



Affinity
INSIGHT

WORD FOR MAC

for LEGAL PROFESSIONALS

Covering Word for Mac Versions 2019
and Microsoft 365



MICROSOFT WORD FOR MAC

FOR LEGAL PROFESSIONALS

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MEET OUR WORD FOR MAC EXPERT

Meet our Word for Mac expert who authored this manual.



JEFF SCHOENBERGER

An Apple aficionado to his core, Jeff is Affinity's Mac expert. Whether it's understanding the differences between Word for Windows and Word for Mac or giving advice on iOS apps, Jeff has his clients covered. He has a particular affinity for finding Mac-friendly alternatives to software used by Windows-based legal organizations.

When Jeff isn't working with Apple products, he works with bar associations on providing member benefits, including white papers, articles, consulting services, and training resources.

MICROSOFT WORD FOR MAC FOR LEGAL PROFESSIONALS

TABLE OF CONTENTS

TABLE OF CONTENTS

1 KEY FOR USING THIS MANUAL

Ribbons	1
Groups.....	1

2 STOP LETTING WORD ABUSE YOU

With Word, Practice Does Not Make Perfect	3
Benefits of Word Processor Efficiency for Law Offices	4

3 MANAGING DOCUMENTS IN A LAW FIRM

What Is Document Management?.....	6
What Are Files and How Are They Stored?	6
Disk Storage.....	6
Folder Structures	6
Law Firm Rules for Naming Files when Saving	7

4 CURRENT FILE TYPES AND RELATED ISSUES

Description of the New File Types	9
Benefits of the New File Types	9
Issues the New File Types Create for Lawyers.....	9
What You Can Do About These Issues	10

5 WORD'S "FLUENT USER" INTERFACE

Don't Be Alarmed, This Is a Good Thing.....	12
Our Take On the New Interface	12
What The New Interface Means for Legal Users	12
Word 2019/365's Basic Interface Terminology.....	13

6 RECOMMENDED CUSTOMIZATIONS

Quick Access Toolbar - Suggested Law Office Modifications	16
Saving as PDF.....	18
Problems With Word 2019/365's Default Formatting for Legal Users.....	18

Word's Default Template..... 19

How To Fix Word's Formatting Defaults..... 20

Customize the Status Bar 23

Turn On The Ruler..... 24

How to Create Keyboard Shortcuts 24

7 SIGNIFICANT NEW FEATURES IN WORD 2019/365

Improved Paste Functionality..... 26

New Navigation Pane..... 26

Simple Markup 26

Reply to Comments 27

Resume Reading 27

Design Ribbon..... 27

Lock Track Changes 27

8 DEFAULT SETTING CHANGES FOR WORD 2019/365

In General..... 28

Preferences ➔ General 28

Preferences ➔ View..... 29

Preferences ➔ Edit 30

Preferences ➔ Spelling & Grammar 31

Preferences ➔ AutoCorrect 32

Preferences ➔ Save 34

Preferences ➔ Print..... 35

Preferences ➔ Track Changes 36

Preferences ➔ User Information..... 37

Preferences ➔ Security & Privacy..... 38

Preferences ➔ File Locations 39

9 WHERE TO GET HELP WITH WORD

Options For Self Help..... 40

Call or Email Someone Who Can Help..... 40

Three Golden Rules Legal Users Need to Know..... 40

10 WORD BASICS

File Operations	42
Tip - Selecting More Than One File or Folder at a Time.....	43
Screen Views - Improve or Enhance Document Viewability	43
Viewing Two Sections of the Same Word Document Simultaneously	46
Print and Print Preview	47
Protecting against Lock-Ups and Document Corruption - Legal Tip	49

