



WORD FOR MAC

for LEGAL PROFESSIONALS

Covering Word for Mac Versions 2019
and Office 365



MICROSOFT WORD FOR MAC

FOR LEGAL PROFESSIONALS

PERSONAL LICENSE

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MEET OUR TEAM OF WORD EXPERTS

Meet our team of Word experts who have co-authored this manual.



JEFFREY SCHOENBERGER

Jeff is our resident Apple guru. After practicing law as an Equal Justice Works / AmeriCorps Legal Fellow for the Legal Aid Society of Southwest Ohio, Jeff joined Affinity, and brought his unique ability to discover faster and better ways for clients to do everyday tasks to our team. Because Jeff understands the worlds of both PC and Mac users, clients using any type of system can count on him to help with desktop office software and document assembly needs regardless, of the type of computer an office has. Jeff is also well versed in Apple's iOS, so he can aid clients in making the most of their tablets and mobile devices.

BARRON HENLEY

Barron is an attorney who has over 20 years of experience in legal technology. After earning his B.S./B.A. (marketing and economics) and J.D. from The Ohio State University, Barron discovered his passion for helping lawyers fix problems within their practice. Today, Barron partners with our clients to make law firms and legal departments more efficient. Barron's breadth of knowledge enables him to dive into the details of a firm's operations. He is often the lead on Comprehensive Practice Analysis projects for clients that examine all aspects of making a firm more successful: technology, organizational design, process optimization and financial practices.



JOHN FEDERICO

John's specialty is "making technology do cool things it wasn't necessarily intended to do." Having practiced as an attorney, John understands the rigors of practicing law, but he also empathizes with the demands placed on a legal professional's time. With this in mind, he saves time for his clients by leveraging document automation technologies like HotDocs and Microsoft Word, to drastically accelerate the drafting, reviewing, and editing of legal documents.

MEET OUR TEAM OF WORD EXPERTS CONT.

DANIELLE DAVISROE

After working as an attorney in domestic relations for several years, Danielle found her way to Affinity and to this day she is always on the lookout for better ways to do things. She carries new strategies she finds with her as she works with the clients her team supports. Danielle has a Bachelor of Science in Business Administration from The Ohio State University Fisher College of Business and a Juris Doctorate from The Ohio State University Moritz College of Law.



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With four years' experience as a personal injury attorney, Adam is a valuable member of our document automation team. In addition to his skill in helping make legal drafting more efficient through technologies like HotDocs and Microsoft Word, Adam provides training on the Microsoft Office Suite and builds custom data queries for our clients. With the highly collaborative nature of the document automation team based in Columbus, Adam is constantly invigorated by his colleagues. The group consistently helps one another find new insights and perspectives along the path of finding the solutions our clients need.

CYARA HOTOPP

After graduating cum laude with a Bachelor of Arts in Philosophy from The Ohio State University and a Juris Doctorate from The Ohio State University Moritz College of Law, Cyara knew she wanted to use her education to solve problems for legal professionals. She is also currently working on getting an MS in Information Assurance. Cyara works with law firms and legal departments to help streamline the drafting of complex documents. Her technological understanding coupled with her background in law means she doesn't just make a document work properly, but she also advises on truly improving the document from a best practices perspective.



MICROSOFT WORD FOR MAC FOR LEGAL PROFESSIONALS

TABLE OF CONTENTS

TABLE OF CONTENTS

1 KEY FOR USING THIS MANUAL

Ribbons	1
Groups	1

2 STOP LETTING WORD ABUSE YOU

With Word, Practice Does Not Make Perfect	3
Benefits of Word Processor Efficiency for Law Offices	4

3 MANAGING DOCUMENTS IN A LAW FIRM

What Is Document Management?	6
What Are Files and How Are They Stored?.....	6
Disk Storage	6
Folder Structures	6
Law Firm Rules for Naming Files when Saving	7

4 NEW FILE TYPES AND RELATED ISSUES

Description of the New File Types	9
Benefits of the New File Types	9
Issues the New File Types Create for Lawyers	9
What You Can Do About These Issues	10

