



MICROSOFT WORD

FOR LEGAL PROFESSIONALS

Covering Word for Windows Versions
2013, 2016, 2019, 2021 and Microsoft 365

MICROSOFT WORD

FOR LEGAL PROFESSIONALS

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Mac users: If you are using this manual with Word for Mac, some of the steps will be different. Further, some features available in Word for Windows are not available in Word for Mac.

The materials in this book were written using Microsoft 365 and all steps and instructions were tested prior to the publication date. As Microsoft continuously updates Microsoft 365, your software experience may vary slightly from what is seen in this manual.

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MEET OUR TEAM OF WORD EXPERTS

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



BARRON HENLEY

Most people wouldn't relish the idea of spending a day in a conference room, teaching Microsoft Word. Barron is not most people. There are few things Barron enjoys more than teaching all-day Word training classes.

Barron has helped hundreds of organizations transition from Corel WordPerfect to Word. From training to converting documents, he does it all. Few people understand both WordPerfect and Word as well as Barron does.

As an attorney, he understands how challenging it is to practice law without the proper training on the technology tools. When Barron isn't training people on Word or helping transition organizations transition from WordPerfect, he focuses on automating documents and teaching

CLE classes for attorneys across North America.

JOHN FEDERICO

With a drive to make software bend to his will, John pushes the limits of what Word can do with custom ribbons, complex macros, and automation. His experience practicing law taught him the value of improving document drafting efficiency.

When John isn't working in Word directly, he focuses on automating complex documents with document automation software. He's passionate about creating a simple user interface, reducing the amount of data entry required to generate complex documents. Never one to back down from a challenge, John will find a way to make anything happen.





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Passionate about remote learning, Danielle is the force behind Affinity's membership training program, Affinity Insight. Danielle focuses on creating easily accessible training materials and webinars tailored to meet each organization's needs. From one-on-one training to organization-wide training plans, Danielle has her clients covered.

When Danielle isn't providing remote training, she focuses on teaching CLE via webinar and providing legal organizations with the advice they need to run smoothly. With a background practicing law at a boutique firm, Danielle understands the challenges that legal professionals face every day.

MICROSOFT WORD FOR LEGAL PROFESSIONALS

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CHAPTER 20

PAGE FORMATTING

(SECTIONS PART 1)

Can't find it? Something missing? Instructions not clear? Email manuals@affinityconsulting.com.

Introduction to Sections and Breaks

Every Word document contains at least one section. Section formatting includes formatting that doesn't apply to specific characters or paragraphs. Paper size, page orientation, margins, headers, footers, and columns are all examples of section formatting. If you need to change section formatting in the middle of a document, you need to break the document into multiple sections.

There are two types of breaks: page breaks and section breaks. Page breaks do *not* break the document into multiple sections.

Types of Page (Non-Section) Breaks

There are several types of page (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 (Ctrl + 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.

Types of Section Breaks

- Next Page**Forces a hard page break and starts the new section at the top of the next page.
- Continuous**Inserts a new section in the middle of a page without forcing a hard page break. Splits the page into two sections.
- 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.

Inserting Breaks

Whether you want to insert a page (non-section) or section break, go to the **Layout ribbon** → **Page Setup group** → **Breaks button**. The top half of the dropdown menu contains page (non-section) breaks and the bottom half contains section breaks. Click on the desired type of break to insert it into your document.

