

## PRESIDENT'S MESSAGE

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**My fellow colleagues,** "Summertime, and the livin' is easy." Time to fulfill those dreams we had while freezing all winter. You could even read something other than transcript and share your summer reading recommendations on our Facebook page at [www.facebook.com/groups/csrao](http://www.facebook.com/groups/csrao).

Our Facebook page is also a good way to keep in touch with each other between newsletter editions and conventions. After all, it takes a bit of a special effort to keep in touch with one's fellow reporters if you work "out" of the office.

While you're checking in on Facebook, check out the "For the Record" page, with news on the documentary recently shown in Toronto during TIFF, the Toronto Film Festival. Appropriately, let me give you their [Facebook shortcut](#). They promise to keep us up to date on when exactly the documentary is to be released to DVD.

I hope you enjoy reading this newsletter from cover to cover. You'll find history and shorthand shortcuts and a special section I believe the newbies will find handy when encountering new reporting situations.

Happy summer holidays to all! (See you at the fall convention to be held on Saturday, November 7, 2015!)

Terry Wood, CSR, RPR  
President, CSRAO 2014-2015  
[president@csrao.net](mailto:president@csrao.net)

### CALL FOR ARTICLES:

It only takes a second. Why not make a list of things as they occur to you and send them to [webmaster@csrao.net](mailto:webmaster@csrao.net) when convenient. Please submit your best tips and shortforms. As a working reporter with experience, what helped you the most in your first two years is an example. Put on those thinking caps and remember back to the days of yore, folks.

# CSRAO BOARD OF DIRECTORS

## Executive Board Members (2014 - 2015)





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<b>Associates</b>	Cynthia Yan, Jenn Fantin	
<b>Student</b>	Danice Brown	

For membership issues, please contact the Secretary.

For fees, dues and convention/seminar registration issues, please contact the Treasurer.

For student liaison, please contact Examiner Minori Arai, CSR, RPR.

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# HISTORY SERIES: HOW IT ALL BEGAN

By: *Rachel L.A. Rosenberg, CSR*

(with contribution by *D'Arcy McPherson, CSR, RDR, CRR, CBC, CCP, CRI, CMRS*)

Several months ago, D'Arcy McPherson from the Canadian Senate forwarded to me several noteworthy documents detailing the beginnings of CSRAO as we know it today. Back then, in 1891, as we see from the Bill jacket, it was designated the Chartered Stenographic Reporters' Association of Ontario. Today, of course, we are still CSRAO, Chartered Shorthand Reporters' Association of Ontario.

On the next page you will see page 1 of the four-page legislation for professional shorthand reporters. The entirety of the Bill can be found in the Members' Area of our [www.csrao.net](http://www.csrao.net) web site and, thanks to [books.google.ca](http://books.google.ca).

