



Sage College Minimum Transcript Requirements



REVISED 11-19-2010
9 pages including cover

Title 16. Professional and Vocational Regulations
Division 24. Certified Shorthand Reporters Board
Article 8. Denial, Suspension and Revocation of Certificates

§ 2473. Minimum Transcript Format Standards.

(a) A reporter licensed under Chapter 13, Division 3 of the Code shall comply with the following transcript format standards when producing a transcript in a legal proceeding. If a reporter is employed by a court, either as an official or pro tem official reporter, the transcript format set forth by state or local rules of court, or adopted by that jurisdiction, if any, will supersede. If there are no transcript format guidelines established within a jurisdiction, the following minimum transcript format standards shall apply:

(1) No fewer than 25 typed text lines per page;

(2) A full line of text shall be no less than 56 characters unless timestamping is used, in which case no fewer than 52 characters shall be used on a full line of text;

(3) Timestamping may only be printed on a transcript under any of the following circumstances:

(A) when a deposition is videotaped;

(B) when requested by counsel on the record, or

(C) when a transcript will have not less than 56 characters per line.

(4) Left-hand margin is defined as the first character of a line of text;

(5) Each question and answer is to begin on a separate line;

(6) Text is to begin no more than 10 spaces from the left margin. "Q" and "A" Symbols shall appear within the first 8 spaces from the left-hand margin;

(7) Carry-over "Q" and "A" lines to begin at the left-hand margin;

(8) Colloquy and paragraphed material to begin no more than 10 spaces from the left-hand margin with carry-over colloquy to the left-hand margin;

(9) Quoted material to begin no more than 14 spaces from the left-hand margin with carry-over lines to begin no more than 10 spaces from the left-hand margin;

(10) Parenthetical and exhibit markings of two lines or more shall be no less than 35 characters per line; and

(11) In colloquy, text shall begin no more than two spaces after the colon following speaker "ID."

(b) Failure to comply with these minimum standards, as noted above, constitutes grounds for disciplinary action.

Note: Authority cited: Sections 8007, 8008 and 8025, Business and Professions Code. Reference: Sections 8015 and 8025, Business and Professions Code.

HISTORY

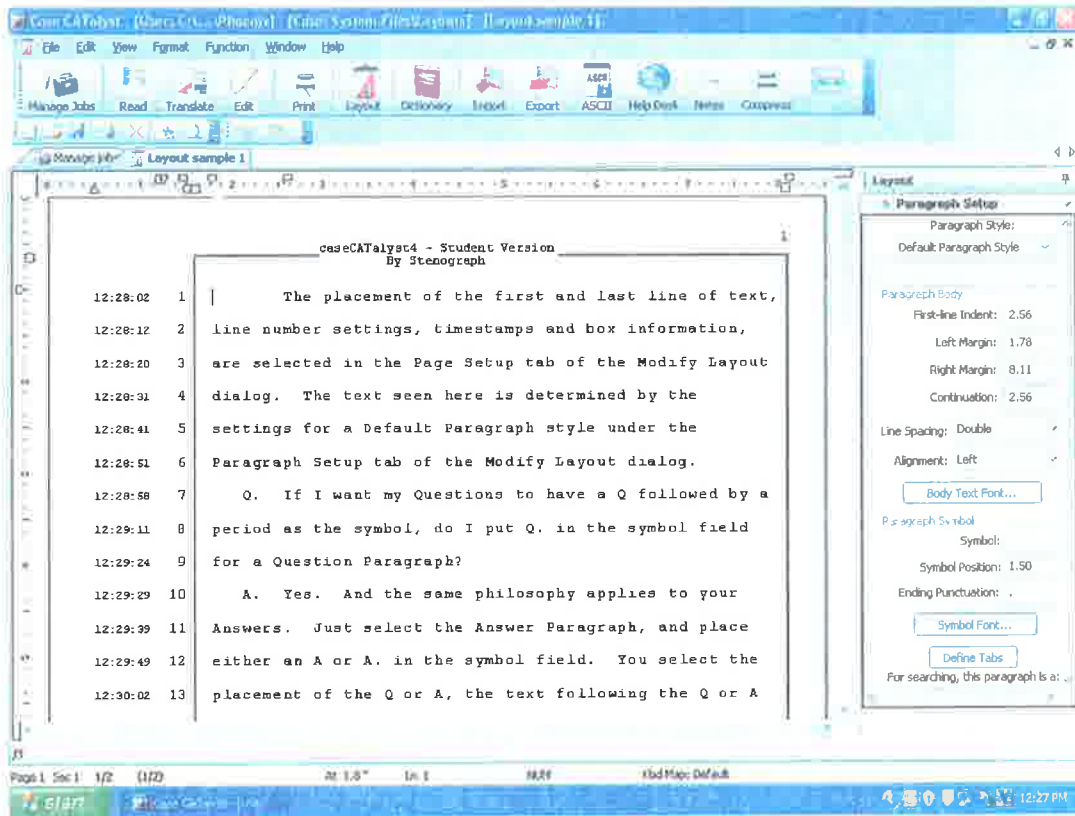
1. New section filed 1-11-2000; operative 2-10-2000 (Register 2000, No. 2).
2. New subsections (a)(3)-(a)(3)(C), subsection renumbering and amendment of newly designated subsection (a)(6) filed 7-31-2002; operative 8-30-2002 (Register 2002, No. 31).

