

WordPerfect Creating Quick Words

In the document you are working on:

1. Type the name or data you wish to put into quick words, as you want it to appear in your transcript

e.g. <N> (WITNESS STANDS DOWN)

2. Highlight the whole item you want to include in your quick words, including any spaces as required
3. Go to Tools - Quick Words -
4. Use any letter or combination of letters or letter and numbers you wish to use as your abbreviation

i.e. for the above I use WSD

Enter the letter(s) in the first blank line where the cursor is flashing

5. If it is a new letter or combination of letters you will then have the option to Add Entry

If you have entered this combination at some time prior, you will then go to

Options

Replace Entry

6. Once your quick word is created, each time you use WSD followed by the tab key, or a space, your whole Quick Word, as you created it above, including any spaces, will automatically appear in your transcript.
7. When selecting your letter(s) for your Quick Words, keep in mind you don't use a letter that is used commonly such as 'a', or 'JP', as each time you use that letter or letter combination your Quick Word will pop up. Instead, for example, for <A> in the transcript I have it set at 'AW' as this is a combination of letters that is easy to use, and not a combination you will ordinarily use alone in your transcript.

You may also use 'D2' if you have a second defence counsel.

Word 2003 Creating Macros

1. Open a new document where you will be typing your transcript.
2. Click Tools, Record New Macro.
3. In the “Record Macro” dialogue box, name the macro in the “Macro Name”. Eg. Question If your name is more than one word, do not use spaces between the words.
4. “Assign Macro to” will be covered after the next two steps.
5. In the “Store Macro In” area, select the template you want to assign the macro to. If you change from the highlighted selection, you must then click Okay.
6. In the “Description” area, you can put an optional description of the macro, if you wish. Click Okay.
7. Go back up to the “Assign Macro to” area. Click on the Keyboard icon. This brings up the “Customize Keyboard” dialogue box. In the “Press new shortcut key” field, press the keys on the keyboard you wish to assign to this macro. Eg. Alt+Q
8. In the “Save Changes in” box, click the template you wish to save the changes in. Click Assign. Click Close.

This puts you into recording macro mode. The cursor will have a small cassette tape attached to it. At this point, physically type the keystrokes you want the macro to remember. Eg. <Q>space

When finished your keystrokes, click Tools, Macro, Stop Recording.

The macro is now complete. Type the keyboard combination. This will bring the macro into your document.

Word 2007 Creating Macros

1. Click the Office button (top left-hand corner). Click Word Options (very bottom of box). Click the Popular tab (left-hand column). Ensure the “Show Developer tab in the Ribbon” has a checkmark beside it. Click Okay. This will then add the Developer tab to your Ribbon.
2. Open a new document where you will be typing your transcript.
3. Click on the Developer tab. Click Record Macro
4. In the “Record Macro” dialogue box, name the macro in the “Macro Name”. Eg. Question If your name is more than one word, do not use spaces between the words.
5. “Assign Macro to” will be covered after the next two steps.
6. In the “Store Macro In” area, select the template you want to assign the macro to. If you change from the highlighted selection, you must then click Okay.
7. In the “Description” area, you can put an optional description of the macro, if you wish. Click Okay.
8. Go back up to the “Assign Macro to” area. Click on the Keyboard icon. This brings up the “Customize Keyboard” dialogue box. In the “Press new shortcut key” field, press the keys on the keyboard you wish to assign to this macro. Eg. Alt+Q
9. In the “Save Changes in” box, click the template you wish to save the changes in. Click Assign. Click Close.

This puts you into recording macro mode. The cursor will have a small cassette tape attached to it. At this point, physically type the keystrokes you want the macro to remember. Eg. <Q>space

When finished your keystrokes, click Tools, Macro, Stop Recording.

The macro is now complete. Type the keyboard combination. This will bring the macro into your document.