

Lawmaker help . . . . .	9
Projects and documents . . . . .	10
Finding projects on the Dashboard . . . . .	12
Creating a new project . . . . .	14
Deleting a project . . . . .	15
Documents and folders on the Project Tab . . . . .	16
Deleting a document . . . . .	19
Downloading a plain text version of a document . . . . .	20
Updating document information from project tab . . . . .	21
Comparing documents . . . . .	22
Downloading a ZIP file of a document . . . . .	23
Create a new document by uploading an XML file . . . . .	24
Duplicating a document version . . . . .	25
Creating an empty document in a project . . . . .	27
Copying a document to another project . . . . .	28
Generating and viewing a PDF . . . . .	29
Managing document permissions . . . . .	32
Sharing a document with another organisation . . . . .	34
Publishing a Bill document version . . . . .	35
Finalising a document . . . . .	36
Drafting and editing . . . . .	37
Opening a document in the Editor . . . . .	38
Opening and editing a portion of document . . . . .	39
Working with the Editor . . . . .	41
Folding provisions . . . . .	42
Viewing tags . . . . .	43
Using find and replace . . . . .	44
Using spellchecker . . . . .	45
Using the structure view . . . . .	46
Inserting, modifying and deleting provisions . . . . .	49
Inserting provisions and other elements . . . . .	50
Deleting provisions and other elements . . . . .	53
Wrapping and unwrapping provisions . . . . .	54
Promoting and demoting provisions . . . . .	56
Demotion rules . . . . .	58
Promotion rules . . . . .	60
Splitting and merging provisions . . . . .	63
Converting provisions to a schedule and vice versa . . . . .	64
Moving provisions, tables and amendments within a document . . . . .	66
Numbering . . . . .	67
Renumbering provisions . . . . .	68
Locking and unlocking numbers . . . . .	71
Legal Numbering . . . . .	72
Rules used to "auto-assign" numbers to provisions . . . . .	73
References . . . . .	75

Quoted structures . . . . .	82
Cases where you may need to adjust the indent level of a quoted structure or use adjacent quoted structures . . . . .	86
Moving elements in or out of Quoted Structures . . . . .	88
Quoted Text . . . . .	90
Saving your document . . . . .	92
Using cut, copy and paste . . . . .	94
Smart paste . . . . .	96
Document checks - validating your document . . . . .	100
Managing document information . . . . .	101
Inserting and managing tables . . . . .	103
Inserting table of contents . . . . .	106
Inserting front and back covers . . . . .	107
Inserting and managing math formulae . . . . .	108
Images . . . . .	109
Inserting symbols and special characters . . . . .	111
Inserting page breaks . . . . .	112
Adding formatting to text (bold, italic, superscript etc.) . . . . .	113
Copying provisions between documents - push/pull . . . . .	114
Copying provisions from multiple documents . . . . .	116
Managing footnotes . . . . .	117
Managing J-refs . . . . .	118
Using tracked changes . . . . .	120
Managing origin information . . . . .	122
Multi-user editing and locks . . . . .	123
Locking document fragments/multi-user editing . . . . .	124
Releasing Locks . . . . .	125
Refreshing a document . . . . .	126
Import legislation from <a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a> . . . . .	127
Amendments and amendment lists . . . . .	130
Amendment Workspace Tab - working with draft amendments . . . . .	131
Creating new amendments on a List of Draft Amendments (LoDA) . . . . .	132
Managing amendment permissions . . . . .	134
Duplicating amendment lists . . . . .	136
Editing a document's version description/list name . . . . .	137
Viewing Lists of Draft Amendments (LoDAs) . . . . .	138
Moving a list of amendments to a different stage or Bill version . . . . .	139
Deleting a List of Draft Amendments (LoDA) . . . . .	140
Uploading amendment lists to create new amendments . . . . .	141
Drafting and editing amendments . . . . .	144
Inserting/deleting amendments or interstitial headings . . . . .	145
Managing proposers and supporters . . . . .	147
Bulk update of proposers and supporters . . . . .	149
Inserting an amendment note . . . . .	151
Managing cross references to other amendments . . . . .	152
Managing amendment information . . . . .	154

Renumbering amendments . . . . .	156
Turn on/off line number on amendments (including ping pong motions) . . . . .	157
Updating the status of amendments within the Editor . . . . .	158
Undoing an amendment status/managing lifecycle events . . . . .	161
Inline amendments . . . . .	162
Creating an inline amendment . . . . .	164
Removing an inline amendment . . . . .	167
Viewing traditional amendments . . . . .	168
Removing a warning marker from an inline amendment . . . . .	169
Managing proposers and supporters on inline amendments . . . . .	170
Amendment Manager Tab - viewing and managing individual amendments . . . . .	171
Filtering amendments . . . . .	172
Sorting amendments on the Amendment Manager Tab . . . . .	174
Preview and comment on amendments . . . . .	176
Submitting amendments . . . . .	179
Creating an Order of Consideration . . . . .	181
Set 'Draft' amendments to 'On hold' (and vice versa) . . . . .	183
Flagging amendments . . . . .	184
Moving or copying amendments to a different stage (including ping pong motions) . . . . .	185
Opening amendments in the Editor (creating temporary lists) . . . . .	187
Saving a temporary list as a new amendment list . . . . .	188
Viewing amendments (incl. ping pong motions) . . . . .	189
Recording outcomes (including ping pong) . . . . .	190
Publishing individual amendments . . . . .	192
Creating, managing and updating official amendment lists . . . . .	193
Opening lists in the Editor . . . . .	194
Inserting/removing an Amendment Star . . . . .	195
Viewing lists . . . . .	196
Sharing an amendment list from the Official Lists tab . . . . .	197
Updating/populating a list with amendments . . . . .	198
Managing amendment list document information . . . . .	199
Downloading a ZIP file (Amendment list) . . . . .	200
Generating an Amendment List (including Proceedings, ping pong lists and reason documents) . . . . .	201
Publishing an amendment list . . . . .	203
Recording amendment outcomes . . . . .	204
Applying Amendments . . . . .	205
Auto-application of amendments to a Bill version . . . . .	206
Accepting all applied amendments in a bill version . . . . .	208
Manually applying amendments . . . . .	209
SI and SSIs . . . . .	210
Introductory training videos for SIs and SSIs . . . . .	211
Selecting the procedure applying to an SI/SSI . . . . .	230
Managing Subject, Extent and Subsubject . . . . .	232
Managing Dates . . . . .	234
Inserting pre-populated rubrics . . . . .	236

Citation footnotes (legislative history footnote) . . . . .	237
Managing Signatures . . . . .	240
Inserting Explanatory Notes . . . . .	241
Marking a document as 'Submitted' . . . . .	242
Inserting Commencement Tables . . . . .	243
Confirming which SI/SSI document version should be published . . . . .	244
Converting a Draft SI/SSI into a Made version . . . . .	247
Marking a document as 'Signed' . . . . .	248
Submitting an SI or SSI to TNA . . . . .	249
Processing and submitting SI/SSIs overview . . . . .	251
Tips for SI & SSI drafters working with processing teams . . . . .	253
UK Bills and amendments . . . . .	254
Drafting UK bills . . . . .	256
Creating and drafting a UK Private Bill . . . . .	257
Marking 'money provisions' . . . . .	259
Inserting UK Bill and Act front and back covers . . . . .	260
Finance Bills and Finance Bill Resolutions . . . . .	261
Creating a Finance Bill/Finance Resolution . . . . .	262
Marking s.5 PCTA resolutions . . . . .	263
Preparing bills and acts for publication . . . . .	264
Preparing a bill for introduction . . . . .	265
Preparing the 'as amended' bill version . . . . .	266
Publishing bills . . . . .	269
Preparing a House Bill . . . . .	270
Applying FrameMaker amendments to a Lawmaker Bill . . . . .	271
Converting a UK Bill into an Act . . . . .	274
Submitting a UK Act to TNA . . . . .	275
Drafting UK amendments . . . . .	276
[Commons and Lords] Inserting pre-populated amendments . . . . .	278
[Commons and Lords] Amendments to amendments . . . . .	280
Inserting explanatory statements . . . . .	281
[Lords] Copying amendments from LAS to paste into Lawmaker . . . . .	282
Tabling UK amendments (incl. 'ready for publishing') . . . . .	283
[Lords] Cloning amendments . . . . .	284
Managing Commons amendments and amendment papers . . . . .	285
Adding/removing 'Gov' from Commons amendments . . . . .	286
Inserting and deleting motions and resolutions . . . . .	287
Converting a resolution into an Order in a Commons Marshalled List . . . . .	289
Adding [R] to Members with Registered Interests . . . . .	290
House of Commons amendment list logic . . . . .	291
Managing Lords amendments and amendment papers . . . . .	294
[Lords] Amendment Process - One-page summary . . . . .	295
[Lords] Copying amendments from LAS . . . . .	298
[Lords] Withdrawing amendments before debate . . . . .	299
[Lords] Recording outcomes (incl. republishing on the website) . . . . .	300

[Lords] Generating Official Lists . . . . .	302
Generating a Lords Daily Sheet (incl. unnumbered supplementary sheets) . . . . .	303
Generating a Lords Running List . . . . .	305
Generating a Lords Marshalled List . . . . .	307
Generating a Lords Manuscript List (used for numbered supplementary sheets) . . . . .	309
Sorting logic used by Lords amendment lists . . . . .	311
Preparing a Lords Next-Morning Marshalled List . . . . .	313
[Lords] Updating an amendment so it appears on a subsequent Daily Sheet . . . . .	314
Ping pong . . . . .	315
[Lords] Ping pong motion lists overview . . . . .	316
[Commons and Lords] Colouring a paperback for printing . . . . .	319
[Commons and Lords] preparing and publishing Consolidated Lists of Amendments . . . . .	320
Preparing the Consolidated List of Amendments . . . . .	321
Publishing the Consolidated Lists of Amendments . . . . .	324
Drafting ping pong motions (including reason motions) . . . . .	325
Drafting ping pong motions . . . . .	326
Drafting reason motions . . . . .	328
Submitting ping pong motions . . . . .	330
Managing Lords ping pong motions and preparing lists . . . . .	331
Generating a Lords Daily Sheet at Ping Pong . . . . .	332
Generating a Lords Marshalled List at Ping Pong . . . . .	335
Recording outcomes against ping pong motions (incl. republishing on the website) . . . . .	338
Managing Commons ping pong motions and preparing lists . . . . .	340
Adding proposers and supporters to ping pong amendments . . . . .	341
Generating the Reasons Document . . . . .	342
Add a heading to an amendment within a ping pong motion . . . . .	343
Consolidated List Overview . . . . .	344
Publishing amendments on UK parliament's website . . . . .	347
Publishing UK amendment lists (incl. ping pong lists) . . . . .	348
Republishing updated UK amendments . . . . .	349
Church measures . . . . .	350
Drafting Church Measures . . . . .	351
Managing a Church Measure in Parliament . . . . .	353
Creating an Enacted version of a draft Church Measure . . . . .	357
Commons resources page . . . . .	358
Lords resources page . . . . .	359
Drafting Scottish Bills and amendments . . . . .	361
Scotland - quick guide to drafting Bills and amendments . . . . .	362
Quick Guide - Managing Bills . . . . .	363
How do I save comments? . . . . .	364
How do I create a new Bill? . . . . .	365
How do I create a new document in a Bill project? . . . . .	366
Quick Guide - Drafting Bills . . . . .	367
How do I change a provision I've already inserted? . . . . .	368
OLD -How do I create a textual amendment? . . . . .	370

OLD -How do I rearrange my provisions? . . . . .	371
OLD -How do I split one provision into two? . . . . .	372
Quick Guide - Drafting amendments . . . . .	373
OLD -How do I change proposer or supporter details? . . . . .	374
Quick Guide - Managing amendments . . . . .	375
Scottish Bills . . . . .	376
Inserting Scottish Bill and Act front and back covers . . . . .	377
Scottish Amendments . . . . .	378
Ensuring the right amendments are lodged . . . . .	380
Suggestions for filtering Amendment Manager . . . . .	381
How to submit using the Amendment Manager . . . . .	384
How to submit amendments using 'Submit List' in the editor . . . . .	386
Suggested best practice for lodging and submitting amendments . . . . .	387
Tips for drafting amendments . . . . .	388
Inserting pre-populated amendments - Scotland . . . . .	389
Managing Scottish Bills and amendments . . . . .	390
Publishing a Scottish Bill . . . . .	391
Converting a Scottish Bill into an Act . . . . .	392
Submitting a Scottish Act to TNA . . . . .	393
Scottish Amendment Lists . . . . .	394
Using the amendment sort code in Scottish amendments . . . . .	397
Troubleshooting . . . . .	400
Frequently Asked Questions (FAQs) . . . . .	402
Converting subsection into section content and vice versa . . . . .	404
Deleting content has deleted more than I intended . . . . .	405
Amendment sorted in wrong location in an official list . . . . .	407
Phantom locks on a fragment . . . . .	408
How to add multiple quoted structures to one provision . . . . .	409
How to use locked nums in UK amendments . . . . .	410
[Lords] Amendment to Amendments not appearing in correct location for new clause/schedule amendments . . . . .	411
[Lords] How to remove numbers from more than one Lords amendment . . . . .	412
[Lords] Wrong number or “#” assigned to amendments in a Marshalled List . . . . .	414
How do I update the long title in a Bill or Act? . . . . .	415
LegHub is not showing amendments that have been withdrawn . . . . .	416
LegHub is not showing amendments on my published list . . . . .	417
How to create high resolution images of forms etc. from Word to insert into Lawmaker . . . . .	418
Publishing bills even when no amendments were applied at a particular stage . . . . .	419
PDF contains large white spaces on the page . . . . .	420
How to insert a preamble into a public bill . . . . .	421
Lawmaker reporting that you already have the document open in another tab (but you haven't) . . . . .	422
[OPC and Lords] How to create a Lords ping pong amendment to amendment . . . . .	425
Error: Couldn't find provision XXX in the published bill . . . . .	426
[Lords] How to make an amendment re-appear on a subsequent daily sheet . . . . .	427
[Lords] Change a page-line amendment to a new clause/new schedule amendment . . . . .	428
How do I format text to appear in smallcaps or dropCap . . . . .	429

[Commons/Lords] Cannot update an amendment after Consolidated List has been published . . . . .	430
General help . . . . .	432
Getting started . . . . .	433
Overview of Lawmaker . . . . .	435
Glossary of terms . . . . .	439
Introduction to XML . . . . .	442
Keyboard shortcuts . . . . .	443
Release notes . . . . .	445
What's new in v.17.1? . . . . .	446
What's new in version 17? . . . . .	448
What's new in version 16.2? . . . . .	454
What's new in version 16.1? . . . . .	457
What's new in version 16? . . . . .	461
What's new in version 15.3.1? . . . . .	465
What's new in version 15.3? . . . . .	466
What's new in version 15.2? . . . . .	468
What's new in version 15.1? . . . . .	470
What's new in version 15.0? . . . . .	472
What's new in version 14.2? . . . . .	476
What's new in version 14.1? . . . . .	477
What's new in version 14? . . . . .	478
What's new in version 13.3.2? . . . . .	481
What's new in version 13.3? . . . . .	482
What's new in versions 13.2.1 and 13.2.2? . . . . .	484
What's new in version 13.2? . . . . .	485
What's new in version 13.1.1? . . . . .	486
What's new in version 13.1? . . . . .	487
What's new in version 13? . . . . .	489
What's new in version 12.2.2? . . . . .	492
What's new in version 12.2? . . . . .	493
What's new in version 12.1? . . . . .	494
What's new in version 12.0.1? . . . . .	496
What's new in version 12? . . . . .	497
What's new in version 11.7? . . . . .	500
What's new in version 11.6? . . . . .	501
What's new in version 11.5.1? . . . . .	502
What's new in version 11.5? . . . . .	503
What's new in version 11.4? . . . . .	504
What's new in version 11.3? . . . . .	506
What's new in version 11.2? . . . . .	507
What's new in version 11? . . . . .	510
What's new in version 10? . . . . .	512
What's new in version 9? . . . . .	514
Support and Lawmaker support portal . . . . .	516
Passwords and multi-factor authentication . . . . .	519

Changing your password . . . . .	520
Reset your password if you've forgotten it . . . . .	521
Multi-factor authentication guide . . . . .	523
User Administration . . . . .	525
Create a new user . . . . .	527
Reset an account . . . . .	528
Disabling and deleting an account . . . . .	529
Assigning admin or document permissions to a user . . . . .	530
Lawmaker Acceptable Use Policy . . . . .	531
Known Issues . . . . .	533
LMS-41 Amendment numbering doesn't restart in SP and HoL amendment lists between stages . . . . .	534
LMS-52 Provisions in quoted structure look different from surrounding Bill or another quoted structure . . . . .	536
LMS-52b Amendment is being shown/sorted as if it were a new clause/section amendment when it is a clause/page/line amendment . . . . .	538
LMS-110 Ligature Characters not rendering in PDF . . . . .	539
LM-148 Can't edit a Schedule heading or cross-heading when Block Tags is turned on . . . . .	541
LMS-349 White screen when attempting to login into Lawmaker . . . . .	542
LMS-579 Can't generate PDF, duplicate, download or share working version . . . . .	544
LMS-581 Can't insert text following footnotes . . . . .	545
LMS-689 Unable to save info in Document Information Tab . . . . .	546
LMS-1260 Unable to publish amendment list . . . . .	547
LMS-1315 Words missing from text before commencement history table . . . . .	548
LMS-1356 Unable to create Official Lists due to a "Can't read properties of null" error . . . . .	549
LMS-2018 Amendment quoted structure is not appearing in the PDF . . . . .	551
LMS-2269 LoDA created from temporary list doesn't behave correctly . . . . .	552
LMS-2372 Unable to extract zip file . . . . .	553
LMS-2641 Amendments on a pre-introduction LoDA disappear from the Amendment Manager tab and are not visible to Commons/Lords users after submission . . . . .	554
LMS-2646 Amendment list duplication not working as expected . . . . .	556
Resolved issues . . . . .	557
Resolved - LMS-20 Can't format characters as superscript or subscript . . . . .	558
Resolved - LMS-66 Member's name on UK Parliament Website isn't the same as that in Lawmaker . . . . .	559
Resolved - LMS-79 White stars are being applied to amendments incorrectly . . . . .	560
Resolved - LMP248 Can't insert footnotes in text before quoted structure (i.e. within mod element) . . . . .	561
Resolved - LMS-326 Amendment list (LoDA or official list) is inaccessible . . . . .	562
Resolved - LMS-246 Dropdown menus in Create New LoDA and Official List dialogue boxes not working . . . . .	564

# Lawmaker help

## i Documentation overview

Online user manual and help for the Lawmaker application. Use the search box to find help on a particular issue or click on the topic links below.

### Recently updated

Here are the recently updated pages.

#### [Auto-application of amendments: known limitations and planned improvements](#)

30 Sept 2024 • contributed by [Edward Griffiths](#)

#### [What's new in v.17.1?](#)

25 Sept 2024 • contributed by [Matt Lynch](#)

#### [References](#)

24 Sept 2024 • contributed by [Matt Lynch](#)

#### [Tips for SI & SSI drafters working with processing teams](#)

24 Sept 2024 • contributed by [Matt Lynch](#)

#### [Lords Running List](#)

20 Sept 2024 • contributed by [Edward Griffiths](#)

# Projects and documents

This section covers how to create and manage projects and the documents within them, including how to use the Dashboard and the Project Tab, generating PDFs, sharing documents and managing permissions.

## Introduction

Two important concepts in Lawmaker are the Project and the Document. This section explains a bit about both and how you can interact with them.

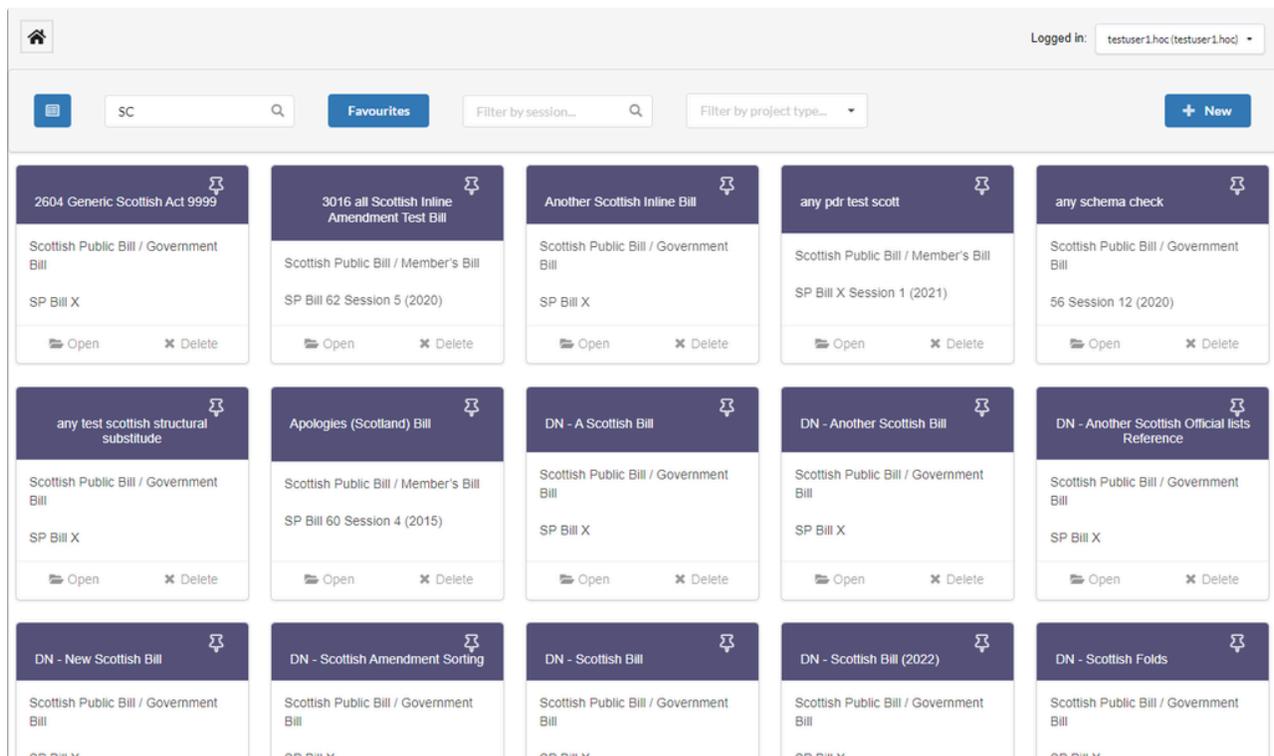
## What is a Project?

We use “project” as a generic name for the thing you’re working on in Lawmaker. Each Bill or statutory instrument you work on in Lawmaker will be represented by a separate project which is essentially a collection of documents relating to that Bill or instrument. For example, a Bill project will contain all the different versions of the Bill and all the amendments and amendment lists relating to that Bill.

Users in different organisations can work on the same project but can only see documents created by users in their own organisation or documents that have been shared with them.

When you log in, all the projects you can access are visible on the dashboard (see [Finding projects on the Dashboard](#)). A project’s name is determined by the title of the Bill or SI it relates to. (Each project also has a unique ID number like SP000123 or SI007534.)

If you’re the first person to work on a particular Bill or statutory instrument then you will need to create a project for it first. See [Creating a new project](#) for instructions on how to do that.



## Documents

Everything in Lawmaker is based on documents. As mentioned above, projects are collections of documents and, when you are using the Editor, you are editing a document.

Lawmaker handles a range of different document types. The most common are Bills, statutory instruments and amendment lists but others are covered too. The kind of documents that a project can contain is controlled by the type of project you create, e.g. a Scottish Public Bill project will contain Scottish Bill documents and Scottish amendment list documents.

There are different types of document versions - working, significant and snapshot.

 See [Documents and folders on the Project Tab](#) for more on the different types of document and how to work with them in Lawmaker.

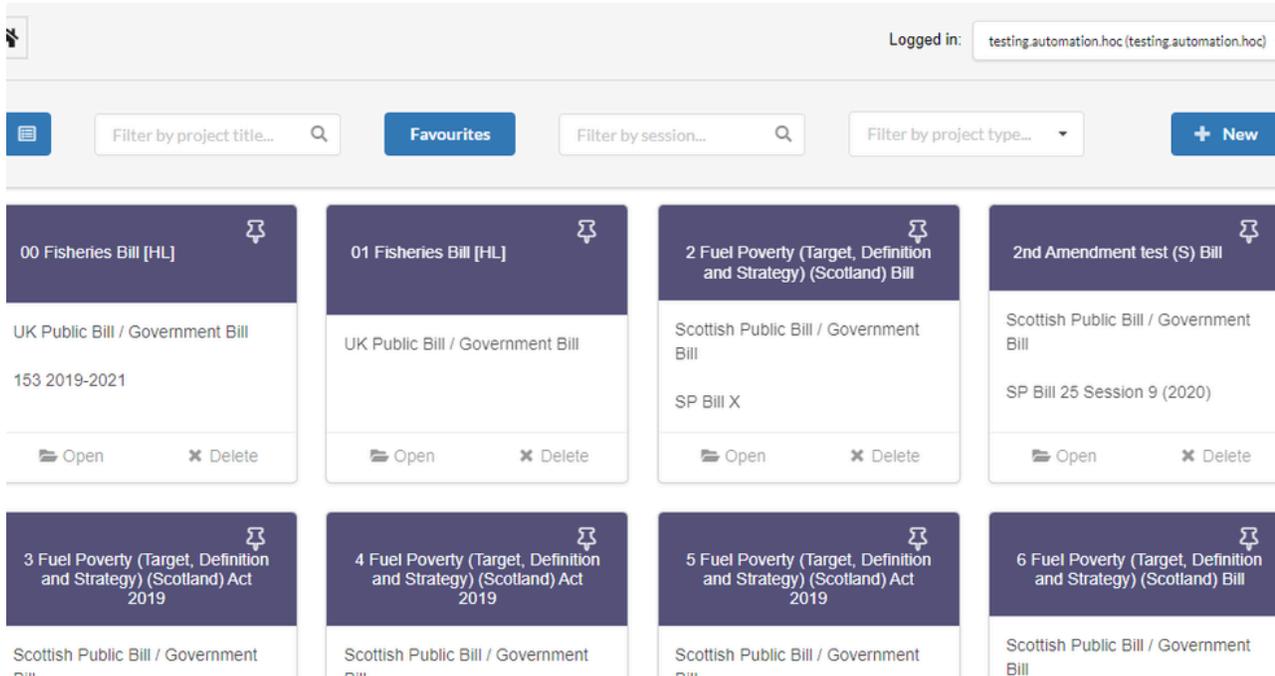
- [Finding projects on the Dashboard](#)
- [Creating a new project](#)
- [Deleting a project](#)
- [Documents and folders on the Project Tab](#)
- [Generating and viewing a PDF](#)
- [Managing document permissions](#)
- [Sharing a document with another organisation](#)
- [Publishing a Bill document version](#)
- [Finalising a document](#)

# Finding projects on the Dashboard

The Dashboard is the screen you will see when you login.

The Dashboard gives you access to all the projects that are available to you. You can filter what is shown in different ways and switch between two different views, the Tile view and the List view.

You can get back to it any time by pressing on the **home** icon in the top left of the screen.



**i** A project becomes visible on the dashboard when there is at least one document in it that you have access to (either read and write or read only). If you do not have access to any document in a project, you will not see the project on your dashboard.

**-** The details about a project (e.g. title, number etc.) shown on the dashboard are updated when a user saves changes to a document within the project:

- When a bill contains a published document, the project data will only be updated when a subsequent bill within it has been published or submitted to the National Archive's publishing tool as enacted legislation
- When a SI contains a document that has been submitted to the National Archive's publishing tool either as a Draft or Made document version

## How to switch between Tile view and List view on the Dashboard

You can choose whether you would prefer to see your dashboard in tile format or in list format.

- If you are on the Tile view and want to view projects in a list, click on the List view button in the top left, next to the search field.
- If you are on the List view and want to view projects as tiles, click on the Tile view button in the top left, next to the search field.

## Sorting the projects displayed on the Dashboard

The Tile view is sorted alphabetically by project title. You can't change the sort order.

By default, the List view is sorted alphabetically by project title but you can change the sort order by clicking on the relevant column heading.

Title ▾	Type/Sub-type/Procedure	Project ID	Number	Session/Year
---------	-------------------------	------------	--------	--------------

## How to filter the projects shown on the Dashboard

You can use the controls across the top of the Dashboard to filter what projects are shown. Lawmaker will remember your filter settings when you next return to the Dashboard, even if you've logged out in between.

There are four ways you can filter the projects shown:

- by **project title**
- by **favourites**
- by **session** e.g. "58/1" for UK Bills or "6" for SP Bills
- by **project type** (UK Bills/Acts, SP Bills/Acts, or Statutory Instruments)

You can combine different filters together (the effect is cumulative).

### Project title

Enter a word or words into the "Filter by project title..." search field. The Dashboard will update as you type.

To remove the search filter, clear any text out of the search field.

### Favourites

You can select a project to be a 'favourite' which is useful tool for controlling the view of your dashboard so that only 'favourites' are displayed.

To mark a project as a favourite, click on the pin icon on the top right of the project tile (in Tile view) or to the left of the project title (if in List view). To unmark a project as a favourite, do the same.

Click on the **Favourites** button to show only projects marked as favourite. The button will be highlighted orange when the dashboard is being filtered by favourite projects only.

 Whenever you create a new project, it will automatically be marked as a favourite.

## How to open a project

You can access the documents in a project by clicking on a project from the Dashboard.

To open a project:

- In Tile view, click on the project title or the 'Open' link at the bottom of the project tile.
- In List view, click on the project title or the open folder button to the right of the project row.

The system will open the project and take you to the Project Tab, displaying all versions of the document that you have access to.

# Creating a new project

To draft a new Bill or SI/SSI, you will first need to create a new project from the dashboard. When you create a new project, an empty document on the appropriate template is automatically created within the project.

## How to create a project

1. From the dashboard, click on the **+ New** button in the top right above the project tiles/list
2. The system will ask you to provide the following information:
  - a. Type (mandatory)
  - b. Sub-type (only applicable to a subset of 'Type' options - mandatory)
  - c. Title (mandatory)
  - d. Procedure (only applicable to SI/SSIs - mandatory)
3. You can also adjust the default permissions before the project is created - see [Managing document permissions](#) .
4. When you have added the necessary details, click on the **Create** button
5. The system will take you to the Editor, with the appropriate bill/SI/SSI template loaded and pre-populated with known text.

### Hints and tips

- By default, any user in the same organisation as the document creator will have read/write access to it.
- When you create a new project, it will automatically be set as a 'favourite' on the dashboard
- The 'Type' and 'Sub-type' drop down menus are 'sticky' which means your last selection will be remembered when you create a new project
- In Bill projects, a bill document template will consist of the Preface and Body. The pre-populated text will be affected by your choice of type and subtype. You can manually insert the front cover, table of contents and back cover depending on when/whether you need them.
- In SI/SSI projects, a SI/SSI document template will consist of the Preface, Preamble and Body. The Procedure you select will determine whether the document is created on a Made or Draft document template. You can change the procedure later if it changes after you start drafting the document. You can manually insert the Table of contents, Signature block, Explanatory Notes, Commencement history table and other preface-related elements depending on when/whether you need them

### See also

- [Creating an empty document in a project](#)
- [Deleting a project](#)

## Deleting a project

You can delete a project and the documents within it from the Dashboard.

-  You can't delete a project if it contains a significant version (i.e. a document that has been shared with another organisation, published or submitted to TNA.)
- You can't delete a project if another user currently has a lock on a document within it.

### How to delete a project

- If you have the Tile view of the Dashboard, click on the **delete** icon on the bottom of the tile for the project you want to delete.
- If you have the List view of the Dashboard, click on the **delete** icon at the right of the row for the project you want to delete.
- The system will present a message to check before deleting.
- Click **Delete** to delete the project.

The project will no longer be visible on the dashboard and all documents it contained will be deleted.

-  There is no way to undo the deletion of a project from within Lawmaker.

 See also [Deleting a document](#) .

## Documents and folders on the Project Tab

The Project Tab is the first page you will see when you open any project. It shows you all the different versions of the Bill, Statutory Instrument, Church Measure etc. that you have access to within the project.

There are different kinds of versions shown on the Project Tab: working versions, snapshots and significant versions. Working versions are organised within folders.

This page explains more about the different versions and how you can organise them and rename them.

### What do we mean by “working version”, “snapshot” and “significant version”?

#### ▼ Working versions and snapshot versions

A **working version** is an unpublished document that you can view and edit. Working versions are only ever visible to users in one organisation: the organisation of the user that created the document. But access to a particular working version may be restricted further.

For each working version, Lawmaker also stores a series of related snapshot versions. A **snapshot version** is a read-only, point-in-time snapshot of the working version. Snapshots are created automatically when certain actions are carried or when the user requests that a snapshot be created.

Snapshots are created when you:

- generate a PDF (the snapshot will be called: 'PDF generated')
- Download a zip file (the snapshot will be called: 'Downloaded')
- Duplicate a document (the snapshot will be called: 'Duplicated')
- Share a document (the snapshot will be called: 'Shared externally')
- Publish a document (the snapshot will be called: 'Published')
- Submit a document to TNA (the snapshot will be called: 'Submitted to TNA')

Lawmaker also stores the auto-saved version of any document you are working on as a snapshot.

Each time you save a working version, Lawmaker creates a backup snapshot (overwriting the existing backup) so if the master document gets corrupted in the save process, the backup can be used to restore the document.

#### ▼ Significant versions

A significant version is a document that has been published, marked as signed, submitted to TNA or shared with another organisation.

These versions are read only which means that the document content cannot be changed. This maintains the data integrity of these versions.

1. Published significant versions (bills only) are visible to all users in the system.
2. Shared significant versions are visible to users in the organisation that shared the version and the organisation with which it was shared.
3. Signed and submitted versions (SI/SSIs only) can only be viewed by users in the organisation that created the document.
4. You can view the (read-only) Significant version in the Editor together with its (read-only) document information; generate/view a pdf; download a bill bundle or make a duplicate version to continue drafting if necessary.

# Working with the Project Tab

Armed Forces Bill

Logged in: testing.automation.hoc (testing.automation.hoc)

project Amendment Workspace Amendment Manager Official Lists

Armed Forces Bill  
Public Bill, Government Bill

+ New Upload Document

<< >>

Commons - Introduction

- EH Corrected  
Last modified: 11 June 2021, 10:34:46 - testing.automation.hoc - HoC
- EH Draft 1  
Last modified: 22 March 2021, 14:23:11 - holmesee.hoc - HoC
- ML version  
Last modified: 11 June 2021, 10:37:25 - testing.automation.hoc - HoC

Commons - Third Reading

Pre-Introduction

Published	15 June 2021, 16:32:36	testing.automation.hoc	HoC	Actions
Published	11 June 2021, 10:36:47	testing.automation.hoc	HoC	Actions
Published	30 March 2021, 15:40:58	holmesee.hoc	HoC	Actions

## Layout

All **working versions** are shown on the left of the screen. They are divided up into one or more folders. The folders are arranged alphabetically.

Clicking on the black triangle next to the folder name will expand the folder to show all the working versions it contains. Clicking it again will collapse the folder so only the folder name is visible.

Each green tile within a folder is a working version. The working versions are also arranged alphabetically.

Clicking on the black triangle next to the working version description will expand the view to show all **snapshot** versions relating to that working version. Clicking it again will collapse the view so only the working version is visible.

All **significant versions** are shown on the right of the screen.

You can use the chevron icons above the working versions and significant versions to show or hide one type of version.

## How to rename a folder

1. Click on the folder name.
2. Add a new name for the folder.
3. Click on the save icon that appears.

**i** If you specify the same folder name as another folder in the project, then the two folders will be merged.

## How to rename a working version

1. Click on the working version name.
2. Add a new name for the version.
3. Click on the save icon that appears.

 The version description must be unique within the project.

### How to move a working version to another folder

1. Select **Move version** from the Actions menu on the tile of the working version you want to move.
2. The system will ask you to specify a folder.
3. When you have provided a folder, click **Move**.

The system will then move the document to the specified folder.

 You can create a new folder to move the working version to by specifying a folder name that doesn't yet exist.

### Other pages in this section

- [Deleting a document](#)
- [Downloading a plain text version of a document](#)
- [Updating document information from project tab](#)
- [Comparing documents](#)
- [Downloading a ZIP file of a document](#)
- [Create a new document by uploading an XML file](#)
- [Duplicating a document version](#)
- [Creating an empty document in a project](#)
- [Copying a document to another project](#)

# Deleting a document

You can delete working versions, snapshot versions and some significant versions. It is not possible to delete published significant versions.

## How to delete a document

1. On the Project tab, select **Delete document** from the Actions menu next to the working version, snapshot or significant version you want to delete.
2. A warning message will be shown. Make sure you have selected the right document version to delete.
3. Click **Delete**.

The selected version will be deleted. If it was a working version then all associated snapshot versions will also be deleted.



- Only users in the same organisation as the user who created the document version can delete it.
- You cannot delete the last document in the project. You will need to separately delete the project if you wanted to get rid of the last document in it - see [Deleting a project](#).
- If you delete the only shared significant version in a project, users from the other organisation may no longer be able to see the project in their dashboard if that was the only document in the project they had access to. If they had created a working version of the significant version before it was deleted, they will still be able to see the project.

## Downloading a plain text version of a document

A plain text version of a document can be downloaded as a backup or for other purposes.

 This feature currently only works for Bills.

### How to download a text file

1. On the Project tab, select **Download text file** from the **Actions** menu next to the document version that you want to download a text file for.

A text file will be created and saved in the Downloads folder on your computer.

 The text in the text file download can be copied and pasted into another flat editor e.g. Word/email etc. should you wish to share the document in an editable format with another person who did not have access to Lawmaker but the text will not be formatted.

## Updating document information from project tab

For Bills and Acts, you can update document information (metadata) like the title, number, session and related members from the Project tab. For larger documents, this will be quicker than updating it in the Editor.

### How to update document information

1. From the Project tab, find the working version that you want to update.
2. Select **Actions > Update Document Information**.
3. A dialogue box will appear with fields for you to update. The fields that are visible will depend on the document type.
4. Update the fields in the dialogue box.
5. Click **Update**.

Lawmaker will update the document without you needing to open the document.



- You cannot update the Document Information from the Project tab if another user is currently updating it or you have the document open in the Editor already and have a lock on it.
- If the document has a back cover, you will need to reinsert it to make sure all the changes made here are visible on the cover. See [Inserting UK Bill and Act front and back covers](#) and [Inserting Scottish Bill and Act front and back covers](#) .

# Comparing documents

You can compare two document versions in a project to create a new version showing the differences as tracked changes.

## How to compare documents

1. On the Project tab, find the document version that contains the most recent changes and select "Compare version" from the Actions menu next to it.
2. In the 'Compare document versions' dialogue box, select the significant, working or snapshot document version you want to compare it to.
3. You can provide a name for this new compared document or one will be assigned automatically.
4. Click **Compare**.

A new document version will be created, in the folder "Compare" containing the comparison between the two documents.



- You can use the Compare function as an alternative to working with Tracked Changes turned on.
- Note that if you have generated a PDF with line numbering for one or both of the versions you are comparing, you will see erroneous tracked changes in the resulting comparison document. This is due to the way that line numbering information is stored within the XML of document versions in Lawmaker. To create a comparison between versions where line numbering info has been added, use the **Duplicate version** action from the **Actions** menu next to each version, and ensure the option to 'Strip out page/line numbers' is ticked. The resulting duplicate versions can then be compared, and the comparison will not contain any erroneous tracked changes.
- The logic works best if you select 'Compare version' on the newer document version and then select the older version to compare it with in the dialogue box.
- You can compare documents that are significant versions, working versions or snapshot versions or a mixture.
- This feature works best if the changes between the documents aren't too significant as there are some known limitations which will be refined for a later release:
  - If you insert or delete a quoted structure, the text before it will also be marked up in an insert/delete tracked change due to the way the XML is constructed. We will refine this logic in future so that only the quoted structure is marked as inserted/deleted.
  - Moving provisions around the document can create more tracked changes than expected due to the changes occurring behind-the-scenes in the XML. We have caught the main provisions but there are some that are likely to need further refinement. One example of this limitation is moving definitions around in a list: this tends to result in lots of tracked changes appearing within the list of definitions and we will be working on refining this in future. If you spot anything similar when moving different provisions around your document, please report it to us.
- It's possible to accept/reject changes using the 'Review' right-hand panel in your compare document version if required.
- You can move 'compare' documents into other folders.

## Downloading a ZIP file of a document

You can download a zip file containing the XML of a document version together with any related images and the PDF if there was one stored with the document version.

### Download ZIP file

Please select your data requirements. It is recommended that you select to resolve dates if you are sharing the data with external systems.

Resolve dates in XML

Download

Cancel

## How to download a document bundle

1. On the Project tab, select **Download ZIP file** from the **Actions** menu next to the document version you want to generate a ZIP file from.
2. If you are downloading the XML to send on to a third party (e.g. TNA), leave "Resolve dates in XML" ticked.
3. If you are downloading the XML to be uploaded back into Lawmaker in future then uncheck "Resolve dates in XML".
4. Click **Download**.

A zip file containing the XML file, any images and a PDF (if there is a PDF saved against the chosen document version) will be saved to your local download folder.



- This function can be used to create a zip file which can then be uploaded to The National Archive's publishing system. To ensure there is a PDF included, select Download Zip file from the Actions menu next to a PDF snapshot, a Published snapshot or a Submitted to TNA snapshot.
- It can also be used as a way of keeping a local backup of important documents. You can use the downloaded XML to create a new working version: see [Create a new document by uploading an XML file](#).
- If you download a ZIP file from a working version, a snapshot version will be created, labelled "Downloaded" which will allow you to access the document version in future should you need to return to that exact version of the XML.

## Create a new document by uploading an XML file

You can upload an XML document into Lawmaker to create a new working version. The XML document must have originally been downloaded from Lawmaker.

### Upload Document

Upload a document to this project.

**Folder \***

Please select... (or create a new folder by entering its name) ▼

**Version description \***

No file chosen

## How to upload an XML file

1. On the Project tab, click on the **Upload document** button.
2. Select a folder and enter a version description for your new document.
3. Click **Choose file** and select the XML file from your computer that you wish to upload.
4. Click on the **Upload** button

Lawmaker will validate the file to check that it is a Lawmaker file and that it is the correct type for the project you are uploading to. If it is, a new working version will be created on the Project tab.



- You may need to extract the XML document from the compressed zip file that was downloaded using [Downloading a ZIP file of a document](#) before you can upload it.
- Any images associated with the XML file will not be uploaded.

## Duplicating a document version

You can create a new working version of a document within a project by duplicating an existing version. Working versions, snapshots and significant versions can all be duplicated.

### Create duplicate version

Creating a duplicate version will make a copy of the document, including any restricted permissions that may have been set.

#### Based on version

Commons - Introduction - Alternative version

#### New version

##### Folder \*

Please select... (or create a new folder by entering its name) ▼

##### Version description \*

##### Convert bill to act

##### Strip out page/line numbers

Create

Cancel

## How to duplicate a document version

1. On the Project Tab, select **Duplicate version** from the **Actions** menu next to the version you want to duplicate.
2. Specify a **Folder** that the duplicate will be placed in. This can be an existing folder selected from the menu or you can type in the name of a new folder and it will be created at the same time.
3. Enter a name for the duplicate version in the **Version description** field.
4. Leave the “Strip out page/line numbers” option checked. (If you deselect it, any existing page and line number information will remain in the XML and this can cause issues with styling in the Editor view. A future update to Lawmaker may enable the Editor to make use of the information.)
5. Leave “Convert to Act”/“Convert to Made” option unchecked.
6. Click **Create**.

A duplicate version of the document will be created as a working version on the Project Tab in the folder you specified.

- When you duplicate a document version from a snapshot version or a working version, it will create a snapshot version called “Copied” under the source working version.
- If a document has been shared with you, the only way it can be further edited is by making a duplicate version because the shared significant version is read-only.

- When creating a duplicate version, the duplicated version will have the same permissions as the original version. See [Managing document permissions](#).
- To create an Act version of a Bill or to create a made version of a draft SI see [Converting a UK Bill into an Act](#), [Converting a Scottish Bill into an Act](#) and [Converting a Draft SI/SSI into a Made version - old old UNDEFINED](#).

## Creating an empty document in a project

You can create a new draft document on the appropriate template at any time within an existing project. There is no limit to the number of documents in a particular project.

### How to create an empty document

1. From the Project Tab of a particular project, click on the **Document Actions** menu in the top right and select **Create new working version**.
2. The system will ask you to provide the following information:
  - Folder - you can select an existing folder or add a new folder;
  - Version description- this is a name for the document and must be unique across the whole project.
3. When you have added the necessary details, click **Create**.
4. The system will create a new working version and display it as a green tile in the appropriate folder on the left of the Project Tab.

#### Hints and tips

- By default, any user in the same organisation as the document creator will have read/write access to it. See [Managing document permissions](#) if you want something different.
- See also [Create a new document by uploading an XML file](#)

## Copying a document to another project

You can copy a document to another existing project. Both working versions and significant versions can be copied. A new working version will be created in the project the document is copied to.

### Copy to another project

Creating a duplicate version will make a copy of the document, including any restricted permissions that may have been set.

Project \*

Start typing to select from available projects...

Version description \*

Strip out page/line numbers

Copy

Cancel

## How to copy a document to another project

1. On the Project Tab, select **Copy to another project** from the Actions menu next to the document version you want to copy
2. Select the Project you want to copy the document to. As you start typing in the Project field, a list of matching projects will be shown.
3. Enter a version description in the Version description field. This must be different from any existing version description in the project you're moving it to.
4. Leave "Strip out page/line number" ticked.
5. Click **Copy**.

A copy the document will be created in the specified project in a folder with the same name as the original's folder.

- The permissions on the newly created document will be the default permissions, regardless of the permissions set on the document you are copying. If you want to restrict its access, you will need to update the permissions on the newly created document as soon as you have copied it. See [Managing document permissions](#).
- The short title of the document you copy will inherit the same title as the project that you're moving it to.
- If you copied a significant version (the grey versions on the right hand side) it will create a working version (green version on the left hand side) and the folder will be named "Significant version"

# Generating and viewing a PDF

PDFs can be generated at any time for all documents in Lawmaker. You can generate them from the Editor or from a document on the Project Tab, Amendment Workspace Tab or the Official Lists Tab.

When you generate or view a PDF it will open in a separate tab or window in your browser.

**i** If the PDF isn't appearing in a new tab or window, check that you have pop-ups enabled for Lawmaker (clicking on the padlock to the left of the URL in the browser address bar will give you quick access to adjust these settings).

## How to generate a PDF

First bring up the Generate PDF dialogue box:

- If you are in the Editor, select **Document menu > Generate PDF** from the upper tool bar.
- If you are on the Project Tab, Amendment Workspace or Official Lists tab, select **Actions menu > Generate PDF** on the document working version or snapshot you want to generate a PDF from.

Once you have selected your preferred settings, click **Generate**.

**f** The PDF generated from the Editor will be based on the document as it is including any changes you have made but not saved.  
A PDF generated from a working version will be based on the last saved version of the document.

## PDF generation settings

There are a number of different settings you can select to control what is generated. Some options are only available for certain document types.

### Pages/provisions to include

By default all provisions in a document (or all amendments in an amendment list) are included in the PDF.

But you can select a subset using this dropdown. You can select any combination of provisions/amendments. They don't need to be next to one another or of the same type. For example you can select a Part of a Bill (which will include all the sections in a Part) and some individual sections elsewhere in the Bill.

### Tracked changes

These settings relate to if and how tracked changes in the document are rendered in the PDF.

- **Show tracked changes:** all tracked changes will be visible in the PDF.
- **Show changes applied:** in this case the PDF will show as if all the changes had been accepted.
- **Include side-lining:** if this option is selected, side-lining will be included in the margin to indicate where changes have been made to the text.

### Print and publishing artefacts

The options that appear here depend on the document type:

#### Include line numbering

If selected, the PDF will show line numbering in the margin of each page. Every 5th line is numbered.

This feature is only available for Bills. Line numbering shows on the left for Scottish Bills and on the right for UK Bills.

## Footers

If selected, the PDF will include appropriate footers drawn from the document metadata, e.g. the Session and Bill number.

## Page numbers

Includes page numbers (List of Draft Amendments only). Other documents like Bills, Acts and SIs have page numbers by default.

## Generate as House Bill

If selected, the PDF will be generated as a House Bill with the appropriate covers. See [Preparing a House Bill](#).

## Footer note

Use this option to include a custom note in the footer of each page. The note can be up to 2 lines of text.

## Insert draft watermark

Use this option to place a watermark on every page of the PDF. This will result in the word "Draft" being placed in light grey diagonally across the page behind the main content.

(b) the Office of Identity and Cultural Expression (see section 78G);  
"racial group" has the same meaning as in the Race Relations (Northern Ireland) Order 1997.

(5) The First Minister and deputy First Minister acting jointly may by regulations modify this section for the purpose of adding authorities to or removing authorities from the definition of "public authority".

(6) Regulations under subsection (5) may –

(a) add an authority only if the provision adding the authority –

(i) would be within the legislative competence of the Assembly if it were contained in an Act of the Assembly, and

(ii) would not, if it were contained in a Bill of the Assembly, result in that Bill requiring the consent of the Secretary of State;

(b) add or remove an authority for a particular purpose, or in relation to particular functions;

(c) include transitional or supplementary provision.

**78G The Office of Identity and Cultural Expression**

(1) A body corporate to be known as the Office of Identity and Cultural Expression is established.

(2) In this Part "the Office" means the Office of Identity and Cultural Expression.

(3) Schedule 9A contains provision about the Office.

**78H Functions of the Office of Identity and Cultural Expression**

(1) The principal aims of the Office in exercising functions under this section are –

(a) to promote cultural pluralism and respect for diversity in

## Large print

Use this option to produce a PDF in large print format. The document will be generated in 20pt Arial font. Some adjustment of margins, indentation and spacing will take place to avoid overlapping text.

## Extras

These extra features can only be included in the PDF if line numbering is turned off. The options that appear here depend on the document type.

### Show J-numbers in margin (Bills and SI/SSIs only)

Select this if you want the J-numbers to be visible in the PDF (in addition to the section/schedule numbers). See [Managing J-refs](#).

### Show Jrefs in cross-references

Select this if you want the J-numbers of target provisions to be included in cross-references in the PDF - see [References](#).

### Show D-Numbers

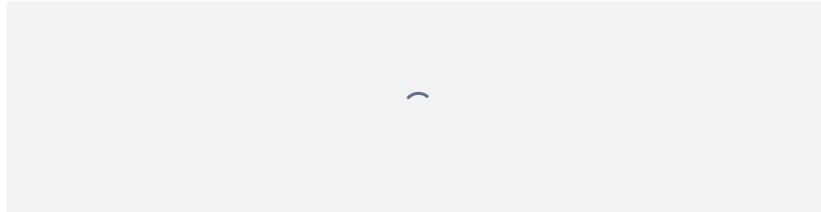
Select this to display the unique D-number assigned to each amendment (e.g. HoC1) in the PDF (in addition to any official number assigned to the amendment).

### Show amendment D-numbers against inline amendments

Select this if you want the the D-number of each inline amendment to be shown in the PDF of the inline list of draft amendments.

### Show review comments

Select this to include any comments that have been added to the document in the Editor. Each comment will be shown in italics and surrounded by square brackets within the text. The comment will be placed at the end of the text to which it refers. Any replies to the comment will also be included. The username of the user who made the comment or reply is shown at the beginning of each comment/reply.



### Show origin information

Select this option if you're working on a consolidation and want the origin notes to be visible in the PDF.

### Save a snapshot of the document

When you generate a PDF from a working version or an existing snapshot, the option **Record snapshot version** enables you to save a snapshot version containing the PDF you generated and the corresponding XML document.

You can provide a name for the snapshot in the **Version description** box or leave the box empty and it will be saved with the default name "PDF".

This option can be useful so you can:

- view the same PDF again at a later date without regenerating it,
- generate another PDF of the same document but with different settings,
- generate a new working version from PDF version to edit further,
- publish the document (only PDF snapshots can be published - see [Publishing a Bill document version](#) )

## How to view a PDF

If you've created a snapshot or significant version that includes a PDF, you can view the PDF again without regenerating it.

On the Project Tab, Amendment Workspace Tab or Official Lists Tab, select **Actions>View PDF** on the document you want to view.

The stored PDF will be presented in another browser tab.

## Managing document permissions

By default, all documents created in a project (e.g. Bills, SIs, draft amendments, official amendment lists) are visible to and editable by all users in the same organisation as the user who created the document. When you create a project, the first document that is automatically created in that project will, in the same way, be visible to all users in your organisation.

Projects do not have separate permissions of their own. Instead, who can see and access a project (on the Dashboard) is determined by the documents inside the project. If there is at least one document in the project that a user has access to then the user will be able to see the project on their dashboard.

You can restrict access to documents on the Project Tab (e.g. Bills, SIs, Finance Bill resolution documents) so that only specific users in your organisation can view or edit them. At the moment you can't restrict access to draft amendments or official amendment lists.

### Manage Permissions

---

**Who has read/write access**

All users in my organisation

Only specific users in my organisation:

testing.automation.hoc

## How to restrict permissions when creating a new project

You can restrict access to the first document in a new project (and therefore access to the project itself) at the time of creating the project:

1. Click on the **+New** button on the dashboard.
2. Fill in the mandatory new project information.
3. Click on the **Manage Permissions** button.
4. Select **Only specific users in my organisation** to over-ride the default permissions.
5. Select users from your organisation that you want to restrict the document to.
6. Click on the **Update** button.
7. When you click on **Create** a project will be created but only the selected users will be able to see it on the dashboard and access the document in it.

## How to restrict permissions when creating a new document within a project

1. Click on the **+New** button on the 'Project' tab
2. Fill in the mandatory new document information
3. Click on the **Manage Permissions** button
4. Select **Only specific users in my organisation** to over-ride the default permissions.
5. Select users from your organisation that you want to restrict the document to.
6. Click on the **Update** button.
7. Click on the **Create** button.

## How to restrict permissions when uploading a document within a project

1. Click on the **+Upload Document** button on the dashboard
2. Fill in the mandatory new document information
3. Click on the **Manage Permissions** button
4. Select **Only specific users in my organisation** to over-ride the default permissions.
5. Select users from your organisation that you want to restrict the document to.
6. Click on the **Update** button.
7. Click on the **Upload** button.

## How to change permissions on an existing document

1. On the Project Tab, select **Actions > Manage permissions** on the document you want to update.
2. Select the appropriate radio button or add/remove user names as required.
3. Click on the **Update** button.

- Duplicating a document and copying a document to another project will retain the existing document permissions.
- If you share a document with another organisation, all users in that organisation will be able to view the read-only significant version that is created. Additionally, all users in your organisation will be able to view the significant version, even if the original working version had restricted access.
- If you update the permissions to a document this may affect who can see and access the project.
- A Document Administrator in an organisation can view all documents created by users in their organisation. However they will not be able to edit documents with restricted permissions unless they are named as an editor of that document.

## Sharing a document with another organisation

You can share a document with another organisation. When you share a document, Lawmaker creates a read-only significant version which can be seen by users in the organisation it was shared with and users in your organisation. Users in the other organisation will not get access to your working version or to changes you make after the document is shared.

Sharing a document can be useful for:

- review purposes,
- handing over ownership of a document, e.g. for introduction in Parliament or handing over an SI for processing by the departmental Parly Clerks.

### How to share a document

1. On the Project Tab, select **Actions > Share version** on the document version you would like to share.
2. Select the organisation you want to share it with and then click on **Share**.

The system will create a Significant Version which will appear on the right-hand side of the 'Project' tab with read only access to users from the other organisation

#### Hints and tips

- The Significant Version becomes read only to all users with access to it to maintain the integrity of the version that was shared.
- Users from the organisation will only be able to see the Significant Version of the document – they will not be able to see the working version or any of its snapshot versions.
- When you share a document, a snapshot version is created in the same series as the working version that you shared, only visible to users with access to the working version.
- The default organisation in the drop-down list will be set to the last organisation that you shared a document with.

## Publishing a Bill document version

Publishing a Bill on Lawmaker does several things:

- It makes a copy of the Bill (XML and PDF) available via the API so that other systems, e.g. a Parliament's website publishing system, can pick it up and use it.
- It marks the particular version of the Bill as one that can be used in Lawmaker for an amending stage.
- It creates a significant version of the Bill that is available on the Project Tab to users in all organisations

Before a Bill can be published, you need to generate a PDF snapshot of the Bill - see [Generating and viewing a PDF](#) .

 There is currently no direct link from publishing a Bill in Lawmaker to publishing a Bill on the Scottish Parliament's website. See [Publishing a Scottish Bill](#) for more information on the current process. 

 See [Publishing bills](#) for more information on publishing a UK Bill.

### How to publish a Bill

1. If you haven't already, generate a PDF of the Bill you want to publish.
2. From the *Project Tab*, click on the toggle next to the working version that you wish to publish to expand the view to show the snapshot versions underneath
3. Find the PDF snapshot that will be used for publishing and select **Publish version** from the drop-down menu
4. The system will present a warning message, making sure you have selected the right PDF to mark as having been published
5. Select **Publish** button to publish the chosen bill version associated to the PDF

The system will:

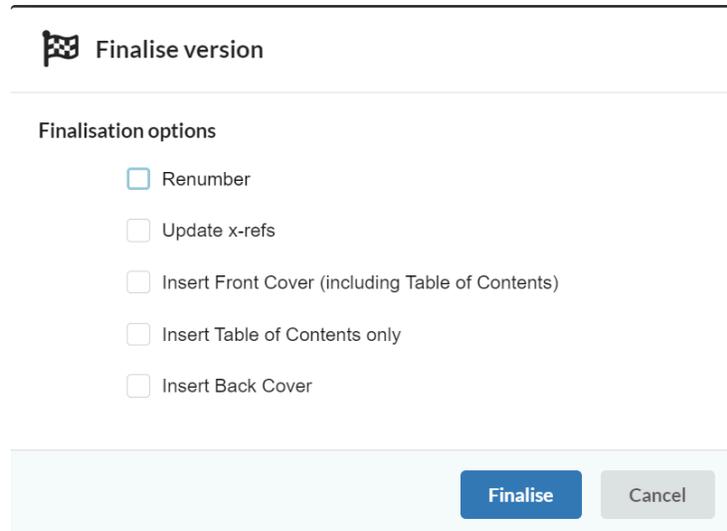
- create a significant version with the label "Published". The significant version will be visible to all users in the system and will contain both the PDF and XML version of the the bill.
- create a snapshot version in the relevant working document's version series.

#### Hints and tips

- All other users of the system can view the significant version produced.
- Other users will be able to open the bill version in the Editor (in read-only format), view the PDF, generate their own PDF (if they wanted to select different presentation options), download a zip file containing the PDF and bill XML or generate a duplicate version.

## Finalising a document

You can carry out a number of operations on a document in one go using the Finalise document feature. Especially for larger document, it will be faster and more convenient that doing each of the operations separately in the Editor.



**Finalise version**

**Finalisation options**

- Renumber
- Update x-refs
- Insert Front Cover (including Table of Contents)
- Insert Table of Contents only
- Insert Back Cover

**Finalise** **Cancel**

### How to finalise a document

1. On the Project Tab, click on **Actions>Finalise document** on the working version you want to finalise.
2. Select the actions you want to perform on the document.
3. Click **Update** and wait for the success message when the operation is completed.

The selected operations are run in the order they appear in the dialogue box (Renumber, update x-refs, insert front and back covers).

In terms of the specific operations:

- **Renumber** will renumber all provisions in the document, including provisions in quoted structures.
- **Update x-refs** will check all existing cross references in the document and update them accordingly - including those within quoted structures.
- **Insert Front Cover** includes inserting the table of contents. Any existing cover will be replaced.
- **Insert Table of Contents only** will overwrite existing any table of contents if there is one but will leave other parts of the front cover as they are.

You can't finalise a document if it or any provisions within it are locked.

If any of the individual operations fail, an error will be displayed. However, all changes up to that point will be saved.

**i** See also:

- [Renumbering provisions](#)
- [Cross-references \(x-refs\)](#) ARCHIVED
- [Inserting UK Bill and Act front and back covers](#)
- [Inserting Scottish Bill and Act front and back covers](#)

# Drafting and editing

How to draft and edit documents using the XML editor built into Lawmaker.

## In this section

- [Opening a document in the Editor](#)
- [Opening and editing a portion of document](#)
- [Working with the Editor](#)
- [Inserting, modifying and deleting provisions](#)
- [Moving provisions, tables and amendments within a document](#)
- [Numbering](#)
- [References](#)
- [Quoted structures](#)
- [Quoted Text](#)
- [Saving your document](#)
- [Using cut, copy and paste](#)
- [Smart paste](#)
- [Document checks - validating your document](#)
- [Managing document information](#)
- [Inserting and managing tables](#)
- [Inserting table of contents](#)
- [Inserting front and back covers](#)
- [Inserting and managing math formulae](#)
- [Images](#)
- [Inserting symbols and special characters](#)
- [Inserting page breaks](#)
- [Adding formatting to text \(bold, italic, superscript etc.\)](#)
- [Copying provisions between documents - push/pull](#)
- [Managing footnotes](#)
- [Managing J-refs](#)
- [Using tracked changes](#)
- [Managing origin information](#)
- [Multi-user editing and locks](#)
- [Import legislation from \[www.legislation.gov.uk\]\(http://www.legislation.gov.uk\)](#)

# Opening a document in the Editor

## Introduction

To open a document in the Editor, you will need to be on the Project Tab.

When you open a document it will open in a new tab or window. Working versions are opened in read/write mode; if you open a snapshot version or a significant version, it will open read-only.

 As well as opening the whole document, you can edit smaller portions of the document which will be faster - see [Opening and editing a portion of document](#) .

## How to open a document in the Editor

1. On the project tab, click on the Open icon on the version you want to open. The icon depends on whether you can edit the document or just view it. See below.
2. The system will load the Editor and display the selected document version in read only or editable format depending on the document-level permissions:

	Open the document with read/write access for editing
	Open the document read-only

-  You can switch back to the Project Tab when you have a document open without losing what you are working on because it will be in a different tab.
- The bill is presented in a similar format to printed bills but without any page-related furniture (e.g. page numbers, running headers) or print layout (page width and page breaks)
- You can open more than one document at the same time; each will be in a separate tab.
- You can open the same document in more than one tab but you will only be able to edit the document in the first tab. Subsequent versions will be opened in read only format to avoid confusion when editing

## Opening and editing a portion of document

Sometimes you might only need to update a single provision or a subset of provisions in a document. Or sometimes you might be working with other drafters in the same bill and only want to update the provisions that you are responsible for. Or sometimes the bill might be so large, that opening up the whole document creates performance issues. To address these various needs, we have made it possible to edit a portion of the document without needing to open the whole document

You can open one or more of the following types of provisions:

1. Parts
2. Chapters
3. Cross-headings
4. Sections/clauses
5. Regulations/articles/rules
6. Schedules
7. Schedule Parts
8. Schedule Chapters
9. Schedule cross-headings

 Schedules created before version 17 was released (August 2024) are not automatically fragmented to the grouping level - you will only be able to edit the whole schedule as a portion. However, as soon as the document containing the schedule is saved again, all schedules in the document will be fragmented at the grouping level and you will be able to edit individual Parts etc. of a schedule.

## How to edit a portion of a document

1. From the Project Tab, click on the **Actions** menu for the working version you want to edit.
2. Select **Edit portion of document**.
3. In the dialogue box, select the provisions you wish to edit.
4. Click on the **Edit** button to open the selected provisions in the Editor.

### Edit portion of document

#### Select provisions to edit

<input type="checkbox"/>	All provisions
<input type="checkbox"/>	- Duration of Armed Forces Act 2006
<input type="checkbox"/>	1 - Duration of Armed Forces Act 2006
<input type="checkbox"/>	- Service courts, summary hearings and jurisdiction
<input type="checkbox"/>	2 - Constitution of the Court Martial
<input type="checkbox"/>	3 - Nomination of Circuit judge to sit as judge advocate
<input type="checkbox"/>	4 - Summary hearings: power to rectify mistakes etc
<input type="checkbox"/>	5 - The Summary Appeal Court: power to rectify mistakes
<input type="checkbox"/>	6 - The Service Civilian Court: power to rectify mistakes
<input type="checkbox"/>	7 - Concurrent jurisdiction
<input type="checkbox"/>	- Service in the armed forces
<input type="checkbox"/>	8 - Armed forces covenant
<input type="checkbox"/>	9 - Reserve forces: flexibility of commitments
<input type="checkbox"/>	10 - Service complaints appeals
<input type="checkbox"/>	- Service police: complaints, misconduct etc.

Edit

Cancel

## Selecting provisions to open

The dialogue box will show a list of all provisions in the document, e.g. Parts, Chapters, sections, articles, schedules etc.

You can select one or more provisions and they don't need to be next to each other. All selected provisions must be at the same level so, for example, you can select a number of different sections dotted around a Bill, or you could select a couple of different Parts of an SI but you can't select a cross-heading group and an individual section in a Bill.

If you've previously edited a portion of the document then provisions you edited will be selected by default.

 If you still you already have locks on provisions in the document you are selecting, you will be forced to open these provisions so that you can save any detected unsaved changes from a previous editing session. As soon as the locks are released (upon Save) you can go back and open a smaller portion if desired.

## Working in the Editor with a portion of a document

When you open a portion of the document in the Editor, the highest level provisions e.g. sections, regulations or Parts, will have their numbers locked so that when you renumber the document, they do not get automatically updated. You can manually change these numbers if necessary but you will need to renumber the whole document if provisions not in your portion are going to be affected by these number changes.

The renumber feature will only renumber provisions in the portion, even if "whole document" is selected.

The Tag x-refs and Update x-refs features will only tag/update references within the portion of the document but will search the whole document for the target provisions, not just the portion - see [References](#) .

 See [Opening a document in the Editor](#) for more about opening the whole document rather than a portion.

# Working with the Editor

This section covers the basic functionality of the Editor including the structure view.

## Pages in this section

- [Folding provisions](#)
- [Viewing tags](#)
- [Using find and replace](#)
- [Using spellchecker](#)
- [Using the structure view](#)

## Folding provisions

You can collapse and expand provisions in the Editor which can make it easier to work on specific provisions without being distracted by others and can help with performance. In Lawmaker this is called “folding”.

When you first open a document, all provisions will be unfolded but you can quickly fold all provisions if you want.

Provisions that can be folded are shown in the Editor with a small triangle to their left. The provisions that can be folded are:

- In Bills, sections and schedule paragraphs. When these are folded, you'll still be able to see the section number and heading but not any of the content.
- In SIs, regulations/articles/rules and schedule paragraphs. When these are folded, you'll still be able to see the regulation etc. heading and number but not any of the content.
- In amendment lists, any quoted structure within an amendment. When these are folded, you'll just see *(folded)* instead of the quoted structure content

## How to fold all provisions or expand all provisions

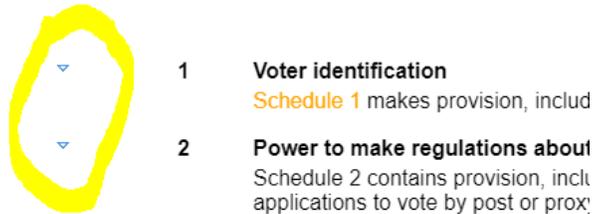
You can use the buttons in the toolbar to quickly collapse all provisions or expand them all.



- The highlighted button on the left expands all provisions
- The highlighted button on the right folds/collapses all provisions (other than the provision containing your cursor)

## How to fold or expand particular provisions

Click on the small triangle to the left of the provision to fold or expand the provision depending on its current state, e.g.



## Viewing tags

You can control whether XML tags are visible in the Editor and, if so, how they are displayed.

Showing block tags can be useful if you want to do some paste or insert operations where the location of your cursor is important, e.g., when pasting or inserting a provision before the first provision in the series.

### How to change the XML tag mode.

Select **Document>Preferences...** from the upper tool bar to bring up the preferences dialogue box.

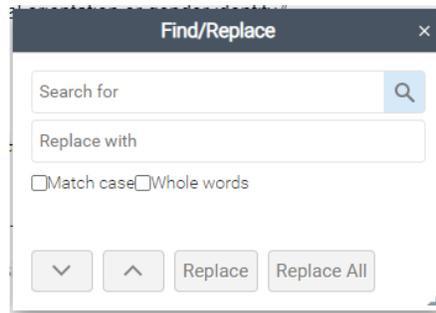
You can then select how you want the XML tags to be displayed using the **Tags display mode** drop down menu. The options are:

- **No Tags:** displays no tags in the Editor leaving it as close to a word-processor view as possible.
- **Partial Tags:** displays simple tags without names for inline elements, while block elements are not displayed.
- **Inline Tags:** to display full tag names for inline elements, while block elements are not displayed.
- **Block Tags:** to display full tag names for block elements and simple tags without names for inline elements
- **Full Tags:** to display full tag names without attributes for both block and inline elements
- **Full Tags with Attributes:** to display full tag names with attributes for both block and inline elements

 The distinction between “inline” and “block” elements hasn’t been fully configured in Lawmaker so you may not see tags on all the elements you are expecting when using the following modes: Partial Tags, Inline Tags and Block Tags.

## Using find and replace

The Editor includes a find & replace function which allows you to find and replace content in the current document.



### How to find or replace text in your document

1. Click on **Edit>Find** in the upper toolbar or use the **Ctrl + F** keyboard shortcut to bring up the Find and Replace dialogue box.
2. Type the text that you want to find into the **Search for** field.
3. If you want to replace the found text, then enter the replacement text in the **Replace with** field.

The number of results that are found in the document are shown on the right side in this field and each match is also highlighted in the editor. The highlights for the results in the editor are persistent while the Find/Replace window is open. When you close the window, the highlights disappear.

To replace text one occurrence at a time, Use the Find Next or Find Previous buttons (the up and down arrows) to go to the occurrence you want (you can also use the down arrow and up arrow on your keyboard) and click **Replace**.

To replace all text in one go, click **Replace All**.

Selecting the **Match case** option will result in the find operation only finding results that match the search text and have the same letter case.

Selecting the **Whole words** option will result in the find operation only finding results which are whole words and match the search text.

#### Hints and tips

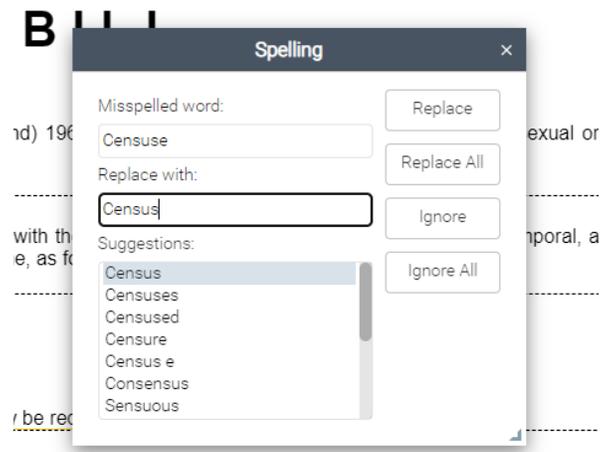
- The 'Find/Replace' pop-up window can be moved by clicking on the grey banner at the top and moving it to your desired location. It is also resizable by clicking on the bottom-right corner and resizing it according to your preferred view.
- If you select text in the editor and then open the Find/Replace dialogue box, the **Search for** field will automatically be populated with the selected text.
- The **Match case** and **Whole words** options are persistent in your current editing session, so will be remembered if you close the Find/Replace dialogue box and reopen it later.

## Using spellchecker

The Editor includes an as-you-type spell checking feature as well as a manual spell checking action to open a Spelling dialogue box.

### How to manually spellcheck your document

Click on F7 to open the Spelling dialogue box.



The first identified misspelled word will be displayed with a suggested word to replace it with.

You can leave the suggestion or select a different one from the list of Suggestions under the 'Replace with' word.

You can:

- Replace this word by clicking on the **Replace** button,
- Replace all occurrences of the word in the document (starting from the cursor's position to the end of the document) using the **Replace All** button,
- Ignore the first occurrence of the unrecognised word by clicking on the **Ignore** button, and
- Ignore all instances of the unrecognised word in the document by clicking on the **Ignore All** button.

#### **i** Hints and tips

You can change the size of the Spelling dialogue box by clicking on the bottom right corner of the box and dragging it to your preferred size.

The **Ignore** and **Ignore all** options will only work whilst you have the document open. If you close the document and reopen, the ignored words will appear again in the spelling dialogue box again,(similar to the behaviour in Microsoft Word).

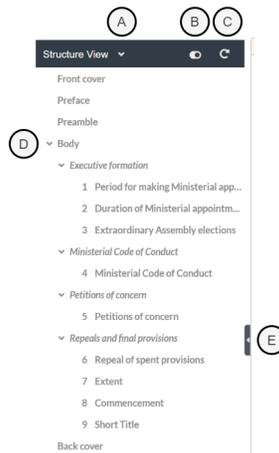
## Using the structure view

The structure view provides an outline of the provisions or amendments in your document. Within provisions or amendments, you can drill-down to lower level provisions including provisions within quoted structures.

The structure view also shows the lock status of individual provisions and amendments.

By clicking or right-clicking on an item in the structure view you can perform a variety of actions.

## Controlling what you can see in the structure view



### A - Toggle between limited and full-depth structure view

Click on this to toggle between the two views:

- **Single arrow** - limited depth where only individual sections/regulations/articles etc. are shown together with grouping levels such as Parts and Chapters. Schedules and the grouping levels within them are also shown.
- **Double arrow** - full depth where every provision can be viewed including subsections and paragraphs and provisions within quoted structures.

### B - Turn the structure view on and off

Clicking on this switch will turn off the structure view entirely (it can be turned back on any time). Switching off the structure should improve performance of the Editor when working with large documents.

### C - Reset structure view

Click on the reset button at the top of the structure view to reset the levels that are shown.

- For a **Bill or SI**, this means the structure view will show the same levels that are visible in the table of contents, e.g. Parts, Chapters, cross-headings, sections/regulations, schedules.
- For an **amendment list**, it will show an entry for each amendment.

### D - Toggle provision

Click on the arrow to the left of any provision to show or hide the child provisions within that provision, e.g. to show the subsections within a section. What is visible will depend on whether the limited or full-depth structure view is showing.

## E - Change width of structure view

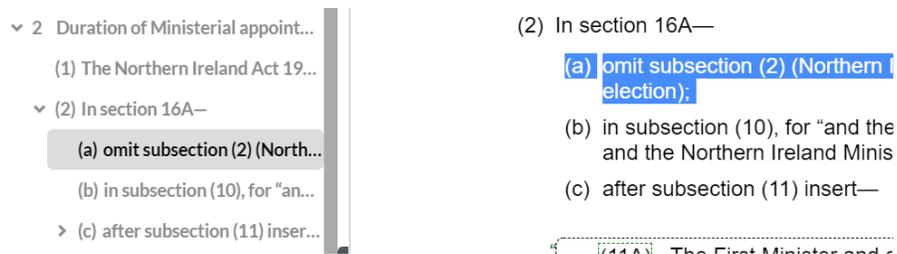
You can drag this handle to increase or reduce the width of the structure view.

Clicking on the handle will minimise the structure view (not that minimising it doesn't switch it off). Clicking on it again will expand it to its default width.

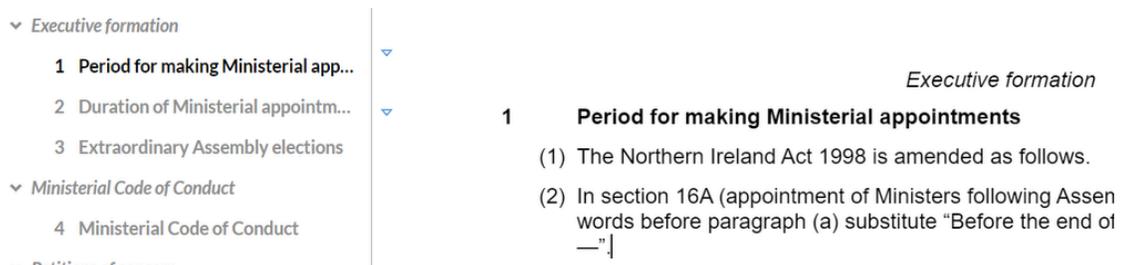
## Using the structure view to navigate around your document

Clicking on any provision in the structure view will make the Editor jump to that provision and select it.

If you select a higher-level provision it will automatically select all its descendants



The provision containing your cursor in the Editor will be highlighted with black text



## Selecting more than one provision

To select one or more provisions using the structure view hold down the Ctrl key while clicking on the provisions you want to select one by one.

The selected provisions will be highlighted in the structure view to show that they have been selected.

You can only select provisions which are next to one another and of the same kind.

## Locking and the structure view

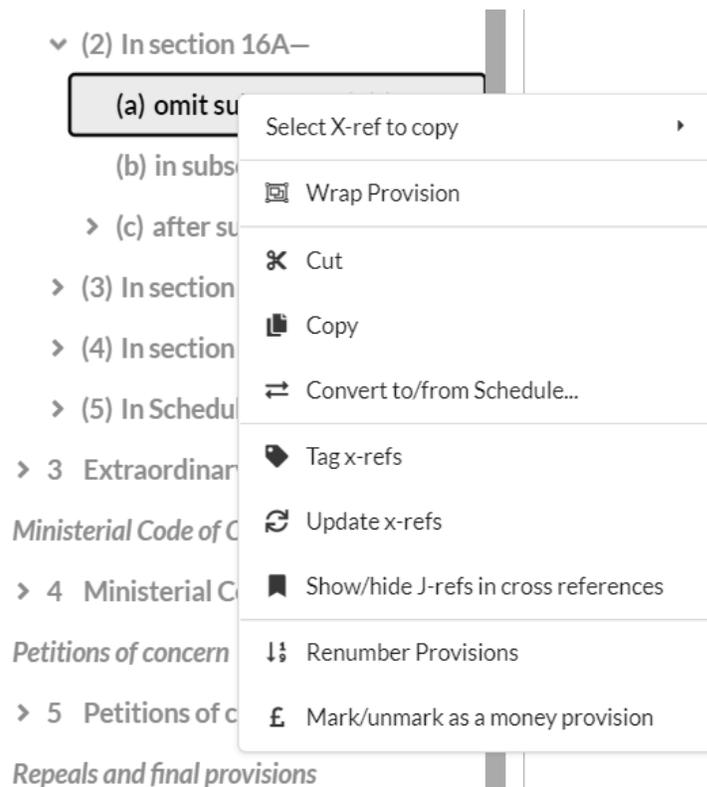
The structure view shows information about the lock status of individual provisions and amendments

- If another user is editing the same document as you, a black padlock will appear against the provision(s) they are working on, signalling that the provisions are locked and you cannot edit them. Hovering the mouse over the padlock icons will reveal a tool tip explaining who has the lock and since when.
- If you are editing the document, a pencil icon will appear against the provision(s) you have edited to indicate that you are editing them and have a lock on them.
- When you insert a new provision such as a section or regulation, an asterisk appears against it.

## Right-click actions from the structure view

You can right click on a provision in the structure view to:

- Copy an x-ref - see [References](#)
- Wrap the provision (or provisions) - see [Wrapping and unwrapping provisions](#)
- Cut or copy the provision - see [Using cut, copy and paste](#)
- Convert it to a schedule or vice versa - see [Converting provisions to a schedule and vice versa](#)
- Tag or update cross-references - see [References](#)
- Show or hide j-refs - see [Managing J-refs](#)
- Renumber provisions - see [Renumbering provisions](#)
- Mark a provision as a money provision - see [Marking 'money provisions'](#)



## Moving provisions or amendments using the structure view

see [Moving provisions, tables and amendments within a document](#)

## Inserting, modifying and deleting provisions

This section covers the features of the Editor you use to create and modify provisions within your document.

### Pages in this section

- [Inserting provisions and other elements](#)
- [Deleting provisions and other elements](#)
- [Wrapping and unwrapping provisions](#)
- [Promoting and demoting provisions](#)
- [Splitting and merging provisions](#)
- [Converting provisions to a schedule and vice versa](#)

## Inserting provisions and other elements

The Editor uses the Content Completion Assistant (CCA) to help you insert provisions and other elements into your document. It ensures that what you insert is valid in terms of document structure and the underlying XML.

The CCA offers a list of provisions and other elements that are valid at your cursor's location and will insert your selected provision in the next correct place in the document.

### How to insert a provision using the Content Completion Assistant (CCA)

To insert a provision:

1. Press **Enter** to activate the CCA.
2. Select the provision you wish to insert. You can use the up and down arrow keys or your mouse or you can start typing the name of the provision you want.
3. Press **Enter** again.

The selected provision/element will be inserted in the next correct place, e.g. if your cursor is within a paragraph of a Regulation and you select "Regulation" from the CCA then a new Regulation will be inserted after the current Regulation.

When you insert a provision, default child elements within the provision like the number and heading are also inserted.

Your cursor will move into the provision that is inserted.

(You can also bring up the CCA by using the **Insert element...** option in the right-click context menu or in the toolbar, **Insert menu>Insert element...**)

### How to insert next default provision

You can quickly insert the next default provision for the context your cursor is in by pressing **Ctrl+Enter**.

The provision that will be inserted in the provision that would appear at the top of the CCA had you pressed Enter. This will generally be the same provision as the one your cursor is in with the exception of when your cursor is a heading, opening words or closing words.

When your cursor is in	This provision will be inserted
Heading of grouping element (e.g. Part, Chapter, cross-heading)	Section if in a Bill; regulation/article etc. if in an SI/SSI
Heading of a section in a Bill	Subsection
Schedule heading	Cross-heading
Any other provision (e.g. subsection, paragraph etc.)	The same provision

### How to insert an additional text paragraph within a provision

You can insert an additional paragraph of text within a provision by using the keyboard shortcut **Shift+Enter**.

### Note on the ordering and contents of the CCA

The CCA will show all the valid sibling elements and valid child elements that you can insert.

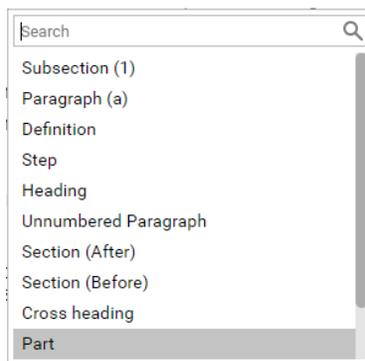
A sibling element is an element that will be inserted after the current element your cursor is in. For example, if your cursor is in a subsection then a sibling would be another subsection. Or if your cursor was in the opening words of a paragraph then a sibling would be a sub-paragraph.

A child element is an element that will be inserted within the current element your cursor is in. For example, if your cursor is in a subsection then a child would be a paragraph, definition or step.

The CCA shows options in the following order:

- First, the valid siblings of the immediate provision your cursor is in.
- Then the valid children of the provision your cursor is in.
- Last, the valid siblings of each ancestor above the provision your cursor is in.

So, for example, if your cursor is in a subsection within a Bill, the CCA might look like:



In this case:

- The valid sibling of the provision your cursor is in is Subsection (1).
- The valid children are: Paragraph (a), Definition, Step, Heading, Unnumbered Paragraph.
- The valid siblings of ancestors of the provision are: Section, Cross heading, Part.

## Numbering of inserted provisions

See [Numbering](#) for more on how provisions are numbered when they are inserted.

## Inserting elements in the preface

If you need to insert an element in the preface (e.g. to insert a 'note' at the top of a Bill e.g. for Money bill rubrics), the simplest way is as follows:

1. Open the Preferences by selecting **Document>Preferences...** in the upper toolbar menu.
2. Turn on block tags mode by selecting **Block tags** in the **Tags display mode** dropdown menu. This will present XML tags in the Editor.
3. Place your cursor within the Preface tags but not within any child elements inside the preface.
4. Press **Enter** and select the element you want to insert (e.g. **Note**).
5. Return the display mode to normal by selecting No Tags in the Preferences... dialogue box.

## Automatic conversions and insertions

In some cases, when you insert a particular element, Lawmaker will automatically convert an existing element or insert an extra element to ensure the document remains correctly structured and formatted.

In particular:

- When you insert a subsection into a section in a Bill (that isn't currently divided), the existing content of the section will be converted into the first subsection of the section.
- When you insert a paragraph into a Regulation or Article etc. into an SI/SSI (that isn't currently divided), the existing content of the regulation etc. will be converted into the first paragraph.
- When you insert a schedule subparagraph into a schedule paragraph (that isn't currently divided), the existing content of the schedule paragraph will be converted into the first schedule subparagraph.

- When you insert a second schedule into a UK Bill or an SI/SSI, a 'SCHEDULES' heading will be inserted before the first schedule.

### Hints and tips

- When you insert a section into a Bill, it will contain a subsection by default. If you want an undivided section, you can use the promote function to remove the subsection - see [Promoting and demoting provisions](#)
- When you insert an article, regulation, or rule into an SI/SSI, it will be undivided by default. You can insert paragraphs and sub-paragraphs using the CCA.
- To insert a provision before the first provision in the series, it is sometimes useful to 'view block tags' (from **Document>Preferences...** in the toolbar menu) and place the cursor before the starting tag of the first provision in the series. From here you can use the CCA to insert the provision at the beginning of the series.
- The combined numbering format used by SI/SSIs will happen automatically when you insert a child provision into the parent, e.g. inserting a sub-paragraph (i) into the first paragraph (a) – will become: (a) (i) sub-paragraph text here.
- It is possible to insert a bulleted list into your documents (bills & SIs). If you right-click on the bullet point and select 'Update List Style' you can change the bullet point to an em-dash list or no bullet point.

## Screencasts

### **Creating an SI SSI and drafting provisions**

 Created by Legislation Drafting Amending and Publishing Project • Updated on 25 M...

This screencast covers: - Creating a new SI/SSI - Inserting provisions (including definitions and combined numbering) - Deleting provisions - Copy/cut & paste - Promote/demote - Wrap/unwrap - Drag & drop

 YouTube

Open preview

...t/copy & paste

des

## Deleting provisions and other elements

You can delete whole provisions and other elements like tables if they are no longer required.

### How to delete a provision

Select the provision (e.g. a paragraph) that you want to delete by:

- Clicking on the provision in the breadcrumb, or
- Clicking on the provision(s) in the structure view (multi-select provisions from the structure view using **Ctrl+mouse click** to select more than one provisions).

You can also select provisions by dragging the mouse over the provision(s) that you want to select but this method can be unreliable and you need to be careful to select the whole provision including any number or heading if using this method.

Once selected, press the **Backspace** key to delete the provision. The selected provision (and any descendent provisions) will be deleted, e.g., if you delete a subsection then any paragraphs within the subsection will also be deleted.

When you click on the provision either in the structure view or from the breadcrumb, it will highlight the provision in the Editor, including any descendent provisions, so that you can see exactly what will be removed before you press **Backspace**.

### How to delete a table

Delete tables using the breadcrumb method only. Select the **table** element (to the left of the **foreign** element) in the breadcrumb and press **Backspace** to completely remove the table.

#### Hints and tips

You can undo and redo a delete by using the undo button or keyboard shortcut **Ctrl+z** and **Ctrl+y** respectively.

You can delete individual elements within a provision, e.g. a num or heading element, by clicking on the individual element in the breadcrumb (first place your cursor in the element in the Editor) and pressing **Backspace**. This will delete only the selected element but leave behind the rest of the provision. However, the exception to this rule are num elements in subsections and schedule sub-paragraphs. Lawmaker prevents the deletion of those.

# Wrapping and unwrapping provisions

To insert a Part, Chapter or other “grouping” level around existing provisions like sections, you need to use the **wrap** function.

To remove a Part, Chapter or other “grouping” level without removing the provisions within the Part etc., you use the **unwrap** function.

## How to wrap a provision

To wrap one or more provisions:

1. Select the provisions you want to wrap
2. Either:
  - right-click within the selected provisions in the structure view or the Editor and select **Wrap element...**,
  - from the toolbar select **Tools>Wrap element...** or
  - use the keyboard shortcut **Alt+w**.
3. Select from the menu that appears the element (e.g. Part) that you want to wrap the provisions with.

- Lawmaker will only show the elements that you can validly wrap the selection in. This will depend on the document type and the provisions you have selected but can also depend on the parent provisions, e.g. you can only wrap provisions in a Chapter if they are already within a Part. You can't wrap provisions in an element they are already wrapped with, e.g. provisions already within a cross-heading cannot be wrapped in a cross-heading.
- To wrap provisions, Lawmaker will take a lock on the parent of those provisions. If it can't get a lock (because someone else is editing the parent) then you won't be able to complete the wrap operation.

## Selecting provisions to wrap

To select the provisions you want you can either:

- Select the provisions in the structure view - see [Using the structure view](#).
- Highlight the provisions in the Editor by dragging your cursor from the beginning to the end of them (or vice versa).

## How to unwrap provisions

To unwrap provisions do one of the following:

- Right-click on the grouping level provision you want to remove in the Structure view and select **Unwrap element**.
- Right-click on the provisions in the Editor and select **Unwrap element**.
- Use the keyboard shortcut **Alt+e**.

This will remove the grouping level provision but not the content within it, e.g. if you unwrap a Part then the Part will be deleted, but not any sections within the Part.

When you unwrap a provision, Lawmaker will move the existing contents of that provision into another sibling provision if it exists so as to maintain a valid document structure:

- If the unwrapped provision was the first of its kind, its contents will be moved to the next provision of the same kind, e.g. if you unwrap the first Part in a document, then the contents of that Part will be moved to the beginning of what was the second Part.
- if the unwrapped provision was the second or later one of its kind, its contents will be moved into the previous provision of the same kind, e.g. if you unwrap the last Chapter within a Part then the contents of that Chapter will be moved to the end of the previous Chapter.

- It is possible sometimes by unwrapping a specific provision to create an invalid document structure, e.g. in some cases by unwrapping a Part that contains Chapters. You will see a warning about this in the Document Checks panel. To fix the issue, you may need to unwrap further provisions.

## Wrap options

The following tables summarise the wrap options dependent on your selection.

### Bills and Acts

<b>Selected provision(s)</b>	<b>Wrap option (depending on context)</b>
<b>Part</b>	Group of Parts
<b>Chapter</b>	Part
<b>Cross heading</b>	Part, Chapter
<b>Section</b>	Part, Chapter, Cross heading
<b>Schedule paragraph</b>	Part, Chapter, Cross heading

### SIs and SSIs

<b>Selected provisions(s)</b>	<b>Wrap option (depending on context)</b>
<b>Part</b>	Group of parts
<b>Chapter</b>	Part
<b>Section</b>	Part, Chapter
<b>Sub-section</b>	Part, Chapter, Section
<b>Cross heading</b>	Part, Chapter, Section, Sub-section
<b>Regulation (or article etc.)</b>	Part, Chapter, Section, Sub-section, Cross-heading
<b>Schedule paragraph</b>	Part, Chapter, Section, Sub-section, Cross-heading

## Provisions that can be unwrapped

You can unwrap the following provisions:

- Group of Parts
- Part
- Chapter
- Section (SI/SSIs only)
- Sub-section (SI/SSIs only)
- Cross-heading

## Promoting and demoting provisions

You can change a provision into another type of provision using promote and demote. If you want to change it into the next logical provision up a level, you promote it, e.g. changing a subsection into a section; if you want to move it down a level, you demote it e.g. changing a paragraph into a sub-paragraph. This is designed to be a quick way of changing a provision into a new type if required - the function is only available for certain provisions.

### How to promote a provision

Place your cursor anywhere in the provision you wish to promote (e.g. in the num, heading or text element) and do one of the following:

- use keyboard shortcut, press **Alt+[** ,
- from the right-click context menu in the Editor or Structure view, select **Promote element**, or
- from the upper toolbar, select **Tools>Promote element**.

The selected provision will be promoted into the next valid provision.

When you promote a provision that has child elements (e.g. a paragraph containing sub-paragraphs), the child elements will also be promoted if it would be logical to do so (definitions and steps will stay the same).

Promoting the last in a list of paragraphs, sub-paragraphs or sub-sub-paragraphs will convert the provision into closing words as the first step, and then into the next provision up in the hierarchy as the second step.

Promoting the only subsection in a section or only paragraph in a Regulation or Article etc. (i.e. a provision with the number format (1)) is a quick way of removing the subsection/paragraph so you have an undivided section/regulation etc.

Provision types that can be promoted are: Bill subsections, SI paragraphs, paragraphs, sub-paragraphs, sub-sub-paragraphs, definitions and steps, and schedule sub-paragraphs.

### How to demote a provision

Place your cursor anywhere in the provision you wish to demote and;

- using keyboard shortcut, click **Alt+]** ,
- from the right-click context menu, select **Demote element**,
- from upper toolbar, select **Tools>Demote element**.

The selected provision will be demoted into the next valid provision. Lawmaker uses the context of the provision to work out whether it can be promoted and what to - that means that the feature can't be used at the moment on the first provision in a quoted structure because there is no context.

When you demote a provision that has child elements (e.g. a paragraph containing sub-paragraphs), the child elements will also be demoted if it would be logical to do so (definitions and steps will stay the same).

Demote works for subsections, schedule sub-paragraphs, paragraphs and sub-paragraphs as long as there is another element of the same kind before it to 'adopt' the demoted provision as its child.

You can demote section/regulation text (into subsection/paragraph (1)), paragraphs, sub-paragraphs, definitions and steps, schedule paragraph text and schedule sub-paragraphs

 The right-click context menu will show spelling suggestions as a priority if you right-click on a word which isn't recognised (with red wavy underscore). In this instance, select **Other actions** in the menu to continue navigating to promote or demote element

Only valid provisions/elements can be demoted or promoted. If you select a provision/element that isn't valid, the Editor will present an error message

See [Promotion rules](#) and [Demotion rules](#) for promotion and demotion rules which are dependent on the context/ancestry of the provision

## Demotion rules

These are the detailed rules that govern how the demote function works in Bills, Acts and SI/SSIs. See [Promoting and demoting provisions](#) for general help.

### Bills and Acts

Provision	Conditions	Rule
<b>Subsection or</b> <b>Schedule subparagraph</b> <b>Definition</b> <b>Step</b>	There is a sibling of the same kind immediately before the provision and  Contains no sub-sub-paragraph child elements	Provision will be 'demoted' into a paragraph, copying over any text  If the provision had child elements, they will remain child elements with the following additional change: <ul style="list-style-type: none"> <li>• Sub-paragraphs will be converted 'down' a single level</li> </ul>
<b>Paragraph</b>		Provision will be 'demoted' into a sub-paragraph, copying over any text  If the paragraph had any child elements, these will remain child elements with the exception that a sub-paragraph would be converted to a sub-sub-paragraph
<b>Sub-paragraph</b>		Provision will be 'demoted' into a sub-sub-paragraph, copying over any text
<b>Closing words</b>		Provision will be 'demoted' into a sibling of the provision immediately before the closing words, copying over any text.

### SI/SSIs

Provision	Conditions	Rule
<b>Paragraphs with numbering format (1) or</b> <b>Schedule subparagraph</b> <b>Definition</b> <b>Step</b>	There is a sibling of the same kind immediately before the provision and  Contains no paragraph child elements with number format (aa)	Provision will be 'demoted' into a paragraph with the numbering format (a), copying over any text  If the provision had child elements, they will remain child elements with the following additional change: <ul style="list-style-type: none"> <li>• Lower level paragraphs with numbering format (i) will be converted 'down' a single level unless they are children of a child definition or step</li> </ul>
<b>Paragraphs with the numbering format (a)</b>		Provision will be 'demoted' into a paragraph with the numbering format (ii), copying over any text  If the paragraph had any child elements, these will remain child elements with the exception that a paragraph with the numbering format (i) would be converted to a paragraph with the numbering format (aa) unless they are children of a child definition or step
<b>Paragraphs with the numbering</b>		Provision will be 'demoted' into a paragraph with numbering format (aa), copying over any text

<b>format (i)</b>		
<b>Closing words</b>		Provision will be 'demoted' into a sibling of the provision immediately before the closing words, copying over any text.
<b>Bullet lists</b>	there is a sibling of the same kind immediately before the bullet list being demoted	The bullet list item and all its child bullet list items will be demoted to become a bullet list at the level down
<b>Paragraph lists in Explanatory notes and Preamble</b>	there is a sibling of the same kind immediately before the provision and  Contains no paragraph child elements with number format (aa)	The paragraph list item and all its child paragraph list items will be demoted to become a paragraph list at the level below – converting the numbering e.g. from (a) to (i) and (i) to (aa)

# Promotion rules

These are the detailed rules that govern how the promote function works in Bills, Acts and SI/SSIs. See [Promoting and demoting provisions](#) for general help.

## Bills and Acts

Provision	Conditions	Rule
<b>Paragraph</b> <b>Sub-paragraph</b> <b>Sub-sub-paragraph</b> <b>Definition or Step</b>	where there is only one of its kind; and the parent isn't a section or a schedule paragraph or step	Provision will be 'promoted' into a sibling of its parent provision, copying over any text If the provision had child elements, they will remain child elements with the following additional change: <ul style="list-style-type: none"> <li>Sub-paragraphs and sub-sub-paragraphs will be converted 'up' a single level unless they are children of a child definition</li> </ul>
<b>Paragraph</b> <b>Sub-paragraph</b> <b>Sub-sub-paragraph</b> <b>Definition or Step</b>	where the provision is not the last child of its kind	Provision will be 'promoted' into a sibling of the parent provision, copying over any text. Any sibling provisions to the 'promoted' provision will now become child provisions to the newly 'promoted' provision
<b>Paragraph</b> <b>Sub-paragraph</b> <b>Sub-sub-paragraph</b> <b>Definition or Step</b>	where it is the last child of its parent; and there is more than one of its kind	Provision will be 'promoted' into the closing words of the parent provision, copying over any text. If the provision had child elements, it will be promoted into a sibling of its parent provision, copying over any text and keeping the child elements with the following additional change: <ul style="list-style-type: none"> <li>Sub-paragraphs and sub-sub-paragraphs will be converted 'up' a single level unless they are children of a child definition or step</li> </ul>
<b>Closing words</b>	The provision's parent isn't section or schedule paragraph	Closing words will be 'promoted' into a sibling of the parent provision, copying over any text
<b>Schedule subparagraph</b>	where there is only one of its kind	Schedule subparagraph will become the schedule paragraph's content, copying over any text If the schedule sub-paragraph had child elements, they will remain child elements with no change in element type.
<b>Subsection</b>	where there is only one of its kind	The subsection will become the section's content, copying over any text If the subsection had child elements, they will remain child elements with no change in element type.
<b>Subsection</b>	where the provision is not the first or last child of its kind	A section will be created with a subsection. The subsection will contain the promoted subsection's content and the heading of the section will be left blank If the subsection had child elements, they will remain child elements with no change in element type.

<b>Schedule sub-paragraph</b>	where the provision is not the first or last child of its kind	Schedule subparagraph will be 'promoted' into a sibling of the parent schedule paragraph, copying over any text  Any sibling schedule sub-paragraphs to the 'promoted' provision will now become child schedule sub-paragraphs to the newly 'promoted' provision
-------------------------------	--	--

## SI/SSIs

<b>Provision</b>	<b>Conditions</b>	<b>Rule</b>
<b>Paragraphs with numbering format (a), (i) or (aa)</b> <b>Definition or Step</b>	where there is only one of its kind; and  the parent isn't a regulation (or article etc.) or a schedule paragraph	Provision will be 'promoted' into a sibling of its parent provision, copying over any text  If the provision had child elements, they will remain child elements with the following additional change: <ul style="list-style-type: none"> <li>Lower level paragraphs with numbering format (i) and/or (aa) will be converted 'up' a single level unless they are children of a child definition or step</li> </ul>
<b>Paragraphs with numbering format (a), (i) or (aa)</b> <b>Definition or Step</b>	where the provision is not the last child of its kind	Provision will be 'promoted' into a sibling of its parent provision, copying over any text.  Any sibling provisions to the 'promoted' provision will now become child provisions to the newly 'promoted' provision
<b>Paragraphs with numbering format (a), (i) or (aa)</b> <b>Definition or Step</b>	where it is the last child of its parent; and  there is more than one of its kind	Provision will be 'promoted' into the closing words of its parent provision, copying over any text.  If the provision had child elements, it will be promoted into a sibling of its parent provision, copying over any text and keeping the child elements with the following additional change: <ul style="list-style-type: none"> <li>Lower level paragraphs with numbering format (i) and/or (aa) will be converted 'up' a single level unless they are children of a child definition or step</li> </ul>
<b>Closing words</b>	The provision's parent isn't section or schedule paragraph	Closing words will be 'promoted' into a sibling of its parent provision, copying over any text
<b>Schedule subparagraph</b>	where there is only one of its kind	Schedule subparagraph will become the schedule paragraph's content, copying over any text  If the schedule sub-paragraph had child elements, they will remain child elements with no change in element type.
<b>Paragraph with the numbering format (1)</b>	where there is only one of its kind	A regulation (or article etc.) will be created with a paragraph. The promoted paragraph's content will become the new paragraph's content and the heading of the regulation (or article etc.) will be left blank  If the paragraph had child elements, they will remain child elements with no change in element type.
<b>Schedule subparagraph</b>	where the provision is not the first or last child of its kind	Schedule subparagraph will be 'promoted' into a sibling of the parent schedule paragraph, copying over any text  Any sibling schedule sub-paragraphs to the 'promoted' provision will now become child schedule sub-paragraphs to the newly 'promoted' provision
<b>Paragraph with the numbering format (1)</b>	where the provision is not the first or last child of its kind	A regulation (or article etc.) will be created with a paragraph. The promoted paragraph's content will become the new paragraph's content and the heading of the regulation (or article etc.) will be left blank  If the paragraph had child elements, these will be copied to the newly created paragraph without any change to their element types.

<p><b>Schedule subparagraph</b></p>	<p>where it is the last child of its parent; and</p> <p>there is more than one of its kind</p>	<p>Schedule subparagraph will be 'promoted' into a sibling of the parent schedule paragraph, copying over the text into a newly inserted schedule sub-paragraph of the newly created schedule paragraph</p> <p>If the schedule sub-paragraph had child elements, these will be copied to the newly created schedule sub-paragraph without any change to their element types.</p> <p>Siblings to the schedule sub-paragraph being promoted will also remain as siblings to the newly created schedule sub-paragraph</p>
<p><b>Paragraph with the numbering format (1)</b></p>	<p>where it is the last child of its parent; and</p> <p>there is more than one of its kind</p>	<p>A regulation (or article etc.) will be created with a paragraph. The promoted paragraph's content will become the new paragraph's content and the heading of the regulation (or article etc.) will be left blank</p> <p>If the paragraph had child elements, these will be copied to the newly created paragraph without any change to their element types.</p> <p>Any sibling paragraphs to the 'promoted' paragraph will be copied over to become siblings to the newly inserted paragraph in the newly inserted regulation (or article etc.).</p>
<p><b>Bullet lists</b></p>		<p>The bullet list item and all its child bullet list items will be promoted to become a bullet list at the level above</p> <p>If the selected item is at the highest level and doesn't have any child elements, the bullet list item will be promoted into a paragraph of text (without a bullet)</p> <p>If the selected item is at the highest level and contains child bullet list items, it's not possible to 'promote' this bullet list further</p>
<p><b>Paragraph lists in Explanatory notes and Preamble</b></p>		<p>The paragraph list item and all its child paragraph list items will be promoted to become a paragraph list at the level above – converting the numbering e.g. from (aa) to (i) and (i) to (a)</p> <p>If the selected paragraph is at the highest level (i.e. number format (a)) and doesn't have any child elements, the paragraph list item will be promoted into a paragraph of text (without a number)</p> <p>If the selected paragraph item is at the highest level and contains child paragraph list items, it's not possible to 'promote' this paragraph further</p>

## Splitting and merging provisions

You can split a single provision into two siblings of the same type. It is also possible to merge two or more provisions of the same type into one.

### How to split a provision

To split a provision, use one of the following methods:

- Place your cursor in the provision at the point in the text where you want to split it and press the keyboard shortcut, **ALT+s**,
- Right-click in the provision at the point in the text where you want to split it and select **Split element** from the context menu.

The selected provision will be split at the cursor point and a new sibling element inserted immediately after it containing the rest of the text after the cursor point.