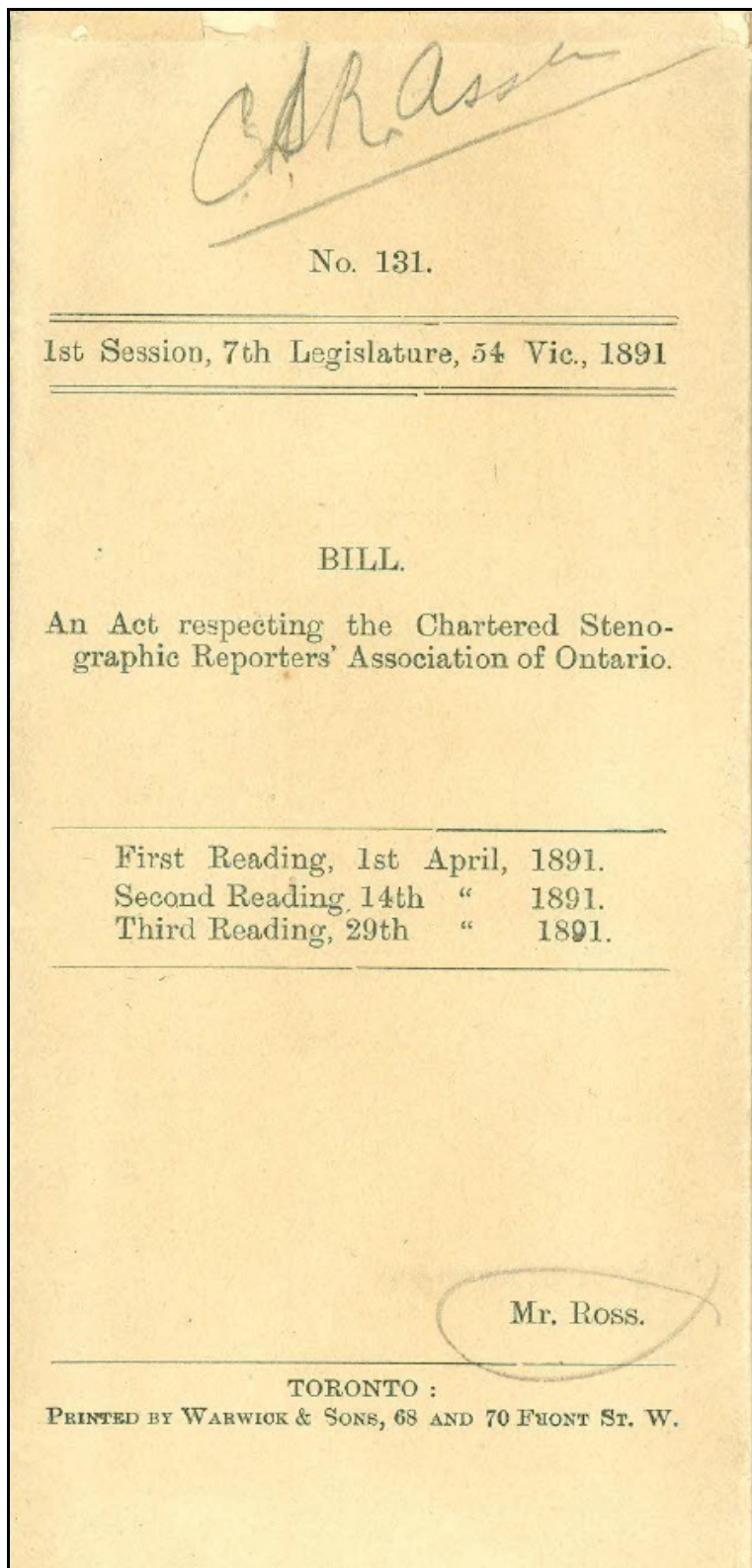
History buffs, which as shorthand writers we must be to keep current, will note the excellent article by Peter Brannan, Chief of Ontario Hansard in the 1980s, published and stored at [www.revparl.ca](http://www.revparl.ca) wherein Mr. Brannan cites the development of making Ontario's Hansard from handwritten shorthand (both Pitman and Gregg) all the way through to high hopes for computerized CAT shorthand in 1990.

Keeping the record of parliamentary and legislative proceedings has been going on a good, long time. Sir Isaac Pitman and Sons published the "Transactions of the First International Shorthand Congress", held in London, England, September 16th to October 1st, 1887. Canada as a nation, only twenty years old at the time, was well represented amongst the dominions of the Empire (now Commonwealth countries) as well as Germany, Denmark, Holland\* (i.e., The Netherlands), Italy, Norway and Belgium.

I would encourage you to download the above links and read them at your leisure over the summer holidays. It's an interesting perspective, particularly as the time represented is the pre-multi-gender days of shorthand reporting.

Make sure you don't miss the humour on page 69, wherein it states: "I have read reports recently from America to the effect that 300 words and more a minute have been taken down. (Laughter.)" Still funny after all these years!

\* Note: Holland is actually only one of the provinces in The Netherlands.





