



State Bar of Wisconsin eXtyles User Documentation

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State Bar of Wisconsin eXtyles Style Guide



Welcome to the State Bar of Wisconsin (WisBar) eXtyles Style Guide!

This is the home page for the WisBar eXtyles Style Guide. This Style Guide is your resource for information about eXtyles, and it is maintained by Inera, Inc.

Please contact extyles-support@inera.com with questions or concerns about this documentation.

eXtyles Technical Support

If you don't find the answers you're looking for in this documentation, eXtyles end-user technical support is ready to help!

website: <http://support.extyles.com/support/home>

email: extyles-support@inera.com

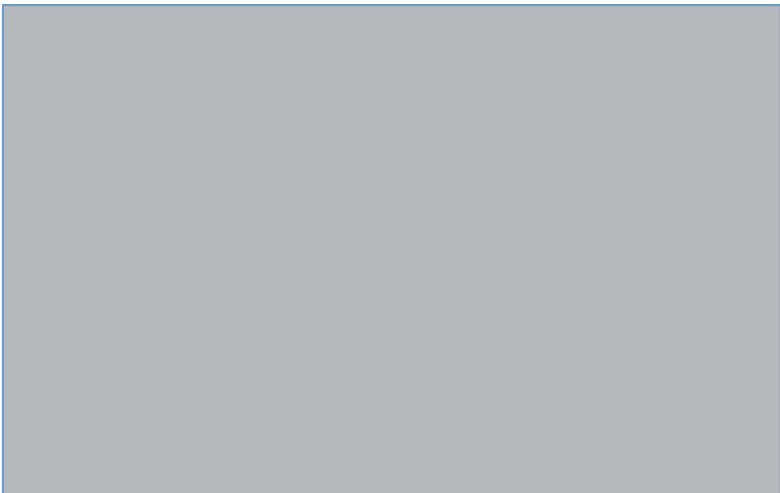
phone: 617-932-1932 (9:00am - 5:00pm EST, M-F)

Be sure to include sample documents with your query, including both the original (\$original) and eXtyles processed versions.

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Introduction

Welcome to the world of eXtyles!

The eXtyles family of editorial and XML solutions allows publishers to automate the most time-consuming aspects of document cleanup, formatting, and editing and to produce accurate XML with the click of a mouse. All eXtyles processes are run in Microsoft Word, providing a familiar, easy-to-use environment.

This eXtyles Style Guide provides a comprehensive overview of the styles unique to the WisBar eXtyles configuration. Both novice and advanced eXtyles users will find this documentation useful, because it describes in detail how to apply paragraph styles such that valid and correct XML can be exported from eXtyles.

Start Navigating!

General eXtyles Documentation

General documentation about eXtyles features.

- [Get Started With eXtyles](#)
- [Preparing Your Document](#)
- [Post-Processing Cleanup](#)
- [Baseline Copies](#)
- [eXtyles and Tracked Changes](#)

eXtyles Style Guide

Documentation about paragraph styles and export behavior specific to the State Bar of Wisconsin.

- [Document Activation](#)
- [eXtyles Auto-Redact](#)
- [Style Paragraphs](#)
- [WisBar eXtyles Style Guide](#)
 - [The Front Tab](#)
 - [The Body Tab](#)
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Document Activation

The Document Information Dialog

When you select the Activate and Normalize function from the eXtles menu, eXtles displays the Document Information dialog. Use this dialog to provide data about the document to eXtles. eXtles then saves and maintains this document-specific information with the document and includes the metadata in your exported XML. For example,

The screenshot shows the 'Document Information' dialog box. It features a title bar with a close button. The main area is divided into two columns. The left column contains fields for: * Publisher (WisBar), * Publication (Book:Book), * Document Type (Chapter), * ID (1035), * GID (647666), * Book ID (49), Chapter Number (28), * Last Reviewed (Month: May, Day: 01, Year: 2011), * Last Updated (Month: June, Day: 01, Year: 2019), * Book Title (Wisconsin Attorney's Desk Reference), and Template (BB_DeskRef.dot). The right column contains footer sections: First-Page Footer (Line 1: ©June 2019, State Bar of Wisconsin), Even-Page Footer (Line 1: ©June 2019, State Bar of Wisconsin), and Odd-Page Footer (Line 1: © June 2019, State Bar of Wisconsin). At the bottom, there are fields for Supp File Name and Supp Template, an 'Add Document Information to Header' checkbox, and 'OK' and 'Cancel' buttons. Asterisks indicate required entries.

Note that fields with an asterisk are required.

A note about special characters

The eXtles Document Information dialog will support special characters that are copy/pasted into the free-text fields so long as they are Unicode. For example, the copyright symbol in the above example will export with the correct Unicode value `©`

The following table describes how to fill in the information in the Document Information dialog and how that information is then carried through to the XML.

Field	Description
<i>Publisher</i>	This field is automatically populated when you open the Document Information dialog. It will always be "WisBar."
<i>Publication</i>	This field is automatically populated when you open the Document Information dialog. It will always be "Book:Book."

<i>Document Type</i>	This field is automatically populated when you open the Document Information dialog. It will always be "Chapter."
ID	<p>The ID value for the document. This value is exported into the <chapter> element at the start of the XML:</p> <pre><chapter . . . id="1035"></pre>
GID	<p>The GID value for the document. This value is exported into the <chapter> element at the start of the XML:</p> <pre><chapter . . . id="1035" gid="647666"></pre>
Book ID	<p>The Book ID value for the document. This value is exported into the <chapter> element at the start of the XML:</p> <pre><chapter . . . book-id="49" id="1035" gid="647666"></pre>
Chapter Number	<p>The chapter number for the document. This value is exported into the <chapter> element at the start of the XML:</p> <pre><chapter . . . book-id="49" chapnum="28" id="1035" gid="647666"></pre>
Last Reviewed	<p>The date that the document was last reviewed. The values for the Month and Day should be selected from the drop-down menu.</p> <p>The day value for the Last Reviewed field <i>must</i> contain two digits. To avoid errors, use the drop-down list to populate the day field.</p> <p>This value is exported into the <chapter> element at the start of the XML:</p> <pre><chapter . . . book-id="49" chapnum="28" last-reviewed="May 01 2011" id="1035" gid="647666"></pre>

<p>Last Updated</p>	<p>The date that the document was last updated. The values for the Month and Day should be selected from the drop-down menu.</p> <div style="border: 1px solid yellow; padding: 5px; margin: 10px 0;"> <p>The day value for the Last Updated field <i>must</i> contain two digits. To avoid errors, use the drop-down list to populate the day field.</p> </div> <p>This value is exported into the <chapter> element at the start of the XML:</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <pre><chapter . . . book-id="49" chapnum="28" last-reviewed="May 01 2011" last-updated="June 01 2019" id="1035" gid="647666"></pre> </div>
<p>Book Title</p>	<p>The title of the book. This value is exported into the <chapter> element at the start of the XML:</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <pre><chapter . . . book-title="Wisconsin Attorney's Desk Reference" book-id="49" chapnum="28" last-reviewed="May 01 2011" last-updated="June 01 2019" id="1035" gid="647666"></pre> </div>
<p>Template</p>	<p>The design template/series that pertains to the document. Select the appropriate option from the drop-down list. This value is exported to the <meta-data> block at the start of the XML:</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <pre><meta-data> <template>BB_DeskRef.dot</template> </meta-data></pre> </div>
<p>First-Page Footer</p>	<p>The content for the first-page footer of the document. This is a free-text field into which content can be copied-pasted or typed. The content is exported to the <meta-data> block at the start of the XML:</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <pre><meta-data> <first-page> <footer> <linel style="Footer">&#x00A9;June 2019, State Bar of Wisconsin</linel> </footer> </first-page> </meta-data></pre> </div>

Even-Page Footer	<p>The content for the even-page footer of the document. This is a free-text field into which content can be copied-pasted or typed. The content is exported to the <meta-data> block at the start of the XML:</p> <pre data-bbox="397 323 1373 590"> <meta-data> <even-page> <footer> <line1 style="Footer">&#x00A9;June 2019, State Bar of Wisconsin</line1> </footer> </even-page> </meta-data> </pre>
Odd-Page Footer	<p>The content for the odd-page footer of the document. This is a free-text field into which content can be copied-pasted or typed. The content is exported to the <meta-data> block at the start of the XML:</p> <pre data-bbox="397 726 1373 993"> <meta-data> <odd-page> <footer> <line1 style="Footer">&#x00A9;June 2019, State Bar of Wisconsin</line1> </footer> </odd-page> </meta-data> </pre>
Supp File Name*	The name of the supplement file, if any.
Supp Template*	The name of the supplement template, if any.

*The supplement file name and supplement template information is not currently represented in the XML. Please contact Inera (extyles-support@inera.com) if this should change.

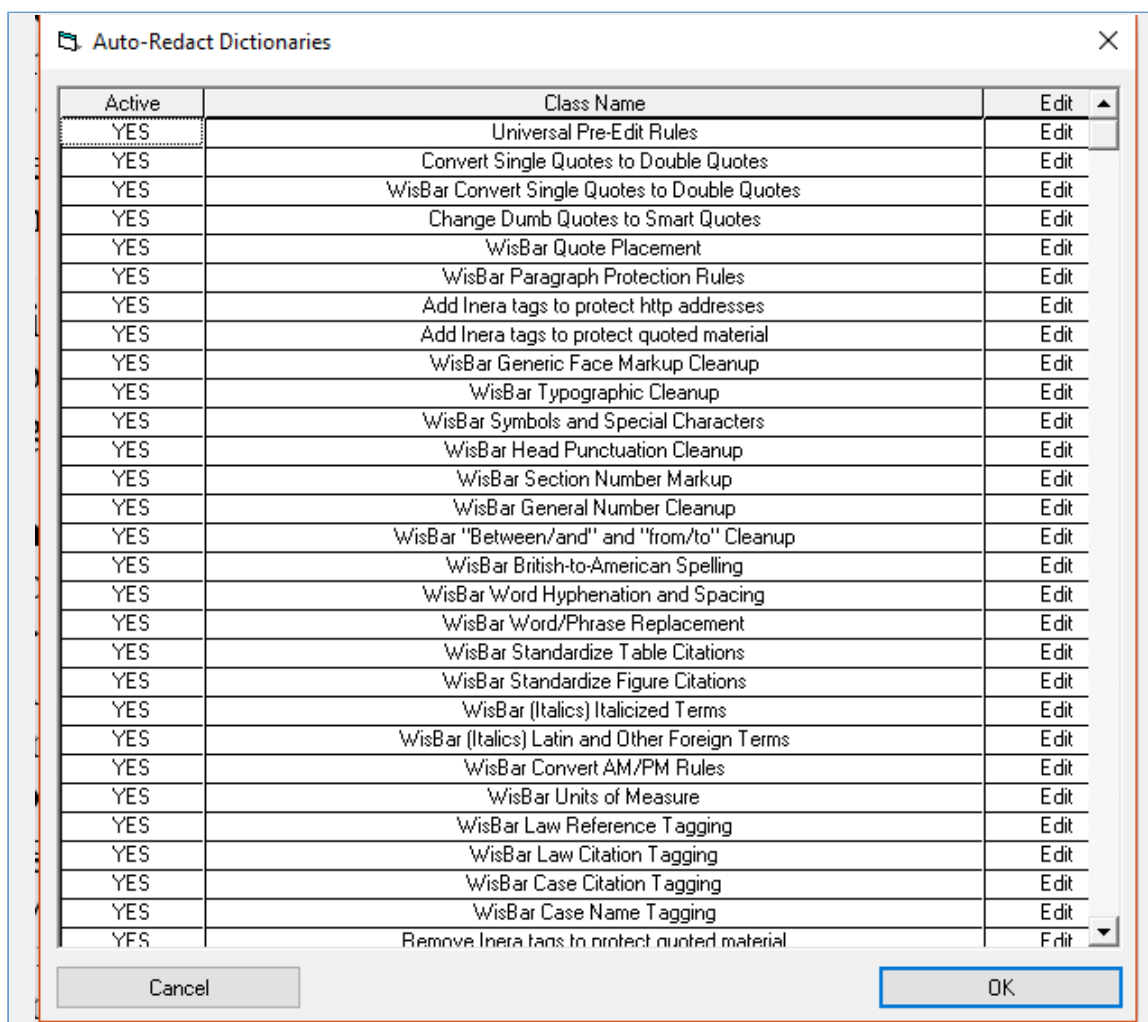
eXtyles Auto-Redact

The eXtyles Auto-Redact function automates common, time-consuming Word edits so that editors and copyeditors don't have to waste time making repetitive or minor edits. The Auto-Redact function automatically performs a complex set of text substitutions in a document to bring it into compliance with your organization's predefined publication styles and standards. Further, eXtyles Auto-Redact can identify specific patterns of text and apply Word character styles, which can then be used to produce specific tagging in the XML.