5 WORD'S "FLUENT USER" INTERFACE

Don't Be Alarmed, This Is a Good Thing	12
Our Take On the New Interface	12
What The New Interface Means for Legal Users	12
Word 2019/365's Basic Interface Terminology.....	13

6 RECOMMENDED CUSTOMIZATIONS

Quick Access Toolbar - Suggested Law Office Modifications.....	16
Saving as PDF	16
Problems With Word 2019/365's Default Formatting for Legal Users	17

Word's Default Template 18

How To Fix Word's Formatting Defaults 19

Customize the Status Bar..... 22

Turn On The Ruler..... 23

How to Create Keyboard Shortcuts 23

7 SIGNIFICANT NEW FEATURES IN WORD 2019/365

Improved Paste Functionality 25

New Navigation Pane..... 25

Simple Markup 25

Reply to Comments 25

Resume Reading 26

Design Ribbon..... 26

Lock Track Changes..... 26

8 DEFAULT SETTING CHANGES FOR WORD 2019/365

In General 27

Preferences ➔ General..... 27

Preferences ➔ View..... 28

Preferences ➔ Edit 29

Preferences ➔ Spelling & Grammar 30

Preferences ➔ AutoCorrect..... 31

Preferences ➔ Save 33

Preferences ➔ Print..... 34

Preferences ➔ Track Changes..... 35

Preferences ➔ User Information 36

Preferences ➔ Security & Privacy 37

Preferences ➔ File Locations..... 38

9 WHERE TO GET HELP WITH WORD

Options For Self Help..... 39

Call or Email Someone Who Can Help..... 39

Three Golden Rules Legal Users Need to Know..... 39

10 WORD BASICS

File Operations..... 41

Tip - Selecting More Than One File or Folder at a Time 42

Screen Views - Improve or Enhance Document Viewability..... 42

Viewing Two Sections of the Same Word Document Simultaneously..... 45

Print and Print Preview 46

Protecting against Lock-Ups and Document Corruption - Legal Tip 48

11 TOOLS FOR DOCUMENT EDITING

Why This Is Important 49

Moving Around a Document 49

Undo and Redo Shortcut Keys 49

Insert Text 50

Select Text..... 50

Delete Text..... 51

Copy, Cut and Paste 51

Legal Tip - Using Go To for Quick Navigation 52

Legal Tip - Holding Your Place in Long Documents with Virtual Bookmarks 53

Legal Tip - Finding Text in Your Documents 54

Find and Replace 56

12 PROOFING YOUR WORK

Customizing Spell and Grammar Check..... 57

Spell Check..... 58

Useful Reference Web Sites..... 59

AutoCorrect 60

Grammar Check 62

Thesaurus 62

13 WORD FORMATTING PRINCIPLES

The Microsoft Word Approach to Formatting 64

Format Painter 65

Wipe Out All Paragraph and Font Formatting 66

14 FONT FORMATTING

Adopting Uniform Standards for Your Firm 68

Font Group on the Home Ribbon 68

Symbols..... 68

Other Font Formatting Tips 69

Emphasizing Text in a Document..... 70

Non-Breaking Spaces and Hyphens 72

15 PARAGRAPH FORMATTING FUNDAMENTALS

Paragraph Group of the Home Ribbon 73

What Happens when Paragraph Marks Are Deleted..... 73

Paragraph Alignment 73

Line Spacing 73

Automatic Spacing Between Paragraphs..... 74

Keeping Text and/or Paragraphs Together..... 74

Automatically Start a Paragraph at the Top of a New Page..... 76

TIP - What To Do If You Experience Bizarre Page Breaks 77

Tabs..... 77

Signature Lines 80

Indents..... 81

Borders and Shading..... 82

16 PARAGRAPH FORMATTING - PARAGRAPH NUMBERING AND BULLET POINTS

Bullets and Numbering - a Warning 85

Bullet Points..... 85

Single-Level Paragraph Numbering 87

Adjust Indents for Bullets and Single-Level Numbered Lists 88

Multi-Level Paragraph Numbering 89

17 PAGE FORMATTING (SECTIONS PART 1)

Non-Section Breaks 94

Section Breaks 95

Page Setup 95

Legal Tip - Printing Specific Sections and Pages 99

18 HEADERS, FOOTERS & PAGE NUMBERING (SECTIONS PART 2)

Header and Footer Ribbon 101

Create a Header or Footer 101

Our Advice on Page Numbering 101

Page Numbers Manually Inserted into a Header or Footer..... 102

Insert the Total Number of Pages in the Document 102

Number All Pages Except The First 102

Create Page Numbering within Multi-Section Documents 103

Insert the Total Number of Pages in a Particular Section of the Document..... 108

