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# The Sheridan Press Law Review Template for

# UNIVERSITY OF NEW MEXICO New Mexico Law Review

## Word 2010 Instruction Manual

Using The Sheridan Press Law Review Template
to Style and Format Documents

**IMPORTANT:**

Use of this Law Review Template is restricted to the preparation of articles for print at The Sheridan Press. Distribution of the template or supporting documentation in any form is not permitted without the express written approval of The Sheridan Press.

To Request Technical Support, please call your Account Manager at **(717) 632-3535.**

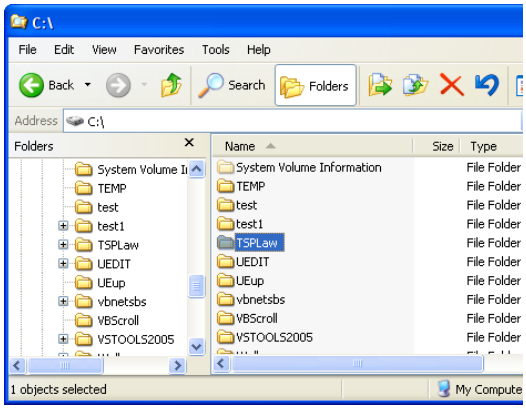
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# INSTALLING THE LAW REVIEW TEMPLATE

## Install Location

Microsoft® Word Template name: **UNM_NMLR.dotm**



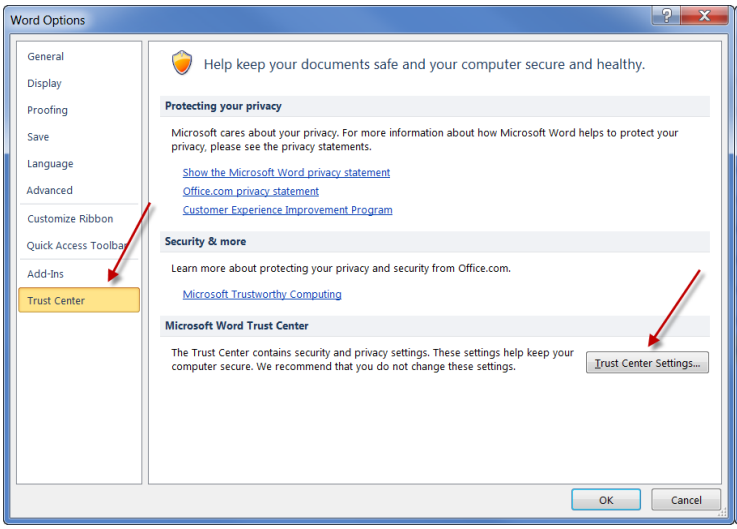

- Make a folder called **TSPLaw** on the C:\ drive.
- Copy **UNM_NMLR.dotm** directly to the C:\TSPLaw directory.

