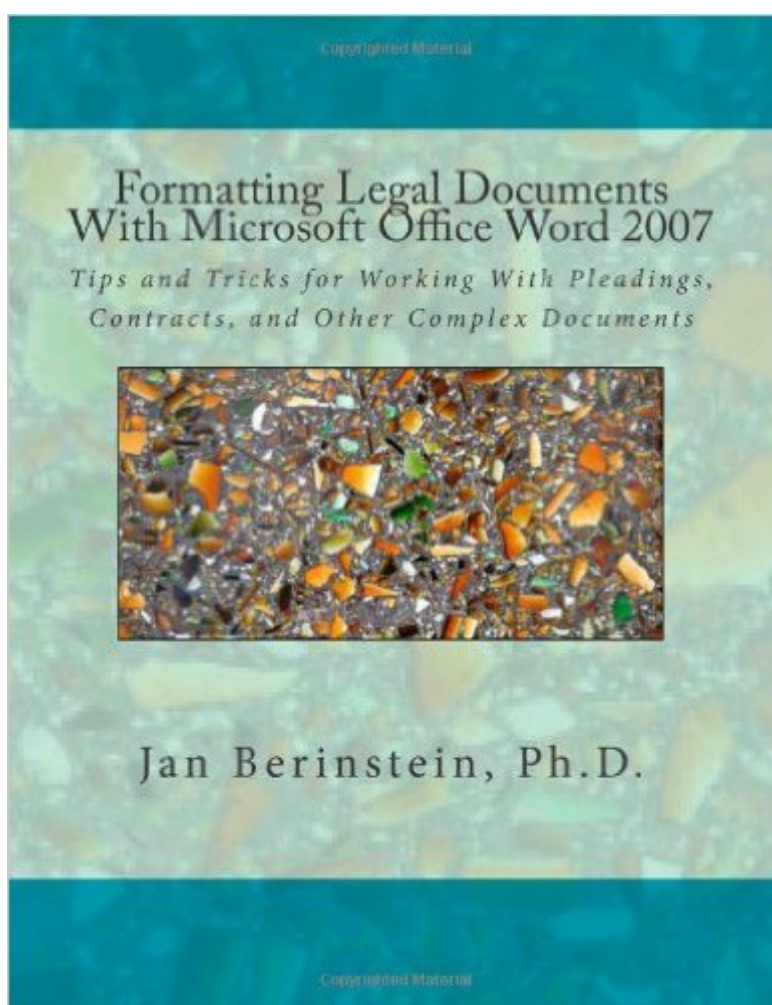


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# Formatting Legal Documents With Microsoft Office Word 2007: Tips And Tricks For Working With Pleadings, Contracts, And Other Complex Documents



## Synopsis

This book helps legal staff use Microsoft Office Word 2007 to prepare pleadings, contracts, estate plans, and other complex documents. The author, a computer trainer and experienced legal word processor, starts by examining Word's "logic," the key to mastering the program. She offers tips for getting Word 2007 to work more like older versions, for customizing the program, and for using keyboard shortcuts. She goes on to provide step-by-step instructions for working with case captions, inserting a pleading footer, aligning text with pleading line numbers, setting up a style for indented quotes, creating and generating a Table of Contents and a Table of Authorities, tracking changes, and comparing documents. She also covers everyday features such as headers and footers, automatic numbering, indents, and footnotes. In addition, she touches on the issue of metadata and explains how to use Word 2007's "Document Inspector" metadata removal tool. The book is filled with pragmatic tips, tricks, and workarounds.

## Book Information

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## Customer Reviews

You can really tell this was written by someone who actually does legal word processing for a living. There are many, many tricks and hidden features (not to mention things NOT to do) in this book. It deals with the program on a professional's level with an accent on doing things quickly - lots and lots on keyboard shortcuts and macros. If you do legal word processing for money, you want this book.