An Act respecting the Chartered Stenographic Reporters' Association of Ontario.

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:—

1. This Act may be cited as *The Ontario Stenographic Reporters' Act*. Short title.

2. All persons who shall cause their names to be registered under the provisions of this Act, shall be and are hereby constituted a body politic and corporate under the name and style of "The Chartered Stenographic Reporters' Association of Ontario" (hereinafter called the Association), having a perpetual succession and a common seal. Chartered Stenographers' Association of Ontario incorporated.

3. The Association shall have power to acquire, hold and dispose of personal property and real estate for the purposes of this Act, and to sue and be sued in the manner usual with such corporations; provided always that the Association shall only have power to acquire and hold such real estate as shall not at any time exceed an annual value of \$5,000. Corporate powers.

4.—(1) The Association is hereby empowered to promote and increase by all lawful ways and means the knowledge, skill and proficiency of its members in all things relating to the business or calling of a stenographer, and to that end to establish classes, lectures and examinations and prescribe such tests of competence, fitness and moral character as may be thought expedient to qualify for admission to membership, and to grant diplomas and certificates of efficiency, and to authorize its members to use the distinguishing title "Chartered Stenographic Reporter" or the letters C. S. R. (Chartered Stenographic Reporter of Ontario) as a guarantee of competence. Educational powers.

(2) The Association may also prescribe for students of stenography, who may desire to become members of the Association, such examinations, and may grant to them such certificates of competency as it sees fit; and may organize the said students into a society in affiliation with itself for study and mutual improvement. Organization and examination of students.

5. The Association, in general or special meeting assembled after due notice, may make by-laws for carrying out its objects, and may vary, alter or repeal the same from time to time; and after the first set of by-laws has been made no new one shall be made, nor shall any by-law be altered or repealed. Power to make by-laws

## STUDENTS' CORNER:

# On the Importance of Covers and Annotations

*By Rachel Rosenberg, CSR*

I could never figure out why a fellow court reporter years ago imparted to me that they just couldn't stand doing cover pages. After all, we are paid to produce them, and they are an invaluable introduction and reference point for the transcript which follows. They provide such assistance to judges, chairpersons and counsel (and their minions) that it is imperative cover pages and indexes are properly compiled.

If you have a tendency to rush through preparing covers, make yourself a checklist for going through same or, at the very least, have insert pages with highlighted/coloured scan codes to help ensure you do not miss any important information.

## THE TITLE PAGE

1. Is there a court file number or case file number to go at the top right? Should there be more than one case number listed?
2. Are proceedings to be noted as PUBLIC or CONFIDENTIAL? Do the discoveries, cross-examinations, depositions require to be separated into NON-CONFIDENTIAL, CONFIDENTIAL, SECOND LEVEL CONFIDENTIAL portions and therefore be shown to be such on the cover?
3. Is the date of proceedings correct? Have you included the day of the week in same, i.e., Friday, July 3rd, 2015?
4. Have you included a volume number, as would be the case for a long-running hearing?
5. If a purpose is required on the title page, is that indicated? Make sure you have such information before leaving the job. In fact, if you can get a sample cover page before you go on the job site it will tell you a lot about what to expect and what to ask for when you are working the job.
6. Is the judge's name correct? Are panel members' names correct?
7. Make sure your appearances are correct. Make a speaker sheet each day you attend a longer hearing so that you know who is there and who is not when you finally do create the cover appearances. Know if attendees are counsel or students-at-law, for example.
8. Are there others attending, i.e., interpreters or observers? You may be required to list those on covers, e.g.:  

Also Present:	
Samuel Smith	Observer
Mae Wong	Interpreter (Mandarin/English)
9. If, in non-court proceedings, the panel has ordered that a supplementary exhibit list to be inserted into a transcript already issued, make sure you indicate REVISED appropriately on the cover.
10. If, after the transcript is prepared, counsel wish an extract, ensure you indicate EXTRACT on the cover of same.
11. Is the formatting correct, i.e., centred, left justified, right justified?

