

Paginating an Appellate Brief

Instructions for Microsoft Word (Mac)

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Following are instructions for using Microsoft Word's pagination tools to create professional-looking page numbers in an appellate brief. These instructions assume you are using Word 2008 or 2011, installed on a Mac.¹ Even if you are using another version of Word, these instructions will still work, but you may find the labels are slightly different than identified here.

The more you use the tools in Word, you will find that most tasks can be completed in several different ways. So, while we present one set of steps below, over time you may discover shortcuts that you find are better for you.

I. Pagination in an appellate brief

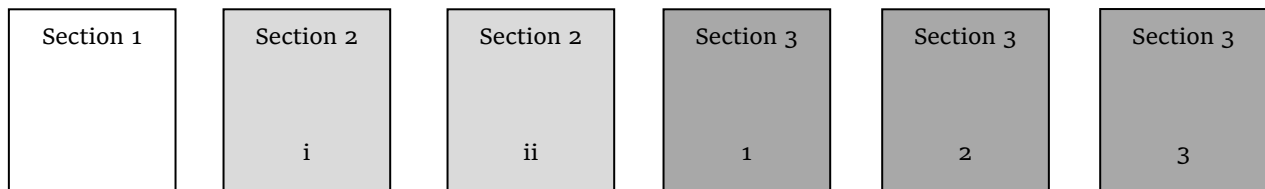
A basic appellate brief has three sections:

Section 1, which consists of the cover page, and which is traditionally not paginated.

Section 2, which includes the Table of Contents, Index of Authorities, Statement of Jurisdiction, and Statement of Questions Involved. These pages are traditionally paginated with lower case Roman numerals (i, ii, iii, etc.).

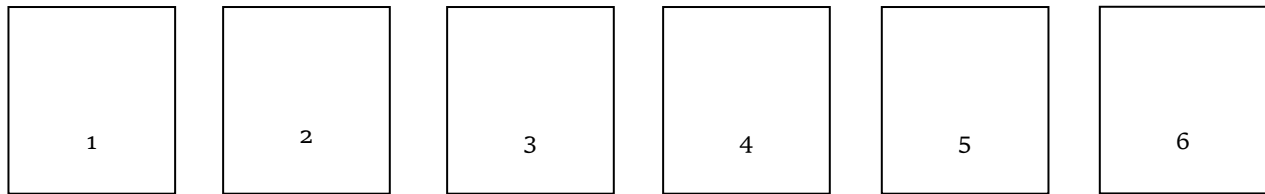
Section 3, which includes the body of the brief. These pages are traditionally paginated with Arabic numbers (1, 2, 3, etc.).

Represented graphically, pagination in an appellate brief with these same sections should be:



¹ Separate instructions are available for Word installed on a PC.

But Word's default is to have only a single section in each document, and to paginate the entire document sequentially. Represented graphically, Word's default is:



If you want separately paginated sections, as above, you need to change Word's default settings in two ways. First, you need to create separate sections within the document. Second, you need to paginate each section separately in the format of your choosing.

II. Creating separate sections in a Word document

To create three separately sections in a single Word document, take the following steps:

- A. Put the cursor at the top of the document, insert a caption and add whatever other text you want on the cover page. (You may also want to just type the words "cover page" and come back later to finish the cover page.) After you create Section 2 (see below), the cover page will become Section 1.
- B. Create Section 2 by inserting a "next page section break" – a new section that begins on a new page:
 - 1. Put the cursor at the end of the text on the cover page;
 - 2. Go to *Insert* on the Menu Bar at the top of the screen;
 - 3. Click on the pull-down menu and select *Breaks*; and
 - 4. Click on *Section Break (Next Page)*.

The cursor will now be on the second page of your document. This will also be the first page of Section 2.

- C. Section 2 will include the Table of Contents, Index of Authorities, Statement of Jurisdiction, and Statement of Questions Involved.

