



*Improve accuracy  
& consistency in  
commonly used  
documents!*



# Creating Legal Templates in Microsoft Word

*with Sean Dillman*

**Thursday, October 13, 2022**

**Live webinar with chat**

*includes 60 day replay\**

9:00 am – 10:30 am (Pacific)

10:00 am – 11:30 am (Mountain)

11:00 am – 12:30 pm (Central)

12:00 pm – 1:30 pm (Eastern)

1:00 pm – 2:30 pm (Atlantic)

1:30 pm – 3:00 pm (Newfoundland)

*\*This program features real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live Q & A. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.*

## WHO SHOULD ATTEND

This intermediate to advanced level presentation is designed for lawyers and legal professionals who are already familiar with Microsoft Word and looking to become more proficient using templates.

## ABOUT THE PROGRAM

Many lawyers rely heavily on form documents as an essential tool in their practices, yet waste time and become frustrated when the basic components of these documents aren't formatted correctly. If creating standard documents in Microsoft Word is causing you stress, why not join us for a condensed course on how to use this program the right way? In just 90 minutes, lawyer and legal technology trainer Sean Dillman will show you how to use Microsoft Word templates to standardize frequently used documents in your practice. Sean will teach you how to properly create a legal template from scratch, add commonly used tables, remove hidden data and confidential information, and convert Microsoft Word documents to PDF. The lessons you learn will apply to memos, client letters, pleadings, agreements, timesheets and more! By the end of the program you will have a better understanding of how to:

- Save time and headaches with legal templates
- Increase accuracy and consistency in documents
- Safely and ethically share documents

Don't miss this chance to get step by step guidance on how to leverage Microsoft Word to reduce document drafting inefficiencies and stress in your practice. This webinar is for lawyers and legal professionals who have a good fundamental understanding of Microsoft Word but want to learn more about how to maximize its power and utility by using legal templates. The presentation will apply to Microsoft Word versions 2010, 2013, 2016, and Microsoft 365.

## SCHEDULE (Eastern)

**12:00 pm - 1:30 pm**

**Welcome and Introduction**

**Create Legal Templates**

**Learn More about Styles & Page Numbering**

**Add a Table of Contents**

**Insert a Table of Authorities & Table of Figures**

**Protect & Inspect Documents**

**Remove confidential information; Save as PDF**

**Wrap-up and Program Evaluation**

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## PRAISE FOR SEAN DILLMAN

- “Excellent session - all lawyers should keep up with their skills in this area!”
- “I found this course very helpful and appreciated Sean’s detailed examples, in case I get stuck on something sometime.”
- “Great presentation. I enjoyed Sean’s positive, upbeat manner and the tempo was perfect; he covered a lot of ground in a short time!”
- “Very helpful! I will be putting some of this information to use immediately.”
- “Highly informative. An excellent presentation. I can’t wait to implement some of what I learned.”

## MEET YOUR PRESENTER



**Sean Dillman** was called to the British Columbia bar in 2016. Before entering the world of law, he studied computer engineering technology, worked in web-development, and was a technician at IBM. Throughout his legal career, Sean practiced as a barrister and solicitor. In 2018 he opened a law firm with a colleague where he continued his practice and was a co-managing partner. Sean now consults on technology and trains lawyers on best practices for using IT in legal practice. He regularly speaks on technology-related topics to law firms, law schools, bar associations and CLE providers.



**ON:** This program contains 1.5 Professionalism hours.  
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Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan. Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Ontario and a pre-approved CPD Provider of the Law Society of British Columbia.

## ✓ Yes, I want to attend **Creating Legal Templates in Microsoft Word**

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\* Materials will be distributed electronically in advance. Live webinars feature real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live questions and verbal responses by the presenter. The recording of the webinar is available for 60 days.

### REGISTRATION FEE:

**On or before September 23, 2022: \$140.00 + \$18.20 (13%) HST\* = \$158.20 - Save \$25.00!**

**After September 23, 2022: \$165.00 + \$21.45 (13%) HST\* = \$186.45**

\*With ON HST. Please adjust tax for attendee’s province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in ON. 15% in NS, NB, PEI & NL.

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