

PRESS (CONTROL-F4) TO EXIT USER GUIDE

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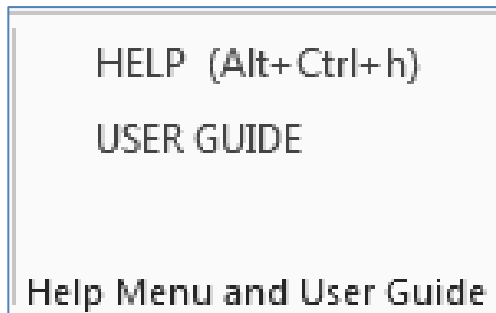
WP Transition Ribbon and Template User Guide

Overview

The WP Transition Ribbon and Help Menu System gives you access to all the tools needed to customize and format your documents.

I. Help Menus and User Guide

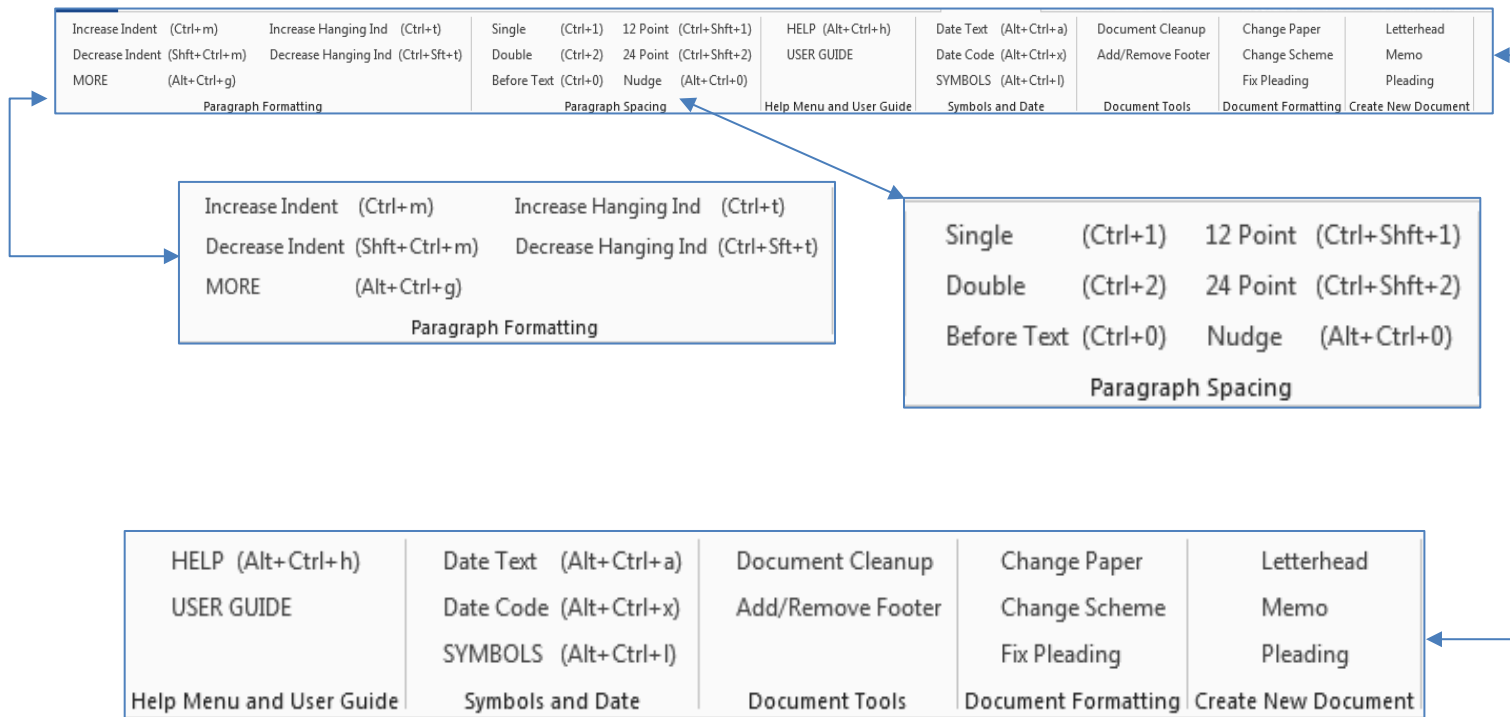
A. Help and User Guide Tab



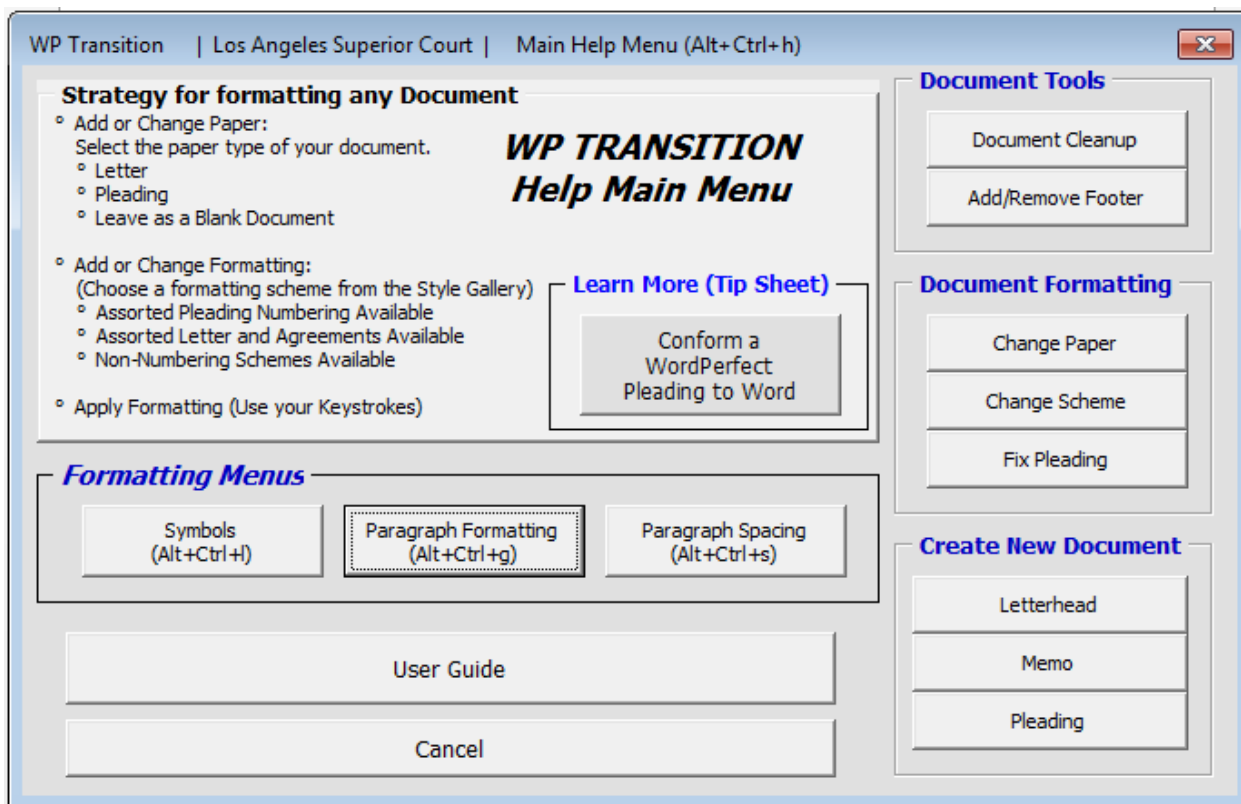
The Help Menu and User Guide Tab gives you easy access with a friendly reminder on how to access the LASC formatting System.

B. WP Transition Ribbon

The WP Transition Ribbon is the users Quick Reference Guide for the LASC Formatting System. The Ribbon is divided into tabs specifically designed to assist the user with that particular function they may be working on.



C. Help Main Menu (Alt+Ctrl+h)



The Main Help Menu is designed for applying the basic structure and formats needed in preparing your letters, pleadings and other documents. The LASC Main Help Menu gives you a complete road map of how to format a document.