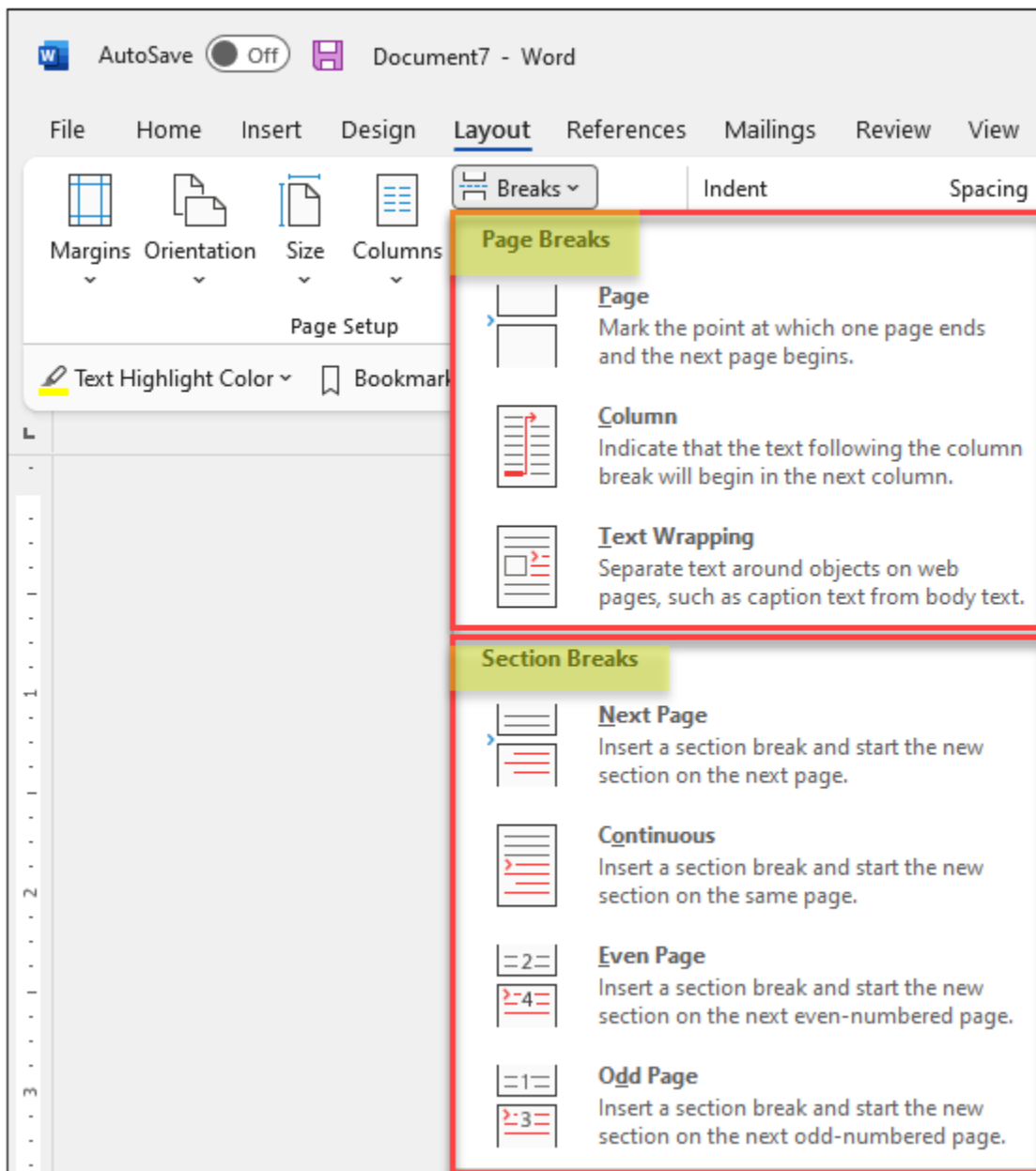


FIGURE 20-1

If your formatting marks are turned on (see page 148), you'll see the break in the document. If not, it's still there, you just won't see it.

Section Formatting

The Page Setup dialog contains the settings for document margins, paper size, orientation and paper source. Click on the **Layout ribbon** → **Page Setup launcher**. All of these settings can be applied to the current section, to the entire document (regardless of how many sections there are) or from a designated point forward.

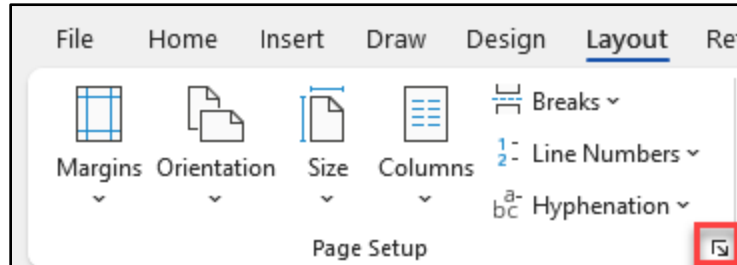


FIGURE 20-2

Margins

The margins are the distance between the edge of the page and the text on the page. The distance between the top, bottom, left, and right sides of the page can all be set independently:

1. Click the **Layout ribbon** → **Page Setup launcher** → **Margins tab**.
2. Fill in the desired margins.
3. Click **OK**.



FIGURE 20-3

Example: Different Margin for the First Page of a Document

Let's assume you want a 3" top margin for the first page and a 1" top margin for all subsequent pages. You'll need a section break to change margins in the middle of a document:

1. Place the cursor at the top of page 1 of your document.
2. Click on the **Layout ribbon** → **Page Setup launcher** → **Margins tabs**.
3. Change the top margin to 3" and click **OK**.
4. Click **Layout ribbon** → **Page Setup group** → **Breaks button** → **Section Break: Continuous**. This creates a single line section at the top of the document where your cursor is and the entire rest of the document is section 2.
5. Click the down arrow key a few times so you're into section 2. Now click the **Layout ribbon** → **Page Setup launcher** → **Margins tab**. Change the top margin for Section 2 back to 1"

and make sure **This Section** is selected in the **Apply To dropdown box**. 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.

