



Microsoft Word 365 for Law Students

Anna Proctor | English 380 | Fall 2019



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English 380

Fall 2019

For my Mom and Dad

Acknowledgements

I would not have been able to complete this manual without help from my friends, classmates, and professor. First, I would like to thank Professor Janine Solberg for teaching me the fundamentals of technical writing and for the feedback she gave on my work throughout the semester, especially on the drafts of this manual. Thank you as well to my classmates Sophie McLellan and Sophia Hultman for helping me whenever I was stuck and being positive and kind people. For participating in the user testing of my manual, I would like to thank Chris Mallon and Samantha Mahan. Finally thank you to the website earnest.com for being the source of the image on the cover of this manual.

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Introduction

Hello and welcome to *Microsoft Word 365 for Law Students*! If you picked up this manual, then odds are you have decided to study law. The three years you spend in law school will comprise of research, reading, and constant writing. You will write documents ranging from essays to appellate briefs and learn a variety of new formatting techniques that you will continue to use long after graduation.

Clearly, you are going to have a lot on your plate, and you are likely going to turn to Microsoft Word to do all this work. Luckily, Word contains numerous features that make formatting documents quick and easy. A variety of useful features like styles and templates will help you create documents that appear professional so that you can spend more time focusing on content. So, if you are unfamiliar with Word, or you are using a new feature for the first time, this manual is here to help.

Microsoft Word 365 for Law Students is specifically designed with both academic and legal writing in mind. More than being an average help guide for Microsoft products in general, the material inside focuses on features that will be relevant to your studies. Do you need to list your sources in footnotes? There's an explanation for that. Are you tired of constantly reformatting the same type of document? Try creating a template. Do you have to create a detailed Table of Authorities for the first time? Don't waste time searching online or asking upperclassmen, the entire process is explained in this manual.

Law school is going to be difficult. You will put in long hours reading dry texts and writing long essays. Make some things easier by keeping this helpful manual by your side. At the end of a long day, you may not understand your readings, but you will understand Microsoft Word.

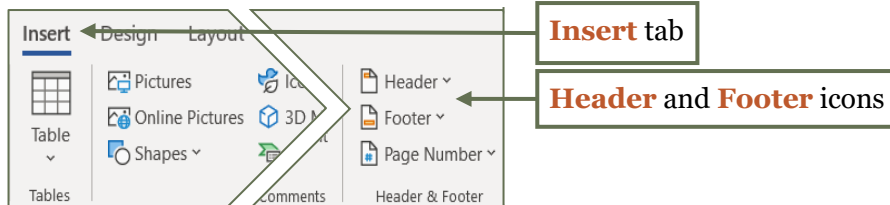
Chapter 1: Basic Formatting

- 1.1** Inserting a header or footer
- 1.2** Inserting page numbers
- 1.3** Creating a numbered list

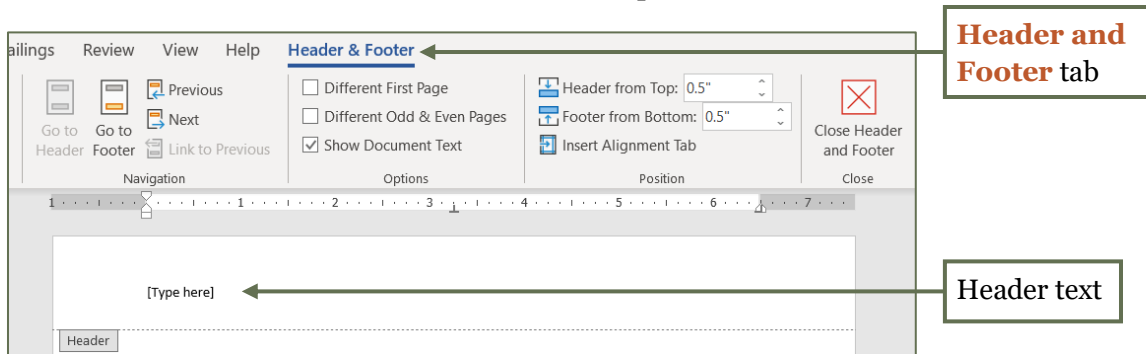
Inserting a header or footer

Headers and footers refer to the text at the top or bottom of a page that is repeated throughout a document. You can also use headers and footers to organize long documents into different sections.

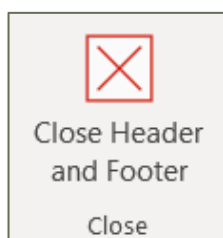
1. Open the **Insert** tab.
2. Select the **Header** or **Footer** icons.



3. Select a format from the dropdown menu. The header or footer opens with the selected format and a new tab titled **Header & Footer** opens.



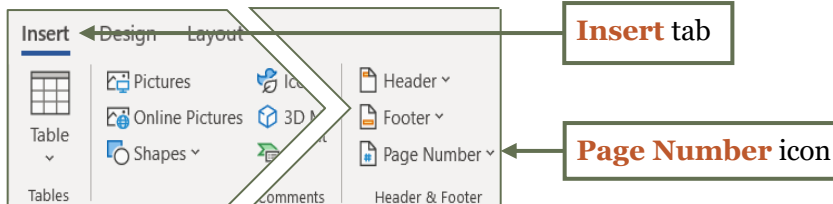
4. Select the sample text inserted in the header or footer and begin typing to edit it.
5. Click the **Close Header and Footer** icon on the far right of the **Header & Footer** tab to return to the rest of the document.



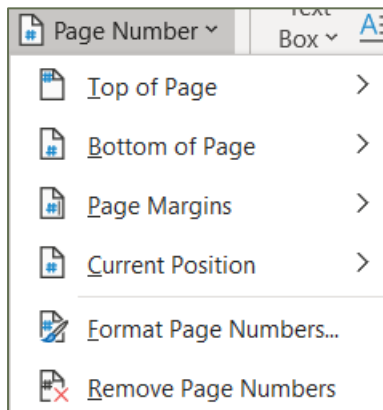
Inserting page numbers

Page numbers are useful for keeping long documents organized. They can also be used as reference points.

