

Legal Writing Formatting Guide for Word 2003 and WordPerfect 12

Rev. 01/05

WORDPERFECT

Change Margins (Default is 1" Left, Right, Top & Bottom)
Format - Margins - Page Setup Tab

Stop Automatic Superscript (EX: Changing 12th to 12th)
Tools - QuickCorrect - Format-As-You Go Tab -
Uncheck Quick Ordinals Box

Insert Symbol (EX: §)
Insert - Symbol - Change Set to Typographic Symbols
- Click § - Click Insert and Close Button

Assign Keystrokes to Symbol (EX: Making Alt-S on keyboard to create §)
Tools - Settings - Double-click Customize - Keyboards
Tab - Edit - In the Choose a Shortcut Key Menu, scroll
down and highlight S+Alt - Click the Keystrokes Tab
on the right - Type Ctrl-W - Choose the Typographic
Symbols Set - Click the Section Symbol - Click the
Insert and Close Button - Click Assign Keystrokes to
Key - OK - Close - Close

Insert Dot Leaders (e.g. for a table of contents page)
Format - Line - Flush Right with Dot Leaders

Block Quotes
Highlight quote - Format - Paragraph - Double Indent

Page Numbering (e.g. title page blank, tables with roman numerals, and rest of document with normal numbering)
Place insertion point at top of second page - Format
- Page - Numbering - Choose the roman numeral
format in the left pane, click the Set Value button, and
choose 1 - Click the radio button for the Let Number
Change as Pages are Added or Deleted option -
Click Apply
When you want normal numbering to begin, go to
page to begin regular numbering and place your
mouse insertion point at the top of that page - Format
- Page - Numbering - Choose the normal number
format in the left pane, click the Set Value button, and
choose 1 - Click the radio button for the Let Number
Change as Pages are Added or Deleted option -
Click Apply

WORD

Change Margins (Default is 1.25" Left & Right, 1" Top & Bottom)
File - Page Setup - Margins Tab

Stop Automatic Superscript (EX: Changing 12th to 12th)
Tools - AutoCorrect Options - AutoFormat As You
Type Tab - Uncheck Ordinals with Superscript Box

Insert Symbol (EX: §)
Insert - Symbol - Special Characters Tab - Click § -
Click Insert

Assign Keystrokes to Symbol (EX: Making Alt-S on keyboard to create §)
Insert - Symbol - Special Characters Tab - Click the
Section Symbol - Click the Shortcut Key Button - In
Press New Shortcut Key box, Type Alt+S on the
keyboard - Click Assign - Click Close

Insert Dot Leaders (e.g. for a table of contents page)
Format - Tabs - Under Tab stop position, type the
position for a new tab, or select an existing tab stop to
which you want to add leader characters (5.0, 6.0, etc.)
- Under Alignment, select the alignment for text typed
at the tab stop (Left) . Under Leader, click the leader
option you want (2), and then click Set.
Click Tab key to insert dot leader - Clear All when
you have finished creating dot leaders

Block Quotes
Put block quote in its own paragraph - Tab twice to
indent left side of paragraph - Highlight paragraph -
On the horizontal ruler at the top of the screen, drag
the Right Indent marker to the position where you
want the text to end (if you don't see a ruler at the top
of the screen, go to View - Ruler)

Page Numbering (e.g. title page blank, tables with roman numerals, and rest of document with normal numbering)
Only insert page numbers when the document is complete.
Section and Page Breaks in Word will throw off your page numbering.
Place insertion point at top of second page - Insert -
Break - and Choose Next Page (NOT Page Break) -
Insert - Page Numbers - Uncheck Show Number on
First Page - Click Format - Choose the Roman
Numeral format from the Number Format drop-down
menu, and Click the radio button to Start at i
On the page you want normal numbering to begin,
click Insert - Break - Choose Next Page - Insert - Page
Numbers - Click Format - Choose the normal
numbering format from the Number Format drop-down
menu, and Click the radio button to start at 1