


































## CiviX Author Custom Actions





### Cheat Sheet







| Amendment Bylaw Elements |   |                      |  |   |  |
|--------------------------|---|----------------------|--|---|--|
| No.                      | Button  | Shortcut             | Action                                     | Description   | Characteristics / Features   |
| 1                        |    | Alt + 6              | <b>Add Amendment Explanatory Note</b>      | Add an amendment explain note which explains the purpose of the amendment | <ul style="list-style-type: none"> <li>- Occurs above an amendment section and explains the amendment purpose</li> <li>- Use Export options to include explain notes in bylaw document; exclude explain notes from the bylaw document; or, create separate document of explain notes.</li> </ul> |
| 2                        |    | Alt + 7              | <b>Add Amending Section</b>                | Add an amending section   | <ul style="list-style-type: none"> <li>- Use Renumber Doc function for numbering all amendment sections in document</li> </ul>   |
| 3                        |    | Alt + 8<br>Enter key | <b>Add Amending Paragraph</b>              | Add an amending paragraph   | <ul style="list-style-type: none"> <li>- Use Renumber Section for numbering child elements of current amendment section, e.g. a, b, c, i, ii, iii</li> </ul>   |
| 4                        |    | Enter key            | <b>Add Amending Subparagraph</b>           | Add an amending subparagraph  | <ul style="list-style-type: none"> <li>- Use Renumber Section for numbering child elements of current amendment section, e.g. a, b, c, i, ii, iii</li> </ul>   |
| 5                        |    |                      | <b>Add Bylaw Name Heading</b>              | Add a bylaw name heading  | <ul style="list-style-type: none"> <li>- For use in Amendment Bylaws where more than one bylaw is affected by the amendments.</li> </ul>   |
| 6                        |  |                      | <b>Add Consequential Amendment Heading</b> | Add a consequential amendment heading, including section number range     | <ul style="list-style-type: none"> <li>- Enter amending section number range e.g. 4–6, for inclusion in the table of contents as:<br/>4-6 Consequential Amendments</li> <li>- The CA heading acts as a container for child elements inserted after, e.g. amending section</li> </ul>             |
| 7                        |  | Alt + Q              | <b>Add Double Quoted Text</b>              | Add double quoted inline text   | <ul style="list-style-type: none"> <li>- For use in amending sections, paragraphs and subparagraphs</li> </ul>   |
| 8                        |  |                      | <b>Add Single Quoted Text</b>              | Add single quoted text inside double quoted text                          | <ul style="list-style-type: none"> <li>- For use inside double quoted text when the quoted text contains a quotation.</li> </ul>   |
| 9                        |  |                      | <b>Add Amending Text</b>                   | Add amending text fragment  | <ul style="list-style-type: none"> <li>- Appended to bcl:elements inside amending paragraphs, for adding punctuation. e.g., “, <b>and</b>”</li> </ul>  |



| Bylaw Elements |   |           |  |   |   |
|----------------|---|-----------|--|---|---|
| No.            | Button  | Shortcut  | Action   | Description   | Characteristics / Features  |
| 1              |    |           | <b>Add Bylaw Number</b>                              | Re-insert a bylaw number in document  | <ul style="list-style-type: none"> <li>- Bylaw number is present in template. If deleted use button to re-insert</li> </ul>   |
| 2              |    |           | <b>Add Bylaw Title</b>                               | Re-insert a bylaw title in document   | <ul style="list-style-type: none"> <li>- Bylaw title is present in template. If deleted use button to re-insert</li> <li>- Bylaw title and long title cannot both be present in the document. Delete long title, then insert title from bylaw number position</li> </ul>                                  |
| 3              |    |           | <b>Add Bylaw Long Title</b>                          | Re-insert bylaw long title  | <ul style="list-style-type: none"> <li>- Bylaw long title (or title) is present in template. If deleted use button to re-insert long title</li> <li>- Long title and bylaw title cannot both be present in the document. Delete bylaw title, then insert long title from bylaw number position</li> </ul> |
| 4              |    |           | <b>Add Amendments Included (Consolidated Bylaws)</b> | Add a consolidation statement containing amendment bylaw numbers included and the last amended date.  | <ul style="list-style-type: none"> <li>- Cursor position: title or long title.</li> <li>- Used at the top of consolidated bylaws to indicate the amendment bylaws affecting the bylaw and the last amended date.</li> </ul>   |
| 5              |    |           | <b>Add Explanatory Note</b>                          | Add an explanatory note element in a new bylaw at top of document   | <ul style="list-style-type: none"> <li>- Used in First Reading+ Bylaw to explain the bylaw purpose.</li> <li>- Explain note occurs after bylaw title/long title and before preamble</li> <li>- See Export menu for explain note options</li> </ul>  |
| 6              |  | Enter key | <b>Add Preamble</b>                                  | <p>Where preamble exists, adds preamble text element to preamble</p> <p>Where preamble does not exist, adds preamble + preamble text elements</p> | <ul style="list-style-type: none"> <li>- Preamble is present in template.</li> <li>- To add a new preamble text element with “AND WHEREAS”, use Add Preamble button.</li> <li>- To create empty preamble text element below, hit Enter key at the end of current preamble text</li> </ul>                 |
| 7              |  |           | <b>Add Part</b>                                      | Add a part  | <ul style="list-style-type: none"> <li>- Part acts as a container for child elements such as division and section.</li> </ul>   |
| 8              |  |           | <b>Remove Part</b>                                   | Remove part while keeping child elements  | <ul style="list-style-type: none"> <li>- Cursor position: anywhere in part or child elements within part</li> </ul>   |