How to Use Auto-Redact

To apply the Auto-Redact rules to a document:

1. Select Auto-Redact from the eXtyles menu/ribbon
2. The following dialog box will appear:



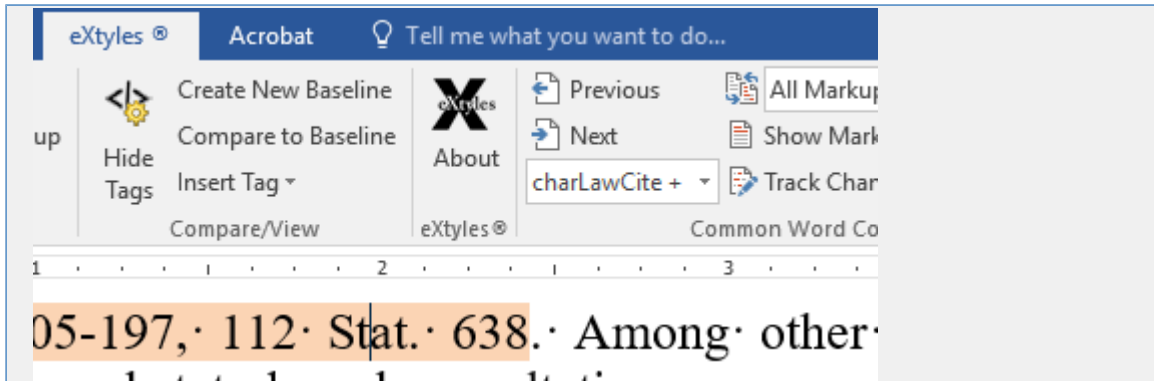
3. Click OK to process the document.

eXtyles will automatically make a backup copy of your manuscript. Having a backup copy allows you to use **Compare to Baseline**

immediately after Auto-Redact to review the changes that are made by eXtyles.

Proofing Character Styles in Word

Because Word character styles are not displayed in the style area pane in Draft view, you can proof them by clicking into the styled content and noticing the name of the style in the style drop-down on the Common Word Commands section of the eXtyles ribbon; for example,

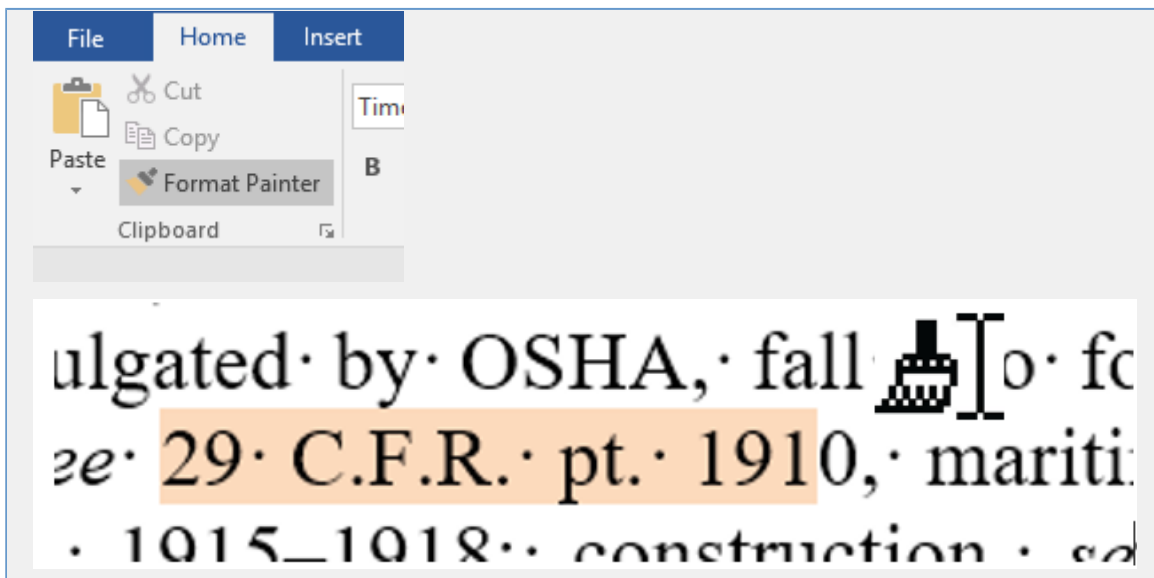


Hand Application of Character Styles

eXtyles Auto-Redact will automatically apply custom character styles to case and law citations in the Word document. As described elsewhere in this guide, these character styles are used by eXtyles to produce granular tagging of case and law content in the XML. Generally, eXtyles Auto-Redact will do a good job of identifying and styling these case and law references. But there are times when eXtyles will miss the mark, and the hand application of character styles may be necessary.

To apply Word character styles by hand, simply follow one of the following methods.

Format Painter



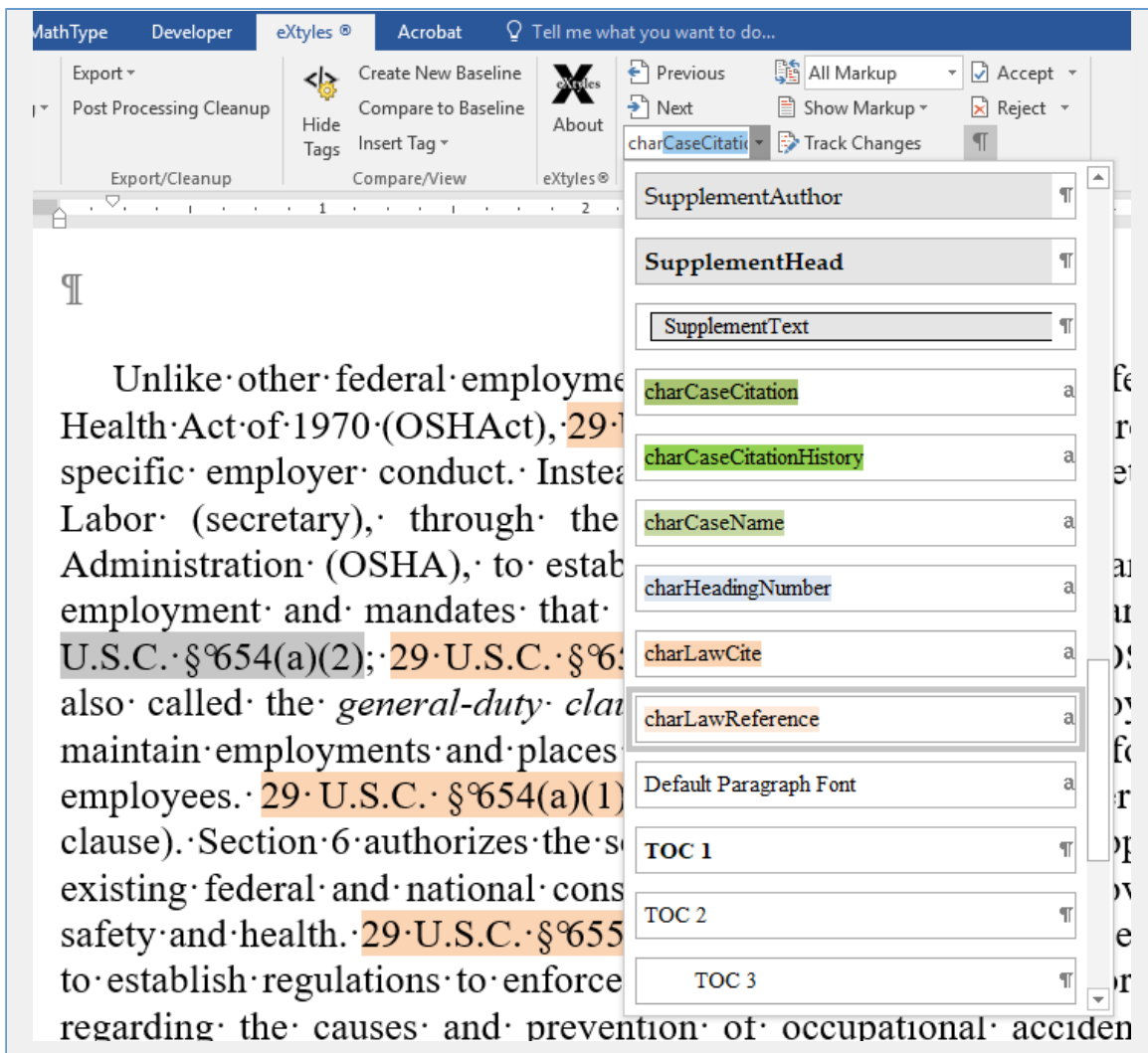
1. Place your cursor in text that is already styled with the character style you want to apply. In this example, charLawCite.

2. Click Format Painter on the Word Home ribbon. Your cursor will change to a bar with a paint brush, as shown above.
3. Select the text that you want to style with the character style, and Word will "paint" the style onto the selected text.

Double-clicking the Format Painter button on the Word Home ribbon will keep the "paint" function active, which will allow you to select and style multiple sections of text. Turn off Format Painter by clicking the button again.

The Style Drop Down Menu

You can also apply character styles to content using the style drop-down menu on the eXtyle ribbon.



1. Select the text you want to style.
2. Navigate to the appropriate character style in the drop-down menu.
3. Select the style. It will be applied to the content you selected in step 1.

Removing Character Styles

Occasionally eXtyles may incorrectly apply law or case citation character styles. In these cases you will want to remove the incorrectly applied character style so that the XML that is generated is correct.

The Word keyboard shortcut Ctrl + Space will strip any local formatting or character styles from selected text.

Ctrl + Space will also strip italic and bold formatting, so be sure to proof the text carefully to ensure that important formatting is not lost.

In this example, eXtyles has incorrectly character styled content after the Wis. Stat. citation:

and conclusions drawn for purposes of proceedings before the Worker's Compensation Division, Wis. Stat. §102.17(1)(h) (“A report described in this paragraph that is admitted or received into evidence by the department constitutes substantial evidence under [Wis. Stat. §]102.23(6) as to the matter contained in the report.”), and is used either

Select the text that you want to remove the character styling, and click Ctrl + Space. Be sure to also select spaces and punctuation, as necessary:

and conclusions drawn for purposes of proceedings before the Worker's Compensation Division, Wis. Stat. §102.17(1)(h) (“A report described in this paragraph that is admitted or received into evidence by the department constitutes substantial evidence under [Wis. Stat. §]102.23(6) as to the matter contained in the report.”), and is used either

and conclusions drawn for purposes of proceedings before the Worker's Compensation Division, Wis. Stat. §102.17(1)(h) (“A report described in this paragraph that is admitted or received into evidence by the department constitutes substantial evidence under [Wis. Stat. §]102.23(6) as to the matter contained in the report.”), and is used either

Then, apply correct character styles if necessary, using one of the methods described earlier:

and conclusions drawn for purposes of proceedings before the Worker's Compensation Division, Wis. Stat. §102.17(1)(h) (“A report described in this paragraph that is admitted or received into evidence by the department constitutes substantial evidence under [Wis. Stat. §]102.23(6) as to the matter contained in the report.”), and is used either

Auto-Redact and Case and Law Citations

eXtles Auto-Redact will automatically identify and style, using Word character styles, case and law citations. These character styles are then used by eXtles to produce granular tagging in the XML for the case and law citations. This eliminates much of the hand work required to tag these citations in the XML.