Our legal office has used WordPerfect for years. However, in the past year, the newer generation attorneys being hired use Microsoft Office Word 2007. As legal secretaries we have had a hard time transitioning from WordPerfect to Word. Letters in Word were no problem. However, when it came to pleadings we definitely struggled. For example, we could not line up the words to the numbers on the pleading paper, etc. I searched the internet to find a book that would help us learn what we were doing wrong. I came across this book and it was exactly what we needed. As mentioned by previous reviewers, this book teaches you all the shortcuts and tricks needed to do your job quickly and efficiently. On the last page of the book, there is a discount coupon for a training session with Ms. Berinstein. Our secretarial staff signed up for a training session. If you get a chance, you should do so too. Jan is wonderful! She has helped us tremendously. I would not say we are experts at Word now, but we are getting there! I highly recommend this book. It is well worth the money as is the training session.

The title of this book correctly states "Legal Documents" but the content applies to any type of document. In over 15 years of training people on Microsoft Word, I still find the majority do not use styles, have never created a Table of Contents, and waste a huge amount of time formatting. And I won't go into most users not knowing keystroke shortcuts. This is where Jan Berinstein comes in with a well-written, easy to follow, and properly organized book that will show any Word user how to format their document. If the reader only looks at the lesson on styles, he will learn how to get a more properly formatted document that is much easier to modify. If you want to take control of Word, you need this book. Using the lessons will allow you to leave work at least one hour earlier (if only in your mind). Click the button and order this now. Then, sit back and learn how to conquer Microsoft Word.

My law firm converted from WordPerfect to Word in 2000. If Jan's book had existed then, it would have saved us thousands of hours of...Heck. I'm talking pure-D Heck. Large law firms use virtually all of the features in Word to produce long, complex documents. They must be done quickly, accurately and in high volume. In many cases these documents must be electronically compared against other equally long and complex documents. This book, and its Word 2010 version, makes transitioning to Word much less painful. And, because Jan teaches both Word and WordPerfect (and is an administrator on WordPerfect Universe) she is intimately familiar with the way both programs "think" and can guide you through your transition.

My main recommendation for "Formatting Legal Documents With Microsoft Office Word 2007" is that it is not another Word for Dummies primer. This book (thankfully) assumes that we all know how to save, print, bold and quit. Dr. Berinstein who has consulted for years in the legal profession as a word processing trainer, has clearly been listening to her clients. As promised in its title, Dr. Berinstein's book provides the kind of advanced 'how to' information that lawyers and legal secretaries need in order to produce richly featured and professionally formatted documents. Beyond this however, the book demonstrates that the voodoo features of Word and its irritating determination to 'help out' when you just want to be left alone (let's not kid ourselves, the malevolent ghost of clippy lives on in Word 2007) can be mastered. If you are looking for a template for a will, power of attorney, mortgage or merger agreement, this book is not for you. If you already know what you want to say but fear that your document's mixed up paragraph numbering, corrupted cross-referencing, staggered line spacings and cocktail of fonts are making you look like a dummy, then this book is a must have.

First year law students endure and master the Rule Against Perpetuities, thanks to the "Rule Against Perpetuities In A Nutshell" study aid. Lawyers and law firm staff will endure and master Word 2007's powerful legal applications, if they purchase Dr. Berinstein's "Formatting Legal Documents With Microsoft Office Word 2007". Dr. Berinstein's book focuses on Word 2007 functions germane to the word processing of legal documents. Many Word "how-to" books do not, with the specificity of Dr. Berinstein's book, address key legal document word processing issues. If you are in the legal profession, and intend to use Word's power beyond "cutting and pasting", you should immediately get a copy of Berinstein's well-written book. Dr. Berinstein's book offers many practical tips and warnings that greatly benefit the legal professional using Word 2007. Dr. Berinstein writes clearly, which is a challenge in writing about a powerful program like Word. Howard L. Sanger

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