# Using Microsoft Word 2011 to Create a Legal Research Paper

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Changing Your Default Font

The default font in Word 2011 is Cambria, 12 pt. To change it, follow the instructions listed below.

1. Click on the word **Format** in the Apple menu bar.
2. Select the **Font** option.
3. The **Font** dialog will appear.

4. Choose your font type from the **Font** section.
5. Choose your font size from the **Size** section.
6. Make any other adjustments you would like.
7. Click on the **Default** button.
8. A warning dialog will appear.

9. Click on the **Yes** button.
10. Your default font will be set accordingly.
Lists, Indentations, Tabs and the Ruler

By default, indents and tabs move text half an inch to the right. The tab function indents the first line of a paragraph. The indent function indents all of the lines in a paragraph. Bulleted and numbered lists are a form of hanging indent, which place bullets or numbers to the left of the indented text. All of Word 2011’s indent icons are found on the Home tab of the Mac ribbon.

Creating a Bulleted or Numbered List
1. Select the text to which you want to add bullets or numbers.
2. Click on the Bullets icon -or-
3. Click on the Numbering icon.
4. Click on the Multilevel List icon to start a multilevel list.

Note: Each of the above icons has a small, dropdown arrow to its right. Click on the arrow to customize your numbering and bulleting formats.

Note 2: If you want to get rid of your bullets or numbers, simply select the bulleted or numbered text and click on the Numbering or Bullets icon again. These icons are toggles: when they are a dark grey color, they are active; otherwise they are not. To remove a multilevel list, click on the dropdown arrow to the Multilevel List icon’s right and choose the option None.

Indenting Paragraphs
1. Select the paragraph that you want to indent.
2. Click on the Increase Indent icon.
3. Your paragraph will be indented.
4. To get rid of your indent, click on the Decrease Indent icon.

Adding a Tab
1. Click at the beginning of the paragraph to which you want to add a tab.
2. Press on the Tab key in the keyboard.
3. The first line of the paragraph will be indented half an inch.

Note: To remove a tab, click on the Tab icon on the far left of the Ruler. Choose the Tabs option. The Tabs dialog will open. Click on the Clear All button. Click on the OK button to close the dialog.
Using the Ruler to Block Text and Customize Indents

You can use the Ruler to create and change tabs and indents. You can also use it to block text. To show the ruler, click on the word View in the Apple menu bar and select the Ruler option. A checkmark will appear next to the Ruler option and the ruler will appear at the top of your document.

Creating a First-Line Indent (Tab) with the Ruler

1. Click at the beginning of the text where you want to add a first line indent.
2. On the Ruler, drag the First Line Indent marker (the top triangle located on the left side of the ruler) to the position where you want the indent to start.

Creating a Hanging Indent with the Ruler

1. Select the paragraph where you want to create a hanging indent.
2. On the horizontal ruler, drag the Hanging Indent marker (the bottom triangle located at the left side of the ruler – not the rectangle) to the position where you want the hanging indent to start.

Changing the Left Margin of a Paragraph with the Ruler (To Block Text)

1. Select the paragraph that you want to indent.
2. On the horizontal ruler, drag the Left Indent marker (the bottom rectangle located on the left side of the ruler) to the position where you want the left margin to begin.

Changing the Right Margin of a Paragraph with the Ruler (To Block Text)

1. Select the paragraph that you want to indent.
2. On the horizontal ruler, drag the Right Indent marker (the triangle located on the right side of the ruler) to the position where you want the right margin to begin.
Page Numbers

Adding Page Numbers
To work with page numbers in Word 2011, you must be in the *Print Layout* view. Click on the word *View* in the Apple menu bar and select the *Print Layout* option, so that there is a checkmark next to it.

1. Click on the word *Insert* in the Apple menu bar.
2. Click on the *Page Numbers* option.
3. The *Page Numbers* dialog will appear.

4. Click on the arrows to the right of the *Position* field.
5. Select the desired page number location.
6. Click on the arrows to the right of the *Alignment* field.
7. Select the desired alignment of your page numbers.
8. If you want a page number on the first page of your document, enable the *Show Number on First Page* field.
9. If you want to change the page number format, click on the *Format* button.
10. When you are finished formatting your page numbers, click on the *OK* button.
11. Your page numbers will be inserted as specified.

Removing Page Numbers
1. Make sure you are in *Print Layout* view.
2. Click on the word *View* in the Apple menu bar.
3. Click on the *Header and Footer* option.
4. Your *Header* area will be displayed.
5. Scroll down to the *Footer* area.
6. Select the page number (make sure to select the frame around the page number, not just the page number character).