 Most provisions in all document types containing text can be split. However:

- It is not possible to split provisions that have headings, i.e. Parts, Chapters, cross headings, sections, regulations, articles etc.
- You cannot split table cells or text in cells.
- You cannot split a provision if it has child elements, e.g. you cannot a subsection that contains paragraphs.

### How to merge provisions

To merge two or more provisions:

1. Highlight the provisions that you want to merge.
2. Right-click and select **Merge elements** from the context menu.

The selected elements will be merged into one element - the existing text in the two provisions will appear in the merged provision separated by a whitespace.

 Most provisions can be merged. However:

- You cannot use this function to merge table cells. See [Inserting and managing tables](#) for how to do that.
- You cannot merge provisions that contain complex objects within them, e.g. tables, formulas or images.
- You can only merge provisions which contain child elements if the child elements are in the last provision being merged.

## Converting provisions to a schedule and vice versa

Lawmaker can convert sections in a Bill, or regulations etc. in an SI, to a schedule and vice versa.

You can also copy and paste lower-level provisions like subsections into a schedule and they will be converted automatically, and vice versa.

### How to convert provisions into a schedule

To create a new schedule from existing provisions:

1. Using the Editor or the structure view, select one or more contiguous sections in a Bill or regulations etc. in an SI.
2. Right-click and select **Convert to/from schedule**.

The selected provisions will be converted to a schedule at the end of the document. The schedule will contain a cross heading and a schedule paragraph for each converted provision.

 To select more than one provision in the structure view, you will need to select bottom-up rather than top-down as there is currently a bug which otherwise prevents 'Convert to/from schedule' from appearing in the right-click context menu.

### How to convert a schedule into provisions in the main body of the document

To convert a schedule into provisions in the main body of the document:

1. Select one schedule in the Editor (using the breadcrumb) or structure view.
2. Right-click and select **Convert to/from schedule**.

The selected schedule will be converted into sections if you are in a Bill, or regulations etc. if you are in an SI.

Each cross heading and following schedule paragraph within the schedule will become a separate section or regulation. If a schedule paragraph hasn't got a cross heading before it, it will appear under an empty section/regulation/article heading.

The new provisions will be inserted at the end of the main body of the document, i.e. before any existing schedules and within the last grouping element such as a Part if there is one.

### Converting provisions or schedules within a quoted structure

You can convert sections/regulations and schedule inside quoted structures in the same way but the converted provisions will remain within the quoted structure. If you are converting a schedule in a quoted structure which is document type SI/SSI - Lawmaker will always convert them to regulations as it doesn't have enough context information to work out whether they should be articles or rules instead.

### Converting provisions when you paste

You can use copy (**Ctrl+C**) and paste (**Ctrl+V**) to move certain provisions between the main body of a document and a schedule. Lawmaker will automatically convert them into the appropriate provision type when you paste.

#### Converting schedule paragraphs

If you copy one or more schedule paragraphs and paste them:

- into a section of a Bill, they will be converted into subsections,
- into a regulation, article or rule in an SI/SSI, they will be converted into SI paragraphs,
- into a Finance Bill resolution, they will be converted into subsection-like elements.

### Converting subsections in Bills and paragraphs in SIs

If you copy one or more subsections, SI paragraphs, or subsection-like elements from a Finance Bill resolution and paste them into a schedule paragraph then they will be converted into schedule sub-paragraphs.

 This automatic conversion works in quoted structures as well.

## Moving provisions, tables and amendments within a document

To move things like provisions, tables, amendments or interstitial headings around a document, you can either:

- use cut and paste, or
- use drag and drop in the structure view

### Moving using cut and paste

1. Select the thing you want to move (using the breadcrumbs or structure view).
2. Cut it using Ctrl+x.
3. Place your cursor in the provision or amendment before where you want to move cut one to.
4. Paste in the cut provision or amendment using Ctrl+v.

See [Using cut, copy and paste](#).

### Moving using the structure view

1. Collapse the structure level down to the level of the element you are planning to move.
2. Locate the provision (including table)/amendment/interstitial heading you wish to move and press and hold the left button on your mouse.
3. Drag the provision/amendment/interstitial heading to the target location.
4. When the structure view shows a green tick, drop the selected provision into its new location. (Invalid drop locations will be indicated by red text and a cross symbol.)

See [Using the structure view](#).

 You can only move one provision/amendment etc. at a time using drag and drop.

#### Hints and tips

- If you move the penultimate subsection out of a section, the remaining subsection will auto-convert into a section/content element
- You cannot move a subsection into a section that isn't divided into subsections. You will need to convert the section's content into a subsection by inserting a subsection into the section first. This can be later deleted if not required.
- Drag and drop is more reliable when neighbouring provisions have been collapsed to the level of the thing you are trying to move, e.g if you are moving a section make sure the structure view is only showing down to the section level around the area you want to move to.
- You can move provisions out of quoted structures and into the main body of the document and vice versa.
- Paragraphs, sub-paragraphs and sub-sub-paragraphs i.e. those using the numbering format (a), (i) and (A)/(aa) can be moved from sections/subsections to schedule paragraphs/sub-paragraphs.

# Numbering

Most legislative provisions have numbers. Lawmaker generally assigns a number to a provision as soon as you insert it. It does the same when you paste provisions or move them around in the Structure View.

Lawmaker has two different numbering modes which you can switch between. We call these “auto-assign” mode and “auto-renumber” mode.

You can toggle between the two modes using **Tools menu>Turn on/off Automatic renumbering**. The mode selected will apply to all documents you work on until you change it again.

 Whenever you open a document in the Editor, a green pop-up message will appear in the top right-hand corner of the screen letting you know what numbering mode Lawmaker is in.

You can edit the number of any provision if you want it to have a different number from the one automatically assigned. (See [Locking and unlocking numbers](#) for how to stop Lawmaker overwriting your manually applied number when it renumbers.)

 See [Renumbering provisions](#) for how to renumber a selection of provisions or the whole document.

## Auto-assign mode

In this mode, Lawmaker will assign a number to newly inserted (and pasted) provisions to give them unique numbers without changing any existing number. For example, a subsection inserted between subsections (2) and (3) will be given the number (1A). For more on the logic applied see [Rules used to “auto-assign” numbers to provisions](#).

 This includes when you drag and drop a provision in the structure view, i.e. when you drag and drop a provision in a new position it will be assigned a new number as if it had been newly inserted at the new location.

## Auto-renumber mode

In this mode all lower level provisions are automatically renumbered whenever you insert (including paste) or delete (including cut) a provision.

Lower level provisions are provisions below the level of:

- a section/clause in a Bill, e.g. subsections, paragraphs, sub-paragraphs;
- a regulation/article/rule in an SI/SSI, e.g. paragraphs, sub-paragraphs;
- a schedule in any document, e.g. schedule paragraphs, schedule sub-paragraphs.

 When this numbering mode is active, dragging and dropping provisions in the Structure View that are not automatically renumbered, like sections or regulations, will result in those provisions retaining their existing numbers (unlike what happens in auto-assign mode).

# Renumbering provisions

You can trigger a renumbering of a single provision, the whole document or a selection of provisions within the document.

## How to renumber

To trigger a renumber, do one of the following:

- Click on the **Renumber** icon in the toolbar,
- Right-click in the Editor or Structure View and select **Renumber**,
- Press keyboard short-cut **Alt+n**.

If you've selected some provisions before triggering renumber then those provisions will be renumbered. Otherwise, you'll be given a choice of whether to renumber the current provision (i.e. the section, regulation etc. or schedule containing your cursor) or the whole document.

**i** Renumbering the whole document will require locks to be taken on all provisions so can't be done if anyone else is editing the same document at the time.

If your cursor is within a quoted structure then you'll be given a choice between the current provision and the whole quoted structure instead.

Lawmaker will renumber the provisions sequentially including all their descendants. It won't renumber any locked numbers and those numbers will influence subsequent numbers - see [Locking and unlocking numbers](#).

## Renumbering and quoted structures

The renumber function will not renumber provisions in quoted structures except where your cursor is within a quoted structure before you trigger the operation.

If you want to renumber a quoted structure, place your cursor within it and then trigger the renumber operation selecting "whole quoted Structure" as the scope of the operation. This will renumber that quoted structure. It won't renumber any other quoted structures, including any adjacent quoted structures.

See [Quoted structures](#) for more on quoted structures generally.

## Renumbering and locking numbers





# Locking and unlocking numbers

You can lock and unlock numbers to prevent Lawmaker from automatically updating them when renumbering.

## How to lock/unlock a number

Place cursor in the number that you want to lock/unlock and either:

- Use keyboard short-cut Alt + I,
- Right-click and select 'Lock/Unlock Number' from the context menu, or
- From the upper tool bar, select 'Tools > Lock/Unlock Number'

Lawmaker will lock/unlock the selected num element

- Locked numbers will not be changes, and subsequent numbers will be updated from the last locked number
- Unlocked numbers will be updated depending on the predecessor

### Hints and tips

Locking is particularly useful for the first numbered provision within textual amendments (quoted structures) which often starts with a number which isn't the starting number of a sequence

You can tell if a number has been locked as there will be a dotted line surrounding the number

Examples of when locking numbers will be useful;

- when you are quoting previously amended legislation where a non-sequential number format needs to be maintained
- if the auto-assign number rule inserts or renumbers a numbered provision with the wrong number (this would only be applicable for edge cases as most auto-assign rules have been incorporated)

You must be within a num element to be able to turn on/off number lock

If a number has been locked, the renumber function will ignore it and move onto the next provision in the sequence. Any provisions following a locked number will be renumbered based on the locked number e.g. if the locked number was 3A, the next unlocked sibling provision will be 3B and so on. If you don't want the next provision to follow the format of the preceding locked num, you will need to lock the next provision's number as well..

## Screencasts

[SI/SSI Numbering screencast](#)

[General Numbering/Locking numbers screencast](#)

# Legal Numbering

By “legal numbering” we mean numbers that consist of two or more numeric components separated by a full stop, e.g. 1.2, 3.5, 13.2A. We’ve called it legal numbering because it is a style of numbering commonly used in legal documents. In legislation, legal numbering is most commonly used in court rules but also sometimes appears in EU legislation.

Lawmaker supports the legal numbering style for SI regulations and articles and schedule paragraphs. It can also be used for Bill sections.

The numbering for these provisions by default continues to be the standard style (e.g. 1., 2., 3. etc. or 1, 2, 3 etc.) but you can manually change the numbering to the legal numbering style and Lawmaker will respect that when renumbering or adding new provisions.

## How to use legal numbering in a document

1. Change the first rule/regulation/section number from “1.” or “1” to the legal number format, e.g. “1.1.”

### The overriding objective

**1.1.** These rules are a new procedural code with the overriding objective of enabling the court to deal with cases justly, having regard to any welfare issues involved.

2. Right-click on the number and select **Lock/Unlock Number**. This will stop the number being changed when you renumber the document. (See [Locking and unlocking numbers](#).)
3. If you insert new provisions after the first provision they will automatically be numbered in sequence, e.g. “1.2.”, “1.3.” etc.
4. If you renumber all the provisions in your document, they will be renumbered following the legal number format.
5. If your document has divisions such as Parts and you want the numbers in each Part to correspond to the Part number then you should manually set the number of the first provision and lock it as described in step 2 above. For example, in Part 2, change the first provision number to “2.1.” and lock the number. If you do that, inserting new provisions and renumbering will work correctly.

 You can tag and update cross-references to provisions with legal number format as you can with other number formats - see [References](#) .

 Note that the smart paste feature doesn’t currently fully support legal number format. If, therefore, you copy for example court rules from another source, eg: Word or [legislation.gov.uk](#), Lawmaker will insert any characters in the number after the first full stop as text into the paragraph. You can work around this by simply deleting the additional characters and adjusting the number as necessary.

## Rules used to "auto-assign" numbers to provisions

The table below sets out how Lawmaker works out the correct number to assign to a new provision when it is inserted, pasted, or moved. This applies to all provisions when auto-renumber is switched off.

Position of inserted element in a series	Rule
<b>Inserting the first provision in a series/ renumbering the first provision in a series</b>	<p>1. Assign the starting 'normal/regular' number for the element type</p> <p>NB: if the first element inserted in a quoted structure is a num element, the user will have to specify a value in the num element and this num element will automatically be locked. Users might lock additional numbers in a quoted structure e.g. if the numbered element is section-level or above (group of parts, part, chapter or section)</p>
<b>Inserting at the beginning of a series (before existing numbers)</b>	<p>1. <i>scenario 1</i></p> <p>a. If the first element's number is a 'normal/regular' arabic, alphabetical or roman format:</p> <p>b. Take the first element's number and add an "A" or "a" before it (dependent on case of the first element's num)</p> <p>2. <i>scenario 2</i></p> <p>a. If the element's first number is a 'normal/regular' non-arabic format:</p> <p>b. Take the first element's number and add a "Z" or "z" before it (dependent on case of the first element's num)</p>
<b>Inserting at the end of the series/ renumbering sibling elements after a locked element.</b>	<p>1. <i>scenario 1</i></p> <p>a. If the value of the last element's num in the series (or the locked element) is 'normal/regular', assign the inserted element with the next number in the sequence</p> <p>2. <i>scenario 2</i></p> <p>a. If the value of the last element's num in the series (or the locked element) is 'irregular/auto-assigned':</p> <p>b. if the last (set of) characters are arabic: duplicate the 'irregular/auto assigned' value but replace the arabic number(s) with the next number in the sequence</p> <p>c. if the last character is alphabetical: duplicate the 'irregular/auto assigned' value but replace the <b>last character</b> with the next letter of the alphabet.</p> <p>3. <i>scenario 3</i></p> <p>a. If the last character is "Z" or "z": duplicate the value in the last element's num (or the locked element) and add "1" at the end</p> <p>4. <i>scenario 4</i></p> <p>a. If the value of the last element's num in the series (or the locked element) is 'Schedule':</p> <p>b. Renumber the last element's num (if it is unlocked) to 'Schedule 1'; and</p> <p>c. Assign the inserted element with 'Schedule 2'.</p>
<b>Inserting between two numbers in a series</b>	<p>1. <i>scenario 1</i></p> <p>a. If both the nums are 'normal/regular' OR if both element nums are 'irregular/auto assigned' with an equal number of characters:</p> <p>b. Take the leading element's number and add an "A" or "a" after it (dependent on the case of the leading element's num)</p> <p>2. <i>scenario 2</i></p> <p>a. If the <b>leading</b> num element is 'normal/regular' arabic format and the trailing element is 'irregular/auto assigned' and ends with a non-arabic character:</p> <p>b. Take the trailing element's number and add a "Z" or "z" immediately before it's last letter (dependent on the case of the leading element's num)</p> <p>3. <i>scenario 3</i></p>

- a. If the **trailing** element's num is a 'normal/regular' arabic format and the leading num element is 'irregular/auto assigned' and ends with an alphabetical character:
- b. Take the leading element's number and increment the (last) letter to the next letter of the alphabet
- c. If the last letter is "Z" or "z", duplicate the value in the leading element's num and add "1" at the end

4. *scenario 4*

- a. If both the nums are 'irregular/auto assigned' and the **leading** element's num has **more** characters than the trailing element's num:
- b. take the leading element's number and increment the (last) letter to the next letter of the alphabet with the following exception:
- c. Miss out "O" in the alphabetical sequence
- d. If the last letter is "Z" or "z", duplicate the value in the leading element's num and add "1" at the end

5. *scenario 5*

- a. If both the nums are 'irregular/auto assigned' and the **leading** element's num has **less** characters than the trailing element's num:
- b. take the second element's number and add a "Z" or "z" immediately before the last letter (dependent on the case of the trailing element's num)

# References

## What are references in Lawmaker?

Legislative provisions will often refer to other legislative provisions or legislative documents. Lawmaker can mark up these references in the document XML so that it can provide additional functionality to help while drafting and editing legislation but also to help downstream users when the legislation is published.

References are sometimes referred to as *cross-references*, or *x-refs* for short.

Two types of references can be marked up in Lawmaker:

1. **Internal references** - these are references to other provisions in the same document, e.g. "section 3(2)(a)" or "paragraph (3)".
2. **External references** - these are references to provisions in other legislative documents or to the whole document, e.g. "section 5 of the Human Rights Act 1998". In practice, external reference often appear as a provision reference only (e.g. "section 25") and a wider reading of the context is required to determine that it is an external reference.

References are identified visually in the Editor using different formatting:

- Valid internal references will show as purple , e.g. "section 3(2)(a)"
- External references will show as blue, e.g. "section 7 of the [Housing \(Scotland\) Act 2000](#)"

References that are invalid or have been manually altered are shown with different formatting which is described below in relation to specific features (the formatting is summarised below: under [Table describing formatting of different references](#)). The formatting in the editor is not replicated in the PDF version of the document but references will become hyperlinks in the PDF that can be used to jump to the target of the reference.

## Creating references

References can be created in two ways, using the **Tag references** feature (which tags both internal and external references) or by **copying a reference to a provision** via the structure view or the right-click context menu and pasting it into your document (for internal references only).

## Working with references

Once created, references can be manipulated and modified using the right-click context menu, the toolbar menus or by the floating toolbar.

Note that the text within reference tags cannot be directly edited. This is to reduce the risk of the metadata associated with the reference going out-of-sync with the text displayed.

For internal references, you can:

- Update them, so that the text of the reference contains the up-to-date number of the provision which it refers
- Remove the reference mark-up (but leave the text behind),
- Mark a reference to be ignored which has previously incorrectly been marked up as a reference.
- Make the Editor jump to the location of the target provision.
- Show or hide j-refs within references.
- Modify the displayed text and the underlying metadata via the Edit Reference dialog box.

For external references, you can:

- Remove the reference mark-up or mark it to be ignored (as you can with internal references)
- Open a new tab in the browser containing the provision referred to as it appears on [www.legislation.gov.uk](http://www.legislation.gov.uk).
- For SI/SSIs only, add an automatically-generated legislative history footnote, derived from data on [www.legislation.gov.uk](http://www.legislation.gov.uk).
- Modify the displayed text and the underlying metadata via the Edit Reference dialog box.

## How to “tag” references

Lawmaker can analyse text you have drafted and automatically add reference mark-up to the internal and external references it identifies.

You can trigger the **Tag references** feature in a number of ways:

- Click on the **Tag references** icon in the toolbar,
- Select **Tools menu>Tag references**,
- Right-click in the Editor or Structure view and select **Tag references**, or
- Use the keyboard short cut **Alt+t**.

When the tag operation finishes, you will see all the references Lawmaker has identified highlighted in the Editor according to the table below: [Formatting of reference types](#). Internal and external references are, in particular, distinguishable from one another by their colour.

### What gets tagged?

By default, when you trigger the Tag references feature, Lawmaker will analyse the text in the provision (i.e. the section, regulation etc.) your cursor is in. If, however you have selected some provisions before triggering the feature, then all of those provisions will be analysed.

Internal references within  **Quoted structures** will not be marked up because there may not be enough context within the quoted structure to reliably identify the target of the reference. Lawmaker will try and identify external references wherever they appear.

### More on external references

To identify external references, Lawmaker relies on data about enacted legislation from [www.legislation.gov.uk](http://www.legislation.gov.uk). Lawmaker can't therefore identify references to legislation that has not yet been enacted or made. This also means that, if for some reason [www.legislation.gov.uk](http://www.legislation.gov.uk) is not available for a period of time, then Lawmaker will not be able to properly identify external references during that time but the Tag reference function will otherwise work as expected for internal references.

Lawmaker identifies and marks up both references to external provisions and to the documents containing those provisions. While sometimes references consist of both together, e.g. “section 12 of the Scotland Act 1998”, Lawmaker is also able to identify references to external provisions where the context determines that they relate to an enacted document rather than the document containing them. In particular, it will do this:

- where an earlier provision sets the context, e.g. where a section begins “(1) The Human Rights Act 1998 is amended as follows.”,
- where the opening words set the context, e.g. “In The Human Rights Act 1998-”,
- where the reference refers back to a previously mentioned enactment, e.g. “section 7 of that Act”

Lawmaker will also identify external references that use an alias instead of the full title of the legislative document, e.g. references to “the 2007 Act” or “the 1998 Regulations”. It does this by searching for definitions of the alias elsewhere within the document, either of the form of a full definition like “the 2007 Act” means the Criminal Justice Act 2007” or a parenthetical definition like “...the Criminal Justice Act 2007(“the 2007 Act”)”.

### Tagging provisions that already contain references

When you trigger the Tag reference feature on a provision that already contains some marked-up references, existing references are checked and re-tagged as necessary. References that have been marked as manually edited or to be ignored will not be touched when re-tagging.

Any existing internal references will be updated as an initial step of the re-tagging operation to ensure that the text of the references is up-to-date before it is re-tagged.

Where however Lawmaker detects that the target of an existing reference has changed (e.g. because the context in which that reference sits has changed), the reference will be changed accordingly but it will be marked as requiring checking. Such references will appear **brown** in the Editor (e.g. “**regulation 52**”) and each one will also be highlighted with a document check error. From the document check panel, you can confirm that the reference remains valid or you can remove the reference mark-up if you think it is no longer appropriate.

**i** The tag reference functionality relies on sophisticated pattern recognition and the data in [www.legislation.gov.uk](http://www.legislation.gov.uk). Despite that, there may be some references that it doesn't recognise. There is also a small possibility that Lawmaker will tag something as a reference when it isn't. We're constantly refining this feature so please provide feedback to Lawmaker Support if you come across any issues.

## How to create a reference using the Structure View or the right-click context menu

Internal references can be created using the Structure View or via the context menu that is available when you right-click on text within your document. Using this method you first copy a reference to a particular provision and then you use the normal paste function to paste the reference where you want it in your document.

This method is the only way to create internal references within a quoted structure.

To insert a reference to a provision using this method:

1. Either:
  - a. Right-click on the provision in the Structure view you want to refer to (you may want to turn on full-depth mode to see all provisions - see [Using the structure view](#)), and select **Select reference to copy** from the menu that appears, or
  - b. Right-click within the provision in the main Editor window and select **Select reference to copy** from the context menu.
2. Select the reference in the form you want from the different options that are presented. Lawmaker will present all the possible options for referring to the provision so you can select whether or not you want the provision name (e.g. "section") to be included and whether any ancestor provisions should be included in the reference.
3. If using the option via the right-click context menu in the Editor, click **Copy** in the dialog box.
4. The selected cross-reference will be put in the clipboard.
5. Place your cursor in the Editor where you would like the cross reference to be inserted and press **Ctrl+v** to paste in the reference.

**i** In SI/SSIs, Lawmaker will determine whether a provision should be referred to in the reference as a "sub-paragraph" or "paragraph" depending on the provision's context.

**!** You can't currently create references to EU provisions using this method.

**i** Turning on the full-depth mode to see all provisions in the Structure View - especially in big documents - might have an impact on the Editor performance, slowing it down. Using the right-click context menu in the Editor will be faster and perform better.

## Floating toolbar for references



To stop the accidental modification of the text of references (without the underlying metadata being updated if necessary), references are not directly editable in the editor (although you can delete a whole reference).

However, double-clicking on a reference will bring up a handy toolbar to access a range of reference-related features. All of these features (with the exception of **Goto ref**) are also available via the right-click context menu or from the main toolbar.

**i** You can also paste over an existing cross reference. Pasting will strip out the old cross reference mark-up before inserting the new cross reference and its mark-up.

## How to view the target of a reference

The **Goto Ref** button on the reference toolbar provides a quick way to navigate to and view the provision or document that a reference relates to.

For internal references, clicking on **Goto Ref** will move the focus of the editor window up or down until the provision that is targeted is visible.

For external references, clicking on **Goto Ref** will open a new tab in the browser and will navigate to the target provision or document in [www.legislation.gov.uk](http://www.legislation.gov.uk).

## How to update internal references to reflect renumbering of provisions

The **Update references** feature enables you to update the number component within internal references to match the current number of the target provision. For example, if there is a reference to “section 5” but what was section 5 has been renumbered to section 7 then updating the reference will result in the reference changing to “section 7”.

You can update internal references that have previously been marked up in a number of ways:

- Click on the **Update references** icon in the main toolbar,
- Select **Tools menu>Update references** from the main toolbar,
- Right-click in Structure view or Editor view and select **Update references**,
- Click on the **Update ref** button on the references toolbar, or
- Use the keyboard short cut **Alt+u**.

If nothing has been selected before you trigger the update then you’ll be given the option of updating references in the current provision (i.e. the current section, article, regulation etc.) or the whole document. Otherwise, Lawmaker will update all references in your selection.

Lawmaker will try and update both valid and invalid internal references but not references that have been marked as “manual” due to the metadata being edited. If Lawmaker can no longer find the target of a valid reference in the current document then it will change the reference’s status to invalid. Equally, if Lawmaker finds the target of an invalid reference then it will change the reference’s status to valid.

## Tagging and updating references when editing a portion of the document

If you have a portion of a document open in the Editor (see [Opening and editing a portion of document](#)) and you use the Tag reference or Update reference feature, Lawmaker will detect when references in the portion do not point to other provisions within the portion and give you option to search the whole document rather than just the portion.

This will take longer than just searching the portion but will mean that references to other parts of the document are tagged and updated correctly instead of being marked as invalid references.

## How to edit references

Although references cannot be directly modified in the editor, you can click on the **Edit ref** button on the reference toolbar, or select **Edit reference** from the right-click context menu, to bring up a dialog box allowing you to edit the text of the reference and its underlying metadata.

This can be useful if you need to make a minor change the reference text, e.g. to adjust the capitalisation of the word “section”. However, any more significant changes to the text or other metadata fields should be done with care by expert users or in consultation with the Lawmaker support team.

 If you change any text field other than *Reference text* then the *Status* will automatically change to “Manual”. This means your changes will be preserved during any re-tagging operation but will also stop the **Update references** feature from operating on the reference. Changes to the *Reference text* field will not impact on the *Status* and so will not stop **Update references** from working.

## Edit reference

### Reference text

### Document reference

### Alternative reference

### Alias definition ID

### ID

### Status

### Target GUID

### Target Jref

## How to 'ignore' references that have been tagged

If something has been erroneously marked up as a reference or misidentified as an external reference when it is an internal reference or vice versa, you can tell Lawmaker to ignore it in future. This will stop it trying to update the reference when you use the Update references feature or to re-tag it when you use the Tag references feature.

To ignore a reference, right-click within the reference and select **Ignore reference**.

(You can also get this feature from the upper toolbar by selecting **Tools menu>Ignore reference** or using the **Ignore ref** button on the reference toolbar. )

**i** Any ignored reference will show up in the Editor as grey text with a dotted underline.

When a document is published on Lawmaker for external systems to access, the mark-up for ignored x-refs is removed.

## How to remove (unwrap) tagged references

You can remove the reference mark-up that Lawmaker adds to a reference without deleting the text of the reference. You may want to do this, for example, if you want to update the text of the reference and then re-tag it. You may also want to remove existing reference tags because the text tagged isn't a reference.

To do this, right-click within the cross-reference and select **Remove reference tag**.

(You can also do this from the upper toolbar, select **Tools menu>Remove reference tag** or with the **Remove tag** button on the reference toolbar.)

If you choose to remove the reference tags from one part of a compound reference (e.g. “sections 5 to 7 of the Police Act 2007”), Lawmaker will automatically remove the mark-up from all other parts at the same time.

Only the reference mark-up will be removed - the text will be left alone.

## Showing j-refs as part of references

You can make the Editor and any PDF generated show the j-ref of target provisions within cross-references. See [Managing J-refs](#) for more about this.

## Inserting and updating references between documents within Lawmaker

You can use the Structure View or context menu method to create a reference to a provision in another document in Lawmaker. That reference can be inserted into the document you are working on. This can be useful if you are working on a Bill or SI which has been split into a number of different documents or if you are drafting an amendment which contains references to provisions in the published Bill.

To create such a reference, open the other document, follow the steps above to copy the reference and then return to the document you are working on and press **Ctrl+v** to paste in the reference.

The reference will show up as valid when you first paste it in. However, when you update the cross-references in text, any reference to another document will show up as Invalid (grey highlighted text) and the reference won't be updated. If at a future point the target provision is copied into the same document (or, in the case of an amendment, it is applied to the Bill), then the reference should return to being valid when you update the cross-references again.

## Table describing formatting of different references

This table lists the different formatting possibilities of references and what that means. Invalid references and references that require checking are also highlighted in the Document Checks panel.

Format of reference	Description	Notes
Purple text	Valid internal reference	The target provision has been identified and the citation should update correctly when you update x-refs.
Blue text	Valid external reference	
Grey text with a light grey highlight	Invalid reference	An internal reference, the target of which cannot be found in the document (it may, however, exist in another document) or an external reference, the target document of which couldn't be located on <a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a> .
Brown text	Reference requiring checking	A reference that has been modified as part of the Tag references operation that needs to be checked by the user to ensure it remains correct.
Double underlining	Manually edited reference	A reference the properties of which have been manually edited by the user and which will not be modified by any subsequent Tag references operation.
Black text with orange highlight	Internal reference which can't be resolved	<p>Lawmaker can find the target provision but is unable to update the reference text automatically. This is usually because the target provision has changed in some way, e.g. it has been promoted or demoted.</p> <p>To fix this, it is generally best to remove the existing reference and either re-tag the reference if it remains correct or insert a new reference.</p>

Grey text with dotted grey underline	Ignored reference	The reference text of this cross-reference will not be updated as part of an Update references operation.
--------------------------------------	-------------------	---

## Quoted structures

A quoted structure is the element you insert in Lawmaker to contain inserted or substituted provisions when you are creating a textual amendment in a Bill or SI, or creating a parliamentary amendment.

A quoted structure can contain any kind of provision and will normally appear indented on the page and surrounded by quote marks. In the Editor a quoted structure will be shown with a dotted line around it to distinguish from other provisions.

(3) In section 59E (further provision as to when corporation tax is due and payable), in subsection (11) after paragraph (e) insert—

(f) to any sum chargeable on a company under section 1 of the Energy (Oil and Gas) Profits Levy Act 2022 as if it were an amount of corporation tax chargeable on the company.

(They're called "quoted structures" because element used in Akoma Ntoso to hold structured content that is being quoted in some way from another document. They are similar to what, in the existing SI template, were called "long quotes".)

**i** If you are creating a textual amendment in a Bill or SI that only inserts or substitutes a single word or a phrase then you should use a quoted text element instead - see [Quoted Text](#).

## How to insert a quoted structure

1. Use any of the following methods:
  - right-click in the Editor and select **Insert quoted structure**
  - from the Insert menu in the toolbar, select **Insert quoted structure**
  - use keyboard shortcut CTRL+q
2. Select a starting element and adjust any other settings in the dialogue box.
3. Click **Insert**.

Lawmaker will insert a quoted structure containing the selected starting element on a new line below the provision your cursor is in.

If the starting element has a number, then the number will be left empty (but parentheses will still be present if the element number would normally have them) and it will be locked (see [Locking and unlocking numbers](#)). You can manually add a number to the first element and subsequent elements will be numbered accordingly.

## Setting the properties of a quoted structure

When you insert a quoted structure you can set various properties of the the quoted structure. Some of these can be updated after the quoted structure is inserted by right-clicking within the quoted structure and selecting **Update quoted structure properties** (You can also do the same using the Insert menu in the toolbar.)

### Insert Quoted Structure

Document type

United Kingdom Public General Act ▼

Starting element

Group of Parts ▼

Indent level

None ▼

Start quote

" ▼

End quote

" ▼

Following text

Insert

Cancel

## Document type

*(Can't be changed after quoted structure is inserted.)*

Selecting the document type determines how the contents of the quoted structure will be formatted and what starting elements are available.

By default, the document type will be the Act type that corresponds to the document you are editing (e.g. an Act of the Scottish Parliament if you are editing a Scottish Bill, or a UKPGA if you are editing an amendment list for the Commons or the Lords)..

The possible types are:

- Act of the Scottish Parliament (asp)
- United Kingdom Public General Act (ukpga)
- UK Statutory Instrument
- Scottish Statutory Instrument
- EU Regulation, EU Directive or EU Decision

**⚠** If you select a different document type, the PDF will render the elements in the appropriate styles for the target document, except in relation to font style and size which will match the main document.

That means if you include an asp quoted structure in a UK Bill, or a ukpga quoted structure in a Scottish Bill, there may be some presentational differences in the content of the quoted structure when you generate a PDF. If you want the contents of the quoted structure to look exactly like other provisions in the Bill then set the document type to the Act type that corresponds to the Bill.

## Starting element

*(Can't be changed after quoted structure is inserted.)*

The list of possible starting elements is determined by the document type. The list includes all possible elements in the main body and in schedules - there are separate options for grouping elements in the body and schedule (e.g. "Part" and "Sch Part").

## Indent level

All provisions in a quoted structure are, by default, indented compared to how they would be if they appeared directly in the document.

The Indent level option allows you to alter that indent.

Indent level -1 removes the normal indent that is applied to provisions within a quoted structure.

Indent levels 1 and above add additional indent beyond the default indent.

See [Cases where you may need to adjust the indent level of a quoted structure or use adjacent quoted structures](#) for more on when and how to use this feature.

## Start quote and end quote

If a quoted structure is to be surrounded by quote marks, you should select them here.

By default, a quoted structure will be set to have double inverted commas “ and ” except in the case of a Scottish Parliament amendment which uses < and >.

 In the Editor, the quote marks will be shown outside the box around the quoted structure content but in the PDF they will be displayed correctly.

 Avoid setting the quote marks to none and then inserting the quote marks directly within the content of the quoted structure. That can cause problems with numbering and formatting elsewhere.

## Following text

Enter here any text that you want to appear directly after the closing quote mark. This will usually be punctuation and/or a conjunction, e.g. “;” or “, and”.

 It is easier to enter it here rather than trying to add this text in the Editor. Doing so will also guarantee that the text is placed in the correct element will display correctly in the PDF.

## Inserting a quoted structure immediately after another quoted structure

To insert a quoted structure immediately after another quoted structure either:

- right-click in the Editor within the existing quoted structure and select **Insert adjacent quoted structure**, or
- From the **Insert** menu on the toolbar, select **Insert adjacent quoted structure**.

See [Cases where you may need to adjust the indent level of a quoted structure or use adjacent quoted structures](#) for more on when and how to use this feature.

## Nested quoted structures

It is possible to insert a quoted structure within an existing quoted structure. Just place your cursor within the existing quoted structure and follow the instructions above to insert a new quoted structure.

## Tables in quoted structures

You can insert a table as a starting element by selecting “table” as the starting element. This will take you to the “Insert table” dialogue box allowing you to specify the type of table/table row that you want to insert. If you just want to insert a single row of a table then insert a table with only 1 row and no table number, caption or header - see [Inserting and managing tables](#).

## Moving existing provisions in and out of quoted structures

See [Moving elements in or out of Quoted Structures](#) for help with this.

### More notes on quoted structures

- You can copy or cut a quoted structure by placing your cursor in the quoted structure, selecting “quoted structure” from the breadcrumb and then pressing CTRL+c or CTRL+c as appropriate. To paste it, place your cursor in the provision/amendment you want your quoted structure

to appear after and use the keyboard short cut CTRL+v.

- You can't use the Tag x-refs features when the cursor is in a quoted structure because there won't be enough context to resolve any references found. But you can create manual x-refs to and from provisions in a quoted structure - see [☰ To create cross references](#) [UNDEFINED](#). (You can't currently create manual cross-references to provisions within a quoted structure that is marked as relating a EU document type.
- The training video on [Managing footnotes, textual amendments and references in SI/SSIs](#) includes how to insert quoted structures.

## Cases where you may need to adjust the indent level of a quoted structure or use adjacent quoted structures

This page provides more detail on how to use the quoted structure features in certain particular cases. For general help with quoted structures, see [Quoted structures](#).

### Inserting wide tables or images into a quoted structure

Using the **Indent level** dropdown menu in the quoted structure dialogue box, you can select **Indent level -1** which will present the contents of the quoted structure set to full page width, i.e. exactly as they would normally appear and without any global additional indent.

This can be useful if your quoted structure is to contain something like a wide table and you need the full page width to display it.

### Inserting a schedule which consists of a quoted structure and nothing else

**Indent level -1** can also be used when you want to create a schedule that consists solely of inserted content, e.g. if you want to create an SI with a schedule which contains an annex to some European legislation. In that case, the normal indentation is superfluous so you may want to present schedule content without any indentation.

### Inserting a quoted structure when the context being amended is itself within a textual amendment

Where the provision being amended is itself within a textual amendment in a Bill or SI (i.e. within a quoted structure) then you will need to use **Indent level 1** to reflect the additional indentation that will be required. This will result in everything in the quoted structure being indented by twice as much as a normal quoted structure. Were the provision being amended within a nested quoted structure then you would use **Indent level 2**.

### Inserting paragraphs and other provisions that have relative indent in a context where the paragraph etc. is not in its default position

Most provisions (e.g. sections, subsections, regulations) have a fixed indent when they appear in a document outside a quoted structure. However, some provisions have an indent relative to their parent provision because they can appear in a number of different contexts.

The provisions that have a relative indent are:

- paragraph (a)
- sub-paragraph (i)
- sub-sub-paragraph (A)/(aa)
- definition
- step
- closing words

When one of these provisions is selected as the starting provision in a quoted structure, its indentation will be based on its default position, i.e. as if it were being inserted as a child of a section in a Bill or a regulation/article/rule in an SI.

However, if the provision is actually to be inserted as a child of another provision then you can use the **Indent level** of a quoted structure to ensure the provision is correctly presented.

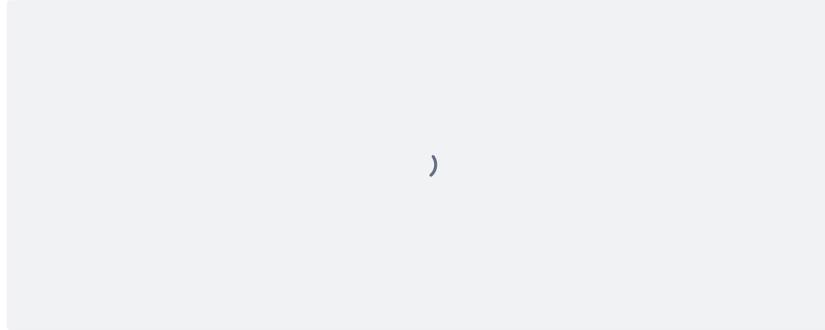
For example:

- If you were inserting a paragraph as a child of a definition or a step then you would use **Indent level 1** (because it is one level further down the hierarchy than the default, e.g. section>definition>paragraph rather than section>paragraph).
- If you were inserting closing words of a sub-sub-paragraph then you would use **Indent level 3** (because it is three levels further down the hierarchy).

Note that any cumulative effect of nested quoted structures and provisions will relative indents can be achieved by adding up the indent levels that would otherwise be selected. For example, if you are inserting a paragraph as a child of a definition within a quoted structure then you would use **Indent level 2**, since each would otherwise result in a level of 1.

## Inserting a quoted structure where the first provision is lower in the hierarchy than subsequent provisions

Sometimes textual amendments and parliamentary amendments begin with a provision which is lower in the hierarchy (e.g. a paragraph) and then continue with provisions which are higher in the hierarchy (e.g. subsections). For example:



In Lawmaker, a single quoted structure must start with the highest level provision in that structure. So, to achieve a structure like the one above, you need to use two quoted structures back-to-back.

Lawmaker provides a feature to help with this - with your cursor in the first quoted structure, right-click and select **Insert adjacent quoted structure**. - that will enable you to create a quoted structure after the existing one rather than inside it. The quoted structure dialogue box will be shown where you can select the higher level provision to insert. The document type field isn't enabled because the type must be the same as the previous quoted structure. And any following text of the original quoted structure is moved across to the new one.

In most cases you'll need to use the quoted structure dialogue box to adjust the quote marks in both the first and second quoted structures so that the first only has an opening quote mark and the second only has a closing quote mark.

## Moving elements in or out of Quoted Structures

This page explains how to move existing provisions and other elements (eg: paragraphs, definitions, tables etc):

- into a Quoted Structure when the provision is currently within the main body of a Bill or SI/SSI, or
- out of a Quoted structure so the provision becomes the main body of the Bill or SI/SSI.

### About quoted structures

Quoted structures are used whenever you are making a textual amendment to another enactment to insert new provisions into that enactment. See [Quoted structures](#).

In Lawmaker, elements are organised hierarchically so a provision (e.g. a paragraph) making an amendment will contain the quoted structure and the quoted structure will contain the provisions being inserted. Therefore, you can not simply add a quoted structure to an existing provision or delete the existing one, but instead need to move the provision either into or out of the quoted structure.

### Moving Provisions into a Quoted Structure

To move existing provisions into a quoted structure:

1. Ensure the Structure View is expanded so it is showing all levels. Click on the icon so it shows a double down arrow:



2. In the main Editor window, click on the provision where you want the quoted structure and press Ctrl+Q to insert a quoted structure. For the starting element, select the provision type that is the same as the provisions you want to move. For further help see [Quoted structures](#)
3. In the structure view, expand both the provisions that contain the provisions to be moved AND the provision containing the newly created quoted structure.
4. Drag and drop the provision into the new quoted structure.
5. Finally, delete the (empty) starting element of quoted structure that was inserted when you first created the quoted structure:

- a. Click on the empty provision in the Structure view. It may look something like this



- b. Press Delete on your keyboard

### Moving existing provisions out of a Quoted Structure

1. Ensure the Structure View is expanded so it is showing all levels. Click on the icon so it shows a double down arrow:



2. Expand the provision containing the quoted structure. Continue expanding the quoted structure until you can see the contents of the quoted structure.



3. If required, expand the provision where you want move the provisions in the quoted structure to.
4. In the structure view, drag and drop the provision from the quoted structure to the provision where you want it.
5. If you moved a numbered provision out of a quoted structure, it may have been locked so you will need to unlock it so that it will be properly renumbered in future. See [Locking and unlocking numbers](#).
6. If your quoted structure is now empty, you should delete it. See [Deleting provisions and other elements](#).

**i** When dragging and dropping things in the structure view, other elements in the structure view will turn **red** if they are an invalid place in the document to move the thing to, and **green** if it is valid.

For more information see [Moving provisions, tables and amendments within a document](#).

## Quoted Text

When drafting a textual amendment within a Bill or SI that only involves a word or a phrase (i.e. does not involve inserting or substituting a whole provision), you should use the Quoted Text element in Lawmaker to represent the text that is being left out, inserted or substituted, rather than simply surrounding the text with quote marks.

(If you are inserting whole provisions or other structured content then you should use a quoted structure instead - see [Quoted structure](#) s.)

For instance, quoted text should be used for the highlighted portions in the following examples:

- for “£50,000” substitute “£60,000”
- In subsection (1), after “police,” insert “tri-service serious crime unit,”
- In section 2, insert at the end “or to a limited liability partnership”

A quoted text element should also be used for a textual amendment that starts with a word, phrase or punctuation but then continues with structure, e.g. in the following case:

In section 3(2) of the 2008 Act, at the end of paragraph (b) insert “or,  
“(ba) the Scottish Ministers.”

**i** Using the Quoted Text element rather than just manually typing quote marks around the text improves data quality which helps ensure the documents can be published successfully on [legislation.gov.uk](https://legislation.gov.uk) and helps other Lawmaker functions like the Tag Reference feature operate correctly.

**⚠** Note: at present Quoted Text elements should not be used in an amendment instruction when drafting parliamentary amendments (but can be used within provisions being inserted in amendment, i.e. within a quoted structure within an amendment, as they would be within a Bill).

## How to insert quoted text

A ‘Quoted Text’ element can be inserted from the Content Completion Assistant by pressing **Enter** in the Editor and selecting **Quoted text**. This will create an empty ‘Quoted text’ placeholder with opening and closing quote marks.

**i** It is currently not possible to paste text into a Quoted Text element.

## Changing quote marks

When you insert a quoted text, by default double inverted commas (“ and ”) are automatically inserted as quote marks. These quote marks can be removed or altered if necessary, by right-clicking within the quoted text and selecting **Update quoted text properties**.

Setting the quote marks to ‘none’ can be particularly useful when the quoted text needs to be followed by a quoted structure.

## Inserting a quoted structure immediately after a quoted text

To insert a quoted structure immediately after a quoted text either:

- right-click in the Editor and select **Insert Quoted Structure**
- use the CTRL+Q keyboard shortcut, or
- From the **Insert** menu on the toolbar, select **Insert Quoted Structure**.



# Saving your document

This page explains how to save your document in the Editor and what happens when you do.

Lawmaker also auto-saves your documents every 2 minutes. And you can save a snapshot of your document at any time.

## How to save a document

To save changes in your document, do one of the following:

- In the toolbar, click on the **Save** button.
- In the toolbar menus, click **Document>Save**.
- Use keyboard shortcut Ctrl+s.

## What happens when you save a document

Lawmaker will save the changes you made so that the copy on the server is the same as the one in the Editor. To do this, it only saves the fragments of the document that you have locks on (see [Multi-user editing and locks](#)) because a lock will have been established as soon as you made a change to a particular fragment.

In addition, as a backup in case there is a problem with saving the fragments or the document gets corrupted, a full snapshot of the document is also saved (called "AUTO-BACKUP"). Each time you save, the existing auto-backup version is replaced.

Once the save action is completed, any locks you had on the document will be released, and the Editor will be updated with any changes that other users have made to the document.

## Saving amendment lists

When you save an amendment list, some additional things happen:

- Lawmaker will assign each amendment a unique reference, known as a D-number or Dnum. The amendment will keep this reference for its lifetime and will be useful to refer to before they are assigned their official number as part of the parliamentary process. The D-numbers are based on the organisation that creates the amendment.
- The instruction text of each amendment is parsed to extract key information about the amendment that is used to correctly filter and sort the amendment in official lists. You can see the result of the parsing in the Amendment Information panel in the Editor.

## Auto-save

Lawmaker will auto-save the document in the Editor every 2 minutes.

The auto-save version appears as a snapshot called "auto-save" on the Project Tab (see [Documents and folders on the Project Tab](#)). Only you can see the auto-save snapshot.

When you manually save your changes, any auto-saved snapshot version will be discarded.

When you open a working version, Lawmaker will check whether you have any previous unsaved changes relating to the document version (i.e. whether an auto-save snapshot exists). If there are, you can either:

- Continue working on your changes, which will use the auto-save snapshot to restore the last auto-saved version, or
- Discard your changes, which will open the last manually saved version of the document (and discard the auto-saved version).

## Saving snapshots of your document

You can save a snapshot of the document you are editing at any time. This will create a copy of the document in its current state and save it as a snapshot in the document's version history without affecting the main version of the document (i.e. the one that is saved when you press the Save button).

To save a snapshot:

1. In the upper toolbar, select **Document>Take snapshot**.
2. Edit the snapshot name in the **Version Label** field (it is set to "Saved" by default)
3. Click **OK**.

### Hints and tips

- The system will not allow you to navigate away from the project or open a new document version in the Editor if you have a document open with unsaved changes.
- See [Documents and folders on the Project Tab](#) for more about document versions (working, significant and snapshot).
- See [Multi-user editing and locks](#) for more about fragments and locking.

## Using cut, copy and paste

You can use cut, copy and paste to edit content and move provisions, amendments and interstitial headings around a document or between documents.

 Always use the keyboard shortcut Ctrl+V to paste. Ignore any menu or toolbar option for pasting as that will trigger Oxygen's "paste special" feature which isn't used in Lawmaker.

### How to use cut/copy and paste with whole provisions, amendments and interstitial headings

Select the provision/amendment/interstitial heading, from the breadcrumb or Structure view, you would like to cut/copy using:

- keyboard short cuts Ctrl + C (for copy) or Ctrl + X (for cut);
- right-click context menu > Copy or > Cut (when mouse cursor is in Editor view and Structure view)
- from the upper toolbar, select Edit > Copy or > Cut

Navigate to the part in the document that you would like to paste the cut/copied provision/amendment/interstitial heading and place the mouse cursor at the end of the provision you would like the cut/copied provision/amendment/interstitial heading pasted after

Use the keyboard short cut (Ctrl + V) to paste the provision/amendment/interstitial heading

Before your provision/amendment is pasted, a message will appear to let you know exactly what will happen (e.g. will a duplicate be created or will a new version be created) allowing you to continue with the paste or cancel

The system will attempt to paste the cut/copied provision/amendment/interstitial heading into the next valid location after the provision/amendment/interstitial heading the mouse cursor is placed in.

#### Hints and tips

Pasted provisions will be numbered according to the selected numbering mode:

- Automatically Renumber Provisions will mean that subsections/schedule paragraphs and SI paragraphs and below will be automatically renumbered and all subsequent elements renumbered also.
- Auto-assign mode means that the pasted elements will be numbered using the auto-assign rule e.g. 1A, A1 etc.

You can copy, cut and paste quoted structures by placing your cursor in the quoted structure and selecting "quoted structure" from the breadcrumb. To paste it, place your cursor in the provision you want your quoted structure to appear after and use the keyboard short cut Ctrl + v.

This works for amendments as well

To paste a provision before the first provision in a sequence, it can help to view block tags (see 'Viewing tags' to find out how). With tags visible, place your cursor before the starting tag of the first provision in the document and paste

The system will only let you cut or paste a provision if it can acquire a lock on the parent provision

You can select more than one provision in a cut/copy and paste operation. To do this, use multi-select in the Structure view (Ctrl + mouse click)

Multi-selecting provisions to cut/copy will only work for contiguous, sibling provisions e.g. sections 1-5

If you want to cut/copy more than one provision that do not appear back-to-back, you will need to do these as separate operations

The system will attempt to find the next valid location to paste a cut/copied provision *after* the provision the mouse cursor is placed in

It is possible to copy/cut provisions from one document and paste them into the same document or even another document from the same project or a document from a different project.

You can highlight the 'body' from the breadcrumb and copy all provisions in a document and paste them into the empty 'body' of another document

The system will check for duplicate references when it pastes so that means that

Cut provisions will maintain their unique references so that any cross references to the cut provision are maintained (assuming they are pasted back into the same document)

Copied provisions will be assigned new unique references to ensure any cross references to the copied provision(s) are not broken.

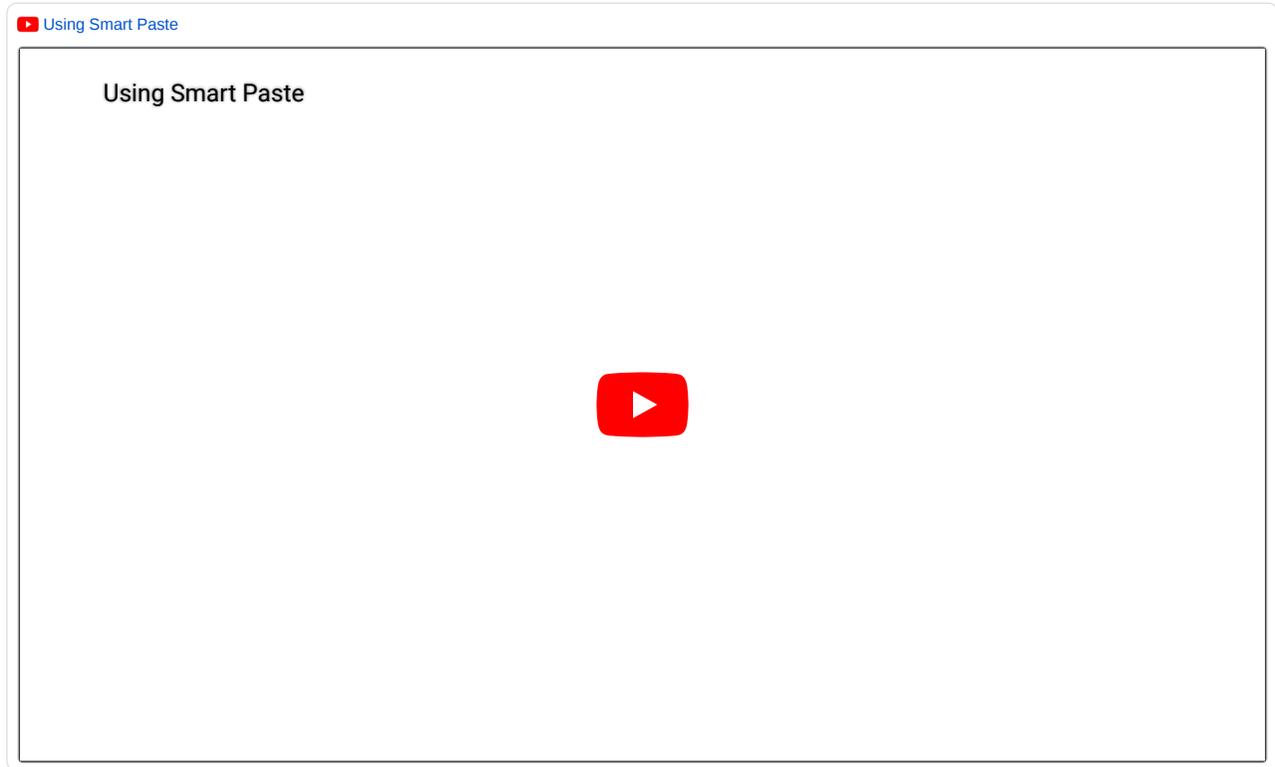
#### **Amendments only**

When pasting amendments into a document, the system will check what bill version the target document is associated with so that the amendment is pointing to the correct bill version. If the bill version was different, a new version of the amendment is created upon paste.

When pasting amendments into a document, the system will be checking for duplicate amendments with the same unique reference. If a duplicate exists, (e.g. if you copied an amendment from a list and pasted the copied amendment into the same list) the system will treat it as a new amendment

## Smart paste

Smart paste is used for copying text from outside Lawmaker into the Editor. Here is a screen cast giving a quick introduction to using this feature:



## How to use smart paste

Select the text you wish to copy from your source document and copy O (Ctrl C)

Open the Editor with the document you want to insert the text into and place your cursor in the appropriate location

Use the keyboard shortcut Ctrl + V to paste your copied text

## How to workaroud any smart paste limitations

Open up notepad or Word and paste the content into it

Check that there are line breaks at the end of each provision and then copy again (Ctrl C)

### Hints an tips

**Important:** to be successful, the start of your pasted block should contain the highest level provision in your copied block of text e.g. if you have copied a section, followed by a cross heading: smart paste will not paste the following cross heading.

To get around the issue, you either need to make sure the start of your copied block of text includes the highest level provision i.e. Cross heading, followed by a section, followed by a cross heading.

If you are copying data in chunks due to other smart paste limitations, consider manually adding the higher levels in later e.g. pasting only section level and using "Wrap element" to later insert the higher grouping level elements such as part, chapter and cross headings etc.

Smart paste has been designed to work for the following scenarios:

Copying the body of a Bill/Act (including schedules)

Copying the body of an SI. Note: smart paste cannot handle signatures yet, so to copy an existing SI/SSI, it is best to copy the body first and the schedules as a separate copy & paste operation.

Copying schedules

Copying quoted structures/amending text (nested quoted structures are also handled)

Copying portions of a document e.g. a part containing multiple sections, a list of subsections etc.

Copying individual amendment instructions (including any quoted structures)

Scenarios not currently handled:

Signatures in SI/SSIs

Tables and images

Explanatory Statements in UK amendments

Proposer/Supporters in amendments

Multiple definitions on the same line e.g. "condition A", "condition B", "condition C", "condition D" or "condition E" means that condition as set out in section 3;"

Front and Back covers & the preface (Enacting words etc.)

Footnotes in SIs (need to insert them manually into the Editor but at least you can copy and paste the text for each footnote from the source. Sometimes they can trip up smart paste as they render as the same number format as paragraphs. If paste is tripping up over the footnotes, the best thing is to paste the text into a Word document or notepad and remove the footnote references)

"Schedules" heading (appears before Schedules in UK bills and SIs in certain circumstances)

Known limitations:

If copying text from a website, be aware that websites can handle line breaks/carriage returns in inconsistent ways which can confuse smart paste. For example, we've noticed that [legislation.gov](http://legislation.gov) can sometimes miss carriage returns, particularly before closing words which will result in the closing words being added as text to the end of the provision before it or after definitions in SIs. This is why it's really important to check what you have pasted into the Editor whenever you use smart paste.

If copying from a PDF, there can often be carriage returns added to the end of lines in the copied text which will confuse smart paste.

**When copying from [Legislation.gov.uk](http://Legislation.gov.uk):**

**SI definitions:** for some reason, there is no line break after a definition copied from [legislation.gov](http://legislation.gov) (even though you can see one in the webpage rendering) so the easiest way around this is to paste a chunk of definitions (e.g. the Paragraph they sit within) into a Word document or notepad and manually insert line breaks (carriage return) after each definition. Copy from the notepad and paste into Lawmaker in the appropriate location in your document.

**Schedules** when copied from [Legislation.gov.uk](http://Legislation.gov.uk):

In a UK bill the reference note appears before the schedule num which confuses smart paste. The easiest way around this issue is to paste the content of the schedule into a Word document or notepad and move the reference note from the start, to after the schedule number e.g.

Schedule 1 Section 2

Terrorism prevention and investigation measures

In Scottish bills, the reference note appears after the schedule heading. The easiest way around this issue is to paste the content of the schedule into a Word document or notepad and move the reference note from after the schedule heading, to before the schedule heading so that it appears correctly between the schedule number and the heading e.g.

SCHEDULE 1

(introduced by section 1)

The Scottish Pubs Code

Other tips when a paste doesn't go to plan:

If using a PDF, it can sometimes help to export the PDF into a Word Document (File > Export to > Microsoft Word) and copy from the Word document

If text from a provision has been included in the preceding provision, this can be usually be corrected in Lawmaker by using the 'Split' function and, if needed, 'Promote Element' or 'Demote Element' to convert the sibling provision into the appropriate provision.

If smart paste cannot work out a structure, it will paste the text as plain text, sometimes in the last provision it could recognise. If this happens to you and 'split' is not going to work or will take too long to sort out the block of text, then it might be easier to select a smaller chunk of text to copy and paste as separate actions.

Smart paste is as good as the data that it using to convert from. Therefore it may be necessary to tweak the text in the source document e.g. to make sure you remove additional carriage returns or to ensure numbered provisions do actually have a number in the correct format

Check that the document you are copying doesn't include line numbers as that will confuse smart paste

Smart paste can be further improved and the best way to ensure this is to let us know where a paste hasn't worked as expected. Send the source document to the support email address (if you are allowed) so that we can investigate where the issue lies and

how we might be able to improve smart paste to handle that particular scenario.

## Document checks - validating your document

As you draft your document, there are a set of validation rules being applied to check the document is correct in terms of legitimate Akomo Ntoso XML as well as some more general drafting practices.

### How to review the validity of your document

Expand the right-hand panel by clicking on the grey left-facing arrow halfway down the right-hand side of the Editor window

Click on the 'Document Checks' panel

To see what rules have been broken select one or more 'Phases' from the drop-down filter

Any validation rules that have been broken will be presented

### Using quick fixes

To automatically fix a broken validation rule:

- From the right-hand Validation panel: find the validation rule tile which has a blue underscore 'quick fix' option and click on it;
- From the tooltip in the Editor (see hints and tips): click on the blue underscore 'quick fix' option

The system will update the document which will remove the validation error.

#### Hints and tips

Work is ongoing with validations. We will be doing a lot more work in future releases to capture more document checks for both bills and SI/SSIs.

Click on the validation rule tile in the right-hand panel to see where in the document the specific rule has been broken, with an arrow pointing to it in the Editor

Click on the red underscore in the Editor which represents a broken validation rule to see where the rule is in the Validation right-hand panel

Hover your mouse cursor over the red underscore in the Editor to see a tooltip explaining the validation rule that has been broken

Some validation rules have associated 'quick fix' options which will correct the structure of the document and consequently remove the validation error e.g. deleting the 'text' element out of provision's content element.

## Managing document information

Some data appearing in the document can only be updated from the right-hand 'Document information' panel. This includes information such as the title and document numbers.

### How to update document information

1. Access the Document Information panel either by:
  - Clicking on the blue highlighted text in the Editor view which will automatically open the 'Document information' right-hand panel with the cursor point positioned in the corresponding field, or
  - Clicking on the 'Document Information' in the right-hand panel
2. Make changes to any of the fields
3. The system will update the fields in the document with the changes

## Hints and tips

You can also update the Document Information panel from the 'Project' tab which is a faster way of updating document information for larger bills. See [Updating document information from project tab](#)

The right-hand panel will be minimised by default when you first open the Editor.

- To expand it, click on the grey left-facing arrow which will show the right-hand panel menu options.
- To close it again, click on the grey right-facing arrow.

Text in the editor that is highlighted blue represent data that can only be updated in the Document Information panel

You will need to 'Save' the document to save changes made in the document information right-hand panel.

### **In SI/SSIs**

- Some of the blue highlighted text is updatable from a pop-up modal rather than the document information right-hand panel to make it easier to manage certain bits of data i.e. document dates and subject information
- Changing the procedure will update some of the metadata in the preface and preamble and a message will be displayed to warn you

### **In bills**

- You can provide your own version rubric by selecting 'other' and typing into the input field in the Document Information panel;
- You can change the display of a Member's name by clicking on the "Manage members" button at the bottom of the panel. This will open a new dialogue box allowing you to update presenters and supporters as required, including using drag & drop to change the order of supporters.

### **In amendment lists**

- Some lists contain editable fields in the Document Information panel

### **UK Bills only**

Members names will be filtered according to the "Printed by" House that is selected.

If the Member in the House of Commons has a Laying name e.g. The Prime Minister, this will be displayed by default in the name field and presented in the Bill's back cover

### **Scottish Bills only**

If you change the version rubric to one that contains the phrase "as amended", the accompanying document rubric will be removed and replaced with the usual 'Amendment' rubric

Changing the version rubric to 'As Passed' will not change the rubric displayed at the top of the page

## Inserting and managing tables

You can insert a range of pre-formatted tables into your document.

### How to insert a table

Place your cursor in the provision that you would like to insert your table after

Select to insert a table by:

- Right-click menu "Insert table"
- From the upper tool bar, select Insert > Insert table

Specify your table requirements in the dialogue box that appears:

- Number of rows and columns
- Whether you want to specify column widths (%)
- Styles and formatting (for table number, caption, row header and all cells under the header row)
- Page set up (repeating headers, table width and alignment), and
- Border options (there are 5 pre-set formats)

Click 'Insert' when you've selected your criteria

Lawmaker will insert the table on the line below the text in your provision

### How to update table properties

With your cursor in the table, select to update table properties by

- Right-click menu select Table > Update table
- From the upper tool bar, select Insert > Update table

Specify your changes in the dialogue box that appears

- Specify column widths (in %)
- Styles and formatting (for table number, caption, row header and all cells under the header row)
- Page set up (repeating headers, table width and alignment), and
- Border options

Click 'Update' when you've specified your criteria

Lawmaker will update your table

### How to insert additional rows or columns

With your cursor in the appropriate cell, select to insert a row or column by

- Right-click menu select Table > Insert row before/Insert row after/Insert column to the left and insert column to the right
- From the upper toolbar, select Insert > Insert row before/Insert row after/Insert column to the left and insert column to the right

The system will insert the appropriate row/column to your table based on your cursor location

### How to delete a row or a column

With your cursor in a cell in the selected column/row, specify you would like to delete the column or row by

- Right-click menu select Table > delete row/column

- From the upper toolbar, select Insert > delete row/column

The system will delete the selected row/column based on the cursor location

## How to delete a table

Place cursor in the table that you want to delete

Click on "Tbl block" in the breadcrumb or select 'table' from the structure view

Bill > body > Schedules > Schedule > Sch Cross heading > Schedule paragraph > Content > Tbl block > foreign > Table > tbody > tr > Table cell > Text

Press delete or backspace on your keyboard

The system will remove the table completely from your document

## How to merge cells

Highlight the cells you wish to merge (vertically or horizontally)

Right-click and select Table > Merge cells

## How to unmerge cells

Highlight the cell you wish to unmerge (vertically or horizontally or both)

Right-click and select Table > Unmerge cells

### **i** Hints and tips

You can create back-to-back tables by:

- placing your cursor at the outer right-hand edge of the table so that the breadcrumb is ...> Content > Tbl block > foreign > table
- using the right facing arrow key, move forwards 3 presses so that cursor is now inside the 'content' element and breadcrumb reads ...> Content
- now insert a table as usual using the 'How to insert a table' instructions above
- the new table will be inserted after the existing table
- to change the order, you can use the structure view to drag and drop the tables into a new order.

It is possible to insert tables directly into Parts, Schedules and other non-text provisions

The row count includes the header row. If you uncheck header in the styles and formatting, the row count will decrease by 1

If you delete the last column or row, you will delete the entire table

If you place your cursor in the header row, you can insert another row that is a header by selecting 'insert row above' or 'insert row below'

It is possible to insert structured text in the table cells e.g. numbered lists including quoted structures

If the text looks squashed in the PDF it could be because the column width you specified is too narrow. You will need to adjust the column width to correct the text formatting.

The PDF line counting will count each line of text within a row, including repeating headers

You cannot merge the first row of your table with the header row (vertical merge). If you want to merge two cells in the header, you will need to insert another header row by placing your cursor in the header row and inserting another row before/after which will insert another row classed as a header row.

When specifying the width of columns, you need to be accurate to 2 decimal places e.g a 2 column width might be 33.33 and 66.66.

# Inserting table of contents

A table of contents can be inserted into your document at any time.

## How to insert a table of contents

From the upper tool bar, select 'Insert > Insert table of contents'

- If a table of contents doesn't exist already, the system will insert a table of contents based on the current structure of your document
- If a table of contents already exists, the system will replace the existing table of contents with a new one – including any changes that may have been made since the last one was inserted.

### Hints and tips

To update the table of contents as the structure of the document changes, you will need to reinsert the table of contents

To delete the table of contents, you should select it either from the breadcrumb or using the structure view and click 'backspace' as you would delete a normal provision in the document. *Bills only*

The table of contents will include schedule chapters. If you don't want them included in your table of contents, select the entries in the table of contents and delete them using the breadcrumb and save.

#### ***S/SSIs only***

If your document contains regulations (or Articles etc.) without any headings, you will need to manually update the Table of contents to present it as required

For SIs and SSIs – it is not possible to add page numbers to your table of contents currently.

#### ***Finance Resolutions only***

If you have marked resolutions in the document as s.5 PCTA resolutions, then an s.5 PCTA statement is inserted before the table of contents, listing all resolutions that have been marked.

#### **UK Bills only**

You can insert a table of contents without a Front Cover

## Inserting front and back covers

See:

- [Inserting UK Bill and Act front and back covers](#)
- [Inserting Scottish Bill and Act front and back covers](#)

## Inserting and managing math formulae

The editor allows you to insert a mathematical formula into your document.

### How to insert a math formulae

Place your cursor in the provision that you would like to insert formula after

Select to insert an formula by:

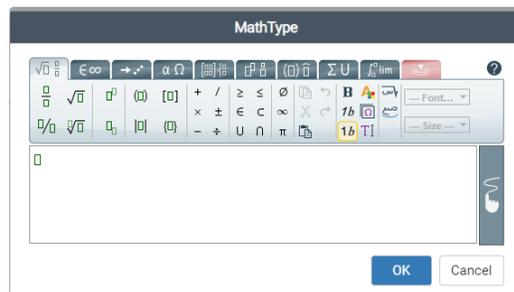
- Right-click menu in the Editor View "Insert Math Formula"
- From the upper tool bar, select Insert > Insert Math Formula

The system will present a "MathType" dialogue box

- Either create the formula using the buttons or free text editor entry, or
- Use the freehand option to draw the formula

Click **OK**

Lawmaker will insert the formula on the line below the text in your provision, followed by the "where—" statement



### How to delete a math formulae

Click on the formula in the Editor

Select 'block-formula' from the breadcrumb and click 'backspace' or 'delete'

The formula will be removed from the document but the "Where—" statement will remain

To remove with "Where—" statement, click on it and select "Text" and click 'backspace' or 'delete'

### How to update a math formulae

Double-click on the formula

Make any changes in the "MathType" dialogue box and click on **OK**.

#### Hints and tips

- You can only adjust the font size and font in the "MathType" dialogue box if required
- You can view a third-party demonstration here - [MathType demo - Equations editor \(wiris.com\)](#)

# Images

The editor allows you to insert an image into your document.

## How to insert an image

Place your cursor on the provision where you would like to insert the image, then either:

- Right-click menu in the Editor View "Insert image"
- From the upper tool bar, select Insert > Insert image

The system will present the Insert Image dialogue box where you can upload a new image or select from images that you've already inserted elsewhere in the document.

To insert a new image click **Upload**, navigate to the folder where your image is saved, select it and click **Open**.

**i** The image selected must be in either jpeg or tiff format.

To insert an existing image, select it from the **File** list.

You must add **Alternate text** for all images. This is text which describes the image to assist visually-impaired users.

You can optionally add an **Image caption** and adjust the **Width**, **Height** and **Image alignment**. You can only adjust the height or the width as the system will maintain the image aspect ratio.

The system will warn you when the image quality is less than the recommended resolution of 300 dpi which required for print publishing.

## Insert Image

**File**

legal-opinion-750x500.jpg	2022-05-30
---------------------------	------------

<b>Width</b>	<input type="text" value="63"/> <input type="text" value="mm"/>	<input checked="" type="checkbox"/>	<b>Height</b>	<input type="text" value="42"/> <input type="text" value="mm"/>	<b>Alternate text *</b>
					<input type="text" value="Required"/>

<b>Image alignment</b>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<b>Image caption</b>
		<input type="text" value="Optional"/>

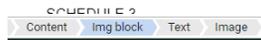
Insert Image Dialogue

## How to delete an image

Click on the image in the Editor

Select 'img block' from the breadcrumb and press delete or backspace

The image will be removed from the document without affecting the element it was inserted in



Click on Img block

## How to update image information

Click on the edit button next to the image in the document



Make changes to any of the fields in the "Manage Image Properties" dialogue box and click **Update** button.

The system will update the image in the document with the changes.

### Hints and tips

The system will calculate the size of the image based on its properties and will display the image at a relative size alongside the text in the Editor. The PDF will show its true size based on the mm height and width assigned.

The system will save the image files against the document version so that only users with permission to see the document will view the images.

When you duplicate a document version which contains images, these image files will be mapped to the duplicated version.

When you delete an image from the document, the image will not be removed from list of images available in the document version so can be reinserted if required.

### See also:

-  [How to create high resolution images of forms etc. from Word to insert into Lawmaker](#)

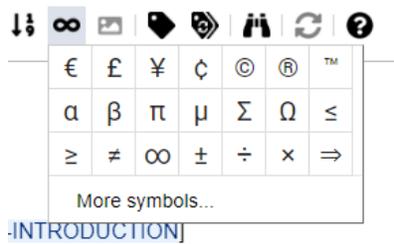
## Inserting symbols and special characters

You can insert symbols and other special characters using the character map.

### How to insert a special character

To insert a special character:

- Click on the **Insert special character** icon on the toolbar,
- Select **Insert menu>Insert special character...** from the toolbar, or
- Right-click and select **Insert special character**.



The character map will present your most commonly used symbols but you can search for more by selecting **More symbols...** from that menu.

The selected symbol will be inserted at your cursor position in the Editor.

You can search for a symbol by name or by categories or hex code

You can select more than one symbol to insert when searching by name or category and these will appear in the 'selected character' field.

**i** There is a keyboard shortcut for inserting em-dashes. Type in '- -' (dash dash) and it will be replaced by an em-dash.

## Inserting page breaks

Sometimes you need to over-ride the automatic pagination rules applied when generating a PDF to keep certain elements or groups of elements together on a page. Examples include tables or groups of amendments.

You can do this by inserting a page break marker in the document which will cause the content of the document after the marker to appear at the start of a new page.

### How to insert a page break

1. Place the cursor in the text or object where you want the page break to appear after.
2. Right-click and select **Insert page break**.

The page break will be inserted at the end of text or object. It is not possible to insert a page break within a table, image or formula.

### How to remove a page break

1. Place the cursor in the page break you want to remove.
2. Click on **Page Break** in the breadcrumb:



Draft List > List body > Component > Amendment > Body > Content > Block > Page Break

3. Press **Backspace** to remove it.

## Adding formatting to text (bold, italic, superscript etc.)

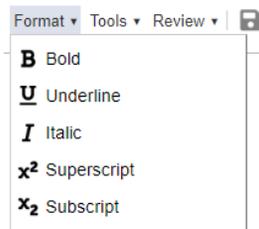
You can apply styling to text within your document. In most cases, if a whole element requires to be styled in a particular way, Lawmaker will style it automatically (e.g. headings to sections in a Bill will appear in bold). But sometimes you need to format a particular word or phrase with a particular style.

The styles that you can apply manually are:

- Bold
- Italic
- Underline
- Superscript
- Subscript

### How to apply formatting

In the Editor, highlight the text to be formatted and use the **Format** menu to select a style. The text selected must be within the same paragraph – you cannot cross element boundaries.



You can also use the following keyboard shortcuts:

- **Ctrl+B** - Bold
- **Ctrl+U** - Underline
- **Ctrl+I** - Italic
- **Ctrl+Shift++** - Superscript
- **Ctrl+Shift+-** - Subscript

**i** You can apply more than one style to the same text.

## Copying provisions between documents - push/pull

It is possible to take provisions from one document and either push them into another document; or pull them into the document you are currently editing.

### How to push provisions into another document

Open the document containing the provisions that you want to 'push'

From the upper tool bar, select 'Tools > Copy provisions between documents....'

Select 'Push - Copy from this document to target document' using the radio buttons at the top

Select the document version that you want to 'push' your provisions to (the "Target document")

In the left-hand panel, under "This document", select the provisions you want to 'push'

Select whether you want to:

- renumber the document after the copy
- update x-refs in target document after copy
- add a comment (enter comment text if you select this option)

Select 'Copy provisions' to push the provisions to your selected target document

### How to pull provisions from another document

Open the document that you want to 'pull' provisions into

From the upper tool bar, select 'Tools > Copy provisions between documents....'

Select 'Pull - Copy from target document to this document' using the radio buttons at the top

Select the document version that you want to 'pull' provisions from (the 'Target document')

In the right-hand panel, under "Target document", select the provisions you want to 'pull'

Select whether you want to:

- renumber the document after the copy
- update x-refs in target document after copy
- add a comment (enter comment text if you select this option)

Select 'Copy provisions' to pull the selected provisions into your document ("This document")

#### Hints and tips

If the provision already exists, it will be replaced by the selected provision.

If it doesn't exist but the sibling provision before the selected provision exists in the target document, Lawmaker will insert it after the sibling.

If Lawmaker couldn't find an 'anchor' provision, the copied provisions will be inserted at the end of the document.

#### **Push**

You cannot push provisions to a document if that document is locked for editing by another user (this maybe a future improvement)

If you are pushing provisions around the same time as another user, your lock on the target document should be relatively short as the lock will be released as soon as the push operation has completed.

**Pull**

The locking rules are a little less strict for pull: you can only pull provisions from another document if the selected provisions aren't locked AND if the parent node you are pulling them into isn't locked. In other words, another user can be editing a section in the document that you are pulling from; and another user can be editing a section in the document you are pulling the section into and both these locks won't stop you, however if another user has a lock on the section you want to 'pull' or if another user is editing the part that you are trying to 'pull' a section into, you will not be able to perform the pull operation until they have released their locks.

## Copying provisions from multiple documents

You can 'pull' provisions from multiple documents into a single document. Combined with the feature allowing you to copy documents from other projects, this could be useful when merging different bill projects into a single bill or when compiling a single Finance Resolution Document from lots of separate Finance Resolution documents.

### How to copy provisions from multiple documents

1. Open the document you want to pull provisions from multiple documents into
2. From the upper tool bar, select 'Tools > Copy provision from multiple documents...'
3. Select the documents you want to copy from using the check boxes
4. Select whether you want to:
  - a. renumber the document after the copy
  - b. update x-refs in target document after copy
  - c. add a comment (enter comment text if you select this option)
5. Select 'Copy provisions' to pull the provisions into your document

#### Hints and tips

If a provision already exists, it will be replaced by the selected provision.

If it doesn't exist but the sibling provision before the selected provision exists in the target document, Lawmaker will insert it after the sibling.

If Lawmaker couldn't find an 'anchor' provision, the copied provisions will be inserted at the end of the document.

You can only pull provisions from another document if the document doesn't contain locks to other users

You can only pull in provisions from documents of the same type. This is particularly relevant to Finance Bill projects containing Finance Resolutions: it's not possible to pull finance resolutions into finance bills. You will need to use copy & paste to handle that.

## Managing footnotes

You can insert footnotes in any document type, although it's only used for SI/SSIs.

### How to insert a footnote

Place the cursor where you would like to insert a footnote and insert one by:

- Selecting 'Insert > Insert footnote' from the upper toolbar, or
- Right-click and select 'Insert footnote'
- Keyboard short-cut Alt + f

The system will insert a footnote where your cursor is

To add text to the footnote, click on the footnote marker (an asterisk in the Editor, but will convert to a letter in the PDF rendition)

To hide the footnote, click on the footnote marker again

### How to delete a footnote

Place your cursor in the expanded footnote and select "Footnote" from the breadcrumb and click on 'backspace'

Bill > body > Schedules > Schedule > Sch Cross heading > Schedule paragraph > Content > Text > Footnote > Text

#### Hints and tips

You can add an additional paragraph to your footnote by using the keyboard shortcut 'Shift + Enter'

When your document is printed, the footnote markers will convert to (a), (b) etc. restarting their numbering on each new page.

## Screencast

[Inserting footnotes](#)

## Managing J-refs

You can assign unique references to the main provisions in your Bill or SI to help you track them and to give you something more stable to use in correspondence. We call these references “J-refs” for continuity with existing terminology used by OPC and PCO.

You can view these j-refs in the Editor next to each provision. You can also choose to make them visible within cross-references and in a PDF you generate.

**i** The provisions you can assign a j-ref:

- sections/clauses in Bills,
- regulations, articles, rules in SIs,
- schedules in both Bills and SIs.

### How to insert or update a J-ref

In the Editor, right click in the provision you want to assign a j-ref to and select **Insert/Update J-ref** from the context menu.

(You can also do this by right-clicking on the provision in the Structure View or selecting **Insert menu>Insert/Update J-ref** from the toolbar. Or use the keyboard shortcut: **Alt+J**)

The existing j-ref will be shown if there is one. If there a j-ref in the previous provision then Lawmaker will suggest a new j-ref, e.g. if the previous j-ref was “j100” then Lawmaker will suggest “j101”.

Add or update the j-ref and then click **Save** to record your changes. The j-ref you enter must be unique within the document and can be up to 10 characters long.

### Insert/Update J-Ref

---

**J-ref**

**Save** **Cancel**

Once you save the change, the J-ref will be displayed:

- in the Editor: in the left-hand margin against your selected provision

**[j100] 2 Interpretation of Part**

(1) In this section—

- in the Structure View: after the provision number but before the heading text.

2 [j100] Interpretation of Part 

3 [j101] Subordinate legislation 

### How to delete all J-refs

Before publishing a Bill or sharing it with another organisation you may wish to remove all the j-refs from your document.

To do this, select **Insert menu>Delete all J-refs** from the toolbar.

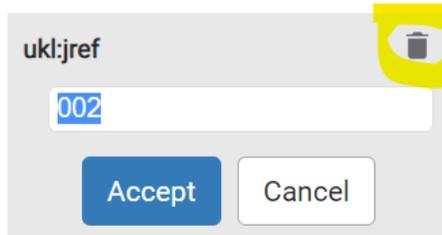
## How to delete an individual J-ref

If you need to delete a j-ref assigned to a specific provision, follow these steps:

1. Place your cursor in the J-ref that you want to delete.
2. Expand the right-hand panel.
3. Click on the **Attributes** panel.



4. Click on the value labelled **ukl:jref**.
5. Click on the delete icon (a bin) to remove the J-ref.



## How to show J-refs in cross references in the Editor

You can make the Editor show the j-refs within cross-references. This means that where the target provision of a cross-reference has a j-ref, it will show up in the cross-reference.

To do this, select **Tools menu>Show/hide J-refs in cross references**.

Repeat the action to stop showing them.

 if you add a J-ref after creating a cross reference to that provision, you will need to run 'update x-refs' for the J-ref to be visible in the cross reference. See [References](#) .

## How to view J-refs in cross references in PDFs

You can choose to show j-refs within cross-references in the PDF you generate of your document. See [Generating and viewing a PDF](#) .

## Using tracked changes

The Editor includes track changes feature which allows you to manage changes that you or another user has made, including accepting and rejecting them

### How to activate change tracking

Click the "Toggle change tracking" button on the tool bar (it will be highlighted grey when it's enabled)

### How to accept/reject tracked changes

#### Accepting tracked changes

- From the right-hand panel > Review view: click on the black tick "Accept" button which will accept the whole change
- From the right-hand panel > Review view: click on the double green tick "Accept all changes" button which will accept all tracked changes in your document
- From the right-click context menu: right-click on the change and select "Accept Change(s)" which will accept the whole change
- From the hover-over/tooltip: hover your cursor on the change for a second and a tooltip will appear and select the green tick "Accept" to accept the whole change

#### Rejecting tracked changes

- From the right-hand panel > Review view: click on the black tick "Reject" button which will reject the whole change
- From the right-hand panel > Review view: click on the double red cross "Reject all changes" button which will reject all tracked changes in your document
- From the right-click context menu: right-click on the change and select "Reject Change(s)" which will reject the whole change
- From the hover-over/tooltip: hover your cursor on the change for a second and a tooltip will appear and select the red cross "Reject" to reject the whole change

### How to reply to changes

From the right-hand panel > Review view: click on the black tick "Reply" button which will open a dialogue box with an input field to capture your reply

From the right-click context menu: right-click on the change and select "Reply" which will open a dialogue box with an input field to capture your reply

From the hover-over/tooltip: hover your cursor on the change for a second and a tooltip will appear and select the reply button which will open a dialogue box with an input field to capture your reply

### How to change the view of tracked changes

From the 'Review' drop down menu in the upper tool bar:

Select "View All Changes/Comments" to have all tracked changes and comments represented in the Editor. This is the default viewing mode.

- Select "View Final" to preview the document as if all tracked changes (both inserted and deleted) were accepted.
- Select "View Original" to preview the document as if all tracked changes (both inserted and deleted) were rejected.



## Hints and tips

Modifications made when tracked changes are enabled are highlighted as blue, underlined text for newly inserted text and red, strikeout text for deleted text

The right-hand panel > Review is useful for managing tracked changes and comments. In this view the edits are presented in a compact form, in the order they appear in the document and each edit is marked with a type-specific icon.

You can use this view to quickly navigate through changes, accept or reject them, or to add and manage comments for the changes.

You can also search for specific changes and it includes some filtering options (for example, you can filter it to only show certain types of changes or to only show changes for a particular author).

- Click on the under the Review heading for further help on explicit filters for a more fine-grained control.
- If you attempt to edit the document when the "View Original" mode has been selected, the view mode will switch automatically to "View all Changes/Comments"

If you use "View Final" or "View Original" mode, the callouts are not displayed for comments or changes

If you copy content from the Editor that contains tracked changes, the changes will automatically be accepted prior to the content being copied to the clipboard. This filtering is performed only if the selection is not entirely inside a tracked change.

Some operations are not marked with tracked changes because of the extra 'behind the scenes' work that is involved in their implementation. These include things like deleting quoted structures or deleting the penultimate subsection/paragraph in a section/regulation. These are known limitations and we will be stopping this disabling of tracked changes for these operations based on feedback from live users.

## Managing origin information

You can record Origin information against provision in bills which can be used later to generate the Table of Origins.

### How to insert/update Origin information

Place the cursor in the provision that you would like to insert origin information against and:

- select 'Insert > Insert/Update Origin information' from the upper toolbar
- select "Insert/Update Origin information" from the right-click menu in the Editor.

The system will present a modal allowing you to specify the Origin information in the appropriate format.

Click on the **Save** button.

### How to delete Origin information against a provision

Right-click on the starting element of the provision that contains the origin information and select **Delete Origin Information**.

#### Hints and tips

You can optionally view origin information in the Editor by selecting **Tools menu>Show/Hide Origin information** in the toolbar.

You can also show origin information in the PDF - see [Generating and viewing a PDF](#) .

## Multi-user editing and locks

Lawmaker allows more than one user to edit a document at the same time. To do that it operates a locking system where individual provisions or groups of provisions can be locked by different users. These pages provide help on managing locks and multi-user editing.

- [Locking document fragments/multi-user editing](#)
- [Releasing Locks](#)
- [Refreshing a document](#)

## Locking document fragments/multi-user editing

Lawmaker supports multi-user editing by locking fragments of the document to a specific user preventing other users making changes to the same fragment. If no one else has a lock when you begin editing a fragment inside a document, Lawmaker will lock the fragment to you, noting the date/time that the lock was acquired so that other drafters in the document can see through the tooltip in the Structure View.

- Locks are shown in the structure view using padlocks, pencils and asterisks.
  - Asterisk - represent newly inserted provisions/amendments/interstitial headings which haven't been manually saved yet and are only visible to the user who created them until they save their changes.
  - pencil - this indicates to the user editing the fragment that it has been locked to them
  - padlock - this is what other users see when you have a fragment locked.
- Hovering your mouse pointer over the lock icons will display a message informing you who has the lock and when this lock was acquired.
- Additionally, you will be able to see if another user has a lock on the document as the text in the Editor will also be highlighted grey.

### For bill/SI/SSI provisions

To insert a new provision, the system will need to acquire a lock on the parent element.

- ⚠ It is not possible to insert provisions if the parent element is locked. You will need to ask the **other user** save their changes (which will release all their locks) so that you can insert and save your new provision. Saving after the insertion will allow you to continue editing your newly inserted provision without stopping another user from inserting or updating another provision with the same parent.

If you are editing an existing section, regulation, article or rule, the lock will only occur at the section/regulation etc level. allowing many drafters to edit separate provisions at the same time in the same document. If you are editing a schedule, the same applies but the lock will occur at the schedule level or, if the schedule is divided into Parts, Chapters, or cross-headings, at that level.

- Schedules created before version 17 was released (August 2024) will not be fragmented to the grouping level - they will remain as single fragments that can only be edited and locked at that level. However, as soon as the document containing the schedules is saved again, all schedules in the document will be fragmented at the grouping level.

### For amendments

The lock will be at the amendment level or the amendment list level if you are editing a List of Draft Amendments (LoDA), Daily List, Marshalled List (including manuscript amendments and scripted marshalled list etc) and Grouping List.

To insert a new amendment in a LoDA you will need a lock on the entire document.

To edit an amendment, you only need a lock on the amendment thereby allowing other users to edit other amendments in the same list. Interstitial headings are treated as part of the document (e.g. LoDA, Daily List etc) so if you have inserted a new amendment (only possible in a LoDA) – all interstitial headings will be locked as well but this won't interfere with other users in the same document editing existing amendments.

Once you save your changes, the lock is released.

## Releasing Locks

You can force Lawmaker to release locks on a particular Bill or SI. (Locks are normally released whenever a user saves the document.)

 Releasing locks should only be used as a last resort, e.g. when the user with active locks on a document is uncontactable and you cannot wait for them to release the locks themselves.

### How to release locks

If you are unable to contact the user(s) who have active locks on a document, in the upper toolbar, select **Document > Release All Locks**.

When Lawmaker releases the locks, it will create snapshot versions of all users' unsaved changes so that their changes can be recovered if necessary. All users in the same organisation will be able to view the snapshot version.

# Refreshing a document

When there is more than one drafter editing a document at the same time, it can be useful to refresh your document to see what changes others have made.

## How to refresh a document

To refresh your document when another user has saved changes to it whilst you have it open:

- Click on the **Refresh** icon in the upper tool bar
- Select **Document menu>Refresh Document** in the toolbar, or
- Use keyboard shortcut **Alt+r**.

The system will update the version of the document in the Editor with any changes saved by other users since you last saved.

 If you refresh your document using the browser refresh button (or F5) then this will load the last auto-save version you have saved without the recent changes saved by other users. If you have no auto-save version, it will load the last saved version on the server so at most you will lose is 2 minutes editing. If you attempted to edit a portion of the document recently updated (and saved) by another user, Lawmaker will let you know that you are about to edit an out of date version and will offer you the chance to refresh the document version to bring it up to date with the last saved changes.

### Hints and tips

The refresh button is only enabled when another user has saved changes to the document since you last saved it.

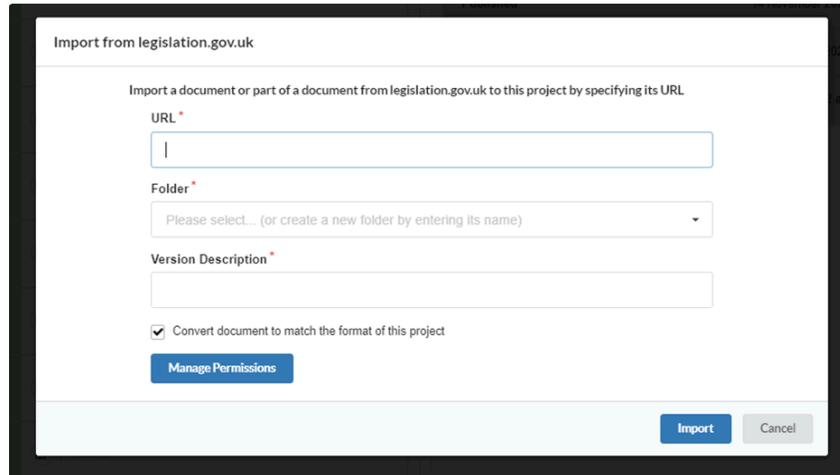
You do not need to have made any changes to the document for the 'refresh' button to work.

If you did make unsaved changes to the document, clicking on 'refresh' will not lose any changes you have made so you can continue editing after the refresh.

## Import legislation from [www.legislation.gov.uk](http://www.legislation.gov.uk)

You can import existing legislation into Lawmaker to create a new working version which you can edit further or copy into other documents. You can import a whole document or part of it (e.g. a specific section of an Act).

The legislation is imported from [www.legislation.gov.uk](http://www.legislation.gov.uk) and you'll need the URL (the web address) of the legislation you want to import.



**⚠** The import feature is still in beta as there are a number of edge cases that may need further refinement in future and some of the infrastructure used to support this feature is temporary while we await some important updates to [Legislation.gov.uk](http://www.legislation.gov.uk). Subsequent versions of Lawmaker will update this feature and make it more robust.

## How to import a document from [legislation.gov.uk](http://www.legislation.gov.uk)

1. First, go to [www.legislation.gov.uk](http://www.legislation.gov.uk) and navigate to the legislation you want to import.
2. Copy the URL from the browser, e.g.



3. On the Project tab, click on the **Document actions** drop down menu.
4. Select **Import from legislation.gov.uk**.
5. Paste the [legislation.gov.uk](http://www.legislation.gov.uk) URL of the document (or part of the document) you wish to import in the URL field.
6. Select a folder and enter a version description for your new document.
7. Click **Import**.

Lawmaker will validate the URL to check that it points to a piece of legislation on [legislation.gov.uk](http://www.legislation.gov.uk) URL. If it is valid, a new working version will be created on the Project tab containing the imported document.

## What legislation can you import? (valid URLs/documents)

You can import any primary, secondary, draft or EU legislation that is available on [www.legislation.gov.uk](http://www.legislation.gov.uk). That includes:

- United Kingdom Public General Acts
- Acts of the Scottish Parliament
- Statutory Instruments (Regulations, Orders etc.)
- Scottish Statutory Instruments
- EU Regulations, Directives and Decisions

You should provide the URL of the document or provision in the document that you want to import. However, if you copy the URL for a document's contents page, for instance <https://www.legislation.gov.uk/asp/2022/3/contents> , then Lawmaker will import the whole document (rather than the actual contents page).

If the URL contains a keyword for a specific portion, for instance <https://www.legislation.gov.uk/asp/2022/3/section/2> , then only the specified portion will be imported

You can import different versions of a piece of legislation: original (as enacted), latest available (revised), or a point in time version. To do this, use the options on [legislation.gov.uk](https://www.legislation.gov.uk) to view a particular version and then copy the full URL from the browser (e.g.

<https://www.legislation.gov.uk/ukpga/1998/46/2017-05-18>)

 There are a few things that Lawmaker cannot import so copying URLs to these won't work:

- Associated documents
- EU Treaties
- Impact Assessments
- PDF versions of documents

## Converting the imported document to match the format of your project

By default, when you import a document, Lawmaker will convert it to match the format of the project you are importing it into. For example, importing a EU regulation into a SI project will convert the unique EU provisions into SI provisions. There is more information below about what is converted as part of this process.

If you untick the **Convert document to match the format of this document** option then the original elements from the imported document will be preserved (e.g.: importing a EU regulation into a SI project will import the document retaining its EU elements). This may be useful for citing/referencing purposes, e.g. when you plan to put the imported content within a quoted structure in your Bill or SI.

When importing a document of the same type of your project, it doesn't matter whether **Convert document to match the format of this project** is ticked or unticked.

## What isn't imported into Lawmaker?

Lawmaker only imports the main body of a document (including the schedules, annexes and appendices) and, in the case of an SI, the conclusions of the document (containing the explanatory note).

Some specific elements and information are removed when importing any document type:

- any signature block
- Editorial notes and markup about amendments to the imported provisions
- Formatting information about tables (e.g. column widths, border formatting, landscape orientation)

The following are also removed when importing EU documents:

- the preamble
- any attachment

## Elements not yet supported

 The import feature is currently beta. This means that there are a few elements that are not yet supported and, therefore, are not currently imported or are imported incorrectly. These are:

- Images
- Table notes
- Hyperlinks

## What happens when you import EU legislation into a Bill or SI

- Each EU articles becomes a section in the Bill or a regulation, rule or article in the SI (depending on subtype)
- EU article paragraphs become subsections in the Bill (and stay as paragraphs within SIs).
- Paragraph numbering style changes to match Bill or SI style as appropriate.
- EU annexes and appendices become separate schedules and all the schedules are numbered sequentially. The original number of the annex or appendix is retained and inserted as part of the schedule heading. For instance,

Appendix II  
Continuing Airworthiness Arrangement

might become:

Schedule 3  
Appendix II - Continuing Airworthiness Arrangement

- Within Annexes and appendices, Lawmaker will try and convert the content into a series of schedule paragraphs. Where there are extra headings that don't fit neatly into the structure of a schedule, Lawmaker will put these headings into empty schedule paragraphs so you can delete them or modify the document further.

## What happens when you import an Act into an SI or vice versa

When you import an Act into an SI, Lawmaker does the following:

- Act sections become regulations, rules or articles (depending on SI subtype).
- Act subsections become paragraphs within those regulations etc.
- The numbering style of sections is adjusted (adding the full stop after the number).

When you import an SI into Act, the reverse is done.

# Amendments and amendment lists

How to create and manage draft amendments using the Amendment Workspace and Amendment Manager tabs; and how to generate and manage amendment lists using the Official Lists tab.

## In this section

- [Amendment Workspace Tab - working with draft amendments](#)
- [Drafting and editing amendments](#)
- [Inline amendments](#)
- [Amendment Manager Tab - viewing and managing individual amendments](#)
- [Creating, managing and updating official amendment lists](#)
- [Applying Amendments](#)

## Amendment Workspace Tab - working with draft amendments

In Lawmaker, amendments are always worked on within a list. A list can contain one or more amendments.

The Amendment Workspace tab allows you to create and manage a type of list called a **List of Draft Amendments** (or “**LoDA**” for short).

These lists are used to create and edit draft amendments before they are submitted but can also be used to collect together an ad hoc collection of amendments to work on (e.g. to review or to update statuses).

An empty LoDA can be created on the Amendment Workspace tab or you can create a new LoDA from a temporary list (see [Saving a temporary/ephemeral list as a new amendment list](#)).

- [Creating new amendments on a List of Draft Amendments \(LoDA\)](#)
- [Managing amendment permissions](#)
- [Duplicating amendment lists](#)
- [Editing a document's version description/list name](#)
- [Viewing Lists of Draft Amendments \(LoDAs\)](#)
- [Moving a list of amendments to a different stage or Bill version](#)
- [Deleting a List of Draft Amendments \(LoDA\)](#)
- [Uploading amendment lists to create new amendments](#)

# Creating new amendments on a List of Draft Amendments (LoDA)

## Introduction

To create new traditional amendments, first navigate to the bill project to create your new amendments.

## How to create a LoDA

From the 'Amendment Workspace' tab, click on the **+ New** button in the top right

Select either to create:

- Traditional amendments (to type in the instruction) or
- In-line amendments (to edit the published version of the Bill to be amendmend)

The system will ask you to provide the following information:

Bill version

- House (*UK Amendments only*)
- Stage
- List name
- Proposer

When you have added the necessary details, click on the **Create** button

Lawmaker will take you to the *Editor*, with the List of Draft Amendments template loaded and pre-populated with the affected bill short title.

### Hints and tips

When you save your amendment list, your locks will be released. At the same time, the "Amendment Information" panel will be updated with any changes to the instruction resulting in different 'location' information e.g. if you changed a page or line number etc.

Selecting a proposer when you first create the list is optional. It will mean that your first amendment is already populated with a proposer making it quicker to get started drafting the content of your amendment

The default permissions set will be that any user in the same organisation as you will have read/write access to your document including the ability to submit one or more amendments within it.

The bill version will default to the latest published bill version in the selected project.

If there have been no published bills yet, the default bill version will be "As Introduced" thereby allowing you to draft amendments in advance of the amending stages

The LoDA' preface contains placeholder elements for stage information and a subtitle. These can be deleted if not required

When you save your List of Draft Amendments, any new amendment will be automatically assigned a unique number constructed from the abbreviated form of the organisation you belong to, followed by a number e.g. HoC1 which will stay with the amendment throughout its lifetime and can provide a handy reference for the amendment before the official number is assigned

### **UK Amendments**

The list of Members available in the "Proposer" drop down will update according to the selected House

If there are no published bill versions in the Project, the default House will be "House of Commons" but this can be changed

Lords: the Clause or Schedule number should be included in the text of the amendment instruction rather than inserting a separate interstitial heading. Whenever a PDF is generated, the system will automatically create interstitial headings containing the clause or

schedule number.

**Ping Pong motions and amendments**

See [Creating ping pong motions and amendments on Lists of Draft Amendments \(LoDAs\)](#)

## Managing amendment permissions

By default, all documents created in a project (e.g. Bills, SIs, draft amendments, official amendment lists) are visible to and editable by all users in the same organisation as the user who created the document.

On the Amendment Workspace, you can restrict access to specific lists of draft amendments (and the amendments within the list) so that only specific users in your organisation can view or edit them. At the moment you can't restrict access to official amendment lists.

Restricting permissions on a list of draft amendments affects both the list and the amendments within the list. That means:

- Only the specified users will be able to see the list and edit it on the Amendment Workspace tab.
- Only the specified users will be able to see the amendments in the list on the Amendment Manager tab and interact with them.

When you add new amendments to an existing list, they will adopt the same permissions as the list, i.e., they will be restricted to the same users that have access to the list as a whole.

### Manage Permissions

---

**Who has read/write access**

All users in my organisation

Only specific users in my organisation:

 Bill and SI documents can also be restricted - see [Managing document permissions](#) .

## How to restrict permissions when creating a new list of draft amendments (LoDA)

You can restrict access to amendments and the list containing them at the time you create the list of draft amendments.

1. Click on the **+New** button on Amendment Workspace Tab.
2. Fill in the mandatory information for the list.
3. Click on the **Manage Permissions** button.
4. Select **Only specific users in my organisation** to over-ride the default permissions.
5. Select users from your organisation that you want to restrict the amendments to.
6. Click on the **Update** button.
7. When you click on **Create** a new list of draft amendments will be created but only the selected users will be able to see it on the Amendment Workspace tab and only they will be able to see the individual amendments in the Amendment Manager tab.

## How to change permissions on an existing list of draft amendments

1. On the Amendment Workspace Tab, select **Actions > Manage permissions** on the list you want to update permissions on.
2. Select the appropriate radio button or add/remove user names as required.
3. Click on the **Update** button.

 When you submit amendments, the amendments will revert to being accessible (on a read-only basis) to all users in the submitting organisation (unless the amendments were submitted by a parliamentary user in which case the amendments will become editable by all users in the relevant parliamentary organisation).

 A Document Administrator in an organisation can view all amendment lists created by users in their organisation. However they will not be able to edit lists with restricted permissions unless they are named as an editor of that document.

## Duplicating amendment lists

It is possible to duplicate amendment lists which can have a number of benefits including the creation of scripted marshalled lists.

### How to duplicate an amendment list

1. From the Official Lists tab, select **Duplicate version** from the **Actions** menu next to the list you want to duplicate.
2. The system will present the Create duplicate version dialogue box.
3. Provide a unique list name and click on **Create**.
4. The system will create a duplicate version of the list.

 Duplicating a list does not duplicate the amendments within the list. Instead, the amendments in the duplicated list will be new instances of the amendments in the original list and so if you make changes to an amendment on one list, it will be changed in the other list too.

To duplicate the amendments themselves, use the copy amendments feature. See [Moving a list of amendments to a different stage or Bill version](#)

# Editing a document's version description/list name

## Introduction

Each document version and List of Draft Amendments (LoDA) has a version description assigned which can be updated when the document is editable.

## How to edit a document's version description

(For Bills and SI/SSIs) When on the 'Project' tab, click on the version description above the last modified date/time

(For LoDAs) When on the 'Draft Amendments' tab, click on the version description

Add your new version description and click on the save button when finished

The system will update the version description

## Hints and tips

### Hints and tips

(Bills and SI/SSIs) The version description must be unique within the project

(LoDAs) The version description must be unique within the bill version that the amendments have been assigned

# Viewing Lists of Draft Amendments (LoDAs)

## Introduction

You can view all lists of draft amendments for a bill by clicking on the particular bill project from the dashboard.

## How to view lists of draft amendments

Select the project you wish to open

- In tile view: click on the 'Open' link on the bottom of the tile or the project title
- In list view: click on the open folder button to the right of the project row or the project title

The system will open the project and present the 'Project' tab displaying all versions of the document that you have access to.

Click on the 'Amendment Workspace' tab to view all lists of draft amendments that you have access to

### Hints and tips

Use the 'search' box at the top of the 'Amendment Workspace' tab to locate a particular LoDA if the list of LoDAs gets unmanageable.

The banner at the top of the page will display the project title (which is derived from the document's title) so it's clear which project you are viewing

To return to the dashboard, click on the home icon in the top left on the banner

You can filter the list of LoDAs by bill version using the bill version drop-down menu in the top left of the screen.

It will default to the most recently published bill version for ease of use

The document tiles are coloured green if you have edit rights and grey when you only have read-only access.

**Working versions** are editable (subject to document permissions)

Clicking on the black triangle on a working version will expand the view of any snapshot versions related to this document version series; or hide the snapshot versions

**Snapshot versions** appear under the working version they relate to. By default, they are not shown but clicking on the black triangle next to the working version description will show a list of snapshot versions sorted in chronological order. They are most commonly generated automatically when users generate a pdf or download a document bundle to capture the XML at that point in time. But they can also be generated manually from the editor (see "Save a snapshot version").

## Moving a list of amendments to a different stage or Bill version

See [Moving or copying amendments to a different stage \(including ping pong motions\)](#)

## Deleting a List of Draft Amendments (LoDA)

You can delete a List of Draft Amendments if it is no longer required.

### How to delete a list of draft amendments (LoDA)

On the Amendment Workspace Tab, select **Delete document** from the **Actions** menu on the LoDA you want to delete.

 Deleting a LoDA does not delete any amendments on the list. They will still be visible on the Amendment Manager Tab.

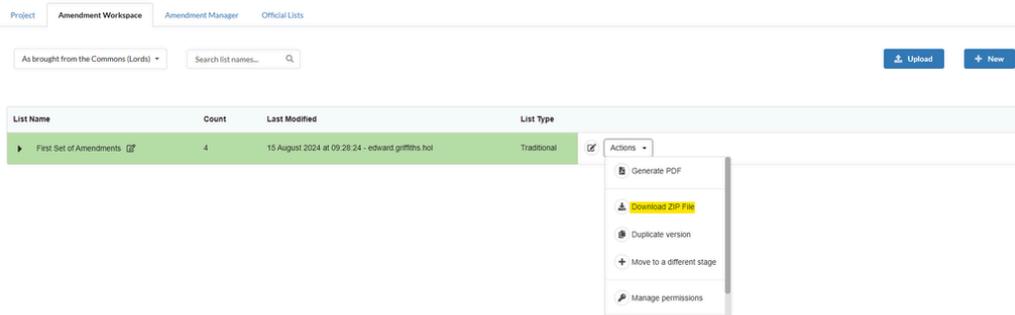
## Uploading amendment lists to create new amendments

You can create amendments in a project by uploading the XML of an amendment list that has previously been downloaded. Both the uploading and downloading can be done from the Amendment Workspace tab - official lists can also be downloaded from the Official Lists tab.

