

PARLIAMENTARY COUNSEL



Word Note (No. 12) Toolbars, menus and macros

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Toolbars, menus and macros

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Introduction

1 This Word Note introduces the toolbars, menus and macros that are available in Word XP.

Background

2 This Word Note sets out macros that are provided under the OPC drafting system. All of the macros have been written by OPC staff.

3 Most macros have one or more of the following purposes:

- (a) to automate a process in Word that would otherwise be extremely difficult and that is necessary for the particular formatting of Bills required by OPC (e.g. Header, TOC);
- (b) to automate a process in Word that would otherwise be laborious or repetitive (e.g. Alt+Q, Finalise);
- (c) to provide additional quality assurance to the drafting process (e.g. Checker, CheckFormat).

4 In writing macros, the IT staff attempt to ensure that the macro is easy to use for inexperienced people and yet not frustrating for experienced users, and that the macro is quick and yet robust.

5 If you find that a macro does not work in the way that you expect (or if think that there is a bug in a macro), please tell one of the IT Staff.

6 Also, staff who have ideas for macros should speak to the IT Staff.

The toolbars that are available

7 The following customised toolbars are generally available on each machine:

- (a) **OPC Admin** (LegSect Folio, Consol Acts, Consol Zip disk, Msg/Notice, Bill Forms). NOTE: this toolbar is not available on all machines—only IT and Legislation staff.
- (b) **OPC Bills1** (Header, BlankHeader, ParlAm Header, FixDocument, Styles Marker, Special Style, Lap Memo, Section 53 Documents, Finaliser, Constitutional Checklist)
- (c) **OPC Bills2** (Fractions, Numbering, Definitions, TOC, OPC Formula, OPC Italicise Act, File Notes)
- (d) **OPC Bills3** (DefMarker, Paste Flowchart)
- (e) **OPC Checking** (Check Format, Checker, List Words)

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- (f) **OPC Documents** (Fax Coversheet, Cleaning Feedback, conference room Booking Sheet, Leave List, Signature, Training Bookings, Car Space Bookings, SES Vehicles, Recycling Roster, Cake Club Roster)
- (g) **OPC Floppy disks** (Save Drafter Floppy, Save External Floppy, Save Consultant Floppy)
- (h) **OPC Formatting** (Styles, Font Formatting, Background, Alignment, Numbering, Bullets, Indents, Fields, Zoom)
- (i) **OPC IT Staff** (various IT functions) NOTE: This toolbar should only be used by IT staff.
- (j) **OPC PDF Maker** (PDF Maker)
- (k) **OPC Renumbering** (All the renumbering macros)
- (l) **OPC Standard** (OPC E-mail, Ref 2AGs, Opening, Saving and Printing, Spelling, Tables)
- (m) **OPC Standard 2** (Table, Rows & Columns, Table Sorting, Insert Bill Title, Zoom, Page Width)
- (n) **OPC Versions** (Show Markup Balloons, Make New Version, List/Compare Versions, Print Revisions)

The menus that are available

8 The following customised menus are available on each machine:

- (a) OPC Macros
- (b) OPC Styles

9 If you use the OPC Macros menu, it may not be necessary to display the OPC Bills1, OPC Checking and OPC Versions toolbars. Otherwise, it is recommended that you always have all of the toolbars displayed.

What's on each toolbar

10 The following lists set out what is on each toolbar and refers to any relevant Word Notes.

OPC Admin (used by Admin staff only)

| Button | Description | Relevant Word Note |
|---------------------|---|---------------------------|
| FOLIOBills | Removes Bills from the Folio Acts and IBIS. This is to be used only by IT staff. | |
| LegSectFOLIO | For use by legislation section to put Bills in Folio Acts and Bills | |
| ConsolActs | For use by legislation section to put Acts in the Consol part of Folio Acts and Bills | |

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| Button | Description | Relevant Word Note |
|----------------------|---|---------------------------|
| ConsolZIPDisk | For use by legislation section to attach a local Word97 template to all documents on a Consol provided ZIP disk | |
| Msg/Notice | Generates messages and notices for Bills | |
| Bill Forms | Various checklists used in Bills (related to templates in OPC New) | |

OPC Bills1

| Button | Description | Relevant Word Note |
|---------------------------------|--|---------------------------|
| Header | Puts character styles on that are needed for headers | 20, also see below |
| BlankHeader | Inserts a blank header line | 29, also see below |
| ParlAm Header | Inserts text necessary when a revised set of amendments are introduced | |
| Fix Document | Fixes a number of minor things in Bills | see below |
| Styles Marker | Produces a print of a Bill showing all styles, tabs and double spaces | see below |
| Special Style | Creates a special style where parts of amending Schedules are being inserted by amendments | see below |
| LAP Memo | Creates a LAP memo or designated approver letter | 48 |
| Section 53 Documents | Creates documents for PAMs requiring compliance with Section 53 of the Constitution | 51 |
| LITAB macro | Checks the LITA Bill to find Acts in instructor's portfolio that are being amended by that LITA Bill and either creates a memo or inserts text at end of Bill/Inserts document | 42 |
| Constitutional Checklist | Creates constitutional checklist document with the details for the front page of the check list already filled in | see below |
| Finaliser | Prepares ZIP and floppy disks etc. for sending to the printer | 20, 21 |