Insert the Filename and Path in the Footer of Your Document 109

19 STYLES - THE BASICS

What Are Styles? 111

Word Uses Styles Whether You Want Them or Not 111

Two Formatting Approaches in Word..... 111

Advantages of Styles..... 112

Types of Styles 112

All-Important Rules of Styles 113

Default Style 116

Changing the Font For the Entire Document..... 118

Using Existing Styles 120

Create and Apply New Styles..... 120

Modify an Existing Style..... 122

Using Styles..... 122

Copy Existing Styles Into Documents You're Working On..... 123

20 STYLES - ADVANCED

The Key to Success..... 126

Tips and Things to Remember before We Get Started 126

STEP 1 - Modify the Heading Styles or Create Your Own 126

STEP 2 - Create Your Outline Numbering..... 128

STEP 3 - Apply Styles to Your Paragraphs 130

STEP 4 - Subsequent Formatting Changes 130

Other Items To Consider 131

21 STYLES GALLERY

Styles Gallery 132

22 TABLE OF CONTENTS IN LEGAL DOCUMENTS

Table of Contents - Three Methods 133

Document with Segregated Titles 133

Document with Non-Segregated Titles 136

Update the Table of Contents..... 141

Formatting the Table of Contents..... 141

23 TABLE OF AUTHORITIES

In General 142

Mark the Citations 142

Generate a Table of Authorities Based on Your Marked Citations 143

Page Number Warning 143

Editing Table of Authorities Entries by Editing TOA Fields..... 144

24 CROSS REFERENCING PARAGRAPH NUMBERS

Cross References..... 149

Insert a Cross Reference Using the "Numbered Item" Method 149

Insert a Cross Reference Using the "Bookmark" Method 149

Update Cross References..... 150

25 REDLINING & PROTECTING ATTORNEY WORK PRODUCT

Negotiating Documents in General 151

Adding Comments 151

Comparing Documents Electronically..... 152

Combining Documents 155

Tracking Changes as you Edit..... 156

Prevent Editors from Turning Off "Track Changes" 157

Metadata 158

Protecting Confidential Documents - Legal Tip 159

26 AUTOMATE WITH MACROS AND AUTOTEXT CLAUSE LIBRARIES

AutoText..... 161

What Are Macros..... 163

When Should I Use a Macro? 163

Where Are Macros Stored? 163

Moving Macros from One Template to Another 163

Record Macros..... 164

If You Make a Mistake while Recording a Macro 164

Play Macros 165

Assigning a Macro To a Keystroke..... 165

Assigning a Macro to a Quick Access Toolbar Button..... 166

27 TEMPLATES IN GENERAL

Templates Defined 167

Why You Need to Use Templates..... 167

Two Basic Types of Templates 167

Normal Template (Default) 168

Working with Templates..... 168

Creating Templates 170

Using Templates..... 170

Modify a Template 170

Sharing Templates 170

28 FILLABLE FORM TEMPLATES

What Are Fillable Form Templates?..... 172

Significant Benefits of Fillable Forms..... 172

Create a Form 172

Form Field Descriptions and Uses 174

Advanced Techniques 176

Fill a Form 181

Using Fill-In Fields 181

29 MAIL MERGE

When Mail Merge Is Useful 183

Steps In a Mail Merge 183

Mail Merge Example..... 183

30 DE-CONSTRUCT AND RE-BUILD ANY DOCUMENT - NO MATTER HOW BAD IT IS

