

**OFFICE SOFTWARE BEHAVING BADLY**  
**or How to Make Word for Mac Work for You During the Petition**  
*adapted by Samuel Light from instructions by Windows developed by Nadia Wood*  
*(a huge shout out to Allen Barr for revamping these tips!)*

**Compatibility Notice:** These instructions are based on Microsoft Word for Mac 2016. Instructions for Microsoft Word 2011 and 2008 are included in brackets [2011] and braces {2008}, though you really should just download Office 2016. It's free for UMN students. Just follow the directions here: <https://it.umn.edu/office-microsoft>

**I. Fix Your Bluebook.**

Let's fix your Bluebook. Take it out. Right now. First, see those blue-colored pages? Get rid of them. Paper clip them together, tape them off, rip them out, burn them, whatever you want. But do NOT ever, ever use any rule on a blue-colored page during petitioning. Second, look on page 73. See where it says you may use hyphens or en-dashes? Take out a pen and cross out the word hyphen. Use only en-dashes for page ranges. I will explain those funky en- and em-dashes later.

**II. Set up a File Template.**

Follow these easy steps to make sure you are in compliance with petitioning rules. If you do it in advance, you won't have to worry about it during the petitioning process.

1. Open a blank document. Save it as Petition Draft 1.
2. Make sure you are in Print Layout (View menu).
3. Now, hit CMD-A. This will select all the text in the document. Select Times New Times New Roman and 12 pt font from the home section of the Ribbon [{ or Font section of the Formatting Palette}].
4. In the Format menu select "Paragraph . . ." [{Click on Alignment and Spacing in the Formatting Palette,}] set the "Spacing" "After" to 0 pt. This will insure that you avoid those awkward spaces we have been circling on your memos and briefs all year. Also set Line Spacing to "Double." Click "Okay" to close the paragraph settings window in Word 2016.
5. In the Format menu select "Document . . ." [{Click Document Margins on the Formatting Palette}] and make sure Margins (Left, Top, Right, Bottom) are set to 1 inch margins all around. Click "Okay" to close the document settings window in Word 2016.
6. In the View menu select "Header and Footer." Type in ####. Again, hit CMD-A, Select Times New Roman 12 pt and right paragraph align in the Home section of the ribbon [{Formatting Palette}]. Click "Close" to return to editing text. **When you pick up petition packet, change #### to your actual petition number by double clicking on the ### at the top of the page.** At least with it glaring at you from every page,

- you should not forget it, right?
7. Now go to the Insert menu, select Page Numbers, and pick Bottom of the page, Center alignment. You should end up with numbers centered in the middle of the footer. Double click in the footer. Follow the same procedure to change them to Times New Roman 12 as you did with your Header.
  8. Above the line, type any text in. Go up to the Insert menu and select “Footnote . . . .” Another window will open. Pick **Endnote** {hit Options} and select 1, 2, 3 for the number format. Make sure the rest of the options say “start at 1” and “continuous.” Click Apply [ {Okay} ]. Hit **CMD-Option-E** to insert an endnote. [You can also manually insert an endnote via the Insert menu]. Add filler text to the endnote.
  9. Now, go below the line, select the endnote and the text. In the Format menu select “Style . . . .” In the Styles pane on the right select Endnote Text. Click the “Modify . . . .” button. Change the font to Times New Roman and the paragraph spacing to Double. Click Okay to save the changes to the style and Apply to close the style window.
  - 9a. [ { Word 2008/2011: The “current style of selected text” window in the Formatting Palette (under “Styles”) should say “endnote reference.” [It may say “endnote text,” if it does, do not worry.] Move your cursor to the right of the box, click the down arrow, and click Modify Style. Change Style to Times New Roman 12pt, double spaced. } ]
  10. Now you can start working in this file as you write your petition. Remember that these simple steps take care of only very basic petitioning format requirements. This list is by no means exhaustive. Use the actual instructions from your petition packet to double-check everything and adjust accordingly. For more advanced tips, see how to make your Word work with styles, covered in Section III.C.