Law Reference and Law Cite

In the following example, eXtles has automatically character styled the law reference and citation.

update procedures for conducting such visits. *See* 65 Fed. Reg. 64,282 (Oct. 26, 2000); 29 C.F.R. pt. 1908. Under this rule, OSHA specifically seeks to establish the right of an employee representative to accompany a consultant during the physical inspection of the workplace. *See* 29 C.F.R. § 1908.6(c)(2)(i).¶

The color coding of the character styles facilitates quick proofreading of the styling, so the editor can determine whether eXtles has correctly identified the law text. When exported to XML, the character styles are converted to <law-reference> and <law-cite> tagging. For example,

```
<para>. . .update procedures for conducting such visits. <emphasis type="italic">See</emphasis> <law-reference lawGroup-id="027"><law-cite id="1">65 Fed. Reg. 64,282 (Oct. 26, 2000)</law-cite></law-reference>; <law-reference lawGroup-id="013"><law-cite id="1">29 C.F.R. pt. 1908</law-cite></law-reference>. Under this rule, OSHA specifically seeks to establish the right of an employee representative to accompany a consultant during the physical inspection of the workplace. <emphasis type="italic">See</emphasis> <law-reference lawGroup-id="013"><law-cite id="1">29 C.F.R. &#x00A7;&#x00A0;1908.6(c)(2)(i)</law-cite></law-reference>.</para>
```

Note that eXtles will only automatically populate the lawGroup-id and <law-cite> id attributes. Because of this, some manual work will be required to add some id and gid values.

lawGroup-id

eXtles Auto-Redact will not just identify the law reference; it will also identify which law group the reference belongs to and apply a specific character style based on that law group. That specific character style will then be used by eXtles XML export to populate the correct lawGroup-id value to facilitate linking with Fast Case.

In the following example, the **charLawReference024** character style has been automatically applied by eXtles Auto-Redact to the text "Pub. L. No."



In the XML, this Public Law content is exported as lawGroup-id="024":

```
<para type="flush">On July 16, 1998, Congress enacted the Occupational Safety and Health Administration Compliance Assistance Authorization Act of 1998, <law-reference lawGroup-id="024">Pub. L. No. <law-cite id="1">105-197, 112 Stat. 638</law-cite></law-reference>. Among other things, this Act specifically endorsed state-based consultation programs like SHARP. See <law-reference lawGroup-id="009"><law-cite id="1">29 U.S.C. &#x00A7;&#x00A0;670(d)</law-cite></law-reference>.</para>
```

Note also in this example that the United States Code (U.S.C.) content identified by eXtyle Auto-Redact is also exported with the correct lawGroup-id value: 009.

These law reference character styles are shaded so they can be visually proofread in the Word document to ensure that the correct lawGroup-id value is populated in the XML. Following is the list of character styles and the lawGroup-id values they map to.

Wisconsin Acts by Popular Name and Federal Acts by Popular Name can not be identified by eXtyle Auto-Redact. Because of this the character styles **charLawReference002** and **charLawReference011** will *always* have to be manually applied as appropriate in the Word document.

Character Style	Law Reference	Character Style Shading
charLawReference001	Wisconsin Statutes	
charLawReference002	Wisconsin Acts by Popular Name	
charLawReference003	Wisconsin Session Law	

charLawReference004	Wisconsin Administrative Code
charLawReference005	Wisconsin Constitution
charLawReference006	Wisconsin Supreme Court Rules
charLawReference007	Wisconsin Attorney General Opinions
charLawReference008	Wisconsin Ethics Opinions
charLawReference009	United States Code
charLawReference010	Internal Revenue Code
charLawReference011	Federal Acts by Popular Name
charLawReference012	Uniform Acts
charLawReference013	Code of Federal Regulations
charLawReference014	Treasury Regulations
charLawReference015	Temporary Treasury Regulations
charLawReference016	Revenue Rulings
charLawReference017	Revenue Procedures
charLawReference018	IRS Private Letter Rulings
charLawReference019	Technical Advice Memoranda
charLawReference020	General Counsel Memoranda

Styles ▼ ×

charLawReference001	a
charLawReference002	a
charLawReference003	a
charLawReference004	a
charLawReference005	a
charLawReference006	a
charLawReference007	a
charLawReference008	a
charLawReference009	a
charLawReference010	a
charLawReference011	a
charLawReference012	a
charLawReference013	a
charLawReference014	a
charLawReference015	a
charLawReference016	a

Show Preview
 Disable Linked Styles

[Options...](#)

charLawReference021	IRS Notices
charLawReference022	IRS News Releases
charLawReference023	Federal Rules of Appellate Procedure
charLawReference024	Public Laws
charLawReference025	Wisconsin Supreme Court Orders
charLawReference026	Informal Wisconsin Attorney General Opinions
charLawReference027	Federal Registry
charLawReference028	Jury Instructions
charLawReference029	Federal Rules of Civil Procedure
charLawReference030	Federal Rules of Criminal Procedure
charLawReference031	Rules of 7th Circuit Procedure
charLawReference032	Federal Rules of Evidence
charLawReference033	Federal Rules of Bankruptcy Procedure
charLawReference034	Records Management Committee (RMC Forms)
charLawReference035	U.S. Constitution

Styles ▼ ×

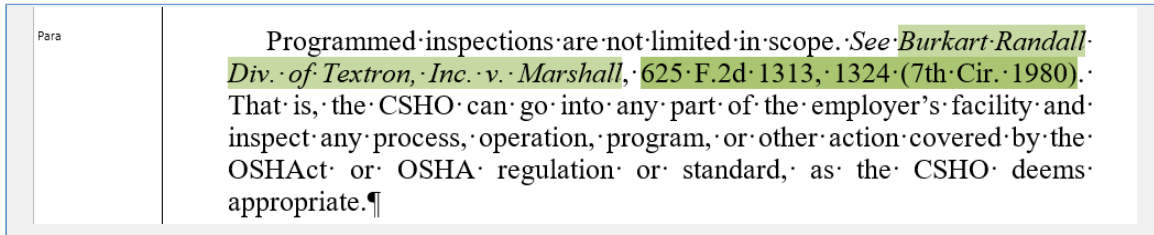
charLawReference017	a
charLawReference018	a
charLawReference019	a
charLawReference020	a
charLawReference021	a
charLawReference022	a
charLawReference023	a
charLawReference024	a
charLawReference025	a
charLawReference026	a
charLawReference027	a
charLawReference028	a
charLawReference029	a
charLawReference030	a
charLawReference031	a
charLawReference032	a
charLawReference033	a
charLawReference034	a
charLawReference035	a

Show Preview
 Disable Linked Styles

[Options...](#)

Case Reference and Case Cite

In the following example, eXtyles has automatically character styled the case reference and citation.



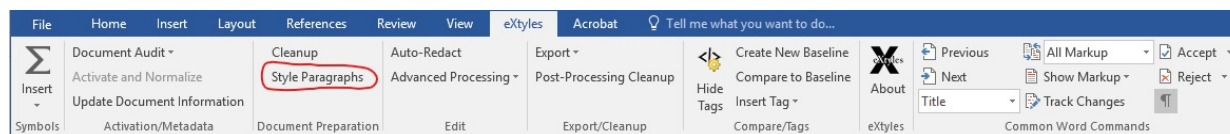
As with law citations, the color coding of the character styles facilitates quick proofreading of the styling, so the editor can determine whether eXtyles has correctly identified the case text: light green (e.g., "Burkart Randall Div. of Textron, Inc. v. Marshall") represents the Case Reference, and dark green (e.g., "625 F.2d 1313, 1324 (7th Cir. 1980)") represents the Case Citation.

When exported to XML, the character styles are converted to <case-reference>, <case-name>, and <case-citation> tagging. For example,

```
<para style="last-para" type="flush">Programmed inspections are not limited in scope.
<emphasis type="italic">See</emphasis> <case-reference><case-name><emphasis
type="italic">Burkart Randall Div. of Textron, Inc. v. Marshall</emphasis></case-name>,
<case-citation id="1">625 F.2d 1313, 1324 (7th Cir.
1980)</case-citation></case-reference>. That is, the CSHO can go into any part of the
employer's facility and inspect any process, operation, program, or other action
covered by the OSHAct or OSHA regulation or standard, as the CSHO deems
appropriate.</para>
```

Note that eXtyles will only automatically populate the <case-citation> id attribute. Because of this, some manual work will be required to add some id and gid values.

Style Paragraphs



Instead of applying a paragraph style to each paragraph via Word's menus or style list, you can use the eXtensions Style Paragraphs function to easily apply the styles from your eXtensions template.

The efficient style palette used in eXtensions lets you quickly and easily apply the correct styles to each individual paragraph. Each of the WisBar paragraph styles is mapped to the eXtensions style palette, where it appears as a button. You can also quickly traverse the document and confirm or change the style of each paragraph using the convenient "Undo," "Next," and "Previous" buttons.

The following sections describe the organization of the WisBar eXtensions palette, the styles on the tabs, and what the styles should be used for.

How to Use the eXtensions Style Palette

1. Select Style Paragraphs from the eXtensions menu. Styles in the eXtensions style palette are divided into different groups, or Tabs. The WisBar style palette tabs are:

- **Front:** covering paragraphs in the front matter of the document
- **Body:** covering items pertaining to content that will appear primarily in the body of a document
- **Lists:** covering list types
- **Special:** covering case and statute content as well as special paragraphs

2. When the Paragraph Styles dialog appears, select the desired tab and begin traversing the document, clicking the desired button to apply a style to the selected paragraph, or by using the navigation buttons at the bottom of the palette (see the section, WisBar Styles for more information about the navigation buttons).

The selected paragraph is highlighted in its entirety. After you click a style button to apply a style to paragraph, the highlight advances automatically to the next paragraph.

Warning

The "Undo" history is cleared when you click into the Word document or close the palette.

You can also press the designated hot key—indicated by an underscored letter or number in the button's label—rather than clicking with the mouse. For example, you can press the "x" key on the keyboard instead of clicking "Next."

Note

Users of Word 2013 and 2016 may notice that the underscored hot key does not appear when the eXtensions style palette is opened. This is the result of an unfortunate default Windows accessibility setting that suppresses access-key visibility. To configure Windows to enable the underlining of the hot keys on the eXtensions style palette, follow the steps outlined [here](#).

Styling Options

You can also use the Word Paragraph Style menu as usual if you are applying a paragraph style to just a few paragraphs. If you

use this method, please keep these points in mind:

- The name on the eXtyles Paragraph Style palette is not necessarily the same as the name of the actual Word style. Be sure to use the correct Word paragraph style.
- Word has a bug (Microsoft calls it a “feature”) in which italic or bold markup or Symbol font changes in the middle of a paragraph may be lost when styles are applied from the Word Paragraph Style menu or ribbon. This problem is especially nasty in genetics papers, in which a gene may inadvertently be turned into a protein as a result. If you use this method of styling, be sure to proof the paragraph carefully.

WisBar eXtyles Style Guide

This section describes the tabs of the WisBar eXtyles style palettes and explains how each style should be used.