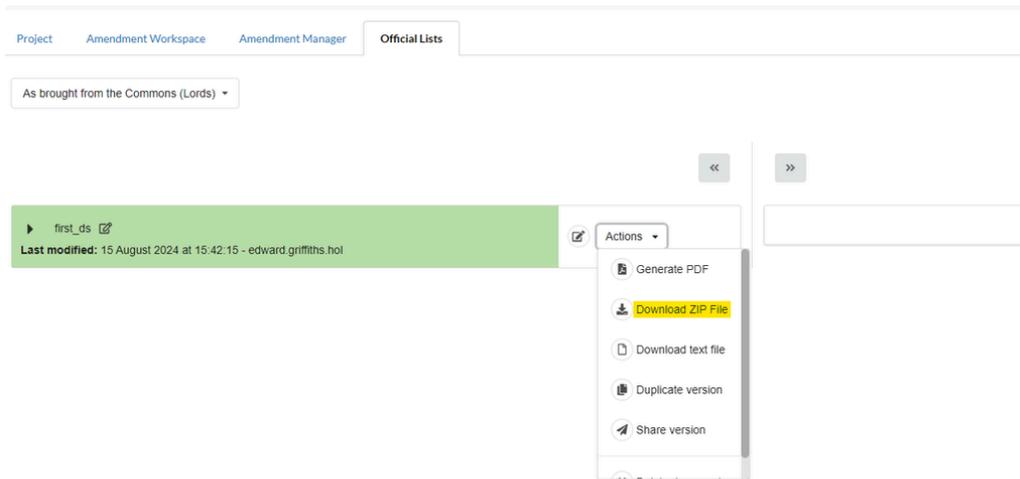
This can be useful for testing purposes or as a backup strategy.

## How to download an amendment list

To download the XML of an amendment list, go to the Amendment Workspace or Official Lists tab in a bill project and click the **Actions** menu next to a working version of an amendment list; then select **Download ZIP File**:



Screenshot showing a list on the Amendment Workspace with the 'Download ZIP File' action highlighted



Screenshot showing a list on the Official Lists tab with the 'Download ZIP File' action highlighted

A ZIP file will be downloaded to your Downloads folder. Right click on it and extract the contents to a new folder. It should contain an XML file.

## How to upload an amendment list

Navigate to the other bill project where you would like to upload the new amendments from the list, and go to the Amendment Workspace tab. Click the **Upload** button in the top-right.



Screenshot of the upload button

In the modal, select the bill version you want to create the new amendments against, the amending stage (and if uploading UK Bill amendments, the House), and give the List a name. Then click 'Choose File' and navigate to the folder containing the XML of the amendment list you wish to upload.

### Upload Draft Amendment List

Upload Draft Amendment List to this project

**Bill version \***  
As brought from the Commons (Lords) ▼

**House \***  
House of Lords ▼

**Stage \***  
Committee stage ▼

**List name \***  
Uploaded List

**Manage Permissions**

**Choose File** No file chosen



Screenshot showing the 'Upload Draft Amendment List' modal

Click **Upload**. A green toastie notification will appear onscreen while the amendments are processed and new draft amendments created. A new list should then appear on the Amendment Workspace tab containing the amendments from the uploaded list.

- New amendments created using this method will be created in a Draft state, irrespective of the status assigned to them in the downloaded list. Their lifecycle history will be reset.
- Proposer and Supporter information will be preserved.
- New amendments Dnums will be assigned to all the amendments in the list.
- You can't upload amendments of the wrong type to a bill version. For example, you won't be able to upload House of Lords amendments to House of Commons or Scottish bill version.



## Drafting and editing amendments

When working with the content of amendments, Lawmaker uses the same editor experience as for drafting and editing Bills. However, there are some particular features of the editor that only apply to amendments.

 For general help on editing documents, see [Drafting and editing](#) .

- [Inserting/deleting amendments or interstitial headings](#)
- [Managing proposers and supporters](#)
- [Bulk update of proposers and supporters](#)
- [Inserting an amendment note](#)
- [Managing cross references to other amendments](#)
- [Managing amendment information](#)
- [Renumbering amendments](#)
- [Turn on/off line number on amendments \(including ping pong motions\)](#)
- [Updating the status of amendments within the Editor](#)
- [Undoing an amendment status/managing lifecycle events](#)

# Inserting/deleting amendments or interstitial headings

## Introduction

The editor uses a Content Completion Assistant (CCA) to help you insert valid XML content. It offers a list of elements that are valid at your cursor's location and will insert your selected element in the next correct place in the document.

## How to insert an amendment/interstitial heading

Place cursor in the amendment/interstitial heading that you want to insert your new element after and click **Enter**

The system will present the CCA

Select the element you wish to insert next, using the down/up arrows or mouse and click **Enter** again

The selected element will be inserted in the next correct place.

## How to insert an amendment using the keyboard shortcut

Place cursor in the amendment/interstitial heading that you want to insert your new element after and click **Ctrl + Enter**

The system will insert an amendment in the next correct place.

## How to insert an amendment/interstitial heading using right-click menu in the Editor

Place cursor in the amendment/interstitial heading that you want to insert your new element after and right click on your mouse

The system will present a context menu

Select "Insert element..."

The system will present the CCA

## How to insert an amendment/interstitial heading using the upper toolbar

Place cursor in the amendment/interstitial heading that you want to insert your new element after

Select Insert > Insert Element... from the dropdown menu in the upper toolbar

The system will present the CCA

## How to delete an amendment/interstitial heading

Either select the appropriate amendment/interstitial heading using any of the following methods:

- highlight the amendment and/or interstitial heading in the Editor
- select the amendment/interstitial heading(s) from the structure view
- Click on 'Amendment' or 'Interstitial heading' from the breadcrumb

Click 'delete' or 'backspace' key

The system will remove the selected amendments or interstitial headings from the list

### Hints and tips

Amendments are not numbered when they are first inserted.

Unique references are assigned once you first save a new amendment e.g. HoC1

To insert an amendment or interstitial heading before the first element in the list place your cursor in the first element in the list e.g. Proposer's name. Use your left arrow to move the cursor through the different elements so that the breadcrumb shows "Draft List > List body". Now you can click Enter to select the element you want to insert before the first element in the list.

You can only insert new amendments in Lists of Draft Amendments (LoDAs), and they will default to status "Draft"

Quoted structures (amending text) can be added to amendments in the same way they are inserted into bills – see "Inserting textual amendments (quoted structures)"

If you are deleting the only instance of a draft amendment from a list, it will be removed completely. It is possible for the same amendment to appear on multiple Lists of Draft Amendments (LoDAs) - in which case, deleting one of these LoDAs will not remove that amendment from the system.

Where appropriate, amendments will include placeholders for pertinent information e.g. Section/Clause number or Page/Line numbers. You can use tab to move into the next placeholder which can be useful particularly for 'page-line' type amendments. As soon as you type into a placeholder, it disappears and is replaced by text.

## Managing proposers and supporters

Proposers and supporters for amendments and ping pong motions can be updated through a dialogue box giving you the option to select from the list of current Members from the relevant parliament or house.

### How to add/update proposer and/or supporters



**Manage proposers and supporters**

Proposer  
Lord Aberdare ✕

Supporters

Update Cancel

1. Either:
  - Click on the proposer's name (or placeholder element if no name has been specified yet), or
  - Right-click on the proposer (or supporter names) and select "Update Proposers/Supporters",
2. In the **Manage proposers and supporters** dialogue box you can add, update, re-order or delete Members' names as required.
3. When you finished, click **Update** button

### How to paste a supporter block into an amendment *that doesn't already have supporters*

*Copy the supporter block from an amendment*

1. Place your cursor in any of the supporter names in the selected amendment
2. Select **Supporter block** from the breadcrumb which will highlight all the supporters
3. Copy the supporters (ctrl + c or right-click and select 'copy')

*Paste the supporters into your selected amendment*

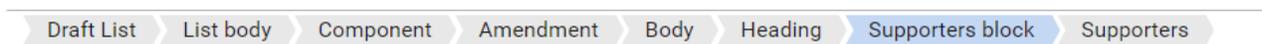
1. Place your cursor in the num element of the amendment you want to paste your supporters into (that doesn't already have supporters)
2. Click on your left arrow key 5 times to move your cursor through the hidden XML tags until it ends up in the **Proposer Block** element



3. breadcrumb
4. Use keyboard short cut Ctrl + V to paste the supporter block into your amendment

### How to delete all supporters

1. If you want to get rid of all supporters on an amendment, place your cursor in any of the supporter names in the selected amendment
2. Click on **Supporters block** in the breadcrumb



3. breadcrumb
4. The system will highlight all the supporters in the Editor
5. Click on **backspace** to remove all supporters from the amendment

## How to change the order of supporters

1. Open the **Manage proposers and supporters** dialogue box by clicking on the blue proposer name in the amendment list
2. Use the left-click on your mouse and hold it down as you drag the supporter to the new position
3. Release the left-click and the supporter will be moved to its new position

## How to add proposers to a ping pong amendment that doesn't already have one

Ping pong amendments (that sit within the ping pong motion) do not automatically have a proposer. Sometimes, particularly in the Commons, different sponsors need to be recorded against different ping pong amendments within a ping pong motion.

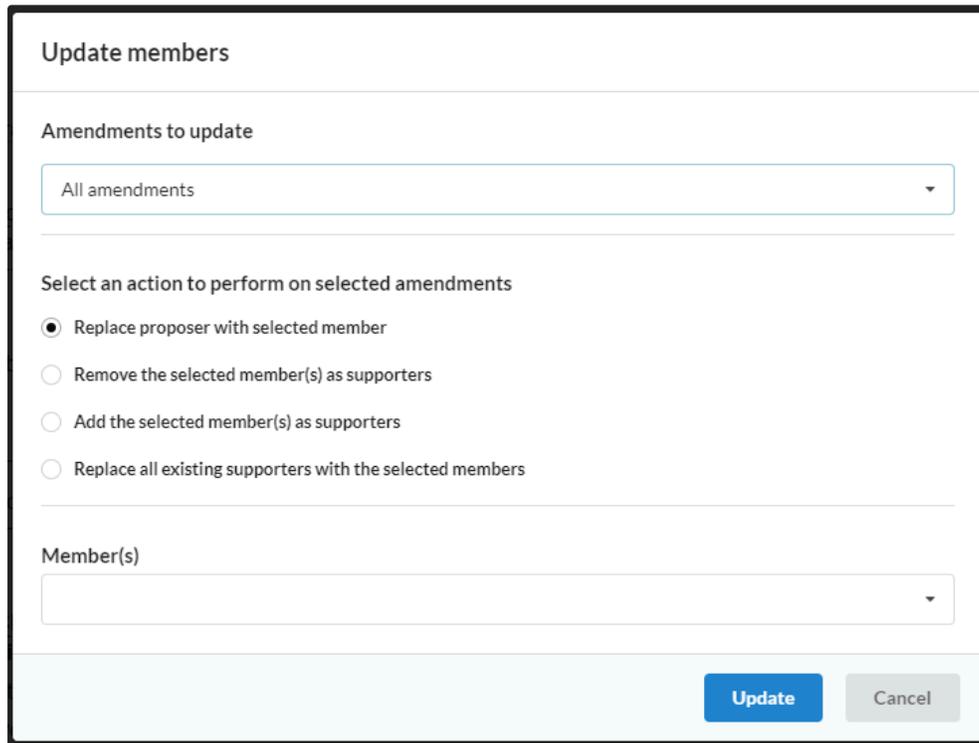
1. Place cursor in the ping pong amendment you wish to add sponsors to
2. Right-click and select **Update Manage proposers and supporters**
3. The **Manage proposers and supporters** dialogue box will open allowing you to add a proposers and any supporters to that ping pong amendment

- When you are in a List of Draft Amendments (LoDA) and you have inserted a new amendment after an existing amendment which had a proposer specified – the newly inserted amendment will only copy the proposer from the previous amendment. It will not copy the supporters if the previous amendment had supporters as well.
- For Commons: see also [Adding \[R\] to Members with Registered Interests](#)

## Bulk update of proposers and supporters

You can update the proposers and supporters in multiple amendments at the same time. You can:

- Update the amendments so they all have the same proposer, or
- Add, remove or replace supporters on selected amendments.



**Update members**

Amendments to update

All amendments

Select an action to perform on selected amendments

Replace proposer with selected member

Remove the selected member(s) as supporters

Add the selected member(s) as supporters

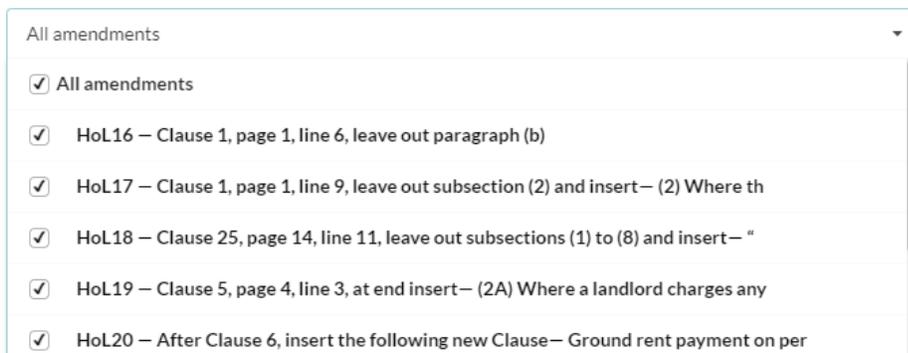
Replace all existing supporters with the selected members

Member(s)

Update Cancel

### How to update members in more than one amendment

1. Open the amendments in the Editor - you can open an existing list, e.g. a LoDA or a marshalled list, or you can create a Temporary list.
2. From the **Tools** menu, select **Update Members...**
3. In the dialog box that appears, first select the amendments you want to update. By default, all amendments in the list will be updated but you can select specific amendments using the **Amendments to update** dropdown menu.



All amendments

All amendments

HoL16 – Clause 1, page 1, line 6, leave out paragraph (b)

HoL17 – Clause 1, page 1, line 9, leave out subsection (2) and insert – (2) Where th

HoL18 – Clause 25, page 14, line 11, leave out subsections (1) to (8) and insert – “

HoL19 – Clause 5, page 4, line 3, at end insert – (2A) Where a landlord charges any

HoL20 – After Clause 6, insert the following new Clause – Ground rent payment on per

4. Select which action you want to perform. You can replace the proposer with a new proposer, remove specific supporters, add specific supporters or replace the existing supporters with new supporters.
5. Enter the member or members to be added or removed in the Member(s) box.
6. Click **Update**.

The selected amendments will be updated and you can then save your changes if you're happy with the update.

 This feature will also work with ping pong motions but it will only change the proposer and supporters of the motion, not any amendments within the motion.

# Inserting an amendment note

## Introduction

Lords and Scottish Parliament amendments can sometimes have notes added to them in italics, appearing between the proposer/supporter names and the instruction text e.g. In substitution amendment in Scottish Parliament or substantively updated Lords amendments.

## How to insert amendment notes

1. With your cursor in the selected amendment,
  - Right-click and select **Insert Amendment Note**, or
  - From the upper tool bar, select **Insert > Insert Amendment Note**
2. Lawmaker will insert a note element allowing you to add the text of your amendment note

## Managing cross references to other amendments

Cross references can be created to other amendments inside Explanatory Statements. The system will create a link to the target amendment so that when it is assigned a number, the cross reference e.g. Lawmaker will detect these changes and update the displayed number following an 'update' operation.

See [References](#) for more information on cross-references generally.

### How to create a cross references to an amendment

#### Manually paste cross references

To manually create a cross-reference to another amendment in an explanatory statement, browse to the target amendment you want to cross refer to using the Structure View

Right-click on the amendment and hover the mouse cursor over the 'select x-ref to copy' menu, selecting the amendment cross reference text from the second context menu presented by the system

Return to the Editor view and click with your mouse cursor in the place in your explanatory statement that you would like the cross reference to be inserted

Use the 'paste' keyboard shortcut Ctrl + V to insert your cross reference into your specified location. Manually created cross references will always appear in purple text when they are first inserted, to indicate they are valid.

See the table at the end of [References](#) for more details about the formatting of references in the Editor.

### How to update cross references to amendments

Either:

- Highlight some text or the whole explanatory statement (by selecting it in the structure view or selecting 'explanatory statement' from the breadcrumb); or
- Leave your cursor in the amendment list

Specify you would like to check for existing cross references by

- Clicking the **Update references** icon in the upper tool bar
- From the upper tool bar, select **Tools > Update x-refs**
- Right-click in Structure view or Editor view and select **Update references**, or
- Use the keyboard short cut **Alt + u**

If you didn't highlight a provision, the system will check whether you want to update the current provision that your cursor is in, or whether you want to update the whole quoted structure/amendment list (depending on cursor placement).

Specify your preferred range

The system will attempt to acquire a lock on the appropriate document fragment if it hasn't got one already and will then update any existing cross references and present any that it finds according to the table below.

### How to remove (unwrap) cross references to amendments

See the section on removing references in [References](#) for help with removing references.

The House of Lords and the House of Commons have agreed for amendment cross references to be inserted as capital "Amendment X"

The system will present the unique number if the amendment hasn't been assigned a number yet e.g. HoC1. When the amendment has been assigned a number, running 'Update x-ref' will resolve the cross reference so that it uses the number instead of the unique number.

Don't use 'Paste' from the right-click menus or upper toolbar as this uses a specific "paste special" method that hasn't been properly configured to work in our version of the application yet.

# Managing amendment information

## Introduction

Metadata relating to the amendment is displayed in the right-hand panel called **Amendment Information**. In most cases, the amendment information is automatically generated by parsing the amendment instruction/ping pong motion heading to work out the clause/page/line etc. information. This information is used by Lawmaker when sorting amendments or motions in lists. In some cases, namely amendments to amendments in the House of Lords and House of Commons, the instruction doesn't contain enough context for sorting so the Amendment Information can be manually updated to allow more fine-tuned sorting to take place.

## How to view amendment information

In the Editor, click on the **Amendment Information** panel

The screenshot shows the Lawmaker Editor interface. The main editor area displays a document titled "Amazing New Bill [HL] — Committee stage" with a subtitle. The document content includes a red "[HoL1]" tag, a blue "LORD ABERDARE" name, and a "num" field. The main text reads "Clause 1, page 1, line 1, after 'word' insert 'then—'". Below this are two sub-sections: (a) "This is my first paragraph, and" and (b) "This is my second paragraph.", followed by a sub-section in brackets: "A subsection here". A "Member's explanatory statement" box contains the text "This will ensure everyone knows what is what." The right-hand panel is titled "Amendment Information" and is circled in red. It contains the following information:

Document Checks	✓
Document Information	
Amendment Status	
Amendment Information	^
Bill Version	As Introduced
DNumber	HoL1
Status	Draft
Location	
Type	insert
Location	
Provision	sec_1
Page	1
Line	1
Sort Code	902

At the bottom of the right-hand panel, there are sections for "Review" and "Attributes".

## How to update amendment information (e.g. adding a sort code)

1. In the Editor, click on the **Amendment Information** panel
2. Click on the cell for the relevant attribute you want to update
3. Make changes and wait for the document to update with the changes

**i** The whole right-hand panel can be minimised/expanded by clicking on the grey arrow on the side of the panel

- If you select a different amendment in the Editor, the **Amendment Information** panel will update to reflect the information associated to the newly selected amendment
- The Sort Code is an optional field which can be updated to allow fine tuning sorting where necessary e.g. 2 x amendments inserting new sections in the same location
- The Location information is updated after an amendment has been saved (including changes to the amendment).
  - For 'normal' amendments, the system will parse the instruction text and work out the various location information which is used by the system for sorting amendments in official lists.

- For 'ping pong' motions, the system will parse the motion heading e.g. COMMONS AMENDMENT 1 in order to link the motion to the target amendment
- Appropriate text to manually insert:
  - Location: "before" or "after" (used in Lords and SP for new clauses and new amendments e.g. "After Schedule 2")
  - Provision: "sec\_7" or "sch\_2" or "amnd\_3" (amnd\_3 = the target amendment)
  - Page: the appropriate page number e.g. "4"
  - Line: the appropriate line number e.g. "20"
  - Sort code: this is uses numeric or alphanumeric sort so it's up to you how you would like to use this function in your jurisdiction
- See also [\[Commons and Lords\] Amendments to amendments](#)

# Renumbering amendments

## Introduction

You can number your amendments using the 'Renumber Amendments' function in the Tools upper tool bar menu. It is only possible to renumber amendments in the List of Draft Amendments (LoDA), the temporary list opened when you Edit a selection of amendments in the Editor; or the Consolidated List of Amendments.

## How to renumber amendments

From the Upper tool bar select "Tools > Renumber Amendments"

Specify a starting number and click on 'OK'

The system will update the numbers of all amendments in the document

### Hints and tips

You can use this function to assign temporary numbers to your amendments as you draft them

The system will not be checking for uniqueness, so if you are using this for official numbering, it will be up to you to ensure the numbers assigned to amendments are unique

This function will overwrite officially assigned numbers so make sure you use this function with caution

This function will help when preparing Consolidated List of Amendments

## Turn on/off line number on amendments (including ping pong motions)

### Introduction

It's possible to manually turn on/off line numbering on amendments, including ping pong motions in the UK, if you want line numbers to appear when there isn't an amendment to an amendment targeting the amendment/motion.

### How to turn on/off line numbering

With your cursor in the selected amendment, right-click and select "Update line number status"

The system will present the "Update line number status" dialogue box

Select whether you want to turn on or turn off line numbering and click 'Update'

The system will update the amendment/motion accordingly

#### Hints and tips

You can set line numbering against a ping pong message, ping pong amendment and ping pong motion - as well as normal amendments.

Line numbers are generated as part of the PDF generation process which means you won't see the line numbers against your selected amendment/motion until you view your generated PDF

Line numbers appear as they do in bills - every 5 lines.

Line numbers will continue to appear by default according to the existing logic applied to amendments to amendments: if the target amendment appears before the amendment to amendment, it will be line numbered by default. This cannot be turned off using this feature.

## Updating the status of amendments within the Editor

The status amendments can be updated individually or in bulk in the Editor. This feature is only available to parliamentary users.

All amendments start with a status of “draft”. Their status can then be updated to reflect the lifecycle of the amendments, e.g., to show that the amendment has been submitted to parliament or to record the outcome of a parliamentary vote on the amendment.

### How to update the status of a single amendment

1. Place your cursor within the text of the amendment you want to update.
2. Click on the Amendment Status panel on the right hand side of the Editor.

Amendment Status ^

< Previous      Next >

Bulk update statuses

---

<b>Number</b>	1
<b>Status</b>	Submitted

---

Tabled      Rejected

[Manage lifecycle events](#)

---

**Decision text**

3. The current status will be shown next to the **Status** label. Below that will be a series of buttons showing the possible transitions from the current status. For example, if the status is “Submitted” then buttons for **Tabled** and **Rejected** will be shown.
4. To select a new status, click on the appropriate button. The button will change colour to indicate that it has been selected. You can click on it again to deselect it, leaving the current status unchanged.

When you save the list containing the amendment, the new status will be committed and the Amendment Status panel will be updated to show the current status.

**i** If you want to revert the status of an amendment back to an earlier status or to change the status to something other than one of the normally-allowed transitions, you can directly manage the lifecycle events stored in the XML by clicking on **Manage lifecycle events** - see [Undoing an amendment status/managing lifecycle events](#)

### How to update the status of a number of amendments at the same time

You can update the status of all the amendments in a list, or a subset of the amendment, using the **Bulk update statuses** button on the Amendment Status panel.

## Update Amendment Statuses

Amendments to update \*

All amendments

Status transition \*

Please select...

Update

Cancel

By default, the status of all amendments will be updated. To select a subset, click on the **Amendments to update** dropdown and use the checkboxes next to each amendment to select or deselect the desired amendments.

## Update Amendment Statuses

Amendments to update \*

All amendments

All amendments

2 — Leave out clause 15

1 — Clause 3, page 2, line 1, leave out "authorised"

3 — Clause 5, page 6, line 2, after "the" insert "spec

Cancel

Use the **Status transition** dropdown menu to select the status update you want to make. The menu will show all the possible transitions for amendments of the type in the document (e.g. Scottish amendments, Commons amendments or Lords amendments).

## Update Amendment Statuses

Amendments to update \*

All amendments

Status transition \*

Draft to Submitted

Draft to Submitted

Submitted to Tabled

Submitted to Rejected

Tabled to Ready for publishing

Ready for publishing to Agreed to

Ready for publishing to Agreed to on division

Cancel

Click **Update** once you have selected the amendments and the status transition.

The update will only apply to amendments that have the status first mentioned in the transition. For example, if you select "Submitted to Tabled" then the update will apply to all selected amendments that currently have a status of "Submitted"; it will ignore any amendments that have different statuses but a message will pop up informing you that some amendments were not updated.

# Undoing an amendment status/managing lifecycle events

## Introduction

It's possible to manually update events that have happened to an amendment. An event includes submitted, tabled, published. If you accidentally tabled an amendment that shouldn't be, you can use this filter to undo that state change by removing the event from the amendment.

## How to update an amendment status

1. Open the amendment in a temporary list by selecting **Amendment Actions > Open temporary list** from the drop-down menu in the top right of the page
2. Place your cursor in the first amendment in the list and click on the **Amendment Status** panel in the right-hand panel in the Editor
3. Click on the **Manage lifecycle event** blue, underlined hyperlink
4. The system will present a dialogue box listing all the recorded 'events' or statuses linked to the amendment.
5. You can add, delete or update any of these events
6. When you have finished making the changes, click on the **Update** button
7. When you return to the Editor View, click on the **Save** button in the upper tool bar



- If an amendment has been published on a list, there will be a link available to click on which will open that list so that you can view the amendment on it – there may be more than one list that an amendment is published on e.g. Daily List, another Daily List (if an amendment to it was lodged), 1<sup>st</sup> Marshalled List, 2<sup>nd</sup> Marshalled List and associated Grouping Lists.

## Inline amendments

Lawmaker enables you create parliamentary amendments by editing the existing version of the Bill instead of drafting them as “traditional” amendments. In Lawmaker, this is called “inline amending”.

The process is similar to make changes to document in tracked changes mode.

Lawmaker can then automatically generate versions of the amendments in the traditional form which can be submitted and managed in the same way as amendments that were drafted from the outset in the traditional form.

### In this Section

- [Creating an inline amendment](#)
- [Removing an inline amendment](#)
- [Viewing traditional amendments](#)
- [Removing a warning marker from an inline amendment](#)
- [Managing proposers and supporters on inline amendments](#)

## Working with inline amendments

When creating your inline amendment document, you will be able to specify a proposer which will be applied to all inline amendments in that document. You can update the proposer and supporter information in an inline document which will update all amendments in that document. Alternatively you can choose to update individual amendment's proposers and/or supporters when viewing the traditional form of the inline amendments.

Using the “Inline Amendments” summary panel, you can navigate between the inline amendments, choosing to view or remove amendments from that document.

For larger bills, it is also possible to open portions of the inline document, allowing you to create inline amendments against specific provisions which will help with performance issues.

## Types of amendments currently handled

For the first iteration of inline amendments, we've focused on the 3 main types of amendment:

- Insert (including inserting new clauses/sections and schedules)
- Leave out, and
- Substitute (e.g. leave out X and insert Y).

## Converting inline amendments to traditional amendments

As soon as an inline amendment has been saved, it can be viewed in traditional form and is available on the 'Amendment Manager' tab.

The traditional amendments that are generated will include proposer and supporter info, Dnumbers and any other relevant metadata (e.g. Ids and location attributes) equivalent to what the amendment would have if drafted as a traditional amendment. Inline-derived amendments can be edited in traditional form. This will set a warning marker against the equivalent inline amendment which lets you know that the traditional form of the inline amendment has been updated and prevents you from editing it. Markers can be manually removed from the inline amendment if you did want to overwrite the changes made to the traditionally formatted amendment.

## Managing traditional amendments generated from inline amendments

Amendments generated from an inline document can be handled in exactly the same way as a traditionally generated amendment once they appear on the 'Amendment Manager' tab. They can be submitted, tabled, set to 'On hold' etc.; and they will be included in the official

lists as part of the list generation process.

## What is planned for future iterations

The inline amending (and auto-application of amendments) features will be extended to cover the following types of amendments in future iterations:

- Amendments to content within tables
- Amendments to divide and move/transpose provisions
- Amendments to the preamble and long title in UK Bills

Some less common forms of wording in traditional amendments, such as amendments that include the phrase "to end of clause" or "to end of subsection". haven't been catered for yet and will be tackled in future versions.

We will also continue to refine how inline amendments behave to make the process more robust while keeping it flexible. Feedback on edge cases that aren't correctly handled at the moment will be essential to refine future iterations and should be directed to the Lawmaker support email address.

# Creating an inline amendment

## Introduction

Lawmaker can create traditionally formatted amendments from changes made to the text of the bill. This can make drafting amendments easier and often a quicker process. The traditional amendments that are generated can be submitted to the relevant Parliament for tabling/lodging.

## How to get started

1. From the **Amendment Workspace** tab, click on the **+ New** button in the top right
2. Select 'Inline' and fill in the usual information in the dialog box
3. A new tab will open with a copy of the bill in the Editor ready to start amending

**i** If you are amending a large bill, the recommended approach is to edit a portion of the document at a time. To do this, create the inline document following the steps above for **How to get started** and close the document once it has finished loading in the new Editor tab. Back on the **Amendment Workspace** tab, select **Actions > Edit portion of document** and this will only open the selected portion of your document, improving performance when drafting amendments inline.

## How to create inline amendments

You can create 'insert', 'leave out' and 'substitute' amendments using the inline feature. It is not possible to create 'divide', 'transpose/move' or amendments to amendments.

- Once you have created an inline amendment a card appears in the **Inline Amendments** right-hand panel showing what type of amendment it is and the name of the member.
- When you save your inline amendments, each amendment will be assigned a unique number (DNumber) which appears on the card in the right-hand panel, but also after the inline amendment in your document.
- Only when you have saved your inline amendments can you view them in traditional format.
- You can only submit amendments from the traditional view

## How to create 'Insert' type amendments

### Insert text amendments e.g. a word or sentence in an existing provision

1. Place your cursor where you want to insert the new text
2. Press **Enter** to bring up the insert menu and select **Insert text**
3. A new 'text' placeholder element will appear, surrounded in square brackets allowing you to type in the new text

### Inserting new provisions e.g. new subsection(s)

1. Place your cursor where you want to insert the new provision
2. Press **Enter** to bring up the insert menu and select the appropriate provision
3. An empty provision will be inserted in the next valid place after the cursor location, surrounded in square brackets, allowing you to type in the new text

## How to create 'Leave out' type amendments

1. Highlight the text or provision(s) that you want to leave out (use the structure view or breadcrumb to help you select whole provisions)
2. You can either:
  - a. From the floating tool bar, select **Leave out**, or (if the floating tool bar doesn't appear - and it won't if you select using the structure view or breadcrumb)

- b. From **Inline Amendment Tools** in the right-hand panel, select **Leave out**
3. The text/structure you selected will be highlighted in red and struck out with a start and end square bracket denoting the extent of the leave out amendment

## How to create 'Substitute' type amendments

1. Highlight the text or provision(s) that you want to leave out (use the structure view or breadcrumb to help you select whole provisions)
2. You can either:
  - a. From the floating tool bar, select **Substitute**, or (if the floating tool bar doesn't appear - and it won't if you select using the structure view or breadcrumb)
  - b. From **Inline Amendment Tools** in the right-hand panel, select **Substitute**
3. The text/structure you selected will be highlighted in red and struck out with a start and end square bracket denoting the extent of the leave out part of the substitute amendment. Additionally an empty element will be inserted allowing you to insert text/provision depending on what you leave out:
  - if you left out a whole provision, the same provision will be automatically inserted for you after the left out provision (i.e. a direct substitution)
  - if you left out some text, a 'Text' placeholder will appear after the text that you left out, ready for you to add substitution text. You can continue adding further provisions after the text if required
  - if you left out a combination of text and provisions:
    - if the selection to be left out starts with text followed by provisions then a 'Text' placeholder will be inserted after the last left out provision. You can continue adding further provisions after the text if required.
    - if the selection to be left out starts with provisions followed by text, then the same kind of provision that is being left out will be inserted after the end of the leave out selection, and the trailing text in the last provision will be moved into that newly inserted provision *after* the 'Text' placeholder.

## How to view your inline document in traditional amendment format

1. Once you have saved all changes in your inline document, from **Inline Amendment Tools** in the right-hand panel, select **View Traditional Amendments**
2. A new tab will open with a LoDA showing all your inline amendments in traditional format.

## How to update Member information from inline documents

1. From the **Inline Amendment Tools** in the right-hand panel, select **Manage Members**
2. You can add or remove proposers and supporters and this will update all amendments in the inline document

The recommendation is to update Members when the amendments are in traditional format using existing Member editing tools as this will be a more efficient tool.



- Warning markers
  - These will appear on the cards that appear in the **Inline Amendments** right-hand panel to inform you that changes have been made to the traditional form of the amendment because changes do not sync back to the inline rendition of the amendment.
  - This includes adding explanatory statements (UK amendments only)
  - The marker will prevent you accidentally making changes to the updated traditional form of the amendment whilst in the inline document.
  - If you wanted to override the changes you made to the traditional amendment, you can click on the warning marker in the **Inline amendments** right-hand panel to remove it. This will allow you to make changes to the inline amendment and overwrite the traditional amendment
- You cannot edit inline amendments after they have been submitted. If you have edit rights to a submitted amendment, you will have to make changes to the traditional format of the amendment from this point onwards (by opening a temporary list from the **Amendment Manager** tab)
- You can manage Members globally for all amendments in your inline document (e.g. the Member in charge of the amendments changes). Otherwise you can change them using the bulk Member update when you view them in their traditional format.



# Removing an inline amendment

## Introduction

It is possible to remove an inline amendment if one was created by mistake in an inline document. You can also use the same feature for removing an inline amendment when it has been applied to a bill version before accepting it.

## How to remove an inline amendment

1. From the **Inline Amendments** right-hand panel, find the inline amendment you wish to remove
2. Click on the **X** button to remove the amendment
3. The card will be removed from the right-hand panel and the inline amendment will be cleanly removed from your document



- You can use undo to bring back the removed amendment if you haven't yet saved the changes
- Inline amendments will appear on the **Inline Amendment** right-hand panel before they have been saved which allows you to remove them cleanly before saving the changes

# Viewing traditional amendments

## Introduction

Once you have created and saved an inline amendment, it is possible to preview the traditional amendment created.

## How to view traditionally formatted amendments

1. From the **Inline Amendment Tools** right-hand panel, click on **View Traditional Amendments** button
2. A new tab will open listing all inline amendments converted to traditionally formatted amendments

- The new tab that opens with the traditional amendments will be editable allowing you to further polish each amendment in this format if required
- You can update the text or proposer/supporter information of an inline-derived amendment in traditional form (including adding explanatory statements for UK amendments). As traditional amendments are not backwards synchronised to their inline equivalent a warning marker is set against the inline amendment whenever you save changes to its traditional form. This mark prevents users from saving changes to the inline amendment and unwittingly overwriting any changes made to the traditional form. This warning marker can be manually removed if desired, which will allow you to save changes to the inline amendment.
- DO NOT insert new amendments into the traditional document derived from the inline document. You will need to create a separate traditional List of Draft Amendments (LoDA) to create additional amendments.

# Removing a warning marker from an inline amendment

## Introduction

Warning markers appear against inline amendments when they have been updated in traditional format e.g. to change the proposer/supporter information, update the instruction or quoted structure or add an explanatory statement. Because the traditional amendment is not backwards synchronised with the inline amendment, a warning marker is set against the inline amendment in the inline document to prevent you or others from unwittingly overwriting the changes made to the traditional amendment. It is possible to manually remove a warning marker from an inline amendment if you did want to overwrite the changes in the traditional format.

## How to remove a marker from an inline amendment

1. Open up the **Inline Amendments** right-hand panel
2. Find the amendment with the warning and click on the warning marker
3. Confirm the warning message that pops up



- Inline amendments will be read-only if they have a warning marker set against them
- Warning markers are set against amendments whenever they have been updated in traditional form
- Changing the status of an amendment e.g. from 'Draft' to 'On hold' or from 'Draft' to 'Submitted' will not set a warning marker, but it is still not possible to update an amendment that isn't in 'Draft' state.

# Managing proposers and supporters on inline amendments

## Introduction

You can specify a proposer when you first create a new inline document. And when you are in the inline document, you will be able to update the proposer and any supporters which will update ALL inline amendments in the document.

## How to manage members on inline amendments

1. Open the **Inline Amendment Tools** right-hand panel
2. Click on the **Manage Members** button
3. Update the proposer and/or supporters and click on **Update** button
4. The changes to proposer and/or supporters will be assigned to all inline amendments

- Updating the Member information in an inline LoDA will update proposers and supporters for all inline amendments in that document
- Do not use **Manage Members** when there are warning markers set against any of the inline amendments (warning markers let you know that the traditional form of the amendment has been edited and because they are not synchronised backwards, the warning marker prevents you unwittingly making changes to the traditional amendment when in inline form)
- If you want to update the members on individual amendments, you will need to do this in the traditional view of the amendments
- In future we will implement 'manage members' for individual inline amendments on the inline document

## Amendment Manager Tab - viewing and managing individual amendments

The Amendment Manager Tab displays in tabular form all the individual amendments that you have permission to view.

It is filtered by Bill version, i.e., it only shows the amendments corresponding to a particular Bill version, but can be filtered further on a number of criteria.

From the Amendment Manager Tab you can flag and add comments to individual amendments, create temporary and official amendment lists and put amendments on hold.

- [Filtering amendments](#)
- [Sorting amendments on the Amendment Manager Tab](#)
- [Preview and comment on amendments](#)
- [Submitting amendments](#)
- [Creating an Order of Consideration](#)
- [Set 'Draft' amendments to 'On hold' \(and vice versa\)](#)
- [Flagging amendments](#)
- [Moving or copying amendments to a different stage \(including ping pong motions\)](#)
- [Opening amendments in the Editor \(creating temporary lists\)](#)
- [Saving a temporary list as a new amendment list](#)
- [Viewing amendments \(incl. ping pong motions\)](#)
- [Recording outcomes \(including ping pong\)](#)
- [Publishing individual amendments](#)

## Filtering amendments

Amendments can be filtered by a number of different criteria on the Amendment Manager tab.

The filter can be used as part of workflow for amendments: for example, filtering by status "submitted" will give you a quick way of seeing all amendments that are ready for tabling/lodging. Alternatively, selecting a particular location will provide a quick way of checking whether any other amendment already exists for the same amendment that you are potentially about to draft.

### How to filter amendments

Click on **Filter** above the table of amendments.

You can filter using any one or more of the options below. Only amendments matching the filter will be shown in the table of amendments.

-  • The list of amendments is already filtered by bill version so filtering the list of amendments, will only return matching amendments for that bill version
- The filter only works on amendments that you have privileges to see
- Whenever you navigate away from the 'Amendment Manager' tab and return to it, your filter preference will be retained

#### Amendment Number or unique reference (Dnum)

**List of Draft Amendments (LoDA) name** - this will offer a drop-down menu containing any existing LoDAs that you have permission to view. If there are no LoDAs this drop-down will be disabled. You can select one or more.

#### Location

(section/clause, schedule, target amendment being amended, long title or appropriate place amendments)

-  • If you type "Amendment", all amendments to amendments will be returned (SP & UK amendments)
- For Commons amendments, if you type "new clause" or "new clauses" in the 'Location' field, all new Clause amendments will be returned. The same applies for new schedule amendments

#### Status

Filters by the status of the amendment. You can select more than one status.

-  • If you type "All Agreed" in the 'current status' field, the system will return all "Agreed to" and "Agreed to on division" amendments

#### Member

Searches for any amendment where the selected Member appears as a proposer or a supporter.

#### Comment

Searches for a word or phrase in the amendment comment.

### Quick Filters

Lawmaker also has **Quick Filters** available from the drop down menu next to the **Filter** button. You can select one of the following to quickly filter the amendments by status:

- Draft
- Submitted
- Tabled
- Ready For Publishing

These filters are *sticky* which means if you navigate away from this screen, they will still be applied when you get back. If you change a bunch of Amendments from Draft to Submitted but leave the Quick Filter set to 'Draft', you will end up with an empty screen!

## Sorting amendments on the Amendment Manager Tab

You can sort the amendments shown on the Amendment Manager tab by the values in any of the columns.

You can also sort amendments according to the marshalled order (taking account of any order of consideration if there is one).

### Sorting by a column heading

The table on the Amendment Manager tab shows the following information about each amendments recorded against the selected bill version:

- Number
- DNum
- Location
- Sort code
- Proposer
- Last updated
- Preview and Comment
- Status

Click once on any of the headings in the table to sort the amendments in ascending order of the values in that column. Click again to change the sort to descending order.

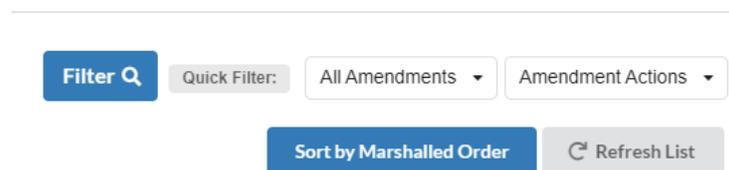
In the screenshot below, the amendments have been sorted by **Last updated** date/time, in descending order. This means the amendments which were most recently edited will appear at the top of the table:

The screenshot shows the Amendment Manager interface for the 'Leasehold and Freehold Reform Bill'. The user is logged in as 'edward.griffiths.hoc@edward.griffiths.hoc'. The interface includes a navigation bar with 'Project', 'Amendment Workspace', 'Amendment Manager', and 'Official Lists'. Below the navigation bar, there are filters for 'As Introduced (Commons)' and 'Order of Consideration'. A 'Filter' button is present, along with 'Quick Filter', 'All Amendments', and 'Amendment Actions' dropdowns. The 'Sort by Marshalled Order' button is highlighted in blue. The table below shows four amendments, all proposed by Lee Rowley, with the 'Last updated' column sorted in descending order.

	Number	DNum	Location	Sort code	Proposer	Last updated	Preview and comment	Status
<input type="checkbox"/>		HoC300	Schedule 8, page 133, line 22		Lee Rowley	15 August 2024 at 19:29:35 - edward.griffiths.hoc		Draft
<input type="checkbox"/>		HoC299	Schedule 8, page 132, line 35		Lee Rowley	15 August 2024 at 19:29:35 - edward.griffiths.hoc		Draft
<input type="checkbox"/>		HoC298	Schedule 8, page 132, line 21		Lee Rowley	15 August 2024 at 19:29:35 - edward.griffiths.hoc		Draft
<input type="checkbox"/>		HoC297	Schedule 8, page 132, line 18		Lee Rowley	15 August 2024 at 19:29:35 - edward.griffiths.hoc		Draft

### Sorting by marshalled order

Click the 'Sort by marshalled order' button in the top-right of the page to sort the amendments according to the same logic which determines the order they will appear in a Marshalled List.



The sorting takes into account the target location of the amendments, the user-assigned Sort code, and any Order of Consideration assigned for that bill version. (See [Creating an Order of Consideration](#) for information on how to define the Order of Consideration as a

parliamentary user.)

To revert to sorting by the values in a specific column, click a column heading.

 Amendments which insert new clauses or new schedules are marshalled slightly differently at Committee and Report stage in the House of Commons. The 'Sort by Marshalled Order' button uses the Committee Stage sorting logic.

## Preview and comment on amendments

You can quickly preview any amendment from the Amendment Manager tab. While previewing the amendment, you can add a comment or update the existing comment. You can also add a quick comment.

Preview and comment
Dnum: HoC10

Previous
Next

**Richard Burgon**
NC1

Margaret Ferrier  
Claire Hanna  
Mick Whitley

Jon Trickett  
Nadia Whittome  
Ian Byrne

Tony Lloyd  
Ms Diane Abbott  
Andy McDonald

To move the following Clause—

**num** **Assessment of revenue effects of a higher Energy Profits Levy**  
The Chancellor of the Exchequer must, no later than 30 September 2022, lay before the House of Commons an assessment of the effects on—

- (a) tax revenues, and
- (b) oil and gas company profits of the Energy Profits Levy being charged at 45%.

**Member's explanatory statement**  
*This new clause would require the Government to publish an assessment of the effect on tax revenues and on oil and gas company profits of charging the Energy Profits Levy at 45% rather than 25%.*

Comment (up to 1000 characters in length) Refresh preview and comment

Type your comment here...

Quick comment
Clear text

Edit amendment
Save and Close
Cancel

If the amendment has changed since you opened the preview, you can refresh the preview by clicking **Refresh preview and comment**.

## How to preview an amendment

To preview an amendment click on the eye icon in the Comment column of the amendment manager Tab:

	Number	DNum	Location	OoC.Sort	Sort code	Proposer	Last updated ^	Comment	Status
	18	HoL8	After Clause 18			Lord Kennedy of Southwark	24 November 2022 at 12:50:21 - testuser1.hol	👁	Submitte

This will display a dialog box like the one above showing you a preview of the amendment and giving you access to a number of other features.

The amendment is shown as it would be in the Editor. The only difference is that any Dnum is shown separately at the top of the dialog box.

**⚠** The preview function currently doesn't support formulas or images. To view those you will have to look at the amendment in the Editor or in a PDF version of a list.

## Comments

You can add a comment against the amendment you are previewing by adding text in the Comment box. This comment will only be visible to users in the same organisation as you. You can also edit any existing comment.

Any changes you make to the comment will be saved when you navigate away from the amendment (by clicking **Next**, **Previous** or **Save and Close**) unless you press **Cancel**.

Click **Clear text** if you want to remove the comment.

When you close the preview, the first 20 or so characters of the comment will be visible in the Comment column of the Amendment Manager tab but you can hover over the comment to see the rest.

 If the comment is changed by another user while you are previewing an amendment, Lawmaker will prevent you from saving your changes to the comment so that the other user's changes aren't inadvertently overwritten. You can click **Refresh amendment and comment** to see their changes and then update it further as needed (copy any changes you've made to the clipboard before clicking the button if you want to retain them).

 You can use the **Filter** options on the Amendment Manager to filter amendments based on the content of the amendment comments.

## Quick comments

It can sometimes be useful to add the same comment to each amendment when you preview it (e.g. you might want to add your initials to confirm you've checked it.)

You can use the Quick comment box for this. When you click **Quick Comment**, the text in the box next to it will be added to the end of the existing comment. Once you've added text to the box, Lawmaker will remember it whenever you preview another amendment so you only need click **Quick Comment** again to insert the same comment.



A screenshot of the quick comment interface. It consists of a text input field containing the text 'MXL' and a blue button labeled 'Quick comment' to its right.

## Editing the amendment

You edit the amendment you are previewing by clicking **Edit amendment**.

This will open up a temporary list containing the single amendment in the Editor in a separate tab.

The amendment preview will remain open. If you make any changes and save the amendment, click **Refresh preview and comment** to see those changes reflected in the preview.

## Navigating in the preview

You can use keyboard shortcuts to quickly navigate around the preview feature.

The shortcuts are:

Shortcut Key	Action
N	Next amendment
P	Previous amendment
Q	Add quick comment
E	Edit amendment

S	Save and close
---	----------------

 The keyboard shortcuts won't work while your cursor is in the comment box or the quick comment box.

## Submitting amendments

Once you have finished drafting your amendment(s), you can submit them for tabling/lodging at the appropriate Parliament.

When an amendment is submitted by a user who is not a parliament user, the permissions on it are changed so that the appropriate parliament users can now view, edit and manage the submitted amendments while the original user retains read-only access.

### How to submit amendments from the Amendment Manager Tab

1. Click on the 'Amendment Manager' tab
2. Using the check boxes on the left-hand side of each amendment, select the one(s) you wish to submit
3. Click on the 'Amendment Action' dropdown menu in the top right of the screen and select "Submit Amendments"
4. The selected elements will be updated to status "Submitted" and visible to the appropriate Parliaments' users.

 You can only submit amendments in this way if:

- the associated bill version has been published by the appropriate Parliament,
- the status of all amendments is "Draft",
- there are no active locks on any amendments, and
- no amendment has a flag set against them

### How to submit amendments from the Editor (non-parliamentary users)

You can submit all the amendments in a list of draft amendments (LoDA) directly from the Editor.

1. Open the list in the Editor.
2. Click on the 'Document Information' right-hand panel.
3. Click **Submit List**.

All the amendments in the list will be updated to status "Submitted" and become visible to the appropriate parliament. In addition, a copy of the whole list will be created that is visible to the appropriate parliament which parliament users can use to help check and manage the submitted amendments in one place.

 You can only submit amendments in this way if:

- the associated Bill version has been published by the appropriate Parliament,
- the status of all the amendments is "Draft", and
- there are no active locks on any amendments.

If an amendment contains tracked changes or comments (in the Editor) then a warning will be displayed when you select to submit them. You can choose to cancel and remove them or submit them anyway.

### How to 'bulk' submit amendments from the Editor (Parliament users)

Parliament users can update the status of amendments to submitted from within the Editor using the Bulk update statutes feature.

1. Click on the 'Amendment Status' right-hand panel in the Editor
2. Click the **Bulk update statutes** button. From the pop up select the amendment you wish to update. Select 'Draft to Submitted'.
3. Click on the **Update** button
4. Save your changes and all amendments in the list that are set to 'Draft' will be updated to 'Submitted'



### Hints and tips

The system knows which Parliament to share the amendments to:

- If the bill project is a Scottish bill, they will always be sent to Scottish Parliament.
- If the bill project is a UK bill, they will be sent to the Parliament who published the latest version of the bill
- If you are not a user in the appropriate Parliament that the amendments were submitted to, then you will only have read-only rights to the submitted amendments

You will continue to view an up-to-date version of the amendments so that if the Parliament made some changes to your amendment or the status was to update – you would be able to see these changes if you opened the amendments in the Editor

## Creating an Order of Consideration

The order of consideration for a particular stage can be specified on the Amendment Manager tab. This will influence the ordering of amendments when an amendment list is generated. Only parliament users can modify the order of consideration.

In Lawmaker, an Order of Consideration consists of a list of entries specifying the order in which clauses/sections or amendments are to be considered. Each entry can be one of a certain kind, depending on the parliament/house and may include a range, e.g. "section 3 to 5".

The list always contains some entries (e.g. Long Title) at the end that cannot be modified.

There is only one Order of Consideration saved against each Bill version, but it can be updated as many times as needed. Updating an Order of Consideration will only affect new lists, it will not retrospectively change the sort order of existing lists, unless they are subsequently re-generated.

## How to create or modify an Order of Consideration

1. On the Amendment Manager tab, click **Order of Consideration**. It is only possible to add an Order of Consideration once there is a published version of the Bill.
2. In the dialog box, select the provision from the drop-down to start creating the order and fill in the "from" and "to" fields as required
3. To add more entries, click on the + button.
4. To remove a entry, click on the x button.
5. Click on **Save** when you have finished adding or modifying the Order of Consideration.
6. Alternatively, click Clear if you no longer require an Order of Consideration.



- If there is only 1 schedule in the bill, you do not need to populate the 'from' and 'to' fields
- If you are only including one section in a level, you will need to populate both "from" and "to" fields with the same number e.g. Clause(s) 1 to 1



If the Order of Consideration is not comprehensive, i.e. if some amendments do not fall within any of the entries, then the sorting of any generated amendment list may be erratic.

## Scottish Parliament Order of Consideration

When you generate a Marshalled list, the Order of Consideration will be used to populate the Order at the beginning of the list.

The only available entries in the Order of Consideration are "Section(s)" and "Schedule(s)".

## House of Commons Order of Consideration

Entries in the Order of Consideration can specify:

- Clause(s) x to y - all amendments relating to those clauses
- Schedule(s) x to y - all amendments relating to those schedules
- New Clause(s) NCx to NCy - amendments to insert new clauses numbered NCx to NCy (if NCx and NCy are left blank then all new clause amendments will be included)
- New Schedules(s) NSx to NSy - amendments to insert new schedules numbered NSx to NSy (if NSx and NSy are left blank then all new schedule amendments will be included)
- Group heading - this enables you to add a heading that will be inserted at the appropriate place in any marshalled list or proceedings that is generated using this Order of Consideration.

# House of Lords Order of Consideration

The dialogue box include a date option which will be used to pre-populate the date on the Marshalled List when one is generated.

The only available entries in the Order of Consideration are "Clause(s)" and "Schedule(s)".

### Update order of consideration

**Date**

**Provision order**

Clause(s)	1	to	5	✕	+
Schedule(s)	1	to	1	✕	+
Clause(s)	6	to	15	✕	+
Schedule(s)	2	to	3	✕	+
Clause(s)	16	to	33	✕	+

Preamble

Long title

**Save** Clear All Cancel

## Set 'Draft' amendments to 'On hold' (and vice versa)

### Introduction

You can move 'Draft' amendments to 'On hold' if they are not actively being worked on, but they must not be deleted.

### How to set 'Draft' amendments to 'On hold'

From the 'Amendment Manager' tab, select the draft amendments you want to put 'On hold'

Click on the 'Amendment Action' drop-down menu at the top-right of the screen and select *Set 'Draft' to 'On hold'*

Amendments will be updated to 'On hold'

### How to set 'On hold' amendments back to 'Draft'

From the 'Amendment Manager' tab, select the 'On hold' amendments you want to set back to 'Draft'

Click on the 'Amendment Action' drop-down menu at the top-right of the screen and select *Set 'On hold' to 'Draft'*

Amendments will be updated to 'Draft'

#### Hints and tips

You can use the filters to filter by 'On hold'

You can use the 'quick filter' option to see 'Draft' Amendments which will filter out the 'On hold' amendments

You can also set amendments to 'On hold' using the 'Manage Lifecycle events' link on the 'Amendment Status' tab (Parliament users only)

You cannot submit 'On hold' amendments

# Flagging amendments

You can flag an amendment on the Amendment Manager tab which will highlight it in the list of amendments.

Amendments with any status can be flagged. While a draft amendment is flagged, it can't be submitted. While a tabled amendment is flagged, you can't publish a list of amendments containing it.

Flags are only visible within the organisation of the user who set the flag so different organisations can set different flags.

## How to flag amendments

1. Go to the **Amendment Manager** tab
2. Click on a **flag** icon on the left-hand side of an amendment to flag it.

The selected amendment will be highlighted yellow in the list when the flag is on. To remove the flag, simply click on the flag icon again.

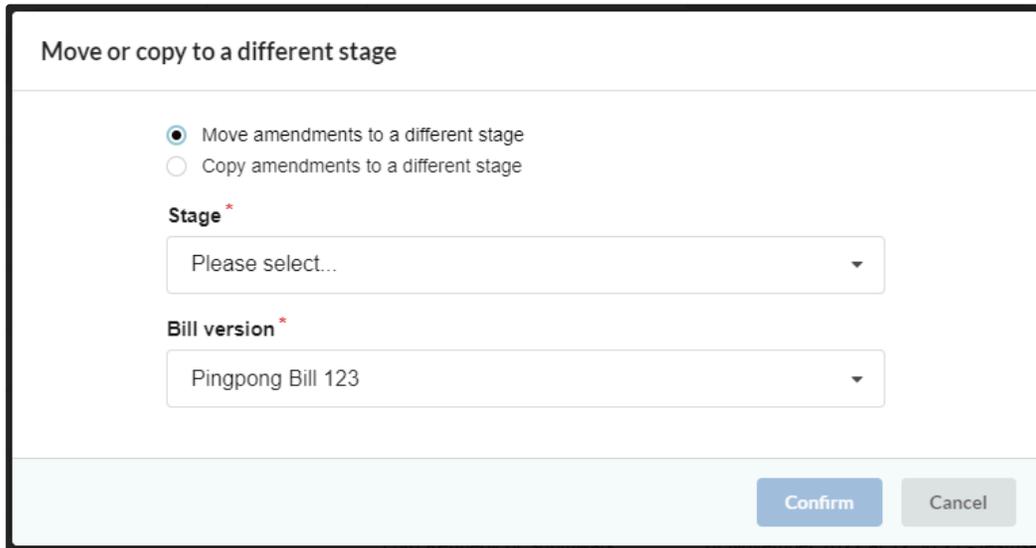
Project Amendment Workspace **Amendment Manager** Official Lists

As Introduced **Order of Consideration** Quick Filter: All Amendments Amendment Actions

<input type="checkbox"/>	Number	DNum	Location	OoC Sort	Sort code	Proposer	Last updated ^	Comment	Status	Q
<input type="checkbox"/>		OPC18	Clause 33, page 29, line 11		2	Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	
<input checked="" type="checkbox"/>		OPC17	Clause 33, page 29, line 11		1	Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	
<input type="checkbox"/>		OPC16	After Clause 57			Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	
<input type="checkbox"/>		OPC15	Clause 63, page 74, line 33			Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	
<input checked="" type="checkbox"/>		OPC14	Clause 65, page 78, line 14			Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	

## Moving or copying amendments to a different stage (including ping pong motions)

It is possible to move or copy amendments to a different stage (and to be associated with a different Bill version). Moving amendments can be done from the Amendment Manager or to all amendments in a list on the Amendment Workspace; copying amendments can only be done from the Amendment Manager.



The screenshot shows a dialog box titled "Move or copy to a different stage". It contains two radio buttons: "Move amendments to a different stage" (which is selected) and "Copy amendments to a different stage". Below the radio buttons are two dropdown menus. The first is labeled "Stage \*" and has the text "Please select..." inside. The second is labeled "Bill version \*" and has "Pingpong Bill 123" inside. At the bottom right of the dialog are two buttons: "Confirm" and "Cancel".

### How to move amendments or motions from the Amendment Manager

1. On the Amendment Manager tab, select one or more amendments using the check boxes to the left of the amendments (or ping pong motions).
2. Select **Amendment Actions>Move/copy to a different stage**.
3. Select **Move amendments to a different stage**.
4. Select the stage to move the amendments to using the **Stage** dropdown menu.
5. The Bill version will default to the most recently published version but can be adjusted using the **Bill version** dropdown menu if necessary.
6. Click **Confirm**.

- You cannot move an amendment if it is locked to another user for editing or if you don't have edit rights to update the amendment.
- You can move an amendment to another stage regardless of its status (e.g. Draft, Submitted, Tabled etc.).

### How to move all amendments or motions on a LoDA

1. On the Amendment Workspace Tab, select **Actions>Move to a different stage** on the List of Draft Amendments (LoDA) containing the amendment(s) that you want to move.
2. Select the stage to move the amendments to using the **Stage** dropdown menu.
3. The Bill version will default to the most recently published version but can be adjusted using the **Bill version** dropdown menu if necessary.
4. Click **Confirm**.

The LoDA and all amendments in the list will be updated with the new stage/bill version.

### How to copy amendments or motions to another stage

1. On the Amendment Manager tab, select one or more amendments or motions using the check boxes to the left of the amendments.
2. Select **Amendment Actions>Move/copy to a different stage**.

3. Select **Copy amendments to a different stage**.
4. Select the stage to move the amendments to using the **Stage** dropdown menu.
5. The Bill version will default to the most recently published version but can be adjusted using the **Bill version** dropdown menu if necessary.
6. Click **Confirm**.

The selected amendments will be copied to the new stage (and Bill version) and you will be able to see them on the Amendment Manager tab.

The new amendments will be the same as the original amendments except they will:

- have new D-numbers assigned to them,
- have empty num elements,
- have no supporters,
- have a status of "Draft" (and have no other lifecycle information recorded against them), and
- have any existing decision block deleted (Commons amendments only).

 If you copy UK amendments to the "Ping pong" stage, any Commons amendments that are copied will be converted into Lords amendments.

 Copied amendments do not appear on any LoDA by default. If you want to create a LoDA containing the copied amendments, first create a temporary list containing them and then use the Save As feature to create a LoDA. See [Saving a temporary list as a new amendment list](#).

# Opening amendments in the Editor (creating temporary lists)

## Introduction

It is possible to select one or more amendments to open in the Editor to allow you to view or edit amendments depending on your permissions.

## How to open selected amendment in the Editor

Select one or more amendments using the check boxes to the left of the amendments on the '*Amendment Manager*' tab

Click on the 'Amendment Actions' dropdown menu in the top-right of the screen and select "Create temporary List"

Make changes to the amendments that appear in the Editor (subject to your access privileges)

Save changes and Click on Close Editor above the structure view panel

### Hints and tips

Opening the editor to edit selected amendments will create a temporary document that only you will be able to view.

If you do not close the Editor down properly, by clicking on the "X" button above the structure view, then a warning will appear at the top of the '*Amendment Manager*' tab allowing you to reopen the document and close it down properly.

Only you will be able to see this warning.

You can only have one temporary document open at one time

If you do not have edit rights to an amendment e.g. if you are a Counsel drafter and viewing 'Submitted' amendments in the Editor, the amendment to it, your filter preference will be retained

# Saving a temporary list as a new amendment list

## Introduction

The 'Edit' function on the '*Amendment Manager*' tab allows users to make changes/updates to selected amendments, but it does not keep these amendments in a formal list. This function allows you to save a temporary list which will allow you to come back to it again later.

## How to save a temporary list as an ad hoc list

Select one or more amendments using the check boxes to the left of the amendments on the '*Amendment Manager*' tab

Click on the **Edit** button

Save the amendment list as a new list by:

- Right-clicking and selecting 'Save as', or
- selecting 'Document > Save as' from the upper tool bar

Provide a unique name for the new list and click 'Create'

A new list will be created and available on the 'Amendment Workspace' tab

### Hints and tips

Creating a new list will not create new versions of amendments. Amendments that were selected will now appear on more than one list such that saving changes on one list will update the same amendment appearing on another list.

If you wanted to create a new version of an amendment: copy it and paste it back into the same List of Draft Amendments (LoDA). The system will work out when pasting the amendment that another amendment exists in the same list with duplicate unique IDs and will therefore assign new IDs such that the amendment becomes a new amendment with a new unique reference when saved.

# Viewing amendments (incl. ping pong motions)

## Introduction

You can view a list of all individual amendments (and ping pong motions) that you have permission to see for a bill by clicking on the bill project from the dashboard.

## How to view amendments

Select the project you wish to open

The system will open the project and present the *'Project'* tab displaying all versions of the document that you have access to.

Click on the *'Amendment Manager'* tab to view a list of all individual amendments that you have access to

### Hints and tips

The banner at the top of the page will display the project title (which is derived from the document's title) so it's clear which project you are viewing

To return to the dashboard, click on the home icon in the top left on the banner

You can filter the list of LoDAs by bill version using the bill version drop-down menu in the top left of the screen.

It will default to the most recently published bill version for ease of use

The columns on the "Amendment Manager" tab are all sortable if you click on them

You can sort amendments on the 'Amendment Manager' tab by the order of consideration if one has been set for the bill version by clicking on the "OoC" button on the 'Location' column. If there was no special order of consideration on the selected bill version, clicking on this button will sort the amendments in the order they appear in the published version of the bill

If you have sorted your amendments on the 'Amendment Manager' tab, when you open a temporary list the amendments will be sorted in the same way

### **UK ping pong motions only**

If you have ping pong motions in the table, the 'Location' will display the amendment they are referring to. In some cases this will just be one amendment, in other cases a ping pong motion can refer to more than one amendment and if that is the case, all the amendment numbers will be displayed in the Location column.

### **Commons amendments and ping pong motions only**

It is possible to 'fold' the supporter block in Commons amendment lists if the supporter block is particularly large and difficult to navigate the list as a result. By default, the toggle will be set to 'open' but if you click on the triangle toggle to the left of the supporter block, this will 'fold' the supporter block so that it is no longer visible.

# Recording outcomes (including ping pong)

## Introduction

If you are a Parliament user, you will have access to the “Amendment status” panel in the right-hand panel of the Editor where you can update an amendment’s status e.g. tabling (lodging) or recording an debate outcome e.g. “Agreed to” or a pre-debate outcome e.g. “Withdrawn before debate”

## Recording outcomes against amendments

Select one or more amendments that you would like to update and click on the Amendment Action drop-down menu in the top right of the ‘Amendment Manager’ tab and select ‘Create temporary List’ (alternatively, select a working version of a Marshalled List to open)

Place your cursor in the first amendment in the list and click on the “Amendment Status” panel in the right-hand panel in the Editor

Select the status you would like to change your amendment to e.g. “Withdrawn”

Move to the next amendment using:

The **Next >** or **< Previous** button at the top of the “Amendment Status” panel

Or using keyboard short cuts

- Alt + k to move to “Next” amendment, or
- Alt + h to move to “Previous” amendment

When you have finished making changes, click on the **Save** button

## Recording outcomes against ping pong motions

1. Select one or more ping pong motions that you would like to update and click on the Amendment Action drop-down menu in the top right of the ‘Amendment Manager’ tab and select ‘Create temporary List’ (alternatively, select a working version of a Marshalled List to open)
2. Follow the steps list above to record the outcome.

## How to record outcomes against ping pong amendments (Commons only)

If you want to record outcomes against ping pong amendments but not against the parent motion:

- Place your cursor in the ping pong amendment, and click on the “Amendment Status” panel in the right-hand panel in the Editor
- Record the about come using the steps above

If you want to record outcomes against the ping pong motion as well as the ping pong amendments within it you will need to record the outcome against the motion first, then move to the amendment and record the outcome against it next. Then save.

### Hints and tips

You can update the status of amendments in official lists such as Marshalled Lists or Grouping Lists which might make it easier to record outcomes after debate

The changes to amendment statuses will only be applied when you click ‘Save’

To undo a selection, click on the button again to de-select it.

You can manage outcomes from the ‘Lifecycle Manager’ accessibly by clicking on ‘Manage Lifecycle Events’ on the ‘Amendment Status’ right-hand panel.

### **Scottish Amendments**

When you set an amendment to "Withdrawn before debate" the italicised text "*Withdrawn*" will appear above the amendment's instruction. There's no need to delete the instruction from the Editor as when the Daily List PDF is generated, the instruction will not appear – only the italicised "*Withdrawn*"

### **House of Commons Amendments**

When you set an amendment to "Withdrawn before debate" the amendment will no longer appear in the next Marshalled List/Daily and will need manually adding to the end of the document in the "Withdrawn Amendments" section

You can use the same process to record outcomes against motions and resolutions

When you record an outcome against an amendment, motion or resolution a 'decision outcome' field will appear in the 'Amendment Status' panel. This is the text that is displayed to the left of the amendment number. You can change the display of the outcome text in this field. However, do not use this field to change the outcome of the amendment - you need to select the appropriate button outcome. This text is to give more flexibility in the text that is displayed on the Proceedings. This works the same way for ping pong motions.

When you record the outcome against a resolution, it will automatically update the presentation of the resolution so that it is ready for the proceedings. It will strip the start and end paragraph from the resolution and insert a separate proposer element at the top of the resolution. If you selected an outcome by mistake, you will need to use 'undo' to revert the resolution back to its pre-outcome appearance

### **House of Lords Amendments**

When you set an amendment to "Withdrawn before debate" the italicised text "*[Withdrawn]*" will appear above the amendment's instruction. There's no need to delete the instruction from the Editor as when the Marshalled List PDF is generated, the instruction will not appear – only the italicised "*[Withdrawn]*"

# Publishing individual amendments

## Introduction

'Publishing' in this context will make the amendment list available on the PDR (Published Document Repository) which will be available to down-stream applications who have access to our published data (e.g. Parliament websites). This option is only available to users in Parliament.

## How to publish an amendment

From the 'Amendment Manager' tab: select one or more amendments that you want to publish

Select "Publish Amendments" from the 'Amendment Actions' drop down

Confirm the warning message to publish your selected amendments

### Hints and tips

You can publish an amendment at any stage using this method

Amendments are automatically published when you publish a list that they appear on

Publishing amendments will make them visible to all users in the system

## Creating, managing and updating official amendment lists

The Official Lists Tab shows all the official lists (e.g. marshalled lists) that you have the permission to view. Like the project tab, it shows editable working versions on the left and read-only significant versions on the right.

Only parliament users can create and edit official lists.

 For more on the different types of versions see [Documents and folders on the Project Tab](#)

- [Opening lists in the Editor](#)
- [Inserting/removing an Amendment Star](#)
- [Viewing lists](#)
- [Sharing an amendment list from the Official Lists tab](#)
- [Updating/populating a list with amendments](#)
- [Managing amendment list document information](#)
- [Downloading a ZIP file \(Amendment list\)](#)
- [Generating an Amendment List \(including Proceedings, ping pong lists and reason documents\)](#)
- [Publishing an amendment list](#)
- [Recording amendment outcomes](#)

# Opening lists in the Editor

## Introduction

It is possible to select a list to open in the Editor to allow you to view or edit amendments depending on your permissions.

## How to open an amendment list in the Editor

From the 'Official Lists' tab, select the list you want to open and Select **Open document in Editor** from the drop-down menu

The system will load the Editor and display the selected list

### Hints and tips

The list will open in read only or editable format depending on either the document-level permissions or if the document is a snapshot version or has been published

The amendment list is presented in a similar format to printed amendment lists but without any page-related furniture (e.g. page numbers, running headers) or print layout (page width and page breaks)

You can open more than one document at any time as they open in separate tabs

You can only have one document version open in editable format at one time, if you open the same document version more than once, subsequent versions will be opened in read only format to avoid confusion when editing

# Inserting/removing an Amendment Star

## Introduction

You can manually add/remove stars to amendments e.g. if they have been substantively updated.

## How to insert amendment stars

With your cursor in the selected amendment, right-click and select "Update star status"

The system will present the "Update amendment star" dialogue box

Select which star you want and click 'Update'

The system will update the amendment accordingly

### Hints and tips

Amendments appearing on a Marshalled List for the first time, that haven't been published on another list before will automatically be assigned an amendment star

Amendment stars are associated to the list which means you do not need to manually remove stars for subsequently generated lists

# Viewing lists

## Introduction

All official amendment lists will be displayed on the '*Official lists*' tab.

## How to view a list

Click on the '*Official lists*' tab

The system will present all versions of the official lists that you have access to.

### Hints and tips

If you are a user in the same organisation as the user who generated an official list, then you will have full read/write access to it until it has been published

When an official list has been published, it will be available in read-only format for all users in the system

The document tiles are coloured green if you have edit rights and grey when you only have read-only access.

**Working versions** are editable (subject to your access privileges)

Click on the black triangle on a working version to expand the view of any snapshot versions related to this document version series; or hide the snapshot versions

**Snapshot versions** appear under the working version they relate to. By default, they are not shown but click on the black triangle next to the working version description to show a list of snapshot versions sorted in chronological order. They are most commonly generated automatically when users generate a pdf. But they can also be generated manually from the editor (see "[Save a snapshot version](#)").

*UK Parliament*

Consolidated Lists of Amendments will always be visible on the '*Official Lists*' tab, regardless of the bill version filter that has been applied to the page.

## Sharing an amendment list from the Official Lists tab

You can choose to share an amendment list from the Official Lists tab with another organisation which can be used for review purposes.

### How to share a document

1. When on the Official Lists tab: select **Actions > Share version** from the drop-down menu on the document version you would like to share
2. The system will present a message explaining that you are about to share your document version with another organisation and ask you to specify your chosen organisation
3. Select the organisation you want to share it with and then click on **Share**
4. The system will create a Significant Version on the right-hand side



- The Significant Version is read only to all users in your organisation and the organisation that it was shared with to maintain the integrity of the version that was shared
- Users from the organisation that the document was shared with will only be able to see the Significant Version of the document – they will not be able to see the working version or any of its snapshot versions
- When you share a document, a snapshot version is created in the same series as the working version that you shared so that you can see which list was shared and at which moment in time it was shared
- The default organisation in the drop-down list will be set to the last organisation that you shared a document with

# Updating/populating a list with amendments

## Introduction

Some lists will allow you to update the list of amendments e.g. if you have made any changes to the amendments that will affect their sort order, or if you want to refresh a rolling list with amendments following the current day's activities.

## How to update your amendment list

With your list in the Editor:

- Right-click and select **Update List**, or
- From the upper tool bar, select **Tools > Update List** or for Scottish Lists, **Tools > Populate List**

### The system will:

- select which amendments qualify for the list you are updating which can potentially result in new amendments appearing and/or amendments being removed from the list (but not deleted!)
- sort the amendments in the list
- insert interstitial headings (depending on the list being updated)
- number the amendments (depending on the list being updated)
- add stars (depending on the list being updated)
- For Scottish Groupings Lists only:
  - validate the amendment numbers you have listed in the "Groupings of Amendments" section:
    - Orange text = amendment numbers that exist for that bill version
    - Grey highlight = amendment numbers that do not exist for that bill version.
  - populate the Grouping List under the heading "Amendments in Debate Order" with the valid amendments listed under each Group heading in the order specified in the list.



- **SP Grouping Lists:** you do not need to publish your corresponding Marshalled List before generating the Grouping List, but if there are any new amendments on the Marshalled List – they will appear in grey highlight as it's not until you publish a list that the amendment appear on that their amendment number becomes set in stone.
- **Lords:** if you added a number to an unpublished amendment and run **Update List** then the number will get overwritten as amendment numbers do not get set in stone until an amendment has been published. It's the same when manually adding or removing stars. These will get refreshed when **Update List** is run so you may lose stars you've manually added or see stars reappear if you've manually removed/changed them.

# Managing amendment list document information

## Introduction

Some amendment lists display data in the footer relating to the list and/or the bill version that the amendments are amending and this data can be managed in the 'Document Information' panel.

## How to update document information

Access the Document Information panel either by clicking on the 'Document Information' in the right-hand panel

Make changes to any of the fields

The system will update the fields in the document with the changes

### ▼ SP Marshalled Lists

The information in the 'Document Information' right-hand panel is used by the PDF generator to populate the footers.

The display of session and bill year will automatically be formatted correctly by the PDF generator using the information you provide in this panel e.g. Session 5 (2020)

The 'Version' input field is used for the text displayed in brackets e.g. "(Supplement)" or "(Revised)" etc.

### ▼ Lords Daily Sheets, Marshalled Lists and Running Lists

The information in the 'Document Information' right-hand panel is used by the PDF generator to populate the footers.

The display of session and year will automatically be formatted correctly by the PDF generator using the information you provide in this panel e.g. 58/1

The 'Version' input field is used for the text displayed in brackets e.g. "(Rev)" etc.

You should include the full bill number and list number in the list number field

# Downloading a ZIP file (Amendment list)

## Introduction

You can download a zip file containing the amendment list XML as well as PDF, if there was one stored with the amendment list. The main purpose of this facility is to allow users to provide technical teams with the amendment's data (this functionality is also available via an API)

How to create the ZIP file:

Select **Download ZIP file** from the drop-down menu on the document version you want to generate the ZIP file from  
On the pop-up box, leave the checkbox "Resolve dates in XML" ticked if the download is destined for an external system and click **Download** button

The system will generate a ZIP file containing the amendment list's XML and a PDF (if there is a PDF saved against the chosen amendment list) and save it in your local download folder.

### Hints and tips

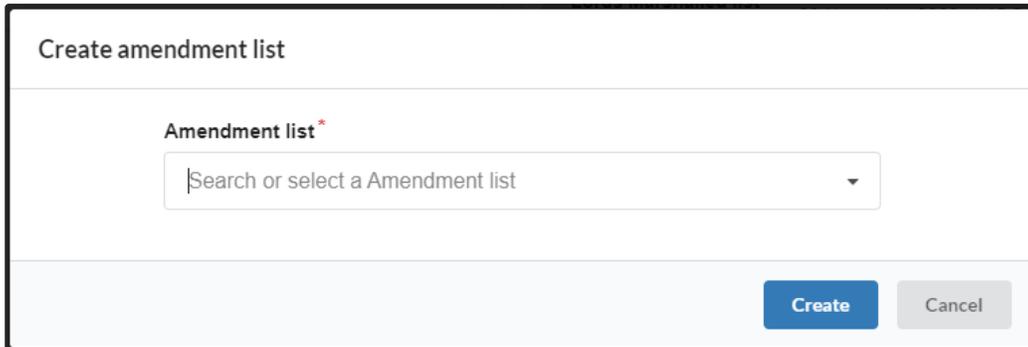
If you download a ZIP file from a working amendment list version, a snapshot version will be created, labelled "Downloaded" which will allow you to access the document version in future should you need to return to that exact version of the XML.

If your document contained an image, the image will be included in the ZIP file

To ensure there is a PDF included, click on the **download ZIP file** button on a PDF snapshot version.

## Generating an Amendment List (including Proceedings, ping pong lists and reason documents)

You can generate an official Amendment List from the Amendment Manager or Official Lists tab. The list will open in the Editor and, depending on list type, may be automatically populated with amendments.



### How to generate an Amendment List

You can generate a list in two ways:

- From the Amendment Manager tab, from the **Amendments Actions** dropdown menu, select **Create official list**.
- On the Official Lists tab, click **Create List**.

To create the list:

1. From the **Amendment list** drop-down menu in the Create amendment list dialog box, select the type of list you want to generate.
2. Select the correct stage - Committee, Report and Ping Pong all have their own individual formats and rubrics.
3. Fill in the subsequent information in the dialog box according to your selected list type.
4. Click **Create**

The system will generate a list document and open it in the Editor.

The list will be accessible from the Official Lists tab (to all users in the same organisation as you).

with the appropriate amendments, and loaded in the Editor sorted and numbered as required. With Ping Pong Proceedings, the motions and amendments appear in the order of the amendments they refer back to from the Consolidated List of Amendments.

### How to generate Manuscript Amendment Lists (Scottish Parliament & Lords only)

To create a manuscript list, you need to select the amendments you want to include in the list before generating it.

1. From the Amendment Manager tab, select the amendment(s) that you want to include in the list using the checkboxes on the left. You can use the filter to help locate the amendments you want (see [Filtering amendments](#)).
2. From the **Amendments Actions** dropdown menu select **Create official list**.
3. Select the manuscript list type.
4. Fill in the other fields in the dialog box.
5. Click **Create**.

The system will generate a list containing the selected amendments, sorted and numbered according to Marshalled List rules.

### Scottish Parliament amendment lists

See [Scottish Amendment Lists](#) for more information on the different types of lists and the rules used to generate them

## House of Commons and House of Lords amendment lists

See also:

- [Managing Commons amendments and amendment papers](#)
- [Managing Lords amendments and amendment papers](#)
- [Ping pong](#)

**i** If you generated a Commons Marshalled List, the list will be empty when you first create it. You will need to run 'Update List' to populate it with amendments.

You can start adding motions or resolutions (Programme Motions) directly into Commons Marshalled List and Commons Proceedings as required.

If you are creating a Marshalled List for ping pong motions, make sure you select "stage = Ping Pong" for the rubric at the top of the list to be correct

To create a Reasons document you will need Reason motions set to 'Ready for Publishing' as with all Commons lists, you will need to generate the empty list first, then run "Tools > Update List" to populate it with motions.

- **i** Generating a House of Lords Daily List is fairly straightforward, as is the Running List. Generating a Marshalled List is a little more complex.
- The Stage/Committee drop-down menu on the 'Create List' dialogue box is the text that will appear in the list title (hence "on" or "in"). If you wanted to create a new stage/committee then you will need to include the appropriate preposition as required.

# Publishing an amendment list

## Introduction

'Publishing' in this context will make the amendment list available on the PDR (Published Document Repository) which will be available to down-stream applications who have access to our published data (e.g. Parliament websites). You will need to have generated a PDF that you are happy with before you can mark the amendment list as having been published.

## How to publish an amendment list

From the '*Official Lists*' tab: expand the working version that you wish to publish to view the snapshot versions underneath

Find the PDF snapshot that will be used for publishing on Parliament' website and select **Publish version** from the drop-down list

The system will present a warning message, making sure you have selected the right PDF to mark as having been published

Select **Publish** button to publish the chosen amendment list version associated to the PDF

The system will:

- create a significant version marked as "Published", visible to all users in the system containing the PDF and the amendment list version that produced it
- create a snapshot version in the working document snapshot series containing the PDF and version of the amendment list that was published
- make this version of the document available on the PDR (Published Document Repository)

### Hints and tips

All other users of the system can view the significant version produced.

Other users will be able to open the amendment list in the Editor (in read-only format), view the PDF or generate their own PDF (if they wanted to select different presentation options).

You will still need to send the actual PDF (Scottish Parliament users) to the web/publishing team according to existing processes to publish the amendment list on the website. Please make sure it is the same PDF that you marked as having been 'published' in the system to ensure data integrity between Lawmaker and the website whilst there is no electronic interface as yet.

Once an amendment list has been published, all amendments on that list will be visible to all users in the system in their 'Amendments' tab but in read-only format. Only the parliament that published the version of the bill being amended will have read/write access to the submitted amendments.

### **UK Parliament only**

When you publish a Consolidated List of Amendments, the amendments within the document will become editable to all users in the same organisation as you.

# Recording amendment outcomes

## Introduction

After debate, the outcomes need to be recorded against each amendment. It's possible to do this via a temporary list or by editing the latest Marshalled List. The process for recording the outcomes against each amendment is the same for both approaches.

## How to record outcomes

1. Open the amendments in the Editor (either by opening latest Marshalled List or selecting the amendments from the Amendment Manager tab and editing in a temporary list)
2. Place cursor in the first amendment in the list
3. Open the 'Amendment Status' right-hand panel
4. Record the outcome by clicking on the relevant outcome button e.g. Agreed
5. Wait for it to update then move to the next amendment
6. When all outcomes have been updated, save your changes

### Hints and tips

- Use keyboard shortcut **Alt + K** to move down or **Alt + H** to move back up the list of amendments
- Use the filters on the Amendment Manager tab to help you find the amendments that need updating

# Applying Amendments

To create an as-amended version of a Bill you can do either of the following (or a combination of both):

- use the auto-apply feature to automatically apply amendments to a new Bill version, or
- manually apply amendments to a new Bill version,

## Auto-applying amendments

Users can generate a copy of a Bill with any amendments they choose applied to it (regardless of the status of the amendment or whether the amendment is an inline amendment or traditionally drafted amendment). All successfully applied amendments will appear marked up in the bill version with a corresponding 'inline amendment card' in the "Inline Amendments" right-hand panel in the Editor. In the document itself, the applied amendments will show up as tracked changes. In the event that an amendment cannot be applied e.g. the page/line information is incorrect or it overlaps with another applied amendment, it will be listed separately on the "Review" right-hand panel in the Editor with a brief description explaining why. Handling amendments in this way means that you will know exactly which amendments out of a batch were applied and which were not.

For the first iteration of auto-apply amendment functionality, we focused on the 3 main types of amendment:

- Insert (including inserting new clauses/sections and schedules)
- Leave out, and
- Substitute (e.g. leave out X and insert Y).

See [Auto-application of amendments to a Bill version](#) for more detail.

## Accepting auto-applied amendments

Once amendments have been applied to a bill using the 'Apply Amendments' feature, a clean version of the Bill can be created using the 'Accept All' button on the "Inline Amendments" right-hand panel in the Editor.

An 'as amended' version of the bill can be constructed from both automatically and manually applied amendments and you can make 'silent' printing changes as required around these applied amendments as you currently do.

See [Accepting all applied amendments in a bill version](#).

## Manually applying amendments

You can also continue to apply amendments manually, for example any amendment that couldn't be applied using the auto-application feature, and these can be accepted using the usual 'accept'/'reject' buttons on the 'Review' right-hand panel, if applied in tracked change mode.

See [Manually applying amendments](#) for more help.

## Cross-references in applied amendments

If an amendment contains a cross reference to a provision in another amendment, or to a provision in the bill being amended, then the system should be able to resolve this cross reference when you paste in the amendment content.

If a cross reference didn't update as expected, check that the target provision exists in the document where the amendment content was pasted and try running **Update x-refs** again - see [Cross-references \(x-refs\) | Updating existing cross references](#) ARCHIVED

## Auto-application of amendments to a Bill version

Lawmaker will allow any user to select one or more amendment to apply to a copy of the bill. You can either create a new bill version or apply amendments to an existing working version. The amendments do not have to be derived either traditional or inline documents.

### How to apply amendments to a bill version

1. On the Amendment Manager tab, select one or more amendments you wish to apply using the check boxes down the left-hand side.
2. From the **Amendment Actions** drop-down menu in the top right of the screen, select **Apply Amendments**.
3. You can select to apply the amendments to a new Bill version or to an existing Bill version.
4. Enter or select the details of the Bill version.
5. Click **Create**.

When the operation is complete, you will be taken to the project tab so you can access the Bill version that has been created or updated with the amendments.

A message will pop up indicating how many amendments were successfully applied.



### Viewing the applied amendments in the Editor

#### Amendments successfully applied

When you open the Bill in the Editor, all successfully applied amendments will be listed on the **Inline Amendments** right-hand panel.

Clicking on a card on the **Inline Amendments** panel will jump to the location in the Bill where that amendment appears.

You can use the 'X' button on the inline amendment's card to remove the amendment from the Bill if you no longer want it applied.

### Accepting all the amendments

If you want to apply the amendments (i.e. to remove the tracked changes) then you should click on the **Accept All** button at the top of the **Inline Amendments** right-hand panel.

**i** In some cases, you might need to add some printing/silent changes (non-substantive changes to the text) in and around the amendments. You can do this using tracked changes. Make sure you turn off tracked change mode before using the **Accept All** button in the **Inline Amendments** panel, otherwise the results will look very strange. If you had used tracked changes for the printing point changes, using **Accept All** will not change these so you can share this 'clean' version of the document with Counsel if you like and they can verify the printing changes easily.

#### Amendments that should be reviewed

The **Review** right-hand panel will automatically generate comments on amendments that were successfully applied but where users are advised to check their insert location or for the need to make printing/silent changes. This occurs in particular where there are two or more amendments being inserted in the same location e.g. two or more amendments inserting some paragraphs to the same provision.

## Amendments that weren't applied

Any amendments that couldn't be applied will also be listed on the **Review** right-hand panel. Reasons for not applying an amendment include:

- the location information (clause/schedule, page or line) was invalid or incorrect,
- the amendment overlapped with the location of another amendment, or
- the amendment's instruction wasn't in a form that was recognised.

 Get in touch with the service team if you think an amendment should have been applied but wasn't. Auto-application of amendments is still a beta feature and all feedback will help us refine it in future.

## Accepting all applied amendments in a bill version

You can accept all amendments applied to a bill version using the 'Apply Amendments' feature to create a clean version of the Bill.

### How to accept all amendments to a bill version

1. Open the bill version which you amended using the "Apply Amendments" feature from the 'Amendment Manager' tab
2. Open the 'Inline Amendments' right-hand panel
3. Select 'Accept All' button at the top of the list of applied amendments

All tracked changes will be removed and the amendments will be applied to the bill version

#### Hints and tips

The tracked change mode used in the Editor is different from the tracked changes created through inline and auto-apply of amendments. This means that "Accept All" will not do anything to tracked changes made using the Editor's tracked change feature. This means you can use tracked change mode in the Editor to capture any printing point changes required in and around the amendments once they have been applied and once you use 'Accept All', the printing point changes will remain so that you can share that version with Counsel for review. The tracked changes in the Editor can be easily dealt with using the 'Accept' and 'Reject' options in the 'Review' right-hand panel.

Pencil icons will appear in the structure view in the provisions that were updated when you used 'Accept All' so this will help steer you to the provisions being updated if you wanted to check the application.

## Manually applying amendments

A Bill can be updated manually to reflect agreed-to amendments. You can do this by editing the Bill version (e.g. by deleting a provision) and by using copy and paste to transfer content from the amendments to the Bill (e.g. to reflect the insertion of some new subsections).

### How to copy the whole content of a quoted structure

To apply an insertion or substitution amendment, you will need to copy all of the content to be inserted from the amendment. This content will be in the quoted structure within the amendment. Lawmaker has a special feature to make it easier to copy.

To copy the quoted structure content from an amendment into a Bill:

1. Open the list containing the amendment in the Editor (this can either be an existing list or a temporary list).
2. Right click somewhere within the quoted structure in the amendment and select **Copy Content of Quoted Structure** from the context menu.
3. Open the Bill in the Editor (you don't have to close the amendment list before doing this).
4. Place your cursor where the inserted text should appear.
5. Paste the copied content by pressing **Ctrl+v**.

The system will paste the content of the quoted structure after your cursor location at the first valid insertion point.

 See also:

-  [Using cut, copy and paste](#)
-  [Quoted structures](#)

### Numbering of provisions when applying amendments

When amendments are applied to a Bill by pasting in their content, any provision in the amendments with an empty number will be assigned an appropriate number (e.g. 2A) as part of the paste operation as long as your bill is not in auto-renumbering mode.

To toggle the renumbering mode, use **Tools>Turn on/off Auto-Renumbering** in the upper tool bar.)

 See also  [Numbering](#)

## SIs and SSIs

Specific help for drafting and managing statutory instruments, e.g. handling subjects and signatures, submitting SIs to TNA.

 For general assistance with SI/SSI projects and documents see:

-  [Projects and documents](#)
-  [Drafting and editing](#)

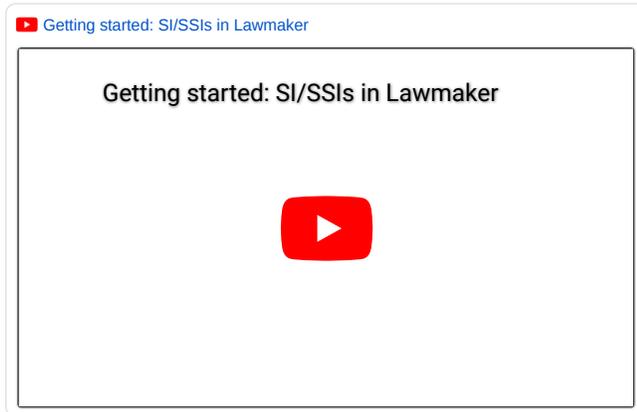
### Pages within this section

- [Introductory training videos for SIs and SSIs](#)
- [Selecting the procedure applying to an SI/SSI](#)
- [Managing Subject, Extent and Subsubject](#)
- [Managing Dates](#)
- [Inserting pre-populated rubrics](#)
- [Citation footnotes \(legislative history footnote\)](#)
- [Managing Signatures](#)
- [Inserting Explanatory Notes](#)
- [Marking a document as 'Submitted'](#)
- [Inserting Commencement Tables](#)
- [Confirming which SI/SSI document version should be published](#)
- [Converting a Draft SI/SSI into a Made version](#)
- [Marking a document as 'Signed'](#)
- [Submitting an SI or SSI to TNA](#)
- [Processing and submitting SI/SSIs overview](#)
- [Tips for SI & SSI drafters working with processing teams](#)

## Introductory training videos for SIs and SSIs

This page contains a series of introductory videos about using Lawmaker to draft SIs and SSIs.

### Getting started - SI/SSIs in Lawmaker



#### Summary

- Logging on to Lawmaker
- Viewing projects on the dashboard
- Opening a project and viewing all document versions
- Opening and closing document in the Editor

▼ Script of video

This screencast covers:

1. Logging on to Lawmaker
2. Viewing projects on the dashboard
3. Opening a project and viewing all document versions
4. Opening and closing document in the Editor

### Logging on

1. To log on to Lawmaker, you will need your username and password.
2. The first time you log on, you will need to reset your password and set up Multi-factor Authentication (MFA). To do this you will need to install an authenticator app on your mobile phone.
3. Once you have set yourself up to use Lawmaker, whenever you log on in future, you will only need to supply your username and password and a code from your authentication app
4. Contact your Lawmaker User Champion if you are struggling to log in.

### Dashboard

1. When you log into Lawmaker or when you click on the Home button, you will be taken to the dashboard. This is where all the different projects that you have permission to view are displayed.
2. You can **toggle between list view or tile view**
3. You can **search for a project** by typing into the 'Search' input field. You can search by any word that appears in the project title. The project title is based on the title of the documents in the project.
4. There is an option to **view 'Favourites'** which are projects you have 'pinned'. Projects that you create will have a pin in them by default so that they are always identified as a favourite. You can add/remove pins on projects by clicking on the drawing pin on the project tile, or to the left of the project in list view and when you select to view 'favourites' these projects will always appear.
5. To **open a project** and view the document versions within it, click on the 'Open' button or on the project title.

### Projects tab

1. When you open a project, you will be taken to the 'Projects' tab and this is where all document versions that you have permission to view will be displayed
2. Documents can appear in different folders which can be expanded or collapsed as you please.
3. The green tiles on the left hand side are working document versions and can be edited.
4. The grey tiles on the right hand side are significant versions which are read only.
5. Significant versions are created whenever a document is shared with another organisation, you mark a document as submitted to the national archives, and when you mark a document as having been signed.
6. Working versions might have some snapshot versions linked to them which you can view by toggling the triangle button on the left hand side.
7. These represent versions of the working version from a particular point in time and are either created automatically, for example when you generate a PDF; or
8. are manually created if you decide to save a snapshot when in the Editor.
9. Snapshots are read only when opened in the Editor, but it is possible to copy a provision within them to paste into your working document if you want to revert back to a previous version of a provision for example.
10. To **open a document in the Editor**, either to continue editing, or to view the document as a read-only document, click on the button to the left of the Actions' drop down
11. If the document is editable (green tile), the button will be a pen and paper icon
12. If the document is read only (grey tile), the button will be a document icon

### Editor

1. The Editor will open in a new tab and load your selected document
2. I will come onto using the Editor in a separate screencast.
3. To ensure you **close the document** properly, always use the 'Close document' button that appears above this left hand structure view. If the Structure view is collapsed, the button changes into a blue cross.

## Drafting SI/SSI provisions



### Summary

- Creating a new SI/SSI
- Inserting provisions (including definitions and combined numbering)
- Deleting provisions
- Copy/cut & paste
- Promote/demote
- Wrap/Unwrap
- Drag & drop

▼ Script of video

This screencast includes:

1. Creating a new SI/SSI
2. Inserting provisions (including definitions and combined numbering)
3. Deleting provisions
4. Copy/cut & paste
5. Promote/demote
6. Wrap/Unwrap
7. Drag & drop

### Creating a new SI/SSI

1. To **create a new SI/SSI project**, click on the +New button at the top of your dashboard
2. Select the Type of document you want to produce and the Sub-type
3. Supply a title for your SI and the type of procedure it will be subject to.
4. Both of these can be updated later if anything changes
5. Click on 'Create' when ready
6. The Editor will open in a separate browser tab, containing the document template for the SI/SSI you have chose to create
7. This document will be available in read/write format to all other users in the same organisation as you
8. In my example, I selected a draft SI Regulations so I have the draft procedural rubric in the header of the document and 'DRAFT' appears in the banner.
9. The Editor is made up of
10. A **Structure view** on the left hand side which shows you the structure of your document as you build it up, which you can expand or collapse
11. The **Editor view** which is where you type and insert provisions
12. The **right-hand panel** which contains various tools which we will come to later
13. The **upper tool bar** which displays various menus containing editing functions which we will look at later, and finally
14. The **breadcrumb** which tells you the full context of an element where your cursor is placed.
15. Editing the preface will be handled in a separate screencast. This screencast will focus on drafting the provisions in your SI/SSI

### Inserting provisions

1. To **insert provisions** into your document, place your cursor in the 'body' element and click 'Enter' to bring up the insert menu.
2. The insert menu will display all the elements you can insert into your document at this location.
3. I'm going to insert a regulation.
4. The cursor is ready for me to start typing into the heading element of the regulation
5. If you look at the Structure View, you will see the inserted regulation
6. If you look at the breadcrumb, you will see the full context of the element my cursor is in
7. To continue adding content to the regulation I can tab or click with my mouse button to move the cursor into the 'text' element ready for me to start typing.
8. I can continue to add further provisions into my SI/SSI, by clicking 'Enter' and selecting the next appropriate element.
9. Here I will insert a paragraph.
10. I can continue by adding sub-paragraphs.
11. To insert a paragraph with combined numbering, I must insert another paragraph into my empty paragraph which will automatically combine the numbering for me.
12. I can insert definitions which contain an inline element placeholder for the defined term. To add text before or after the defined term, I will use the arrow keys to move my cursor into the correct location before typing.

### Deleting provisions

1. The key to successfully deleting provisions is to use the breadcrumb or the structure view to select the provision before deleting.
2. To delete this regulation, I can either click on 'regulation' in the breadcrumb
3. Or click on the regulation in the structure view

4. The provision will be highlighted in the Editor so that you can make sure you have selected the correct provision
5. Use the 'delete' key or backspace to delete the selected provision.

### **Copy/cut & paste**

1. The breadcrumb and structure view also comes in handy when you need to **copy or cut** a provision and paste it into the same document or another one.
2. First select the provision you want to copy or cut using the breadcrumb or structure view
3. Then use right-click and select 'copy element' or 'cut provision' or use the universal keyboard short cut Ctrl + C or Ctrl + X.
4. Finally, place your cursor at the location you want to paste the provision and use the keyboard shortcut ctrl + v.

### **Promote/demote**

1. Sometimes it might be necessary to convert a sub-paragraph into a paragraph or vice versa and we call this promote and demote.
2. First I will demonstrate 'promote'
3. Place your cursor in the provision you want to promote, and right-click and select 'promote element'
4. In this example the provision is promoted first to being closing words for the list of paragraphs, and when I promoted it again, it became a paragraph higher up
5. Now I will demonstrate a 'demote' using the same provision
6. As my cursor is already in the provision I want to promote, I will right-click and this time select 'demote element'

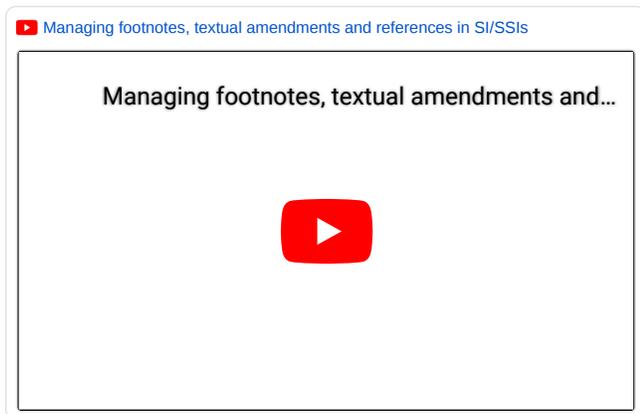
### **Wrap/unwrap**

1. As the SI/SSI begins to build up, you might decide some grouping elements are required.
2. Grouping elements are things like parts, chapters, sections and sub-sections.
3. We use the term 'wrap' when inserting them as in XML terms they are wrapping around the provisions that they contain.
4. With that in mind, the first step will be to highlight the provisions you want to wrap in a grouping element.
5. The best way to select multiple sibling provisions is to use Ctrl + left click on the mouse in the Structure View to select more than one provision at a time.
6. Here I have selected 3 regulations that I want to wrap inside a Part.
7. In the Editor, right-click on the selected provisions and select "wrap element".
8. Here are the grouping levels that you can use. I will select "Part"
9. The part is inserted and displayed in the Editor here.
10. I can see that it has been successfully inserted as the structure view shows the regulations are now inside the part
11. And the breadcrumb shows part in the hierarchy.
12. You can continue adding grouping levels inside Parts using the same method, for example to further wrap the provisions inside Chapters or Sections or Sub-sections.
13. Conversely, if you have a grouping element that you no longer need, you need to remove them by 'unwrapping' them.
14. To unwrap a grouping element, place your cursor in the selected grouping element in the Editor and right-click and select "Unwrap element".
15. This will remove the grouping element the correct way from your document. A common mistake when users first use Lawmaker is to delete the grouping element. This will not correctly remove the element and will be highlighted as a validation error in the right-hand panel. More on that in another screencast.
16. You can insert and remove grouping elements inside schedules in exactly the same way.

### **Moving provisions around using the Structure view**

1. It's possible to move provisions around the document using the Structure View
2. You can move whole grouping levels, individual regulations or individual lower-level paragraphs.
3. First select the provision you wish to move. If it has child elements you need to make sure the provision is collapsed in the structure view before you use drag & drop.
4. Next press and hold the left mouse button and then move it to the desired location.
5. The green provisions indicate where you are allowed to move the provision to.

## Managing footnotes, textual amendments and references in your SI/SSI



### Summary

- Inserting and managing footnotes
- Inserting textual amendments (quoted structures)
- Inserting and managing cross references
- Inserting and managing J-refs

▼ Script of video

This screencast includes:

1. Inserting and managing footnotes
2. Inserting textual amendments (quoted structures)
3. Inserting and managing cross references
4. Inserting and managing J-refs

### Inserting and managing footnotes

1. To insert a footnote, place your cursor where you want the footnote inserted and right-click and select "Insert footnotes". Alternatively use the keyboard shortcut Alt+F
2. This will insert an asterisk surrounded by brackets and highlighted in yellow.
3. Click on the asterisk to add text to the footnote
4. Although the asterisk appears inline in the Editor, when a PDF is generated it will automatically be rendered at the bottom of the page that the footnote marker appears on, with the correct numbering using letters.
5. Place your cursor in the 'text' element and start typing.
6. To close the footnote up so that it's no longer visible, click on the asterisk again.
7. If you no longer want a footnote, place your cursor in the footnote, and select 'footnote' from the breadcrumb and delete it using 'backspace' or 'delete' button.
8. To move a footnote elsewhere, select the footnote using the breadcrumb and select 'cut' from the right-click menu or keyboard short cut and place your cursor in the new location and use Ctrl+v to paste it.

### Inserting textual amendments (quoted structures)

1. To insert a textual amendment, place your cursor in the provision it should be inserted into and right-click and select 'Insert quoted structure' or use the keyboard short cut "Ctrl+Q"
2. The document type will default to the type of document you are editing. You can change this which helps get the correct style and formatting of the provisions you are inserting into the quoted structure.
3. Select the starting element from the list in the drop-down.
4. The Indent level is set to 'none' which is the default indent applied to textual amendments in the PDF. If you have a particularly wide table for instance, you might want to overwrite the indent level to -1 which essentially sets the quoted structure indent to the width of the page. Most of the time though, you can leave it at 'none'
5. The start and end quote default to the usual style but you have the option of changing it or removing them if they are not required.
6. And finally, the following text is the punctuation that appears after the end quotation. Usually a full stop, but you can put whatever you like in there.
7. When you are ready, you can click on 'Insert'
8. A quoted structure is inserted into your document, it is presented with a dotted line around it to make it obvious what it is.
9. Add text to your starting element and continue adding structure to the quoted structure using the same method of clicking 'Enter' and selecting the next appropriate Element from the insert menu.
10. To move the cursor outside of the quoted structure, to continue drafting the SI/SSI, either use tab to move the cursor out of the quoted structure and from there you can click 'Enter' and it will give you the appropriate element options outside of your quoted structure
11. It's possible to cut and paste a quoted structure from one provision to another by selecting 'quoted structure' from the breadcrumb and placing your cursor in the desired provision and clicking on ctrl+v to paste it in its new location
12. Like provisions in the rest of the document, you can use drag & drop in the structure view to change the order they appear

### Inserting and managing cross references

1. There are two ways to create cross references in your document
  - a. The first is using the 'tag x-ref' function, and
  - b. The second is to manually create an x-ref using the structure view
2. To use the 'tag x-ref' function, you should first type the cross reference, and then run 'tag x-ref' to automatically mark it up as a cross reference.
3. Right-click and select 'tag x-ref', click on the 'tag x-ref' button in the upper tool bar or the keyboard shortcut Alt+t

4. Tag x-ref works by pattern recognition. If Lawmaker thinks it has identified a cross reference, it will attempt to search for the corresponding provision inside the document.
  - a. If it is successful, it will mark up the cross reference and it will be presented in orange text.
  - b. If it cannot find the corresponding provision, it will highlight the cross reference grey.
5. However, it's not perfect and sometimes it mis-identifies cross references, particularly when they are cross references to enacted legislation. The best thing to do in this case is to 'ignore x-ref' by placing your cursor in the x-ref, right-clicking and selecting "Ignore x-ref". This means that everytime you run tag x-ref or update x-ref, it will always be ignored.
6. The other way to create cross references is using the structure view.
7. Navigate to the target provision in the structure view by using the toggle to expand the levels visible if necessary.
8. Right click on the appropriate x-ref, click on Select 'X-ref to copy' and select the appropriate format of the x-ref from the sub-menu
9. Next, place your cursor in the Editor where you would like the cross reference to appear and use keyboard short cut Ctrl + V to paste the cross reference. The cross reference will appear in orange text to let you know that it is a valid x-ref
10. You will need to use manual x-refs using the structure view for provisions appearing in textual amendments, those provisions within quoted structures.
11. As provision move around the document, the cross references will need updating. This is an automatic process that is triggered when you select 'Update x-ref' from the upper tool bar or using right-click in the Editor
12. Either highlight the text containing the x-ref you want to update, or you can place your cursor in a provision and run 'Update x-ref'.
13. If you have not highlighted your text, the system will check whether you want to run update x-ref on the current provision (which is the regulation or schedule that your cursor is within) or the whole document.
14. As well as checking for valid and invalid x-refs again, it will also identify where it thinks a target provision has changed for example, if it was a paragraph and now it's a sub-paragraph and vice versa. In these cases, the x-ref will be highlighted orange and be referred to as 'promote-demote'
15. To help you identify any invalid or promote-demote cross references in your document, the "Review" right-hand panel will identify them and when you click on the tile, will jump to the cross reference in your document.
16. To see where the provision is pointing to, you need to place your cursor in the cross-reference and click on the 'Attributes' right-hand panel. The href will give you a clue on where the cross reference is pointing.
17. If you think it's wrong, the best thing to do is to remove the x-ref by placing your cursor in the x-ref, right-clicking and selecting 'remove x-ref' then re-run 'tag x-ref' again or manual insert one using the structure view
18. Another shortcut useful to know when creating cross-references is copying existing references in your document and pasting them elsewhere into your document. You can even paste it on top of existing x-refs and they will be replaced by the copied x-ref

### Using J-refs

1. It is possible to use unique references to refer to provisions that never change, unless you manually change them and these are called J-refs
2. You can insert J-refs against regulations and schedules. They appear in the left hand margin and can optionally be included in the PDF.
3. To insert a J-ref you must place your cursor in the regulation or schedule that you want to assign a Jref to and either use 'Insert > Insert/update J-ref' in the upper too bar, or right-click and select 'Insert J-ref'.
4. Supply your own reference and click insert.
5. To remove a J-ref just leave the field empty.
6. To remove all J-refs, for example at the end of the drafting process, select 'Tools > Delete all J-refs' from the upper toolbar.
7. To view them in your generated PDF, select the "View J-refs" option under the 'Extras' section and your PDF will include them in the left-hand margin.

