

PARLIAMENTARY COUNSEL



Word Note (No. 13) Renumbering

Document release 6.1

Reissued 26 August 2010

Contents

| | |
|---|----------|
| Introduction | 1 |
| What are sections and subsections for the purposes of this Word Note? | 2 |
| Before renumbering | 2 |
| Create a version | 2 |
| Include symbols for renumbering sections and commencement tables..... | 2 |
| Where should symbols go, and what should they be? | 2 |
| How to include ^ or @ symbols..... | 3 |
| How to include ~ symbols | 3 |
| When symbols are not needed | 3 |
| Renumbering sections in a new Act | 4 |
| Renumbering sections using the Replace Using List macro | 4 |
| Making the renumbering list..... | 4 |
| Hyphenated Division-section numbers | 5 |
| Using Microsoft Excel to fill in list of new hyphenated Division-section numbers..... | 5 |
| Running the Replace Using List macro | 7 |
| Renumbering items in amending Schedules | 7 |
| Renumbering parliamentary amendments | 8 |
| Renumbering subsections | 8 |
| Renumbering paragraphs | 8 |
| Renumbering commencement tables | 9 |
| Renumbering table items (except in commencement tables) | 9 |
| Problems with the macros | 9 |

Introduction

1 There are several renumbering macros that can simplify the task of renumbering Bills, parts of Bills and parliamentary amendments.

2 This Word Note sets out details of the renumbering macros that can be used by clicking on Renum button in the Bills group on the OPC tab of the Word Ribbon and making a choice from the menu. The macros each renumber one of the following sorts of provisions:

- (a) sections (see paragraph 3(a));
- (b) items of amending Schedules;
- (c) parliamentary amendments;
- (d) items of commencement tables and other tables;
- (e) subsections (see paragraph 3(b));
- (f) paragraphs.

What are sections and subsections for the purposes of this Word Note?

3 For the purposes of this Word Note:

- (a) a **section** is anything formatted like a section of a principal Act, i.e. with a heading formatted with the ActHead 5,s style, including a clause of a Bill, a clause of a non-amending Schedule and a proposed section to be included in a principal Act by an amending Act; and
- (b) a **subsection** is anything formatted like a subsection of a principal Act, i.e. with the subsection,ss style, including a subclause of a Bill, a subclause of a non-amending Schedule and a proposed subsection to be included in a principal Act by an amending Act.

Before renumbering

Create a version

4 If something goes wrong with the renumbering, you can close the document without saving changes. To be on the safe side, you should consider creating a version of the Bill document just before running a renumbering macro, in case you need to return to the numbering system used before running the macro.

Include symbols for renumbering sections and commencement tables

Where should symbols go, and what should they be?

5 Each section to be renumbered, and each cross-reference to a section to be renumbered, needs to have a symbol in front of the section number for a macro to renumber it. Each cross-reference to a commencement table item to be renumbered needs to have a symbol in front of the table item number for a macro to renumber the cross-reference.

6 There should be no space between the symbol and the section or table item number.

7 The symbol needed depends on which macro is to be used for renumbering:

- (a) Use carets (^) if you want to use the Renumber New Act [(R)NewAct] macro (e.g. ^167).
- (b) Use @ symbols if you want to use the Replace Using List [(R)UsingList] macro (e.g. @606).
- (c) Use tildes (~) if you want to use the Renumber Commencement Table [(R)Comm] macro (e.g. ~5).

How to include ^ or @ symbols

8 You should type the appropriate renumbering symbol in front of section numbers as you type the Bill. If you need to re-insert the symbols after finalising, you should run the caret grower macro (see paragraph 9). You could also use the caret grower macro before renumbering to check for any cross-references that are missing the appropriate symbol.

9 You can use the Insert ^s (caret grower) macro to insert either a caret ^ or an @ symbol before each section number. The macro asks which sort of symbol you want to insert. The macro will automatically insert the desired symbol in front of the number at the start of each section heading. The macro will then look for every other number and ask you whether it is a cross-reference. It will insert the desired symbol before the number if you answer yes (but won't if you answer no).

10 If you place the insertion point somewhere other than the start of the document, the macro will ask you if you want it to start inserting symbols from the start of the document. If you answer no, it will not check numbers above the insertion point. It is best to place your insertion point just above section 1 of the Bill to avoid being asked whether numbers before section 1 are cross-references.

