

# **OFFICE SOFTWARE BEHAVING BADLY, or How to Make Word for PC Work for You During the Petition**

developed from materials by Nadia Wood

*Compatibility Notice: This handout was written for Word 2016. These shortcuts may not work or even exist in other versions of Word. Use at your own risk.*

## **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. Now, hit Ctrl-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 Office Ribbon.
3. In the Paragraph section on the Home tab, select the spacing button dropdown and select Line Spacing Options. Set "after" to 0 pt, and check the box "Don't add space between paragraphs of the same style." This will ensure that you avoid unnecessary white spaces between paragraphs. Also select Double in Line Spacing options.
4. Select the Layout tab at the top. Select Margins, and ensure that the Margins (Left, Top, Right, Bottom) are set to Normal: 1 inch margins all around.
5. Select the Insert tab and in the Header & Footer section, select the Header button, and select Edit Header (or you can just double-click on top of the page). Type in #####. Again, hit Ctrl-A, click the Home tab, and select TNR 12pt and right paragraph align. Click the Header & Footer Tools tab on the far right, and then select the big red X button "Close Header & Footer" 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?
6. Now go to Insert, Page Number, and pick Bottom of the page, Plain Number 2. You should end up with numbers centered in the middle of the footer. Follow the same procedure to change them to TNR 12 as you did with your Header.
7. Above the line, type any text in. Go up to the Ribbon, select References tab, click on a little arrow in the lower right hand corner of the Footnotes section. Another window

- will open. Pick Endnotes - at the end of the document in the Location section; pick 1, 2, 3 from the number format. Make sure the rest of the options say "start at 1" and "continuous." Double check that the box on the bottom says "Apply to the Whole Document." Click Apply. Hit **Ctrl-Alt-D** to insert an endnote.
8. Now, go below the line, select the endnote and the text, right click, and select Style. Another window will pop up, with "endnote text" style highlighted. Click Modify button. Change Style to TNR 12pt Font double spaced. Select the New Documents Based on This Template radio button and select Apply.
  9. 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 **Ctrl-Alt-D** to insert endnotes as you write. Do not wait until you finished writing, and the attempt to figure out where you found that brilliant quote you cited days ago. The 2016 petition packet had 62 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.

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 **Ctrl+Shift+K**.

Use **ctrl+shift+spacebar** to insert non-breaking spaces between § or ,r 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.

How do you tell whether you have a non-breaking space or a regular space? See the paragraph symbol in the Paragraph section of the Home tab? Select it. It will show you every space and non-breaking space in your document.

### **B. Easy AutoCorrect Fixes**

Word does funny things to "simplify" your life. Make it stop. Here's how. Click blue File button on the far left, then select Options (in small font on the bottom), then Proofing, then AutoCorrect Options.

First, fix the ellipsis. Type in "Replace" column . . . and the 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 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 tab. Disable "Ordinals (1st) with Superscript." Then move over to AutoFormat As You Type tab, and uncheck the same box. Now when you type in (8th Cir. 2005), Word won't make you inadvertently break the Bluebooking rules by superscripting the number. 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, right click anywhere on the blue and underlined hyperlink, and click "remove hyperlink."

One more Word trick: Go to File, Options, Proofing, 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?

To implement the next series of fixes, click on Insert, then Symbol, then click on More Symbols at the bottom. Now click on Special Characters tab. Here, we will take care of dashes and some symbols.

**Special characters.** The Section (§) symbol and Paragraph (¶) symbols are musts in legal writing, and clicking into the special character menu every time you need one will drive you nuts. On the Insert tab, select the "Symbols" button on the far right, and then select More Symbols. On the Special Characters tab of this box, create some shortcuts by clicking on the character, selecting the Shortcut Key button, and entering your own custom shortcut. For the Section symbol, I use **alt+s**, and for the Paragraph symbol, I use **alt+p**. Some people prefer **alt+6** for Section and **alt+7** paragraph. Use whatever floats your boat. Make sure the shortcuts for the Em Dash and En Dash are set too. The default is **alt+hyphen** for the En Dash and **Shift+alt+hyphen** for the Em Dash. If you prefer, you can change these to **alt+N** for the En Dash and **alt+M** for the Em Dash. Why would you want to though, 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, at 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>

---

<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>

---

<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 your cursor where you want the cross-reference to appear (usually, immediately following "*supra* note . . .").
2. Click on References tab at the top of the office ribbon.
3. In the section labeled "Captions" (fourth grouping from the left), you will see a button labeled "cross-reference," at the bottom. Click on it. A window will open.
4. 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."
5. In the window "For which endnote," select the endnote you wish to reference. Click ok.
6. 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 to cursor to it and will offer you to go to that footnote if you do a Ctrl-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. Drop down to endnotes, hit Ctrl-A to select all, then F9 to update. Word will also update them automatically before printing or on print preview.

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 Ctrl-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. Then, select the text. In the pop up window, go to Styles, and select "Create New Style." Call it "Petition Paragraph." Now, whenever you need to make a change, you can go up to that style in your styles selection on the Home tab of the ribbon, right click on that style name, and select modify. 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.

Again, set up top-level headings exactly the way you want it to look. Go up to the Styles ribbon, pick Heading 1 style, right click, and select "Update Heading 1 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 should never use them in your writing.

Microsoft has its own guide to Styles available online: <https://support.office.com/en-us/article/Customize-or-create-new-styles-in-Word-d38d6e47-f6fc-48eb-a607-1eb120dec563>  
Bonus: they have illustrations!

**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.

I use Google Drive and I have been happy with it: my documents folder syncs with their servers automatically and it can be embedded right in your computer's file explorer windows. However, it doesn't save new versions of documents.

Previous MREs have used Dropbox. It saves every version of the file for 30 days for the free version, indefinitely for the Pro version with the "rat pack." It has saved them many times

when due to some computer glitch, unexpected update, or other fiasco, she lost precious analysis and Word rolled back the file to three days ago. With Dropbox, she 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.