

# Word Style Settings for the Brief Writer: A Mapping Guide

## Introduction

Microsoft Word “Styles” cuts down on repetitive manual formatting and ensures consistent styling—when the **relevant** settings are configured for the legal writer. The template files (.dotx) are intended to be: Plan once, use often, and change/update only when necessary.<sup>1</sup>

But there are practical reasons why many brief writers haven’t bothered to customize or use their Word Styles. 🤔

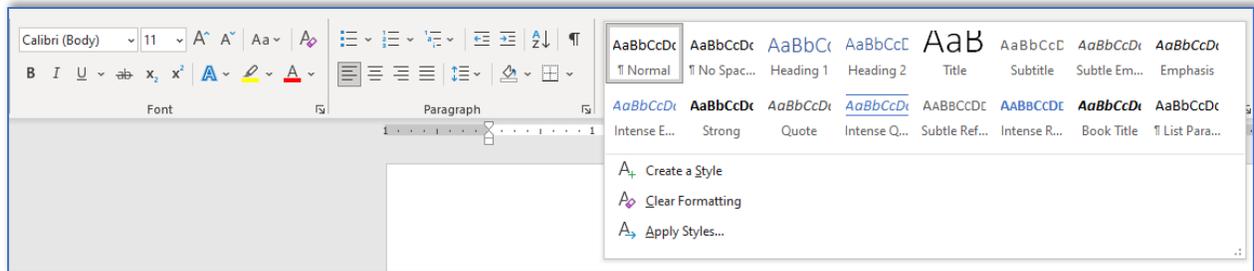
1. Microsoft lacks on-point Styles resources for the non-specialist user.
2. Styles’ user interfaces are not intuitive to browse through, even for the most curious.
3. There are over 120 default Styles and settings (not counting Tables). Most brief writers will only *ever* use a fraction.<sup>2</sup> Wading through all of that—without a useful point-of-reference—just doesn’t seem worth the decision fatigue to puzzle through.

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<sup>1</sup> “Styles are the DNA of document layout. Styles make it easy to control typography across a single document. They also let you make templates that can be reused across multiple documents. The result is better, more consistent typography in every document with less work per document.” Matthew Butterick, *Typography for Lawyers* <https://bit.ly/3njmgoF>

<sup>2</sup> For show-and-understand purposes, this *Introduction* uses the Styles: Heading 1, TOC 1, Body Text Indent, List Number, Block Text, List Bullet, Footnote Text, Hyperlink, FollowedHyperlink, and Caption.

The problems grow, however, because *more time is wasted* on day-to-day repetitive manual formatting and reviewing for each document. Worse, many of Word’s default settings are flat-out unhelpful for the legal-reading audience.<sup>3</sup>



**Figure 1:** Word’s default Ribbon settings “will lead you astray.”

*This Guide will show you how things don’t have to stay that way.*

Strategic formatting is a brief preparation and reading/understanding advantage. Professional typographer and lawyer Matthew Butterick reminds:

You choose what to wear in court based on how you want to be seen.

You choose a speaking style for an oral argument based on how you want to be heard.

The reason we care about clothing and speaking style—and typography—is because they’re all part of the presentation of an argument.

And presentation matters specifically because it’s not meaningless. It reinforces our core message by adding its own complementary meaning.<sup>4</sup>

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<sup>3</sup> “Your initial settings from the software manufacturer will lead you astray. Your margins will be too small, you won’t be able to make effective bullets because your tabs will be much too large, and your typeface may well be the most off-putting of all.” Bryan A. Garner, *The Winning Brief*, Tip No. 67.

<sup>4</sup> <https://bit.ly/3g8fiBu>

Judges agree. Ross Guberman summarized from his 1,000+ judge survey: “With judges becoming ever more impatient readers, looks do matter. Out: long, uninterrupted blocks of text. In: timelines, maps, graphs, diagrams, tables, headings and subheadings, and generous margins.”<sup>5</sup>

This Word Styles mapping tool *only* focuses on the elements commonly used in brief writing.

- Around thirty topics are covered.
- Space is reserved for you to pre-identify your setting preferences *before* you go to your keyboard.<sup>6</sup>
- Annotated images aid as commonsense, step-by-step, walk-throughs.

I hope this is something you put into your workflow practice if you haven’t already. Your digital-reading audience expects it.<sup>7</sup>

Once you have templates in place, you’ll wish someone had shown you much earlier in your career. (Thanks for nothing, Microsoft.)

Interested to see how Styles “can work”? Here’s a link to a .docx *modified* federal court filing that you can download. Just follow the “click here” instructions in the Word comments to apply the already-created Styles. Once the settings are configured, it really *is* that simple. <https://bit.ly/3gbXUfc>

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<sup>5</sup> <https://perma.cc/3UWL-Q4U9>

<sup>6</sup> Be sure to consult the rules and orders for the specific court or greater jurisdiction to confirm what’s *currently* allowed.

<sup>7</sup> “A reader who knows something about basic design principles may react negatively to a document that does not incorporate those basic principles. Lawyers are taught to use every part of a document as an opportunity to persuade. Textual design of the document should be approached with the same attitude, i.e., how can it help the lawyer persuade an audience?” Ruth Anne Robbins, *Painting with Print: Incorporating Concepts of Typographic and Layout Design into the Text of Legal Writing Documents*. <https://ssrn.com/abstract=918526>

[Warning, the matter involved late-night comedian John Oliver and the filing includes mild profanity.]

The screenshot shows a Word document with three paragraphs of text. Each paragraph has a comment bubble on the right side. The first comment bubble is linked to the first paragraph and contains the text: "Lori Shemka Click anywhere on the line and go up to the Word Style ribbon above select/apply Heading 1. There is no need to highlight any text to apply the Style." The second comment bubble is linked to the second paragraph and contains the text: "Lori Shemka Click anywhere on the line and select/apply Heading 2." The third comment bubble is linked to the third paragraph and contains the text: "Lori Shemka Click anywhere on the line and select/apply Heading 3." The document text includes: "Interest of Amicus Curiae & Required Disclosures. The ACLU-WV is a nonprofit, nonpartisan organization dedicated to the principles of liberty and equality embodied in the United States Constitution, the West Virginia Constitution, and our nation's civil rights laws. The ACLU-WV has long been dedicated to protecting the freedom of speech enshrined in the First Amendment to the United State Constitution and Article III, Section 7 of the West Virginia Constitution. The ACLU-WV is requesting permission to file this brief in accordance with Federal Rule of Civil Procedure 29(a). This brief was authored by staff counsel for the ACLU-WV and no party, party's counsel, or other person authored any parts of the brief or contributed money intended to fund preparing or submitting the brief. Plaintiffs are attempting to use this Court as vehicle to chill protected speech and silence the marketplace of ideas. For the following reasons, the American Civil Liberties Union of West Virginia Foundation ("ACLU-WV") respectfully requests the Court deny Plaintiffs' Motion for a Temporary Restraining Order and Preliminary Injunction ("Pl.'s Mot.") [Docket 1-1] and issue an Order to Show Cause as to why this case should not be dismissed and Plaintiffs sanctioned. A Brief History of Plaintiffs' Attempts to Chill Speech by Abusing the Legal System. This case is about Plaintiff Robert E. ("Bob") Murray not liking a television program and somehow believing that is a legally actionable offense. On June 18, 2017, Defendant Home Box Office, Inc. aired an episode of "Last Week Tonight with John Oliver," a satirical news program about current events. The main topic discussed in the episode was coal. Apparently because Plaintiffs' delicate sensibilities were offended, they clutched their pearls and filed this suit. Although this brief pokes fun at the absurdity of this case, the legal issues raised by it are anything but comical. This lawsuit, and Plaintiffs' frequent attempts to use our legal system to chill speech, threaten the fundamental right of the media to criticize public figures and speak candidly on matters of public concern. Speech on a matter of public concern "occupies the highest rung of the hierarchy of First Amendment values, and is entitled to speech protection." Connick v. Myers, 461 U.S. 138, 145 (1983). Plaintiffs Frequently Abuse the Legal System to Attack Protected Speech." The page number "6" is centered at the bottom.

Figure 2: Demo Word file with commenting guide on how and which Styles to apply.

Care was taken to avoid mistakes but if you encounter a suggestion that you believe to be in error, please email [lori@lorishemka.com](mailto:lori@lorishemka.com). Feedback is also welcome if you'd like to see other topics addressed in future revisions. Advance thanks.

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## Styles (Partial) Legend

The **“Normal”** Style is regular paragraph font. It is not indented. You often see it following an indented list or blockquote.

On the other hand, this is the **“Body Text Indent”** Style. It’s vanilla paragraphing, except the first line is indented. (This paragraph has a 0.40” first-line indent.)

When you want to add a blockquote of text, that’s when you select the **“Block Text”** Style. Only include what you need and move on. Long block quotes are often skimmed or ignored.

The **“Body Text 2”** Style setting has been configured for including testimonial transcript excerpts such as

THE COURT: All right. If we could have her sworn in.  
THE CLERK: Do you solemnly swear or affirm that the  
testimony that you are about to give in the matter  
now pending before this Court to be the truth?  
THE DEFENDANT: I do.

**Heading 1** looks like this. [It is paired with TOC 1.]

I. Here’s **Heading 2**. [It is paired with TOC 2.]

A. And **Heading 3**. [It is paired with TOC 3.]

1. We won’t forget about **Heading 4**. [It is paired with TOC 4.]<sup>8</sup>

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<sup>8</sup> Why isn’t the heading indenting progressive? [This area is the **Footnote Text** Style, by the way.] Progressive indenting is hard to read and doesn’t display the argument structure very well. See, *The Winning Brief*, Tip No. 64. “If you do indent, adjust your default tab settings to reduce the size of the indentation. Avoid ‘lost headings’ that begin more than a third of the way across the page.”

## Embed your document fonts for Word

### What this is about:

This overlooked but easy maintenance step ensures that anyone can properly view your shared document—even if their devices don't have the font(s) you used (this happens more often than folks realize).

**File → Options → Save → place a check next to “Embed fonts in the file”**

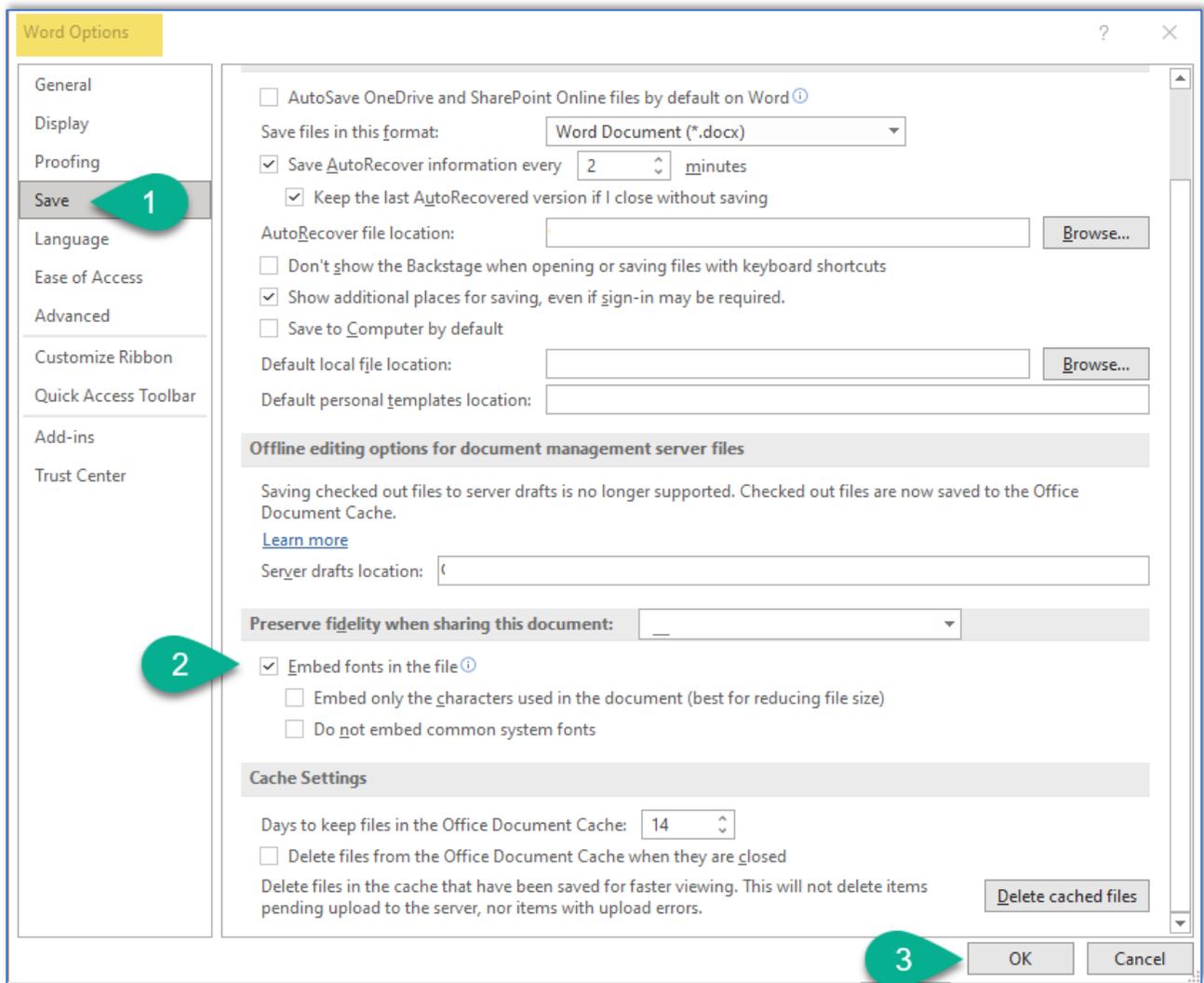


Figure 3: Embed fonts

## Embed your document fonts for Adobe

### What this is about:

You also want to ensure that whoever is viewing your PDF on their own device is viewing it as you intended. If their device doesn't already have the font you used, their device will use a substitute font—disrupting the look you intended.

