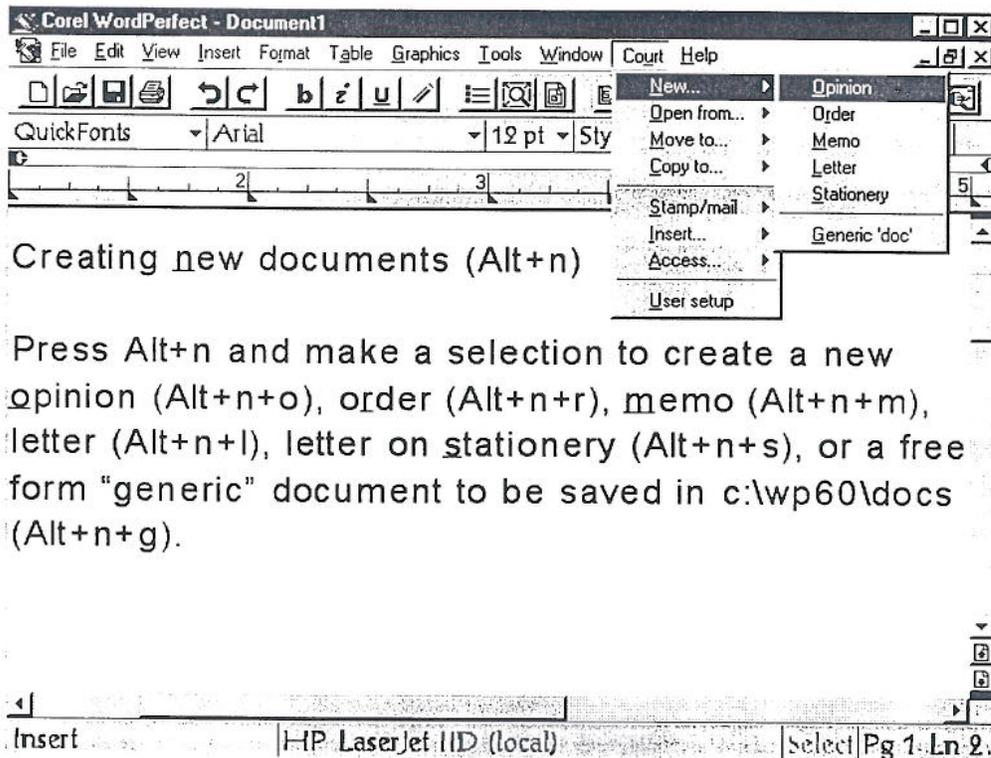


**A BRIEF GUIDE
TO THE
COURT OF
APPEALS
DOCUMENT
CREATION AND
MANAGEMENT
SYSTEM USING
WORDPERFECT
FOR WINDOWS**

CREATING COURT DOCUMENTS (ALT+N)



Corel WordPerfect - Document1

File Edit View Insert Format Table Graphics Tools Window Court Help

QuickFonts Arial 12 pt Sty

2 3

Creating new documents (Alt+n)

Press Alt+n and make a selection to create a new opinion (Alt+n+o), orders (Alt+n+r), memo (Alt+n+m), letter (Alt+n+l), letter on stationery (Alt+n+s), or a free form "generic" document to be saved in c:\wp60\docs (Alt+n+g).

File menu options:
New...
Open from...
Move to...
Copy to...
Stamp/mail
Insert...
Access...
User setup

Document template options:
Opinion
Order
Memo
Letter
Stationery
Generic 'doc'

Status bar: Insert HP LaserJet IID (local) Select Pg 1 Ln 2

The Opinion Form (Alt+N+O)

There is only one opinion form in WordPerfect for Windows. From this one form you may access all of the features necessary to begin a properly formatted opinion, whether it be an initial draft, concurrence or dissent. Simply fill in the complete style of the case as it should appear in the opinion, the month for which the case was docketed for hearing, the intended disposition, the "short number" of the case, and then check any options you may need.

The "concurrence/dissent" option results in a "stamp-free" copy. You will need to indicate whether the opinion is a dissent or concurrence manually after the draft is generated. To convert an opinion to a concurrence/dissent, use the "stamp-free copy" option on the "Stamp/mail" menu from the Court pull-down (Alt+Z+S).

The "Rule 36" option is a convenience feature which allows you to create a fully rationalized Rule 36 opinion with judgment line in a snap. This feature can also be accessed from the "insert" menu (Alt+I+R).

The "expedited appeal stamp" allows you to alert the reader that this case is required by law or Court rule to be expedited. You can easily add such information after the fact by accessing the "Expedite stamp (opinion)" option from the "Stamp/mail" menu (Alt+Z+E). However, keep in mind that you will need to re-enter the other disposition information as well. Note that this information will also be requested if you find it necessary to convert a "publication copy", dissent, or concurrence to a "draft" or "circulating" copy.

Consolidated cases that can't be summarized using the "vice versa" or "two cases" options may be entered by filling in this dialog. Check the "add more case names" option as needed. (Alt+I+N)

The screenshot shows the 'Court of Appeals Opinion Form' dialog box. It has a title bar with a close button. The main area contains a text field for 'Case number(s) & style:' with the example text 'Ex: A99A9998, A99A9999. Appellant v. Appellee; and vice versa.' Below this are three input fields: 'Month:' with a dropdown menu set to 'NOVEMBER', 'Disposition:' which is empty, and 'Short #:' with the text '??-000C'. To the right of these fields is an 'Options' section with three checkboxes: 'Format as concurrence/dissent', 'Add "Rule 36" language', and 'Add expedited appeal stamp'. At the bottom right, there is a fourth checkbox 'Add consolidated case names'. At the bottom of the dialog are 'Go!' and 'Cancel' buttons.

The screenshot shows the 'Choose all appropriate rationales under Rule 36' dialog box. It has a title bar with a close button. The main area contains four checkboxes: 'Evidence supports the judgment', 'No reversible error / opinion would have no precedential value', 'Judgment adequately explains the trial court's decision', and 'Controlling law adverse for reasons stated in appellee's brief'. Below these checkboxes is a text box containing the note: 'Note-You must choose at least two of the options above or cancel before continuing'. At the bottom right are 'OK' and 'Cancel' buttons.

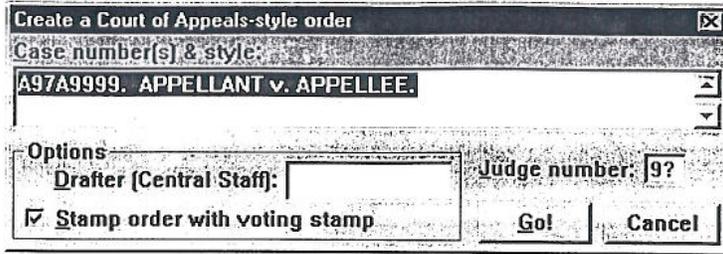
The screenshot shows the 'Edit disposition information as needed (if expediting, give reason)' dialog box. It has a title bar with a close button. The main area contains four input fields: 'Docketing month:' with a dropdown menu set to 'JANUARY', 'Docketing year:' with the text '98', 'Disposition:' which is empty, and 'Expedite (reason):' with a dropdown menu set to 'n/a'. At the bottom right are 'OK' and 'Cancel' buttons.

The screenshot shows the 'Add a consolidated case name to draft opinion' dialog box. It has a title bar with a close button. The main area contains a text field for 'Case number(s) & style:' with the example text 'A98A9998, A98A9999. Appellant v. Appellee; and vice versa.' Below this is an input field for 'Judge's short number:' with the text '??-0??'. To the right of this field is an 'Option' section with a checkbox 'Add more case names to draft'. At the bottom right are 'OK' and 'Cancel' buttons.

The order dialog (Alt+n+r) is straightforward. Normally all you need to do to generate an order is enter the style of the case and press Alt+G (Go!) The "drafter" option is generally reserved for orders drafted by Central Staff. Information placed in this field will appear as part of the voting stamp. The "judge number" option should always default to the number entered as part of your "User setup" (Alt+U+U), and should not need to be changed. It is also assumed that you will want a voting stamp with the order. To avoid a voting stamp, simply uncheck the voting stamp option (Alt+S). If you need to remove the stamp later, press "Ctrl+V". To add the stamp back, again, simply press "Ctrl+V". Ctrl+V is a "toggle switch" for the voting stamp. Keep in mind that removing the voting stamp will also cause temporary text (which should NOT be used in orders) to be removed.

Unlike the opinion creation process, there is no option for adding additional case names in an order. This is because the judge's "short number" is not used in orders and therefore the formatting is much less complicated. If your order requires multiple case names, simply enter the first case name in the dialog and add the others to the order once it is generated. Because of the way orders are formatted, it is recommended that you add case names only by positioning the insertion point at the end of the first case name and pressing Enter. Otherwise you may end up with an order where the first case name is bolded and subsequent case names are not.

A final note: There will be occasions where you will wish to "squeeze" a two-page order onto a single page. The recommended method for doing this is by positioning the insertion point on the first line of the text of the order (not the case name!), press Alt+L, and change the line spacing to 1.0. If the order contains more than one paragraph, separate them with an extra hard return. DO NOT use the "Make-It-Fit" feature on any Court document intended to be mailed to the parties (opinions and orders).



Add a second case name here...

...not here.

**Court of Appeals
of the State of Georgia**

ATLANTA,

The Court of Appeals hereby passes the following order:

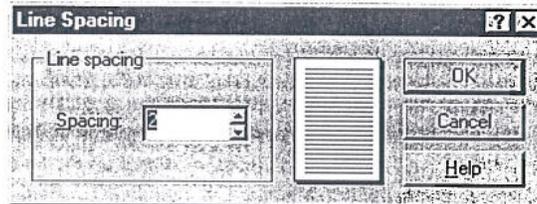
A998888. SMITH v. THE STATE.

| APPELLANT | APPELLEE |
|-----------|----------|
| | |

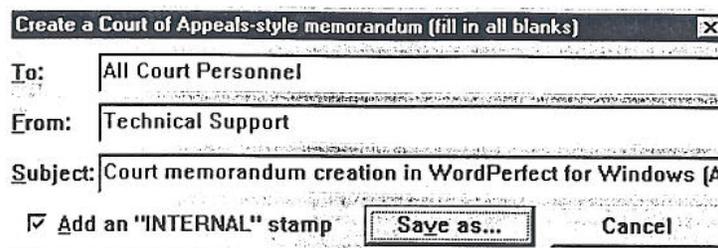
Gregory C. Khatt pled guilty to burglary and received first offender treatment. Khatt was given ten years' probation with credit for time served by order entered July 3, 1996. In October, 1991, the state petitioned the court to adjudicate Khatt guilty and impose sentence for violation of the terms of his first offender sentence. Specifically, Khatt was accused of committing the new offenses of driving under the influence, running a stop sign, and driving with a suspended license, as well as failing to report to his probation officer and failing to pay restitution as directed.

After a hearing in which Khatt admitted the violations, the court adjudged him guilty of the burglary charge for which he originally received first offender treatment and sentenced him to five years to serve by order entered January 31, 1991. We note that although the hearing transcript reveals that the trial court actually intended to impose a ten year sentence to serve five with credit for time served, the remainder on probation, the sentencing order does not reflect that intent.

←-----Press Ctrl+V to add or remove the voting stamp.



The memo creation dialog (Alt+n+m)



Create a Court of Appeals-style memorandum (fill in all blanks)

To: All Court Personnel

From: Technical Support

Subject: Court memorandum creation in WordPerfect for Windows [A]

Add an "INTERNAL" stamp

Save as... Cancel



Court of Appeals

Memorandum

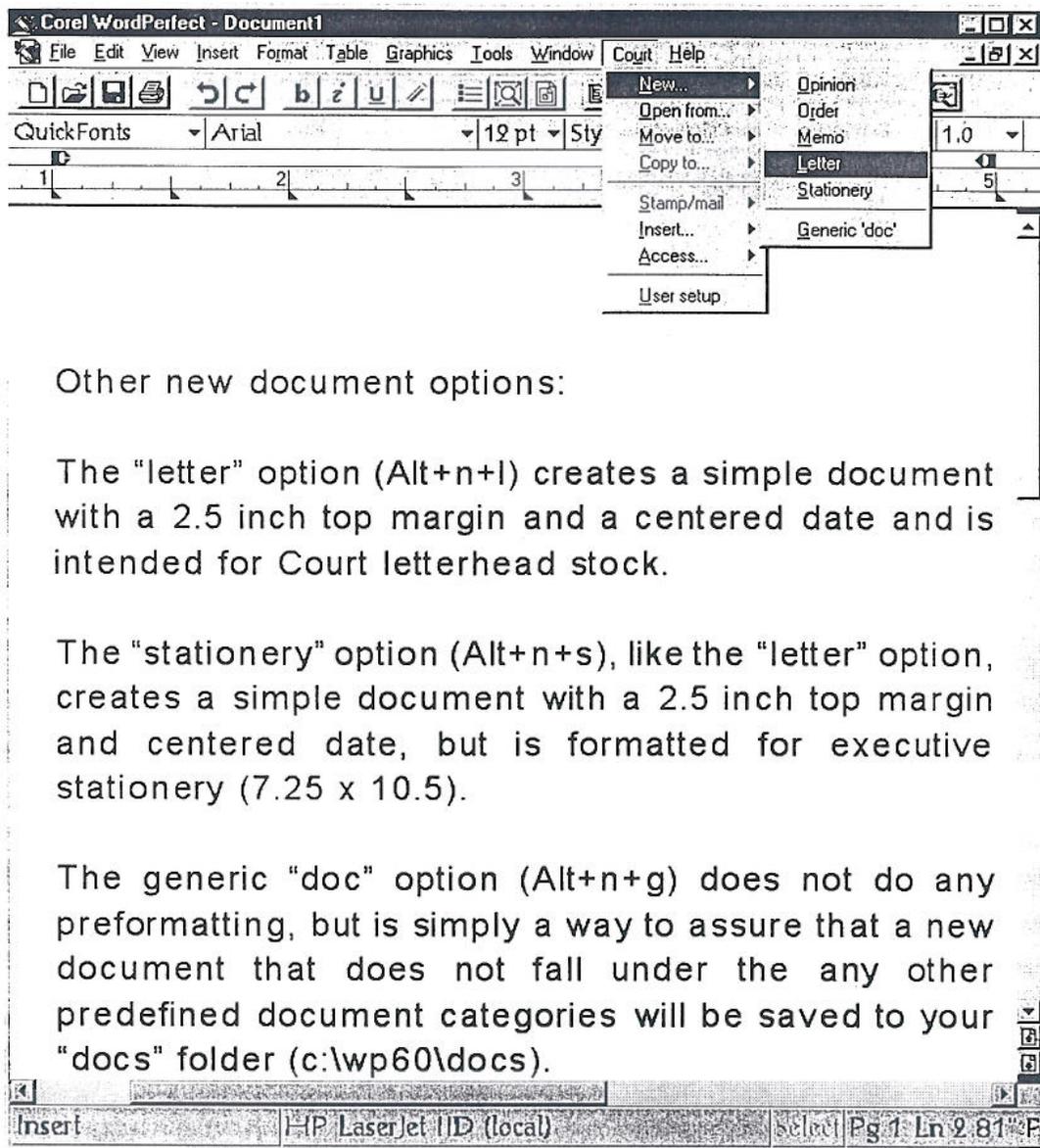
To: All Court Personnel

From: Technical Support

Subject: Court memorandum creation in WordPerfect for Windows (Alt+n+m)

Date: November 12, 1998

Creating a memorandum in WPWin is a simple matter of filling out the form shown above (accessed by pressing Alt+n+m) and giving your memo a name. If the subject of your memo begins with a case name, the case name will be offered as a proposed filename for your memorandum. The "INTERNAL" stamp is available as a means of marking those memorandums that should not be allowed to circulate to other offices. Press "Ctrl+-" (minus sign) to "toggle" (add or remove) the INTERNAL stamp. If you don't wish to give your memo a name or save it, just press Cancel when prompted for a filename.



Other new document options:

The "letter" option (Alt+n+l) creates a simple document with a 2.5 inch top margin and a centered date and is intended for Court letterhead stock.

The "stationery" option (Alt+n+s), like the "letter" option, creates a simple document with a 2.5 inch top margin and centered date, but is formatted for executive stationery (7.25 x 10.5).

The generic "doc" option (Alt+n+g) does not do any preformatting, but is simply a way to assure that a new document that does not fall under the any other predefined document categories will be saved to your "docs" folder (c:\wp60\docs).

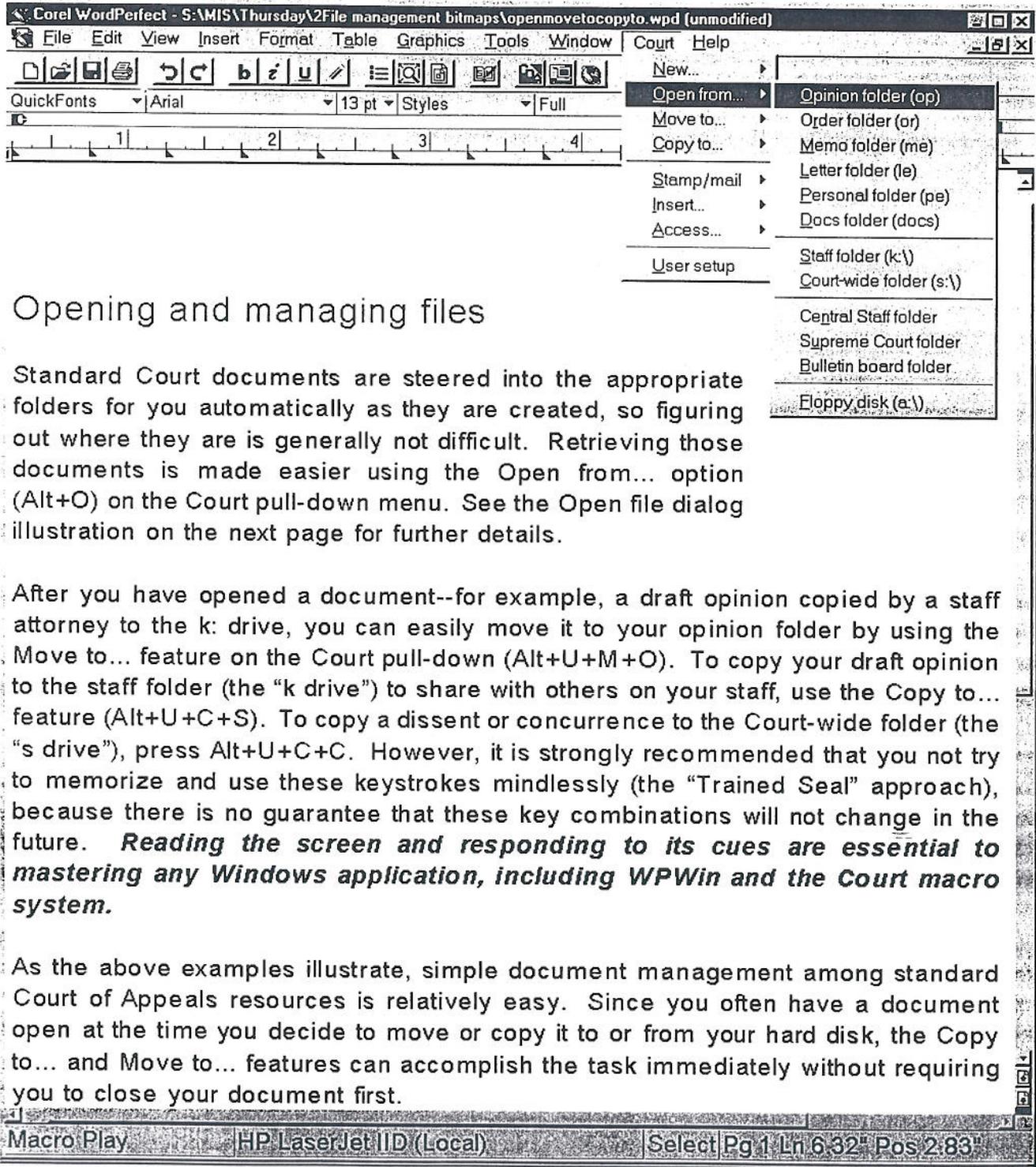
MANAGING COURT DOCUMENTS

(F5)

(ALT+O)

(ALT+U+M)

(ALT+U+C)



Opening and managing files

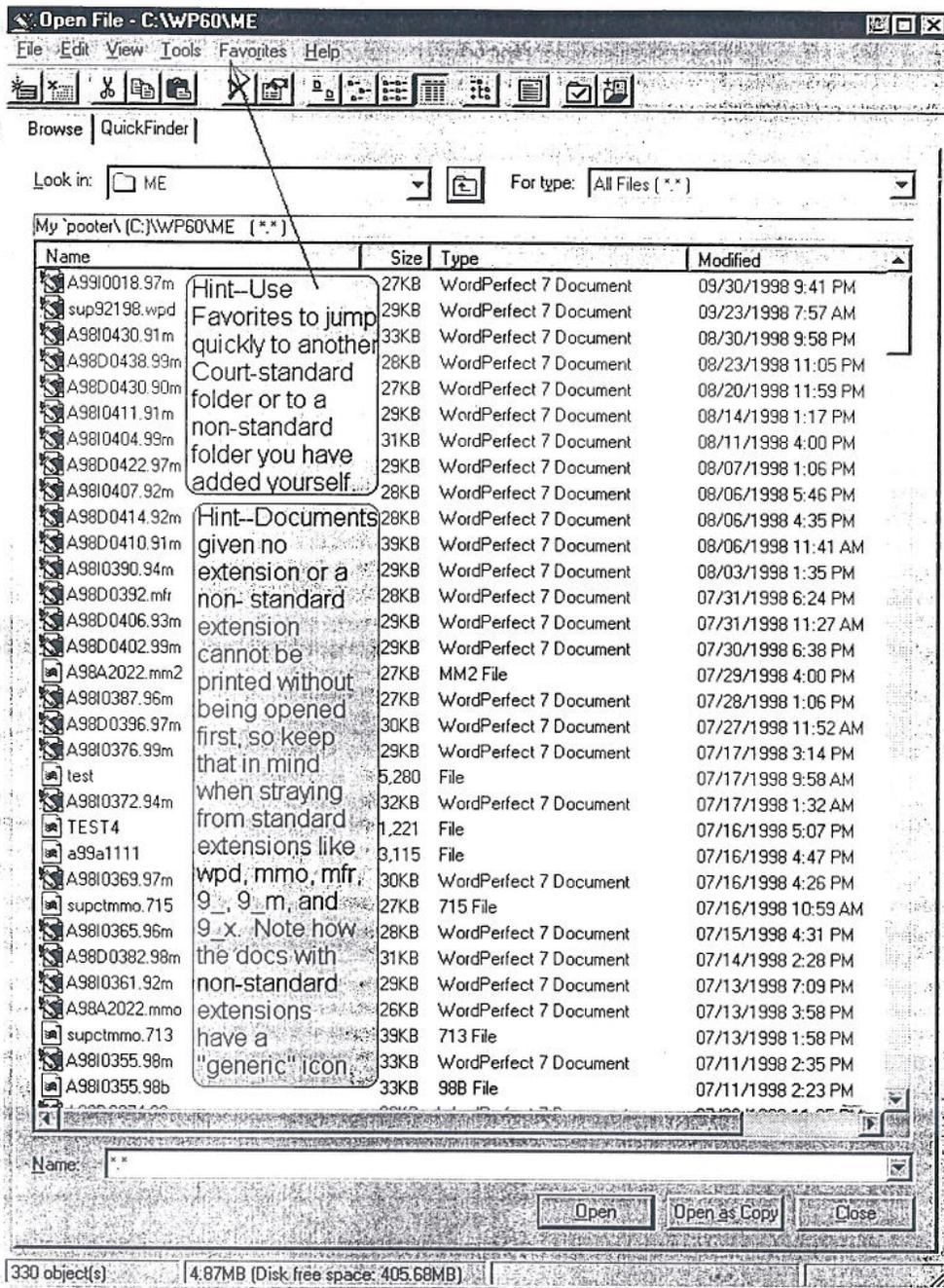
Standard Court documents are steered into the appropriate folders for you automatically as they are created, so figuring out where they are is generally not difficult. Retrieving those documents is made easier using the Open from... option (Alt+O) on the Court pull-down menu. See the Open file dialog illustration on the next page for further details.

After you have opened a document--for example, a draft opinion copied by a staff attorney to the k: drive, you can easily move it to your opinion folder by using the Move to... feature on the Court pull-down (Alt+U+M+O). To copy your draft opinion to the staff folder (the "k drive") to share with others on your staff, use the Copy to... feature (Alt+U+C+S). To copy a dissent or concurrence to the Court-wide folder (the "s drive"), press Alt+U+C+C. However, it is strongly recommended that you not try to memorize and use these keystrokes mindlessly (the "Trained Seal" approach), because there is no guarantee that these key combinations will not change in the future. **Reading the screen and responding to its cues are essential to mastering any Windows application, including WPWin and the Court macro system.**

As the above examples illustrate, simple document management among standard Court of Appeals resources is relatively easy. Since you often have a document open at the time you decide to move or copy it to or from your hard disk, the Copy to... and Move to... features can accomplish the task immediately without requiring you to close your document first.

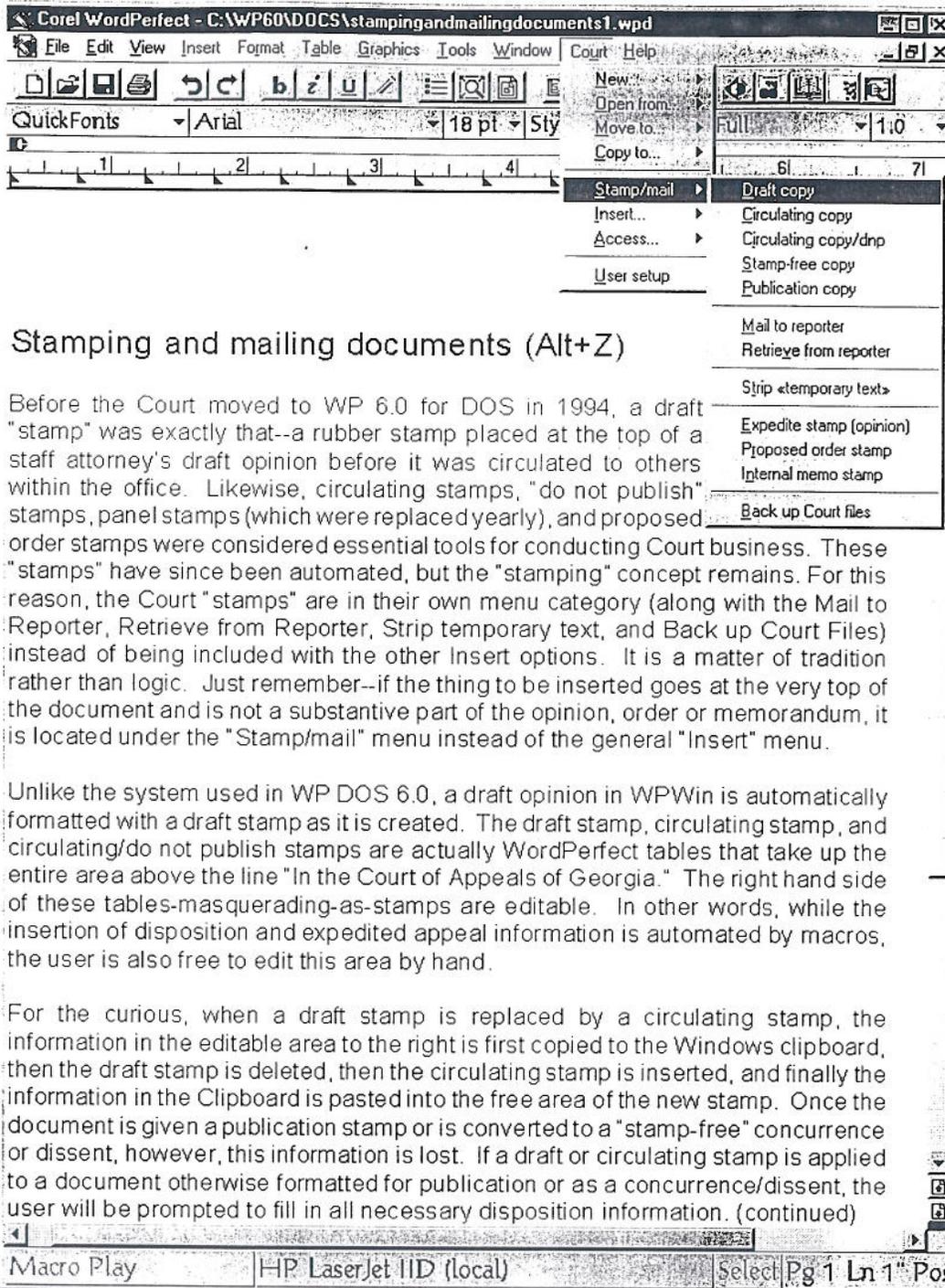
The Open File dialog box is accessible by pressing F5 or by pressing Alt+O and selecting the folder you wish to view. The dialog shown here is opened to the memorandum folder (c:\wp60\me) and is sorted by date. Once in the dialog, you may change the sort options by using the "Arrange Icons by" option on the View pull-down menu (Alt+V+I) or by clicking on the column labels (Name, Size, Type, Modified). Other view options allow you to preview documents, to list documents with details (as shown here), etc.

As with all dialog boxes, press Alt+ any underlined letter to change the current focus to that part of the dialog. To access other parts of the dialog, you may find it necessary to use the Tab and Shift+Tab keys to focus on certain items. For example, press Alt+n, then Shift+Tab to move the focus to the file list. To highlight a particular file, navigate to it using the arrow keys and then press the space bar. To



open that file, press Alt+O. To highlight other files without deselecting the one already highlighted, hold down the Ctrl key while navigating and press the spacebar for which file you wish to select. You may have up to nine documents open at any one time. To copy or move the selected files, use the Move to Folder and Copy to Folder options on the File menu. The Send To option is a convenient way to copy files from their current location to other standard Court folders. Printing is also possible from within the dialog, but only if the document is saved with a standard WPWin extension. The docs with "plain" icons (like "test" above) must be opened to be printed.

“STAMPING”
AND
“MAILING”
COURT
DOCUMENTS
(ALT+Z)

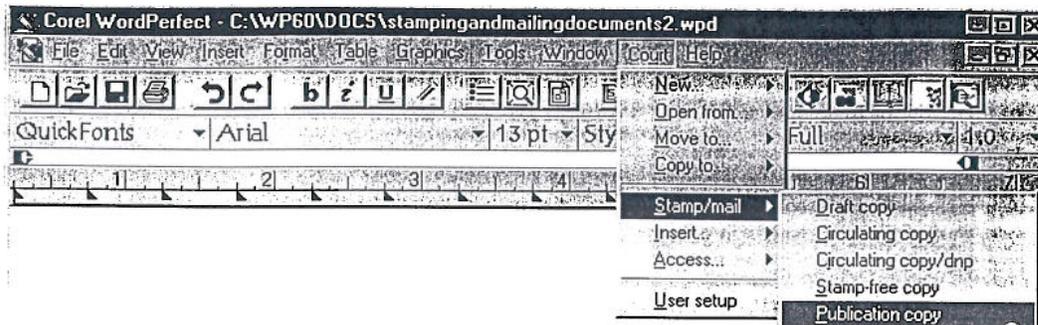


Stamping and mailing documents (Alt+Z)

Before the Court moved to WP 6.0 for DOS in 1994, a draft "stamp" was exactly that--a rubber stamp placed at the top of a staff attorney's draft opinion before it was circulated to others within the office. Likewise, circulating stamps, "do not publish" stamps, panel stamps (which were replaced yearly), and proposed order stamps were considered essential tools for conducting Court business. These "stamps" have since been automated, but the "stamping" concept remains. For this reason, the Court "stamps" are in their own menu category (along with the Mail to Reporter, Retrieve from Reporter, Strip temporary text, and Back up Court Files) instead of being included with the other Insert options. It is a matter of tradition rather than logic. Just remember--if the thing to be inserted goes at the very top of the document and is not a substantive part of the opinion, order or memorandum, it is located under the "Stamp/mail" menu instead of the general "Insert" menu.

Unlike the system used in WP DOS 6.0, a draft opinion in WPWin is automatically formatted with a draft stamp as it is created. The draft stamp, circulating stamp, and circulating/do not publish stamps are actually WordPerfect tables that take up the entire area above the line "In the Court of Appeals of Georgia." The right hand side of these tables--masquerading-as-stamps are editable. In other words, while the insertion of disposition and expedited appeal information is automated by macros, the user is also free to edit this area by hand.

For the curious, when a draft stamp is replaced by a circulating stamp, the information in the editable area to the right is first copied to the Windows clipboard, then the draft stamp is deleted, then the circulating stamp is inserted, and finally the information in the Clipboard is pasted into the free area of the new stamp. Once the document is given a publication stamp or is converted to a "stamp-free" concurrence or dissent, however, this information is lost. If a draft or circulating stamp is applied to a document otherwise formatted for publication or as a concurrence/dissent, the user will be prompted to fill in all necessary disposition information. (continued)



Stamping and mailing documents (Alt+Z)

Once the draft opinion has circulated within the office, then circulated and approved by the panel (or by a majority of the Court), it is ready to be prepared for publication. Preparing a publication copy (slip opinion) is different in kind from preparing a draft or circulating copy because there is no disposition information placed at the top of the final document and the record cites included for the convenience

of the Court (the «temporary text») must be removed.

Because preparation of a publication copy discards all information not intended for inclusion in the slip

opinion, the process should not be undertaken prematurely. If for some reason you start the publication copy process by accident, do not panic. Simply press Esc to cancel the process midstream or otherwise "throw away" the finished publication copy without saving it. So long as you do not save the resulting publication copy, your opinion, complete with temporary text and disposition information, will still be 100% intact on your hard disk. This is because your document is automatically saved before the process for stripping temporary text begins.

The final stage of the publication copy process is the dialog box shown above. As you can see, this dialog is designed to enable you to prepare *all* opinions for publication, including concurrences and dissents. Simply adjust the information in the form as needed and press Alt+G to complete the process. (continued)

Publication settings (edit as necessary)

SECOND DIVISION

JOHNSON, P. J., SMITH, J.,

SENIOR APPELLATE JUDGE HAROLD R. BANKE

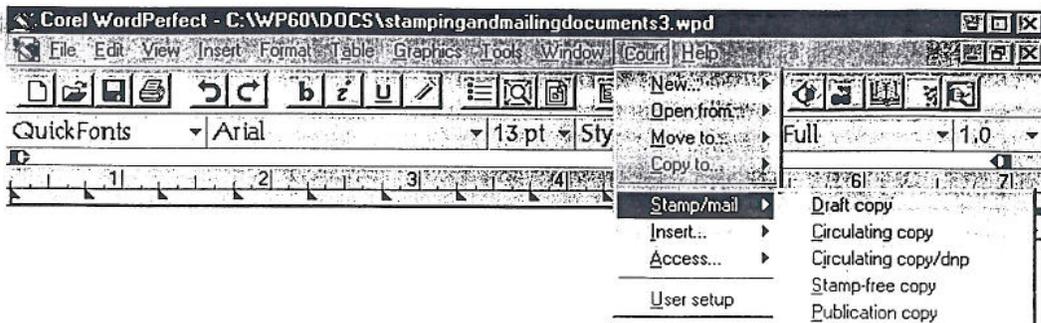
Publication date: [use next business day after 2:00 p.m.]
[currently 1:30 p.m. 11/12/98]

Options

Stamp as "Whole Court" [disregard panel info]

Stamp decision as "Not to be Officially Reported"

Format as a special concurrence or dissent [no stamps]