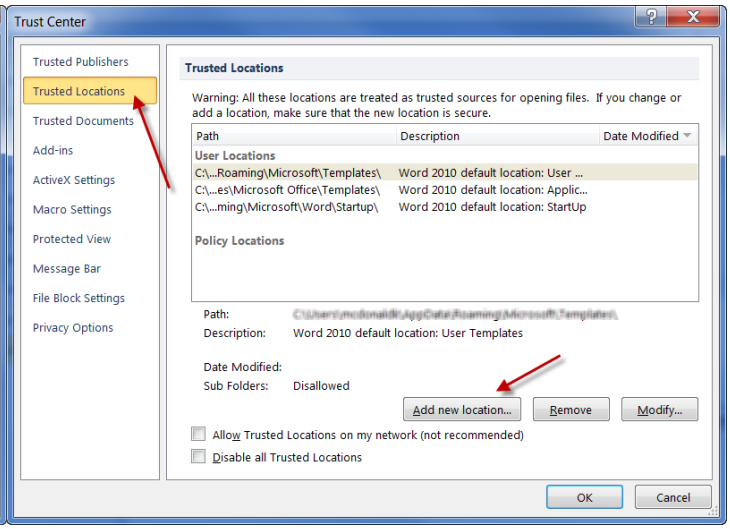
**NOTE: THE TEMPLATE MUST BE LOCATED IN THIS FOLDER FOR THE TEMPLATE TO WORK.**

## Template Security Settings/Setting up a Trusted Location

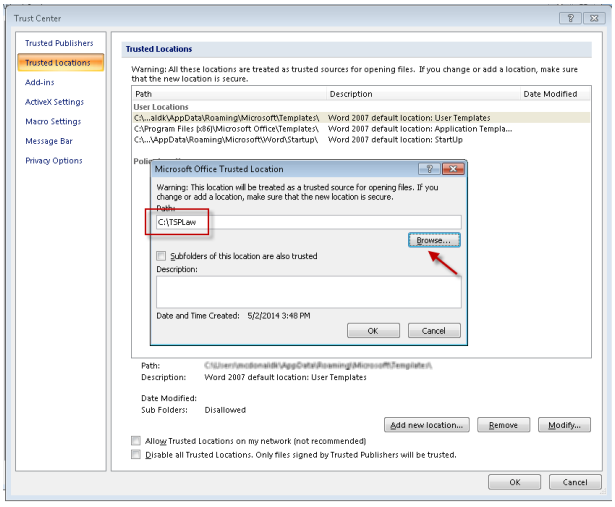
In Microsoft® Word, a Trusted Location must be set so that the template will work properly.

- Click the **File** tab, and then click **Options**.
- Click **Trust Center**, and then click **Trust Center Settings**
- Once in the **Trust Center**, select **Trusted Locations**.
- Click **Add new location…**

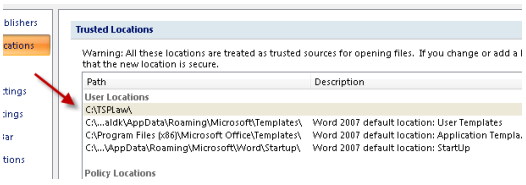



- Once the Microsoft Office Trusted Location dialog box appears, use Browse to navigate to the TSPLaw directory just created on your C:\ drive (C:\TSPLaw) and Click **OK**.
- Click **OK**



