

Table of Contents

Legal Documents and Reports 1

Title Page 1

Terms of Use & About this digital talking book 1

Lists 1

Legal Documents and Reports



This page is still under construction. Please check back later.

Legal documents and official reports require slightly different editing than standard books. This can include legislative documents, official reports, etc.

Title Page

The “Title Page” heading can be replaced by the name of the particular Legislation or Report, since this is not a standard title as with our other book resources. Simply style the title with Heading 1 style, and any other information from the title/cover page as normal

Terms of Use & About this digital talking book

The “Terms of Use” section is not needed, as these are often publicly available legislations. We also do not use the “About this Digital Book” section as they are not a books. If you have any questions about if a legislation is publicly available, you can do a quick search on google, or ask the Content Coordinator.

Lists

Many legal documents and reports come with numbered and lettered lists, and sub-lists. We want to keep the document as close to the original as possible, so it is best to use hidden lists. This means it will look like it only has normal style, but the underlying code will be a list or nested list, so that users can more easily navigate.

First make sure all styles are cleared from the document, then apply normal style. Once you have done this you can create the lists. The process is similar to applying Unordered Lists, but you select the **blank bullet character** instead of a standard bullet option. You will then note that though the document looks the same, there is now a List Paragraph style in the style pane.

For more info on apply unordered and blank lists please refer to the [Lists](#) page.

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