The Help Main Menu is a quick reference to all the functions you need to format a document.

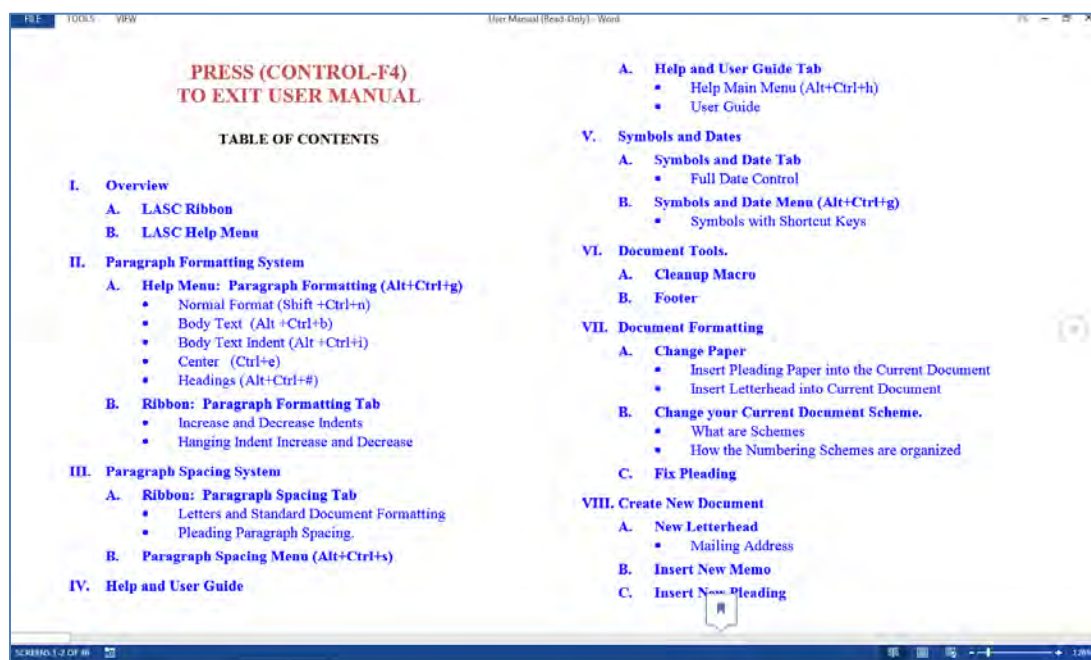
**The Additional Menus shown on the Main Help Menu are also accessible using separate shortcut keys.*

For example, if you use the paragraph menu to format most of the paragraphs in your document, then you should use the (Alt+Ctrl+g) shortcut to access that menu directly instead of using the (Alt+Ctrl+h).

The Formatting Menus are linked together so you can easily navigate between them.

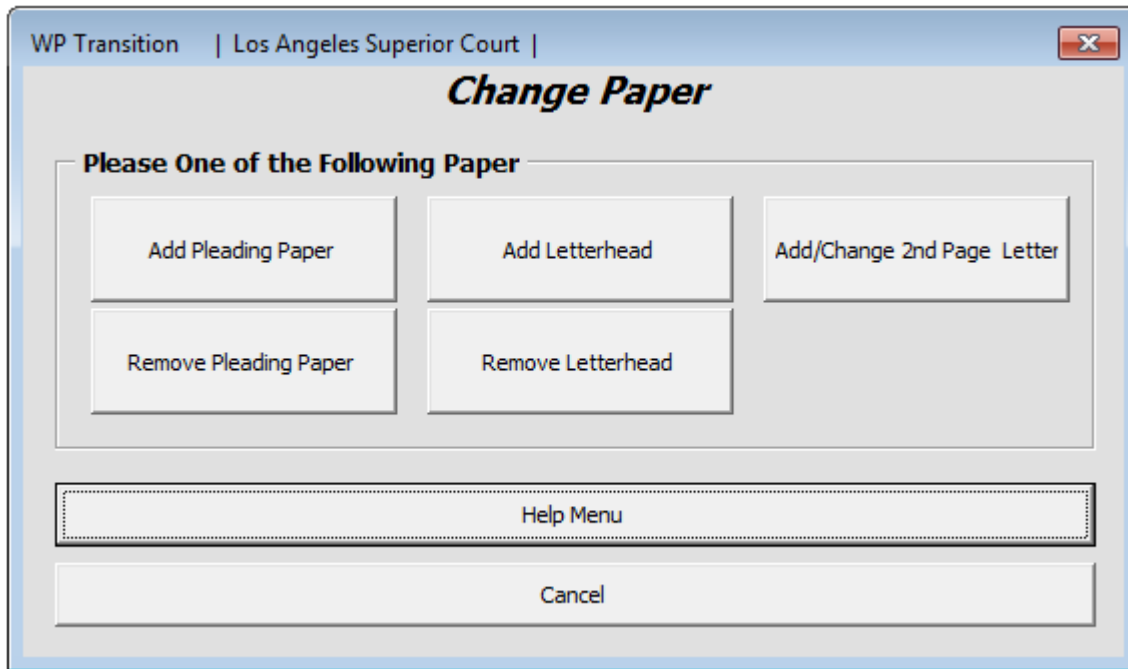
D. User Guide

Access to the LASC User Guide can be found on both the WP Transition Ribbon and Main Help Menu.



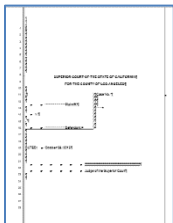
II. Document Formatting.

A. Change Paper

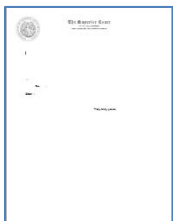


- ***Insert Pleading Paper into the Current Document***

Adds pleading paper to the current document.



- ***Insert Letterhead into Current Document***



Adds Letterhead to the current document.

B. Change your Current Document Scheme.

- *What are Schemes*

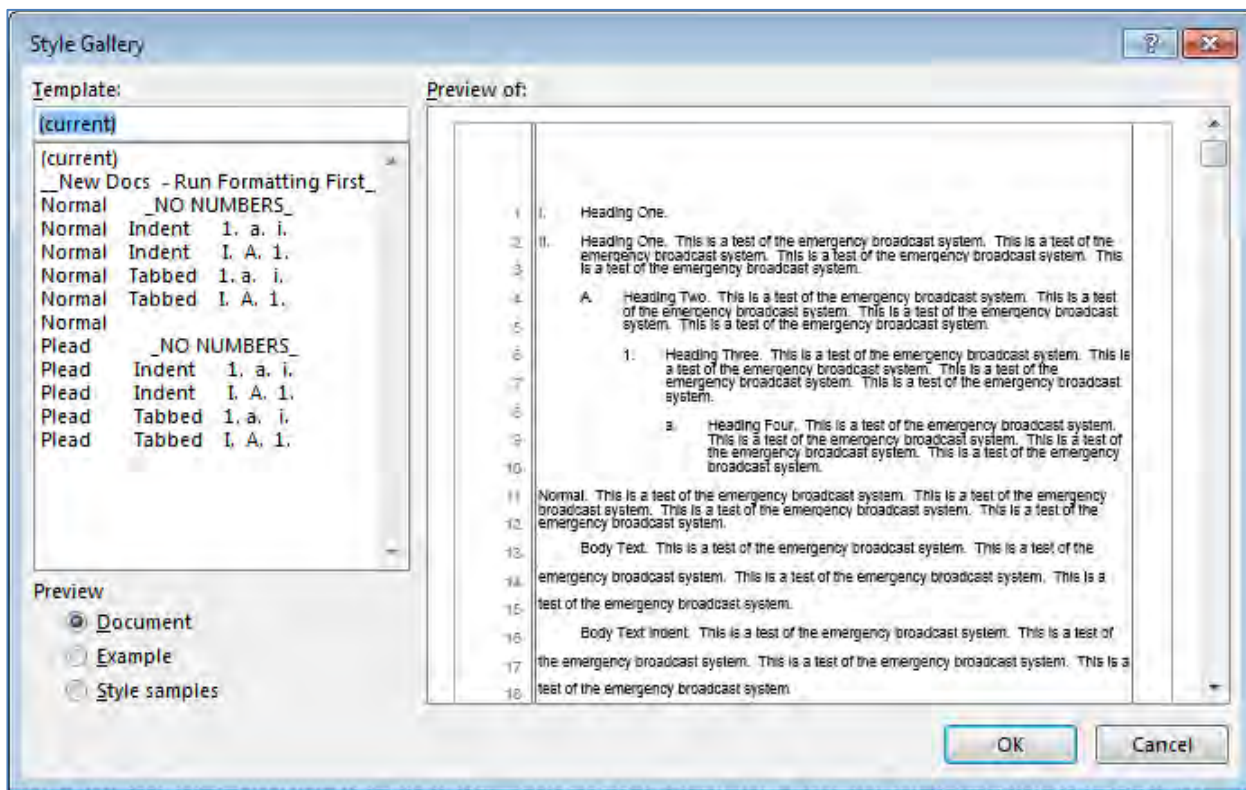
Schemes are based on a general standard of formatting using Styles. Schemes have been used in in all documents and Word Processing Systems. WordPerfect 5.1 is one of those systems.

