



Perfect Authority

The Perfect way to cite your sources—automatically!

User Guide

Welcome to Perfect Authority

Corel® Perfect Authority offers the perfect way to cite the sources in your Corel® WordPerfect® documents — automatically.

Gone are the days of marking citations for inclusion in your table of authorities (or manually creating your table of authorities from scratch). With Perfect Authority, the work of creating a table of authorities is done for you — literally, at the click of a button.



Perfect Authority takes mere seconds to create a table of authorities such as this. Manually creating a table of authorities can cost valuable time — and money.

About this user guide

This user guide introduces you to Perfect Authority and offers step-by-step how-tos and hands-on (“Give it a try!”) exercises to help you get started using it right away.

This user guide contains the following topics:

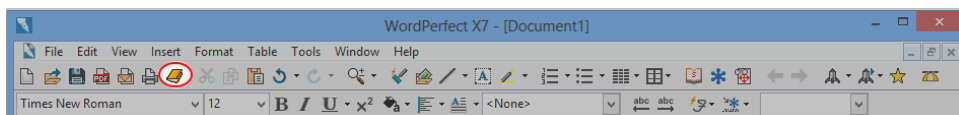
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Give it a try!

The best way to learn to use Perfect Authority is by testing it out on your own documents. Check your archives for a WordPerfect document that contains a table of authorities, and save a copy of that document; remove the copy’s existing table of authorities, and then create a new one by following the exercises in this user guide.

Understanding Perfect Authority

Perfect Authority is a program that integrates with WordPerfect to create a table of authorities (or “TOA”) for you, based on the citations found in your document.



You can access Perfect Authority from directly within WordPerfect — just click the Perfect Authority button on the WordPerfect toolbar.

How does Perfect Authority work?

Perfect Authority scans your document for citations of cases, statutes, and constitutions. When located, these citations are used to create a table of authorities automatically.

You can insert a table of authorities in the current WordPerfect document, or you can send it to a new document. For more information, see “Creating a table of authorities with Perfect Authority” on page 3.

What standards are supported by Perfect Authority?

By default, Perfect Authority offers support for The Bluebook® and California Style Manual standards.

What if my citation standards differ from the default standards?

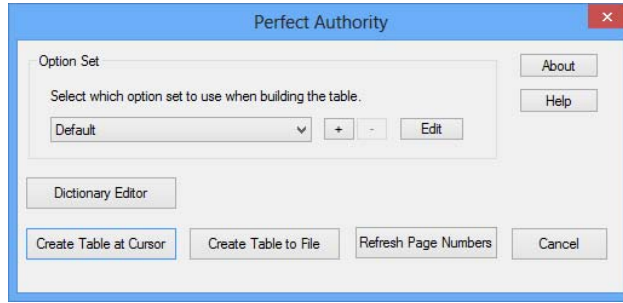
Besides supporting the most common citation standards, Perfect Authority lets you define customized standards for your tables of authorities.

You can create your own “option set” — a group of settings that defines the content, formatting, and sorting method used to create your table of authorities. When you create an option set, it is saved for future re-use; if you need to support a variety of citation standards for different districts or courts, you can easily create a library of option sets. For more information, see “Customizing Perfect Authority settings” on page 5.

In addition, you can edit the dictionary that Perfect Authority uses to identify citations. For more information, see “Editing the Perfect Authority dictionary” on page 11.

Creating a table of authorities with Perfect Authority

You can use Perfect Authority to create a table of authorities in either the current WordPerfect document or a new (separate) WordPerfect document.



From the main Perfect Authority window, you can choose where to insert a table of authorities: into the current document (“Create Table at Cursor”), or into a new document (“Create Table to File”).



You may want to get started with Perfect Authority by testing out a few of your own documents. For step-by-step guidance, see the “Give it a try!” exercises in this user guide.

Inserting a table of authorities into the current document

When you choose to insert a table of authorities into the current document, it is placed at the cursor position in that document.

If you subsequently edit the document and cause its pagination to change (such as by reformatting the text in the document), you can refresh the page numbers in your table of authorities.

For more information, see “To insert a table of authorities into the current document” on page 4.


Inserting a table of authorities into a new (separate) document

When you choose to insert a table of authorities into a separate document, it is sent to a new, unnamed WordPerfect document.

For more information, see “To send a table of authorities to a new document” on page 5.

To insert a table of authorities into the current document

1 Click where you want to insert the table of authorities into your document.

2 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.

