

Copyright Board  
Canada



Commission du droit d'auteur  
Canada

[PN 2019-001 rev. 1]

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## **PRACTICE NOTICE ON FORMAT OF ELECTRONIC DOCUMENTS**

### ***General Statement***

The Copyright Board's efficiency and accuracy are improved when it is readily able to import, search, and refer to content in documents submitted by parties.

### ***Documents Filed with the Board***

Parties shall submit documents as electronic files that contain all structured content information (sometimes referred to as a "searchable" document), such as character and tabular information, as opposed to submitting them as files that contain an image. These latter files will be returned.

Text documents shall be filed in Word format (.doc /.docx) or in PDF format generated from a word processor, save for certain exceptions.

### ***Use of Optical Character Recognition (OCR) Technologies***

Scanning a paper document and then processing/converting the image via an OCR system (*e.g.*, converting an image to a "searchable" PDF) may not result in a document that fully meets the Board's requirements. OCR processing may not be entirely accurate, may not process areas that are difficult to interpret (*e.g.*, tables, text near graphical elements), or may otherwise not fully and correctly process all characters in a document. Furthermore, formatting information (including tabular information) is often lost in this process.

While an OCR-generated "searchable" electronic file is acceptable, parties should avoid it where possible.

### ***Signatures***

Generally, documents submitted as an electronic file to the Board do not require a graphical signature. To the extent parties wish for such a graphical signature to be present, they are asked to insert it as an image into the electronic file, or employ another method that does not initially require the printing and subsequent scanning of the document.

Tables

Any table larger than one page should be sent separately as an Excel file to facilitate analysis of the data therein.

Raw Data and Statistics

Raw data and statistics shall be filed in Excel or comma-separated values (CSV) format. Parties seeking to file data or statistics over 100 MB in size should contact the Board to arrange details of the file transfer, including the file format to be used.

Confidential Information

Where a confidentiality order has been made, a party may designate information as confidential or highly confidential, pursuant to subrule 46(4) of the *Copyright Board Rules of Practice and Procedure*, by highlighting that information only. All highlighted text should be clearly legible. Parties are to avoid printing documents onto coloured paper and scanning the output.

Page Numbering

Save for certain exceptions, electronic documents are to include page numbers. In all cases where a paper copy is submitted to the Board, the numbering on the electronic version and the paper version should be identical.