

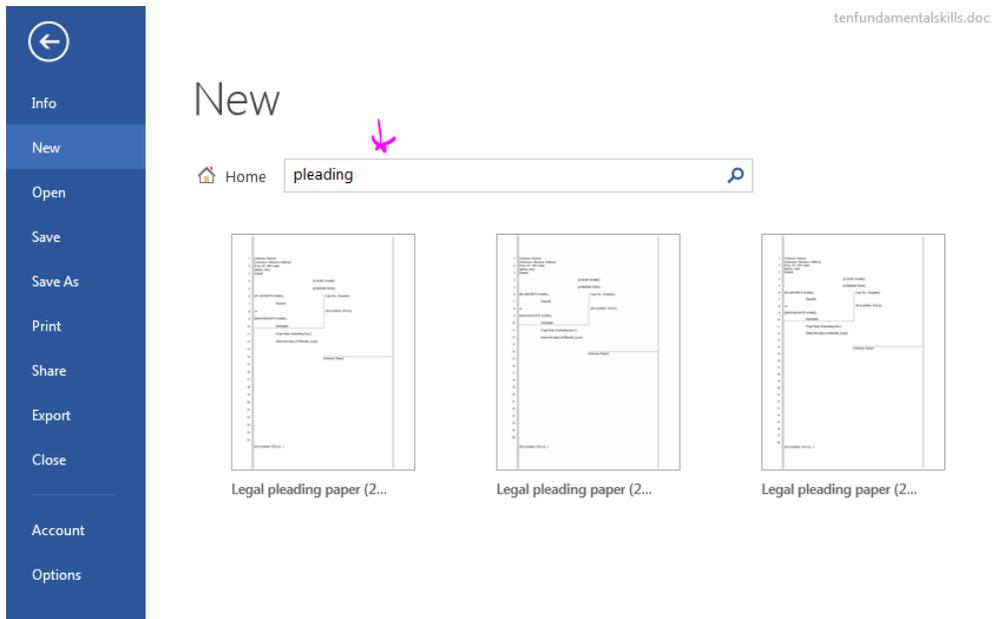
Ten Fundamental Word Skills for Lawyers

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Features in Word that lawyers use all the time are normally not very obvious or easily found from the menu bar in Word. And even if they are prominent in the menu bar, such as style, lawyers would not understand them without training, let alone how to use them and use them efficiently. In this workshop, I will concentrate on 10 of Word skills that makes working in Word more efficient. The order of listing denotes not the order of importance. They are all important and good to know.

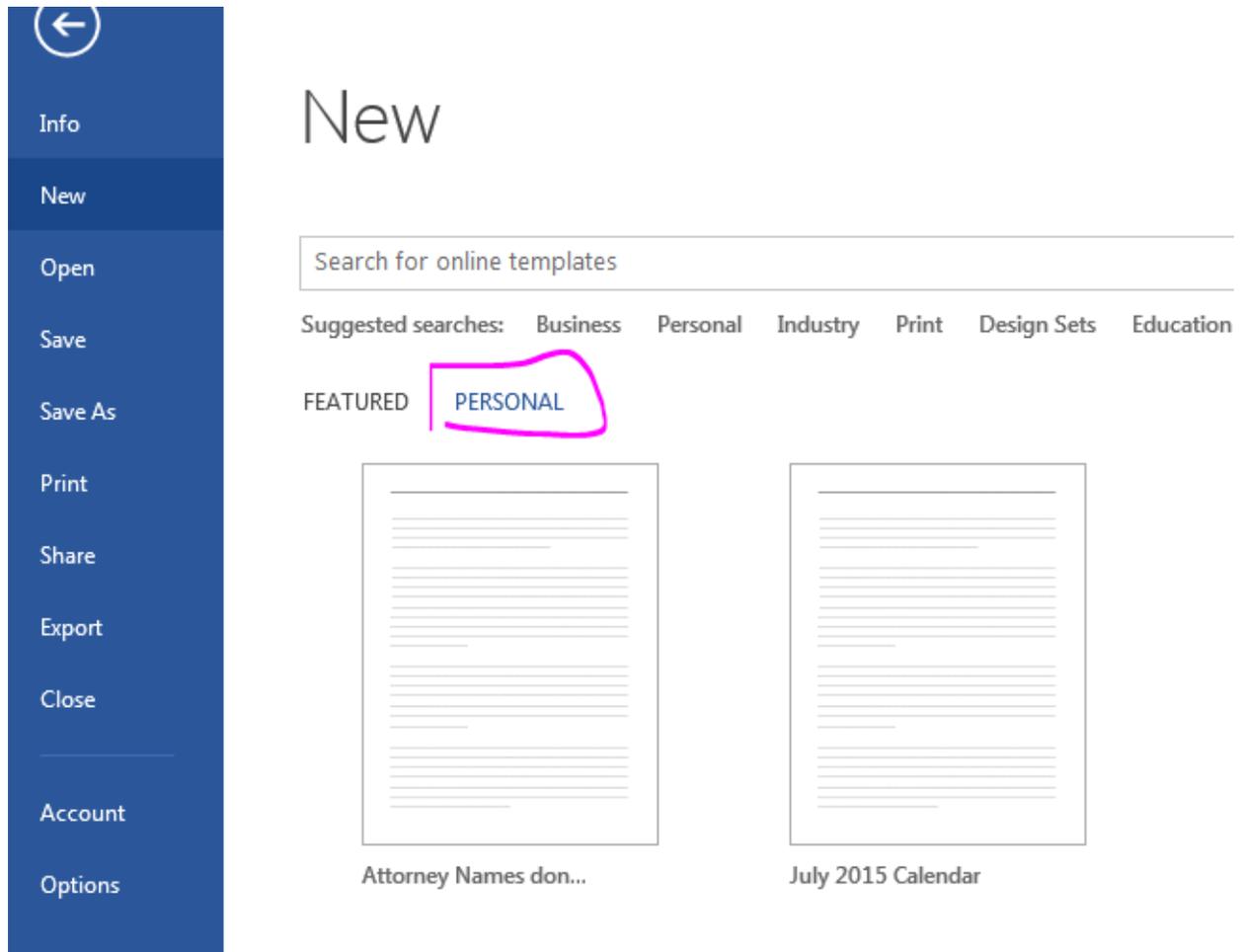
1. USE A PLEADING TEMPLATE

What is a template? Think of template as sample. A template allows us to adjust the sample to fit the purpose at hand. In Word, if we start from scratch by creating a new document, instead of choosing the blank template to create the document, we can search for a template called pleading in the search box after we choose New under File. The search will yield at least 5 pleading templates to use (you have to be connected to the Internet). Each template has different lines for a page and with line numbers. See screenshot below:



If none of these templates fit your local Court rules for pleading style, create your own template.