## Numbering, renumbering and num locks

### Summary

- Numbering modes
- Renumbering provisions and locked nums

## Numbering, renumbering and num locks in SI/...



▼ Script of video

This screencast includes:

1. Numbering modes
2. Renumbering provisions and locked nums

### Renumbering

1. There are 2 numbering options in Lawmaker.
2. Auto-renumber turned on; and
3. Auto-renumber turned off.
4. When Auto-renumber is turned on means that provisions at paragraph level and below will automatically renumber as you insert them throughout your document. Regulations and the grouping elements, such as parts and chapters will not renumber automatically due to the way document locking works.
5. You can toggle your numbering mode using the "Tools menu and selecting "Turn on/off auto-renumbering"
6. By default all new documents start with auto-renumbering turned off, but once you've changed it, it will stay that way until you change it.
7. To let you know what numbering mode is set in your document, whenever you open the document or change the numbering mode, a green toastie will appear in the top left to let you know what your document numbering mode has been set to. It will eventually disappear after 30 seconds.
8. Let's see what happens when Auto-renumber is turned off
9. If I insert a new paragraph at the end of a series of paragraph, it will be numbered sequentially.
10. If I , insert a paragraph between existing paragraphs, it will be auto-assigned a number using the amending numbering rule e.g. inserting between paragraph (1) and (2) will result in paragraph (1A); and inserting before paragraph (1) will result in paragraph (A1)
11. Now let's see what happens with Auto-numbering turned on
12. IF I insert a paragraph anywhere in the sequence, all the paragraphs around it will be renumbered accordingly.
13. If I insert a new regulation however, or a new part in the middle of a series, you will see how it is assigned a number again.

### Renumbering provisions

1. To renumber your provisions if you have been drafting with auto-renumber turned off, or to renumber the regulations and grouping elements, you will need to use the 'Renumber' button available in the upper toolbar and in your right-click menus
2. You can choose to highlight a sub-set of provisions to renumber, or, if you click on 'renumber without making a selection it will ask you if you want to renumber the current provision or the whole document.
3. The current provision is the regulation or schedule that your cursor is in.
4. If you select the 'whole document' you need to make sure nobody else is currently editing the same document as the renumber action will require locks on the whole document to perform.
5. Renumbering will not affect provisions inside quoted structures (textual amendments). You will need to renumber the quoted structure as a separate action using the same function. Just place your cursor inside the quoted structure before you trigger renumber.

### Locked nums

1. You will see when you insert a quoted structure for textual amendments, that if the starting element is a numbered element, it's num element is surrounded by a dotted border.
2. This indicates that the num is locked.
3. Locked nums will not be overwritten when you perform a renumber.
4. As renumber works by checking the sibling provision's number before it, you do not need to lock the nums of sibling provisions after the first locked num. For example, if the locked num of a regulation is 2A, the sibling regulation will automatically be numbered 2B.
5. To manually add or remove number locks, right-click and select 'Add/remove number lock'.

## Managing SI/SSIs in Lawmaker

### Summary

- Project tab

## Managing SI/SSI document versions in Lawm...



▼ Script of video

**Projects tab**

1. The project tab allows you to perform different actions on your document versions
2. You can Share a document with another organisation. To do this, click on the 'Action' drop down on the version you wish to share and select "Share version". You will need to select the organisation you wish to share with and click on 'Share'. This will create a significant version on the right-hand side of the 'Projects' tab which is read only and visible to you, but also visible to all users in the organisation you shared it with. It will also be read only for them.
3. If someone shared a document with you, you will also see it in the right-hand side of the projects, in read only format. To make edits to it, you will need to create a duplicate version. To do this, click on the 'Actions' drop-down on the version you wish to Duplicate and select 'Duplicate version'
4. This will create a green working version of the document that appears in the left-hand side of the 'Projects' tab and is only visible to you and all users in the same organisation as you. The other organisation will not be able to see your working version. Likewise, you will not be able to see their working versions. Duplicate version can be used in a similar way that you might use 'Save as' in Word to create new versions of a document and gives you flexibility when managing your drafts.
5. You can rename document versions by clicking on the edit button to the right of the description in the green tile. It has to be a unique name.
6. If you have created a version by mistake, it's possible to delete this document by clicking on the 'Actions' drop down and selecting 'Delete version'. You cannot delete the last document in the project. If you no longer needed the project, you have to delete the project from the dashboard

## Managing your SI/SSI through the different stages

▶ Managing your SI SSI through the different stages

Managing your SI SSI through the different sta...



### Summary

- Converting a draft instrument to 'Made'
- Preparing an instrument for signing
- Marking PDF version as having been signed
- Downloading a ZIP file to upload to TNA's publishing system
- Marking downloaded version as having been submitted to TNA

▼ Script of video

This screencast includes:

1. Converting a draft instrument to 'Made'
2. Preparing an instrument for signing
3. Marking PDF version as having been signed
4. Downloading a ZIP file to upload to TNA's publishing system
5. Marking downloaded version as having been submitted to TNA

### **Converting a Draft Instrument to 'Made'**

1. To convert a Draft SI to Made, you will need to create a duplicate of the Draft version.
2. This is done on the 'Project' tab by finding the appropriate document version, clicking on the 'Actions' drop down and selecting 'Duplicate version'
3. Specify the folder you want it to be moved to, if needed and give it a unique version description.
4. Also, click on the 'Convert to Made' check box before clicking on 'Duplicate'
5. A new version of the Instrument is created which can be opened in the Editor to refine further
6. As you can see, the instrument has been updated to remove the draft procedural rubric from the top of the page, 'Draft' has been removed from the banner and the preamble has been updated as well.

### **Preparing an instrument for signing**

1. When an Instrument is ready for signing, you will need to ensure it has the correct signatory information in it.
2. To do this, open the latest version of the document.
3. You can either insert a new signature block by selecting 'Insert > Insert signature block' from the Upper Toolbar and filling in the necessary details in the dialogue box.
4. Or, if a signature block already exists, you can update it by right-clicking on it and selecting 'Update signature block'
5. Don't worry that the signature block doesn't look correct in the Editor, when you generate the PDF, it will look correct.
6. Once the Instrument is ready for signing, you will need to generate a PDF that will be printed as the signing copy.
7. If it has just been signed, you will need to update it with the Made and signed date before sending it to TNA.
8. To do this, open the instrument in the Editor.
9. To update the date, click on the blue date area in the preface.
10. Select the 'Made date' from the Manage Date dialogue box.
11. Specify a date and optionally a time. Ensure that these correlate with the details in the signature block.
12. You can add other dates as required in the same way. You may need to change (or add) the Laid heading to reflect your expected laid date, if the instrument is a signed SI of a type that requires laying.
13. If you have been allocated an SI number in advance by TNA, you should add it to the SI now by clicking on the blue number in the preface which will open the 'Document Information' panel where you can insert the advanced SI Number and any advanced subsidiary numbers.
14. Otherwise, the SI number will be allocated and inserted by TNA's Publishing system during the registration process.
15. When you have made the necessary updates to the SI, save your changes and close the Editor.

### **Marking PDF versions as having been signed**

1. When you generate a PDF, a snapshot version is created which captures a read-only version of the instrument at the point it was signed.
2. You will need to mark this snapshot version as the one that was signed.
3. Mark this snapshot version as having been signed by clicking on the 'Actions' dropdown and selecting 'Mark as signed'
4. This will create a significant version which appears on the right-hand side. It will be read only meaning that no one can alter it.

### **Downloading a ZIP file to upload to TNA's publishing system**

1. Once your Instrument is ready to upload to TNA's publishing system, you will need to download a ZIP file containing the XML and PDF and any images your SI might contain
2. This is generated using Lawmaker and is the same process for draft instruments as well as those that are Made.
3. The first step in this process is to generate a PDF.

4. Once you are happy with the PDF, you will need to select that PDF snapshot version and click on the 'Actions' drop down to select 'Download ZIP file'
5. A zip file will be downloaded, allowing you to save it in the appropriate repository before uploading in onto TNA's publishing system
6. Once you have uploaded the ZIP file, you should now mark this 'downloaded' snapshot version as having been submitted to TNA.
7. This will create a significant version which appears in the right hand side of the 'Projects' tab. It is read only so that it cannot be altered

#### **Marking a version as having been upload to TNA's publishing system**

1. Once you have uploaded the ZIP file you should now mark the downloaded snapshot version as having been uploaded to TNA.
2. Find the copy of the snapshot, called Download
3. Click on the 'Actions' drop down and select 'Update document status to submitted'.
4. Click on Update
5. This will create a significant version that appears on the right-hand side.

## Updating the preface, explanatory note and signature blocks in SI/SSIs

 [Updating the preface, explanatory note, commencement histories and signature ...](#)

Updating the preface, explanatory note, comm...



#### **Summary**

- Updating the preface
- Inserting and updating an explanatory note
- Inserting a signature block
- Inserting and updating a commencement history table
- Inserting a table of contents

▼ Script of video

This screencast includes:

1. Updating the preface
2. Inserting and updating an explanatory note
3. Inserting a signature block
4. Inserting and updating a commencement history table
5. Inserting a table of contents

### Updating the preface

1. The preface is basically everything within the dotted line at the top of the document.
2. The blue highlighted text represents data that you can edit.
3. To update the SI Number and year, click on the blue text area which will open the 'Document Information' right hand panel, where the editable fields are kept
4. You would only need to add a number if you had been given an advance number, I shall put one in to show how it works No.404.. Together with an example subsidiary number for example (C.1)
5. You can also edit the title, year and procedure type in this panel
6. If you did change the procedure from draft to made, then you will be warned that the rubrics will get automatically updated as part of this change.
7. For changes to take effect, make sure you move your cursor out of the field that you updated and wait 5 seconds for auto-save to be triggered
8. To update the subject, click on the Subject in the preface which will open a dialogue box.
9. You can add as many subjects as you need to, they are using the SI Registrar's approved list of subjects and corresponding sub-subjects.
10. If a subject has a sub-subject, it will appear in the sub-subject drop down.
11. You can also add an extent if required.
12. To update the dates on an Instrument, click on the dates in the preface which will open a 'Manage dates' dialogue box.
13. From here it will be possible to add, update and remove dates as required for your instrument.
14. The 'Coming into force' date offers some additional options based on the type of coming into force information you require
15. It's possible to specify a time and this will be presented in the correct format in the document when saved
16. You can also insert other preface elements using the 'Insert > Insert preface element' option in the upper toolbar.
17. This will open a dialogue box offering different elements, including
  - a. Correction rubric,
  - b. Resolution,
  - c. Approved and pre-populated text options, and
  - d. Laid in draft.
18. Once you have selected the element to insert into your preface, you have the option of selecting what it will be pre-populated with

### Inserting and updating an explanatory note

1. To insert an Explanatory Note into your document, select 'Insert > Insert Explanatory Note' from the upper toolbar. Note you might have to scroll to find it in the menu
2. You can add additional paragraphs to the explanatory note, or you can insert numbered lists or even bullet lists.
3. To change the style of your bullets, right click on the bullet item in your explanatory note and select 'Update List Style'. You can choose between bullets, em dashes or no bullet marker.
4. You can insert tables into your explanatory note if you want to.

### Inserting a signature block

1. To insert a signature block into your instrument, select 'Insert > Insert signature block' from the upper tool menu.
2. A dialogue box will appear allowing you to specify the data you require for example name, role, date and including seals
3. You can add more than one name to a signature if needed
4. When you insert the signature block into your instrument, it won't look as you expect in the Editor View. However, when you generate a PDF, the signature block will be presented as it should.

5. You can insert more than one signature block if required and swap the order that they appear in the Editor using the Structure view if required. Just repeat the process for inserting signature blocks from the 'Insert' menu in the upper toolbar

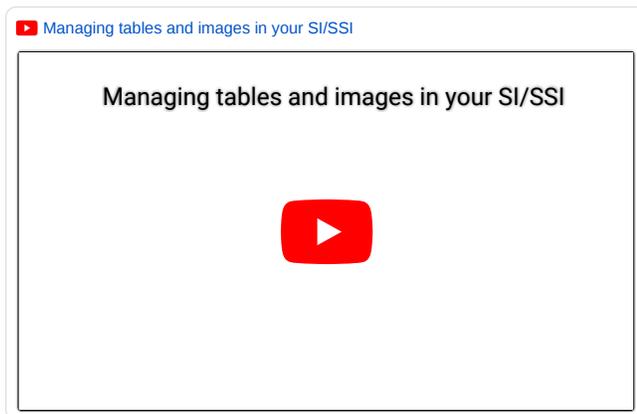
#### **Inserting and updating a commencement history table**

1. It is also possible to insert commencement history tables into your document if required,
2. If required, you can copy and paste a previous commencement history table from a previous commencement instrument as long as it was drafted in Lawmaker
3. Use the table functions in the right-click menu to update and add to your table as required.

#### **Inserting a table of contents**

1. To insert a table of contents, you will need to select 'Insert > Insert table of contents' from the upper toolbar
2. A table of contents will be automatically generated and inserted into the instrument just under the date table, before the preamble.
3. It's not possible to insert a table of contents with page numbers
4. If the provisions in your document change order or new ones are added or removed, you will need to regenerate a table of contents to reflect the changes.

## Managing tables and images



▼ Script of video

[to be added]

## Generating a PDF of your SI/SSI



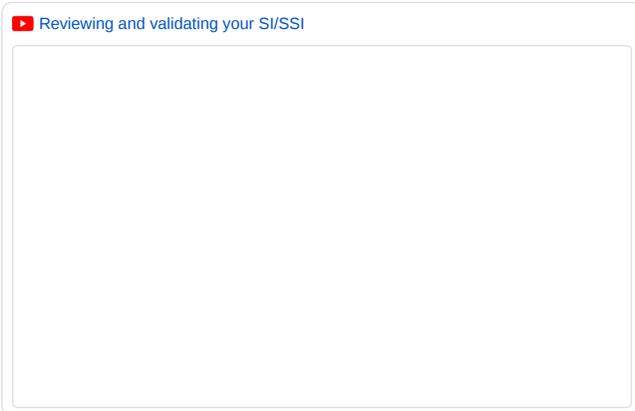
### Summary

- Generate PDF from Project Tab or Editor
- Generate sub-set of provisions
- Footers, J-Refs and snapshots

▼ Script of video

1. You can generate a PDF of your Instrument at any time.
2. You can generate a PDF from the 'Project' tab by selecting the document version you want to PDF and selecting "Generate PDF" From the actions drop down
3. Or you can do it from the Editor by clicking on 'Documents > Generate PDF' from the upper toolbar
4. The only difference between the 2 approaches is that when you generate a PDF from the Editor, it will include everything in the Editor - including any unsaved changes.
5. There are a few options to select from when generating a PDF
6. The default setting is to generate a PDF of the whole document, showing any tracked changes if there were any.
7. However, you could decide to generate a PDF of a subset of provisions in your PDF by clicking on the 'Pages/provisions to include' drop-down and selecting the ones you want to include.
8. Alternatively, you might have tracked changes in your document, but prefer to show the print form with changes applied, with or without side-lining.
9. You can optionally add footer notes for example if your document is draft
10. You can also opt to show J numbers in the margin if you have included J numbers in your Instrument.
11. Every time you generate a PDF, a snapshot version is created, capturing the version of the document when you generated the PDF. If you do not want to capture a snapshot, you have the option of unselecting this check box.
12. PDF snapshot versions are used for marking a version as having been signed, or for marking a version as having been submitted to TNA so if in doubt, leave this checked.
13. The PDF generated adheres to TNA's styling and formatting rules so you should no need to make any further edits to your Instrument to make it look right in printed format.

## Checking your document is valid



### Summary

- Tracked changes and comments
- Document checks
- Attributes

▼ Script of video

This screencast includes:

1. Tracked changes and comments
2. Document checks
3. Attributes

### Tracked changes and comments

1. Lawmaker includes tracked change mode and the ability to record comments in your documents
2. These need to be removed from your document when it is finalised
3. To turn on tracked changes, click on the binoculars button in the upper toolbar
4. When you insert or delete text or whole provisions in the Editor, changes will be marked up in standard tracked change format
5. If you click on the 'Review' right-hand panel, you will see these changes being recorded separately as individual change tiles.
6. If you click on a tile in the Review panel, it will jump to the affected part of the document with an arrow indicating exactly where the change occurred.
7. You can choose to accept or reject the change or leave a reply
8. The same accept/reject and reply options are available if you hover the mouse point over the change in the Editor.
9. It's further possible to delete, edit or mark a comment as done.
10. At the bottom of the 'Review' panel, there are options to accept all or reject all changes in your document.
11. As well as capturing tracked changes, the Review panel will display comments.
12. To create a comment, highlight some text or a whole provision by using the breadcrumb or structure view. Right-click and select "Add comment" or use the "REview" menu in the upper toolbar.
13. When you have recorded your comment it will appear in the 'Review' panel alongside the tracked change tiles and the text will be highlighted purple with a tooltip showing the content of the comment if you hover your mouse pointed over the text.
14. Like comments against tracked changes, you can reply, edit and delete comments using the Review panel

### Attributes

1. The last thing to mention in the right-hand panel, relating to reviewing and validating your document is "Attributes". You shouldn't need to use this panel. However, we left it visible as there are a few occasions where it is handy.
2. Once such occasion is checking the target provision of a cross reference. Place your cursor in a cross reference and open the 'Attributes' table
3. The href field will describe which provision the cross reference is pointing to.

## Introduction to XML (slide deck)

See [Introduction to XML](#).

## Selecting the procedure applying to an SI/SSI

You can select the procedure applicable to an SI/SSI when you create the SI/SSI project or at a later point. Selecting the procedure will affect:

- whether the instrument is a draft or made instrument, and
- what rubric (if any) that the instrument has at the beginning.

## Selecting the procedure when creating an SI/SSI

When creating an SI or SSI project (see [Creating a new project](#)), use the **Procedure** drop-down menu to select the appropriate procedure.

The screenshot shows a web form titled "Create new project". It contains several fields:
 

- Type \***: A dropdown menu with "UK Statutory Instrument" selected.
- Sub-type \***: A dropdown menu with "Regulations" selected.
- Title \***: An empty text input field.
- Procedure \***: A dropdown menu that is open, showing a list of options:
  - Draft Affirmative (highlighted)
  - Made Affirmative
  - Emergency Procedure
  - Draft Negative
  - Made Negative
  - Made (laid for Parliament's information)
  - No procedure
  - Other

 A "Cancel" button is visible on the right side of the form.

When the blank SI/SSI is created, it will have the following rubric:

Type	Procedure	Rubric
SI	draft affirmative / draft negative	Draft Regulations laid before [Parliament] under section *** of the *** Act *** (c. ***), for approval by resolution of [each House of Parliament].
SSI	draft affirmative / draft negative	Draft Regulations laid before the Scottish Parliament under section *** of the *** Act *** (asp ***), for approval by resolution of the Scottish Parliament.
SI	Made affirmative	Regulations made by ***, laid before [Parliament] under section *** of the *** Act *** (c. ***), for approval by resolution [of each House of Parliament].
SSI	Made affirmative	Regulations made by ***, laid before [Parliament] under section *** of the *** Act *** (c. ***), for approval by resolution of [each House of Parliament] within *** days beginning with the day on which the

		instrument was made, subject to extension for periods of dissolution, prorogation or adjournment [of both Houses] for more than four days.
SI	Emergency procedure	Regulations made by ***, laid before [Parliament] under section *** of the *** Act *** (c. ***), for approval by resolution of [each House of Parliament] within *** days beginning with the day on which the instrument was made, subject to extension for periods of dissolution, prorogation or adjournment [of both Houses] for more than four days.
SI	Emergency procedure	Regulations made by the Scottish Ministers and laid before the Scottish Parliament under section *** of the *** Act *** (asp ***), for approval by resolution of the Scottish Parliament within *** days beginning with the day on which the Regulations were made, not taking into account periods of dissolution or recess for more than 4 days.

## Changing the procedure of an existing instrument version.

You can change the procedure of an existing SI/SSI version in the Editor.

Use the Procedure drop-down menu in the Document Information right-hand panel to select a different procedure.

Document Information
^

### v1

---

**Title**

TI Test v12 SSI

**Year**

Enter the year

**Number**

Enter the SI numt

**Subsidiary numbers**

Enter any subsidiary

**Procedure**

Draft Affirmative ▼

Please specify

Draft Affirmative

Made Affirmative

Emergency Procedure

Draft Negative

Made Negative

Made (laid for Parliament's information)

No procedure

Other

Selecting a different procedure will update the rubrics in the instrument and, if necessary, change the instrument from a draft instrument to a made instrument or vice versa.

## Managing Subject, Extent and Subsubject

Subjects, extents (territorial suffix) and subsubjects in the preface can be easily updated through a dialogue box giving you the option to select from the approved list from the SI Registrar.

### How to insert Subject, extend and subsubject

Click on the blue placeholder "Subject"

The system will open a dialogue box

- To add a new subject, click on the **Add Subject** button
- Select a subject from the drop-down list - you can type in the first few characters to find subject more easily.
- Select an Extent if applicable

 If the subject you need is not listed, you can create one by typing it into the Subject box in the dialogue box.

If there is a subsubject you want to add, click on the **Add** button under the label "Subsubject"

- Select a subsubject from the drop-down list
- Repeat step 2.c if you wish to add more subsubjects

When you have added your Subject, click **Add** button

If you want to add another subject, click **Add Subject** again

When you have finished adding/updating subject information, click on **Add**

Lawmaker will update the Preface with your specified Subject data

### How to update Subject, extent and/or subsubject

Click on the blue placeholder "Subject"

The system will open a dialogue box

Click on the pencil button next to the Subject you wish to update

Make required changes and click on **Edit** button

Repeat these steps to update other Subjects

When you have finished updating the subject information, click on **Add**

Lawmaker will update the Preface with the changes

### How to delete Subject information

Click on the blue placeholder "Subject"

The system will open a dialogue box

Click on the 'x' button next to the Subject you wish to remove

If necessary, repeat to remove other subjects

When you have finished updating the subject information click on **Add**

Lawmaker will update the Preface with the changes

## How to delete Subsubject information

Click on the blue placeholder “Subject”

The system will open a dialogue box

Click on the pencil button next to the Subject you wish to remove the Subsubject from

Click on the 'x' button next to the Subsubject you wish to remove

When you have finished updating Subsubjects click on **Edit**

When you have finished updating Subjects, click on **Add**

Lawmaker will update the Preface with the changes

### Hints and tips

You can add your own custom Subject or Subsubject entries if the one you need does not already exist, by typing in the subject field, but this must be approved through the usual process with the SI Registrar

# Managing Dates

## Introduction

You can add and update made, laid and coming-into-force dates in an SI using the Update Dates dialogue box.

## How to update Dates

To add or update dates, start clicking on the dates block of the SI in the Editor. It is highlighted in blue.

### The Air Navigation (Amendment) Order 2024

Made	***
Coming into force	***

That will bring up the Update Dates dialogue box:

#### Update Dates

Type	Description	Time/Date	
Made	Made		 
Coming into force	Coming into force		 

**Add Date**

**Save** **Cancel**

## How to update an existing date

1. Click on the pencil icon next to the date you wish to update.
2. Make required changes and click on **Update** button.
3. When you have finished updating the Date information, click on **Save**.

## How to add a Date

To add a new date:

1. Click on the **Add Date** button.
2. Select a date type from the drop-down list.
3. Select a date description from the drop-down list.
4. Select a date and time (if required).

5. When you have added your date, click **Add** button.
6. When you have finished click **Save**.

## How to delete Date information

To delete a particular date:

1. Click on the 'x' button next to the Date you wish to remove.
2. Click **Save**.

## How to change a Coming into Force Date

*Made*

*22nd December 2022*

*Coming into force in accordance with regulation 1*

To edit the Coming into Force date description:

1. Either edit the existing 'Coming into Force' option or add a new date (see above instructions)
2. Ensure the Date type is 'Coming into Force'
3. In the Date Description select the most appropriate text and by typing in the box add the appropriate text. Select 'Other', if you type in an alternative option.
4. Update the rest of the dialogue box if appropriate.
5. Click on **Update**
6. Click on **Save**

## How to change the order

You can change the order of dates, by clicking and dragging them in the Update Dates dialogue box.

### Hints and tips

Dates in your SI should always appear in Chronological Order, however if you change the dates by inserting or deleting a date, Lawmaker will not change this automatically.

You can overwrite the date or time in the input field if you find this easier to change than the date or time picker

Lawmaker will format the date or date and time when it is inserted into the Preface according to the approved format

The date description can be overwritten if the option you need is not in the drop-down list.

## Inserting pre-populated rubrics

You can insert five types of pre-populated rubrics into the beginning of an SI/SSI:

- Correction
- Resolution
- Approved
- Laid in draft
- Royal Presence.

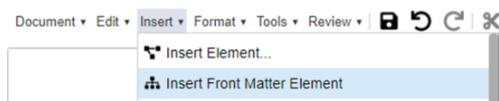
Depending on the type selected, Lawmaker will present further options of the text to be inserted. Once inserted, you can modify them further if required.

For example, here is a Laid in draft rubric after it has been inserted:



## How to insert a rubric

1. From the upper tool bar, select **Insert>Insert Front Matter Element**.



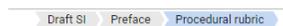
2. The system will present a dialogue box allowing you to select the type of element.
3. Select the rubric option which most closely matches the wording you need.
4. Click **Insert**

The system will insert the rubric text in the correct location in the document. If a rubric element already exists in the document, it will be replaced with your selected one.

If necessary, you can update the rubric by typing into the \*\*\* placeholders.

## How to delete rubric

1. Place your cursor in the rubric.
2. Click on the rubric element in the breadcrumb and press **Backspace**. Depending on the type of rubric, the breadcrumb element may have different names, e.g. "Procedural rubric", "Approval", "Correct rubric", "Laid in draft rubric".



The system will remove the rubric element from the document.

## Citation footnotes (legislative history footnote)

SIs and SSIs often include references to other laws and regulations (such as Acts, other SIs or EU legislation). These references are accompanied by a footnote which provides the citation of the reference and its legislative history, showing how the referenced provision has been amended by other legislation over time.

These are known as 'citation footnotes' or 'legislative history footnotes'.

In Lawmaker, you can automatically generate citation footnotes for any tagged external reference in an SI or SSI.

This feature uses data from [Legislation.gov.uk](https://legislation.gov.uk) to generate footnotes that contain the citation of the external reference and summarised amendment history of the referenced provision.

1.—(1) An offence under [section 1](#) of the [Malicious Communications Act 1988](#) (sending letters etc. with intent to cause distress or anxiety)

(\*)  
1988 c. 27. [Section 1](#) was amended by [section 43\(1\)\(a\) and \(b\), \(3\) and \(4\)\(a\) and \(b\) of the 2001 c. 16, paragraph 90 of Schedule 17 to the Communications Act 2003, section 32\(1\) of the Criminal Justice and Courts Act 2015, Part 1 of the Schedule to the Criminal Justice Act 2003 \(Commencement No. 33\) and Sentencing Act 2020 \(Commencement No. 2\) Regulations 2022 and section 189\(2\)\(c\), \(a\) and \(b\) of the Online Safety Act 2023.](#)

 The automatic generation of citation footnotes is still in beta as there are a number of edge cases that that may need further refinement in future. Subsequent versions of Lawmaker will update this feature and make it more robust.

## How to generate a citation footnote

Before you can insert a citation footnote after a reference, you need to tag the reference (see [References | How to "tag" references](#)) so Lawmaker can identify the relevant provision on [legislation.gov.uk](https://legislation.gov.uk).

Then, you can trigger the generation of a citation footnote in a number of ways:

- Click on the tagged reference and then select **Tools menu>Insert citation footnote**,
- Right-click on the tagged reference in the Editor and select **Insert citation footnote**, or
- Click on the tagged reference and use the keyboard shortcut **Alt+Shift+f**

Lawmaker will extract the amendment information from [Legislation.gov.uk](https://legislation.gov.uk) and generate the citation footnote.

If a footnote already exists for a reference and you insert a citation footnote, the original content of the footnote is preserved: the citation footnote will be inserted after the existing text.

Currently, it is only possible to generate one citation footnote at a time.

Once a footnote is generated you can edit it, for example to delete or summarise parts that are not relevant.

 All the references generated within the citation footnote are tagged and link to [Legislation.gov.uk](https://legislation.gov.uk). You can view the provision referred to by double-clicking on the reference and selecting **Goto ref** on the floating toolbar. The page will open in a new tab.

## What will a citation footnote include?

A citation footnote generated by Lawmaker will always begin with the citation of the legislative document, e.g. the SI year and number.

It will then include amending history information for the reference if the reference you are adding the footnote to refers to a specific provision or range of provisions. For example, if it refers to a section, regulation, article, rule (or lower level provision) such as "section 9 of the Companies Act 2006".

What is included depends on information available on [legislation.gov.uk](http://legislation.gov.uk).

The structure of the footnote will be the following: **citation+amended provision+amending history information**

For instance: 2016 asp 22. Section 1 was amended by paragraph 11(2) of the Schedule to the Domestic Abuse (Scotland) Act 2018.

- 2016 asp 22 is the citation of the reference,
- Section 1 is the provision referred to which has been amended at some point,
- paragraph 11(2) of the Schedule to the Domestic Abuse (Scotland) Act 2018 is the amendment history information relating to that provision.

The output of the citation footnote therefore will depend on the type of reference as shown in the summary table below

Reference type	Example of reference	Citation footnote output	Example of citation footnote output
Document reference	Companies Act 2006	Citation only	2006 c. 46.
Reference to a grouping level (e.g. to a Part, Chapter, Schedule, etc.)	Part 1 of the Companies Act 2006	Citation only	2006 c. 46.
Reference to a specific provision (e.g. to a section, regulation, article, or rule)	section 9 of the Companies Act 2006	Citation and amending history (when available)	2006 c. 46. Section 9 was amended by section 3(2) (a) and (b), 72(2), 29(2), 2(b) and (a) and 28(2) of the Economic Crime and Corporate Transparency Act 2023 and section 93(3) and (2)(a) and (b) of, and paragraph 4 of Schedule 3 to, the Small Business, Enterprise and Employment Act 2015.

### Which amendments are included in the footnote?

Lawmaker will include all amendments made to the section, regulation, rule etc. even if the reference is to a sub-provision within that section etc.

For example, if the external reference is "section 1(1)(a) of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016" the footnote will present the amendment history information for section 1 ("2016 asp 22. Section 1 was amended by paragraph 11(2) of the Schedule to the Domestic Abuse (Scotland) Act 2018").

### How is the amending history generated?

The amending history information is extracted from the textual amendment information available on [legislation.gov.uk](http://legislation.gov.uk) (also known as 'Footnotes' or 'footnotes'). Here is an example of how that information appears on the website:

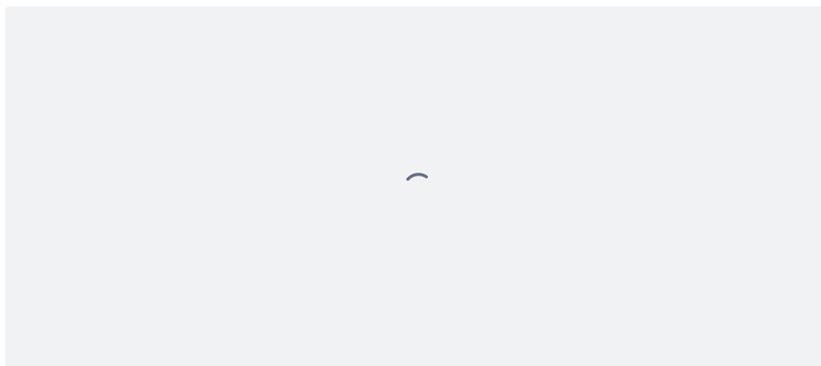
Textual Amendments	
<a href="#">F1</a>	S. 8(6) inserted (16.7.2024) by Children (Care and Justice) (Scotland) Act 2024 (asp 5), ss. 33(3), 38(2)

More specifically - when generating a citation footnote - Lawmaker will first request the XML of the provision referred to from [legislation.gov.uk](http://legislation.gov.uk), then it will extract all textual amendments from the XML, and finally it will convert each textual amendment into an amending statement which will be appended to the citation.

In order to do so, Lawmaker requires that the data provided by [legislation.gov.uk](https://legislation.gov.uk) follows a certain structure and format, which isn't always the case. When the data deviates from the expected format, Lawmaker will consider it as unintelligible and will not be able to extract the information.

In this case, it will provide the following message in brackets within the citation footnote “(<Amended provision> has amendments that couldn't be processed when generating this footnote)”.

This means that textual amendments were found on [legislation.gov.uk](https://legislation.gov.uk) but it was not possible to process them and insert them into the citation footnote.



## "Cannot generate citation footnote" message



This feature relies on the data from [Legislation.gov.uk](https://legislation.gov.uk) to generate footnotes. Sometimes, [Legislation.gov.uk](https://legislation.gov.uk) might be unresponsive due to server errors or other issues and therefore Lawmaker will not be able to retrieve the necessary information.

In this happens, when you try to add a citation footnote, you will see the error message “*Cannot generate citation footnote. Unable to retrieve data from [Legislation.gov.uk](https://legislation.gov.uk)*” and no citation footnote will be inserted in the Editor.

These issues with [legislation.gov.uk](https://legislation.gov.uk) are often temporary, so you should try to generate the citation footnote again after a short time. If the problem persists then contact [Lawmaker support](#).

# Managing Signatures

## Introduction

Signature blocks can be inserted through a dialogue box.

## How to insert a signature block

In the upper toolbar, click on 'Insert signature'

The system will open a dialogue box

Add in the signature information in the appropriate field

When you have finished adding the signature information, click on **Insert**

The system will update the Signature with your specified signature information

## How to delete Signatures

Click on "Signatures" from the Structure view or from the breadcrumb

Click on 'backspace'

The system will remove the Signature from your document

### Hints and tips

You can update signature information directly in the Editor. If you need to add another element e.g. name or address, then you will need to delete the signature and reinsert another one containing the full set of elements.

If you had more than one signature in your document, you can delete them individually, but you cannot leave the 'signatures' container empty as this will cause an error with your document. It can be undone using Ctrl +z but make sure you delete using the 'Signatures' container if it's there is only one signature in your document that you want to delete.

You can insert more than one Signature block in a document – the system will keep adding them after any existing signatures

You can change the order of signature blocks in a Signatures container by using cut and paste.

You can select between a standard or large seal or text seal if required

# Inserting Explanatory Notes

Explanatory notes appears at the end of the document.

## How to insert an Explanatory Note

From the upper tool bar, select 'Insert > Insert explanatory note'

The system will insert an explanatory note at the end of your document.

- If an explanatory note already exists, a new explanatory note will be added after it

### Hints and tips

You can add numbered paragraphs which default to the numbering format (a) but can be over-written if desired.

You can insert nested numbered paragraphs which will default to the numbering format (i) or (aa) depending on the nesting level

You can add bullet lists to your explanatory note by selecting 'List'

The bullet can be changed to an em-dash or nothing at all by right-clicking on any item in the bulleted list and selecting 'Update List style'

You can insert headings in your explanatory notes which have been styled to look like Regulation (or article etc.) headings.

If you have two or more separate blocks of numbered paragraphs in your Explanatory Note, the system will not be able to distinguish between the for renumbering. So, make sure you only highlight the block of paragraphs that you want to renumber, rather than selecting the whole Explanatory Note.

# Marking a document as 'Submitted'

## Introduction

To keep track of which version was submitted to the National Archive's Publishing System, it's possible to mark the downloaded ZIP snapshot version as having been submitted which will create a significant version on the right-hand side, clearly flagged as having been submitted.

## How to mark a document as being submitted

Find the **Downloaded** snapshot version that was used to submit the ZIP file to the National Archive's publishing system and select **Update document status to 'submitted'** from the drop down menu

The system will present a warning message, making sure you have selected the right version of the document that was submitted to the National Archives

Select **Update** button to mark the chosen snapshot version as submitted

The system will create a significant version marked as "Submitted", containing the PDF and the document version that produced it

### Hints and tips

Unlike Bills, marking a document will not make it public to all users of the system. The permissions for the document will remain the same.

## Inserting Commencement Tables

Commencement tables can be added to a SI/SSI when the drafter is ready and appears at the end of the document, after the Explanatory Note.

### How to insert a Commencement Table

1. From the upper tool bar, select 'Insert > Insert Commencement Table'
2. The system will insert a commencement history block at the end of your document

#### Hints and tips

The Commencement history block will be pre-populated with the standard rubric and default table

You can add further paragraphs of text if required

## Confirming which SI/SSI document version should be published

When a SI/SSI has been through its final checks and is either Made, ready to be Made, or a Draft SI/SSI, it may be necessary to confirm to processing colleagues which document version should be used for registration and publishing.

The correct version can be highlighted in several ways:

### SI/SSIs to be published

1. This section applies to final Made or Draft SI/SSIs.
2. Ensure the document version to be published is final and error free, with no updates required for registration and publishing.
3. Go to the SI/SSIs project tab.
4. Go to the Actions' menu of the document version to be published and select [Generate PDF](#)
5. Close the PDF and on the Project page go to the most recent PDF listed under the required version.
6. Select [Download a zip file](#) from the PDF's Actions' menu. The zip file may be saved automatically to your Downloads folder. The zip should include a PDF and XML file of the required version.
7. Email the zip file to the team that will submit the SI/SSI to TNA for registration and publishing.

### SI/SSIs to be Made and/or published

1. This section applies to SI/SSIs which need to be Made, in addition to Draft SI/SSIs not provided to the processing team in a zip file (see above).
2. Go to the SI/SSIs Project tab.
3. The document version required will be saved on the left hand side of the tab in a green rectangle or tile. The green tile will be in a top level white container. In the image below the white containers are labelled: Drafting, POE and Processing.

**The Summer Solstice (Restriction of Flying) Regulations 2023**  
 UK Statutory Instrument, Regulations, Made Negative

<<

▶ Drafting

▼ POE check

▼ 1st draft	Last modified: 16 October 2023 at 14:27:31 - hcreeke - SIH			Actions ▼
Duplicated	16 October 2023 at 14:29:28	hcreeke	SIH	Actions ▼
PDF	16 October 2023 at 14:28:08	hcreeke	SIH	Actions ▼
Auto-backup	16 October 2023 at 14:27:30	hcreeke	SIH	Actions ▼
PDF	16 October 2023 at 14:26:54	hcreeke	SIH	Actions ▼

▼ Processing

▼ Duplicate version for processing	Last modified: 16 October 2023 at 14:29:29 - hcreeke - SIH			Actions ▼
There are no snapshots				

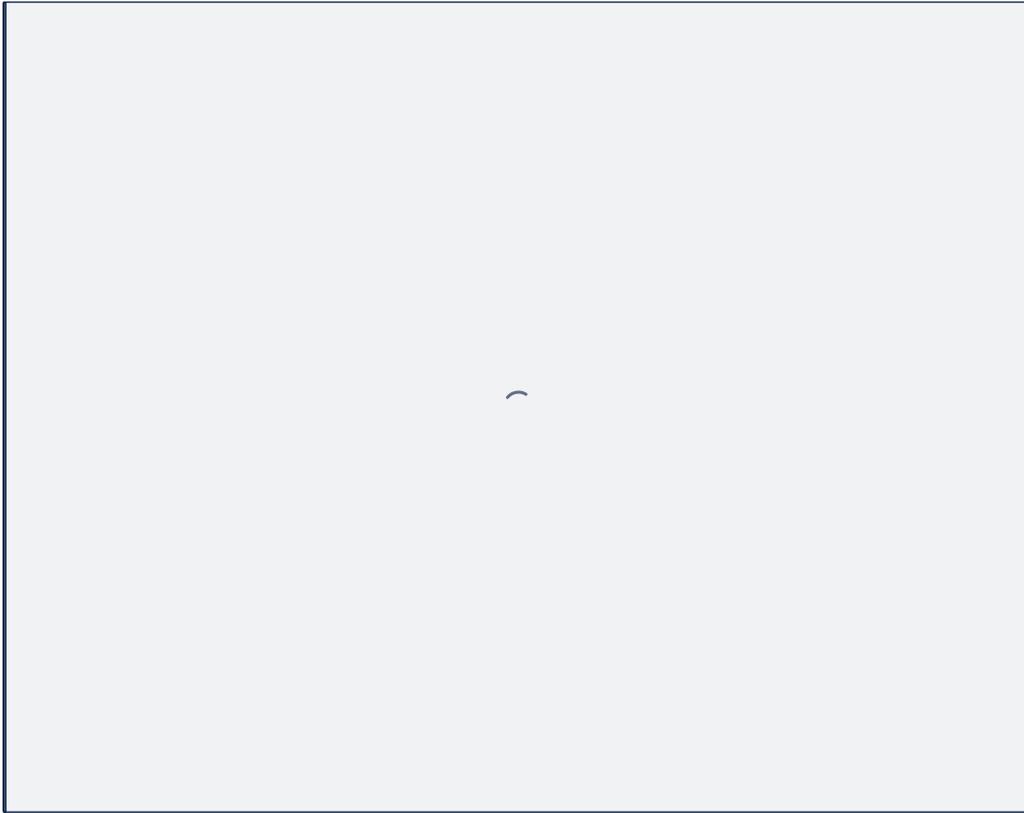
Left hand side of SI/SSI Project page

- Go to the green tile including the version to be published. In the example above, this is in the 'POE' white container (POE for Pair of Eyes Check) and is labelled '1st draft'.
- On the left side of 1st draft green tile is a black triangle. Select the triangle and a list of grey document versions and snapshots will appear.
- Go to the version to be published. From its Actions' menu select [Duplicate version](#)
- Give the new duplicate version a name, the example above is 'Duplicate version for processing'.
- Save the duplicate version in its own white container labelled 'Processing' or similar. When naming containers and specific document versions follow any naming conventions your organisation may use.
- The duplicated version is automatically listed under the 1st draft, labelled 'Duplicated'
- The duplicate labelled 'Duplicate version for processing', in its own white container, is ready for the processing team to work on. Selecting the version's edit icon will open the Editor screen.

▼ Duplicate version for processing	Last modified: 16 October 2023 at 14:29:29 - hcreeke - SIH			Actions ▼
------------------------------------	--	--	--	-----------

Edit icon highlighted in yellow

- Back on the SI/SSIs Project page, copy and paste the link at the top of the Project page into an email.



Project page link highlighted in yellow

11. Add the SI/SSI's title, and the labels of the duplicate to be published (here 'Duplicate version for processing') and its container ('Processing') to the email and send to the processing team.
12. Check with email recipients that the version to be published is clear.

## Related information

[Submitting an SI or SSI to TNA](#)

[Processing and submitting SI/SSIs overview](#)

[Tips for SI & SSI drafters working with processing teams](#)

# Converting a Draft SI/SSI into a Made version

## Introduction

SI/SSIs subject to the affirmative procedure will be initially laid in the form of a Draft SI/SSIs. Once they have received approval through Parliamentary procedures they will need converting to Made. The system will allow users to easily convert a Draft SI/SSI to a Made SI/SSI, automatically making all necessary updates to the document and underlying XML.

## How to convert an SI/SSI to Made

1. On the Project Tab, select **Duplicate version** from the **Actions** menu on the document version you want to convert to Made.
2. Enter a version description (i.e. a name) for the new version and select the folder in which the Made version is to be created.
3. Click on the **Convert to Made** checkbox so it is checked.
4. Click **Create**.

Converting a Draft SI/SSI to Made will make the following changes:

- Updates the XML so that it is now an Act document (XML version of Made)
- Removes 'Draft' from the banner
- Removes the procedural rubric above the Banner

### Further information

The system will create a duplicate version of the document, converting it into a Made document and display it on the '*Project*' tab, under the new stage heading of "Made" (unless you specified a different stage name during this duplication process).

### Hints and tips

- It is not possible to use 'Convert to Made' if the document version is already 'Made'
- Lawmaker will suggest a folder of 'Made' when you convert a draft SI/SSI to Made, but you can override this in the 'Duplicate version' modal if you want to put the duplicate document in a different folder.

## Marking a document as 'Signed'

To keep track of which PDF version was signed, it's possible to mark the PDF snapshot version as having been signed which will create a significant version of the document and flag it as having been signed.

Marking a particular version as signed can be useful if, for example, another user is going to be responsible for submitting the document to TNA, to ensure they submit the correct version.

Note, however, that Lawmaker **does not require** a document to be marked as signed before it can be submitted.

### How to mark a document as being signed

1. On the Project tab, generate a PDF of the document, if you haven't already done so.
2. Find the PDF snapshot version that you want to mark as being signed (see [Documents and folders on the Project Tab](#) for more about snapshots).
3. Select **Update document status to Signed** from the **Actions** menu next to the PDF snapshot. The system will present a warning message, making sure you have selected the right version of the document that was signed.
4. Click **Update** to mark the chosen snapshot version as signed.

The system will create a significant version of the document marked as "Signed" which will be visible on the right of the screen. Other users in the same organisation will be able to view that significant version.

 It is a current limitation in Lawmaker that you can only mark a PDF snapshot as signed if the snapshot has the default name of **PDF**. To create a PDF snapshot with this default name, leave the **Version description** box in the Generate PDF dialog box empty when you are creating the PDF.

## Submitting an SI or SSI to TNA

You can submit an SI/SSI to TNA from within Lawmaker.

**⚠** The submission process is not yet fully automated, so there are some additional steps you need to follow to submit your SI/SSI.

### How to submit to TNA

1. From the Project Tab, generate a PDF of the working version that you wish to submit to TNA.
2. Find the "PDF" snapshot (click on the toggle next to the version name if necessary to show snapshots) and select **Actions > Submit to TNA**.

The screenshot shows a document version list in the Lawmaker interface. The list includes a main version 'v1' and a sub-version 'PDF'. The 'PDF' version is selected, and an 'Actions' menu is open, showing options like 'Duplicate version', 'Compare version', 'Copy to another project', 'Update document status to 'Signed'', 'Submit to TNA', and 'Delete document'. The 'Submit to TNA' option is highlighted.

Version	Last modified	Author	SIH
v1	09 September 2021 at 09:59:06	testing.automation.sih	SIH
PDF	13 January 2022 at 10:58:36	testing.automation.sih	SIH
Auto-backup	09 September 2021 at 09:59:06	testing.automation.sih	SIH
v2	09 September 2021 at 12:07:38	testing.automation.sih	SIH

3. Click **Submit** in the dialog box that appears. A significant version will appear on the right of your screen.

### Submit to TNA



#### Submit to TNA?

This action will make a copy of this document available to TNA's publishing system. Please ensure that the document is finalised and ready for registration and publication. You should not submit a document if there are any validation errors showing in the Document Checks panel (other than advisory messages) unless you have agreed this with TNA's publishing team first. An additional charge may be levied on your department for TNA to fix the document if there are validation errors.

Submit

Cancel

4. On the left-hand panel, find the snapshot version 'Submitted to TNA' and select **Actions > Download ZIP file**.

v1				Actions
<b>Last modified:</b> 09 September 2021 at 09:59:06 - testing.automation.sih - SIH				
<b>Submitted to TNA</b>	04 November 2022 at 09:09:24	testuser1.sih	SIH	Actions
<b>Duplicated</b>	01 April 2022 at 09:02:05	testing.automation.sih	SIH	<ul style="list-style-type: none"> <li>Generate PDF</li> <li>View PDF</li> <li>Download ZIP File</li> <li>Download text file</li> <li>Duplicate version</li> </ul>
<b>PDF</b>	13 January 2022 at 10:58:36	testing.automation.sih	SIH	
<b>Downloaded</b>	16 November 2021 at 15:55:11	testing.automation2.sih	SIH	
<b>Auto-backup</b>	09 September 2021 at 09:59:06	testing.automation.sih	SIH	
v2				Actions
<b>Last modified:</b> 09 September 2021 at 10:07:00 - testing.automation.sih - SIH				

5. Click **Download** in the dialog box that appears. A zip file will be created containing the PDF and XML file, and also any images included in your SI/SSI.

**i** You can now upload the downloaded file into TNA's publishing system.

## Processing and submitting SI/SSIs overview

 This section brings together the parts of the user manual that seem most relevant to processing and submitting SI/SSIs to TNA.

Select a link below for information on managing dates, managing signatures, sharing SI/SSIs with another Lawmaker organisation, marking SI/SSIs as signed, checking SI/SSIs, submitting to TNA, marking SI/SSIs as submitted, and generating Large Print PDFs.

### Lawmaker introduction

#### Getting started

- [Getting started and other introductory videos](#)

### Editing SI/SSIs

#### Managing dates

- [Updating the preface video](#)

#### Managing signatures

- [Inserting signature blocks video](#)

#### Marking your SI/SSI as signed

### Sharing documents

#### [Sharing a document with another Lawmaker organisation](#)

### Checking documents

#### Validating your document using [Document checks](#)

- [Checking your document video](#)

#### Generating and viewing PDFs

- [Generating a PDF video](#)

### Submitting SI/SSIs to TNA

#### Creating a zip file of your SI/SSI to submit to TNA

- [Managing your SI/SSI through the stages video](#)

#### Marking your SI/SSI as submitted

### Generating Large Print (20pt Arial) PDFs

#### [Generating and viewing PDFs](#) - select Large Print option



## Tips for SI & SSI drafters working with processing teams

The purpose of these tips is to reduce queries just before a SI or SSI is due to be submitted, registered and published, when time can be very short.

Where not already in place, it is suggested that legal teams:

- give the relevant processing team plenty of notice before a Lawmaker SI/SSI needs to be processed and/or submitted for registration and publishing
- resolve a Lawmaker SI/SSI's document checks as you draft (particularly Mandatory checks) especially before the SI/SSI is passed to the processing team, contacting [Lawmaker support](#) if required
- clarify to the processing team exactly which document version of a Lawmaker SI/SSI should be Made and/or submitted for registration and publishing
- support the processing team with using Lawmaker until the SI/SSI is submitted successfully
- create a shared legal advisory/processing team guide on Lawmaker roles and responsibilities, and
- do not expect the processing procedures for Word template SI/SSIs to apply, without first checking with the processing team.

# UK Bills and amendments

Specific help for drafting and managing UK Bills, amendments and amendment lists, e.g. how to publish Bills at each stage, producing amendments lists in the House of Commons and House of Lords, publishing lists, applying amendments to a Bill, Ping Pong, drafting Finance Bill Resolutions.

As well as the pages below, you may find general help in the following sections:

- [Drafting and editing](#)
- [Amendments and amendment lists](#)
  
- [Drafting UK bills](#)
  - [Creating and drafting a UK Private Bill](#)
  - [Marking 'money provisions'](#)
  - [Inserting UK Bill and Act front and back covers](#)
- [Finance Bills and Finance Bill Resolutions](#)
  - [Creating a Finance Bill/Finance Resolution](#)
  - [Marking s.5 PCTA resolutions](#)
- [Preparing bills and acts for publication](#)
  - [Preparing a bill for introduction](#)
  - [Preparing the 'as amended' bill version](#)
  - [Publishing bills](#)
  - [Preparing a House Bill](#)
  - [Applying FrameMaker amendments to a Lawmaker Bill](#)
  - [Converting a UK Bill into an Act](#)
  - [Submitting a UK Act to TNA](#)
- [Drafting UK amendments](#)
  - [\[Commons and Lords\] Inserting pre-populated amendments](#)
  - [\[Commons and Lords\] Amendments to amendments](#)
  - [Inserting explanatory statements](#)
  - [\[Lords\] Copying amendments from LAS to paste into Lawmaker](#)
  - [Tabling UK amendments \(incl. 'ready for publishing'\)](#)
  - [\[Lords\] Cloning amendments](#)
- [Managing Commons amendments and amendment papers](#)
  - [Adding/removing 'Gov' from Commons amendments](#)
  - [Inserting and deleting motions and resolutions](#)
  - [Converting a resolution into an Order in a Commons Marshalled List](#)
  - [Adding \[R\] to Members with Registered Interests](#)
  - [House of Commons amendment list logic](#)
- [Managing Lords amendments and amendment papers](#)
  - [\[Lords\] Amendment Process - One-page summary](#)
  - [\[Lords\] Copying amendments from LAS](#)
  - [\[Lords\] Withdrawing amendments before debate](#)
  - [\[Lords\] Recording outcomes \(incl. republishing on the website\)](#)
  - [\[Lords\] Generating Official Lists](#)
  - [\[Lords\] Updating an amendment so it appears on a subsequent Daily Sheet](#)
- [Ping pong](#)
  - [\[Lords\] Ping pong motion lists overview](#)

- [Commons and Lords] Colouring a paperback for printing
- [Commons and Lords] preparing and publishing Consolidated Lists of Amendments
- Drafting ping pong motions (including reason motions)
- Managing Lords ping pong motions and preparing lists
- Managing Commons ping pong motions and preparing lists
- Add a heading to an amendment within a ping pong motion
- Consolidated List Overview
- Publishing amendments on UK parliament's website
  - Publishing UK amendment lists (incl. ping pong lists)
  - Republishing updated UK amendments
- Church measures
  - Drafting Church Measures
  - Managing a Church Measure in Parliament
  - Creating an Enacted version of a draft Church Measure
- Commons resources page
- Lords resources page

## Drafting UK bills

Specific help for drafters of UK Bills in the Commons and Lords.

- [Creating and drafting a UK Private Bill](#)
- [Marking 'money provisions'](#)
- [Inserting UK Bill and Act front and back covers](#)

# Creating and drafting a UK Private Bill

This page outlines how you can create a UK Private Bill and the specific features in Lawmaker to help you do that.

## Creating a private Bill

You can create a private Bill project in the same way as you would create a public Bill but by selecting “UK Private Bill” as the project type - see [Creating a new project](#) for general help here.

When you create a Private Bill project, an empty document based on the private Bill template will be opened in the Editor. Key features of the template where it differs from the public Bill template:

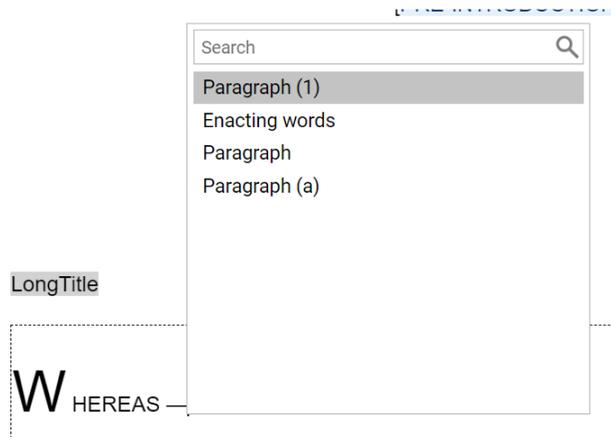
- Front and back covers are included within the template
- An empty explanatory note element is included within the front cover
- The ECHR statement on the cover is the default statement for a private Bill
- The preamble contains the standard private Bill text (Starting “WHEREAS-”)
- The back cover has a placeholder to enter the session year and an empty promoter block

## Adding content to the explanatory note and preamble

Click on the “Text” placeholder on the front cover and start typing to add content to the explanatory note.

The explanatory note can consist of one or more paragraphs of text. To add additional paragraphs click Enter and select “Paragraph”.

To add numbered paragraphs to the preamble, place your cursor immediately after “WHEREAS-” and press Enter. Select “Paragraph (1)” to insert a paragraph starting with the number (1). You can repeat this to add further numbered paragraphs.



Within those paragraphs it is possible to insert sub-paragraphs by selecting “Paragraph (a)” from the menu when you click Enter.

See [Inserting provisions](#) for general help with inserting additional provisions.

## Inserting front and back covers and table of contents.

Although the template contains the front and back covers by default, you can re-insert them in the same way you would with a public Bill. You can also insert a table of contents,

Use the **Insert** menu in the toolbar and select **Insert Front Cover**, **Insert Back Cover** or **Insert Table of Contents**.

See [Inserting UK Bill and Act front and back covers](#) for more general help with covers and [Inserting table of contents](#) for tables of contents.

## Adding promoter/sponsor details to the back cover

The details of the promoter can be added directly in the fields that exist in the default back cover. The name will appear in all caps and the role will be in italics.

To add an additional line to the address, click Enter and select "Location". That will insert an additional location element and you can type into that.

Additional promoters/sponsors can be added by placing your cursor within an existing promoter's details, clicking Enter and selecting "Promoter". That will insert the same placeholders as exist on the default placeholder, i.e. name, address line 1, address line 2 and role.

## Converting a Private Bill into a Local Act

To create an Act version of a Private Bill, follow the same approach as you would for a public Bill, using the **Duplicate Version** feature on the Project Tab.

See [Generating and viewing a PDF](#).

When you convert a Private Bill to a Local Act, the following should happen:

- In the Bill title, "Bill" is replaced with the word "Act".
- The Act year will appear at the end of the Act title.
- The front cover will show the updated short title and the chapter number will show underneath.
- The Explanatory Note will be removed.
- The version rubric will no longer be displayed.
- The version rubric will no longer be displayed on the cover or preface.
- The preface displays the act year and chapter number under the short title (Act Title).
- Assent date will appear under the long title (right-aligned) in the preface.
- The back cover will be removed.
- The XML root element becomes <act name="ukla"> rather than <bill name="ukprib">.

## Generating PDFs of private Bills and Local Acts

You can generate a PDF of a Private Bill or Local Act in the same way you would for a public Bill or Act. This includes generating line numbering for a Bill.

See [Generating and viewing a PDF](#).

## Publishing Private Bills and sharing Local Acts with TNA

You can publish a Private Bill in the same way that you would publish a Bill. See [Publishing bills](#).

You can share a Local Act with TNA in the same way that would share a UKPGA.

## Marking 'money provisions'

You can mark provisions in UK Bills as 'money provisions', which are presented in italics as a result.

### How to mark/unmark a provision as a 'money provision'

 You can mark a section/subsection/schedule paragraph/schedule sub-paragraph as a money provision

1. Place the cursor in the provision that you would like to mark as a money provision and
  - From the upper toolbar select **Tools > Mark/unmark as a money provision**
  - Right-click on the provision, and select **Mark/unmark as a money provision**
  - Right-click on the provision in the structure view and select **Mark/unmark as a money provision**
2. The system will mark the selected provision (and all its descendant elements) as a money provision and render it in italics (PDF and Editor view).

-  If your provision contains a table, you will need to separately update the italicisation of data inside the table using the 'Table > Update table' dialogue box
- If you intend to mark a schedule paragraph as a money provision, it is easier if you select the whole schedule paragraph from the breadcrumb or structure view and mark it as a money provision rather than leaving your cursor in the schedule sub-paragraph as it will only apply the money provision mark up to the schedule sub-paragraph in that scenario.

## Inserting UK Bill and Act front and back covers

When a new project is created, the Bill does not include front and back covers. These can be inserted at any point when drafting the document in the Editor. The front cover also contains the table of contents by default.

### How to insert the front cover

In the Editor, from the toolbar select **Insert>Insert front cover**.

- A front cover and table of contents will be inserted at the beginning of the document. Any existing cover and table of contents will be replaced.
- The cover inserted will depend on whether the document is a Bill or an Act.
  - In a Bill: the front cover will include the Note element by default. To insert additional statements (e.g. Environmental statement) select **Statement** from the insert menu
  - In an Act: the image of the crest will be rendered in the PDF but does not appear in the Editor.

### How to insert the back cover

In the Editor, from the toolbar select **Insert>Insert back cover**.

- A back cover will be inserted at the end of the document. Any existing cover will be replaced.
- The contents of the back cover are derived from other parts of the Bill and details entered into the Document Information panel:
  - The Long Title is derived from the Long Title in the preface of the Bill and shouldn't be edited directly on the back cover. The presentation of the Long Title in the Editor is an approximation and you should view the PDF to see it properly formatted.
  - By default, the back cover will include supporter information. If there are no supporters, place the cursor in the supporter information on the back cover, select 'Supporter block' from the breadcrumb, and press **Backspace** to delete it cleanly from the back cover.
  - If no brought from date is supplied, the back cover will display presenter/supporter information and the copyright statement will only include one House (the 'printed by' House).
  - If brought from date is supplied, the block above the 'Ordered to be printed' section will display the 'brought from' date and the copyright statement will include both Houses.
- Some elements of the back cover will automatically update when you change them in the Document Information panel but for others you will need to reinsert the back cover before the changes will be visible.

### Deleting the front or back cover

To delete the front or back cover, select it either from the breadcrumb or using the structure view and press **Backspace** as you would delete a normal provision in the document.

- If you just want to update the table of contents, use the Insert table of contents menu option instead - see [Inserting table of contents](#)

## Finance Bills and Finance Bill Resolutions

Specific help for drafters of UK Bills, finance resolutions and amendments in the Commons and Lords.

- [Creating a Finance Bill/Finance Resolution](#)
- [Marking s.5 PCTA resolutions](#)

# Creating a Finance Bill/Finance Resolution

 To draft finance resolutions, you must be in a project that is a Finance Bill

## How to create a Finance Bill project

From the dashboard, click on the **+ New** button in the top right above the project tiles/list

The system will ask you to provide the following information:

- Type - select "UK Public Bill"
- Sub-type - select "Finance Bill"
- Title (mandatory)

When you have added the necessary details, click on the **Create** button

The system will take you to the *Editor*, with the appropriate Finance Bill template loaded and pre-populated with known text.

## How to create an empty Finance Resolution document (in an existing Finance Bill project)

From the *Project* tab, click on the **+ New FR** button in the top right

The system will ask you to provide the following information:

- Folder
- Version description (must be unique across the whole project)

When you have added the necessary details, click on the **Create** button

The system will create a new Finance Resolution document version and display it as a green tile (working version - editable) in the appropriate folder with a "FR" green badge.

### Hints and tips

- You can insert 4 types of resolution:
  - Ways and means resolution
  - PCTA resolution
  - Money resolution, and
  - Procedure resolution
- To group subsection-like elements under an italicised heading, select "Resolution group" from the insert menu. This works the same way that a cross heading would work - you must use "wrap" to insert it around existing provisions and to remove it you should use "unwrap"
- By default, any user in the same organisation as the user who created the Finance Bill or Finance Resolution will have read/write access to it.
- When you create a new project, it will automatically be set as a 'favourite'
- You can insert as many resolutions in a single Finance Resolution document as you like

# Marking s.5 PCTA resolutions

## Introduction

You can mark resolutions in a finance resolution document as 's.5 PCTA resolutions'. This information is used when generating a Table of Contents - any resolution marked as an s.5 PCTA resolution will be listed under the s.5 PCTA statement at the beginning of the Table of Contents.

## How to mark/unmark a resolution as a 's.5 PCTA resolution'

Place the cursor in the resolution that you would like to mark as a s.5 PCTA resolution and

- From the upper toolbar, select Tools > Mark/unmark as s.5 PCTA resolution
- Right-click on the resolution and select "Mark/unmark as s.5 PCTA resolution"
- In the structure view, right-click and select "Mark/unmark as s.5 PCTA resolution"

The system will mark the selected resolution as a s.5 PCTA resolution and a green 's.5 PCTA' label will appear before the resolution (visible in the Editor only).

## Hints and tips

### Hints and tips

You need to mark a resolution as s.5 PCTA resolution if you want it to appear under the s.5 PCTA statement when you generate a Table of Contents

The green s.5 PCTA resolution appears in the Editor only - it will not appear in the PDF as well.

## Preparing bills and acts for publication

This section covers managing and publishing UK Bills and Acts, including applying amendment to Bills.

- [Preparing a bill for introduction](#)
- [Preparing the 'as amended' bill version](#)
- [Publishing bills](#)
- [Preparing a House Bill](#)
- [Applying FrameMaker amendments to a Lawmaker Bill](#)
- [Converting a UK Bill into an Act](#)
- [Submitting a UK Act to TNA](#)

## Preparing a bill for introduction

This is the business process for preparing an 'As Introduced' or 'As brought from the Commons' bill version.

### How to prepare a bill for introduction

1. Locate the Project on the Dashboard
2. Find the shared version on the Significant versions side
3. [Duplicate version](#)
4. Open in the Editor:
  - a. [Check document check warnings](#)
  - b. [Delete all J-refs](#)
  - c. [Update Document Information](#) (session, year, bill number, version rubric, printed date (brought from date), printed by and members)
  - d. Check & [re-insert front & back covers/table of contents](#) as required
  - e. [Generate a PDF](#) (select line numbering)
5. Send PDF for checking



• See also [Publishing bills](#)

## Preparing the 'as amended' bill version

This is the business process for preparing a bill after amendments at an amending stage have been agreed to.

**!** Auto-application of amendments can only happen if the bill version you are applying them to has page-line information inside it. When creating a new version of the bill as part of the auto-application process, it will take care of this for you. However, if you want to apply amendments to a version of the bill you have started updating (e.g. OPC printing points) then you **MUST** make sure you have made those changes to a version of the bill containing page-line information. To do this **duplicate the published version of the bill and de-select the 'strip out page-line information'** as you need this in the bill for auto-application of amendments to work later.



The recommended approach to updating as amended bill versions is a 5-step process which will guide you through the necessary sequence of steps to produce a final version ready for publishing at the end. This section takes each section in turn:

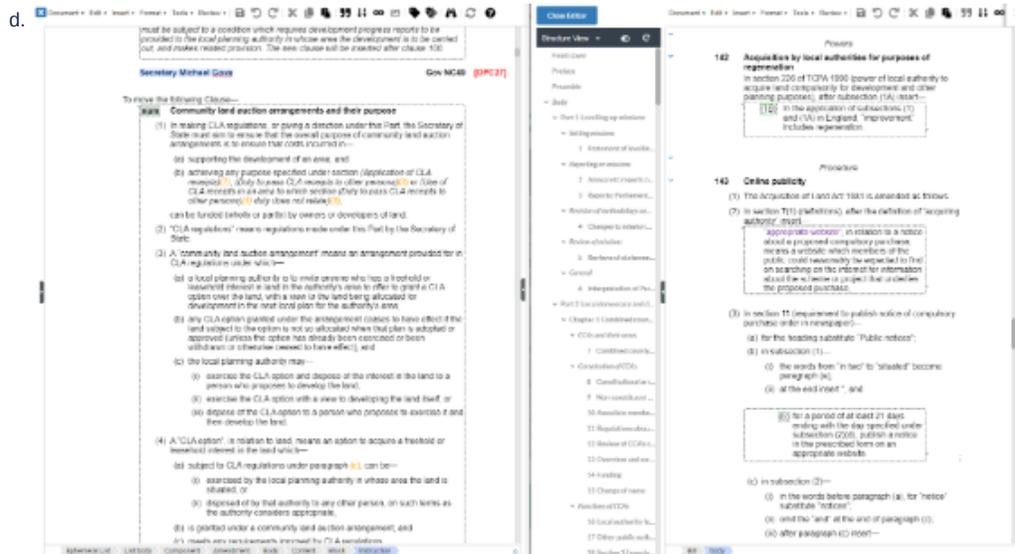
### Pre-flight checks

1. Before you publish a bill, always start with a clean bill
  - a. You should have done this already when preparing the As Introduced version but double check there are no 'bad' document checks, remove all comments and delete any jrefs
2. Before applying amendments, always start with a clean set of amendments
  - a. To check if the amendments are clean, select them using check boxes on the 'Amendment Manager' tab before applying them and open them in the Editor ([Amendment Actions > Create temporary list](#))
    - i. Check Document Checks right-hand panel in the Editor to double check there are no mandatory checks that need addressing
    - ii. Remove any comments from the 'Review' right-hand panel
3. [COMMONS ONLY] Update new clause and new schedule amendments with location information
  - a. This is particularly useful if there are a large number of new clause and/or new schedule amendments as it will save you time when dragging them to the correct location in your bill after they have been applied
  - b. Open the Amendment Information right-hand panel for each new clause amendment and update the 'Location' box with "before" or "after"; and update the 'Provision' box with the appropriate provision number in the format "sec\_22" for sections (clauses) and "sch\_3" for schedules.

### Apply amendments & check results

1. From the Amendment Manager, select the amendments you want auto-applied and run Amendment Actions > Apply Amendments.
  - a. Consider using filters to make it easier to 'select all' amendments to apply e.g., filter by Member
  - b. You can apply amendments to the same bill version in batches
  - c. Large bills containing lots of amendments can sometimes take a while to auto-apply (~3 mins)
  - d. Create new bill version if you have not already created an as amended version
2. Accept all the applied amendments displayed as tracked changes
  - a. If it is a large bill, use Actions > [Edit portion of document](#) mode
  - b. Click on the **Accept All Amendments** button at the top of Inline Amendments r-h panel
  - c. Check for any new Document Check messages (ignore advisory or x-ref doc check errors for now as they will be dealt with as part of 'Finalise Document' stage)
3. In the Editor, move to the Review r-h panel where auto-apply warning messages are posted.
  - a. Some messages warn you that the amendments were applied but need checking e.g. if there was more than one paragraph being inserted by different amendments in the same place, the warning message is asking you to check the sort order;

- b. Some messages warn you that a certain amendment couldn't be applied; in this case, open up the specified amendment in a temporary list and check for any obvious mistakes e.g. page-line information or whitespace at the end of the instruction if it's inserting new provisions. If you cannot fix the amendment, right-click in the quoted structure and select "Copy content of quoted structure" and manually paste it in the correct location.
  - c. Delete the warnings that you've dealt with as you go so you can keep track of which issues you have resolved.
4. If you need to manually apply amendments:
- a. Open the PDF of the published bill to help work out location of insertions/leave outs
  - b. Select the amendment(s) that could not be applied on the Amendment Manager and open them in a temporary list
  - c. Display the list side-by-side with your bill (use the Windows button on your keyboard with the left arrow to divide your monitor view in half) as in this example below:



- d.
  - e. To copy provisions inside a quoted structure:
    - i. Place cursor inside the quoted structure of the amendment
    - ii. Right-click and select "copy content of quoted structure"
    - iii. Place cursor in the bill where you would like to paste the content and use Ctrl + V.
    - iv. Check for locked nums when you do this, they may need manually removing (right-mouse-click > Lock/unlock num)
  - f. To copy text from the amendment instruction:
    - i. Highlight and copy the text within the quotation marks
    - ii. Place cursor in the bill where you would like to paste the content and use Ctrl + V
    - iii. To insert new clauses which contain grouping levels, e.g., a Part you will need to copy the content of the quoted structure and paste it directly into your document in the correct location.

**⚠** When checking auto-applied amendments, you may need to remove the lock on newly inserted provisions. See [How to use locked nums in UK amendments](#) for more information on why you need to remove locks on nums when amendments are applied.

## Finalise document

To finalise the document, you need to close the document in the Editor and return to the 'Project' tab. To minimise the number of repeating steps in this process, the recommended sequence is:

1. [Updating document information from project tab](#) (e.g., bill number, version rubric, printing dates)
2. [Finalising a document](#) (select what you need from the options e.g., renumber, update x-refs, reinsert front/back covers including table of contents)
  - a. If you inserted a new front cover, you would need to open the whole bill to update the Department name on the front cover.

## Final checks

1. Open the document in the Editor
  - a. Check Document Checks r-h panel

- i. The only issues you should see here are invalid x-refs that Lawmaker was unable to resolve or benign 'advisory' document checks
    - ii. Correct the invalid x-refs for anything obvious (or is this an OPC responsibility?)
  - b. Save changes when you have dealt with all Document Check warnings
  - c. Check the Table of Contents – did renumber work as expected? Sometimes a locked num that was not dealt with in the 'Auto-apply amendments' stage can throw up unexpected results
  - d. Save and close the bill
2. From project tab: compare document versions
- a. Compare the previous version of the bill with the as amended copy you have been working on to check where changes have been made
  - b. First you will need to duplicate BOTH working versions to strip out any page-line numbers (future version of Lawmaker will ignore page-line numbers in documents so you will not have to remember this step)
  - c. Start with the as amended bill version you have just created and run **Actions > Compare Version**  **Comparing documents** to compare it with the duplicated previous bill version
  - d. Generating a PDF might be a quicker way of skimming through the document looking for changes (and any missing printing point changes)
3. Send the PDF for checking

 At the end of the stage, repeat all the steps above for any opposition amendments that were later agreed to. This time, when applying amendments in step 1, select to update an existing version (the as amended version you have been working on)

-  • If Government bill:  **Sharing a document with another organisation** [Share with OPC](#) for checking & update as required.
- If it is a Private Member's Bill that has not been drafted by OPC: checks are done in PBO & update as required
  - See also  **Publishing bills**
  - For time-saving measures, see:
    -  **Updating document information from project tab**
    -  **Finalising a document**
    -  **Opening and editing a portion of document**

# Publishing bills

## Introduction

This outlines the business process for publishing a Bill in the Lords

## How to publish a Bill in the Lords

1. From the 'Project' tab, find the approved PDF snapshot version under the correct working version
2. Select "Actions > [Publish version](#)"
3. [Download a ZIP file](#) of the PDF snapshot version that you published
4. Send it to the usual product distribution list



• See also [Preparing a bill for introduction](#) and [Preparing the 'as amended' bill version](#)

# Preparing a House Bill

## Introduction

This is the business process for preparing a PDF that will be used by the other House as the 'House Bill'

## How to prepare a House Bill

1. [Duplicate the latest version of the Bill](#) and name it "Commons Copy" or "Lords Copy"
2. [Generate a PDF](#) of the newly created document version selecting 'Line numbering' and 'Generate as House Bill'
3. Send PDF for checking

# Applying FrameMaker amendments to a Lawmaker Bill

## Introduction

You can't copy and paste amendments from FrameMaker directly into Lawmaker because the formatting of the FrameMaker file confuses Lawmaker's Smart Paste function.

But you can export the FrameMaker amendment list into a different document type and then copy and paste from there more easily. You can either use a PDF from FrameMaker or a plain text export.

## Creating a document to copy and paste from

### Creating a Word document from a PDF export

1. Export a PDF of the amendment list from FrameMaker
2. Open Microsoft Word and from there open the PDF file so Word converts it into a Word document.
3. Remove the amendment numbers as they interfere with smart paste logic (see 'Removing all amendment numbers' below)

### Creating a plain text version

See [https://help.adobe.com/en\\_US/framemaker/2019/using/using-framemaker-2019/user-guide/frm\\_basics\\_ba-documents\\_save-as-plain-text.html#topic\\_save-as-plain-text](https://help.adobe.com/en_US/framemaker/2019/using/using-framemaker-2019/user-guide/frm_basics_ba-documents_save-as-plain-text.html#topic_save-as-plain-text).

## Applying individual amendments that insert provisions

If you need to insert a couple of provisions that do not need marking up with x-refs, it might be quicker to paste them directly into the bill (in 'Edit portion' mode if the bill is large)

If the amendment is inserting provisions that need marking up with x-refs:

- Open a LoDA
  - Copy the whole amendment (including the instruction) and paste into a blank amendment in the LoDA
    - if you encounter any issues with smart paste, see 'Smart Paste tips' to troubleshoot
    - no need to add Clause or Schedule number to the beginning of the instruction, unless you were planning on using 'auto-apply'
  - See section 'Creating x-refs' for tips on marking up any cross references
  - Remove the lock on the first provision inside a quoted structure (unless you do not want the provision renumbered). You do this by placing your cursor in the num, right-click and select "Lock/Unlock Number".
- Inserting new clauses:
  - If your bill contains parts, chapters or cross headings and you need to paste a new clause, open up its direct parent grouping level in 'Edit portion'
  - If your bill is only made up of clauses and no grouping levels, then you have to open the whole bill to insert the new clause
  - If your amendment includes a grouping level before the new clause e.g. a cross heading, then you would need to open the parent grouping level of the cross heading e.g. a part of chapter in 'Edit portion'
  - Remove the lock on the first provision inside the quoted structure - this lock will prevent the provision from being renumbered after it has been inserted into the bill.

## Creating x-refs

The recommendation is to update amendments inside a LoDA rather than inside the bill itself as this will help with overall performance

If you are cross-referring to a provision in the bill itself, find the provision in the structure view and copy the appropriate x-ref notation. Paste it into the amendment in your LoDA.

If you are cross-referring to a provision in an amendment's quoted structure (this could be within the same amendment or to another amendment's quoted structure:

- Expand the structure view
- Find the appropriate target provision within the 'quoted structure' level
- Copy the desired x-ref notation
- Paste into the amendment

If you are cross-referring to an unnumbered clause (i.e. where the heading is quoted)

- Add a number to the target clause
- Copy the x-ref to the newly numbered clause (or provision within it)
- Paste it over the old italicised text cross-reference

In all these cases above, when you paste the amendment into the bill, the cross reference will be automatically updated to point to the correct target provision inside the bill. If you paste the content of an amendment before you paste the target provision in another amendment, the cross reference will be inserted with grey highlight indicating that it is 'invalid'. However, as soon as you paste the content of the other amendment that contains the target provision and run 'update x-ref' it will convert back to 'orange' text indicating that it is a valid x-ref. This is because, as part of the 'paste' operation, it is searching the document for its target and if it can't find it, it will flag it as 'invalid' so you know to investigate if required.

## Smart paste tips and amendments

You don't need to add Clause or Schedule numbers at the beginning of the instruction unless you're intending to use 'auto-apply amendments' feature)

Remove any square brackets and add them manually after pasting

Formatted text in normal paragraph text e.g. italics is not picked up by smart paste, you will need to apply formatting to text after pasting (note that this doesn't include italic cross headings or bold clause headings as these are handled by Lawmaker's automatic styling of provisions)

Check quotes - there must be a balanced number of quotes. In some amendments, there may be missing quotes so you might have to manually add them in for smart paste to work logically, and then remove them after pasting

If you are copying a new clause that includes a cross heading or part or chapter before it, you will need to manually number the clause for smart paste to correctly identify it as a clause.

If the quoted structure of an amendment goes over a page in the Word document, it is easier to copy the complete amendment and paste it into notepad before pasting into a LoDA so that you can strip out any of the page furniture and double-check any incorrect line breaks.

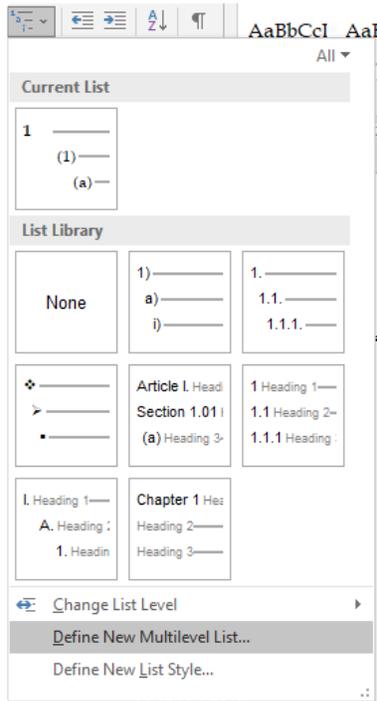
## Removing amendment numbers in one go (if downloaded in Word document)

Put your cursor in the "instruction" line of amendment 1 (i.e. the same line as the number "1")

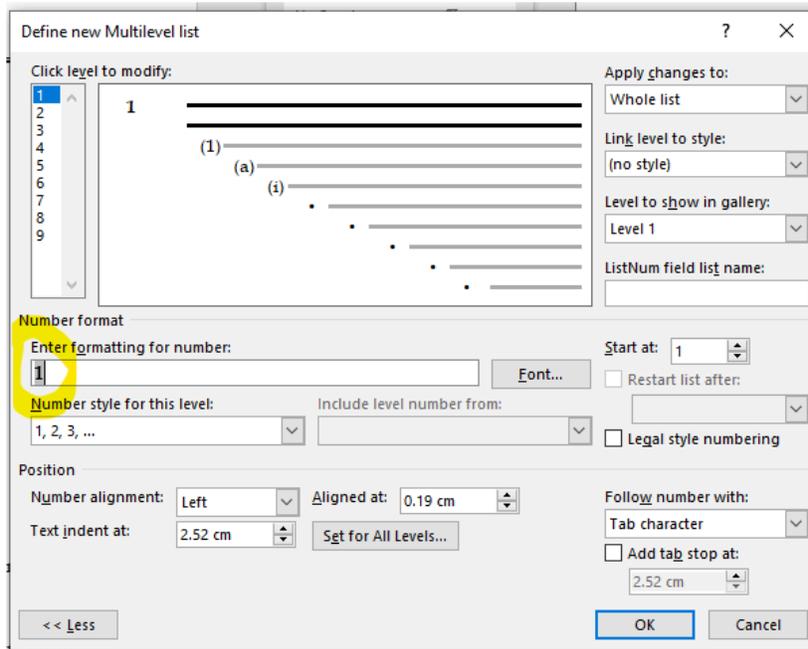
Click on multi-level list button in the toolbar:



Click on "Define New Multilevel List..." in the menu that appears:



Delete "1" from "Enter formatting for number" text box so the text box is empty and then click OK:



# Converting a UK Bill into an Act

## Introduction

Once a Bill has gone through all the amending phases and is ready for enactment, its content will need updating so that it becomes an Act.

Converting a UK Bill into an Act will make the following changes:

- Updates the XML so that it is now an Act document type
- Inserts the Act front cover (containing Short title, Chapter Number and Explanatory Notes statement)
- Inserts new Table of Contents (containing Short title, Chapter Number)
- The date of enactment rubric will be added after the long title and the Act Year and Chapter Number will be inserted under the Short title in the preface
- “Bill” in the short title will be changed to “Act” and the Act Year inserted at the end
- “Bill” in the long title will be changed to “Act”
- The stage version rubric will be removed
- The back cover will be removed (if there is one)

## How to convert a UK Bill into an Act

1. On the Project Tab, select **Duplicate version** from the **Actions** menu on the document version you want to convert into an Act (see [Duplicating a document version](#)).
2. The system will ask you to specify a folder and a version description.
3. When you have provided a folder and version description, select the **Convert Bill to Act** checkbox and click **Create**.
4. Open newly created document version in the Editor and do the following:
  - Check the Act title is correct;
  - Update the Document Information including Act year, chapter number & assent date (see [Managing document information](#));
  - Delete Explanatory Notes rubric from front cover if not required (and any other element, e.g. the table of contents);
  - Save the document.
5. Generate a PDF (see [Generating and viewing a PDF](#)).
6. On the Project Tab, find the PDF snapshot of the approved PDF version and select **Submit to TNA** (see [Submitting an Act or SI/SSI to TNA ARCHIVED](#)).

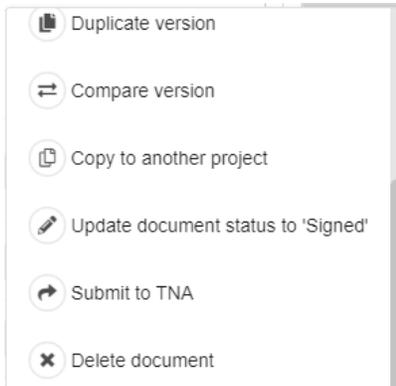
# Submitting a UK Act to TNA

You can submit an Act to TNA from within Lawmaker.

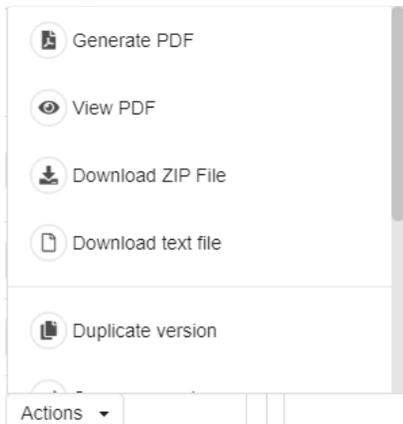
**⚠** The submission process is not yet fully automated, so there are some additional steps you need to follow to submit your Act.

## How to submit to TNA

1. From the Project Tab, generate a PDF of the working version that you wish to submit to TNA.
2. Find the PDF snapshot and select **Actions > Submit to TNA**.



3. Click **Submit** in the dialog box that appears. A significant version will appear on the right of your screen.
4. On the significant version, select **Actions > Download ZIP file**.



5. Click **Download** in the dialog box that appears. A zip file will be created containing the PDF and XML file, and also any images included in your Act.

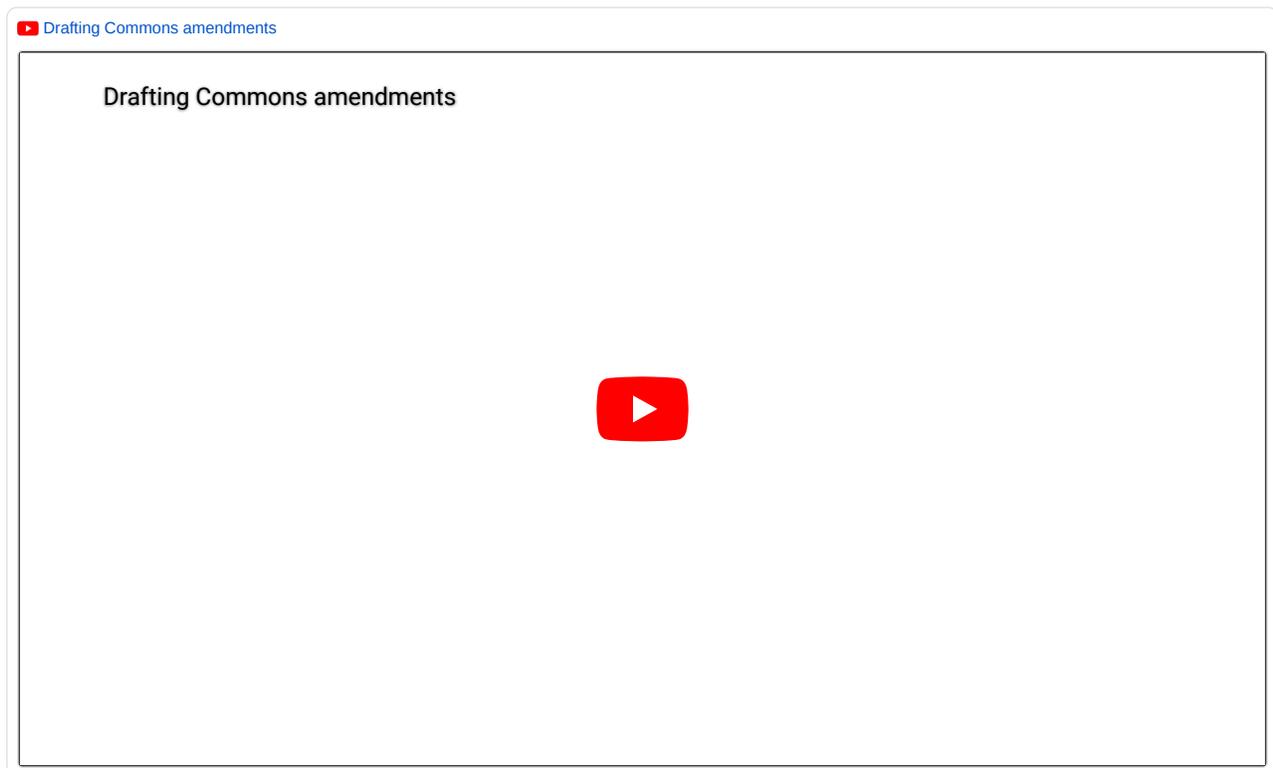
You can now use this zip file to upload into TNA's publishing system.

## Drafting UK amendments

Specific help for drafters of UK amendments in the Commons and Lords.

- [\[Commons and Lords\] Inserting pre-populated amendments](#)
- [\[Commons and Lords\] Amendments to amendments](#)
- [Inserting explanatory statements](#)
- [\[Lords\] Copying amendments from LAS to paste into Lawmaker](#)
- [Tabling UK amendments \(incl. 'ready for publishing'\)](#)
- [\[Lords\] Cloning amendments](#)

Here's an introductory screencast explaining how to draft Commons amendments:

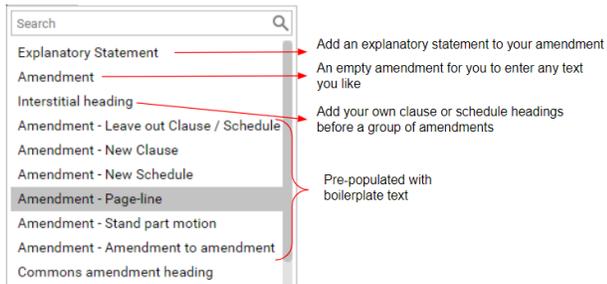




## [Commons and Lords] Inserting pre-populated amendments

When drafting amendments on a List of Draft Amendments (LoDA), Lawmaker provides the option of inserting standard forms of amendments containing prepopulated instructions.

To insert a pre-populated amendment, press Enter and select the appropriate option from the CCA. The screenshot below is the insert menu from a Lords LoDA:



The table below lists the available options and what is inserted. (See [Inserting provisions and other elements](#) for general help with the CCA.)

### Commons pre-populated amendments

CCA option	Amendment inserted
Amendment - Leave out Clause / Schedule	Leave out Clause / Schedule ***
Amendment - New Clause	To move the following Clause—
Amendment - New Schedule	To move the following Schedule—
Amendment - Page-line	Clause /Schedule ***, page ***, line ***, text
Amendment - Amendment to amendment	As an Amendment to ***:—  Line ***,

### Lords pre-populated amendments

CCA option	Amendment inserted
Amendment - Leave out Clause / Schedule	Leave out Clause / Schedule ***
Amendment - Insert Clause	Before/After Clause ***, insert the following new Clause—
Amendment - Insert Schedule	Before/After Schedule ***, insert the following new Schedule—

Amendment - Page-line	Clause / Schedule ***, Page ***, line ***, text
Amendment - stand part motion	Proposer gives notice of his/her intention to oppose the Question that Clause *** stand part of the Bill. / that Schedule *** be the ***th Schedule to the Bill.
Amendment - Amendment to amendment	<i>As an amendment to the amendment in the name of Member to text, printed on sheet HL Bill ***.</i>  Instruction

## [Commons and Lords] Amendments to amendments

Amendments to amendments are always sorted so that they appear under the target amendment they are amending (apart from in Lords Daily Sheets when the target amendment is not usually displayed).

The location information used by Lawmaker to sort amendments is usually gleaned from the amendment's instruction. However, in the case of amendments to amendments, the text in the italic amendment note is parsed to ascertain the location information used for sorting purposes.

### Creating Lords amendments to amendments

*In the List of Draft Amendments (LoDA)...*

1. Click 'Enter' and select **Amendment - Amendment to amendment** option
2. The default text that appears in the italicised amendment note is *As an amendment to the amendment in the name of to , printed on sheet HL Bill .*
  - a. Update this to point to the appropriate amendment (see example rubrics in the information panel below).
  - b. If the target amendment has been numbered, rewrite this so that it reads *As an amendment to amendment x*

### Amendments to unnumbered new clause/new schedule amendments

If the target amendment was a **new Clause amendment** or **new Schedule amendment** the amendment to amendment's italic text should be phrased something like: *"As an amendment to the amendment in the name of Lord Purvis of Tweed to After Clause 2 printed on sheet HL Bill 128(a)"*. When you save this amendment, the amendment note is parsed and Lawmaker will be able to update the 'Provision' attribute in the location table (visible in the **Amendment Information** right-hand panel) is correctly updated with "sec\_2". However it does not update the 'Location' attribute which will need manual intervention:

1. Ensure your cursor is in the amendment to amendment so that you are viewing the location information for this amendment
2. Click in the empty 'Location' cell of the location table and type "before" or "after" as appropriate
3. Wait for the spinner to finish spinning before saving your changes.

### Creating Commons amendments to amendments

*In the List of Draft Amendments (LoDA)...*

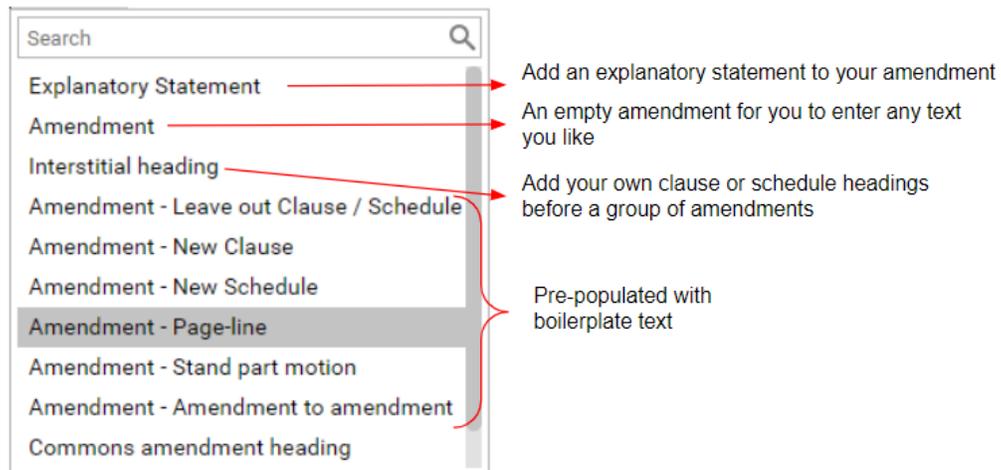
1. Click 'Enter' and select **Amendment - Amendment to amendment** option
2. Add the amendment number of the target amendment and fill out the amendment as required

## Inserting explanatory statements

Amendments in the Commons and Lords can have explanatory statements after them. They are not included by default when a new amendment is inserted. To add an explanatory statement to

### How to insert an explanatory statement

1. Place your cursor in the amendment requiring an explanatory statement and click on Enter
2. Select **Explanatory Statement** from the insert menu
3. Your cursor should appear in the empty Text element inside the explanatory statement allowing you to start drafting or paste the content of the explanatory statement.



[see also](#) [Managing cross references to other amendments](#)

## [Lords] Copying amendments from LAS to paste into Lawmaker

Members, including the Whip's Offices currently use Lords Amendment System (LAS) to submit amendments to the Lords PBO for tabling.

There is a features on LAS which allows the PBO to copy an amendment from LAS and paste it into Lawmaker using Smart Paste.

### How to copy amendments from LAS

*In LAS*

1. Open the amendment you want to copy into Lawmaker
2. Click on the "Copy to Clipboard" button

*In Lawmaker*

1. Ensure you have a List Draft Amendments (LoDA) open in the Editor for the appropriate bill and stage
2. Place your cursor in the **Instruction** element of an empty amendment (click 'Enter' and select "Amendment" to insert an empty amendment)
3. Use the paste keyboard short cut Ctrl + V to paste the copied amendment



- Pasting amendments from LAS relies on Smart Paste. See [Smart paste](#) for more information on how it works and also its limitations
- If you find the amendment is pasted badly into Lawmaker, it could be due to a structure that isn't currently supported by Smart Paste. The page on smart paste will provide useful tips on navigating around its limitations, but it may be easier to paste the provisions in one-by-one.

## Tabling UK amendments (incl. 'ready for publishing')

If you are a Parliament user, you will have access to the **Amendment Status** panel in the right-hand panel of the Editor where you can update an amendment's status e.g. tabling or recording an outcome e.g. "Agreed to".

### How to table amendments

1. Select one or more (submitted) amendments that you would like to update and open them in a temporary list by selecting **Amendment Actions > Create temporary list** from the dropdown menu in the top right of the Amendments tab
2. Place your cursor in the first amendment in the list and click on the "Amendment Status" panel in the right-hand panel in the Editor

### To update status individually in a list

1. (From step 2 above) Select the status you would like to change your amendment to e.g. "Table" or "Reject"
2. Move to the next amendment using:
  - a. The **Next >** or **< Previous** button at the top of the "Amendment Status" panel
  - b. Using keyboard short cuts
    - i. Alt + k to move to "Next" amendment, or
    - ii. Alt + h to move to "Previous" amendment
3. When you have finished making changes, click on the **Save** button

### To update statuses in one-go

1. (From step 2 above) Click on the **Bulk update statuses** button. Select the amendments and select **Submitted to Draft** from the bulk action dropdown and click on **Update**
2. When you have finished making changes, click on the **Save** button



- Amendments must have been submitted before Parliament user can table or reject them
- The changes to amendment statuses will only be applied when you click 'Save'
- To undo a selection, click on the button again to de-select it. To undo a table action after you have saved, see [Undoing an amendment s](#)
- Bulk update will only work on amendments that have the appropriate status e.g. "Submitted to Tabled" the amendment's status must be Submitted. If there was one or more amendment that didn't have the status of Submitted but the rest did – only the amendments with the status = Submitted would be updated in this context.

#### Commons Amendments only

- There is an additional state "Ready for Publishing" which the PPU will use once they've finished setting an amendment and it is considered ready for publishing. The 'Marshalled List' logic has been updated to only populate the list if Amendments have the 'Ready for Publishing' status (and no longer the 'Tabled' status)

## [Lords] Cloning amendments

See [Moving or copying amendments to a different stage \(including ping pong motions\)](#) for steps on how to 'clone' (copy) an amendment to a different stage

- You can now copy amendments to different stages which is essentially the same things as "Clone" (a feature from Lords Amendment System (LAS)).
- Make sure you select "Copy amendment to a different stage" as this will perform the following steps:
  - remove any assigned number
  - remove its DNumber (unique identifier e.g. HoL1) and assign a new one
  - leave the copied amendment assigned to its current stage/bill version
  - remove any proposer and supporters
  - remove any lifecycle events from it (e.g. if it had been submitted or tabled) so that it appears as 'Draft' once copied to the new stage
- The difference between move and copy:
  - **Move** will simply move the amendment (and all its associated data & event history) from one stage/bill version to another, bring with the amendment all its history and metadata.
  - **Copy** will duplicate the amendment the amendment, creating a new version and stripping it of non-relevant data as described above.

## Managing Commons amendments and amendment papers

- [Adding/removing 'Gov' from Commons amendments](#)
- [Inserting and deleting motions and resolutions](#)
- [Converting a resolution into an Order in a Commons Marshalled List](#)
- [Adding \[R\] to Members with Registered Interests](#)
- [House of Commons amendment list logic](#)

# Adding/removing 'Gov' from Commons amendments

## Introduction

The attribute "Gov" is automatically assigned to OPC submitted amendments if they check the "Mark these amendments as Government amendments" upon submission. In the unlikely event they get this wrong when they submit their amendments, it is possible to update the submitted amendments manually.

## How to add/remove 'Gov' from Amendments

From the 'Amendment Manager' tab, select the amendment(s) you wish to update and click 'Edit' (alternatively you can do this directly in the Marshalled List)

When they appear in the Editor, either:

- place your cursor in the amendment's num (or unique reference if it hasn't been assigned a number yet) and use the left arrow to move your cursor to the 'Body' element (see the breadcrumb, it should look something like: "list name" > List body > Component > Amendment > Body )
- show tags by:
  - From the upper tool bar, select 'Document > Preferences'
  - Select 'Full Tags' and click on 'Apply'
  - Place your cursor after the "Body" tag (just before "Heading" tag)
  - Return to your preferred tag view by repeating steps i and ii.

Click on 'Attributes' right hand panel

- To add the 'Gov' attribute: click on the 'Add Attribute' button
  - Type into the 'Attribute' field: uk:memberInCharge
  - Type into the 'Value' field: Gov
  - Click on 'Add' when complete
- To remove the 'Gov' attribute: click on the uk:memberInCharge attribute in the list and click on the 'delete' (bin) button

The Gov text in the Editor will appear/disappear as appropriate

### Hints and tips

This can be done when editing Marshalled Lists if that's preferred

# Inserting and deleting motions and resolutions

## Introduction

You can insert motions and resolutions into a Commons Marshalled List or Proceedings in a similar way to how you insert amendments (using the the CCA).

## How to insert a resolution or motion

1. Place cursor in the list body of a Commons Marshalled List or Commons Proceedings List and click **Enter** bring up the CCA. (You can also bring up the CCA by right-clicking and selecting **Insert element...** or by selecting **Insert>Insert Element...** from the the toolbar.)
2. Select **resolution** or **motion** from the menu that appears and click Enter.

The selected element will be inserted in the next correct place.

## How to delete a motion or resolution (or order)

1. Select the appropriate motion, resolution or order
2. Click **Delete** or **Backspace** key.

The system will remove the selected element from the list.

You can select the motion etc. by one of the following:

- Select it in the Editor by dragging your cursor across it.
- Select it from the Structure View by clicking on the relevant item.
- Click on 'Resolution', 'Motion' or 'Order' from the breadcrumb.

### Hints and tips

Motions will be inserted after the element that your cursor is in

Resolutions are used for Programme Motions

You can use the insert menu (CCA) to create structure in your resolution using number format 1 or (1) and inserting paragraphs (a) and (i) as appropriate.

You can also insert tables into resolutions using the upper tool bar "Tools > Insert table". To insert another paragraph after the table, place your cursor after the paragraph before the table and click 'Enter' to access the insert menu. Select the appropriate paragraph and it will be inserted after the table.

The first resolutions inserted into a Commons Marshalled List or Commons Proceedings, will be inserted as the first element in the list. Subsequent resolutions will be inserted as siblings after the first resolution in the list.

When you use 'Update List' to refresh your list with new/updated amendments, your motions and resolutions will not be touched.

You cannot insert motions or resolutions into Lists of Draft Amendments (LoDAs)

Orders cannot be inserted from the CCA. First you will need to insert a resolution and then convert it into an order

You can build up the structure of a resolution by clicking in the 'text' placeholder element to insert paragraphs and tables

You can update the 'proposer' of a motion or resolution by clicking on the blue placeholder which will open an 'Update proposer' dialogue box allowing you to select from a list of Commons Members.

You can change the order of motions/resolutions or orders in the list by using 'drag & drop' in the Structure view



# Converting a resolution into an Order in a Commons Marshalled List

## Introduction

You can convert a resolution in a Marshalled List into an order. This will adjust the formatting and move it to the back of the List.

## How to convert a resolution into an Order

1. Place cursor in the selected resolution.
2. Right-click and select **Convert to order**.

The resolution will be removed from the list and a new order (containing the resolution content) will be inserted at the end of the amendment list (before the Withdrawn Amendment section).

### Hints and tips

Resolutions are used for Programme Motions.

You should record the outcome against a resolution before converting it into an Order as that means you can copy the resolution and paste it into the Proceedings and it will have the 'proposer' element correctly inserted at the top of the resolution.

