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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Puttin' on the Styles

Styles

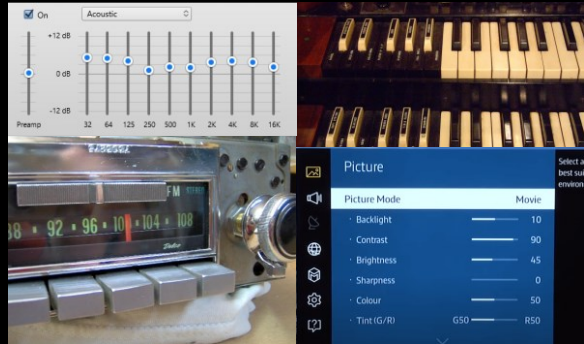- What they are
- Why they matter

What are Styes

- Preset Formatting

- Microsoft Support:
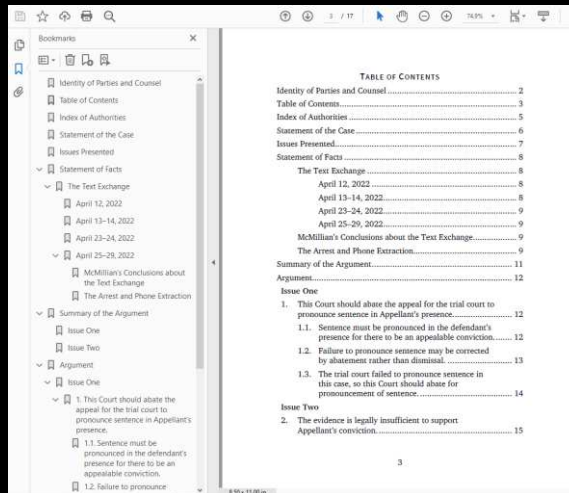
  What are Styles?

  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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