Use your existing document, clean it up to keep the parts you want as a template and save it as template (the extension for template is .dotx). Next time you need to use the template, go under File, and then New and then under Personal, you will find that template you created earlier.



2. LINE NUMBERS

Suppose you want to add line numbers to your documents or the local Court rules require them? Line numbers are under PAGE LAYOUT and then Page Setup panel. Different options exist: continuous, restart each page and restart section. For lawyers, restart each page is the most often seen. We will talk about sections later.

One hassle we see with line numbers is that it also number empty lines. To avoid numbering a blank lines, position your mouse in that line and then choose Suppress for Current Paragraph. See screenshot below:

1 CANONS OF STATUTORY CONSTRUCTION.

2 Almost from time immemorial it has been a settled maxim, that the law does not compel the
3 performance of the impossible; yet, with a strange insistence, it enforces the presumption that
4 every man knows the law, even before it is published; and further, that all the subjects of the
5 realm are bound to construe that law rightly.



6 How important then, in these days of ceaseless law-making and constant un-making, that the
7 legislator, as well as the legal practitioner, should have at immediate command the leading
8 canons of statutory construction!



9 When the Judges themselves drew the Acts of Parliament, the public had a reasonable degree
10 of assurance that no glaring defect would throw doubt upon their application and render difficult
11 their interpretation.



12 Not so, now, when the non-professional, as well as the inexperienced, thinks himself qualified to
13 discharge the duties of legislation, and readily assumes the task of drafting the most intricate
14 Acts.

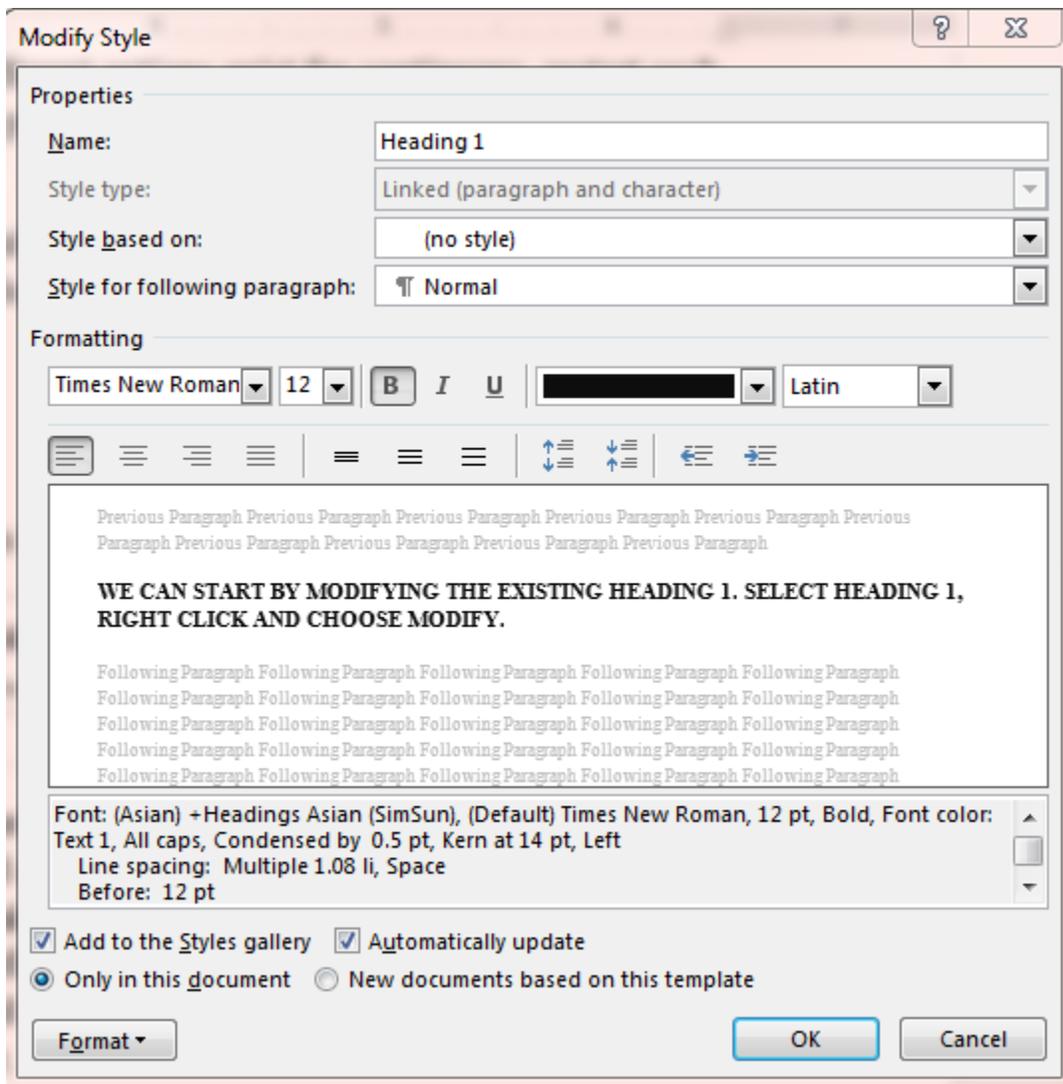
3. STYLE

This is the most useful feature for legal documents but probably least used and understood. A screenshot for the style panel below



Tasks that require many clicks can be accomplished by one click in the style panel (of course you have to set up your style first). For instance, the main argument in a brief is usually in bold and all caps, and also functions as a heading. We can do it the long way: highlight the argument, make it bold, and then make it all caps and assign a heading 1 to it; or we can do it the short way: define a style which will convert the paragraph to heading 1, transform all into all caps and then bold all the letter, and all done in one click after setting this style up and you can reuse it ever after.