OPC Bills2

| Button | Description | Relevant Word Note |
|--|--|---------------------------|
| $\frac{1}{2}$ | Inserts a fraction | see below |
| (1) | Inserts a subsection number with tabs and applies the style | see below |
| (a) | Inserts a paragraph with tabs and applies the style | see below |
| (i) | Inserts a subparagraph with tabs and applies the style | see below |
| Defn | Inserts a definition with term in bold italics and applies the style | see below |
| ToC | Inserts and formats a Table of Contents | 20, 22, also see below |
| OPC Formula  | Calls up Equation Editor to insert a mathematical formula | 10 |

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| Button | Description | Relevant Word Note |
|--|---|--------------------|
| Italicise Act  | Italicises the next occurrence of an Act name | |
| File Note | Makes a file note for a version | |
| Standard Provisions | Lets user choose to insert standard provisions and notes dealing with various matters, including commencement and legislative instruments | see below |

OPC Bills3

| Buttons | Description | Relevant Word Note |
|------------------------|--|--------------------|
| DefMarker | Marks definitions from a list supplied | |
| *Marker | Puts *s on terms from a list supplied | see below |
| Paste Flowchart | Pastes in a flowchart | 16, also see below |

OPC Checking

| Button | Description | Relevant Word Note |
|--------------------|---|--------------------|
| CheckFormat | Runs a macro to check formatting aspects | 19, 20, 21 |
| Checker | Runs a macro to check formatting aspects and drafting issues | 19, 20, 21 |
| List Words | Lists all words that appear in the document and the number of times each word appears | 32 |

OPC Documents

| Button | Description | Comments/instructions |
|--|---|--|
| Fax cover sheet  | Generates a fax cover sheet containing contact details of receiver and sender | |
| Cleaning feedback  | Records any staff comments on the cleaning of the office | The log is for recording any staff comments on the cleaning of the office. |
| OPC conference room Booking Sheet  | Opens OPC conference room booking sheet recording room bookings | All conference room bookings and events of general interest should be recorded on the booking sheet. Instructions at the top of the sheet explain when and how to do this. If you need equipment or furniture set up in a conference room, you will need to make special arrangements with the person who is to do the setting up. |
| OPC Leave list  | Opens the OPC Leave Calendar for recording staff leave | Please show in the document the dates of planned leave. Show it in normal type if approved, and italics if not yet approved. |
| Signature  | Inserts a pre-scanned signature into a document | Word Note 45 contains more information on electronic signatures. See one of the IT staff if you do not have an electronic signature file and would like one. |
| Training bookings  | Allows staff to book places at advertised IT training sessions. | The booking sheet gives instructions on how to book a place on an OPC IT training course. |

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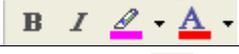
| Button | Description | Comments/instructions |
|--|--|--|
| OPC Visitors parking  | Opens OPC Visitors' parking booking sheet. | <p>All visitor parking bookings should be made using the sheet. Bookings can be made in advance for up to 10 working days.</p> <p>Each morning, the sheet for the day will be printed automatically and put up next to the intercom in the administration area.</p> <p>Once the sheet is printed, the electronic form is deleted, so any changes or additional bookings must be made manually on the printed copy.</p> |
| OPC SES Vehicles  | Opens OPC SES Vehicles usage document | To be filled out by any staff member borrowing an EVS vehicle (e.g. an SES car) |
| OPC Recycling  | Opens OPC recycling roster | Please add your name to the roster, and record and save any swap you make. |
| OPC Cake Club  | Opens OPC cake club roster | Please update and save any swaps or changes you make. |

OPC Floppy disks

| Button | Description | Relevant Word Note |
|--|--|--------------------|
| Save Drafter floppy  | Used for getting files on and off floppies to transport home | 36 |
| Save external floppy  | Saves the current document to a floppy and then removes all properties (e.g. author) | 33, 37 |
| Save Consultant floppy  | Used for getting files from consultants onto the OPC network | 35 |

OPC Formatting

11 Standard Word Formatting toolbar with Underline button removed and Borders button moved to OPC Standard toolbar. The toolbar has the following additional buttons:

| Button | Description | Relevant Word Note |
|---|--|--------------------|
| OPC Styles  (shortcut Ctrl+Shift+S) | Brings up shortcut menu to type style shortcut or select paragraph style from list | 3 |
| Font formatting  | Various aspects configure styles, font, size, bold, italics, and font colour | |
| Background  | Selects a background colour | |
| Alignment  | Selects text alignment | 34 |
| Toggle AutoNumbering  | Toggles through the numbering styles | 34 |
| Restart AutoNumbering  | Restarts paragraph numbering at (1) and paragraph numbering at (a) | 34 |
| Fields | Toggles show/hide field codes | see below |

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OPC Renumbering

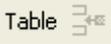
| Button | Description | Relevant Word Note |
|---------------------|--|---------------------------|
| R(1) | Renumbers subsection numbers | 13, also see below |
| R(a) | Renumbers paragraph numbers | 13, also see below |
| Insert ^s | Inserts either carets (^) or at symbols (@) before section headings and cross references | 13, also see below |
| (R)Comm | Renumbers commencement table | 13, 39 |
| (R)MakeList | Creates list for use with (R)UsingList | 13 |
| (R)UsingList | Renumbers a Bill using list made with (R)MakeList | 13, 20, also see below |
| (R)NewAct | Renumbers new Acts | 13, 20, also see below |
| (R)AmSch | Renumbers amending Schedules | 13, 20, also see below |
| (R)ParlAm | Renumbers Parliamentary Amendments | 13, 21, also see below |