If you converted a resolution by mistake, use 'undo' to revert it back into a resolution.

Converting the resolution will additionally strip out the introductory paragraph and ending paragraph of text around the programme motion .

Orders cannot be inserted from the CCA, you need to create a resolution first and use 'Convert to Order'.

You can update the 'proposer' of a resolution by clicking on the blue placeholder which will open an 'Update proposer' dialogue box allowing you to select from a list of Commons Members.

You can change the order of motions/resolutions or orders in the list by using 'drag & drop' in the Structure view.

# Adding [R] to Members with Registered Interests

## Introduction

Members with registered interests in a Commons amendment are displayed in amendment lists with the letter "R" in square brackets e.g. "Jo Swinson [R]".

## How to add [R] to a Member's displayed name

1. Place your cursor in the name of the Member who needs updating.
2. Select **Document>Edit as XML** from the upper tool bar.
3. The Editor will display the amendment list in XML format. Your cursor will be in the XML, it will likely be at the bottom of the screen.
4. Add "[R]" to the appropriate Member's name which e.g.

```
1 <b1ock name="supporters"><docProponent refersTo="amnd#person-01">Mike Freer [R]</docProponent></b1ock>
```

5. Click **Switch to Author mode** in the upper tool bar.

### Hints and tips

Making the changes to the display name of the Member in this way ensures that the data continues to map to the Member in Members Names database in Parliament. If you free-typed the name into the "Manage Members" dialogue box where you add proposers and supporters, it wouldn't match to the true Member in the Members Names database.

If you can't find the Member in the XML, either:

- use Ctrl+F which will open a blue search bar at the top of the page of XML, allowing you to type the Member's name that you are wanting to add the "[R]" to, or
- click on the magnifying glass button in the top right of the Editor which will also open the blue search bar at the top of the page of XML

# House of Commons amendment list logic

## Introduction

This page sets out the detail of how Lawmaker generates and updates Commons amendment lists including:

- what amendments/motions are included,
- how they are sorted,
- if and how they are numbered,
- other rules relating to headings etc. that are automatically generated.

## (Rolling) Marshalled Lists

### What amendments are included?

Amendments (or ping pong motions depending on the stage) will appear in the Rolling Marshalled List if they were recorded as having been “Ready for Publishing” up to the date of the amendment list and they haven’t already got an outcome recorded against them e.g.

Withdrawn before debate, Agreed to etc..

### How are they sorted?

Amendments are sorted according to a number of factors when they are inserted into a Marshalled list. The sorting algorithm currently sorts by the follows criteria:

1. Amendments are first sorted by the clause or schedule to which they relate. If there is an Order of Consideration then this is applied to the sort. Otherwise amendments will be sorted in the order the clauses and schedules appear in the Bill.
2. Amendments relating to the same clause/schedule are then sorted by their page and line numbers (and column numbers, for amendments to tables).
3. New Clause and new Schedule amendments are sorted by amendment number.
4. Amendments to amendments are sorted after the amendment to which they relate.
5. Finally, amendments that would otherwise be sorted to the same place are sorted by their user-specified sort code e.g. “M1” before “M2” etc.

Ping pong motions are sorted by the amendment they are referring to on the Consolidated List of Amendments (CLOA)

#### Highlighted amendments in red text

If an amendment is highlighted in red text it means that Lawmaker is unable to sort the amendment correctly. This will be because:

- two or more amendments have been identified as appearing in the same page/line location OR
- there are 2 or more new Clause/new Schedule amendments and at least one of these amendments do not have a sort code for the system to determine the correct order.

To resolve this, add a sort code to the highlighted amendments, save them and then update the list. The red highlighting will disappear at that point.

## Numbering

Amendments (and ping pong motions) will **not** be numbered by Lawmaker when a Marshalled List is generated or updated.

Numbers should be manually assigned to amendments as part of setting the list ready for publication

You can assign simple consecutive numbers to amendments using the renumber function in the **Tools menu > Renumber Amendments**.

## Starred amendments

A black star will automatically appear before an amendment or ping pong motion that has never appeared on a previous rolling marshalled list

A white (hollow) star will automatically appear before an amendment or ping pong motion that *has been published once already* on a rolling marshalled list (converting the black star to a white star)

You can manually add or remove black and white stars by right-clicking on your selected amendment and selecting 'update star status'

## Headings and rules

The system will automatically insert short rules between amendments and motions in the list

Interstitial headings can be inserted by selecting 'Interstitial heading' from the insert menu when you are editing a Marshalled List

## Amendments to amendments (A2A)

- Amendments to amendments (A2A)
  - Amendments to amendments will appear after their target amendment in the sorted list
  - Line numbers will appear automatically against the target amendment in the PDF (*not* in the Editor) when you generate a PDF of the Rolling Marshalled List/Daily (as long as the A2A is in the same list)
    - You can manually specify whether an amendment or ping pong motion should be line numbered in a PDF by right-clicking in the Editor on the selected amendment/motion and selecting "Update line numbering status"
  - A heading will automatically appear before the amendment to amendment
  - If you have more than one A2A amending the same target amendment, delete the text from the subsequent A2A's headings without deleting the heading element and the headings then will not appear in the PDF

## Withdrawn amendments

The "Withdrawn amendments" section of the marshalled list does not appear by default when you create or update a marshalled list. You can insert it by placing your cursor at the appropriate point, pressing Enter and selecting "Withdrawn Amendments" from the insert menu.

- These will be listed at the end of the list whenever they are withdrawn before debate

## Motions and resolutions and Orders

Motions and resolutions must be manually inserted into the Marshalled list by selecting 'motion' or 'resolution' from the insert menu

Orders cannot be inserted, they are created by converting a resolution into an order by right-clicking on the selected resolution and selecting 'Convert to order'

## Proceedings

- It is assumed that outcomes against motions and amendments will be recorded in the appropriate Marshalled List. Once you have finished updating the amendments and motions with outcomes, you can generate the Proceedings.
- If you are planning on generating a Proceedings at the end of each day, you will need to create a new Proceedings each day of the sitting.
- The system will create an empty document. You will need to copy and paste motions and resolutions into the Proceedings from the Marshalled List. Amendments will be automatically inserted when you run 'Update List'.
- The 'Update List' operation will not remove any amendments, motions, resolutions, interstitial headings, witness information or section/schedule outcomes. This means that you can build up a running Proceedings document if you prefer - with new amendments appended to the end of the list and before the glossary and adjournment statement.
- An interstitial heading will be inserted before the group of inserted amendments allowing you to record the sitting day information if required. If not, select the interstitial heading element from the breadcrumb or from the structure view and delete it from the list. They can be manually inserted from the insert menu (CCA) if you later decide you want one.

- The system will insert any amendments that have an outcome recorded against them on or between the supplied start and end dates in the 'Update List' dialogue box. This is why you should record outcomes against the amendments before generating a proceedings.
- You can insert Witness List information using the insert menu - as well as clause/schedule outcome statements. Short rules will be inserted automatically in the appropriate place as you build up the content of the document.

## Ping Pong (Marshaled List)

- As covered previously, drafting ping pong motions and amendments is the same as creating Amendments - use the 'Amendments Workspace' to create a List of Draft Amendments (LoDA). To view these motions, look to the Amendment Manager – and it is here, as well as in the LoDA itself, that you can advance your pp motions and amendments to the submitted stage, and then to tabled, and then to Ready to Publish. At this point, you are ready to create an Official List.
- Official lists can be generated the same way as 'normal' amendments but you must select stage = Ping Pong

## Ping Pong Proceedings

- It is assumed that outcomes against ping pong motions and amendments will be recorded in the appropriate Marshalled List open in an Editor, or in an ephemeral list created for that purpose. Once you have finished updating the amendments and motions with outcomes, you can generate the Ping Pong Proceedings!
- The system will create an empty document. Amendments with decisions against them will be automatically inserted when you run 'Update List'.
- The 'Update List' operation will not remove any amendments, motions, resolutions, interstitial headings, witness information or section/schedule outcomes. This means that you can build up a running Proceedings document if you prefer - with new amendments appended to the end of the list and before the glossary and adjournment statement.
- The system will insert any amendments that have an outcome recorded against them on or between the supplied start and end dates in the 'Update List' dialogue box. This is why you should record outcomes against the amendments before generating a proceedings.
- Explanatory statements are not typically used at pp stage, although the functionality to add them remains in the CCA. Motions, resolutions and a space to list withdrawn amendments at this stage are options available from the CCA.

## Reasons Document

- You will need some reason motions set to 'Ready for publishing' before you can generate a Reasons documents
- As with all Commons lists, you need to generate the empty list first, then update it with content by selecting "Tools > Update List"

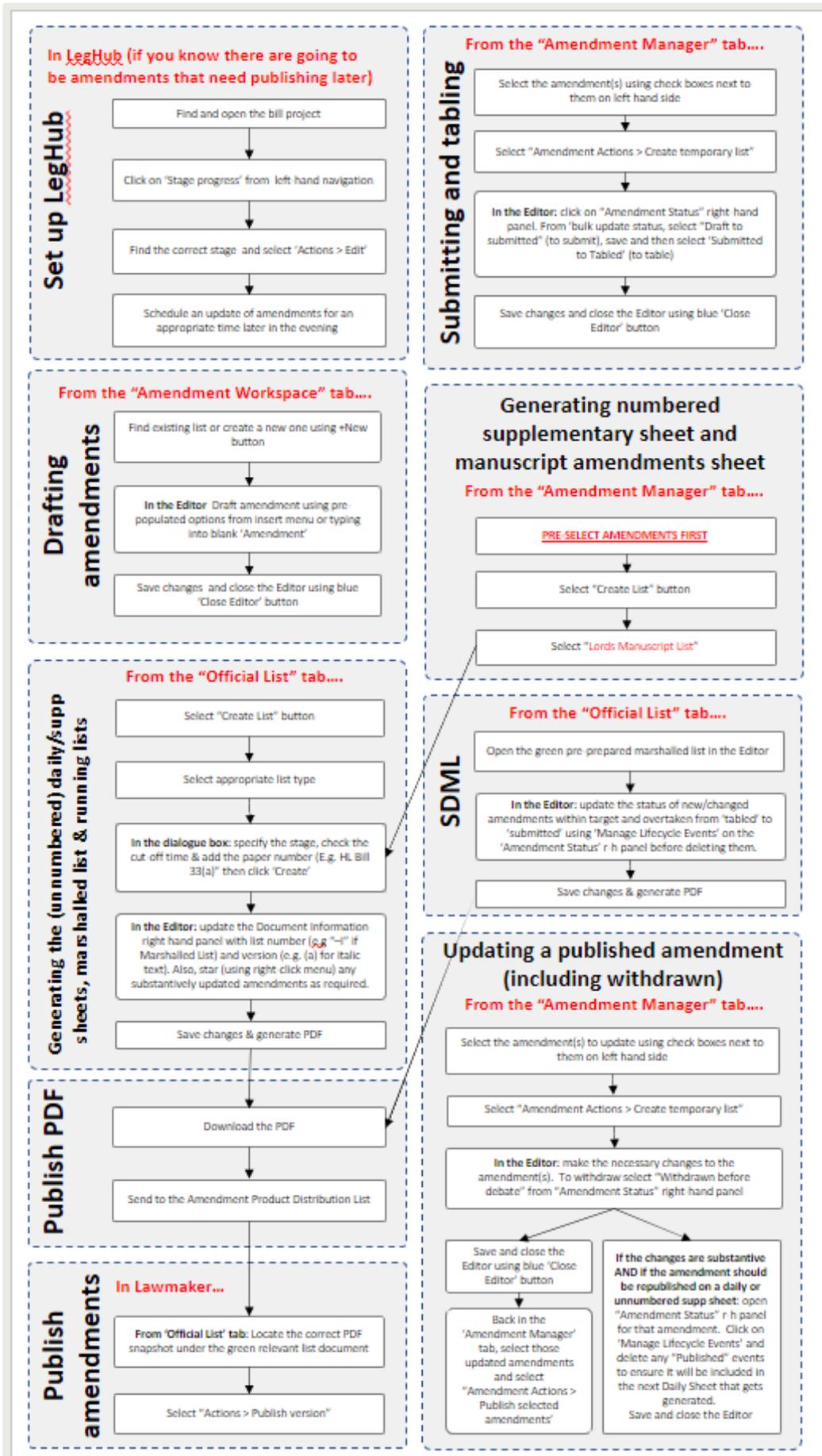
## Managing Lords amendments and amendment papers

- [\[Lords\] Amendment Process - One-page summary](#)
- [\[Lords\] Copying amendments from LAS](#)
- [\[Lords\] Withdrawing amendments before debate](#)
- [\[Lords\] Recording outcomes \(incl. republishing on the website\)](#)
- [\[Lords\] Generating Official Lists](#)
- [\[Lords\] Updating an amendment so it appears on a subsequent Daily Sheet](#)

## [Lords] Amendment Process - One-page summary

### Overview of Amendment & Amendment List process

The one-page summary for managing amendments and lists was created in August 2022.



## How to update this process flow

To update it, you should update the source POWERPOINT document in [SharePoint](#). Once you have updated that version, generate a new PDF to replace the existing PDF in SharePoint. This image was created by taking a screen shot of the PDF view and pasting it directly onto this help page

# [Lords] Copying amendments from LAS

## How to copy amendments from LAS

*In LAS*

1. Open the amendment up in LAS
2. Click on the **Copy to Clipboard** button

*In Lawmaker*

1. Ensure you have a List of Draft Amendments (LoDA) document open in the Editor (see [Creating new amendments on a List of Draft Amendments \(LoDA\)](#))
2. Insert an empty amendment (select **Amendment** from the insert menu). It should look like this:

PROPOSER

**num**    **Instruction**

3. Place the cursor in the **Instruction** empty placeholder element
4. Paste the content of the LAS amendment into the instruction using **Ctrl + V**

- Pasting the content of a LAS amendment into the instruction uses **Smart Paste** logic.
- For more information on how to get the most out of smart paste, see [Smart paste](#)

## [Lords] Withdrawing amendments before debate

Sometimes, Members wish to withdraw an amendment before debate. If this happens before a Marshalled List is produced, the amendment is updated and it will no longer appear on future lists. If it appears after it has appeared on a previous Marshalled List, it will appear in subsequent marshalled lists with the text “[*Withdrawn*]” instead of showing the full amendment content.

### How to withdraw an amendment before debate

*From the Amendment Manager tab:*

1. Find the amendment on the Amendment Manager you want to update
2. Select the amendment(s) using the check box on the left hand side.
3. Open the amendments in a temporary list by selecting **Amendment Actions > Create temporary list** from the drop-down menu in the top right of the Amendment Manager
4. Click on the **Amendment Status** right-hand panel
5. Select **Withdrawn before debate** button in the Amendment Status right-hand panel
6. Save your changes and close the temporary list
7. If this amendment has been published on a list already, you will need to ensure an update has been scheduled on the relevant bill

### How to remove a withdrawn-before-debate amendment from appearing on subsequent marshalled lists

When a ‘withdrawn-before-debate’ amendment is part of a batch of amendments that have been dealt with, it should no longer appear on subsequent marshalled lists. To ensure it no longer appears, you will need to remove all the published events from those amendments **as part of recording outcomes** against the other amendments on the Marshalled List. To do this:

*From the Editor, with **Amendment Status** open in the right-hand panel:*

1. Click on the 'Manage lifecycle events' link at the bottom of this panel
2. In the dialog box that opens, delete all published events
3. Click on **Update** when you have finished making the changes

This will ensure the amendment with the italic '[Withdrawn]' note will no longer appear on subsequent amendment lists.

 You can use the quick filters at the top of the page to help you find amendments on the Amendment Manager, or use the advanced search at the side of the amendment table.

## [Lords] Recording outcomes (incl. republishing on the website)

After debate, the outcomes need to be recorded against each amendment. It's possible to do this via a temporary list or by editing the latest Marshalled List. The process for recording the outcomes is the same for both approaches. Once you have recorded outcomes, you will need to republish the amendments in order for the website to reflect the changes.

### TIME SAVING TIP

If there are a lot of amendments in the list in the Editor, it is sometimes faster to open the document up in XML view so that locks are acquired on all the amendments in a list which saves a little time when updating them individually. To do this:

1. Select Document > Edit in XML
2. When the XML view appears (sometimes it can take a few seconds), click on the button in the top banner that says "Switch to Author Mode"

When the list of amendments appears again, you will see locks (pencil icons) appear against each amendment in the Structure View indicating you have locks on all these amendments. You can carry on with the steps below to record outcomes.

## How to record outcomes

### Option 1: recording outcomes using a marshalled list

1. Open the latest marshalled list
2. Update the amendments with outcomes (see [Recording amendment outcomes](#) )
3. Save and close the Editor

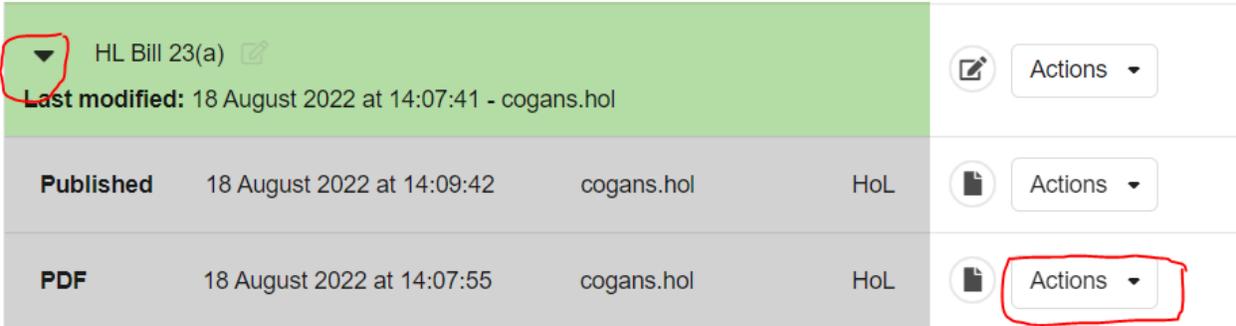
### Option 2: recording outcomes using a temporary list

1. From the Amendment Manager, select the amendments you want to record outcomes against
2. Select **Amendment Actions > Create temporary list**
3. Update the amendments with outcomes (see [Recording amendment outcomes](#) )
4. When complete, save and close the Editor

## How to re-publish updated amendments

### Option 1: publishing via the PDF snapshot

1. From the Official List tab, find your updated green Marshalled List and select **Actions > Generate PDF**
2. Expand the same green Marshalled List view to view the snapshot versions below it

3. 

HL Bill 23(a) 				 Actions ▾
<b>Last modified:</b> 18 August 2022 at 14:07:41 - cogans.hol				
<b>Published</b>	18 August 2022 at 14:09:42	cogans.hol	HoL	 Actions ▾
<b>PDF</b>	18 August 2022 at 14:07:55	cogans.hol	HoL	 Actions ▾

4. Find your recently created PDF snapshot and select **Actions > Publish version**
5. Click **Publish** on the publish warning message

### Option 2: publishing via the Amendment Manager

1. From the Amendment Manager tab, find the amendments you just updated with outcomes
2. Select them all using the check boxes

3. Select **Amendment Actions > Publish selected amendments** from the dropdown menu in the top right of the page
4. Expand the same green Marshalled List view to view the snapshot versions below it
5. Click **Publish** on the publish warning message

Ensure you have schedule an update in LegHub before you go home. This can be done at any time during the day in LegHub, even before you have republished the updated amendments - along as the scheduled update time is late enough to run after you have finished making your changes.

- Use keyboard shortcut **Alt + K** to move down or **Alt + H** to move back up the list of amendments
- Use the filters on the 'Amendment Manager' tab to help you find the amendments that need updating/republishing
- The green Marshalled List, when opened in the Editor, will always show the latest version of the amendments. Which means, if an amendment without an outcome has changed since it was first published in a Marshalled List, republishing the Marshalled List using option 1 above will mean the current version of the amendment is published. You will not accidentally revert a changed amendment back to it's previous state by publishing the whole amendment list using option 1.

## [Lords] Generating Official Lists

- [Generating a Lords Daily Sheet \(incl. unnumbered supplementary sheets\)](#)
- [Generating a Lords Running List](#)
- [Generating a Lords Marshalled List](#)
- [Generating a Lords Manuscript List \(used for numbered supplementary sheets\)](#)
- [Sorting logic used by Lords amendment lists](#)
- [Preparing a Lords Next-Morning Marshalled List](#)

## Generating a Lords Daily Sheet (incl. unnumbered supplementary sheets)

Generating an official list will automatically populate the appropriate document template with relevant amendments, sorted and grouped under appropriate interstitial headings.

### How to generate a Lords Daily Sheet

1. Create a list by:
  - a. From the Amendment Manager tab: select **Amendment Actions > Create Official List** from the dropdown menu in the top right of the page
  - b. From the Official List tab: click on the **Create List** button
2. Select Lords Daily Sheet
3. Update the relevant information in the dialog box and click on **Create**

The screenshot shows a 'Create amendment list' dialog box with the following fields and callouts:

- Amendment list \***: A text input field containing 'Lords Daily Sheet'. Callout: 'Defaults to the last published bill version. You shouldn't need to change this'.
- Bill version \***: A dropdown menu showing 'As Introduced'. Callout: 'Defaults to the last published bill version. You shouldn't need to change this'.
- Stage/Committee \***: A dropdown menu with the text 'Please select or type in a new stage/committee...'. Callout: 'Select the appropriate stage'.
- Cut-off date \***: A date picker showing '15/07/2022'. Callout: 'Defaults to today's date so you shouldn't need to change this'.
- Cut-off time \***: A time picker showing '18:00'. Callout: 'Defaults to 18:00. If you've tabled amendments after this time for today's Daily Sheet, then adjust this cut-off time accordingly so these amendments don't get missed off the list'.
- List date \***: A date picker showing '15/07/2022'. Callout: 'Defaults to today's date so you shouldn't need to change this'.
- List name \***: A text input field with the placeholder 'Enter a name for the list'. Callout: 'Type in the paper number e.g. HL Bill 23(a)'.

At the bottom of the dialog box are two buttons: 'Create' (in blue) and 'Cancel' (in grey).

- 4.
5. A new tab opens with the appropriate document template, containing relevant amendments sorted and grouped under applicable interstitial headings

[See \*\*Troubleshooting\*\*](#) if you encounter any unexpected outcomes when generating a Daily Sheet

#### **Process and logic for auto-generating the Lords Daily Sheet**

##### **Deciding on the document template to use:**

- If there are **no published Marshalled Lists** for this bill version, then a Daily Sheet document template is used.
- If there are **published Marshalled Lists** for this bill version, then a Supplementary Sheet document template is used.

### **Filtering which amendments to include in the list:**

Amendments will appear in the Daily Sheet or unnumbered Supplementary Sheet if:

- they were recorded as having been “tabled” up to the specified cut-off date/time of the amendment list,
- they haven't already got an outcome recorded against them e.g. Withdrawn before debate, Agreed to etc., and
- they haven't already been published on a previous list.

### **Sorting the amendments**

They will be sorted in the order they appear in the bill or by the Order of Consideration, if there is one (see [Sorting logic used by Lords amendment lists](#) for more information on sort logic).

Amendments to amendments will be sorted by the page/line information or the amendment number they are linked to. This information is automatically captured by parsing the italic amendment note on amendments to amendments when saving.

### **Populating the list**

As part of populating the list with amendments, interstitial headings are automatically inserted before each amendment group e.g. “Clause 2”; “After Schedule 2” etc.

## Generating a Lords Running List

Generating an official list will automatically populate the appropriate document template with relevant amendments, sorted and grouped under appropriate interstitial headings.

### How to generate a Lords Running List

1. Create a list by:
  - a. From the Amendment Manager tab: select **Amendment Actions > Create Official List** from the dropdown menu in the top right of the page
  - b. From the Official List tab: click on the **Create List** button
2. Select Lords Running List
3. Update the relevant information in the dialog box and click on **Create**

**Create amendment list**

**Amendment list \***  
Lords Running List

**Bill version \***  
As Introduced (Lords)

**Stage/Committee \***  
Please select or type in a new stage/committee...

**Cut-off date \***  
19/09/2024

**Cut-off time \***  
Time

**List date \***  
19/09/2024

**List name \***  
Enter a name for the list

**Create** **Cancel**

Defaults to the last published bill version. You shouldn't need to change this.

Select the appropriate stage.

Defaults to today's date so you shouldn't need to change this.

This field currently has no effect on the filtering of amendments on a Running List; all amendments tabled before midnight on the cut-off date will be included.

The date that appears on the list.

Type in the paper number, e.g. HL Bill 1 – Running List 30 May

4. A new tab opens with the appropriate document template, containing relevant amendments sorted and grouped under applicable interstitial headings, with black stars against any new amendments which haven't previously been published.

**i** See [Troubleshooting](#) if you encounter any unexpected outcomes when generating a Running List

### **i** Process and logic for auto-generating the Lords Running List

#### **Filtering which amendments to include in the list:**

Amendments will appear in the Running List if:

- they were recorded as having been “tabled” up to the specified cut-off date/time of the amendment list, and
- they haven't already got an outcome recorded against them e.g. Withdrawn before debate, Agreed to etc..

### Sorting the amendments

They will be sorted in the order they appear in the bill or by the Order of Consideration, if there is one (see [Sorting logic used by Lords amendment lists](#) for more information on sort logic).

Amendments to amendments will be sorted by the page/line information or the amendment number they are linked to. This information is automatically captured by parsing the italic amendment note on amendments to amendments when saving.

### Populating the list

As part of populating the list with amendments, interstitial headings are automatically inserted before each amendment group e.g. "Clause 2"; "After Schedule 2" etc.

Black stars will be added next to any amendments which have not previously been published on a list.

If there is an order of consideration, it will be included in the header of the list.

## Generating a Lords Marshalled List

Generating an official list will automatically populate the appropriate document template with relevant amendments, sorted and grouped under appropriate interstitial headings.

### How to generate a Lords Marshalled List

1. Create a list by:
  - a. From the Amendment Manager tab: select **Amendment Actions > Create Official List** from the dropdown menu in the top right of the page
  - b. From the Official List tab: click on the **Create List** button
2. Select Lords Marshalled List
3. Update the relevant information in the dialog box and click on **Create**

The screenshot shows a 'Create amendment list' dialog box with the following fields and callouts:

- Amendment list \***: Text input field containing 'Lords Marshalled List'. Callout: 'Defaults to the last published bill version. You shouldn't need to change this'.
- Bill version \***: Dropdown menu showing 'As Introduced'. Callout: 'Defaults to the last published bill version. You shouldn't need to change this'.
- Stage/Committee \***: Text input field with placeholder 'Please select or type in a new stage/committee...'. Callout: 'Select the appropriate stage'.
- Cut-off date \***: Date picker showing '19/08/2022'. Callout: 'Defaults to today's date so you shouldn't need to change this'.
- Cut-off time \***: Time picker showing '18:00'. Callout: 'Defaults to 18:00. If you've tabled amendments after this time, then adjust this cut-off time accordingly so these amendments don't get missed off the list'.
- List date \***: Date picker showing '19/08/2022'. Callout: 'The date that appears on the list'.
- List name \***: Text input field with placeholder 'Enter a name for the list'. Callout: 'Type in the paper number e.g. HL Bill 1—I'.

At the bottom of the dialog are 'Create' and 'Cancel' buttons.

4. A new tab opens with the appropriate document template, containing relevant amendments sorted and grouped under applicable interstitial headings

**i** See [Troubleshooting](#) if you encounter any unexpected outcomes when generating a Marshalled List

#### **i** Process and logic for auto-generating the Lords Marshalled List

##### Filtering which amendments to include in the list:

Amendments will appear in the Marshalled List if:

- they were recorded as having been “tabled” up to the specified cut-off date/time of the amendment list, and
- All withdrawn (Withdrawn before debate) will be if they have previously been published on a Marshalled List

### Sorting the amendments

- They will be sorted in the order they appear in the bill or by the Order of Consideration, if there is one (see [Sorting logic used by Lords a](#) [mendment lists](#) for more information on sort logic).
- Amendments to amendments will be sorted by the page/line information or the amendment number they are linked to. This information is automatically captured by parsing the italic amendment note on amendments to amendments when saving.

### Populating the list

- As part of populating the list with amendments, interstitial headings are automatically inserted before each amendment group e.g. "Clause 2"; "After Schedule 2" etc.
- If there was an order of consideration, it will be included in the header of the list
- Amendments are numbered according to the Amendment Numbering Logic
- Any amendment that has not previously been published on another list will be assigned a black star

### Amendment Numbering Logic

- Numbers will be assigned to amendments after they have been filtered, sorted and inserted into the list.
- Numbers will be assigned to amendments that have been recently tabled amendment and that have not been published on a Marshalled List or Manuscript List
- The number will be inserted into the amendment's //num (overwriting any existing value) following the auto-assign numbering algorithm used in the Editor for numbering provisions e.g. 1A for an amendment between amendments 1 and 2, A1 for an amendment before amendment 1 etc.. (Amendments to amendments (A2As) are treated the same as ordinary amendments)
- The only amendments not to receive a number are the ones drafted at Committee stage that contain the text "intention to oppose" in the instruction (stand part motions).

## Generating a Lords Manuscript List (used for numbered supplementary sheets)

Use the Manuscript Amendment List for any amendments that need to be numbered which aren't on a 'normal' Marshalled List e.g. Manuscript Amendments or numbered supplementary sheets.

### How to generate a Lords Manuscript List

1. [Pre-select the amendments you wish to include in the List using the checkboxes on the Amendment Manager tab](#)
2. Create a list by:
  - a. From the Amendment Manager tab: select **Amendment Actions > Create Official List** from the dropdown menu in the top right of the page
  - b. From the Official List tab: click on the **Create List** button
3. Select Lords Manuscript List
4. Update the relevant information in the dialog box and click on **Create**

The screenshot shows a 'Create amendment list' dialog box with the following fields and callouts:

- Amendment list \***: A text input field containing 'Lords Manuscript List'. Callout: 'Defaults to the last published bill version. You shouldn't need to change this'.
- Bill version \***: A dropdown menu showing 'As Introduced'. Callout: 'Select the appropriate stage'.
- Stage/Committee \***: A dropdown menu showing 'Please select or type in a new stage/committee...'. Callout: 'Select the appropriate stage'.
- List date \***: A date picker showing '19/08/2022'. Callout: 'The date that appears on the list'.
- List name \***: A text input field with placeholder text 'Enter a name for the list'. Callout: 'Type in the paper number e.g. HL Bill 35—II(Manuscript)'.

At the bottom right of the dialog box are two buttons: 'Create' (blue) and 'Cancel' (grey).

- 5.
6. A new tab opens with the appropriate document template, containing **pre-selected** amendments sorted and grouped under applicable interstitial headings

See [Troubleshooting](#) if you encounter any unexpected outcomes when generating a Manuscript List

#### Process and logic for auto-generating the Lords Manuscript List

##### Filtering which amendments to include in the list:

The amendments that were pre-selected on the Amendment Manager

### Sorting the amendments

- They will be sorted in the order they appear in the bill or by the Order of Consideration, if there is one (see [Sorting logic used by Lords a](#) [mendment lists](#) for more information on sort logic).
- Amendments to amendments will be sorted by the page/line information or the amendment number they are linked to. This information is automatically captured by parsing the italic amendment note on amendments to amendments when saving.

### Populating the list

- As part of populating the list with amendments, interstitial headings are automatically inserted before each amendment group e.g. "Clause 2"; "After Schedule 2" etc.
- If there was an order of consideration, it will be included in the header of the list and can be optionally deleted if not required
- Amendments are numbered according to the Amendment Numbering Logic
- Any amendment that has not previously been published on another list will be assigned a black star

### Amendment Numbering Logic

- The logic for numbering amendments on a Manuscript List is basic at the moment and is due to be improved in a future release.
- Currently it will work out what the next number in the sequence is from previously published amendments. It is not able to work out where these selected amendments sit vis-a-vis already published amendments and therefore is unable to work out amendment numbering e.g. 1A

## Sorting logic used by Lords amendment lists

Amendments are automatically sorted as part of generating the different Lords Official Lists.

In short, it is a combination of:

- where the amendment appears in the bill (subject to an order of consideration & whether it's an amendment to amendment),
- whether it is a new clause/schedule (specifically, dealing with the 'before' and 'after' cases),
- position on the page (page & line information), and finally
- sort codes where used

In more detail, this looks like:

### First level sort: by the provision to which the amendment relates (using the `ukl:targetProvision` attribute)

Sort by the order that provisions appear in the Bill, as adjusted by the Order of Consideration (Bill is published version to which the amendments relate).

This level involves sorting amendments against a list of provisions in Bill order that has been sorted against the order of consideration.

Order of Bill provisions	Order of Consideration	Sort amendments using this order
longTitle	Clauses 2 to 5	sec_2
preamble	Schedule 1	sec_3
sec_1	Clause 1	sec_4
sec_2	Clauses 6 to 9	sec_5
sec_3	Schedules 2 to 5	sch_1
sec_4	Preamble	sec_1
sec_5	Long Title	sec_6
sec_6		sec_7
sec_7		sec_8
sec_8		sec_9
sec_9		sch_2
sch_1		sch_3
sch_2		sch_4
sch_3		sch_5
sch_4		preamble
sch_5		longTitle

The types of entry in the OoC and what amendments fall within them are as follows:

OoC entry	amendments
-----------	------------

Clauses x to y	all amendments of ukl:type "insert", "leaveOut", "substitute", "move", "divide" relating to clauses with ukl:targetProvision within range of sec_x to sec_y
Schedules x to y	all amendments of ukl:type "insert", "leaveOut", "substitute", "move", "divide" relating to schedules with ukl:targetProvision within range of sch_x to sch_y
Preamble	all amendments with ukl:targetProvision "preamble"
Long title	all amendments with ukl:targetProvision "longTitle"

If no order of consideration then use the following order:

1. Clauses 1 to (end)
2. Schedules 1 to (end)
3. Preamble
4. Long title

If the Order of Consideration doesn't cover certain provisions (i.e. there are gaps in the specified ranges of provisions) then those provisions should be treated as falling at the end of the order of consideration in the order they appear in the Bill.

Amendments to amendments that have a @ukl:targetProvision="amnd\_z" should appear after their target amendment (identified using the number expressed as "z" in the example ukl:targetProvision="amnd\_z").

**Second level sort: by whether amendment is before the target provision, to the target provision or after it (using the ukl:location attribute)**

Sort by values in the following order: before, (empty), after

**Third level sort: by position on page (using the ukl:targetPage attribute)**

1. Sort in ascending order by **page** (p\_x), then **line** (ln\_x), then **column** (col\_x, if included) e.g.
2. Amendments with empty ukl:targetPage (i.e. an amendment to leave out clause/schedule) go last

**Fourth level sort (using the ukl:targetSortKey attribute)**

Amendments appear in sort code order ascending - using alphanumeric values e.g. M1, M2, M3... or 20, 30, 40 or 1, 2, 3

# Preparing a Lords Next-Morning Marshalled List

This is the process for preparing a Next-Morning Marshalled List.

## How to prepare a Next-Morning Marshalled List

### Preparing the dummy Marshalled List (to be done the night before)

1. Generate a Lords Marshalled List following the usual process, ensuring the list is dated for the next day when first creating it

**⚠ Do not publish the Marshalled List at the end of this process**

### Producing the Next-Morning Marshalled List

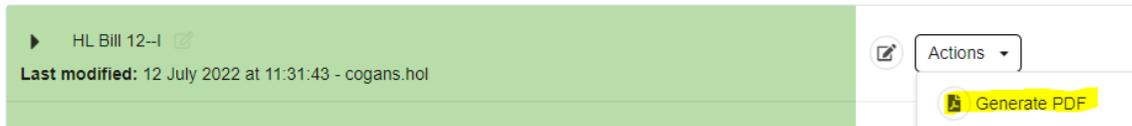
1. The next morning, open the unpublished Dummy Marshalled List in the Editor by clicking on the pencil icon



3. Make all necessary changes in the Editor: delete the dealt-with amendments using multi-select in the structure view (Ctrl + left mouse click and 'delete')

4. Save changes

5. Generate a PDF



7. Download the PDF, rename it (e.g. Energy Bill [HL] – HL Bill 39–I) and email it to the Amendment Product Distribution List

8. Select the PDF snapshot you just created by toggling the black triangle next to the updated Marshalled List



9. Select **Actions > Publish Version**

10. Click on **Publish** to confirm you want to publish the list and amendments

## [Lords] Updating an amendment so it appears on a subsequent Daily Sheet

Sometimes, an amendment might need republishing on a subsequent Daily Sheet, for example if it has been substantively updated. These steps outline what you need to do to ensure this can happen.

### How to republish an amendment on a Daily Sheet

*From the 'Amendment Manager' tab:*

1. Find the amendment on the Amendment Manager you want to update
2. Select the amendment(s) using the check box on the left hand side.
3. Open the amendments in a temporary list by selecting **Amendment Actions > Create temporary list** from the drop-down menu in the top right of the Amendment Manager
4. Click on the **Amendment Status** right-hand panel
5. Click on the **Manage lifecycle events** link
6. In the dialog box that opens, delete all published event(s) and click **Update**
7. Save your changes and close the temporary list
8. Next time a Daily Sheet is generated, this amendment will get picked up as it has no longer got a record of having been published on a list before.

 See [Generating a Lords Daily Sheet \(incl. unnumbered supplementary sheets\)](#) for more information on the list generation rules

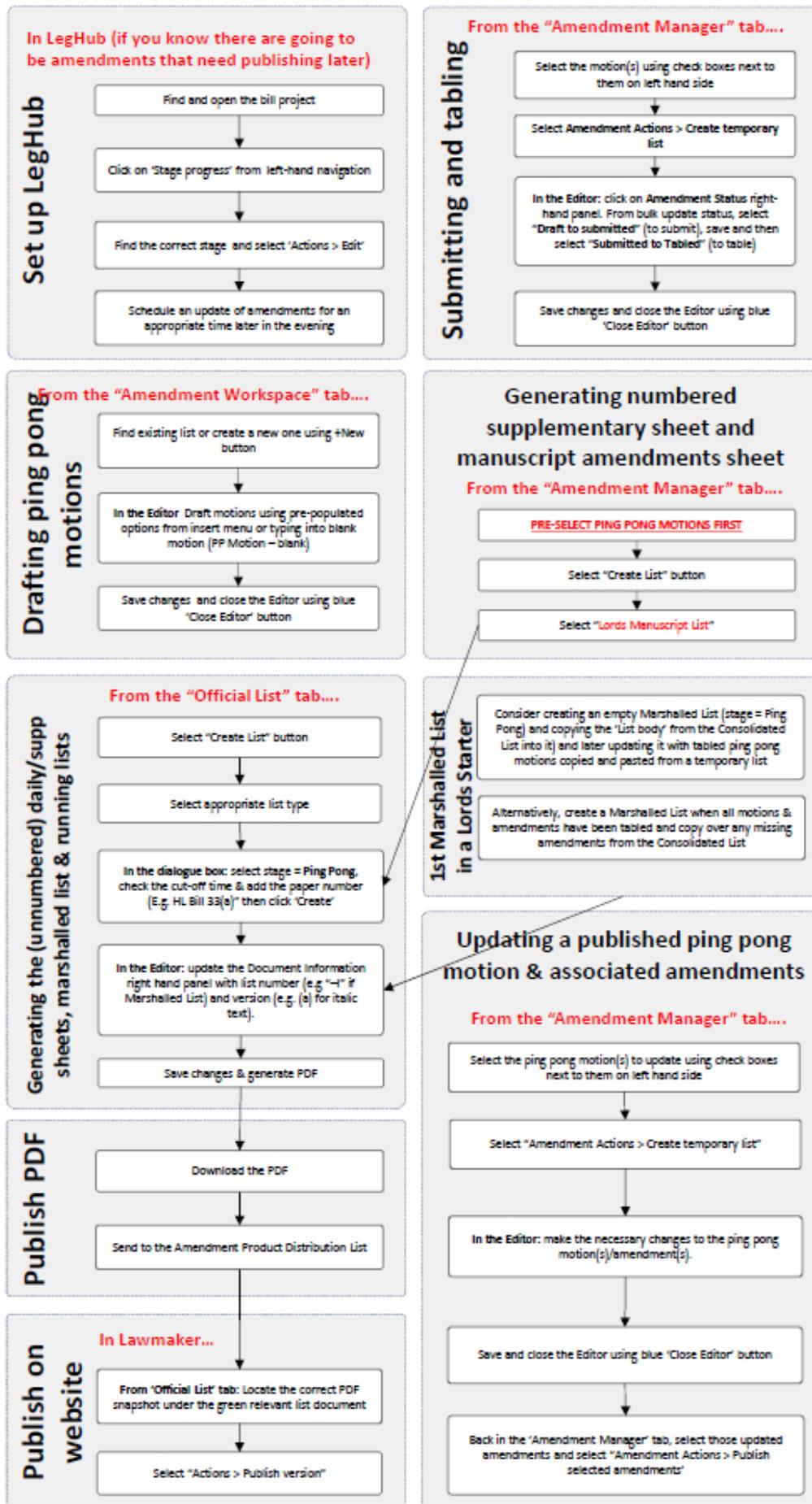
## Ping pong

- [\[Lords\] Ping pong motion lists overview](#)
- [\[Commons and Lords\] Colouring a paperback for printing](#)
- [\[Commons and Lords\] preparing and publishing Consolidated Lists of Amendments](#)
- [Drafting ping pong motions \(including reason motions\)](#)
- [Managing Lords ping pong motions and preparing lists](#)
- [Managing Commons ping pong motions and preparing lists](#)
- [Add a heading to an amendment within a ping pong motion](#)
- [Consolidated List Overview](#)

## [Lords] Ping pong motion lists overview

### Overview of ping pong motion papers process

The one-page summary for managing ping pong motions & amendments and the lists was created in August 2022.



## How to update this process flow

To update it, you should update the source POWERPOINT document in [SharePoint](#). Once you have updated that version, generate a new PDF to replace the existing PDF in SharePoint. This image was created by taking a screen shot of the PDF view and pasting it directly onto this help page

## [Commons and Lords] Colouring a paperback for printing

The following instructions explain how to edit the Consolidated List to change its font colour for printing.

1. Open the PDF in Adobe Acrobat pro (this process will not work in Adobe Reader).
2. In your Tools bar on the right, selected "Edit PDF" (If you can't find the Tools bar, there should be a Tools tab next to the Home button in the top-left of the window)
3. On the right-hand side of the page, a panel called "Format" should have appeared.
4. Zoom out so the whole of a page is within view.
5. Use Ctrl+A to select all the text on the page
6. Select the Font Colour box in the Format panel. (The Font Colour box may have been replaced by a ? symbol in a circle – select this if it has).
7. Select the colour that you need to change the text to.
8. Repeat for each page in the document.

### Things to look out for:

- This process sometimes slightly alters pagination within individual text boxes. If it does, just slightly alter the affected text box (dragging to the left, slightly extending etc.).
- Where amendment numbers appear without a letter (eg. 1 instead of 1A, or 10 instead of 10A) this process will add an underscore for some reason, so 1 will become 1\_ and 10 will become 10\_. These underscores will need removing.

## [Commons and Lords] preparing and publishing Consolidated Lists of Amendments

This area of the user manual includes all information related to preparing and publishing the Consolidated List of Amendments: from the first one containing all agreed amendments from the second House across all their amending stages; to subsequent versions that are passed back and forth between the Houses as ping pong progresses

- [Preparing the Consolidated List of Amendments](#)
- [Publishing the Consolidated Lists of Amendments](#)

## Preparing the Consolidated List of Amendments

The first Consolidated List of Amendments will bring together all agreed amendments from the second House from all amending stages.

Subsequent versions of the Consolidated List will then be updated by removing agreed amendments and including messages going back to the other House for amendments still in play.

### How to generate *the first* Consolidated List of Amendments

Towards the end of the final stage, a consolidated list of amendments can be generated, pulling together all the agreed amendments from all stages in the 2nd House that are either agreed, or highly likely to be agreed once the final stage is completed. It's often generated a day or two early to give OPC enough time to review it before it is sent to the originating House for publishing. This is a 2-step process:

1. First copy all the agreed (or likely to be agreed) amendments to 'ping pong' stage, and
2. Finally, generate the Consolidated List, updating the amendments in it as normal.

### How to copy the agreed (or likely to be agreed) amendments to 'Ping Pong' stage

1. Start with current bill version: from the **Amendment Manager** select using the checkboxes all 'agreed' amendments (tip: use the filters here); or any amendments that are likely to be agreed.
2. Copy the amendments to ping pong stage by selecting **Amendment Actions > Move/copy to a different stage** (for more information see [Moving or copying amendments to a different stage \(including ping pong motions\)](#))
3. In the dialog box:

The screenshot shows a dialog box titled "Move or copy to a different stage". It contains two radio button options: "Move amendments to a different stage" (unselected) and "Copy amendments to a different stage" (selected). Below these are two dropdown menus: "Stage" with "Ping Pong" selected, and "Bill version" with "As Introduced" selected. At the bottom right, there are "Confirm" and "Cancel" buttons.

- a. Select "Copy amendments to a different stage"
  - b. Select Ping Pong for stage
  - c. Bill version should be "As brought from..." version
  - d. Click on **Confirm** button when ready
4. The amendments will be copied to ping pong stage and you will be able to view them by selecting the correct bill version filter in the top-left of the page (in this case, the "As brought from..." stage). They will be 'Draft' status and won't have a proposer.
  5. Repeat steps 1-4 above for any other amending stage in the 2nd House if there were also agreed amendments there.

- i** 1. The selected amendments will essentially be duplicated and copied across to Ping Pong stage. The following changes will be made to them:
- a. The newly created amendments will be assigned new DNumbers
  - b. They will no longer have a number assigned to them
  - c. Any proposers and supporters will be removed

d. Any events that were recorded against the original amendment (submitting, tabling, publishing etc.) will not be copied across so they will appear as "Draft"

2. Once the amendment tabs are changed from filtering by bill version to filtering by stage, this process will be a lot easier see what's going on.

## How to generate the Consolidated List

Once all amendments have been copied across to Ping Pong, it's possible to generate the Consolidated List:

1. Select **Amendment Manager > Create Official List**
2. In the dialog box that appears, select 'Consolidated List of Amendments'
3. Fill in the options on the dialog box and click on **Create** button
4. In newly created list in the Editor:
  - a. Update the amendments in the list so that they point to the version of the Bill when it first entered the 2<sup>nd</sup> House
  - b. Merge, delete and move amendments around as required
    - i. You may notice that some amendments are at the top of the list when they should be further down. This is because LM is associating ping pong amendments with the As Brought from the Commons version of the Bill, and the amendments are to provisions that are beyond what was contained in that Bill print. You don't need to worry - these amendments can be dragged and dropped into place.
  - c. If you made changes to clause & schedule numbers as part of updating the amendments also check that the associated interstitial heading needs updating as well,
  - d. After you've finished updating the amendments, manually insert any missing interstitial headings where required (select **Interstitial heading** from the Insert Menu, making sure your cursor is in the ping pong motion before the location where the interstitial heading should be inserted)
  - e. Renumber the amendments so that they are now numbered 1 to *n* (**Tools > Renumber amendments**)
  - f. Save and close the list
5. If you need to add further amendments after you have begun work on the consolidated list (for example, there are 3rd reading amendments or unexpected divisions), copy those amendments to Ping Pong stage in the same way as outlined in "*How to copy the agreed (or likely to be agreed) amendments to 'Ping Pong' stage*" above. Open the newly duplicated amendments in a temporary list and **copy and paste** them into the correct place in your consolidated list. You can do this by right-clicking on the amendment in the structure view or by right-clicking on the '*Amendment*' element in the breadcrumb for that amendment. **Tip:** Make sure to use ctrl+V when pasting into the correct place.
6. Share the document version with the other House and let them know that it's ready for them to prepare for publishing

**i** If you want to insert an interstitial heading before the first amendment in the Consolidated List, you will need to place your cursor in the 'list body' element. To do this:

1. Put your cursor at the start of the amendment heading e.g. "COMMONS AMENDMENT 3"
2. Click on the left arrow on your keyboard and watch the breadcrumb change until you end up in 'list body'
3. Click enter now and select 'Interstitial heading' from the insert menu and type in the Clause reference number

The interstitial heading will be inserted *before* the amendment heading, at the top of the list. The reason for this manoeuvring of cursor location when inserting the **first** element in a list is because Lawmaker always inserts your selected element *after* the element that your cursor is in. The only way to insert something as the first item in a list, is to shift the cursor so that it's in an element before the element at the start of the list.

**⚠** Edit rights to the amendments belong to the House that published the latest version of the bill i.e. users in the second House.

When you share your Consolidated List with the other House, make sure the amendments, interstitial headings and sort order is correct.

If you pick up a shared Consolidated List and notice there is a mistake with the amendments, you will not have edit rights to the amendments UNTIL YOU PUBLISH THE CONSOLIDATED LIST. To correct the data you can either:

- Contact someone in the other House who can make that change to the amendment for you
  - If the mistake is inside the amendment (e.g. page number wrong or message is wrong) they can update the amendment in a temporary list and save – when you refresh your Consolidated List – you will see their changes; or
  - If the mistake is in the list (e.g. a missing interstitial heading or the sort order is incorrect) they will need to update the Consolidated List itself and reshare the new version with you.

- If you cannot get hold of someone in the other House in time, publish the list (to assign edit rights to you), make the change and then republish the list once it's complete. At the time of writing this: only ping pong motions will appear on the website so publishing the Consolidated List with a mistake on it will not make the mistakes public.

## How to create subsequent Consolidated List of Amendments

Once a ping pong round is complete, a revised Consolidated List of Amendments needs to be sent back to the other House so that they can publish the list and start the next ping pong round in their House:

1. Duplicate the last published version of the Consolidated List
2. Open the list in the Editor:
  - a. Update the amendments that are still in play with any new messages (messages will include message text and potentially reasons or amendments)
  - b. Delete the amendments that are no longer still in play
  - c. Move amendments around according to any new groupings
  - d. Create new interstitial headings as required
  - e. Save and close the list
3. Share the list with the other House and let them know that it's ready for them to prepare for publishing



- Consolidated List of Amendments will always appear on the Official Lists tab, regardless of the bill version filter applied
- Messages are children of the amendments they relate to. If a message relates to a group of amendments, it will be the last amendment in that group that adopts the message and its associated message text, reasons and amendments.
- Messages can be moved between amendments using drag & drop in the Structure View. This may be necessary when an amendment in a group of amendments has been resolved and up until then had been the parent for the messages in that amendment group. You can move these messages to the remaining amendment still in play.
- It is envisaged you will copy and paste agreed ping pong amendments directly into the message rather than retype them.

### House of Commons

- The Lords now include the Clause/Schedule number in the amendment instruction so when editing amendments to convert them into the Lords format, don't forget to add the Clause and Schedule (or Long Title) into the instruction as well.
- When updating new Clause and new Schedule amendments (NCX and NSX amendments), the provision number in the location table will not automatically update. You will need to update both the location field and the Provision field for each new clause/schedule amendment and then drag them into the correct location, inserting an interstitial heading before them as necessary.
- If you change the clause or schedule number in an amendment, you will need to update the Provision field in the location table on the Amendment Information right-hand panel and then drag them into the correct location, inserting an interstitial heading before them as necessary.

# Publishing the Consolidated Lists of Amendments

Once the other House has shared with you the consolidated list of amendments, you need to top and tail the list and publish it.

## How to Publish the Consolidated List of Amendments

1. Duplicate the shared Consolidated List
2. Open the list in the Editor
  - a. Open the 'Document Information' right-hand panel:
    - i. add a bill number,
    - ii. check the House
    - iii. add a printed date
  - b. Check that the front and back covers are displaying the correct information – update if required
  - c. Save and close the document
3. Generate a PDF
4. Find the PDF snapshot version and select **Actions > Publish version**



- The next round of Ping Pong can officially start – the bill version visible in the drop-down menu that ping pong motions will be raised against will be “**Ping Pong – [bill number]**” e.g. “Pingpong - HL Bill 23”
- It is possible to draft ping pong motions before the Consolidated List has been published. Once the Consolidated List has been published, you can use the **Actions > Move amendments to a different stage/bill version** option against the LoDA (or individual motion from the Amendment Manager tab) to point them to the newly published Consolidated List

## Drafting ping pong motions (including reason motions)

This area of the user manual provides all the information you need to draft and submit ping pong motions, including reason motions

- [Drafting ping pong motions](#)
- [Drafting reason motions](#)
- [Submitting ping pong motions](#)

## Drafting ping pong motions

You can draft ping pong motions and their amendments in the same way as drafting amendments on a List of Draft Amendments (LODA) from the Amendment Workspace tab.

### How to draft a ping pong motion

1. From the Amendment Workspace tab, click on the **+ New** button
2. Fill in the necessary details in the dialog box that opens and click on **Create**

The screenshot shows a dialog box titled "Create new list of draft amendments" with the following fields and callouts:

- Type of amendment**: Radio buttons for "Traditional" (selected) and "Inline" (with a "BETA" badge). Callout: "Leave 'Traditional' selected".
- Bill version**: Text input field containing "Pingpong HL Bill 142". Callout: "Defaults to the last published 'bill' (Consolidated Lists are treated as 'bills' in Lawmaker so it will display the last published Consolidated List here by default at ping pong stage)".
- House**: Text input field containing "House of Lords". Callout: "Defaults to the House that published bill. You shouldn't need to change this".
- Stage**: Dropdown menu with "Please select...". Callout: "Select Ping Pong".
- List name**: Text input field. Callout: "Use the naming convention: [date] [Initials][list number] e.g. 010622 AL01".
- Proposer**: Text input field with "Search or select a Proposer" placeholder. Callout: "Do not select a proposer at Ping Pong stage as it won't do anything".

Buttons for "Create" and "Cancel" are at the bottom.

- 3.
4. The system will take you to the Editor, with an empty List of Draft Amendments template loaded and pre-populated with the affected bill short title
5. Use the Insert menu (click Enter on your keyboard) to select the appropriate ping pong motion or amendment:

6. PP Motion - disagree

PP Motion - amendment in lieu

PP Motion - amendment to amendment

PP Motion - consequential amendment

PP Motion - agree

PP Motion - blank

Lawmaker has 5 x pre-populated ping pong motions

The PP Motions "**amendment to amendment**" and "**consequential amendment**" are the amendments used in the first round of Ping Pong for a Lords starter bill when 'agreed motions' aren't tabled, but are implied

The **PP Motion – blank** option allows you to type whatever you want into the motion

- The motion context is the header before the ping pong motion text and usually refers back to the amendment that the ping pong motion is targeting. This information is parsed by Lawmaker when the ping pong motion is saved and used to update the location table on the Amendment Information right-hand panel. The location information is used to sort the amendment lists that are automatically generated. The parse logic can work out phrases that include:
  - Lords amendments 1, 2 and 4
  - Lords amendments 1 to 3
  - Commons amendment 1
  - Commons amendment no. 4
  - Commons amendment nos. 3 to 6
- When a list is auto-generated, any duplicate motion contexts are hidden and a new interstitial heading is inserted before the group of motions to ensure there is only ever one heading before the group.
- To check if the motion context has successfully parsed, open the Amendment Information right-hand panel and check the numbers that appear in the table row labelled Provision - it should list all the numbers that it has successfully parsed e.g. "amnd\_2". It can be manually updated if the motion context isn't recognised by the parsing logic.



## Drafting reason motions

You can draft reason motions in the same way as drafting amendments on a List of Draft Amendments (LoDA) from the Amendment Workspace tab.

### How to draft a reason motion

1. From the Amendment Workspace tab, click on the **+ New** button
2. Fill in the necessary details in the dialog box that opens and click on **Create**

The dialog box is titled "Create new list of draft amendments" and contains the following fields and callouts:

- Type of amendment**: Radio buttons for "Traditional" (selected) and "In line" (with a "BETA" badge). Callout: "Leave 'Traditional' selected".
- Bill version**: Text input field containing "Pingpong HL Bill 142". Callout: "Defaults to the last published 'bill' (Consolidated Lists are treated as 'bills' in Lawmaker so it will display the last published Consolidated List here by default at ping pong stage)".
- House**: Dropdown menu showing "House of Lords". Callout: "Ensure you have selected Commons".
- Stage**: Dropdown menu showing "Please select...". Callout: "Select Ping Pong".
- List name**: Text input field. Callout: "Use the appropriate naming convention".
- Proposer**: Text input field with placeholder "Search or select a Proposer". Callout: "Do not select a proposer at Ping Pong stage as it won't do anything".

Buttons for "Create" and "Cancel" are at the bottom.

- 3.
4. The system will take you to the Editor, with an empty List of Draft Amendments template loaded and pre-populated with the affected bill short title
5. Use the Insert menu (click Enter on your keyboard) to select PP Reason Motion

The Editor shows a template for a reason motion. At the top right is a "num" label. The main text reads:

Lords amendment \*\*\*

**Proposer**

To move that the following Reason be assigned to the Lords for disagreeing to their Amendment \*\*\* to the Bill Title:—

The Commons disagree to Lords Amendment \*\*\* for the following Reason:

*Reason*

Reason motion

- The motion context is the header before the reason motion and usually refers back to the amendment that the ping pong motion is targeting. This information is parsed by Lawmaker when the ping pong motion is saved and used to update the location table on the Amendment Information right-hand panel. The location information is used to sort the lists that are automatically generated. The parse logic can work out phrases that include:
  - Lords amendments 1, 2 and 4
  - Lords amendments 1 to 3
  - Commons amendment 1
  - Commons amendment no. 4
  - Commons amendment nos. 3 to 6
- You can add additional 'reason' paragraphs to the dotted box by clicking on Enter to get the insert menu and selecting Reason



## Submitting ping pong motions

Once you have finished drafting your ping pong motion(s), you can submit them for tabling to the appropriate Parliament. This action changes the permissions on an amendment if you are an OPC user so that the appropriate Parliament users can now view and edit the submitted amendments and you will only have read only access.

### How to submit ping pong motion from the 'Amendments' tab

1. From the Amendment Manager tab, use the check boxes on the left-hand side of each amendment to select the one(s) you wish to submit
2. Select **Amendment Actions > Submit Amendments** from the dropdown menu in the top right of the screen
3. The selected elements will be updated to status "Submitted" and visible to the appropriate Parliaments' users

### How to submit ping pong motions from the Editor (OPC)

1. Open the List of Draft Amendments (LoDA) in the Editor
2. Click on the Document Information right-hand panel in the Editor
3. Click on the **Submit List** button
4. The ping pong motions on the list will all be updated to status "Submitted" and visible to the appropriate Parliaments' users

### How to 'bulk' submit amendments from the Editor (Parliament users)

1. Open the List of Draft Amendments (LoDA) in the Editor
2. Click on the Amendment Status right-hand panel in the Editor
3. From the Bulk update statuses drop-down, select **Draft to Submitted**
4. Click on the **Update** button
5. Save your changes and all amendments in the list that are set to 'Draft' will be updated to 'Submitted'

- If a ping pong motion contains tracked changes or comments (in the Editor) then a warning will be displayed when you select to submit them. You can choose to cancel and remove them or submit them anyway.
- Submitting ping pong motions from the Amendment Manager tab will only work if:
  - the associated bill document has been published by the appropriate Parliament,
  - their status is "Draft",
  - there are no active locks on them, and
  - there isn't a flag set against them (this check only works if submitting from the Amendment Manager tab)
- Submitting ping pong motions from the Document Information right hand panel in the Editor, will only work if:
  - the associated bill document has been published by the appropriate Parliament,
  - their status is "Draft", and
  - there are no active locks on them.

## Managing Lords ping pong motions and preparing lists

This area of the user manual explains what the Lords PBO must do in order to prepare and publish ping pong lists.

- [Generating a Lords Daily Sheet at Ping Pong](#)
- [Generating a Lords Marshalled List at Ping Pong](#)
- [Recording outcomes against ping pong motions \(incl. republishing on the website\)](#)

## Generating a Lords Daily Sheet at Ping Pong

Generating an official list will automatically populate the appropriate document template with relevant ping pong motions, sorted and grouped under appropriate interstitial headings.

### How to generate a Lords Daily Sheet at Ping Pong

1. Create a list by:
  - a. From the Amendment Manager tab: select **Amendment Actions > Create Official List** from the dropdown menu in the top right of the page
  - b. From the Official List tab: click on the **Create List** button
2. Select Lords Daily Sheet
3. Update the relevant information in the dialog box and click on **Create**

The screenshot shows a 'Create amendment list' dialog box with the following fields and callouts:

- Amendment list \***: Text input field containing 'Lords Daily Sheet'. Callout: Defaults to the last published bill version. At ping pong this is the Consolidated List and is named "Pingpong - [Bill number]". You shouldn't need to change this
- Bill version \***: Dropdown menu showing 'Pingpong HL Bill 142'. Callout: Defaults to the last published bill version. At ping pong this is the Consolidated List and is named "Pingpong - [Bill number]". You shouldn't need to change this
- Stage/Committee \***: Text input field with placeholder 'Please select or type in a new stage/committee...'. Callout: Select Ping Pong
- Cut-off date \***: Date picker showing '23/08/2022'. Callout: Defaults to today's date
- Cut-off time \***: Time picker showing '18:00'. Callout: Make sure this time is after the latest time you tabled motions today
- List date \***: Date picker showing '23/08/2022'. Callout: Defaults to today's date
- List name \***: Text input field with placeholder 'Enter a name for the list'. Callout: Use the naming convention e.g. HL Bill 142(a)

At the bottom of the dialog box are 'Create' and 'Cancel' buttons.

- 4.
5. A new tab opens with the appropriate document template, containing relevant amendments sorted and grouped under applicable interstitial headings

#### **i** Process and logic for auto-generating the Lords Daily Sheet at Ping Pong stage

##### Deciding on the document template to use:

- If there are **no published Marshalled Lists** for this bill version, then a Daily Sheet document template is used.
- If there are **published Marshalled Lists** for this bill version, then a Supplementary Sheet document template is used.

##### Filtering which ping pong motions to include in the list:

Ping pong motions will appear in the Daily Sheet or unnumbered Supplementary Sheet if:

- they were recorded as having been "tabled" up to the specified cut-off date/time of the amendment list,
- they haven't already got an outcome recorded against them e.g. Agreed to etc..., and

- they haven't already been published on a previous list.

### Sorting the ping pong motions

They will be sorted by the amendment number they are associated to (taken from the motion's context heading)

### Populating the list

As part of populating the list – the following insert logic is applied:

1. Take the first sorted ping pong motion and insert an interstitial heading containing that motion's context (e.g. "COMMONS AMENDMENT 2")
2. Insert the first sorted ping pong motion followed by any other ping pong motions with the same motion context (hiding their motion contexts so there's only one interstitial heading before them all)
3. Repeat these steps for remaining sorted ping pong motions with different motion contexts

The ping pong motions and associated ping pong amendments are not numbered.

## How to copy amendments from the consolidated list into a Lords Daily sheet

As a general rule, it's only the Lords Marshalled List where the source amendment from the Consolidated List is displayed in the amendment list before the ping pong motions. However, they can sometimes appear in Lords Daily Sheets. This will not happen automatically like it does for Lords Marshalled Lists. Instead you will need to copy and paste the amendment into your Daily Sheet. Here's how to do it:

1. Open the latest, working version (green version) of the Consolidated List (to ensure you're copying all associated messages and ping pong amendments that might be linked to the source amendment)
2. Find the amendment you want to copy, place your cursor in that amendment and copy it
3. Open the Daily Sheet that you want to paste the amendment into
4. Locate the ping pong motion that you want the amendment to appear before and place your cursor in the amendment heading *before* it (e.g. "COMMONS AMENDMENT 3")
5. Use ctrl+v to paste the source amendment into your Daily Sheet (ignore the empty 'Proposer' element that appears before the pasted amendment, this won't appear in the PDF)



- If you need to crop this amendment (e.g. if there is more than one ping pong motion to this amendment, which are referring to previous messages in the source amendment like in this real life example ping pong marshalled list <https://bills.parliament.uk/publications/41135/documents/145>) then carefully select the messages from the source amendment to delete them one-by-one as required [using the breadcrumb or structure view](#).
- If you find you have deleted too much, use Ctrl+z to undo and have another go.
- If you only want a ping pong amendment from the source amendment to appear (see amendment 4D under Motion B, page 4 in the linked Marshalled List above for an example of this scenario) then you cannot simply delete the source amendment as this will delete all its child messages and their child ping pong amendments. Instead:
  - a. Delete the quoted structure first by selecting it from the breadcrumb
  - b. Use backspace to remove the text (not the element) in the amendment's instruction and use backspace again to remove the number from the amendment's num element **leaving behind the empty num and empty instruction placeholders**. These will not appear in the PDF when it is printed, but means that the child message remains.
  - c. Delete the message heading element and the message text element by selecting them from the breadcrumb. Deleting the elements in this case will not delete your ping pong amendment

If you've done these previous 3 steps correctly, it will look something like this in the Editor:

• [HoC6]

PROPOSER

**num** Instruction

After Clause 2, insert the following new Clause—

**num** **Restriction on contracting out of section (Costs arising from relevant notices or risk based guidance under the Fire Safety Order)**  
A covenant or agreement, whether contained in a long lease to which section (Costs arising from relevant notices or risk based guidance under the Fire Safety Order) applies or in an agreement collateral to such a long lease, is void in so far as it purports—

**i** If you want to insert an interstitial heading (or any other element) before the first amendment or element in a list, you will need to place your cursor in the 'list body' element. To do this:

1. Put your cursor at the start of the amendment heading or the first element in your list e.g. "COMMONS AMENDMENT 3"
2. Click on the left arrow on your keyboard and watch the breadcrumb change until you end up in 'list body'
3. Click enter now and select the appropriate element from the insert menu e.g. 'Interstitial heading' and type in the inserted element

The selected element will be inserted *before* the element at the top of the list. The reason for this manoeuvring of cursor location when inserting the **first** element in a list is because Lawmaker always inserts your selected element *after* the element that your cursor is in. The only way to insert something as the first item in a list, is to shift the cursor so that it's in an element before the element at the start of the list.

## Generating a Lords Marshalled List at Ping Pong

Generating an official list will automatically populate the appropriate document template with relevant ping pong motions, sorted and grouped under appropriate interstitial headings.

### How to generate a Lords Marshalled List at ping pong (for a Commons Starter or not the first ping pong round for a Lords Starter)

1. Create a list by:
  - a. From the Amendment Manager tab: select **Amendment Actions > Create Official List** from the dropdown menu in the top right of the page
  - b. From the Official List tab: click on the **Create List** button
2. Select Lords Marshalled List
3. Update the relevant information in the dialog box and click on **Create**

**Create amendment list**

**Amendment list \***  
Lords Marshalled List

**Bill version \***  
Pingpong HL Bill 142

**Stage/Committee \***  
Please select or type in a new stage/committee...

**Cut-off date \***  
23/08/2022

**Cut-off time \***  
18:00

**List date \***  
23/08/2022

**List name \***  
Enter a name for the list

**Defaults to the last published bill version. At ping pong this is the Consolidated List and is named "Pingpong - [Bill number]". You shouldn't need to change this**

**Select Ping Pong**

**Defaults to today's date**

**Make sure this time is after the latest time you tabled motions today**

**Defaults to today's date**

**Use the naming convention e.g. HL Bill 142—I**

**Create** **Cancel**

4. A new tab opens with the appropriate document template, containing relevant ping pong motions sorted and grouped under applicable interstitial headings

#### **i** Process and logic for auto-generating the Lords Marshalled List at Ping Pong

##### **Filtering which amendments to include in the list:**

Ping pong motions will appear in the Marshalled List if they were recorded as having been "tabled" up to the specified cut-off date/time of the amendment list.

##### **Sorting the amendments**

They will be sorted by the amendment number they are associated to (taken from the motion's context heading)

## Populating the list

- As part of populating the list – the following insert logic is applied (same as daily sheet with differences in red text):
  - a. Take the first sorted ping pong motion and insert an interstitial heading with “MOTION” before it
  - b. Followed by an interstitial heading containing that motion’s context (e.g. “COMMONS AMENDMENT 2”)
  - c. Followed by all the source amendment(s) from the Consolidated List (identified from the motion’s context)
  - d. Insert the first sorted ping pong motion followed by any other ping pong motions with the same motion context (hide their actual motion context so there’s only one interstitial heading before them all)
  - e. Repeat these steps for remaining sorted ping pong motions with different motion contexts
- The ping pong motions are not numbered
- Any ping pong motion that has not previously been published on another list will be assigned a black star.
- You can optionally choose to assign black stars to ping pong amendments if they have been added to a previously published ping pong motion. Follow the same process as adding a star to a normal amendment [\(v13\) Inserting/removing an Amendment Star](#)

## How to generate a Lords Marshalled List at ping pong for a Lords Starter when it is the first round of Ping Pong

There are 2 options here, depending on how many ping pong motions there are Vs how many amendments there were on the Consolidated List.

1. If there were **more amendments on the Consolidated List** than tabled ping pong motions, it might be quicker to create a Lords Marshalled List and copy the amendments from the Consolidated List straight into it in one go and move the ping pong motions after the appropriate amendment using the structure view; or (to paste motions after the appropriate amendment, move your cursor using the arrow keys into the list body element between the amendments in the list)
2. If there were **more tabled ping pong motions** than amendments on the Consolidated List, use the automatic list generation rules for a Marshalled List and copy over the missing amendments from the Consolidated List.

## How to copy amendments from the consolidated list into a Lords Marshalled List

If you have quoted a valid commons or lords amendment number in the ‘Amendment heading’ element for your ping pong motion, then the Marshalled List that is generated will automatically be populated with the source amendment and all its associated messages and ping pong amendments. However, sometimes it’s necessary to carve up the source amendment and display bits of it before ping pong motions that may be referring back to earlier messages. This happened in the Marshalled List here

<https://bills.parliament.uk/publications/41135/documents/145>. To recreate this list (or another one like it in future) follow these steps:

### To ensure you get a ‘Motion’ heading auto-generated in the Marshalled List before each ping pong motion group:

1. Open a temporary list containing all the ping pong motions
2. Update the amendment heading for each ping pong motion with the ping pong amendment that the motion is referring to rather than the source amendment. The amendment heading is the ALL CAPS heading before the motion e.g. “LORDS AMENDMENT 4” for example, in the example Marshalled List linked above:
  - a. *all motions under Motion A are referring back to “Amendment 4B and 4C” so update the Amendment Heading for any motions within the Motion A group with “LORDS AMENDMENT 4B and 4C”*
  - b. *the motion under Motion B is referring to Amendment 4D so update the Amendment Heading for any motions grouped under Motion B with “LORDS AMENDMENT 4D” etc.*
3. Save changes and close the temporary list

### Generate the Lords Marshalled List following the instructions above

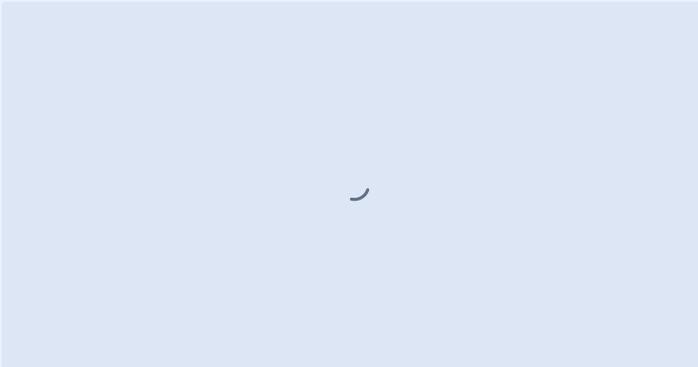
Because you added different amendment headings that Lawmaker couldn’t map directly back to a source amendment from the consolidated list, what you will see is a ‘MOTION’ heading before each batch of ping pong motions, but there won’t be any source amendment before these motion groups.

## Copy and paste the source amendment after the 'MOTION' heading and crop it according to your needs:

1. Open the latest, working version (green version) of the Consolidated List (to ensure you're copying all associated messages and ping pong amendments that might be linked to the source amendment)
2. Find the appropriate amendment in this consolidated list that you want to copy:
  - a. Place your cursor in that amendment,
  - b. Select 'amendment' from the breadcrumb to ensure you are correctly selecting the whole thing (including child messages and their child ping pong amendments) and
  - c. Select copy (Ctrl+C or use the right-click menu or the copy button in the upper tool bar).
3. Open the Marshalled List that you want to paste the amendment into
4. Locate the ping pong motion that you want the amendment to appear before and place your cursor in the amendment heading *before* it (e.g. "LORDS AMENDMENT 4B and 4C")
5. Use Ctrl+V to paste the source amendment into your Marshalled List
6. If you need to crop this amendment then carefully select the "Messages" from the source amendment to delete them one-by-one as required using the breadcrumb or structure view.

- If you find you have deleted too much, use Ctrl+Z to undo and have another go.
- **If you only want a ping pong amendment and not the source amendment to appear** (see amendment 4D under Motion B, page 4 in the linked Marshalled List above for an example of this scenario) then you cannot simply delete the source amendment as this will delete all its child messages and their child ping pong amendments. Instead:
  - a. Delete the quoted structure first by selecting it from the breadcrumb
  - b. Use backspace to remove the text (not the element) in the amendment's instruction and use backspace again to remove the number from the amendment's num element **leaving behind the empty num and empty instruction placeholders**. These will not appear in the PDF when it is printed, but means that the child message remains.
  - c. Delete the message heading element and the message text element by selecting them from the breadcrumb. Deleting the elements in this case will not delete your ping pong amendment

If you've done these previous 3 steps correctly, it will look something like this in the Editor:



- If you want to insert an interstitial heading (or any other element) before the first amendment or element in a list, you will need to place your cursor in the 'list body' element. To do this:
  1. Put your cursor at the start of the amendment heading or the first element in your list e.g. "COMMONS AMENDMENT 3"
  2. Click on the left arrow on your keyboard and watch the breadcrumb change until you end up in 'list body'
  3. Click enter now and select the appropriate element from the insert menu e.g. 'Interstitial heading' and type in the inserted element

The selected element will be inserted *before* the element at the top of the list. The reason for this manoeuvring of cursor location when inserting the **first** element in a list is because Lawmaker always inserts your selected element *after* the element that your cursor is in. The only way to insert something as the first item in a list, is to shift the cursor so that it's in an element before the element at the start of the list.

## Recording outcomes against ping pong motions (incl. republishing on the website)

After debate, the outcomes need to be recorded against each motion. It's possible to do this via a temporary list or by editing the latest Marshalled List. The process for recording the outcomes is the same for both approaches. Once you have recorded outcomes, you will need to republish the ping pong motions in order for the website to reflect the changes.

### How to record outcomes against ping pong motions

#### Option 1: recording outcomes using a Marshalled List

1. From the Official List tab, find and open the latest marshalled list (green version)
2. Update the ping pong motions with outcomes
  - a. Place your cursor in the first ping pong motion
  - b. Open **Amendment Status** in the right-hand panel
  - c. Select the appropriate outcome from the buttons on this panel
  - d. Move to the next ping pong motion (**Alt + K** to move down through the list, or **Alt+H** to move back up through the list)
  - e. Continue for each ping pong motion
3. When complete, save and close the Editor

#### Option 2: recording outcomes using a temporary list

1. From the Amendment Manager, select the ping pong motions you want to record outcomes against
2. Select **Amendment Actions > Create temporary list**
3. In the Editor, update the ping pong motions with outcomes
  - a. Place your cursor in the first ping pong motion
  - b. Open **Amendment Status** in the right-hand panel
  - c. Select the appropriate outcome from the buttons on this panel
  - d. Move to the next ping pong motion (**Alt + K** to move down through the list, or **Alt+H** to move back up through the list)
  - e. Continue for each ping pong motion
4. When complete, save and close the Editor

### How to re-publish updated ping pong motions

#### Option 1: publishing via the PDF snapshot

1. From the Official List tab, find your updated green Marshalled List and select **Actions > Generate PDF**
2. Expand the same green Marshalled List view to view the snapshot versions below it
- 3.

▼	HL Bill 23(a)				Actions
Last modified: 18 August 2022 at 14:07:41 - cogans.hol					
Published	18 August 2022 at 14:09:42	cogans.hol	HoL		Actions
PDF	18 August 2022 at 14:07:55	cogans.hol	HoL		Actions

4. Find your recently created PDF snapshot and select **Actions > Publish version**
5. Click **Publish** on the publish warning message

#### Option 2: publishing via the Amendment Manager

1. From the Amendment Manager tab, find the ping pong motions you just updated with outcomes
2. Select them all using the check boxes
3. Select **Amendment Actions > Publish selected amendments** from the dropdown menu in the top right of the page
4. Expand the same green Marshalled List view to view the snapshot versions below it
5. Click **Publish** on the publish warning message

 Ensure you have schedule an update in LegHub before you go home. This can be done at any time during the day in LegHub, even before you have republished the updated ping pong motions - as long as the scheduled update time is late enough to run after you have finished making your changes.

-  • Use keyboard shortcut **Alt + K** to move down or **Alt + H** to move back up the list of amendments
- Use the filters on the 'Amendment Manager' tab to help you find the ping pong motions that need updating/republishing

## Managing Commons ping pong motions and preparing lists

This area of the user manual provides information on how to prepare and publish Commons Marshalled Lists and Proceedings at ping pong stage.

- [Adding proposers and supporters to ping pong amendments](#)
- [Generating the Reasons Document](#)

 Line numbering at ping pong follows a different rule for Commons ping pong motions and ping pong amendments: the first line that is counted will be the motions/amendment instruction (e.g. that starts “Clause 1, page 1, line 1...”. This is a different rule that is applied to Commons amendments in normal amending rounds where the first line counted is within the quoted structure (i.e. the provisions being inserted by the amendment)

## Adding proposers and supporters to ping pong amendments

By default, when a ping pong amendment is inserted after a ping pong motion, there will be no proposer associated to it. If the amendment was in a different name or set of names from the parent ping pong motion, then it's possible to add names to the individual amendments

### How to add a proposer to a ping pong amendment

In the Editor...

1. Place your cursor in the ping pong amendment that you would like to add a proposer to
2. Right-click and select **Update Proposers/Supporters**
3. In the dialog box that opens, add proposers and supporters as required and click on **Update**



- To remove proposers and supporters from the amendment, click on the blue proposer name and delete them from the dialog box that opens
- If you delete all names from the dialog box, the proposer element is removed

## Generating the Reasons Document

The Reasons Document is not a document that needs publishing in Lawmaker. It is prepared for the Reasons Committee and OPC will need to draft the Reason Motions (in the same way they would draft ping pong motions, using the Amendment Workspace tab) and then submit them. The Commons will then need to table and set them 'Ready for Publishing' in order for them to appear on the generated Commons Reasons Document

### Pre-requisites

- OPC have submitted the Government's reason motion(s) in Lawmaker
- Commons have tabled and set them "Ready for Publishing"

### How to generate a Commons Reasons Document

1. Create a list by:
  - a. From the Amendment Manager tab: select **Amendment Actions > Create Official List** from the dropdown menu in the top right of the page
  - b. From the Official List tab: click on the **Create List** button
2. Select Commons Reasons Document
3. Update the relevant information in the dialog box (make sure you select 'Ping Pong' as the stage) and click on **Create**
4. A new tab opens with the appropriate document template loaded in the Editor with an empty List Body element
5. Select Tools > Update List from the upper tool bar to populate the document with all reason motions with a status of Ready for Publishing
6. Update the preface of the document with any necessary text
7. Generate a PDF ready for the Reasons Committee.

## Add a heading to an amendment within a ping pong motion

You can add a heading to one or more amendments within a ping pong motion in the Editor.

This is to support the creation of lists like <https://publications.parliament.uk/pa/bills/bill/2017-2019/0111/18111-1.pdf> - see amendments 4C, 4D and 44E and the headings before them.

As agreed with the Commons and the Lords, however, the headings inserted by Lawmaker appear centred and in italics.

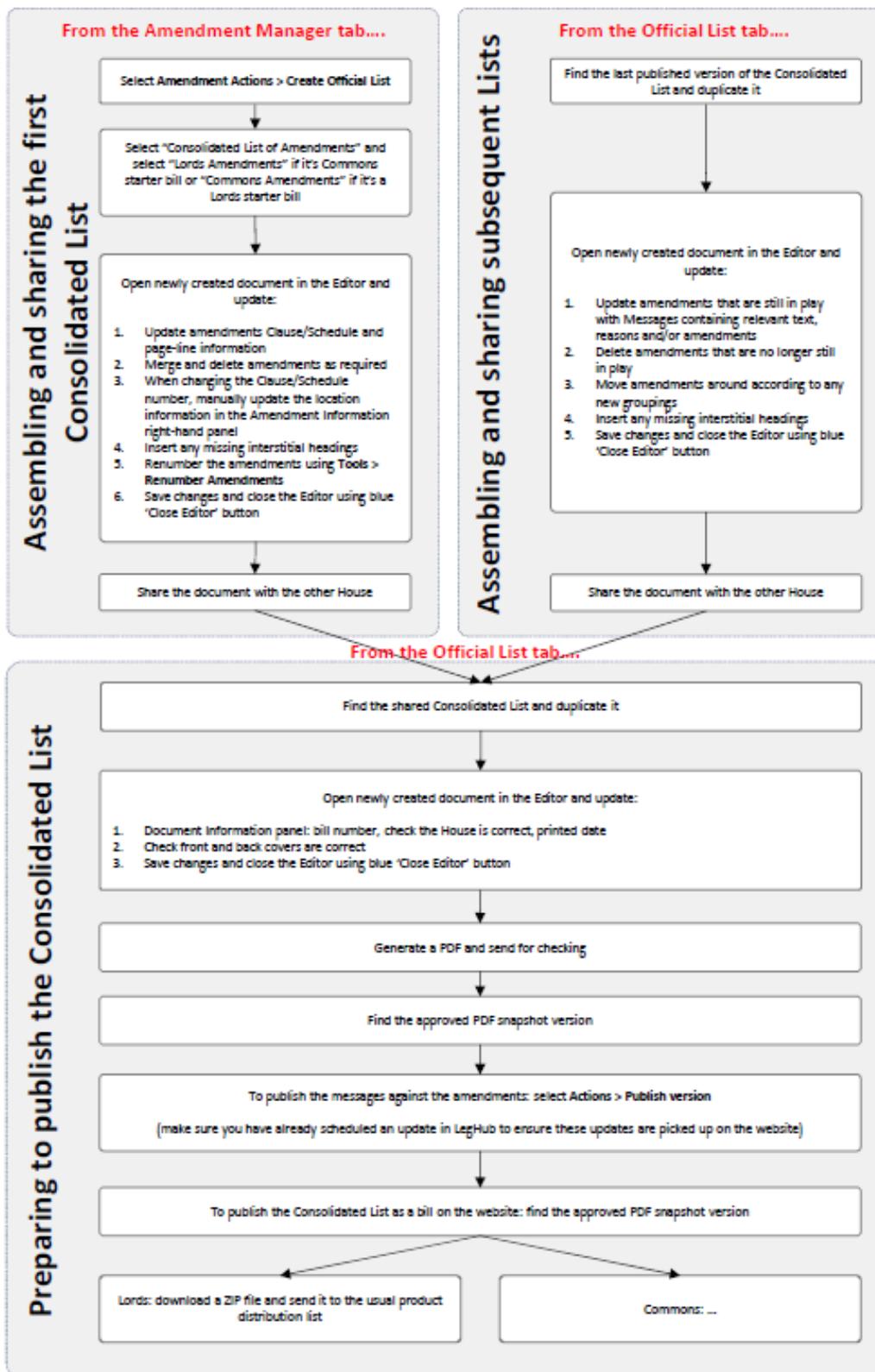
### How to add a heading

1. Place your cursor in the amendment you want to add a heading before.
2. Right click and select **Add amendment heading** from the menu.
3. A heading will appear above the amendment.

## Consolidated List Overview

### Overview of preparing and publishing the Consolidated List

This one-page summary for managing Consolidated Lists was created in August 2022.



#### A note on permissions...

Edit rights to the amendments belong to the House that published the latest version of the bill i.e. users in the second House. If you pick up a shared Consolidated List and notice there is a mistake with the amendments, you can correct the data by:

- Contacting someone in the other House who can make that change to the amendment for you, or
- If you cannot get hold of someone in the other House in time, publish the list (to assign edit rights to you), make the change and then republish the list once it's complete. As long as you do this before the scheduled update on LegHub is run, no one will see the first published mistake in the amendment on the website.

## How to update this process flow

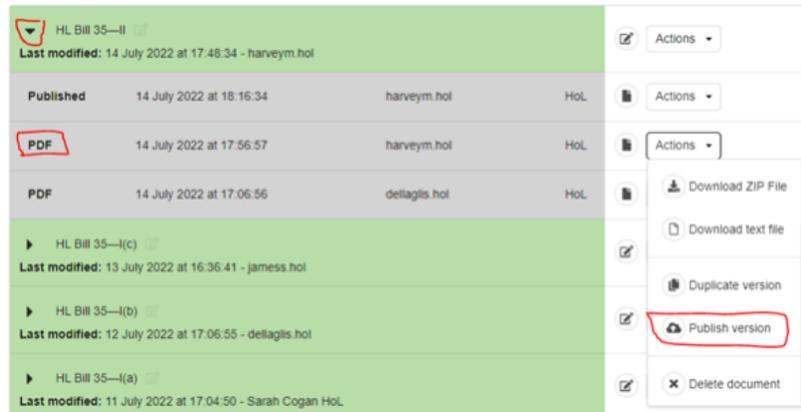
To update it, you should update the source POWERPOINT document in [SharePoint](#). Once you have updated that version, generate a new PDF to replace the existing PDF in SharePoint. This image was created by taking a screen shot of the PDF view and pasting it directly onto this help page

## Publishing amendments on UK parliament's website

- Publishing UK amendment lists (incl. ping pong lists)
- Republishing updated UK amendments

## Publishing UK amendment lists (incl. ping pong lists)

The amendment list should be published in Lawmaker in order for the website to display the amendments.



### How to send a PDF to print services - Lords

1. When you have generated a PDF and it has been approved
2. Download the PDF
3. Rename it according to the approved naming convention: [Bill title] – Amdts – [List number] e.g. Energy Bill [HL] – Amdts – HL Bill 39(a)
4. Attach it to the product distribution email and send it to the usual distribution list along with any other lists due out that day

### How to publish an amendment list in Lawmaker

1. From the Official Lists tab: find the amendment list that you just created. It will be a green document on the left-hand side of the screen and probably the top of the list if it was the most recently generated
2. Click on the black triangle to the left of the list name which will expand the view to show all snapshot versions linked to that document
3. Locate your PDF snapshot version
4. Select **Publish version** from the Actions dropdown menu (you might have to scroll to find that option).
5. Click on **Publish** on the warning message
6. Once publishing has completed, a new grey published version will appear on the right-hand side of the screen

- If you don't see your recently created snapshot version, click on F5 to refresh your browser. If you still don't see it, generate another PDF from the 'Actions' dropdown menu and be sure to leave the checkbox for "Record snapshot version" checked this time.
- Publish version only appears against snapshot versions so make sure you are selecting the correct snapshot
- If you know that you are likely to be publishing amendments on a particular bill, go to LegHub and schedule an automatic update later that day.
- see also [Republishing updated UK amendments](#)
- See also [\[Lords\] Amendment Process - One-page summary](#)

## Republishing updated UK amendments

If you have made changes to an amendment in a bill e.g. changed the supporters, added explanatory statements, withdrawn or recorded an outcome, then you will need to republish the amendments so that the website is updated with the recent changes.

This is a 2 stage process.

- The first stage is making the change in Lawmaker and republishing the updated amendments.
- The second stage (which can happen at any time that day) is to schedule an update which will run later in the evening to pick up any changes made that day in Lawmaker.

### How to republish updated amendments

1. Find the amendment(s) on the Amendment Manager tab
2. Select the amendment(s) using the check box on the left-hand side
3. Select **Amendment Actions > Publish selected amendments** from the drop-down menu in the top-right
4. Click **Publish** on the warning message

 You can use the quick filters at the top of the page to help you or use the advanced search at the side of the amendment table

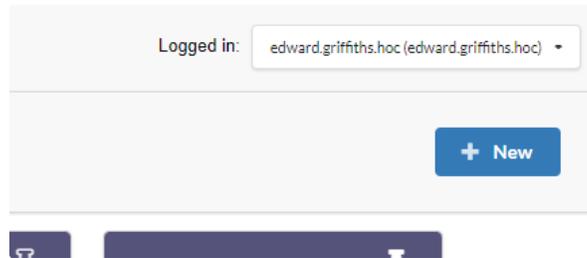
## Church measures

This section includes help on drafting and managing UK Church measures.

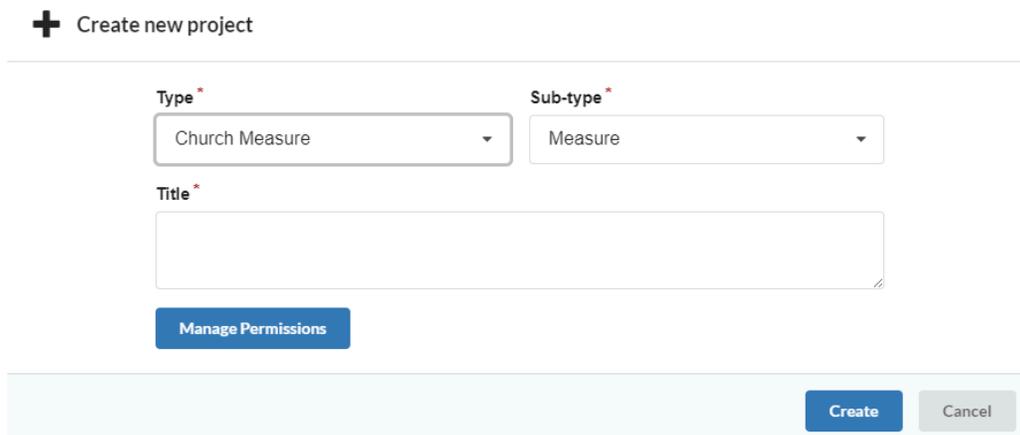
# Drafting Church Measures

## Creating a new Church Measure project

To create a new Church Measure project, click the **New** button in the top-right of the Lawmaker dashboard, then select **Church Measure** from the 'Type' drop-down menu.



Screenshot showing the 'New' button on the dashboard



Screenshot showing the 'Create new project' modal with 'Church Measure' selected as the document Type

Select one of two possible Sub-types: **Measure** or **Consolidation Measure**.

Give your project a title and click 'Create' to create a new Church Measure project.

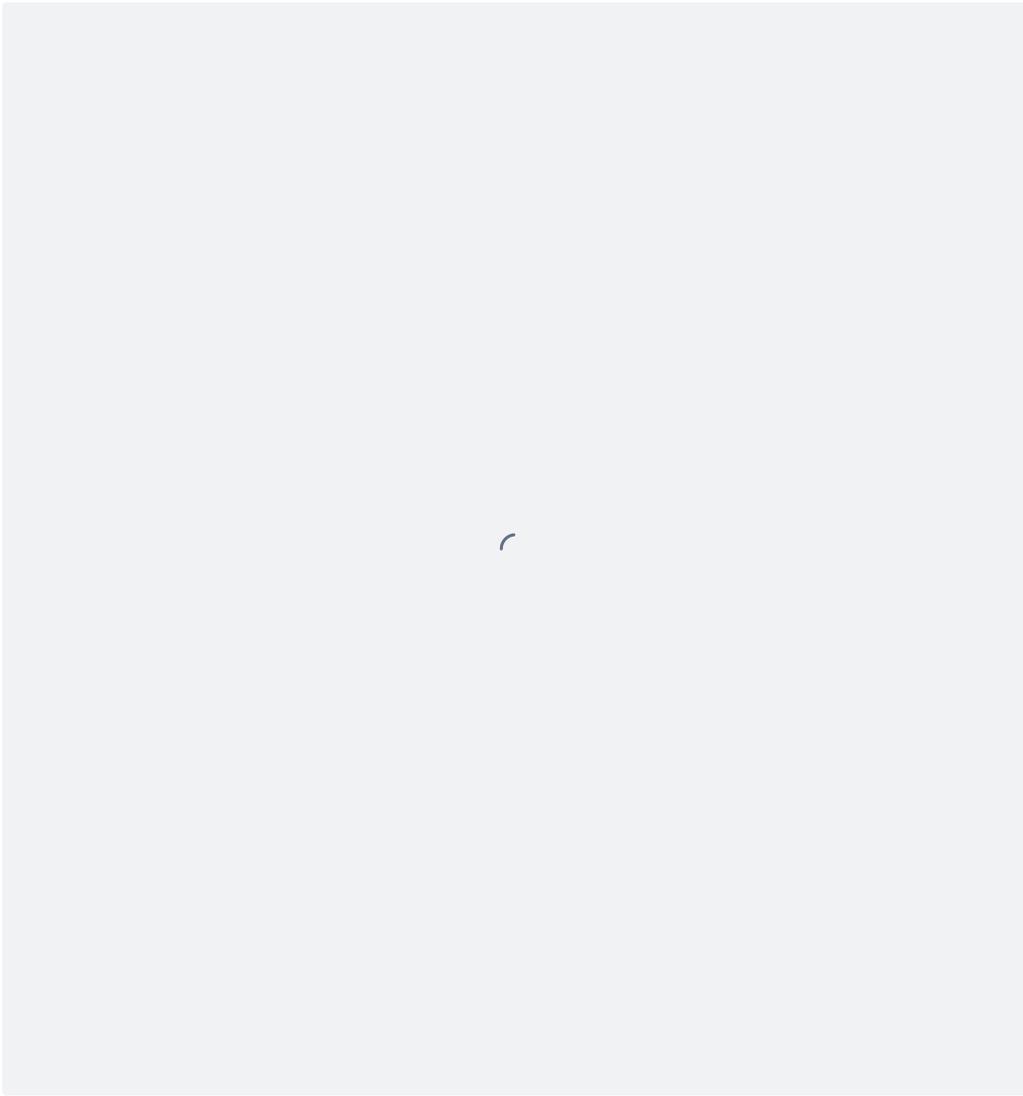
## Creating working versions and using the Editor

Church Measures are extremely similar to UK Public Bills. Refer to the pages under [Drafting and editing](#) for help with drafting the provisions in your Measure, creating structure, and managing working versions.

## Generating a PDF of a Measure with the stage name in the footer

To indicate the stage the Measure has reached in the General Synod, you may wish to add a note to the footer of any PDFs generated from your Measure document. You can generate a PDF from within the Editor, by clicking the 'Document' menu and selecting **Generate PDF**, or from the project page (refer to [Generating and viewing a PDF](#) for additional information on how to generate PDFs).

In the 'Generate PDF' modal, select 'Insert footer note' and specify the stage name in the text box, then click 'Generate' to generate a PDF of your Measure:



Screenshot showing the 'Generate PDF' modal with a Footer Note added and Line Numbering selected

# Managing a Church Measure in Parliament

You can manage the document information associated with a Church Measure, and insert a front cover on a Measure, using the same Lawmaker functions which exist for UK Bills.

## Managing document information

There are two ways to manage document information: within the Editor, or from the Project page. See [Managing document information](#) for more general guidance on managing document information.

With a Measure open in the Editor, click on the 'Document Information' icon to show the Document Information pane:

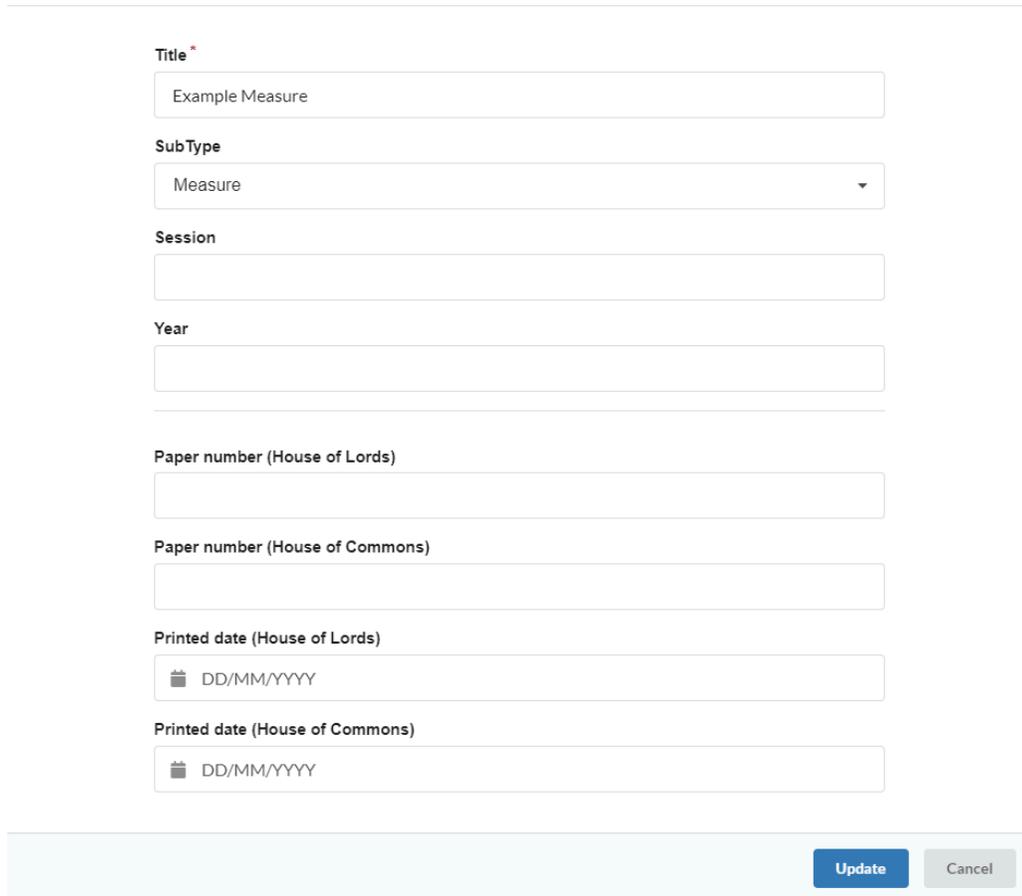
The screenshot shows a vertical sidebar on the left with icons for Document Information, Version, Comments, Tags, and Search. The main area is titled 'Document Information' and displays 'v1'. Below this are several input fields and dropdown menus for document details.

Field	Value / Action
Title	Example Measure
Session	Enter the session
Year	Enter the Draft Meas
Paper number (House of Lords)	Enter the Paper n
Paper number (House of Commons)	Enter the Paper num
Printed date (House of Lords)	Click to select
Printed date (House of Commons)	Click to select
Sub-type	Measure
Assent date	Click to select
Measure year	Enter the Measure y
Number	Enter the Measur

Screenshot showing the Document Information pane

To edit this information from the Project tab, click the 'Actions' menu next to a working version, then select **Update Document Information**. This will open the following modal:

## Update Document Information



Screenshot showing the 'Update Document Information' modal which is accessible from the project tab

Both methods allow you to update the following information:

**Title:** the title of the Measure

**Sub Type:** the document sub-type, either 'Measure' or 'Consolidation Measure'

**Session:** the parliamentary session in which the draft Measure is being considered

**Year:** the year in which the draft Measure is being considered

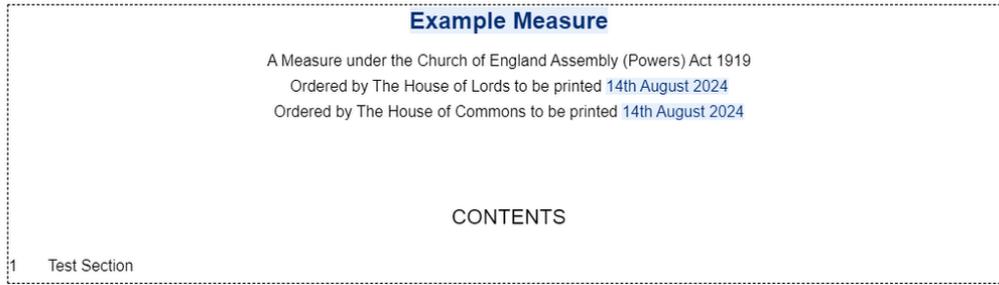
**Paper number (House of Lords):** the Lords paper number assigned to the draft Measure when it appears before the Ecclesiastical Committee. This will appear on the front cover, on the first page of the table of contents, and on the first page of the Measure proper.

**Paper number (House of Commons):** the Commons paper number assigned to the draft Measure when it is considered by the Ecclesiastical Committee. This will appear on the front cover, on the first page of the table of contents, and on the first page of the Measure proper.

**Printed date (House of Lords/House of Commons):** the date on which the draft Measure was printed. A date value is generally assigned for both Houses, and it's usually the same date. This will appear on the front cover.

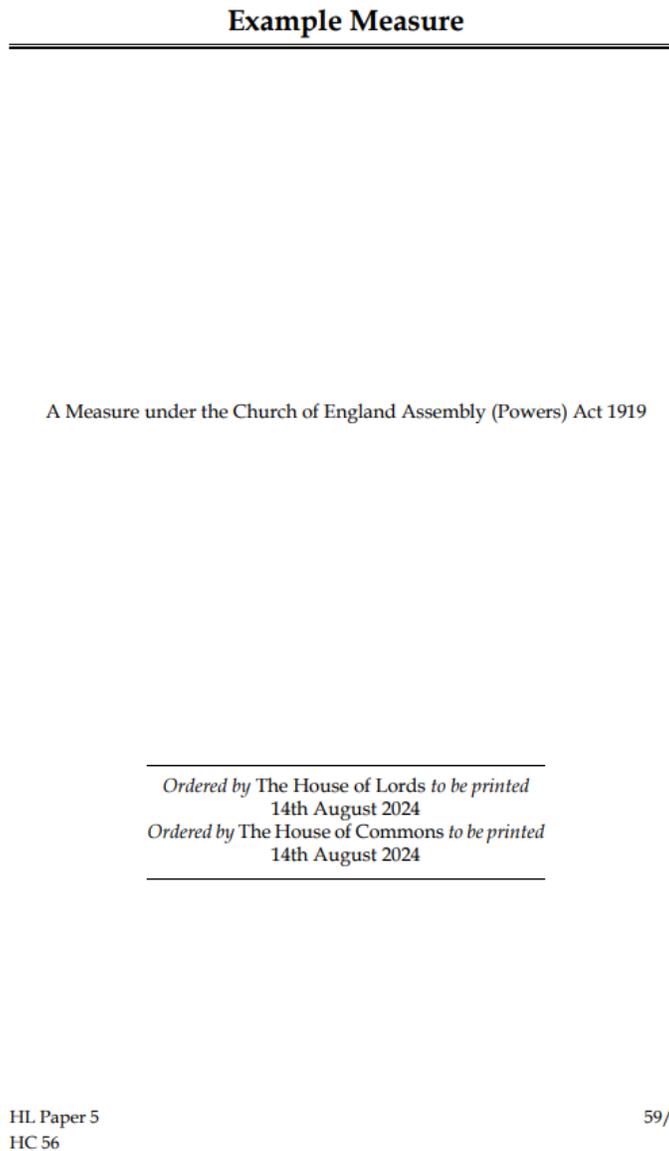
### Adding a front cover and Table of Contents

You can add a front cover to a Draft Measure from the **Insert** menu in the Editor. This will add both the Front Cover and the Table of Contents. In the Editor, the Front cover appears like this:



Screenshot showing the front cover of a Draft Measure in the Editor

In the rendered PDF, the front cover of a Draft Measure appears like this:



Screenshot showing the front cover of a Draft Measure in the rendered PDF

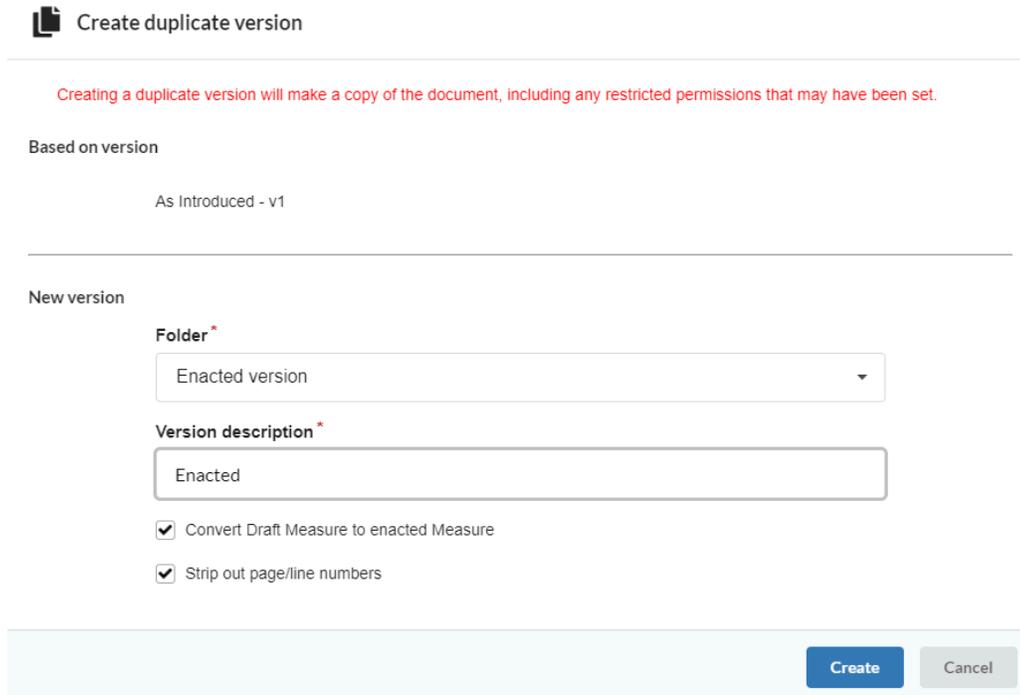
## Creating an Enacted Measure

See the following page of the manual for information on creating the enacted version of a draft Measure: [Creating an Enacted version of a draft Church Measure](#)

## Creating an Enacted version of a draft Church Measure

Once a Draft Measure has been approved by Parliament, you can create the enacted version of the Measure using the same method you would use to create the Act copy of a UK Bill. (See [Converting a UK Bill into an Act](#) for general information about creating Act copies of UK Bills.)