Start by modifying the existing heading 1. Select Heading 1, right click and choose Modify.



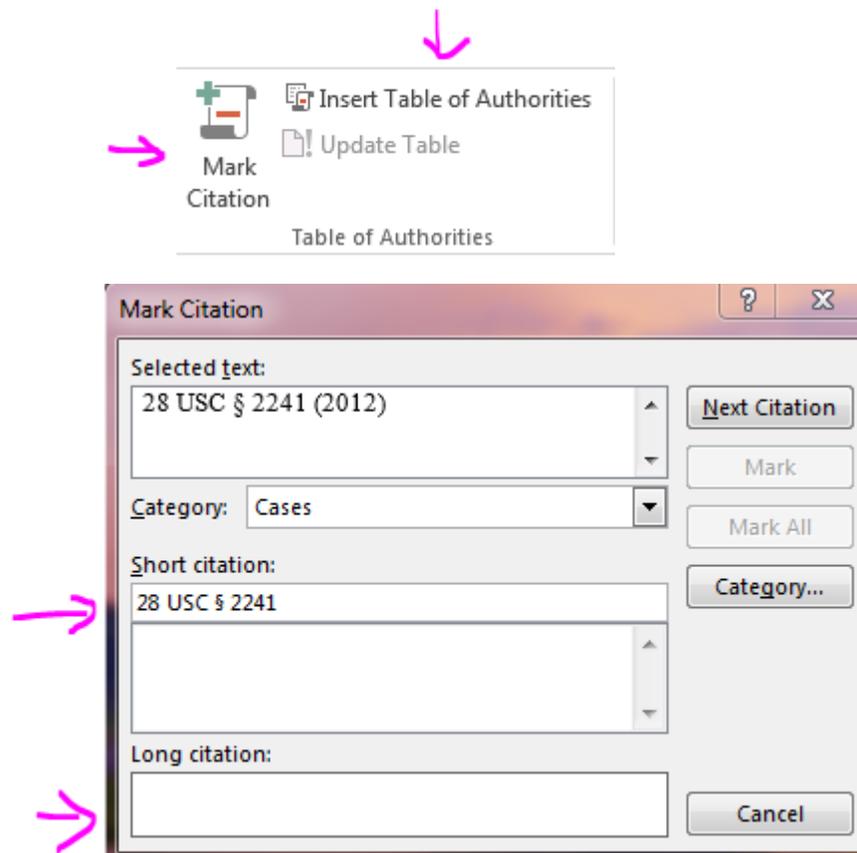
We can set the style we want and then click OK. We can define the font we want, the color. Get more options by clicking on the Format button to get more features, such as all caps, define the paragraph spaces and so on. The options we can set under Format is: font, paragraph, border and so on.

To use the newly modified style, position our mouse anywhere in the paragraph and then click on the new Style. That will transform the existing paragraph to assume the style you just modified.

4. TABLE OF AUTHORITIES

This feature is under References. It is a two-step process. First you have to mark your citation by clicking on the Mark Citation in the Table of Authorities panel under References and then

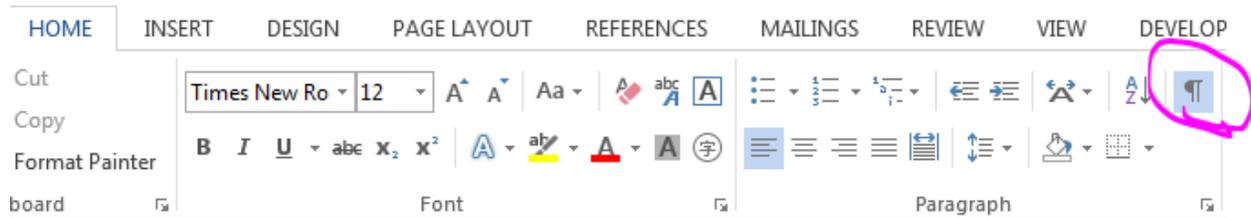
after all citations are marked, insert Table of Authorities which is in the same panel as the Mark Citation.



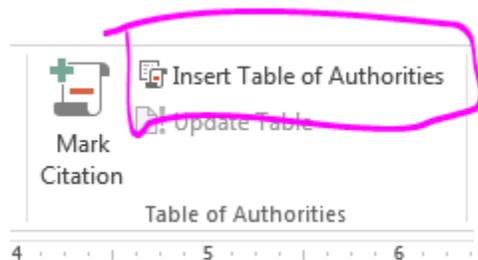
The process of Mark Citation can be frustrating, the main problem is how to define the short citation. The long citation is full citation which lawyers know to construct, but a short citation in a brief can take many forms, for instance, *Youngstown Sheet & Tube Co. v. Sawyer*, 343 U.S. 585 (1952) can appear in various short forms: *Youngstown Sheet & Tube Co. v. Sawyer*, 343 U.S. at 586, *Youngstown*, 343 U.S. at 586, 343 U.S. at 586. But in mark citation, we only have one box. So what to do? The best way to capture all those short citations is to use: 343 U.S. which will capture most of the short forms, so the page the case is cited in the brief can be marked by Word.

The other trap that can easily trip the inexperienced is Choose the Category before you mark the citation. Once you have mark the citations, or all of it, there is no delete button on this screen. To delete the Markings, you have to go back to your document and then delete the coding for the citations, very troublesome process. So choose the Category first before marking the citations.

