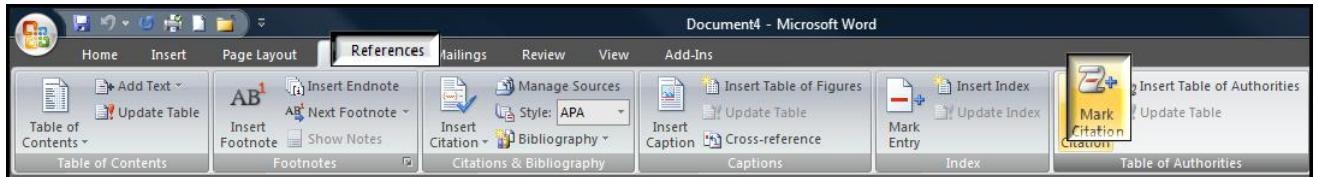


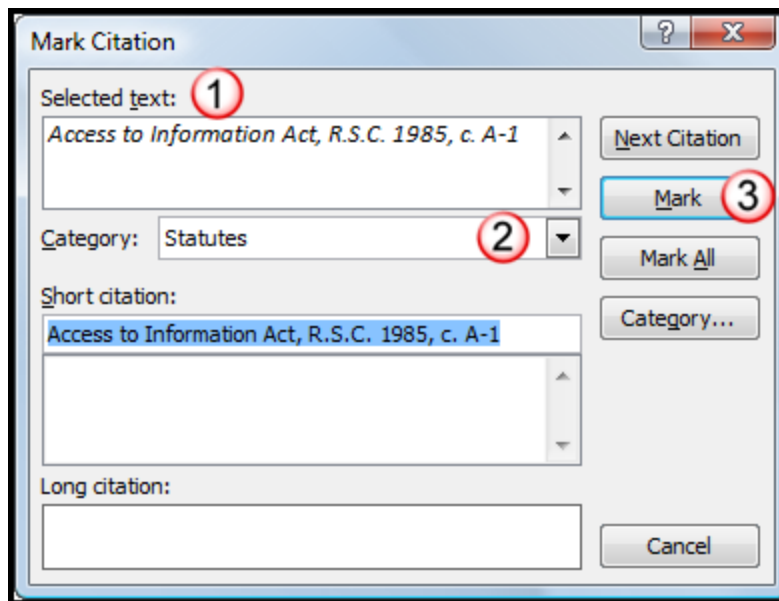
HOW TO:

CREATE A TABLE OF AUTHORITIES:


1. Each authority needs to be marked. Highlight the authority, click the **References** tab. In the **Table of Authorities** group, click **Mark Citation**.

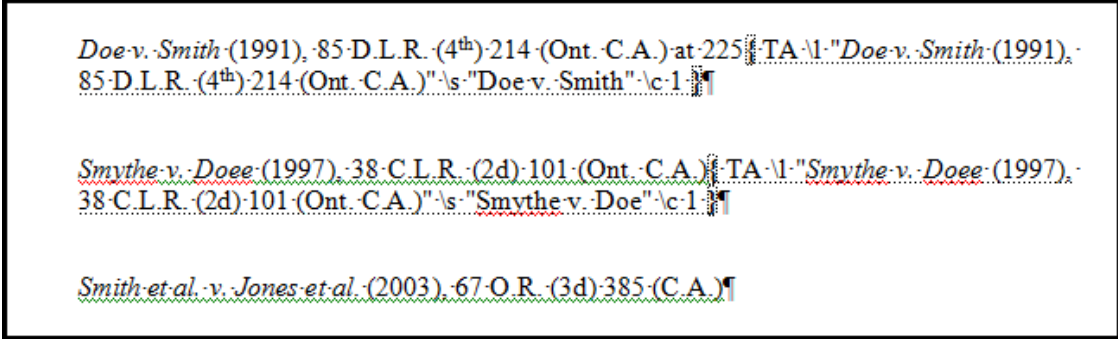


2. At **1 Selected Text**, if necessary edit the Authority to read exactly as you want it to display in the Table of Authorities e.g. you may wish to remove pinpoint references.



3. Select **2 Statutes** or **Cases** from the drop down option as required.

4. Click **3 Mark** to mark the text. If the show/hide feature  is switched on, the marked text will be visible and will look something like this:



- To generate the Table of Authorities, first turn off the show/hide feature. Place cursor where you want the Table to generate. From the **References** tab, click **Insert Table of Authorities**. At the **Table of Authorities** dialog box, selections can be made as to what categories of Authorities should be included as well as what formatting and tab leader styles are required. Click **OK**. The Authorities will assemble in alphabetical order.

