add centre text below
8		Enter key	Add Right Text	Add right text to schedule or form	<ul style="list-style-type: none"> - Hit Enter key to add right text below
9		Enter key	Add Section without Marginal Note	Add section without marginal note	<ul style="list-style-type: none"> - 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	Add text at indent level 1	<ul style="list-style-type: none"> - Hit Enter key to add indent1 below

11		Alt + 2 Enter key	Add Indent Level 2	Add text at indent level 2	- Hit Enter key to add indent2 below
12		Alt + 3 Enter key	Add Indent Level 3	Add text at indent level 3	- Hit Enter key to add indent3 below
13		Alt + 4 Enter key	Add Indent Level 4	Add text at indent level 4	- Hit Enter key to add indent4 below
14		Alt + 5 Enter key	Add Indent Level 5	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 affected 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	Add a text list	- Used primarily in section - Insert inside section, subsection, paragraph, etc. (sibling of text) - Insert from left text (sibling) - Hit Enter key to add text list element below
2			Add Bullet List	Add a bullet list	- Used primarily in schedules, forms - Insert inside section from text position (sibling of text) - Insert from left/centre/right-text position (sibling) - Hit Enter key to add bullet list element below - Indent level
3			Add Number List	Add a numbered list	- To come

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 (line elements), tables, schedules, forms	<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)	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"> - 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)	Move current element left to next valid position within a section or amending section	<ul style="list-style-type: none"> - Ensure cursor position is in element 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 - Move part, division, section from inside consequent amending section (blue) to content level
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"> - Ensure cursor position is in element text - Follows parent, child, sibling hierarchy rules - To demote Section to a Section Subsection position cursor in section text
5		Ctrl + 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)

6		Ctrl + 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)
7		Alt + 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)
8		Alt + Shift + ↓	Move Section Out of Part / Division - Down	Move section from part to content level, down Move section from division to part 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)
9			Surround Sections / Divisions with New Part	Surround available sections and/or divisions with a new part	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	Renumber Document	Number or renumber the entire document, including part, division, section, amendment section and child elements	<ul style="list-style-type: none"> - Excludes numbering of bcl: elements inside amending elements (amd:section, amd:paragraph, amd:subparagraph)
12		Alt + F11	Renumber Section	Number or renumber the child elements in the current section or amendment section, not including section number	<ul style="list-style-type: none"> - Excludes numbering of bcl: elements inside amending elements (amd:section, amd:paragraph, amd:subparagraph)

Table Toolbar					
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	- 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		Alt + R Right-click / Table	Insert Row	Add one or more row to current table, above or below current row	- 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
6		Right-click / Table	Delete Row	Delete the current row	- 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

5		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
6			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
7		Alt + Comma Right-click / Table	Move Row Up	Move the current table row up	<ul style="list-style-type: none"> - Cursor position in any table cell of the row at entry or line level
8		Alt + Period Right-click / Table	Move Row Down	Move the current table row down	<ul style="list-style-type: none"> - Cursor position in any table cell of the row at entry or line level
9		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

Image Toolbar Formats jpg, gif, png					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1			Insert Image	Insert image inside - section	Cursor position - Section – at end of text

				<ul style="list-style-type: none"> - schedule - form - table 	<ul style="list-style-type: none"> - 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 + button / 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 + 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 + 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 + button / right-click and select Images / Resize

Special Functions Menu					
No.	Button	Shortcut	Action	Description	Characteristics / Features
1		Ctrl + G	Global Definition	<p>When no definition section is present, 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. - All Definition Sections display in CiviX Author with a light blue background colour. - The background colour does not export to Word. - 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.

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 adds the word(s) to current (local) definition section.	<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	Changes a regular section to a definition section or vice versa.	<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	Sort definition terms alphabetically	<ul style="list-style-type: none"> - Cursor position anywhere in the term or definition elements - 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.	<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 Back	Return from a found definition term location to the original position in the document.	
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 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		F6	Insert Internal Cross Reference	Insert an internal cross reference from the current section (source) to one or more sections (targets) within the current 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.

					<ul style="list-style-type: none"> - 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.
10		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.
11		Ctrl + I	Import Legislation	<p>Import content from XML documents, including XML Bylaw documents stored on a local directory, or XML document collections on BC Laws.</p> <p>Current functionality does not allow import of standalone child elements into a parent element, e.g. paragraph import into a section.</p>	<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 occur inside the content folder: bcl:part, bcl:division, bcl:section, amending section, etc. - Invalid elements to import from acts and regulations may include tables, formulas, and other bc legislation elements not in use in bylaw drafting
12		Ctrl + L	Insert External Link	<p>Insert external hyperlinks to:</p> <ul style="list-style-type: none"> - A statute or regulation on BC Laws - A part, division, section or schedule anchor in a statute or regulation on BC Laws, e.g. section 2 of the Bee Act - A document stored on local directory - Website addresses 	<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	<p>Checks the document integrity for:</p> <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 changes element 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, PDF)	<p>Export document to other document formats:</p> <ul style="list-style-type: none"> - Word - PDF format <p>Export options:</p> <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 	<ul style="list-style-type: none"> - The Export function converts the XML document into Word or PDF 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	<ul style="list-style-type: none"> - The site has videos and pdf 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 <p>Export Options</p> <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	Apply "Private" attribute to the comment Remove "Private" attribute from comment	<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	