Setting up your Page Layout in Case Catalyst

You will need to create a Sage College layout in Case Catalyst.

To do this:

- Click on the 6th icon from the left. It will say "Layout"
- Click on "Layout Sample 1"
- A screen will appear with a transcript on it and a menu on the right side.



1. Make sure your cursor is on Line 1.

- ◆ On the right hand side, you will see a vertical menu. Make sure your menu is titled "Paragraph Setup." If it's not, use the small blue arrow to scroll through until you're at that vertical menu.
- ◆ In the vertical menu on the right, make sure you have the following numbers:

First-Line Indent:	2.56
Left Margin:	1.78
Right Margin:	8.11
Continuation:	2.56
Line:	Double
Alignment:	Left
Symbol:	Leave Blank
Symbol Position:	1.50
Ending Punctuation:	. (a period)

Click "Apply" at the bottom.

Continued on
next page →

2. Make sure your cursor is on Line 7.

- ◆ In the vertical menu on the right, make sure you have the following numbers:

First-Line Indent: 2.56
Left Margin: 1.78
Right Margin: 8.11
Continuation: 2.56

Line: Double
Alignment: Left

Symbol: Q
Symbol Position: 2.11
Ending Punctuation: ? (Question mark)

Click "Apply."

3. Make sure your cursor is on Line 10.

- ◆ In the vertical menu on the right, make sure you have the following numbers:

First-Line Indent: 2.56
Left Margin: 1.78
Right Margin: 8.11
Continuation: 2.56

Line: Double
Alignment: Left

Symbol: A
Symbol Position: 2.11
Ending Punctuation: . (A period)

Click "Apply."

4. Make sure your cursor is on Line 19.

- ◆ In the vertical menu on the right, make sure you have the following numbers:

First-Line Indent: **2.11**
Left Margin: 1.78
Right Margin: 8.11
Continuation: 2.56

Line: Double
Alignment: Left

Symbol: A
Symbol Position: 2.11
Ending Punctuation: . (A period)

Click "Apply."

**Continued on
next page →**

5. Change vertical menu from "Paragraph Setup" to "Headers & Footers" using the small blue arrow.

- ◆ The first drop-down menu should have "Page Number" in the box. If not, click on the down arrow and scroll down until you find it.
- ◆ Go to "Horizontal." It should read "Right Margin."
- ◆ Vertical Position should have the "Exactly" button filled in.
- ◆ Next to "Exactly," it should read 10.50.
- ◆ Click "Apply."

6. Save your layout.

- ◆ Click "File" at the top of the screen.
- ◆ Click on "Save As"
- ◆ Under the "File Name" section, type in "Sage College"
- ◆ Click "Save"

You're all done! You can close out of this layout after you've saved it. Now click on the "Translate & Edit" icon. When your "Translate" box pops up, you want to make sure that the drop-down menu by "Layout File" has the "Sage College" layout selected. Next to "Output to" you can check the "Remember Settings" box so that it defaults to this layout.