Navigation

In addition to facilitating the application of paragraph styles, the eXtyles style palette enables quick and flexible navigation through your document via the controls on the bottom of the palette. By using these controls to navigate through and manipulate your content, you can remain within the style palette, which allows you to move more efficiently through the document.

Tip

Underlined letters on the palette buttons designate hot keys. For example, when the style palette is active (i.e., you have clicked into it) you can type "x" on your keyboard to skip to the next paragraph, or "d" to delete a paragraph.

If you don't see the underlined hot keys when you open the eXtyles style palette you may need to adjust your Windows Ease of Access settings. See Inera's FAQ, "[Paragraph styling menu hotkeys are missing in Word 2013 and 2016](#)" for instructions about how to adjust these settings.

Button	Description
With prev	Click "With prev" to merge the selected paragraph with the previous one (the carriage return between them is replaced with a space). Use this function to merge an unwanted heading into the paragraph following it, for instance, or if two paragraphs are separate but should be one
New pgraf	Click "New pgraf" to insert a return after the first sentence of the paragraph, creating two paragraphs from one. This feature is designed primarily to allow faster formatting of run-in heads. The new paragraph will be created after the first period, colon, question mark, hyphen, or en dash that is followed by a space, or an em dash (in this case, regardless of a following space). To format a two-sentence head, select "New pgraf," apply the correct style for the heading, select "New pgraf" again, and then select "With prev." If a paragraph does not have more than one sentence, selecting "New pgraf" will not do anything.
Previous	Click "Previous" to move the highlight to the previous paragraph.
Next	Click "Next" to advance to the next paragraph without changing the style of the selected paragraph.
Delete	Click "Delete" to remove the selected paragraph from the document and advance to the next paragraph.
Undo	Click "Undo" (as many times as necessary) to undo the last operations.

Warning

The “Undo” history is cleared when you click into the Word document or close the palette. The Undo button will be greyed out when the Undo history is cleared, indicating that you can not Undo the previous action from the palette.

Additional Actions

The behavior of the navigation buttons on the eXtyles style palette can be modified when used in combination with other keyboard items.

Button	Description
Shift + Next (x)	If you hold Shift while clicking “Next” (or, typing the hotkey “x”), eXtyles will skip all paragraphs tagged with the current paragraph’s style, stopping at the next new paragraph style
Shift + Table Body	If you hold Shift while clicking the Table Body style, eXtyles will apply the table body style to the entire table; that is, all of the content formatted within Word’s table cells.
Tab	Within the style palette, you can use the Tab (and Shift + Tab) keys on the keyboard to switch between the different style tabs on the palette.
Esc	The Esc key will close the palette.

The Paragraph Styles dialog closes automatically after the document is completely styled. If you need to close the dialog in the middle of processing, click the X box in the upper-right corner or press Esc. You can reopen this dialog at any time, and styling will continue with the paragraph where the cursor is currently located.

Tip

After you style a document, you can easily navigate through it by jumping from heading to heading using Word’s Document Map feature. To use Word’s Document Map feature, check the box in View > Navigation Pane.

The Front Tab

The Front Tab of the eXtyles style palette includes paragraph styles that will be used to style content that will generally appear in the front matter of documents.

In addition to the document front elements, the Front tab also includes body text paragraph styles. These styles are duplicates of those included on the **Body tab**, and are included on the Front tab for convenience.

Style Name	Maps To (in XML)	Description of Use
Chapter Number	title-group/number	Use to style the number of a chapter, when it appears on its own line (i.e., not run in with a chapter title).

Volume Number	<code>title-group/number</code>	Use to style the volume number, if present.
Chapter Title	<code>title-group/title</code>	Use to style the chapter's title, when it appears on its own line (i.e., not run in with a chapter number).
Chapter Number/Title	<code>title-group/number</code> and <code>title-group/title</code>	Use to style the chapter number and title when they appear on the same line.
Author	<code>author</code>	Use to style the authors of a document, if present.
Supplement Author	<code>meta-data/supp-info/supp-author</code>	Use to style the authors of supplement content, if present.
Supplement Text	<code>meta-data/supp-info/supplement-text</code>	Use to style the text of supplement content, if present
TOC1	<code>print-only</code>	Use to style the first-level heading in a table of contents.
TOC1 Evidence	<code>print-only</code>	Use to style the first-level heading in a table of contents.
TOC2	<code>print-only</code>	Use to style the second-level heading in a table of contents.
TOC3	<code>print-only</code>	Use to style the third-level heading in a table of contents.
TOC4	<code>print-only</code>	Use to style the fourth-level heading in a table of contents.
TOC5	<code>print-only</code>	Use to style the fifth-level heading in a table of contents.
Paragraph	<code>para type="flush"</code>	Use to style regular body text paragraphs.
Last Paragraph	<code>para style="last-para" type="flush"</code>	Use to style regular body text paragraphs that are the final paragraph in a section.
Paragraph (No Tab)	<code>para type="outdent"</code>	Use to style body text paragraphs for which the "outdent" attribute is desired.
Last Paragraph (No Tab)	<code>para type="outdent" style="last-para"</code>	Use to style body text paragraphs that are the final paragraph in a section, and for which the "outdent" attribute is desired.
Paragraph (Center)	<code>para type="center"</code>	Use to style body text paragraphs for which the "center" attribute is desired.

Chapter Title (Ethics/Opinions)	title-group/title	Use to style the title of an Ethics/Opinions document.
Chapter Title (4x6)	title-group/title	Use to style the title of a 4x6 chapter.
Wisconsin Reports	title-group/title	Use to style the title of a Wisconsin Reports document.
Desk Reference Footnote	sec/para	Use to style the note that appears as text (rather than a footnote) at the start of Desk Reference documents.
Supplement Start	[dropped from XML]	Use to indicate the start of a supplement section. This paragraph must contain placeholder text (e.g., a nonbreaking space or some other text).
Supplement Head	supp-text/title-group/title	Use to style the heading of the supplement content.
Instruction	supp-text/instruction-head	Use to style the text that describes the supplement content (e.g., "Pages 36-37: Read in conjunction with section").
Supplement End	[dropped from XML]	Use to indicate the end of a supplement section. This paragraph must contain placeholder text (e.g., a nonbreaking space or some other text).

Front Style Examples

Content at the start of a document should be styled using items on the Front tab of the eXtyles style palette. This section describes how to correctly style the front sections of your content.

In addition to the document front elements, the Front tab also includes body text paragraph styles. These styles are duplicates of those included on the **Body tab**, and are included on the Front tab for convenience.

Chapter Number, Title, and Authors

Chapter front material, including the chapter number (if present), title, and authors (if present) can be styled using the following from the Front tab of the eXtyles style palette.

Paragraph Style	XML	Description
Chapter Number	<title-group> <number>	Use to style the chapter number, if present, at the start of the document. Used when the chapter number is on a separate line from the title.

Volume Number	<title-group type="Vol"> <number>	Use to style the volume number, if present, at the start of the document.
Chapter Title	<title-group> <title>	Use to style body text paragraphs that are the final paragraph in a section, and for which the "outdent" attribute is desired. Used when the chapter title is on a separate line from the number.
Chapter Number/Title	<title-group> <number><title>	Use when the chapter number and title are on the same line. The XML export will tag the chapter number and title appropriately.
Author	<author>	Use to style the author(s) of the document, if present.

For example,

ChapNum	7
ChapTitle	Occupational Safety and Health
Author	Eric E. Hobbs
Author	Elizabeth N. Larson

Produces the following XML:

```
<title-group>
<number>7</number>
<title>Occupational Safety and Health</title>
</title-group>
<author>Eric E. Hobbs</author>
<author>Elizabeth N. Larson</author>
```

Content styled as Volume Number will produce the following:

VolumeNum	Vol. 386
WisReports	Wisconsin Reports 2d

```
<title-group type="Vol">
<number>Vol. 386</number>
<title>Wisconsin Reports 2d</title>
</title-group>
```

CHAPTER TITLE ALTERNATIVES

Chapter titles for Ethics/Opinions, 4x6 template documents, and Wisconsin Reports can be styled using the following. Although the format of the paragraph styles in Word is different for these two title alternatives, they are tagged the same in the XML.

Paragraph Style	XML
Chapter Title (Ethics/Opinions)	<title-group> <title>
Chapter Title (4x6)	<title-group> <title>
Wisconsin Reports	<title-group> <title>

Table of Contents

The table of contents, if present, can be styled using the paragraph styles TOC1-TOC5 on the Front tab of the eXtyles style palette. When used, the TOC content is exported to <print-only> in the XML.

The TOC1 Evidence style, which is formatted to be 10-point font in the Word document, can be used to style Evidence content in the table of contents. It exports the same as the other TOC paragraph styles to <print-only>.

The WisBar shema does not support local formatting (e.g., italic, bold) in <print-only> content. Because of this, any such italic, bold, etc., formatting that may appear in the table of contents in the Word document must be removed before XML export.

The Body Tab

The Body Tab of the eXtyles style palette includes paragraph styles that will be used to style content that will generally appear in the body of WisBar documents.

Style Name	Maps To (in XML)	Description of Use
Head 1*	section/title-group	Use to style the first-level heading in a document.
Head 2	section/title-group	Use to style the second-level heading in a document.
Head 3	section/title-group	Use to style the third-level heading in a document.

Head 4	section/title-group	Use to style the fourth-level heading in a document.
Head 5	section/title-group	Use to style the fifth-level heading in a document.
Head 6	section/title-group	Use to style the sixth-level heading in a document.
Paragraph	para type="flush"	Use to style regular body text paragraphs.
Last Paragraph	para style="last-para" type="flush"	Use to style regular body text paragraphs that are the final paragraph in a section.
Paragraph (No Tab)	para type="outdent"	Use to style body text paragraphs for which the "outdent" attribute is desired.
Last Paragraph (No Tab)	para type="outdent" style="last-para"	Use to style body text paragraphs that are the final paragraph in a section, and for which the "outdent" attribute is desired.
Paragraph (Center)	para type="center"	Use to style body text paragraphs for which the "center" attribute is desired.
Paragraph I	para type="ParaI"	Use to style labeled paragraph content; that is, paragraphs that start with an uppercase Roman numeral label.
Paragraph A	para type="ParaA"	Use to style labeled paragraph content; that is, paragraphs that start with an uppercase letter label.
Paragraph 1	para type="Para1"	Use to style labeled paragraph content; that is, paragraphs that start with an Arabic numeral label.
Paragraph a	para type="Para_a"	Use to style labeled paragraph content; that is, paragraphs that start with a lowercase letter label..
Paragraph (1)	para type="Para_1"	Use to style labeled paragraph content; that is, paragraphs that start with an Arabic numeral within parenthesis label.
Paragraph (a)	para type="Para_a2"	Use to style labeled paragraph content; that is, paragraphs that start with a lowercase letter within parenthesis label.

Admon	admon-type/para type="flush"	Use to style an Admon paragraph. When labelled, the label is pulled into an admon-type attribute; for example, <admon-type="Caveat">.
Admon Continued	admon-type/para type="flush"	Use the style a continuation paragraph of an Admon note. Will export to para admontype="last" if it is also the last paragraph of the note.
Admon (10 pt)	admon-type/para type="flush"	Use to style an Admon paragraph that has a 10-point font size. When labelled, the label is pulled into an admon-type attribute; for example, <admon-type="Caveat">.
Admon Continued (10 pt)	admon-type/para type="flush"	Use the style a continuation paragraph of an Admon note. Will export to para admontype="last" if it is also the last paragraph of the note.
Admon (Last)	admon-type/para admontype="last" type="flush"	Use to style the last paragraph of a multi-paragraph Admon note.
Form	section/title-gro up type="form"	Use to style the title of a form; for example, "Form 5.8 Confidential Petition Addendum (FAM-0028)."
Excerpt	para type="excerpt"	Use to style excerpt content.
Excerpt Form	para type="form"	Use to style form text in the document.
Excerpt Center	para type="center-exce rpt"	Use to style excerpt text that must be centered.
Excerpt Center Form	para type="center-form "	Use to style form text in the document that must be centered.
Excerpt (Last)	para type="form" style="last-para"	Use to style the last paragraph of a form.
Quote	quote/para	Use to style content that is a display quote.
Quote 2	quote style="quote2"/pa ra	Use to style content that should be identified as quote 2.