You will probably want to generate the Table of Contents and Index of Authorities after you write your brief, so create a heading for each so you can return to them later. Because the Table of Con-

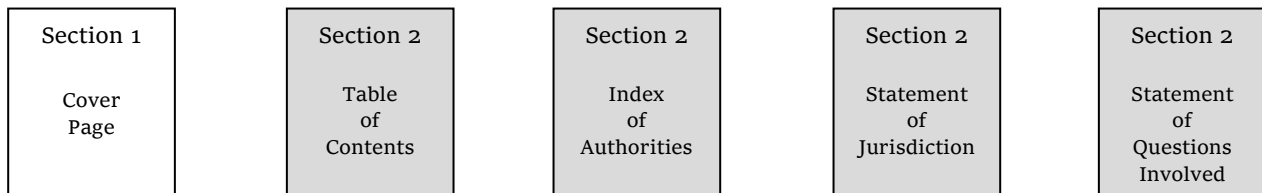
tents and Index of Authorities usually start on separate pages, you will want to put a “page break” between these headings. A page break is just a new page, but within the same section.

To create a page break, and assuming the Table of Contents is the first page in Section 2:

1. Put the cursor at the end of the text on the Table of Contents page;
2. Go to *Insert* on the Menu Bar at the top of the screen;
3. Click on the pull-down menu for *Breaks*; and
4. Click on *Page Break*.

Enter page breaks for as many separate pages you want to have in Section 2, *i.e.*, for the Table of Contents, Index of Authorities, Statement of Jurisdiction, and Statement of Questions Involved.

You now have a document that has two sections. Section 1 has one page (the cover page) and Section 2 has four pages (one each for the Table of Contents, Index of Authorities, Statement of Jurisdiction, and Statement of Questions Involved):



D. To create Section 3 – what will become the body of the brief – insert another “next page section break” by repeating steps II.B.1-4:

1. Put the cursor at the end of the text on the last page of Section 2;
2. Go to *Insert* on the Menu Bar at the top of the screen;
3. Click on the pull-down menu for *Breaks*; and
4. Click on *Section Break (Next Page)*.

You now have a document that has three sections. Section 1 has one page (the cover page), Section 2 has four pages (one each for the Table of Contents, Index of Authorities, Statement of Jurisdiction, and Statement of

Questions Involved), and Section 3 – for now – has only one page:



III. Paginating sections separately in a Word document

To begin paginating, go to the second page of your document, *i.e.*, the first page of Section 2.

A. To *insert* a page number:

1. Go to *Insert* on the Menu Bar at the top of the screen.
2. Click on *Page Numbers*.
3. Select the position and alignment for the page numbers you want. For legal documents, you likely want *Bottom of Page (footer)* and *Center*.
4. Make sure to check *Show number on first page*. This will ensure a page number on the first page of Section 2.

B. With the pop-up still open, format the page numbers:

1. Click on *Format*;
2. In the pop-up:
 - i. Change the number format to lower-case Roman numerals;
 - ii. Under *Page Numbering*, click on *Start At*; and
 - iii. If an “1” does not automatically appear in the box, add a “1” there.
3. Click on *OK*.

Scroll back to the beginning of the document, to the cover page. There will be a page number “1” on that page. That’s Word’s default, which is not what you want. Instead, you want Section 1 (the cover page) to be free from page numbers.

C. To remove the page number in Section 1 (the cover page):

1. Place the cursor on the first page on the document (Section 1);
2. Go to *Insert* on the Menu Bar at the top of the screen;
3. Click on the pull-down menu for *Page Number*; and
4. De-select *Show number on first page*. Because Section 1 only has one page – the cover page – this will ensure that there are no page numbers in Section 1.

D. To insert and format the page numbers in Section 3 (the body of the brief), click on any page in Section 3 and repeat what you did in Steps III.A and III.B:

To insert page numbers:

1. Go to *Insert* on the Menu Bar at the top of the screen.
2. Click on *Page Numbers*.
3. Select the position and alignment for the page numbers you want. For legal documents, you likely want *Bottom of Page (footer)* and *Center*.
4. Make sure to check *Show number on first page*. This will ensure a page number on the first page of Section 2.

With the pop-up still open, format page numbers:

1. Click on *Format*;
2. In the pop-up:
 - i. Change the number format to lower-case Roman numerals;
 - ii. Under *Page Numbering*, click on *Start At*; and
 - iii. If an “i” does not automatically appear in the box, add a “1” there.
3. Click on *OK*.

You should now have a document with three sections, and with each section paginated separately.

IV. Need more help?

If you need additional help, please contact Kathy Swedlow at MAACS (swedlowk@mimaacs.org or (517) 334-1207).