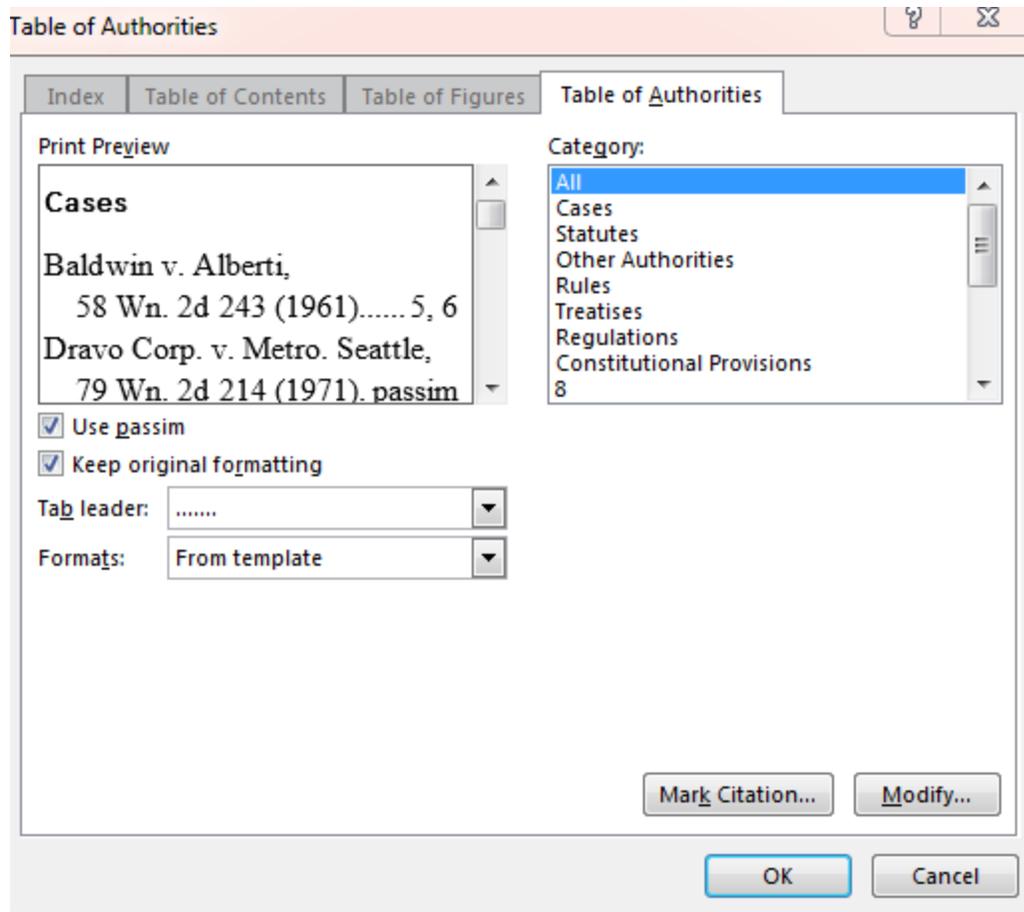
After the citations are all marked, turn off the coding view by going back to Home and click on the Paragraph symbol



And now the Table of Authorities is ready to be inserted.

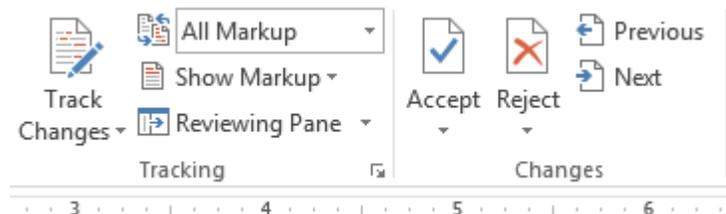


Accept the default works quite well in most circumstances. Any remaining format fine tuning can be accomplished by manual tweaking.



5. TRACK CHANGES

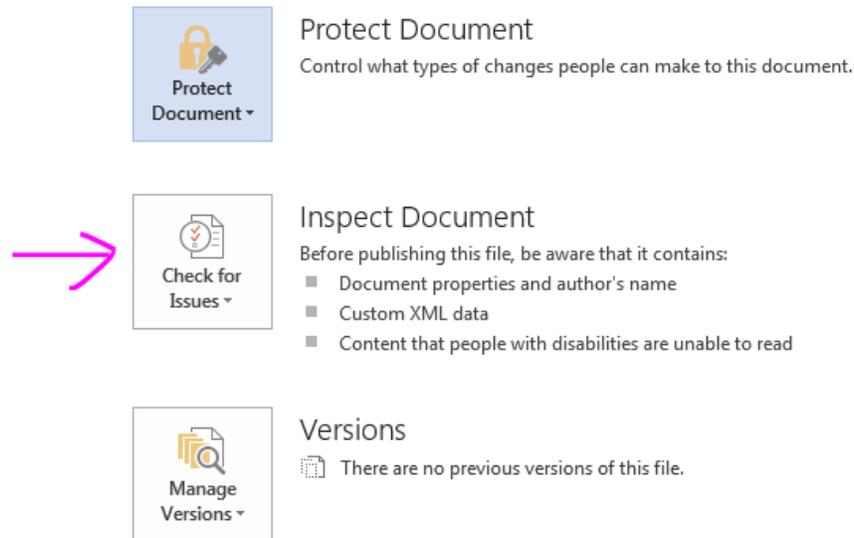
This feature is relatively straight forward and most often used. But some options are hidden which is worthwhile to know:



First, comments can be accepted/rejected en mass or individually. And the display can be set to display all Mark up or Original. This display feature can trip some lawyers.

But sometimes it happens that when all the comments are accepted, the comment box still shows and you do not want those comments to still show. In Word, there is a way to scrub the comments as well as other information you do not want the other side to know. To do that, go

back to the Ribbon and choose Inspect and then remove all comments and other properties as you see fit.