1. Open the **Insert** tab.



2. Click the **Page Number** icon. A dropdown menu appears.

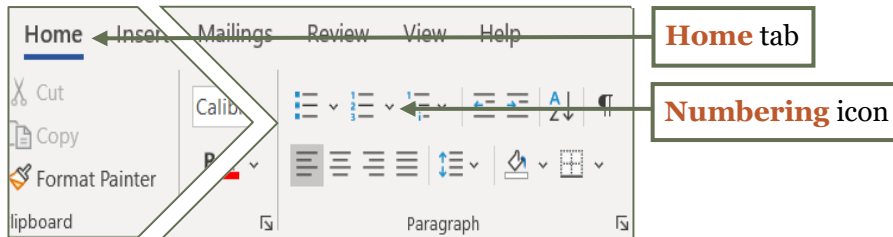


3. Select **Top of Page** to insert the page number in the header or select **Bottom of Page** to insert the page number in the footer.
4. Select a page number format. The page numbers appear throughout your document and the **Header & Footer** tab opens.
5. Click the **Close Header and Footer** icon on the far right of the **Header & Footer** tab to return to the rest of the document.

Creating a numbered list

Numbered lists are useful for listing information that has a set hierarchy. They can also be used to write a sequence of instructions.

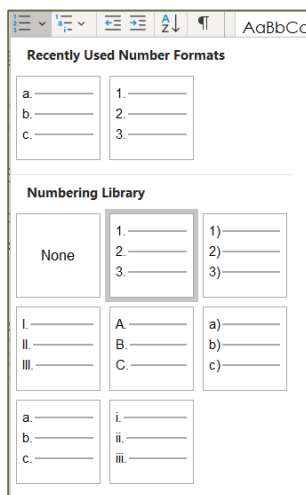
1. Open the **Home** tab.



2. Click the **Numbering** icon in the **Paragraph** section. The first number appears where your cursor was.

Note: If the numbering automatically continues from a previous list, right-click on the list item and select **Restart at 1** from the dropdown menu that appears.

3. Select the small arrow beside the **Numbering** icon to select different formatting options from a dropdown menu.



4. Press the **Enter** key when your cursor is at the end of a list item to create another one below.

Chapter 2: Visuals

2.1 Creating a table

2.2 Inserting an image

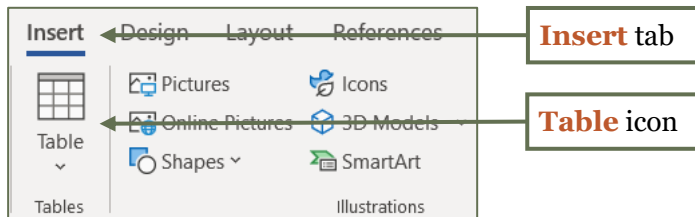
2.3 Anchoring an image

2.4 Inserting a caption

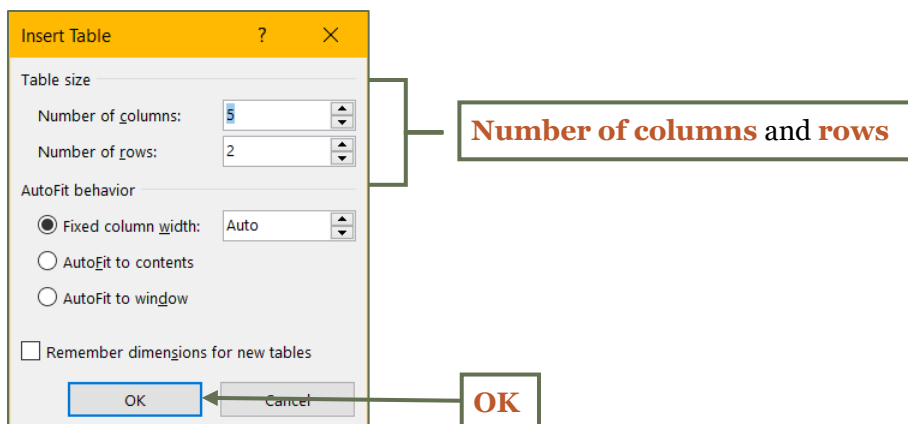
Creating a table

Tables are sets of information—often numerical data—organized as a combination of rows and columns. In formal law documents, tables are used frequently for both organization and clarity.

1. Open the **Insert** tab.



2. Place your cursor where you want the table to appear.
3. Click the **Table** icon.
4. Select **Insert Table** from the dropdown menu. A pop-up window appears.

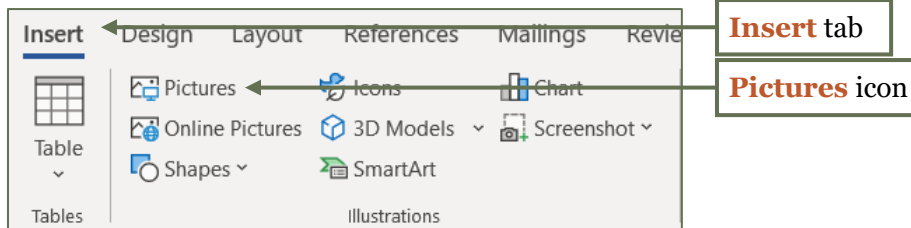


5. Type the number of columns you want in the textbox labeled **Number of columns**.
6. Type the number of rows you want in the textbox labeled **Number of rows**.
7. Click **OK** to insert your table. A blank table appears in your document.