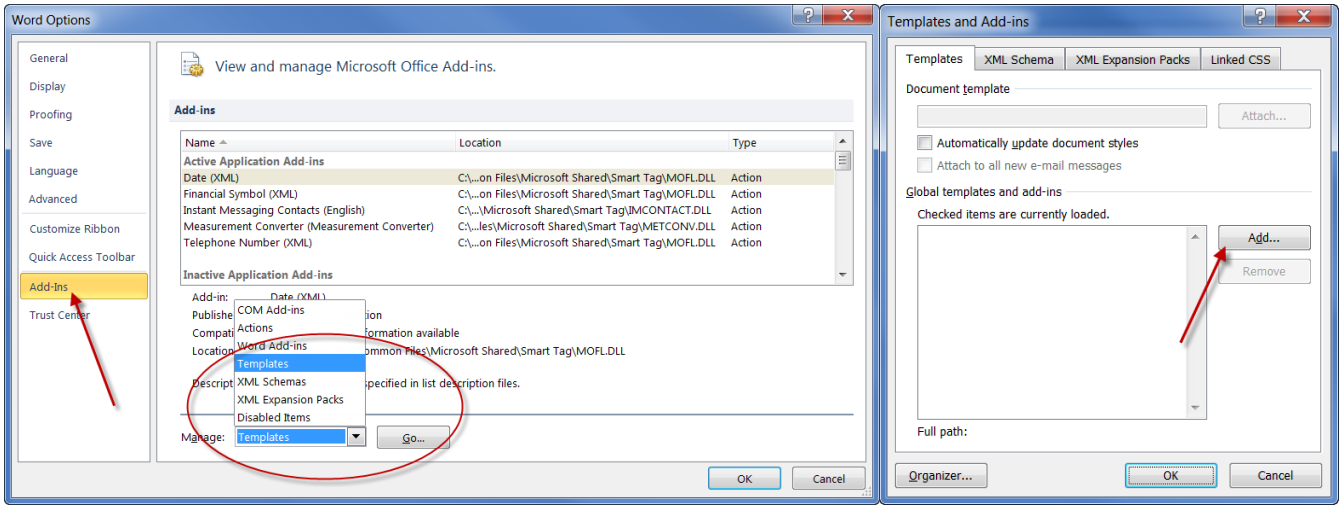

- C:\TSPLaw\ will now appear in the Trusted Locations list.
- Click **OK**

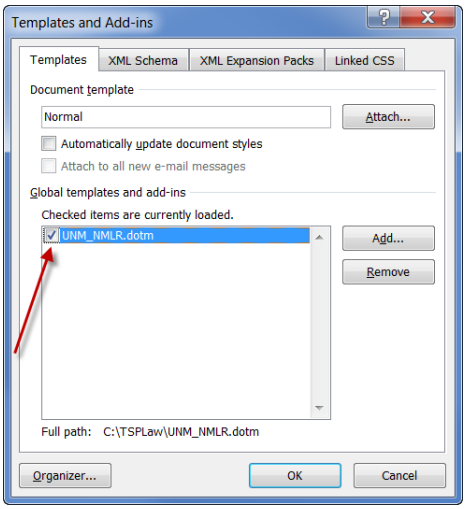


## Setup UNM_NMLR.dotm as a Global Template

(only needs to be done once)

- Click the **File** tab, and then click **Options**.
- Click **Add-ins**.
- At the bottom of the dialog box, select the Drop-down box next to **Manage:** and choose **Templates** and click **Go…**
- A dialog box for **Templates and Add-Ins**… will appear.
- On the screen under **Global templates and add-ins**, choose **Add**...
- Navigate to the **C:\TSPLaw** drive. Select **UNM_NMLR.dotm**.
- Click **OK**. Click **OK** again. The template is now loaded.

