



West Virginia University
George R. Farmer, Jr. Law Library

Orientation Training for 1Ls

Microsoft Word 2007 Tips for Legal Writing

Margins

1. Go to the VIEW tab, in the DOCUMENT VIEWS section, choose PRINT LAYOUT.
2. Once you have selected the PAGE LAYOUT tab, find the PAGE SETUP group (2nd from the left), and click the arrow located at the bottom right corner of the PAGE SETUP group.
3. The PAGE SETUP box should appear.
4. Select the MARGINS tab and set the top, bottom, left, and right margins to 1" (this should be the default).
5. Select the LAYOUT tab and set the FOOTER to 0.5" (this should be the default).
6. Click the OK button to save the changes.

NOTE: *Legal Writing papers require 1" margins on the top, bottom, left, and right*

Fonts

1. Go to the HOME tab, in the EDITING group, choose SELECT, then choose SELECT ALL.
2. On the HOME tab, in the FONT group, click on the arrow located at the bottom right corner of the FONT group.
3. The FONT box should appear.
4. Select the FONT tab and choose TIMES NEW ROMAN.
5. Set the FONT STYLE to REGULAR and the FONT SIZE to 12.
6. Click the OK button to save the changes.

NOTE: *Legal Writing papers require Times New Roman font set at 12 point.*

Lines Per Page

1. Go to the VIEW tab, in the DOCUMENT VIEWS section, choose PRINT LAYOUT.
2. Go to the HOME tab, in the EDITING group, choose SELECT, then choose SELECT ALL.
3. Go to the PAGE LAYOUT tab, find the PARAGRAPH group (2nd from the right), and click the arrow located at the bottom right corner of the PARAGRAPH group.
4. The PARAGRAPH box should appear.
5. In the PARAGRAPH box, select the INDENTS AND SPACING tab.
6. In the SPACING section, set BEFORE and AFTER to 0 PT and LINE SPACING to DOUBLE.
7. Click the OK button to save the changes.

NOTE: *Legal Writing papers require double spacing, which should provide 23 lines per page.*

Line Numbering

1. Go to the VIEW tab, in the DOCUMENT VIEWS section, choose PRINT LAYOUT.
2. Go to the PAGE LAYOUT tab, find the PAGE SETUP group (2nd from the left), and click the arrow located at the bottom right corner of the PAGE SETUP group.
3. The PAGE SETUP box should appear.
4. In the PAGE SETUP box,
 - Select the LAYOUT tab, and click the LINE NUMBERS button.
 - Check the box next to ADD LINE NUMBERING.
 - Set the options to
 - START AT: 1
 - FROM TEXT: AUTO
 - COUNT BY: 1
 - NUMBERING – RESTART EACH PAGE
5. Click the OK button to save the changes.
6. Click the OK button to finalize your chosen settings.

The line numbering will appear in the left margin of your printed document. At the bottom of the screen, the line number your cursor is on will be displayed to the right of **Ln**.

NOTE: *The lines per page will not necessarily be 23 lines per page on all pages of your document if you have special spacing (i.e. block quotes, single spaced headings, etc.). This IS ACCEPTABLE for your Legal Writing Papers.*

NOTE: *If you have certain pages that don't have 23 lines per page, don't panic!!! If you have no special spacing, you may check to see if there is an automatic formatting option activated.*

- To check for automatic formatting, choose FORMAT on the menu bar select.
- Go to the PAGE LAYOUT tab, find the PARAGRAPH group (2nd from the right), and click the arrow located at the bottom right corner of the PARAGRAPH group.
- The PARAGRAPH box should appear.
- In the PARAGRAPH box, select the LINE AND PAGE BREAKS tab.
- Check the PAGINATION options to see if any of the options are checked:
 - WIDOW/ORPHAN CONTROL (automatically on as a default)
 - KEEP LINES TOGETHER
 - KEEP WITH NEXT
 - PAGE BREAK BEFORE

Page Numbers

1. Go to the INSERT tab, in the HEADER & FOOTER group, choose PAGE NUMBERS.
2. Choose BOTTOM OF PAGE, then choose your preference of one of the following:
 - Plain Number 1 (LEFT)
 - Plain Number 2 (CENTER)
 - Plain Number 3 (RIGHT)

Note: *Once you choose a page number position and the program places your cursor in the header or footer, a HEADER & FOOTER TOOLS DESIGN tab appears. If you want to return to the HEADER & FOOTER TOOLS DESIGN tab, simply click your mouse inside a footer to modify your page numbers.*

