

Submitting Electronic Documents - Court of Appeal

Please submit your documents in a word processing format rather than pdf. (wpd, doc, docx, dot)

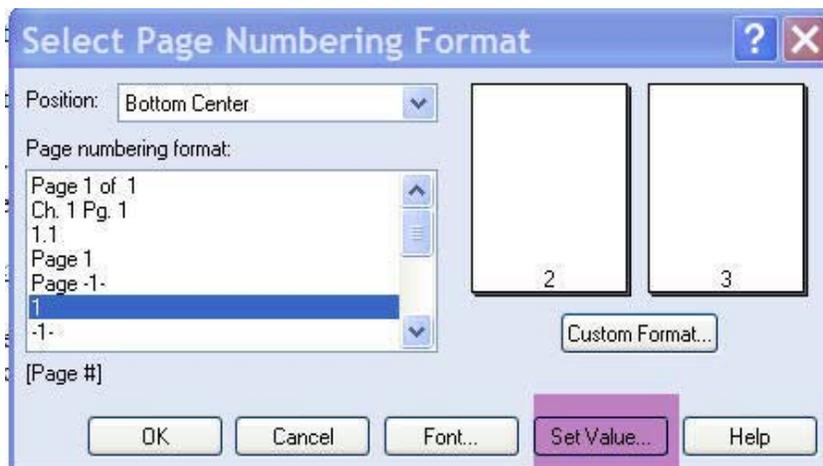
Please submit factums as a **single document**- not as a cover page, index, and factum.

PAGE NUMBERING

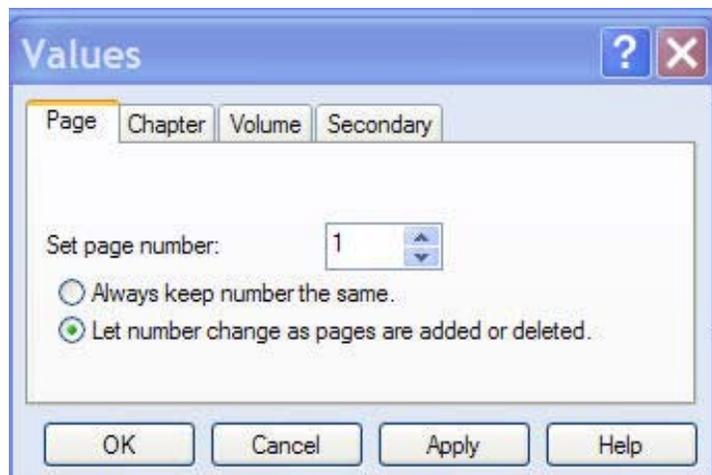
If you are having difficulty with page numbering when you create a factum as a single document, please use these instructions (or try using the “help” sections of the programs).

Word Perfect

To begin page numbering on a subsequent page, go to the page where you want the numbers to start. Go to Format- page - numbering. You will see:



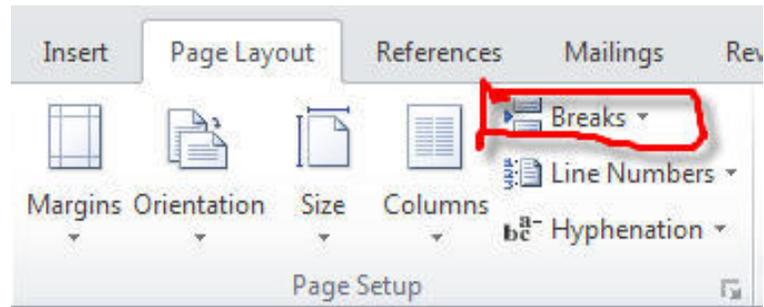
Go to “Set Value” - highlighted in purple above. You will see this box:



Set the page number on which you want the document to begin and then check off- let page numbers change as pages are added or deleted.

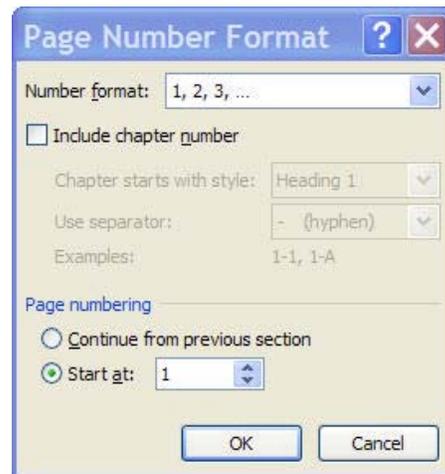
Word

Scroll to the page where you want the numbering to begin. Go to the tab- Page Layout- click “breaks” :



When you click on “breaks”- then click on “next page”.

Then go to Insert- Page Numbering - Format Page Numbers:



You can start your document at any page number that you choose under Page numbering: start at. Just change the number in that box. If the page numbers do not appear- go to insert- page numbering- top of page- and choose a style.- such as plain number 1.

MERGING

If you have already created the document in multiple sections, please merge the document back into a single document and use the instructions above to change the page numbering.

WORD

To merge them, open one of the documents. Save it. Move your cursor to the spot where you want to insert the next document.

Then on the tabs across the top go to insert and look for this section:



Use the arrow beside object and you will see the option- text from file.

That will pop up a box allowing you to browse for the next document. Add it.

When you have the documents merged as a single document, use the page numbering instructions above.

(If you are creating your index manually, you may find it much easier to create an index using the

WORD PERFECT

Two different options:

You can highlight, copy and paste one document into the other.

OR you can go to insert- file- and then choose the file- but watch to see that formatting has not crept into the document. Coding from one section may creep into another depending on how the document was created.