Supreme Court

Civil and Criminal Oral Reasons Custom Templates: Outline of Functionality and Changes

Word 2007/2010
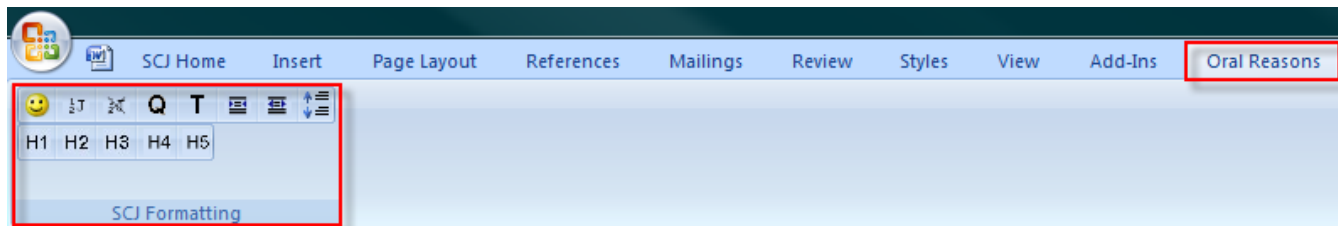
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Table of Contents

Overview

New Supreme Court civil and criminal oral reasons templates for Word 2007 and 2010 are now available for download at the Ministry of Attorney General, Court Services Website. The purpose of this document is to outline a general understanding of template functionality and to explain certain changes. If you are unfamiliar with B.C. Supreme Court document formatting requirements, then please refer to *Supreme Court of B.C. Electronic Document Formatting Requirements* (updated January 2012), located on Court Services' website, for complete details.

Oral Reasons Ribbon Tab (Word 2007/2010)

SCJ Formatting Command Buttons
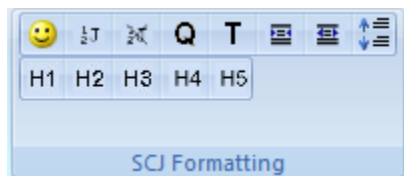
| Button	Description of Functionality
	Applies SCJ Normal style: Font: (Default) Arial, Left, Line spacing: single, Widow/Orphan control **Use: click before creating a table in a quotation**
	Applies SCJ Number style: Font: (Default) Arial, Left, Line spacing: 1.5 lines, Space After: 12 pt, Widow/Orphan 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" **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 **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 **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 **Use: click to start a transcript quotation**
	Increase Indent: Increases left and right indentation by 0.5" with each click **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 **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 **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 **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 **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 **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 **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 **Use: click to apply consistent formatting to Level 5 headings**

Changes to Formatting Standards

Changes to our formatting standards include 1.5 spacing in numbered paragraphs (replacing the double spacing standard); quotations in 11 point font with 6 points after (replacing 12 point font with 12 points after); and spacing at the end of quotations changes to 18 points after (replacing 24 points after). We also **no longer bold** **and italicize case names and legislation; we now** **only italicize**. Save draft oral reasons in Word 2007/2010 **.docx** format.

All other formatting requirements remain unchanged. Please refer to the document titled *Electronic Document Formatting Requirements* (updated January 2012), located on Court Services' website, for complete details. The new oral reasons templates are designed to meet all of the requirements detailed in this document, provided the formatting tools set out in the table above are utilized to maintain continuity of format.

Changes to Template Navigation (F11 stop points/fields)

The templates have two new **stop points** (fields/markers):

1.   The first is located on the front page and is for the **"Date of Trial/Hearing"**. Insert this date whenever it is the same date as the oral reasons. If it differs, then leave this stop point marker in place for the Judge/Master/Registrar's assistant to insert the correct date(s), as part of their internal finalization process; and

2.   The second new stop point is located on the last page and is for the **surname** of the Judge/Master/Registrar. Simply type the surname of the presider. Adjustments to spacing and/or format will be made by the presider's assistant as part of their internal finalization process.