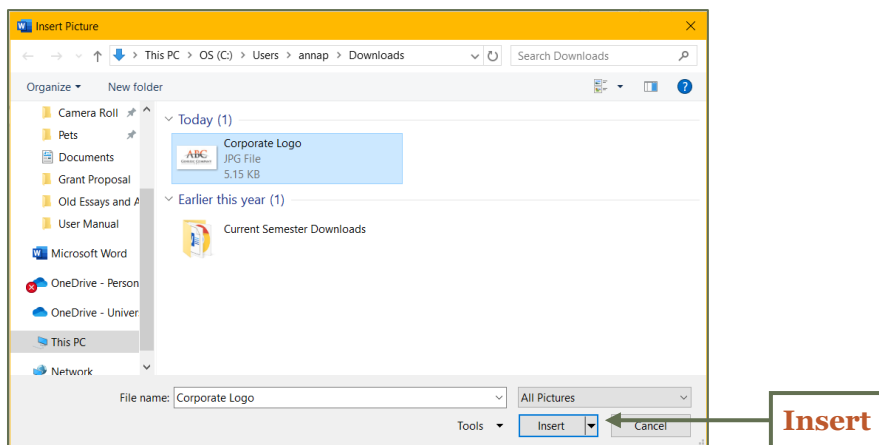
Inserting an image

Images are a common feature across a variety of documents. They can include relevant photos as well as corporate logos that may be required on the documents of law firms.

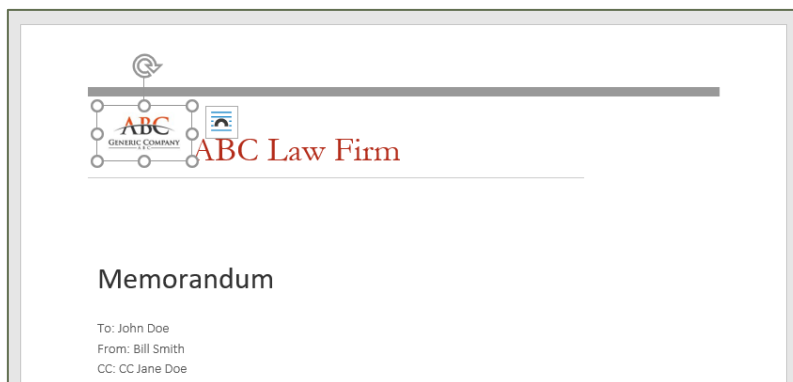
1. Open the **Insert** tab and place your cursor where you want your image to appear.



2. Click the **Pictures** icon. Your file explorer opens as a pop-up window.



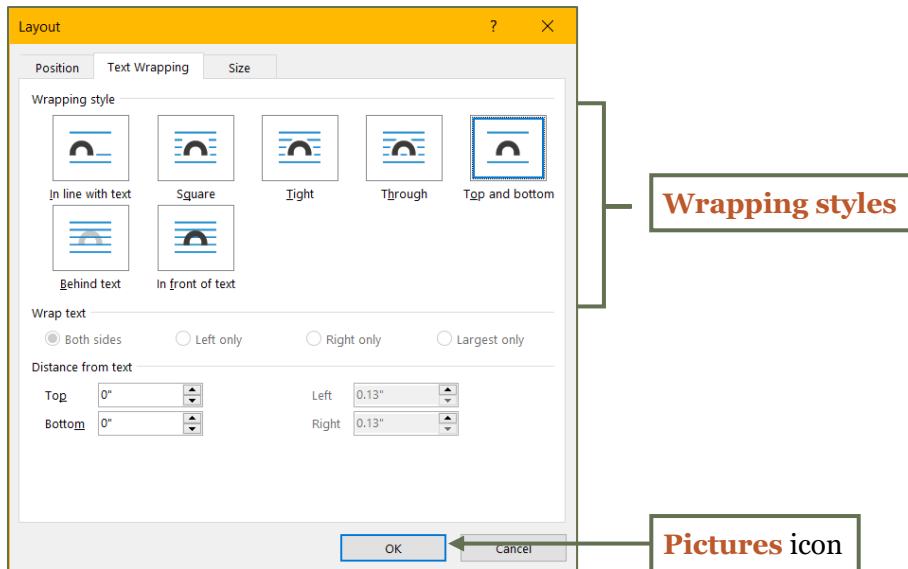
3. Select the photo you want from your files and click **Insert**. The image appears in line with your text.



Anchoring an image

Anchoring an image adjusts an image's layout in relation to the text surrounding it. It secures the image to a specific spot in the document so that it will not be moved if the text in the document is changed.

1. Right-click the image that you want to anchor to open a dropdown menu.
2. Select **Size and Position** from the dropdown menu. A pop-up window titled **Layout** opens.



3. Select the **Text Wrapping** tab.
4. Select one of the **Wrapping styles**.

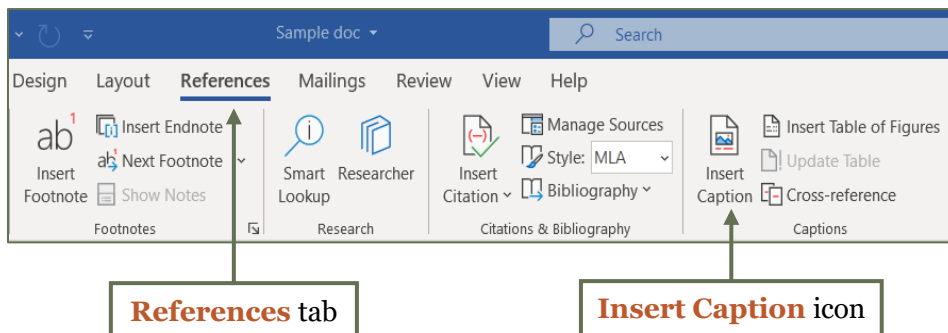
Note: All the styles except **In line with text** allow you to freely move images separately from the text.