|    |   |                      |                                 |   |   |
|----|---|----------------------|---------------------------------|---|---|
| 9  |    |                      | <b>Add Division</b>             | Add a division  | - Division acts as a container for child elements such as section   |
| 10 |    |                      | <b>Remove Division</b>          | Remove division while keeping child elements                | - Cursor position: anywhere inside division or child elements within division   |
| 11 |    | Alt + S<br>Enter key | <b>Add Section</b>              | Add a section including marginal note + number + text       | - Hit Enter key in marginal note to add new section below<br>- To demote section text to subsection, hit Enter key in text element or use Move Right action |
| 12 |    | Alt + B              | <b>Add Section Subsection</b>   | Add a section including marginal note + number + subsection | - To promote subsection to section text, or use Move Left action from subsection text position  |
| 13 |    |                      | <b>Add a Definition Section</b> | Add a definition section                                    | - To demote section text to subsection, use Move Right action from text position  |
| 14 |    | Alt + F<br>Enter key | <b>Add Definition</b>           | 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)                                       |
| 15 |    | Alt + U<br>Enter key | <b>Add Subsection</b>           | Add a subsection number + text                              | - Hit Enter key in subsection text to add subsection below  |
| 16 |    | Alt + P<br>Enter key | <b>Add Paragraph</b>            | Add a paragraph number + text                               | - Hit Enter key in paragraph text to add paragraph below  |
| 17 |    | Alt + A<br>Enter key | <b>Add Subparagraph</b>         | Add a subparagraph number + text                            | - Hit Enter key in subparagraph text to add subparagraph below  |
| 18 |  | Enter key            | <b>Add Clause</b>               | Add a clause number + text                                  | - Hit Enter key in clause text to add clause below  |
| 19 |  | Enter key            | <b>Add Sub Clause</b>           | Add a sub clause number + text                              | - Hit Enter key in sub clause text to add sub clause below  |
| 20 |  | Shift + Enter        | <b>Add Sandwich</b>             | Add a sandwich element to the main clause                   | - Insert from main clause above paragraphs, or insert from previous provision to insert immediately below   |
| 21 |  | Alt + Enter          | <b>Convert Sandwich</b>         | Change sandwich to numbered element or vice versa           | - Cursor position: anywhere in element  |
| 22 |  | Enter key on year    | <b>Add Approvals Block</b>      | Add approvals block   | - Hit Enter key in year element to insert new approval line below   |

|    |   |         |  |   |   |
|----|---|---------|--|---|---|
|    |   |         |  |   | <ul style="list-style-type: none"> <li>- Approvals block is present in template. If deleted use button to re-insert empty approvals block</li> </ul>  |
| 23 |  |         | <b>Add Signature Block</b>             | Add signature block   | <ul style="list-style-type: none"> <li>- To delete one signature from the signature block, click in signature, select “signature” breadcrumb + Delete key.</li> <li>- To delete “name” element, click in name element + Delete key</li> <li>- Signature block is present in template. If block is deleted, or if an additional signature block is required, use button to insert signature block</li> </ul> |
| 24 |  | Alt + H | <b>Add Historical Note (bcl:hnote)</b> | Add historical note at preamble, section, schedule and form level | <ul style="list-style-type: none"> <li>- Inserts inside a preamble after last preamble text.</li> <li>- Inserts inside a section after text (and inside child elements (subsection to sub clause).</li> <li>- Inserts inside a schedule or form level as sibling to left text. Exports at section indent level.</li> </ul>  |

|  <b>Inline Elements</b> |   |          |                                  |  |   |
|--|---|----------|----------------------------------|--|---|
| No.  | Button  | Shortcut | Action                           | Description  | Characteristics / Features  |
| 1  |    | Alt + I  | <b>Add Document Name</b>         | Add a document name element , or surround selected text with document name element to achieve italic style | <ul style="list-style-type: none"> <li>- Used for document references such as bylaw or Act names, when italic is required and an external hyperlink is not required.</li> <li>- Click in text and use button to insert element, or</li> <li>- Select text and use button to surround selection with in:doc element tags</li> <li>- Search by in:doc to find references within a document and collection.</li> </ul> |
| 2  |  | Alt + D  | <b>Add a Descriptor</b>          | Add a descriptor element with italic style + square brackets   | <ul style="list-style-type: none"> <li>- Used to provide a description of an internal or external cross reference (optional)</li> <li>- Click in text and use button to insert element, or</li> <li>- Select text and use button to surround selection with in:desc element tags</li> </ul>   |
| 3  |  | Alt + T  | <b>Add Inline Term (in:term)</b> | Add a term element with bold style + quotation marks   | <ul style="list-style-type: none"> <li>- Used for terms that occur within text, e.g. In this section, “school” includes pre-schools</li> </ul>  |