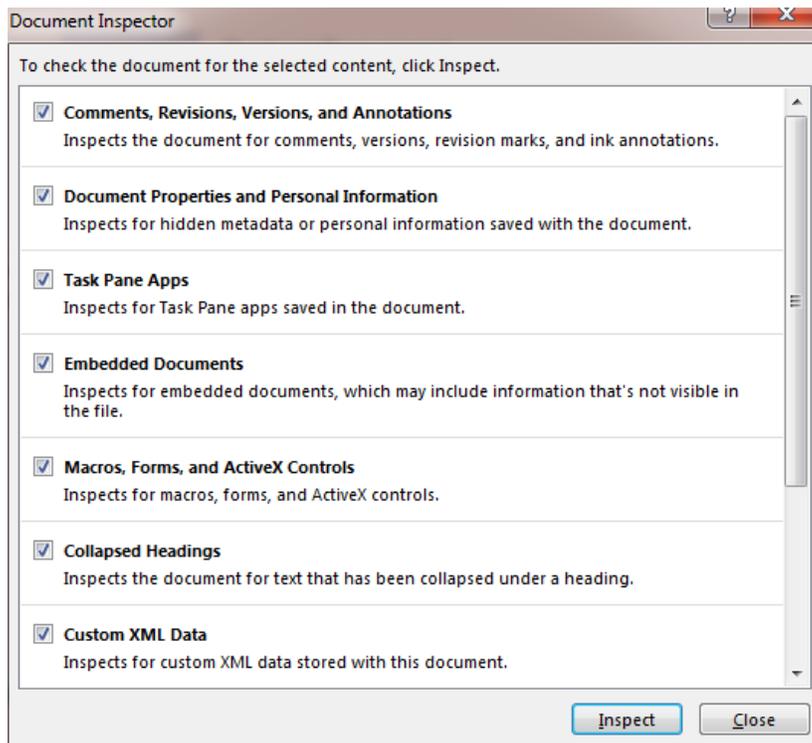


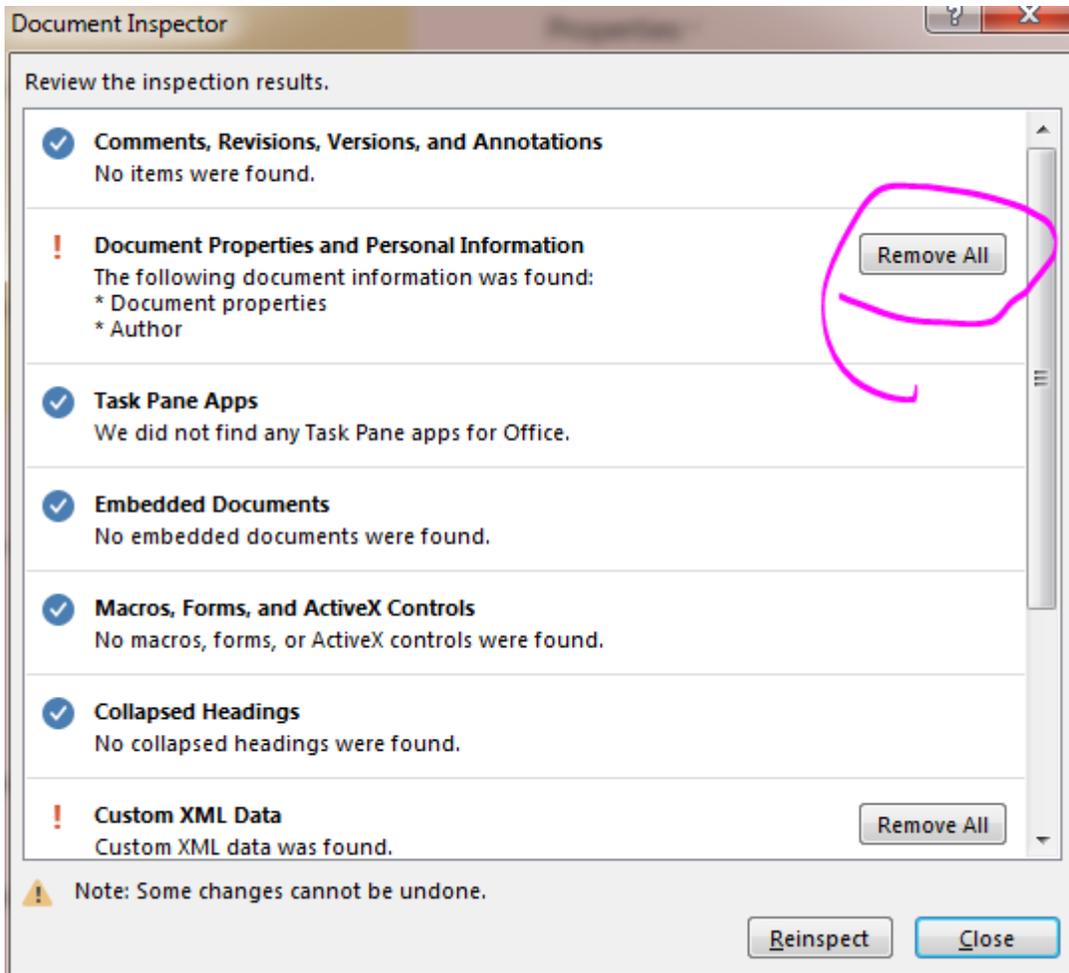
Protect Document
Control what types of changes people can make to this document.

Check for Issues
Before publishing this file, be aware that it contains:

- Document properties and author's name
- Custom XML data
- Content that people with disabilities are unable to read