Quote (Last)	quote/para style="last-para"	Use to style the last paragraph of a multi-paragraph quote.
Graphic	figure/graphic	Use to style images in the document. The export will also generate a graphic pointer that will be named according to the Word document title.

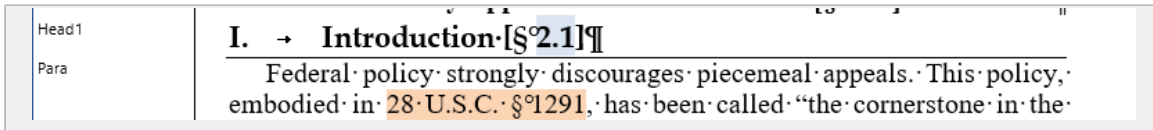
*The Head 1 through Head 6 styles do not have auto-number formatting. Further, section numbers that might appear at the end of these headings are mapped to `title-group/number`, provided the eXtles character style `charHeadingNumber` is applied in the Word document. See the [Body Style Examples](#) for more details.

Body Style Examples

The following section describes how to style document body content using styles found on the Body tab of the eXtles style palette.

Headings (Head 1- Head 6)

The following Word sample shows the use of the Head1 paragraph style (Heading 1 on the eXtles style palette).



During XML export, the Head1 style will be tagged as `<title>` within `<title-group>` at the start of a new `<section>`; for example,

```
<section snum="I." secnum="2.1">
<title-group>I. &#x00A0;<title>Introduction</title>
[&#x00A7;&#x00A0;<number>2.1</number>]</title-group>
```

Notice that the `snum` and `secnum` attributes are automatically populated from the Word content (i.e., the heading number I and the section number 2.1).

eXtles will populate the `snum` and `secnum` values so long as they are present in the Word document. If a heading in the Word document is not numbered, the `snum` attribute in the XML will be empty (same for the section number/`secnum`).

This behavior is the same for all styles Heading 1 through 6. For example,

Head1	II. → Appellate Jurisdiction-[\S2.2]
Head2	A. → In General-[\S2.3]
Para	The Seventh Circuit’s jurisdiction extends to all criminal appeals and virtually all civil appeals from the seven district courts within the circuit.

Produces the following XML:

```
<section snum="II." secnum="2.2">
<title-group>II.&#x00A0;<title>Appellate Jurisdiction</title>
[&#x00A7;&#x00A0;<number>2.2</number>]</title-group>
<section snum="A" secnum="2.3">
<title-group>A&#x00A0;<subtitle>In General</subtitle>
[&#x00A7;&#x00A0;<number>2.3</number>]</title-group>
```

Note that the <section>s are properly nested.

Auto-Numbering and Headings
The Head 1-Head 6 Word paragraph styles do not have auto-number formatting. The BB Head 1-BB Head 6 Word paragraph styles are auto-number formatted.

Body Text Paragraphs

WisBar has several body text paragraph styles that achieve different markup in the XML depending on the content requirements.

STANDARD BODY PARAGRAPHS

Normal body text paragraphs can be styled with the Paragraph (Para) style from the eXtyles style palette; for example,

Head1	I. → Introduction-[\S2.1]
Para	Federal policy strongly discourages piecemeal appeals. This policy, embodied in 28 U.S.C. §1291, has been called “the cornerstone in the edifice of federal judicial review.” <i>Flynn v. Merrick</i> , 776 F.2d 184, 185 (7th Cir. 1985). 28 U.S.C. §1291 gives the courts of appeals jurisdiction of appeals from final decisions of the district courts. See <i>HSBC Bank USA, N.A. v. Townsend</i> , 793 F.3d 771, 775 (7th Cir. 2015) (holding that an Illinois judgment of foreclosure and an order of sale “leave too much up in the air” to be considered final, given unresolved issues of reinstatement, redemption, and a possible deficiency judgment); <i>Bank of Am., N.A. v. Martinson</i> , 828 F.3d 532, 534–35 (7th Cir. 2016) (extending <i>Townsend</i> to Wisconsin foreclosure judgments, even though those judgments are appealable in Wisconsin state courts);

Text styled in this way will produce the following XML:

```
<para type="flush">Federal policy strongly discourages piecemeal appeals ... even though those judgments are appealable in Wisconsin state courts)...</para>
```

Other paragraph type attributes can be achieved in the XML by using different paragraph styles in the Word document. For example,

Paragraph Style	XML	Description
Last Paragraph	<code><para style="last-para" type="flush"></code>	Use to style regular body text paragraphs that are the final paragraph in a section.
Paragraph (No Tab)	<code><para type="outdent"></code>	Use to style body text paragraphs for which the "outdent" attribute is desired.
Last Paragraph (No Tab)	<code><para type="outdent" style="last-para"></code>	Use to style body text paragraphs that are the final paragraph in a section, and for which the "outdent" attribute is desired.
Paragraph (Center)	<code><para type="center"></code>	Use to style body text paragraphs for which the "center" attribute is desired.

LABELED PARAGRAPHS

Labeled body text paragraphs can be styled with the Paragraph I, A, and so on, styles from the eXtyle style palette.

Paragraph Style	XML
Paragraph I	<code><para type="ParaI"></code>
Paragraph A	<code><para type="ParaA"></code>
Paragraph 1	<code><para type="Para1"></code>
Paragraph a	<code><para type="Para_a"></code>
Paragraph (1)	<code><para type="Para_1"></code>
Paragraph (a)	<code><para type="Para_a2"></code>

The styles are named on the Body tab of the style palette to correspond with the label that is expected to be used in the Word document. For example, the following Word sample,

Head1	I. → INTRODUCTION [§28.1]
Head2	A. → In General [§28.2]
Para1	1. Legal protection of trademarks arose under the co today, federal and state statutes provide for registrat rights. <i>Dunn v. Gull</i> , 990 F.2d 348 (7th Cir. 1993)
Para1	2. Federal statutes and rules
Para-a	a. Trademark (Lanham) Act of 1946, Pub. L. N amended at 15 U.S.C. §§1051–1141n), Rules o 37 C.F.R. pt. 2

Produces this XML:

```
<section snum="I." secnum="28.1">
<title-group>I.&#x00A0;<title>INTRODUCTION</title>
[&#x00A7;&#x00A0;<number>28.1</number>]</title-group>
<section snum="A." secnum="28.2">
<title-group>A.&#x00A0;<subtitle>In General</subtitle>
[&#x00A7;&#x00A0;<number>28.2</number>]</title-group>
<para type="Para1">1. Legal protection of trademarks ... </para>
<para type="Para1">2. Federal statutes and rules</para>
<para type="Para_a">a. Trademark (Lanham) Act of 1946, ...</para>
```

Quote Paragraphs

The eXtyle style palette includes several options for styling quoted material. Specific attributes in the XML can be generated when the following styles are used.

Paragraph Style	XML	Description
Quote	<quote> <para type="flush">	When this style is used for a single quote paragraph, the style="last-para" attribute is automatically added to <para>.
Quote 2	<quote style="quote2"> <para type="flush">	When this style is used for a single quote paragraph, the style="last-para" attribute is automatically added to <para>.
Quote (Last)	<para type="flush" style="last-para">	When this style is used, the style="last-para" is always present in the XML.

For example, the following Word sample:

Para	imposes a different standard of ethical responsibility on lawyers.¶
FlushQuote	<p>The Wisconsin Committee Comment to SCR 20:1.5 provides no guidance on this issue. However, ABA Comment, paragraph [7] provides as follows:¶</p> <p>[7] A division of fee is a single billing to a client covering the fee of two or more lawyers who are not in the same firm. A division of fee facilitates association of more than one lawyer in a matter in which neither alone could serve the client as well, and most often is used when the fee is contingent and the division is between a referring lawyer and a trial specialist. Paragraph (e) permits the lawyers to divide a fee either on the basis of the proportion of services they render or if each lawyer assumes responsibility for the representation as a whole. In addition, the client must agree to the arrangement, including the share that each lawyer is to receive, and the agreement must be confirmed in writing. Contingent fee agreements must be in a writing signed by the client and must otherwise comply with paragraph (c) of this Rule. Joint responsibility for the representation entails financial and ethical responsibility for the representation as if the lawyers were associated in a partnership. A lawyer should only refer a matter to a lawyer whom the referring lawyer reasonably believes is competent to handle the matter. See Rule 1.1.¶</p>

Produces this XML:

```
<para type="flush">The Wisconsin Committee Comment to SCR 20:1.5 provides no guidance on this issue ...:</para>
<quote>
<para style="last-para" type="flush">[7] A division of fee is a single billing to a client covering the fee of two or more lawyers who are not in the same firm .... </para>
</quote>
```

Admon Text

Admon notes are supported in eXtyles. Helpfully, the eXtyles export process will *automatically* add to the XML the following attributes to content that is styled as Admon:

Attribute	Values
type	Note, Author's Note, See Also, Comment, etc.
para type	flush
para admon type	last

The admon type attribute is populated automatically during XML export based on the value of the label in the Word document.

Admon text should be styled using the following from the eXtyles palette.

Paragraph Style	XML	Description
Admon	<pre><admon type="XXXXX"> <para type="flush"></pre>	Use to style an Admon paragraph. When a label is present the content is pulled into an admon type attribute; for example, <admon type="Note">.

Admon Continued	<code><admon type="XXXXX"></code> <code><para type="flush"></code>	Use to style a continuation paragraph of an Admon note. Will automatically export to <code><para admontype="last"></code> if it is also the last paragraph of the note.
Admon (10 pt)	<code><admon type="XXXXX"></code> <code><para type="flush"></code>	Use to style an Admon paragraph that has a 10-point font size. When labelled, the label is pulled into an admon type attribute; for example, <code><admon-type="Caveat"></code> .
Admon Continued (10 pt)	<code><admon type="XXXXX"></code> <code><para type="flush"></code>	Use to style a continuation paragraph of an Admon paragraph that has a 10-point font size. Will automatically export to <code><para admontype="last"></code> if it is also the last paragraph of the note.
Admon Last	<code><para admontype="last"</code> <code>type="flush"></code>	Use to style the last paragraph of a multi-paragraph Admon note.

For information about the Admon in List paragraph styles (e.g., Admon1 and Admon2), see the [List Style Examples](#).

SINGLE ADMON PARAGRAPH

Style a single Admon paragraph using the Admon, Admon 1, or Admon 2 paragraph styles from the eXtyles style palette. For example,

Admon	(whether exercised or not) to terminate the services of the worker or to transfer a worker's services from one grower to another. See Wis. Admin. Code § DWD 272.01(5)(b).¶
Head2	<p>➤ Note. Wisconsin law does not exempt labor organizations and their officers or agents.¶</p> <p>Employees [§ 5.5]¶</p>

eXtyles will automatically generate the appropriate attributes for the note in the XML, including the `admontype="last"` attribute:

```
<admon type="Note">
<para admontype="last" type="flush">
  Wisconsin law does not exempt labor organizations and their officers or agents.</para>
</admon>
```

Note the following:

- The `admon type` is automatically populated from the note label in the Word paragraph; in this example, **Note**.
- The `admontype="last"` attribute is automatically added when the Admon is only one paragraph.
- The `para type="flush"` attribute is automatically added by eXtyles.

