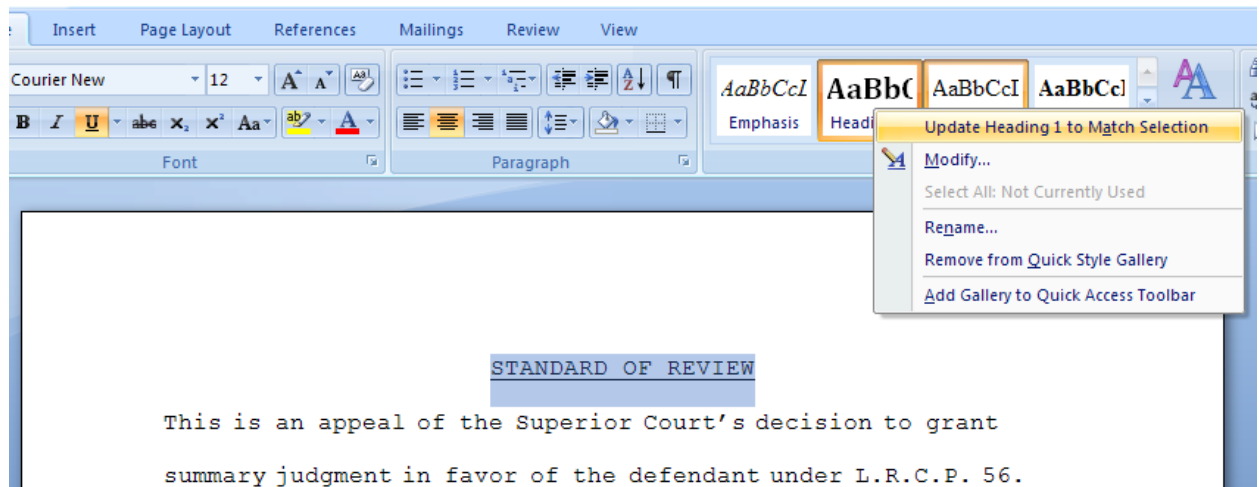


MS WORD Formatting for Legal Briefs

CREATING A TABLE OF CONTENTS IN WORD 2007

Marking the headings for the TABLE OF CONTENTS

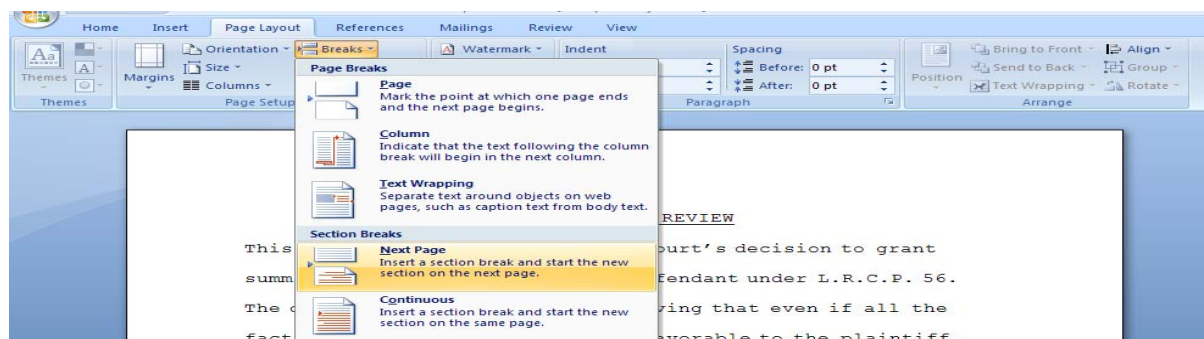
1. Select heading for Heading 1. In HOME tab, right click on Style button for Heading 1, and choose "Update Heading 1 to Match Selection."



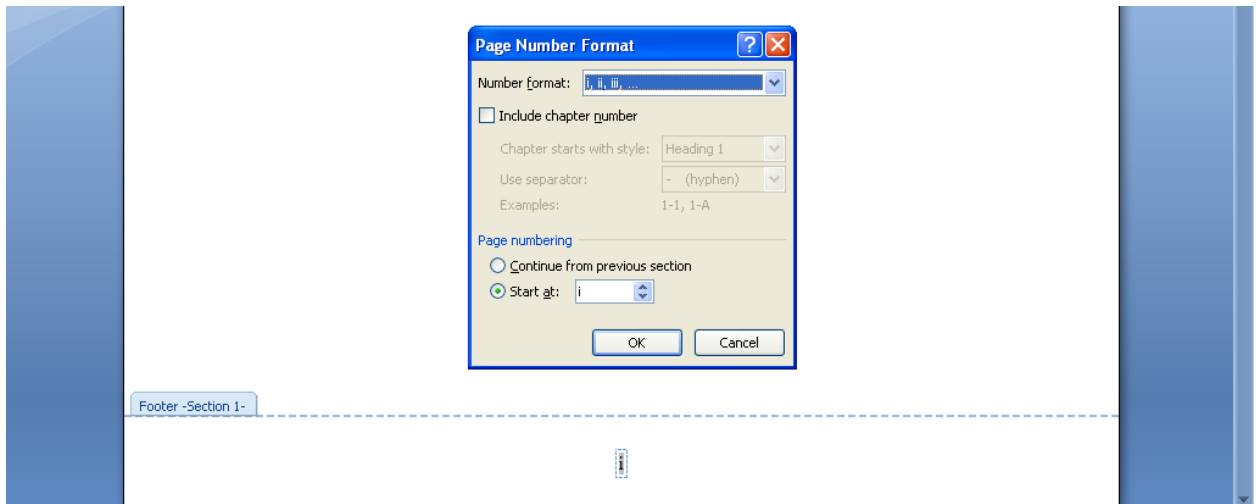
2. Proceed through the brief, highlight all section headings that will appear as Heading 1, and click the reformatted Heading 1 button.
3. Do the same for all Heading 2 titles; reformat the style button for Heading 2, then mark each subsequent Heading 2.
4. If necessary, repeat for Heading 3, and so on.

