

CiviX Author for Bylaws

Installation Overview

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Installing CiviX Author is a straightforward Windows installation requiring administration privileges on your desktop or laptop computer. To install CiviX Author:

1. Acquire an Author licence via Civic Info BC

You will be supplied with a licence key.

2. Install oXygen Author software on your computer

To complete the installation you will need administrative privileges plus the licence key. Installation Instructions are available from the Queen's Printer BC.

See PDF: CiviX Author – Installation Instructions.pdf

See Video: CiviX Author – Installation Instructions.mp4

3. Install the New Add-on

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

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

Some of the materials referenced above can be found on the CiviX Tutorials site hosted by Civic Info BC at: <http://www.civixsuite.com/tutorials>