|   |   |          |   |   |   |
|---|---|----------|---|---|---|
| 4 |  |          | <b>Add Superscript</b>                          | Add superscript font  | <ul style="list-style-type: none"> <li>- Click in text and use button to insert element, or</li> <li>- Select text and use button to surround selection</li> </ul>  |
| 5 |  |          | <b>Add Subscript</b>                            | Add subscript font  | <ul style="list-style-type: none"> <li>- Click in text and use button to insert element, or</li> <li>- Select text and use button to surround selection</li> </ul>  |
| 6 |  | Ctrl + B | <b>Add Bold</b>                                 | Add bold font   | <ul style="list-style-type: none"> <li>- Primarily for use in schedules, forms, and tables</li> <li>- Click in text and use button to insert element, or</li> <li>- Select text and use button to surround selection</li> </ul>                       |
| 7 |  | Ctrl + I | <b>Add Italic</b>                               | Add italic font   | <ul style="list-style-type: none"> <li>- Primarily for use in schedules, forms, and tables</li> <li>- Click in text and use button to insert element, or</li> <li>- Select text and use button to surround selection</li> </ul>                       |
| 8 |  |          | <b>Add Inline Historical Note</b><br>(in:hnote) | Add an inline historical note   | <ul style="list-style-type: none"> <li>- Used for repeal of subsection to subclause, e.g., (3) Repealed [BYLAW 1234]</li> </ul>   |
| 9 |  |          | <b>Remove Inline Tags</b>                       | Remove inline tags, e.g. bold, italic, descriptor, doc name, link, etc. | <ul style="list-style-type: none"> <li>- Cursor position: inside the inline element.</li> <li>- Removes inline tag elements</li> <li>- Where nested inline elements occur, e.g. bold + italic, removes tags closest to the cursor position</li> </ul> |





| Schedule Elements |   |          |                                 |   |  |
|-------------------|---|----------|---------------------------------|---|--|
| No.               | Button  | Shortcut | Action                          | Description   | Characteristics / Features   |
| 1                 |  |          | <b>Add Schedule</b>             | Add a schedule  | <ul style="list-style-type: none"> <li>- 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</li> </ul>   |
| 2                 |  |          | <b>Re-insert Schedule Title</b> | Re-insert a schedule title above (when it has been deleted) | <ul style="list-style-type: none"> <li>- Schedule title inserts automatically with Add Schedule action</li> <li>- If schedule title is deleted, position cursor in next element below, within the schedule, and use Re-insert Schedule Title.</li> <li>- Schedule title is included in the table of contents upon export</li> <li>- Page breaks occur between schedules in exported Word document</li> </ul> |