To create the enacted version of a Measure, select 'Duplicate' from the Actions menu, add a folder name and version label, ensure 'convert Draft Measure to enacted Measure' is ticked, then click **Create**.



**Create duplicate version**

Creating a duplicate version will make a copy of the document, including any restricted permissions that may have been set.

Based on version

As Introduced - v1

New version

Folder \*

Enacted version

Version description \*

Enacted

Convert Draft Measure to enacted Measure

Strip out page/line numbers

Create Cancel

Screenshot showing the Duplicate modal and the 'Convert to enacted Measure' option selected.

This will create a new version of the Measure with the following changes:

- any existing front cover and table of contents will be removed and replaced by the enacted version of the front cover (including a table of contents);
- the Measure Year value will be set to 9999; you will need to add the correct year using the Document Information pane in the Editor or the 'Update Document Information' modal on the project tab;
- the Assent date value will be set to 1st January 9999; you will need to choose the correct date using the Document Information pane in the Editor or the 'Update Document Information' modal.

**⚠** The **Long Title** will remain unchanged. If this begins with the words "Draft of a Measure to..." then you will need to edit this so it instead reads "A Measure to..."

The **Measure Number** won't be populated. You can add this using the Document Information pane in the Editor or the 'Update Document Information' modal on the project tab.

### Submitting the enacted Measure to TNA

After converting the Draft Measure to an enacted Measure, you can then generate a PDF of the enacted version and submit this version to TNA. To do this, follow the same procedure as for UK Acts (see [Submitting a UK Act to TNA](#)).

# Commons resources page

## Introduction to Lawmaker

1. [Overview of Lawmaker](#)
2. [Glossary of terms](#)
3. [Introduction to XML](#)
4. [Keyboard shortcuts](#)
5. [Multi-factor authentication guide](#)
6. Lawmaker roles & responsibilities

## Quick start links

1. [Creating a new project](#)
2. [Preparing a bill for introduction](#)
3. [Preparing the 'as amended' bill version](#)
4. [Publishing bills](#)
5. [Drafting UK amendments](#)
6. [Submitting amendments](#)
7. [Tabling UK amendments \(incl. 'ready for publishing'\)](#)

## How to raise an issue

1. Speak to the champion user in your area to check if you're dealing with a known issue.
2. Check the [Troubleshooting](#) page for any relevant info/workarounds
3. Perform a search in the online help site to see if there is additional information on the issue on the 'how to' page for the feature you're using
4. Check the Lawmaker Support Portal (link on Lawmaker [Sharepoint](#)) to see if the issue has already been raised

## Normal office hours

Contact the Lawmaker Superusers for any further support and advice. They will raise the issue on the Lawmaker Support Portal for escalation if required.

## Weekdays until 9pm

If Lawmaker appears to be unavailable or to have stopped responding (e.g. if you can't open documents in the Editor) or if you encounter some other urgent issue, you should raise it using one of the following means:

1. Raise an **Urgent system issue** request type issue on the Lawmaker Support Portal which will immediately alert the service team, or
2. Call the service team using their escalation number One of the service team will pick up your call as soon as possible.

## After 9pm and at weekends (and it can't wait until normal office hours)

1. While a member of the service team may be able to assist outside core hours, there is no guarantee of that and you can instead escalate the issue directly to our contractor, Leidos (see [Sharepoint](#) for number. (monitored 24/7.)
2. If Lawmaker is unavailable, also report it to PDS helpdesk on x2001 to check whether it might be a wider issue affecting Parliamentary Estate rather than Lawmaker.

## Training materials

Links to [Lawmaker's sharepoint site in Parliament](#)

1. [Drafting Commons Amendments](#)
2. [Preparing a bill for publication](#)
3. [Using the Editor](#)
4. [Ping Pong](#)

## Other useful links

Links to [Parliament's sharepoint site](#)

1. [BCDR processes](#)
2. [Lawmaker Support Arrangements \(guidance issued by TNA\)](#)
3. [Lawmaker health check](#)

# Lords resources page

## Introduction to Lawmaker

1. [Overview of Lawmaker](#)
2. [Glossary of terms](#)
3. [Introduction to XML](#)
4. [Keyboard shortcuts](#)
5. [Multi-factor authentication guide](#)
6. [Duty Clerk Notes on using Lawmaker](#)
7. [Lawmaker roles & responsibilities](#)

## How to raise an issue

1. Check the [Troubleshooting](#) page for any relevant info/workarounds
2. Perform a search in the online help site to see if there is additional information on the issue on the 'how to' page for the feature you're using
3. Check the Lawmaker Support Portal to see if the issue has already been raised

## Normal office hours

Contact the Lords Lawmaker Superuser for any further support and advice. They will raise the issue on the Lawmaker Support Portal for escalation if required.

## Weekdays until 9pm

If Lawmaker appears to be unavailable or to have stopped responding (e.g. if you can't open documents in the Editor) or if you encounter some other urgent issue, you should raise it using one of the following means:

1. Raise an **Urgent system issue** request type issue on the Lawmaker Support Portal which will immediately alert the service team, or
2. Call the service team using their escalation number. One of the service team will pick up your call as soon as possible.

## One-page process summaries

Links to Lawmaker's sharepoint site in Parliament

1. [Lords amendment overview](#)
2. [Same day marshalled list](#)
3. [Lords bills & acts overview](#)
4. [Lords ping pong motions overview](#)
5. [Consolidated lists overview](#)
6. [How to raise an issue](#)
7. [When to update LegHub](#)
8. [Duty Clerk Summary](#)

## Training materials

Links to Lawmaker's sharepoint site in Parliament

1. [Amendments and Amendment Lists](#)
2. [Bills and Acts](#)
3. [Using the Editor](#)
4. [Amending Bills](#)
5. [Ping Pong](#)

## Quick start links

1. [Creating a new project](#)
2. [Preparing a bill for introduction](#)
3. [Preparing the 'as amended' bill version](#)
4. [Publishing bills](#)
5. [Drafting UK amendments](#)
6. [Submitting amendments](#)
7. [Tabling UK amendments \(incl. 'ready for publishing'\)](#)
8. [\[Lords\] Generating Official Lists](#)
9. [Publishing amendments on UK parliament's website](#)
10. [Converting a UK Bill into an Act](#)

## Other useful links

Links to Parliament's sharepoint site

1. [LegHub notes](#)
2. [Procedural notes](#)
3. [BCDR processes](#)
4. [Lawmaker Support Arrangements \(guidance issued by TNA\)](#)
5. [Lawmaker health check](#)

**After 9pm and at weekends (and it can't wait until normal office hours)**

1. While a member of the service team may be able to assist outside core hours, there is no guarantee of that and you can instead escalate the issue directly to our contractor, Leidos (This number will be monitored 24/7.)
2. If Lawmaker is unavailable, also report it to PDS helpdesk on x2001 to check whether it might be a wider issue affecting Parliamentary Estate rather than Lawmaker.

# Drafting Scottish Bills and amendments

These pages are to provide specific help for drafters of Scottish Bills and amendments.

## For Lawmaker assistance

If you require further assistance, please contact Jonathan Brown, Fraser Gough or Nicole McIntyre.

If they are unavailable and it is urgent, please contact [lawmaker@nationalarchives.gov.uk](mailto:lawmaker@nationalarchives.gov.uk)

- [Scottish Bills](#)
  - [Inserting Scottish Bill and Act front and back covers](#)
- [Scottish Amendments](#)
  - [Tips for drafting amendments](#)
    - [Inserting pre-populated amendments - Scotland](#)
  - [Ensuring the right amendments are lodged](#)
    - [Suggestions for filtering Amendment Manager](#)
    - [Suggested best practice for lodging and submitting amendments](#)
    - [How to submit using the Amendment Manager](#)
    - [How to submit amendments using 'Submit List' in the editor](#)
- [Scotland - quick guide to drafting Bills and amendments](#)
  - [Quick Guide - Managing Bills](#)
    - [How do I save comments?](#)
    - [How do I create a new document in a Bill project?](#)
    - [How do I create a new Bill?](#)
  - [Quick Guide - Managing amendments](#)
  - [Quick Guide - Drafting Bills](#)
    - [OLD -How do I split one provision into two?](#)
    - [OLD -How do I rearrange my provisions?](#)
    - [OLD -How do I create a textual amendment?](#)
    - [How do I change a provision I've already inserted?](#)
  - [Quick Guide - Drafting amendments](#)
    - [OLD -How do I change proposer or supporter details?](#)

## Scotland - quick guide to drafting Bills and amendments

This Quick Guide will take you through common scenarios you may encounter when drafting Bills and amendments in Lawmaker.

If the information you are looking for isn't here, you may find it elsewhere in this manual.

You can also contact your User Champions[?]:

- Name here
- Name here

If your User Champions are not available, please email [Lawmaker@nationalarchives.gov.uk](mailto:Lawmaker@nationalarchives.gov.uk)

### Quick Guide contents

- [Quick Guide - Managing Bills](#)
  - [How do I save comments?](#)
  - [How do I create a new Bill?](#)
  - [How do I create a new document in a Bill project?](#)
- [Quick Guide - Drafting Bills](#)
  - [How do I change a provision I've already inserted?](#)
  - [OLD -How do I create a textual amendment?](#)
  - [OLD -How do I rearrange my provisions?](#)
  - [OLD -How do I split one provision into two?](#)
- [Quick Guide - Drafting amendments](#)
  - [OLD -How do I change proposer or supporter details?](#)
- [Quick Guide - Managing amendments](#)

## Quick Guide - Managing Bills

- [How do I save comments?](#)
- [How do I create a new Bill?](#)
- [How do I create a new document in a Bill project?](#)

# How do I save comments?

## Example scenarios

You have several comments and replies in a Bill, and you want a tidy version of the Bill but you want to save a copy of the Bill with the comments before you delete the comments

You want to keep a record of a comment, but the provision/text it is attached to needs to be deleted (which will also delete the comment).

---

To do this, you must save a read-only version of the document. This is called taking a [snapshot](#) and is available for Bills and amendments.

To save a version of the document—

(If you haven't already, save the document first and stay in the editor).

## Saving snapshots of your document

You can save a snapshot of the document you are editing at any time. This will create a copy of the document in its current state and save it as a snapshot in the document's version history without affecting the main version of the document (i.e. the one that is saved when you press the Save button).

To save a snapshot:

1. In the upper toolbar, select **Document**>**Take snapshot**.
2. Edit the snapshot name in the **Version Label** field (it is set to "Saved" by default)
3. Click **OK**.

Your saved version will be listed under the main document (you may need to click on the arrow to the left of the document title to display the saved version). Below is an example of a saved version of "amendments 1".

The screenshot shows a document interface with a breadcrumb trail: Project > Draft Amendments > Amendments > Lists. Below the breadcrumb is a dropdown menu set to 'As Introduced', a search box for list names, and a '+ New' button. The main content is a table with columns 'List Name', 'Count', and 'Last Modified'. The table lists three items: 'amendments 1' (Count: 3, Last Modified: 27 April 2021, 16:11:45 - Nicole McIntyre PCO), 'with comments' (Count: 27 April 2021, 15:21:52 - Nicole McIntyre PCO - PCO), and 'more amendments' (Count: 2, Last Modified: 27 April 2021, 16:11:26 - Nicole McIntyre PCO). Each row has an 'Actions' dropdown menu. The 'with comments' row is highlighted in grey, indicating it is the selected version.

List Name	Count	Last Modified	Actions
amendments 1	3	27 April 2021, 16:11:45 - Nicole McIntyre PCO	Actions
with comments	27 April 2021, 15:21:52 - Nicole McIntyre PCO - PCO		Actions
more amendments	2	27 April 2021, 16:11:26 - Nicole McIntyre PCO	Actions

---

For more information, see:

- [Saving your document](#)

# How do I create a new Bill?

## *Example scenario*

- There is no Bill project in Lawmaker yet and you need to create it
- 

## To create a new Bill—

1. From the dashboard, click on the **+ New** button in the top right above the project tiles/list
2. The system will ask you to provide the following information:
  - a. Type (mandatory)
  - b. Sub-type (only applicable to a subset of 'Type' options - mandatory)
  - c. Title (mandatory)
  - d. Procedure (only applicable to SI/SSIs - mandatory)
3. When you have added the necessary details, click on the **Create** button
4. The system will take you to the *Editor*, with the appropriate bill/SI/SSI template loaded and pre-populated with known text.

## *Note—*

By default, a bill document template will consist of the Preface and Body. You can manually insert the front cover, table of contents and back cover depending on when/whether you need them

---

For more information, see:

- [Creating a new document/project \(S\)](#)

## How do I create a new document in a Bill project?

### *Example scenario*

- You want to have another version of the Bill, but you don't want to clone the existing version of the Bill (ie you want to start from an empty Bill template).
  - There are two or more of you drafting the Bill, and for practical reasons you want to work in your own document rather than in the same document. You do not want to clone the existing version of the Bill (if any), or you all want to start from an empty Bill template.
- 

To create a new document in a Bill project—

1. From the *Project* tab, click on the **+ New** button in the top right
  2. The system will ask you to provide the following information:
    - a. Folder
    - b. Version description (must be unique across the whole project)
  3. When you have added the necessary details, click on the **Create** button
  4. The system will create a new document version and display it as a green tile (working version - editable) in the appropriate folder.
- 

For more information, see:

- [Creating a new document/project \(S\)](#).

## Quick Guide - Drafting Bills

- How do I change a provision I've already inserted?
- OLD -How do I create a textual amendment?
- OLD -How do I rearrange my provisions?
- OLD -How do I split one provision into two?

# How do I change a provision I've already inserted?

## Example scenarios

- You have inserted a section, which has automatically inserted a subsection, but you want to remove the subsection number.
  - You have inserted a subsection, but you want it to be a paragraph (or the reverse, assuming there are already subsections in the section).
  - You have inserted a sub-paragraph, but you want it to be a subsection (and there are already subsections in the section).
- 

In certain circumstances, you can change a provision you have already inserted, even if you have already started typing, and avoids having to copy and paste the text. This is called promoting and demoting a provision.

You must first click on the text of the provision you want to change.

To promote a provision—

Place your cursor anywhere in the provision you wish to promote (e.g. in the num, heading or text element) and do one of the following:

- use keyboard shortcut, press **Alt+[** ,
- from the right-click context menu in the Editor or Structure view, select **Promote element**, or
- from the upper toolbar, select **Tools>Promote element**.

The selected provision will be promoted into the next valid provision.

When you promote a provision that has child elements (e.g. a paragraph containing sub-paragraphs), the child elements will also be promoted if it would be logical to do so (definitions and steps will stay the same).

Promoting the last in a list of paragraphs, sub-paragraphs or sub-sub-paragraphs will convert the provision into closing words as the first step, and then into the next provision up in the hierarchy as the second step.

Promoting the only subsection in a section or only paragraph in a Regulation or Article etc. (i.e. a provision with the number format (1)) is a quick way of removing the subsection/paragraph so you have an undivided section/regulation etc.

Provision types that can be promoted are: Bill subsections, SI paragraphs, paragraphs, sub-paragraphs, sub-sub-paragraphs, definitions and steps, and schedule sub-paragraphs.

To demote a provision—

Place your cursor anywhere in the provision you wish to demote and;

- using keyboard shortcut, click **Alt+]** ,
- from the right-click context menu, select **Demote element**,
- from upper toolbar, select **Tools>Demote element**.

The selected provision will be demoted into the next valid provision. Lawmaker uses the context of the provision to work out whether it can be promoted and what to - that means that the feature can't be used at the moment on the first provision in a quoted structure because there is no context.

When you demote a provision that has child elements (e.g. a paragraph containing sub-paragraphs), the child elements will also be demoted if it would be logical to do so (definitions and steps will stay the same).

Demote works for subsections, schedule sub-paragraphs, paragraphs and sub-paragraphs as long as there is another element of the same kind before it to 'adopt' the demoted provision as its child.

You can demote section/regulation text (into subsection/paragraph (1)), paragraphs, sub-paragraphs, definitions and steps, schedule paragraph text and schedule sub-paragraphs

---

For more information, see [Promoting and demoting provisions](#)

# OLD -How do I create a textual amendment?

## Example scenarios

- You want to insert a new discreet provision (eg a new section, subsection, paragraph etc).
  - You want to amend and amending provision.
- 

In Lawmaker, textual amendments are called "quoted structure".

1. Insert a quoted structure by:
  - a. using keyboard shortcut Ctrl + q
  - b. using right-click context menu in Editor view select 'Insert quoted structure'
  - c. from the upper toolbar, select 'Insert > Insert quoted structure'
2. In the 'insert quoted structure' modal:
  - a. Select the target document you are quoting from
  - b. Select the starting provision
  - c. Specify the necessary indent level to apply to the quoted structure
  - d. Select whether you require a starting and ending quotation
  - e. Specify the text immediately following the quoted structure  
And click Insert
3. The system will insert a quoted structure on a new line below the provision your cursor is in, with the selected starting element
4. Continue drafting your quoted structure

You can inserted quoted structure within quoted structure (for example, when amending an amending provision)

1. With your cursor in the provision introducing the nested quoted structure, insert a nested quoted structure by following 'insert quoted structure' step 1
2. The system will insert a nested quoted structure, within your existing quoted structure

If you need to change the quoted structure properties after you have inserted your quoted structure:

1. With your cursor in the quoted structure you want to update, either:
  - a. right-click in Editor view and Structure view and select 'Update quoted structure properties'
  - b. from the upper toolbar, select 'Insert > update quoted structure properties'
2. In the 'insert quoted structure' modal you can change:
  - a. The indent level
  - b. The starting and ending quotation mark
  - c. The following text
  - d. And click 'OK' to save your changes
3. The system will update the quoted structure according to your changes

---

For more information, see:

- [Inserting quoted structure \(S\)](#)
- [Moved - Annex 12 - Indent levels in quoted structures](#)

# OLD -How do I rearrange my provisions?

## Example scenarios

- You want to rearrange subsections within a section.
  - You want to move a subsection to a different section.
  - You want to rearrange sections/cross headings/Parts.
- 

There are two ways to rearrange your provisions. You can either:

- cut and past the provisions, or
- use the structure view to drag and drop provisions.

To perform either method, you may need to expand or collapse your structure view. See:

- [How to turn on/off the structure view](#)
- [How to change from depth-limited view to full structure view](#) (ie, how to show structure below the section level)

## How to cut and paste provisions

1. Select the provision/amendment/interstitial heading you would like to cut/copy using:
  - a. keyboard short cuts Ctrl + C (for copy) or Ctrl + X (for cut);
  - b. right-click context menu > Copy or > Cut (when mouse cursor is in Editor view and Structure view)
  - c. from the upper toolbar, select Edit > Copy or > Cut
2. Navigate to the part in the document that you would like to paste the cut/copied provision/amendment/interstitial heading and place the mouse cursor at the end of the provision you would like the cut/copied provision/amendment/interstitial heading pasted after
3. Use the keyboard short cut (Ctrl + V) to paste the provision/amendment/interstitial heading
4. The system will attempt to paste the cut/copied provision/amendment/interstitial heading into the next valid location after the provision/amendment/interstitial heading the mouse cursor is placed in.

## How to move provisions using the structure view

You will need to expand or collapse your structure view to the level that you wish to rearrange. For example:

- If you want to rearrange Parts, you need to collapse everything to the Part level (ie do not have any Cross headings or sections showing).
- If you want to rearrange subsection within a section, collapse everything to the subsection level (ie within that one section, do not have any paragraphs showing).
- If you want to move a subsection to a different section, in both those sections collapse everything to the subsection level. It may be easier if you also collapsed all other sections to the section level (this makes it easier to drag and drop to the right position).

Instructions:

1. Collapse the structure level down to the level of the element you are planning to move
  2. Locate the provision (including table)/amendment/interstitial heading you wish to move and press and hold the left button on your mouse
  3. Drag the provision/amendment/interstitial heading to the target location
  4. When the surrounding provisions/amendments/interstitial headings move out of the way, drop the selected provision into its new location
- 

For more information, see:

- [Using cut/copy and delete \(S\)](#)
- [Moving provisions or amendments \(using the structure view\) \(S\)](#)
- [Using the structure view \(S\)](#)

## OLD -How do I split one provision into two?

### *Example scenario*

- You have drafted a subsection and want to split it into two subsections (without having to copy and paste).
- 

You can only split a provision into the same type of provision (eg. split one subsection into 2 subsections).

To split a provision:

1. Place your cursor at the point in the text where you want to split your element and;
  - a. using keyboard shortcut, click ALT + s
  - b. from right-click context menu in Editor view, select **Split element**
2. The selected provision will be split at the cursor point and a new sibling element inserted immediately after it containing the rest of the text after the cursor point.

If you wish to split a provision and then change the second provision, after splitting you may be able to do so using the promote/demote function (see [How do I change a provision I've already inserted?](#)).

---

For more information, see:

- [Splitting provisions \(S\)](#)

## Quick Guide - Drafting amendments

- [OLD -How do I change proposer or supporter details?](#)

## OLD -How do I change proposer or supporter details?

### *Example scenarios*

- There is no proposer and you want to add the proposer details (eg when drafting handout amendments).
  - You want to change the proposer or supporter.
  - You want to add a supporter.
- 

To add or update the proposer or supporter:

1. Either:
  - a. Click on the proposer's name (or placeholder element if no name has been specified yet), or
  - b. Right-click on the proposer (or supporter names) and select "Update Proposers/Supporters",
2. The system will open a dialogue box
3. Add, update, re-order or delete Members' names as required.
4. When you finished, click **Update** button
5. The system will update the amendment with your specified proposer (and any supporters)

If you want to delete all supporters:

1. If you want to get rid of all supporters on an amendment, click on "Supporters block" on the breadcrumb,
2. The system will highlight all the "Supported by:..." text in the Editor
3. Click on 'backspace' to remove all supporters from the amendment
4. The system will update the amendment with the changes

---

For more information see:

- [Managing Proposers and Supporters \(Amendments\) \(S\)](#)

# Quick Guide - Managing amendments

## Scottish Bills

Below are some helpful pages for PCO drafters, relating to drafting and managing Scottish Bills:

- [Inserting Scottish Bill and Act front and back covers](#)

# Inserting Scottish Bill and Act front and back covers

## Introduction

When a new project is created, the Bill does not include front and back covers. These can be inserted at any point when drafting the document in the Editor. The front cover also contains the table of contents by default.

## How to insert the front cover

In the Editor, from the toolbar select **Insert>Insert front cover**.

A front cover and table of contents will be inserted at the beginning of the document. Any existing cover and table of contents will be replaced.

The cover inserted will depend on whether the document is a Bill or an Act.

In an Act:

- The image of the crest will be rendered in the PDF but does not appear in the Editor.

## How to insert the back cover

In the Editor, from the toolbar select **Insert>Insert back cover**.

A back cover will be inserted at the end of the document. Any existing cover will be replaced.

You can only insert a back cover for a Bill.

The contents of the cover are derived from other parts of the Bill and details entered into the Document Information panel:

- The Long Title is derived from the Long Title in the preface of the Bill and shouldn't be edited directly on the cover.
- Some elements of the back cover will automatically update when you change them in the Document Information panel but for others you will need to reinsert the back cover before the changes will be visible.

## Deleting the front or back cover

To delete the front or back cover, select it either from the breadcrumb or using the structure view and press **Backspace** as you would delete a normal provision in the document.

### Hints and tips

- If you just want to update the table of contents, use the Insert table of contents menu option instead - see [Inserting table of contents](#) .
- Lawmaker will take a lock on the whole document to insert the front or back cover.

## Scottish Amendments

Below are some helpful pages for PCO drafters, relating to drafting and managing amendments to Scottish Bills:

### Ensuring the right amendments are lodged

- [How to submit amendments using 'Submit List' in the editor](#)
- [How to submit using the Amendment Manager](#)
- [Suggested best practice for lodging and submitting amendments](#)
- [Suggestions for filtering Amendment Manager](#)

### Tips for drafting amendments

- [Inserting pre-populated amendments - Scotland](#)

Here is a quick introductory tutorial to drafting amendments in Lawmaker:

 [Lawmaker training video - Drafting Scottish Amendments](#)

Lawmaker training video - Drafting Scottish Amendments





# Ensuring the right amendments are lodged

---

**IMPORTANT:** Amendments must first be lodged via an email to the Parliamentary clerks. Once the amendments are lodged via email, it is best practice to submit in Lawmaker soon after.

---

## Best way to lodge and submit amendments

- [Suggested best practice for lodging and submitting amendments](#)

## All the ways to submit amendments

- [Submitting via the Amendment Manager](#)
- [Submitting via the editor using “submit list”](#)

## Suggestions for how to organise the Amendment Manager

- [Using filters to make Amendment Manager more useful](#)

## Suggestions for filtering Amendment Manager

For Bills with a lot of amendments, the Amendment Manager may become long and difficult to use. You may wish to use the filter options to make it more manageable and useful to you. Here are two suggestions for how to filter your Amendment Manager. There are numerous other ways you may wish to filter your Amendment Manager.

For more information see [here](#).

---

### Filtering by status

Each amendment has a status (eg, Draft, On Hold, Submitted). You may filter your Amendment Manager according to the status of each amendment. The steps below will show you how to filter to Draft status.

#### To filter by status:

1. You will need to set the "status" and flag the amendments as follows:

Amendment type	Status	Flagged
Government amendment	Draft	No
Handout amendment	Draft	Yes
Superseded or discarded amendment	On hold	No

▼ How to set amendment status to "On hold"

From the 'Amendment Manager' tab, select the draft amendments you want to put 'On hold'

Click on the 'Amendment Action' drop-down menu at the top-right of the screen and select *Set 'Draft' to 'On hold'*

Amendments will be updated to 'On hold'

For for information see [here](#).

▼ How to flag and unflag amendments

1. Go to the **Amendment Manager** tab
2. Click on a **flag** icon on the left-hand side of an amendment to flag it.

The selected amendment will be highlighted yellow in the list when the flag is on. To remove the flag, simply click on the flag icon again.

	Number	DNum	Location	OoC Sort	Sort code	Proposer	Last updated	Comment	Status
<input type="checkbox"/>		OPC18	Clause 33, page 29, line 11	2		Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed
<input checked="" type="checkbox"/>		OPC17	Clause 33, page 29, line 11	1		Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed
<input type="checkbox"/>		OPC16	After Clause 57			Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed
<input type="checkbox"/>		OPC15	Clause 63, page 74, line 33			Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed
<input checked="" type="checkbox"/>		OPC14	Clause 65, page 78, line 14			Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed

For more information see [here](#).

## 2. Filter your amendments to show only those with "Draft" status.

- How to quickly filter amendments to Draft only

Use the quick filter option at the top-right of the Amendments Manager tab:

Number	DNum	Location	OoC Sort	Sort code	Proposer	Last updated	Comment	Status
	D000008	Schedule 2, page 17, line 36			Shirley-Anne Sommerville	22 July 2020 at 14:14:13 - nicole.mcintyre.pco	hold	Draft
	D000011	After Section 3			Shirley-Anne Sommerville	22 July 2020 at 14:34:37 - nicole.mcintyre.pco	HOLD	Draft

This means that:

- your amendments manager is now more manageable,
- superseded or discarded amendments will not appear on your list (and the "on hold" status means they cannot accidentally be lodged),
- handout amendments will still be visible so you can keep track of your drafting (but flagging it prevents it from being accidentally lodged),
- submitted amendments will not appear in your amendment manager.

If you wish to see all amendments, you will need to change the Quick Filter to show "All amendments".

## Filtering by list (LoDA)

You can also filter the Amendment Manager to show the amendments in a particular LoDA (List of Draft Amendments - i.e. the name you have given the list in your Amendment Workspace tab).

### To filter by list:

1. Click on the “Filter” button at the top right of your Amendment Manager tab.
2. Select the List you wish to view.
3. Click Apply.

The screenshot shows the 'Amendment Manager' interface for the 'NM Amendments Test (Scotland) Bill'. The table lists amendments with columns for Number, DNum, Location, OoC/Sort, Sort code, Proposer, Last updated, and Comment. A 'Filter' button is highlighted in the top right. A dropdown menu is open, showing 'List of Draft Amendment's name' with a search field and a list of draft amendments. The 'Apply' button is also highlighted.

	Number	DNum	Location	OoC/Sort	Sort code	Proposer	Last updated -	Comment
<input type="checkbox"/>		D000008	Schedule 2, page 17, line 36			Shirley-Anne Sommerville	22 July 2020 at 14:14:13 - nicole.mcintyre.pco	hold
<input type="checkbox"/>		D000011	After Section 3			Shirley-Anne Sommerville	22 July 2020 at 14:34:37 - nicole.mcintyre.pco	HOLD
<input type="checkbox"/>		D000009	Schedule 2, page 17, line 36			Shirley-Anne Sommerville	23 July 2020 at 15:43:59 - nicole.mcintyre.pco	
<input type="checkbox"/>		D000010	After Section 3			Shirley-Anne Sommerville	23 July 2020 at 15:45:54 - nicole.mcintyre.pco	
<input type="checkbox"/>		D000012	Section 1, page 1, line 1			Annabelle Ewing	22 September 2020 at 13:25:32 - nicole.mcintyre.pco	
<input type="checkbox"/>		D000014	Section 2, page 1, line 8			Annabelle Ewing	22 September 2020 at 13:25:32 - nicole.mcintyre.pco	
<input type="checkbox"/>		D000016	Section 1, page 1, line 1			Annabelle Ewing	22 September 2020 at 13:40:10 - nicole.mcintyre.pco	
<input type="checkbox"/>		D000018	Before			Annabelle Ewing	15 December 2020 at 13:39:39 - nicole.mcintyre.pco	
<input type="checkbox"/>		D000013	Section 1, page 1, line 2			Annabelle Ewing	15 December 2020 at 13:41:50 - nicole.mcintyre.pco	
							15 December 2020 at 13:52:01 -	

Note that the filter will stick. To see other amendments not in the list, you will need to change the Filter settings or click “clear”.

This means that:

- your amendments manager is now more manageable as other amendments no longer appear on the page,
- submitted amendments still appear in your amendment manager if they occur in that list,
- if all lodged amendments appear in one list, it is easier to select amendments for submission in Lawmaker.

# How to submit using the Amendment Manager

**IMPORTANT:** Amendments must first be lodged via an email to the Parliamentary clerks. Once the amendments are lodged via email, it is best practice to submit in Lawmaker soon after.

One way to submit amendments in Lawmaker is by using the Amendment Manager (another way is to submit the list from the editor).

Before you select the amendments to submit, filter your amendments to minimise any errors when selecting.

▼ For more information on filtering amendment manager

See [Suggestions for filtering Amendment Manager](#)

Once filtered, if you cannot find the amendments you are looking for, it may be that their status is "On hold". You will need to change the status back to "draft" before Lawmaker will allow you to submit it.

Note, amendments that are flagged or where the status is set to "on hold" cannot be submitted. They will need to be unflagged or the status set back to "draft" before they can be submitted.

▼ How to flag and unflag amendments

1. Go to the **Amendment Manager** tab
2. Click on a **flag** icon on the left-hand side of an amendment to flag it.

The selected amendment will be highlighted yellow in the list when the flag is on. To remove the flag, simply click on the flag icon again.

	Number	DNum	Location	OoC/Sort	Sort code	Proposer	Last updated	Comment	Status	
<input type="checkbox"/>		OPC18	Clause 33, page 29, line 11		2	Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	
<input checked="" type="checkbox"/>		OPC17	Clause 33, page 29, line 11		1	Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	
<input type="checkbox"/>		OPC16	After Clause 57			Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	
<input type="checkbox"/>		OPC15	Clause 63, page 74, line 33			Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	
<input checked="" type="checkbox"/>		OPC14	Clause 65, page 78, line 14			Baroness Barran	24 August 2022 at 10:04:13 - cogans.hol		Agreed	

For more information see [here](#).

▼ How to set amendment status to "Draft"

From the 'Amendment Manager' tab, select the 'On hold' amendments you want to set back to 'Draft'

Click on the 'Amendment Action' drop-down menu at the top-right of the screen and select *Set 'On hold' to 'Draft'*

Amendments will be updated to 'Draft'

For more information see [here](#).

**To submit amendments in Amendment Manager:**

1. Select the amendments by ticking on the check box to the left.
2. Select Amendment actions > Submit amendments

## How to submit amendments using 'Submit List' in the editor

---

**IMPORTANT:** Amendments must first be lodged via an email to the Parliamentary clerks. Once the amendments are lodged via email, it is best practice to submit in Lawmaker soon after.

---

One way to submit amendments is to use the Submit List function from the editor. This is especially useful if you have generated the PDF for lodging from a list in Lawmaker.

### To submit amendments from the editor:

1. Open editor for the list you wish to wish to submit.
2. Open the "Document information" panel on the right.
3. Click on "Submit List".

For more information see [Suggested best practice for lodging and submitting amendments](#)

## Suggested best practice for lodging and submitting amendments

---

**IMPORTANT:** Amendments must first be lodged via an email to the Parliamentary clerks. Once the amendments are lodged via email, it is best practice to submit in Lawmaker soon after.

---

The following is a suggested work flow for lodging amendments via email and then submitting them in Lawmaker:

1. Create a list in Lawmaker that contains the amendments you wish to lodge. Give it a unique name (eg, *Amendments for lodging on [date] or [Topic] amendments for lodging*).
2. Save the list and close the editor.
3. Create a PDF of the list from the project dashboard.
4. Lodge the PDF with the Parliamentary Clerks via email. Include at the end of the email that you will submit the amendments in Lawmaker as soon as possible.
5. Return to the list in Lawmaker and open the editor.
6. Use the Submit List function to submit the list.

✓ How to submit amendments using Submit List function

**To submit amendments from the editor:**

1. Open editor for the list you wish to wish to submit.
2. Open the "Document information" panel on the right.
3. Click on "Submit List".

For more information see [here](#).

## Tips for drafting amendments

- [Inserting pre-populated amendments - Scotland](#)

## Inserting pre-populated amendments - Scotland

When drafting amendments on a List of Draft Amendments (LoDA), Lawmaker provides the option of inserting standard forms of amendments containing prepopulated instructions.

To insert a pre-populated amendment, press Enter and select the appropriate option from the CCA. The table below lists the available options and what is inserted.

CCA option	Amendment inserted
Leave out section/schedule amend	Leave out section / schedule ***
Insert section amend	After section ***, insert—  <num <b>Heading</b>  (1) Text>
Insert schedule amend	After schedule ***, insert—    <b>&lt;SCHEDULE</b>  <i>Text</i>  <b>HEADING&gt;</b>
Insert section after amend	After schedule ***, insert—
Amendment - Page-line	In section ***, page ***, line ***, text
Amendment - Amendment to amendment	As an amendment to amendment ***, line ***, text

## Managing Scottish Bills and amendments

Specific help for managing Scottish Bills, e.g. how to publish Bills at each stage, and amendments, e.g. producing daily, marshalled and groupings lists.

### In this section

- [Publishing a Scottish Bill](#)
- [Converting a Scottish Bill into an Act](#)
- [Submitting a Scottish Act to TNA](#)
- [Scottish Amendment Lists](#)
- [Using the amendment sort code in Scottish amendments](#)

## Publishing a Scottish Bill

This details the practical steps to publish a Scottish Bill in Lawmaker.

# Converting a Scottish Bill into an Act

## Introduction

Once a Bill has gone through all the amending phases and is ready for enactment, its content will need updating so that it becomes an Act.

Converting a Scottish Bill into an Act of the Scottish Parliament will make the following changes:

- Updates the XML so that it is now an Act document type
- Inserts the Act front cover (containing Short title, Act Year, ASP Number and Explanatory Notes statement)
- Inserts new Table of Contents (containing Short title, Act Year, Act Number)
- The date of enactment rubric will be added above the long title in the preface and the Act Year and Act Number will be inserted under the Short title in the preface
- "Bill" in the short title will be changed to "Act" and the Act Year inserted at the end
- The stage version rubric will be removed, as will the Accompanying Document rubric
- The back cover will be removed (if there is one).

## How to convert a bill into an Act

1. On the **Project Tab**, select **Duplicate version** from the Actions menu on the document version you want to convert into an Act.
2. The system will ask you to specify a folder and a version description.
3. When you have provided a folder and version description, select the **Convert Bill to Act** checkbox and click **Create**.

The system will create a duplicate version of the document, converting it into an Act and display it on the Project tab in the folder you specified.

### Hints and tips

- After converting a Bill to an Act, it is possible to delete elements if they are not required e.g. Table of Contents, Explanatory Notes rubric, Assent date in the date of enactment rubric, Act Year and Act Number.
- You can't generate an Act version if the document is already an Act version.
- To create the Official Print and Queen's Copy, we recommend for each one that you duplicate the Palace copy and select **Convert Bill to Act**.

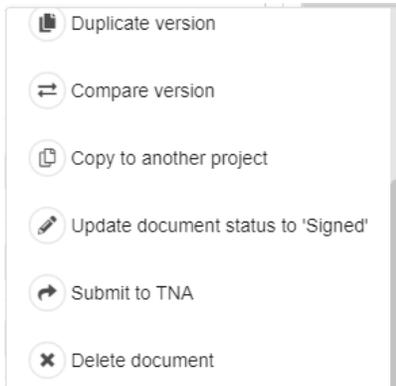
# Submitting a Scottish Act to TNA

You can submit an Act to TNA from within Lawmaker.

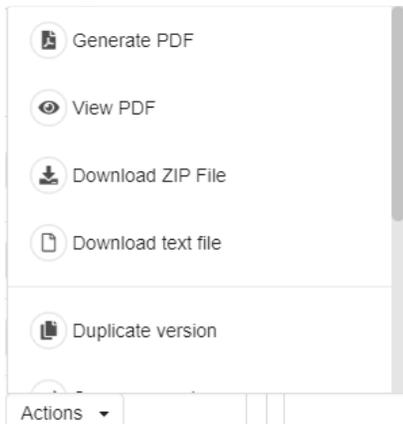
**⚠** The submission process is not yet fully automated, so there are some additional steps you need to follow to submit your Act.

## How to submit to TNA

1. From the Project Tab, generate a PDF of the working version that you wish to submit to TNA.
2. Find the PDF snapshot and select **Actions > Submit to TNA**.



3. Click **Submit** in the dialog box that appears. A significant version will appear on the right of your screen.
4. On the significant version, select **Actions > Download ZIP file**.



5. Click **Download** in the dialog box that appears. A zip file will be created containing the PDF and XML file, and also any images included in your Act.

You can now use this zip file to upload into TNA's publishing system.

# Scottish Amendment Lists

## Daily Lists

Amendments will appear in the Daily List if they were recorded as having been “tabled” before the cut-off date and time, and they haven’t already been published on another list.

### Sorting

Amendments will be sorted by the Order of Consideration if there is one. If there is no Order of Consideration, they will be sorted in the order they appear in the Bill

Amendments are also sorted by:

- their Page, line and column number,
- their specified sort code e.g. M1, M2

### Numbering

Amendments are numbered sequentially 1 - n in the order they appear in the Daily List. They will continue from the number of the last published amendment.

### Headings

The system will automatically insert interstitial headings e.g. “Section 2” or “Before schedule 2A” etc between the amendments as appropriate

### Amendments to amendments

Amendments to amendments will appear after their target amendment in the sorted list

They are numbered after their target Amendment and are appended with a letter in alphabetical order e.g. 23A, 23B, 23C according to their sort order if more than one was tabled on the same day.

Line numbers will appear automatically against the target amendment in the PDF (not in the Editor) when you generate a PDF of the Daily List or Marshalled List (including Manuscript amendments and Scripted Marshalled Lists)

## Marshalled Lists

Amendments will appear in the Marshalled List if they were recorded as having been ‘tabled’ before the cut-off date and time (and not ‘Not Selected’ if stage 3), and they haven’t already got an outcome recorded against them e.g. Withdrawn before debate, Agreed to etc.

### Sorting

- Same as Daily Lists

### Numbering

Same rule as Daily Lists.

In most cases, amendments will already have been numbered on Daily Lists, but it is possible to include new amendments in the Marshalled Lists which will automatically be numbered according to the same rule as Daily Lists.

### Headings

The system will automatically insert interstitial headings e.g. “Section 2” or “Before schedule 2A” etc between the amendments as appropriate

## Amendments to amendments

Amendments to amendments will appear after their target amendment in the sorted list

They are numbered after their target Amendment and are appended with a letter in alphabetical order e.g. 23A, 23B, 23C according to their sort order if more than one was tabled on the same day.

Line numbers will appear automatically against the target amendment in the PDF (not in the Editor) when you generate a PDF of the Daily List or Marshalled List (including Manuscript amendments and Scripted Marshalled Lists)

## Starred amendments

These will appear automatically if this is the first list that an amendment has appeared on (i.e. it is a 'new' amendment)

## Manuscript Amendments/Supplement to the Marshalled List

You can create manuscript amendment list by pre-selecting the amendments to be inserted into the list and selecting "Manuscript List" on the 'Create List' dialogue box. This will generate a Marshalled List, only containing the selected amendments. These amendments will be sorted and numbered using the same rules as the Marshalled List.

You can now add a note to a Scottish Parliament Daily List, a step which then allows you to generate Manuscript Daily Lists. You can insert a Note with your cursor either in the Bill Title, or in the Bill Stage. Press 'enter' to bring up the CCA, and it will give you the option to add a Note. The Note is formatted in italics.

## Scripted Marshalled Lists

To create a Scripted Marshalled List, you will need to duplicate your last published Marshalled List. First of all, insert a 'Script' element using the 'insert' menu in the appropriate place in the list. You can then use the 'insert' menu to insert pre-populated scripts (based on the old Word template). These pre-populated scripts will need manual modification once inserted e.g. adding a Member's name or Amendment numbers.

To insert a script at the start of the amendment list, you need to get your cursor into the 'List body' element. To do this:

1. put your cursor at the beginning of the first interstitial heading (the bold, centred headings that appear before amendments in a certain group e.g. "**Before Section 1**",
2. use the left arrow to move your cursor into the 'List body' element:
  - a. Check the breadcrumb that appears at the top or bottom of the Editor. When the cursor is in the correct place, the last breadcrumb will be 'List body'.
3. click 'enter' to get the insert menu.
4. select 'Script' which will insert a script box *before* the first interstitial heading

To create line breaks/spacing in these boxes, insert 'non-breaking whitespace' into the paragraph elements using the 'Insert special characters' button in the upper toolbar. This will ensure that the PDF retains the spacing created by these 'empty' paragraph elements.

## Groupings Lists

To create your first Groupings List for an amending stage, generate one from the "Create List" button. The system will load an empty Groupings List document in the Editor. You will need to manually insert the different groupings (including grouping notes and timing information as required). You can also add 'Notes' for any Group as required. To add additional paragraphs to the 'Notes' select 'Note' from the Insert menu. To add timing information, select 'Timings' from the Insert menu. When you have added all the groupings with amendment numbers comma separated, you will need to trigger the automatic 'Populate Groupings List'. If you make further changes to the amendment numbers, you will need to re-run the 'Populate Groupings List' function.

To create subsequent Groupings Lists, the easiest thing to do would be to duplicate the last published Groupings List and copy and paste Groupings into the 'Groupings already debated' to save you from keying in all the information again. Once you have made the necessary changes, re-run 'Populate Groupings List' to update the full text versions of the amendments appearing at the back of the document. Don't forget to update the 'Document Information' panel with new information that will appear in the footer of the Groupings List once the PDF is generated.



# Using the amendment sort code in Scottish amendments

## Sorting amendments that start at the same page/line position or after/before same section

At the moment the sorting algorithm is not sophisticated enough to correctly sort amendments which start on the same page and line as each other (or are after/before the same section).

To get amendments of that kind to sort automatically you can add a sort code to each amendment.

## What code to use

You can use your own scheme to assign an order (amendments with a code numerically or alphabetically lower will appear first so you could use “1”, “2”... or “A”, “B”...)

Alternatively, you can reuse the existing scheme for the (optional) 5<sup>th</sup> (word position) and suffix (category of MSP) components of amendment filenames.

For the latter, here's an extract from the existing software manual with examples of what sort code to apply.

### *Filenames - Element 5 (optional)*

59. This element represents the word number in the line in question. Where the amendment refers to a word in the line (e.g. “leave out first <the>”), count to that word (disregarding any numbering at the beginning of the line that is part of the numbering structure of the Bill).

- 0 = “at beginning” or “leave out line”
- 1 = 1st word in line
- 2 = 2nd word in line, etc.

60. For amendments that insert words or a block of text at the end of a line, the following numbers are used—

- 50 = “at end insert <words>”;
- 60 = “at end insert— [sub-sub-sub-paragraph]”;
- 70 = “at end insert— [sub-sub-paragraph]”;
- 80 = “at end insert— [sub-paragraph]”;
- 90 = “at end insert— [paragraph]”;
- 100 = “at end insert— [subsection]”.

Note: for the purposes of this element, “paragraph” means either a section paragraph or a schedule paragraph – and “sub-paragraph” etc. should be treated similarly.

61. All the above numbers (50 to 100) are—

- reduced by 1 for “inserted text” (text to be inserted into an existing Act)
  - reduced by 5 for “full-out” text.

Thus, for example—

- 79 = an inserted sub-paragraph
  - 95 = a subsection full-out

Note that most definitions are unnumbered section paragraphs and, therefore, an amendment to insert such a new definition in such a list should be coded 85 (i.e. paragraph fullout level).

### *Filenames – category of MSP (optional)*

63. This relates to who is lodging the amendment, and when they are doing so in relation to other amendments to that place in the Bill. The number begins with—

- a plus sign and M for an amendment in the name of the member-in-charge of the Bill (which takes precedence)
  - a plus sign and N for any other amendment

The letter is followed by a number indicating whether the amendment is the first of that category to that place in the Bill.

Amendment	File name	LDA PP Sort code
Before section 2, insert— [Government new section]	2.B+M01	M01
Before section 2, insert— [2 <sup>nd</sup> Government new section]	2.B+M02	M02
In section 2, page 3, line 4, leave out <7th word> and insert <words>	2.I.3.4.7.S+M01	7+M01
In section 2, page 3, line 18, leave out subsections (2) to (4)	2.I.3.18.0.L+M01	0+M01
In section 2, page 3, line 18, leave out subsection (2) and insert— [new subsection]	2.I.3.18.0.S+M01	0+M01
In section 2, page 3, line 18, after <3rd word> insert <his normal place of residence or>	2.I.3.18.3.I+M01	3+M01
In section 2, page 3, line 18, leave out from <12th word> to <competence> in line 19	2.I.3.18.12.L+M01	12+M01
In section 2, page 3, leave out line 19 and insert— [new paragraph]	2.I.3.19.0.S+M01	19+M01
In section 2, page 3, line 20, at end insert— [new sub-paragraph]	2.I.3.20.80.I+M01	80+M01
In section 2, page 3, line 20, at end insert— [new paragraph]	2.I.3.20.90.I+M01	90+M01
In section 2, page 3, line 20, at end insert— [new subsection]	2.I.3.20.10.0.I+M01	100+M01

As an amendment to amendment X [i.e. the above amendment], line 2, leave out <word> and insert <words>	2.I.3. 20.10 0.I+M 01A	A
As an amendment to amendment X, line 3, leave out <words>	2.I.3. 20.10 0.I+M 01B	B
In section 2, page 3, line 20, at end insert— [second new subsection, non-gov member]	2.I.3. 20.10 0.I+N 02	100 +N0 2
In section 2, page 3, line 40, leave out from beginning to end of line 2 on page 6	2.I.3. 40.0. L+M 01	0+M 01
In section 2, page 3, line 40, leave out from second <5th word> to <word> in line 42 and insert <words>	2.I.3. 40.5. S+M 01	5+M 01
Leave out section 2 and insert— [Government new section]	2.S+ M01	M01
Leave out section 2	2.L	n/a
Divide section 2 into two sections, the first ( <i>Title of new section</i> ) to consist of subsections (1) to (3) and the second ( <i>Title of new section</i> ) to consist of subsections (4) to (6)	2.D+ M01	M01
Move section 2 to after section 5	2.M+ M01	M01
After section 2, insert— [new section]	2.A+ M01	M01
At an appropriate place, insert— [new section]	U+M 01	M01
In the long title, page 1, line 3, leave out from <5th word> to first <word> in line 4	T.I.1. 3.5.L +M0 1	5+M 01

## How to add a sort code

The sort code can be added to an amendment (and changed) at any time via the “amendment information” panel at the right of the editor so it could be added by the drafter or a parliament user. Once the sort code has been saved, any list generated will use it to determine the order of amendments.

# Troubleshooting

Help on a range of specific issues that have cropped up in practice. Also includes notes on known issues with the current version of Lawmaker.

## Getting help

If you need help with an issue that isn't listed below get in touch with Lawmaker Support by email ([lawmaker@nationalarchives.gov.uk](mailto:lawmaker@nationalarchives.gov.uk)) or using the [Lawmaker support portal](#).

## Troubleshooting guides

- [\[Commons/Lords\] Cannot update an amendment after Consolidated List has been published](#)
- [\[Lords\] Amendment to Amendments not appearing in correct location for new clause/schedule amendments](#)
- [\[Lords\] Change a page-line amendment to a new clause/new schedule amendment](#)
- [\[Lords\] How to make an amendment re-appear on a subsequent daily sheet](#)
- [\[Lords\] How to remove numbers from more than one Lords amendment](#)
- [\[Lords\] Wrong number or “#” assigned to amendments in a Marshalled List](#)
- [\[OPC and Lords\] How to create a Lords ping pong amendment to amendment](#)
- [Amendment sorted in wrong location in an official list](#)
- [Converting subsection into section content and vice versa](#)
- [Deleting content has deleted more than I intended](#)
- [Error: Couldn't find provision XXX in the published bill](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [How do I format text to appear in smallcaps or dropCap](#)
- [How do I update the long title in a Bill or Act?](#)
- [How to add multiple quoted structures to one provision](#)
- [How to create high resolution images of forms etc. from Word to insert into Lawmaker](#)
- [How to insert a preamble into a public bill](#)
- [How to use locked nums in UK amendments](#)
- [Lawmaker reporting that you already have the document open in another tab \(but you haven't\)](#)
- [LegHub is not showing amendments on my published list](#)
- [LegHub is not showing amendments that have been withdrawn](#)
- [PDF contains large white spaces on the page](#)
- [Phantom locks on a fragment](#)
- [Publishing bills even when no amendments were applied at a particular stage](#)

## Known issues

- ☰ [Resolved - LMS-326 Amendment list \(LoDA or official list\) is inaccessible](#)
- ☰ [LM-148 Can't edit a Schedule heading or cross-heading when Block Tags is turned on](#)
- ☰ [LMS-2646 Amendment list duplication not working as expected](#)
- ☰ [LMS-2641 Amendments on a pre-introduction LoDA disappear from the Amendment Manager tab and are not visible to Commons/Lords users after submission](#)
- ☰ [LMS-2372 Unable to extract zip file](#)
- ☰ [LMS-2018 Amendment quoted structure is not appearing in the PDF](#)
- ☰ [LMS-41 Amendment numbering doesn't restart in SP and HoL amendment lists between stages](#)
- ☰ [LMS-52b Amendment is being shown/sorted as if it were a new clause/section amendment when it is a clause/page/line amendment](#)
- ☰ [LMS-52 Provisions in quoted structure look different from surrounding Bill or another quoted structure](#)

- ☰ Resolved - LMS-246 Dropdown menus in Create New LoDA and Official List dialogue boxes not working
- ☰ (v.13) LMS-689 Unable to save info in Document Information Tab
- ☰ (v.13) LMS-52b Amendment is being shown/sorted as if it were a new clause/section amendment when it is a clause/page/line amendment
- ☰ (v.13) LMS-326 Amendment list (LoDA or official list) is inaccessible
- ☰ (v.13) LMS-52 Provisions in quoted structure look different from surrounding Bill or another quoted structure
- ☰ (v.13) LMS-41 Amendment numbering doesn't restart in SP and HoL amendment lists between stages

# Frequently Asked Questions (FAQs)

## Miscellaneous

### How do I convert a section containing a subsection into a section that is not subdivided?

Promote the subsection into a section content element - see [Promoting and demoting provisions](#) .

### How do I stop 'tag x-ref' tagging cross references to other documents/enacted legislation?

Place your cursor in the incorrectly marked up x-ref and right-click and select "Ignore x-ref"

"Tag x-ref" relies on pattern recognition. It is a work-in-progress and as such it might incorrectly identify a cross reference which is to another document and attempt to find the target provision within the current document. If this has happened, the best thing to do is ask the system to ignore the x-ref so that it doesn't re-attempt to update it every time "Tag x-ref" and "Update x-ref" are run.

### How do I correct the indent of an element in a quoted structure?

See [Quoted structures](#)

Use "Indent level" drop-down menu to manually correct the indent of elements inside a quoted structure. You can set it when you creating a new quoted structure, or you can adjust it after you have inserted a quoted structure using the right-click context menu "Update quoted structure properties"

## Inserting provisions and other elements

### How do I insert an element before the first element e.g. a section before the first section in my bill?

#### Option 1 - Using tags to guide you:

1. From the upper tool bar, select "Document > Preferences" and select "Block tags" from the Tag Display Mode drop-down menu.
2. Place your cursor in the element before the provision you are trying to insert your element before e.g. to insert a section before the first section in a bill only containing sections: place your cursor after the "body" tag.
3. Click 'Enter' to access the Insert menu/CCA and select your desired provision.
4. The system will insert the provision after the element that your cursor is placed after so in the section example, it will be inserted immediately after the "body" element and before your first "Section" element.

#### Option 2 - Using the breadcrumbs to guide you:

1. Place your cursor at the start of the element you want to insert an element before e.g. to insert a section before the first section in a bill only containing section - place your cursor in the "num" of the first section.
2. Use the back arrow on the keyboard to move your cursor left-wards through the element tags (the element that your cursor appears in will be shown in the breadcrumb so in the section example, it will show Bill > body > section > Num)
3. Click 'Enter' to access the Insert menu/CCA when you get to the correct element (using the example above, this would be when you got to 'body') and select your desired provision
4. The system will insert the provision after the element that your cursor is placed after so in the example above, a section would be inserted immediately after the "body" element and before your first "Section" element.

The reason for these 2 approaches is because the system will always attempt to insert your selected provision *after* the element that your cursor is in, which is why it is difficult to position your cursor so that the inserted provision is inserted *before* the first element in a list. This technique gets around that issue as long as you understand the hierarchical nature of XML.

## How do I insert a subheading before my subsection/paragraph?

### Option 1 - Using tags to guide you:

1. From the upper tool bar, select "Document > Preferences" and select "Block tags" from the Tag Display Mode drop-down menu.
2. Place your cursor before the 'num' element of the provision that you want to insert a subheading before
3. Click 'Enter' to access the Insert menu/CCA and select 'Heading'.
4. The system will insert a heading above the num, formatted in italics by default
5. Remove 'Block tags' view from your preferences to return to normal drafting

### Option 2 - Using the breadcrumbs to guide you:

1. Place your cursor in the 'num' element of the element that you want to insert a subheading before.
2. Use the back arrow on the keyboard to move your cursor leftwards through the element tags (the element that your cursor appears in will be shown in the breadcrumb so in the section example, it will show Bill > body > section > subsection > Num In this example, when you get to 'Subsection'
3. Click 'Enter' to access the Insert menu/CCA and select 'Heading'
4. The system will insert a heading in the correct location, formatted in italics by default.

## How do I insert 'defined terms' in paragraphs or any element which isn't a 'definition' element?

It's not currently possible to insert 'defined terms' in elements other than definitions, we will be adding this into a future release.

## How do I insert a step as a sibling of my other steps and not a child of my paragraph?

If you have a series of steps in your document and one of the steps contains paragraphs, it is not obvious how to continue inserting steps after inserting a paragraph. This is because Lawmaker will insert a step as a child of your paragraph. To get around this insertion logic, place your cursor in the step before your paragraph and click 'Enter' to get the insert menu. If you select 'Step' from here, it will insert it as a sibling of the step that your cursor is in.

## How do I insert a second sentence in a subsection or other element?

Use SHIFT + Enter which is the keyboard shortcut to create an additional text paragraph.

## How do I insert the front page, table of contents and back cover?

See [Inserting Scottish Bill and Act front and back covers](#), [Inserting UK Bill and Act front and back covers](#) and [Inserting table of contents](#)

## Converting subsection into section content and vice versa

By default, whenever you insert a section, it will include an empty subsection by default. If you do not need a subsection, as the section hasn't been sub-divided, you will need to promote the subsection into section content.

 Don't try to achieve the same result by deleting the subsection number or the num element as that may cause problems with the presentation of the section or for users of the legislative data in future.

### How to convert a section with a single subsection into an undivided section

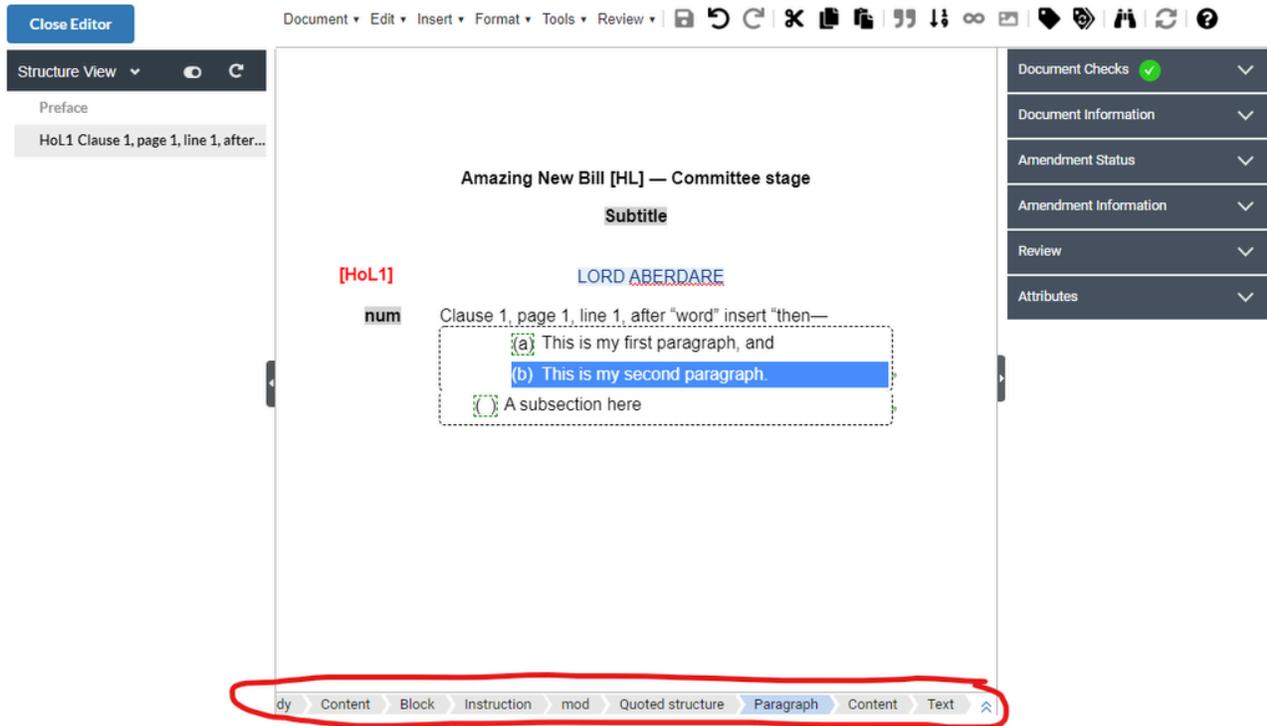
With your cursor in the subsection, right-click and select **Promote Element...**

### How to change the stage of amendments

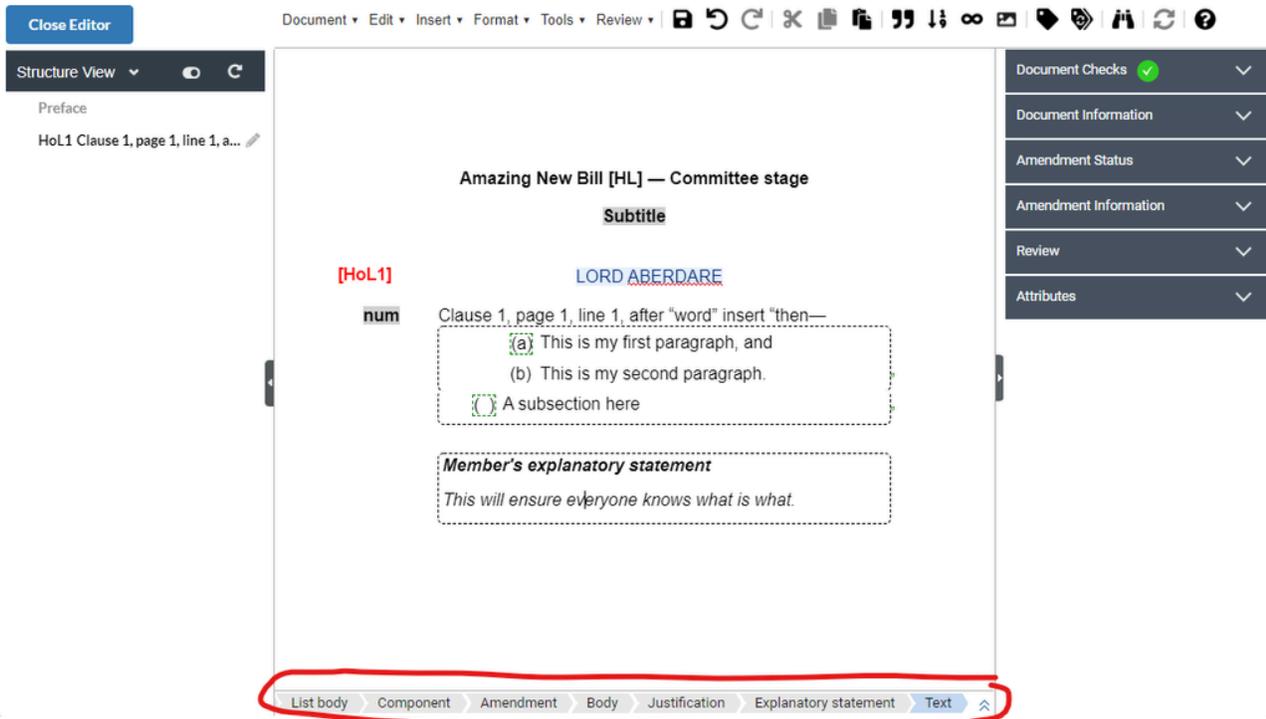
-  The promote action will only work if there is one subsection in your section
- If you change your mind and want to sub-divide your section into subsections, click **Enter** to bring up the insert menu and select **Subsection (1)** which will insert a subsection after your section content, and at the same time convert your section content into a subsection.

## Deleting content has deleted more than I intended

The safest way to delete a whole element in Lawmaker (e.g. a paragraph inside a quoted structure, a whole amendment, an explanatory statement etc.) is to use the breadcrumb which is usually displayed at the bottom of the Editor, unless you have deliberately moved it to appear at the top of the Editor view.



1. In the screenshot above, the breadcrumb is at the bottom with a red marker around it
2. The breadcrumb shows you where your cursor is currently located
3. In this example, my cursor is in paragraph (b)
4. I have clicked on 'Paragraph' in the breadcrumb and this highlights the paragraph that my cursor was in
5. I can now click on 'delete' or 'backspace' to safely remove the whole paragraph
6. If I wanted to delete the whole quoted structure, I would select "Quoted Structure" in the breadcrumb and use 'delete' or 'backspace' and I'd be left with the amendment instruction.



1. In this example, my cursor is inside the explanatory statement.
2. If I clicked on 'Explanatory Statement' in the breadcrumb, it would highlight the whole explanatory statement and I'd be able to delete it
3. If I wanted to delete the whole amendment, I would click on 'Amendment' in the breadcrumb. This would highlight the whole amendment and I would be able to delete it
4. Deleting amendments will remove them from the list that you are looking at, but it will not remove them from the project and they will still appear in the 'Amendment Manager' tab. In a future release, it will be possible to delete amendments from the Amendment Manager.

[i](#) see also [Inserting, modifying and deleting provisions](#) for more information

## Amendment sorted in wrong location in an official list

The sort logic used when generating official lists relies on the location information for each amendment which is displayed in the **Amendment Information** right-hand panel (type, location, provision, page, line & sort code). Most of these are also visible on the Amendment Manager tab as well. If an auto-generated official list is showing an amendment in the wrong position, make sure you check and update the location information

 Avoid just dragging the amendment to the correct location as that won't fix the issue the next time a subsequent list is generated

### Instructions

*With the list open in the Editor...*

1. Place your cursor in the amendment that is in the wrong position
2. Open up the **Amendment Information** right-hand panel
3. Check and update the location information as required e.g. adding or updating a sort code or removing the location information if not relevant to the amendment
4. Wait for the list to update and save your changes
5. Re-generate the list by selecting **Tools > Update List** from the upper tool bar menus

-  **Update List** will re-run the list generation logic which should result in your updated amendment being correctly sorted.
- [Lords and Scottish Parliament only] If you had unpublished amendments whose numbers needed to change as part of this update, they will be renumbered as well. Published amendment numbers do not get overwritten automatically - only users can overwrite published amendment's numbers.

## Phantom locks on a fragment

In certain cases, phantom locks can remain on fragments such as parts, sections or amendments. They are called phantom locks as the lock will not be visible to the user that is purported to have that lock and so they are unable to release the lock using the normal method of saving or discarding their changes.

In these rare cases, users can use the Release All Locks feature, but they should do so with caution.

## How to release phantom locks

See [Releasing Locks](#)

- If you are releasing locks in a document, make sure you are not unwittingly going to release genuine locks held by other users as it will release all locks in the document.
- To ensure you are only releasing locks on the phantom lock, open that fragment using [Opening and editing a portion of document](#)

# How to add multiple quoted structures to one provision

## Issue

There are two main cases in which you might want to add more than one quoted structure within a single provision. (For general help with quoted structures see [Quoted structures](#).)

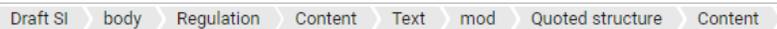
1. Constructing a complex inserted provision that starts with a lower level provisions and continues with a higher one (e.g. starts with a paragraph followed by a subsection).
2. Inserting multiple entries into a list where the entries are not being inserted beside one another (most commonly where they are being inserted “at the appropriate place”)

For case 1., see [Cases where you may need to adjust the indent level of a quoted structure or use adjacent quoted structures](#) for instructions on how to use adjacent quoted structures to achieve this.

For case 2, Lawmaker currently doesn't support this in a straightforward fashion but there is a workaround to achieve it described below. We'll make this easier to do in a future release ( [LMS-1724: Add multiple quoted structures within a single provision](#) FEATURE LOGGED ).

## Workaround to insert multiple quoted structures in one provision

1. In the provision that is to contain the multiple quoted structures, insert the first quoted structure as normal. For example, if you are want the provision to contain a number of definitions to be inserted at the appropriate place, insert a quoted structure with a starting element of “definition”. Equally if you want the provision to contain a number of separate table rows, insert a quoted structure with starting element “table”.
2. In the quoted structure dialog box, set the following text to any punctuation you want to be included at the end of quoted structure.
3. Once the quoted structure has been inserted, select it by clicking on **Quoted structure** in the breadcrumbs.



Draft SI > body > Regulation > Content > Text > mod > Quoted structure > Content

4. Press **Ctrl+c** to copy the quoted structure.
5. Place the cursor after the end of the quoted structure, e.g. next to the punctuation you specified to be included in the following text.
6. Press **Ctrl+v** to paste the quoted structure. You should now have two quoted structures starting with the same element type one after the other.
7. To add punctuation after the additional quoted structure, right-click within the quoted structure and select **Update quoted structure properties**. Add any required punctuation into the **Following text** field and click **Update**.
8. Repeat this process to create further quoted structures as required.
9. Update the content of each quoted structure with the text etc. that you require.

## How to use locked nums in UK amendments

Locked nums are indicated by the dotted box surrounding a provision's number. Locking a number is a way of preserving the provision's number when triggering a 'renumber' operation.

They are useful when drafting amendments as locking a provision will ensure it doesn't get renumbered from the starting number e.g. 1.

However, when the amendment is applied, the locks may no longer be required. As part of the auto-application and checking process, locks should be removed as required so that when the whole document is renumbered at the end of preparing the as amended copy - the right provisions are being renumbered.

The following table explains what happens to locks when amendments are automatically applied to the bill:

Scenario	Outcome when amendment is applied
If the <b>num is empty</b> (ignoring parentheses inside paragraph, subsection etc. nums) and the <b>num is locked</b>	<p>The lock is ignored. Upon auto-application, the lock will be removed and a number will be assigned to the provision using the auto-assign numbering rule</p> <ul style="list-style-type: none"><li>For example: inserting a new subsection between subsections (4) and (5), when auto-applied, it will be assigned (4A) and the num is no longer locked</li><li>When the document is renumbered, this auto-assigned number will be renumbered to (5) and all subsequent subsections in the clause updated as well.</li></ul>
If the <b>num has been specified</b> and the <b>num is locked</b>	<p>The lock is preserved. Upon auto-application, the lock will remain and the number doesn't change</p> <ul style="list-style-type: none"><li>For example: inserting a new subsection (A1) before existing subsection (1); when auto-applied it will remain as (A1) and the lock will remain also.</li><li>When the document is renumbered, the number will not change</li></ul>
If the <b>num is empty OR the num has been specified</b> and the <b>num is not locked</b>	<p>Upon auto-application, a number will be assigned to the provision using the auto-assign numbering rule</p> <ul style="list-style-type: none"><li>For example: inserting a new subsection between subsections (4) and (5), when auto-applied, it will be assigned (4A)</li><li>When the document is renumbered, this auto-assigned number will be renumbered to (5) and all subsequent subsections in the clause updated as well.</li></ul>

## [Lords] Amendment to Amendments not appearing in correct location for new clause/schedule amendments

When you have an amendment to a new clause or new schedule amendment, and the new clause or new schedule hasn't been assigned an official number yet, you will need to manually update a location attribute on the amendment's Amendment Information r-h panel.

 For more information, see [\[Commons and Lords\] Amendments to amendments](#)

### Instructions

1. In the Editor, update the italic text for your amendment to amendment so that it reads e.g. "*As an amendment to the amendment in the name of Lord Purvis of Tweed to After Clause 2 printed on sheet HL Bill 128(a)*".
2. Save your change.
3. Open the Amendment Information right-hand panel
4. Click in the empty 'Location' cell of the location table and type "before" or "after" as appropriate
5. Wait for the spinner to finish spinning before saving your changes.

 When you save, the text in the italic note is parsed by Lawmaker to workout the location information that is displayed in the Amendment Information right-hand panel. It can pick up the clause or schedule that an amendment to amendment is referring to (e.g. Provision = "sec\_2" in the example above) but it doesn't recognise "before" or "after" in the italic note. LMS-623 is the new requirement to update the parsing logic to recognise this information. In the meantime you need to manually include this when drafting/updating an amendment to an amendment to ensure the amendment is sorted under the correct interstitial heading in the official list.

# [Lords] How to remove numbers from more than one Lords amendment

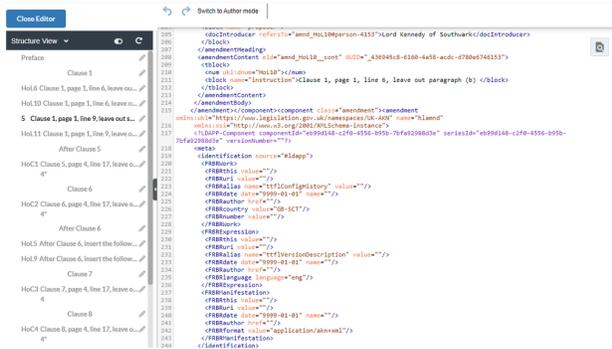
When a Lords marshalled list is generated, all amendments in that list are assigned numbers, even if the list is discarded or not published. However, if you need to generate a Daily sheet or Running list after you have generated the marshalled list, the amendments will need to be published without numbers.

There isn't currently a straightforward action in Lawmaker to remove numbers from amendments although you can delete the numbers individually.

This page describes how you can use find and replace in the XML to remove all amendment numbers in a few steps.

## Instructions

1. First, you need to open all the amendments that you want to remove numbers from in the Editor. You can do this by either:
  - a. opening an existing official list containing the amendments, or
  - b. creating a temporary list containing all the amendments
2. Once you have the amendments open in the Editor, select **Document>Edit as XML** from the toolbar. You will see something like this:

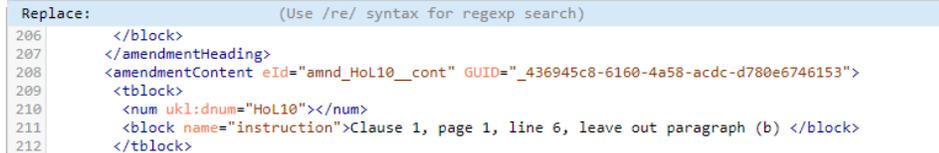
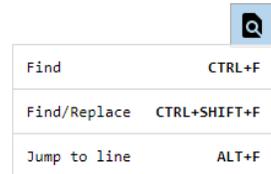


3. Copy the following text into your clipboard (select it and then press ctrl+c)

```
1 /<num uk1:dnum="(.*?)">.*?<\num>/ <num uk1:dnum="$1"></num>
```

4. (Note for the following steps until step 9 you will not be able to navigate away from the Editor without resetting the search function so you may want to ensure you can see these instructions at the same time as the Editor window.)

Click on the search icon in the top right and select **Find/Replace**.



5. Paste the contents of your clipboard into the **Replace:** field and delete the part outside the "/" characters so you are left with the following and then press Enter:

```
1 /<num uk1:dnum="(.*?)">.*?<\num>/
```

6. Paste the contents of your clipboard again into the **With:** field and this time delete the part between the "/" characters so you are left with the following and then press Enter:

```
1 <num uk1:dnum="$1"></num>
```

7. Click **All**



8. Click **Switch to Author mode** and you should see that the amendments no longer have a number

9. Save the amendment list.

## [Lords] Wrong number or “#” assigned to amendments in a Marshalled List

The numbering algorithm isn't perfect and it will struggle with particularly complicated “ZZ” scenarios. Lawmaker will have a good guess at the number, but if it can't work it out at all, it will show “#” instead.

### Instructions

*With the list open in the Editor...*

1. Manually change the number in the num element and update any other consequentials
2. Save your changes

 You can manually change any number that is wrong. Only when an amendment is published will the number be set. This means it will not be changed by the system, but it won't prevent users from overriding the number if necessary.

## How do I update the long title in a Bill or Act?

The long title appears in the Preface of the Bill or Act and it also appears on the back cover if there is one. In Scottish Bills, the long title is pre-populated by default when first created with the text “An Act of the Scottish Parliament to”.

To edit the long title, update the text in the **Long title** element in the Preface of the Bill or Act in the Editor. The version on the back cover will update automatically.

 See also:

-  [Inserting UK Bill and Act front and back covers](#)
-  [Inserting Scottish Bill and Act front and back covers](#)

## LegHub is not showing amendments that have been withdrawn

This could be because you haven't re-published the updated amendment in Lawmaker.

If an amendment has been withdrawn before it appears on a Marshalled List, you will need to republish it as it won't automatically get included in a subsequently published list. Re-publishing the amendment will push the update to a central repository accessible to LegHub. As long as you have scheduled an update for this project stage in LegHub, then you don't need to do anything further for the amendment to appear updated on the website later that evening.

### How to re-publish withdrawn amendments

 see [Republishing updated UK amendments](#)

## LegHub is not showing amendments on my published list

LegHub relies on the stage information when searching Lawmaker data for any amendments to publish on the website.

Lawmaker currently relies more on the bill version that the amendments are linked to. This means that if a user has accidentally created a List of Draft Amendments (LoDA) using the wrong Stage, then these amendments, whilst associated to the wrong stage, will continue to appear on Lawmaker amendments lists as expected and the issue only becomes apparent downstream when LegHub can't find these amendments to publish on the website as they are associated to an incorrect stage.

In future, Lawmaker will be updated so that the Amendment tabs will be filtered by stage rather than bill version. This will avoid the need to republish bill versions after stages where no amendments were agreed. But it also means this mistake will become obvious as you will notice amendments aren't appearing because they have accidentally been created against the wrong stage.

### To check before updating the stage

1. Open the amendment in a temporary list
2. Select Document > Edit as XML (to view the XML in the Editor)
3. Search (Ctrl+F) for the stage you think it was accidentally assigned to e.g. "Committee", "Report", "Third"
4. You can manually change the value in the <docStage> element by typing e.g.
  - a. <docStage>Report stage</docStage>
  - b. <docStage>Committee stage</docStage>
  - c. <docStage>Third Reading</docStage>
  - d. <docStage>Ping Pong</docStage>

### How to change the stage of amendments without playing with the XML:

 See "Moving all amendments or motions on a LoDA" in  [Moving or copying amendments to a different stage \(including ping pong motions\)](#)

# How to create high resolution images of forms etc. from Word to insert into Lawmaker

Sometimes you may need to include something in your Lawmaker document that you can't create within Lawmaker, e.g. a complex form, notice or table.

One way round this is to create the form etc. in Microsoft Word and then insert an image of it into Lawmaker. It is important, however, that you create a high-resolution image so it looks okay when included in the PDF or printed.

This page details the steps to take to create a high-resolution image.

1. First, Create your form, notice or table etc. in Word (making sure it fits on page and isn't split over two pages).
2. Save the Word doc as a PDF.
3. Open the PDF in Acrobat Reader (not in your browser).
4. In Acrobat Reader, select **Edit menu>preferences...>General**.
5. Make sure the box "Use fixed resolution for Snapshot tool images" is checked and enter 300 in the resolution box and click **Ok**.
6. Go to the **Edit menu** again in Acrobat and select **Take a Snapshot**.
7. Use the snapshot tool to draw a selection box around the form/notice/etc., staying as close to the edges of the form etc. as possible.
8. Open the Paint application on your computer.
9. Paste in snapshot from clipboard (press **Ctrl+V**).
10. Save the image as a jpeg.
11. Use the normal Lawmaker insert image function to insert it into your document.

 See [Images](#) for general help on working with images.

## Publishing bills even when no amendments were applied at a particular stage

Amendments link to a published bill version. If a bill moves to a new amending stage without being amended, you should republish the bill in Lawmaker to provide a clean slate for new amendments in the next amending stage.

This is particularly important for Lords and Scotland where the numbering assigned to new amendments is based on the existing published amendments which links to a published bill version.

### Workaround

Even though an “as-amended” Bill version doesn’t need to be created, if you publish one internally in Lawmaker that will force the numbering to return to 1. It is best to do this immediately after the first amending stage is complete (i.e. when you know that there is no need to publish a real as-amended version) - this will mean that all amendments can be drafted against the new version. If it is done later, you can use the Move Amendments to another Stage feature to associate existing amendments with the new version.

1. Duplicate the last published version of the Bill and open in the Editor.
2. Click on the Document Information panel on the right
3. In the version rubric dropdown, select “Other...” and enter a name that will help you identify that this is a version published for the purposes of the subsequent stage only, e.g. “As Introduced - Report stage”
4. Wait a moment for the Bill to be updated and then save the document.
5. Generate a PDF of the Bill, making sure line numbering is on and that a snapshot will be saved.
6. Close the Editor and publish the new PDF snapshot.
7. You should now find that on the Amendment Workspace, Amendment Manager and Official List tabs, that the default version is now the custom version you entered in step 3 above.

## PDF contains large white spaces on the page

The PDF generator uses a lot of 'keep with next' rules which can sometimes be over-zealous and over time, Lawmaker team are refining these so that they work as expected. In the meantime, if you find a PDF contains a lot of unexpected whitespace, have a go inserting page breaks which can sometimes overrule/avoid these overzealous 'keep with next' rules. Please still report the issue to the Lawmaker Support Portal as this will help refine these rules overtime so that you hopefully won't need to use the page break option in future.

### Workaround

1. Open the document in the Editor
2. Place cursor at the end of an element/provision and right-click and select **Insert Page Break**
3. Generate a PDF to check whether the page break has solved the whitespace issue
  - a. If not, you might need to undo the page break and try inserting it somewhere else.

 see [Inserting page breaks](#) for more information

## How to insert a preamble into a public bill

It's very rare but nonetheless possible for a Member to table an amendment to insert a preamble into a bill. Currently, users would have to draft the amendment using the traditional LoDA approach (inline amendments to preamble and long title are due for a future release). If the amendment was agreed, users would need to manually insert the amendment text within the existing preamble element and before the words of enactment. This section provides instructions on how to create the preamble amendment and how to insert it into the bill if it were agreed to.

### How to create a preamble amendment

1. From the **Amendment Workspace** create a new List of Draft Amendments
2. Ensure you have selected type 'Traditional' (it will likely default to this selection)
3. Insert a blank 'Amendment'
4. Type into the instruction: "After the Long Title, insert the following new Preamble—"
5. Insert a quoted structure
6. Select 'Content' as the starting element
7. Type into the empty content element
8. Save and submit your amendment as normal

### How to apply a preamble amendment

1. Open the amendment in the Editor
2. With your cursor inside the quoted structure, right click and select **Copy content of quoted structure**
3. Open the bill document in the Editor
4. Place cursor in the Preamble element *before* the words of enactment:
  - a. Place cursor at the start of the words of enactment 'Be'
  - b. Use left arrow to move the cursor through the elements until the breadcrumb says "Bill > Preamble"
5. Click enter and insert a paragraph
6. With your cursor in the paragraph use Ctrl+V to paste the content of the quoted structure (the preamble) into the empty paragraph element.
7. Save your changes.

 In a future iteration, the inline amending capability and auto-apply capability will be updated so that it's possible to insert (and amend) preambles inside of public bills. They appear by default inside of private bills. This is a temporary workaround until this comes in.

# Lawmaker reporting that you already have the document open in another tab (but you haven't)

Lawmaker uses browser session data to determine if you already have a document open. This is to prevent you accidentally opening 2 or more copies of the same document and getting into versioning issues. On very rare occasions, this feature can create issues if your browser session didn't update correctly. If this does happen to you, you will probably only be aware of it when you attempt to open a document and a yellow banner appears at the top of the document in the Editor saying "Document already open in another browser tab". This page shows you how to get out of this situation, but do check first to see whether you do have the document open in another tab just in case!

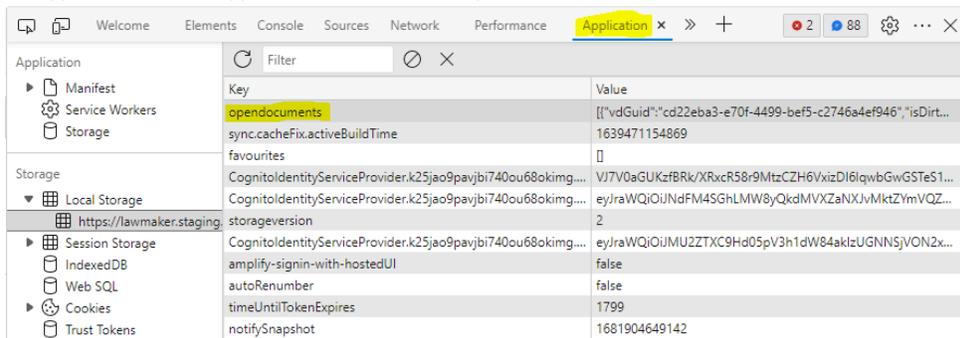
There are 2 approaches outlined below depending on your levels of confidence:

1. **Using Developer Tools to update your browser session information specifically for Lawmaker.** The benefit of this targeted approach is that it will not impact other web applications you access in the same browser
2. **Clearing cookies and other site data for all web applications** (instructions for Chrome and instructions for Edge). The drawback of this approach is that it will log you out of other websites you might be using in the same browser.

## How to use Developer Tools to update your browser session information

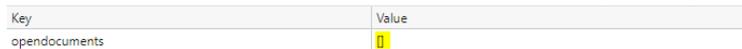
### Edge & Chrome

1. Close down the Editor tab reporting that the document is already open.
2. Make sure focus is on the browser tab that has Lawmaker open and press F12 to open 'DevTools' (if it is the first time you've accessed Developer Tools, you might need to confirm that you wish to open Developer Tools at this point).
3. Select 'Application' from the upper tool bar if it's not already selected:



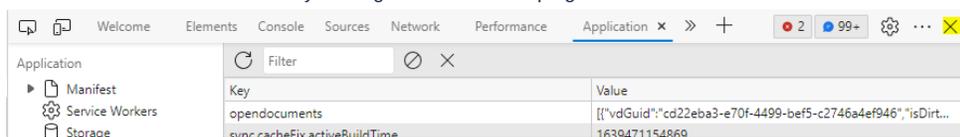
a.

4. Look for **opendocuments** in the 'Key' column
5. Double click on the content in the 'Value' column to select it all and over-type with "[ ]" (an open and close square bracket) so that it looks like this:



a.

6. Move your cursor out of this field and try opening the document again. You should find that the document opens in the Editor without the yellow banner.
7. You can close the Dev Tools window by clicking on the X in the top right hand corner:



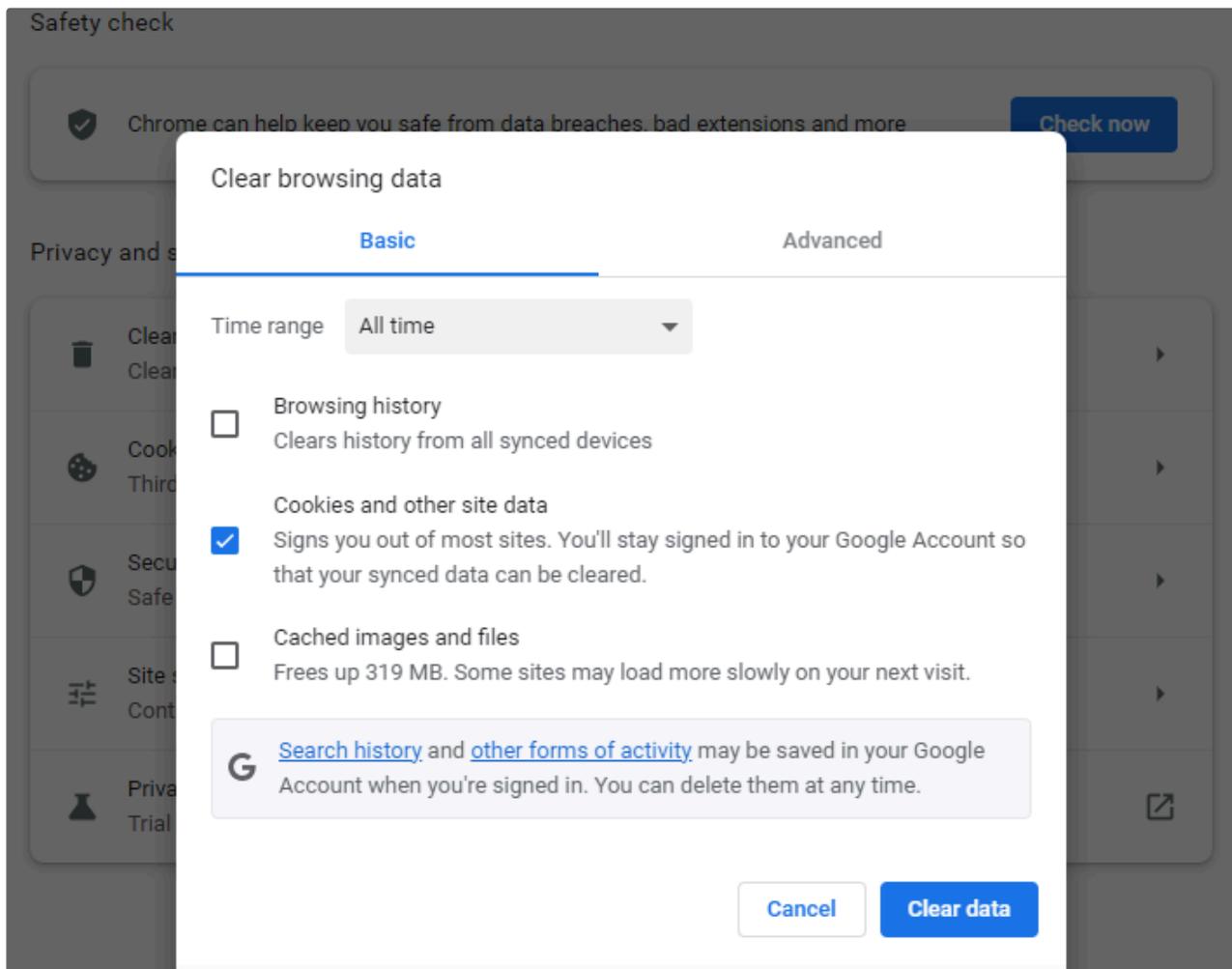
a.

 The screenshots above have been taken from Edge. Chrome looks more or less the same but there may be minor presentational differences from the screenshots that you are looking at above. The steps are all the same though.

## How to clear cookies and other site data in Chrome

1. On your computer, open Chrome
2. At the top right, click More Settings (three dots stacked vertically)
3. Select **More tools...**
4. Select **Clear browser data**
5. In the pop-up dialog box, select **Cookies and other site data**
6. Click on **Clear data** button

Now you will have to re-login to Lawmaker. Try opening the document again. You should find that the yellow banner has now disappeared.



 Keyboard short cut which works in Chrome as well as Edge is **Ctrl+Shift+Del** which will open the dialog box that you see in the screenshots and is a quicker way to access this option.

## How to clear cookies and other site data in Edge

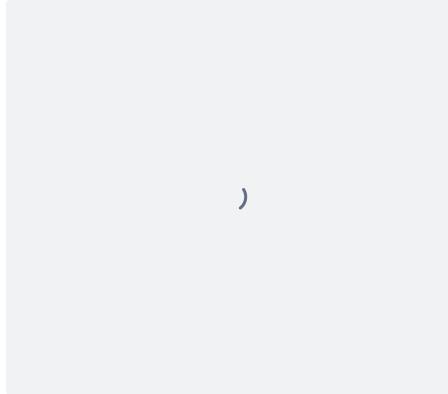
1. On your computer, open Edge
2. At the top right, click More Settings (three dots displayed horizontally)
3. Select **Settings**

4. Select **Privacy, search and services** (from the left hand navigation)

5. Within the Clear browsing data section, within the Clear browsing data now option, click on **Choose what to clear**

6. In the pop-up dialog box, make sure you only select **Cookies and other site data** and then click on **Clear now** button

Now you will have to re-logon to Lawmaker. Try opening the document again. You should find that the yellow banner has now disappeared.



## [OPC and Lords] How to create a Lords ping pong amendment to amendment

When creating amendments to amendments for a Lords-starting bill, you need to create a single amendment to amendment for each of the Member's requested amendments, rather than grouping them all under a single 'amendment to amendment' element in Lawmaker. This will ensure the Marshallled List is formatted correctly when the list is generated.

### How to create a Lords ping pong amendment to amendment

1. From the **Amendment Workspace** create a new List of Draft Amendments
2. Ensure you have selected "Ping pong" as the stage
3. Insert a **PP Motion - amendment to amendment**
4. Provide the Member's name
5. Insert the amendment instruction and any associated quoted structure if required
6. For any subsequent amendments to amendments in the same Member's name, insert a new **PP Motion - amendment to amendment** for each rather than inserting from the 'Amendment - xxx' options in the insert menu.

## Error: Couldn't find provision XXX in the published bill

When generating an official list or updating an existing one, you might encounter an error code along the lines of:

**Form error**

Error: Couldn't find provision sch\_1 in the published Bill

This error is reporting an issue with the Order of Consideration. Whilst attempting to sort the amendments in your official list using the order of consideration, Lawmaker is unable to find Schedule 1 in the published bill. In this case, it was the published bill was a 1 schedule bill and the schedule is known as "The Schedule" rather than Schedule 1. In this case, to fix the error, the user had to remove "1" from the to and from fields. Leaving them empty allowed the sorting function to work correctly.

If you encounter an issue when generating a new list that looks similar to this, or if updating a list doesn't work, double check the Order of Consideration.



- For more information on how to use the Order of Consideration, see [Creating an Order of Consideration](#)

## [Lords] How to make an amendment re-appear on a subsequent daily sheet

Sometimes an amendment should appear again on a Daily Sheet if it has been substantively updated. The list generation rules for a Daily Sheet is to only display amendments that haven't yet been published on a previous list.

To workaroud this rule, you will need to remove the published events from the amendment to trick Lawmaker into displaying it again on a subsequent Daily Sheet.

### Instructions

1. Select the amendment on the Amendment Manager tab and open it in the Editor by selecting **Amendment Actions > Open in temporary list**
2. Open the Amendment Status right-hand panel
3. Click on the 'Manage lifecycle events' link that is at the bottom of this panel
4. Find all the 'published' events after 'Tabled' and delete them
5. Click on **Update** to close the dialog box and save your changes in the temporary list when you're finished.
6. When you next generate a Daily Sheet, the amendment will appear

## [Lords] Change a page-line amendment to a new clause/new schedule amendment

If you change a 'page-line' amendment into a 'new clause' or 'new schedule' amendment, you will need to manually update the location table on the **Amendment Information** right-hand panel by removing the old references to page and line number.

### Instructions

1. Start with **Amendment Information** open in the right-hand panel so you can view the location information for each amendment
2. In the Editor View, click on the amendment that you wish to update so that you can see the location information for that amendment.
3. To remove page and line numbers, place your cursor in the page and line cell of the location table and delete the content
4. Wait for the spinner to signal the update has been made and save your changes

# How do I format text to appear in smallcaps or dropCap

On rare occasions, you may need to format some text so that it has special formatting styles applied e.g. smallCaps or dropCap. It is not currently possible to do this using the Editor, the only way to do it is to edit the XML.

## Instructions

1. Open the document you wish to edit in the Editor
2. Select **Document > Edit in XML**
3. Find the text that you wish to format and insert the following start and end tags around the specific text that needs formatting:

a. DropCaps:

```
i. 1 <p><inline name="dropCap">B</inline>e it enacted by the King's most Excellent Majesty, by and with the  
advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament  
assembled, and by the authority of the same, as follows:</p>
```

b. SmallCaps:

```
i. 1 <p><inline name="smallCaps">Be it enacted</inline> by the King's most Excellent Majesty, by and with  
the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament  
assembled, and by the authority of the same, as follows:</p>
```

4. When you have finished editing the XML directly, select **Switch to Author mode** in the banner at the top

 Note how the start tag looks like this: `<inline name="smallCaps">` or `<inline name="dropCap">` and the end tag includes the backslash without the name attribute i.e. `</inline>`

If you have done it wrong, you will get an error message appear. If you are unsure or do not want to play around with the XML, contact the National Archives team who can assist you.,

## [Commons/Lords] Cannot update an amendment after Consolidated List has been published

The Commons reported an issue in LMS-929 whereby the PPU were unable to update a Report Stage amendment with its outcome in order to generate a Proceedings.

After further investigation, it appeared the Report Stage amendment had been mistakenly copied into the Consolidated List rather than using the 'Ping Pong' version of the amendment. The Consolidated List had since been published by the Lords which meant that the House of Lords now had this amendment locked to them as ownership of all the amendments in that list pass to the House that publishes the list. It only affected this single amendment in the list as it was an unexpected amendment that was agreed last minute, after the candidate Consolidated List had been generated and shared with OPC for review. The quickest way to get this extra amendment into the Consolidated List was just to copy and paste it into the correct location. Unfortunately, in this case, the wrong version of the amendment had been copied.

### How to fix this whilst maintaining downstream data on Parliament's website

Amendments that move through to Ping Pong are not republished on the website in HTML format - only the motions to these amendments are published in HTML format. This meant that the safest thing to do would be to replace the amendment on the Consolidated List of Amendments so that the Commons could get back control of the original Report Stage version and update it so that these updates could percolate through to the website and update the same amendment on Parliament's website with its outcome.

To do this, log on as a user from the House that published the Consolidated List.

1. Follow these steps to create a copied version of the Report Stage amendment, ready to copy into the Consolidated List:
  - a. Find the amendment on the Amendment Manager under the appropriate bill version filter
  - b. Select it using the check box and select **Amendment Actions > Move/copy to a different stage**
  - c. Select 'Ping Pong' stage and you can leave it pointing to the bill version that the amendment was amending - bill version in this context is not that important. This will create a copy of the Report Stage amendment that has been stripped of its events, no longer has a proposer and no longer has an assigned number.
2. Duplicate the published of the Consolidated List so that you can open it to edit it:
  - a. Open the duplicated list in the Editor
  - b. Select the the Report Stage amendment and delete it (this only removes it from the list, it won't delete the amendment)
  - c. Select the amendment on Amendment Manager and use **Amendment Actions > Create temporary list** to open it in the Editor
  - d. Select the whole amendment and use copy (Ctrl+C)
  - e. Place your cursor in the Consolidated list at the point where you want the amendment pasted after and use paste (Ctrl+V). The Proposer and explanatory statement information will automatically be suppressed in the Consolidated List so you won't see them even if they existed in the temporary list.
  - f. Save your revised Consolidated List
3. Generate a PDF and republish this Consolidated List. The only reason you need to republish the edited Consolidated List is to make sure the person who is responsible for producing the revised Consolidated List to send back to the other House is using the most up to date version.

Lastly, and most important: notify the National Archives using the support portal and ask them to switch permissions on the Report Stage amendment so that the House that needs to access it can. Please use the 'Report an urgent system issue' so that TNA know to get this actioned by their supplier (who are based in Australia) overnight. There is an alternative way to get permissions back to the other House if you can't wait a day:

1. As a user in the House that doesn't have permission to edit the amendment, Duplicate the published version of the Consolidated List
2. Delete all the amendments from it apart from the one you want to get permissions for
3. Save, PDF and publish the Consolidated List containing this single amendment. Publishing the list will move ownership of the amendments to the House that published the list. You will be able to edit the amendment now.

MAKE SURE YOU WORK TOGETHER WITH THE OTHER HOUSE IN THIS PROCESS SO THAT EVERYONE IS AWARE OF THE ISSUE AND THE STEPS TO RESOLVE THEM ARE CONTROLLED.

## Future improvement

In future, a new Document Check warning will be added to check that all amendments in a Consolidated List are correctly assigned to 'Ping Pong'. If any amendment was not at ping pong stage, a warning would be displayed and this would have been triggered in this particular circumstance.

# General help

General help with and information about Lawmaker including user management, release notes, known issues and help with the API.

- [Getting started](#)
- [Keyboard shortcuts](#)
- [Release notes](#)
- [Support and Lawmaker support portal](#)
- [Passwords and multi-factor authentication](#)
- [User Administration](#)
- [Lawmaker Acceptable Use Policy](#)
- [Known Issues](#)
- [PDF version of user manual](#)
- [Updating this manual](#)
- [Pages under development](#)

## Getting started

Resources to help you get started using Lawmaker including a general overview of Lawmaker, a glossary of terms used in Lawmaker and legislation, and a guide to keyboard shortcuts.

### 👁 Overview

For a general overview of Lawmaker see the [📄 Overview of Lawmaker](#).

### 📖 Glossary of terms

See the [📄 Glossary of terms](#) for explanations of common terms used in Lawmaker and this manual.

### 👤 Introduction to Lawmaker

You can watch this brief demo to get an idea of what Lawmaker is about.

 [Lawmaker Demo February 2022](#)

Lawmaker Demo February 2022



## Introduction to XML

We've produced a short set of slides giving you a very basic introduction to XML and how it relates to Lawmaker. See [Introduction to XM](#)

[L](#).

## Overview of Lawmaker

A brief overview of the different screens and functions that make up Lawmaker.

### Login

This is the first page you'll see when you visit the Lawmaker website unless you've already logged in recently.

When an account is created for you on Lawmaker you will be notified of your username. Note this is not your email address and is case sensitive.

If you've forgotten your password click **Forgot password?** to reset it.

Lawmaker uses multi-factor authentication so you may be required to enter further credentials after this screen.



### Dashboard

This is the first screen you will see after you log in. It shows all the projects that you have access to and also enables you to create new projects.

See [Projects and documents](#) for more about working with projects.

Home Logged in: testing.automation.hoc (testing.automation.hoc)

bill  Favourites  Filter by session...  Filter by project type... + New

<b>Agriculture Bill</b> UK Public Bill / Government Bill 57/1 <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Apologies (Scotland) Bill</b> Scottish Public Bill / Member's Bill SP Bill 60 Session 4 (2015) <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Armed Forces (Amendment) Bill</b> UK Public Bill / Government Bill Bill 1 58/1 <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Building Safety Bill</b> UK Public Bill / Government Bill Bill 23 58/1 <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Census (Return Particulars and Removal of Penalties) 1412 Bill [HL]</b> UK Public Bill / Government Bill HL Bill 175 57/1 <input type="button" value="Open"/> <input type="button" value="Delete"/>
<b>Companies Bill</b> UK Public Bill / Government Bill <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Covert Human Intelligence Sources (Criminal Conduct) Bill</b> UK Public Bill / Government Bill <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Dogs and Domestic Animals (Accommodation and Protection) Bill</b> UK Public Bill / Private Members' Bill Bill 197 58/1 <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>European Union (Withdrawal) Bill</b> UK Public Bill / Government Bill <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Immigration and Social Security Co-ordination (EU Withdrawal) Bill</b> UK Public Bill / Government Bill Bill 104 58/1 <input type="button" value="Open"/> <input type="button" value="Delete"/>
<b>ML Test Private Bill</b> UK Private Bill <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Northern Ireland (Ministers, Elections and Petitions of Concern) Bill</b> UK Public Bill / Government Bill Bill 7 58/2 <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Overseas Operations (Service Personnel and Veterans) Bill</b> UK Public Bill / Government Bill <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Period Products (Free Provision) (Scotland) Bill</b> Scottish Public Bill / Member's Bill SP Bill 45A Session 2 (2021) <input type="button" value="Open"/> <input type="button" value="Delete"/>	<b>Protection of Workers (Retail and Age-restricted Goods and Services) (Scotland) Bill</b> Scottish Public Bill / Government Bill SP Bill X <input type="button" value="Open"/> <input type="button" value="Delete"/>

## Project tab

The Project Tab shows the working documents contained within a project that you have access to and also significant document versions that have been shared, published or otherwise marked as significant. You can view and edit documents from here and carry out a range of other tasks including generating PDFs, comparing different document versions and managing permissions.

See [Documents and folders on the Project Tab](#) for more about working with documents.

