

Drafting Legislative Document



By Legislative Computer Systems, Office of the Clerk

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Introduction

About This Document

This document accompanies the United States House of Representatives XML Legislative application currently in development by the Legislative Computer Systems division of the Office of the Clerk.

This application is in use by the Office of House Legislative Counsel and the Office of the Clerk. Due to the unique job functions and workflow systems in place in each organization, there may be different instructions to complete the same task in this document.

This project, which originated out of the Bills, Resolutions, and Amendments XML Feasibility Study, follows the directive given by the Committee on House Administration in a letter dated, November 20, 2000 to the House Clerk.

For more information please visit the following sites:

Bills, Resolutions & Amendments: <http://clerkcap.house.gov/xmlholc>
(House Users)

XML Technical Committee: <http://clerkcap.house.gov/xmltech/s>

XML and XMetaL

"I am amazed how easy XML is once I read the manual and worked on a bill." Attorney, House Office of Legislative Counsel July 2, 2002

XMetaL is the windows-based replacement software application for XyWrite, a word processing system that the House Office of Legislative Counsel (HOLC), the Office of the Clerk, the Government Printing Office (GPO) and other organizations use to draft and prepare legislation. HOLC uses a separate program, called DocuComp, to print documents created with XMetaL. DocuComp, in turn, runs a GPO composition program called MicroComp that uses the GPO Locator Code (XyWrite) system. To facilitate backward compatibility

with the GPO Locator Code (XyWrite) System, all documents in XMetaL can be saved in GPO Locator Code (XyWrite).

Historically, authors of all kinds have been responsible for both the content and typographical format of paper documents. With the introduction of the World Wide Web (WWW), organizations are now struggling with their ability to deliver documents in at least two media, printed paper and electronically on the WWW, without retyping the content. Because of this, a paradigm shift in document creation processes are taking place throughout the world.

XML (Extensible Markup Language) represents the next step in the evolution of electronic creation, storage, and delivery of information. XML eases the burden organizations encounter when rendering documents on multiple media, such as paper and the Web by separating the contents of a document from how it will be formatted for printing and display.

XML provides three important benefits:

- The same source file can be used to format a document for presentation on paper, the Web, or other medium. This capability eliminates the need to retype, reformat, or convert the data;
- Authors and document creators can concentrate on content and the meaning of that content and less on the format or the specific presentation medium of a document;
- Structured-based electronic searches within and across documents provide syntax that is more precise for limiting searches to specific parts of a document. For example, in order to find "tax" in the official title of all 106th Congressional bills in XML, the search engine performs a search in the <official-title> elements only.

In terms of drafting legislation using XML, the official paper version of a particular bill constitutes, hereby, a representation of that bill, albeit the official one. However, the establishment of XML as a standard for authoring represents a commitment that legislation is not merely ink on paper—it is also information. Our implementation of XML using XMetaL does not require you to know the details of XML tags (elements) or structures. However, it will be useful for you to have an overview of general XML concepts. In fact, the software developers at Legislative Computer Systems (LCS) have attempted to hide the XML and its element (tags) from your view when working in XMetaL.

XML is a standards-based computer language designed to describe information using your text and content identification tags. XML uses tags similar to HTML (Hypertext Markup Language); however, the organization or community that is using XML in a given implementation defines XML tags. The legislative community (the House, the Senate, GPO and the Library of Congress), created the names of the elements or tags you will be using to draft legislation.

The following example shows you how your content can be identified using XML tags. A tag named <official-title> is added to the beginning and end of a sentence to describe the contents:

<official-title>To repeal the provision of the September 11th Victim Compensation Fund of 2001 that requires the reduction of a claimant's compensation by the amount of any collateral source compensation payments the claimant is entitled to receive, and for other purposes.</official-title>

XML editing using XMetaL is not like word processing in Microsoft Word or Corel WordPerfect. Word processing software attempts to provide intelligent assistance to authors in the editing process (e.g., spell checkers, rudimentary paragraph numbering, etc.) and support free-form word processing. As you can see in this example, all content marked with the <official-title> tag is displayed twice in the document with different formatting. In XMetaL, the author only typed the official title once.

108TH CONGRESS
1ST SESSION

H. R. 123

To repeal the provision of the September 11th Victim Compensation Fund of 2001 that requires the reduction of a claimant's compensation by the amount of any collateral source compensation payments the claimant is entitled to receive, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

JANUARY 7, 2003

Mr. HOLT introduced the following bill, which was referred to the Committee on the Judiciary

A BILL

To repeal the provision of the September 11th Victim Compensation Fund of 2001 that requires the reduction of a claimant's compensation by the amount of any collateral source compensation payments the claimant is entitled to receive, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*

As you learn to author legislation in XMetaL, you will discover that XMetaL goes beyond what can be achieved in a word processor. An XML document is based on pre-defined tags and formatting rules that provide an intelligent editing environment for drafters and you will be able to concentrate on writing content, not on formatting the presentation of your documents.

Help

If you need assistance using XMetaL, please contact Legislative Computer Systems in the House Office of the Clerk at 225-8484. This document is also posted on the web at <http://clerkcap.house.gov/xmlholc>.

Providing User Feedback

You are encouraged to provide comments to LCS regarding XMetaL. To do so, please send an email to XML_HOLC@mail.house.gov, or via the Internet by selecting **HOLC Feedback Form** from the **Help** menu.

Software Updates

XMetaL customizations for Legislative Documents are an on-going process. Occasionally you will be asked to update the licensed copy of XMetaL installed on your desktop PC.

Please follow these simple steps to update your XMetaL application when needed:

- Close XMetaL if it is open;
- Double click on the XMetaL User Update Icon on your PC's desktop.
- [If XMetaL is open, you will be asked to close it. Close and click OK. Wait ten seconds and double click on the User Update Icon again.]
 - The update will perform a series of automatic steps. Do not respond to the dialog boxes while the update is running. The update program will respond automatically. (Due to the different speeds of some computers, it may take a few seconds for the program to respond automatically.)
 - Click OK on the dialog box that says "Update is Complete...Don't forget to print out a new copy of the user documentation. Click OK to exit."
 - Open XMetaL and resume working.

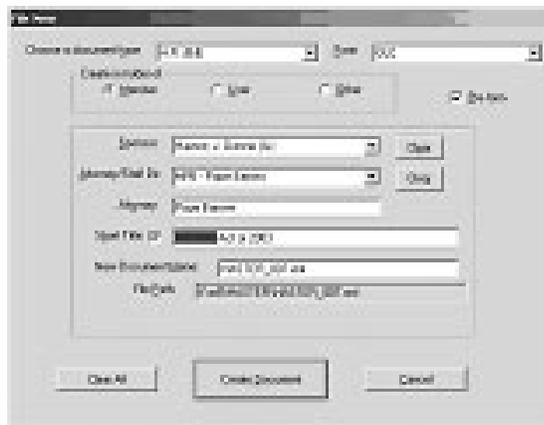
If you have any questions or problems during an update, please contact your office's liaison to Legislative Computer Systems (LCS) or contact LCS directly at 202-225-8484. (For laptop users, please contact your office's system administrator for instructions on how to update.)

Working with Files

Creating A New File

Follow these steps to create a new file:

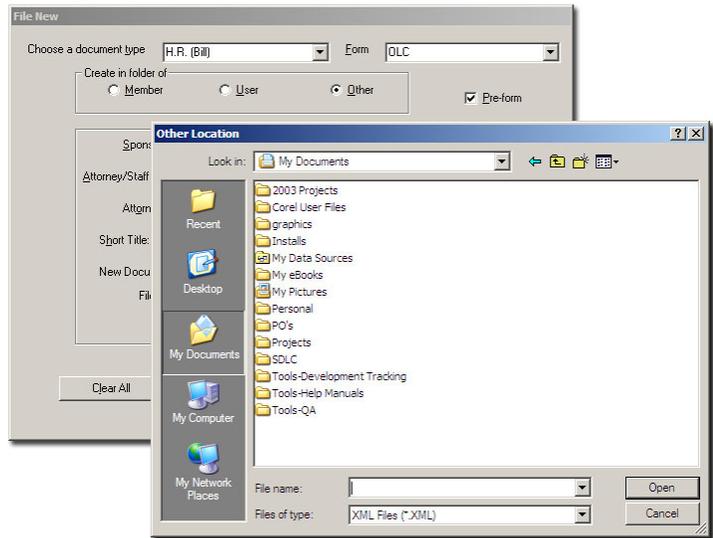
- Open XMetaL. Select **New** from the **File** menu, or press **CTRL+N**;
- The File New dialog box will appear;



- Select the sponsoring Member by using the drop down box, or type the first few letters of the Member's last name. Select the Attorney/Staff name in the same manner;
- Go back to the top of the dialog box; select a document type by using the drop down box;
- Select the form or style for the bill or resolution by using the drop down box on the right.

Please see [Legislative Styles](#) for more information

- Select where your document will be stored by clicking the Member, User, or Other radio button:
 - If you select Member, the file is stored on the F:/M8 directory in a folder with the Member's last name;
 - If you select user, the file is stored on the F:/ directory in a folder by the user's initials;



- If you select “other”, a windows dialog appears that allows you to specify a storage folder for your new document that is located on your network or hard drive;



HOLC ONLY: Please contact HOLC IT Support if a Member name does not appear on the pull down list, or if a folder does not exist for the selected Member. **IT ADMINISTRATORS:** Refer to the section on “Administrative Actions” to update or change the drop-down lists in the File/New dialog box.

- Insert a name for the file (optional). You may use the default document name. Continue down the dialog box and select the subfolder, if necessary;
- For bills (optional): Click on Short Title check box to add the short title. Enter additional text in the adjacent field if needed;
- Click on the **Create Document** button.



When the File/New dialog box is open, the TAB key may be used to navigate from field to field. SHIFT+TAB moves through the fields in reverse order. The field that is currently in focus will either be: highlighted, the drop-down list activated, the cursor will be visible in the active fields, or the button will be outlined (if the “field” is a button). Pressing the spacebar when the cursor is in the short-title check box will insert (or remove) the check mark.

 To view a demonstration of File/New, click here. [Video](#)

 To view a list of available tutorials, click here. [Video Tutorials \(all\)](#)

Opening an existing XML document

To open a document:

- Select **Open** from the **File** menu, or press **CTRL+O**.

The Open dialog box is a standard Windows open dialog box, and operates the same as other Windows applications, such as MS Word.

 To view a demonstration of File/Open, click here. [Video Tutorials \(File/Open\)](#)

 To view a list of available tutorials, click here. [Video Tutorials \(all\)](#)

Setting personal editing preferences

You may set how XMetaL displays by selecting font type, size, and colors. You may also set certain keystrokes and preform settings on new documents by setting your user preferences.

- Select **Set User Preferences** from the **Tools** menu;
- Read the file that is opened and follow the instructions to change the items as desired;
- When finished, **Save** and **Close** the file.

To restore the editing preferences to their default values:

- Select **Reset User Preferences to Default Values** from the **Tools** menu, or click on the **Refresh My Preferences** icon on the **Toolbar**.



It is important to have your particular organization's name or acronym listed under Organization name. The shift period behavior, as well as whether the preform is selected for new documents is determined by the organizational preference.

Setting options in XMetaL

You may set XMetaL so the last document you worked on opens automatically the next time you open XMetaL.

- Select **Options** from the **XMetaL** menu;
- Under the **General** tab, check **Restore last open documents**.

Viewing information about a document

To view information about the current document:

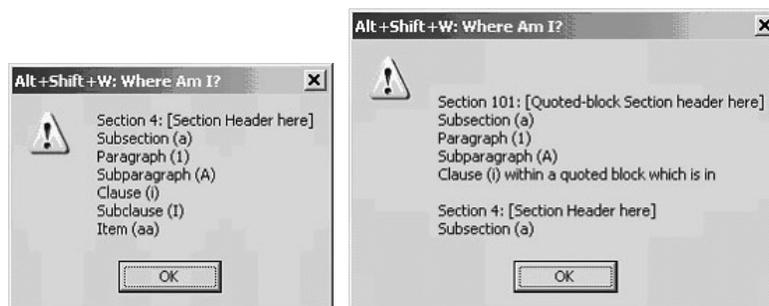
- Select **Document Information** from the **File** menu, or press **CTRL+D**.

This information includes the location of the file, current drafter, the date the document was created, the archive file names, and the number of sections within the document. This is a text file and it may be printed.

Viewing the current location of the cursor

To view the current location of the cursor while in the legislative body (below the enacting or resolving clause):

- Select **Where Am I** from the **View** menu, or press **ALT+SHIFT+W**.



Viewing the document (tags-on and tags-off)

There are three possible ways to view documents from within XMetaL.

- Normal View (tags-off view);
- Tags On View;
- Plain Text View.

When starting a new bill, the default view is Normal View. You should expect to do all of your work in Normal View. Many of the features macros do not function properly in Tags On View or Plain Text view. Run all functions and macros while in Normal View (tags-off) view.

Different views can be selected in several ways:

- Select one of the views from the **View** menu;
- Select one of the three icons located next to the context area of the XMetaL window.

You can toggle between tags on and tags off (normal view) using **Ctrl+Space Bar**.

See "[The Context Area](#)" for more information.

Working with Senate Files

There may be times that you are working with Senate XML files. You will be able to open those files with XMetaL and work with them the same way you do with House XML files. The big difference you will see is in the element/tag names in the pre-form. Like HOLC, the Senate has their own tracking and document management information in the pre-form.

Saving a document

Saving as XML (XMetaL)

To save the document in XML:

- Select **Save** from the **File** menu, or press **CTRL+S**.

If you have several documents open, this feature will allow you to save all open documents in one command.

- Select **Save All** from the **File** menu, or press **CTRL+Q**.



When a user presses CTRL+Q a pop-up box will display and ask the user if they want to save all documents. This pop-up box does not appear when the Save All from the File menu is selected.

Saving As Locator Codes (XyWrite)

To save a bill in Locator Codes (XyWrite), select Save As Locator Code from the File menu. Use this option if you need to work with the file in XyWrite, otherwise, it is not necessary to save the file as Locator Codes (XyWrite).

If two files exist for one document -- one file saved in XML and one file saved in Locator Codes (XyWrite) -- both files are not automatically updated if a change is made in one of the existing files.



In XyWrite: When opening a file (saved as locator codes) in XyWrite, use CTRL+ALT+Z to "remode" the bell codes.

Printing a document

To print an XML file from XMetaL, MicroComp must be installed on your computer.

House Office of Legislative Counsel (HOLC)

The program DocuComp needs to be installed and running on your PC. To see if DocuComp is running:

- Go to the **Start** button, click **Programs**, and then **DocuComp**;

To print (from within XMetaL):

- Select **Print** from the **File** menu, or press **CTRL+P**.

The file will close at the time of printing. This ensures that the archiving number is placed correctly in the file. When the document is open, archive information may be viewed by selecting Document Information from the File menu.

- After the file is closed, the file is sent to DocuComp. Set the appropriate setting on the DocuComp window and press the GO button. (For more information on DocuComp and its features, contact IT Support in HOLC.)

Enrolling Clerks, Office of the Clerk, and other House Offices:

In XMetaL:

- Select **Print** from the **File** menu or press **CTRL+P**.

Closing a document

To close a document:

- Select **Close** from the **File** menu or press **CTRL+W**;
- Select **Close All** from the **File** menu to close all open documents.

Working Offline

There may be times that you need to work offline (not connected to your office's network). If you intend to create new files while working offline the information and instructions below are important in the successful creation on new documents. If you are working offline on a file saved on your laptop, diskette or other storage device, there is no need to change your preference settings.

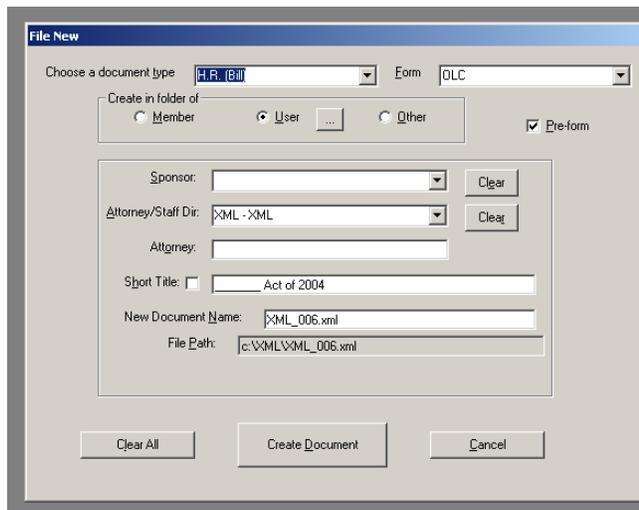
Automatic detention

By default, if your computer loses its connection to the F:/drive or your computer is not connected to the network when XMetaL is opened, a message will indicate this and your default directory in your user preferences file will be reset to C:\XML.



When creating new files, the only folder options available are “user” and “other”. Leave the Attorney/Staff Directory as “XML-XML”. The files will be created in C:\XML.

If you would like to include the attorney’s name in the HOLC pre-form data, use the “Edit Attorney Field in HOLC pre-form” option under the LegDocMgt menu.



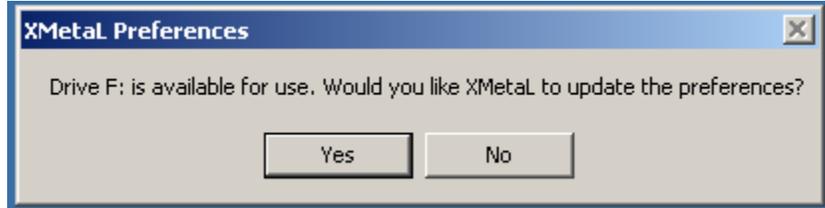
Manual

Follow the directions below to manually change your preferences to work offline before creating new files.

- Open the **Users Preferences** in XMetaL and change the setting **DefaultDir** to **C:**;
- Make sure that a folder named with your initials has been created on your laptop’s C drive if you wish to save the files you intend to create in your user directory. Otherwise, use the default folder XML.
- **Save** and **close** the User Preferences, and start working by creating a new file using **File/New**.

Other

If your workstation is remapped to the F:/drive or the connection is restored, when XMetaL is open, it will recognize the F:/drive and ask if the user preferences should be updated.



If you have been working offline, do not forget to save your file to the network. This will ensure that it is accessible by others in the office and properly included in network-wide recovery (or back up) routines.

Working with XML

An XML document is valid if it is well-formed and if it conforms to the rules in an organization's DTD (Document Type Definition). The XML elements (or tags) defined in an organization's DTD are unique to that organization. Congressional bills and resolutions have DTDs which have been agreed upon by the Congressional community, specifically the Legislative Branch XML Technical Committee.

For bills and resolutions, the elements (or tags) have specific meanings and purposes. The majority of the tags describe the contents of the text they surround. For instance, the <official-title> tags contain the official title of the bill.

It is important to “tag” your document correctly. Let's look at this sample language.

(d) Grade and Pay Scale. – Section 7404(b)(1) of such title is amended by striking the third center heading in the table and inserting the following:

“Clinical Podiatrist, Chiropractor, and Optometrist Schedule”.

The words “Clinical Podiatrist, Chiropractor, and Optometrist Schedule” would need to be tagged with table tags, not table of contents tags. Although the table of contents tags would render (print) the text correctly, this is not a table of contents entry. It is a table.

See <http://xml.house.gov> for more information on the DTD's

The Validator

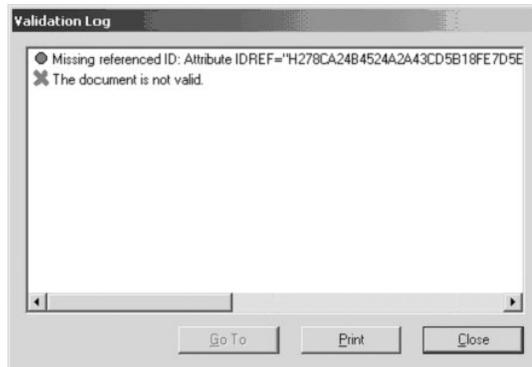
Use the Validate Document command to verify that your document is valid XML. If the validation process finds an error, a message appears and the cursor can be moved to the error, so it can be fixed.

To validate a document manually,

- Select **Validate Document** from the **Tools** menu, click on the icon on the toolbar, or press the **F9** key.

One of the following appears:

- A message box indicating if the document is valid. (The message says, “Validation is complete.”);
- A validation log containing a list of one or more error messages. To go to the location of an error, double-click on the error message or single-click on the error message and click the go to button.



The Validate Document command runs automatically when the document is saved. If the document is valid, no dialog boxes will appear. If the document is invalid, the Validation Log will appear.

Common Errors that makes a document invalid

An Example: Table of Contents

A common condition with the Table of Contents will cause your document to be invalid.

Let's say, the drafter did the following:

- Drafted a bill with seven sections,
- Generated a Table of Contents for the bill,
- Deleted one of the seven sections, and
- Tried to save and print the document.

At this point, the validation log would appear listing an error message that read something like this:

“Missing reference ID: Attribute IDREF=“H4FE34AE02884AFBAED743874” in tag “toc-entry” has no corresponding ID attribute value in document”

This means that there is a TOC entry for the deleted section, but the section no longer exists in the document. To solve the problem, regenerate the table of contents. By regenerating the table of contents, the TOC entry for the deleted section will be removed.

The table below includes more messages that may occur in the validator log.

<p>Missing reference ID: Attribute IDREF=“H4FE34AE02884AFBAED743874” in tag “toc-entry” has no corresponding ID attribute value in document</p>	<p>A TOC entry does not match any of the sections or big levels in the bill. Most likely, this level was deleted during the drafting process and the Table of Contents needs to be regenerated.</p> <p>Each level has its own ID. The IDRef is the number used to link or reference the section or big level ID.</p>
<p>Unknown tag name. The tag name “unknown” is not defined</p>	<p>The tag “unknown” is an unknown tag. Delete the tag and its contents. Call LCS for assistance.</p>
<p>Missing referee ID: Attribute IDREF=“H43432432” in tag “noted” has no corresponding ID Attribute value in document</p>	<p>In the conversion notes, the ID for the level that is noted is not available. Delete the conversion note.</p>

Text-Insert Markers

While drafting, certain areas throughout the document are highlighted with Text-Insert Markers. These markers are gray in color and contain a description surrounded by curly braces. Place the cursor on the description and type desired text. These are used to aid you in drafting.

When the cursor is placed in these markers, the appearance changes to a white text on a darker gray background. (See the marker on the far right.)

The following are examples of the most commonly used Markers:

{action-date} **{official-title}** **{short-title}** **{quote}**

 To view some text-insert markers, click here. [Video Tutorials \(text markers\)](#)

 To view a list of available tutorials, click here. [Video Tutorials \(all\)](#)

Generated Text

In XMetaL, generated text, by default, appears gray in color. Generated text is used when text must be rendered (or printed) but is not itself included in the XML document. Legislative documents in XML contain generated text. The Enacting Clauses and the words “Section” and “Sec” are samples of generated text in bills and resolutions.

 To view some text-insert markers, click here. [Video Tutorials \(generated text\)](#)

 To view a list of available tutorials, click here. [Video Tutorials \(all\)](#)

Converting Files to XML

Using locator-coded (XyWrite) files in XMetaL

These are directions to use the locator-code to XML Conversion program written by the House contractor, DataStream Conversion Services. This software will convert both bills and resolutions. In order to know what documents are valid, the software will create two folders, labeled “valid” and “invalid”.



Before converting your first file, create a folder in your home directory (or another appropriate area) that will be used exclusively for converting files.

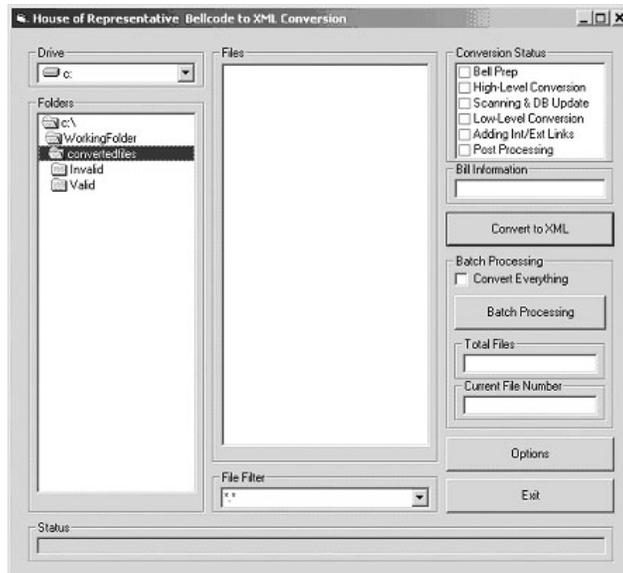
Single File Conversion

Copy the locator-code (XyWrite) file that you want to convert into your “special-for-conversion-only” folder (that was created in the step above).

HOLC Only: For files in the M8 (and other M* directories), you must copy the files from the M8 directory to your “special-for-conversion-only” subfolder before running the conversion program. The M8 (and other M* directories) can not be edited and therefore, the new XML file created by the conversion program cannot be saved in those directories.

To open the conversion program:

- Click on the **conversion program** icon located on the desktop;



- Browse or navigate to the folder that contains the files you want to convert to XML. When you open a folder in the box on the left, the middle window will display a list of all the files in that folder;
- Choose one of the following options:
 - Double-click the file you want to convert (displayed in the middle window), or;
 - Highlight the file you want to convert, and click the **Convert to XML** button;
- The window directly above the **Convert to XML** button will show the progress of the conversion, as will the “status” bar at the very bottom of the dialog box;
- Click the **Exit** button when the conversion is finished.

The file will be converted and saved with the same name (samename.xml) in a subfolder named “valid” or “invalid” in your “special-for-conversion-only” (sub) folder.

The conversion program does not tell you if a file has converted as valid or invalid, so when using the files in XMetaL, you will need to look in each folder to find the file.



***INVALID FILES:** If your locator-coded file is converted, but it is not a valid XML file, it will be saved in the “invalid” folder. If this occurs, please call Legislative Computer Systems (LCS) at x58484 or seek out the appropriate helper in your office. The invalid XML file needs to be fixed and valid before it can be used or merged*

into another file. LCS or your office's helper can help fix the file, so you can continue working. Fixing the file may take as little as two minutes.

Converting All Files In A Folder

To convert all of the files in a folder:

- Navigate to the folder that contains the files you want to convert,
- Click the **Batch Processing** button.

Using Plain Text files in XMetaL

To convert plain text to XML, use Text2XML. This feature is located on the **Tools** menu under **Text-2-XML** (version two), the toolbar, and the right-click menu.

Text2XML Version 2 is a method to convert and paste text selected (copied or cut) from non-XMetaL sources into XMetaL. It will work with locator coded material as well as text from Thomas (<http://thomas.loc.gov> or <http://www.congress.gov>), emails, Word, and WordPerfect. The basic assumption is that the selected text contains levels that start on a new line.

As with the other methods of conversion, this is not a full-proof function and the approach does not always work because of problems with the selected text or issues the developers have not come across yet. With this caveat in mind, keep the following in mind when using this feature:

- Big levels are not supported (e.g., titles, chapters, parts). Work with sections and below;
- Text2XML will not handle style mistakes or errors. Example of a style error: a paragraph followed directly by a clause (with no subparagraph).

The selected material should be structured downward. That is, the first level in the selected material should be the highest level found in the selected material to be pasted.

In addition, the selected material must work structurally in the current context. The following examples would not work:

- If the cursor is in a section with paragraphs and no subsections, subsections cannot be added;
- If the cursor is in a subsection, subitems could not be inserted after the subsections.

The Text2XML feature was designed to convert plain text material into a clear spot (e.g., the bottom of the document). Working at the

end of a level and then using Text2XML to paste single or multiples of that same level (with or without sublevels) is going to work.

Although one can paste material into the middle of a document, there is one problem that the developers are still looking at: if one try to paste between levels that go down (e.g. a section and a subsection), the material will be added to the bottom of the higher level (e.g., the section).

Text2XML: Sample Exercises

Start with a new bill document.

Sample 1: Simple Example

Working in an electronic version of this document, select and copy the following two paragraphs (3 lines), switch to XMetaL, place the cursor in the {header} of the first section, and run the Text2XML feature.

To run the Text2XML feature:

- Select Text-2-XML (version two) from the Tools menu.
(3) This is my first example of Text2XML.
(4) THIS "IS" THE UNITED STATES.- This "is" text-
(A) Let's see how a subparagraph will work.
- Validate the document by pressing the F9 key. This confirms that the document's structure conforms to the rules for creating legislation (the Document Type Definition or DTD).

See the [Valid XML](#) section for more information using the Validate Document command.

Review the example and note the following:

- The cursor did not move.
- The material was inserted into the document with the appropriate levels (i.e., 2 paragraphs and a subparagraph).
- The paragraphs were not renumbered. This is similar to the [Merge](#) function. Staff has requested to see the enumerators from the original material and manually renumber when ready.
- The word "is" in both the header and text of paragraph (2) is quoted and is quoted correctly.

Sample 2: Quoted Blocks and Headers

Working the same document from Sample:

- Select and copy the following lines:
 - (1) This is sample 2 and contains a quoted-block.
 - "(i) headers end with period dashes.- Text ending with a dash is an em-dash-
 - "(1) Text with some 'quoted text' inside the text
 - `(2) Goes-
 - ``(A) Here.".
 - (A) Here's the subparagraph after the quoted-block in sample 2.
- Switch to XMetaL and place the cursor at the end of the last level in Sample 1;
- Run the Text2XML feature.

Review the example and note the following:

- The selected text above is a paragraph with a quoted-block and a subparagraph;
- The subsection in the quoted-block is all lowercased above, but it became a header and cased correctly when converted. The reason is that the line ends in a point dash (.-) (note one or more dashes will work);
- Quoted-blocks are inserted using the `quotedblock_defaultstyle` value from your preferences (see Set User Preferences from the Tools menu), so if the style of quoted block needs to be different, change it manually by using Set Legislative Style from the Format menu;
- Paragraph (2) is text and the dash is converted to an em-dash. For it to be a header, it needed a point dash;
- Each of the levels within the quoted-block above begins with a different quote mark (it does not matter what it starts with);
- The selection does not go above the top level (paragraph (1) This is sample 2 and...). If the sample contained a subsection or a section at the end of subparagraph (A), then the selection is said to go above the top level (the paragraph (1)) in this example. Whenever possible, try not to have your selected text go above the first level in the selection.



To change some or all of the text to be a header after the conversion, select the text in the text element to be moved to the header and press Ctrl+H.

Sample 3: Getting Non-Quoted-Block Material into Quoted-Block

Using the same XMetaL document from Sample 1 and 2:

- Select and copy the following lines:
 - (1) This is sample three.
 - (2) THIS "IS" THE UNITED STATES.- This 'is' text-
 - (A) Let's see how a subparagraph will work.
- Switch to XMetaL:
- Place your cursor in subparagraph "(A) Here" within the quoted-block from Sample 2;
- Run the Text2XML feature.

Notice that the two sets of quote marks in paragraph (2) are different. Either type work.

Sample 4: Working With Style Errors/Mistakes

This sample works with the common problem of incorrect enumeration. Text2XML is designed to use the correct enumerators to determine the proper level and when the enumerators are wrong, the feature will not work.

Using the same XMetaL document from Sample 1-3:

- Select and copy the following lines;
 - (4) This is sample four.
 - (i) If a level is skipped going down, the feature will not work.
 - (ii) How could it work?
 - (iii) Should these levels be clauses or subparagraphs?
- Switch to XMetaL;
- Place your cursor in the paragraph after the quoted-block from Sample 3;
- Run the Text2XML feature.

The sample is incorrect because

- it is missing a subparagraph between (4) and (i) or,
- the levels (i), (ii), (iii) are actually subparagraphs, but they are enumerated incorrectly.

After running Text2XML, an error message indicates that Text2XML cannot insert “the (i) If a level... because the parent level is a paragraph”. Text2XML assumed that level (i) is not a subsection. It knows this because (ii) has to be a clause.

There are several possible solutions to the fixing the text above:

- The user could fix the text by typing the correct enumerators before running Text2XML or,
- follow the solution in Sample 4A below or,
- follow the solution in Sample 4B below or
- follow the solution in Sample 4C below.

Sample 4A: Designating the Levels inside the Input

To fix the error from Sample 3, use the same XMetaL document:

- Select and copy the following lines,
(4) This is sample 4A.
<subparagraph>
(i) If a level is skipped going down, the feature will not work.
(ii) How could it work?
(iii) Should these levels be clauses or subparagraphs?
</subparagraph>
- Switch to XMetaL;
- Place your cursor in the paragraph after the quoted-block from Sample 3;
- Run the Text2XML feature.

While this sample is small, this solution works well when working with a series of paragraphs that have not been enumerator.

Sample 4B: Bumped Up\ Inline Levels

To fix the error from Sample 3, use the same XMetaL document:

- Select and copy the following lines,
(4)(A) This is sample 4B.
(i) If a level is skipped going down, the feature will not work.
(ii) How could it work?
(iii) Should these levels be clauses or subparagraphs?
- Place your cursor in the paragraph after the quoted-block from Sample 3;
- Run the Text2XML feature.

Look at the example and see how it changed from Sample 4.

Sample 4C: Bumped Up\ Inline Levels

To fix the error from Sample 3, use the same XMetaL document:

- Select and copy the following lines:
 - (4) This is sample 4C. (A) An inline paragraph can make it legal too-
 - (i) If a level is skipped going down, the feature will not work.
 - (ii) How could it work?
 - (iii) Should these levels be clauses or subparagraphs?
- Switch to XMetaL;
- Place your cursor in the paragraph after the quoted-block from Sample 3;
- Run the Text2XML feature.

LOCATOR CODED MATERIAL AND COMPILATIONS

Text2XML will also work with locator coded material as well as compilations.

The easiest way to work with locator-coded material is to use Notepad. Notepad is a Windows text editor. One of the nice features of Notepad is that you can very quickly see each level on a line by itself. It is sometimes difficult to see inserted line breaks inside Word and WordPerfect. In addition, you do not need to go to DOS to get your locator-coded files. The downside to Notepad is that the special characters and colors you normally see in XyWrite look very strange in Notepad.

- To launch Notepad, click the **Start** button (lower left of screen), then select **Run**, type "**notepad**" in the dialog box, and press **Enter**.

Text2XML does not rely on the locator codes (particularly the bell-I codes) to determine levels and/or indents. Having said this, the feature attempts to convert as much as possible from locator-coded material (e.g., em-dashes, en-dashes, en-spaces, fractions, section symbols, etc.). In addition, Text2XML assumes that lines that begin with a bell-I89 or bell-I74 and are followed by a line that begins with a bell-I20 (followed by Sec) are traditional section headers.

For compilations, Text2XML will also automatically eliminate notes, reference numbers, and the citations in brackets. This should make it much faster to move compilation material into a bill.

Additional Questions

What about Whereas and Resolved clauses?

The feature handles those as well within resolutions. Just select the material you need to copy. You may need to think about where you place your cursor because of subsequent sections. If you want to bring in some whereas clauses only, just place your cursor in any of the Whereas clauses (or in the resolution's form to paste in at the beginning) and the selected ones will be placed after the one where your cursor is at. If you have also selected Resolved clauses or sections after the whereas clauses, the cursor needs to be at the last whereas clause.

What about flush-left text?

Flush-left text is handled. Sometimes there are going to be problems when flush-left text appears between two equivalent levels since that is not legal. This may be particularly an issue when trying to Text2XML some compilations material.

What about indent overrides?

You have to handle indent overrides manually.

What about traditional style?

Traditional style will work when the material was locator coded. Otherwise, it does not work. For non-locator coded material, it is difficult to determine whether text that appears without an enumerator above a section is flush-left text for the levels above the section or the section header.

What do I do when Text2XML does not work?

As with all software, especially software as complicated as this, it will not work 100 percent of the time, and sometimes, it will probably feel like it is not working at all. Frustrating as this may sound, trying it again in the same manner we did it when it failed will not suddenly make it work. Here are some other suggestions:

- If an error message is displayed, read it carefully. The feature should tell you where the problem is. It may be that level or the next level that is causing the problem. If you get an error message from Text2XML, first perform an Undo. Then, paste the material into Notepad and search for the text the error message displayed (Ctrl+F). Then, examine and fix at the material with the problem.
- If you are in a hurry to get the material into XMetaL and then you will work on it, use the <level> and </level> approach.
- Select less material to convert. It helps to work on one section or subsection at a time. This is actually how the developers debug problems with Text2XML, but it also enables you to get at least some, and hopefully most, of the

material into XMetaL. It also helps to define the exact problem causing the problem.

- Text2XML looks for very specific things to work. The main thing is the enumerator that it expects needs to be at the beginning of the line. It does not matter if there are spaces and/or quote marks in front of the enum, but it is certainly expecting something in parentheses or (Section, SEC., Sec., SECTION, Resolved, RESOLVED, Whereas, or WHEREAS).
- Provide LCS with the files. Of course, this feature is not perfect and probably will never be perfect, but the more material and problems we see, the better the software will become.

Merging XML Files

You can insert material from existing XML files by merging them into a new file. How your text is merged will vary based on the document type you are working with.