|    |   |                      |   |   |   |
|----|---|----------------------|---|---|---|
| 3  |    |                      | <b>Add Schedule SubTitle</b>                                    | Add a schedule subtitle(s) after schedule title | <ul style="list-style-type: none"> <li>- Unlimited schedule subtitles allowed in schedule</li> <li>- Not included in table of contents</li> </ul>   |
| 4  |    |                      | <b>Add Form</b>   | Add form(s) to a schedule                       | <ul style="list-style-type: none"> <li>- Form title inserts automatically with Add Form action</li> <li>- If form title is deleted, position cursor in next element below in the form and use Re-insert Form Title above.</li> <li>- All forms occur inside a schedule.</li> <li>- Form title is not included in the table of contents</li> </ul> |
| 5  |    |                      | <b>Re-insert a Form Title</b>                                   | Re-insert a form title when it has been deleted | <ul style="list-style-type: none"> <li>- Form Title inserts automatically with Add Form</li> <li>- Form Title occurs once in a form.</li> <li>- For subtitles, use centre text.</li> <li>- Form title is excluded from the table of contents</li> </ul>   |
| 6  |    | Alt + L<br>Enter key | <b>Add Left Text</b>  | Add left text to schedule or form               | <ul style="list-style-type: none"> <li>- Hit Enter key to add left text below</li> </ul>  |
| 7  |    | Enter key            | <b>Add Centre Text</b>  | Add centre text to schedule or form             | <ul style="list-style-type: none"> <li>- Hit Enter key to add centre text below</li> </ul>  |
| 8  |    | Enter key            | <b>Add Right Text</b>   | Add right text to schedule or form              | <ul style="list-style-type: none"> <li>- Hit Enter key to add right text below</li> </ul>   |
| 9  |    | Enter key            | <b>Add Section without Marginal Note</b>                        | Add section without marginal note               | <ul style="list-style-type: none"> <li>- To demote section text to subsection, hit Enter key in text element or use Move Right action</li> </ul>  |
| 10 |    | Alt + 1<br>Enter key | <b>Add Indent Level 1</b>                                       | Add text at indent level 1                      | <ul style="list-style-type: none"> <li>- Hit Enter key to add indent1 below</li> </ul>  |
| 11 |   | Alt + 2<br>Enter key | <b>Add Indent Level 2</b>                                       | Add text at indent level 2                      | <ul style="list-style-type: none"> <li>- Hit Enter key to add indent2 below</li> </ul>  |
| 12 |  | Alt + 3<br>Enter key | <b>Add Indent Level 3</b>                                       | Add text at indent level 3                      | <ul style="list-style-type: none"> <li>- Hit Enter key to add indent3 below</li> </ul>  |
| 13 |  | Alt + 4<br>Enter key | <b>Add Indent Level 4</b>                                       | Add text at indent level 4                      | <ul style="list-style-type: none"> <li>- Hit Enter key to add indent4 below</li> </ul>  |
| 14 |  | Alt + 5<br>Enter key | <b>Add Indent Level 5</b>                                       | Add text at indent level 5                      | <ul style="list-style-type: none"> <li>- Hit Enter key to add indent5 below</li> </ul>  |
| 15 |  |                      | <b>Add Centred Historical Note</b><br>(bcl:centertext/in:hnote) | Add a centered historical note                  | <ul style="list-style-type: none"> <li>- Used for referencing the amending legislation that affects the schedule content</li> </ul>   |





|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  | <ul style="list-style-type: none"> <li>- Insert from cursor position: schedule title, schedule subtitle, form title, centre text</li> <li>- One occurrence per schedule or form</li> </ul> |
|--|--|--|--|--|--|





| List Elements |   |          |                        |                     |  |
|---------------|---|----------|------------------------|---------------------|--|
| No.           | Button  | Shortcut | Action                 | Description         | Characteristics / Features   |
| 1             |  |          | <b>Add Text List</b>   | Add a text list     | <ul style="list-style-type: none"> <li>- Used primarily in section</li> <li>- Insert inside section, subsection, paragraph, etc. (sibling of text)</li> <li>- Insert from left text, indent1 to indent5 (sibling)</li> <li>- Hit Enter key to add text list element below</li> </ul>   |
| 2             |  |          | <b>Add Bullet List</b> | Add a bullet list   | <ul style="list-style-type: none"> <li>- Used primarily in byl:explannote, amd:explannote, bcl:schedule and bcl:form</li> <li>- In explain notes insert from explain text</li> <li>- In schedules and forms Insert from left text, indent1 to indent5 (sibling)</li> <li>- Hit Enter key to add bullet list element below</li> <li>- Indent level</li> </ul> |
| 3             |  |          | <b>Add Number List</b> | Add a numbered list | <ul style="list-style-type: none"> <li>- To come</li> </ul>  |






| Action Toolbar |   |          |                                   |  |  |
|----------------|---|----------|-----------------------------------|--|--|
| No.            | Button  | Shortcut | Action                            | Description  | Characteristics / Features   |
| 1              |  | Alt + ↑  | <b>Move Up (sibling elements)</b> | <p>Move current element up one position among like-elements.</p> <p>e.g. parts, sections, paragraphs, table text (line elements), tables, schedules, forms</p> | <ul style="list-style-type: none"> <li>- Brings child elements along for the ride.</li> <li>- Ensure cursor position is in element text.</li> <li>- To move Section Subsection, position cursor in marginal note</li> <li>- To move table text (line element), position cursor in text</li> <li>- To move table, select entire table or 2 or more cells</li> </ul> |