LASC Formatting System maintains schemes for both pleading paper and regularly formatted documents with or without numbering.

There are multiple schemes which including both non-numbered and numbered paragraphs.

- *Numbering Schemes*

- Paragraph Numbering: 1. (a) (i)
- Outline Numbering: I. A. 1. a.



- *How the Numbering Schemes are organized*
 - **Type of Document (Normal or Plead)**
 - Normal
Normal is used for most documents that do not contain pleading paper. The font spacing is set to “Single” so you can enjoy using the font size feature.
 - Plead (Pleading Paper)
Plead is the formatting used when pleading paper has been attached to the document. The formatting applied is either 12 or 24 Point spacing so that paragraphs will align with the numbered paper.
 - **Indent or Tabbed Scheme**
 - Indent

1. → Heading One.¶

2. → Heading One. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ···¶

(a) → Heading Two. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ···¶

(i) → Heading Three. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ···¶

Tabbed Scheme

I. → Heading One.¶

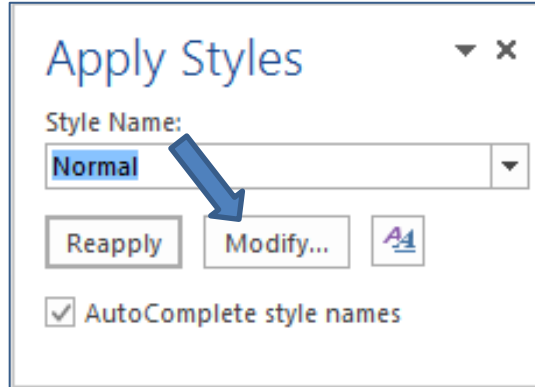
II. → Heading One. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ···¶

A. → Heading Two. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ···¶

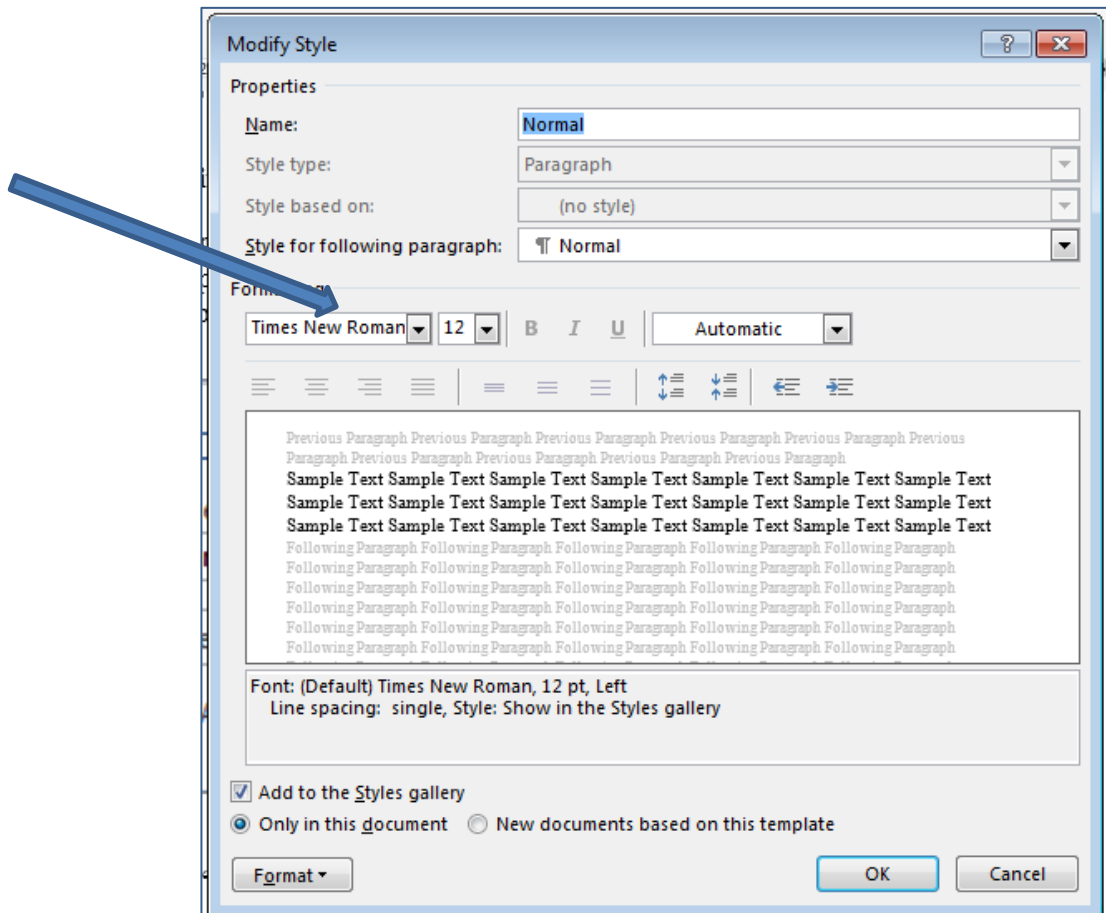
1. → Heading Three. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ··· This is a test of the emergency broadcast system. ···¶

C. Change Document Font

- Find a paragraph with plain text and press (Shift+Ctrl+n) to apply the “Normal” Style
- Press (Shift+Ctrl+n) which brings up the Apply Styles Payne.

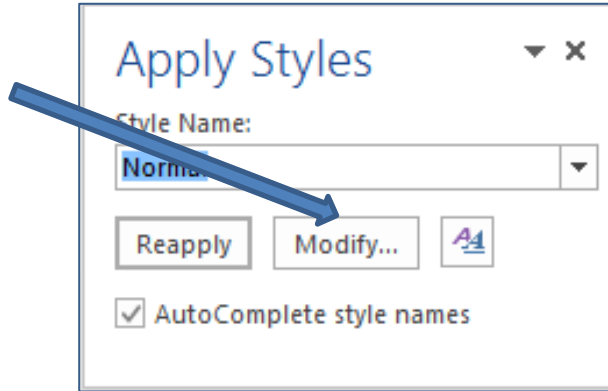


- Select “Modify”
- Change the Document Font in the Modify Style Window.
- Select “OK”.