7. Press the *Delete* key.
8. Click on the *Close* option of the *Footer* area.
9. The page numbers will be removed from your document.
**Headers and Footers**

**Adding Headers and Footers**
1. Make sure you are in *Print Layout* view.
2. Click on the word *View* in the Apple menu bar.
3. Click on the *Header and Footer* option.
4. The *Header* area will be displayed.

[Image of a red header]

5. You can type text or add graphics to the *Header* area.
6. For more header formatting options, click on the contextual *Header and Footer* tab in the Mac Ribbon.

[Image of Mac Ribbon with Header and Footer options]

7. Select the options that you want
8. When you are finished with your header, click on the *Close* icon in the *Header* area.
9. Your header will be inserted into your document.

**Note:** To add footers to your document, click on *View>* *Header and Footer*. Once the *Header* area is displayed, click on the *Go to Footer* icon located on the contextual *Header and Footer* tab in the Mac Ribbon.

**Modifying Headers or Footers**
1. Make sure you are in *Print Layout* view.
2. Double-click on either your header or footer to open it.
3. The *Header or Footer* area will be displayed.
4. Make any desired changes.
5. When you are finished with your header, click on the *Close* icon in either the *Header* or *Footer* area.
6. You will return to your document and your header and/or footer modifications will go into effect immediately.

**Deleting Headers or Footers**
1. Make sure you are in *Print Layout* view.
2. Double-click on either your header or footer to open it.
3. The *Header or Footer* area will be displayed.
4. Click on the word *Edit* in the Apple menu bar.
5. Click on the *Select All* option.
6. Press the *Delete* key.
7. Your header or footer will be deleted.
8. Click on the *Close* icon in either the *Header or Footer* area.
Inserting Different Types of Page Numbers on Different Pages

Inserting a Section Break
You use section breaks to change the layout or formatting of pages within your document. For example, you can separate “sections” within your document so that the page numbering of each section starts at Page 1. You must divide the document into separate sections before you can insert different page number formats on different pages. To insert a section break, follow the instructions below.

1. Click on the Show All Nonprinting Characters icon, located in the Standard toolbar, so that you can see the hidden formatting characters within your document.
2. Within your document, click once where you want to insert the section break.
3. Click on the word Insert in the Apple menu bar.
4. Hover over the Break option.
5. Click on the Section Break (Next Page) option.
6. A section break will be inserted into your document.

7. Everything above the inserted section break will be Section 1 of the document; everything below will be Section 2 of the document.
8. You can format each of these sections separately.

Note: You can always tell what section of your document you are in by looking at your Status bar, located at the bottom of your Microsoft Word 2011 screen. The Section option is located in the middle and labeled Sec.
Adding Different Types of Page Numbers to Different Sections

Once you have added a section break, you can add different page number formats to each section.

1. Go to the first page of Section 1.
2. Click on the word Insert in the Apple menu bar.
3. Click on the Page Numbers option.
4. The Page Numbers dialog will appear.
5. Select the desired page number location and alignment.
6. Make any other formatting changes.
7. Click on the OK button.
8. Double-click on the Footer area in Section 2 (below the section break).
9. The Footer – Section 2 area will open.

10. Go to the contextual Header and Footer tab in the Mac Ribbon.
11. Remove the checkmark from the Link to Previous field by clicking once on it.

12. The Same as Previous icon will disappear from the Footer – Section 2 area.
13. Now you can delete the page number from within the Footer – Section 2 area without affecting the page numbers in the Footer – Section 1 area.
14. Once the old page numbers are deleted from the Footer – Section 2 area, click on the word **Insert** in the Apple menu bar.
15. Click on the **Page Numbers** option.
16. The **Page Numbers** dialog will appear.
17. Click on the **Format** button.
18. The **Page Number Format** dialog will appear.

![Page Number Format dialog]

19. Change the number format, if desired.
20. Enable the **Start at** field and type the number 1.
21. Click on the **OK** button.
22. You will return to the **Page Numbers** dialog.
23. Click on its **OK** button.
24. Your new page numbering will begin on the first page of **Section 2**.

**Note:** To delete page numbers from multiple sections, you will need to do so manually from each section.
Footnotes and Endnotes

Inserting Footnotes
1. Place your cursor where you want to insert your first footnote or endnote.
2. Click on the Document Elements tab in the Mac Ribbon.
3. Click on the Footnote icon.
4. Your cursor will automatically move to the bottom of the current page, under the footnote line and to the right of the appropriate footnote number.
5. Type your footnote.
6. When you are done typing your footnote, click anywhere within the document.
7. When you are ready to add another footnote, place your cursor accordingly and click on the Footnote icon again.