|   |   |                  |   |  |  |
|---|---|------------------|---|--|--|
| 2 |    | Alt + ↓          | <b>Move Down (sibling elements)</b>               | <p>Move current element down one position among like-elements.</p> <p>e.g. parts, sections, paragraphs, table text (line elements), tables, schedules, forms</p> | <ul style="list-style-type: none"> <li>- Brings child elements along for the ride.</li> <li>- Ensure cursor position is in element text.</li> <li>- To move Section Subsection, position cursor in marginal note</li> <li>- To move table text (line element), position cursor in text</li> <li>- To move table, select entire table or 2 or more cells</li> </ul>   |
| 3 |    | Alt + ←          | <b>Move Left (promote)</b>                        | <p>Move current element left to next valid position within a section or amending section</p>   | <ul style="list-style-type: none"> <li>- Ensure cursor position is in element text</li> <li>- Follows parent, child, sibling hierarchy rules</li> <li>- To promote Section Subsection to Section position cursor in subsection text</li> </ul> <p><b>Special Cases</b></p> <ul style="list-style-type: none"> <li>- Move part, division, section from inside an amendment section (blue) to content level</li> <li>- Move part, division, section from inside consequent amending section (blue) to content level</li> </ul> |
| 4 |    | Alt + →          | <b>Move Right (demote)</b>                        | <p>Move current element right one position to next valid position within a section or amending section</p>   | <ul style="list-style-type: none"> <li>- Ensure cursor position is in element text</li> <li>- Follows parent, child, sibling hierarchy rules</li> <li>- To demote Section to a Section Subsection position cursor in section text</li> </ul>   |
| 5 |    | Alt + Shift + ↑  | <b>Move Section Into Part / Division - Up</b>     | <p>Move section from content level into part, up</p> <p>Move section from part level into division up</p>  | <ul style="list-style-type: none"> <li>- Cursor position: in section (marginal note, num or text)</li> <li>- Cursor position: in section subsection (subsection 1 text)</li> </ul>   |
| 6 |  | Alt + Shift + ↓  | <b>Move Section Into Part / Division - Down</b>   | <p>Move section from content level into part, down</p> <p>Move section from part level into division, down</p>   | <ul style="list-style-type: none"> <li>- Cursor position: in section (marginal note, num or text)</li> <li>- Cursor position: in section subsection (marginal note, num or subsection text)</li> </ul>   |
| 7 |  | Ctrl + Shift + ↑ | <b>Move Section Out of Part / Division - Up</b>   | <p>Move section from part to content level, up</p> <p>Move section from division to part level, up</p>   | <ul style="list-style-type: none"> <li>- Cursor position: in section (marginal note, num or text)</li> <li>- Cursor position: in section subsection (marginal note, num or subsection text)</li> </ul>   |
| 8 |  | Ctrl + Shift + ↓ | <b>Move Section Out of Part / Division - Down</b> | <p>Move section from part to content level, down</p>   | <ul style="list-style-type: none"> <li>- Cursor position: in section (marginal note, num or text)</li> <li>- Cursor position: in section subsection (marginal note, num or subsection text)</li> </ul>   |










|    |   |           |  |   |   |
|----|---|-----------|--|---|---|
|    |   |           |  | Move section from division to part level, down  |   |
| 9  |  |           | <b>Surround Sections / Divisions with New Part</b> | Surround available sections and/or divisions with a new part  | <ul style="list-style-type: none"> <li>- Opens a dialogue displaying available sections not already inside a part</li> <li>- To select a range of elements, hold down Shift key + click on first and last elements</li> </ul>                 |
| 10 |  |           | <b>Surround Sections with New Division</b>         | Surround available sections with a new division   | <ul style="list-style-type: none"> <li>- Opens dialogue displaying available sections and divisions not already inside a division</li> <li>- To select a range of elements, hold down Shift key + click on first and last elements</li> </ul> |
| 11 |  | F11       | <b>Renummer Document</b>                           | Number or renumber the entire document, including part, division, section, amendment section and child elements | <ul style="list-style-type: none"> <li>- Excludes numbering of bcl: elements inside amending elements (amd:section, amd:paragraph, amd:subparagraph)</li> </ul>   |
| 12 |  | Alt + F11 | <b>Renummer Section</b>                            | Number or renumber the child elements in the current section or amendment section, not including section number | <ul style="list-style-type: none"> <li>- Excludes numbering of bcl: elements inside amending elements (amd:section, amd:paragraph, amd:subparagraph)</li> </ul>   |







| Table Toolbar |   |                                 |                                     |  |   |
|---------------|---|---------------------------------|-------------------------------------|--|---|
| No.           | Button  | Shortcut                        | Action                              | Description  | Characteristics / Features  |
| 1             |  | Ctrl + T<br>Right-click / Table | <b>Insert Table</b>                 | Opens Insert Table dialogue with table options<br><br>Insert a table inside section, schedule and form | Table options include <ul style="list-style-type: none"> <li>- Quick Table,</li> <li>- Custom Table,</li> <li>- My Templates, and</li> <li>- Global Templates</li> </ul>                    |
| 2             |  |                                 | <b>Save Table as Template</b>       | Save the current table as a template for future use  | <ul style="list-style-type: none"> <li>- 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.</li> </ul> |
| 3             |  |                                 | <b>Covert Top Row to Header Row</b> | Convert the top row of the table to a header row   | <ul style="list-style-type: none"> <li>- Cursor position: in any cell of the top row</li> </ul>   |
| 4             |  |                                 | <b>Add Table Title</b>              | Add a table title to the table<br>Add a second table title to the table                                | <ul style="list-style-type: none"> <li>- Cursor position: in any cell of the table, or in the first table title element.</li> </ul>   |


