

In this tutorial:

- Using the built-in copy function
- Copying text manually to preserve formatting
- Editing *Suggested Direction* text using Microsoft Word's find-and-replace tool

1. When hovering the mouse cursor over a *Suggested Direction* or *Quote* block, a 'Copy' button appears in the top right corner. Clicking this will copy the entire block's text to your device's clipboard.

8.1.3 Suggested Direction

[Last reviewed: March 2026]

'Intent' and 'intention' are familiar words. In this legal context, they carry their ordinary meaning. In ascertaining the defendant's intention, you are drawing an inference from facts which you find established by the evidence concerning [his/her] state of mind.

Intention may be inferred or deduced from the circumstances in which [e.g. the death eventuated], and from the conduct of the defendant before, at the time of, or after [he/she] did the specific act which [e.g. caused the death]. And, of course, whatever a person has said about [his/her] intention may be looked at for the purpose of deciding what that intention was at the relevant time.

In respect of the offence of [insert offence], proof of intention to produce a particular result, [namely...], is an element of the offence. Accordingly, the prosecution must prove beyond reasonable doubt that the defendant meant to produce that result by [his/her] conduct.

2. This text can be pasted into any word processor of your choice, such as Microsoft Word in this example. When using the built-in 'Copy' button as above, the exact text is preserved (including any lists or hyperlinks) and any bold or italics are removed.

2

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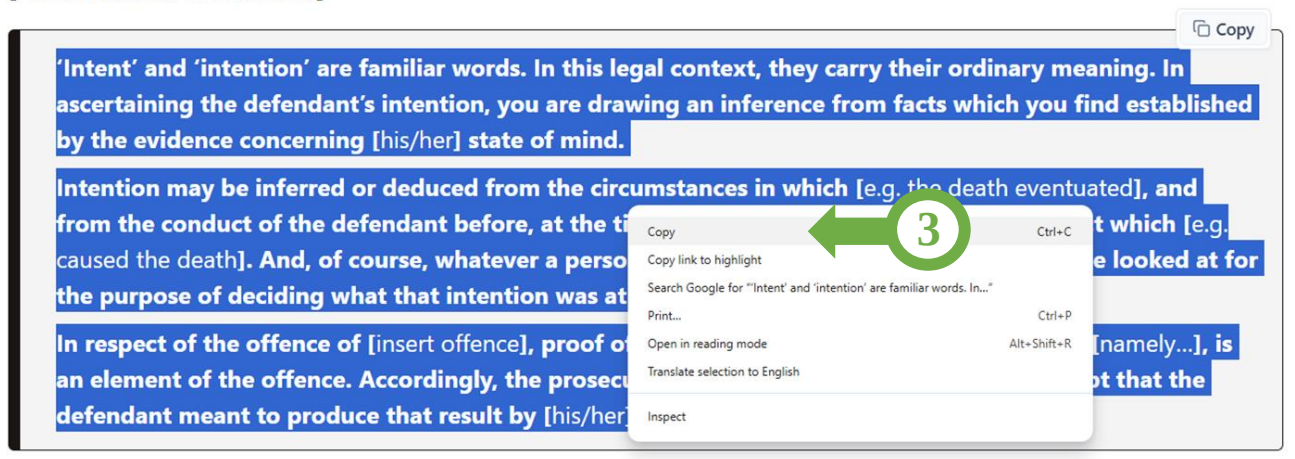
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3. To preserve bold or italics formatting, return to the Benchbook and click and drag to select the chosen text with your cursor, then right click and choose ‘Copy’. This is possible only in Document View, not PDF View.