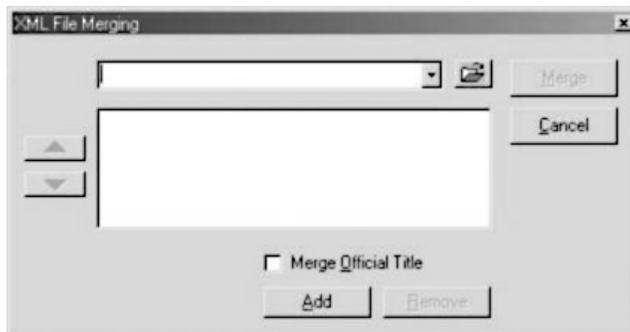


Cursor placement is very important when merging files because how material is inserted is based on location.

To merge XML files:

- Open, or create, the document that you want to merge other XML files into. Place your cursor in the location where the text material should be inserted;
- Click the **Merge** icon on the **toolbar**, **Merge Existing XML file** on the **Tools** menu, or press **CTRL+M**;

A dialog window will appear for you to select the XML files you want to merge;



- Type a file location and name into the first text box, or select a file by clicking the folder icon at the top of the screen;



- Click the Official Title checkbox if you want to merge this material;
- Click the **Add** button, or press **ALT+A**, to add the file to the list of merge documents. Repeat this process until all the files you want to merge are listed in merge box;



- Press the **Up** and **Down** arrow buttons to change the order that your files will be inserted or appended into the document;
- After all files have been added, click the **Merge** button.

The files you have selected will be merged in the following manner:

Merging Bills

If a bill is being merged into another bill or resolution:

- The Official Title will be appended to the current Official Title (if you have selected to merge the Official Title);
- All text below the enacting clause will be inserted based on the location of the cursor in the new document.

If a bill is being merged into an amendment:

- An amendment block will be created based on the location of the cursor in the new document and all material below the enacting clause will be inserted.

Merging Resolutions

If a resolution is being merged into another resolution:

- The Official Title will be appended to the current Official Title (if you have selected to merge the Official Title);
- All where-as clauses will be appended to the preamble;
- All text after “Resolved” in the resolved clause will be inserted as a new section based on the location of the cursor in the new document;
- All remaining material will be inserted after the new section based on the location of the cursor in the new document.

If a resolution is being merged into a bill:

- The Official Title will be appended to the current Official Title (if you have selected to merge the Official Title);
- All text after “Resolved” in the resolved clause will be inserted as a new section based on the location of the cursor in the new document;
- All remaining material will be inserted after the new section as a new section based on the location of the cursor in the new document.

If a resolution is being merged into an amendment:

- All text after “Resolved” in the resolved clause will be inserted as a new section based on the location of the cursor in the new document;
- A new amendment block will be created based on the location of the cursor in the new document and all remaining material will be inserted.

Merging Amendments

If an amendment is being merged into an amendment:

- A new amendment block will be created based on the location of the cursor in the new document and all material after the amendment form will be inserted;

If an amendment is being merged into a bill or resolution:

- All text in the first amendment-block will be inserted as a new level based on cursor position.

Using converted XyWrite files from prior Congresses

FOR HOLC ONLY: All introduced bills and resolutions drafted in Locator Codes (XyWrite) from the 106th, 107th, and 108th Congresses have been converted from Locator Codes (XyWrite) to XML. The original Locator Coded (XyWrite) file was obtained from the Government Printing Office (GPO). To use converted files, you will merge them into a new document.

Contact your systems administrator to learn where these files are located on your network.

Please see [Merging XML Files](#) for more information.

Conversion notes and their definitions

For those converted files that contained technical errors or there were problems with the conversion, the file contains conversion notes. These conversion notes will not be transferred to the new file (when merged); however, during the merge process, an alert will indicate if the file contains conversion notes. If it does, this original converted file will open in read-only mode and the conversion notes may be viewed through XMetaL's Resource Manager.

It is advised to review all conversion notes. Some of the conversion notes will require you to modify the material merged in the new file.

Conversion Note	Definition and Actions
"No match found for toc-entry (Section 1 Used) - "	In this table of contents, there is not a corresponding section. (Example: HR 10 from the 106th Congress.) Delete the entry and regenerate the table of contents.
"Level may be incorrect for start of quoted block"	The level at the start of the quoted block may be incorrect. For instance, if you have a quoted block with only a subsection (i), the conversion program tags the level as a subsection, but prints the note. The conversion program does not know whether the level is a clause (i) printed at full margin or

Conversion Note	Definition and Actions
	truly subsection (i) in this instance. This note gives the drafter the opportunity to double-check the level.
"Empty after-quoted-block/missing punctuation"	The punctuation after the close quote for the quoted block is missing. (Example: HR 1001 and 1040 from the 106th Congress.) \ Insert the correct punctuation.
"Can't determine level of header-in-text"	The conversion program could not determine what type of header this was. (Example: HR 1776 and 1110 from the 106th Congress.) Set the correct attribute for this level.
"Use of down attribute in indent"	The conversion program determined that this level was to print down from its usual spot. (Example: HR 1358 from the 106th Congress) Double check to make sure the level is named appropriately.
"Unbalanced double quotes - all quotes converted to character values"	The conversion program could not determine where the quotes start and end, so they were converted to character values (Example: HR 1110 and 1125 from the 106th Congress.) Delete the quotes and insert Quote Tags around the material that should be quoted.
"Unable to convert single quotes - character values used"	The conversion program could not determine where the quotes start and end, so they were converted to character values (Example: HR 1313 from the 106th Congress.) Delete the quotes and insert Quote Tags around the material that should be quoted.
"Extra mdash at end of header in bellcode"	In the original XyWrite file, there was an extra m-dash at the end of the header. It has been removed in the converted file. (Example: HR 1776 from the 106th Congress.)
"SEC. label missing period - "	The period following "Sec" was missing from the original XyWrite file. In XML, the period is automatically generated due to the standard rules of drafting. (Example: HR 1180 from the 106th Congress.)
"SEC. label used for section 1 - "	In the original XyWrite file, "Sec" was used for Section 1.
"SECTION label used for number other than 1 - "	In the original XyWrite file, "Section" was used for a section other than Section 1. (Example: HR 1523 from the 106th Congress.)
"Header missing closing period - "	The header in the original XyWrite file was missing the closing period. In XML, the period is automatically generated due to the standard rules of drafting. (Example: HR 10 and HR 1110 from the 106th Congress.)
"Use of double quotes inside quoted-block"	In the original XyWrite file, double quotes were used in the Quoted Block section. In XML, the quotes are automatically generated due to the standard rules of drafting. (Example: HR 1439 from the 106th Congress.)

Conversion Note	Definition and Actions
"Use of single quotes outside quoted-block"	<p>In the original XyWrite file, single quotes were used outside the Quoted Block section. In XML, the quotes are automatically generated due to the standard rules of drafting.</p> <p>Missing open quotes for level in quoted block (Example: HR 10 from the 106th Congress.)</p> <p>Missing closing quotes for quoted block (Example: HR 1169 from the 106th Congress.)</p>
"Slug line in bell code not as expected -	(Example: HR 1363 from the 106th Congress.)
"Found more than one name-id for one member: "	<p>"name-id not found for "</p> <p>(Example: HR 1169 from the 106th Congress.)</p>
"Conversion created mandatory element -	(Example: HR 1391 and HR 1396 from the 106th Congress.)

Navigating and Viewing Documents

The Context Area

You can determine where your cursor is located in a document by looking in the context area. The context area can be found in the bottom left hand corner of the XMetaL window, next to the **view** toolbar, and looks like this:



The context area displays both the current element (tag), as well as its ancestors, for your cursor location.

Moving Between Documents

If you have more than one document open in XMetaL, you can move between the open documents using the **Window** menu. If you are in **Workbook Mode**, you can use the **View** menu.

View Menu

If you are in **Workbook** mode, a tab is displayed with the name for each document you have open. You can navigate from one document to another by clicking on the appropriate tab.

Window Menu

Use the options below to move between multiple open documents:

- Select the document you want to work on from the list in the Window menu by clicking on the name, or;
- Click on the **Right** or **Left** arrow buttons on the **Windows** toolbar, or;
- Click **Next** or **Previous** on the **Windows** toolbar, or press **ALT+ARROW**.

Basic Navigation

You can quickly navigate through your document by using the keystrokes listed below:

These keystrokes	Move the cursor
TAB	From element to element, or To the next field
SHIFT+TAB	To the previous field
LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right
CTRL+LEFT ARROW	One word to the left
CTRL+RIGHT ARROW	One word to the right
UP ARROW	Up one line
DOWN ARROW	Down one line
END	To the end of a line
HOME	To the beginning of the document
PAGE UP	Up one screen (scrolling)
PAGE DOWN	Down one screen (scrolling)
CTRL+END	To the end of a document
CTRL+HOME	To the beginning of a document
CTRL+UP ARROW	One Level Up
CTRL+DOWN ARROW	One Level Down
ALT+SHIFT+M	Set bookmark
CTRL+ ALT+SHIFT+M	Return to bookmark setting
F4	Return to the previous cursor location after scrolling

Large Document Navigation

You can navigate through your document in several ways, depending on how you want to work with them:

Structure View Navigation

The structure view is a pane to the left of the document window that displays the outline of the document by tagged elements.

In the structure view you can edit text, and insert, cut, paste, copy, and drag-and-drop elements. The selections in the structure view and main document view are synchronized. The right-click menu is available in the structure view.

To view a document in the Structure view:

- Select **Document Structure** view from the **View** menu.

Document Outline Navigation

In the Document Outline view you can generate an outline based on the tagged elements of your document and quickly jump from one section to the next. It is created using the **Resource Manager**.

To generate a document outline:

- Select **Document Outline** from the **View menu**. This automatically displays the **Resource Manager** frame in XMetaL;
- Select the level in which to navigate from the drop-down box in the left-hand side column;
- Click on the **Generate** button;
- Move through the document by clicking on the purple text in the directory list that was generated;
- Close the document outline by clicking on the X in the corner of the **Document Outline** window.



It may be necessary to press the right arrow key on your keyboard to refresh the screen after the Document Outline is closed.

Table of Contents Navigation

To navigate using a table of contents in your document:

- Place your cursor in a level in the TOC;
- Select **Table of Contents Navigation** from the **GO menu**, or press **CTRL+ALT+SHIFT+T**.

The cursor will be moved to the level selected. To return to the TOC repeat the previous steps.

The Go Menu

You can jump from one position in your document to another using the **Go** menu in the XMetaL toolbar.



You can move your cursor to different locations in your document by selecting any of the following options:

- To move to the previous level of your document, Click **Up One Level**, or press **CTRL+UP ARROW**;
- To move to the next level of your document, click **Down One Level**, or press **CTRL+DOWN ARROW**;
- To create a custom level for navigation, click **Set Selected Level for Up/Down**, or press **CTRL+ALT+UP ARROW**;
- To move to the previous custom level of your document, click **Up Selected Level**, or press **CTRL+ALT+UP ARROW**;
- To move to the next custom level of your document; click **Down Selected Level**, or press **CTRL+ALT+UP ARROW**;
- To move to a bookmark, click **Go To Bookmark** from the **Go** toolbar, or press **CTRL+ALT+SHIFT+M**.



*To create a custom bookmark for navigation, click **Bookmark** from the **Insert** toolbar, or press **ALT+SHIFT+M**.*

The Pre-form and Bill Header

The HOLC pre-form

The pre-form is information preceding the form or bill head. It contains information unique to HOLC and SOLC and the pre-introduced and introduced stages. Each element (tag) in the pre-form can be printed or hidden, and elements that you can enter text appear in the document with a text marker, like so, {elementname}.

Element name	Description	Display and sample text
author-note	Prints a heading at top left hand corner of each printed page of the document. Hide this element (tag) for floor introduction	{author-note} Sample text: the date of the discussion draft.
running-header	Prints a centered heading at the top of each printed page. Hide this element (tag) for floor introduction	{running-header} Sample text: Discussion Draft.
first-page-header	Inserts a centered heading at the top of the first page. Hide this element (tag) for floor introduction	{first-page-header} Sample text: Discussion Draft
signature-line	Line for Member to sign when the measure is dropped in the hopper. Unhide this element (tag) for floor introduction	(Original Signature of Member) Text: (Original Signature of Member)
legis-counsel	Indicates which Legislative Counsel drafted the document	H.L.C. Sample text: H.L.C. or S.L.C.
reintroduction-code	This information is provided to the Parliamentarian's office by the legislative counsels. Unhide this element (tag) for floor introduction if it is being used.	{reintroduction-code}
First-page-date	Location where the date can be inserted and printed.	{first-page-date}
First-page-description:	Location where a description can be added	{first-page-description}
Suspension-floor-action Suspension-instructions	Both elements (tags) are used for measures that are considered under suspension of the rules.	

The pre-form data listed below is specific to the House Office of Legislative Counsel and is not visible in Plain (tags-off) view. While this information is viewable in the Tags-On view, drafters are encouraged to use the Document Information feature to view and print out the document information.

Elements (tags) hidden in normal view	Description
Holc-filename	Name and location of current file.
Holc-attorney	Name of the attorney
Holc-last-author	Name of the last person editing the document
Holc-last-saved	Date and time the current document was last saved.
Holc-contact	
Holc-contact-phone	
Holc-creation-date	Date and time the document was created.
Holc-creator	Name of the person who created the document.
Version version-filename version-creator version-date	The document could have several of these. Filename of the archive version. Creator of the archive version. Date that the archive version was created.
Conversion-notes	If the file was converted from locator codes (XyWrite) to XML, any conversion notes would be included in the pre-form.

To view document information:

- Select **Document Information** from the **File** menu.

Inserting the pre-form

- Select **Add HOLC PreForm** from the **LegDocMgt** menu;

[Bill Stage: Pre-Introduction]

108th CONGRESS
2d Session

H. R. ____

IN THE HOUSE OF REPRESENTATIVES

{action-date}

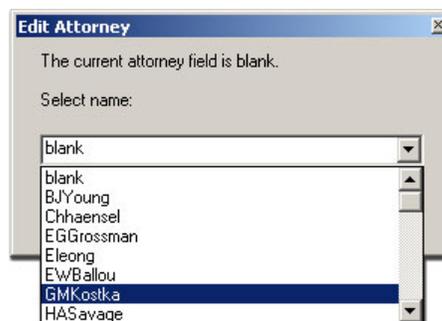
M. _____ introduced the following bill, which was referred to the Committee on _____

A BILL

- A dialog window is displayed allowing you to select whether you want to insert an attorney name;



- Press **Yes** or **No**;
- If you selected yes, a dialog window is displayed for you to select an attorney name;



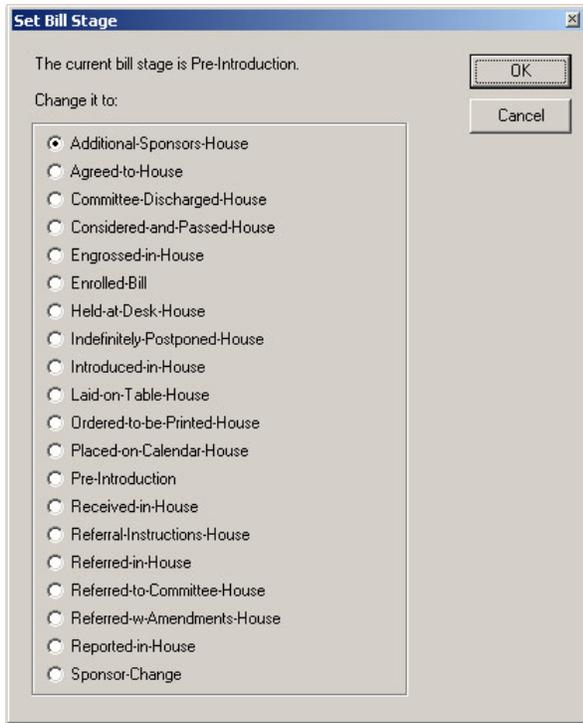
- Press **ok**. A dialog window is displayed allowing you to select whether to change the current stage of the document:



Press Yes or No;

If you selected No, the current stage is not modified;

If you selected Yes, a dialog window is displayed that will allow you to change the stage to one of the following options:



- Click OK;

[Bill Stage: Additional-Sponsors-House]
 {author-note}

[Discussion Draft]

H.L.C.
 {reintroduction-code}

(Original Signature
 of Member)

[DISCUSSION DRAFT]

{first-page-date}

I

108th CONGRESS
 2d Session

H. R. ____

IN THE HOUSE OF REPRESENTATIVES

{action-date}

M. _____ introduced the following bill, which was referred to the Committee on _____

A BILL

The pre-form elements are added to the beginning of your document.

Deleting the pre-form

Choose **Delete HOLC Pre-form** from the **LegDocMgt** menu. The HOLC pre-form is automatically deleted when the stage of the bill is changed from pre-introduced to another stage.



The data in the HOLC pre-form is proprietary to HOLC, and used only during the pre-introduction\drafting stage.

The form or bill head

The form contains the bill head and other information that is important as the measure moves through the various legislative stages.

Tags	Description
congress	The number of the Congress, e.g., “101st Congress” or “The One Hundred and First Congress.” The format depends on the stage of the measure.
session	The session, or meeting, of Congress, e.g., “1st Session”, “2d Session”, “3d Session”, “4th Session”, etc.
distribution-code	Used by the Government Printing Office to distribute paper copies of a measure to congressional and other governmental offices. Indicates the stage or type of measure, but is used to tell GPO to whom measures should be distributed. The values are as follows: I: Public Bills Introduced or Referred in the House, IA: Joint Resolutions Introduced or Referred in the House, IB: Public Bills and Joint Resolutions Reported in the House, II: Public Bills and Joint Resolutions Introduced or Reported in the Senate, IIA: Public Bills and Joint Resolutions Referred in the Senate, III: Simple and Concurrent Resolutions in the Senate, IIIA: Amendments in the Senate, IV: Simple and Concurrent Resolutions in the House, V: Private Bills Introduced in the House, VI: Private Bills Introduced in the Senate, VII: Private Bills Reported or Referred in the House, VIII: Private Bills Reported or Referred in the Senate, IX: Reprint Bills for House Document Room, and X: Reprint Bills for Senate Document Room.
legis-num	The “legis-num” is the legislation’s official identifier e.g., “H.R. 1514” or “S.J. RES. 42” The first “word” indicates the chamber creating the legislation and the type of legislation. Values are: H.R. for House Bill, S. for Senate Bill, H.J. RES. for House Joint Resolution, S.J. RES. for Senate Joint Resolution, H.CON. RES. for House Concurrent Resolution, S.CON. RES. for Senate Concurrent Resolution, H. RES. for House Simple Resolution, and S. RES. Senate Simple Resolution.
current-chamber	Identifies the chamber currently having control of the legislation (e.g., “In the House of Representatives” or “In the Senate of the United States”).
action-date	The date or dates on which a particular floor action occurred. There may be two dates associated with an action, the regular calendar date and the legislative day. Sometimes the textual descriptions of these dates do not divide neatly into two parts, for example, the full date may be written as “February 3 (legislative day, January 30), 1995”. Therefore, the ACTION DATE is just data characters, to be entered in any fashion necessary. For purposes of searching, for date comparisons and, the real values of the date and the Legislative Day are stored in the attributes for this element (tag): date and legis-day in the machine-readable “YYYYMMDD” format. The year is the first four digits, followed by the 2-digit month, followed by the 2-digit day. For the month and day, zero fill as necessary to produce two digits. Used in the action element (tag).

Tags	Description
action-desc	Description of the floor action taking place (i.e., introduction, committee referral, committee action, committee reporting, calendar placement). Used in the action element (tag).
action-instruction	Instruction related to the action. For example, “[Strike out all after the resolving clause and insert the part printed in <i>italic</i>]”. Used in the action element (tag).
legis-type	Container for whether the document is “A BILL” or “AN ACT” or “AMENDMENT.”
official-title	The official title of a measure, sometimes called the long title.
calendar	Legislative calendar name and number. In the House, examples are Consent Calendar No. 4, Union Calendar No. 3, House Calendar No. 12, Private Calendar No. 1, Corrections Calendar No. 6, and Discharge Calendar No. 1. In the Senate, examples are Executive Calendar No. 1 or Legislative Calendar No. 3.
associated-doc	Identification of other documents that have an association with the current document such as reports, companion bills, identical bills, amendments, etc.

Inserting Sponsors/Cosponsors and Committees

To insert a sponsor/cosponsor or committee:

- Select **Sponsor and referrals** from the **Insert** menu, or press **CTRL+SHIFT+A**.

The screenshot shows a dialog box titled "Select Sponsor, Cosponsor(s), and Committee(s)". It is divided into three main sections: "Sponsor:", "Cosponsor(s):", and "Committee(s):". Each section contains a dropdown menu on the left, a question mark icon, and an arrow button pointing to a text box on the right. In the "Sponsor:" section, the text box contains "Mrs. Biggert" and there is a "Remove from Document" button. The "Cosponsor(s):" and "Committee(s):" sections have empty text boxes and "Move Up", "Move Down", and "Remove" buttons. At the bottom of the dialog are "OK" and "Cancel" buttons.

- Starting on the left of the dialog box, use the drop down boxes to select the sponsor, cosponsor(s), and committee(s), or type the first few letters of the name in the drop down box;
- With a Member's name in one of the left text boxes, click on the question mark to view the room and telephone number;
- Click on the **arrow** button or press the **Enter** key to move your selection to the box on the right. Continue down the form;
- Highlight the Member name (or Committee), and click on the **Move Up** or **Move Down** command buttons to place them in a particular order;
- To remove a Member's name (or Committee), highlight the name and click the **Remove** button;
- When your selections are completed, click the **OK** button or press **ALT+O**;
- The text (names) on the right side, if you have selected any, will be inserted as the legislative action in the bill form. The sponsor and cosponsor fields will be blank if you did not select any names.

Inserting the Bill Number

To insert the Bill Number, delete the underscore and type in the bill number.

Inserting the Action-Date

To insert the Action-Date:

- Place the cursor on the {action-date} marker;
- Select **Set Action Date** from the **right click** menu or press **CTRL+ALT+D**. A dialog window is displayed that allows you to select a date using a calendar:



You can scroll through future months and years by using the drop down lists in the top right hand side of the window;

- Press **OK** when you selected a date. Two dates may be associated with an action, the calendar date, and the legislative day. A dialog window is displayed that prompts you concerning legislative dates;



- If you select **No**, only the selected date is inserted:

IN THE HOUSE OF REPRESENTATIVES

August 12, 2004

Mr. Abercrombie introduced the following bill, which was referred to the Committee on _____

- If you select **Yes**, the selected date is inserted with a legislative date:

IN THE HOUSE OF REPRESENTATIVES

August 12 (legislative day, August 11), 2004

Mr. Abercrombie introduced the following bill, which was referred to the Committee on _____

Inserting the Official Title

To insert the Official Title:

- Place the cursor after the text To on the bill form;

A BILL

To|

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

- Type the official title.

Drafting Legislative Language

Legislative Styles

As defined by Lawrence Filson in the book, *The Legislative Drafter's Desk Reference*, "'Drafting style' is the term used to describe the external characteristics of legislative language, and has nothing to do (directly) with what that language does or how the bill as a whole is organized."

XMetaL supports drafting in the three main styles: OLC, Traditional, and USC. You will have the flexibility to draft documents with these styles, "modified" styles and several quoted block styles with XMetaL. The following types of measures can be created in XMetaL. The options correspond with the drop-down boxes in the **File/New** dialog box.

H. R. (bill) Styles

- OLC

This style of bill is the standard style used by the House and Senate legislative counsels. In 1974, HOLC began drafting measures, particularly bills, using the OLC or "office" style, which is based on the earlier revenue style.

- Traditional

This style of bill is characterized by centered section headings. When drafting in traditional style, the headers for sections are not displayed on the screen as being centered; but they are centered when the document is printed in PDF.

- *Appropriations*

Generally, this style of bill is generally used to draft appropriations.



A quoted block is a series of levels that are quoted as opposed to a quoted phrase within text. The legislative body of the bill will have one style, while each quoted block may have the same or a different style.

H. J. Res (House Joint Resolution) Styles

- OLC

Typically, this type of resolution is characterized by a single resolving clause with no run-in text. Text begins under the Resolved clause with an OLC-style "SECTION 1." Header.

- Traditional (standard)

Typically, this type of resolution is characterized by a single resolving clause with run-in text ("Resolved, That..."). Subsequent sections are in traditional style and begin with "Sec. 2." etc. Standard-form resolutions may include Whereas clauses.

- Constitutional Amendment

This type of resolution is used for purposes of amending the U.S. Constitution.

H. Con. Res. (House Concurrent Resolution) Styles

- OLC

Typically, this type of resolution is characterized by a single resolving clause with no run-in text. Text begins under the Resolved clause with an OLC-style "SECTION 1." Header..

- Traditional (standard)

Typically, this type of resolution is characterized by a single resolving clause with run-in text ("Resolved, That..."). Subsequent sections are in traditional style and begin with "Sec. 2." etc. Standard-form resolutions may include Whereas clauses.

H. Res. (House Resolution) Styles

- OLC

Resolutions that are created using an OLC style are characterized by a single resolving clause and no run-in text. Text begins under the Resolved clause with an OLC-style "SECTION 1." header.

- Traditional (Standard)

Resolutions that are created using a Traditional style are characterized by a single resolving clause with run-in text ("Resolved, That..."). Subsequent sections are in traditional style and begin with "Sec. 2." etc. Standard-form resolutions may include whereas clauses. This is the default style for House resolutions in XMetaL.

- Order of Business [or Special Rule]

Order of Business, or Special Rule, forms are primarily used by the Rules Committee to draft order of business resolutions. The appearance is identical to the Traditional (Standard) form resolutions with one exception; there are no "Whereas" clauses.

- Concur with an Amdt.

Typically, this type of resolution is characterized by a single resolving clause with run-in text, followed by one or more undesignated full measure paragraphs, followed by text in any style (default if OLC style) that could begin at any level and with any enumerator. In ATH version, line numbers begin with Resolved clause; in EH version, line numbers begin with the unquoted block.

- **Multiple Resolving Clause**

Typically, this type of resolution is characterized by multiple resolving clauses. Each main (full-measure) text paragraph begins with a resolved clause. This may be overcome for subsequent paragraphs to allow insertion of a text paragraph that is full-measure but does not begin with a Resolved clause. Principle use is for death (condolences) resolutions, but may be used for other purposes.

- *Impeachment*

Typically, this type of resolution is similar to the traditional (Standard) form resolutions, but with a different style in the engrossed version.

Section Template

- OLC
- Traditional

Please see [Working with Documents](#) to learn more about using section templates.

Setting Bill and Resolution Styles

To change the style of the legislation after the document has been created:

- Place the cursor somewhere in the legislative body (but outside of any quoted block material) and press **ALT+SHIFT+S**, or;
- Select **Set Legislative Style** from the **Format** menu and click on the appropriate style name.

Quoted-Block Styles

- O.L.C.
This type of bill is the standard style used by the House and Senate legislative counsels. In 1974, HOLC began drafting measures, particularly bills, using the OLC style, which is based on the earlier revenue style.
- Traditional
Typically, this type of bill is characterized by centered section headings. (While drafting in traditional style, the headers for sections will not appear centered on the screen; although the headers will print centered on the PDF.)
- U.S.C.
Similar in nature to O.L.C. style, but Sections are preceded by the Section symbol §.
- Other
 - Archaic
This style is characterized by centered subsection headers. It is used when amending the Social Security Act.
 - Nuclear
This style is characterized by enumerators that do not have parenthesis. It is used when amending the Atomic Energy Act of 1954 (42 U.S.C. 2014).



The Railroad Retirement Act of 1974 can be drafted in traditional quoted block style and Chapter 119 of Title 18 of the U.S. Code can be drafted in USC quoted block style. The enumerators follow a different pattern than the standard OLC, USC and Traditional styles. Users will have to manually type the correct enumerator in the first level of a series or turn off the auto-redesignate feature in the User preferences and manually renumber the enumerators. Excerpts of the Railroad Retirement Act of 1974 and Chapter 119 of Title 18 can be found in the appendices of this document.

Setting Quoted Block Styles

To set a quoted block style:

- Click **Set Legislative Style** from the **Format** menu, or press **ALT+SHIFT+S**;
- Select one of the following styles:.



While drafting in traditional style, the headers for sections will not appear centered on the screen; although the headers will print centered on the PDF. At this time, there is no available technical solution to display section headers centered on the screen.

To assist the drafter, gray generated text indicating the style of the quoted block appears at the beginning of the quoted block.

Section Types

The following types of sections are allowed within bills and resolutions:

Section Types

- **Resolved**
Typically, this type of section has the word “Resolved” at the beginning of it. It is used in resolutions.
- **Undesignated**
Typically, this type of section is seen in resolutions or traditional style bills. Undesignated sections do not have a designator and do not need a Section heading. In resolutions, the undesignated section is typically the first section.
- **Subsequent Section (Sec.)**
This type of section has the word “Sec.” at the beginning of it.
- **Section One (Section)**
This type of section has the word “Section” at the beginning of it.

Changing Section Types

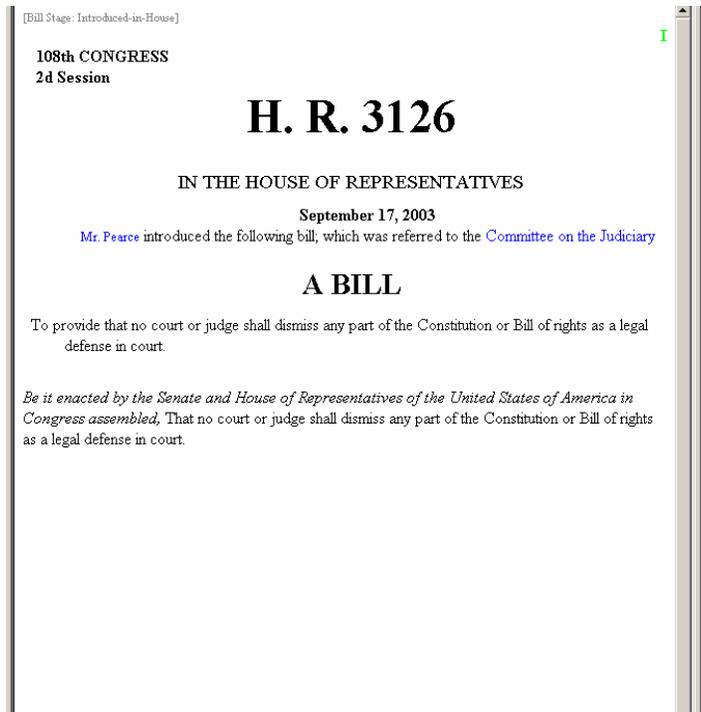
To change a section type:

- Put your cursor in the section you want to modify;
- Select **Change the Section Type** from the **Format** menu, or press **CTRL+SHIFT+4**;
- Select correct type from the dialog box. (While a particular section style may be available, drafting styles may dictate whether a particular section type is used or not.)

Changing Section 1 to a Traditional Section

The bill form, whether drafting in traditional style or OLC, always starts with Section 1. To draft a traditional bill with only one section, it is typical not to have a Section designator and the text to start immediately after the enacting clause with the word “That”.

Example: H.R. 3126 from the 108th Congress.



XMetaL (left-hand side) GPO PDF (right-hand side)

To change Section 1 to a Traditional Section “, That...”

- Place cursor in the existing header of Section One, and select **Traditional: Section “That”** from the **Format** menu, or press **F5**.

Working with Text

Entering text

For ease and efficiency, you should type in sentence-style casing throughout the legislative document, particularly in the headers. The casing of the headers in the final typeset, printed document will be printed correctly based on the level name (section, subsection, paragraph, etc and the legislative style of the document (or quoted block).

The advantage of typing in sentence style is clear:

- Little need to think about the correct casing for each level.
- When levels are moved (promoted or demoted) during drafting, the casing will not need to be "fixed".
- Tables of contents can be automatically generated without adjusting the casing of the table of contents entries.



For those authors who are most familiar with drafting in XyWrite, it may be easier to think that all headers in XML should be typed like Table of Contents entries are typed in XyWrite. (Table of Contents entries are typed in sentence-style in XyWrite.)

Setting Text Casing

The casing of text can be changed to uppercase, lowercase, sentence, and title style casing. To change text casing:

- Select desired text, then select **Change Case (capitalization)** from the **Format menu**, or press **SHIFT+F3**.
- Continue selecting **Change Case (capitalization)** from the **Format menu**, or press **SHIFT+F3** until the desired casing style is set.



The majority of your work should be typed in sentence-style. It is most likely that changing the casing of text will be used on copied or inserted material.

Exception Words

The exception words are: and, an, as, at, a, but, by, for, in, not, of, on, or, the, to.

The XML to PDF functions in XMetaL will print exception words in lower case in the headers, even when the headers are set in caps and small caps or caps in lower case.

Working with Resolutions

To access resolution functions:

- Select **Resolutions Menu** from the **Insert** menu and chose one of the following functions.

Inserting Committee Appointment paragraph

When drafting Committee Appointment Paragraph, use this command to insert the proper type of paragraph:

- Select **Resolutions...Committee Appointment Paragraph** from the **Insert** menu, or press **ALT+SHIFT+2**.

Inserting Whereas Clause for Resolutions

To insert a new Whereas clause in the Resolution:

- Select **Resolutions...Whereas Clause in Resolution** from the **Insert** menu, or press **CTRL+SHIFT+W**;
- The Whereas clause will be inserted as the first one in the resolution.

Inserting First Resolving clause in Resolution

To insert a new first Resolving clause in the Resolution,:

- Select **Resolutions...Resolving paragraph clause** from the **Insert** menu;
- The Resolving paragraph will be inserted as the first one in the resolution.

Creating Levels

Level Elements

A level is a unit of the legislative body. Section, Subsection, Paragraph, Subparagraph, Clause, Subclause, Item, and Subitem are levels. In bills, a level contains an enumerator, followed by an optional header and optional text.

Levels can be nested within each other to reflect the legislative structure and are stored in a container. A container consists of one level and all of its sublevels.

In the example below each individual line is considered a level, for a total of seven levels. There are three main containers -- a subsection container and two paragraph containers:

(B) MUSICIANS OF THE 20 TH CENTURY	SUBSECTION
(1) JAZZ MUSICIANS	PARAGRAPH
(A) MILES DAVIS	
(B) JOHN COLTRANE	SUBPARAGRAPHS
(2) BLUES MUSICIANS	PARAGRAPH
(A) JOE TURNER	
(B) B.B. KING	SUBPARAGRAPHS

You may use one of two methods to create levels. The **Relative Method** views a level in a relational or hierarchical manner using the terms "same level", "next level down" and "next level up". The **Direct Method** creates levels directly based on their name (Section, Subsection, Paragraph...). Both methods will produce the same results.



It is important to note which level the cursor is in when working in XMetaL, particularly when creating, moving, joining, deleting and copying parts of the document.

The Relative Method

To use the relative method:

- Place the cursor at the end of the text in a level;
- Press **ENTER** for a repeating level, or;
- Press **CTRL+ENTER** for the next level down, or;
- Press **CTRL+SHIFT+ENTER** for the next level up, or;
- Select an option from **Section levels** from the **Insert menu**;
- Place the cursor on the **{header}** marker. Type the desired text. Place the cursor on the **{text}** marker. Type the desired text. See "Working with Levels" to learn more about inserting headers and text.



*If the cursor is not at the end of the line when you are creating a new level, the text following the cursor will be "pushed" into the newly created level. If the cursor is inside the enumerator and you press **Enter**, the new level will be created before the existing level. If the cursor is inside the enumerator and you press **CTRL+ENTER**, the new child level created will also be inline. I.E. (a)(1) Sample text.*

- Press the **End** key so the cursor is at the end of the line. Continue using the **ENTER**, **CTRL+ENTER**, and **CTRL+SHIFT+ENTER** to create additional levels.



*To create levels above a section, press **ALT+B**. To create a section below a big level, press **CTRL+0**, or **CTRL+ENTER**. To convert Section text to a subsection, place cursor in text, and select **Section Text to Subsection** from the **Format** menu.*

The Direct Method

To create a specific level, follow the above directions using the keystrokes below, or select an option from **Section levels** from the **Insert menu**.

- CTRL+0.....Section
- CTRL+1.....Subsection
- CTRL+2.....Paragraph
- CTRL+3.....Subparagraph
- CTRL+4.....Clause
- CTRL+5.....Subclause
- CTRL+6.....Item
- CTRL+7.....Subitem

Working with Levels

Header and Text Elements

Each level may contain a header or text, or both. The bill language inside the header or text should be typed in sentence casing. To aid in drafting, `{header}` and `{text}` markers indicate the location of the `<header>` and `<text>` elements in each level.

- With the cursor in the level, select **Header Element** from the **Format** menu, or press **CTRL+H**;
- With the cursor in the level, select **Text Element** from the **Format** menu, or press **CTRL+T**;
- If you repeatedly click **Header Element** or **Text Element** from the **format** menu, or if you repeatedly press **CTRL+H** and **CTRL+T**, XMetaL will cycle through three options:
 - Creates the element if it does not exist;
 - Moves the cursor to that element if it exists, and;
 - Deletes the contents of the element and the element itself.

Copying Text between the Header and the Text

To copy text from the header to text or the other way:

- Select desired text.
- Press **CTRL+SHIFT+H**, or select **Copy (Toggle) Text to Header or Text** from the **Format** menu.

Moving Text from the Text to the Header

To move text from the Text to the Header:

- Select desired text.
- Press **CTRL+SHIFT+H**, or select **Copy (Toggle) Text to Header or Text** from the **Format** menu.

