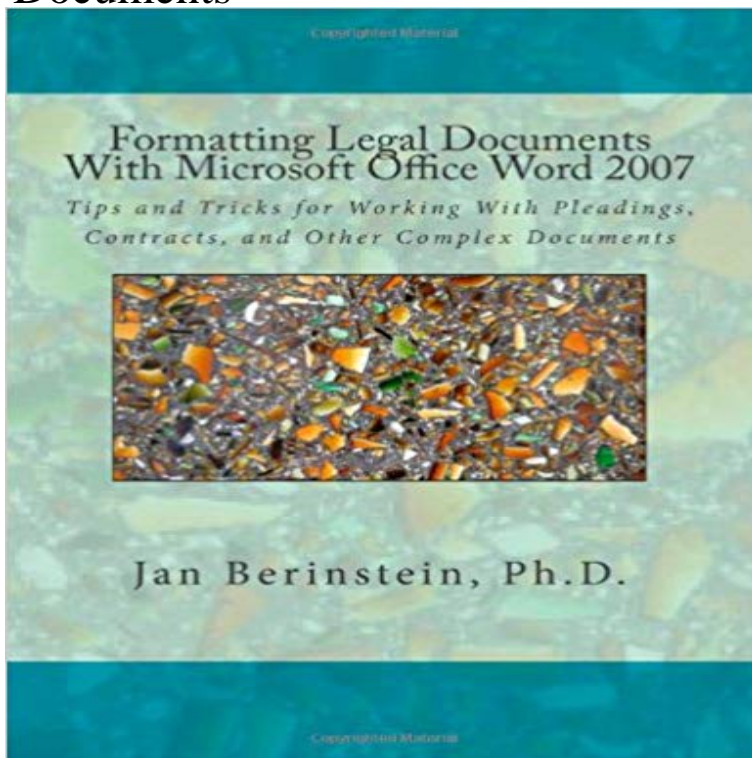


Formatting Legal Documents With Microsoft Office Word 2007: Tips and Tricks for Working With Pleadings, Contracts, and Other Complex Documents



This book helps legal staff use Microsoft Office Word 2007 to prepare pleadings, contracts, estate plans, and other complex documents. The author, a computer trainer and experienced legal word processor, starts by examining Words logic, the key to mastering the program. She offers tips for getting Word 2007 to work more like older versions, for customizing the program, and for using keyboard shortcuts. She goes on to provide step-by-step instructions for working with case captions, inserting a pleading footer, aligning text with pleading line numbers, setting up a style for indented quotes, creating and generating a Table of Contents and a Table of Authorities, tracking changes, and comparing documents. She also covers everyday features such as headers and footers, automatic numbering, indents, and footnotes. In addition, she touches on the issue of metadata and explains how to use Word 2007s Document Inspector metadata removal tool. The book is filled with pragmatic tips, tricks, and workarounds.

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