




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



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• Styles

- What they are
- Why they matter



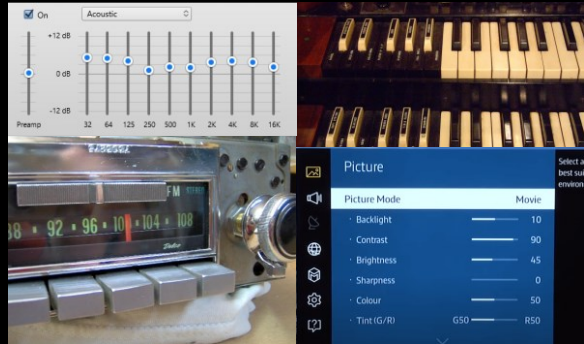
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What are Styles

- Preset Formatting
- Microsoft Support:

What are Styles?

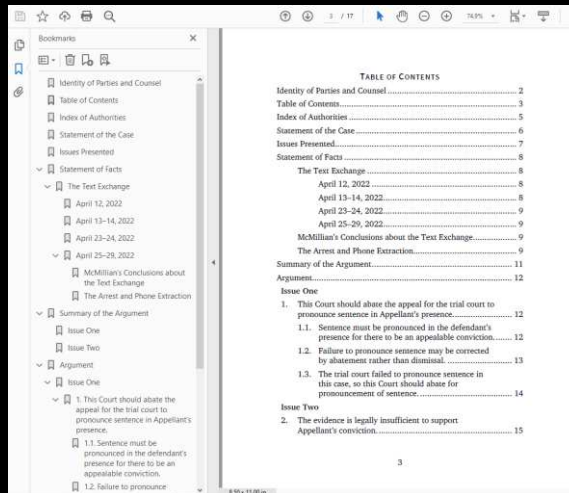
Built-in styles are combinations of formatting characteristics that you can apply to text to quickly change its appearance.



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Why Styles Matter

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



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