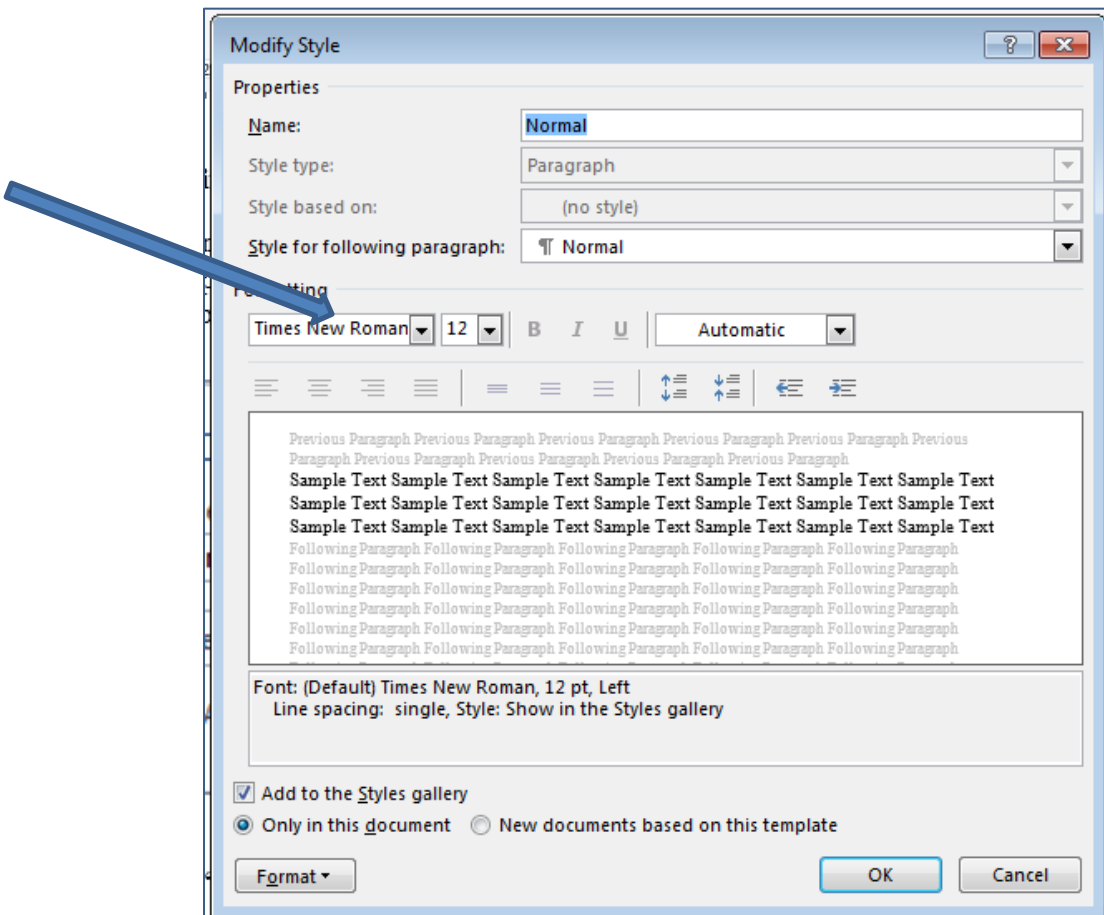


D. Change Document Justification (Full Justify)

- Find a paragraph with plain text and press (Shift+Ctrl+n) to apply the “Normal” Style
- Press (Shift+Ctrl+n) which brings up the Apply Styles Payne.



- Select “Modify”
- Change the Document Font in the Modify Style Window.
- Select “OK”.



E. Fix Pleading

One of the features that are lost when converting from Word 2010 to Word 2013 is the setting to suppress the top and bottom lines on each page. The “Fix Pleading Macro” will adjust your document to fall correct at both the bottom and top of each page

1	¶
2	7. → Heading One.¶
3	8. → Heading One. This is a
4	broadcast system. This
5	emergency broadcast s
	a. → Heading Two.

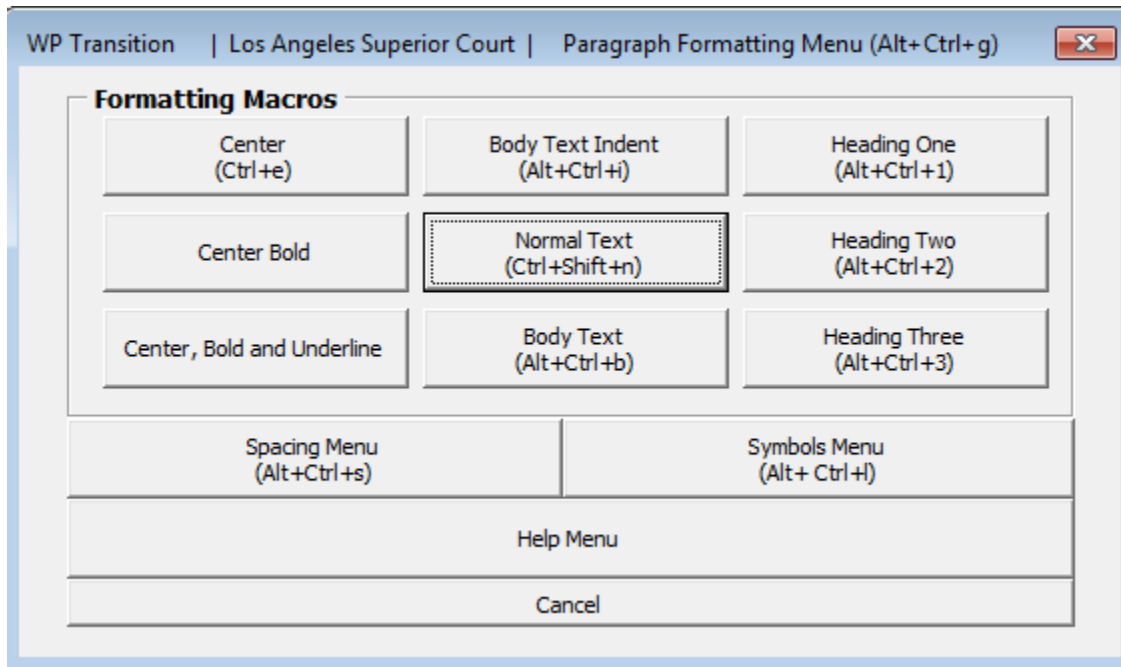
III. Paragraph Formatting

Press (Alt+Ctrl+g) to access the Quick Formatting Menu

A. Paragraph Formatting Help Menu **(Alt+Ctrl+g)**

Press (Alt+Ctrl+g) to access the Paragraph Formatting Menu.

- Press Enter to apply Normal Text (2 Keystrokes)
- Use your up and down arrows to access the other formats



- **Normal Format** **(Shift+Ctrl+n)**

This is an example of a normal format (Shift+Ctrl+n). The paragraph has no additional formatting like before or after text.

- **Body Text** **(Alt+Ctrl+b)**

This is an example of Body Text which includes the first line indent of 0.5 and before text of one space.

- **Body Text Indent** **(Alt+Ctrl+i)**

This is an example of Body Text Indent using the (Alt+Ctrl+i) shortcut key to apply the formatting.

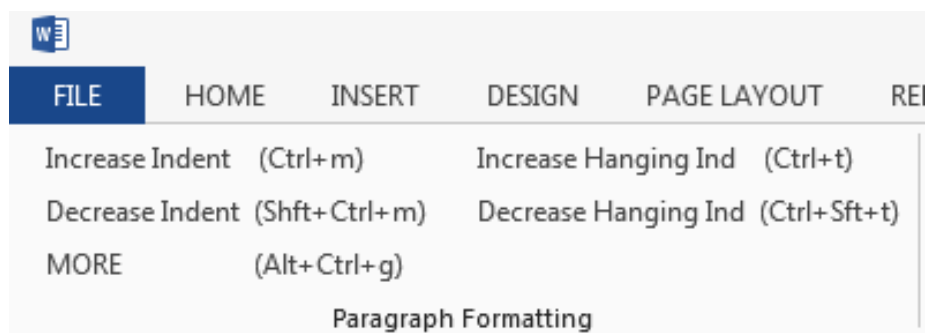
- **Centering** (Ctrl+e)
 - Center.
You can apply this formatting and then type your text, or, you can place your cursor anywhere in the paragraph you want centered and Press (Ctrl+e).
 - Center Bold.
You can apply this formatting and then type your text, or, you can select the text you want centered and bolded and let the macro apply the desired formatting.
 - Center Bold and Underline
You can apply this formatting and then type your text, or, you can select the text you want centered, bolded and underlined and let the macro apply the desired formatting.
- **Headings** (Alt+Ctrl+#)

Headings are used to apply title text or numbered paragraphs to your document. The title text (headings) can be used to enhance formatting for all your heading paragraphs.