8.1.3 Suggested Direction

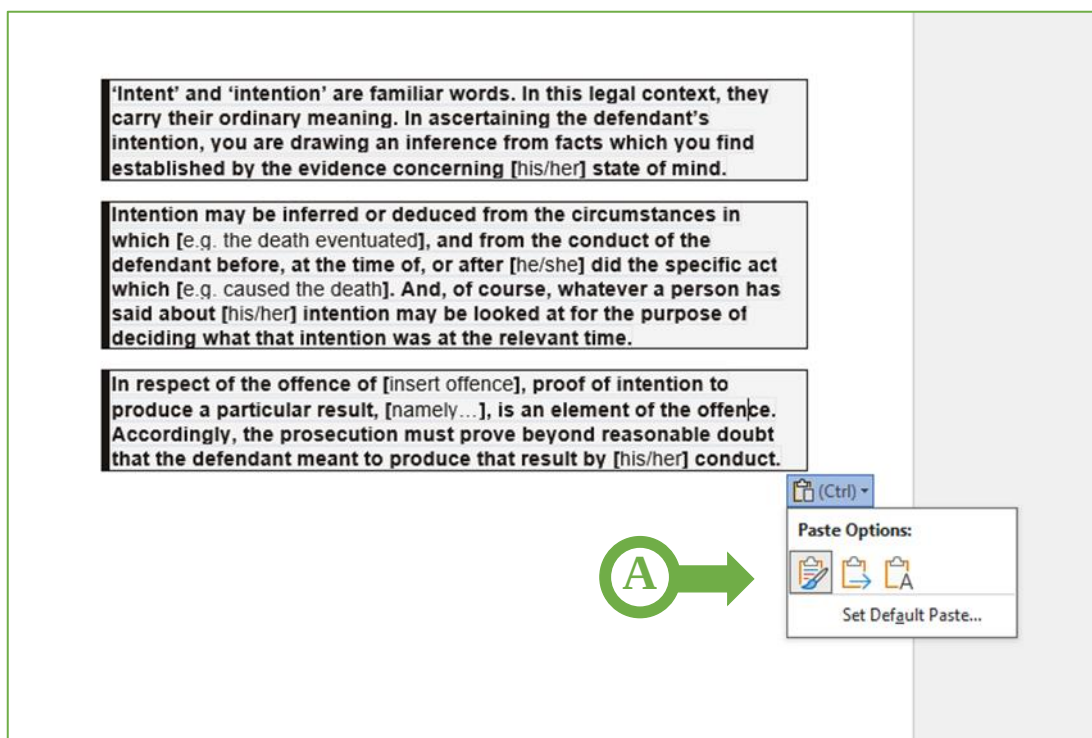
[Last reviewed: March 2026]



The screenshot shows a digital document editor interface. A block of text is highlighted in blue. A right-click context menu is open over the highlighted text. The menu options are: Copy (with a keyboard shortcut Ctrl+C), Copy link to highlight, Search Google for "[Intent' and 'intention' are familiar words. In...", Print... (with a keyboard shortcut Ctrl+P), Open in reading mode (with a keyboard shortcut Alt+Shift+R), Translate selection to English, and Inspect. A green circle with the number '3' and a green arrow points to the 'Copy' option. In the top right corner of the editor, there is a 'Copy' button with a document icon.

4. There are 3 different options to 'Paste' text that has been copied in this way, which are common to most word processors including Microsoft Word. Click the clipboard icon that appears after pasting text.

- A. 'Keep Source Formatting' preserves all possible formatting, including the text boxes around *Suggested Direction* text.



- B. 'Merge Formatting' merges the incoming formatting with the existing formatting at the destination. For *Suggested Direction* text this removes the text boxes, but preserves bold and italic formatting.

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- C. 'Keep Text Only' will remove any incoming formatting. This is equivalent to using the built-in 'Copy' button, as described in steps 1–3.

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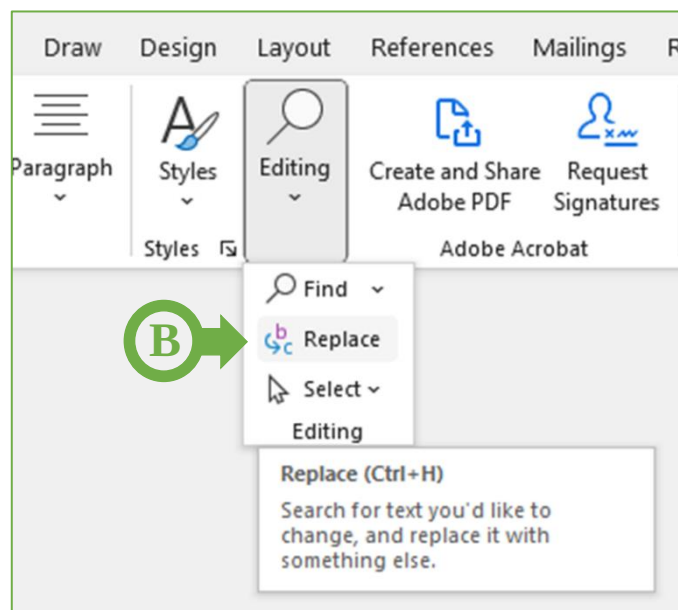
5. You may wish to replace the placeholder text found inside square brackets within *Suggested Direction* content.

A. This may be achieved manually by selecting and retyping text in your word processor.

In respect of the offence of [insert offence], proof of intention to produce a particular result, [namely...], is an element of the offence. Accordingly, the prosecution must prove beyond reasonable doubt that the defendant meant to produce that result by his conduct.

A

B. This process can be made more efficient using Microsoft Word's built in 'Find and Replace' tool. Press Ctrl+H or Command+Shift+H to access it.



This will enable you to find and replace common terms throughout the text; for example, pronouns:

Find and Replace ? X

Find Replace Go To

Find what: [he/she]

Replace with: he

More >> Replace Replace All Find Next Cancel