# THE INDEX

## The Table of Contents

Ah, the index.

The advent of Windows 7, because of its 64-bit architecture, has certainly helped CAT software to be more useful in this regard, ensuring that automatic indexing, once generated, will self-adjust if changes are made in the body of the transcript which cause page numbering to change within the generated index.

It's helpful when writing to be able to create index entries already marked for index creation, but if not, then during edit ensure you have created a good roadmap for those reading your transcripts so that the index is easy to read, useful and, important these days, readily searchable.

Headings you may consider and which your client may request are:

PROCEEDINGS:

OPENING STATEMENT BY MR. LAWYER:  
OPENING STATEMENT BY MS. LAWYER:

MOTION ON BIAS:  
DECISION ON BIAS:

MOTION:  
DECISION:

SUBMISSIONS BY MR. LAWYER:  
SUBMISSIONS BY MS. LAWYER:  
REPLY SUBMISSIONS BY MR. LAWYER:

EXAMINATION IN-CHIEF BY MR. LAWYER:  
CROSS-EXAMINATION BY MR. LAWYER:  
DIRECT EXAMINATION BY MR. LAWYER:  
RE-DIRECT EXAMINATION BY MR. LAWYER:

...not to mention:

JAMES WONG; Interpreter, Affirmed.  
JAMES WONG; Interpreter, Previously Sworn.  
SALLY WITNESS; Sworn.



Wishing you a relaxing  
traffic-free summer.

Look out for  
Convention info  
in the CSRAO Fall 2015  
issue!

Saturday.  
November 7.  
2015!

## The Index of Exhibits

Keeping track of the numbering of exhibits on the job if you're in an examination for discovery or American deposition is essential. Number one, lawyers will appreciate your jumping in and giving the correct, i.e., next in sequence, number or letter for the exhibit about to be marked. It saves everyone trouble and makes you look professional.

Also, if a missed number or letter is not caught until transcript preparation, such lacuna becomes painfully obvious in black and white. You should put in the index something to the effect EXHIBIT NO. 858: (Number not used) so readers don't think you've just forgotten to include it, even if it looks like you weren't paying attention during marking.

## Exhibits with Numbers versus Exhibits with Letters

I mention numbers and letters. Current practice is to mark exhibits with a letter if they are being marked for identification purposes only, i.e., the witness does not recognize the exhibit and, hence, such document in Canadian practice cannot be given a number.

However, the lawyer(s) may wish to refer to the document as proceedings continue or at another time and such a letter will make that more convenient. Therefore, you will have in your transcript body:

### **EXHIBIT "A" FOR IDENTIFICATION: (Description)**

You should refer to your CAT manual to investigate how you can have the distinguished exhibits appear if you are auto-generating an index.

In general, exhibits which are numbered should be in a separate exhibit index from those given a letter for identification, which usually appear at the end of the numbered exhibits, frequently on a separate page.

#### **TABLE OF CONTENTS**

#### **INDEX OF EXHIBITS**

<b>NO.</b>	<b>DESCRIPTION</b>	<b>PAGE NO.</b>
1	Résumé.	1
2	Curriculum vitae.	2
<b>EXHIBITS MARKED FOR IDENTIFICATION ONLY</b>		
A	Map of area.	5
B	Handdrawn map.	6

Needless to say, along with spell-checking and proofreading a transcript you need to double-check your cover information and verify index page numbers. Better safe than sorry. And good habits in transcript preparation are priceless.

# SPEAKER DESIGNATIONS...for the faint of heart

By: Terry Wood, CSR, RPR

President, CSRAO 2014-2015

Speaker designations are not a one-stop-shopping or one-size-fits-all concept. If you've started out working in the court system, the traditional STKPWHR-FRPBLGTS (Judge) and STPHAO/SKWRAO (Left1/Right1) sufficed mostly as speakers generally "stayed put", as it were.