5. Click **OK**. The image can now be moved freely and is secured in the chosen spot, regardless of the text around it.

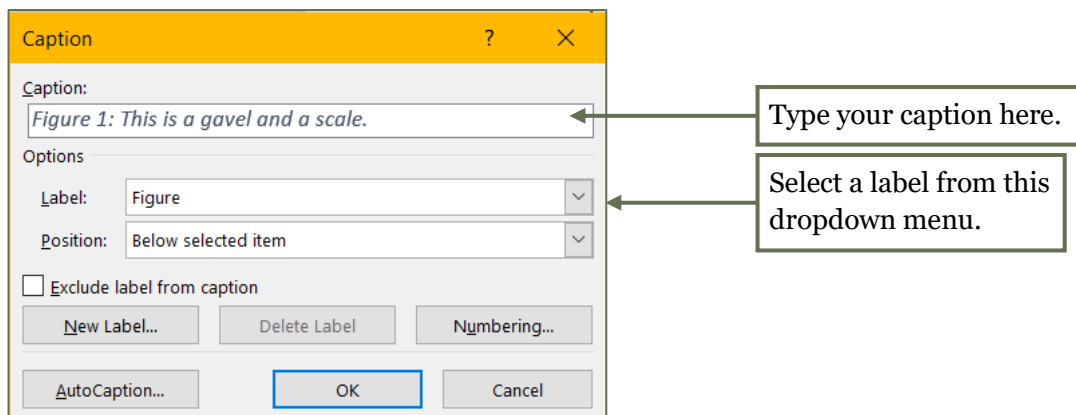
Inserting a caption

Captions are text placed below a figure or image that describes the content shown. They can be used to label images, charts, or tables.

1. Select the image, chart, or table in your document that you want to caption.
2. Open the **References** tab.



3. Click the **Insert Caption** icon. A pop-up window appears.



4. Enter your caption in the box labelled **Caption**.
5. Open the **Label** dropdown menu.
6. Select the label that best fits the content you are labelling. The label under **Caption** changes to fit your selection.

Note: If you do not see an appropriate label, select **New Label** and type your own in the window that appears.

7. Place your cursor in the **Caption** box and type to add information to your caption.
8. Click **OK**. The caption appears underneath your figure.

The page features dark green geometric shapes in the corners, consisting of nested L-shapes that create a frame-like effect. The main content area is white.

Chapter 3: Styles

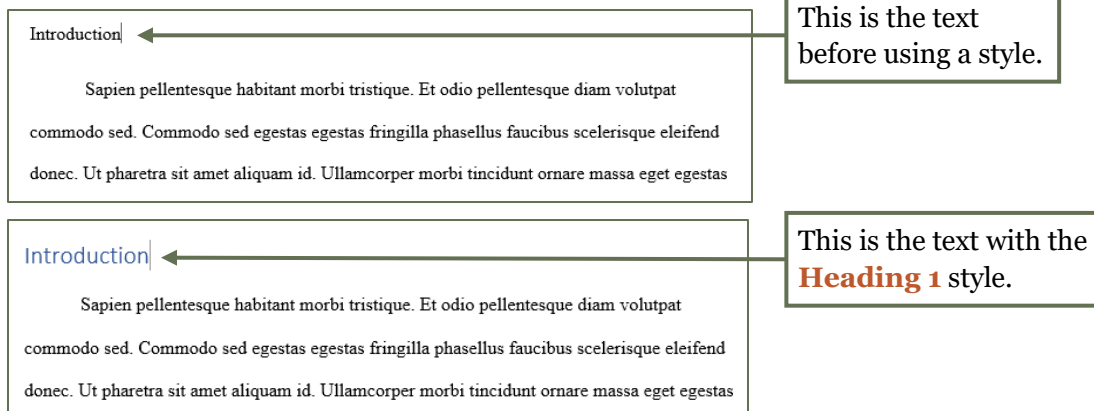
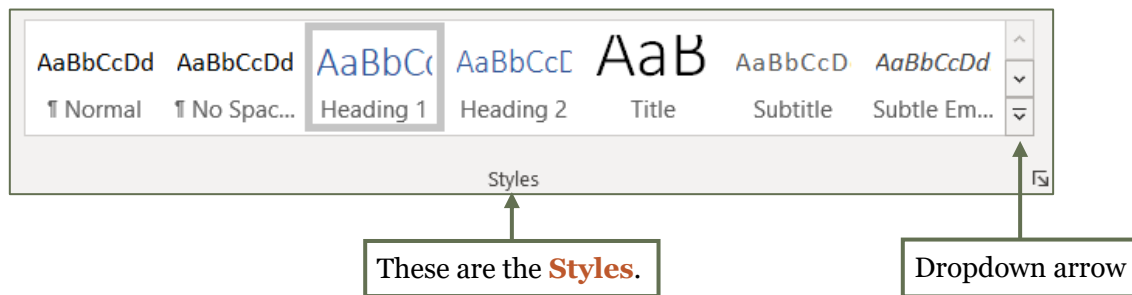
3.1 Selecting a style

3.2 Customizing styles

Selecting a style

Styles in Microsoft Word are used to create consistent formatting throughout a document. They are preset formats that distinguish titles, headings, body text, and more. Using styles can help you to ensure that your document has a uniform appearance. They also work with other Word features like creating an automatic table of contents.

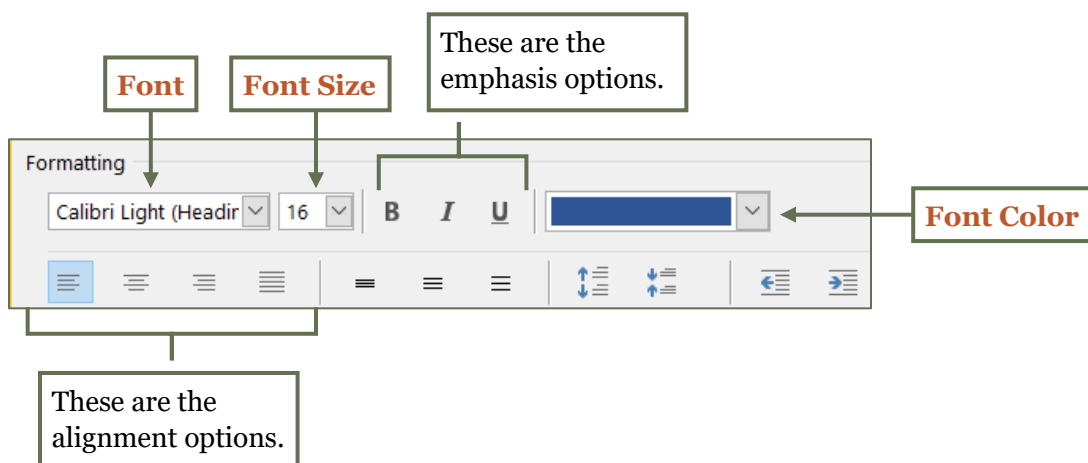
1. Open the **Home** tab.
2. Select the text you want to edit.
3. Click the dropdown arrow on the list of styles to display all the styles at once.
4. Choose a style from the list in the **Styles** section of the **Home** tab and click on it. The text formatting changes to match the style selected.