MULTI-PARAGRAPH ADMONS

When Admon notes are more than one paragraph long, use the Admon Continued and Admon Last paragraph styles. For example,

Admon	interpret to qualify as an expert.¶ ➤ <i>Authors' Note.</i> Section 907.02 conforms to Fed. R. Evid. 702 and adopts the <i>Daubert</i> reliability requirement both as to the principles and methods used by an expert witness and as to the application of the principles and methods by the witness to the facts of the case. See 2011 Wis. Act 2 (eff. Feb. 1, 2011); <i>Daubert v. Merrell-Dow Pharm., Inc.</i> , 509 U.S. 579 (1993); see also Fed. R. Evid. 702 advisory committee's note—2000.¶
Admon_Continued	A <i>Daubert</i> gatekeeping decision is based on the preponderance of the evidence. Hearsay evidence may be considered. An evidentiary hearing is not required, and the judge's decision may be made before or during the trial. The judge has the discretion to select the factors that govern reliability.¶
AdmonLast	Section 907.02(2), created by 2011 Wis. Act 2, is not part of the Federal Rules of Evidence.¶

eXtyles will automatically generate the appropriate attributes in the XML; for example,

```
<admon type="AuthorsNote">
<para type="flush"><law-reference>Section <law-cite
id="1">907.02</law-cite></law-reference> conforms to <law-reference>Fed. R. Evid.
<law-cite id="1">702</law-cite></law-reference> . . .</para>
<para type="flush">A <emphasis type="italic">Daubert</emphasis> gatekeeping decision . .
.</para>
<para admontype="last" type="flush"> <law-reference>Section <law-cite
id="1">907.02(2)</law-cite></law-reference>, created by <law-reference><law-cite
id="1">2011 Wis. Act 2</law-cite></law-reference>, . . .</para>
</admon>
```

CONSECUTIVE ADMON PARAGRAPHS

Use the Admon style for consecutive single-paragraph Admon notes. For example,

Admon	➤ <i>Note.</i> The U.S. Supreme Court has held all states must allow and recognize same-sex marriages. <i>Obergefell v. Hodges</i> , 135 S. Ct. 2584 (2015). Therefore, discussions and forms in this and the other chapters must be read as applying to, and occasionally be adapted for, same-sex couples.¶
Admon	➤ <i>Practice Tip.</i> Electronic filing (e-filing) is now mandatory in all counties for family and most other case types. E-filing is not currently available for temporary restraining orders (TROs) and injunctions. The Wisconsin Court System provides a status table for e-filing at https://www.wicourts.gov/ecourts/efilecircuit/overviewtable.htm (last updated Feb. 11, 2019). For instructions on how to use the e-filing system, see Wis. Stat. §801.17 and SCR 70.42 (authorizing use of electronic signatures). For information on e-filing on the Wisconsin Court System's website, see Wis. Court Sys., <i>Circuit Court eFiling</i> , https://www.wicourts.gov/ecourts/efilecircuit/index.htm (last updated Feb. 15, 2019).¶

This produces the following XML:

```

<admon type="Note">
<para admontype="last" type="flush">The U.S. Supreme Court has held all states must allow
and recognize same-sex marriages ...</para>
</admon>
<admon type="PracticeTip">
<para admontype="last" type="flush">Electronic filing (e-filing) is now mandatory in all
counties for family and most other case types ...</para>
</admon>

```

The 10-point Admon paragraph styles appear in a smaller font in the Word document, but their export behavior is the same as described above.

Forms and Excerpts

FORM

The Form paragraph style should be used to style the title of a Form. For example,

Form	Form 3.1 → Retainer Agreement (FAM-0002)
Admon	> <i>Note</i> . Numbers in parentheses—e.g., (17.00)—refer to the Office Master File.
Excerpt	I, (3.01) (client's name), retain the law firm of (2.01) (firm name) ("the Firm") as my attorneys to represent me in a divorce action against my spouse, as well as in any actions based on marital property disputes.
ExcerptForm	It is understood and agreed that I am retaining the Firm, and the Firm is accepting employment, on the following terms and conditions:

This produces the following XML:

```

<section snum="Form 3.1" secnum="">
<title-group>Form 3.1<title>Retainer Agreement (FAM-0002)</title></title-group>
<admon type="Note">
<para admontype="last" type="flush">
Numbers in parentheses&#x2014;e.g., (17.00)&#x2014;refer to the Office Master
File.</para>
</admon>
<para type="excerpt">I, <emphasis type="italic">(3.01) (client&#x2019;s name) </emphasis>,
retain the law firm of ...</para>

```

Note the following:

- snum="Form 3.1" is automatically populated from the form label in the Word document
- secnum="" will be empty unless there is a section number in the Form title that has the charHeadingNumber character style applied to it

EXCERPT

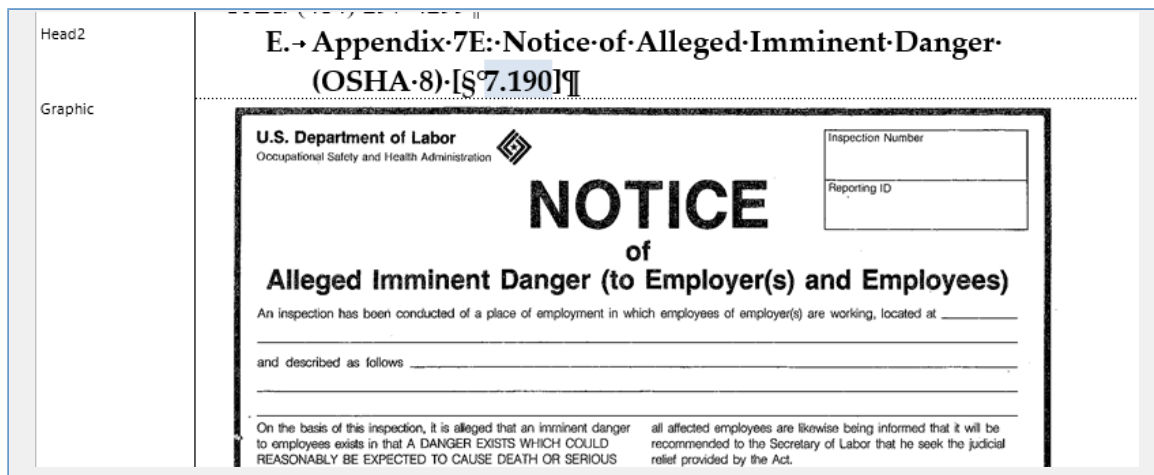
Excerpts can be styled using the Excerpt text styles on the Body tab of the eXtyle style palette. Specific paragraph type attributes can be achieved in the XML by using the different Excerpt paragraph styles in the Word document. For example,

Paragraph Style	XML
-----------------	-----

Excerpt	<para type="excerpt">
Excerpt Form	<para type="form">
Excerpt Center	<para type="center-excerpt">
Excerpt Center Form	<para type="center-form">
Excerpt (Last)	<para type="form" style="last-para">

Graphics

Pictures that appear in the Word document should be styled using the Graphic style from the Body tab. For example,



When pictures are styled in this way, eXtyles will do two things during XML export:

1. Create a graphic pointer in the XML; for example: `<graphic src="images\ExportTests-001.jpg" />`
2. Export the images from the Word document to the working directory into a folder titled "images."

The images that are exported will be named the same as the src value in the XML for the graphic pointers to facilitate linking. For example, the XML may have `<graphic src="images\ExportTests-001.jpg" />` for the first image in a document titled ExportTests, and the name of the image that is exported during XML export will also be titled ExportTests-001.jpg.

It is important that images in the Word document are correctly styled with the paragraph style Graphic. Failing to do this may result in incorrect XML.

The List Tab

The List Tab of the eXtyles style palette includes paragraph styles that will be used to style list content.

In addition to the document front elements, the List tab also includes body text paragraph styles. These styles are duplicates of those included on the **Body tab**, and are included on the List tab for convenience.

Style Name	Maps To (in XML)	Description of Use
Numbered List 1*	ordered-list type="arabic"/list-item/para type="flush"	Use to style a numbered list.
Numbered List 1 (Evidence)	ordered-list type="arabic"/list-item/para type="flush"	Use to style a numbered list in an Evidence section.
Numbered List 2	ordered-list type="alpha-lower2"/list-item/para type="flush"	Use to style a sublist item.
List Upper Case	ordered-list type="alpha-upper"/list-item/para type="flush"	Use to style an uppercase list item.
Bulleted List	unordered-list type="bull"/list-item/para type="flush"	Use to style bulleted lists. Note that the bullet symbol must be present to generate the correct list-type attribute.
Unordered List	unordered-list type="checkboxlist"/list-item/para type="flush"	Use to style unnumbered (or, unordered) lists.
Admon in Level-1 list	list-item/admon	Use to style an Admon paragraph that is part of a level 1 list item. This style will ensure that the Admon note is wrapped correctly within the <list-item>
Admon in Level-2 list	list-item/admon	Use to style an Admon paragraph that is part of a level 2 list item. This style will ensure that the Admon note is wrapped correctly within the <list-item>
Admon Continued	admon-type/para type="flush"	Use the style a continuation paragraph of an Admon note. Will export to para admontype="last" if it is also the last paragraph of the note.

Admon (10 pt) in Level-1 list	<code>list-item/admon</code>	Use to style an Admon paragraph in 10 pt font that is part of a level 1 list item. This style will ensure that the Admon note is wrapped correctly within the <code><list-item></code>
Admon (10 pt) in Level-2 list	<code>list-item/admon</code>	Use to style an Admon paragraph in 10 pt font that is part of a level 2 list item. This style will ensure that the Admon note is wrapped correctly within the <code><list-item></code>
Admon Continued (10 pt)	<code>admon-type/para type="flush"</code>	Use the style a continuation paragraph of an Admon note in 10 pt font. Will export to <code>para admontype="last"</code> if it is also the last paragraph of the note.
Paragraph	<code>para type="flush"</code>	Use to style regular body text paragraphs.
Last Paragraph	<code>para style="last-para" type="flush"</code>	Use to style regular body text paragraphs that are the final paragraph in a section.
Paragraph (No Tab)	<code>para type="outdent"</code>	Use to style body text paragraphs for which the "outdent" attribute is desired.
Last Paragraph (No Tab)	<code>para type="outdent" style="last-para"</code>	Use to style body text paragraphs that are the final paragraph in a section, and for which the "outdent" attribute is desired.
Paragraph (Center)	<code>para type="center"</code>	Use to style body text paragraphs for which the "center" attribute is desired.

The Numbered List styles do not use Word's auto-number format.

List Style Examples

The eXtyles list XML export behavior automatically generates the correct list type attributes for many common lists. Based on the label that is used in the list, eXtyles can automatically populate the list type in the XML. The following table describes the specific list types (both ordered and unordered) and the resulting XML.

The list paragraph styles in Word are **not** formatted with Word's auto-number/auto-bullet feature.

