



# DocStyle

## Why are styles so important anyway?

Styles are the heart and soul of Microsoft Word, a vital part of efficient document processing. Applying them to paragraphs provides a way to link multi-level numbering, define basic formatting and quickly edit content within your documents. Unfortunately, many professionals use Word as if it were a fancy typewriter. Do you use and rely on Microsoft Word every day without even a basic understanding of Styles, their significance, importance or how to apply them effectively?

There is an old proverb that goes: “If you’re not using Styles, you’re not using Word.” In theory, styling a document once should solve all our problems. However, after decades of storing documents inside archival systems, much of the content we need has already been written. We now have a wealth of information at our fingertips just waiting to be repurposed.

Due to the overwhelming complexity of Microsoft Word, specifically how paragraph numbering and styles work, most legal documents are improperly styled or worse, directly formatted. Other possibilities include; legacy documents perfect for your brand-new matters were styled by someone else, or there’s a need to collaborate with outside counsel who apply their own styles, thereby changing the document altogether.

## How do we solve these problems?

These hypothetical scenarios happen every day and cost legal organizations a significant amount of time, which in turn costs money. If we remove the mystery, complexity and repetitive nature of Microsoft Word, we empower people of all skill levels. We’ve identified four key areas to focus on, which if addressed will save a significant amount of time.

### Cleanup

The importance of having streamlined cleanup tools cannot be emphasized enough. Cleaning up a document is one of the most time-consuming tasks for any professional, taking focus and attention away from the truly important work. Just like rebooting a computer, starting fresh in a clean container is often the easiest way to resolve most frequent and common problems.

### Numbering

The synergy that exists between numbered lists and styles is complicated and all too often misunderstood. Defining multi-level numbering properly and building outline schemes into styles can be a challenge even for the most advanced Word Processors. In order to address these problems, synchronizing numbering and styles, so they work together instead of independently is imperative.



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## Styles

Building Styles in Microsoft Word is the single most important aspect of assembling a well-structured Word document, period the end!

## PDF vs Word

A PDF file is essentially an electronic printout of your document, whereas Microsoft Word has been designed for ease of editing. This fundamental difference in architecture requires a deep understanding of how Word works in order to get content out of PDF and into Word as quickly and accurately as possible.

## Document Processing Needs Love Too!

These invaluable resources (people and processes) cannot and should not be neglected. Focusing on automation, implementing the right software, standardizing on DEG's Standard Styles Framework for legal documents and delivering quality training will drastically improve efficiencies inside your firm.