Customizing styles

Microsoft Word provides preset styles in new documents. However, you may not like the ones offered or you may need to edit them to match the standard formatting your institution requires. Luckily, individual styles can be edited to fit your needs.

1. Open the **Home** tab.
2. Right-click on the style you want to modify in the **Styles** section. A context menu appears.
3. Click **Modify**. A pop-up menu appears.
4. Click on the **Font** box in the **Formatting** section and choose a font from the dropdown list.
5. Click on the **Font Size** box in the **Formatting** section and choose a size from the dropdown list.
6. Select a type of emphasis, if desired.
 - Click the **B** icon to bold your text.
 - Click the **I** icon to italicize your text.
 - Click the **U** icon to underline your text.
7. Click on the **Font Color** box to change the color of the text from the dropdown list, if desired.
8. Select an alignment, if desired.
9. Click **OK** to save your changes. Any text already set to the style you modified changes to the new formatting.



Chapter 4: Citations and Sources

4.1 Inserting footnotes

4.2 Inserting endnotes

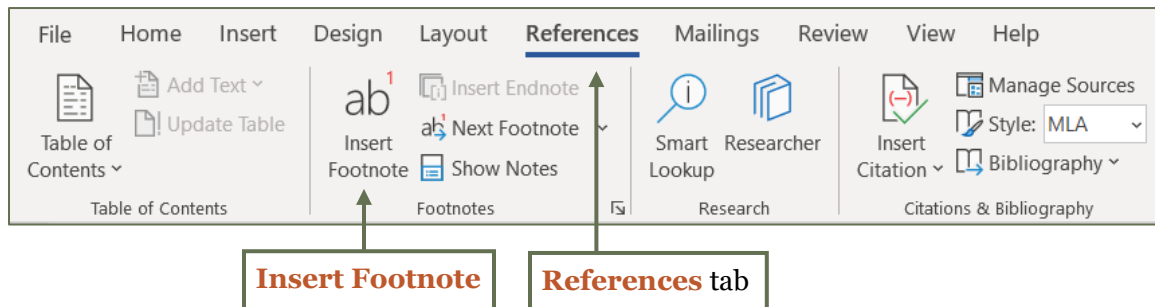
4.3 Inserting a Table of Authorities

4.4 Creating citations

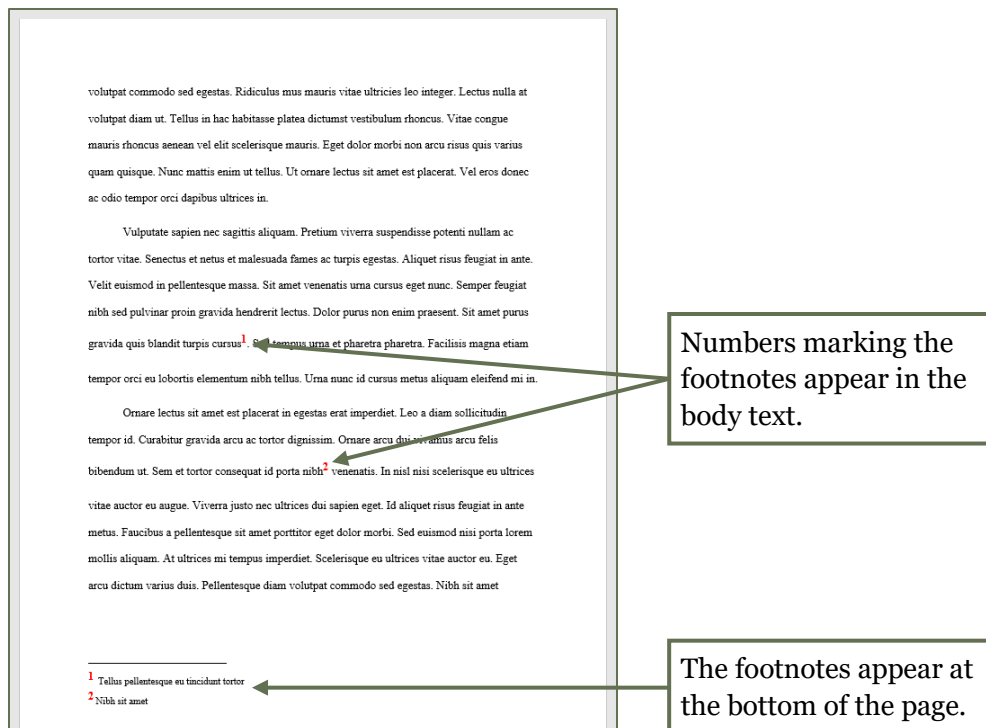
Inserting footnotes

Footnotes are text at the bottom of a page that elaborate on the main text of a document. When writing both essays and legal documents, footnotes allow you to cite sources or include related, but not crucial, information without disrupting the flow of your paragraphs.

