



# MICROSOFT WORD

## for LEGAL PROFESSIONALS

Covering Word for Windows Versions  
2010, 2013, 2016, 2019 and Office 365



# MICROSOFT WORD

## FOR LEGAL PROFESSIONALS

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The materials in this book were written using Microsoft Office 365 and all steps and instructions were tested prior to the publication date. As Microsoft continuously updates Office 365, your software experience may vary slightly from what is seen in this manual.

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## MEET OUR TEAM OF WORD EXPERTS

Meet our team of Word experts who have co-authored this manual.



### BARRON HENLEY

Barron is an attorney who has over 20 years of experience in legal technology. After earning his B.S./B.A. (marketing and economics) and J.D. from The Ohio State University, Barron discovered his passion for helping lawyers fix problems within their practice. Today, Barron partners with our clients to make law firms and legal departments more efficient. Barron's breadth of knowledge enables him to dive into the details of a firm's operations. He is often the lead on Comprehensive Practice Analysis projects for clients that examine all aspects of making a firm more successful: technology, organizational design, process optimization and financial practices.

### JOHN FEDERICO

John's specialty is "making technology do cool things it wasn't necessarily intended to do." Having practiced as an attorney, John understands the rigors of practicing law, but he also empathizes with the demands placed on a legal professional's time. With this in mind, he saves time for his clients by leveraging document automation technologies like HotDocs and Microsoft Word, to drastically accelerate the drafting, reviewing, and editing of legal documents.



### JEFFREY SCHOENBERGER

Jeff is our resident Apple guru. After practicing law as an Equal Justice Works / AmeriCorps Legal Fellow for the Legal Aid Society of Southwest Ohio, Jeff joined Affinity, and brought his unique ability to discover faster and better ways for clients to do everyday tasks to our team. Because Jeff understands the worlds of both PC and Mac users, clients using any type of system can count on him to help with desktop office software and document assembly needs regardless, of the type of computer an office has. Jeff is also well versed in Apple's iOS, so he can aid clients in making the most of their tablets and mobile devices.



## MEET OUR TEAM OF WORD EXPERTS CONT.

### DANIELLE DAVISROE

After working as an attorney in domestic relations for several years, Danielle found her way to Affinity and to this day she is always on the lookout for better ways to do things. She carries new strategies she finds with her as she works with the clients her team supports. Danielle has a Bachelor of Science in Business Administration from The Ohio State University Fisher College of Business and a Juris Doctorate from The Ohio State University Moritz College of Law.



### ADAM RINGEL

With four years' experience as a personal injury attorney, Adam is a valuable member of our document automation team. In addition to his skill in helping make legal drafting more efficient through technologies like HotDocs and Microsoft Word, Adam provides training on the Microsoft Office Suite and builds custom data queries for our clients. With the highly collaborative nature of the document automation team based in Columbus, Adam is constantly invigorated by his colleagues. The group consistently helps one another find new insights and perspectives along the path of finding the solutions our clients need.



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# 25 PAGE FORMATTING (SECTIONS PART 1)

## NON-SECTION BREAKS

### Types of Non-Section Breaks

There are several types of non-section breaks in Word:

- Soft Page Break:** ..... Inserted automatically when you have entered enough text to fill the page.
- (Hard) Page Break:**..... Inserted manually (Ctrl + Enter) to force the start of a new page.
- Column Break:**..... Forces the start of a new column (newspaper style)
- Text Wrapping Break:** ..... Ends the current line and forces the text to continue below a picture, table or other item.

### How to Insert a General Break

Go to the **Layout ribbon** → **Page Setup group** → **Breaks button**. The following will appear:

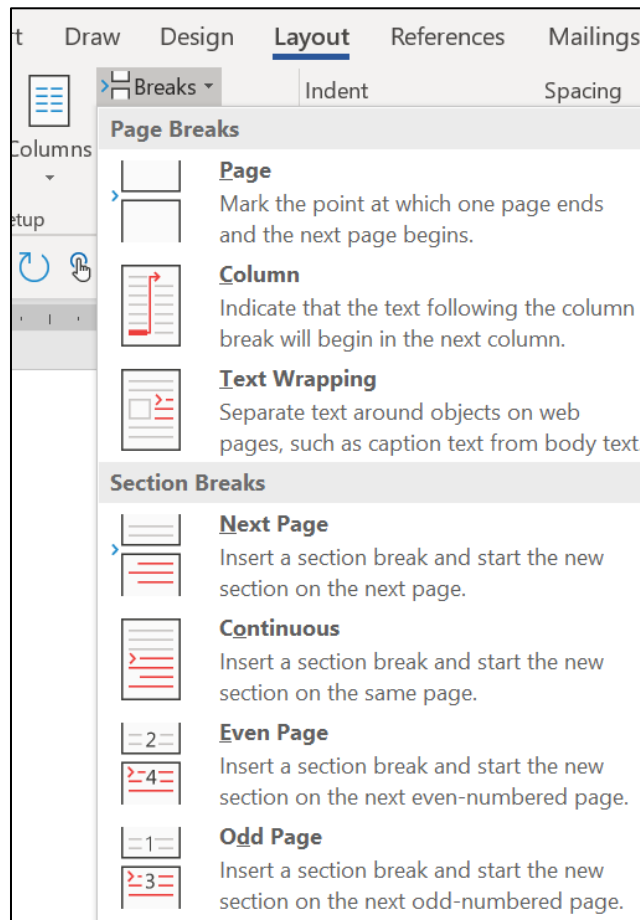



FIGURE 25-1

## SECTION BREAKS

### In General

A document can be broken into separate sections by inserting Section Breaks into the text. Think of section breaks as invisible fences around sections of your document (you can see them if you click the **Home ribbon** → **Paragraph group** → **Show/Hide button**  or if you go to the **View ribbon** → **Document Views group** (Word 2010) or **Views group** (Word 2013/16/19/365) → **Draft view**. Once the fences are up, you can format the text between the fences differently and the applied formatting will not affect the other sections. If you do not insert section breaks into a document, then the entire document is considered one section.

Section breaks are not the same as page breaks. Page breaks are simply physical breaks between pages in a document. Formatting attributes that can apply to sections include:

- Columns
- Margins
- Paper size
- Page orientation (portrait or landscape)
- Paper source (for printing)
- Line numbering
- Headers and footers

### How to Insert a Section Break

To insert a section break, click on **Layout ribbon** → **Page Setup group** → **Breaks button** and choose a type of section break.

### Types of Section Breaks

- Next page** ..... (forces a hard page break and starts the new section at the top of the next page)
- Continuous** ..... (new section without breaking the page)
- Even page** ..... (inserts a section break and starts the new section on the next even numbered page)
- Odd page** ..... (inserts a section break and starts the new section on the next odd numbered page)

### Multi-Section Documents

Use Section Breaks to create different page numbering and headers & footers in Appellate Briefs (Table of Contents, Memorandum, Appendix).

## PAGE SETUP

The **Layout ribbon** → **Page Setup launcher** (see the Launchers paragraph on page 1 above) controls document margins, paper size, orientation and paper source. All of these settings can be applied to the current section, to the entire document (regardless of how many sections there are) or to a designated point forward.

## Setting Margins

1. Click the **Layout ribbon** → **Page Setup launcher** → **Margins tab**.
2. Fill in the desired margins.
3. If you want these margins to be set as the default for all your future documents (generated from the normal.dotm template), click the **Set As Default button** in the lower left corner of the dialog box.
4. Click **OK**.

or

Click the **Layout ribbon** → **Page Setup group** → **Margins button**.

## Different Margin for the First Page of a Document

Let's assume you want a 2" top margin for the first page and a 1" top margin for all subsequent pages. To accomplish this, follow these steps:

1. Place the cursor at the top of page 1 of your document.
2. Click the **Layout ribbon** → **Page Setup launcher** → **Margins tabs**.
3. Change the top margin to 2" and click **OK**.
4. Now click **Layout ribbon** → **Page Setup group** → **Breaks button** → **Section Break: Continuous**. This creates a 1 line section at the top of the document where your cursor was clicked and the entire rest of the document is section 2.
5. Now click the down arrow key a few times so you're into section 2. Now click the **Layout ribbon** → **Page Setup launcher** → **Margins tab**. Change the top margin for Section 2 back to 1" and make sure **This Section** is selected in the **Apply To dropdown box**. Since the first place Word can make this margin change is the top of page 2, your margins will be correct for the balance of the document.