Substitution is avoided by embedding the original fonts:

- **File → Print → Adobe PDF → Printer Properties**
- Select the tab **Adobe PDF Settings**
- **Uncheck** the box **“Rely on system fonts only; do not use document fonts.”**
- Edit the **Default Settings**
- Select **Fonts**
- Select the **“Embed all fonts”** option
- Select **OK**

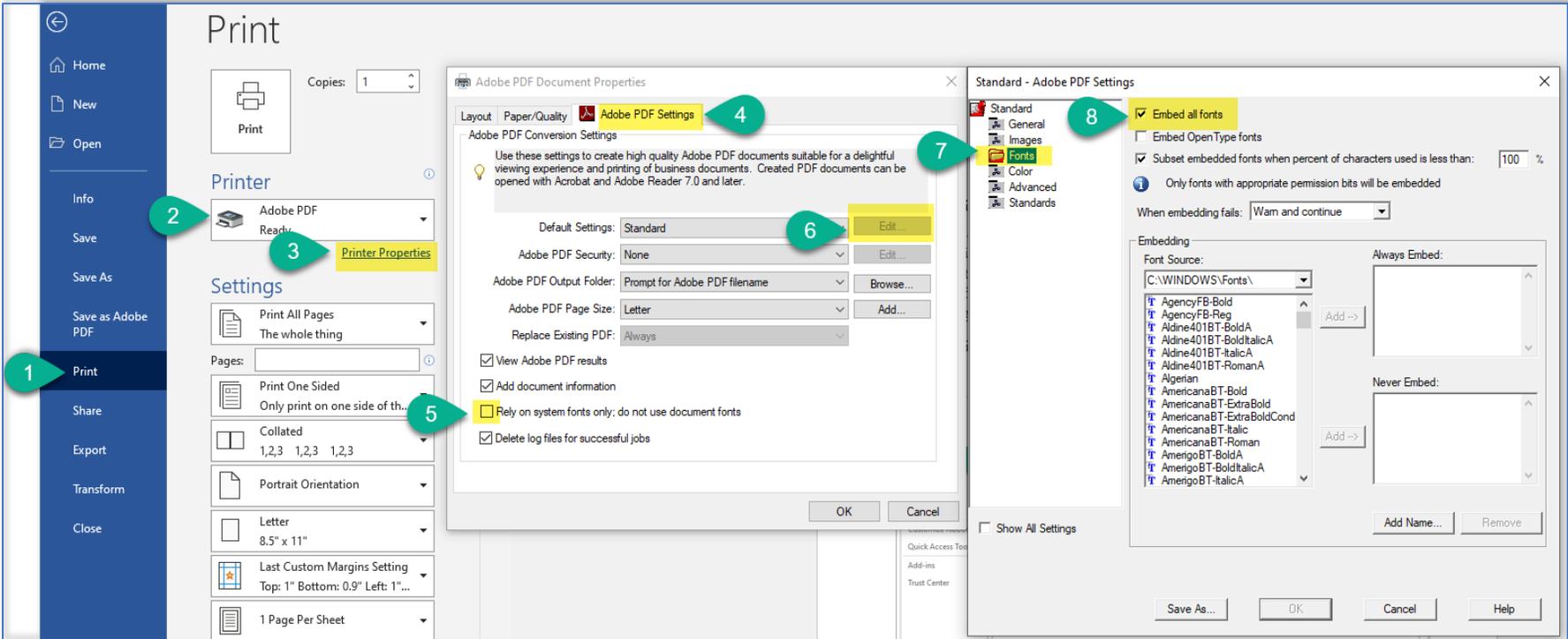


Figure 4: Embed fonts for Adobe files

## Choose your Font for Normal

Font name <sup>9</sup> [2]	
Font style [3]	Regular
Size <sup>10</sup> [4]	
Font color [5]	Black

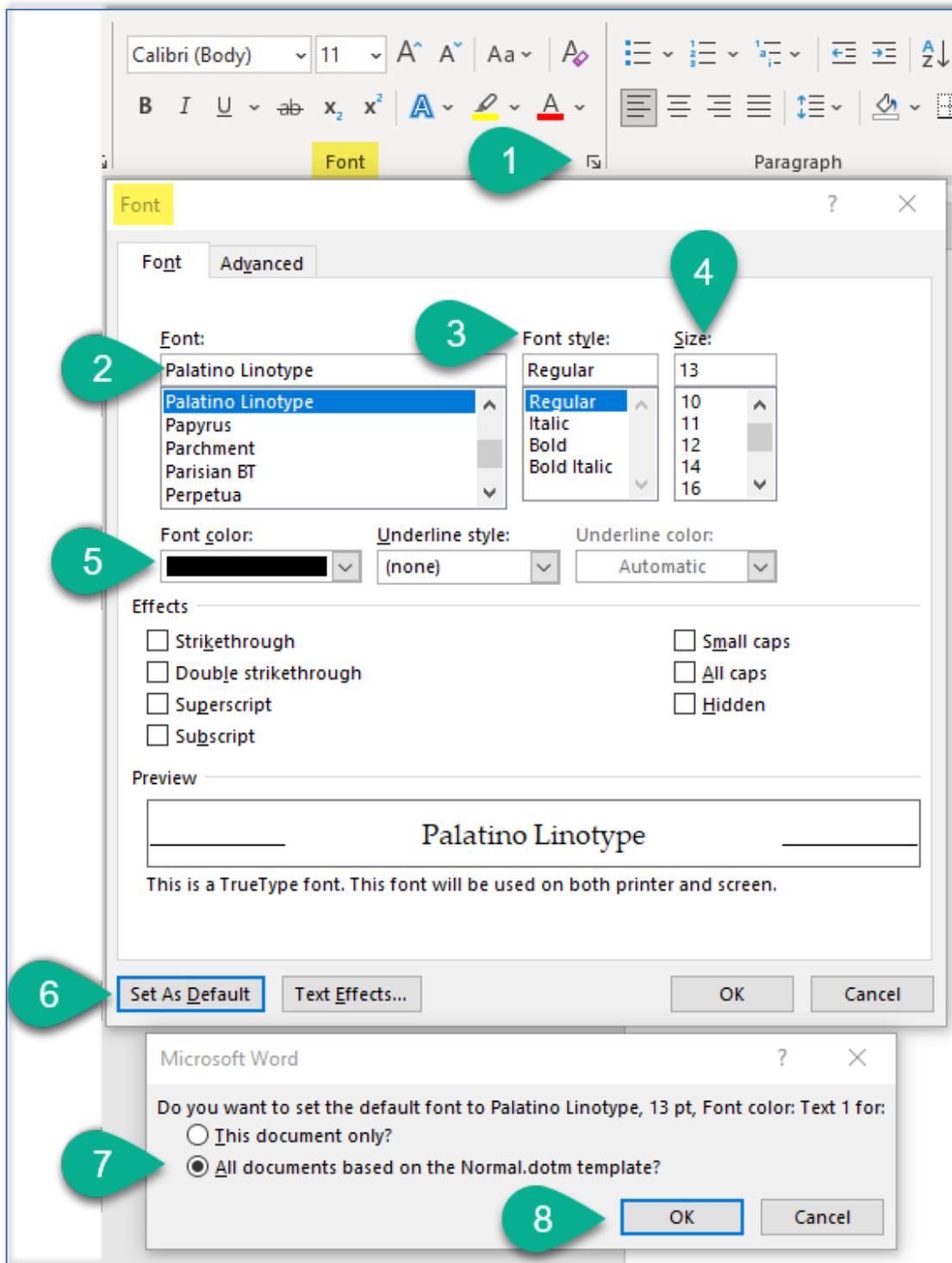
---

<sup>9</sup> See n.6. As an example, the federal Court of Appeals for the District of Columbia Circuit recently issued a notice discouraging Garamond. <https://perma.cc/EW4K-QZYA>

**Appendix 1** offers a visual comparison of sample fonts and sizes.

If you're interested in seeing other fonts and learning about alternatives, Matthew Butterick has you covered: <https://bit.ly/3u0MdMF>

<sup>10</sup> See n.6. It's important to remember one's audience like counsel did n.1 in this federal complaint "This Complaint is submitted in 14-point type to assist Plaintiff and Co-counsel \*\*\* who is legally blind." <https://perma.cc/RG3X-UM6J>



**Figure 5:** “Normal” font settings (demonstrative only)

What if the “default” setting doesn’t “stick”? You may have to check your organization’s permission settings. Microsoft shares how: <https://bit.ly/3gBmXZx>

## Paragraph settings

Alignment <sup>11</sup> [2]	
Indentation Left & Right [3], [4]	0"
Special <sup>12</sup> [5]	
By [6]	
Spacing Before <sup>13</sup> [7]	
Spacing After <sup>14</sup> [8]	
Line spacing <sup>15</sup> [9]	
At [10]	

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<sup>11</sup> **Appendix 2** compares different paragraph settings.

“**Left-aligning** is more reliable,” Matthew Butterick explains because “word-processor justification can often look clunky and coarse.” Ruth Anne Robbins observes that “the majority seems to favor leaving the text left aligned.”

<sup>12</sup> Heads-up and looking-forward observation: If this is marked as something other than “(none)” it will be important that you later verify (and likely adjust) the **Footer**, **Header**, and **Caption** paragraph Style settings.

Have you ever noticed that a page number was intended to be centered but just seemed a bit “off”? It’s probably because someone didn’t verify and adjust their **Footer** Style settings.

Interested in a setting for paragraphs to begin with a first-line indent? Hold tight. You can do that when you later configure the Style “Body Text Indent.”

<sup>13</sup> See n.6.

<sup>14</sup> See n.6.

<sup>15</sup> See n.6.

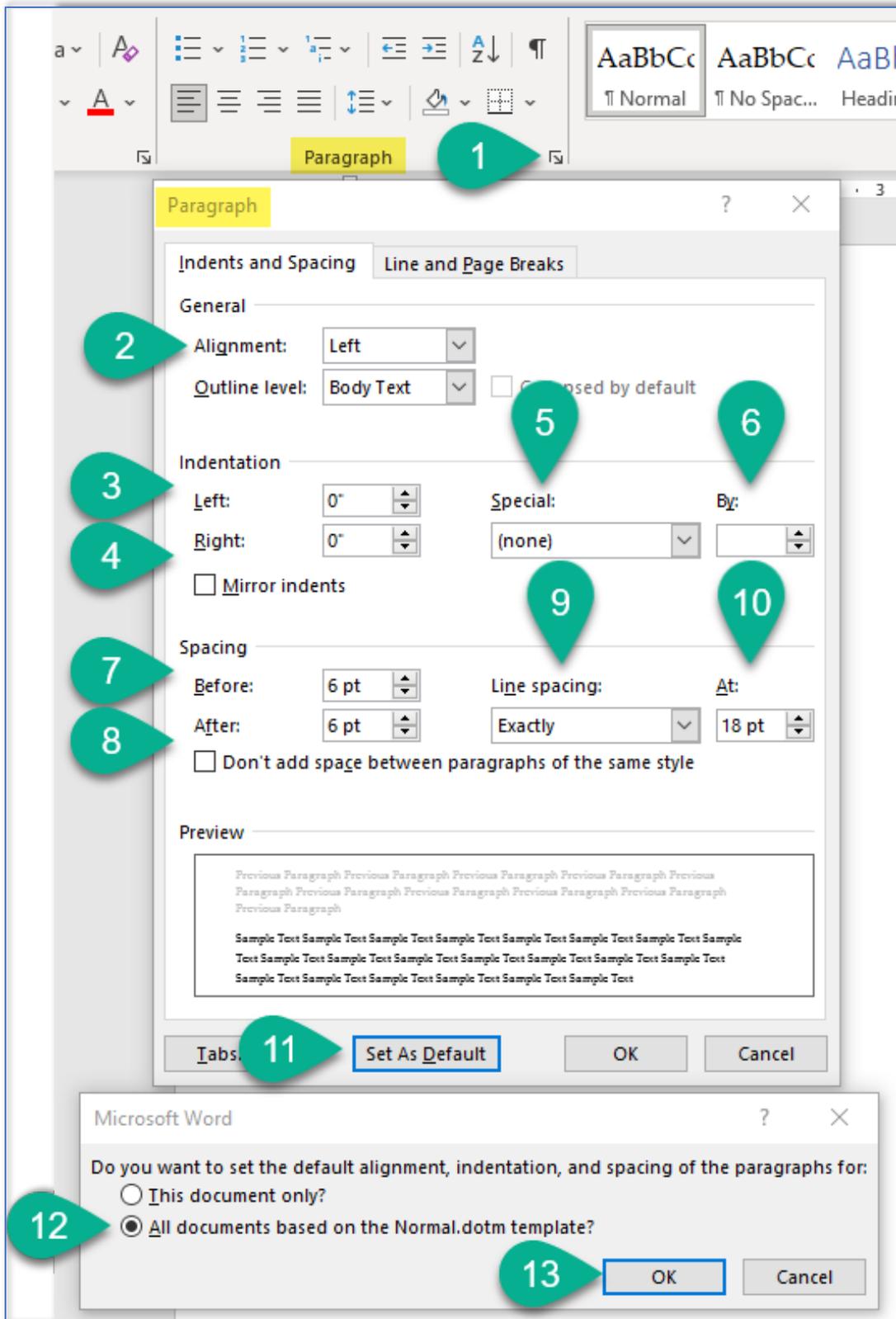
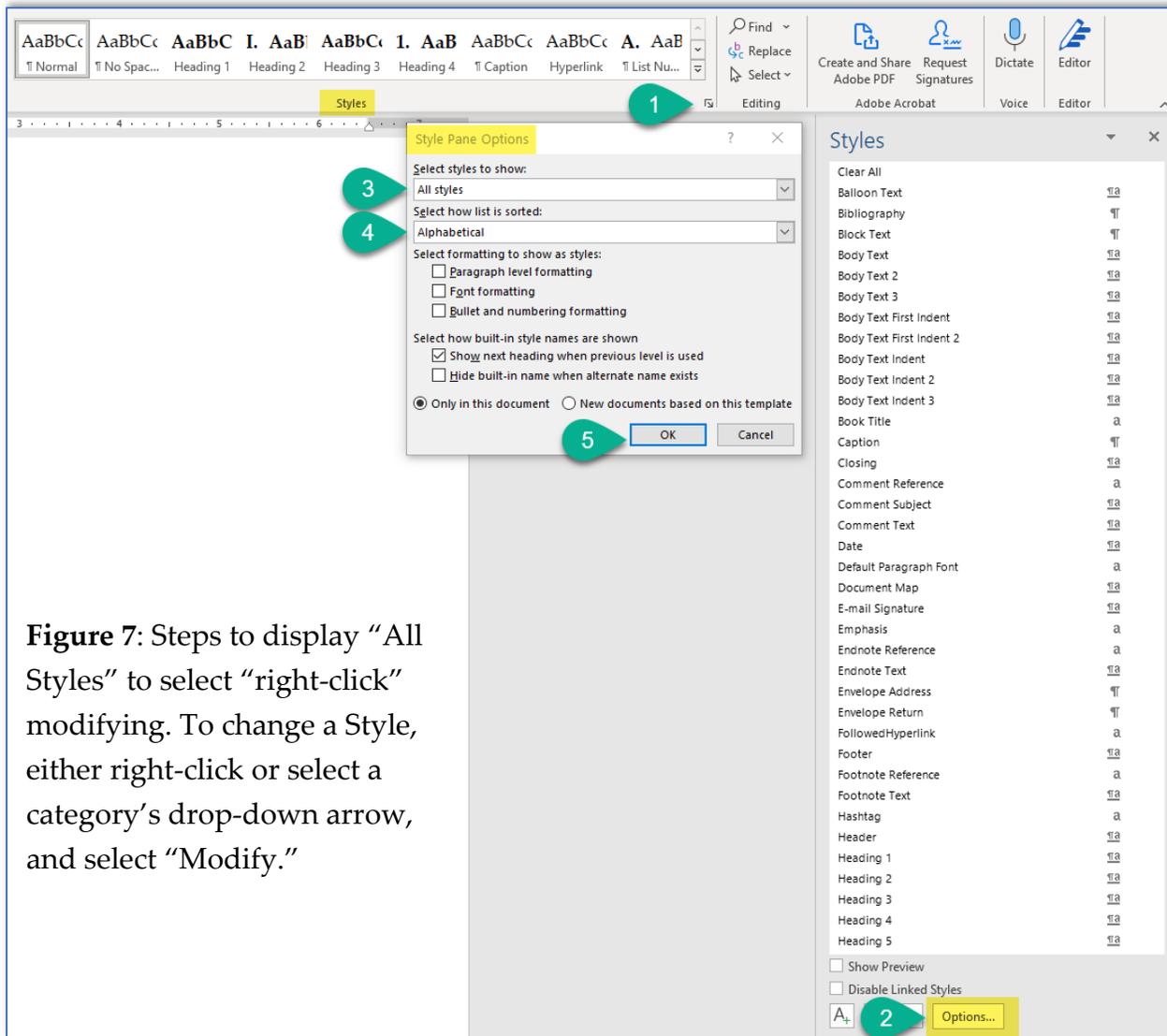