3. If you want the PAGE NUMBER ON THE FIRST PAGE, STOP HERE.

4. If you want NO page number on the first page, on the HEADER & FOOTER TOOLS DESIGN tab, in the OPTIONS group, CHECK the box in front of DIFFERENT FIRST PAGE.
5. If you want the START NUMBERING ON THE SECOND PAGE WITH 1 (or any other number), go to the INSERT tab.
6. Once you are on the insert tab, in the HEADER & FOOTER section, choose PAGE NUMBERS, then click FORMAT PAGE NUMBERS.
7. The PAGE NUMBER FORMAT box should appear.
8. In the PAGE NUMBER FORMAT box, in the START AT box, choose 0.
9. Click on the OK button to save changes.

NOTE: *Legal Writing Papers should always include page numbers.*

Indenting a Block Quote

1. To indent a section of text, begin by highlighting/blocking the text you want to indent.
2. Go to the PAGE LAYOUT tab, find the PARAGRAPH group (2nd from the right), and click the arrow located at the bottom right corner of the PARAGRAPH group.
3. The PARAGRAPH box should appear.
4. In the PARAGRAPH box, select the INDENTS AND SPACING tab.
5. Set ALIGNMENT to LEFT, INDENTATION to 0.5 for the LEFT and RIGHT, and SPACING to SINGLE.
6. Click the OK button to save the changes.

Section (§) and Paragraph (¶) Symbols

1. Make sure your blinking mouse cursor is in the location you want to insert a Section (§) or Paragraph (¶) symbol.
2. Go to the INSERT tab, in the SYMBOLS section, choose SYMBOL, then choose MORE SYMBOLS
3. In the SYMBOL box, select the SPECIAL CHARACTERS tab and choose either the Section (§) or Paragraph (¶) symbol
4. Click the INSERT button and then the CLOSE button. (The symbol you chose should appear in the text.)

NOTE: If you are referring to more than one section or more than one paragraph. you need to insert two symbols. To insert two symbols, click the INSERT button twice and then click the CLOSE button.

Footnotes

1. To insert a footnote, make sure your blinking mouse cursor is in the location you want to insert your footnote.
2. Go to the REFERENCES tab, in the FOOTNOTES section, and click the INSERT FOOTNOTES icon.
3. The footnote number will appear in the body of your text and your cursor will automatically be moved to the respective footnote number in the footer of your paper.
4. Enter the text of your footnote.

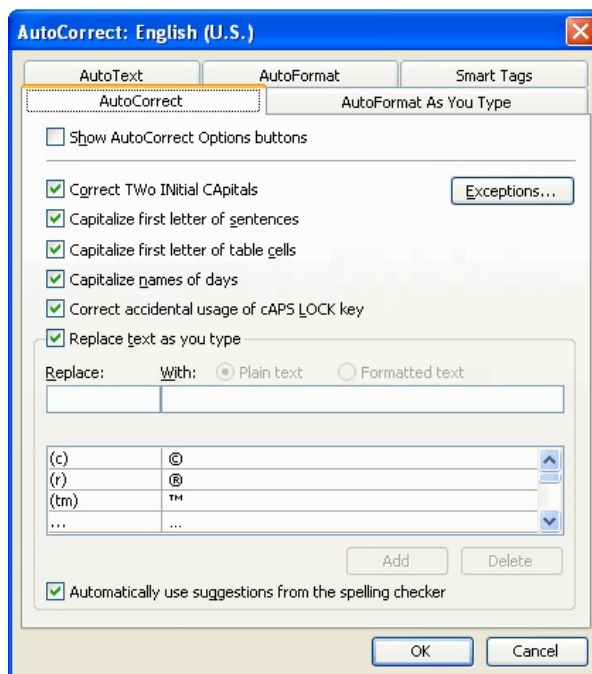
5. After you have entered the text of your footnote, click your blinking mouse cursor outside the footnote/footer area to get back to the body of your text. (Note: To edit your footnote, move your blinking mouse cursor inside the footnote/footer area and make any necessary changes.)
6. To add more footnotes, place your blinking cursor in the correct position in the text, go to the REFERENCES tab, in the FOOTNOTES section, and click the INSERT FOOTNOTES icon.
7. To delete a footnote, place your blinking cursor to the right of the footnote number you wish to delete, and press the BACKSPACE key twice (or the BACKSPACE key once and the DELETE key once.)

