Microsoft Word 2016: What (else) you need to know for your Legal Analysis Writing and Research Class

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How to Add or Remove Space Before or After a Paragraph on PC

1. Highlight the paragraph(s) you would like to change
2. Under the Home tab, click the Line and Paragraph Spacing menu and select the appropriate option
How to Add or Remove Space Before or After a Paragraph on Mac

- Paragraph spacing options are located under the Line Spacing menu.
How to Insert Non-Breaking or “Hard” Spaces

- Nonbreaking spaces are used to keep two words together, avoiding separation by line breaks.

- Hold down Ctrl and Shift as you press the Spacebar and Word will not break the line between the selected text.

- The same method works for Mac.
Creating a First-Line Indent with the Ruler

2. Place cursor where you want to add the indent

3. On the Ruler, drag the First Line Indent Marker (the top triangle located on the left side of the ruler) to the position where you want the text to start

The Declaration of Independence

IN CONGRESS, July 4, 1776.

The unanimous Declaration of the thirteen united States of America,

When in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty...
Hanging Indent

1. Select relevant paragraphs
2. Slide bottom indent (bottom triangle) to right

The same method works for Mac
How to Set Margins

1. Click the Layout tab on the ribbon
2. Click on Margins
3. There are a variety of options to choose from. If your professor requests a unique margin setting then choose the Custom Margins option at the bottom of the drop down menu

The same method works for Mac
Creating and Indenting Bullet Points and Outline Sections

Under the Home Tab, select from the outline options on the ribbon; there are three types to choose from and an option to customize your outline. Use Tab (right) and Shift + Tab (left) to change levels. Mac uses a similar operation.
Find and Replace on PC

- From the Home tab, select either Find or Replace on the far right-hand side of the screen or use **CTRL + F**
Find and Replace on Mac

• Search using the field at the top of the page next to the magnifying glass icon or use `command + F`
• Click on the arrow next to the icon to replace the word

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disassociate the school with the dissemination of inappropriate material. Hazelwood, 484 U.S. at 276. The decision reaffirmed Fraser’s acknowledgement of the need for public schools to distance themselves from lewd and indecent speech while further recognizing the need for schools to censor speech at school events that might be perceived to “associate the school with any position other than neutrality on matters of political controversy.” Hazelwood, 484 U.S. at 272.
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Spelling & Grammar Check

• Located under the Review tab

• Remember to reproof your document manually!
  ✓ Do not rely solely on spelling and grammar check to catch your miss takes!

• The same method works for Mac
Managing AutoCorrect and other proofing options on PC

1. Click File tab
2. Select Options, then Proofing
3. Make desired changes

- Enable or disable spell check and grammar features
- Enable (or disable) for ALL CAPS or numbers
- Passive voice check

Example: The dog chased the cat. The cat was chased by the dog.
Managing Spell Check & AutoCorrect on Mac

1. Select Word menu
2. Select Preferences
3. Make desired changes

- Enable passive voice check
Tracking Changes

- Select the Track Changes option under the Review tab

- Mac uses a similar operation
Law Library Website: law.lib.buffalo.edu

- Access our slides and instructional videos on MS Word
Questions? Come see us!

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