Changes to Functionality

Because both Word 2007 and 2010 offer built-in, pre-assigned shortcut keys for all buttons located on **Ribbon Tabs** and the **Quick Access Toolbar (the "QAT"),** custom shortcut key assignments have been eliminated. If you are unfamiliar with the **QAT**, turn to Appendix A below and follow the instructions for a short tutorial before you continue with the steps set out below.

Steps to add a custom button to the **QAT**:

1.   On the **Oral Reasons** ribbon, **right click** on a custom button and choose **"Add to Quick Access Toolbar"**. You will notice the button appear on the **QAT**.
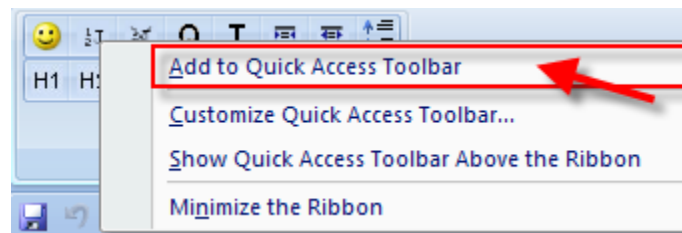
2.   Now press the **"Alt"** key and type the number you see assigned to the custom button.

In the example below, you would press **Alt 7** after adding the custom SCJ Number button to the **QAT**. Here, the **QAT** is located below the Ribbon. By default, it is located above the Ribbon to the right of the Office Button in Word 2007, or to the right of the Word Icon in Word 2010 (see the top left corner of your computer screen).
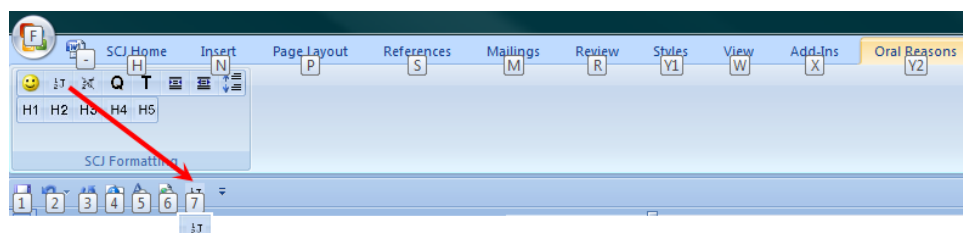
3.   To change button order and the assigned number, **right click** on a blank area of the **QAT** and choose **"Customize Quick Access Toolbar…"**. Next, click on the button you want to move to another position on the **QAT**, as shown below; and then click on the appropriate up/down arrow to the far right to shuffle the button to another location. When you are satisfied with button order, **click OK**.
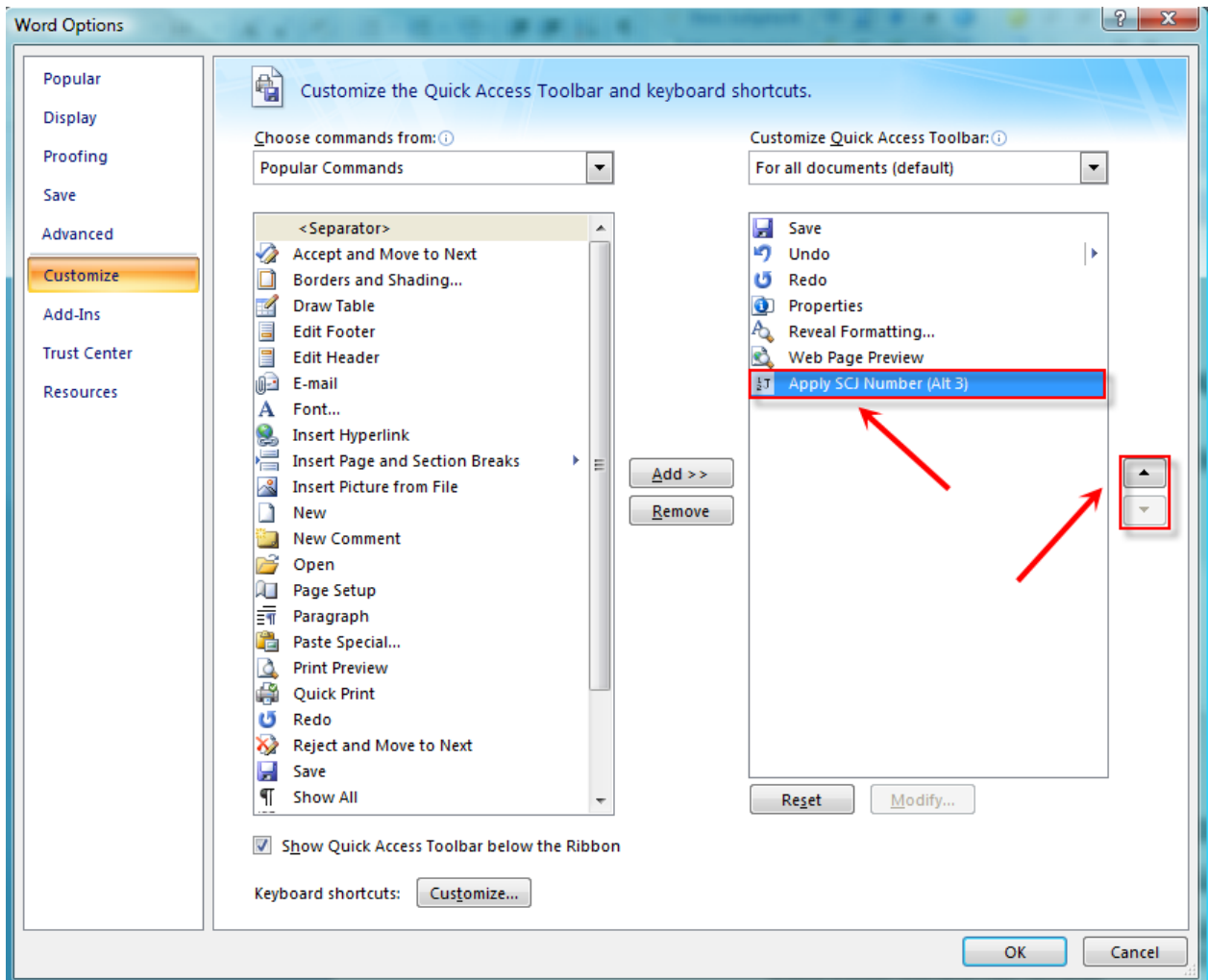
Download and Installation Instructions