|   |  |                                   |                         |   |   |
|---|--|-----------------------------------|-------------------------|---|---|
|   |  |                                   |                         |   | <ul style="list-style-type: none"> <li>- Maximum occurrence of table title is two per table.</li> </ul>   |
| 5 |   | Enter Key                         | <b>Add Line Element</b> | Re-insert a line element in empty cell, or add new line element below | <ul style="list-style-type: none"> <li>- Cursor position: inside table cel at entry or line level</li> </ul>  |
| 6 |   | Alt + R<br>Right-click /<br>Table | <b>Insert Row</b>       | Add one or more row to current table, above or below current row      | <ul style="list-style-type: none"> <li>- Cursor position: in any cell + <b>Insert Row</b></li> <li>- Cursor position: in any header cell + <b>Insert Row</b> to add header rows, or</li> <li>- Cursor position: in any cell of row, <b>right-click</b> + select Table / Insert Row</li> </ul>   |
| 7 |   | Right-click /<br>Table            | <b>Delete Row</b>       | Delete the current row  | <ul style="list-style-type: none"> <li>- Cursor position: in any cell of row + <b>Delete Row</b>, or</li> <li>- Cursor position: in any cell of column, <b>right-click</b> + select Table / Delete Row</li> <li>- To <b>select a row</b> use click and drag, or hover cursor near left table border until arrow appears + right-click with mouse</li> <li>- To <b>delete all text</b> in the row, select the row, right-click + select Refactoring / Remove Text</li> <li>- To <b>delete all text + line elements</b> in the row, select row + Delete key</li> </ul>                    |
| 8 |   | Alt + C<br>Right-click /<br>Table | <b>Insert Column</b>    | Add one or more column to the left or right of current column         | <ul style="list-style-type: none"> <li>- Cursor position: in any cell of column + <b>Insert Row</b>, or</li> <li>- Cursor position: in any cell of column, <b>right-click</b> + select Table / Insert Column</li> </ul>   |
| 9 |  |                                   | <b>Delete Column</b>    | Delete the current column   | <ul style="list-style-type: none"> <li>- Cursor position: in any cell of column + <b>Delete Column</b>, or</li> <li>- Cursor position: in any cell of column, <b>right-click</b>, select Table / Delete Column</li> <li>- To <b>select a column</b> use click and drag, or hover cursor near top table border until arrow appears + right-click with mouse</li> <li>- To <b>delete all text</b> in the column, select the column, right-click + select Refactoring / Remove Text</li> <li>- To <b>delete all text + line elements</b> in the row, select column + Delete key</li> </ul> |



|    |   |  |   |   |   |
|----|---|--|---|---|---|
| 10 |  | Alt + Comma<br>Right-click /<br>Table  | <b>Move Row Up</b>                          | Move the current table row up   | - Cursor position: in any table cell of the row at entry or line level  |
| 11 |  | Alt + Period<br>Right-click /<br>Table | <b>Move Row Down</b>                        | Move the current table row down   | - Cursor position: in any table cell of the row at entry or line level  |
| 12 |  |  | <b>Left-Align Table<br/>or Table Text</b>   | Align the selected table to left margin<br>Align the selected text to left of cell<br>Align the text in selected column or row to left of the cell.             | <ul style="list-style-type: none"> <li>- To select a table, hover cursor over top left corner and left-click when arrow appears, or click on oasis:tgroup breadcrumb.</li> <li>- To select text, click and drag to highlight</li> <li>- To select text in a column, hover cursor at top of row and left-click when arrow appears, or click and drag from first to last cell</li> <li>- To select text in a row, hover cursor at left of row and left-click when arrow appears, or click and drag from first to last cell</li> </ul> |
| 13 |  |  | <b>Centre-Align Table<br/>or Table Text</b> | Align the selected table to centre of page<br>Align the selected text to centre of cell.<br>Align the text in the selected column or row to centre of the cell. | - See Left Align for instructions on how to select table or text  |
| 14 |  |  | <b>Right-Align Table<br/>or Table Text</b>  | Align the selected table to right margin<br>Align the selected text to right of cell<br>Align the text in the selected column or row to right of the cell.      | - See Left Align for instructions on how to select table or text  |








| Special Functions Menu |   |          |                          |  |   |
|------------------------|---|----------|--------------------------|--|---|
| No.                    | Button  | Shortcut | Action                   | Description  | Characteristics / Features  |
| 1                      |  | Ctrl + G | <b>Global Definition</b> | 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 | <ul style="list-style-type: none"> <li>- The Global Definition section is the first definition section in the document.</li> <li>- To select a single word, position the cursor anywhere in the word</li> </ul> |