Inserting Big Levels

To insert a big level:

- Place cursor in the level above where you want the Title (or other big level) to be located and;
- Select **Big Levels** from the **Insert** menu, or press **ALT+B**; or
- Use one of the following keystrokes:
ALT+1.....Title
ALT+2.....Subtitle
ALT+3.....Part
ALT+4.....Subpart
ALT+5.....Chapter
ALT+6.....Subchapter
ALT+7.....Division
ALT+8.....Subdivision

Inserting the First Section within the Title

To create the first Section within the Title (or Division):

- Place the cursor at the end of the header of the Title (or Division):
- Press **CTRL+0**.

Joining Levels

To join or combine levels:

- Place the cursor in the top level that you would like to join;
- Select **Join Levels** from the **Format** menu, or press **ALT+J**.

Note that the cursor is now placed in the level you joined. In the following example when paragraph A and B are joined, the cursor appears in the "(A) Miles Davis" level.

(B) MUSICIANS OF THE 20TH CENTURY	SUBSECTION
(3) JAZZ MUSICIANS	(3) JAZZ MUSICIANS
(A) MILES DAVIS	(A) MILES DAVIS JOHN COLTRANE
(B) JOHN COLTRANE	

Starting a new bill with a Title

- Select **Title: Start bill with a Title** from the **Format** menu;

If your document only has one section, it is removed when the Title is inserted. If your document has more than one section, the Title is inserted before the first section and the sections are not altered.



Starting a new bill with a Title is developed for bills only. You cannot perform this function in resolutions or amendments.

Promoting and Demoting Levels

The promote/demote commands allow a Paragraph to be promoted to a Subsection or demoted to a Subparagraph, a Subparagraph promoted to a Paragraph or demoted to a clause, and so forth.

The promote/demote commands affect the sublevels within the level you are promoting or demoting. For example, if you promote a Paragraph that contains a Subparagraph, the Paragraph becomes a Subsection and the Subparagraph becomes a Paragraph. The enumerators are re-designated in the process.



An important point to remember when drafting in XMetaL is that material needs to be surrounded by tags with names that reflect what the material is. I.E. Sections need to be surrounded by section tags, subsections by subsection tags and Headers needs to be in header tags, and so forth.

Copying or Moving text between the Header and the Text

To copy text from the header to text or the other way:

- Select desired text;
- Select **Copy (Toggle) Text to Header** or **Text from the Format menu**, or press **CTRL+SHIFT+H**.

Redesignating Levels

Enumerators are automatically renumbered by default. You may, however, renumber or redesignate them if needed.

To change an enumerator:

- Change the enumerator by deleting its current number or letter and typing a new number or letter in its place;
- Use one of the following methods to renumber/redesignate:
- Select **Renumber This Level** from the **Format** menu, or;
- Press **CTRL+R**.

Renumber does handle enumerator that are unique, like “Section 199a.”, and nuclear style subsections, like “b.”.

Sorting Levels

If you are familiar with the sort feature in XyWrite for HOLC, then sorting in XMetaL will be easy for you to use.

To sort levels:

- Type the desired enumerator in the appropriate levels;
- Select **Sort Levels (by enum)** from the **Format** menu.

Promoting/Demoting Big Levels:

You can promote and demote all levels, including big levels. Due to the variation in the order of Big Levels in public law, it may be necessary to specify which level is desired. For example, a Part could be promoted to a Title or a Chapter. A Subtitle could be demoted to a Part or Chapter. In these instances, a dialog box will appear with valid choices.

To promote or demote levels:

- Place your cursor in the level that you want, or highlight multiple levels, to promote or demote;
- To promote your selection, click **Promote Level** from the **Format** menu, or press **ALT+SHIFT+P**;
- To demote your selection, click **Demote Level** from the **Format** menu, or press **ALT+SHIFT+D**

The following example illustrates changes if your cursor is placed in the paragraph

Assuming that (a) is the Subsection, when you promote Paragraph (1) . . .	the result is the following:
(1) Jazz Musicians (A) Miles Davis (B) John Coltrane (2) Blues Musicians (A) Joe Turner (B) B.B. King	(b) Jazz Musicians (1) Miles Davis (2) John Coltrane (3) Blues Musicians (A) Joe Turner (B) B.B. King



While Sections may be promoted to big levels, big levels cannot be demoted to Section or below levels.

Swapping or Moving Levels Up and Down

To move a level up:

- Place the cursor in the level that you would like to move;
- Use one of the following methods to move the level up:
- Press **CTRL+^** to move the level up, or;
- Select **Move Level/Container Up** from the **Format** menu, or;
- Use the icon on the toolbar.

To move a level down:

- Place the cursor in the level that you would like to move;
- Use one of the following methods to move a level down:
- Press **CTRL+SHIFT+^**, or;
- Select **Move Level/Container Down** from the **Format** menu, or;
- Use the icon on the toolbar.

Creating Flush-Left or Continuation Text

Flush left, or continuation, text can be inserted when you need to add text to a previous level in a document. This block is added at the end of the section and aligns with the level that it is continuing. Listed below is an example:

Section 1. Continuation Section.

This document will outline how continuation text is inserted in a legislative document.

(a) Subsection.—Text

(1) Paragraph.—text

(A) Subparagraph.—text

(i) Clause.—text

(I) Subclause.—text

(aa) Item.—text

(AA) Subitem.—text

[FLUSH-LEFT-TEXT: item]

continuation of item.

[FLUSH-LEFT-TEXT: subclause]

continuation of subclause

[FLUSH-LEFT-TEXT: clause]

continuation of clause.

[FLUSH-LEFT-TEXT: subparagraph]

continuation of subparagraph

[FLUSH-LEFT-TEXT: paragraph]

continuation of paragraph

[FLUSH-LEFT-TEXT: subsection]

continuation of subsection.

[FLUSH-LEFT-TEXT: section]

continuation of section

One continuation text block can be created for each level within a section. Each block is inserted based on where your cursor is placed and the document structure.

To create a continuation text block:

- Place your cursor anywhere after the level you want to create a continuation text block for;
- Select **Flush-Left Text** from the **Insert** menu, or press **CTRL+SHIFT+F**;

The continuation text block is inserted at the end of the section, and aligned with the associated level, as displayed in the example below:

Sec. 1. Regular Levels.

(1) **Highway safety programs.**—For carrying out section 402 of title 23, United States Code, fiscal year 2004.

Place your cursor anywhere in the subparagraph level and press CTRL+SHIFT+F → (A) **Highway safety research and development.**—For carrying out section 403 of title 23, United States Code, \$91,000,000 for each of fiscal years 2004 through 2009.]

(i) **Occupant protection incentive grants.**—For carrying out section 405 of title 23, United States Code, \$140,000,000 for fiscal year 2004.

(I) **Alcohol-impaired driving countermeasures incentive grant program.**—For carrying out section 410 of title 23, United States Code, \$135,000,000 for fiscal year 2004.

(aa) **State traffic safety information improvements.**—For carrying out section 411 of title 23, United States Code, \$25,000,000 for fiscal year 2004.

(AA) **National driver register.**—For carrying out chapter 303 of title 23, United States Code, by the National Highway Traffic Safety Administration, \$4,000,000 for fiscal years 2004 through 2009.

A continuation text block is created and associated with the paragraph → [FLUSH-LEFT-TEXT: paragraph] This is a continuation text block for the paragraph.

To modify a continuation text block:

- Place your cursor inside the continuation text block and press **CTRL+SHIFT+F**;

The associated level for the text block is changed to the preceding level. You may repeat this action repeatedly to move it all the way to the beginning of the section if needed.



The text *[FLUSH-LEFT TEXT: paragraph]* indicates which level the continuation text is attached. You may delete continuation text by placing your cursor inside the comment and selecting delete level. A dialog window is displayed that will allow you to only delete continuation text, not the level.

Moving a level inline

You can move a level inline with the preceding level as shown in the example below:

To move a level inline with another level:

- Place cursor in the level you want to move.

Sec. 1. Regular Levels.

(1) **Highway safety programs.**—For carrying out section 402 of title 23, United States Code, \$245,000,000 for fiscal year 2004.

(A) **Highway safety research and development.**—For carrying out section 403 of title 23, United States Code, \$91,000,000 for each of fiscal years 2004 through 2009.

In the example above the cursor is positioned in subsection 1;

- Select **Toggle text or level (inline/not inline)** from the **Format** menu, click on the **Move Level Inline** icon on the toolbar; or press **F11**.

Sec. 1. Regular Levels. (1) **Highway safety programs.**—For carrying out section 402 of title 23, United States Code, \$245,000,000 for fiscal year 2004.

(A) **Highway safety research and development.**—For carrying out section 403 of title 23, United States Code, \$91,000,000 for each of fiscal years 2004 through 2009.

(i) **Occupant protection incentive grants.**—For carrying out section 405 of title 23, United States Code,

As shown above, the subsection is moved inline with the section level.

Adjusting a level's indent value

To override a single level's indent value:

- Place the cursor on the level you want to change;
- Use one of the following methods to adjust the level's indent value to select the appropriate level of indentation from the dialog box:
 - Select **Adjust Indent** from the **Format** menu;
 - Press **ALT+SHIFT+O**, or;
 - Click on the **Indent Override** icon on the toolbar.

To undo a level's indent override:

- Place the cursor on the level and repeat the steps above selecting "Remove" from the dialog box.

In the example below the text was returned to its original indentation.

Original Format	Using indent override on (B) John Coltrane
(1) Jazz Musicians	(1) Jazz Musicians
(A) Miles Davis	(A) Miles Davis
(B) John Coltrane	(B) John Coltrane (UP1)
(2) Blues Musicians	(2) Blues Musicians
(A) Joe Turner	(A) Joe Turner
(B) B.B. King	(B) B.B. King
Original Format	Using move level inline on (A) Miles Davis Using indent override on (B) John Coltrane
(1) Jazz Musicians –	(1) Jazz Musicians – (A) Miles Davis
(A) Miles Davis	(B) John Coltrane (UP1)
(B) John Coltrane	

toggling between Section Text and Subsection (a)

There are times when an author will need to change the Section Text to a Subsection (a) and add a Subsection (b). (or the author needs to convert Subsection (a) to Section Text.)

<p>Illustration One.</p> <p>Sec. 999 Sample Header.</p> <p style="padding-left: 40px;">Sample of Section Text. Sample of Section Text.</p>
<p>Illustration Two.</p> <p>Sec. 999 Sample Header.</p> <p>(a) Sample Header – Sample Text. Sample Text.</p> <p>(b) Sample Header – Sample Text. Sample Text.</p>

Converting Section Text to Subsection (a):

To convert Section Text to Subsection (a):

- Place the cursor anywhere in the Section Text;
- Select **Section Text to Subsection** (and back) from the **Format** menu, or;
- Click on the **green** icon on the toolbar, or;
- Press **F12**.



It is important NOT to delete the enumerator in Subsection (a) and believe that you have the correct structure. You must convert Subsection (a) to Section Text using the tools available. Deleting the enumerator in Subsection (a) will cause problems later in the drafting (pre-introduced stage) process and for other offices who handled the electronic file (introduced stages and beyond).

Converting Section Text to Subsection (a) and add Section (b):

To convert Section Text to Subsection (a) and add Section (b):

- Place your cursor in the Section Text;
- Press **CTRL+1**. The Section text will be converted to Subsection (a) and a Subsection (b) will be added.



CTRL+1 works differently depending on where your cursor is. If it is at the end of the line, the text will remain in the newly created Subsection (a). If this cursor is at the beginning of the line, the text will be pushed into the newly created Subsection (b). If the cursor is left in the middle of the text, the text will be split between subsection (a) and (b).

Delete, Cut, Copy and Paste

Using the Cut, Copy, Delete and Paste functions you can easily select and move parts of your document, or insert material from other documents created in Word or WordPerfect. These functions have been customized in XMetaL to recognize the type of material that is copied to the clipboard so that it can be handled correctly when you paste it to ensure that your document remains valid.

The features listed below have been customized to work in normal view only. If you try to use these commands in the tags on or text view you will get very limited results and possibly make the document invalid.

Copying and Cutting Text

The cut and copy commands behave similarly to windows and use the same shortcuts, but they have been customized to recognize the corresponding tags that are used in XML documents to ensure that you never move or cut just part of the structure. If you select all of the words in an element, such as a header, it will also place the beginning and ending tags on the clipboard. Similarly, if you select all of the elements in a level you can copy the entire level. If you select all of the levels in a section, it also copies the container.

To copy text from an XML, Word, or WordPerfect document:

- Select the text you want to copy to the clipboard;
- Select **Copy** from the **Edit** menu or press **CTRL+C**.

To cut text from an XML, Word, or WordPerfect document:

- Select the text you want to move to the clipboard;
- Select **Cut** from the **Edit** menu, or press **CTRL+X**;
- XMetaL will renumber your document based on the AutoRedesignate setting in your user preference settings.

Clipboard Contents

The clipboard temporarily stores a copy of text that was "copied" or "cut" and stores this information so that you can paste it into a document as often as you need to. The clipboard is automatically emptied when you copy or cut new material, or if you close the application.

To view the contents of your clipboard:

- **Select Clipboard Contents** from the **Edit** menu.

Pasting Text into an XML Document

The Paste command is similar to Windows and uses the same shortcut, but it has been customized to evaluate the type of material that is copied to the clipboard before pasting into an XML document. If your clipboard contains levels, and the location you are trying to paste them into will make structure invalid, it will promote or demote the levels to ensure that your document remains valid.

To paste text in an XML document:

- Position the cursor where you want to insert the text;
- Press **CTRL+V**, or select **Paste** from the Edit menu.

The clipboard material will be pasted into your document based on the material you are pasting and where your cursor is placed. The paste conditions are listed below:

- If the material on your clipboard is in a level or container, the clipboard material is pasted below the current level.

Sec. 3. Before Paste.

(a) Subsection.—Text
(1) Paragraph.—Text
(A) Subparagraph.—Text
(i) Clause.—Text
(I) Subclause.—Text



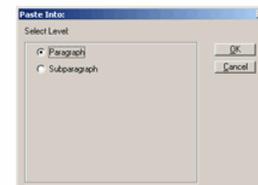
Sec. 3. After Paste.

(a) Subsection.—Text
(1) Paragraph.—Text
(2) Paragraph.—This is
(A) Subparagraph
(i) Clause.—

- If the levels you are pasting cannot be inserted, a dialog window is displayed that allows you to select a valid level that the material can be pasted into;

Sec. 3. Before Paste.

(a) Subsection.—Text
(1) Paragraph.—Text
(A) Subparagraph.—Text
(i) Clause.—Text
(I) Subclause.—Text



Sec. 3. After Paste.

(a) Subsection.—Text
(1) Paragraph.—Text
(2) Item.—This is level the
(A) Subitem.—This is le
(B) Subparagraph.—T
(i) Clause.—Text
(I) Subclause

- If the material on your clipboard is text, the clipboard material is pasted into the current element;

Sec. 3. Before Paste.

- (a) Subsection.—Text
 - (1) Paragraph.—Text
 - (A) Subparagraph.—Text.
 - (i) Clause.—Text
 - (I) Subclause.—Text



Sec. 3. After Paste.

- (a) Subsection.—Text
 - (1) This is pasted text.—Text
 - (A) Subparagraph.—This is pasted text.
 - (i) Clause.—Text
 - (I) Subclause.—Text

- If the text on your clipboard contains non-structured tags, such as italic, they won't display if you view the clipboard contents, but they will be pasted.

(1) Paragraph.—Text. *This is the text that was pasted*



- (A) Subparagraph.—Text.
 - (i) Clause.—Text
 - (I) Subclause.—Text

- If your user preference settings for AutoRedesignate are set to **Y** each time you cut, copy, or paste levels or containers the document will be automatically renumbered. If AutoRedesignate is set to **N** you can select **Renumber this level** from the **Format** menu or toolbar, or press **CTRL+R**.

Copying Text and Levels between XML documents

To copy and cut text and levels between two XMetaL documents:

- Open both documents;
- Switch to **Workbook Mode** by selecting **Other Views and Tools...Workbook Mode** from the **View** menu. This will allow you to move between the two open documents using the tabs in the bottom left hand corner,
- Select **Cut (or Copy)** from the **Edit** menu, or press **CTRL+X** (or **CTRL+C**).
- Switch to the second document using the tabs on the bottom of the window. Position the cursor where you want to insert the level,
- Select **Paste** from the **Edit** menu, or press **CTRL+V**.

Pasting Text into a Word or WordPerfect Document

You may copy text from your XMetaL document and paste it into another type of document using the cut, copy, and paste functions. When the material is pasted into the new document it will not contain the XML tags, but will keep the level numbers and line spacing for levels, as well as column spacing in tables.

Deleting Text

To delete text:

- With your mouse, select the text you want to delete;
- Press the **DELETE** key, or;
- Place the cursor behind the text you want to delete;
- Press the **BACKSPACE** key.

Deleting Levels

To delete a level and its contents:

- Place your cursor in the level to be deleted;
- Press **CTRL+SHIFT+X**, or select **Delete Level** from the **Edit** menu, or;
- Right-click with your mouse and choose **Delete Level/Item** from the **pop-up** menu.

The following elements are not automatically deleted within a level. They are:

- In-line comments;
- Legis-comments;
- Header in text;
- Continuation text;
- Enum in header.

If the level you are deleting contains any of these elements, a dialog window is displayed that allows you to choose whether you want these elements deleted with the level.

Working with Quoted Material

You may create quoted material using quoted phrases, or by creating quoted blocks. You may also convert existing text in your document to quoted, or convert quoted blocks to text. Listed below are examples of how quoted material appears in an XML document:

Section 1. Quoted Phrases.

Here are two examples of how quoted phrases appear in an XML document:

- (1) by inserting ", the Financial Services Act of 1999," after "pursuant to this title";
- (2) by inserting "or such Act" after "made by this title".

Sec. 2. Quoted Block.

Here is an example of how a quoted block appears in an XML document:

(1) **MUTUAL BANK HOLDING COMPANIES AUTHORIZED.**—Section 3(g)(2) of the Bank Holding Company Act of 1956 (12 U.S.C. 1842(g)(2)) is amended to read as follows:
[Style of Quoted-Block: OLC]

"2 **Regulations.**—A bank holding company organized as a mutual holding company shall be regulated on terms, and shall be subject to limitations, comparable to those applicable to any other bank holding company.

[END-OF-QUOTED-BLOCK]".

As you can see from these examples, you identify quoted phrases by inserting the quote marks around the text. If you use a quoted block, the quote marks are inserted for you and the quoted material is highlighted in a different color when it is viewed in XMetaL.

Inserting Quoted Phrases and Inline Quotes

When quoting material, always use the inline quote function. Do not insert quote characters from the special characters toolbar.

- Press **SHIFT+'**, and then type the desired bill language in the "{quote}" marker, or:
- Select the text you want quoted and press **SHIFT+'**.

Always use the **SHIFT+'** inline quote function. If you find that you need to cut, copy or paste text inside/outside a quoted block, the quotations will be changed to the appropriate single or double quotes programmatically.



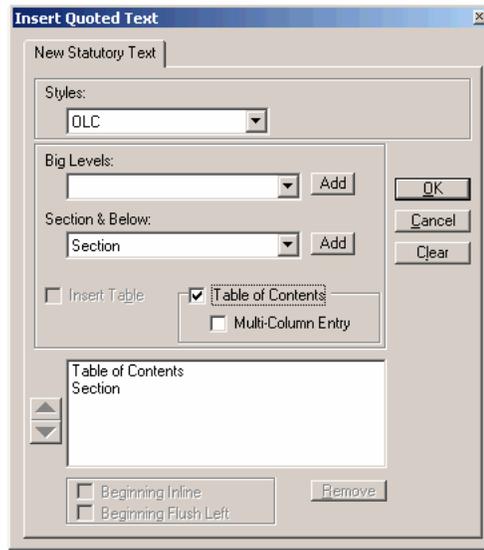
*If you place your cursor in an existing text marker and press **SHIFT+'** (quote), you will not get a quote marker; you will get quote marks around the text marker and may proceed as if it were a quote marker.*

Inserting Quoted Blocks

A quoted block is a series of levels that are quoted as opposed to a quoted phrase within text.

To set text as Quoted Block:

- Place cursor in the level before the anticipated location of the quoted material;
- Select **Quoted-Block** from the **Insert** menu, or press **ALT+Q**. The following dialog window will appear;



- Select the style of the quoted block using the drop down menu;
- Select the big level, or section, using the drop down menus;
- Click the **Add** button;
- Select **OK**.

After the quoted-block has been created, you can use the direct or relative method to create new levels within the quoted block. Quoted block text will appear blue in color. The words [END OF QUOTED BLOCK] will appear in gray before the period at the end of the last double quote.

Editing the End of Quoted Block

You can insert additional text that will be printed outside of the quotes by entering text at the period, as shown below:

"2 **Regulations.**—A bank holding company organized as a mutual holding company shall be regulated on terms, and shall be subject to limitations, comparable to those applicable to any other bank holding company.
[END-OF-QUOTED-BLOCK]". This is end of quoted block text.

To create a new "non-quoted block" level after the quoted-block:

- Place the cursor directly after the punctuation in the [END OF QUOTED BLOCK];
- Use the **Relative** or **Direct** method to create additional levels.



You can use the *Insert Quoted Text* interface to create tables, a Table of Contents, or to begin a quoted block inline by selecting **Table of Content** item, or **Beginning Inline** from the **Insert** menu.

Converting Text to a Quoted Text Block

To convert a level(s) to a quoted text block:

- Select or highlight (with your mouse) the levels that should be quoted, as shown below;
- Select **Convert to Quoted Text Block** from the **Insert** Menu, or press **ALT+9**;

Sec. 1. Regular Levels.

(1) Highway safety programs.—For carrying out section 402 of title 23, United States Code, S fiscal year 2004.

Place your cursor anywhere in the subparagraph level and press CTRL+SHIFT+F → (A) Highway safety research and development.—For carrying out section 403 of title 23 Code, \$91,000,000 for each of fiscal years 2004 through 2009

(i) Occupant protection incentive grants.—For carrying out section 405 of title 23, \$140,000,000 for fiscal year 2004.

(I) Alcohol-impaired driving countermeasures incentive grant program.—F section 410 of title 23, United States Code, \$135,000,000 for fiscal year 2004

(aa) State traffic safety information improvements.—For carrying out s United States Code, \$25,000,000 for fiscal year 2004.

(AA) National driver register.—For carrying out chapter 303 of title Code, by the National Highway Traffic Safety Administration, \$4,000,0 years 2004 through 2009.

A continuation text block is created and associated with the paragraph → [FLUSH-LEFT-TEXT: paragraph] This is a continuation text block for the paragraph.

The tags will be inserted to mark your text as a quoted block, and the quoted block style will be applied from your user preferences, as shown above.



You must select levels carefully when converting text to quoted blocks. If you receive an error message that the entire level is not selected, but it looks like all of the text is marked in the display, click **Select Element** from the **Edit** menu, or press **CTRL+SHIFT+S**.

Converting Quoted Block to Text

You may convert quoted block material to text using the following method:

- Place your cursor inside the quoted block you want to convert;

[Style of Quoted-Block: OLC]

(aa) **National driver register.**—For carrying out chapter 303 of title 49, United States Code, by the National Highway Traffic Safety Administration, \$4,000,000 for each of fiscal years 2004 through 2009.

[END-OF-QUOTED-BLOCK]".

- Select **Convert Quoted Block to Text** from the **Insert** Menu, or press **ALT+SHIFT+9**.

The tags will be removed and the converted material will be inserted as a level in the next valid location in the document structure, as shown below:

(aa) **High visibility enforcement program.**—For carrying out section 2005 of this title, \$10,000,000 for each of fiscal years 2004 through 2009.]

(aa) **National driver register.**—For carrying out chapter 303 of title 49, United States Code, by the National Highway Traffic Safety Administration, \$4,000,000 for each of fiscal years 2004 through 2009.—



Converted material will not be automatically renumbered. Please see renumbering for more information.

Table of Contents

There are several types of Tables of Contents (TOC) that can be automatically generated in XMetaL. TOCs can be created for the entire body of the document (with or without quoted blocks), for a portion of the document such as a Title, Chapter or Division, and for clerical amendments for quoted block material.

Creating a Table of Contents

To insert a table of contents for the entire body of your document:

- Place the cursor before the desired location of the table of contents;
- Select **Create/Insert Table of contents or Entry** from the **Insert** menu, or press **CTRL+F7**.

Section 1. Table of Contents.

Sec. 2. In general.

The following sums are authorized for the Mass Transit

Sec. 3. Regular Level:

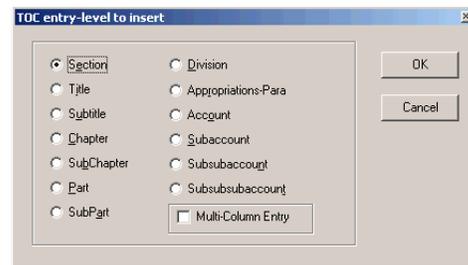
\$245,000,000 for fiscal year 2004.

(A) **Highway safety research and development.**—For carrying out section 403 of title 23, United States Code, \$91,000,000 for each of fiscal years 2004 through 2009.

(i) **Occupant protection incentive grants.**—For carrying out section 405 of title 23, United States Code, \$140,000,000 for fiscal year 2004.

A dialog window appears that allows you to insert a generated table of contents or one that you can manually type in;

- If you select **Manually typed**, you must select the corresponding level for the level that is being used for the TOC. For instance, if you are creating a TOC for a section header, select section. If you are creating a TOC for a big level, select the appropriate Title, Subtitle, and so forth.



A single table of contents entry is inserted where you may enter text.

Section 1. Table of Contents.

{toc-entry}.

Sec. 2. In general.

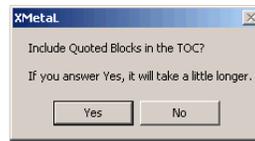
The following sums are authorized to be appropriated out of the Highway Trust Fund (other than the Mass Transit

You can create additional entries to this table by pressing **Enter** after you have typed in the text for this entry;



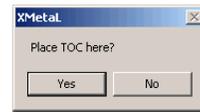
It is recommended that you generate tables of contents whenever possible. Generated tables of contents allow you to change the Section headers throughout the measure and dynamically update the TOC by regenerating it instead of manually retyping them.

- If you select **Generated**, the macro will ask you if you want to include quoted block matter;



If you select **Yes**, all quoted blocks that contain sections (or big levels) will be included in your table of contents. The section (and big levels) from the quoted blocks will be quoted in the Table of Contents. If you select **No**, only the non-quoted sections (and any big levels) will be included in the Table of Contents.

- A dialog window appears asking you if you want to insert the table of contents after the current cursor location.



If you select **Yes**, the table of contents is inserted after the cursor. If you select **No**, you can move the cursor to the desired location and press **CTRL+V** to insert the Table of Contents.



This feature can be used when you want to generate a table of contents for a quoted block and insert the TOC into a quoted clerical amendment. See the section "Creating Tables of Contents for Quoted Matter" later in this document for more detailed information.

The table of contents will be created for the entire document and inserted after the current cursor location. For this example, the table of contents was created for the entire document without the quoted block portions:

Section 1. Table of Contents

Sec. 1. Table of Contents.
Sec. 2. In general.
Sec. 3. Regular Levels.
Sec. 4. Transfers.
Sec. 5. Occupant protection incentive grants.
Sec. 6. Occupant protection incentive grants.
Sec. 7. Occupant protection incentive grants.
Sec. 8. Tables - OLC Style QB.
Sec. 9. OLC Style.
Sec. 10. Transfers.
Sec. 11. Alcohol-impaired driving countermeasures.

Sec. 2. In general.

The following sums are authorized to be appropriated out of the Highway Trust Fund (other than the Mass Transit

For this example, the table of contents was created for the entire document including the quoted block portions.

Section 1. Table of Contents With Quoted Blocks

Sec. 1. Table of Contents With Quoted Blocks.
Sec. 2. In general.
Sec. 3. Regular Levels.
Sec. 4. Transfers.
Sec. 5. Occupant protection incentive grants.
Sec. 6. Occupant protection incentive grants.
Sec. 7. Occupant protection incentive grants.
Sec. 8. Tables - OLC Style QB.
"Sec. 9. OLC Style.
"Sec. 10. Transfers.
Sec. 9. Alcohol-impaired driving countermeasures.

Sec. 2. In general.

The following sums are authorized to be appropriated out of the Highway Trust Fund (other than the Mass Transit

Generating a TOC with Empty Enumerators

During TOC generation, a dialog window will be displayed to notify you that an empty enumerator has been detected in your structure.

- A dialog window will display for each empty enumerator;



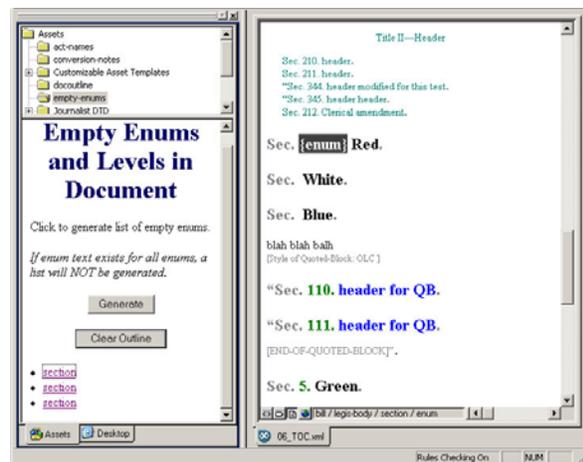
- Click **OK** on each window to generate your table of contents:

(b) **Table of Contents.**—the following is a table of contents for this bill with the quoted matter NOT included

Sec. 1. Short title.
Sec. (enum) Red.
Sec. (enum) White.
Sec. (enum) Blue.
Sec. 5. Green.
Sec. 6. Yellow.

Title II—Header

- Open the **Resource Manager** and select **empty-enums**;



- Click the **Generate** button to see a list of empty enumerators;
- Click on each item in the list to insert a marker and then enter the appropriate number;
- When you have finished, regenerate your table of contents.

(b) **Table of Contents.**—the following is a table of contents for this bill with the quoted matter NOT included

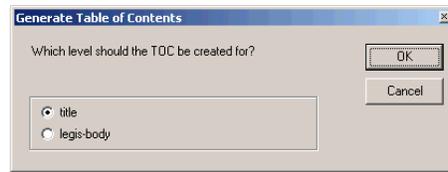
Sec. 1. Short title.
Sec. 1 Red.
Sec. 2 White.
Sec. 3 Blue.
Sec. 5 Green.
Sec. 6 Yellow.

Title II—Header

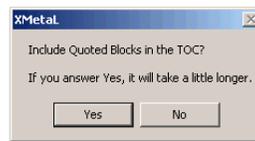
Creating a Table of Contents for a Big Level

To insert a Table of Contents for a Title:

- Place the cursor at the end of the big level and select **Create/Insert Table of contents or Entry** from the **Insert** menu, or press **CTRL+F7**;
- Click the radio button for the big level that contains the sections you want to generate the table for;

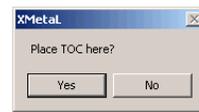


- Click **OK**;



If you select **Yes**, the quoted block matter is that big level only will be included in the Table of Contents. If you select **No**, only the non-quoted sections (and any big levels) will be included;

- A dialog window appears asking you if you want to insert the table of contents after the current cursor location.



- Select **Yes**;

Title III—Institutional aid

Sec. 301. Title III grants for American Indian Tribally Controlled Colleges and Universities.
Sec. 302. Alaska Native and Native Hawaiian-serving institutions.
Sec. 303. Grants to part B institutions.
Sec. 304. Technical amendments.
Sec. 305. Title III authorizations.

Sec. 301. Title III grants for American Indian Tribally Controlled Colleges and Universities.

(a) **Eligible institutions.**—Subsection (b) of section 316 (20 U.S.C. 1059c(b)) is amended to read as follows:
[Style of Quoted-Block: OLC]

Creating a Table of Contents for Quoted Matter

You can generate a table of contents and insert it into a different location of your document. This is particularly useful when creating a table of contents for a quoted block and then inserting the TOC in a clerical amendment.

To insert a Table of Contents in Quoted Matter:

- Place the cursor anywhere inside of a quoted block.

Section 1. Illustrating TOC creating for a Quoted block.

(a) **Sample Quoted Block.**—This is a sample quoted block
[Style of Quoted-Block: OLC]

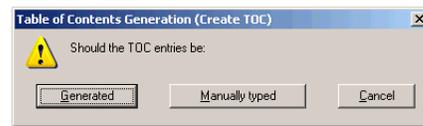
“Sec. 325. Red.

“Sec. 326. White.

“Sec. 327. Blue.

[END-OF-QUOTED-BLOCK]”.

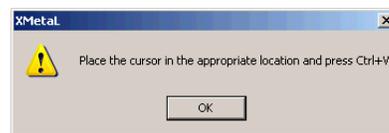
- Select **Create/Insert Table of contents or Entry** from the **Insert** menu, or press **CTRL+F7**. A dialog window appears that allows you to insert a generated table of contents or one that you manually enter;



- Select **Generated**. A dialog window appears asking you if you want to insert the table of contents after the current cursor location;



- Select **No**. A dialog is displayed instructing you to place your cursor where you want the table to be inserted;



- Press **OK**, and move the cursor to the location where you want to insert your table and press **CTRL+V**;

Section 1. Illustrating TOC creating for a Quoted block.

(a) **Sample Quoted Block.**—This is a sample quoted block
[Style of Quoted-Block: OLC]

“Sec. 325. Red.

“Sec. 326. White.

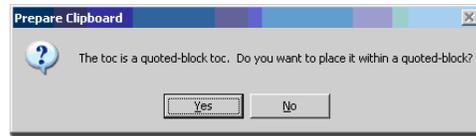
“Sec. 327. Blue.

[END-OF-QUOTED-BLOCK]”.

(b) **Sample Clerical Amendment.**—Amend the existing table of contents in the law by adding the following at the end:
[Style of Quoted-Block: OLC]

Because the TOC was generated from a Quoted Block, there is no need to create the QB first. Move the cursor to the end of the level. In this example, it would be at the end of subsection (b);

- Press **CTRL+V**. A dialog window appears asking you if you want to place the Table of contents after the quoted block;



- If you select **Yes**, a new quoted block will be created and the table of contents inserted, as shown in the example below:

(a) **Sample Quoted Block.**—This is a sample quoted block
[Style of Quoted-Block: OLC]

“Sec. 325. Red.

“Sec. 326. White.

“Sec. 327. Blue.

[END-OF-QUOTED-BLOCK]”.

(b) **Sample Clerical Amendment.**—Amend the existing table of contents in the law by adding the following at the end:
[Style of Quoted-Block: OLC]

“Sec. 325. Red.

“Sec. 326. White.

“Sec. 327. Blue.

[END-OF-QUOTED-BLOCK]”.

- If you select **No**, the Table of Contents will be inserted.

Section 1. Illustrating TOC creating for a Quoted block.

(a) **Sample Quoted Block.**—This is a sample quoted block
[Style of Quoted-Block: OLC]

“Sec. 325. Red.

“Sec. 326. White.

“Sec. 327. Blue.

[END-OF-QUOTED-BLOCK]”.

(b) **Sample Clerical Amendment.**—Amend the existing table of contents in the law by adding the following at the end:

Sec. 325. Red.

Sec. 326. White.

Sec. 327. Blue.

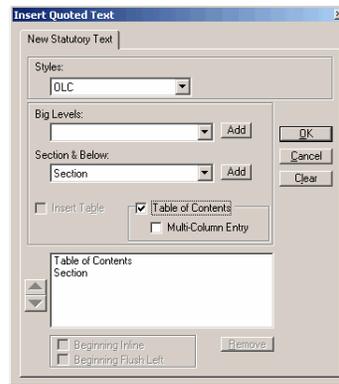


The example above is listed for illustration purposes only. This example would be bad drafting as the Table of Contents should be inside of quotes.

Manually Creating a Table of Contents Entry that is Quoted

To insert a quoted TOC entry:

- Place the cursor in the level before the anticipated location of the quoted material;
- Select **Create/Insert table of contents or entry** from the **Insert** menu or toolbar, or press **ALT+Q**. A dialog window is displayed;



- Check the **Table of Contents** Item. The level displayed when you insert a table of contents refers to the alignment **ONLY**, a new level will not be inserted using this screen. You can adjust the alignment inside the quoted block by selecting a different level in the **Section & Below** menu and then clicking the **Add** button;
- Click **OK**;

(c) **Allocation for basic grants b.**—Not more than \$20,000,000 per fiscal year of amounts made available to carry out this section shall be available for making grants under subsection (b)(2). —
[Style of Quoted-Block: OLC]

“[toc-entry].

[END-OF-QUOTED-BLOCK]”.

A quoted block is inserted in the document and a single table of contents entry is inserted.

Converting a Table of Contents into a Quoted Block

To convert a table of contents into a quoted block:

- Select the Table of Contents and the level above it;
- Select **Convert Text to a Quoted Block** from the **Insert** menu or toolbar, or press **ALT+9**.

“Sec. 9. Table of Contents Inside a Quoted Block.

“Sec. 6. Table of Contents inside a level.

“Sec. 7. Occupant protection incentive grants.

“Sec. 8. Table of Contents inside a level.

“Sec. 9. Table of Contents Inside a Quoted Block.

“Sec. 10. Alcohol-impaired driving countermeasures.

[END-OF-QUOTED-BLOCK]”.

The selected material is converted to a quoted block.

