## THIS DOCUMENT IS PROVIDED FOR SELF-TRAINING PURPOSES

**(Also refer to the document titled: *Supreme Court Civil and Criminal Oral Reasons Custom Templates: Outline of Functionality and Changes (Word 2007/2010)* dated January 31, 2012)**

## SUPERIOR COURTS OF BRITISH COLUMBIA
## ELECTRONIC DOCUMENT FORMATTING REQUIREMENTS FOR WORD 2007/2010

*[This document provides supplemental training support for the Supreme Court's Civil and Criminal Oral Reasons Templates.  Both templates are available for download at the Ministry of Attorney General, Court Services' Website and are for all British Columbia Transcription Companies, Transcribers and Court Reporters who are authorized to access audio recordings to prepare oral reasons for the Supreme Court of British Columbia.]*

Supreme Court of British Columbia's Oral Reasons for Judgment are subject to the following electronic document formatting requirements using **Word 2007 or 2010**:

1. Use the Arial 12 font.  The Supreme Court's Civil and Criminal Oral Reasons Templates are set to Arial 12 by default.

2. Use an accurate mix of upper and lower case text throughout the style of cause/front title page and headings of the judgment.  All caps are no longer acceptable due to database functionality.

3. Use proper Margin, Tab, Indentation and Space Before/After settings to align and space text and paragraphs in the style of cause/front title page, body and quotations of judgments rather than multiple manual entry, or use, of hard returns, tabs and spaces.

   Eighteen (18) Points After spacing is required when leaving a quote or transcript quote to return back to a regular level one paragraph.  Rather than using a hard return to achieve this spacing requirement, click this button , on the Oral Reasons ribbon, when the cursor is in the final paragraph of a quote to set it to 18 Points After.

   When stored, a document containing excess hard returns, tabs and spaces uses more memory and is very problematic to convert for the Internet and other database systems.

4. Use automatic paragraph numbering when a numbering structure is required in the body of oral reasons, but not in quotations.  Level one automatic paragraph numbering is not optional.  All level one paragraphs should be auto-numbered (i.e., [1], [2]…).  **Please do not manually type level one paragraph numbering**.

   Use automatic paragraph numbering for all numbered lists set out in sub-paragraphs to level one paragraphs (i.e., apply level two auto-paragraph numbering, and higher if needed).

   Please **do not use automatic paragraph numbering** for numbering structures set out **in quoted material** (i.e., numbered lists or otherwise).  Type these numbered structures manually because this data is static and will never change. For this reason, they should never be exposed to possible dynamic variation caused by editing content located above them.

   The templates are set up with level one automatic paragraph numbering, with 12 points After each paragraph, as required.  Simply click this  button on the Oral Reasons ribbon to start or restart numbering.

**Note:** Second level and higher automatic paragraph numbering is now acceptable in the body of a judgment.  The test to be applied when deciding whether to use second level automatic paragraph numbering, is whether or not it is the Judge (author) who is speaking (i.e., the content being typed is not a quote or transcript quote).

5.    To maintain continuity of document format, use the custom command buttons located on the Oral Reasons ribbon (see Appendix "B" for a Cheat Sheet detailing button functionality).
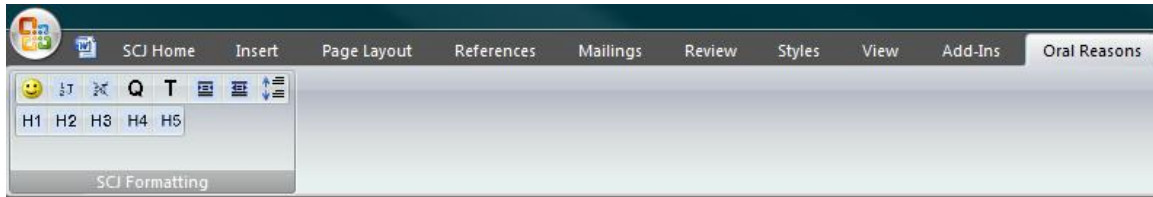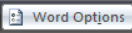


6.    Use tables to format data or text that requires more than two columns rather than multiple manual entry, or use, of tabs and spaces.  When formatting two columns of data or text, be sure to set the Tabs feature to exclude unnecessary tab stops.  Most judgments are ultimately converted to HTML for publishing on the Internet or other database systems.  Inappropriate use of tabs, spaces and hard returns will cause text to scramble during the conversion process and is easily avoided by using the tables feature.

7.    Use manual line breaks (Shift, Enter) to begin a new line rather than a hard return in some instances.  This formatting command is particularly useful when entering a style of cause with multiple parties and document titles with lengthy descriptions (i.e., Oral Judgment, Ruling … etc.).  Using line breaks avoids the need to set and re-set points before/after numerous times, especially in quotations and transcript quotations where the **next line** is sometimes needed, rather than the **next paragraph**.  (Line breaks avoid having 6 points after applied to those blocks of text that, on **rare** occasion, need to be single spaced within a quote.  A good example of this would be to use line breaks ( ↵ ) at the end of each line in an address block of a letter being reproduced in a quote.)

      **Note:**    Like the **hard return**, which is used to start a **new paragraph** that contains text (or something of substance), manual **line breaks** should only be used to start a **new line** that contains text (or something of substance).  **Line breaks should not be used to achieve spacing**.

8.    Use the following procedure when copying and pasting selections of text for quotes from electronic source documents (statutes, regulations, judgments...), to the destination document (the oral judgment):

      (a)    select (highlight) and copy the portion of text from the source document;

      (b)    place the cursor where the copied text is to be pasted into the destination document;

      (c)    press Cntrl, Alt V and choose "Unformatted Text" or from the Home ribbon:  click Paste and then click Paste Special and choose "Unformatted Text":
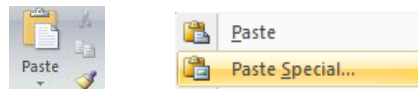


      (d)    then review the text and reapply any text attributes (bold, italics etc.) that were stripped.

      Text pasted in this manner is purged of any conflicting formatting instructions it may contain from the originating source document.  Alternatively, click the down arrow next to the small clipboard that appears immediately after pasting the text and choose **"Match Destination Formatting"**.  Please note that the clipboard will not display if this feature is not turned on.  To check this, go to Word Options  after clicking the Office Button , or the **File Tab** in

Word 2010; then click **Advanced** and look at the Cut, Copy and Paste section to ensure this option is checked: ☑ Show Paste Options buttons ; and then click OK.

9. There is no need for a signature line at the end of the judgment. Press F11 to navigate to the last stop point in the template and simply type the Judge/Master/Registrar's surname.

10. Please do not use the Comment/Track Changes feature to communicate transcription comments or notations. Alternatively, transcribers and court reporters should provide their comments or notations in PART IA of the form titled *Finalization and Distribution of Oral Transcription Request*. The Comment/Track Changes feature alters the document's formatting in order to accommodate the insertion of comments or edits. This feature can be difficult to deactivate and does not always restore the document to its exact original state, which can complicate the conversion process.

11. Tips for transcribers:

    (a) Use the F11 key to navigate through the oral reasons templates. F11 moves the cursor from one stop point (variable field/marker) to the next to input text);

    (b) Work with your Show/Hide ¶ turned on (Cntrl, Shift, *). Doing so will enable you to see your "visible" formatting marks/codes – similar to WordPerfect reveal codes. You would be amazed at how often you enter a hard return to achieve spacing without realizing it. At minimum, you should at least turn on Show/Hide upon completion of a judgment to review the "visible" formatting codes and remove any unnecessary hard returns, tabs and spaces; and

    (c) For your further reference, please see the attached Appendices, both of which are self-explanatory.

These requirements are not unreasonable. For good reason, employers, both public and private, are demanding a higher standard for electronic document production in the workplace. Documents are ultimately stored electronically and their electronic formatting uses memory. The more formatting instructions contained in a document, the more memory it will take to store it. The "visible" formatting displayed when show/hide is turned on in Word takes more memory than preset "invisible" formatting. "Invisible" formatting also converts much better. The one exception to this rule is the tables feature, which is used to format columns of data so it will hold in the conversion process.

The Supreme Court's Civil and Criminal Oral Reasons Templates are designed to meet all of the formatting requirements detailed in this document, provided the custom ribbon formatting tools set out Appendix "B" are utilized to maintain continuity of format. The templates are available for download on Court Services' Website. These templates are not intended to do the thinking. At times some minor changes to the front page may need to be made to reflect a given situation. In this regard, please refer to the *British Columbia Court Transcription Manual* issued by the Ministry of the Attorney General, which is also available on Court Services' Website for your reference.

We thank you for your anticipated cooperation and trust you will find the templates and tools referred to herein are everything you will need to meet the Court's requirements.

**APPENDIX "A"**

**CORRECT FORMATTING STYLES FOR CITATIONS**

**[NOTE: Case names and legislation are no longer bolded, only *italicized*.]**

**A.    Provincial Legislation - Canada**

*Family Relations Act*, R.S.B.C. 1996, c. 128

*Passenger Transportation Act*, S.B.C. 2004, c. 39

**B.    Federal Legislation - Canada**

*Canada Labour Code*, R.S.C. 1985, c. L-2

**C.    Cases (official, unofficial, QuickLaw and neutral citations) - Canada**

*Smith v. Smith*, [2003] 1 S.C.R. 247

*Smith v. Smith* (1996), 15 B.C.L.R. (3d) 325 (S.C.)

*Smith v. Smith* (2004), 27 R.P.R. (4th) 281 (B.C.C.A.)

*Smith v. Smith* (2004), 8 C.B.R. (5th) 55 (B.C.S.C.)

