

8 EDITING

8.1 Copy, cut, and paste text only



To edit **text** within an element use the **keyboard shortcuts** (**Ctrl + C**, **Ctrl + X** and **Ctrl + V**) or Edit toolbar buttons for **Copy**, **Cut** and **Paste**:

1. Select text + cut (Ctrl + C):

▶The first reading, **third reading**, second reading, and◀

2. Paste (Ctrl + V)

▶The first reading, second reading, **third reading**, and◀

8.2 Delete Elements

To delete an element, make sure that the entire element is selected, including any visible opening and closing tags.

8.2.1 Simple elements

For simple elements, like **left text**, selection can be achieved with **triple-click** + the **Delete** key or **Backspace** key.

Left text + Delete / Backspace

8.2.2 Complex elements

For complex elements, select the element with the **breadcrumb** + **Delete** key.

byl:content bcl:section bcl:paragraph bcl:text

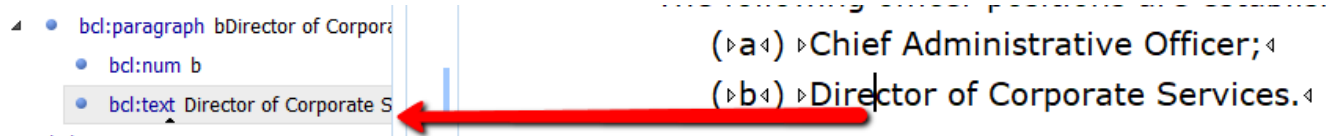
1 ▶The following officer positions are establish

(▶a◀) ▶Chief Administrative Officer;◀

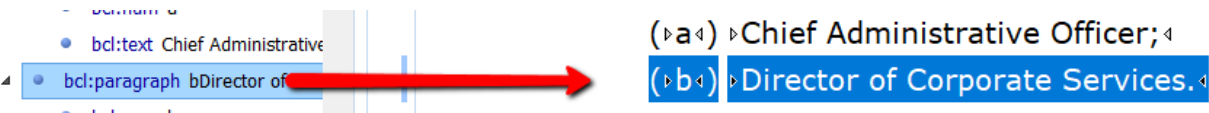
(▶b◀) ▶Director of Corporate Services.◀

8.2.3 Outline view

1. To delete an element in **Outline view**, click in the element in the document to highlight it in Outline View



2. Then click in the **top level of the element** in Outline view + **Delete** key:



3. To select a range of elements, in **Outline view** click in the first element + hold down the **Shift** key + click in the last element in the range + **Delete** key:



8.2.4 Click and drag selection

1. In this example, the section element has been selected with a click and drag action:

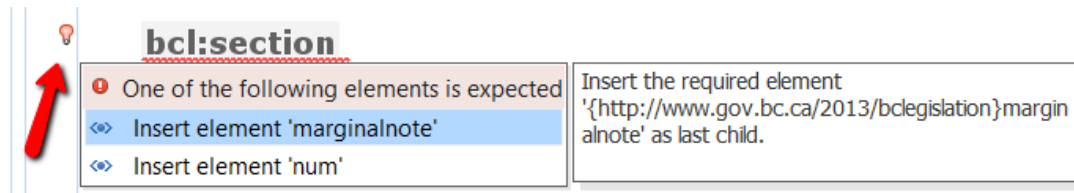


2. Although it looks like the entire element has been selected, when the Delete or backspace key is used to delete the section, a portion of the element is left behind and a jagged red underline is displayed under the remaining part of section element indicating a schema error.

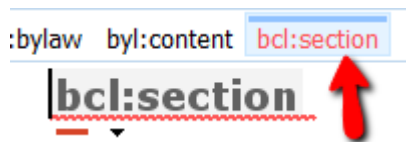
A red lightbulb icon occurs on the left side of the editing window, indicating an error, and a red error bar occurs on the right side of the editing window.



- The error message can be read by clicking on the lightbulb. The messages indicate that the section element is incomplete and provides actions for re-instating the missing elements; however, the intention is to delete the section.