Inserting Endnotes
1. Open your document.
2. Place your cursor where you want to insert your first endnote.
3. Click on the Document Elements tab in the Mac Ribbon.
4. Click on the Endnote icon.
5. Your cursor will automatically move to the end of the document, under the endnote line and to the right of the appropriate endnote number.
6. Type your endnote.
7. When you are done typing your endnote, click anywhere within the document.
8. When you are ready to add another endnote, place your cursor accordingly and click on the Endnote icon again.

Editing the Text within Your Notes
To edit a note, place your cursor within the note text and edit away.
Converting Notes

1. Click on the word **Insert** in the Apple menu bar.
2. Click on the **Footnote** option.
3. The **Footnote and Endnote** dialog will appear.

![Footnote and Endnote dialog](image)

4. Click on the **Convert** button.
5. You will be asked if you want to convert all notes.
6. Click on the **OK** button.
7. All of your footnotes will be converted to endnotes or *vice versa*.
8. Close out of the **Footnote and Endnote** dialog.

**Note:** Sometimes, when you convert footnotes to endnotes, the note number formatting changes. If this happens, simply open the **Footnote and Endnote** dialog and use the **Number Format** field to change the note number formatting.

Deleting Notes

**THIS IS VERY IMPORTANT!**

To delete a note, place your cursor after the reference number of the note **WITHIN THE BODY OF YOUR DOCUMENT** and press the **Delete** key twice on the keyboard. Microsoft Word will automatically renumber the remaining notes.

If you try to delete a note from within the note section of your document, you will corrupt your notes. There is no way to “uncorrupt” corrupted notes, other than deleting them all and manually re-entering them.
Creating a Table of Contents

Adding Headings Styles to Your Document

To create a table of contents automatically, you must first apply heading styles to those items that you want to include in the table of contents. Then you can insert the table of contents.

1. Select the text that you want to appear in your table of contents.
2. Click on the Home tab in the Mac Ribbon.
3. Click on the Manage The Styles That Are Used In The Document icon.

4. The Styles gallery will appear.

5. Click once on the desired heading style from the Pick a Style to Apply list.
6. The style will go into effect immediately.
7. Apply the desired heading styles to your document.

Note: Start by choosing Heading 1 from the Pick a Style to Apply list. Once you choose that heading style, Heading 2 will appear. Once you choose the Heading 2 option, Heading 3 will appear, and so on.
Inserting a Table of Contents
To build a table of contents, Microsoft Word searches for text that has been formatted as headings. It detects these headings, sorts them by level, and then dynamically creates a table of contents.

1. Make sure you are in the **Print Layout** view.
2. Determine where you want to insert your table of contents.
3. Click once in that location.
4. Click on the **Document Elements** tab in the Mac Ribbon.
5. A gallery of predesigned table of content styles will appear within the **Table of Contents** section.
6. Click on one of the options.
7. A table of contents will be inserted into your document.

**Note:** If you do not have any headings in your document, the only way you can create a table of contents is to type it manually.
Changing the Format of Your Table of Contents

1. Click on the Document Elements tab in the Mac Ribbon.
2. Click on the Options icon within the Table of Contents section.

3. The Table of Contents dialog will open.

4. Choose one of the available design formats from the Formats section. (An example of the formatting that you select will appear in the Preview field.)
5. Determine the number of heading levels that you want to display in the Show Levels field.
6. You can determine how your page numbers appear (if at all).
7. You can also determine your tab leader style. (Tab leaders are the little dots that appear in a table of contents between the text and the page number.)
8. When you are done formatting your table of contents, click on the OK button.
9. You will be prompted to replace the original table of contents.
10. Click on the Yes button.
11. The newly formatted table of contents will be inserted into your document.

Note: You can click on the Modify button to change the formatting of your heading styles. However, the Modify button will only be activated if the From Template option is the selection within the Formats section.
**Editing the Text within Your Table of Contents**

Microsoft Word creates a table of contents dynamically. While the text of the table of contents cannot be edited directly, the sources that create it can. To update your table of contents, follow the instructions below.

1. Make whatever changes you want in the body of your document.
2. Click once on your table of contents.
3. Your table of contents will be surrounded by a line and a Table of Contents icon will appear in its upper left-hand corner.