We've All Been There..... 185

Step one - Turn On Show Hide..... 185

Step two - Determine If You Need To Start With a New Document 185

Step three – Copy or Create 186

Step four - Take Notes About What You're Trying To Replicate 186

Step five - Remove Unnecessary Keystrokes 187

Step six - Wipe Out All Font and Paragraph Formatting 190

Step seven - Fix Default Font and Paragraph Settings 190

Step eight - Fix Default Page Settings 192

Step nine - Fix Page Numbering..... 194

Step ten - Delete Any Manually Compiled Reference Tables 194

Step eleven - Build and Apply Styles To Handle Formatting..... 194

Step twelve - Deal with Footnotes 195

Step thirteen - Add Paragraph Cross References..... 195

Step fourteen - Generate Tables of Contents and Authorities Properly..... 195

31 ENVELOPES

Printing an Envelope..... 197

Changing the Envelope Delivery Address and Return Address Fonts..... 198

32 ENDNOTES AND FOOTNOTES

Insert a Footnote 200

Edit a Footnote 201

Delete a Footnote..... 201

Convert Endnotes to Footnotes, or Vice Versa..... 201

To Convert Just One Note 201

Force Each Footnote To Stay Together On One Page..... 202

Change the Footnote Separator Line..... 202

33 TABLES

What Is a Table?..... 203

Inserting a Simple Table..... 203

Basic Editing of a Table 203

Sort Data in a Table..... 205

Convert Text to a Table and Vice Versa..... 206

Perform Calculations in a Table 206

When Should I Use Tables? 207

34 AUTO NUMBERING (LETTERING) EXHIBITS AND SCHEDULES

Auto-Numbering/Lettering Exhibits or Schedules To A Document 208

Fixing The Caption Style 209

Cross Referencing to Exhibits and Schedules 209

35 WORKING WITH WORDPERFECT FILES

A Word About This Chapter..... 210

Why Word Users Need To Understand How To Handle WordPerfect Documents 211

Recommended Approach: Word Users Who Occasionally Edit WP Documents..... 211

Recommended Approach: WP Users Who Occasionally Edit Word Documents..... 211

Options for Word Users Who Have To Convert WP Documents To Word..... 212

Problems With The Foregoing Options 213

Recommended Option For You..... 214

If You Get an Error Opening WP Documents In Word 214

If You Are Switching from WP to Word..... 215

How To Clean Up A Document Word or WP Converts..... 215

Formatting Raw Text..... 218

36 COMMON SPEED KEYS

Speed Keys Commonly Used in Word..... 219

17 PAGE FORMATTING (SECTIONS PART 1)

NON-SECTION BREAKS

Types of Non-Section Breaks

There are several types of non-section breaks in Word:

- Soft Page Break:** Inserted automatically when you have entered enough text to fill the page.
- (Hard) Page Break:**..... Inserted manually (**Cmd + Enter**) to force the start of a new page.
- Column Break:** Forces the start of a new column (newspaper style)
- Text Wrapping Break:** Ends the current line and forces the text to continue below a picture, table or other item.

How to Insert a General Break

Go to the **Layout** ribbon, then click on **Break**. The following will appear:

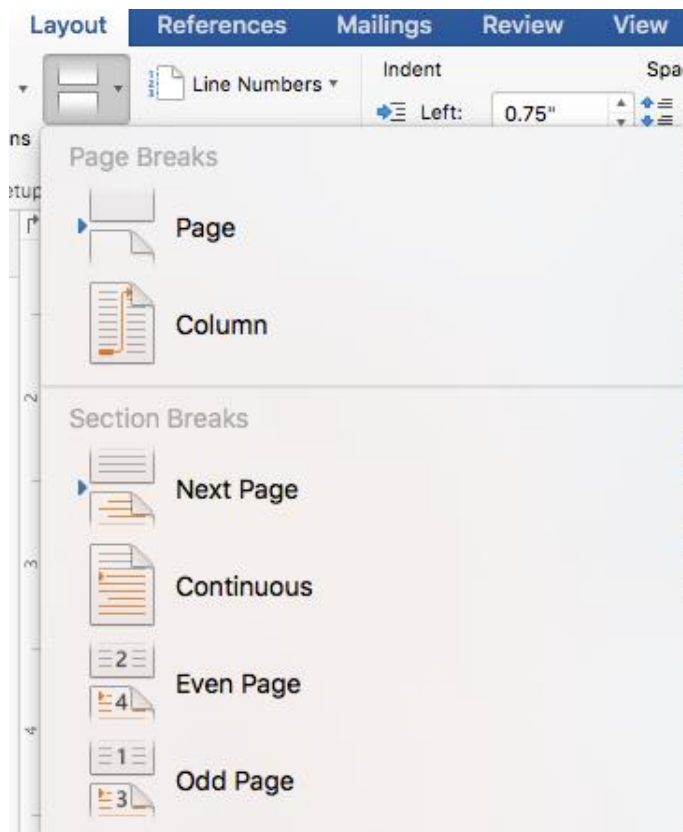


FIGURE 17.1

SECTION BREAKS

In General

A document can be broken into separate sections by inserting Section Breaks into the text. Think of section breaks as invisible fences around sections of your document (you can see them if you click the Show/Hide ¶ button ¶ on the **Home** ribbon. Once the fences are up, you can format the text between the fences differently and the applied formatting will not affect the other sections. If you do not insert section breaks into a document, then the entire document is considered one section.

Section breaks are not the same as page breaks. Page breaks are simply physical breaks between pages in a document. Formatting attributes that can apply to sections include:

- Columns
- Margins
- Paper size
- Page orientation (portrait or landscape)
- Paper source (for printing)
- Line numbering
- Headers and footers

How to Insert a Section Break

To insert a section break, click on **Break** in the **Page Setup** group of the **Layout** ribbon and choose a type of section break.

Types of Section Breaks

Next page	(forces a hard page break and starts the new section at the top of the next page)
Continuous	(new section without breaking the page)
Even page	(inserts a section break and starts the new section on the next even numbered page)
Odd page	(inserts a section break and starts the new section on the next odd numbered page).

Multi-Section Documents

Use Section Breaks to create different page numbering, and headers & footers in Appellate Briefs (Table of Contents, Memorandum, Appendix).

PAGE SETUP

The **Page Setup** group in the **Layout** ribbon controls paper size and orientation. All of these settings can be applied to the current section, to the entire document (regardless of how many sections there are), or to a designated point forward.

Setting Margins

1. Click the **Margins** button in the **Page Setup** group on the **Layout** ribbon

- You can also set the margins directly in the Layout Ribbon
2. Either select the desired margin, or click **Custom Margins**.