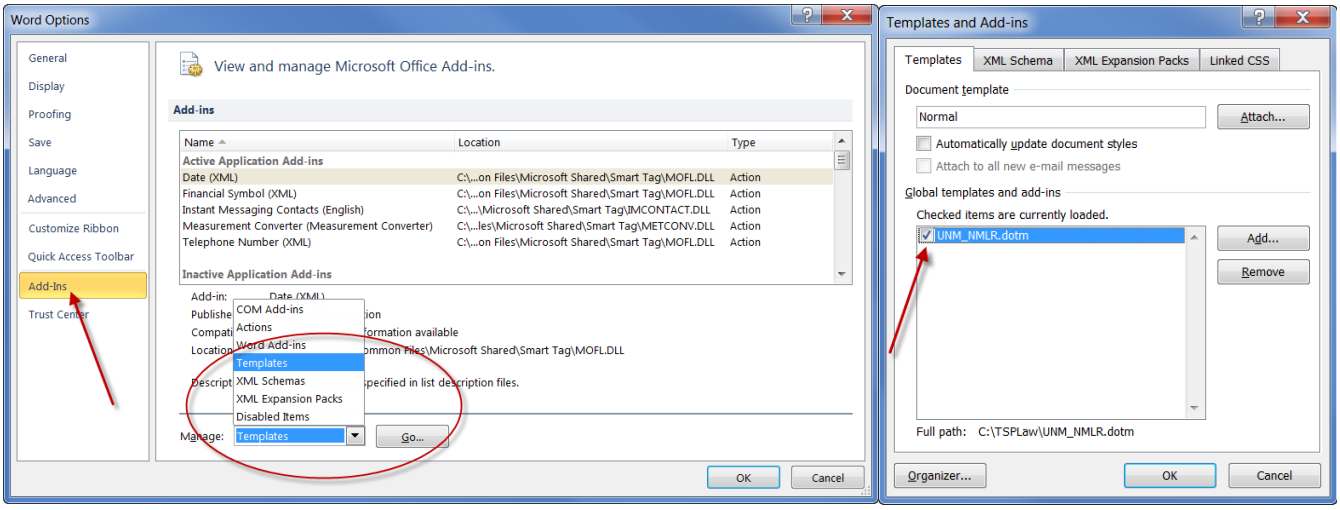


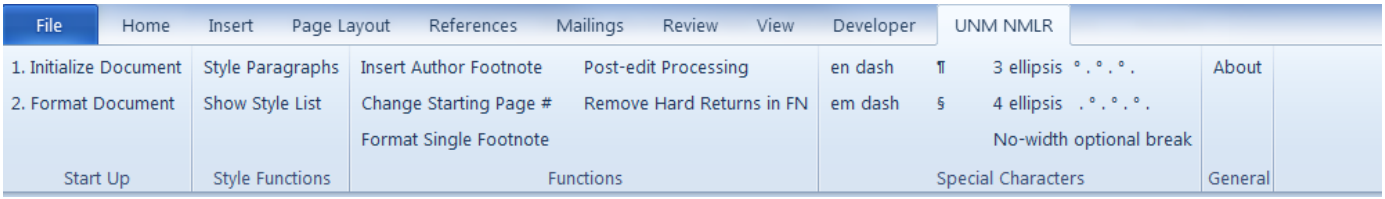
# ACTIVATING THE TEMPLATE

## Activating the New Mexico Law Review Template

- Click the **File** tab, and then click **Options**.
- Click **Add-ins**.
- At the bottom of the dialog box, select the Drop-down box next to **Manage:** and choose **Templates** and click **Go…**
- A dialog box for **Templates and Add-Ins**… will appear.
- Place a check in the box next to **UNM_NMLR.dotm** when you want to activate it
- Click **OK**. The template is now loaded and ready to use.




A Ribbon named **UNM NMLR** containing all the functions to process articles should appear along the top.



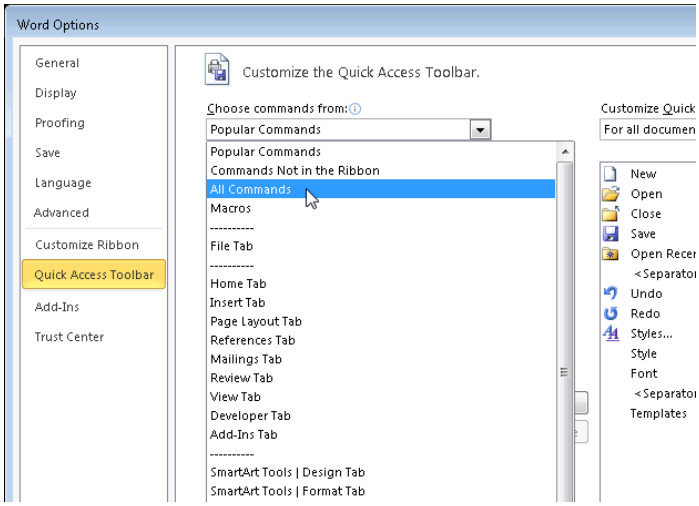
## Alternate Method to Activate the Template

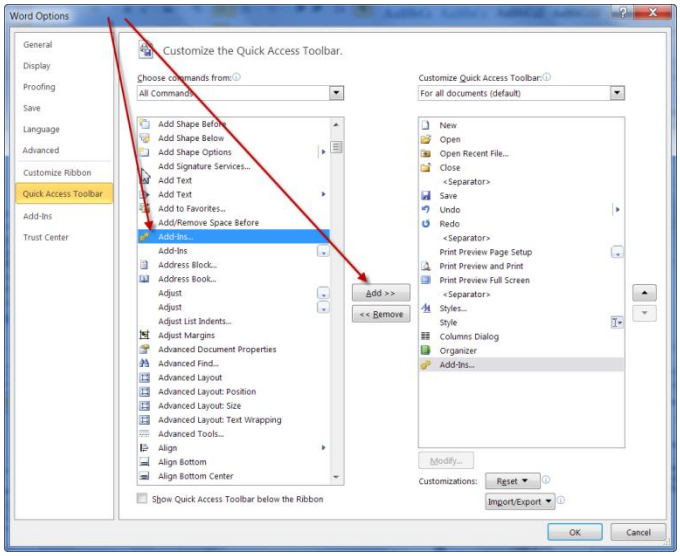
Below is another way to load and unload the **UNM NMLR Template**. The command for the Templates and Add-ins Dialog can be added to Microsoft Word 2010's Quick Access Toolbar. Once it is located in the Quick Access Toolbar, the Templates and Add-ins Dialog can be accessed with one click of the mouse.