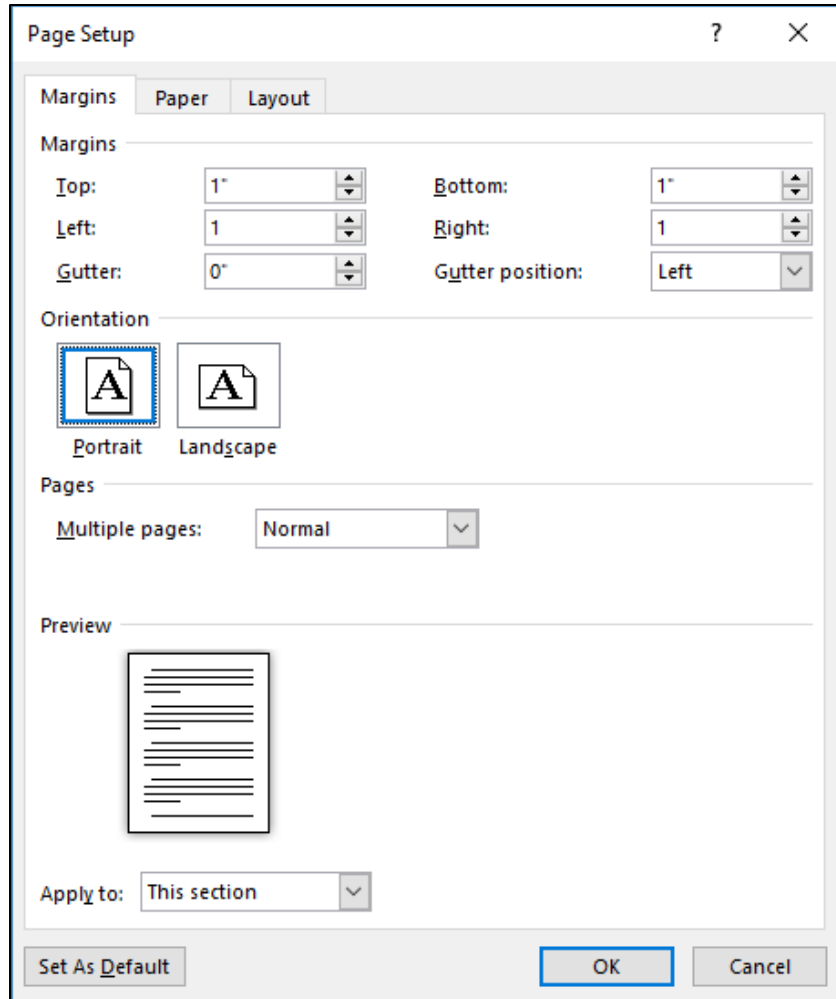


FIGURE 25-2

## Orientation

If you want to change the orientation of your document, click **Layout ribbon** → **Page Setup Group** → **Orientation button** → select **Portrait** or **Landscape** or click **Layout ribbon** → **Page Setup launcher** → **Margins tab** → set **Orientation** to **Portrait** or **Landscape**.

## Pages

You have the following options for your pages in the **Layout ribbon** → **Page Setup launcher** → **Margins tab**:

- **Normal**: the standard for most legal documents.
- **Mirror Margins**: creates mirror margins on the left and right pages. Used for printing double-sided documents like books or magazines.
- **2 Pages Per Sheet**: useful for folded place cards or handouts.
- **Book Fold**: useful for creating a folded booklet.

## Change Paper Size

Click the **Layout ribbon** ➔ **Page Setup launcher** ➔ **Paper tab**. Select from the document types listed in the **Paper size drop down menu**, or manually choose the **Width** and **Height**. Click **OK**. You can also click on the **layout ribbon** ➔ **Page Setup group** ➔ **Size button**.

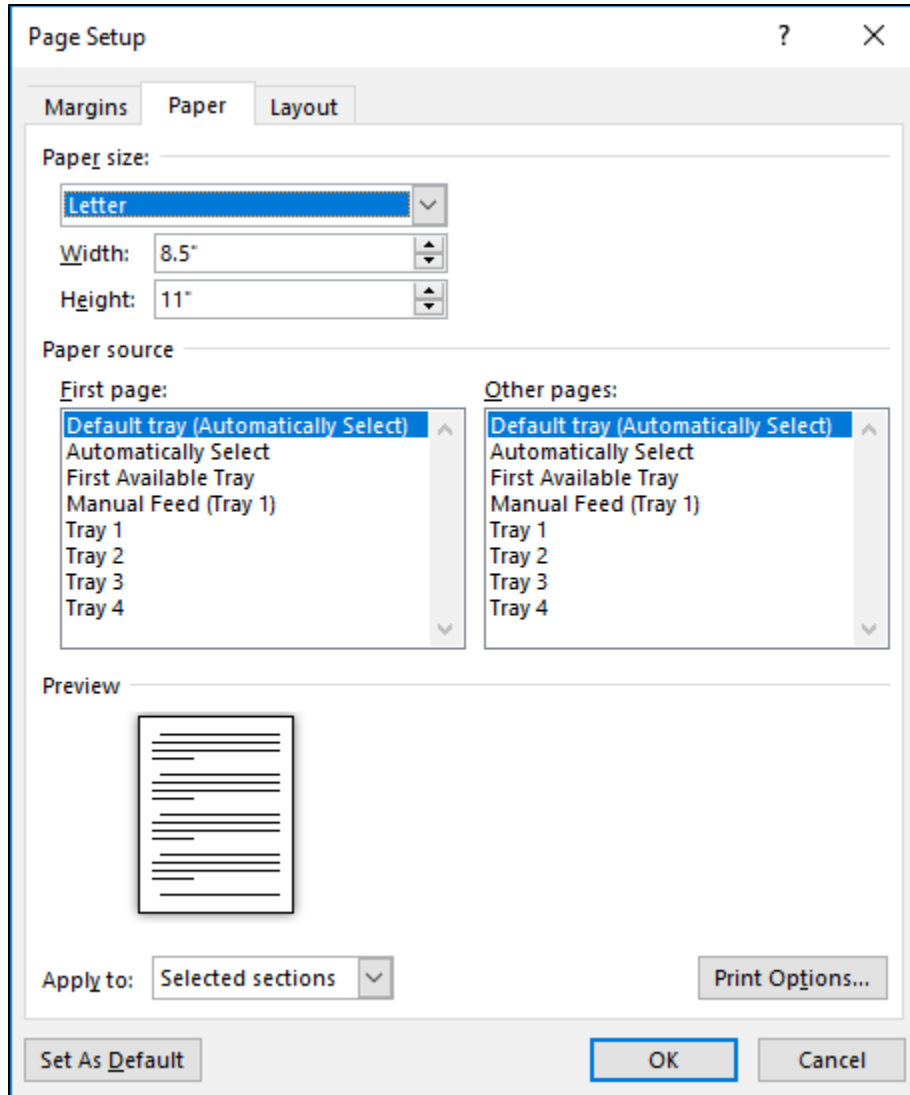


FIGURE 25-3

## Setting Up Your Document for Manual Feed

If you would like to automatically print your document from the manual feed tray (for letterhead and the like), click the **Layout ribbon** ➔ **Page Setup launcher** ➔ **Paper tab**. You can choose the **Paper Source** for the **First page** and **Other pages**.

## Headers and Footers

The **Layout ribbon** ➔ **Page Setup launcher** ➔ **Layout tab** contains options for controlling **Headers and footers**. These options will be discussed in greater detail later in this section.



## Vertical Alignment

Under the **Layout ribbon** → **Page Setup launcher** → **Layout tab** you can now control how text is vertically aligned on a page by clicking the **Page Vertical alignment drop down box** and choosing **Top**, **Center**, **Justified** or **Bottom**.

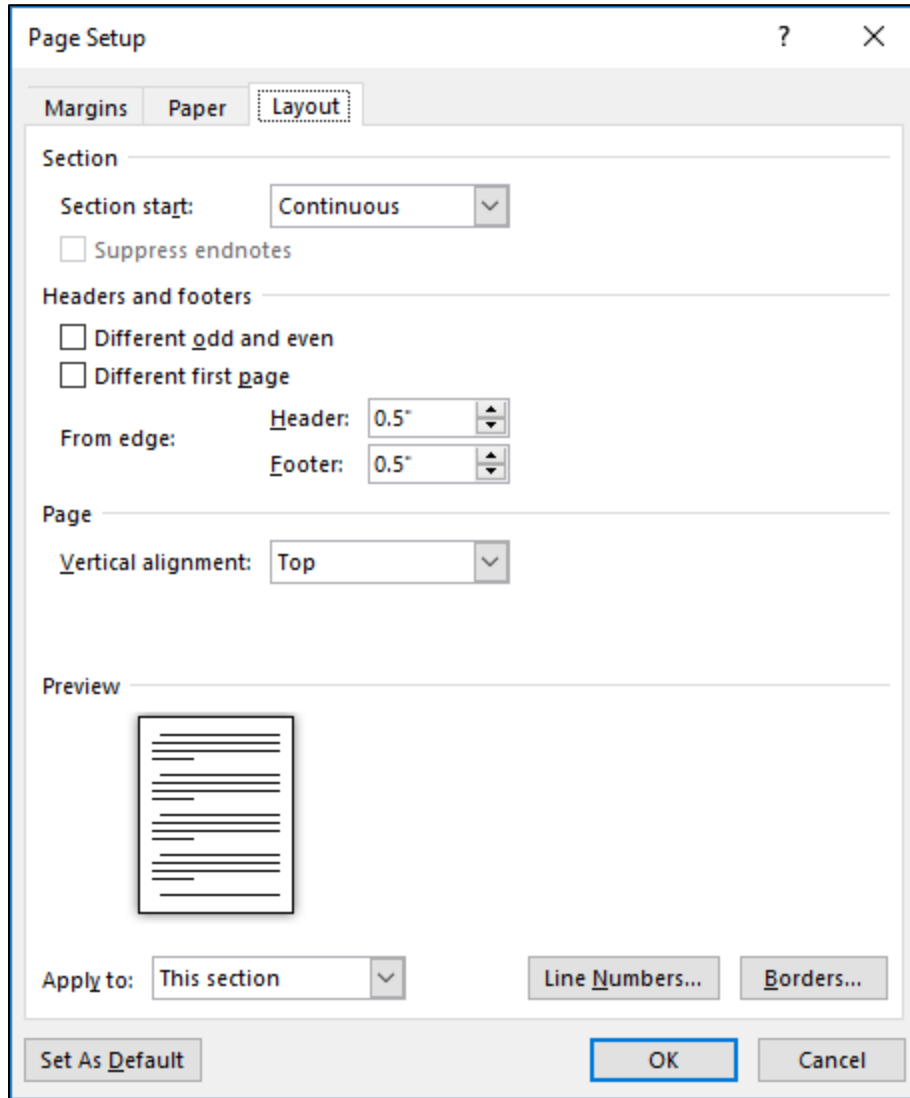


FIGURE 25-4

## Line Numbering

To insert line numbering, click the **Layout ribbon** → **Page Setup launcher** → **Layout tab** → **Line Numbers... button**.

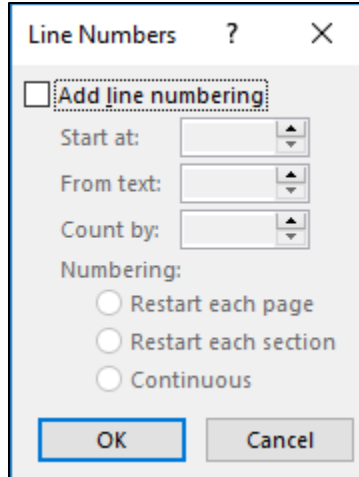


FIGURE 25-5

## Borders

The **Borders and Shading dialog** can also be accessed from within the **Layout ribbon** → **Page Setup launcher** → **Layout tab** by clicking on the **Borders...** button.

## LEGAL TIP - PRINTING SPECIFIC SECTIONS AND PAGES

- If you want to print the entirety of section 3 of a document (for example), open the print dialog (**File menu** → **Print**) (SK: **Ctrl + P**) and enter the section like this: S3

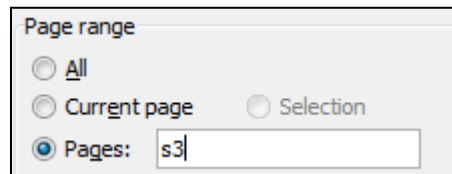


FIGURE 25-6

- If you want to print specific pages of a particular section (such as pages 1 through 13 of Section 3), then enter them like this:

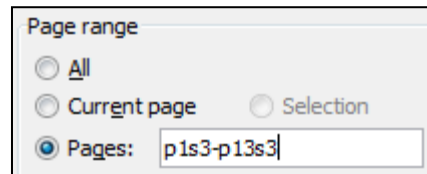


FIGURE 25-7



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