Creating the Table of Contents Page

5. At the beginning of the brief, choose PAGE LAYOUT, and "Breaks" under Page Setup. Choose a Next Page Section Break.



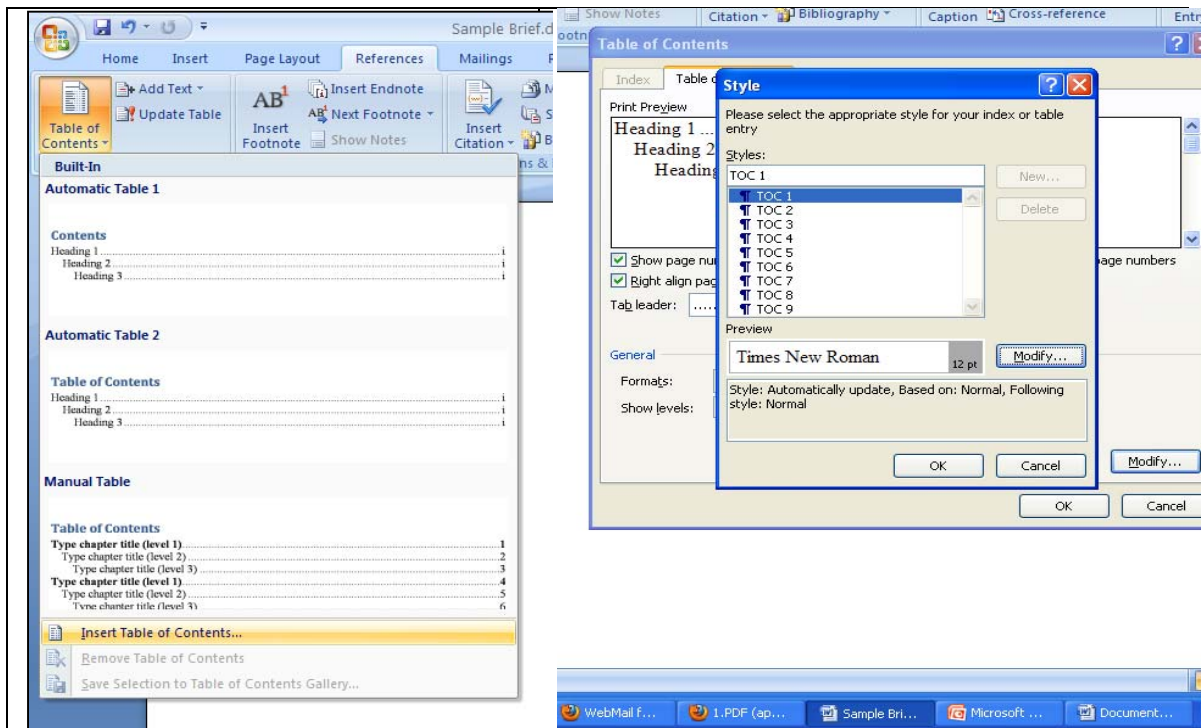
- Reformat the page numbers. On the new page, highlight the existing page number, choose the INSERT tab, and then in the FORMAT box choose "Format Page Numbers" under Page Number.



Choose roman numerals to start at i. On the first page of the second section, again highlight the existing page number, find the same format box, and set it for Arabic numbers to begin at 1. You now have two sections with separate page numberings. Use section breaks any time you need to have different formats within the same document.

Formatting the Table of Contents

- Under the REFERENCES tab, choose Table of Contents, and "Insert Table of Contents."

