

Paginating an Appellate Brief

Instructions for Microsoft Word (PC)

Kathy Swedlow (swedlowk@mimaacs.org)

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 2010, installed on a PC.¹ Even if you are using another version of Word, these instructions will still work. However, you may find the labels on the Ribbon 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

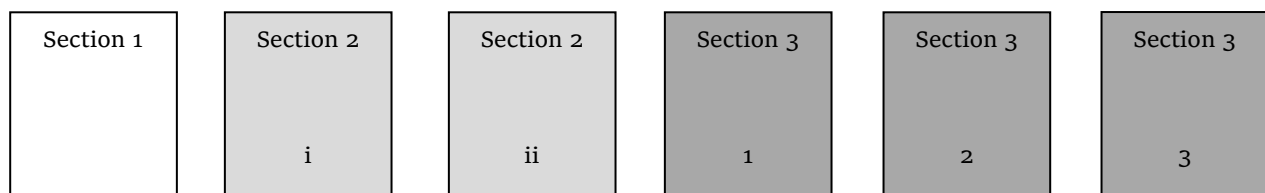
A basic appellate brief has three sections:

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.).

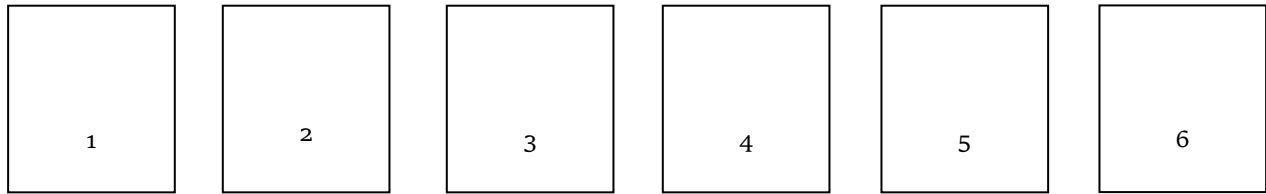
Section 3, which includes the body of the brief. These pages are traditionally paginated with Arabic numbers (1, 2, 3, etc.).

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



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

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.

II. Creating separate sections in a Word document

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

- A. Put your 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.) This 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 *Page Layout* on the ribbon at the top of the screen;
 3. Go to *Page Setup*;
 4. Click on the pull-down menu for *Breaks*; and
 5. Click on *Next Page* under *Section Breaks*.

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.

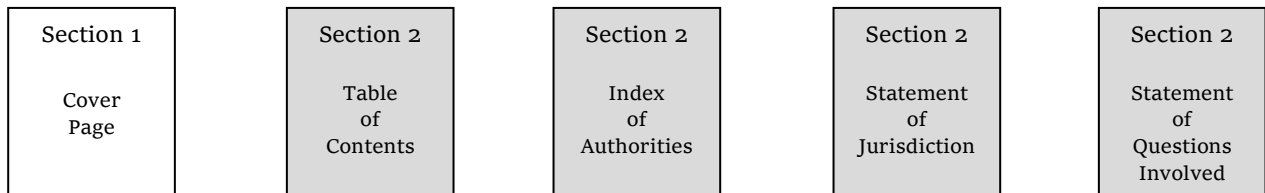
To create a page break, and assuming the Table of Contents is the first page in Section 2:

1. Put the cursor at the end of the text on the Table of Contents page;
2. Go to *Page Layout* on the ribbon at the top of the screen;
3. Go to *Page Setup*;
4. Click on the pull-down menu for *Breaks*; and
5. Click on *Page* under *Page Breaks*.

You can also insert a page break much more easily by clicking on Control-Enter.

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.

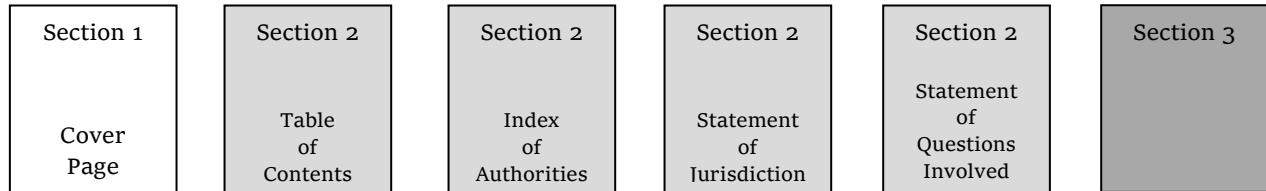
You now have a document that has two sections. Section 1 has one page (the cover page) and Section 2 has four pages (one each for the Table of Contents, Index of Authorities, Statement of Jurisdiction, and Statement of Questions Involved):



D. To create Section 3 – what will become the body of the brief – insert another “next page section break” by repeating steps II.B.1-5:

1. Put the cursor at the end of the text on the cover page;
2. Go to *Page Layout* on the ribbon at the top of the screen;
3. Go to *Page Setup*;
4. Click on the pull-down menu for *Breaks*; and
5. Click on *Next Page* under *Section Breaks*.

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 ribbon at the top of the screen;
2. Click on the pull-down menu for *Page Number*; and
3. Select the location and type of page number you want. For legal documents, you likely want *Bottom of Page – Plain Number 2*. This will put a page number at the bottom center of the page.

As soon as you select *Bottom of Page – Plain Number 2*, Word will put the cursor at the bottom of the page. You will see a page number – “2” – and a dotted line above that number.

On the left hand side of the footer there will be text indicating that the cursor is in the Footer of Section 2. On the right, there will be text that says *Same as Previous*.

The *Same as Previous* notation means that the pagination for Section 2 is the same as the pagination as for Section 1. 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, and you want Section 2 to be paginated with lower case Roman numerals. (See step III.C, below).

B. To format page numbers, click on the red “X” on the ribbon to close the footer. Then click on any page in Section 2 and:

1. Go to *Insert* on the ribbon at the top of the screen;
2. Click on the pull-down menu for *Page Number*; and
3. Select *Format Page Numbers*;
4. 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.
5. Click on *OK*.

Scroll down to the bottom of that page, and you should see a lower case Roman numeral that represents the page where your cursor is resting. Word’s default is to put the page number in a sans serif font. If you want to change the font, use the mouse to double-click on the page number and use Control-d to bring up the font pop-up and to make whatever changes you want.

C. To remove the page number in Section 1 (the cover page), scroll up to the first page on the document (Section 1), and:

1. Go to *Insert* on the ribbon at the top of the screen;
2. Click on the pull-down menu for *Page Number*; and
3. Select the same location and type of page number as you selected before. In our example, it was *Bottom of Page – Plain Number 2*.

As soon as you select *Bottom of Page – Plain Number 2*, Word will put the cursor at the bottom of the page. You will see something very close to what you saw in Step III.A.

To turn off the page numbers in Section 1 (the cover page):

1. Go to the Ribbon at the top of the screen; and
2. Click on *Different First Page*.

The page number for Section 1 (the cover page) should disappear. Click on the red “X” on the ribbon to close the footer.

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

1. Go to *Insert* on the ribbon at the top of the screen;
2. Click on the pull-down menu for *Page Number*;
3. Select *Format Page Numbers*;
4. In the pop-up:
 - i. Change the number format to Arabic numbers (this is Word's default and should automatically be selected);
 - ii. Under *Page Numbering*, click on *Start At*; and
 - iii. If a "1" does not automatically appear in the box, add a "1" there.
5. 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).