

CiviX Author

Installation Overview

June 20, 2018

Installing CiviX Author is a straightforward Windows installation requiring administration privileges on your computer.

To install CiviX Author on your desktop or laptop computer:

1. Acquire a licence from oXygen XML via Civic Info.

The license key will be sent to you via email from oXygen XML Author Sales.

2. Install oXygen Author software on your computer(s).

You will need the licence key to complete the installation.

If you have not received installation instructions please request them from Queen's Printer.

See PDF: CiviX Author – Installation Instructions v20 (PDF)

See Video: CiviX Author - Installation Instructions v20 (Video)

CiviX Tutorials Site: <http://www.civixsuite.com/tutorials.asp>

3. Install the New Add-on

The add-on contains the customized functions used to create bylaw documents.

See PDF: CiviX Author - Install New Add-on.pdf

4. Check for Add-on Updates

Periodically the Queen's Printer will release updates to the customized add-on functions.

To receive the updates, check for add-on updates.

See PDF: CiviX Author – Check for Add-on Updates.pdf

5. Change Author Edit Mode Default to Author mode

When a document is open in Author and you are seeing the Text (code) view, change the default to Author view.

See PDF: UI Change Edit Mode Default.pdf

See Video: UI Change Edit Mode Default.mp4

6. Change the toolbar layout

If the toolbar is not arranged to your liking it can be rearranged.

See Video: UI Layout.mp4