OPC Standard

12 Standard Word Standard toolbar with various buttons modified and some removed. The following describes modified and additional buttons.

| Button | Description | Relevant Word Note |
|---|--|---------------------------|
| New  (shortcut Ctrl+N) | Calls up New document dialogue box | |
| OPCSaveFile  (shortcut Alt+S) | Saves the document to local machine and to the Server | 44 |
| OPCGetFile  (shortcut Alt+G) | Opens existing documents | 44 |
| Print  (shortcut Ctrl+P) | Calls up Print dialogue box | |
| OPCPrintCurrentPage  | Prints current page | see below |
| OPC Print A4  | Temporarily changes page setup to print text with A4 margins instead of B5 (not to be used for editorial checks) | |
| Print Preview  | Shows how the document will look when printed | |
| OPC E-mail  E-mail | E-mails open Word document(s) as versions | 33 |
| Ref 2AGs  Ref To AG's | Refers Bill to AG's dept and other agencies via e-mail, or faxes an open Bill document as version with cover sheet | 33 |

OPC Standard 2

| Button | Description | Relevant Word Note |
|--|--|---------------------------|
| Table  | Inserts a table of specified size | 24 |
| Rows + Columns | Inserts or deletes rows and columns in a table | 24 |

| Button | Description | Relevant Word Note |
|--|---|---------------------------|
|  | Sorts table according to selected criteria | 24 |
| Title | Inserts the Short Title of the last Bill used in the Word Session | see below |
| Zoom | Selects zoom size from dropdown list | |
| Zoom page width  | Quickly zooms to width of page | |

OPC Versions

| Button | Description | Relevant Word Note |
|---|--|---------------------------|
|  | Toggles to view deletions with markup balloons (do not use for editorial checking) | 6 |
| Make new Version | Creates a new version of the document | 6 |
|  | Lists existing versions of document and compares versions | 6, 20 |
|  | Prints only those pages containing revisions | 6 |

What's on each menu

13 The following lists set out what is on each menu and refer to any relevant Word Notes.

OPC Styles menu

14 The OPC Styles menu contains a list of commonly used styles from OPC Bills. To apply a style using this menu, put the insertion point in the paragraph, and then go OPC Styles and click on the appropriate style. Note that the names on the list are descriptive of the style, not the actual style name.

15 The OPC Styles menu is grouped into the following sections:

- (a) Headings (e.g. chapter, part, division, subdivision, section, subsection);
- (b) Body (text of Bill/PAM e.g. subsection, subsection 2, paragraph, subparagraph, item, subitem, definition, penalty);
- (c) Boxes (e.g. BoxHeadBold, BoxHeadItalic, BoxList, BoxNote, BoxPara, BoxStep, BoxText)—used for key principles, social security calculators or simplified outlines;
- (d) Notes (e.g. drafting, margin, (a), subsection, parliament);
- (e) Tables (Tabletext, Table (a), Table (i), Table (AA))—see Word Note 24 for further details;
- (f) Tax Code Bills—specific styles used in Tax Code Bills;
- (g) Customs Tariff—specific styles used in Customs Tariff Bills—see Word Note 50;

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- (h) Excise Tariff—specific styles used in Excise Tariff Bills—see Word Note 49;
- (i) Memos/Sundry (e.g. Head 1-5, body, body block, bodynum, bodypara, bodypara(sub) and bodybullet)—see Word Note 17;
- (j) Miscellaneous (special style, formula, parliamentary amendment).

OPC Macros menu

16 The OPC Macros menu contains the most commonly used macros. To run a macro using this menu, go to OPC Macros, select a sub-menu and click on the appropriate macro.

17 The following list sets out what is contained on the OPC Macros sub-menus and refers to relevant Word Notes.

Checking sub-menu

| Item | Menu | Description | Relevant Word Note |
|------|------------------------|---|---------------------------|
| 1 | Checker | Runs a macro to check formatting aspects and drafting issues | 19, 20, 21 |
| 2 | CheckFormat | Runs a macro to check formatting aspects | 19, 20, 21 also see below |
| 3 | Checker Manager | Runs a program to manage the Checker macro database which stores all checks | |

Documents sub-menu

(includes all buttons on OPC Documents toolbar and some from the OPC Standard toolbar plus the following)

| Item | Menu | Description | Relevant Word Note |
|------|-----------------------------------|--|--------------------|
| 1 | Edit document list | Edits the list of all documents opened and saved at that PC | |
| 2 | File note | Makes a file note for a version | |
| 3 | LAP memo | Creates a LAP memo or DA letter | 48 |
| 4 | Section 53 documents | Creates documents for PAMs requiring compliance with Section 53 of the Constitution | 51 |
| 5 | LITAB macro | Checks the LITA Bill to find Acts in instructor's portfolio that are being amended by that LITA Bill and either creates a memo or inserts text at end of Bill/Inserts document | 42 |
| 6 | Ref2AGs | Refers Bill to AG's dept and other agencies via e-mail, or faxes an open Bill document as version with cover sheet | 33 |
| 7 | Constitutional Checklist | Creates constitutional checklist document with the details for the front page of the check list already filled in | see below |
| 8 | Legislation Process Course | For use by Legislation Process Course coordinator along with database | |
| 9 | EA feedback | For use in performance management | OPC 66 |
| 10 | Selection documentation | For use by General Manager | 43 |

| Item | Menu | Description | Relevant Word Note |
|-------------|-----------------------------------|---|---------------------------|
| 11 | Applicant letters | For use by General Manager | 43 |
| 12 | OPC Official receipt | For use by Finance section | |
| 13 | Today's car space bookings | The car space booking sheet for the current day in case it does not print automatically | |
| 14 | Bill Forms | Various checklists used in Bills (related to templates in OPC New) | |