**The Greenhouse Gas Emissions Trading Scheme Auctioning (Amendment) (No. 2) Regulations 2021** Logged in: testing.automation.hoc (testing.automation.hoc)

object

**Greenhouse Gas Emissions Trading Scheme Auctioning (Amendment) (No. 2) Regulations 2021**  
 Statutory Instrument, Regulations, Made Affirmative

+ New Upload Document

<< >>

▼ **First Version**

▶ v1

Actions

Last modified: 02 September 2021, 20:41:12 - testing.automation.hoc - HoC

No significant versions

## Amendment Workspace

For Bill projects, the Amendment Workspace shows draft amendments being worked on by you and others in your organisation. Amendments being worked on are contained in a List of Draft Amendments (or LoDA for short). A LoDA can either contain one or more “traditional” amendments in the page/line format, e.g. “Clause 5, page 6, line 2, leave out...” or it can be an “inline LoDA” where the amendments are represented as tracked changes in a copy of the Bill.

The Amendment Workspace shows all the LoDAs that you have access to, enables you to carry out various actions on those LoDAs (e.g. to generate a PDF of them) and to create a new LoDA.

The screenshot shows the Amendment Workspace for the "Dogs(Protection of Livestock) (Amendment) (Scotland) Bill". The user is logged in as "testing.automation.hoc". The interface includes a breadcrumb trail: "Project > Amendment Workspace > Amendment Manager > Official Lists". There is a "Pre-Introduction" dropdown menu, a search box for list names, and a "+ New" button. A table lists draft amendments with columns for List Name, Count, Last Modified, and List Type. One entry is visible: "v1" with a count of 2, last modified on 09 July 2021, and an "Inline" list type. An "Actions" dropdown menu is next to the entry.

List Name	Count	Last Modified	List Type
v1	2	09 July 2021, 10:04:26 - testing.automation.hoc	Inline

## Amendment Manager

For Bill projects, the Amendment Manager gives you a view of all the individual amendments you have access to, either because they were drafted in your organisation or, if you are a user with Parliament or the Scottish Parliament, because they have been submitted to your organisation.

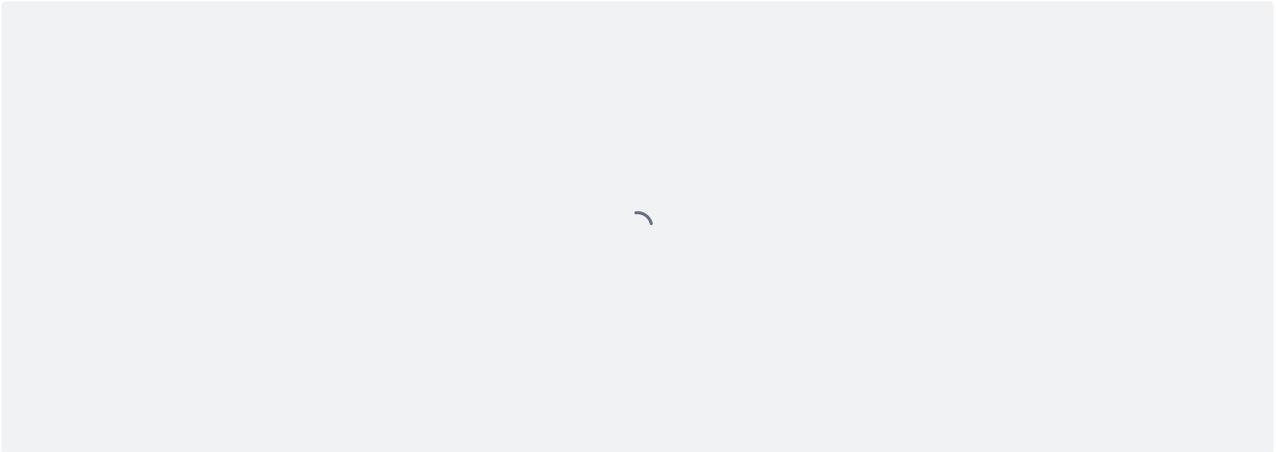
The Amendment Manager can be used to carry out a range of tasks in relation to one or more amendments, including editing them in a temporary list, submitting them, and putting them on hold. If you are a parliament user, you can use this page to generate an official amendment list and also to control the Order of Consideration.

The screenshot shows the Amendment Manager for the "Sarah 0212 (UK) Amendment Number Bill". The user is logged in as "testing.automation.hoc". The interface includes a breadcrumb trail: "Project > Amendment Workspace > Amendment Manager > Official Lists". There is a dropdown menu for "As Introduced" and a button for "Order of Consideration". A "Quick Filter" section includes "All Amendments" and "Amendment Actions". A table lists amendments with columns for Number/DNum, Location, OoC Sort, Proposer, Last updated, Comment, and Status. Five amendments are listed, all by Mr Alistair Carmichael and all with a status of "Tabled".

Number/DNum	Location	OoC Sort	Proposer	Last updated	Comment	Status
2 / D000005	Clause 1, page 1, line 1		Mr Alistair Carmichael	08 March 2021, 10:41:41 - Nicholas Greenway HoC		Tabled
1 / D000004	Clause 1, page 1, line 1		Mr Alistair Carmichael	08 March 2021, 10:41:41 - Nicholas Greenway HoC		Tabled
5 / D000003	Clause 45, page 35		Mr Alistair Carmichael	08 March 2021, 10:41:41 - Nicholas Greenway HoC		Tabled
4 / D000002	Clause 43, page 34		Mr Alistair Carmichael	08 March 2021, 10:41:41 - Nicholas Greenway HoC		Tabled
3 / D000001	Clause 42, page 33		Mr Alistair Carmichael	08 March 2021, 10:41:41 - Nicholas Greenway HoC		Tabled

## Official Lists

For Bill projects, the Official Lists tab shows all the official lists (e.g. marshalled lists) that have been generated in the project. If you are a parliament user, you can generate new lists from this page either from the Create List button or by duplicating an existing list. Users in other organisations can only view lists that have been published or shared with them.



## Glossary of terms

A list of terms that are used in Lawmaker, the help documentation or in drafting and managing legislation with explanations of what they mean. Includes a guide to amendment terminology.

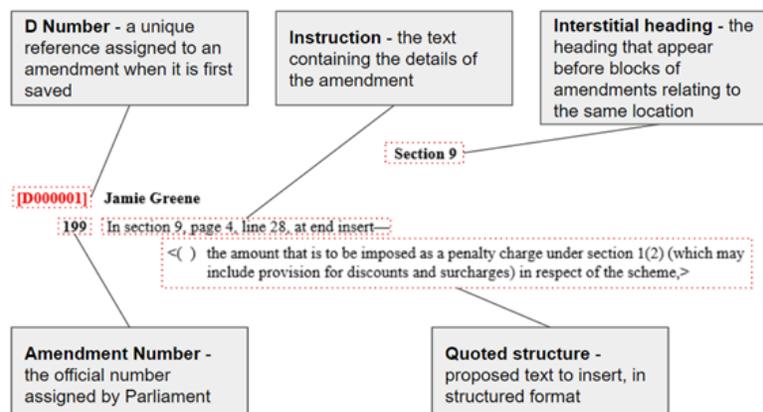
✘ ToDo: add in grouping element, breadcrumb, toastie, placeholder

Abbreviation or term	Description
<b>AKN Schema</b>	The set of rules that define whether an XML document is structured in accordance with the Akoma Ntoso standard for legislation (referred to as "AKN"). In the Document Checks panel to the right of the Editor, you can select whether to show errors relating to this or not - see <a href="#">Document checks - validating your document</a>
<b>Attribute</b>	Part of an XML element (see below) which provides further information about that element but is not text within the XML document. See <a href="#">Introduction to XML</a>
<b>Closing words</b>	Where a provision is subdivided into paragraphs, any text after the last paragraph. Sometimes referred to as the "full-out text".
<b>Content Completion Assistant (CCA)</b>	The element insert menu that pops up when you press Enter. See <a href="#">Inserting provisions and other elements</a> .
<b>Demote</b>	Changing an element into the next logical element further down in the hierarchy, e.g. you can demote a paragraph to a sub-paragraph. See <a href="#">Promoting and demoting provisions</a> .
<b>Element</b>	The main building block of XML documents. Each provision in a Lawmaker document is represented by an element. An element has a start and end tag and may have attributes and contain text and other elements. See <a href="#">Introduction to XML</a>
<b>LDAPP</b>	Legislative Drafting, Amending, and Publishing Programme. The project responsible for the initial development of Lawmaker.
<b>Lawmaker</b>	The name of the application and the service.
<b>Modal</b>	Another term for "dialogue box". Used in software development and descriptions of the user interface.
<b>Opening words</b>	Where a provision is sub-divided into paragraphs, the text before the first paragraph. Sometimes referred to as the "lead-in" text.
<b>Promote</b>	Changing an element into the next logical element higher up in the hierarchy, e.g. you can promote a sub-paragraph to a paragraph. See <a href="#">Promoting and demoting provisions</a> .

<b>Quoted structure</b>	The element used to contain a textual amendment in a Bill or Act, or to contain provisions being inserted as part of a parliamentary amendment. See <a href="#">Quoted structure s</a> .
<b>Significant version</b>	A read-only version of a document that has been created by Lawmaker as a result of a document being published, marked as signed, submitted to TNA or shared with another organisation. See <a href="#">Documents and folders on the Project Tab</a> .
<b>Snapshot version</b>	A read-only snapshot of a working version that has been created by the user or automatically by Lawmaker. See <a href="#">Documents and folders on the Project Tab</a> .
<b>Structure View</b>	The outline view of the document in the left-hand panel. See <a href="#">Using the structure view</a> .
<b>Unwrap</b>	Removing a grouping level element e.g. Part or Chapter which will remove the start and end tags that are 'wrapping' the child provisions within them e.g. sections. See <a href="#">Wrapping and unwrapping provisions</a> .
<b>Working version</b>	An unpublished version of a document that you can view and edit. See <a href="#">Documents and folders on the Project Tab</a> .
<b>Wrap</b>	The term given when inserting a grouping element e.g. Part or Chapter. In XML terms, the child provisions are encapsulated within the start and end tags of the grouping element which is where the notion of 'wrap' comes from. See <a href="#">Wrapping and unwrapping provision s</a> .
<b>XML</b>	eXtensible Markup Language. See <a href="#">Introduction to XML</a> .
<b>X-ref</b>	A Cross reference to another provision. See <a href="#">References</a> .
<b>MFA</b>	Multi-Factor Authentication. See <a href="#">Multi-factor authentication guide</a> .

## Amendment terminology

Here is a guide to the language used to describe the different parts of a parliamentary amendment:





## Introduction to XML

This slide deck embedded below contains a brief introduction to XML (eXtensible Markup Language) and how it is used in Lawmaker. You can also view the slides directly using this link: [Lawmaker - introduction to XML slidedeck](#).



The slide deck cover features a teal background with a geometric pattern of triangles. The word "Lawmaker" is prominently displayed in the top right corner. The main title "Quick introduction to XML for Lawmaker users" is centered in a large, white, sans-serif font. Below the title, the subtitle "Legislative drafting, amending and publishing programme" is written in a smaller white font. At the bottom of the slide, there is a row of logos for the House of Commons, House of Lords, The Scottish Parliament, Parliamentary Counsel Office, and The National Archives. A small "Google Slides" logo is visible in the bottom right corner of the slide area.

Lawmaker

# Quick introduction to XML for Lawmaker users

Legislative drafting, amending and publishing programme

House of Commons | HOUSE OF LORDS | The Scottish Parliament | PARLIAMENTARY COUNSEL OFFICE | THE NATIONAL ARCHIVES

< 1 > ⋮

Google Slides

## Keyboard shortcuts

Useful keyboard shortcuts when working the the Editor. Including: inserting special characters, inserting provisions, navigating around the document and accessing functions.

### Special characters

Type in	Summary
-- (dash dash)	creates an em-dash (–)

### Inserting provisions and paragraphs

Keyboard shortcut	Summary
Enter	Brings up the Content Completion Assistant (CCA) which will contain a list of valid elements that can be insertable according to the element/provision you are currently in (see 'Valid elements' for explanation of what has been implemented). The Editor will insert your selected provision/element at the next correct place making sure the XML is correctly structured
Ctrl + Enter	Inserts the next default provision from the CCA (same as pressing Enter + Enter)
Shift + Enter	Inserts an extra text element within the current provision

### Standard Editor shortcuts

Keyboard shortcut	Summary
Ctrl + z	Undo a change
Ctrl + y	Redo a change
Ctrl + c	Copy
Ctrl + x	Cut
Ctrl + v	Paste
Ctrl + f	Find (and replace)
Ctrl + s	Save document

### Text formatting

Keyboard shortcut	Summary
Ctrl + b	Bold
Ctrl + i	Italic
Ctrl + u	Underline
Ctrl + Shift + +	Superscript

Ctrl + Shift + -	Subscript
------------------	-----------

## Lawmaker-specific shortcuts

Keyboard shortcut	Summary
Alt + [	Promote provision
Alt + ]	Demote provision
Alt + u	Update x-refs
Alt + n	Renumber
Alt + l	Lock/unlock number
Alt + w	Wrap selected provision(s)
Alt + e	Unwrap selected provision
Alt + t	Tag x-refs in current provision
Alt + s	Split current provision into two similar provisions
Alt + r	Refreshes your document if another user has saved changes since you've had the document open
Alt + j	Insert or update j-ref in current provision
Ctrl + q	Insert a quoted structure (textual amendment)
Tab	Skip to the next element in the Editor
Shift + tab	Skip to the previous element in the Editor

## Structure view

Keyboard shortcut	Summary
Ctrl + mouse click	Multi-select using the Structure View
mouse right click	Shows context menu for provision

## Amendments

Keyboard shortcut	Summary
Alt + k	Move to next amendment in the list in the Editor
Alt + h	Move to previous amendment in the list in the Editor

## Release notes

This section contains release notes for minor and significant releases.

- [What's new in v.17.1?](#)
- [What's new in version 17?](#)
- [What's new in version 16.2?](#)
- [What's new in version 16.1?](#)
- [What's new in version 16?](#)
- [What's new in version 15.3.1?](#)
- [What's new in version 15.3?](#)
- [What's new in version 15.2?](#)
- [What's new in version 15.1?](#)
- [What's new in version 15.0?](#)
- [What's new in version 14.2?](#)
- [What's new in version 14.1?](#)
- [What's new in version 14?](#)
- [What's new in version 13.3.2?](#)
- [What's new in version 13.3?](#)
- [What's new in versions 13.2.1 and 13.2.2?](#)
- [What's new in version 13.2?](#)
- [What's new in version 13.1.1?](#)
- [What's new in version 13.1?](#)
- [What's new in version 13?](#)
- [What's new in version 12.2.2?](#)
- [What's new in version 12.2?](#)
- [What's new in version 12.1?](#)
- [What's new in version 12.0.1?](#)
- [What's new in version 12?](#)
- [What's new in version 11.7?](#)
- [What's new in version 11.6?](#)
- [What's new in version 11.5.1?](#)
- [What's new in version 11.5?](#)
- [What's new in version 11.4?](#)
- [What's new in version 11.3?](#)
- [What's new in version 11.2?](#)
- [What's new in version 11?](#)
- [What's new in version 10?](#)
- [What's new in version 9?](#)

# What's new in v.17.1?

Version 17.1.0 is a minor release contains some bug fixes and minor feature improvements.

It was released on 25 September 2024.

## References

(LDAPP-4498, LDAPP-4497)

References within a document (both internal and external references) are now locked to prevent direct editing of them in the Editor (as trailed at the time of the release of v.17.0)

To change the reference text, you can double click on the reference and select **Edit ref** to bring up a dialog allowing references to be edited. Editing the reference text field will not now change the status of the reference - only editing one of the other fields will do that. That means that editing the reference text field will not prevent the **Update references** operation updating the edited reference in future.

See [References](#) .

## Running lists

(LDAPP-4462)

The list generation and updating logic for Lords Running lists has been updated to automatically assign black stars to new amendments in the same way as presently happens with marshalled lists.

See [Generating a Lords Running List](#) .

## List of bug fixes

### PDFs

Issue key	Summary
SPT-1730	Fixed an issue where insufficient space was left between the end of a section and a cross-heading in a Scottish Bill.
SPT-1733	Fixed an issue where unwanted asterisks would appear in an SI date block next to an entry "Coming into force in accordance with..."

### Amendments

Issue key	Summary
SPT-1720	Fixed an issued with auto-applying certain substitution amendments which prevented the amendments from being accepted.
SPT-1541	Improved handling of locking and auto-saves of traditional amendments relating to an inline LoDA.
SPT-810	Fixed an issue where duplicate values of eld attribute would be created in inline LoDAs where the amendment proposer was the same as the member introducing the Bill.

## Editor

Issue key	Summary
SPT-1721	Fixed an issue where disabled buttons could still be triggered by pressing Enter on keyboard.
SPT-1719	Renumbering whole document resets list style in Ex Note
SPT-1717	Fixed the order of the CCA where quoted text exists in provision so that correct provision appears at the top of CCA as default rather than quoted text.
SPT-1716	Fixed a bug preventing the updating of existing provisions using push/pull.
SPT-1715	Fixed an issue with inserting a table in a quoted structure which could result in the table being inserted in the incorrect place.
SPT-1712	Fixed an issue where quoted structures in documents imported from <a href="http://legislation.gov.uk">legislation.gov.uk</a> were marked up incorrectly.
SPT-1710	Fixed an issue where content from the structure view could be dragged into the editor.

# What's new in version 17?

This is a major release containing a range of new features, significant enhancements to the referencing functionality, a new beta feature to generate citation footnotes in SIs and some bug fixes.

It was released on 21 August 2024.

## References to other provisions and documents

### Reference tagging (including external references)

The referencing functionality in Lawmaker has been significantly improved and expanded in v.17.

The most significant change is that the Tag References function will now tag external references (i.e. references to other enacted legislation like Acts, SIs or EU legislation) as well as internal references (i.e. references to provisions within the same document).

Other improvements include:

- The tag references function is much better able to distinguish between internal and external references.
- References that rely on other reference for their full context (e.g. where there is a reference in the opening words of a provision which qualifies every reference in the child provisions) are now handled correctly in most cases.
- The tag references function now updates and, where necessary, retags existing references at the same time.
- The colour of internal links has been updated to make it more accessible and external references have been given a different colour.

To tag external references, Lawmaker uses the data behind  [Legislation.gov.uk](https://legislation.gov.uk) to lookup and identify the appropriate legislative documents.

In addition, the tag references function now includes support for:

- References that refer back to a previously mentioned Act or SI etc., e.g. "section 7 of *that Act*"
- References that are external due to their context but don't directly include the title of the Act or SI etc., e.g. references in provisions following a statement like "Section 32 of the Criminal Justice Act 2000 is amended as follows."
- References that rely on defined names for an Act or SI rather than its proper name, e.g. "Regulation 17 of the 2009 Regulations", so long as the name is defined in the same document somewhere.

See  [References](#) and  [Guide to x-ref changes in version 17](#) .

### Referencing toolbar

The new referencing toolbar (accessible by double clicking on a reference) makes it easy to complete a number of actions directly in the Editor.

You can jump directly to any referenced provision, whether it is internal or external. In the latter case, the referenced provision will open up in  [Legislation.gov.uk](https://legislation.gov.uk) in a separate tab.

The text of a reference can still be directly edited in the Editor but you can also use the Edit reference option in the toolbar to update the text and metadata fields if necessary (the ability to edit the reference text directly will be removed in the next release).

You can also trigger an update of the reference, mark it to be ignored or remove the reference mark-up from the toolbar.

See  [References](#) .

### Creating internal references from provisions in the Editor (rather than the structure view)

By right-clicking on a provision in the Editor and selecting **Copy reference to provision** you can choose a reference to that provision to be copied to the clipboard which can then be pasted elsewhere.

This replicates the functionality that was previously only available from the structure view.

See [References](#).

## Generating citation footnotes in SIs

Lawmaker v.17 includes a new beta feature to automatically generate legislative history footnotes for external references in an SI or SSI.

This feature relies on the data from [legislation.gov.uk](http://legislation.gov.uk) to generate footnotes that contain summarised amendment history of the referenced provision.

See [Citation footnotes \(legislative history footnote\)](#) for more on this.

## Church Measures

Lawmaker can now be used to create and manage Church Measures.

Church Measure is a new document type available from the Create New Project dialog box. Broadly speaking the functionality and presentation for Church Measures is the same as for UK Bills. However, there is no ability to create amendments or amendment lists.

See [Drafting Church Measures](#), [Managing a Church Measure in Parliament](#) and [Creating an Enacted version of a draft Church Measure](#).

## Quoted text

When drafting a textual amendment to another enactment that only involves a word or phrase rather than a whole provision, you can insert a Quoted Text element to represent the text that is being left out, inserted or substituted.

The new “Quoted text” element can be inserted from the Content Completion Assistant by pressing **Enter** and selecting **Quoted text**.

Quote marks automatically appear but can be removed or altered if necessary.

See [Quoted Text](#).

## Sorting amendments by marshalled order on the Amendment Manager Tab

A new option on the Amendment Manager (via the **Sort by marshalled order** button) allows you to sort all the visible amendments by the order that they would appear in a marshalled list, including reflecting any Order of Consideration. This feature uses the same logic for generating a marshalled list that is already present in Lawmaker.

The previous “OoC sort” function has been removed.

See [Sorting amendments on the Amendment Manager Tab](#).

## Scripted marshalled list improvements

Some limited improvements to the functionality for generating Scripted Marshalled Lists in the Scottish Parliament have been implemented.

These are:

- new CCA options to add script boxes with or without headings;
- new CCA options to add script boxes **before** or **after** the currently selected amendment;
- CCA option to add the pre-populated ‘Question on amendment’ box directly from anywhere in the list, without having to create a blank script box first.

## Submitting amendments from a LoDA

When amendments are submitted directly from a list of draft amendments, the receiving organisation (e.g. the Commons or Scottish Parliament) will also receive a copy of the list (accessible from the Amendment Workspace tab) so they can see the order in which they

appeared on that list and to help them manage the amendment checking and tabling process.

See [Submitting amendments](#).

## Uploading amendment list XML to create new amendments

A new option on the Amendment Workspace tab allows you to upload amendment list XML in order to create new Draft amendments against a specific bill version.

Amendment list XML can be downloaded by selecting 'Download ZIP file' from the Actions menu next to any amendment list on the Amendment Workspace or Official Lists tabs. The ZIP file contains XML which can then be uploaded to any other bill project to recreate the amendments from that list as new draft amendments.

See [Uploading amendment lists to create new amendments](#).

## Editing fragments of a schedule

Schedules in Bills and SIs are now fragmented at the grouping level (e.g. Part, Chapter, cross-heading) as well as at the schedule level.

This means that more than one user can edit provisions in the same schedule at the same time. It also means that the Edit Portion function can be used to open up a portion of a schedule rather than only the whole schedule.

In consequence of this change, the structure view now shows the grouping levels within a schedule by default.

See [Opening and editing a portion of document](#) and [Locking document fragments/multi-user editing](#).

**i** Schedules created in documents before this version is released will not immediately be fragmented in the new way - they will remain as single fragments that can only be edited and locked at that level. However, as soon as the document is saved again after this release, all schedules in the document will be fragmented at the grouping level.

## SI improvements and changes

- Dates in the date block that are left empty now automatically show as three asterisks "\*\*\*\*".
- If all the paragraphs within a regulation or article are deleted other than one, the remaining paragraph is automatically unwrapped so an undivided regulation or article is left.
- The banner is now locked in the Editor to prevent accidental changes. It will still update automatically if the procedure is changed.
- The content of the subject, title and number blocks at the beginning of an SI are now locked in the main Editor window to prevent accidental changes. You can still update the subject by clicking on it and selecting the appropriate subjects in the dialog box. The title and number can still be updated via the Document Information panel on the right.
- The list of available subjects in the Subjects dialog box has been updated.
- OFGEM and OFCOM have been added as new Lawmaker organisations.

## Bug fixes

### SI/SSIs

Issue key	Summary	User support ticket
SPT-1703	Fixed a problem that occurred when copying an SI document to another project if the document didn't have enacting text	
SPT-1700	Fixed a bug where pasting text consisting of SI regulations or articles into Lawmaker resulted in the full stop being deleted from the regulation number if auto-renumber was switched on	

SPT-1695	Updated the list of subject headings available in Lawmaker	
SPT-1689	Fixed an issue with the spacing of SI paragraphs when there are first provision within a quoted structure	
SPT-1679	Fixed an issue where certain wordings of SI/SSI dates would result in the date being split over two lines	
SPT-1676	Fixed an issue resulting in the procedure of SI not updating on the Project tab or Dashboard	
SPT-1671	Two new organisations added to Lawmaker: OFGEM and OFCOM	

## Editor

Issue key	Summary	User support ticket
SPT-1713	Fixed an issue that could sometimes cause the Editor, and the CCA in particular, to behave incorrectly (due to Oxygen failing to use the correct document filter - LDAPPDocumentFilter)	
SPT-1711	Fixed an issue where Oxygen would sometimes fail to retrieve the XML from the server for operations like auto-save, save and structure view updates	
SPT-1706	Fixed an issue where lots of spelling errors in a document could cause the "A problem has occurred" error to appears. <i>(Included in patch release 16.2.2.)</i>	
SPT-1702	Fixed a performance issue in Editor (getElementByGuid Oxygen client-side code). <i>(Included in patch release 16.2.1)</i>	
SPT-1701	Fixed an issue in the Editor which cause the screen to jump to a different location when the paste operation was triggered.	
SPT-1699	Fixed a performance issue in the Editor when copying a reasonable number of provisions at one time. <i>(Included in patch release 16.2.1.)</i>	
SPT-1683	Fixed an issue with the <i>Mark as done</i> toggle in the Review panel not working in certain cases.	
SPT-1672	Fixed an issue which occurred when rejecting "surround" tracked changes which was introduced with Oxygen v.25.1 upgrade.	
SPT-1653	Fixed an issue that could cause a document to get corrupted if the user tries to edit a document while the renumber operation is progressing.	
SPT-1656	Fixed an issue with Promote/Demote of closing words where it would unwrap inline formatting and footnotes.	
SPT-1631	Fixed an issue with the Copy Provisions to another document feature where provisions selected in a certain order would not be pushed correctly.	
SPT-1616	Fixed an issue that prevented schedules being moved in the structure view in some cases.	<a href="#">LMS-2739</a>
SPT-1611	Fixed an issue that caused "A problem has occurred" message to appear in some cases when the user accepted tracked changes. <i>(Included in patch release 16.2.1)</i>	<a href="#">LMS-2083</a>
SPT-1609	Fixed an issue which affected Cross-references inside tracked change deletions if the references in the provision were updated.	<a href="#">LMS-2796</a>

## PDFs

Issue key	Summary	User support ticket
SPT-1696	Quoted structure in change track have incorrect indent	
SPT-1693	Text in ukpga quoted structure //section/intro is not justified in PDF	
SPT-1692	Page numbering broken from page 10 onwards in Scottish Parliamentary Amendment lists	
SPT-1691	Empty paragraph element wrongly aligned in PDF	
SPT-1682	Long hyperlinks (URLs) that are split across multiple lines have line spacing issues in the PDF and CSS issues in footnotes in the editor	
SPT-1558	Resolve PDF rendering issues caused by missing attributes on quotedStructures (ukl:docName and ukl:indent)	

## Amendments

Issue key	Summary	User support ticket
SPT-1690	Wrong placement of material dragged into containers in amendment QSs	
SPT-1651	Auto-apply: amendments which leave out words after a Defined term can't be applied if the quotation marks on the defined term are included in the amendment instruction	<a href="https://lawmaker.atlassian.net/browse/LMS-2740">https://lawmaker.atlassian.net/browse/LMS-2740</a>
SPT-1646	Extra spaces appear in certain substituting amendments when auto-applied to a bill version	
SPT-1633	Auto-applying amendments to rref elements sometimes results in too much text being included in the rref; original rref's href attributes also persist	<a href="https://lawmaker.atlassian.net/browse/LMS-668">https://lawmaker.atlassian.net/browse/LMS-668</a>
SPT-1632	Auto-applied amendment which inserts text beginning with punctuation after a <ref> element adds the text inside the <ref> when accepted	<a href="https://lawmaker.atlassian.net/browse/LMS-668">https://lawmaker.atlassian.net/browse/LMS-668</a>
SPT-1266	Side-lining on auto-applied insert section amendment goes down too far	<a href="https://lawmaker.atlassian.net/browse/LMS-76">https://lawmaker.atlassian.net/browse/LMS-76</a>
SPT-1608	Moving an amendment in a LoDA using the Structure View with tracked changes turned on results in the amendment being duplicated	<a href="https://lawmaker.atlassian.net/browse/LMS-2785">https://lawmaker.atlassian.net/browse/LMS-2785</a>
SPT-1541	Auto-saved traditional amendments in an inline LoDA cannot be restored into the working version	

## Document management (Project tab, comparison, permissions etc.)

Issue key	Summary	User support ticket
-----------	---------	---------------------

SPT-1662	Duplicating an 'Auto backup' snapshot results in the wrong XML content being retrieved - later changes are included in the duplicate	
SPT-1218	User who first created document still has read-only access when their permissions are removed	
SPT-1677	ALL CAPS text is displayed with additional spacing in the Edit Portion dropdown	
SPT-1648	Opening an Edit portion document in parallel with others causes issues	
SPT-1645	When logging out with two Editor tabs open (one containing a portion of a version), it's not possible to 'Save all changes' in the 'Unsaved changes' modal	
SPT-1665	Comparison output moves opening words into the wrong position on Scottish Bill	
SPT-1657	XML comparison functionality doesn't handle processing instructions appropriately	
SPT-1627	Incorrect comparison result when an x-ref has been updated within a <mod>	<a href="https://lawmaker.atlassian.net/browse/LMS-2836">https://lawmaker.atlassian.net/browse/LMS-2836</a>

## API and misc

Issue key	Summary	User support ticket
SPT-993	Updated authentication to the API to prevent api accounts being unnecessarily disabled	

## Known issues

This section of the release note highlights any minor issues identified with the release that will be corrected in a future release:

- **Order of provisions in CCA is incorrect after a quoted text element is inserted:** Normally, if your cursor is in a provision such as a subsection, when you press Enter, the item at the top of the list will be the most common sibling provision to the one you are in. So, if you are in a subsection then "Subsection" will be at the top of the list. This means that pressing Enter twice, or pressing ctrl+Enter originally, will insert the common sibling element. However, in version 17, if you have inserted a quoted text element into a provision and you subsequently press Enter when your cursor is not in the quoted text element, then "Quoted text" will appear at the top of the CCA instead leading to incorrect behaviour in relation to pressing Enter twice or pressing ctrl+Enter.

# What's new in version 16.2?

Version 16.2 of Lawmaker is a minor release containing a number of security and bug fixes.

It was released on 6 June 2024.

## Document check updates

A number of changes to the document checks have been included in v.16.2:

### New rules

1. Regulation and article numbers in SIs and SSIs should end with a full stop.
2. Unnumbered paragraphs shouldn't start with a quote mark - this suggests that the unnumbered paragraph has incorrectly been used to create a definition or a textual amendment.
3. Highlight cases where the "Other Date" option has been used when setting the dates in an SI/SSI to ensure the user double-checks that the correct option has been selected.
4. Highlight cases where a quoted structure containing a partial element has been imported from [Legislation.gov.uk](https://legislation.gov.uk) (e.g. a quoted structure containing only a heading) so it can be altered to work correctly with Lawmaker.
5. Step elements should have a number in the form "Step x".
6. Identify nested <mod> elements and provide a quick option to delete them.
7. Chapter numbers in citations in footnotes should have a space between "c." and the number, e.g. "c. 13"
8. SI and SSI citations in footnotes should be formatted correctly, e.g. "S.I. 2024/34" or "S.S.I. 2023/1234".

### Updates to existing rules

1. The rule that identifies missing quotation marks at end of quoted structure is now mandatory rather than advisory.
2. The rule that identifies leading and trailing spaces has been extended to include "figure spaces" which are created by the autocorrect feature when a user types in two spaces in a row.

## List of issues

### SI/SSIs

Issue key	Summary	User support ticket
SPT-1684	Fixed a bug where the date picker on the Update Document Information modal for Acts appeared below rather than above the date field	
SPT-1669	Fixed a bug where adding too many subjects to an SI/SSI caused the save/cancel buttons to disappear	
SPT-1583	Fixed a bug where the 'Copy to another Project' action always stripped out the Procedural rubric in SIs	<a href="#">LMS-2657</a>
SPT-1601	Fixed a bug which caused the 'Copy to Another Project' action to fail when copying SIs where the procedure had been changed	<a href="#">LMS-2722</a>

### Amendments

Issue key	Summary	User support ticket
SPT-1681	Fixed a bug which caused draft amendments to be pulled into Groupings lists	
SPT-1630	Fixed a bug where Auto-apply appears to succeed for a simple "leave out" amendment but the amendment is not applied and disappears in the editor	<a href="#">LMS-2741</a>
SPT-1625	Fixed a bug where auto-applying a "leave out and insert" amendment which leaves out the end of the last line in a Quoted Structure caused the new text to be inserted in the "following text" <i>after</i> the Quoted Structure	<a href="#">LMS-2732</a>
SPT-1622	Fixed a bug which caused new amendments in a LoDA to become locked for editing after 5 minutes	
SPT-1613	Fixed a bug which caused amendment text inside Quoted Structures to overlap or render incorrectly in the Amendment Preview window	<a href="#">LMS-2702</a>
SPT-1610	Fixed a bug which caused duplicate IDs to be generated for the date block in a Lords Running list when using the Document Information panel to update the list date	<a href="#">LMS-2794</a>
SPT-1342	Fixed a bug which caused a 'null values' error message to appear when creating an Official List	<a href="#">LMS-1356</a>
SPT-1306	Fixed a bug which prevented Dnums being assigned to Inline amendments	

## Editor

Issue key	Summary	User support ticket
SPT-1675	Fixed an issue which made it difficult to select a Quoted Structure's Following Text with the mouse after cutting a provision in the document	
SPT-1666	Fixed a bug which caused the document to become locked when Saving if there were 'Surround' tracked changes	
SPT-1643	Improved importing from <a href="http://legislation.gov.uk">http://legislation.gov.uk</a> so that imported formulae no longer contain unexpected XML attributes ("altimg")	<a href="#">LMS-2865</a>
SPT-1652	Improved importing from <a href="http://legislation.gov.uk">http://legislation.gov.uk</a> so that imported formulae no longer contain unexpected XML attributes ("overflow")	
SPT-1636	Fixed a bug where restoring from an auto-save does not restore changes made to the Preface or Preamble of an SI	
SPT-1607	Improved renumbering to take account of tracked changes: deleting sections in the main Body of a document with change tracking enabled and then renumbering no longer deletes the content of all subsequent <Num> elements and instead renumbers correctly	
SPT-1606	Improved renumbering to take account of tracked changes: deleting paragraphs in Schedules with change tracking enabled and then renumbering no longer causes numbering to restart from 1 after the next Schedule Part following the deleted paragraph	<a href="#">LMS-2770</a>
SPT-1599	Fixed a bug where using the undo function in the Editor sometimes resulted in auto-save versions not being restored correctly	<a href="#">LMS-2755</a>
SPT-1443	Fixed a bug which caused comments to be lost when splitting a provision	<a href="#">LMS-1742</a>

SPT-1318	Fixed a minor bug which caused extra XML tag indicators to appear in unexpected locations in the Editor (visible with 'partial tag' mode enabled)	
SPT-388	Fixed several recurring exceptions/log messages which were related to the functioning of the Editor	
SPT-1574	Fixed an issue with the handling of single and double spaces in tracked changes mode.	
SPT-1620	Fixed an issue where the Copy Provisions dialog box wouldn't list provisions if there were unexpected newline characters in the XML	

## Accessibility and misc

Issue key	Summary	User support ticket
SPT-1621	Accessibility improvements: made it possible to use the keyboard to select and navigate between radio buttons in several menus using the arrow keys	
SPT-1550	Fixed an issue which prevented extraction of ZIP files downloaded from Lawmaker where the version name contained a special character	<a href="#">LMS-2472</a>
SPT-1537	Increased the character limit for drop-down menus throughout Lawmaker	

## PDFs

Issue key	Summary	User support ticket
SPT-1594	Fixed a bug where the presence of some forms of tracked changes caused PDF generation to fail	<a href="#">LMS-2703</a>
SPT-1639	Corrected the margins on first page of the House Bill PDF of a UK Private Bill	<a href="#">LMS-2957</a>
SPT-1549	Fixed a bug which caused incorrect rendering of tables and footnotes when footnotes appeared on text inside long table cells	<a href="#">LMS-2479</a>
SPT-571	Corrected minor formatting errors in Lords Amendment List PDFs	
SPT-1655	Fixed a bug where the Explanatory Notes statement at the start of a UK Public Act was pushed onto the second page of the PDF if the Act title is long	
SPT-1626	Fixed a bug which caused line numbering to stop when generating a 'changes applied' PDF of an amended version of a bill	<a href="#">LMS-2832</a>

## Security

Issue key	Summary	User support ticket
SPT-1659	ITHC 16 - Session Token in URL	
SPT-1661	ITHC 21 - Vulnerability Within Third-Party Library	
SPT-1660	ITHC 19 - Deprecated HTTP Security Header	
SPT-1658	ITHC 15 - Raw Database Query	

## What's new in version 16.1?

Version 16.1.0 is a minor release containing a number of bug fixes and minor improvements.

It was released on 13 May 2024.

### List of issues fixed

#### SI/SSIs

Issue key	Summary	User support ticket
SPT-1604	Fixed a bug where running Finalise on an SI or SSI removes the Table of Content if there is an x-ref in any of the provision headings.	<a href="#">LMS-2552</a>
SPT-1533	Fixed a bug where copying a Part containing a Regulation, Article or Rule from Word and pasting it into Lawmaker can create incorrect structure.	<a href="#">LMS-2392</a>
SPT-1530	Fixed a bug where the Made and Laid dates at the start of an SI or SSI span 2 lines if the time/date is too long.	<a href="#">LMS-2361</a>
SPT-1553	Fixed a bug where hyperlinks and email addresses included in Explanatory Notes can cause text to overlap.	
SPT-1549	Fixed a bug where the presence of footnotes in long table cells caused large gaps and unexpected page breaks to appear in the PDF output.	<a href="#">LMS-2479</a>
SPT-1544	Fixed a bug where editing the Subjects in an SI or SSI using the <b>Edit Subjects</b> modal causes the editor page to attempt to reload.	
SPT-1423	Fixed a bug where customised border styles on commencement tables did not appear in the generated PDF.	

#### Auto-application of amendments and inline amendments

Issue key	Summary	User support ticket
SPT-1640	Fixed a bug where the <b>Create</b> button in the <b>Apply Amendments</b> modal could be clicked even though there was no published Bill version.	
SPT-1638	Fixed a bug which made it possible to create two Bill working versions with the same version label by creating new versions from the <b>Apply Amendments</b> modal.	
SPT-1593	Fixed a bug where the <b>Accept All</b> amendments button didn't work (due to incorrect amendment mark-up in the Editor) and no error message was displayed.	<a href="#">LMS-2686</a>
SPT-1267	Fixed a bug where applying an amendment which changed text spanning across the beginning of quoted structures could create bad XML.	<a href="#">LMS-305</a>
SPT-1551	Fixed a bug where applying an amendment which changed text spanning across the beginning of quoted structures within other quoted structures could create bad XML.	

SPT-1538	Fixed a bug where performing certain actions in an Inline LoDA caused an error message to appear in the Editor.	
----------	---	--

## Amendments and amendment lists

Issue key	Summary	User support ticket
SPT-1605	Fixed a bug where whitespace characters were being added to Consolidated Lists of Amendments and Ping Pong LoDAs, causing unnecessary document check errors.	
SPT-1578	Fixed a bug where using the Duplicate function on a LoDA which was previously Moved between published Bill versions would cause the duplicated version to revert to being associated with the original Bill version.	
SPT-1566	Improved the <b>Create new LoDA</b> modal to make it possible to add a custom Stage name when creating a new LoDA.	
SPT-1420	Fixed a bug where using the <b>Update Proposer/Supporter</b> modal (accessible from the right-click menu) can cause an endless loading spinner to appear.	

## Editor

Issue key	Summary	User support ticket
SPT-1572	Fixed an issue where, if your Lawmaker session timed out while editing a portion of a document in the Editor, the whole document would be reloaded instead of the portion when you logged back in.	
SPT-1634	Fixed a bug where changes to the Following Text after a quoted structure were not marked up as changes despite change-tracking being enabled.	
SPT-1586	Fixed a bug that could cause performance issues due to an infinite loop in the code which powers the Editor.	
SPT-1557	Fixed an issue where it was possible to create multiple Body elements in a single document.	
SPT-1528	Fixed a bug where pressing Ctrl+C to copy text sometimes caused your Editor window to scroll up, losing your position in the document.	
SPT-1505	Fixed a bug causing numerous "duplicate unique value" document check errors to appear in Financial Resolution and Schedules after renumbering certain provisions.	<a href="#">LMS-989</a>
SPT-1491	Fixed an issue where manually selecting the text of a section's <num> and typing over it with another number would create bad XML.	
SPT-1489	Fixed a bug which prevented the reordering of schedules using the Structure view.	<a href="#">LMS-1933</a>
SPT-1387	Fixed a bug where copying and pasting part of a line of text formatted in bold, italic, or underline would cause the whole string to be pasted rather than the selected text.	<a href="#">LMS-1442</a>
SPT-1314	Fixed a bug where the number of table columns was incorrectly calculated when using the right-click menu to merge the first row's cells.	

SPT-1271	Fixed a bug which caused duplicate IDs and document check errors to appear when pasting elements containing footnotes.	<a href="#">LMS-420</a>
SPT-1227	Fixed a bug where updating proposer and supporter information in an amendment list sometimes caused the cursor position to be moved to an invalid location, preventing further editing until a valid position was clicked.	
SPT-1208	Fixed a bug which caused undesirable nesting of comments and duplication of provisions when pushing or pulling provisions between working versions and choosing to include comments.	<a href="#">LMS-860</a>
LDAPP-4421	Fixed a bug which prevented opening the right-click menu on Schedules and Parts of Schedules in the Structure View.	
SPT-1465	Fixed a bug where using the Finalise Document function from the Project tab created occurrence count errors in a working version.	<a href="#">LMS-1624</a>

## Compare documents

Issue key	Summary	User support ticket
SPT-1628	Fixed a bug which created false-positive comparison results when x-refs inside provision headings had been updated, even if the text of those x-refs hadn't changed at all.	
SPT-1584	Fixed a bug which caused comparison to fail with an 'operation timed out' error, due to an XML parsing problem.	<a href="#">LMS-2576</a>
SPT-1255	Fixed a bug which prevented comparison of document versions if a comment had been added in an unusual location.	<a href="#">LMS-967</a>
SPT-825	Implemented further refinements to the comparison output when comparing quoted structures.	

## PDF generation

Issue key	Summary	User support ticket
SPT-1590	Fixed a bug where the running headers in a Bill would sometimes overlap with main content if the short-title and Part titles were long.	<a href="#">LMS-2548</a>
SPT-1527	Fixed a bug where the running header at the start of a Bill would overlap with the Table of Contents if the Bill's title was long.	
SPT-1589	Fixed a bug which caused change-tracking mark-up to be rendered incorrectly in quoted structures.	<a href="#">LMS-2655</a>
SPT-1576	Fixed a bug which caused a New Section amendment to be incorrectly aligned in the PDF of a Scottish Bill.	<a href="#">LMS-2445</a>
SPT-1536	Improved line numbering so that images now contribute to the count of line numbers on a page.	<a href="#">LMS-2377</a>
SPT-1539	Fixed a bug which added extra space to a PDF when a quoted structure containing cross-heading was followed by a cross-heading.	<a href="#">LMS-2429</a>
SPT-1148	Fixed a bug where the PDF output would not display new rows added to a table if those rows had been added with change-tracking turned on.	

SPT-950	Further refinements to the display of tracked changes in PDF output, to prevent overlapping text.	
SPT-1624	Fixed a bug where the wrong version content would be copied when duplicating an 'Auto backup' snapshot of a working version.	<a href="#">LMS-2872</a>

## Accessibility

Issue key	Summary	User support ticket
SPT-1619	Fixed a bug where using the keyboard to select Save in the <b>Insert/Update J-ref</b> modal caused an unnecessary warning banner to appear in the Editor.	
SPT-1612	Fixed an issue where the selection pane in the <b>Edit portion of a document</b> modal would disappear when zoomed in.	<a href="#">LMS-2810</a>
SPT-1603	Fixed a bug which made it impossible to close the <b>Auto-save version detected</b> modal using the keyboard.	
SPT-1555	Fixed a bug which would cause keyboard focus to be lost in the <b>Generate PDF</b> modal.	
SPT-1504	Improved navigation and selection of radio buttons in various modals throughout Lawmaker.	
SPT-1503	Improved keyboard navigation and selection of confirm/cancel in various other modals throughout Lawmaker.	
SPT-1496	Improved keyboard navigation of the Structure View in the Editor.	

# What's new in version 16?

Version 16.0.0 of Lawmaker introduces some new features, updates the look and feel of the Editor and includes some bug fixes.

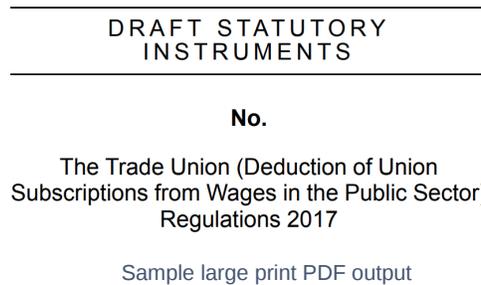
It was released on 23 March 2024.

## New features and improvements

### Large print PDFs

There is now an option when generating a PDF of a document (e.g. Bill, SI, amendment list) to produce a large print version. That will produce a PDF where all the text is 20pt Arial to aid readability. This is a general features designed to work across all document types but there may still be some edge cases where the output isn't perfect (e.g. numbers may overlap with text in certain circumstances and text in tables may overlap between cells) and we'll be improving this feature in future versions based on additional feedback.

See [Generating and viewing a PDF](#) .

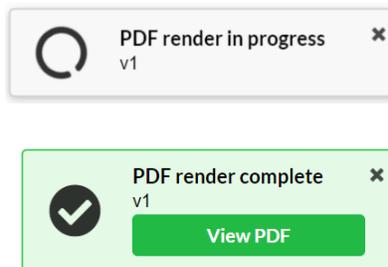


### Generation of PDFs and publishing documents in the background

Rather than having to wait until the operation is complete, you can now continue to work when doing the following:

- Generating a PDF (from the Project tab or within the Editor)
- Publishing a document
- Importing a document from legislation.gov.uk

A notification will appear at the bottom of the screen indicating that the operation is in progress. When the operation is finished, you'll see another notification pop up at the bottom of the screen. In the case of PDFs, you can click on the notification to open the PDF.



### New version of Oxygen Web Author

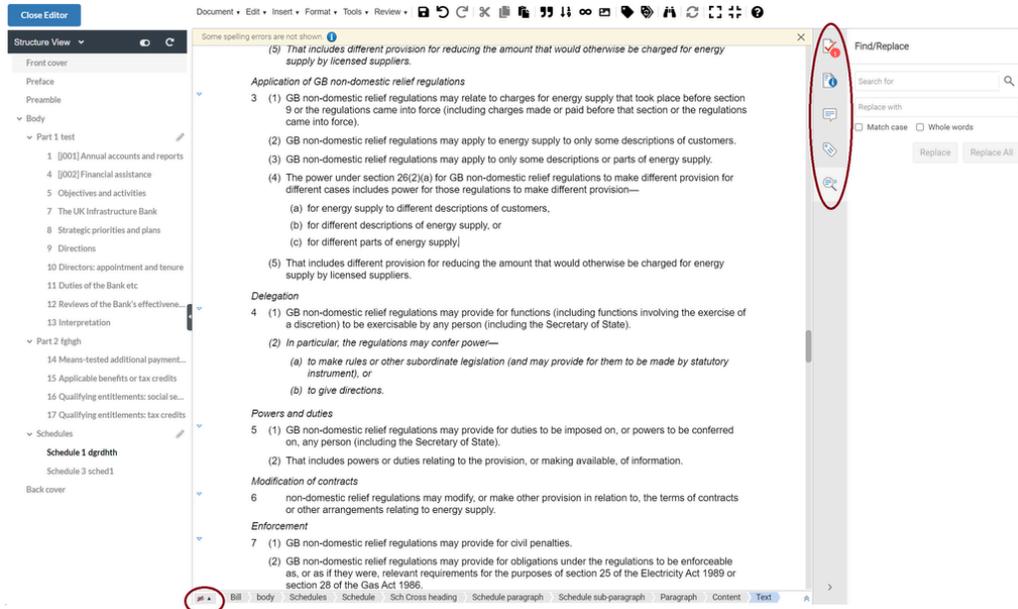
The Editor in Lawmaker is now based on Oxygen Web Author version 25.1.

This brings a number of minor improvements and fixes but also changes the look and feel of some aspects of the Editor. Specific things to note:

- the design of the panels at the right hand side (e.g. Document Checks and Document Information) has changed so icons are used instead of names.
- Find and replace (ctrl+F) now appears as a panel on the right hand side rather than as a dialog box. makes it easier to see both the search panel and the document with results highlighted. Moreover, it makes it possible to see all search results at a glance without having to scroll through the document.
- A Tags Display Mode switcher was added directly in the breadcrumb bar to make it easier to change the amount of Tags that are displayed when exploring the document structure.



Upgrading the version of Oxygen also resolves some security flaws present in earlier versions.



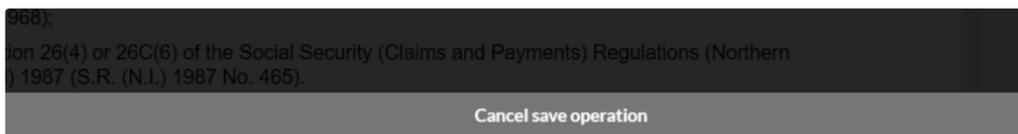
## UK and Scottish Bills - Order of Consideration validation

When you save changes to an Order of Consideration (accessed on the Amendment Manager Tab), Lawmaker will now validate that every clause/section/schedule mentioned in the updated Order exists in the published version of the Bill. This enables you to fix the issue before it results in issues when you try and generate an amendment list based on the Order.

## Cancelling Save operation

You can now cancel a save operation mid-way through and be able to continue working on the document or retry saving it.

To cancel the save, click on the banner at the bottom of the screen. The banner will change when the save operation gets to a point when it can no longer be cancelled.



When you cancel a save: you will be taken back to the Editor, your document will be as it was before the save, and you will be able to make further changes to it. The save button should be activated allowing you to restart the save operation.

This is particularly to help in the situation reported by users in some organisations that the save operation gets stuck at 0% or later but it may also be useful where you have triggered a save on a large document by accident and don't want to wait until it is complete.

As part of these changes, we've also improved the robustness of the save operation generally so that the progress bar will be skipped if it is likely to cause problems (due its reliance on Websocket technology which can be blocked in some networks).

See [Saving your document](#)

## Auto-application of amendments - checking for pageline information

Before attempting to apply any amendments to a Bill, Lawmaker now checks that the Bill version you are applying amendments to contains the necessary page and line information. This is to prevent the case where all amendments fail to apply due to the Bill version not having page and line information embedded within it.

## Improved sorting of ping pong motions in the Lords - amendments to amendments

When generating a Lords daily sheet or marshalled list etc. of motions and amendments during ping pong, the sorting algorithm now takes account of any line number mentioned in amendments to amendments to sort them in the correct order if there is more than one relating to the same amendment.

## Changes to XML mark-up for tables

To aid standard compliance and accessibility, the XML mark-up used to represent tables (which is based on the XHTML standard) has been updated to use <th> elements for cells in a header row rather than <td> elements. There is no different from a presentation perspective, in the Editor or in PDFs.

## Document check improvements

A number of improvements have been made to Document checks. These include fixes to existing checks and new rules:

### New rules

1. Any manual page breaks that have been inserted in the document will now show up in the document check panel to make it easier to find and delete them when no longer needed - [LMS-913: Add a document check for page breaks in a document](#) **DONE**.
2. A warning will appear if a table cell in a Bill contains complex content such as a quoted structure or a nested table because it may affect line numbering.
3. Definitions that contain two separate text paragraphs will be highlighted as it is likely that these were intended to be two separate definitions. This can sometimes happen when a user copies and pastes the content of a definition or uses shift+Enter to insert an additional paragraph.
4. Empty definition elements, where everything has been deleted other than the definition element itself, are now highlighted and a quickfix option to delete the empty element is provided (LEGDEV-6125).
5. Placeholders that contain text when they should be empty are highlighted. This happens when attempts are made to overwrite the content of placeholders in a document that show key document info (e.g. the document title). It can also occur when the placeholders in templates that should disappear when you type into them don't disappear for some reason. Quickfix options are provided to resolve the issue (by either deleting deleting the text or deleting the placeholder element, depending on the specific issue).
6. Provisions containing opening words but no child provisions (e.g. a subsection with no child paragraphs) are highlighted with an option to convert the opening words back to normal content. Usually Lawmaker will do this automatically but the document check provides an additional way to pick up any cases left behind. (LMS-1642)
7. Any provisions that contain two number elements rather than just one are highlighted and a quickfix provided to delete the second number element ( [LMS-2019: Companies \(Registered Office Address\) Regulations 2024](#) **RESOLVED** ). All provisions should have a maximum of one number element but sometimes by copying and pasting a provision can end up with more than one.
8. Highlight cases where an unnumbered paragraph has been used to create something looking like a numbered paragraph when a numbered provision type (e.g. a "paragraph (a)" or "subsection (1)") should have been inserted instead (LEGDEV-6090).

### Fixes and updates to existing rules

1. The check for correct numbering format now works correctly in relation to paragraphs within EU articles( [LMS-2295: Improve handling of EU paragraphs in quoted structures](#) **FEATURE LOGGED** )

2. Schedule numbers are now allowed to be in the format of "Appendix x" as well as "Schedule x" ( [LMS-1807: Sometimes we use Appendices rather than Schedules](#) RESOLVED )
3. Fixed the issue causing false positives where amendment's stage doesn't match the Consolidated List stage because of the addition of the Bill number to the list stage version.
4. Fixed an issue causing false positives in relation to two lists back-to-back in an SI's explanatory note ( [\[LMS-2302\] Explanatory notes and an error message - Jira Service Management \(atlassian.net\)](#) )
5. Errors like ""Advisory: There is only one schedule so its number should be "Schedule" not "Schedule 3" no longer show when opening a single schedule with **Edit portion of document** feature.

## New organisations

The following organisations have been added to Lawmaker:

- The Church of England (SPT-1556)
- The Attorney Generals Office (SPT-1440)

## Bug fixes

Issue key	Summary	User support ticket
SPT-1579	Fixed an issue where UK amendments created before an "as introduced" bill is published cannot be viewed in the Amendment Manager tab and therefore can't be submitted	<a href="#">LMS-2351</a>
SPT-1559	Fixed an issue that could stop line numbering appearing in a PDF of a Bill if it contained a table with a heading row somewhere other than the top of the table.	
SPT-1547	Fixed an issue in Scottish Bills that caused line numbering to stop in the PDF if the document contained a quoted structure with an indent set to "indent -1"	<a href="#">LMS-2471</a>
SPT-1545	Fixed an intermittent issue that could cause submission of a amendment list containing a large number of amendments to stop part-way through. The fix should also improve performance when submitting a large number of amendments.	<a href="#">LMS-2351</a>
SPT-1520	Fixed an issue that led to the auto-apply amendments feature failing entirely in certain cases where the XML markup of the amendment or Bill provision was complex.	<a href="#">LMS-2288</a>
SPT-1494	Fixed an issue where individual whitespaces inserted in tracked changes mode didn't shown in the PDF of SI as being a tracked change.	<a href="#">LMS-1835</a>
SPT-1460	Fixed an issue with Following text after a quoted structure which was misplaced in the PDF in the case of a Schedule inserted within a quoted structure in a Schedule.	<a href="#">LMS-1834</a>
SPT-1340	Fixed an issue preventing users from updating an amendment to "on hold" because the system has retained a lock on the amendment despite it being deleted from all amendment lists.	<a href="#">LMS-1334</a>
SPT-1267	Prevented amendments which span a quoted sructure from being auto-applied because it leads to corrupt XML. (This is a temporary fix until a way is found to make amendments of this type auto-apply correctly.)	<a href="#">LMS-305</a>
SPT-678	Fixed an issue that prevented different images with the same filename being inserted into documents in different projects	

## What's new in version 15.3.1?

Version 15.3.1 is a patch release to address an issue where PDF generation fails if the document contains a quoted structure, the last provisions of which contain tracked change mark-up, e.g. because they have been inserted with tracked changes mode on. The issue occurred in particular when generating comparison versions of documents (SPT-1580, [LMS-2655](#)).

(The issue was introduced by another fix in v.15.3.0 (SPT-1535) relating to formulas in quoted structures.)

Version 13.3.1 was released on 30 January 2024.

## What's new in version 15.3?

Version 15.3.0 is a minor release containing a number of bug fixes.

It was released on 16 January 2023.

### List of issues resolved

#### Amendments

Issue key	Summary	User support ticket
SPT-1529	Fixed a bug where amendments could be moved or copied between Stages without a Bill Version being assigned, resulting in amendments disappearing from the Amendment Manager tab	<a href="#">LMS-2351</a>
SPT-1472	Fixed a bug where certain text characters become wrongly encoded and display strangely in a saved snapshot version	
SPT-1427	Fixed a bug which caused a validation error to occur whenever a new provision was pasted into an Inline amendment document	
SPT-1413	Fixed a bug which caused textual amendments containing x-ref tagging to be incompletely applied to the bill text when using the auto-apply function	<a href="#">LMS-1087</a>
SPT-1316	Fixed a bug where the 'Save as' function on a temporary amendment list would fail if the user pressed Enter to confirm the creation of the new list rather than clicking the button in the modal	<a href="#">LMS-1226</a>
SPT-1278	Improved the paste function to allow users to paste ping pong motions after component amendments in a Marshalled List	<a href="#">LMS-1004</a>

#### PDFs

Issue key	Summary	User support ticket
SPT-1492	Last row of a table is pushed onto the next page with the Explanatory Note	<a href="#">LMS-1947: Problem with table formatting</a> <span>RESOLVED</span>
SPT-1485	PDF Rendering Issue and Duplicate Name Display in Manage Members	
SPT-1477	Line Numbering Stops when footnotes are enabled	
SPT-1461	Blank page between last schedule and Explanatory Note	<a href="#">LMS-1834: FW: 20230907-ERRORS - The Armed Forces Pensions (Remediable Service) Regulations 2023</a> <span>RESOLVED</span>

SPT-1396	Partial selection when generating PDF, selects additional elements	<a href="#">LMS-1478: Partial selection when printing</a> <b>RESOLVED</b>
SPT-1395	Large Brackets not rendering in the PDF	<a href="#">LMS-1501: Brackets missing from maths formula in pdf</a> <b>RESOLVED</b>
SPT-1192	Some Characters not rendering in PDF	
SPT-1189	Characters fail to render in formulas	
SPT-906	ToC included when selecting multiple provisions to PDF.	

## Editor

Issue key	Summary	User support ticket
SPT-1484	Fixed a bug that caused all changes to a document to be undone when clicking Save if the Undo function had been used on first opening the document	<a href="#">LMS-1922</a>
SPT-1480	Fixed a bug where changing the Document Type of a Quoted Structure caused the DocName XML attribute to be cleared, resulting in incorrect formatting in the PDF	<a href="#">LMS-1898</a>
SPT-1464	Fixed a bug where leading whitespaces were inserted in the preface of SIs and SSIs whenever changes were made using the Document Information panel in the editor	<a href="#">LMS-1817</a>
SPT-1436	Fixed a potential Oxygen infinite loop bug which could cause high CPU usage on the server	
SPT-1394	Fixed a bug that caused the Department field on the 'Insert Signature Block' and 'Update Signature Block' modals to show 'null' if a custom value was typed in	
SPT-1245	Accessibility: improved keyboard navigation of drop-down menus which contain checkboxes, for example in the 'Generate PDF' and 'Bulk update statuses' modals	

## Misc

Issue key	Summary	User support ticket
SPT-1473	Removed the 'Delete' option from the menu that appears against published versions of Official Lists, since these versions cannot be deleted	
SPT-1159	API updated for consistency so no endpoints require "accept-application/xml" header (previously some did and some did not)	<a href="#">LMS-455</a>

## What's new in version 15.2?

Version 15.2 is a minor release containing a number of bug fixes.

It was released on 29 November 2023.

### List of issues fixed

#### Amendments and amendment lists

Issue key	Summary	User support ticket link
SPT-1515	Fixed a bug that resulted in LoDAs that were created by saving an ephemeral list not behaving correctly (deployed initially as a patch release in v.15.1.1)	<a href="#">LMS-2269</a>

#### PDF generation

Issue key	Summary	User support ticket link
SPT-1497	Fixed a bug that resulted in the footnotes near the bottom of a page being sequenced and numbered incorrectly.	<a href="#">LMS-2003</a>
SPT-1478	Fixed a bug that resulted in the starting quotes of a quoted structure containing a table being missing if the first cell in the table is empty.	<a href="#">LMS-1864</a>
SPT-1459	Fixed a bug that led to hyperlinks not working in the PDF when the hyperlink was followed by certain characters.	<a href="#">LMS-1834</a>
SPT-1453	Fixed a bug that meant that multiple paragraphs on different lines(created using shift+enter) were rendered as one paragraph in the PDF if they appeared in a Scottish Bill or SI/SSI.	<a href="#">LMS-1797</a>
SPT-1449	Fixed a PDF bug where the heading in table of commencement orders read "Orders" in the Editor but showed as "Order" in the PDF	<a href="#">LMS-1794</a>
SPT-1444	Fixed a PDF formatting issue	<a href="#">LMS-1716</a>
SPT-1442	Last formatted character in a definition causes the end-quote to take on the same properties.	<a href="#">LMS-1744: Closing quotes in a defined term in subscript</a> RESOLVED
SPT-1438	Tracked change markup causing PDF generation to fail (Oxygen)	<a href="#">LMS-1725: Pdf rendering keeps failing</a> COMPLETED
SPT-1437	Tracked change markup causing PDF generation to fail (RenderX)	<a href="#">LMS-1725: Pdf rendering keeps failing</a> COMPLETED
SPT-1434	Quoted Structure ending in Footnote not rendering in PDF correctly	
SPT-1509	Footnotes in same row of table displayed in wrong order	<a href="#">LMS-1891: Footnote order</a> RESOLVED
SPT-1261	Render PDF modal - amendments dropdown misformatted text content	

## Editor

Issue key	Summary	User support ticket link
SPT-1499	Update X-refs is changing Schedule wording	<a href="#">LMS-2002: Updating Xrefs</a> RESOLVED
SPT-1474	Quick fix in the Document Check panel not working when the Oxygen editor is first opened	

## Accessibility

Issue key	Summary	User support ticket link
SPT-1233	Navigating between amendments in Amendment Preview modal doesn't announce DNum	
SPT-1172	Accessibility issues with the Update Document Information modal	
SPT-1108	Accessibility issues with the Move/Copy Amendments modal	
SPT-663	Accessibility - update ARIA roles in the top-right dropdown on Dashboard	
SPT-635	Accessibility - modals - adaptable content	
SPT-634	Accessibility - modals - error messages	

## Misc

Issue key	Summary	User support ticket link
SPT-1431	Improve exception handling for missing doc version records	
SPT-1356	LMAR090-UTN - Investigate automatic mounting of credentials for the default service account in each namespace	
SPT-1320	Project and Folder visible to users who shouldn't be able to see it.	<a href="#">LMS-1225: Restricted project is now showing despite restrictions</a> RESOLVED
SPT-747	Pen Test Issue - Cookie Without Secure Flag	
SPT-743	Pen Test Issue - Default Pages Present	
SPT-1166	Address unauthenticated document access vulnerability	
SPT-1223	Remove OPC's old IP range from Prod Whitelist	<a href="#">LMS-898: MFA being required for each login</a> RESOLVED

## What's new in version 15.1?

Version 15.1 is a minor release containing a number of bug fixes.

It was released on 11 October 2023.

### Removing leading and trailing whitespace

In addition to the bug fixes, v.15.1 also includes a new feature to delete all leading and trailing spaces in a document in one go.

To access the new feature in the Editor, from the toolbar use **Tools menu>Remove all leading and trailing spaces**. You will need to save the document afterwards so that the removal is permanent.

### List of issues addressed

Issue key	Summary	Related user support ticket
SPT-1466	Fixed a bug relating to the locking of provisions in the Editor that may have been causing intermittent performance issues.	<a href="#">LMS-1870: LM generally a bit sluggish</a>
SPT-1463	Fixed an issue where clicking on the save button multiple times (or pressing ctrl+s) could result in the Editor becoming unresponsive.	
SPT-1454	Fixed an issue that was preventing the duplication of consolidated lists of amendments and other amendment lists (this was originally deployed in v.15.0.3)	<a href="#">LMS-1814: Unable to duplicate consolidated list</a>
SPT-1450	Added a new feature to enable users to delete all leading and trailing spaces in a document with one click, in particular to help resolve an issue with older documents containing spaces at the beginning of quoted structures.	<a href="#">LMS-1781: Space at the beginning of the text</a>
SPT-1448	Fixed an issue that could potentially have allowed users with document administrators to access amendments from other organisations (this was originally deployed in v.15.0.2)	
SPT-1446	Improved error handling when generating consolidated lists of amendments (and other amendment lists) so users are properly notified when there isn't a relevant version of the published Bill or there is a problem with the XML.	<a href="#">LMS-1769: Can't create consolidated list</a>
SPT-1445	Fixed a regression bug so that generating an amendment list when there is an order of consideration works correctly when the Bill has a single schedule.	<a href="#">LMS-1759: Unable to create a daily sheet</a>
SPT-1441	Fixed an issue in PDFs of UK Bills where certain headings and numbers were being indented too far to the right when they appeared in the first line of a quoted structure.	
SPT-1348	Updated the version of NodeJS used in authentication component to address security recommendation LMAR090-6KX	
SPT-1338	Fixed the behaviour of amendment auto-apply so that spaces between words are correctly preserved when there is bold or italic formatting on	

	some of the text.	
SPT-1317	Fixed an issue in the DMS that resulted in auto-save snapshots sometimes being left behind after a full save	<a href="#">LMS-961: Autosaves not deleting on save</a>
SPT-1265	Improved error handling when the publishing of an amendment list fails and more logging added to allow root cause to be investigated in future.	<a href="#">LMS-1082: Problems with publishing an official list</a>
SPT-1191	Fixed an issue causing "Cannot read properties of undefined (reading 'value')" type errors to appear occasionally when trying to create a LoDA or official amendment list.	<a href="#">LMS-657: Null (reading 'focus') error when creating new LoDA</a>
SPT-1180	The name of the amendment proposer has been restored to the cards that appear in the Inline Amendments Panel in the Editor. (The names disappeared as a side effect of a previous bug fix and performance improvement.)	<a href="#">LMS-281: Auto-applied version of bill: clicking on an inline amendment is slow in big documents</a>
SPT-1149	Some minor performance improvements when populating a Scottish Groupings List.	<a href="#">LMS-624: Groupings performing too slowly</a>
SPT-502	Fixed an issue causing heavily-used user accounts to become disabled unexpectedly (only appeared to affect test accounts in practice)	

# What's new in version 15.0?

Version 15 introduces a range of new features and improvements together with further bug fixes.

It was released on 30 August 2023.

## New features and improvements

### Amendments and ping pong

**Better number allocation for Lords amendment lists** - several improvements have been made here with the result that:

- the numbering algorithm used is now the same as that in the Editor for assigning numbers to new provisions so can better cope with complex numbers like 4ZABB; and
- number allocation to new amendments (in a marshalled or manuscript list) now takes account of all published amendments, not just the amendments in a specific list with the result that the numbers automatically allocated should be correct in a much greater range of cases.

There are still limitations in the numbering algorithm that exist in the Editor as well and we'll look to improve that further in the future. ([LMS-680](#), [LMS-118](#))

**Distinguishing between Commons and Lords versions and stages** - some significant changes have been made to how Lawmaker manages published versions of Bills to avoid an issue that arose previously where Bills published by the different Houses were treated as being the same Bill causing severe problems around amendment management. Now, whenever a Bill is published by the Commons or Lords, an additional "Commons" or "Lords" label is added to the version, enabling both Lawmaker and users to clearly distinguish the versions even if the version rubric (e.g. "As amended in Committee") is the same. ([LMS-1397](#))

**Sorting ping pong motions by sort code** - you can now add a sort code to ping pong motions, as you already can with ordinary amendments, to control the order of motions in an amendment list where the motions would otherwise be sorted to the same place in the list. This will be particularly useful for amendments to amendments. ([LMS-390](#))

**Opening dialog boxes from the Amendment actions menu on the Amendment Manager tab** - dialog boxes for Submit amendments and other actions now open quicker when working on Bills with a large number of amendments.

### Editor - folding

**Simplified and improved folding of provisions** - "Folding" is the name given to the feature in Lawmaker that allows you to hide provisions in the Editor so you can only see the title or number. This can make it easier to navigate around the document and also improves performance.

Following feedback from users, we've reworked this feature substantially so that:

- it only operates at one level, rather than nested levels, so that you can quickly expand and collapse provisions without multiple clicks and so that, even when everything is collapses, the overall document structure remains more apparent.
- the functionality has been extended across Bills, SIs and amendment lists in a consistent way. It now applies to:
  - Sections/Clauses, and schedule paragraphs, of a Bill;
  - Regulations/articles/rules, and schedule paragraphs, of an SI/SSI;
  - the quoted structure (i.e. the provisions being inserted) by an amendment.
- the toolbar in the Editor now has two buttons so you can quickly and easily access the functionality to expand all provisions or collapse all provisions (other than the one your cursor is in).

Document ▾ Edit ▾ Insert ▾ Format ▾ Tools ▾ Review ▾ 

- All provisions in a Bill etc. will be open by default when the document is first opened. (You can use the button the toolbar to quickly collapse them if needed.)

See [Folding provisions](#).

## Editor - Validation, document checks and data quality

**Improvements to document checks (Schematron)** - there were a few updates to the document check validation:

- Checks for correct number format will now accept “legal numbering” style (e.g. 3.13B or 1.2);
- A new check has been added to highlight where two lists have been inserted back to back (usually occurring within SI explanatory notes - in most cases the user intended for there only to be one list) ([LPS-92](#));
- A check has been added to identify schedule paragraph numbers in SI quoted structures that are missing a full stop after the number;
- A new check highlights any locked numbers that are not within a quoted structure - this helps users manage locks created elsewhere while using the Edit Portion feature or the auto-application of amendments feature that may get in the way of subsequent actions (e.g. renumber) ([LMS-949](#), [LMS-1078](#));
- Various rules have been tweaked to remove false positives ([LMS-1460](#), [LMS-1452](#), [LMS-1466](#)) include some errors relating to numbering that would show when using the Edit Portion feature and errors relating to cross-references within amendments.

**Changing quoted structure type** - You can now change the document type of an existing quoted structure. This is mainly to allow for the correction of cases where the type was set to a UK Act when you want it to be a Scottish Act instead. (Changing the type more substantially, e.g. from an Act to an SI, will not convert the provisions within quoted structure.)

**XML Data quality improvements** - we've fixed various issues with unnecessary whitespace being created by the Editor in the XML which can cause problems downstream in the publishing workflow, including:

- whitespace being added to the preface when converting a Bill into an Act;
- whitespace being added when a quoted structure is inserted into a Bill or SI;
- unnecessary whitespace in the template for Commons resolutions.

## Editor Performance

Some significant changes have been implemented in relation to how locking is managed in the Editor to improve the performance of the Editor and make it less dependent on the performance of the back-end servers. This should have an impact particularly when the system is under load (i.e. when lots of users are using it at the same time).

## Edit portion functionality

This functionality hasn't changed but a number of issues and edge cases have been resolved, following a thorough review of the existing code with the result that the feature should now be more robust.

## Importing legislation from [www.legislation.gov.uk](http://www.legislation.gov.uk)

Version 15 introduces a significant new feature, that enables you to import a document or portion of a document from [www.legislation.gov.uk](http://www.legislation.gov.uk) into Lawmaker. As part of importing the document, you can convert it from primary to secondary and you can also convert retained EU legislation. More information on the new feature can be found here: [Import legislation from www.legislation.gov.uk](#).

 The import feature is still in beta as there are a number of edge cases that may need further refinement in future and some of the infrastructure used to support this feature is temporary while we await some important updates to [www.legislation.gov.uk](http://www.legislation.gov.uk). Subsequent versions of Lawmaker will update this feature and make it more robust.

## SI/SSI improvements

**Editor formatting of regulations/articles that are divided into paragraphs** - we've improved the way the Editor handles the presentation of regulations containing paragraphs so that there isn't any overlap between the regulation number, the em-dash that follows it and the paragraph number (1) - this was particularly a problem when the regulation number was longer than usual or appeared within a quoted structure.

**Legal numbering** - limited support has been added for legal numbering (i.e. numbering which consists of numbers separated by a full stop, e.g. 1.1, 1.2, 3.4A, etc. in regulation/article/rule numbers. In particular, the renumbering and cross-referencing features will now behave correctly in relation to them (although some numbers will need to be manually locked). See [Legal Numbering](#) for how to use this number format. (LMS-810)

## List of support fixes

### Editor and misc.

Issue key	Summary	User support ticket
SPT-1424	Incorrect Bill stage version in Information panel	
SPT-1345	Auto-correct for (r) changes it to the trade mark symbol	<a href="#">LMS-1371</a>
SPT-1328	Lawmaker thinks document is already open when it isn't	
SPT-1281	Progress bar stuck on 20% with specific UTF-8 characters	
SPT-1196	Document permissions are being applied to subsequent documents	

### Amendments

Issue key	Summary	User support ticket
SPT-1424	Incorrect Bill stage version in Information panel	
SPT-1415	Some Lords Members missing from Lawmaker	<a href="#">LMS-1634</a>
SPT-1409	Amendments get assigned to the wrong house when submitted in Oxygen	
SPT-1389	Significant Versions of Official Lists are no longer appearing in the right order	<a href="#">LMS-1455</a>
SPT-1377	Pasting string of text from an amendment's explanatory statement to another results in the editor displaying xml	<a href="#">LMS-1415</a>
SPT-1319	Problems with italic text in Amendments	<a href="#">LMS-1258</a>
SPT-1268	X-refs in amendments are part-duplicated when auto-applied to a bill.	<a href="#">LMS-1083</a>

### PDF generation

Issue key	Summary	User support ticket
SPT-1312	Unusual character in amendment list results in PDF failing to render	<a href="#">LMS-1212</a>
SPT-1406	Cross heading in quoted structure not rendering correctly in the PDF	<a href="#">LMS-1588</a>
SPT-1300	Line numbering stops after a table cell with a schedule paragraph	
SPT-1205	Hyperlinks cut off on line breaks in PDFs	<a href="#">LMS-522</a>

### SI/SSI

Issue key	Summary	User support ticket
SPT-1344	Unable to change column width in SI Commencement Tables	<a href="#">LMS-1358</a>

SPT-1321	User lost changes when saving SI	<a href="#">LMS-1286</a>
----------	----------------------------------	--------------------------

## What's new in version 14.2?

Version 14.2.0 is a minor release containing a number of bug fixes.

It was released on 24 July 2023.

### List of issues resolved

Issue key	Summary	User support ticket link
<b>Amendments</b>		
SPT-1376	Oxygen Error while working on Amendments (already deployed in 14.1.1 patch)	<a href="#">LMS-1418</a>
SPT-1375	Change Members Names Updates to Daily	
SPT-1339	Occurrence counters in Bill XML cause amendment list to sort incorrectly	<a href="#">LMS-1337</a>
SPT-1329	eld attributes in tables within amendments are losing their "akn:" prefix	<a href="#">LMS-1291</a>
SPT-1225	Update x-ref no longer appears to update amendment cross references	<a href="#">LMS-899</a>
SPT-1391	Cannot Create LoDA for Lord Thurlow	<a href="#">LMS-1465</a>
<b>PDF generation</b>		
SPT-1327	Placeholders in commencement history section of SI not being rendered in PDF	<a href="#">LMS-1315</a>
SPT-1323	Paragraph numbers in UK Bills indented incorrectly in PDF when inside a quoted structure	<a href="#">LMS-1298</a>
SPT-1341	Line numbering going wrong when formula at top of page	<a href="#">LMS-1331</a>
SPT-1283	SI/SSI Closing words format incorrect in PDF after Paragraphs	<a href="#">LMS-1123</a>
SPT-1273	SI/SSI Number appears in the PDF of a table with sub-schedule Paragraphs	<a href="#">LMS-1069</a>
LDAPP-4225	Fix line numbering issue between Ping Pong documents affecting the Lords	<a href="#">LMS-1351</a>
SPT-1220	Track Changes in Section Heading and Schedule Cross Heading, PDF shows whole section as Tracked	<a href="#">LMS-463</a>
<b>Editor</b>		
SPT-1217	Tag x-ref fails for certain provisions when section has occurrence counter	<a href="#">LMS-863</a>
SPT-1198	First Schedule in Scottish Bill not numbered	

## What's new in version 14.1?

Version 14.1 of Lawmaker is a minor release containing a number of bug fixes.

It was released on 21 June 2023.

### List of issues fixed

Issue key	Summary	User support ticket
SPT-1335	Add 2 new SI organisations	
SPT-1331	Problems accessing the PDR api	<a href="#">LMS-1326</a>
SPT-1330	Published Bill version assigned wrong URI causing amendments to "disappear"	<a href="#">LMS-1321</a>
SPT-1315	SP Dnum spacing regression	
SPT-1309	X-refs to schedules in Scottish bills & SSIs are capitalised after Update X-ref operation	<a href="#">LMS-1006</a>
SPT-1303	X-refs to schedules in Scottish bills and SSIs are capitalised when should be lower case	<a href="#">LMS-1006</a>
SPT-1297	Security - Update base DBS Docker image to remove unused Java files (LMAR090-9TU)	
SPT-1296	Security - //img tags in rendered PDFs vulnerable to SSRF and XXE issues (LMAR090-PKE & LMAR090-HMV)	
SPT-1295	Superscript/subscripts in a table cell cause incorrect line-numbering	
SPT-1274	Order of consideration is applying to all versions of the Bill published from same working version	<a href="#">LMS-1109</a>
SPT-1270	Inline amendment generating incorrect traditional amendment	
SPT-1263	Interstitial headings in Commons Ping Pong Proceedings are being given duplicate elds	<a href="#">LMS-627</a>
SPT-1250	Hybrid insert amendment involving adjacent quoted structure doesn't work	
SPT-1238	Certain paragraph and sub-paragraph nums in SP Bills cause content to indent unnecessarily	
SPT-1228	Can't publish amendment list when it contains certain amendments	<a href="#">LMS-921</a>
SPT-1221	Auto-apply whitespace issues	<a href="#">LMS-878</a>
SPT-1087	Partial Tags are no longer displayed	<a href="#">LMS-329</a>

# What's new in version 14?

Version 14.0 contains a number of new features, a new interface for managing users, some performance improvements and a range of fixes to support issues that have been raised.

It was released on 24 May 2023.

## General features and improvements

### Draft watermark on PDFs

When generating a PDF of any document, including SIs and SSIs, you can select to include a “Draft” watermark on every page. See [Generating and viewing a PDF](#).

### Validation improvements

A number of enhancements to the automatic document validation have been included (these show in the **Document Checks** panel at the right of the Editor)

1. A new check identifies sections and schedules in Bills (and regulations/articles etc. in SIs) that have IDs which include an “occurrence counter” component. This component indicates that the provision number duplicated another number at some point but the ID should be resolved before doc is published or shared.
2. A new check identifies amendments that belong to a different stage from the amendment list that contains them.
3. The existing check on the correct formatting of paragraph numbers, e.g. (a), (b) etc., has been updated to allow for numbers after “z” i.e. (z1), (z2) etc.
4. A new check for empty “defined term” elements in definitions in amended Bills.
5. A new check for amendments that appear to be missing a closing quote mark at the end of the amendment instruction.
6. A new check highlighting table cells in Bills that have been vertically merged (because this will cause problems for line numbering in the PDF of the Bill).

### User management interface

Users who have user administration privileges can create and manage users within their organisation via a new User Administration page. See [User Administration](#).

## Amendment features

### Restricting permissions on amendments

You can now restrict permissions on draft lists of amendments (and the amendments in those lists) in the same way that you can restrict Bill and SI documents.

See [Managing amendment permissions](#).

### Bulk status update of amendments

The existing limited bulk status update feature in the Editor has been replaced with a new feature that enables you to select all or some amendments in a list and then apply any valid status transition to the selected amendments. See [Updating the status of amendments within the Editor](#).

## Commons Programme motions etc.

Functionality in Lawmaker for handling motions and orders in Commons amendment lists has been improved, particularly in relation to programme motions.

- Proposers and supporters can be added to a programme motion.
- As well as resolutions, it's now possible to insert a "Motion to amend order" at the beginning of a Commons Marshalled list, to support the format of motions that amend existing orders.
- It's now possible to insert an Order directly at the end of a Commons Marshalled list (rather than having to create it a a resolution first at the beginning of the list and then convert it to an Order).

## Ping pong - add additional headings before amendments within motions and amendments to amendments

Within Ping pong motions, you can now add headings (centred and italic) before individual amendments. (This is to support the creation of lists like <https://publications.parliament.uk/pa/bills/lbill/2017-2019/0111/18111-L.pdf>).

See [Add a heading to an amendment within a ping pong motion](#)

## Ping pong - structure view improvement

Structure view behaviour in the Editor has been improved so that amendments within a ping pong motion as shown in the structure view with the amendment's instruction text (instead of just "amendment").

## Statutory instruments

### SI Subject and Department list updates

The subject list for SIs and SSIs has been updated to correct some errors and add additional subject headings.

The department list used when inserting signature blocks into SIs and SSIs has been updated to reflect recent changes in government.

### Extending Finalise Document feature to SIs and SSIs

The Finalise Document feature (accessible from the Actions menu on the Project tab) now works for SIs as well as Bills and enables the user to carry out several tasks on the whole document (e.g. updating cross-references and renumbering) with one click.

## List of support tickets that have been fixed

Issue key	Category	Summary	User support ticket link
SPT-1294	Stability	Fix issues where document content can be lost due to duplicate seriesId values	
SPT-1243	Stability	Investigate issue with multiple HTTP requests being sent to the server	
SPT-959	Stability	Investigate and possibly address the 'sharedExclusive' lock bug in Lawmaker	
SPT-500	Stability	Fix the race condition when multiple users save at the same time	
SPT-1293	Editor	Moving paragraphs/subparagraphs in quoted structure amendments using Structure View is not working as expected	<a href="#">LMS-644</a>
SPT-1286	Editor	Cannot move an amendment using Structure View	<a href="#">LMS-1140</a>
SPT-1254	Compare	Comparing paragraphs with definitions results in Error -1	<a href="#">LMS-991</a>
SPT-1247	Editor	Track changes - deleted tracked section displayed as XML in the Editor	<a href="#">LMS-875</a>

SPT-1190	Editor	Cannot paste string of text containing a % (Progress Bar stops at 10%)	<a href="#">LMS-803</a>
SPT-1216	Amendments	Amendment Preview - quoted structure numbers incorrectly displayed	<a href="#">LMS-872</a>
SPT-1160	Amendments	Additional problem with Amendment Filter	<a href="#">LMS-821</a>
SPT-1224	Inline amendments and Auto-apply	Inline amendments creating one substitute amendments instead of 2 separates ones	<a href="#">LMS-900</a>
SPT-1202	Inline amendments and Auto-apply	Auto-apply: same location amendments failed to apply	<a href="#">LMS-732</a>
SPT-1201	Inline amendments and Auto-apply	Auto-apply cards in 'Review' r-h panel sometimes quote DNum and sometimes assigned num	<a href="#">LMS-663</a>
SPT-1200	Inline amendments and Auto-apply	If an "insert" type long title amendment fails to apply, it's not reported as not being applied in 'Review' rh panel (auto-apply)	<a href="#">LMS-666</a>
SPT-1194	Inline amendments and Auto-apply	Auto-apply mis-counting how many amendments were successfully applied to a bill	<a href="#">LMS-811</a>
SPT-1175	Ping pong	Cannot select 'withdrawn before debate' for Lords Ping Pong motions	<a href="#">LMS-472</a>
SPT-1177	PDF	Long amendment numbers not rendering correctly in PDF	<a href="#">LMS-687</a>
SPT-1284	PDF	In the PDF of a Quoted Structure in an SI/SSIs has extra space when starting with a Schedule Paragraph	<a href="#">LMS-1123</a>
SPT-1144	Session management	Application Error when logging out	
SPT-1239	Session management	Browser not returned to login page on session timeout if there have been changes in the Editor	

## What's new in version 13.3.2?

Version 13.3.2 is a patch release to address a specific issue with the line numbering of tables in PDFs.

The patch makes a small change to the formatting of structured content within table cells. It removes additional spacing between certain elements in order to preserve consistent line alignment across cells in the same table row. This should result in consistent line numbering.

The release was deployed on 12 May 2023.

## What's new in version 13.3?

Version 13.3.0 is a minor release delivering various performance improvements to amendment handling and a range of bug fixes.

It was released on 3 April 2023.

### Amendment performance

Version 13.3 contains improvements to the following aspects of amendment handling:

- **Publishing amendments** - publishing a large number of amendments should now be significantly faster.
- **Submitting amendments** - submitting amendments from a draft list of amendments (using the "Submit list" option) performs significantly faster and can handle large numbers of amendments (e.g. up to 400 amendments) without difficulty.
- **Amendment manager tab** - The time taken to generate the Amendment Manager tab when there are a lot of amendments should be significantly reduced and should be much less affected by the size of the Bill to which the amendments relate.
- **Amendment Workspace and Official Lists tab** - performance improvements have been made here too to reduce the time taken to generate the page. Caching has also been introduced which means that switching between the tabs (including amendment manager) will be significantly quicker once they have loaded once.

### Backup configuration change

Version 13.3 will also see a change in the configuration of Lawmaker's incremental backup system. Data backup will now be triggered every two minutes (rather than immediately on every update to the content servers). This will reduce load on the system and may improve performance.

### Support issues fixed

Issue key	Summary	User support ticket
SPT-1246	Significant issues with amendments on evening of Friday 3 March 2023 (Already deployed in patch release v.13.2.2)	<a href="#">LMS-964</a>
SPT-1235	Schedules of Bill lost when using edit portion and renumber (Already deployed in patch release v.13.2.1)	<a href="#">LMS-932</a>
SPT-1212	Parsing of amendments is adding space characters into some ukl attributes	<a href="#">LMS-853</a>
SPT-1204	Submitted Amendments on Bill assigned to wrong organisation	<a href="#">LMS-840</a>
SPT-1199	Motion instruction overlapping Proposers in Commons Proceedings list	
SPT-1197	Order of consideration doesn't work where provisions have occurrence counters	<a href="#">LMS-825</a>
SPT-1195	Incorrectly splitting word over a line break in SIs	<a href="#">LMS-796</a>
SPT-1187	No spacing between last element and Signature Block in SI/SSIs PDF	<a href="#">LMS-758</a>
SPT-1179	Selecting and overwriting from structure view causes editor functionality issues	
SPT-1162	Inline amendments generating incorrect traditional amendments	
SPT-1156	Moving paragraphs/subparagraphs in quoted structure amendments using Structure View is not working as expected	<a href="#">LMS-644</a>
SPT-1135	Update x-refs function doesn't take account of need to refresh document	

SPT-1130	Tracked Changes in Explanatory Notes not appearing in PDFs	<a href="#">LMS-548</a>
SPT-1117	Manage Lifecycle Events - endless spinning circle when clicking on 'Cancel' and re-opening modal	
SPT-1107	Accessibility issues with Preview modal	
SPT-1043	Resolve potential CSS performance issues introduced by tickets including the "first-child" CSS selector	
SPT-655	Editor's 'convert to/from schedule' doesn't always work if provision selected	

## What's new in versions 13.2.1 and 13.2.2?

Versions 13.2.1 and 13.2.2 were patch releases to fix specific issues.

### Version 13.2.1

This fixed an issue (LMS-932, SPT-1235) which resulted in schedules in a document being removed when a renumber of the whole document was triggered in Edit Portion mode.

This was deployed on 23 February 2023.

### Version 13.2.2

This fixed an issue (LMS-964, SPT-1246) where the Copy amendments to another stage feature could misbehave in certain circumstances and leave the copied amendment linked to the original amendment.

This was deployed on 8 March 2023.

## What's new in version 13.2?

Version 13.2.0 is a patch release to deploy some urgently requested updates to the preview amendment feature. It also contains some performance improvements and bug fixes.

This version was released on 20 February 2023.

### Preview amendments

The following improvements have been made to the preview amendment feature:

- When you preview an amendment, the comment shown will be the most up-to-date version of that comment, rather than the comment as visible on the amendment manager tab.
- If someone else updates a comment to an amendment while you are updating it, you will be prevented from saving your changes to avoid overwriting the other person's changes.
- Refreshing the amendment preview will now also refresh the amendment comment.
- Performance when closing the amendment preview modal has been significantly improved when there are lots of amendments showing on the Amendment Manager.

### Performance improvements

The release contains a couple of further performance improvements to the renumber function in the Editor and also fixes an issue where different users triggering a save or renumber at the same time sometimes led to slow performance or progress bars getting stuck at 0%.

### Support issues

The following issues have been fixed:

Issue key	Summary	User support ticket
SPT-1188	Provision selector in PDF modal not working for some users	<a href="#">LMS-774</a> , <a href="#">LMS-767</a>
SPT-1163	Auto-apply of subsection to undivided section leads to duplicate GUIDs	<a href="#">LMS-676</a>
SPT-1152	Bold/Italic in a Table Cell disrupts line numbering	<a href="#">LMS-603</a>

## What's new in version 13.1.1?

This is a patch release to fix an issue that caused documents in certain circumstances to fail to save properly and to experience other issues such as it not being possible to duplicate them. (The Jira reference is SPT-1215.)

This version was released on Wednesday 15 February 2023.

# What's new in version 13.1?

## Summary

Version 13.1.0 contains a number of general improvements to the performance of various underlying aspects of the service which should result in the system being more robust and stable and in performance improvements to some specific actions/operations within Lawmaker. In addition, v.13.1 includes a number of fixes and improvements in relation to support issues that have been raised.

Version 13.1.0 was released on 6 February 2023.

## Performance improvements

In particular, the performance of the following has been improved:

- renumbering large documents in the Editor
- Using the Finalise Document feature to renumber, update x-refs and insert a table of contents into a Bill
- Typing in large documents
- Updating an amendment number in a large amendment list
- Pasting provisions into large documents
- Updating x-refs in large documents in the Editor
- Inserting a table of contents into a large document in the Editor

Performance in other areas should have improved as well.

## List of support issues fixed

Issue key	Summary	User support ticket link
SPT-1164	Can't get a lock on //meta when the preface explanatory notes statement is missing	<a href="#">LMS-689</a>
SPT-1157	Amendment Manager sorting not working correctly after using Amendment Manager Preview or Refresh List button	<a href="#">LMS-662</a>
SPT-1151	Backcover updating with wrong Proposer and Supporters	
SPT-1147	Closing words line repeated in the PDF of Scottish Bill	<a href="#">LMS-621</a>
SPT-1145	Changes lost when locked amendment set to On-Hold	
SPT-1143	Replacing angled brackets in Scottish Amendment with 'gt'	<a href="#">LMS-597</a>
SPT-1136	Auto-apply amendments is converting curly quotes into straight quotes	<a href="#">LMS-573</a>
SPT-1132	Apostrophes in Comments on SI/SSIs are not rendered correctly in the PDF	<a href="#">LMS-546</a>
SPT-1112	Long section numbers in quoted structure not rendering correctly in PDF	<a href="#">LMS-486</a>
SPT-1099	Accessibility - focus trap for the new "Amendment Preview" Modal	
SPT-1032	Amendment with Quoted Structure not aligned correctly.	<a href="#">LMS-288</a>
SPT-1026	Saving document getting stuck on 0% and not saving	<a href="#">LMS-292</a>
SPT-1023	Tagging x-refs incorrectly picks up numbers later in same provision	
SPT-958	Address error handling for the ephemeral list creation	<a href="#">LMS-71</a>
SPT-894	Switch over to using the Wiris MathType plugin to render MathML formulas	

SPT-823	Error appears when deleting to the beginning of a cross heading after a save	
SPT-801	Improve how long provision numbers are handled in PDFs for UK and Scottish Bills	
SPT-528	Screen resolution issue when using Amendment List Filter	<a href="#">LMS-250</a>
LDAPP-3627	Losing locks when refreshing document (SPT-1133)	
LDAPP-3626	Issues with duplicating and recording snapshots on working versions (SPT-1104)	<a href="#">LMS-473</a>
SPT-1116	Cursor doesn't go into num in SP amendments	
SPT-653	Inconsistent render of J-refs in PDFs	

# What's new in version 13?

## Summary

Version 13 introduces a range of new features and improvements, particularly around amendments, as well as additional bug fixes since the last release (v.12.2).

This version was released on 12 December 2022.

## New features and improvements

### In the Editor

- **Tag and update x-refs when editing a portion of the document** - when you are editing a portion of a document (see [Opening and editing a portion of document](#)) if you tag references or update existing references in the portion, Lawmaker can now use the whole of the document, not just the portion, to determine whether the reference is valid and to update it as necessary. See [Cross-references \(x-refs\)](#) ARCHIVED .
- **Copying provisions between documents** - now handles correctly copying schedules between documents whether or not there is already a schedule in the target document. An issue with updating x-refs when pushing provisions into another document has also been resolved. See [Copying provisions between documents - push/pull](#) .
- **“Select x-ref to copy” menu in the Structure View** - the minor issue where this menu wouldn't automatically close after you'd selected something has been fixed. See [Cross-references \(x-refs\)](#) ARCHIVED .

### Ping Pong

- **Generating consolidated list of amendments** - a new approach for generating consolidated lists of amendments has been implemented. Users will now need to copy amendments to a “ping pong” stage before they will be included but this means they can work on the consolidated list version while any prior parliamentary stage is ongoing.
- **Adding stars to ping pong motions** - stars can now be added to a ping pong motion or to any individual amendment within a motion. As part of this change, the automatic application of stars to motions and amendments on a Commons Marshalled list has been removed.
- **Line numbering of Commons ping pong motions** - the rule for where line numbering should start on Commons ping pong motions and amendments within those motions has been updated.
- **Additional content on Lords amendment lists** - when generating Lords Daily sheets, Marshalled list and Manuscript lists during the ping pong stage, content from a consolidated list of amendments (and any messages etc. that have accumulated) can be added to the amendment list with a greater degree of flexibility and any changes you make to that content on the list won't be reflected back in the original version (so won't, for example, affect the next iteration of the consolidated list of amendments).

### Amendments

- **Amendment manager tab** - a number of different improvements have been made here: the layout of the table of amendments has been modified so the columns are better sized according to their content; the filter button, enabling you to filter the amendments, by member, location etc. has been moved above the table to make it more prominent ( see [Filtering amendments](#) ); the message shown when you have a temporary list open has been clarified; the table of amendments will no longer automatically refresh so long as you stay on the tab so you can rely on its content remaining static; and a separate refresh button has been added so you can manually trigger a refresh of the table when it suit you.
- **Preview and comment on amendments** - Individual amendments can be quickly previewed from the Amendment Manager tab without opening the Editor. You can add or edit a comment on the amendment at the same time including adding a “quick comment”, a short phrase or sequence of letters, that you use repeatedly (e.g. to indicate approval). See [Preview and comment on amendments](#) .
- **Bulk update of proposers and supporters** - the proposer and supporters on all or some amendments in an amendment list (whether draft or official) can be updated in a single action from the Editor. See [Bulk update of proposers and supporters](#) .
- **Copy amendments between stages** - Selected amendments in the Amendment Manager Tab can now be copied from one stage to another, including being copied to ping pong. See [Moving or copying amendments to a different stage \(including ping pong motions\)](#) .
- **Confirmation that amendments have been auto-applied** - when you apply amendments to a Bill version, the message confirming the action is complete now specifies how many of the amendments were applied rather than just reporting successful completion. See [Auto-application of am](#)

[endments to a Bill version](#) .

- **Sorting Commons amendments by topic** - Using the Order of Consideration, you can add headings to generated marshalled lists and proceedings and select which amendments are grouped under each heading. See [Creating an Order of Consideration](#) .
- **Legend in Lords Daily sheet** - you can now add a legend to the preface of a Lords Daily sheet.
- **Title of Scottish Parliament Marshalled Lists** - when a marshalled list is generated at Stage 3, the title is adjusted automatically to "Marshalled List of Amendments selected for Stage 3".

## SI/SSIs

- **Procedural rubrics for made affirmative and emergency procedure** - the rubrics automatically inserted when you create an SI/SSI or change its procedure have been updated to the approved forms. See [Selecting the procedure applying to an SI/SSI](#) .
- **Placement of signature block in PDF** - the orphan control on the signature block has been removed to allow the text of the SI/SSI to flow more naturally. (Manual page breaks can still be inserted if a different pagination is required.)

## Other changes

- **User manual and support portal links** - the new user manual and support portal can now be accessed from the menu that appears at the top right of the screen and shows your username.
- **Page titles** - we've updated page titles across the system to use "Lawmaker" rather than "Legislative drafting, amending and publishing programme" and made some other tweaks to make the titles more consistent and accessible.
- **System health checks** - some additional automated checks are now active in relation to the Editor and the PDF generation component. (You can check on overall system health here: [Lawmaker health check](#) .)

## List of support issues fixed

<b>Editor</b>		
SPT-1121	Cannot renumber or update x-ref, when provisions are selected.	<a href="#">LMS-520</a>
SPT-1081	Missing table cell causes delete and other operations to fail elsewhere in document	
SPT-795	Preface not showing lock in structure view when long title edited	
<b>Ping pong</b>		
SPT-1089	Interstitial headings in Commons Ping Pong marshalled list are being given duplicate elds	<a href="#">LMS-274</a>
SPT-1080	Duplicate unique value' document check error when the same member appears more than once in pp amendments	<a href="#">LMS-359</a>
SPT-790	Incorrect CCA options for Lords ping pong motions	
SPT-1072	Line Break Issues on Ping Pong Marshalled List	<a href="#">LMS-385</a>
SPT-1051	Ping pong: copying Commons amendments into Lords Daily Sheet can cause list to freeze	<a href="#">LMS-330</a>
<b>Amendments</b>		
SPT-1070	Lords Numbering Logic for new amendments at beginning of list has regressed	<a href="#">LMS-396</a>
SPT-1029	Summary: Auto-apply amendments incorrectly matching characters instead of words	<a href="#">LMS-279</a>
SPT-1014	Cutting amendments before and after Interstitial heading deletes all amendments	<a href="#">LMS-226</a>
SPT-943	Auto-apply amendments - NC amendment has been applied, but is reported as NOT having been applied	<a href="#">LMS-94</a>
SPT-869	Cannot save pasted inline amendments in a LoDA when there is more than 1	
SPT-1106	Amendments actions dropdown menu not closing after action	

<b>SI/SSIs</b>		
SPT-1115	SI/SSI Users (and others) unable to download zip file from significant versions	

# What's new in version 12.2.2?

## Summary

This is a minor patch release to fix a few high priority issues.

It was released on Wednesday 23 November 2022.

## List of issues fixed

### Bugs

Reference	Description	Note
<b>LMS-361/LMS-504/LMS-532</b> (SPT-1056/SPT-893)	<b>changes lost when saving document</b>	This fixes issues with save and auto-save where the provisions locked by a user were not contiguous. When that was the case, in some circumstances not all the changes would be saved.
<b>LMS-567</b> (SPT-1102)	<b>cross-references not updating when there is a processing instruction in the middle or end of reference</b>	This fixes an issue where page-line processing instructions within cross-reference (these are only present where the Bill version has been created using the auto-apply amendments feature) cause some cross-reference to update incorrectly. A similar issue was fixed in v.12.2 but didn't cover all possible occurrences of the issue.
<b>LMS-536</b> (SPT-1126)	<b>system performance issues due to infinite code loop</b>	A system performance issue on 10 November was traced to code that, in very infrequent circumstances, could get stuck in an infinite loop. This prevents such loops in future.

### Validation update

In addition to these fixes, the validation rules in the Editor were updated to include an additional rule on x-refs.

The new rule will identify cross-references where the text of the cross-reference (e.g. "section 13") doesn't match what Lawmaker is expecting, based on the ID of the target provision stored in the XML. A mismatch like this is a sign that the Update X-refs function hasn't, or may not, work as expected on this cross-reference and so the reference should be checked for accuracy and potentially re-inserted. (The underlying reason for the mismatch may be due to a user having manually updated the text of the reference at some point after it was made or it may be due to the reference having been affected by an issue that is fixed by SPT-1102 mentioned above or a similar issue fixed in v.12.2.)

## What's new in version 12.2?

This is a minor release which:

- implements a new session timeout mechanism for logging users out after 30 minutes of inactivity (LDAPP-3526 and LDAPP-3525),
- contains a number of accessibility fixes and improvements to elements of the user interface (SPT-995 and SPT-846), and
- fixes a number of bugs.

It was released on **Monday 7 November 2022**.

### List of issues fixed

ID	Summary	Support portal ticket
SPT-1071	Performance/locking problems with SP Marshalled list (high Oxygen Memory utilisation)	
SPT-1057	Page Breaks not working after Amendment Explanatory Notes	
SPT-1050	Line numbers incorrectly aligned in Lords ping pong motions	<a href="#">LMS-317</a>
SPT-1046	Errors showing on Amendment Workspace and LoDA inaccessible	<a href="#">LMS-326</a>
SPT-1045	Official list becoming unresponsive in Editor when user attempts to update title	<a href="#">LMS-315</a>
SPT-1041	Provide manual trigger (REST API endpoint/page) for BCDR environment failover	
SPT-1038	Ping Pong: consolidated List sort logic incorrect	<a href="#">LMS-272</a>
SPT-1037	Provision number (in the 'Amendment Information' panel) not updated in Consolidated List	<a href="#">LMS-256</a>
SPT-1031	SI/SSI Schedule Headings incorrectly aligned (PDF)	<a href="#">LMS-352</a>
SPT-1030	Trailing whitespace in amendment instruction caused auto-apply to fail	<a href="#">LMS-259</a>
SPT-1015	Long URLs not rendering in PDFs for SIs	
SPT-868	Handle occurrence counters on all provisions for auto-apply amendments	
SPT-761	Space between schedules in UK Bill is larger when quoted structure at end	
LDAPP-3537	Update to validation rules (schematron)	
SPT-1093	X-refs not automatically updating when containing page/line processing instructions	

# What's new in version 12.1?

## Summary

This is a minor release containing further bug fixes.

It was released on Monday 26 September 2022.

