THE TECH BEHIND LEGAL MEMOS

Workshop

WEDNESDAY
SEPTEMBER 26 • 12:30 • L315

Free Lunch!

Register online: guides.law.fsu.edu/workshops
Microsoft Office 365 ProPlus

Get free downloads of Office 365 ProPlus—including Word, Excel, PowerPoint and more—on up to five owned devices: five computers, five tablets and five phones. Enjoy your free subscription as long as you are an employee or active student enrolled in classes.

- Compatible with PC or Mac computers
- Available for Apple, Android and Windows Mobile phones
- Receives automatic updates

Who can use this service?

Current FSU students, faculty and staff

EMPLOYEES: Need an earlier version of Microsoft Office? Visit the ITS Software Store to purchase Office 2013 ProPlus. ITS Software Store

PLEASE NOTE: Office 365 ProPlus is not intended for, nor should it be installed on university-owned computers. If you need Office for a university-owned computer, please see ITS Software Licensing.

How do I get it?

...
The Ribbon – Word 2016
Copy and Paste

When you paste text into a Word document you can retain formatting or not. Right click and choose the option you want.

- **Keep Source Formatting (K)**
  - Keeps Source Formatting

- **Merge Formatting (M)**
  - Merges with surrounding text

- **Keep Text Only (T)**
  - Plain text
Click on Clipboard, this will show the last 24 items copied to the clipboard; click an item to place in your text.
Open File – Pin to List - 2016

Pinned
- New Books.docx
  H: » My Documents » docs
  1/29/2018 1:09 PM

Older
- Document (1).docx
  C: » Users » jlutz » Downloads
  1/19/2018 11:41 AM
- Books for book display.docx
  H: » My Documents » docs
  12/17/2017 4:20 PM
- new992014_08_13_14_46_52.docx
  Desktop
  12/17/2017 4:20 PM
- Week 8 Checklist(1).docx
  C: » Users » jlutz » Downloads
  12/17/2017 4:20 PM
- Surface Hub.docx
  H: » My Documents » docs
  12/17/2017 4:20 PM

Right-click menu:
- Open
- Open a copy
- Copy path to clipboard
- Pin to list
- Remove from list
- Clear unpinned Documents
In Word 2010 there was an icon above the scroll bar that would turn the ruler on or off. It’s gone in the 2013 version.

You can turn on the ruler by going to view and then checking Ruler.
Styles
Article 6
Capacity of States to conclude treaties

Every State possesses capacity to conclude treaties.

Article 7
Full powers

1. A person is considered as representing a State for the purpose of adopting or authenticating the text of a treaty or for the purpose of expressing the consent of the State to be bound by a treaty if:

(a) he produces appropriate full powers; or
(b) it appears from the practice of the States concerned or from other circumstances that their intention was to consider that person as representing the State for such purposes and to dispense with full powers.

2. In virtue of their functions and without having to produce full powers, the following are considered as representing their State:

(a) Heads of State, Heads of Government and Ministers for Foreign Affairs, for the purpose of performing all acts relating to the conclusion of a treaty;
(b) Heads of diplomatic missions, for the purpose of adopting the text of a treaty between the accrediting State and the State to which they are accredited;
(c) representatives accredited by States to an international conference or to an international organization or one of its organs, for the purpose of adopting the text of a treaty in that conference, organization or organ.

Article 8
Subsequent confirmation of an act performed without authorization

An act relating to the conclusion of a treaty performed by a person who cannot be considered under article 7 as authorized to represent a State for that purpose is without legal effect unless afterwards confirmed by that
Styles

Article 1
Capacity of States to conclude treaties

Every State possesses capacity to conclude treaties.

Article 2
Full powers

1. A person is considered as representing a State for the purpose of adopting or authenticating the text of a treaty or for the purpose of expressing the consent of the State to be bound by a treaty, if he possesses appropriate full powers; or

2. It appears from the practice of the States concerned or circumstances that their intention was to consider that person as representing the State for such purposes and to dispense with full powers.

Article 3
In virtue of their functions and without having to produce the following are considered as representing their State:

(a) Heads of State, Heads of Government and Ministers for Affairs, for the purpose of performing all acts relating to the conclusion of a treaty;

(b) Heads of diplomatic missions, for the purpose of adopting a treaty between the accrediting State and the State to which the treaty is accredited;

(c) Representatives accredited by States to an international organization or one of its organs, for the purpose of adopting the text of a treaty in that context or for the purpose of

Article 4
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   representing the consent of the State to be bound by a treaty
   adopting the consent of the State to be bound by a treaty
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   (b) it appears from the practice of the States concerned
   circumstances that their intention was to consider the
   representing the State for such purposes and to displace
   powers.

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Performed without authorization

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Modify

Right Click Style to Modify
Clearing Styles
Welcome to the College of Law Research Center. Our primary mission is to train our students to produce highly sophisticated and cost-effective legal research. Florida State Law students have 24/7 access to the Research Center. Our students can also use virtual reference provided by expert research librarians.