### III. Master Office Quirks

#### A. Shortcut Keys You Need to Know

Use **CMD-Option-E** to insert endnotes as you write. Do not wait until you finished writing and attempt to figure out where you found that brilliant quote you cited days ago. The petitioning packet last year (2016) had sixty-two different sources and was over 397 pages long. If you think you will be able to find where that idea came from later, you are wrong. Drop the endnote, even if it is not Bluebooked properly, to at least say “Marbury at 524.” You can figure out how to Bluebook it later, if you wish. But attribute the idea or the quote immediately! Almost every sentence in your petition should be supported, so you will be using this key combo a lot. Get used to it now. With Mac, be weary—clicking CMD-Option-F will drop a *footnote* instead of an *endnote* and could mess with your formatting. If you accidentally do this, undo it immediately or delete the footnote.

Several rules in the Bluebook, like Books (BB 15) and Legislative Materials (BB 13) use LARGE AND SMALL CAPS FONT. To make your text appear in LARGE AND SMALL CAPS, select the

text and hit **CMD+Shift+K**.

Use **option+spacebar** to insert non-breaking spaces between § or ¶ symbols and numbers, and periods in ellipsis. You want to avoid sentences that look like this:

The Supreme Court, in its infinite wisdom, decided that “there is no . . . private cause of action” under either FNRPA or PDATLA. 52 U.S.C. § 19465.

## **B. Easy AutoCorrect Fixes**

Word does funny things to “simplify” your life. Make it stop. Here’s how. Click the Tools menu, then AutoCorrect.

First, fix the ellipsis. Type in “Replace” column . . . and Word will find it in the table for you. Type in the ellipsis with proper spacing (see BB 5.3) in the “With” column. Click Replace [{OK}]. While you are there, delete (c) being replaced with ©. If you work with statutes like 42 U.S.C. § 1452(c), constantly having to undo this AutoCorrect will drive you batty. You can do the same for (r). If you are feeling particularly adventurous, add replacing USC with U.S.C. to make sure you never forget that last period in the citations.

Next, click on the AutoFormat as You Type tab. Disable “Ordinals (1st) with Superscript.” Now when you type in (8th Cir. 2005), Word won’t make you inadvertently break the Bluebooking rules by superscripting the court. While you are there, also uncheck “Internet and Network paths with hyperlinks” option in the same window. Why? Because you will be citing plenty of electronic sources and you don’t want them to appear underlined—that would not be proper Bluebooking. If you forget this step, and Word inserts a hyperlink anyway, CMD+click [or however you’ve set-up your Mac to ‘right click’] anywhere on the blue and underlined hyperlink, and click “remove hyperlink.”

One more Word trick: Go to the Word menu and select Preferences . . . . Select Spelling & Grammar [go to Tools, Spelling and Grammar, Options,}] then uncheck “Ignore words in UPPERCASE.” This way Word will proofread the title of your petition, which has had to be in uppercase . . . which the Word does not check by default. You don’t want to start your petition with a typo, do you?

Here, we will take care of dashes and some symbols:

First, in the tools menu select AutoCorrect . . . . In the new window, type in PP in “Replace” field, click into the “With” field and type Option-7. Click Replace. Repeat the process for § symbol, only type in SS in the Replace field and Option-6. Try typing in those letter combos in the text now and see what happens.

While we’re discussing symbols it’s worth noting here the keyboard shortcuts for em dashes, Option-Shift-Hyphen, and en dashes, Option-Hyphen. Why would you want these, you say? Here’s a brief introduction to these funky dashes.

**The hyphen.** The hyphen is the shortest dash. Writers typically use the hyphen to separate numbers that are non-inclusive and to connect two words modifying a noun.

“My social security number is 123-45-6789.”

“MONT. CODE ANN. § 75-1-301 (2002).”

“It wasn’t me, it was the one-armed man.”

**The en dash.** The en dash is the middle-sized dash. Remember that Bluebook fix in step I? Among other things, the en-dash denotes a range of something, like page numbers:

“See Epstein, *supra* note 3, at 124–36.”

“Moore et al., *supra* note 5, ¶¶ 54.32–.36.”

“Barbara Ward, *Small Planet*, HARV. BUS. REV., Sept.–Oct. 1979, at 240–54.”

**The em dash.** The em dash is the longest dash. Most often, the em dash sets off amplifying or explanatory elements of a sentence. There should not be spaces on either side of any of these dashes.

“The cat—albeit scared—was fine.”

