

This article is intended to be shared with law office staff to help them improve the efficiency and effectiveness of your law practice.

Fantastic Footnotes and Other Timely Tips

By Julie A. Pointer

Over the years I have found that one of the most beneficial reasons for being a member of a professional association is the sharing and receiving of information. As a member of NALS . . . the association for legal professionals, NALS of Missouri, and NALS of Greater St. Louis, I have the great advantage of networking not only with the members of my local and state chapters but also with members from all over the United States. Let me take this opportunity to share a few of my favorite formatting tips and tricks with you.

When typing briefs, I sometimes run into a footnote that does not want to stay together with the footnote number on the same page. Here are some tips that might help.

CREATE A FOOTNOTE OR ENDNOTE CONTINUATION NOTICE

If a footnote or endnote overflows onto the next page, you can create a continuation notice to let readers know that a footnote or endnote is continued on the next page.

1. Switch to normal view.
2. On the View menu, click Footnotes.

If your document contains both footnotes and endnotes, a message appears. Click View footnote area or View endnote area, and then click OK.

3. In the note pane, click Footnote Continuation Notice or Endnote Continuation Notice.

4. In the note pane, type the text you want to use for the continuation notice — for example, type “Endnotes continued on the next page.”

Note: To view the continuation notice as it appears in the printed document, click Print Layout View on the horizontal scroll bar.

CHANGE OR REMOVE A FOOTNOTE OR ENDNOTE SEPARATOR

Microsoft Word separates document text from footnotes and endnotes with a short horizontal line called a note separator. If a note overflows onto the next page, Word prints a longer line called a note continuation separator. You can customize separators by adding borders, text, or graphics.

1. Switch to normal view.
2. On the View menu, click Footnotes.

If your document contains both footnotes and endnotes, a message appears. Click View footnote area or View endnote area, and then click OK.

3. In the note pane, click the type of separator you want to change or remove in the Footnotes or Endnotes box:

- To change the separator that appears between the document text and notes,

click Footnote Separator or Endnote Separator.

- To change the separator for notes that continue from the previous page, click Footnote Continuation Separator or Endnote Continuation Separator.

4. Select the separator and make changes:

- To remove the separator, press DELETE.
- To edit the separator, insert a Clip Art divider line or type text.
- To restore the default separator, click Reset.

Note: Note text does not appear with the separator.

To view the continuation separator as it appears in the printed document, click Print Layout View on the horizontal scroll bar. In the browser, custom note separators appear as short horizontal lines.

Microsoft Word automatically moves the part of the footnote that does not fit in the available space to the next page. The amount of available space depends on the amount of text on the page, the margin settings for the document, and the number and length of the footnotes. If your footnote number is on one page and your text is moving to the next page and you need the footnote number and text to stay together, try this: click Format, Paragraph, and under Spacing type 13 pt after. This will force the

PRACTICE MADE PERFECT

footnote number and text to stay on the same page.

NONBREAKING SPACE

A nonbreaking space is a space that is used to prevent multiple words from breaking if they fall at the end of a line. For example, you can prevent “Microsoft Word” from breaking. Instead, the entire item moves to the beginning of the next line. A nonbreaking space appears as a raised circle between words. To insert a nonbreaking space, press CTRL+SHIFT+SPACEBAR. I use this often to keep a first name and middle initial together or the month and date together on the same line.

USE FORMAT PAINTER

Do you use the Format Painter? This is a very useful tool. Often when copying and pasting text from one document to another the formatting is lost—the font size changes, etc. Of course, you can always use Edit, Paste Special, and choose Unformatted Text. This will insert the content of the clipboard without any formatting. You will have to replace any underlining, bolding, or other font style that was in the original text. I like to use Format Painter to apply formatting from one block of text to another. In Word, if you have copied a format that you want to apply to a single word, the fastest way to do that is to click once anywhere in a word.

You can use Format Painter on the Standard toolbar to apply text formatting and some basic graphics formatting, such as borders and fills.

1. Select the text or graphic that has the formatting that you want to copy.
2. On the Standard toolbar, click Format Painter (the paintbrush). The pointer changes to a paintbrush icon.

To apply formatting to more than one block of text or graphic, double-click Format Painter.

3. Click the text or graphic that you want to format.

If you apply formatting to more than one block of text or graphic, select each of them, one at a time.

If you have created a document with several different types of formatting, such as paragraph numbering and bullet points and you decide you need to change, for example, the bullet style, click in any of the bulleted paragraphs, left click and choose “Select Text with Similar Formatting.” This will highlight all bulleted paragraphs in your document. You can make the formatting changes to all those paragraphs at once instead of having to do each one individually or instead of using Format Painter.

PAGE NUMBERING

When you need to insert a page number in a document, you can use ALT+SHIFT+P to insert a page number in a document. On the second page of a letter where a header is used, type the name of the addressee, on the next line type ALT+I+T, and choose your format to insert the date (July 13, 2007), and on the next line type Page and ALT+SHIFT+P to insert the page number (Page 2).

BLANK PAGE AT END OF COLUMNS

Have you ever spent a lot of time trying to delete a blank page at the end of a document that has columns? And when you delete the paragraph symbol at the end of the document, it takes out your column format?

To save time and avoid frustration:

1. Go to the blank page, and go to File, Page Setup on the toolbar
2. Under the Layout tab, go to Section Start and it will have “New Page” selected; change it to “Continuous” and it will delete the blank page.

COPYING A PDF FILE INTO A DOCUMENT

Do you ever have the need to include text from a PDF document in a Word document? If you need the text of a document that is in a PDF:

1. Open the PDF document.
2. Click on the Snapshot Tool Button (looks like a camera).
3. A small cross will appear. Click at the beginning of the text you need and drag the cross, which will then turn into a box, to the end of the text that you need, and then release.
4. Once you release, a message will appear that says “The selected area has been copied to the clipboard.”
5. Go into the document and paste the text wherever needed.

If you have a favorite formatting tip or trick you would like to share or if you have a question I might be able to help answer, please send an email to me at jap@greensfelder.com. Don’t forget to check out www.nals.org and www.nalsofmissouri.org.



Julie A. Pointer, PLS, is a legal secretary with Greensfelder, Hemker & Gale, P.C. in its Swansea, IL office. She has 19 years’ experience in the legal support field and has been a member of NALS . . . the association for legal professionals since 1988. She is the immediate past president of NALS of Missouri and is vice president/membership chair of NALS of Greater St. Louis. She obtained her certification as a Certified Professional Legal Secretary in 1998.