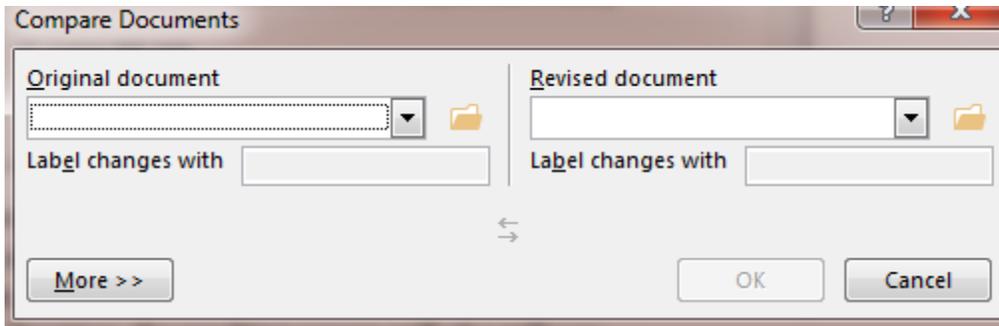
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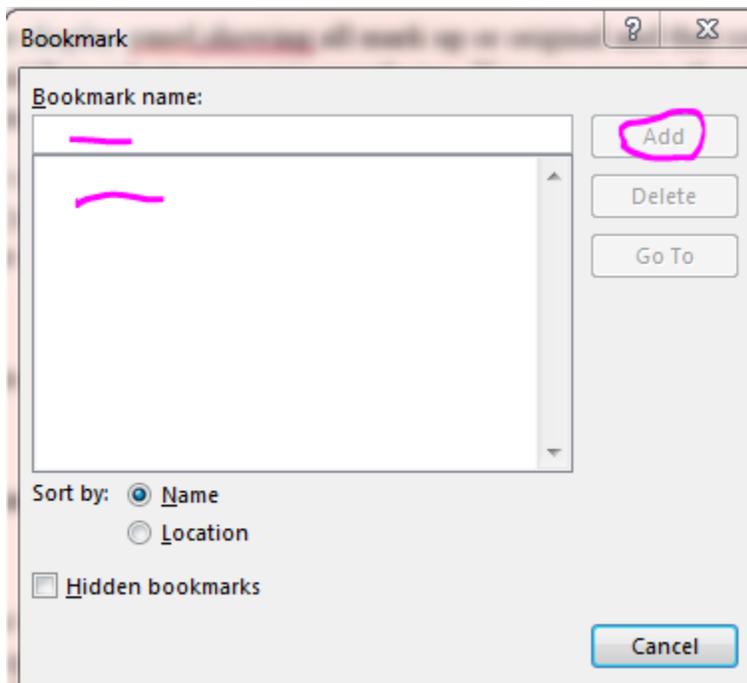
What about you receive a document you sent to the other side and want to find out if the other side has altered your document? There is a neat feature to accomplish this and it is called Compare, under REVIEW. If your document is not altered, the resulting screen will tell you. If there is alteration, the resulting screen will also tell you.



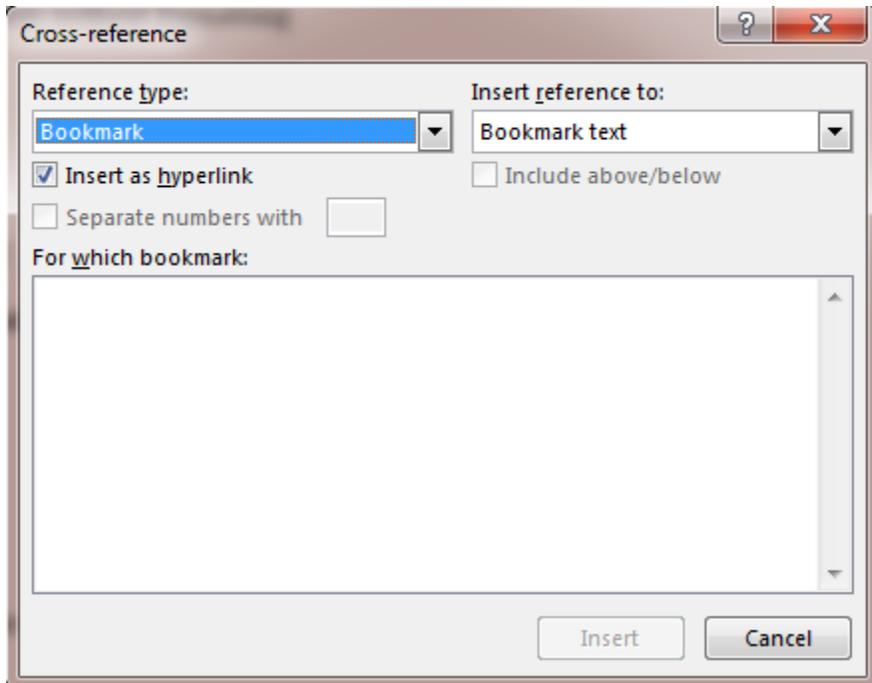


6. LINK IN THE DOCUMENT

This feature is handy when you have a long document and need to jump to a place in the document fast. It is under INSERT and then Links. It is a two-step process: First, add a bookmark to the place you want to link to. And then use Cross-reference to link to that bookmark. It is most useful if your pleadings contain exhibit, affidavit, etc.... Create a link in the document so these appended documents can be accessed quickly.



Insert the Cross-reference:

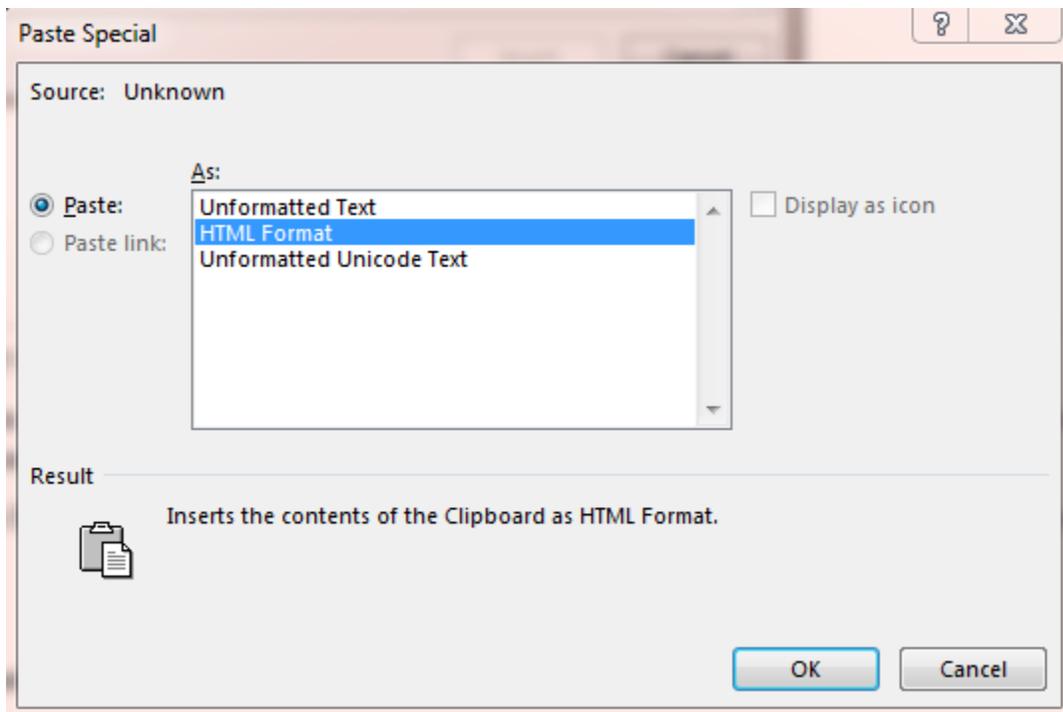


7. COPY AND PASTE WITHOUT FORMATTING

There are at least two ways to copy texts, unformatted, into the existing documents and make them have the same formatting as the existing document. The first way requires a few clicks.

Under Home, there is a Paste button. Click the downward arrow and choose Special Paste and then unformatted text. See screenshot:





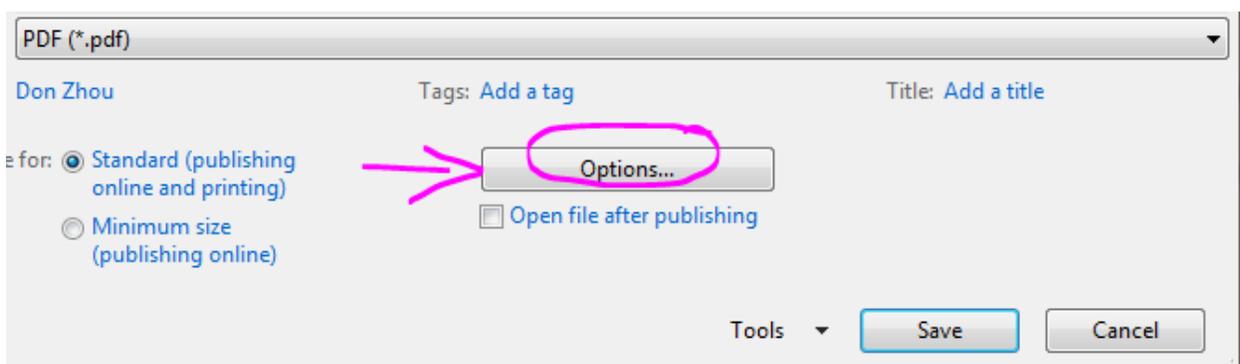
The second way uses the keyboard short cut:

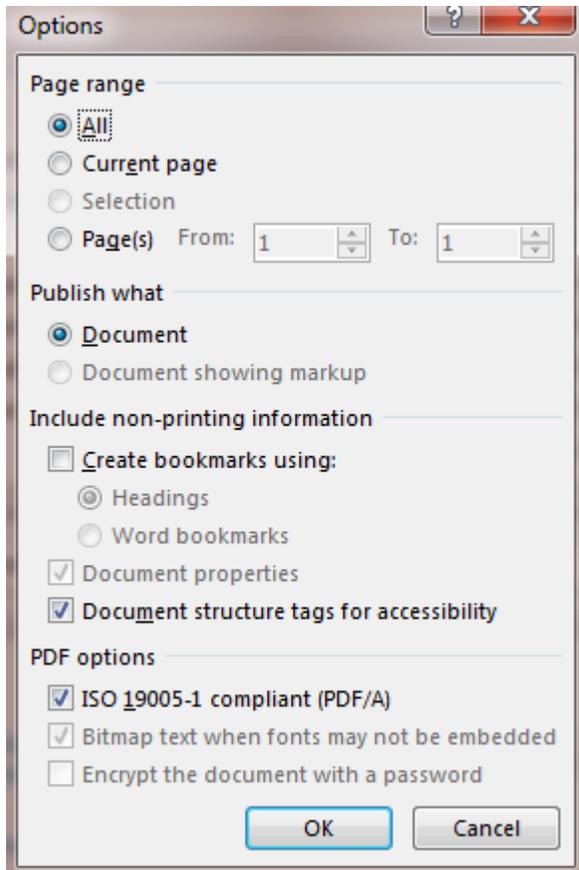
1. Press Ctrl+v to paste the text into your document (after you already copied the texts).
2. Press and then release Ctrl key to activate the Paste Options icon.
3. Press t to paste the text as unformatted.

8. SAVE TO PDF

Before saving, clean up the documents as discussed in Skills No. 5: Tracking.

And now you can save PDF, with different options. The most important option is PDF/A. The saved PDF cannot be edited with this format.



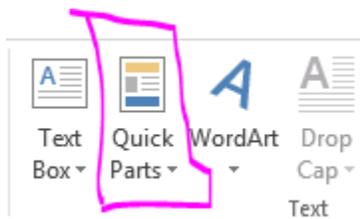


You can also encrypt your PDF with a password to further protect it. To add further restrictions, you can also work in Adobe Acrobat to add print restrictions to the document and resave the document as PDF/A format so it cannot be edited.