How to include ~ symbols

11 You should type a tilde (~) in front of each commencement table item number in a cross-reference as you type the cross-reference.

When symbols are not needed

12 You do not need symbols for the following macros (because they simply number provisions in numerical or alphabetical order without renumbering cross-references):

- (a) Renumber Amending Schedule [(R)AmSch];
- (b) Renumber Parliamentary Amendment [(R)ParlAm];
- (c) Renumber subsections [(R)(1)];
- (d) Renumber paragraphs [(R)(a)];
- (e) Renumber table items [(R)Table] (not Renumber commencement table [(R)Comm]).

Renumbering sections in a new Act

13 The Renumber New Act [(R)NewAct] macro will renumber each section and cross-references to sections in a Bill for a new principal Act.

14 You will need a caret (^) in front of each section number and any cross-references to section numbers for the macro to work.

15 It is a good idea to create a version just before running the macro.

16 To run the Renumber New Act macro, click on Renum button in the Bills group on the OPC tab of the Word Ribbon and choose (R)NewAct from the menu.

17 The macro will first ask what section number you want to start at and what increment to use for section numbers after that. You will usually leave this as 1/1 and click OK.

18 The macro checks that there are not any duplicate section numbers before it rennumbers the Bill. If there are, you need to fix them and run the macro again.

19 The macro will produce a table in a new document showing the old and the new section numbers.

20 The macro will put 3 question marks (???) in place of any ^ symbol where the macro was unable to renumber the cross-reference because it did not exist.

21 After running the macro, you should check your Bill for any occurrence of ??? to find any cross-references that could not be renumbered. Fix any incorrect cross-reference numbers and replace the question marks with a caret symbol.

22 The macro leaves carets in the Bill after renumbering. These will be removed during the finalising process before the Bill is printed for introduction into Parliament (see Word Note 20).

Renumbering sections using the Replace Using List macro

23 The Replace Using List [(R)UsingList] macro is used for renumbering large groups of sections that are proposed to be included in a principal Act by an amending Act.

24 An @ needs to be included in front of each section number and any cross-references to section numbers for the macro to work.

25 The macro will renumber each section and cross-reference from a list of the old and new section numbers saved in a separate document.

26 It is a good idea to create a version before just before running the macro.

Making the renumbering list

27 Once the @ symbols have been inserted, you need to create a list of the old and new section numbers. To create this list, click on Renum button in the Bills group on the OPC tab of the Word Ribbon and choose (R)MakeList from the menu.

28 The macro creates a list in a table with 2 columns in a new document. The list includes in column 1 all the old section numbers marked in the Bill document with an @ symbol and leaves column 2 blank.

29 The new section numbers need to be inserted manually in column 2 (because this involves human judgment about what the new numbers should be).

30 Alternatively, you can use the Fill function of Excel to speed up the process of preparing the right-hand column of a long renumbering list. See the instructions below.

Hyphenated Division-section numbers

31 Most of the renumbering macros do not work properly on original hyphenated section numbers, including the Division-Section numbering system seen in Tax Code Bills. However, the Replace Using List macro can renumber a Bill using any numbering system.

32 For Bills containing hyphenated section numbers (e.g. 768-500) you should first run Fix Document. This is to ensure that all hyphens have been converted to non-breaking hyphens.

33 It is a good idea to create a version before running the macro.

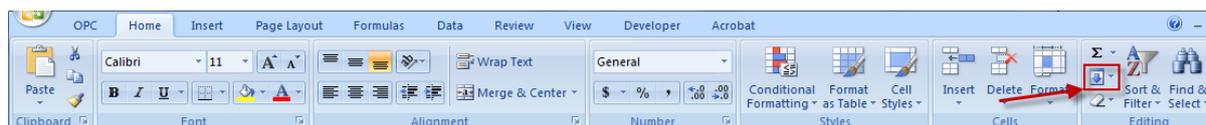
34 After all @ symbols have been inserted, run the Make Renumber List [(R)MakeList] macro and complete the renumbering list as described below.