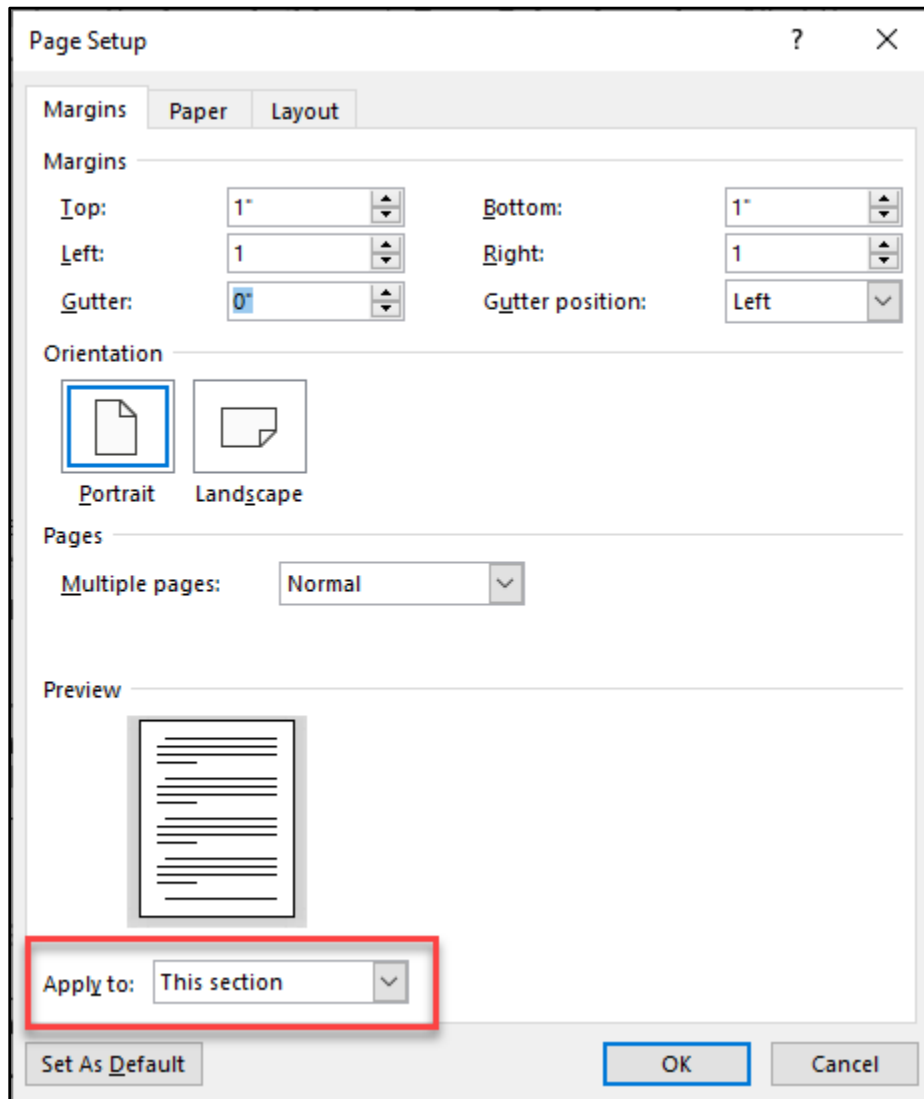


FIGURE 20-4

Orientation

If you have any exhibits (or other pages) that need to be landscape rather than portrait-oriented, you'll need to insert a section break prior to the exhibit (and after the exhibit if you have portrait-oriented pages after the exhibit). You can change orientation for a section by clicking on **Layout ribbon** → **Page Setup Group** → **Orientation button** → select **Portrait** or **Landscape**.

Change Paper Size

Click the **Layout ribbon** → **Page Setup launcher** → **Paper tab**. Select from the document types listed in the **Paper size drop down menu**, or manually choose the **Width** and **Height**. Click **OK**. You can also click on the **layout ribbon** → **Page Setup group** → **Size button**.