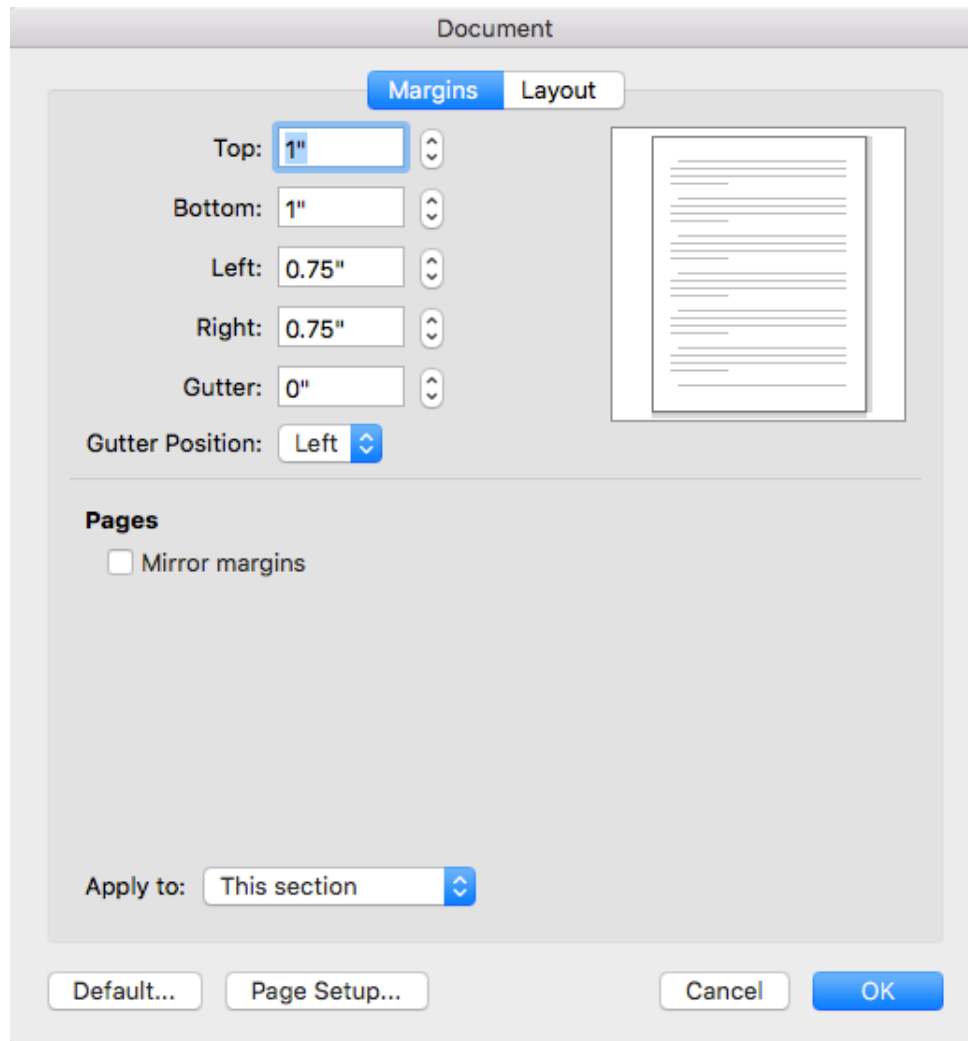


FIGURE 17.2

3. If you want these margins to be set as the default for all your future documents (generated from the normal.dotm template), click the **Default...** button in the lower left corner of the dialog box.

or

4. Click **OK**.

Different Margin for the First Page of a Document

Let's assume you want a 2" top margin for the first page and a 1" top margin for all subsequent pages. To accomplish this, follow these steps:

1. Place the cursor at the top of page 1 of your document.
2. Click the **Margins** button in the **Page Setup** group on the **Layout** ribbon.
3. Click on **Custom Margins**.
4. Change the top margin to 2" and click **OK**.

5. Now click **Break ➔ Continuous** from the **Layout ribbon** right where your cursor is at the top of the document. This creates a 1 line section at the top of the document and the entire rest of the document is section 2.
6. Now click the down arrow key a few times so you're into section 2. Now **Format ➔ Document** and change the top margin for Section 2 back to 1" and make sure the **Apply to** drop down is on **This Section**. Since the first place Word can make this margin change is the top of page 2, your margins will be correct for the balance of the document.

