State Bar of Texas Women and the Law Section

*WALS Lawyers Now* Formatting Tips

1. **Overall**
2. **Margins**
3. Left side is at 0 on ruler
4. Right side is at 7.5 on ruler
5. **Line spacing**
6. Single-spaced -- in each text box, press Ctrl-A to select all text; right-click; choose Paragraphs; go to Spacing; for Before, choose “0 pt;” for After, choose “0 pt;” for Line Spacing, choose “Single”
7. **Headings**
8. Font Impact (Headings) 22
9. Name of column – lavender
10. Name of article – black, italics
11. **Page numbers**
12. In footer -- go to commands at top of Word screen; choose Insert; go to Header & Footer section; choose Page Number; choose Bottom of Page; choose Plain Number 3
13. May be Style Heading 3 -- go to commands at top of Word screen; choose Home; go to Styles section; choose Style Heading 3
14. Lavender, Arial (Body) 13, bold
15. **Page continuation references**
16. Lavender, left-justified, Impact (Headings) 10
17. **Logo**
18. Line on left – lavender, Arial (Body) 11
19. Name – blue, Impact (Headings) 56
20. **Chair’s Message**
21. Fully justified
22. Arial (Body) 11
23. Name of column – lavender, bold
24. **Table of Contents**
25. Lavendar background -- go to commands at top of Word screen; choose Shape Forma;go to Shape Styles section; choose Shape Fill; choose Theme Color lavender; which may be at the top, 5th from the left
26. Arial (Body) 10
27. Month, year, volume, and issue – black, bold, italics, right-justified
28. The rest – left-justified
29. Skip line between each page grouping
30. Page references – black, bold, all caps
31. Name of column – white, bold
32. Name of article – white, italics
33. Listing order, generally – Legal Mojo, Skills Savvy, Wellness/Techno; FreeCLE and other WALS event ads; additional content; repeated content and ads for other groups toward the end; Squad.
34. **Articles**
35. **Author**
36. Bold, centered, Arial (Body) 12, end with an asterisk
37. **Text**
38. Arial (Body 11), paragraphs are indented to 0.5 on ruler
39. **Endnote numbering**
40. Do manually -- type a number; superscript it (go to commands at top of Word screen; choose Home; go to Font section; click on arrow to the right of “Font;” go to Effects; click on Superscript)
41. **Headings within article**
42. Bold
43. Numbered -- go to commands at top of Word screen; choose Home; go to Paragraph section; choose Numbering Library at the top, 2nd from the left; choose 1., 2., 3.; number should be at left margin 0, and text of heading should start at 0.5 on ruler
44. **Subheadings within article**
45. Bold
46. Numbered -- go to commands at top of Word screen; choose Home, choose Paragraph; choose Numbering Library; choose a., b., c. ; letter should be at 0.5 on ruler, and text of heading should start at 1.0 on ruler
47. **Author bio**
48. Skip a line after the end of the article.
49. Italics, begin with asterisk, 1 space, then text
50. Name of author, title, employer, practice area
51. More information, if particularly relevant
52. [Author] can be reached at [email address].
53. **Endnotes**
54. Add manually after the author bio
55. Regular text, not italics
56. Superscripted number, 1 space, then text
57. **CLE Ads**
58. Centered, generally Arial 16
59. Author, employer, and city
60. Date, time, and Zoom
61. “Register here” – hyperlink to registration page (right-click, ; choose Link; type web address in “Address” box; click OK
62. Content highlights – bulleted (go to commands at top of Word screen; choose Home; choose Paragraph; choose Bullet Library; choose black bullet; text starts after space of 0.5)
63. Border – lavender (go to commands at top of Word screen; choose Shape Format; go to Shape Styles; it may be the 2nd shape style with lavender border and “Abc” in the box; if not, choose Shape Outline; choose Theme Color lavender, which may be at the top, 5th from the left)
64. **Gifts**
65. Text – centered, generally Arial 12
66. Blank line
67. Grantor/beneficiary table
68. Insert this table above the blank line so there’s a blank line at the bottom of the text box
69. Go to commands at top of Word screen, choose Insert, choose Table, select 1st 2 boxes for 2x1 table
70. On left side, type “Grantor” in italics.
71. On right side, type “Beneficiary” in italics
72. Add more rows – if there are 5 beneficiaries, add 5 rows (go to commands at top of Word screen; choose Layout; go to Rows & Columns section; choose Insert Below 5 times
73. Grantors’ and beneficiaries’ names -- regular text, not italics
74. No border or internal lines – go to commands at top of Word screen; choose Table Design; go to Borders section; choose Borders; choose No Border
75. **Other Ads**
76. Image or logo – copy it from somewhere else by right-clicking and choosing Copy; to paste in, right-click, go to Paste Options, and pprobably choose Picture or Use Destination Theme
77. Text – centered, generally Arial 16
78. “Apply” or “Register here” -- hyperlink to registration page (right-click, choose Link; type web address in “Address” box; click OK
79. **Space-filler boxes**
80. All lavender -- go to commands at top of Word screen; choose Shape Format; go to Shape Styles section; choose Shape Fill; choose Theme Color lavender, which may be at the top, 5th from the left
81. **Squad**
82. Lavendar background -- go to commands at top of Word screen; choose Shape Format; go to Shape Styles section; choose Shape Fill; choose Theme Color lavender, which may be at the top, 5th from the left
83. Heading
84. Font Impact (Headings) 22
85. “Squad” – black
86. “Section Leaders” – gray (go to commands at top of Word screen; choose Home; go to Font section; choose Font color; choose Theme Color gray, which may be at the top, 3rd from the left)
87. Arial (Body) 11
88. Squad table
89. Go to commands at top of Word screen; choose Insert; choose Table; select 1st 2 boxes for 2x1 table
90. In left box, type first column of information, left-justified
91. In right box, type second column of information, left-justified
92. Names/mini headings – white, bold
93. Titles/sub-headings – white, italics, not bold
94. No border or internal lines – go to commands at top of Word screen; choose Table Design; go to Borders section; choose Borders; choose No Border