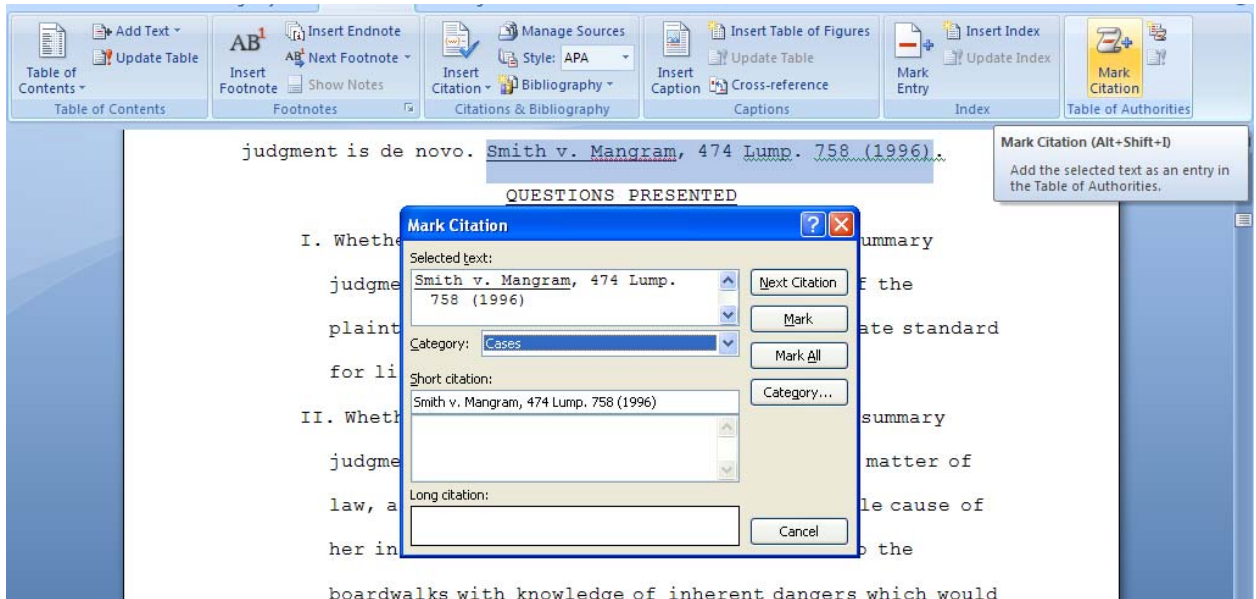


You must now set up the styles for the TOC. Click the “Modify” button, and then choose TOC1. This sets the format for Heading 1: Choose your format (Times New Roman), Font 14. Do the same for TOC2, but include that these should be underlined.

8. You may now insert the Table of Contents, which can be easily edited for accommodate any style corrections or add new headings.

CREATING A TABLE OF AUTHORITIES IN WORD 2007

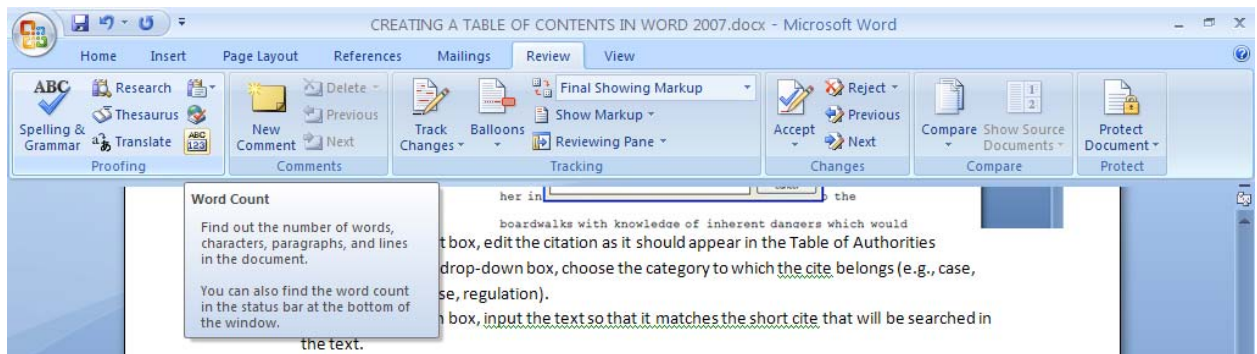
1. Select the first citation in the document.
2. In the REFERENCES tab, choose “Mark Citation in the Table of Authorities box.



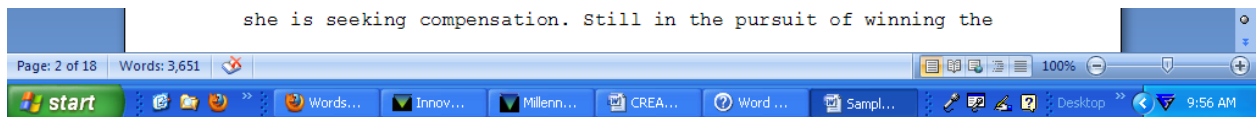
3. In the Selected Text box, edit the citation as it should appear in the Table of Authorities
4. From the Category drop-down box, choose the category to which the cite belongs (e.g., case, statute, rule, treatise, regulation).
5. In the Short citation box, input the text so that it matches the short cite that will be searched in the text.
6. Click “Mark” if this is the only instance of the cite; choose “Mark All” to mark all long and short cites to this case.
7. When all citations are marked, insert a new page after the Table of Contents, and add the title “Authorities Cited.” Mark this title for inclusion in the Table of Contents.

WORD COUNTS

1. In the Proofing box under the REVIEW tab, choose the Word count icon:



2. WORD also automatically counts the words in the toolbar at the bottom:



3. Highlighting a section will give you the section count as well as the total count:

