

# Healthy Document Creation

An Orientation for Attorneys

# “Bread and Butter of Law Firm”

- Law firms produce documents
- Represent the image of attorney and firm
- Must be converted between different applications / formats
- Need to use and reuse
- Must be filed with court
- Necessary for client collaboration

# I Can Do My Own Documents!

- Not enough to “click and type” in the documents – styles must be used
- Sophistication of legal technology requires specific and specialized skills
- Risk management, increased cost, loss of time, professional and firm embarrassment at stake

# What Can Go Wrong?

- What happened right before deadline?
  - Real life scenarios
- Were the documents created in-house or outside?
  - Why does this matter?
- Potential other risk management concerns

# Show Me!

- The document history (yes, these are actual firm documents)
- Specific problem documents (“Ouch Moments”)
  - Copy / paste internet text!
  - Broken outline numbering / styles not applied properly
  - Document freezes upon opening
  - Internal Word versions
  - Editing the DeltaView result file

# Maintain Document Health

- Do you like to compose your own documents at the PC?
  - Let the document professionals properly format the document after typing is complete
- Do not apply manual numbering where automatic paragraph numbering is already used – always use Styles
- Request training to learn how to do more
- Review Do's and Don'ts of Healthy Document Creation (save money, time and frustration)