Word 2007/2010 (Vista/Windows 7)

Both civil and criminal oral reasons templates can be downloaded from the Attorney General, Court Services Website (listed under "Transcribers' Forms and Information"). Choose to **save** them to your **Desktop** and open a copy from this location as needed. Please do not add or save them to your Word 2007/2010 template folder/directory, as doing so may cause a conflict with your existing template system.

Next, set the **"Save Files in this format"** option to **"Word Document (*.docx)"**.
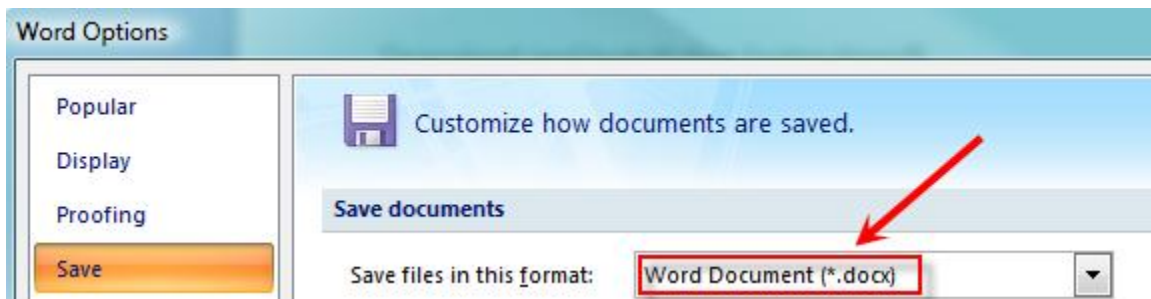
To access Word Options: click the **Office Button** (Word 2007) or the **File Tab** (Word 2010) and then click on **Word Options or Options**, respectively, to locate the menus shown above and below.

