**EXAM DAY TYPING HELPS:**

When you sit down to type, you will have a template just like the one on which you practiced at the workshop.  These are my suggestions at least regarding formatting issues for the test.  These instructions are taken from the handout you received called <u>STARTING FROM SCRATCH: BUILDING A TRANSCRIPT TEMPLATE IN WORD: </u>, Section I, Content, 2(a), (b); and Section II, Margins, 3(B)

**When ready to type:**

**1.** This step is not a requirement, but it helps to make sure your indentations are correct when you're typing. Turn on your **Ruler Bar**.  To do so:

(a) Go to the **View** tab.

(b) Click on Ruler.

**2.** Also, at the beginning of your document you'll want to follow the <u>Remove Autocorrect features</u> to remove features that automatically come with Word.  This removes things like superscripts, and replacing your two dashes with a single line:

      **Remove AutoCorrect Settings**

         a)   Click **File** tab.

         b)   Click **Options**.

         c)   Click  **Proofing**.

         d)   Click **AutoCorrect Options**.  A dialogue box will come up with 5 different tabs to choose from.

         e)   Click **Autoformat** tab and uncheck all boxes.

         f)   Click **Autoformat as you type** tab and uncheck all boxes.

         g)   Click **Autocorrect** tab.

         You'll see in the middle

            **Replace Text As You Type:**

            **Replace:_____  With:_____**

               Delete any that interfere with typing:

               i.  Replace :) with happy face

               ii.  Replace two hyphens with a long dash

               iii.  Replace (c) with copyright symbol

               iv.  Replace (r) with registration symbol

         h)  Now click **OKAY.**

- **Note:** If Word does something automatically that you do not want it to do when you type key combinations, I suggest looking up that key combination in AutoCorrect and deleting it.

**3. Required:** Title Page: Fill in your title page with your case information according to your Manual

**4. Required:** Table of Contents: Indicate any witnesses, and the various examinations of said witness(es). Indicate any exhibits that need to be indicated on this page according to your Manual.

**5.** Viewing the **Section Break** line:
Use the **Show/Hide** feature in Word to view formatting. To do so:
    a) Click the **Home** tab
    b) Click on the ¶ icon.
This will show you all of your spacing, paragraph marks, tabs, et cetera. With this feature revealed, on the first page of the actual body of the transcript, you'll see:
 **-------------------Section Break**

**6**. These steps assist with setting the **Hanging Indent** (carry of over line, 5 spaces from left margin):
<u>**To set hanging indent:**</u>  Using your mouse, place your cursor between the period of the **a.m.**  and  **-------------------Section Break**.
- Click on the **Home** tab.
- Go to the **Paragraph** section and click on the drop-down arrow.
- Click on the **Indents and Spacing** tab in the dialogue box.
- Go to the **Indentation** section, about halfway down the box
- Next to **Special**, click on **Hanging**. To the right of that, in the **By:** box, set it at **0.5 inches.**

This should give you that carry-over line to ensure that your carry-over lines (hanging indent) is five spaces from the left margin throughout your document.

**7.** <u>Do not  type</u> on the **Section Break** line

Using your mouse, place your cursor between the period of the **a.m.**  and  **-------------------Section Break**. Here, hit return a few times so the section break moves down three or four lines. This is done because that line contains different formatting for the certification page than the rest of your transcript.

**BE CAREFUL NOT TO DELETE THE SECTION BREAK LINE**. If it is deleted, your formatting can become incorrect. If you do accidentally delete the Section Break, you can replace it by:
- Place your cursor where you want to insert the Section Break.
- Click on the **Page Layout** tab at the top.
- Click on **Breaks**.
- Click on **Next Page.**

**7.** Now just type your transcript!

I hope this helps, and good luck!
Kristen Shankleton