Updating a Table of Contents

You can update the table of contents after changes have been made in the body of the text by regenerating it.

- Place your cursor in the Table of Contents you want to update;
- Select **Regenerate table of contents** (current or all) from the **Tools** menu, or press **CTRL+SHIFT+F7**.



If a table of contents in your document contains TOC entries for quoted material, only those quoted blocks that contain section and big levels will be included in the table of contents. All other quoted blocks will be skipped during creation and regeneration, as there is no material to be included.

Additional Drafting Tools

Inserting a Short Title Entity

The short title of any legislation may be formatted as a short title entity. As an entity, the short title can be inserted throughout the document and changed in a single step to update all of the occurrences in the document.

To create the short title:

- Place your cursor where you want the short title inserted;
- Select **Short Titles** from the **Insert** menu, or press **CTRL+ALT+Q**;
- Type the short title in the text fields;
- Click the **Insert** radio button;
- Click **OK**. The short title is inserted at the cursor location.

You may insert up to 12 short titles for each document by repeating these steps. You may also insert existing titles anywhere in the document by repeating these steps and clicking insert on an existing entry.

Changing a Short Title Entity

To change the short title:

- Select **Short Titles** from the **Insert** menu, or press **CTRL+ALT+Q**;
- The short title dialog window is displayed that lists all short title entities in your document. Modify the entity text you wish to change;
- Click **OK** and all occurrences of that short title will be changed.

Deleting a Short Title Entity

To delete a short title entity:

- Select **Short Titles** from the **Insert** menu, or press **CTRL+ALT+Q**;
- Delete all the text of the short title entry you want to remove from your document;
- Click **OK** and all occurrences of that short title will be removed.



When you delete the text in the dialog window and press OK, the short title element tags are removed along with the text everywhere it appears in the document.

Inserting a Short Title Entity with a Section 1 header

- Place your cursor where you want the short title section inserted;
- Press ~ (tilde) + Q;
- A new section is inserted, and section text is generated that states “This Act may be cited as the “_____ -Act of 2004”;
- The Short Title dialog window is displayed with the default short title entity so that you can modify the entry with your short title;
- Click the **Insert** radio button;
- Click **OK**. The short title modifications are updated in the document.

Undoing Actions

You can undo\redo your actions from the time that you last saved the document. As long as you have not saved the documents, the number of times you many undo\redo is unlimited.

To undo the last action performed:

- Select **Undo** from the **Edit** menu, click on the **UNDO** button on the toolbar, or press **CTRL+Z**.

To redo an action:

- Select **Redo** from the **Edit** menu, click on the **Redo** button on the toolbar, or press **CTRL+Y**.

Formatting References

To format references:

- Type your reference without the parentheses;
5b3AivII
- Leave the cursor immediate after the last character and press **ALT+0 (zero)**, or select **Parenthesize current reference** from the **format** menu;
- Your text is formatted automatically.
5(b)(3)(A)(iv)(II)

Hide/Unhide

Particular text of some legislation will remain in the XML document, but will be hidden, so that it does not print. This text appears in lime green.

To hide or unhide an element:

- Place the cursor on the lime green text;
- Select **Hide/Unhide Element** from the **Format** menu, or press **CTRL+ALT+H**.

Comments

Comments are hidden, or printed, based on your selections.

Printed comments

To create a printed comment:

- Place cursor in desired location for a printed comment;
- Select **Comments/Notes...Printed Comment** from the **Insert** menu, or press **CTRL+SHIFT+N**;
- Type your comments in the brackets.

Hidden comments

To create a hidden comment:

- Place cursor in desired location for a comment;
- Select **Comments/Notes...Hidden Comment** from the **Insert** menu, or press **ALT+SHIFT+N**;
- Type your comments in the brackets. Hidden comments will appear in green on the screen.

Inline comments

An inline comment will appear when printed.

To create an inline comment:

- Place cursor in desired location for a comment;
- Select **Comments/Notes...Inline Comment** from the **Insert** menu, or press **CTRL+ [**;
- Type your comments in the brackets.

To delete comments you must delete the level the comment resides in:

- Place your cursor in the comment,
- Select **Delete Level** from the **Edit** menu, or press **CTRL+SHIFT+X**.



You may also delete an inline comment by placing your cursor inside the comment and selecting delete level. A dialog window is displayed that will allow you to only delete the comment, not the level.

Untagging inline comments

To untag inline comments (or remove the bold brackets), use the Untag function:

- Place your cursor in the comment;
- select **Un-tag the item** from the **Edit** menu, right-click with your mouse and select **Untag**, or press the **F10** key.

Finding and Replacing Text

There are two methods to use replacement text. This feature is similar to the XyWrite's "Save-Gets" feature used by HOLC.

Replacement Text -- Method One:

- Select **Text Menu** (tilde menu) from the **Insert** menu, or press **ALT+~**;
- Enter the letter (or click the letter with your mouse) next to the item to be inserted.

Replacement Text -- Method Two:

If you have the items in the Text Menu memorized:

- Press the ~ (tilde) key;
- Enter the letter next to the item to be inserted.



If material is assigned to a capital letter, press the keys in the following order: ~ (tilde) key and then, the shift key and the letter together.

To change the items in the text menu:

- Open the Text Menu by selecting the Text Menu (tilde menu) from the Insert menu, or press ALT+~;
- With the mouse, click on the text, not the letter. A dialog window will appear;
- Type the display text. Display text is text that appears on the text menu. This is usually an abbreviation of the text that will be inserted;
- Type the desired text in the in the area marked value.



You may paste text into the tilde menu by right clicking in the Display Name or Value area of the text menu window and selecting Paste, or by placing your cursor in the appropriate area and pressing CTRL+V.

Finding and Replacing Text

Search and replace operations in XMetaL are similar to word processing applications with the following differences:

- - Text searches will not find a match if part of the text is found in a separate element. For example, if you are searching for 'World Wide Web' in the <header> element and the word 'Web' is in the <text> element, the text will not be matched.
- - Choosing the **Undo** command after a 'replace all' undoes all of the replacements.

To find and replace text:

- Select **Find and Replace** from the **Edit** menu, or press **CTRL+F**;
- Type the text you want to find in the Find box;
- Type the replacement text in the Replace box;
- Click on the **Find**, **Replace**, **Replace all** or **Replace Find** button, as appropriate;

To delete all occurrences of text:

- Select **Find and Replace** from the **Edit** menu, or press **CTRL+F**;
- Type the text in the Find box and leave the Replace box empty;
- Click on the **Replace All** button.

The Enum-in-Header tag

The enum-in-header tag is used when you need to insert an enumerator in a header that needs to print in a different case than the header it is in. For example, the letter b in the Section heading, "as referred to in Subsection b" would need to be inside the enum-in-header for it to print in lower case.

To insert an enum in the header tag:

- Select **Enum-in-header...Special Text and Symbols** from the **Insert** menu;
- Type text in the `{enum-in-header}` marker;
- Type the enum in the casing it should print in. Enum-in-header appears in burgundy/dark red color on the screen;
- Press the right arrow key on the keyboard to move the cursor out of the enum-in-header tag.

The Header-in-Text tag

The header-in-text tag is used when you need to insert a Header in the middle of text.

For example, the words “In General” would need to be in the header-in-text tags to print like a subsection header if the paragraph read, “(1) by inserting ‘(a) In General.—‘ before ‘The Secretary’; and”.

To insert a Header in Text tag:

- Select **Header-in-text...Special Text and Symbols** from the **Insert** menu;
- Select the header level;
- Type text in the `{header-in-text}` marker;
- Type the header in sentence casing. Header-in-text appears green in color on the screen;
- Press the right arrow key on the keyboard to move the cursor out of the header-in-text tag.



You may delete the header-in-text tags and the material contained within the tag by placing your cursor inside the comment and selecting delete level. A dialog window is displayed that will allow you to only delete the tag instead of the level.

Inserting Member and Committee Names

Certain bills and resolutions have Member and Committee names in the text of the legislation.

To insert a Member's name in the text of the legislation:

- Select **Names...Members** from the **Insert** menu, or press **CTRL+SHIFT+M**;

To insert a Committee name in the text of the legislative:

- Select **Names...Committees** from the **Insert** menu, or press **CTRL+SHIFT+C**.

Line Break

To insert a page break:

- Select **Breaks...Line Break** from the **Insert** menu, or press **CTRL+L**;
- On screen, a forced line break will appear as a blue diamond. Use the line break only when a forced line break is needed.

Page Break

To add a page break:

- Select **Breaks...Page Break** from the **Insert** menu, or press **CTRL+ALT+P**;
- On screen, a forced page break will appear in red with the words "FORCED PAGEBREAK";

To force two words to be printed on the same line:

- Replace the space between the words with a fixed space or En-Space.

To insert the En-Space:

- Select **En-Space** from **Special Text and Symbols** on the **Insert** menu, or press **CTRL+E**.

Untagging elements

Several elements can be converted back to plain text by removing the tags that surround the text. Elements that can be untagged are: italic, quote, inline-comment, internal-xref, header-in-text, enum-in-header, act-name, definition, subscript, superscript, and term.

To untag elements:

- Place your cursor in the element;
- Select **Un-tag the Item** from the **Edit** menu, right-click with your mouse and select **Untag**, or press the **F10** key.

Attaching notes

As a drafter, you may wish to attach notes to a level as you work on your document.

To create a note using XMetal:

- Place the cursor in the level that the note should be attached to,
- Select **Attach Note** from the **Tools** menu, or press **CTRL+F10**.

An inline comment with the words **[ATTACHED NOTE]** will be inserted in the document. This inline comment is hidden and will not appear on the printed copy of the document.

- Notepad will open and you can type a note. The notepad file is assigned a name automatically and is used to link the level and the note for retrieval later. Do not change the name of the note;
- Close notepad when finished;

To view the note again:

- Place your cursor in the inline comment **[ATTACHED NOTE]** and press **CTRL+G**. The note will open in notepad.

Special Text and Characters

Many of the keystrokes used in XyWrite to create special characters (and text) are replicated in XMetaL.

To insert special characters:

- Select **Symbols/Special Chars/Images...Show Special Characters Toolbar** from the **Insert** menu, or press **CTRL+SHIFT+E**;
- The special characters toolbar will appear at the bottom of the window.

To insert symbols:

- Select **Symbols/Special Chars/Images...Show Symbols Toolbar** from the **Insert** menu;
- The Symbols toolbar will appear at the bottom of the window.

To use the Special Characters or Symbols Toolbar:

- Place your cursor in the location where the special character is needed;
- Click the character from the **Special Characters** toolbar.

To move the symbols or special character toolbar:

- Click the move handle on a docked toolbar, or click the title bar on a floating toolbar;
- Drag the toolbar to a new location. If you drag the toolbar to the edge of the program window, it becomes a docked toolbar.

Under Special Text and Symbols on the Insert menu is a list of custom text inserts. The table below briefly describes each one.

Menu Item	Description
Text: United States Code	Inserts the words "United States Code"
Text: section	Inserts the word "section"
Text: paragraph	Inserts the word "paragraph"
Italic Type	Formats italicized text. Type italicized text in the <code>{italic}</code> marker and plain text in the <code>{text}</code> marker. To return to plain text from italic text, use the right arrow key or click your mouse at the end of the italics. To change italics to plain text use Untag the item from the Edit menu.
— (em-dash)	Inserts an em-dash
– (en-dash)	Inserts an en-dash
§ (section symbol 6)	Inserts a section symbol.
Em-space (2003)	Inserts an Em-space. [#x2003] is visible.
En-space (2002)	Inserts an En-space. [#x2002] is visible.
\$ _____	Inserts the \$ sign with a line ten spaces long.
Current Date	Inserts the current date.
Header-in-text	Use this feature when you need to insert a Header in the middle of text. Select Header-in-text, select header level, and type text in the <code>{header-in-text}</code> marker. Type the header in sentence casing. Header-in-text appears green in color on the screen.
Enum-in-header	Use this feature when you need to insert an enumerator in a header that needs to print in a different case. For example, the letter b in the Section Heading, "as referred to in Subsection b" would need to be inside the enum-in-header for it to print in lower case.
Fraction	Formats a fraction. Select Fraction, and then type the fraction in the <code>{fraction}</code> marker.
Superscript	Formats text in superscript. Select superscript, then type text in the <code>{superscript}</code> marker. Superscript appears superscript on the screen. Use the right arrow key or mouse click to escape from superscript.
Subscript	Formats text in subscript. Select subscript, then type text in the <code>{subscript}</code> marker. Subscript appears subscript on the screen. Use the right arrow key or mouse click to escape from subscript.

Working with Tables

XMetaL Tables Overview

Basic Table Characteristics

There are a few basic characteristics of tables that you should know before you begin creating tables in XMetaL.

Column Types

There are 2 basic column types that are used in tables and these are text columns and figure columns. An important thing to remember about column types is that it is not the content of a column that determines the column type. The column type is defined by its alignment and whether or not it contains leaders.

Text Columns

Text columns will align to the left and will be leadered.

Figure Columns

Figure Columns will align to the right and will not be leadered.

5 Column Military Table

Grade	Army	Navy	Air Force	Marine Corps
Major or Lieutenant Commander ..	3,227	1,071	998	140
Lieutenant Colonel or commander	1,611	520	818	90
Colonel or Navy Captain	471	188	300	30

What it looks like in XMetaL

[Table Type: 5-Military -- Table aligned to level: section]

Grade	Army	Navy	Air Force	Marine Corps
Major or Lieutenant Commander ...	3,227	1,017	998	140
Lieutenant Colonel or Commander ..	1,611	520	818	90
Colonel or Navy Captain ...	471	188	300	30



The table templates found in XMetaL already have their column types defined and it will only be necessary to change the column type if you wish to create a table that is different from the template. If you change the alignment of a column to Center, the column will still keep its original type definition.

What are Leaders?

Leaders are the dots that fill the space in a column following the data. These dots “lead” your eye to the next column and help to show which row your data is aligned with.

Army: Outside the United States

Country	Installation or location	Amount
Germany	Ansbaeh	\$21,000,000
	Area Support Group	\$23,200,000
	Mannheim	\$4,500,000
Korea	Camp Casey	\$31,000,000
	Camp Howze	\$3,050,000
	Camp Stanley	\$3,650,000
	Total	\$86,400,000

Leaders

Centering – Text in cells that have been aligned to the center will not leader unless the cell is in a figure column and is empty

Last Column – Leaders do not display in the last column of a table unless the last column is a figure column and the cells are empty.

Header Rows and Table Body Rows

- **Header Row** - A header row is the row or rows at the top of the table that contain the column headings. The size and format of the text in this type of row is usually different from that in table body rows. The text in a header row is always centered and does not leader and this cannot be changed. When you use the tab key while the cursor is at the end of a header row, another header row will be inserted;
- **Table Body Row** – A table body row is any row in a table that is not a header or footnote row. Table body rows are the rows that contain your data;
- **Footnote Row** – A table footnote row is a row at the bottom of a table that is reserved for footnotes. This type of row is not included in most table templates but can be added using the interface when needed.



Grade	Army	Navy	Air Force	Marine Corps
Major or Lieutenant Commander ..	3,227	1,071	998	140
Lieutenant Colonel or Commander	1,611	520	818	90
Colonel or Navy Captain	471	188	300	30

Header Row

Column and Row Separators

The term “separator” is used to describe lines that are used to separate columns, rows or cells from one another. Row separators are the horizontal rules that separate rows and they are sometimes referred to as row rules. Column rules are the vertical lines that separate columns and are sometimes referred to as column separators.

ENLISTED MEMBERS
Years of service computed under section 205 of title 37, United States Code

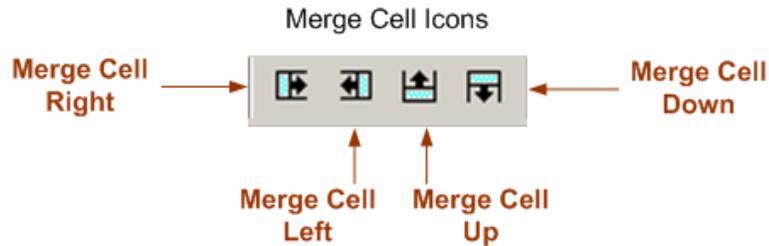
Pay Grade	2 or less	Over 2	Over 3	Over 4	Over 6
E-7 ...	1,831.20	1,999.20	2,075.10	2,149.80	2,228.10
E-6 ...	1,575.00	1,740.30	1,817.40	1,891.80	1,969.80
E-5 ...	1,381.80	1,549.20	1,623.90	1,701.00	1,779.30
	Over 8	Over 10	Over 12	Over 14	Over 16
E-7 ...	2,362.20	2,437.80	2,512.80	2,588.10	2,666.10
E-6 ...	2,097.30	2,174.10	2,248.80	2,325.00	2,379.60
E-5 ...	1,888.50	1,962.90	2,040.30	2,040.30	2,040.30
	Over 18	Over 20	Over 22	Over 24	Over 26
E-7 ...	2,742.00	2,817.90	2,949.60	3,034.80	3,250.50
E-6 ...	2,421.30	2,421.30	2,421.30	2,421.30	2,421.30
E-5 ...	2,040.30	2,040.30	2,040.30	2,040.30	2,040.30

Column Rules

Row Rules

Creating Spanning Columns in a Table

The merge cell function is used to create columns that span. The merge cell function is accessed through the Merge icons on the XMetaL toolbar. The Merge Cell Right icon is the one that is used to span columns from left to right. The merge cell function can be used to span columns in header and/or table body rows.



In the table example below, the data in the last column spans 3 additional columns.

Heading 1	Heading 2	Heading 3	Heading 4
text data	text data	text data	123456
text data	text data	text data	123456
text data	text data	text data	123456
In this row, column 1 spans across all 3 of the other columns .			

To create a table with columns that span:

- Select a template and insert your table;
- Enter your headings and data;
- Click inside the cell where you wish to begin the span;

[Table Type: 4-Military-No-Total -- Table aligned to level: section.]

Heading 1	Heading 2	Heading 3	Heading 4
text data ...	text data ...	text data ...	123456
text data ...	text data ...	text data ...	123456
text data ...	text data ...	text data ...	123456
In this row, column 1 will span across all 3 of the other columns	

- Click the Merge Cell Right Icon on the XMetaL toolbar once for each additional column you wish to span across. If you wish to span vertically, click on the Merge Cell Down Icon.



- Render the table.

[Table Type: 4-Military-No-Total -- Table aligned to level: section]

Heading 1	Heading 2	Heading 3	Heading 4
text data ...	text data ...	text data ...	123456
text data ...	text data ...	text data ...	
text data ...	text data ...	text data ...	
In this row, column 1 will span across all 3 of the other columns			

Attribute Inspector
 Undo
 Bold
 Paste
 Where Am I
Table Preview
 Delete Table
 Table Properties

Rendered Table Example

Heading 1	Heading 2	Heading 3	Heading 4
text data	text data	text data	123456
text data	text data	text data	123456
text data	text data	text data	123456
In this row, column 1 will span across all 3 of the other columns .			

Multi-Level Headings

Tables with multi-level headings are those that have more than 1 header row. When a table has a multi-level boxhead, the heading in the first column almost always spans vertically to take up additional header rows in the column. The headings for subsequent columns are usually divided between 2 or more heading levels. The maximum number of heading levels a table can contain is 9.

Multi-level Heading Example– 2 Levels

	The PIA factors for such individual are:		
	First:	Second:	Third:
	25 and under	90	14
26 to 35	90	21	8
35 to 45	90	26	12
45 and over	90	29	14”.

Multi-level Heading Example– 5 Levels

Year or quarter	Government consumption expenditures and gross investment													
	Total	Federal								State and local				
		Total	National defense			Nondefense					Total	Consumption expenditures	Gross investment	
			Total	Consumption expenditures	Gross investment	Total	Consumption expenditures	Gross investment						
								Structures	Equip-ment	Structures			Equip-ment	
Total	Consumption expenditures	Structures	Equip-ment	Total	Consumption expenditures	Structures	Equip-ment	Total	Consumption expenditures	Structures	Equip-ment			
Annual Data														
1959	618.5	360.5	307.6	259.3	15.5	28.4	58.8	53.9	7.2	0.2	256.8	191.6	59.9	3.1
1960	617.2	349.4	301.3	260.8	13.7	25.6	54.1	47.1	8.1	0.6	267.2	201.8	60.0	3.4
1961	647.2	363.0	313.8	265.8	14.6	29.0	55.5	46.5	9.0	1.0	283.8	213.0	65.0	3.5

Creating Multi-Level Headings in a Table

In the table example below, the headings “Number in College” and “Family Members” are both level 1 headings. This is because they both begin in the first header row. The headings, “1” and “2” both begin in the second header row and are therefore level 2. In addition to having multi-level headings, some of the headings also span. The heading, “Number in College” spans an additional column and “Family Members” spans vertically through an additional row.

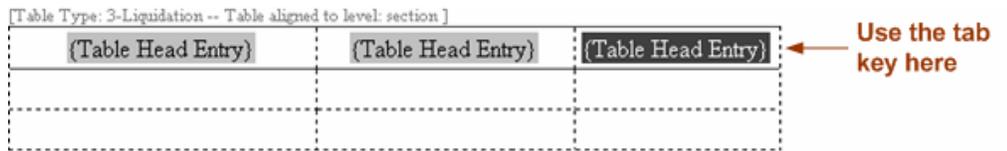
Table with a Multi-level Headings that Span

Family Size Offsets

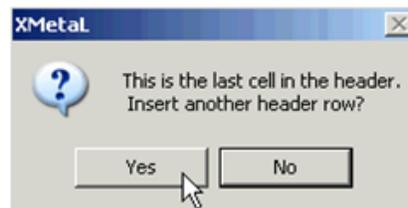
Family Members	Number in College	
	1	2
1	\$4,201	\$1,501
2	\$8,671	\$5,294

To create a table with multi-level headings that span:

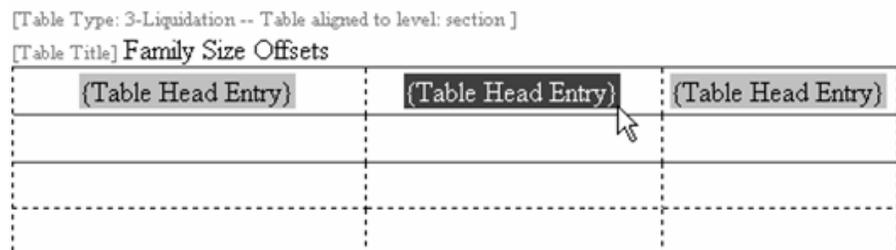
- Select a template and insert your table;



- Add an additional header row by using the tab key when your cursor is positioned in the last column in the header row;



- Click “Yes” in the insert header dialog box;
- Click inside the cell where you would like the span to begin;



- Click once on the **Merge Cell Right** Icon on the XMetaL toolbar. If you wish to span vertically, click on the **Merge Cell Down** Icon;



- Type the new column headings and delete the {Table Head Entries} you do not want;

[Table Type: 3-Liquidation -- Table aligned to level: section]

[Table Title] Family Size Offsets

Family Members	Number in College	
	1	2

- Enter table data;

[Table Type: 3-Liquidation -- Table aligned to level: section]

[Table Title] Family Size Offsets

Family Members	Number in College	
	1	2
1	\$4,201	\$1,501
2	\$8,671	\$5,294

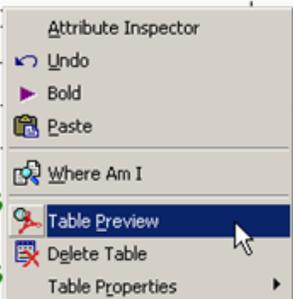
- Render the table.

[Table Type: 3-Liquidation -- Table aligned to level: section]

[Table Title] Family Size Offsets

Family Members	Number in College	
	1	2
1	\$4,201	\$1,501
2	\$8,671	\$5,294

Sec. 3
Sec. 3



Rendered Table Example

Family Members	Number in College	
	1	2
1	\$4,201	\$1,501
2	\$8,671	\$5,294

Spans that are Allowed in Multi-level Boxheads

When creating a table, most people arrange headings and spans so that larger ideas divide into smaller as more levels of header rows are added. Due to limitations in Bellcode, the types of spans that can occur in a table are limited to spans where the larger span is on top and smaller spans are beneath. The table excerpt below is an example of a table with typical spanning.

Example 1 - Typical Spanning

[Table Type: 5-Military -- Table aligned to level: section]

Month	Yearly Income			
	1st Half		2nd Half	
	1	2	3	4
January ...	\$10,000	\$20,000	\$30,000	\$40,000
February ...	\$10,000	\$20,000	\$30,000	\$40,000
March ...	\$10,000	\$20,000	\$30,000	\$40,000

Spans that are NOT allowed in Multi-level Boxheads

The following tables are examples of tables with spans that are not allowed. Although you can create these types of spans in XMetaL, tables that contain them will not render.

Example 1 – Large Span below Smaller

[Table Type: 5-Military -- Table aligned to level: section]

Level 1	Lvl 1	Lvl 1	Lvl 1	Lvl 1
	Lvl 2			
...
...
...

Example 2 – Large Span below Smaller

[Table Type: 5-Span-1 -- Table aligned to level: section]

Level 1	Lvl 1		Lvl 1	
	Lvl 2			
...
...
...

Example 3 – Span Split Halfway between Heading Entries

[Table Type: 5-Military -- Table aligned to level: section]

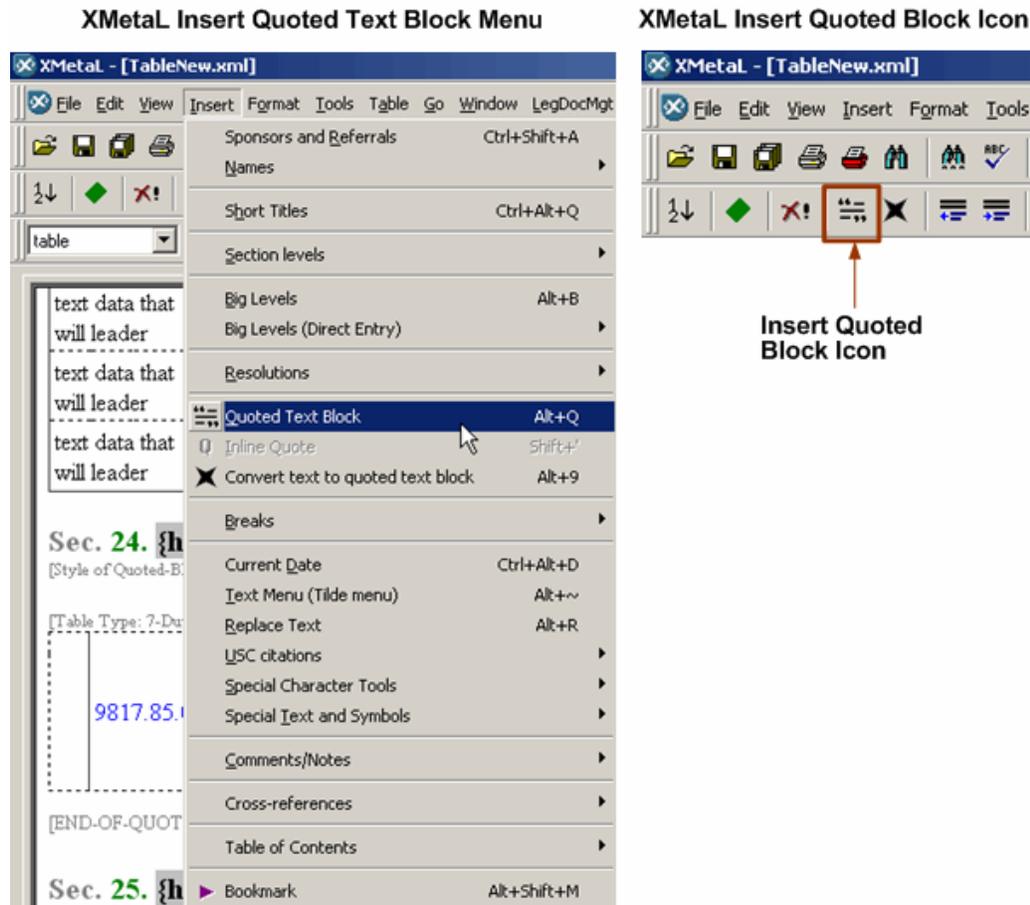
Level 1	Lvl 1	Lvl 1		
	Lvl 2	Lvl 2	Lvl 2	Lvl 2
...
...
...

Quoted Tables

To insert a table that is inside a quoted block, you must first insert the quoted block through the Insert menu on the XMetaL Toolbar Menu or by clicking on the Insert Quoted Block icon on the toolbar.

To insert a table inside a quoted block:

- Select **Insert » Quoted Text Block** from the XMetaL Toolbar Menu or **click on the Quoted block icon** on the toolbar.

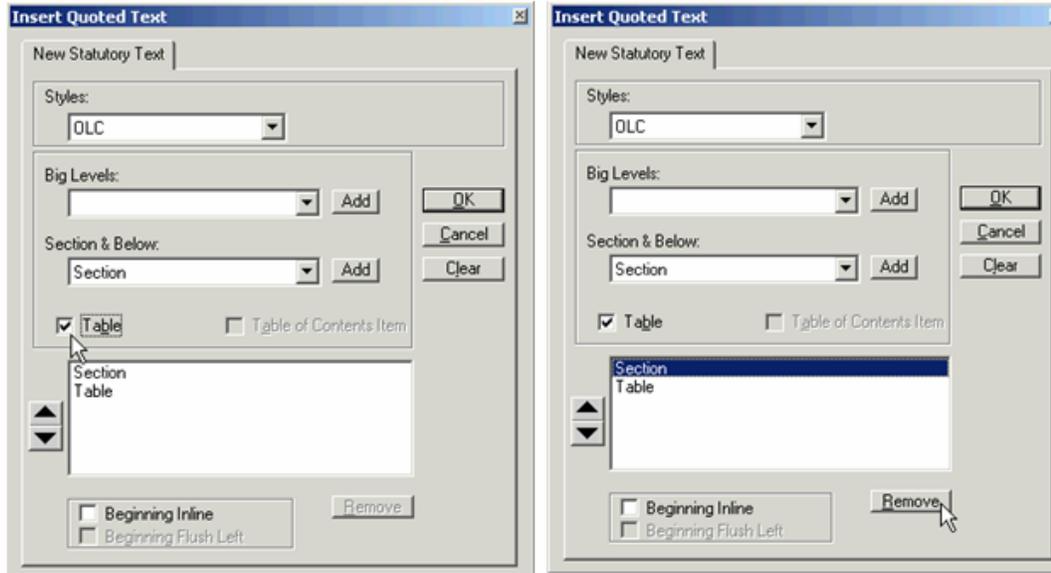


- Select the **Table** checkbox in the **Insert Quoted Text** form;

- Click on the word **Section** in the box below the Table checkbox;
- Click on the **Remove** button;
- Click **OK**.

This will launch the table creation form and you may choose your template and proceed with table insertion.

The Insert Quoted Text Form



Quoted tables will be displayed with blue text in XMetaL and will also be labeled with a tag that shows the style of the quoted block that the table will appear in. The punctuation that will be included in the last cell of the table will be shown following the “End-Of-Quoted-Block” tag.

Sample Quoted Table

[Style of Quoted-Block: OLC]

[Table Type: 5-Military -- Table aligned to level: section]

Grade	Army	Navy	Air Force	Marine Corps
Private and Corporal	10,000	10,000	10,000	10,000
Sergeant and Lieutenant	10,000	10,000	10,000	10,000
Captain and Commander	10,000	10,000	10,000	10,000

[END-OF-QUOTED-BLOCK]”.

Tax Calculations

The only table type that currently uses an automatic calculation feature is the 2 Column Tax Rate Table. A Tax Table Calculator form is launched when you select the 2 Column Tax Rate Template and click ok. Once you complete this form and click ok, the table will be inserted and will be pre-populated with data based upon the numbers you have entered.

Tax Table Calculator

Once you complete this form and click ok, the table will be inserted and will be pre-populated with data based upon the numbers you have entered.

Tax Rate Table

"If taxable income is:	The tax is:
Not over \$53,560	15% of taxable income.
Over \$53,560 but not over \$124,900.	\$8,034, plus 28% of the excess over \$53,560.
Over \$124,900 but not over \$260,500.	\$28,009.20, plus 31% of the excess over \$124,900.
Over \$260,500 but not over \$566,300.	\$70,045.20, plus 36% of the excess over \$260,500.
Over \$566,300	\$180,133.20, plus 39.6% of the excess over \$566,300.

Creating a 2 Column Tax Rate Table:

- Select the **2 Column Tax Rate template**;
- Click **OK**. A calculation form is displayed;

Calculation Form

The screenshot shows a window titled "Tax Table Calculator". It contains two columns: "If taxable income is:" and "The tax is:". Under "If taxable income is:", there is a row for "Not over \$ 53560" and a checkbox for "Over \$53,560.....". Under "The tax is:", there is a row for "15 % of taxable income" and a row for "\$8,034, plus % of the excess over \$53,560". Below these is a text field: "Given this formula, an income of: \$ 25000 would pay \$3,750 in taxes". At the bottom are buttons for "OK", "Go Back", "Advanced", and "Help".

- Enter the dollar amount for taxable income in the first box. (Do not include dollar signs or commas);
- Enter the percentage of taxable income in the second box;

Filled out Calculation Form

The screenshot shows the same "Tax Table Calculator" window, but now filled out. The "If taxable income is:" column has four rows: "Not over \$ 53560", "Over \$53,560 but not over 124900", "Over \$124,900 but not over 260500", and "Over \$260,500 but not over 566300". The "The tax is:" column has four rows: "15 % of taxable income", "\$8,034, plus 28 % of the excess over \$53,560", "\$28,009.20, plus 31 % of the excess over \$124,900", and "\$70,045.20, plus 36 % of the excess over \$260,500". The "Over \$566,300....." row is still present but empty. The text field at the bottom still says "Given this formula, an income of: \$ 25000 would pay \$3,750 in taxes". The buttons "OK", "Go Back", "Advanced", and "Help" are at the bottom.

- Click inside the checkbox on the left side of the form if you wish to add another row and then fill out the taxable amount and taxable income percentage information as you did in the previous row. Repeat this step until the table contains the number of rows needed;

- Click OK to insert the table.

Tax Rate Table in XMetaL

[Table Type: subformat-2-Tax-Rate -- Table aligned to level: section]

If taxable income is:	The tax is:
Not over \$53,560	15% of taxable income.
Over \$53,560 but not over \$124,900	\$8,034, plus 28% of the excess over \$53,560
Over \$124,900 but not over \$260,500	\$28,009.20, plus 31% of the excess over \$124,900
Over \$260,500 but not over \$566,300	\$70,045.20, plus 36% of the excess over \$260,500
Over \$566,300.....	\$180,133.20, plus % of the excess over \$566,300



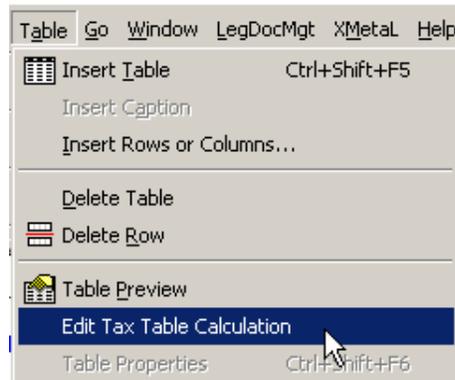
The data on the last line is for informational purposes only and will not be included in the table.

Tax Information Line

Given this formula, an income of: \$ would pay \$3,750 in taxes

Editing a Tax Rate Calculation

Once a tax rate table has been inserted is still possible to edit the figures used when the table was created. This is done through the Edit Tax Table function that is accessible through the table menu in XMetaL.



To edit a tax table calculation:

- Select Edit Tax Table Calculation from the Table menu. This will launch the same Tax Table Calculator form that was used when you first created the table. The form will be pre-populated with the figures that were used when the table was created.

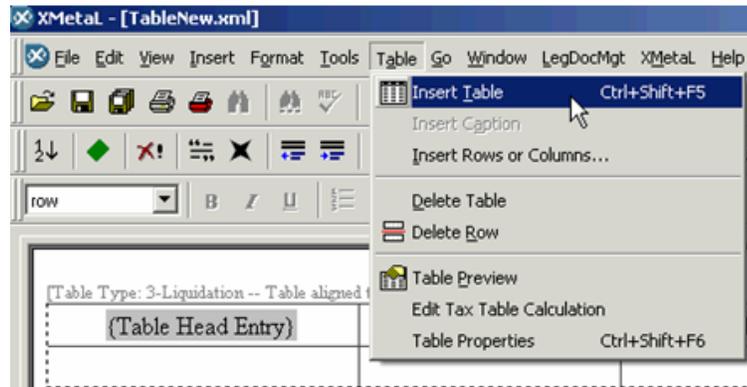
- Change figures as needed and click OK. The table will then be updated with the new calculation.