1. Place your cursor at the end of the text that you to reference.
2. Open the **References** tab.



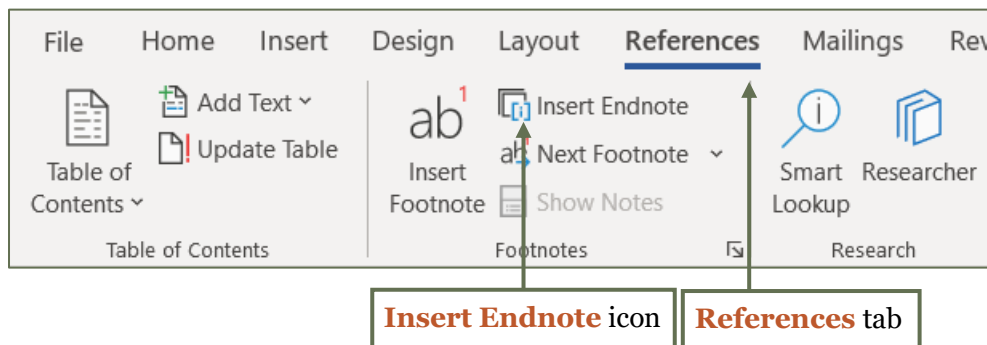
3. Click the **Insert Footnote** icon. A number appears where your cursor was placed, and a corresponding footnote appears at the bottom of the page.
4. Type your desired text in the footnote space at the bottom of the page.



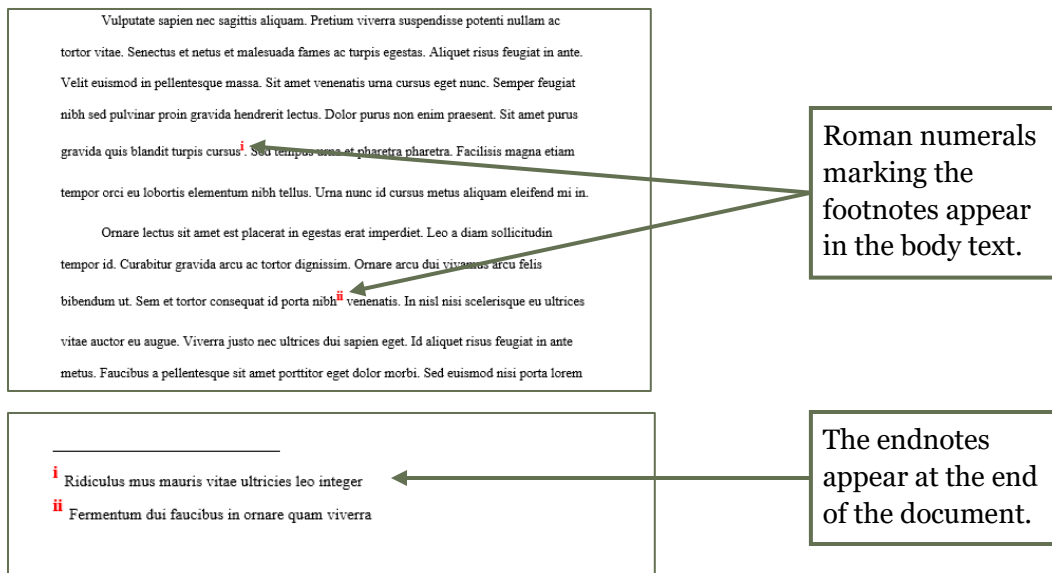
Inserting endnotes

Endnotes are lists of references or notes placed at the end of a paper or chapter. They are an alternative to footnotes as they still allow you to include citations and comments on your essays or legal documents but in a different location. Whether you use endnotes or footnotes depends on the conventions of your school or workplace.

1. Place your cursor at the end of the text you want to reference.
2. Open the **References** tab.



3. Click the **Insert Endnote** icon. A lowercase roman numeral appears where your cursor was placed and a corresponding endnote appears at the bottom of your document.
4. Type your desired text in the endnote space at the bottom of your document.

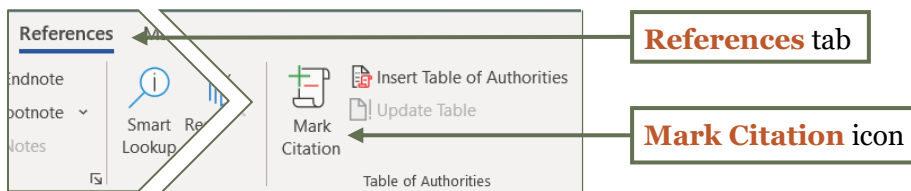


Inserting a Table of Authorities

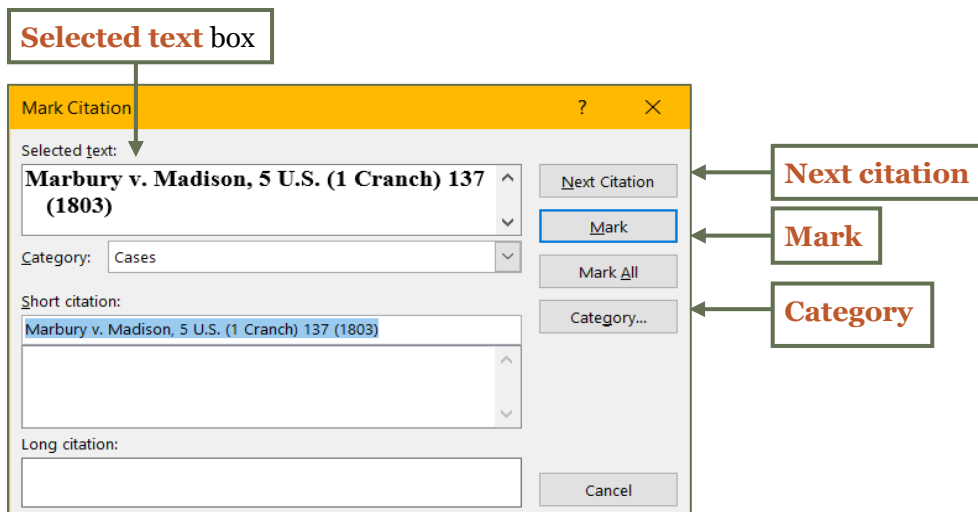
A Table of Authorities is a list of citations used specifically in legal documents. They are used to list all court cases, statutes, treatises, and more that are cited in your documents. Luckily, Microsoft Word has a specific feature that creates a Table of Authorities for you.

