TITLE OF THE  
DOCUMENT  
IS CENTERED ON THE PAGE

The Style is called  
 “Title Page Text”

Table of Contents – Section 2 of the doc and is roman numBered. Includes headingS 1-3 by default

[I. Style Heading 1 1](#_Toc21358091)

[A. Style Heading 2 1](#_Toc21358092)

[a. Style Heading 3 1](#_Toc21358093)

[II. Style Heading 1 2](#_Toc21358094)

[A. Style Heading 2 2](#_Toc21358095)

[a. Style Heading 3 2](#_Toc21358096)

[III. Style Heading 1 2](#_Toc21358097)

[A. Style Heading 2 3](#_Toc21358098)

[a. Style Heading 3 3](#_Toc21358099)

Table of Authorities - Section 2 of the doc and is roman numbered  
 along w TOC

Cases

Cooter & Gill v. Hartmarx Corp., 496 U.S. 384 (1990) 3

Easley v. Cromartie, 532 U.S. 234, 242 (2001). 2

Thelma C. Raley, Inc. v. Kleppe, 867 F.2d 1326, 1328 (11th Cir. 1989) 2, 3

Doc Name is Centered 12PT Font. This Style is called “Title”

What is a Style? It’s an easy-button for applying a set of font and/or paragraph formatting to text. For example, you want all of your Headings to look the same. Right? Yes! Well, you can either sit and apply “Center, Underline, Caps, 14pt font” over and over again or you can save those settings into a “Style” and apply that Style with a quick click. It’s like a uniform for text!

To use the Styles in this document, select the “Style” you want to apply to a paragraph either before or after you start typing. The Styles Gallery in located in the Home Ribbon. You can click the insultingly small arrow to the right of the word “Styles” (in the Ribbon) to expose a vertical Style gallery that may be easier to use.

This template has a Title Page, TOC, TOA, Body, Appendix A (in landscape), Appendix B. If you do not need a section of the document simply delete it. The document is built using Sections. This is the only way to control elements of the document like page numbers (roman numerals on reference tables, Arabic numerals on body) and being able to switch between portrait and landscape pages (see Appendix A). You should work with non-printing characters turned on. This helps you see the architecture of a document. To see those, we “turn paragraph markers on” by clicking the pilcrow / paragraph button in the Home ribbon). Once you do that, you will see where “Sections” of a document end and begin.

This template contains many Styles that are typical to legal documents. You can ignore the Styles you don’t’ need or want. You can also modify a Style to your liking. To modify a Style right-click on the Style’s box in the Style Gallery in the Ribbon, select ‘Modify”, make your changes and exit the dialog box. It’s important to modify / set your default font first. This document is defaulted to Arial, if you prefer another, follow the Steps in Heading II below. The default font (aka the Normal Style) sets the fonts in your entire documents for other elements of your document (Headings, Footnotes, TOC, TOA, etc).

Style of this paragraph is “Body Text First Indent”. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin.

# Style Heading 1 is Arial, 11 with 12pts of space after

# To use your favorite font in THIS DOC or all the time, set it as the default. Here’s How

1. Press **CTRL** (Windows) or **CMD** (Mac) + **D** to open the Font dialog box.
2. Select the font and size you want to use.
3. Select “Set as Default” (in the bottom left), and then select “This document only.” (Remember “Normal” = default to Word. So, if you want to save THIS document as a form, then *Set the Default* for *This document only*. If you want to set your default font for all your future, *new* documents, open a brand-new blank document, follow these steps but select “All documents based on the Normal template” instead.)
4. Select OK.
5. P.S. This Style is called “1. List Number.” It’s indented to .5 and the text wraps to the margin when too long to fit on one line.

Style of this paragraph is “Body Text”. Single spaced with no indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin.

# Style Heading 2

Style of this paragraph is “Body Text First Indent 2”. Double spaced with first line indent, wraps to margin. Double spaced with first line indent, wraps to margin. Double spaced with first line indent, wraps to margin.

### Style Heading 3

#### Style Heading 4

##### Style Heading 5

###### Style Heading 6

Style Heading 7

Style Heading 8

Style Heading 9

Style of this paragraph is “Body Text 2”, it’s double spaced. Single spaced with no indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin.