### Customizing the Quick Access Toolbar

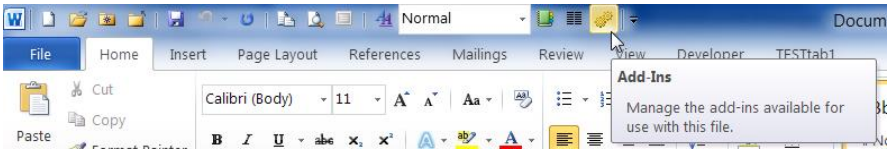
(only needs to be done once)

- Click the **File** tab, and then click **Options**.
- Click **Quick Access Toolbar**
- Expand **Choose Commands from**: and select **All Commands**
- Scroll down the list and choose **Add-ins…** **(** Add-Ins... **)** (commands are listed alphabetically) and select **Add>>**
- Click **OK.**

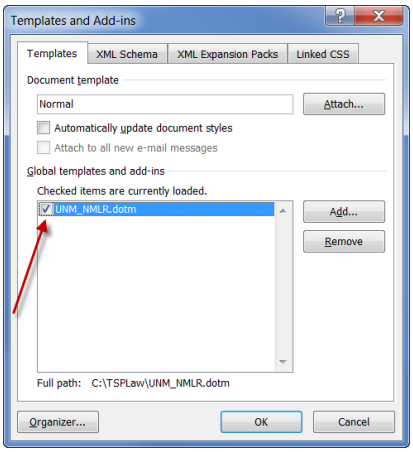



### Activating the Law Review Template using the Quick Access Toolbar




- The icon for **Add-ins…** will appear on your Quick Access Toolbar
- Click on this icon in your Quick Access Toolbar and the Templates and Add-ins Dialog box will appear. Place a check in the box next to **UNM_NMLR.dotm** when you want to activate the template.



# WORKING WITH FILES

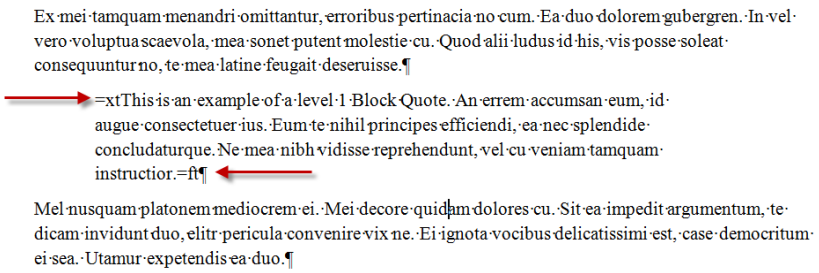
Open the document to be styled in Word and make sure the **UNM NMLR Template** is loaded and the **UNM NMLR** Ribbon appears at the top.