Using the Table Creation Interface

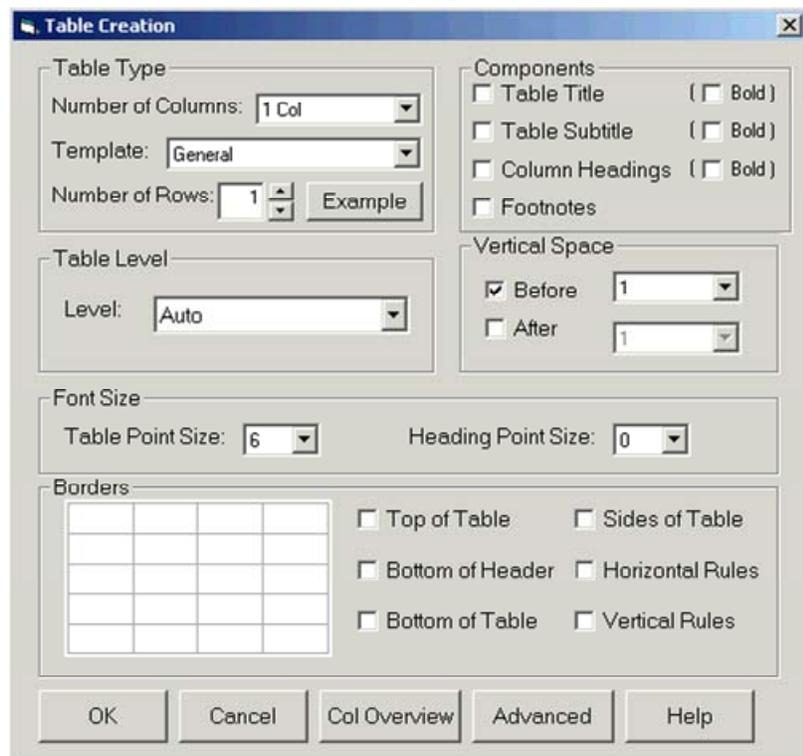
Inserting a Table

- Select **Insert Table** from the **Table** menu on the XMetaL toolbar, or press **Ctrl+Shift+F5**.

The Insert Table Menu on the XMetaL Toolbar



This will launch the Table Creation form



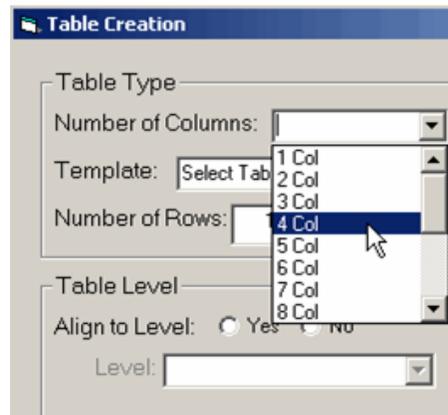
Selecting and Using a Template

Templates have been provided for most of the table types that commonly appear in bills. Characteristics for such things as column widths, leading, and table rules are already set in the template based on most common usage but any of these characteristics may be changed.

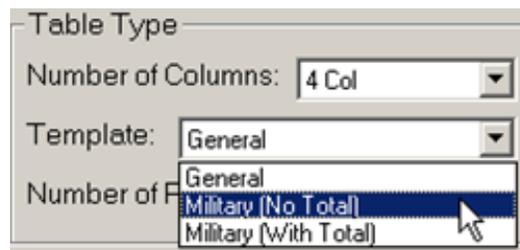
To select a template:

- **Select the number of columns** by clicking on the arrow on the right side of the **General** drop-down menu and making a selection or by typing the desired number of columns in the box;

Column Selection



- **Select a template** by clicking on the arrow on the right side of the **Specific** drop-down menu and making a selection.



A selection must be made in the Number of Columns drop-down before a selection can be made in "Template".

- Click **OK** at the bottom of the Table Creation form once a template has been selected. Your table will be inserted.

Table Creation Form with Table Characteristics Defined in the Template

The screenshot shows the 'Table Creation' dialog box with the following settings:

- Table Type:**
 - Number of Columns: 4 Col
 - Template: Military (With Total)
 - Number of Rows: 3
 - Example button
- Table Level:**
 - Level: Section
- Font Size:**
 - Table Point Size: 9
 - Heading Point Size: 8
- Components:**
 - Table Title (Bold)
 - Table Subtitle (Bold)
 - Column Headings (Bold)
 - Footnotes
- Vertical Space:**
 - Before 1
 - After 1
- Borders:**
 - Top of Table
 - Sides of Table
 - Bottom of Header
 - Horizontal Rules
 - Bottom of Table
 - Vertical Rules

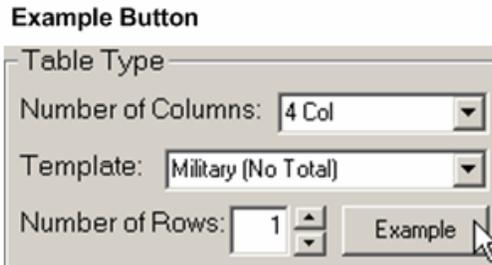
Buttons at the bottom: OK, Cancel, Col Overview, Advanced, Help.

Viewing A Table Example

A table Example feature is available when you select a table template so that the various table types may be viewed prior to inserting a table.

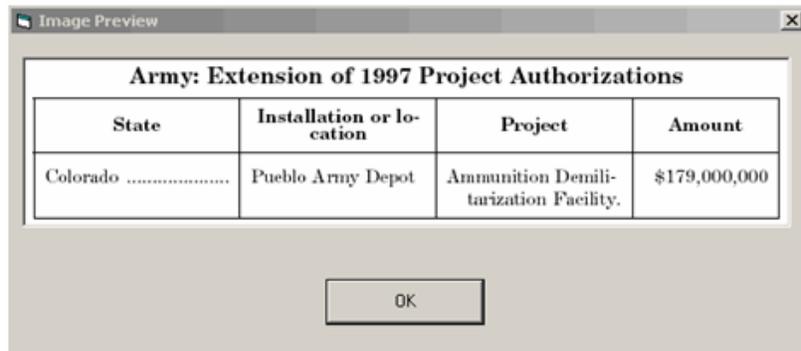
To view a table example:

- Click the **Example** button to display a picture of the table type that has been selected using the **Table Type** drop-down menus;

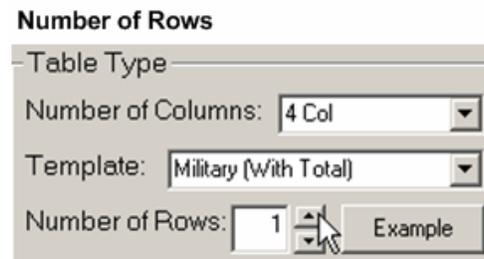


- A window is displayed that shows you how the table will look;

Table Type Example



- You can change the view by modifying the number of Rows by using the up and down arrows on the right side of the **Number of Rows** control or by typing a new number in the box;



- Click **OK** when you have finished viewing the example.

Entering Table Data

The table below is an empty 4 Column Military table (No Total) as it appears in XMetaL.

Table Inserted using Table Creation Interface

[Table Type: 4-Military-No-Total -- Table aligned to level: section]

[Table Title] {Table Title}

{Table Head Entry}	{Table Head Entry}	{Table Head Entry}	{Table Head Entry}
...	
...	
...	

- **Enter a Table Title** by clicking once in the gray highlighted area above the table that is labeled {Table Title} and then typing the desired text for the Table Title. (The gray highlight will turn black once you click on it and you may then begin typing);
- **Enter Column Headings** by clicking once in the gray highlighted area in a cell labeled “{Table Head Entry}” and then typing the desired text for the column heading. (The gray highlight will turn black once you click on it and you may then begin typing);

Table with Sample Data

[Table Type: 4-Military-No-Total -- Table aligned to level: section]

[Table Title] **Army: Extension of 1997 Project Authorizations**

State	Installation or location	Project	Amount
Colorado ...	Pueblo Army Depot ...	75 Units ...	\$79,000,000
Alaska ...	Fort Wainwright ...	13 Units ...	\$2,000,000
California ...	Fort Irwin ...	24 units ...	\$4,2504000

- **Enter Table Cell Content** by placing the cursor in any cell in the table and typing the desired text. You can move between cells (from left to right) by using the tab key;

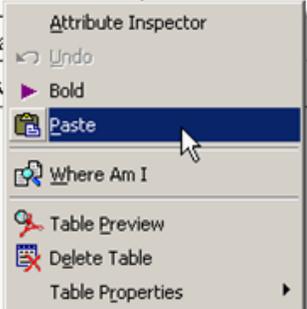
Copying and Pasting Cell Data

- Select the text you wish to copy by clicking and dragging;
- Click on the **Copy** icon on the **Toolbar**;
- Click on the new location where the text is to appear;

Right Click Menu

[Table Type: 4-Military-No-Total -- Table aligned to level: section]

State	Installation or location	Project
Colorado ...	Pueblo Army Depot ...	75 Units ...
Alaska ...	Fort W...	
California ...	Fort Irw...	



- Click on the **Paste** icon on the **toolbar**, or select Paste from the right-click menu.

Adding Rows at the end of a table

- Place your cursor in the last cell in a row using the Tab key to add more rows at the end of a table.

Adding Rows Using the Tab Key

[Table Type: 4-Military-No-Total -- Table aligned to level: section]

[Table Title] **Army: Extension of 1997 Project Authorizations**

State	Installation or location	Project	Amount
Colorado ...	Pueblo Army Depot ...	75 Units ...	\$79,000,000
Alaska ...	Fort Wainwright ...	13 Units ...	\$2,000,000

Use the tab key here

This will insert a single additional row each time the tab key is used as long as the cursor is at the end of a row that is at the end of the table.

Adding Rows in the middle of a table

- Place your cursor in the last cell in a row using the Tab key;

Adding Rows Using XMetaL Toolbar Icons

[Table Type: 4-Military-No-Total -- Table aligned to level: section]

[Table Title] **Army: Extension of 1997 Project Authorizations**

State	Installation or location	Project	Amount
Colorado ...	Pueblo Army Depot ...	75 Units ...	\$79,000,000
Alaska ...	Fort Wainwright ...	13 Units ...	\$2,000,000

Use the XMetaL Toolbar Icons

- Select the **Insert Row Above** or **Insert Row Below** icons on the XMetaL toolbar to insert more rows in a table.

Insert Row Icons on the XMetaL Toolbar



Insert row above
Insert row below

This will insert a single additional row.

Table with Empty Row Inserted

[Table Type: 4-Military-No-Total -- Table aligned to level: section]

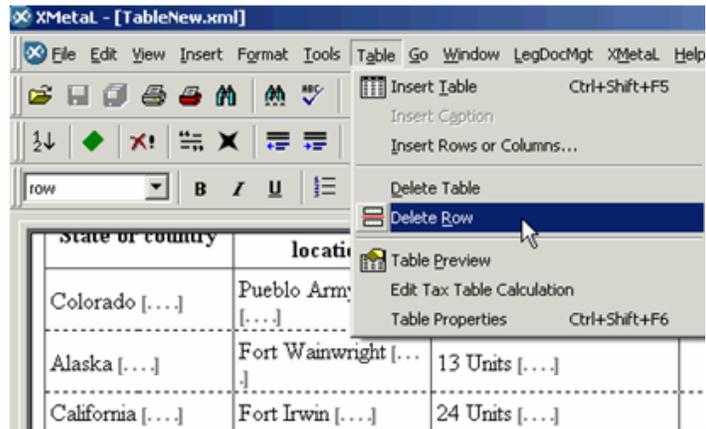
[Table Title] **Army: Extension of 1997 Project Authorizations**

State	Installation or location	Project	Amount
Colorado ...	Pueblo Army Depot ...	75 Units ...	\$79,000,000
...
Alaska ...	Fort Wainwright ...	13 Units ...	\$2,000,000

Deleting A Row

- Click in any cell inside the row that is to be deleted;

Deleting a Row using the XMetaL Menu

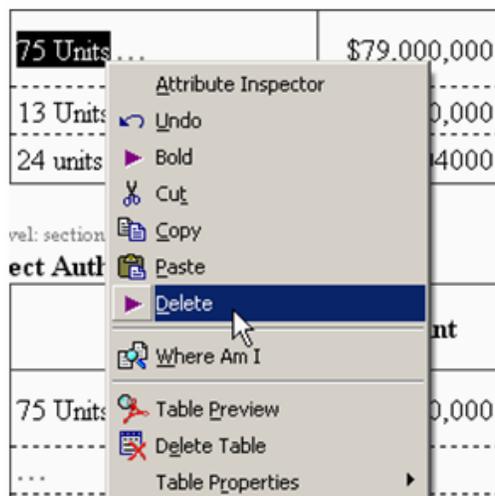


- Select **Delete Row** from the **Table** menu on the XMetaL **Toolbar**. The row and all of its content will be deleted from the table.

Deleting Data within a cell:

- Place the cursor inside the table before the text to be deleted;
- Use the **Delete** key until the text has been removed, or;
- Click and Drag to select the text that is to be deleted, and;
- Right click and select **Delete** from the **menu**.

Deleting Data Using the Right-Click Menu



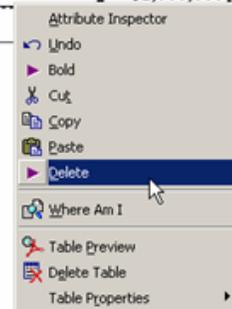
Deleting the contents of a row or rows:

- Click and Drag from left to right across all of the cells in the row to select all of the row content;

Table with one Row of Content Selected

[Table Title] Army: Extension of 1997 Project Authorizations

State	Installation or location	Project	Amount
Colorado ...	Pueblo Army Depot ...	75 Units ...	\$79,000,000
Alaska ...	Fort Wainwright ...	13 Units ...	\$2,000,000
California ...	Fort Irwin ...	24 units ...	



- Right click and select **Delete** from the menu.

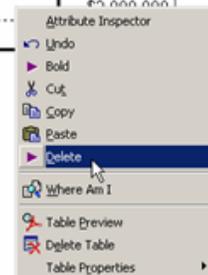
Deleting the contents of a column:

- Click and Drag from left to right in the first cell in the column and then drag from the top of the column to the bottom of the column to highlight all of the data in the column.;

Table with one Column of Content Selected

[Table Title] Army: Extension of 1997 Project Authorizations

State	Installation or location	Project	Amount
Colorado ...	Pueblo Army Depot ...	75 Units ...	\$79,000,000
Alaska ...	Fort Wainwright ...	13 Units ...	\$2,000,000
California ...	Fort Irwin ...	24 units ...	

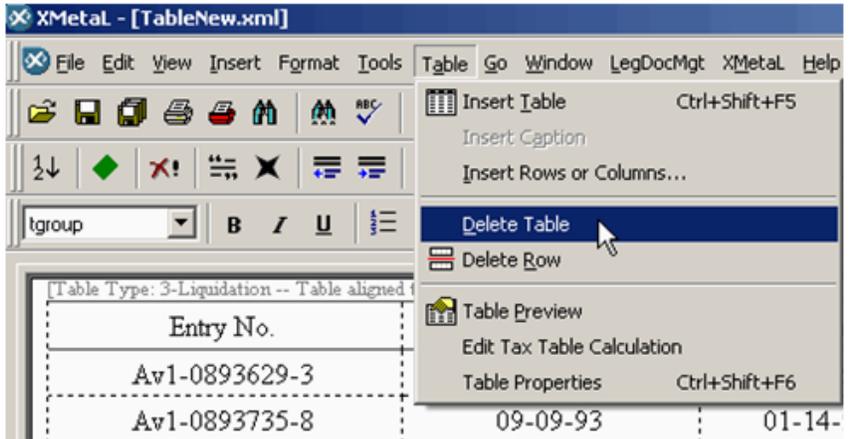


- Right click and select Delete from the menu.

Deleting A Table

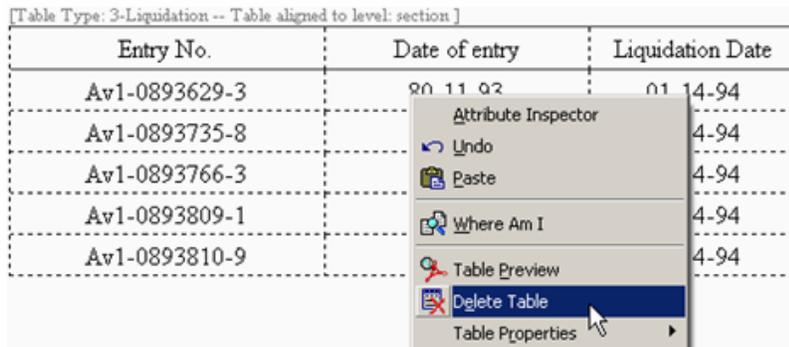
- Place the cursor inside any cell inside the table;

Deleting a Table through the Toolbar Menu



- Select **Delete Table** from the **Table** menu on the XMetaL **Toolbar**, or;

Deleting a Table through the Right-Click Menu



- Place the cursor inside any cell inside the table;
- Right click;
- Select **Delete Table** from menu.



No text should be selected when attempting to delete a table. When text is selected during table deletion, only the selected text will be removed and the table will remain in the file.

Print Preview

To view a table as it will be printed:

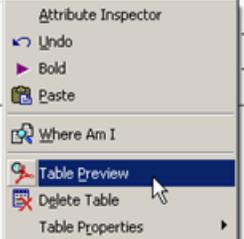
- Place the cursor in any cell of the table you wish to view;

Table Preview Menu Item

[Table Type: 4-Military-No-Total -- Table aligned to level: section]

[Table Title] **Army: Extension of 1997 Project Authorizations**

State	Installation or location	Project	Amount
Colorado ...	Pueblo Army Depot ...		\$79,000,000
Alaska ...	Fort Wainwright ...		\$2,000,000
California ...	Fort Irwin ...		\$4,2504000



- Right click and select **Table Preview** from the menu;

Table Rendering Status Bar



- A status bar will then be displayed to show the progress of the table rendering process;

Rendered Table as Displayed in Adobe Acrobat (Table Preview)

Army: Extension of 1997 Project Authorizations

State	Installation or location	Project	Amount
Colorado	Pueblo Army Depot	75 Units	\$79,000,000
Alaska	Fort Wainwright	13 Units	\$2,000,000
California	Fort Irwin	24 units	\$4,2504000

- When the rendering process is complete, Adobe Acrobat will be launched and the table will be displayed in a new window.



Only one table may be rendered at a time. It is important to close any table previews that are open in Acrobat before rendering another.

Resume Working in XMetaL

To resume working in XMetaL after a table has been rendered, click on the XMetaL icon in the taskbar at the bottom of the screen.

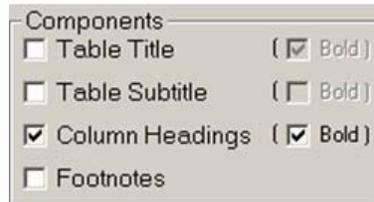


Table Customization in the Table Creation Form

Column Headings

To include column headings in your table:

- Click once inside the Column Headings checkbox.



A checkmark will be displayed inside the box when Column Headings will be included. Bold column headings are created by checking the “Bold” checkbox next to the Column Headings checkbox.



If the Column Headings box is checked and you do not wish to include column headings in the table, click once inside the box to deselect this option.

Table with Column Heading and Rules

Heading 1	Heading 2	Heading 3	Heading 4
text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000

Table without Column Heading but with Rules

text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000

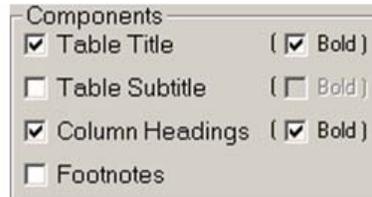
Table without Column Headings or Rules

text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000

Creating A Table Title

To include a title above your table:

- Click once inside the Table Title checkbox.



A checkmark will be displayed inside the box when a table title will be included in the table. Bold table titles are created by checking the “Bold” checkbox next to the Table Title checkbox.



If the Table Title box is checked and you do not wish to include a title in the table, click once inside the box to deselect this option.

Table with Table Title

4 Column General With Title

Heading 1	Heading 2	Heading 3	Heading 4
text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000

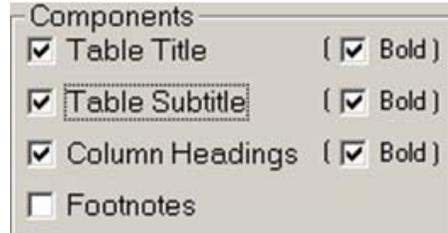
Table without Table Title

Heading 1	Heading 2	Heading 3	Heading 4
text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000
text data	text data	text data	\$1,000,000

Creating A Table Subtitle

To include a subtitle above your table:

- Click once inside the Table Subtitle checkbox.



A checkmark will be displayed inside the box when a table subtitle will be included in the table.



If the Table Subtitle checkbox is checked and you do not wish to include a subtitle in the table, click once inside the box to deselect this option.

Table with Subtitle

Army: Extension of 1997 Project Authorizations

Within the Continental United States

State	Installation or location	Project	Amount
Colorado	Pueblo Army Depot	75 Units	\$79,000,000
Alaska	Fort Wainwright	13 Units	\$2,000,000
California	Fort Irwin	24 units	\$4,250,400

Adding Table Footnotes

To include footnotes in your table:

- Click once inside the Footnotes checkbox.

Components	
<input checked="" type="checkbox"/> Table Title	(<input checked="" type="checkbox"/> Bold)
<input type="checkbox"/> Table Subtitle	(<input type="checkbox"/> Bold)
<input checked="" type="checkbox"/> Column Headings	(<input checked="" type="checkbox"/> Bold)
<input checked="" type="checkbox"/> Footnotes	

A checkmark will be displayed inside the box when footnotes will be included in the table.



If the Footnotes checkbox is checked and you do not wish to include footnotes in the table, click once inside the box to deselect this option.

Table with Footnote

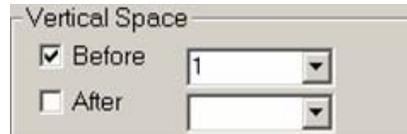
Army: Extension of 1997 Project Authorizations

State	Installation or location	Project	Amount
Colorado	Pueblo Army Depot ...	75 Units	\$79,000,000
Alaska	Fort Wainwright	13 Units	\$2,000,000
California	Fort Irwin	24 Units	\$4,250,400

Notwithstanding the basic pay rates specified in this table, the actual rate for commissioned officers in pay grades 0-7 through 0-10 may not exceed the rate of pay for level III of the Executive Schedule and the actual rate of basic pay for all other officers may not exceed the rate of level V of the Executive Schedule.

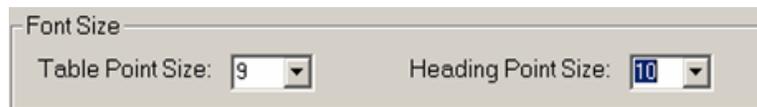
Modifying Vertical Table Spacing

The vertical space before control allows you to add white space between the table and the text that precedes it.



The vertical space after control allows you to add white space between the table and the text that follows it.

Font Sizes



To select the size of the font for the entire table body:

- Click on the arrow in the Table Point Size drop-down menu;
- Choose a point size from the list and click on it.

To select the size of the font for just the column headings:

- Click on the arrow in the Heading Point Size drop-down menu;
- Choose a point size from the list and click on it.

Rules Controls

The Borders controls allow you to select which rules you would like to display in your table. You may choose the individual rules that you would like to include in your table by checking the appropriate checkbox or checkboxes. (The checkboxes will be pre-populated according to the table type you have chosen. You may change the defaults and customize your table rules using these controls.) The Border Preview box on the left will change according to which checkboxes you have checked and will show an example of the rules combination currently selected.

Rules Controls - Table Creation Form

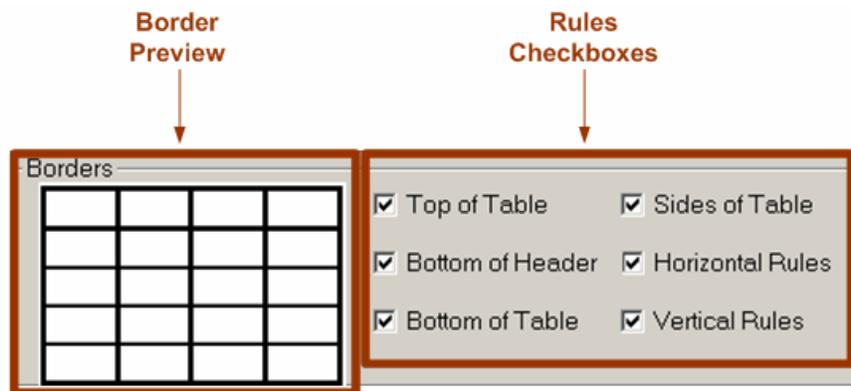


Table Rules Examples - All checkboxes are checked

4 Column Military Table (No Total)

State or Country	Installation or Location	Purpose	Amount
Colorado	Pueblo Army Depot	75 units	\$24,000,000
Alaska	Fort Wainwright	75 units	\$24,000,000

All Checkboxes are Unchecked

4 Column Military Table (No Total)

State or Country	Installation or Location	Purpose	Amount
Colorado	Pueblo Army Depot ..	75 units	\$24,000,000
Alaska	Fort Wainwright	75 units	\$24,000,000

The Top of Table and Bottom of Header Checkboxes are Checked

4 Column Military Table (No Total)

State or Country	Installation or Location	Purpose	Amount
Colorado	Pueblo Army Depot	75 units	\$24,000,000
Alaska	Fort Wainwright	75 units	\$24,000,000

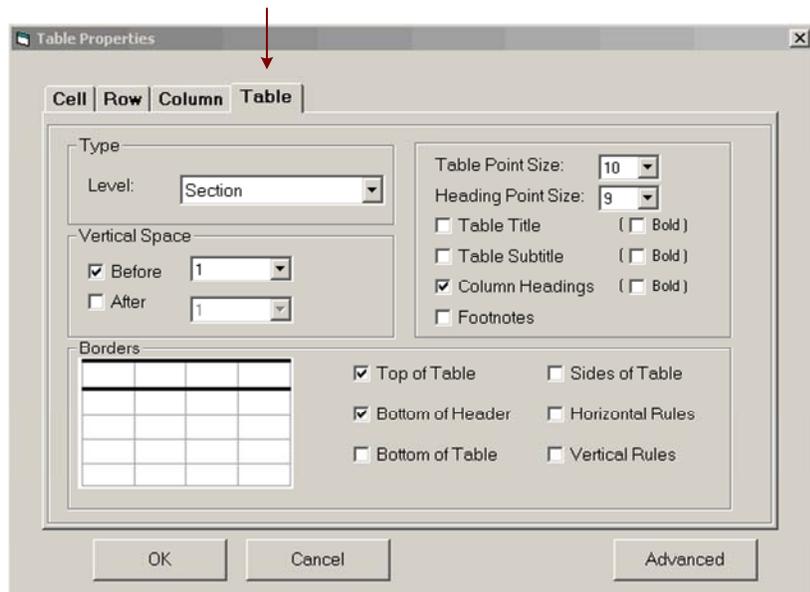
Table Properties

Table Level Properties

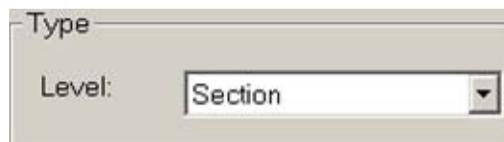
The Ctrl-Shift-F6 key sequence is used to access the Table Properties form. This is where you can make changes a table after it has been inserted in a document. Many of the same controls found in the Table Creation form also appear Table Properties under the Table tab.

You can choose to make changes at table, column, row, or cell level by clicking on the tabs in the upper left hand corner of the Table Properties Form.

Table Level Table Properties Form



Align to Level



Most tables are aligned to section level by default. The Align to Level control allows you to override section alignment and choose the level to align your table with. This feature can only be used in tables

containing less than 3 columns. Choose the level you wish to align with from the Level drop-down menu. (Section, subsection or paragraph are the available choices.) In the example below, the first table was inserted aligned with a clause instead of with the section.



If you wish to use the Align to Level Feature, it is recommended that you also use the Absolute Width function in Advanced Features to help prevent your table from changing to landscape orientation. Column width changes may also be required. Please also note that tables that are aligned to level align to the text of the selected level, not the enumerator.

Tables Inserted Using Align to Level

3 (ii) based on such factors as financial
 4 sophistication, net worth, and knowledge
 5 and experience in financial matters, have
 6 the capability to evaluate the information

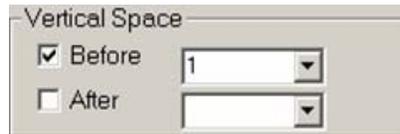
Table Inserted Here

*For taxable years beginning in calendar year:	The applicable dollar amount:
2001	\$11,000
2002	\$12,000
2003	\$13,000
2004 or thereafter	\$14,000."

Not Here

*For taxable years beginning in calendar year:	The applicable dollar amount:
2001	\$11,000
2002	\$12,000
2003	\$13,000
2004 or thereafter	\$14,000."

Vertical Space Controls



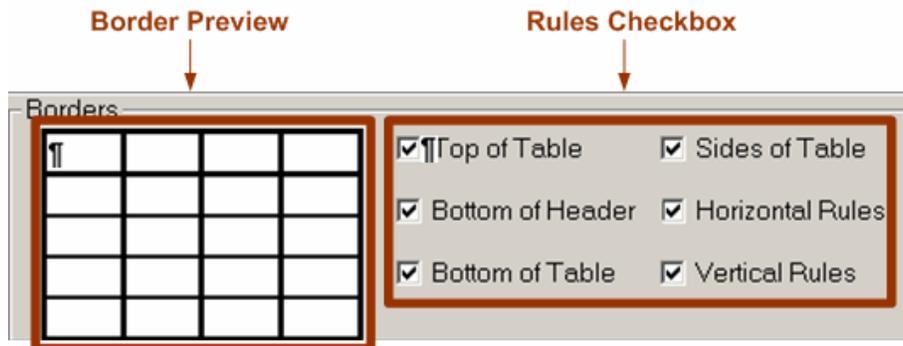
The 'Vertical Space' dialog box contains two sections. The first section has a checked checkbox labeled 'Before' followed by a dropdown menu showing the number '1'. The second section has an unchecked checkbox labeled 'After' followed by an empty dropdown menu.

- Before - The vertical space before control allows you to add white space between the table and the text that precedes it;
- After - The vertical space after control allows you to add white space between the table and the text that follows it.

Using Table Rules

The Borders controls allow you to select which rules you would like to display in your table. You may choose the individual rules that you would like to include in your table by checking the appropriate checkbox or checkboxes. (The checkboxes will be pre-populated according to the table type you have chosen. You may change the defaults and customize your table rules using these controls.) The Border Preview box on the left will change according to which checkboxes you have checked and will show an example of the rules combination currently selected.

Rules Controls - Table Creation Form

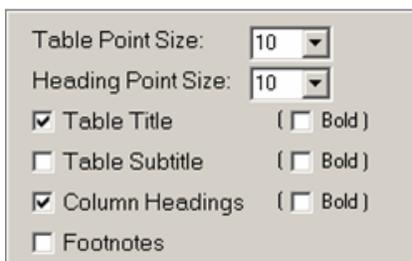


The 'Borders' dialog box is shown with two annotations. An arrow labeled 'Border Preview' points to a table preview on the left, which is a 4x4 grid with a thick border around the entire table and a thin border around each cell. An arrow labeled 'Rules Checkbox' points to a list of checkboxes on the right. The checked options are: 'Top of Table', 'Sides of Table', 'Bottom of Header', 'Horizontal Rules', 'Bottom of Table', and 'Vertical Rules'.

↑			

<input checked="" type="checkbox"/> Top of Table	<input checked="" type="checkbox"/> Sides of Table
<input checked="" type="checkbox"/> Bottom of Header	<input checked="" type="checkbox"/> Horizontal Rules
<input checked="" type="checkbox"/> Bottom of Table	<input checked="" type="checkbox"/> Vertical Rules

Components and Font Sizes



The image shows a configuration dialog box for a table. It has a light gray background and contains the following options:

- Table Point Size: 10 (dropdown menu)
- Heading Point Size: 10 (dropdown menu)
- Table Title (Bold)
- Table Subtitle (Bold)
- Column Headings (Bold)
- Footnotes

To select the size of the font for the entire table body:

- Click on the arrow in the Table Point Size drop-down menu;
- Choose a point size from the list and click on it.

To select the size of the font for just the column headings:

- Click on the arrow in the Heading Point Size drop-down menu;
- Choose a point size from the list and click on it.

To include column headings in your table:

- Click once inside the Column Headings checkbox. (A checkmark will be displayed inside the box when Column Headings will be included) Bold column headings are created by checking the “Bold” checkbox next to the Column Headings checkbox;
- If the Column Headings box is checked and you do not wish to include column headings in the table, click once inside the box to deselect this option.

To include a title above your table:

- Click once inside the Table Title checkbox. (A checkmark will be displayed inside the box when a table title will be included in the table.) Bold table titles are created by checking the “Bold” checkbox next to the Table Title checkbox;
- If the Table Title box is checked and you do not wish to include a title in the table, click once inside the box to deselect this option.

To include a subtitle above your table:

- Click once inside the Table Subtitle checkbox. (A checkmark will be displayed inside the box when a table subtitle will be included in the table);

- If the Table Subtitle checkbox is checked and you do not wish to include a subtitle in the table, click once inside the box to deselect this option.

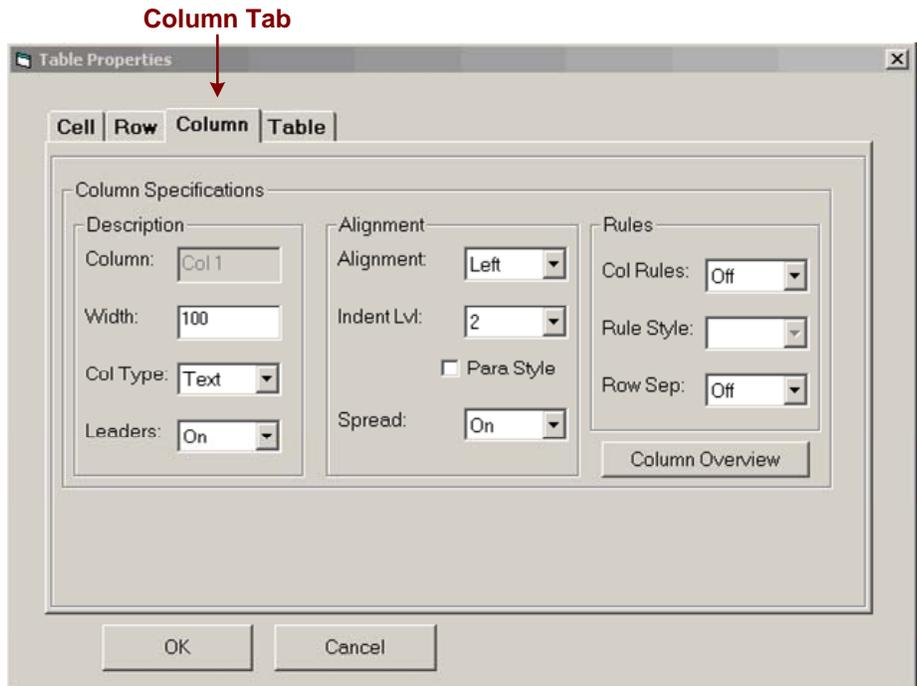
To include footnotes in your table:

- Click once inside the Footnotes checkbox. (A checkmark will be displayed inside the box when footnotes will be included in the table);
- If the Footnotes checkbox is checked and you do not wish to include footnotes in the table, click once inside the box to deselect this option.

Column Level Properties

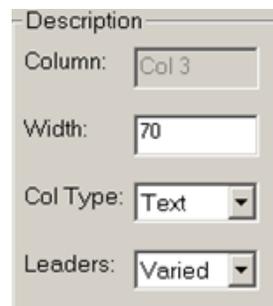
The Column Level Table Properties form is where you can make changes that will affect all of the data in an individual column.

Column Level Table Properties Form

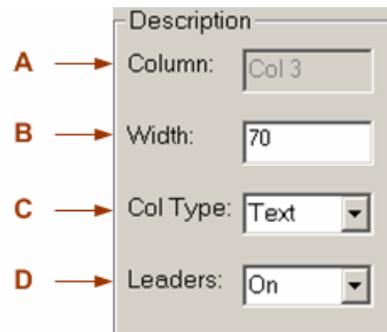


Varied

There are several controls on the Column Level Table Properties form that may sometimes display a value of “varied”. The controls that may sometimes have this value are Leaders, Alignment, Indent, and Row Sep. A value of “varied” simply means that all of the cells in the active column do not have the same setting. This is because settings at row or cell level have been changed and are no longer the same as the value at column level. If a new value is set in the Column Level Table Properties form, the previous row and cell level settings will be overwritten with the values from column level.



Column Description



The column box shows the name of the column you are currently working in.

To change the width of a column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Type the desired width in the Column box. The width value must be a number.

To change the width of a column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Type the desired width in the Column box. The width value must be a number.

To change the leadering settings for the entire column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Click on the arrow next to the Leaders box;
- Select either “on” or “off” from the drop-down list.



Leaders cannot be turned on or off in figure columns

Table with Leaders

3 Col General

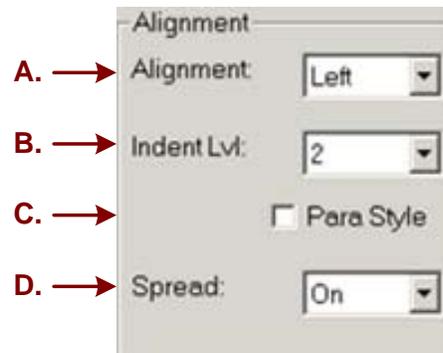
Heading 1	Heading 2	Heading 3
text data	text data	123456
text data	text data	123456
text data	text data	123456

Table without Leaders

3 Col General – No Leaders

Heading 1	Heading 2	Heading 3
text data	text data	123456
text data	text data	123456
text data	text data	123456

Using Column Alignment



The Alignment drop-down box allows a choice of left, right, or center and all cells in the column will be aligned according to the selection in this drop-down box.