The main Perfect Authority window appears.

3 Choose an option set from the list box in the **Option Set** area.

If you want to create a customized option set, see page 7.

4 Click **Create Table at Cursor**.

Perfect Authority searches your document for citations and creates a table of authorities from them (at the cursor location in the current document).

You can also

Refresh the page numbers in the table of authorities

In the main Perfect Authority window, click **Refresh Page Numbers**.




If you add citations to (or remove citations from) your document, you can best update your table of authorities by deleting it and then re-creating it.

Give it a try!

Let's use your sample document to practice inserting a table of authorities.

1 Open your sample document in **WordPerfect**, and then click where you want to insert the table of authorities.


2 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.

The main Perfect Authority window appears.

3 Choose **Default** from the list box in the **Option Set** area, and then click **Create Table at Cursor**.

The sample document is reviewed for citations, and a table of authorities is created (using the default option set) at the cursor position in that document.

4 Make a few formatting changes throughout the document — enough to alter its pagination.


5 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.

The main Perfect Authority window appears.

6 Click **Refresh Page Numbers**.

The table of authorities is updated to reflect the new pagination of the document.

To send a table of authorities to a new document


- 1 With the document open, click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 Choose an option set from the list box in the **Option Set** area.
If you want to create a customized option set, see page 7.
- 3 Click **Create Table to File**.
Perfect Authority searches your document for citations and creates a table of authorities from them (in a new, unnamed document).



If you edit your document, add citations to it, or remove citations from it, you can best update your table of authorities by re-sending it to a new document.

Give it a try!

Now let's use your sample document to practice sending a table of authorities to a new document.

- 1 Open your sample document in WordPerfect.
- 2 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 3 Choose **Default** from the list box in the **Option Set** area, and then click **Create Table to File**.
The sample document is reviewed for citations, and a table of authorities is created (using the default option set) in a new, unnamed WordPerfect document.

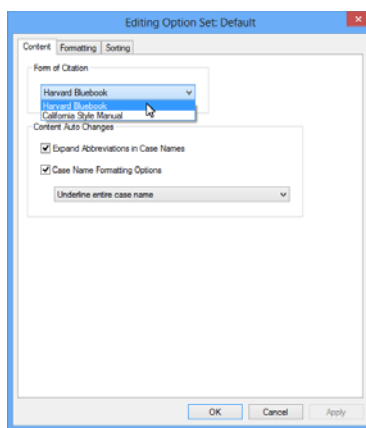
Customizing Perfect Authority settings

In Perfect Authority, an option set defines the settings used to create a table of authorities.

If the default option set for Perfect Authority doesn't quite produce the desired results, you may want to customize an option set. By doing so, you can easily specify nonstandard settings for your table of authorities — and retain those settings for future use. In fact, you can create a library of option sets; for example, you can create one option set for each district and court you need to support.

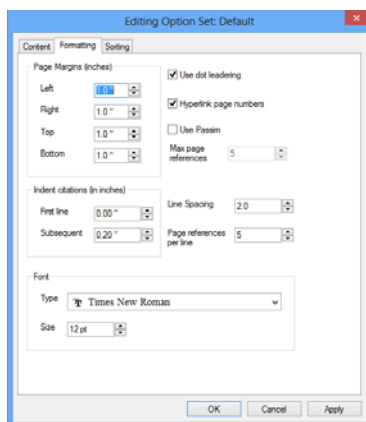
An option set defines three types of settings for a table of authorities: its content, formatting, and sorting method. You can configure these settings by using the Editing Option Set dialog box.

Content-related options define the citation form for a table of authorities and any automatic changes to be applied to its content.



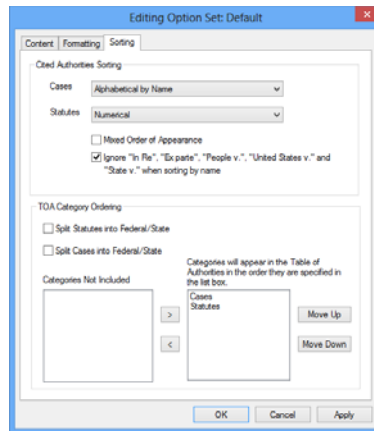
The Content page in the Editing Option Set dialog box

Formatting-related options include the page margins, spacing, and font settings used in a table of authorities.



The Formatting page in the Editing Option Set dialog box


Sorting-related options specify the ordering of the cases and statutes in a table of authorities.