4. Click on the dropdown arrow to the right of the Table of Contents icon.
5. Select the Update Table option.
6. An Update Table of Contents dialog will appear.

7. If the only change in your document involves pagination, enable the Update Page Numbers Only field and click on the OK button.
8. If you have changed text in your headings, added headings, or deleted headings, enable the Update Entire Table field and click on the OK button.
9. Your table of contents will update immediately.

**Deleting Your Table of Contents**

1. Click once on your table of contents.
2. Your table of contents will be surrounded by a line and a Table of Contents icon will appear in its upper left-hand corner.
3. Click on the dropdown arrow to the right of the Table of Contents icon.
4. Select the Remove Table of Contents option.
5. Your table of contents will be deleted.
Creating a Table of Authorities

What is a Table of Authorities?
A table of authorities is a legal index: it lists the legal references in a document (cases, statutes, rules, etc.), along with the numbers of the pages on which the references appear.

Marking Your Citations
In order to create a table of authorities, you must first mark your citations. To do so, follow the instructions below.

1. Click on the **Show All Nonprinting Characters** icon, located in the Standard toolbar, so that you can see the hidden formatting characters within your document.
2. Select your first citation.
3. Click on the word **Insert** in the Apple menu bar.
4. Select the **Index and Tables** option.
5. The **Index and Tables** dialog will appear.
6. Click on the **Table of Authorities** tab.

7. Click on the **Mark Citation** button.
8. The **Mark Citation** dialog will appear.

![Mark Citation dialog](image)

9. Edit the full citation as you want it to appear in your table of authorities in the **Selected Text** field.

10. Click on the arrows to the right of the **Category** field to choose the category that applies to the citation.

11. There are legally correct ways to type a short citation once a full citation has been used in your document. Use the **Short Citation** field to input the correct short citation form. (This is a very good way to check your legal referencing work.)

12. Click on the **Mark All** button if this citation (including short citations) appears more than once in your document.

13. Click on the **Mark** button if this citation only appears once in your document.

14. Click on the **Close** button.

15. You will return to your document, where you will see the marked citation. Even though it looks odd, the citation mark is a non-printing character and will not display in the printed document.

![Highlighted citation](image)

16. Continue marking your citations.

**Note:** The coding within your marked citation will not appear in **green** font. The font is green in the example above to easily distinguish the coding from the actual citation.

**Note 2:** Do **NOT** edit or delete any of the coding around your marked citation, including the brackets, or you will corrupt it. If you mismark a citation, delete the coding and start again.

**Note 3:** To delete a marked citation, select it, including the brackets {}, and press the **Delete** key on your keyboard.
Inserting a Table of Authorities
To build a table of authorities, Microsoft Word searches for marked citations. After detecting them, it dynamically creates the table of authorities.

1. Make sure you are in the Print Layout view.
2. Determine where you want to insert your table of contents.
3. Click once in that location.
4. Click on the word Insert in the Apple menu bar.
5. Select the Index and Tables option.
6. The Index and Tables dialog will appear.
7. Click on the Table of Authorities tab.

8. Click on the OK button.
9. Your newly created Table of Authorities will be inserted into your document.

Editing a Table of Authorities
Unfortunately, Microsoft’s Table of Authorities feature does not update as easily as the Table of Contents feature. The best way to update a table of authorities is to delete it and then recreate it.

Deleting a Table of Authorities
To delete your table of authorities, select the entire table of authorities and press the Delete key on your keyboard. The table of authorities will be deleted immediately.
Creating a New Citation Category

If you want to rename the existing table of authorities’ categories, follow the instructions below.

1. Display the Mark Citation dialog.
2. Click on the Category button.
3. The Edit Category dialog will appear.

![Edit Category dialog]

4. Select the category you want to rename.
5. Type the new category’s name in the Replace With field.
6. Click on the Replace button.
7. Click on the OK button.
8. You will return to the Mark Citation dialog.
9. You can use the new category immediately or click on the Close button to return to your document.

**Note:** You must click on the Replace button before clicking on the OK button when renaming your categories. Without clicking on the Replace button, the category will not rename.
Keyboard Shortcuts for Microsoft Word 2011

⌥+A = Select All
⌥+C = Copy
⌥+V = Paste
⌥+Z = Undo
⌥+Tab = Alt+Tab

FN+F11 = shows the desktop

FN+เพราะ้า⁺ = ctrl home in MS Word
FN+เพราะ้า⁺⁺ = ctrl end in MS Word

CTRL+click = Right-click