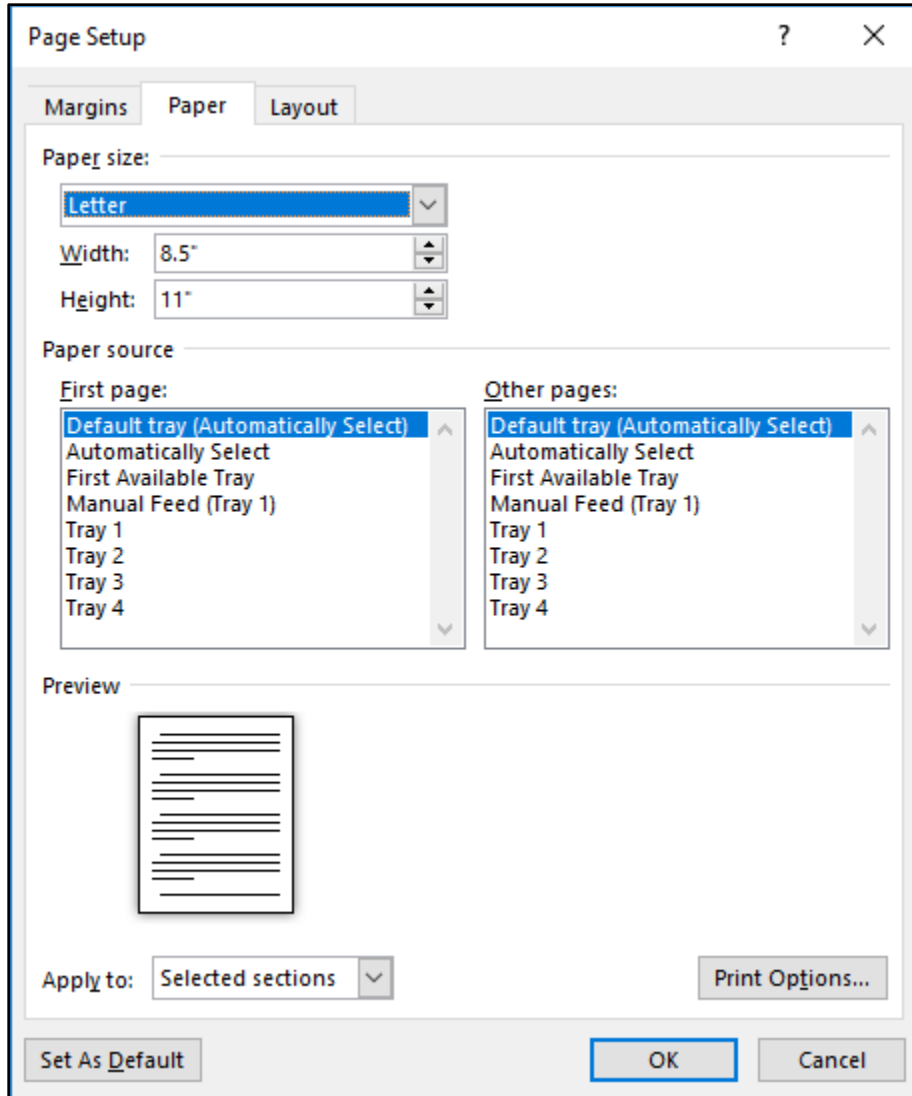


FIGURE 20-5

Setting Up Your Document for Manual Feed

If you would like to automatically print your document from the manual feed tray (for letterhead and the like), click the **Layout ribbon** → **Page Setup launcher** → **Paper tab**. You can choose the **Paper Source** for the **First page** and **Other pages**.

Headers and Footers

The **Layout ribbon** → **Page Setup launcher** → **Layout tab** contains options for controlling **Headers and footers**. These options will be discussed in greater detail later in this section.

Vertical Alignment

Under the **Layout ribbon** → **Page Setup launcher** → **Layout tab** you can now control how text is vertically aligned on a page by clicking the **Page Vertical alignment drop down box** and choosing **Top**, **Center**, **Justified** or **Bottom**.