Figure 6: Paragraph settings (demonstrative only)

## Where are the Styles?

**Alt+ Shift+ Ctrl+ S** opens the Styles pane.<sup>16</sup>

Or you can click-through from Word's ribbon.



**Figure 7:** Steps to display “All Styles” to select “right-click” modifying. To change a Style, either right-click or select a category’s drop-down arrow, and select “Modify.”

<sup>16</sup>

It’s different for a “table.” Table Styles are accessed through **Insert** → **Table**.

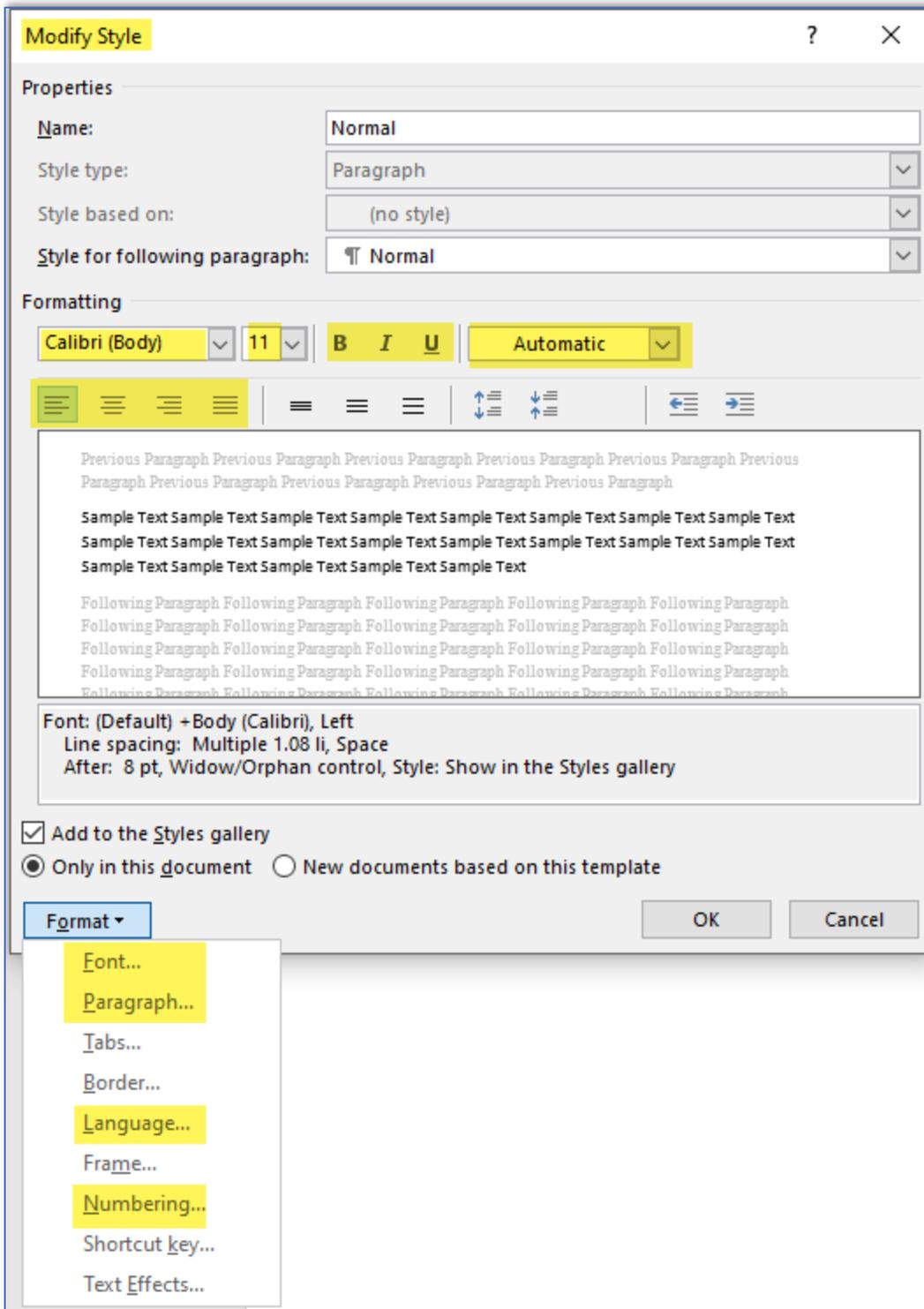


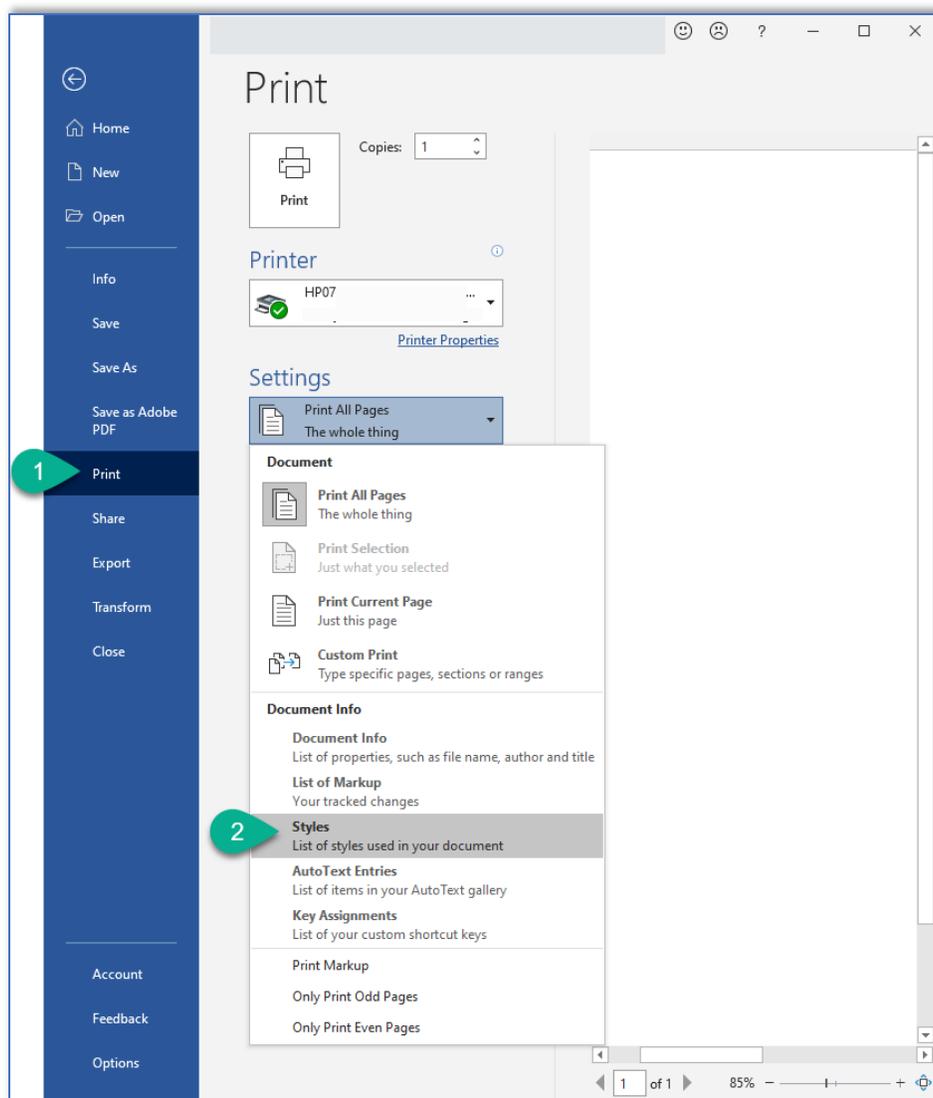
Figure 8: Highlighted fields commonly used in the primary user interface when modifying Styles

**Troubleshooting tip:** Has a document ever given you fits with its demon-possessed auto-formatting?

The devil is probably hiding somewhere in the document's Styles. You can search it out by printing the settings:

**File → Print → Styles (List of styles used in your document)**

Once you can see where the problem is, you will have a better idea of where to modify a setting.



**Figure 9:** How to print a document's Style settings

## Style: Normal

### What this is about:

Verifying that a Style setting doesn't escape the spelling and grammar checker is another proactive, quality-assurance step.

Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

Why verify? To avoid the unexpected experience shared in this tweet:

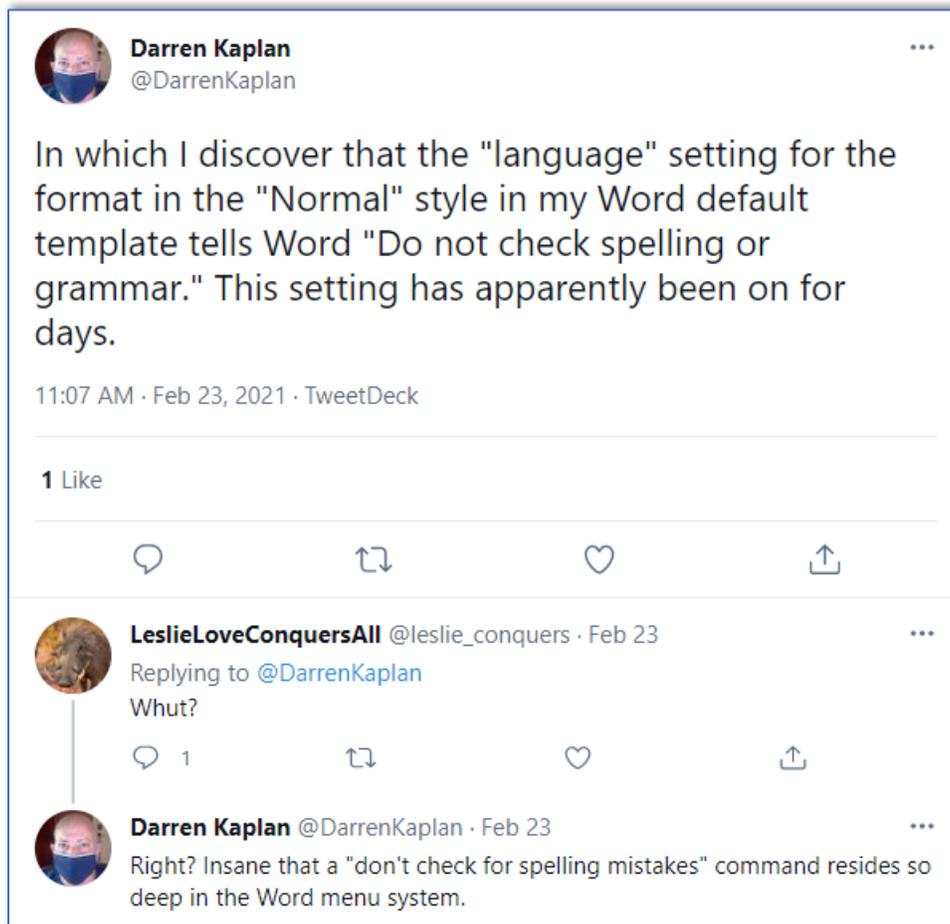


Figure 10: Tweet from a Word user

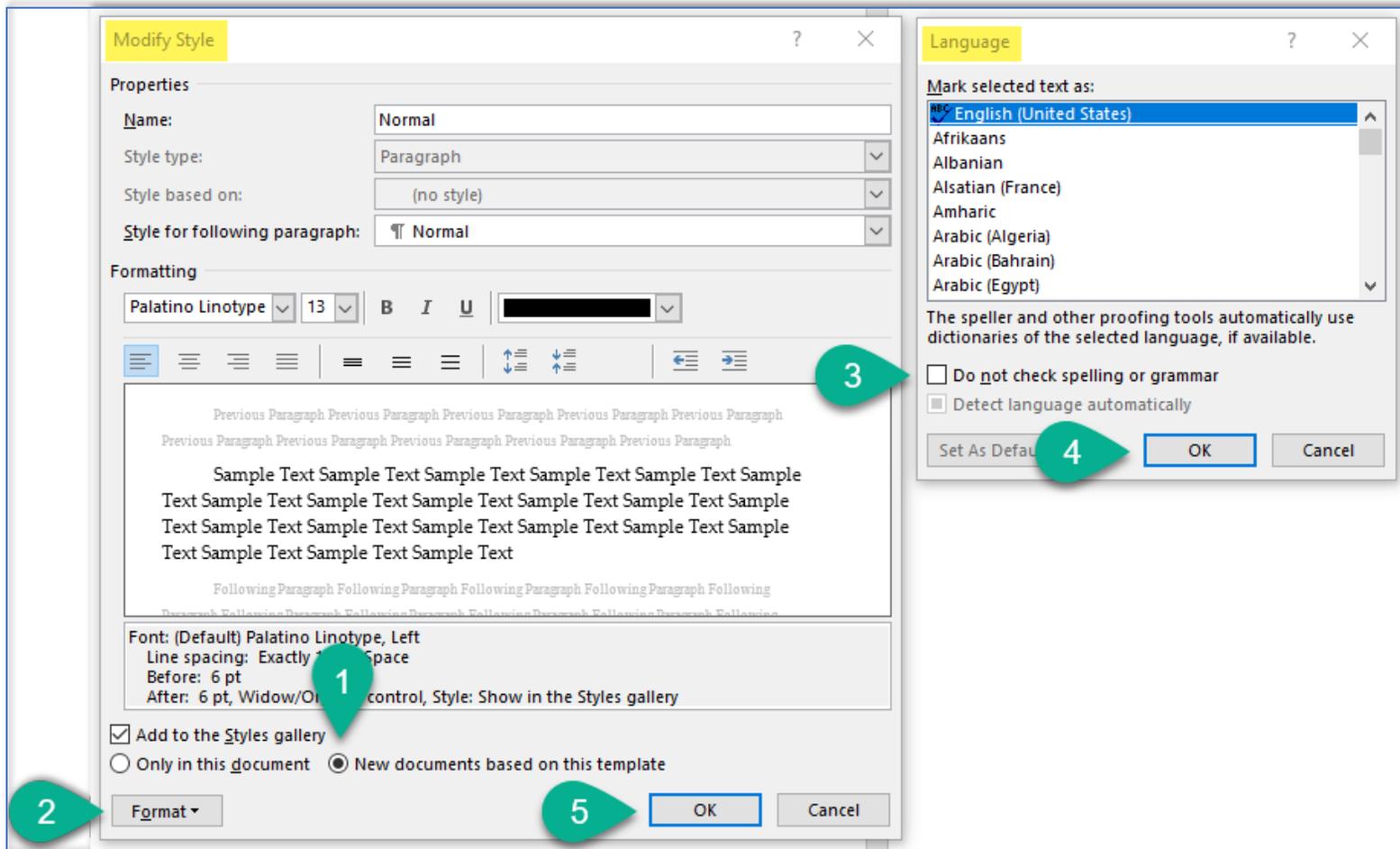


Figure 11: Enabling content for spelling and grammar check review.

## Style: Body Text Indent

### What this is about:

This is what footnote 12 was hinting at: Interested in a setting when paragraphs begin with a first-line indent? That can be done here.

Font (same as Normal)	
Size (same as Normal)	
Style	(None)
Color	Black
Justification	
Format → Paragraph	
Alignment	Same as paragraph settings
Indentation Left	0"
Indentation Right	0"
Special	First line
By	
Spacing Before	
Spacing After	
Line spacing / At	
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

## Style: Block Text

### What this is about:

For the “sparingly” used block quotations.

Font (same as Normal) [1]	
Size (same as Normal) [2]	
Style [3]	(None)
Color [4]	Black
Justification [5]	
Format → Paragraph [6]	
Alignment [7]	Same as paragraph settings
Indentation Left <sup>17</sup> [8]	
Indentation Right [9]	
Special [10]	None
Spacing Before [11]	

---

<sup>17</sup> See n.6. A “Left” indent of ½” to 1” (and optionally the same on the “Right”) is recommended in *Typography for Lawyers*.

But Butterick cautions, “if you want readers to pay attention to quoted material, edit it carefully and integrate it into the text. Don’t just shovel it into a block quotation.” <https://bit.ly/3aEpe1Y>

The 1,000+ judges Ross Guberman surveyed agree. “If it’s presented in a block quote, judges are likely to skip it entirely. So meet judges halfway: Use block quotes only when the language of the text itself adds value. Use block quotes as little as possible. And introduce block quotes substantively and persuasively, focusing less on who said what and more on why the reader should care.” <https://perma.cc/3UWL-Q4U9>

Spacing After [12]	
Line spacing / At [13]	
Format → Language [6]	
Do not check spelling or grammar	<b>Unchecked</b>
Format → Border [Figure 13]	
Border	None
Line Color	White (a belts-and-suspenders approach)

*Note:* It's important to follow through the listed steps to remove Word's default blue outline border.

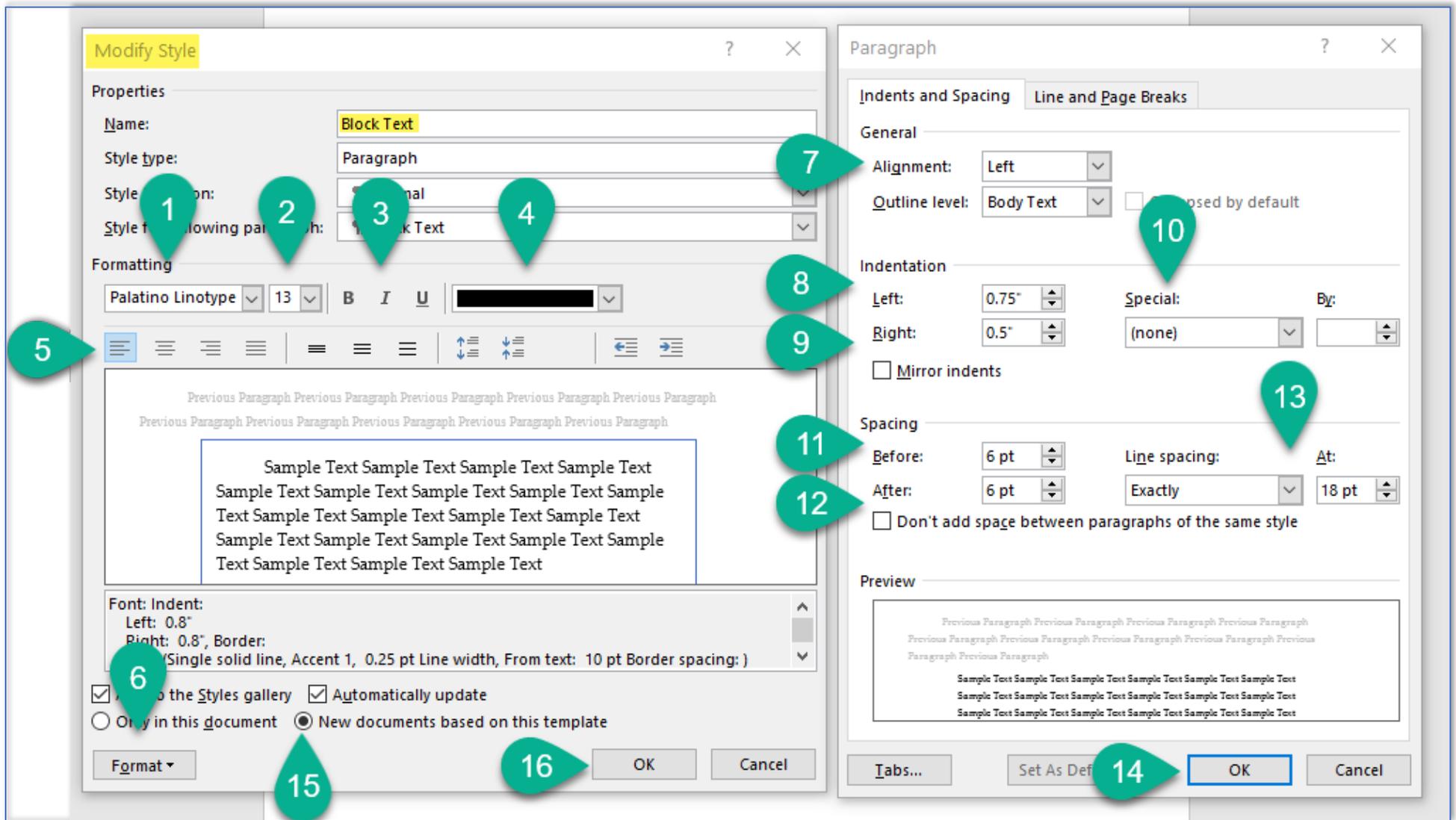


Figure 12: Block Text settings (demonstrative only)

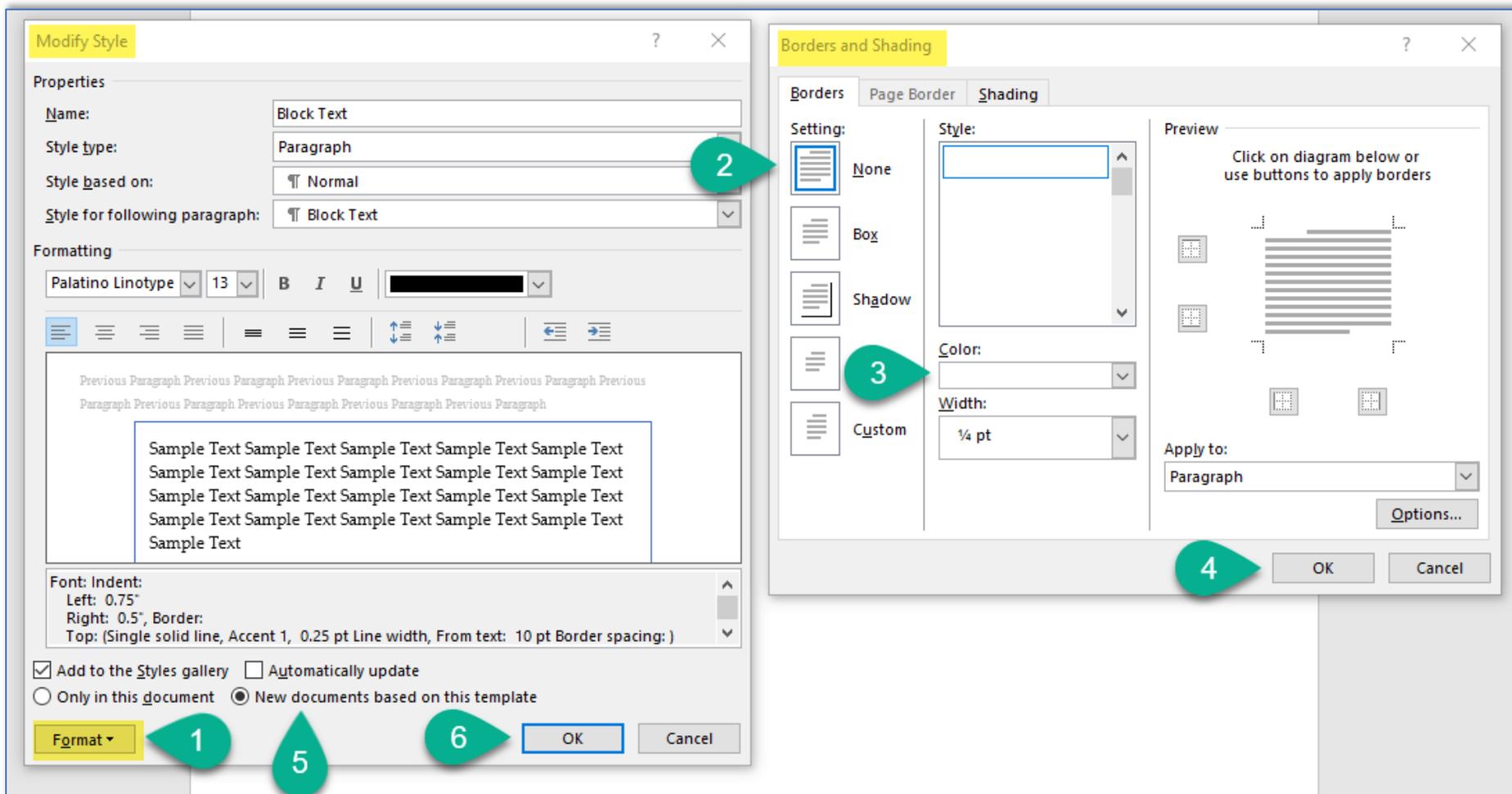


Figure 13: Box Text, remove border

## Style: Body Text 2 (Transcripts)

### What this is about:

For when you want to include testimony transcript excerpts.

Font (same as Normal)	
Size (same as Normal)	
Style	(None)
Color	Black
Justification	
Format → Paragraph	
Alignment	Same as paragraph settings
Indentation Left <sup>18</sup>	
Indentation Right	
Special / By	Hanging / By (try 1.75" to start)
Spacing Before	
Spacing After	
Line spacing / At	
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

---

<sup>18</sup> See n.6. A “Left” indent of ½” to 1” (and optionally the same on the “Right”) is recommended in *Typography for Lawyers*.

## Style: Header

### What this is about:

This quick review is explained in Figure 11.