## List of issues fixed

ID	Description	Support portal ticket
	<b>Amendments - Scotland</b>	
SPT-736	Indent of quoted structure in SP Amendment wrong for Subsections & Sch. Sub-paras	
	<b>Amendments - Lords</b>	
SPT-973	Stand part amendments not italic when inline elements are present in front	
SPT-997	Lords Marshalled List and Stand Part amendments - issue with number and black stars	<a href="#">LMS-134</a>
SPT-671	Update x-refs in the context of an amendment list is checking the interstitial headings	
LDAPP-3518	Ping Pong amendment instruction appearing bold in Lords Marshalled list (CSS)	
LDAPP-3514	Proposer not visible in Lords ping pong amendment to amendment	
SPT-1016	Lords Marshalled Ping Pong List PDF - Headings too close	<a href="#">LMS-143</a>
LDAPP-3519	Update XML for Lords ping pong amendment to amendment to move proposer	
SPT-996	Lords Running List applying cut-off times	<a href="#">LMS-177</a>
SPT-1019	varListNo. is pre-populated in Lords Manuscript List	<a href="#">LMS-194</a>
	<b>Amendments - Commons</b>	
SPT-812	Paste issue with //p into Commons Marshalled List's 'Legend' (preface)	
SPT-1004	Copying a motion in HC Marshalled List results in duplicate eld	<a href="#">LMS-198</a>
SPT-1006	Red highlighting of amendments with same location not working correctly	<a href="#">LMS-209</a>
	<b>Amendments - General</b>	
SPT-1011	Hybrid Insert amendment causes a space between words to be removed	
SPT-974	Amendments generated from In-line incorrectly take account of other in-line amendments	<a href="#">LMS-130</a>
SPT-1010	Clicking outside the 'Order of Consideration' modal closes the modal, losing all inputted data	<a href="#">LMS-210</a>
SPT-986	Deleting amendments when selecting from bottom up in Structure View	
SPT-803	Publishing amendment list - modal doesn't close	
SPT-1001	Official List Tab - does not display lists for 10-15 seconds	<a href="#">LMS-205</a>
SPT-975	Amendments inaccessible on API after Consolidated list of Amendments is published	<a href="#">LMS-153</a>
SPT-1012	Hybrid Insert amendment causes Dnums to be displayed over text when applied to a Bill	

SPT-1027	Ping pong: messages not saved in revised consolidated lists	<a href="#">LMS-297</a>
SPT-1020	docType not set correctly on amendment lists at ping pong stage	<a href="#">LMS-277</a>
SPT-1021	House not set correctly on amendment lists at ping pong stage	<a href="#">LMS-277</a>
SPT-977	Ping pong motions showing incorrect href values in /amendments api endpoint	<a href="#">LMS-153</a>
SPT-1052	Infinite loop issue when editing the proposers and supporters for an amendment with the "Withdrawn before debate" outcome	
	<b>Drafting/editing</b>	
SPT-1013	Wrong quote marks in PDF for Quoted Structure containing a table	
LDAPP-3516	UK Private Bill - Can't select Front cover in structure view	
LDAPP-3517	UK Private Bill - explanatory memorandum cut off in PDF after first page	
SPT-1005	Promoting/demoting an element above a provision that has been deleted in TC mode	
SPT-827	PDF line numbering stops when there are horizontal cell merges	<a href="#">LMS-36</a>
SPT-720	Line numbering in PDF stops when encountering a ligature character	<a href="#">LMS-110</a>
SPT-981	Long URLs (in SI/SSIs) in footnotes not rendering correctly in PDF	<a href="#">LMS-176</a>
SPT-971	Copy Document to Another Project function not updating projectID component of URIs	<a href="#">LMS-150</a>
SPT-1047	Work disappeared from SP Bill	<a href="#">LMS-332</a>
LDAPP-3510	'Update Dates' feature in SIs and SSIs not working properly	
	<b>General</b>	
SPT-890/LDAPP-3493	Resolve Cognito Token Handling issues ("white screen" issue)	<a href="#">LMS-72</a>
SPT-394	Fix recurring login attempt bug	
SPT-1008	Add Department for Levelling Up, Housing and Communities and Cabinet Office as new SI organisations	<a href="#">LMS-222</a>
LDAPP-3532	Update Templates etc. following the death of Her Majesty Queen Elizabeth II	<a href="#">LMS-335</a>

## What's new in version 12.0.1?

### Summary

Version 12.0.1 removes the progress bar functionality that was added in v.12 to the Save function in the Lawmaker Editor. It has been removed because it was identified as the source of a serious memory issue and will be reintroduced in a future release once the issue has been resolved.

It is otherwise the same as version 12.0.0.

Version 12.0.1 was released on 5 September 2022.

(See [What's new in version 12?](#) for a full list of features in v.12.)

# What's new in version 12?

## Summary

Version 12 introduces a number of new features and improvements across Lawmaker. In particular, it adds functionality to allow UK Private Bills to be drafted and managed, it refines ping pong functionality to address some remaining issues and includes a number of improvements to the Editor and PDFs.

Version 12 was released on 26 August 2022.

## Detail of new features and improvements

### UK Private Bills

You can now:

- Create a Private Bill which has a custom template including the Explanatory note on the cover and the preamble.
- Add content to the explanatory note and preamble including numbered paragraphs (1), (2) etc.
- Insert front and back pages in a Private Bill (some issues with these features for Hybrid Bills have also been resolved).
- Add details of promoters/sponsors to the back cover.
- Convert a Private Bill into a Local Act.
- Generate PDFs of Private Bills and Local Acts.
- Publish Private Bills and share Local Acts with TNA.

See [Creating and drafting a UK Private Bill](#) in the user manual.

### Ping pong and amendments

**Move amendments between stages** - you can now update selected amendments or a whole LoDA so that they relate to a different stage or Bill version. This means, for example, that you can draft amendments before a particular stage has started or Bill version has been published and then update the amendments later to point to the correct stage/Bill version. That can be done before or after amendments are submitted and applies to normal parliamentary stages and ping pong. See [Moving or copying amendments to a different stage \(including ping pong motions\)](#)

**Logic when pasting and saving amendments** - The logic applied when pasting an amendment into another amendment list has been modified so that the original will be pasted even if the amendment's stage doesn't match the stage of the list you are pasting into. Equally, the amendment's stage will no longer be updated when the list is saved if it doesn't match the list stage. This is mainly to better handle various scenarios during Ping Pong.

**Interstitial headings** - minor improvements to the handling of interstitial headings in amendment lists

**Commons Amendment list templates** - we've adjusted the Commons Marshalled List and Proceedings templates in light of some change requests.

**Performance** - the performance of Lawmaker when publishing amendments has been significantly improved.

**Ping pong** - entries in the CCA have been updated to make them easier to understand and use; other various changes to templates and CCA configuration in light of user feedback and testing.

### PDFs

**Selecting PDF options** - The dialogue box for generating PDFs has been reworked to make it easier to follow.

**Hyperlinks** - When you create a PDF, all entries in the contents page and all internal cross-references are now automatically converted into hyperlinks, i.e. clicking on them will take you to the target provision elsewhere in the PDF.

**Including comments** - We've also added an option to include any comments in the document in the PDF. The comments appear inline and indicate who the author of the comment was. Replies to comments are also included.

See [Generating and viewing a PDF](#).

## SI/SSIs

**Subjects** - The SI/SSI subject list has been updated and ordered alphabetically. See [Managing Subject, Extent and Subsubject](#).

**Templates** - The templates for SIs and SSIs have been updated to include placeholders that can be tabbed into and easily be overwritten.

**Date fields** - When you're specify a date in a date field (e.g. the made/laid dates or a signature date), you can now specify a simple year rather than a full day/month/year. See [Managing Dates](#) and [Managing Signatures](#).

**Editor formatting** - the spacing of provisions in Editor has been improved to be closer to the printed version.

## Working with documents on the Project tab

**Project tab view** - The default behaviour of the project tab has been tweaked so that, where there is only one folder visible, the folder will be expanded automatically to show the working versions it contains.

**Updating document information** - For UK Bills and Acts and Scottish Bills and Acts, you can now update the document information from the project tab (using Actions>Update Document Information). This gives you access to the same fields as are present in the Document information panel in the Editor. See [Updating document information from project tab](#).

## Editor improvements

**Auto-renumber schedule paragraphs** - when you have auto-renumber turned on, schedule paragraphs will be renumbered as well as the existing provisions. See [Renumbering provisions](#).

**Save progress bar** - whenever you save a document, e.g. a Bill or amendment list, a progress bar (like the one that is shown when you open a document) will be displayed. See [Saving your document](#).

**Page breaks** - you can now insert page breaks into documents that will affect how the PDF is paginated. A page break can be inserted after most provisions forcing the text after the break to start on a new page. See [Inserting page breaks](#).

**Superscript/subscript formatting** - in the same way as you can format text as bold or italic you can now format selected text as superscript or subscript. See [Adding formatting to text \(bold, italic, superscript etc.\)](#).

**Font size in tables** - you can now adjust the font size (using the table properties dialog box) for all text in a particular table. You can make the text larger or smaller. See [Inserting and managing tables](#).

**Cursor placement** - the cursor placement logic has been improved in some specific case including when you insert closing words. See [Inserting provisions and other elements](#).

**Performance** - some miscellaneous performance improvements to the Editor have been implemented.

## Support tickets included in release

Ticket	Description of bug
SPT-937	Jrefs shown as part of xrefs are no longer italicised in PDFs
SPT-622	Long section numbers causing issue with headings inside quoted structure
SPT-808	Additional paragraph inserted into table cell (Shift enter) missing namespace attribute

SPT-907	Steps are not aligned correctly in PDFs
SPT-881	SI/SSI Procedure drop down in Create New Project model not behaving correctly

# What's new in version 11.7?

## Summary

This is a minor release containing further support fixes and some performance improvements.

It was released on Tuesday, 19 July 2022.

## Detail of support issues fixed

Reference	Description	Raised by
<a href="#">LDAPP-3479</a>	Correct the format of Leave Out amendments in the Commons (Generate from Inline Amendments)	Commons (LMS-106)
<a href="#">LDAPP-3480</a>	Correct the format of Leave Out amendments in the Commons (Auto Apply)	Commons (LMS-106)
<a href="#">LDAPP-3469</a>	Strip out Page/Line processing instructions as part of cut/copy/paste	UKP, OPC (LMS-83)
<a href="#">LDAPP-3473</a>	Proposers and supporters for a Lords amendment do not split over page in amendment list PDF	Lords (LMS-73)
<a href="#">LDAPP-3475</a>	Add sort code column to Amendment Manager tab	Lords (LMS-127)
<a href="#">LDAPP-3477</a>	Prevent users selecting proposers or supporters that don't exist in the data obtained from parliament	UKP (LMS-66)
<a href="#">LDAPP-3476</a>	Change Commons amendment sort logic to ignore amendment numbers	Commons (LMS-105)
<a href="#">LDAPP-3481</a>	Update Lawmaker to handle 'correct' format of Leave Out amendments in the Commons (Sorting)	Commons (LMS-106)
<a href="#">LDAPP-3494</a>	Investigate and improve performance issues with deleting a large number of amendments from a HoL Marshalled List	Lords (LMS-138)
<a href="#">SPT-939</a>	Schedule stand part amendments are not italicised in Editor or PDF	Lords (LMS-85)
<a href="#">SPT-956</a>	Smart paste defaults to "asp" when pasting into HoL or HoC amendments	UKP (LMS-122)
<a href="#">SPT-957</a>	Processing instructions containing line/number elements stop update x-refs working	Lords (LMS-116)
<a href="#">SPT-930</a>	Address performance bottleneck caused by some actions only being executed sequentially.	Lords (LMS-13)
<a href="#">SPT-953</a>	"New" button on dashboard not accessible if Browser window too narrow	
<a href="#">SPT-926</a>	Incorrectly formatted footnotes	

# What's new in version 11.6?

## Summary

This is a minor release containing further support fixes and some performance improvements.

It was released on Friday 8 July 2022.

## Detail of support issues fixed

- [SPT-922](#) Save button not enabled after the document is updated
- [SPT-925](#) Wrong list of stages presented when creating a new Official List of Amendments
- [SPT-756](#) Deleted whole provisions always show in partial PDFs
- [SPT-809](#) Folder naming issue when duplicating documents
- [SPT-651](#) New Working Version - Version Description should be empty
- [SPT-652](#) Can't change case of characters in Document Version Label
- [SPT-752](#) Logic to update project details doesn't seem to be applied when users convert bill to act
- [SPT-938](#) Schedule stand part amendments are being numbered when they should be unnumbered
- [SPT-947](#) Improve the performance of the document information panel in large documents
- [SPT-935](#) Continuation headings in Lords amendment lists appearing unnecessarily
- [SPT-842](#) SI paragraphs (Prov2) with Track Changes display incorrectly in PDF
- [SPT-921](#) J-Refs not displaying in PDF against x-refs marked as invalid
- [SPT-936](#) Location and number columns are being sorted alphabetically rather than alphanumerically
- [SPT-923](#) Performance very slow when users editing scripted SP Marshalled List
- [SPT-901](#) Performance issues in production
- [SPT-952](#) Lords numbering rule not working for clause stand part motions when there are already published amendments
- [SPT-967](#) Disappearing clauses and lost changes in big bill

## What's new in version 11.5.1?

### Summary

This is a minor release containing a few high priority support fixes.

It was released on Wednesday 15 June 2022.

### Detail of support issues fixed

Support ref	Ticket	Description of bug/change
LMS-79	SPT-932	Commons white stars being applied incorrectly
	SPT-918	Attempting to renumber preamble results in Editor becoming unresponsive
LMS-82	SPT-940	Lawmaker temporarily unresponsive followed by application error
LMS-100	SPT-946	Line numbering incorrect in UK Bills
	SPT-700	UK Private Member's Bill assigned incorrect Doc sub type
LMS-80	SPT-948	Update schematron validation to prevent highlighting of large portions of documents

## What's new in version 11.5?

### Summary

This is a minor release containing a number of support fixes.

This version was released on 1 June 2022.

### Detail of support issues fixed

Support ref	Ticket	Description of bug/change
	<a href="#">SPT-856</a> , <a href="#">SPT-911</a> , <a href="#">SPT-567</a>	Auto-application of amendments not working reliably (and other issues) due to line breaks and whitespace being added to XML
	<a href="#">SPT-900</a>	"Update List" for Lords Marshalled List is renumbering amendments incorrectly
	<a href="#">SPT-899</a>	Lords amendments numbered incorrectly (stand part and/or running list issue)
	<a href="#">SPT-902</a>	Not possible to generate any amendment list in specific SP Bill project
	<a href="#">SPT-883</a>	Amendments generated from Inline textual amendments incorrectly taking account of other inline amendments on same line
	<a href="#">SPT-876</a>	Document validation causing performance issues
	<a href="#">SPT-908</a>	Can't insert footnote in text before a quoted structure (i.e. within a //mod element)
	<a href="#">SPT-564</a>	Withdrawn amendments being shown incorrectly in SP Amendment List PDFs
	<a href="#">SPT-855</a>	Long section numbers causes headings in PDF to appear above the number
	<a href="#">SPT-915</a>	Blank cover page created on all UK Bill PDFs
	<a href="#">SPT-532</a>	Poor performance when tagging invalid x-refs
	<a href="#">SPT-896</a>	Deleting preamble causes sections to be lost when editing portion of Bill

# What's new in version 11.4?

## Summary

This is a minor release containing a number of support fixes.

This version was released on 12 May 2022.

## Detail of support issues fixed

Ticket	Description of bug/change
SPT-632*	Accessibility - issues with keyboard and focus in modals
SPT-811*	changing @elds causing inappropriate locking
SPT-877*	Proposer/Support Member IDs missing from XML/API
<a href="#">SPT-532</a>	Poor performance tagging invalid x-refs
<a href="#">SPT-799</a>	Can't publish amendments derived from copy & paste
<a href="#">SPT-847</a>	Individual provisions sometimes not displayed in Generate PDF modal
<a href="#">SPT-835</a>	Unable to duplicate compare document versions
<a href="#">SPT-798</a>	Lords amendment numbering logic not working correctly
<a href="#">SPT-814</a>	Applied amendments are inserted as flat XML
<a href="#">SPT-874</a>	Users sometimes losing changes on Save and phantom locks created
<a href="#">SPT-880</a>	Saving portion of document is removing num locks from all provisions in portion
<a href="#">SPT-843</a>	Copying content from amendment quoted structure includes extraneous XML
<a href="#">SPT-721</a>	Pasting quoted structures into amendments not behaving as expected
SPT-711	Incorrect IDs assigned in metadata when proposers/supporters updated on unsaved amendment
<a href="#">SPT-867</a>	Schematron validation messages not showing for for made SI/SSIs
<a href="#">SPT-852</a>	Auto-renumber not working when merging provisions
<a href="#">SPT-840</a>	Cannot submit an amendment after cancelling submission
<a href="#">SPT-543</a>	"Fragment has been deleted" message appears when using Track Changes
<a href="#">SPT-805</a>	Smart Paste not working correctly in Preamble and SI Explanatory note contexts
<a href="#">SPT-762</a>	Copy pasting text that begins with cross-reference results in ref XML element being turned into text
<a href="#">SPT-870</a>	Line spacing of multi-line amendment instructions in Commons & Lords incorrect
<a href="#">SPT-750</a>	Date algorithm not working for certain dates in the PDF
<a href="#">SPT-712</a>	-1 indent level on quoted structures not showing correctly in PDFs
<a href="#">SPT-863</a>	"Where-" paragraph in math formula displayed before image in SI PDF
<a href="#">SPT-865</a>	Removing explanatory note statement from UK Acts prevents front page appearing in PDF

<a href="#">SPT-733</a>	Text in tables cells in Scottish Bills are being justified in PDF regardless of settings
<a href="#">SPT-708</a>	Table inside a definition is not rendering correctly in PDF
<a href="#">SPT-892</a>	Compare function causing system performance issues

\*These fixes were patched directly into Production as part of patch release v.11.3.1

## What's new in version 11.3?

### Summary

This is a minor release containing a number of support fixes.

In addition it includes some updates to the API to help with integration with UK Parliament's systems.

This version was released on 1 April 2022.

### Detail of support issues fixed

Ticket	Description of bug/change	Lawmaker feedback log reference/Raised by
SPT-716	Consolidated List of Amendments being sorted incorrectly	Raised by HoL
SPT-429	Automatic timeout not behaving correctly	Raised by various
SPT-797	Scottish Parliament PDFs: spacing issue with cross heading in quoted structure	Raised by SP
SPT-841	Body elements appear in CCA/insert menu	Raised by project team
SPT-813	Can't apply amendments when the eld of the clause/section has an occurrence counter	Raised by project team
SPT-837	Can't generate PDFs (environment issue)	Raised by HoL
SPT-632 / SPT-834	Various issues with accessibility	Ongoing accessibility work
SPT-859	Add DCMS, BEIS and DfT as organisations	Raised by TNA
SPT-833	Amendment being applied to bill when the line number was incorrect	Raised by HoL
SPT-866	Inserting covers when in 'Edit portion' mode deletes data	Raised by OPC
SPT-763	Pushing provisions into another document introduces spaces between //ref elements	Raised by PCO
SPT-844	Disaster recovery health checks not performing correctly	Support management work
SPT-862	Page number not appearing on last page of SI PDFs	Raised via TNA

### API updates

The API was updated to:

- add paging to endpoints that might deliver lots of results (*/ids* and */amendments*)
- adjust the */amendments* endpoint to be more consistent with the */all documents* endpoint
- use URIs that are relevant to the environment rather than absolute.

# What's new in version 11.2?

## Summary

**v.11.2.0** includes features allowing users to create amendments inline and apply selected amendments to the bill. While early versions of these features were available in previous releases, this is the first release to contain versions of the features which are comprehensive and fairly stable. They are however, still in beta because further extensions are planned and user feedback from live use is required to refine them further.

The release also includes a number of bug fixes.

This version was released on 16 February 2022.

## Inline amendments

One of the biggest and most eagerly awaited new features being brought in by Lawmaker is the ability to create amendments through inline changes to the bill text. Lawmaker will convert these changes into traditionally formatted amendments which can then be managed on the 'Amendment Manager' tab in the same way that traditionally generated amendments are currently - including their submission to the relevant Parliament for tabling/lodging.

The core 'leave out', 'insert' and 'substitute' type amendments for all jurisdictions have been implemented, although there are edge cases where manual intervention may be required. To find out more about how to use these features, please consult "[Creating an inline amendment](#)" in the user manual.

When you save changes to your inline document, the traditional versions of the amendments are automatically generated. To view them, open the 'Inline Amendment Tools' right-hand panel and click on the 'View traditional amendments' button. This will open a new tab displaying all the inline amendments in traditional format (and enabling you to make manual adjustments to the traditional amendments if required).

## Auto-application of amendments

In conjunction with inline amendments, this release also enables the auto-application of selected amendments. This can be used for amendments at any state and whether or not they originated from inline amendments or were drafted in the traditional manner. This feature is available to all users.

To use it, select the amendments you want to apply to a copy of the bill from the 'Amendment Manager' tab, and select the action "Apply amendments". You can choose to create a new bill version with your selected amendments applied; or apply them to an existing version of the bill (this can be useful if you are updating 'Agreed' amendments at the end of a multi-sitting amending stage). All applied amendments will be visible as tracked changes in the document and listed on the 'Inline Amendments' right-hand panel. If any amendments couldn't be applied (e.g. the instruction wasn't recognised, or they overlapped with another amendment), a note will appear in the 'Review' right-hand panel so you can clearly see what wasn't applied.

Once you are happy with the application of amendments (including removing any amendments you no longer want applied, and incorporating any necessary non-substantive printing changes required) you can use the 'Accept all' button at the top of the 'Inline Amendments' right-hand panel to remove the tracked changes and produce a clean version of the Bill.

To find out more about how to use these features, please consult "[05 Auto-Application of Amendments](#)" in the user manual.

## Other

A number of bugs and issues have been resolved in this release:

Ticket	Description of bug/change	Lawmaker feedback log reference/Raised by
	Refactored Save function and Edit portion of document feature to cope with very large documents and resolve other issues	OPC
	Smart paste not handling phrases beginning with a number properly, e.g. "1984 Act"	Lords
SPT-566 / SPT-734	FRBR document check errors no longer appearing	N/A
SPT-569	"Manage lifecycle events" - 'Update' button not clickable	Scottish Parliament
SPT-583	XML in quoted structures going wrong after PDF generation	Parliament Digital Services development team
SPT-645	SI PDF - display of commenceDate	SI drafters
SPT-646	SI PDF - sub-paragraph nums in quoted structures look squished.	SI drafters
SPT-654	Insert table - cannot insert a table with greater than 10 rows	SI drafters
SPT-660	Pasting schedule into bill no longer being wrapped in 'schedules' container	OPC
SPT-687	Smart quotes not operating in the Long Title	Parliament Digital Services development team
SPT-693	House Bill page 1 starts at different place on page from normal Bill	Lords
SPT-694	Seal image @src attributes don't match actual image in zip file	TNA
SPT-703	Space-before UK Bill Schedules should be 36 pt	Lawmaker feedback LPM195 raised by Lords
SPT-717	Pushing schedules into another document that already contains schedules doesn't work properly	OPC
SPT-731	Copy/paste paragraphs creating nested //p elements	SI drafters
SPT-751	red highlighting no longer appearing for overlapping amendments in amendment lists	Lawmaker feedback LPM198 raised by Lords
SPT-753	UK Bill's long title is being converted (upper case changed to lower case) when enacted	Lawmaker feedback LPM199 raised by Lords
SPT-754	PDF - Line spacing in SP Amendment Lists for bill title	Scottish Parliament
SPT-759 / SPT-757	Issues with PDF bookmarks	PCO
SPT-765	Amendment Manager' doesn't display anything if a single amendment has XML issues	Lawmaker feedback LPM201 raised by Scottish Parliament
SPT-773	Update x-ref behaving incorrectly in the presence of tracked changes	Lawmaker feedback LPM202 raised by PCO
SPT-775	SP Manuscript amendment list no longer renumbering published amendment lists	Lawmaker feedback LPM201 raised by Scottish Parliament
SPT-778	Can't update table to have 1 row (Remove restriction on minimum of 2 rows)	Lawmaker feedback LPM208 raised by Commons
SPT-780	Unable to Renumber Building Safety Bill	Lawmaker feedback LPM189 raised by Commons
SPT-782	Nums dropping down a line due to line numbering	Lawmaker feedback LPM206 raised by Commons

SPT-782	Manuscript lists are renumbering previously published amendments	Lawmaker feedback LPM205 raised by Scottish Parliament
SPT-788	PDFs generated from Project tab are different from those generated from Editor	Lawmaker feedback LPM207 raised by Lords
SPT-789	Line numbering out by 1 line on 5 pages	Lawmaker feedback LPM207 raised by Lords
SPT-792	Comparison failing when document contains formula	Lawmaker feedback LPM210 raised by OPC
SPT-793	Compare documents - "change" attribute showing up in PDFs	Lawmaker feedback LPM211 raised by OPC
SPT-796	Inserted SI text is formatted incorrectly and throwing out line numbering	Lawmaker feedback LPM213 raised by Lords
SPT-802 / SPT-804	A fix to the issue whereby a document couldn't be seen on the 'Project' tab by some users	Raised by OPC
SPT-820	Auto-opening of dropdown menus on the 'Create new project' and 'share version' dialogue boxes	N/A

# What's new in version 11?

Release Date: 3 December 2021

## Summary

**v.11.0.0** is a release that brings more productivity and generic editor enhancements; features allowing Finance Resolutions to be drafted and managed in Lawmaker; document permissions so you can restrict access to documents (and consequently the projects they are in); and further enhancements to amendments, including ping pong. We've continued working on inline amendment creation and auto-apply of amendments, but these features won't be ready for use until a later release planned for the end of this year.

## Productivity and generic editor enhancements

1. Finalise documents - a quicker way to renumber, update x-refs and insert front and back covers into bill documents without opening the editor.
2. Copy document to another project - an easy way to move documents of the same type between projects.
3. Rename folders - an easy way to manage your documents on the Project tab and implement your preferred folder naming convention.
4. Sort working versions of documents alphabetically on the 'Project' and 'Amendment Workspace' tabs
5. Insert equations - you can create complex mathematical equations using the new equation editor. When inserted, it will include the "Where " statement that often accompanies math equations.
6. Copy provisions from multiple documents - allows you to merge different documents in the same project into a single document.
7. Insert origin information - you can now capture origin information against provisions in a bill which will be used to construct the tables of origins/destinations for a consolidation Bill.
8. Improved the 'Document Check' error/advisory messages - we are continually improving these document check messages. We've included some extra ones with this iteration, including checking the number format of different provisions and identifying leading spaces which can mess up the PDF presentation (these are often introduced when copying and pasting from external sources (not through smart paste))
9. Convert subsection-like elements (e.g. Paragraphs in SIs or subsections in Bills) to Schedule sub-paragraphs and vice versa using cut,copy and paste
10. Table enhancements including unmerge cells, insert numbered provisions inside table cells and adjust individual column widths.

## Finance Resolution features

It is now possible to create and manage Finance Resolution documents inside Finance Bill projects. These documents can contain one or many Resolutions which can be drafted using the same Editor features as Bills.

You can merge the content of one or more Resolution Documents into a single document using the 'copy provisions from multiple documents' feature or merge specific resolutions using the "Copy provisions from another document" feature. Resolution text is auto-converted into subsections or schedule sub-paragraph text when pasted into Bill documents (and vice versa).

You can move Finance Resolution documents between projects using the newly implemented 'copy document to another project' feature.

Cover pages and contents can be inserted into the Finance Resolution documents in the same way that you insert front covers and tables of contents into Bills. A s.5 PCTA Resolution statement is automatically included if you have marked any Resolutions in the document as being an s.5 PCTA Resolution.

The document permissions will allow you to control access to these documents as they are drafted.

Finance resolution documents can be published to the API to enable integration with other systems/organisations.

## Document permissions

By default, a document's permissions are set so that users in the same organisation as the creator will have read/write access. You can now restrict access to a working version so that only named users will be able to see and edit the document. (You can only restrict access

to users within the same organisation as you.) This can be done at the point of creating the project to restrict access to the first working version or when creating a new document in a project (by uploading a document or creating a new blank document). Permissions on individual working versions can also be updated at any later point. As the project inherits its permissions from the documents within it, your project will only be visible to a user with access to at least one document within it.

There is also a new 'Document Administrator' role that has come in with document permissions. This role can be assigned to a user in your organisation giving them the ability to see all restricted documents in your organisation and to edit their permissions, but not to edit the documents themselves in the Editor. If this role is assigned, then the user could update the permissions of a document if, for example, all those with access to it are unavailable but the document was required urgently - otherwise the same can be achieved by raising a support request with the Lawmaker team.

## Enhancements to amendments including ping pong

1. A warning is presented if any amendments being submitted contain tracked changes or comments
2. A setting in the Editor allows you to turn on/off line numbering of ping pong amendments and motions in PDFs
3. Individual amendments can be selected and published to Lawmaker's API/Public Document Repository (PDR) and are published automatically when an amendment list is published
4. Lords ping pong 'amendments to amendments' and 'consequential amendments' can be created
5. Reason Motions can be drafted and submitted to House of Commons
6. Commons users can generate Reasons documents, containing all submitted Reason motions

## Other

Various support fixes, including improved compliance with accessibility guidelines.

# What's new in version 10?

Release Date: 21 October 2021

## Summary

**v.10.0.0** brings a lot of exciting new features and productivity enhancements. For more information on the key changes, see the following sections.

## Productivity enhancements

1. You can now additionally **filter the dashboard** by project type and session, and the selection is sticky so that whenever you return to the dashboard, the settings are saved.
2. '**Convert to/from schedule**' has been updated so that it can now be triggered from structure view as well as the Editor view.
3. We've improved **default cursor placement** when inserting new elements in the Editor which will minimise the need to take your hands off the keyboard as you draft.
4. **Edit portion of document** allows you to open smaller portions of the document in the Editor; particularly handy if you are dealing with a large document as it brings performance improvements.
5. **Smart paste** allows users to paste text from unstructured documents outside Lawmaker, into the Editor. This works for bills, SIs and also amendment instructions (including any quoted structures). See [this page](#) for more on how to use this function.
6. UK Parliament users now have the ability to print a bill with the **House Bill** front cover.

## Inline amendments and auto-application of amendments

You can **create amendments inline**. We have started with 'leave out' and 'insert' type amendments. The '**Inline Amendment Tools**' right-hand panel provides extra tools to help with inline amendment drafting including:

1. **Help text** explaining how to create the different types of amendment,
2. '**View Traditional Amendments**' button which will open a separate read-only tab listing all traditional format amendments, and
3. 'Leave out' and 'Insert' buttons to assist in the creation of inline amendments

As you create inline amendments, they will appear on the 'Inline Amendments' right-hand panel. This panel allows you to **view all inline amendments** in your document as well as other features such as:

1. a button that will allow you to **remove inline amendments** from your document
2. a filter at the top of the list which allows you to **filter the list of amendments** by amendment type (e.g. leave out, insert)

You can **select one or more amendments to apply to a bill**. This could be a newly created bill version or you can apply them to an existing working version. Any user can use this auto-application feature; amendments do not have to be derived from an inline amendment and they can be at any state. Lawmaker will list which amendments were successfully applied (on the 'Inline Amendments' right hand panel), but also any that couldn't be applied for any reason (on the 'Review' right hand panel).

Please note that inline and auto-application of amendments are still a work-in-progress. See [Work in progress features](#) for more information on known issues and limitations on these new features.

## Miscellaneous updates

1. Warning messages about duplicate IDs when pasting provisions and amendments.
2. Further refinements to Document Compare to improve its robustness.
3. You can now merge table cells vertically and horizontally
4. The DNumber assignment algorithm has been revised so DNumbers are specific to your organisation and are shorter in length e.g. OPC1, HoC1, SP1

5. Lists can now be inserted into quoted structures as well as elsewhere in the document (particularly useful to SI drafters quoting EU legislation that can often start with lists)

## Support fixes

Various support fixes, including improved compliance with accessibility guidelines.

# What's new in version 9?

Release Date: 2 July 2021

## Summary

**v.9.0.0** is a release that brings more ping pong functionality; new generic Editor features which have the added benefit of improving the management and drafting of big bills; changes to amendments based on early Amendment feedback; and other miscellaneous updates including new SP bill types, API updates and new Lawmaker branding. We have also included some work-in-progress features (Document Compare and Inline Amending) which are stable enough to play with but shouldn't be used for critical business processes.

For more information on the key changes, see the following sections.

## Ping pong functionality

We have now delivered all the core amendment lists produced by the Commons and Lords during Ping Pong (Commons Marshalled Lists, Commons Proceedings, Lords Daily Sheets and Marshalled Lists). It is possible to record outcomes against all ping pong motions and their amendments and generate PDFs for all lists. There are still some refinements required which we will address in the next release alongside any prioritised feedback coming from testing what has been delivered so far (mainly through the Fantasy Parliament exercise).

## New Editor features

1. The "**Copy Provisions to another document**" function has been deployed and this will allow SI or bill drafters to push/pull provisions into/from other documents in the same project, replacing any duplicate provisions.
2. **Progress bars** now appear whenever users perform the following actions, which should help provide users with confidence if an action takes a particularly long time to complete:
  - a. Opening a document in the Editor
  - b. Inserting table of contents
  - c. Paste (which includes drag & drop)
  - d. Renumber
  - e. Tag x-refs
  - f. Update x-refs
  - g. Delete all j-refs
3. The "**Converting to/from schedule**" function will allow SI and bill drafters to select one or more sections and convert them into a schedule; and vice versa, schedules can be converted into main provisions (sections or e.g. regulations) in the other direction.
4. **Merge elements** now allows SI or bill drafters to merge one or more sibling provisions into a single element which complements 'split' that was introduced a few releases ago.
5. **List** elements can now be inserted into SI and Bills. They default to a bullet list, but the bullet style can be changed to an em-dash list or no bullet style (essentially an unnumbered list)

## Changes to amendments

Based on feedback from users we have implemented the following changes:

1. We have renamed the amendment tabs in a project to make them more intuitive
2. The Commons now have a new status, "Ready for Publishing" to support the separation of roles between PBO and PPU
3. The Commons now have the ability to show/hide supporters in amendments as their supporter lists can get quite unwieldy at times
4. The 'Location' column on the 'Amendment Manager' tab now contains page and line information (where appropriate) to provide more context on an amendment in the list
5. The 'Amendment Manager' tab now has a 'quick filter' option to filter by submitted, tabled, ready for publishing and draft amendments

6. The buttons on the 'Amendment Manager' have now been moved to an 'Amendment Actions' drop-down list in the same place
7. You can now set amendments to 'on hold' and use the filters to 'hide' them from lists when drafting
8. UK amendments now have inline placeholders in their pre-populated amendments and ping pong motions which should hopefully make it quicker and easier to update instruction information

## Miscellaneous updates

1. Scottish users can now create SP private, hybrid, committee and budget bills which will now load the correct templates with the appropriate pre-populated rubrics.
2. Some API enhancements for UK Parliament.
3. A warning message will appear when pasting duplicate provisions or amendments in documents so that it is clear to the user what is happening.

## Work-in-progress features

1. **Compare documents** will allow users to compare two different document versions from the same project in order to see (via tracked changes) how the document has changed. It's mostly delivered now, however we have identified some areas for refinement.
2. **Inline amendments:** we have started with 'leave out' amendments for Commons, Lords and Scottish Parliament. The functionality built so far will allow you to create an inline document; highlight text and structures that are to be left out; and save these changes to generate traditionally formatted amendments visible on the 'Amendment Manager' tab. Not all 'leave out' scenarios have been catered for but there is enough there to have a play with.

See [Work in progress features](#) for more information on known issues and limitations on these new features.

## Support fixes

1. pasting over provisions - the paste warning message will no longer appear in this scenario and the provision will replace the existing provision rather than being inserted at a random place;
2. the space-bar issue has been resolved. When typing into input fields in various dialogue boxes, users found the space bar would only work with every other key press;
3. the handling of j-refs when displayed in cross references;
4. ability to cut/copy & paste elements within amendments (making it easier to copy supporter blocks from one amendment to another);
5. use of ampersands in bill & SI titles;
6. a fix for the snapshot issue which was preventing generation of pdfs & duplicating document versions amongst other actions;
7. line numbering issue in PDFs affecting tables (first identified in Scottish Budget Bill);
8. running header of enacted primary legislation incorrectly display the ASP/Chapter number on the wrong line;
9. section content wasn't being formatted as 'justified' in the PDF for UK bills; and
10. line numbering starting in the wrong place for Commons amendments.

## Support and Lawmaker support portal

This page contains help and guidance on using the Lawmaker support portal. You can access the portal at [support.lawmaker.legislation.gov.uk](https://support.lawmaker.legislation.gov.uk).

### When is support available?

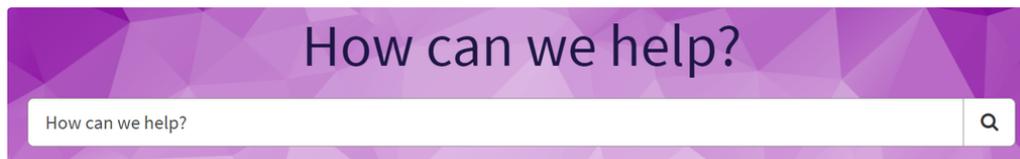
The portal is always available for you to log an issue but the support team will only respond and work on issues during our support hours. Those hours are:

- 8am-6pm, Monday to Friday for all issues and requests,
- 24hrs a day, Monday to Friday for critical issues that require an urgent resolution.

(Support is available at weekends by prior arrangement only.)

As well as raising issues via the portal, urgent issues can also be raised by phone on **0333 456 4786**.

### Finding your way around the portal



Use this to search across the portal. It will return known issue pages and open tickets that relate to your search term. It will also show relevant request forms (for example search for “new user” and you’ll get the form to request a new user account).

Checking whether your issue has already been raised by someone else or addressed on a Known Issue page before raising a new ticket can help resolve things quicker.



#### Get Help

Log a ticket to get help

Use this if something isn’t working properly or if you think you’ve come across a bug. For example, if you get an error when you try and generate a PDF, use this form to report the issue. See below for some further guidance on including screenshots, PDFs and other information to include to help us resolve the issue quickly.

When you raise an issue, it is helpful if you can assign it an **Urgency** level so we can prioritise a response appropriately. The four possible levels are:

- **High:** use this for issues that you can’t work around and which need to be resolved the same day, e.g. if you are working on an SI which needs to be issued for signing that day but you can’t generate a PDF or if you have problems publishing an amendment list which needs to be published that day.
- **Medium:** use this for issues that cause significant disruption to your work but that you could wait up to a week to resolve, e.g. because you’ve found a way to work around the issue or because the deadline for the document affected is a couple of weeks away.
- **Low:** use this for issues that you’re able to wait a couple of weeks for a resolution on, e.g. because you have an easy way to work around the issue.
- **Standard:** use this for something you’ve spotted that isn’t quite right but doesn’t impact on your work in any meaningful way.



#### Request Something

Advice, user admin, new feature requests, etc.

This section contains a range of forms for different circumstances, including:

- Use this if you require assistance or guidance from the Lawmaker team, e.g. advice on how to achieve a particular format or structure of provision using Lawmaker, or how to resolve a document check error (*Advice and Guidance*).
- If you're having problems logging in (e.g. because you no longer have access to the device that you setup MFA on), use this to request a reset of your account (*Reset Lawmaker Account*).
- It is also possible in this section to request the creation of new user accounts in this section. Note that only authorised requests will be actioned (*New User*).
- If you would like to suggest a new feature for Lawmaker or an improvement to an existing feature, you can do so here (*Feature Requests and Improvements*).

## Help with reporting issues

### How to take screenshots and add them to a portal ticket

It is often useful to include a screenshot to illustrate the problem you are experiencing.

A quick way to grab a screenshot of a portion of your screen is to do the following:

1. Press **Shift+windows key+s**. This will bring up the Snip + Sketch tool and you should see a little toolbar at the top.



2. If not already selected, click on the first icon on the toolbar.
3. Hold the left mouse button down and drag a rectangle over the part of the screen you want to grab. As soon as you let go, the selection will be copied to the clipboard. (Or use the fourth icon to copy the whole screen in one go.)
4. In the Detailed description field of the form, place your cursor inside it and paste the screenshot by pressing **ctrl+v**:

Detailed description of the issue

The more information you can provide, the easier it will be to diagnose and resolve the issue. Please include links to the affected project/document and, where relevant, also attach screenshots and PDFs (using the add attachment button below). For help with screenshots and links see the [user manual](#).

← → Paragraph **B** *I* [text alignment icons] [list icons] [link icon] [unlink icon] [image icon] [code icon] <>

Here is a screenshot of the issue I am experiencing:

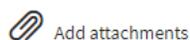
lawmaker.staging.legislation.gov.uk took too long to respond

### How to add PDFs of Lawmaker documents to a portal ticket

If the problem you are having relates to the format or content of a PDF, including the PDF in the ticket is generally useful.

To include a PDF in a ticket:

1. Open the PDF in Lawmaker (either generate a new one or view an existing PDF snapshot).
2. Save the PDF to your computer by clicking on the disk icon.
3. On the form in the portal, click on the **Add attachments** button at the bottom of the page:



4. Upload the saved PDF.

## Copying links to Lawmaker projects and documents

If the issue you're raising relates to a specific Lawmaker project or document within that project, if you include a link to that project/document, it can help the support team investigate the issue and resolve it.

To include a link to the whole project:

1. From the dashboard, open the project you want to link to (it will open on the project tab).
2. Copy the URL from the browser address bar, using **ctrl+c** to copy it to the clipboard:



3. Paste the copied link into the Detailed description field on the support portal form.

To include a link to a specific document:

1. From the dashboard, open the project you want to link to.
2. Open the document you want to link to in the Editor (from the project tab or an amendment tab).
3. Copy the URL from the browser address bar for the tab containing the document, using **ctrl+c** to copy it to the clipboard:
4. Paste the copied link into the Detailed description field on the support portal form.

**Note** that the link will only work for users who can already access the project or document so sharing the link does not introduce the risk of unauthorised access.

## Passwords and multi-factor authentication

- [Changing your password](#)
- [Reset your password if you've forgotten it](#)
- [Multi-factor authentication guide](#)

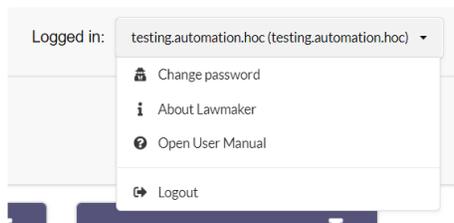
# Changing your password

## Introduction

You can change your password in the application whenever you like.

## How to change your password

1. Click on your name in the top right of the banner to show the drop down menu.



2. Select **Change password**
3. The system will present a dialogue box.

A screenshot of a 'Change your password' dialog box. The dialog has a title bar with a lock icon and the text 'Change your password'. Below the title bar, there is a subtitle 'Enter your current and new credentials below to change your password.' followed by three input fields: 'Enter your current password', 'Enter your new password', and 'Confirm your new password'. Below these fields is a 'Password requirements' section with a light blue background and the text 'Passwords must be at least 10 characters long and must not violate our password policy.' At the bottom of the dialog are two buttons: 'Change password' and 'Cancel'.

4. Add your current password and type in your new password twice.
5. Click **Change password**.
6. So long as your new password meets the system's password requirements, your stored password will be updated. Otherwise you will be asked to provide a different password.

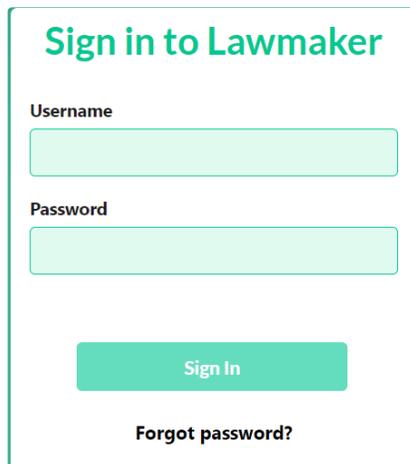
# Reset your password if you've forgotten it

## Introduction

If you forget your password when logging in, it's possible to reset it without having to get an administrator to help you.

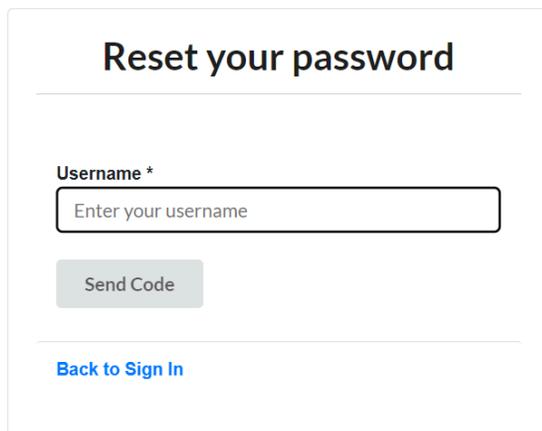
## How to reset your password

1. Click on the 'Forgot your password' link at the bottom of the login screen.



The screenshot shows a login form titled "Sign in to Lawmaker". It features two input fields: "Username" and "Password", both with light green borders. Below the fields is a green "Sign In" button. At the bottom of the form, there is a link labeled "Forgot password?".

2. In the dialogue box that appears, add your username and click **Send Code**.



The screenshot shows a dialog box titled "Reset your password". It contains a "Username \*" label above a text input field with the placeholder "Enter your username". Below the input field is a grey "Send Code" button. At the bottom of the dialog, there is a blue link labeled "Back to Sign In".

3. The system will send an email containing a code to the address associated with that username.
4. Enter the code you receive together with your new password and click **Submit**.

## Reset your password

---

Code \*

New Password \*

---

[Resend Code](#)

# Multi-factor authentication guide

## Introduction

Lawmaker uses multi-factor authentication to make the application more secure.

## The first time you sign in after your account has been created (or reset)

After you've updated your password, you'll be asked to set up MFA.

To do this you will need to install an authenticator app on your mobile phone if you don't already have one. There are a range of authenticator apps for Android phones and iPhones. We recommend using [Google Authenticator](#) or [Microsoft Authenticator](#) - make sure you download the official app from a trusted source (see below).

**⚠** You will never be asked to pay any money when signing up to activate your Lawmaker account. If you are asked to subscribe or make a payment by the authenticator app, stop immediately and remove the app from your phone as this is likely to be an attempted scam.

### ▼ More on fake Multifactor Authentication (MFA) scams

There are fake authenticator apps which will look very similar to the genuine apps but may ask you to pay an annual or monthly subscription fee to use the app. The genuine apps will never ask for payment. Some fake apps may also attempt to steal data from your phone including personal data, passwords and MFA tokens which could put Lawmaker, other corporate systems and potentially your own digital identity at risk.

To avoid downloading a fake authenticator app, ensure you are downloading the app from a reliable source such as Google Play store or Microsoft's store. The genuine app may not always be the first on the list within the store if you search for an authenticator app.

Other things you can check for:

- Check that the publisher of the app is who you would expect, for Google it will be Google LLC and for Microsoft it be Microsoft Corporation (check the spelling carefully as fake apps may have just one wrong letter).
- Look for grammar mistakes in the description which may indicate that it is not a real app.
- Check the reviews - a lack of reviews or suspicious content may suggest the app is fake.

Lawmaker will display a QR code on the screen. Open your authenticator app and click on the plus sign to add a new account. Follow the instructions in the app to scan the code on your computer's screen. This will link your Lawmaker user account with the authenticator app and the app will start producing codes that can be used for signing in to Lawmaker.



Type in the code that is currently showing on the app and click **Verify Security Token**.

## When you sign in for a second or subsequent time

Whenever you login in future you will first be asked for your username and password. You may then be asked to also provide a code from your authenticator app to provide additional assurance of your identity.



If the dialogue box above appears then open up your authentication app on your phone. Type the code showing on the phone into the dialogue box and click **Continue**.

## What happens if I get a new phone or lose my phone?

If you get a new phone then the authenticator app will enable you to transfer your MFA keys from the old phone to the new phone (e.g. the old phone will generate a QR code which can be scanned into the new phone). Some authenticator apps also enable you to do a secure backup of your keys as another way of retrieving them on a new phone.

If you lost your phone and so were unable to transfer your keys to a new device then contact Lawmaker support to get your account reset.

## More information about MFA

### What is "multi-factor authentication"?

Multi-factor authentication means a user is only granted access to a system if they provide two or more different kinds of evidence as to their identity.

A password is one piece of evidence (it is something only the user should know). Further evidence can be something the user has in their possession (such as a card or USB stick) or an inherent characteristic of the user (e.g. a fingerprint).

For Lawmaker, in addition to providing a password, you will sometimes be asked to provide evidence that you have something in your possession (a mobile phone or tablet). The evidence will be a code generated by an app on your phone.

MFA makes Lawmaker more secure because, while it is conceivable that someone could find out your password or get hold of your phone, it would be difficult for someone to manage both at the same time.

### How does it work in Lawmaker?

When you set up MFA and scan the QR code with your authenticator app, that code contains a unique key produced by Lawmaker (the key is essentially a very long and unique password).

The key gets stored in the authenticator app.

The authenticator app then uses a cryptographic algorithm to generate a six-digit code derived from the key plus the current time (hence why it changes all the time). The cryptography is needed so no-one intercepting your six-digit code can work out what the original key was.

Since Lawmaker knows what the key is, it can use the same algorithm to check that the code you type is valid. And since only your phone and Lawmaker should know what the key is (it is a shared "secret") typing in a correct code is evidence that you have access to your phone and hence you are likely to be who you say you are.

### What information about me or my Lawmaker account is stored on my phone?

The only thing stored on your phone is the key, i.e. the long code generated when you set up MFA. It is stored securely within the authenticator app. The code in itself does not contain any information about you or the Lawmaker application (it is essentially just a unique, random number). Equally, the Lawmaker application does not store any information about you or your phone as a result of setting up MFA.

# User Administration

User accounts within an organisation can be created and managed by admin users within that organisation. This is done from the user management screen which also enables admin users to view all users in their organisation and their status.

If you have permissions to create new users, etc you must do so in accordance with your responsibilities set out in the Security Operating procedures, which will have been provided to you. See also the [Lawmaker Acceptable Use Policy](#).

As an admin user you can:

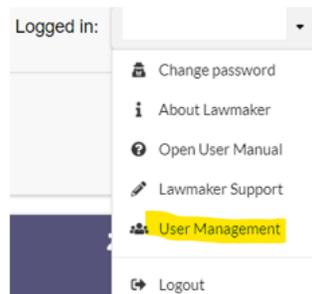
- create a new account for a user in your organisation,
- reset an account, forcing the user to setup a new password and to setup multi-factor authentication (MFA) again,
- disable and delete accounts,
- grant and remove administrative permissions.

## **i** Setting up the first admin user in an organisation

If no-one in your organisation already has administrative permissions, a User Champion, Super user or link lawyer can request that a user be granted user admin permissions by raising a request with the Lawmaker Service Team via the [Support Portal](#).

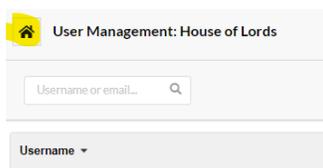
## How to access the user management screen

From Lawmakers Dashboard or Project tab, Click on the dropdown menu in the top-right of the screen that shows your username and select **User Management**.



If you cannot see this option, then you do not have the necessary user administration permissions.

You can navigate back to the project dashboard at any time by clicking on the Home icon in the top left of the screen:



The user management screen will display a list of all the users in your organisation, together with their username, email address and whether their account is active or disabled.

You can filter and sort the list shown:

- To filter the list, enter a username or email address in the text box above the list of users.
- To sort the list, click on the relevant column heading.

More information on managing users can be found on the following pages:

- [Create a new user](#)
- [Reset an account](#)
- [Disabling and deleting an account](#)
- [Assigning admin or document permissions to a user](#)

# Create a new user

You can create a new user in your organisation if you have user admin permissions. This is done from the user management screen - see [User Administration](#).

## How to create a new user

1. Click on the **Create User** button on the right of the screen.
2. Enter a username for the new user.
3. Enter the user's e-mail address.
4. Click on **Create**.

A message will pop up confirming the new user has been created and an email will be sent to the new user.

The email will provide the user with a temporary password which must be used within 48 hours to activate the account. Otherwise the account will become disabled and will need reset before it can be used.

It may be worth contacting the user after the account is set up to remind them to activate their account.

Further information on setting up multi-factor authentication can be found in the [Multi-factor authentication guide](#).

### Tips for selecting a user name

- A simple approach is use the first part of the user's email address (i.e. the part before the @ symbol) or to use their full name with a full stop between each name.
- You can include full stops and other punctuation in usernames but not spaces.
- Usernames are not case sensitive.
- Lawmaker usernames must be unique across every organisation that uses Lawmaker. If you receive an error when setting up a new user, try making the name more unique by adding an organisation identifier (e.g. ".opc") at the end or a number.

### If a new user does not receive the notification email

- Check the email address is correct. If it is wrong then delete the account and create a new account.
- Ask the user to check the email has not gone into their spam or junk folders.
- Try resetting the account - see [Reset an account](#).
- Contact the Lawmaker Service Team.

## Reset an account

An existing user account can be reset from the User Administration screen. When an account is reset, the user will need to set a new password and setup multi-factor authentication again before they can access Lawmaker.

Resetting an account can be useful where:

- The user has not activated their account within the time limit (usually 48hr).
- The user has forgotten their password or it has been compromised and they haven't managed to reset it themselves in Lawmaker.
- The user no longer has access to the device they were using for multi-factor authentication, e.g. they have replaced their mobile phone without transferring the authentication details to the new phone.

When an account is reset, the process is the same as when the account is initially created:

- the user will receive an email with a temporary password.
- The user must use that password to activate their account within 48hr.
- They will be asked to change the password and set up multi-factor authentication when they log in with the temporary password.

## How to reset an account

1. First go to the User Administration screen - see [User Administration](#).
2. Identify the user whose account is to be reset. You can use the filter box, top-left, to find the account by typing in the first few letters of the account name or e-mail address



The screenshot shows a search filter box at the top left containing the text 'ESS' and a magnifying glass icon. Below it is a table with the following columns: Username, Email, Status, and Actions. The first row of data shows the username 'ncc.web1.hol', a redacted email address, the status 'Active', and an 'Actions' menu icon.

Username	Email	Status	Actions
ncc.web1.hol	[REDACTED]	Active	Actions

3. Click on the **Actions** menu on the account that it to reset.
4. Click **Reset account** in the menu.

## Disabling and deleting an account

User accounts can be disabled which will prevent the user from accessing Lawmaker. A disabled account can be subsequently deleted. Both of these actions can be done on the User Management screen.

You may wish to disable an account if, for example, the user is on extended leave or on secondment but you expect the user to return. The account can then be re-enabled when they come back.

Accounts should also be disabled if they have been dormant for a significant length of time, e.g. 3 months.

Accounts should be deleted where the user has left the post that required access to Lawmaker (even if they have transferred to another organisation who also uses Lawmaker). Accounts should also be deleted if they have been dormant for an extended period, e.g. 1 year, or if they haven't been activated when initially set up.

### How to disable an account

1. From the User Management screen (see [User Administration](#)), find the user you want to disable. You can use the filter above the list of users to help find the account by entering some of the account name or e-mail address.



Username	Email	Status	Actions
ncc.web1.hol	[REDACTED]	Active	Actions

2. Click on the **Actions** menu for the user you want to disable and select **Disable User**.

A message will appear confirming the account has been disabled. The account status will also change to Inactive.

The user will no longer have access to Lawmaker. If they try and log in they will receive an 'Invalid username or password' message.

### How to re-activate a disabled account

Disabled accounts can be reactivated by following the same steps as used to disable the account.

1. Find the user you want to re-activate on the User Management screen.
2. Click on the **Actions** menu for the user you want to re-activate and select **Activate User**.

Once activated, the user will be able to log in to Lawmaker again using their previous credentials.

### How to delete an account

**i** You can only delete an account if you have disabled it first.

1. Find the user you want to delete on the User Management screen.
2. Click on the **Actions** menu for the user you want to delete and select **Delete User**.

A message will be displayed confirming the account has been deleted.

**!** Account deletion cannot be undone. If the user subsequently requires access then a new account will need to be created.

## Assigning admin or document permissions to a user

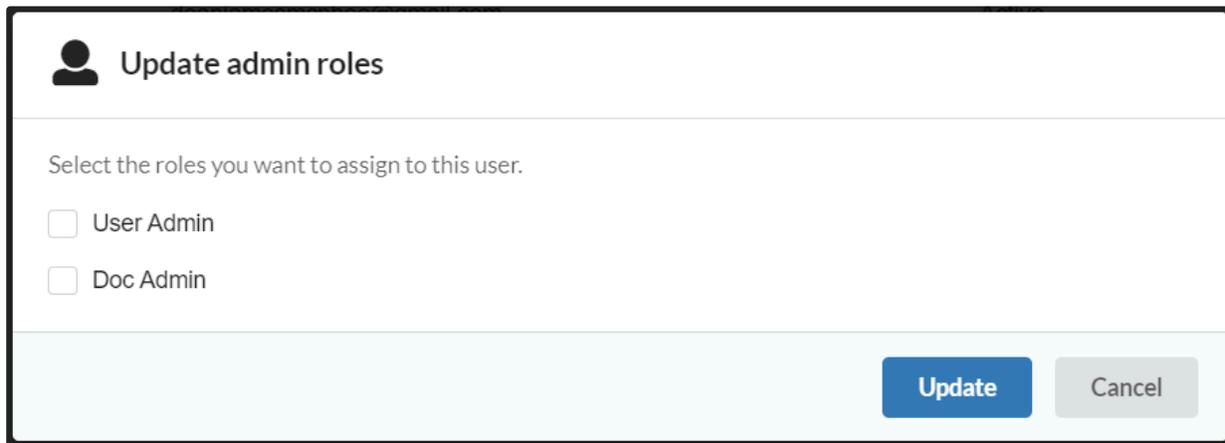
Users can be assigned additional roles which give them enhanced permissions beyond the default permissions granted when an account is created.

Currently, users can be assigned the following additional roles:

- **User admin** - this gives the user access to the user management screen and means the user can view and manage user accounts within their organisation.
- **Document admin** - this means the user can view restricted documents within their organisation and update the document's permissions. This role can be useful, for example, where a document has been restricted to a user who has left the organisation or otherwise unavailable - a document admin user can update the permissions on the document so another user can access it. (For more about restricted permissions see [Managing document permissions](#) and [Managing amendment permissions](#).)

A user's roles can be managed by an admin user from the User Management screen.

### How to do I assign (or remove) permissions from a user



1. From the User Management screen, find the user whose permissions you want to update.
2. Click on **Actions** and **Update Admin Roles**.
3. Use the checkboxes to assign or remove roles.

**⚠** Before assigning either the User Admin or Doc Admin role to a user, ensure that you have the appropriate authorisation to do from within your organisation.

# Lawmaker Acceptable Use Policy

This document sets out your responsibility, as a user of Lawmaker, to use the application in an appropriate way. This will help protect you, other users and partner organisations by reducing the risk of things like an accidental data breach or a successful cyber-attack.

This policy is in addition to, and does not over-ride, your organisation's IT policies, which also apply to your use of Lawmaker.

## What is Lawmaker?

Lawmaker is an online application supporting the drafting and amending of legislation, both primary legislation (Bills and Acts) and secondary legislation (SIs and SSIs). It is used across the UK Government and Parliament and the Scottish Government and Parliament.

## Accessing Lawmaker

### Devices

You should access Lawmaker from a device (e.g. a laptop) provided by your organisation wherever possible. If you need to access Lawmaker from an alternative device, e.g. because your corporate network isn't available, only use a device and an internet connection you trust and ensure you sign out of Lawmaker as soon as you have finished. Do not access Lawmaker from a public device, such as a computer in an Internet café.

### Browsers

You should access Lawmaker using either Google Chrome or a version of Microsoft Edge which uses the Chromium engine (v.79 onwards); Lawmaker will not work with Internet Explorer or older versions of Edge. For help upgrading your browser, click [here](#).

## Accounts, login and passwords

When your account is created, follow the instructions you receive by email as soon as possible to complete the setup.

You should create a secure password following [best practice guidance](#). You will also need to use an authentication application (such as Google Authenticator or Microsoft Authenticator) on a phone or tablet to complete setup and to login in future - you can find more information in the [Multi-factor authentication guide](#).

Keep login details secure and do not share them with anyone else. Don't login to Lawmaker using another user's credentials.

## Protecting information

Lawmaker can be used to create and store OFFICIAL, including OFFICIAL-SENSITIVE, documents. It should not be used to store legislation above this classification. For further information on document classifications, see the [Government Security Classifications](#).

Lawmaker is designed as a collaborative tool allowing multiple users to work on the same documents and for documents and information to be shared among different organizations. It is therefore particularly important you act responsibly and professionally in handling and protecting information. This includes:

- Ensuring all information in Lawmaker is created, used, shared and disposed of in line with business need and in compliance your organisation's Information Management Policy,
- Only accessing documents that you have a valid business reason to access,
- Not deleting, amending, sharing or downloading documents unless authorised to do so,
- Not attempting to gain unauthorized access to information on Lawmaker or doing anything that might prevent legitimate access to it,
- Being careful not to be overlooked in public areas when using Lawmaker.

 Note: All activity on Lawmaker is audited and logs are available to authorised persons for examination.

## Compliance

Any actual or suspected breach of this policy should be reported as soon as possible to your Line Manager and to the Lawmaker Service Team. You may also follow an appropriate whistleblowing procedure if you believe someone is misusing Lawmaker or the information it holds.

Note that breaching this policy may result in suspension of user accounts and/or disciplinary procedures (including criminal prosecution) which could lead to dismissal.

 Version: v1.0 - March 2024

## Known Issues

This is a list of bugs and issues raised by users that have yet to be fixed.

Details of any possible workaround to the issues are also included.

## Getting help

If you need help with an issue that isn't listed below or an existing issue, get in touch with Lawmaker Support by email:

[lawmaker@nationalarchives.gov.uk](mailto:lawmaker@nationalarchives.gov.uk)

## List of issues

- [LM-148 Can't edit a Schedule heading or cross-heading when Block Tags is turned on](#)
- [LMS-110 Ligature Characters not rendering in PDF](#)
- [LMS-1260 Unable to publish amendment list](#)
- [LMS-1315 Words missing from text before commencement history table](#)
- [LMS-1356 Unable to create Official Lists due to a "Can't read properties of null" error](#)
- [LMS-2018 Amendment quoted structure is not appearing in the PDF](#)
- [LMS-2269 LoDA created from temporary list doesn't behave correctly](#)
- [LMS-2372 Unable to extract zip file](#)
- [LMS-2641 Amendments on a pre-introduction LoDA disappear from the Amendment Manager tab and are not visible to Commons/Lords users after submission](#)
- [LMS-2646 Amendment list duplication not working as expected](#)
- [LMS-349 White screen when attempting to login into Lawmaker](#)
- [LMS-41 Amendment numbering doesn't restart in SP and HoL amendment lists between stages](#)
- [LMS-52b Amendment is being shown/sorted as if it were a new clause/section amendment when it is a clause/page/line amendment](#)
- [LMS-52 Provisions in quoted structure look different from surrounding Bill or another quoted structure](#)
- [LMS-579 Can't generate PDF, duplicate, download or share working version](#)
- [LMS-581 Can't insert text following footnotes](#)
- [LMS-689 Unable to save info in Document Information Tab](#)
- [Resolved issues](#)

# LMS-41 Amendment numbering doesn't restart in SP and HoL amendment lists between stages

ID	Raised by	Affects version	Related Jira tickets	Status
LMS-41	HoL, SP	v11.4	?	OPEN

## Issue description

When you generate a Scottish Parliament amendment list or a House of Lords amendment list, the numbering assigned to new amendments is based on the existing published amendments. The numbering logic applies to all amendments relating to a particular Bill version.

If there are no amendments agreed to at a particular stage then the Bill will not be republished after that stage and amendments at a subsequent stage will be against the original Bill version.

As a result, currently Lawmaker will assign numbers in subsequent stage that continue on from the numbering at the previous stage when amendments should restart at 1 for each stage.

## Workaround

Even though an “as-amended” Bill version doesn’t need to be created, if you publish one internally in Lawmaker that will force the numbering to return to 1. It is best to do this immediately after the first amending stage is complete (i.e. when you know that there is no need to publish a real as-amended version) - this will mean that all amendments can be drafted against the new version. If it is done later, you can use the Move Amendments to another Stage feature to associate existing amendments with the new version.

1. Open the last published version of the Bill in the Editor.
2. Click on the Document Information panel on the right

Document Information

Session: 58/1      Year: 2021

Bill number: Bill 1

Act year: Enter the act      Chapter number: Enter the chap

Version rubric: As Introduced

3. In the version rubric dropdown, select “Other...” and enter a name that will help you identify that this is a version published for the purposes of the subsequent stage only, e.g. “As Introduced - Report stage”
4. Wait 5 seconds for the Bill to be updated and then save the document.
5. Generate a PDF of the Bill, making sure line numbering is on and that a snapshot will be saved.
6. Close the Editor and publish the new PDF snapshot.

You should now find that on the Amendment Workspace, Amendment Manager and Official List tabs, that the default version is now the custom version you entered in step 3 above.



## LMS-52 Provisions in quoted structure look different from surrounding Bill or another quoted structure

ID	Raised by	Affects version	Related Jira tickets	Status
LMS-52	HoL, OPC	v11.4	?	OPEN

### Issue description

Sometimes provisions (e.g. subsections) in a quoted structure are formatted slightly differently from provisions elsewhere in the Bill or in another quoted structure (e.g. in another amendment). For example:

Clause 1, page 2, line 18, at end insert—

“(2A) The Secretary of State must, within 6 months of this Act being passed, exercise the power under subsection (1) to set standards in relation to work experience, which must be equivalent to at least two weeks’ duration.”

BARONESS CHAPMAN OF DARLINGTON  
BARONESS WILCOX OF NEWPORT

Clause 1, page 3, line 10, at end insert—

“(9) The Secretary of State must publish—

- (a) an annual report on the exercise of the powers under subsection (1), and
- (b) an annual impact assessment on the exercise of those powers.

(10) Before exercising the powers under subsection (1), the Secretary of State must consult relevant groups, including parents, teachers and governors, on the use of such regulations.”

This is caused by the quoted structure being set as a different document type from the main document or the other quoted structure. Quoted structures have a docName attribute which helps the PDF renderer present the content of the quoted structure appropriately. It is mainly used to allow SI/SSI provisions to be rendered correctly in a Bill and vice versa. But it means that UK Bill/Act provisions will be presented slightly differently from Scottish Bill/Act provisions as well.

### Workaround

You can manually edit the document type of a quoted structure in the Editor using the attributes panel.

1. Place your cursor within the quoted structure
2. Click on the Quoted Structure breadcrumb



3. Click on the Attributes panel on the right of the screen

Attributes <span>^</span>	
Attribute	Value
GUID	_e0406aa2-5e33-417b-...
eld	sec_18__subsec_3__qstr
endQuote	"
startQuote	"
ukl:context	schedule
ukl:docName	ukpga
ukl:indent	indent0

Add Attribute

4. Click on the **ukl:docName** field to edit it:
  - if the provisions should be presented like UK provisions enter "ukpga"
  - if the provisions should be presented like Scottish provisions enter "asp"
5. Click **Accept**.

There may be no visible difference in the Editor but you should find when you generate a PDF that the formatting has changed.

# LMS-52b Amendment is being shown/sorted as if it were a new clause/section amendment when it is a clause/page/line amendment

ID	Raised by	Affects version	Related Jira tickets	Status
LMS-52	HoL	v11.4	?	OPEN

## Issue description

If you create an amendment as a new clause/section amendment (or new schedule amendment) and then edit the amendment so it amends an existing clause/section/schedule instead, then the amendment may continue to appear in the Amendment manager and to be sorted in amendment lists as if it were a new clause amendment.

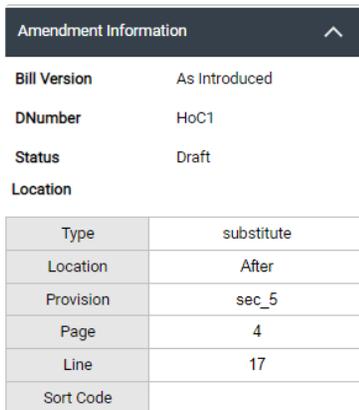
This is a result of how Lawmaker parses amendments:

1. When the amendment is first created and saved, it is parsed and key information is stored in attributes to help Lawmaker sort it correctly. In particular, the clause number, page and line numbers are all stored. For new clause amendments, whether the clause is being inserted “before” or “after” is also stored.
2. When the amendment is edited so it is no longer a new clause amendment and saved, it is parsed again and the page and line information is updated. However, even though it no longer refers to inserting before or after the clause, the attribute that stores that information is not being updated.

## Workaround

If an amendment appears in the Amendment Manager including “After” or “Before” in the location column when it isn’t a new clause/schedule amendment, you can manually edit the amendment information to remove the erroneous attribute.

1. On the Amendment Manager tab, open the amendment in an temporary list (**Amendment Actions>Create temporary list**)
2. In the editor, place your cursor in the amendment.
3. Click on the **Amendment Information** panel on the right



Amendment Information	
<b>Bill Version</b>	As Introduced
<b>DNumber</b>	HoC1
<b>Status</b>	Draft
<b>Location</b>	
Type	substitute
Location	After
Provision	sec_5
Page	4
Line	17
Sort Code	

4. Delete the text “After” or “Before” that appears in the **Location** field (do not use space bar to delete the text as this will leave a whitespace)
5. Wait 5 seconds or so until the amendment is updated
6. Save the amendment.

## LMS-110 Ligature Characters not rendering in PDF

ID	Raised by	Affects version	Jira/Trello reference(s)	Status
LMS-110	HoC	v12	LBB-281	Open

### Issue description

Some ligature characters (see list below) are not rendered properly in PDFs (they may appear as empty boxes instead). One ligature in particular, □, will stop the PDF from rendering at all.

Ligatures usually end up in Lawmaker documents because text has been copied and pasted from another source such as FrameMaker or InDesign where the ligature may have been created automatically when the user entered the individual characters.

### Workaround

In the Editor delete the ligature character and insert the corresponding normal characters.

### List of ligatures and whether they appear in the PDF

Ligature	Unicode	Character Displayed?
AA	U+A732	No
aa	U+A733	No
Æ	U+00C6	Yes
æ	U+00E6	Yes
AO	U+A734	No
ao	U+A735	No
AJ	U+A736	No
aj	U+A737	No
A/	U+A738	No
a/	U+A739	No
AZ	U+A73A	No
a/	U+A73B	No
Ay	U+A73C	No
ay	U+A73D	No
□	U+1F670	internal server error
ff	U+FB00	No
ffi	U+FB03	No
ffl	U+FB04	No

fi	U+FB01	Yes
fl	U+FB02	Yes
fb	U+01F6	Yes
fu	U+0195	Yes
fb̄	U+2114	No
IL	U+1EFA	No
fl	U+1EFB	No
Œ	U+0152	Yes
œ	U+0153	Yes
OO	U+A74E	No
oo	U+A74F	No
□	U+AB62	No
β	U+1E9E	Yes
β	U+00DF	Yes
ſt	U+FB06	No
ft	U+FB05	No
Tz	U+A728	No
tz	U+A729	No
Ƶ	U+1D6B	Yes
□	U+AB63	No
W	U+0057	Yes
w	U+0078	Yes
□	U+A760	No
□	U+A761	No
ij	U+0132	Yes
IJ	U+0133	Yes

# LM-148 Can't edit a Schedule heading or cross-heading when Block Tags is turned on

ID	Raised by	Affects version	Jira/Trello reference(s)	Status
LM-148	OPC	?	SPT-477	OPEN

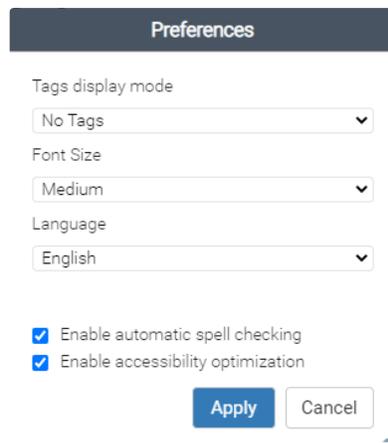
## Issue description

It isn't possible to edit a Schedule heading or cross-heading when Block Tags is turned on.

## Workaround

Turn off tag display:

1. In the editor, select **Document menu > Preferences...** in the toolbar.
2. In the Preferences dialog, set *Tags display mode* to **No tags**.
3. Click **Apply**.



# LMS-349 White screen when attempting to login into Lawmaker

## Issue description

When you try to login into Lawmaker, instead of reaching the dashboard you get a blank page, sometimes with a small red 'Log in' box in the top right corner. Refreshing the page results in the same white screen and you are unable to access Lawmaker.

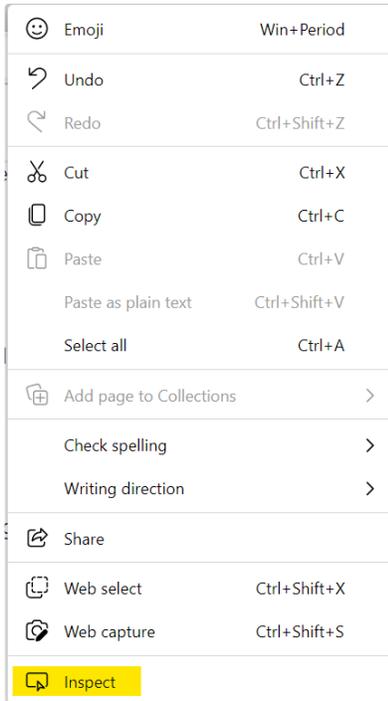
## Workaround

Clearing the browser cache or local storage will solve the issue.

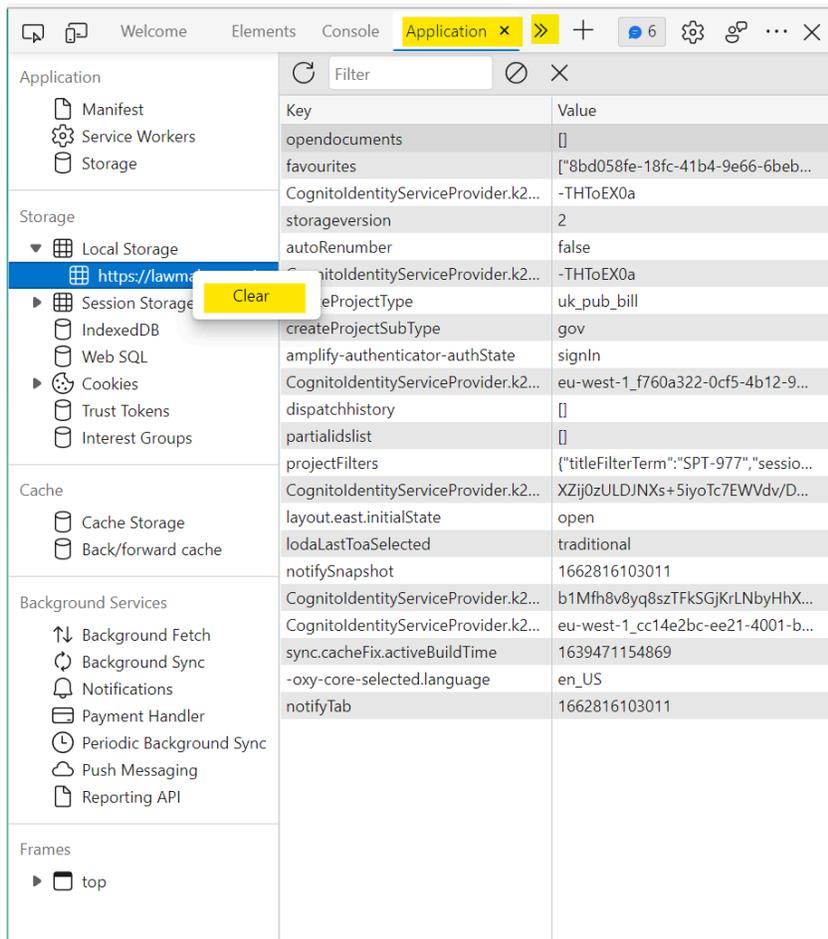
Clearing the local storage rather than all of the cache has the advantage that only Lawmaker will be affected.

## How to clear the local storage (instructions for Microsoft Edge and Chrome)

1. On the white page, press **F12** to open the Developer Tools. Alternatively, right-click on the white page and select **Inspect**.



2. Select **Application** from the top bar of developer tools (you may have to click on the double right arrow to see it).
3. Under the **Storage** tab, click **Local Storage** to expand the list.
4. Right-click on <https://lawmaker.legislation.gov.uk> and click **Clear**.



5. Close developer tools and refresh the page.

## How to clear the cache

In Microsoft Edge:

1. Select Menu (3 dots icon on top right corner of the browser) > Settings > Privacy, search & services
2. Under Clear browsing data, select Choose what to clear.
3. Select the desired time range and check "Cached images and files" and "Cookies and other site data"
4. Select "Clear now".

In Chrome:

1. Select Menu (3 dots icon on top right corner of the browser) > More tools> Clear browsing data
2. Select the desired time range and check "Cached images and files" and "Cookies and other site data"
3. Select "Clear data".

# LMS-579 Can't generate PDF, duplicate, download or share working version

## Issue

This issue occasionally affects working versions of Bills or SIs. If a document is affected by this issue:

- generating a PDF will fail;
- attempts to duplicate the working version will fail with an error “Can not checkin a document to a non-primary Version Series without the 'Branched From Version Description' property set.”;
- attempts to do any other action which generates a snapshot will also fail, e.g. download Zip file, Share, Publish.

To ascertain if this specific issue is affecting a document you are working on, trying duplicating it. If you get the error message described above then follow the workarounds described below until this issue is resolved by our developers.

## Workaround

### To generate a PDF

In the Generate PDF dialog box, uncheck the option to **Record snapshot**.

Click Generate and the PDF should display as normal.

### To create a new working version that isn't affected by the problem

1. First make sure the version is saved.
2. On the project tab, click on the toggle next to the affected working version so you can see all the snapshot versions. You should be able to see an “Auto-backup” snapshot which will be the document as last saved.
3. In the **Actions** menu for that snapshot, select **Download zip file**.
4. Uncheck the “Resolve dates in XML” option and click **Download**.
5. Extract the XML file from the zip file and then use the **Upload Document** option on the Project tab to reimport it into your project.

# LMS-581 Can't insert text following footnotes

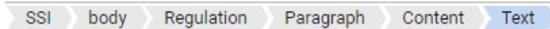
## Issue

It is difficult to go back and insert text following a footnote. Typing immediately after insert a footnote (Alt F) works fine. However, if you try and click after an existing footnote which is at the end of a paragraph, the cursor is placed inside the footnote element where text isn't allowed so when you type an error is displayed.

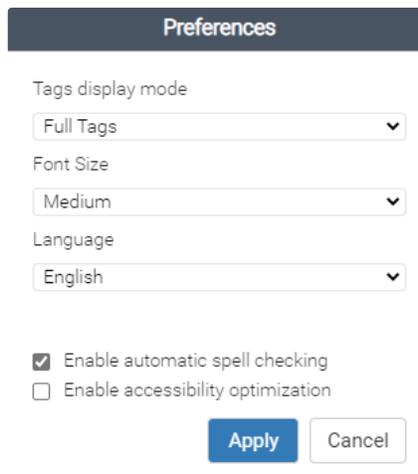
## Workaround

There are a number of ways to get round this issue:

1. if the footnote is hidden, click just to the right of the footnote then press the right arrow key twice (the "Text" breadcrumb should then be highlighted);



2. if the footnote is expanded, place your cursor at the very end of any text in the footnote and again press the right arrow key twice.
3. Select **Documents menu>Preferences**. Select **Full Tags** from the Tags display mode menu. Click **Apply**.



Find the footnote. place your cursor between the Footnote tag and Text tag and type your text.

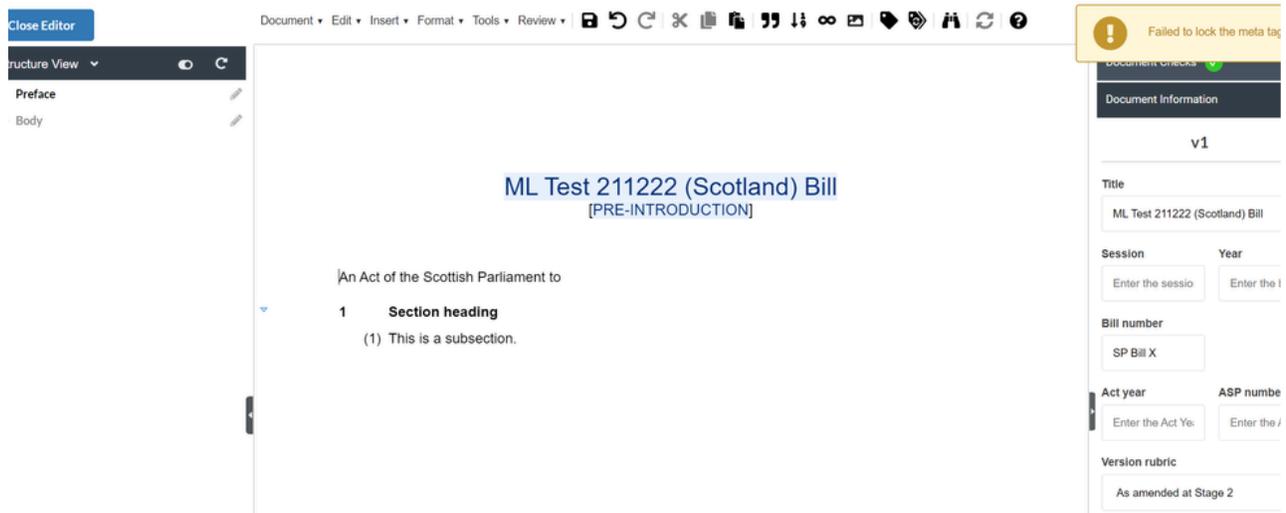


To turn off Full Tags, follow the steps above and select No Tags (or your preferred setting).

# LMS-689 Unable to save info in Document Information Tab

## Issue

In a UK or Scottish Bill, if an element within the Preface is deleted (e.g. the explanatory notes statement in a Scottish Bill), selecting a different option in version rubric menu in the Document Information Panel will result in an error and the change won't be saved.



## Workaround

Until this issue is fixed, the missing elements need to be reinserted into the preface before you can change the version rubric. To do this:

1. Go to the Project Tab of the project containing the document.
2. Click on **+new** and create a blank document (folder and name are unimportant).
3. Open the blank document in the Editor.
4. Select the preface element by placing the cursor within the preface (e.g. click on the title in a Scottish Bill) and then clicking on the Preface breadcrumb to select all of the preface
5. Press **Ctrl+c** to copy the preface.
6. In the document that caused the issue, select the preface by placing the cursor within the preface (e.g. click on the title in a Scottish Bill) and then clicking on the Preface breadcrumb.
7. Press **Ctrl+v** to paste the copied preface thus restoring the original elements.
8. You will then be able to update the version rubric again in the Document information panel.
9. Once you have updated the rubric, you can delete any elements from the preface that you don't want.

# LMS-1260 Unable to publish amendment list

## Issue

When trying to publish an amendment list, the publishing action fails and a error is shown as follows:

```
The publish action failed.
```

```
java.lang.NullPointerException
```

The issue is caused by a bug that is triggered whenever an amendment contains a table which two or more cells which have been merged vertically. This triggers a problem with the algorithm which assigns Ids to elements within the amendment which, in turn, triggers the publishing action to fail because as part of publishing amendments, the Ids within each amendment are updated.

This issue should be resolved in version 14.1 of Lawmaker.

## Workaround

If this issue occurs when trying to publish a list, you can work around it by following the steps below:

1. Open up the list that won't publish in the Editor.
2. Find the amendment (or amendments) which contain tables and identify any that have cells that have been merged vertically.
3. Put your cursor within that amendment and then select the amendment body by clicking on Amendment Body in the breadcrumbs.
4. Open the Attributes panel on the right side of the Editor.
5. Edit the eld attribute by deleting the underscore and press Enter.
6. Save the amendment list and close the document.
7. Try publishing the list again.

# LMS-1315 Words missing from text before commencement history table

## Issue

If you insert a commencement history table into an SI (using **Insert menu > Insert Commencement Table**), when you generate a PDF of the SI, some of the words in the text before the table may be missing.

In the Editor you will see:

The following provisions of the \*\*\* Act \*\*\* have been brought into force by commencement [Regulations](#) made before the date of these [Regulations](#).

<i>Provision</i>	<i>Date of Commencement</i>	<i>S.I. No.</i>
text	text	text

But in the PDF you see:

The following provisions of the \*\*\* Act \*\*\* have been brought into force by commencement made before the date of these .

<i>Provision</i>	<i>Date of Commencement</i>	<i>S.I. No.</i>
------------------	-----------------------------	-----------------

The missing words are automatically generated placeholders which contain the type of SI (e.g. "Regulations" or "Order"). For some reason, those placeholders aren't currently showing in the PDF if they are contained within the commencement table section of the document.

## Workaround

To avoid this problem until it is fixed, the best solution is to delete the placeholder and manually type in the text.

To delete the placeholders:

1. In the paragraph before the commencement history table click on the highlighted text that says "Regulations" (or "Order" etc. if the SI is a different type).
2. In the breadcrumbs (at the bottom or top of your screen depending on how you have it set up), click on "Subtype"



3. Press the Backspace key on your keyboard and the highlighted text should disappear.
4. Place your cursor back where the text was and type it in manually.
5. Repeat for the second occurrence of "Regulations".
6. Generate a new PDF.

## LMS-1356 Unable to create Official Lists due to a "Can't read properties of null" error

ID	Raised by	Affects version	Jira reference(s)	Status
LMS-1356	HoL	14	SPT-1342	OPEN

### Issue description

An error message sometimes appears when trying to create an amendment list from the Official List tab. The error message is "Can't read properties of null (reading focus)". This can also happen when trying to create a new list on the Amendment Workspace tab.

### Create new list of draft amendments

---

**Type of amendment \***

Traditional

Inline **BETA**

**Bill version \***

As brought from the Lords (Commons) ▼

**House \***

House of Commons ▼

**Stage \***

Committee Stage ▼

**List name \***

1stTry\_AmendmentDrafting

**Proposer**

Keir Starmer ▼

[Manage Permissions](#)

**Form error**  
Cannot read properties of null (reading 'focus')

[Create](#) [Cancel](#)

You may find that the list has actually been created, despite the error: closing the modal and refreshing the page sometimes shows the list has been generated.

## Workaround

This error message appears to be caused (or at least exacerbated) by browser settings related to allowing or blocking pop-up windows. The following steps should help to resolve the issue:

### In Chrome:

1. **Open Chrome Settings:** Click on the three dots in the top-right corner of the Chrome browser window to open the menu. From the dropdown, select "Settings."
2. **Navigate to Privacy and Security:** In the Settings menu, scroll down and click on "Privacy and Security" in the left-hand sidebar.
3. **Access Site Settings:** Within the Privacy and Security section, locate and click on "Site Settings".
4. **Manage Pop-ups and Redirects:** Under the Permissions section, find and click on "Pop-ups and redirects".
5. **Allow Pop-ups from Lawmaker:** In the Pop-ups and Redirects settings, locate the "Allow" section. Click on "Add" next to "Allow," and enter the URL for Lawmaker's website (e.g., <https://lawmaker.legislation.gov.uk/>, <https://lawmaker.staging.legislation.gov.uk/>, <https://lawmaker.dev.legislation.gov.uk/>). This will whitelist Lawmaker and prevent Chrome blocking its pop-ups.

### In Edge:

1. **Open Edge Settings:** Click on the three dots in the top-right corner of the Edge browser window to open the menu. From the dropdown, select "Settings."
2. **Navigate to Cookies and Site Permissions:** In the Settings menu, scroll down and click on "Cookies and Site Permissions" in the left-hand sidebar.
3. **Open Pop-ups and Redirects:** Within the "Cookies and Site Permissions" section, locate and click on "Pop-ups and Redirects".
4. **Allow Pop-ups from Lawmaker:** In the Pop-ups and Redirects settings, locate the "Allow" section. Click on "Add" next to "Allow," and enter the URL for Lawmaker's website (e.g., <https://lawmaker.legislation.gov.uk/>,  Lawmaker , <https://lawmaker.dev.legislation.gov.uk/>). This will whitelist Lawmaker and prevent Edge blocking its pop-ups.

## LMS-2018 Amendment quoted structure is not appearing in the PDF

ID	Raised by	Affects version	Jira/Trello reference(s)	Status
LM-2018	PCO	v15.X	SPT-1506	<a href="#">OPEN</a>

### Issue description

In Scottish Amendment lists, when the quoted structure is updated it is no longer displayed in the PDF.

### Workaround

1. In the Editor, place your cursor inside the Quoted Structure
2. In the Breadcrumb (which may be at the top or bottom of the editor), click on Quoted Structure

Part > Regulation > Paragraph > Content > Text > mod > **Quoted structure** > Section > Subsection > Paragraph > Content > Text

3. Select Attributes from the right-hand panel
4. Click on the box next to ukl:docName
5. Enter the following: ukpga
6. Click on Accept

Attributes 	
Attribute	Value
GUID	_61269ef6-c681-4...
eld	amnd__oc_1__co...
endQuote	>
startQuote	[Empty]
ukl:context	body
ukl:docName	ukpga
ukl:indent	indent0

# LMS-2269 LoDA created from temporary list doesn't behave correctly

## Issue

An issue has been identified when you create a list of draft amendments (a LoDA) by saving a temporary list, i.e. when you:

1. Select some amendments from the Amendment Manager tab
2. From the Actions menu, select Create Temporary List
3. From the Document menu, select Save as... to create a LoDA from that list.

Several aspects of working with this kind of list will not operate correctly, e.g.

- New amendments created on the list will not appear on the Amendment Manager.
- Dragging and dropping amendments to change the order will result in new amendments being created rather than the original amendment being moved.
- Likewise, pasting in an amendment from another list will result in a new amendment being created rather than the original amendment.
- Trying to duplicate the list will result in an error.

The root cause of the issue is a missed consequential from changes that were made in version 15 to better handle Bill versions for UK Bills.

To determine whether an existing LoDA is affected by this issue, try duplicating it (On the project tab, select **Actions>Duplicate version** in relation to the relevant LoDA). If duplicating fails then the LoDA is affected by the issue - a new LoDA should be created using the approach described in the workaround (copying the amendments from the affected list rather than a new temporary list).

## Workaround

Since the issue affects the list, not the amendments, the best workaround is to create a separate list and copy the amendments into it rather than using the Save as... feature. So:

1. Select amendments from the Amendment Manager tab.
2. From the Actions menu, select Create Temporary List.
3. Copy all of the amendments in the list (use ctrl+click to select multiple amendments in the structure view).
4. Go back to the Amendment Workspace tab and create a new LoDA from there.
5. Place your cursor in the empty amendment in the new LoDA and paste all the amendments from the temporary list.
6. Delete the empty amendment at the beginning of the LoDA
7. Save the new LoDA and close the temporary list.

## LMS-2372 Unable to extract zip file

ID	Raised by	Affects version	Jira reference(s)	Status
LMS-2372	HMT	15.2	SPT-1550	<a href="#">OPEN</a>

### Issue description

Error message when trying to extract a zip file downloaded from Lawmaker.

The issue is caused by unicode character in the project name, potentially copied and pasted from outside Lawmaker (eg: Word). In the case reported this was an apostrophe.

### Workaround

The work around is to delete the character from the project name and then download the zip again.

1. Open a working version in the Editor
2. Expand the Document Information panel on the right of the Editor
3. Delete any non-letter characters and re-insert them.
4. Save the Document
5. Close the Editor
6. Retry downloading the zip file.

## LMS-2641 Amendments on a pre-introduction LoDA disappear from the Amendment Manager tab and are not visible to Commons/Lords users after submission

ID	Raised by	Affects version	Jira reference(s)	Status
LMS-2641	OPC	v15.X	SPT-1577	OPEN

### Issue Description

In a UK Bill project, if a List of Draft Amendments has been created during the pre-introduction stage, and an 'As Introduced' version is subsequently published (either by the Commons or the Lords), the amendments in the pre-introduction LoDA will disappear from the Amendment Manager tab. (The LoDA itself will still be visible on the Amendment Workspace tab, however.)

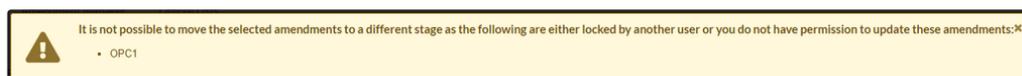
As a result of this bug, any amendments which are Submitted from the pre-introduction LoDA will not be visible to Commons or Lords users.

Additionally, amendments which were drafted in pre-introduction LoDAs and then copied and pasted into new LoDAs will continue to exhibit this problem, even if a published 'As Introduced' version of the bill existed when the new LoDA was created.

Please also note that any new amendments drafted in a pre-introduction LoDA, or a duplicated version of a pre-introduction LoDA, will continue to exhibit this problem, even if a published 'As Introduced' version of the bill exists when the new amendments are drafted.

### Workaround

**Note** that this workaround should be performed *before* submitting your amendments from the LoDA, otherwise it won't work. As soon as you submit your amendments they become locked for editing, so attempting to move or update the LoDA after that point will fail and a warning will appear, such as this:



### Workaround Steps:

If you notice that amendments in a LoDA are not visible on the Amendment Manager tab, or if you know that amendments were drafted in a LoDA created at pre-introduction stage, you can use the following steps to [Move](#) the List and update all the amendments' metadata so they become associated with the published 'As Introduced' version.

1. On the **Amendment Workspace** tab, click the **Actions** menu next to your LoDA and select **Move to a different stage**
2. A modal will appear asking you to select a Stage and Bill version. Select the correct Stage and the 'As Introduced (Commons)' or 'As Introduced (Lords)' Bill version. Click **Confirm**.

## Move to a different stage

---

**Stage**\*

Committee Stage

**Bill version**\*

As Introduced (Commons)

Confirm

Cancel

## LMS-2646 Amendment list duplication not working as expected

ID	Raised by	Affects version	Jira/Trello reference(s)	Status
LMS-2646	OPC	v15.X	SPT-1577	OPEN

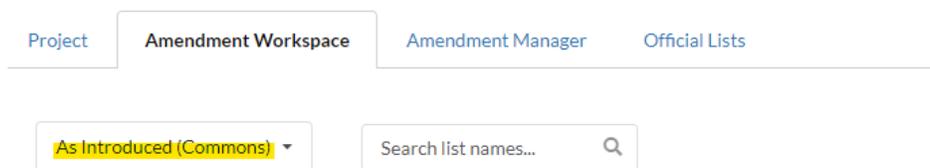
### Issue Description

When using the **Duplicate** function from the **Actions** menu on a List of Draft Amendments, the duplicated list may sometimes appear against an earlier Bill version on the Amendment Workspace tab. For example, when duplicating a LoDA which is associated with the 'As amended in Committee' version of a Bill, the duplicate copy may appear against the 'As Introduced' version.

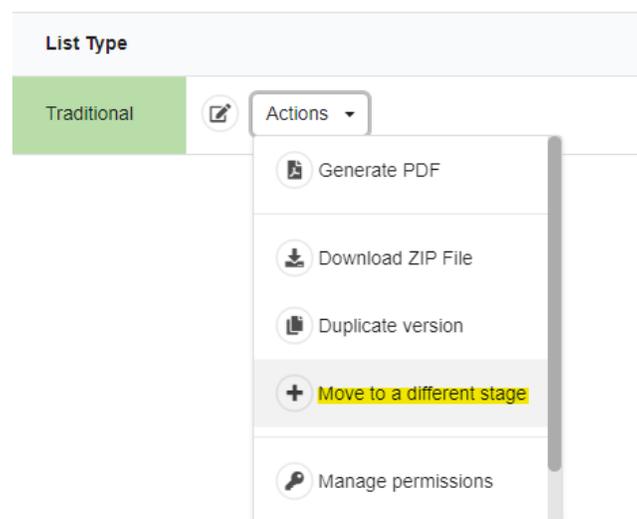
This bug affects LoDAs which were created against a particular version of a Bill and then moved (using the **Move to a different stage** function). On duplication, the new copy reverts to being associated with the bill version that the LoDA was first created against.

### Workaround

After using the **Duplicate** function, locate the new copy of the LoDA by changing the top-left filter on the Amendment Workspace tab:



From the **Actions** menu next to the duplicated list, select **Move to a different stage**



In the modal, pick the correct Stage and the correct Bill version and click **Update**.

This will move the LoDA to the correct Bill version.

## Resolved issues

This section contains previously known issues that have now been resolved.

- Resolved - LMS-20 Can't format characters as superscript or subscript
- Resolved - LMS-66 Member's name on UK Parliament Website isn't the same as that in Lawmaker
- Resolved - LMS-79 White stars are being applied to amendments incorrectly
- Resolved - LMP248 Can't insert footnotes in text before quoted structure (i.e. within mod element)
- Resolved - LMS-326 Amendment list (LoDA or official list) is inaccessible
- Resolved - LMS-246 Dropdown menus in Create New LoDA and Official List dialogue boxes not working

## Resolved - LMS-20 Can't format characters as superscript or subscript

ID	Raised by	Affects version	Jira/Trello reference(s)	Status
LMS-20	OPC, HoC	v11.4	LDAPP-3450	Awaiting Deployment

### Issue description

It isn't possible to format characters as superscript or subscript in the editor. This is needed, for example, when expressing chemical formulas or areas.

### Workaround

The Editor and the PDF generator do actually support subscript and superscript characters but at the moment there is no way through the toolbar or menus to add the necessary XML elements to your document.

To get around this, you need to edit the XML of your document directly.

1. In the Editor, place your cursor at the text you want to format.
2. Select **Document menu > Edit as XML**. (Note: you can only do this if no other users have locks on any part of your document.)
3. The XML view of your document will open. The text you want to format (and your cursor) will be just off the bottom of your screen. Scroll down to view it.
4. Before the first character you want to format, type in "<sup>" or "<sub>" depending on whether you want superscript or subscript.
5. After the last character you want to format, type in "</sup>" or "</sub>" depending on the element you inserted in step 4.
6. The result should look something like this:

```
<content>
<p>This is text within a section which isn't made of H<sub>2</sub>O but paper.</p>
</content>
```
7. Click **Switch to author mode** to take you back to the normal Editor view. It should look like this:

- 1 **This is a heading**  
This is text within a section which isn't made of H<sub>2</sub>O but paper.

## Resolved - LMS-66 Member's name on UK Parliament Website isn't the same as that in Lawmaker

ID	Raised by	Affects version	Related Jira tickets	Status
LMS-66	HoL	v.11.4		OPEN

### Issue description

Amendments published on Lawmaker are sometimes appearing on Parliament's website with an incorrect proposer or supporter name, i.e. the name showing in Lawmaker is different from that shown on the website.

This is caused by not selecting the Member's name from the auto-suggestions in the 'Proposer/Supporter' dialogue box and instead just typing the name in and pressing Enter. In that case Lawmaker will assume you are creating a custom (new) name that doesn't exist on the list supplied by Parliament and will assign it a temporary ID.

The temporary ID assigned happens to correspond to an ID for a previous Member in Parliament's Members Names Information System (MNIS) which is why the website is displaying the wrong name.

This issue can also arise if you paste a copied name and click Enter.

A feature improvement request has been created to improve the usability of this feature and to change the temporary ID assigned. In the meantime, follow the workaround below.

### Workaround

When typing into the 'Proposer/Supporter' dialogue box, always select the suggested name in the drop-down menu by clicking on it (even if it is the same as what you have just typed).

**Manage proposers and supporters**

**Proposer**

Baroness Chapman of Darlington ✕

**Supporters**

Lord Nas

Lord Naseby

Lord Nash

## Resolved - LMS-79 White stars are being applied to amendments incorrectly

ID	Raised by	Affects version	Related Jira tickets	Status
LMS-79	HoL	v11.5	SPT-932	<a href="#">OPEN</a>

### Issue description

The white star assignment rule has been implemented incorrectly so that if an amendment has a published date that matches the supplied white star date, a white star is assigned to it. The rule should have been applied so that white stars are only assigned if the amendment's FIRST published date matched the white star date.

There are 2 workarounds, depending on numbers of amendments involved:

### Workarounds

**Option 1:** Continue to use the "white star" date in the 'Update List' dialogue box and remove white stars from amendments that shouldn't have them by:

1. using the 'Update star status' in the right-click menu OR
2. updating the Attributes right-hand panel one-by-one
  - a. clicking on 'Component' in the breadcrumb of the selected amendment
  - b. Opening 'Attributes' right-hand panel
  - c. Deleting the white star in the `ukl:statusIndicator` field and selecting 'Accept'

**Option 2:** Don't use the "white star" date in the 'Update List' dialogue box (so no white stars are assigned) and add white stars manually onto the amendments that should have them (might be fewer to update with this approach depending on the day)

1. using the 'Update star status' in the right-click menu OR
2. updating the Attributes right-hand panel one-by-one by:
  - a. clicking on 'Component' in the breadcrumb of the selected amendment
  - b. Opening 'Attributes' right-hand panel
  - c. pasting ☆ into the `ukl:statusIndicator` into the input field and selecting 'Accept'

## Resolved - LMP248 Can't insert footnotes in text before quoted structure (i.e. within mod element)

ID	Raised by	Affects version	Jira/Trello reference(s)	Status
LMP248	PCO	v11.3	SPT-908	OPEN

### Issue description

It isn't possible to insert a footnote within the text before a quoted structure because that text is wrapped in a <mod> element.

### Workaround

Footnotes are allowed within <mod> elements but currently the context rules mean that the insert option isn't showing in the relevant menus when the cursor is within a <mod> element.

To get around this, you need to create the footnote somewhere else and then cut and paste it into the correct location.

1. Place your cursor within text that is not text before a quoted structure.
2. Insert a footnote (e.g. use the ALT+F shortcut or use the right-click menu option "Insert Footnote")
3. Click on the footnote to expand it.
4. Click on the "Footnote" breadcrumb which will either be at the top or bottom of the Editor pane depending on your settings



5. Cut the footnote by pressing **CTRL+X**.
6. Place your cursor where you actually want the footnote to be.
7. Paste in the footnote by pressing **CTRL+V**.

## Resolved - LMS-326 Amendment list (LoDA or official list) is inaccessible

### Issue

An amendment list can become inaccessible and can't be opened in the Editor. This may affect a list of draft amendments (on the Amendment Workspace Tab) or an official list (on the Official Lists tab).

If a list is affected by this issue, when you click the **Edit** button for the list on the relevant tab, a new tab is opened and the progress bar begins but an error appears behind it instead of the Editor loading.



### Document could not be loaded

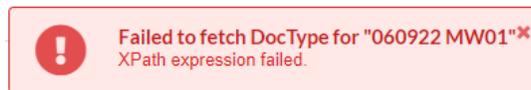
#### Details:

```
406 null for: https://lawmaker-rest.lawmaker.svc.cluster.local:8443/ldapp-rest-api/ldapp/document/xml/c8b19b41-0808-4f0c-b8c7-23fdb13c7a13?ds=LEGI_DRAFTING&recoverautosaved=true&readonly=false
```

[Report Problem](#)

[Troubleshooting](#)

You may also see a "Failed to fetch" error pop up on the Amendment Workspace Tab or the Official Lists Tab:



### Cause

The issue is being caused by data corruption in an index used by Lawmaker to assemble all the amendments within the list. It does not mean there is a problem with the amendments or the other content of the list but it prevents Lawmaker from making the compiled list available in the Editor.

We're currently working on a fix that will avoid this being an issue in future.

### Workaround

There are only limited workarounds to this issue because intervention from Leidos is required to properly fix the document in question.

We therefore recommend you take one of the following approaches:

- If the affected list is a list of draft amendments (LoDA) then you can recreate the list by
  - a. On the Amendment Manager Tab, select the amendments that were in the LoDA.
  - b. In the **Actions** menu, select **Create temporary list**.
  - c. Once the list has opened in the Editor, in the toolbar select **Document>Save as...** to create a new LoDA.
- If the affected list is an official list that doesn't contain much content other than the amendments themselves (e.g. a Scottish daily list or a Lords daily sheet) then generating a new list may be the easiest way to resolve the issue.
- If the affected list is an official list that does contain more non-amendment content (e.g. a Commons Marshalled list) then duplicating an older version of the list and updating it may be possible if there haven't been many changes made.
- If you can wait for a resolution until the next working day, log a support request and we'll get the list fixed overnight by Leidos.

- If the matter is urgent and none of the approaches above will work for you, then request support directly from Leidos by using the phone number we have supplied. Their out-of-hours team should be able to fix the document in question fairly quickly.

Even if you work around the issue by taking an approach above, it would still be helpful if, at some point after, you can log a support request notifying us of the document that was affected so we are aware the issue has occurred and can investigate.

## Resolved - LMS-246 Dropdown menus in Create New LoDA and Official List dialogue boxes not working

ID	Raised by	Affects version	Jira/Trello reference(s)	Status
LMP250	OPC	v11.3	SPT-846	OPEN

### Issue description

Clicking on the down arrow next on the Bill Version, House and Stage dropdown menus in the dialogue boxes for creating a new LoDA or Official list doesn't bring up the list of options or only does so erratically.

### Workaround

Instead of clicking on the arrow, click on the white space between the text showing the dropdown (e.g. "Please select...") and the down arrow.