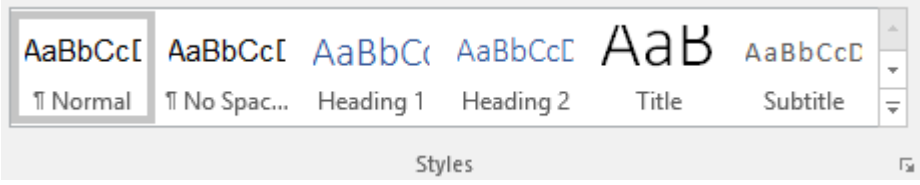
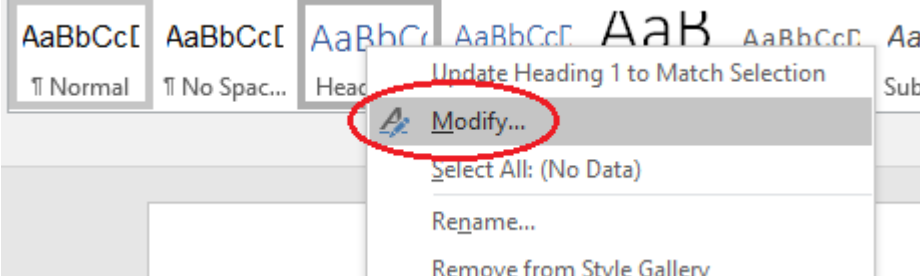
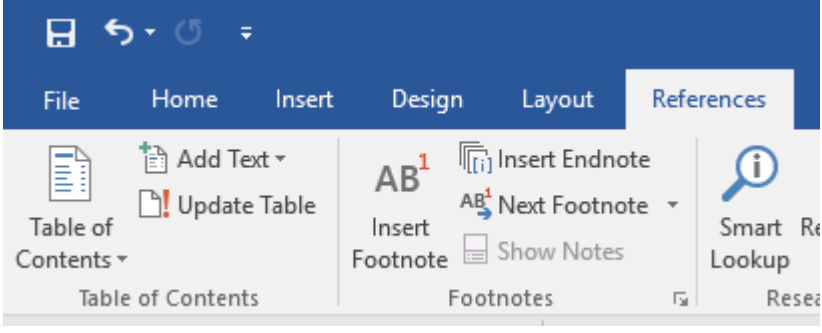


CREATING BOOKMARKS IN MICROSOFT WORD

<p>It is easy to create bookmarks using the “Styles” feature in Microsoft Word. To apply a style, simply highlight a section title in your document (e.g., Statement of the Case, Statement of Facts, etc.) and then click on the desired style.</p>	
<p>Word’s default “Headings” style may be modified to satisfy court requirements or suit personal preference by right-clicking on any style appearing in the Style Gallery and selecting “Modify.”</p>	
<p>Using “Headings” style for section titles and subsection headings allows the author to generate a table of contents (with Word’s “Table of Contents” menu option) and a bookmarked PDF file (with an option given when saving to PDF) with very few mouse clicks.</p>	
<p>While drafting and revising a brief, Word’s “Navigation Pane” may be used to display items corresponding to the “Headings” style in a side panel. Those items will appear in a manner similar to how they will appear in a “Bookmarks” panel in a PDF file.</p>	