



## **EDITING LAWGIC DOCUMENTS IN WORD AND WORDPERFECT**

**Important for all new Lawgic users:** Please review this topic before creating your first document for a client.

You can find this topic as well as other document editing topics by clicking **HELP** on the Lawgic menu and then **HELP** again. Then, click **Editing Your Documents.**

### **Editing Tips for Autonumbering for Word 97, 2000, XP, or 2003**

#### **How to Add a New Paragraph (or Article) in Word**

**You should use the following topic only when you cannot add your own custom provisions within the Lawgic answer file, which you should do whenever possible.**

**Note: To create custom provisions refer to QUESTION HELP at the 'Add Own Subsections' questions in the California family law products. In the estate planning products select the 'Create Custom Provisions' topic by selecting HOW TO at Question 1 (Select An Activity).**

1. Locate an existing paragraph (or Article) that contains the same level of heading as the paragraph (or Article) that you want to add.
2. Select the entire paragraph (or Article), including the heading.
3. Click **Copy** on the **Edit** menu (or press Ctrl + C).
4. Go to the location in the document where you want to add the new paragraph (or Article).
5. Create a blank line by placing your cursor at the end of the paragraph (or Article) preceding where you want the new paragraph (or Article) to go and press **Enter**. (**WARNING:** Do NOT place your cursor at the beginning of an existing heading or on the last line of an existing paragraph (or Article). If you do so, Word will lose track of proper cross-references and/or will improperly format your paragraph (or Article). If you do this accidentally, simply click the Undo button on your Toolbar (or, on the Edit menu, click Undo Typing, or press Ctrl + Z) and reposition your cursor on a blank line.)
6. Click **Paste** on the **Edit** menu (or press Ctrl + V).
7. You may have to delete a blank line in your document after pasting to achieve proper spacing.
8. Type your new paragraph (or Article) heading in front of the heading you have just pasted and then delete the old heading.

9. Type the new paragraph (or Article) text (or copy/paste text from another source) in front of the paragraph (or Article) text you have just pasted and then delete the old paragraph (or Article) text.

10. **Important:** The program will automatically renumber the paragraph (or Article) but it will NOT automatically update the Table of Contents and any cross-references. To do so, you must **Select ALL** from the **Edit** menu (or press Ctrl+A). Your entire document will now be highlighted

11. **Press F9.** You will be presented with the Update Table of Contents dialog box.

12. **Select the Update entire table** option, and then click **OK.** Your Table of Contents and cross-references will now be updated to incorporate your changes.

### **How to Move (or Delete) a Paragraph (or Article) in Word**

1. Select the paragraph (or Article) that you would like to move or delete (including the headings).

2. Click **Cut** on the **Edit** menu (or press **Ctrl + X**).

3. If you are moving a paragraph (or Article) create a blank line by placing your cursor at the end of the paragraph (or Article) preceding the new paragraph (or Article) and press **Enter.**

**(WARNING:** Do NOT place your cursor at the beginning of an existing heading or on the last line of an existing paragraph (or Article). If you do so, Word will lose track of proper cross-references and/or will improperly format your paragraph (or Article). If you do this accidentally, simply click the Undo button on your Toolbar (or on the Edit menu, click Undo Typing, or press Ctrl + Z) and reposition your cursor to a blank line.)

4. To insert the moved paragraph (or Article), click **Paste** on the **Edit** menu (or press **Ctrl + V**). This step is not necessary if you are simply deleting a paragraph (or Article).

5. When either moving or deleting a paragraph (or Article), you may have to delete a blank line in your document after pasting to achieve proper spacing.

6. **Important:** The program will automatically renumber the paragraph (or Article) but it will NOT automatically update the Table of Contents and any cross-references. To do so, you must click **Select ALL** from the **Edit** menu (**or press Ctrl+A**). Your entire document will now be highlighted

7. Press **F9.** You will be presented with the **Update Table of Contents** dialog box.

8. Select the **Update entire table** option, and then click **OK.** Your Table of Contents and cross-references will now be updated to incorporate your changes.