 - Heading One (Alt+Ctrl+1)
 - Heading Two (Alt+Ctrl+2)
 - Heading Three (Alt+Ctrl+3)

*Headings are best used with multiple levels of numbering

B. Paragraph Formatting Tab (Ribbon)



After you apply the desired style using the shortcut keys, you can then adjust that paragraph to your specific requirements using the indent and hanging indent feature.

**The Indent shortcut keystrokes are universal throughout Microsoft Products.*

- ***Increase and Decrease Indents***

The indent feature is controlled within the paragraph formatting. Using the shortcut keystrokes easily lets you adjust the paragraph to your current situation.

- **Indent Increase** (Ctrl+m)

Adds .5 inches to the indent of the current paragraph.

- **Indent Decrease** (Shift+Ctrl+m)

Removes .5 inches to the indent of the current paragraph.

- ***Hanging Indent Increase and Decrease***

- **Hanging Indent Increase** (Ctrl+t)

The first line indent remains the same while the total paragraph indent increases to .5 inches to achieve a hanging number effect as follows:

Hanging Indent Example

x. This is an example of a hanging indent using the (Ctrl+t) shortcut key to apply the formatting with a manually typed number into the current paragraph.

- **Hanging Indent Decrease** (Shift+Ctrl+m)

When applied the Hanging Indent keeps the first line indent the same while removing the total paragraph indent .5 inches:

Hanging Indent Removed Example

x. This is an example of what a paragraph would like when the hanging indent is reduced one level using the (Shift+Ctrl+t) shortcut keystroke

IV. Paragraph Spacing.

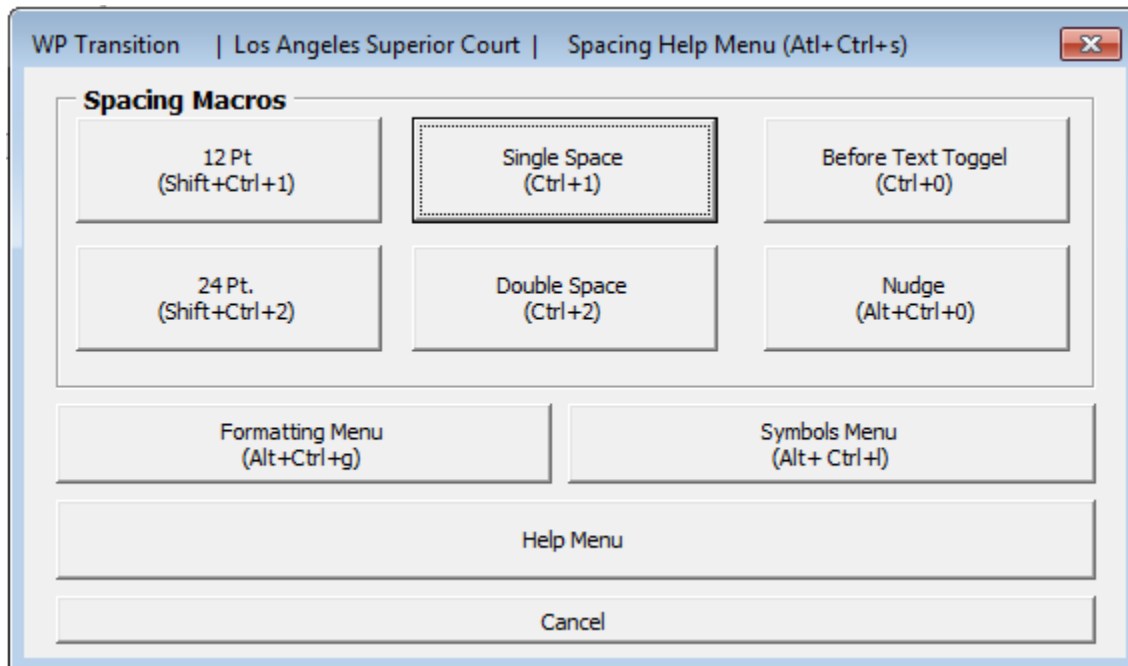
A. Paragraph Spacing Tab (Ribbon)

Single	(Ctrl+1)	12 Point	(Ctrl+Shft+1)
Double	(Ctrl+2)	24 Point	(Ctrl+Shft+2)
Before Text	(Ctrl+0)	Nudge	(Alt+Ctrl+0)

Paragraph Spacing

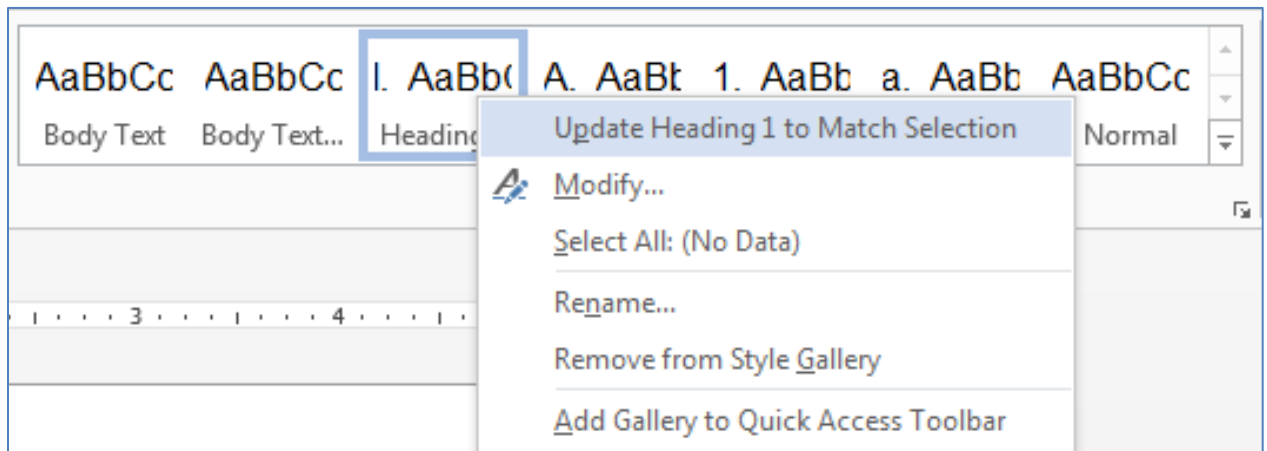
- ***Letters and Standard Document Formatting***
Single and double spacing formats are used in letters and other normal business type documents which give you the ability to change the size of your fonts without worry about the lined paper.
 - Single Spacing. (Ctrl+1)
Sets the Selected paragraph or paragraphs with Single Spacing.
 - Double Spacing. (Ctrl+2)
Sets the selected paragraph or paragraphs with Double Spacing.
- ***Pleading Paragraph Spacing.***
 - 12 Point. (Shift+Ctrl+1)
Sets the Selected paragraph or paragraphs with 12 Point Spacing. This setting is used to properly space LASC Pleadings.
 - 24 Point. (Shift+Ctrl+2)
Sets the selected paragraph or paragraphs with 24 Point Spacing. This is used to properly space Double Spaced paragraphs.
 - Nudge Paragraph. (Alt+Ctrl+1)
The Nudge Paragraph is used to lower a paragraph just a little bit so that it lines up with the pleading paper numbers. You can nudge more than one paragraph.