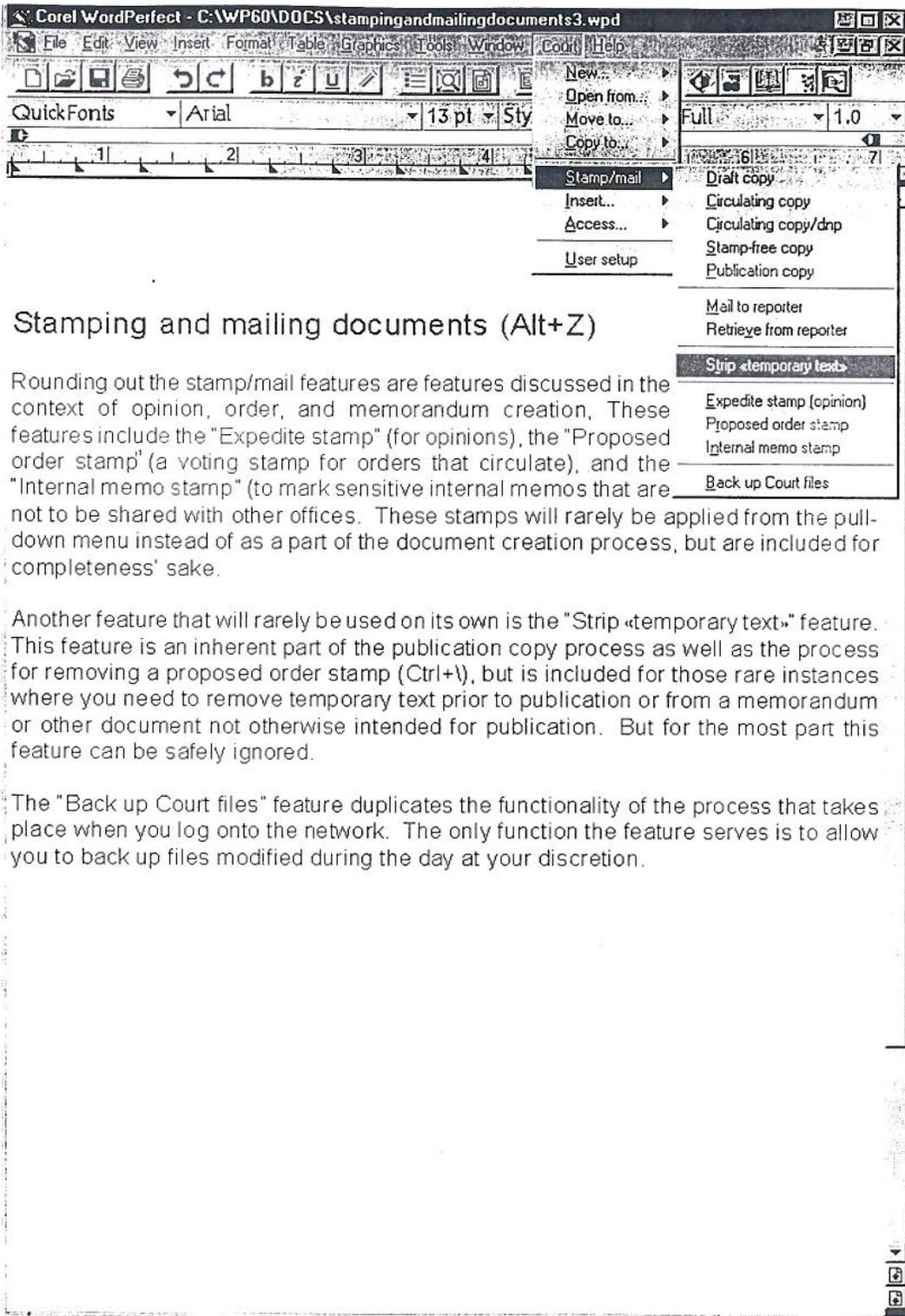
Stamping and mailing documents (Alt+Z)

If the publication copy you have just prepared represents a unanimous opinion, it should be ready to be delivered both physically to the Clerk's office and electronically to the Reporter's office. If the opinion is a concurrence or dissent, it should be ready to be delivered physically and electronically to the majority judge's office. Use the Copy to... feature on the Court pull-down menu to accomplish this, then exit the document.

If the slip opinion is a majority opinion but concurrences and dissents have also been prepared for publication, the last remaining step before mailing is to copy the concurrences and dissents (in that order, with multiple concurrences or dissents attached in order of seniority) to your own opinion using the "Separate opinion" feature on the Insert menu (a/k/a the "Alt+Y" macro). The Alt+Y macro is intended to do no more than join slip opinions together in a manner that preserves their individual formatting characteristics. ***It is not the majority office's job to clean up other offices' special concurrences and dissents.*** Not only is such a practice discourteous, but it is clearly ill advised. You should not only expect but ***insist*** that the majority judge's office not alter a slip opinion sent from your office in any way. Conversely, the majority office should ***insist*** that the document posted to the s: drive be a true publication copy free of temporary text and otherwise reviewed for errors. You can fully expect the Alt+Y macro to enforce this convention in the future.

Once a slip opinion (or multiple slip opinions combined using Alt+Y) are ready for release, the AA should deliver the opinion and record (with copies) to the Clerk's office and contemporaneously deliver the disk version to the Reporter's office by using the Mail to reporter feature. The Mail to reporter feature checks to make sure your documents have no obvious formatting problems (like lingering temporary text) and then sends the document to the Reporter's office for editing.

Once you have mailed the opinion, you must understand that you have given up "custody" of the appeal. To regain custody, you must both retrieve the opinion and record from the Clerk's office ***and*** retrieve the electronic version from the Reporter's office using the "Retrieve from reporter" feature. This is not a matter of respecting "turf," but rather is a Court-mandated courtesy that ensures that the Reporter's office does not waste its efforts verifying and cleaning up an opinion that is later superseded by a different opinion with many (if not all) of the original's technical flaws. (cont.)



Stamping and mailing documents (Alt+Z)

Rounding out the stamp/mail features are features discussed in the context of opinion, order, and memorandum creation. These features include the "Expedite stamp" (for opinions), the "Proposed order stamp" (a voting stamp for orders that circulate), and the "Internal memo stamp" (to mark sensitive internal memos that are not to be shared with other offices. These stamps will rarely be applied from the pull-down menu instead of as a part of the document creation process, but are included for completeness' sake.

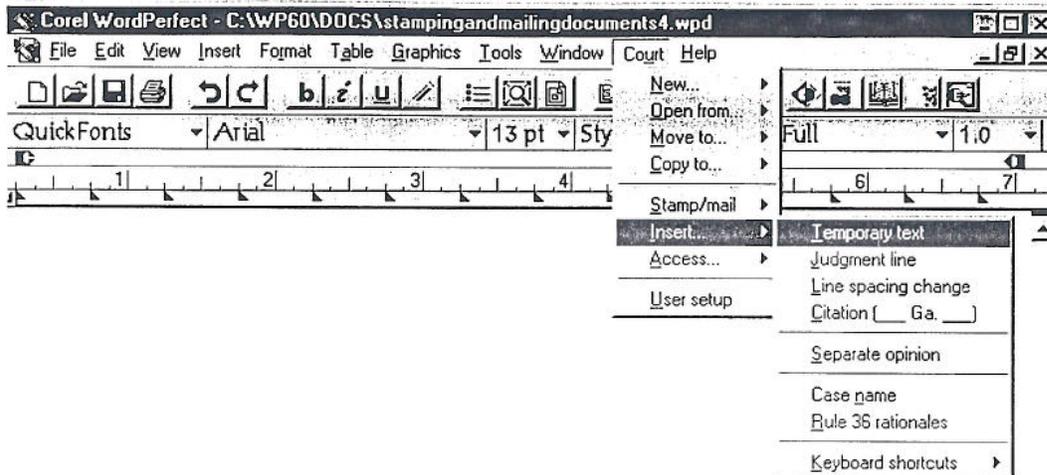
Another feature that will rarely be used on its own is the "Strip <temporary text>" feature. This feature is an inherent part of the publication copy process as well as the process for removing a proposed order stamp (Ctrl+V), but is included for those rare instances where you need to remove temporary text prior to publication or from a memorandum or other document not otherwise intended for publication. But for the most part this feature can be safely ignored.

The "Back up Court files" feature duplicates the functionality of the process that takes place when you log onto the network. The only function the feature serves is to allow you to back up files modified during the day at your discretion.

AUTOMATED INSERT FEATURES

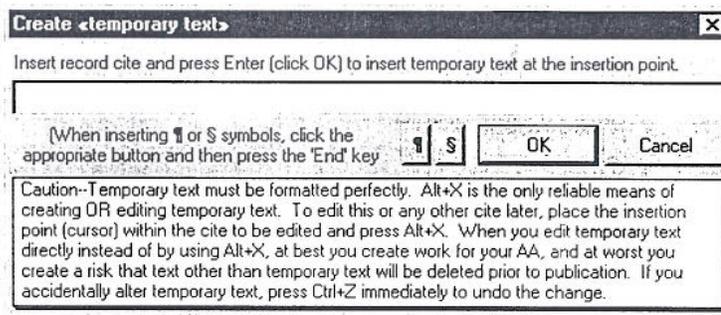
(ALT+I)

**(TEMPORARY TEXT,
JUDGMENT LINES,
CITATIONS,
CONSOLIDATED
APPEALS, ETC.)**



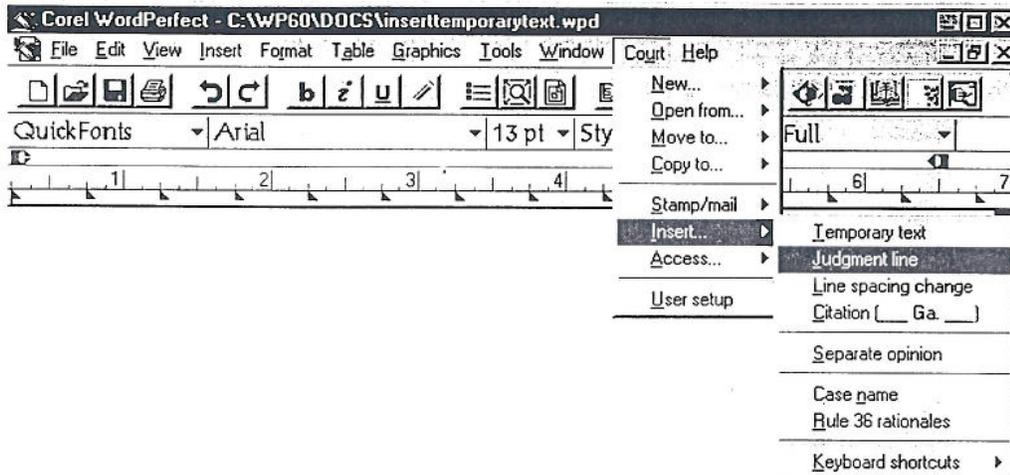
Insert features (Alt+I): The «temporary text» macro (Alt+x)

At the top of the list of Insert features -- and certainly the most often used -- is the temporary text macro (Alt+X). Temporary text is used to insert references to the transcript and appeal record into an opinion or other document.



