



JPPF Registry Resources: Minute Taking - Using Auto Text

Introduction:

This resource is for minute takers who have good typing skills. It requires both speed and IT access to word processing that may not be available to everybody.

Auto text is still used in the New Zealand courts for efficient production of document templates and wording - like the use of macrons.

When auto text is set up and available, typing specific combinations of keystrokes will automatically be replaced or corrected to provide a pre-set text and can also be formatted.

This can be used for specific words or phrases – case called could be abbreviated to ‘cc’.

Given that court proceedings are generally uniform and follow the same sequence, auto-text allows a minute taker to quickly produce minute templates and populate text. In the typed transcript each time a witness is called and sworn the prosecution started with the same question – all of this can be set up as an auto text too.

It does take time to set up and establish, but this can be done before court and is worth the effort. You will also see in the log notes resource for the Sequence of a Criminal Court Hearing that there are abbreviations for the different general sequences that you could also set up.

We’ve provided a list of website links for suggested reading about this topic.

Suggested webpage links for articles about auto text

Microsoft Create an use an Auto Text entry -

<https://support.microsoft.com/en-us/office/create-reusable-text-snippets-0bc40cab-f49c-4e06-bcb2-cd43c1674d1b>

Chrome Free Auto Text Expander for Google Chrome -

<https://chrome.google.com/webstore/detail/free-auto-text-expander-f/dnppahfbgjfocdedfhmgclgpicenjolg?hl=en>

How to Create and Use AutoText Entries in Word -

<https://www.howtogeek.com/502179/how-to-create-and-use-autotext-entries-in-word/>

Apple How to use Auto-Correction and predictive text on your iPhone, iPad, or iPod touch - <https://support.apple.com/en-nz/HT207525>