B. Paragraph Spacing Menu (Alt+Ctrl+s)



C. Pleadings Formats.

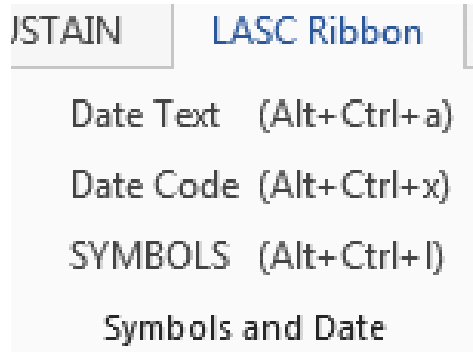
- ***Changing any Paragraph from 12 Pt. to 24 Pt. Spacing.***
 - Place the cursor in the Paragraph you wish to change
 - Change from 12 Pt. to 24 Pt. (Shift+Ctrl+2)
 - Remove the Before Text (Ctrl+0)
- ***Change Heading Spacing From 12Pt. to 24 Pt. (Whichever Heading you choose)***
 - Select the Heading you would like to adjust the spacing with (Use a paragraph with no bolding, underlining, etc.) and press (Shift+Ctrl+2) to apply 24 Pt. spacing to that paragraph.
 - Select the "Home Tab" and Right Click on the Heading you just changed. (We are changing Heading 1 in the example below)



- Select “Update Heading One to Match Selection

V. Symbols and Dates

A. Symbols and Date Tab

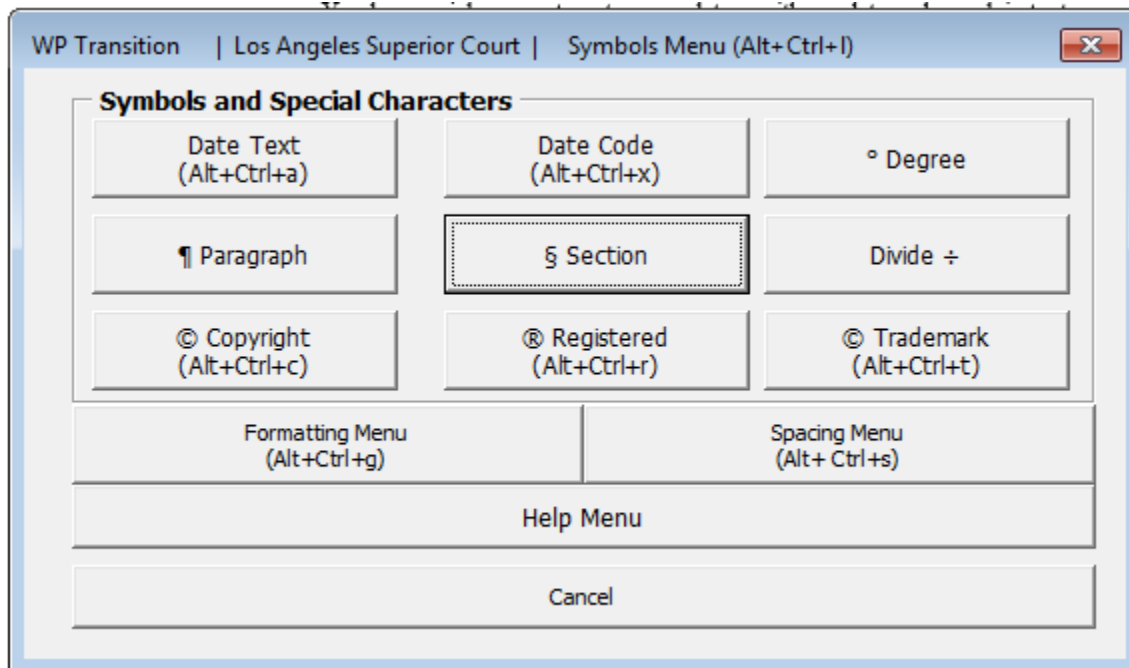


- **Full Date Control**

You have quick access to enter your date as either a date code or plain text which is the main feature of the Symbols and Date Tab

- Date Text (**Alt+Ctrl+a**)
- Date Code is where the date is inserted and automatically updated when you print or save the document or letter (**Alt+Ctrl+x**)

Symbols and Date Menu (**Alt+Ctrl+g**)



- **Symbols with Shortcut Keys**
- Copyright (**Alt+c**)
Adds the copyright symbol at the cursor position

- Registered (Alt+r)
Adds the registered symbol at the cursor position
- Trademark (Alt+t)
Adds the Trademark symbol at the cursor position

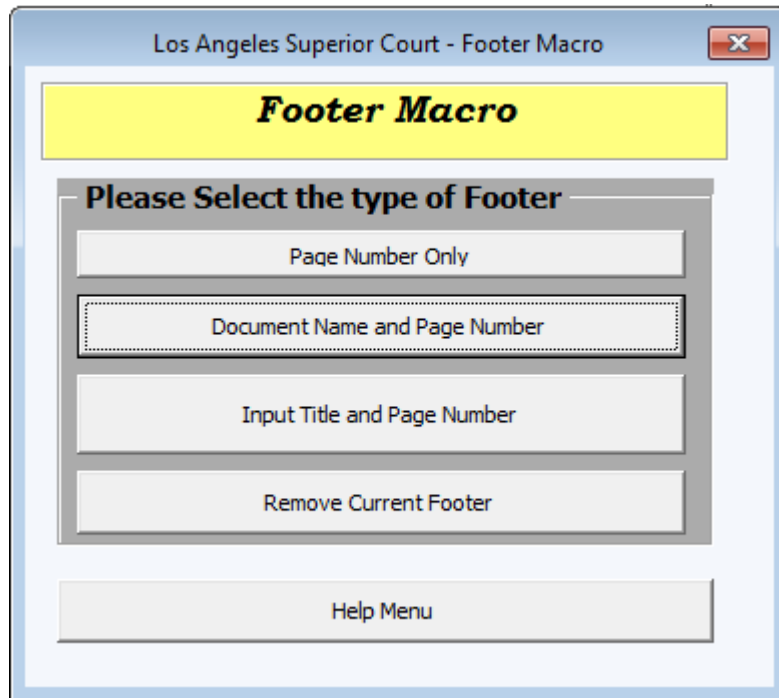
VI. Document Tools.

There are no shortcut keys available for all document formatting tools. However, you do have easy access through the WP Transition Ribbon and the Main Help Menu.

A. Cleanup Macro

Takes any rich text documents including WordPerfect formats and removes the incompatible coding that was created when you pasted or opened the rich text document.

B. Footer

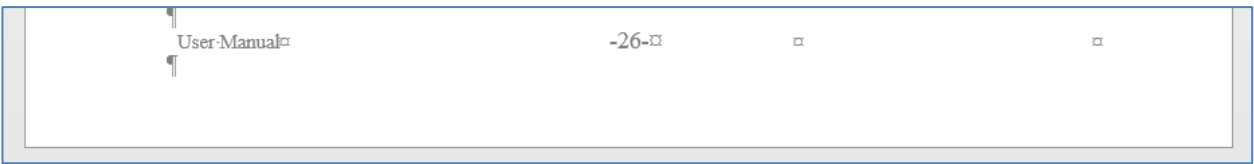


The Footer Macro can be used with all documents including pleadings. The Footer Macro will give you 3 different options to choose.

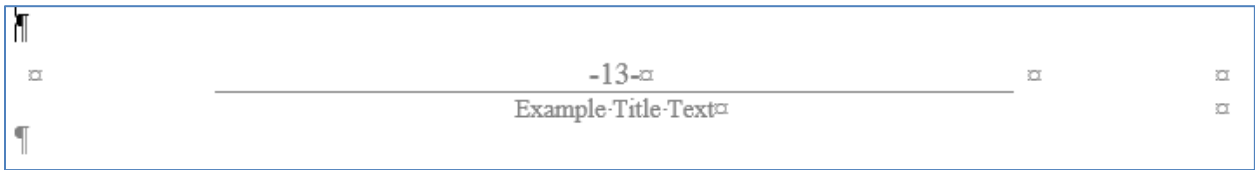
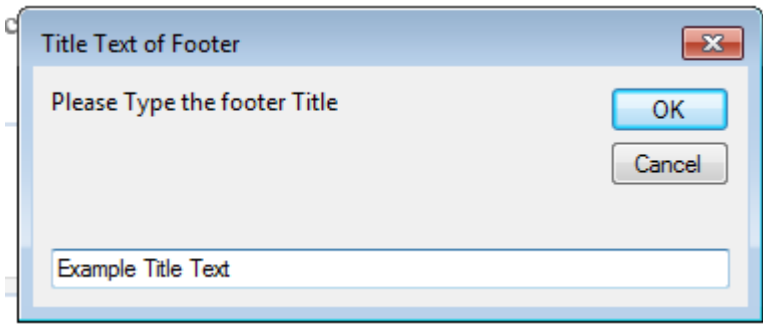
- Page Number Only
Places the Page number only at the bottom of the current section



- Page Number with Document Name
Places the Page number in a table at the bottom of the current section and then places the Document Name Code to the left.

