

THE AMERICAN LAW INSTITUTE  
Continuing Legal Education

**Microsoft Word for the Legal Professional**

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**Microsoft Word for the Legal Professional – Quick Reference Guide**

By

Craig Brody  
C. Brody Associates, LLC  
Philadelphia, Pennsylvania

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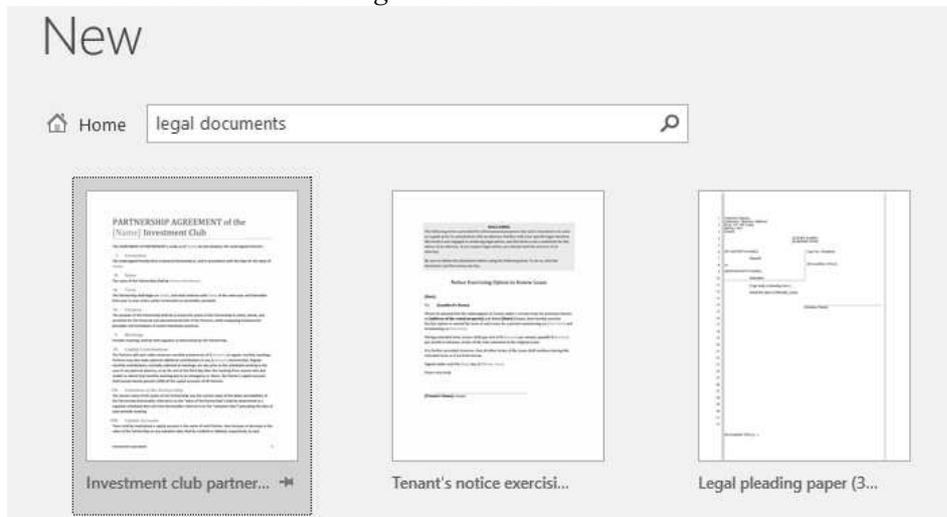
## Microsoft Word for the Legal Professional – Quick Reference Guide

*Commands based on Word 2016 for the PC although many procedures are applicable to other systems and versions (e.g. Word PC 2013 and Word for the Mac 2016)*

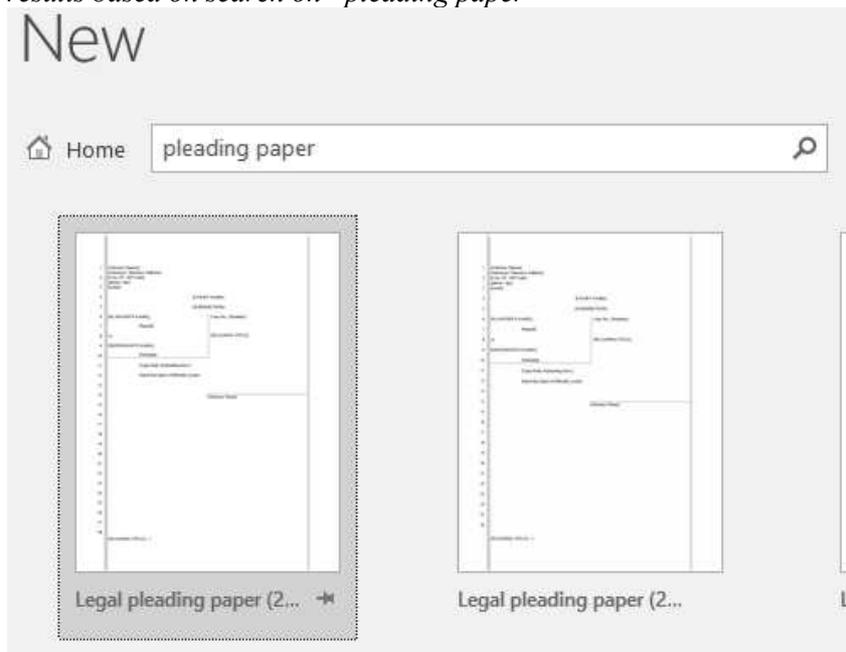
### Create a Document using a preset Legal Document

1. Click **File, New**
2. Click in the **Search for Online Template** box and enter the search phrase “Legal Documents” or more specific such as “Pleading Paper”

