

# Document Assembly: Making Word Earn It's Cost

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# Welcome & Introduction

## Thomas L. Spraggs

- Trial Lawyer
- Runs a small office in Coquitlam
- Self professed 'Computer Geek'

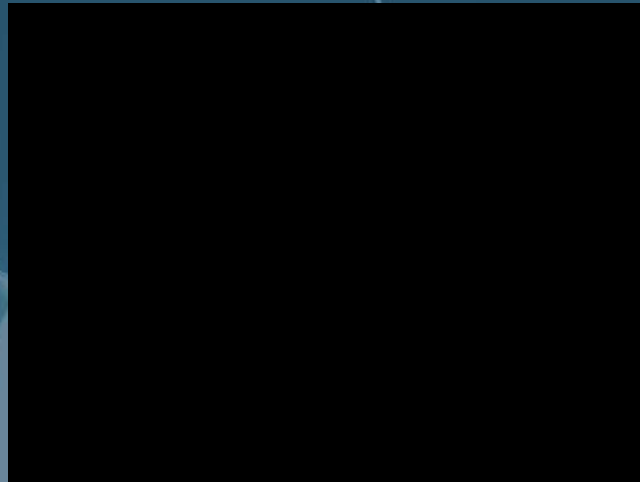
## Tara V. Cain

- Trainer and Software Support
- Software and Efficiency Enthusiast
- Also 'Computer Geek'



# Video

Don't see Word in Shades of Gray...



Work in Colour!



## Word, the hard way...

- Mouse
- Manual or Direct Formatting
- Typing in paragraph/page references
- Retyping defined terms/party names
- Editing Printed Drafts



# Word, the easy way...

- Keyboard Shortcuts
- Styles
- Cross Referencing
- Bookmarks
- Track Changes for Collaboration



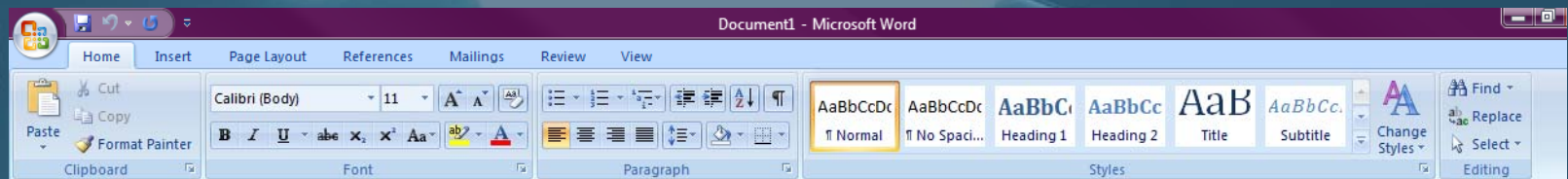
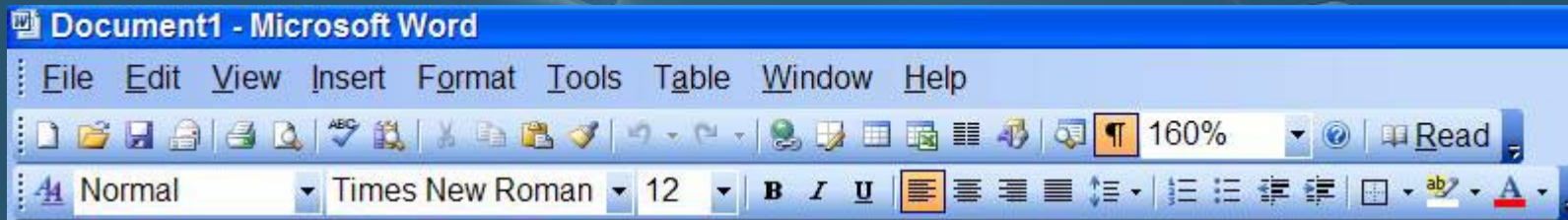
# Word 2003 vs. 2007

2003

- Commands are organized into Toolbars, Task Panes and Menus

2007

- Commands are organized in a single mechanism: The Ribbon





# Implementation

- Specific examples and bonus how to information can be found in our accompanying handout



# Our Five Favourites

- Keyboard Shortcuts
  - Built into Word
  - Accelerator Keys
  - Create your Own
- Styles
  - Customized styles
  - Standardized naming conventions



## Our Five Favourites (cont'd)

- Navigation Tools
  - Document Map
  - Browse to...
- Cross Referencing / Bookmarks
  - For basic automation
- Track Changes
  - Collaboration
  - Metadata



# Your Five Favourites

Ask the audience:

- What tools in Word do you use the most often?
- What causes you the most frustration?



# Microsoft Office Essentials

- Word
- Excel
- PowerPoint
- Outlook
- SharePoint
- Digital Dictation / Voice Recognition



# SharePoint

- Teamwork and the office suite
- Document Assembly and efficiency
- Power of SharePoint & Integration



# Knowledge Management

- What you need, when you need it!
- Finding your best work



# Conference Challenge!

- Make a list of your top 5 frustrations
- Fix it!



# Concluding Remarks: Word Unleashed

- Easy to unleash with the right tools and practice
- Tools for this suite are plentiful, make them work for you
- Customize word: Macros, SharePoint, Templates, Styles are necessary to managing your information with Word
- The Future of Office



# Helpful Resources

- Microsoft Office Online
  - <http://office.microsoft.com/en-us/word/default.aspx>
- The Word MVP Site
  - <http://word.mvps.org/>
- Microsoft Office Discussion Groups
  - <http://www.microsoft.com/office/community/en-us/default.msp>
- Crabby Office Lady
  - <http://office.microsoft.com/en-us/help/FX101679371033.aspx>
- Ask Woody
  - <http://www.askwoody.com/>



## Helpful Resources (cont'd)

- Bookstore
- Library
- Co-workers



# Questions





# Thank You & Final Thoughts

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Make Word Work for You,  
Instead of You Working for Word!