Finalising sub-menu

| Item | Menu | Description | Relevant Word Note |
|-------------|---|--|---------------------------|
| 1 | Finaliser | Prepares ZIP disk etc. for sending to the printer | 20, 21 |
| 2 | Send Finalised Bill | Prepares ZIP and floppy disks etc. for sending to the printer | 20, 21 |
| 3 | Insert Draft-in-Confidence block | Reinserts the Confidence block from the cover page and the Confidence block and Drafter's block from Page 1 of the Bill or Parliamentary amendment (Used to restore blocks after an exposure draft has been created) | see below |
| 4 | Delete Draft-in-Confidence block | Deletes the Confidence block from the cover page and the Confidence block and Drafter's block from page 1 of a Bill or Parliamentary amendment | see below |
| 5 | Insert document name (footer) | Inserts the OPC document name and time in the footer | |
| 6 | Delete document name (footer) | Deletes the OPC text from the footer | see below |
| 7 | Insert security markings (header/footer) | To insert or change the security classification markings in the header/footer | 29 |
| 8 | Delete security markings (header/footer) | To delete the security classification markings from the header/footer | 29 |
| 9 | Exposure Drafts | Creates three different types of exposure draft by replacing blocks with selected exposure draft block | 37, also see below |
| 10 | Reintroduce Bill | Changes details after an election | 38 |

Floppies sub-menu

| Item | Menu | Description | Relevant Word Note |
|-------------|--------------------------|--|---------------------------|
| 1 | Delete Author | Removes the "author" information from the document properties | 33, also see below |
| 2 | Drafter floppy | Gets files on and off floppies to transport home | 36 |
| 3 | External floppy | Saves the current document to a floppy and then removes all properties (e.g. author) | 33, 37 |
| 4 | Consultant floppy | Gets files from consultants onto the OPC network | 35 |

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Formatting sub-menu

| Item | Menu | Description | Relevant Word Note |
|-------------|--|--|---------------------------|
| 1 | Fix Document | Fixes a number of minor things in Bills | see below |
| 2 | BlankHeader | Inserts a blank header line | 29, also see below |
| 3 | Header macro | Puts character styles on that are needed for headers | 20, also see below |
| 4 | Italicise Act name | Italicises the next occurrence of an Act name | |
| 5 | ParlAm Header | Inserts text necessary when a revised set of amendments are introduced | |
| 6 | Insert special section (shortcut Alt+X) | Inserts a new section in a Bill that will have different page headers | 4 |
| 7 | Insert formula | Calls up Equation Editor to insert a mathematical formula | 10 |
| 8 | Insert symbol | Gives a list of OPC approved symbols to select from (different lists for Bills and Sundry documents) | see below |
| 9 | Insert definition | Inserts a definition with term in bold italics and applies the style | see below |
| 10 | Insert fraction | Inserts a fraction | see below |
| 11 | Mark Styles etc. | Produces a print of a Bill showing all styles, tabs and double spaces | see below |
| 12 | Unmark Styles etc. | Deletes all the styles from the Bill document | |
| 13 | Soft hyphens | Used for Customs and Excise Tariff legislation | 49, 50 |
| 14 | Paste Flowchart | Pastes in a flowchart | 16, also see below |
| 15 | Format Tables | Same as Format all Tables in Tables sub-menu | |
| 16 | Replace Styles | Mainly used by IT staff in converting external documents to OPC heading styles | 40 |
| 17 | Special Style | Changes the style to the corresponding “special” style | see below |
| | Attach Template | Checks the template used in the current document and changes to another OPC template | |
| | Delete author | Removes the “author” information from the document properties | 33, also see below |

List sub-menu

| Item | Menu | Description | Relevant Word Note |
|-------------|--------------------------------------|---|---------------------------|
| 1 | List Definitions | Lists all definitions in selected text | see below |
| 2 | List Parliamentary Amendments | Lists all parliamentary amendments in a document | |
| 3 | List Styles in document | Lists all styles in a document | see below |
| 4 | List Words | Lists all words that appear in the document and the number of times each word appears | 32 |

Printing sub-menu

| Item | Menu | Description | Relevant Word Note |
|-------------|--|--|---------------------------|
| 1 | Print Preview (shortcut Ctrl+F2) | Shows how the document will look when printed | |
| 2 | Print Current Page | Prints current page | see below |
| 3 | Print (shortcut Ctrl+P) | Calls up Print dialogue box | |
| 4 | Set Default Printer | Changes printer that will be set as your default | 11 |
| 5 | Print Revisions | Prints only those pages in a Bill version document containing revisions | 6 |
| 6 | Print A4 | Temporarily changes page setup to print text with A4 margins instead of B5 (not to be used for editorial checks) | |