## Pre-Coding Guidelines for Documents

The body and footnotes of the document will be styled using the Template. In the case of extracts (or indented/block quotes), please use the following coding structure prior to running **Step 1. Initialize**: so that the block quotes will be styled properly:

| Start Tag | Contents | End Tag |
|---|---|---|
| =xt | Level 1 Block Quote in Text or Footnote | =ft |
| =xt2 | Level 2 Block Quote in Text or Footnote | =ft |

Example:



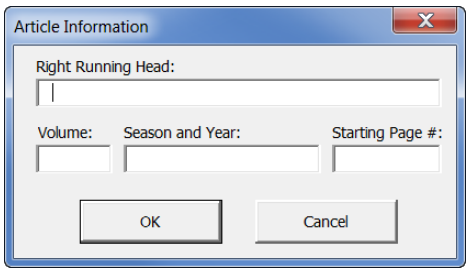

## STEP 1: Initialize the Document

- Select **1. Initialize the Document** from the **UNM NMLR Ribbon**.
- This step will copy the existing article into a new document which must be saved. The original article will still be open and can be closed. This step also provides some base formatting to the article and provides some general cleanup.
- When this item is complete, a dialog box stating that this step is complete will appear. Click **OK**.

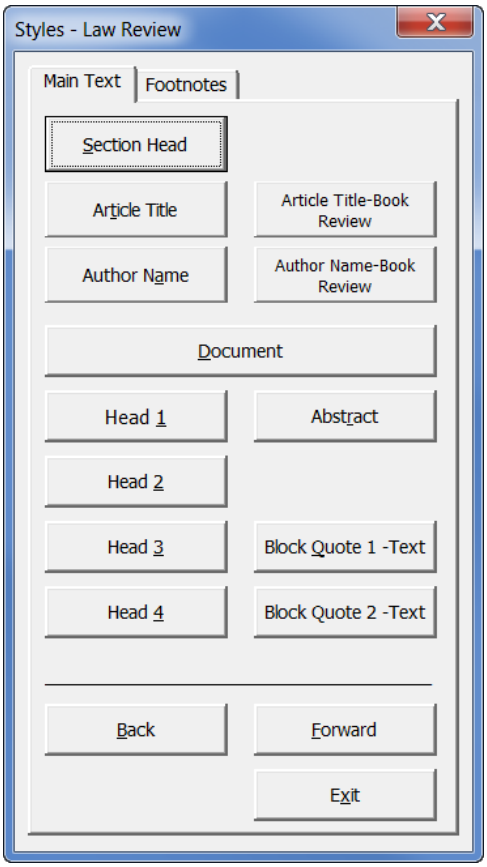
**Note:** Initialize the Document **MUST** be performed first. The rest of the template functions will not work unless this step is run first.

## STEP 2: Format the Document

- Select **2. Format the Document** from the **UNM NMLR Ribbon**.
- The following dialog box will appear:
- Fill in the appropriate information and click **OK**.
- This step will size the document to the proper page size and input your header information.



## Style Paragraphs



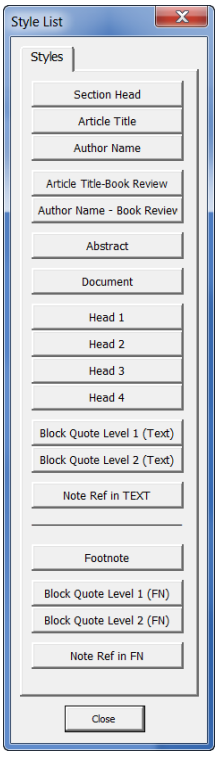

- Choose **Style Paragraphs** from the **UNM NMLR Ribbon**.
- Style Paragraphs will highlight one paragraph at a time and allow the user to apply the desired style.
- Once a style is selected, the next paragraph is highlighted.
- The user may travel through the document, paragraph by paragraph, applying a desired style to each paragraph.
- The Back and Forward Buttons allow the user to proceed either forward or backward without changing the existing style.
- If styling of the Footnotes is needed, use the Footnotes tab and be sure to choose: **Go to Footnote Section**.

**Note:** Wherever the cursor is located within the document when Style Paragraph is selected from the Ribbon, is where the first paragraph will be highlighted. This allows the user to start and stop use of this function as desired and start with current paragraph.