<p style="text-align: center;">End of Case Catalyst Instructions</p>

**Instructions for Setting up Format for
Minimum Transcript Format Standards
OpenOffice Writer**

Select Format

Courier New
Size 12

Setting Margins

Click on "Format"

Click on "Page"

Set Margins:

Left = 1.3
Right = 1.3
Top = .8
Bottom = .5

Click OK

Setting Line Spacing

Click on "Format"

Click on "Paragraph"

Set Line Spacing to "Double"

Click OK

Line Numbering (Must have a minimum of 25 lines on each page)

Click on Tools

Click on "Line Numbering"

✓ "Show Numbers"

Character Style: Line Numbering

Format: 1, 2, 3, ...

Position: Left

Spacing: 0.50 cm

Interval: 1

Separator

Every: 1 lines

✓ Blank Lines

✓ Restart every page

Click OK

Setting Tabs

Click on "Tools"

Click on "Options" (very bottom of list)

Double click on "OpenOffice.org Writer"

Click on "General"

Settings:

Measurement Unit = Inch

Tab Stops = .40"

Click OK

Inputting Page Numbers

Click "Insert"

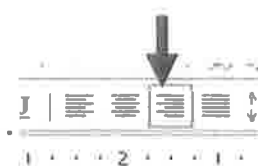
Click "Footer"

Click "Default"

Scroll down to the footer and click inside

Click on the Align Right icon at the top of the screen.

Click on "Insert" → "Field" → Page Number



Instructions for Setting up Format for Minimum Transcript Format Standards (Microsoft Office Word 2007 & 2010)

Selecting Font

Click on "Home" Tab

Select Font: Courier New

Size 12

Setting Margins

Click on "Page Layout" Tab

Click on "Margins" Tab

Click on "Custom Margins" at bottom of box

Set Margins:

Top = .8

Bottom = .5

Left and Right = 1.3

Hit "Okay"

Setting Line Spacing

While on "Page Layout," click on "Paragraph"

Change Line Spacing to "Double"

Click on box that says "Don't add space between paragraphs of the same style"

Hit "Okay"

Orphans and Widows

While on "Page Layout," click on "Paragraph"

Click on "Line and Page Breaks" tab

Under "Pagination" **uncheck** all categories

Click "Okay"

Setting Tabs

While on "Page Layout," click on "Paragraph"

On bottom left-hand corner click on "Tabs"

Reset Default Tab Stops to .4

Hit "Okay"

Line Numbering (Must have a minimum of 25 lines on each page)

While on "Page Layout," click on "Line Numbers"

Click on "Restart Each Page"

Inputting Page Numbers

Click on "Insert" Tab

Click on "Page Number"

Scroll to "Bottom of Page" and then move cursor left and click on "Plain Number 3"

Click on "Close Header & Footer"

Orphan/Widows

Office Writer

Click on "Format"
Click on "Paragraph"
Click on "Text Flow" tab
Under "Options" uncheck all categories
Click "OK"

Microsoft Word

Click on "Format"
Click on "Paragraph"
Click on "Line and Page Break" tab
Under "Pagination" uncheck all categories
Click "OK"

Microsoft Word 2007

Click on "Home" tab
Click on "Paragraph"
Click on "Line and Page Breaks" tab
Under "Pagination" uncheck all categories
Click "OK"

****FORMAT KEY****

**EVERYTHING (INCLUDING HEADER)
IS DOUBLE-SPACED.**

BY LINE: All the way to left margin

Q & A's: One tab to Q or A, then one tab to your text.

COLLOQUY: One tab to Colloquy
(in line with Q/A), then two spaces to text.

25 LINES PER PAGE

PAGE NUMBERS: Bottom right

Tiffany Lewis

12-25-2010

170 Q, Page 1225

TEST

Francesca Cavallaro

1
2
3
4
5
6 BY MRS. KOSMICKI:

7 Q On the night of December 24th, 2009, did you hear
8 noises coming from the living room?

9 A Yes, I did.

10 Q What did you hear?

11 A I heard Santa Claus coming down the chimney.

12 MR. FREEMAN: Objection, your Honor. Speculation.

13 THE COURT: Sustained.

14 BY MRS. KOSMICKI:

15 Q Why do you think it was Santa Claus?

16 A Because he was fat and wore a red suit.

17 MRS. KOSMICKI: Nothing further, your Honor.

18 THE COURT: Mrs. Roberts, you may proceed.

19 BY MRS. ROBERTS:

20 Q What did he do after he filled your stockings?

21 A After he unloaded our gifts, he ate a cookie.

22 Q What kind of cookies were they?

23 A Chocolate chip.

24 Q Did you bring any of those with you today?

25 A No, ma'am.