BEYOND THE FONT WARS

WORD PROCESSING TIPS FOR FORMATTING APPELLATE BRIEFS



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- 30 minutes to talk about...
 - Using Styles
 - Quick Tips on
 - Autocorrect
 - Spacing
 - Marking Citations





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Styles

- What they are
- Why they matter

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What are Styes

- Preset Formatting
- Microsoft Support:

What are Styles?

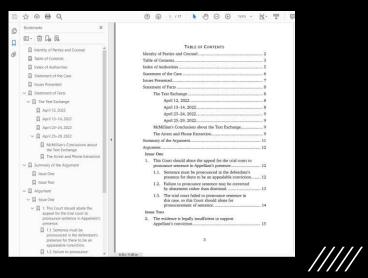
Built-in styles are combinations of formatting characteristics that you can apply to text to quickly change its appearance.





Why Styles Matter

- Set it and forget it
- Uniform Updating
- Table of Contents
- PDF Bookmarks





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Title search: Beyond the Font Wars: Word Processing Tips for Formatting Appellate Briefs

Also available as part of the eCourse

The Science of Readable Legal Writing

First appeared as part of the conference materials for the 2024 Robert O. Dawson Conference on Criminal Appeals session "Beyond the Font Wars: Word Processing Tips for Formatting Appellate Briefs"