|   |   |                  |                                    |  |   |
|---|---|------------------|------------------------------------|--|---|
|   |   |                  |                                    | <p>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"> <li>- To select multiple words click and drag to highlight words.</li> <li>- To create a definition section subsection, position cursor in section text and use the Move Right action to demote section text to subsection.</li> <li>- All Definition Sections display in CiviX Author with a light blue background colour.</li> <li>- The background colour does not export to Word.</li> </ul> |
| 2 |    | Ctrl + Shift + G | <b>Previous / Local Definition</b> | 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"> <li>- To select a single word, position the cursor anywhere in the word.</li> <li>- To select multiple words click and drag to highlight the words.</li> </ul>   |
| 3 |    | Ctrl + Shift + D | <b>Toggle Definition Section</b>   | Changes a regular section to a definition section or vice versa.   | <ul style="list-style-type: none"> <li>- When the definition attribute is applied to a section, the definition section displays a light blue background colour.</li> </ul>  |
| 4 |    | Ctrl + D         | <b>Sort Definitions</b>            | Sort definition terms alphabetically   | <ul style="list-style-type: none"> <li>- Cursor position: anywhere in the term or definition element</li> <li>- Case sensitive sorting (lower case precedes upper case)</li> </ul>  |
| 5 |    | Alt + G          | <b>Go to Term</b>                  | 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"> <li>- When the word is found, a dialogue opens and displays the term and its location in the document.</li> <li>- The user has the option to go to the term location, or remain at current location.</li> </ul>  |
| 6 |  | Alt + Shift + G  | <b>Go To Term Back Button</b>      | Return from a found definition term location to the original position in the document.   |   |
| 7 |  | F3               | <b>Create AutoText</b>             | Create a new Auto Text entry. Insert, edit or delete existing AutoText entries.  | <ul style="list-style-type: none"> <li>- AutoText allows user to quickly insert saved words, phrases or sentences by typing just a few characters.</li> <li>- AutoText entries are comprised of text only.</li> </ul>   |

|    |   |               |  |   |   |
|----|---|---------------|--|---|---|
| 8  |    | F4            | <b>Insert AutoText</b>                           | Type in AutoText shortcut + F4 (or Insert 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  |   |               | <b>Activate All Cross References</b>             | Apply cross reference links to all cross references in the document   | <ul style="list-style-type: none"> <li>- Cursor position: anywhere in document and use button</li> <li>- Highlights non-existent section numbering in red for correction</li> <li>- Skips incorrectly formatted references, e.g. section (2) instead of section 2</li> </ul>  |
| 10 |    | Ctrl + R      | <b>Activate Cross Reference</b>                  | Apply cross reference link(s) to the selected cross reference   | <ul style="list-style-type: none"> <li>- Select the cross reference with click and drag and use button or shortcut keys: <a href="#">section 2</a></li> </ul>   |
| 11 |    | F6            | <b>Insert Internal Cross Reference</b>           | Create an internal cross reference from the current section (source) to one or more sections (targets) within the document.   | <ul style="list-style-type: none"> <li>- The cross reference is inserted with the appropriate prefixes, e.g. <a href="#">section 2</a> , <a href="#">subsection</a> (3);</li> <li>- Singular and plural syntax is automatically applied to the prefix.</li> <li>- Click on the cross reference hyperlink to go to the target section in the document.</li> <li>- The Preflight Check action updates cross references when target sections have changed position in the document.</li> </ul> |
| 12 |    | Alt + F6      | <b>Edit Internal Cross Reference</b>             | Edit the internal cross reference by returning to the Insert Cross Reference dialogue   | <ul style="list-style-type: none"> <li>- To access the Edit Cross Reference function, position the cursor in the cross reference text and click on the Edit Cross Reference button.</li> </ul>  |
| 13 |   | Ctrl + Period | <b>Update Cross References / Preflight Check</b> | When section order changes, use Preflight Check button in the Export menu to update the Cross References.   | <ul style="list-style-type: none"> <li>-</li> </ul>   |
| 14 |  | F8            | <b>Import Legislation</b>                        | <p>Import content from XML documents, including XML document collections on BC Laws and XML Bylaw documents stored on a local directory.</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"> <li>- Allows import of xml elements from target documents into the current xml document, before or after selected element.</li> <li>- Valid elements for import occur inside the content folder: bcl:part, bcl:division, bcl:section, amending section, etc.</li> <li>- Invalid elements to import from acts and regulations may include tables, formulas, and other bc legislation elements not in use in bylaw drafting</li> </ul>                     |

|    |   |          |                             |  |  |
|----|---|----------|-----------------------------|--|--|
| 15 |  | Ctrl + L | <b>Insert External Link</b> | <p>Insert external hyperlinks to:</p> <ul style="list-style-type: none"> <li>- A statute or regulation on BC Laws</li> <li>- A part, division, section or schedule anchor in a statute or regulation on BC Laws, e.g. section 2 of the Bee Act</li> <li>- A document stored on local directory</li> <li>- Website addresses</li> </ul> | <ul style="list-style-type: none"> <li>- Links are active in the XML document and in the output documents (Word, HTML, PDF)</li> </ul> |
|----|---|----------|-----------------------------|--|--|