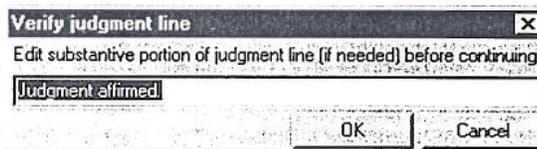
Temporary text should only be placed between sentences and at the end of paragraphs, placing **one** space on either side of the cite.

Although it may look different, the temporary text macro works the same in Windows as it does in WP 6.0 DOS. Please take the time to read the "Surgeon General's warning" in the dialog at least once. "Temporary text" is a feature custom designed for the Court of Appeals. Adding and removing temporary text can be a safe and useful feature, but it can also cause serious problems if used incorrectly.



Insert features (Alt+I): The "judgment line" macro (Alt+a)

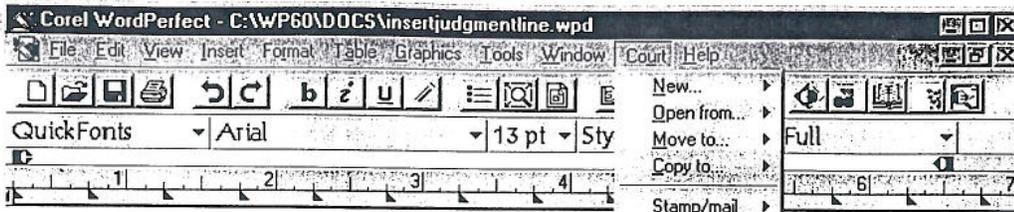
The "judgment line" feature (Alt+a), uses your judge number (established in the User setup (Alt+U+U)), and the year indicated by the second and third characters in the filename



("A99A0001") to generate a properly formatted judgment line for a panel case. The macro will attempt to fetch the disposition information at the top of the document and use it to generate a proper disposition. The verification dialog will always give you the opportunity to change the disposition if necessary.

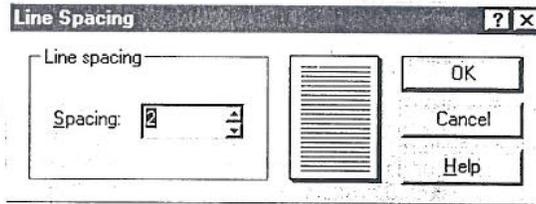
Arguably, it is desirable to have the macro just generate a judgment line without presenting the intervening dialog, but some have blamed the automation process itself for their failure to check the accuracy of their judgment lines. The "verify judgment line" dialog is therefore necessary to "wake up" a user who may otherwise be on "autopilot" as they add this obligatory final touch to a draft opinion.





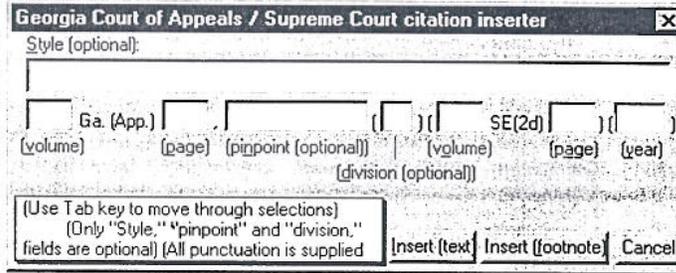
Insert features (Alt+I):
Line spacing change (Alt+L)

The line spacing change option is not a Court macro, but merely a shortcut to the line spacing feature. To change the line spacing at a given line, place the insertion point on the line where the change is to occur, press Alt+L, and enter the new line spacing.

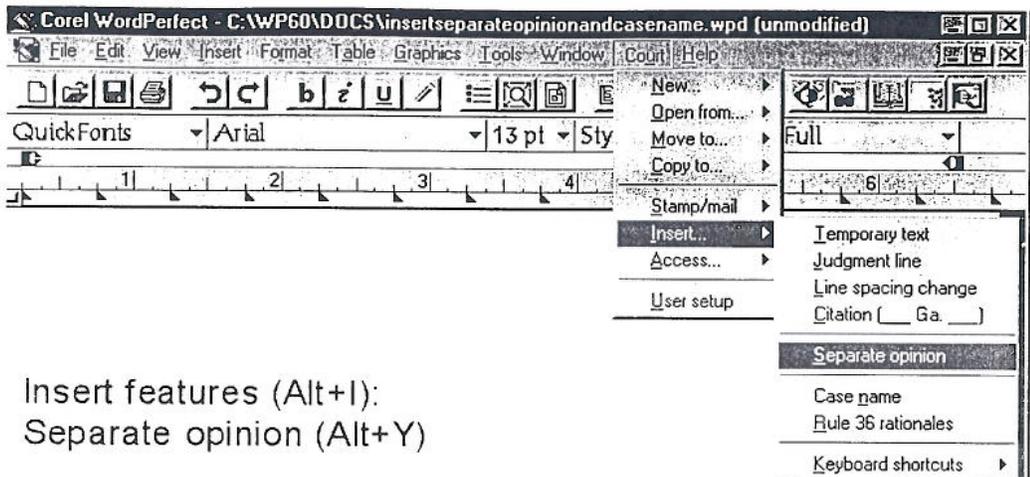


Citation inserter (Alt+K)

The Citation inserter (Alt+K) is not actively promoted, but can be a useful tool if you find entering citations completely and accurately to be an excruciating chore. The feature is also useful if you insert your citations



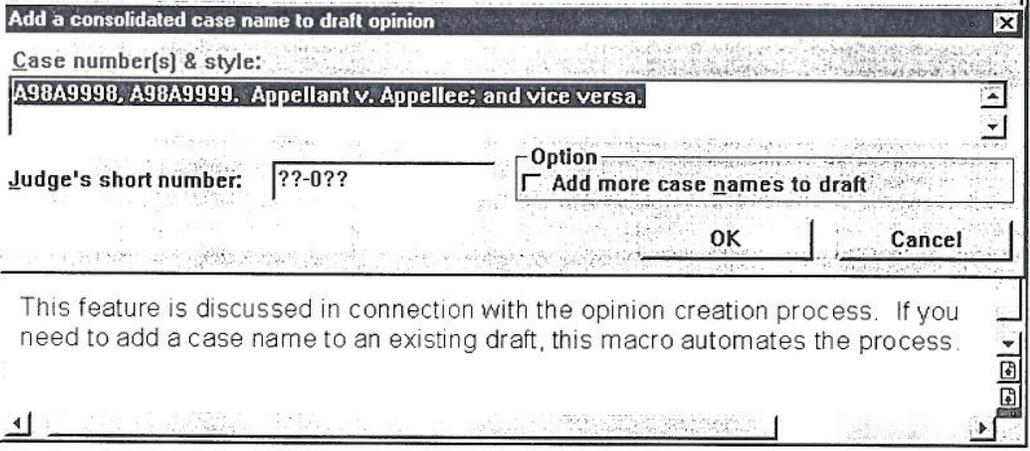
into footnotes. To create a footnote and place the cite inside it, just choose the "Insert (footnote)" option once you have entered all the cite information.