Renumbering sub-menu

| Item | Menu | Description | Relevant Word Note |
|-------------|------------------------------------|--|---------------------------|
| 1 | Insert ^s | Inserts either carets (^) or at symbols (@) before section headings and cross references | 13, also see below |
| 2 | (R)Subsection | Renumbers subsection numbers | 13, also see below |
| 3 | (R)Paragraph | Renumbers paragraph numbers | 13, also see below |
| 4 | (R)AmSch | Renumbers amending Schedules | 13, 20, also see below |
| 5 | (R)Commencement table | Renumbers commencement table | 13, 39 |
| 6 | (R)NewAct | Renumbers new Acts | 13, 20, also see below |
| 7 | (R)ParlAmendment | Renumbers Parliamentary Amendments | 13, 21, also see below |
| 8 | (R)Replace Using List Macro | Renumbers Bill using list made with (R)MakeList | 13, 20, also see below |
| 9 | Make Renumber List | Creates list for use with (R)UsingList | 13 |

Tables sub-menu

| Item | Menu | Description | Relevant Word Note |
|-------------|-----------------------------|---|---------------------------|
| 1 | Table macro | Inserts a table of a specified size | 24 |
| 2 | Rows + Columns macro | Inserts or deletes rows and columns in a table | 24 |
| 3 | Format all tables | Checks each table within a document is formatted correctly to OPC standards | 24 |
| 4 | Format Borders | Applies standing OPC formatting to current table | 24 |
| 5 | Number Rows | After adding, deleting or rearranging rows, this macro renumbers all rows that are not headings | 24 |
| 6 | Align Table cells | Select cells and run macro to align numbers | 24 |
| 7 | Table sorting | Run macro with cursor in table and select which column to sort by | 24 |

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| Item | Menu | Description | Relevant Word Note |
|------|------------------------------------|--|--------------------|
| 8 | Insert Customs Tariff table | Inserts specially designed table to match the size of the table in the Act | 50 |
| 9 | Insert Excise Tariff table | Inserts specially designed table to match the size of the table in the Act | 49 |

Tax Code Bills sub-menu

| Item | Menu | Description | Relevant Word Notes |
|------|---|---|---------------------|
| 1 | Tax Code macro (or shortcut Alt+K) | Assists in placing Tables of Subdivisions and Tables of Sections headings in correct places | 22 |
| 2 | Decentralised TOCs | Places Tables of Subdivisions and Tables of Sections in Tax Code Bills (Run Checker macro with Editorial checklist prior to running this macro) | 22 |

TOC (Table of Contents) sub-menu

| | Menu | Description | Relevant Word Note |
|---|------------------------------------|---|------------------------|
| 1 | TOC | Inserts and formats a Table of Contents | 20, 22, also see below |
| 2 | Bill TOC with Item Headings | Produces a table of contents that includes amending item headings and inserted section (etc.) headings | 22, also see below |
| 3 | Decentralised TOCs | Places Tables of Subdivisions and Tables of Sections in Tax Code Bills (Run Checker macro with Editorial checklist prior to running this macro) | 22 |

Versions sub-menu

| Item | Menu | Description | Relevant Word Note |
|------|------------------------------|--|--------------------|
| 1 | Make New Version | Creates a new version of the document | 6 |
| 2 | List/Compare Versions | Lists existing versions of document and compares versions | 6, 20 |
| 3 | Show markup balloons | Toggles to view deletions with markup balloons (do not use for editorial checking) | 6 |
| 4 | Print Revisions | Prints only those pages containing revisions | 6 |

Standard Provisions sub-menu

| Item | Menu | Description | Relevant Word Note |
|------|---|--|--------------------|
| 1 | Amendment Shorthand System (ASS) (Shortcut Ctrl+Alt+A or Alt+Z) | Assists in preparing a schedule of amendments through an abbreviated typing method | 28, also see below |
| 2 | Automated Parliamentary Amendments (PAMs) (Shortcut Ctrl+Alt+A or Alt+Z) | Used to automate the OPC Parliamentary Amendment Forms Manual | 41 |

| Item | Menu | Description | Relevant Word Note |
|-------------|---|--|---------------------------|
| 3 | Legislative Instruments (Shortcut Alt+I) | Inserts standard provisions about whether instruments are legislative or not in Bills. | |
| 4 | Insert Commencement text (Shortcut Alt+C) | Inserts any number of a list of selected commencement provisions into the Bill at the current insertion point | 39, also see below |
| 5 | Insert Standard Provisions and Notes (Shortcut Alt+N) | Lets user choose to insert in a Bill document standard provisions and notes dealing with various matters, including commencement and legislative instruments | see below |

Information about certain macros

***OPCBills1* Toolbar**

Header

18 This button (or macro under the Formatting sub-menu) runs the macro that puts on the character styles to ensure that the headers in Bills are correct.

19 The macro has been updated so that it will work for Tax Code Bills.

20 The macro also checks to see whether certain fonts appear in Bills. If they do, the macro will correct them and give you a report on the number of changes made. This check is necessary to ensure that Bills print correctly when printed with a postscript driver.

BlankHeader

21 This button (or macro under the Formatting sub-menu) will insert a blank header line after a heading in a new Bill. This is required, for example, where a Part is not divided into Divisions.

22 If the blank header is not inserted, the headers are likely to refer to the last Division etc. of the previous Part.

Fix Document

23 This button (or macro under the Formatting sub-menu) does a range of changes to a Bill to ensure that it conforms with OPC format. These include:

- (a) ensuring that only OPC styles are in the document;
- (b) resetting all styles to those in the template;
- (c) replacing all hyphens with hard hyphens;
- (d) replacing all hard spaces in accordance with OPC rules;
- (e) replacing all *'s with Tax Code *'s; and

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- (f) ensuring that there is line numbering on all lines.

Constitutional Checklist

24 This button (or macro under the Documents sub-menu) can be run from within an open Bill document, Bill insert document or Parliamentary amendment document to automatically generate a constitutional checklist (Constitutional Checklist.dot in Bills Tab) with the details for the front page of the checklist already filled in.

25 To retrieve a constitutional checklist already created, the Bill, Bill insert or Parliamentary document should first be opened. The macro can then be run to retrieve the corresponding checklist document.

Styles Marker

26 This button (or macro under the Formatting sub-menu) marks the document with all of the styles that have been used in that document.

27 Style marked documents are for the Editorial Officer's use to check that the styles used in the Bill are correct and consistent with the rules established in Word Notes about formatting Bills.

28 The Styles Marker macro shows:

- (a) the name of the style at the end of each line in brackets;
- (b) tabs as > signs;
- (c) paragraph marks (¶); and
- (d) spaces after section and item numbers.

29 This macro should only be used on a version of a Bill, not the core document.

Special Style

30 This button changes the style to the corresponding "special" style. It is used where an amending Schedule heading, amending Part heading or an Item heading is being inserted by another amending Schedule.

31 Using the special style ensures that the heading will not show up in the header or in the table of contents and will not be affected by renumbering etc.

32 To use the button, simply apply the style that would normally apply to the heading and then press the SpecialStyle button.

OPCBills2 Toolbar

1/2 (fraction)

33 The button with the $\frac{1}{2}$ on it will insert a fraction. It will ask you to put in the number for the top line of the fraction. You should then press tab and fill in the number for the bottom line of the macro and press enter or click OK.

(1), (a), (i), Defn

34 These buttons make it simpler to insert subsections, paragraphs, subparagraphs and definitions.

ToC

35 This button will run the new Table of Contents macro.

36 This macro will produce a correctly formatted Table of Contents.

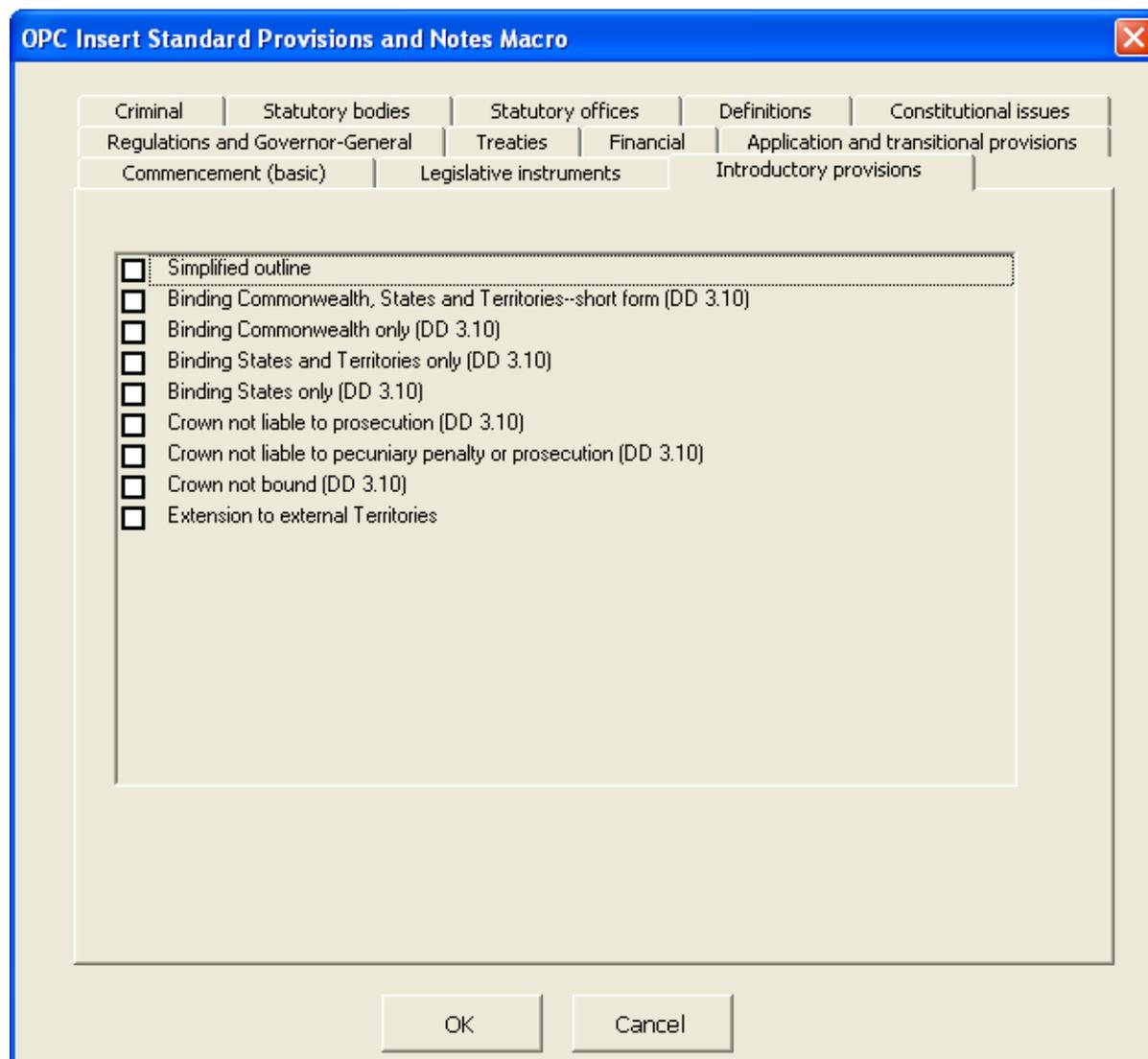
37 In amending Bills, it will delete all of the headings from things that are inserted by the amending Bill.

Standard Provisions

38 This button will run the Standard Provisions macro, which is intended to save time needed to find and either copy and paste, or re-key, precedents for certain commonly used or standard provisions and notes.

39 The macro lets the user choose to insert in a document standard provisions and notes dealing with a range of subjects (including commencement and legislative instruments). Each subject is dealt with in a separate tab. The following illustrates some of the subjects dealt with by the macro (which may change as the macro is further developed).

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40 Each tab offers a number of provisions or notes that the user can choose by ticking the relevant checkbox or clicking on a particular radio button. It is possible to tick multiple checkboxes on one tab, and so have the macro insert multiple provisions and/or notes.

41 It is also possible to make choices from multiple tabs before clicking “OK” to have the chosen provisions and/or notes inserted.

42 The chosen provisions and/or notes will be inserted where the cursor is in the Bill document.

43 Some of the provisions and notes inserted by the macro will need further editing, to fill in or omit specific details.

OPC Bills3 Toolbar

***Marker**

44 This will put a * before every occurrence of specified terms in a document. Its purpose is to allow you to check where you have used them.

45 Before using the macro, you will need to create, save and close a document that has a list of all of the words that you want marked.

46 Once the *'s are in your document, you should delete the ones that you do not want and run Fix Document to turn them into Tax Code *'s.

Paste Flowchart

47 This button should be used whenever a flow chart is to be inserted into a Bill from FlowCharter.

48 If a flow chart needs to be edited, the version in FlowCharter should be edited and re-pasted into the Bill.

49 See Word Note 16 for more information.

OPC Formatting Toolbar

Fields

50 This button, which is on the OPC Formatting toolbar, allows you to toggle between showing fields and showing the contents of fields. For an example of how this works, click in a Table of Contents and then click on the fields button. You will see that the entries disappear and fields codes are shown. If you click on the fields button again, the entries in the Table of Contents will reappear.

51 Fields are used in a number of places in Bills—the Table of Contents, where the long title is repeated on page 1, in the headers and in the footers.

OPC Renumbering Toolbar (also in the Renumbering sub-menu)

(R)(1)

52 This button will renumber subsections in a section. It will not renumber cross-references to those subsections.

53 Put your cursor anywhere in the first subsection and then click the (R)(1) button.

(R)(a)

54 This button rennumbers the paragraphs in a subsection or section. It will not renumber any cross-references to those paragraphs.

55 Put your cursor anywhere in the first paragraph and then click the (R)(a) button.

Insert ^s

56 This button runs a macro that will insert carets (^) or at symbols (@) before section headings and cross references in a Bill. This macro is used when a Bill must be renumbered, but the markers (^ or @) have been taken out.

Word Note (No. 12)

Toolbars, menus and macros

57 To insert carets or at symbols, position the cursor either at the start of the document or at the location that you want to start at, then run the macro. The macro will ask you if you want carets or at symbols. It then puts the symbol in front of all section headings and searches for any numbers that could be a cross reference and prompts you to find out if it is one. See also Word Note 13.

Replace Using List

58 This button allows inserted sections to be automatically renumbered (along with cross-references) by typing a list of the old numbers and the new numbers in a separate document. This macro is described more fully in Word Note 13.

(R)NewAct

59 This button runs the macro to renumber a new Act. All sections need to be marked with a ^. Cross-references that you want renumbered also need to have a ^ in front of them.

60 After you have run the macro, check the Bill for “?”. Any occurrence of this indicates a cross-reference that the macro is unable to renumber.

61 The macro will leave the ^s in place so that you can do further renumbering. To delete the ^s, do a replace with ^^ in the “Find what” box and nothing in the “Replace with” box. See also Word Note 13.

(R)AmSch

62 This button runs a macro that will renumber an amending Schedule.

63 To renumber a Schedule using this macro, put your cursor in the Schedule heading and click on the button. The macro first checks to see that all item headings in the Bill have 2 spaces after the number.

64 If an amending Schedule inserts an amending item in another Act, this renumbering macro should not be used. See also Word Note 13.

(R)ParlAm

65 This button runs a macro that will renumber Parliamentary Amendments. See also Word Note 13.

OPC Standard Toolbar

OPC Print Page

66 This button, which is on the OPC Standard Toolbar and which looks like the print button with a lime green 1 on it, will print the current page.

OPC Standard 2 Toolbar

Title

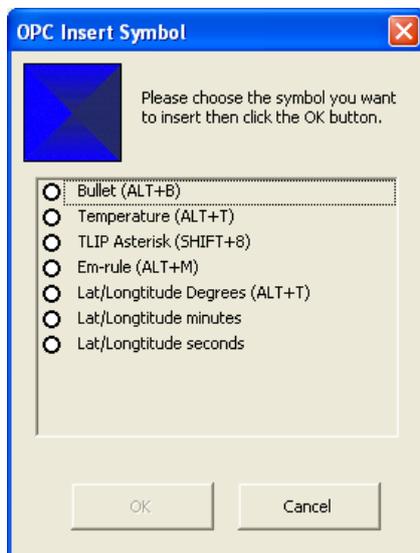
67 This button inserts the Short Title of the last Bill used in the Word session e.g. whatever Bill last edited and opened etc. will be inserted. This could be used to insert the Short Title of the Bill onto the editorial check sheet without copying and pasting.

Formatting sub-menu

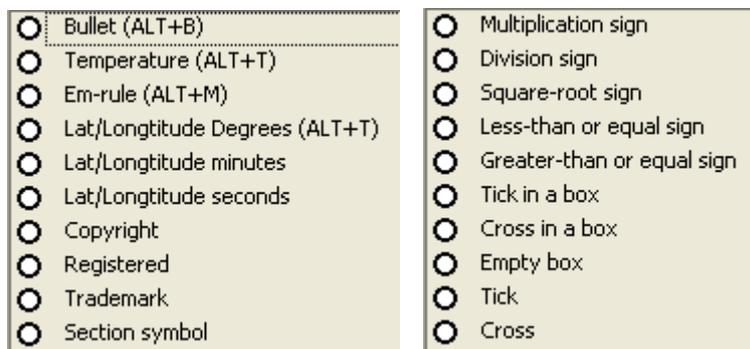
Insert symbol

68 This macro offers a list of symbols to choose from. The list of symbols will be different for Bills and sundry documents/memos.

69 This is the list of symbols that will appear for Bills:



70 This is the list of symbols that will appear for sundry documents and memos:



Delete Author

71 This menu option will run a macro that will delete the document information including the author's name the Bill. It is used to ensure that the name of the drafter does not appear in versions that are loaded on the Internet etc.

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Toolbars, menus and macros

72 This should be run immediately before Bills are sent to the printer or that are sent to Departments for loading on the Internet or other electronic distribution.

Finalising sub-menu

Insert Draft-in-Confidence Block

73 This menu option will run a macro that will insert the in-confidence block on the cover page and the in-confidence block and drafter's block on page 1 of the Bill. This may be useful if you have to do further work on the Bill after it has been finalised once. The macro gives the option of inserting the drafter's block as it was in a particular earlier version of the Bill, so the answers to the questions will be inserted with the block.

Delete Draft-in-Confidence Block

74 This menu option will run a macro that will delete the Confidence block from the cover page and the Confidence block and Drafter's block from page 1 of the Bill.

Delete document name (footer)

75 This macro will delete the OPC text from the footer of Bills.

Exposure drafts

76 The macros to delete the Draft-in-Confidence block and the document name in the footer are contained within the Exposure Drafts macro. However, there may be other occasions when they need to be run on their own. The exposure drafts macro presents options for three different types of exposure drafts. See Word Note 37 for more details.

List sub-menu

List Definitions

77 This macro will list all of the defined terms in a block of selected text. This can be useful for checking that you have included definitions in the correct alphabetical order. The list is pasted on a new page at the end of the document (and therefore will need to be deleted before the document is sent to the printer).

78 To run the macro, select the text that contains the definitions and then go OPC Macros, List and select List Definitions.

List Styles

79 This macro lists all of the styles that are defined in a document. It may be useful for checking that only the correct styles are actually in a document.

80 To run the macro, go to OPC Macros, List and select List Styles in document.

TOC sub-menu

Bill TOC with Item headings

81 This macro produces a table of contents that includes amending item headings and the headings of inserted sections etc.

82 This can be quite useful during the drafting process for checking that amendments are in the correct order and for looking at all of the sections that are being inserted.

83 The proper OPC bill table of contents must be used in the LAP print and in all subsequent prints.

84 To use the macro, go to OPC Macros, TOC and select Bill TOC with Item Headings.

Standard provisions sub-menu

Amendment Shorthand System (ASS) Macro

85 This Macro is used when preparing a Schedule of amendments. The Macro provides an abbreviated method for typing the amending “formulae”. It substantially reduces the number of keystrokes needed to produce the amending formula. It will also reduce the effort needed to remember the “right words” for an amending formula.

86 The Macro makes a “best guess” for the Style of the paragraph that follows the “action words” of an amending item. For example, if the amendment repeals and substitutes a new paragraph, the Macro will apply the *paragraph(a)* Style.

87 The Macro can handle most of the commonly occurring forms for amending Acts with standard layout.

88 See Word Note 28 for the complete documentation on the ASS Macro.

Insert commencement text

89 The commencement provisions of the Bill should be inserted using the Commencing Words macro, run by invoking the keyboard shortcut of Alt+C, or going through the Standard Provisions sub-menu.

90 This macro will insert any number of a list of selected commencement provisions into the Bill at the current insertion point.

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Word Note (No. 12)
Toolbars, menus and macros

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| 8.0 | 22 July 2005 | s05pu366.v08.doc |
| 9.0 | 14 December 2005 | s05pu366.v11.doc |
| 10.0 | 10 April 2006 | s05pu366.v12.doc |
| 11.0 | 04 July 2006 | s05pu366.v13.doc |
| 12.0 | 24 August 2006 | s05pu366.v14.doc |
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