Marking citations

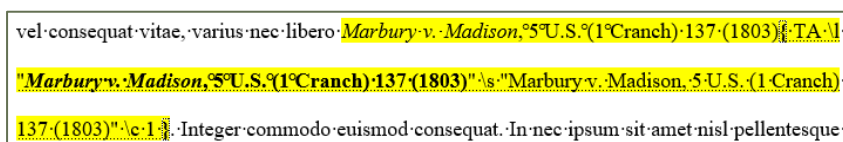
1. Select one of the citations in your document.



2. Open the **References** tab.
3. Click the **Mark Citation** icon. A new window titled **Mark Citation** appears. The selected citation appears in boxes labelled **Selected text** and **Short citation**.



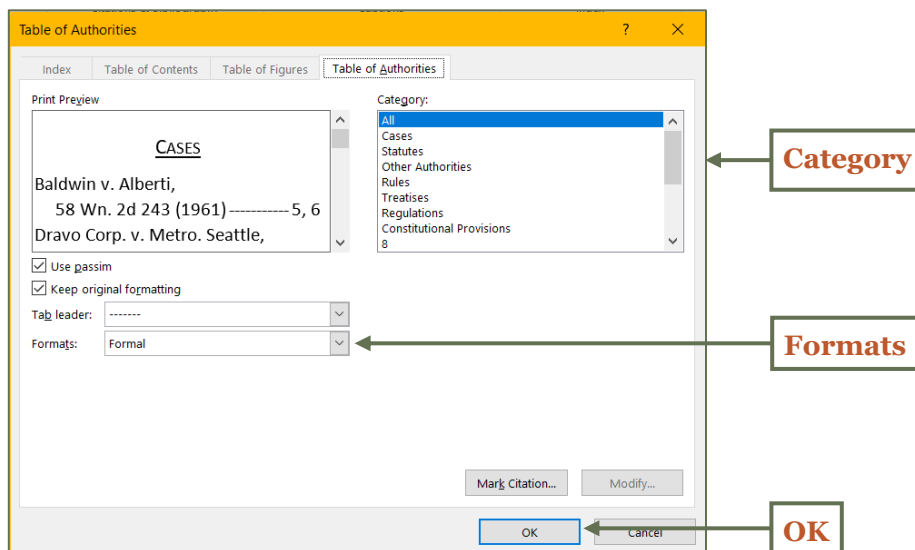
4. Select the **Category** dropdown list and choose the appropriate category for your selected citation.
5. Click **Mark**. Paragraph markings appear in the document to show the hidden text marking it as a Table of Authorities entry.



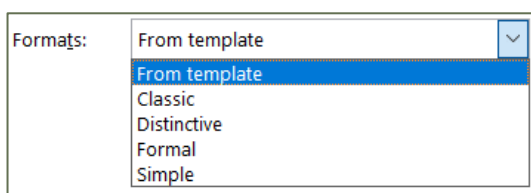
- Click **Next Citation**. The next citation containing a “v.” will automatically be selected.
- Highlight the entire citation and click the **Selected text** box. The next citation appears in the **Mark Citation** window.

Inserting a Table of Authorities

- Place your cursor where you want the table to be inserted.
- Open the **References** tab.
- Click the **Insert Table of Authorities** icon. A window appears.



- Select **All** from the **Category** list.
- Open the **Formats** dropdown menu and select a formatting option.



- Click **OK**. Your table of authorities appears in the document.

<u>CASES</u>	
<i>Marbury v. Madison</i> , 5 U.S. (1 Cranch) 137 (1803).....	2
<i>Miranda v. Arizona</i> , 384 U.S. 436 (1966).....	3
<i>Roe v. Wade</i> , 410 U.S. 113 (1973).....	2
<i>United States v. Nixon</i> , 418 U.S. 683 (1974).....	4

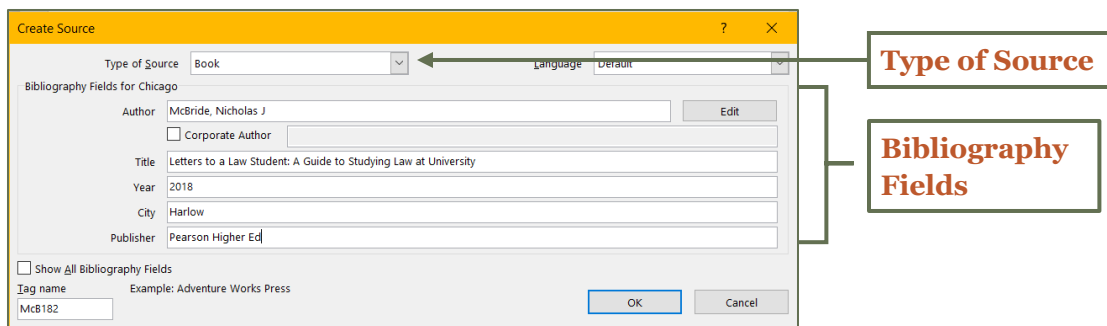
Creating citations

In both official law documents and papers for school, citations are a common requirement. You can save time on all your citations by using Microsoft Word's citation function, which saves and formats them for you.

1. Place your cursor at the end of the text you are citing.
2. Open the **References** tab.



3. Select the dropdown list labeled **Style** in the **Citations & Bibliography** section of the **References** tab.
4. Choose a citation style from the list.
5. Click the **Insert Citation** icon.
6. Select **Add New Source**. A pop-up menu opens.