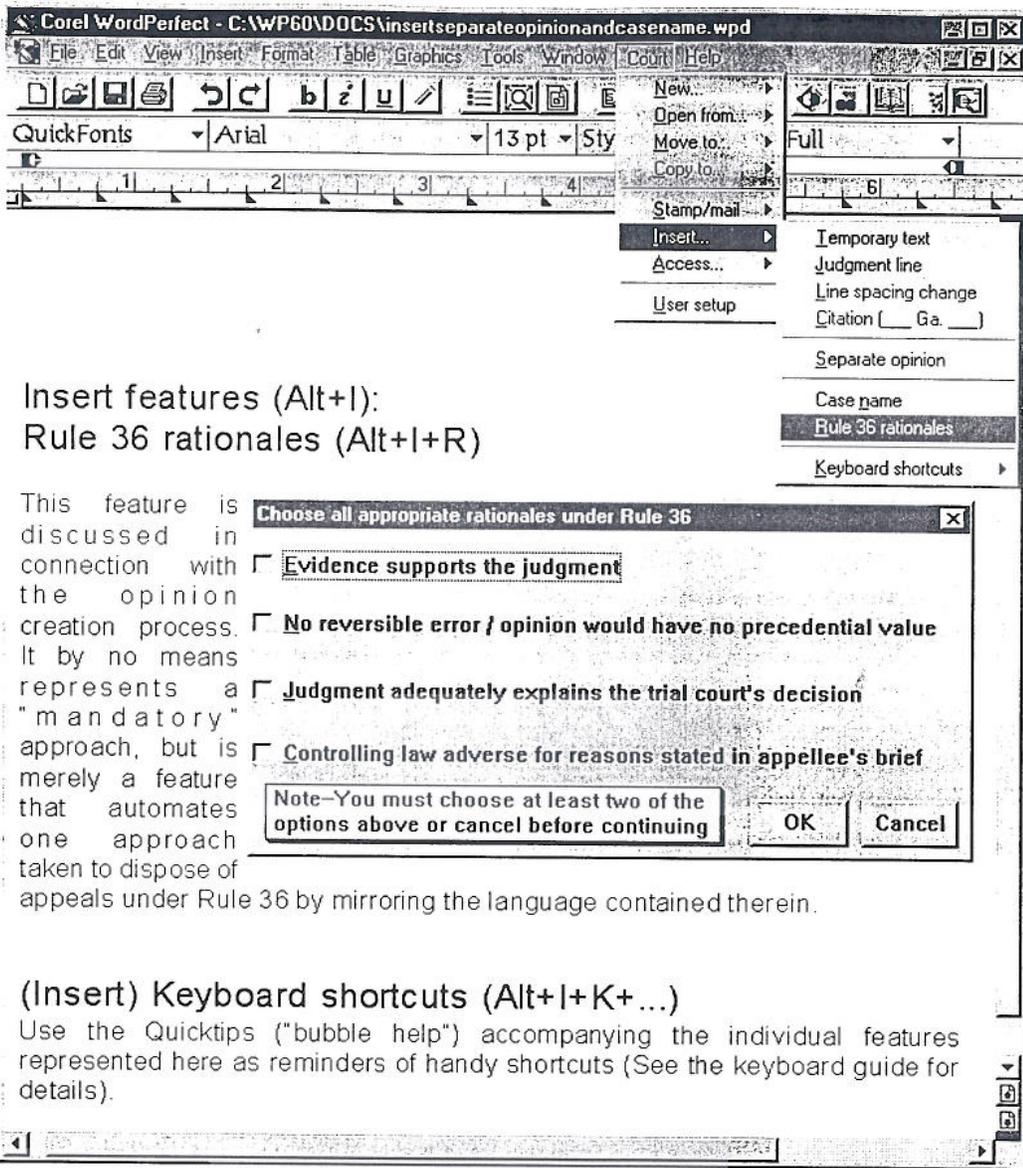


**Insert features (Alt+I):
Separate opinion (Alt+Y)**

This feature is discussed in connection with the Publication copy and Mail to reporter options. To summarize, this feature is specifically designed to append concurrences and dissents to the bottom of the majority opinion. Both the majority opinion and the concurrence/dissent should have already been run through the publication copy process before they are combined using Alt+Y.

(Insert) Case name (Alt+I+N)





**Insert features (Alt+I):
Rule 36 rationales (Alt+I+R)**

This feature is discussed in connection with the opinion creation process. It by no means represents a "mandatory" approach, but is merely a feature that automates one approach taken to dispose of appeals under Rule 36 by mirroring the language contained therein.

(Insert) Keyboard shortcuts (Alt+I+K+...)

Use the Quicktips ("bubble help") accompanying the individual features represented here as reminders of handy shortcuts (See the keyboard guide for details).

**ACCESSING
SPECIAL
ITEMS
(ALT+D)**

**(DISTRESS LISTS,
RESEARCH TOOLS,
SUPREME COURT
WEB SITES,
COURT PHONE LIST,
ETC.)**

Corel WordPerfect - C:\WP60\DOCS\insertrule36andkeyboardshortcuts.wpd

File Edit View Insert Format Table Graphics Tools Window Court Help

QuickFonts Arial 18 pt Sty

Access...

- Docket system
- Groupwise e-mail
- Court materials
- Westlaw (Ga. cases)
- GLOD
- Shepard's
- Shepardize opinion
- New SC precedent
- Ga. S.Ct. web page
- US S.Ct. decisions
- January distress list
- April distress list
- September distress list
- Phone list

Access features (Alt+D):

The "Access" features enable you to launch or otherwise switch other Court-supported programs, US and Georgia Supreme Court web pages on the Internet, offers quick access to an electronic Court phone list, and also offers automated access to the Court distress lists on the "Court-wide folder" (a/k/a the s: drive).

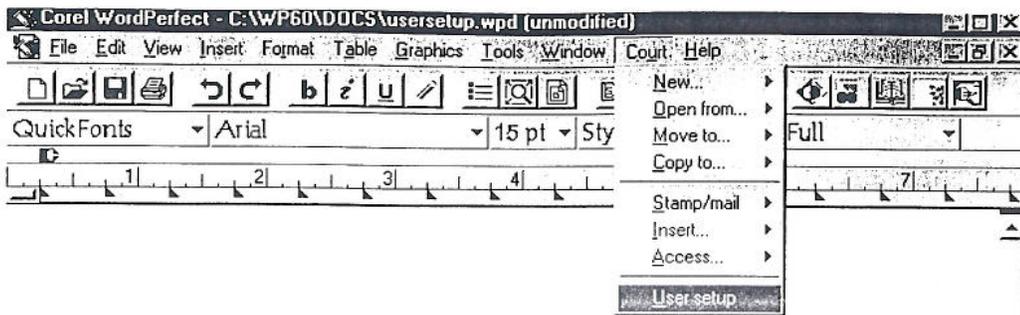
As you will quickly note, Alt+D highlights the current distress as a default. AAs should take advantage of this feature instead of opening the Distress list manually for several reasons. First, when accessed this way, you'll be taken immediately to your judge's cases without having to scroll through other judge's cases. Moreover, if you have a document on screen that has changed status (say, from "drafted" to "circulating"), **leave the document on screen** and press Alt+D, make sure the proper list is highlighted, then press Enter. You'll be taken directly to the very case you have on screen at the moment, enabling you to update your list very quickly and close the document faster than ever before. If you need the "current" list instead of the "Distress" list, just highlight it and press Enter.

The Access menu in many respects duplicates the functionality of the Court toolbars as well as the Windows start menu. The "Court materials" option is the Windows version of "Alt+Q." Alt+Q provides access to dtSearch and other Court research tools.

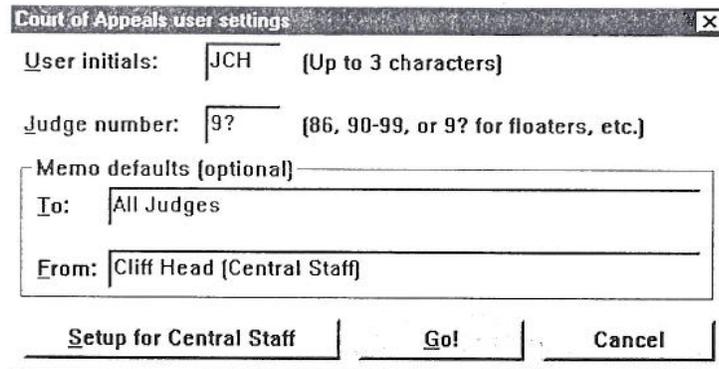
Although searching Court materials is not covered in this guide, a few crucial "hints" are offered for those of you going through WP DOS' Alt+Q withdrawl. dtSearch, unlike DOS QuickFinder, assumes you are typing in a phrase instead of a "contains all these words" type search. Therefore you **never** use quotation marks when searching using dtSearch. If you want to do a "contains all words" search, just use the word "and" as a connector between the words. For an "either/or" search, add the word "or" between search terms. Finally, if you are overwhelmed with results, turn off synonym searching and try your search again.

USER SETUP

(ALT+U+U)



User setup (Alt+U+U):



The User setup is usually done for you by technical support when your computer is set up, but you can also change your default settings at any time. If you don't like your default memo options, just change them.

KEYBOARD AND TOOLBAR GUIDES

Essential Windows keyboard shortcuts (work in WordPerfect and most other Windows programs)

| | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ctrl+Esc | =Start menu |
| Alt+Tab | =Switch to another open application |
| Alt+[underlined letter] | =Access feature (Ex. Alt+F= <u>F</u> ile menu) |
| Shift+Arrow keys, etc. | =Select text starting at the insertion point (cursor position)) |
| Ctrl+C | =Copy selected text |
| Ctrl+X | =Cut selected text |
| Ctrl+V | =Paste selected text (Note--To paste research materials into WordPerfect, it is recommended that you use Ctrl+Shift+V instead of Ctrl+V. Ctrl+Shift+V pastes text only and leaves out unwanted formatting codes). |
| Ctrl+B | =Toggle bold text |
| Ctrl+U | =Toggle underlining |
| Ctrl+I | =Toggle italicizing |
| Ctrl+Z | =Undo |
| Alt+F | = <u>F</u> ile menu |
| F1 | =Help |
| Tab | =Navigate dialog boxes, etc. Freudian note--sometimes a Tab is just a Tab, so use your common sense with this one. |
| Alt+F4 | =Exit the current application (use F12 or hold down the Shift key to block text) |