- To delete the remainder of the section element, hit the **Delete** key a second time or click on the **section breadcrumb** (which is displayed in red as a result of the error) and hit the **Delete** key:

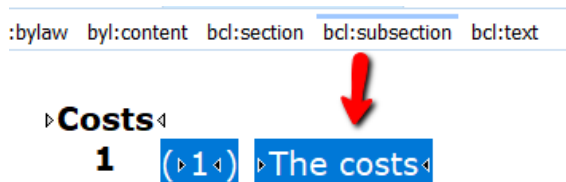


8.3 Copy, cut and paste an element

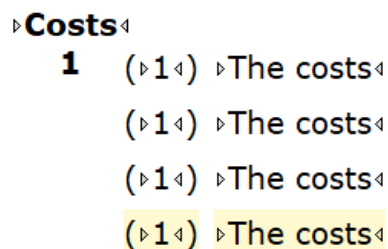
8.3.1 Copy/cut and paste element immediately below

To cut/copy and paste an entire element such as preamble text, a section, subsection, or paragraph:

- Click in the element, e.g. subsection, then click on the element's **breadcrumb** at the top of the document window to select the entire element:



- Use **Ctrl + C** to copy the element, and then use **Ctrl + V repeatedly** to paste the copied element immediately below:

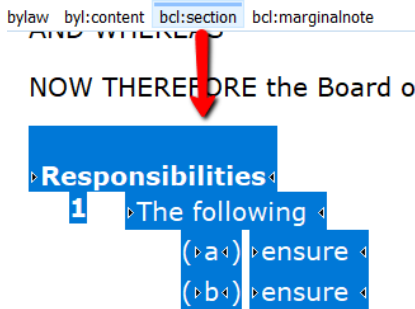


- If required, use **Renumber Section** to renumber the elements.

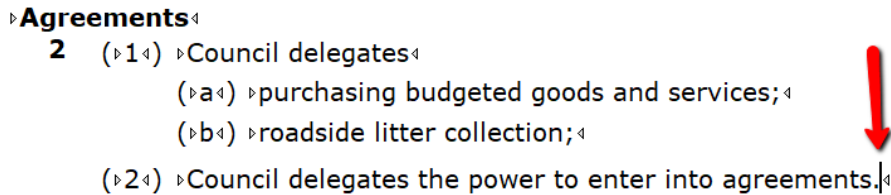
8.3.2 Copy/cut and paste to a new location

To cut/copy and paste an element into a new location:

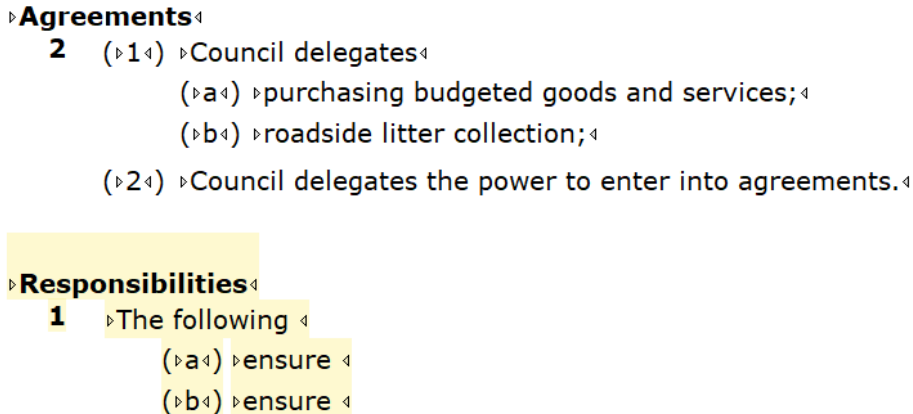
1. Click in the element and then on the **breadcrumb** to select the entire element, e.g. section:



2. Cut or copy the element, then position the cursor at the end of the last element above the target location:



3. Click on **Paste**:



8.4 Content Completion Assistant

The Content Completion Assistant displays a list of elements that are allowed in the current editing context (position of cursor). Content Completion can be especially helpful if you have inadvertently deleted an element, e.g. the “line” element from a table cell, and wish to re-insert it.

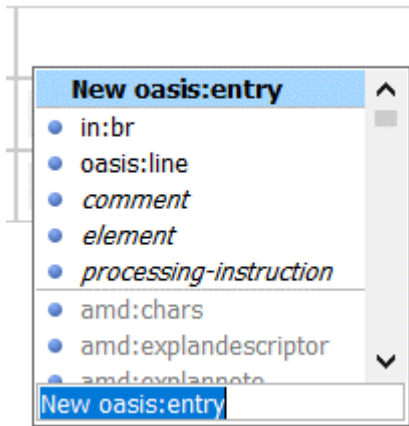
To access the Content Completion Assistant, hit the **Ctrl + Spacebar** keys.

