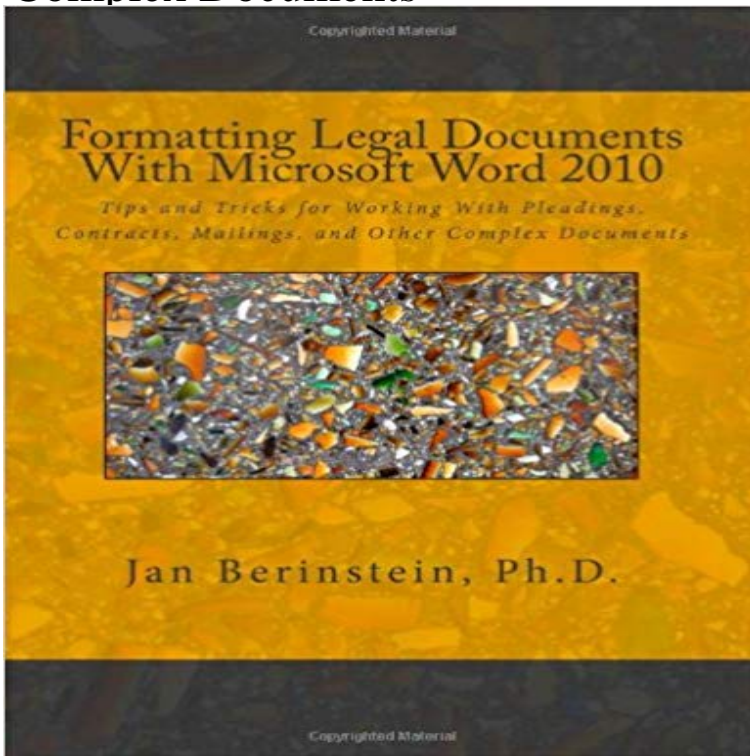


Formatting Legal Documents With Microsoft Word 2010: Tips and Tricks for Working With Pleadings, Contracts, Mailings, and Other Complex Documents



This book helps legal staff use Microsoft Word 2010 to prepare pleadings, contracts, and other complex documents. The author, a computer trainer with extensive experience as a legal word processor, starts by describing what's new and different in this version of Word. She then examines Word's logic, the key to mastering the program. She offers tips for making Word 2010 work more like older versions, customizing the Ribbon and the Quick Access Toolbar, and using keyboard shortcuts. She explains everyday features such as headers and footers, automatic numbering, indents, and footnotes and gives 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. In addition, she touches on the issues of metadata removal and document corruption. The book is filled with pragmatic tips, tricks, and workarounds.

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