11 TOOLS FOR DOCUMENT EDITING

Why This Is Important.....	50
Moving Around a Document	50
Undo and Redo Shortcut Keys	50
Insert Text.....	51
Select Text	51
Delete Text	52
Copy, Cut and Paste	52
Legal Tip - Using Go To for Quick Navigation.....	53
Legal Tip - Holding Your Place in Long Documents with Virtual Bookmarks	54
Legal Tip - Finding Text in Your Documents	55
Find and Replace	57

12 PROOFING YOUR WORK

Customizing Spell and Grammar Check	58
Spell Check	59
Useful Reference Web Sites	60
AutoCorrect.....	61
Grammar Check.....	63
Thesaurus.....	63

13 WORD FORMATTING PRINCIPLES

The Microsoft Word Approach to Formatting.....	65
Format Painter.....	66
Wipe Out All Paragraph and Font Formatting	67

14 FONT FORMATTING

Adopting Uniform Standards for Your Firm.....	69
Font Group on the Home Ribbon	69
Symbols.....	69
Other Font Formatting Tips.....	70
Emphasizing Text in a Document.....	71
Non-Breaking Spaces and Hyphens	73

15 PARAGRAPH FORMATTING FUNDAMENTALS

Paragraph Group of the Home Ribbon	74
What Happens when Paragraph Marks Are Deleted	74
Paragraph Alignment	74
Line Spacing.....	74
Automatic Spacing Between Paragraphs	75
Keeping Text and/or Paragraphs Together	75
Automatically Start a Paragraph at the Top of a New Page.....	77
TIP - What To Do If You Experience Bizarre Page Breaks.....	78
Tabs	78
Signature Lines	81
Indents	82
Borders and Shading.....	83

16 PARAGRAPH FORMATTING - PARAGRAPH NUMBERING AND BULLET POINTS

Bullets and Numbering - a Warning.....	86
Bullet Points	86
Single-Level Paragraph Numbering.....	88
Adjust Indents for Bullets and Single-Level Numbered Lists.....	89
Multi-Level Paragraph Numbering.....	90

17 PAGE FORMATTING (SECTIONS PART 1)

Non-Section Breaks.....	95
Section Breaks	96
Page Setup.....	96
Legal Tip - Printing Specific Sections and Pages	100

18 HEADERS, FOOTERS & PAGE NUMBERING (SECTIONS PART 2)

Header and Footer Ribbon.....	102
Create a Header or Footer	102
Our Advice on Page Numbering	102
Page Numbers Manually Inserted into a Header or Footer	103
Insert the Total Number of Pages in the Document	103
Number All Pages Except The First	103
Create Page Numbering within Multi-Section Documents	104
Insert the Total Number of Pages in a Particular Section of the Document	109
Insert the Filename and Path in the Footer of Your Document	110

19 STYLES - THE BASICS

What Are Styles?	112
Word Uses Styles Whether You Want Them or Not	112
Two Formatting Approaches in Word	112
Advantages of Styles.....	113
Types of Styles	113
All-Important Rules of Styles.....	114
Default Style	117
Changing the Font For the Entire Document.....	119
Using Existing Styles.....	121
Create and Apply New Styles	121
Modify an Existing Style	123
Using Styles	123
Copy Existing Styles Into Documents You're Working On	124

20 STYLES - ADVANCED

The Key to Success.....	127
Tips and Things to Remember before We Get Started	127
STEP 1 - Modify the Heading Styles or Create Your Own	127
STEP 2 - Create Your Outline Numbering	129
STEP 3 - Apply Styles to Your Paragraphs	131
STEP 4 - Subsequent Formatting Changes.....	131
Other Items To Consider	132

21 STYLES GALLERY

Styles Gallery	133
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22 TABLE OF CONTENTS IN LEGAL DOCUMENTS

Table of Contents - Three Methods	134
Document with Segregated Titles.....	134
Document with Non-Segregated Titles.....	137
Update the Table of Contents.....	142
Formatting the Table of Contents.....	142

23 TABLE OF AUTHORITIES

In General.....	143
Mark the Citations	143
Generate a Table of Authorities Based on Your Marked Citations	144
Page Number Warning.....	144
Editing Table of Authorities Entries by Editing TOA Fields	145