Format → Paragraph → Special [4]	Modify to (none), if necessary
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

## Style: Footer

Format → Paragraph → Special [4]	Modify to (none), if necessary
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

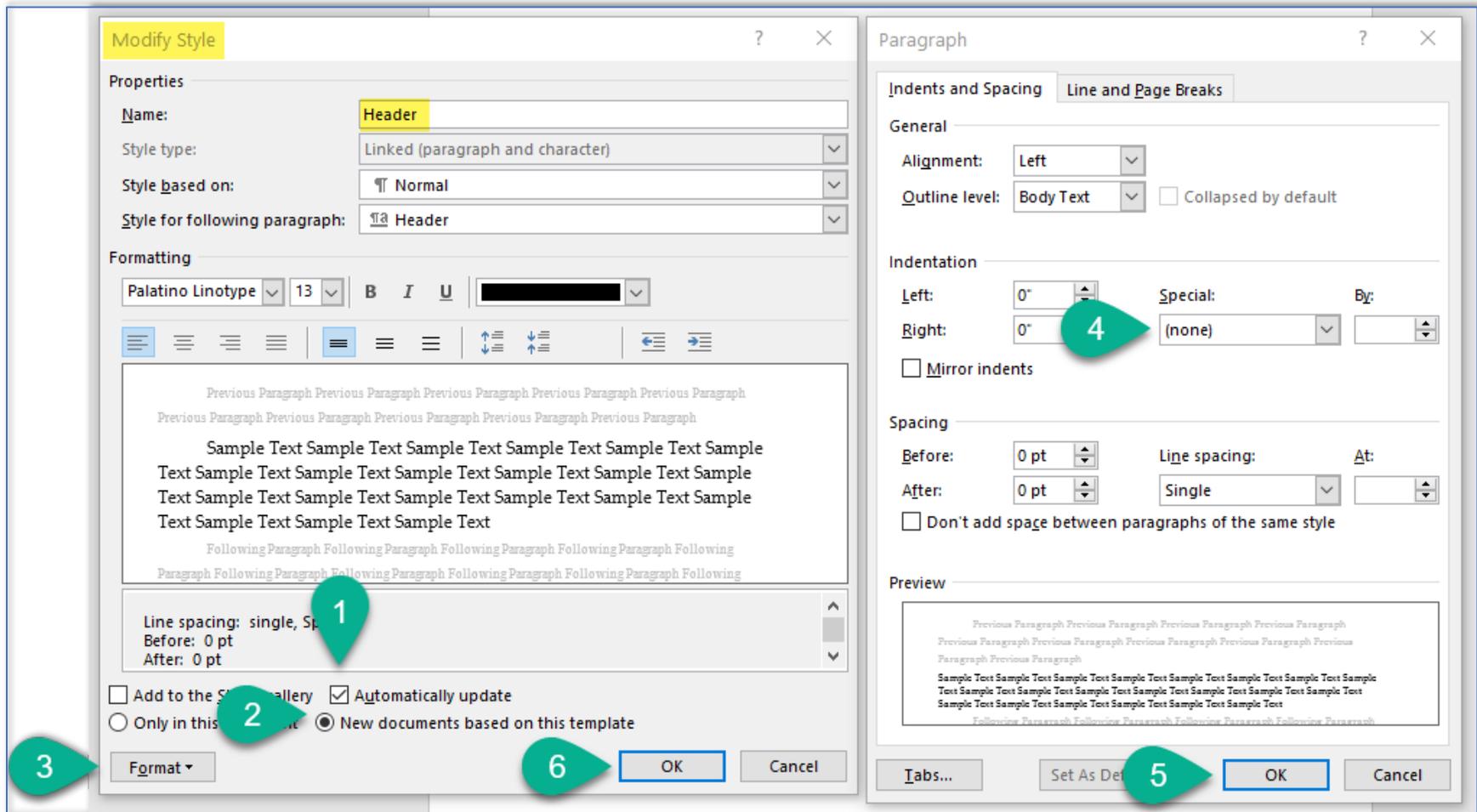


Figure 14: Header settings (demonstrative only)

## Style: TOA Heading

### What this is about:

The “Table of Authorities” heading formatting is only for the category group labels such as Cases, Statutes, Rules, Constitutional Provisions, and Other Authorities that display when you insert a Tables of Authorities section.

Font (same as Normal) [1]	
Size (same as Normal) [2]	
Style [3]	Bold
Color [4]	Black
Justification [5]	Left
Format → Paragraph [7]	
Alignment [8]	Left
Indentation Left [9]	0"
Indentation Right [10]	0"
Special [11]	None
Spacing Before <sup>19</sup> [12]	
Spacing After <sup>20</sup> [13]	
Line spacing [14]	Single

---

<sup>19</sup> See n.6.

<sup>20</sup> See n.6.

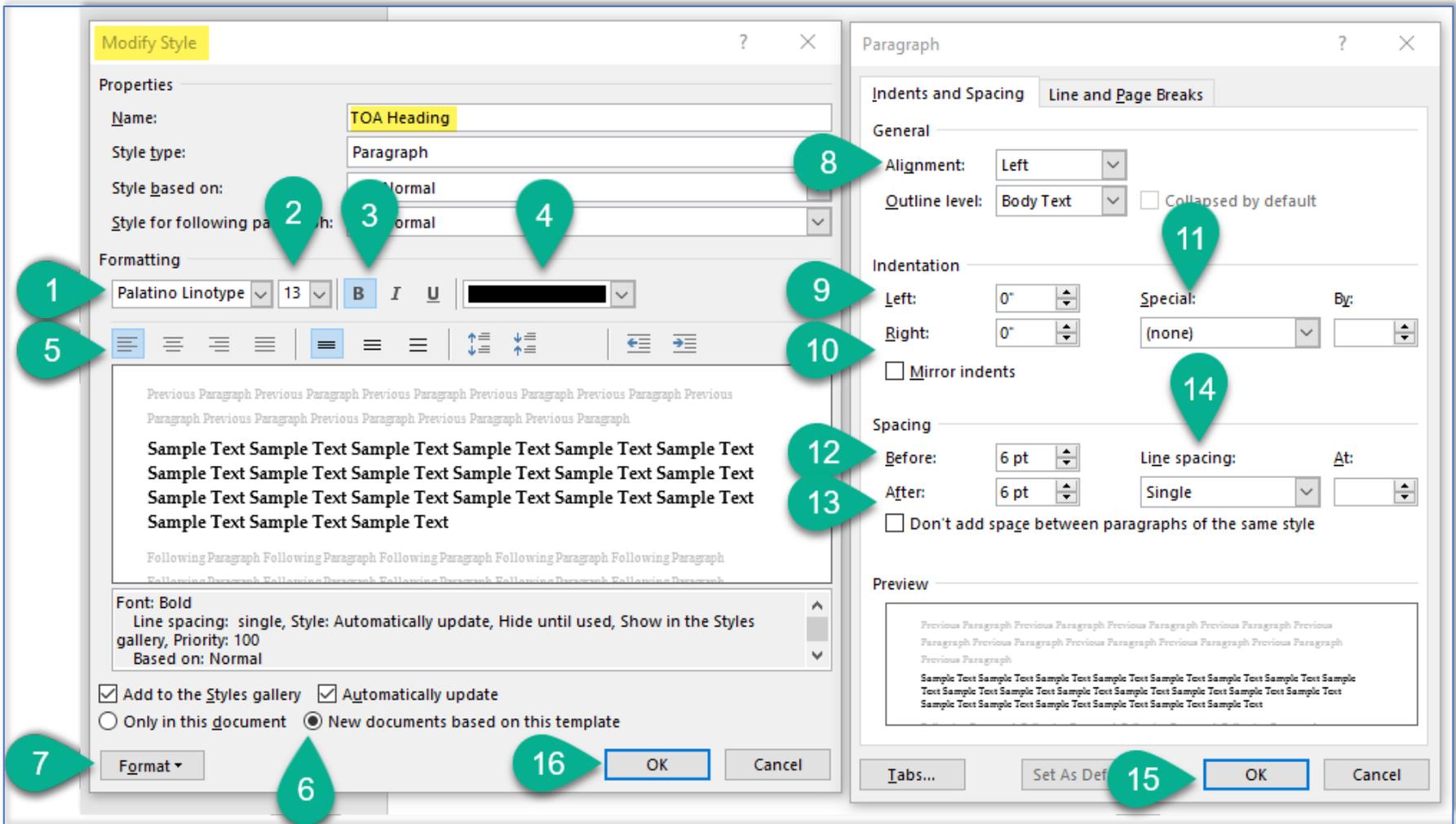


Figure 15: TOA Heading settings (demonstrative only)

## Style: TOC Heading

### What this is about:

It's for the "Table of Contents" heading formatting only—not the displayed content.<sup>21</sup>

Font (same as Normal)	
Size (½ pt larger than Normal <sup>22</sup> )	
Style	Bold
Color	Black
Justification	Centered
Format → Paragraph	<b>Uncheck window/orphan control</b>
Alignment	Centered
Indentation Left	0"
Indentation Right	0"
Special	None
Spacing Before <sup>23</sup>	
Spacing After <sup>24</sup>	
Line spacing	Single

---

<sup>22</sup> See n.6.

<sup>23</sup> See n.6.

<sup>24</sup> See n.6.

## Style: Heading 1

### What this is about:

It's for the centered, unnumbered topical heading labels. They do not have to be all-caps.<sup>25</sup> Examples:

**Jurisdiction Statement**  
**Questions Involved**  
**[Counter-] Statement of Facts**  
**Argument**

The settings should mirror the TOC Heading selections.

Font (same as Normal)	
-----------------------	--

---

<sup>25</sup> Why not all-caps? There's seldom a need for all-cap headings, unless a court rule requires.

Matthew Butterick counsels all-caps to be used judiciously (if at all) for headings shorter than one line (such as "Table of Authorities"), headers, footers, captions, or other labels. <https://bit.ly/3aBuZO3>

"Although the judiciary may be split on emphasis, every judge in the country appears to hate all caps, and few are fans of underlining," learned Ross Guberman after surveying over 1,000. <https://perma.cc/3UWL-Q4U9>

If that isn't clear enough, Ruth Anne Robbins shares the data from studies proving that all-caps lengthens reading time by 9.5% to 19% and devotes a section to "Stop screaming at me in rectangle: Why all capital letters just don't work" in *Painting with Print: Incorporating Concepts of Typographic and Layout Design into the Text of Legal Writing Documents*. <https://ssrn.com/abstract=918526>.

The same is true in the digital environment. It is "both slow and unsatisfying to read body text set in all-caps. All-caps should be reserved only for display text (headings, labels, etc.), and even then used very sparingly." <https://bit.ly/3dMYHS7>

Size (½ pt larger than Normal) <sup>26</sup>	
Style	Bold
Color	Black
Justification	Centered
Format → Paragraph	
Alignment	Centered
Indentation Left	0"
Indentation Right	0"
Special	None
Spacing Before	
Spacing After	
Line spacing	Single
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

---

<sup>26</sup> “It’s fine to make the point size bigger, but just a little. Use the smallest increment necessary to make a visible difference,” recommends Matthew Butterick. <https://bit.ly/3vfY4q5>

## Style: TOC 1

### What this is about:

As a matter of function, this Style is tied to how the corresponding Heading information will display within the Table of Contents.

The table of contents entries, for each Heading level, have their own styles. Heading 1 has TOC 1, Heading 2 has TOC 2, and the like.

Font (same as Normal)	
Size (possibly smaller than Normal)	
Style	Regular
Color	Black
Justification	Left
Format → Paragraph	
Alignment	Left
Indentation Left <sup>27</sup>	0.75"
Indentation Right	1.00"
Special	
By	
Spacing Before	
Spacing After	
Line spacing	Single

---

<sup>27</sup> There's normally no need to have the Table of Contents entries spread across the entire page. These are the fields where those margins can be tightened.

## Style: Heading 2 (I., II., III.)

### What this is about:

This Style is used for the first tier of numbered arguments (I., II., III.)

Font (same as Normal) [1]	
Size (½ pt larger than Normal) [2]	
Style [3]	Bold
Color [4]	Black
Justification [5]	Left
Format → Paragraph	
Alignment	Left
Indentation Left & Right	0"
Special	Hanging indent
By	0.5"
Spacing Before	
Spacing After	
Line spacing / At	
Format → Numbering [7]	
Numbering Style [8]	I., II., III,
Define New Number Format [9]	
Alignment [10]	Right
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

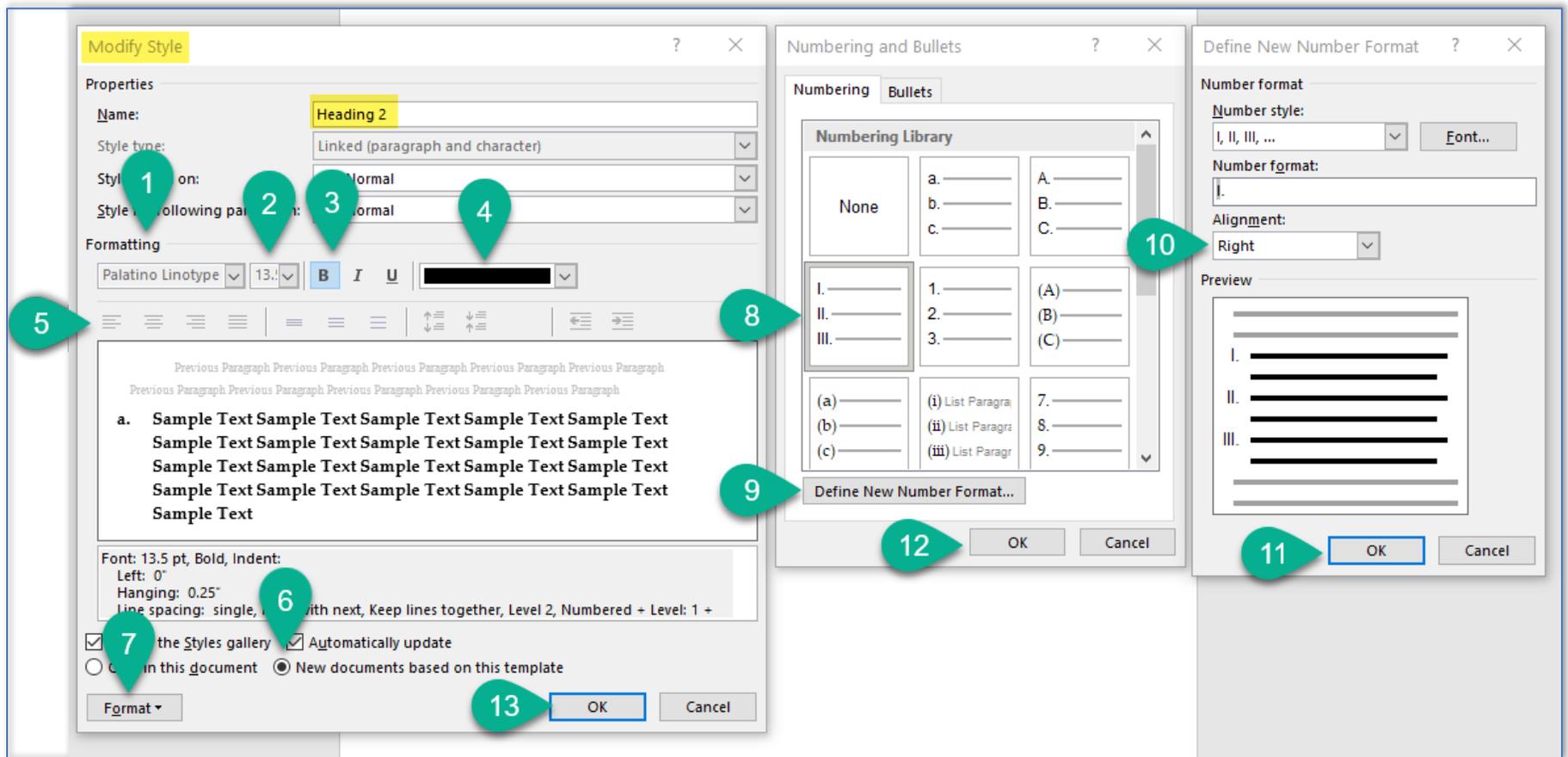


Figure 16: Heading 2 settings (demonstrative only)

## Style: TOC 2

### What this is about:

As a matter of function, this is tied to how the heading information will display for the corresponding tier on the Table of Contents.