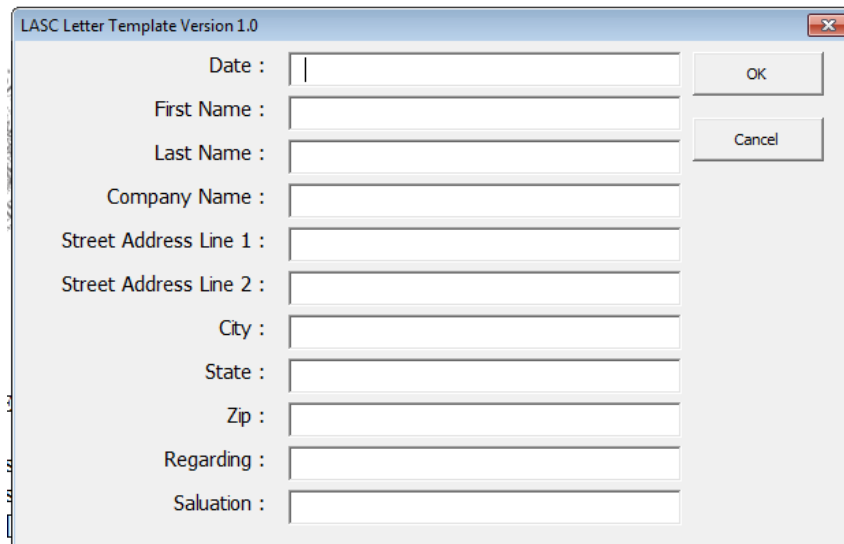


- Page Number with Document Name and then prompts you for a Title.



VII. Create New Documents

A. New Letterhead



You receive the following dialog box when you select the Letterhead macro.

You can access the Letterhead Macro from the Create New Document Tab on the Ribbon or the LASC Help Main Menu

- ***Mailing Address***

The Letterhead macro will adjust your mailing address to the correct format. (3, 4 or 5 lined addresses will automatically be formatted correctly)

John Doe 123 Elm Street Where, MI 99999	John Doe John Doe Trucks and Trailers 123 Elm Street Where, MI 99999	John Doe John Doe Trucks and Trailers 123 Elm Street Suite 101 Where, MI 99999
---	---	--

- *Sample Letter*

LASC Letter Template Version 1.0

Date : June 3, 2015

First Name : John

Last Name : Doe

Company Name : ABC Corporation

Street Address Line 1 : Street Address

Street Address Line 2 :

City : City

State : State

Zip : 99999

Regarding : LASC New Letter Template

Saluation : Mr. Doe

OK

Cancel

¶

¶

June 3, 2015¶

¶

¶

John Doe¶

ABC Corporation¶

Street Address ¶

City, State, Zip¶

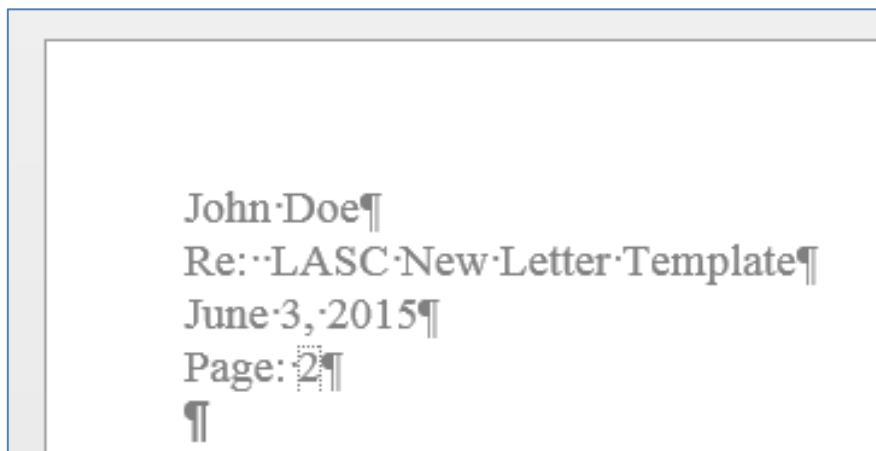
¶

→ Re: → LASC New Letter Template¶

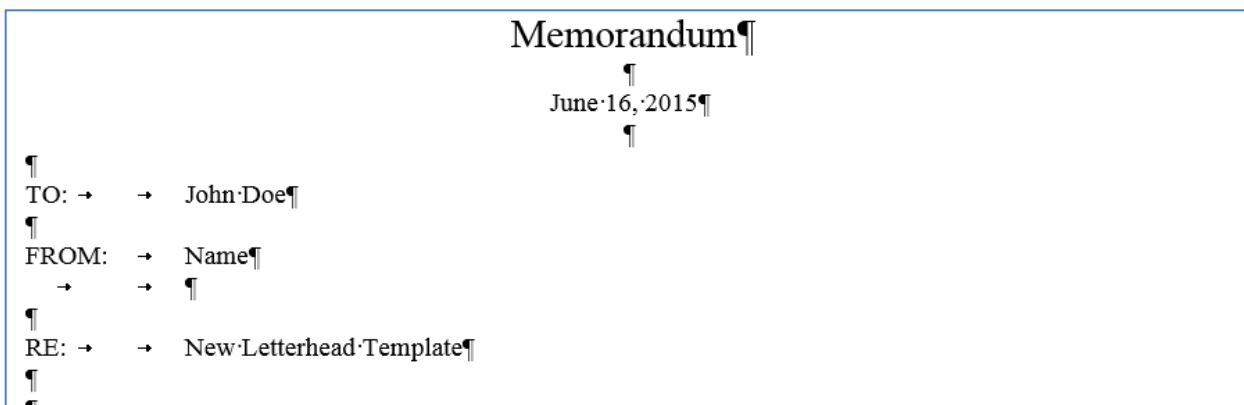
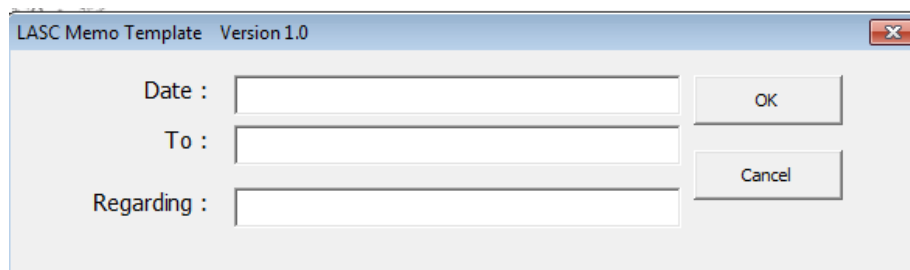
¶

Dear Mr. Doe:¶

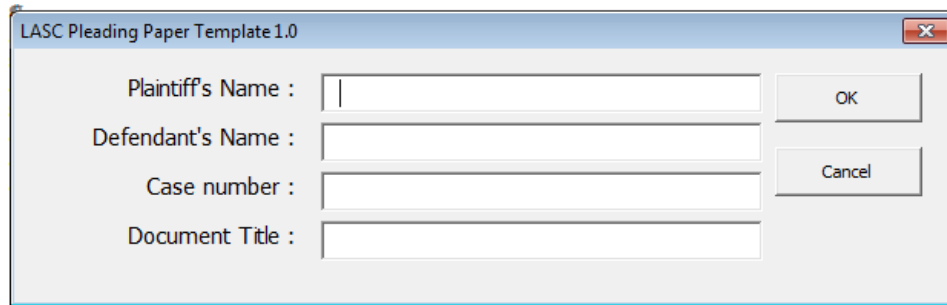
- *2nd Page Letterhead*



B. Insert New Memo



Insert New Pleading



LASC Pleading Paper Template 1.0

Plaintiff's Name :