List Examples

List Label	Paragraph Style (and Example)	XML
------------	-------------------------------	-----

Ordered Lists		
Arabic numerals	ListNum1* 1. Letter to Client 2. Letter to Client's Unrepresented Spouse 3. Authorization to Hire Professionals	<pre><ordered-list type="arabic"> <list-item> <para style="last-para" type="flush"></pre>
Arabic numerals	ListNum1 Evid* 1. Letter to Client 2. Letter to Client's Unrepresented Spouse 3. Authorization to Hire Professionals	<pre><ordered-list type="arabic"> <list-item> <para style="last-para" type="flush"></pre>
Roman numeral (lower)	ListNum1 i. Letter to Client ii. Letter to Client's Unrepresented Spouse iii. Authorization to Hire Professionals	<pre><ordered-list type="roman-lower"> <list-item> <para style="last-para" type="flush"></pre>
Roman numeral (upper)	ListNum1 I. Letter to Client II. Letter to Client's Unrepresented Spouse III. Authorization to Hire Professionals	<pre><ordered-list type="roman-upper"> <list-item> <para style="last-para" type="flush"></pre>
Lowercase letters	ListNum1 a. Letter to Client b. Letter to Client's Unrepresented Spouse c. Authorization to Hire Professionals	<pre><ordered-list type="alpha-lower"> <list-item> <para style="last-para" type="flush"></pre>
Uppercase letters	ListNum1 A. Letter to Client B. Letter to Client's Unrepresented Spouse C. Authorization to Hire Professionals	<pre><ordered-list type="alpha-upper"> <list-item> <para style="last-para" type="flush"></pre>
Uppercase letters	ListNumUpperCase A. Letter to Client B. Letter to Client's Unrepresented Spouse C. Authorization to Hire Professionals	<pre><ordered-list type="alpha-upper"> <list-item> <para style="last-para" type="flush"></pre>
Unordered Lists		

Bullets	BulletList <ul style="list-style-type: none"> • Letter to Client • Letter to Client's Unrepresented Spouse • Authorization to Hire Professionals 	<pre><unordered-list type="bull"> <list-item> <para style="last-para" type="flush"></pre>
Checklist	BulletList <p>Letter to Client Letter to Client's Unrepresented Spouse Authorization to Hire Professionals</p>	<pre><unordered-list type="checklist"> <list-item> <para style="last-para" type="flush"></pre>
Unnumbered	UnorderedList <p>Letter to Client Letter to Client's Unrepresented Spouse Authorization to Hire Professionals</p>	<pre><unordered-list type="checklist"> <list-item> <para style="last-para" type="flush"></pre>

*The only difference between ListNum1 and ListNum1 Evid is that the Evidence list style is formatted as a smaller font in the Word document. The XML output is the same for both.

Nested (sub)List Items

When a list has subitems, the Numbered List 2 paragraph style should be used. For example,

ListNum1	1. → Letter to Client Regarding Negotiating Settlement with Unrepresented Spouse (Form 8.5)
ListNum2	a. Regarding Negotiating Settlement
ListNum2	b. with Unrepresented Spouse (Form 8.5)
ListNum1	2. → Letter to Client's Unrepresented Spouse Regarding Negotiating Settlement (Form 8.6)
ListNum1	3. → Authorization to Hire Professionals (Form 7.3)

Produces the following XML. Note that the ListNum2 items are correctly nested inside the first list item.

```

<ordered-list type="arabic">
  <list-item>
    <para style="last-para" type="flush">Letter to Client Regarding Negotiating Settlement
with Unrepresented Spouse (Form 8.5)</para>
  <ordered-list type="alpha-lower2">
    <list-item>
      <para style="last-para" type="flush">Regarding Negotiating Settlement</para>
    </list-item>
    <list-item>
      <para style="last-para" type="flush">with Unrepresented Spouse (Form 8.5)</para>
    </list-item>
  </ordered-list>
</list-item>
<list-item>
  <para style="last-para" type="flush">Letter to Client's Unrepresented Spouse Regarding
Negotiating Settlement (Form 8.6)</para>
</list-item>
<list-item>
  <para style="last-para" type="flush">Authorization to Hire Professionals (Form
7.3)</para>
</list-item>
</ordered-list>

```

As with ListNum1, eXtyles will automatically populate the list type for ListNum2 based on the list label in the Word document (e.g., in the previous example, alpha-lower2).

Admon in List Styles

Occasionally, an Admon note may be part of a list item; that is, the Admon note should be contained within the list item in the XML. To achieve this, Admon in Level-1 List and Admon in Level-2 List paragraph styles should be used. Note that the Admon1 paragraph style is what is applied when the Admon in Level-1 List button on the style palette is selected.

ListNum1	<p>representatives that an inspection is about to be conducted, ¶</p> <p>9. → Ensure that the designated individual (a) takes notes of all things the CSHO notes; (b) takes photographs and a videotape of the same things the CSHO photographs or videotapes, from the same and different angles and with the same individuals present in the scenes, if possible; and (c) performs monitoring at the same times and places that the CSHO monitors (air or sound, for example); ¶</p>
Admon1	<p>➤ Note. An employer always should have available a camera, loaded with film, and a video camera, with a tape, in case of an OSHA inspection. ¶</p>
ListNum1	<p>10. Instruct the designated individual and all other managerial and</p>

The following XML is produced from this Word sample:

```

<list-item>
  <para style="last-para" type="flush">Ensure that the designated individual (a) takes
  notes of all things the CSHO notes; . . .</para>
  <admon type="Note"><para admontype="last" type="flush">An employer always should have
  available a camera, loaded with film, and a video camera, with a tape, in case of an OSHA
  inspection.</para>
  </admon>
</list-item>

```

Note that the <admon> is correctly wrapped within the <list-item>.

If an Admon note is part of a second-level list item, the Admon in Level-2 List paragraph style should be used. Note that the Admon2 paragraph style is what is applied when the Admon in Level-2 List button on the style palette is selected

ListNum1	Representatives that an inspection is about to be conducted, ¶
ListNum2	9. Ensure that the designated individual ¶
ListNum2	(a) takes notes of all things the CSHO notes; ¶
ListNum2	(b) takes photographs and a videotape of the same things the CSHO photographs or videotapes, from the same and different angles and with the same individuals present in the scenes, if possible; and ¶
ListNum2	(c) performs monitoring at the same times and places that the CSHO monitors (air or sound, for example); ¶
Admon2	➤ Note. An employer always should have available a camera, loaded with film, and a video camera, with a tape, in case of an OSHA inspection. ¶
ListNum1	10. Instruct the designated individual and all other managerial and supervisory employees to provide, in the event of an OSHA inspection, ¶

The following XML is produced from this Word sample:

```

<list-item>
  <para style="last-para" type="flush">Ensure that the designated individual </para>
  <ordered-list type="alpha-lower2">
    . . .
    <list-item>
      <para style="last-para" type="flush">performs monitoring at the same times and
      places . . .</para>
      <admon type="Note">
        <para admontype="last" type="flush">An employer always should have available a
        camera, loaded with film, . . .</para>
      </admon>
    </list-item>
  </ordered-list>
</list-item>

```

Note that the <admon> in this example is correctly wrapped within the <ordered-list> sublist item.

The Admon (10 pt) in Level-1 List and the Admon (10 pt) in Level-2 List produce the same XML output. Their only difference from the other Admon in list styles is that they are formatted 10 pt in the Word document.

For information about the other Admon paragraph styles see the [Body Style Examples](#).

The Special Tab

The Special Tab of the eXtyles style palette includes paragraph styles that will be used to style both special-section content of WisBar documents (e.g., case citations and statutes) and special document types (e.g., BB documents).

Style Name	Maps To (in XML)	Description of Use
Case Name	case-info/case-name	Heading in the document that is the name of the case; for example <i>Brabec v. Brabec</i> . Often more than one per document.
Case Citation	case-info/case-citation	Follows Case Name; for example, 181 Wis. 2d 270, 510 N.W.2d 762 (Ct. App. 1993)
Case Annotation	case-annotation	Heading of Case Annotation section
Citation	cite	Citations to cases
Court Information	court-info	Information about the court (e.g., Trial Court, etc.), generally follows Case Name and Case Citation.
Side	side	Side heading
Statute Head	statute-head	Statute heading
Statute	para type="statutes"	Statute text
Statute (Last)	para type="statutes" style="last-para"	Last paragraph of statute
Head 1 (Evidence)	section/title-group	Heading 1 in Rules of Evidence
Paragraph (Evidence)	para type="flush"	Paragraphs found in Evidence books
Head 1 (BB)	section/title-group/title	First-level numbered heading (Roman numerals I, II, III, etc.)
Head 2 (BB)	section/title-group/subtitle	Second-level numbered heading (uppercase letters A, B, C, etc.)

Head 3 (BB)	<code>section/title-group/subtitle</code>	Third-level numbered heading (Arabic numerals 1, 2, 3, etc.)
Head 4 (BB)	<code>section/title-group/subtitle</code>	Fourth-level numbered heading (lowercase letters a, b, c, etc.)
Head 5 (BB)	<code>section/title-group/subtitle</code>	Fifth-level numbered heading (parenthetical Arabic numerals (1), (2), (3), etc.)
Head 6 (BB)	<code>section/title-group/subtitle</code>	Sixth-level numbered heading (parenthetical lowercase letters (a), (b), (c), etc.)
Special Paragraph	<code>para type="spec4by6"</code>	Body text
Paragraph (Annual)	<code>para type="annual"</code>	Body text
Paragraph (4x6)	<code>para type="4by6"</code>	Body text
Paragraph I (BB)	<code>para type="heading2"</code>	Paragraph following a Head 1 (BB)
Paragraph A (BB)	<code>para type="heading3"</code>	Paragraph following a Head 2 (BB)
Paragraph 1 (BB)	<code>para type="heading4"</code>	Paragraph following a Head 3 (BB)
Paragraph a (BB)	<code>para type="heading5"</code>	Paragraph following a Head 4 (BB)
Paragraph Bullet (BB)	<code>para type="heading6"</code>	Paragraph following a Head 5 (BB)
Paragraph Dash (BB)	<code>para type="heading7"</code>	Paragraph following a Head 6 (BB)
Quote	<code>quote/para</code>	Use to style content that is a display quote.
Quote 2	<code>quote style="quote2"/para</code>	Use to style content that should be identified as quote 2.
Quote (9pt)	<code>quote style="quote9pt"/para @type="annual"</code>	Quote text, 9pt
Paragraph	<code>para type="flush"</code>	Body text

Last Paragraph	para style="last-para" type="flush"	Use to style regular body text paragraphs that are the final paragraph in a section.
Paragraph (No Tab)	para type="outdent"	Use to style body text paragraphs for which the "outdent" attribute is desired.
Last Paragraph (No Tab)	para type="outdent" style="last-para"	Use to style body text paragraphs that are the final paragraph in a section, and for which the "outdent" attribute is desired.
Paragraph (Center)	para type="center"	Use to style body text paragraphs for which the "center" attribute is desired.

Special Style Examples

The Special tab on the eXtyles style palette includes styles that should be used to achieve specific markup in the XML; for example, cases, sides, statutes, evidence, and heading paragraphs (BB documents).

Case Styles

The Case styles on the Special tab of the eXtyles style palette should be used to style case information. The following samples demonstrate how the various case styles should be used to produce correct XML.

CASE NAME, CASE CITATION, COURT INFO, SIDE, CASE ANNOTATION

CaseName	<i>Miller v. Carroll (In re Paternity of B.J.M.)</i>
CaseCitation	2019 WI App 10, 386 Wis. 2d 267, 925 N.W.2d 580 (petition for review filed)
CourtInfo	Trial Court: J. Michael Bitney (Barron County)
CourtInfo	Court of Appeals: Mark A. Seidl (Dist. III)
Side	Statement of Case
CaseAnnotation	The case involved postjudgment litigation of custody and physical placement and child support issues. The held an evidentiary hearing, and the parties also submitted written arguments. Approximately one month

```
<case-info>
<case-reference>
<case-name><emphasis type="bolditalic">Miller v. Carroll (In re Paternity of
B.J.M.)</emphasis></case-name>
<case-citation id="1">2019 WI App 10</case-citation>, <case-citation id="2">386 Wis. 2d
267</case-citation>, <case-citation id="3">925 N.W.2d 580 (petition for review
filed)</case-citation>
</case-reference>
</case-info>
<court-info>Trial Court: J. Michael Bitney (Barron County)<lb/>
Court of Appeals: Mark A. Seidl (Dist. III)</court-info>
<side>Statement of Case</side>
<case-annotation>
<para style="last-para" type="flush">The case involved postjudgment...</para>
</case-annotation>
```

Statute and Evidence Styles

When used, the statute and evidence styles on the Special tab of the eXtyle style palette will produce the following XML.