Font (same as Normal)	
Size (possibly smaller than Normal)	
Style	
Color	Black
Justification	Left
Format → Paragraph	
Alignment	Left
Indentation Left	0.75"
Indentation Right	1.00"
Special	Hanging
By	0.25"
Spacing Before	
Spacing After	
Line spacing	

### Style: Heading 3 (A., B., C.)

**What this is about:** Used for the second tier of numbered arguments (A., B., C.)

Font (same as Normal)	
Size (½ pt larger than Normal)	
Style	Bold
Color	Black
Justification	Left
Format → Paragraph	
Alignment	Left
Indentation Left	0.50"
Indentation Right	0"
Special	Hanging indent
By	0.25"
Spacing Before	
Spacing After	
Line spacing / At	
Format → Numbering	
Numbering Style	A., B., C.
Define New Number Format	
Alignment	Right
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

### Style: TOC 3

**What this is about:**

As a matter of function, this is tied to how the heading information will display for the corresponding tier on the Table of Contents.

Font (same as Normal)	
Size (possibly smaller than Normal)	
Style	
Color	Black
Justification	Left
Format → Paragraph	
Alignment	Left
Indentation Left	1.25"
Indentation Right	1.00"
Special	Hanging
By	0.25"
Spacing Before	
Spacing After	
Line spacing	

## Style: Heading 4 (1., 2., 3.)

### What this is about:

The third tier of numbered arguments (1., 2., 3.)

Font (same as Normal)	
Size (½ pt larger than Normal)	
Style	Bold
Color	Black
Justification	Left
Format → Paragraph	
Alignment	Left
Indentation Left	1.00"
Indentation Right	0"
Special	Hanging indent
By	0.50"
Spacing Before	
Spacing After	
Line spacing / At	
Format → Numbering	
Numbering Style	1., 2., 3.
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

## Style: TOC 4

### What this is about:

As a matter of function, this is tied to how the heading information will display for the corresponding tier on the Table of Contents.

Font (same as Normal)	
Size (possibly smaller than Normal)	
Style	
Color	Black
Justification	Left
Format → Paragraph	
Alignment	Left
Indentation Left	1.25"
Indentation Right	1.00"
Special	Hanging
By	0.25"
Spacing Before	
Spacing After	
Line spacing	

## Style: List Bullet

### What this is about:

Bullet points and lists are formatting styles that can make it easier for readers to understand and absorb all kinds of information, explains Ross Guberman in *Point Made*.

Bryan A. Garner cautions, in *The Winning Brief's* Tip No. 83, to “resist the temptation to play with computer-generated boxes, arrows, checkmarks, and other eye-catchers. Nothing else works quite as well as a bullet.”

This Guide’s Introduction includes a bullet list. Here’s how to format bullets in Word Styles.

Font (same as Normal)	
Size (Normal setting)	
Style	None
Color	Black
Justification	Left
Format → Paragraph	
Alignment	Left
Indentation Left	1.00”
Indentation Right	0.50”
Special	Hanging indent
By	0.25”
Spacing Before <sup>28</sup>	

---

<sup>28</sup>

See n.6.

Spacing After <sup>29</sup>	
Line spacing	[Same as Normal setting]
Don't add space between ¶s of the same style	<b>Unchecked</b>
Format → Numbering	
Bullets Tab	
Bullet [9]	Filled circle •
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

---

<sup>29</sup>

See n.6.

## Style: List Number (1., 2., 3.)

### What this is about:

This is for creating lists in the 1., 2., 3. format. An example appears in the Introduction. Here's how to format them in Word Styles.

Font (same as Normal)	
Size (Normal setting)	
Style	None
Color	Black
Justification	Left
Format → Paragraph	
Alignment	Left
Indentation Left	1.00"
Indentation Right	0.50"
Special	Hanging indent
By	0.25"
Spacing Before <sup>30</sup>	
Spacing After <sup>31</sup>	
Line spacing	[Same as Normal setting]
Don't add space between ¶s of the same style	<b>Unchecked</b>
Format → Numbering	

---

<sup>30</sup> See n.6.

<sup>31</sup> See n.6.

Numbering Tab	
Numbering	1., 2., 3. (alignment right)
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

## Style: List Number 2 (a., b., c.)

### What this is about:

This is for creating lists in the a., b., c. format.

Font (same as Normal)	
Size (Normal setting)	
Style	None
Color	Black
Justification	Left
Format → Paragraph	
Alignment	Left
Indentation Left	1.0"
Indentation Right	0.50"
Special	Hanging indent
By	0.25"
Spacing Before <sup>32</sup>	
Spacing After <sup>33</sup>	
Line spacing	[Same as Normal setting]
Don't add space between ¶s of the same style	<b>Unchecked</b>
Format → Numbering	
Numbering Tab	

---

<sup>32</sup> See n.6.

<sup>33</sup> See n.6.

Numbering	a., b., c. (alignment right)
Format → Language	
Do not check spelling or grammar	<b>Unchecked</b>

## Style: Hyperlink

Font name (same as Normal)	
Font style	Regular (no underline)
Size (same as Normal)	
Font color	Black

### What this is about:

Web addresses and email addresses can be hyperlinked. The default ([underlined, blue text](#)) style appearance is unnecessary and unsightly in professional writing.<sup>34</sup>

**Figure 17:** Example of default-formatted hyperlinks

their benefits—including scalability, workload migration, resiliency, and cost savings—are plentiful for both consumers and businesses alike.<sup>28</sup> In order to address myriad challenges, from cybersecurity threats to anticompetitive vendor lock-in, technology that permits data *owners* to choose when and where to run

<sup>28</sup> IBM and RHT are founding members of the Cloud Native Computing Foundation, an organization of pioneering technology companies dedicated to developing common platforms for deploying cloud native applications and services. *New Cloud Native Computing Foundation to Drive Alignment Among Container Technologies*, Cloud Native Computing Foundation (June 21, 2015), <https://www.cncf.io/announcement/2015/06/21/new-cloud-native-computing-foundation-to-drive-alignment-among-container-technologies/>.

<sup>29</sup> In 2013, IBM dedicated MQTT (the Message Queuing Telemetry Transport) to become an open protocol for messaging amongst connected devices and underpins much of today's Internet of Things. Joab Jackson, *OASIS: MQTT to Be the Protocol for the Internet of Things*, PCWorld (Apr. 26, 2013, 11:50 AM), <https://www.pcworld.com/article/2036500/oasis-mqtt-to-be-the-protocol-for-the-internet-of-things.html>.

<sup>30</sup> See Damon C. Andrews & John M. Newman, *Personal Jurisdiction and Choice of Law in the Cloud*, 73 Md. L. Rev. 313, 324-29 (2013); see also Kevin Werbach, *The Network Utility*, 60 Duke L.J. 1761, 1815-23 (2011); see generally Joe Weinman, *Cloudonomics: The Business Value of Cloud Computing* (2012).

11

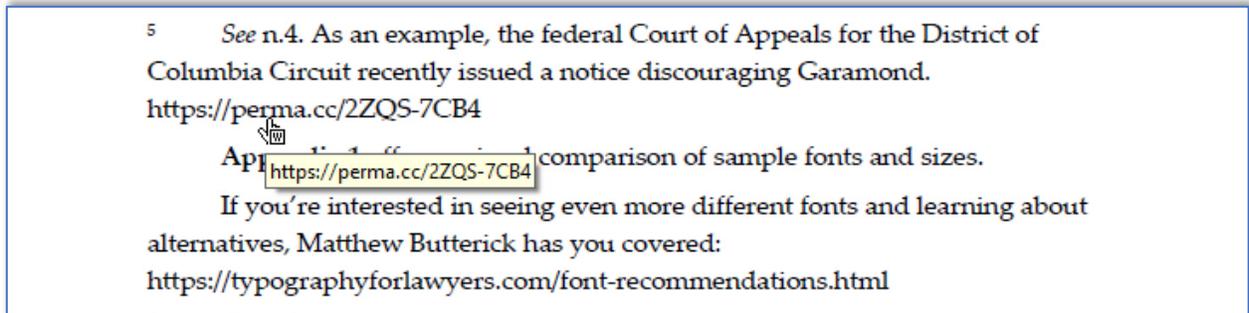
<sup>34</sup> “Sentences that include an email address or a uniform resource identifier such as a URL should be punctuated normally. Though angle brackets or other ‘wrappers’ are standard in some applications, these are generally unnecessary in normal prose.” *The Chicago Manual of Style* (17<sup>th</sup> edition), § 6.8. See also <https://bit.ly/3dNKQep>

See generally, Orin S. Kerr, *A Theory of Law*, 16 GREEN BAG 2D 111 (2012). <https://perma.cc/C8AQ-3ADF>.

Here’s a clean-looking example of a SCOTUS amicus brief with black-only hyperlinks. <https://perma.cc/G5XG-UBJV>

Here’s a poor-looking example of a brief with both blue (n.1) and black (n.3) hyperlinks. <https://perma.cc/2F6M-DYZP>

The font can be modified to regular (no underline) black. Readers can hover their cursor over the text to realize—from the informational pop-up—that there is an active hyperlink.



**Figure 18:** Screen grab showing the active hyperlink during a cursor hover.

## Style: FollowedHyperlink

Font name (same as Normal)	
Font style	Regular (no underline)
Size (same as Normal)	
Font color	Black

### What this is about:

The default (underlined, purple text) style appearance after a person clicks on a hyperlink is similarly unnecessary and distracting.

The Style settings can be modified for followed links to remain black.

## Style: Caption

### What this is about:

Word-processing captions are the information boxes displayed below the images in this Guide.

A caption is a numbered label, such as “Figure 1” with descriptive text, that you can add to a figure, a table, an equation, or another object.<sup>35</sup>

In this context, it *does not* refer to court-related case captions.

**Table 1:** This is an example of a Caption.

Font name <sup>36</sup>	
Font style	Regular
Size <sup>37</sup>	
Font color	Black
Format → Paragraph	
Alignment	Left
Indentation Left	0”
Indentation Right	0”

---

<sup>35</sup> Mathematician and geneticist Dr. Eric S. Lander included excellent explanatory captions for the figures he included in this SCOTUS amicus brief. <https://perma.cc/H3RD-B73F>

Beautiful captions also accompany each color image included in this SCOTUS amicus brief filed by The Robert Rauschenberg Foundation and The Andy Warhol Foundation for the Visual Arts, Inc. <https://perma.cc/39RD-KGRV>

Examples from each appear in **Appendix 3**.

<sup>36</sup> See n.6.

<sup>37</sup> See n.6.

Spacing Before <sup>38</sup>	
Spacing After <sup>39</sup>	
Line spacing	[Same as Normal setting]

---

<sup>38</sup> See n.6.

<sup>39</sup> See n.6.

## Style: Footnote Text

Font name (same as Normal) <sup>40</sup>	
Font style	Regular
Size (same as Normal setting)	
Font color	Black
Format → Paragraph	
Alignment	Left
Indentation Left	0"
Indentation Right	0"
Special <sup>41</sup>	
By	
Spacing Before	
Spacing After	
Line spacing (same as Normal)	
Don't add space between ¶s of the same style	<b>Unchecked</b>
Line and Page Breaks tab	<b>Keep lines together</b>

**Addendum:** “Footnote Reference” is a separate Word Style and is where one can adjust the size and font style of the displayed referring footnote numbers.

---

<sup>40</sup> See n.6.

<sup>41</sup> These footnotes are configured with a -0.2” Left indent, and a 0.3” Hanging indent. The first tab is set a 0.4”

## What this is about:

1. Footnote text should mirror the normal text size.<sup>42</sup>
2. Because text-to-speech readers do not effectively navigate next-page footnote continuations, the footnote paragraph style should be modified to “keep lines together.”

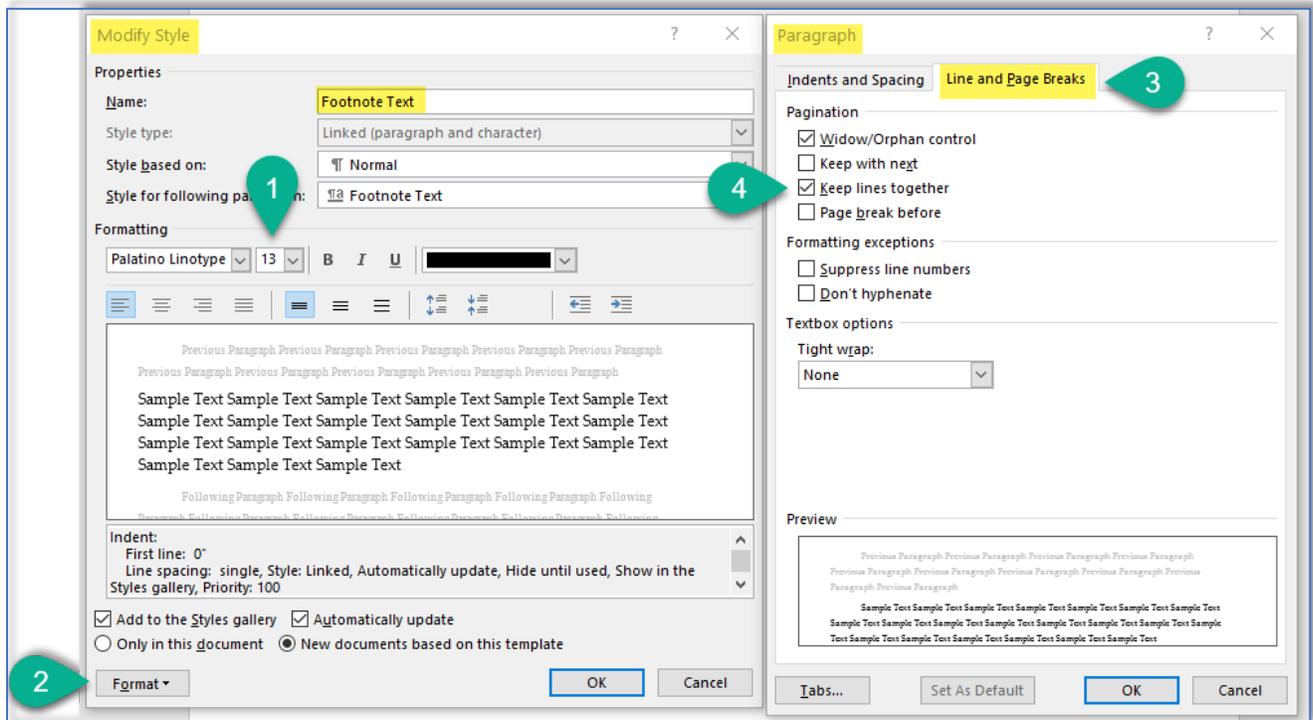


Figure 19: Footnote text settings

<sup>42</sup> “A 10.5-page TRO application? That isn't bad! Oh, wait. It has 53 long footnotes in 10-point Arial font? Please don't do this to your judges.” Arizona Superior Court Judge James D. Smith observation on LinkedIn. <https://perma.cc/KNR5-DEMF> Described TRO filing: <https://perma.cc/B4YZ-3F6F>

**An experiment:**

If you are in the seeing/hearing-is-believing camp, try this. Download and save this short Michigan Supreme Court order: <https://perma.cc/F5V3-ZNUH>  
Drop it into this online text-to-speech reader

<https://www.naturalreaders.com/online/>

Now scroll forward to page 5, where footnote 1 begins (but spills onto page 6 because the “lines were not kept together”).