Our Research Center offers students:
- one of the nation’s most comprehensive, systematic legal research training programs
- extensive legal research offerings throughout all three years of law school
- specialized classes, long and short, that help students develop into expert legal researchers
- classes and workshops taught by experienced research attorneys and law librarians

What our students say about us:
- "I love libraries! I think it is wonderful that you compile all resources on a topic in one place, it makes it so accessible."
- "Expertise and willingness to help! You rock!"
- "Finding the sources I was looking for with a librarian was quick, easy, and outstanding!"
- "I've used lots of libraries but never before received such amazing library service!"
- "With all the resources I gained through my Jump Start session, I will be able to hit the ground running when I start my job!"
- "My clerking job showed me the value of the skills that I learned from the research librarians."

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Clear Formatting

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Headings
Table of Contents

Built-In
Automatic Table 1

Table of Contents
Heading 1
Heading 2

Automatic Table 2

Table of Contents
Heading 1
Heading 2

Manual Table

Table of Contents
Type chapter title (level 1)
Type chapter title (level 2)
Type chapter title (level 3)
Type chapter title (level 4)

More Tables of Contents from Office.com
Custom Table of Contents...
Table of Contents

Contents

FAIR HOUSING ACT – Part One .................................................................................................................. 2

PENALTIES FOR ADA VIOLATIONS [Part 1].......................................................................................... 2

FLORIDA .................................................................................................................................................. 2

FAIR HOUSING ACT – Part Two ............................................................................................................. 3

PENALTIES FOR ADA VIOLATIONS [Part 2].......................................................................................... 3

ALABAMA ................................................................................................................................................. 3

FAIR HOUSING ACT – PART One .......................................................................................................... 4
Adding a Section Break

- Select the 'Insert' tab in the ribbon menu.
- Click on the 'Breaks' icon and select 'Next Page' from the dropdown menu.
- This will insert a section break and start a new section on the next page.
Adding Page Numbers to Different Sections
environmental law and international law. Our Technology for Lawyers course provides students with training and information on technology that is changing the practice of law. A description of this course is available on our course-descriptions page.

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Page Options - Columns
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Columns
Article 2. Capacity of States to conclude treaties.

Every State possesses capacity to conclude treaties.

Article 3. Full powers.

1. A person is considered as representing a State for the purpose of adopting or authorizing the text of a treaty or for the purpose of expressing the consent of the State to be bound by a treaty if:
   (a) his functions or powers are such as to entitle him to act on behalf of that State;
   (b) he acts in accordance with his instructions, or with such authority as the conditions of the treaty or any other circumstances may authorize or require.

2. In case of the States that are not members of the United Nations Organization, the person representing the State shall be an official of the Government of the State or other person acting in that capacity.

Article 4. Subsequent confirmation of an act performed without authorization.

An act performed by a person who has not been authorized to act shall be confirmed by the State in accordance with the provisions of the treaty.
Line Ending
Page Numbers – x of y Numbering
Sometime delivering a file in PDF format is useful. Word 2010 and later have a built-in create PDF function.
Metadata

Document Inspector

Review the inspection results.

- **Comments, Revisions, Versions, and Annotations**
  - No items were found.

- **Document Properties and Personal Information**
  - The following document information was found:
    - *Document properties*
      - *Author*
  - Remove All

- **Custom XML Data**
  - No custom XML data was found.

- **Headers, Footers, and Watermarks**
  - No headers, footers, or watermarks were found.

- **Invisible Content**
  - No invisible objects found.

- **Hidden Text**
  - No hidden text was found.

Note: Some changes cannot be undone.
The procedures may be initiated by the debtor who files a request for an order in the county court for the district in which he resides or carries on business. Alternatively, where a debtor furnishes to the court a list of creditors and particulars of his means, either in his oral examination or by some other means, the court may proceed as if the debtor had filed a request for an administration order. The debtor is required to verify the statements he makes on oath.
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Reveal Formatting
Word 2013: Shift + F1
Reveal Formatting

A pro-union worker home one
not in perfect squares as she was
Anchan, an administrative law

City over the past two years,
ions and franchisees would have
%, couldn’t figure out how to address
he labor board’s general counsel,
ainst the company in May.
, the company employed two part-
held taken part in fast-food strikes in
paid organizers for Digg, a worker
id is funded by the Service
Navigation Pane

Violations under the Americans with Disabilities Act (ADA) nature of the complaint. Damages can be as much as $500.