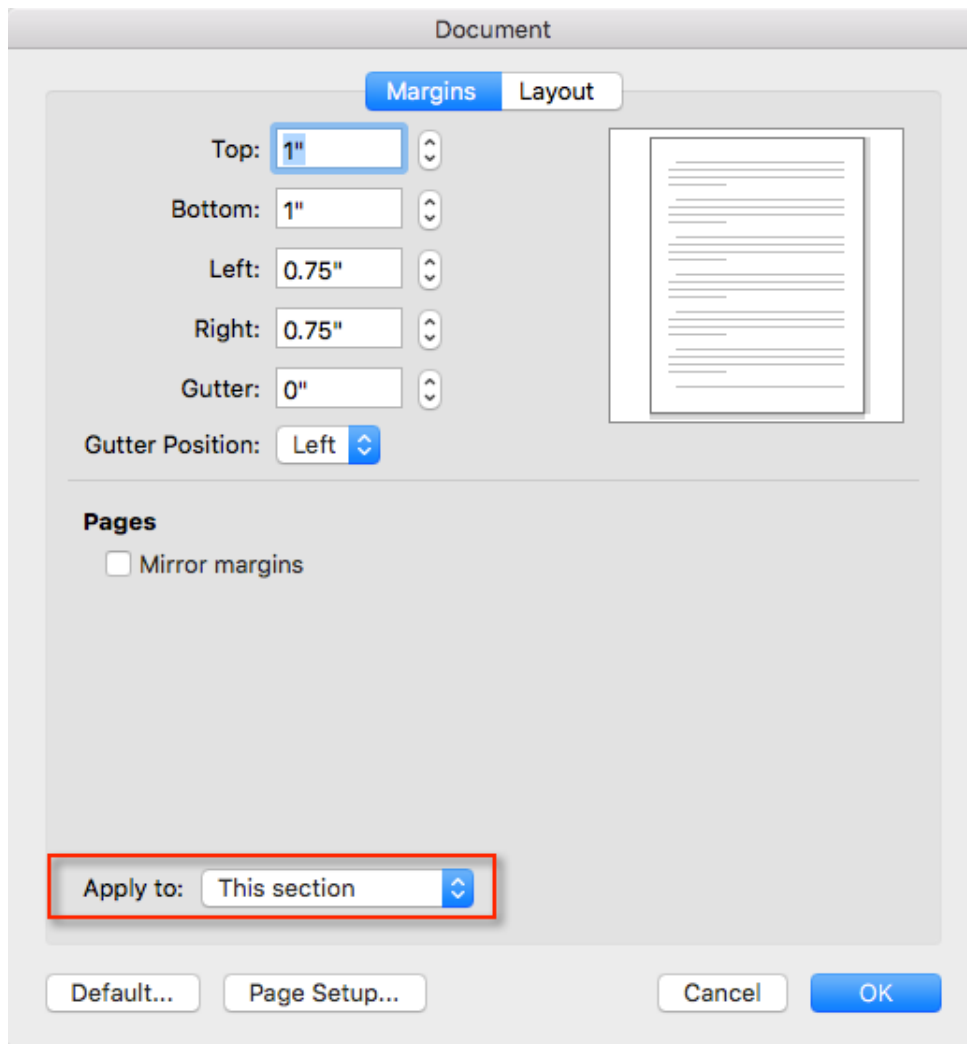


FIGURE 17.3

Orientation

If you want to change the orientation of your document, click **Layout**, then **Orientation**, then **Portrait** or **Landscape**.

Pages

You have the following options for your pages in the **Layout ribbon ➔ Page Setup group ➔ Margins button**:

- **Normal**: the standard for most legal documents.

- **Narrow:** .5" all around.
- **Moderate:** 1" at the top and bottom; .75" on the sides.
- **Wide:** 1" at the top and bottom; 2" on the sides.
- **Mirror Margins:** creates mirror margins on the left and right pages. Used for printing double-sided documents like books or magazines.

Change Paper Size

Click **Format** ➔ **Document**, then **Page Setup**. This dialog lets you manage the paper size and set up custom sizes.