To set the alignment for every cell in a column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Click on the arrow next to the Alignment box;
- Select “left”, “right”, or “center” from the drop-down list.

The Indent level drop-down box is where you can control how far to the right your data will appear from the left side of the cell border. You may choose a level from 2 to 9. (Level 2 has the least indent, 9, the most.) The default for most tables is to have level 1 indent and the choice of “1” is only available in cases where the column has an indent level other than 1. The table example below shows the 9 available levels of indentation.

Indentation Levels

Indent Levels	Leadered/Non-Leadered
Level 1 Indentation	Leadered
Level 2 Indentation	Leadered
Level 3 Indentation	Leadered
Level 4 Indentation	Leadered
Level 5 Indentation	Leadered
Level 6 Indentation	Leadered
Level 7 Indentation	Leadered
Level 8 Indentation	Leadered
Level 9 Indentation	Leadered

To set the indent level for every cell in a column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Click once inside the Para Style checkbox;

To select paragraph style indentation in every cell in a column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Click once inside the Para Style checkbox;

Paragraph Style

This text is indented paragraph style. The first line is indented from the left margin but all subsequent lines are flush with the margin.

This text is indented paragraph style. The first line is indented from the left margin but all subsequent lines are flush with the margin.



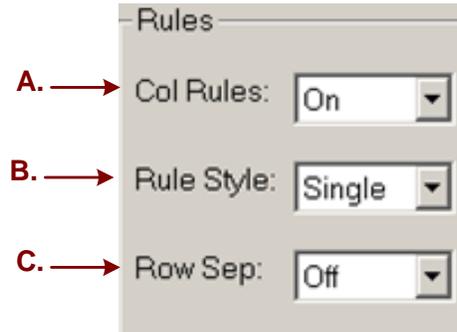
When paragraph style alignment is selected, the “center” checkbox and indent level controls will be disabled.

The spread control is what determines whether or not a column will be allowed to expand in order to accommodate the amount of data that has been keyed in the column. The choices are limited to “on” or “off” for each column. Choosing “on” will allow the column to spread to fit the data and choosing “off” will prevent the column from spreading.

To set the spread for a column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Click on the arrow next to the Spread box;
- Select “on” or “off”.

Using Column Level Rules



The Col Rules control allows you to choose whether or not there will be a vertical rule following a column. In the example below, the vertical rule following Column 2 has been turned off using the Col Rules control.

Column Rules

Column 1	Column 2	Column 3	Column 4
This column has column rules set to on .	This column has column rules set to off .	This column has column rules set to on .	123456
This column has column rules set to on .	This column has column rules set to off .	This column has column rules set to on .	123456
This column has column rules set to on .	This column has column rules set to off .	This column has column rules set to on .	123456
This column has column rules set to on .	This column has column rules set to off .	This column has column rules set to on .	123456

To turn vertical rules on or off following a column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Click on the arrow next to the Col Rules box;
- Select “on” or “off”.

Tables that have vertical rules always have single rules as a default. The Rule Style drop-down allows you to change a column rule from a single rule to a parallel rule.

Column Rules

Column 1	Column 2	Column 3	Column 4
This column has a bold column rule.	This column has a parallel column rule.	This column has a single column rule.	123456
This column has a bold column rule.	This column has a parallel column rule.	This column has a single column rule.	123456
This column has a bold column rule.	This column has a parallel column rule.	This column has a single column rule.	123456
This column has a bold column rule.	This column has a parallel column rule.	This column has a single column rule.	123456

To change the style of a vertical rule following a column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Click on the arrow next to the Rule Style box;
- Select “parallel”.

The Row Sep control will allow you to add a horizontal rule to every cell in the column. This rule will appear underneath the data. In the example below, row separators are turned on in column 3.

Column Level Row Separators

Column 1	Column 2	Column 3	Column 4
Row separators are off in this column.	Row separators are off in this column.	Row separators are on in this column.	\$123,456
Row separators are off in this column.	Row separators are off in this column.	Row separators are on in this column.	\$123,456
Row separators are off in this column.	Row separators are off in this column.	Row separators are off in this row. The table border already creates a horizontal rule beneath this row.	\$123,456

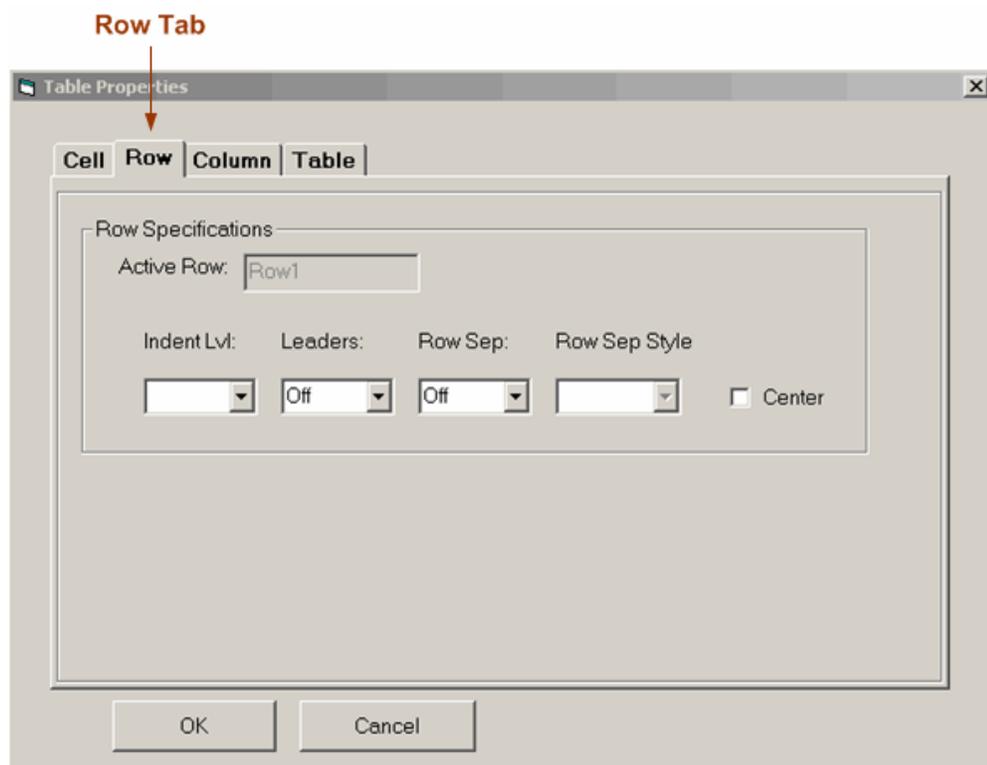
To control row separators at column level:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Column** from the right-click menu;
- Click on the arrow next to the Row Sep box;
- Select “on” or “off”.

Row Level Properties

The Row level Table Properties form is where you can make changes that will affect all of the data in a single row.

Row Level Table Properties Form

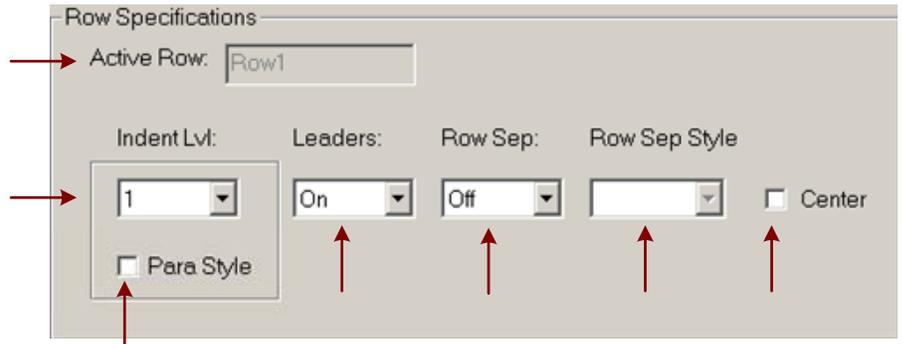


Varied

There are several controls on the Row Level Table Properties Form that may sometimes display a value of “varied”. The controls that may sometimes have this value are Indent Lvl, Leaders, and Row Sep. A value of “varied” simply means that all of the cells in the active row do not have the same setting. This is because settings at cell level have been changed and no longer have the same as the other cells in the row. If a new value is set in the Row Level Table Properties form, the previous cell level settings will be overwritten with the values from row level. Changes made at row level will also overwrite previous column level values.



Row Specifications



A.

The **Active Row** box shows the name of the row you are currently working in.

The **Indent Level** drop-down box is where you can control how far to the right your data will appear from the left side of the cell border. You may choose a level from 2 to 9. (Level 2 has the least indent, 9, the most.) The default for most tables is to have level 1 indent and the choice of “1” is only available in cases where the **B.** column has an indent level other than 1. The table example below shows the 9 available levels of indentation. This control sets the indent for every cell in the row.

Indentation Levels

Indent Levels	Leadered/Non-Leadered
Level 1 Indentation	Leadered
Level 2 Indentation	Leadered
Level 3 Indentation	Leadered
Level 4 Indentation	Leadered
Level 5 Indentation	Leadered
Level 6 Indentation	Leadered
Level 7 Indentation	Leadered
Level 8 Indentation	Leadered
Level 9 Indentation	Leadered

C.

To set the indent level for every cell in a column:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Row** from the right-click menu;
- Click on the arrow next to the Indent Lvl drop-down box;
- Select a value from 2 to 9.

The **Para Style** checkbox allows you to use paragraph style indentation in every cell in the row.

Paragraph Style

This text is indented paragraph style. The first line is indented from the left margin but all subsequent lines are flush with the margin.

This text is indented paragraph style. The first line is indented from the left margin but all subsequent lines are flush with the margin.

To select paragraph style indentation in every cell in a row:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Row** from the right-click menu;
- Click once inside the Para Style checkbox;



When paragraph style alignment is selected, the “center” checkbox and indent level controls will be disabled.

To change the leadering settings for the entire row:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Row** from the right-click menu;
- Click on the arrow next to the Leaders box;
- Select either “on” or “off” from the drop-down list.



Leaders cannot be turned on or off in figure columns when they are aligned to the right or centered.

Table with Leaders

3 Col General

Heading 1	Heading 2	Heading 3
text data	text data	123456
text data	text data	123456
text data	text data	123456

Table without Leaders

3 Col General – No Leaders

Heading 1	Heading 2	Heading 3
text data	text data	123456
text data	text data	123456
text data	text data	123456

The **Row Sep drop-down box** is where you can turn row separators on or off in every cell in the row without having to make changes to every individual cell. In the example below, row separators are turned on in row 1, 2, and 4 but are turned off in row 3.

Row Rules

Column 1	Column 2	Column 3	Column 4
Row separators are on in this row.	Row separators are on in this row.	Row separators are on in this row.	123456
Row separators are on in this row.	Row separators are on in this row.	Row separators are on in this row.	123456
Row separators are off in this row.	Row separators are off in this row.	Row separators are off in this row.	123456
Row separators are on in this row.	Row separators are on in this row.	Row separators are on in this row.	123456

To turn row separators on or off in an entire row:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Row** from the right-click menu;
- Click on the arrow next to the Row Sep box;
- Select “on” or “off”.

Tables that have row separators always have single rules as a default. The Row Sep Style drop-down allows you to change a row separator from a single rule to a bold or a double rule.

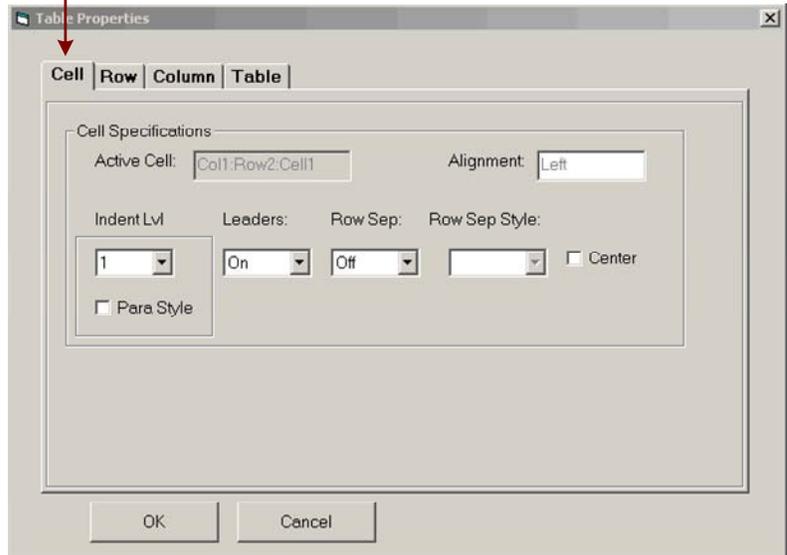
The Center checkbox will Center all of the data in every cell in the row when it is checked.

Cell Level Table Properties

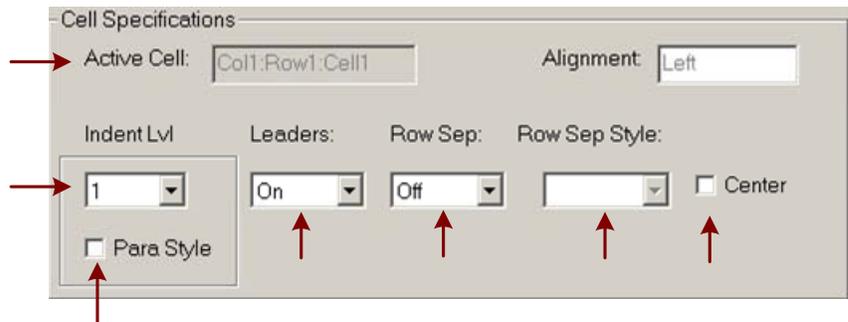
The Cell level Table Properties form is where you can make changes that will affect only the data in a single cell.

Cell Level Table Properties Form

Cell Tab



Cell Specifications



The **Active Cell** box shows the name of the Column, Row, and Cell you are currently working in.

The **Alignment** checkbox allows a choice of left, right, or center the data in the cell you are currently working in will be aligned according to the selection made in this drop-down box.

To set the alignment for the data in an individual cell:

- Right click anywhere in the cell you wish to change;
- Select: **Table Properties » Cell** from the right-click menu;
- Click on the arrow next to the Alignment box;
- Select “left”, “right”, or “center” from the drop-down list.

The Indent Level drop-down box is where you can control how far to the right your data will appear from the left side of the cell border. You may choose a level from 2 to 9. (Level 2 has the least indent, 9, the most.) The default for most tables is to have level 1 indent and the choice of “1” is only available in cases where the column has an indent level other than 1. The table example below shows the 9 available levels of indentation. This control sets the indent for every cell in the row.

Indentation Levels

Indent Levels	Leadered/Non-Leadered
Level 1 Indentation	Leadered
Level 2 Indentation	Leadered
Level 3 Indentation	Leadered
Level 4 Indentation	Leadered
Level 5 Indentation	Leadered
Level 6 Indentation	Leadered
Level 7 Indentation	Leadered
Level 8 Indentation	Leadered
Level 9 Indentation	Leadered

To set the indent level an individual cell:

- Right click anywhere in the cell you wish to change;
- Select: **Table Properties » Cell** from the right-click menu;
- Click on the arrow next to the Indent Lvl drop-down box;
- Select a value from 2 to 9.

To select paragraph style indentation in an individual cell:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Cell** from the right-click menu;
- Click once inside the Para Style checkbox;

Paragraph Style

This text is indented paragraph style. The first line is indented from the left margin but all subsequent lines are flush with the margin.

This text is indented paragraph style. The first line is indented from the left margin but all subsequent lines are flush with the margin.



When paragraph style alignment is selected, the “center” checkbox and indent level controls will be disabled.

To change the leading in an individual cell:

- Right click anywhere in the cell you wish to change;
- Select: **Table Properties » Cell** from the right-click menu;
- Click on the arrow next to the Leaders box;
- Select either “on” or “off” from the drop-down list.



Leaders cannot be turned on or off in figure columns.

Table with Leaders

3 Col General

Heading 1	Heading 2	Heading 3
text data	text data	123456
text data	text data	123456
text data	text data	123456

Table without Leaders

3 Col General – No Leaders

Heading 1	Heading 2	Heading 3
text data	text data	123456
text data	text data	123456
text data	text data	123456

The **Row Sep drop-down box** is where you can turn row separators on or off.

To turn row separators on or off in an individual cell:

- Right click anywhere in the column you wish to change;
- Select: **Table Properties » Cell** from the right-click menu;
- Click on the arrow next to the Row Sep box;
- Select “on” or “off”.

Tables that have row separators always have single rules as a default. The Row Sep Style drop-down allows you to change a row separator from a single rule to a bold or a double rule.

Checking the Center checkbox will center the data in the cell you are working in.

Column Overview

Accessing Column Overview

Column Overview can be launched by clicking the “Col Overview” button at the bottom of the Table Creation form. (To access this form after the table has been inserted, right-click anywhere inside the table and select Table Properties » Column from the right-click menu and then click on the Column Overview button underneath the rules controls.)

Figure 1 – Accessing the Column Overview Form

The screenshot shows the 'Table Creation' dialog box with the following settings:

- Table Type:** Number of Columns: 4 Col; Template: Military (With Total); Number of Rows: 3; Example button.
- Components:** Table Title (checked, Bold), Table Subtitle (unchecked, Bold), Column Headings (checked, Bold), Footnotes (unchecked).
- Table Level:** Level: Section.
- Vertical Space:** Before: 1, After: 1.
- Font Size:** Table Point Size: 9, Heading Point Size: 8.
- Borders:** Top of Table (checked), Sides of Table (checked), Bottom of Header (checked), Horizontal Rules (unchecked), Bottom of Table (checked), Vertical Rules (checked).

The 'Col Overview' button at the bottom is highlighted with a red box.

Using Column Overview

The Col Type, Width, Leaders, Rules, and Spread boxes already contain values that are specific to the template for the table type that was chosen in the Table Creation Form. Each of these can be changed if desired.

Column Overview form with Table Characteristics Defined in the Template

The screenshot shows a dialog box titled "Column Overview" with a "Column Specifications" section. It contains four columns (Col 1 to Col 4) with the following settings:

	Col 1	Col 2	Col 3	Col 4
Col Type:	text	text	text	fig
Width:	70	70	70	12
Leaders:	On	On	On	off
Rules:	off	off	off	off
Spread:	On	On	On	off

At the bottom, there are buttons for "OK", "Go Back", "Save As Default" (with a checkbox), "Advanced", and "Help".

- OK – Click OK at the bottom of the form to insert the table without making changes.
- Go Back – Click on the Go Back button at the bottom of the form to return to the Table Creation form instead of inserting a table. A different table type can then be chosen. Click Cancel at the bottom of the Table creation form if you wish to exit the form without inserting a table.
- The available choices in the Col Type menu are limited to text or figure and may be chosen from the drop-down list. This simply determines whether the content of the column will be treated as text, or as numbers. As a general rule, all columns designated as text will align to the left and all columns designated as figures will align to the right.

To change the column type:

- Click on the arrow next to the Col Type box beneath the column number of the column you wish to change;
- Select either “text” or “fig” from the drop-down list.

This screenshot shows the "Column Specifications" dialog box with six columns (Col 1 to Col 6). The "Col Type" row shows "text" for Col 1 and "fig" for Col 2 through Col 6. The "Width" row is highlighted with a red box and shows values: 60 for Col 1, and 8 for Col 2 through Col 6.

	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6
Col Type:	text	fig	fig	fig	fig	fig
Width:	60	8	8	8	8	8

A column Width must be specified for each column in the table.

To change the width of a column:

- Click inside the Width box that appears beneath the column number of the column you wish to change;
- Type a new value for the column width in the box. (The value for column width must be a number and is expressed in points.)

Columns that have been designated as “text” in the Column Overview form are the only columns where changing the Leader controls will have effect.

Leaders



To add or remove leader dots from a column:

- Click on the arrow next to the “Leaders” drop-down menu beneath the column number of the column where you wish to make a change;
- Click on “yes” or “no” to make your selection.

Col Sep (Column Separators)



The Col Sep control allows you to choose whether or not there will be a vertical rule following a column.

To turn column separators on or off in a column:

- Click on the arrow next to the “Col Sep” drop-down menu beneath the column number of the column where you wish to make a change;
- Click on “on” or “off” to make your selection.

Spread



The Spread control is what determines whether or not a column will be allowed to expand in order to contain the amount of data that has been keyed in the column. The choices are limited to “on” or “off” for each column. Choosing “on” will allow the column to spread to fit the data and choosing “off” will prevent the column from spreading.

To turn spread on or off in a column:

- Click on the arrow next to the “Spread” drop-down menu beneath the column number of the column where you wish to make a change;
- Click on “on” or “off” to make your selection.

To insert a table once changes have been made:

- **OK** – Click OK to insert the table;
- **Go Back** – Click Go Back if you wish to return to the Table Creation form instead of inserting a table.

Align



The Align drop-down boxes allow a choice of left, right, or center and all cells in the column will be aligned according to the selection in this drop-down box.

To set the alignment for every cell in a column:

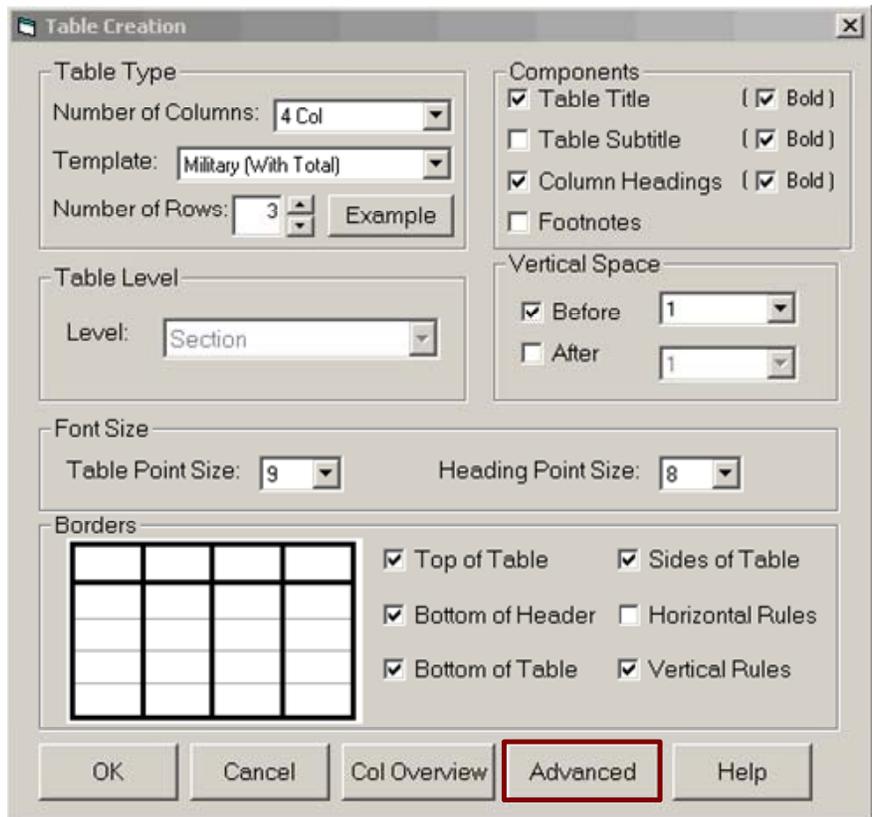
- Click on the arrow next to the Alignment box;
- Select “left”, “right”, or “center” from the drop-down list.

Advanced Features

Advanced Table Features

To access advanced features from the table creation interface:

- Click the Advanced button at the bottom of the Table Creation Form;



The screenshot shows the 'Table Creation' dialog box with the following settings:

- Table Type:** Number of Columns: 4 Col, Template: Military (With Total), Number of Rows: 3, Example button.
- Table Level:** Level: Section.
- Font Size:** Table Point Size: 9, Heading Point Size: 8.
- Borders:** A 4x3 grid is shown. Checkboxes: Top of Table (checked), Bottom of Header (checked), Bottom of Table (checked), Sides of Table (checked), Vertical Rules (checked), Horizontal Rules (unchecked).
- Components:** Table Title (checked, Bold), Table Subtitle (unchecked, Bold), Column Headings (checked, Bold), Footnotes (unchecked).
- Vertical Space:** Before: 1, After: 1.

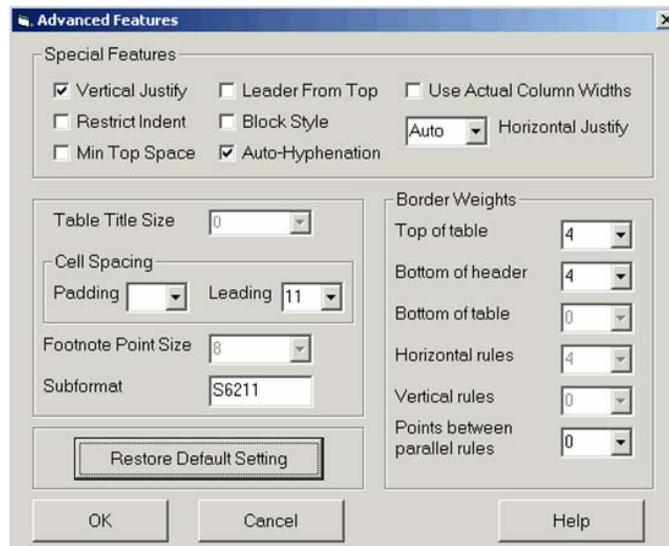
At the bottom, the 'Advanced' button is highlighted with a red box. Other buttons include OK, Cancel, Col Overview, and Help.

The Advanced Features form can also be accessed through table level table properties via the right-click menu after a table has been inserted.

To access advanced features through the right-click menu:

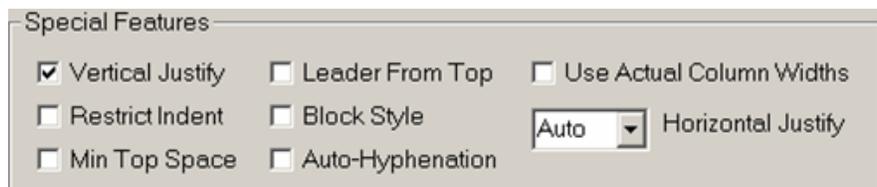
- Right click anywhere inside the table;
- Select, Table Properties » Table from the right-click menu;
- Click on the Advanced button on the bottom right of the Table level Table Properties form.

Using Advanced Features



Special Features

Vertical Justify



Vertical Justify is a feature that creates additional vertical space within the allowed table parameters to increase the readability of a table. This feature will be on by default and the box will be checked. To override vertical justification, uncheck the Vertical Justify checkbox.

Restrict Indent



The Restrict Indent checkbox is used to override default MicroComp indent behavior and will restrict indents in the first column to 1 em regardless of the width of the column. When indents are restricted, the amount of space between one level of indentation and another will not increase beyond 1 em as higher levels of indentation are used. For example, if level 1 indentation has been used for the first entry in a row and level 2 indentation is used for the entry in the row below it, the entry with level 2 indentation will align with the hanging data in the first entry instead of being further indented to the right.

Normal Indent

Locator and Function	Leadered/Non-Leadered
Locator 01 sets hierarchy 1 text	Leadered
Locator 02 sets hierarchy 2 text	Leadered
Locator 03 sets hierarchy 3 text	Leadered
Locator 04 sets hierarchy 4 text	Leadered
Locator 05 sets hierarchy 5 text	Leadered
Locator 06 sets hierarchy 6 text	Leadered
Locator 07 sets hierarchy 7 text	Leadered
Locator 08 sets hierarchy 8 text	Leadered
Locator 09 sets hier- archy 9 text	Leadered
Locator 10 sets hierarchy 10 text	Leadered

Restricted Indent

Locator and Function	Leadered/Non-Leadered
Locator 01 sets hierarchy 1 text	Leadered
Locator 02 sets hierarchy 2 text	Leadered
Locator 03 sets hierarchy 3 text	Leadered
Locator 04 sets hierarchy 4 text	Leadered
Locator 05 sets hierarchy 5 text	Leadered
Locator 06 sets hierarchy 6 text	Leadered
Locator 07 sets hierarchy 7 text	Leadered
Locator 08 sets hierarchy 8 text	Leadered
Locator 09 sets hierarchy 9 text	Leadered
Locator 10 sets hierarchy 10 text	Leadered

Min Top Space

Special Features

Vertical Justify Leader From Top Use Actual Column Widths
 Restrict Indent Block Style Horizontal Justify
 Min Top Space Auto-Hyphenation

When the Min Top Space or “minimum top space” checkbox is checked, a table will be inserted without any additional space being added between the table and the text that precedes it. This box will be unchecked by default so that most tables will be inserted with additional vertical space above.

Leader from Top

Special Features

Vertical Justify Leader From Top Use Actual Column Widths
 Restrict Indent Block Style Horizontal Justify
 Min Top Space Auto-Hyphenation

The Leader from Top checkbox can be used to allow leader dots to align from the top of the entries in a preceding column instead of the bottom. (This is only evident if the entry is long enough to wrap to more than 1 line.) Tables that contain a text column and 1 or more figure columns are the only tables that would require the use of this feature in order to leader from the top as tables with more than 1 reading column will already leader from the top by default.) The data in subsequent figure columns will align to the top with the leaders as well.

Advanced Leadering Examples

Leaders from Top

Text Column	Figure Column	Figure Column
The data in the figure columns that follow will align with the data at the top of this entry because Leader From Top was used.	70,453,008	23,290,760
This column is also leadered from the top of the entry instead of at the bottom. Leaders are not displaying because there is not enough room at the end of the first line for them to display. The text in the figure columns that follow will vertically align with the first line of text in this entry.	75,354,098	76,090,780
Leader from Top	75,354,098	76,090,780

Leaders from Bottom

Text Column	Figure Column	Figure Column
The data in the figure columns that follow will align to the bottom of this entry because Leader From Top was not used	70,453,008	23,290,760
This entry will also leader from the bottom because Leader from Top was not used	75,354,098	76,090,780

Block Style

Special Features

Vertical Justify
 Leader From Top
 Use Actual Column Widths
 Restrict Indent
 Block Style
 Horizontal Justify
 Min Top Space
 Auto-Hyphenation

The Block Style checkbox can be used to align all data in a cell flush with the left margin instead of in the standard flush and hang style where only the data in the first line is flush with the margin and all data on subsequent lines “hangs” underneath with an indent of 1 em.

Block Style

This text is indented block style. It will align flush left regardless of where the line breaks. It will be indented in this manner when a “bl” is present in the function line.

This text is indented block style. It will align flush left regardless of where the line breaks. It will be indented in this manner when a “bl” is present in the function line.

Flush and Hang

This text is indented flush and hang style. It has no indent between the first line of text and the left margin. The following line has an additional em space indent and all subsequent lines of text are indented flush with the second text line.

Paragraph Style

This text is indented paragraph style. The first line is indented from the left margin but all subsequent lines are flush with the margin.

This text is indented paragraph style. The first line is indented from the left margin but all subsequent lines are flush with the margin.

Table with Flush and Hang Indentation

3 Column Table with Flush and Hang Indentation

Heading 1	Heading 2	Heading 3
This column contains text that will be indented flush and hang style.	This column contains text that will be indented flush and hang style.	\$100,000.00
This column contains text that will be indented flush and hang style.	This column contains text that will be indented flush and hang style.	\$100,000.00

Table with Block Style Indentation

3 Column Table with Block Style Indentation

Heading 1	Heading 2	Heading 3
This column contains text that will be displayed block style.	This column contains text that will be displayed block style.	\$100,000.00
This column contains text that will be displayed block style.	This column contains text that will be displayed block style.	\$100,000.00

Auto-hyphenation is the function that determines where a word will break when data does not fit on one line. The system determines the best position to break a word and inserts a hyphen in the chosen spot. (The hyphenation system uses a comprehensive hyphenation dictionary to make the determination.) The remainder of the word is set on the next line.

Auto-Hyphenation



The screenshot shows a dialog box titled "Special Features" with several options. The "Auto-Hyphenation" checkbox is checked and highlighted with a dashed border. Other options include "Vertical Justify", "Leader From Top", "Use Actual Column Widths", "Restrict Indent", "Block Style", "Auto" (dropdown menu), "Horizontal Justify", and "Min Top Space".

Auto-Hyphenation will be on as a default but can be turned off by unchecking the Auto-Hyphenation checkbox.



This feature only pertains to the first column in the table.

Use Actual Column Widths

The Use Actual Column Widths checkbox is used to limit the spread of the columns to the column width values specified by the user. Columns in the table will no longer be allowed to spread to use up the width of the page when this box is checked.

Horizontal Justify

Horizontal Justify is a feature that spreads data to fill the entire width of a column. This feature will be automatically used in text columns that are less than 12 ems wide but will be off by default when column widths are more than 12 ems. The Horizontal Justify checkbox can be used to alter the justification that is being used in the table.



This feature only applies to text columns

Font Sizes, Cell Spacing and Subformats

The Table Title Size drop-down menu determines the size of the font that will be used for the table title. The larger the value, the larger the font will be.

To change the size of the table title from the Advanced Form:

- Click on the arrow at the right side of the Table Title Size drop-down box;
- Select a font size from the menu;
- Click OK.

The Padding control is what determines how much space there will be between the data in a cell and the left and right margins of that cell.

To change the amount of space between cell data and left and right cell margins:

- Click on the arrow at the right side of the Padding drop-down box;
- Select a number from the menu. (The larger the number is the more cell padding there will be. The available values represent the amount of space and are expressed in points);
- Click OK.

The Leading control determines the amount of vertical space between the data in a cell and the top and bottom margins of that cell.

To change the amount of space between cell data and top and bottom cell margins:

- Click on the arrow at the right side of the Leading drop-down box;
- Select a number from the menu. (The larger the number is the more leading there will be. The available values represent the amount of space and are expressed in points);
- Click OK.

The Footnote Point Size drop-down menu determines the size of the font that will be used for table footnotes. The larger the value, the larger the font will be.

To change the size of table footnotes from the Advanced Form:

- Click on the arrow at the right side of the Footnote Point Size drop-down box;
- Select a font size from the menu;

- Click OK.

The Subformat control is an advanced feature that specifically pertains to Bellcode and is primarily for Government Printing Office use. Advanced users who are familiar with the function of subformats can enter the 4 digit number for the subformat they wish to use in the Subformat text box. The subformat text box will show which subformat the table you are currently working in is in.



Changing the subformat will change the default values for many table parameters.

The Restore Default Settings Button restores all table settings to the state when the table was initially inserted. This means that any changes made to font size, column widths or types, spread, indent, or rule style and display will be lost. The restore default settings feature can be used when changes that have been made to a table cause it not to render or cause the file you are working in to become invalid. When a change cannot be undone because it cannot be determined which change caused the problem, this feature will allow you to start over without losing the data that has been entered in the table.



Saving and validating your file frequently will make it easier to determine which change caused a problem in cases where a table won't render.

Template Utilities

Template Utilities allow you to create and add new templates, modify existing templates, add preview examples to templates, delete templates that are no longer in use, or restore modified table templates to their original specifications. Table templates can also be shared using the import/export functions that are available through template utilities.

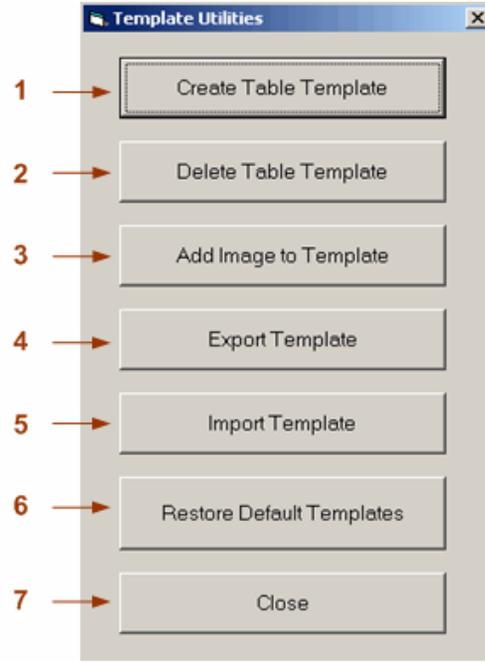
Accessing Template Utilities

To access Template Utilities:

- Use the **F12** key while holding down **Ctrl and Shift**, or;
- Select **Table** from the **Template Utilities menu on the XMetaL table menu**, or;

- Right click anywhere inside the table you wish to create a template for and then select “**Create a Template**” from the right-click menu.