The Sorting page in the Editing Option Set dialog box

You can create, edit, and delete option sets. You can also share your customizations with other users if you are both using the same version of Perfect Authority. For detailed help, see the procedures that follow.

To create an option set


- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 Click the + button in the **Option Set** area.
The **Input** dialog box appears.
- 3 Type the name of the option set, and then click **OK**.
The new option set appears in the list box in the **Option Set** area of the main Perfect Authority window.




Particularly if you plan to create a library of option sets, it's a good idea to give each option set a name that reflects its intended purpose or workflow (rather than a generic name such as "Option Set 1").

Give it a try!

Let's practice creating an option set.

- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 Click the + button in the **Option Set** area.
The **Input** dialog box appears.
- 3 Type **Tutorial**, and then click **OK**.
The **Tutorial** option set appears in the list box in the **Option Set** area of the main Perfect Authority window.


To edit an option set

- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 In the **Option Set** area, choose the option set from the list box, and then click **Edit**.
The **Editing Option Set** dialog box appears.
- 3 On the **Content** page, do any of the following:
 - In the **Form of Citation** area, choose the citation standard.
 - In the **Content Auto Changes** area, specify whether to expand the abbreviations in your case names and whether (and how) to change the formatting of case names.
- 4 On the **Formatting** page, do any of the following:
 - In the **Page Margins (inches)** area, set the page margins (in inches).
 - Using the controls to the right of the **Page Margins (inches)** area, specify whether to use dot leadering, specify whether to format the page numbers as hyperlinks, specify whether to replace page numbers with *passim* and the maximum number of page references per citation before doing so, set the line spacing, and specify the number of page references per line.
 - In the **Indent citations (in inches)** area, set the indentation of citations (in inches).
 - In the **Font** area, specify the font type and size.
- 5 On the **Sorting** page, do any of the following:
 - In the **Cited Authorities Sorting** area, specify the sorting method used for cases (alphabetical by name, alphabetical by reporter, or by order of appearance) and statutes (alphabetical by reporter, numerical, or by order of appearance).


- If you want to list all cases and statutes in the order they appear, enable the **By Order of Appearance (all citation types mixed)** check box.
 - If you want to ignore the leading phrase “In Re”, “Ex parte”, “People v.”, “United States v.”, and “State v.” when sorting cases alphabetically, enable the **Ignore** check box. When this check box is disabled, those leading phrases will remain in alphabetical order.
 - In the **TOA Category Ordering** area, specify whether to split statutes or cases (or both) into Federal and State categories, and specify the sort order of the Federal and State cases and statutes (or exclude any of these categories from the table of authorities).
- 6 Click **Apply** to commit your changes and keep working in the **Editing Option Set** dialog box, or click **OK** to both commit your changes and close the dialog box.

Give it a try!

Now let’s edit the option set that we created in the previous exercise (see page 8).

- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 In the **Option Set** area, choose **Tutorial** from the list box, and then click **Edit**.
The **Editing Option Set** dialog box appears.
- 3 Click the **Formatting** tab, and then do the following:
 - In the **Page Margins (inches)** area, change the values in the boxes to **0.75**.
 - In the **Page references per line** box, change the value to **7**.
 - In the **Font** area, choose a new font type from the **Type** list box, and change the value in the **Size** box to **11**.
- 4 Click the **Sorting** tab, and then do the following:
 - In the **Cited Authorities Sorting** area, choose **Alphabetical by Reporter** from the **Cases** list box and the **Statutes** list box.
 - In the **TOA Category Ordering** area, enable the **Split Statutes into Federal/State** check box and the **Split Cases into Federal/State** check box.
- 5 Click **OK** to commit your changes and close the **Editing Option Set** dialog box.
The **Tutorial** option set now uses the settings you’ve specified. If you want, you can test out this option set by creating a table of authorities for a sample document (as in the “Give it a try!” exercise on page 4 or page 5).

To delete an option set

- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 In the **Option Set** area, choose the option set from the list box, and then click the - button.
The option set disappears from the list box in the **Option Set** area.

To share customizations


Note: Both users must be using the same version of Perfect Authority (1.2, 1.3, or 1.4)

- 1 Ensure that Perfect Authority is installed.
- 2 On the computer that has the customizations that you want to share, ensure that WordPerfect is not running.
- 3 Search for the file **ctoatph3.db**, and note the file's folder location.
- 4 Copy **ctoatph3.db**, paste it to a new folder, and note the folder location.
- 5 On the computer that you want to share the customizations to, ensure that WordPerfect is not running.