“My friends—that is my former friends—ganged up on me.”

“Will he—rather, *can* he—obtain the necessary signatures?”

### C. **Advanced Tech-Savvy**

Many sources in the petition, such as law review articles and legislative hearings, need only be cited in full once. *E.g.*, Hans H. Grong, *Habeas Corpus Explained*, 93 MINN. L. REV. 590, 592 (2008). These sources can then be cited in short form using *supra* referencing the endnote in which they were cited in full. *E.g.*, Grong, *supra* note 2, at 593. Note that **internal** cross-references (BB Rule 3.5) are explicitly prohibited in the petition. That means you can *supra* sources (“see the sources I cited earlier” BB 4.2) but **not** your own text (“see what I have to say about this later” BB 3.5). Also note that you may NOT use *supra* to refer to cases, statutes, constitutions, legislative materials other than hearings, restatements, etc. *See* BB 4.2.

Thus, you need to know how to reference other endnotes for sources that can be cited using *supra* signal. Knowing how to insert **“live” cross-references** that will update themselves is hugely important! Please allow me to demonstrate why.

Say, you write this in your petition (note that *Rasul v. Bush* should not be italicized per BB 2.1(a)):

Habeas corpus is a writ employed to bring a person before a court, most frequently to ensure that the party's imprisonment or detention is not illegal.<sup>1</sup> Habeas corpus is “a writ antecedent to statute . . . throwing its root deep into the genius of our common law.” The writ, which appeared in English law several centuries ago,<sup>2</sup> became “an integral part of our common-law heritage” by the time the Colonies achieved independence, and received explicit recognition in the Constitution, which forbids suspension of “[t]he Privilege of the Writ of Habeas Corpus . . . unless when in Cases of Rebellion or Invasion the public Safety may require it.”<sup>3</sup>

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<sup>1</sup> BLACK'S LAW DICTIONARY 728 (8th ed. 2004).

<sup>2</sup> *Rasul v. Bush*, 542 U.S. 466, 473 (2004); Hans H. Grong, *Habeas Corpus Explained*, 93 MINN. L. REV. 590, 592 (2008) (giving historical overview of habeas).

<sup>3</sup> U.S. CONST. art. I, § 9, cl. 2; Grong, *supra* note 2, at 593 (listing examples of when the right of habeas was suspended).

Notice how you are using *supra* to reference Grong's article from note 3 to note 2? Well, what happens when you realize you forgot to provide a cite for that great quote in the second sentence? You need to add an endnote! So your text now looks like this:

Habeas corpus is a writ employed to bring a person before a court, most frequently to ensure that the party's imprisonment or detention is not illegal.<sup>1</sup> Habeas corpus is “a writ antecedent to statute . . . throwing its root deep into the genius of our common law.”<sup>2</sup> The writ, which appeared in English law several centuries ago,<sup>3</sup> became “an integral part of our common-law heritage” by the time the Colonies achieved independence, and received explicit recognition in the Constitution, which forbids suspension of “[t]he Privilege of the Writ of Habeas Corpus . . . unless when in Cases of Rebellion or Invasion the public Safety may require it.”<sup>4</sup>

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<sup>1</sup> BLACK'S LAW DICTIONARY 728 (8th ed. 2004).

<sup>2</sup> *Rasul v. Bush*, 542 U.S. 466, 484 (2004).

<sup>3</sup> *Id.* at 473; Hans H. Grong, *Habeas Corpus Explained*, 93 MINN. L. REV. 590, 592 (2008) (giving historical overview of habeas).

<sup>4</sup> U.S. CONST. art. I, § 9, cl. 2; Grong, *supra* note 2, at 593 (listing examples of when the right of habeas was suspended).