Using Template Utilities

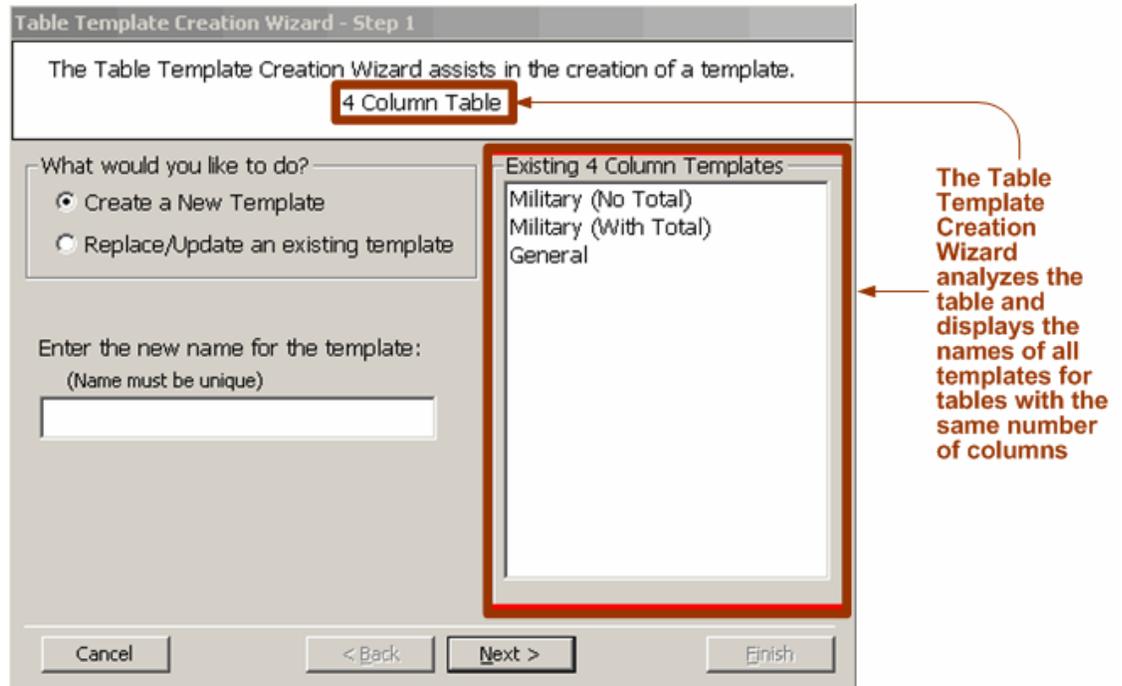


Create Table Template

To create a new table template:

- Click on the “Create a Template” button on the Template Utilities form while your cursor is positioned inside a table;
- This will launch the Table Template Creation Wizard;

The Table Template Creation Wizard will allow you to save the table you are working in as a template that will be available through the table type menu in the Table Creation Interface. Table examples can also be added through the Table Template Creation Wizard, and once added can be viewed by clicking the “Example” button in the Table Creation form while the corresponding template is selected in the template drop-down menu.



- Step 1 - What would you like to do?

The selection made in the “What would you like to do?” box will determine whether you will add a new template with a new name to the table menu system or whether you wish to use your template to replace an existing template and use its name.

- Create a New Template

If you are creating a new template you must type a name for the template in the template name box. The name for the new template cannot have the same name as an existing template.

Table Template Creation Wizard - Step 1

The Table Template Creation Wizard assists in the creation of a template.
4 Column Table

What would you like to do?

- Create a New Template
- Replace/Update an existing template

Enter the new name for the template:
(Name must be unique)

New Table 1

Existing 4 Column Templates

- Military (No Total)
- Military (With Total)
- General

Cancel < Back Next > Finish

- Replace an Existing Template

If you wish to replace an existing template with the one you are creating, click on the name of the template you wish to replace in the list of existing templates on the right hand side of the form.

Table Template Creation Wizard - Step 1

The Table Template Creation Wizard assists in the creation of a template.
4 Column Table

What would you like to do?

- Create a New Template
- Replace/Update an existing template

Highlight a name on left to replace -->

Existing 4 Column Templates

- Military (No Total)
- Military (With Total)
- General

Cancel < Back Next > Finish

- Click **Next** after you have made your selection.
- Step 2 - Which data would you like to save?

The selections made in Step 2 answer the question, “Which data do you wish to save?” The choices made here determine which of the basic parts of your table are to be retained and if any data or formatting is to be saved in the template.

- **Table Components Checkboxes**

The checkboxes on the left side of the form allow you to choose which of the basic parts (Table Title, Subtitle, etc.) of your table you wish to include in the new template. Each item that is checked will be included in the new template.



The Table Template Creation Wizard analyzes your table to determine which basic parts have been used in the original table. Only the checkboxes for parts used in the original table can be included in the template. All other checkboxes will be disabled.

- **Formatting**

You may choose whether or not to save the formatting for each of the items you have selected using the checkboxes by clicking the yes or no radio button next to the item that is checked. When you click on yes, formatting for things such as bold titles, centered column headings, and italicized text will be saved.



The only settings for row and column separators that can be saved in a template are those that are set at table level. This means that if all row or column separators are turned on or off in the whole table, the setting will be saved. Individual column or row separators will not be saved in the template.

- **Data**

You can choose whether or not you would like your template to contain the same data as the original table by using the yes or no radio buttons in the “Keep Data” section of the form. You will be able to make this choice for each item that has a check in the checkbox. For instance, if you wish to save only the column headings in your new template, you would click the “yes” radio button in the “Keep Data” section for Column Headings but “no” for everything else. The new template would then have the same column headings as your original table but all of the cells in the table body would be empty. Table titles and subtitles would also be blank so you could enter new titles if desired.

- **Number of Rows**

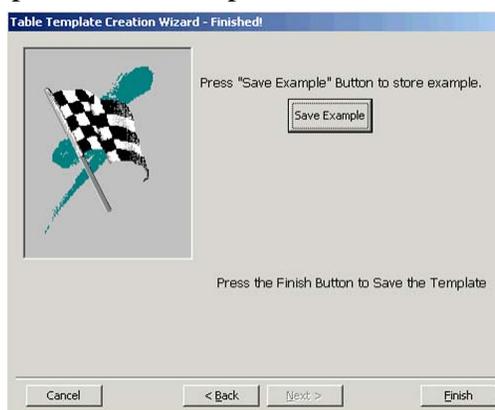
The Rows control allows you to add more rows to your table if you have decided to save the data in the table body. You may add rows by clicking on the up arrow until the number in the box shows the number of columns you want or by typing the desired number of columns in the box.



You can only add rows or use the same number of rows that were in the original table. This control cannot be used to decrease the number of rows that will be in the template.

- Click **Next** if you wish to add a preview example to your template, or;
- Click **Finish** to save the template and exit the Table Template Creation Wizard.

- Step 3 – Save Example;



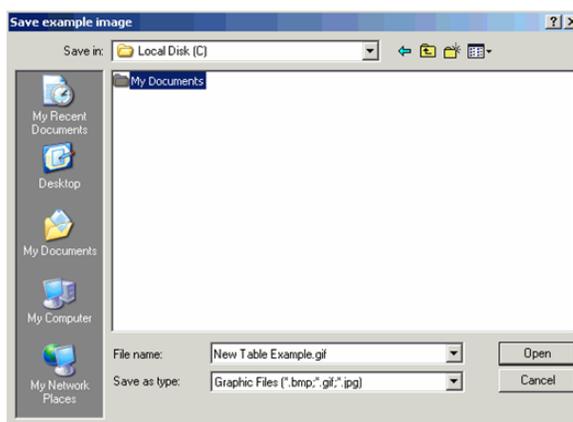
The Save Example button allows you to save a preview example that will be available through Table Creation Interface. Table examples that have been added can be viewed by clicking the “Example” button in the Table Creation form while the corresponding template is selected in the template drop-down menu.

When you click on the Save Example button you will be prompted to navigate to the directory where the example you wish to use is stored on your computer or network.

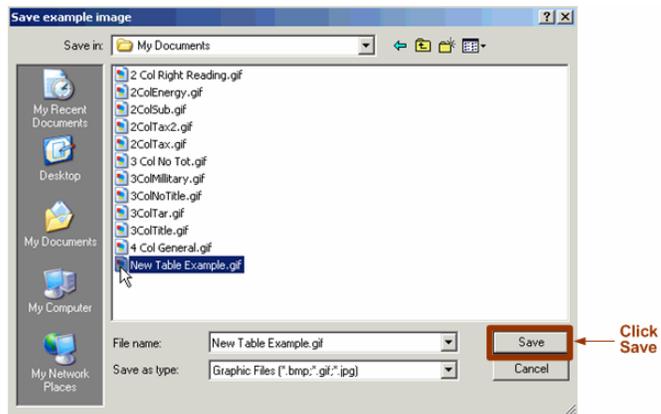


In order to add a preview example, a picture of the table in .gif or .jpg format must first have been created and saved. Preview examples can be added at any time after a template has been created using “Add Image to Template” in Template Utilities.

- Navigate to the folder your example is stored in;



- Double click on the file you wish to use for your example;

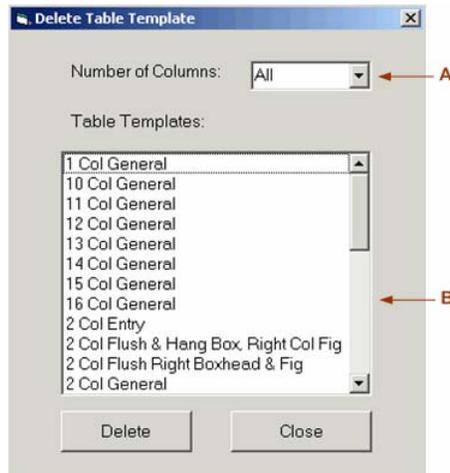


- Click **Save**;
- Click **Finish**;

Delete A Table Template

The delete template function will allow you to delete templates that you no longer wish to use. Once a template is deleted, it will no longer appear on the Table Type menu in the Table Creation form.

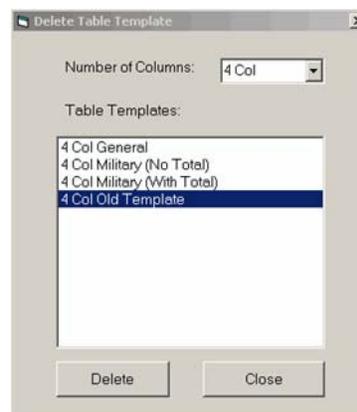
- Select Number of Columns



The Number of Columns drop-down menu will allow you to sort the list of templates by number of columns. Once a selection has been made, only the templates with the selected number of columns will be shown in the list of table templates.

Select the number of columns in the template you wish to delete from the Number of Columns drop-down menu.

- Click on the name of the Template you wish to delete;



- Click on the **Delete** button at the bottom left of the form;



- Click Yes to confirm your selection.

Add Image to Template

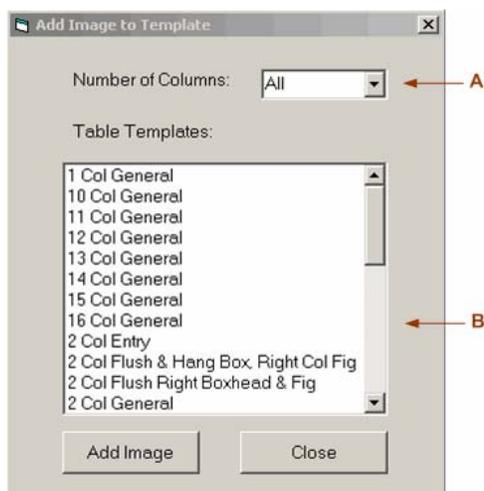
Images can be added to templates at any time using the Add Image to Template function. This will allow you to save a preview example that will be available through Table Creation Interface. Table examples that have been added can be viewed by clicking the “Example” button in the Table Creation form while the corresponding template is selected in the template drop-down menu.



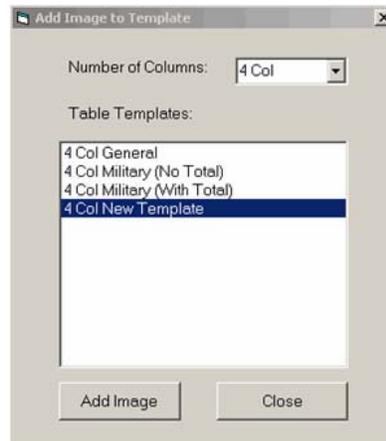
In order to add a preview example, a picture of the table in .gif or .jpg format must have been created and saved first.

To add an image to a table:

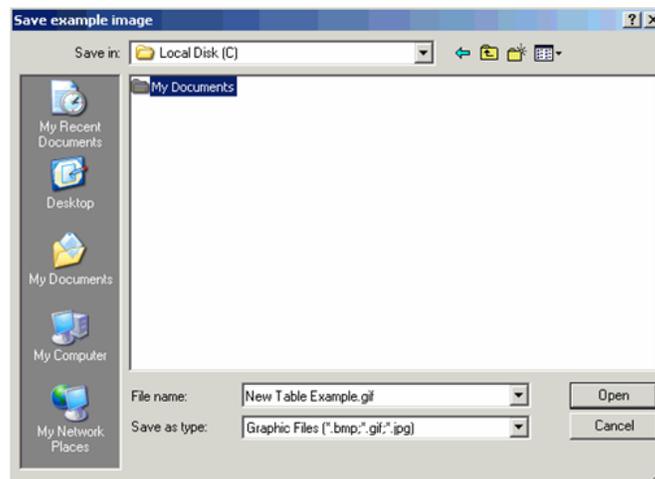
- Select the number of columns in the template you wish to add an image for from the Number of Columns drop-down menu;



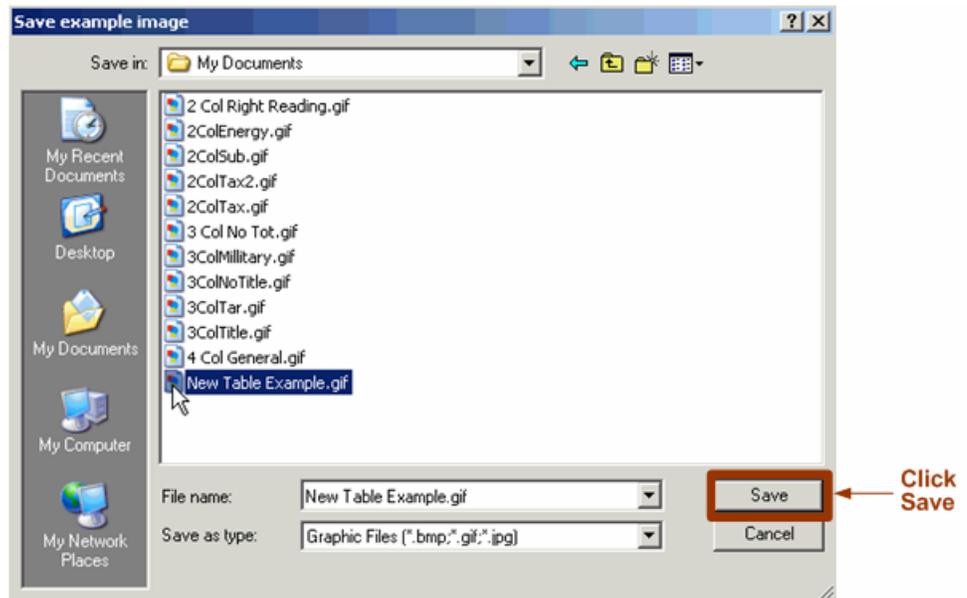
- The Number of Columns drop-down menu will allow you to sort the list of templates by number of columns. Once a selection has been made, only the templates with the selected number of columns will be shown in the list of table templates;
- Click on the name of the Template you wish to add an image for and then click the Add Image button. When you click on the Add Image button you will be prompted to navigate to the directory on your computer or network where the example you wish to use is stored;



- Navigate to the folder your example is stored in;



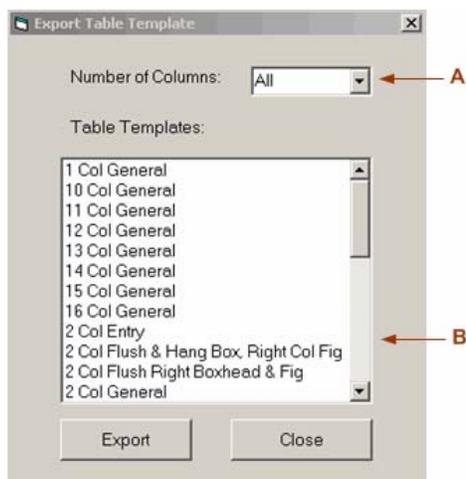
- Double click on the file you wish to use for your example;



- Click **Finish**.

Export a Template

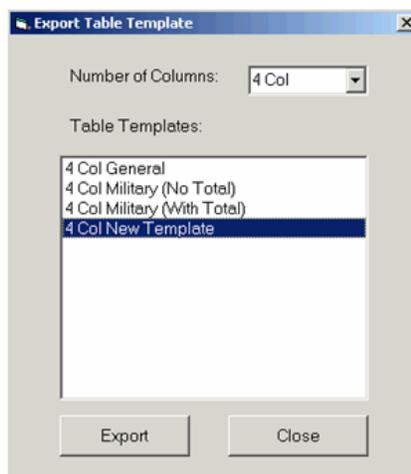
The Export Template function allows you to share templates with others. When a template is exported, it is saved as an individual file that can be e-mailed or stored in a shared directory that other users can use.



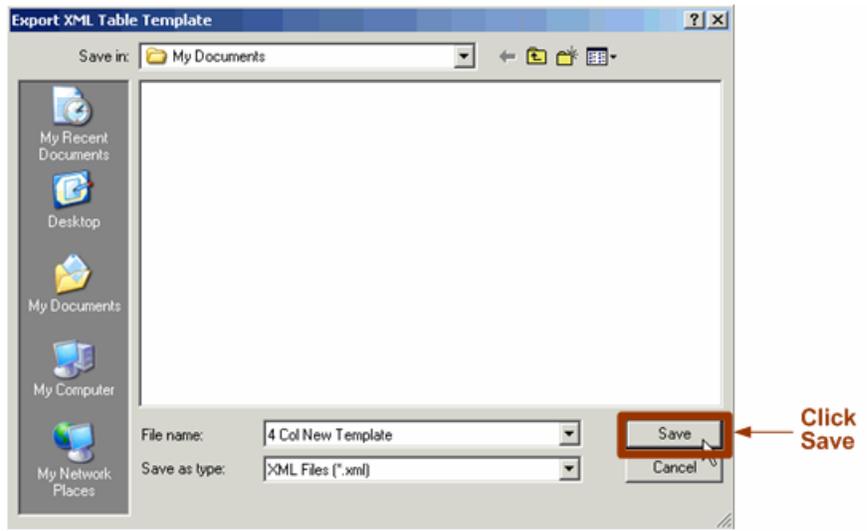
The Number of Columns drop-down menu will allow you to sort the list of templates by number of columns. Once a selection has been made, only the templates with the selected number of columns will be shown in the list of table templates.

To export a table template:

- Select the number of columns in the template you wish to export from the **Number of Columns** drop-down menu;
- Click on the name of the Template you wish to export and then click the **Export** button. When you click on the **Export** button you will be prompted to navigate to the location where you wish to save the file;



- Navigate to the folder where you wish to save the file.



- Click **Save**. Once you save, you will get a message confirming that your template was exported;



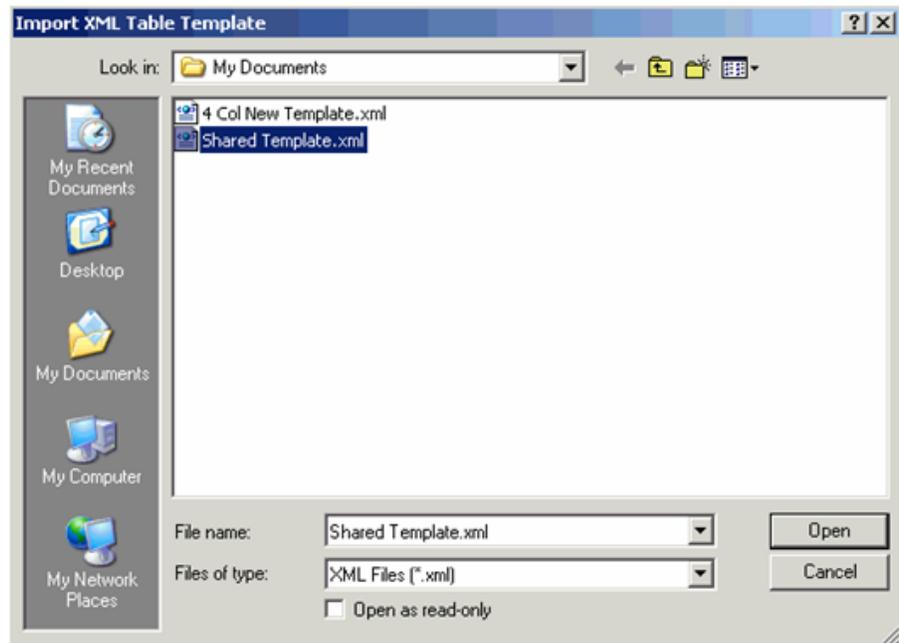
- Click **OK**;
- Click **Close**.

Import a Template

The Import Template function allows you to use templates that were created by others. You will only be able to import templates that have been created in XMetaL and that have been saved using the export function. (During the import process, templates are analyzed to make sure they are in the correct format. If the template is not a valid XML file, an error message will be generated.) If you do not wish to replace an existing template, the name of the template you wish to import must not duplicate the name of a template that already exists.

To import a template:

- Click on the **Import Template** button. You will be prompted to navigate to the folder where the template you wish to import is stored;
- Navigate to the template you wish to import;



- Click on the name of the template you wish to import;
- Click **Open**;



- Click **OK**.

Restore Default Templates

The Restore Default Templates function restores the initial set of templates to their original state. You can choose to restore only the templates you select or you can restore them all at once.

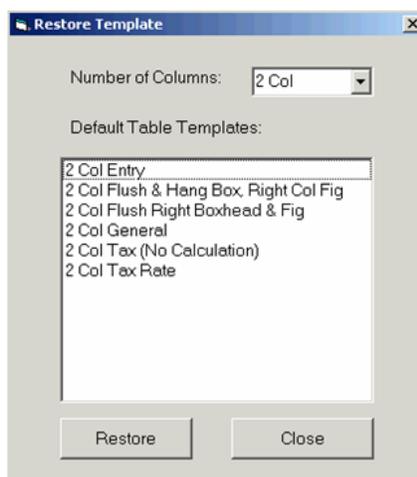
The Number of Columns drop-down menu will allow you to sort the list of templates by number of columns. Once a selection has been made, only the templates with the selected number of columns will be shown in the list of table templates.



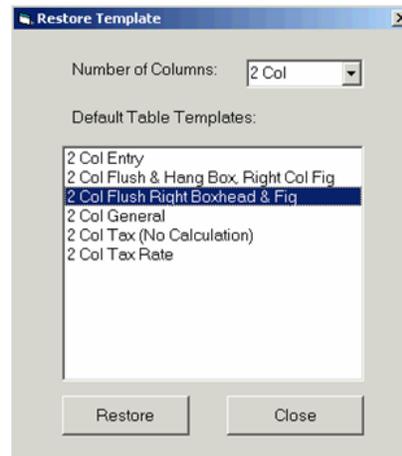
Only the names of the templates that were initially provided with the application will appear on the list of templates that can be restored.

To restore a template:

- Select the number of columns in the template you wish to restore from the Number of Columns drop-down menu or select **All**;



- Select the name of the template you wish to restore from the list of templates. If you have selected **All** from the number of columns drop-down, skip this step and click **Restore**;



- Click **Restore**. You will get a confirmation message to let you know that restoration is complete;



- Click **OK**;
- Click **Close**.

Close

Use the close button to exit Template Utilities.

Known Issues

Incorrect Table Display

When you first open XMetaL, tables that were previously created will not show the correct column widths.

Table Displayed with Incorrect Column Widths

[Table Type: S-military -- Table aligned to level:]

Heading 1	Army	Navy	Air Force	Marine Corps
test data test data	12345	12345	12345	12345
test data test data	12345	12345	12345	12345
test data test data	12345	12345	12345	12456

To refresh the table so it displays correctly, change to the “tags on” view by clicking on the icon on the lower left hand corner of the screen and then click on the “normal” view icon.

Changing your View



Column Width Change When Column Type is Changed

When text columns are changed to figure columns, the width value of the column must be changed to the number of digits that will appear in the column + 2. For example, if a text column has been changed to a figure column that is to contain the entry, “\$1,000,000”, the column width value should be changed to 11. Dollar signs count as a digit and commas each count as a half. The total number of digits in this entry is 9. Add 2 and the column width is 11.

Inserting Rows in Tables with Total Rules

In a table such as the one below, additional rows cannot be added using the tab key when at the end of a row. Additional rows can be added in this type of table by using the Insert Row Above or Insert Row Below icons on the XMetaL Toolbar while your cursor is in the row you wish to insert a row above or below.

[Table Title] 4 Col Military W/Total

State or country	Installation or location	Purpose	Amount
Alaska	Fort Wainwright	75 Units	\$24,000,000
Arizona	Fort Huachuca	110 Units	\$16,224,000
California	Fort Irwin	24 Units	\$4,700,000
Hawaii	Schofield Barracks	72 Units	\$15,500,000
Kentucky	Fort Campbell	184 Units	\$27,800,000
Maryland	Fort Detrick	48 Units	\$5,600,000
Missouri	Fort Leonard Wood	24 Units	\$4,150,000
North Carolina	Fort Bragg	160 Units	\$22,000,000
	Total		\$165,824,000

Total Rule



Please note that if you insert a row directly above the row containing the total rule the new row will also have a total rule in the same cell as the original row.

To insert a row that does not contain a total rule, the row insertion steps described above should be performed while your cursor is placed 2 or more rows above the one containing the rule.

[Table Title] 4 Col Military W/Total

State or country	Installation or location	Purpose	Amount
Alaska	Fort Wainwright	75 Units	\$24,000,000
Arizona	Fort Huachuca	110 Units	\$16,224,000
California	Fort Irwin	24 Units	\$4,700,000
Hawaii	Schofield Barracks	72 Units	\$15,500,000
Kentucky	Fort Campbell	184 Units	\$27,800,000
Maryland	Fort Detrick	48 Units	\$5,600,000
Missouri	Fort Leonard Wood	24 Units	\$4,150,000
North Carolina	Fort Bragg	160 Units	\$22,000,000
	Total		\$165,824,000

Insert row here or above

Hidden Data

When data takes up more space than the width of the column, text is sometimes hidden behind the next column instead of wrapping. This generally only occurs in figure columns in tables that have more than 8 columns.

Tables with more than 8 Columns

Tables that have more than 8 columns will typically be displayed landscape instead of portrait. Another thing to keep in mind for these

types of tables is that there is limited space for the data. The column widths have been made smaller to allow the table to fit on the page and should not be increased or the table may not render.

Inserting Rows in Tables Containing Spanned Columns

Once a row contains a column that has been spanned, all rows that are added below it will also span. If rows that do not contain a spanning column are needed, they must be added first, and then the span added in the desired row.

Copying and Pasting Tables

Tables cannot currently be copied and pasted from one location to another in XMetaL. One way to work around this is to utilize the Table Template Creation Wizard as a means of inserting a saved table in a new location. If there is a table you wish to move, use the Ctrl + Shift + F12 key sequence to launch Table Utilities while your cursor is positioned inside the table you wish to move. Click on “Create a Table Template” and then save your table with all data and headings. (See page 76 for detailed instructions on creating and saving table templates.) Once the template is saved it will be added to the table type drop-down menu on the table creation form. You may now place your cursor at the new location where you would like to insert the table and use the Ctrl + Shift + F5 key sequence to launch the Table Creation Interface. Select the name of the new template from the table type drop-down menu and click OK. The table will be inserted in the new location with all data and headings intact.

If you wish to remove the template from the menu, it can be easily deleted using the Delete Table Template function in Table Utilities. (See page 84.)

Leader Display when a Column Type is Changed

When a column type is changed, sometimes the display of the associated change in leadering is not reflected in the XMetaL display of the table.

Table Heading Exception

In order to create the 2 Column Entry Table correctly, the heading was created as table body text that has been bolded. This means that the column headings checkbox in table properties will not be checked and that checking it will have no effect. In addition to this, the size of the font used for the heading cannot be changed by adjusting the heading point size control in table properties.

Row Separators in the Last Row of a Table

When new rows are added, row separators are inherited from the previous row. The last row of a table is an exception to this rule because the horizontal rule beneath it is actually the border at the bottom of the table. To prevent two horizontal rules from displaying in the last row, no row separator is inherited when a new row is added at the bottom of a table. In cases where more than one row has been added at the bottom of the table, it will be necessary to manually turn row separators on in each row when row separators are needed.

Leadering Conditions

The following conditions apply for adding or changing leaders in a table.

Column Type	Alignment	Empty	Leader
Figure\text	Right	Yes	Yes
	Center	Yes	Yes
	Left	Yes	Yes
	Right	No	No
	Center	No	No
	Left	No	Yes

Last Column	Alignment	Empty	Leader
Yes	Right	Yes	Yes
	Center	Yes	Yes
	Left	Yes	Yes
	Right	No	No
	Center	No	No
	Left	No	No
No	Right	Yes	Yes
	Center	Yes	Yes
	Left	Yes	Yes
	Right	No	No
	Center	No	No
	Left	No	Yes

Header Row	Alignment	Empty	Leader
Yes	Center	Yes	No
Yes	Center	No	No

Stages, Star Prints, and Suspensions

Stages of legislation

As we know, for a bill to become law it must pass both the House and the Senate in identical form, and then approved by the President. While this is a simple requirement, the procedural requirements for this to happen are complex. Each introduced bill must pass through various stages of these procedural requirements to become law. The stage attribute on the bill or resolution element (tag) indicates which stage the document is in.

To set the stage

- Select Change Bill/Resolution Stage from the LegDocMgt menu, or press **CTRL+ALT+SHIFT+S**;
- Select correct stage from the dialog box;
 - Depending on what organization you work for your ability to set stages on bills may be limited.

STAGE	DESCRIPTION
Pre-Introduction	Primarily used by HOLC and SOLC in the drafting stages.
Introduced-in-House Introduced-in-Senate	While a bill is said to be "introduced," a resolution is technically said to be "submitted". For the purposes of XML, bills and resolutions are set to "Introduced-in-House" or "Introduced-in-Senate"
Agreed-to-House Agreed-to-Senate	Considered-and-Passed-House Considered-and-Passed-Senate

Engrossed-in-House Engrossed-in-Senate	Definition of a Engrossed Bill: “The official copy of a bill or joint resolution as passed by one chamber, including the text as amended by floor action, and certified by the clerk of the House or the secretary of the Senate (as appropriate). Amendments by one house to a measure or amendments of the other also are engrossed. House engrossed documents are printed on blue paper; the Senate’s are printed on white paper.” [Source: http://www.crs.gov/products/guides/glossary/a.shtml]
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STAGE	DESCRIPTION
Enrolled-Bill	Definition of an Enrolled Bill: “The final official copy of a bill or joint resolution that both houses have passed in identical form. An enrolled bill is printed on parchment. After it is certified by the chief officer of the house in which it originated and signed by the House Speaker and the Senate president pro tempore, the measure is sent to the president for his signature.” [Source: http://www.crs.gov/products/guides/glossary/a.shtml]
Re-Enrolled-Bill	
Engrossed-Amendment-House Engrossed-Amendment-Senate	
Reengrossed-Amendment-House Reengrossed-Amendment-Senate	
Reported-in-House Reported-in-Senate	
Additional-Sponsors-House Additional-Sponsors-Senate	
Amendment-in-House Amendment-in-Senate	
Committee-Discharged-House Committee-Discharged-Senate	
Failed-Amendment-House Failed-Amendment-Senate	
Held-at-Desk-House Held-at-Desk-Senate	
Indefinitely-Postponed-House Indefinitely-Postponed-Senate	
Laid-on-Table-House Laid-on-Table-Senate	
Ordered-to-be-Printed-House Ordered-to-be-Printed-Senate	
Placed-on-Calendar-House Placed-on-Calendar-Senate	
Public-Print	
Received-in-House Received-in-senate	
Reference-Change-House Reference-Change-Senate	
Referral-Instructions-House Referral-Instructions-Senate	

STAGE	DESCRIPTION
Referred-in-House Referred-in-Senate	
Referred-to-Committee-House Referred-to-Committee-Senate	
Referred-w-amendments-House Referred-w-Amendments-Senate	
Sponsor-Change	

Star Prints

When the Government Printing Office (GPO) needs to make a correction on a bill that is already publicly available, they will issue a star print.

To set the star print:

- Select Star print from the **LegDocMgt** menu;
- Select the correct star print from the dialog box;
- Depending on what organization you work for your ability to set star prints may be limited.

Suspensions and the “Suspension Calendar”

While there is no formal suspension calendar, sometimes the Congressional community uses that term when referring to the Speaker's list of measures that are scheduled to be considered under suspension of the House Rules. Debate on a motion to suspend the rules and pass a measure is limited to forty minutes, and it an expeditious procedure for passing relatively non-controversial or emergency measures by a two-thirds vote of those members voting, with a quorum being present. The two-thirds vote simultaneously suspends the rules and passes the measure. If the motion is not supported by the required two-thirds vote, the House has not rejected the measure involved; it has only refused to suspend the rules in order to pass it. Therefore, the measure may be considered at another time under some other procedure.

Suspension measures are prepared for floor action by the HOLC, and often the following language is printed on top of the measure, “This language is read by the Reading Clerk before consideration, and this language is not included in the enrolled\engrossed version of the measure.”

To prepare a suspension measure:

- Select **Add Susp. Lang.** from the **LegDocMgt** menu, or press **CTRL+ALT+F5**, and ;

- Type the required language in the suspension-floor-action and suspension-instructions elements (tags);
- Print the measure.

Cleaning Up Documents

Spelling/Dictionary

XMetal contains a dictionary that is used to check and correct the spelling of your documents. You can modify it by adding and deleting words to the XMetaL and user dictionaries.

Spelling

To check the spelling of your document:

- Select **Spelling** from the **Tools** menu, or Press **F7**;
- Spell checker will highlight each word it finds in the document with spelling errors and display a window with possible corrections. Click one of the following buttons for each word:
 - **Next** moves to the next spelling error in the document;
 - **Replace** updates the highlighted word with the correct spelling;
 - **Add to Dictionary** adds the word, exactly as you spelled it, to the dictionary,
 - **Ignore** skips the word;
 - **Restrict** and **Set Restriction** allow you to check the spelling of a smaller portion of a document;
 - **Cancel** closes the spell checker.

Editing the Dictionary

To avoid having the spell-checker stop repeatedly for terminology that you use regularly, you can add your own list of words to a personal user dictionary. Changes to the user dictionary are saved each time you save the document or close XMetaL.

To edit the dictionary:

- Select **Edit Dictionary** from the **Tools menu**. The Edit Dictionary box appears, containing a list of words in the current user dictionary;
- To add a word to the dictionary, type the word in the Word text box and click on the **Add Word** button;
- To delete a word from the dictionary, click on the word in the list and then click on the **Delete Word** button.

Supplementary Dictionary

A supplement dictionary for use by Congressional Users is under development.

Thesaurus

You can look up a word in your document and display meanings for that word using the Thesaurus. You can also view related words such as synonyms, antonyms, and contrasted words.

To look up a word in the thesaurus:

- Highlight the word in the document you want to look up;
- Select **Thesaurus** from the **Tools menu**, or press **Shift+F7**. The word and its meaning are displayed;
- Select **Synonyms**, **Antonyms**, **Related Words**, **Contrasted Words** or **See Also** in the drop down menu;
- A list of words is displayed below it. Click on any word in that list and click one of the following buttons;
- **Next Meaning** displays the definition of the word you selected;
- **Previous Meaning** displays the definition of previously selected word;
- **Get Word** clears the last word you selected;
- **Replace** updates the document with the word you selected;
- **Cancel** closes the Thesaurus.



The word you selected in your document is not changed until you click Replace and close the Thesaurus.

Tagging Terms

You can tag terms in your document that will allow you to view all view where a term appears in your document using the Resource Manager.

To tag terms in your document:

- Select **Set Terms** from the **Format menu**, or press **ALT+T**.

This feature will search for phrases through the document, like this:

the term “State”

the terms “State” and “County”

Each time it locates a word or phrase, it will remove the quote tags and replace them with term tags.

Converting hyphens to en-dashes

You can convert hyphens to en-dashes under certain conditions. To convert hyphens to en-dashes:

- Select **Set En-Dashes** from the **Format menu**, or press **ALT+F12**. The following conditions must exist in order for a hyphen to be converted:
 - When the dash joins two numerals, such as “Public Law 107-5151”, or Figures: 5-20 (bonds);
 - When the dash joins a capital letter and a numeral, such as “6-A (exhibit identification)”, “DC-14 (airplane)”, “I-95 (interstate roadway)”, “4-H (Club)” or “Section 12(a)-(b)”. (en dash used for the word to).

Final Macros

There are two final macros that will help you prepare drafts for the Member or Committee office or for introduction on the House floor.

Preparing a draft for Member/Committee:

This macro will:

- Hide the Member Signature line, if it is not already hidden;
- Unhide the two “Discussion Drafts”, if there are not already unhidden;
- Run the “Set Terms” function.
- Run the “Fix En-dashes” function.

To run this macro:

- Select **Prepare draft for Member/Committee** from the **Format menu**, or,
- Press **CTRL+ALT+I**.

See [Converting hyphens to en-dashes](#) and [Tagging Terms](#) for more information.

Preparing a copy for Introduction

This macro will:

- Create and unhide the Member Signature line, if it is not present or hidden;
- Hide the two “Discussion Drafts”, if the drafts are not hidden;
- Locate all inline comments and verify how you want them deleted (bold brackets only, or bold brackets and the text);
- Locate all Legis-Comments and asks you if they should be deleted;
- Regenerate all Table of Contents;
- Run the “Set Terms” function.
- Run the “Fix En-dashes” function.

