



*Improve accuracy  
& consistency in  
commonly used  
documents!*



# Creating Legal Templates in Microsoft Word

*with Craig Brody*

**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 recreating 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, legal technology trainer Craig Brody will show you how to use Microsoft Word templates to standardize frequently used documents in your practice. Craig will teach you how to properly create a legal template from scratch, including applying styles, formatting paragraphs, numbering pages and inserting commonly used tables. 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:

- Use Word shortcuts and timesavers
- Increase accuracy and consistency in documents
- Reduce inefficiencies and stress in your practice

Sign up today and learn how to use templates to produce more consistent documents and be more productive in day to day tasks. This webinar is for lawyers 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 Templates**

**Create, Modify and Apply Styles**

**Number Paragraphs**

**Format Paragraphs**

**Insert Headers & Footers**

**Insert Page Numbering & Section Breaks**

**Insert Table of Contents & Table of Figures**

**Wrap-up and Program Evaluation**

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## PRAISE FOR CRAIG BRODY

- "Craig Brody was terrific – wish it was longer."
- "Stellar course exceeded my expectations. Well-organized, easy-to-follow."
- "Very good basic course. Excellent speaker."
- "Craig was excellent, I can't wait for an intermediate or advanced level class."
- "Great instructor. Hands-on, technical courses like this are so helpful. More please!"
- "5 out of 5! Speaker and materials were excellent."
- "Very relevant and practical. Liked the exercises."

## MEET YOUR PRESENTER



**Craig Brody** is a technology trainer with over 25+ years teaching basic and advanced Word commands. He has trained thousands of lawyers and other professionals on how to effectively use Microsoft Office and other software to improve work productivity and efficiency. He is a frequent presenter for American bar associations and leads training workshops at The Wharton Business School and the University of Pennsylvania Law School. In addition, he publishes his own training materials and provides software consulting and programming services to law firms and others.



**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 16, 2022: **\$140.00 + \$18.20 (13%) HST\* = \$158.20 - Save \$25.00!**

☐ After September 16, 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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**Register by mail, fax or phone:** Return this form with payment to Jennifer Snoyer, Finance and Communications Coordinator, Seminar Partners, 2300 Yonge Street, Suite 1600, Toronto, ON M4P 1E4 Tel. 1.866.606.4212 or 647.352.8633 Fax 416.549.1619. Email: [jennifer@seminarpartners.ca](mailto:jennifer@seminarpartners.ca). Registration fee is refundable less \$50 admin fee if written cancellation received 10 working days before the program. No refunds will be made after the cancellation date. Program content, speakers and location may change without notice. See our website for all policies. In the event of program cancellation, our liability is limited to refund of registration fees. GST/HST #848208492

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