**Hint:** *When using the style paragraphs feature, each style button has a keyboard shortcut. The underlined character should be used with the ALT key. For example, to apply the Head 1 style, use Alt-1.*

**Style Note:** *After step **1. Initialization**, the majority of the document should be styled properly. The text body will be styled as **_Document** (with the exception of any pre-coded Block Quotes). It is recommended to simply **Alt-F** (Forward) over **_Document** styled paragraphs rather than reapplying the **_Document** style. Reapplying the **_Document** style could remove small cap and italic formatting from the paragraph. The same holds true for the Footnote Section. In fact, after Initialization, the entire footnote section should already be styled as **_Footnote** and it should only be necessary to apply breaks in web addresses so they appear more attractive in print. Reapplying the **_Footnote** style to footnotes already styled as such may remove small cap and italic formatting.*

## Styles List




Upon reviewing the styled document, it may be necessary to change some styling that was automatically formatted by the template.

To avoid stepping through the entire document (as detailed in Style Paragraphs above) or to simply apply styles to desired paragraphs, select **Style List** from the **UNM NMLR Ribbon** to display a dialog box containing the Law Review Styles.

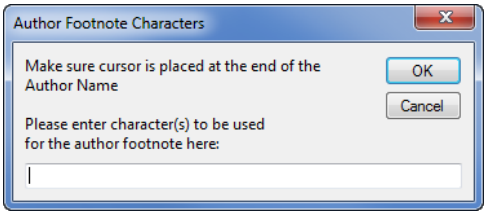
To apply styles using the Styles List:

- Select **Show Style List** from the **UNM NMLR Ribbon**.
- The **Style List** will appear.
- Either highlight the entire paragraph or simply place the cursor at a single location within the paragraph you wish to style. (**Do not highlight just part of the paragraph**.)
- Select the style you wish to apply and the paragraph will be styled accordingly.

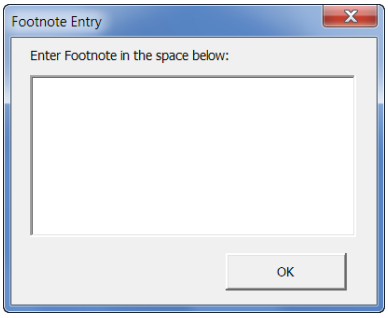
Paragraphs may be styled using either method from the template, or by using the Style Pane as provided by Word.

# FUNCTIONS

## Insert Author Footnote

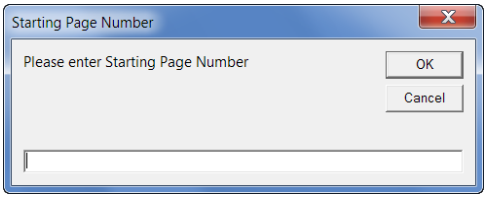



- If it is necessary to enter a footnote for an author, select: **Insert Author Footnote** from the **UNM NMLR Ribbon** while your cursor is placed where the footnote symbol should be inserted. The following dialog box will appear:
- Enter the desired symbol(s) for the footnote symbol.
- Click **OK**




- Enter the footnote information. (You may use the enter key while in the text entry box to place hard returns in the author's footnote if necessary. Text that had been copied prior to running **Insert Author Footnote** maybe pasted into the entry box.)
- When complete, click **OK**.
- The author's footnote will automatically be placed at the beginning of the footnote section.

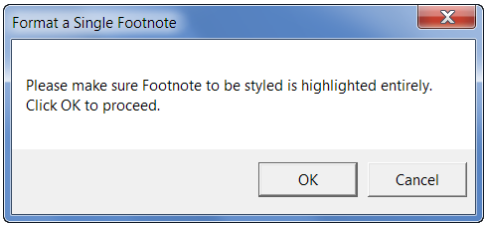
## Change Starting Page Number




- Select **Change starting page #** from the **UNM NMLR Ribbon**.
- In the information box, enter the desired starting page number.
- Click **OK.**

## Formatting a Single Footnote

If a Footnote has to be added after Initializing the Document, this function can format the added footnote.




- Add the footnote where needed in the document.
- Highlight the **entire** Footnote within the Footnote section.
- Select **Format Single Footnote** from the **UNM NMLR Ribbon**.
- Select **OK** if the footnote is highlighted. If you have forgotten to highlight the footnote, select **Cancel** and select the entire footnote.