*results based on search on “Legal Documents”*



*results based on search on “pleading paper”*



3. Select Legal pleading paper (28 lines)  
*this is just an example of several templates you can choose*
4. Click **Create**

The screenshot shows a legal pleading paper template with 28 lines. The text is as follows:

```

1 [Attorney Names]
2 [Attorneys' Business Address]
3 [City, ST ZIP Code]
4 [phone | fax]
5 [email]
6
7 [PLAINTIFF'S NAME],
8 Plaintiff,
9 vs.
10 [DEFENDANT'S NAME],
11 Defendant
12 [Type body of pleading here.]
13 Dated this [day] of [Month], [year].
14
15 [Attorney Name]
16
17
18
19
20
21
22
23
24
25
26
27
28
    
```

On the right side of the template, there is a box containing the following text:

Legal pleading paper (28 lines)  
 Provided by: Microsoft Corporation  
 Prepare court documents with this legal pleading paper template when you need 28 lines per page.

Below this text is a button with a document icon and the word "Create".

5. Fill in the pleading paper with your specific text.

This screenshot shows the same legal pleading paper template as above, but with a scroll bar on the left side. The text is identical to the previous screenshot.

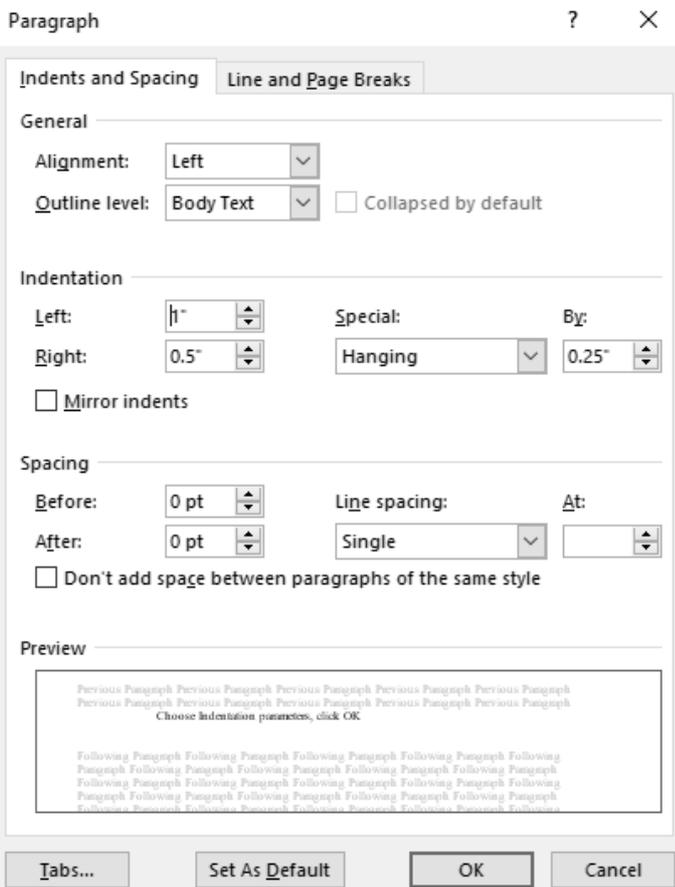
6. Save the file as a normal document as needed.
7. In the future, to use the template again, just click File, New, and select the specific legal template.  
*It should be listed among your other stored templates so you can access it without an online search.*

## Formatting Documents: Set Indents, Format Text

### To Set Indents



- Select the line or paragraphs to change indentation.
- From the Home tab, click the small arrow at the lower right of the Paragraph icon group  
*This presents the Paragraph box*
- Choose Indentation parameters, click OK



*Shortcut Option: On the Ruler, drag the Indent Markers*



## Format Text

1. Select text to be formatted.

*tip: with the mouse arrow in the left margin, click once to highlight a line, double click to highlight a paragraph or click 3x to highlight all text in the document.*

*tip2: double click on a word highlights it*

*tip3: press Control A to select all text in the document.*

2. Under the Home tab, choose one of the font buttons to format text OR click the small arrow at the lower right of the Font icon group to open a complete array of font choices. Make selections as needed and click OK.