7. Select the **Type of Source** dropdown list and choose a source type.
8. Enter your source details in the textboxes under **Bibliography Fields** and click **OK**. A parenthetical citation appears, and the citation is saved in a dropdown list under the **Insert Citation** icon that can be opened by clicking the **Insert Citation** icon again.

Note: For more detailed citations, check the box labeled **Show All Bibliography Fields** to show more text fields.



Chapter 5: Templates

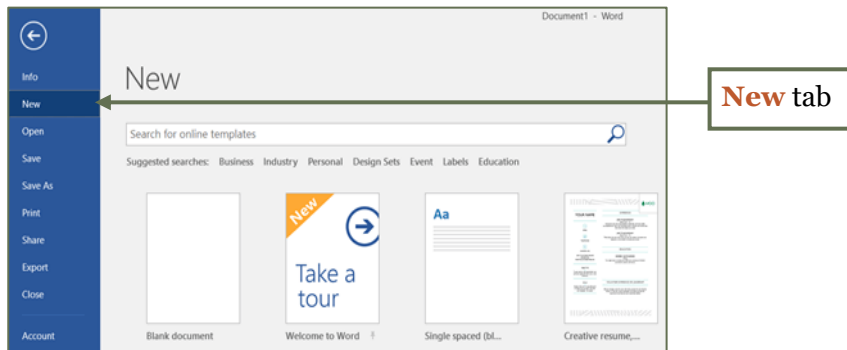
5.1 Using templates

5.2 Creating custom templates

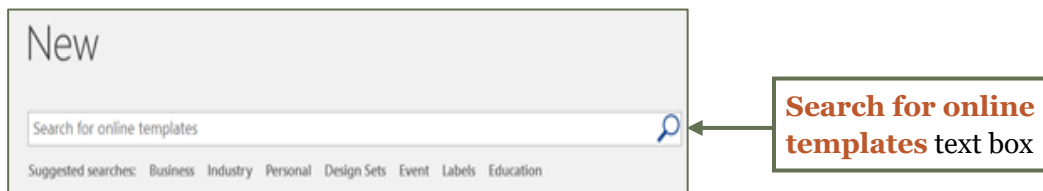
Using templates

Microsoft Word templates are useful for quickly creating documents with professional page designs. You can find templates for a variety of documents like resumes, memos, reports, and more.

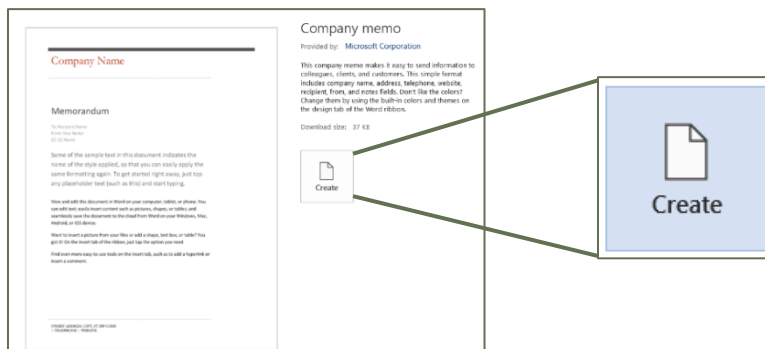
1. Open the Microsoft Word program. The program opens in a new window.
2. Click the **New** tab on the left of the window. A menu displaying templates appears.



3. Search for a type of document, like a memo, in the text box that reads **Search for online templates** and press **Enter**.



4. Find a template that you like and click on it. A popup window appears with a larger photo and a description of the template.

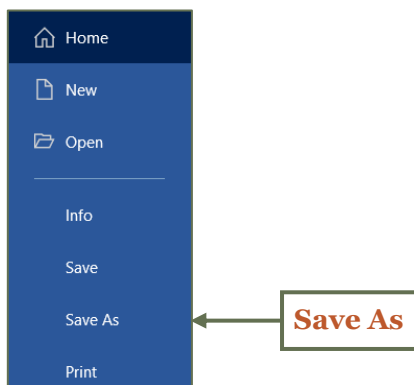


5. Click **Create** icon. The template appears in a new Word document.

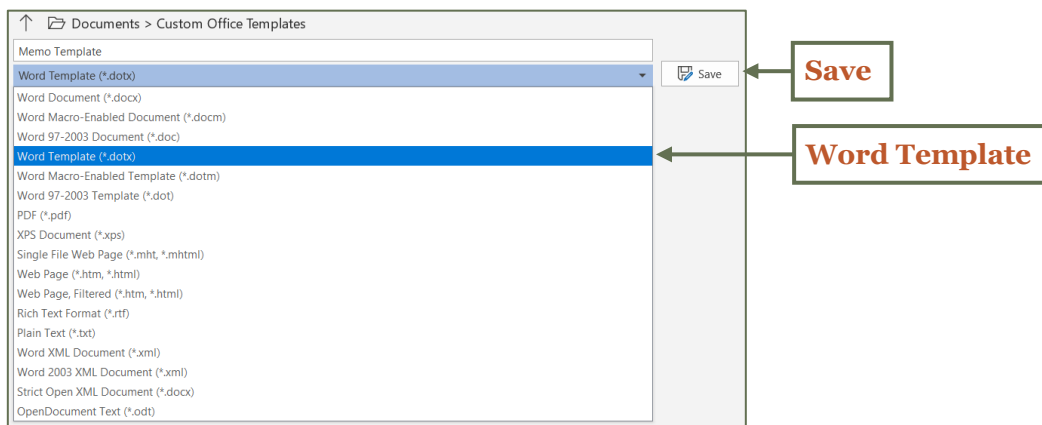
Creating custom templates

As well as providing premade templates, Microsoft Word allows you to save your own. You can create custom templates for documents that require the same formatting every time like research papers and memos. This way, all the basic formatting is already done when you start writing a new document.

1. Open a document that you would like to save as a template.
2. Click the **File** tab.
3. Click **Save As**.



4. Open the dropdown menu under the file name.



5. Select **Word Template**.
6. Click **Save**. The document is saved as a template.