



# Perfect Authority

The Perfect way to cite your sources—automatically!

Reviewer's Guide



## Introducing Corel® Perfect Authority

### **What is a table of authorities?**

It's essentially a table of contents in a legal brief that lists cases, statutes, and secondary sources cited in the brief. Generating a table of authorities is one of the most time-consuming parts of drafting a brief.

WordPerfect® Office has long been the tool of choice for law firms and government legal entities for a reason: When the legal community asks for specific tools, Corel delivers. Longtime users asking for a faster way to generate tables of authorities (TOA) was the spark for Corel's latest legal tool, Corel® Perfect Authority. This new application works in tandem with WordPerfect® X5 to reduce the time it takes to create a table of authorities from hours to seconds.

WordPerfect has tools for manually creating tables of authorities, which is one of the many reasons the application is a favorite with the legal community. While the TOA tools in WordPerfect are a great time-saver in their own right, creating a table of authorities can still take a few hours — marking each citation is a five-step process and generating a table of authorities takes ten. But when WordPerfect X5 is teamed with Corel Perfect Authority, a complete, formatted table of authorities based on Blue Book and California Style Manual standards can be created in a few clicks.


Because the development of Corel Perfect Authority was driven by user requests and then refined based on their feedback, it's designed to fit right into existing legal workflows. The best way to see how much time Corel Perfect Authority can save is to give it a try.



*Corel Perfect Authority reduces the time it takes to create a TOA from hours to seconds.*

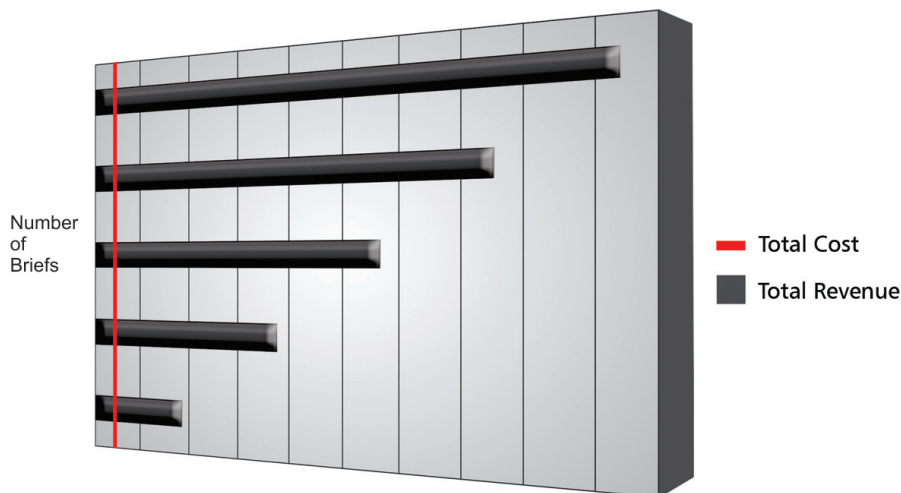
## Create a table of authorities in two clicks

In just a few seconds, you can generate the TOA as a separate file or within the brief at the cursor position.

- 1 In WordPerfect X5, open **Brief.wpd** file in the Sample folder on the Press Materials CD.
- 2 Click the **Corel Perfect Authority** icon  on the toolbar.
- 3 Click one of the following:
  - **Create Table to File** — to create a table of authorities to a separate file
  - **Create Table at Cursor** — to insert a table of authorities in the brief at the cursor position

The only thing more impressive than the speed of Corel Perfect Authority is the time and cost savings you'll realize the moment you incorporate it into your workflow. Nothing demonstrates this like the case of a sole practitioner. These attorneys have to wear two hats, lawyer and entrepreneur. While they're providing legal services to clients, they also have to be driving new business. Time spent creating TOAs is time they could be using to grow revenues.

For sole practitioners who charge out at \$50 an hour and create as few as 3 TOAs a week, Corel Perfect Authority would pay for itself in under a week. If their billing rate is higher, the payback is even faster. It makes no sense to invest time and effort in citations and formatting when Corel Perfect Authority can do it in seconds.



*Sole practitioners will see immediate ROI.*

### **How TOAs used to be created in WordPerfect®**

#### **Marking citations**

1. Select the text you want to mark as an authority.
2. Click **Tools** ▶ **Reference** ▶ **Table of Authorities**.
3. In the *Create authority* area, choose an authority type from the *Type* list box.
4. Type an abbreviation for the entry in the *Short form* box.
5. Click **Create**.


#### **Generating the TOA**

1. Type a table of authorities title.
2. Press **Enter**.
3. Type a section title.
4. Press **Enter** twice.
5. Click **Tools** ▶ **Reference** ▶ **Table of Authorities**.
6. Click **Define**.
7. In the *Define table of authorities* dialog box, choose a section definition from the *Section name* list.
8. Click **Insert**.
9. Click **Generate**.
10. Enable the *Build hyperlinks* check box to insert hyperlinks to the references in the table of authorities.