Under the ADA and its implementing regulations, the right to places which serve the public is guaranteed. Section 12203.6, Florida Statutes, Florida statutorily enacts 1988, 1989, 1990, 1991, and 1998 Florida statutes accompanied by a specially trained dog guide in all public accommodations.
Authorities

And since the opinion speaks in terms of the trial court’s authority, it casts doubt on the validity of thousands of final judgments. See, e.g., Corbin Wall Pump & Supply, Inc. v. Koon, 482 So. 2d 525, 527 (Fla. 5th DCA 1986) (“While parties and their successors in title or interest are generally bound...“
Authorities

To mark the citation, press Alt/Shift F1
view the totality of the circumstances. *Fla. v. Bostick*, 501 U.S. 429
question for the Court then becomes whether a reasonable person would
leav that police encounter. *Bostick* pg. 434 The Court may consider
officers actions impeded the ability of the citizen to go about their business
States v. Jordan pg. 1281. The Court may also consider where the encounter
place, the relative authority the officer conveyed to the citizen in con
duction, the maximum they could show, and how long the officers retained the
*United States v. Spence* pg. No one factor is dispositive and many

Next Citation

- Looks for
  - v.
  - §
view the totality of the circumstances. *Fla. v. Bostick*, 501 U.S. 429, 439. The question for the Court then becomes whether a reasonable person would feel free to leave the place where his employer's business. United States v. Jones, 176 F.3d 462, 468 (2d Cir. 1999), cert. denied, 529 U.S. 1230 (1999). In comparison to the maximum identification requirements and many
Authorities

- Things to cite
  - Cases
  - Statutes
  - Office Authorities
  - Treatises
  - Regulations
  - Constitutional provisions
Category
Insert Table of Authorities

Cases

*United States v. Jordan* pg. 1281 .................................................................................. 1
*United States v. Mendenhall* pg. 554 ........................................................................... 3
*United States v. Weaver*, 282 F.3d 302 ..................................................................... 4
Pin Cites

- Pin cites can be tricky in a Table of Authorities
  - Here’s a pretty good source for some more info:
officers' actions impeded the ability of the citizen to go about their business. United States v. Jordan pg. 1281[4]. The Court may also consider where the encounter took place, the relative authority the officer conveyed to the citizen in comparison to the citizen's own.
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place, the relative authority the officer conveyed to the citizen in comparison to the
Footnotes

Adding basic footnotes is easy.

Go to References and click Insert Footnote

---

This is text.¹
Footnotes

Research for FSU Journals: Making Edits in Word

Getting Started  Resources  Interlibrary Loan  Making Edits in Word

Squeeze Clean Documents

Before sending a document off to the publisher you may want to create a "clean" copy. The easiest way to remove metadata (such as comments, revisions, versions, and annotations) is to go to the “Prepare” menu and “Inspect Document.” You can choose what Word will look for and choose what you’d like to delete. Always make a backup of your document before running this. It is NOT reversible.

http://guides.law.fsu.edu/content.php?pid=312646&sid=4411237
Microsoft Word will insert footnotes for you very easily: just go to the "References" tab on your toolbar and select "Insert Footnote." Make sure you have your cursor at the end of the sentence that you want to cite.

When editing your paper you may want to move footnotes around. Word does just fine with moving your footnotes around automatically, just make sure you select the footnote along with the sentence and Word will automatically re-number your footnotes. A problem arises when you use id and supra in your academic writing. If you move a footnote that is referenced later in your piece, Word will link your "supra note 8" to the specific footnote you are referencing, but you must take an extra step. You must "cross-reference" your footnotes that use supra by going to "References" on the tool bar and selecting "Cross-reference." Doing this while you write will save you a lot of headaches.

Word will automatically place a footnote number where your cursor was and place a blank spot for you to type your citation "below the line" at the bottom of the page. Inserting further footnotes will automatically add more space to the bottom of your page to enter footnotes.
Footnotes

- But it isn’t always that easy
Adding a Cross Reference

4 Elliott supra note 2.
5 See Elliott supra note 2, at 1490.
Cross Reference Continued

- To update Cross References
  - Click anywhere inside the footnote field
  - Hit Ctrl A
  - Hit F9
- It will say “Word cannot undo this action. Do you want to continue.”
  - Click Yes
Create a Cross Reference

How to Create a Cross-Reference In Microsoft Word
40 Word courses 1,543 video tutorials

Weekly Office Workshop with David Rivers
Get a new Microsoft Office tip every Tuesday. Take a five-minute break to improve your productivity and efficiency.

Securing Microsoft Office Files with Curt Frye
Keep your Microsoft Office documents secure and private with these tutorials for Office 2007, 2010, 2013, and even Office 365.

Office for iPad Essential Training with Jess Stratton
Take the rich features and productivity power of Word, Excel, and PowerPoint on the go with Office for iPad.

Migrating from Office 2007 to Office 2010 with David Rivers
Upgrading from Office 2007 to Office 2010? Get used to the new interface, and explore the latest features in Word, Excel, PowerPoint, and Outlook.
lynda.com continued
MS Office Research Guide

- https://guides.law.fsu.edu/Office/Word
Formatting Legal Documents With Microsoft Word 2016
Tips and Tricks for Working With Pleadings, Contracts, Mailings, and Other Complex Documents

Jan Berinstein, Ph.D.
WESTLAW REFRESHER Workshop

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OCT 3 • 12:30 • L315

Free Lunch!

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