Corel WordPerfect 7/8 Shortcut Guide for the Court of Appeals

1) Most important shortcuts

Alt+M =Create a memo
Alt+N =Create a new document (all types)
Alt+O =Open a document
Alt+P =Print current document
Alt+Q =QuickFinder search menu
...
Alt+X =Insert temporary text
...
Alt+Z =Stamp as / mail... (basically the same as in WP 6.0 DOS, with other features grouped in)
Ctrl+F7 =Create a footnote Note that this is a customized feature for inserting footnotes as easily as possible. If you have text selected when pressing Ctrl+F7, that text will be placed in the footnote for you. This comes in handy when you have decided that text in the document really belongs in a footnote. If no text is selected, a new, blank footnote is created. (added 1/4/99)

2) Frequently handy shortcuts

Alt+A =Judgment line.
Alt+C ="OCGA § "
Alt+D =Access menu (Docket, e-mail, legal research, distress lists, phone list, etc. NOTE--
DEFAULT SELECTION IS THE CURRENT DISTRESS LIST!)
Alt+F =File pull-down menu
Alt+H =Help pull-down menu
Alt+I =Insert menu (Court features that insert opinions, text, etc.)
Alt+J ="Jackson v. Virginia, 443 U. S. 307 (99 SC 2781, 61 LE2d 560) (1979)"
Alt+K =Citation inserter (allows you to concentrate on accuracy rather than typing &
formatting—especially helpful for those unfortunate souls who must put their citations into
footnotes)
Alt+L =Line spacing change
Alt+Y =Attach another judge's opinion to the current document
Ctrl+S =Print a newly released Supreme Court decision
Ctrl+\ =Add or remove a proposed order stamp
Ctrl+- =Add or remove an INTERNAL stamp (for memos intended strictly for intraoffice use)
Ctrl+Shift+V = Paste Simple (see Ctrl+V in Windows shortcuts for details)

3) Quickcorrect shortcuts (type these as words and they'll magically change as documented here) (Important note: The change won't occur until after you press the space bar.)

ff ="SE2d"
gg ="Ga. App."
rr ="¶"
ss ="§"
vv ="..."

4) Other pull-down shortcuts

Alt+E=Edit pull-down menu
Alt+T=Tools pull-down menu
Alt+U=Court pull-down menu

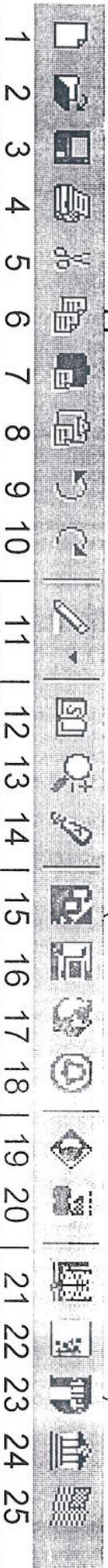
5) Grandfathered shortcuts ("So how long have you been working here now?...")

Alt+G (better shortcut is "gg"...Alt+F is dead and Alt+G is on borrowed time)
Alt+R (better shortcut is "rr" (see above))
Alt+S (better shortcut is "ss" (see above))
Alt+V (better shortcut is "vv" (see above))

6) Customizable

Alt+B (record your own macro and name it Altb.wcm to make Alt+B function any way you like!)

Court of Appeals Toolbar Guide for Word effect 8 (also available for WordPerfect 7,



- 1 Create a blank document in a new document window
- 2 Open an existing document into a new document window (F5)
- 3 Save the current document (F12)
- 4 Print a document (Shift-F7-or use Alt+P to print document automatically)
- 5 Cut--Move selection to the clipboard (Ctrl+X)
- 6 Copy--Copy selection to the Clipboard (Ctrl+C)
- 7 Paste--Paste clipboard context at the insertion point (Ctrl+V)
- 8 Paste simple--Paste only the text w/o formatting codes (Ctrl+Shift+V)
- 9 Undo--Reverse the last change (Ctrl+Z)
- 10 Redo--Reverse the last Undo(Ctrl+Shift+R)
- 11 Highlight--Turn on highlighting.
- 12 Spell check--check and correct spelling (Ctrl+F2)
- 13 Zoom--Change the magnification of the active window
- 14 PerfectExpert--Display the PerfectExpert
- 15 Main menu--Use this menu to display most Court of Appeals features (Alt+W)
- 16 Docket--Access the Court of Appeals docket system
- 17 Groupwise--Launch Groupwise for e-mail, calendars, scheduling, etc.
- 18 Phone list--Access the Court of Appeals internal phone list
- 19 Shepard's--Launch Shepard's on CD-Rom
- 20 Shepardize--Create a batch file based on the current document and run Shepard's
- 21 GLOD-- Launch Michie's search engine to research published Georgia cases
- 22 Westlaw -- Launch West's search engine to research published Georgia cases
- 23 dtSearch -- Launch the indexer used to research Court opinions, orders, etc.
- 24 Georgia Supreme Court -- Use your browser to access the Supreme Court's web page.
- 25 Access the Legal Information Institute's US Supreme Court review pages (Internet)

Templates for Use With Corel WordPerfect 7

Keyboard template with lines

| | | | | | | | | | | | | |
|--------------|---------------|--------------|--------------|---------------|-----------|-------------|--------------|-----------|-----------|---------------|--------------|----------|
| WP7 Keyboard | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 |
| Ctrl+Shift | Prev Pane | | Show Symbols | Select Para | | Next Window | Clear | | | | | |
| Ctrl | Next Pane | Spell Check | Redisplay | Select Sentnc | Def Outln | Decimal Tab | Insert | Font | Sort | Macro Rec/Stp | Tab Set | Save |
| Alt+Shift | Grammatk | | Ruler Bar | Select Cell | Generate | Prev Window | | | | Feature Bar | | |
| Alt | Thesaurus | | Reveal Codes | Exit | Tools | | Table Create | Styles | Graphics | Macro Play | Table Create | Envelope |
| Shift | Preferences | | Prev Doc | Double Indent | Date | Center Line | Print | Format | Merge | Open | Character | Bookmark |
| Normal | Help Contents | Find/Replace | Next Doc | Indent | Open | Bold | Close | Underline | End Field | Save As | Reveal Codes | Select |

Keyboard template without lines

| | | | | | | | | | | | | |
|--------------|---------------|--------------|--------------|---------------|-----------|-------------|--------------|-----------|-----------|---------------|--------------|----------|
| WP7 Keyboard | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 |
| Ctrl+Shift | Prev Pane | | Show Symbols | Select Para | | Next Window | Clear | | | | | |
| Ctrl | Next Pane | Spell Check | Redisplay | Select Sentnc | Def Outln | Decimal Tab | Insert | Font | Sort | Macro Rec/Stp | Tab Set | Save |
| Alt+Shift | Grammatk | | Ruler Bar | Select Cell | Generate | Prev Window | | | | Feature Bar | | |
| Alt | Thesaurus | | Reveal Codes | Exit | Tools | | Table Create | Styles | Graphics | Macro Play | Table Create | Envelope |
| Shift | Preferences | | Prev Doc | Double Indent | Date | Center Line | Print | Format | Merge | Open | Character | Bookmark |
| Normal | Help Contents | Find/Replace | Next Doc | Indent | Open | Bold | Close | Underline | End Field | Save As | Reveal Codes | Select |

Keyboard template with lines and color

| | | | | | | | | | | | | |
|--------------|---------------|--------------|--------------|---------------|-----------|-------------|--------------|-----------|-----------|---------------|--------------|----------|
| WP7 Keyboard | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 |
| Ctrl+Shift | Prev Pane | | Show Symbols | Select Para | | Next Window | Clear | | | | | |
| Ctrl | Next Pane | Spell Check | Redisplay | Select Sentnc | Def Outln | Decimal Tab | Insert | Font | Sort | Macro Rec/Stp | Tab Set | Save |
| Alt+Shift | Grammatk | | Ruler Bar | Select Cell | Generate | Prev Window | | | | Feature Bar | | |
| Alt | Thesaurus | | Reveal Codes | Exit | Tools | | Table Create | Styles | Graphics | Macro Play | Table Create | Envelope |
| Shift | Preferences | | Prev Doc | Double Indent | Date | Center Line | Print | Format | Merge | Open | Character | Bookmark |
| Normal | Help Contents | Find/Replace | Next Doc | Indent | Open | Bold | Close | Underline | End Field | Save As | Reveal Codes | Select |

Keyboard template without lines, with color

| | | | | | | | | | | | | |
|--------------|---------------|--------------|--------------|---------------|-----------|-------------|--------------|-----------|-----------|---------------|--------------|----------|
| WP7 Keyboard | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 |
| Ctrl+Shift | Prev Pane | | Show Symbols | Select Para | | Next Window | Clear | | | | | |
| Ctrl | Next Pane | Spell Check | Redisplay | Select Sentnc | Def Outln | Decimal Tab | Insert | Font | Sort | Macro Rec/Stp | Tab Set | Save |
| Alt+Shift | Grammatk | | Ruler Bar | Select Cell | Generate | Prev Window | | | | Feature Bar | | |
| Alt | Thesaurus | | Reveal Codes | Exit | Tools | | Table Create | Styles | Graphics | Macro Play | Table Create | Envelope |
| Shift | Preferences | | Prev Doc | Double Indent | Date | Center Line | Print | Format | Merge | Open | Character | Bookmark |
| Normal | Help Contents | Find/Replace | Next Doc | Indent | Open | Bold | Close | Underline | End Field | Save As | Reveal Codes | Select |