**APPENDIX A**

**Document Formatting exercise**

Student Directions: Watch the short screencast linked below. Follow along the video directions by opening this Word document and adjusting the default font and heading styles of the hypothetical content below (or copy and paste the content into a new document and work from there). Then, answer the short reflection questions at the bottom of this page.

Introductory Screencast: <https://suensemble.suffolk.edu/Watch/s9PZn72G>\*

Demo document content:

Eagle drug is entitled to Summary Judgment because the time and manner in which it detained Ms. Evans was reasonable.

[overview for this section]

Eagle Drug Detained Ms. Evans In A Reasonable Manner Because The Manager Searched Only The Contents of Her Bag.

Eagle Drug Detained Ms. Evans For A Reasonable Time Given That She Exited The Store Within Minutes, And The Time Was Spent Investigating Shoplifting.

Student Follow up & Reflection:

1. Have you adjusted your Microsoft Word Grammar & Style selections to optimal settings for automated suggestions on your legal writing? Describe one aspect you believe will help you “catch” areas of improvement in your work.
2. Microsoft Word spell check by default does not apply to words in all caps, such as POINT HEADINGS in a brief. Take a minute to adjust that setting now.
3. Microsoft Word allows a user to add words to its “dictionary” under Office – More Commands – Proofing – Custom Dictionary – Edit Word List. Take a minute to add in one or two new client or company names from your course writing problem.
4. How might automated document formatting connect to a lawyer’s ethical obligation to produce competent work in compliance with local court rules in a particular jurisdiction?

\* This screencast was prepared by Suffolk University’s Legal Practice Skills Program, with support from the Suffolk Moakley Law Library and Legal Innovation & Technology Librarian Liza Rosenof. It can be used with students for academic purposes with proper attribution to Suffolk University Law School.