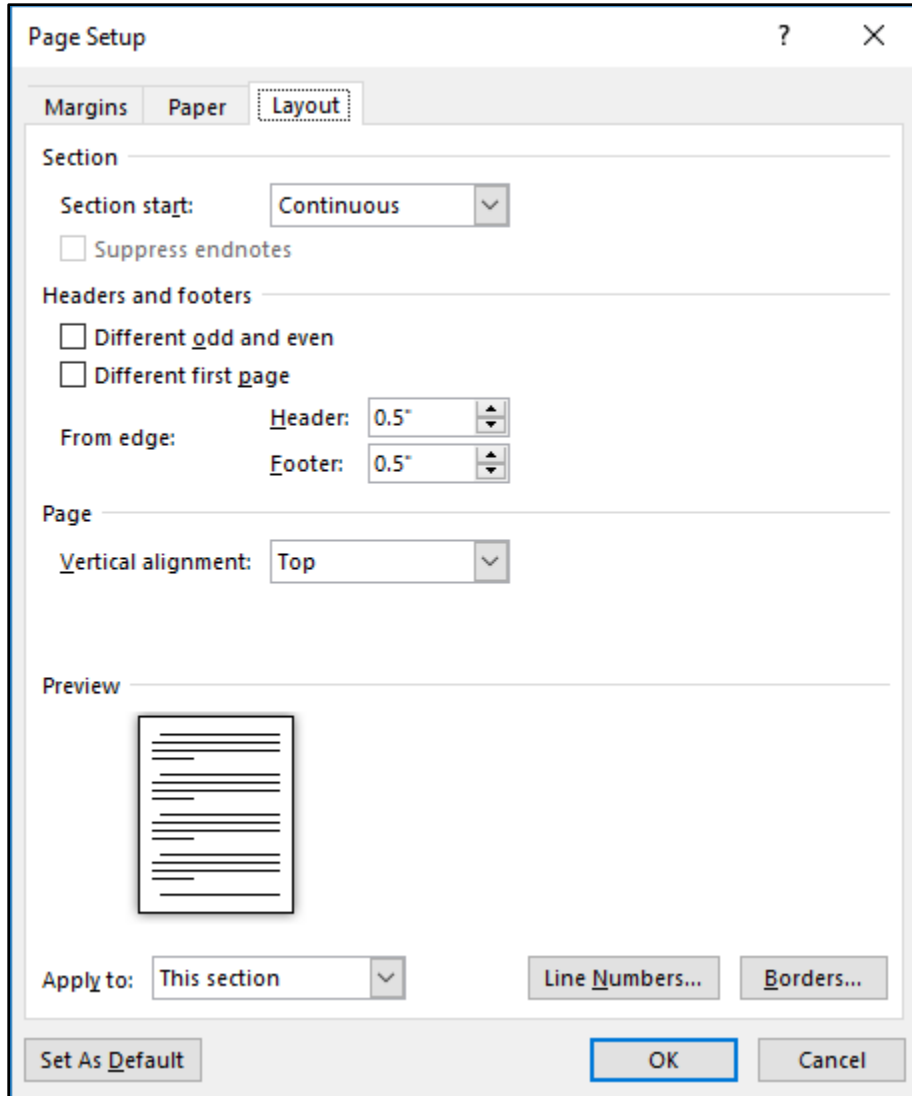


FIGURE 20-6

Line Numbering

To insert line numbering, click the **Layout ribbon** → **Page Setup launcher** → **Layout tab** → **Line Numbers... button**.

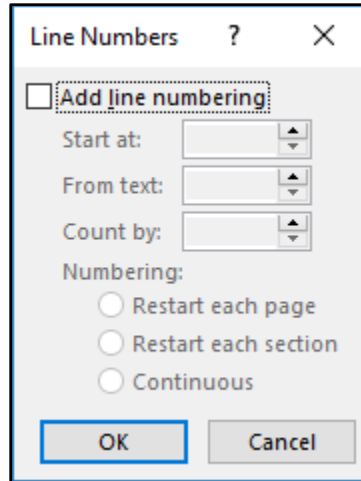


FIGURE 20-7

Borders

The **Borders and Shading dialog** can also be accessed from within the **Layout ribbon** → **Page Setup launcher** → **Layout tab** by clicking on the **Borders...** button.

Legal Tip - Printing Specific Sections and Pages

- If you want to print the entirety of section 3 of a document (for example), open the print dialog (**File menu** → **Print**) (SK: **Ctrl + P**) and enter the section like this: S3

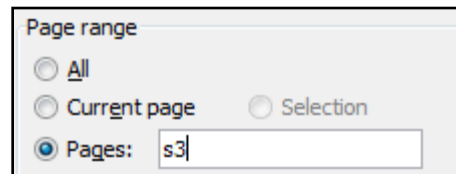


FIGURE 20-8

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

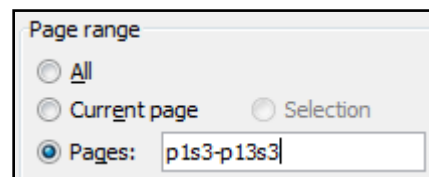


FIGURE 20-9



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