9. QUICK PARTS

This is seldom used features in Word. What can it be used for? For instance, if a court address is often used, that address can be made into an Auto Text and be inserted quickly. To create one,

Go under INSERT and then the Quick Parts button:



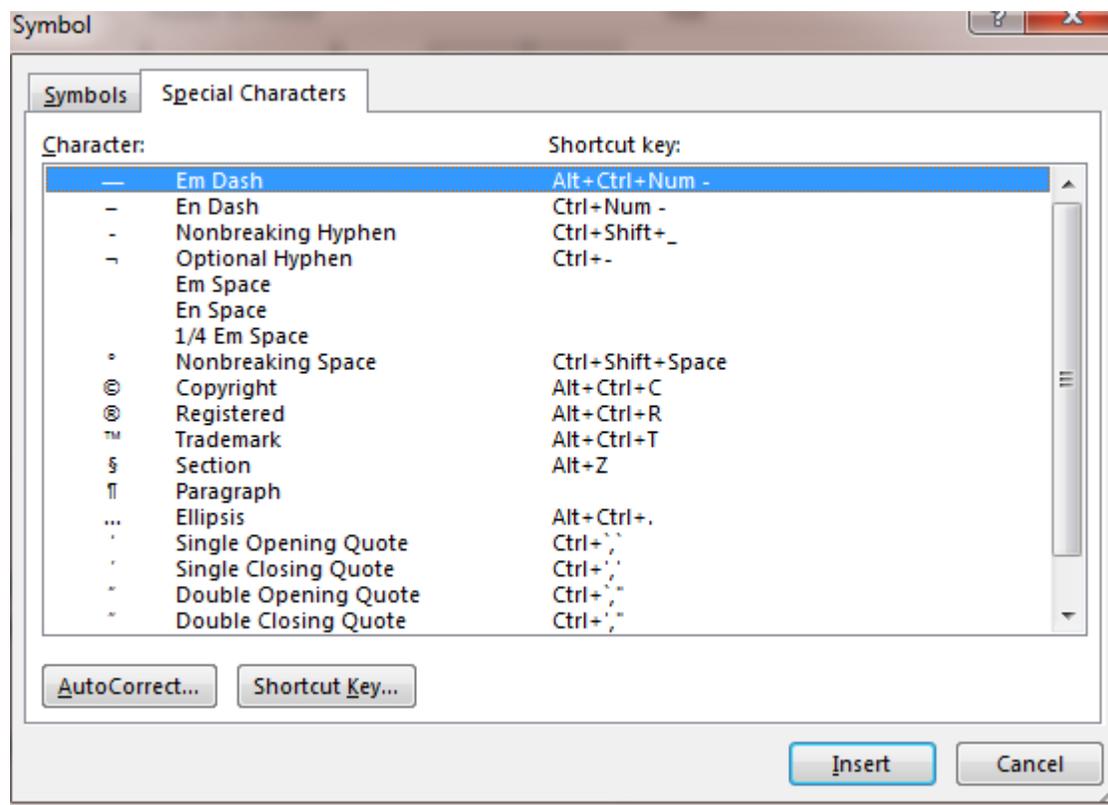
Select the text to save into the Auto text gallery. This auto text will be available next time you need to type in the address of the court or other frequently used terms, locations, etc. Go back to the Quick Parts and click on that Auto text to insert into the document.

10. SHORTCUT KEY AND OTHERS — SYMBOLS, UNDO AND REDO AND THE CLEAR FORMAT

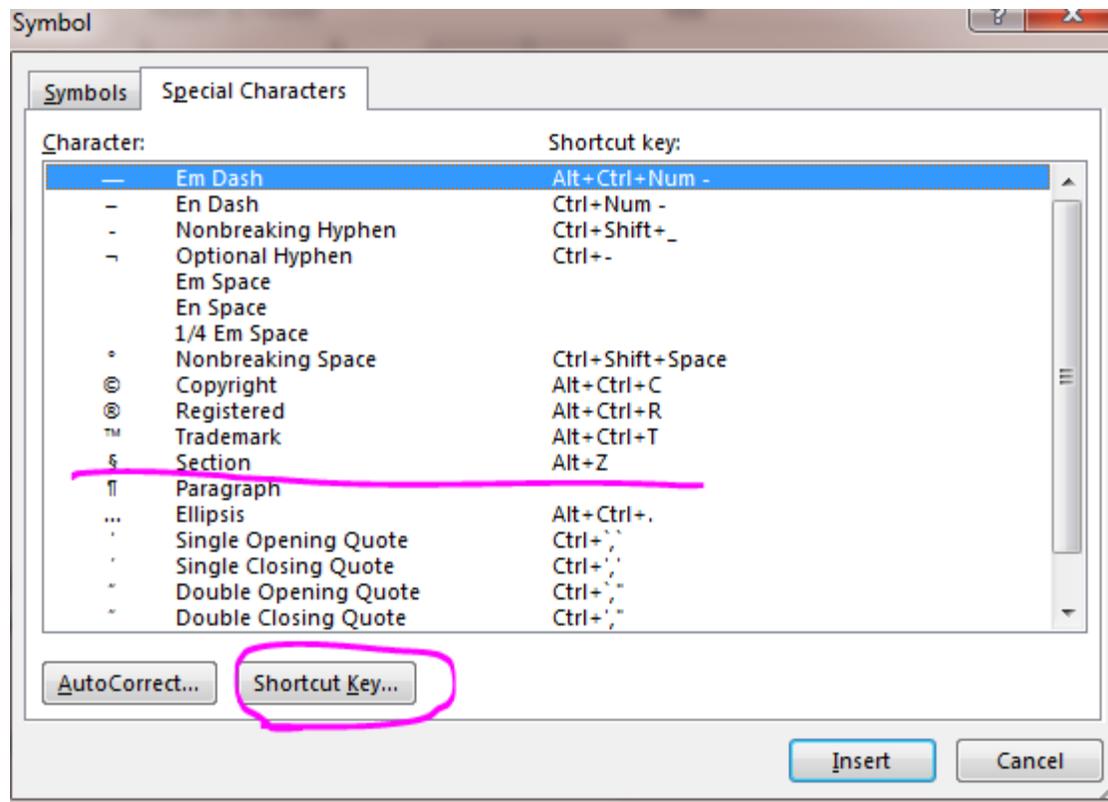
In addition to the copy and paste, the other pair would be redo and undo shortcut keys: Cntl+ y (redo) and Cntr + z (undo).

For legal document, one of the most often used symbol is §, the section symbol. There are several ways to insert the section symbol. Two are listed below:

The first way is to click through: INSERT, Symbol, ...More symbols, and then Special Character tap. Five clicks to insert one section symbol.



And the other is to assign this Section symbol to a Shortcut Key:



To assign shortcut key, click on the button: Shortcut Key... and then assign to a combination keys. To use it, press the shortcut key.