



Specification for ASCII files

Overview:

This document describes the ASCII file format specifications for files used when importing and updating transcripts within LiveNote.

Specifications:

- Page numbers on all pages
- Page breaks
- Line numbering on all lines of transcript. (For reporters choosing to suppress line numbering on printed caption and/or other starting pages should create ASCII file with line numbering on all pages.)
- Consistent exhibit references to facilitate exhibit linking. For example, Exhibit 1 being used in the transcript and Exhibit No. 1 being used in the exhibit blurb.
- No timestamps in the file
- No running headers or footers on numbered transcript lines. If using a header on line 1, remove the header and leave the line blank. Having a running header interferes with accurate searching.
- Multiple volumes of a witness should have continued pagination

Note: Reporters who have software choices when creating ASCII files should choose ASCII for Summation, not ASCII for CaseView. The CaseView format does not include line numbers.