For example, to re-insert a missing line element from a table cell:

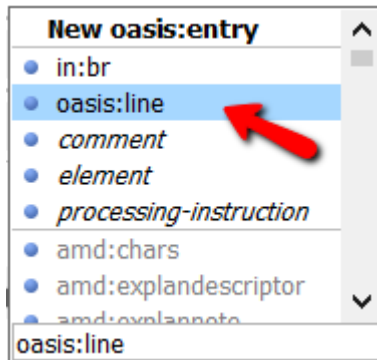
1. Position the cursor in the cel:



2. Hit the **Ctrl + Spacebar** keys on the keyboard to open the **Content Completion Assistant**:



3. Use the arrow keys to get to the desired element in the list of allowable elements in this context. When you reach **oasis:line**, **double-click** or hit the **Enter** key to insert it in the table cel.

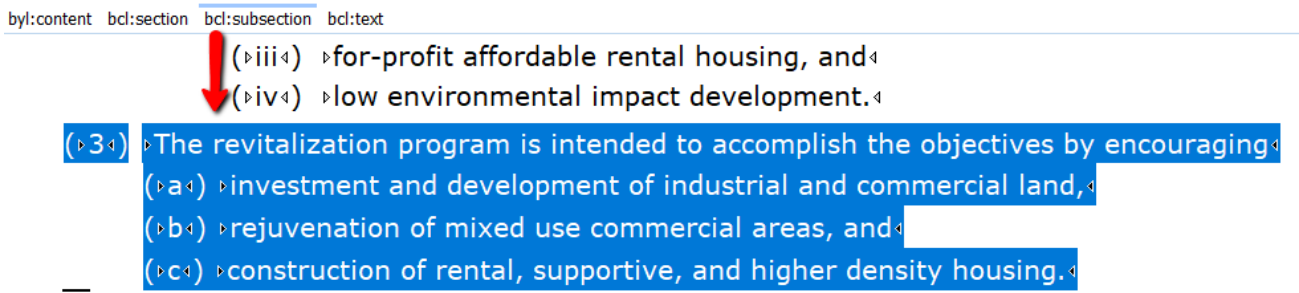


8.5 Remove Text

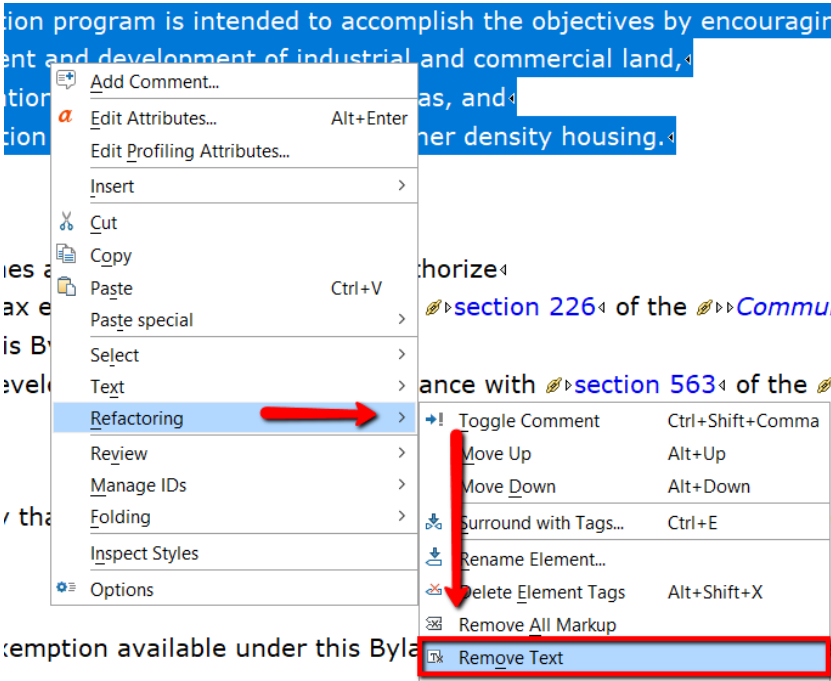
To remove text from elements while leaving the elements intact, use the **Remove Text** function accessed via the context menu, with **Right-click > Refactoring > Remove Text**.

To remove text from an element and its children:

1. Select the element with the breadcrumb. In this example select **subsection**:



2. In the area selected, **right-click** on the mouse and choose **Refactoring > Remove Text** from the context menu:



3. The empty subsection and paragraph elements remain:

(num) text
(num) text
(num) text
(num) text