Lastly, set **Macro Settings** in Word Options' **Trust Center** settings to **"Enable all macros..."**, as shown below and continued on page 8.
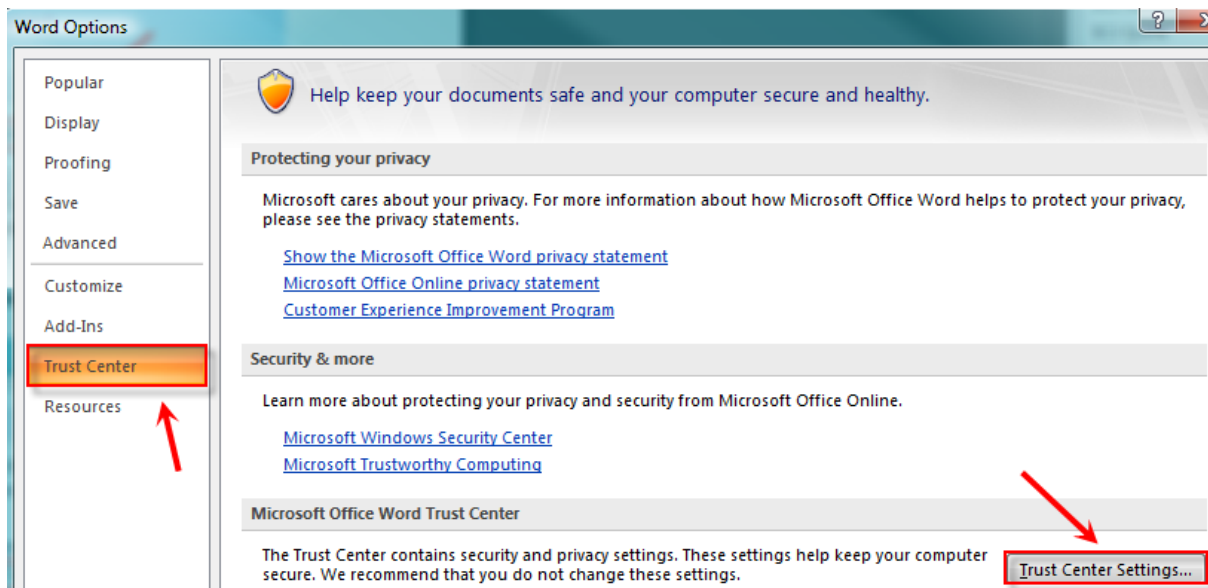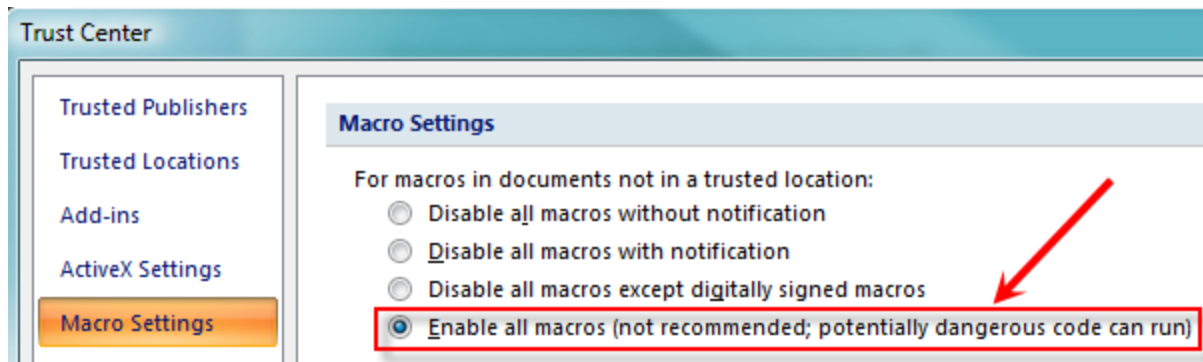
Appendix A