## Post-edit Processing

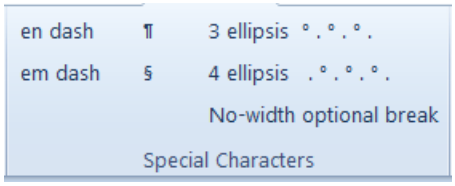
Occasionally, white background shading may occur on some text. This may cause descenders to be cut-off on previous lines. To prevent this from happening, it is recommended to run **Post-edit Processing** from the **UNM NMLR Ribbon** and the background shading will be removed. Note: this may or may not remove shading that is purposely put into place as a highlight technique.

## Remove Extra Hard Returns in Footnotes

If there are extra hard returns between each footnote within the footnote section, select **Remove Hard Returns in FN** from the **UNM NMLR Ribbon**. This should only be run if necessary.

## SPECIAL CHARACTERS

Quick shortcuts to a few special characters have been added to the **UNM NMLR Ribbon**.




### en dash, em dash, pilcrow and section symbol

To place either an en dash, em dash, pilcrow or section symbol, simply place cursor at appropriate location and click on the desired character. This will replace any currently selected text.

For example, to replace a hyphen with an en dash, simply highlight the hyphen and click on en dash from the ribbon. The hyphen will be replaced with the en dash.

### 3 and 4 ellipsis

To place 3 or 4 ellipsis that match your style within the document, select 3 ellipsis or 4 ellipsis. This will replace any highlighted text.

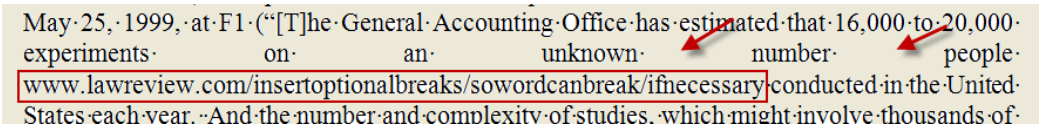
3 ellipsis: starts with a non-breaking space, contains non-breaking spaces within and ends with a regular space.

4 ellipsis: contains non-breaking spaces within.

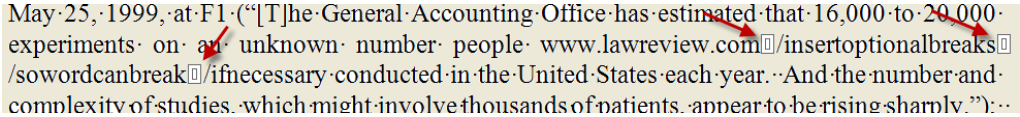
### No-width optional break

The no-width optional break character can be used to place optional breaks in a very long line of text that contains no spaces (such as web addresses). Place this character at locations where your style allows breaks. If a line is too long to fit with other text, Word can break at any location you have set with this character. It is a hidden character and will not appear.

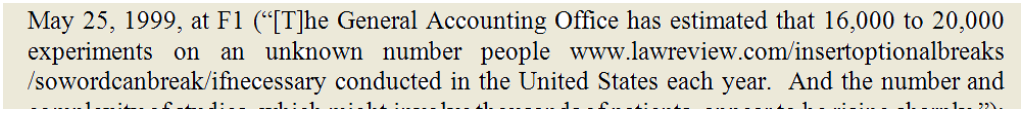
BEFORE: (notice that the entire web address gets moved to the next line leaving large gaps in the previous line):




AFTER: Place no-width optional breaks within the web address and word will break at these locations – *only* if necessary:




Since these are hidden characters, this is what the same line looks like without the hidden characters showing:




## CREATING PDFS

PDFs must conform to Sheridan's print guidelines for submission. Please refer to the documentation located here:

https://caesar.sheridan.com/tsp_procedures/procedureFiles.php?dir=%2FWindows/Word_to_PDF

for instructions on how to create print-ready pdfs or ask your account manager for guidance.