



# Table of Contents: Your Legal Roadmap to Document Mastery!

**March 12, 25**

**12:00 pm to 1:00 pm**

Unlock the secrets to creating professional legal documents with our engaging class on crafting an impeccable Table of Contents and Table of Authorities! Whether you're navigating Law and Motion or diving into the intricacies of document formatting, this session will equip you with essential skills.

You'll learn how to:

- Activate the show/hide paragraph feature for clarity in your documents.
- Master section breaks and page numbering for seamless organization.
- Utilize the Styles feature to generate a polished Table of Contents that guides your readers.
- Mark, generate, and format a Table of Authorities that showcases your legal references with finesse.

Join us for a live demonstration that brings these concepts to life, and walk away ready to impress with your newfound expertise in Word 2010, 2013, 2016, and Microsoft Office 365! Don't miss out on this opportunity to elevate your legal writing game!

- **\$25 LPI members**
- **\$55 non-LPI members**

No cancellations or refunds are provided after the webinar; however, should a cancellation occur at least 48 hours before the live webinar, LPI will issue a refund, minus the credit card processing fee. For further information or group registrations email: [training@legalprofessionalsinc.org](mailto:training@legalprofessionalsinc.org).

## ABOUT THE INSTRUCTOR

Vanessa Buffington is the owner of NextGen Legal, LLC, and has over 22 years of experience in the legal field. She is a certified paralegal with extensive expertise in handling transactional and litigation matters on the plaintiff and defense side, in both the public and private sectors. Her experience encompasses multiple areas of law such as labor and employment, insurance defense, construction defect, education, personal injury, medical malpractice, investigations, business, and labor relations and negotiations. Currently, Ms. Buffington conducts training, seminars and webinars for legal professionals. She has been part of Legal Professionals, Inc.'s instruction team since 2017.



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