

How to create a Table of Authorities in WordPerfect

• WordPerfect Office Suite

A table of authorities is a standard way of keeping track of what authorities youve cited and where they appear in your document. The instructions below will help you create a Table of Authorities in your own documents.

The Table of Authorities Wizard

- 1. Click on the Tools menu and select Reference
- 2. Click on Table of Authorities to open the wizard

Define the Authority Types

Authority types tell the Table of Authorities wizard what type of authorities are being listed. WordPerfect X4 already has some predefined authority types. You can create your own authority types in case the type you want to use is not prelisted. Some examples of the prelisted authority types are Cases, Statutes, Regulations, Rules. etc. To see the complete listopen the Table of Authorities wizard and click on the Type dropdown. To make your own authorities, follow the instructions in this section.

- 1. From the Table of Authorities wizard, click on the Define
- 2. Click on the Create button
- 3. In the Name box, type the name of this authority type. For example FEDERAL CASES
- 4. If needed, enable the Include underlining in generated table option
- 5. Click on the OK button
- 6. Click on the Close button

Defining your Citations

Full Form vs. Short Form: The first time your mark your citations, you must provide the full details or Full Form. The next time youmark the same citation, you only need to refer to its nickname or Short Form. To create your full form citations:

- 1. From the Table of Authorities wizard, click on the Short Form box
- 2. Type in a nickname for a case. For example, in the *Brown v. Tabb case*, you might want to call your short form *BrownTabb*
- 3. Click on Create
- 4. Enter the full details for the case. In the above example, the details might be *Brown v. Tabb*, 714 F 2d 1088 (1983)
- 5. Click on the Close button on the Authority toolbar once completed

Marking your Citations

Once the full form has been defined for a specific citation, you can mark all the references to that citation within your pleading. Todo so:

- 1. From the Table of Authorities wizard, select the Short Form nickname from the Short Form dropdown
- 2. Placeyour cursor where the text of the citation begins
- 3. Click on the Mark button
- 4. Repeat as necessary for this citation

Generating the Table of Authorities

Once you have completed marking your document, you are ready to create your Table of Authorities.

- 1. Place your cursor where you want your Table of Authorities to generate
- 2. Open the Table of Authorities wizard
- 3. Click on the Define button
- 4. Click on the Insert button
- 5. You should see the words << Table of Authorities will generate here>> where you placed your cursor

TIP: It is not nessessary to generate your Table of Authorities right away. For example if page locations within your pleading might change, you might want to wait until the entire document is completed before generating the table. On the other hand, if needed, the Table of Authorities can be generated again at a later time. To generate the table:

- 1. Open the Table of Authorities wizard
- 2. Click on the Generate button

Editing the Table of Authorities

Anything between the [Gen Txt] codes is automatically generated by the Table of Authorities wizard. If you need to modify anything between these codes, note that the entire text will be deleted and re-created any time the Generate button is pressed within the Table of Authorities wizard, so it is not recommended you edit it manually. It is recommended that you use the Table of Authorities wizard to edit these references.

Editing an Authority Type

- 1. From the Table of Authorities wizard, click on the Define button
- 2. Highlight the Authority Type you want to edit
- 3. Click on the Edit button
- 4. Make changes as necessary and click on OK

Editing a Citation Long Form

- 1. From the Table of Authorities wizard, click on the Edit button
- 2. Highlight the Citation you want to edit (it will be listed as it's Short Form)
- 3. Click on the Edit button
- 4. Make changes as necessary and click on OK

Regenerating the Table of Authorities

- 1. Open the Table of Authorities wizard
- 2. Click on the Generate button

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