Indeed, if anyone still recalls, or in the past used, the Mae Glassbrenner Computer-Compatible Shorthand Theory books, Volumes 1 and 2, that is what was recommended.

When I started court reporting, I used these designations:

1234 Counsel One  
6789 Counsel Two

If there were additional speakers in the room, I tried to go with:

1-6789  
2-6789

Further, if I had to make up a designation on the fly, I went with the tried-and-true method of double-stoking the first syllable of the name:

T ER  
T ER

In a hearing or tribunal with multiple panel members, multiple parties and multiple counsel for each party, the old double-stroke method, slow as it may seem, is about the only way to ensure the correct person said the right words.

However, when I started captioning, I couldn't hit those number keys accurately nor could I replicate a stroke exactly. Captioner extraordinaire Lee-Ann suggested I use: [Initial letter]\*Z.

So if the speaker is Leslie, I would use HR \* Z; for Terry it would be T\*Z.

Using both the right and left side of the keyboard ensured one balanced stroke, which increased my accuracy.

If I have several speakers with the same first initial, I usually go with the first initial and a vowel, plus the \*Z.  
Roger would be R\*Z.  
Reynold would be R\*EZ.

***And if Reece shows up, tell him to  
either change his name or never speak!***



## PRACTICAL LINGUISTICS

### When looking things up on the Internet just isn't enough

By: Rachel L.A. Rosenberg, CSR

We write English-language shorthand, but the need does arise to have more than the usual amount of French in our working lives. The Canadian Government's Public Works Department has created a wonderful database for English/French/Spanish. You may wish to bookmark the following.

#### Termium

<http://www.btb.termiumplus.gc.ca>

This is a searchable database.

The Writing Tools link is particularly useful.



#### Linguée

<http://www.linguee.fr/francais-anglais>

You'll note from the .fr domain ending that this is from France, but it gives you the option to change to any language combination.

Linguée also has a Facebook and Twitter presence:

<https://www.facebook.com/linguee>

<https://twitter.com/linguee>



#### Google Translate

You may have noticed these days that Google Translate is becoming more helpful, or at least more visible. As soon as you type "translate" the translate boxes appear.

## TWO SPACES AFTER A PERIOD: An Editorial Observation

The debate rages on...especially on Huffington Post. In case you missed it in [HuffPost](#), this certainly represents an interest variant on a CAT system. However, they do make an interesting generational point.

Back in days of yore...er, of typewriting, even before the advent of the daisy wheel, everything was typed in monospace, which we still use for transcript preparation due to the North American system of pricing of transcripts. It is very helpful to follow a period or colon with two spaces. Most people dealing with transcripts are reading a lot of material. This is one small step for 'readerkind', as it were.

Those who have grown up with daisy wheel technology and computer software are accustomed to the current default of proportional-spacing fonts, e.g., Times New Roman 12.

Once upon a time, in old monospacing, business standard was to use **Courier 10**, whereas now in computer software language its equivalent is **Courier New 12**. The reason for this is that the old monospace counted horizontally, proportional typeface counts vertically; therefore, Courier New 12 yields the 10 characters per inch of the old monospace Courier 10.

Of course, transcripts in the United Kingdom and Europe have migrated to the system translators use, i.e., a per-word or per-minute charge.

## HARDWARE, EQUIPMENT AND SUPPLIES

For those requiring or wishing to have their own exhibit stamps, [www.staples.ca](http://www.staples.ca) has a new and improved service for customized, self-inking stamps. You design it yourself online; they deliver usually within a week.