AutoCorrect Options

Microsoft Word has a handy function that performs “AutoCorrect” tasks, like changing © or © into a © symbol, converting ½ into ½, or changing -- into --- and --- into —, even if you don’t want it to. So there are a few little hints and tricks I am going to show you, so you can be SMARTER than, or at least OUTSMART your Word Processor.

1. To modify the AUTO CORRECT options, click the MICROSOFT OFFICE BUTTON (located in the upper left corner of the screen), choose WORD OPTIONS, then PROOFING. In the AUTOCORRECT OPTIONS section, click the AUTOCORRECT OPTIONS button. The AUTOCORRECT box (shown below) should appear

On this window, under the AUTO CORRECT tab, you can choose to MARK or UNMARK a variety of different options:



Correct Two Initial Capital

Capitalize first letter of sentence

Capitalize first letter of table cells

Capitalize Names of Days

Correct Accidental Usage of Caps Lock Key

Replace Text as You Type

With the REPLACE TEXT AS YOU TYPE option, you can ask the word processor to “Replace Text as You Type” or not, you can DELETE certain entries, REPLACE certain entries, or and ask the word processor to “Automatically Use Suggestions from the Spelling Checker.”

2. You may also select the AUTO FORMAT AS YOU TYPE tab, and choose from a variety of different options, such as

Replace as you type:

Straight Quotes/Smart Quotes
Ordinals (1st)
Fractions (½)
Hyphens (--) with Dash (–)
Hyperlinks

Apply as you type:

Bulleted Lists
Numbered Lists

Headings/Outlines/Bullets

To turn the AUTOMATIC OUTLINE function on and off, in the AUTOCORRECT box, go to the AUTO FORMAT AS YOU TYPE tab, and CHECK or UNCHECK the box in front of AUTOMATIC BULLETED LISTS and/or AUTOMATIC NUMBERED LISTS (under the APPLY AS YOU TYPE section).

FORMAT

If you don't like the automatic indent that occurs with Bulleted and Numbered Lists, you can change that in two (2) ways. You can change it for the current document only by making sure your cursor is on the appropriate line in your document, then go to the PAGE LAYOUT tab, find the PARAGRAPH group (2nd from the right), click the arrow located at the bottom right corner of the PARAGRAPH group, and the PARAGRAPH box should appear. In this box, you want to be sure you are on the INDENTS AND SPACING tab and set the LEFT INDENTATION to the number of your choice (generally 0"). Make sure Special is set to HANGING and set the BY indentation to the number of your choice (generally 0.25").

HOW TO SAVE DOCUMENTS

Since you are using Word 2007, when you save the FINAL VERSION of your brief or paper before you submit it electronically, click the MICROSOFT OFFICE BUTTON (located in the upper left corner of the screen) and choose SAVE AS, then select WORD 97-2003 DOCUMENT, so that your professors can open your file regardless of what version of Word they are using.

REMOVING ALL IDENTIFYING INFORMATION

1. Open the Word file, then click the MICROSOFT OFFICE BUTTON (located in the upper left corner of the screen), choose PREPARE, then choose INSPECT DOCUMENT.
2. The DOCUMENT INSPECTOR box should appear.
3. In the DOCUMENT INSPECTOR BOX, make sure all the boxes are check, especially, the DOCUMENT PROPERTIES AND PERSONAL INFORMATION box, then click INSPECT box.
4. You should see the inspection process occur quickly, then a RESULTS box will appear.
5. You should expect to see an EXPLANATION POINT (!) in front of DOCUMENT PROPERTIES AND PERSONAL INFORMATION with a REMOVE ALL button to the right.
6. Click the REMOVE ALL button to remove any identifying information about your document.
7. Click REINSPECT, then INSPECT

NOTE: Be sure to follow these steps prior to submitting any of your written assignments electronically to your Legal Writing Professor on their TWEN Web Course.

IMPORTANT TIPS

TIP No. 1

It's practically impossible to make a mistake that can't be undone!!! To undo (or redo) your last change, click the UNDO (or REDO) button on the QUICK ACCESS TOOLBAR (located to the immediate right of the MICROSOFT OFFICE BUTTON).

TIP No. 2

Save often. Save various versions.

TIP No. 3

Always run SPELL CHECK before printing out your brief for a final edit. (Warning: Never rely solely on SPELL CHECK!!!!) SPELL CHECK is located on the REVIEW tab.

TIP No. 4

Always do a FINAL EDIT of your paper!!! Check for spelling, grammar, punctuation, formatting, etc.

TIP No. 5

If you turned Line Numbering on, be certain to turn Line Numbering off before you print your final version for submission.