24 CROSS REFERENCING PARAGRAPH NUMBERS

Cross References.....	150
Insert a Cross Reference Using the "Numbered Item" Method	150
Insert a Cross Reference Using the "Bookmark" Method.....	150
Update Cross References	151

25 REDLINING & PROTECTING ATTORNEY WORK PRODUCT

Negotiating Documents in General	152
Adding Comments	152
Comparing Documents Electronically.....	153
Combining Documents.....	156
Tracking Changes as you Edit.....	157
Prevent Editors from Turning Off "Track Changes"	158
Metadata.....	159
Protecting Confidential Documents - Legal Tip	160

26 AUTOMATE WITH MACROS AND AUTOTEXT CLAUSE LIBRARIES

AutoText	162
----------------	-----

What Are Macros.....	164
When Should I Use a Macro?	164
Where Are Macros Stored?	164
Moving Macros from One Template to Another	164
Record Macros.....	165
If You Make a Mistake while Recording a Macro	165
Play Macros	166
Assigning a Macro To a Keystroke.....	166
Assigning a Macro to a Quick Access Toolbar Button	167

27 TEMPLATES IN GENERAL

Templates Defined	168
Why You Need to Use Templates.....	168
Two Basic Types of Templates	168
Normal Template (Default).....	169
Working with Templates	170
Creating Templates	171
Using Templates.....	172
Modify a Template.....	172
Sharing Templates.....	172

28 FILLABLE FORM TEMPLATES

What Are Fillable Form Templates?.....	174
Significant Benefits of Fillable Forms.....	174
Create a Form	174
Form Field Descriptions and Uses	176
Advanced Techniques	178
Fill a Form.....	183
Using Fill-In Fields	183

29 MAIL MERGE

When Mail Merge Is Useful.....	185
Steps In a Mail Merge	185
Mail Merge Example	185

30 DE-CONSTRUCT AND RE-BUILD ANY DOCUMENT - NO MATTER HOW BAD IT IS

We've All Been There	187
Step one - Turn On Show Hide	187
Step two - Determine If You Need To Start With a New Document	187
Step three – Copy or Create	188
Step four - Take Notes About What You're Trying To Replicate	188
Step five - Remove Unnecessary Keystrokes	189
Step six - Wipe Out All Font and Paragraph Formatting	192
Step seven - Fix Default Font and Paragraph Settings	192
Step eight - Fix Default Page Settings	194
Step nine - Fix Page Numbering.....	196
Step ten - Delete Any Manually Compiled Reference Tables	196
Step eleven - Build and Apply Styles To Handle Formatting.....	196
Step twelve - Deal with Footnotes.....	197
Step thirteen - Add Paragraph Cross References.....	197
Step fourteen - Generate Tables of Contents and Authorities Properly	197

31 ENVELOPES

Printing an Envelope	199
Changing the Envelope Delivery Address and Return Address Fonts.....	200

32 ENDNOTES AND FOOTNOTES

Insert a Footnote	202
Edit a Footnote	203
Delete a Footnote	203
Convert Endnotes to Footnotes, or Vice Versa.....	203
To Convert Just One Note.....	203
Force Each Footnote To Stay Together On One Page	204
Change the Footnote Separator Line	204

33 TABLES

What Is a Table?	205
Inserting a Simple Table	205
Basic Editing of a Table.....	205

Sort Data in a Table 207

Convert Text to a Table and Vice Versa 208

Perform Calculations in a Table 208

When Should I Use Tables? 209

34 AUTO NUMBERING (LETTERING) EXHIBITS AND SCHEDULES

Auto-Numbering/Lettering Exhibits or Schedules To A Document 210

Fixing The Caption Style 211

Cross Referencing to Exhibits and Schedules 211

35 WORKING WITH WORDPERFECT FILES

A Word About This Chapter 212

Why Word Users Need To Understand How To Handle WordPerfect Documents 213

Recommended Approach: Word Users Who Occasionally Edit WP Documents 213

Recommended Approach: WP Users Who Occasionally Edit Word Documents 213

Options for Word Users Who Have To Convert WP Documents To Word 214

Problems With The Foregoing Options 215

Recommended Option For You 216

If You Get an Error Opening WP Documents In Word 216

If You Are Switching from WP to Word 217

How To Clean Up A Document Word or WP Converts 217

Formatting Raw Text 220

36 COMMON SPEED KEYS

Speed Keys Commonly Used in Word 221

17 PAGE FORMATTING (SECTIONS PART 1)

Can't find it? Something missing? Instructions not clear? Email manuals@affinityconsulting.com.

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 (**Cmd + 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, then click on **Break**. The following will appear:

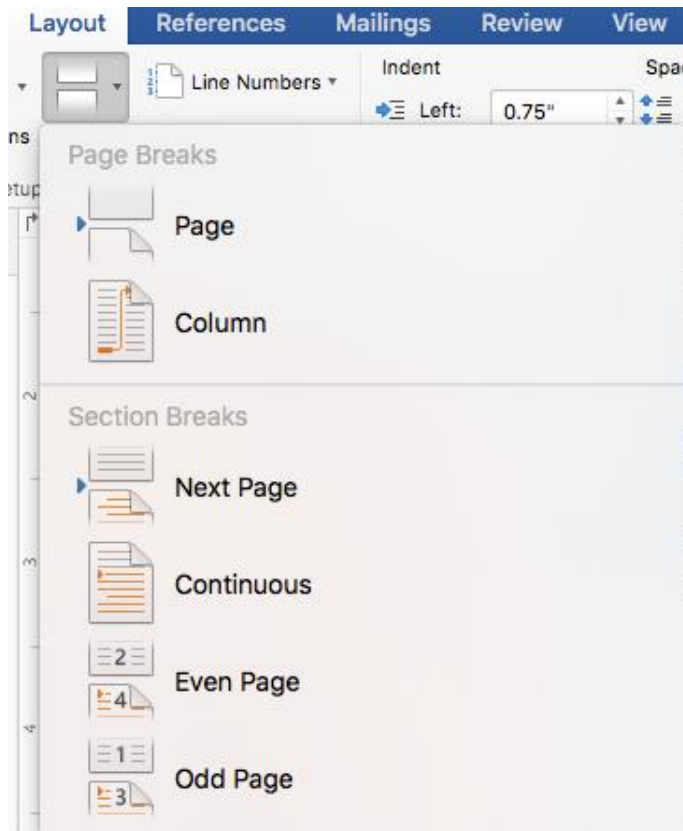


FIGURE 17.1

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 Show/Hide ¶ button ¶ on the **Home** ribbon. 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 **Break** in the **Page Setup** group of the **Layout** ribbon 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 **Page Setup** group in the **Layout** ribbon controls paper size and orientation. 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 **Margins** button in the **Page Setup** group on the **Layout** ribbon

- You can also set the margins directly in the Layout Ribbon
2. Either select the desired margin, or click **Custom Margins**.

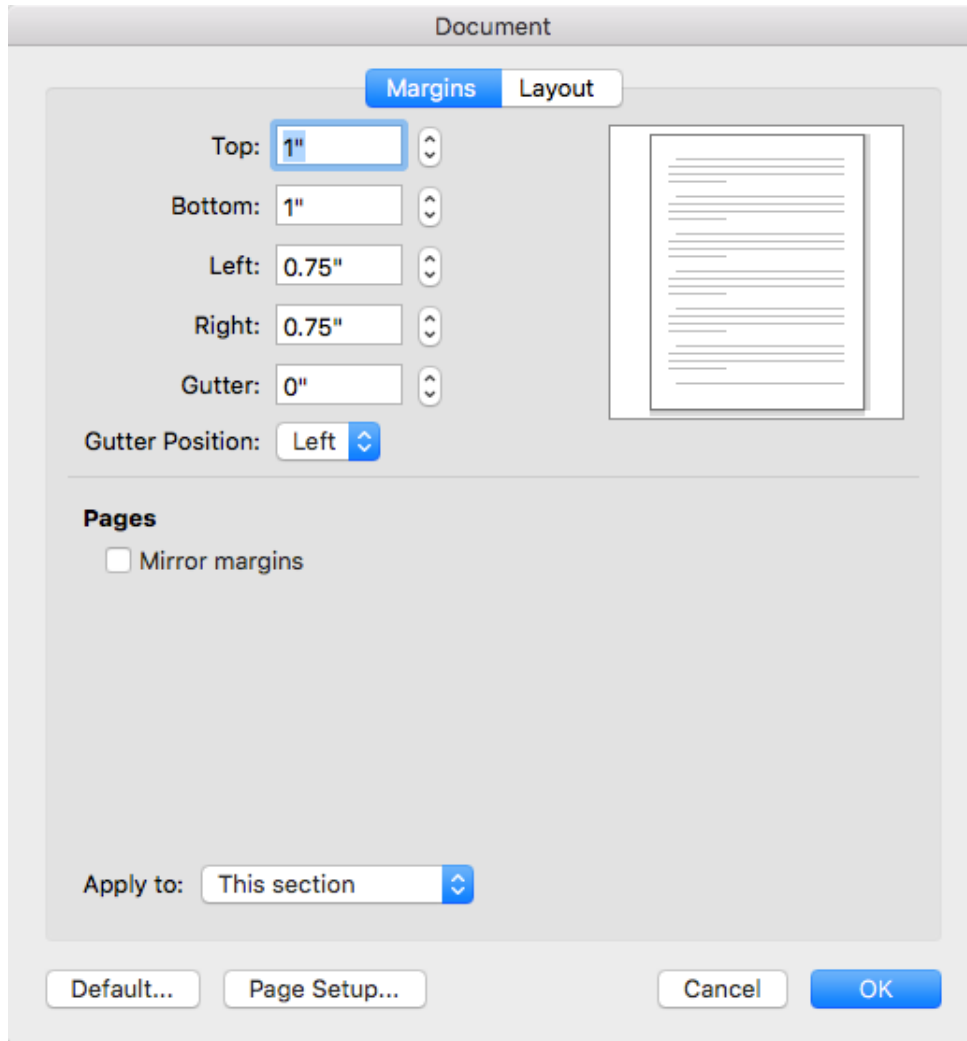


FIGURE 17.2

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 **Default...** button in the lower left corner of the dialog box.

or

4. Click **OK**.

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 **Margins** button in the **Page Setup** group on the **Layout** ribbon.
3. Click on **Custom Margins**.
4. Change the top margin to 2" and click **OK**.

5. Now click **Break** ➔ **Continuous** from the **Layout ribbon** right where your cursor is at the top of the document. This creates a 1 line section at the top of the document and the entire rest of the document is section 2.
6. Now click the down arrow key a few times so you're into section 2. Now **Format** ➔ **Document** and change the top margin for Section 2 back to 1" and make sure the **Apply to** drop down is on **This Section**. 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.

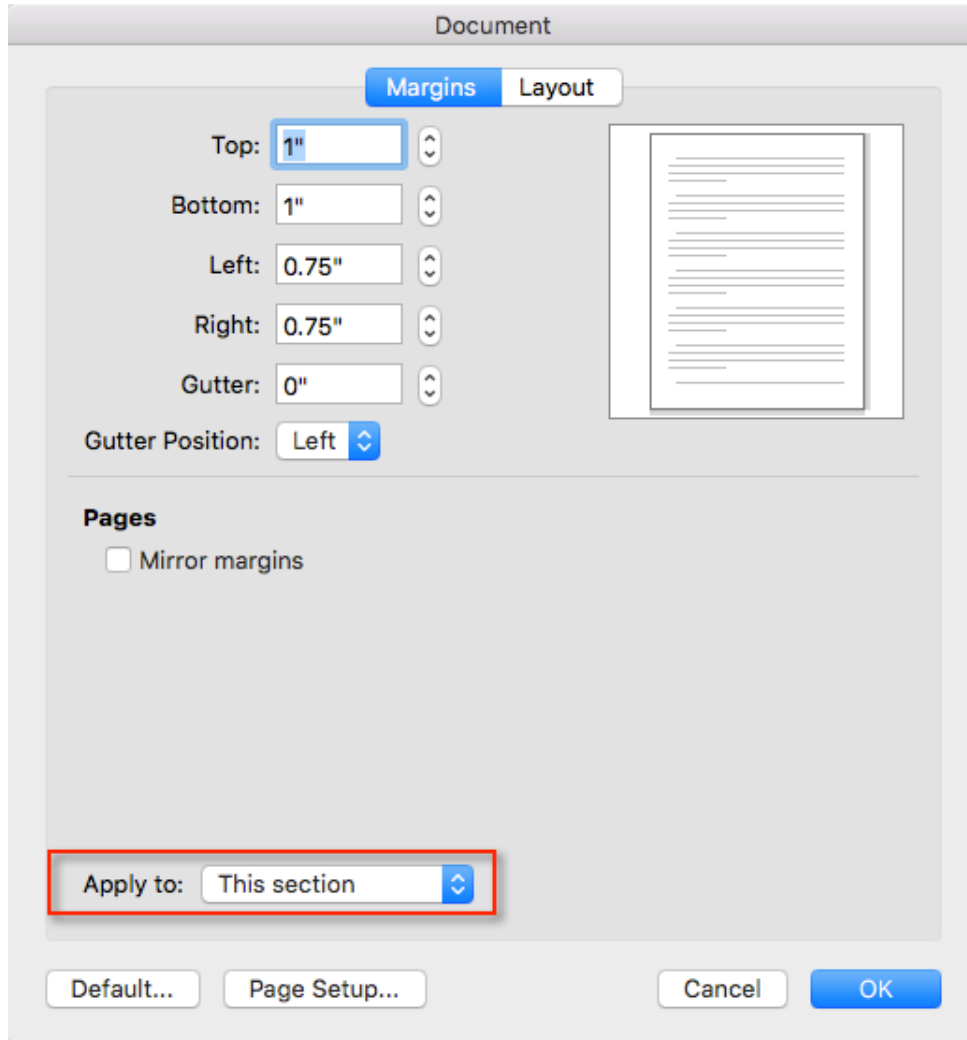


FIGURE 17.3

Orientation

If you want to change the orientation of your document, click **Layout**, then **Orientation**, then **Portrait** or **Landscape**.

Pages

You have the following options for your pages in the **Layout ribbon** ➔ **Page Setup group** ➔ **Margins button**:

- **Normal**: the standard for most legal documents.

- **Narrow:** .5" all around.
- **Moderate:** 1" at the top and bottom; .75" on the sides.
- **Wide:** 1" at the top and bottom; 2" on the sides.
- **Mirror Margins:** creates mirror margins on the left and right pages. Used for printing double-sided documents like books or magazines.

Change Paper Size

Click **Format** ➔ **Document**, then **Page Setup**. This dialog lets you manage the paper size and set up custom sizes.