Defendant's Name :

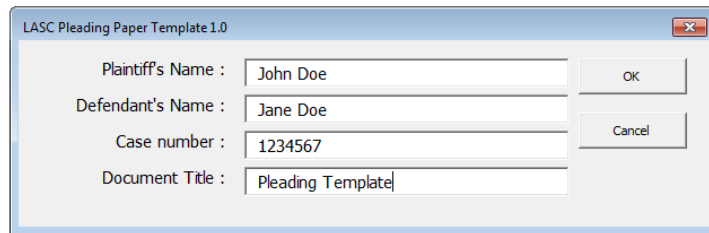
Case number :

Document Title :

OK

Cancel

- ***Example Pleading***



LASC Pleading Paper Template 1.0

Plaintiff's Name : John Doe

Defendant's Name : Jane Doe

Case number : 1234567

Document Title : Pleading Template

OK

Cancel



SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES

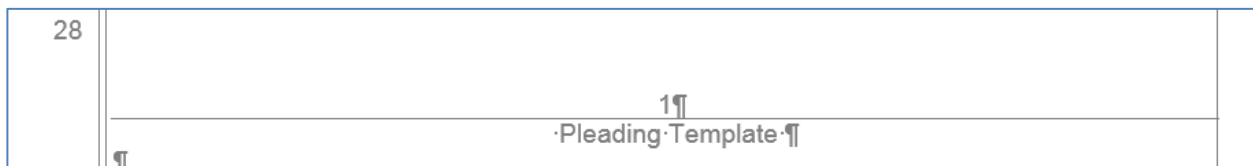
John Doe, Plaintiff

Jane Doe, Defendant

Case No. 1234567

Pleading Template

DATED: July 29, 2018



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1 Pleading Template

The Document Title Text in the footer is a field code linked to the document title in the Caption.

The Code can be manually updated or will automatically update when you print or save the file.

VIII. Home Installations

A. Copy Folder from Source (Work pc):

- Copy Folder: c:\lascword\ to usb
- Copy Document from the Startup Directory:
WP Transition Ribbon 2015 Version 2.0

B. Paste Files to Home PC:

- Folder: USB\lascword\ to *c:\lascword*
- *WP Transition Ribbon 2015 Version 2.0* *Startup Directory*

C. Options

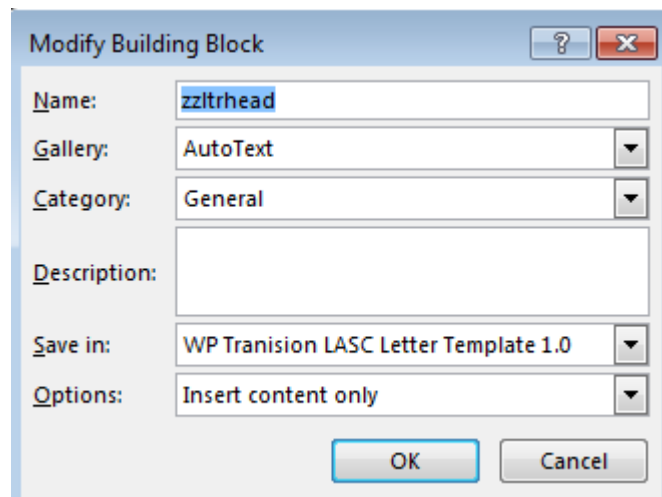
- *Add path to Workgroup Templates* *c:\lascword\templates*

File types:	Location:
Documents	C:\Users\PLemel\Documents
Images	
User templates	C:\...\Roaming\Microsoft\Templates
Workgroup templates	c:\lascword\templates
AutoRecover files	C:\...\Roaming\Microsoft\Word
Tools	C:\...\Root\Office15
Startup	C:\...\Microsoft\Word\STARTUP

D. Edit and Save Autotext.

- Insert (Tab)
- Quick Parts
- Building Blocks Organizer

- Edit: zzltrhead



- Only change by Saving “**Save in: Normal**” instead of “WP Transition LASC Letter Template 1.0.”
- Exit letterhead template *without saving*.

E. Security.

- File – Options – Trust Center – Trust Center Settings
- Selected Trusted Locations and add c:\lascword as a trusted Folder

IX. Edit the WP Transition Templates: *Pleading Paper, Letter or Memo*

- Open Word
- Select “File”
- Select “Open”
- File is located at: *c:\lascword\templates*
- **Right Click** on Template and select Open.
- Save and Close
- Test

LASC Tip Sheet

CONFORMING A WORDPERFECT PLEADING TO WORD FOR WINDOWS

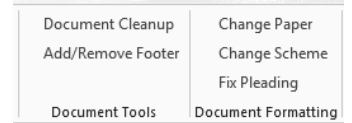
Open WordPerfect Document in Word or Copy and Paste Text

Either Open the WordPerfect Document in Word or Select and copy the text in WordPerfect and paste the selected text into Word using the merge format.

1. Document Cleanup

Select: **Document Cleanup**

The Document Cleanup macro is Located on the LASC Ribbon or in the Help Main Menu.

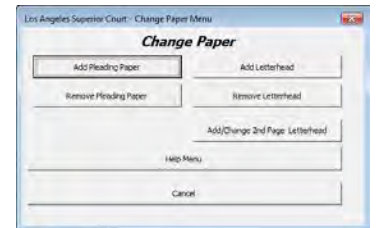
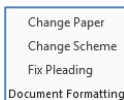


2. Change Paper

Select: **Change Paper**
and then **“Add Pleading Paper”**

Places the LASC Pleading Paper in your document footer.

The Change Paper Macro is located on the LASC Ribbon or the Help Menu.



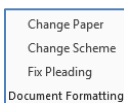
3. Change Scheme (Add Formatting)

Select: **Change Scheme**
Select: **“New Docs Run this First ...”**

This process is for documents that have never had a scheme applied. (New Documents)

You only have to apply the formatting scheme one time.

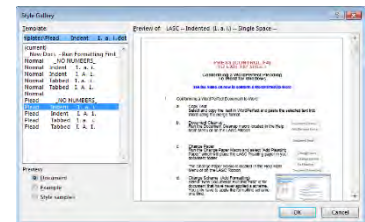
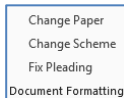
The Change Scheme Macro is located on the LASC Ribbon or on the Help Main Menu.



4. Change Scheme (Add Scheme)

Select: **Change Scheme:**
Select: **The appropriate Numbering or Non-Numbering Scheme.”**

The Change Scheme Macro is located on the LASC Ribbon or on the Help Main Menu.



5. Fix Caption

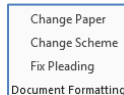
Fix the caption by using the (Ctrl+0) and Nudge macros to line up the pleading paper with the caption.

6. Fix Pleading Top and Bottom

Select: **Fix Pleading**

Fixes the Document Settings so that both the top and bottom of the pleading paper page line up correctly with the pleading paper.

The Fix Pleading Macro is located on the LASC Ribbon or on the Help Main Menu.



7. Add Footer

Select: **Add/Remove Footer**

The Add/Remove Footer Macro is located on the Ribbon or Help Menu (Alt+Ctrl+h)

The Add/Remove Footer Macro is located on the LASC Ribbon or on the Help Main Menu.

8. Review and Fix document

Basic Formatting

(Easily Format both 12 and 24 pt spacing with both indent and first tab indent shortcut keystrokes)

[See the short Video on
“How to conform a WordPerfect
to Word”](#)

Advanced Formatting

(Easily Add or Change Automatic Numbering using the change Scheme feature)

[See the short Video on
how to conform a WordPerfect
to Word](#)

Practice Document

*Work with the Practice Document
after the Video Practice Pleading*