



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

*Orientation Training for 1Ls*

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## Microsoft Word 2003 Tips for Legal Writing

### Margins

1. From the menu bar, select VIEW and choose PRINT LAYOUT.
2. From the menu bar, select FILE and choose PAGE SETUP.
3. Select the MARGINS tab and set the top, bottom, left, and right margins to 1".
4. Select the LAYOUT tab and set the FOOTER to 0.5".
5. Click the OK button to save the changes.

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

### Fonts

1. From the menu bar, select EDIT and choose SELECT ALL.
2. From the menu bar, select FORMAT and choose FONT.
3. Select the FONT tab and choose TIMES NEW ROMAN.
4. Set the FONT STYLE to REGULAR and the FONT SIZE to 12
5. 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. From the menu bar, select EDIT and choose SELECT ALL.
2. From the menu bar, select FORMAT and choose PARAGRAPH.
3. Select the INDENTS AND SPACING tab and set the LINE SPACING option to DOUBLE.
4. Click the OK button to save the changes.

**NOTE:** *Legal Writing papers require a true double space, which in Word should provide 23 lines per page.*

### Line Numbering

1. From the menu bar, select VIEW and choose PRINT LAYOUT.
2. From the menu bar, select FILE and choose PAGE SETUP.
  - 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
3. Click the OK button to save the changes.

4. 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
- Choose PARAGRAPH
- 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. Select INSERT from the menu bar, then choose PAGE NUMBERS.
2. Select the POSITION and ALIGNMENT of your choice .
3. If you need to change the Page Number Format, click on the FORMAT button.
  - You may change the NUMBER FORMAT (Numbers, Lowercase Letters, Uppercase Letters, Lowercase Roman Numerals, or Uppercase Roman Numerals)
4. If you do not want the page number to show on the first page of your document, uncheck the box beside SHOW NUMBER ON FIRST PAGE.
5. 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 blocking the section you want to indent.
2. From the menu bar, select FORMAT choose PARAGRAPH.
3. Select the INDENTS AND SPACING tab.
4. Set ALIGNMENT to LEFT, INDENTATION to 0.5 for the LEFT and RIGHT, and SPACING to SINGLE.
5. 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. From the menu bar, select INSERT and choose SYMBOL.
3. 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/Endnotes

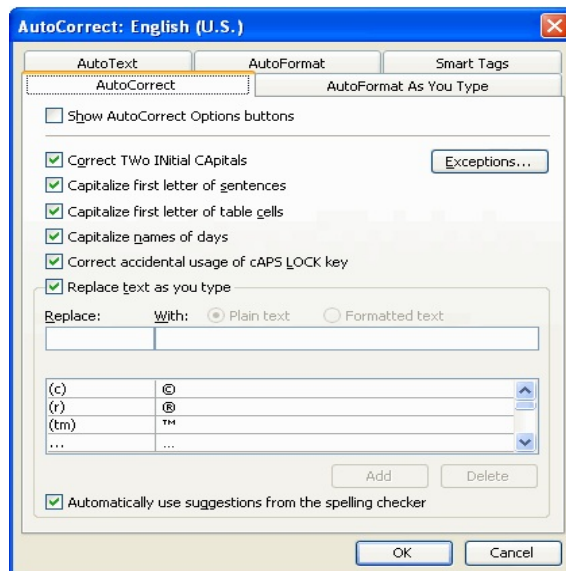
1. To create footnotes or endnotes, from the menu bar, select INSERT, choose REFERENCE, then choose FOOTNOTE.
2. Choose FOOTNOTE or ENDNOTE and the desired location for the footnote or endnote to appear.
3. Choose the NUMBER FORMAT of your choice (generally 1, 2, 3, . . .)
4. Set the START AT: to 1 (generally this will be the choice)
5. Set the NUMBERING option to CONTINUOUS (generally this will be the choice)
6. Click the INSERT button to insert your footnote or endnote and move your cursor to the footnote/endnote area.
7. Enter the text of your footnote or endnote.
8. After you have entered the text of your footnote/endnote, click your blinking mouse cursor outside the footnote/endnote area to get back to the main text. (Note: To edit your footnote/endnote, move your blinking mouse cursor inside the footnote/endnote area and make any necessary changes.)
9. To delete a footnote/endnote, highlight the footnote/endnote number in the document text and press the DELETE key.

### 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, from the menu bar, select TOOLS and choose AUTO CORRECT OPTIONS. You will see the following window:

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 (1<sup>st</sup>)  
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, select TOOLS and choose AUTO CORRECT OPTIONS. 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 OF BULLETED AND NUMBERED LISTS***

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 select FORMAT and choose PARAGRAPH. 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").

If you want to make the change so that it is the same each time you use Word, you should select FORMAT and choose BULLETS AND NUMBERING. In this box, you should select the TAB (BULLETED, NUMBERED, OUTLINE NUMBERED), then choose the FORMAT of your choice. Once you have selected a FORMAT, click the CUSTOMIZE button in the lower right corner. Here you may change the NUMBER POSITION ALIGNED AT: and the TEXT POSITION TAB SPACE AFTER and INDENT AT. These are personal preferences and should be adjusted for the appearance and space of your brief or paper.

### **REMOVING ALL IDENTIFYING INFORMATION**

1. Go to FILE, then select PROPERTIES to see any personal information attached to your file.
2. Click CANCEL to return to your document.
3. With the Word file open, select TOOLS, then choose OPTIONS.
4. In the OPTIONS box, the choose the SECURITY tab.
5. On the SECURITY tab, under PRIVACY OPTIONS, CHECK the box in front of REMOVE ANY PERSONAL INFORMATION FROM THIS FILE ON SAVE and click OK.
6. SAVE the document again.
7. Go to FILE, then select PROPERTIES to see any personal information attached to your file.

## **IMPORTANT TIPS**

### **TIP No. 1**

It's practically impossible to make a mistake that can't be undone!!! To undo your last change, select EDIT from the menu bar and choose UNDO!!! (You may also use the UNDO ARROW located on the toolbar.)

### **TIP No. 2**

Save often. Always save before exiting Word or removing your disk. There are three options that you can use to save your documents.

- Single-click on the floppy disk icon on the button bar (this will save over the current saved document)
- Select File from the menu bar and choose SAVE, SAVE AS, or VERSIONS
  - Saving multiple versions of the same document allows you to track your work, rather than overwriting an existing document
- Press CTRL-S for SAVE (saves over your current document) or F3 for SAVE AS (allows you to rename your document before saving so it does not save over your current document)

### **TIP No. 3**

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

### **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.