Quick Access Toolbar

The **Quick Access Toolbar** is located at the very top of Word 2007/2010. It contains the features that you use every day, like Save, Undo, and Repeat. You can add your favorite commands to the Quick Access Toolbar so that they're available no matter which Ribbon tab you're on. You can also remove commands from the Quick Access Toolbar. And, if you decide you want to move it, you can do that too. **[Note: screen shots are from Word 2007]**

Move the Quick Access Toolbar

The default location is at the upper left corner, next to the Microsoft Office button.
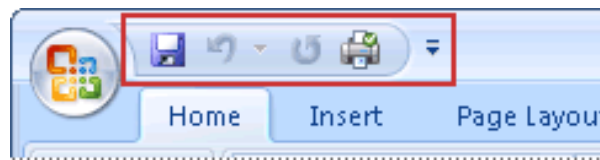
If you find that the default location next to the Microsoft Office Button is too far from your work area to be convenient, you may want to move it closer to your work area, below the Ribbon, by choosing the arrow on the right side of the toolbar. A drop-down menu appears:
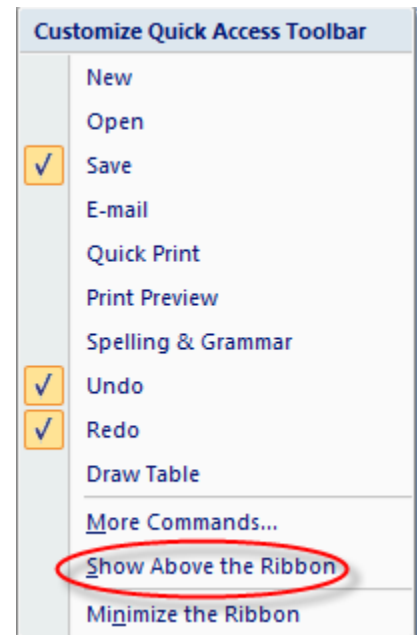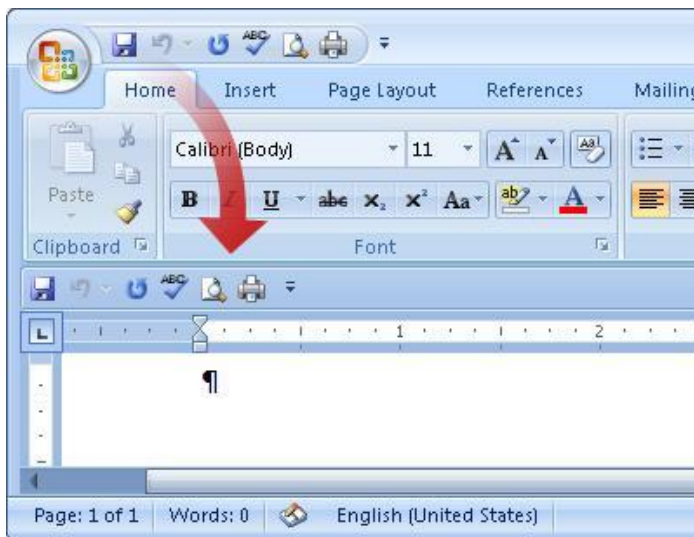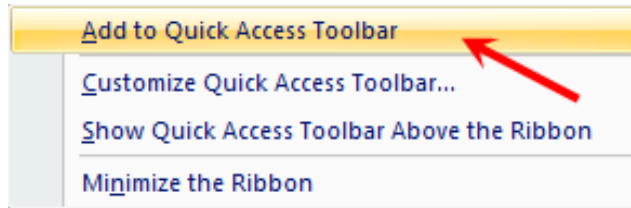

Add a Command to the Quick Access Toolbar

You can add a command to the Quick Access Toolbar directly from command buttons that are displayed on the Office Ribbon.

1. On the Ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.

2. Right-click the command button, and then click **Add to Quick Access Toolbar** on the shortcut menu.

Note: To remove a command button from the **QAT**, right-click the command button and then click **Remove from Quick Access Toolbar.**

You can also add commands to the Quick Access Toolbar by choosing the arrow on the right side of the toolbar. A drop-down menu appears. Choose from whatever commands you want. You can also rearrange the order the commands appear on the Quick Access Toolbar.