Using Microsoft Excel to fill in list of new hyphenated Division-section numbers

35 If you have a very long list of numbers to deal with, you can use Microsoft Excel to generate the list of new numbers in column B of the table. Do the following (see the IT Staff if you need help):

- (a) copy the left-hand column of the table generated by the Make Renumbering List macro in Word;
- (b) open up Excel and paste that column into column A of a blank spreadsheet;
- (c) in column B in Excel (next to the first of the old section numbers) type at least the first of the new section numbers without the hyphen (but if the first 3 new section numbers are to be [Division number]-1, [Division number]-5 and [Division-number]-10, you will need to type in those 3 section numbers, without the hyphens (for example, if the Division were Division 197, you would need to type in 1971, 1975 and 19710);
- (d) select the last of the cells you have completed manually in column B, and all the cells under that cell that relate to sections in the same Division;
- (e) click on the Fill button  in the Editing group of the Home tab of the Excel Ribbon (see below) and choose Series and make sure that the “Linear” Type is chosen;

**Word Note (No. 13)
Renumbering**



- (f) in the Series dialogue box check that the Step value is set to an increment of 5 (if this is what you want) and then click OK—this generates your list of new numbers in column B;
- (g) if the series of new section numbers in a single Division is to start below 100 and end at 100 or higher, you need to type the first section number that is 100 or more (without a hyphen) in the relevant cell (for example, if the Division were Division 197 and the series of new section numbers were to run 197-1, 197-5, 197-10, 197-15 and so on with increments of 5 to 197-220, you would need to type 197100 in the relevant cell), then repeat steps (d) to (f);¹
- (h) repeat steps (c) to (g) for any other sequence of sections in a different Division;
- (i) when the list is complete, select and copy the new numbers in column B;
- (j) go back to your renumbering list in Word and select exactly the cells in the right-hand column where the new numbers are to go;
- (k) click on the *lower* part of the Paste split button in the Clipboard group on the Home tab of the Word Ribbon (see below), choose Paste Special, choose Unformatted Text from the list and click OK (this puts in the new numbers in your Word table);



- (l) highlight those cells in the right-hand column pertaining to one Division and either click on Replace in the Editing group on the Home tab of the Word Ribbon or press Ctrl+H;
- (m) in the Find what field, type in the Division number (that is to come before the hyphen);
- (n) in the Replace with field, type in the same number and an ordinary hyphen (don't worry about inserting a non-breaking hyphen);
- (o) click the Replace All button, and when prompted if you want to “search the remainder of the document?”, click No.
- (p) repeat steps (l) to (o) for any other sequence of sections under a different Division;

¹ If you don't do this, then, to continue the example in paragraph 35(g), you would end up with numbers including 19795, 19800, 19805 in column B which wrongly change the Division component of the number.

- (q) OPC-Save (Alt+S) the document and note down its document number (e.g. s05qx210) for use in the renumbering macro.

Running the Replace Using List macro

36 To run this macro, open your Bill, click on Renum button in the Bills group on the OPC tab of the Word Ribbon and choose (R)UsingList from the menu.

37 When prompted, type in the document number of your renumbering list, then click OK.

38 The macro will put 3 question marks (???) in place of any @ symbol where the macro was unable to renumber the cross-reference because it did not exist.

39 After running the macro, you should check your Bill for any occurrence of ??? to find any cross-references that could not be renumbered. Fix any incorrect cross-reference numbers and replace the question marks with an @ symbol.

40 The macro leaves the @ symbols in the Bill after renumbering. These will be removed during the finalising process before the Bill is printed for introduction into Parliament (see Word Note 20) or, if relevant, the parliamentary amendments containing the new sections are finalised for circulation in Parliament (see Word Note 21).

41 This macro will also update the table of contents. There is no need to delete the table of contents before running the macro.

Renumbering items in amending Schedules

42 The Renumber Amending Schedule macro will renumber the items in an amending Schedule. Each Schedule in an amending Bill will need to be renumbered separately.

43 It is a good idea to create a version just before running the macro.

44 To run the macro, put the insertion point in the Schedule heading and click on Renum button in the Bills group on the OPC tab of the Word Ribbon and choose (R)AmSch from the menu.

45 The macro will first ask what item number you want to start at and what increment to use for item numbers after that. You will usually leave this as 1/1 and click OK.

46 This macro does not renumber cross-references to items. You will also need to check that the references to items in the commencement table are correct after renumbering each Schedule.

47 The macro does not require any symbols to be included in the Bill. It does, however, require that each Schedule starts with a Schedule heading properly formatted with the ActHead 6,as style and that every item has 2 spaces after the item number.

48 The macro checks that there are 2 spaces between each item number and the rest of the item heading before it renumbers the Bill. If there are not, you need to fix the spacing and run the macro again.