## Customize settings to comply with different citation reporting requirements

You can regenerate a TOA as you update a brief, making it easy to double-check that document's citations. In the review process, you might notice that the dictionary — a database of words, phrases, and terms that Corel Perfect Authority uses to find citations — needs tweaking to meet a district's particular requirements. For example, if your district uses a history phrase to document a prior case history that is not included in The Bluebook or California Style Manual, you can add it to your Perfect Authority dictionary. Then the next time you generate a TOA, Corel Perfect Authority will find and include the history when citing the case. The Dictionary Editor lets you easily make changes to the dictionary to reflect your district's guidelines, such as adding a reporter, abbreviation, history phrase short form citation, and Corel Perfect Authority remembers the changes for future briefs.


If you search the Sample\_Brief.WPD file for *Walat*, you'll see that it looks like it's part of a valid citation. But if you search the TOA you created for *Walat*, you won't find it. That's because the service reporter listed in that citation (*Bankr.*) isn't in the dictionary, but you can quickly add it.

- 1 In WordPerfect X5, click the **Corel Perfect Authority** icon  on the toolbar.
- 2 In Corel Perfect Authority, click the **Dictionary Editor** button.
- 3 Select **Service Reporter** from the **Type** list box.
- 4 Click the **Plus** button next to the Entry Name list box, and type **Bankr.** in the **Input** box, and click **OK**.

*Bankr.* has been added as a valid service reporter. All dictionary additions display in bold making it easy to see what has been added to the default settings. If you rerun Corel Perfect Authority in Sample\_Brief.WPD, all citations listing *Bankr.* as the service reporter are detected.

## Create TOA option sets

Legal professionals told us about how they work and the variety of citation syntax and formatting styles they have to adhere to when creating a TOA. To simplify having to comply with any number of styles, you can create custom TOA styles, or Option Sets, for each court district you work with.

- 1 In WordPerfect X5, click the **Corel Perfect Authority** icon  on the toolbar.
- 2 Click the **Plus** button in the Option Set area.
- 3 Type a name for a new option set type in the Input box, and click **OK**. If you click on the list box, the option set you created is listed.



Now you can define its formatting and sorting settings. For example, you can change the default font and how many of page numbers display in the TOA.

- 1 With the option set you created selected in the list box in the Option Set area, click the **Edit** button.
- 2 In Edit Option Set dialog box, click the **Formatting** tab.
- 3 Increase the value in the **Page References per Line** box to **7**.
- 4 In the Font area, choose **Times New Roman** from the **Font** list box and **8 pt** from the **Size** list box, and click **Apply**.

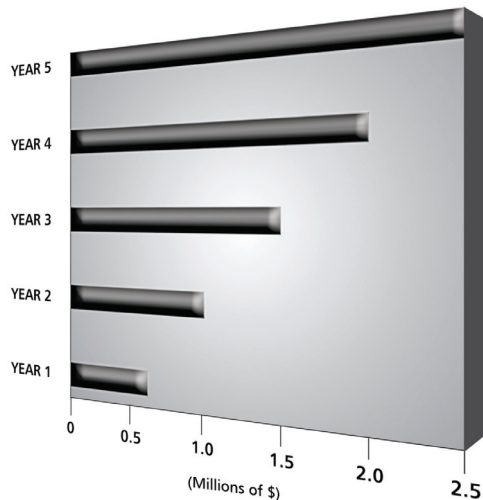
Many legal districts require that citations in a TOA are listed in a particular order, so Corel Perfect Authority makes it easy to modify how citations are sorted.

- 1 In the Edit Option Set dialog box, click the **Sorting** tab.
- 2 Choose **Alphabetical by Reporter** from the **Cases** list box, and click **OK**.

If you rerun Corel Perfect Authority, you'll notice the page number, default font, and citation-sorting settings reflected in the regenerated TOA.

You've seen how fast the return on investment is for a sole practitioner, and the payback that the purchase of TOA automation software offers large organizations is equally impressive. Even when legal assistants spend an hour or two on briefs to manage TOAs, there's always the worry about missing citations and the extra time other counsels have to put in to address them. Corel Perfect Authority reduces these age-old concerns to non-issues. A large organization can see millions of dollars in new revenue and savings when the time it spends creating, verifying, editing, and regenerating TOAs is used to bring in new clients, provide better service to existing ones, or just get more work done.

And for years to come, that investment in Corel Perfect Authority will continue to pay back large firms as they are able to handle more work and more new clients.



*An investment in Corel Perfect Authority will continue to pay back for years.*

## About Corel

Corel is one of the world's top software companies, with more than 100 million active users in over 75 countries. We develop software that helps people express their ideas and share their stories in more exciting, creative, and persuasive ways. Through the years, we've built a reputation for delivering innovative, trusted products that are easy to learn and use, helping people achieve new levels of productivity. The industry has responded with hundreds of awards for software innovation, design, and value.

Our award-winning product portfolio includes some of the world's most widely recognized and popular software brands, including CorelDRAW® Graphics Suite, Corel® Painter™, Corel DESIGNER® Technical Suite, Corel® PaintShop Photo® Pro, Corel® VideoStudio®, Corel® WinDVD®, Corel® WordPerfect® Office, WinZip®, and Corel® Digital Studio™ 2010. Our global headquarters are in Ottawa, Canada, and major offices are in the United States, the United Kingdom, Germany, China, Taiwan, and Japan.

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Corel® Perfect Authority Reviewer's Guide

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The Perfect way to cite your sources—automatically!

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