

## **USING THE NEW ZEALAND LAW STYLE GUIDE TEMPLATE**

There are two ways of using the template. Either by double clicking the template and using it to create your document or by importing the styles from the template.

For a full description of the styles employed in this template refer to page 137 of the guide.

### **1 Creating your document by double clicking the template**

Double click on the style guide icon. All the styles are set in place and have quick commands. The quick commands are contained in brackets in the document.

The main styles are:

Heading 1 (Alt-Ctrl-1)

Heading 2 (Alt-Ctrl-2)

Heading 3 (Alt-Ctrl-3)

Para Heading (Alt6)

Normal – normal paragraph (Ctrl-Shift-N)

Quotation – for long quotations (without quote marks) already indented (Alt4)

### **2 To import Styles from the document**

**The easiest way to use this template is to save it as a template on your computer. Each time you begin a new piece, open that template, and as a first step save the new document as a word document (.doc or .docx)**

Alternatively download the template from the website onto your computer, using save as.

In Microsoft Word 97-2003

Open the article or piece you are writing.

1. Click format from the menu at the top
2. Click styles and formatting – they are then listed on the side bar.
3. At the bottom of the side bar (where it shows Available formatting) click the arrow and go to custom
4. Click styles bottom left
5. Click organizer bottom left
6. Right hand box click close file
7. Then click open file on right hand box
8. Choose a template for styles (ie the Style Guide template)
9. Open
10. Highlight box (click and drag)
11. Click the copy (with the arrow going left) in the middle of the box
12. Close box
13. Styles are then in your document and you can use the quick commands set out below.

In Microsoft Word 2007

1. Go to the Home tab.
2. In the right hand corner of the Styles box click – this will give you a side bar of styles
3. At the bottom of this side bar click on the box at the right called manage styles.
4. This will open a window – click the bottom button at the left called Import/Export.
5. You will then get a window with a double view. Click the close button on the right view then click same button which now says open file.
6. Open the style guide document that you have saved on your computer. The styles from that document will show up in the right box. Click and drag to highlight these styles and click copy in the middle to copy them to the left box. Over write all styles. Close box.

You can then use the quick commands or the style box on the right hand side.

## Inserting a "soft" cross-reference in a footnote

The New Zealand Law Style Guide requires that, in certain circumstances, subsequent references to a cited source should be cross-referenced by the use of the "above n x" format.

It is preferable that the footnote number inserted in this cross-reference be inserted as a *"soft" cross reference*, that is, a field which updates if there are other changes to footnotes in your document. Otherwise, it becomes necessary to manually update cross-references once the document has been finalised, which often leads to cross-referencing errors. It is important you make sure that you when are you are finished work, you make sure that you update the fields in your document. Do this by selecting the whole document and then pressing the "f9" key. Before you print or hand in the document check the footnotes to make sure that none of the links has inadvertently been destroyed – you can tell this because it will say "bookmark undefined."

This guide demonstrates how to insert soft cross-references in Microsoft Word 2003:

1. Place your cursor at the point at which you want to insert the cross-reference, that is, after the "above n" in the footnote.
2. Select **Insert > Reference > Cross-reference...** from the main menu.
3. In the dialogue box that appears, change the **Reference type** to **Footnote** in the dropdown menu. Make sure that the **Insert Reference to:** box is set to **Footnote number**.
4. In the **For which footnote** box select the footnote you wish to cross-reference to and select **Insert**.
5. The number should now be inserted into your footnote in as a field, that is, in a soft format that updates automatically.

In Microsoft Word 2007

1. Select the "references" tab on the ribbon
2. Place your cursor at the point at which you want to insert the cross-reference, that is, after the "above n" in the footnote
3. Click the "cross reference button on the "captions" tab
4. In the dialogue box that appears, change the **Reference type** to **Footnote** in the dropdown menu. Make sure that the **Insert Reference to:** box is set to **Footnote number**.
5. In the **For which footnote** box select the footnote you wish to cross-reference to and select **Insert**.
6. The number should now be inserted into your footnote in as a field, that is, in a soft format that updates automatically.<sup>1</sup>

---

<sup>1</sup> Above n