<http://www.staplescopyandprint.ca/PrintOnlineInfo/CustomStampsInfo.aspx>

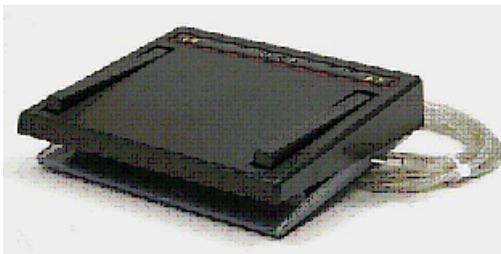


## SOFTWARE NEWS



### REMOTE SUPPORT ONLINE

An excellent piece of software, free to personal users (corporates have to pay), [www.TeamViewer.com](http://www.TeamViewer.com) allows your support person to remotely log onto your system for maintenance purposes. If that sounds ominous, don't worry. It creates a direct VPN tunnel ("virtual private network") and only does so once the two of you have directly communicated with each other over the Internet.



### HANDS-FREE AUDIO PLAYBACK

Particularly useful for rough draft work, instead of checking your audio from the keyboard in Case CATalyst you can program this foot pedal from [www.Stenograph.com](http://www.Stenograph.com) to do that work for you.

<https://www.stenograph.com/productdetails.aspx?id=40001&subid=4050001&prodid=37952>



### DEALING WITH CAT MANUALS

It seems a waste to print an entire CAT manual, doesn't it. These two products, [www.PDFAnnotator.com](http://www.PDFAnnotator.com) (PC and Mac) and [TinyPDF from the iTunes app store](#), allow for full annotating and note-making.

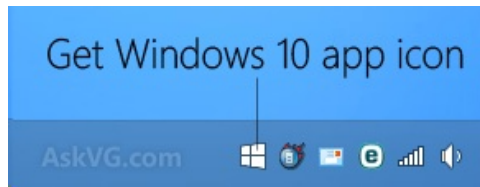
And then you can print just those annotated pages, if you wish.



TinyPDF - Fill  
Forms, Annotat...  
Business

Download

## WINDOWS WARNING !! Two for the price of one



### WINDOWS 10 ICON, COMING TO A SYSTEM TRAY NEAR YOU!

If you accidentally click on this little white icon, you're in for a nasty surprise, i.e., you may be forced to upgrade to Windows 10 ready or not, whether you want it or not.

On this [How-to-Geek](#) page, you will find two methods of turning this annoyance off. Method 1 simply removes its appearance from the System Tray pro tem but may permit it to return later. If you are a little ambitious and adamant about not seeing this icon or running the risk of an accidental upgrade, invest some time in method 2.



### HUH? WINDOWS 10 AUTOMATICALLY SHARES YOUR WiFi PASSWORD

Under the category of "What were they thinking/smoking", Windows 10 will allow everyone you have in your Contacts to see and use your WiFi password apparently. You can disable this feature, but its default position is set to ON. Really?

<http://www.theregister.co.uk>

## NEED A LITTLE HUMOUR AFTER ALL OF THE ABOVE?

Paraprosdokians are figures of speech in which the latter part of a sentence or phrase is surprising or unexpected and is frequently humorous. (Winston Churchill loved them) Examples:

1. Where there's a will, I want to be in it.
2. The last thing I want to do is hurt you ... but it's still on my list.
3. Since light travels faster than sound, some people appear bright until you hear them speak.
4. If I agreed with you, we'd both be wrong.
5. We never really grow up; we only learn how to act in public.
6. War does not determine who is right, only who is left.
7. Knowledge is knowing a tomato is a fruit. Wisdom is not putting it in a fruit salad.
8. To steal ideas from one person is plagiarism. To steal from many is research.
9. I didn't say it was your fault, I said I was blaming you.
10. In filling out an application, where it says, "In case of emergency, notify...", I answered "a doctor".
11. Women will never be equal to men until they can walk down the street with a bald head and a beer gut...and still think they are sexy.
12. You do not need a parachute to skydive. You only need a parachute to skydive twice.
13. I used to be indecisive, but now I'm not so sure.
14. To be sure of hitting the target, shoot first and call whatever you hit the target.
15. Going to church doesn't make you a Christian any more than standing in a garage makes you a car.
16. You're never too old to learn something stupid.
17. I'm supposed to respect my elders, but it's getting harder and harder for me to find one now.