Note: Any existing customizations on this computer will be lost.

- 6 Search for the file **ctoatph3.db**, and note the file's folder location.
- 7 On the computer that has the customizations that you want to share, copy the version of **ctoatph3.db** that you created in step 4.
- 8 On the computer that you want to share the customizations to, paste the file into the folder containing **ctoatph3.db** to overwrite it.

To share dictionary additions

- 1 On the computer that has the dictionary additions that you want to share, copy **ctoatph3.db**, and send it to the user who wants to import the dictionary additions.
- 2 On the computer that you want to share the dictionary additions to, paste **ctoatph3.db** to the desktop.
- 3 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 4 Click **Dictionary Editor**.
The **Dictionary Editor** dialog box appears.

5 Click the **Citations** tab, and click **Import**.

6 Navigate to the the desktop, select **ctoatph3.db**, and click **Open**.

Entries that were added to the first user's dictionary are added to the Perfect Authority 1.4 dictionary. For information about importing dictionary additions from a previous dictionary, see “To import citation-type entries from a previous dictionary” on page 14.

Editing the Perfect Authority dictionary

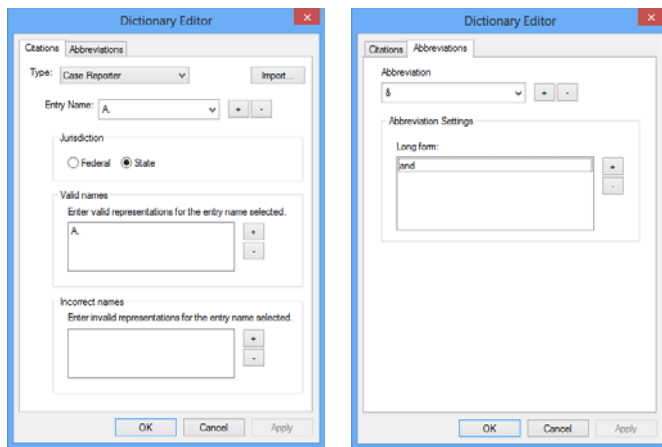
The Perfect Authority dictionary defines the content to search for when creating a table of authorities.

If your citation standards include items that do not conform to the default standards, you can edit the Perfect Authority dictionary by using the **Dictionary Editor** dialog box.

You can edit the dictionary entries for the citation types supported by Perfect Authority:

- **Case Reporter** — used to identify cases
- **History Phrase** — used to identify history phrases
- **Legislative Material Reporter** — used to identify materials produced by the legislative branches of government, such as bills and resolutions
- **Service Reporter** — used to identify cases
- **Statute Constitution Reporter** — used to identify constitutions
- **Statute Reporter** — used to identify statutes

You can also edit the abbreviations recognized by the Perfect Authority dictionary.




The Citations page and the Abbreviations page in the Dictionary Editor dialog box

Note: Additions that you've made to a dictionary in a previous version of Perfect Authority are not automatically added to the Perfect Authority 1.4 dictionary, but you can import them from a backup file that is automatically created when you upgrade. For more information, see "To import citation-type entries from a previous dictionary" on page 14.

For detailed help with editing the Perfect Authority dictionary by customizing its citation-type entries or its abbreviations, see the procedures that follow.

To customize the citation-type entries in the dictionary

- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 Click **Dictionary Editor**.
The **Dictionary Editor** dialog box appears.
- 3 Click the **Citations** tab, and then do any of the following:

To	Do the following
Add an entry to a citation type	Choose the citation type from the Type list box, and then do the following: <ul style="list-style-type: none">• Click the + button next to the Entry Name list box to specify a name for the entry.• Enable a Jurisdiction option: Federal or State.• Click the + button in the Valid names area to specify each valid representation for the entry.• Click the + button in the Incorrect names area to specify each invalid representation for the entry.
Edit a citation-type entry	Choose the citation type from the Type list box, choose the entry from the Entry Name list box, and then do any of the following: <ul style="list-style-type: none">• Add a valid name by clicking the + button in the Valid names area.• Delete a valid name by selecting it and then clicking the - button in the Valid names area.• Add an invalid name by clicking the + button in the Incorrect names area.• Delete an invalid name by selecting it and then clicking the - button in the Incorrect names area.
Delete a citation-type entry	Choose the citation type from the Type list box, choose the entry from the Entry name list box, and then click the - button next to the Entry name list box.