49 The macro will produce a table in a new document showing the old and the new item numbers.

Important note: If you have an amending Schedule that inserts an amending item into another Act, you should change the style on the inserted Item heading using the Special Style macro (click on OPC Styles in the Formatting group on the OPC tab of the Word Ribbon and choose Miscellaneous, Special Style) before renumbering the Schedule. If you do not do this, the inserted item heading will be numbered as if it were an item of the amending Schedule.

Renumbering parliamentary amendments

50 The Renumber Parliamentary Amendment [(R)ParlAm] macro will renumber each amendment in parliamentary amendments. The macro does not renumber any cross-references (it is difficult to imagine that these could exist). No symbols need to be included to renumber parliamentary amendments.

51 It is a good idea to create a version just before running the macro.

52 To run the macro, click on Renum button in the Bills group on the OPC tab of the Word Ribbon and choose (R)ParlAm from the menu.

53 The macro will first check to ensure that there is the same number of amendments and amendment topic notes. If there is not, the macro creates a separate document with a report on missing topic notes and/or duplicate topic notes, and a link to the start of each amendment that is missing a topic note or has duplicate topic notes. Hold down the CTRL key and click on the link to be taken to the start of the amendment. If you need to go back to the report to find another amendment missing a topic note or having duplicate topic notes, you may need to switch windows. After fixing any problems of missing or duplicated topic notes, run the macro again.

54 As with the other macros, a table showing the old and new numbers will be created in a new document.

Renumbering subsections

55 The Renumber subsection [(R)(1)] macro will renumber subsections within a section.

56 To run the macro, place your insertion point anywhere in the text of the first subsection (1), click on Renum button in the Bills group on the OPC tab of the Word Ribbon and choose (R)(1) from the menu.

Renumbering paragraphs

57 The Renumber paragraph [(R)(a)] macro has been written to renumber paragraphs within a subsection, definition or item in an amending Schedule.

58 To run the macro, place your insertion point anywhere in the text of the first paragraph, click on Renum button in the Bills group on the OPC tab of the Word Ribbon and choose (R)(a) from the menu.

Renumbering commencement tables

59 The Renumber Commencement Table [(R)Comm] macro will renumber the items in a commencement table (in column 1), and any cross-references to table items in the commencement table (in column 2) preceded by a tilde character (~).

60 You need to manually insert the ~ character in front of any cross-reference to a commencement item before running the macro.

61 To run the macro, put your insertion point anywhere in the commencement table, click on Renum button in the Bills group on the OPC tab of the Word Ribbon and choose (R)Comm from the menu.

62 The macro will first check to ensure that there are no duplicate item numbers in the table. If there are duplicates, you will need to correct this and re-run the macro.

63 As with the other macros, a table showing the old and new numbers will be created in a new document.

64 The macro leaves tildes in the Bill after renumbering. These will be removed during the finalising process before the Bill is printed for introduction into Parliament (see Word Note 20).

Renumbering table items (except in commencement tables)

65 The Renumber table [(R)Table] macro will replace all the text in the first column of a table with numbers of the table items. Do not run this macro on a table, such as a commencement table, that does not have a separate column containing only item numbers. If you do, you will lose all the text (not just numbers) in the first column of the table. The macro does not deal with any cross-references to table item numbers.

66 To run the macro, place your insertion point anywhere in the table whose items are to be renumbered, click on Renum button in the Bills group on the OPC tab of the Word Ribbon and choose (R)Table from the menu.

Problems with the macros

67 Some of the renumbering macros are quite complex. If you should have any problems running any of the macros, please contact the IT staff.

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| Document History | | |
|-------------------------|---------------------|------------------------|
| Release number | Release date | Document number |
| 1.0 | 24 March 2005 | s05pu367.v01.doc |
| 2.0 | 19 September 2005 | s05pu367.v02.doc |
| 3.0 | 07 October 2005 | s05pu367.v03.doc |
| 4.0 | 04 November 2005 | s05pu367.v04.doc |

| Document History | | |
|-------------------------|---------------------|------------------------|
| Release number | Release date | Document number |
| 5.0 | 02 August 2006 | s05pu367.v05.doc |
| 6.0 | 14 June 2007 | s05pu367.v06.doc |
| 6.1 | 26 August 2010 | s05pu367.v11.docx |