Place your cursor on the footnote, and the speech-to-text reader will read from that point. Watch and listen to what the reader does at the page break.

## Style: Page Number

Font (same as Normal)	
Size (same as Normal)	
Style	None
Color	Black

### What this is about:

Your documents should include page numbers.<sup>43</sup> Page numbers should appear in the same font type and size and the main document text.

For court filings, plain numbers are preferred—not the Accent Bar.

5. Plaintiffs are also entitled to relief under the APA, which authorizes courts to “compel agency action unlawfully withheld or unreasonably delayed.” 5

2

Yes

36. Defendants told Plaintiff to stop handling social media duties. Plaintiff was also instructed to provide Hancq with the social medial strategy that she had

5

No

---

<sup>43</sup> See n.6.

8. At all relevant times, Defendants OFFICER K.M. KOVIE, OFFICER JASMIN HAMULIC, OFFICER J.B. DEAN, DETECTIVE LEVAN ADAMS, DETECTIVE DEREK OWANS, and OFFICER SNYDER

No

3 | Page

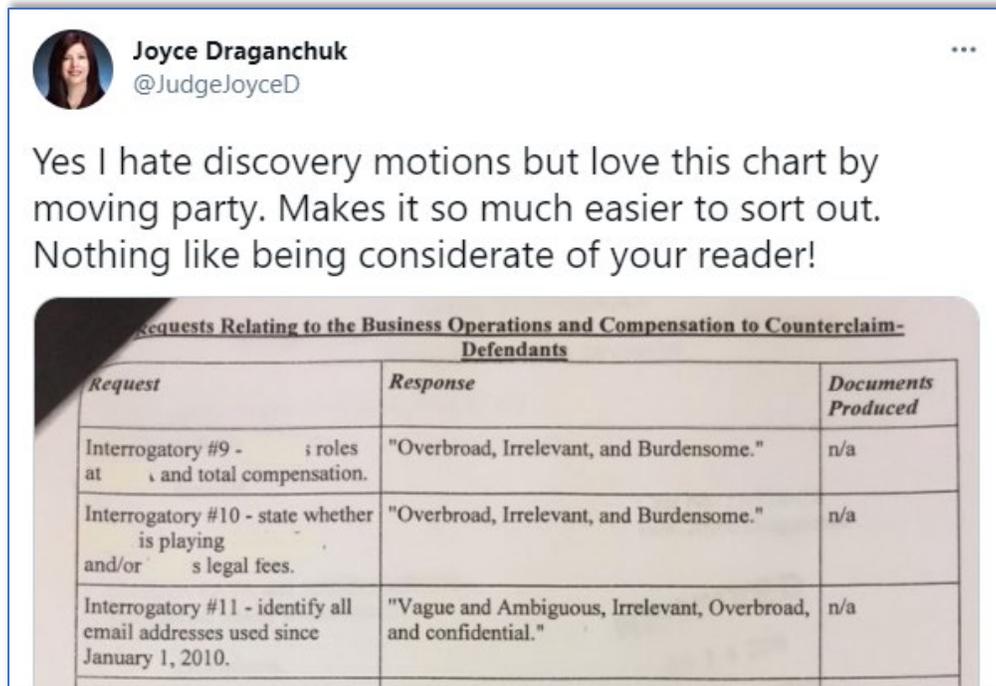
33. On July 21, 2020, a status hearing was held in case number 2020-JA-13. A pretrial hearing was scheduled for September 1, 2020. H. P. remained in the custody of a member of her maternal family.

No

Page 6 of 11

## Tables and Coblis

Jurists appreciate informative and helpful tables. [Cropped] example<sup>44</sup>:



**Joyce Draganchuk**  
@JudgeJoyceD

Yes I hate discovery motions but love this chart by moving party. Makes it so much easier to sort out. Nothing like being considerate of your reader!

<i>Request</i>	<i>Response</i>	<i>Documents Produced</i>
Interrogatory #9 - ; roles at , and total compensation.	"Overbroad, Irrelevant, and Burdensome."	n/a
Interrogatory #10 - state whether is playing and/or s legal fees.	"Overbroad, Irrelevant, and Burdensome."	n/a
Interrogatory #11 - identify all email addresses used since January 1, 2010.	"Vague and Ambiguous, Irrelevant, Overbroad, and confidential."	n/a

Word is pre-loaded with several built-in Quick Tables, but they can still be modified depending on your filing's goals.

Microsoft's "Add a table" video and page share how to format or add a table style. <https://bit.ly/3n00ZjP>

The *Tech Republic* includes a helpful how-to at <https://tek.io/3njeuLu>

---

<sup>44</sup> <https://bit.ly/3suLIIQ>

Other examples include:

<https://perma.cc/KS7E-RGL7> (micro state-by-state comparisons)

<https://perma.cc/9M93-8XXA> (macro state-by-state comparisons)

<https://perma.cc/YF5K-LTPX> (totals)

Here's a separate observation to keep in mind about colors. Tables are a tempting vehicle for adding physical color. There's no need to reject the opportunity with a broad brush! But select colors with care.

Before you finalize a colored table, run the image through Coblis.<sup>45</sup> Coblis is a free online color-blindness simulator that can show you how readers with distinct types of color vision deficiencies may perceive your table. It's a proactive pulse-check. Assume that some in your audience have a color-vision deficiency. Are you comfortable with your table's color settings if they perceive it in the ways Coblis displays?



**Figure 20:** Coblis's online user interface.

<sup>45</sup>

<https://www.color-blindness.com/coblis-color-blindness-simulator/>

## Save your template (as .dotx)

### What this is about:

After you've created the perfect document with the perfect Style settings, how about you save the file as a Template so you can use it as your starting point the next time—rather than start from nothing?

Microsoft explains and shows how to create and save templates at <https://bit.ly/32aknkC>

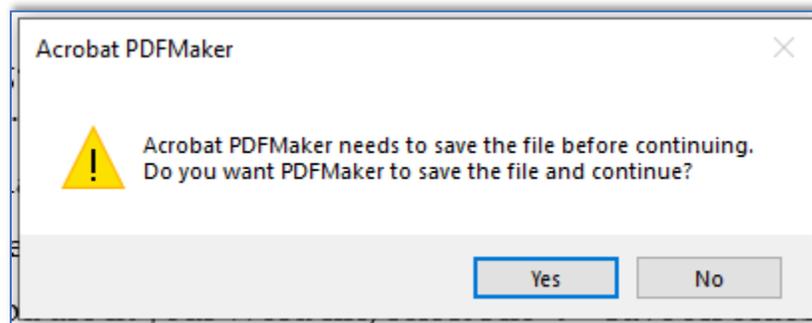
## Create your PDF with automatic bookmarks

Heading styles do double duty for you—if you have the correct boxes checked! Their second job?

They automatically convert to PDF bookmarks.

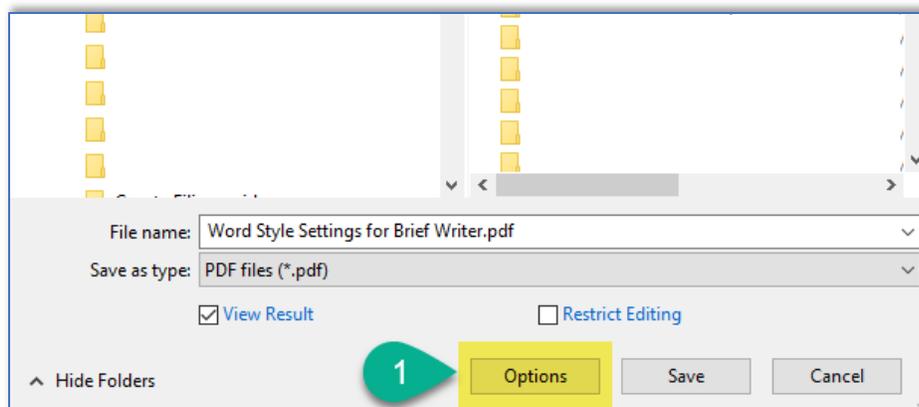
How does that happen?

1. When you are in your Word file, select **File** → “**Save As Adobe PDF**”
2. A pop-up will ask if you want to save the file and continue. Select “Yes.”



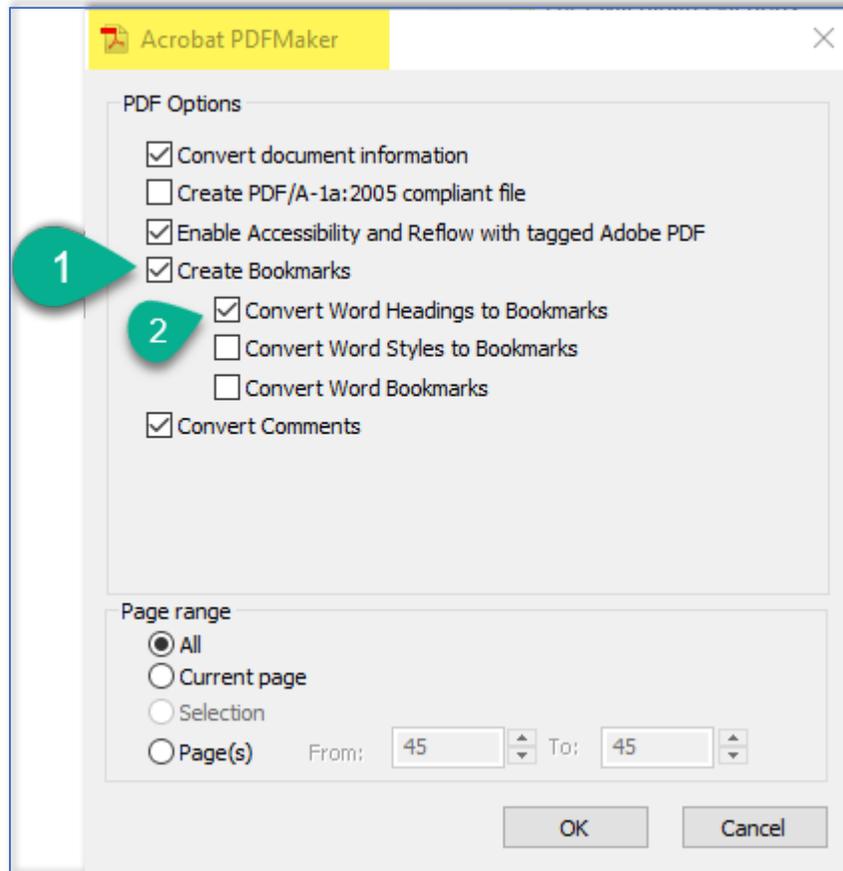
**Figure 21:** Yes

3. Don't hit “Save” yet. First select “**Options**” to verify your Adobe-making settings.



**Figure 22:** Check your Options, first.

4. And here are the two magic boxes you want to make sure are checked: **Create Bookmarks** and **Convert Word Headings to Bookmarks**.



**Figure 23:** The two very important boxes to check!

5. Select “OK,” and Word will now save your .docx file as a .pdf. When you open the PDF and select the bookmarks icon on the left navigation panel, you will see your beautiful bookmarks. (The only thing you had to do to create them was to make certain two boxes were checked.)