*Smith v. Smith* (1990), 4 C.B.R. (3d) 311 (B.C.S.C.)

*Smith v. Smith* (1993), 18 C.P.C. (3d) 361 (B.C.S.C.)

*Smith v. Smith*, [1999] B.C.J. No. 456 (C.A.)

*Smith v. Smith*, 2005 BCSC 649

*Smith v. Smith*, 2005 BCCA 747

*[Please note the placement of commas, the use or non-use of periods, and the specific use of square or round brackets.]*

**APPENDIX "B"**

**Transcription Company/Court Reporter Version**

# Cheat Sheet

## Oral Reasons Ribbon Tab (Word 2007/2010)
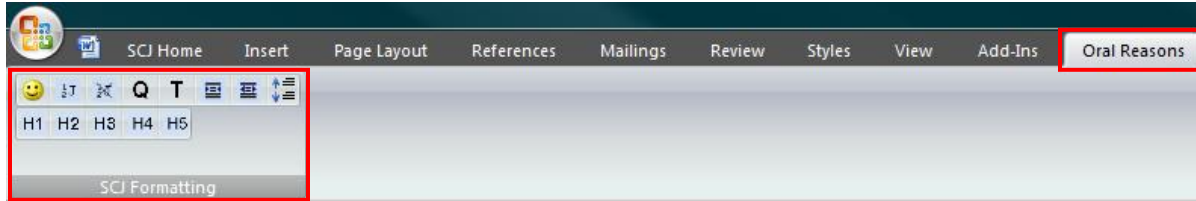


| Button | Description of Functionality |
|---|---|
|  | Applies SCJ Normal style: Font: (Default) Arial, Left, Line spacing: single, Widow/Orphan control<br><br>**Use: click before creating a table in a quotation** |
|  | Applies SCJ Number style: Font: (Default) Arial, Left, Line spacing: 1.5 lines, Space After: 12 pt, Widow/Orphan control, Tab stops: 0.5", List tab, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.5" + Indent at: 0"<br><br>**Use: click to start or restart level one paragraph numbering** |
|  | Applies SCJ Non-Number style: Font: (Default) Arial, Left, Line spacing: 1.5 lines, Space After: 12 pt, Widow/Orphan control<br><br>**Use: click to turn off level one paragraph numbering (i.e., for a numbered list)** |
|  | Applies SCJ Quote style: Font: (Default) Arial, 11 pt, Indent: Left: 0.5", Right: 0.5", Left, Line spacing: single, Space After: 6 pt, Widow/Orphan control<br><br>**Use: click to start a quotation** |
|  | Applies SCJ Transcript Quote style: Font: (Default) Arial, 11 pt, Indent: Left: 0.5", Hanging: 0.5", Right: 0.5", Left, Line spacing: single, Space After: 6 pt, Widow/Orphan control<br><br>**Use: click to start a transcript quotation** |
|  | Increase Indent: Increases left and right indentation by 0.5" with each click<br><br>**Use: click to increase the indent within a quote (i.e., a quote within a quote)** |
|  | Decrease Indent: Decreases left and right indentation of 0.5" with each click<br><br>**Use: click to decrease the indent within a quote (i.e., after typing a quote within a quote to return back to the original quote)** |

| | |
|---|---|
| | Sets 18 Points After<br><br>**Use: click this button when the cursor is in the last paragraph of a quote or transcript quote to set correct end-spacing** |
| H1 | Applies Heading 1 style: Font: (Default) Arial, Bold, Underline, Left, Line spacing: single, Space After:  12 pt, Widow/Orphan control, Keep with next, Keep lines together<br><br>**Use: click to apply consistent formatting to Level 1 headings** |
| H2 | Applies Heading 2 style: Font: (Default) Arial, Bold, Indent: Left:  0.5", Left, Line spacing:  single, Space After:  12 pt, Widow/Orphan control, Keep with next, Keep lines together<br><br>**Use: click to apply consistent formatting to Level 2 headings** |
| H3 | Applies Heading 3 style: Font: (Default) Arial, Bold, Italic, Indent: Left:  0.5", Left, Line spacing:  single, Space After:  12 pt, Widow/Orphan control, Keep with next, Keep lines together<br><br>**Use: click to apply consistent formatting to Level 3 headings** |
| H4 | Applies Heading 4 style: Font: (Default) Arial, 11 pt, Bold, Italic, Indent: Left:  1", Left, Line spacing:  single, Space After:  12 pt, Widow/Orphan control, Keep with next, Keep lines together<br><br>**Use: click to apply consistent formatting to Level 4 headings** |
| H5 | Applies Heading 5 style: Font: (Default) Arial, 11 pt, Bold, Italic, Indent: Left:  1.5", Left, Line spacing:  single, Space After:  12 pt, Widow/Orphan control, Keep with next, Keep lines together<br><br>**Use: click to apply consistent formatting to Level 5 headings** |