| Export Functions |   |               |  |   |  |
|------------------|---|---------------|--|---|--|
| No.              | Button  | Shortcut      | Action   | Description   | Characteristics / Features   |
| 1                |  | Ctrl + Period | <b>Run Preflight Check</b>                     | <p>Checks the document integrity for:</p> <ul style="list-style-type: none"> <li>- Cross References</li> <li>- Punctuation check (future)</li> </ul>  | <ul style="list-style-type: none"> <li>- 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 element changes 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.</li> </ul> |
| 2                |  | Ctrl + 9      | <b>Export Document to Other Formats (Word)</b> | <p>Export document to other document formats:</p> <ul style="list-style-type: none"> <li>- Word</li> </ul> <p>Export options:</p> <ul style="list-style-type: none"> <li>- Include Comments / Private Comments</li> <li>- Generate Table of Contents</li> <li>- Draft Version (applies watermark)</li> <li>- Explanatory Notes <ul style="list-style-type: none"> <li>o Exclude</li> <li>o Include in bylaw document</li> <li>o Include in separate document</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>- The Export function converts the XML document into Word format.</li> </ul>  |

| Other Functions |  |             |                                 |  |  |
|-----------------|--|-------------|---------------------------------|--|--|
| No.             | Button   | Shortcut    | Action                          | Description  | Characteristics / Features   |
| 1               |   |             | <b>Help</b>                     | Links to the Civix Tutorials site at <a href="http://www.civixsuite.com/tutorials.asp">http://www.civixsuite.com/tutorials.asp</a> | <ul style="list-style-type: none"> <li>- The site has videos and written instructions on the use of Civix</li> </ul>   |
| 2               |   | Right-click | <b>Add Comment</b>              | Add a comment to the document  | <ul style="list-style-type: none"> <li>- Cursor position – click in a word, or select multiple words and click on the Add comment button</li> <li>- Export Options</li> <li>- Include Comments in Word documents</li> <li>- Include Private Comments in Word documents</li> </ul>          |
| 3               |   | Right-click | <b>Edit Comment</b>             | Edit / show an existing comment  | <ul style="list-style-type: none"> <li>- Cursor position – click in comment or highlighted text to open Edit Comments dialogue</li> </ul>  |
| 4               |   | Right-click | <b>Remove Comment</b>           | Delete a comment   | <ul style="list-style-type: none"> <li>- Cursor position - Click in comment or highlighted text and use the Remove button</li> </ul>   |
| 5               |   |             | <b>Comments Review Panel</b>    | Opens a comments review panel  |  |
| 6               |   |             | <b>Apply Private to Comment</b> | Apply “Private” attribute to the comment<br>Remove “Private” attribute from comment  | <ul style="list-style-type: none"> <li>- Cursor position - Click in comment and use button to open dialogue. Select “Private” option</li> <li>- Change author of the comment to “Private” or revert to “your.name”.</li> <li>- Changes colour of comment (bubble and highlight)</li> </ul> |
| 7               |  |             | <b>Insert Symbol</b>            | Insert symbol / special characters   |  |

## Image Toolbar

Formats jpg, gif, png

**NOTE:** The insert image function is undergoing a structural change to enable conversion of images to bitmap format. This change will allow for easier publication of images on the web. Please do not create documents for publication using the Image function until notified by Queen's Printer that the function is ready for use.

| No. | Button  | Shortcut            | Action                    | Description  | Characteristics / Features  |
|-----|---|---------------------|---------------------------|--|---|
| 1   |    |                     | <b>Insert Image</b>       | Insert image inside <ul style="list-style-type: none"> <li>- section</li> <li>- schedule</li> <li>- form</li> <li>- table</li> </ul> | Cursor position <ul style="list-style-type: none"> <li>- Section – at end of text</li> <li>- Subsection to clause – at end of text (inserts at same indent level as parent clause)</li> <li>- Schedule / Form – insert from left text, right text, centre text</li> <li>- Table – insert from line element</li> </ul> |
| 2   |    | Right-click / Image | <b>Resize Image</b>       | Resize image (pixels)  | <ul style="list-style-type: none"> <li>- Click on image to select + user Resize button or right-click and select Images / Resize</li> <li>- Select Constrain Height or Width to resize height and width by same proportion.</li> <li>- To revert to original size, use Ctrl + Z + F5 (Refresh)</li> </ul>             |
| 3   |    | Right-click / Image | <b>Align Image Centre</b> | Align image in centre of page  | <ul style="list-style-type: none"> <li>- Click on image to select + Align button / right-click and select Images / Resize</li> </ul>  |
| 4   |    | Right-click / Image | <b>Align Image Left</b>   | Align image with indent level of current text element  | <ul style="list-style-type: none"> <li>- Click on image to select +Align button / right-click and select Images / Resize</li> </ul>   |
| 5   |  | Right-click / Image | <b>Align Image Right</b>  | Align image with right page margin   | <ul style="list-style-type: none"> <li>- Click on image to select + Align button / right-click and select Images / Resize</li> </ul>  |