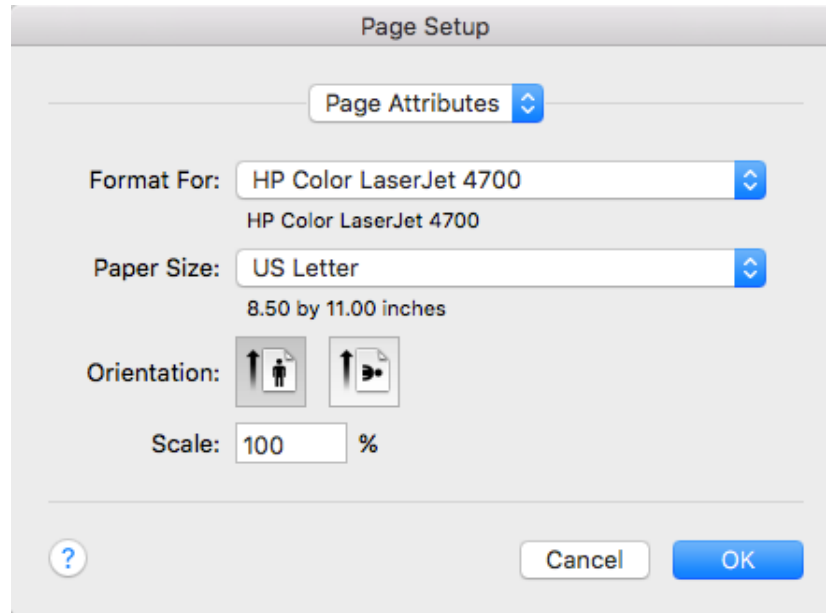


FIGURE 17.4

Headers and Footers

The **Layout** tab of the **Document** dialog (**Format menu** ➔ **Document**) contains options for controlling headers and footers. These options will be discussed in greater detail later in this section.

Vertical Alignment

You can now control how text is vertically aligned on a page by clicking the **Vertical alignment** drop down box on the **Layout** tab of the **Document** dialog and choosing **top**, **center**, **justified** or **bottom**.

Line Numbering

To insert line numbering, click the **Layout** tab on the **Document** dialog and then click the **Line Numbers...** button.

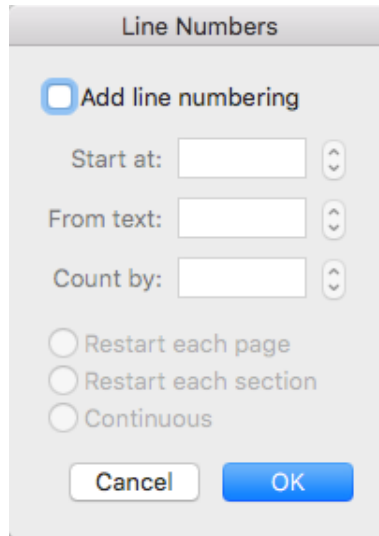


FIGURE 17.5

Borders

The **Borders and Shading** dialog can also be accessed from within the **Format menu** ➔ **Borders and Shading**, or by clicking the down arrow to the right of the **Borders...** button () on the **Home ribbon**, then **Borders & Shading**.

LEGAL TIP - PRINTING SPECIFIC SECTIONS AND PAGES

- If you want to print the entirety of section 3 of a document (for example), press **Cmd + P** ➔ enter the section like this: S3

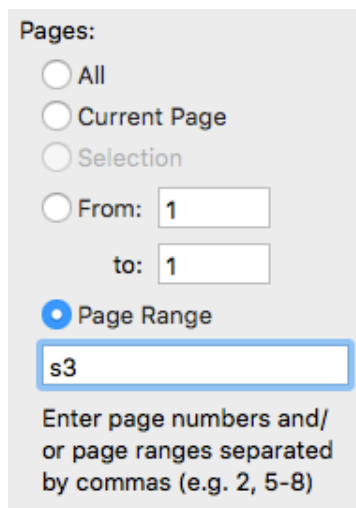


FIGURE 17.6

- If you want to print specific pages of a particular section (such as pages 1 through 13 of Section 3), then enter them like this:

Pages:

☐ All

☐ Current Page

☐ Selection

☐ From:

to:

☒ Page Range

Enter page numbers and/
or page ranges separated
by commas (e.g. 2, 5-8)

FIGURE 17.7



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