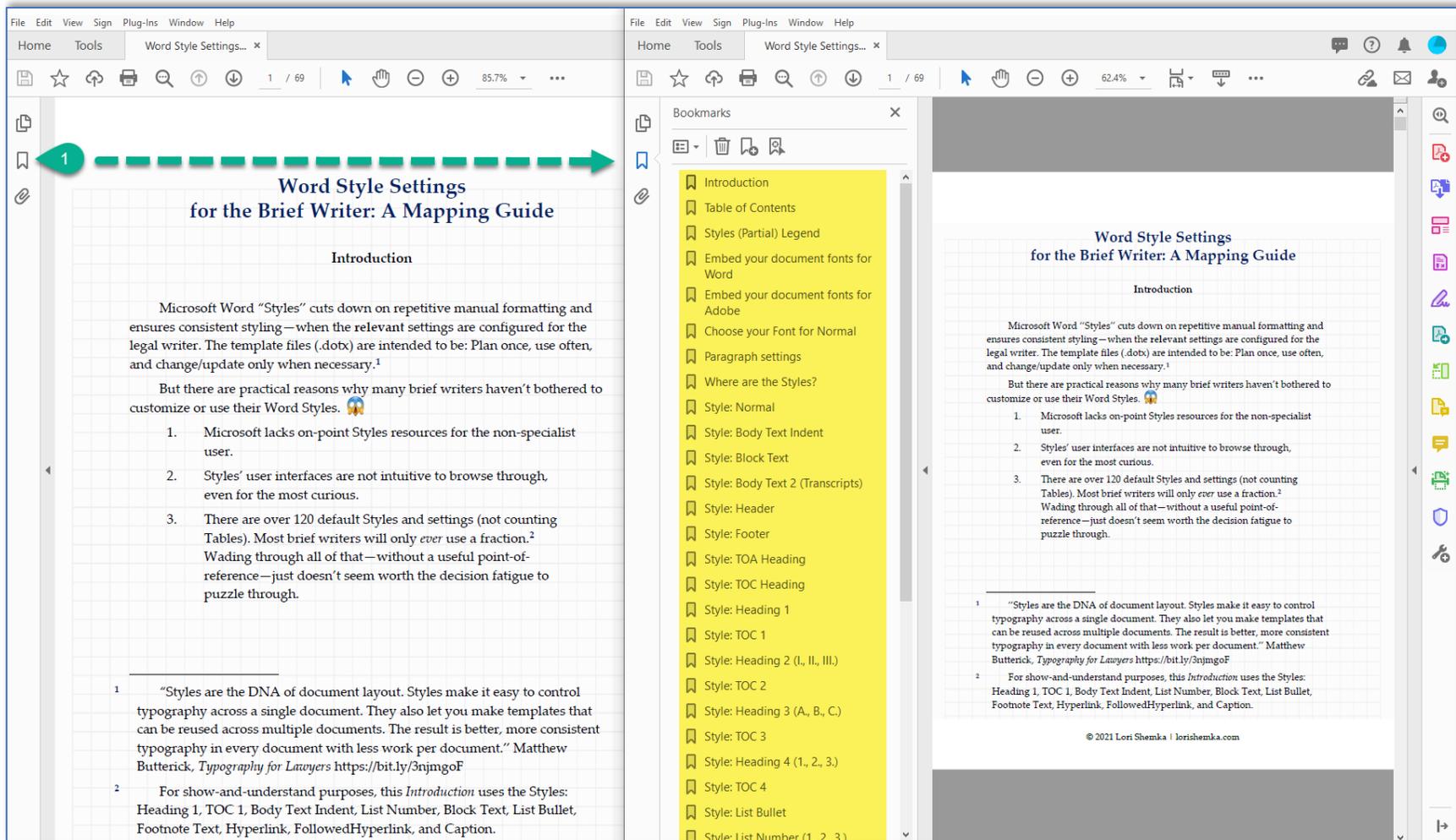


Figure 24: And here’s where to find your automatically created PDF bookmarks.

\*\*\*

## Appendix 1: Fonts and sizes (comparative samples)

Baskerville Old Face 11 pt

Baskerville Old Face 12 pt

Baskerville Old Face 13 pt

*Baskerville Old Face 13 pt italic*

Baskerville Old Face 13.5 pt

Century Schoolbook 11 pt

Century Schoolbook 12 pt

Century Schoolbook 13 pt

*Century Schoolbook 13 pt italic*

Century Schoolbook 13.5 pt

Georgia 11 pt

Georgia 12 pt

Georgia 13 pt

*Georgia 13 pt italic*

Georgia 13.5 pt

Calibri 11 pt

Calibri 12 pt

Calibri 13 pt

*Calibri 13 pt italic*

Calibri 13.5 pt

Courier New 11 pt

Courier New 12 pt

Courier New 13 pt

*Courier New 13 pt italic*

Courier New 13.5 pt

Palatino Linotype 11 pt

Palatino Linotype 12 pt

Palatino Linotype 13 pt

*Palatino Linotype 13 pt italic*

Palatino Linotype 13.5 pt

Cambria 11 pt

Cambria 12 pt

Cambria 13 pt

*Cambria 13 pt italic*

Cambria 13.5 pt

Garamond 11 pt

Garamond 12 pt

Garamond 13 pt

*Garamond 13 pt italic*

Garamond 13.5 pt

Times New Roman 11 pt

Times New Roman 12 pt

Times New Roman 13 pt

*Times New Roman 13 pt italic*

Times New Roman 13.5 pt

## Appendix 2: Paragraph setting comparisons

### Alignment: Left

That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise. And it reflects a disturbing belief that federal officials should have free rein to destroy the reputations and livelihoods of any perceived critic—no matter how unrelated to the business of governance, and no matter how personal their motives for doing so. That has never been—and never should be—the law in the United States. Judge Kaplan rightly rejected Appellants’ arguments, and this Court should affirm.

### Alignment: Justified

That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise. And it reflects a disturbing belief that federal officials should have free rein to destroy the reputations and livelihoods of any perceived critic—no matter how unrelated to the business of governance, and no matter how personal their motives for doing so. That has never been—and never should be—the law in the United States. Judge Kaplan rightly rejected Appellants’ arguments, and this Court should affirm.

**Special Indentation: None**

That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise.

**Special Indentation: First Line, By 0.25"**

That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise.

**Special Indentation: First Line, By 0.50"**

That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise.

**Special Indentation: First Line, By 1.00"**

That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise.

**Line spacing: Single**

That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise. And it reflects a disturbing belief that federal officials should have free rein to ...

**Line spacing: 1.5**

That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise. And it reflects a disturbing belief that federal officials should have free rein to ...

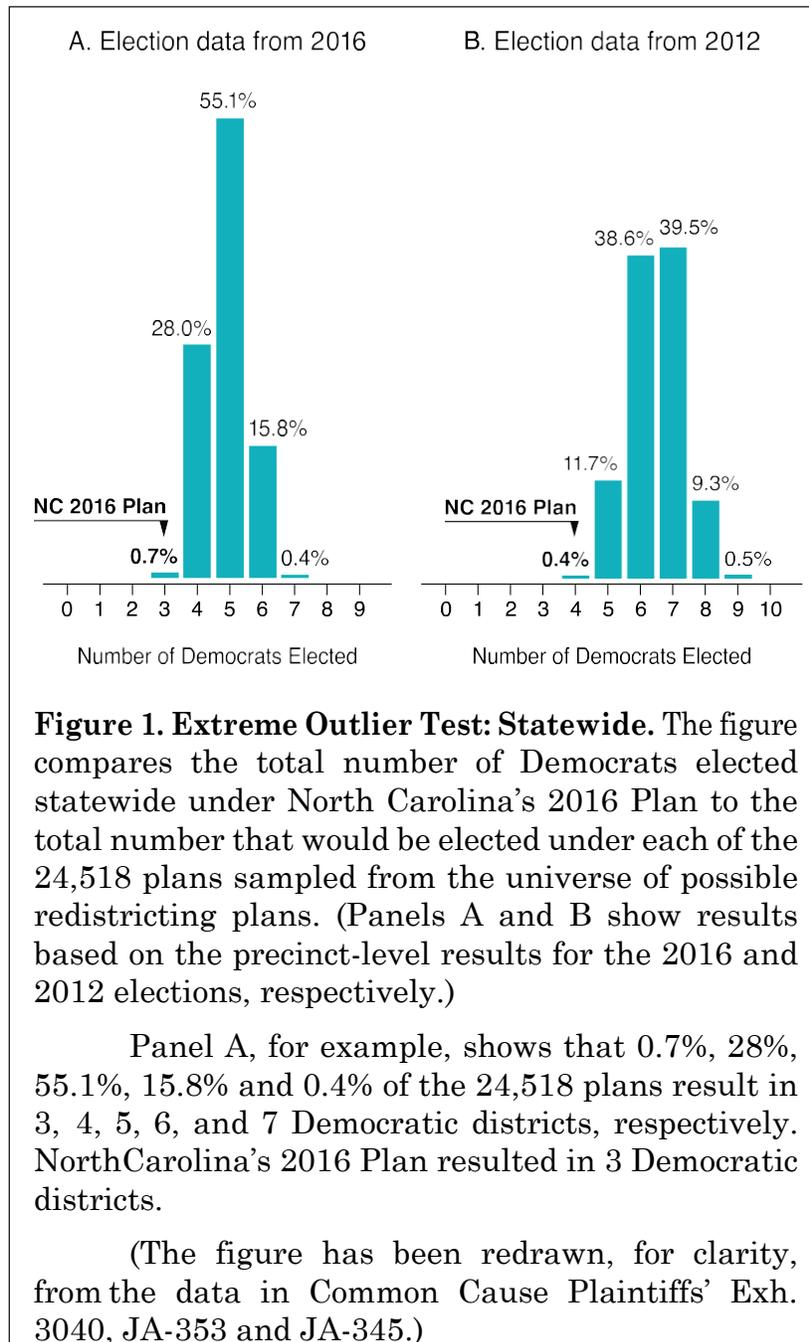
**Line spacing: Double**

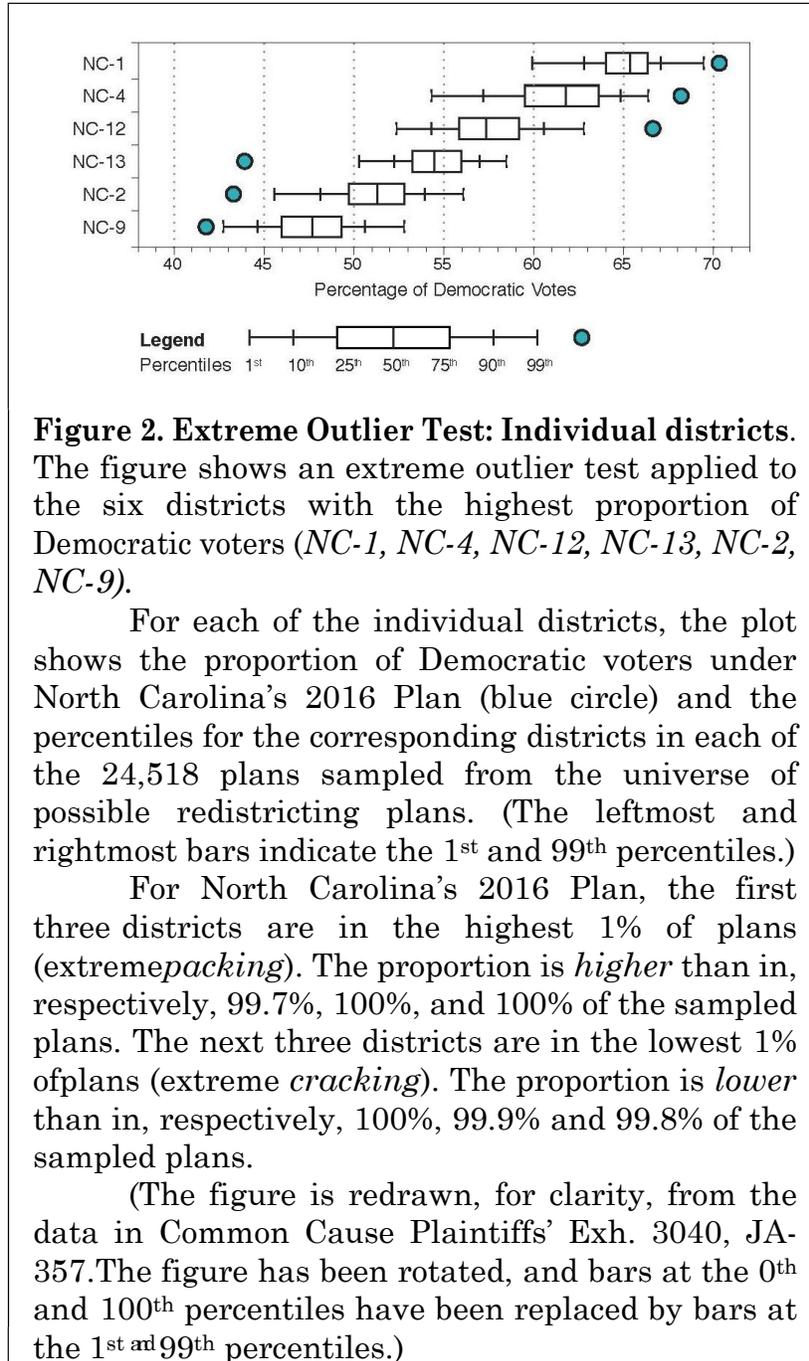
That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise. And it reflects a disturbing belief that federal officials should have free rein to ...

**Line spacing: Exactly At 18 pt**

That theory is indefensible. It is inconsistent with the settled law of respondeat superior liability. It finds no support in precedent—if anything, it implies that the detailed, fact-sensitive analysis in many prior cases was a needless exercise. And it reflects a disturbing belief that federal officials should have free rein to ...

### Appendix 3: Caption examples







U.S. Bureau of Land Management, *U.S. Supreme Court Building in Washington, D.C.* (2014), [http://www.publicdomainfiles.com/show\\_file.php?id=13949227816389](http://www.publicdomainfiles.com/show_file.php?id=13949227816389).

## Resources

Butterick, Matthew. *Typography for Lawyers*, [typographyforlawyers.com](http://typographyforlawyers.com)

Coblis (online color-blindness simulator) <https://www.color-blindness.com/coblis-color-blindness-simulator/>

Foulkes, Linda. *Learn Microsoft Office 2019: A comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook*. Packt Publishing, 2020.

Garner, Bryan A. *The Winning Brief: 100 Tips for Persuasive Briefing in Trial and Appellate Courts*. Oxford University Press, 2014.

Guberman, Ross. *Judges Speaking Softly: What They Long for When They Read*. *Litigation*, Volume 44, Number 4, Summer 2018. <https://perma.cc/3UWL-Q4U9>

Guberman, Ross. *Point Made: How to Write Like the Nation's Top Advocates*. Oxford University Press, 2014.

Microsoft's "Add a table" video and page share how to format or add a table style. <https://bit.ly/3n00ZjP>

Microsoft shows how to *create and save templates* at <https://bit.ly/32aknkC>

*Natural Readers* (online text-to-speech reader), <https://www.naturalreaders.com/online/>

Robbins, Ruth Anne. *Painting with Print: Incorporating Concepts of Typographic and Layout Design into the Text of Legal Writing Documents*. *Journal of the Association of Legal Writing Directors*, Vol. 2, p. 108, 2004, Available at SSRN: <https://ssrn.com/abstract=918526>

The *Tech Republic* includes a helpful how-to create tables. <https://www.techrepublic.com/blog/microsoft-office/two-ways-to-generate-a-list-of-tables-in-a-word-document/>

Vertex42 offers downloadable graphing paper templates for Word and Excel. It can be a helpful visual for deciding indentation settings and the like.

<https://www.vertex42.com/WordTemplates/printable-graph-paper.html>

WordRibbon.Tips.net. A rich, online repository of tips and troubleshooting suggestions for all versions of Microsoft Word.

<https://wordribbon.tips.net/index.html>