[ END ]



## Editing Tips for Autonumbering for WordPerfect 8, 9, 10, 11, 12, or X3

### *How to Add a New Paragraph (or Article) in WordPerfect*

You should use the following topic only when you cannot add your own custom provisions within the Lawgic answer file, which you should do whenever possible.

**Note:** To create custom provisions refer to **QUESTION HELP** at the 'Add Own Subsections' questions in the California family law products. In the estate planning products select the 'Create Custom Provisions' topic by selecting **HOW TO at Question 1 (Select An Activity)**.

1. Locate an existing paragraph (or Article) that contains the same numbering level as the paragraph (or Article) that you want to add and place your cursor anywhere in the paragraph (or Article).

2. Click **Select** and then **Paragraph (or Article)** on the **Edit** menu. This selects the paragraph (or Article) text and formatting.

3. Select **Copy** on the **Edit** menu (or press **Ctrl + C**). This copies the paragraph (or Article) to the Windows clipboard.

4. Go to the location in the document where you want to add the new paragraph (or Article).

5. Create a blank line by placing your cursor at the end of the paragraph (or Article) preceding where you want the new paragraph (or Article) to go and press **Enter**.

**(WARNING:** Do NOT place your cursor at the beginning of an existing heading or on the last line of an existing paragraph (or Article). If you do so, WordPerfect will lose track of proper cross-references and/or will improperly format your paragraph (or Article). If you do this accidentally, simply click the Undo button on your Toolbar (or, on the Edit menu, click Undo Typing, or press Ctrl + Z) and reposition your cursor on a blank line.)

6. Click **Paste** on the **Edit** menu (or press **Ctrl + V**).

7. You may have to delete a blank line in your document after pasting to achieve proper spacing.

8. Type your new heading in front of the heading you have just pasted and then delete the old heading.

9. Type your new paragraph (or Article) text (or copy/paste text from another source) in front of the paragraph (or Article) text you have just pasted and then delete the old paragraph (or Article) text.

10. **Important:** When adding paragraph (or Article), WordPerfect will automatically renumber the paragraph (or Article) but it will NOT automatically update the Table of Contents and any cross-references. To do so, you must press **Control and F9** on your keyboard. You will get a '**Generate**' pop-up box.

11. Be sure both the 'Save Subdocuments' and 'Build Hyperlinks' boxes are checked and click **OK**. Your Table of Contents and cross-references will now be updated to incorporate your changes.

### **How to Move (or Delete) a Paragraph (or Article) in WordPerfect**

1. Place your cursor anywhere in the paragraph (or Article) that you would like to move or delete.

2. Click **Select** and then **Paragraph (or Article)** on the **Edit** menu. This selects the paragraph (or Article) text and formatting.

3. Select **Cut** on the **Edit** menu (or press **Ctrl + X**). Note: Do not 'delete' as "deleting" is different than "cutting" in Windows.

4. If you are moving a paragraph (or Article), create a blank line by placing your cursor at the end of the paragraph (or Article) preceding the new paragraph (or Article) and press **Enter**. (**WARNING:** Do NOT place your cursor at the beginning of an existing heading or on the last line of an existing paragraph (or Article). If you do so, WordPerfect will lose track of proper cross-references and/or will improperly format your paragraph (or Article). If you do this accidentally, simply click the Undo button on your Toolbar (or on the Edit menu, click Undo Typing, or press **Ctrl + Z**) and reposition your cursor to a blank line.)

5. To insert the moved paragraph (or Article), click **Paste** on the **Edit** menu (or press **Ctrl + V**). This step is not necessary if you are simply deleting a paragraph (or Article).

6. When either moving or deleting a paragraph (or Article), you may have to delete a blank line in your document after pasting to achieve proper spacing.

7. **Important:** When moving (or deleting) paragraph (or Article) in WordPerfect, the program will automatically renumber the paragraph (or Article) but it will NOT automatically update the Table of Contents and any cross-references. To do so, you must press **Control and F9** on your keyboard. You will get a '**Generate**' pop-up box.

8. Be sure both the 'Save Subdocuments' and 'Build Hyperlinks' boxes are checked and click **OK**. Your Table of Contents and cross-references will now be updated to incorporate your changes.

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