StatuteHead	907.02 Testimony by experts¶
Statute	(1) If scientific, technical, or other specialized knowledge will assist the trier of fact to understand the evidence or to determine a fact in issue, a witness qualified as an expert by knowledge, skill, experience, training, or education, may testify thereto in the form of an opinion or otherwise, if the testimony is based upon sufficient facts or data, the testimony is the

```
<section snum=" " secnum=" ">
<statue_head><emphasis type="bold">907.02 Testimony by experts</emphasis></statue_head>
<para type="statues"><emphasis type="bold">(1)</emphasis> If scientific, technical, or
other specialized knowledge will assist ...</para>
</section>
```

Head1-Evid	Judicial Council Committee's Note (1974)¶
ParaEvidence	Fear of encroachment upon the function of the trier of the fact prompted the negative view that the propriety of expert testimony was dependent upon the need of the trier of the fact for enlightenment. More rational is an affirmative approach

```
<section snum=" " secnum=" ">
<title-group><title>Judicial Council Committee's Note (1974)</title></title-group>
<para type="flush">Fear of encroachment upon the function of the ...</para>
</section>
```

The only difference between regular Head1, Para, and List styles and Evidence Head1, Evidence Para, and Evidence List styles is their font size in the Word document (Evidence styles are 10 pt while Para styles are 11 pt). The XML output for both sets of styles is exactly the same.

BB Styles

The Special tab of the eXtyle palette also includes a family of styles for BB content. These styles are unique from regular heading, paragraph, and list styles in that the heading styles are formatted using Word's auto-number feature, and the paragraph styles export with tagging different from the other family of labeled paragraph styles (see the previous Labeled Paragraphs section of this

guide).

BB HEADINGS

Heading 1 (BB) through Heading 6 (BB) on the Special tab of the eXtyle palette are formatted to use Word auto-number features. When used, they will produce title groups in the XML; for example, the following Word content:



Produces the following XML:

```
<section snum="I" secnum="">
<title-group>I&#x00A0;<title>Summary Settlement</title></title-group>
<section snum="A" secnum="">
<title-group>A&#x00A0;<subtitle>Availability</subtitle></title-group>
```

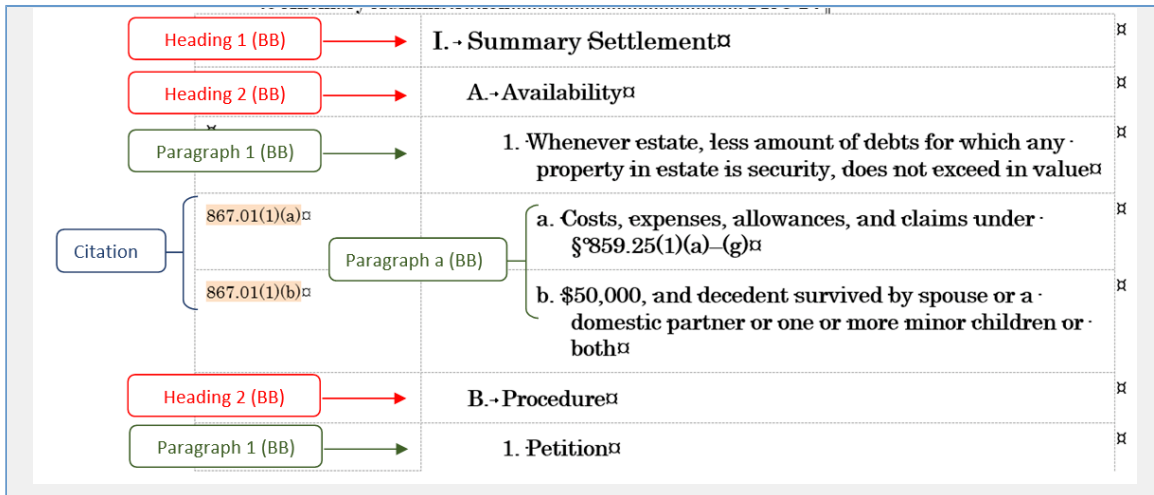
The same title-group tagging pertains to the other BB headings.

BB PARAGRAPHS

The family of BB paragraph styles should be used to style content that requires the following XML output.

Paragraph Style	XML
Paragraph I (BB)	<para type="heading2">
Paragraph A (BB)	<para type="heading3">
Paragraph 1 (BB)	<para type="heading4">
Paragraph a (BB)	<para type="heading5">
Paragraph Bullet (BB)	<para type="heading6">
Paragraph Dash (BB)	<para type="heading7">

For example, here is content in Word styled with BB heading and paragraph styles. Note that the content is formatted in a Word table to facilitate the correct alignment of case information.



The eXtyle style palette will by default style the entire row of a table. To style just one cell of a table, place your cursor in the cell you want to style, and then press and hold Ctrl while clicking the style button on the palette.

Following is the XML that will be exported from eXtyle for this content:

```

<section snum="I." secnum="">
<title-group>I.&#x00A0;<title>Summary Settlement</title></title-group>
  <section snum="A." secnum="">
    <title-group>A.&#x00A0;<subtitle>Availability</subtitle></title-group>
    <para type="heading4"><emphasis type="bold">1. Whenever estate, less amount of debts
for which any property in estate is security, does not exceed in value</emphasis></para>
    <cite><law-reference><law-cite id="1">867.01(1)(a)</law-cite></law-reference></cite>
    <para type="heading5"><emphasis type="bold">a. Costs, expenses, allowances, and
claims under &#x00A7;&#x00A0;859.25(1)(a)-(g)</emphasis></para>
    <cite style="last-cite"><law-reference><law-cite
id="1">867.01(1)(b)</law-cite></law-reference></cite>
    <para style="last-para" type="heading5">
    <emphasis type="bold">b. $50,000, and decedent survived by spouse or a domestic
partner or one or more minor children or both</emphasis></para>
  </section>
<section snum="B." secnum="">
<title-group>B.&#x00A0;<subtitle>Procedure</subtitle></title-group>
  <para style="last-para" type="heading4">
  <emphasis type="bold">1. Petition</emphasis></para>

```

Annual and Special Paragraphs

Annual paragraphs export with the para type annual attribute: <para type="annual">. Additionally, the annual paragraph style is formatted in a font size smaller than the regular paragraph styles on the Body tab.

Special paragraphs export with the para type spec4by6 attribute: <para type="spec4by6">. Additionally, the special paragraph style is formatted to look different from the regular paragraph styles on the Body tab.

QUOTE (9PT)

Further, when used, the Quote (9pt) style will produce a `para type="annual"` attribute in the XML. For example,

ParaAnnual	Under Wisconsin's Rules of Professional Conduct for Attorneys (the "Rules") in effect at the time E-00-01 was issued, SCR 20:1.5(e) imposed "joint responsibility" for the representation on both the referring and the receiving lawyers, and that opinion focused on explaining the requirements of "joint responsibility" under the prior Rule. When Wisconsin's new Rules were adopted in 2007, SCR 20:1.5(e) was revised to read as follows:
Quote9pt	(e) A division of a fee between lawyers who are not in the same firm may be made only if the total fee is reasonable and:
Quote9pt	(1) the division is based on the services performed by each lawyer, and the client is advised of and does not object to the participation of all the lawyers involved and is informed if the fee will increase as a result of their involvement; or

```
<para type="annual">Under Wisconsin's Rules ...</para>
<quote style="quote9pt">
<para type="annual">(e) A division of a fee between lawyers ...</para>
<para type="annual">(1) the division is based on the services ...</para>
...
</quote>
```

Supplements

eXtyles can support the inclusion of supplement text by the use of the supplement styles on the Front tab of the style palette. Only a few styles specific to supplement content exist, because regular text paragraph styles can be used for supplement content that is contained between Supplement Start and Supplement End paragraphs.

Supplement Author and Supplement Text

If a document has supplement information, the supplement authors and the description of the supplemented text should be added to the top of the document and styled with the Supplement Author and Supplement Text paragraph styles from the Front tab of the style palette. For example,

ChapNum	7
ChapTitle	Occupational Safety and Health
Author	Eric E. Hobbs
Author	Elizabeth N. Larson
SupplementAuthor	Eric E. Hobbs
SupplementAuthor	Jesse R. Dill
SupplementText	Book sections supplemented: 7.1, 7.54, 7.64, and 7.125

This text will be output to the `<meta-data>` block in the XML:

```

<meta-data>
. . .
<supp-info>
<supp-author>Eric E. Hobbs</supp-author>
<supp-author>Jesse R. Dill</supp-author>
<supplement-text>Book sections supplemented: 7.1, 7.54, 7.64, and 7.125</supplement-text>
</supp-info>
</meta-data>

```

Supplement Content in the Document

Supplement content can be added to the original Word document in the appropriate location; for example,

Supplement_Start	surprise.” The Eighth Circuit used this framework to conclude that the secretary’s interpretation in <i>Perez</i> was not entitled to deference.¶
SupplementHead	7.54 → [OSHAct and OSHA Standards and Regulations] [OSHAct’s Requirements] [Safety and Health Standards—Generally] Interpretation¶
Instruction	<i>Pages 36–37: Read in conjunction with section¶</i>
Para	On September 8, 2016, the National Federation of Independent Business (NFIB) filed a federal court complaint in Dallas, Texas, seeking to strike down what has become known as OSHA’s “union walk-around rule.” See <i>National Fed’n of Indep. Businesses v. Perez</i> , No. 5:16-cv-00066, 2016 WL 8193279 (N.D. Tex. Sept. 8, 2016) (unpublished). The lawsuit seeks a declaratory judgment that OSHA acted “arbitrarily and capriciously” in issuing the rule and did not afford the public an opportunity to comment on the rule before its promulgation. NFIB also sought to enjoin OSHA from enforcing the rule.¶

Supplement Start and Supplement End Styles

These two paragraph styles must be used to indicate the beginning and end of the supplement content. This facilitates the use of regular paragraph styles for the content of the supplement; that is, the start and end styles tell eXtyles that the content within is supplement content, even though regular paragraph styles are used for the supplement content.

The content within the start and end supplement paragraphs will be tagged in the XML as <supp-text><instruction-content>, and then whatever is appropriate for the actual content (e.g., <para>, <list-item>, <admon>, etc.).

The Supplement Start and Supplement End paragraph styles are dropped during XML export, so they will not be present in the XML. Note the following important information about the use of Supplement Start and Supplement End:

1. **Supplement Start and End paragraphs are required** at the start and end of supplement content
2. **The paragraphs must contain content:** in the above example a nonbreaking space is used, but any content will suffice
3. **The start and end paragraphs will be dropped from the XML;** that is, the content in the paragraphs will not be present in the XML that is generated from eXtyles

Supplement Head and Instruction

The Supplement Head style should be used to style the heading that the supplement text pertains to. The Instruction style should be used to style the descriptive content of the supplement, as shown in the previous example. The resulting XML will be:

```
<supp-text><title-group><number>7.54</number> <title>[OSHAct and OSHA Standards and  
Regulations] [OSHAct's Requirements] [Safety and Health Standards-Generally]  
Interpretation</title></title-group>  
<instruction-head>Pages 36&#x2013;37: Read in conjunction with section</instruction-head>  
. . .
```

Supplement Content

As mentioned, text within the Supplement Start and End paragraphs can be styled using the regular paragraph styles in the eXtyles configuration. The content will be tagged as `<instruction-content>` within the `<supp-text>` block. For example, the text from the previous Word sample will produce the following XML:

```
<instruction-content><para style="last-para" type="flush">On September 8, 2016, the  
National Federation of Independent Business (NFIB) filed a federal court complaint in  
Dallas, Texas, seeking to strike down what has become known as OSHA's union  
walk-around rule.&#x201D; . . .</para></instruction-content>
```