Style of this paragraph is “Quote”, it’s single spaced. Single spaced with double indent at .5. Single spaced with double indent at .5. Single spaced with double indent at .5. Single spaced with double indent at .5.

Style of this paragraph is “Body Text First Indent”. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin.

# Style Heading 1

Style of this paragraph is “Body Text”. Single spaced with no indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin[[1]](#footnote-1).

Style of this paragraph is “Body Text 2”, it’s double spaced. Single spaced with no indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. *Easley v. Cromartie, 532 U.S. 234, 242 (2001)*. Factual findings may be rejected as clearly erroneous if the record lacks substantial facts to support the findings, *Thelma C. Raley, Inc. v. Kleppe, 867 F.2d 1326, 1328 (11th Cir. 1989)*, or, if after reviewing the entire record, the court is left with a definite and firm conviction that a mistake has been made, *General Trading, Inc. v. Yale Materials Handling Corp., 119 F.3d 1485, 1494 (11th Cir. 1997), cert. denied, 523 U.S. 1055 (1998).*

Style of this paragraph is “Quote”, it’s single spaced. Single spaced with double indent at .5. Single spaced with double indent at .5. Single spaced with double indent at .5. Single spaced with double indent at .5.

Style of this paragraph is “Body Text First Indent”. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin*. Cooter & Gill v. Hartmarx Corp., 496 U.S. 384 (1990); Industrial Risk Insurers v. M.A.N. Gutehoffnungschütte, 141 F.3d 1434, 1448 (11th Cir. 1998), cert. denied, 525 U.S. 1068 (1999)*

Style of this paragraph is “Body Text 2”, it’s double spaced. Single spaced with no indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin. Single spaced with first line indent, wraps to margin.

Style of this paragraph is “Quote”, it’s single spaced. Single spaced with double indent at .5. Single spaced with double indent at .5. Single spaced with double indent at .5. Single spaced with double indent at .5. See *Easley*. Factual findings may be rejected as clearly erroneous if the record lacks substantial facts to support the findings, in *Raley*.

Exhibit A

**This section is landscaped (has a table in it) and is numbered with “Exhibit A-1.”**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Intro to Word 2010   45 mins | Intro to Word 2010  Word vs WordPerfect – Life After Reveal Codes  Understanding File Formats  Getting Familiar With The Word 2010 Screen  Viewing A Document  Using The Office Word 2010 Ribbon  Getting Help  Creating, Saving, Proofing, Closing, Printing, Emailing, PDF options | 1. Styles   1 Hour | Understanding And Using Styles  Bullets And Numbering  *Who should attend: Secretaries, Paralegals, floaters, heavy document producers* |
|  | Understanding And Using Styles  Bullets And Numbering  *Who should attend: Secretaries, Paralegals, floaters, heavy document producers* | 1. Complex Docs | WORKING WITH OUTLINES AND LONG DOCUMENTS  Creating Footnotes And Endnotes  Creating A Table Of Contents |

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

|  |  |  |
| --- | --- | --- |
| Monday | 9.30 – 10.30 | Intro to Word 2010 |
|  | 10.45-11.45 | Formatting |
|  |  |  |
|  | 1.30 – 2.30 | Intro to Word 2010 |
|  | 2.45 – 3.45 | Formatting |
|  | 4.00 – 5.00 | Styles |
| Tuesday | 9.30 – 10.30 | Floor Support |
|  | 10.45-11.45 | Complex Docs |
|  |  |  |
|  | 1.00 – 2.00 | Floor Support |
|  | 2.15 – 3.15 | Complex Docs |
|  | 3.30 – 5.00 | Floor Support |

Exhibit B

This section goes back to portrait landscape. Fake text follows. Video provides a powerful way to help you prove your point. When ``````` you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Signature block options

Basic Good Guy, Esquire

**Clued, Inne and Able**

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The following signature block is in a table. The one above is just using Normal font but the margins for each line (ie each paragraph are at 3.5).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **On behalf of LawTech Partners** |  | **On behalf of client-company-name** |
| Signature: |  |  |  |
| Name: |  |  |  |
| Position: |  |  |  |
| Date |  |  |  |

1. This is Style “Footnote Text”. It is 10pt font while the rest of the document is in 11 pt. [↑](#footnote-ref-1)