Now, you remembered to add the full cite for *Rasul* in the new endnote 2; and the full cite to *Rasul* in what is now endnote 3 that was endnote 2 you changed to a short form citation. Good job! But, what's happening in endnote 4? It still references Grong's article . . . in the endnote 2. Where is it now? In the endnote 3! Take this problem and multiply it by a factor of a 100, and that's what you have to deal with every time you make a change that would affect subsequent notes in a real article or your petition because any and all *supras* down the line would now have to be changed and updated. Doing it manually would be *insane*. So learn how to use live cross-reference function! Here's how:

1. Put the text cursor where you want the cross-reference to appear (usually, immediately following "*supra* note . . .").
2. Click on the Insert menu, then select Cross-reference.
3. On the top left of the window, select Reference Type-Endnote from the drop down menu. The line on the right will change to "insert reference to endnote number."
4. In the window "For which endnote," select the endnote you wish to reference. Click insert.
5. The document should now have the correct footnote number as a live cross-reference. The number will turn gray (or the cursor will change format) if you move your cursor to it and will offer you to go to that footnote if you do a control+click. If it doesn't act in this manner, it is not "live."

One last thing on cross-references: they need to be updated. I.e., Word does not update them automatically every time you insert a new endnote or make a change. Word will update them automatically before printing. Select File > Print, then close the print preview window to ensure Word is behaving properly.

Also, live cross-references will not save you if you delete a source or move it to another endnote. You will see an error message that says reference not found. In that case, do a search and change all the live links to point to the source's new location.

**Styles.** A powerful way to make the document look exactly the way you want it to is to use the Styles feature. It is also an easy way to royally mess up your perfectly formatted petition, so practice this beforehand! There is no easy way to undo things if you mess up your styles (other than hitting CMD-Z to undo immediately). You can certainly do your petition without ever touching Styles button, so this entire section is very, very optional.

First, set up a text paragraph per petitioning rules. Times New Roman, 12 pt font, no spaces after a paragraph, etc, etc. Then, select the text. Go to the Styles Pane [Styles in the Formatting Palette,] and select "New Style." Call it "Petition Paragraph." Click "Add to template." Now, whenever you need to make a change, you can go up to that style in your styles selection of the Formatting Palette, put your cursor over the right side of the box, select the down arrow, and select modify style. All the paragraphs in your document with that style will be changed when you click update.

Alternatively, you can change the “Normal” style according to the petitioning rules.

I also like using Styles for headings and subheadings. Don’t get cute with heading styles in your petition! Your headings should look like they do in this document: start with a roman numeral for the first level, capital letters for the second, Arabic numbers for the third (but only if you absolutely have to). If you think you need forth level, stop and revise. Headings should have one inch indent, and don’t adjust it based on the level, either (i.e., make those weird nested headings where by the third level you are in the middle of the page). That’s what they used to do when they had typewriters. We have moved past that by now. Remember to capitalize headings per Bluebook Rule 8.

First, type in the text of a heading. Format the text to conform to the heading requirements. Right-click on the Heading 1 style in the style selector and click “Update to match selection.” Now whenever you need a new heading, type it in plain text, select it, and hit Heading 1 button. Ta da! Instantly formatted heading! Repeat the same for the next level, with capital letters, and update Heading 2 to match selection. You probably will not need Heading 3, but you can set it up, too.

And if you decide you don’t like how your headings look later, you can go up to Style, pick Heading 1, modify, and change anything you want to about that style. All your headers will then update automatically. Alternatively, you can tinker around with a single heading, update that heading style to match selection, and once again, all the headers with that style will update automagically. Isn’t technology grand?!

So, you should have at least three styles set up and ready to go: paragraph style, Heading 1, and Heading 2. One style you will not need is a block quote style, because you know better than to use block quotes, right?

**Last Words:** Save early. Save often. Save to a flash drive and keep it in a different location from your computer, so if your backpack with your laptop gets stolen, you have a version of your petition someplace else. Email the file to yourself if you are short a flash drive. And save multiple file versions. Draft 1, Draft 2, etc. If a later file becomes corrupted, you can then go back to an earlier version. But “my computer corrupted my data” will not get you any leniency from a journal, sorry.

Sam **and** Nadia both use **Dropbox** and have been incredibly happy with it!

With Dropbox, the documents folder syncs with their servers automatically, and it saves every version of the file for 30 days for the free version, one year for the Pro version with Extended Version History. It has saved me many times when due to some computer glitch, unexpected update, or other fiasco, I lost precious analysis and Word rolled back the file to three days ago. With Dropbox, I can pick any version of the document, from 10 minutes ago or two weeks ago, including the deleted ones. Dropbox is free up to 2GB.

Other options include Google Drive, FileDropper, and Mediafire. Don't let technology or thievery get in the way of your petition.