



## West Virginia University College of Law Library

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### Microsoft Word 2000 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 change the top, bottom, left, and right margins to 1".
4. Set the FOOTER to 0.5".
5. Click the OK button to save the changes.

**NOTE:** *Legal Research & 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, then click the OK button to save the changes.

**NOTE:** *Legal Research & 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, then choose the INDENTS AND SPACING tab. (*Generally, for TIMES NEW ROMAN, set LINE SPACING to EXACTLY 24 PT.*)
3. Click the OK button to save the changes.

**NOTE:** *Legal Research & Writing papers should contain no more than 27 lines per page*

**NOTE:** *Line Spacing may be affected by the printer you use. If you change printers to print your final draft, double check your lines per page and adjust the point value, if necessary*

## 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.

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 27 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 Research & Writing Papers.*

**NOTE:** *If you have certain pages that don't have 27 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 option to see if any of the options are checked:
  - WIDOW/ORPHAN CONTROL
  - 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 and click on the OK button to save changes.

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

## Blocking (Highlighting), Cutting, and Pasting

1. To select a section of text to edit, move your blinking mouse cursor to the first character of the section you want to edit.
2. Hold down the SHIFT key and use the arrow keys to move up, down, left, or right.
  - To move to the beginning of a line, press the HOME key.
  - To move to the end of a line, press the END key.
3. To cut (remove) the text, from the menu bar, select EDIT and choose CUT.

4. Move your blinking mouse cursor to the section in your paper where you would like to move the text.
5. To paste (add) the text to another section of your document, from the menu bar, select EDIT and choose PASTE.

**Note:** *The above option demonstrates use of the pull down menus. Other available options allow you to use the button bar, key strokes, or mouse options.*

### **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. Click on the INDENTS AND SPACING tab.
4. Set ALIGNMENT to LEFT, INDENTATION to 0.5 on the LEFT and RIGHT, and SPACING to SINGLE.
5. Click the OK button to save the changes.

### **Footnotes**

1. To create footnotes, from the menu bar, select INSERT and choose FOOTNOTE.
2. Choose FOOTNOTE and AUTO NUMBERING. Click the OK button and enter the text of your footnote.
3. After you have entered the text of your footnote, click your blinking mouse cursor outside the footnote pane to get back to the main text. (Note: To edit your footnote, move your blinking mouse cursor inside the footnote pane and make any necessary changes.)
4. To delete a footnote, highlight the footnote number in the document text and press the DELETE key.

### **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. Choose the SPECIAL CHARACTERS tab and select 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.

## **Table of Authorities**

Creating a Table of Authorities is a two-step process. First, mark each citation in your brief, then create the Table of Authorities on a new page at the end of your document.

1. To mark citations, highlight the entire citation and press ALT+SHIFT+I. Select the CATEGORY and single-click on MARK. (Perform this step for all citations to be included in your Table of Authorities.)
2. Insert a new page at the bottom of your document for your Table of Authorities.
  - From the menu bar, select INSERT and choose BREAK and PAGE BREAK.
3. From the menu bar, select INSERT, choose INDEX AND TABLES and the TABLE OF AUTHORITIES tab.
4. Under the CATEGORY box, select the categories to include in your Table of Authorities and single-click the OK button to create the Table of Authorities.

## **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!!!

### **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**

Be certain to turn off Line Numbering before you print your final version for submission.