To run this macro:

- Select **Prepare copy for Introduction** from the **Format menu** or press **CTRL+ALT+Y**.

See [Tagging Terms](#) for more information on Set Term functions
See [Converting hyphens to en-dashes](#) for more information

Special Features

The Resource Manager

The Resource Manager is a tool that gives you access to many different things, including your desktop and your files, as well as information unique to the document you currently have open.

The Resource Manager can be accessed from the View menu. By default, it contains two tabs: the Assets tab and the Desktop tab. Each item listed in the Assets folders can be used to navigate through your document by clicking on the item, as in docoutline, or insert items by dragging the item from the folder into your document.

To use assets, click on **Resource Manager** from the **View** menu. A window will open in XMetaL (by default, on the left-hand side of the screen) that has two tabs in the bottom frame. Click on the **Assets** tab.

Assets Tab: Viewing Conversion Notes

- Click on Conversion Notes folder;
- Click on the Generate button;
- Move through the document by clicking on each conversion note;

See [Using converted XyWrite files from prior Congresses](#) for more information about conversion notes.

Assets Tab: Viewing Terms

- Click on terms folder;
- Click on the Generate button;
- Move through the document by clicking on each term from the list generated.

Assets Tab: Viewing Empty Enumerators

- Click on empty-enums folder;

- Click on the Generate button;
- Move through the document by clicking on each level from the list generated.
- Click on the current document in order to add the correct enumerator to the document.

Assets Tab: Viewing Act-names.

- Click on act-names folder;
- Click on the Generate button;
- Move through the document by clicking on each term from the list generated.

Assets Tab: Viewing the Document Outline

- Click on the act-names folder;
- Select the level in which to navigate from the drop-down box in the left-hand side column;
- Click on the Generate button;
- Move through the document by clicking on the purple text in the directory list that was generated;
- Close the document outline by clicking on the X in the Document Outline window.



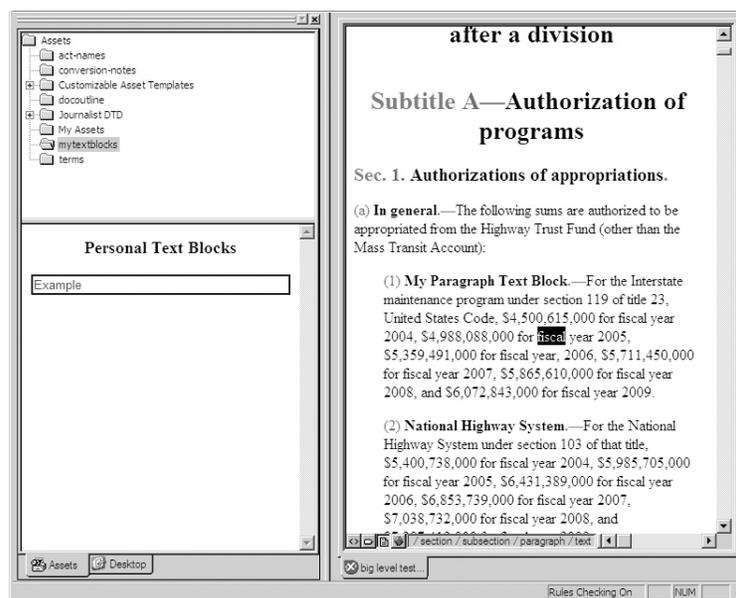
It may be necessary to press the right arrow key on your keyboard to refresh the screen after the Document Outline is closed.

Assets Tab: My Text Block

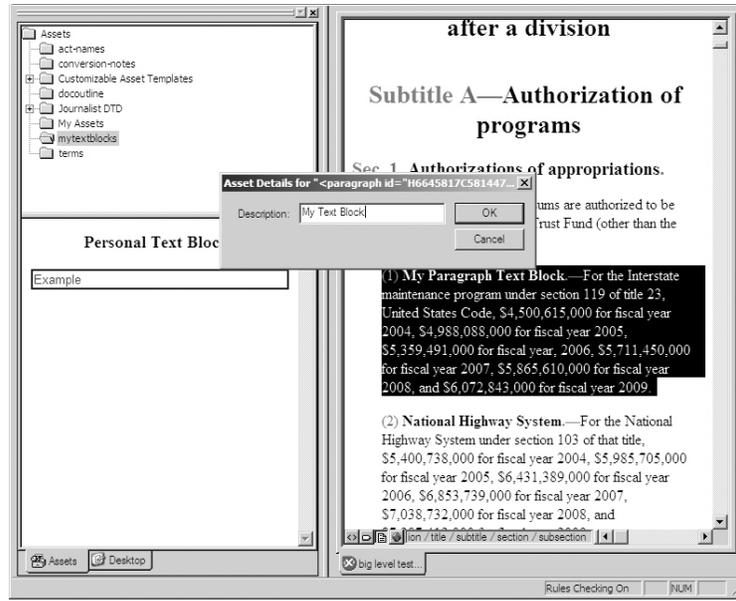
- Click on the mytextblock folder. A list of saved text blocks is displayed;

To create a text block:

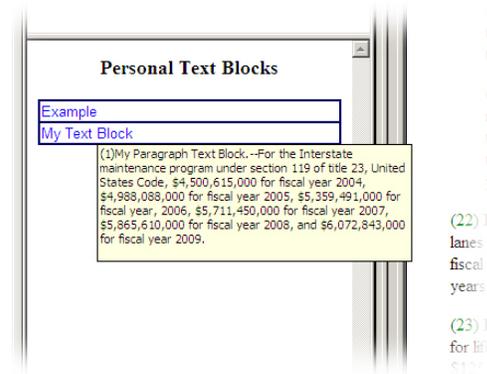
- Use your mouse and select the text you want added to the text block. If you wish to select the entire level, select the enum, header (if in the level) and the text, and then, click on **Select Element** from the **Edit** menu;



- With the material highlighted, hold down the left mouse button and drag the text into the Personal Text Block frame;



- A dialog box appears. Enter a description for the text block in the Asset Details dialog box.



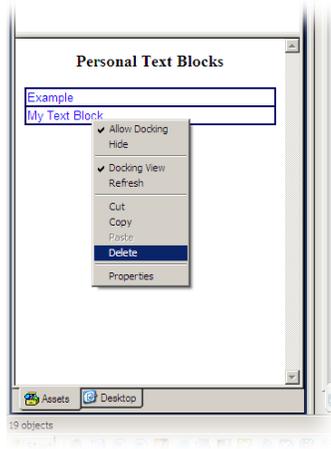
This text will be used as the name. You can view all the text for each block by holding your mouse over the block name.



Selecting text in normal view can be misleading. If you place your cursor in a location and use Select Element, only the immediate text block is selected. For the best selection of elements and text, users may find it easier to move material when in Tags-On view.

To copy, delete, or rename a text block:

- Right click on the text block name;



- Select delete to remove the text block;
- Select copy to duplicate the text block;
- Select properties to rename the text block;

U.S.C. Citations

The U.S.C. Citations program enables automated insertion of U.S. Code citations based on statute. For example, after a reference to section 202(a)(3)(C)(iii) of the Social Security Act, the correct U.S.C. citation (in parentheses and including subdivisions) is inserted.

To use the USC program:

- Select **Select Act for USC Citation insertions** from the **Insert** menu;
- Place the cursor at desired point of insertion.

For the Act's name:

- Select **USC Citations...U.S. Code Act Name** from the **Insert** menu, or press **CTRL+ALT+SHIFT+U**;

Example: Agricultural Act of 1949 is loaded. The words "Agricultural Act of 1949" will be inserted.

For the U.S. Code Cite:

- Select **USC Citations ...USC Citation (for Selected Act)** from the **Insert** menu, or press **CTRL+ALT+U**.

Example:

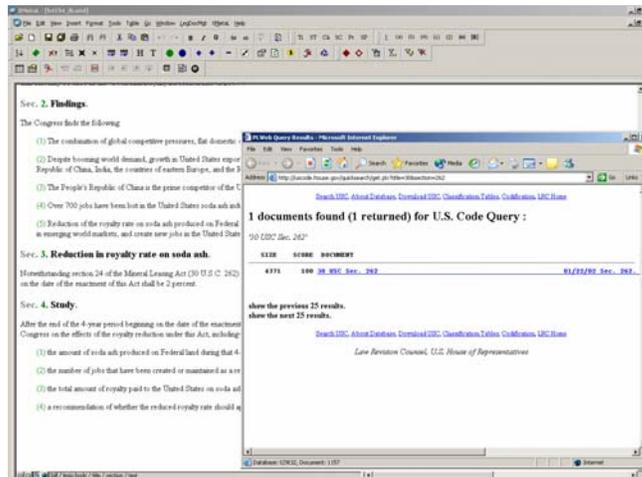
Agricultural Act of 1949 is loaded.

Type "section 101(a)(1) of the Agricultural Act of 1949".

The cite (7 U.S.C. 1441-1(a)(1)) will be inserted.

To access a U.S.C. Reference via your Internet Browser:

- Place your cursor in a U.S.C. citation,
- Select **Go to Specified Location** from the **Go** menu, or press **CTRL+G**.



Math Functions

Basic Math Formulas

Follow steps 1, 2, and 3 to calculate basic math formulas directly in the text of your document.

- Type the calculation directly in the text of your document, using the following symbols for the different math functions: Addition - Plus sign ("+"); Subtraction - Hyphen ("-"); Multiplication - Asterisk ("*"); Division - Forward Slash ("/")

Example:

1+2

\$45,350-\$5,250

128*23

60,000/22

(10*((120+34)/2))

- Type the Equal Sign ("=") after the formula.

Example:

1+2=

\$45,350-\$5,250=

128*23=

60,000/22=

(10*((120+34)/2))=

- With the cursor located to the right of the Equal Sign ("="), press **ALT + the Equal Sign ("=)**. The answer will appear immediately after the Equal Sign.

Example:

1+2=3

\$45,350-\$5,250=\$40,100

128*23=2,944

60,000/22=2,727.2727272727

(10*((120+34)/2))=770

Adding/Subtracting Numbers One-by-One

Single numbers may be added or subtracted in XMetaL. Follow steps 1, 2, and 3 to add and subtract numbers directly in the text of your document.

- Place the cursor to the right of the first number, and press **ALT+Plus Sign ("+")** (to add) or **ALT +Minus Sign ("-")** (to subtract).



You must use the plus ("+") or minus ("-") sign on the numeric keypad.

- Place the cursor to the right of the second number, and press **ALT+Plus Sign ("+")** (to add) or **ALT+Minus Sign ("-")** (to subtract).
- Moves the cursor to the location where you want the final answer placed, and press **ALT+Equal sign ("=)**.

Windows Calculator

Instead of using the two methods above, you may use the Windows calculator to perform math calculations. (In Windows, go to Start, Programs, Accessories, Calculator.)

Internal Cross-References

XMetaL has the ability to create and check internal cross-references. Internal cross-references are defined here as internal to the document you are working on. For example, you could be referring to subsection (c) from text in subsection (a). There are three reasons to identify internal cross references using the **Alt+X** macro:

- It is faster than typing the text (e.g., subsection (c)).
- The cross references can be automatically checked later in the process improving drafting quality and efficiency. For example, if you have removed subsection (c) or created a new subsection (c) and the “original” subsection (c) becomes subsection (d), the cross reference check will notify you of the change, and help you correct the cross reference automatically.
- The cross references will allow you (and the public) to navigate the document more rapidly by placing your cursor in the “subsection (c)” text and pressing **Ctrl+G**.

The Simple Example

To create a cross reference to subsection (c) from subsection (a), place your cursor in the text of subsection (a) and type a space, followed by the letter “c”, followed by **Alt+X**,

The cursor will move to subsection (c) and a message will appear on the screen asking you to confirm whether this is the right spot or not.

- If it is the correct level (where the cross reference is referring to), simply press Enter. The cursor will automatically return to the spot you were at in subsection (a) and the words “subsection (c)” will be typed in automatically. The text will appear in a different color (green at this time). Pressing **Ctrl+G** while your cursor is within the “green” text will allow you to navigate immediately to subsection (c). To return to the cross reference, press **Ctrl+Shift+G**.
- If the **Alt+X** macro did not take you to the correct level, the message that appears on the screen will give you the option to choose “No” because this is not the correct cross-referenced level. In this case, you will need to move the cursor to the correct level and press the **Alt+Shift+X** key in order to generate the link to the correct location. Once you press **Alt+Shift+X**, the cursor will return to the location in subsection (a) and the words “subsection (c)” will appear automatically as described above.



The typing of the letter “c” alone will be referred to as the “shortcut” of the target, there will be much more information on this later.

Occasionally, you may want to add the phrase “of this section” or “of this subsection” to the cross reference text. There are two ways to have the “of this ...” added automatically. If you had type a semi-colon (;) after the shortcut, the resulting cross reference would have included the “of this...” The second way to accomplish this is by simply pressing **Alt+X** immediately after the cross reference is created (e.g., after the text “subsection (c)” appears. Because the cursor is next to the cross reference, it will know to add the correct “of this...” to the text.

Cross references without shortcuts

Since we often copy and paste text from emails and word processing files, it is also easy to cross-reference this material without having to create shortcuts. Simply highlight the text “subsection (c)” and press **Alt+X**. If there is a subsection (c) within the current section, the macro will act the same as though you had typed the shortcut; the enumerator of subsection (c) is highlighted and you will be asked to confirm the location. Once confirmed, the subsection (c) will become a cross reference and shown in green. The macro will read and understand more complex forms (e.g., “paragraph (1)(B) of section 4(c)”) and successfully find the right location.

More complex examples

As you know, cross-references are just not as simple as a reference to subsection (c) from subsection (a), both in terms of their relative location and the text they generate. As a result, the customization provides for several levels of complexity, including a manual approach. Let us discuss the completely manual approach first so you can understand how there is always a way to create a cross-reference, then we will look at several shortcuts based on your typing the shortcut form target.

Manual approach

Let us say you have some arbitrary text you want to represent as a cross reference: it could be some text like “that subsection” or a form that cannot be generated from the shortcut form. To create this cross reference, first highlight or select the text you wish to establish as the source of the cross reference, in this case “that subsection.” Then, simply press **Alt+X**. The macro recognizes that you have selected text that it does not understand as the source of a cross reference. A message will appear that tells you to move the cursor to the cross reference location and press **Alt+Shift+X** to establish the cross reference. After you have dismissed the message by pressing Enter, you should move your cursor to the correct location and press **Alt+Shift+X**. The cursor will return the text you highlighted and mark it as a cross reference to the appropriate level. Again, **Ctrl+G** will allow you to

navigate to the target of the cross reference and **Ctrl+Shift+G** will take you back.

In addition, once the cross reference text is established, you can always change or add material to that text. For example, you may want to add the words “of this section” to the cross reference text “subsection (c)” by placing your cursor inside the “xref” element. If the text appears in the cross reference color (e.g., green), the text is part of the cross reference.

Referencing Big Levels

Let us say you want to create a cross reference Title III. Simply type “t;iii” and then press Alt+X. The words “Title III” will appear and the cross reference will be created automatically (without checking). The characters before the “;” character, tell the macro the level. If you want to reference “this title”, simple type “t;” followed by pressing Alt+X. Note: the casing of the enumerator will be uppercased automatically. The following table shows the characters to type on the left side of the “;” and the text that will be generated:

d	Division
t	Title
st	Subtitle
c	Chapter
sc	Subchapter
p	Part
sp	Subpart

Inside Text and Inside Quoted-Blocks

One problem involving cross reference location involves whether the cross reference is within a quote or not. The key to figuring this out is based on the location of the source text. If you are inside a quoted block, the internal cross reference is most likely to material in the current quoted block. The rules remain the same as above and the **Alt+X** macro will only look inside the current quoted-block by default. Similarly, when your cursor is outside of quoted block material, the cross reference is likely to not be in quoted block material, so the default is to check outside of quoted-block material. However, cross references to levels within quoted blocks do occur. To tell **Alt+X** that the cross reference is within a quoted block, simply start the shortcut with “q:”. So, in our simple example above, if the cross reference to subsection (c) was inside a quoted block, you would have typed “q:c” before pressing **Alt+X**, rather than typing “c” by itself. Of course, you will be asked to confirm the location, so even if you can’t remember this, you can still achieve the results you need. Note: the macro will check the following quoted-block and then the preceding quoted-block. It does not search through all quoted-blocks within the document.

Shortcut Form

The shortcut form enables you to type the reference cryptically to achieve the desired result. Let’s say you want to reference “section 4(a).” You can simply type “4a” and then use the **Alt+X** macro. If you want to reference “subsection (a)(3)”, you would type “a3”. This approach frees you up from typing all those parentheses and the level type. For example, “4a3BiiIV” will produce “section 4(a)(3)(B)(ii)(IV)”. If you need to reference section 4(1), you would use “4.1”. The period is used to separate the section from the paragraph enumerators. It’s generally a good idea to type a period after the section enumerator all the time because of the conflict with paragraph enumerators. This is particularly true when trying to reference a section alone.

We also need to deal with language such as “subsection (a) of section 4.” To accomplish this, the shortcut would be “4.,a”. “4.a,1” would be turned into “paragraph (1) of section 4(a)”. A more complex example would be “103.,c,6” which would be turned into “paragraph 6 of subsection (c) of section 103” If you want the text to use the form “of this...”, you would add a “;” to the end of the shortcut. For example, “a3;” would produce “subsection (a)(3) of this section”, “6,B;” would produce “subparagraph (B) of paragraph (6) of this subsection”, and “b2,A;” would produce “subparagraph (A) of subsection (b)(A) of this section”.

The macro actually searches the enumerators of the levels based on your shortcut and where your cursor is located by first seeing if the reference is contained within the level you're at and then searching up through the document.

Of course, if you or the macro makes a mistake, you can always simply edit the text as you need.

Where Are the References to This Level?

On occasion, you may want to know where there are cross references to the level you're in. For example, you want to delete the level or you're just curious. Simply press **Alt+Y** at any level and a message box will tell you the levels that contain cross references to the level your cursor is in. But, don't worry about fixing the cross references manually. The Cross Reference Checker will do that for you.

Checking Cross References

At any point while editing a document, you can check the document's cross references for accuracy. While you edit the document, cross referenced levels can (1) remain correct, (2) be moved (e.g., new levels are inserted, preceding levels are deleted, etc.) and thus the target levels change their enumeration, or (3) be deleted.

The Cross Reference Check macro reviews all of the cross references in the document and only reports the problems and suggests automated corrective action. For example, if there was a cross reference to subparagraph (A) which became subparagraph (B), the macro would give you the following three choices:

- Change the text and link to subparagraph (B) (the default),
- Reset the link to the current subparagraph (A),
- Re-enter the cross reference short-cut.

Whenever a cross reference is created, two pieces of information are stored with the cross reference source: (1) the unique id for the cross referenced level and (2) the legislative path for the level (which is made up of the enumerators leading to that level from the section level to the current level). The unique id stays with that level even if the enumerator or text changes and even if the level is cut and pasted somewhere else into the document. When a level is copied, the original level maintains the original unique id and the pasted level gets a new id. By using the unique ids and the enumerator path, the cross reference check is able to determine if the level being cross referenced is still the same as originally created.

One technical point: When cross referenced levels are deleted, the document technically contains an XML illegal condition. If you use the XML Validator, the document is not valid at the time you delete the level. To resolve this problem, whenever you save the document,

all broken links are automatically assigned to the legislative body of the document. This enables the document to be valid for saving and enables you to continue working without checking the cross references all the time. When you check the cross references, the macro will report all cross references to the legislative body as broken links and provide you with appropriate options.

Appendix A – FAQ

Frequently Asked Questions

How do I type text?

For ease and efficiency, you should type in sentence-style casing throughout the document, particularly in the headers. The casing of the headers in the final typeset document will be printed correctly. The advantages of typing headers in sentence style are clear:

- No need to think about the correct casing for each level;
- When levels are moved during drafting, the casing will not need to be "fixed";
- Tables of contents can be automatically generated without adjusting the casing of the table of content entries.

What is this lime green text?

Hidden text, or text that will not print, appears in lime green. Our XML files use this hide feature so one file can represent all versions (introduced, enrolled, engrossed, reported, etc) of the resolution or bill.

My cursor, and the text, scrolled to the left while I was typing.

How can I fix this?

This is a display problem. To bring the text, and the cursor, back into view on your screen press the left arrow key until the screen is displayed correctly.

I would like to change section text into Subsection (a). How do I do this?

- Place your cursor in the Section text;
- Press CTRL+1. The Section text will be converted to Subsection (a) and a Subsection (b) will be added.

It is easy to see how to insert a new section at any point in a bill after the first section. But it is not clear how you would insert a new section before the first section.

- Place your cursor in the header of Section 1(right before the first letter in the first word);
- Press CTRL+0. A new section should be inserted and the original Section 1 will become Sec. 2. Depending on how Section 1 needs to look, you may need to use CTRL+H and CTRL+T to add/remove header and text.

How do I change SEC. to SECTION?

- Place your cursor in the section header of the section you need to change.;
- Select **Set Section Type** from the **Format Menu**;
- Select option two, "Section-ONE type".

When I merge a file, do the enumerators get redesignated automatically?

No. The enumerators are not redesignated automatically when you merge multiple files into one document. This was done by design.

How do I make a change to the short title?

- Select **Short Titles** from the **Insert menu** or press **CTRL+ALT+Q**. This will display a dialog window that contains all the short titles in your document;
- Edit your short title and click **OK**. The short title should be changed wherever it appears in the document.

How do I insert flush left text?

- Place the cursor in the last level before the location of the flush left text;
- Press **CTRL+SHIFT+F**, or select **flush-left text** from Section-and-below levels on the **Insert menu**. Note the location of the flush-left text. It is important that it is aligned with the correct level. Hit CTRL+SHIFT+F repeatedly to move the text in or out.

I am drafting in traditional style. Why aren't the headers for the sections centered on screen?

While drafting in traditional style, the headers for sections will not appear centered on the screen; although the headers will print centered on the PDF. At this time, there is no available technical solution to display section headers centered on the screen.

To assist the drafter, gray generated text indicating the style of the quoted block appears at the beginning of the quoted block. When drafting in traditional style, it reads as follows: [Style of Quoted-Block: traditional].

See the section, *Drafting Legislative Styles*, for more information.

How do I get rid of quotes [the tag]?

- Place your cursor inside the quote and right-click with your mouse;
- Select **untag** from the drop-down menu. The quote tags should be removed.

How do I change a paragraph into a subsection?

Place your cursor inside the paragraph and use the promote feature:

- Select **Promote Level** from the **Format menu**, or press **ALT+SHIFT+P**.

How do I get a list of the archive file names associated with my document?

To view information about the current document, including archive file names and dates:

- Select **Document Information** from the **File menu**. This is a text file and it may be printed.

When saving as Locator Codes (XyWrite), if I go to another program (by using the Windows task bar), the Save As Locator Codes dialog box disappears *behind* the main window, but the main window cannot be activated (or minimized), because there is an open dialog box.

Try minimizing all open windows first, and the "Save As Locator Codes" dialog box will be refreshed and "appear" again.

To minimize all open windows:

- Using your right mouse button, click a blank area on the taskbar;
- Click Minimize All Windows.

To restore your windows to their original state:

- Use your right mouse button to click a blank area on the taskbar;
- Click Undo Minimize All.

Appendix B – Deviant Quoted Block Styles

Drafting the Railroad Retirement Act and Chapter 110 of Title 18 in XML.

The Railroad Retirement Act of 1974 can be drafted in traditional quoted block style and Chapter 119 of Title 18 of the U.S. Code can be drafted in USC quoted block style. The enumerators follow a different pattern than the standard OLC, USC and Traditional styles. Users will have to manually type the correct enumerator in the first level of a series or turn off the auto-redesignate feature in the User preferences and manually renumber the enumerators. Excerpts are below

The Railroad Retirement Act of 1974

The image shows two side-by-side views of the Railroad Retirement Act of 1974. The left view is an XML document in XMetaL, and the right view is a PDF from HOLC Comps files. Labels with arrows point to corresponding elements in both views.

Left-hand side (XMetaL):

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

Section 1. Excerpt from the Railroad Retirement Act of 1974.

This is an excerpt from the Railroad Retirement Act of 1974 (Section 1).
[Style of Quoted-Block: traditional]

“Sec. 1. Definitions. For the purposes of this Act—

“(a) (1) The term ‘employer’ shall include—

“(i) any carrier by railroad subject to the jurisdiction of the Surface Transportation Board under part A of subtitle IV of title 49, United States Code;

“(ii) any company which is directly or indirectly owned or controlled by...

[END-OF-QUOTED-BLOCK].

Right-hand side (PDF from HOLC Comps files):

This Act may be drafted in Traditional Style in XMetaL.

RAILROAD RETIREMENT ACT OF 1974
(As amended through December 21, 2002)

AN ACT To amend an Act entitled “An Act to establish a retirement employees of carriers subject to the Interstate Commerce Act, and for purposes,” approved August 29, 1935.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

DEFINITIONS

SECTION 1. For the purposes of this Act—

(a) (1) The term “employer” shall include—

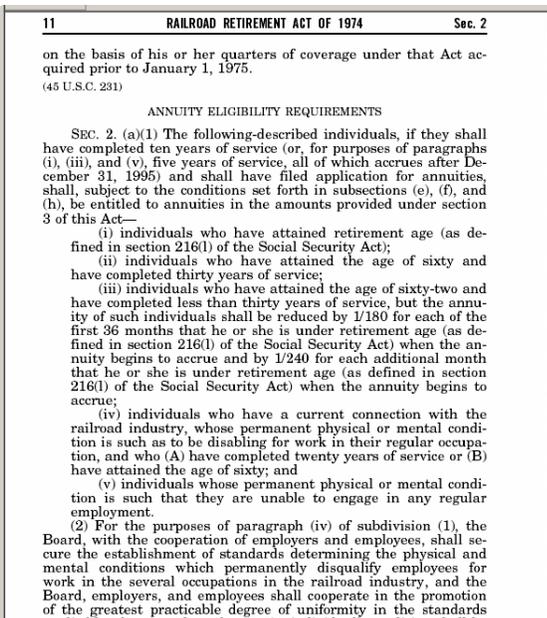
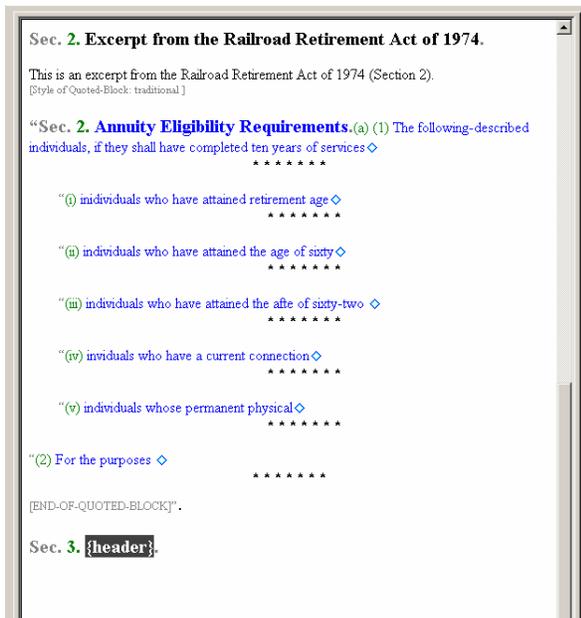
(i) any carrier by railroad subject to the jurisdiction of the Surface Transportation Board under part A of subtitle IV, United States Code;

(ii) any company which is directly or indirectly controlled by, or under common control with, one or more employers as defined in paragraph (3) of this subdivision which operates any equipment or facility or performs service (except trucking service, casual service, and the operation of equipment or facilities) in connection with the transportation of passengers or property by railroad, receipt, delivery, elevation, transfer in transit, refrigeration, icing, storage, or handling of property transported by

Labels on the right side of the PDF view:

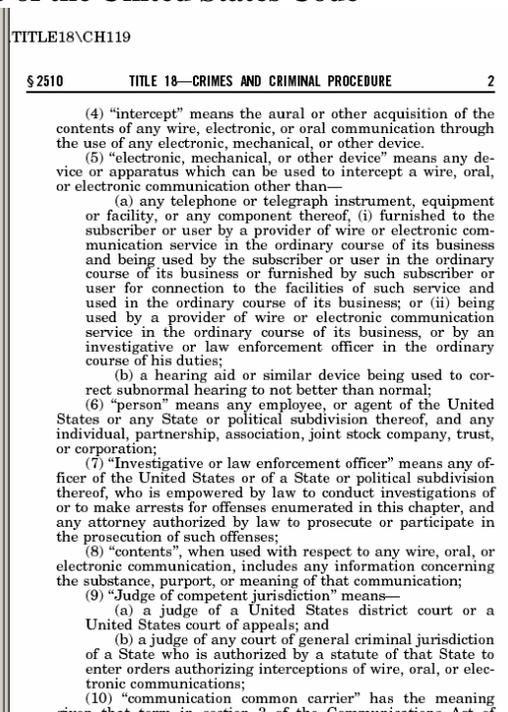
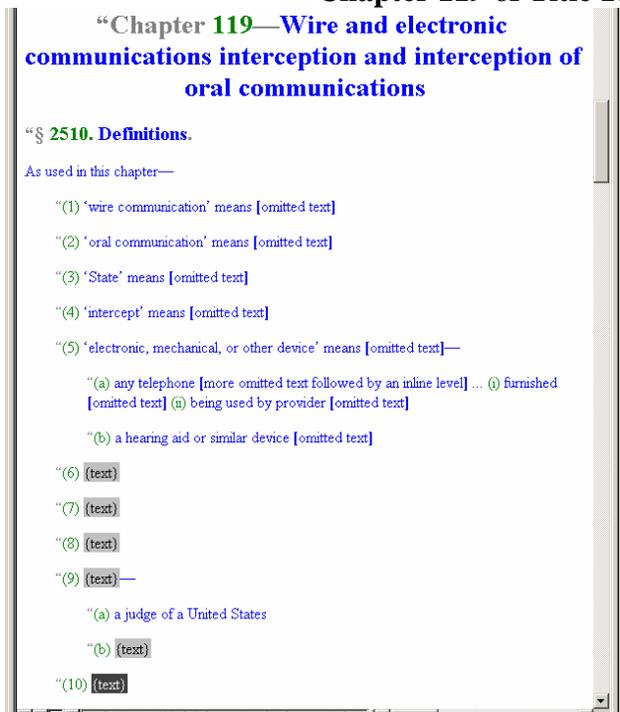
- Section Text: points to the title "RAILROAD RETIREMENT ACT OF 1974"
- Subsection: points to "SECTION 1. For the purposes of this Act—"
- Inline paragraph: points to "(a) (1) The term 'employer' shall include—"
- Subparagraph: points to "(i) any carrier by railroad subject to the jurisdiction of the Surface Transportation Board under part A of subtitle IV, United States Code;"

XMetaL (left-hand side) ----- PDF from HOLC Comps files (right-hand side)



XMetaL (left-hand side) ----- PDF from HOLC Comps files (right-hand side)

Chapter 119 of Title 18 of the United States Code



XMetaL (left-hand side) ----- PDF from HOLC Comps files (right-hand side)

“§ 2511. **Interception and disclosure of wire, oral, or electronic communications prohibited.**

“(1) [Tagged as a subsection] Except as otherwise specifically provided in this chapter any person who—

- “(a) intentionally intercepts, [omitted text]
- “(b) intentionally uses, [omitted text]
 - “(i) such device is affixed [omitted text]
 - “(ii) [omitted text]
 - “(iii) [omitted text]
 - “(iv) [omitted text]
 - “(v) such person acts
- “(c) [omitted text]
- “(d) [omitted text]
- “(e) (i) intentionally discloses [omitted text]

[FLUSH-LEFT-TEXT: subsection]
shall be punished as provided in subsection (4) or shall be subject to suit as provided in subsection (5).

“(2) (a) (i) It shall not be [omitted text]

“(ii) Notwithstanding [omitted text]

- “(i) [omitted text]
- “(ii) [omitted text]

[FLUSH-LEFT-TEXT: subparagraph]
setting forth the period.

“(b) It shall not

Navigation: bsection / paragraph / subparagraph / text / inline-comment

5 TITLE 18—CRIMES AND CRIMINAL PROCEDURE § 2511

through the mail or transported in interstate or foreign commerce; or

(iv) such use or endeavor to use (A) takes place on the premises of any business or other commercial establishment the operations of which affect interstate or foreign commerce; or (B) obtains or is for the purpose of obtaining information relating to the operations of any business or other commercial establishment the operations of which affect interstate or foreign commerce; or

(v) such person acts in the District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States;

(c) intentionally discloses, or endeavors to disclose, to any other person the contents of any wire, oral, or electronic communication, knowing or having reason to know that the information was obtained through the interception of a wire, oral, or electronic communication in violation of this subsection;

(d) intentionally uses, or endeavors to use, the contents of any wire, oral, or electronic communication, knowing or having reason to know that the information was obtained through the interception of a wire, oral, or electronic communication in violation of this subsection; or

(e)(i) intentionally discloses, or endeavors to disclose, to any other person the contents of any wire, oral, or electronic communication, intercepted by means authorized by sections 2511(2)(a)(ii), 2511(2)(b)–(c), 2511(2)(e), 2516, and 2518 of this chapter, (ii) knowing or having reason to know that the information was obtained through the interception of such a communication in connection with a criminal investigation, (iii) having obtained or received the information in connection with a criminal investigation, and (iv) with intent to improperly obstruct, impede, or interfere with a duly authorized criminal investigation,

shall be punished as provided in subsection (4) or shall be subject to suit as provided in subsection (5).

(2)(a)(i) It shall not be unlawful under this chapter for an operator of a switchboard, or an officer, employee, or agent of a provider of wire or electronic communication service, whose facilities are used in the transmission of a wire or electronic communication, to intercept, disclose, or use that communication in the normal course of his employment while engaged in any activity which is a necessary incident to the rendition of his service or to the protection of the rights or property of the provider of that service, except that a provider of wire communication service to the public shall not utilize service observing or random monitoring except for mechanical or service quality control checks.

XMetaL (left-hand side) ----- PDF from HOLC Comps files (right-hand side)

Glossary of Terms

cascading style sheets (CSS)

A way to show a document. XMetaL uses cascading style sheets to format the XML document in Normal and Tags On views. The CSS is what allows the display to be in different colors, sizes, indentations, etc.

Context Area

The area to the left of the horizontal scrollbar, at the bottom of the XMetaL document window. It displays the name of the current element/tag and all of its ancestors.

DTD (Document Type Definition)

A DTD (or a document type definition) is a file which defines what tags and attributes are used to describe content in an XML document, where each tag is allowed, and which tags can appear within other tags. For instance, in the Congressional bill DTD, section tags are allowed inside of a Title tag, but Title tags are not allowed inside subitem tags.

element

Elements are the building blocks of any XML document. Blocks of text are contained inside elements. An element in an XML document begins with a start-tag and ends with an end-tag. Start tag for the element official-title: <official-title> End tag: </official-title>

generated text

Text that is generated by a display program (rather than being part of the document content). The enacting clause is one example of generated text in an XML House bill.

Hopper

A box on the clerk's desk in the House chamber into which members deposit bills and resolutions to introduce them. To "drop a bill in the hopper" is to introduce it. (Source: <http://www.crs.gov/products/guides/glossary/h.shtml>)

IDs and IDRefs

IDs are unique identifiers for parts of an XML document. The value of an ID attribute must not be used for any other ID attribute in the document. IDREFs refer back to IDs. The value of an IDREF attribute must be the value of an ID attribute somewhere in the document. IDREFs do not have to be unique.

Legislative Styles

As defined by Lawrence Filson in the book, *The Legislative Drafter's Desk Reference*, "Drafting style' is the term used to describe the external characteristics of legislative language, and has nothing to do (directly) with what that language does or how the bill as a whole is organized."

Level

A level is a generic term referring to a unit of the legislative body in a bill or resolution. Section, Subsection, Paragraph, Subparagraph, Clause, Subclause, Item and Subitem are levels. A contains an enumerator, followed by an optional header and an optional text. Title, Subtitle, Chapter, Subchapter, Part and Subpart are big levels.

Measure

A bill, joint resolution, concurrent resolution or simple resolution. Bills and joint resolutions are legislative measures; simple and concurrent resolutions are nonlegislative measures. (Source: <http://www.crs.gov/products/guides/glossary/a.shtml>)

Notepad

Notepad is a basic text editor you can use for simple documents. The most common use for Notepad is to view or edit text (.txt) files.

To print a Notepad document: On the File menu, click Print, then on the General tab, select the printer and options you want, and then click Print. .

Quoted Block

A quoted block is a series of levels that are quoted as opposed to a quoted phrase within text. Quoted blocks generally contain amendatory language.

tags

An element in an XML document begins with a start-tag and ends with an end-tag. Start tag for the element official-title: <official-title> End tag: </official-title>

Text-Insert Markers

Markers used to assist the drafter when authoring a document in XMetaL. These markers are gray in color and contain a description surrounded by curly braces.

XMetaL

Software application that edits XML documents. The planned replacement for XyWrite.

XML

Extensible Mark-up Language. XML is a markup language for documents containing structured information. XML is an initiative of the W3C; for more information, see <http://www.w3.org/XML>.

XyWrite

The current DOS-based editor used by the Legislative Branch to create and edit legislative documents. XMetaL is the planned replacement for XyWrite.