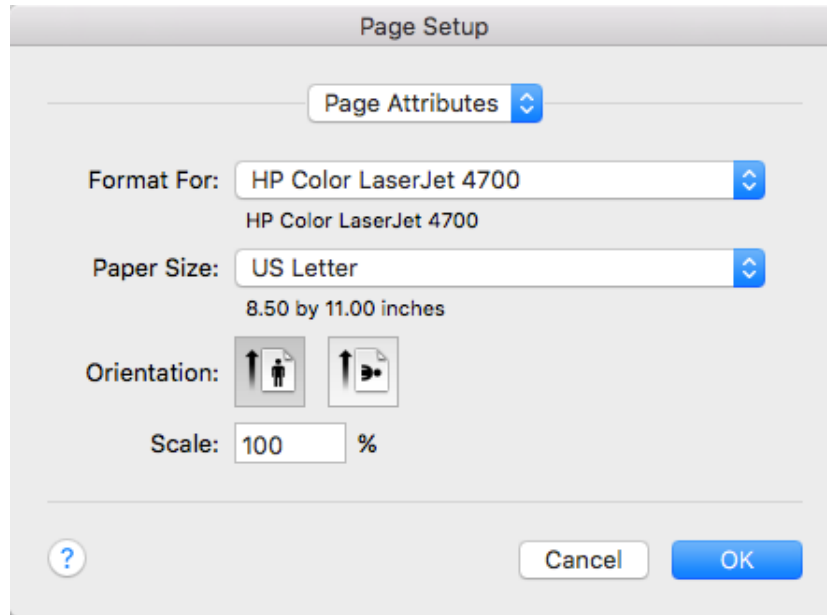


FIGURE 17.4

Headers and Footers

The **Layout** tab of the **Document** dialog (**Format menu** ➔ **Document**) contains options for controlling headers and footers. These options will be discussed in greater detail later in this section.

Vertical Alignment

You can now control how text is vertically aligned on a page by clicking the **Vertical alignment** drop down box on the **Layout** tab of the **Document** dialog and choosing **top**, **center**, **justified** or **bottom**.

Line Numbering

To insert line numbering, click the **Layout** tab on the **Document** dialog and then click the **Line Numbers...** button.

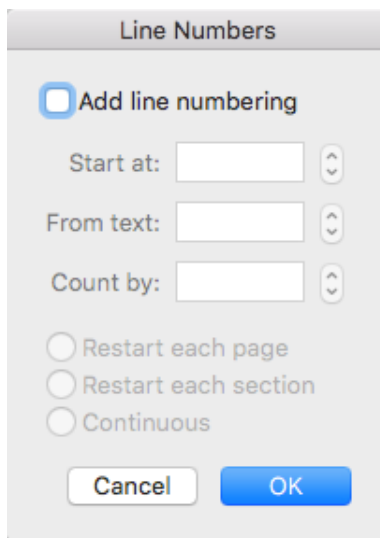



FIGURE 17.5

Borders

The **Borders and Shading** dialog can also be accessed from within the **Format menu** → **Borders and Shading**, or by clicking the down arrow to the right of the **Borders...** button () on the **Home ribbon**, then **Borders & Shading**.

LEGAL TIP - PRINTING SPECIFIC SECTIONS AND PAGES

- If you want to print the entirety of section 3 of a document (for example), press **Cmd + P** → enter the section like this: S3

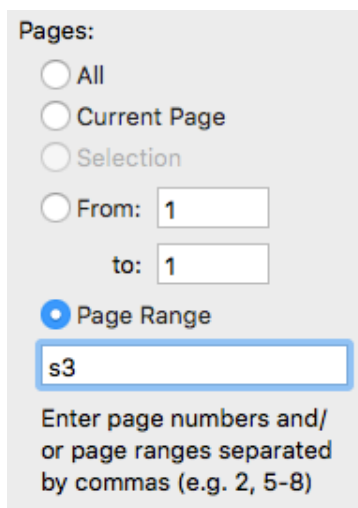


FIGURE 17.6

- 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:

Pages:

All

Current Page

Selection

From:

to:

Page Range

Enter page numbers and/
or page ranges separated
by commas (e.g. 2, 5-8)

FIGURE 17.7



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