- 4 Click **Apply** to commit your changes and keep working in the **Dictionary Editor** dialog box, or click **OK** to both commit your changes and close the dialog box.



The Perfect Authority dictionary displays customized citation-type entries in **bold formatting**, to help you distinguish them from the default entries.

Give it a try!

If you followed the “Give it a try!” exercise on page 4 or page 5 to create a table of authorities for a sample document, take a moment to compare this table of authorities against the one in your original document. Are any citation-type entries missing from your new table of authorities?


Consider the following citation:

See *In re Walat*, 87 Bankr. 408, 412-13 (Bankr. E.D. Va.), *aff'd*, 89 Bankr. 11 (E.D. Va. 1988)


This citation contains the nonstandard Service Reporter “Bankr.” — but you can easily add missing citation-type entries such as this to the Perfect Authority dictionary.




If you want to try out this exercise on a sample document that contains no nonstandard citation-type entries, simply insert the above citation example into your document, and then add the Service Reporter “Bankr.” as a citation-type entry using the exercise that follows.

- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 Click **Dictionary Editor**.
The **Dictionary Editor** dialog box appears.
- 3 Click the **Citations** tab, and add the missing citation-type entries. (For the above citation example, you would add “Bankr.” as a Service Reporter entry, making sure to include the period in “Bankr.” in the entry name.)
Your new entries appear in the **Entry Name** list box (in **bold formatting**).
- 4 Click **OK** to commit your changes and close the **Dictionary Editor** dialog box.
- 5 Re-create the table of authorities for your sample document, and confirm that the new citation-type entries now appear in it.
If your new citation-type entries don’t quite display correctly, simply edit them using the Dictionary Editor, and then re-create your table of authorities to confirm the changes.

To import citation-type entries from a previous dictionary

- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 Click **Dictionary Editor**.
The **Dictionary Editor** dialog box appears.
- 3 Click the **Citations** tab, and click **Import**.
- 4 Navigate to the folder `C:\ProgramData\Corel\PerfectAuthority\1.0`, select `ctoatph3.db.bak`, and click **Open**.
Entries that you added to the previous dictionary are added to the Perfect Authority 1.4 dictionary. For information about importing another user's dictionary additions, see "To share dictionary additions" on page 10.

To customize the abbreviations in the dictionary

- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 Click **Dictionary Editor**.
The **Dictionary Editor** dialog box appears.
- 3 Click the **Abbreviations** tab, and then do any of the following.

To	Do the following
Add an abbreviation	Click the + button next to the Abbreviation list box.
Add a long form for an abbreviation	Choose the abbreviation from the Abbreviation list box, and then click the + button in the Abbreviation Settings area.
Delete a long form for an abbreviation	Choose the abbreviation from the Abbreviation list box. In the Abbreviation Settings area, select the long form in the Long form list, and then click the - button.
Delete an abbreviation	Choose the abbreviation from the Abbreviation list box, and then click the - button next to the Abbreviation list box.

- 4 Click **Apply** to commit your changes and keep working in the **Dictionary Editor** dialog box, or click **OK** to both commit your changes and close the dialog box.




The Perfect Authority dictionary displays customized abbreviations in **bold formatting**, to help you distinguish them from the default entries.

Give it a try!

If you followed the “Give it a try!” exercise on page 4 or page 5 to create a table of authorities for a sample document, take a moment to compare this table of authorities against the one in your original document. Are any abbreviations missing from your new table of authorities?

For example, the abbreviation “Dept.” (short form for “Department”) is not included by default in the Perfect Authority dictionary. If you need to support nonstandard abbreviations such as this, you can easily add them to the Perfect Authority dictionary.

- 1 Click the **Perfect Authority** button  on the **WordPerfect** toolbar.
The main Perfect Authority window appears.
- 2 Click **Dictionary Editor**.
The **Dictionary Editor** dialog box appears.
- 3 Click the **Abbreviations** tab, and add the missing abbreviations and their long forms. (For the example described above, you would add the abbreviation “Dept.” and its long form “Department”.)
Your new abbreviations appear in the **Abbreviation** list (in **bold formatting**).
- 4 Click **OK** to commit your changes and close the **Dictionary Editor** dialog box.
- 5 Re-create the table of authorities for your sample document, and confirm that the new abbreviations now appear in it.
If your new abbreviations don’t quite display correctly, simply edit them using the Dictionary Editor, and then re-create your table of authorities to confirm the changes.

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